BE - Pension Fund Debit Notes

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

SAP PF1

Frequency

? Unknown Attachment

References

BL3N; FBL3N

Forms

BE - Pension Fund Debit Notes Cadres

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Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to to explain how to perform the posting of pension fund payment to Solvay Group employees "**CADRES**" and "**EMPLOYES ET OUVRIERS**" (EEO) related to debit notes.

1.2. Scope

This procedure applies to all Belgium companies.

2. Definitions

See Finance Glossary:

- EEO
- ERP

3. Tasks description

3.1. Responsibilities

Responsibility of Finance operations:

- Perform the split and the posting of debit notes;
- Check the posting consistency.

3.2. Background

The posting of pension fund debit notes has to be performed on a monthly basis, after the reception of 2 files : Cadres and EEO by TOWA *(HRO-Benefits BE sents in general around 20th of the next month).*

- TOWA send the file with the amounts concerning pension funds to Cy 0001.
- Then, Cy 0001 will re-invoice the pension funds to the other companies.
- Re-invoice will be divided in several postings according:

  The **nature** of employees: Cadres or EO.
  The **cost center** allocated.

- For **CADRES**, the posting of debit notes generates:

  A **debit** of account **6220033200** *(Pension fund-managers)*
  A **credit** of account **2456003251** *(Pension fund-managers, employer allowance)*.

- For **EEO**, the posting of debit notes generates:

  A **debit** of account **6220030300** *(Pension fund-employees)*
  A **credit** of account **2456003253** *(Pension fund- employees)*.

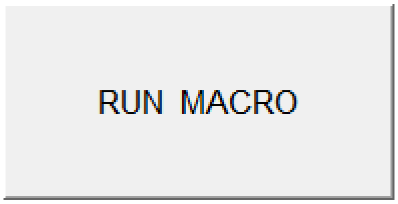
Remark

- For re-invoicing costs from 0001 to Cies out of ERP, we will debit the account 7050010000 instead of account 622*.
- For these allocations, we use the account 705001000 and the respective wbs (see template).
- A profit account is used in order to not mix costs of company 0001 with costs incurred for others (and maybe show those as profit for reporting purposes).

3.3. I perform the posting of debit notes for CADRES

Each month, save all documents received from TOWA (**AND validated by HR team)** regarding pension fund for **Cadres**. Copy paste special values the entire sheet received from HR into sheet "original HR" in file LOP BE PENSION FUND - Debit notes (see template
In sheet "original HR" in column of "Societe" and in column "costcenter" all cell must be converter into numbers.

Click on button "run macro" in sheet "database" and everything is done automatically:



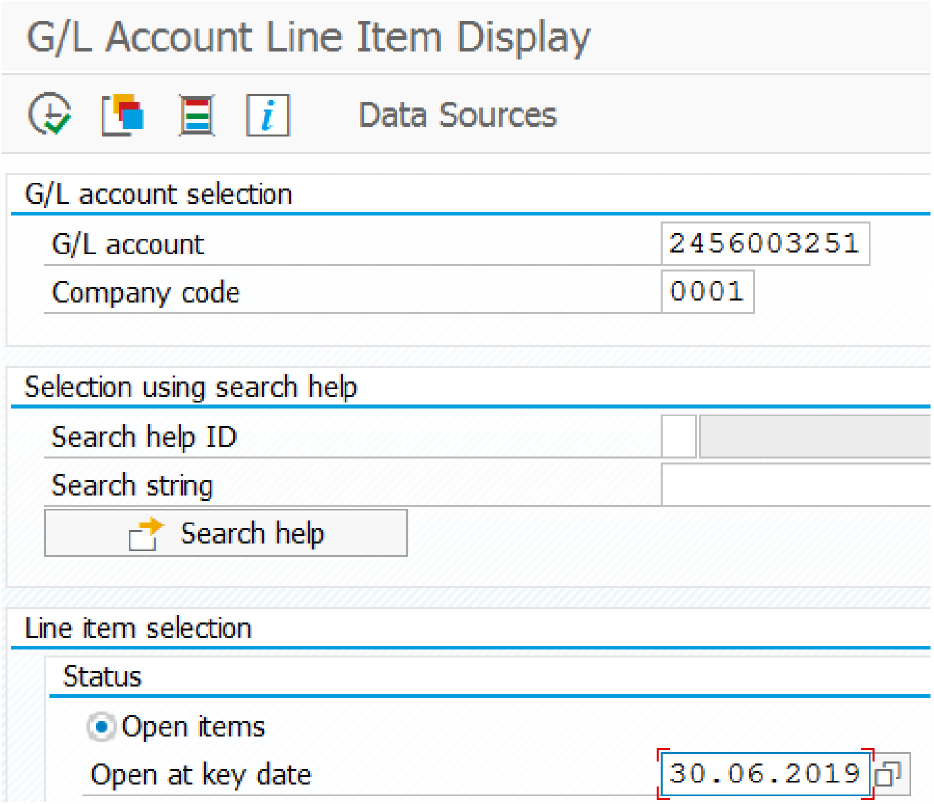
The macro is making several steps at the same time:

3.3.1. I check the posting for debit notes of CC 9999999999

In sheet "check M-1" check the total amount equal to SAP posting of last month in account 2456003251 (in this sheet it was filter all lines with CC 9999999999):

0651	0454	0454	6220033200	790,67
0533	0001	0001	6220033200	982,10
0034	0237	0237	6220033200	2.088,59
2808	0237	0237	6220033200	3.341,79
2990	0007	0007	6220033200	3.990,90
ZZZZ	0001	0001	6220033200	8.217,18
2992	237	237	6220033200	14.292,87
2781	0005	0005	6220033200	14.803,93
2997	5978	5978	6220033200	31.614,85
0039	0001	0001	6220033200	534.010,94
				614.133,82

FBL3N to check (Pension fund-managers, employer allowance), corresponding to sum calculated before account 2456003251 in company 0001 in open items:



G/L Account 2456003251 Pension fund-managers,employer allowance
Company Code 0001

St	DocumentNo	BusA	Type	Doc. Date	PK	Amount in local cur.	LCurr	Tx	Clrng doc.	Text
	5010054178		S1	31.01.2019	50	628.538,97-	EUR			ALLOC.FDS N°3 CADRES - 01/19
	5010054386	8500	S1	20.02.2019	40	999,51	EUR			ALLOC.FDS N°3 CADRES - 1/19
	5010054391		S1	28.02.2019	50	587.222,21-	EUR			ALLOC.FDS N°3 CADRES - 2/19
	5010054621		S1	31.03.2019	50	601.831,36-	EUR			ALLOC.FDS N°3 CADRES - 3/19
	5010054807		S1	30.04.2019	50	654.629,03-	EUR			ALLOC.FDS N°3 CADRES - 4/19
	5010055133		S1	31.05.2019	50	621.311,87-	EUR			ALLOC.FDS N°3 CADRES - 5/19
	5010055346		S1	30.06.2019	50	614.133,82-	EUR			ALLOC.FDS N°3 CADRES - 6/19
*						3.706.667,75-	EUR			

3.3.2. I perform the posting of current month CC 8888888888

In sheet "original HR 8" there is made a short of all Cost Centers 8888888888 to help the preparation of the posting file in sheet "ZZF_Posting_file 8". The total amount of lines with cost centers 8888888888 in sheet "original HR 8" must be equal to amount in account 2456003251 in sheet "ZZF_Posting_file 8".

	N	O	P	Q
		G/L account	Amount Doc cur	Amou
	BSEG-BSCH	BSEG-SAKNR	BSEG-WRBTR	BSEC
	50	2456003251	229.226,90	
	40	7050010000	3.988,82	
	40	7050010000	350,66	

Make the ZZF POSTING File from these data:

1. Reference: Update with the sales force case number (the one of HR team)
2. G/L account-Debit
    - Post the **debit** of all lines copied, use the account **7050010000**
    - Use account 2456003252 for amount concerning Cy 0001
    - For "ZZZZ" line, use the account 6200050000 and the CC SM16400090
3. G/L account-Credit
    - Post the **credit** on account **2456003251** of total amount and update the date in related Text.

Post the ZZF posting file and **don't forget to attach all the document justification**: Calculation, PDF and ZIP files.

3.3.3. I perform the posting for current month – remaining amounts

In sheet "original HR R" all the costs centers excluding the 99* and 88* will generate a second posting for the current month.
The total amount of lines without cost centers 99* and 88* in sheet "original HR R" must be equal to amount in account 2456003251 in sheet "ZZF_Posting_file Remaining".

51.888,75 must be equal to posting in account 2456003251 in sheet ZZF_posting_file remaining

	K	L	M	N	O	P
	Co Code		G/L account	Amount Doc cur	Amount Cy Cur	Tax cod
	BSEG-BUK	BS	BSEG-SAKNR	BSEG-WRBTR	BSEG-DMBTR	BSEG-M
	CADRES	50	2456003251	51.888,75		
	5649	40	6220033200	606,50		
	0001	40	7050010000	17,00		
	0001	40	7050010000	49,21		

Make the ZZF POSTING File
G/L account: Copy/paste text of column F

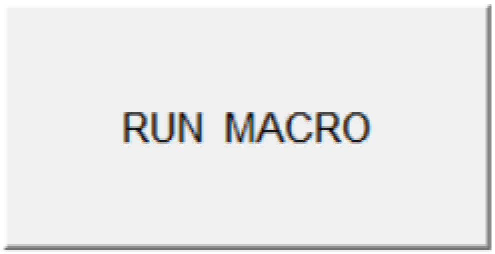
- Post the debit of all lines copied on the account 6220033200 for lines with Cost Center, and on the account 7050010000 for wbs (see template)
- Post the credit on account 2456003251 of total amount and update the date in related Text.

> ⚠ Please update the assignment and text for credit line (With the previous month).

Post the ZZF posting file and **don't forget to attach all the document justification:** Calculation, PDF and ZIP files.

3.4. I perform the posting of debit notes for EEO

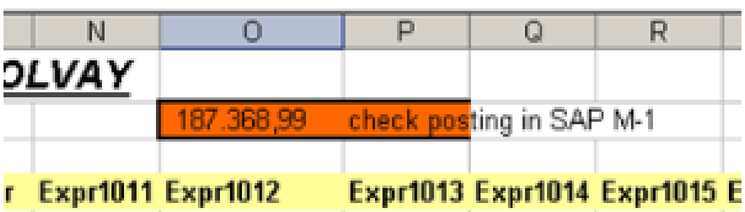
Each month, save all documents received from TOWA regarding pension fund for **EEO**. Copy paste special values the entire sheet received from HR into sheet "original HR" in file LOP BE PENSION FUND – Debit Notes EEO (see template)
Click on button "Run macro" in sheet "database" and everything is done automatically:



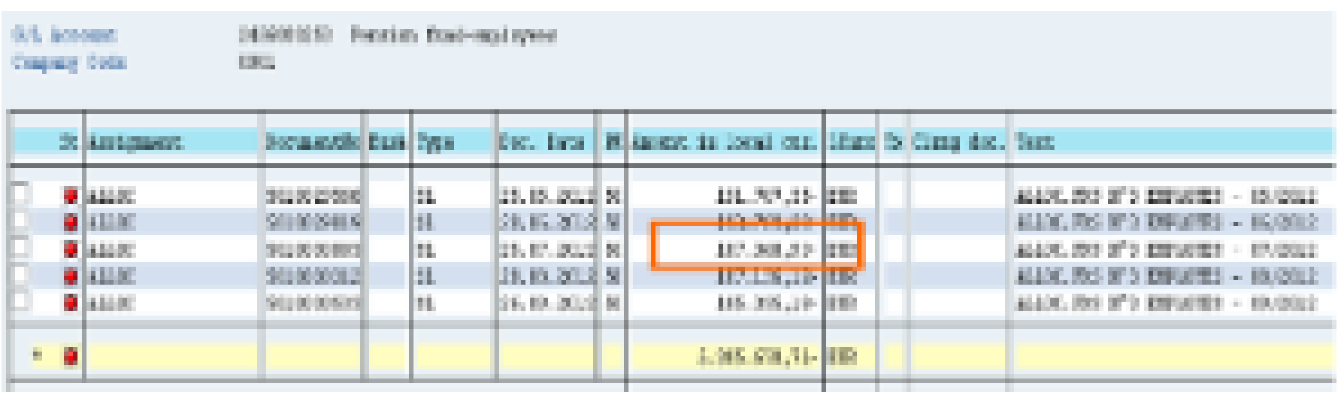
The macro is making several steps at the same time:

3.4.1. I check the posting for debit notes of CC 9999999999

In sheet "check M-1" check the total amount equal to SAP posting of last month in account 2456003253 (in this sheet it was filter all lines with CC 9999999999):



FBL3N to check (Pension fund-employees), corresponding to sum calculated before account 2456003253 in company 0001, with selection open items:



3.4.2. I perform the posting of current month

In sheet "original HR 2" all the costs centers excluding the 99* will generate a posting for the current month.
The total amount of lines without cost centers 99 in sheet "original HR 2" must be equal to amount in account 2456003253 in sheet "ZZF_Posting_file".

	M	N	O	P	Q	R	S	T	
LVAY									
		1.273.642,16	check if amount is equal to account 2456003253 in sheet zzf_posting_file						
09	costcenter	Expr1011	Expr1012	Expr1013	Expr1014	Expr1015	Expr1016	Expr1017	Expr1

M	N	O	P	Q	R	S
	G/L account	Amount Doc cur	Amou	Tax co	B.A.	Cost center
-BSCH	BSEG-SAKNR	BSEG-WRBTR	BSEG	BSEG	BSEG	BSEG-KOSTL
50	2456003253	1.273.642,16				

Make the ZZF POSTING File.
G/L account: Copy/paste text of column F:

- Post the **debit** of all lines copied on the account **6220030300** for lines with Cost Center, and on the account **7050010000** for wbs(see template)
- Post the **credit** on account **2456003253** of total amount and update the date in related Text.

> **Note**
>
> Please update the assignment and text for credit line (With the previous month).

Post the ZZF posting file and **don't forget to attach all the document justification**: Calculation, PDF and ZIP files.

3.5. I inform the HR local team

Inform **HR local team** that debit notes of pension fund for **CADRES** and **EEO** were calculated and posted in all BE companies.

End of document.