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Objective

This Job Aid outlines how to use the FF.6 T-code which enables the user to view bank statements uploaded in Umoja.

Therefore, the user (usually the Bank Reconciler) can view payments resulting from Accounts Payables Modules

Please note the FF.6 displays complete bank statements as received from each respective bank via electronic files. In addition, Payment Notes includes complete descriptions of each transaction as provided by the bank.

Process Overview

FF.6 allows the user to view the Bank Statement in an electronic format that had been uploaded with Electronic Bank statements.

Two points to note:

- Currently, all Finance Roles have access to FF.6 t-code (i.e. Treasury, Accounts Payable & Receivables, General Ledger, Grants, etc.)
- It is important to understand that Bank Statement in FF.6 is retrieved based on its relevant House bank ID and Bank account ID. Therefore it is important to know the House Bank against which the Outgoing or Incoming payment is processed.

Steps to execute FF.6

1. Enter Transaction Code **FF.6**.
2. On the initial screen, double click the “Print Back Statement” Option

Select Program: Display Electronic Bank Statement		
Choose		
Program title	Program	Variant
Print Bank Statement (Japan)	RFEBKAJ0	
Print Bank Statement	RFEBKAP0	

- Next, enter the search fields according to the screenshot below. Note that Fields 1 through 4 are mandatory while Field 5 is optional. However, If/when the bank statement is known, it may be entered as well.

The “**Statement date**” fields allow the user to locate transactions based on date range especially if the bank statement number is not known to the user at the time of the search.

Also note the following:

- Fields 1 and 2 must always be set to = “0001” and “1000” as shown below.
- Fields 3 and 4 may be obtained by using the Match Codes buttons for your applicable House bank ID and Bank account ID. For illustrative purposes, we have chosen a USD account as per the 2nd screenshot below.

Print Bank Statement

Bank statement specifications

Application	0001	1
Company code	1000	2
House bank ID	USCH1	3
Bank account ID	USD01	4
Statement number		5
Statement date	01.01.16	

to [] to [31.01.16]

Or technical keys

ID	[]	to	[]
Memo Record Number	[]	to	[]

Further selections

External transaction code	[]	to	[]
Posting rule	[]	to	[]
Bundle number	[]	to	[]
Amount	[]	to	[]

Output Control

Suppress Balances

ID for Account Details (1) 432 Entries found

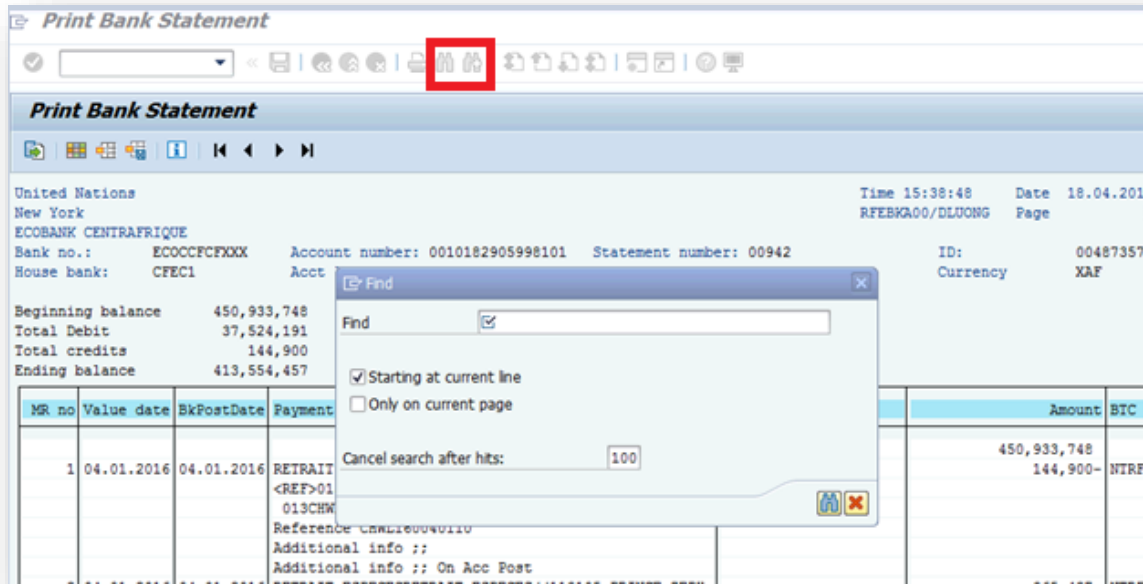
Restrictions

Co...	House ...	Acct ID	Text
1000	USC65	USD01	UNHQ MINUSMA Contrib AC USD with JP Morgan Chase
1000	USC66	USD01	UNHQ MINUSCA Contrib AC USD with JP Morgan Chase
1000	USCH1	USD01	USD Main Account

Display Layouts

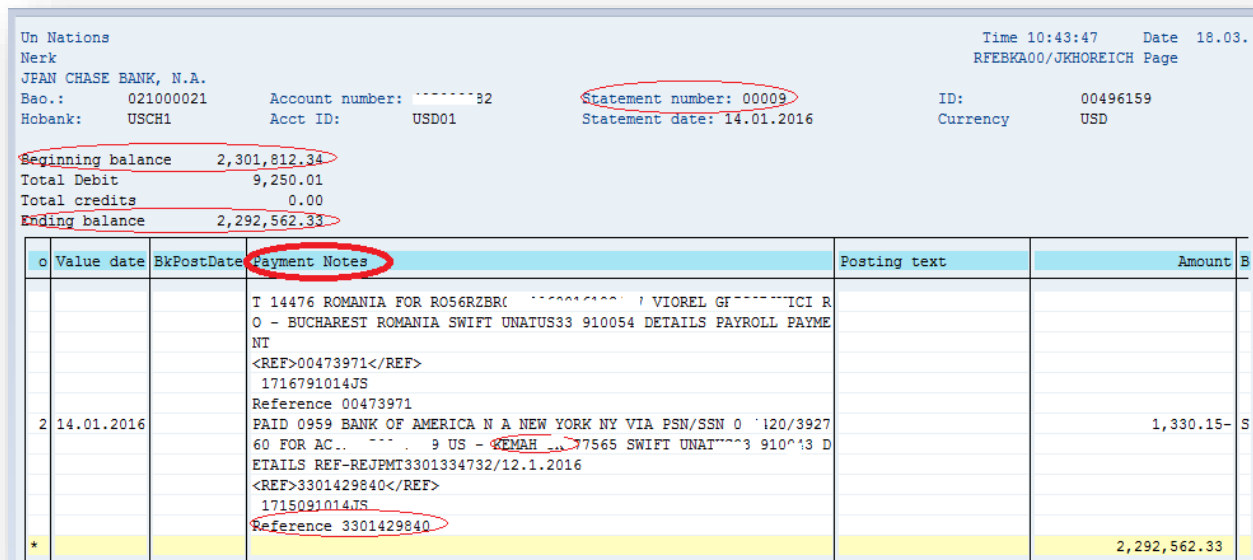
There are six fields that should be noted in the below example statement: Statement number, Beginning Balance, Ending Balance, Payment Notes, Payee, and Reference Number.

Tip: In order to search in FF.6, use the “binocular” icons highlighted below



Locating an Outgoing Payment

The “Payment Notes” field usually include key information regarding your payments such as: Payee Name, Umoja document number (KZ / 33XXXXXXXXXX) and other description when available. Also note that outgoing payments are always listed as negative amounts in the bank statements.



Locating an Incoming Payment (e.g. From a remitter such as Donors/Customers)

When trying to locate an Incoming Payment, it is very useful to use a search that combines amount, date and remitter name when/If included in the “Payment Notes” field. Reference numbers might not always be useful in the incoming payments search since it does not include the Umoja document number.

Also, note that incoming payments are always listed as positive amounts in the bank statements.

o	Value date	BkPostDate	Payment Notes	Posting text	Amount	B
3	25.01.2016		FROM 024 993 UI 3 AG STAMFORD BRANCH STAMFORD CT 06912-0305 VIAI MAD 0125B6B7IKIC001522U TIME RECVD 10 06 AM B/O C... 10 1/UN ITED NATIONS HIGH 6/CH/UBS/0240-D7100000 B/O UBS SWITZERLAND AGZU RICH SWITZERLAND 8001 - DETAILS PURCHASE OF ASSETS BK INFO /OCMT/ USD1, //TIME/10 04 <REF>ZDE *****GR0722232</REF> 1803809025FF OCMT amount USD 1.00 Reference 1022 722232		1.00	N

Locating a Returned Payment (i.e. Returned Outgoing Payments)

Just as it is the case with the Incoming Payments example above, look for keywords in the “Payment Notes” related to your payment.

make sure to execute a search that combines amount, date, and payee name when/If included in the “Payment Notes” field.

In this case, the Reference Number (internal 33xxxxxxxx doc) if included by the bank, might be very useful for the identification of the Returned Payments.

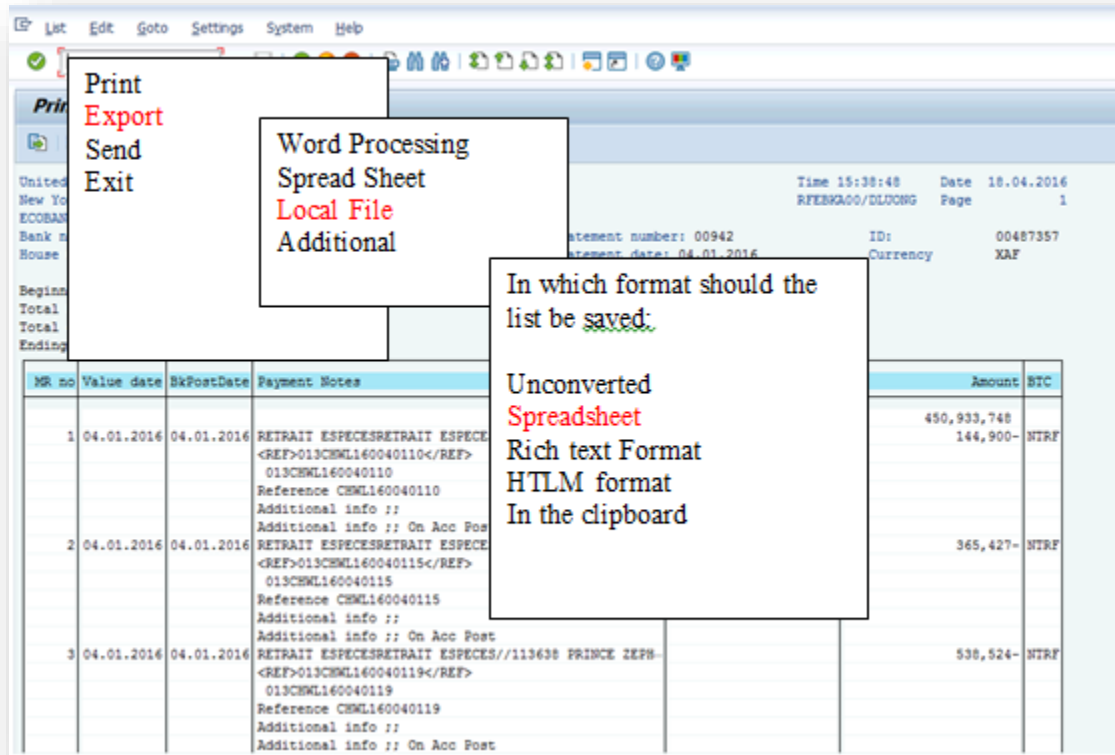
Again, note that Incoming Payments are always listed as positive amounts in the bank statements.

MR no	Value date	BkPostDate	Payment Notes	Posting text	Amount	BTC
3	29.02.2016		FROM 021080135 UNITED NATIONS NEW YORK NY VIA IMAD... 0242F TIME RECVD 03 44 PM B/O UNITED NATIONS NEW Y... F/RETURN MI103 VD 23.11.15 D045 3270344201 BENEFIC... E WRONG/TIME/15 42 <REF>3301311274</REF> 6745509060FF Reference 3301311274		1,788.50	NIRF

General Notes and Tips

It is understood that the completeness of information listed in the bank statements are as complete/correct as they have been updated/populated by the Bank itself. Also note that the Reference number is not always populated with Umoja document number.

Finally, once the statement is displayed, it can be exported to excel by following the menu path in the screenshot below:



Sample of report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
3	ECOBANK CENTRAFRIQUE													
4	Bank no.:				ECOCFCFXXX					Account n° 1018290xxxxx	Statement number:			9
5	House bank:				CFEC1					Acct ID: XAF01	Statement date:	04.01.2016		
6														
7	Beginning balance					450,933,748								
8	Total Debit					37,524,191								
9	Total credits					144,900								
10	Ending balance					413,554,457								
11														
12		MR no	Value date				B&PostDat	Payment Notes				Posting text		
13														
14												Beginning balance		
15			1	04.01.2016			04.01.2016	RETRAIT ESPECESRETRAIT ESPECES//112864 PRINCE ZEPH						
16								<REF>013CHWL160040110</REF>						
17								013CHWL160040110						
18								Reference CHWL160040110						
19								Additional info ;;						
20								Additional info ;; On Acc Post						
21				2	04.01.2016		04.01.2016	RETRAIT ESPECESRETRAIT ESPECES//113105 PRINCE ZEPH						
22								<REF>013CHWL160040115</REF>						
23								013CHWL160040115						
24								Reference CHWL160040115						