

APAC - 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, new_zealand, emea_transversal, apac_transversal
- 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

? Unknown Attachment

ERP

? Unknown Attachment

Frequency

? Unknown Attachment

? Unknown Attachment

(to be confirmed)! ❌

References

FS10N

[Forms](#)

[Attachments](#)

Example of working file



VNI_KBank Working
file bank reconcile 1-3



Bank Master Data
Y2014.xls

Example of Reconcile file




VNI Bank
Recon_Apr'14_Final.xls

Example of JV file



201408-12_KBank
BKK Transfer SA to C

(give a name and link to the files)
(if the file is a template: upload it
to AOdocs and write it down in
above in "Forms") 

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to perform bank reconciliation for entities in APAC.

1.2. Scope

This procedure applies to Asia Pacific companies in PF1.

2. Definitions

See Finance Glossary:

- [APAC](#)
- [CAM](#)
- [PF1](#)

3. Tasks description

3.1. I get the bank statement

Finance Operations team will get the bank statement from several sources:

- Direct download from Bank's website
- Submit the scan of bank statement by Local team
- Submit the paper statement by Bank

Example data from Website: [CitiDirect](#).

- Secure token is to be used for download data from website. Token kept at Finance Operations Specialist only.

CitiDirect® Online Banking



Welcome! [Click here to view CitiDirect® Online Banking in English.](#)
Bienvenido! Haga clic aquí para ver CitiDirect® Online Banking en español (América Latina).
¡Bienvenido! Haga clic aquí para ver CitiDirect® Online Banking en español (Europa).
Willkommen! Klicken Sie hier für die Deutsche Version von CitiDirect® Online Banking .
Bem-vindo! Clique aqui para visualizar o CitiDirect® Online Banking em Português.

To sign-on to CitiDirect, select a name from the drop-down list and click Submit.

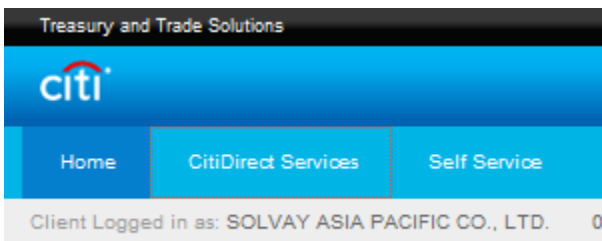
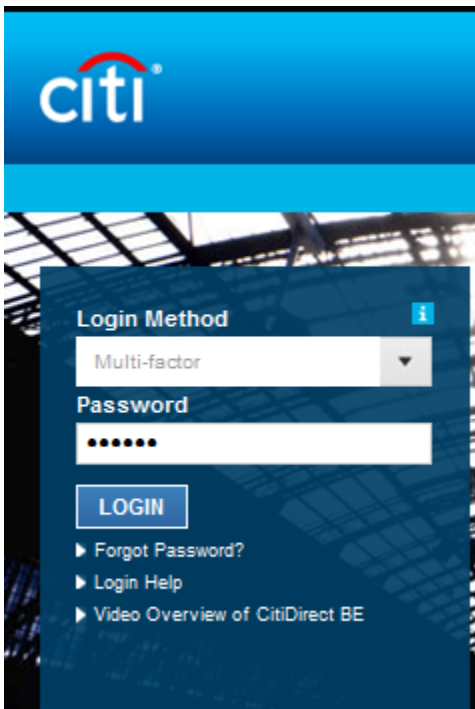
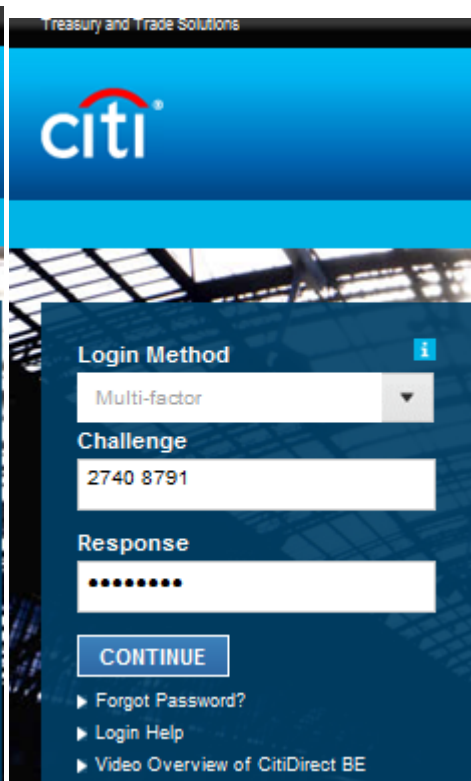
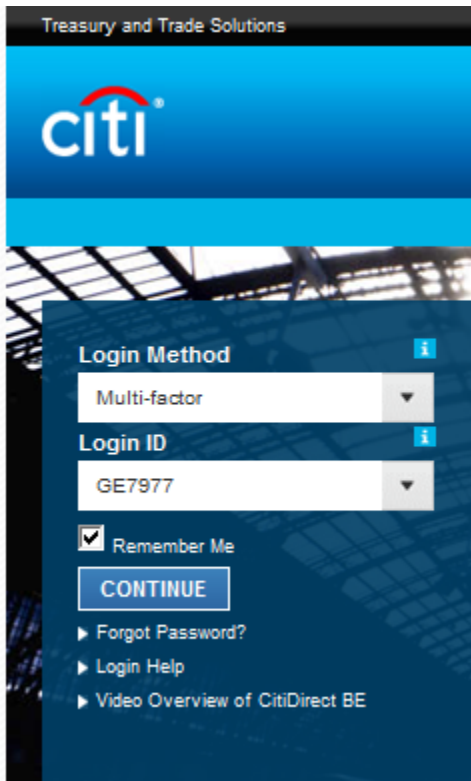
Sign-on Name: Select New User from this list if this is the first time you are signing onto CitiDirect from this computer.

You are authorized to use this System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored.

If you are logging in for the first time or changes were done to your PC such as new software or upgrades, please click here to view [Software Requirements](#) or click here to run [Check My PC](#)

For more information on running CitiDirect® Online Banking with Java(TM) Software, please click the help icon at left or contact your Customer Service Representative.

Follow log in page using secure token.



Click on "Customer Administration" and select "Link to Client".

List of company will be appeared. Choose the company as decided.

CitiDirect® Online Banking
SOLVAY ASIA PACIFIC CO., LTD.
09/23/2014 16:34:02

Home | My Accounts | My Transactions & Services | Inquiries & Searches | Reports | Tools & Preferences | **User Administration**

Home >> User Administration >> Access Management >> Client Linkage

Client Linkage

Current Effective Client
SOLVAY ASIA PACIFIC CO., LTD.

Current Effective Client Address
16-17th Floor, Wireless Road,
55 Wave Place, Lumpini,
Pathumwan,
Bangkok
10330
TH

* **Link to (Client)**

Link to (Client) Address

Library Look Up Dialog

(1) Client Name	Street Address	Building/Floor/Room
ADVANCED BIOCHEMICAL (TH) CO.,...	14th Fl., Green Tower,	3656/41 Rama IV Rd., Klongtoey,
MTP HP JV (THAILAND) LIMITED	55 Wireless Rd., Lumpini,	Wave Place, 16th-17th Floor,
SOLVAY (SHANGHAI) CO LTD	ZUCHONGZHI RD	NO 7 BUILDING 899
SOLVAY KOREA CO.,LTD	Daejung-ri Onsan-eup Ulju-gun	NA
SOLVAY PEROXYTHAI LIMITED	55 wireless Road, Lumpini,	16-17 Floor, Wave Place,
SOLVAY SINGAPORE PTE LTD	NO.899, ZUCHONGZHI ROAD	BLDG 7,ZHANGJIANG HIGH-TECH PARK
SOLVAY SPECIALTY POLYMERS KOREA	58-7, Seosomun-dong, Jung-gu	5fl, Donghwa Bldg
VINYTHAI PUBLIC COMPANY LIMITED	3656/41, 14th Fl., Green Tower,	Rama IV Rd., Klongtoey,

On menu "Report" select function "Cash statement report".

CitiDirect® Online Banking
ADVANCED BIOCHEMICAL (TH)
LTD
09/23/2014 16:35:44

Home | My Transactions & Services | Inquiries & Searches | **Reports** | Tools & Preferences | User Adm

Client Linkage

Current Effective Client
ADVANCED BIOCHEMICAL (TH) CO., LTD

Current Effective Client Address
14th
3656
BANG
1011
TH

* **Link to (Client)**

Link to (Client) Address

Payment Reports

- Cash Balances Reports
- Cash Statements Reports**
- Cash Transaction Initiation Reports
- Payments - Asia Reports
- Offline Authorization Reports

Edit report selecting "Bank account" and "Date range".

The screenshot shows the Citidirect Online Banking interface. At the top, there is a header with the Citi logo, the text "Citidirect® Online Banking ADVANCED BIOCHEMICAL (TH) CO., LTD 09/23/2014 16:35:44", and navigation links like "Online Help", "My Preferences", "Inbox", "Support Website", "Change Client Context", and "Privacy St". Below the header is a navigation bar with tabs: "Home", "My Transactions & Services", "Inquiries & Searches", "Reports" (selected), "Tools & Preferences", and "User Administration".

The main content area shows the "Reports" configuration page. It includes a breadcrumb trail: "Home >> Reports >> Payment Reports >> Cash Statements Reports". There are buttons for "Edit Criteria" and "Last Login Date 09/23/2014 16:3".

The configuration section is divided into two main areas: "Report Name" and "Base Report".

- Report Name:** "Unsaved Account Statement Details Report - Condensed"
- Base Report:** "Account Statement Details Report - Condensed"

Below these are two columns of options:

- Fields:** A list of fields with checkboxes. "Account Number" is highlighted in orange. Other fields include Format, Share, Favorite, Branch, Customer, Account Group, Statement Date, Value Date, Account Currency, Activity Only, Cheques, Page Breaks, Sort By, By Order Of/Beneficiary, Bank Reference, Customer Reference, Transaction Description, Amount, and Print Citibank China Stamp - only PDF/DHTML formats.
- Report Content:** A tree view of report options. "Share" is expanded to show "Private". "Activity Only" is expanded to show "No". "Statement Date" is expanded to show "08/01/2014 to 08/31/2014". "Print Citibank China Stamp - only PDF/DHTML formats" is expanded to show "No". "Sort By" is expanded to show "Transaction Amount - Descending". "Account Number" is expanded to show "5126253011 - ADVANCED BIOCHEMICAL (THAILAND)". "Page Breaks" is expanded to show "Yes". "Cheques" is expanded to show "Include Cheques". "Value Date" is expanded to show "Value Date".

At the bottom right, there are buttons: "Add", "Delete", "Reset", "Reset T Defaults", "Save and Run", "Run", "Save", "Print", "Schedule", and "Return Summary".

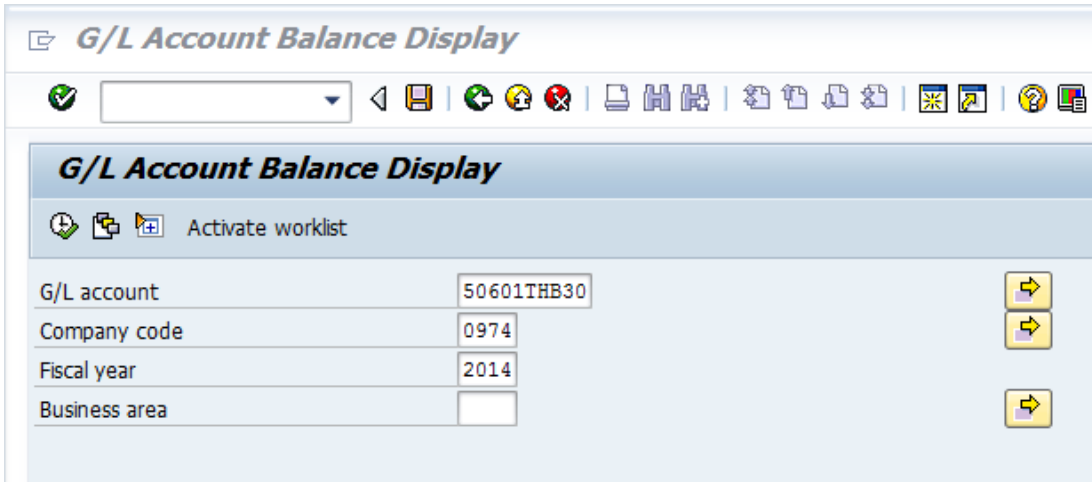
Click on "Run" and waiting for system to generate report.

CITIDIRECT				
Account Statement Details Report - Condensed				
Report Date 09/22/2014 15:44:28 (ICT)				
= Indicates Calculated Balances				
Bank Name	CITIBANK			
Customer Number / Name	126253		ADVANCED BIOCHEMICAL (THAILAND)	
Branch Number / Name	953		BANGKOK CITIBANK	
Account Number / Name	126253001		ADVANCED BIOCHEMICAL (THAILAND)	
Account Currency / Type	THB		Current Account	
Statement Date	09/01/2014			
Opening Ledger Balance	Current / Closing Ledger Balance	Opening Available Balance	Current / Closing Available Balance	
	0.00	0.00	0.00	0.00
Bank Reference	Product Type	Transaction Description	Value Date	Amount

3.2. I download the data from SAP

Go to Transaction FS10N

- **G/L account:** Put Bank account (See Bank master data file and mapping with GL file name "Bank Master data Y2014.xls")
- **Company Code:** Put Company Code
- **Fiscal Year:** Put Current Year



The screenshot shows the SAP 'G/L Account Balance Display' transaction. The title bar reads 'G/L Account Balance Display'. Below the title bar is a toolbar with various icons. The main area has a sub-header 'G/L Account Balance Display' and an 'Activate worklist' button. Below this is a table with four rows for input fields: 'G/L account' (50601THB30), 'Company code' (0974), 'Fiscal year' (2014), and 'Business area' (empty). Each row has a yellow arrow button to its right.

G/L account	50601THB30	→
Company code	0974	→
Fiscal year	2014	→
Business area		→

- Download data of current month balance to excel file

G/L Account Balance Display

Document currency |
 Document currency |
 Document currency |
 Business area |
 Bus

Account number 50601 THB... CitiBank THB Current
 Company code 0974 VINYTHAI
 Business area *
 Fiscal year 2014
 All documents in currency * Display currency THB



Period	Debit	Credit	Balance	Cum. balance
Balance Ca...				575,587.12-
1	208,924,807.79	208,349,220.67	575,587.12	
2	176,544,216.91	176,544,216.91		
3	242,776,964.48	242,776,964.48		
4	237,531,424.77	237,531,424.77		
5		609,419.00	609,419.00-	609,419.00-
6				609,419.00-
7				609,419.00-
8				609,419.00-
9				609,419.00-
10				609,419.00-
11				609,419.00-
12				609,419.00-
13				609,419.00-
14				609,419.00-
15				609,419.00-
16				609,419.00-
Total	865,777,413.95	865,811,245.83	33,831.88-	609,419.00-

G/L Account Line Item Display

Selections Dispute Case

G/L Account 50601THB30 CITIBANK (THB) Current Account
 Company Code 0974

St	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
✓	1510025007	3740	KZ	08.05.2014	50	609,419.00-	THB			PAY TO RAYONG SHIPPING CO., LTD.
* ✓						609,419.00-	THB			
** Account 50601THB30						609,419.00-	THB			

G/L Account * *
 Company Code *

St	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
***						609,419.00-	THB			

- List Export Spreadsheet
- Save to excel file

List Edit Goto Extras Environment Settings System Help

G/L Account Line Item Display

G/L Account 50601THB30 CITIBANK (THB) Current Account
Company Code 0974

St	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
<input type="checkbox"/>	✓ 1510025007	3740	KZ	08.05.2014	50	609,419.00-	THB			PAY TO RAYONG SHIPPING CO., LTD.
*	✓					609,419.00-	THB			
** Account 50601THB30						609,419.00-	THB			

G/L Account * *
Company Code * *

St	DocumentNo	BusA	Type	Doc.

Save As

Save in: Desktop

- Libraries
- Tornpetch, Ubonrat
- Computer
- Network
- Ann WI
- CROCO INV
- 591USD0231 Oct'12.XLSX
- 0974_CKMLCP pending.xlsx
- 0974_FWC MTM_25022014.xlsx
- 0974_VNT - Shortcut
- 6020_ABT - Shortcut
- ABT support SCMA.xlsx
- Book1.xlsx
- Book2.xlsx
- Cost center.xlsx
- Croco Service.xlsx
- export.XLSX
- Fixed asset.xlsx
- sbs cost centers closed.xlsx
- VNT support SCMA.xlsx

File name: 0974 Bank 50601THB30 May14.XLSX

Save as type: Excel (*.XLSX)

Save Cancel

3.3. I compare the bank statement and the data from SAP

Compare Bank Statement and SAP (GL balance) in working file.

VINYTHAI PUBLIC COMPANY LIMITED				
KBANK BKK CURRENT A/C - 50602THB30				
AS OF JULY 2014				
BALANCE PER G/L BOOK			50602THB30	(36,446,846.20)
Date	OUTSTANDING ON JUN'14		CHQ#	Doc#
27.06.2014	PAY TO MR.BOWON VONGSINUDOM			1510026038
				135,000.00
	DOES NOT RECORD		CHQ#	Doc#
25-Aug-14	Cheque/Money Transfer - Deposit			(4,604,117.42)
VINYTHAI PUBLIC COMPANY LIMITED				
KBANK BKK SAVING A/C - 50602THB31				
AS OF JULY 2014				
BALANCE PER G/L BOOK			50602THB31	248,639,928.44
Date	OUTSTANDING ON JUL'14		CHQ#	Doc#
	DOES NOT RECORD		CHQ#	Doc#
25-Aug-14	Cheque/Money Transfer - Withdrawal			4,604,117.42
25-Aug-14	Letter of Credit			500.00

a) Transaction "Cheque/Money Transfer" between Current A/C and Saving A/C record as below:

- o Dr.50602THB30 (Current A/C) 4,604,117.42
- o Cr.50602THB31 (Saving A/C)4,604,117.42

b) Transaction "Letter of Credit" (Bank charge) record as below:

- o Dr.6590900000 Misc bank charges
 - Cost center (Division Level) 500
- o Cr.50602THB31 (Saving A/C)500



Contacts

- Accounting team from each entity
- Finance Operations for reporting
- *Customer Credit & Trade* and *Purchasing* for the pending transaction related to cash in and out

End of document.