

4045 - Benefit Entries via IBA

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:

Responsibility area:

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Scope

 Unknown Attachment

ERP

 **PF1**

Frequency

 **Month**

References

FBL3N

Forms

[BoA Benefits - Template](#)

[Mellon Bank - Template](#)

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 perform correctly the posting of entries related to Benefits that are posted in the IBA account (5080900000) of company code 4045.

1.2. Scope

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

2. Definitions

See [Finance Glossary](#):

- [PF1](#)

- P11

3. Tasks description

3.1. Responsibilities and Identification

The Treasury Team is responsible for posting the entries related to benefits requested by the locals and Country Accounting Managers (CAM) in P11 system, which generates an automatic SX document that is transferred to PF1 system.

The Finance Operations Teams is responsible for clearing and allocating properly these entries, which usually have a specific text to be identified, via a G1 document to the Benefits accounts.

Usually, these types of SX documents have a specific Text to be identified by the Fin. Ops. Teams to allocate it properly, generally:

- BoA Benefits;
- Benefit Credit or Mellon Bank.

There is no specific periodicity for these entries to happen, but generally are generated every month.

3.2. I check and post the entries

3.2.1. I check the IBA account

Usually, the checks of the IBA accounts happens daily in US PF1, to check if there is any document that needs to be cleared on.

In FBL3N, use the variant "5080900000" with company code "4045", selecting the last day of the month and the layout "/IBAUSPF1".

Check if there is any SX document with the text, or similar to:

- BoA Benefits;
- Benefit Credit or Mellon Bank.

St	G/L	CoCd	DocumentNo	Type	Doc..Date	Pstng Date	PR	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Clrng doc.	Text
	5080900000	4045	5100002960	SX	22.01.2021	22.01.2021	50	69,78- USD		69,78- USD		6512020011	BoA
	5080900000	4045	5100002968	SX	31.01.2021	31.01.2021	50	69,78- USD		69,78- USD		6512020039	BoA
	5080900000	4045	5100002968	SX	31.01.2021	31.01.2021	50	55,00- USD		55,00- USD		6512020039	Boa benefits
	5080900000	4045	5100002968	SX	31.01.2021	31.01.2021	50	55,00- USD		55,00- USD		6512020039	Boa benefits

If there are, they need to be allocate to the correct account. Each text and entry should be allocated to a specific accounts:

- BoA Benefits - 2454004324;
- Benefit Credit or Mellon Bank - 2454004321

You can use the templates attached for each account: Boa Benefit or Mellon Bank, just changing the posting key if needed to, in order to clear the IBA account.

3.2.2. I fill the template and post the item

After the SX entry was posted in PF1 system, you will need to post a G1 document using the templates. You must use the same amount as it is posted in the IBA account:

St	G/L	CoCd	DocumentNo	Type	Doc..Date	Postng Date	PK	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.	Clrng doc.	Text
	5080900000	4045	5100002960	SX	22.01.2021	22.01.2021	50	69,78	USD	69,78	USD	6512020011	BoA



ITEM	Company Code	Header Text	Doc Date	Posting Date	Auto VAT	Posting Key	G/L account	Amount Doc cur	B.A.	Value Date	Cost center	CG
1	4045	BoA Benefits	22012021	22012021		40	5080900000	69,78		22012021		
1						50	2454004324	69,78		22012021		

The posting date and document date should also match what is stated in the SAP account.

Always remember to check if the assignment is correct. The assignment should be different for each account:

- 2454004324 - BoA Benefits;
- 2454004321 - Hewitt - MM (replacing the MM with the current month);

After that, save the file and upload it to the RPAoperator in Freshdesk, preferentially in the ticket from Treasury which originated the entry.

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End of document.