

BE - 0001 Utilities Costs

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

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Scope

? Unknown Attachment

ERP

? Unknown Attachment

Frequency

? Unknown Attachment

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to post utilities costs of company 0001 and the taxes related to the consumption.

1.2. Scope

This procedure is applicable to company:

- 0001 - Solvay SA - Corporate Headquarters (SCH)

2. Definitions

See Finance Glossary:

- Add if necessary

3. Tasks description

3.1. Responsibilities

Responsibilities of Finance Operations team:

- Post the operations based on Excel Files sent by CAM through Freshdesk ticket on a monthly basis.

Responsibilities of the financial site:

- Provide the Excel files with all the relevant information in D+1 (Nathalie Van den Bergen).

3.2. I perform the posting

The purpose of these postings, is to distribute (Credit - PK 50) specific costs from PEPTIDES (73058028021), ATMC (SN17400170), RESTAURANT (SN17401130), ARTELIS (SN800RARTE) and KAUTEX (73059000247) to charge (Debit PK 40) specific orders by a variable amount calculated each month: ELECT. (73058010024), EAU VILLE (73058010013), GAZ (73058010019) and EAU DEMINERALISEE (73058010016). The account to use is always 6163000000.

The taxes are related to the consumptions from PEPTIDES (73058028021) to GAZ (73058010019) and ATMI (SN800RARTE) and Kautex (73059000247) to ELECT. (73058010024). The account to use in this case is 6400104902 (for GAZ) and 6400104901 to ELECT.

- Copy the entire Excel table sent by Nathalie Van Den Bergen and paste in the Template associated to this procedure, in cell A1 of sheet "**Utili ties**". Delete all values (totals included) except the lines concerning the posting month:

	PEPTIDES 73058028021									ATMC SN17400170		RESTAURANT SN17401130						ARTELIS SN800RARTE		KAUTEX 73059000247						
	EAU VILLE			EAU DEMINERALISEE			GAZ			ELECT.			ELECT.		EAU VILLE		ELECT.		EAU VILLE		ELECT.					
	73058010013			73058010016			73058010019			73058010024			73058010024		73058010013		73058010013		73058010013		73058010024					
	CONS MS	PRK MS	TOT EUR	CONS MS	PRK MS	TOT EUR	CONS MWh	PRK Eur/MWh	TOT EUR	CONS kWh	PRK EUR/kWh	TOT EUR	CONS MS	TOT EUR	CONS MWh	TOT EUR	CONS kWh	TOT EUR	CONS MS	TOT EUR	CONS kWh	TOT EUR				
JULIET	2.074	4.25	8.814.50	3	8.53	26.78	300.00	19.431	5.829.30	294.112	0.077	20.204.57	13.380	1.023.57	207	875.75	0.00	0.00	31.954	2.444.48	40.580	3.704.37	8	34.00	0	0.00

Copy the entire table related to Taxes in the posting template in cell A1 of sheet "taxes". Delete all values (totals included) except the lines concerning the posting month:

	A	B	C	D	E	F	G	H	I	J
1		PEPTIDES			ATMI			KAUTEX		
2										
3										
4		73058028021			SN800RARTE			73059000247		
5		GAZ			ELECT.			ELECT.		
6		J0016 + K0078 + L0009								
7		73058010019			73058010024			73058010024		
8		CONS.	TAXE	TOT.	CONS.	TAXE	TOT.	CONS.	TAXE	TOT.
9		MWh	Eur/MWh	EUR	KWH	Eur/MWh	EUR	KWH	Eur/MWh	EUR
10	JUILLET	0,00	0,989	0,00	40.580	1,909	77,46	0	1,909	0,00
11										
12										
13										
14										
15										
16										
17										
18	TOTAL	0		0,00	40.580		77,46	0		0,00

The 3 postings will be automatically calculated with accounting scheme as below:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Co code	Transaction code	Doc Type	Doc Date	Posting Date	Posting period	Currency	Reference	Header Text	Ca Code	Posting Key	GL account	Amount	Doc cur	Cost center	CO Order	Assignment	Text
	ITEM	BKPF-BUKRS	BKPF-TCODE	BKPF-BLART	BKPF-BLDAT	BKPF-BLIDAT	BKPF-MONAT	BKPF-WAERS	BKPF-JELNR	BKPF-BKTYT	BSEG-BUKRS	BSEG-BISCH	BSEG-SAKNR	BSEG-WRBTB	BSEG-KOSTL	BSEG-AUFNR	BSEG-ZUONR	BSEG-SGTYT
3	1	0001	FB01	S2	31072014	31072014	7	EUR	LO-02453675	LOP Utilities Costs		50	616300000	879.75		73058010013	20140731	CONSO RESTO EAU VILLE 0714
4	1										40	616300000	879.75	SN17401130			20140731	CONSO RESTO EAU VILLE 0714
5	1										50	616300000	0.00			73058010019	20140731	CONSO RESTO GAZ 0714
6	1										40	616300000	0.00	SN17401130			20140731	CONSO RESTO GAZ 0714
7	1										50	616300000	2.444.48			73058010024	20140731	CONSO RESTO ELECT 0714
8	1										40	616300000	2.444.48	SN17401130			20140731	CONSO RESTO ELECT 0714
9	1										50	616300000	1.923.57			73058010024	20140731	CONSO ATMC ELECT 0714
10	1										40	616300000	1.923.57	SN17400170			20140731	CONSO ATMC ELECT 0714
11	1										50	616300000	3.104.37			73058010024	20140731	CONSO ARTELIS ELECT 0714
12	1										40	616300000	3.104.37	SN800RARTE			20140731	CONSO ARTELIS ELECT 0714
13	1										50	616300000	34.00			73058010013	20140731	CONSO ARTELIS EAU VILLE 0714
14	1										40	616300000	34.00	SN800RARTE			20140731	CONSO ARTELIS EAU VILLE 0714
15	2	0001	FB01	S2	31072014	31072014	7	EUR	LO-02453675	LOP Utilities Costs		50	616300000	5.829.30		73058010019	20140731	Conso Peptides gaz 1407
16	2										40	616300000	5.829.30			73058010024	20140731	GAZ 1407
17	2										50	616300000	20.204.57			73058010024	20140731	Conso Peptides elect 1407
18	2										40	616300000	20.204.57			73058028021	20140731	Electricité 1407
19	2										50	616300000	8.814.50			73058010013	20140731	Conso Peptides eau ville 1407
20	2										40	616300000	8.814.50			73058010024	20140731	eau de ville 1407
21	2										50	616300000	26.78			73058010016	20140731	Conso Peptides eau déminéralisée 1407
22	2										40	616300000	26.78			73058028021	20140731	eau déminéralisée 1407
23	2										50	616300000	0.00			73058010024	20140731	Conso Kautex elect 1407
24	2										40	616300000	0.00			73059000247	20140731	Electricité Kautex 1407
25	3	0001	FB01	S2	31072014	31072014	7	EUR	LO-02453675	LOP Utilities Costs		50	6400104302	0.00		73058010016	20140731	Conso Peptides gaz 1403
26	3										40	6400104301	0.00			73058028021	20140731	Conso Peptides gaz 1403
27	3										50	6400104301	77.46			73058010024	20140731	Conso ATMI elect 1403
28	3										40	6400104301	77.46	SN800RARTE			20140731	Conso ATMI elect 1403
29	3										50	6400104301	0.00			73058010024	20140731	Conso Kautex elect 1403
30	3										40	6400104301	0.00			73059000247	20140731	Conso Kautex elect 1403

Check for each operation if the amounts are correct. Go to sheet "**Check**", the cells below must be "OK". If "OK", upload via ZZF_POSTING_FILE, and attach the file received via Freshdesk to the posting. If "KO", the accounting scheme changed. In this case check the reason of the discrepancy and if necessary post manually.

	G	H	I
1	OK	OK	OK
2	OK	OK	OK
3	OK	OK	OK
4	OK	OK	OK
5	OK	OK	OK
6			

Example of final postings:

- Utilities:

Doc.Type : S2 (Misc. operations S2) Normal document					
Doc. Number	5020003438	Company Code	0001	Fiscal Year	2014
Doc. Date	31.07.2014	Posting Date	31.07.2014	Period	07
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	LO- 02453675				
Doc. Currency	EUR				
Doc. Hdr Text	LOP Utilities Costs				

Itm	Account	PK	Account short text	Assignment	Tx	Amount	Crcy	Cost Ctr	Text
1	6163000000	50	Suppl el,gas,wat	20140731		879,75-	EUR		CONSO RESTO EAU VILLE 0714
2	6163000000	40	Suppl el,gas,wat	20140731		879,75	EUR	SN17401130	CONSO RESTO EAU VILLE 0714
3	6163000000	50	Suppl el,gas,wat	20140731		2.444,48-	EUR		CONSO RESTO ÉLECT 0714
4	6163000000	40	Suppl el,gas,wat	20140731		2.444,48	EUR	SN17401130	CONSO RESTO ÉLECT 0714
5	6163000000	50	Suppl el,gas,wat	20140731		1.023,57-	EUR		CONSO ATMC ÉLECT 0714
6	6163000000	40	Suppl el,gas,wat	20140731		1.023,57	EUR	SN17400170	CONSO ATMC ÉLECT 0714
7	6163000000	50	Suppl el,gas,wat	20140731		3.104,37-	EUR		CONSO ARTELIS ÉLECT 0714
8	6163000000	40	Suppl el,gas,wat	20140731		3.104,37	EUR	SN800RARTE	CONSO ARTELIS ÉLECT 0714
9	6163000000	50	Suppl el,gas,wat	20140731		34,00-	EUR		CONSO ARTELIS EAU VILLE 0714
10	6163000000	40	Suppl el,gas,wat	20140731		34,00	EUR	SN800RARTE	CONSO ARTELIS EAU VILLE 0714

Doc.Type : S2 (Misc. operations S2) Normal document					
Doc. Number	5020003439	Company Code	0001	Fiscal Year	2014
Doc. Date	31.07.2014	Posting Date	31.07.2014	Period	07
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	LO- 02453675				
Doc. Currency	EUR				
Doc. Hdr Text	LOP Utilities Costs				

Itm	Account	PK	Account short text	Assignment	Tx	Amount	Crcy	Cost Ctr	Text
1	6163000000	50	Suppl el,gas,wat	20140731		5.829,30-	EUR		Conso Peptides gaz 1407
2	6163000000	40	Suppl el,gas,wat	20140731		5.829,30	EUR		GAZ 1407
3	6163000000	50	Suppl el,gas,wat	20140731		20.204,57-	EUR		Conso Peptides élect 1407
4	6163000000	40	Suppl el,gas,wat	20140731		20.204,57	EUR		Electricité 1407
5	6163000000	50	Suppl el,gas,wat	20140731		8.814,50-	EUR		Conso Peptides eau ville 1407
6	6163000000	40	Suppl el,gas,wat	20140731		8.814,50	EUR		eau de ville 1407
7	6163000000	50	Suppl el,gas,wat	20140731		26,78-	EUR		Conso Peptides eau déminéralisée 14
8	6163000000	40	Suppl el,gas,wat	20140731		26,78	EUR		eau déminéralisée 1407

- Taxes:

Doc.Type : S2 (Misc. operations S2) Normal document					
Doc. Number	5020003440	Company Code	0001	Fiscal Year	2014
Doc. Date	31.07.2014	Posting Date	31.07.2014	Period	07
Calculate Tax	<input type="checkbox"/>				
Ref.Doc.	LO- 02453675				
Doc. Currency	EUR				
Doc. Hdr Text	LOP Utilities Costs				

Itm	Account	PK	Account short text	Assignment	Tx	Amount	Crcy	Cost Ctr	Text
1	6400104901	50	Tax o/electricity	20140731		77,46-	EUR		Conso AIMI élect 1407
2	6400104901	40	Tax o/electricity	20140731		77,46	EUR	SN800RARTE	Conso AIMI élect 1407

End of document.