

Solutions



Unit: Posting Periods Process

Topic: Internal Reconciliations

1-1 Questions

1-1-1 What is the difference between system reconciliation and user reconciliation?

System reconciliation is performed by the system when you assign a payment to an invoice. User reconciliation is performed by the user through the *Reconciliation* function.

1-1-2 When does the system perform an automatic partial reconciliation?

Partial reconciliation is done when a payment amount does not match the amount of the selected transactions.

For example, a customer may pay a partial amount due. When a partial payment is made, the system adjusts the Balance Due appropriately and partially reconciles the invoice.

1-2 Internally reconcile a business partner.

1-2-1 Use the manual reconciliation type.

Define a new customer. In the customer master record under the *Payment Terms* tab Ensure that the payment terms defined for this customer are Cash Basic.

Create an incoming payment for the new customer from a month ago and an invoice from today for the same amount.

Choose *Business Partners* → *Internal Reconciliations* → *Reconciliation*.

Field Name or Data Type	Values
<i>Business Partner</i>	<Business partner code>

Select the *Manual* type.

Choose *Reconcile*.

Select matching debits and credits and Choose *Reconcile*.

Note: You can select multiple payments for an invoice, or vice versa. You can also reconcile invoices and payments that include cash discount. The *Automatic* and *Semi-Automatic* reconciliation types do not recognize cash discount.

1-2-2 Reconcile transactions of more than one business partner.

Create a vendor master record with the same name as the customer you created in section 1-2-1 and use a different code.

Create an A/R Invoice for the customer and an A/P Invoice for the vendor on the same total amount.

Now, you want to close both documents against each other in order to document a barter deal.

Choose ***Business Partners → Internal Reconciliations → Reconciliation.***

Choose the *Manual* reconciliation type and the *Multiple BPs* option.

Field Name or Data Type	Values
<i>BP Code</i>	<In the column, choose the two business partners for the customer and the vendor>

Choose *Reconcile*.

Select the A/R Invoice in debit and the A/P Invoice in credit and Choose *Reconcile*.

1-3 Cancel the reconciliations.

Choose ***Business Partners → Internal Reconciliations → Manage Previous Reconciliations.***

Field Name or Data Type	Values
<i>Previous Reconciliation for</i>	< Choose BP>
<i>Date From ...</i>	<Choose today's date>
<i>Date To ...</i>	<Choose today's date> Note: If you do not enter any selection you will see all reconciliations.

Choose *OK*.

The reconciliations are displayed in the upper part of the window.

Select one of **manual** reconciliations.

Choose *Cancel Reconciliation*.

These transactions will appear again in the Internal Reconciliation window open to be reconciled again.