

EMEA - Butachimie Procedure

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Scope



EMEA

France



WP1

References

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1.Objective and scope

1.1 Objective of this procedure

The objective of this procedure is to explain the Butachimie process and any additional steps that may be necessary to complete it.

1.2 Scope

The scope of this procedure includes all Butachimie employees due to their new HR system.

2. Reference Documents

[Monitoring File for Butachimie Profile Creation](#)

[Process for Butachimie After leaving Solvay HR systems](#)

[Process for Non Concur Users - Butachimie \(French\)](#)

3. Definitions

T&E – Travel and Expenses

SC – Service Center

EMEA - Europe, middle East and Africa

Traveller - Employee that creates an expense report

HR - Human Resources

4. Introduction

From January 1st, 2018, Butachimie left Solvay HR system (SAP systems: PP2 for Org Chart & PP9 for Payroll) and moved to their own HR system.

As employees are no longer available in the Org Chart, which is the system that provides information to Concur tool, it no longer will work accordingly. For this reason, a new process was created.

5. Solution

5.1 New Butachimie Process

A specific solution was proposed to manage newcomers and changes regarding employee information and Concur:

1. Our Butachimie point of contact - Ahlem Ouersighni or Celia Roux - will send a form and the bank details of the users to our Helpdesk inbox which we analyze, verify if all fields are complete and transfer to D&A team for vendor creation.
2. We won't be able to check the hierarchy, therefore a file, that has the same format from the one coming from PP2, with the information of the employees, will be provided by Ahlem and integrated in Concur by the IS team, generating a Concur profile for the users.
3. The payments are made on Wednesdays at 9am by the CICC team, the submissions come from their Concur profiles. We also verify if everything that was pending is paid for the week that has passed.

NOTE : The password for Butachimie users differs - the IS member who creates the profile will send an email directly to the user with the new password.

This process is still being stabilized by the IS (technical) team. When there are issue regarding profiles/accounting for Butachimie keep **Laurence Trebossen** and **Sergey Loginov** in copy.

Butachimie users don't have access to Solvay One, they have Single done through Vmware.

5.2 Butachimie external users

As externals legally can not have access to the Concur system per the original design discussions in core model, it is recommended the externals follow the same process as all other externals: [Non Concur process](#)

One thing differs from the Non Concur process which is how the expense claims are paid. Payments team runs a variant which includes a range of 900000 to 999999 and with the company code ZFR9 for all normal Concur Butachimie payments. You may notice all vendors in WP1 for Non concur are created with 9XXXXX which means this variant will grab also Non Concur Butachimie pending payments.

They run this variant on Tuesdays at the start of the day with value day for the Wednesday that follows.

If it is an external assistant for booking on behalf , proceed with normal Butachimie process for the vendor creation, however the Concur profile will not have traveler role.

6. Profile creation

6.1 Vendor creation

Since we do not have access to Butachimie employee's HR information (including bank details), we receive through Ticket the request from our Butachimie point of contact - Ahlem Ouersighni or Celia Roux- to create a vendor in SAP (WP1 system) which will include this information.

Once we receive it, we check the documents attached:

- Form for vendor creation
- Bank details document

Example ticket #1497641:

Création Employé Butachimie dans SAP WP1 GRADIM Fernando

Ouersighni-Ext, Ahlem reported (Fri, 19 Jan at 9:39 AM) via Email
 To: ptp-travel.expenses@solvay.com

Bonjour,

Fernando GRADIM est arrivé depuis le 15 Janvier 2018 dans les effectifs de BUTACHIMIE et j'ai besoin de créer son profil en tant que fournisseur de manière à ce qu'il se

Merci de prendre en compte la demande et de faire le nécessaire pour la création.
 Bien Cordialement.

Ahlem OUERSIGHNI
 Third Parties Manager

 Tél. +33 (0)4 72 34 91 46
 Port. +33 (0)7 88 61 80 49



Immeuble Le Forum
 29 rue Maurice Flandin
 F-69444 LYON Cedex 03

2 Attachments


 Butachimie -...
 (150 KB)


 RIB_GRADIM F...
 (22 KB)

We put the information of the user in our Record file and send to the Data & Analysis team (Group = PTP D&A EMEA) for the subgroup Vendor Creation.

They will directly inform Ahlem of the vendor number.

6.2 Concur profile creation

Upon vendors have been created, Ahlem or Celia will reach us a second time through ticket. Example:

Creation Butachimie Concur Profiles ➤

Ouersighni-Ext, Ahlem <Ahlem.Ouersighni-Ext@butachimie.eu>

to Nuno, me ▾

Hello Nuno,

Please find attached the excel file to create and to update Butachimie profiles on CONCUR.

Please let me know when it will work to check.

Thank you for your help.

Ahlem OUERSIGHNI

Third Parties Manager

—

Tél. +33 (0)4 72 34 91 46

Port. +33 (0)6 30 29 91 18 *** Nouveau Numéro ***



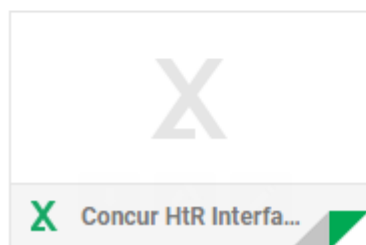
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F-69444 LYON Cedex 03

...

[Message clipped] [View entire message](#)

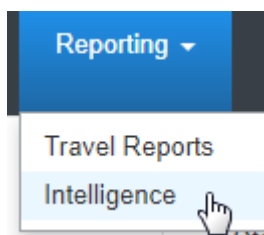


In this ticket she attaches a file that was built by the IS team. This file is originally filled with all accounting information. The remaining fields will be completed by her such as employee ID, email, manager...

Upon a first verification of this file (to make sure all information is correctly set up) we send it to the IS team. They will upload the information in Concur which will create the profiles. IS will then provide the login details directly to the user by email.

Once we obtain the information that the profiles are created we analyze if the information is correct. In Concur we extract the following report which allows to obtain all profile information of specific users.

1) Path to the report:



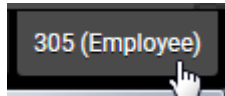
Solvay S.A. (p0601124zycb) > EMEA T&E Service Center Reports > **BUTACHIMIE PROCESS REPORTS**

2) Name of the report:

Name ▾

Concur Users - Butachimie Expense Profile Details
User profile list Butachimie

3) Copy the employee IDs, in the Employee tab, from the file that Ahlem sent.



Employee ID
48
BUT90000496
BUT90000495
BUT90000491
BUT90000488

4) Add each one to the filter of the report and execute.

Employee ID
Provide a value:

EMPLOYEE ID HERE

Insert →

← Remove

Choices:

BUT90000496
BUT90000495
BUT90000491
BUT90000488

OK

5) Compare the information on the report with the information of the file that Ahlem sent. If everything is correct, proceed with informing her, if not, return to IS team to request correction.

Users need to fill the Travel profile otherwise they won't be able to book nor will the agency have their information.

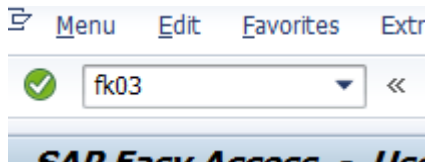
7. Butachimie in SAP

Since all employees have been marked as inactive in the HR information, in order to have stored all employee's information, a correspondent vendor is created in SAP that will contain details such as personal and bank information of the employee.

7.1 Analyse Vendor Master Data

To check the vendor information we need to follow the steps below:

- 1) Open transaction FK03 and search the employee (there is also a file with active Butachimie population with vendors in our [Monitoring File](#) - "Population" tab)



You can search the user by name:

Vendor	=cozzo
Company Code	zfr9

You can search the user by vendor number:

Vendor	928308
Company Code	zfr9

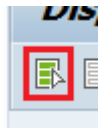
And you can also use the advanced search icon:

Vendor		
Company Code	zfr9	

Search term	
Country	
Postal Code	
City	
Name	 *cozzo*
Vendor	
DUNS direct code	
PRS Vendor code	
Tax Number 1	
Tax Number 2	
Maximum No. of Hits	500 

SearchTerm	Cty	PostalCode	City	Name 1	Vendor	DI
COZZO	FR	68490	OTTMARSHEIM	COZZO FRANÇOIS	928308	

- 2) After you confirm the employee name in the list that will be provided by the system, you should select all flags available in the transaction



General data

- ☒ Address
- ☒ Control
- ☒ Payment transactions

Company code data

- ☒ Accounting info
- ☒ Payment transactions
- ☒ Correspondence
- ☒ Withholding tax

3) Click Enter and you will be able to see the employee's master data

Vendor	928308		
  Preview 			
Name			
Title			
Name	COZZO FRANÇOIS		
Search Terms			
Search term 1/2	COZZO		
Street Address			
Street/House number	ROUTE DEPARTEMENTALE	52	
Postal Code/City	68490	OTTMARSHEIM	
Country	FR	FRANCE	Region
Time zone	CET		

4) By clicking on the pages at the top, you will display more information such as the bank account to where the employee will always be reimbursed (unless it is asked by the user/Ahlem to change)



MENA Certificate Additional Data					
Vendor		928308	COZZO FRANÇOIS		OTTMARSHEIM
Bank Details					
C...	Bank Key	Bank Account	Acct Holder	A..	IBANVal
FR	3000402677	00000506007		86	FR76300

7.2 Analyse Vendor line items

To verify what has been submitted by the user and to control if everything is paid, we enter the vendor of the employee and see all of the line items available.

The submissions that are made by the employee through Concur will be with the Type Q0 and the payments will be with the Type IX (AB are the clearings which means the submission and the payment are cleared together).

To make this check:

1) Open FBL1N transaction

2) Put the vendor of the employee (you can search in our [Monitoring File](#) in the Population tab or search "=LASTNAME")

[blocked URL](#)

- If you select "Open items" you will have access to items that are still open in the account
- If you select "All items" you will be able to verify all expenses transferred from Concur to SAP and the payments performed
- You can also add a date range to minimize the data loaded and obtain only specific information

3) After you add the information click execute

[blocked URL](#)

There are always two kinds of document types available inside the vendor of each employee:

- **Doc.Type: Q0**

The Q0 is the reflection of the expense claim transferred from Concur to SAP. In the "Doc. Hdr Text" it will always appear the expense claim key "0000052720" followed by the employee ID "78590315".

Doc.Type : Q0 (Travel Q0) Normal document					
Doc. Number	4220000016	Company Code	ZFR9	Fiscal Year	2018
Doc. Date	08.01.2018	Posting Date	08.01.2018	Period	01
Calculate Tax	☐				
Ref.Doc.	LOT 611				
Doc. Currency	EUR				
Doc. Hdr Text	TE Id 0000052720-78590315				

Item	PK	Ty	Account	G/L acct	Amount	HSN/SAC Code	SG	Profit Ctr	Cost Ctr	Account short text	Purch.Doc.	Tr.prt	Tx	Amt.in loc.cur.	LCurr	Croy	Text
1	31	F15	327294	42900300	2,000,26-					Bertrand Huckel			**	2,000,26-	EUR	EUR	78590315
2	40		98300603	98300603	6,40			ZFR9-10431	ZFR9-6101	PC TE HOTEL & MEALS				6,40	EUR	EUR	Room Tax
3	40		98300610	98300610	151,41			ZFR9-10431	ZFR9-6101	TE Taxis,toll,parkin			UZ	151,41	EUR	EUR	Tolls/Road Charges
4	40		98300624	98300624	172,16			ZFR9-10431	ZFR9-6101	PC - PETROL EXPENSES			68	172,16	EUR	EUR	Fuel
5	40		98300624	98300624	80,20			ZFR9-10431	ZFR9-6101	PC - PETROL EXPENSES			UZ	80,20	EUR	EUR	Diesel
6	40		98300601	98300601	711,36			ZFR9-10431	ZFR9-6101	PC TE CAR HIRE			CB	711,36	EUR	EUR	Car Rental
7	40		98300611	98300611	215,17			ZFR9-10431	ZFR9-6101	PC MEALS FOR EMPLOYE			VI	215,17	EUR	EUR	Meals for Solvay Employee(s)
8	40		98300603	98300603	592,80			ZFR9-10431	ZFR9-6101	PC TE HOTEL & MEALS			CB	592,80	EUR	EUR	Hotel (including hotel city tax)
9	40	F15	44700100	44700100	21,51					STATE-INPUT VAT			VT	21,51	EUR	EUR	
10	40	F15	44700100	44700100	46,33					STATE-INPUT VAT			UZ	46,33	EUR	EUR	
11	40	F15	44700100	44700100	2,92					STATE-INPUT VAT			68	2,92	EUR	EUR	
*					0,00									0,00	EUR	EUR	

- **Doc.Type: ZP**

The ZP is the payment of the expense report performed by the CICC team.

Doc.Type : ZP (Payment posting) Normal document					
Doc. Number	2000000306	Company Code	ZFR9	Fiscal Year	2018
Doc. Date	11.01.2018	Posting Date	11.01.2018	Period	01
Calculate Tax	☐				
Doc. Currency	EUR				
Payment Run ID	11.01.2018 - ZFR9E				

Item	PK	Ty	Account	G/L acct	SG	Profit Ctr	Cost Ctr	Account short text	Purch.Doc.	Tr.prt	Tx	Amt.in loc.cur.	LCurr	Amount	Croy	Text	Net due dt	Clng doc.	WBS elem
1	25	F15	927894	42900300				Bertrand Huckel				2,000,26	EUR	2,000,26	EUR		11.01.2018	2000000306	
2	50	F15	50060675	50060675				HSBC EUR - OUTG. TRF				2,000,26-	EUR	2,000,26-	EUR			1300000039	
*												0,00	EUR	0,00	EUR				

8. Weekly Payment Monitoring

On Wednesdays we verify if the amounts that were open, from previous Wednesday until the Tuesday of the current week, have all been cleared.

We perform a series of steps to complete this monitoring. Starting with the extraction of a Report in Concur to compare information of submitted expense claims and payments performed in SAP system.

8.1 Previous payment issues encountered

- Duplicated payments
- Missing submission (Q0) in SAP system WP1

8.2 Concur Report Extraction

1) Open Concur

2) Reporting > Intelligence

[blocked URL](#)

3) Follow the path below

Solvay S.A. (p0601124zycb) > EMEA T&E Service Center Reports > BUTACHIMIE PROCESS REPORTS

Public Folders > Solvay S.A. (p0601124zycb) > T&E SC Lisbon > **03 - T&E REPORTS for BUTACHIMIE PROCESS**

☐	Name	Modified
☐	Concur Users - Butachimie Expense Profile Details <i>User profile list Butachimie</i>	September 13, 2018 12:20:57 A
☐	EMEA Butachimie Paid Expense Reports This report will provide all expense claims, in the range chosen, that are marked as paid in Concur.	September 11, 2018 4:38:16 AM
☐	EMEA ZFR9 BUTA - Solvay Expense Entry Analysis	December 2, 2018 3:07:16 AM

4) In the dates, we put the extraction range...

- From: Wednesday of previous week
- To: Tuesday of the current week

5) Finish by clicking "OK"

[blocked URL](#)

This extraction will provide all of the paid expense claims starting on the last Wednesday and we use this report to compare what is paid in Concur and what is paid in the SAP system.

NOTE: In the second issue mentioned in 7.1 heading, where the payments were not being performed, we discovered that the expense claims appeared as paid in Concur tool however the information was never transferred to SAP and therefore not actually paid. This is the main reason the monitoring was created and updated.

We need to register all of the extraction details in the [Monitoring File](#) ("Payment Monitoring" tab).

1) Copy and paste in the following columns:

[blocked URL](#)

2) Fill the first 3 columns (A,B,C) with your initials, date of action and extraction period

[blocked URL](#)

The vendor should fill automatically due to a function that will read the Employee ID and search it in the population tab. In case it is empty or in error, please verify if the employee has Employee ID in the Population tab. If not, add it.

Now that we have the paid expense reports from Concur we need to check in the SAP system WP1.

1) Open SAP WP1 system and type transaction FBL1N

2) Filter the file in the Status column by blank fields, these are the new payments we added from the Concur extraction

3) Copy one of the vendors

[blocked URL](#)

4) In the SAP transaction, put the vendor in the "Vendor account" and add Company Code "ZFR9" (Butachimie)

[blocked URL](#)

5) Select "All Items", add all of the types below and execute:

[blocked URL](#) [blocked URL](#)

6) Look for the amount of the file in the SAP amounts

[blocked URL](#) [blocked URL](#)

7) If it has clearing document it is paid, in case it doesn't confirm with the Payments team

8) If you can not find the amount verify in Concur if it has private or lodge expenses

NOTE: Check step 7.3 for possible scenarios of issues that may appear.

8.3 Possible Scenarios

During the payment monitoring there are some scenarios that may occur:

- 1) When the expense claim is transferred from SAP to Concur the document type associated will be a Q0. If inside the vendor there is no Q0 available it means it was not sent for payment - confirm with IS what caused this issue.
- 2) If the Q0 is alone and open (red) the expense claim was correctly transferred from Concur to SAP, however it's not yet paid.
- 3) When there is a Q0 (submission from Concur) and a ZP (payment document) the payment has been performed and expense claim is no longer open.
- 4) If there are two Q0 then the submission document was duplicated into SAP and we need to block one for payment - FB02. However if both have been paid (two ZP) then it means the payment has been performed twice and user will need to refund one of the amounts (bank account: FR76 3005 6000 2800 2800 7103 378) - **request our Butachimie point of contact to confirm with employee and follow the situation.** Finally we will need to cancel the costs with FB05.
- 5) There is also the possibility of appearing double ZP (payments) with only one Q0 - could be a job that ran twice and therefore duplicated payments - steps are the same as 4th scenario.

> END OF OP <