

ES - Bank Reconciliation

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

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Scope

[blocked URL](#)

ERP

[blocked URL](#)

Frequency

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References

ZE1FGESTCONCI; [SM35](#); [FBL3N](#); [F-03](#); FS10N

Forms

Attachments

[BBVA Net Cash](#)

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1. Objective and Scope

1.1. Objective of this Operation

This procedure explains how perform the Bank reconciliation for Spain.

1.2. Scope

The scope is SPAIN company code (0245).

2. Definitions

See [Finance Glossary](#).

3. Tasks description

3.1. Periodicity

This procedure will be performed monthly at day D+4.

3.2. I extract the bank statements from BBVA Netcash

This procedure is done one time by month on the D+4 of each month.

To have access to the bank statements enter in the web site of [BBVA Net Cash](#).

Once logged on site choose:

- 1) Información de cuentas
- 2) Módulo de tesorería
- 3) Histórico
- 4) Rango de fechas (the complete month for which we are performing the reconciliation)
- 5) Tipo de fichero (todos)

Inicio → Información de cuentas → Módulo de tesorería ★ [Añadir a Favoritos](#)

Módulo de tesorería

INFORMACIÓN DE CUENTAS

- Movimientos del día
- Histórico de movimientos
- Histórico movimientos de más de 14 meses
- Saldos contables
- Saldos valor
- Informes
- **Módulo de tesorería**
- Correspondencia virtual

POSICIÓN INTEGRAL
PAGOS
COBROS
TARJETAS DE EMPRESA
COMERCIO EXTERIOR
INVERSIONES Y MERCADOS
UTILIDADES

SELECCIÓN DE FICHEROS

ESTADO

☐ Pendientes

☒ Histórico

RANGO DE FECHAS (DD/MM/AAAA)

Desde: 01 / 09 / 2013 Hasta: 30 / 09 / 2013

TIPO DE FICHEROS

TODOS

ACEPTAR

- 6) Aceptar

INFORMACIÓN DE CUENTAS

- Movimientos del día
- Histórico de movimientos
- Histórico movimientos de más de 14 meses
- Saldos contables
- Saldos valor
- Informes
- **Módulo de tesorería**
- Correspondencia virtual

POSICIÓN INTEGRAL

PAGOS

COBROS

TARJETAS DE EMPRESA

COMERCIO EXTERIOR

INVERSIONES Y MERCADOS

UTILIDADES

Inicio → Información de cuentas → Módulo de tesorería

★ Añadir a Favoritos

Estado:	Histórico		
Fecha:	Desde 01/09/2013 Hasta 30/09/2013		
Tipo de Ficheros:	TODOS		
LISTA DE FICHEROS TODOS			
Fecha	Fichero	Descripción	SeL
30/09/2013	39303001.ISM	Movimientos de Cuentas Personales	☒
27/09/2013	39273001.ISM	Movimientos de Cuentas Personales	☒
26/09/2013	39263001.ISM	Movimientos de Cuentas Personales	☒
25/09/2013	39253001.ISM	Movimientos de Cuentas Personales	☒
24/09/2013	39243001.ISM	Movimientos de Cuentas Personales	☒
23/09/2013	39233001.ISM	Movimientos de Cuentas Personales	☒
20/09/2013	39203001.ISM	Movimientos de Cuentas Personales	☒
19/09/2013	39193001.ISM	Movimientos de Cuentas Personales	☒
18/09/2013	39183001.ISM	Movimientos de Cuentas Personales	☒
17/09/2013	39173001.ISM	Movimientos de Cuentas Personales	☒
16/09/2013	39163001.ISM	Movimientos de Cuentas Personales	☒
13/09/2013	39133001.ISM	Movimientos de Cuentas Personales	☒
12/09/2013	39123001.ISM	Movimientos de Cuentas Personales	☒
11/09/2013	39113001.ISM	Movimientos de Cuentas Personales	☒
10/09/2013	39103001.ISM	Movimientos de Cuentas Personales	☒
09/09/2013	39093001.ISM	Movimientos de Cuentas Personales	☒
06/09/2013	39063001.ISM	Movimientos de Cuentas Personales	☒
05/09/2013	39053001.ISM	Movimientos de Cuentas Personales	☒
04/09/2013	39043001.ISM	Movimientos de Cuentas Personales	☒
03/09/2013	39033001.ISM	Movimientos de Cuentas Personales	☒
02/09/2013	39023001.ISM	Movimientos de Cuentas Personales	☒

Marcar todos

Desmarcar todos

GENERAR FICHERO

7) Select all (marcar todos)

8) Generar Fichero

It will be display another screen asking if you want to received the file. Select " **Recibir fichero**" and save in your computer.

03/09/2013	39033001.ISM	Movimientos de Cuentas Personales
02/09/2013	39023001.ISM	Movimientos de Cuentas Personales
RECIBIR FICHERO		

The document will be, by default, saved under name "Modulo tesoreria.ISM".

3.2.1. I perform the processes for Torrelavega

Once you have the file save on your desktop go to sap and enter in transaction **ZE1FGESTCONCI**.

Select Load file BBVA Torrelavega and execute the transaction.

Select the process to execute

TORRELAVEGA

☐ Transfer Account SAP to Reflect Account Torrelavega

☒ Load File BBVA Torrelavega

☐ Load File CICC Torrelavega

☐ Compensation of the account by amount Torrelavega

☐ Compensation of the Account by Value Date Torrelavega

☐ Deleting Records in Table ZEFCC Torrelavega

- **Posting date** is the first day of the following month.
- **File name** – go to your computer and select the file extracted from **Netcash**.

UPLOAD BANK MOV IN REFLEX ACCOUNT FROM BBV FILE

S_BUKRS to

Posting Date 

Batch-Input Name

File Name

Execute the transaction by clicking execute  and the list of documents will be produce.

This doesn't mean that the documents were posted. The transaction generates batch inputs that have to be proceed in [SM35](#).

Usually the batch codification is similar with ZE1FFIBBV****.

Batch Input: Session Overview

Analysis Process Statistics Log Recording     

Selection criteria

Sess.: * From: To: Created by: *

 New Incorrect Processed In Process In Background Being Created Locked

Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Σ Trans.			Σ Screens
ZE1FFIBBV-T0		PT400059	16.10.2013	13:00:46	ZE1FFIBBV		PT400059	2	0	0	768

STEP 1

Use transaction code: **SM35**



SM35 - Batch Input: Initial Screen



Batch input is a SAP interface that allows you to transfer large amounts of data to an SAP system. You can use batch input to transfer legacy data and perform periodic imports of external data.



A batch input session is a sequence of transactions supplied with user data by a program. SAP stores these transactions on a stack until you decide to process them online. No database updates are performed until the session has been processed. Using this technique, you can transfer large amounts of data to SAP in a short time.

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: * From: To: Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	Stat.	Created By	Date	Time	Creation Program	Lock Date	Authorizat.
Z1F_CARL0279		PT63014238	01.06.2018	13:01:42	RFB1BL01		DE14338
EQUI_REENTRY		BG33284	01.06.2018	13:01:35	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	13:01:02	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	13:00:20	SAPM21V_REE..		WJ-PF1
RTR_0279_INT		PT400078	01.06.2018	12:58:52	Z2F_RFSZIS00		PT400078
EQUI_REENTRY		THPLUEA	01.06.2018	12:52:24	SAPM21V_REE..		WJ-PF1
6331_CHIUS 1		PT400070	01.06.2018	12:52:12	RFSUM00		PT400070
EQUI_REENTRY		BG33284	01.06.2018	12:51:31	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	12:51:06	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:49:01	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:48:10	SAPM21V_REE..		WJ-PF1

STEP 2

Look for the batch input session to be processed



If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

- **Session:** where you can insert the session name you are looking for

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: *0270* From: To: Created by: *

- **Period:** where you can insert the period for which the batch was created

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: * From: 01.09.2018 To: 30.09.2018 Created by: *

- **Created By:** where you can insert the user who created the batch input session

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: * From: To: Created by: BR*

STEP 3

Select the batch input session to be processed

After you find the session, select the line with the batch input that you want to run:

Batch Input: Session Overview

Analysis Process Statistics Log Recording

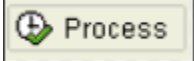
Selection criteria
Sess.: *0270* From: To: Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	Stat.	Created By	Date	Time	Creation Prog.	Lock Date	Authorizat.	Tra
0270_CROCOOF		BR004213	28.09.2018	19:57:49	RFB1BL01		BR004213	0

STEP 4

Start processing by clicking on



STEP 5

Check the status of the batch input session

Double click over the session.

Transactions

Screens

Log created on 01.06.2018

Index	Trans	Status
1	MB11	Processed
2	IE02	Processed

<

To see detailed information (e.g. document numbers generated), click on "Log created on dd.mm. yyyy":

Transactions			Screens		Log created on 01.06.2018	
Time	Message	Transaction	Index	Modul	Scr...	T ID No.
13:00:28	Session EQUI_REENTRY is being processed by user BG33284 in mode E on server pfapp03					0 # 00 360
13:00:29	Document 4930050004 posted	MB11	1			0 # NT 060
13:00:29	Equipment 300000646 changed	IE02	2			0 # 18 817
13:00:30	Processing statistics		0			0 # 00 370
13:00:30	2 transactions read		0			0 # 00 363
13:00:30	2 transactions processed		0			0 # 00 364
13:00:30	0 transactions with errors		0			0 # 00 345
13:00:30	0 transactions deleted		0			0 # 00 346
13:00:30	Batch input processing ended		0			0 # 00 362

STEP 6

Check batch input session via [SM37](#) transaction

After proceeded the batch input, return again to transaction **ZE1FGESTCONCI**.

Select Transfer Account SAP to Reflect Account Torrelavega.



Administration Bank Reconciliation



Select the process to execute

TORRELAVEGA

- ☒ Transfer Account SAP to Reflect Account Torrelavega
- ☐ Load File BBVA Torrelavega
- ☐ Load File CICC Torrelavega
- ☐ Compensation of the account by amount Torrelavega
- ☐ Compensation of the Account by Value Date Torrelavega
- ☐ Deleting Records in Table ZEFCC Torrelavega

- **G/L Account**- Fill with account 50601eur30
- **Open items at key date**: the date you are performing this task(D+4)
- For all the other fields no change is done.

TRANSFER DOCUMENTS FROM BANK ACC.SAP TO REFLEX ACCOUNT

   Data Sources

G/L account selection

Chart of accounts	COCA	to		
G/L account	50601eur30	to		
Company code	0245	to		

Selection using search help

Search help ID	
Search string	

 Search help

Line item selection

Business area		to		
Open items at key date	16102013			

Batch-Input Name

ZE1FCONCI-T0

☒ OTHER

☐ ITALY



Click the button dynamic selection

TRANSFER DOCUMENTS FROM BANK ACC.SAP TO REFLEX ACCOUNT

 1 active Data Sources



- ▶ GL account master record
- ▶ Company code
- ▶ Document

Planning group		
Planning Level		
Account currency		
Document		
Assignment		
Posting Date		
Document Date		
Document Type		
Posting Period		

G/L account selection

Chart of accounts	COCA	to		
G/L account	50601EUR30	to		
Company code	0245	to		

Selection using search help

Search help ID	
Search string	
 Search help	

Line item selection

Business area		to		
Open items at key date	16.10.2013			

Batch-Input Name

- ☒ OTHER
☐ ITALY

Open the field Posting date and select the range all the month of the reconciliation.

TRANSFER DOCUMENTS FROM BANK ACC.SAP TO REFLEX ACCOUNT

1 active Data Sources

Multiple Selection for Posting Date

Select Single Values Select Ranges (1) Exclude Single Values Exclude Ranges

O.	Lower limit	Upper limit
☐	01.09.2013	30.09.2013
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

Search string

And execute the transaction.
 This doesn't mean that the documents were posted. The transaction generates batch inputs that have to be proceed in [SM35](#).

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
 Sess.: * From: To : Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Σ Trans.	
ZE1FCNCI-T0	☐	PT400059	16.10.2013	13:14:59	ZE1FCNCI		PT400059	1	0

STEP 1

Use transaction code: **SM35**

i SM35 - Batch Input: Initial Screen



Batch input is a SAP interface that allows you to transfer large amounts of data to an SAP system. You can use batch input to transfer legacy data and perform periodic imports of external data.



A batch input session is a sequence of transactions supplied with user data by a program. SAP stores these transactions on a stack until you decide to process them online. No database updates are performed until the session has been processed. Using this technique, you can transfer large amounts of data to SAP in a short time.

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: * From: To: Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	Stat.	Created By	Date	Time	Creation Program	Lock Date	Authorizat.
Z1F_CARLO279		PT63014238	01.06.2018	13:01:42	RFB1BL01		DE14338
EQUI_REENTRY		BG33284	01.06.2018	13:01:35	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	13:01:02	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	13:00:20	SAPM21V_REE..		WJ-PF1
RTR_0279_INT		PT400078	01.06.2018	12:58:52	Z2F_RFSZIS00		PT400078
EQUI_REENTRY		THPLUEA	01.06.2018	12:52:24	SAPM21V_REE..		WJ-PF1
6331_CHIUS 1		PT400070	01.06.2018	12:52:12	RFSUM00		PT400070
EQUI_REENTRY		BG33284	01.06.2018	12:51:31	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	12:51:06	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:49:01	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:48:10	SAPM21V_REE..		WJ-PF1

STEP 2

Look for the batch input session to be processed



If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

- **Session:** where you can insert the session name you are looking for

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: *0270* From: To: Created by: *

- **Period:** where you can insert the period for which the batch was created

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: * From: 01.09.2018 To: 30.09.2018 Created by: *

- **Created By:** where you can insert the user who created the batch input session

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: * From: To: Created by: BR*

STEP 3

Select the batch input session to be processed

After you find the session, select the line with the batch input that you want to run:

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria
Sess.: *0270* From: To: Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	Stat.	Created By	Date	Time	Creation Prog.	Lock Date	Authorizat.	Tra
0270_CROCOOF		BR004213	28.09.2018	19:57:49	RFB1BL01		BR004213	0

STEP 4

Data Sources

G/L Account Line Item Display

G/L account selection

G/L account	0596013430	to		
Company code	0245	to		

Selection using search help

Search help ID	
Search string	

Line item selection

Status

☒ Open items
Open at key date 04.10.2013

☐ Cleared items
Clearing date to
Open at key date

☐ All items
Posting date to

Type

☒ Normal items
☐ Noted items
☐ Parked items

List Output

Layout	/CONCILIAC
Maximum number of items	

Execute the transaction



Once you are inside transaction [FBL3N](#) do a subtotal for **Value date**.
You have to do perform a analyse of what you can compensate:

- Traspaso Agrupado with Traspaso Agrupado
- Talon with payment of the bank
- Recibo with recibo

Go to transaction [F-03](#) and clear , account 0596013430.

Clear G/L Account: Header Data

Process open items

Account Clearing Date ☐ Period
Company Code Currency

Open Item Selection

☒ Normal OI

Additional Selections

- ☒ None
☐ Amount
☐ Document Number
☐ Posting Date
☐ Dunning Area
☐ Reference
☐ Payment order
☐ Collective invoice
☐ Document Type
☐ Business Area
☐ Tax code
☐ Others

Go to transaction FS10N to verify the balance of the account for the month you are performing the reconciliation.

G/L Account Balance Display

   Activate worklist

G/L account 
Company code 
Fiscal year
Business area 

Go again to transaction [FBL3N](#) and verify that the open item are only the amounts no reconcile and this amount should match the amount on transaction FS10N.

In case the reconciliation is not zero balance, report to Accounting Platform and CAM.

End of document.

