

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

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References

ZE1FGESTRECIBOS; [SM35](#); FK03

Forms

Attachments

[BBVA - Net Cash](#)

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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 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 ACESSES ES-PT-UK](#)".

Once inside the BBVA bank choose:

- Información de Cuentas
- Módulo de tesorería

Módulo de tesorería

The screenshot shows a web form titled "SELECCIÓN DE FICHEROS" within the "Módulo de tesorería" section. The form has three main sections: "ESTADO" with radio buttons for "Pendientes" and "Histórico" (selected); "RANGO DE FECHAS (DD/MM/AAAA)" with date pickers for "Desde: 01 / 03 / 2013" and "Hasta: 10 / 03 / 2013"; and "TIPO DE FICHEROS" with a dropdown menu set to "TODOS". An "ACEPTAR" button is located at the bottom of the form.

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	<input checked="" type="checkbox"/>
07/03/2013	33073001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
06/03/2013	33063001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
05/03/2013	33053001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
04/03/2013	33043001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>
01/03/2013	33013001.ISM	Movimientos de Cuentas Personales	<input checked="" type="checkbox"/>

Marcar todos

Desmarcar todos

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:

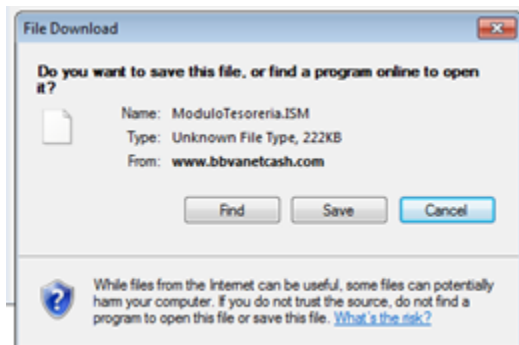
Modulo de Tesoreria

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

[Volver](#)

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

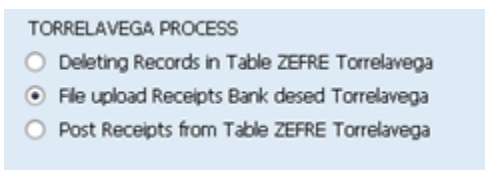


3.3. I perform the processes for Torrelavega

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**

Select the process to execute

TORRELAVEGA PROCESS

Deleting Records in Table ZEFRE Torrelavega


File upload Receipts Bank desed Torrelavega

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.

THE COORDINATOR PATH

The below categories are specifically within the role of Coordinator

Choose the category of the process you are looking for

Onboarding

- AMERICAS
- EMEA
- APAC / APAC 02

- AMERICAS

- AMERICAS

- AMERICAS

- AMERICAS

- AMERICAS
- EMEA / EMEA 02

- Specificities NAM
- Specificities LAM
- OLD WIKI Specificities LAM
- OLD WIKI Specificities NAM

- Manage BNP Ireland Financing program
- Management of Confirming process for Spanish customers

- Specificities 7523
- Specificities TH

no current documents

- AMERICAS

- AMERICAS
- OLD WIKI

- AMERICAS
- EMEA / EMEA 02 / EMEA 03 / EMEA 04
- OLD WIKI

- EMEA

Outbound Communication

- AMERICAS
- APAC / APAC 02

no current documents

- EMEA
- APAC
- OLD WIKI

- EMEA / EMEA 02
- OLD WIKI

- AMERICAS
- OLD WIKI

- AMERICAS

- EMEA
- APAC
- EMEA
- APAC
- APAC / APAC 02

Financial Account Management

- AMERICAS
- EMEA
- AMERICAS

no current documents
no current documents

- AMERICAS - "Sucatas"
- AMERICAS - IECRA allocation / LINK 02
- AMERICAS
- OLD WIKI
- EMEA / EMEA 02
- APAC

RESPONSABILITIES AS COLLECTOR

All Coordinators are also collectors of the accounts under their name

Choose the category of the process you are looking for below

Onboarding

- AMERICAS
- EMEA
- APAC / APAC 02
- AMERICAS
- AMERICAS
- AMERICAS
- AMERICAS
- AMERICAS
- EMEA / EMEA 02
- Specificities NAM
- Specificities LAM
- OLD WIKI Specificities LAM
- OLD WIKI Specificities NAM
- Manage BNP Ireland Financing program
- Management of Confirming process for Spanish customers
- Specificities 7523
- Specificities TH

no current documents

- AMERICAS
- AMERICAS
- OLD WIKI
- AMERICAS
- EMEA / EMEA 02 / EMEA 03 / EMEA 04
- OLD WIKI

- EMEA

Outbound Communication

- AMERICAS
- APAC / APAC 02

no current documents

- EMEA
- APAC
- OLD WIKI

- EMEA / EMEA 02
- OLD WIKI

- AMERICAS
- OLD WIKI

- AMERICAS
- EMEA
- APAC

- EMEA
- APAC

- APAC / APAC 02

Financial Account Management

- AMERICAS
- EMEA

- AMERICAS

no current documents
no current documents

- AMERICAS - "Sucatas"
- AMERICAS - IECRA allocation / LINK 02

- AMERICAS
- OLD WIKI

- EMEA / EMEA 02
- APAC

Reporting, Meetings and Control

- AMERICAS / AMERICAS 02
- EMEA

- AMERICAS / AMERICAS 02

- AMERICAS / AMERICAS 02

no current documents
no current documents

- GLOBAL

no current documents

Service Unit Requests

no current documents

- AMERICAS

no current documents

- AMERICAS / AMERICAS 02
- APAC / APAC 02
- OLD WIKI

- AMERICAS
- EMEA
- APAC / APAC 02

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

Doc.Type : GO (Bank operations GO) 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	<input type="checkbox"/>						
Doc. Currency	EUR						

Itm	FK	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

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;

07/04/2015 07/04/2015 9136 [ADEUDO POR DOMICILIACIÓN N.2015090000860431.POLANCO](#) -21

Detalle de movimiento

Oficina: 4649	País: ES
Fecha de operación: 07/04/2015	Número de cuenta: ES1501824649040010018672
Fecha valor: 07/04/2015	Banco: BANCO BILBAO VIZCAYA ARGENTARIA S.A.
Código: 9136 - ADEUDO POR DOMICILIACIÓN	Divisa: EUR
Información adicional: ADEUDO POR DOMICILIACIÓN	Observaciones: N 2015090000860431.POLANCO
Fecha del cargo: 07/04/2015	Situación: Cargado sin saldo
Referencia de orden: 00000238072	Deudor: SOLVAY QUIMICA SL
Número de adeudo: 2015090000860431	Id acreedor: ES85003P3905400B
Acreedor: POLANCO	Esquema: COR1
Fecha vencimiento: 07/04/2015	Descripción: IVTM 2015 CAMION MARCASIN MARCA MODELOBIR 3084 BONIF2.41 MATRICULA S -19322 -E UNID 11400.000 KILOGRAMOS

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:

PROCESS MANAGEMENT TABLES RECEIPTS (ZEFRE And ZEFTE)

Table ZEFTE Maintenance with Texts of the Receipts

Table Maintenance ZEFRE with receipts to post

Taking in consideration the following:

Change View "TABLE FOR RECEIPT TEXT": Overview

New Entries

Description	Nº Cuenta	T.Ct.	Imputacion	T.Imp.
3200H	6400003411	S	2011000210	O
40760	1100032642	K		
43547	1100037837	K		
46367	1100001273	K		
48077	1100030817	K		
49435	9901010559	K		
5400B	9901004915	K		

Code that appears in ZEFRE Column CHAR9 (the last 5 digits of the Id acreedor +4 blank digits)

SAP Account

Acc Type:
K - Vendor
S - GL acc

Allocation in case of PL account is required

Allocation Type:
O - Order

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.