

Bank Reconciliation New Process

DEPARTMENT OF POSTS

Ministry of Communications & IT, Government of India

August 17, 2022

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Customer: Department of Posts (DoP)

Project: Core System Integrator (CSI) Program

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Approved By	Approval Date	Authorized By	Authorization Date
Dharmarao G	17.08.2022	Dharmarao G	17.08.2022

Some changes have been made in program in order to overcome the present bank reconciliation issue.

1. Earlier all the check details used to display in fagl03 report in assignment field and while creating bank reconciliation statement user will take these check details in assignment field from fagl03 report.
2. These check numbers comprise of characters, special characters and numbers in it and it has been observed that bank reconciliation jobs are taking time to process these checks when characters are present in it.
3. In order to overcome this, we are changing assignment field in drawing from bank clearing line item to payment document no and last two digits of fiscal year.
4. User now need to upload new statements with the same details that are appearing in fagl03.

Assignment filed Details before changing in fagl03

BB/6~~9000365	4100002210	1013	DZ	13.02.2019	50	101.00-	INR		2132610000	OTHR
BB/6~~9000366	4100001582	1013	DZ	13.02.2019	50	102.00-	INR		2132610000	OTHR
BB/6~~9000379	2900000421	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~9000380	2900000422	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~9000381	2900000716	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~9000383	2900000915	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~9000387	2900000525	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~9000388	2900000423	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~9000389	2900000424	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~9000390	2900000917	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR

Assignment field Details after changing in fagl03

290000042118	2900000421	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~400000	2900000916	1013	KZ	18.02.2019	50	1,000.00-	INR		2132610000	OTHR
BB/6~~9000363	4100001580	1013	DZ	07.02.2019	50	111.00-	INR		2132610000	OTHR
BB/6~~9000364	4100002600	1013	DZ	13.02.2019	50	100.00-	INR		2132610000	OTHR
BB/6~~9000365	4100002210	1013	DZ	13.02.2019	50	101.00-	INR		2132610000	OTHR
BB/6~~9000366	4100001582	1013	DZ	13.02.2019	50	102.00-	INR		2132610000	OTHR

5. Users can check the check details from Fb03- enter document- click on Environment- Check Information. The check details can be found.

DoP – CSI Manual Document program

The screenshot shows the SAP Document Environment menu with 'Check Information' highlighted. Below the menu is the 'Data Entry View' for document 2900000421, dated 18.02.2019, with currency INR. A table below shows transaction details:

CoCd	Profit Center	Item	PK	S	Purch.Doc.	Amount in LC	Account	Description
DOPI	2132610000	1	50			1,000.00	4867000112	Drawing From BankClg
		2	25			1,000.00	3000000030	Himmat Traders

The screenshot shows the 'Check Information' form in SAP. It includes fields for 'Paying company code' (DOPI) and 'Payment document no.' (2900000421). The form is divided into three sections:

Bank details

House Bank	KA472	Bank Key	KASBM0189
Account ID	D0001	Bank Account No.	64053752588
Bank name	SBM TREASURY BRANCH MYSORE		
City	Mysore		

Check information



Check number	BB/6~~9000379	Currency	INR
Payment date	18.02.2019	Amount paid	1,000.00
Check encashment		Cash discount amount	0.00

Check recipient

Name	Himmat Traders
City	1
Payee's country	IN

- Alternatively, user can see the check details in FCHN report by entering the house bank, account ID, bank key and bank account no details.

Check Register

Paying Company Code to

House Bank to

Account ID to

Payroll checks

General Selections Further Selections

General Selections

Bank Key to



















Bank Account No. to

Check number to

Currency to

Amount to

Check Register

Department of Post India Check Register
 New Delhi
 Company code DOPI

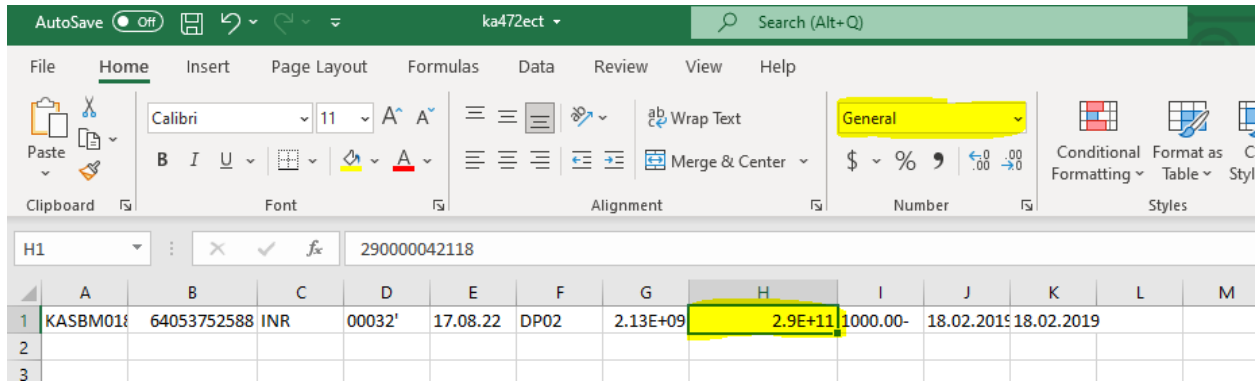
Bank KA472 SBM TREASURY BRANCH MYSORE
 Bank Key KASBM0189
 Acct number D0001 64053752588

Cheque (Outgoing)

Check number from to	Payment	Pmnt date	Crcy	Amount paid (FC)	Recipient/void reason code
BB/6~~9000371	2900000714	15.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000372	2900000313	15.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000373	2900000314	15.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000374	2900000715	15.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000375	2900000111	15.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000376	2900000523	15.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000377	2900000914	15.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000378	2900000524	15.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000379	2900000421	18.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000380	2900000422	18.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000381	2900000716	18.02.2019	INR	1,000.00	Himmat Traders 1
BB/6~~9000382	2900000210	18.02.2019	INR	1,000.00	Himmat Traders 1

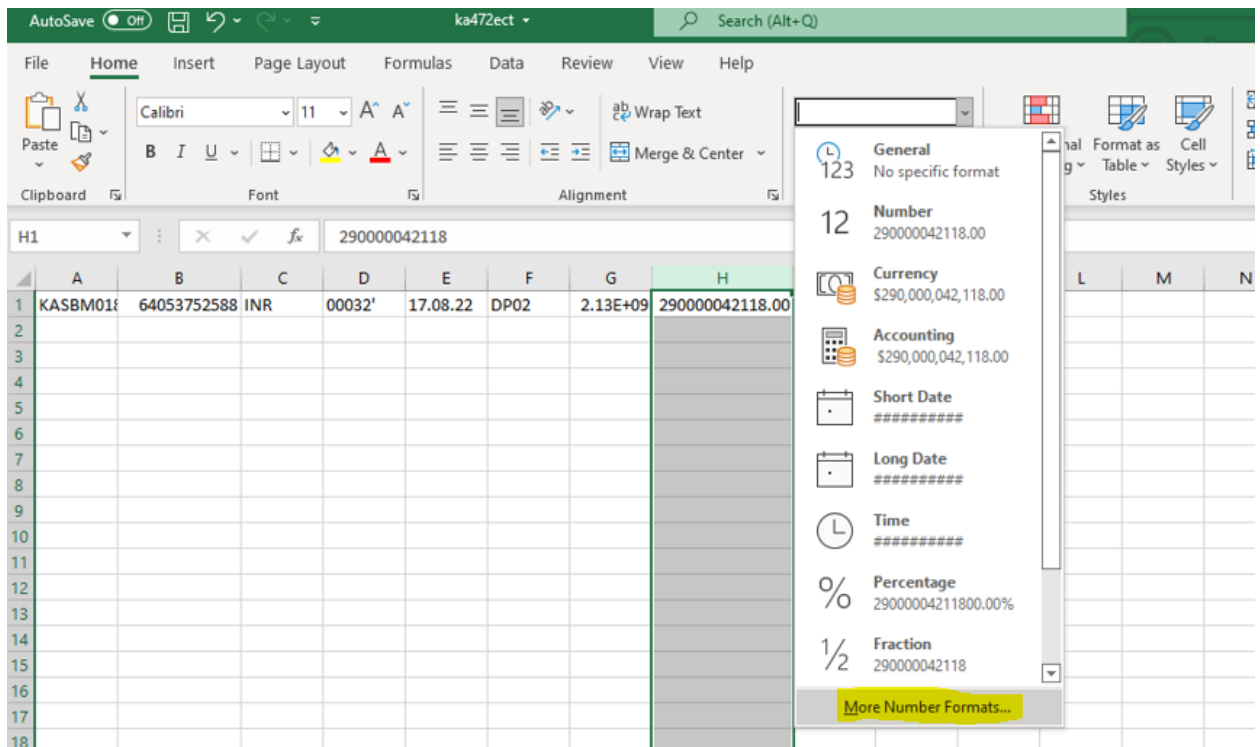
File Creation :

1. Open Excel file
2. Enter the data in excel sheet as shown in fagll03 earlier.

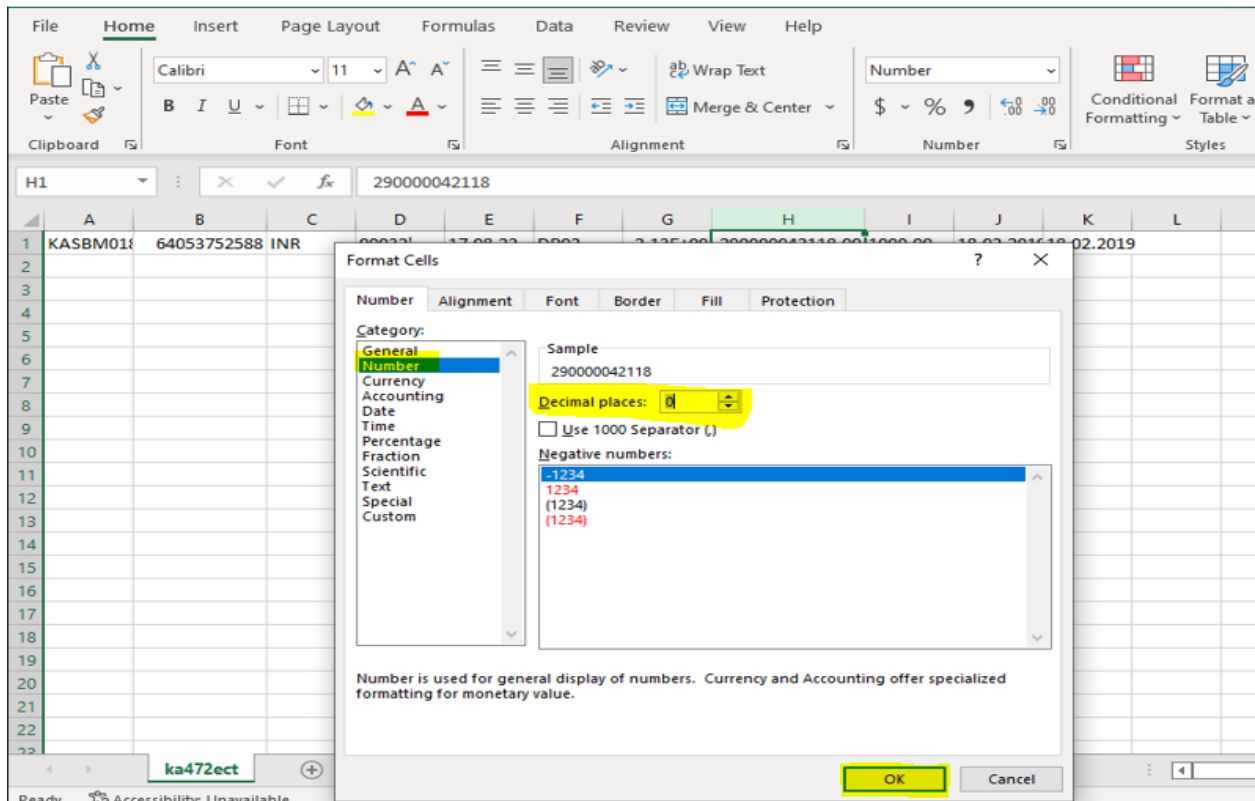


3. While saving file if assignment column or number is showing in this format then change the format of assignment column only from General format to Number format.

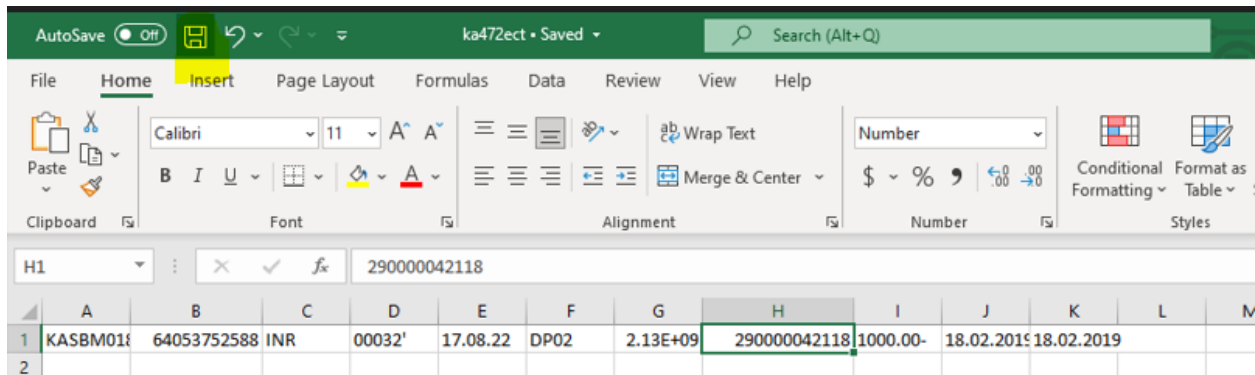
Go to format- drop down menu- click on more number formats as shown below



4. After selecting number format change decimal places to zero and click on ok



5. After changing the number format as shown below click on save the file with a unique identifiable name. The filename should be saved with extension “.csv” format.



6. After saving the file in csv format go to zff67 for bank reconciliation and upload the file in select file option and save the file as earlier process.

Bank statement Edit Goto View Settings System Help

Process Manual Bank Statement

Overview Planning types

Bank Key

Bank Account No.

Currency

Statement Number

Statement Date

Control

Opening Balance

Closing Balance

Posting date

Upload File

Select File

Further Processing

Bank postings only

DoP – CSI Manual Document program

Bank statement Edit Goto View Settings System Help

Process Manual Bank Statement

Overview Planning types

Bank Key	KASBM0189	SBM TREASURY BRANCH MYSORE
Bank Account No.	64053752500	SBM TREASURY BRANCH MYSORE-DRAWAL
Currency	INR	Indian Rupee
Statement Number	32	
Statement Date	17.08.2022	

Control	
Opening Balance	2,386,152.15
Closing Balance	2,384,951.15
Posting date	17.08.2022


Upload File

Select File C:\USERS\1834069\DOCUME

Further Processing

Bank postings only

Statement/list saved



7. The statements will be picked and processed automatically through background jobs.

Pending Open items of previous months:

At present all the pending open items assignment field details of payment document number will be changed from check numbers to payment document and last two digits of fiscal year.

However user can clear all those pending items at month end when feban is unlocked.

There is no need of changing posting period to current period while clearing manually for previous month posted statements.

The previous month posted statements will be cleared based on uploaded details and will not be effected after these changes.

Pending Open items of current month(August,2022):

All the statement posted for this month and not cleared will be reprocessed and cleared at our end if all the details are uploaded correctly.

Please Note – Changes are made only for drawing from bank clearing document numbers and there is no change in remittance process. User need to follow the same process which is being followed until now.