

# ES - Costs Recovery

## 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

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[blocked URL](#)

## ERP

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[blocked URL](#)

## Frequency

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

## References

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[ZE1FNOMI1](#); [ZE1FNOMI2](#); [FB02](#); [FB L3N](#); [FBL1N](#); [F-44](#); [SM35](#)

## Forms

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[ES COSTS RECOVERY - ENERGIA](#)

[ES COSTS RECOVERY -  
ENERGIA\\_EE\\_TRIM](#)

## Attachments

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# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to explain how to handle the employee's costs recovery procedure in Spain. By costs recovery we are referring to the following costs: insurance, kms, house's consumption costs for Torrelavega personal (electricity, water, etc). Usually these costs are invoiced to Solvay which pays the suppliers and then the company deducts these values on the employee salary. This process should be performed in the beginning of each month. Once the request arrives to SBS FO the procedure needs to be performed completely.

## 1.2. Scope

This operating procedure is applicable for the Spanish companies – 0245. This procedure is done on a monthly basis after receiving the input from local finance "0245 - LOP COSTS RECOVERY - ENERGIA - ES0245T048 & 87" on D+5.

# 2. Definitions

See Finance Glossary:

- FO

### 3. Tasks description

#### 3.1. Responsibilities

##### Responsibility of SBS FO:

- Perform monthly and quarterly calculations and postings
- Run ZE1FNOMI1
- Run ZE1FNOMI2

##### Responsibility of SBS IC:

- Send information to perform the electrical energy FI postings and invoices;
- Final validation of the output.

#### 3.2. I perform the employees costs recovery

##### 3.2.1. I recovery electricity consumption costs of employees

As a 1<sup>st</sup> step we will need to calculate and post amounts related to the electricity consumption to be deducted from the employee's salary in 0245 - Solvay Quimica.

Each month it will have to book in 0245 Solvay Quimica the following:

1. Total amount to deduct per employee "ES0245TO48" Responsibility of SBS FO
2. Total amount to invoice to a dummy customer 2971 "ES0245TO87" Responsibility of SBS IC

To prepare the postings we will receive via Freshdesk ticket one file with the following layout and information:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P																
OCT 2013								Pág 35								OCT 2013								Pág 36							
<b>A.-CONTADORES DEL BARRIO OBRERO</b>								1º OCT. 2013								2º OCT. 2013								ENER-K/Wh.							
<b>GRUPO E.PORTAL Nº 1</b>																															
1	EI																41	EI	PERALES PONTANILLA, Raul												
2	BD																42	PI	PAZOS COLINA, Emilio												
3	PI	CABRERO FUJZ, JOSE MARIA			64.118		64.634										43	2*1	FERNANDEZ SANTANDRES, J.												
4	PD																44	EI	VILLAR LIARD, Herminio												
5	2*1	IGLESIAS IGLESIAS, Ivan			62.952		62.851										45	PI	AYALA PEREZ, Francisco												
6	EI																46	2*1	PARDO BOLAADO, Pedro												
7	PI	HEFFERO HEFFERA, Francisco Javier			74.329		74.979										BD	VACIA													

In this file (page's 39/40/41 – starting on column AH) we have the total kwh consumption and amount to deduct per employee (search in cell AL78 for "Personal") as well as the price/kwh for each concept.

AH	AJ	AK	AL	AM	AN	ACAP	AG	AR	AS	AT	AU	AV	A
SOLVAY QUIMICA, SL						SOLVAY QUIMICA, SL							
<b>CONSUMO DE ENERGÍA ELÉCTRICA</b>						<b>CONSUMO DE ENERGÍA ELÉCTRICA</b>							
PERSONAL DE SOLVAY						PERSONAL DE SOLVAY							
OCT 2013						OCT 2013							
Pág 39						Pág 40							
D.N.I.	Nº Matricula	SOLVAY. Personal Empleado	ENER-K/Wh.	PRECIO		D.N.I.	Nº Matricula	SOLVAY. Personal Obrero	ENER-K/Wh.	PRECIO			
			0	0,00									
4000040	BT-010	ALGUACIL MUÑOZ, José Antonio	979	52,74		4006434		AYALA PEREZ, Francisco	187	18,22			
4006072		GONZALEZ FERNANDEZ, Ramon	437	26,22		4006361		FAMOS FERRIER, Jose Alfonso	304	18,24			
4003586	BT-0495	ARMENTEROS CASTRO, JOSÉ	432	25,92						0	0,00		
4006340		ALVARO ALVARO, I. urda	496	24,74		4003860	BT-2265	FALAGAN LAHERA, P. L.	249	14,94			
						4003301		FERNANDEZ FERRANDEZ, Cadine	137	8,77			

To do the calculation of the monthly consumption the steps to follow are:

- 1) Retrieve the details under:

TOTAL PERSONAL EMPLEADO  
 TOTAL PERSONAL BARRIO OBRERO  
 TOTAL PERSONAL DE SOLVAY on cell BD30

- 2 Take the amount to deduct per employee confirming that the "DNI" code corresponds to the one mentioned in the posting file column "Personnal nr". Once this is done the recurrent posting "ES0245T048" must be posted. The document, posting and value dates should be the date you are performing the procedure.



Solvay Química, S.L.			DOC.	SOCIEDAD	TRIM								
ENERGIA ELECTRICA - RECUPERACION TRIMESTRAL			SU	0245	I° TRIM 2014								
NAME	ASSIGNMENT	DETAL	AMOUNTS			%	CUSTOMER	MATERIAL	ACCOUNT	PK	ACCOUNT	ORDER	REF. NR SAP
			WITH VAT	DATOS PARA SAP									
(I) CUARTEL GUARDIA CIVIL	G. CIVIL ENERGIA	Energía eléctrica Guardias	168,40		168,40	40	22027	2032819	2220200000	50	7450000000	2059000038	ES0245EE001
(I) 13ª ZONA GUARDIA CIVIL	13ª ZONA G. CIVIL ENERGIA	Energía eléctrica Vestuario Cuartel Polanco	0,00		0,00	40	22027	2032819	2220200000	50	7450000000	2059000038	ES0245EE002
CUARTEL GUARDIA CIVIL	CUARTEL G. CIVIL ENERGIA	Energía eléctrica CUARTEL GUARDIA CIVIL	0,00		0,00	40	4322	2032817	2220200000	50	7450000000	2059000038	ES0245EE003
CASTILLO SEDANO, Ángel	CASTILLO SEDANO	Energía eléctrica Impuesto especial s/eletricidad (5,103 %)	0,00	0,00	0,00	40	23238	2032817	2220200000	50	7450000000 2452090000	2059000038	ES0245EE010
GUTIERREZ CRESPO, Mariano	GUTIERREZ ENERGIA	Energía eléctrica Impuesto especial s/eletricidad (5,103 %)	91,79	42,80	40,72	40	4367	2032817	2220200000	50	7450000000 2452090000	2059000038	ES0245EE011
VILLAR LUÑO, Herminio	VILLAR ENERGIA	Energía eléctrica Impuesto especial s/eletricidad (5,103 %)	36,95	30,45	29,97	40	20103	2032817	2220200000	50	7450000000 2452090000	2059000038	ES0245EE012
CANDOURA LIBARRIPI, J. M.	CANDOURA ENERGIA	Energía eléctrica Impuesto especial s/eletricidad (5,103 %)	12,33	10,19	9,69	40	22081	2032817	2220200000	50	7450000000 2452090000	2059000038	ES0245EE013
PORTILLA SANCHEZ, Javier	PORTILLA ENERGIA	Energía eléctrica Impuesto especial s/eletricidad (5,103 %)	264,72	216,78	208,14	40	22502	2032817	2220200000	50	7450000000 2452090000	2059000038	ES0245EE014
<b>CHECK</b>			<b>0,00</b>	<b>0,00</b>	<b>0,00</b>								

### 3.2.3. I recovery general expenses

#### 1<sup>ST</sup> STEP: (You can run steps 1 and 2 simultaneously)

To analyze these expenses you should start by running the transaction ZE1FNOMI1 and choosing the variant "RETENCIONES". Put date «fecha vencimiento a seleccionar» DD.MM.20YY (closing month).

**Validation of data that must be transfered to payroll.**

Data Sources

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**G/L account selection**

Chart of accounts: COCA to

G/L account: 2416220000 to

Company code: 0245 to

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**Selection using search help**

Search help ID:

Search string:

Search help

---

**Line item selection**

Business area:  to

Open items at key date: 31.12.2014 ←

Clearing date:  to

---

FECHA VENCIM. A SELECCIONAR: 31.12.2014 ←

Click the button

In most of the cases, you get a screen like the following one.

VALIDACION DE INFORMACION QUE DEBE PASAR A LA NOMINA *ZE1FNOMI1*				
SO	CUENTA	DOCUMENTO	DESCRIPCION DEL ERROR	VALORES
0245	241622000	5020001658	D.N.I INEXISTENTE EN TABLA ZEFMA ERROR DE KEY EN T512T	04002559 002 ← ANULACION ENERGIA A. REVUELTA DEL RIO 04/08
0245	241622000	4260002050	D.N.I INEXISTENTE EN TABLA ZEFMA ERROR DE KEY EN T512T	00999999 001 WALRAVENS DESPEDIDA
0245	241622000	5010008032	D.N.I INEXISTENTE EN TABLA ZEFMA ERROR DE KEY EN T512T	99999999 001 retenciones nomina 05/2008
0245	241622000	5010008032	D.N.I INEXISTENTE EN TABLA ZEFMA ERROR DE KEY EN T512T	99999999 002 retenciones nomina 05/2008
0245	241622000	5010008071	D.N.I INEXISTENTE EN TABLA ZEFMA ERROR DE KEY EN T512T	00999999 010

This means that we have 5 line items in error. The errors can be originated by:

**1) Personal number field in blank** – No existing the first four positions in the text field or the code is incorrect

(3133 refers to "Electricity consumption", 2104 refers to "Energy supply" and 3152 refers to "Miscellaneous Payments").

**2) The date (bline-date)** - Check the bline date of the posting document. If it's empty, check if there was an error on the posting, checking if in the original ticket had been requested this field. If there is an error, modify the lines of the posting document with the standard transaction [FB02](#);

**3) Assignment 999999 and 000000** - If the error is originated by having in the assignment field the value 999999 or 00000, Rtr FO can ignore the error and continue with the procedure.

- For errors type 1, 2 ( with assignment not 999\*\* ) or other errors we should send the list with the document numbers to the local sites and wait for the correction.



**Note**

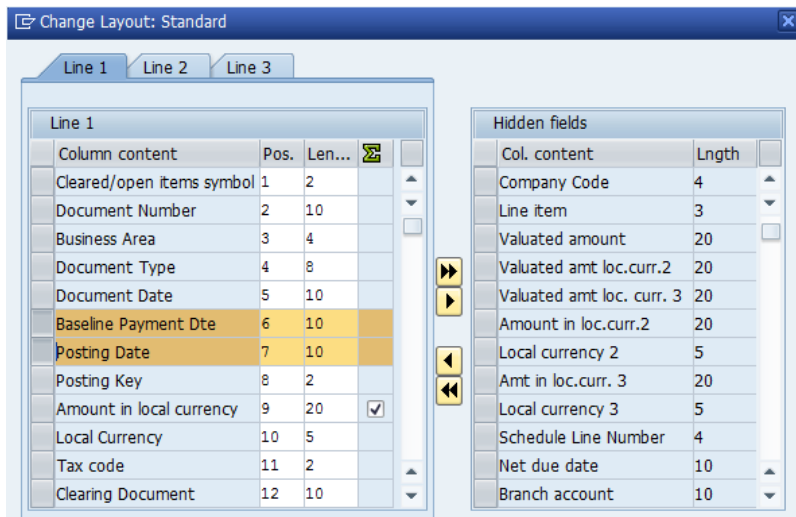
This transaction does not generate or posts anything in the accounts. It's only for reporting in order to check if all the information for General Expenses is correct.

**2<sup>nd</sup> STEP:**

Simultaneously, run transaction [FBL3N](#) and choose the account 2416220000, include the same list of company codes as in the previous transaction and choose *Open Items* at DD.MM.20YY. If some errors occurred in the previous transaction, Rtr FO should check each document trying to identify the type of errors.

Click the button

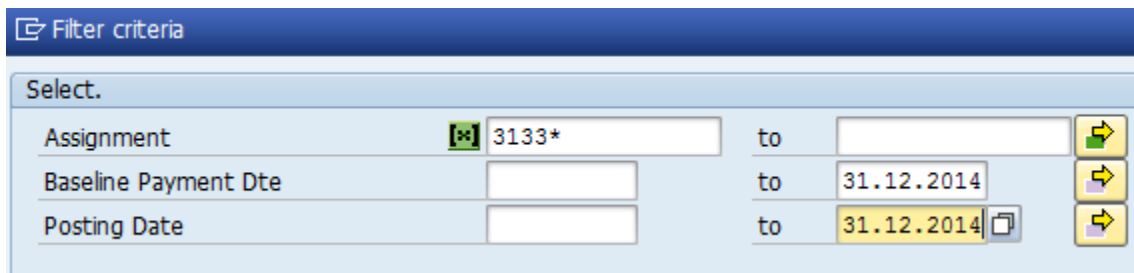
Once listed all the open line items in the account 2416220000, the layout must be changed. Click the button , include the *Posting Date*, *Assignment* and the *Baseline payment dte*.



After, in order to accurate the information needed for comparison with the previous transaction (ZE1FNOMI1), proceed to some filters by following the next points:

- Posting Date – to DD.MM.20YY;
- Assignment – 3133\*,3134\*, 3135\*, 3136\*, 3137\*, 3138\*;
- Baseline Date - To DD.MM.20YY.

See the example bellow for December:



This way it will be possible to retrieve all the relevant information needed to analyze and solve the errors. Go to the bottom of the page and keep the Total Amount in the account. It will be needed later, in the next step. If possible we should edit the wrong fields performing an additional posting. Once corrected, run the transaction again.

### 3<sup>rd</sup> STEP:

Run the transaction ZE1FNOMI2 choosing first the variant "COMPROBACION", confirm that the companies 0245 are included as well as the account 2416220000. Change the date for the month you are closing «fecha vencim. a seleccionar» to DD.MM.20YY, in «nombre del fichero» let stays like it is and «gerar fichero» put **NO**.

#### Note

The transaction ZE1FNOMI2 with the variant "COMPROBACION" does not posts anything in the accounts. It's only used for reporting.

## SALIDA A DISKETE DE LAS RETENCIONES AL PERSONAL

Data Sources

### G/L account selection

Chart of accounts	COCA	to		
G/L account	2416220000	to	2416220000	
Company code	0245	to		

### Selection using search help

Search help ID

Search string

Search help

### Line item selection

Business area		to		
Open items at key date	30.09.2019			
Clearing date		to		

FECHA VENCIM. A SELECCIONAR	30.09.2019
NOMBRE DEL FICHERO	D:\Users\pt63043174\Desktop\terc0302.ncd
CREAR FICHERO (SI/NO)	NO



Click the button

Compare the Total Amount for Solvay Quimica with the Total Amount in the same company 0245, found in the 1<sup>st</sup> step when running [FBL3N](#). Both transactions should have the same amount. If the amounts don't match and not all documents are included, report to Local Finance Team responsible.

## SALIDA A DISKETE DE LAS RETENCIONES AL PERSONAL

```

0245 99999999 rete 5010008032 31.05.2008 1.504,66
0245 99999999 rete 5010008032 31.05.2008 1.504,66-
0245 00999999      5010008071 31.05.2008 18.581,66-
                                0245 00999999 WALR 935,00

DNI INEXISTENTE EN TABLA ZEFMA. NO SE GRABA.

TOTAL SOLVAY QUIM ....          686,80 ←
TOTAL HISPAVIC .....           0,00
TOTAL INTEROX .....            0,00
TOTAL VINICLOR .....           0,00
TOTAL SOLVAY ESP .....         0,00
TOTAL BENVIC .....             0,00
TOTAL SOLVAY AUTO .....        0,00
TOTAL HISPAVIC INDUS .         0,00
CODIGO DE RETENCION NO CORRESPOND 0,00 DE PERSONAL
LEIDOS.....                   56
GRABADOS DISKETTE...          55
    
```

The program only extracts the documents with a correct personal number and in the correct field.

This number appears in the assignment field automatically. The total amount from open items with assignment starting with "31\*" should be the same as the amount which appear in the "COMPROBACION" results.

### 4<sup>th</sup> STEP:

Once the amounts are correct run the variant "DEFINITIVA" confirm that the companies 0245 is included, in «fecha vencim. a seleccionar» put DD.MM. 20YY, in «nombre del fichero» give the name **TERCEROS\_MMAA.NCD** and record for example in your desktop, «gerar fichero» put **SI**.

**SALIDA A DISKETE DE LAS RETENCIONES AL PERSONAL**

Data Sources

G/L account selection

Chart of accounts	COCA	to		
G/L account	2416220000	to	2416220000	
Company code	0245	to		

Selection using search help

Search help ID

Search string

Search help

Line item selection

Business area	<input type="text"/>	to	<input type="text"/>	
Open items at key date	31.12.2014			
Clearing date	<input type="text"/>	to	<input type="text"/>	

FECHA VENCIM. A SELECCIONAR

NOMBRE DEL FICHERO

CREAR FICHERO (SI/NO)

**Note**

You can only run this transaction ZE1FNOMI2 (with the variant "DEFINITIVA") for a period once, otherwise you have to send a Fas Connect to reset the date.  
In case you need to re-run ZE1FNOMI1 & ZE1FNOMI2 again and additionally step 6 was already performed you've to reset the clearing made on account 2416220000 in order for the program read the open documents with assignment – 31\*.

**5th STEP:**

The file must be sent to HR Local Team in the same format TERCEROS\_MMAA.NCD, through e-mail, via Freshdesk ticket. It can be done at the end of all the procedure to the following contacts:

- Pili Decastro ( [Pili.Decastro@solway.com](mailto:Pili.Decastro@solway.com) )
- Alfredo Otero ( [alfredo.otero@solway.com](mailto:alfredo.otero@solway.com) )

**6th STEP:**

After performing the General Expenses part of the procedure, the account 2416220000 should be cleared.  
To clear the account it is necessary to make the following posting:

- Doc. Type: S1
- Document Date: DD.MM.20YY
- Posting Date: DD.MM.20YY
- Account Debit: 2416220000
- Account Credit: 2416220000
- Text: «retenciones nomina X/20YY»
- Personal Number: 99999999
- Due On: DD.MM.20YY (Bline Date)
- Amount: Sum all the open items found in the account 2416220000, by running the [FBL3N](#) like explained in the step 1 and post the *total* value.

You can use the document 5010009228 as a reference document.

When the posting is done, proceed with the clearing of the account 2416220000 by clearing all the open items in the account with the *total* of this last posting.

**Note**



**Person of contact**

HR Services – Pili de Castro ( [Pili.Decastro@solvay.com](mailto:Pili.Decastro@solvay.com) )

HR Services - Alfredo Otero ( [alfredo.otero@solvay.com](mailto:alfredo.otero@solvay.com) )

**End of document.**