ES - BBVA Direct Debits

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

blocked URL

ERP

blocked URL

Frequency

blocked URL

References

ZE1FGESTRECIBOS; SM35; FK03

Forms

Attachments

BBVA - Net Cash

BANK AND OTHER ACCESSES ES-PT-UK

Previous OP << ES - BBVA Direct Debits >> *Next OP*

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 booking of the direct debits receipts from BBVA.

1.2. Scope

This procedure is applicable for the following company:

- **0245** - SOLVAY QUIMICA (ES)

For the bank account in BBVA:

- SOLVAY QUIMICA, S.L. - ES1501824649840010018672

2. Definitions

See Finance Glossary:

- CAM
- ERP
- PF1

3. Tasks description

3.1. Periodicity

This procedure must be done every 10 days on the 1st, 11th and 21st of each month.

3.2. I extract bank statements from BBVA Netcash

To have access to the bank statements enter in the web site of BBVA - Net Cash.

To login use the credentials as mentioned in the file "BANK AND OTHER ACCESSES ES-PT-UK".

Once inside the BBVA bank choose:

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

Once the page is displayed choose:

- **"Estado"** – Histórico
- **"Rango de fechas"** – Every 10 days: if we are at beginning of the month (01) from 21 to 31 of M-1; at 11th – from 01 to 10 of M+1; at the 21th – from 11 to 20 of M+1
- **"Tipo de ficheros"** – TODOS (always)

Afterwards it will ask you to choose the files we want to extract.

Modulo de Tesoreria

Seleccione los ficheros históricos que desea recibir

Estado:	Histórico
Fecha:	Desde 01/03/2013 Hasta 10/03/2013
Tipo de Ficheros:	TODOS

LISTA DE FICHEROS TODOS

Fecha	Fichero	Descripción	Sel.
08/03/2013	33083001.ISM	Movimientos de Cuentas Personales	☑
07/03/2013	33073001.ISM	Movimientos de Cuentas Personales	☑
06/03/2013	33063001.ISM	Movimientos de Cuentas Personales	☑
05/03/2013	33053001.ISM	Movimientos de Cuentas Personales	☑
04/03/2013	33043001.ISM	Movimientos de Cuentas Personales	☑
01/03/2013	33013001.ISM	Movimientos de Cuentas Personales	☑

Marcar todos

Desmarcar todos

GENERAR FICHERO

You must select always "**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 in your computer:

Modulo de Tesoreria

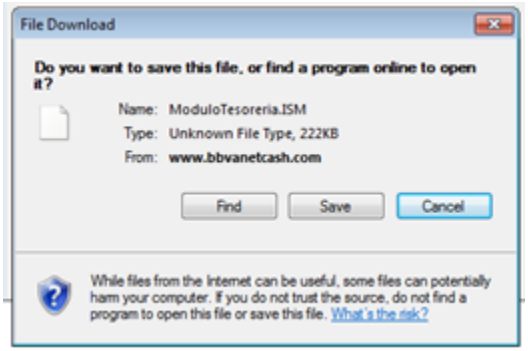
Lista de ficheros seleccionados

Fecha	Fichero	Descripción
08/03/2013	33083001.ISM	Movimientos de Cuentas Personales
07/03/2013	33073001.ISM	Movimientos de Cuentas Personales
06/03/2013	33063001.ISM	Movimientos de Cuentas Personales
05/03/2013	33053001.ISM	Movimientos de Cuentas Personales
04/03/2013	33043001.ISM	Movimientos de Cuentas Personales
01/03/2013	33013001.ISM	Movimientos de Cuentas Personales

RECIBIR FICHERO

Volver

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

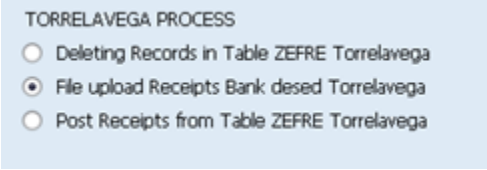


3.3. *I perform the processes for Torrelavega*

Once you have the file with the bank movements go to SAP and enter in transaction ZE1FGESTRECIBOS.

- Once inside we must choose TORRELAVEGA process and:

Select **File upload Receipts Bank from Torrelavega** and execute the transaction :



It will display another screen where you will just have to select the path to the file downloaded from the bank and execute:

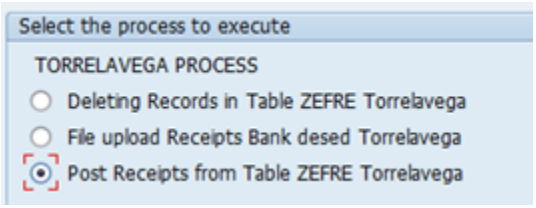
Once done you will receive the details of the movements that will be posted:

ABAP TO CREATE TABLE ZEFRE WITH RECEIPTS TO ACCOUNT

0002556	0245	300312	300312			IA.162180	02699		EUR	538.816,46
0002346	0245	301211	301211			IA.162180	02699		EUR	539.879,01
0002406	0245	310112	310112			IA.162180	00499		EUR	529.094,60
0002473	0245	290212	290212			IA.162180	04399		EUR	537.603,64
0002604	0245	300412	300412			IA.162180	01199		EUR	526.358,65
0002760	0245	290612	290612			IA.162180	02399		EUR	530.756,76
0002910	0245	310812	310812			IA.162180	06299		EUR	509.688,78
0002684	0245	310512	310512			IA.162180	02499		EUR	517.864,71
0002822	0245	310712	310712			IA.162180	00299		EUR	530.035,16
0003393	0245	280912	280912			IA.162180	02099		EUR	564.583,10
0003508	0245	311012	311012			IA.162180	01499		EUR	564.990,28
0003590	0245	301112	301112			IA.162180	01799		EUR	569.182,12
0003706	0245	310113	310113			IA.162180	01799		EUR	20,09
0003707	0245	310113	310113			IA.162180	01999		EUR	563.932,96
0003714	0245	040313	040313	1100031645	K	A58662081	CAIXARENTING, S.A.U		EUR	194,91
0003715	0245	040313	040313	1100032116	K	A79707345	SOLRED, S.A.		EUR	3.575,84
0003716	0245	050313	050313	9901004916	K	G39023007	CEOE CEPYME CANTABRIA		EUR	656,00
0003717	0245	070313	070313	9901006297	K	A95113361	ACCIONA AGUA SA		EUR	23,44
0003718	0245	070313	070313	9901006297	K	A95113361	ACCIONA AGUA SA		EUR	66,46
0003654	0245	311212	311212			IA.162180	01299		EUR	545.422,41
0007489	5696	020415	020415	6141300000	S		ADEUDO MEN.T6275120000316332		EUR	137,00
0007490	5696	020415	020415	6141300000	S		ADEUDO MEN.T6275120000317348		EUR	163,80
0007491	5696	020415	020415	6141300000	S		ADEUDO MEN.T6275120000644469		EUR	171,05
0007492	5696	020415	020415	6141300000	S		ADEUDO MEN.T6275120001259630		EUR	208,90
0007493	5696	020415	020415	6141300000	S		ADEUDO MEN.T6275120001501544		EUR	343,90
0007494	5696	020415	020415	6141300000	S		ADEUDO MEN.T6275120001662114		EUR	165,77

There is a brief check that can be done to ensure that there is missing information to post. If you look to the column highlighted in red you can see that for some lines there is no reference to an account. If this happens go to “What to do in case of missing allocation?”.

- Select **Post Receipts from Table ZEFRE Torrelavega**



In the screen displayed change the field **"Posting Date"** to previous day - same as the last day of the extraction in NETCASH.

And confirm:
"Document Type" – G0 and **"Bank Account"** – 50601EUR30

Execute the transaction clicking on , and the list of documents to be posted will be displayed.

ACCOUNTING RECEIPTS FROM TABLE ZEFRE 1

RELACION DE RECIBOS CON ACREEDORES

0245	040313	K	1100031645	EUR	194,91	S	CAIXARENTING, S.A.U
0245	040313	K	1100032116	EUR	3.575,84	S	SOLRED, S.A.
0245	050313	K	9901004916	EUR	656,00	S	CEOE CEPYME CANTABRIA
0245	070313	K	9901006297	EUR	23,44	S	ACCIONA AGUA SA
0245	070313	K	9901006297	EUR	66,46	S	ACCIONA AGUA SA

The transaction generates batch inputs that have to be processed in SM35. Normally the batch codification is similar to ZES-REC-ACRE and / or ZES-REC-GRAL.

Go to SM35 and process the batch.

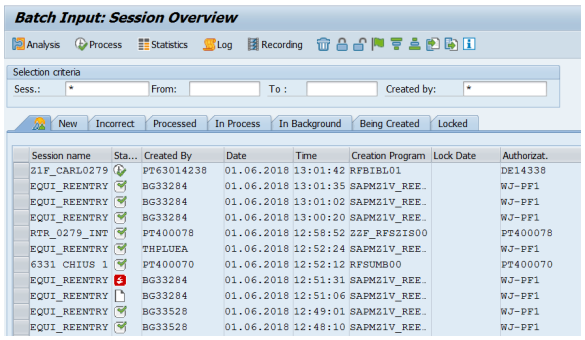
STEP 1

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.

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

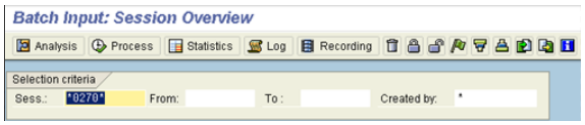
Look for the batch input session to be processed

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

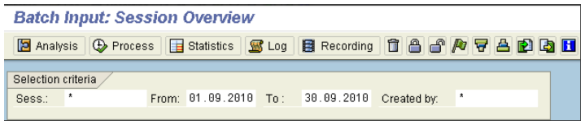
These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

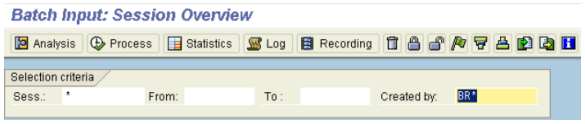
- *Session*: where you can insert the session name you are looking for



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



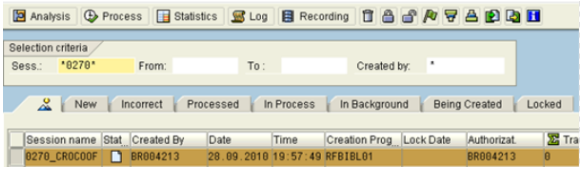
- *Created By*: where you can insert the user who created the batch input session



STEP 3

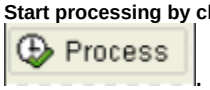
Select the batch input session to be processed

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



STEP 4

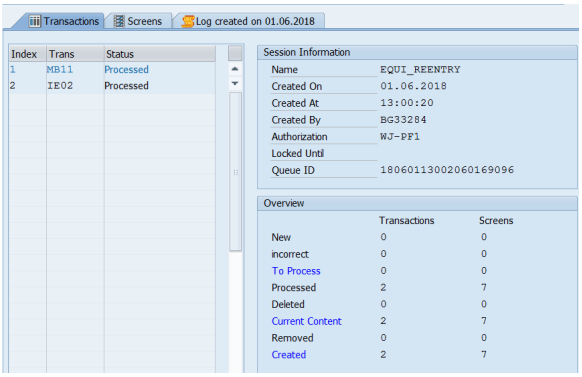
Start processing by clicking on



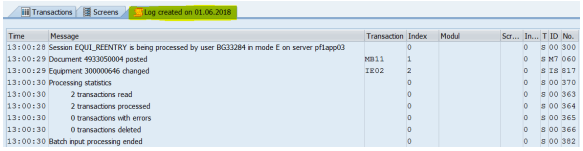
STEP 5

Check the status of the batch input session

Double click over the session.



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



STEP 6

Check batch input session via *SM37* transaction

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

Doc.Type : G0 (Bank operations G0) Normal document

Doc. Number	4200001773	Company Code	0245	Fiscal Year	2018
Doc. Date	31.08.2018	Posting Date	31.08.2018	Period	08
Calculate Tax	☐				
Doc. Currency	EUR				

Itm	PK	Account	Account short text	Tx	Amount	Crcy	Amount in LC	LCurr	Text
1	50	50601EUR30	CA-EUR-01		154.097,61-	EUR	154.097,61-	EUR	0172ES000B61474607000001165
2	25	1100009359	REPSOL COMERCIAL DE		154.097,61	EUR	154.097,61	EUR	0172ES000B61474607000001165
3	50	50601EUR30	CA-EUR-01		15,73-	EUR	15,73-	EUR	0910655541
4	25	1100024160	VODAFONE ESPAÑA S.A.		15,73	EUR	15,73	EUR	0910655541
5	50	50601EUR30	CA-EUR-01		19,37-	EUR	19,37-	EUR	0910898772
6	25	1100024160	VODAFONE ESPAÑA S.A.		19,37	EUR	19,37	EUR	0910898772

3.3.1. I perform the changes in case of missing allocation

If the direct debit movement doesn't have account to be posted, please follow the following steps:

1) There are some lines that we know should not be posted via this transaction. So, whenever you see reference to "IA.******" this has to be ignored. To maintain the table with only the relevant movements you can go to:

PROCESS MANAGEMENT TABLES RECEIPTS (ZEFRE And ZEFTE)

- ○ Table ZEFTE Maintenance with Texts of the Receipts
- ◉ Table Maintenance ZEFRE with receipts to post

In this table you have the list of movements uploaded from the bank, if you need to ignore the movements search for them and just add an "X" in the last column. The program will consider it already posted and skip it for posting.

Change View "TABLE TO ACCOUNT RECEIPTS": Overview

New Entries

TABLE TO ACCOUNT RECEIPTS

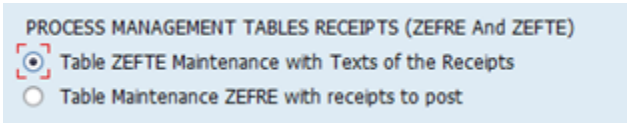
7 digits	CHAR9	Curr...	Amount in LC	D/C	Car.
11202	29700	EUR	652,49	Debit	X
11203	10855	EUR	35,40	Debit	X
11204	0005H	EUR	60,00	Debit	X
11205		EUR	230,52	Debit	X
11206		EUR	5.412,85	Debit	X
11207	92667	EUR	2.820,04	Debit	X
11208	92667	EUR	2.844,37	Debit	X
11209	IA.162181	EUR	1.261,30	Debit	
11210	IA.162181	EUR	1.237,40	Debit	
11211	IA.162181	EUR	1.283,21	Debit	
11212	IA.162181	EUR	1.217,47	Debit	
11213	IA.162181	EUR	1.116,35	Debit	
11214	07397	EUR	15,73	Debit	X

2) Check if it is something new - you can search for a familiar concept or vendor name in BBVA site;

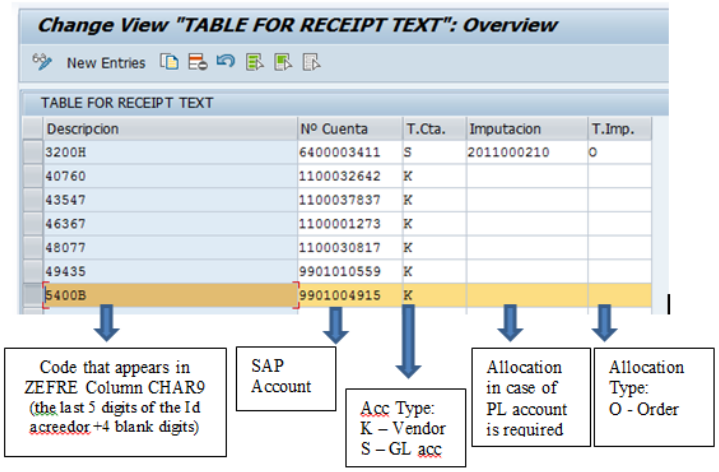
3) Search in SAP transaction FK03 for the vendor number (you can search by name or ID acreedor), if it is not clear or available or if vendor is not created please report it to CAM;

In the previous example shown, we see in table ZEFRE that the program reads the last 5 digits of the Id acreedor (+4 blank) digits: "5400B".

So you just need to add an entry in table ZEFTE:



Taking in consideration the following:



As soon as it's completed save the changes in the table and future movements will automatically filled and posted.

For the movement already uploaded and available in the table, you can manually add the account before processing the batch input.

End of document.