

EMEA - Non Concur Process

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Scope



EMEA

ERP



PI1



PF1



WP1

References

Attachments

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](#)).

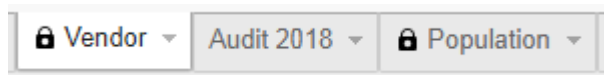
6. Profile Creation

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

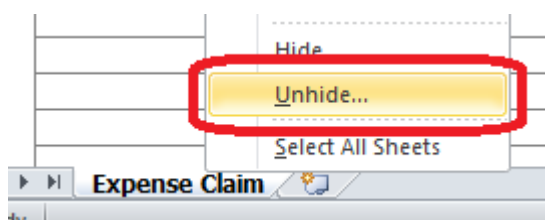
DATE	DESCRIPTION OR PURPOSE OF EXPENSE	CATEGORY	AMOUNT	CURRENCY	COUNTRY of Expense	ATT
14-May-18	Start: 07:00 / End: 18:00 (Tagegeld)	Other not defined	12,00	EUR	DE	
15-May-18	Start: 07:00 / End: 18:00 (Tagegeld)	Other not defined	12,00	EUR	DE	
16-May-18	Start: 07:00 / End: 18:00 (Tagegeld)	Other not 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

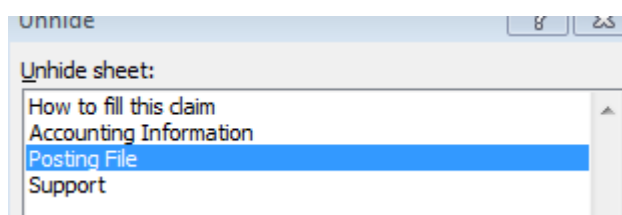
2) Posting file

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			
2	31	P63034996	533,41	BSEG-BSC	BSEG-SAKNR	BSEG-
	40	98300603	100	31	928214	
				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

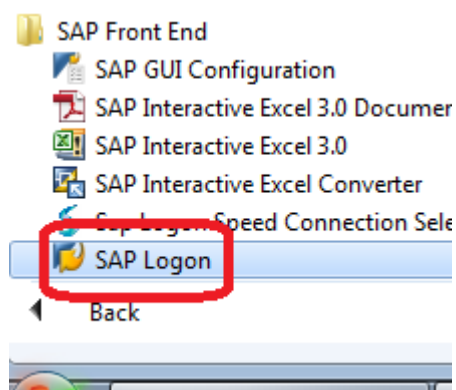
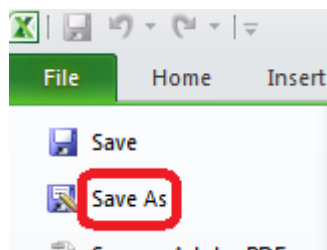
Please insert ticket/request number:

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

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

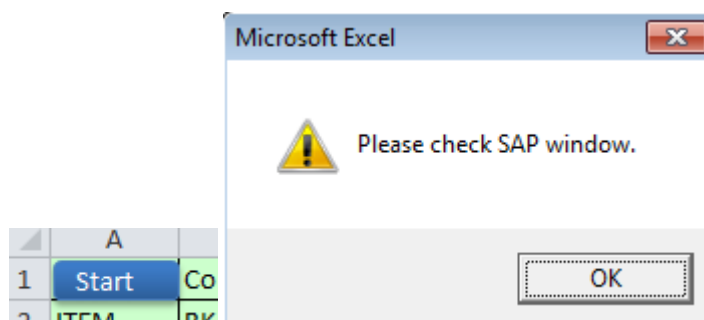


- Click Start again, choose the Step 2 and wait for it to signal that the posting is complete

	A	
1	Start	Co
2	ITEM	RK

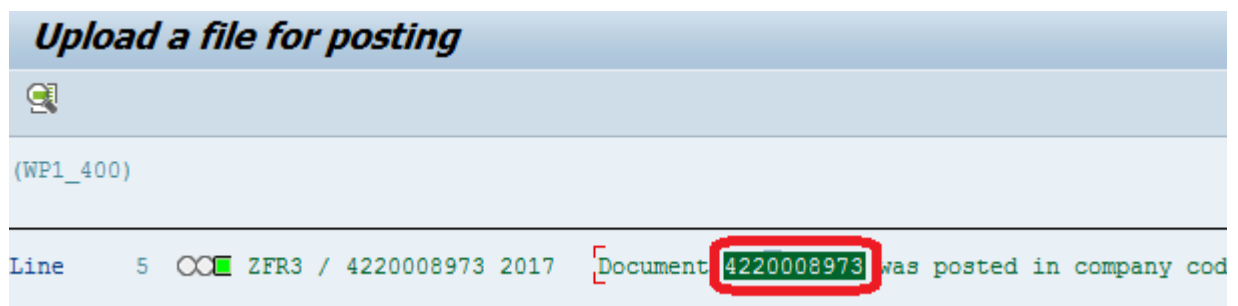
Insert Password:

teonly

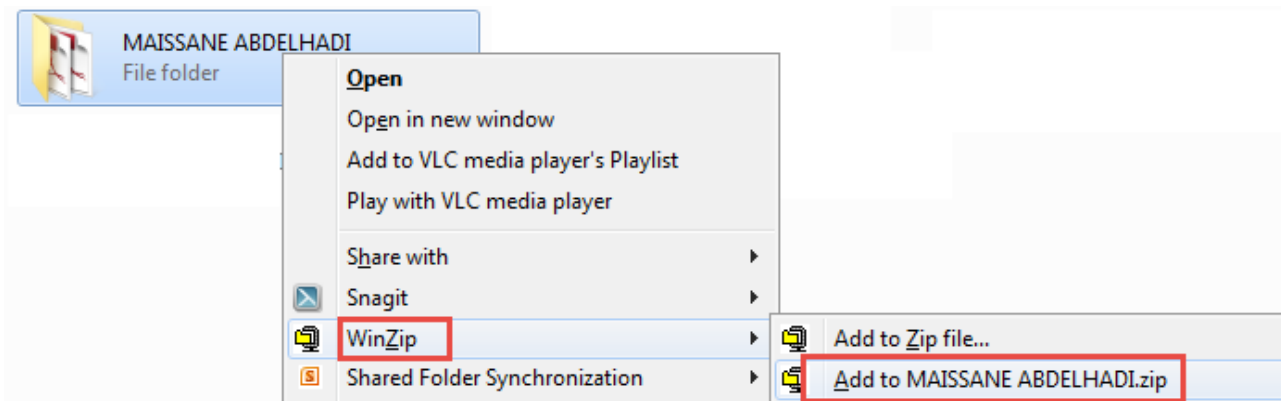


NOTE: If the SAP triggers any errors, analyse again, it won't upload until everything is in order. In case no error is detected, download a new template and fill it from scratch.

- 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:

Document Overview - Display

Doc.Type : Q0 (Travel Q0) Normal document

Doc. Number	4220002156	Company Code	ZFR3	Fiscal Year
Doc. Date	10.02.2018	Posting Date	14.02.2018	Period
Calculate Tax	☐			
Ref.Doc.	928142922018			
Doc. Currency	EUR			
Doc. Hdr Text	SC Ticket#1576523			

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

Document Overview - Display

Create at header... Create Attachment

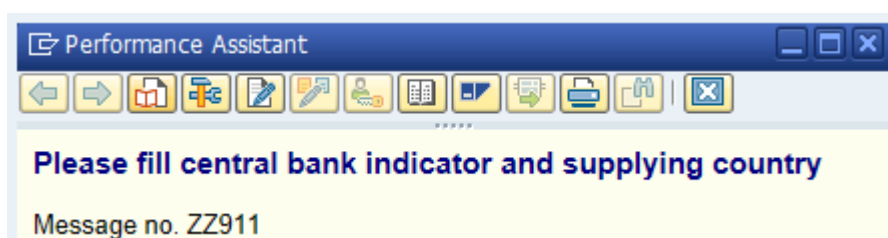
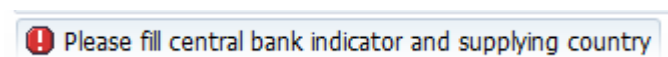
Attachment list Create note

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	25,00	EUR	Amount in LC	25,00	EUR
Part. Bank			Reference Key 1		
House Bank	/		Reference Key 2		
Instructions			Reference Key 3		
Trans.Type			Reason code		
SCB Ind.			Service Ind.		
Suppl. Cntry	FR		Planning Level		
Rep.cntry			Plan. Date		

VAT Reg. No.

Sp.G/L assgt

Next line item

PstKy Account

State Central Bank Indicator 109 Entries

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	2000002214	Company Code	4056	Fiscal Year	2019
Document Date	20.01.2019	Posting Date	10.01.2019	Period	1
Reference	DE21552712019	Cross-CC no.			
Currency	EUR	Texts exist	☐		

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

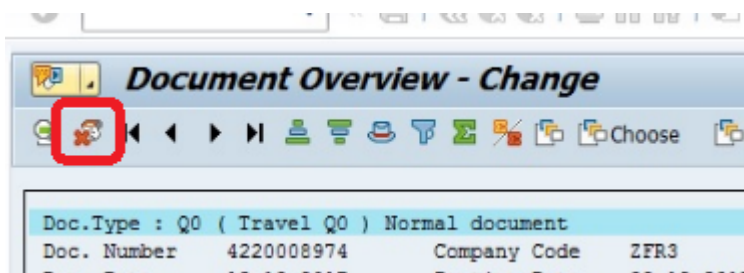
Long text

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

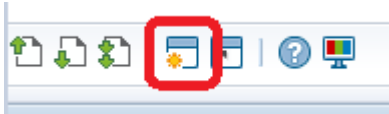
Reverse Document	
Company Code	ZFR3
Document Number	4220008974
Fiscal Year	2017
Reversal Reason	01
Posting Date	22.12.2017
	☐ Tax Rep

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 & Expenses

PTP-Subprocess *

Expense Reimbursement

PTP-Category *

Refunds

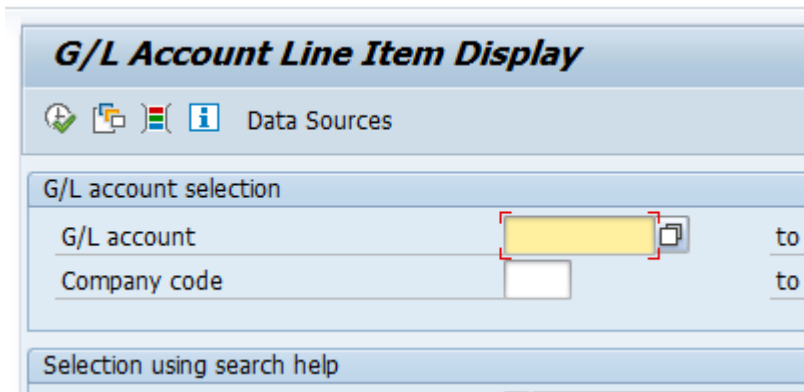
8. Clearing of Accounts

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.

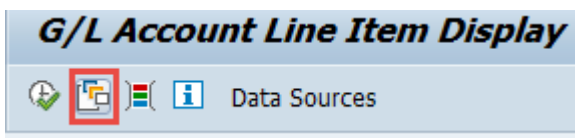
8.1 PF1 Companies

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.

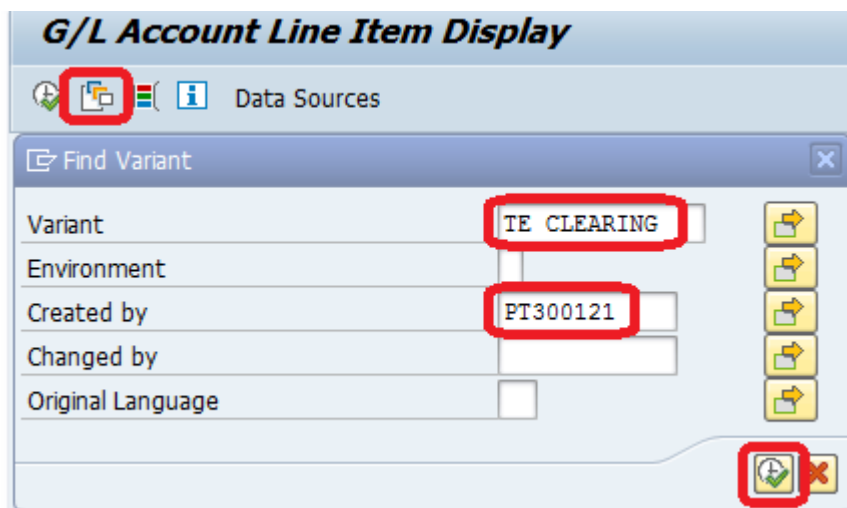
- **Transaction:** FBL3N



- **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

50600EUR23

TsE Payments - Employee

Company Code

0001

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

G/L Account

50600EUR23

TsE Payments - Employee

Company Code

3471

St	DocumentNo	BusA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text	Reference	Assignment
☐	☒	5100007258		IX	17.01.2018	40	287,01	EUR				0000026192
*	☒					287,01	EUR					
** Account 50600EUR23						287,01	EUR					

G/L Account

50600EUR23

TsE Payments - Employee

Company Code

5978

St	DocumentNo	BusA	Type	Doc. Date	FK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text	Reference	Assignment
☐	☒	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									
2000000285	1584444	16.02.2018	27318	2000000522	1584444	16.02.2018	27320	4330000008	1588704	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		☒ 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.

☐ Branch account ☐ Currency ☐ Posting Key ☐ Document Date ☒ Assignment ☐ Billing Document ☐ Contract Type ☐ Contract Number ☐ Invoice reference ☐ Value Date	☐ Business Area ☐ Tax code ☒ 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 0270	☐ None
Account 50600EUR23	☐ Amount
Account Type S	☐ Document Number
Special G/L ind. ☒ Normal OI	☐ Posting Date
Pmnt advice no.	☐ Dunning Area
☐ Other accounts	☐ Reference
☐ Distribute by age	☐ Collective invoice
☐ Automatic search	☐ Document Type
	☐ Business Area
	☐ Tax code
	☐ Branch account
	☐ Currency
	☐ Posting Key
	☐ Document Date
	☒ 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	0270	
Account	50600EUR23	
Account Type	S	
Special G/L ind.		☒ Standard OIs

Assignment		
From	To	Str
0000027320		☐
		☐

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		CARNAXIDE	

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
☐	☒ 20180103	2000000004	ZP	03.01.2018			60,24	EUR	2000000004	
☐	☒ 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

Vendor: 927749
Company Code: [highlighted in yellow]
General data
Address

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

Restrict Value Range (1)
Restrictions
Vendor: 927749
Company Code: [highlighted in yellow]

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

Vendor: 927749
Company Code: 2FR3 Rhodia Opérations
ELISE GAGET

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 : SM16500200

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

Cost Center: [highlighted in yellow]

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

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 <