US - ARA Bank Accounts

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, new_zealand, emea_transversal, apac_transversal
  - 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. Name the title of each section using OPD methodology naming convention - Infinitive verb without the “to”, mainly action verb...something) -" I do something..."

5. 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

? Unknown Attachment

Frequency

? Unknown Attachment

References

FBL3N

/BSAR/MENU

Forms

AAAA.DD Factoring Analysis BASE

Attachments

FreshDesk

<< US - ARA Bank Accounts >>

1. Objective and Scope

1.1. Objective of this Operation

The objective of the operation is to describe how to update the dashboard file that reconcile the US PF1 Bank accounts.

1.2. Scope

This procedure applies to company all US ERP PF1 companies:

- SSP - 5844, 5782
- SCI - 4290, 4291, 5650, 6028
- SF - 3384
- SNA - 4045, 5718

2. Definitions

See Finance Glossary:

- ERP
- PF1
- SSP
- SCI
- SF
- SNA

3. Tasks description

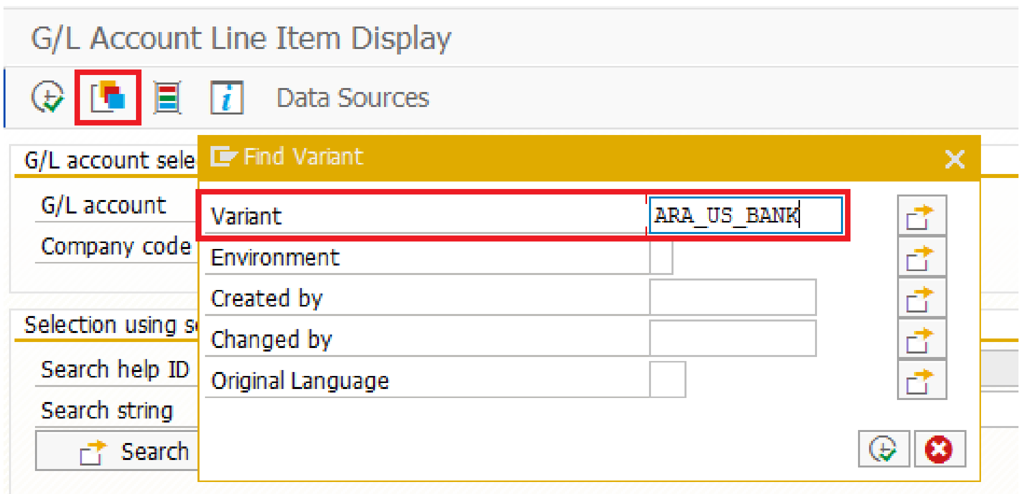
Monthly all the US ERP PF1 companies Bank accounts need to reconcile in the Analyze and Reconcile Accounts (ARA) to ensure the accuracy of the financial statements and allow the group to publish the reports with confidence. The objective is to have a quality analysis and reconciliation of Balance sheet.

In order to facilitate this task, a dashboard was created and it needs to be updated every month with the PI1 information.

3.1. I update the needed information

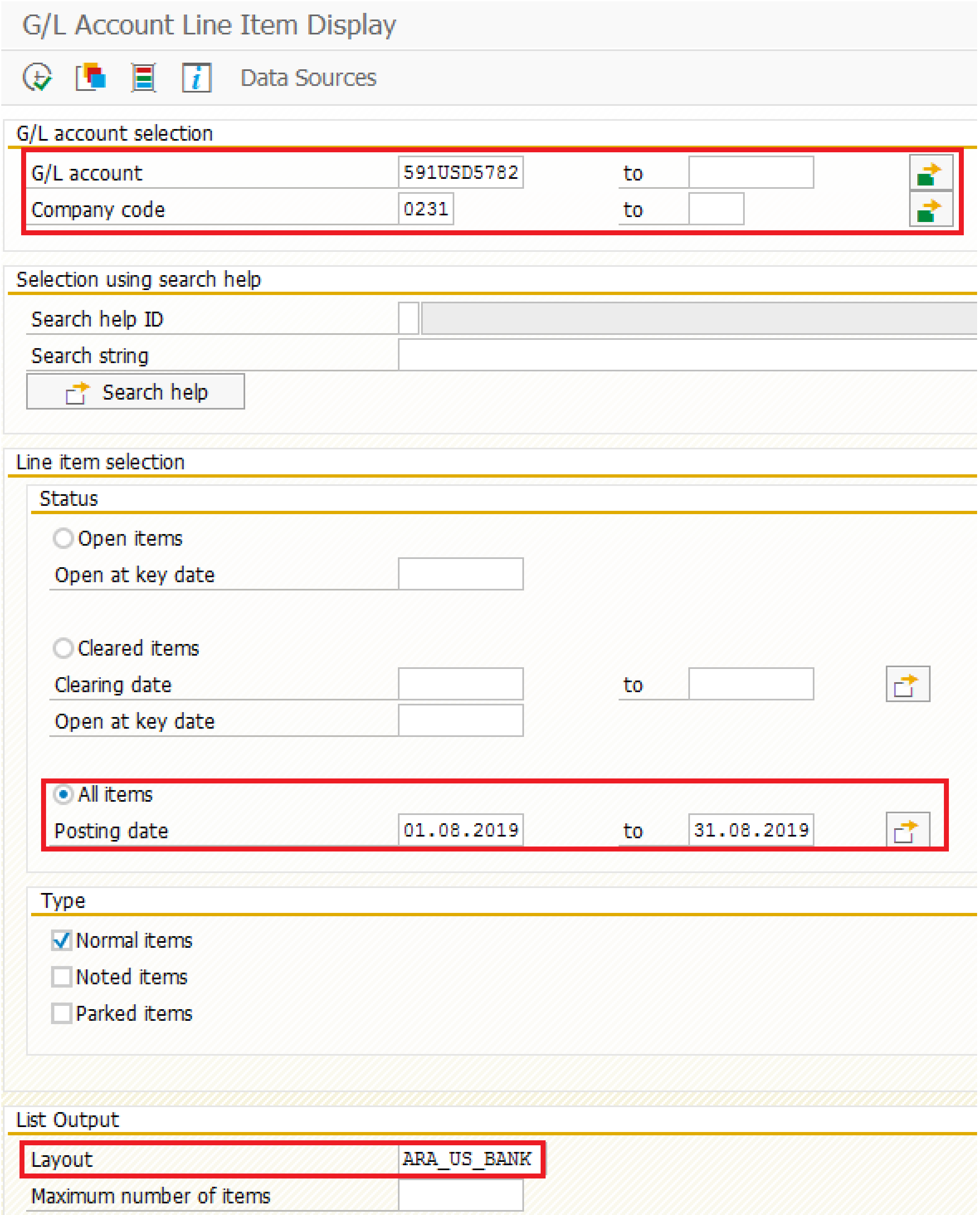
3.1.1. I extract the information

Go to ERP PI1 system an accesses the transaction FBL3N, click in "get variant" and select the variant "ARA_US_BANK".

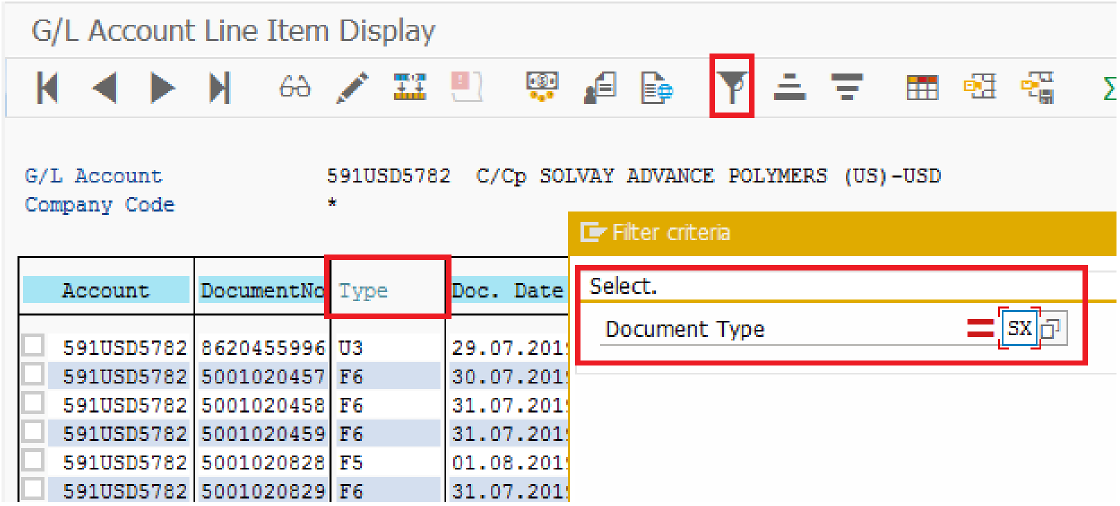


Confirm the populated information:

- G/L Account: all companies accounts of 591USD, 591CAD and 591EUR.
- Company code: all US ERP PF1 companies.
- All Items: from he fist to last day of the previews month.
- Layout: "ARA_US_BANK"



And than press Execute (F8) . When the report is displayed, certify that all lines that are"type" "SX" are excluded.

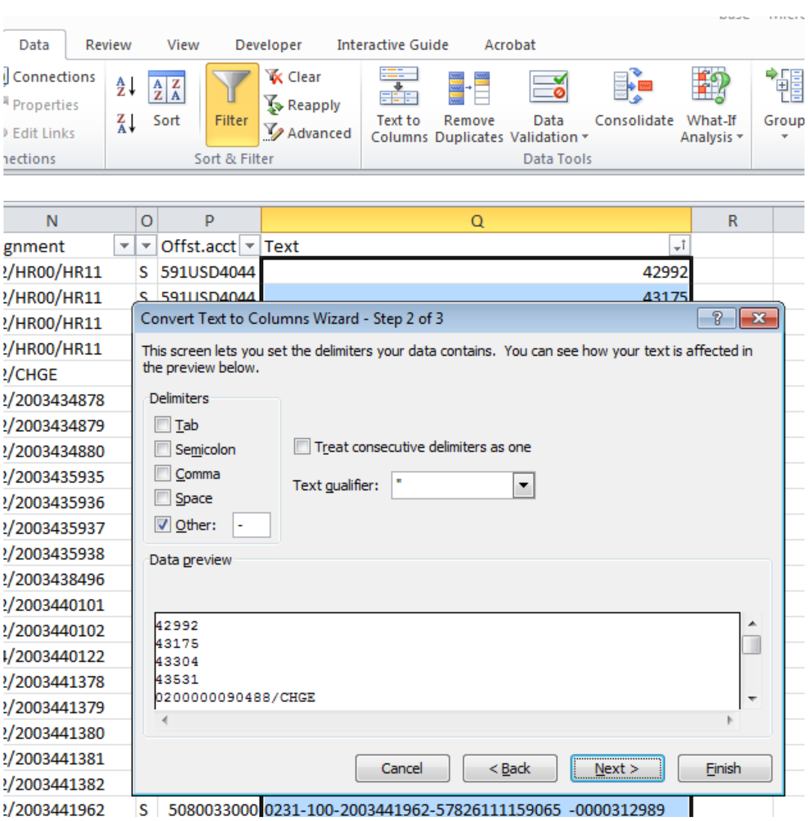


Extract he report to excel file, press List - Export - Local File - Spreadsheet and save in a folder of your preference.

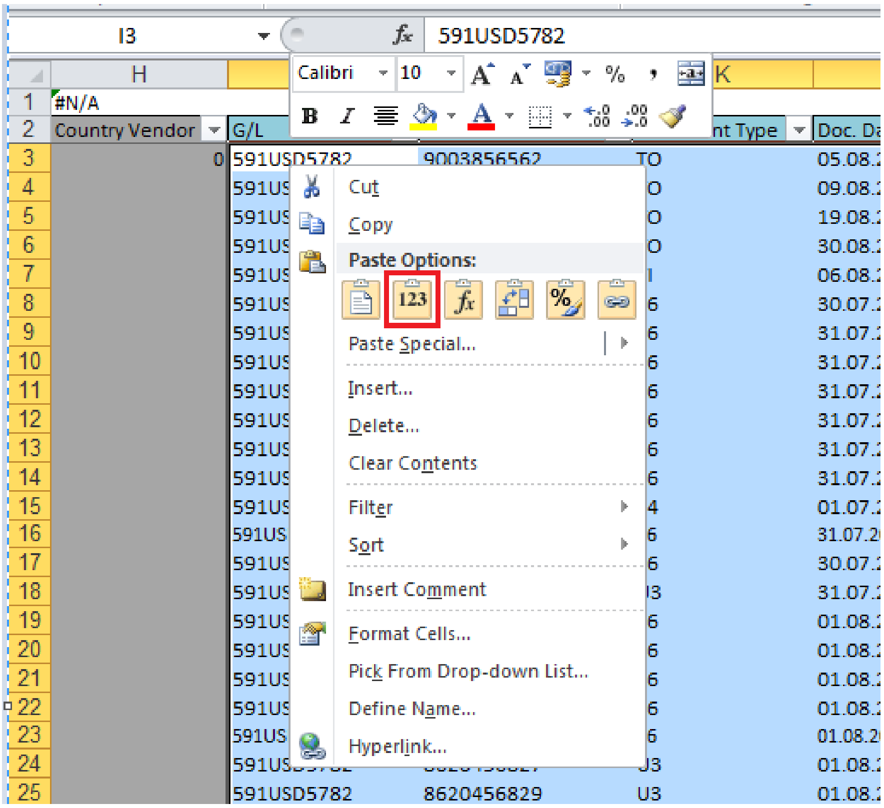
3.1.2. I updated the data base file

Open the file with the information extracted from *ERP* PI1 and:

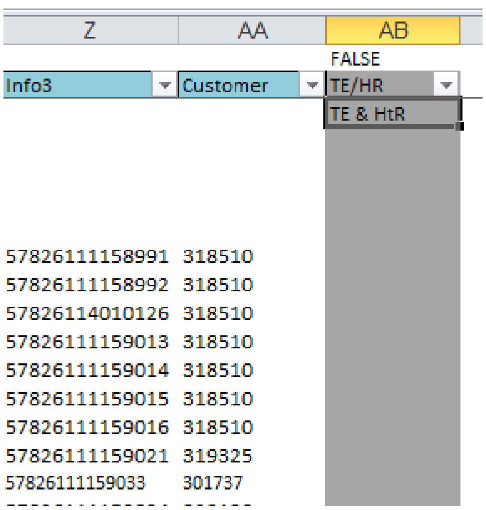
- Remove the blank lines above the headings - select the to lines be deleted press "Ctrl"+"-".
- Exclude column “E”, that is blank; select the to column be deleted press "Ctrl"+"-".
- Segmented the “text” column by “-“. Select column "text" press DATA - Text to Columns - Delimited - Next - Other - type in the box "-" - Finish.



Open the file AAAA.DD Factoring Analysis BASE and in tab "database" e the information from the extracted file starting from cell I3, it must be add as values.

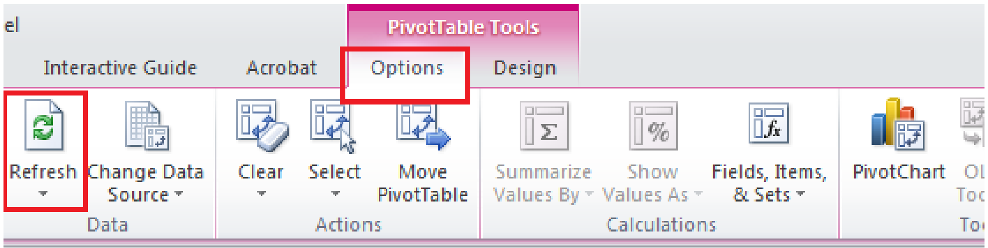


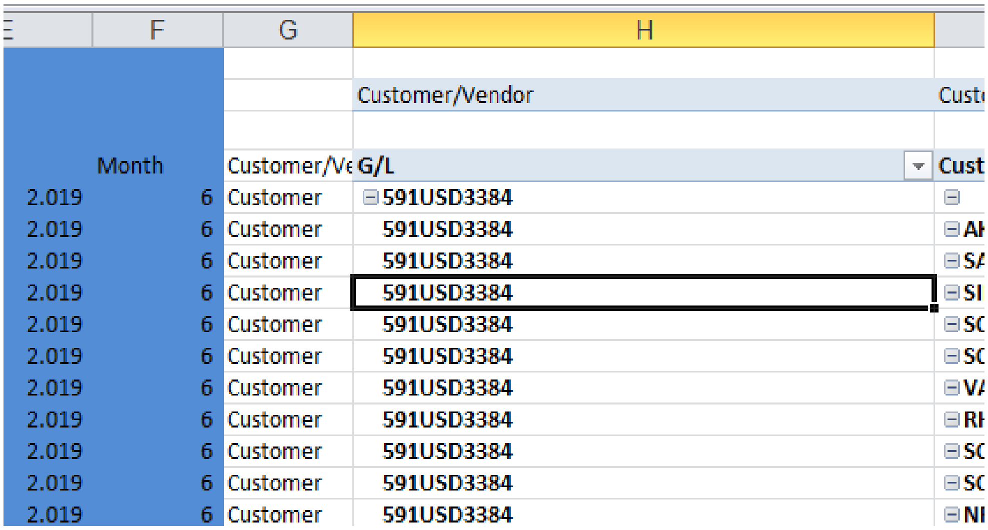
Certify that there is nothing paste in the grey cells, these cells will only be filed by formulas.



Copy the formulas in columns A to H and in column AB to all the lines that have information. Check that the column “H” “Country Vendor “, is informing a country or the number “0”, otherwise there is an error in the formula, it must be fixed.

In tab "Sheet1" update the three tables, click on it then, press Options - Refresh. Do this for the three of them.





Also update the cells in blue with the correct month and year. Save the file.

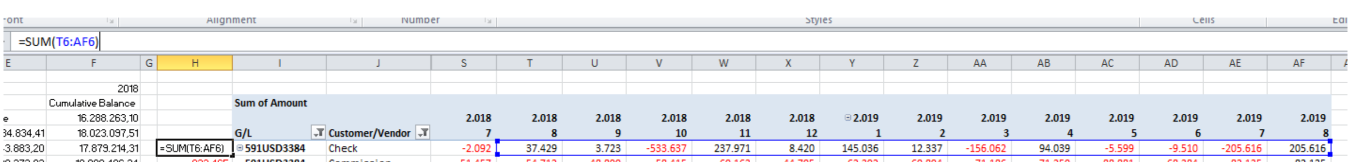
3.1.3. I update the Dashboard file

The information of the "Sheet1" at the file AAAA.DD Factoring Analysis BASE need to be paste in file Factoring Dashboard MM.YYYY of the previous month. To find this file, go to the FreshDesk and search for the ticket of the previous month with the title "US - ARA Bank Accounts - MM.YYYY".

Unhide all the tabs of the file. Copy the information of the first pivot table in the left of the file AAAA.DD Factoring Analysis BASE, tab "sheet1" an paste it in tab "Table" of file "Factoring Dashboard MM.YYYY". The cell in grey have formulas that need to be copy to all filled lines. Nothing should be paste in this cell.

Copy the information of the second and third pivot table of the file AAAA.DD Factoring Analysis BASE, tab "sheet1" an paste it in tab "Customer. Vendor" of file "Factoring Dashboard MM.YYYY". The cell in grey have formulas that need to be copy to all filled lines. Nothing should be paste in this cell.

In tab "Balance" update the pivot table, click in the pivot table than press Options - Refresh. After, update the cells in column "H" to sum year to year.



In tab "Dashboard", update the month and year in cell 5E and 6E.

C	D	E	F

ARA Reconciliation

Factoring Banking Accounts

Select G/L Account	Year	2019
591USD6028	Month	8

Certify that fields of amounts in the reconciliation month and actual balance are equal to the ones in ERP PF1. Also that the link in "Analytical Database" is updated with the new FreshDesk ticket created.

ARA Reconciliation

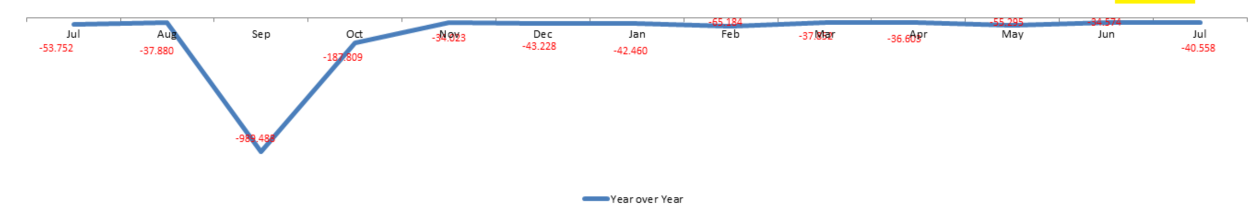
Factoring Banking Accounts

RHODIA
SOLVAY GROUP

Select G/L Account
591USD6028

Analytical Database

	2018	2018	2018	2018	2018	2018	2019	2019	2019	2019	2019	2019	2019	
Resume	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Year Balance
Check	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Commission	-2	-1	-4	-2	0	-2	-1	-1	-1	0	-2	0	-1	-15
Customer	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interests	-28.501	-32.710	-30.737	-27.993	-33.166	-36.941	-41.657	-36.775	-31.686	-35.801	-32.832	-33.771	-34.613	-375.972
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TE & HtR	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vendor	-25.249	-5.169	-958.747	-159.814	-857	-6.285	-802	-28.408	-6.165	-802	-22.461	-803	-5.944	-1.191.089
Total	-53.752	-37.880	-989.488	-187.809	-34.023	-43.228	-42.460	-65.184	-37.852	-36.603	-55.295	-34.574	-40.558	-1.567.076



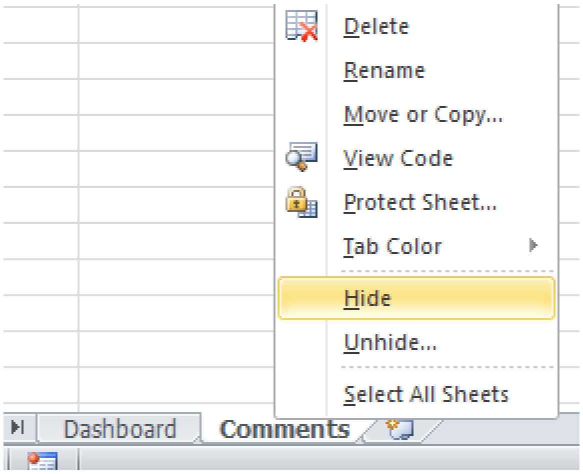
Year over Year Analysis	Amount
7 2018 Initial Balance	-12.186.309
Check	0
Commission	-18
Customer	0
Interests	-437.183
Other	0
TE & HtR	0
Vendor	-1.221.508
7 2019 Balance	-13.845.018

Comments over Balance Variance

Banking accounts are managed by two factoring companies: 4044 (NAFTA - USA), and 0231 (Europe). Banking documents are managed and processed in PI1 (Banking System), where companies 4044 and 0231 are allocated. Afterwards, the information is posted in system PF1.

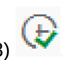
The entries in the banking accounts are classified as: Customer, Vendors, Comissions, Check's, Interests, T&E and HtR, and Other.
Analytical entries available into the hiperlink above.

Except tab "Dashboard", all others must bu hide again.



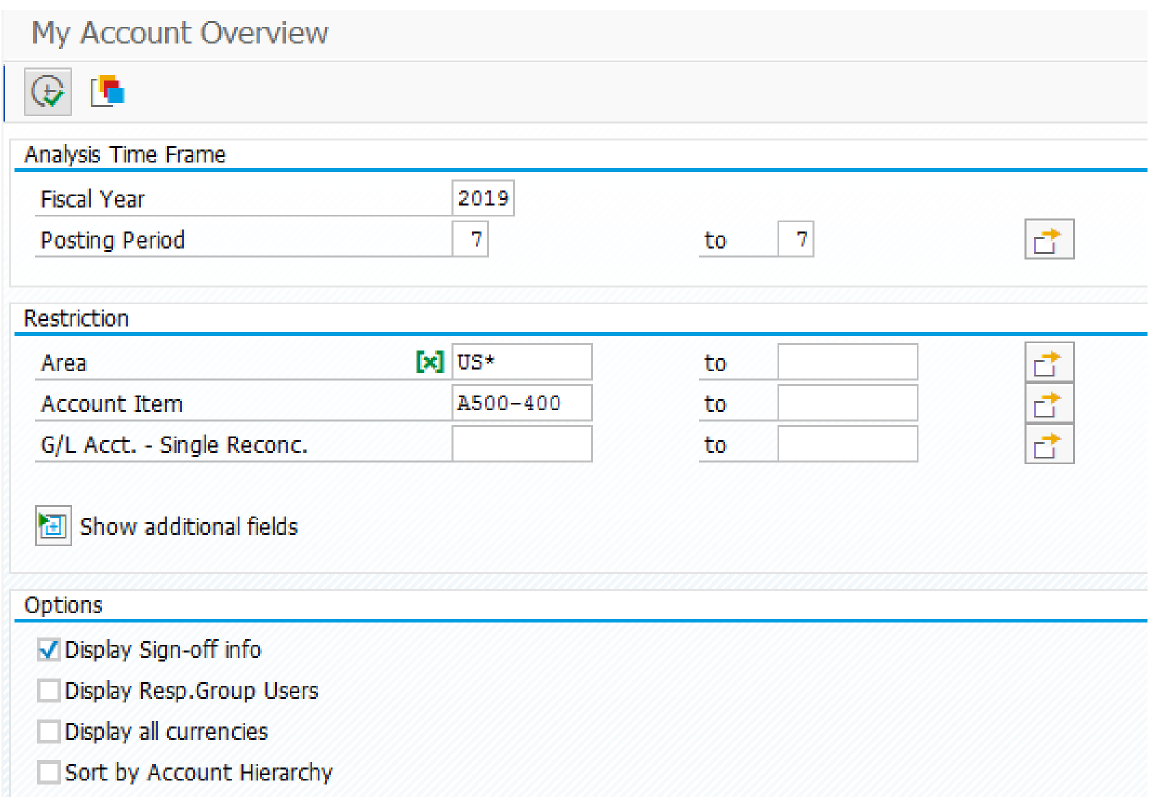
Save the file and add them in the ticket created for it.

3.2. I reconcile the accounts and upload the file

Enter in transaction /BSAR/MENU in ERP PF1, flag "my account", execute(F8) .

The accounts that need to be reconcile will be

- Fiscal year and posting period in accordance to the analysed month;
- Area: US*
- Account Item: A500-400
- Flag Display Sign-off Info



The file need to be upload for all the open accounts and the comment field of the accounts need to be filed with the file comment.

End of document.