

# 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:

## Table of contents

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## Scope

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? Unknown Attachment

## ERP

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## Frequency

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? Unknown Attachment

## References

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## Forms

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[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 main navigation bar includes options like CONSULTAS, TRANSFERENCIAS Y PAGOS, IMPUESTOS Y CONTRIBUCIONES, COBRANZA, INVERSIONES, SERVICIOS ADICIONALES, and ADMINISTRACIÓN. Below this, there are icons for Saldo, Estados de cuenta, Movimientos (cheques), Tarjetas Corporativas, Historial, and Comprobante SPEI-SPID. The 'Estados de Cuenta' section is active, showing a search form for account statements. The search form includes fields for account type (Cheques), period (Mayo 2020), movement type (Depósitos y retiros), and account number. A 'Buscar' button is at the bottom right of the search area.

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 how they want to download their statement. There are two radio button options: 'Archivo de texto .TXT' and 'Excel .CSV'. The 'Excel .CSV' option is selected. Below these options, there is a checkbox for 'Descargar en .zip (descarga más rápida)'. At the bottom, there are two buttons: 'Cancelar' and 'Aceptar'. A warning message at the bottom states: "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".

## 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

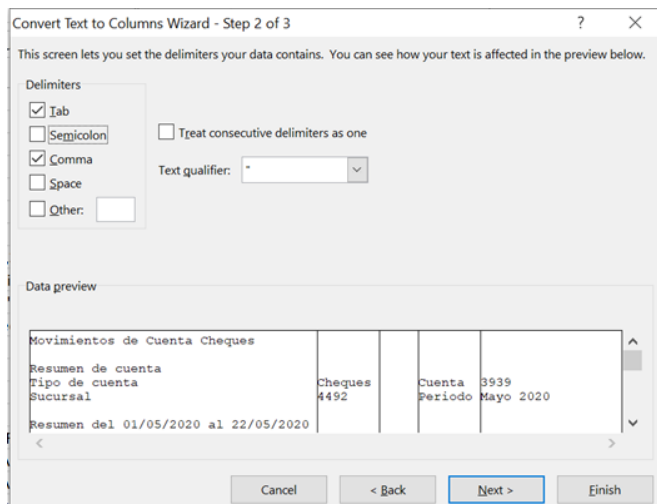
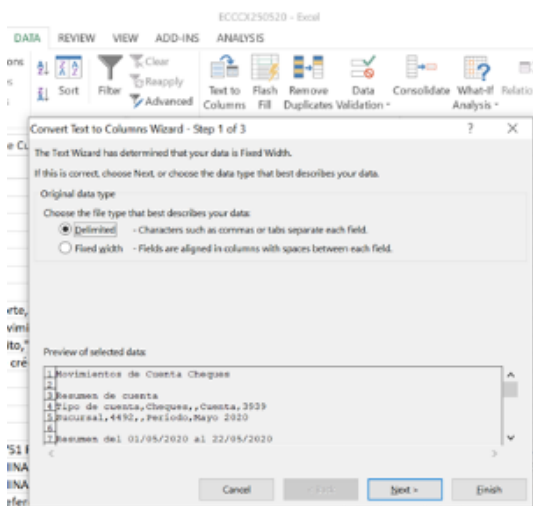
Descargar en .zip(descarga más rápida)

"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	2,000,000.00	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	6,378,816.00	4,083,624.76	
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	553,888.77	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	

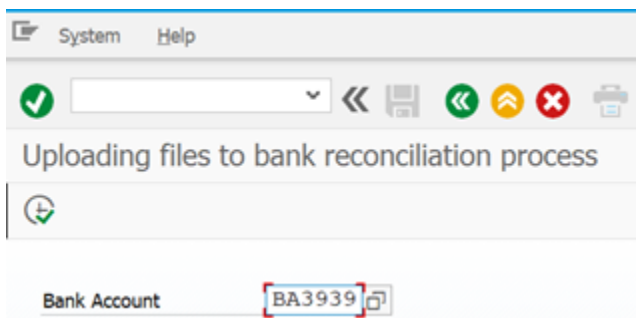
The second step is then to exclude E column and inverse the position between column C and D, so the final archive must be like this:

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	

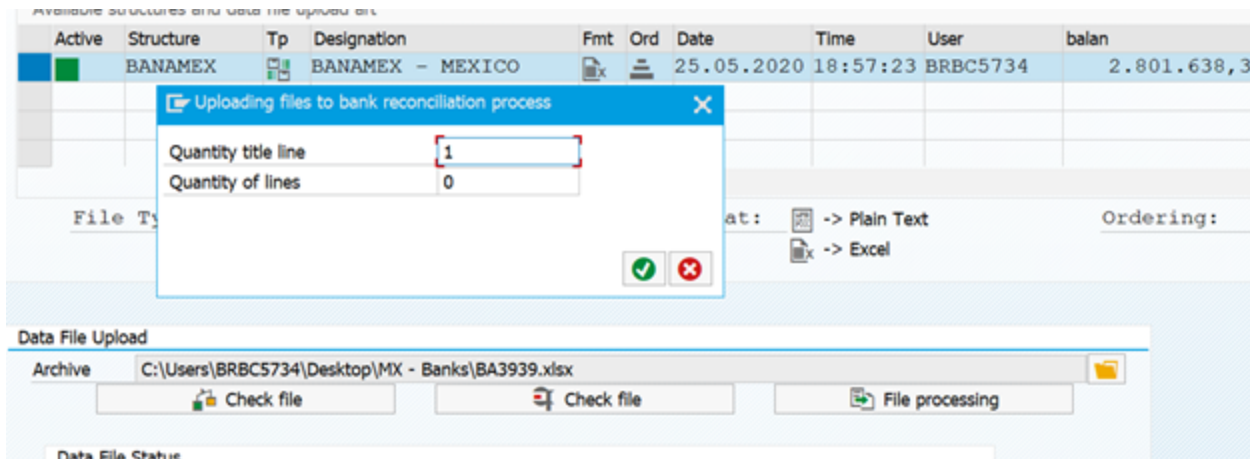
After that, you can save it in XLSX format and use it to update on transaction ZGF\_CBL.

### 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.



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:

Details of the structure loaded in SAP							
Bank account	BA3939	Structure	BANAMEX	Bank account	Banamex - Mexico	Type	
Date of loading	Time and Dat 25.05.2020 18:57:23	Amount últ.registro	177.612,32	ID file loading	User BRBC5734	Date / Balance últ.	22.05.2020 2.801.638,36
Mov.Date	Transaction description	Trans. am.	Balance	Bank	entity	OP	Code Proof
22.05.2020	NOMINA SEMANA 212020	28.092,84-	0,00	0000			
22.05.2020	PAGOS BANAMEX	493.180,21-	0,00	0000			
22.05.2020	PAGOS BANAMEX	303.207,72-	0,00	0000			
22.05.2020	ABO X DEV DE OP. RECH DE P INTERB VAR	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

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:

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

<b>Tot.Reg.S</b>	2.796.521,89
<b>Tot.Reg.Bank</b>	2.810.941,53

✓ Confirm

✗ Cancelar

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

5720 - CONCILIACIÓN: Banamex 3939					
LIBROS			BANCOS		
LIBROS			BANCOS		
2.796.521,89			2.810.941,53		
Cheques no tomados			0,00		
Débitos no tomados			0,00		
Créditos no tomados			0,00		
79,00			2.810.941,53		

Débitos no tomados en libros			Créditos no tomados en libros		
Fecha	Concepto	Importe	Fecha	Concepto	Importe
01/05/20	INGRESOS	100,00	01/05/20	INGRESOS	100,00
02/05/20	INGRESOS	100,00	02/05/20	INGRESOS	100,00
03/05/20	INGRESOS	100,00	03/05/20	INGRESOS	100,00
		300,00			300,00

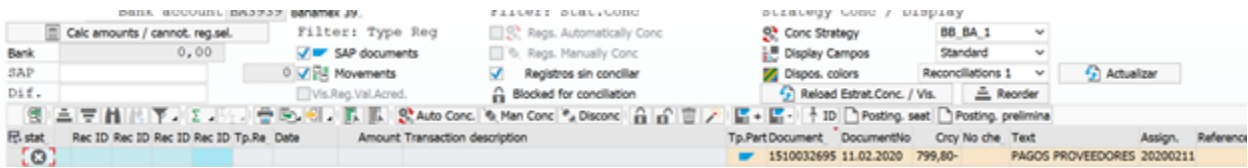
Débitos no tomados en bancos			Créditos no tomados en bancos				
Doc.	Fecha	Concepto	Importe	Doc.	Fecha	Concepto	Importe
							0,00

Cheques no cobrados			
Fecha	Concepto	No.	Importe
			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.



## 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.

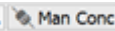

You can do this by selecting both documents, and then in "Calc amounts." in the left side on top:

### Sheet reconciliations

Bank account **BN5720** E

Calc amounts / cannot. reg.sel.	
Bank	92.088,00-
SAP	92.088,00-
Dif.	1

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: 0 Movements

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

Regs. Automatically Conc

Regs. Manually Conc

Conc Strategy: BB\_BA\_1

Display Campos: Standard

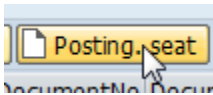
Dispos. colors: Reconciliations...

Reload Estrat.Conc. /... Reorder

Auto Conc. Man Conc. Disconc.

status	Rec ID	Rec ID	Rec ID	Rec ID	Tp.Reg.	Date	Amount	Transaction description
⊗						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	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. 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.**