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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- 1. Objective and Scope
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- 2. Definitions
- 3. Tasks description
- 3.1. Periodicity
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    - 3.2.1. I perform the processes for Torrelavega

Scope

blocked URL

ERP

blocked URL

Frequency

blocked URL

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

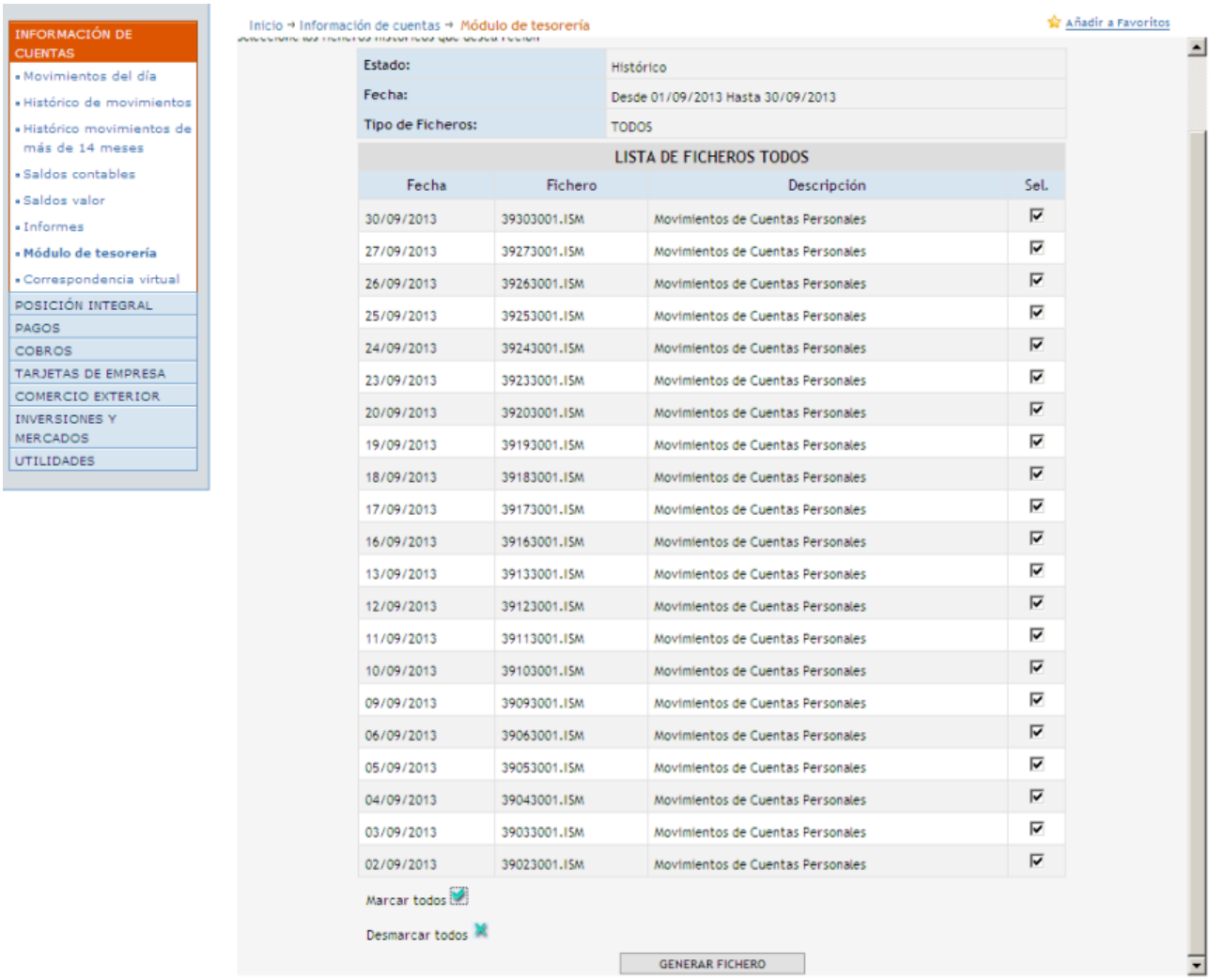
2) Módulo de tesorería

3) Histórico

4) Rango de fechas (the complete month for which we are performing the reconciliation)

5) Tipo de fichero (todos)

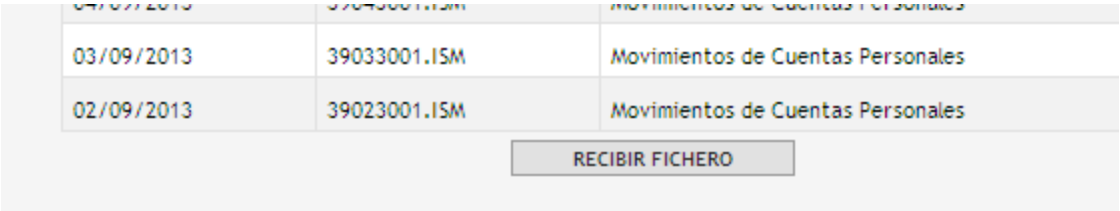
6) Aceptar



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.

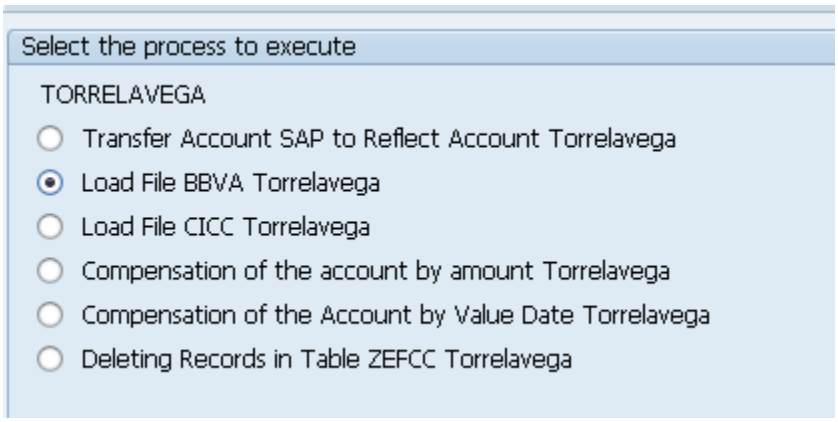


The document will be, by default, saved under name "Modulo tesoreria.ISM".

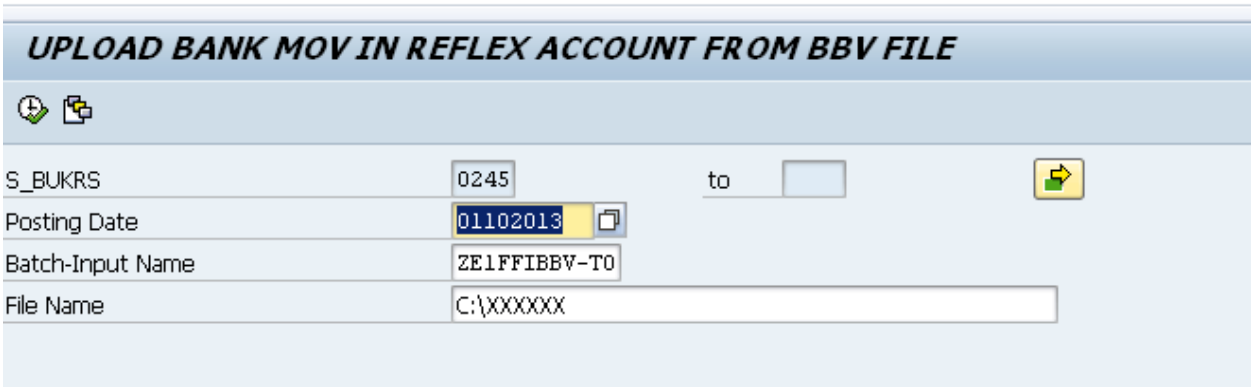
3.2.1. I perform the processes for Torrelavega

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.



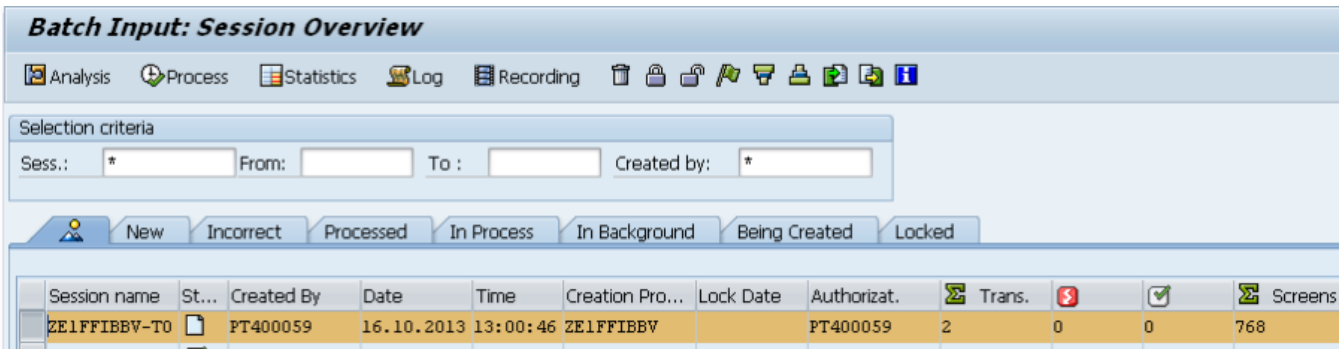
- **Posting date** is the first day of the following month.
- **File name** – go to your computer and select the file extracted from **Netcash**.



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

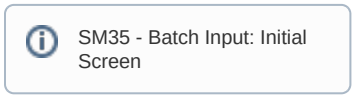
This doesn't mean that the documents were posted. The transaction generates batch inputs that have to be proceed in SM35.

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



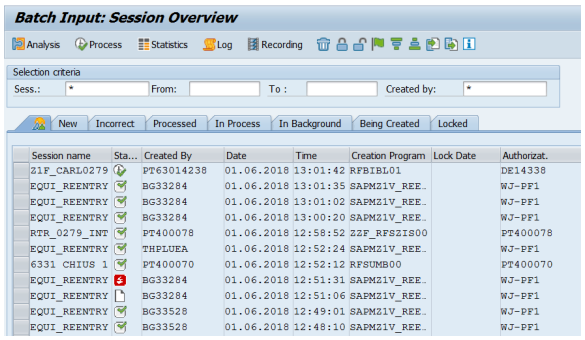
STEP 1

Use transaction code: ***SM35***



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.



STEP 2

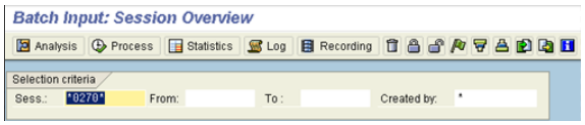
Look for the batch input session to be processed

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

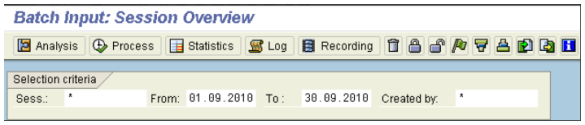
These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

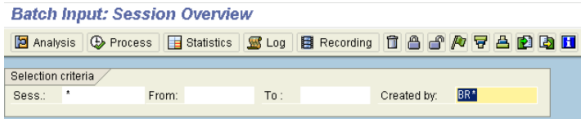
- *Session*: where you can insert the session name you are looking for



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



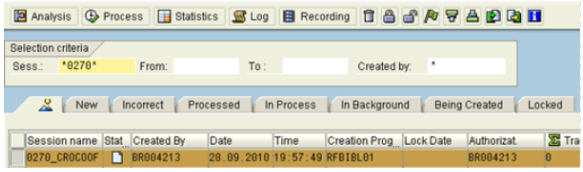
- *Created By*: where you can insert the user who created the batch input session



STEP 3

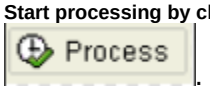
Select the batch input session to be processed

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



STEP 4

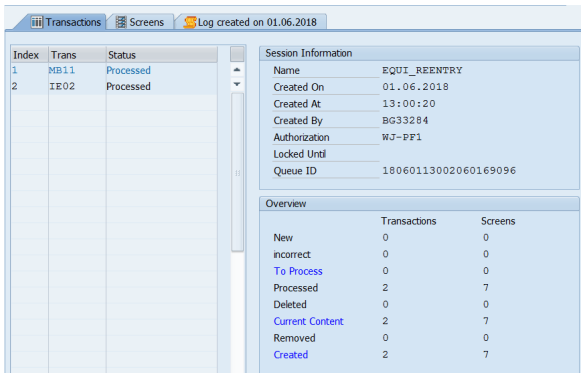
Start processing by clicking on



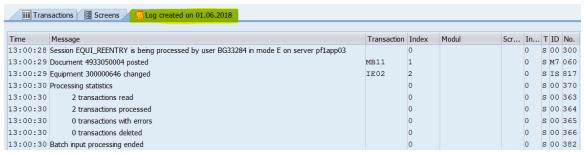
STEP 5

Check the status of the batch input session

Double click over the session.



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

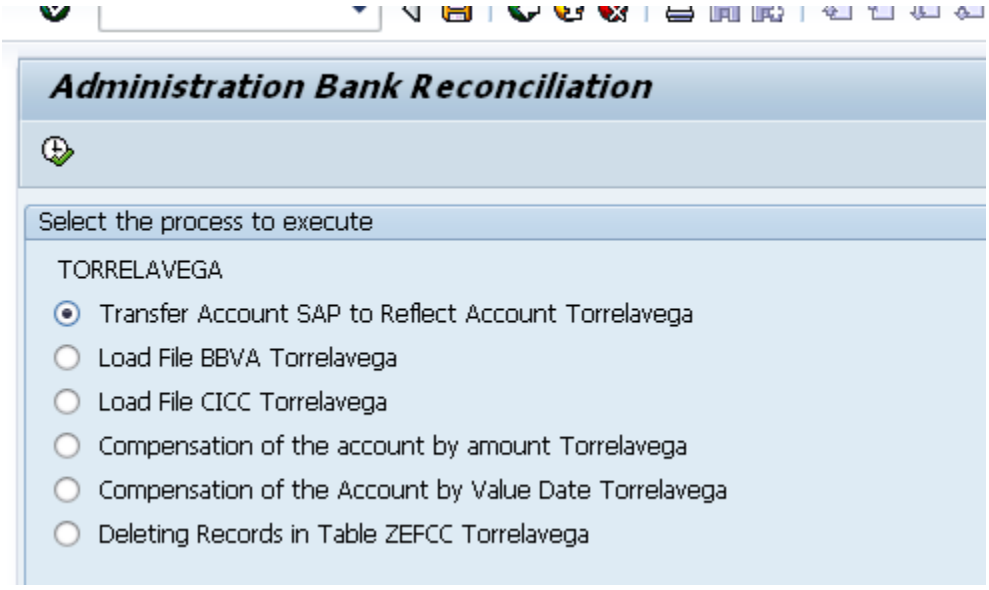


STEP 6

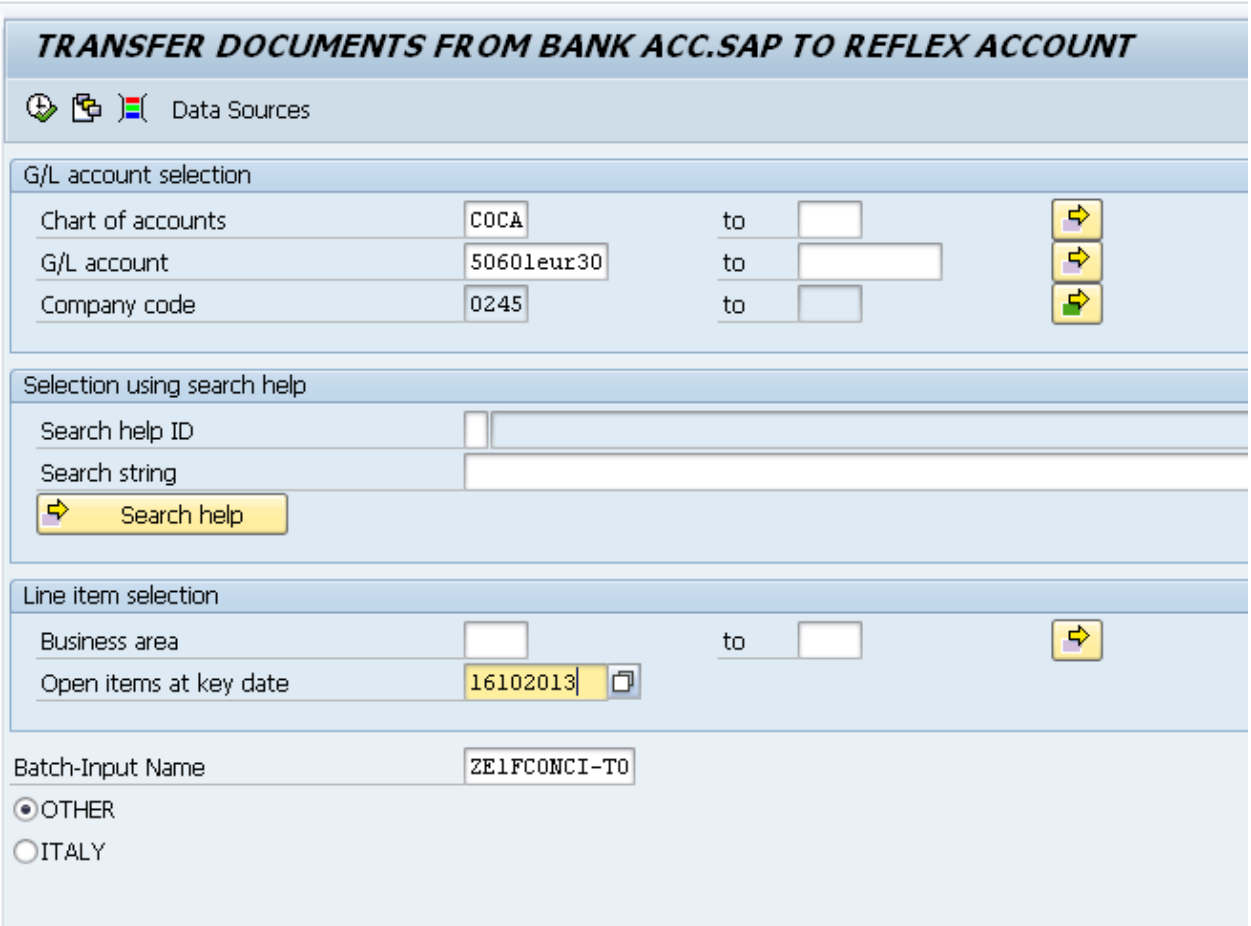
Check batch input session via *SM37* transaction

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

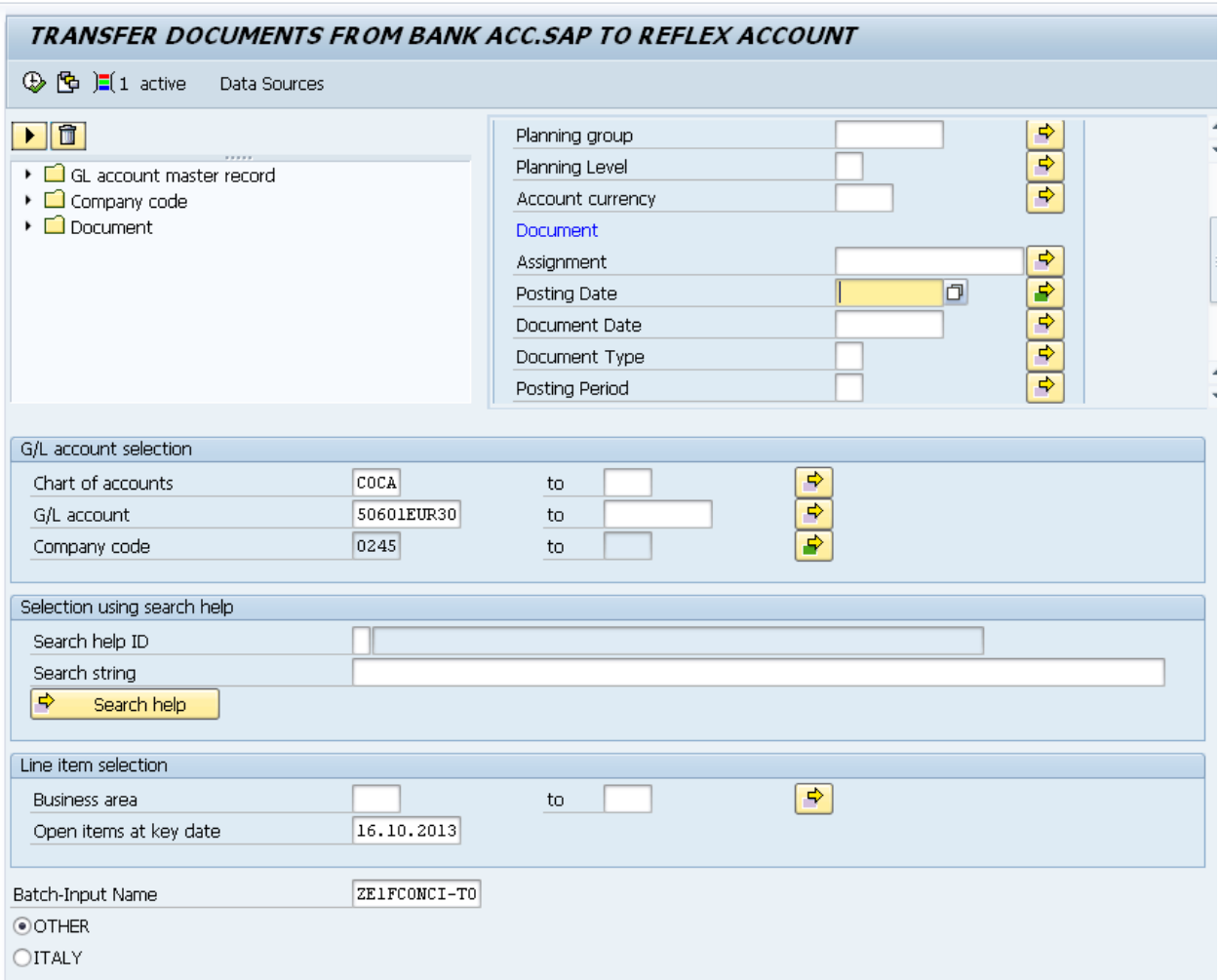
Select Transfer Account SAP to Reflect Account Torrelavega.



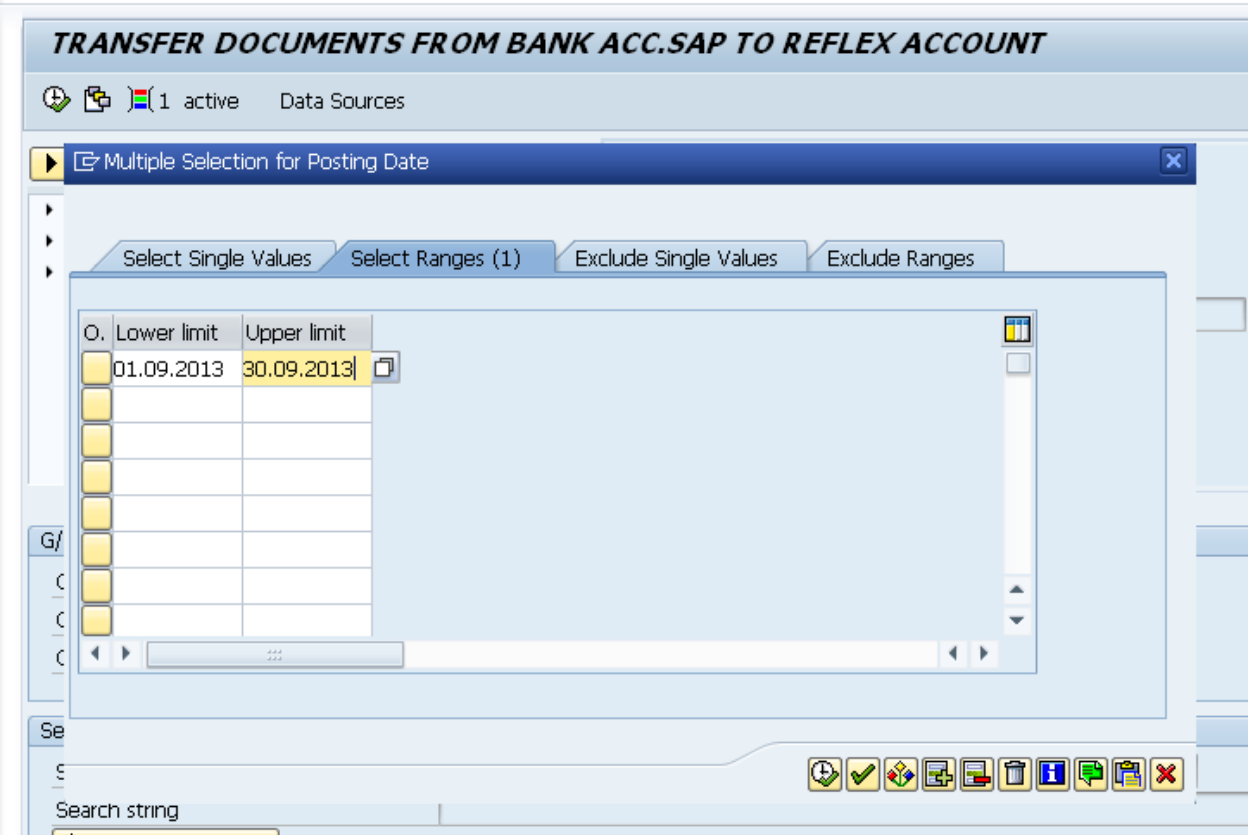
- **G/L Account**- Fill with account 50601eur30
- **Open items at key date**: the date you are performing this task(D+4)
- For all the other fields no change is done.



Click the button dynamic selection .



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



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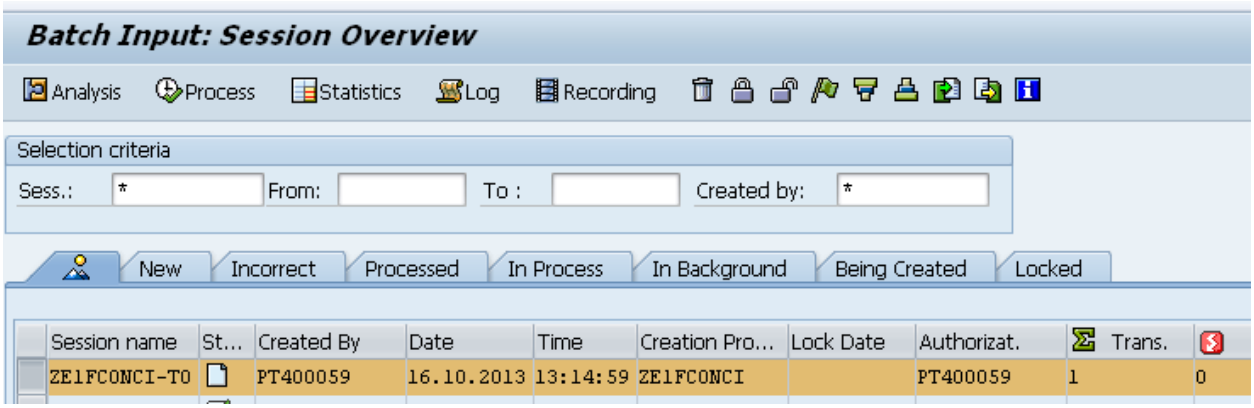

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Use transaction code: *SM35*

SM35 - Batch Input: Initial Screen

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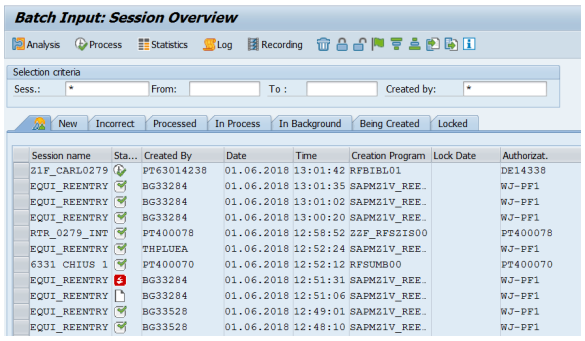

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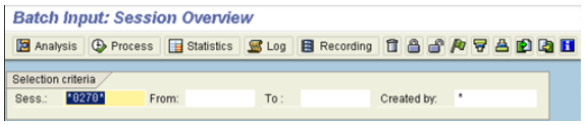

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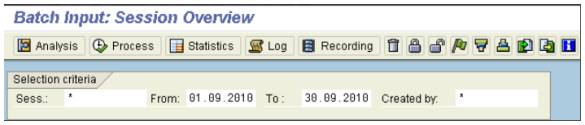

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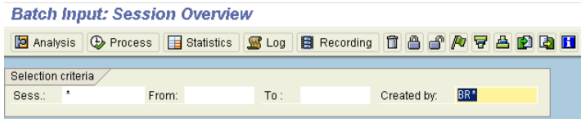

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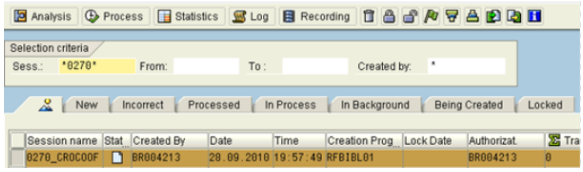
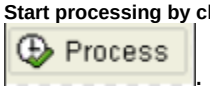


STEP 4

Start processing by clicking on



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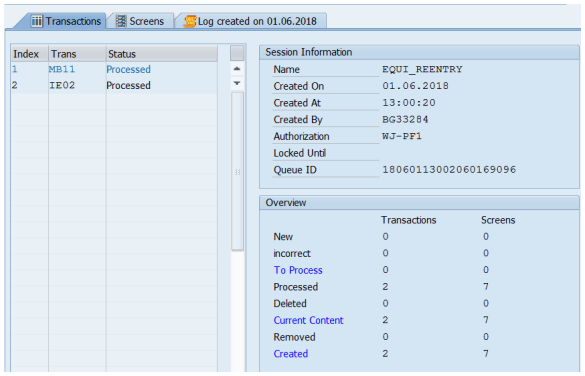

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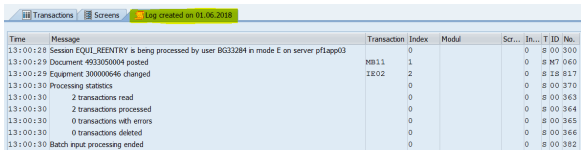


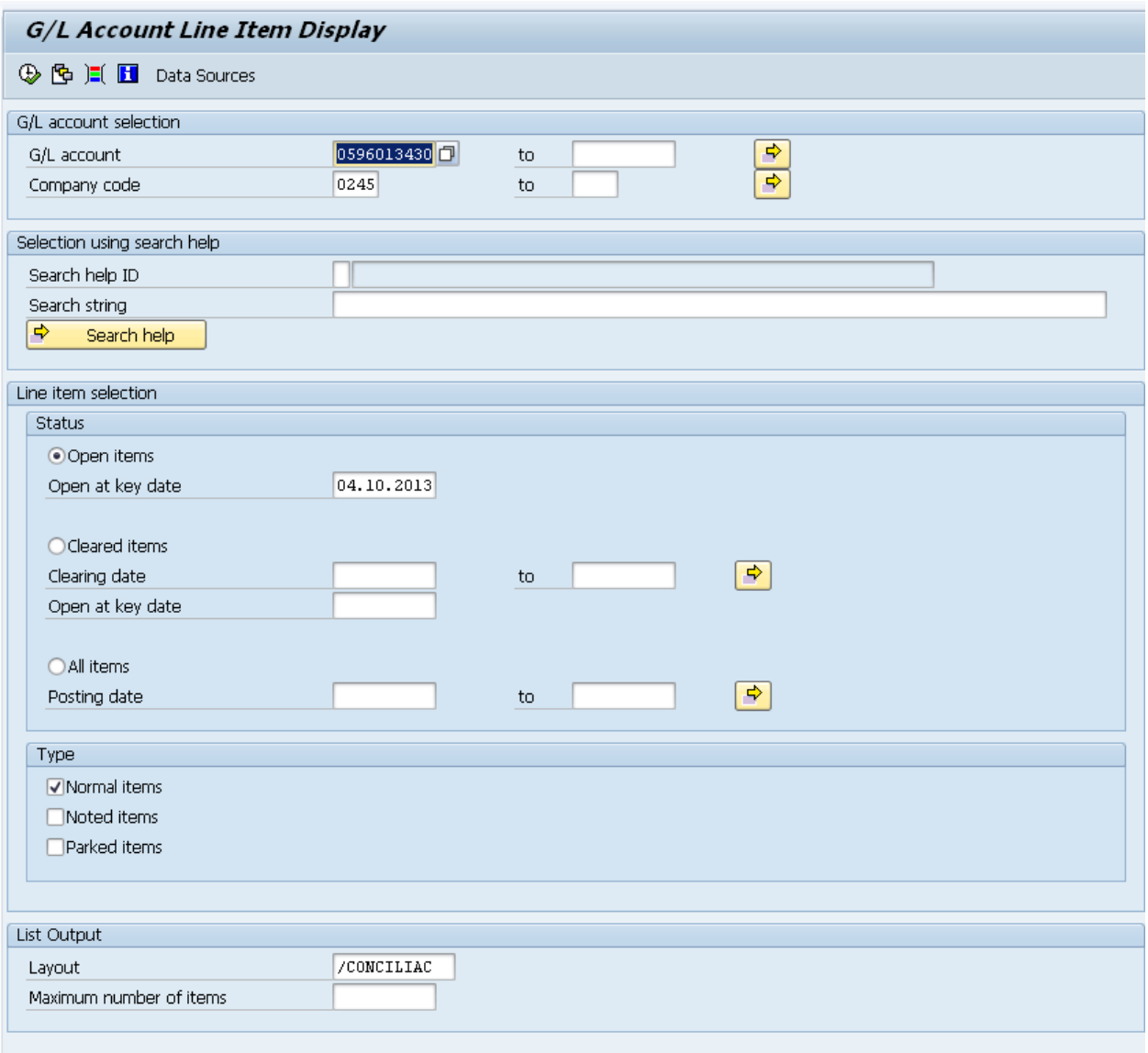
STEP 6

Check batch input session via *SM37* transaction

3.3. I perform the reconciliation

Go to transaction FBL3N with account O596013430, fill the company code.

- **Open items**: the day you are performing the bank reconciliation (D+4)
- **Layout**: /CONCILIAC

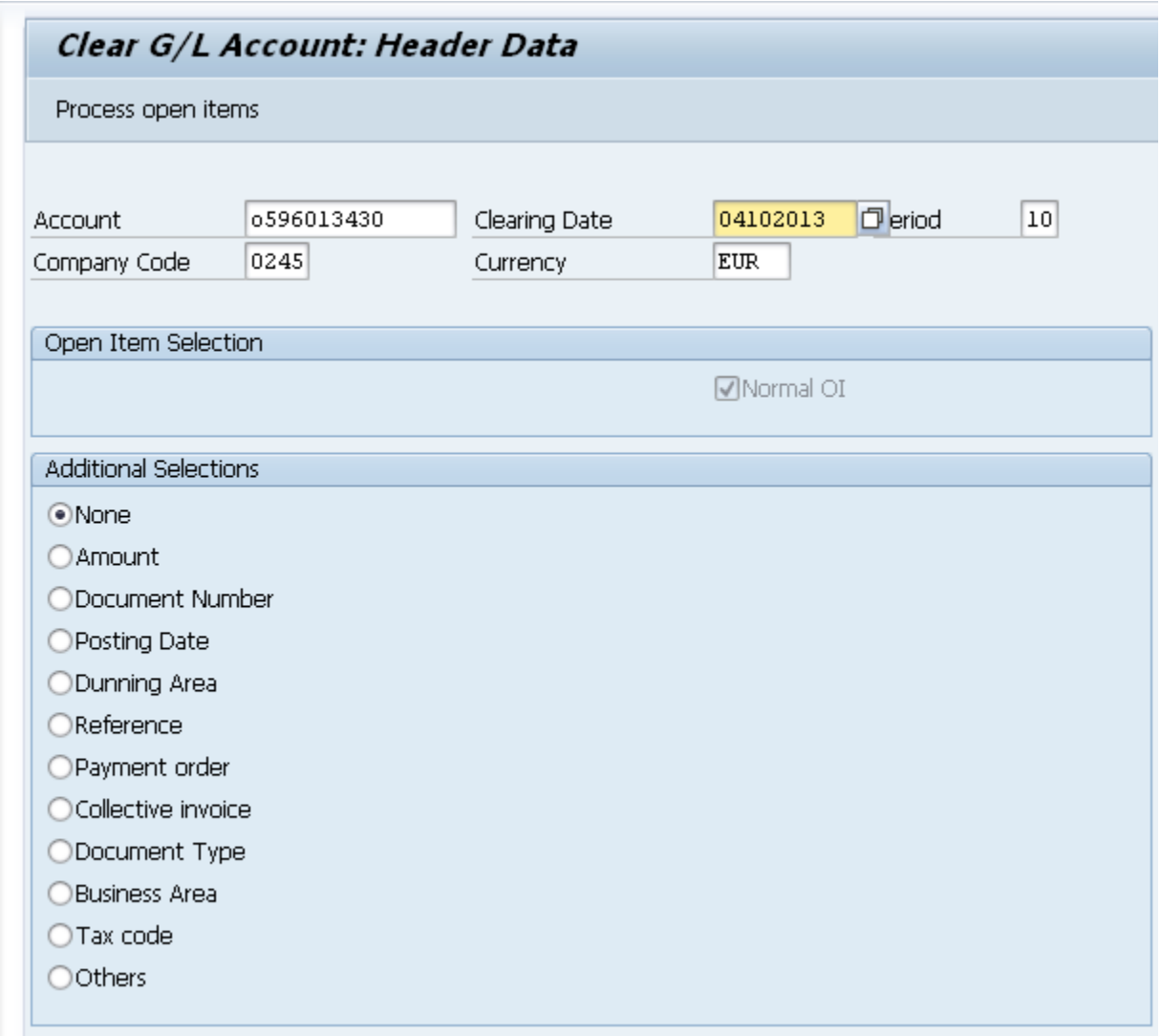


Execute the transaction

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 O596013430.



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

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.