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

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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

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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

- **0245** - SOLVAY QUIMICA (ES)

> **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.

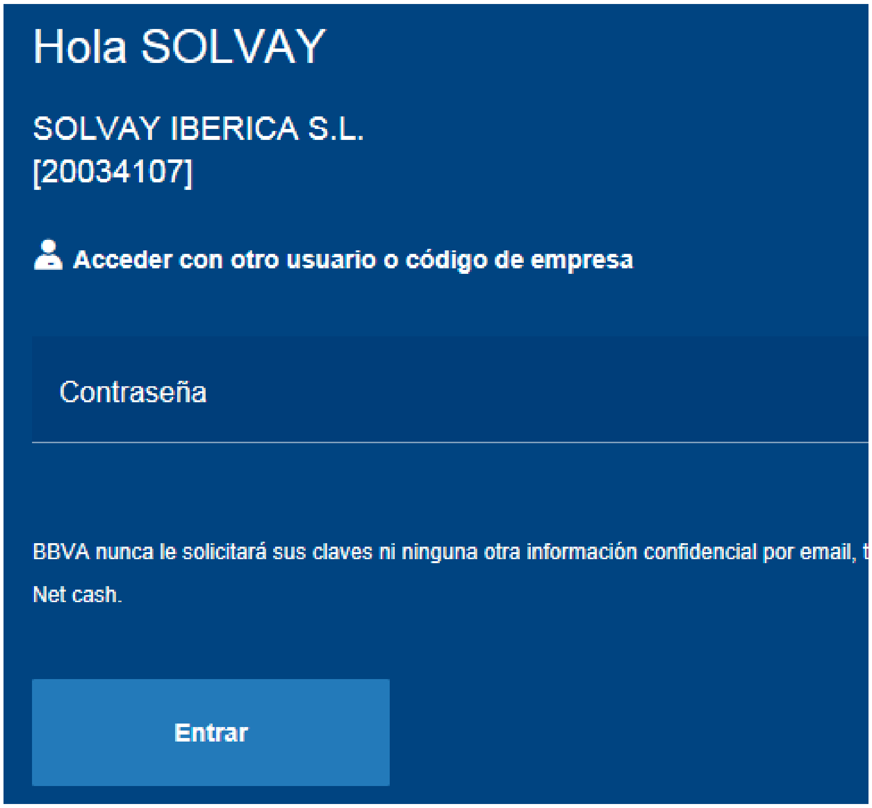
3.3. I manage the bank accounts

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.

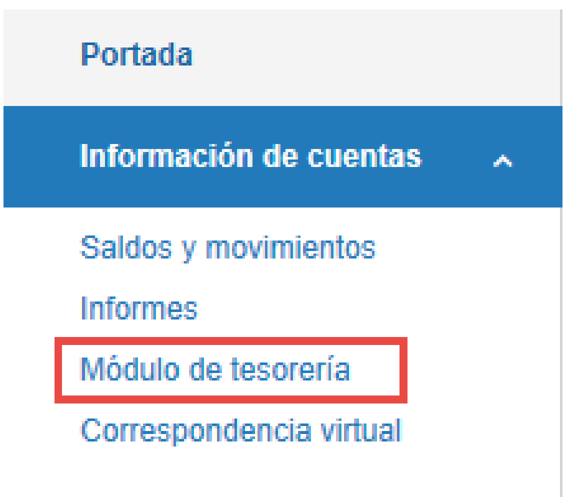
To login use the following credentials:

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



Once logged in choose:

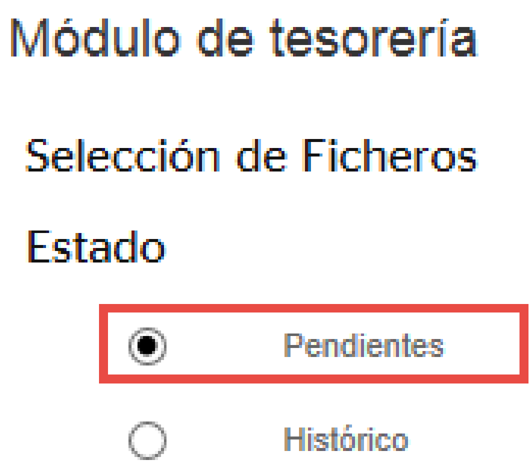
- **Información de Cuentas|**
- **Módulo de tesorería**



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:

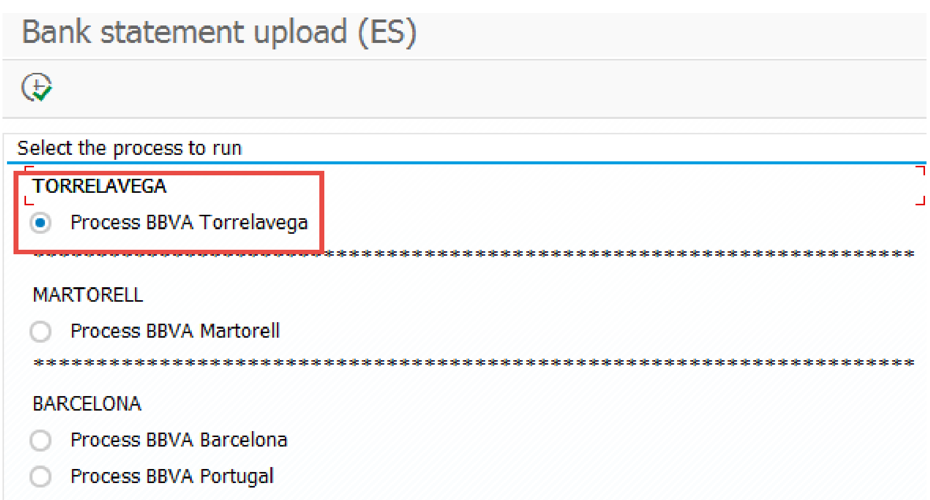


You must always select "**MARCAR TODOS**" and click "**GENERAR FICHERO**".
It will display another screen asking if you want to receive the file. Select "**RECIBIR FICHERO**" and save it to your computer:

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.



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

Another screen is displayed with additional fields to change:

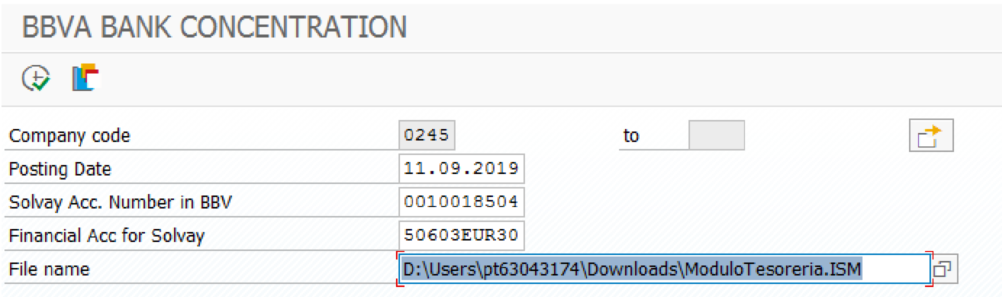
- **"Posting Date"** – Date of the posting (previous day same as the extraction in NETCASH

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.

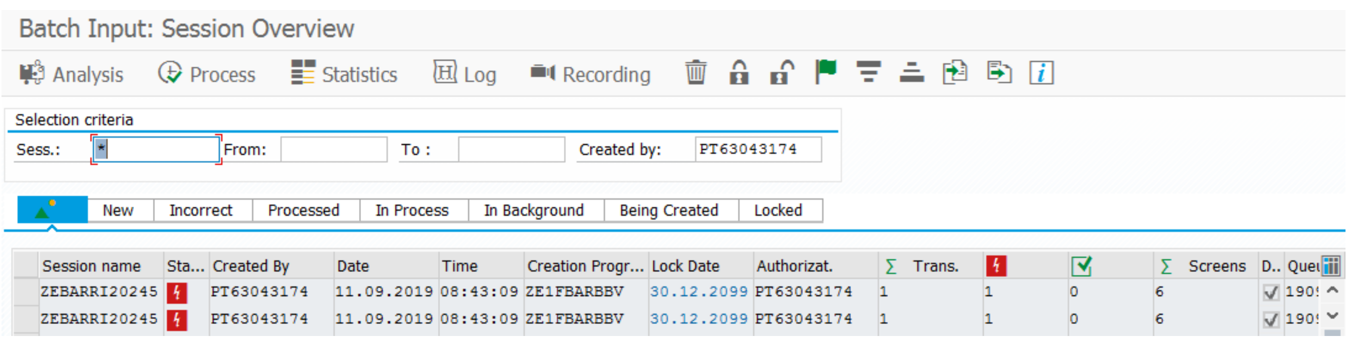
For the remaining fields, no change is done:

- "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).



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**

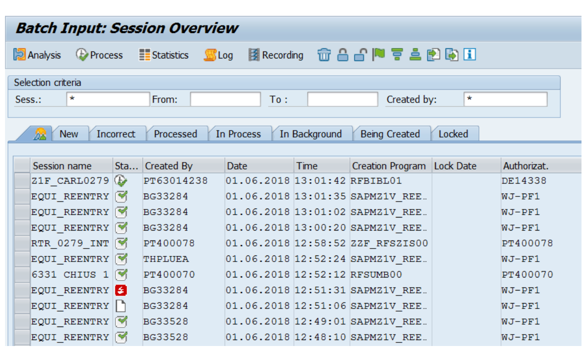


STEP 1

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.



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

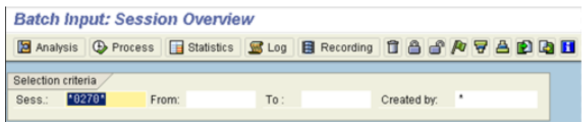
Look for the batch input session to be processed

If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

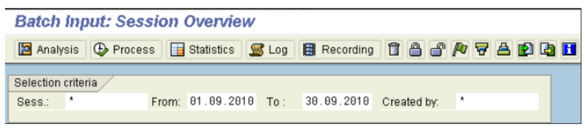
These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

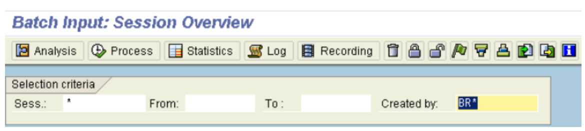
- *Session*: where you can insert the session name you are looking for



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



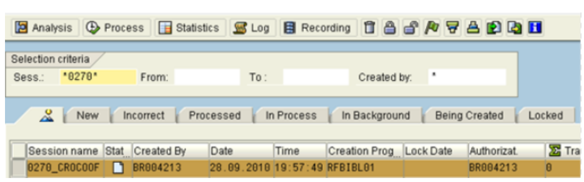
- *Created By*: where you can insert the user who created the batch input session



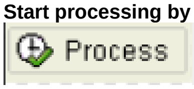
STEP 3

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:



STEP 4

Start processing by clicking on 

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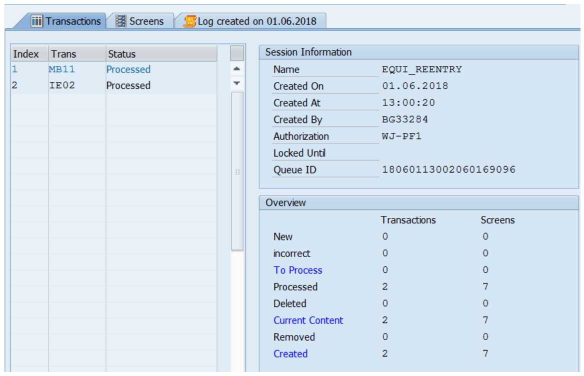
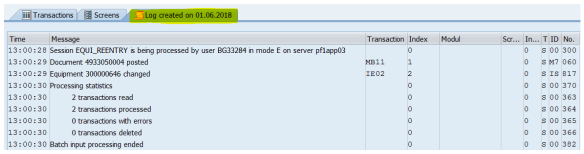
STEP 5

Double click over the session.

Check the status of the batch input session



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



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:

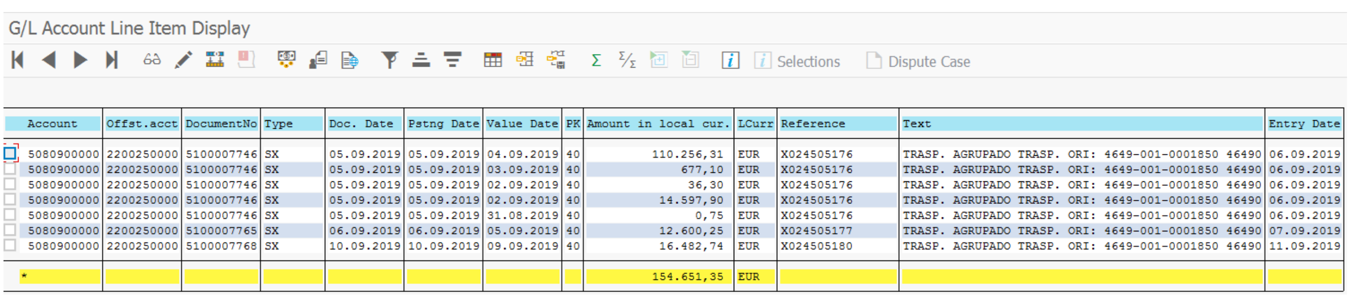
G/L account 5080900000

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	Pstng Date	Value Date	PK	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	5100007768	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			

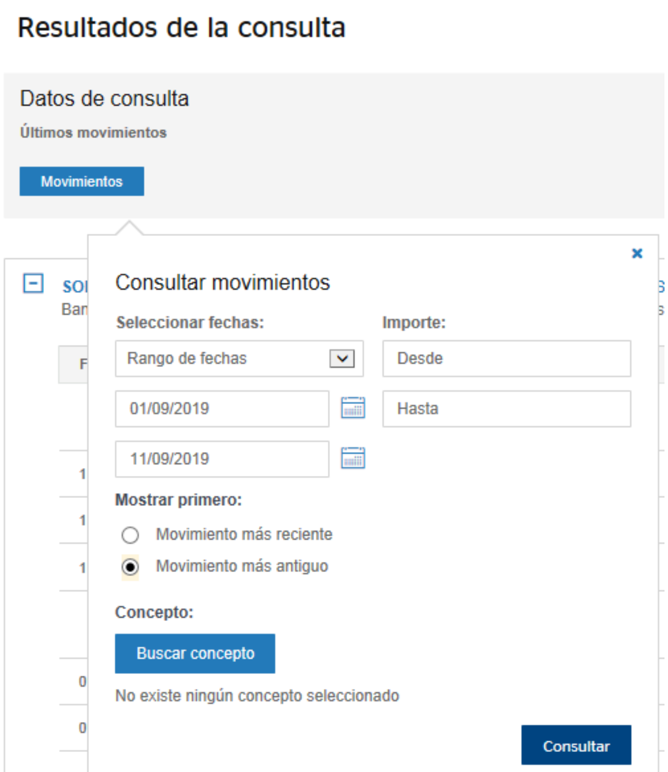
And then update all the information on template Trnsf 245 Conta 5080900000 p. 50603EUR30 and make the posting on transaction ZZF_POSTING_FILE.

3.3.4. I perform the final check

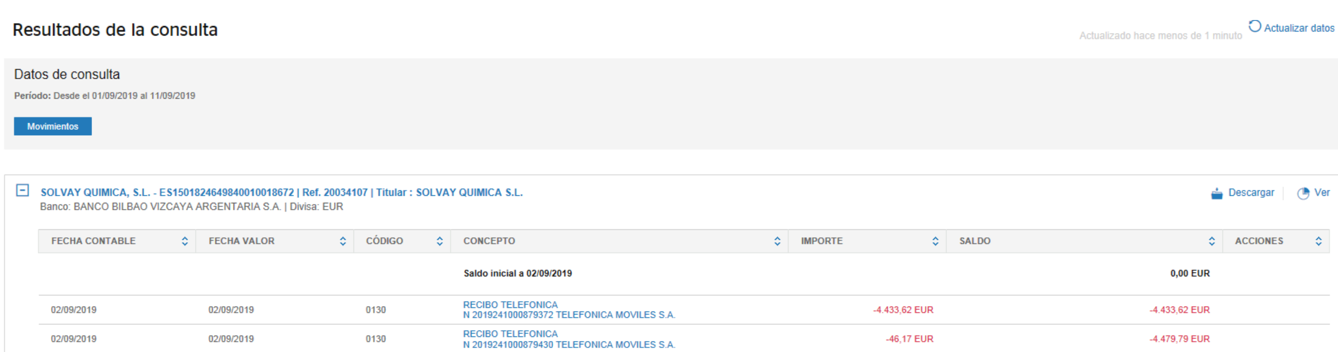
As a final check you should open again BBVA net cash and select:

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

- 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 **.**



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.

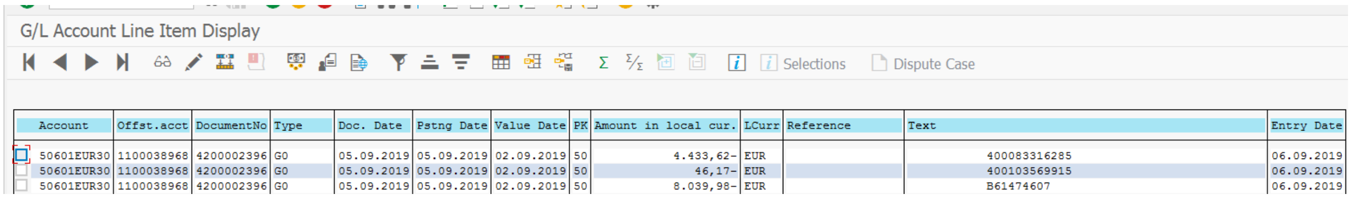


For this procedure is relevant update all the information on the template 0245_50601EUR30_BBVA_es1501824649840010018672.

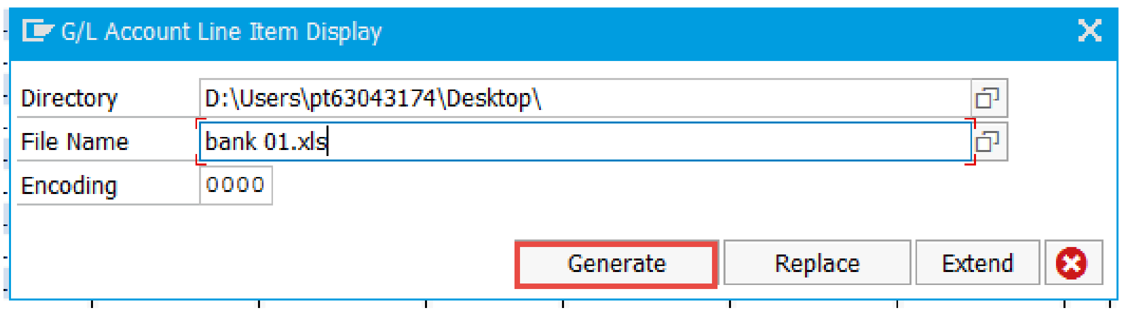
At the same time, go to transaction FBL3N in SAP, using:

- **G/L Account** 50601EUR30 and 50603EUR30 **one at a time**;
- **Company Code** to check all the postings done in company 0245.
- **Posting date:** previous day
- **Layout: /ES0245_BANK**

Then you may confirm that in the centralizing account of company 0245 you find the related movements:



Also in FBL3N make a extraction go to » List » Export » Local File » Spreadsheet and save as xls:



Now you can match with all the information on templates

0245_50601EUR30_BBVA_es1501824649840010018672 for G/L account 50601EUR30

0245_50601EUR30_BBVA_es1501824649840010018504 for G/L account 50603EUR30

End of document.