

BR - Bank Reconciliation

Domain: Country Accounting

Responsibility area: N/A

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Scope

[blocked URL](#)

ERP



Frequency

[blocked URL](#)

References

FS10N; F-03

Forms

[Daily Balance](#)

Attachments

[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:	
Últimos 3 dias	☒ Créditos ☒ Débitos	
27/06	SALDO	2.385.743,08

In the SAP

G/L Account Balance Display				
		Document currency		Document currency
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)

- Bank statement:

Data ▲	Lançamento	Ag./Origem	Valor (R\$)	Saldo (R\$)
03/09	SALDO ANTERIOR			74.058,77
08/09	SISPAG 00000535	1937	99.055,35	
08/09	SISPAG IHAR INDS QUIMIC	76	261.219,51	
08/09	SALDO FINAL DISP CREDOR		434.333,63	
08/09	SALDO			434.333,63

- Transitional accounts

Starts with 5006xx - Payments

5005xx - Income

5099xx - Others

- Template (Scope, Currency & SK Document)

TEMPLATE

Scope
LAM

SID
WP1

Reverse Posting?
No

Entry Type
SK

Currency
BRL

Special Period

Parked Document
No

ITEM	Company Code	Header Text	Doc Date	Posting Date	Auto VA	Posting Key	G/L account	Amount	Doc cu	B.A.	Year	Cost	CU	WBS	Plant	Project	Source	Text
1	T523	SISPAG 00000535	08092020	08092020		40	51000104				08092020							SISPAG 00000535
2	T523	SISPAG IHAR INDS QUIMIC	08092020	08092020		50	50050104	261.219,51			08092020							SISPAG 00000535
3	T523	TRFCCC 0912.05T19-T C/C	08092020	08092020		50	51000104	261.219,51			08092020							SISPAG IHAR INDS QUIMIC
3						40	50060104				08092020							TRFCCC 0912.05T19-T C/C

3.1.2. I perform the bank reconciliation

The bank reconciliation is made only with the transitional accounts (the one that starts with 5006, 5005 and 5099). In general, to perform the reconciliation you have to compensate documents type SK (bank documents) only with others documents types.

Go to transaction F-03

Complete the fields:

. Account

. Clearing date (always the day before the current date)

. Period

. Company code

ENTER:

Clear G/L Account: Header Data

Process Open Items

Account	51000104	☐	Clearing Date	28.06.2019	Period	6
Company Code	7523		Currency	BRL		

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.

[illegible]

The sum at the end (Not assigned) must be "0,00" (zero).



Click in the icon



Insert the reference BO-RECONCILIATION and save

3.1.3. I use the settings for reconciliation

Documents Type

SK: Bank Statement

Others Types ZP, DZ, DR, SB, ZC, KR, KZ, H1, G1....: The accounting document

End of document.