MX: 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. Name the title of each section using OPD methodology naming convention - Infinitive verb without the "to", mainly action verb...something) -" I do something..."

5. Once the description of the operation is completed, ensure it is approved and published by launching the SBS-Finance approval workflow

Domain:	**Responsibility area**:

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? Unknown Attachment

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MX BANK PF1 Reconciliation

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1. Objective and Scope

1.1. Objective of this Operation

This document describes the procedure to perform the Bank Reconciliation of local bank accounts of Mexico

This activity is done on a daily basis.

1.2. Scope

This procedure is applicable to companies 5726 and 5720 in PF1.

2. Definitions

See Finance Glossary:

- PF1

3. Bank Reconciliation

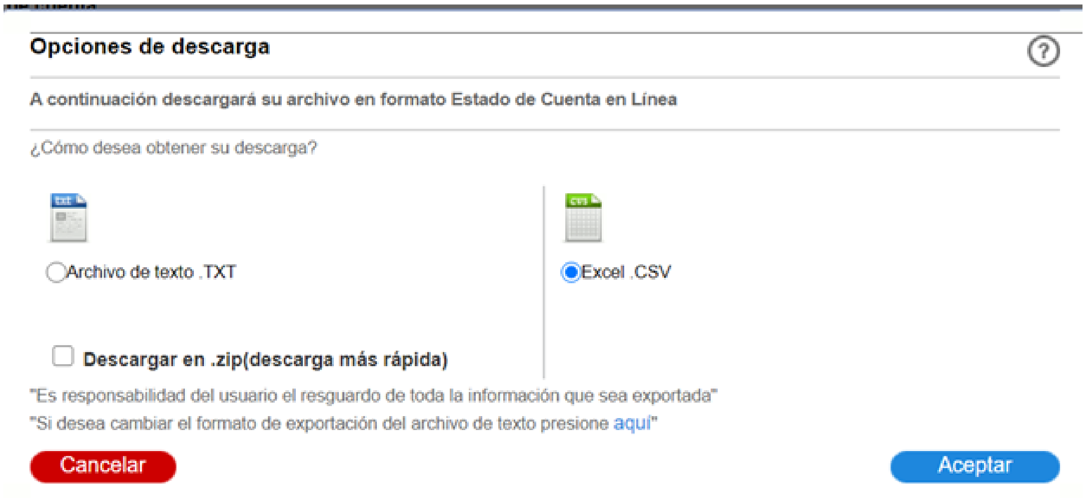
3.1. I perform the Reconciliation

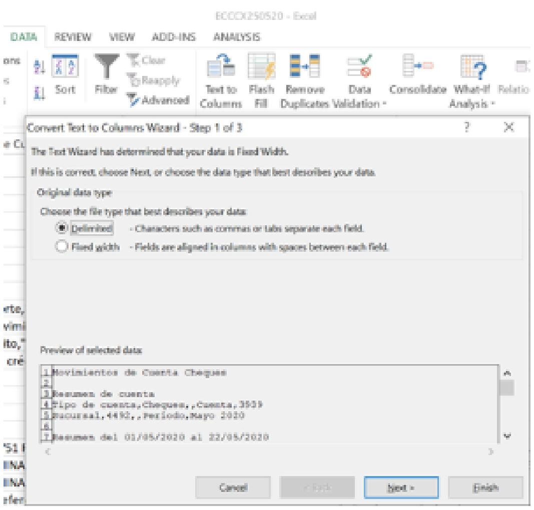
3.1.1. I retrieve the data

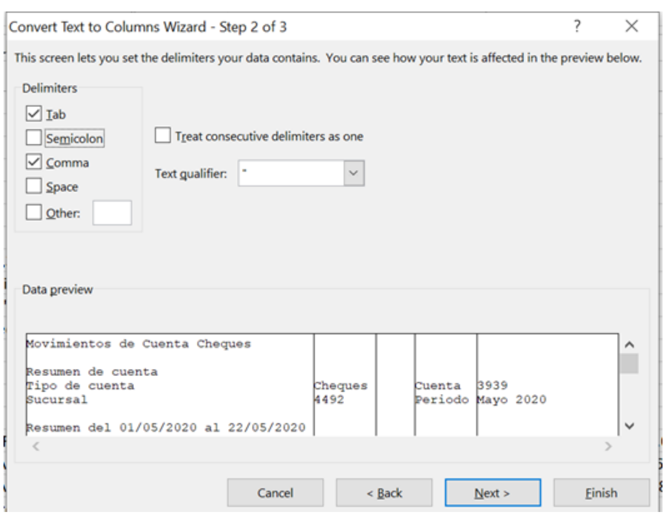
The first thing we should do is upload the Bank Statement on SAP so we can start to reconcile the bank accounts.

In the internet bank, we should click on “Estado de cuenta” to retrieve the bank statement until the last working day, and select the account that you want to download.

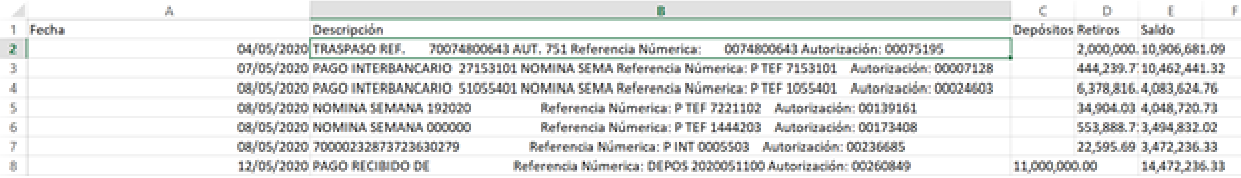
After this, we should click on “Descargar” to download the bank statement and select the CSV format.





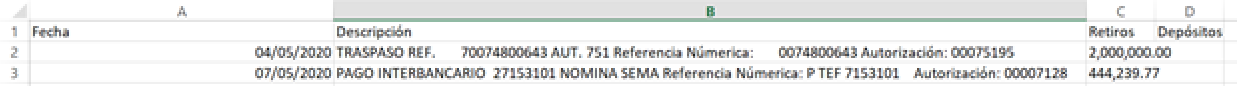


After this was done, you will need only to exclude the lines that are not relevant to the update on SAP, from Line 1 to 14, so your archive must be like this:



	A	B	C	D	E	F
1	Fecha	Descripción	Depósitos	Retiros	Saldo	
2	04/05/2020	TRASPASO REF. 70074800643 AUT. 751 Referencia Númerica: 0074800643 Autorización: 00075195		2,000,000.	10,906,681.09	
3	07/05/2020	PAGO INTERBANCARIO 27153101 NOMINA SEMA Referencia Númerica: P TEF 7153101 Autorización: 00007128		444,239.7	10,462,441.32	
4	08/05/2020	PAGO INTERBANCARIO 51055401 NOMINA SEMA Referencia Númerica: P TEF 1055401 Autorización: 00024603		6,378,816.	4,083,624.76	
5	08/05/2020	NOMINA SEMANA 192020 Referencia Númerica: P TEF 7221102 Autorización: 00139161		34,904.03	4,048,720.73	
6	08/05/2020	NOMINA SEMANA 000000 Referencia Númerica: P TEF 1444203 Autorización: 00173408		553,888.7	3,494,832.02	
7	08/05/2020	70000232873723630279 Referencia Númerica: P INT 0005503 Autorización: 00236685		22,595.69	3,472,236.33	
8	12/05/2020	PAGO RECIBIDO DE Referencia Númerica: DEPOS 2020051100 Autorización: 00260849	11,000,000.00		14,472,236.33	

The second step is then to exclude E column and inverse the position between column C and D, so the final archive must be like this:

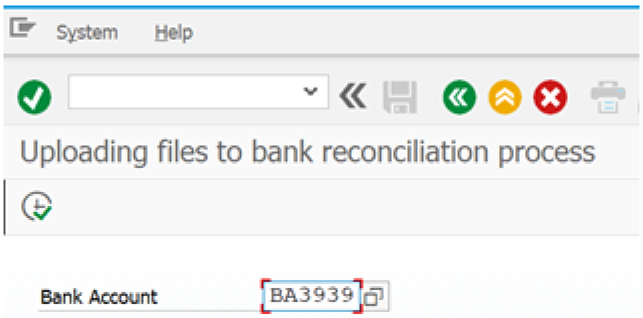


	A	B	C	D
1	Fecha	Descripción	Retiros	Depósitos
2	04/05/2020	TRASPASO REF. 70074800643 AUT. 751 Referencia Númerica: 0074800643 Autorización: 00075195	2,000,000.00	
3	07/05/2020	PAGO INTERBANCARIO 27153101 NOMINA SEMA Referencia Númerica: P TEF 7153101 Autorización: 00007128	444,239.77	

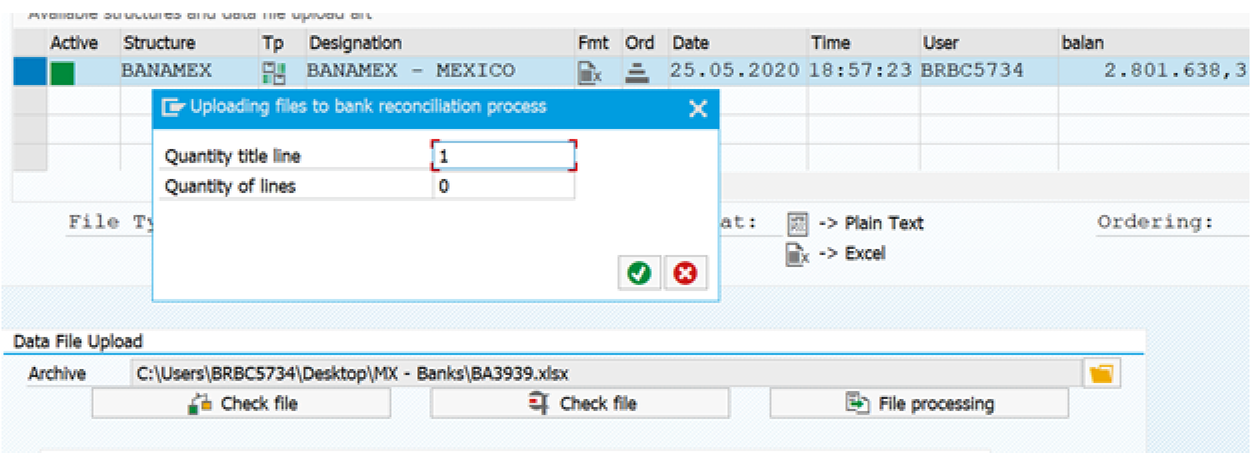
After that, you can save it in XLSX format and use it to update on transaction ZGF_CBL.

3.1.2. I Upload the Bank Statement on SAP

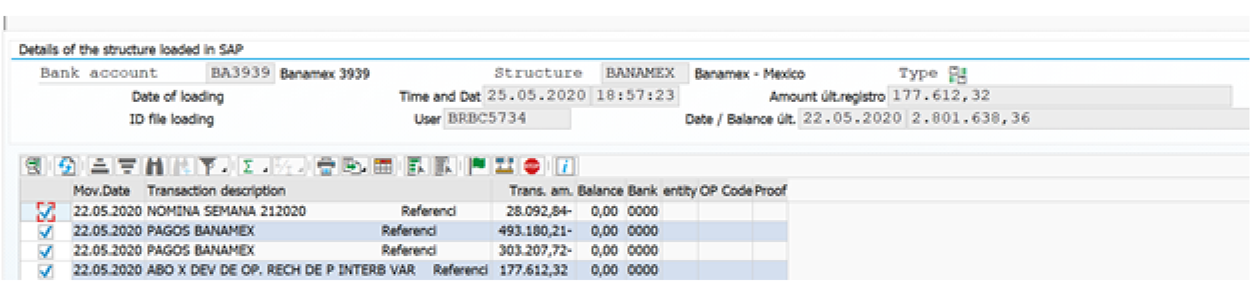
On transaction ZGF_CBL, we should first select the bank account. We had three bank accounts: BA3939, BN5720 and BN5726 for Mexico in PF1, and then, select the file that should be updated.



Before we upload the file, we should check if it is on the right format or not, by clicking on "Check File".



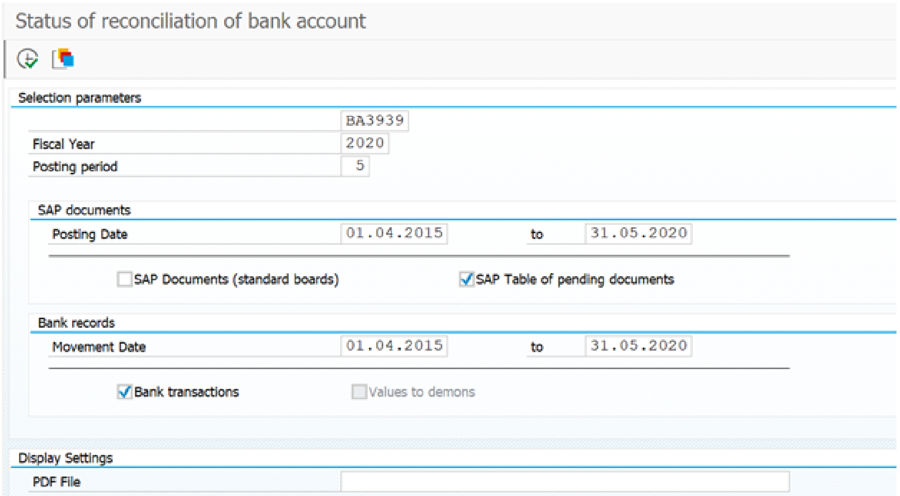
If it is correct, we should proceed on "File Processing" to actually updated the Bank Statement on SAP, and confirm it clicking on the green flag:



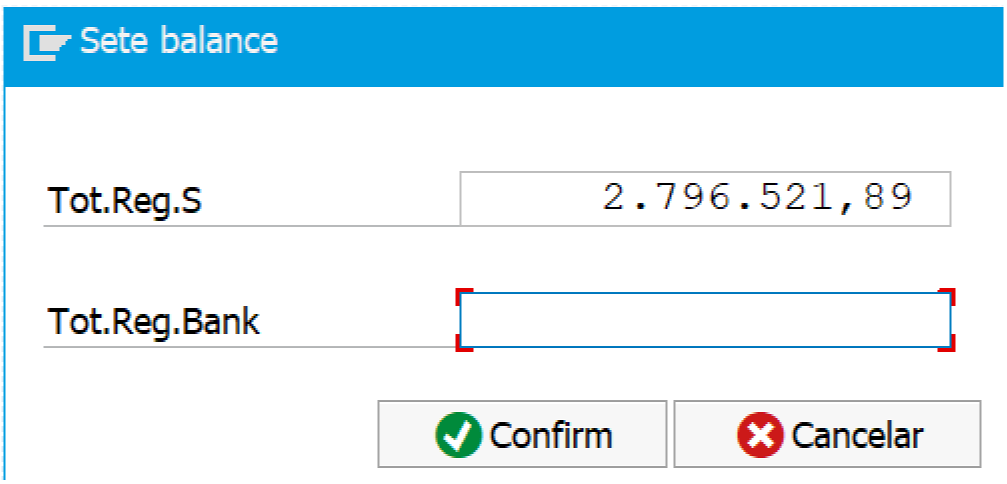
After updating it, we should check if the differences between SAP and the Bank Statement, on transaction ZGF_CBR.

3.1.3. I check the differences

In this transaction, again, we should select the bank account and fill the fields of dates:



If you run this transaction, another window will open:



The first line from this print is the same amount you can see on FS10N, because for Mexico companies on PF1 the balance of the bank account is the sum of the posting of Payments, Payroll and Taxes, which means we do not have a transitory account.

In the second field, we should fill with the bank statement balance:

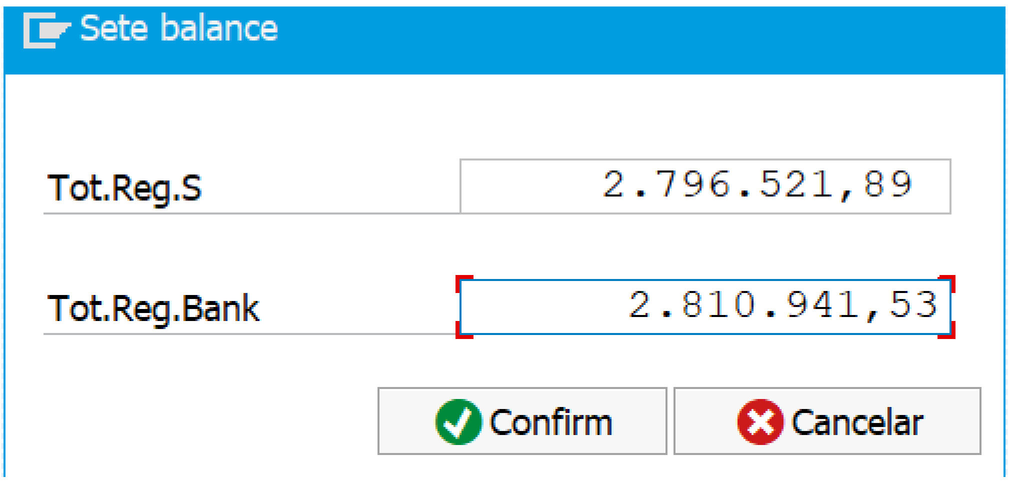
Estados de Cuenta en línea - Cuenta de Cheques

Resumen de cuenta

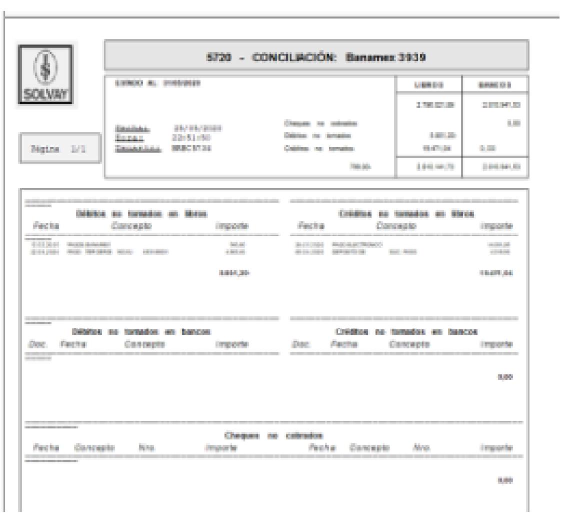
Tipo de cuenta	Cheques
Sucursal	4492

Resumen del 01/05/2020 al 22/05/2020

Saldo anterior	$ 12,906,681.09
Depósitos (2)	$ 11,177,612.32
Retiros (30)	$ 21,273,351.88
Saldo al 22/05/2020	$ 2,810,941.53

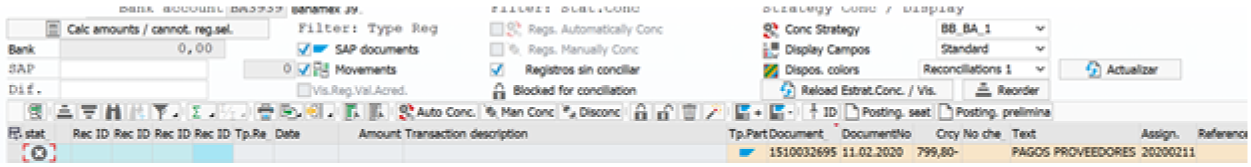


Then, it will generate a PDF that will look like this:



The “Libros” side is basically all the postings that were made on SAP and is the same value that you see on FS10N, but on the other side the “Bancos” field is referred to the Bank Statement’s actual balance.

The difference between the two should be zero if all the documents posted on SAP were reconciled, however, if any document by SAP was not reconciled it will generate an difference, as you can see above. In this case, it is related to a document wrongly posted on the Bank Account.

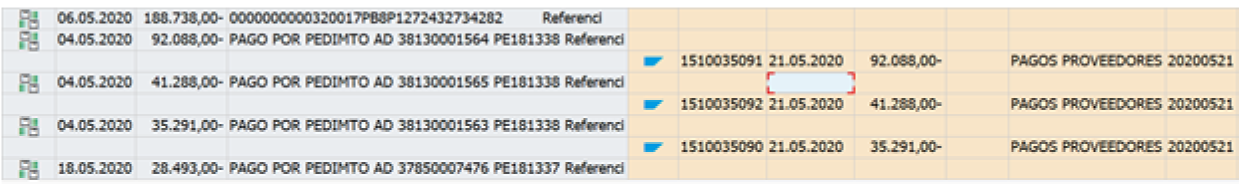


3.2. I reconcile the account

3.2.1. I clear the pending items

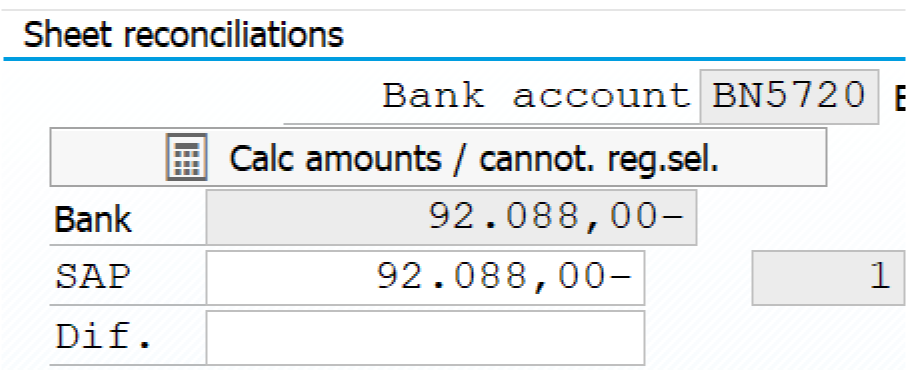
After adjusting the balance in SAP, you can now reconcile the open items on transaction ZGF_CBC.

On the left side, you will have all the bank movements that were manually updated on SAP that are not reconciled yet, and in the right side, you have all the postings made that also are not reconciled:

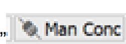


The first thing you should do to reconcile a pending item is to check if the difference between the SAP movement and the bank movement is zero.

You can do this by selecting both documents, and then in “Calc amounts.” in the left side on top:



The “Dif.” Field should be zero.

Then, click on “Manually reconcile” 

and finally on the right flag to save and confirm the reconciliation:  .

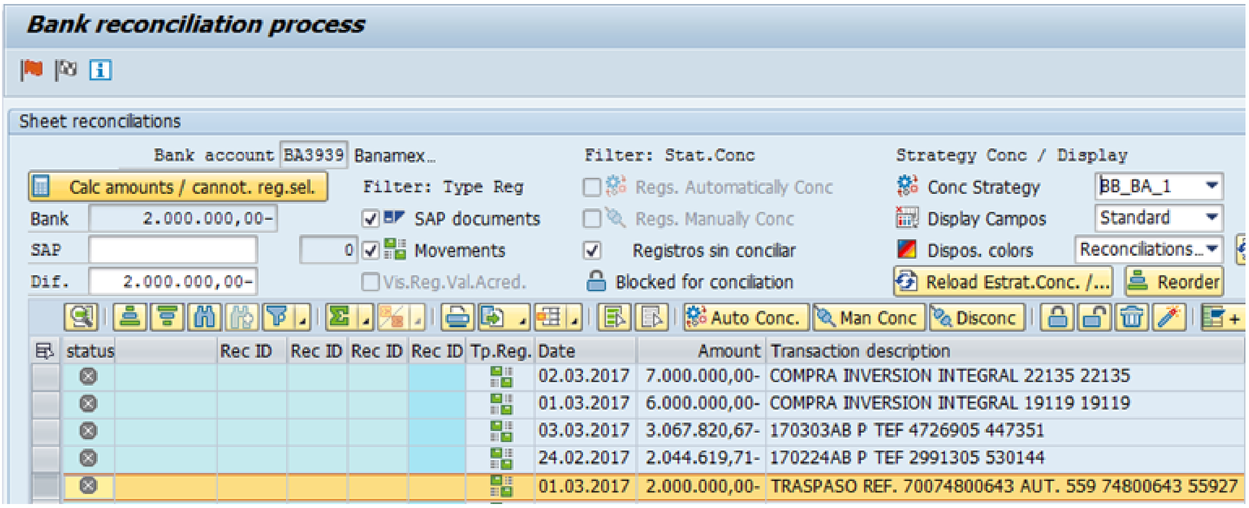
If you did and check again the transaction ZGF_CBR, you will notice that the difference between the SAP movements and Bank Movements were reduced.

You should proceed with this until you have reconciled all of the pending items, so the difference between SAP and Bank will be zero

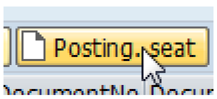
3.2.2. I use the posting seat

Some movements in the bank account are usual and occur every month, for example, the payroll. For these movements, there is a tool on transaction ZGF_CBC that posts in the bank accounts and in the offset account using a predefined reference, called "posting seat".

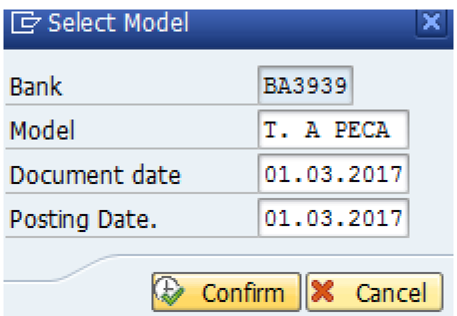
For example, the "TRASPASO" movement occurs every month and is also in the scope of RtR to post it. First, select the value to be conciliated and then click in the option "Calculate amounts" on the top of the screen:



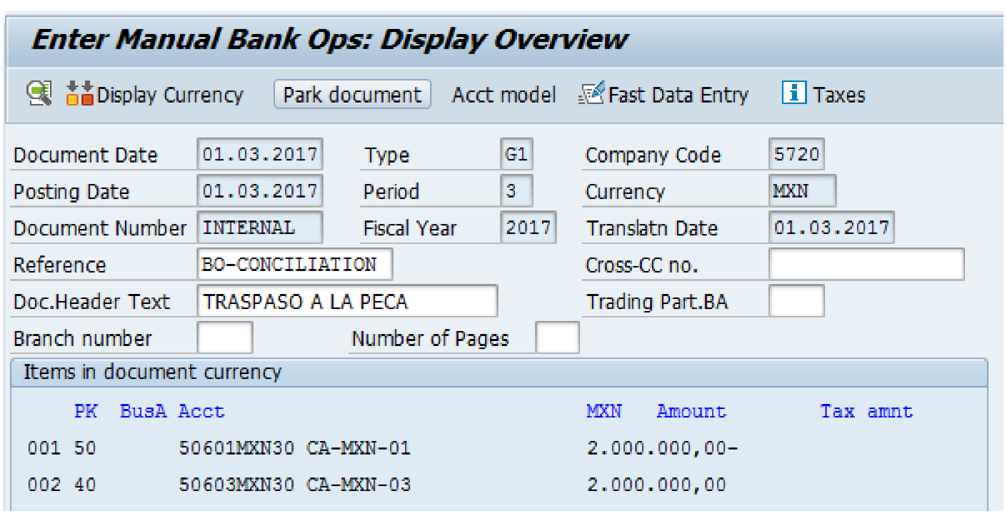
After that, click on "Posting Seat".

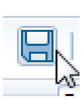


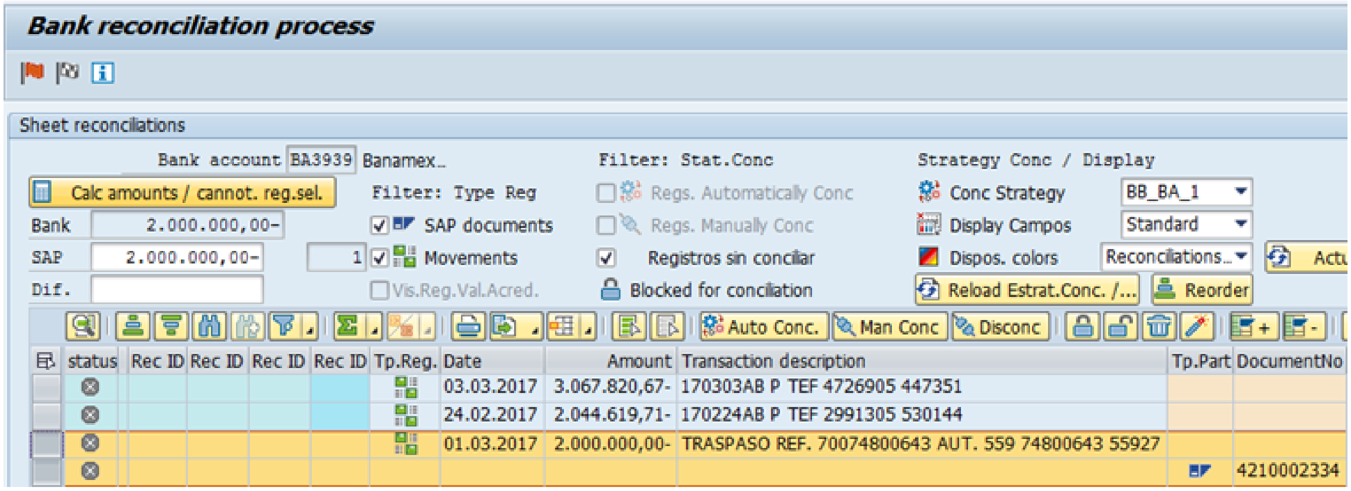
In the following box you must put the option "T. A PECA" and fill the actual date:



In this new screen, fill the spaces "Reference" and "Doc.Header Text" like below:



Click on the  icon to post the document, and now you can reconcile the bank movement and the document on SAP.



There are several postings that can be posted using a posting seat, you can check if its the case in the file attached.

End of document.