

CL: ARA Banks

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: N/A

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 - 1.2. Scope
- 2. Definitions
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 - 3.1.2. Step 2 of Task 1 (I do something...)
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- 3.2.1. Step 1 of Task 2 (I do something...)
- 3.2.2. Step 2 of Task 2 (I do something...)

Scope

? Unknown Attachment

ERP



Frequency

? Unknown Attachment

References

Forms

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

This document has the objective to show the /BSAR/MENU transaction process.

1.2. Scope

The procedure is applied to company 7725 and 7722 in WP1.

2. Definitions

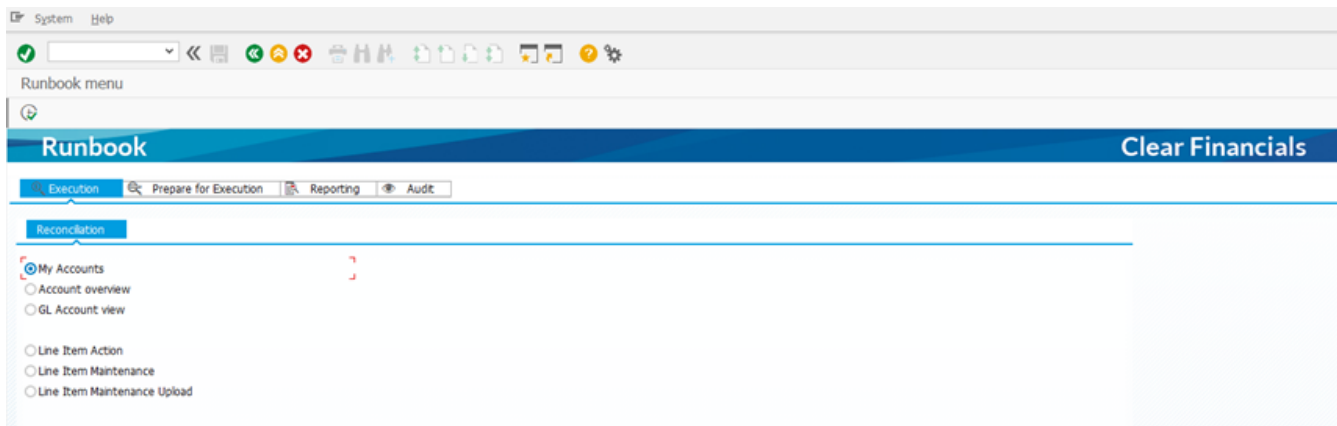
See [Finance Glossary](#):

- ...

3. Tasks description

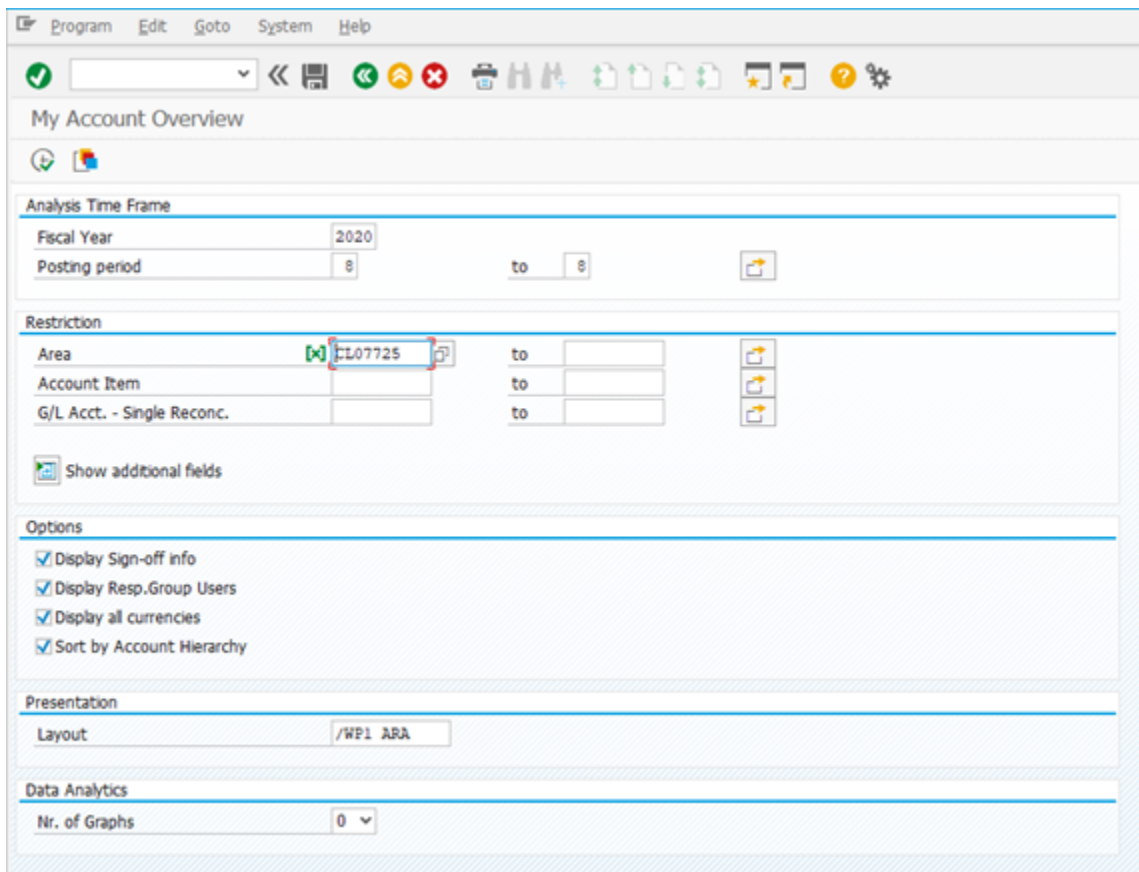
The transaction to reconcile bank accounts is **/BSAR/MENU**

To open the transaction for accounts that are open to reconcile, we must do the following steps.



Run

Fill in according to what the month and the company you are going to reconcile.



Once opened, school a line of an account, which you will reconcile, and EXECUTION.

Period	Execution	RespGrp Hierarchy	Area	Area Description	Acc Item	ACI Descr.	G/L Account	G/L Account Description	Rati.	No.	Attachment
2020-08	Execution	FO_TRE GROUPSOLV	CL07725	Cytec Chile Ltda	A500-200	Bank Local	50010797	BANCO DE CHILE/CITI CLP -OUTGOING CHECKS	█		
2020-08		FO_TRE GROUPSOLV	CL07725	Cytec Chile Ltda	A500-200	Bank Local	50020797	BANCO DE CHILE/CITI CLP - INCOMING CHECKS	█		
2020-08		FO_TRE GROUPSOLV	CL07725	Cytec Chile Ltda	A500-200	Bank Local	50020798	BANCO DE CHILE/CITI USD - INCOMING CHECKS	█		
2020-08		FO_TRE GROUPSOLV	CL07725	Cytec Chile Ltda	A500-200	Bank Local	50060797	BANCO DE CHILE/CITI CLP - OUTGOING TRANSFER	█		

The amount to be reconciled must be the one highlighted (Rec. Bal.):

Ld	CoCode	G/L Acct	G/L Account Description	Alt. Acct	Acc.Assgnm	Accnt.Note	Crcy type	Crcy	Open.Bal	Total Debit	Total Credit	Cum. balance	Rec. Bal.	Unrec.Bal.	V@R
		Total					10	CLP	3,494,355,826	1,184,111,940	1,001,462,510	3,677,005,256	3,677,005,256	0	0
0L	7725	S1000797	BANCO DE CHILE/CITI CLP - BK CITIQLRS	1.01.01.00			10	CLP	3,494,355,826	1,184,111,940	1,001,462,510	3,677,005,256	3,677,005,256	0	0

The balance of the statement must be the same as that column (Cum.balance) this balance is the same as that of transaction FS10N.

Account Statement Report

Bank Name	CITIBANK	
Customer Number / Name	109147	CYTEC CHILE LTDA
Branch Number / Name	153	CHILE CITIBANK
Account Number / Name	0109147001	CYTEC CHILE LTDA
Account Currency / Type	CLP	Customer Account
Statement Date	08/31/2020	

Opening Ledger Balance	Current / Closing Ledger Balance	Opening Available Balance	Current / Closing Available Balance	Credit Count	Total Credit Amount	Debit Count	Total Debit Amount	Net Amount
3,585,517,081	3,677,005,256	3,585,517,081	3,677,005,256	10	104,905,170	13	13,416,995	91,488,175

Entry Date	Value Date	Customer Reference	Bank Reference	Transaction Description	By Order Of / Beneficiary	Transaction Amount
08/31/2020	08/31/2020	NONREF	4020072851	DETENTION		38,070,704
08/31/2020	08/31/2020	0965158103		PAYMENT		22,460,168
08/31/2020	08/31/2020	NONREF	4019111450	DETENTION		17,962,999
08/31/2020	08/31/2020	NONREF	4019121853	DETENTION		12,641,348
08/31/2020	08/31/2020	NONREF	4019120350	DETENTION		6,717,297
08/31/2020	08/31/2020	NONREF	4020021150	DETENTION		6,631,314
08/31/2020	08/31/2020	NONREF	4019120250	DETENTION		175,015
08/31/2020	08/31/2020	NONREF	4020020750	DETENTION		143,396
08/31/2020	08/31/2020	NONREF	4019123050	DETENTION		77,897
08/31/2020	08/31/2020	NONREF	4020050550	DETENTION		25,032
08/31/2020	08/31/2020	NONREF	2024401224	DEBIT AS INSTRUCTION		4,641-
08/31/2020	08/31/2020	20000014322020	9926156645	ALLOCATED FUND		17,980-
08/31/2020	08/31/2020	20000014422020	9926156642	ALLOCATED FUND		24,990-
08/31/2020	08/31/2020	20000014372020	9926156647	ALLOCATED FUND		83,300-
08/31/2020	08/31/2020	20000014362020	9926156649	ALLOCATED FUND		94,835-
08/31/2020	08/31/2020	20000014412020	9926156648	ALLOCATED FUND		129,653-
08/31/2020	08/31/2020	20000014352020	9926156650	ALLOCATED FUND		209,654-
08/31/2020	08/31/2020	20000014392020	9926156646	ALLOCATED FUND		297,500-
08/31/2020	08/31/2020	20000014382020	9926156643	ALLOCATED FUND		442,114-
08/31/2020	08/31/2020	20000014432020	9926156651	ALLOCATED FUND		1,395,733-
08/31/2020	08/31/2020	20000014342020	0010168398	ALLOCATED FUND		2,142,000-
08/31/2020	08/31/2020	20000014402020	0010168397	ALLOCATED FUND		3,391,524-
08/31/2020	08/31/2020	20000014332020	9926156644	ALLOCATED FUND		5,182,871-

The conference is also shown in the Work Paper below, that same document must be attached together with the bank statement.

CYTEC CHILE LTDA

CONTA GERAL 51000797

MÊS BASE: 08/2020

WP/REF:



TÍTULO: BANCO DE CHILE/CITI CLP

PREPARADO POR: SBS-RtR

DESCRIÇÃO	DATA	VALOR	RESPONSÁVEL
Saldo do Extrato	31.08.2020	3.677.005.256	
Saldo do Razão	31.08.2020	3.677.005.256	
Diferença Extrato x Razão		0,00	
DÉBITOS / CRÉDITOS NÃO LANÇADOS P/ CIA:	DATA	VALOR	Andreia Trevisani
		0,00	RESPONSÁVEL
PENDÊNCIAS DO RAZÃO A IDENTIFICAR:	DATA	VALOR	Andreia Trevisani
			RESPONSÁVEL
TOTAL			0,00
		Check	0,00

Still in the ARA transaction, we must fill in the fields:

COMMENTES :

The screenshot shows the SAP ARA transaction interface. At the top, it displays 'Display Template 2020-08 CL07725 A500-200 Bank Local'. Below this is a navigation bar with tabs for 'Status & Assessment', 'Comments', 'Attachments', 'Favorites', and 'Information'. The 'Comments' tab is active, showing a list of activity history entries. The first entry is highlighted in blue and reads: 'Acc.Template log 2020-08/CL07725/A500-200/0051000797 (Activity history)'. Below this, there is a text entry: 'Andrea TREVISANI (BRS0126)|2020-09-10|17:42:18(CET) CERTIFIED from Reconciler to Reviewer| Support document attached.'

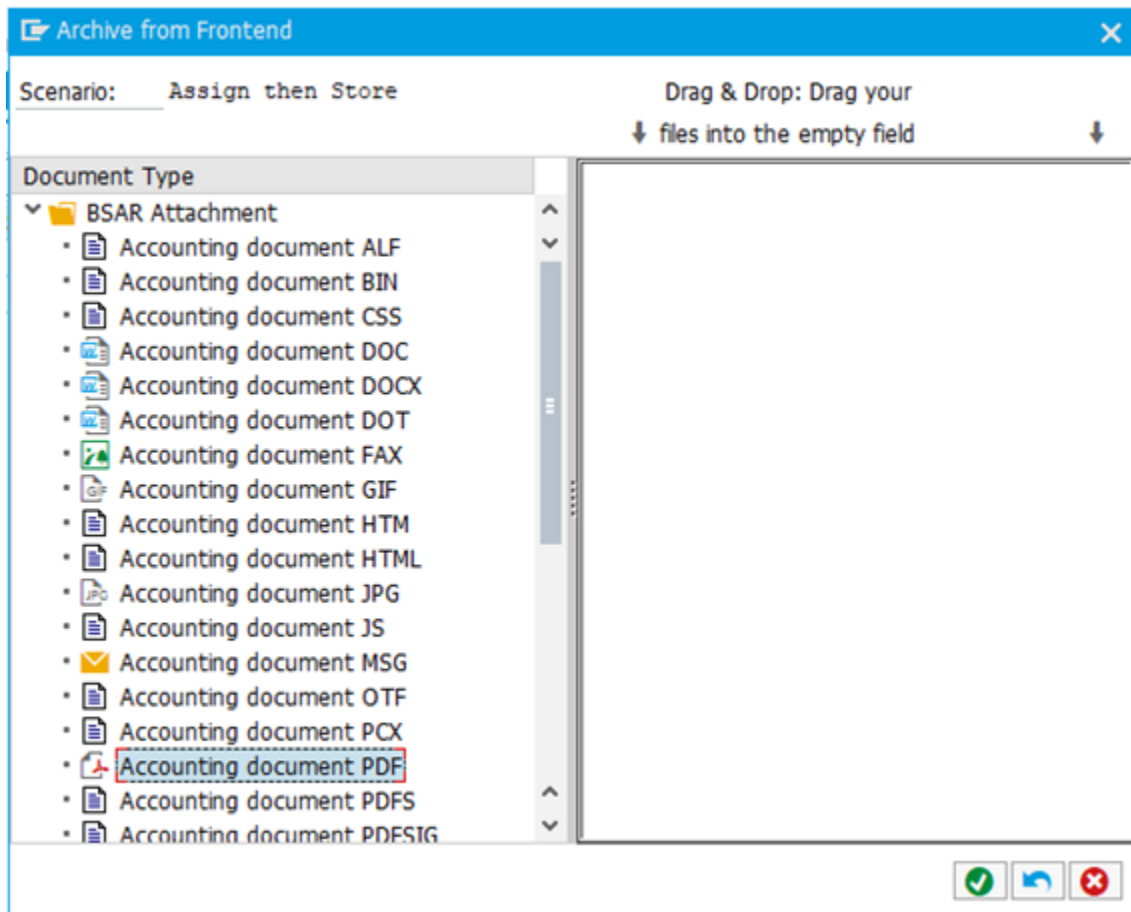
Ld	CoCode	G/L Acct	G/L Account Description	Alt. Acct	Acc.Assgnm	Acct.Note	Cry type	Cry	Open.Bal	Total Debit	Total Credit	Cum. balance	Rec. Bal.	Unrec.Bal.	VBR	Variance	Rating
			Total				10	CLP	3,494,355,826	1,184,111,940	1,001,462,510	3,677,005,256	3,677,005,256	0	0	182,649,430	
0L	7725	S1000797	BANCO DE CHILE/CITI CLP - BK CITICLRS	1.01.01.00			10	CLP	3,494,355,826	1,184,111,940	1,001,462,510	3,677,005,256	3,677,005,256	0	0	182,649,430	

And Attach supporting documents to: ATTACHMENTS.

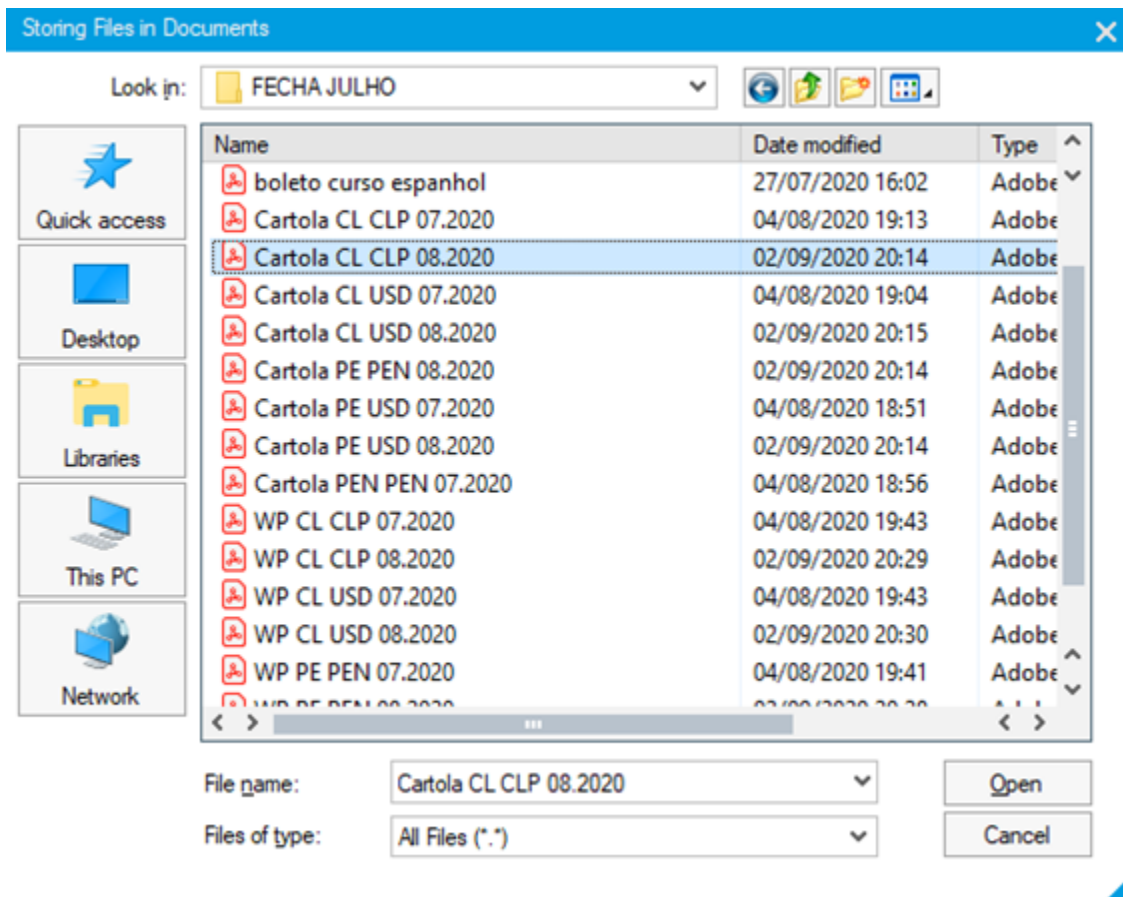
In:

The screenshot shows the SAP ARA transaction interface with the 'Attachments' tab selected. Below the navigation bar, there is a toolbar with various icons. The 'Assign' button is highlighted in yellow. Below the toolbar, there is a table with columns: 'Display Category', 'Status', 'Des...', 'Chan...', 'CF', 'Type', 'Source', 'Attribut...', and 'Document type description'.

Choose the type of document that needs to be attached.



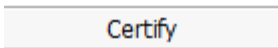
Choose the documents:



After attaching documents in Attachments and justified in Comments.

Display	Category	Status	Des.	Chan.	CF	Type	Source	Attribut.	Document type	description	Created by	Created date	Created ti	File title	File name	Checkbox	Category	Sub-Ca
<input checked="" type="checkbox"/>	Template	Reconcler			<input checked="" type="checkbox"/>				Accounting document	PDF	BRS0126	10.09.2020	00:00:00		Cartola CL CLP 08.2020.pdf	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	Template	Reconcler			<input checked="" type="checkbox"/>				Accounting document	PDF	BRS0126	10.09.2020	00:00:00		WP CL CLP 08.2020.pdf	<input type="checkbox"/>		

Go on:



Status & Assessment and press on Certify.

3.1. I do something...

3.1.1. Step 1 of Task 1 (I do something...)

3.1.2. Step 2 of Task 1 (I do something...)

...

3.2. *I do something...*

3.2.1. *Step 1 of Task 2 (I do something...)*

3.2.2. *Step 2 of Task 2 (I do something...)*

...

End of document.