

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:

G/L Account Line Item Display


 Data Sources

G/L account selection

G/L account	<input type="text" value="2456003101"/>	to	<input type="text"/>	
Company code	<input type="text" value="4045"/>	to	<input type="text"/>	

Selection using search help

Search help ID	<input type="text"/>
Search string	<input type="text"/>

 Search help

Line item selection

Status

Open items

Open at key date	<input type="text" value="31.07.2019"/>
------------------	---

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	HO	20190614	2456003101	50	1,00000	75.160,54-	USD
07.06.2019	14.06.2019	XXXXX00002	HO	20190614	2456003101	50	1,00000	2.066,70-	USD
07.06.2019	14.06.2019	XXXXX00002	HO	20190614	2456003101	50	1,00000	1.984,64-	USD
20.06.2019	28.06.2019	XXXXX00002	HO	20190628	2456003101	50	1,00000	76.298,16-	USD
20.06.2019	28.06.2019	XXXXX00002	HO	20190628	2456003101	50	1,00000	2.066,70-	USD
20.06.2019	28.06.2019	XXXXX00002	HO	20190628	2456003101	50	1,00000	1.795,40-	USD
			HO					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:

Ci Code	Company	Amount	Ctry	Receiver 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				
HO	2456003101	159.372,14				
WE	2456003101	9.374.453,95				
Difference:		0,00				
Total 2456003101:		9.215.081,81				

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	HO	20190614	2456003101	50	1,00000	75.160,54-	USD
07.06.2019	14.06.2019	XXXXX00002	HO	20190614	2456003101	50	1,00000	2.066,70-	USD
07.06.2019	14.06.2019	XXXXX00002	HO	20190614	2456003101	50	1,00000	1.984,64-	USD
20.06.2019	28.06.2019	XXXXX00002	HO	20190628	2456003101	50	1,00000	76.298,16-	USD
20.06.2019	28.06.2019	XXXXX00002	HO	20190628	2456003101	50	1,00000	2.066,70-	USD
20.06.2019	28.06.2019	XXXXX00002	HO	20190628	2456003101	50	1,00000	1.795,40-	USD
			HO					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:

* Finance Operations Cur - ... > **3186366**

☆ Reply Add note Forward Merge

4045: Solvay Savings Plan Wire for Weekly Payroll 06/13/19

[Saving Plan - 401K - Template:](#)

Worksheet Resume KB15N 3165790 3170514 **3186366** 3190839 3208383 3211707 3228300 32330

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

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	-
Post Date	Ticket	Doc number	Amount	4045	4291	4290	3384	5782	7424	7315	6283	7008	Total	Dif
06.06.2019	3165790	501868232	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				Adjustments that need to be made	Material Document # 5018688232
Company	Description	Amount	G/L Co	Account		
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	Cry	Receiver 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

Doc. Date 28.06.2019
 Postg Date 28.06.2019 Period 6
 DocumentNo 331447477 Number Ranges
 Doc. Text CN-3238781

Form variant Centre / Centre,ordre,otp,sup Input Type Individual Entry

Document Item

Cost Elem. 9173000001 Pers. No. 0
 Amount 817.839,70 Currency USD
 Quantity 0,000 Unit
 Text 06.2019 - Saving Plan - 401K Report

Sender Receiver
 Cost Ctr
 Order 210658002080 404...
 WBS Elem. I04045CBSP04291V1
 CostObject
 Network

Confirm Hold Data Reset Data Position 1

...	Send. Cctr	Cost Element Σ	Amount	Crcy	Receiver WBS element	Total Quantity	Unit	Text
1		9173000001	817.839,70	USD	I04045CBSP04291V1			06.2019 - Saving Plan - 401K Report
2		9173000001	433.282,83	USD	I04045CBSP04290V1			06.2019 - Saving Plan - 401K Report
3		9173000001	109.524,60	USD	I04045CBSP03384V1			06.2019 - Saving Plan - 401K Report
4		9173000001	2.241.045,39	USD	I04045CBSP05782V1			06.2019 - Saving Plan - 401K Report
5		9173000001	2.126.328,14	USD	I04045CBSP07424V1			06.2019 - Saving Plan - 401K Report
6		9173000001	3.487.061,15	USD	I04045CBSP07008V1			06.2019 - Saving Plan - 401K Report
			9.215.081,81	USD				

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

Croco Billing Interface: data acquisition, enrichment

Project Management Selections (DB profile: ZZ0000000004)

Project to

WBS Element

Cost Elements

Cost Element to

Or

Cost Element Group

Select the line and click in Log

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

Croco Billing Interface: data acquisition, enrichment	
No of extracted records (line item):	1
No of data enrichment records:	1
No of text records for each type:	1
No. of incomplete data enrichment records:	0

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:

CROCO - Service Invoice Creation

Project Management Selections

Project to

WBS Element to

Posting Data

Posting Date to

Selection

Billing Data

Billing date from to

Organizat. Data

Sales Organization to

Distribution Channel to

Division to

Customer Data

Customer to

Selection	Default Data
Default Data	
Billing Date	31.07.2019
Date of services rendered	
Pricing date	
Exchange rate-accntg	
Invoicing Currency	
Company Currency	
Create as many Invoices as CO documents/Items	<input checked="" type="checkbox"/>

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).

Actual Settlement: Order	
	Settlement Rule
Order	210658002080 <input type="text"/>
Parameters	
Settlement period	10 <input type="text"/>
Fiscal Year	2019 <input type="text"/>
Posting period	<input type="text"/>
Processing type	Automatic <input type="text"/>
Asset Value Date	<input type="text"/>
Processing Options	
<input type="checkbox"/> Test Run	
<input type="checkbox"/> Check trans. data	

3.3.6 I clear G/L2456003101

After order was settled, use transaction [F-03](#) to clear G/L 2456003101, as below:

Account	2456003101	Clearing Date	30.09.2019	Period	09
Company Code	4045	Currency	USD		

Open Item Selection
<input checked="" type="checkbox"/> Normal OI

Clear G/L Account Process open items

Distribute Difference Charge off diff. Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 2456003101 Pension fund-employer

Assignment	Document...	D..	P..	Posting ...	Docum...	USD Gross
20190904	6211005079	WE	81	04.09.2...	04.09.2...	384.278,92
20190911	6211005088	WE	81	11.09.2...	11.09.2...	414.498,29
20190912	6211005090	WE	81	12.09.2...	12.09.2...	2.553.934,90
20190912	6211005091	WE	81	12.09.2...	12.09.2...	1.224.432,21
20190913	160000146	HO	50	13.09.2...	05.09.2...	724,23-
20190913	160000146	HO	50	13.09.2...	05.09.2...	70.322,78-
20190918	6211005098	WE	81	18.09.2...	18.09.2...	398.350,15
20190925	6211005108	WE	81	25.09.2...	25.09.2...	393.621,12
20190926	6211005112	WE	81	26.09.2...	26.09.2...	1.198.240,24
20190927	6211005117	WE	81	27.09.2...	27.09.2...	2.500.143,51
20190930	160000147	HO	50	30.09.2...	26.09.2...	724,23-
20190930	160000147	HO	50	30.09.2...	26.09.2...	68.971,80-
21065800...	6512017701	AB	50	30.09.2...	30.09.2...	8.926.756,30-

Processing Status

Number of items	13	Amount entered	0,00
Display from item	1	Assigned	0,00
Display in clearing currency		Not assigned	0,00

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.