

User Manual

Bank Accounting

ElectroSteel Steels Limited

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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.

1. Manual Statement



1.1. Check Current Balance


SAP Menu	Sap Menu →
Transaction Code	FBL3N

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


 Search help

Line item selection

Status

Open items
Open at key date

Cleared items
Clearing date to 
Open at key date

All items
Posting date to 

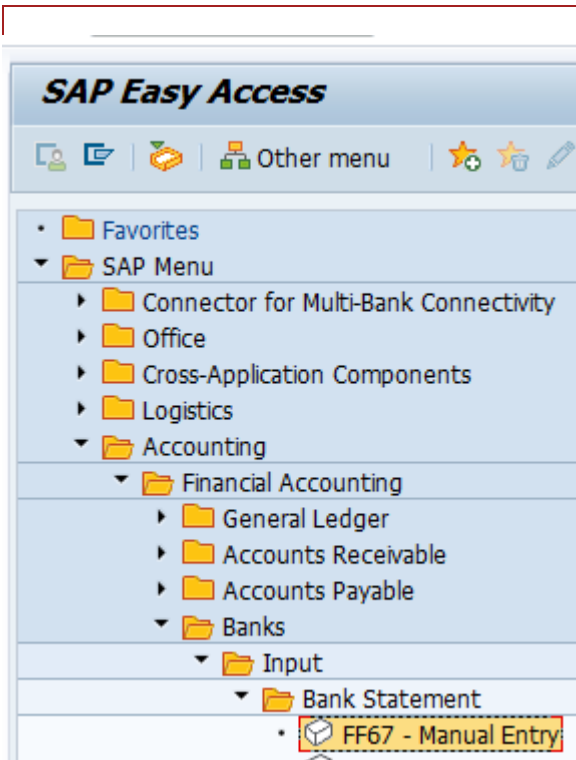
Type

Normal items
 Noted items
 Parked items


G/L Account Line Item Display												
Selections Create Dispute Case												
G/L Account		55100160		HDFC-FORT MUM-57500000352286-MAIN A/C								
Company Code		1000										
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000001	2000000014	ZR	17.02.2020	40	10,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000002	2000000036	ZM	15.02.2020	50	2,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000003	2000000037	ZM	15.02.2020	50	2,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000004	2000000038	ZM	15.02.2020	50	2,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000005	2000000039	ZM	15.02.2020	50	5,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000006	2000000040	ZM	15.02.2020	50	2,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000006	2000000041	ZM	15.02.2020	50	1,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000007	2000000042	ZM	15.02.2020	50	500.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
*	<input checked="" type="checkbox"/>						4,500.00	INR				
** Account 55100160							4,500.00	INR				
G/L Account		55100161		HDFC-FORT MUM-52286-INCOMING A/C								
Company Code		1000										
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200217	1400000023	DZ	17.02.2020	40	1,000.00	INR				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200217	1400000024	DZ	17.02.2020	40	7,100.00	INR				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200217	1400000025	DZ	17.02.2020	40	5,900.00	INR				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200217	1400000026	DZ	17.02.2020	40	11,800.00	INR				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200217	1600000018	DA	17.02.2020	40	11,800.00	INR				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200218	1400000033	DZ	17.02.2020	40	100,000.00	INR				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200219	9000000006	KZ	21.01.2020	50	99,000.00	INR				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200220	1600000027	DA	30.01.2020	40	1,000.00	INR				
*	<input checked="" type="checkbox"/>						38,610.00	INR				
** Account 55100161							38,610.00	INR				
G/L Account		55100162		HDFC-FORT MUM-52286-OUTGOING A/C								
Company Code		1000										
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000001	2000000036	ZM	15.02.2020	40	2,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000002	2000000037	ZM	15.02.2020	40	2,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000003	2000000038	ZM	15.02.2020	40	2,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000004	2000000039	ZM	15.02.2020	40	5,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000005	2000000040	ZM	15.02.2020	40	2,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000006	2000000041	ZM	15.02.2020	40	1,000.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0000001000007	2000000042	ZM	15.02.2020	40	500.00	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20200221	9000000022	ZP	21.02.2020	50	4,900,000.00	INR				
*	<input checked="" type="checkbox"/>						4,885,500.00	INR				
** Account 55100162							4,885,500.00	INR				
G/L Account		*		*								
Company Code		*										
St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text	
***							4,851,390.00	INR				

1.2. Process Manual Bank Statement

SAP Menu	Sap Menu → Accounting → Financial Accounting → Bank- Input → Bank Statement
Transaction Code	FF67



1. Company code- Company code for which you want to run the bank statement
2. House bank- House bank in the company code
3. Account ID- Account ID defined for the bank account defined in the House Bank for which you want to run the bank statement.
4. Statement number- Number by which system will record the bank statement.
5. Statement date- Bank Statement date.
6. Opening balance- As per the statement.
7. Closing balance- As per the statement.
8. Posting date- Date on which you want to transfer the balance.

Click  to go to the line item entry screen

Process Manual Bank Statement

Overview
 Planning types
 Continue

Company Code	1000	Electrosteel Steels Ltd.
House bank	HDF03	HDFC BANK
Account ID	HDF86	HDFC
Statement number	3	
Statement date	29.02.2020	
Currency	INR	

Control	
Beginning Bal.	4,500.00-
Ending Balance	3,500.00-
Posting Date	27.02.2020

Selection of payment advices			
Planning Type	<input type="checkbox"/>		
Statement Date	<input type="text"/>		
Planning Date From	<input type="text"/>	Planning Date To	<input type="text"/>
Characteristic	<input type="text"/>		

Further processing
<input type="checkbox"/> Bank Postings Only

. Enter the bank statement data by completing the following fields for each line item:

- Tran- Determine how and to which account the system is to post the payment.
- Value date- Value date of the line item to be cleared.
- Amount- Amount in the account currency.
- Document No- Accounting Document Number. Using this the system tries to find in customer, vendor, gl account the item which is to be cleared by the payment.
- FC
- FC Amount



Update Account Statement/Check Deposit Transaction



Unit Test Client

Bank statement posting
Processing Statistics

Time 20:42:12 Date 28.02.2020
RFEBBU00/PWC_FI2 Page 1

Posting Ar	Bank Key	Account Nu	Sessn	Group	FB01	FB05	PmtAcc	No Posting	Error	Total	Total Deb.	Total Cred
Bank Accounting	HDFC0000060	57500000352286			0	1	0	0	0	1	1,000.00	0.00
* Bank Accounting					0	1	0	0	0	1	1,000.00	0.00
** Bank Accounting					0	1	0	0	0	1	1,000.00	0.00
Subledger acctng	HDFC0000060	57500000352286			0	0	0	1	0	1	1,000.00	0.00
* Subledger acctng					0	0	0	1	0	1	1,000.00	0.00
** Subledger acctng					0	0	0	1	0	1	1,000.00	0.00
***					0	1	0	1	0	2	2,000.00	0.00

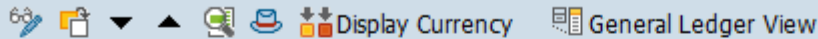
G/L Account Line Item Display



G/L Account 55100160 HDFC-FORT MUM-57500000352286-MAIN A/C
Company Code 1000

St	Assignment	DocumentNo	BusA	Type	Doc. Date	PK	Amount in Local Crcy	LCurr	Tx	Clrng doc.	Text
✓	0000001000001	2000000014		ZR	17.02.2020	40	10,000.00	INR			
✓	0000001000002	2000000036		ZM	15.02.2020	50	2,000.00-	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)
✓	0000001000003	2000000037		ZM	15.02.2020	50	2,000.00-	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)
✓	0000001000003	2000000038		ZM	15.02.2020	50	2,000.00-	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)
✓	0000001000004	2000000039		ZM	15.02.2020	50	5,000.00-	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)
✓	0000001000005	2000000040		ZM	15.02.2020	50	2,000.00-	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)
✓	0000001000006	2000000041		ZM	15.02.2020	50	1,000.00-	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)
✓	0000001000007	2000000042		ZM	15.02.2020	50	500.00-	INR			1400002570 001LM02191140005-ADJ-ENT-ANDHERI (E)
✓	0000001200001	2000000043		ZM	29.02.2020	40	1,000.00	INR			
* ✓							3,500.00-	INR			
**	Account 55100160						3,500.00-	INR			

Display Document: Data Entry View



Data Entry View

Document Number	2000000043	Company Code	1000	Fiscal Year	2019
Document Date	29.02.2020	Posting Date	27.02.2020	Period	11
Reference	HDF03HDF8620003	Cross-Comp.No.			
Currency	INR	Texts Exist	<input type="checkbox"/>	Ledger Group	



Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx
1000	1	40		55100160	HDFC-52286-MAIN A/C	1,000.00	INR	
	2	50		55100161	HDFC-52286-CHDEP CLG	1,000.00-	INR	