IT - Bank Postings and Bank reconciliation

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, korea, thailand**
- **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

financial_accounting

country_accounting

ERP

PF1 WP1

Frequency

DAILLY

MONTHLY

References

SM35; FBL3N FBL1N; FBL5N; FEBAN

Forms

Attachments

Bank Guarantee List

IT Bank reconciliation

Database for F24

F24 PDF Archive

(please give a name and add a link to the text)

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1. Objective and Scope

1.1. Objective of this Operation

The objective of this procedure is to explain how to prepare and post the bank movements from the various banking accounts.

The movements includes payments (Tax, Social Security, Vendors not assign to CICC), Cash Collection (receivables not assign to CICC) and Cash Pooling.

1.2. Scope

This procedure is applied for the following companies:

- 0270: Solvay Chimica Italia
- 0279: Solvay SA
- 5835: Solvay Speciality Polymers Italia
- 6277: Solvay Energy IT
- 6306: COGEN Spinetta
- 6328: COGEN Rosignano
- 8090: SOLVAY SOLUTIONS IT

2. Definitions

See Finance Glossary:

- CAM
- CICC

3. Tasks description

3.1. Periodicity

Banking movements have to be post in accounting on a daily basis.
At D1 all the movements of the month should be post, transitory accounts cleared and bank reconciliation finalized.

3.2. I list the bank accounts open for the Italian entities

It is important to remind that Italian entities have open bank accounts in the following banks:

Company Name	Bank Group	Bank Account Number (Main Format /IBAN)	SAP G/L Account	Banking Platform
00270 - Solvay Chimica Italia S.p.A., Milano	BNP Paribas	IT02X0100501600000000014225	505DGEUR70	WEBSITE
		IT44A0100501600000000014335	505DHEUR70	WEBSITE
	Intesa Sanpaolo	IT98S0306909400100000008427	50601EUR20	WEBSITE
	Monte dei Paschi di Sienna	IT24K0103025101000000710060	50606EUR20	WEBSITE
00279 - Solvay SA - Italie	Deutsche Bank	IT31L0310401600000000162288	50608EUR20	WEBSITE
	BNP Paribas	IT83J0100501600000000005066	50611EUR20	WEBSITE
	Monte dei Paschi di Sienna	IT26X0103001600000000271057	50604EUR20	WEBSITE
	Intesa Sanpaolo	IT52C0306909400100000008491	50601EUR20	WEBSITE
05835 - Solvay Specialty Polymers Italy S.p.A., Milano	Intesa Sanpaolo	IT87I0306909400100000008778	50601EUR20	WEBSITE
	BNP Paribas	IT53Z0100501600000000014227	505DGEUR70	WEBSITE
62770 - Solvay Energy Services Italia s.r.l.	BNP Paribas	IT50Q0100501600000000014312	505DGEUR70	WEBSITE
63060 - Cogeneration Spinetta S.P.A.	Sumitomo Mitsui Banking Corporation	FR7615250000010000033187248	50528EUR30	WEBSITE
	Intesa Sanpaolo	IT25I0306909400100000010670	50601EUR20	WEBSITE
		IT36I0306909400100000010860	50583EUR70	WEBSITE
63280 - COGENERATION ROSIGNANO S.p.a.	Intesa Sanpaolo	IT65T0306909400100000011712	50601EUR20	WEBSITE
		IT19L0306909400100000012158	50602EUR20	WEBSITE

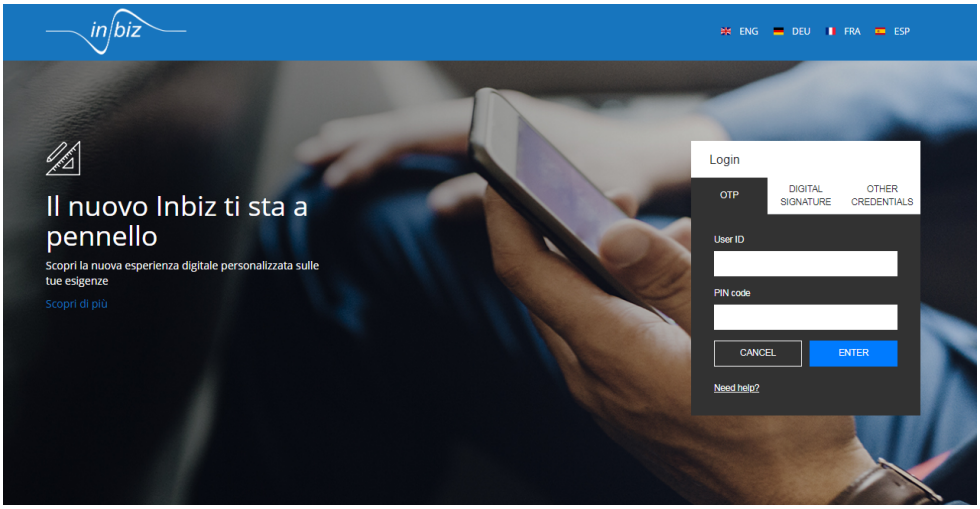
	Mitsubishi UFJ Financial Group	IT90H0348701600000015508468	505CEEUR60	WEBSITE
		IT24H0348701600000015508492	505CEEUR70	WEBSITE
		IT22M0348701600000015508500	505CFEUR70	WEBSITE
		IT49T0348701600000015508518	505CGEUR70	WEBSITE
		IT39W0348701600000015508526	505CHEUR70	WEBSITE
80902 - SOLVAY SOLUTIONS ITALY	BNP Paribas	IT36L0100520100000000000034	51000516	WEBSITE

For the login information go to the following **link**.

3.3. I perform the allocations of bank Intesa Sanpaolo

Intesa Sanpaolo S.p.A. is an Italian international banking group. In their platform InBiz we find the majority of active banks and bank accounts in the different banks for all Italian companies, so we will be able to access daily movements through this platform for INTESA SANPAOLO SPA, BANCA MONTE DEI PASCHI DI SIENA S.P.A., DEUTSCHE BANK SPA ...

To Login, insert your credentials User ID / PIN Code and press ENTER.

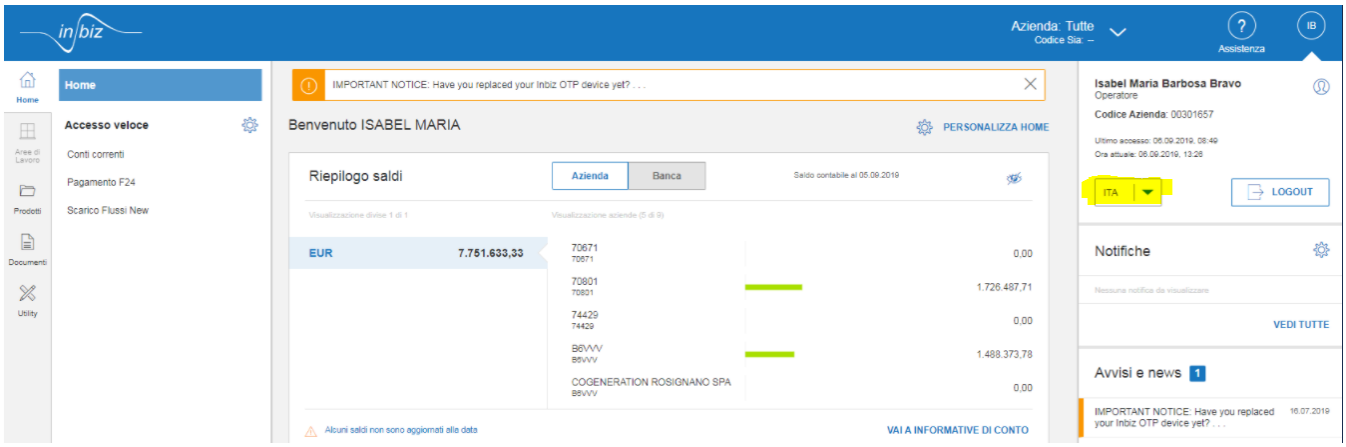


A second validation will be required by using a token device.

Follow the instructions and insert OTP code provided by token.

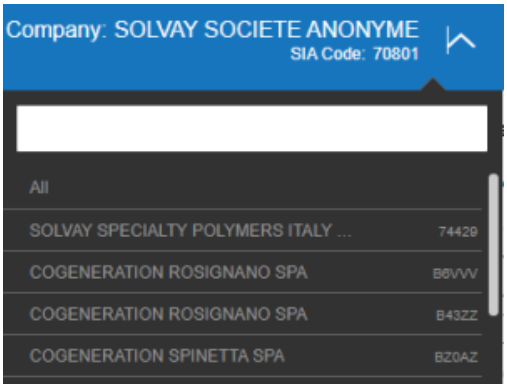
Once you enter in the main page of the homebaking you can change language from/to ENG/IT (at your preference).

You will find it on the right of the screen right below your credentials (see highlighted in yellow):

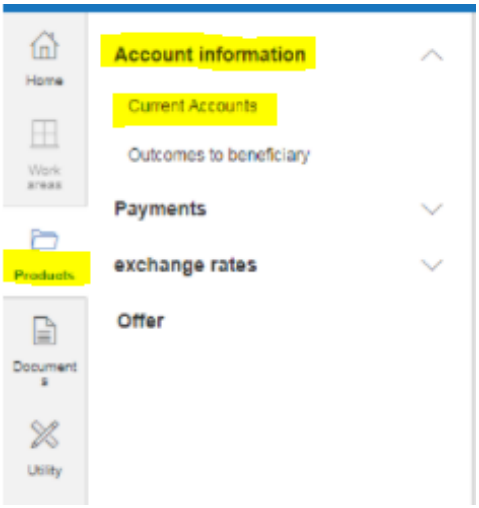


3.3.1. I access the Intesa bank statements

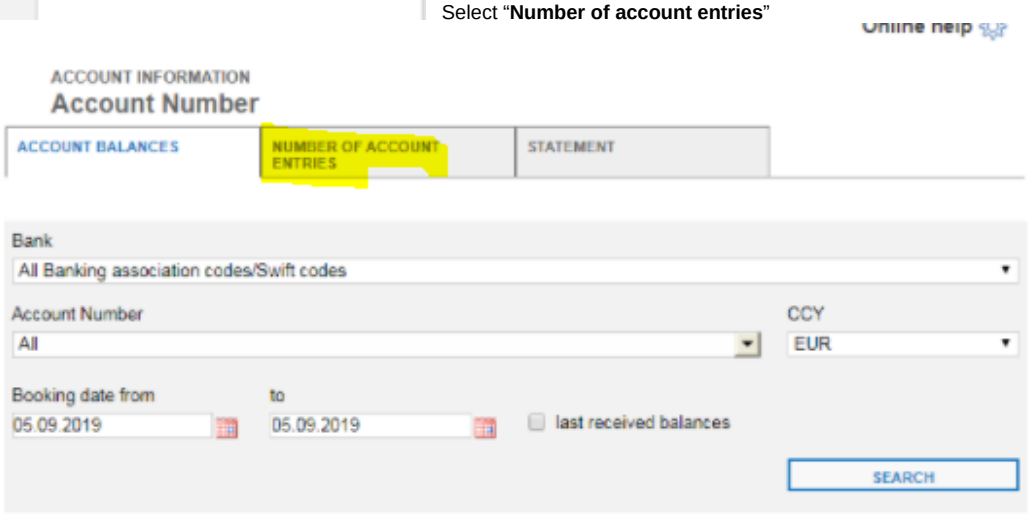
On top of the page you can make a selection by company to simplify or select all entities:



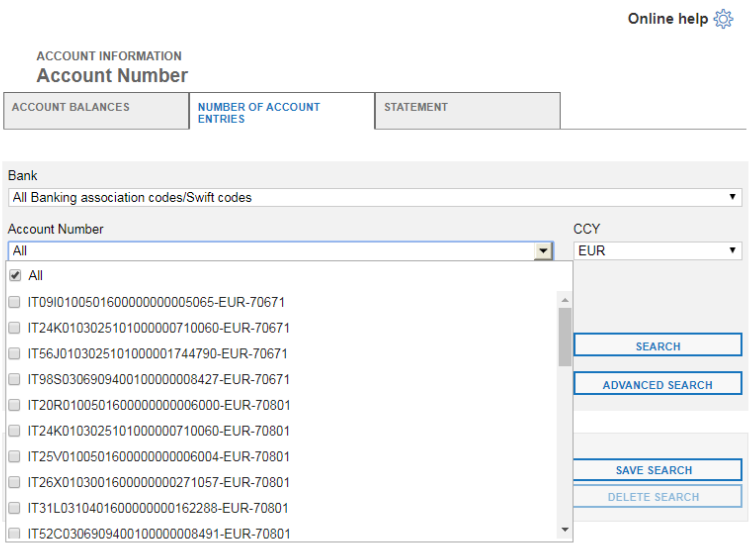
To retrieve the daily movements, at the left go to **Products Accounting Information Current Accounts**



Select "**Number of account entries**"



And as a last step choose the respective bank account and the period:



Afterwards you can extract in excel

or generate a pdf file by selecting:

3.2.2. I perform the bank postings in SAP

The majority of the payments/receivables are to/from recurrent operations/vendors/customers.

Analyze each movement to understand the movements by:

- Using SAP transaction FBL3N and checking the Bank G/L Account (50XXXX), look at all the bank movements of the previous months to check if there is a movement containing the same description or reference.

- Using SAP transaction FBL3N, look at all the bank movements of the previous months to check if there is a movement with the same amount.

Or, if reading the description you realize that the movement is the payment of a vendor,

- Using SAP transaction FBL1N, check if a vendor with the same name is existing and if the related open item is present. You can also check the transaction ITINVOICE where all electronic invoices received are listed to find the correspondent invoice.

Or, if reading the description you realize that the movement is the cash collection of a customer,

- Using SAP transaction FBL5N, check if a customer with the same name is existing and if the related open item is present, there is always reference to the customer name or invoice number paid. In case you need support you can always enter in contact with CCT team that will help you to allocate the amount received properly.

Commissions posting scheme

There is a clear set of accounts created to ensure the allocation of the expense by its nature.

For this reason we must ensure that the allocations (if not automatic) should be done as follows:

50 50xxxxxxxx

40 using...

				PF1	PI1	WP1
	Bank charges - new set up : split by nature					
	Bank charges linked to transactions					
a)	R53620	Bank collection charges AR (~~to be invoiced~~)	EBITDA	~~6599000210*~~	2760000210	~~98536210*~~
a)	R53620	Bank collection charges (AR)	EBITDA	6599000230	6599000230	98536200
	R53620	Bank charges related to payments (AP, HR,...)	EBITDA	6599000400	6599000400	98536220
	Bank charges linked to account management					
	R53620	Bank charges - Account Mgt/Cash Pool,...	EBITDA	6509000020	650900020	98536230
	Others financial charges					
		Sub - others fees				
	R54620	Guarantee commissions (charges)	FIN	6510090000	6510090000	98546220
	R54720	Guarantee commissions (income)	FIN	7510090000	7510090000	na
	R53620	External factoring/reverse factoring/supply chain financing	EBITDA	6599000000	6599000000	98536240
b)	R53620	Miscellaneous bank charges	EBITDA	6590900000	6590900000	98536250
		Sub - interest (external)				
	R53710	Interest on bank accounts (income)	FIN	7510032000	7510032000	98532400
	R53610	Interest on bank accounts (charges)	FIN	6500032000	6500032000	98531400
	R53710	Interest on non consolidated sub's c/a (income)	FIN	7510031000	7510031000	98532500
	R53610	Interest on non consolidated sub's c/a(charges)	FIN	6500031000	6500031000	98531500
				New GL accounts in ERP environment		

a) Only one GL account linked to AR bank charges to be invoiced (only for CAMS process 0231/4044) - no split anymore by tolerance
b) Only one "miscellaneous bank charges" GL account with a limited utilization (such as guarantee fees linked to operational guarantees...)

** GL account only used for a "robot" process in case of out of tolerance (considered as a temporary account to be analyzed and cleared).*

List of cost centers to use:

- 0270 -
- 0279 -
- 5835 -
- 6277 -
- 6306 -
- 6328 -
- 8090 -

Bank guarantee (fidejussioni) posting scheme

Some bank guarantees are owned by the entities and in the case of 0279 Solvay SA that acts on behalf of other entities (5835/0270/8090/Rhodia Operations/Inovyn), we need to relocate to the respective entities. To simplify the procedure there is a quarterly invoice being issued to the partners.

Accounting scheme:

50 BS bank account 5XXXX

40 P/L Account in PF1 6510090000 98546220

Cost Center
5835 B746000000
0270 XR46000000
6277 4X46000000
8090 8090-8000

For 0279 SOLVAY SA ITALY the booking process is based on a database that are in constant update, whenever new guarantees are issued - Bank Guarantee List.

The approved accounting scheme is:

50 BS bank account 5XXXXXXXX

40 BS account 2220000000 adding in the text/assignment the partner company to invoice.

At the end of the month, there is a check to ensure that the guarantees owned by 0279 are allocated to PL should be performed to account 6510090000 with cost center YU46000000.
For the partners an invoice will be issued every quarter end of March/June/September/December.

For Invoicing the companies you can take request ID 802295 as reference, sending our colleagues all the detail and amount in their predefined template.

Intercompany team will receive the data and perform an FI posting like:

50 BS Account 2220000000
40 P/L Account 7510090000 WBS selected according to partner
Tax Code K2

After they will settle that WBS and issue the invoice.

In the receiver company we will need to find the following allocation:
Account in PF1 6510090000 and in WP1 98546220.
Cost Center
5835 B746000000
0270 XR46000000
6277 4X46000000
8090 8090-8000

How to recognize a bank guarantee in your statements?

It is written in the text "Fidejussione" or "FID.XXXX" or in the fifth column with the code "ZP - Commissioni e Spese su fideiussioni" as below:

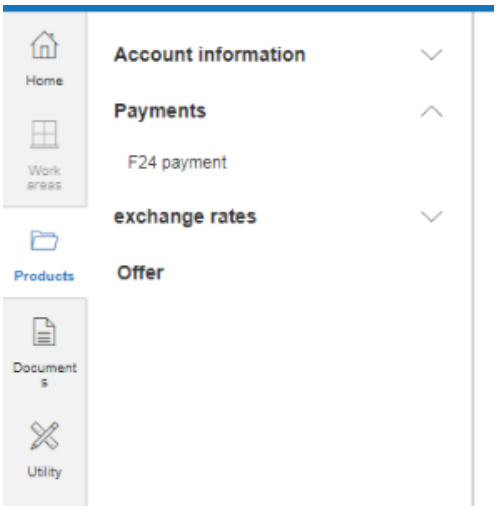
25.08.2017	25.08.2017	2.069,58	-	16 - Commissioni		Account entry description: FID.143522 250817/221117IMP. 20695 Accounting entry info: 83
24.08.2017	22.08.2017	10.434,97	-	ZP - Commissioni e Spese su fideiussioni	S9 - COMMISSIONI SU IMPEGNI DI FIRMA	Account entry description: COMM.IMPEGNI FIRMA Accounting entry info: _Numero fidejussione 01383-8200-00596449 _Data emissione fidejussione : 20140506 _Controvalore in EU : 9.275.529,74 _Scadenza fidejussione : 20170521 _Beneficiario fidejussione : 1611/2 AMM.NE FINANZIARIA PESCARA _Periodo commiss.su fidejuss.: 20170822 20171122 _Riferimento Operazione : IF20B20170822IY2460000000048

For F24 movements, use file “Posting banche 24”. Go to the home banking Intesa for detail. For each company there’s a sheet.

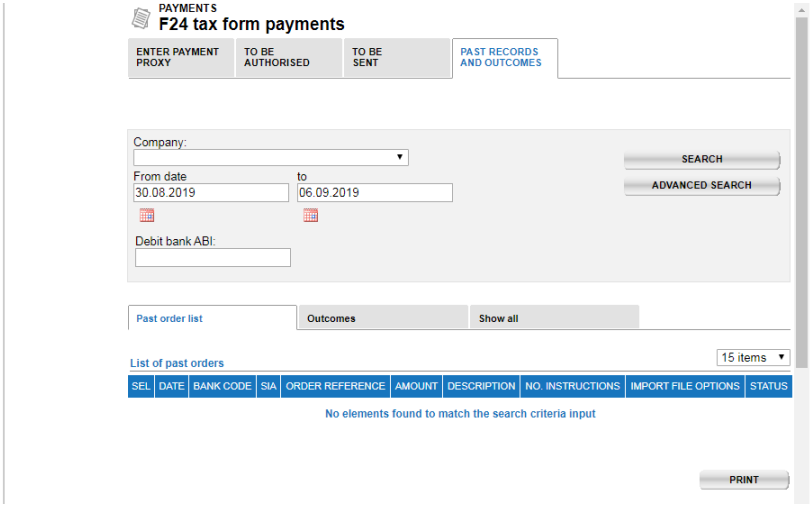
In the sheet there’s several code or a group of codes (found in the home banking) that will be link to an account (for new codes contact local).

In homebanking:

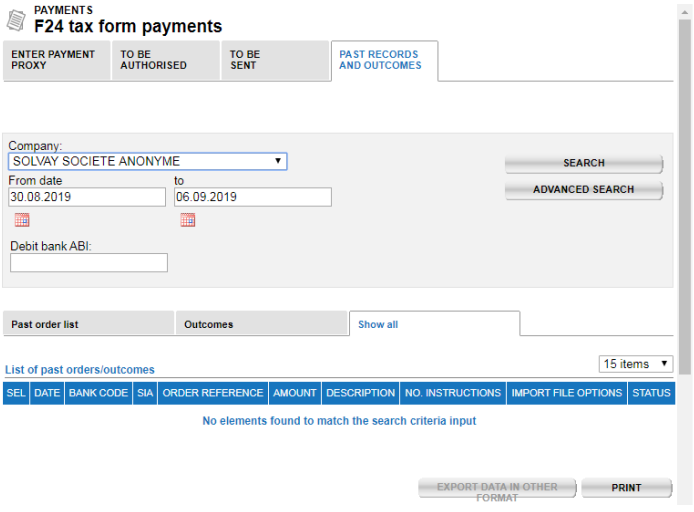
Go to **Products Payments F24 payment**



Select tab **Past Records and Outcomes**:



Select tab **Show all,** select company and date.



In the end check if the posting key reflects the movement made in the bank.

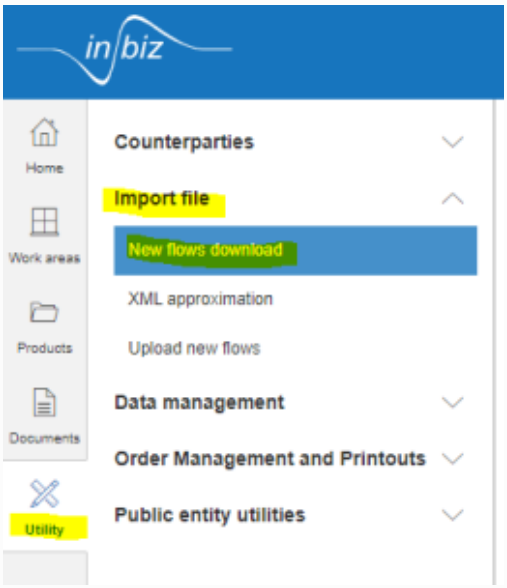
- IMPORTO DEBITO-50
- IMPORTO CREDITO - 40

Attached the image to the shared folder.

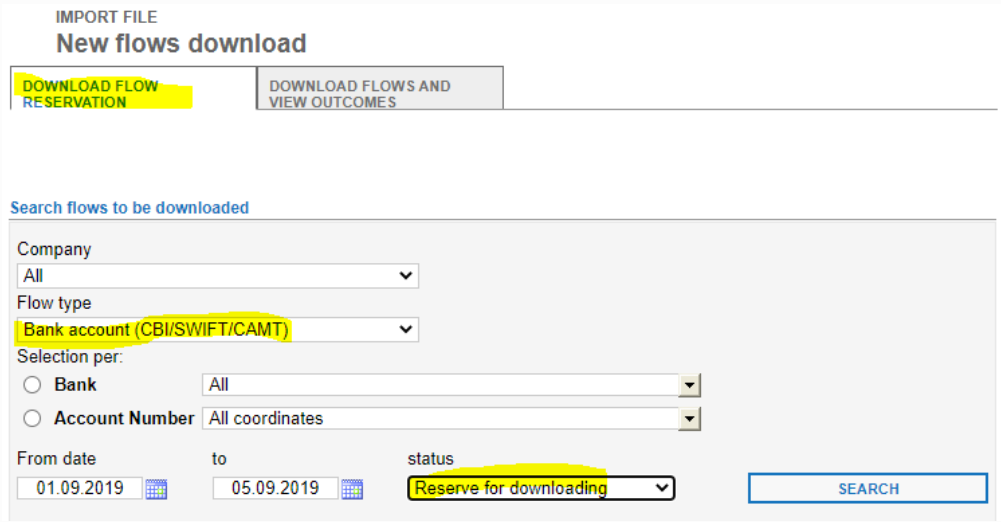
I access the .TXT file for SAP upload (not applicable but kept as information)

From Inbiz Website we are able to extract specific TXT file for automatic postings.

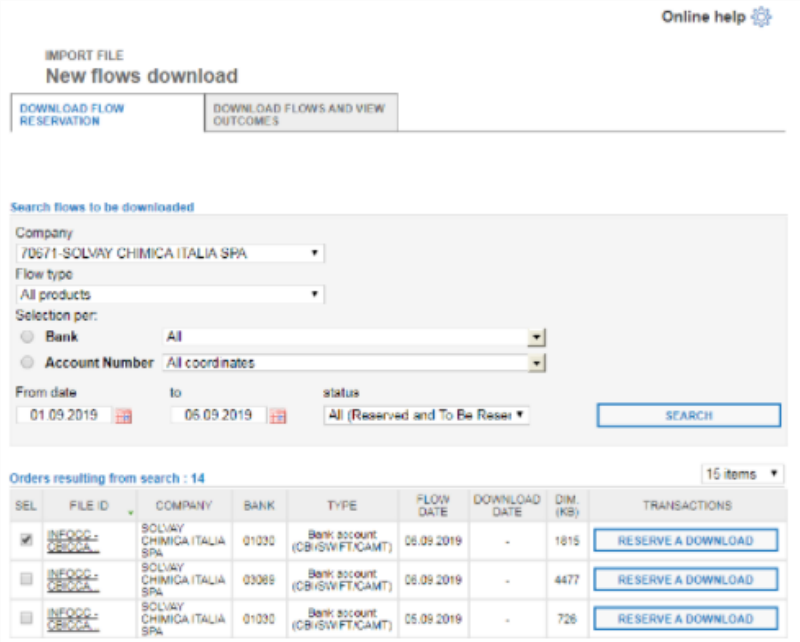
Go to **Utility Import file New flows download**



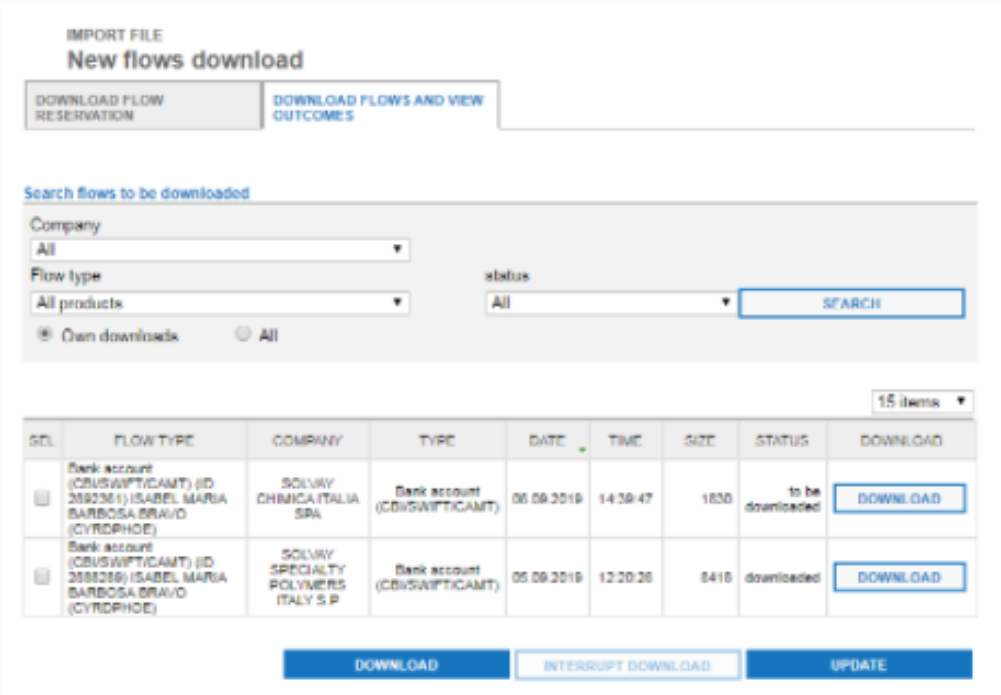
In tab **Download Flow Reservation**, select **Company**, then date of extraction and status.



Afterwards a list of movements, per day, by entity will be displayed. Just select all lines and press "RESERVE A DOWNLOAD":



The system will automatically transfer to second tab and you can select "DOWNLOAD"



> ⚠ Its recommended to select status **Reserve for Downloading**, to avoid duplication, however, if its necessary to re run all movements, choose **ALL(Reserved and To Be Reserved for Downloading)**.

There is available some automations for very specific accounts (not updated for the most recent accounts, reason not known).

- ***Z1F_IT_ZIFRIPBA_SPI***

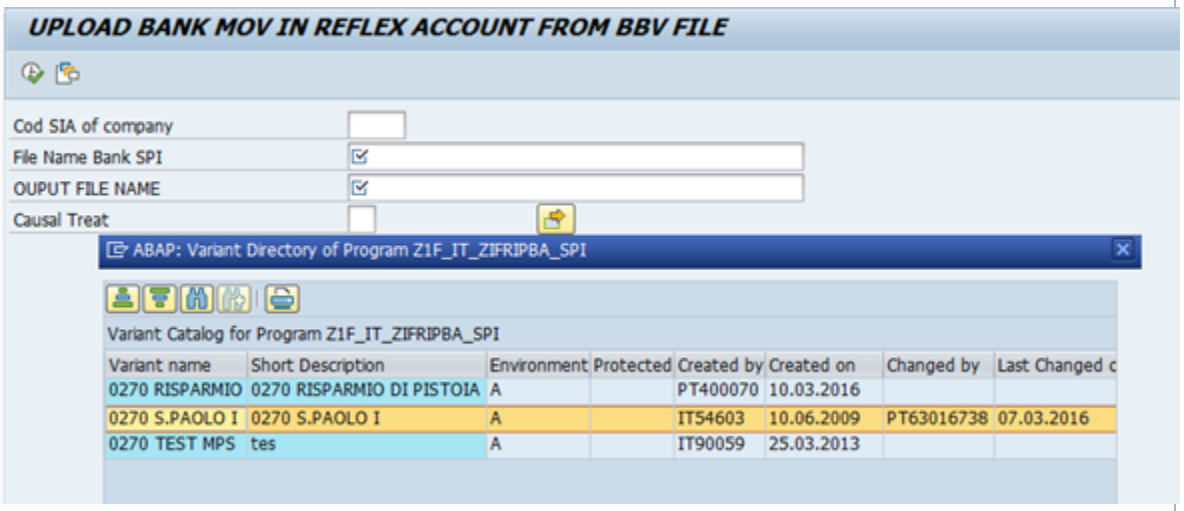
  Run transaction and call variant:

0270 0270 S.PAOLO I

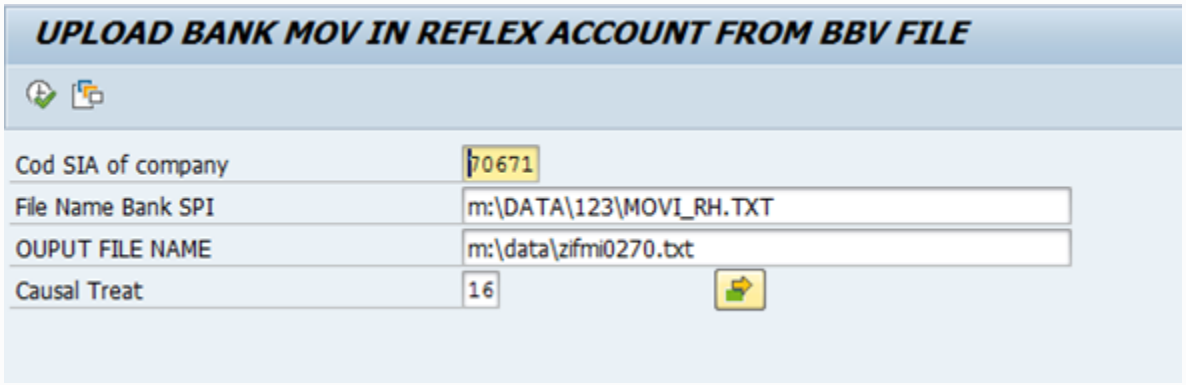
0279 0279 S.PAOLO I

5835 5835 S.PAOLO I

6277 6277



It will fill all the required info from the bank, for some very specific operations like commissions and bank guarantees and generate a txt file that will be used in a second transaction.

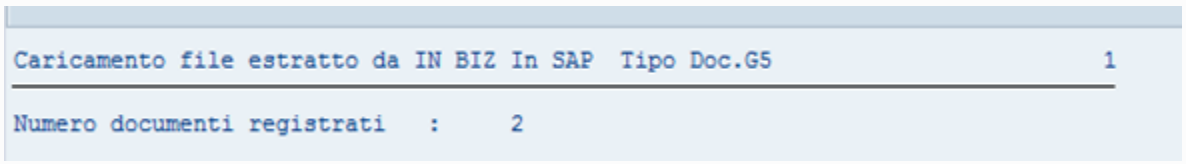


Note

Copy the output file name. It will be need in next transaction.

Run transaction and select the file extracted previous on Inbiz Homebanking.

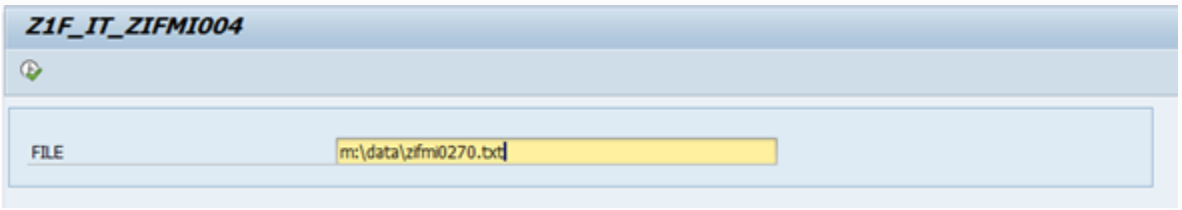
The output will be:



After, go to transaction Z1F_IT_ZIFMI004.

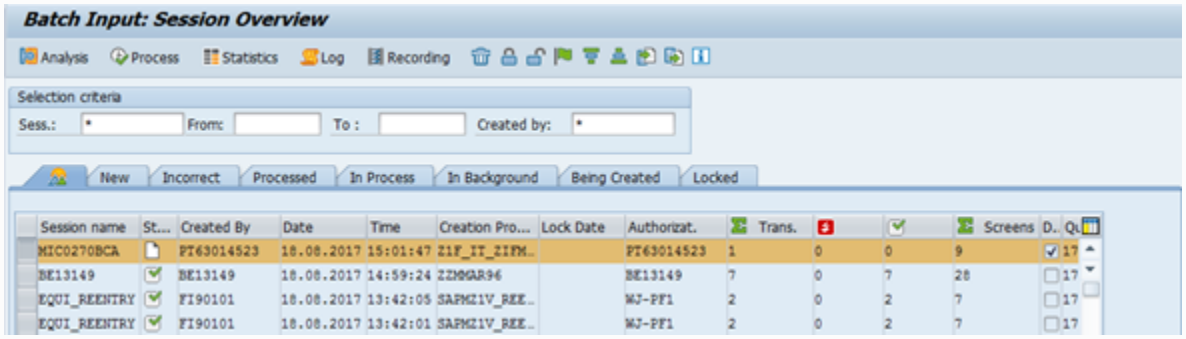
- ***Z1F_IT_ZIFMI004***

Enter transaction, paste the "**output file name**" copied on previous transaction and run:

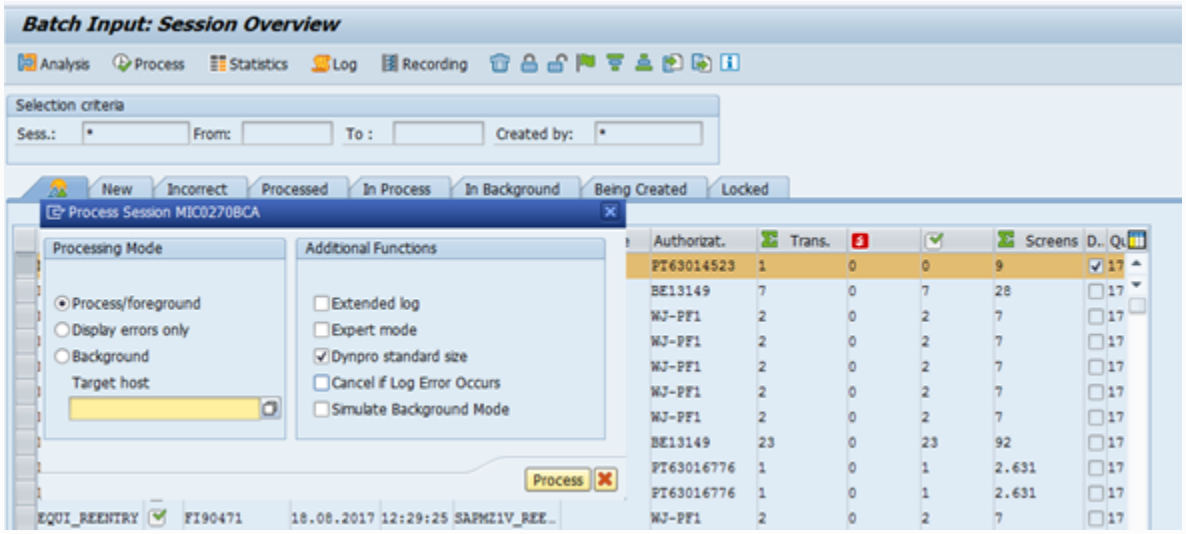



```
Z1F_IT_ZIFMI004        * ELABORAZIONE TERMINATA  *



Totale importo registrato per società 0270       42.032,17
```

Afterwards, go to transaction SM35, select the session name “MICxxxxBCA”, where the xxxx is the company code.



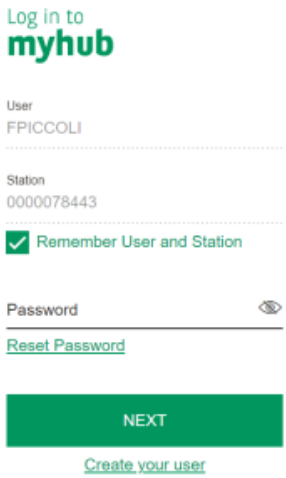
If possible run the batch input in foreground to control if the amounts posted are the ones in the bank statement.



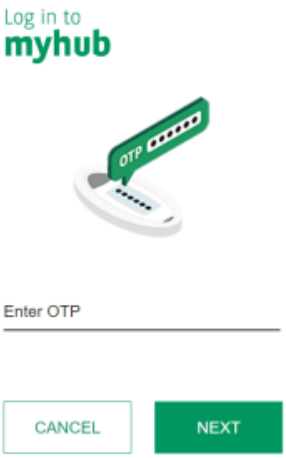
3.4. BNL - Banca Nazionale del Lavoro (Gruppo BNP Paribas)

For these bank accounts the items are posted automatically in SAP and we only need to perform the final allocation.

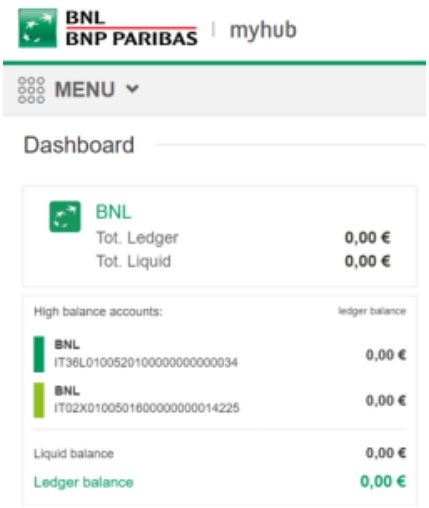
- Enter in https://myhub.bnl.it/ and have your token ready to retrieve the 2nd code.
- For the credentials access go to **link.**
- Insert credentials in fields **USER, PASSWORD** and **Station Data** and press NEXT.



- Insert **OTP code** generated in the token and press NEXT.

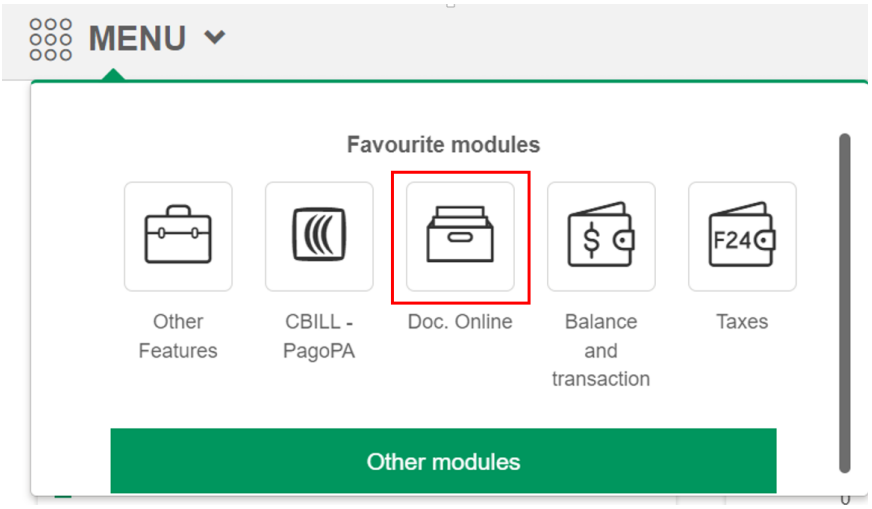


Once connected the following screen appear:

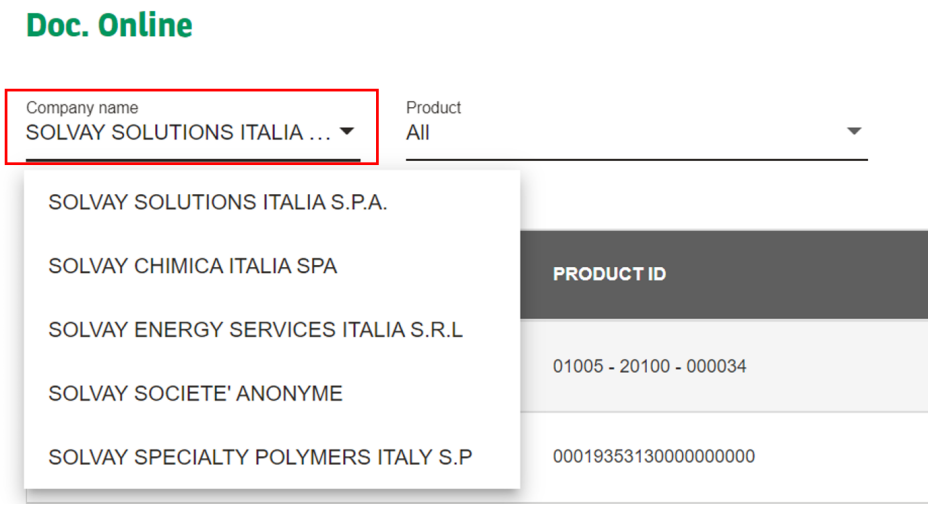


3.4.1. I access the BNL bank statements

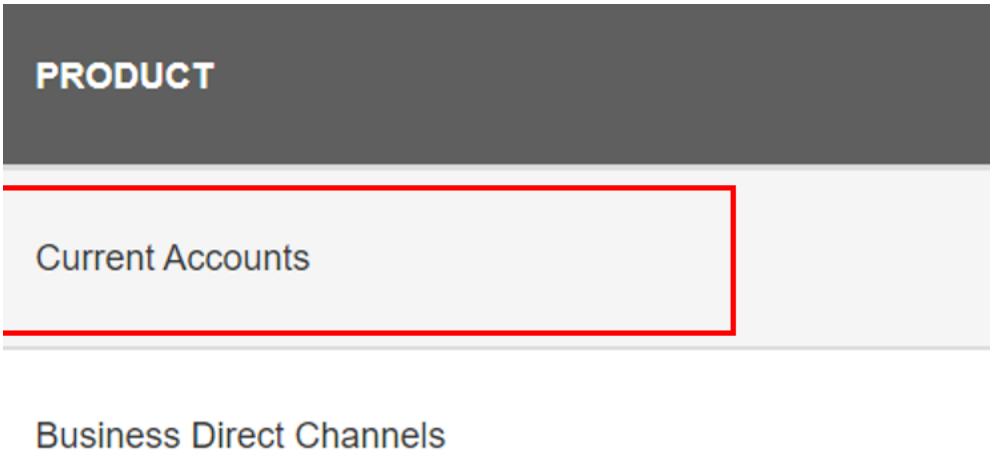
If you need to see the movements of the statement, go to **MENU**, then click on **Doc. Online**



Then choose the **Company Name** from the drop-down menu**:**

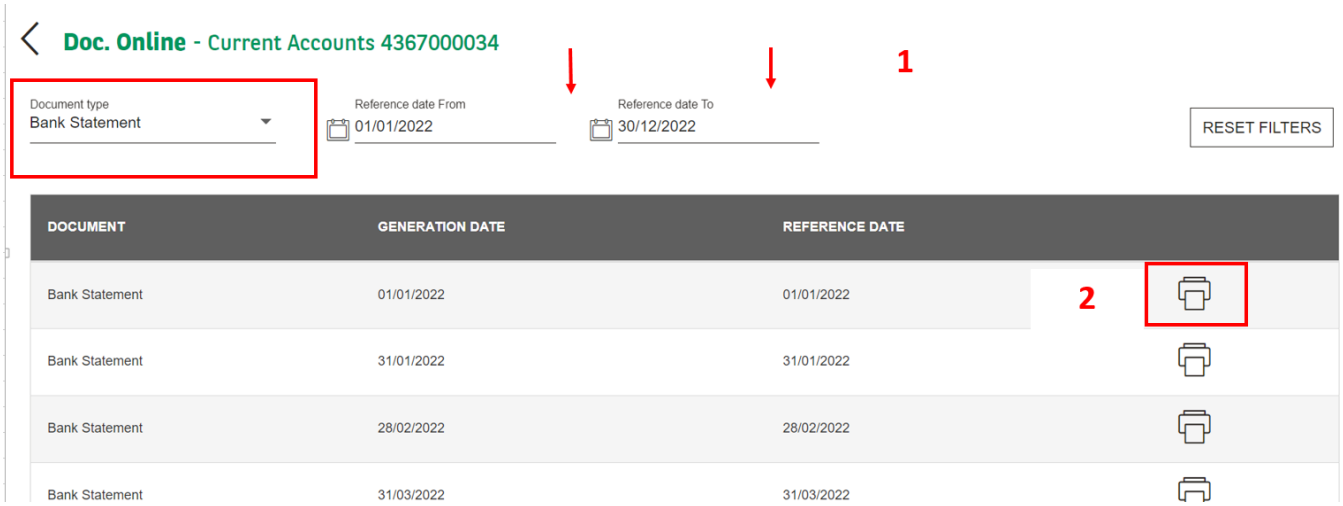


Choose **Current Accounts**

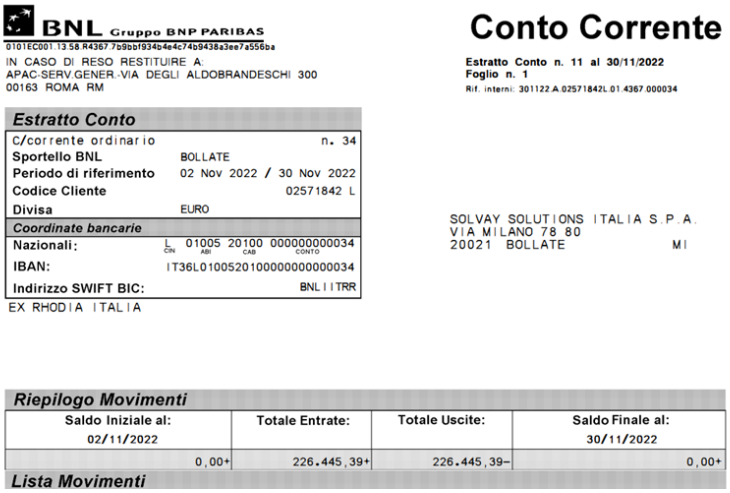


then **Bank Statement** in **Document type** menu.

Select the data you want to export and click on the icon to download the statement you need:



The system will download the .pdf file:



BNL Gruppo BNP PARIBAS

0101EC001 13 58 R4367 7b9bbf934b4e4c74b9438a3ee7a556ba

IN CASO DI RESO RESTITUIRE A
APAC-SERV.GENER.-VIA DEGLI ALDOBRANDESCHI 300
00163 ROMA RM

Conto Corrente

Estratto Conto n. 11 al 30/11/2022
Foglio n. 1
Rif. interni: 301122.A.02571842L.01.4367.000034

Estratto Conto	
C/corrente ordinario	n. 34
Sportello BNL	BOLLATE
Periodo di riferimento	02 Nov 2022 / 30 Nov 2022
Codice Cliente	02571842 L
Divisa	EURO
Coordinate bancarie	
Nazionali:	L 01005 20100 000000000034 (CIN ABI CAB CONTO)
IBAN:	IT36L0100520100000000000034
Indirizzo SWIFT BIC:	BNLIITRR

EX RHODIA ITALIA

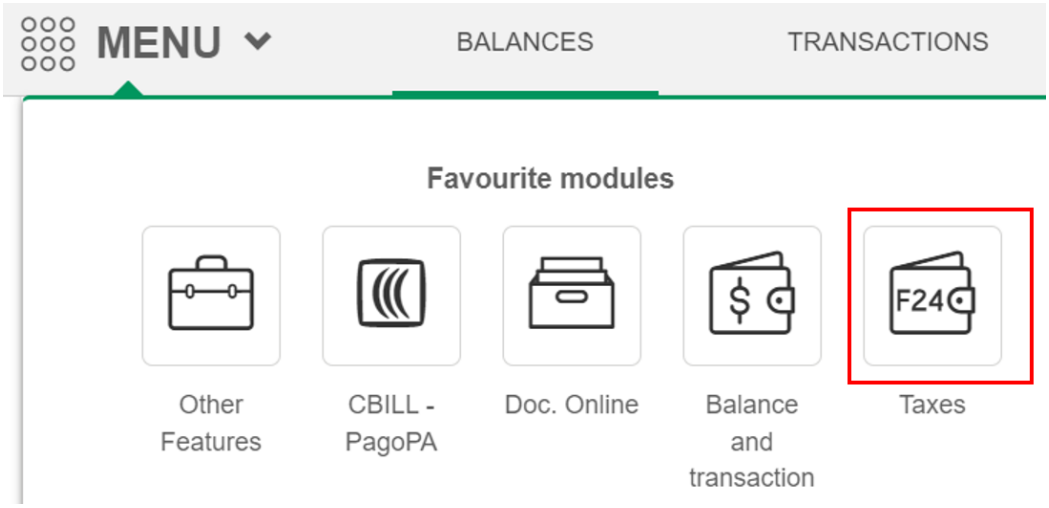
SOLVAY SOLUTIONS ITALIA S.P.A.
VIA MILANO 78 80
20021 BOLLATE MI

Riepilogo Movimenti			
Saldo Iniziale al: 02/11/2022	Totale Entrate:	Totale Uscite:	Saldo Finale al: 30/11/2022
0,00+	226.445,39+	226.445,39-	0,00+

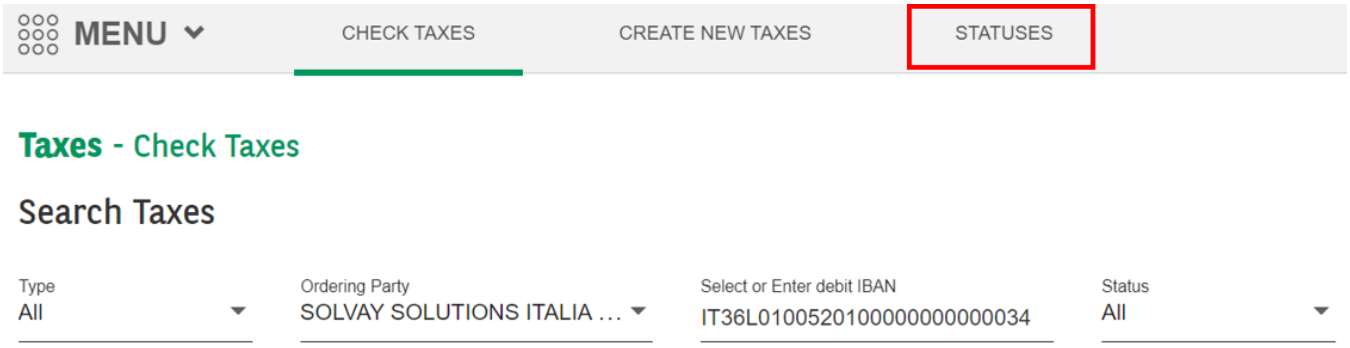
Lista Movimenti

3.4.2. I access the BNL F24 form

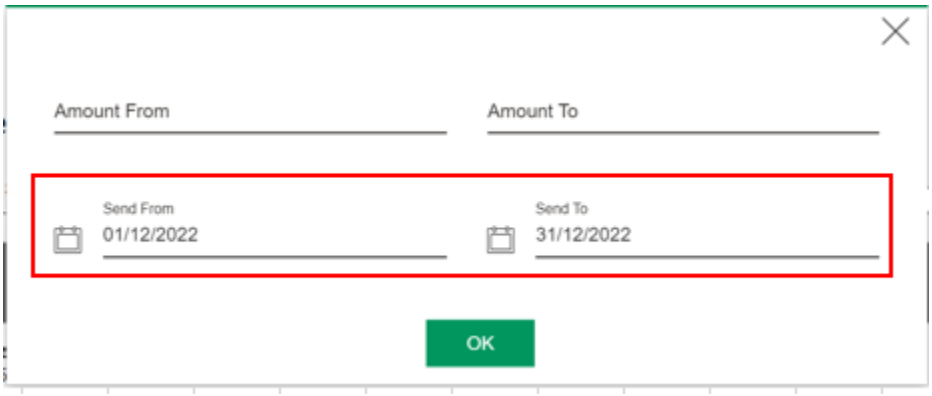
For checking the detail of the F24 form go to **MENU** tab, then **F24.**

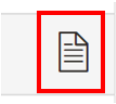


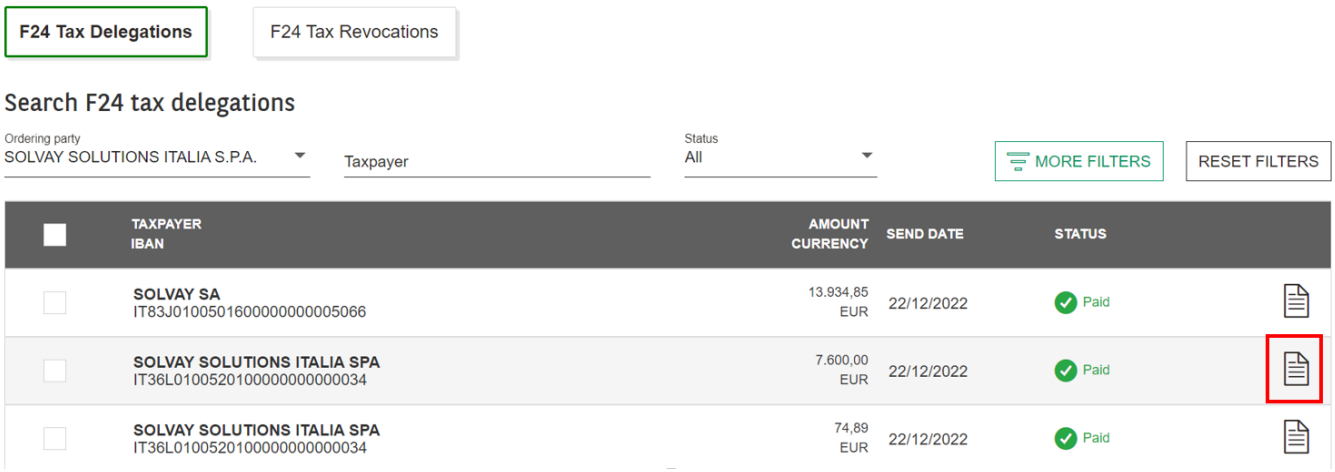
select **STATUSES** tab



Then company in code in **Ordering party**, date in **MORE FILTERS.**

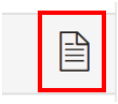


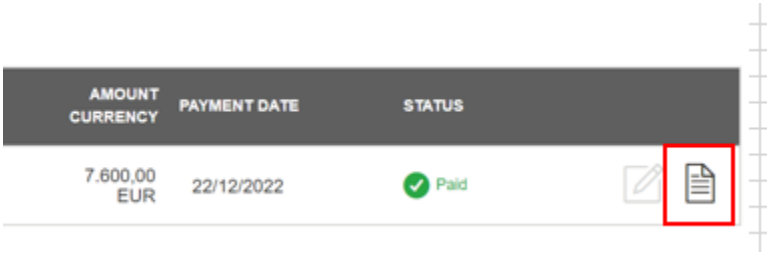
If there's a file, it means we can download the F24 Model for archive 



However, you can always see the content of the Model and the detail of what was paid if we press on a line of an specific F24:

and then on the section EXCISE DUTIES/MONOPOLIES to see the Tax codes and the related amounts

To download the document click on 



3.3. I perform the Bank postings

In the case of the **Intesa bank accounts**, the upload to SAP is done manually, the cash pooling only post those movements, all others movements need to be posted manually and each movement analyzed.

In the case of the **BNL bank accounts**, the ulpload to SAP is done automatically and we have to check the transitory accounts for open items. We can also see the movements in transaction FEBA (PF1) + FEBAN (WP1).

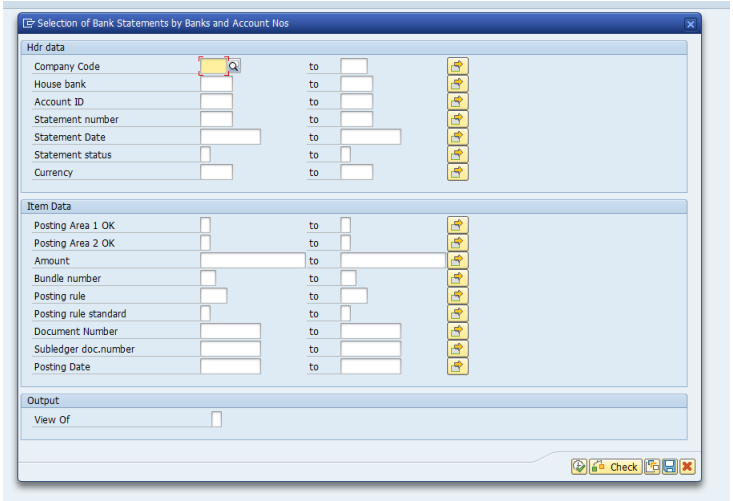
505DGEUR72
505DHEUR72
505DGEUR76
505DHEUR76
505CGEUR72
505GEUR76
505CHEUR72
505CHEUR76

505CFEUR72

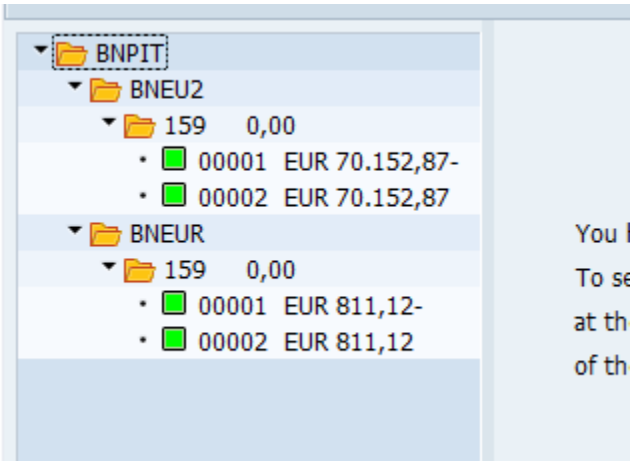
505CFEUR76

2740000000

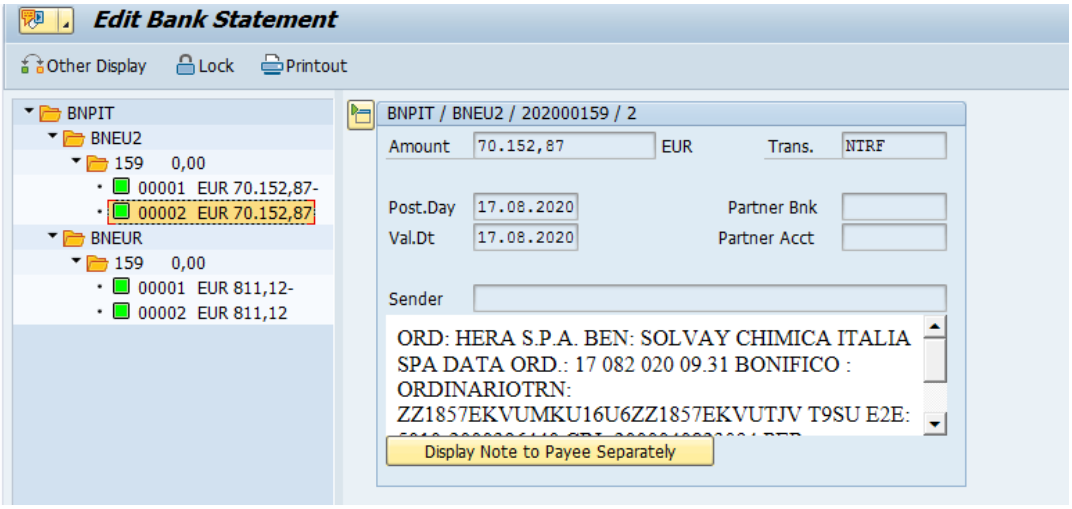
3.3.1. **FEBA/FEBAN Transaction**



Insert **company code** and **Statement date.** System will then show all the movements for all accounts by day.



By clicking in one amount, we can see the detail of that movement.



F24

To perform the postings Codice tributo has the correspond code of the F24 and you will find the allocations in the database:

3.4. I perform the checks

In the end of the month and after the posting of the cash pooling, all the accounts must be balanced.

1) In FBL3N, choose the account related to the bank account and check if its balanced. If not, find the reason for the unbalanced.

On D+2, if some movements aren't done for missing feedback from locals, post the remaining movements on account 2740000000.

Once a week sent an information email (for all companies) to the locals, with the doubts, provide by company the number of doubts.

2) Monthly check: check whether balance in SAP is matching with the bank statement.

`I know the specifics and recurrences of bank postings`

3.5. I perform the bank reconciliations

Follow instruction in the template BANK_RECONCILIATIONS PROCEDURE

https://drive.google.com/drive/u/0/folders/1_zOhqncXGANBzlX6LMGSAExe8BM6Hkjd

End of document.

If possible run in foreground to control if the amounts are the ones in the bank statement.