

ES - Upload the Bank Postings

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



Frequency

? Unknown Attachment

References

[SM35](#); [FBL3N](#); [ZE1FGESTBARRI](#)

Forms

[0245_50601EUR30_BBVA_ES1501824649840010018672](#)

[0245_50601EUR30_BBVA_ES1501824649840010018504](#)

[Trnsf 245 Conta 5080900000 p. 50603EUR30](#)

Attachments

[BBVA Netcash](#)

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1. Objective and Scope

1.1. Objective of this Operation

The aim of this document is to provide an operational guide for the SAP/R3 ERP PF1 environment concerning the management of bank accounts for the ES and PT companies.

This procedure allows you to transfer the balances or movements of the bank accounts belonging to companies linked to the business group, to a single centralizing cash account in company 3454.

1.2. Scope

This procedure is applicable for the following companies:

- SPAIN

- 0245 - SOLVAY QUIMICA (ES)



Note

2. Definitions

See Finance Glossary:

- CAM
- [PF1](#)

3. Tasks description

3.1. *Periodicity*

This procedure must be done on a daily basis.

3.2. *Responsibilities*

RtR FO:

- Apply the procedure;
- Analyze and provide feedback to CAM about the discrepancies and issues encountered;
- Update the procedure whenever is necessary.

3.3. *I manage the bank accounts*

3.3.1. *I extract the bank statements from BBVA Netcash*

To have access to the bank statements enter in the website of [BBVA Netcash](#).

To login use the following credentials:

- "Cód. Empresa o Institución" – 20034107
- "Cód. Usuario" - SOLVAY
- "Clave de acceso" - Solvay3

Hola SOLVAY

SOLVAY IBERICA S.L.
[20034107]

 **Acceder con otro usuario o código de empresa**

Contraseña

BBVA nunca le solicitará sus claves ni ninguna otra información confidencial por email, t
Net cash.

Entrar

Once logged in choose:

- **Información de Cuentas**
- **Módulo de tesorería**



When the page is displayed choose:

- **"Estado"** - Pendientes
- **"Tipo de ficheros"** – TODOS (always)

If the previous day is a Friday you must perform the task also for Saturday and Sunday. This means that on Mondays the procedure should be done with a date from Friday to Sunday but for the posting date you must consider is the last working day (Friday).
Next, it will ask you to choose the files to extract:

Módulo de tesorería

Selección de Ficheros

Estado

Pendientes

Histórico

You must always select "**MARCAR TODOS**" and click "**GENERAR FICHERO**".
It will display another screen asking if you want to receive the file. Select "**RECIBIR FICHERO**" and save it to your computer:

Modulo de Tesorería

Seleccione los ficheros históricos que desea recibir

Estado: Histórico
Fecha: Desde 10/09/2019 Hasta 11/09/2019
Tipo de Ficheros: TODOS

Lista de ficheros TODOS

SEL.	FECHA	FICHERO	DESCRIPCIÓN
<input checked="" type="checkbox"/>	10/09/2019	99103001 ISM	Movimientos de Cuentas Personales

Marcar todos
Desmarcar todos

Generar Fichero

The document will be, by default, saved under name "ModuloTesoreria.ISM".

3.3.2. I run the process BBVA Torrelavega

Once you have the file with the bank movements, go to SAP and enter in transaction **ZE1FGESTBARRI**.
Next, choose one by one the sites to which we will run the procedure.

Bank statement upload (ES)

Select the process to run

TORRELAVEGA
Process BBVA Torrelavega


MARTORELL
Process BBVA Martorell

BARCELONA
Process BBVA Barcelona
Process BBVA Portugal

Select **Process BBVA TORRELAVEGA** (company 0245) and execute the transaction .

Another screen is displayed with additional fields to change:

- "**Posting Date**" – Date of the posting (previous day same as the extraction in NETCASH)



 If the previous day is a Friday, consider the date of posting the working day of Friday.

- "File name" – Go to your computer and select the file extracted from NETCASH.

For the remaining fields, no change is done:

- "Company Code" – Fixed fields (0245)
- "Solvay Acc. Number in BBV" – Bank account Number (always the same).
- "Financial Acc for Solvay" – G/L account associated (always 50601EUR30 and 50603EUR30).

BBVA BANK CONCENTRATION


 


Company code: 0245 to

Posting Date: 11.09.2019

Solvay Acc. Number in BBV: 0010018504














Financial Acc for Solvay: 50603EUR30

File name: D:\Users\pt63043174\Downloads\ModuloTesoreria.ISM 

Execute the transaction by clicking on  and a list of documents will be produced:








This does not mean that the documents were posted. The transaction generates batch inputs that have to be processed in [SM35](#). Normally the batch codification is **ZEBARRI20245**





Batch Input: Session Overview

Selection criteria

Sess.: From: To: Created by: PT63043174


      

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Σ Trans.			Σ Screens	D..	Que...
ZEBARRI20245		PT63043174	11.09.2019	08:43:09	ZE1FBARBBV	30.12.2099	PT63043174	1	1	0	6	✓	190: ^
ZEBARRI20245		PT63043174	11.09.2019	08:43:09	ZE1FBARBBV	30.12.2099	PT63043174	1	1	0	6	✓	190: v














STEP 1

Use transaction code: **SM35**

 SM35 - Batch Input: Initial Screen








 Batch input is a SAP interface that allows you to transfer large amounts of data to an SAP system. You can use batch input to transfer legacy data and perform periodic imports of external data.












Batch Input: Session Overview

Selection criteria

Sess.: * From: To: Created by: *

Session name	Sta...	Created By	Date	Time	Creation Program	Lock Date	Authorizat.
Z1F_CARLO279		PT63014238	01.06.2018	13:01:42	RFBILO1		DE14338
EQUI_REENTRY		BG33284	01.06.2018	13:01:35	SAPM21V_REE...		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	13:01:02	SAPM21V_REE...		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	13:00:20	SAPM21V_REE...		WJ-PF1
RTR_0279_INT		PT400078	01.06.2018	12:58:52	ZZF_RFSZIG00		PT400078
EQUI_REENTRY		THPLUEA	01.06.2018	12:52:24	SAPM21V_REE...		WJ-PF1
6331_CHIUS 1		PT400070	01.06.2018	12:52:12	RFSUMBO0		PT400070
EQUI_REENTRY		BG33284	01.06.2018	12:51:31	SAPM21V_REE...		WJ-PF1
EQUI_REENTRY		BG33284	01.06.2018	12:51:06	SAPM21V_REE...		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:49:01	SAPM21V_REE...		WJ-PF1
EQUI_REENTRY		BG33528	01.06.2018	12:48:10	SAPM21V_REE...		WJ-PF1



A batch input session is a sequence of transactions supplied with user data by a program. SAP stores these transactions on a stack until you decide to process them online. No database updates are performed until the session has been processed. Using this technique, you can transfer large amounts of data to SAP in a short time.

STEP 2

Look for the batch input session to be processed

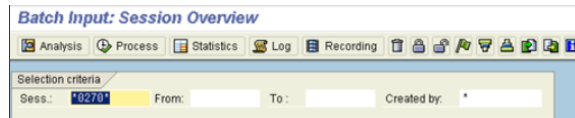


If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

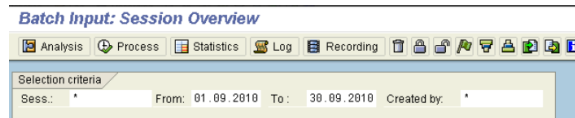
These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

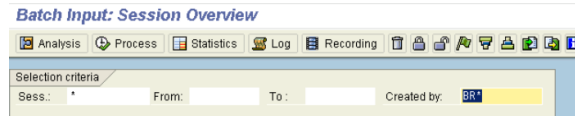
- *Session*: where you can insert the session name you are looking for



- *Period*: where you can insert the period for which the batch was created



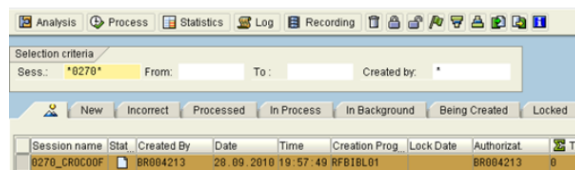
- *Created By*: where you can insert the user who created the batch input session



STEP 3

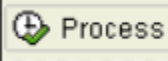
Select the batch input session to be processed

After you find the session, select the line with the batch input that you want to run:



STEP 4

Start processing by clicking on



STEP 5

Double click over the session.

Check the status of the batch input session

Index	Trans	Status
1	MB11	Processed
2	IE02	Processed

Session Information	
Name	EQUI_REENTRY
Created On	01.06.2018
Created At	13:00:20
Created By	BG33284
Authorization	WJ-PP1
Locked Until	
Queue ID	18060113002060169096

Overview		
	Transactions	Screens
New	0	0
incorrect	0	0
To Process	0	0
Processed	2	7
Deleted	0	0
Current Content	2	7
Removed	0	0
Created	2	7

To see detailed information (e.g. document numbers generated), click on "Log created on dd.mm.yyyy":

Time	Message	Transaction	Index	Modif	Scr...	In...	T.ID	No.
13:00:28	Session EQUI_REENTRY is being processed by user BG33284 in mode E on server pf1app03							0 # 00 300
13:00:29	Document 602000608 posted	MB11	1					0 # 00 060
13:00:29	Equipment 30000646 changed	IE02	2					0 # 00 817
13:00:30	Processing statistics							0 # 00 370
13:00:30	2 transactions read							0 # 00 363
13:00:30	2 transactions processed							0 # 00 364
13:00:30	0 transactions with errors							0 # 00 365
13:00:30	0 transactions deleted							0 # 00 366
13:00:30	Batch input processing ended							0 # 00 382

STEP 6

Check batch input session via *SM37* transaction

Once the batch input is processed the documents posted will be similar to:

3.3.3. I perform the Traspaso Agrupado

Go To FBL3N:

G/L account 5080900000

Company Code 0245

Actual date

Layout: **/ES0245_BANK**

Make a filter by text **TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490**

G/L Account Line Item Display

Account	Offst.acct	DocumentNo	Type	Doc. Date	Postng Date	Value Date	FK	Amount in local cur.	LCurr	Reference	Text	Entry Date
5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	04.09.2019	40	110.256,31	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019
5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	03.09.2019	40	677,10	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019
5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	02.09.2019	40	36,30	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019
5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	02.09.2019	40	14.597,90	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019
5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	31.08.2019	40	0,75	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019
5080900000	2200250000	5100007765	SX	06.09.2019	06.09.2019	05.09.2019	40	12.600,25	EUR	X024505177	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	07.09.2019
5080900000	2200250000	5100007768	SX	10.09.2019	10.09.2019	09.09.2019	40	16.482,74	EUR	X024505180	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	11.09.2019
*								154.651,35	EUR			

And then update all the information on template Trnsf 245 Conta 5080900000 p. 50603EUR30 and make the posting on transaction ZZP_POSTING_FILE.

3.3.4. I perform the final check

As a final check you should open again BBVA net cash and select:

- "Saldos y movimientos"
- Select the bank accounts of the company for which you want to display the information;

Cuentas BBVA

Saldo global 1.915.165,62 EUR
Saldo disponible global 11.915.165,62 EUR

Actualizado hace menos de 1 minuto [Actualizar datos](#)

Posición de todas las cuentas 13 cuentas totales

Para consultar saldos, movimientos u operar, seleccione previamente la(s) cuenta(s)

<input type="checkbox"/>	Nº CUENTA	ALIAS DE LA CUENTA	SALDO	DISPONIBLE	DIVISA
<input checked="" type="checkbox"/>	TOTAL EUR		1.915.165,61	11.915.165,62	EUR
<input type="checkbox"/>	ES0401822359010015000144	SOLVAY MINERALES	-200,04	-200,04	EUR
<input type="checkbox"/>	ES1501024649840010010672	SOLVAY QUIMICA, S.L.	0,00	0,00	EUR

- In account as we are performing the postings related to the previous day select it in the "Rango de Fechas" (Desde/Hasta)
- And click on .

Resultados de la consulta

Datos de consulta

Últimos movimientos

[Movimientos](#)

Consultar movimientos

Seleccionar fechas: Importe:

Rango de fechas

Mostrar primero:

Movimiento más reciente

Movimiento más antiguo

Concepto:

[Buscar concepto](#)

No existe ningún concepto seleccionado

[Consultar](#)

With this you will be able to see all the bank movements that existed for the company on the previous day and the final balance of the account.

Resultados de la consulta Actualizado hace menos de 1 minuto [Actualizar datos](#)

Datos de consulta

Período: Desde el 01/09/2019 al 11/09/2019

[Movimientos](#)

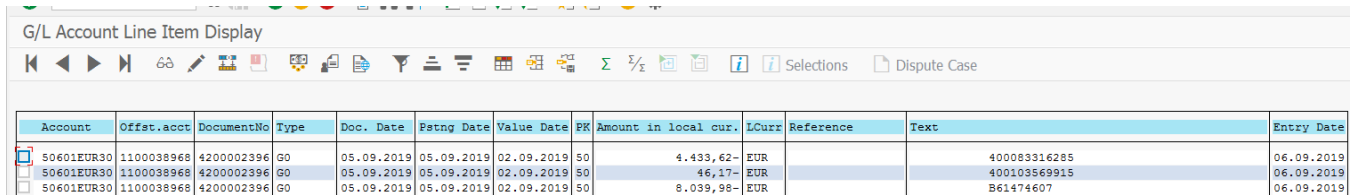
FECHA CONTABLE	FECHA VALOR	CÓDIGO	CONCEPTO	IMPORTE	SALDO	ACCIONES
Saldo inicial a 02/09/2019						0,00 EUR
02/09/2019	02/09/2019	0130	RECIBO TELEFONICA N 2019241000879372 TELEFONICA MOVILES S.A.	-4.433,62 EUR	-4.433,62 EUR	
02/09/2019	02/09/2019	0130	RECIBO TELEFONICA N 2019241000879430 TELEFONICA MOVILES S.A.	-46,17 EUR	-4.479,79 EUR	

For this procedure is relevant update all the information on the template 0245_50601EUR30_BBVA_es1501824649840010018672.

At the same time, go to transaction **FBL3N** in SAP, using:

- **G/L Account** 50601EUR30 and 50603EUR30 **one at a time**;
- **Company Code** to check all the postings done in company 0245.
- **Posting date**: previous day
- **Layout**: /ES0245_BANK

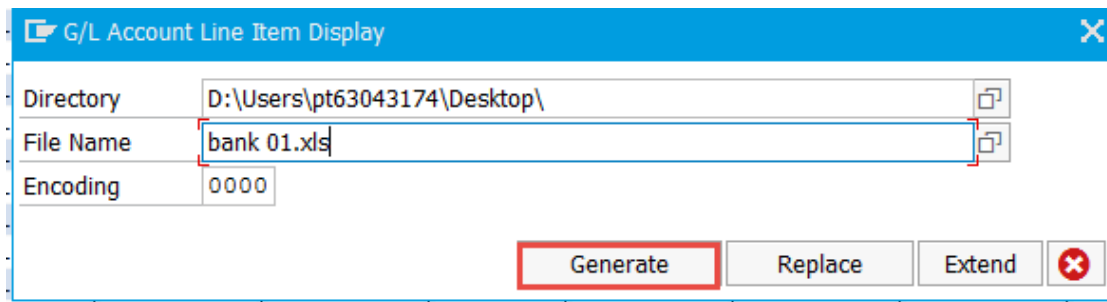
Then you may confirm that in the centralizing account of company 0245 you find the related movements:



The screenshot shows the SAP 'G/L Account Line Item Display' window. The table below contains the following data:

Account	Offst.acct	DocumentNo	Type	Doc. Date	Postng Date	Value Date	FK	Amount in local cur.	LCurr	Reference	Text	Entry Date
50601EUR30	1100038968	4200002396	GO	05.09.2019	05.09.2019	02.09.2019	50	4.433,62-	EUR		400083316285	06.09.2019
50601EUR30	1100038968	4200002396	GO	05.09.2019	05.09.2019	02.09.2019	50	46,17-	EUR		400103569915	06.09.2019
50601EUR30	1100038968	4200002396	GO	05.09.2019	05.09.2019	02.09.2019	50	8.039,98-	EUR		B61474607	06.09.2019

Also in FBL3N make a extraction go to » List » Export » Local File » Spreadsheet and save as xls:



The screenshot shows the 'G/L Account Line Item Display' dialog box with the following fields and buttons:

- Directory: D:\Users\pt63043174\Desktop\
- File Name: bank 01.xls
- Encoding: 0000
- Buttons: Generate (highlighted with a red box), Replace, Extend, and a close button (X).

Now you can match with all the information on templates

0245_50601EUR30_BBVA_es1501824649840010018672 for G/L account 50601EUR30

0245_50601EUR30_BBVA_es1501824649840010018504 for G/L account 50603EUR30

End of document.