

# EMEA - Non Concur Process

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### Scope

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EMEA

### ERP

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PI1



PF1



WP1

### References

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### Attachments

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# 1.Objective and Scope

## 1.1 Objective of this Procedure

The objective of this procedure is to explain the Non Concur Process from start to end including user actions, payment process and monitoring.

## 1.2 Scope

The scope of this procedure includes trainees, apprentices, VIE, temporary workers and some spot cases (guests, expatriates family, etc) which do not have access to Travel & Expenses Concur tool.

## 2. Reference Documents

[Presentation](#) - Official presentation sent to employees which includes the 3 steps from the user's side.

[Record File](#) - To keep record of information such as vendor creation, audit, current known population and payment monitoring.

[Vendor Creation Form](#) - Sent by users to request vendor creation which contains all information relevant for vendor creation (users send another document with the bank details).

[D&A Team's Record File](#) - Used by Data & Analyses team to keep record of all the vendors created for this process.

[Gform](#) - Users fill this form to request the bookings through the Travel Agency.

[Expenses Submission Form](#) - Sent by users to request expense reimbursement where it is also included the posting file used by the T&E operator to send to payment.

[Affidavit](#) - This document is a declaration of honor used when there is a missing receipt or the user can not obtain any other document to justify expenses.

[KNOWLEDGE TRANSFER - T&E EMEA - NON CONCUR Process - Users Official Presentation](#)

[KNOWLEDGE TRANSFER - T&E EMEA - NON CONCUR PROCESS](#)

## 3. Definitions

**PSL** - Purchasing Service Line

**T&E** - Travel & Expenses

**Concur** - Travel & Expenses tool to submit expenses and arrange business trips bookings.

**Non Concur** - Employees who do not have access to Concur

**EMEA** - Europe, Middle East and Africa

**PF1** - SAP scope for Solvay legacy

**WP1** - SAP scope for Rhodia legacy

**PI1** - SAP scope for CICC

**D&A** - Data & Analysis

**Vendor** - A profile in SAP which contains employees data used for payments created by the D&A team

**Solvay Internal Referent** - The person inside Solvay which will assume the costs and is our direct contact for the Non Concur use (responsible person).

**SBS** - Solvay Business Services

## 4. Introduction

The submission of expense reports happens due to business trips.

We have the T&E Concur tool which allows to submit expenses and make reservations, however this program uses information from the HR system and some employees will not appear due to not having a profile created, therefore they were excluded and this procedure was created - in some countries this population has profile created in HR but it was decided to exclude it entirely.

The process operator will audit all the expense reports to avoid any fraud and non compliance that could be made by the users.

The trips and expenses are managed by themselves and, for legal reasons, no corporate cards will be delivered to this population, therefore the costs are handled with their own credit card and then reimbursed by Solvay.

## 5. Audit

### 5.1 Audit Rules

Expenses require a receipt/document to justify the Business Purpose.

When receipts are available no other proof of payment is required.

A receipt is any document that contains the following five fiscal elements:

1. Name of vendor (person or company which provided service)
2. Transaction date (when the expense was paid)
3. Detailed description of good or services purchased (what was bought)
4. Amount paid
5. Form of payment (how it was paid - cash, check, or last digits of credit card)

If there is no receipt available then it is mandatory that the user fills the [Affidavit](#) provided by the auditor and sends it on the same ticket.

The German trainees that are submitting their monthly pass will have to attach the affidavit, since they don't receive any invoice for the amount paid (have only the bank statement as proof of payment).

Expenses that do not require a receipt:

- Personal Car Mileage
- Tips/Gratuities
- Allowances - #2174530

Keep in mind:

- Bank fees need to have attached a full view of the bank statement where these are included.
- Comments are not enough justification for a missing receipt, an affidavit has to be added.
- Non T&E related expenses, should be sent back and request submission in the correct department ([out of policy](#)).

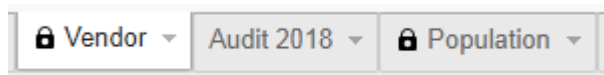
## 6. Profile Creation

### 6.1 Requirements

In order to have all of the necessary information for payment in one place, users are created as vendors.

They are created based on a [form](#) each employee has to fill and have the manager send to us (it can be the user sending the request if the manager is in copy of the ticket).

When we receive this ticket we need to complete the fields in our record [file](#) - Vendor tab:



This form includes the following information:

- Address, postal code, city (Business);
- Employee number (if they have one);
- Solvay company code;
- Solvay Internal referent name (responsible contact);
- Bank account information.

It is required that, **together with the form**, the user needs to send a document with bank details on the side.

For Portuguese users, we need to request the Tax ID number (NIF) and the current address to prove that this is a real user. If the user refuses to give the number we should explain that these business expenses are associated with company's own Tax ID number, it is not related with user's income and there will be no taxes charged to him. All of the expenses will be charged to account "6150000001 Entertainment" which is Non Deductible for SBS.

For German users, since it is very difficult for them to request an official document with the bank details, we accept a card photo, confirming that it shows all the necessary information (name, IBAN, BIC).

We need to always register who is the user's referent name in our record [file](#) in the population's tab. This is important in case we need to confirm the approval in future submission of expense claims and to assign any orphan lodge transactions that belong to Non Concur users. After confirming everything is in order send it to Data & Analysis team - they will create the vendor profile.

Properties of the ticket being sent to D&A team are the following:

- Group: PTP D&A EMEA
- PTP-Process: Data & Analysis
- PTP-Subprocess: Vendor Master Data
- PTP-Category: Creation

The tickets are kept on their side unless the user has sent an expense submission form in the same ticket, therefore we need to [add a note requesting to have the ticket being returned to T&E](#).

If any information is missing or is incorrect in the form ask the employee to confirm.

You can search the master data (if available) of the user in SAP PP2 in transaction PA20 and compare.

## 7. Expense Claim Submission

### 7.1 Record

When we receive the ticket we need to fill the record [file](#) - Audit tab (of current year).

| T&E | Ticket  | Audit date | Employee Name | Vendor | SAP | Company Code           | CC / Order / WBS | Amount | Decis |
|-----|---------|------------|---------------|--------|-----|------------------------|------------------|--------|-------|
| ISS | 1390033 | 18/12/2017 | Elise Gaget   | Yes    | WP1 | ZFR3-Rhodia Opérations | ZFR3-5618        | 202.00 | Appro |

- **T&E:** the team operator who is processing the expense report
- **Ticket:** Helpdesk ticket number where the expense claim is being requested reimbursement
- **Audit date:** date that the operator starts the processing of the expense report
- **Employee name:** in this field there is a drop down which is obtaining information from the Population tab, if the name does not appear look if the employee has been added in there
- **Vendor, SAP, Company Code, CC/Order/WBS:** these fields will fill automatically once chosen an employee from the list, with information in the Population tab
- **Amount:** introduce the total amount of the expense claim
- **Decision:** as well a drop down to identify what is the process stage of the expense claim - options are Delay (waiting actions from employee), Approved (processing payment), Rejected (no response from user/not compliant)

There is also a column "Reason for delay" which has to be filled with a small comment explaining the reason the process was pending.

When opening the template we need to confirm if our information matches the information available in the header.

|                             |                        |
|-----------------------------|------------------------|
| Employee Name :             | Elise GAGET            |
| Employee/User ID :          | 927749                 |
| Country of Company :        | FR                     |
| Company :                   | ZFR3-Rhodia Opérations |
| Cost center / Order / WBS : | SM16500200             |
| Manager Name:               | Luc Lebrun             |

Fill information on tabs with the following order:

- Before audit - T&E | Ticket | Audit date | Employee name | Amount
- After audit - Decision | Reason for delay
- After posting - Posting date | Posting document

The tabs "Payment date" and "Payment document" are filled by the Payments team, all other fields are locked for them.

The CICC (payment tool) code added in the "Payment document" column is used by us to match the payment transactions in SAP and the submission of expenses when performing clearing.

### 7.2 Posting

When the audit is complete, all the information has been confirmed and is now correct, we can continue the process.

The expenses submission [template](#) has a posting file hidden, which gathers all information from the form and makes it easier/faster to perform the posting in SAP (PF1 and WP1), by simply uploading the file in a transaction (fb01) and running it automatically. This file was created by *AP Process specialist* (who is the contact if any issue with the excel's macro occurs).

SAP will let you know of any errors in the posting however, we can avoid this by checking the information before sending the posting, as showed below.

#### 1) Correction of the form

##### Header

DE

## Expense Claim reimbursement



|                             |                        |
|-----------------------------|------------------------|
| Employee Name :             | Niklas Wloch           |
| Employee/User ID :          | DE21232                |
| Country of Company :        | DE                     |
| Company :                   | 5869-SOLVAY INFRA B_HO |
| Cost center / Order / WBS : | I717300030             |
| Manager Name:               | Oliver Kraus           |



|                  |           |
|------------------|-----------|
| Expense / Travel |           |
| From:            | 14-May-18 |
| To:              | 18-May-18 |

## Travel Business Purpose:

Training (Every Day Trip)

- **Employee/User ID:** no special characters
- **Correct mismatch information:** compare details in the monitoring file and the expense submission template (ex: company code, country...)  
NOTE: Company code needs to be the same that was assigned to the user's vendor  
NOTE: Cost center/Order/WBS need to belong to the selected Company code
- **Dates:** dates have a specific format, must be xx-xx-xxxx and it will update accordingly
- **Dates:** range needs to include all expense dates
- **Business Purpose:** can not be empty

## Expenses details

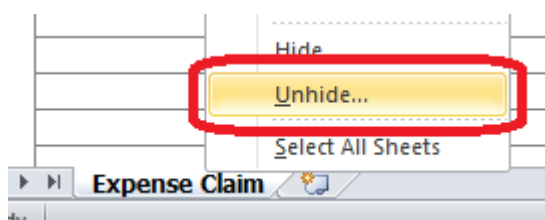
| DATE                                  | DESCRIPTION OR PURPOSE OF EXPENSE    | CATEGORY              | AMOUNT                 | CURRENCY | COUNTRY of Expense | ATT |
|---------------------------------------|--------------------------------------|-----------------------|------------------------|----------|--------------------|-----|
| 14-May-18                             | Start: 07:00 / End: 18:00 (Tagegeld) | Other not defined     | 12,00                  | EUR      | DE                 |     |
| 15-May-18                             | Start: 07:00 / End: 18:00 (Tagegeld) | Other not defined     | 12,00                  | EUR      | DE                 |     |
| 16-May-18                             | Start: 07:00 / End: 18:00 (Tagegeld) | Other not defined     | 12,00                  | EUR      | DE                 |     |
| 17-May-18                             | Start: 07:00 / End: 18:00 (Tagegeld) | Other not defined     | 12,00                  | EUR      | DE                 |     |
| 18-May-18                             | Start: 07:00 / End: 18:00 (Tagegeld) | Other not defined     | 12,00                  | EUR      | DE                 |     |
| 14-May-18                             | Training                             | Public transportation | 38,00                  | EUR      | DE                 |     |
| Don't forget to attach your receipts! |                                      |                       | Total to be reimbursed | 98,00    | EUR                |     |

- **Amount:** Decimals separated by a comma
- **Currency:** Must be according to country of the user (ex: if user is from a Company code of the UK the currency will be GBP, any non GBP expenses need to be converted)
- **Expense type:** Mandatory filed; correct if user mistaken - this will define the GL account for each expense in SAP
- **Dates:** dates have a specific format, must be xx-xx-xxxx and it will update accordingly
- **Total amount:** at the bottom we need to check that the total amount is correct

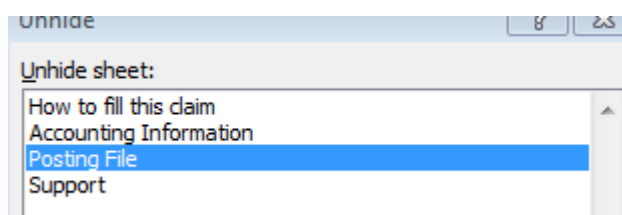
## 2) Posting file

## Open the posting file

Unhide the posting file with a Right Click from the computer's mouse on the Expense Claim tab:



Open Posting File option:



## Possible cause for errors - to check

- **G/L account (first cell):** delete the entire content, enter the cell and put the user's vendor number  
NOTE: It was agreed to add a P at the start of all vendors which would allow to distinguish Non Concur users from actual Vendors, however this interferes with the posting and therefore we replaced the entire field with the correct vendor created by D&A team. Some users also do not use the vendor that was provided, it is another reason why we need to replace and pay attention to this.

| N        | O           | P           | Q              |          |            |       |
|----------|-------------|-------------|----------------|----------|------------|-------|
| Co Code  | Posting Key | G/L account | Amount Doc cur |          |            |       |
| BSEG-BUK | BSEG-BSC    | BSEG-SAKNR  | BSEG-WRBTR     | BSEG-BSC | BSEG-SAKNR | BSEG- |
| 2        | 31          | P63034996   | 533,41         | 31       | 928214     |       |
|          | 40          | 98300603    | 100            | 40       | 98300603   |       |

- **WBS/Order instead Cost center:** if the user provides a WBS or Order we need to change its location to the correspondent field

| P           | Q              | R             | S        | T        | U         | V           |    |
|-------------|----------------|---------------|----------|----------|-----------|-------------|----|
| /L account  | Amount Doc cur | Amount Cy Cur | Tax code | B.A.     | Value dat | Cost center | CO |
| BSEG-SAKNR  | BSEG-WRBTR     | BSEG-DMBTR    | BSEG-MW  | BSEG-GSB | BSEG-VAL  | BSEG-KOS    | BS |
| 928214      | 533,41         |               |          |          |           |             |    |
| 98300603    | 533,41         |               |          |          |           | 7666-2018   |    |
| Cost center | CO Order       | WBS elem      |          |          |           |             |    |

#### Proceed with posting

- After checking all the fields for errors, click Start at the top left corner of the posting file, insert the password "teonly", choose Step 1, add the ticket number and save:

|   |       |    |
|---|-------|----|
|   | A     |    |
| 1 | Start | Co |
| 2 | ITEM  | RK |

Insert Password:

teonly

Posting File

Step 1

Step 2

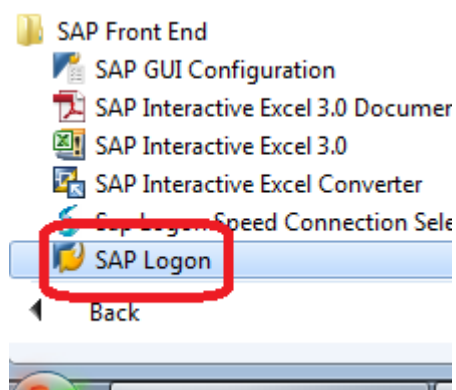
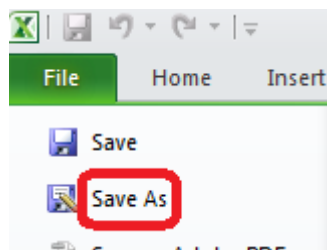
Please insert ticket/request number:

SC Ticket#1609421

- Verify if all lines have Cost Element (remember if it's a WBS or Order it needs to be moved to the correct place).

| Posting K/S/L account | Amount Doc cur | Amount Cy Cur | Tax code   | B.A.    | Value dat | Cost center |           |
|-----------------------|----------------|---------------|------------|---------|-----------|-------------|-----------|
| BSEG-BSC              | BSEG-SAKNR     | BSEG-WRBTR    | BSEG-DMBTR | BSEG-MW | BSEG-GSB  | BSEG-VAL    | BSEG-KOS  |
| 31                    | 928442         | 760,28        |            |         |           |             |           |
| 40                    | 98300610       | 4,82          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 41            |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 0,9           |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 45            |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 9,62          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 4,82          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 45            |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 5,18          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 5,18          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 5,72          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 5,18          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 5,18          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 5,18          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 5,18          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |
| 40                    | 98300610       | 5,18          |            |         |           |             | 7673-2200 |
| 40                    | 98300600       | 82,5          |            |         |           |             | 7673-2200 |

- Save the file in the desktop and open the SAP system which will be used (PF1/WP1)

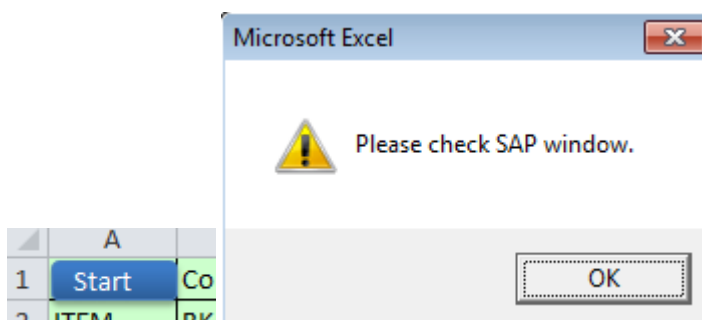


- Click Start again, choose the Step 2 and wait for it to signal that the posting is complete

|   |       |    |
|---|-------|----|
|   | A     |    |
| 1 | Start | Co |
| 2 | ITEM  | RK |

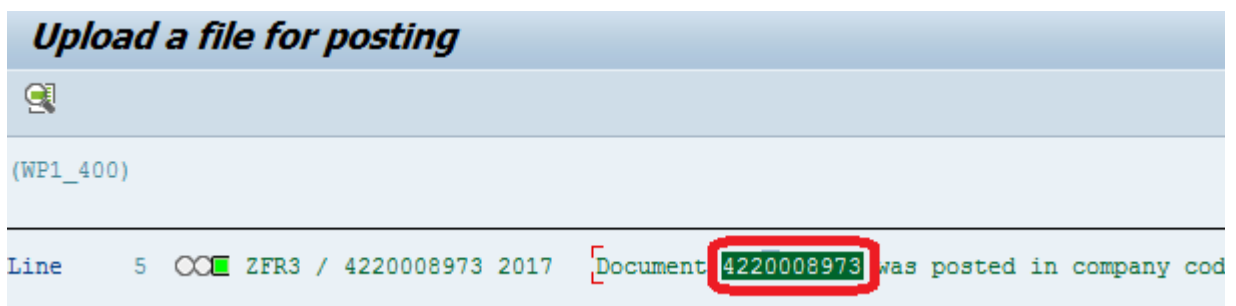
Insert Password:

teonly

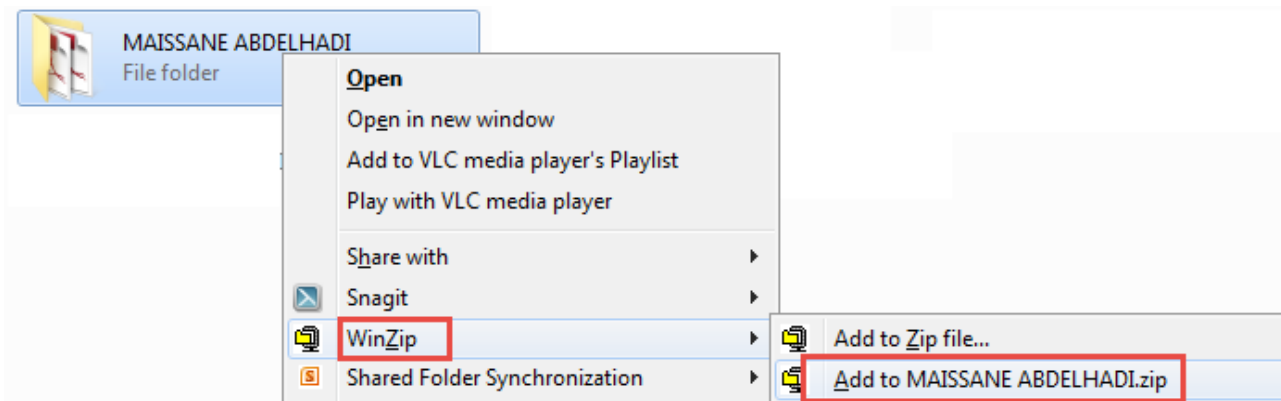


*NOTE: If the SAP triggers any errors, analyse again, it won't upload until everything is in order. In case no error is detected, download a new template and fill it from scratch.*

- Copy the document number with CTRL+Y on your keyboard, then CTRL+C and put in the monitoring file on the Posting doc. column



- Finally, zip the paste with the form and receipts inside



- Double click the document number showed above to enter the posted document and attach it as below:

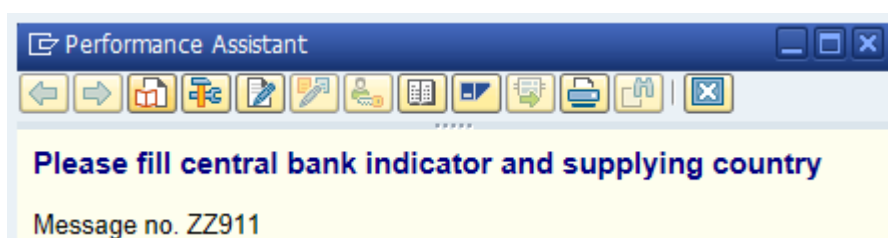
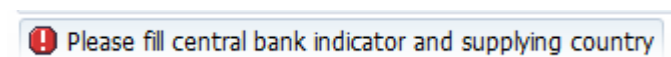
| Itm | PK | TTy | Account | G/L acct | SG | WBS element | Profit Ctr | Cost Ctr |
|-----|----|-----|---------|----------|----|-------------|------------|----------|
| 1   | 31 | F15 | 928142  | 42900300 |    |             |            |          |

## 7.3 Posting Germany Exception

### 7.3.1 'Please fill central bank indicator and supplying country' Error

When performing a posting for a German Company Codes, we encountered the following error which refers to a requirement when creating an invoice for a foreign vendor - the user's address is not German. It also is required if the document currency is not the same as the local currency, or payment is effected via a foreign bank.

**Error:** "Please fill central bank indicator and supplying country"



**Example:**

The user is in Germany. His information relates to Company Code 4060, however his address is defined as French. Only for Germany this error will appear.

**Solution:**

- Enter the mountain icon and open the credit line of the vendor

**Enter Tr**

DOC. header text SC Ticket#2008223 Trading Part.BA

Branch number  Number of Pages

Items in document currency

| PK  | BusA | Acct                                | EUR | Amount | Tax amnt |
|-----|------|-------------------------------------|-----|--------|----------|
| 001 | 31   | P986334701 JOACHIM SCHMIDT          |     | 25,00- | **       |
| 002 | 40   | 7336 6230040000 Train,sem,study day |     | 25,00  |          |

- Enter the option "More data"

**Enter Travel Q0: Add Vendor item**




 More data
 Acct model
  Fast Data Entry
  Taxes

Vendor  JOACHIM SCHMIDT G/L Acc

Company Code  52 GRAF-VON-DUEREN STR.

SOLVAY EUROPE NEUFENSTADT

- Open the list of the option "SCB Ind." and select indicator 540 (or simply type it)

**Enter Travel Q0: Correct Vendor item**





 More data    Acct model     Fast Data Entry     Taxes

Vendor  JOACHIM SCHMIDT    G/L Acc

Company Code  52 GRAF-VON-DUEREN STR.  
 SOLVAY FLUOR    NEUENSTADT

Item 1 / Invoice / 31 / Addit.Details

|              |                                             |                |                 |                                    |                      |
|--------------|---------------------------------------------|----------------|-----------------|------------------------------------|----------------------|
| Amount       | <input type="text" value="25,00"/>          | EUR            | Amount in LC    | <input type="text" value="25,00"/> | EUR                  |
| Part. Bank   | <input type="text"/>                        |                | Reference Key 1 | <input type="text"/>               |                      |
| House Bank   | <input type="text"/> / <input type="text"/> |                | Reference Key 2 | <input type="text"/>               |                      |
| Instructions | <input type="text"/>                        |                | Reference Key 3 | <input type="text"/>               |                      |
| Trans.Type   | <input type="text"/>                        |                | Reason code     | <input type="text"/>               |                      |
| SCB Ind.     | <input type="text"/>                        | Suppl. Cntry   | FR              | Service Ind.                       | <input type="text"/> |
|              |                                             | Planning Level |                 | Plan. Date                         | <input type="text"/> |

Rep.cntry  State Central Bank Indicator 109 Entries

VAT Reg. No.

Sp.G/L assgt

Next line item

PstKy  Account

| CBnkIn | Indicator | Reason for payment                                                      |
|--------|-----------|-------------------------------------------------------------------------|
| 516    | 516       | Kaufmännische, organisatorische und administrative Dienstleistungen     |
| 520    | 520       | Entgelte für selbständige Arbeit                                        |
| 521    | 521       | Entgelte für unselbständige Arbeit                                      |
| 522    | 522       | Pensionen, Renten, Sozialversicherung                                   |
| 523    | 523       | Provisionen                                                             |
| 530    | 530       | Regiekosten sowie Zuschüsse an Tochterunternehmen, Zweigniederlassungen |
| 533    | 533       | Finanzdienstleistungen                                                  |
| 540    | 540       | Werbe- und Informationskosten                                           |
| 550    | 550       | Aktive und passive Lohnveredelung                                       |
| 560    | 560       | Reparaturen an Transport- und Verkehrsmitteln (ohne Notreparaturen)     |
| 570    | 570       | Einnahmen aus Bauleistungen, Montagen und Ausbesserungen durch geb      |

- Return to the mountain icon



- The document is ready to be posted by clicking the save icon

### 7.3.2 Payment Block for German users in PF1

Since every week the German payments are also run locally, we have to add a payment block A after posting non concur german expenses.

This payment block will assure that our payment is not caught with the local run, and it will then be removed by the payments team, when performing the non concur payments.

To add this payment block, please enter the document

[blocked URL](#)

Click on edit, and go inside the vendor line

 **Change Document: Overview**

|                 |                                            |              |                                         |             |                                   |
|-----------------|--------------------------------------------|--------------|-----------------------------------------|-------------|-----------------------------------|
| Document Number | <input type="text" value="2000002214"/>    | Company Code | <input type="text" value="4056"/>       | Fiscal Year | <input type="text" value="2019"/> |
| Document Date   | <input type="text" value="20.01.2019"/>    | Posting Date | <input type="text" value="10.01.2019"/> | Period      | <input type="text" value="1"/>    |
| Reference       | <input type="text" value="DE21552712019"/> | Cross-CC no. | <input type="text"/>                    |             |                                   |
| Currency        | <input type="text" value="EUR"/>           | Texts exist  | <input type="checkbox"/>                |             |                                   |

Items in document currency

| Itm | PK | BusA | Acct no. | Description   | Tx | Amount in | EUR |
|-----|----|------|----------|---------------|----|-----------|-----|
| 001 | 31 |      | PDE21552 | PAUL SCHUSTER |    | 113,00-   |     |

Add 'A' to the payment block field

| Additional Data |                                         |
|-----------------|-----------------------------------------|
| Bus. Area       |                                         |
| Disc. base      | 113,00 EUR                              |
| Payt Terms      | N000                                    |
| Blinc Date      | 20.01.2019                              |
| Pmnt Block      | A                                       |
| Payment cur.    |                                         |
| Pmt Method      |                                         |
| Payment Ref.    |                                         |
| Collect.inv.    | 0                                       |
| Assignment      | PDE21552                                |
| Text            | Auswärtige Unterbringung / Berufsschule |
| Trdg Part.BA    |                                         |
| Disc. Amount    |                                         |
| Days/percent    |                                         |
| Fixed           |                                         |
| Invoice ref.    |                                         |
| Pmnt/c amnt     | 0,00                                    |

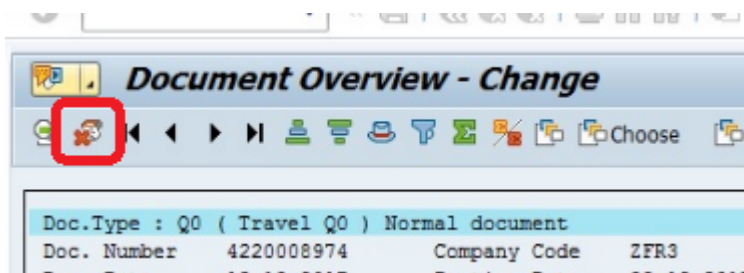
Long text

## 7.4 Corrections After the Posting

### 7.4.1 Reverse

If something was incorrect during the posting and the Payments team has not yet processed it we can make the necessary adjustments:

- 1) Open SAP system (PF1/WP1)
- 2) Transaction FB02 - Change document
- 3) Click the Reverse Document icon as seen below



- 4) Fill with the necessary information

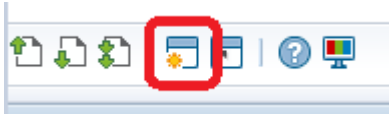
| Reverse Document |                                  |
|------------------|----------------------------------|
| Company Code     | ZFR3                             |
| Document Number  | 4220008974                       |
| Fiscal Year      | 2017                             |
| Reversal Reason  | 01                               |
| Posting Date     | 22.12.2017                       |
|                  | <input type="checkbox"/> Tax Rep |

There are some options in the reversal reason field. If the reverse of the posting is performed:

- the same period of the posting we should use 01 and add the posting date
- in a different posting period (period already close) we should use 05 and add the day of the posting

After filling the necessary information click on the reverse icon

5) Open another tab from SAP



6) Transaction FB01 or FBR2 (Post with reference)

7) Select: Post with reference

8) Insert deleted document and its company code, available on the non concur monitoring file

9) Make the necessary corrections to the posting that was done wrong, and finish the posting by clicking on the save icon

10) CTRL+Y in your keyboard and copy/paste the new document in our record file (add the previous document to the comment to keep record of T&E team actions)

## 7.5 Payment Process

It has been defined a procedure to monitor the payments after the postings have been performed:

1. Every **Tuesday**, at the end of the day, we send a ticket to the Payments team, with information of all the pending payments for the Non Concur process. The payments that are pending will have the information 'create' on the payment ticket tab (monitoring file)

**Paym. ticket**

2908500

2908500

create

1. Every **Wednesday** the payments team will run the job for these pending documents, with payment day of the next **Thursday**
2. And finally, every **Monday** we will check and perform the clearings

*NOTE: Non Concur payments are manually performed through CICC with the exception of Butachimie and Pax Non Concur users which are paid together with Butachimie and Pax regular employees. Payments team runs a variant which includes a range of 900000 to 999999 and with the company code ZFR9 for all normal Concur Butachimie payments and non concur pending expenses. They run this variant on Tuesdays at the start of the day with value date Wednesday that follows.*

*For Butachimie and Pax non concur users please don't insert them in the list to send for the Payments Team.*

Copy from the Monitoring file the new information in the columns, and past the information on the body of the email:

| Employee Name | Vendor | SAP | Company Code | CC / Order / WBS | Amount | Posting date | Posting doc. | Paym. ticket |
|---------------|--------|-----|--------------|------------------|--------|--------------|--------------|--------------|
|---------------|--------|-----|--------------|------------------|--------|--------------|--------------|--------------|

In [Helpdesk](#) create a ticket asking to perform these payments, to the following group:

**Group \***

PTP SC Payments EMEA

**Agent**

...

**Type \***

PTP Request

☐ BD Outbound
**PTP-Process \***

Travel &amp; Expenses

**PTP-Subprocess \***

Expense Reimbursement

**PTP-Category \***

Refunds

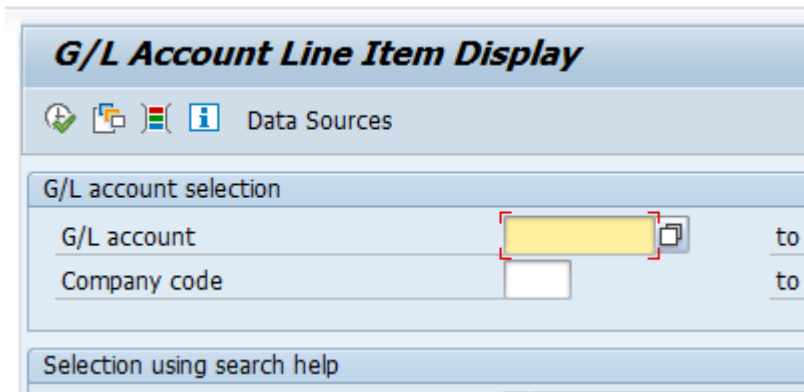
## 8. Clearing of Accounts

When payments are completed, we need to perform the clearing between the expense report and the payment so both amounts do not remain open in the employee vendor account.

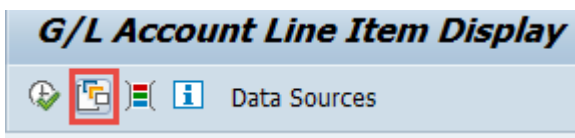
### 8.1 PF1 Companies

All payments performed through CICC Online become open in the following G/L bank accounts and we need to match with the expense report that is posted inside each user vendor.

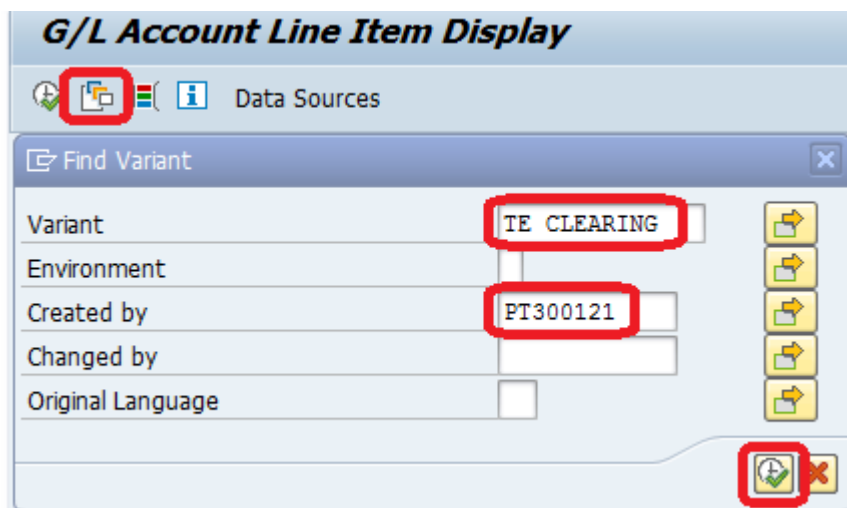
- **Transaction:** FBL3N



- **G/L Accounts PF1:** 50600EUR23/ 50600EUR24/ 50601EUR22
- **Variant:** TE Clearing



- **User:** PT300121 and choose 'execute'



## ABAP: Variant Directory of Program RFITEMGL



## Variant Catalog for Program RFITEMGL

| Variant name   | Short Description         | Environment | Protected | Created by | Created on | Changed by | Last Changed on |
|----------------|---------------------------|-------------|-----------|------------|------------|------------|-----------------|
| ALL TE CLEARIN | All TE Clearings          | A           |           | PT300121   | 15.01.2016 | PT300121   | 20.10.2016      |
| BENELUX TE     | BENELUX TE Clearings      | A           |           | PT300121   | 13.03.2014 |            |                 |
| CONCUR TE      | Concur TE                 | A           |           | PT300121   | 09.01.2018 |            |                 |
| LODGE TE       | LODGE TE                  | A           |           | PT300121   | 09.01.2018 | PT99375814 | 13.06.2018      |
| TE CLEARING    | All TE Clearings - EMEA   | A           |           | PT300121   | 25.01.2017 | PT99375814 | 01.08.2018      |
| TE CONCUR      | All TE Concur - exc Lodge | A           |           | PT300121   | 26.12.2017 | PT300121   | 26.12.2017      |
| TE US CLEARING | TE US Clearings           | A           |           | PT300121   | 19.05.2016 |            |                 |
| US TE CLEARING | All TE Clearings          | A           |           | PT300121   | 26.04.2016 | PT300121   | 20.06.2016      |

- **Layout:** Non Concur

List Output

Layout **NON CONCUR**

Maximum number of items

- And 'execute'

## G/L Account Line Item Display

Data Sources

Result:

G/L Account

Company Code

50600EUR23

0001

TsE Payments - Employee

| St                       | DocumentNo                                                                          | BusA       | Type | Doc. Date | FK         | Amount in local cur. | LCurr    | Tx  | Clrng doc. | Text                                 | Reference | Assignment |
|--------------------------|-------------------------------------------------------------------------------------|------------|------|-----------|------------|----------------------|----------|-----|------------|--------------------------------------|-----------|------------|
| <input type="checkbox"/> |  | 5100054991 |      | IX        | 10.01.2018 | 50                   | 350,12-  | EUR |            | Refund - Thierry Duquenne - 12002739 | 12002739  | 0000025832 |
| <input type="checkbox"/> |  | 5100054970 |      | IX        | 05.01.2018 | 40                   | 1.476,79 | EUR |            |                                      |           | 0000025963 |
| <input type="checkbox"/> |  | 5100055612 |      | IX        | 17.01.2018 | 40                   | 378,50   | EUR |            |                                      |           | 0000026191 |
| *                        |  |            |      |           |            | 1.505,17             | EUR      |     |            |                                      |           |            |
| ** Account 50600EUR23    |                                                                                     |            |      |           |            | 1.505,17             | EUR      |     |            |                                      |           |            |

G/L Account

Company Code

50600EUR23

3471

TsE Payments - Employee

| St                       | DocumentNo                                                                          | BusA       | Type | Doc. Date | FK         | Amount in local cur. | LCurr  | Tx  | Clrng doc. | Text | Reference | Assignment |
|--------------------------|-------------------------------------------------------------------------------------|------------|------|-----------|------------|----------------------|--------|-----|------------|------|-----------|------------|
| <input type="checkbox"/> |  | 5100007258 |      | IX        | 17.01.2018 | 40                   | 287,01 | EUR |            |      |           | 0000026192 |
| *                        |  |            |      |           |            | 287,01               | EUR    |     |            |      |           |            |
| ** Account 50600EUR23    |                                                                                     |            |      |           |            | 287,01               | EUR    |     |            |      |           |            |

G/L Account

Company Code

50600EUR23

5978

TsE Payments - Employee

| St                       | DocumentNo                                                                          | BusA       | Type | Doc. Date | FK         | Amount in local cur. | LCurr     | Tx  | Clrng doc. | Text                                  | Reference        | Assignment |
|--------------------------|-------------------------------------------------------------------------------------|------------|------|-----------|------------|----------------------|-----------|-----|------------|---------------------------------------|------------------|------------|
| <input type="checkbox"/> |  | 5100006020 |      | IX        | 19.06.2017 | 50                   | 2.700,00- | EUR |            | REFUND - HOUTAPPEL GEORGES - 63014166 | REFUND - HOUTAPP | 0000020177 |
| *                        |  |            |      |           |            | 2.700,00-            | EUR       |     |            |                                       |                  |            |
| ** Account 50600EUR23    |                                                                                     |            |      |           |            | 2.700,00-            | EUR       |     |            |                                       |                  |            |

### Find amounts pending clearing and to whom it belongs

In this extraction you will be able to find all of the amounts open (not cleared) in the T&E payment accounts.

In the Assignment column will be available the CICC code which will match with the code of the Paym. Doc column (monitoring file)- this is how we match the payment in the bank account with the submission in the vendor.

|            |
|------------|
| Assignment |
| 0000027320 |

Normally the ones linked with Non Concur process don't have information in the text. To confirm if it is a payment for this process we check if the assignment code is in our file with CTRL+F and by removing the initial zeros.

Example:

| St                 | DocumentNo | BusA | Type | Doc. Date  | PK | Amount in local cur. | LCurr | Tx | Clrng doc. | Assignme |
|--------------------|------------|------|------|------------|----|----------------------|-------|----|------------|----------|
|                    | 5100006689 |      | IX   | 16.02.2018 | 40 | 156,68               | EUR   |    |            | 00000273 |
|                    |            |      |      |            |    | 156,68               | EUR   |    |            |          |
| Account 50600EUR23 |            |      |      |            |    | 156,68               | EUR   |    |            |          |

27320

1 of 1

^

v

...

X

|            |         |            |       |
|------------|---------|------------|-------|
| 2000000285 | 1584444 | 16.02.2018 | 27318 |
| 2000000522 | 1584444 | 16.02.2018 | 27320 |

Following the example above, the payment amount from 16.02.2018 with CICC Session 0000027320 is linked with Lisa Vanetti.

| Employee Name | Vendor   | Company Code             | Paym. doc. |
|---------------|----------|--------------------------|------------|
| Lisa Vanetti  | PIT98166 | 0270-SOLVAY CHIMICA (IT) | 27320      |

If you open the vendor in PF1 with this user you will be able to find the counterpart document.

Transaction: FBL1N

Add the vendor number, the related Company Code and execute:

**Vendor Line Item Display**

Data Sources

Vendor selection

Vendor account

Company code

Result:

| St               | DocumentNo | Type | Doc. Date  | S | DD | Amount in local cur. | LCurr | Clrng doc. | Text           |
|------------------|------------|------|------------|---|----|----------------------|-------|------------|----------------|
|                  | 2000000522 | Q0   | 07.02.2018 |   |    | 156,68-              | EUR   |            | iSourcing trai |
|                  |            |      |            |   |    | 156,68-              | EUR   |            |                |
| Account PIT98166 |            |      |            |   |    | 156,68-              | EUR   |            |                |

Perform a clearing between both

You can clear by vendor or by GL account

**Transaction:** F-44 (clear with vendor)

**Transaction:** F-03 (clear with account)

The steps for both transactions are the same although with small differences according with nature of the account (both perform clearing but starting differently).

Using the Transaction F-44 as an example:

- Copy the user's vendor number from the file and open F-44

|              |          |               |            |        |   |
|--------------|----------|---------------|------------|--------|---|
| Account      | PIT98166 | Clearing Date | 16.02.2018 | Period | 2 |
| Company Code | 0270     | Currency      |            |        |   |

**Open Item Selection**

|                 |  |                                               |
|-----------------|--|-----------------------------------------------|
| Special G/L Ind |  | <input checked="" type="checkbox"/> Normal OI |
|-----------------|--|-----------------------------------------------|

**Additional Selections**

☒ None

Process open items

*NOTE: If F-03 select others and then Assignment as seen below - to move to the 2nd page, click Page Down on your keyboard.*

|                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Branch account<br><input type="radio"/> Currency<br><input type="radio"/> Posting Key<br><input type="radio"/> Document Date<br><input checked="" type="radio"/> <b>Assignment</b><br><input type="radio"/> Billing Document<br><input type="radio"/> Contract Type<br><input type="radio"/> Contract Number<br><input type="radio"/> Invoice reference<br><input type="radio"/> Value Date | <input type="radio"/> Business Area<br><input type="radio"/> Tax code<br><input checked="" type="radio"/> Others |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|

Page **2** / 3

- Select the line to be cleared, then the mountain icon and proceed to Choose open items

**Clear Vendor Display Overview**


 Process open items
 **Choose open items**

- Add the Company Code
- Add the G/L account where the counterpart document is available
- Add an S in Account type  
*NOTE: S - For G/L Accounts (F-44) and K - For Vendor Accounts (F-03)*
- In the "Additional selections" choose the Assignment (if F-03 Select None) and then Process open items

## Clear Vendor Select open items

Process open items

| Open item selection                                                                 | Additional selections                       |
|-------------------------------------------------------------------------------------|---------------------------------------------|
| Company Code <input type="text" value="0270"/>                                      | <input type="radio"/> None                  |
| Account <input type="text" value="50600EUR23"/>                                     | <input type="radio"/> Amount                |
| Account Type <input type="text" value="S"/>                                         | <input type="radio"/> Document Number       |
| Special G/L ind. <input type="text"/> <input checked="" type="checkbox"/> Normal OI | <input type="radio"/> Posting Date          |
| Pmnt advice no. <input type="text"/>                                                | <input type="radio"/> Dunning Area          |
| <input type="checkbox"/> Other accounts                                             | <input type="radio"/> Reference             |
| <input type="checkbox"/> Distribute by age                                          | <input type="radio"/> Collective invoice    |
| <input type="checkbox"/> Automatic search                                           | <input type="radio"/> Document Type         |
|                                                                                     | <input type="radio"/> Business Area         |
|                                                                                     | <input type="radio"/> Tax code              |
|                                                                                     | <input type="radio"/> Branch account        |
|                                                                                     | <input type="radio"/> Currency              |
|                                                                                     | <input type="radio"/> Posting Key           |
|                                                                                     | <input type="radio"/> Document Date         |
|                                                                                     | <input checked="" type="radio"/> Assignment |

Process open items

- Add the assignment (CICC code) and then Process open items

## Clear Vendor Enter selection criteria

Other selection   Other account   Process open items

| Parameters entered |                                         |                                                  |
|--------------------|-----------------------------------------|--------------------------------------------------|
| Company Code       | <input type="text" value="0270"/>       |                                                  |
| Account            | <input type="text" value="50600EUR23"/> |                                                  |
| Account Type       | <input type="text" value="S"/>          |                                                  |
| Special G/L ind.   | <input type="text"/>                    | <input checked="" type="checkbox"/> Standard OIs |

| Assignment                              |                      |                          |
|-----------------------------------------|----------------------|--------------------------|
| From                                    | To                   | Str                      |
| <input type="text" value="0000027320"/> | <input type="text"/> | <input type="checkbox"/> |
|                                         | <input type="text"/> | <input type="checkbox"/> |

Process open items

**Clear Vendor Process open items**

Distribute Difference Charge off diff. Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items PIT98166 LISA VANETTI (More)

| Assignment  | Document... | D.. | P.. | Posting ... | Docum...   | EUR Gross |  |
|-------------|-------------|-----|-----|-------------|------------|-----------|--|
| PIT98166    | 2000000522  | Q0  | 31  | 14.02.2...  | 07.02.2... | 156,68-   |  |
| 00000273... | 5100006689  | IX  | 40  | 16.02.2...  | 16.02.2... | 156,68    |  |

- If the balance is 0 you can complete by posting the clearing. If the balance is not 0 you need to keep selecting the amount that are still open, until the amounts match.

To continue selecting amounts, go to the mountain icon, choose open items, and repeat the process explained above

**Clear Vendor Display Overview**

Distribute Process open items **Choose open items** Di

|                     |      |
|---------------------|------|
| Amount entered      | 0,00 |
| Assigned            | 0,00 |
| Difference postings |      |
| Not assigned        | 0,00 |

- Inside the cleared items of the vendor (FBL1N) you will now see the expense report (Q0) is cleared with the payment - green.

|              |                  |
|--------------|------------------|
| Vendor       | PMDEBIASI        |
| Company Code | 5960             |
| Name         | MATHIEU DE BIASI |
| City         | CARNAUX          |

| DocumentNo           | Type | Entry Date | Set due dt | Reference        | Doc. Date  | Vendor    | CoCd | Branch | Amount in local cur. | LCurr | Tx | Posting Date | Period | FBa | Clrng doc. | Text                                        |
|----------------------|------|------------|------------|------------------|------------|-----------|------|--------|----------------------|-------|----|--------------|--------|-----|------------|---------------------------------------------|
| 6512034492           | AB   | 27.02.2018 | 27.02.2018 |                  | 27.02.2018 | PMDEBIASI | 5960 |        | 12,35                | EUR   |    | 27.02.2018   | 2      |     | 6512034492 |                                             |
| 2000000308           | Q0   | 19.01.2018 | 19.01.2018 | 8900404812112017 | 19.01.2018 | PMDEBIASI | 5960 |        | 12,35-               | EUR   |    | 19.01.2018   | 1      |     | 6512034492 | CTC MEETING + TRAINING- man.pay. 22.02.2018 |
|                      |      |            |            |                  |            |           |      |        | 0,00                 | EUR   |    |              |        |     |            |                                             |
| ** Account PMDEBIASI |      |            |            |                  |            |           |      |        | 0,00                 | EUR   |    |              |        |     |            |                                             |

## 8.2 WP1 Companies

For WP1 companies the CICC document will be directly allocated to the vendor, therefore the clearing is automatic. However if it's not, perform it following the instructions from PF1 but with the following account: **58999920**

|              |                  |
|--------------|------------------|
| Vendor       | 928140           |
| Company Code | ZFR3             |
| Name         | VALENTIN CHABAUD |
| City         | AUBERVILLIERS    |

| St                       | Assignment                                   | DocumentNo | Type | Doc. Date  | S | DD | Amount in local cur. | LCurr | Clrng doc. | Text                     |
|--------------------------|----------------------------------------------|------------|------|------------|---|----|----------------------|-------|------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> 20180103 | 2000000004 | ZP   | 03.01.2018 |   |    | 60,24                | EUR   | 2000000004 |                          |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> 928140   | 4220008725 | Q0   | 14.12.2017 |   |    | 60,24-               | EUR   | 2000000004 | Novecare Christmas Party |

## 9. Non Compliance

### 9.1 Chasing the Pendings

When a report has something incorrect we need to warn the employee and keep record of all the changes we make throughout the process in the "Reason for delay" column of the monitoring file.

To review the issues with the employee we must send him an email (ticket) and describe everything that is wrong and explain what should be done for each different situation.

After everything is solved, do not forget to update the status of the expense claim on the Monitoring [file](#) (Audit tab).

### 9.2 Inconsistency of Data

When performing the posting, there are some situations of inconsistency of data between what the non concur user added to the expense report, and what we have on our side.

Therefore sometimes we need to perform a check on our side.

1) Company Code belongs to a different SAP system (PF1/WP1) than the one used when creating the vendor.

Check vendor's company code

- Open SAP system (PF1/WP1)
- Transaction: FK03
- Copy/paste the vendor (available in the record file) and proceed as shown below

The screenshot shows the SAP FK03 transaction. The 'Vendor' field contains '927749'. Below it, the 'Company Code' field is empty, and a small icon (a square with a document) is highlighted with a red box, indicating the copy function.

- Paste again the vendor number in place and execute - select employee from the list that will appear as a pop-up

The screenshot shows the 'Restrict Value Range (1)' dialog box. The 'Vendor' field contains '927749'. Below it, the 'Company Code' field is empty, and a green checkmark icon is visible, indicating the selection of the correct company code.

- If you simply click ENTER it will give you the name and which company the vendor was created:

The screenshot shows the SAP FK03 transaction. The 'Vendor' field contains '927749'. Below it, the 'Company Code' field contains '2FR3'. To the right of the company code, the name 'ELISE GAGET' is displayed.

This allow us to confirm if the company code that is on the expense report is the correct one.

2) The Cost Center/WBS/Order is incorrect (or doesn't exist) - request another to the employee.

Check Cost center/WBS/ORDER's company code

- Open SAP system (PF1/WP1)
- Transaction: Cost center - KS03 / WBS - CJ03 / Order - KO03
- Copy the cost element from the expense submission form:

Cost center / Order / WBS :

- Fill in the fields (choose random controlling area - remove it when you are inside) and click ENTER:

The screenshot shows the SAP 'Cost Center' field. The field is empty, and a small icon (a square with a document) is highlighted with a red box, indicating the copy function.

Cost Center (1)

Cost center      Cost center name

Cost Center      =      SM16500200

Controlling Area      =      JP01      ↓

Company Code

- Look for the one which ends in 9999 (current) and ENTER:

| Cost Ctr   | COAr | CoCd | CctC | Person Responsible | User Resp. | Short text          | Language | Valid From | t |
|------------|------|------|------|--------------------|------------|---------------------|----------|------------|---|
| SM16500200 | CHEF | 0001 | H    | 50045642           | BE12762    | LEGAL INDUSTR. AFF. | EN       | 01.04.2014 | 3 |
| SM16500200 | CHEF | 0001 | H    | L. Lebrun          | BE12762    | LEGAL INDUSTR. AFF. | EN       | 01.01.2013 | 3 |
| SM16500200 | CHEF | 0001 | H    | L. LEBRUN          | BE12762    | GS LEGAL EUROPE     | EN       | 01.04.2011 | 3 |

- In the first page you will find the Company Code which is associated to the cost element:

Cost Center      SM16500200      Legal Industr. Aff.

Controlling Area      CHEF      ERP SOLVAY

Valid From      01.04.2014      to      31.12.9999

Basic data      Control      Templates      Address      Communication

Names

Name      Legal Industr. Aff.

Description      Legal Industr. Aff.

Basic data

User Responsible      BE12762      Luc LEBRUN

Person Responsible      50045642

Department      LEG-IND

Cost Center Category      H      Service cost center

Hierarchy area      SMS.T      GS LEGAL AFFAIRS SCH

Company Code      0001      SOLVAY (SCH)

Business Area      8500      CBS - FUNCTIONS

NOTE: If the company code of either the Cost center/WBS/ORDER, or in which the vendor was created, is different than the one provided on the form, confirm with employee which should be used. Keep the manager in copy of the emails, some employees might not be aware - if necessary, request D&A team to perform changes in the vendor.

### 9.3 Payment to Wrong Vendor

During the payment processing of the expenses it is possible to wrongly pay to a different non concur user.

There are still no print screens on this matter since it has only happened once.

If you identify a payment that was done to the wrong vendor when performing the clearings, please follow this steps:

1. The first thing to do is to contact the person by phone and ticket that received the amount and request to reimbursed it to T&E accounts (available on the [processor role operational procedure](#));
2. Reset the clearing document (AB) of the payment with the submission (Q0), using FB08 transaction;
3. Revert the wrong posting (Q0), since it was done on the wrong vendor;
4. Perform the correct posting, to allow the payment to be processed on the next non concur payment date;
5. At this point you will have the payment for the wrong payment open. As soon as the reimbursement is available in CICC, post it on the correct company, and then clear the wrong payment with the reimbursement received;

6. Confirm if no items remain open, and that the correct payment is perform on the meantime;
7. Contact the employee on the ticket of the submission that should have received the amount and confirm that when the reimbursed will be processed.

## 10. Travel Process

The Travel process is handled between the Non Concur user and the travel agency (AMEX GBT) but we may assist with some doubts of which we have the knowledge.

The Non Concur user will have to send information to the travel agency, by filling the [AMEX GBT form](#), so they can create a profile on their system.

1) Choose country's form

United Kingdom:

[https://docs.google.com/forms/d/e/1FAIpQLScR2YBGEo9OjxITvKSxi7DJ2ZXq3ztx7F1EKmvA\\_XISjAo2eQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLScR2YBGEo9OjxITvKSxi7DJ2ZXq3ztx7F1EKmvA_XISjAo2eQ/viewform)

2) Choose the Non Concur/external option (last question of the first page)

Is this travel for a non concur user (trainee n external / contractor / trainee ? \*

☒ Yes

☐ No

3) Enter the Solvay Internal Referent information

Please enter the internal referent ID (HR Matricule) \*

This is the employee ID of the person within Solvay

63036655

Please select your business unit or function: \*

SBS- SOLVAY BUSINESS SERVICES ▼

Please enter your cost center \*

FU16312400

4) Add remaining trip details throughout following pages

5) The form will only be complete after clicking Submit at the last page:

BACK

SUBMIT

> END OF OP <