

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:

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Scope

ERP



Frequency

Daily

References

FEBAN

FBL3N

F-03

Forms

Attachments

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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 a 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

G/L account selection

G/L account  to 

Company code to 

Selection using search help

Search help ID

Search string

 **Search help**

Line item selection

Status

☒ Open items

Open at key date

☐ Cleared items

Clearing date to 

Open at key date

☐ All items

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	TIy	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

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

Estado de Cuenta			
C iente	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			
Saldo anterior	\$ 1,753,376.44	Saldo promedio	\$ 6,202,414.88
Depósitos (10)	\$ 40,079,920.98	Días transcurridos	31
Retiros (23)	\$ 40,350,645.06	Tasa bruta	0.67%
Saldo al 31/08/2020	\$ 1,482,652.36	Tasa neta	0.00%
Cheques girados	0	Impuesto retenido	\$ 3,611.03
Cheques exentos	0	Intereses pagados	\$ 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.

Selection of Bank Statements by Banks and Account Nos

Hdr data

Company Code

7723

to

House bank

to

Account ID

to

Statement number

to

Statement Date

to

Statement status

to

Currency

to

Item Data

Posting Area 1 OK

to

Posting Area 2 OK

to

Amount

to

Bundle number

to

Posting rule

to

Posting rule standard

to

Document Number

to

Subledger doc.number

to

Posting Date

to

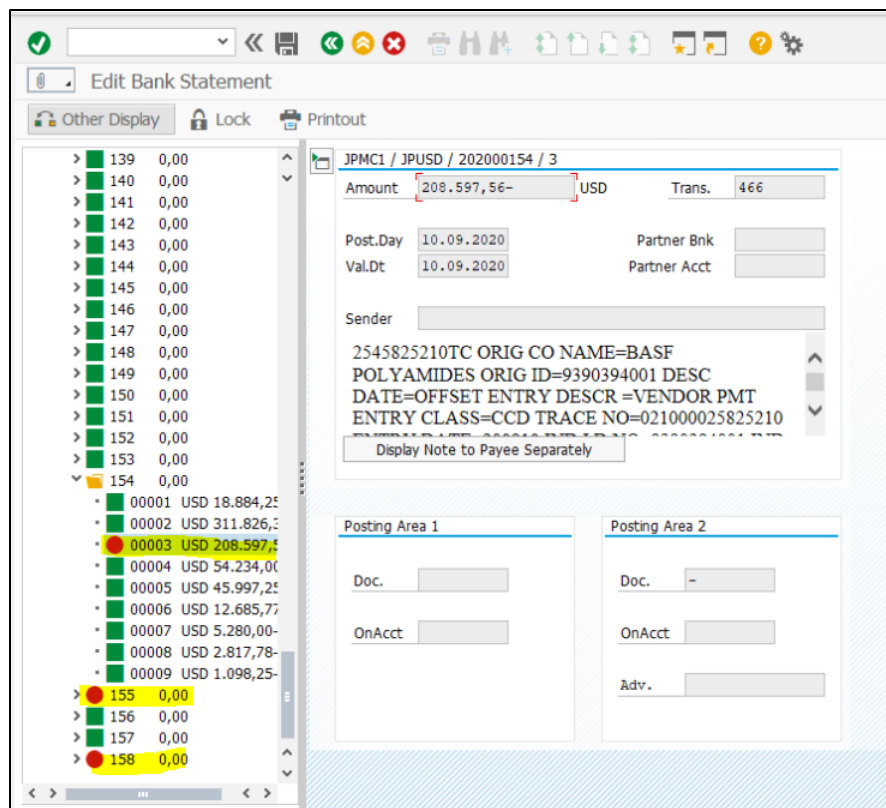
Output

View Of

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	Postng 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	Postng 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.

Document Overview - Display Doc.Type : KZ (Vendor payment) Normal d Doc. Number 1500000586 Company C Doc. Date 01.08.2020 Posting D Calculate Tax ☐ Doc. Currency MXN Environment - Tax data Shift+F6 - Document changes - Check information - Payment usage - Recurring entry data... - Document environment - Correspondence - Balance sheet adjustment - Additional assignments												
--	--	--	--	--	--	--	--	--	--	--	--	--

Item	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 then 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
Reference Document Date
Posting Date
Currency Posting period
Ref. Transactn Invoice receipt
Reference Key Log.System
Entered by Parked by
Entry Date Time of Entry
Parked On Time of Parking
TCode
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	FK	G/L	Offst.acct	Type	Doc..Date	Postng 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 3021
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 0001
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 below.

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.

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account	58999910	to		
Company code	7723	to		

Selection using search help

Search help ID	
Search string	
Search help	

Line item selection

Status

☒ Open items
 Open at key date 10.08.2021

☐ Cleared items
 Clearing date to
 Open at key date

☐ All items
 Posting date to

Type

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";

G/L Account Line Item Display													
G/L Account		50060823		BANAMEX/CITI MXN1 - OUTGOING TRANSFER									
Company Code		7723											
St	CoCd	Assignment	DocumentNo	FK	G/L	Offst.acct	Type	Doc..Date	Pstng Date	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.
☒	☐	7723 Compensar	1500000586	50	50060823	2502005	KZ	01.08.2020	12.08.2020	64.029,00-	MXN	64.029,00-	MXN
*								01.08.2020		64.029,00-	MXN		
☒	☐	7723 Compensar	1300000736	40	50060823	51000823	SK	03.08.2020	03.08.2020	64.029,00	MXN	64.029,00	MXN
*								03.08.2020		64.029,00	MXN		
**										0,00	MXN		

And then, you change the assignments from the documents.

New Values

Payment data

Baseline Date

Conditions

Payment Block

Payment Method

House bank

Dunning data

Dunning Area

Last Dunned

Dunning Level

Dunning Block

Dunning Key

Additional data

Text

Assignment

Part.bank type

Reason code

AR Pledging Ind

Execute changes

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:

Clear G/L Account: Header Data

Process Open Items

Account ☒ Clearing Date Period
 Company Code Currency

Open Item Selection

☒ Normal OI

Additional Selections

☐ None
☐ Amount
☐ Document Number
☐ Posting Date
☐ Dunning Area
☐ Reference
☐ Text
☐ Fiscal Year
☐ Baseline Payment Dte
☐ Line item
☐ Object key
☒ Others

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.

Choose Selection Criterion

☒ Assignment
☐ Billing Document
☐ Contract Type
☐ Contract Number
☐ Purchasing Document

Page /

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

Clear G/L Account Enter selection criteria

Other selection

Other account

Process Open Items

Parameters entered

Company Code

7723

Account

58999000

Account type

S

Special G/L ind.

☒ Standard OIs

Assignment

From	To	String	Initial value
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐
		☐	☐

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

End of document.