

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



Frequency

? Unknown Attachment

References

Forms

[MX BANK PF1 Reconciliation](#)

Attachments

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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 identified as PATRIK, ERNANDEZ/DA SILVA | SOLVAY FLUOR MEXICO SA DE CV. The date and time are Monday, May 25, 2020, 3:23 PM. The user's last access was on May 25, 2020, at 07:03 AM. The interface includes a navigation menu with options like CONSULTAS, TRANSFERENCIAS Y PAGOS, IMPUESTOS Y CONTRIBUCIONES, COBRANZA, INVERSIONES, SERVICIOS ADICIONALES, and ADMINISTRACIÓN. A red 'SALIR' button is visible. Below the navigation, there are icons for 'Salidos', 'Estados de cuenta', 'Movimientos (cheques)', 'Tarjetas Corporativas', 'Historial', and 'Comprobante SPEI-SPID'. The main content area is titled 'Estados de Cuenta' and features a 'Búsqueda específica' section with various filters: 'Tipo de cuenta o contrato' (Cheques), 'Selección de período' (Mayo 2020), 'Selección de tipo de movimiento' (Depósitos y retiros), and 'Selección de número de cuenta' (Ver todas las cuentas). There are also input fields for 'Sucursal' and 'Número de cuenta o nombre', and a 'Buscar' button.

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

The screenshot shows the 'Opciones de descarga' dialog box. It asks the user '¿Cómo desea obtener su descarga?' and provides two options: 'Archivo de texto .TXT' and 'Excel .CSV'. The 'Excel .CSV' option is selected. There is also a checkbox for 'Descargar en .zip (descarga más rápida)'. Below the options, there is a disclaimer: 'Es responsabilidad del usuario el resguardo de toda la información que sea exportada' and 'Si desea cambiar el formato de exportación del archivo de texto presione aquí'. At the bottom, there are two buttons: 'Cancelar' and 'Aceptar'.

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

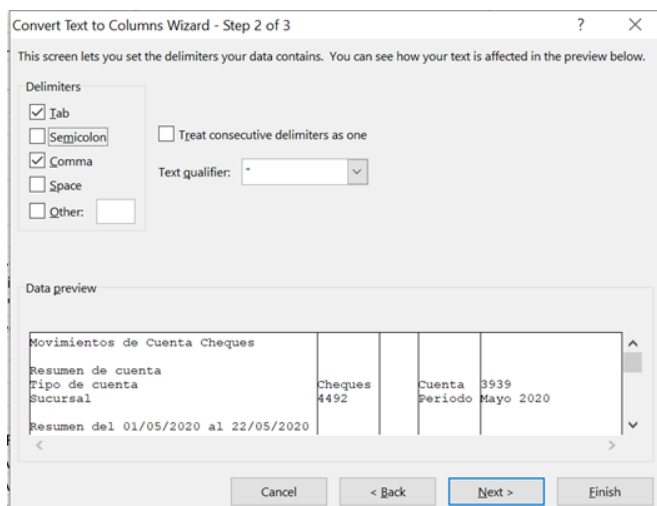
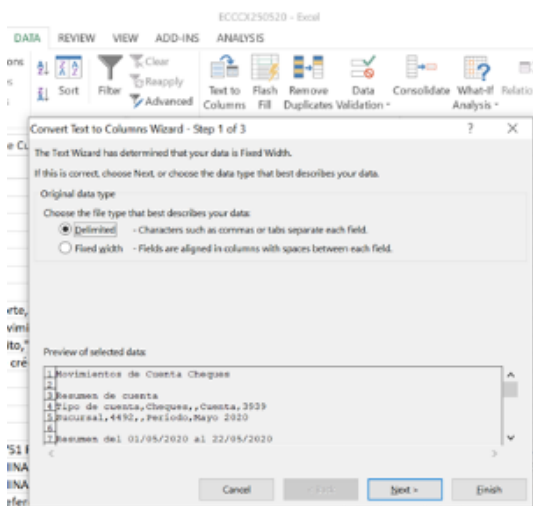
Descargar en .zip(descarga más rápida)

"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:

Fecha	Descripción	Depósitos	Retiros	Saldo
04/05/2020	TRASPASO REF. 70074800643 AUT. 751 Referencia Numérica: 0074800643 Autorización: 00075195	2,000,000.00	10,906,681.09	
07/05/2020	PAGO INTERBANCARIO 27153101 NOMINA SEMA Referencia Numérica: P TEF 7153101 Autorización: 00007128	444,239.77	10,462,441.32	
08/05/2020	PAGO INTERBANCARIO 51055401 NOMINA SEMA Referencia Numérica: P TEF 1055401 Autorización: 00024603	6,378,816.00	4,083,624.76	
08/05/2020	NOMINA SEMANA 192020 Referencia Numérica: P TEF 7221102 Autorización: 00139161	34,904.03	4,048,720.73	
08/05/2020	NOMINA SEMANA 000000 Referencia Numérica: P TEF 1444203 Autorización: 00173408	553,888.77	3,494,832.02	
08/05/2020	70000232873723630279 Referencia Numérica: P INT 0005503 Autorización: 00236685	22,595.69	3,472,236.33	
12/05/2020	PAGO RECIBIDO DE Referencia Numérica: DEPOS 2020051100 Autorización: 00260849	11,000,000.00	14,472,236.33	

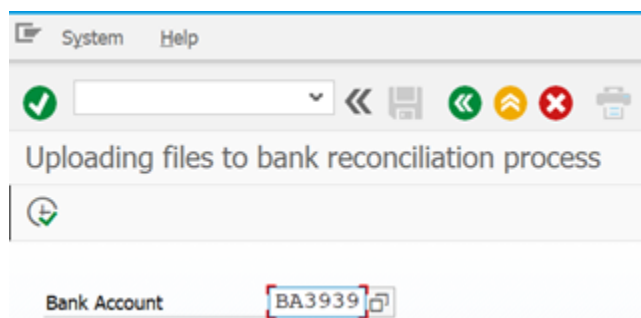
The second step is then to exclude E column and inverse the position between column C and D, so the final archive must be like this:

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

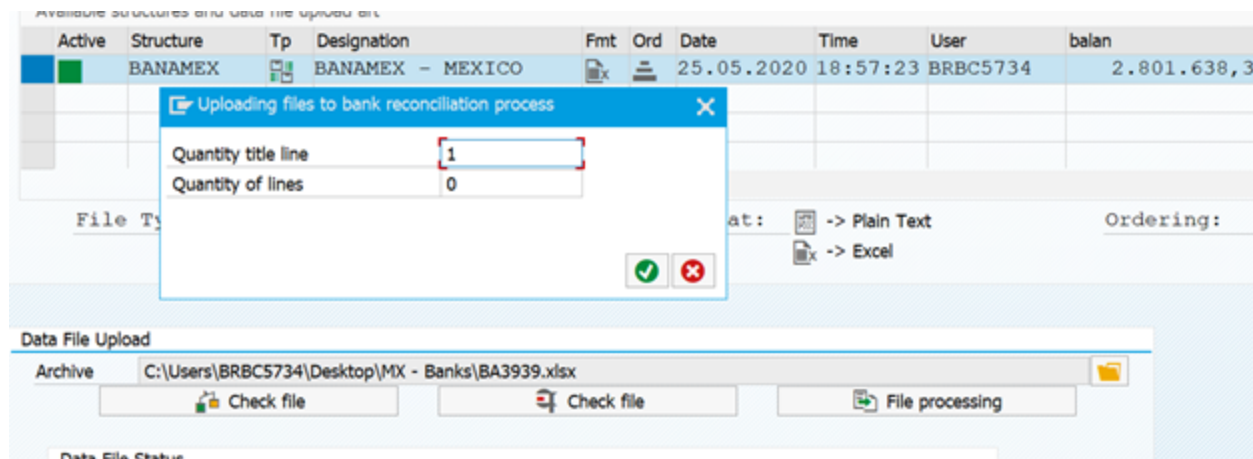
After that, you can save it in XLSX format and use it to update on transaction ZGF_CBL.

3.1.2. Upload the Bank Statement on SAP

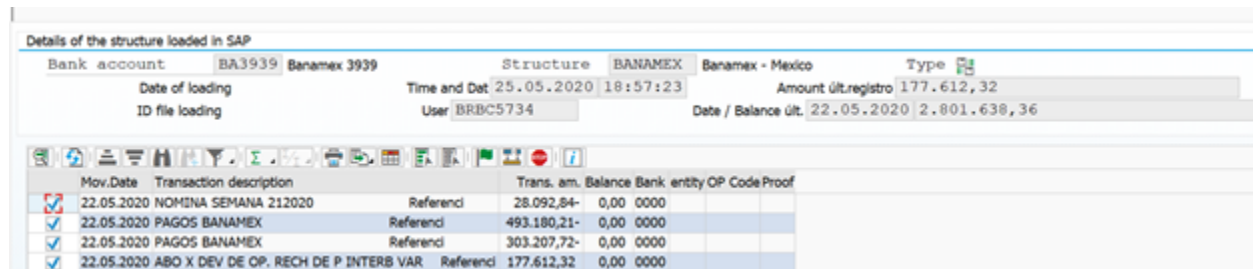
On transaction ZGF_CBL, we should first select the bank account. We had three bank accounts: BA3939, BN5720 and BN5726 for Mexico in PF1, and then, select the file that should be updated.



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:

Status of reconciliation of bank account

Selection parameters

Account	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

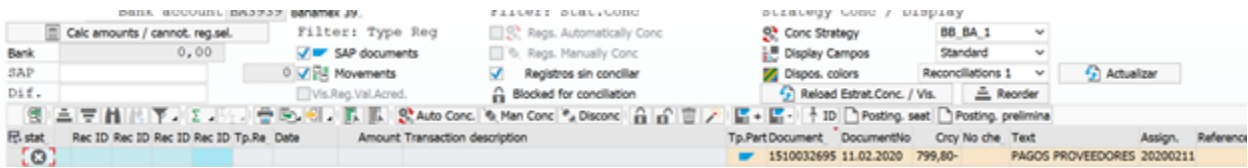
If you run this transaction, another window will open:

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:



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:

06.05.2020	188.738,00-	0000000000320017PB8P1272432734282	Referenci						
04.05.2020	92.088,00-	PAGO POR PEDIMTO AD 38130001564 PE181338	Referenci						
04.05.2020	41.288,00-	PAGO POR PEDIMTO AD 38130001565 PE181338	Referenci	1510035091	21.05.2020	92.088,00-		PAGOS PROVEEDORES	20200521
04.05.2020	35.291,00-	PAGO POR PEDIMTO AD 38130001563 PE181338	Referenci	1510035092	21.05.2020	41.288,00-		PAGOS PROVEEDORES	20200521
18.05.2020	28.493,00-	PAGO POR PEDIMTO AD 37850007476 PE181337	Referenci	1510035090	21.05.2020	35.291,00-		PAGOS PROVEEDORES	20200521

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:

Sheet reconciliations

Bank account **BN5720** E

Calc amounts / cannot. reg.sel.

Bank	92.088,00-	
SAP	92.088,00-	1
Dif.		

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 RrR to post it. First, select the value to be conciliated and then click in the option "Calculate amounts" on the top of the screen:

Bank reconciliation process

Sheet reconciliations

Bank account: BA3939 Banamex... Filter: Stat.Conc Strategy Conc / Display

Calc amounts / cannot. reg.sel. Filter: Type Reg

Bank: 2.000.000,00- SAP documents

SAP: Movements

Dif.: 2.000.000,00- Vs.Reg.Val.Acred. Blocked for conciliation

Regs. Automatically Conc Reconc Strategy: BB_BA_1

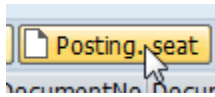
Regs. Manually Conc Display Campos: Standard

Registros sin conciliar Dispos. colors: Reconciliations...

Blocked for conciliation Reload Estrat.Conc. /... Reorder

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:

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

Bank 2.000.000,00- SAP documents

SAP 2.000.000,00- 1 Movements

Dif. Vis.Reg.Val.Acred.

Regs. Automatically Conc

Regs. Manually Conc

Registros sin conciliar

Blocked for conciliation

Conc Strategy BB_BA_1

Display Campos Standard

Dispos. colors Reconciliations...

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
⊗						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		
⊗										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.