

# BR - Bank Reconciliation

Domain: Country Accounting

Responsibility area: N/A

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## Scope

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[blocked URL](#)

## ERP

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## Frequency

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## References

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FS10N; F-03

## Forms

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[Daily Balance](#)

## Attachments

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[Planilha Saldos XX\\_20XX"](#)

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## 1. Objective and Scope

### 1.1. Objective of this Operation

WP1 Bank Reconciliation: The bank reconciliation it's a daily task that consist in ensure the information between the bank transaction and SAP records it's consistent.

The objective of the document is to explain the bank reconciliation process for Brazil companies.

### 1.2. Scope

This procedure applies to BR companies: 7523, 6375 and 6511.

## 2. Definitions

See Finance Glossary:

- [Bank Reconciliation](#)

## 3. Tasks description

### 3.1. I reconcile the banks

The reconciliation process is specific for each bank; however the general process is the same for all of them. The main guidelines are described in the steps below. Regarding the specificities of each bank, they are included in the excel file attached to this procedure.

#### 3.1.1. I check bank statement balance

To check the bank statement balance you will use the SAP extract account (starts with 51000xxx, where the 'xxx' is defined by bank: e.g. 51000104 for the Itaú bank statement account).




Banco do Brasil - 51000100 ; Caixa Eco. - 51000102 - ; Bradesco - 51000103 ; Bradesco Energia - 51000219 - ; Caixa Eco SP - 51000494; Bradesco Itatiba - 51000768 ; JP Morgan - 51000769 ; CityBank - 51000803 ; Caixa Eco 51000918

	7523	6511	6375
51000100	★		★
51000102	★		
51000103	★		
51000104	★	★	★
51000219	★		★
51000494	★		
51000768	★		
51000769	★		
51000803	★		
51000918	★		

Go to transaction FS10N:

Complete the fields:

- . G/L account
- . Company code
- . Fiscal year

G/L Account Balance Display	
  	Activate worklist
G/L account	51000104
Company code	7523
Fiscal year	2019
Business area	

Then you have to access the bank statement to check the balance with the transaction FS10N as you see below.

Example: Itaú Bank Statement

**Extrato de 25/06/2019 até 28/06/2019**

Período:  Exibir:  Créditos  Débitos

27/06	<b>SALDO</b>	<b>2.385.743,08</b>
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In the SAP

**G/L Account Balance Display**

Document currency Document currency Document curre

Account number 51000104 ITAU1 BRL  
 Company code 7523 RHODIA POLIAMIDA ESP.SA  
 Business area  
 Fiscal year 2019  
 All documents in currency \* Display currency BRL

Period	Debit	Credit	Balance	Cumulative balance
Balance Car...				43.719.010,08
1	847.978.511,53	880.972.648,08	32.994.136,55-	10.724.873,53
2	425.809.993,11	421.740.196,62	4.069.796,49	14.794.670,02
3	370.402.370,31	366.875.311,33	3.527.058,98	18.321.729,00
4	481.017.129,85	494.053.592,20	13.036.462,35-	5.285.266,65
5	525.587.378,06	522.896.504,14	2.690.873,92	7.976.140,57
6	320.455.277,10	326.045.674,59	5.590.397,49-	2.385.743,08

Look for the Accumulated Balance (Cum. Balance) in the period analyzed to compare with the bank statement. To do the balance control, fill the file "[Planilha Saldos XX\\_20XX](#)", depending on the period, located in Drive.

A	B	C	V
F	Banco	Saldo	6/27/2019
			quinta-feira
51000104	0912 / 5662-9 Poliamida	Saldo Extrato	2.385.743,08
	ITAÚ	Saldo em SAP	2.385.743,08
			0,00

In this file, you can identify the bank by SAP account or bank account: The sum of the Automatic upload bank statement and the SAP statement account must be "0.00" (zero).

Proceed with the same steps with the other bank accounts.

If there is no automatic upload, we use the "Global Posting File" file to make bank statement entries: (e.g. 51000104 for the Itaú bank statement account)



## 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
- Reference key 3
- Payment order
- Collective invoice
- Document type
- Business Area
- Others

You will see all the documents that are open in the account selected. To compensate the documents, you have to select them and go to save the clearing. Remember: In general, always select documents type SK with another documents type.



**End of document.**