

ES - Upload the Bank Postings

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

Table of contents

- [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](#)
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- [Table of contents](#)
- [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
- [2. Definitions](#)
- [3. Tasks description](#)
- [3.1. Periodicity](#)
- [3.2. Responsibilities](#)
- [3.3. I manage the bank accounts](#)
 - [3.3.1. I extract the bank statements from BBVA Netcash](#)
 - [3.3.2. I run the process BBVA Torrelavega](#)
 - [3.3.3. I perform the Traspaso Agrupado](#)
 - [3.3.4. I perform the final check](#)

Scope

? Unknown Attachment

ERP



PF1

Frequency

? Unknown Attachment

References

[SM35](#); [FBL3N](#); ZE1FGESTBARRI

Forms

[0245_50601EUR30_BBVA_ES1501824649840010018672](#)

[0245_50601EUR30_BBVA_ES1501824649840010018504](#)

[Trnsf 245 Conta 5080900000 p. 50603EUR30](#)

Attachments

[BBVA Netcash](#)

Previous OP << ES - Upload the Bank Postings >> 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 ES and PT companies.

This procedure allows you to transfer the balances or movements of the bank accounts belonging to companies linked to the business group, to a single centralizing cash account in company 3454.

1.2. Scope

This procedure is applicable for the following companies:

- SPAIN



Note

2. Definitions

See Finance Glossary:

- CAM
- [PF1](#)

3. Tasks description

3.1. *Periodicity*

This procedure must be done on a daily basis.

3.2. *Responsibilities*

RtR FO:

- Apply the procedure;
- Analyze and provide feedback to CAM about the discrepancies and issues encountered;
- Update the procedure whenever is necessary.

3.3. *I manage the bank accounts*

3.3.1. *I extract the bank statements from BBVA Netcash*

To have access to the bank statements enter in the website of [BBVA Netcash](#).

To login use the following credentials:

- "Cód. Empresa o Institución" – 20034107
- "Cód. Usuario" - SOLVAY
- "Clave de acceso" - Solvay3

Hola SOLVAY

SOLVAY IBERICA S.L.
[20034107]

 **Acceder con otro usuario o código de empresa**

Contraseña

BBVA nunca le solicitará sus claves ni ninguna otra información confidencial por email, t
Net cash.

Entrar

Once logged in choose:

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



When the page is displayed choose:

- **"Estado"** - Pendientes
- **"Tipo de ficheros"** – TODOS (always)

If the previous day is a Friday you must perform the task also for Saturday and Sunday. This means that on Mondays the procedure should be done with a date from Friday to Sunday but for the posting date you must consider is the last working day (Friday).
Next, it will ask you to choose the files to extract:

Módulo de tesorería

Selección de Ficheros

Estado

☒ Pendientes

☐ Histórico

You must always select "**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 to your computer:

Modulo de Tesorería

Seleccione los ficheros históricos que desea recibir

Estado:	Histórico
Fecha:	Desde 10/09/2019 Hasta 11/09/2019
Tipo de Ficheros:	TODOS

Lista de ficheros TODOS

SEL.	FECHA	FICHERO	DESCRIPCIÓN
☒	10/09/2019	99103001.ISM	Movimientos de Cuentas Personales

Marcar todos

Desmarcar todos

Generar Fichero

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

3.3.2. I run the process BBVA Torrelavega

Once you have the file with the bank movements, go to SAP and enter in transaction **ZE1FGESTBARRI**.

Next, choose one by one the sites to which we will run the procedure.

Bank statement upload (ES)

Select the process to run

TORRELAVEGA

☒ Process BBVA Torrelavega

MARTORELL

☐ Process BBVA Martorell

BARCELONA

☐ Process BBVA Barcelona

☐ Process BBVA Portugal

Select **Process BBVA TORRELAVEGA** (company 0245) and execute the transaction .

Another screen is displayed with additional fields to change:

- "**Posting Date**" – Date of the posting (previous day same as the extraction in NETCASH



If the previous day is a Friday, consider the date of posting the working day of Friday.

- **"File name"** – Go to your computer and select the file extracted from NETCASH.

For the remaining fields, no change is done:

- "Company Code" – Fixed fields (0245)
- "Solvay Acc. Number in BBV" – Bank account Number (always the same).
- "Financial Acc for Solvay" – G/L account associated (always 50601EUR30 and 50603EUR30).

BBVA BANK CONCENTRATION

Company code: 0245 to

Posting Date: 11.09.2019

Solvay Acc. Number in BBV: 0010018504

Financial Acc for Solvay: 50603EUR30

File name: D:\Users\pt63043174\Downloads\ModuloTesoreria.ISM

Execute the transaction by clicking on and a list of documents will be produced:

This does not mean that the documents were posted. The transaction generates batch inputs that have to be processed in [SM35](#). Normally the batch codification is **ZEBARRI20245**

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

Sess.: From: To: Created by: PT63043174

New Incorrect Processed In Process In Background Being Created Locked

Session name	Sta...	Created By	Date	Time	Creation Progr...	Lock Date	Authorizat.	Σ Trans.	1	✓	Σ Screens	D.. Que
ZEBARRI20245	4	PT63043174	11.09.2019	08:43:09	ZE1FBARBBV	30.12.2099	PT63043174	1	1	0	6	✓ 190!
ZEBARRI20245	4	PT63043174	11.09.2019	08:43:09	ZE1FBARBBV	30.12.2099	PT63043174	1	1	0	6	✓ 190!

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.

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

Sess.: From: To: Created by:

New Incorrect Processed In Process In Background Being Created Locked

Session name	Sta...	Created By	Date	Time	Creation Program	Lock Date	Authorizat.
21F_CARLO279	✓	PT63014238	01.06.2018	13:01:42	RFBIBL01		DE14338
EQUI_REENTRY	✓	BG33284	01.06.2018	13:01:35	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY	✓	BG33284	01.06.2018	13:01:02	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY	✓	BG33284	01.06.2018	13:00:20	SAPM21V_REE..		WJ-PF1
RTR_0279_INT	✓	PT400078	01.06.2018	12:58:52	ZZF_RFSZIS00		PT400078
EQUI_REENTRY	✓	THPLUEA	01.06.2018	12:52:24	SAPM21V_REE..		WJ-PF1
6331_CHIUS 1	✓	PT400070	01.06.2018	12:52:12	RFSUMB00		PT400070
EQUI_REENTRY	✓	BG33284	01.06.2018	12:51:31	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY	✓	BG33284	01.06.2018	12:51:06	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY	✓	BG33528	01.06.2018	12:49:01	SAPM21V_REE..		WJ-PF1
EQUI_REENTRY	✓	BG33528	01.06.2018	12:48:10	SAPM21V_REE..		WJ-PF1



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

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

Sess.: *0270* From: To: Created by: *

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

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

Sess.: * From: 01.09.2010 To: 30.09.2010 Created by: *

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

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

Sess.: * From: To: Created by: BR*

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:

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

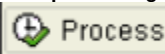
Sess.: *0270* From: To: Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	Stat	Created By	Date	Time	Creation Prog	Lock Date	Authorizat	Tra
0270_CROCOD		BR004213	29.09.2010	19:57:49	RFB1BL01		BR004213	0

STEP 4

Start processing by clicking on



STEP 5

Double click over the session.

Check the status of the batch input session

Transactions

Screens

Log created on 01.06.2018

Index	Trans	Status
1	NR11	Processed
2	IE02	Processed

Session Information

Name

EQUI_REENTRY

Created On

01.06.2018

Created At

13:00:20

Created By

BG332B4

Authorization

WJ-PF1

Locked Until

Queue ID

18060113002060169096

Overview

	Transactions	Screens
New	0	0
incorrect	0	0
To Process	0	0
Processed	2	7
Deleted	0	0
Current Content	2	7
Removed	0	0
Created	2	7

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

Time	Message	Transaction	Index	Model	Seq. In...	ID No.
13:10:12.50	Session 400000000 is being processed by user B033284 in mode E on server pf1ap003		0			0
13:10:12.50	Transaction 400000000 posted	HB11	1			0
13:10:12.50	Transaction 300000000 changed		0			0
13:10:13.00	Processing statistics		0			0
13:10:13.00	2 transactions read		0			0
13:10:13.00	2 transactions processed		0			0
13:10:13.00	0 transactions with errors		0			0
13:10:13.00	0 transactions deleted		0			0
13:10:13.00	Batch input processing ended		0			0

STEP 6

Check batch input session via [SM37](#) transaction

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

3.3.3. I perform the Traspaso Agrupado

Go To FBL3N:

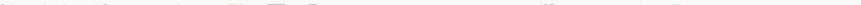
G/L account 5080900000

Company Code 0245

Actual date

Layout: /ES0245_BANK

Make a filter by text **TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490**

G/L Account Line Item Display													
													
Account	Offst.acct	DocumentNo	Type	Doc. Date	Postng Date	Value Date	FX	Amount in local cur.	LCurr	Reference	Text	Entry Date	
☐ 5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	04.09.2019	40	110.256,31	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019	
☐ 5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	03.09.2019	40	677,10	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019	
☐ 5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	02.09.2019	40	36,30	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019	
☐ 5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	02.09.2019	40	14.597,90	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019	
☐ 5080900000	2200250000	5100007746	SX	05.09.2019	05.09.2019	31.08.2019	40	0,75	EUR	X024505176	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	06.09.2019	
☐ 5080900000	2200250000	5100007765	SX	06.09.2019	06.09.2019	05.09.2019	40	12.600,25	EUR	X024505177	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	07.09.2019	
☐ 5080900000	2200250000	5100007769	SX	10.09.2019	10.09.2019	09.09.2019	40	16.482,74	EUR	X024505180	TRASP. AGRUPADO TRASP. ORI: 4649-001-0001850 46490	11.09.2019	
☐ *								154.651,35	EUR				

And then update all the information on template Trnsf 245 Conta 5080900000 p. 50603EUR30 and make the posting on transaction ZZF POSTING FILE.

3.3.4. I perform the final check

As a final check you should open again BBVA net cash and select:

- **"Saldos y movimientos"**
- Select the bank accounts of the company for which you want to display the information;

Portada

Información de cuentas

Saldos y movimientos

Informes

Módulo de tesorería

Correspondencia virtual

Posición integral

Pagos

Cobros

Cuentas BBVA

Saldo global 1.915.165,62 EUR
Saldo disponible global 11.915.165,62 EUR

Actualizado hace menos de 1 minuto [Actualizar datos](#)

Posición de todas las cuentas 13 cuentas totales

Para consultar saldos, movimientos u operar, seleccione previamente la(s) cuenta(s)

☐	Nº CUENTA	ALIAS DE LA CUENTA	SALDO	DISPONIBLE	DIVISA
☐	TOTAL EUR		1.915.165,61	11.915.165,62	EUR
☐	ES0401822359010015000144	SOLVAY MINERALES	-200,04	-200,04	EUR
☐	ES1501824649840010018672	SOLVAY QUIMICA, S.L	0,00	0,00	EUR

- In account as we are performing the postings related to the previous day select it in the **"Rango de Fechas" (Desde/Hasta)**
- And click on .

Resultados de la consulta

Datos de consulta

Últimos movimientos

Movimientos

Consultar movimientos

Seleccionar fechas: **Importe:**

Rango de fechas Desde

01/09/2019 Hasta

11/09/2019

Mostrar primero:

☐ Movimiento más reciente

☒ Movimiento más antiguo

Concepto:

Buscar concepto

No existe ningún concepto seleccionado

Consultar

With this you will be able to see all the bank movements that existed for the company on the previous day and the final balance of the account.

Resultados de la consulta

Actualizado hace menos de 1 minuto [Actualizar datos](#)

Datos de consulta

Período: Desde el 01/09/2019 al 11/09/2019

Movimientos

SOLVAY QUIMICA, S.L. - E S1501824649840010018672 | Ref. 20034107 | Titular : SOLVAY QUIMICA S.L.
Banco: BANCO BILBAO VIZCAYA ARGENTARIA S.A. | Divisa: EUR

Descargar Ver

FECHA CONTABLE	FECHA VALOR	CÓDIGO	CONCEPTO	IMPORTE	SALDO	ACCIONES
Saldo inicial a 02/09/2019						0,00 EUR
02/09/2019	02/09/2019	0130	RECIBO TELEFONICA N 2019241000879372 TELEFONICA MOVILES S.A.	-4.433,62 EUR	-4.433,62 EUR	
02/09/2019	02/09/2019	0130	RECIBO TELEFONICA N 2019241000879430 TELEFONICA MOVILES S.A.	-46,17 EUR	-4.479,79 EUR	

End of document.