

EMEA - 4025 LOF (Laboratoire Du Futur) Procedure

Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure.**

2. Add the following [Labels Labels](#):

- Region: [apac](#), [emea](#), [lam](#), [nam](#)

- Domain & Process using the [List of labels to be used in the PtP space](#)

3. Fill all fields as described

4. Once the procedure is completed, publish it using the **PtP Procure to Pay approval workflow**

Table of Contents

• Tasks to be completed when creating an operating procedure (from creation to publication)	2
• Enter the Title of the procedure.	3
• Add the following Labels Labels:	4
• Region: apac, emea, lam, nam	5
• Domain & Process using the List of labels to be used in the PtP space	6
• Fill all fields as described	7
• Once the procedure is completed, publish it using thePtP Procure to Pay approval workflow	8
• 1 Objective and Scope	9
◦ 1.1 Objective of this Procedure	9
◦ 1.2 Scope	9
• 2 Definitions	10
• 3 Introduction	11
• 4 Concur - Receipts per claim	12
◦ 4.1 Extraction of the Report	12
◦ 4.2 Upload the Receipts	13
• 5 Concur Lodge Card Unsubmitted Transactions	15
◦ 5.1 Extracting the Transactions	15
• 6 Submitting the Orphan Transactions	16
• 7 Concur Reports	17
◦ 7.1 How to Extract the Report?	17
• 8 Citi Statements	18
◦ 8.1 Extracting the Statements	18
◦ 8.2 Uploading the Statements	19
• 9 PI1 Payments	21
◦ 9.1 Extracting the Payments from PI1	21
• 10 AMEX GBT invoices	23
• 11 Email Template	26
• 12 Citi Additional Information	27
◦ 12.1 Extracting the Report from CitiManager	27
◦ 12.2 Allocating orphan to the dummy profile	28

Scope



ERP



PI1



PF1



WP1

References

Attachments

1 Objective and Scope

1.1 Objective of this Procedure

Define all actions to be taken regarding company code 4025.

1.2 Scope

This operating procedure will list all the actions that needed to be performed and delivered by the service center T&E team for a French company belonging to Solvay - Laboratoire du Futur (France)

2 Definitions

T&E – Travel and Expenses

SC – Service Center

Traveler – Solvay employees currently on business trip(s)

EMEA - Europe, the middle East and Africa

Processor - Service Center Travel & Expenses EMEA

LOF - Rhodia Laboratoire du Futur

AMEX GBT - Solvay Travel Agency partner

3 Introduction

The company Rhodia Laboratoire du Futur (4025) has its own management of the accounting. To be able to reconcile their costs, they have request us to send to them the necessary information from Concur and Citibank.

This process is divided into 6 different information update. Below we will explain each one of the 6 points and how to extract it.

All this extractions can be found on a specific file named [07 - LOF PROCESS \(4025\)](#) divided by extraction type.

This information in sent to our point of contact (STCHOGOLEFF, Celine).

4 Concur - Receipts per claim

One of the information to be extracted from concur are the receipts attached to each expense submitted by the employees.

This download has to be done manually, ideally two times a month to not represent a big workload for the team.

4.1 Extraction of the Report

To be able to upload the receipts we need to extract a report that give us all the expenses that have been created by LOF employees. This report is extracted from Concur.

How to extract the report:

Go to *Reporting* and choose the option *Intelligence*

[blocked URL](#)

The page will open on the *Public Folders*, please choose the paste *Solvay S.A.*

[blocked URL](#)

Then go to the *EMEA T&E Service Center reports* paste

Public Folders > **Solvay S.A. (p0601124zycb)**

☐	Name
☐	- On-going Solvay tree - do not modify
☐	Concur Support
☐	Cyttec Copied reports
☐	Demand management
☐	Integration Reports Reports designed to check consistency of data (HR & Finances)
☐	IS Report
☐	Monthly T&E Reports
☐	P - Card Folder
☐	Service Center Reports
☐	T&E SC Bangkok
☐	T&E SC Curitiba
☐	T&E SC Lisbon

Choose LOF PROCESS REPORTS file

Public Folders > Solvay S.A. (p0601124zycb) > **EMEA T&E Service Center Reports**

☐	Name
☐	BUTACHIMIE PROCESS REPORTS
☐	GBU REPORTS
☐	LOF PROCESS REPORTS

Look for the report named Expense Claims Overall View - France 4025 LOF and click on it

[blocked URL](#)

The report will open in a new page.

To extract it, choose *View in Excel Option*, and then *View in Excel 2007 Data*

[blocked URL](#)

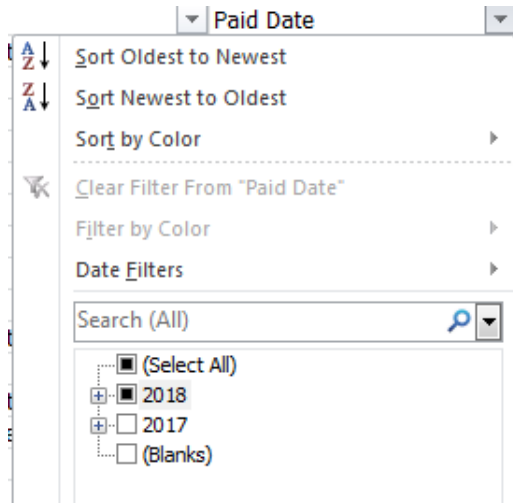
This option will download the report to your computer.

After opening the excel file, you will need to add a filter to allow you to take out everything that was already uploaded or that was not submitted.

On the paid remove the blanks (expenses not yet submitted or send back, so not paid).

Then filter all the expenses until the date of the last upload.

For example, if the last upload to the drive was made on 14 of February, we will filter (disregard) every expense until that date.



This will leave only the expenses that were already paid but not yet uploaded to the folder on the drive.

4.2 Upload the Receipts

Using the file that was downloaded and filtered before, we will have all the expense reports that need to be uploaded.

This upload needs to be done in the folder [Concur - Receipts per Claim](#).

[blocked URL](#)

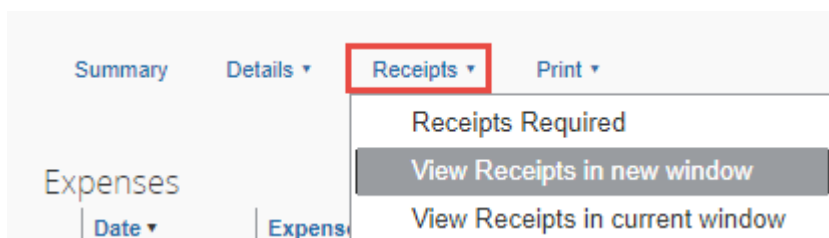
The next step is to open all the reports using the Report legacy key number.

Please find below an example:

[blocked URL](#)

Go to concur and search the report:

Then open it, go to the receipts tab, and choose view receipts in a new window



A new window will open with all the receipts, please download the file and save it with the following rule:

Year and Month of the extraction; claim key; employee name

Example : 2018 02 56722 Pierre Guillot

Please note that there are going to be some reports without receipts attached (lodge expenses; personal expenses) in this cases there is no action to be taken.

After saving it in the download folder, please upload all the receipts to the necessary [drive file](#).

Concerning the report you have used, please upload to the file [Report used to extract receipts](#), inside the receipts per claim file.

5 Concur Lodge Card Unsubmitted Transactions

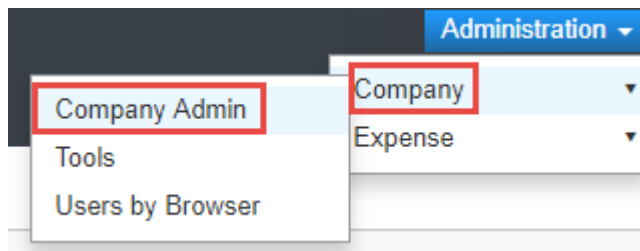
The second information to be extract from concur are the lodge expenses that have not yet been submitted by the LOF employees.

Every 25th of each month we have to extract all these lodge expenses and upload the file to the drive.

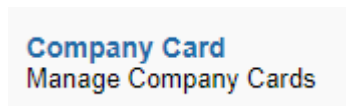
5.1 Extracting the Transactions

Log in to Concur

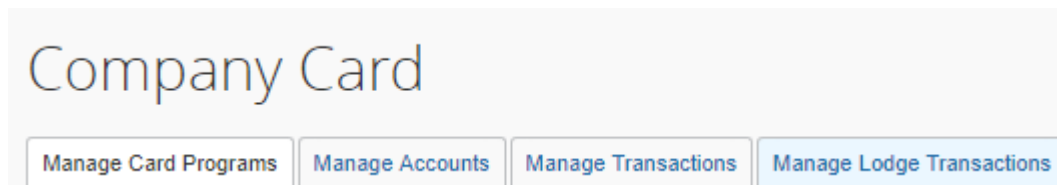
Open *Administration > Company > Tools*



Choose *Company Card*



When inside, open the *Manage Lodge Transactions* tab



Select the company (4025) and Transactions Assigned to Employees

[blocked URL](#)

Click Search to retrieve results

After that, you need to Extract to excel

[blocked URL](#)

Change the name of the document to:

Unsubmitted Transactions Details + date of the extraction

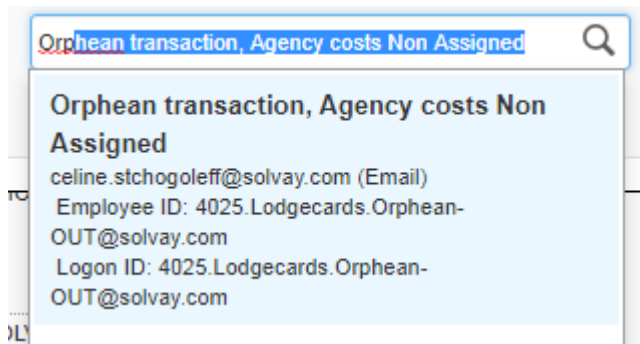
Ex: Unsubmitted Transactions Details 25 June 2018

And then upload the file to the correct folder, inside LOF process: [Lodge Card Unsubmitted transactions](#)

Please note that this report will only take into account the lodge transactions that are not inside an expense claim. If the employee has created a claim, but has not yet submitted it, those lodge expenses will not appear.

6 Submitting the Orphan Transactions

All lodge expense that go to concur without any details, and remain orphan, are submitted to a dummy profile:



Before assigning the expense to this profile, and submit them to Celine approval, we need to perform an analyzes of the amounts that are pending.

The steps are the following:

- 1 - Check the orphan transactions before allocating to the dummy profile - For expenses above 100€ please check for the invoice on the [invoice portal](#) from Amex GBT
- 2 - If you are able to find the invoice and identify the traveler name but it is external, Check offline booking forms to make sure that the we have the name of the internal referent;
- 3 - If the internal referent does not exist then contact Celine to confirm the cost center on where to allocate the transactions to;
- 4 - If we are not able to find any information on the transaction contact Amex GBT and put Celine in copy
- 5 - If no clarification is reached only then allocate the transactions to the dummy profile

7 Concur Reports

Concur report is now scheduled to send automatically to our point of contact in LOF, every 25th of each month.

Nevertheless, you can find below the information to access it, if needed.

7.1 How to Extract the Report?

To extract the report from concur, log in to Concur.

Choose Reporting and after Intelligence

[blocked URL](#)

This option will open the Public Folders, on this page look for the Solvay S.A. folder and open it.

[blocked URL](#)

Then open EMEA Service Center Reports

Public Folders > **Solvay S.A. (p0601124zycb)**

☐		Name ▾
☐		- On-going Solvay tree - do not modify
☐		Concur Support
☐		Cytec Copied reports
☐		Demand management
☐		Integration Reports Reports designed to check consistency of data (HR & Finances)
☐		IS Report
☐		Monthly T&E Reports
☐		P - Card Folder
☐		Service Center Reports
☐		T&E SC Bangkok
☐		T&E SC Curitiba
☐		T&E SC Lisbon

Go to LOF PROCESS REPORTS file

[blocked URL](#)

You will find the report named 'EMEA 4025 LOF - Solvay Expense Entry Analysis

	EMEA 4025 LOF - Solvay Expense Entry Analysis	July 25, 2018 12:01:17 AM
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8 Citi Statements

All the relevant information regarding citi accounts (card account numbers, Billing entity name) can be found on the document [Citi Cards - Relevant Information](#)

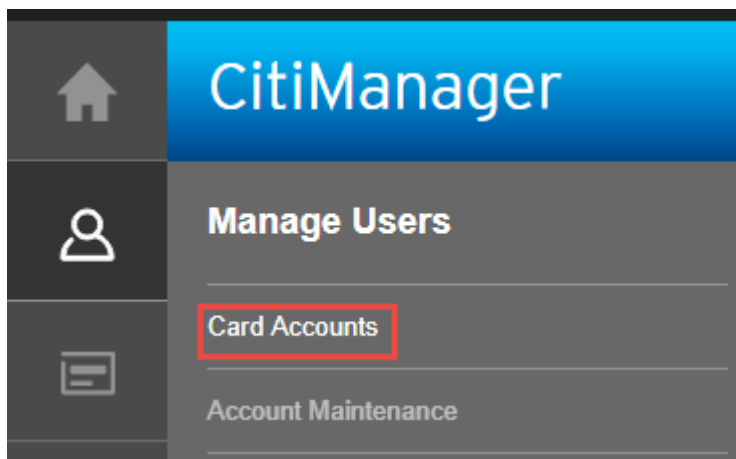
All the statements needed must be downloaded directly from CitiManager.

8.1 Extracting the Statements

Go to Citimanager and log in, then choose the Solvay EMEA CTA FRANCE - FR option



Choose Manage Card Accounts



Click on Search



All the CTA FR card accounts will appear. You will have to choose the ones regarding LOF:

Card Account: 5534220350205116

.... ..20 5116

Company Code: 4025

SOLVAY CTA FR 4025

For the Centrally Billed Account, please open the one with the company code information:

.... 03 5083

nuno.miguel@solway.com

SOLVAY CTA FR 4025

For the Centrally Billed Card (Lodge Card Account), please open the one with the card number:

.... 20 5116

rmrodrigues

RUI RODRIGUES

CB account image please place the correct one

The next step is to open the account by clicking on it.

Choose the month of the Statement that you need to download

CARD INFORMATION

CARD OVERVIEW

CARD NAME

RUI RODRIGUES

TOTAL CREDIT LIMIT

EUR 100,000.00

CREDIT BALANCE AVAILABLE

EUR 93,433.83

STATEMENTS

RECENT

JUL 2018

JUN 2018

MAY 2018

APR 2018

MAR 2018

VIEW MORE

Click on Download

Billed Transactions

[DOWNLOAD \(PDF, CSV, XLS\)](#)

Choose the format and Download again

Please select a download format.

- ☐ CSV
- ☒ PDF
- ☐ EXCEL

DOWNLOAD

CANCEL

The statement will appear on your Download folder with the name Statement.

8.2 Uploading the Statements

The documents extracted from Citi Manager need to be uploaded to the Drive, on the folder [Citi Statements](#), inside the [LOF process folder](#).

Before uploading, the documents need to be named following the rule:

Year and Month of the Statement - LOF and account

Example:

2018 01 - LOF Centrally Billed Account

2018 01 - LOF Lodge Card Account

9 PI1 Payments

On a monthly bases (the 2nd of each month) we will extract all the payments that were done in PI1 regarding Concur expense submission.

9.1 Extracting the Payments from PI1

To extract this information, please open PI1

Use the transaction bnk_moni

[blocked URL](#)

Add the following information

Batch and payment monitor			
Batch Number		to	
Rule Id		to	
Paying company code	0231	to	
Due Date		to	
House Bank		to	
Account ID		to	
Payment method		to	
Pmt meth. supplement		to	
Currency		to	
Amount paid		to	
Vendor		to	
Customer		to	
PymtAmt(rlcurr)		to	
Origin of grouping		to	
Country Key		to	
Bank key of the payee's bank		to	
Payee's bank acct number		to	
SWIFT/BIC		to	
IBAN of the Payee		to	
No. of Payments		to	
Batch Currency		to	
Batch Amount		to	
Batch Amt(rul curr)		to	
Run Date		to	
Identification		to	
Merge date		to	
Merge Id		to	
Payment document no.		to	
Post.date.doc.		to	
Value Date		to	
Create User		to	
Create Time	00:00:00	to	00:00:00
Create Date	25.08.2018	to	24.09.2018

Paying company code: 0231

Due Date: Month you wish to extract

Then click execute [blocked URL](#)

After waiting for a new page to open, you should have the following information

[blocked URL](#)

The next step is to filter the company code for LOF (4025) only:

Choose value

[blocked URL](#)

Click on set filter

[blocked URL](#)

Add 4025

[blocked URL](#)

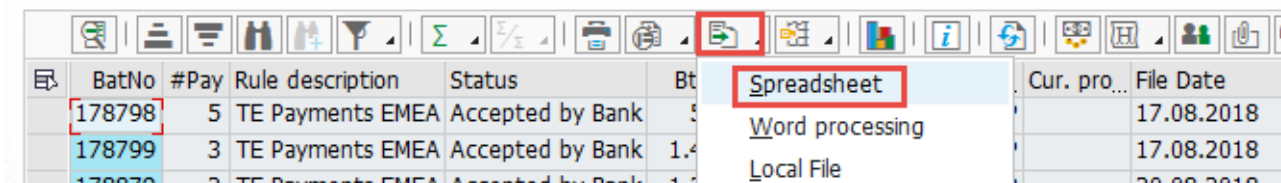
Then you will need to extract each day individually, following these steps:

Click on the chosen line to open

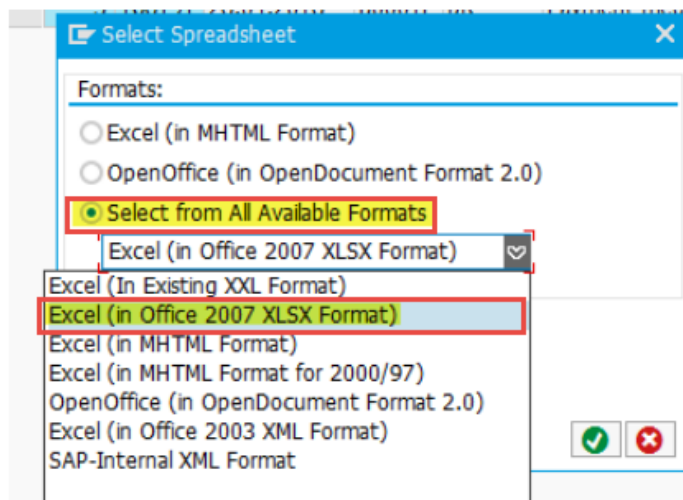
[blocked URL](#)

It will open a new page with all the payments done in that day, per employee and amount

Click on the option to export into Spreadsheet



Choose **Select from All Available Format** and click on the second option. Then [blocked URL](#)



Save with the following rule: Year Month Day (of the payment) -LOF Payments.XLSX

Example:

[blocked URL](#)

After saving, the document will open automatically. In that moment please delete the following information from the table:

[blocked URL](#)

This information is deleted for privacy reasons.

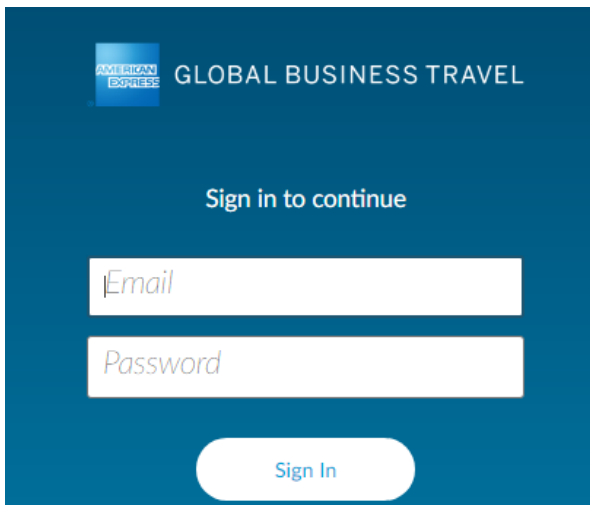
After extracting all the days of the specific months, please store the information on the folder named **LOF PI1 Payments**, inside LOF process.

10 AMEX GBT invoices

At the end of each month we extract the AMEX GBT invoices available for LOF.

Please note that to be able to extract this information, you will need to have access to the [Invoice Processing tool](#).

Sign in on the tool



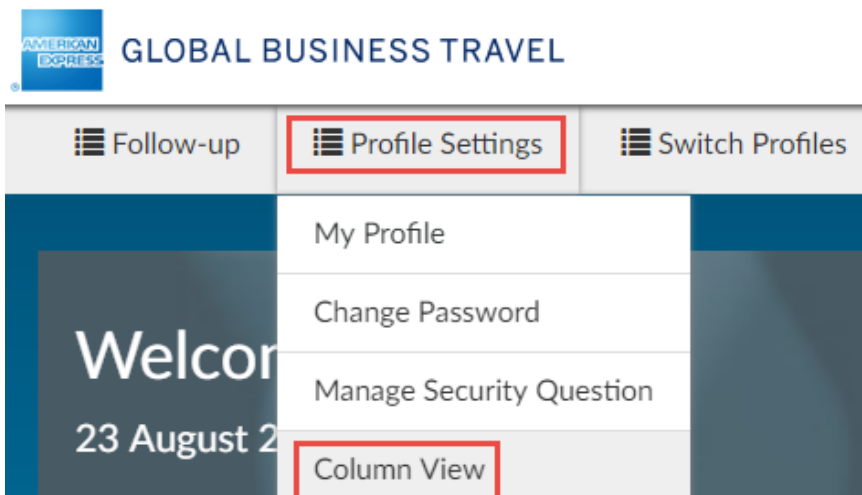
The image shows the sign-in page for the American Express Global Business Travel portal. It has a dark blue background with the American Express logo and the text 'GLOBAL BUSINESS TRAVEL' at the top. Below this, it says 'Sign in to continue'. There are two white input fields: one for 'Email' and one for 'Password'. At the bottom, there is a white 'Sign In' button.

Select the French profile

•Profile :

To make this extraction with all the information required, you will need to change the layout:

Go to 'Profile Settings' and choose 'Column View'

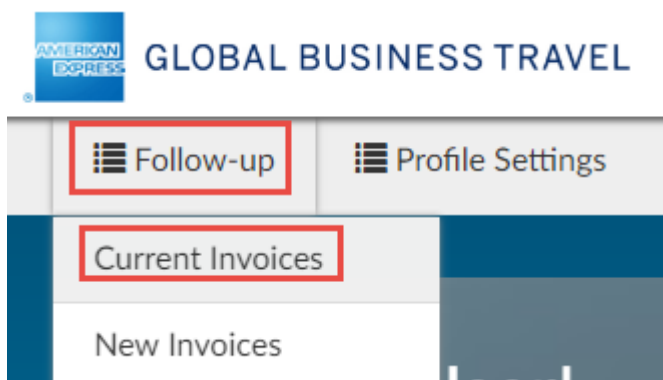


Find below the columns to be selected:

Selected Columns :

- Status
- PRODUCT_TYPE
- Destination
- Departure date
- Card number
- Short CardNum
- Ref2
- Ordered By

After making this change (it is only required when using it for the first time), go to 'follow-up' and 'Current Invoices'



Go to the 'search' button and filter by Buyer (Rhodia Laboratoire du Futur) and the month that you want to extract (from 26th of last month, until 25th of the current month)

Search

Buyer RHODIA LABORATOIRE DU FUTUR - b2WDsAmexFR442993358

Type

Invoice Number

Invoices in final status ☐

Invoice date between From Date To Date

Reception date From Date To Date

Traveller Name

PNR Reference

Destination

Departure date From Date

Search Reset

Choose download

Validate Add Notes Bulk Print Print Download Search

And select the excel format

Select Download Type

Type ☐ CSV ☒ Excel ☐ All CSV (Max 3000) ☐ PDF

Download Cancel

Save the extraction with the rule name:

number of extraction - AMEX GBT invoices and date gap

example:

- 04 - AMEX GBT invoices 06 Jul to 23 Jul 2018
- 03 - AMEX GBT Invoices 15 Jun to 06 July 2018.xlsx
- 02 - AMEX GBT Invoices 05 Mar to 22 Mar 2018
- 01 - AMEX GBT Invoices 01 Jan to 04 Mar 2018

Upload the document on the file named [Amex GBT Invoices](#)

11 Email Template

Every 25th day of each month, we send an email to our point of contact (Celine Stchogoleff) with the update of the six points mentioned above.

Email subject: LOF updated information (month) - T&E

To: Celine STCHOGOLEFF <celine.stchogoleff@solvay.com>

CC: claire.chobelet@exco.fr,
Nuno Miguel <nuno.miguel@solvay.com>,
Laurence Trebossen <laurence.trebossen@solvay.com>

Body of the email:

Dear Mrs. Stchogoleff,

Hope this email finds you well.

Below you can find the links for all the information regarding this month:

1. [Amex GBT Invoices](#) - Updated until *(day and month)*
2. [Citi Statements](#) - Updated until statement of *(month)*
3. [Concur - Receipts Per Claim](#) - Updated on *(day and month)*
4. [Lodge Card Unsubmitted Transactions](#) - Updated on *(day and month)*
5. [PI1 Payments](#) - Updated on *(day and month)*.

The Concur report has been sent automatically by email, today.

Please let me know if I can help in any other way.

12 Citi Additional Information

Although at the moment we don't send any citi report to our point of contact, there are two reports design in citi manager only for LOF information.

The goal is to know where the information is available, in case there is need of extract or send it.

The two reports are: *Rhodia LOF 4025 Full Data Reconciliation Report Tax* and *Rhodia LOF 4025 EPT Balance Due Report*.

Below you will find the instructions on how to extract them.

12.1 Extracting the Report from CitiManager

To extract the reports, you need to log in on your CitiManager account.

Go to Web Tools and choose Citibank custom reporting system

[blocked URL](#)

Then click on the CCRS option

[blocked URL](#)

Go to Organizational Shared Folders

[blocked URL](#)

Choose Solvay SA NV Shared Reports

[blocked URL](#)

Open the folder Shared Reports with PA

[blocked URL](#)

After, choose the folder Solvay EMEA Dedicated Reports

[blocked URL](#)

12.1.1 Rhodia LOF 4025 Full Data Reconciliation Report Tax

Look for Rhodia LOF 4025 Full Data Reconciliation Report

[blocked URL](#)

Fill in the mandatory fields (with the month that you are extracting) - statement date

[blocked URL](#)

And choose Run Report

[blocked URL](#)

Export the document.

Click on the following icon:

[blocked URL](#)

Then confirm

[blocked URL](#)

Leave the export properties as they are

[blocked URL](#)

And click on Export

[blocked URL](#)

12.1.2 Rhodia LOF 4025 EPT Balance Due Report

Look for Rhodia LOF 4025 EPT Balance Due Report

[blocked URL](#)

Open it and export

[blocked URL](#)

Click on Ok

[blocked URL](#)

Leave the properties as they are

[blocked URL](#)

And export

[blocked URL](#)

Both need to be saved on the correct Monthly/year folder.

Example:

[blocked URL](#)

These folders are available inside the [Citi Reports folder](#) (LOF process).

12.2 Allocating orphan to the dummy profile

In order to assure that all lodge transactions are submitted, there was created a dummy concur profile - name *Orphean transaction, Agency costs Non Assigned*

Once a month we assign all the non identified lodge transactions to this profile, and submit it for Celine approval.

Before allocating them, please kindly follow this steps to analyse what was not correctly assigned.

- 1 - Check the orphan transactions - For expenses above 100€ please check the invoice portal from Amex GBT
- 2 - If a traveler name exists but it is external Check offline booking forms to make sure that the we have the name of the internal referent;
- 3 - If the internal referent does not exist then contact Celine to confirm the cost center on where to allocate the transactions to;
- 4 - If we are not able to find any information on the transaction contact Amex GBT and put Celine in copy;
- 5 - If no clarification is reached only then allocate the transactions to the dummy profile