

IT - Bank Postings and Bank reconciliation

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, korea, thailand*
 - 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

[financial_accounting](#)

[country_accounting](#)

ERP



Frequency

DAILLY

MONTHLY

References

[SM35](#); [FBL3N](#) [FBL1N](#); [FBL5N](#);
[FEBAN](#)

Forms


Attachments

[Bank Guarantee List](#)

[IT Bank reconciliation](#)

[Database for F24](#)

[F24 PDF Archive](#)

(please give a name and add a link to the text) 

*Previous OP << IT - Bank Postings
and Bank reconciliation >> Next OP*

1. Objective and Scope

1.1. Objective of this Operation

The objective of this procedure is to explain how to prepare and post the bank movements from the various banking accounts.

The movements includes payments (Tax, Social Security, Vendors not assign to CICC), Cash Collection (receivables not assign to CICC) and Cash Pooling.

1.2. Scope

This procedure is applied for the following companies:

- 0270: Solvay Chimica Italia
- 0279: Solvay SA
- 5835: Solvay Speciality Polymers Italia
- 6277: Solvay Energy IT
- 6306: COGEN Spinetta
- 6328: COGEN Rosignano
- 8090: SOLVAY SOLUTIONS IT

2. Definitions

See Finance Glossary:

- [CAM](#)
- [CICC](#)

3. Tasks description

3.1. Periodicity

Banking movements have to be post in accounting on a daily basis.

At D1 all the movements of the month should be post, transitory accounts cleared and bank reconciliation finalized.

3.2. I list the bank accounts open for the Italian entities

It is important to remind that Italian entities have open bank accounts in the following banks:

Company Name	Bank Group	Bank Account Number (Main Format /IBAN)	SAP G/L Account	Banking Platform
00270 - Solvay Chimica Italia S.p.A., Milano	BNP Paribas	IT02X0100501600000000014225	505DGEUR70	WEBSITE
		IT44A0100501600000000014335	505DHEUR70	WEBSITE
	Intesa Sanpaolo	IT98S0306909400100000008427	50601EUR20	WEBSITE
	Monte dei Paschi di Siena	IT24K0103025101000000710060	50606EUR20	WEBSITE
00279 - Solvay SA - Italie	Deutsche Bank	IT31L0310401600000000162288	50608EUR20	WEBSITE
	BNP Paribas	IT83J010050160000000005066	50611EUR20	WEBSITE
	Monte dei Paschi di Siena	IT26X0103001600000000271057	50604EUR20	WEBSITE
	Intesa Sanpaolo	IT52C0306909400100000008491	50601EUR20	WEBSITE
05835 - Solvay Specialty Polymers Italy S.p.A., Milano	Intesa Sanpaolo	IT87I0306909400100000008778	50601EUR20	WEBSITE
	BNP Paribas	IT53Z0100501600000000014227	505DGEUR70	WEBSITE
62770 - Solvay Energy Services Italia s.r.l.	BNP Paribas	IT50Q0100501600000000014312	505DGEUR70	WEBSITE
63060 - Cogeneration Spinetta S.P.A.	Sumitomo Mitsui Banking Corporation	FR7615250000010000033187248	50528EUR30	WEBSITE
	Intesa Sanpaolo	IT25I0306909400100000010670	50601EUR20	WEBSITE
		IT36I0306909400100000010860	50583EUR70	WEBSITE
63280 - COGENERATION ROSIGNANO S.p.a.	Intesa Sanpaolo	IT65T0306909400100000011712	50601EUR20	WEBSITE
		IT19L0306909400100000012158	50602EUR20	WEBSITE

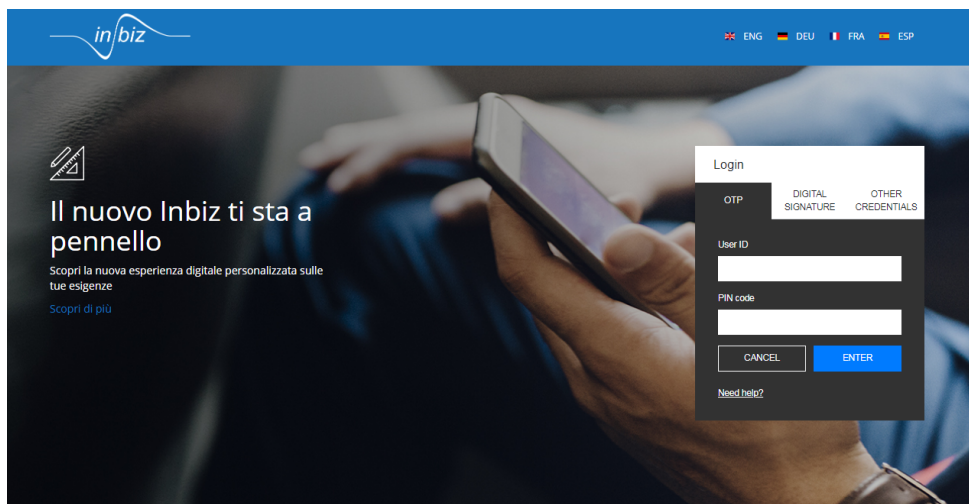
	Mitsubishi UFJ Financial Group	IT90H0348701600000015508468	505CEEUR60	WEBSITE
		IT24H0348701600000015508492	505CEEUR70	WEBSITE
		IT22M0348701600000015508500	505CFEUR70	WEBSITE
		IT49T0348701600000015508518	505CGEUR70	WEBSITE
		IT39W0348701600000015508526	505CHEUR70	WEBSITE
80902 - SOLVAY SOLUTIONS ITALY	BNP Paribas	IT36L010052010000000000034	51000516	WEBSITE

For the login information go to the following [link](#).

3.3. I perform the allocations of bank Intesa Sanpaolo

Intesa Sanpaolo S.p.A. is an Italian international banking group. In their platform InBiz we find the majority of active banks and bank accounts in the different banks for all Italian companies, so we will be able to access daily movements through this platform for INTESA SANPAOLO SPA, BANCA MONTE DEI PASCHI DI SIENA S.P.A., DEUTSCHE BANK SPA ...

To Login, insert your credentials User ID / PIN Code and press ENTER.



A second validation will be required by using a token device.

Follow the instructions and insert OTP code provided by token.

Once you enter in the main page of the homebaking you can change language from/to ENG/IT (at your preference).

You will find it on the right of the screen right below your credentials (see highlighted in yellow):

The screenshot shows the inbiz portal interface. At the top right, there is a user profile for Isabel Maria Barbosa Bravo, Operator, with company code 00301657. Below the profile, there is a language selection dropdown menu currently set to 'ITA', which is highlighted in yellow. To the right of the dropdown is a 'LOGOUT' button. The main content area displays a balance sheet summary for 'Riepilogo saldi' as of 05.06.2019, with a total balance of 7.751.633,33 EUR. The table lists various accounts and their balances, including COGENERATION ROSIGNANO SPA with a balance of 1.488.373,78. A sidebar on the left contains navigation options like 'Home', 'Accesso veloce', and 'Conti correnti'. A top navigation bar includes 'Azienda Tutte' and 'Codice Sia'.

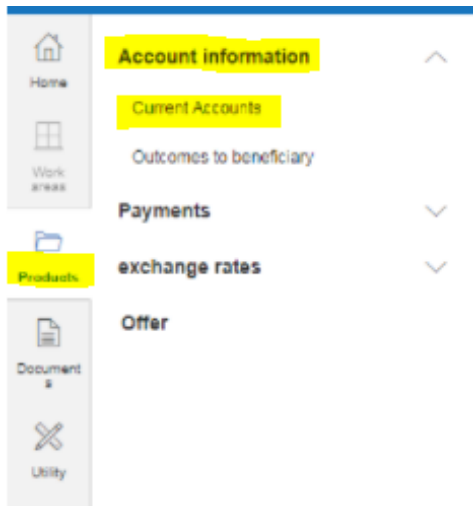
3.3.1. I access the Intesa bank statements

On top of the page you can make a selection by company to simplify or select all entities:

The screenshot shows a dropdown menu for selecting a company. The header of the dropdown is 'Company: SOLVAY SOCIETE ANONYME' with 'SIA Code: 70801'. The dropdown list contains the following options:

Company Name	SIA Code
All	
SOLVAY SPECIALTY POLYMERS ITALY ...	7442B
COGENERATION ROSIGNANO SPA	B6VVV
COGENERATION ROSIGNANO SPA	B43ZZ
COGENERATION SPINETTA SPA	BZ0AZ

To retrieve the daily movements, at the left go to **Products Accounting Information Current Accounts**



Select "Number of account entries"

[Online help](#)

ACCOUNT INFORMATION
Account Number

ACCOUNT BALANCES **NUMBER OF ACCOUNT ENTRIES** STATEMENT

Bank
All Banking association codes/Swift codes

Account Number CCY
All EUR

Booking date from to
05.09.2019 05.09.2019 last received balances

And as a last step choose the respective bank account and the period:

ACCOUNT INFORMATION
Account Number

ACCOUNT BALANCES **NUMBER OF ACCOUNT ENTRIES** STATEMENT

Bank
All Banking association codes/Swift codes

Account Number CCY
All EUR

- All
- IT09I010050160000000005065-EUR-70671
- IT24K010302510100000710060-EUR-70671
- IT56J0103025101000001744790-EUR-70671
- IT98S0306909400100000008427-EUR-70671
- IT20R010050160000000006000-EUR-70801
- IT24K010302510100000710060-EUR-70801
- IT25V010050160000000006004-EUR-70801
- IT26X0103001600000000271057-EUR-70801
- IT31L0310401600000000162288-EUR-70801
- IT52C0306909400100000008491-EUR-70801

SEARCH
ADVANCED SEARCH
SAVE SEARCH
DELETE SEARCH

Afterwards you can extract in excel

PRINT
EXPORT DATA IN EXCEL

or generate a pdf file by selecting:

3.2.2. I perform the bank postings in SAP

The majority of the payments/receivables are to/from recurrent operations/vendors/customers.

Analyze each movement to understand the movements by:

- Using SAP transaction FBL3N and checking the Bank G/L Account (50XXXX), look at all the bank movements of the previous months to check if there is a movement containing the same description or reference.
- Using SAP transaction FBL3N, look at all the bank movements of the previous months to check if there is a movement with the same amount.

Or, if reading the description you realize that the movement is the payment of a vendor,

- Using SAP transaction FBL1N, check if a vendor with the same name is existing and if the related open item is present. You can also check the transaction ITINVOICE where all electronic invoices received are listed to find the correspondent invoice.

Or, if reading the description you realize that the movement is the cash collection of a customer,

- Using SAP transaction FBL5N, check if a customer with the same name is existing and if the related open item is present, there is always reference to the customer name or invoice number paid. In case you need support you can always enter in contact with CCT team that will help you to allocate the amount received properly.

Commissions posting scheme

There is a clear set of accounts created to ensure the allocation of the expense by its nature.

For this reason we must ensure that the allocations (if not automatic) should be done as follows:

- 50 50xxxxxxx
- 40 using...

Bank charges - new set up : split by nature

PF1 P11 WP1

Bank charges linked to transactions

			PF1	P11	WP1	
a)	R53620	Bank collection charges AR (to-be-invoiced)	EBITDA	6599000210*	2760000210	98536210*
a)	R53620	Bank collection charges (AR)	EBITDA	6599000230	6599000230	98536200
	R53620	Bank charges related to payments (AP, HR,...)	EBITDA	6599000400	6599000400	98536220

Bank charges linked to account management

R53620	Bank charges - Account Mgt/Cash Pool,...	EBITDA	6509000020	6509000020	98536230
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Others financial charges*Sub - others fees*

R54620	Guarantee commissions (charges)	FIN	6510090000	6510090000	98546220	
R54720	Guarantee commissions (income)	FIN	7510090000	7510090000	na	
R53620	External factoring/reverse factoring/supply chain financing	EBITDA	6599000000	6599000000	98536240	
b)	R53620	Miscellaneous bank charges	EBITDA	6590900000	6590900000	98536250

Sub - interest (external)

R53710	Interest on bank accounts (income)	FIN	7510032000	7510032000	98532400
R53610	Interest on bank accounts (charges)	FIN	6500032000	6500032000	98531400
R53710	Interest on non consolidated sub's c/a (income)	FIN	7510031000	7510031000	98532500
R53610	Interest on non consolidated sub's c/a (charges)	FIN	6500031000	6500031000	98531500

New GL accounts in ERP environment

a) Only one GL account linked to AR bank charges to be invoiced (only for CAMS process 0231/4044) - no split anymore by tolerance

b) Only one "miscellaneous bank charges" GL account with a limited utilization (such as guarantee fees linked to operational guarantees...)

* GL account only used for a "robot" process in case of out of tolerance (considered as a temporary account to be analyzed and cleared).

List of cost centers to use:

- 0270 -
- 0279 -
- 5835 -
- 6277 -
- 6306 -
- 6328 -
- 8090 -

Bank guarantee (fidejussioni) posting scheme

Some bank guarantees are owned by the entities and in the case of 0279 Solvay SA that acts on behalf of other entities (5835/0270/8090/Rhodia Operations/Inovyn), we need to relocate to the respective entities. To simplify the procedure there is a quarterly invoice being issued to the partners.

Accounting scheme:

50 BS bank account 5XXXX

40 P/L Account in PF1 6510090000 98546220

Cost Center

5835 B746000000

0270 XR46000000

6277 4X46000000

8090 8090-8000

For 0279 SOLVAY SA ITALY the booking process is based on a database that are in constant update, whenever new guarantees are issued - [Bank Guarantee List](#).

The approved accounting scheme is:

50 BS bank account 5XXXXXXX

40 BS account 222000000 adding in the text/assignment the partner company to invoice.

At the end of the month, there is a check to ensure that the guarantees owned by 0279 are allocated to PL should be performed to account 6510090000 with cost center YU46000000.
For the partners an invoice will be issued every quarter end of March/June/September/December.

For Invoicing the companies you can take request ID 802295 as reference, sending our colleagues all the detail and amount in their predefined template.

Intercompany team will receive the data and perform an FI posting like:

50 BS Account 222000000
40 P/L Account 7510090000 WBS selected according to partner
Tax Code K2

After they will settle that WBS and issue the invoice.

In the receiver company we will need to find the following allocation:

Account in PF1 6510090000 and in WP1 98546220.

Cost Center

5835 B746000000

0270 XR46000000

6277 4X46000000

8090 8090-8000

How to recognize a bank guarantee in your statements?

It is written in the text "Fidejussione" or "FID.XXXX" or in the fifth column with the code "ZP - Commissioni e Spese su fideiussioni" as below:

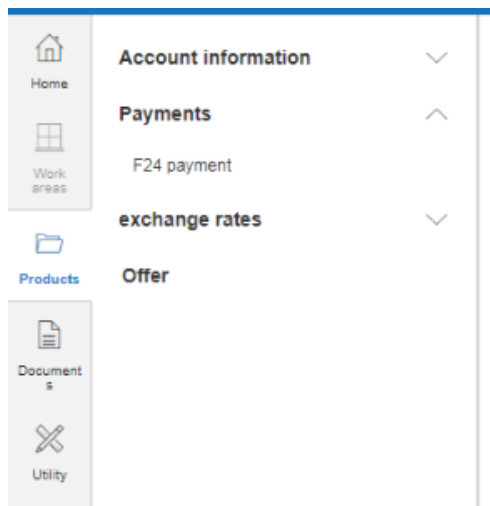
25.08.2017	25.08.2017	2.069,58	-	16 - Commissioni		Account entry description: FID.143522 250817/221117IMP. 20695 Accounting entry info: 83
24.08.2017	22.08.2017	10.434,97	-	ZP - Commissioni e Spese su fideiussioni	S9 - COMMISSIONI SU IMPEGNI DI FIRMA	Account entry description: COMM.IMPEGNI FIRMA Accounting entry info: _Numero fidejussione 01383-8200-00596449 _Data emissione fidejussione : 20140506 _Controvalore in EU : 9.275.529,74 _Scadenza fidejussione : 20170521 _Beneficiario fidejussione : 1611/G AMM.NE FINANZIARIA PESCARA _Periodo commiss.su fidejuss.: 20170822 20171122 _Riferimento Operazione : IF20B20170822IY2460000000048

For F24 movements, use file "Posting banche 24". Go to the [home banking Intesa](#) for detail. For each company there's a sheet.

In the sheet there's several code or a group of codes (found in the home banking) that will be link to an account (for new codes contact local).

In homebanking:

Go to **Products Payments F24 payment**



Select tab **Past Records and Outcomes**:

PAYMENTS
F24 tax form payments

ENTER PAYMENT PROXY | TO BE AUTHORISED | TO BE SENT | **PAST RECORDS AND OUTCOMES**

Company:

From date: 30.08.2019 to 06.09.2019

Debit bank ABI:

Past order list | **Outcomes** | Show all

List of past orders 15 items

SEL	DATE	BANK CODE	SIA	ORDER REFERENCE	AMOUNT	DESCRIPTION	NO. INSTRUCTIONS	IMPORT FILE OPTIONS	STATUS
No elements found to match the search criteria input									

Select tab **Show all**, select company and date.

PAYMENTS
F24 tax form payments

ENTER PAYMENT PROXY | TO BE AUTHORISED | TO BE SENT | **PAST RECORDS AND OUTCOMES**

Company: SOLVAY SOCIETE ANONYME

From date: 30.08.2019 to 06.09.2019

Debit bank ABI:

Past order list | Outcomes | **Show all**

List of past orders/outcomes 15 items

SEL	DATE	BANK CODE	SIA	ORDER REFERENCE	AMOUNT	DESCRIPTION	NO. INSTRUCTIONS	IMPORT FILE OPTIONS	STATUS
No elements found to match the search criteria input									

In the end check if the posting key reflects the movement made in the bank.

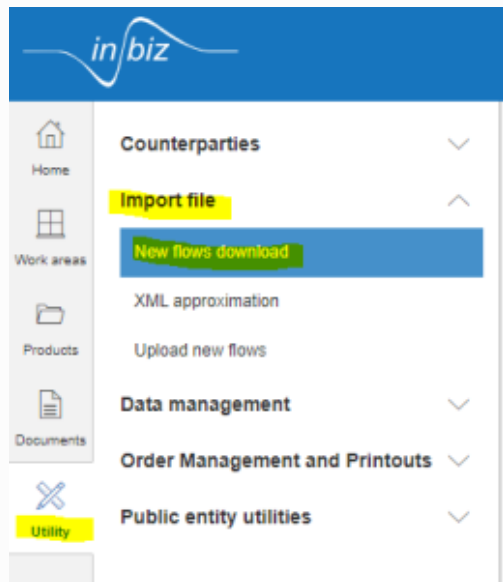
- IMPORTO DEBITO-50
- IMPORTO CREDITO - 40

Attached the image to the shared folder.

I access the .TXT file for SAP upload (not applicable but kept as information)

From Inbiz Website we are able to extract specific TXT file for automatic postings.


Go to Utility Import file New flows download



In tab **Download Flow Reservation**, select **Company**, then date of extraction and status.

A screenshot of the 'New flows download' form in the Inbiz system. The form has a title 'IMPORT FILE New flows download'. Below the title are two tabs: 'DOWNLOAD FLOW RESERVATION' (highlighted in yellow) and 'DOWNLOAD FLOWS AND VIEW OUTCOMES'. The 'Search flows to be downloaded' section contains several fields: 'Company' (dropdown menu with 'All' selected), 'Flow type' (dropdown menu with 'Bank account (CBI/SWIFT/CAMT)' selected and highlighted in yellow), 'Selection per:' with two radio buttons: 'Bank' (selected) and 'Account Number', each followed by a dropdown menu (the first has 'All' selected, the second has 'All coordinates' selected). At the bottom, there are 'From date' (01.09.2019), 'to' (05.09.2019), and 'status' (dropdown menu with 'Reserve for downloading' selected and highlighted in yellow) fields. A 'SEARCH' button is located to the right of the status field.

Afterwards a list of movements, per day, by entity will be displayed. Just select all lines and press "RESERVE A DOWNLOAD":

Online help 

IMPORT FILE
New flows download

Search flows to be downloaded

Company: 70671-SOLVAY CHIMICA ITALIA SPA

Flow type: All products

Selection per:

Bank: All
 Account Number: All coordinates

From date: 01.09.2019 to: 05.09.2019 status: All (Reserved and To Be Reser

Orders resulting from search : 14 15 items

SEL	FILE ID	COMPANY	BANK	TYPE	FLOW DATE	DOWNLOAD DATE	DIM. (KB)	TRANSACTIONS
<input checked="" type="checkbox"/>	INEOCC-CEPOLA	SOLVAY CHIMICA ITALIA SPA	01030	Bank account (CB/SWIFT/CAMT)	05.09.2019	-	1615	<input type="button" value="RESERVE A DOWNLOAD"/>
<input type="checkbox"/>	INEOCC-CEPOLA	SOLVAY CHIMICA ITALIA SPA	03069	Bank account (CB/SWIFT/CAMT)	05.09.2019	-	4477	<input type="button" value="RESERVE A DOWNLOAD"/>
<input type="checkbox"/>	INEOCC-CEPOLA	SOLVAY CHIMICA ITALIA SPA	01030	Bank account (CB/SWIFT/CAMT)	05.09.2019	-	726	<input type="button" value="RESERVE A DOWNLOAD"/>

The system will automatically transfer to second tab and you can select "DOWNLOAD"

IMPORT FILE
New flows download

Search flows to be downloaded

Company: All

Flow type: All products

status: All

Can downloads All

15 items

SEL	FLOW TYPE	COMPANY	TYPE	DATE	TIME	SIZE	STATUS	DOWNLOAD
<input type="checkbox"/>	Bank account (CB/SWIFT/CAMT) (ID 2092361) ISABEL MARIA BARROSA BRAVO (CYRPHOE)	SOLVAY CHIMICA ITALIA SPA	Bank account (CB/SWIFT/CAMT)	05.09.2019	14:39:47	1630	to be downloaded	<input type="button" value="DOWNLOAD"/>
<input type="checkbox"/>	Bank account (CB/SWIFT/CAMT) (ID 2084286) ISABEL MARIA BARROSA BRAVO (CYRPHOE)	SOLVAY SPECIALTY POLYMERS ITALY S P	Bank account (CB/SWIFT/CAMT)	05.09.2019	12:20:26	8418	downloaded	<input type="button" value="DOWNLOAD"/>



Its recommended to select status **Reserve for Downloading**, to avoid duplication, however, if its necessary to re run all movements, choose **ALL(Reserved and To Be Reserved for Downloading)**.

There is available some automations for very specific accounts (not updated for the most recent accounts, reason not known).

- Z1F_IT_ZIFRIPBA_SPI

Run transaction and call variant:

0270 0270 S.PAOLO I

0279 0279 S.PAOLO I

5835 5835 S.PAOLO I


6277 6277

UPLOAD BANK MOV IN REFLEX ACCOUNT FROM BBV FILE

Cod SIA of company

File Name Bank SPI

OUPUT FILE NAME

Causal Treat 

ABAP: Variant Directory of Program Z1F_IT_ZIFRIPBA_SPI

Variant name	Short Description	Environment	Protected	Created by	Created on	Changed by	Last Changed c
0270 RISPARMIO	0270 RISPARMIO DI PISTOIA	A		PT400070	10.03.2016		
0270 S.PAOLO I	0270 S.PAOLO I	A		IT54603	10.06.2009	PT63016738	07.03.2016
0270 TEST MPS	tes	A		IT90059	25.03.2013		


It will fill all the required info from the bank, for some very specific operations like commissions and bank guarantees and generate a txt file that will be used in a second transaction.

UPLOAD BANK MOV IN REFLEX ACCOUNT FROM BBV FILE

Cod SIA of company

File Name Bank SPI

OUPUT FILE NAME

Causal Treat 



Note

Copy the output file name. It will be need in next transaction.

Run transaction and select the file extracted previous on Inbiz Homebanking.

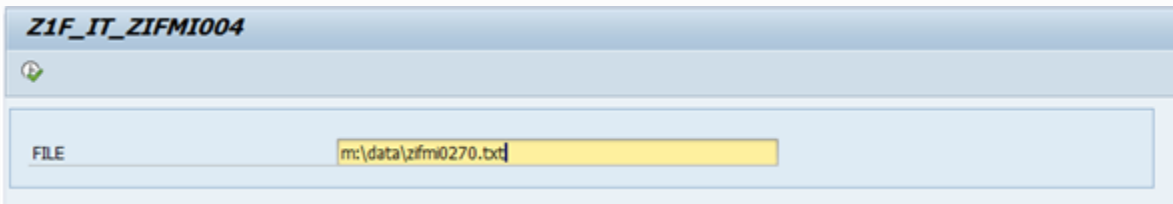
The output will be:

```
Caricamento file estratto da IN BIZ In SAP Tipo Doc.G5 1
Numero documenti registrati : 2
```

After, go to transaction Z1F_IT_ZIFMI004.

- **Z1F_IT_ZIFMI004**

Enter transaction, paste the "output file name" copied on previous transaction and run:

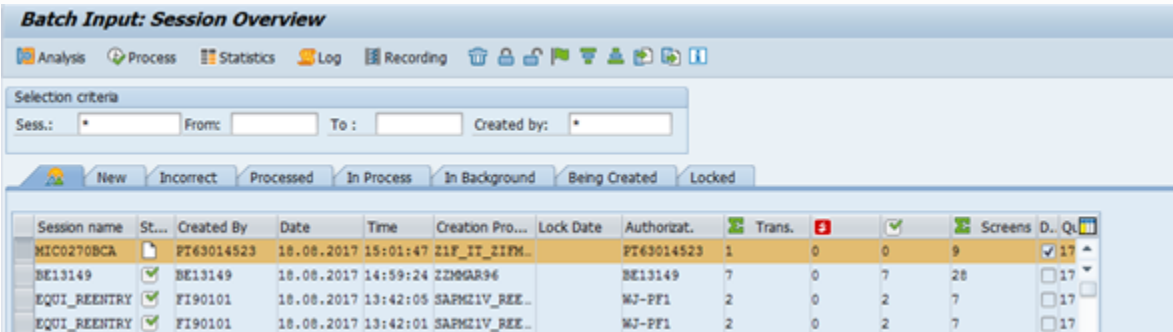


```

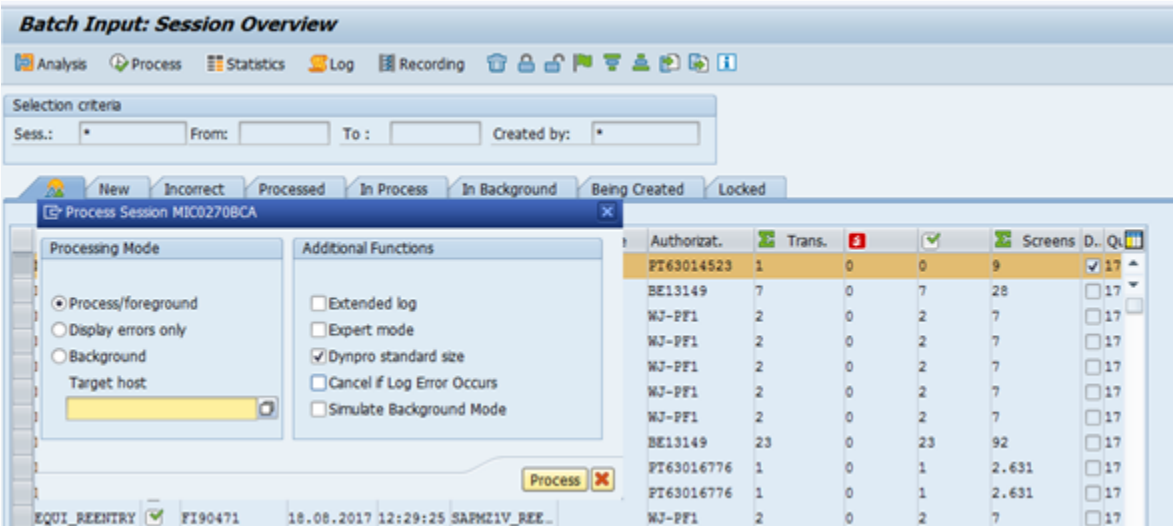
Z1F_IT_ZIFMI004      * ELABORAZIONE TERMINATA *

Totale importo registrato per società 0270      42.032,17
  
```

Afterwards, go to transaction SM35, select the session name "MICxxxxBCA", where the xxxx is the company code.



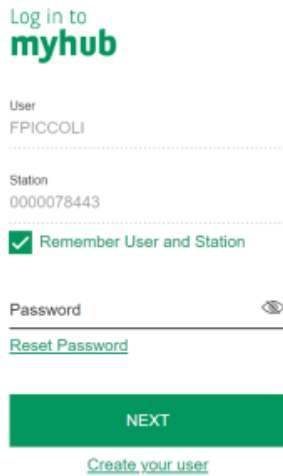
If possible run the batch input in foreground to control if the amounts posted are the ones in the bank statement.



3.4. BNL - Banca Nazionale del Lavoro (Gruppo BNP Paribas)

For these bank accounts the items are posted automatically in SAP and we only need to perform the final allocation.

- Enter in <https://myhub.bnl.it/> and have your token ready to retrieve the 2nd code.
- For the credentials access go to [link](#).
- Insert credentials in fields **USER**, **PASSWORD** and **Station Data** and press NEXT.




Log in to
myhub

User
FPICCOLI

Station
0000078443

Remember User and Station

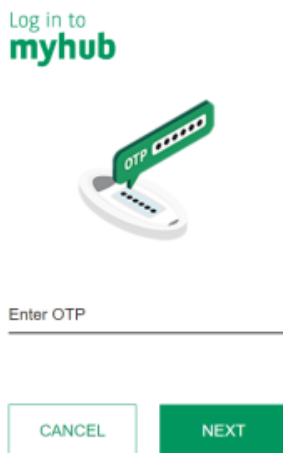
Password 

[Reset Password](#)


NEXT

[Create your user](#)

- Insert **OTP code** generated in the token and press NEXT.



Log in to
myhub



Enter OTP

CANCEL **NEXT**

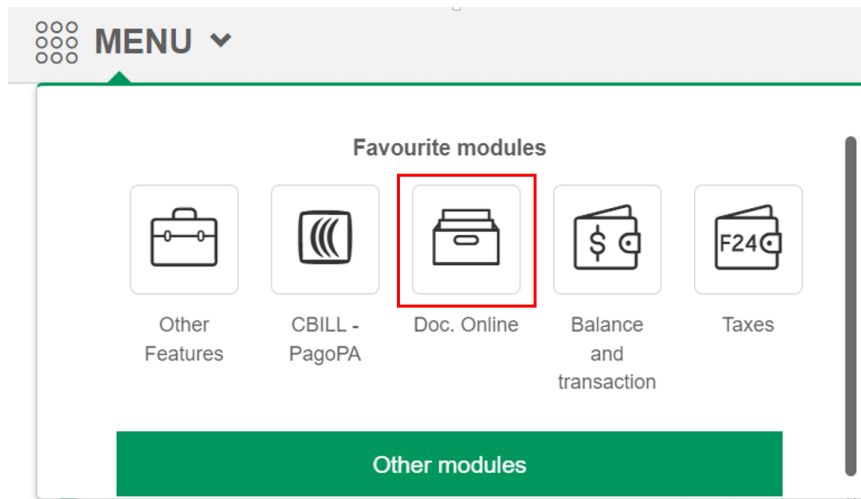
Once connected the following screen appear:

Dashboard

	Tot. Ledger	0,00 €
	Tot. Liquid	0,00 €
High balance accounts:		
	IT36L0100520100000000000034	0,00 €
	IT02X0100501600000000014225	0,00 €
Liquid balance		0,00 €
Ledger balance		0,00 €

3.4.1. I access the BNL bank statements

If you need to see the movements of the statement, go to **MENU**, then click on **Doc. Online**

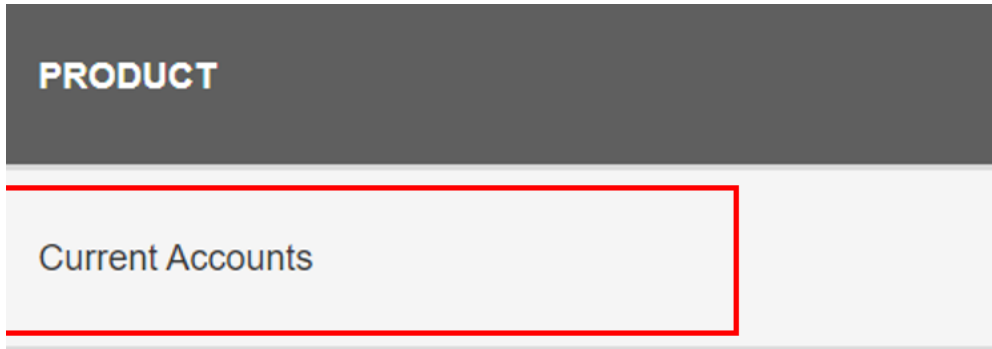


Then choose the **Company Name** from the drop-down menu:

Doc. Online

Company name SOLVAY SOLUTIONS ITALIA ... ▾	Product All ▾
SOLVAY SOLUTIONS ITALIA S.P.A.	
SOLVAY CHIMICA ITALIA SPA	
SOLVAY ENERGY SERVICES ITALIA S.R.L	
SOLVAY SOCIETE' ANONYME	
SOLVAY SPECIALTY POLYMERS ITALY S.P	
	PRODUCT ID
	01005 - 20100 - 000034
	00019353130000000000

Choose **Current Accounts**



Business Direct Channels

then **Bank Statement** in **Document type** menu.



Select the data you want to export and click on the icon to download the statement you need:

< **Doc. Online - Current Accounts 4367000034**

Document type: **Bank Statement** (highlighted with a red box) | Reference date From: 01/01/2022 | Reference date To: 30/12/2022 | **1** | RESET FILTERS

DOCUMENT	GENERATION DATE	REFERENCE DATE	
Bank Statement	01/01/2022	01/01/2022	2
Bank Statement	31/01/2022	31/01/2022	
Bank Statement	28/02/2022	28/02/2022	
Bank Statement	31/03/2022	31/03/2022	

The system will download the .pdf file:

Conto Corrente

Estratto Conto n. 11 al 30/11/2022
 Foglio n. 1
 Rif. interni: 301122 A.02571842L.01.4367.000034

Estratto Conto	
C/corrente ordinario	n. 34
Sportello BNL	BOLLATE
Periodo di riferimento	02 Nov 2022 / 30 Nov 2022
Codice Cliente	02571842 L
Divisa	EURO
Coordinate bancarie	
Nazionali:	01005 20100 0000000000034
IBAN:	IT36L010052010000000000034
Indirizzo SWIFT BIC:	BNLIITRR
EX RHODIA ITALIA	

SOLVAY SOLUTIONS ITALIA S.P.A.
 VIA MILANO 78 80
 20021 BOLLATE MI

Riepilogo Movimenti			
Saldo Iniziale al:	Totale Entrate:	Totale Uscite:	Saldo Finale al:
02/11/2022			30/11/2022
0,00+	226.445,39+	226.445,39-	0,00+

Lista Movimenti

3.4.2. I access the BNL F24 form

For checking the detail of the F24 form go to **MENU** tab, then **F24**.

The screenshot shows the BNL mobile app interface. At the top, there are three tabs: 'MENU', 'BALANCES', and 'TRANSACTIONS'. The 'MENU' tab is selected and highlighted with a green underline. Below the tabs, there is a section titled 'Favourite modules' containing five icons in a row: 'Other Features' (briefcase icon), 'CBILL - PagoPA' (document icon), 'Doc. Online' (box icon), 'Balance and transaction' (wallet icon), and 'Taxes' (F24 icon). The 'Taxes' icon is highlighted with a red rectangular box.

select **STATUSES** tab

The screenshot shows the BNL mobile app interface with the 'STATUSES' tab selected in the top navigation bar. The navigation bar contains four tabs: 'MENU', 'CHECK TAXES', 'CREATE NEW TAXES', and 'STATUSES'. The 'STATUSES' tab is highlighted with a red rectangular box.

Taxes - Check Taxes

Search Taxes

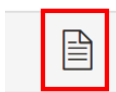
Type All	Ordering Party SOLVAY SOLUTIONS ITALIA ...	Select or Enter debit IBAN IT36L010052010000000000034	Status All
-------------	---	--	---------------

Then company in code in **Ordering party**, date in **MORE FILTERS**.

Amount From _____ Amount To _____

Send From 01/12/2022 Send To 31/12/2022

OK



If there's a file, it means we can download the F24 Model for archive

F24 Tax Delegations

F24 Tax Revocations

Search F24 tax delegations

Ordering party: SOLVAY SOLUTIONS ITALIA S.P.A. Taxpayer Status: All

MORE FILTERS RESET FILTERS

TAXPAYER IBAN	AMOUNT CURRENCY	SEND DATE	STATUS
SOLVAY SA IT83J0100501600000000005066	13.934,85 EUR	22/12/2022	✓ Paid
SOLVAY SOLUTIONS ITALIA SPA IT36L0100520100000000000034	7.600,00 EUR	22/12/2022	✓ Paid
SOLVAY SOLUTIONS ITALIA SPA IT36L0100520100000000000034	74,89 EUR	22/12/2022	✓ Paid

However, you can always see the content of the Model and the detail of what was paid if we press on a line of an specific F24:

Download all

TAXPAYER	TAX CODE / VAT NO.	AMOUNT CURRENCY	PAYMENT DATE	STATUS
SOLVAY SOLUTIONS ITALIA	12290050157	7.600,00 EUR	22/12/2022	✓ Paid

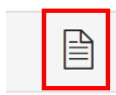
and then on the section EXCISE DUTIES/MONOPOLIES to see the Tax codes and the related amounts

Available sections

EXCISE DUTIES/MONOPOLIES SECTION AND OTHER PAYMENTS NOT ELIGIBLE FOR COMPENSATION

Entity	Prov	Tax code	Identification Code	Instalments	Reference year	Amounts payable (0)
D	MI	2806	LIE00183C			7.600,00

To download the document click on



AMOUNT CURRENCY	PAYMENT DATE	STATUS	
7.600,00 EUR	22/12/2022	Paid	

3.3. I perform the Bank postings

In the case of the **Intesa bank accounts**, the upload to SAP is done manually, the cash pooling only post those movements, all others movements need to be posted manually and each movement analyzed.

In the case of the **BNL bank accounts**, the upload to SAP is done automatically and we have to check the transitory accounts for open items. We can also see the movements in transaction FEBA (PF1) + FEBAN (WP1).

505DGEUR72
505DHEUR72
505DGEUR76
505DHEUR76
505CGEUR72
505GEUR76
505CHEUR72
505CHEUR76

505CFEUR72

505CFEUR76

2740000000

3.3.1. FEBA/FEBAN Transaction

Selection of Bank Statements by Banks and Account Nos

Hdr data

Company Code		to		
House bank		to		
Account ID		to		
Statement number		to		
Statement Date		to		
Statement status		to		
Currency		to		

Item Data

Posting Area 1 OK		to		
Posting Area 2 OK		to		
Amount		to		
Bundle number		to		
Posting rule		to		
Posting rule standard		to		
Document Number		to		
Subledger doc.number		to		
Posting Date		to		

Output

View Of

Insert **company code** and **Statement date**. System will then show all the movements for all accounts by day.

BNPIT

- BNEU2
 - 159 0,00
 - 00001 EUR 70.152,87-
 - 00002 EUR 70.152,87
 - BNEUR
 - 159 0,00
 - 00001 EUR 811,12-
 - 00002 EUR 811,12

You l
To se
at th
of th

By clicking in one amount, we can see the detail of that movement.

Edit Bank Statement

Other Display Lock Printout

BNPIT / BNEU2 / 202000159 / 2

Amount	70.152,87	EUR	Trans.	NTRF
Post.Day	17.08.2020	Partner Bnk		
Val.Dt	17.08.2020	Partner Acct		

Sender

ORD: HERA S.P.A. BEN: SOLVAY CHIMICA ITALIA
SPA DATA ORD.: 17 082 020 09.31 BONIFICO :
ORDINARIOTRN:
ZZ1857EKVUMKU16U6ZZ1857EKVUTJV T9SU E2E:
ZZ1857EKVUMKU16U6ZZ1857EKVUTJV T9SU E2E:

Display Note to Payee Separately

To perform the postings Codice tributo has the correspond code of the F24 and you will find the allocations in the database:

3.4. I perform the checks

In the end of the month and after the posting of the cash pooling, all the accounts must be balanced.

1) In [FBL3N](#), choose the account related to the bank account and check if its balanced. If not, find the reason for the unbalanced.

On D+2, if some movements aren't done for missing feedback from locals, post the remaining movements on account 2740000000.

Once a week sent an information email (for all companies) to the locals, with the doubts, provide by company the number of doubts.

2) Monthly check: check whether balance in SAP is matching with the bank statement.

I know the specifics and recurrences of bank postings

3.5. I perform the bank reconciliations

Follow instruction in the template BANK_RECONCILIATIONS PROCEDURE

https://drive.google.com/drive/u/0/folders/1_zOhqncXGANBziX6LMGSAExe8BM6HKjd

End of document.



If possible run in foreground to control if the amounts are the ones in the bank statement.