User Manual

Electronic Bank Statement

Electrosteel Steels Limited

Prepared By:

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Sensitivity: Confidential (C2)

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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.

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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,

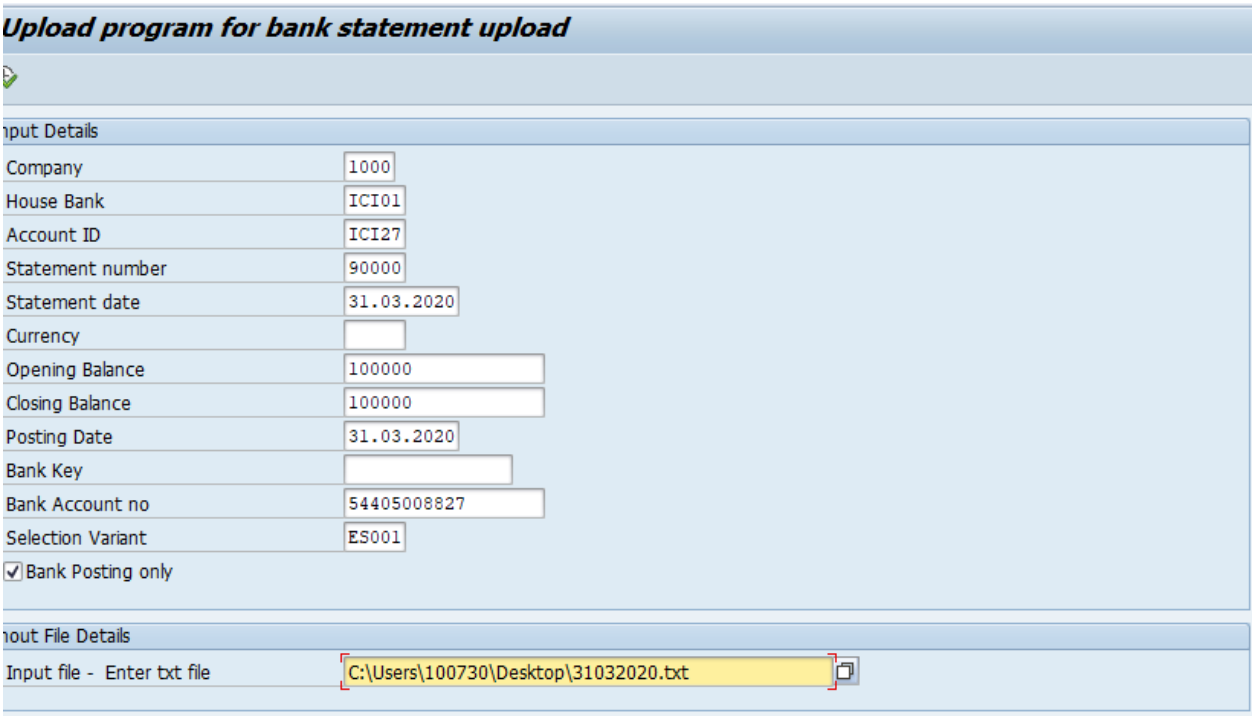
Compulsory field:

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.



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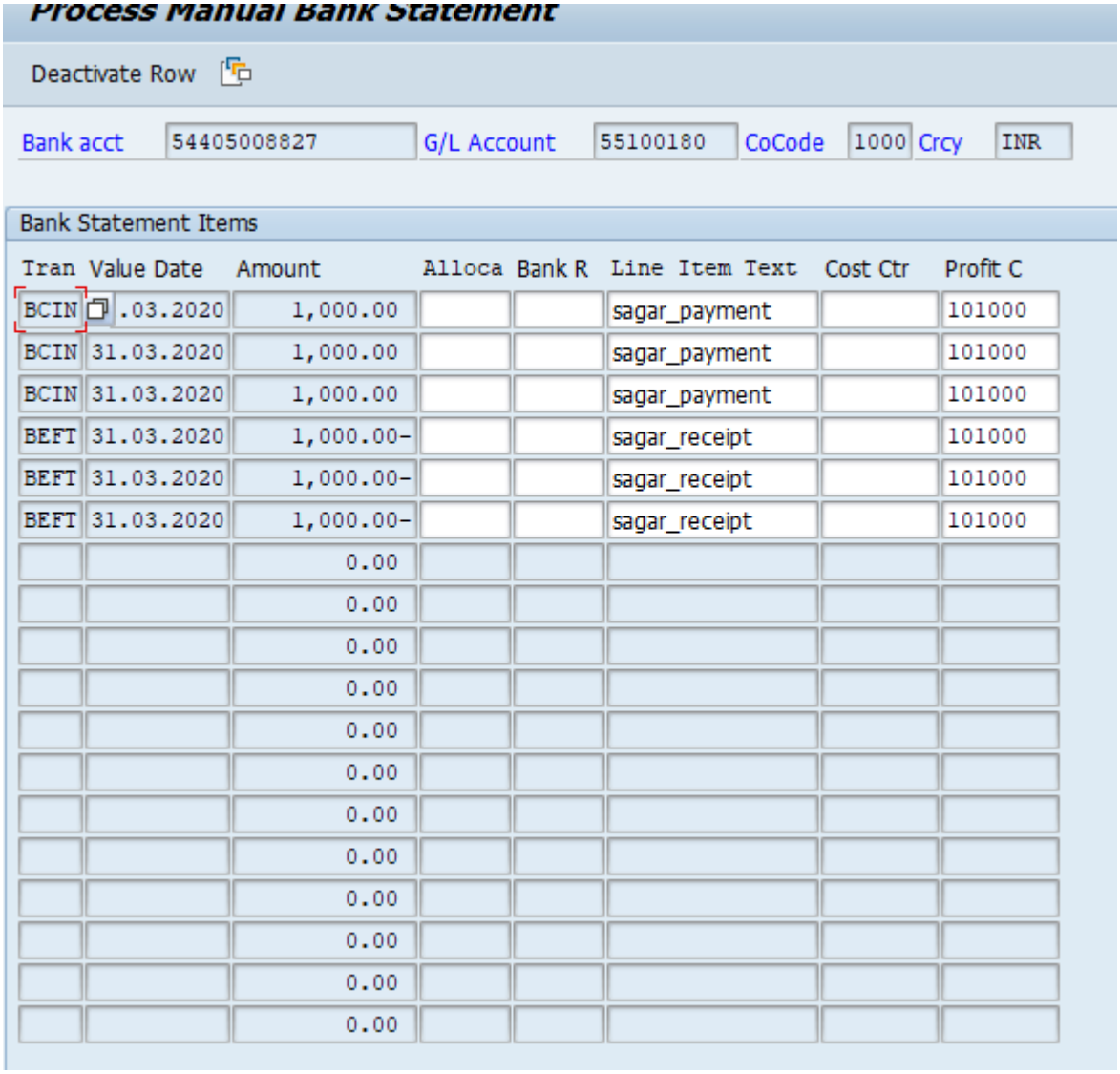
Below screen will come, where received and payment both amount will come with profit center.

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.



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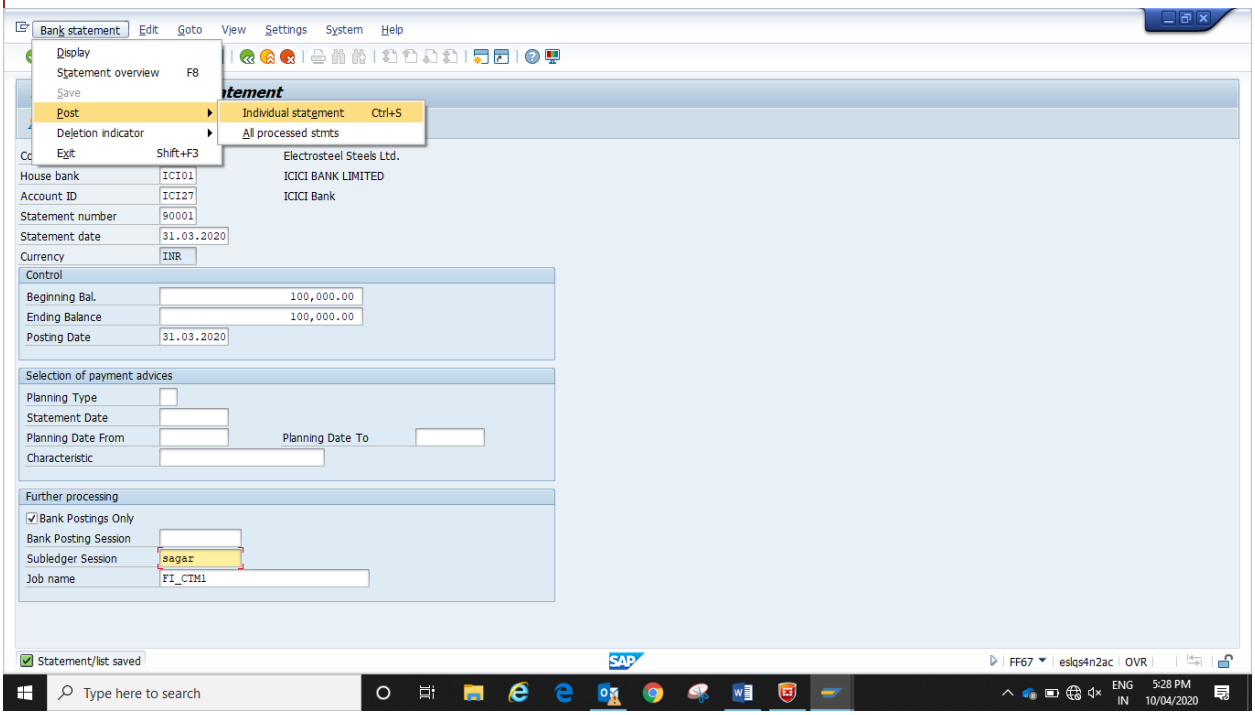
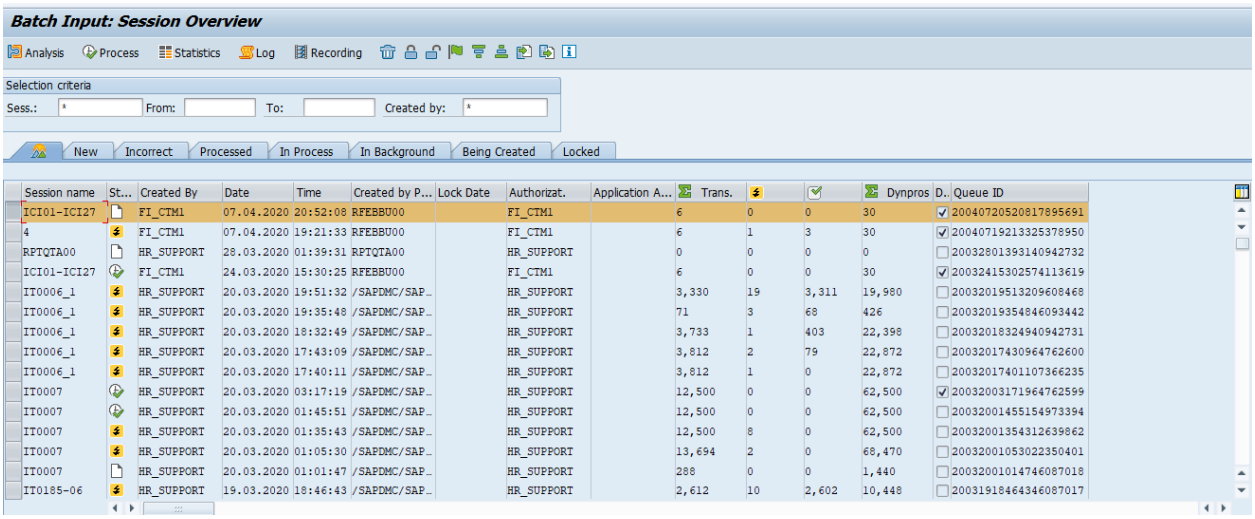
Once you come to the main screen, click on bank statement ➡Post ➡ Individual Statement as depicted, system will show you the massage in status Bar that Statement/List Saved.



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.



Session name	St...	Created By	Date	Time	Created by P...	Lock Date	Authorizat.	Application A...	Trans.			Dynpros	D..	Queue ID
ICI01-ICI27		FI_CTM1	07.04.2020	20:52:08	RFEBBU00		FI_CTM1		6	0	0	30	☑	20040720520817895691
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		FI_CTM1	24.03.2020	15:30:25	RFEBBU00		FI_CTM1		6	0	0	30	☑	20032415302574113619
IT0006_1		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
IT0007		HR_SUPPORT	20.03.2020	03:17:19	/SAPDMC/SAP...		HR_SUPPORT		12,500	0	0	62,500	☑	20032003171964762599
IT0007		HR_SUPPORT	20.03.2020	01:45:51	/SAPDMC/SAP...		HR_SUPPORT		12,500	0	0	62,500	☐	20032001455154973394
IT0007		HR_SUPPORT	20.03.2020	01:35:43	/SAPDMC/SAP...		HR_SUPPORT		12,500	8	0	62,500	☐	20032001354312639862
IT0007		HR_SUPPORT	20.03.2020	01:05:30	/SAPDMC/SAP...		HR_SUPPORT		13,694	2	0	68,470	☐	20032001053022350401
IT0007		HR_SUPPORT	20.03.2020	01:01:47	/SAPDMC/SAP...		HR_SUPPORT		288	0	0	1,440	☐	20032001014746087018
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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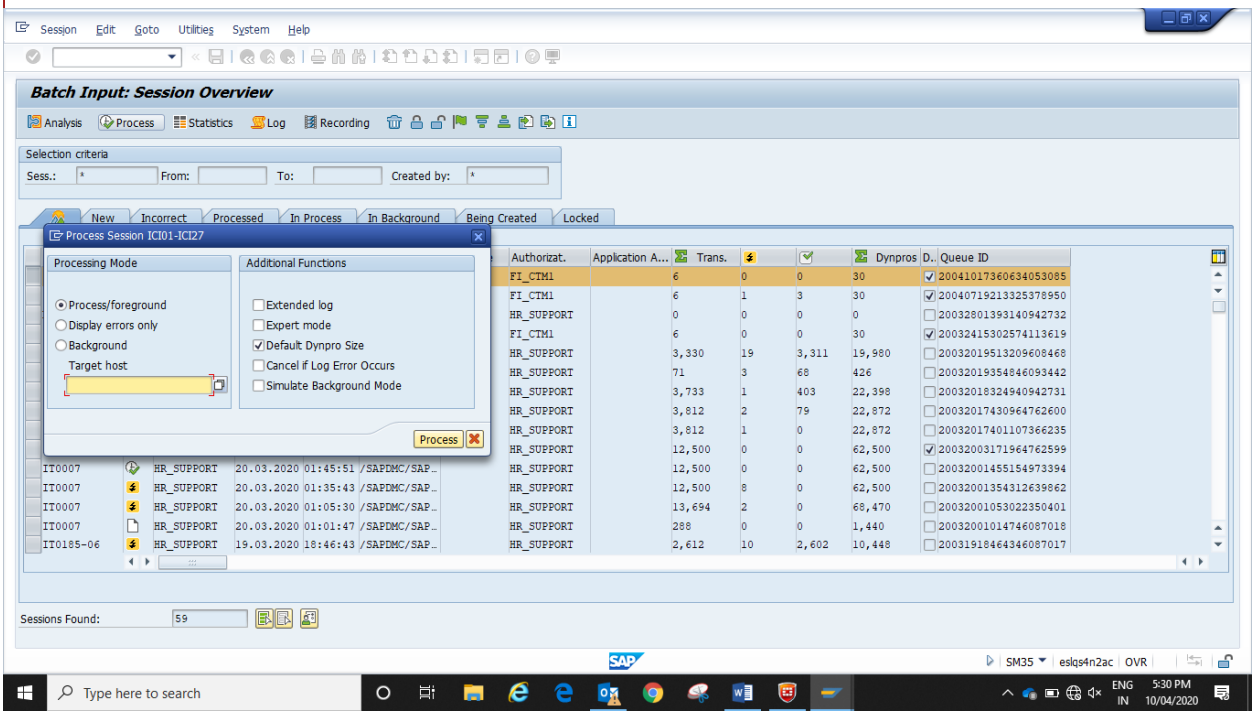
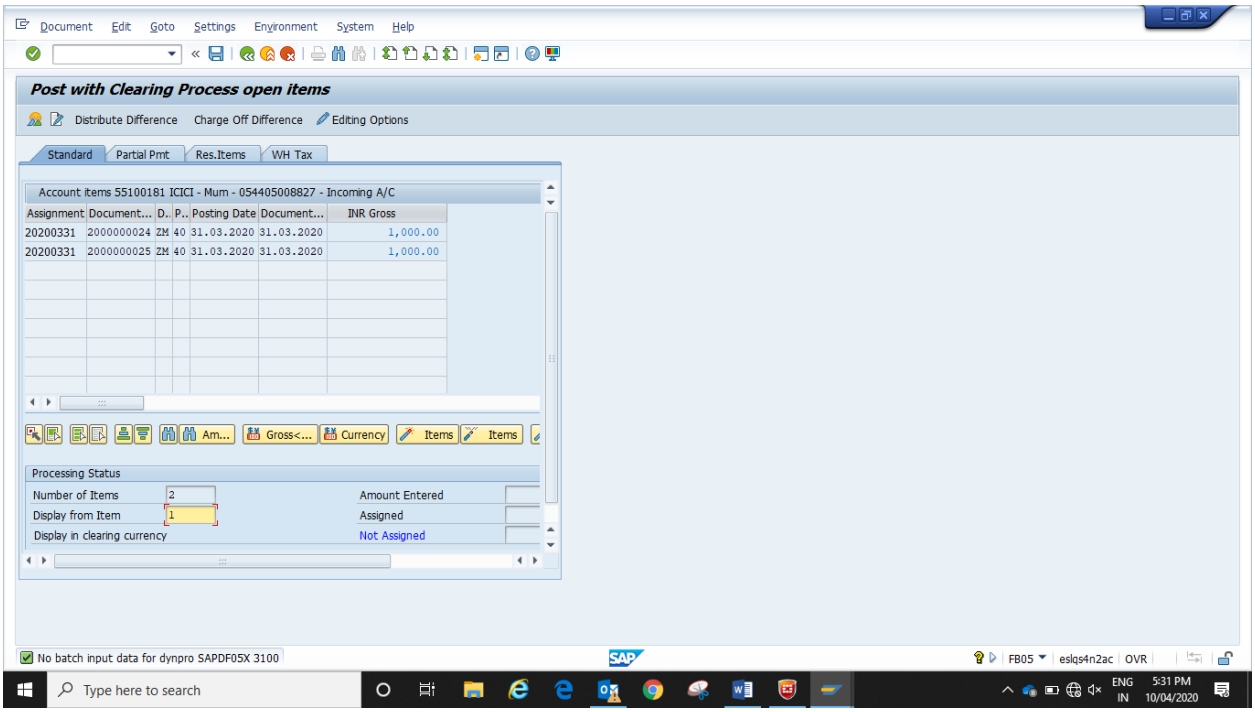
Below the Screen will display. Here you have the option to choose Foreground or Background and click on process TAB.



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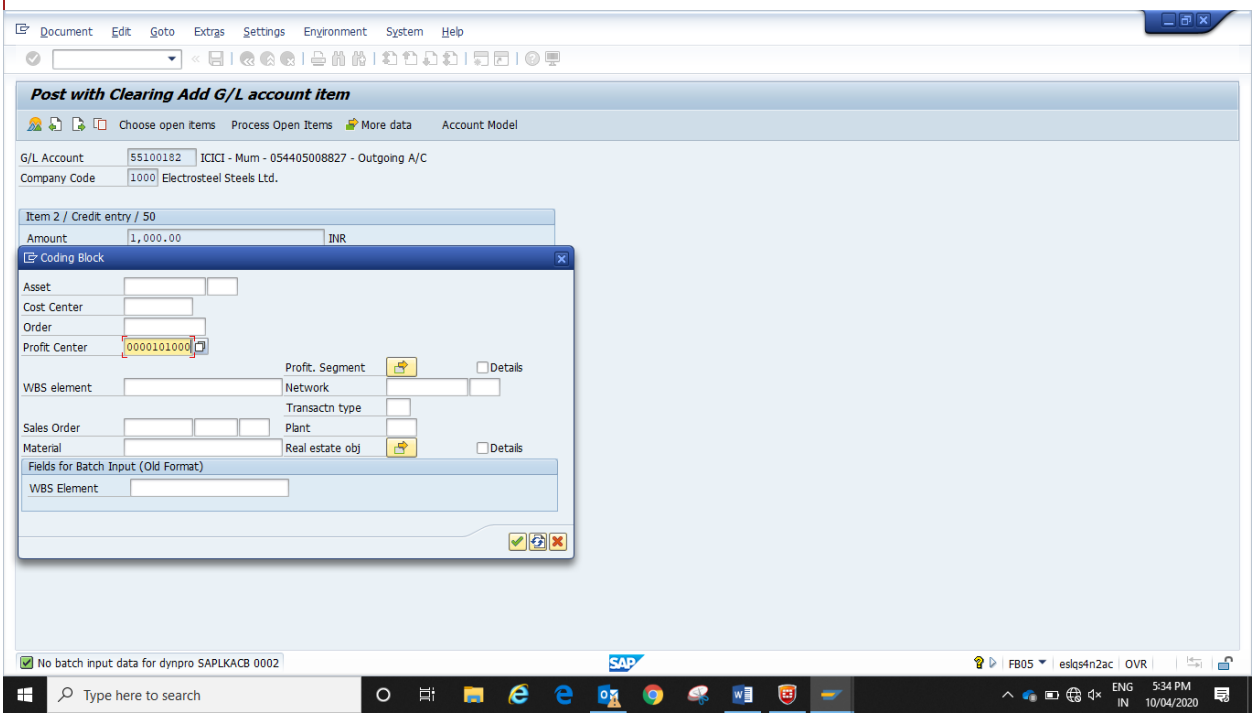
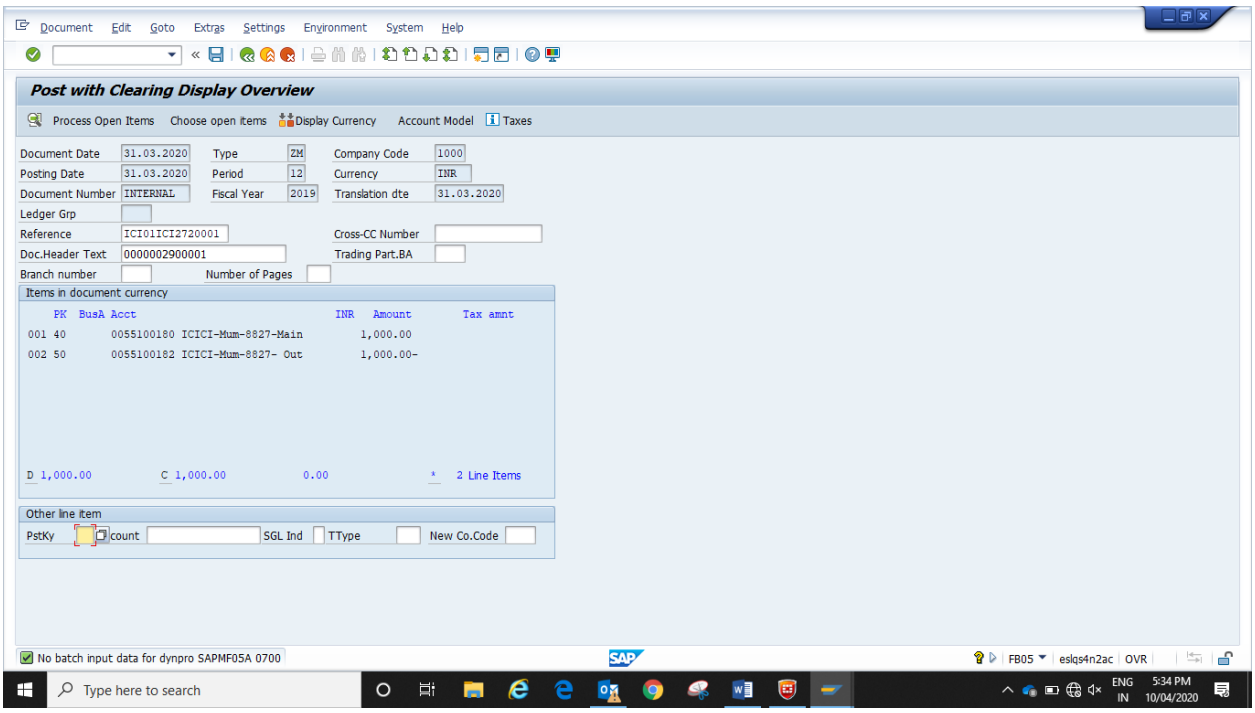
System will display the another screen, where put the Profit Center and press ENTER.



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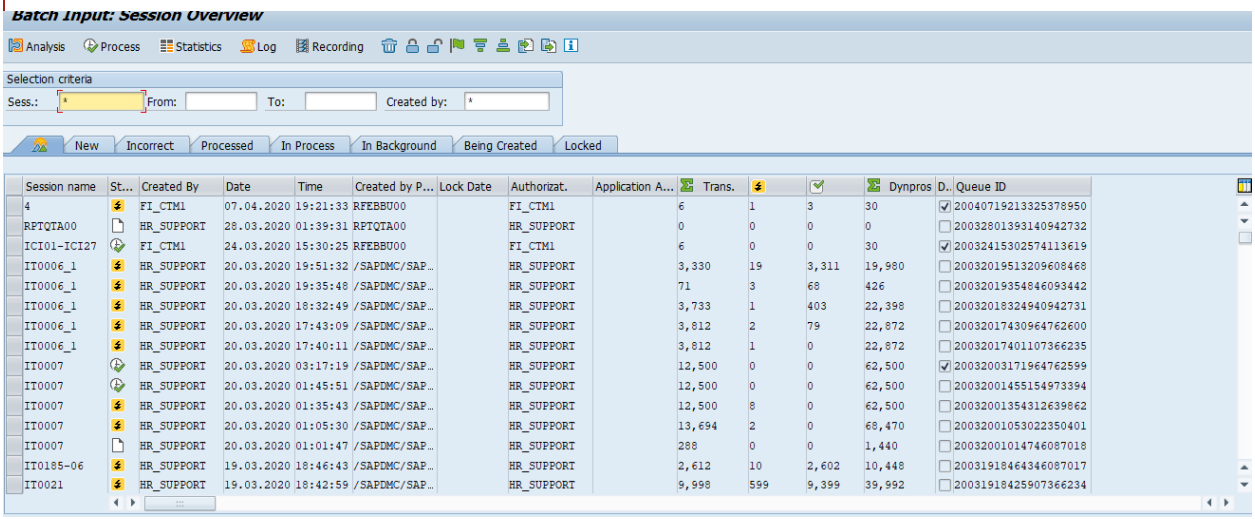
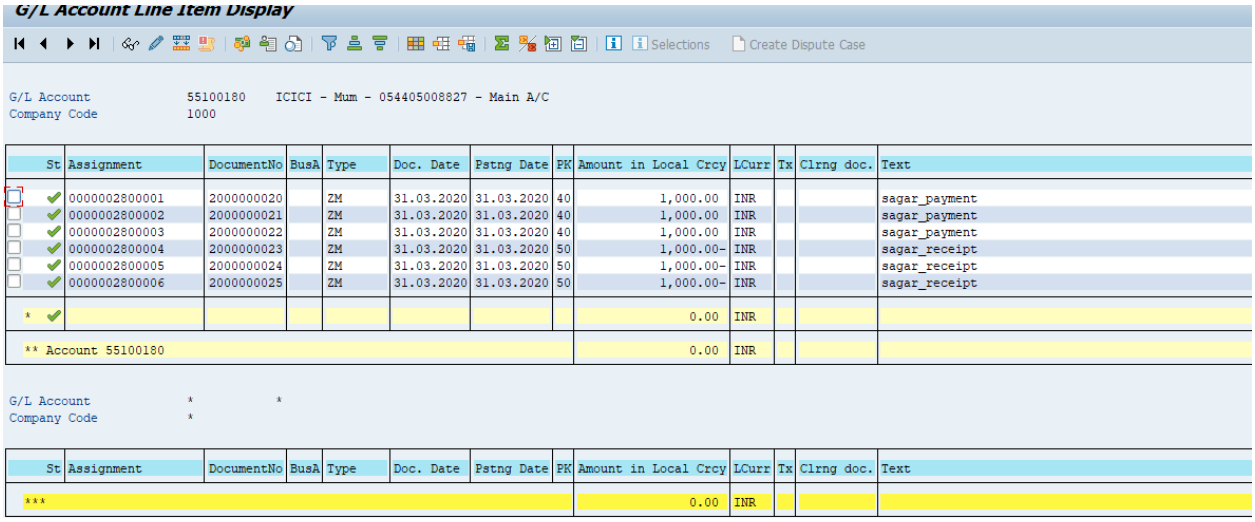
Put the T. Code SM35 in command Box, system will display below screen, where you cannot see your Session name, created by and queue ID.



Session name	St...	Created By	Date	Time	Created by P...	Lock Date	Authorizat.	Application A...	Trans.			Dynpros	D..	Queue ID
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		FI_CTM1	24.03.2020	15:30:25	RFEBBU00		FI_CTM1		6	0	0	30	☑	20032415302574113619
IT0006_1		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
IT0007		HR_SUPPORT	20.03.2020	03:17:19	/SAPDMC/SAP…		HR_SUPPORT		12,500	0	0	62,500	☑	20032003171964762599
IT0007		HR_SUPPORT	20.03.2020	01:45:51	/SAPDMC/SAP…		HR_SUPPORT		12,500	0	0	62,500	☐	20032001455154973394
IT0007		HR_SUPPORT	20.03.2020	01:35:43	/SAPDMC/SAP…		HR_SUPPORT		12,500	8	0	62,500	☐	20032001354312639862
IT0007		HR_SUPPORT	20.03.2020	01:05:30	/SAPDMC/SAP…		HR_SUPPORT		13,694	2	0	68,470	☐	20032001053022350401
IT0007		HR_SUPPORT	20.03.2020	01:01:47	/SAPDMC/SAP…		HR_SUPPORT		288	0	0	1,440	☐	20032001014746087018
IT0185-06		HR_SUPPORT	19.03.2020	18:46:43	/SAPDMC/SAP…		HR_SUPPORT		2,612	10	2,602	10,448	☐	20031918464346087017
IT0021		HR_SUPPORT	19.03.2020	18:42:59	/SAPDMC/SAP…		HR_SUPPORT		9,998	599	9,399	39,992	☐	20031918425907366234

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/L Account 55100180 ICICI - Mum - 054405008827 - Main A/C
Company Code 1000

St	Assignment	DocumentNo	BusA	Type	Doc. Date	Pstng Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
✔	0000002800001	2000000020		ZM	31.03.2020	31.03.2020	40	1,000.00	INR			sagar_payment
✔	0000002800002	2000000021		ZM	31.03.2020	31.03.2020	40	1,000.00	INR			sagar_payment
✔	0000002800003	2000000022		ZM	31.03.2020	31.03.2020	40	1,000.00	INR			sagar_payment
✔	0000002800004	2000000023		ZM	31.03.2020	31.03.2020	50	1,000.00-	INR			sagar_receipt
✔	0000002800005	2000000024		ZM	31.03.2020	31.03.2020	50	1,000.00-	INR			sagar_receipt
✔	0000002800006	2000000025		ZM	31.03.2020	31.03.2020	50	1,000.00-	INR			sagar_receipt
* ✔								0.00	INR			
** Account 55100180								0.00	INR			

G/L Account * *
Company Code *

St	Assignment	DocumentNo	BusA	Type	Doc. Date	Pstng Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
***								0.00	INR			

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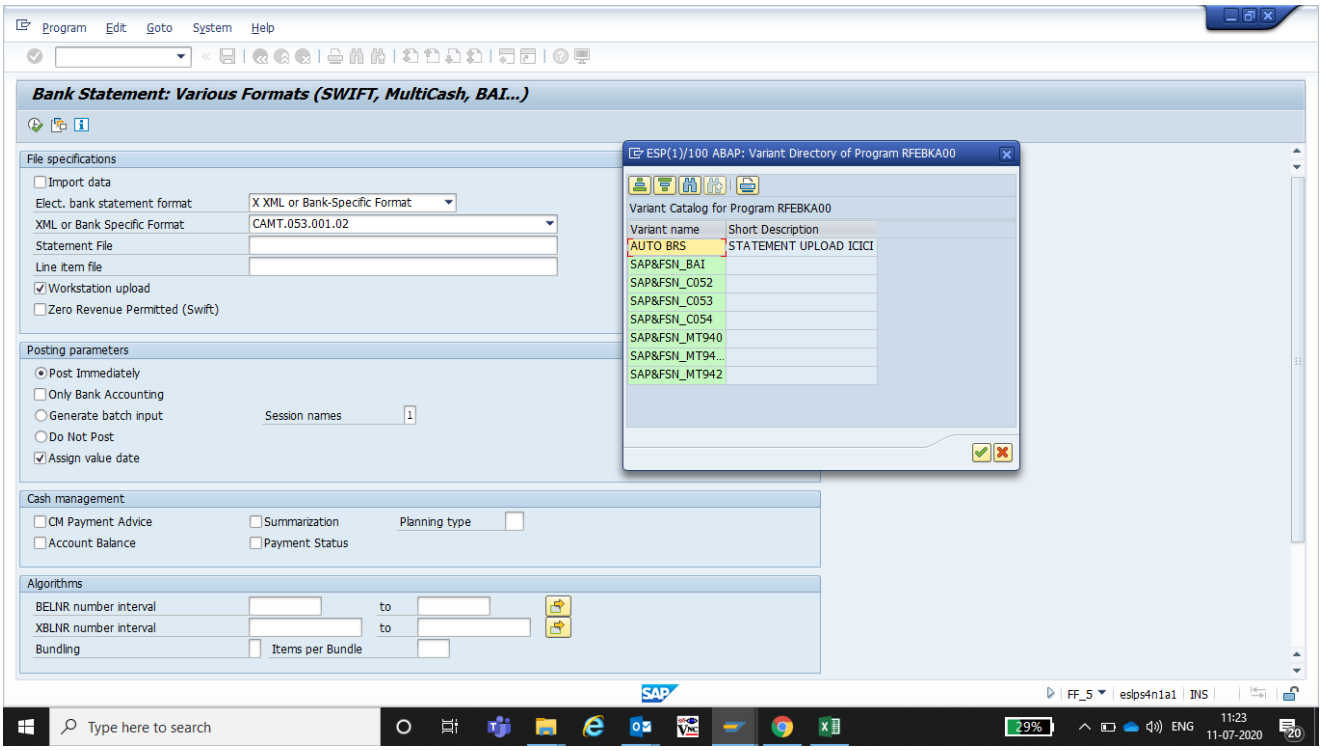
Automatic Bank Reconciliation

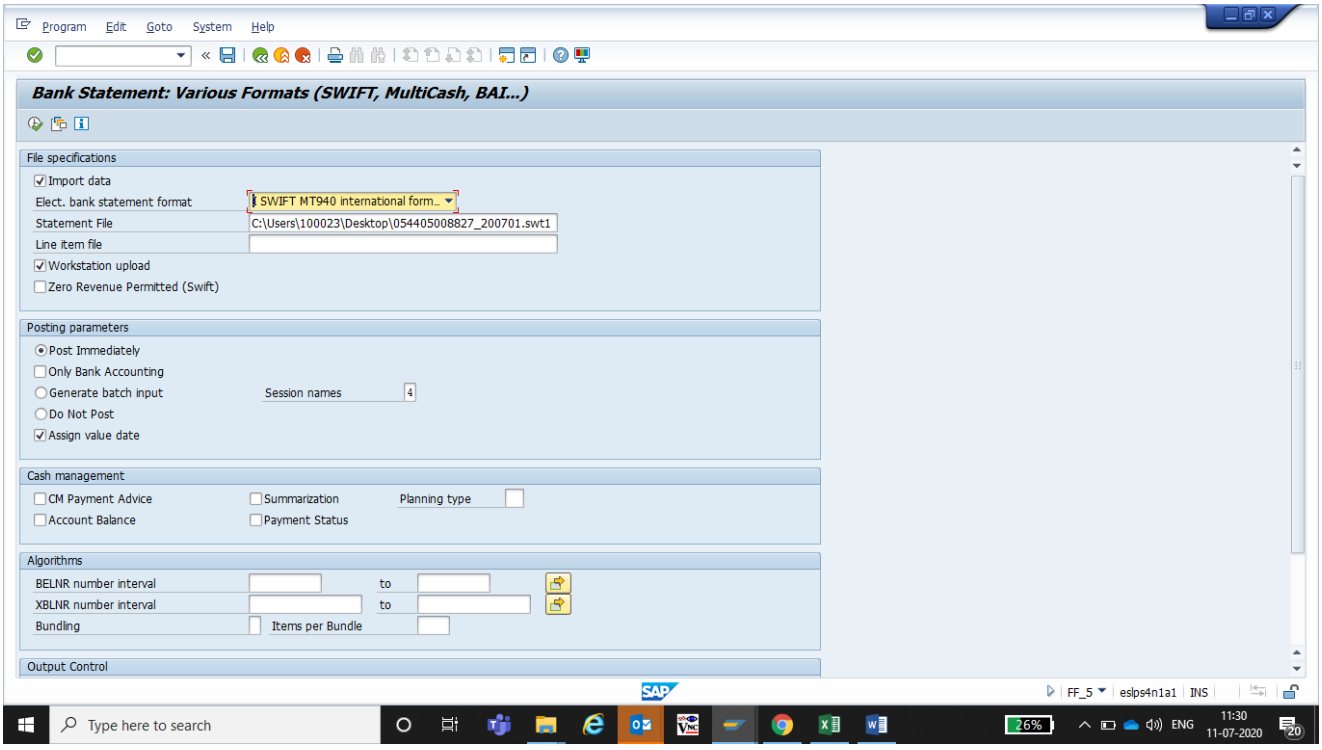
Bank Statement upload in MT940 format

Put the T. Code FF_5 in command Box, system will display below screen where You have to select Variant “AUTO BRS”

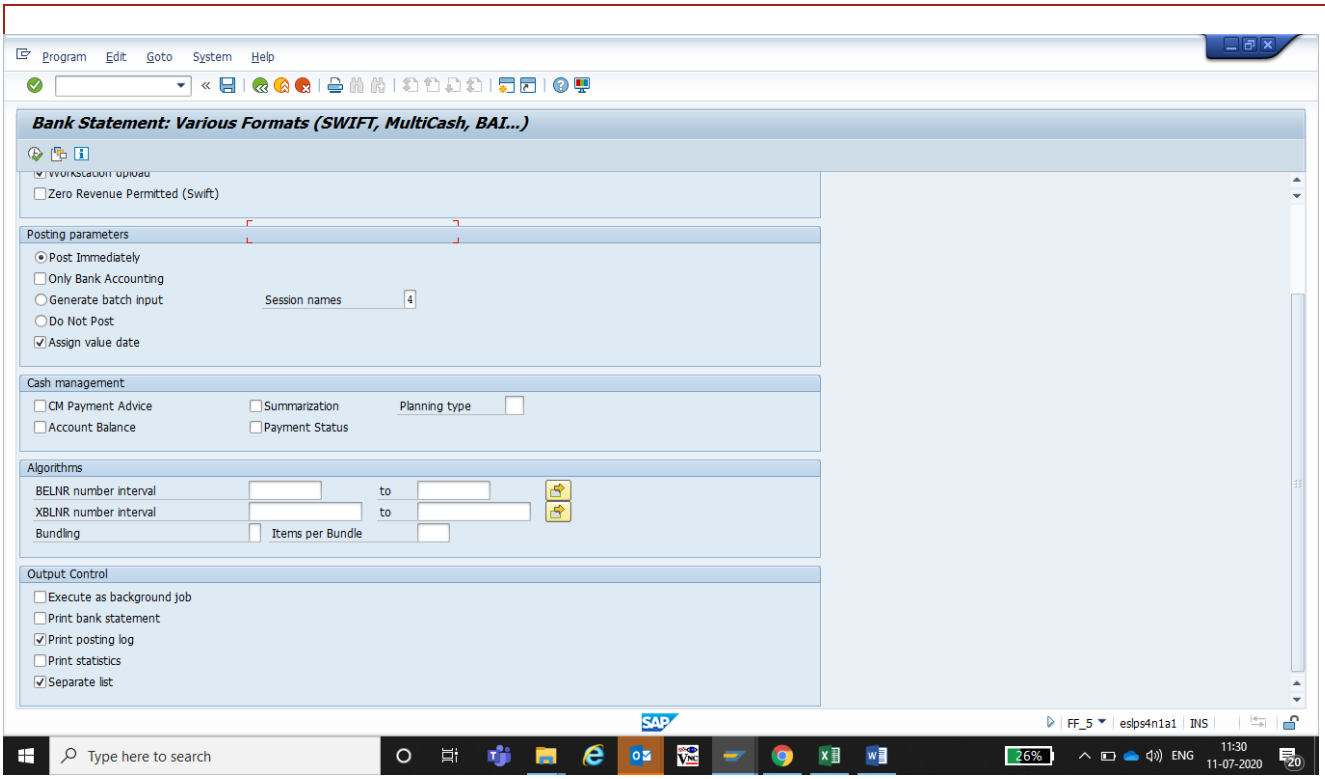
Screen 1



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

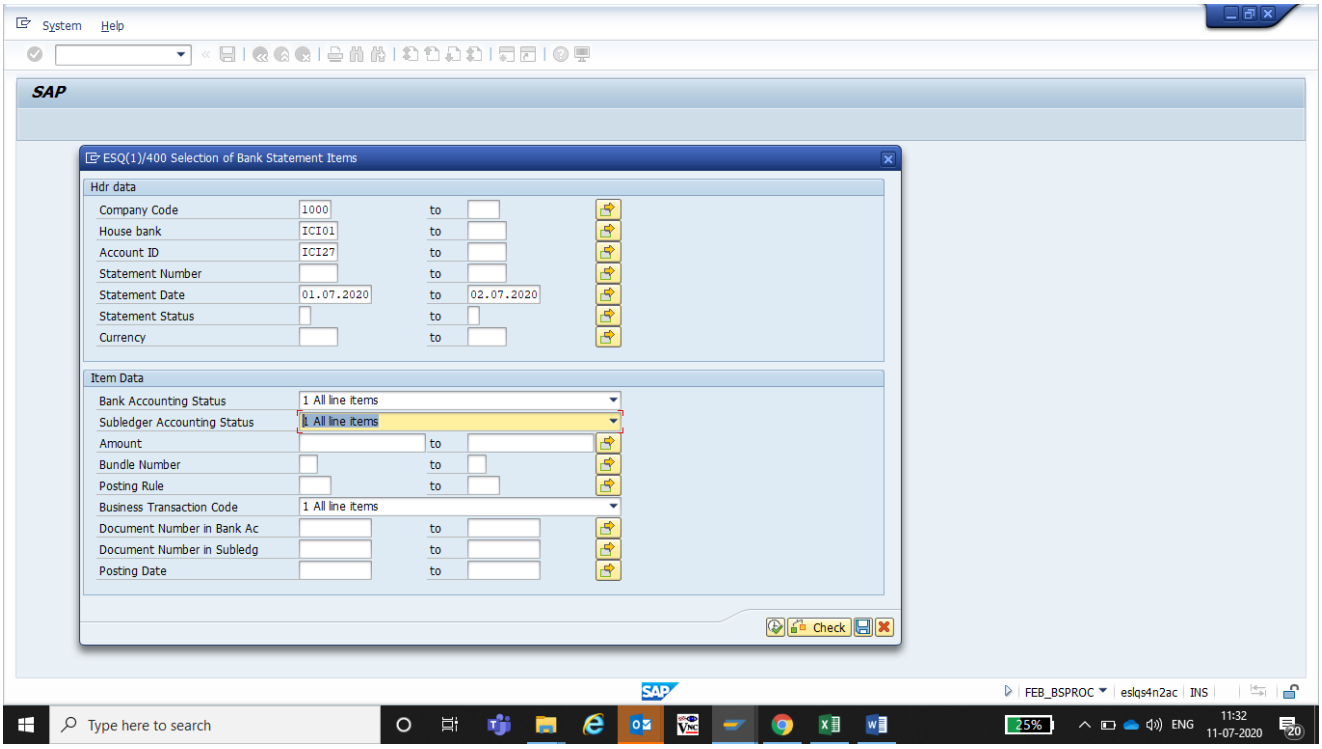


Sensitivity: Confidential (C2)



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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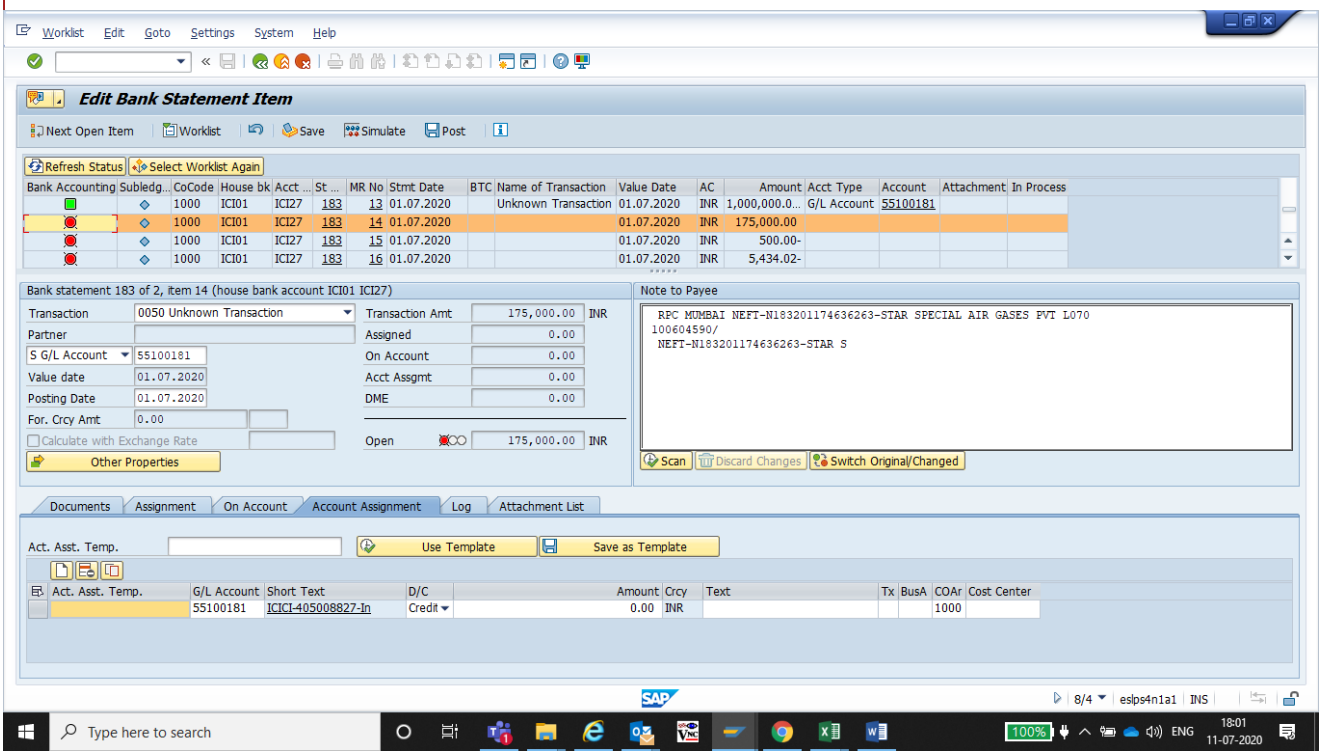
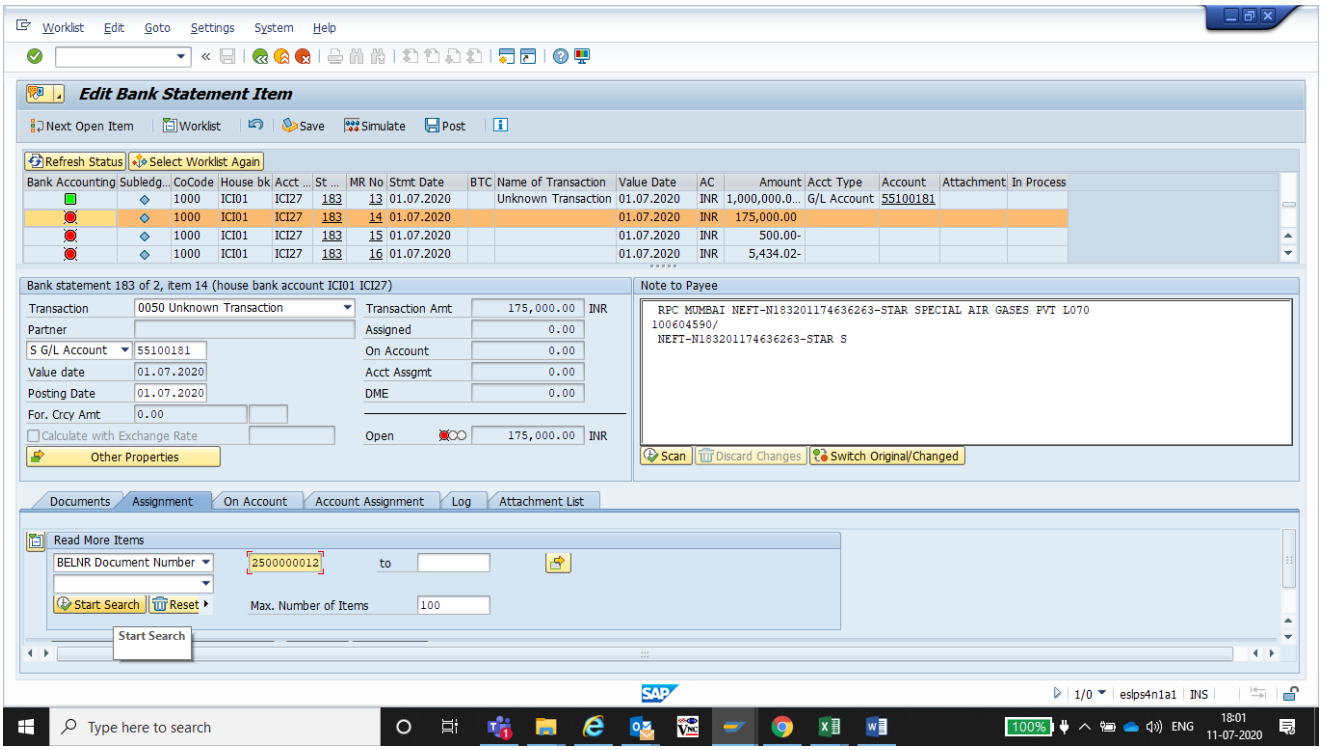
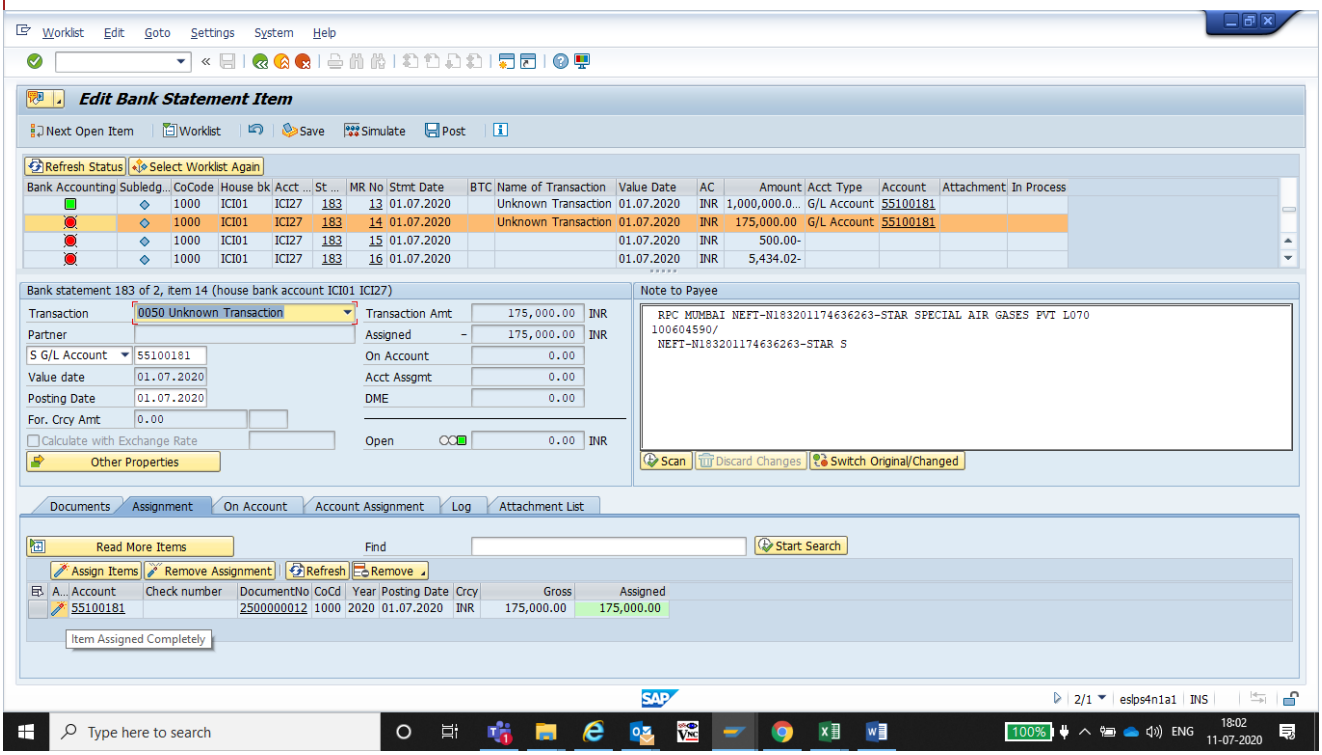
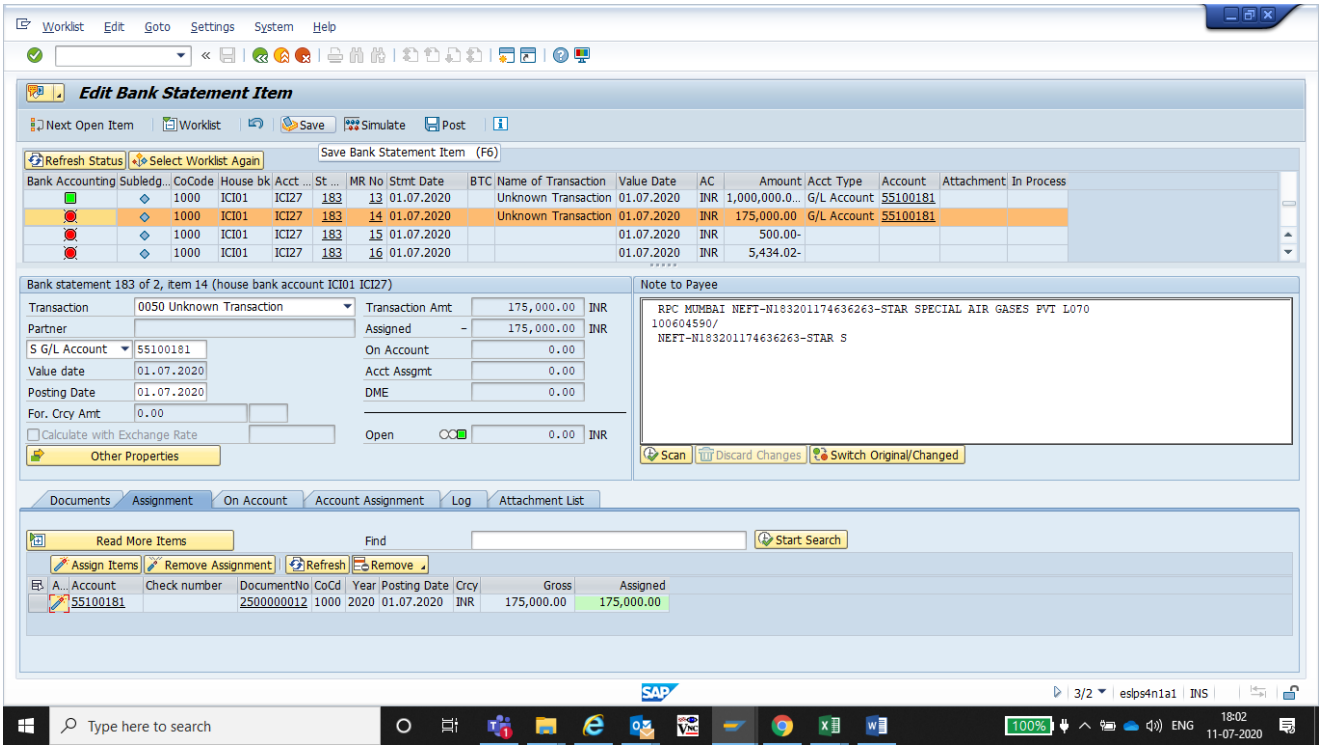


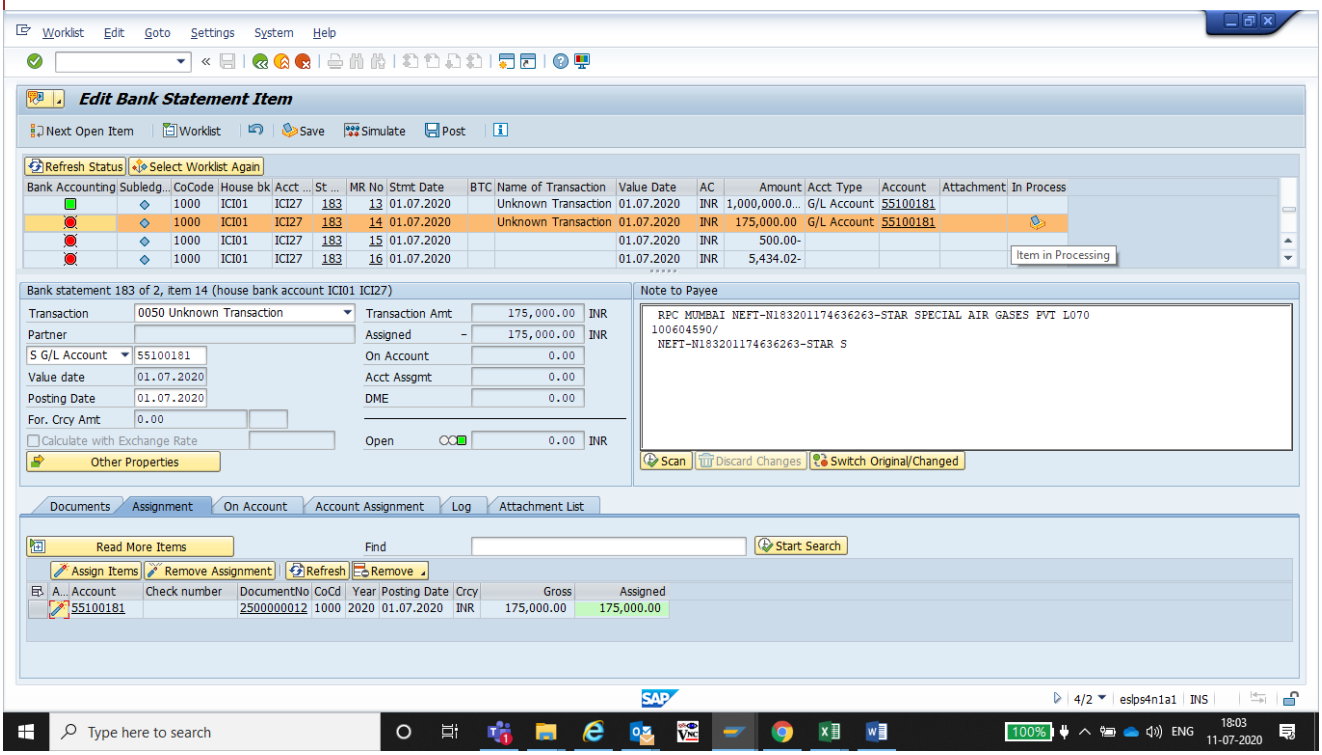


Sensitivity: Confidential (C2)

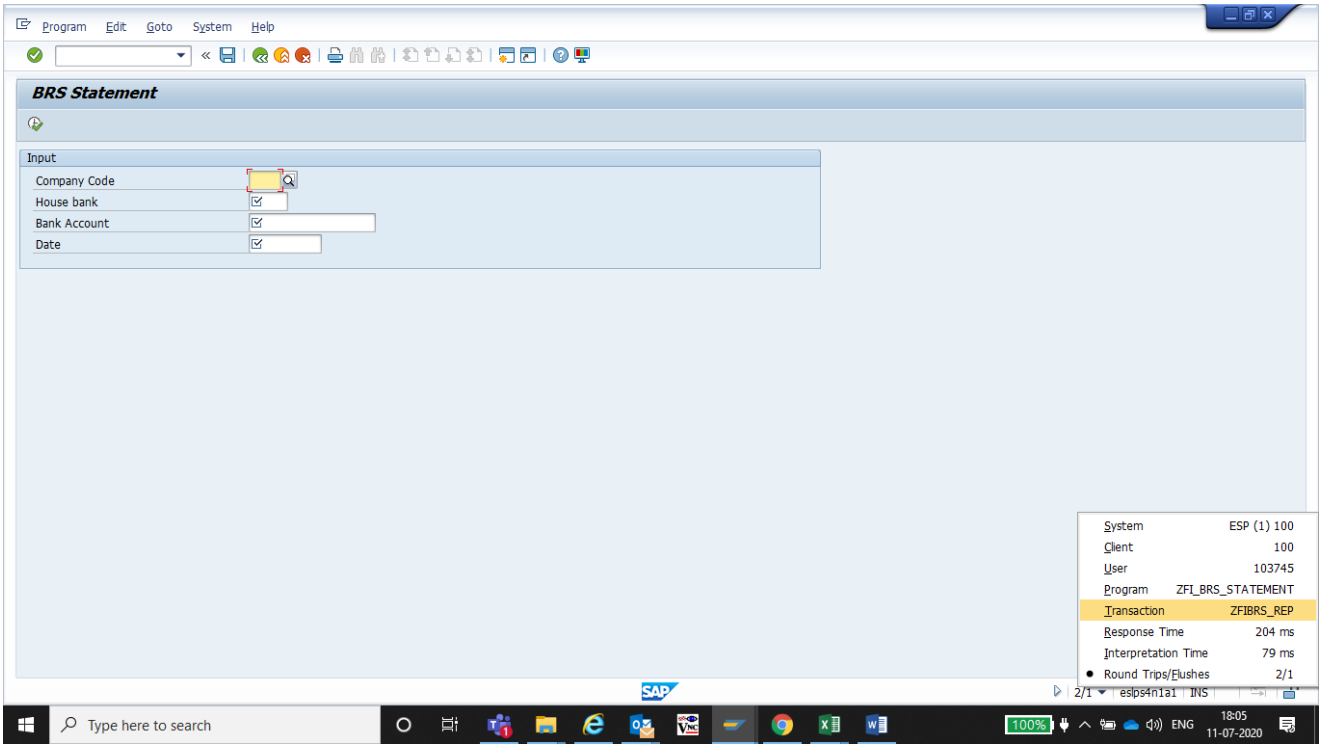




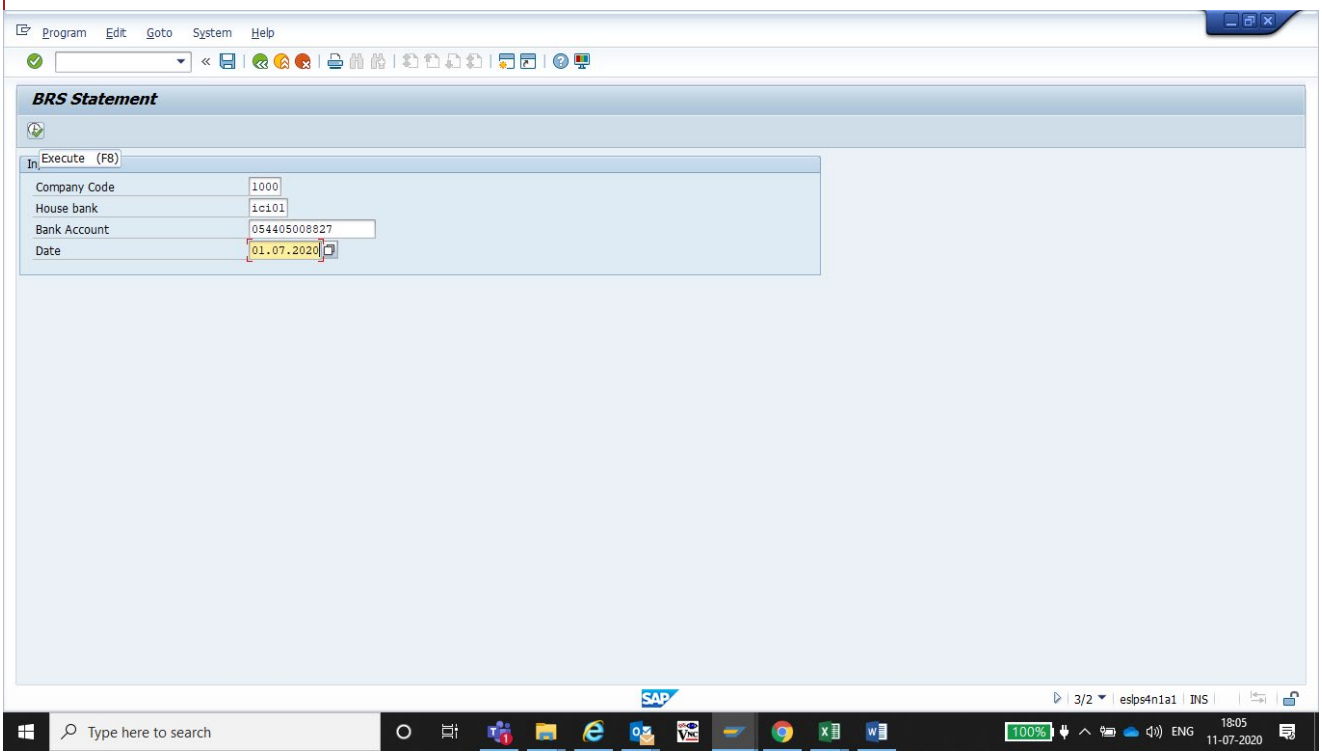
Sensitivity: Confidential (C2)

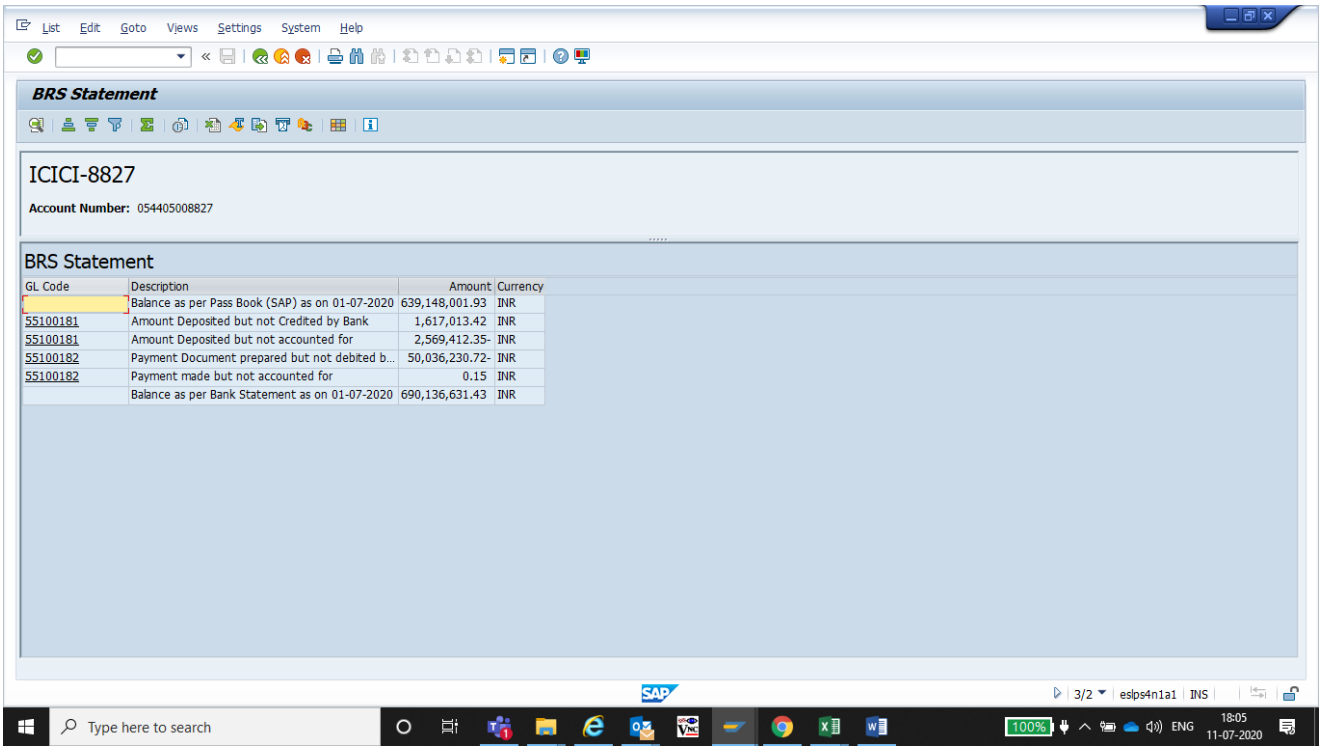


ZFIBRS_REP – Bank Reconciliation Statement Report

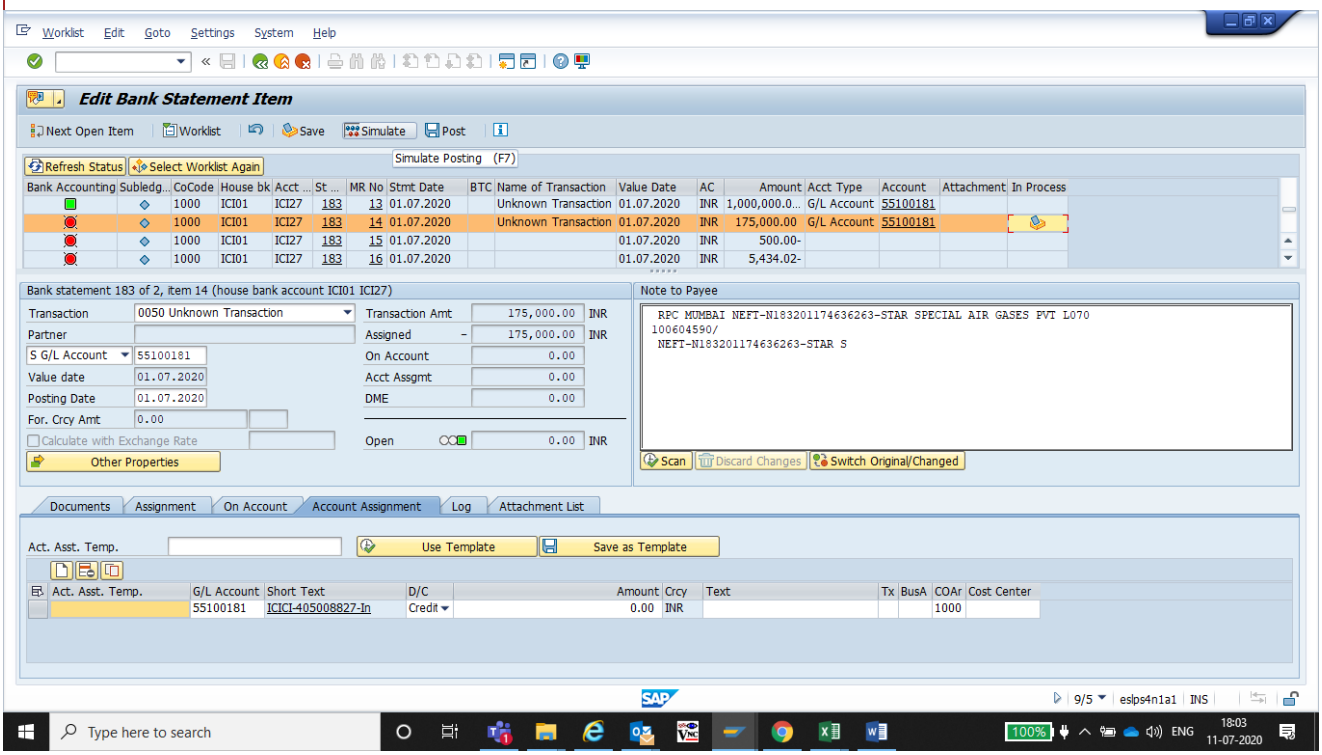


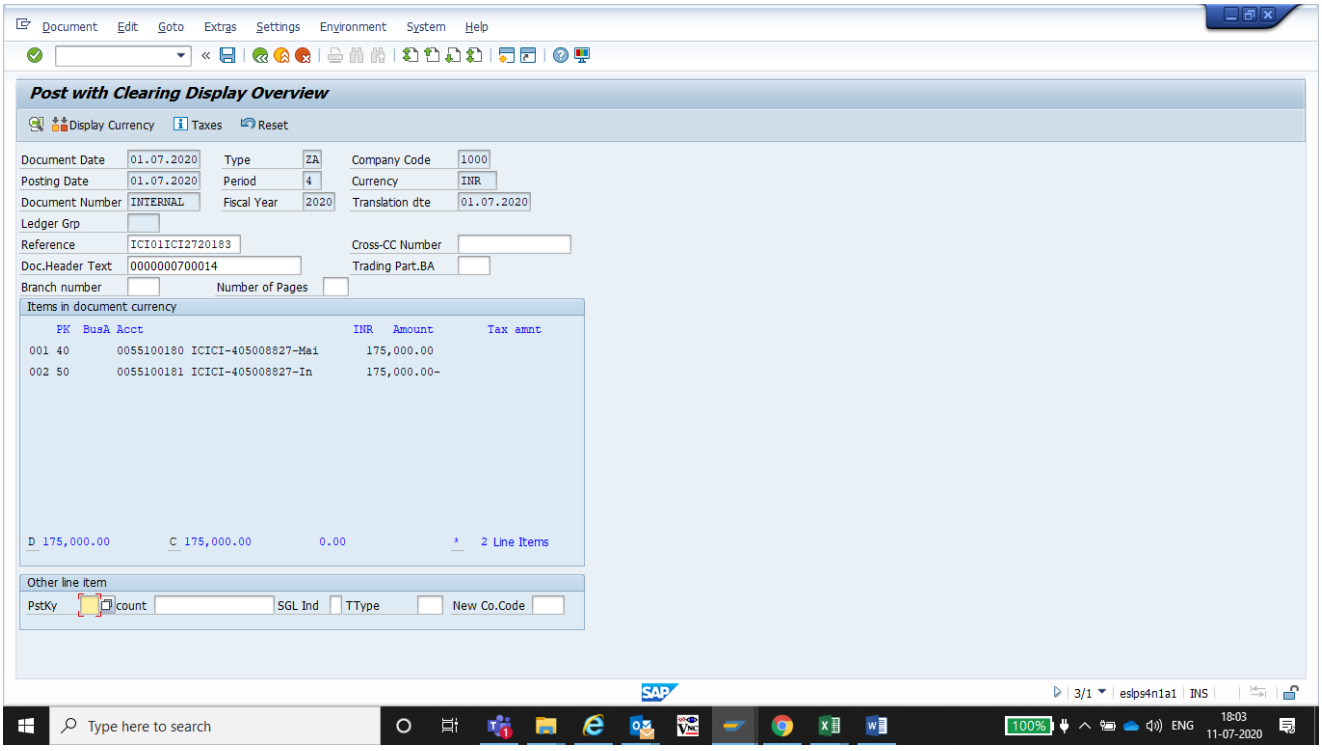
Sensitivity: Confidential (C2)





Sensitivity: Confidential (C2)





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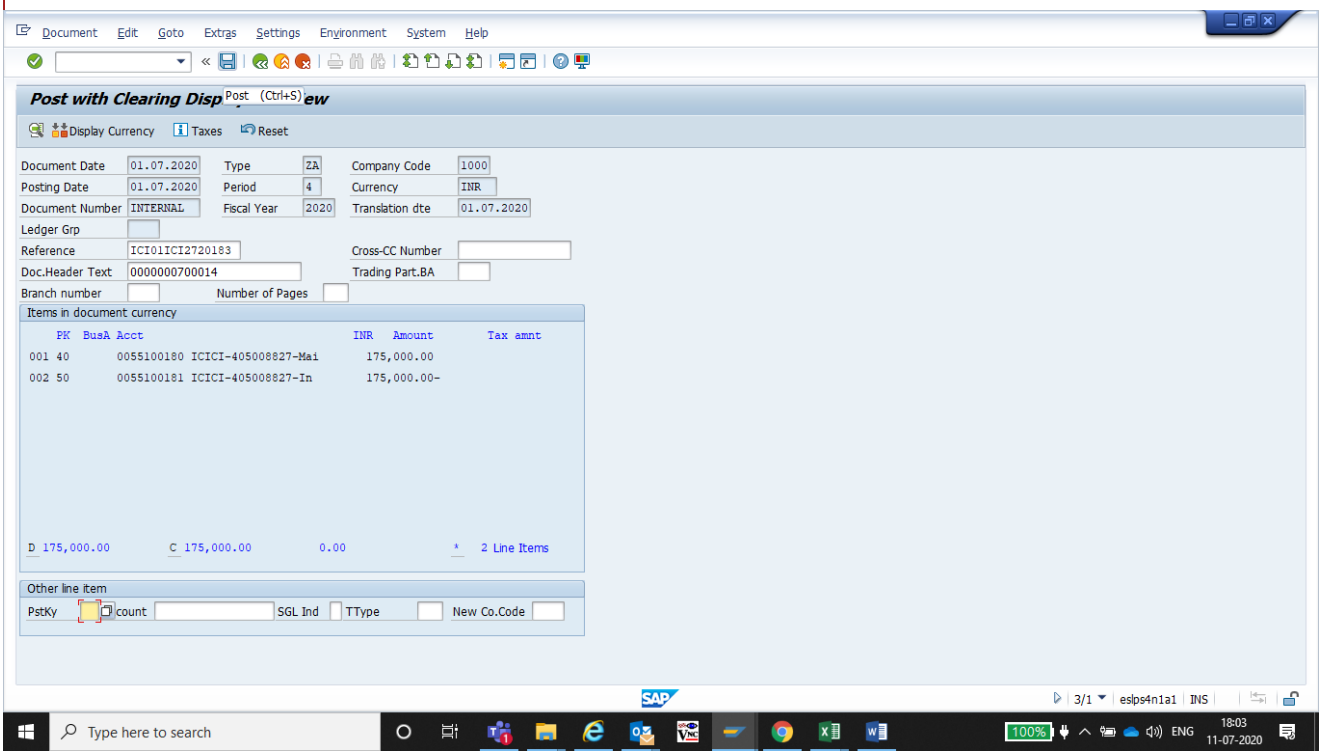
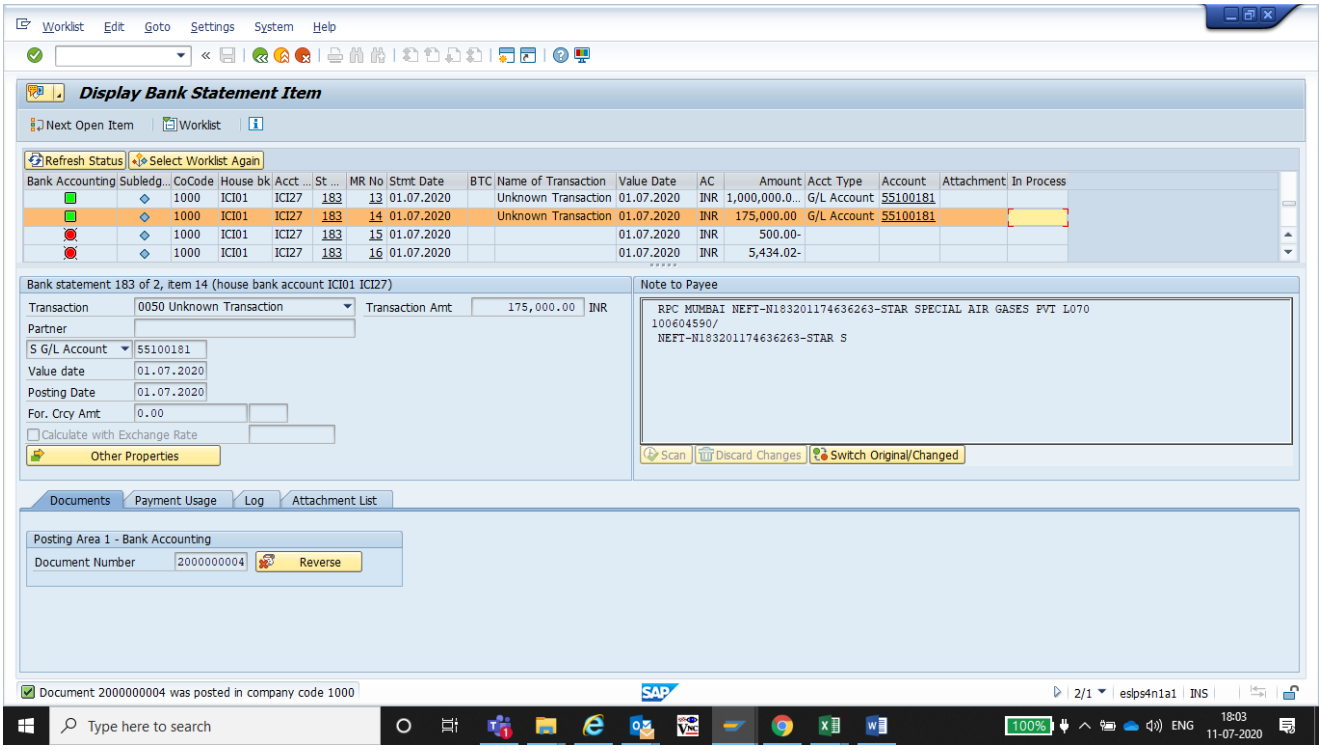
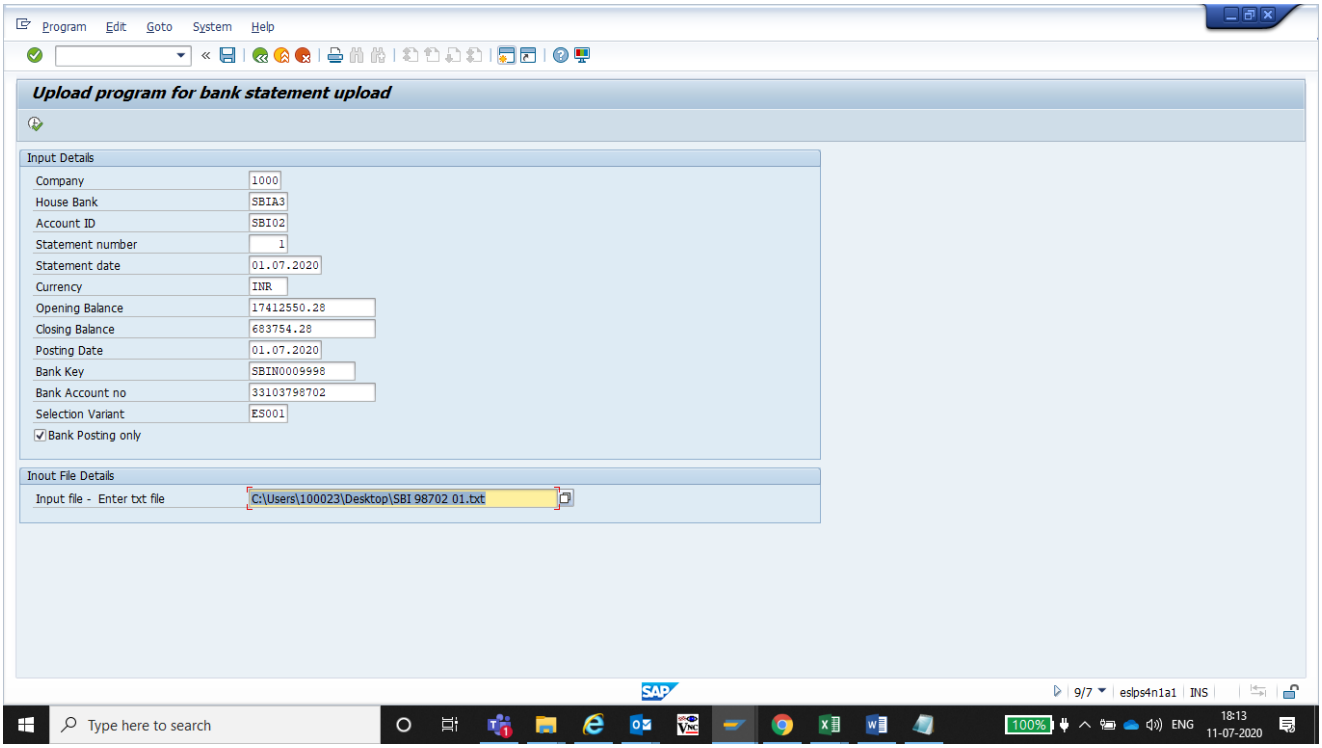




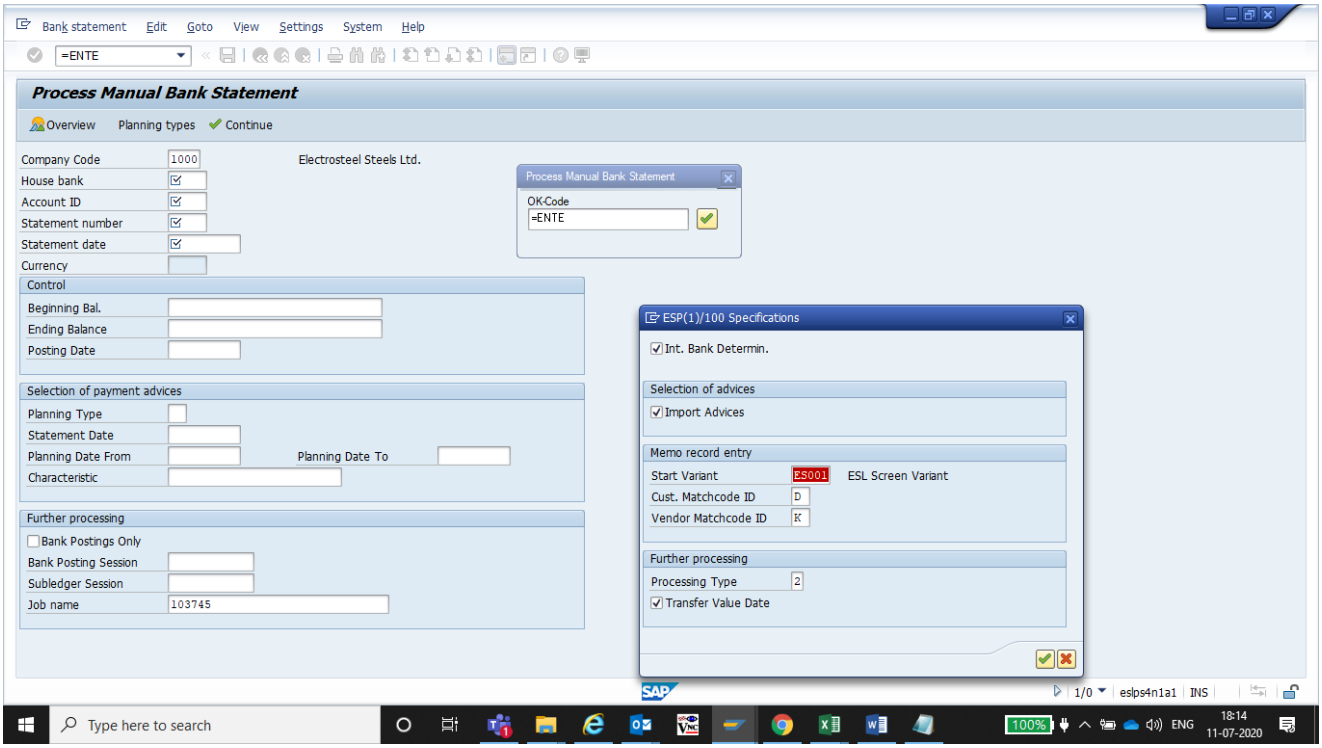
Sensitivity: Confidential (C2)

ZF001 – Manual bank Statement upload

Step 1



Step 2



Sensitivity: Confidential (C2)

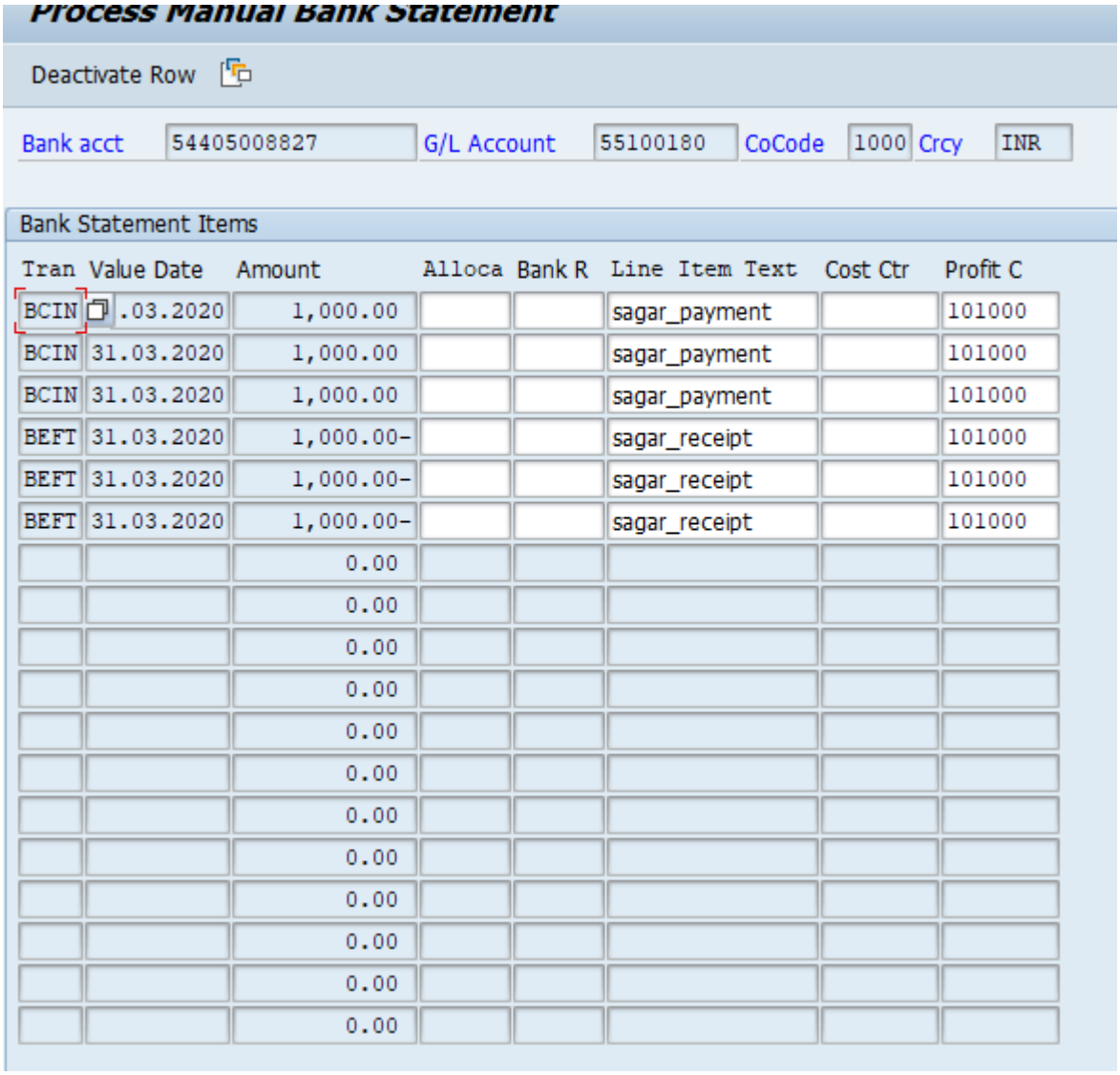
Below screen will come, where received and payment both amount will come with profit center.

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

BCIN denote Credit entry (Payment received)

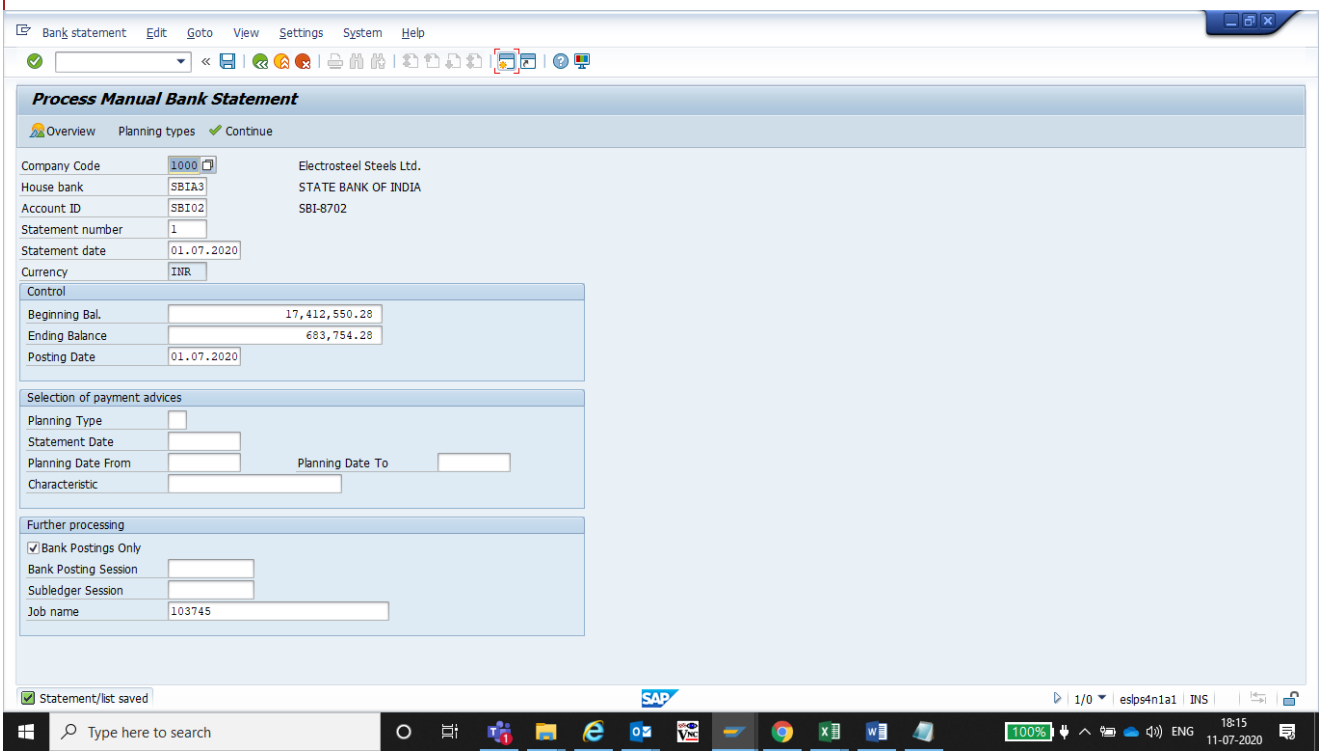
After checking the entry, press Ctrl+S or Save button and back to main screen.

Step 3

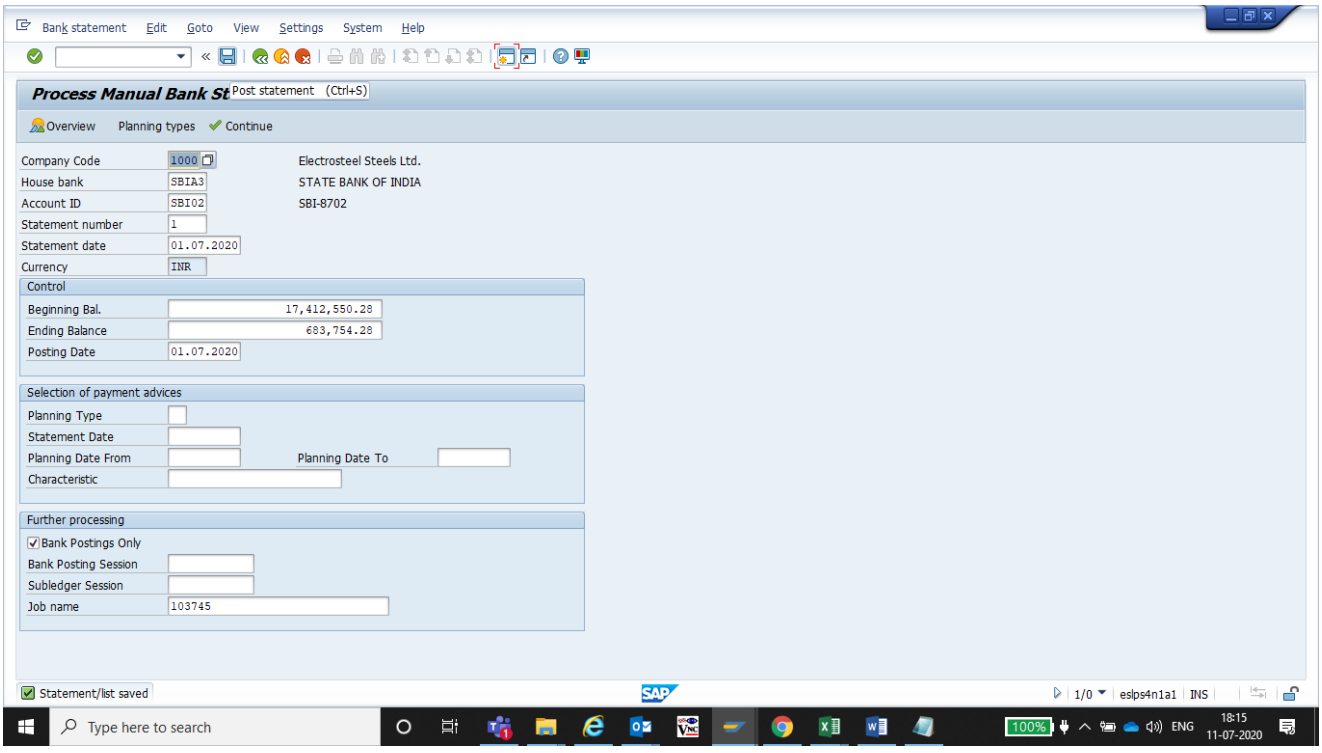


Step 4

Sensitivity: Confidential (C2)

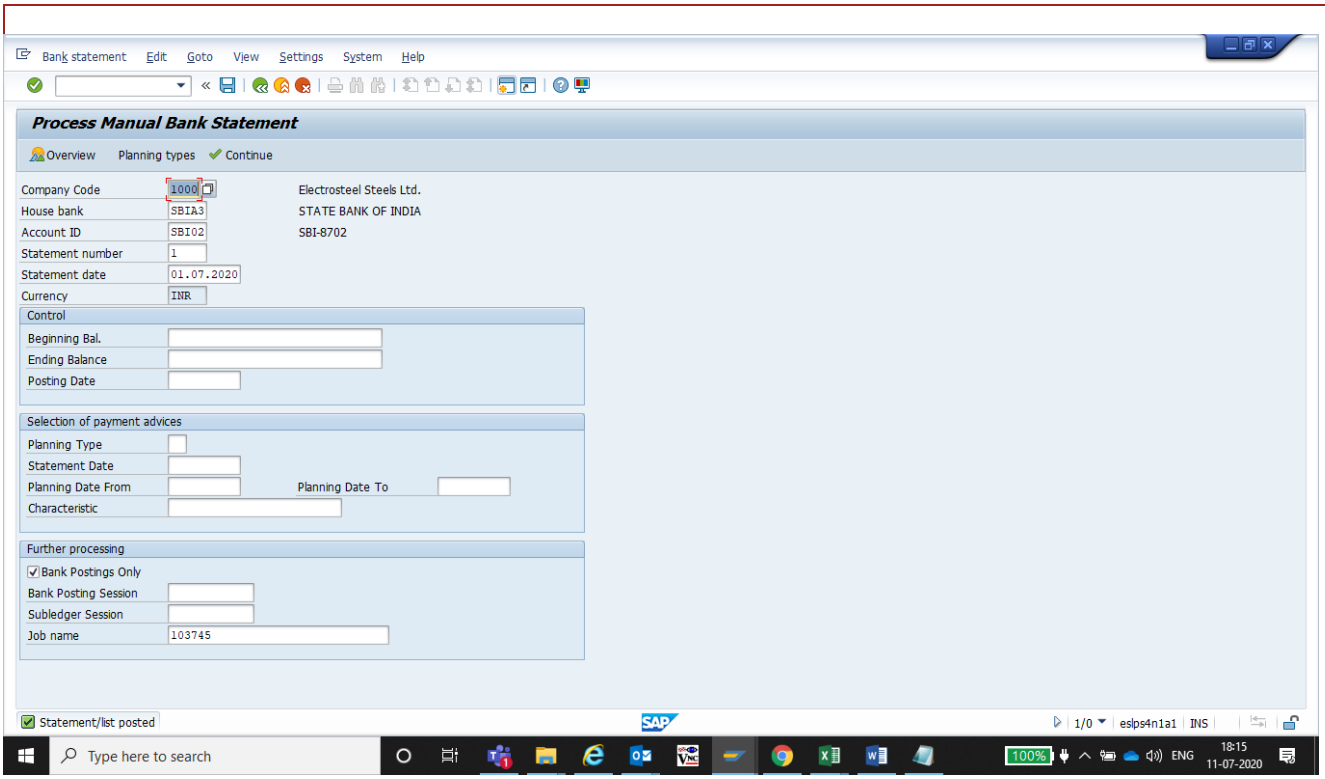


Step 5



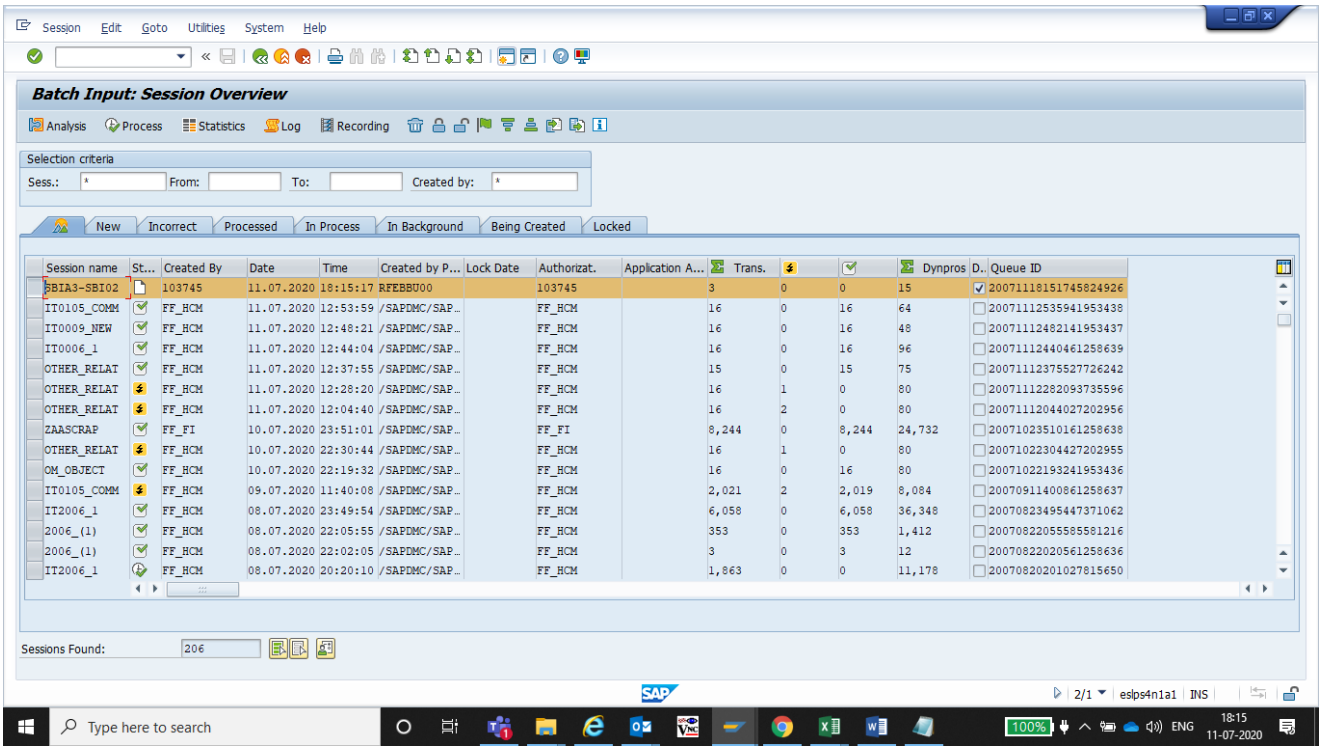
Sensitivity: Confidential (C2)

Step 6



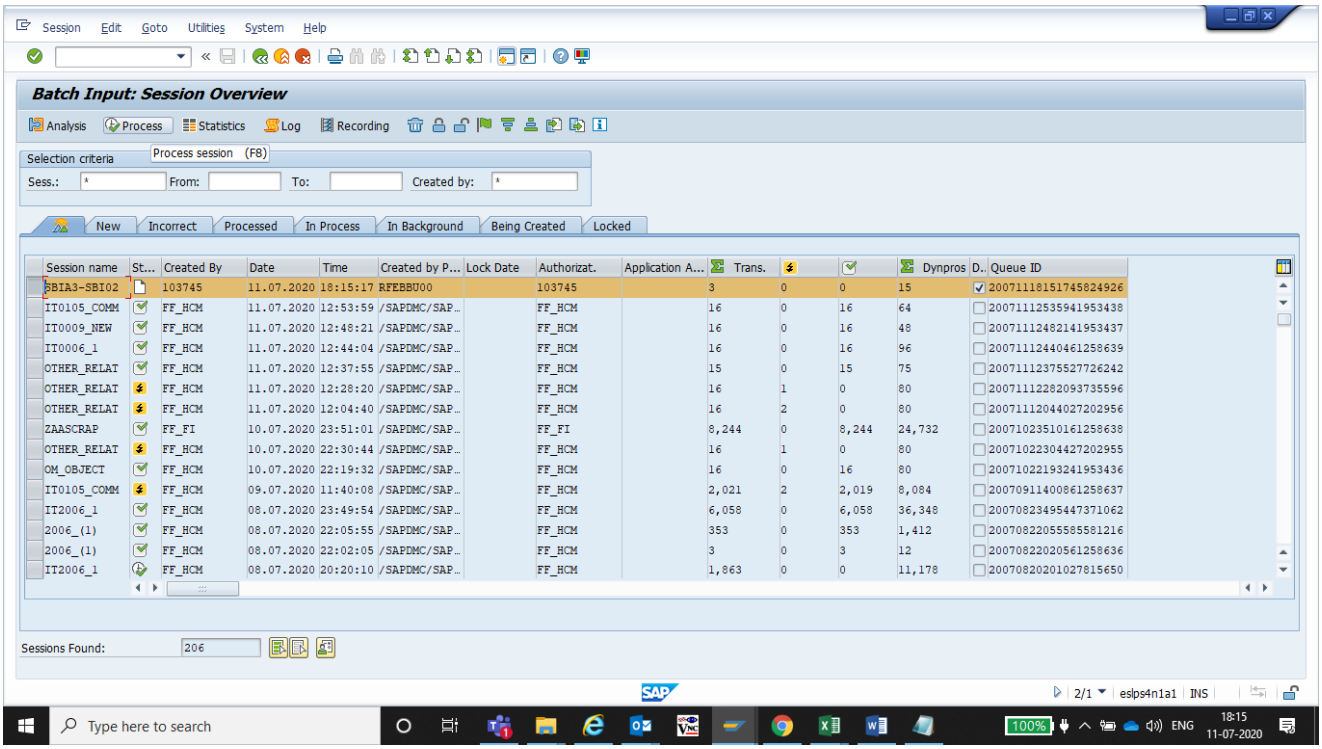
SM35 – Batch Processing for manual Bank statement clearing

Step 7

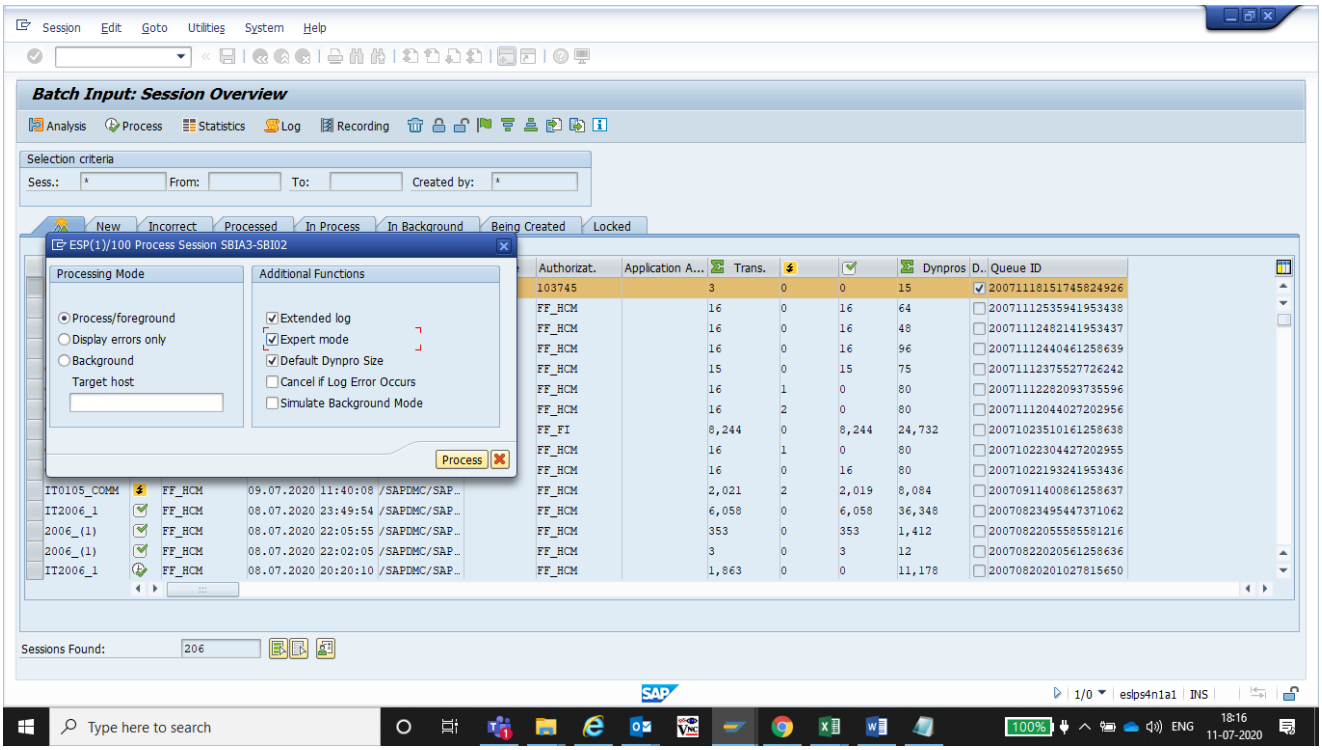


Sensitivity: Confidential (C2)

Step 8

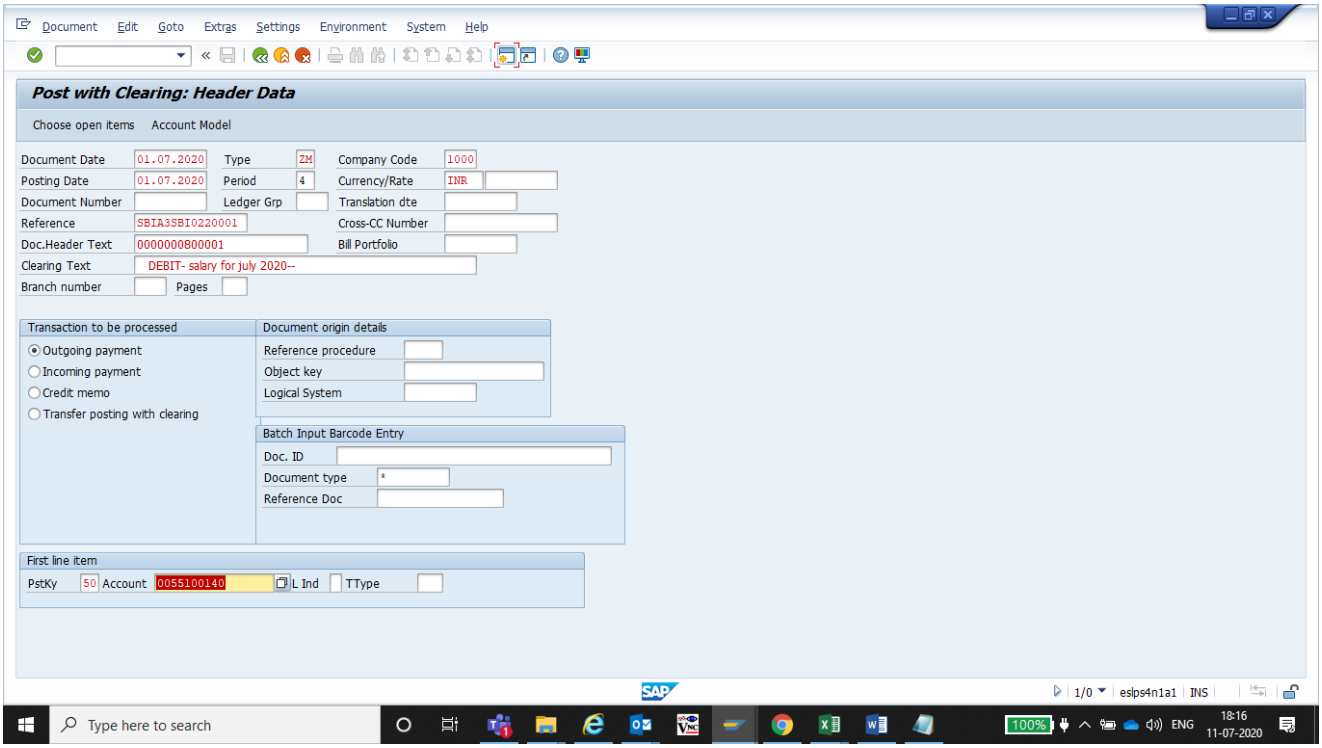


Step 9

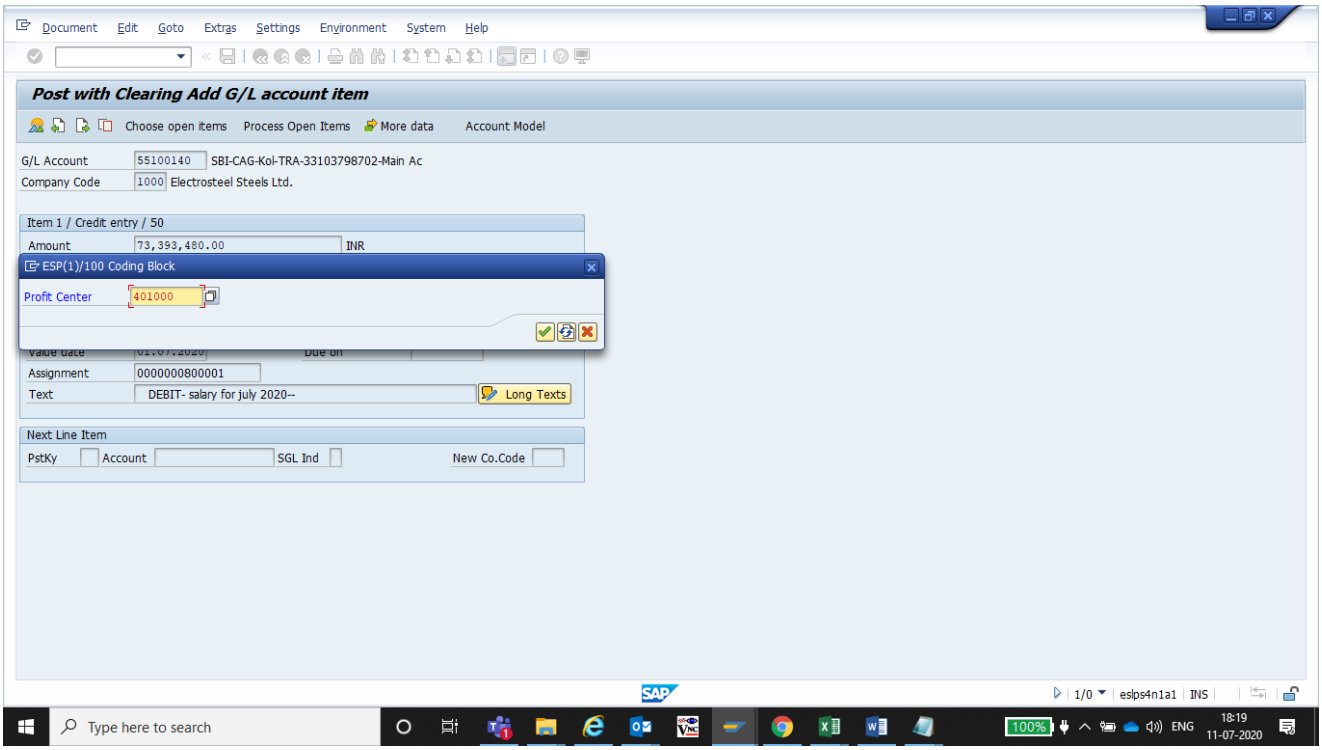


Sensitivity: Confidential (C2)

Step 10

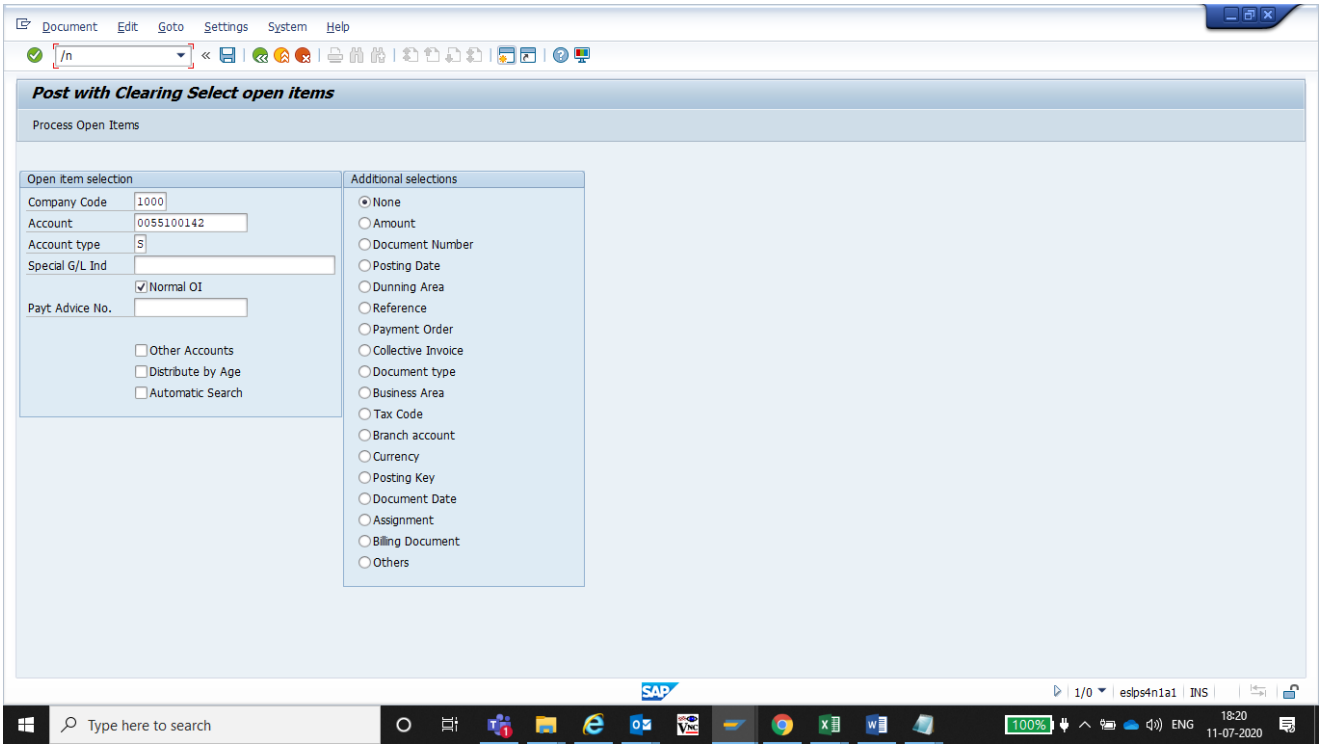


Step 11

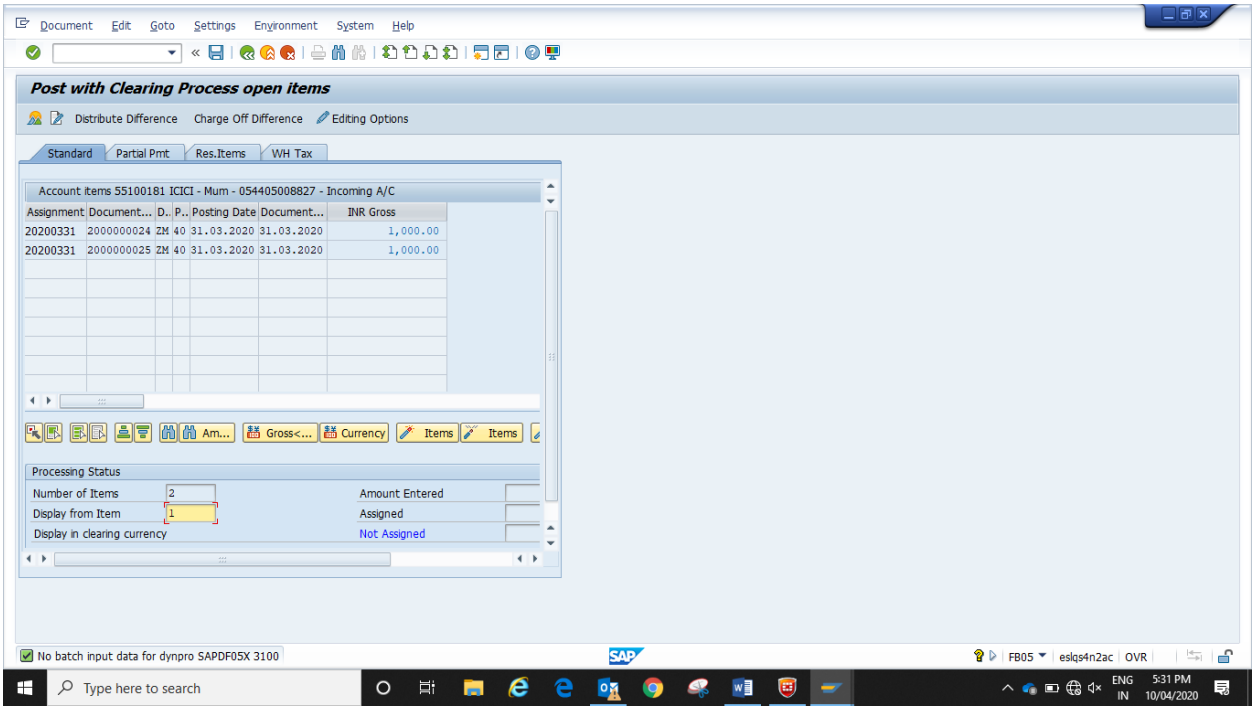


Sensitivity: Confidential (C2)

Step 12

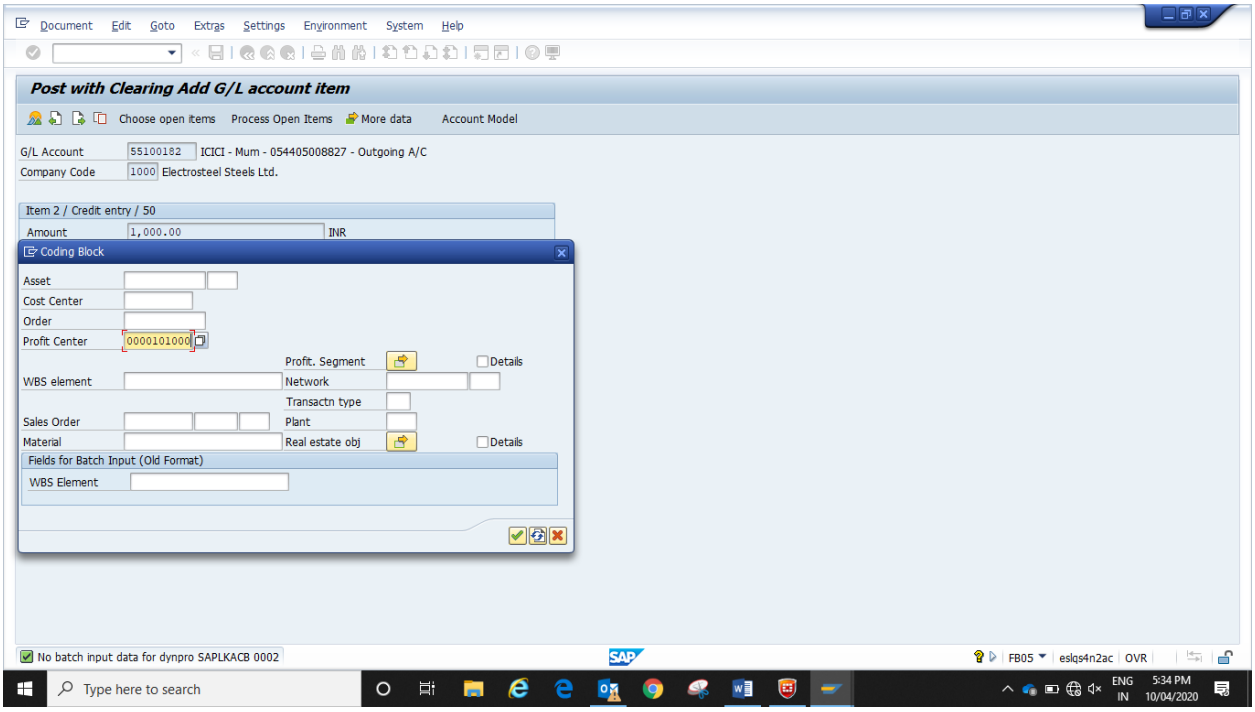


Below Screen will display, Click the overview TAB and put the posting Key 40 or 50 and incoming and outgoing Bank GL and amount and click on simulate button.

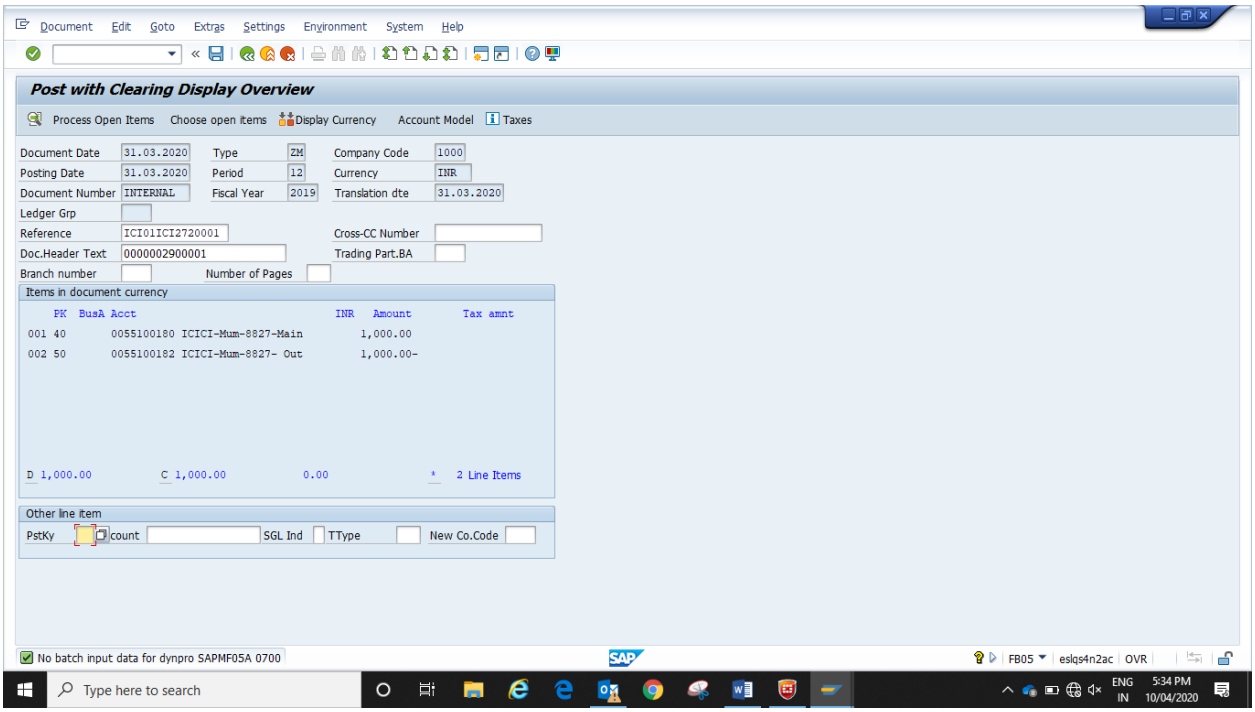


Sensitivity: Confidential (C2)

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



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.



Sensitivity: Confidential (C2)