# Bank Account Reconciliation

Session: 3 July 7th , 2016

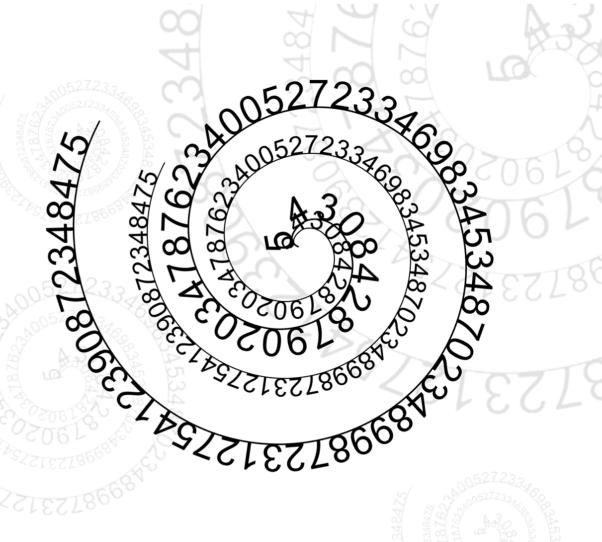
Amber Christian, Ace, LLC





# **Bank Account Reconciliation– Abstract**

Are you automating bank statement functionality in your system? Would you like to better understand the functions and features of bank statements? Are you struggling to understand when to implement different types of reconciliation functionality based on IT availability and want ideas on how to approach the work?



# **Bank Account Reconciliation– Key Takeaways**

- Transaction choices typically used when reconciling bank accounts in your system
- How to choose the appropriate transactions for your business needs
- Functions and features for electronic bank statements



# **Bank Account Reconciliation– Presenter Information**

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# What does Ace do?



We specialize in providing innovative, clientcentric solutions for SAP treasury and cash management needs to clients of all sizes.

We provide project consulting, ad-hoc consulting and on-going support in areas that encompass the involvement of cash and/or financial structure of your organization.

We have deep expertise in the payments space, having implemented in 35 countries.

- SAP Accounts Payable
- SAP Accounts Receivable
- SAP Bank Communication Manager
- SAP Bank Master Data
- SAP Cash Management
- SAP Electronic Bank Statements
- SAP & SWIFT Integrations
- SAP Treasury
- Working capital analysis

Bank reconciliation compares the cash position of the bank accounts in your system to the position on your banks system. Any discrepancies should be noted and resolved.

It is a treasury best practice to perform daily account reconciliation. Why?

- Error detection on failed payments
- Earlier fraud detection
- Accurate account balances
- More accurate view of cash



#### **Bank reconciliation- why automate?**

- There is often good return on investment (ROI) because of the time it takes staff to to manually enter all this information on bank statements and reduction in errors
- Automating statements will expose inconsistencies in upstream processes to streamline overall processes
- Depending upon how manual and time consuming current AR processes are today, there could also be a Days Sales Outstanding (DSO) reduction by automating
- Transactions used to load bank statements can also be used for other activity using clearing account structures such as credit card payments or receipts

#### **Bank Reconciliation**

The typical tools used in SAP implementations to support bank reconciliation include:

- Preprocessing or mapping programs
- Posting mechanism for bank statement activity
- Clearing mechanism for line items

## Posting process for bank statement activity

There are four common ways to post bank statement activity in SAP (outside of country specific programs):

**FF.5** - Transaction that performs an upload of a banking file.

**FEBP** - a transaction that performs posting of an IDOC bank statement file

FF67 - Manual entry of a bank statement

F-04 or FB50 - manual entry of the individual line items against a GL account.

#### **Clearing process for line items**

There are generally three ways to perform the clearing for line items:

**FEBAN** transaction

F-04 - Manual clearing for GL accounts

F.13 - automatic clearing for GL accounts

#### How do you choose an approach?

Criteria to choose:

- 1. Volume how much activity is on this bank account?
- 2. Auditing or Sox control requirements does this help you limit who needs access to accounts?
- 3. Impacts on month end close- can automation of activity help close the books faster?
- 4. Affects on dependent processes- is information required for activities such as cash position for Treasury?
- 5. Technical capabilities- what functionality available in automated transactions that is not available manually? Do I need that functionality? Examples- search strings, user exits, interpretation algorithms, etc.

#### **Considerations for Bank account reconciliation automation**

- Global design of bank statements
- Garbage In- Garbage out
- Search strings and role in automation

Will you standardize layouts around the world? What choices might you have?

- CAMT053 XML
- BAI2
- MT940
- Multicash
- IDOC
- Country specific layouts

Don't automate bad/inconsistent processes- as supportability problems may ensue. Ask questions like:

- Do you have a consistent process for how to handle Direct Debits on this account?
- Are payments originating from this account automated or keyed through a bank portal or other platform? If automated, can we receive information back such as EndtoEnd Id or DME reference number to facilitate clearing?
- Will we receive the file automatically or will it be downloaded from a portal and manually uploaded?
- Is any master needed for postings updated properly?
- Do I have a consistent clearing account strategy?

#### **Search Strings in SAP- their role in automation**

Search Strings allow for special posting in bank statements based on patterns in the note to payee text. Potential examples include:

- Recurring pre-authorized direct debits
- Credit card receipts and fees
- Zero balance account (ZBA) transfers between house banks or other cash sweeps
- Payroll batch payments originating from HR or Third party payroll systems
- Interest earned on bank balances
- Spacing or other numeric problems in invoice numbers
- Application of receipts with virtual account numbers
- Bank Fees

#### **Search Strings in SAP- their role in automation**

#### Examples of symbols help as part of pattern matching:

Character	Meaning	Example
	Or	a b finds a or b
()	Group	c(ac b)d finds cacd or cbd
+	Repetition (as often as you like, must occur at least once)	(ab)+ finds ab or ababababab
*	Repetition (as often as you like, must occur at least once)	ab* finds a or b or abbbbbbb
?	Wildcard	a?b finds a Qb or a1b
#	Digits 0-9	
٨	Slash (searches for special characters)	\#\#\# finds ### and not 123, for example
^	Start of line	
\$	End of line	

## **Search Strings in SAP**

Search strings can also be used to substitute fields based on the patterns. A few examples include:

- Cost Center
- Profit Center
- Text Description
- Project
- Internal Order
- Offsetting GL accounts (example- bank fees, interest expense, etc).

Three BDC fields can be substituted per search string (i.e. posting).

#### **Interpretation Algorithms**

- Interpretation algorithms are standard functionality provided by SAP to address different types of posting scenarios: <a href="https://help.sap.com/erp\_fao\_addon10/helpdata/en/4d/c5efb40c381c36e10000000a42189b/content\_htm">https://help.sap.com/erp\_fao\_addon10/helpdata/en/4d/c5efb40c381c36e1000000a42189b/content\_ <a href="https://help.sap.com/erp\_fao\_addon10/helpdata/en/4d/c5efb40c381c36e10000000a42189b/content\_htm">https://help.sap.com/erp\_fao\_addon10/helpdata/en/4d/c5efb40c381c36e10000000a42189b/content\_ <a href="https://help.sap.com/erp\_fao\_addon10/helpdata/en/4d/c5efb40c381c36e10000000a42189b/content\_htm">https://help.sap.com/erp\_fao\_addon10/helpdata/en/4d/c5efb40c381c36e10000000a42189b/content\_htm</a>
- Custom interpretation algorithms can be built if the standard ones do not meet needs.
- Example- special customer lookup not based on invoice number

#### **Bank Statement functionality in EHP6**

#### **Bank Statement functionality in EHP6**

Two new pieces of functionality are available in EHP6

New transaction for processing bank statements and moving processed files

New functionality for post processing bank statements

*Tip:* The functionality is reversible as part of switch framework in transaction SFW5

• ;<sup>†</sup>, FIN\_BL\_EB\_1 FI-BL, Importing and Postprocessing of th... ✓

#### **Bank Statement functionality in EHP6**

New transaction FEB\_FILE\_HANDLING:

Transaction reads from a logical source path for your bank statement files

Reads dynamic file names based on patterns

Moves and archives files that have been processed

Bank Statement Processing: Import and Forward (Automatically)
🕒 🖬
File Specs
Logical Source Path for Files
Output Control
Print Bank Statement
Print Posting Log
Print Statistics
Separate Lists

## FEB\_FILE\_HANDLING

Process will call the same program as FF.5

Multiple files can be processed as part of run

Simple user interface with limited selection options

Options for file processing are configured for each bank statement

ng: Import and Forward (Automatically)	
ZEBS_DIRECTORY to	
۲ ۲	
	ZEBS_DIRECTORY to

Update Account Statement/Check	Deposit Transaction		
© 〒 = = = = □   H < → H			Sample
US Inc Company Code New York	Bank statement posting Posting Log	Time 21:36:15 Date 03/20/2015 RFEBBU00/WFTCLOUD702 Page 1	output-
Posting Ar Bank Key Name of bank MR no Shrt key Pst. rule ExtI TCode Itm Ty		Value Messages	similar t
Subledger acctng 938573829 Bank of America			similar t
	25 100375 USD 800.00 50 113530 Wells Fargo- Cash USD 800.00	Document 1500000009 was posted in company code 0006	FF.5

nilar to

### FEB\_FILE\_HANDLING

Program is able to handle conditions where no file is available. This allows flexibility for job scheduling for automated interfaces- as the interfaces no longer fail.

Display logs					
🕄 😰 🛠 Technical Information 🛛 📘 Help					
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✓ △ ****Bank Statement Processing***	5				
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<ul> <li>In the statement of the stored in the storage</li> </ul>	1				
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	0 🕱 0 🛆 1 🗖 4	Current Date	Time	User Name	
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Selection screen allows for filtering on all items, or only open items:

C Selection of Bank Statement Items	5		
Hdr data			
Company Code	0006	to	<b>=</b>
House Bank	CITUS	to	<b>E</b>
Account ID		to	<b></b>
Statement number		to	<b>=</b>
Statement Date		to	<b>=</b>
Statement status		to	<b>=</b>
Currency		to	<b>=</b>
Item Data			
Bank Accounting Status	All line items		-
Subledger Accounting Status	All line items		
Amount	Only open transaction Only completed transa		
Bundle number		to	<b>S</b>

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Documents	Assignment On A d More Items	ccount Account	t Assignment Log	Attachment List	Cash Disc Cash Assigned Remainder DiffPostType Text for R

The top section of the screen shows all the items selected.

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	Subledger CoCode House Acct ID St		TC Tran. Name Value	Date AC Amount Acct type Account Attachme In Process
٥	💓 0006 CITUS LCKBX	<u>1 1</u> 03/20/2015 1	69 Business 03/20	0/2015 USD 34,176.42
ank statement :	1 of 2, item 1 (house bank account CITUS I	LCKBX)	Ì	Note to Payee
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For. curr amt				
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Documents	Assignment On Account Accou	int Assignment Log At	tachment List	
	d More Items			
	Remove 🖌 👩			
	d More Items			

The middle section of the screen shows the individual item selected.

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🕽 Next Open Item 🛛 🛅 Worklist 🛛 🖄 🕹 Save 🔛 Simulate 📙 Post 📄 🚹	The bottom
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Bank statement 1 of 2, item 1 (house bank account CITUS LCKBX) Note to Payee	screen
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On Account Amt. USD Credit 💌 Reason code	processing.

count Attachme In Proce

In this example, the customer sent a separate remittance email. The list of documents can be pasted and rescanned to automatically apply the payment.

This can happen for SEPA payments when over 140 characters of remittance exist for a payment

#### All invoices were found. There's a payment difference:

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Cash discounts can be entered

Assigned amounts can be changed. If the amount of the payment did not match the payment can be applied as a partial payment or a payment with a residual item.

Text can be added for the partial payment if desired.

🥦 📕 Edit Ba	ank Staten	ent Item	_			
Next Open Item	Worklis	t 🛛 🖄 🛛 🍪 Save	e 🐯 Simulati 📙 Post	E 🖬		
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artner			Assigned	- 34,176.42	USD	MANUFACTURING CUSTOMER 1800000000
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alue date	03/20/2015		Acct Assgmt	0.00		180000002
osting Date	03/20/2015		DME	0.00		180000003 180000004
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Additional items can be selected based on a variety of selection criteria. This is similar to post-processing in the previous bank reconciliation transaction. Once all the items are selected, the payment is posted.

👼 🖌 Display	Bank Stat	ement	Item												
⊋Next Open Item	Worklist														
Bank Accounti Subl	edger CoCode		Acct ID		MR no S	5tmt date 03/20/2015	BTC	Tran. Nam Business			AC USD	Amount 34,176.42		Attachme <sub>.</sub>	. In Proces
Partner Customer Value date O: Posting Date O:	00214 3/20/2015 3/20/2015		]		ransactior	n Amt	34,	176.42 U	5D	RECE: MANU 18000 18000 18000 18000	IPT	Changed) IG CUSTOMER			
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Upon saving, the item now shows as posted in both the ledger and sub ledger.

The next open item can then be processed until all items are posted.

#### **Questions??**



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#### **Postings Include:**

Electronic bank statements

- Keeping check register up to date in SAP series
- Posting vendor direct debits series
- <u>Clearing ACH payments using DME reference numbers</u>

Payments Same day ACH - series

