

BEST General Ledger Modules

FAQ's



BEST GL Clearing

BEST GL Reconciliations

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1 Overview

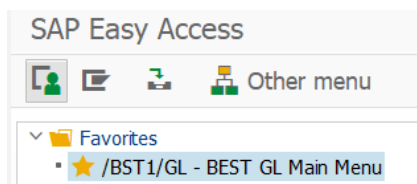
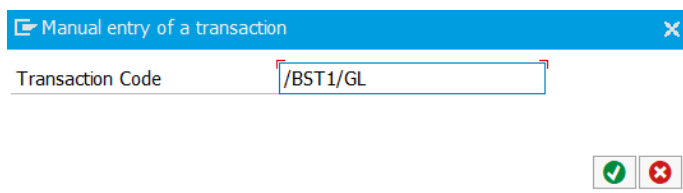
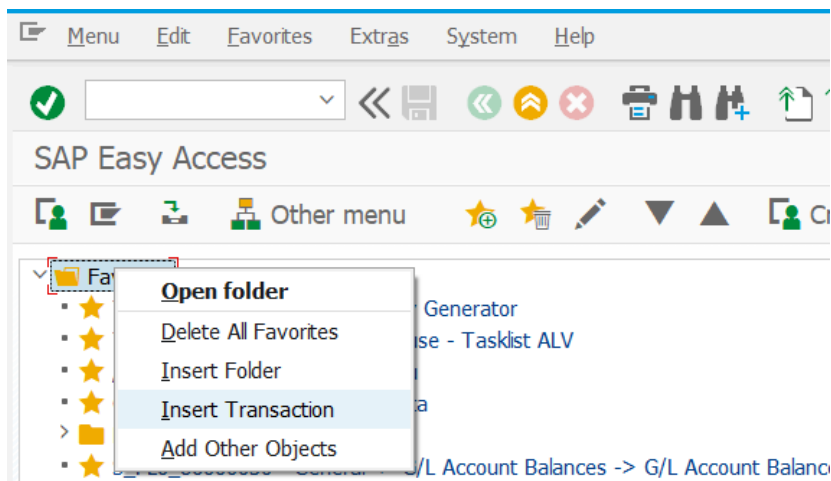
This document has been created to address the common queries raised by new users to the BEST GL Reconciliation modules. For ease of reference, the FAQ's have been split per module and per area of functionality.

2 BEST GL Clearing

2.1 Getting Started

Q1: How do I access the BEST Recon Modules?

A1: The easiest way to access the BEST GL Recon modules is to add transaction code /BST1/GL to your favourites menu. You can do this by right clicking on your favourites folder and select "insert transaction" option and then add the T code.



2.2 Authorisation Related Queries

Q1: I get an error message that I am not authorised for transaction code /BST1/GL

A1: This means your user role has not been given access to the BEST transactions. This you will need to take up with your internal Authorisations team. Run transaction SU53 for the Authorisation failure report and submit this to your Authorisations team for access to the BEST GL Module.

Q2: I can access the BEST GL Main Menu but I can't access a specific report of BEST transaction code.

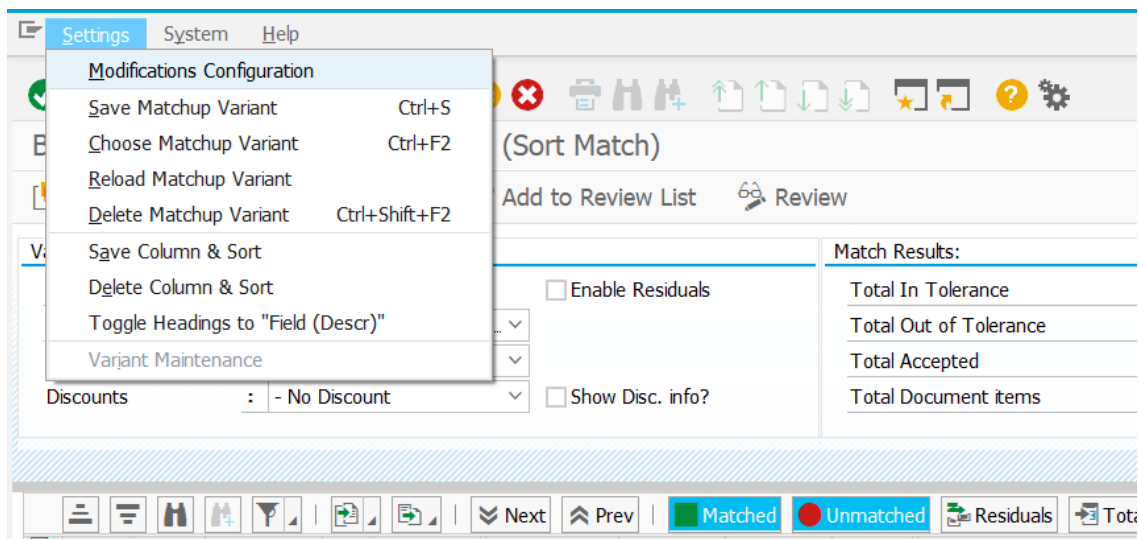
A2: This is also authorisations related and requires an SU53 report to be sent to your internal Authorisations team. This may be that the incorrect role has been allocated to you i.e. Recons instead of Clearing.

2.3 Master Data Queries

Q1: How can I create a Modification set?

A1: Below outlines how to create, save and apply a modification set.

To maintain a modification set, once you have executed a Clearing selection, go to the settings menu as displayed below:



Modifications are located in the "Settings" and select the "Modifications Configuration" Option

Auto Clearing Enhancer - Field Modification Variants Config.

Refresh Delete

Mod. Name : 1S TO 9S Replace 1s with 9s

Created by: NEIL

Settings

Key : 1S TO 9S (short descr. No special characters)

Description : Replace 1s with 9s

A...	Modification action	X	Y
☒	Remove Leading Spaces	☒	
☒	Remove Leading Zeros	☒	
☒	Remove Special Characters		
☒	Condense - No Gaps		
☒	Replace all of x with y	1	9
☐	Upper Case		
☐	Remove first x Characters	5	
☐	Remove first x, Last y Chars	1	3
☐	From start: skip x, compare y	4	10
☐	Remove Alphabetic Characters		
☐	Remove Numeric Characters		
☐	Condense		
☐	Replace any of x with y	abc	-
☐	Translate using x and y	a1b2c3	z4
☐	Lower Case		
☐	From end: skip x, compare y		4

Test area:

Value	Result
0000123456789000	923456789000
00123456789	923456789
00123456789 ABC	923456789ABC
000-123456789-00	92345678900
00 .123456789.00	92345678900
000 123456789 0	9234567890
left-123456789-RIGHT	left923456789RIGHT
12345MIDDLE12345	92345MIDDLE92345
12345-middle-12345	92345middle92345
/usr/tmp/2014-09-12 File123.txt	usrtmp20940992File923txt
C:\usr\tmp\2014-09-12 File123.txt	Cusrtmp20940992File923txt
19971023 12345 Hello ABC	9997902392345HelloABC

Run Test Auto run

Here you can select modifications (items in the left hand list) and save them with a unique indicator.

To name your Modification Set, update the Key and Description fields and then click the save button. Once saved, your modification will be available in the drop down list of modification sets.

Once in the clearing screen and looking at the “Columns” that are displayed, you can select a modification to be applied to a reference. Any saved modification will appear and can now be assigned to a column – i.e. Reference field.

Settings System Help

BEST - Open documents selection - (Sort Match)

Add to list Settings Add to Review List Review

Column Settings:

Clear Sorts Clear Mods

Columns: 20191101150246 Reference Clear...

Locate:

C...	Description	Modification
1	Document Header Text (BKTXT) Doc.Heade...	1 20181022094817 Common Settings
2	Reference (XBLNR) Reference	15 TO 9S Replace 1s with 9s
3	Posting Date (BUDAT) Pstng Date	20181022094817 Common Settings
4	Document Date (BLDAT) Document Date Do...	4S WITH 9S Replace 4s with 9s

ACCNT COPYAWKEY Copy AWKEY COPYBELNR Copy BELNR COPYBELNR&BUZE Copy BELNR & BUZEI COPYBUKRS Copy BUKRS COPYGJAHR Copy GJAHR HDR TEXT Line Item text LINE TEXT reference REFERENCE REMOVE LAST 8 Remove last 8 characters

CoCo...	Account	DocumentNo	Item HeaderTe...	Reference	Pstng Date	Doc. Date	Profit Ctr Text (SGTXT)	Total 1 Curr...
HEN1	W004	1900053837	1	1100339346	26.04.2017	26.04.2017		0.01- ZAR
HEN1	W004	1900008081	1	1103974340	17.11.2016	17.11.2016	STOCK CAPT INCOR	0.01- ZAR
HEN2	S204	1800089836	1	1111622054CR	25.05.2018	25.05.2018	CEREBOS CHARGED	83.72 ZAR
HEN2	S204	1800089842	1	1111631772CR	26.05.2018	26.05.2018	CEREBOS CHARGED	83.72 ZAR
HEN1	W004	1900000661	1		31.05.2018	31.05.2018	5204 PMTT	12,331.07- ZAR
HEN1	W004	1900000664	1		31.05.2018	31.05.2018	5204 PMTT	12,331.07 ZAR

Q2: How can I use a “Calculation” field to replicate the Company Code value to use as part of my clearing criteria?

A2: To add a “CALC” field to you display, search for any one of the 5 available CALC fields, being:

- CALC1
- CALC2
- CALC3
- CALC4
- CALC5

This is shown in the below screen shots:

BEST - Open documents selection - (Sort Match)

Add to list
 Settings
 Column Match
 Add to Review List
 Review

Column Settings:

Clear Sorts
 Clear Mods

Columns:

C...	Description	From 123	Modification
1	☒ Document Header Text (BKTX) Doc.Heade..	1	
2	☒ Reference (XBLNR) Reference	2	
3	☒ Posting Date (BUDAT) Pstng Date		
4	☒ Document Date (BLDAT) Document Date Do..		

Locate:

Filter: ☒ Visible ☐ Sorted ☐ Modded ☐ All

Enter a CALC value in the Locate screen and click the find binoculars

BEST - Open documents selection - (Sort Match)

Add to list
 Settings
 Column Match
 Add to Review List
 Review

Column Settings:

Clear Sorts
 Clear Mods

Columns:

C...	Description	From 123	Modification
11	☒ Special G/L ind. (UMSKZ) Special G/L ind SGL ..		
12	Total 1		
	☐ Text (CALC1) Text		

Locate:

Filter: ☒ Visible

Select the tick box to include the field in your display

BEST - Open documents selection - (Sort Match)

Add to list
 Settings
 Column Match
 Add to Review List
 Review

Column Settings:

Clear Sorts
 Clear Mods

Columns:

C...	Description	From 123	Modification
11	☒ Special G/L ind. (UMSKZ) Special G/L ind SGL ..		
12	☒ Text (CALC1) Text		
13	Total 1		

Apply
 Reset

Locate:

Filter: ☒ Visible ☐ Sorted ☐ Modded ☐ All

Once the tick box is selected, you can edit the field description to be relevant. In this case I am going to use the Calc field to replicate an account number. I will therefore rename it "Account" and then need to click on the "Apply" icon for these changes to be applied to the current view.

NOTE: Only after clicking apply is the field added to the current display.

BEST - Open documents selection - (Sort Match)

Add to list
 Settings
 Column Match
 Add to Review List
 Review

Column Settings:

Clear Sorts
 Clear Mods

Columns:

C...	Description	123	Modification
11	Special G/L ind. (UMSKZ) Special G/L ind SGL		
12	Account		
13	Total 1		

Locate: Filter: ☒ Visible ☐ Sorted ☐ Modded ☐ All

The field is now added but is blank because no modification has as yet been selected.

From the drop down, I must select the relevant modification (in this case account number) and then apply the changes. Once done, the Account column should now replicate the Account number of the line item.

Note – in the modification you can add additional steps such as to remove the leading zeros from the account number.

BEST - Open documents selection - (Sort Match)

Add to list
 Settings
 Column Match
 Add to Review List
 Review

Column Settings:

Clear Sorts
 Clear Mods

Columns:

C...	Description	123	Modification
11	Special G/L ind. (UMSKZ) Special G/L ind SGL		
12	Account		ACCNT
13	Total 1		

Locate: Filter: ☒ Visible ☐ Sorted ☐ Modded ☐ All

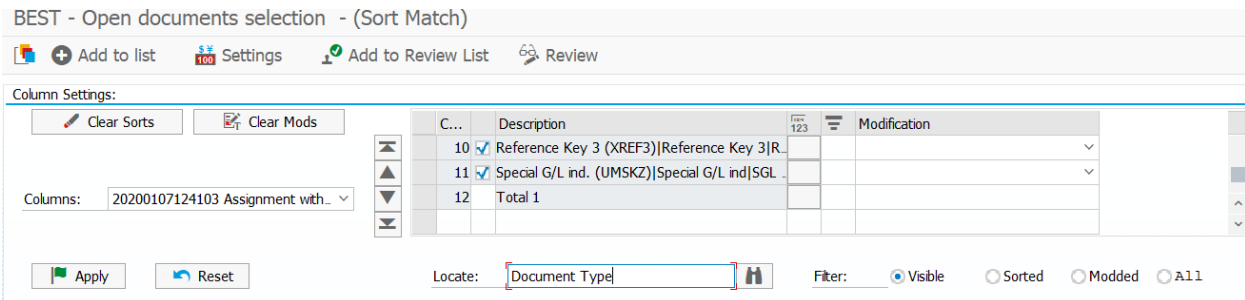
Modification assigned and applied.

CoCode	Account	DocumentNo	Item	HeaderText	Reference	Pstng Date	Doc. Date	Profit Ctr	Text (SGTXT)	Assignment (ZUONR)	Ref. Key 1	Ref. Key 2	SGL Ind.	Account	Disc(%)
0001	A16	1800001424	1			10.02.2019	10.02.2019			7564573473467				A16	2.000 25
0001	A16	1800001425	1			10.02.2019	10.02.2019			0009876544356				A16	2.000 25
0001	A16	1800001426	1			10.02.2019	10.02.2019			354655487				A16	2.000 25
0001	A16	1800001427	1			10.02.2019	10.02.2019			4543675869768				A16	2.000 25

The account value is now replicated in my new column which can be used for Sort and Column matches.

Q3: How can I add a field to the display to use and save as a new column set?

A3: To add a new field and save it as a new column set, follow the below steps:

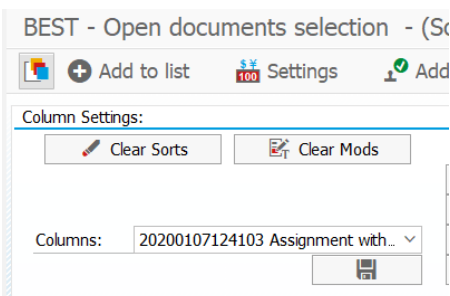


Enter the field in the Locate search and click on the search icon (Binoculars).

C...	Description	123	Modification
10	☒ Reference Key 3 (XREF3) Reference Key 3 R...		
11	☒ Special G/L ind. (UMSKZ) Special G/L ind SGL ...		
12	Total 1		
	☐ Document Type (BLART) Document Type T...		

Select the tick box and then the apply icon for the field to be added to your display. The field will be displayed.

To save a new Column Set, click on the save icon and follow the prompts. If you are changing your own Column Set you can overwrite the existing layout, or else save a new one. If the layout is not your, you can only create a new layout.



2.4 General Clearing Functionality

Q1: How can I change the Clearing criteria applied to a selection.

A1: To change the clearing criteria, you can select any column in the display and use the Sort ascending or Descending icon. The sort will be applied to the columns in the order that they were selected. Unique subtotals will be created based on the fields included in the selection.

Q2: I have selected items on an account but no items are listed in the output. Why is this?

A2: There could be several reasons that include the below possible reasons:

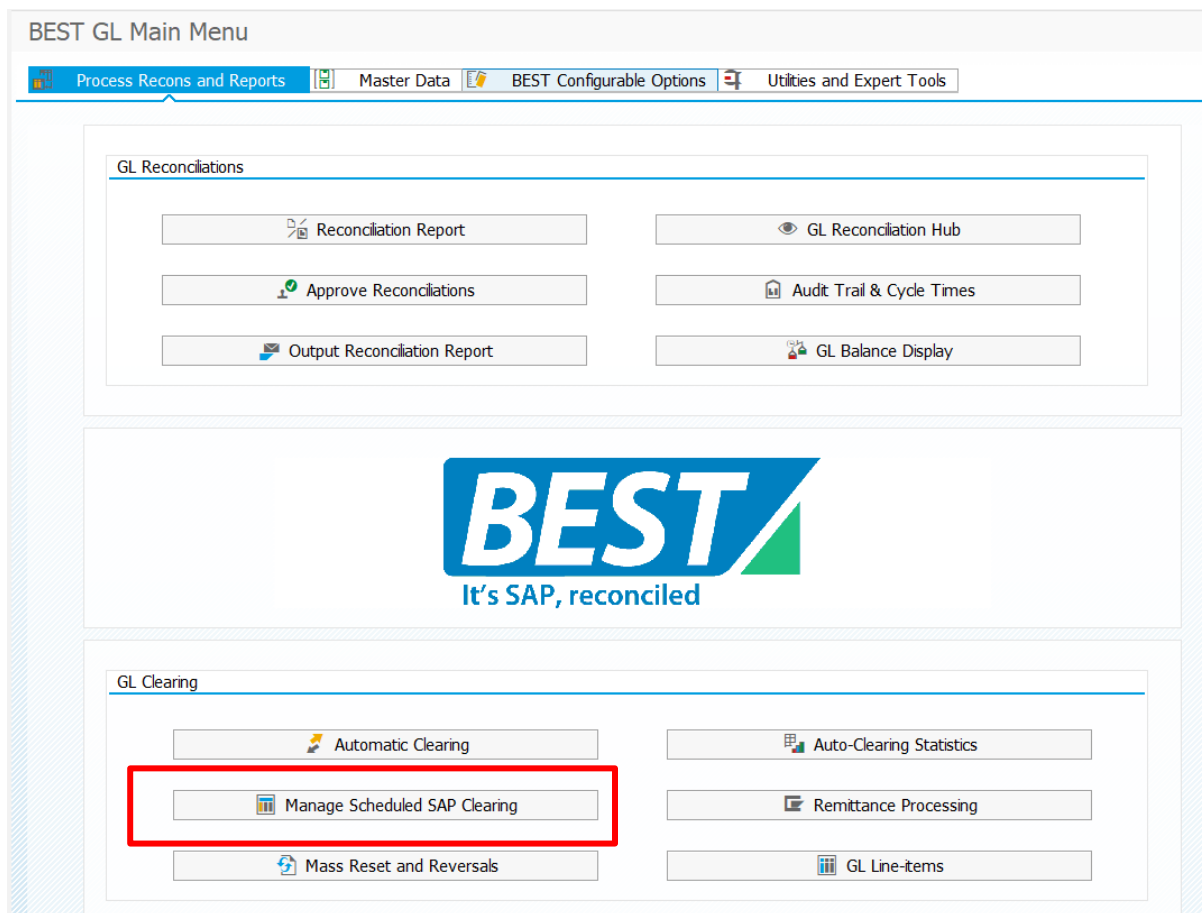
- The account is not open item managed (i.e. a recon account or income statement account).
- The items have already been cleared and are no longer open on the account.

Q3: I have matched items that total Nil but the batch is still reflected as not eligible for Clearing?

A3: The only reason for this would be that the items within the group relate to the same document number. A control within BEST GL Clearing is that there must at least be two unique document number in a Grouping.

Q4: If I want to process batches in the background automatically, how can this be done?

A4: Follow the below steps in order to create an automatic job to process clearing batches.



Select the “Manage Scheduled SAP Clearing” Icon

Scheduled SAP Clearing Manager

Session Overview (SM35) Background Job Overview (SM37)

Session Selection

Created on	28.04.2021	to		
Creation time	00:00:00	to	00:00:00	
Batch input session	BST_*	to		
Created by		to		
Status	=	to		

Processing options for batch-execution of sessions

Maximum time(secs) per Session 300

☒ Stop when max. time exceeded

☐ Process all selected Sessions

Select the relevant date information to be used for the job execution. This could be the current date, or a range of dates. The default is set to run for the current date, and select any new jobs created with the "BST_" prefix.

An important selection is the "Process all selected Sessions".

With this unselected, one can run the program to view the sessions per the date selection. Once selected and executed, the jobs will be processed when executed.

For a background job that is to post the sessions, this should be selected.

With the selections updated, the job can then be executed in the background as per normal and a periodic recurrence can be applied if required.

Program Edit Goto System Help

Execute F8

Execute and Print Ctrl+P

Execute in Background F9

Exit Shift+F3

Session Overview (SM35) Background Job Overview (SM37)

Session Selection

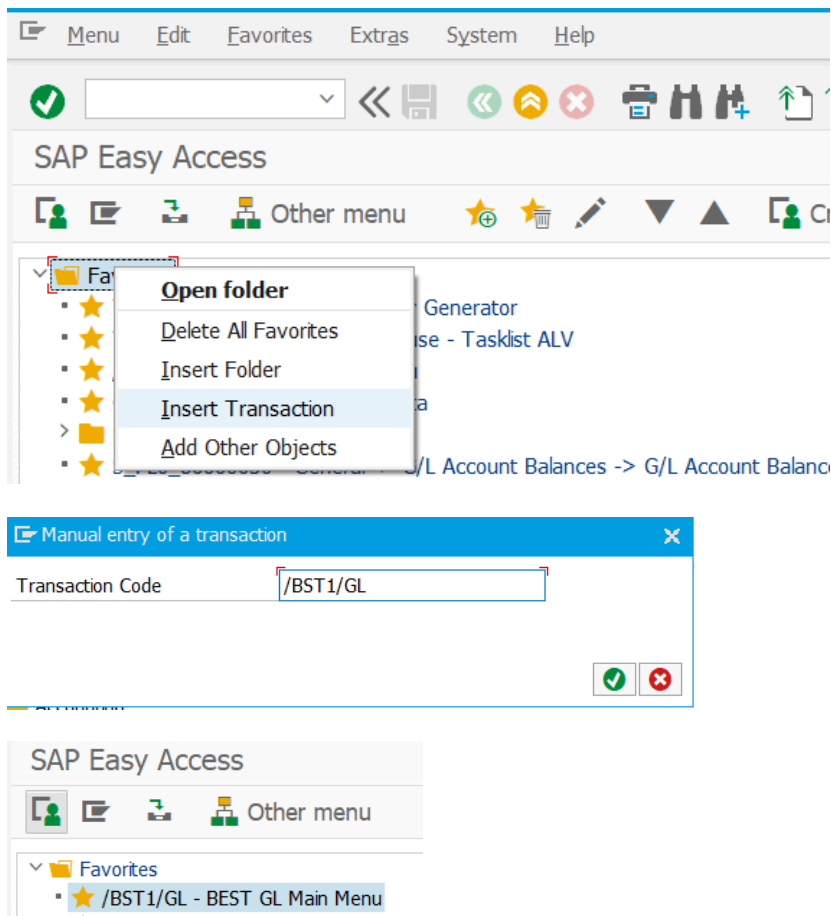
Above is an example of how it can be scheduled to run daily at 9pm in the evening.

3 BEST GL Reconciliations

3.1 Getting Started

Q1: How do I access the BEST Recon Modules?

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3.2 Authorisation Related Queries

Q1: I get an error message that I am not authorised for transaction code /BST1/GL

A1: This means your user role has not been given access to the BEST transactions. This you will need to take up with your internal Authorisations team. Run transaction SU53 for the Authorisation failure report and submit this to your Authorisations team for access to the BEST GL Module.

Q2: I can access the BEST GL Main Menu but I can't access a specific report of BEST transaction code.

A2: This is also authorisations related and requires an SU53 report to be sent to your internal Authorisations team. This may be that the incorrect role has been allocated to you i.e. Clearing instead of Recons.

3.3 Master Data Related Queries

Q1: If I need to update a GL Master record, or create a new Master data item (i.e. a reason code), how can I do this?

A1: The master data maintenance is managed via specific transaction codes which are assigned to specific users. Access to Master data transactions will be allocated according to the required MD policy applied within your business. The Master data change or request will need to be logged with the respective users to facilitate this change for you. This will typically be done via the helpdesk change process.

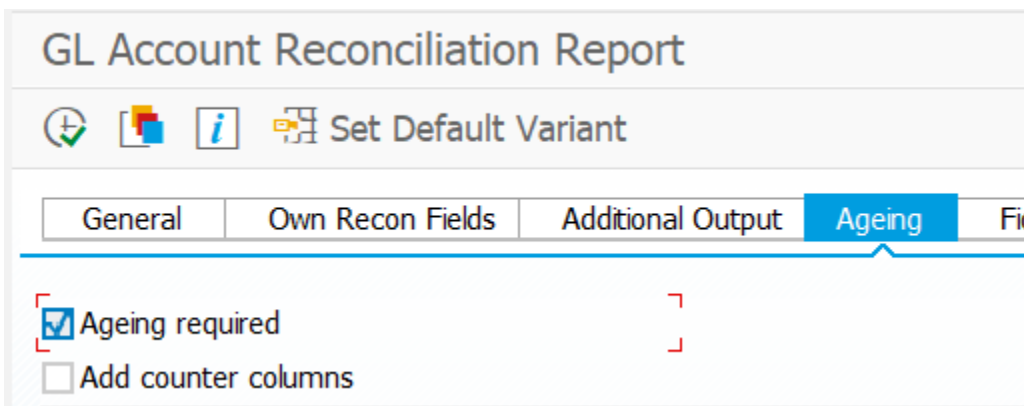
3.4 Reconciliation Report Functionality

Q1: How can I change the output of the recon report?

A1: The output of the reconciliation report is managed via normal SAP Standard Display Variants. These can be selected at the outset when executing the report. Or they can be selected whilst in the report from the list of existing layouts. You are also able to change the existing layout by including a hidden value, or by hiding an existing value. As the Report is an ALV report, one can very easily filter, sort and subtotal by any field in the display. Once you are happy with the display, you can save this as your own display variant that you can use again going forward. Again, standard SAP functionality applies, whereby you can create both Global variants, and user specific variants.

Q2: Can I include ageing on the recon report output?

A2: To include ageing on your recon report, you need to only select the ageing option from the appropriate table on the Recon Report. Below illustrates the Tab and relevant settings that can be applied prior to running the report.



The screenshot shows the 'GL Account Reconciliation Report' interface. At the top, there are icons for a checkmark, a document, an information icon, and a 'Set Default Variant' button. Below these are five tabs: 'General', 'Own Recon Fields', 'Additional Output', 'Ageing', and 'Filter'. The 'Ageing' tab is currently selected and highlighted in blue. Under the 'Ageing' tab, there are two checkboxes: 'Ageing required' which is checked (indicated by a blue square), and 'Add counter columns' which is unchecked (indicated by a white square).

On the "Ageing" tab, select the Ageing required tick box for the ageing fields to be included in the output.

GL Account Reconciliation Report

Set Default Variant

General Own Recon Fields Additional Output **Ageing** Fiori Extract

☒ Ageing required

☐ Add counter columns

Ageing Period (In Days)

1st period (days)	30
2nd period (days)	60
3rd period (days)	90
4th period (days)	120
5th period (days)	150
6th period (days)	180
7th period (days)	210

Ageing Date Determined By

☒ Document date
☐ Posting date

Transactions To Be Aged

☒ Select items as per reconciliation reporting

Ageing Base Date

☐ Today's date
☒ Recon date

Additional Ageing settings can be tweaked as required. When the report is run, you can then add the ageing columns to you existing layout, or select an existing layout that includes ageing.

Q3: How can I add information to a reconciliation line item?

A3: You can add additional information to a line item by selecting the “add supplementary data” icon on the line item. This icon is displayed below. When selecting this icon, the following fields are available for update:

- Reason Code
- Free text
- 3 Custom Fields

In addition to the above, a Long text can also be updated. This is accessed by selecting the Long text icon – also displayed below.

Supplementary data Icon:



Which open the following pop up:

Maintainable Supplementary Details		
Profit Center		
Reason Code		
Free-text		
Own Recon Fields		
Custom 1		
Custom 2		
Custom 3		

The Long text can be accessed via the long text icon:



Which then allows for text to be updated:

The screenshot shows the SAP Word editor interface. The ribbon includes tabs for Clipboard, Editing, Styles, and Proofing. The main text area displays the text: "Long Text updated on recon line item."

Q4: can I update information on multiple lines simultaneously, and how?

A4: Mass update functionality is available for the Supplementary data fields. To update multiple lines, one need to select the lines to be updated on the recon, and the select the mass update icon:

Supplementary Data Mass Update

When selected the following pop up will appear:

One, or all, of the fields can be updated. Select the tick box on the left to indicate which field is too be updated. In the example above, only free text is selected and a value provided.

Click on Mass copy, and the value will be applied to the selected recon lines.

Q5: Can I change the sub total criteria?

A5: Yes – the report is an ALV report which allows for flexibility in the display. Merely select the columns to be used in the sub total and use the subtotal icon to apply the subtotal logic.

A good tip for toggling between sub total levels is to use the below functionality:

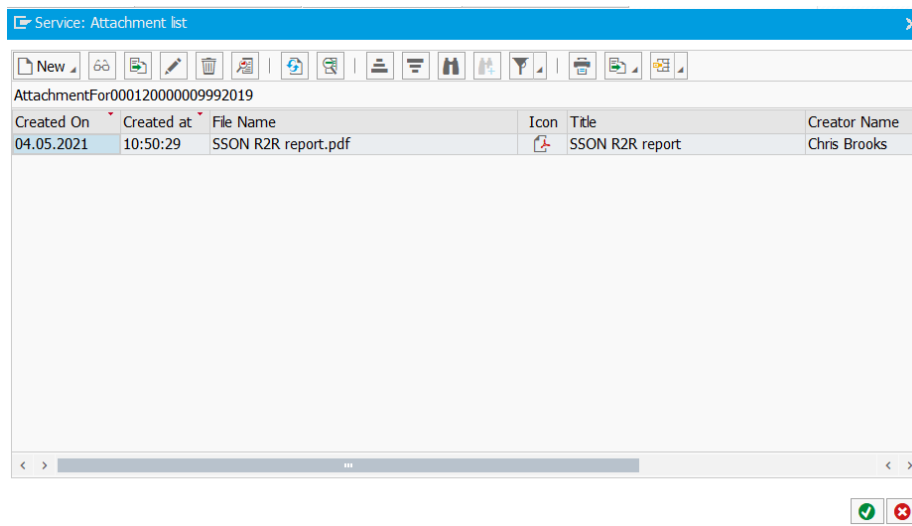
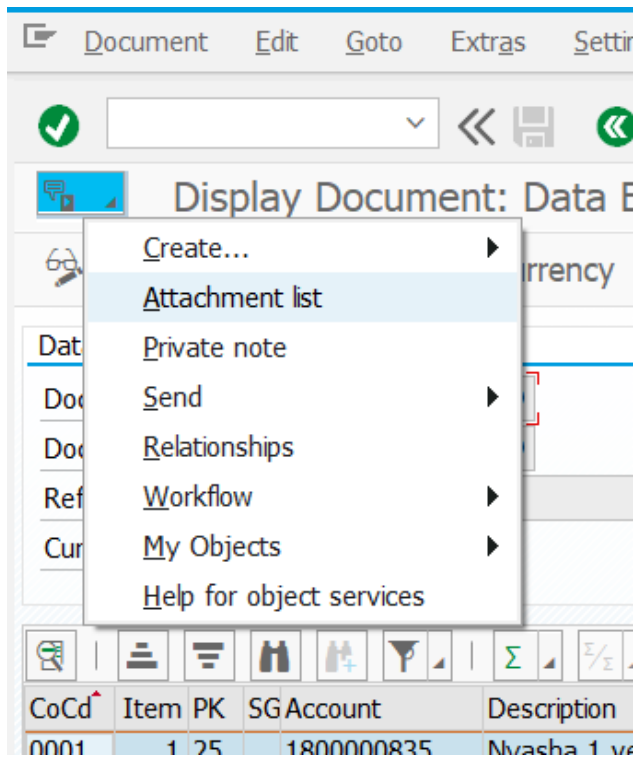
On the subtotal icon, select the arrow on the bottom right to be able to select the “Drilldown Total Level” option

From here you can select the relevant level the subtotal is to be displayed at. Using this option can get you to the correct sub total level a lot quicker than trying to expand or contract the sub total levels manually.

Level	Subtotals criterion
0	Non-total lines
1	Category ID + Description
2	GL Account No.
3	Recon (group) company code

Q6: Can I see attachments that have been made to a SAP document?

A6: Yes you can. From the Recon Report you are able to drill down into the SAP document itself. This you can do by clicking on the document number in the Recon Report. Effectively this takes you to a normal SAP document display (FB03) and from here you can view any attachments made to the document in the normal SAP manner.

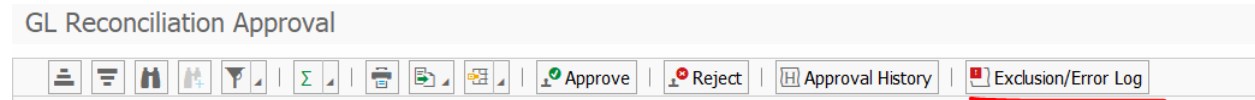


3.5 Approval Functionality

Q1: When I run my approval selection I cannot see any Reconciliations listed?

A1: reconciliations may not be visible in the approval list for several reasons. The best way to identify why your expected reconciliation is not shown is to use the "Exclusion/Error Log" Icon to display why recons are not displayed.

This icon is displayed below:



Selecting this will display all the reconciliation that are not displayed for approval, and the reason it is not displayed. The reason for exclusion could be for some of the following reasons:

- You may not be authorised to approve the Reconciliation. This could be lack of authorisation for the Approval Strategy assigned to the GL account. Or perhaps lack of authorisation to the level of approval required.
- You may have performed Level 1 approval and are therefore not able to view the reconciliation as no consecutive approvals are allowed to be done.
- The reconciliation may have already been finalised and therefore not available for any further approval. To view finalised reconciliations, you must select the tick box to display finalised reconciliations.
- The GL may have a master data related issue – i.e. No approval strategy assigned.

Q2: when I check the error log, I see that I am not authorised to approve my Reconciliation. What must I do?

A2: This issue may require 1 of 2 different solutions. The first is that perhaps the incorrect approval strategy is assigned to the GL Master record. If this is the case, if the approval strategy is updated correctly to the one you have authorisation for, this error will be corrected. If however, the correct strategy is assigned, then you would require to be given access to be an approver for this strategy for the required Level.

Either way, the above two changes are master data related and would need to be logged with the Master Data team for updating.

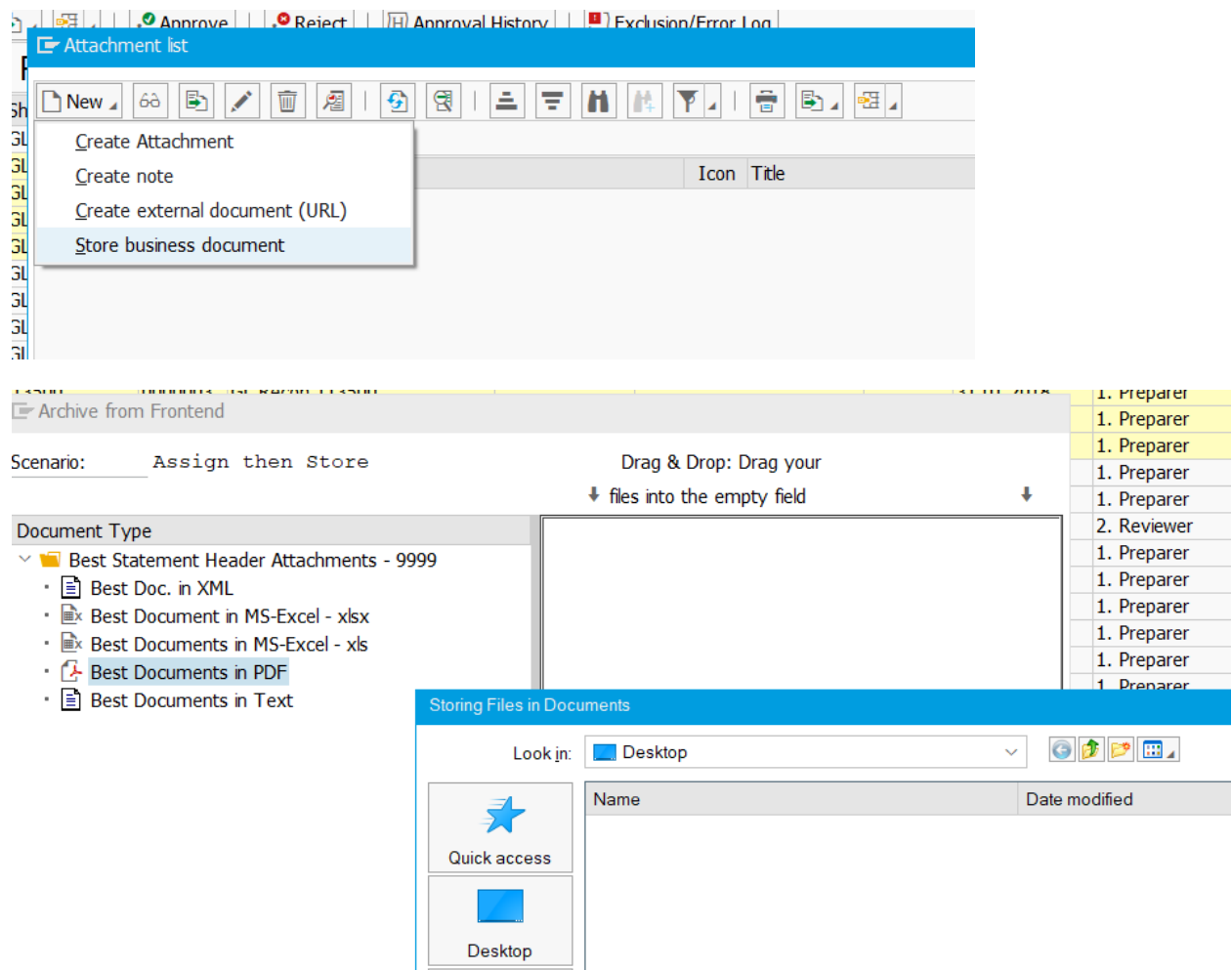
Q3: How can I attach a document from my desktop to the Reconciliation?

A3: Follow the below steps to attach a document from your desktop. (The below explains how to attach for an Archive Link DMS Solution)

GL Reconciliation Approval												
GL Account 0000113500 GL Recon 113500 at 04.05.2021 10:51:42												
Approve	Reco	G/L Account	Sub Rec.. Short Text	Rcn Status	Rcn Status Description	Status	Recon End Date	Appr Req.	Ap Appr Text	Attachm..	Attachm..	Reason Text
☒	0004	113500	0000003.. GL Recon 113500				31.01.2018	1. Preparer	1			

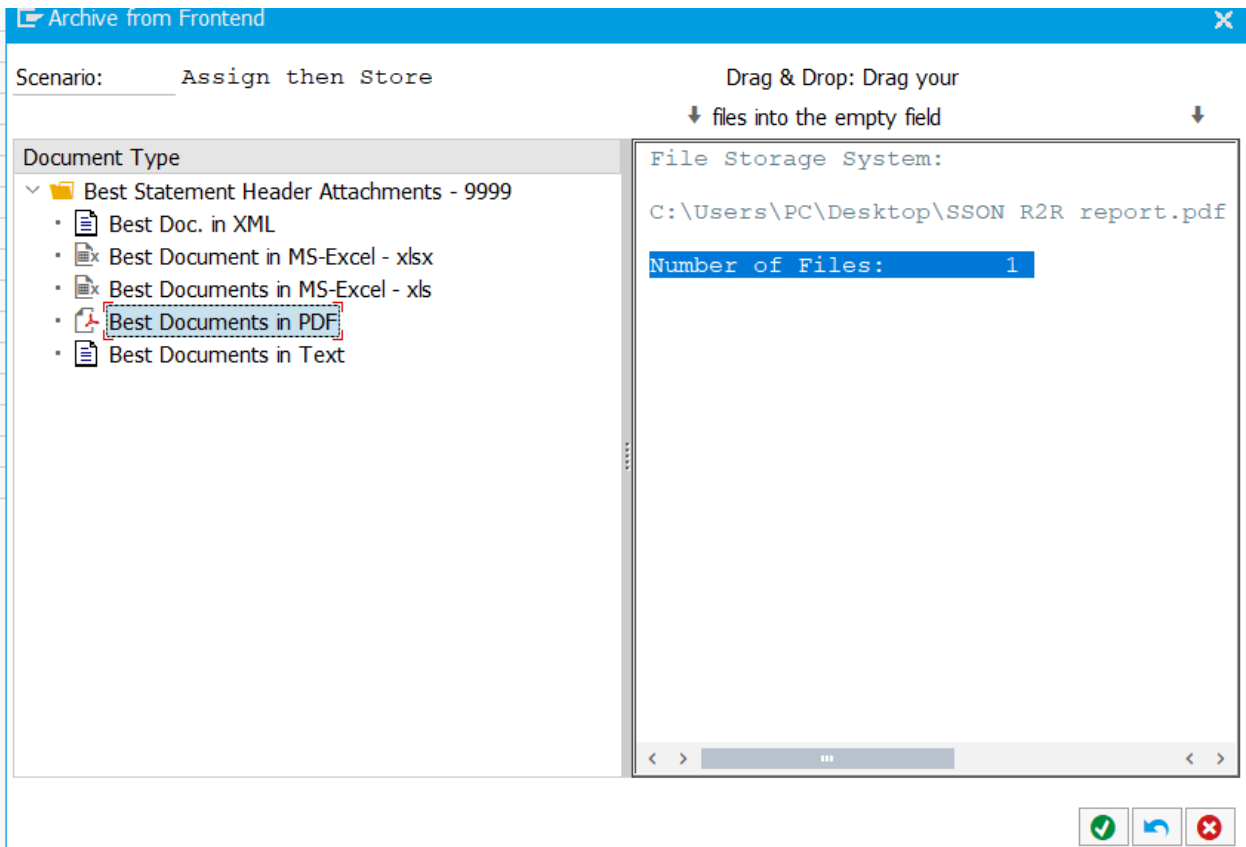
Click on the relevant recon line for which you wish to attach, in the above indicated Attachment block.

A pop up box will appear. From there select New > Store Business Document



Select the relevant Document Type (I.e. PDF) and then locate the file from the relevant location.

Once selected, the attachment will be listed in the attachment box and you can hit enter.



Attachment list

AttachmentForG0000003493

Created On	Created at	File Name	Icon	Title
04.05.2021	11:03:26	SSON R2R report.pdf		Attachment to Recon

GL Reconciliation Approval

GL Account 0000113500 GL Recon 113500 at 04.05.2021 10:51:42

Approve	Reco	G/L Account	Sub Rec	Short Text	Rcn Status	Rcn Status Description	Status	Recon End Date	Appr Req.	Ap Appr Text	Attachm.	Attachm.	Re.	Reason Text
	0004	113500	0000003...	GL Recon 113500				31.01.2018	1. Preparer	1				

Hit enter to attach.

Once attached, the attachment Icon will update to reflect an attachment has been made. To view the attachment – click on the icon to select the attachment line to be displayed.

Q4: Can I attach a SAP report to the Reconciliation?

A4: A report can be attached directly from SAP if it has been printed to your Spool. Therefore you first need to print the relevant report in SAP and select the output option "Send to Spool for Now". This report will then be available to attach to the recon.

Once you have printed the Report, in the approval program you need to select the attachment icon displayed below:

GL Reconciliation Approval

GL Account 0000113500 GL Recon 113500 at 04.05.2021 10:51:42

Approve	Reco	G/L Account	Sub Rec.	Short Text	Rcn Status	Rcn Status Description	Status	Recon End Date	Appr Req.	Ap Appr Text	Attachm.	Attachm.	Re	Reason Text
?	0004	113500	0000003	GL Recon 113500				31.01.2018	1. Preparer	1				

This will result in the below popup which can be executed to display all spool requests you have generated.

/BST1/SAPLSR_RFC

Spool Selection Criteria

Spool request name		to		
Suffix 1		to		
Suffix 2		to		
User name	CHRIS	to		
Creation time	2021040100000000	to	2021050423595959	

Check

Select the report to be attached by selecting the line and the Create Icon. The report will then be attached to the recon and can be displayed by clicking on the attachment icon and selecting the relevant attachment line.

BEST Spool to DMS

Spool no.	Name	Suf1	Suffix 2	User name	Creation time	Output Device	Format	Title
109,436	LIST1S	LP01	/BST1/GL_CHR	CHRIS	2021041609212800	LP01	X_65_80	
109,435	LIST1S	LP01	RSBDCSUB_CHR	CHRIS	2021041609124100	LP01	X_PAPER	
108,971	LIST1S	LP01	RSBDCSUB_CHR	CHRIS	2021040115053800	LP01	X_65_132	

GL Reconciliation Approval

GL Account 0000113500 GL Recon 113500 at 04.05.2021 10:51:42

Approve	Reco	G/L Account	Sub Rec.	Short Text	Rcn Status	Rcn Status Description	Status	Recon End Date	Appr Req.	Ap Appr Text	Attachm.	Attachm.	Re	Reason Text
?	0004	113500	0000003	GL Recon 113500				31.01.2018	1. Preparer	1				
?	0004	113500	0000003	GL Recon 113500				31.01.2018	1. Preparer	1	Partially approved recon of d			
?	0004	113500	0000003	GL Recon 113500				31.01.2018	1. Preparer	1	Partially approved recon of d			

Attachment list

Created On	Created at	File Name	Icon	Title
04.05.2021	11:03:26	SSON R2R report.pdf		Attachment to Recon
00:00:00				Best Documents in PDF

Q5: I get a message that the Comparable Balance is different to the SAP Balance. What does this mean and how do I fix it?

A5: If you receive this message it means that the Reconciliation approval strategy has been set up to perform a comparable balance check. There is a comparable balance field on the Approval Screen whereby you can enter a Comparable Balance value. This value is then checked to the GL Balance value and a warning or error message can be issued – depending on the Approval Strategy. If it is a warning, you can accept the difference and proceed. If it is an error, one cannot approve until the Comparable Balance and Recon Balance agree. Either the comparable balance is to be corrected – or perhaps the SAP balance requires a Month end adjustment – i.e. Accrual entry.

The Comparable Balance is used to represent the confirmation of the recon balance, or the balance it needs to balance with (i.e. A subledger such as the Fixed Asset register etc.)

Q6: I get a message when approving my Bank Recon that the Bank Balances do not agree. What does this mean?

A6: Similar to the Comparable Balance, a check can be performed on the Bank Statement values. This is typically only applicable to Bank accounts where this approval strategy functionality is applied. The check can also be a Warning or Error Message. You will be required to enter in a Bank Statement value at the time of approving. This value represents the physical bank statement value.

The check performed is to validate that all 3 Main Bank Account values agree. Therefore:

Bank Main GL Balance = SAP Statement Closing Balance = Entered Bank Statement Value

Warning messages can be accepted, whereas error messages require correction before the recon can be approved.

Q7: I am approving a reconciliation (Level 2) and want to be able to see the level 1 approval long text. What is the easiest way to do this?

A7: the easiest way to do this is to select the Recon line in the approval program and select the Audit Trail icon. This is illustrated below:

Select the recon line (when approving level 2) and select the Audit History Icon:

GL Reconciliation Approval											
Approve Reject Approval History Exclusion/Error Log											
GL Account 0000113501 at 30.04.2021 13:57:50											
Approve	Reco.	G/L Account	Sub Rec.	Short Text	Rcn Status	Rcn Status Description	Status	Recon End Date	Appr Req.	Ap Appr Text	Attachm.. Attachm.. Re.. Rea
	0004	113501						31.03.2018	2. Reviewer	2	

GL Reconciliation Approval

GL Account 0000113501 at 30.04.2021 13:57:50

Approve	Reco.	G/L Account	Sub Rec.	Short Text	Rcn Status	Rcn Status Description	Status	Recon End Date	Appr Req.	Ap Appr Text	Attachm...	Attachm...	Re...	Reason Text
Ym		0004	113501					31.03.2018	2, Reviewer	2				

Approval Audit Trail

/ reconciliation 31.03.2018

Appl/Rej/Review	Ac Appr Usr	Appr Date	Appr Time	Au/Au Ap	Appr Lvl	Ap Appr Text	Rcn Status	Rcn Status Description	Status	Re...	Reason Text
✓	A CHRIS	30.04.2021	13:57:44		1, Preparer	1 This Text is unique to Level 1 Approval					

The long text for level 1 will be selected. (In fact all levels will be displayed. So if the recon was rejected and reapproved, all of this would be visible here.

Q8: I am rejecting a Reconciliation and get an error that no reason code is maintained. What does that mean?

A8: if you receive this error it means that a reason code is mandatory when rejecting a recon. Prior to rejecting, you must select a reason code from the drop down list and then reject. This is important as the reason code and long text will be included in the email to the Reconciliation preparer to explain why it was rejected and what corrective action may be required prior to approving

Q9: I wish to reject a reconciliation already approved. How do I do that?

A9: To reject a finalised recon, you need to select the below option on the second selection tab of approvals:

GL Reconciliation Approval



Set Default Variant

Selections

Automation & Exceptions

Automatic Approval & Rejection

☐ Automatically approve (see field help for conditions)

Reason Code for Auto Approval

Recon Status for Auto Approval

☐ Automatically reject (see field help for conditions)

Balance change rejection reason - approval header

Balance change rejection reason - recon line items

Recon Status for Auto Rejection

Exceptional Processing

☐ Perform ad hoc review rather than approve or reject

☒ List previously approved to allow for possible rejection

Once selected, all finalised reconciliations will be included in the report output (indicated with a chequered flag icon.) These can then be rejected if required.

3.6 Reporting Functionality

Q1: How can I view the status of the approval of a Reconciliation or multiple reconciliations?

A1: This you can see by running the Recon Hub Report. You can select an individual account, or view all accounts per company code. This you can manage via the selection screen.

The approval status is reflected in the report and reflects the current status of the recon. Therefore, if it is reflected as Level 0 – then this recon is yet to be approved. Level 1 indicates that Level 1 approval is completed.

If you use a 2 Level Approval approach, you would want all recons to reflect as Level 2 to indicate completion.

Q2: If I need to see the Master Data settings of a GL Account, how can I do that?

A2: The Reconciliation Hub report also indicates the GL Master data fields. Therefor you can use the Hub to display the GL Account Master data settings.

Q3: If I want to check in advance if a reconciliation can be automatically approved, how can I do that?

A3: Within the Reconciliation Hub, on the second tab of the selection screen is the below selection option:

If this is selected – then a line item analysis of the selected recons is performed and additional columns are included in the output. These additional columns indicate the results of the line item checks performed. There is also an Auto Approval indicator that is displayed that indicates if the recon can be auto approved (Green Tick) or Not (Red Cross)

Auto Approval Check	Recon Tolerance Check	Opening & Closing Balance Check	Zero Closing Balance	Recon Postings / Movement Check
×	Recon tolerance exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
×	Recon tolerance exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
×	Recon tolerance NOT exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
×	Recon tolerance NOT exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
✓	Recon tolerance NOT exceeded	Opening balance EQUALS closing	Closing balance = 0	NO postings during recon period
×	Recon tolerance exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
×	Recon tolerance exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
×	Recon tolerance exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
×	Recon tolerance NOT exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
×	Recon tolerance NOT exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period
✓	Recon tolerance NOT exceeded	Opening balance EQUALS closing	Closing balance NOT zero	NO postings during recon period

Q4: How can I see who approved a reconciliation and what supplementary documentation was attached?

A4: The Audit Trail Report is the report to use to display all approvals and rejections that have been made for a reconciliation for the requested period(s). The audit trail will therefore track all the approvals

and rejections that have been made per level, including any reason codes, Long texts and attachments that were made. The time of approval and rejection, as well the relevant user performing this action, is all displayed in the Audit Trail. The audit trail will also keep track of any balances entered at the time of approval i.e. Comparable Balance and Entered Bank Statement values.

Q5: How can I see if a Reconciliation was approved before the expected Deadline for completion?

A5: Within the Audit Trail Report the recon deadline date is displayed – as well as the approval date and time. A Recon Deadline Icon is used to track if the approval was performed period to the recon deadline date. The icon makes it easier to see if the recon was approved in time. A green tick is displayed for items approved within the deadline, and a red X for approvals outside of the deadline.

Recon Approval Audit Trail						
Recon Dead	User Name	Approval Level	Recon Completion Due Date	Date	Time	Σ
✔	CHRIS	1. Preparer	15.08.2019	13.08.2019	17:25:17	
			15.08.2019	13.08.2019	17:25:17	
			15.08.2019	13.08.2019	17:25:17	
			15.08.2019	13.08.2019	17:25:18	
	ETHEL	2. Reviewer	15.08.2019	13.08.2019	17:27:07	
			15.08.2019	13.08.2019	17:27:08	
			15.08.2019	13.08.2019	17:27:08	
			15.08.2019	13.08.2019	17:27:08	
✘	CHRIS	1. Preparer	03.08.2019	13.08.2019	17:25:06	
			03.08.2019	13.08.2019	17:25:07	
			03.08.2019	13.08.2019	17:25:07	
			03.08.2019	13.08.2019	17:25:07	
			03.08.2019	13.08.2019	17:25:07	
			03.08.2019	13.08.2019	17:25:07	
	ETHEL	2. Reviewer	03.08.2019	13.08.2019	17:26:57	
			03.08.2019	13.08.2019	17:26:58	
			03.08.2019	13.08.2019	17:26:58	
			03.08.2019	13.08.2019	17:26:58	
			03.08.2019	13.08.2019	17:26:58	
			03.08.2019	13.08.2019	17:27:43	
			03.08.2019	13.08.2019	17:26:58	
			03.08.2019	13.08.2019	17:27:43	
			03.08.2019	13.08.2019	17:26:58	
			03.08.2019	13.08.2019	17:27:44	