

PT SCo - Bank Postings and 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: Country Accounting

Responsibility area: N/A

Table of contents

- [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](#)
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- [Table of contents](#)
- [Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
- [2. Definitions](#)
- [3. Tasks description](#)
- [3.1. I perform the postings](#)
 - [3.1.1. I perform bank postings for company 6414 and 6424](#)

Scope



Country Accounting

ERP



PF1

Frequency



Month

References

F-44; FS10N

Forms

[SCo PT \(google drive\)](#)

[SCo PT LIST OF RECURRENT POSTINGS](#)

Attachments

Previous OP << PT SCo - Bank Postings and Reconciliation >> Next OP

Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to have a detailed procedure on how to perform the bank reconciliation and posting at the end of the month.

1.2. Scope

This procedure applies to companies 6414, 6424.

2. Definitions

See [Finance Glossary](#).

3. Tasks description

3.1. I perform the postings

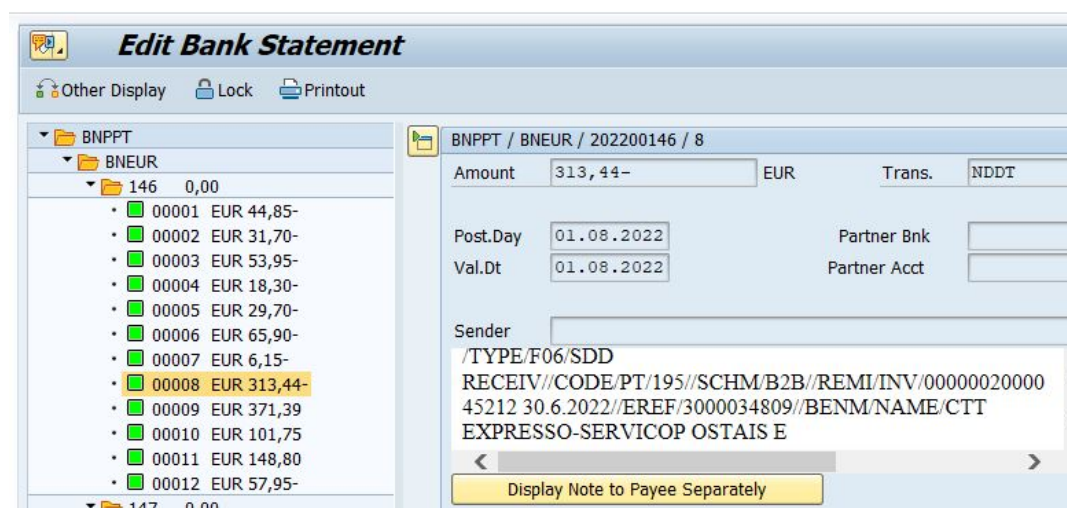
3.1.1. I perform bank postings for company 6414 and 6424

This operation can be only performed after Automatic BNP Bank upload in SAP, on daily basis.

For both companies 6414 and 6424 the bank accounts in SAP are 505DEEUR72 (for outgoing payments) and 505DEEUR76 (for incoming payments). Centralized bank account is 505DEEUR70.

To post bank postings, first execute FBL3N, open items at current date, for accounts 505DEEUR72 and 505DEEUR76. The open items have to be cleared, by posting with the same document date and posting date, in the definitive counterpart account (should be a vendor account, customer or can be recognized as a cost in the respective PL account).

For more information (complete description of bank movement), consult FEBA transaction:



Use the file [SCo PT LIST OF RECURRENT POSTINGS](#), sheet **6414 Bank Postings** or **6424 Bank Postings**, depending on the company where to book the bank postings:

Bank Description /Type of movement	PT LIST OF RECURRENT POSTINGS
Bank guarantees	Post Recurrent "PT3SB04".
Withholding tax payments (IRS or IRC)	Post Recurrent "PT3SB02". Check in FBL3N the open items at end of previous closing month - accounts 2452030000 / 2452093711 / 2452090000 / 2452093714. After the posting clear these accounts.
Tax Stamp payment ("imposto de selo")	Post Recurrent "PT3SB07". Check in FBL3N the open items at end of previous closing month - account 2450003715. After the posting clear this account.
Judicial discounts ("penhoras de vencimentos")	Are related to a debt of a employee to the Fiscal Authorities. Post against account 2416200000 by splitting the amount based on the details of H0 document and payroll file provided by HR. After the posting clear account 2416200000 with H0 document.
Social Security payment	Post Recurrent "PT3SB03". Check in FBL3N the open items at end of previous closing month - accounts 2454003712 and 2454003713. In case we have a small difference to the total amount paid of Social Security, this difference is to be consider in account 7640000000.
FCT and FGCT payments	Post Recurrent "PT3SB05" - account 2454003714 for FCT and account 2454003715 for FGCT. For additional costs, post in account 6470000000.
Bank fees/charges	Post Recurrent "PT3SB06"

Fines, Interests related and penalties ("coimas", "juros de mora")

Post in account 6431000000.

For other cases, consult directly [SCo PT LIST OF RECURRENT POSTINGS](#) and/or check historical data from bank accounts line items (505DEEUR72 and 505DEEUR76).

For some spot payments not covered in the template, ask CAM more details for the posting. This bank postings are to be performed, only when we receive the proof of payment to be attached to the posting. If not yet received, it remains to be posted and the open item has to be justified in the bank reconciliation (step 3.2. from the procedure).

3.2. I perform the bank reconciliation

For all companies, there is a file for each company and respective SAP bank account.

These files are available in the dedicated repository:

- **Company 6414:** [Z:\1_SCO\6414_Solvay Biotecnologia Portugal – Unipessoal, Lda\BANCOS & CICC & BANCO DE PORTUGAL & GARANTIAS BANCÁRIAS\RECONCILIAÇÕES BANCÁRIAS](#) and have to be created at D+1.
- **Company 6424:** [Z:\1_SCO\6424_SLV Specialties Portugal, Unipessoal, Lda\Bancos & CICC & Banco Portugal\RECONCILIAÇÕES BANCÁRIAS](#) and have to be created at D+1.

In these folders, also archive the respective **bank statement** (reference period - closing month).

Name	Date modified	Type	Size
6424 BNP 505DEEUR72 RECONCILIAÇÃO-BO 09.2023	03/10/2023 10:21	Microsoft Excel Worksheet	135 KB
6424 BNP 505DEEUR76 RECONCILIAÇÃO-BO 09.2023	03/10/2023 10:21	Microsoft Excel Worksheet	54 KB
6424 BNP_SLV SPECIALTIES PORTUGAL, UNIPESSOAL LDA_09.2023	03/10/2023 10:21	Adobe Acrobat Document	206 KB

Name	Date modified	Type	Size
6414 BNP 505DEEUR72 RECONCILIAÇÃO-BO 09.2023	03/10/2023 10:19	Microsoft Excel Worksheet	138 KB
6414 BNP 505DEEUR76 RECONCILIAÇÃO-BO 09.2023	03/10/2023 10:19	Microsoft Excel Worksheet	52 KB
6414 BNP SOLVAY BIOTE. PORTUGAL_09.2023	03/10/2023 10:19	Adobe Acrobat Document	199 KB

To fill bank reconciliation files:

6414 BNP 505DEEUR72 RECONCILIAÇÃO-BO MM.YYYY

6414 BNP 505DEEUR76 RECONCILIAÇÃO-BO MM.YYYY

6424 BNP 505DEEUR72 RECONCILIAÇÃO-BO MM.YYYY

6424 BNP 505DEEUR76 RECONCILIAÇÃO-BO MM.YYYY

- If you have any document in bank but it isn't in SAP you should include the document in "Movimentos lançados no banco e não na contabilidade";
- If you have any document in SAP but it isn't in bank you should include the document in "Movimentos lançados na contabilidade e não no banco".

Example - CCy 6414 - account BNP 505DEEUR72 RECONCILIAÇÃO-BO 09.2023

RECONCILIAÇÃO BANCÁRIA BNP

SOLVAY BIOTECNOLOGIA PORTUGAL
30 de setembro de 2023

DATA	DESCRIÇÃO	SALDO NA CONTABILIDADE FS10N - account 50SDEUR72 - retrieve cumulated amount for closing month	EUR
MOVIMENTOS LANÇADOS NA CONTABILIDADE E NÃO NO BANCO			0,00
MOVIMENTOS LANÇADOS NO BANCO E NÃO NA CONTABILIDADE		0,00	0,00
		0,00	0,00
		SALDO NO BANCO	0,00
		SALDO NO BANCO S/ EXTRACTO	0,00
		Diferença	0,00

respeitar o sinal na sheet MM_YYYY, quando os colocamos neste quadro

FS10N

Account number	50SDEUR72	BNPP LIS EUR C3> TR		
Company code	6424	SLV SPECIALTIES PORTUGAL		
Business area	*			
Fiscal year	2023			
All documents in currency	*	Display currency EUR		
Period	Debit	Credit	Balance	Cumulative balance
Balance Carryf				
1				
2				
3				
4	53,45	53,45		
5	213,45	267,68	54,23-	54,23-
6	271,15	216,92	54,23	
7	66.470,62	66.470,62		
8	320.462,54	320.462,54		
9	428.243,62	428.243,62		

Fill in the file in the pink cells the information needed. In the "Saldo na Contabilidade FS10N", go to FS10N, insert company code and retrieve the accumulated balance for the closing month.

For "Saldo no Banco S/ Extracto" insert the accumulated balance provided by the bank statement. Update the Dates.

Inform CAM that bank reconciliation is done for the closing month and files are stored in the referred folder.

End of document.