

# EMEA - Solvay Administrators Process (Board of Directors Members)

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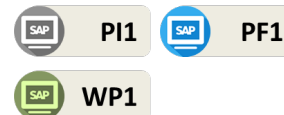
### Scope

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### ERP

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### References

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### Attachments

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# 1.Objective and Scope

## 1.1 Objective of this Procedure

The purpose of this procedure is to explain how to process the expenses made by Solvay Administrators (Board of Directors). BOD members are not inserted in the HR database as they are not Solvay employees. For this reason they can not have access to T&E official tool - Concur - which obtains information automatically from the HR system. As so, a different process was defined for this population.

## 1.2 Scope

The scope of the Solvay Administrators (or Board of Directors) process contains members of the Board of Directors, Executive Committee and Corporate Secretary.

## 2. Reference Documents

[Record file](#) - Used to keep record of information such as administrators expenses, SAP posting documents.

[Expenses submission form](#) - Used by users to request expenses reimbursement.

[Relevant information](#) - Includes list of included members in this procedure and accounting information

[Lodge card statements](#) - Extracts of XLS and PDF statements

[BOD Population](#) - Updated list on Solvay Board of Directors (this file should be updated 2 times per year by the operational team)

[KNOWLEDGE TRANSFER - T&E EMEA - ADMINISTRATORS PROCESS \(BOD\)](#)

### 3. Definitions

PF1 - SAP scope for Solvay entity

EMEA - Europe, Middle East and Africa

PTP - Procure to Pay

T&E - Travel & Expenses

Company Code - The code we use to refer to companies

BOD - Board of Directors which is the same has Administrators

HR - Human Resources (Department)

AP - Accounts Payable (Department)

## 4. Introduction

The Solvay Administrators do not have access to Concur (T&E) tool and therefore they are responsible for sending their expense reports via Freshdesk ticket The Service Center team will then be responsible to treat the ticket by posting the sent expense report in SAP - PF1.

Lodge card used by members of this process is also monitored by the T&E team.

## 5. Table of administrators

The old and new list of members for this process is available in [this file](#) .

## 6. Verification of Expense Report Received

### 6.1 Vendor creation

Before submitting expense reports a vendor account (99\*\*\*\*\*) needs to be created in PF1.

The request has to be made by the corresponding department, via Freshdesk ticket, and it should be transferred to the PTP Data & Analysis Department.

### 6.2 Audit of the report

The expense reports are received as Freshdesk tickets through an authorized person (check the administrators list to confirm in [this file](#) who should send - Michelle Vervoort is the person currently in charge)

The request should be sent with the respective [form](#) (with the amounts to be reimbursed, vendor, cost assignment, reason for this charges, etc) and the corresponding receipts, that needs to be checked according with the [Audit Rules \(4.3.2\)](#) .

Example:

[blocked URL](#)

The goal is that all values reported to us match with the receipts attached.

If not we need to ask the secretary to provide us the correct receipt.

### 6.3 Understanding the information available on the file

The expense submission file is divided in order to allow us to distinguish the meaning of each field and the content inside.

- N° Crédeur divers - Employee number
- NOM et PRENOM - First and last name
- Statut - Status
- DEPARTEMENT - Department
- OBJET DE LA MISSION - Business purpose

[blocked URL](#)

- SOCIETE - Company information
- IMPUTATION - Cost center or Order number

[blocked URL](#)

Under the information above mentioned, you will find each expense type available and the G/L account to which it belongs to.

[blocked URL](#)

For each receipt, user will fill the date of expense on the left column and add the amount under the correct expense type.

For example a flight of 1038.12€ on the day 23.02.2018 will be shown as below:

[blocked URL](#)

This means that each cell is an expense and has a receipt associated (exception of expense types which do not require receipt - [5.2.2 Audit rules](#) ).

At the end of each row, the total amount per day is available:

[blocked URL](#)

And at the end of all expenses you will find the total amount of the expense report:

[blocked URL](#)

## 7. Posting of Expenses in PF1


### 7.1 Vendor account

#### 7.1.1 Display information

Before starting with the procedure we always need to verify if there are more than one bank account associated to the master data, otherwise the payment can be blocked in CICC.

Transaction: FK03

1) Introduce the Vendor and Company Code 0001:

Vendor	9901007968	 BERNHARD SCHEUBLE
Company Code	0001	SOLVAY (SCH)

2) Check all the boxes with the icon below:

[blocked URL](#)

Preview:

[blocked URL](#)

To check for bank account information, inside the vendor, flip the page twice:

[blocked URL](#)

[blocked URL](#)

If the person has more than one bank account, and if inside the Freshdesk ticket the secretary did not inform which one should be used, we stop the process and request this information.

If there is no account created we need to inform the secretary that she needs to request the creation of bank account details and payment terms to the email: [payment.securityprocess@solvay.com](mailto:payment.securityprocess@solvay.com)

#### 7.1.2 Choose the correct bank account for posting

Before finishing the posting, enter the first line (negative) and choose "More data":

[blocked URL](#)

Flip page and in the field "Part. Bank" select the correct account by clicking twice.

[blocked URL](#)

And, finally, select the correct bank account:

[blocked URL](#)

To go back, upon selection, click the mountain icon.

[blocked URL](#)

## 7.2 Posting the Expenses

To perform postings we have two options: manually or by using a reference.

The difference between both is that, by posting manually, we will start a complete new posting document while, by posting with reference, it facilitates the process by using the information on a previous posting of the same employee where we simply change the necessary details.

### 7.2.1 Manually

We will use the information present on the expenses submission file - [Understanding the information available on the file](#) .

We can use the [guideline for manual postings](#) document as a base, however some information differs for this procedure:

1) Information required:

- Type: Q0
- Company code: 0001
- Reference: CASE #(number of ticket)
- Doc.Header Text: Admin Expense report

[blocked URL](#)

At the bottom we start from the credit line item which is the total amount of the expense claim (where to find - [understanding the information available on the file](#) ).

PstKy: Is what differentiates credit from debit (40=debit ; 34=credit)

Account :

- 40 - Complete with the G/L account
- 34 - Complete with the employee's number

Example using the information below:

[blocked URL](#)

[blocked URL](#)

[blocked URL](#)

Credit information : 34 + employee number

[blocked URL](#)

This line item will have the total amount spent which for this example was 2474.64€:

[blocked URL](#)

- Bline date : Posting date
- Assignment : Expense report
- Text : Business purpose (OBJET DE LA MISSION)

*NOTE : The "Pmnt Block" field has to be empty.*

Preview:

[blocked URL](#)

At the bottom we will start introducing each line of expenses available in the excel file.

If any doubt remains on how to read the information please move to " [Understanding the information available on the file](#) ".

[blocked URL](#)

For the credits we will use Posting Key (PStKy) 40 with the G/L account.

Instead uploading a line for each expense, we will sum the expenses that have the same expense type and add that amount for each line.

[blocked URL](#) 1038.12€ + 1038.12€ = 2076.24€

We will then create a line of 2076.24€ for the G/L of flight/train expenses (since these are included in the same G/L):

[blocked URL](#)

Information to be introduced:

- Amount - Sum of the amounts of the same expense type
- Order - Available in the header ( [Understanding the information available on the file](#) )
- Value date - Day of posting
- Assignment - Expense Report
- Text - Business purpose

[blocked URL](#)

Keep repeating the steps for each expense type until there are no credits left.

To see the overall view click on the mountain icon:

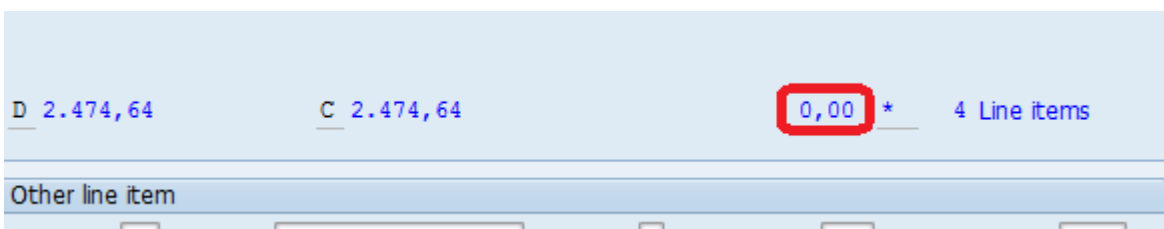
[blocked URL](#)

Example:

[blocked URL](#)

If the document is well constructed the final amount (at the bottom) will be 0,00 and if that is the case we can complete the posting by selecting the save icon as seen below.

*NOTE : If you haven't check if the user has more than two bank accounts please move to [7.1 Vendor account](#) step.*



[blocked URL](#)

If it is not 0,00 then there are two things we need to check:

1. Errors inside each line
2. Lines missing or in excess

To edit the lines simply double click on top of it and it will reopen the edit mode for that line in specific. When finished, proceed to select the mountain icon once more to check if the final amount is 0,00 or not.

Once you complete the posting at the end of the SAP page you will find the document number (to copy, double click on top of it and it will open a new window with the number of the posting).

[blocked URL](#)

## 7.2.2 With reference

Transaction: FB01 - Post with reference (FBR2 for direct access to posting with reference)

1) Choose the "Post with reference" option:

[blocked URL](#)

2) In the [record file](#) , search for a document from a previous posting of the same person :

[blocked URL](#)

3) Complete with the document number, the Company Code 0001 and year:

[blocked URL](#)

4) Change the dates, period and the ticket number:

- Document/Posting date: Day of posting (today)
- Period: Month of posting
- Reference: CASE #(new ticket received)

[blocked URL](#)

5) Click ENTER on your keyboard through the rest until the final view appears:

[blocked URL](#)

By using a past document as reference we will have all the expenses submitted before in a new document. We will then update the information in accordance with the new expense report.

To update each line, double click on top of it.

For the first line (negative - PK 34) total amount of the report:

[blocked URL](#)

We will change the following information:

[blocked URL](#)

- Amount : Total amount of the report
- Bline Date : Day of posting (today)
- Text : Business purpose ( [Understanding the information available on the file](#) )

To conclude the changes on this line and go back to the overview of the report select the mountain icon:

[blocked URL](#)

For the other lines (positive - PK 40) each one is an expense type (not a single expense - we sum the expenses that have the same expense type and introduce only the total):

[blocked URL](#)

6) When inside, check if the order in the excel file matches the document:

[blocked URL](#)

[blocked URL](#)

7) Copy the Amount of the first expense type by summing all of the expenses below it:

[blocked URL](#)

Example below:

130.90€ + 137.80€ = 268.70€

[blocked URL](#)

8) Change the Text for the Mission objective (business purpose) and the Value date to the day of posting (today) .

[blocked URL](#)

To conclude the changes on this line and go back to the overview of the report select the mountain icon:

[blocked URL](#)

This has to be done for each expense type in each document line.

- If you have more lines in your document than in the excel file, change the amount of the excess lines to 0 and it will lose effect.
- If you have less lines in your document than in the excel file, at the bottom of the overall view there is a field where you can create more; simply use the same PstKy (40) and choose the G/L Account from the excel file ( [understanding the information available on the file](#) ), then click ENTER on your keyboard and you will then be able to complete information to create a new line item:

[blocked URL](#)

Overview:

[blocked URL](#)

*NOTE : At the end of the overview page check if the total amount is 0,00 otherwise something in the document is missing and has to be corrected (mismatch of amounts, missing expense, etc):*

[blocked URL](#)

9) To finish the posting simply save by clicking the icon below:

[blocked URL](#)

10) Once posted, at the end of the SAP page you will see a notification with the Document Number, copy it and add it to the Record File.

## 7.3 See all posted documents

SAP keeps a record of all the documents posted.

To see the ones posted for the Administrators process:

- SAP system: PF1
- Transaction: FB03

[blocked URL](#)

By choosing company code 0001 and year, you will have an extraction of all postings made (for that company and for that year).

You can add other information to help you find a certain document such as the date.

[blocked URL](#)

To only see documents posted by you, at the end select the "Own documents only" option:

[blocked URL](#)

Proceed to run the transaction with this information:

[blocked URL](#)

Result:

[blocked URL](#)

To filter only the Administrators, select the reference column and in the filter write \*CASE\*

[blocked URL](#)

[blocked URL](#) [blocked URL](#)

Result:

[blocked URL](#)



## 8. Corporate Card Usage

### 8.1 Citi Corporate Card

BOD members do not have Citi corporate credit cards.

### 8.2 Citi Lodge Card

No transactions will be integrated in Concur and no statements will be integrated in SAP.

For this reason, the T&E team will extract XLS and PDF statements, add to the google drive [folder](#) on a monthly basis and notify AP team. The AP team will then download the XLS, post and pay the statement.

- For this process a Lodge card account was opened: 5534220250080049
- The G/L account for the lodge expenses is: 6141200000 (validated by RtR)
- Board of directors default cost center - SM16200120 (same cost center for all members validated by RtR)

For travelling, the travel agency will use the Board of Administrators Lodge card.

*NOTE: If, for some reason, the travel agency uses the Belgium 0001 Lodge card, assign the transactions to Isabelle Cosaert. This was the previous method before the opening of a specific Lodge Card for this population.*

If user pays the trips with personal card, then will submit everything for reimbursement.

## 9. BOD Statement Posting

### 9.1 Objective and Scope

There are 14 members of the Corporate Solvay Board Members under this Citi Card. They are VIP card holders and are to be treated as such, therefore this posting scheme was set up to allow for them to have a confidential & VIP treatment.

### 9.2 Statement Download

Download the statement file excel from Google drive Folder T&E team [HERE](#)

[blocked URL](#)[blocked URL](#)[blocked URL](#)[blocked URL](#)

Choose the Centrally Billed Account file to download, organize and centralize all information on Centrally Billed Account and Card Account in just one file, like the tabs below:

[blocked URL](#)

[blocked URL](#) [blocked URL](#)

[blocked URL](#) [blocked URL](#)

[blocked URL](#) [blocked URL](#)

[blocked URL](#) [blocked URL](#)

### 9.3 Posting File

This is to be posted into company 0001 – Solvay, SA and in supplier 2824121-CITIBANK N.A.

We need to use the Posting File template. To access the template click [HERE](#)

[blocked URL](#)[blocked URL](#)

Create the posting file, see example in the link below:

The posting scheme to use is:

#### Invoices

Post in the supplier versus the cost account (G/L), always use this G/L and this cost center

[blocked URL](#)

#### Credit Notes

Post in the supplier versus the cost account (G/L), always use this G/L and this cost center

[blocked URL](#)

### 9.4 Posting File Creation

Reference: must be "50080049 MMY" (Last digits of CB - 50080049+DD+MM+YY) - We can find on tab "Detail"

te	Reference
DT	BKPF-XBLNR
	5008004915032020

Choose Belgium Bank account (based on country of company code) - BE (EUR8)

[blocked URL](#)

Header text 25digits: ex:"CitiBoD:17FEB20-15MAR20" | (Adjust text caracteres) - We can find on tab "Detail"

[blocked URL](#)

Assignment: text 18 digits ex: Serial No. "5008004915032020" - We can find on tab "Detail"

[blocked URL](#)

## 9.5 Posting File Upload

Upload the excel file in PF1 system, using ZZP\_POSTING\_FILE\_AP - Upload a file for posting transaction.

[blocked URL](#)

The invoice images are to be attached to the post, as well as the file downloaded.

[blocked URL](#)

The payment terms are 58 days from the statement date (change made in July 2020 not to generate additional fees)

**Display Vendor: Payment transactions Accounting**

MENA Certificate    VAT on Cash Basis    Factoring Master Data

Vendor: 2824121    CITIBANK N.A.    LONDON  
 Company Code: 0001    SOLVAY (SCH)

**Payment data**

Payt Terms: YX01  
 Chk cashing time: 0

**Automatic payment transactions**

Payment methods: 3  
 Alternat.payee:  
 Individual pmnt:   
 B/exch.limit: 0,00    EUR  
 Pmt adv. by EDI:

**Invoice verification**

Tolerance group:

**Terms of Payment (1) 930 Entries found**

Restrictions

PayT	Own explanation
Y039	120 D end of month from invoice date the 10th
Y040	60D net or 14D with 2% discount from invoice date
Y041	60D net or 14D with 3% discount from invoice date
Y042	End of month from invoice date the 10th
Y043	150 D end of month from invoice date the 10th
YX01	58 D from invoice date
Z602	#DO NOT USE###

Entry found





After the posting please be kind to attach the excel file prepared and the PDF statement in order to have the documentation available to controls auditors.

All posting Files should be saved on our folder "Posting Files" [HERE](#)

> END OF OP <

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Aug 21, 2020	Actor	Type	Activity	Version
Published	 \$user.fullName	State	changed state to <b>Published</b> at 8:41 am	v22
To be approved	 \$user.fullName	State	gave <i>Approvers</i> approval at 8:41 am	
From Aug 17, 2020 to Aug 18, 2020				
	 Nuno Miguel	Edit	updated the page at 11:19 am	
	 Nuno Miguel	State	changed state to <b>To be approved</b> at 9:19 am	v20
For Review	 Nuno Miguel	State	gave <i>Reviewers</i> approval at 9:19 am	
		State	changed state to <b>For Review</b> at 9:19 am	v20