

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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thailand, singapore, new_zealand, emea_transversal, apac_transversal

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Scope

ERP



Frequency

Daily

References

FEBAN

FBL3N

F-03

Forms

Attachments

<< MX - 7723 Bank reconciliation >>

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 an 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

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 | Postng 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

Ciiente | 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

| | | Periodo | En el año |
|---------------------|------------------|--------------------|-----------------|
| Saldo anterior | \$ 2,049,115.12 | | |
| 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 | En el año \$ 18,635,327.54 |
| Depósitos (10) | \$ 40,079,920.98 | Días transcurridos | 31 | 244 |
| Retiros (23) | \$ 40,350,645.06 | Tasa bruta | 0.67% | |
| Saldo al 31/08/2020 | \$ 1,482,652.36 | Tasa neta | 0.00% | 0.00% |
| Cheques girados | 0 | Impuesto retenido | \$ 3,611.03 | |
| Cheques exentos | 0 | Intereses pagados | \$ 0.00 | \$ 0.00 |

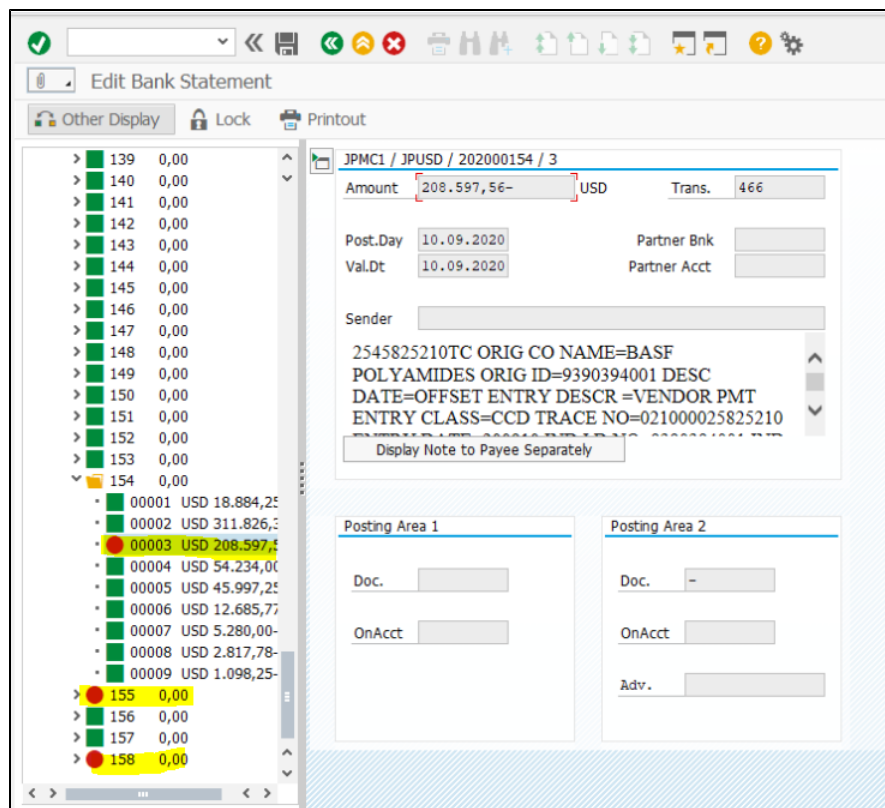
3.1.2. I process the FEBAN transaction

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.

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;

| St | CoCd | Assignment | DocumentNo | PK | G/L | Offst.acct | Doc.Header Text | Ty | Doc..Date | Pstng 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 | Pstng 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.

The screenshot shows the SAP 'Document Overview - Display' window for document 1500000586. The 'Environment' menu is open, and 'Payment usage' is highlighted. The document details are: Doc. Type: KZ (Vendor payment), Normal d; Doc. Number: 1500000586, Company C; Doc. Date: 01.08.2020, Posting D; Calculate Tax: ; Doc. Currency: MXN.

| Item | PK | 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 |
|--------------------------|-------------------------------------|------------|------------|-----------|------------|----|----------------------|-------|------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 20200805 | 5100005546 | RE | 01.08.2020 | | 64.029,00- | MXN | 1500000586 | Fecha de Pago 01.08.2020 |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 20200812 | 1500000586 | KZ | 01.08.2020 | | 64.029,00 | MXN | 1500000586 | |
| * | <input checked="" type="checkbox"/> | | | | | | 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: **Pedimento 3617 0006747**

Reference: **36170006747** Document Date: **01.08.2020**

Posting Date: **05.08.2020**

Currency: **MXN** Posting period: **08 / 2020**

Ref. Transactn: **RMRP** Invoice receipt

Reference Key: **51144914152020** Log.System: **WP1_400**

Entered by: **BRBC7656** Parked by:

Entry Date: **05.08.2020** Time of Entry: **21:01:42**

Parked On: Time of Parking: **00:00:00**

TCode: **MIRO**

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 | PK | G/L | Offst.acct | Type | Doc..Date | Pstng 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 302 |
| 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 000 |
| 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 | Pensi3n Pago Pensi3n 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 |
| | | | | | | | 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 | <input type="checkbox"/> | | | | | | | | | | | |
| 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 | <input type="checkbox"/> | | | | | | | | | | | |
| 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 to 
 Company code to 

Selection using search help

Search help ID
 Search string

Line item selection

Status

Open items

Open at key date 

Cleared items

Clearing date to 

Open at key date

All items

Posting date to 

Type

After run the transaction you will find the document:

| Account | Account | Account | Type | Doc. Date | Posting Date | Amount | Unit | Account | Amount | Currency |
|----------|------------|----------|------|------------|--------------|------------|------|---------|--------------|----------|
| 58999920 | 5200000025 | 58999900 | 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 /PI/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 | EK | 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. | <input type="checkbox"/> Standard OIs |

Assignment

| From | To | String | Initial value |
|----------------------|----------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |
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| <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

End of document.