US - Saving Plans – 401 K

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

blocked URL

Frequency

Unknown Attachment

References

FBL3N, KB15N, KO88, F-03

Forms

Saving Plan - 401K - Template

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The aim of this OP is to provide an operational guide to reconcile account 2456003101 and transfer the Saving Plan's amount paid by 4045 to others US companies.

1.2. Scope

This procedure is applicable only for company 4045 - Solvay America, Inc., Houston, TX.

2. Definitions

See Finance Glossary:

- HR

3. Tasks description

3.1. Responsibilities

Retirement & Compensation Responsibilities:

- Retirement & Compensation Team will send weekly reports that indicate the amounts 4045 must bill other companies. Those reports contain the cash log per company and per wage type (payroll code for each type of expense).

SBS Responsibilities:

- SBS - Finance Operations Team must perform the reconciliation between the amounts recorded in the account and the reports sent by FO Retirement & Compensation Team. After that, proceed with the necessary entries that will be indicated below.

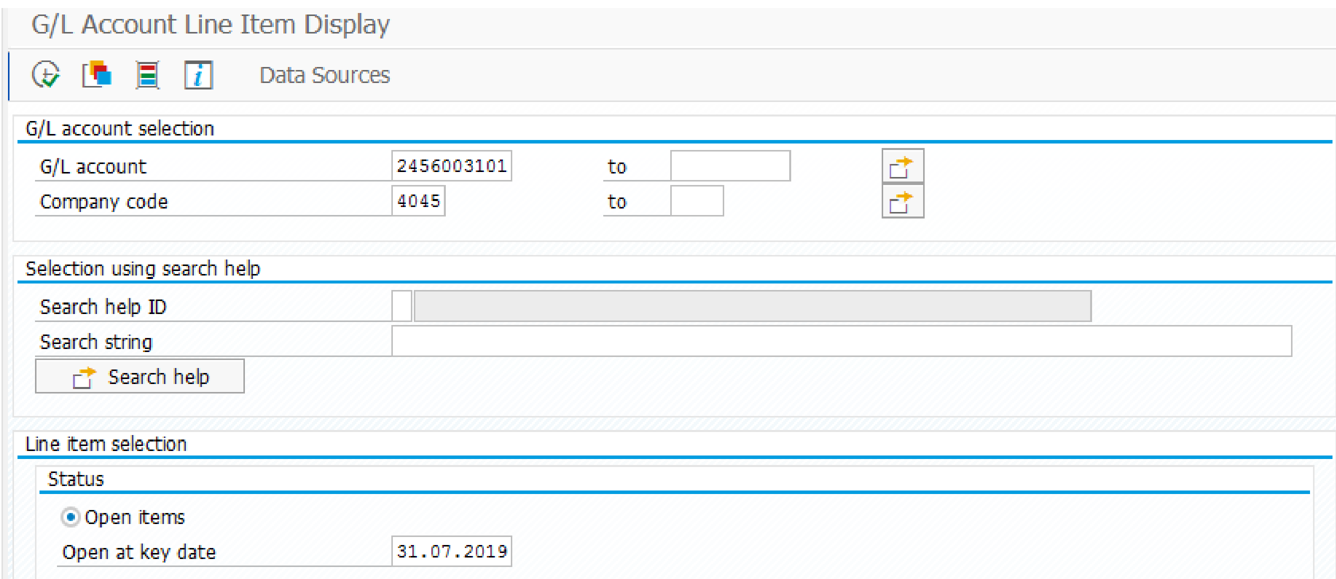
3.2. Periodicity

It's done monthly, and must be posted until D-2.

3.3. I retrieve and upload the data

3.3.1. I retrieve the data

Extract from SAP the open items of account 2456003101 using the transaction FBL3N of closing month and do a subtotal by Type as below:



2456003101 Pension fund-employer
4045

Doc. Date	Posting Date	Reference	Type	Assignment	G/L	PK	Eff.ex.rate	Amount in doc. curr.	Currency
07.06.2019	14.06.2019	XXXXX00002	H0	20190614	2456003101	50	1,00000	75.160,54-	USD
07.06.2019	14.06.2019	XXXXX00002	H0	20190614	2456003101	50	1,00000	2.066,70-	USD
07.06.2019	14.06.2019	XXXXX00002	H0	20190614	2456003101	50	1,00000	1.984,64-	USD
20.06.2019	28.06.2019	XXXXX00002	H0	20190628	2456003101	50	1,00000	76.298,16-	USD
20.06.2019	28.06.2019	XXXXX00002	H0	20190628	2456003101	50	1,00000	2.066,70-	USD
20.06.2019	28.06.2019	XXXXX00002	H0	20190628	2456003101	50	1,00000	1.795,40-	USD
			H0					159.372,14-	USD
05.06.2019	05.06.2019	PLAN#610214_WK23	WE	20190605	2456003101	81	1,00000	406.444,46	USD
06.06.2019	06.06.2019	PLAN#610214_BW12	WE	20190606	2456003101	81	1,00000	1.235.925,92	USD
12.06.2019	12.06.2019	PLAN#610214_WK24	WE	20190612	2456003101	81	1,00000	396.085,20	USD
13.06.2019	13.06.2019	PLAN#610214_SM11	WE	20190613	2456003101	81	1,00000	2.690.324,88	USD
19.06.2019	19.06.2019	PLAN#610214_WK25	WE	20190619	2456003101	81	1,00000	391.284,69	USD
20.06.2019	20.06.2019	PLAN#610214_BW13	WE	20190620	2456003101	81	1,00000	1.172.391,02	USD
26.06.2019	26.06.2019	PLAN#610214_WK26	WE	20190626	2456003101	81	1,00000	392.767,69	USD
27.06.2019	27.06.2019	PLAN#610214_SM12	WE	20190627	2456003101	81	1,00000	2.689.230,09	USD
			WE					9.374.453,95	USD
								9.215.081,81	USD

Open the file Saving Plan - 401K - Template, go to table "Resume" paste the SAP screenshot and filled as below:

Saving plan - Cumulated balance

C. Code	Company	Amount	Crcy	Reveiver WBS element	Sender Order	Cost Elem.
4045	Solvay America	159.372,14	USD			
4291	Soda Ash JV	817.839,70	USD	I04045CBSP04291V1	210658002080	9173000001
4290	Chemicals	433.282,83	USD	I04045CBSP04290V1	210658002080	9173000001
3384	Fluorides	109.524,60	USD	I04045CBSP03384V1	210658002080	9173000001
5782	Polymers	2.241.045,39	USD	I04045CBSP05782V1	210658002080	9173000001
7424	Solvay USA	2.126.328,14	USD	I04045CBSP07424V1	210658002080	9173000001
7315	Primester	0,00	USD	I04045CBSP07315V1	210658002080	9173000001
6283	Biomass	0,00	USD	I04045CBSP06283V1	210658002080	9173000001
7008	Cytec	3.487.061,15	USD	I04045CBSP07008V1	210658002080	9173000001
	Total:	9.374.453,95				
H0	2456003101	-159.372,14				
WE	2456003101	9.374.453,95				
	Difference:	0,00				
	Total 2456003101:	9.215.081,81				

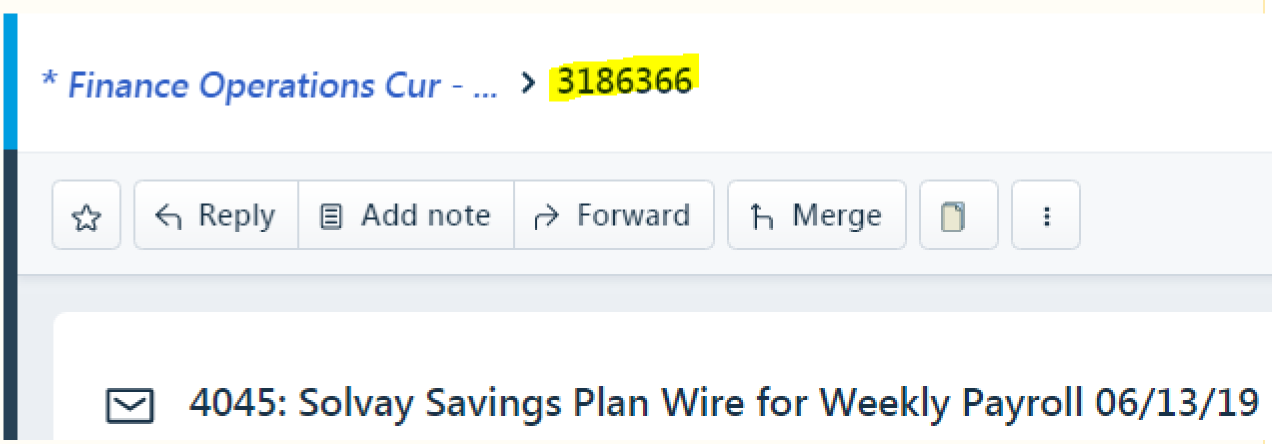
2456003101 Pension fund-employer
4045

Doc. Date	Posting Date	Reference	Type	Assignment	G/L	PK	Eff.ex.rate	Amount in doc. curr.	Currency
07.06.2019	14.06.2019	XXXXX00002	H0	20190614	2456003101	50	1,00000	75.160,54-	USD
07.06.2019	14.06.2019	XXXXX00002	H0	20190614	2456003101	50	1,00000	2.066,70-	USD
07.06.2019	14.06.2019	XXXXX00002	H0	20190614	2456003101	50	1,00000	1.984,64-	USD
20.06.2019	28.06.2019	XXXXX00002	H0	20190628	2456003101	50	1,00000	76.298,16-	USD
20.06.2019	28.06.2019	XXXXX00002	H0	20190628	2456003101	50	1,00000	2.066,70-	USD
20.06.2019	28.06.2019	XXXXX00002	H0	20190628	2456003101	50	1,00000	1.795,40-	USD
			H0					159.372,14-	USD
05.06.2019	05.06.2019	PLAN#610214_WK23	WE	20190605	2456003101	81	1,00000	406.444,46	USD
06.06.2019	06.06.2019	PLAN#610214_BW12	WE	20190606	2456003101	81	1,00000	1.235.925,92	USD
12.06.2019	12.06.2019	PLAN#610214_WK24	WE	20190612	2456003101	81	1,00000	396.085,20	USD
13.06.2019	13.06.2019	PLAN#610214_SM11	WE	20190613	2456003101	81	1,00000	2.690.324,88	USD
19.06.2019	19.06.2019	PLAN#610214_WK25	WE	20190619	2456003101	81	1,00000	391.284,69	USD
20.06.2019	20.06.2019	PLAN#610214_BW13	WE	20190620	2456003101	81	1,00000	1.172.391,02	USD
26.06.2019	26.06.2019	PLAN#610214_WK26	WE	20190626	2456003101	81	1,00000	392.767,69	USD
27.06.2019	27.06.2019	PLAN#610214_SM12	WE	20190627	2456003101	81	1,00000	2.689.230,09	USD
			WE					9.374.453,95	USD
								9.215.081,81	USD

Remark

Copy the cash logs sent by ticket per FO Retirement & Compensation Team to Saving Plan - 401K - Template and named the tab accordingly with the Ticket Number, as below:

Ticket:



Saving Plan - 401K - Template:

Go to table "Worksheet" and updated the columns as the report sent by FO Retirement & Compensation Team with the "Wire Total" amount:

Post Date	Ticket	Doc number	Amount	4045	4291	4290	3384	5782	7424	7315	6283	7008	Total	Dif
Total from the period			9.374.453,95	159.372,14	817.839,70	433.282,83	109.524,60	2.241.045,39	2.126.328,14	-	-	3.487.061,15	9.374.453,95	-
06.06.2019	3165790	5018688232	406.444,46									406.444,46	406.444,46	-
07.06.2019	3170514	5018691445	1.235.925,92		285.882,43	72.660,46	14.095,32	447.565,40	332.180,45			83.541,86	1.235.925,92	-
13.06.2019	3186366	5018703546	396.085,20									396.085,20	396.085,20	-
15.06.2019	3190839	5018707790	2.690.324,88	79.211,88	145.522,95	146.339,17	41.535,07	677.805,83	731.224,62			868.685,36	2.690.324,88	-
20.06.2019	3208383	5018721631	391.284,69									391.284,69	391.284,69	-
21.06.2019	3211707	5018724561	1.172.391,02		238.163,38	70.808,37	12.992,08	437.616,34	330.132,34			82.678,51	1.172.391,02	-
27.06.2019	3228300	5018741181	392.767,69									392.767,69	392.767,69	-
30.06.2019	3233020	5018745541	2.689.230,09	80.160,26	148.270,94	143.474,83	40.902,13	678.057,82	732.790,73			865.573,38	2.689.230,09	-
													-	-

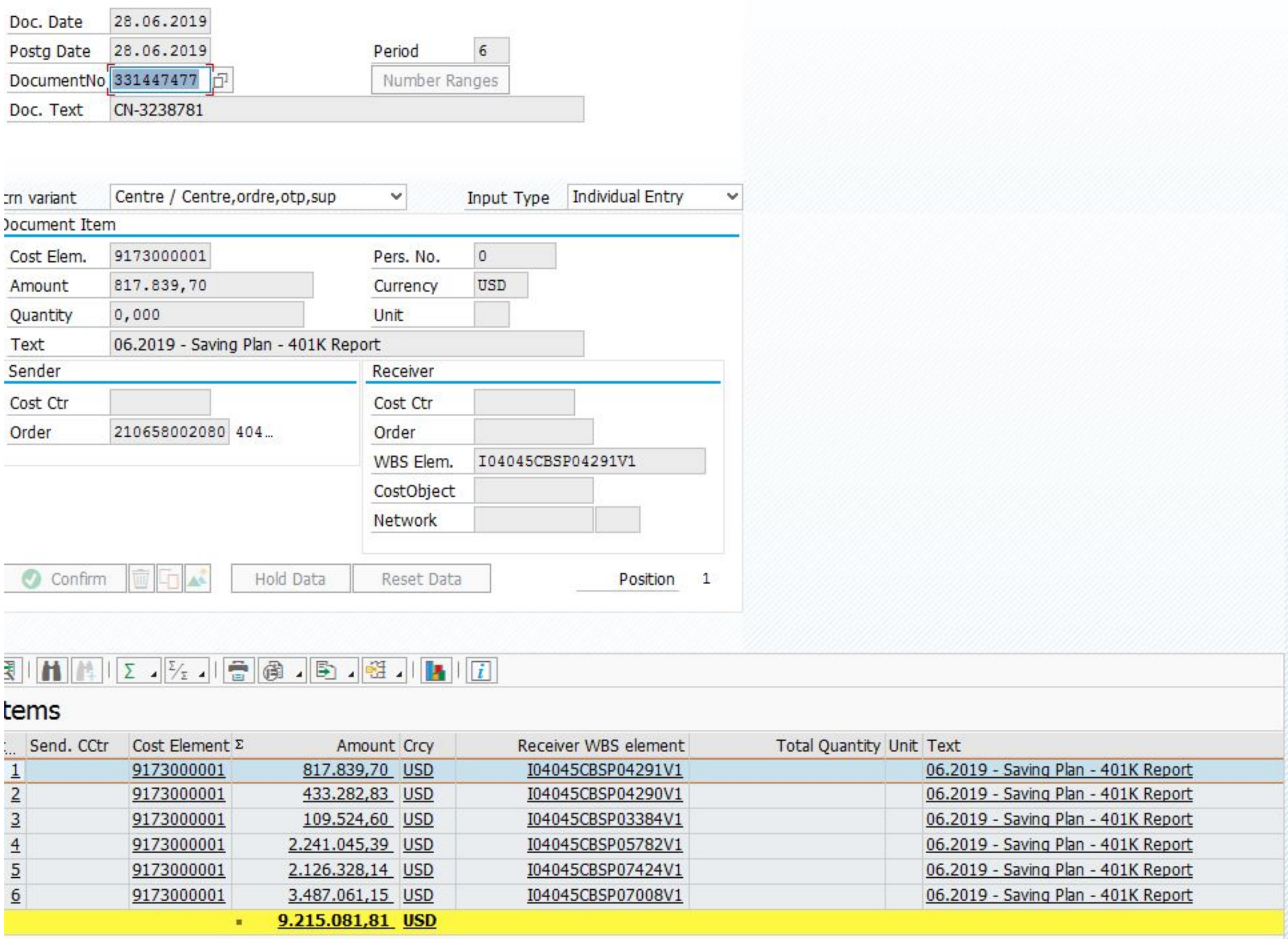
Paydate	06/06/2019					
Company	**Description**	**Amount**	**G/L Co**	**Account**	**Adjustments that need to be made**	**Material Document # 5018688232**
Cytec	EE Contributions	175.829,98				
	EE Loans	57.211,40				
		233.041,38				
	Company Match	109.063,26				
	Non Elective Cont	64.339,82				
		173.403,08				
Payroll Total		**406.444,46**				
Adjustments to Merrill Lynch		**0,00**			**0,00**	
		0,00				
Wire Total		**406.444,46**				

3.3.2. I perform the posting entry data

Using table "KB15N", perform the posting on transaction KB15N as below:

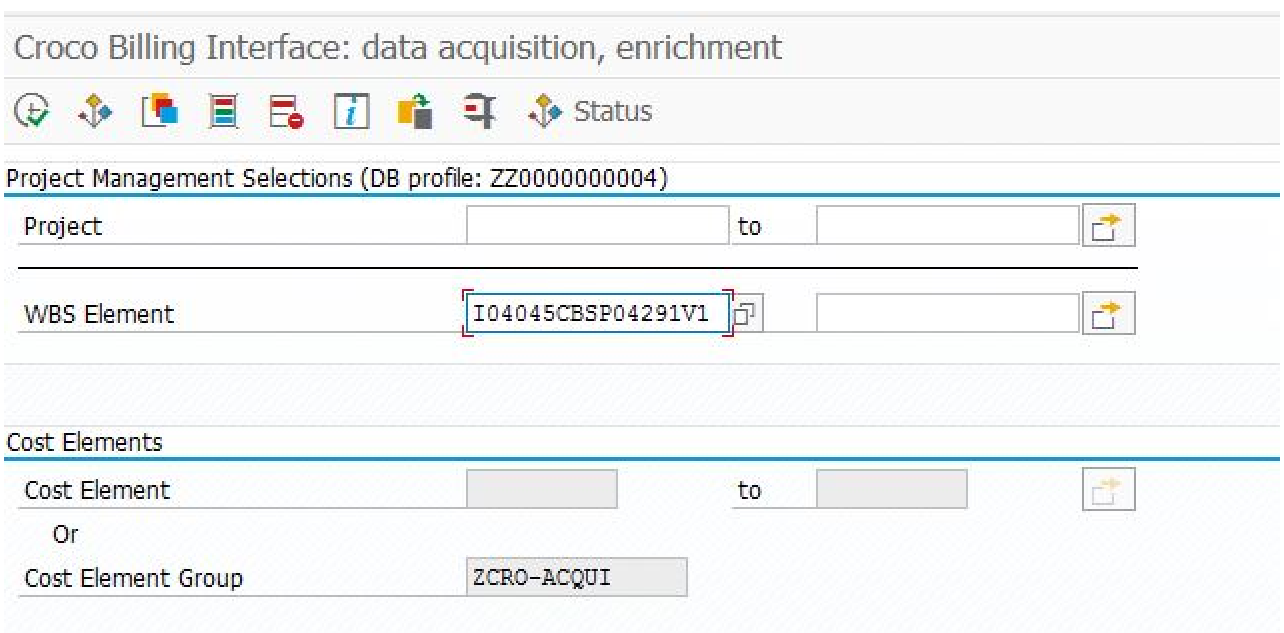
Scrn var	Centre / Centre,ordre,otp,sup	Input Type	List Entry

Ser	Sender Order	Cost Elem.	Amount	Crcy	Rec	Rec	Reveiver WBS element	Rec	Rec	Rec	Tot	Per	UM	Text
	210658002080	9173000001	817.839,70	USD			I04045CBSP04291V1							06.2019 - Saving Plan - 401K Report
	210658002080	9173000001	433.282,83	USD			I04045CBSP04290V1							06.2019 - Saving Plan - 401K Report
	210658002080	9173000001	109.524,60	USD			I04045CBSP03384V1							06.2019 - Saving Plan - 401K Report
	210658002080	9173000001	2.241.045,39	USD			I04045CBSP05782V1							06.2019 - Saving Plan - 401K Report
	210658002080	9173000001	2.126.328,14	USD			I04045CBSP07424V1							06.2019 - Saving Plan - 401K Report
	210658002080	9173000001	3.487.061,15	USD			I04045CBSP07008V1							06.2019 - Saving Plan - 401K Report



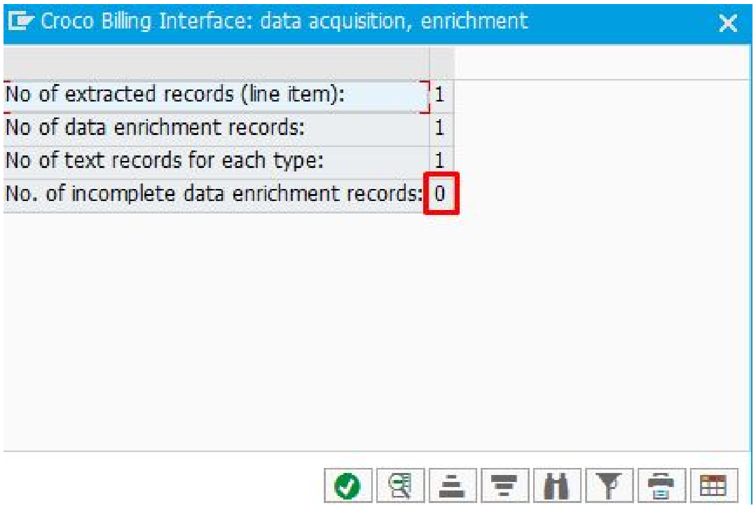
3.3.3. I run SAP transaction Z1F_CRC_DATA_ENRICH

Check if there is errors on the invoice creation using transaction Z1F_CRC_DATA_ENRICH



Select the line and click in Log

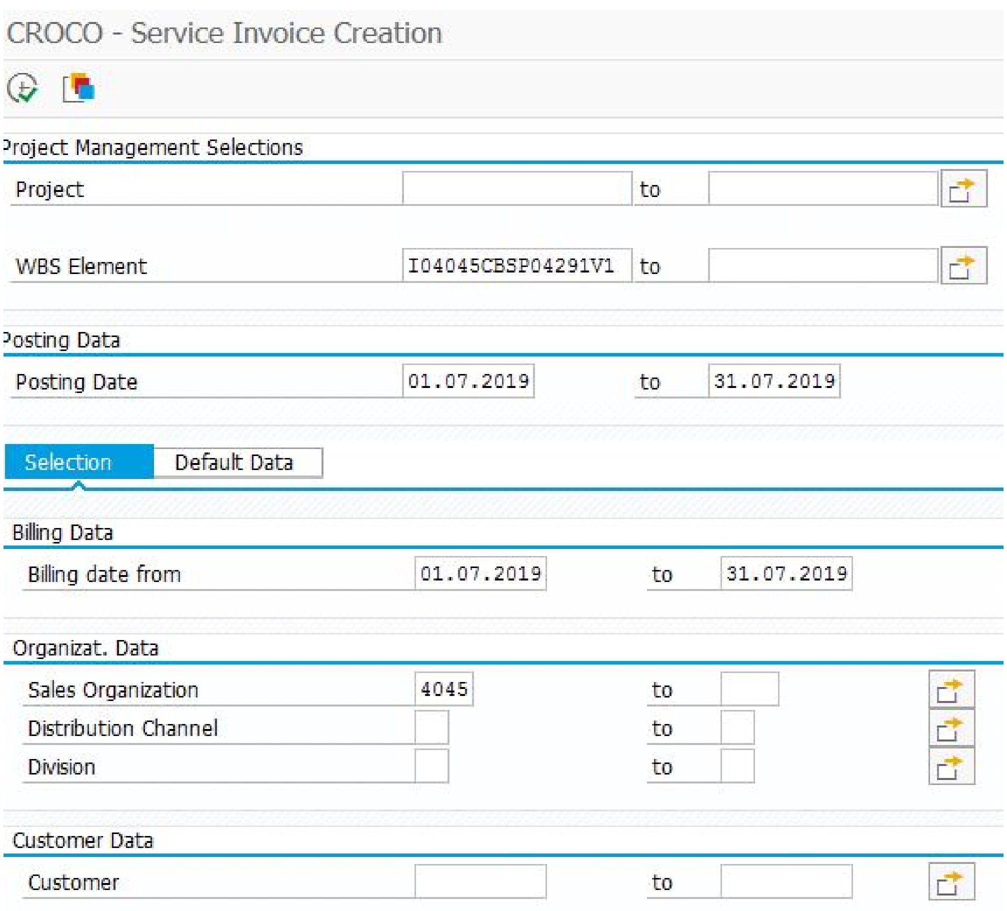
This Log will inform if there is any error in the billing creation.

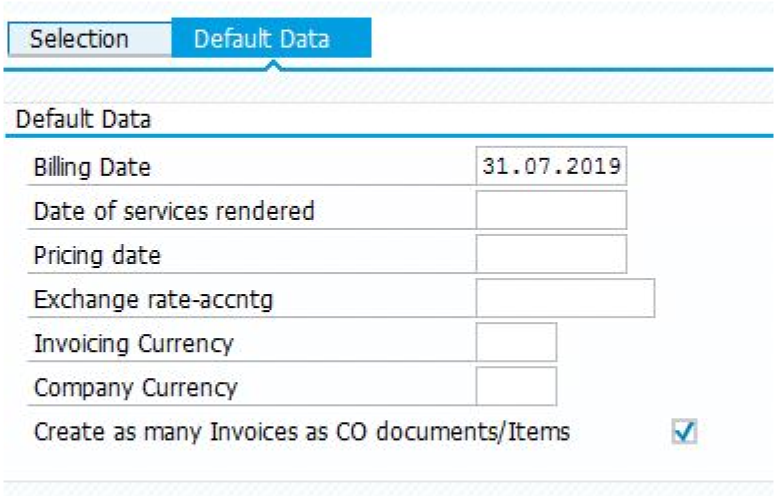


If you have Zero errors you can go ahead to the next step.

3.3.4. I run SAP transaction Z1V_CRC_BILLING

Create invoices using Z1V_CRC_BILLING and filled as below:





Run the transaction and the billing number will be generated.

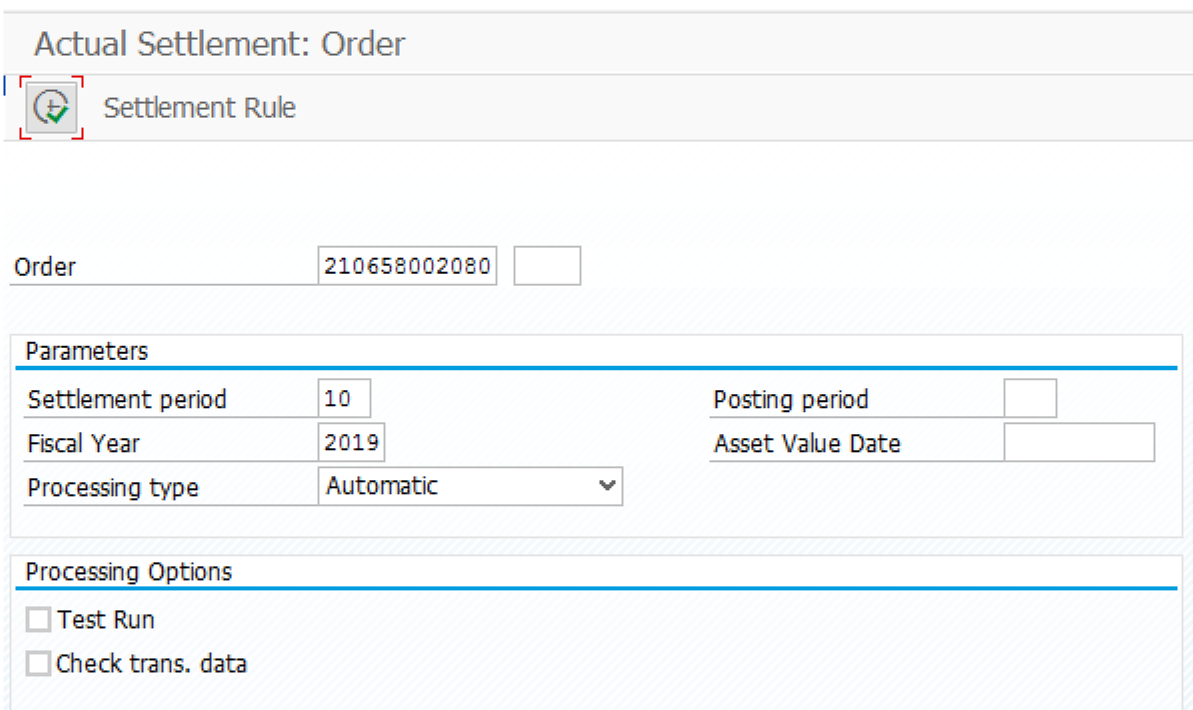
3.3.5 I settle the order

After generate the billings, you must settle order 210658002080 to clear G/L 2456003101.

Using transaction KO88, fill as below:

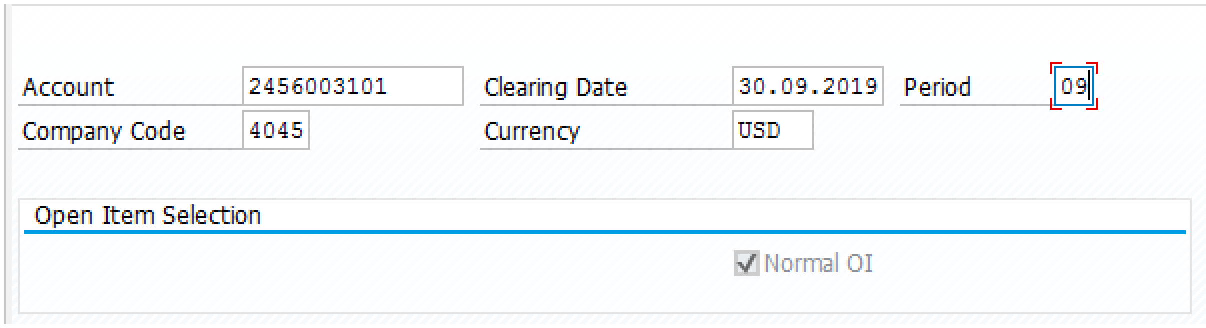
- 'Order' with 210658002080,
- 'Settlement period' and 'Fiscal Year' accordingly with closing period,
- 'Processing type' as 'Automatic'
- Uncheck the box 'Test Run'.

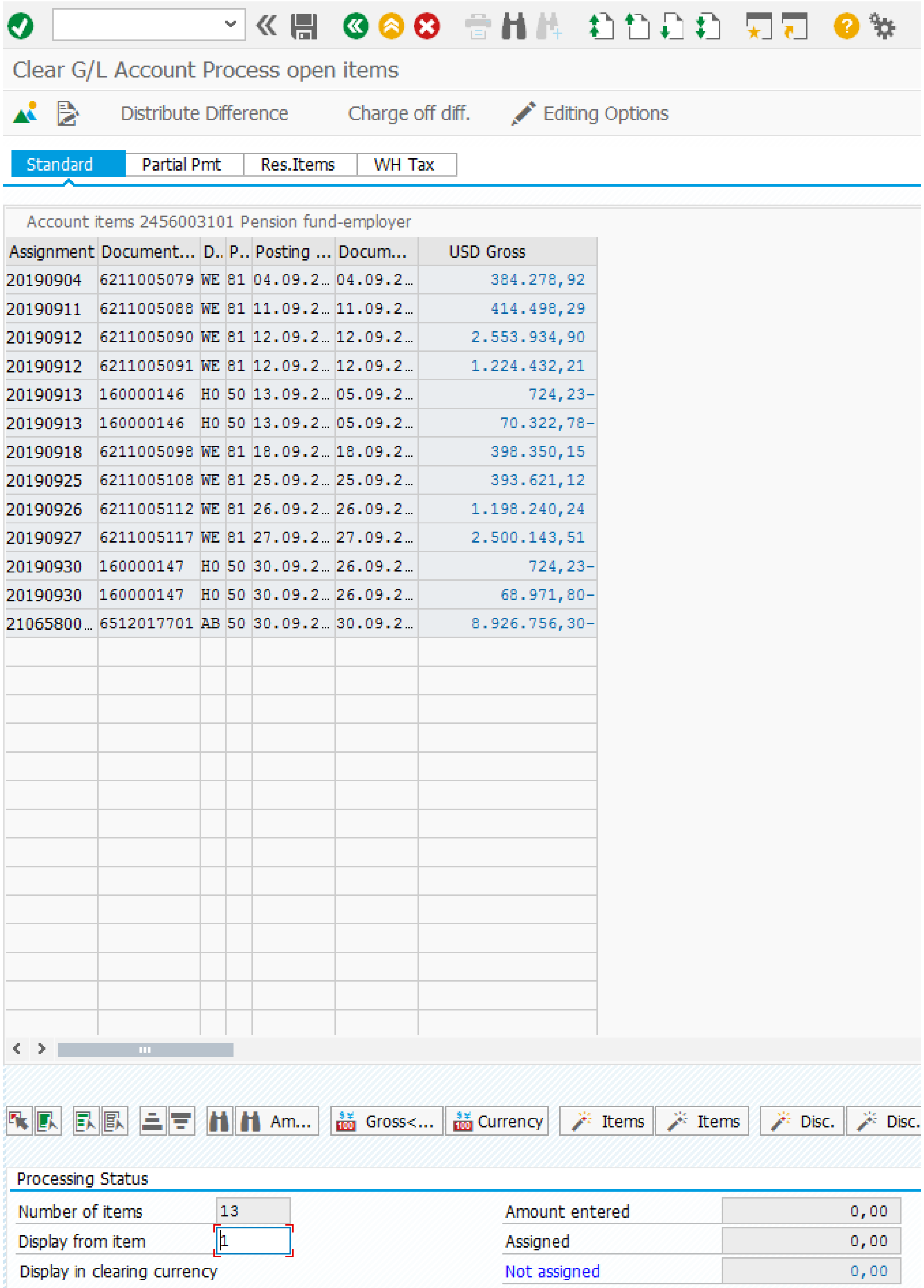
And Run (F8).



3.3.6 I clear G/L2456003101

After order was settled, use transaction F-03 to clear G/L 2456003101, as below:





Verify if the amount is zero and save.

3.3.7. I inform CAM and Controller

Send the invoices generated to CAM and Controller in accordance with company code invoiced.

End of document.