

Financial Accounting SAP Implementation at IESCO

Training Document Bank

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Bank

1 Purpose

Cash management will help to manage and maintain banks and their master data, explore cash operations by walking through the daily cash positioning processes, and how SAP S/4HANA can be used for liquidity planning and liquidity forecasting.

- Discover the impact of new SAP S/4HANA functionality on your cash processes
- Explore new tools for bank account management, cash operations, and liquidity management
- Evaluate deployment options to jump-start cash management.

2 Master Data

Master data - Data that is created centrally and it is valid for all applications. It remains constant over the time but we need to update it on regular basis. Bank master maintenance in SAP is maintenance of Bank directory, and is represented by master data 'Bank key'. Bank directory is a global list of Banks/Financial Institutions maintained in SAP ECC and a Financial/Banking institution is represented in SAP ECC by Bank key master. In the financial world, Banks are identified by unique Bank Ids.

3 Process Steps

3.1 Bank Account Maintenance

Use

Bank account maintenance is an ongoing process catering for addition, deletion, updating of bank details as per business needs. Along with Bank Accounts, GL accounts for the new bank account should also be maintained.

Procedure

1. Open “Manage Bank” App. from Fiori Launchpad.
2. Enter the following information in the below fields:

Field name	Description	User action and values	Comments
Enter Country and Bank Key		Bank Country: For example, PK Bank Key: For example, 123456 Bank name: For example, ABL G6 SWIFT/BIC: For example, BOFAUS4D City: For example, Islamabad	
Create		Choose Create Bank.	

Screen shot for Create Bank initial data entry screen.

Manage Banks Search Menu

Standard Hide Filter Bar Filters Go

Bank Country: Bank Number: City: SWIFT/BIC: Bank Type:

Banks (1,692) **Standard** Search Filter Icon

☐	Bank name	Bank Country	Bank Number	Bank Hierarchy Group
☐	(000000000)	Germany (DE)		
☐	AL-BARQA (ALBR0804)	Pakistan (PK)	ALBR0804	
☐	ALLIED BANK OF PAKISTAN (ABPA0006)	Pakistan (PK)	ABPA0006	
☐	ALLIED BANK OF PAKISTAN (ABPA0025)	Pakistan (PK)	ABPA0025	
☐	ALLIED BANK OF PAKISTAN (ABPA0050)	Pakistan (PK)	ABPA0050	
☐	ALLIED BANK OF PAKISTAN (ABPA0068)	Pakistan (PK)	ABPA0068	
☐	ALLIED BANK OF PAKISTAN (ABPA0069)	Pakistan (PK)	ABPA0069	
☐	ALLIED BANK OF PAKISTAN (ABPA0060)	Pakistan (PK)	ABPA0060	
☐	ALLIED BANK OF PAKISTAN (ABPA0074)	Pakistan (PK)	ABPA0074	
☐	ALLIED BANK OF PAKISTAN (ABPA0086)	Pakistan (PK)	ABPA0086	
☐	ALLIED BANK OF PAKISTAN (ADPA0009)	Pakistan (PK)	ADPA0009	
☐	ALLIED BANK OF PAKISTAN (ABPA0097)	Pakistan (PK)	ABPA0097	
☐	ALLIED BANK OF PAKISTAN (ABPA0098)	Pakistan (PK)	ABPA0098	
☐	ALLIED BANK OF PAKISTAN (ABPA0105)	Pakistan (PK)	ABPA0105	
☐	ALLIED BANK OF PAKISTAN (ARPA0116)	Pakistan (PK)	ARPA0116	
☐	ALLIED BANK OF PAKISTAN (ADPA0131)	Pakistan (PK)	ADPA0131	
☐	ALLIED BANK OF PAKISTAN (ABPA0139)	Pakistan (PK)	ABPA0139	
☐	ALLIED BANK OF PAKISTAN (ABPA0221)	Pakistan (PK)	ABPA0221	
☐	ALLIED BANK OF PAKISTAN (ABPA0223)	Pakistan (PK)	ABPA0223	
☐	ALLIED BANK OF PAKISTAN (ARPA0238)	Pakistan (PK)	ARPA0238	

Create Bank Icon

SAP Create Bank

ADL G6

Bank Key: 123456

GENERAL DATA

Control Data

Control Data		Address	
*Bank Country	PK	Region	
*Bank key	123456	Street	
*Bank name	ABL 02	City	Mumbai
SWIFT/BIC		Bank Branch	
Bank Group			
Bank Number			

Deletion Information

Mark as Deleted ☐

Save Cancel



3. Click Save

Result

In this process bank data will be maintained.

3.2 Perform Bank Reconciliation Manually

Use

The bank credits the collection, the direct debit, the deposited checks and a bank transfer from a customer to your account. As in the case currently under consideration some open items have already been cleared by the automatic payment and the check deposit, the posting of the bank statement in these cases will clear the open items bank clearing account.

Procedure

1. Open "Manage Bank Statements" App. from Fiori Launchpad.
2. Enter the following information in the below fields:

Field name	Description	User action and values	Comment
Get Latest Bank Statement Number		Company Code: 1000 House Bank: AB011 House Bank Account: IP603 Latest Statement: Latest Only And choose Go.	
Get Closing Balance of Latest Bank Statement		Note down the closing balance of the specified bank account, it can be found on the Manage Bank Statements screen.	
Create New Bank Statement		To get the latest imported bank statement number, choose Show Filter Bar if search criteria are hidden, and make the following entries: Company Code: 1000 House Bank: AB011 House Bank Account: IP603 Latest Statement: Latest Only And choose Go.	
Get Closing Balance of Latest Bank Statement		Note down the closing balance of the specified bank account, it can be found on the Manage Bank Statements screen.	
Create New Bank Statement		Choose the button Create Bank Statement. On the New Bank Statement screen, make the following entries: House Bank: AB011 House Bank Account:	

Field name	Description	User action and values	Comment
		IP603 Company Code: 1000 Bank Statement No.: The next Bank Statement Number Bank Statement Date: for example, <Current Date> Opening Balance: for example, 5000 Closing Balance: for example, 4000	
Create Another Bank Statement Item		Choose the button Add in the area BANK STATEMENT ITEMS to create the next item. On the next screen, make the following entries: Manual Transaction: 1000 Amount: for example, -1000 Customer Ref No: for example, 1000004611 And then choose the button Back.	
Save the Bank Statement		On the New Bank Statement screen, choose Save.	
Post the Bank Statement		Choose Post.	

Manage Bank Statements

Standard *

Search

Q

Editing Status:

All

Latest Statements:

☐ Latest Only

Company Code:

1000

House Bank:

AB024

House Bank Account:

IP842

Bank Statement Date:

17.04.2018 - 17.04.2018

Statement Status:

Not Completed

Bank Statement No.:

Adapt Filters (6)

Go

Bank Statements (1)

Standard

Company Code	House Bank Account	Bank Statement Date	Bank Statement No.	Opening Balance	Closing Balance	Statement Status
1000	IP842	17.04.2018	1	0 PKR	499,040 PKR	Not Completed

Screen Shot# 2: Choose Go

Manage Bank Statements
http://ac-hana-2.abacus-global.com:8000/sap/bc/ui5/ui5/u2/ushall/shale/abap/Fiori Launchpad.htm?sap-client=200&sap-language=...

Editing Status:
 Lines: ☐ Lines: Only

Company Code:
 House Bank:
 House Bank Account:
 Bank Statement Date:
 Statement Status:

Bank Statement No.:

Adjust Filters (7)

Bank Statements (0) Standard

Company Code	House Bank Account	Bank Statement Date	Bank Statement No.	Opening Balance	Closing Balance	Statement Status
No results found. Adjust your search and filter settings.						

Screen shot# 3: Choose Save(Ctrl+S).

Bank Statement

AB024

Bank Statement Bank Statement Items

*House Bank Account: IPS1

*House Bank: AB024

*Company Code: 1000

*Bank Statement No.: 2

*Bank Statement Date: 12.31.2018

Opening Balance: 100,000.00

Closing Balance: 100,000.00

Statement Status: Being Filed

Bank Statement Items

Standard

Line Item No.	Manual Transaction	Value Date	Amount	Line 1 of Memo Line	Description	Is Completed
No entries found.						

Draft saved

Save Cancel

Screen shot# 4: Add Bank statement item.

Manage Bank Statements

ADC24 /

Bank Statement Item

*Account Transaction: 3003

*Value Date: 17.04.2018

*Amount: 150.000.00

Payment Amount: 150.000.00

Customer Ref No: 000000000000

Supplier:

G/L Account:

Memo Line:

Unreleased

Add Cancel

Screen shot# 5: Post

Bank Statement

AB024 ALLIED BANK OF PAKISTAN

Create New! Post

Our Entry Date: 1000

House Bank Account: IP842

Bank Statement No.: 2

Bank Statement Date: 17.04.2018

Statement Status: Saved

Bank Statement

Bank Statement Items

House Bank Account: IP842

Bank Statement No.: 2

Opening Balance: 120,000 PKR

House Field: AB024

Bank Statement Date: 17.04.2018

Closing Balance: 345,000 PKR

Our Entry Date: 1000

Statement Status: Saved

Bank Statement Items

Standard

Line Item No.	Manual Transaction	Value Date	Amount	Line 1 of Memo Line	Description	Is Completed
1	-000	17.04.2018	-500 PKR			No
2	3000	17.04.2018	145,000 PKR			No

Result

The bank statement has been entered manually and all corresponding transactions have been posted. The customer invoice was cleared automatically (using the unique reference). The open items on the bank subaccounts have been cleared.

3.3 Bank To Bank Transfer

Use

In this activity you can transfer from one bank to another

Procedure

1. Open “Make Bank Transfer” App. from Fiori Launchpad.
2. Enter the following information in the below fields:

Field name	Description	User action and values	Comment
Enter Transfer Details		From: <account>, for example, 308113 To: <account>, for example, 304123 Amount: for example, 1000 PKR Transfer Date: current date	
Make Bank Transfers		Choose the Make Bank Transfer button at the bottom of the screen.	The Initiate Transfer dialog box displays.
Check and Submit		Verify the amount, from, to, and payment method information. If it is correct, enter a note if necessary and choose Submit.	The system displays a dialog box with a message stating successful payment.

Confirm Transfer		Choose OK to confirm the bank transfer.	. The system creates a payment request and calls a program to complete postings for this payment request. This payment is automatically merged as a batch. You can monitor the status of this batch in the Track Bank Transfer app. For more information, see section Track Bank Transfers.
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1. Enter Transfer details and choose make bank transfer option at the

Make Bank Transfers ▾

Amount:

Transfer Date:

Payment M...:

Note:

From

To

Results: (1)

No filters selected

STANDERD CHARTERED BANK	-6,000.00
	PKR
09904478702	
Tags:	IESCO

Results: (1)

No filters selected

STANDERD CHARTERED BANK	6,000.00
	PKR
01034271301	
Tags:	IESCO

Make Bank Transfer

Reset

Track Bank Transfers

bottom of the screen.

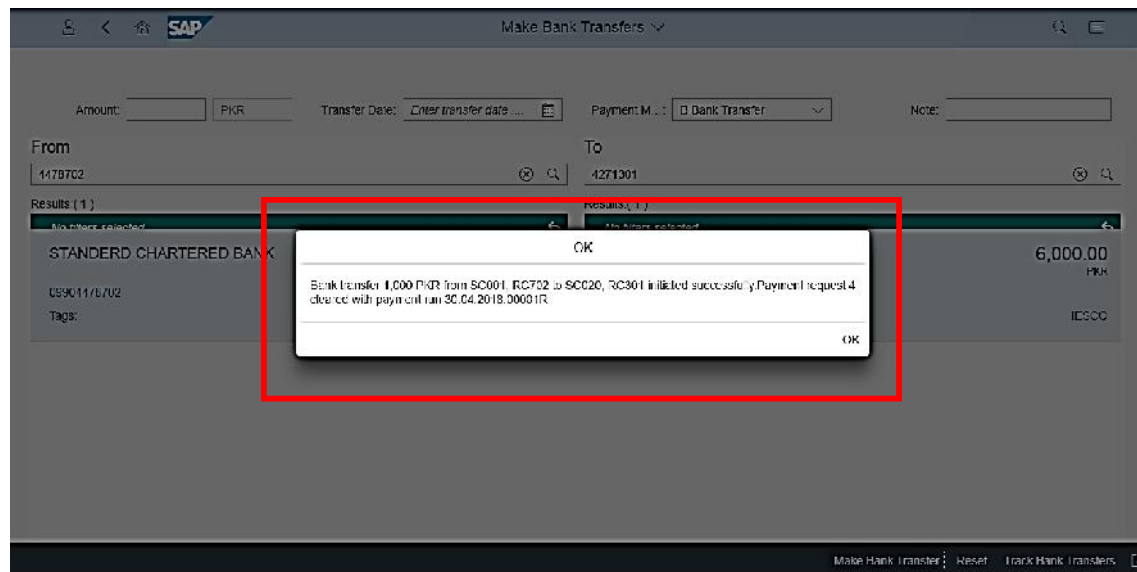
2. Enter a note is necessary and Submit.

The screenshot shows the SAP 'Make Bank Transfers' interface. At the top, there are fields for Amount (1,000), Currency (PKR), Transfer Date (30.04.2018), Payment Method (B Bank Transfer), and Note (Transfer). Below these, a list of banks is shown, with 'STANDERD CHARTERED BANK' selected. A confirmation dialog box titled 'Initiate Transfer' is overlaid on the screen. The dialog contains the following text:

You are about to make the following bank transfer:
 Amount: 1,000 PKR
 From: STANDERD CHARTERED BANK Account 09904478702
 To: STANDERD CHARTERED BANK Account 01034271531
 Payment Method: B Bank Transfer
 Note:
 Transfer

At the bottom of the dialog, it asks 'Are you sure you want to continue?' with 'Submit' and 'Cancel' buttons. In the bottom right corner of the main SAP window, the 'Track Bank Transfers' button is highlighted with a red box.

Finally the transfer has been made.



Result

Bank to Bank transfer has been completed.

3.4 Cash Management

Use

Use this procedure to run the cash management report.

Procedure

1. Open "Display Cash Position" App. from Fiori Launchpad.
2. Make the following entries in Initial Screen then press enter.

Field name	Description	User action and values	Comment
Navigation		Company Code: 1000, Cash Position, Liquidity Forecast, Grouping, Display Date,	Different views can be displayed

Screen shot for cash management report is as below:

 **Cash Management and Forecast: Initial Screen** 

Get Variant... All Selections Save as Variant... More ▾ Exit

General Selections

Company Code: to: 

Business Area: to: 

Further Selections

Cash Position: ☒

Liquidity Forecast: ☒

Grouping: to: 

Display as of:

Display in:

G/L Account Currency Relevant: ☐

Increment

Increment: in Unit:



1. Choose Execute.

Cash Management Forecast screen shot:

Cash Mgmt and Forecast: Currency Overview											
Individual Currency Standard Overview Display Currency Single Record New Display Last Display Refresh More ▾ Exit											
Company Code 1000 Grouping YTOTAL Scaling 0/0 (Cumulated)											
Includes all bank A/C & Vendor/Customer A/C											
Curr.	Long Text	30.04.18	01.05.18	02.05.18	03.05.18	04.05.18	07.05.18	08.05.18	09.05.18	10.05.18	11.05.18
PKR	Pakistani Rup	514,403,474	514,403,474	514,403,474	514,403,474	514,403,474	514,403,474	514,403,474	514,403,474	514,403,474	514,403,474

Result

You have run the cash management report.