# **User Manual** Electronic Bank Statement

## **Electrosteel Steels Limited**

Prepared By:

ESL FICO CORE TEAM

12 Apr 2020

Sensitivity: Confidential (C2)



**User Manual** 

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1.1. Process Electronic Bank Statement

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#### **User Manual**



### Scenario

Bank reconciliation statement is reconciliation between the account maintained by your company and the account maintained by the bank. There can be some instances where both the accounts will not tally.

For example: suppose you have given a cheque to your vendor and your vendor has not presented it to bank for payment till date. Because of this transaction there will be a mismatch between the account maintain at your company and the account maintained by bank (while giving a cheque to your vendor you have entered it as a business transaction to your books of account by crediting your bank account but bank is not aware such transaction as they have not received the cheque yet). There can be some other reason for which your company's account and the bank statement will not tally. Periodically it is the responsibility of the accountant to prepare a bank reconciliation statement and produce the same before the management to know if there are any discrepancies.

In sap you will be receiving two types of bank statement;

- 1. Electronic statement
- 2. Manual statement

If you receive an electronic statement, then you just need to upload it to sap for the purpose of preparation of bank reconciliation statement. If it is manual one then you need to enter the statement manually into sap.

# 1. Electronic Statement

### 1.1. Process Electronic Bank Statement

SAP Menu	
Transaction Code	ZF001

Put the T. Code ZF001 in command Box, system will display below screen where You have to fill the all mandatory field,

#### Compulsory field:

Company code: House Bank: Account ID: Statement no: (It should be different from previous) Statement Date: Opening Balance: Closing Balance: Posting Date: Bank Account no: Select variant:

✓ Bank Posting Only:

Upload the txt file from Bank.

Press F8 or Execute and press ENTER again and again.

Upload program for bank	statement upload
►	
iput Details	
Company	1000
House Bank	ICI01
Account ID	ICI27
Statement number	90000
Statement date	31.03.2020
Currency	
Opening Balance	100000
Closing Balance	100000
Posting Date	31.03.2020
Bank Key	
Bank Account no	54405008827
Selection Variant	ES001
Bank Posting only	
nout File Details	
Input file - Enter txt file	C:\Users\100730\Desktop\31032020.txt

Below screen will come, where received and payment both amount will come with profit center.

Here Tans. Key – BCOU denote Debit entry (Payment made)

BCIN denote Credit entry (Payment received)

#### After checking the entry, press Ctrl+S or Save button and back to main screen.

Process Manual Bank Statement												
-												
Deactivate Row 🖆												
Bank acct 54405008827 G/L Account 55100180 CoCode 1000 Crcy INR												
Bank Statement Items												
Tran Value Date	Amount	Alloca	Bank R	Line Item Text	Cost Ctr	Profit C						
BCIN 🗖 .03.2020	1,000.00			sagar_payment		101000						
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Once you come to the main screen, click on bank statement  $\longrightarrow$  Post  $\longrightarrow$  Individual Statement as depicted, system will show you the massage in status Bar that Statement/List Saved.

Bank statement Edit Goto	View Settinas System Help
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Statement overview F8	N 🚳 📾 I 👳 III II I
Save	ntement
Post	Individual statement Ctri+S
Deletion indicator	Al processed stmts
Cc Exit Shift+F3	Electrosteel Steels Ltd.
House bank ICI01	ICICI BANK LIMITED
Account ID ICI27	ICICI Bank
Statement number 90001	
Statement date 31.03.202	
Currency INR	
Control	
Beginning Bal.	100,000.00
Ending Balance	100,000.00
Posting Date 31.03.202	<u>•</u>
Selection of payment advices	
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Statement Date	
Planning Date From	Planning Date To
Characteristic	
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Bank Posting Session	
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Statement/list saved	SAP ▷   FF67 ▼   eslqs4n2ac   OVR     与
P Type here to search	O 🛱 📜 🧀 🤄 🧃 💿 🖧 🖬 🗐 🖅

Put the T. Code SM35 in command Box, system will display below screen, where you can see your Session name, created by and queue ID will display. Select the Session and Execute or press F8.

Batch Input: Session Overview														
🔁 Analysis 🛛 🤅	🗟 Analysis 🗘 Process 🏭 Statistics 🥃 Log 📓 Recording 📅 🔒 🗗 🍽 菜 🚢 환 🚯 🚺													
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4	ŧ	FI_CTM1	07.04.2020	19:21:33	RFEBBU00		FI_CTM1		6	1	3	30	20040719213325378950	×
RPTQTA00		HR_SUPPORT	28.03.2020	01:39:31	RPTQTA00		HR_SUPPORT		0	0	0	0	20032801393140942732	
ICI01-ICI2	7 🚱	FI_CTM1	24.03.2020	15:30:25	RFEBBU00		FI_CTM1		6	0	0	30	20032415302574113619	
IT0006_1	ŧ	HR_SUPPORT	20.03.2020	19:51:32	/SAPDMC/SAP		HR_SUPPORT		3,330	19	3,311	19,980	20032019513209608468	
IT0006_1	\$	HR_SUPPORT	20.03.2020	19:35:48	/SAPDMC/SAP		HR_SUPPORT		71	3	68	426	20032019354846093442	
IT0006_1	\$	HR_SUPPORT	20.03.2020	18:32:49	/SAPDMC/SAP		HR_SUPPORT		3,733	1	403	22,398	20032018324940942731	
IT0006_1	\$	HR_SUPPORT	20.03.2020	17:43:09	/SAPDMC/SAP_		HR_SUPPORT		3,812	2	79	22,872	20032017430964762600	
IT0006_1	\$	HR_SUPPORT	20.03.2020	17:40:11	/SAPDMC/SAP_		HR_SUPPORT		3,812	1	0	22,872	20032017401107366235	
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IT0007		HR_SUPPORT	20.03.2020	01:01:47	/SAPDMC/SAP_		HR_SUPPORT		288	0	0	1,440	20032001014746087018	A
IT0185-06	\$	HR_SUPPORT	19.03.2020	18:46:43	/SAPDMC/SAP_		HR_SUPPORT		2,612	10	2,602	10,448	20031918464346087017	•

Below the Screen will display. Here you have the option to choose Foreground or Background and click on process TAB.

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	Simulate Rackground Mode	HR_SUPPORT		71	3	68	426	20032019354846093442		
y		HR_SUPPORT		3,733	1	403	22,398	20032018324940942731		
		HR_SUPPORT		3,812	2	79	22,872	20032017430964762600		
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		HR_SUPPORT		12,500	0	0	62,500	20032003171964762599		
IT0007 W HR_SUPPORT	20.03.2020 01:45:51 /SAPDMC/SAP	HR_SUPPORT		12,500	0	0	62,500	20032001455154973394		
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IT0007 \$ HR_SUPPORT	20.03.2020 01:05:30 /SAPDMC/SAP	HR_SUPPORT		13,694	2	0	68,470	20032001053022350401		
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IT0185-06 # HR_SUPPORT	19.03.2020 18:46:43 /SAPDMC/SAP	HR_SUPPORT		2,612	10	2,602	10,448	20031918464346087017	· · · · · · · · · · · · · · · · · · ·	
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Below Screen will display, Click the overview TAB and put the posting Key 40 or 50 and incoming and outgoing Bank GL and amount and click on simulate button.

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Assignment Document D P Posting Date Document INR Gross		
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System will display the another screen, where put the Profit Center and press ENTER.

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Item 2 / Credit entry / 50	
Amount 1,000.00 INR	
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System will display the another screen, where you can see main bank account Dr and outgoing bank account Cr. Press the Save button or Ctrl+S and repeat the process again until all document will Post.

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Put the T. Code SM35 in command Box, system will display below screen, where you cannot see your Session name, created by and queue ID.

Batch Inpu	Batch Input: Session Overview													
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election criteria														
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4	\$	FI_CTM1	07.04.2020	19:21:33	RFEBBU00		FI_CTM1		6	1	3	30	20040719213325378950	
RPTQTA00		HR_SUPPORT	28.03.2020	01:39:31	RPTQTA00		HR_SUPPORT		0	0	0	0	20032801393140942732	•
ICI01-ICI27	æ	FI_CTM1	24.03.2020	15:30:25	RFEBBU00		FI_CTM1		6	0	0	30	20032415302574113619	
IT0006_1	ŧ	HR_SUPPORT	20.03.2020	19:51:32	/SAPDMC/SAP		HR_SUPPORT		3,330	19	3,311	19,980	20032019513209608468	
IT0006_1	\$	HR_SUPPORT	20.03.2020	19:35:48	/SAPDMC/SAP		HR_SUPPORT		71	3	68	426	20032019354846093442	
IT0006_1	\$	HR_SUPPORT	20.03.2020	18:32:49	/SAPDMC/SAP		HR_SUPPORT		3,733	1	403	22,398	20032018324940942731	
IT0006_1	\$	HR_SUPPORT	20.03.2020	17:43:09	/SAPDMC/SAP		HR_SUPPORT		3,812	2	79	22,872	20032017430964762600	
IT0006_1	\$	HR_SUPPORT	20.03.2020	17:40:11	/SAPDMC/SAP		HR_SUPPORT		3,812	1	0	22,872	20032017401107366235	
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1T0007	\$	HR_SUPPORT	20.03.2020	01:05:30	/SAPDMC/SAP		HR_SUPPORT		13,694	2	0	68,470	20032001053022350401	
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Run T. Code FBL3N in command Box and put the main GL account and execute or F8, system will display below screen, where you see the all incoming and outgoing payment has been posted.

G/	G/L Account Line Item Display												
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#### Automatic Bank Reconciliation

Bank Statement upload in MT940 format

Put the T. Code FF\_5 in command Box, system will display below screen where You have to select Variant "AUTO BRS"

#### Screen 1

Bank Statement: Various Formats (SWIFT, MultiCash, BAI)	
ile specifications	Ler ESP(1)/100 ABAP: Variant Directory of Program RFEBKA00
□ Import data Elect. bank statement format X XML or Bank-Specific Format ▼ XML or Bank Specific Format ▼ XML or Bank Specific Format ▼ XML or Bank Specific Format ▼ CAMT.053.001.02 Statement File Une item file  ♥ Workstation upload □Zero Revenue Permitted (Swift)  ♥ Only Bank Accounting ○ Generate batch input Session names 1 ○ Do Not Post	Variant Catalog for Program RFEBKA00 Variant name Short Description AUTO BRS STATEMENT UPLOAD LICIT SAP8FSN_C052 SAP8FSN_C053 SAP8FSN_C054 SAP8FSN_MT940 SAP8FSN_MT940 SAP8FSN_MT940
Assign value date  Assign value date  Assign value date  Advice  Advice  Account Balance  Panning type  Panning type Panning ty	
Algorithms BELIAR number interval to XBLVR number interval to Bunding Items per Bundie	

Screen 2 – After Selection of Variant change the file path of Statement and click on SAVE

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Bank Statement: Various Formats (SWIFT, MultiCash, BAI)	٦
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File specifications	^
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Statement File C:\Users\100023\Desktop\054405008827_200701.swt1	
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Generate batch nout Session names 4	
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Once Statement saved, it will automatic clear the items from Incoming and Outgoing Bank GLs which are having

After Statement uploaded Run Tcode FEBAN, put the values as shown below and execute

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House bank	TCT01	to						
Account ID	10101	to						
Statement Number	10127	to						
Statement Date	01 07 2020	to 02 07 2020						
Statement Status		to						
Currency		to						
Item Data								
Bank Accounting Status	1 All line items		-					
Subledger Accounting Status	1 All line items		-					
Amount		to						
Bundle Number		to	<b></b>					
Posting Rule		to	<b></b>					
Business Transaction Code	1 All line items		-					
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#### ZF001 – Manual bank Statement upload

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Below screen will come, where received and payment both amount will come with profit center.

Here Tans. Key – BCOU denote Debit entry (Payment made)

BCIN denote Credit entry (Payment received)

After checking the entry, press Ctrl+S or Save button and back to main screen.

#### Step 3

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SM35 – Batch Processing for manual Bank statement clearing

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Below Screen will display, Click the overview TAB and put the posting Key 40 or 50 and incoming and outgoing Bank GL and amount and click on simulate button.

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System will display the another screen, where put the Profit Center and press ENTER.

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System will display the another screen, where you can see main bank account Dr and outgoing bank account Cr. Press the Save button or Ctrl+S and repeat the process again until all document will Post.

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