MX - 7723 Bank reconciliation

This operation is applicable for the following entities:

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**:

Table of contents

- 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

Scope

ERP

SAP WP1

Frequency

Daily

References

FEBAN

FBL3N

F-03

Forms

Attachments

<< MX - 7723 Bank reconciliation >>

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.

With this control we guarantee the reliability, accuracy, confidence and control.

The objective of the document is to explain the bank reconciliation process for accounts from 7723 company.

1.2. Scope

This operation is applicable only for 7723 company.

2. Definitions

See Finance Glossary:

- Bank reconciliation
- WP1

3. Tasks description

We have two mirror accounts in 7723 company, the account 51000801 that is used to pay the local bills, for example water, local tax, lodge card, electrical energy and the "PECA" account, 51000823, is used to pay the "pedimentos". These "pedimentos" are an specific tax that we paid for the local goods movements.

These mirror accounts will reflect in transitory accounts.

Company code	Dígitos finais	Conta espelho (dígitos iniciais 5100*)	Contas transitórias (dígitos iniciais 5006* / 5005* / 5099* / 5001* / 5002*)
7723	*0823 (Peca)	51000823	50060823 / 50050823 / 50990823 / 50010823 / 50020823
7723	*0801 (normal)	51000801	50060801 / 50050801 / 50990801 / 50010801 / 50020801

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.

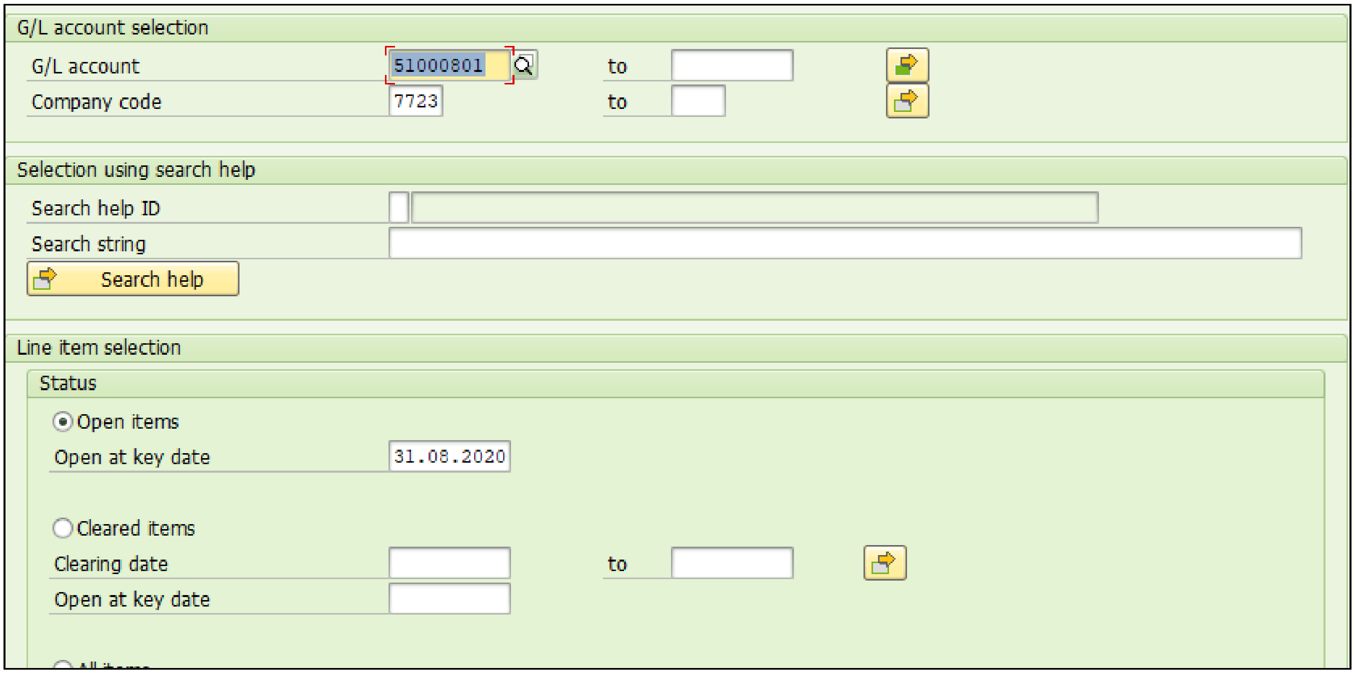
3.1.1. I check bank statement balance in SAP

To check the bank statement balance you will use the SAP extract accounts 51000801 and 51000823 in transaction FBL3N and check the balance until the current date.

Go to transaction FBL3N:

Complete the fields:

- **Accounts:** 51000801 and 51000823
- **Company Code:** 7723
- **Open Items:** (Current date)
- **Layout:** /CONCILIAÇÃO

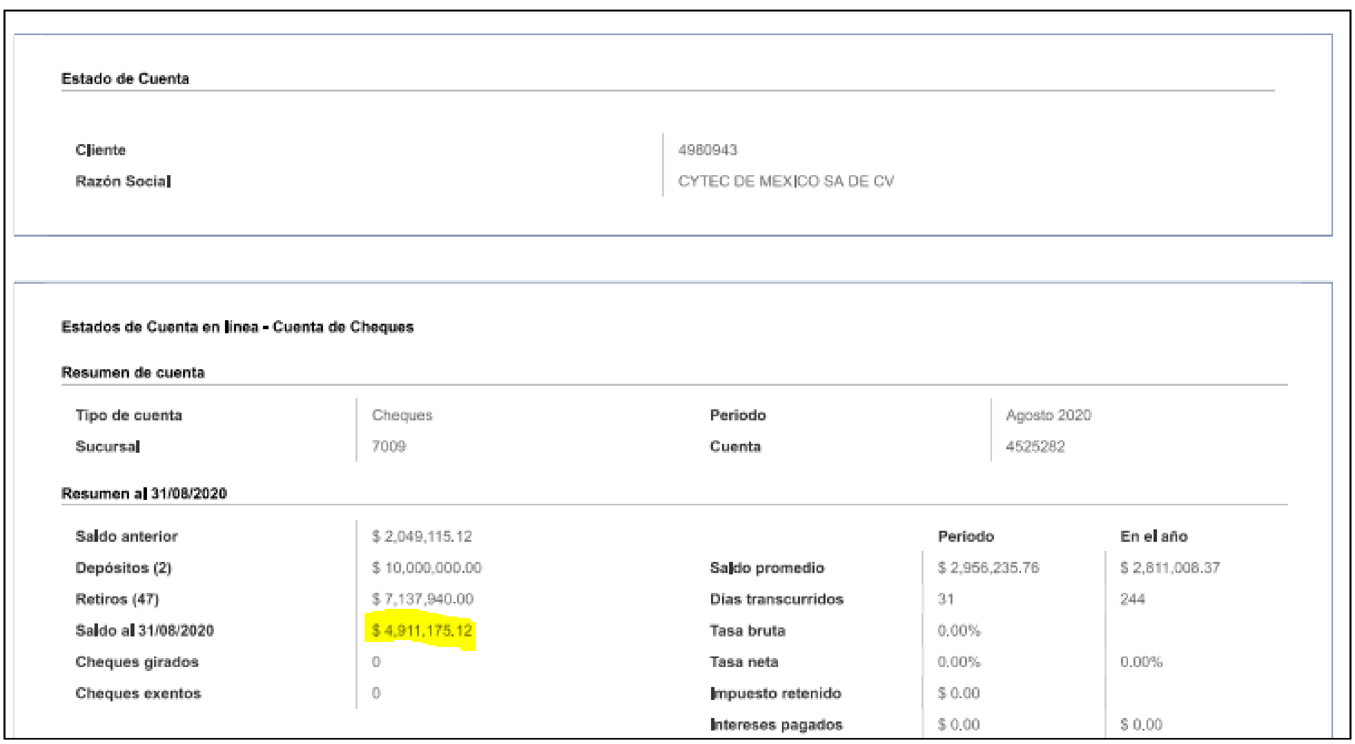


Then, you will check the balance with the transaction FBL3N with the bank statement, you should make an subtotal by G/L account and check the balance, as you see below.

In the SAP:

St	CoCd	Year/month	Tr.prt	Account	DocumentNo	Offst.acct	Type	Doc..Date	Pstng Date	Entry Date	PK	S	DD	TTy	Amount in local cur.	LCurr	Tx	Clrng doc.
*				51000801											1.482.652,36	MXN		
*				51000823											4.911.175,12	MXN		
**															6.393.827,48	MXN		

Example: Citibank Statement



Estado de Cuenta

Cliente	4980943
Razón Social	CYTEC DE MEXICO SA DE CV

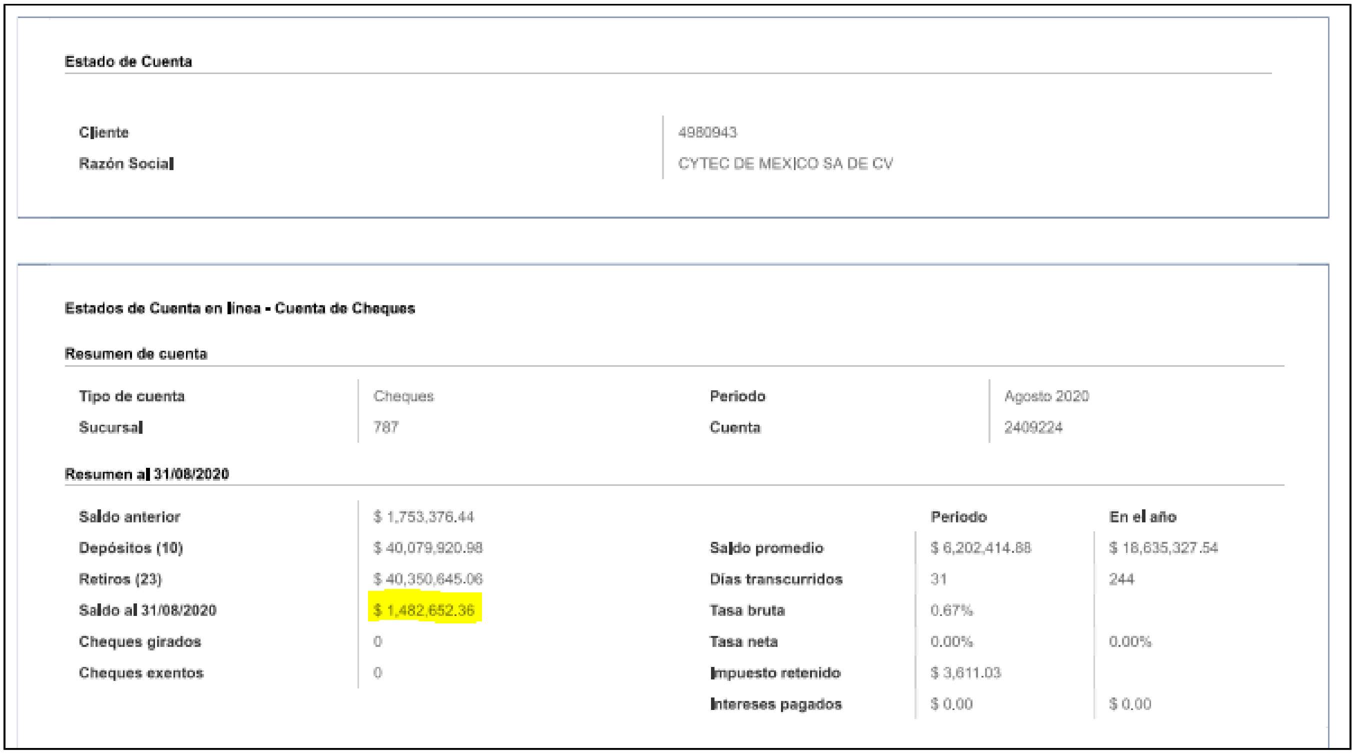
Estados de Cuenta en línea - Cuenta de Cheques

Resumen de cuenta

Tipo de cuenta	Cheques	**Periodo**	Agosto 2020
Sucursal	7009	**Cuenta**	4525282

Resumen al 31/08/2020

			Periodo	En el año
Saldo anterior	$ 2,049,115.12			
Depósitos (2)	$ 10,000,000.00	**Saldo promedio**	$ 2,956,235.76	$ 2,811,008.37
Retiros (47)	$ 7,137,940.00	**Días transcurridos**	31	244
Saldo al 31/08/2020	$ 4,911,175.12	**Tasa bruta**	0.00%	
Cheques girados	0	**Tasa neta**	0.00%	0.00%
Cheques exentos	0	**Impuesto retenido**	$ 0.00	
		Intereses pagados	$ 0.00	$ 0.00



Estado de Cuenta

Cliente	4980943
Razón Social	CYTEC DE MEXICO SA DE CV

Estados de Cuenta en línea - Cuenta de Cheques

Resumen de cuenta

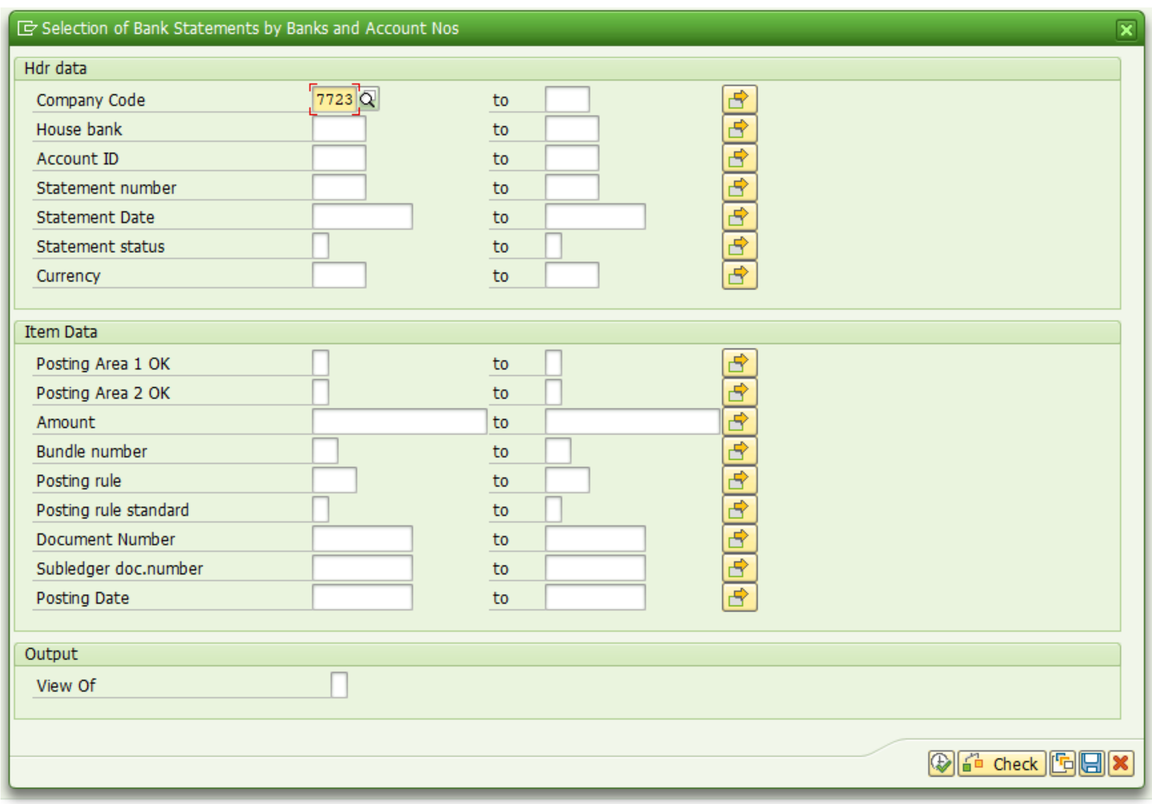
Tipo de cuenta	Cheques	Periodo	Agosto 2020
Sucursal	787	Cuenta	2409224

Resumen al 31/08/2020

			Periodo	En el año
Saldo anterior	$ 1,753,376.44			
Depósitos (10)	$ 40,079,920.98	Saldo promedio	$ 6,202,414.88	$ 18,635,327.54
Retiros (23)	$ 40,350,645.06	Días transcurridos	31	244
Saldo al 31/08/2020	$ 1,482,652.36	Tasa bruta	0.67%	
Cheques girados	0	Tasa neta	0.00%	0.00%
Cheques exentos	0	Impuesto retenido	$ 3,611.03	
		Intereses pagados	$ 0.00	$ 0.00

3.1.2. I process the FEBAN transaction

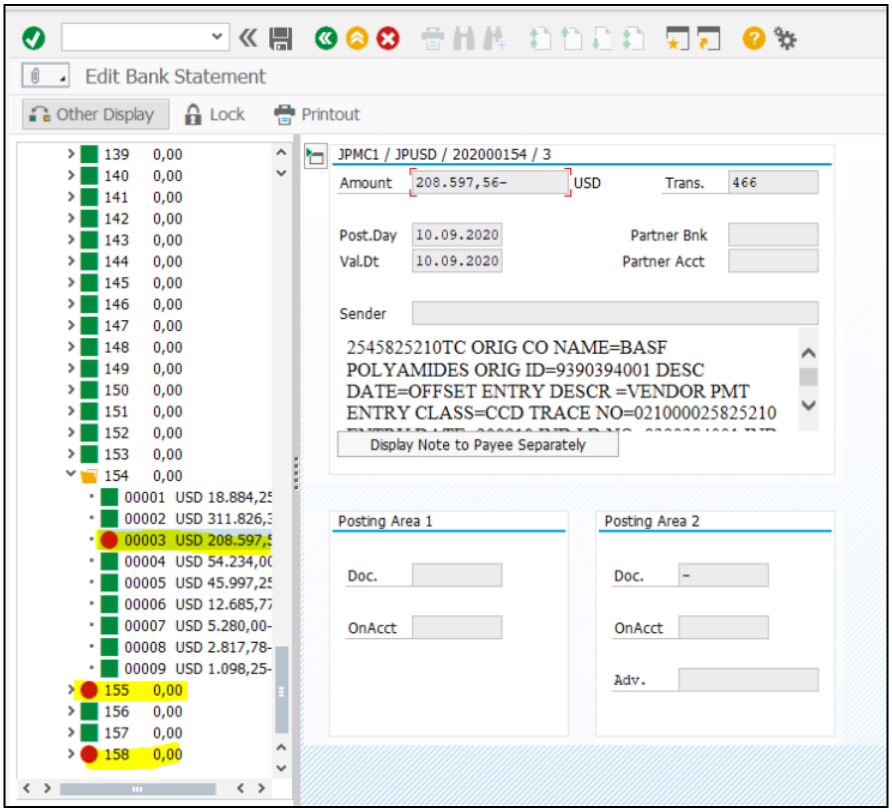
The bank statement of these 2 accounts (51000801 and 51000823) are posted automatically, you should check in FEBAN transaction if the bank statement were uploaded correctly.



If after perform the transaction, the transaction don't show any error you can start the next step.

If the FEBAN transaction show any problem, you should send an ticket to TREASURY APAC team and inform that the bank statement wasn't process. (eg. ticket #4690629)

You can see one example the FEBAN error below:



To correct the error, you can process the document manually.

3.2. I perform the bank reconciliation

The bank reconciliation is made only with the transitional accounts, you will use the mirror account (510*) only to check the bank statement balance.

Company Code	Final Digits	Mirror Accounts (5100*)	Transitory Accounts (5006* / 5005* / 5099* / 5001* / 5002*)
7723	*0823 (PECA)	51000823	50060823 50050823 50990823 50010823 50020823
7723	*0801 (normal)	51000801	50060823 50050823 50990823 50010823 50020823

In general, to perform the reconciliation you have to compensate documents type SK (bank documents uploaded by FEBAN and documents uploaded with the global posting file) only with others documents types - ex: SB or KZ. Usually the SAP show the documents that will need be compensate in F-03, but you need to check if you could clean then or not.

To check the documents posted you need check the transaction FBL3N and use the variant "7723 CITI".

*** Important: You never should compensate document SK with another SK document, only when you posted documents incorrectly or charge backs ***

To check if you could clean these documents:

- Check if both documents are in the same G/L account;
- Check if one of them are not SK;
- Check if the amounts are the same;
- Check if the documents dates are close;

G/L Account 50060823 BANAMEX/CITI MXN1 - OUTGOING TRANSFER
Company Code 7723

St	CoCd	Assignment	DocumentNo	PK	G/L	Offst.acct	Doc.Header Text	Ty	Doc..Date	Pstng Date	Amount in local cur.	LCurr	Curr.
	7723	Compensar	1500000586	50	50060823	2502005		KZ	01.08.2020	12.08.2020	64.029,00-	MXN	MXN
	7723	Compensar	1300000736	40	50060823	51000823	36170006747	SK	03.08.2020	03.08.2020	64.029,00	MXN	MXN
*		Compensar									0,00	MXN	
**											0,00	MXN	

If after check all these information, before to clean you will need check one more thing.

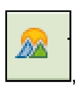
We recommended check if you have more than one document with the same amount, for example.

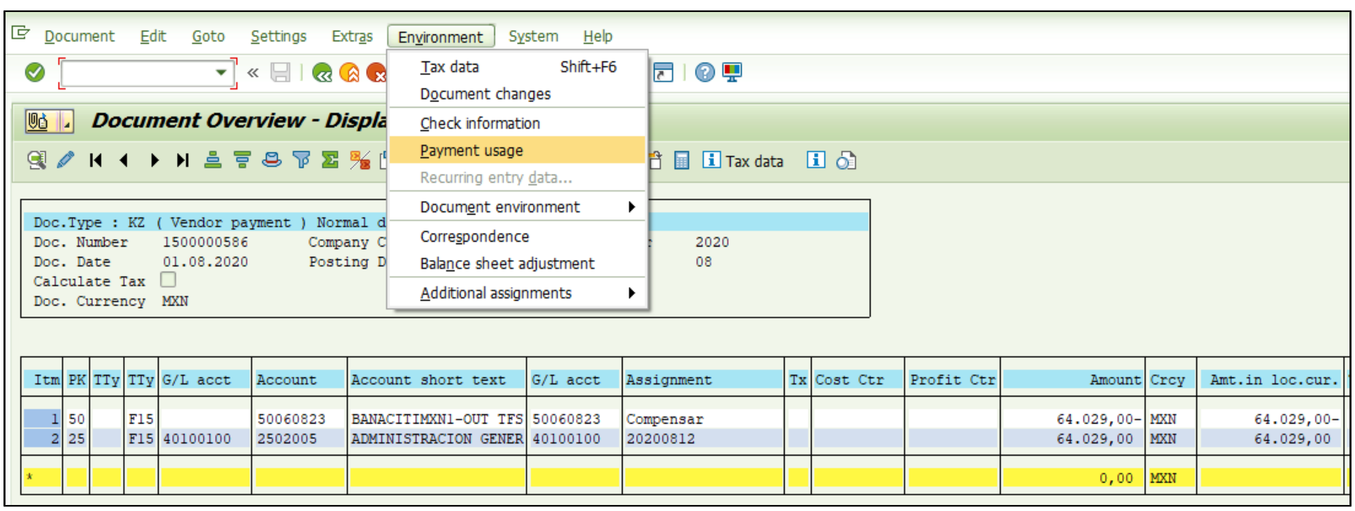
DocumentNo	PK	G/L	Offst.acct	Type	Period	Doc..Date	Pstng Date	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Text
1300000003	40	50060823	51000823	SK	1	06.01.2020	06.01.2020	304.922,00	MXN	304.922,00	MXN	CUSTOM FORM PAYMENT
1300000004	40	50060823	51000823	SK	1	06.01.2020	06.01.2020	304.922,00	MXN	304.922,00	MXN	CUSTOM FORM PAYMENT
1500000015	50	50060823	2502005	KZ	1	06.01.2020	13.01.2020	304.922,00-	MXN	304.922,00-	MXN	
1500000016	50	50060823	2502005	KZ	1	06.01.2020	13.01.2020	304.922,00-	MXN	304.922,00-	MXN	
					1			0,00	MXN	0,00	MXN	
								0,00	MXN	0,00	MXN	

3.2.1. *I perform the bank reconciliation from account *0823 (PECA)*

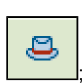
We use the PECA account to paid the PEDIMENTOS and the documents SK were automatically uploaded and the counterpart, the document type KZ were uploaded by the Account payables team.

- PEDIMENTOS: To reconcile this documents you can follow the steps bellow.

Go in the document KZ and click in the button , Environment and Payment Usage.



Itm	PK	TTy	TTy	G/L acct	Account	Account short text	G/L acct	Assignment	Tx	Cost Ctr	Profit Ctr	Amount	Crcy	Amt.in loc.cur.
1	50		F15		50060823	BANACITIMXN1-OUT TFS	50060823	Compensar				64.029,00-	MXN	64.029,00-
2	25		F15	40100100	2502005	ADMINISTRACION GENER	40100100	20200812				64.029,00	MXN	64.029,00
*												0,00	MXN	

And them you need to go in the document RE and click in the bottom ;

Vendor 2502005
Company Code 7723

Name ADMINISTRACION GENERAL DE ADUANAS
City NUEVO LAREDO

St	Assignment	DocumentNo	Type	Doc..Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	20200805	5100005546	RE	01.08.2020			64.029,00-	MXN	1500000586	Fecha de Pago 01.08.2020
	20200812	1500000586	KZ	01.08.2020			64.029,00	MXN	1500000586	
*							0,00	MXN		
** Account 2502005							0,00	MXN		

Check if in the begin of the field "text" in SK document (in the bank account) is the same from the reference in the RE document;

Document Header: 7723 Company Code

Document type	RE Invoice - receipt		
Doc.Header Text	Pedimento 3617 0006747		
Reference	36170006747	Document Date	01.08.2020
		Posting Date	05.08.2020
Currency	MXN	Posting period	08 / 2020
Ref. Transactn	RMRP Invoice receipt		
Reference Key	51144914152020	Log.System	WP1_400
Entered by	BRBC7656	Parked by	
Entry Date	05.08.2020	Time of Entry	21:01:42
Parked On		Time of Parking	00:00:00
TCode	MIRO		
Changed on		Last update	
Ref.key(head) 1		Ref.key 2	

If the document header text and the reference are the same, so you can clear the documents.

3.2.2. *I perform the bank reconciliation from transitory accounts *0801 (Normal)*

- **NONIMA AND INTERBANCARIO:** To clear the account 50990801 you should reconcile the documents with the text "NOMINA SEMANA" and "INTERBANCARIO", usually the documents were sent weekly by Raquel De La Mora with document type "SB". The only action with this documents will be check the amount and adjust the assignment to clear in the transaction F-03.

DocumentNo	PK	G/L	Offst.acct	Type	Doc..Date	Pstng Date	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Text
1300000644	40	50990801	51000801	SK	29.07.2021	29.07.2021	3.961,57	MXN	3.961,57	MXN	INTERBANCARIO /PT/DE/EI/19274302 NOMINA SEMANA 302
1300000645	40	50990801	51000801	SK	29.07.2021	29.07.2021	215.000,00	MXN	215.000,00	MXN	NOMINA /PT/DE/EI/19184401 NOMINA SEMANA 302021 000
1300000646	40	50990801	51000801	SK	29.07.2021	29.07.2021	41.839,06	MXN	41.839,06	MXN	INTERBANCARIO /PT/DE/EI/19215808 GASTOS 0000087000
2300000702	50	50990801	42900100	SB	29.07.2021	29.07.2021	29.915,70-	MXN	29.915,70-	MXN	Pago Fondo de Ahorro
2300000702	50	50990801	42900100	SB	29.07.2021	29.07.2021	3.750,00-	MXN	3.750,00-	MXN	Pago Caja de Ahorro
2300000702	50	50990801	42900100	SB	29.07.2021	29.07.2021	218.961,57-	MXN	218.961,57-	MXN	Pago Nomina Semanal
2300000702	50	50990801	42900100	SB	29.07.2021	29.07.2021	500,00-	MXN	500,00-	MXN	Pensión Pago Pensión Alimenticia
2300000702	50	50990801	42900100	SB	29.07.2021	29.07.2021	7.673,36-	MXN	7.673,36-	MXN	Cuotas sindicales
					29.07.2021		0,00	MXN	0,00	MXN	
							0,00	MXN	0,00	MXN	

- **GLOBAL BILLING AND IVA:** Besides that, once a month you must post two documents to recognize the expenses in the properly accounts. The first one is the document with text "GLOBAL BILLING", this document must be posted in the G/L account 98546220.

The second document, is the IVA and usually are uploaded in the same day that the document and represent 16% of the document with Global Billing in the text. This document must be posted in the G/L account 44700160, as the example bellow.

DocumentNo	PK	G/L	Offst.acct	Type	Doc..Date	Pstng Date	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Text
1300000590	40	50990801	51000801	SK	13.07.2021	13.07.2021	5.167,12	MXN	5.167,12	MXN	NONREF /PT/DE/EI/NONREF GLOBAL BILLING 00002864000
1300000591	40	50990801	51000801	SK	13.07.2021	13.07.2021	826,74	MXN	826,74	MXN	NONREF /PT/DE/EI/NONREF 0000286400072174 /CTC/965/
2300000656	50	50990801	98546220	SB	13.07.2021	13.07.2021	5.167,12-	MXN	5.167,12-	MXN	GLOBAL BILLING
2300000657	50	50990801	44700160	SB	13.07.2021	13.07.2021	826,74-	MXN	826,74-	MXN	IVA
					13.07.2021		0,00	MXN	0,00	MXN	
							0,00	MXN	0,00	MXN	

- **OTHER DOCUMENTS:** In the account *0801 you will find another documents to reconcile, for example, bills from American express, electricity, water, that were paid in this account. Usually we have two documents, the documents type SK (bank documents) that were automatically uploaded and the document type KZ that were posted by the Account payables team and applied by the payments team. If during the month or in the closing period you didn't find these documents you could send an email to ptp-nafta@support.solvay.com asking about the documents.

Eg. American Express and electricity documents.

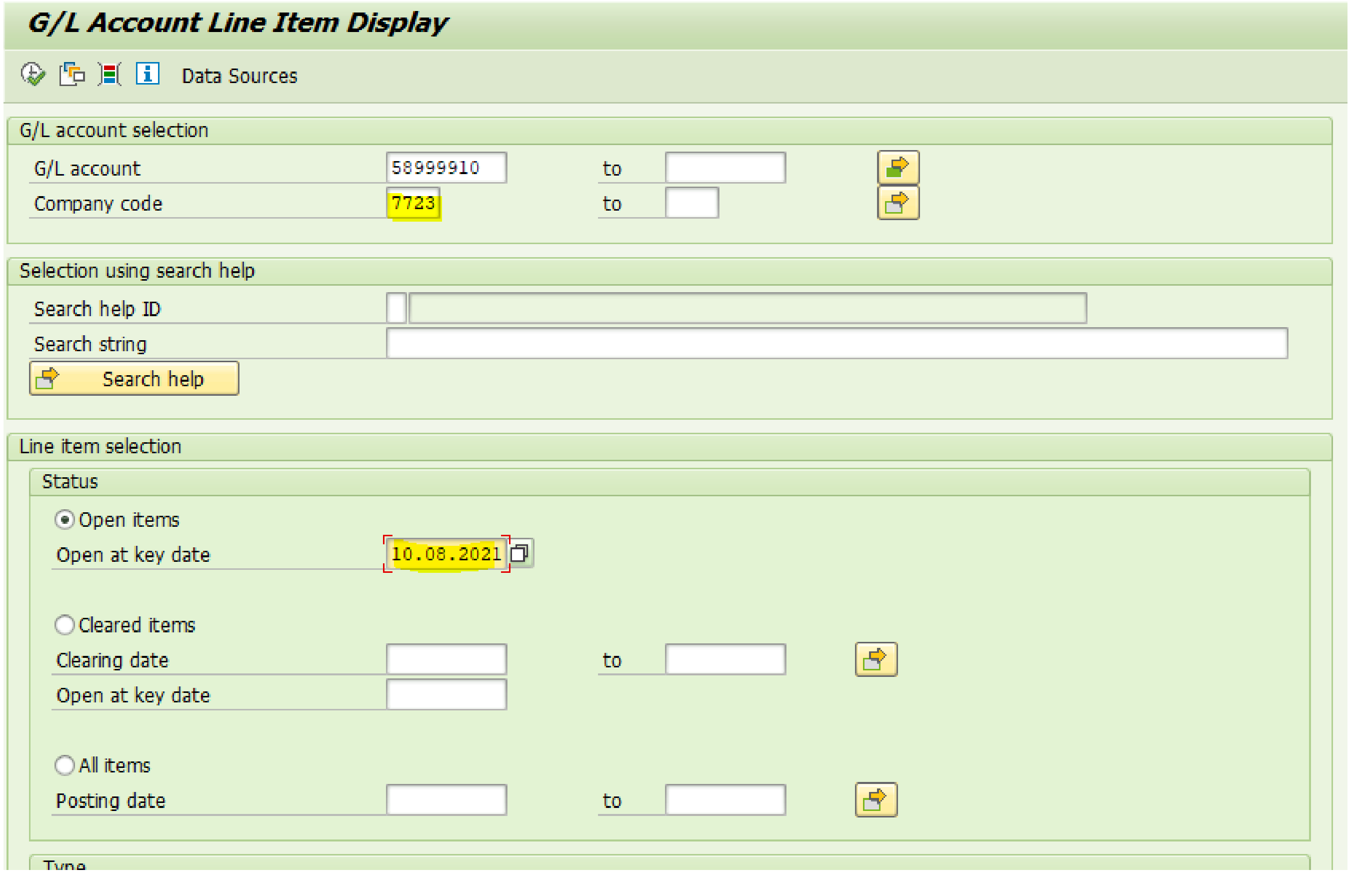
Doc.Type : KZ (Vendor payment) Normal document
Doc. Number 1500000350 Company Code 7723 Fiscal Year 2021
Doc. Date 08.06.2021 Posting Date 28.06.2021 Period 06
Calculate Tax ☐
Doc. Currency MXN

Itm	PK	TTy	TTy	G/L acct	Account	Account short text	G/L acct	Assignment	Tx	Cost Ctr	Profit Ctr	Amount
1	50		F15		50060801	BANACITIMXN- OUT TFS	50060801	Compensar_1				43.928,34-
2	25		F15	40100100	9901021229	AMERICAN EXPRESS COM	40100100	20210628				43.928,34
*												0,00

Doc.Type : KZ (Vendor payment) Normal document
Doc. Number 1500000339 Company Code 7723 Fiscal Year 2021
Doc. Date 17.06.2021 Posting Date 18.06.2021 Period 06
Calculate Tax ☐
Ref.Doc. FD#5678296
Doc. Currency MXN

Itm	PK	TTy	TTy	G/L acct	Account	Account short text	G/L acct	Assignment	Tx	Cost Ctr	Profit Ctr	Amount
1	50		F15		50060801	BANACITIMXN- OUT TFS	50060801	Compensar_1				567.577,00-
2	50				98150940	VC UTIL ELECTRICITY	98150940	20210618		8356-1200	8356-X1238	0,16-
3	25		F15	40100100	2501520	CFE SUMINISTRADOR DE	40100100	20210618				567.577,16
*												0,00

- **CASH IN TRANSIT DOCUMENTS:** During the month, the account *0801 could received big amounts that you need to reconcile to the correct account. Usually the reclassification must have be done to the accounts 58999920 or 58999000. To check if it's correct this reclassification, you go in the FBL3N and use the variant "SBS_CASH", adjust the company code for 7723 and the "open items date" to the actual date.



After run the transaction you will find the document:

58999920	5200000025	58999000	IX	03.08.2021	03.08.2021	28.07.2021	40			F15	6.000.000,00	MXN	
58999920										F15	6.000.000,00	MXN	
58999920											6.000.000,00	MXN	
											0,00	MXN	

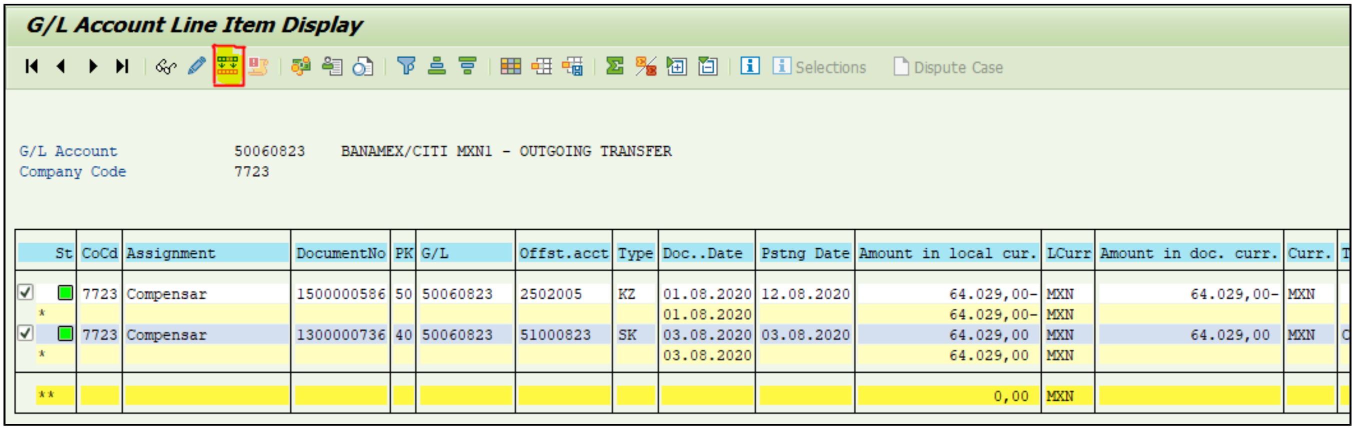
In the bank statement we have one document type SK, posting key 50, with same amount and with the same posting date and document date from the document in the account 58999920 with posting key 40. After check these information you can check and reclassify the document to account 58999920 (in this case).

DocumentNo	PK	G/L	Offst.acct	Type	Doc..Date	Pstng Date	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Text
1300000653	50	50020801	51000801	SK	03.08.2021	03.08.2021	6.000.000,00-	MXN	6.000.000,00-	MXN	1072800006910 /PT/DE/EI/0 000021320005
2300000730	40	50020801	58999920	SB	03.08.2021	03.08.2021	6.000.000,00	MXN	6.000.000,00	MXN	7723/MVT1/MVT1
					03.08.2021		0,00	MXN	0,00	MXN	
							0,00	MXN	0,00	MXN	

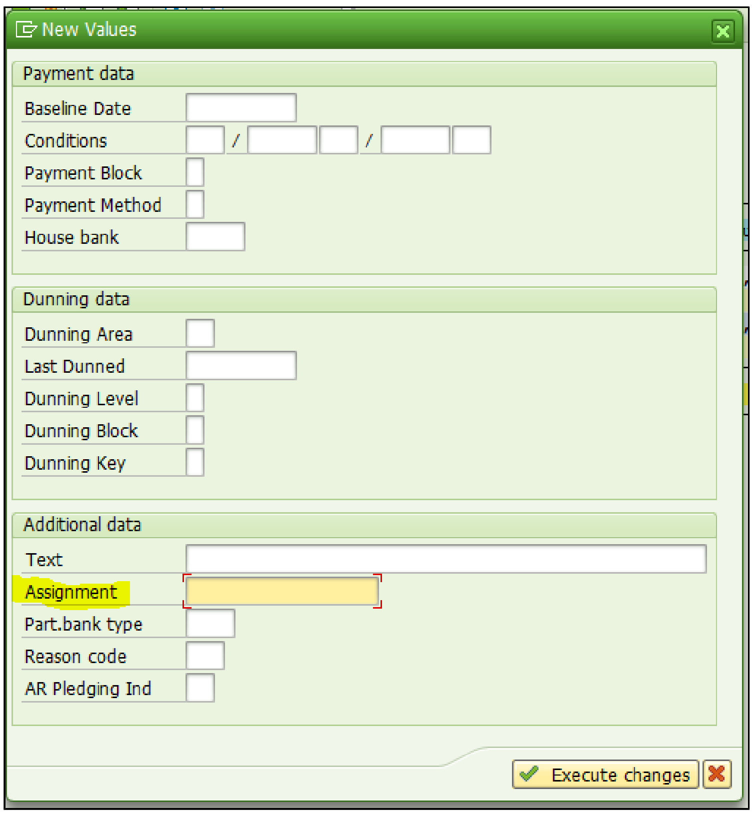
Before clear the documents in transaction F-03, in transaction FBL3N you can change the assignment from these documents to facilitate cleaning.

To change you follow the next steps:

- Select the documents;
- Go to the bottom "Mass change";



And them, you change the assignments from the documents.



After change the assignment you can clean these documents in transaction F-03.

3.3. I clean the documents in G/L account

The bank reconciliation is made only with transitional accounts (5001*, 5002*, 5005*, 5006* and 5099). In general, to perform the reconciliation you have to compensate documents type SK (bank documents) with other documents type.

You can use this procedure to clean the documents:

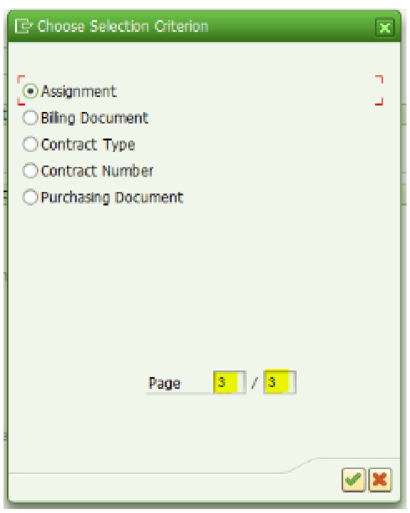
F-03 - Clear G/L Account

--

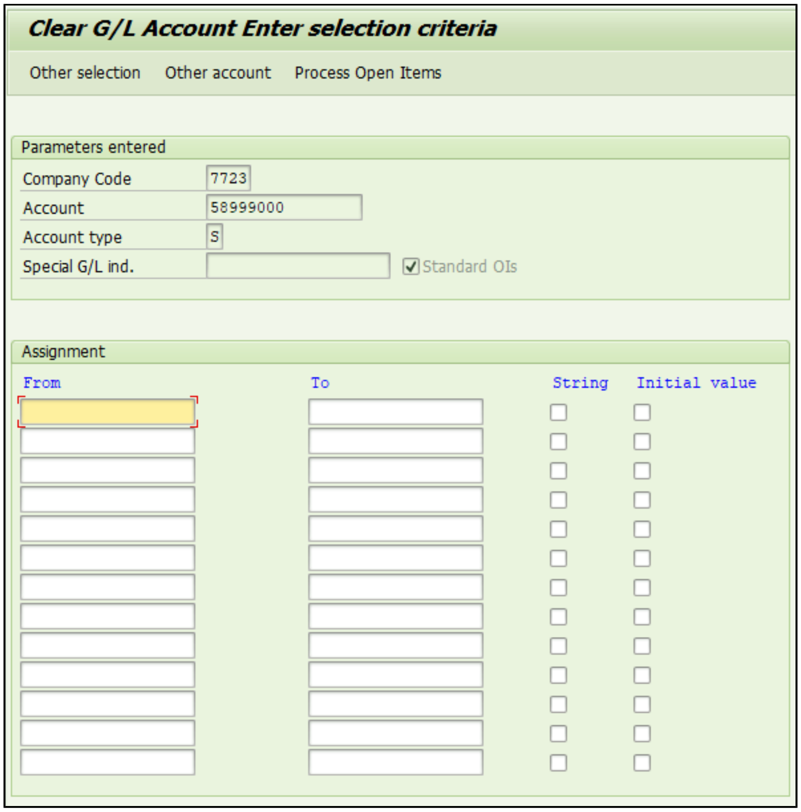
Go to transaction F-03 and complete the fields:

In this example, I will use the documents from account 50060823, amounts 64.029,00 and -64.029,00 MXN.

- Select account: 50060823 (or account that you will clear)
- Clearing date: 31.08.2020 (date from current month)
- Period: (Same month from the clearing date - 08)
- Company Code: 7723
- Additional Selections: Others + Enter (We will select the option "Assignment")
- Use the bottom Page Down (in your keyboard) to page 3.



Them, you will use the assignment that you choose previously from these documents, and click in Process Open Items.



After you clean this documents, the G/L account shouldn't have any documents pending.

End of document.