

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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Scope

 Unknown Attachment

ERP

 PF1

Frequency

 Unknown Attachment

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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.

The screenshot shows the BancaNet Empresarial web interface. At the top, the user is logged in as PATRIK, ERNANDEZ/DA SILVA | SOLVAY FLUOR MEXICO SA DE CV. The date and time are Monday, May 25, 2020, 3:23 PM. The interface includes a navigation bar with options like CONSULTAS, TRANSFERENCIAS Y PAGOS, IMPUESTOS Y CONTRIBUCIONES, COBRANZA, INVERSIONES, SERVICIOS ADICIONALES, and ADMINISTRACIÓN. Below this, there's a section for 'Estados de Cuenta' (Account Statements) with a sidebar on the left containing links for 'En línea', 'Por solicitud (cheques)', and 'Histórico (PDF)'. The main area is titled 'Estados de Cuenta en línea' and features a 'Búsqueda específica' (Specific search) section. This section has several dropdown menus for selecting account type (Cheques), period (Mayo 2020), and movement type (Depósitos y retiros). There are also input fields for branch and account number. A 'Buscar' (Search) button is at the bottom right of the search section.

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

The screenshot shows a dialog box titled 'Opciones de descarga' (Download options). It informs the user that the file will be downloaded in 'Estado de Cuenta en Línea' format. It asks '¿Cómo desea obtener su descarga?' (How do you want to get your download?). There are two radio button options: 'Archivo de texto .TXT' (Text file .TXT) and 'Excel .CSV' (Excel .CSV), with the latter being selected. Below these, there is a checkbox for 'Descargar en .zip (descarga más rápida)' (Download in .zip (faster download)). At the bottom, there are two buttons: 'Cancelar' (Cancel) and 'Aceptar' (Accept). A disclaimer at the bottom states: 'Es responsabilidad del usuario el resguardo de toda la información que sea exportada' (It is the user's responsibility to safeguard all information that is exported) and 'Si desea cambiar el formato de exportación del archivo de texto presione aquí' (If you want to change the export format of the text file, click here).

Opciones de descarga



A continuación descargará su archivo en formato Estado de Cuenta en Línea

¿Cómo desea obtener su descarga?



☐ Archivo de texto .TXT



☒ Excel .CSV



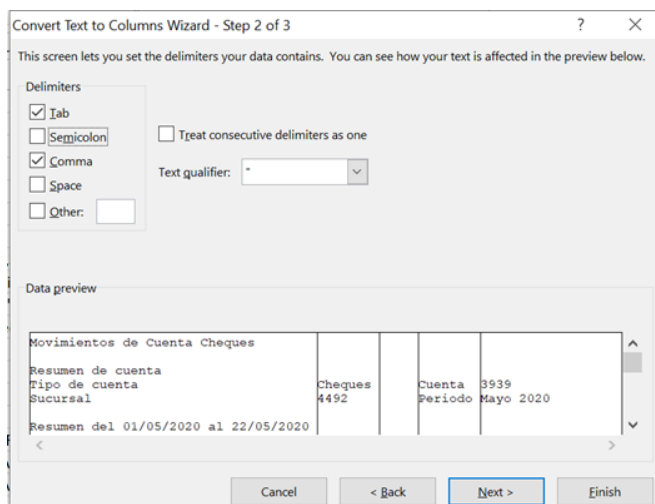
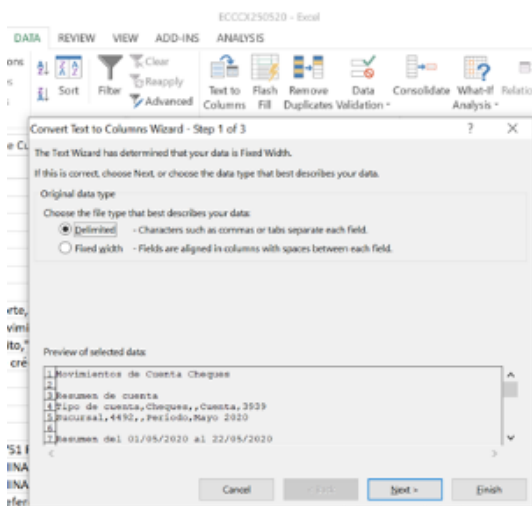
Descargar en .zip(descarga más rápida)

"Es responsabilidad del usuario el resguardo de toda la información que sea exportada"

"Si desea cambiar el formato de exportación del archivo de texto presione [aquí](#)"

Cancelar

Aceptar



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:

1	Fecha	Descripción	Depósitos	Retiros	Saldo
2	04/05/2020	TRASPASO REF. 70074800643 AUT. 751 Referencia Numérica: 0074800643 Autorización: 00075195	2,000,000.10	906,681.09	
3	07/05/2020	PAGO INTERBANCARIO 27153101 NOMINA SEMA Referencia Numérica: P TEF 7153101 Autorización: 00007128	444,239.77	10,462,441.32	
4	08/05/2020	PAGO INTERBANCARIO 51055401 NOMINA SEMA Referencia Numérica: P TEF 1055401 Autorización: 00024603	6,378,816.40	83,624.76	
5	08/05/2020	NOMINA SEMANA 192020 Referencia Numérica: P TEF 7221102 Autorización: 00139161	34,904.03	4,048,720.73	
6	08/05/2020	NOMINA SEMANA 000000 Referencia Numérica: P TEF 1444203 Autorización: 00173408	553,888.73	3,494,832.02	
7	08/05/2020	70000232873723630279 Referencia Numérica: P INT 0005503 Autorización: 00236685	22,595.69	3,472,236.33	
8	12/05/2020	PAGO RECIBIDO DE Referencia Numérica: 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:

1	Fecha	Descripción	Retiros	Depósitos
2	04/05/2020	TRASPASO REF. 70074800643 AUT. 751 Referencia Numérica: 0074800643 Autorización: 00075195	2,000,000.00	
3	07/05/2020	PAGO INTERBANCARIO 27153101 NOMINA SEMA Referencia Numérica: 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. 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.

System Help

Uploading files to bank reconciliation process

Bank Account: BA3939

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

Uploading files to bank reconciliation process

Quantity title line: 1

Quantity of lines: 0

File Type: Plain Text

Ordering: Excel

Data File Upload

Archive: C:\Users\BRBC5734\Desktop\MX - Banks\BA3939.xlsx

Check file

Check file

File processing

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:

Details of the structure loaded in SAP						
Bank account	BA3939	Bank account	BANAMEX	Structure	BANAMEX	Type
Date of loading	22.05.2020	Time and Dat	22.05.2020 18:57:23	Amount ult.registro	177.612,32	
ID file loading	User BRBC5734	Date / Balance ult.	22.05.2020	2.801.638,36		
Mov.Date	Transaction description	Referenci	Trans. am.	Balance Bank	entity OP	Code Proof
22.05.2020	NOMINA SEMANA 212020	Referenci	28.092,84-	0,00	0000	
22.05.2020	PAGOS BANAMEX	Referenci	493.180,21-	0,00	0000	
22.05.2020	PAGOS BANAMEX	Referenci	303.207,72-	0,00	0000	
22.05.2020	ABO X DEV DE OP. RECH DE P INTERB VAR	Referenci	177.612,32	0,00	0000	

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:

Status of reconciliation of bank account

Selection parameters

BA3939

Fiscal Year 2020

Posting period 5

SAP documents

Posting Date 01.04.2015 to 31.05.2020

☐ SAP Documents (standard boards) ☒ SAP Table of pending documents

Bank records

Movement Date 01.04.2015 to 31.05.2020

☒ Bank transactions ☐ Values to demons

Display Settings

PDF File

If you run this transaction, another window will open:

Sete balance

Tot.Reg.S 2.796.521,89

Tot.Reg.Bank

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

Sete balance

Tot.Reg.S

2.796.521,89

Tot.Reg.Bank

2.810.941,53

Confirm

Cancelar

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

5720 - CONCILIACIÓN: Banamex 3939

ESTADO AL: 22/05/2020

LIBROS

BANCOS

2.796.521,89

2.810.941,53

0,00

Saldo: 22/05/2020

Cheques no cobrados

Saldo: 22/05/2020

Débitos no tomados

Saldo: 22/05/2020

Créditos no tomados

79,00

2.810.941,53

2.810.941,53

Página: 2/2

Débitos no tomados en libros

Fecha	Concepto	Importe
01/05/2020	INGENIERIA	40,00
02/05/2020	INGENIERIA	40,00
		80,00

Créditos no tomados en libros

Fecha	Concepto	Importe
01/05/2020	INGENIERIA	40,00
02/05/2020	INGENIERIA	40,00
		80,00

Débitos no tomados en bancos

Doc.	Fecha	Concepto	Importe
------	-------	----------	---------

Créditos no tomados en bancos

Doc.	Fecha	Concepto	Importe
------	-------	----------	---------

0,00

Cheques no cobrados

Fecha	Concepto	Nro.	Importe	Fecha	Concepto	Nro.	Importe
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0,00

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.

Bank reconciliation process

Sheet reconciliations

Bank account: BA3939 Banamex...

Filter: Stat.Conc

Strategy Conc / Display

Calc amounts / cannot. reg.sel.

Filter: Type Reg

Regs. Automatically Conc

Regs. Manually Conc

Conc Strategy: BB_BA_1

Display Campos: Standard

Dispos. colors: Reconciliations...

Reload Estrat.Conc. / ...

Reorder

Bank: 2.000.000,00-

SAP: 0

Dif.: 2.000.000,00-

SAP documents

Movements

Vis.Reg.Val.Acred.

Registros sin conciliar

Blocked for conciliation

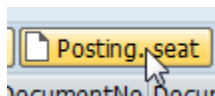
Auto Conc.

Man Conc

Disconc

status	Rec ID	Rec ID	Rec ID	Rec ID	Tp.Reg.	Date	Amount	Transaction description
⊗						02.03.2017	7.000.000,00-	COMPRA INVERSION INTEGRAL 22135 22135
⊗						01.03.2017	6.000.000,00-	COMPRA INVERSION INTEGRAL 19119 19119
⊗						03.03.2017	3.067.820,67-	170303AB P TEF 4726905 447351
⊗						24.02.2017	2.044.619,71-	170224AB P TEF 2991305 530144
⊗						01.03.2017	2.000.000,00-	TRASPASO REF. 70074800643 AUT. 559 74800643 55927

After that, click on "Posting Seat".



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

Select Model

Bank: BA3939

Model: T. A PECA

Document date: 01.03.2017

Posting Date: 01.03.2017

Confirm Cancel

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

Enter Manual Bank Ops: Display Overview

Display Currency Park document Acct model Fast Data Entry Taxes

Document Date: 01.03.2017 Type: G1 Company Code: 5720

Posting Date: 01.03.2017 Period: 3 Currency: MXN

Document Number: INTERNAL Fiscal Year: 2017 Translatn Date: 01.03.2017

Reference: BO-CONCILIATION Cross-CC no.:

Doc.Header Text: TRASPASO A LA PECA Trading Part.BA:

Branch number: Number of Pages:

Items in document currency

PK	BusA	Acct	MXN	Amount	Tax amnt
001	50	50601MXN30 CA-MXN-01		2.000.000,00-	
002	40	50603MXN30 CA-MXN-03		2.000.000,00	



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

Bank reconciliation process

Sheet reconciliations

Bank account BA3939 Banamex..

Filter: Stat.Conc

Strategy Conc / Display

Calc amounts / cannot. reg.sel.

Filter: Type Reg

Conc Strategy BB_BA_1

Bank 2.000.000,00-

SAP documents

Display Campos Standard

SAP 2.000.000,00-

1 Movements

Dispos. colors Reconciliations...

Dif.

Vis.Reg.Val.Acred.

Blocked for conciliation

Reload Estrat.Conc. /...

Reorder

Auto Conc. Man Conc Disconc

status	Rec ID	Rec ID	Rec ID	Rec ID	Tp.Reg.	Date	Amount	Transaction description	Tp.Part	DocumentNo
⊗					TEF	03.03.2017	3.067.820,67-	170303AB P TEF 4726905 447351		
⊗					TEF	24.02.2017	2.044.619,71-	170224AB P TEF 2991305 530144		
⊗					TEF	01.03.2017	2.000.000,00-	TRASPASO REF. 70074800643 AUT. 559 74800643 55927		
⊗										4210002334

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.