

# I close the reconciliation accounts

## 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:** Central Finance Processes & Compliance

**Responsibility area:** Coordinate Accounts Reconciliation and Analysis

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## Scope

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## ERP

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## Frequency

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## References

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## Forms

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## Attachments

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8. Add the link to attachments or external links

*I maintain master data << I close the reconciliation accounts >> I manage threshold accounts*

# 1. Objective and Scope

## 1.1 Objective of this Operation

Understand how you can change accounts status

## 1.2 Scope

All companies released according [ARA Timetable](#)

# 2. Definitions

See Finance Glossary:

- Add if necessary.

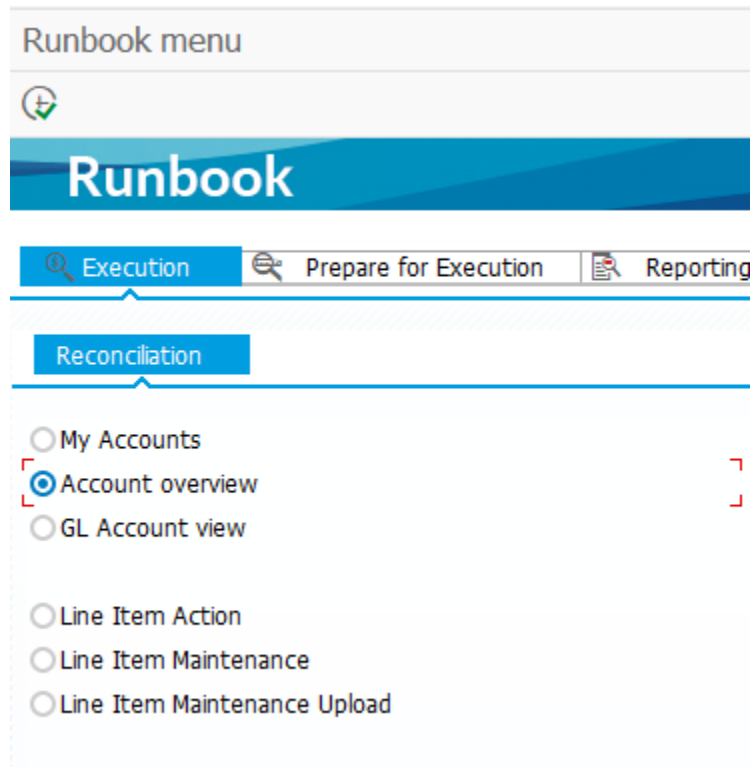
### 3. Tasks description

How to change the accounts status from Reviewer to Closed after reconciliations finished

#### 3.1. I open accounts reconciled

##### 3.1.1.

I go to /n/bsar/menu on tab prepare for execution and select Account overview



I select the reconciliation period and process status reviewer:

## Account Overview



### Analysis Time Frame

Fiscal Year	2022			
Posting period	4	to	4	

### Restriction

Area	<input type="text"/>	to	<input type="text"/>	
Account Item	<input type="text"/>	to	<input type="text"/>	
G/L Acct. - Single Reconc.	<input type="text"/>	to	<input type="text"/>	

Hide additional fields

### Additional fields

Get Area via Company Code	<input type="text"/>	to	<input type="text"/>	
Account Hierarchy	<input type="text"/>	to	<input type="text"/>	
Account Hierarchy - sublevel	<input type="text"/>	to	<input type="text"/>	
Responsibility Group	<input type="text"/>	to	<input type="text"/>	
User Type	<input type="text"/>	to	<input type="text"/>	
Type of Account Item	<input type="text"/>	to	<input type="text"/>	
Planning	<input type="text"/>			
Frequency	<input type="text"/>	to	<input type="text"/>	
Risk Level	<input type="text"/>	to	<input type="text"/>	
Reconciliation Level	<input type="text"/>	to	<input type="text"/>	
Manual Reconciliation	<input type="text"/>	to	<input type="text"/>	
Balance Categorization	<input type="text"/>	to	<input type="text"/>	
Special G/L postings	<input type="text"/>	to	<input type="text"/>	
Rule Set	<input type="text"/>	to	<input type="text"/>	
Formula ID	<input type="text"/>	to	<input type="text"/>	
BBU Active	<input type="text"/>	to	<input type="text"/>	
Show custom fields				
Process status	REV	to	<input type="text"/>	

I run the transaction.

### 3.1.2.

After the transaction run, I select all accounts and click on Bulk certify.

Account Overview

Period	Exec Resp.Grp.	Hierarchy	Area	Area Description	Acc Item	Account item Description	G/L A
2022-04	COUNTRYACT	GROUPSOLV	KR03383	Solvay Specialty Polymers Korea Co Ltd, Seoul	X200-100	Income Taxes	45100
2022-04	COUNTRYACT	GROUPSOLV	KR03383	Solvay Specialty Polymers Korea Co Ltd, Seoul	X200-901	Other Taxes	24122
2022-04	COUNTRYACT	GROUPSOLV	LU06044	Solvay Hortensia SA, Luxembourg	L100-100	Equity	30300
2022-04	COUNTRYACT	GROUPSOLV	LU06044	Solvay Hortensia SA, Luxembourg	X200-100	Income Taxes	45500
2022-04	SU_FA_GL	GROUPSOLV	MX05726	Solvay Mexicana S. de R.L. de C.V., Monterrey	A410-100	Insurance	23220
2022-04	SU_FA_GL	GROUPSOLV	MX05726	Solvay Mexicana S. de R.L. de C.V., Monterrey	A410-100	Insurance	27000
2022-04	SU_FA_GL	GROUPSOLV	MX05726	Solvay Mexicana S. de R.L. de C.V., Monterrey	L100-220	IAS 19 Revised	30312
2022-04	SU_FA_GL	GROUPSOLV	MX05726	Solvay Mexicana S. de R.L. de C.V., Monterrey	L500-200	GL IAS 19 Provision	Group
2022-04	SU_FA_GL	GROUPSOLV	MX06300	Solvay Fluor Mexico SA de C.V., Ciudad Juarez	L100-220	IAS 19 Revised	30312
2022-04	SU_FA_GL	GROUPSOLV	MX06300	Solvay Fluor Mexico SA de C.V., Ciudad Juarez	L500-200	GL IAS 19 Provision	Group
2022-04	COUNTRYACT	GROUPSOLV	MX06300	Solvay Fluor Mexico SA de C.V., Ciudad Juarez	X200-100	Income Taxes	45100
2022-04	SU_FA_GL	GROUPSOLV	NL00294	Solvay Chemie BV, Linne-Herten	L500-200	GL IAS 19 Provision	Group
2022-04	COUNTRYACT	GROUPSOLV	NL00294	Solvay Chemie BV, Linne-Herten	X200-100	Income Taxes	45500

I click on OK for next boxes, and the accounts will closed:

End of document.