

Automatic Bank Reconciliation – User Manual

DEPARTMENT OF POSTS

Ministry of Communications & IT, Government of India

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Document Release Note

Customer: Department of Posts (DoP)

Project: Core System Integrator (CSI) Program

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Document Approvals

Approved By	Approval Date	Authorized By	Authorization Date
Dharmarao G	04.10.2019	Dharmarao G	04.10.2019

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	04.10.2019		0.2	Dushyant Raj Verma
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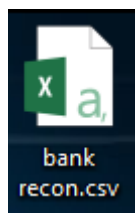
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1. File Creation

- 1) Open a Excel file
- 2) Enter the data as shown below in the screen shot

KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 1	50,000	01.04.2019	01.04.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 2	10000	01.03.2019	01.03.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 3	5000	06.03.2019	06.03.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 4	7000	06.03.2019	06.03.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 5	9000	06.03.2019	06.03.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 6	11000	01.06.2019	01.06.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 7	13000	20.06.2019	20.06.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 8	15000	24.06.2019	24.06.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 9	17000	25.06.2019	25.06.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 10	19000	26.06.2019	26.06.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 11	21000	01.07.2019	01.07.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 12	23000	15.07.2019	15.07.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 13	25000	20.07.2019	20.07.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 14	27000	25.07.2019	25.07.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 15	29000	26.07.2019	26.07.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 16	31000	01.08.2019	01.08.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 17	33000	17.08.2019	17.08.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 18	35000	18.08.2019	18.08.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 19	37000	20.08.2019	20.08.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 20	39000	01.09.2019	01.09.2019
KASBM0189	64057480234	INR	00002'	01.09.2019	DP01	2132610000	ECT [~] 21	41000	12.09.2019	12.09.2019

- 3) Save the file with a uniquely identifiable name
- 4) The filename should be with extention “.csv” as shown in below screenshot



5) The file values are as below

S.No	Name	Values (Example)	Remarks
1	Bank Key	KASBM0189	This is the Bank Key of the Bank for which Reconciliation is to be done
2	Bank Account Number	64057480234	This is the Bank Account number. Use either drawings account or remittance account number in one file
3	Currency	INR	Indian Rupees
4	Statement Number	00002'	Statement Number of that Calendar Year. It has to be in 5 digit
5	Statement Date	01.09.2019	Date on which postings is done
6	Transaction Key	DP01	Use DP01 for remittance, DP02 for drawing if bank accounts are different for drawing and remittance, or as per the case relevant for each unit
7	Profit Center	2132610000	Profit Center of the location for which reconciliation is done
8	Check Number/Bank Reference	ECT~~1	Check number or value in the Assignment field of the line items of Bank G/L for reconciliation
9	Amount	50,000.00	Use "-" sign for drawing item and no sign for remittance item, for example :- 15,000.00- for drawing and 7,777.00 for remittance
10	Document Date	01.04.2019	Document date of the line item
11	Scroll Date	01.04.2019	Scroll Date in the statement received from BANK

2. ZFF67

- 1) Execute T-Code ZFF67
- 2) Select the parameters in the screen as shown below. This is a one time step.

Specifications

Int. bank determin.

Selection of advices

Import advices

Memo record entry

Start variant **DOPI** Dept. of Posts Variant

Cust. matchcode ID D

Vendor matchcode ID K

Further processing

Processing Type 4

Transfer value date

- 3) In the next screen upload the .csv file for bank reconciliation in the Select File option

Process Manual Bank Statement

Overview Planning types

Bank Key

Bank Account No.

Currency

Statement Number

Statement Date

Control

Opening Balance

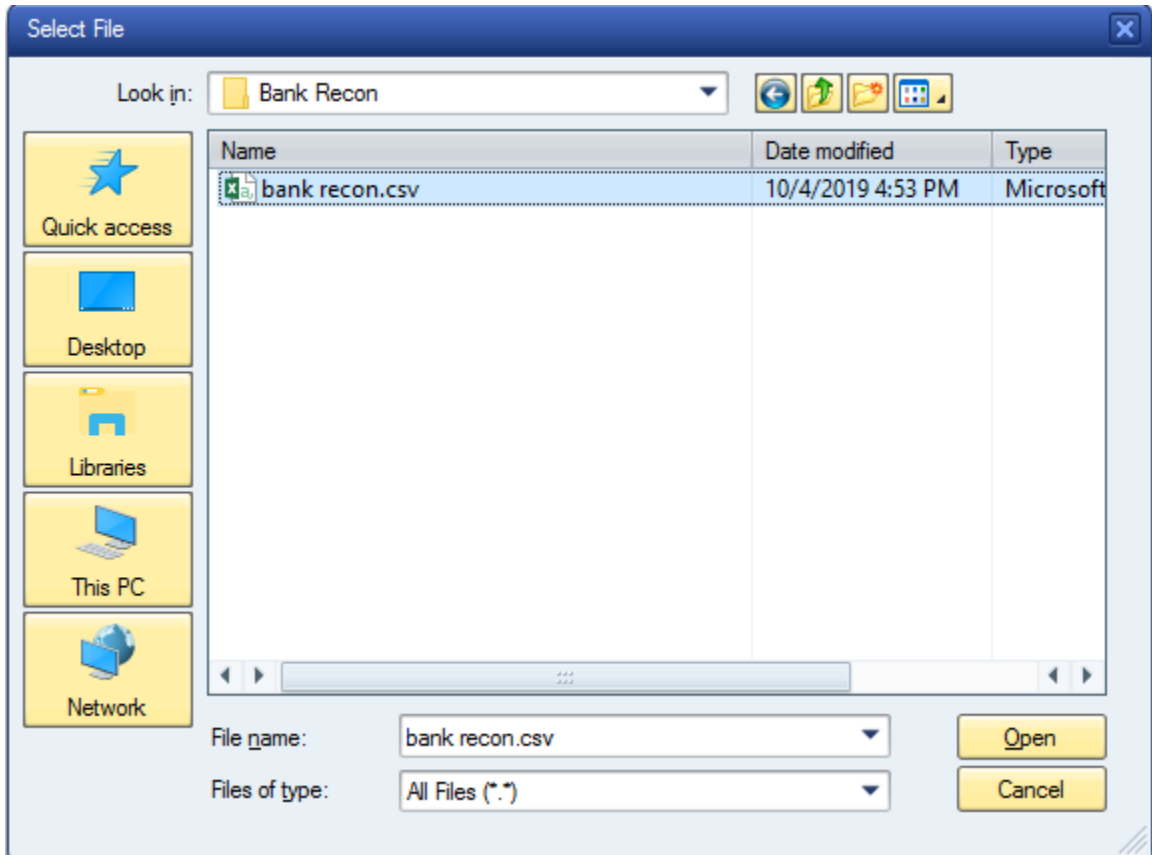
Closing Balance

Posting date

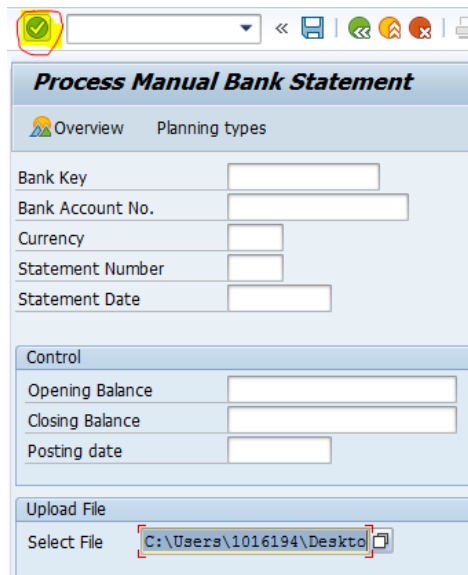
Upload File

Select File

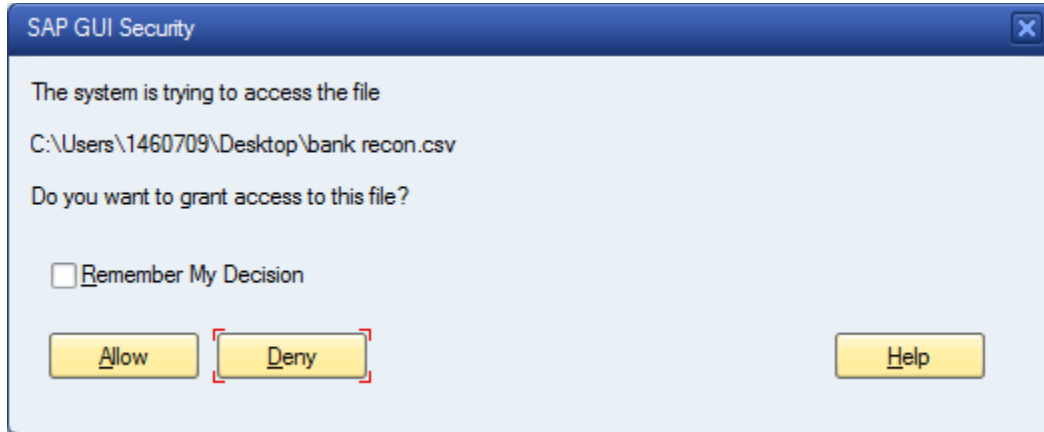
- 4) Select the .csv as shown in the below screen shot



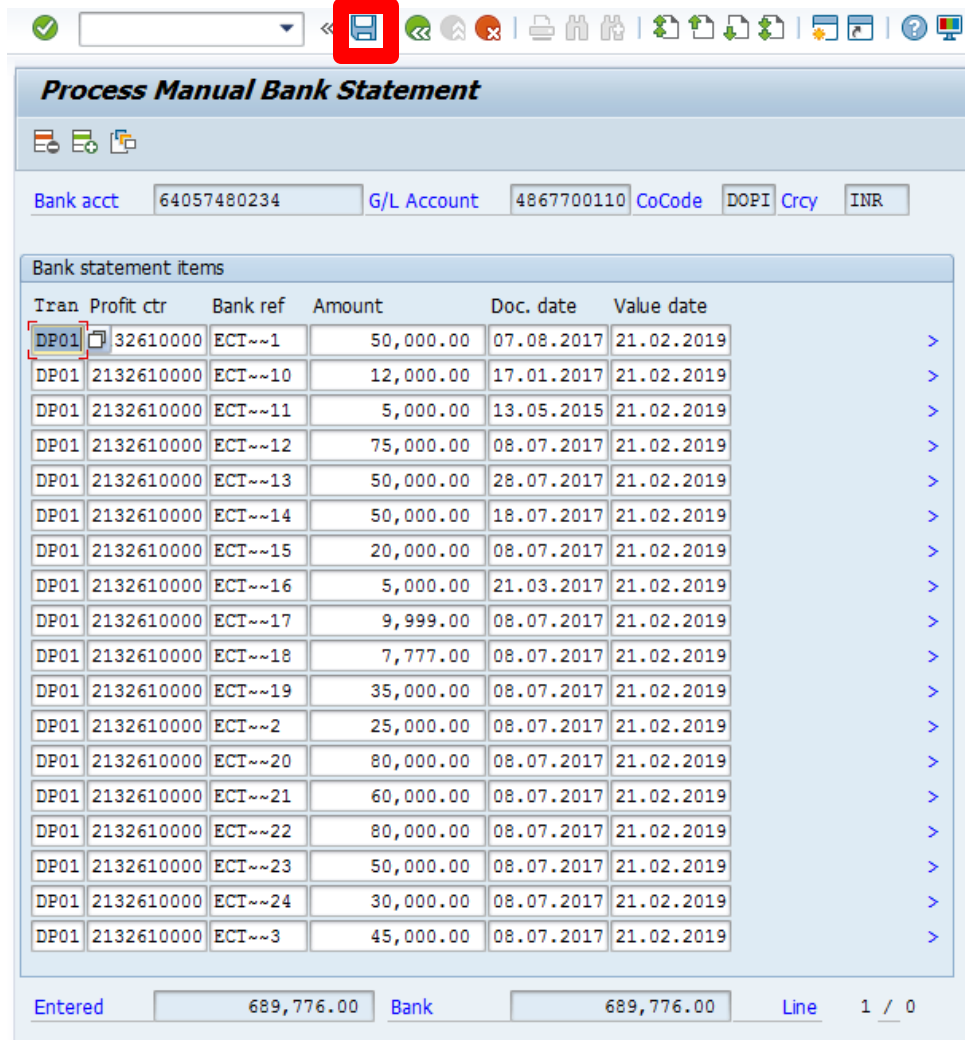
- 5) Press Enter once the file is selected or click on the button as shown below



- Click on “Allow” button to upload the file



- The file will be uploaded.
- The details of the file will appear on the screen as shown below



- Click on Save Button

10) Click Enter for any Warning messages shown while saving the statement

Tran	Profit ctr	Bank ref	Amount	Doc. date	Value date
DP01	32610000	ECT~~1	50,000.00	07.08.2017	21.02.2019
DP01	2132610000	ECT~~10	12,000.00	17.01.2017	21.02.2019
DP01	2132610000	ECT~~11	5,000.00	13.05.2015	21.02.2019
DP01	2132610000	ECT~~12	75,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~13	50,000.00	28.07.2017	21.02.2019
DP01	2132610000	ECT~~14	50,000.00	18.07.2017	21.02.2019
DP01	2132610000	ECT~~15	20,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~16	5,000.00	21.03.2017	21.02.2019
DP01	2132610000	ECT~~17	9,999.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~18	7,777.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~19	35,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~2	25,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~20	80,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~21	60,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~22	80,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~23	50,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~24	30,000.00	08.07.2017	21.02.2019
DP01	2132610000	ECT~~3	45,000.00	08.07.2017	21.02.2019

Entered 689,776.00 Bank 689,776.00 Line 1 / 0

Warning: Values entered are ignored

11) Statement/list will be saved

Process Manual Bank Statement

Overview Planning types

Bank Key KASBM0189 SBM TREASURY BRANCH MYSORE

Bank Account No. 64057480234 SBM TREASURY BRANCH MYSORE-REMITTANCE

Currency INR Indian Rupee

Statement Number 2

Statement Date 20.02.2019

Control

Opening Balance 694,702.00

Closing Balance 1,384,478.00

Posting date 20.02.2019

Upload File

Select File C:\USERS\1016194\DESKTO

Statement/list saved

- 12) The statements saved are then picked and processed automatically through background jobs in a sequential manner (FIFO). The offices can verify the status of the statements uploaded after sometime or on subsequent day through FEBAN.

3. Checking statement status in FEBAN

- 1) Check entries in FEBAN

Hdr data			
Company Code	DOPI	to	<input type="text"/>
House Bank	KA472	to	<input type="text"/>
Account ID	<input type="text"/>	to	<input type="text"/>
Statement number	<input type="text"/>	to	<input type="text"/>
Statement Date	<input type="text"/>	to	<input type="text"/>
Statement status	<input type="text"/>	to	<input type="text"/>
Currency	<input type="text"/>	to	<input type="text"/>

- 2) Enter Company Code, House Bank and Account ID based on your bank account
- 3) Entries will be seen against the statement number as shown below

R0001	
▶	1 1,500.00
▶	1 4,000.00
▶	1 45,062.00
▶	1 75,692.00
▶	2 24,000.00
▶	2 3,500.00
▶	00001 INR 5,145.00
▶	00002 INR 375.00
▶	00003 INR 5,145.00
▶	00004 INR 5,145.00
▶	00005 INR 5,145.00
▶	00006 INR 5,145.00
▶	00007 INR 375.00
▶	00008 INR 375.00
▶	00009 INR 375.00
▶	00010 INR 375.00
▶	00011 INR 375.00
▶	00012 INR 375.00
▶	00013 INR 375.00
▶	00014 INR 375.00
▶	00015 INR 375.00
▶	00016 INR 375.00
▶	00017 INR 375.00