BE - F01DGS:Foreign activities

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, l atvia, 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_f in_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

0001

0005

0237

5974

5978

ERP

PF1

Frequency

Monthly

References

Forms

Attachments

List of Enquêtes / Statistiques BE-LUX

List of codes for services and transfer

F01DGS

Objective and Scope

1.1. Objective of this Operation

This procedure explains how to fill out the BNB monthly report – F01DGS. This report refers to intracommunity services transactions (buy and sell)

1.2. Scope

This LOP Is applicable to companies:

1. 0001 Solvay S.A.
2. 0005 Solvay Chemicals International
3. 0237 Solvay Chimie
4. 5974 Solvay Pharmaceuticals Management & Services S.A.
5. 5978 Solvay Sspol BE

2. Definitions

See Finance Glossary:

- PF1

3. Process

3.1. Extract data from SAP

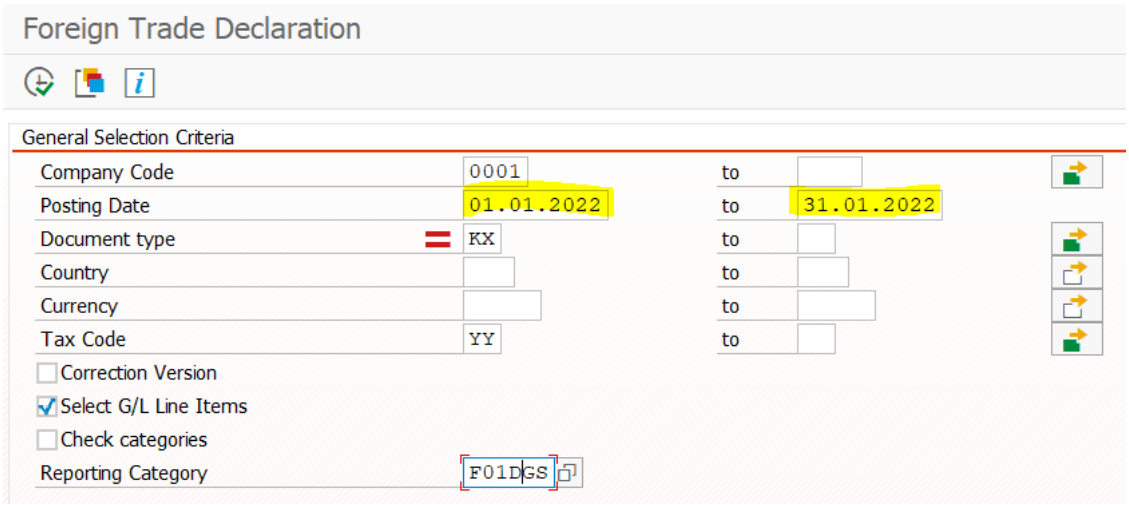
A. Enter the transaction **ZBF_BNB**;

B. Select the variant per company:

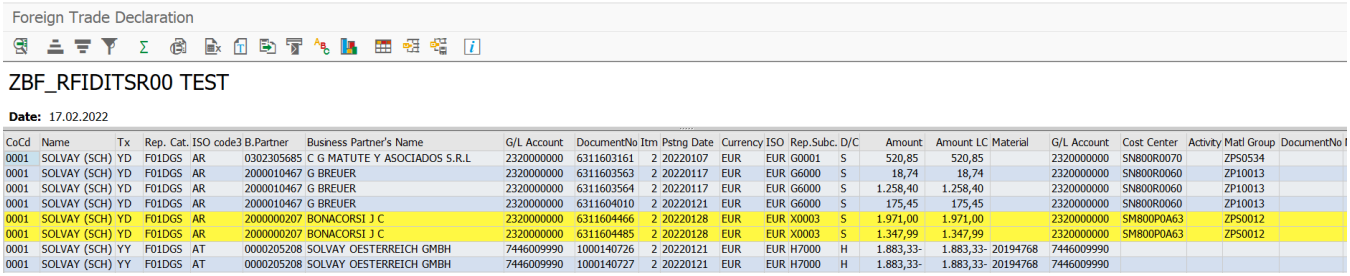
1. Company 0001 > BNB 0001 CORR
2. Company 0005 > BNB 0005 DEF
3. Company 0237 > BNB 0237 TEST
4. Company 5974 > BNB 5974 NEW
5. Company 5978 > BNB 5978 TEST

Check vendors starting with 99* if they have invoices posted with tax code to decide weather to include these in the statistics.

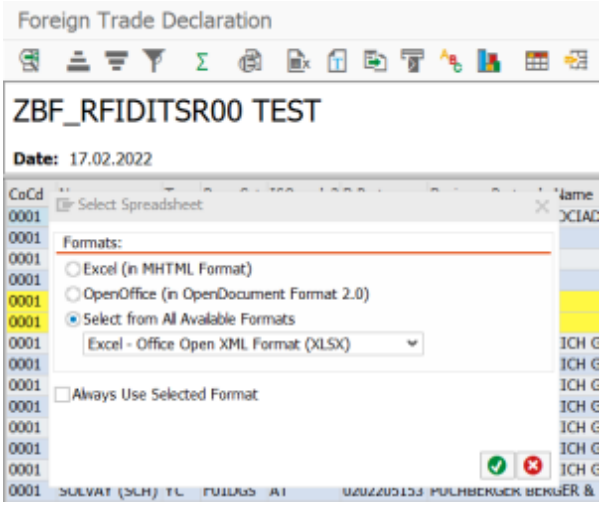
C. Update the date corresponding to the month being reported.



D. When on the screen below, export the file:



CoCd	Name	Tx	Rep. Cat.	ISO code3	B.Partner	Business Partner's Name	G/L Account	DocumentNo	Itm	Pstng Date	Currency	ISO	Rep.Subc.	D/C	Amount	Amount LC	Material	G/L Account	Cost Center	Activity	Matl Group	DocumentNo
0001	SOLVAY (SCH)	YD	F01DGS	AR	0302305685	C G MATUTE Y ASOCIADOS S.R.L	2320000000	6311603161	2	20220107	EUR	EUR	G0001	S	520,85	520,85		2320000000	SN800R0070		ZPS0534	
0001	SOLVAY (SCH)	YD	F01DGS	AR	2000010467	G BREUER	2320000000	6311603563	2	20220117	EUR	EUR	G6000	S	18,74	18,74		2320000000	SN800R0060		ZP10013	
0001	SOLVAY (SCH)	YD	F01DGS	AR	2000010467	G BREUER	2320000000	6311603564	2	20220117	EUR	EUR	G6000	S	1.258,40	1.258,40		2320000000	SN800R0060		ZP10013	
0001	SOLVAY (SCH)	YD	F01DGS	AR	2000010467	G BREUER	2320000000	6311604010	2	20220121	EUR	EUR	G6000	S	175,45	175,45		2320000000	SN800R0060		ZP10013	
0001	SOLVAY (SCH)	YD	F01DGS	AR	2000000207	BONACORSI J C	2320000000	6311604466	2	20220128	EUR	EUR	X0003	S	1.971,00	1.971,00		2320000000	SM800P0A63		ZPS0012	
0001	SOLVAY (SCH)	YD	F01DGS	AR	2000000207	BONACORSI J C	2320000000	6311604485	2	20220128	EUR	EUR	X0003	S	1.347,99	1.347,99		2320000000	SM800P0A63		ZPS0012	
0001	SOLVAY (SCH)	YY	F01DGS	AT	0000205208	SOLVAY OESTERREICH GMBH	7446009990	1000140726	2	20220121	EUR	EUR	H7000	H	1.883,33-	1.883,33-	20194768	7446009990				
0001	SOLVAY (SCH)	YY	F01DGS	AT	0000205208	SOLVAY OESTERREICH GMBH	7446009990	1000140727	2	20220121	EUR	EUR	H7000	H	1.883,33-	1.883,33-	20194768	7446009990				



Save in xls and create 2 sheets, one to work and 1 to keep. Open previous month file to check on the columns to create and where. 1 column after “E”, 1 column after “K”, 2 columns after T

3.2. Data processing

3.2.1. Revenue or charges?

In cy 5, if X0003 change to H7000 countries PT, US, BG, FR

First you have to determine if the invoice is coming from a supplier or is due by a client. To do so, create a column next to “N° piece”, name it “P/C” and if it’s an invoice due by a client, put P as profit, sales of services; if it’s a supplier invoice, put C as a charge, purchases of services.

- Docs beginning with the numbers 100*, 6113*, 61114* and 6111* are P, profit, sales.
- Docs beginning with the numbers 301*, 306*, 307* and 6311*, 6312*, 6314* are C, charges, purchases.
- Check if any blanks in the filter of column P/C, missing to be identified.

Document Numb	P/C
1000102803	P
1000102804	P
1000102959	P
1000102959	P
1000102959	P
1000102959	P
1000102959	P
1000102959	P
1000102959	P

Create 2 columns U and V, to separate the debit and credit amounts.

Get the formula from last month in column U, named P

Note: Check all P and C are zero.

Sum columns U-V = T

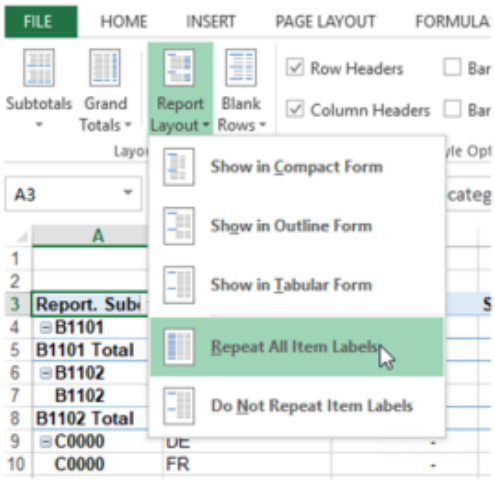
Compare with initial extraction

For cy 5, 237, 5978

Open last month's file to help on the guidance. Create a new sheet named "BNB" with copy of the "work" one and delete the columns not needed. Create 2 additional columns with the same data as "Amount in LC" column. Filter by H and S in column "Debit/Credit Ind." and delete with special visible cells only, to be able to have the (-) and (+) amounts separated in the 2 different columns.

Note: To upload in OneGate it's necessary to have the amounts in 2 columns and both with sign (+), even if credit notes exist.

Tip after creating the pivot, to repeat all items in the reporting subcategory:



3.2.2. European country or not?

A. First create a column next to the one called "ISO Code", put E when the country is European.

Company Co	Company Nam	Tax co	Reporting Catego	ISO code 3 ch	Europe
0001	SOLVAY (SCH)	YY	F01DGS	AT	E
0001	SOLVAY (SCH)	YY	F01DGS	AT	E
0001	SOLVAY (SCH)	YY	F01DGS	AT	E
0001	SOLVAY (SCH)	YY	F01DGS	AT	E
0001	SOLVAY (SCH)	YY	F01DGS	AT	E

Here is the list:

AT, BE, BG, CY, DE, DK, EE, EL, ES, FI, FR, GB, GR, HR, HU, IE, IT, LT, LV, MT, NL, PL, PT, RO, SE, SI and SK.

When done, sum the product and charges amounts to compare them with the VAT return for the specific month to be sure that all data have been correctly uploaded.

N.B.: If "BE" appears in the list, it is considered as an error. Please refer to your company manager. Exclude lines with country BE, once this is a foreign activities' report.

Filter all the "E" and copy them to a new created sheet named "EUROPE". Sum columns U and V.

B. Compare these figures with the VAT return of the same month.

The VAT return will be provided by SU VAT Team.

Please copy/past the sheet "check" from last month's file.

When on this screen below, please change the data.

nov/18	Produits	Charges	
Total Europe F01DGS	113 704 080,30	102 834 038,27	
VAT declaration			
Case 44	147 587 209,63		insert the opposite signs from the VAT report
- Case 48	- 33 881 394,63		insert the opposite signs from the VAT report
total	**113 705 815,00**		
Difference	**- 1 734,70**		
Différences acceptables	- 0,00		
Case 88		99 349 585,89	
Difference		**3 484 452,38**	
Différences acceptables		4%	Only 1% is acceptable

VAT declaration

sp01_0001 11 2018.pdf

0001	44	-147.587.209,63
0001	48	33.881.394,63
0001	88	99.349.585,89

Update the cells according to the month being reported:

- - A1: Month/Year;
- - C3: Sum of the sales (P)as calculated in accordance with point 3.2.2.A.;
- - D3: Sum of the purchases (C) as calculated in accordance with point 3.2.2.A.;
- - C7: Cell 44 of the VAT declaration of this specific month;
- - C8: Minus Case 48 of the VAT return of this specific month;
- - D16: Cell 88 of the VAT return of this specific month.

Cells C10, C12, D14, D18 and D20 are cases with calculations performed automatically.

Check cells C14 and D20:

- - if the amount is above 1.00%, analyze the difference and report it to the Company Accounting Manager
- - if not, continue to follow the procedure.

Analysis when statistic report ZBF_BNB amount is higher than VAT declaration amount:

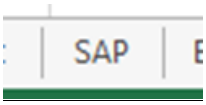
Create a new file with the VAT declaration report in SAP: transaction S_ALR_87012357 with variant “0001_BE”, extract to excel, build a pivot with doc number and tax base amount. Caution to build the pivot, once this is intracomunitaire VAT, take on the tax code YC and amounts in positive OR negative, as they are zero in total.

Create a new sheet named “Analyse Europe document” and build a pivot with source data in sheet “Europe”, with columns “doc number” and “sum of C”, once the gap is in the purchases, the charges. After copy paste values, make a vlook up with the VAT declaration file, and a column with the difference to see where the gap is.

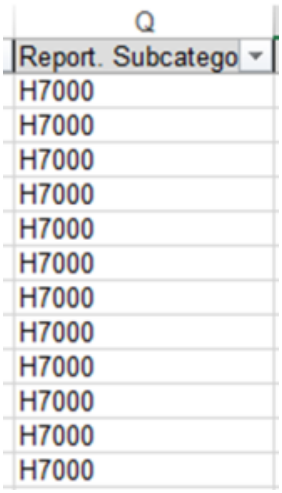
Analysis when statistic report ZBF_BNB amount is lower than VAT declaration amount:

Tbc when situation occurs

3.2.3. Isolate the data to be reprocessed



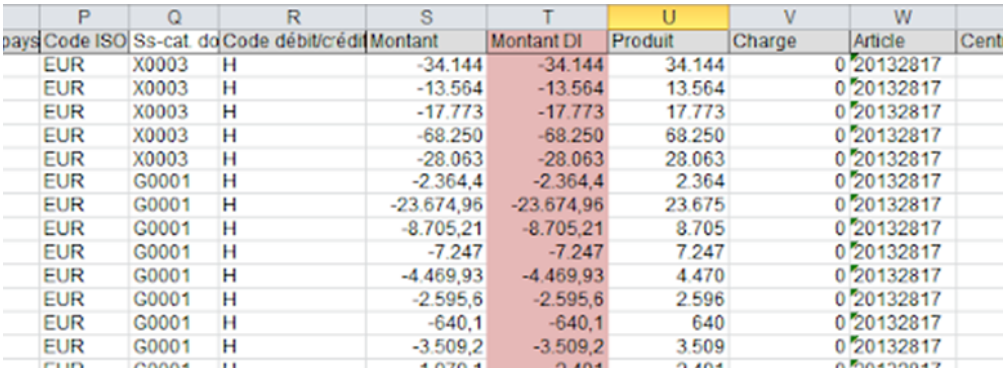
A. Sort the excel file by the BNB code number – Column Q in this case.



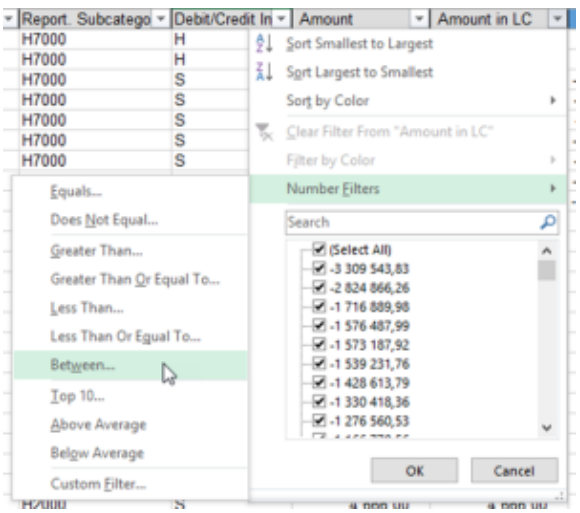
Q
Report. Subcatego
H7000
H7000
H7000
H7000
H7000
H7000
H7000
H7000
H7000
H7000
H7000
H7000

Then cut/paste all lines with the X0003 code on a new sheet called “X0003”. Delete this information on sheet “SAP” once after the analysis we will paste the information in this sheet, to avoid duplication. For precaution, keep a sheet “SAP original”. Check if total amounts match SAP+X0003 = SAP brut

B. Sort this new sheet by the amount LC – Column T in this case.



P	Q	R	S	T	U	V	W	
Code ISO	Ss-cat. do	Code débit/crédi	Montant	Montant DI	Produit	Charge	Article	Cent
EUR	X0003	H	-34.144	-34.144	34.144	0	20132817	
EUR	X0003	H	-13.564	-13.564	13.564	0	20132817	
EUR	X0003	H	-17.773	-17.773	17.773	0	20132817	
EUR	X0003	H	-68.250	-68.250	68.250	0	20132817	
EUR	X0003	H	-28.063	-28.063	28.063	0	20132817	
EUR	G0001	H	-2.364,4	-2.364,4	2.364	0	20132817	
EUR	G0001	H	-23.674,96	-23.674,96	23.675	0	20132817	
EUR	G0001	H	-8.705,21	-8.705,21	8.705	0	20132817	
EUR	G0001	H	-7.247	-7.247	7.247	0	20132817	
EUR	G0001	H	-4.469,93	-4.469,93	4.470	0	20132817	
EUR	G0001	H	-2.595,6	-2.595,6	2.596	0	20132817	
EUR	G0001	H	-640,1	-640,1	640	0	20132817	
EUR	G0001	H	-3.509,2	-3.509,2	3.509	0	20132817	

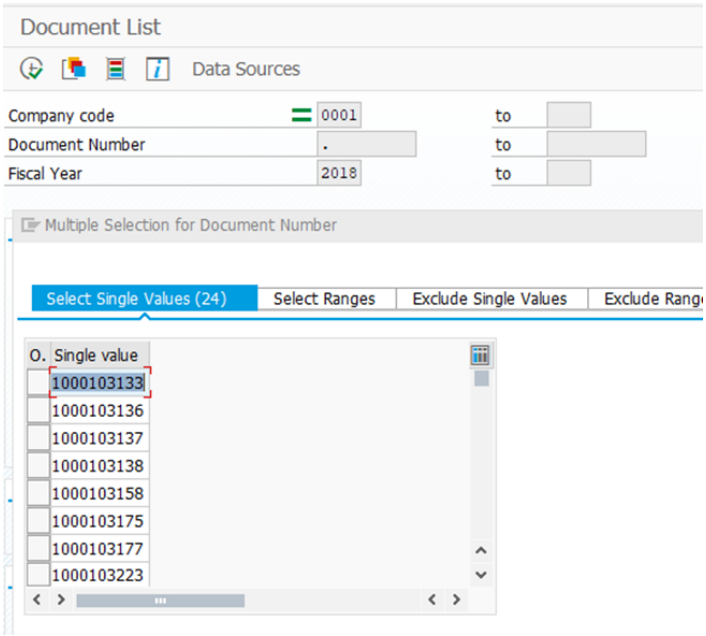


3 selections:

- Do not change the code when the amount is between -10,000 and 10,000, filter and color in green;
- Replace X0003 by H7000 when the amount is between -100,000 and -10,000 and 10,000 and 100,000, so filter and color in blue;
- Replace X0003 by another code (to be analyzed) when the amount is superior to 100,000 analyzing the invoice case-by-case, so filter and color in red.

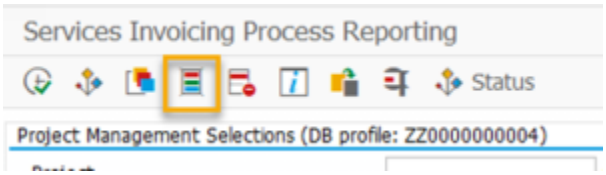
C. Analyze invoices

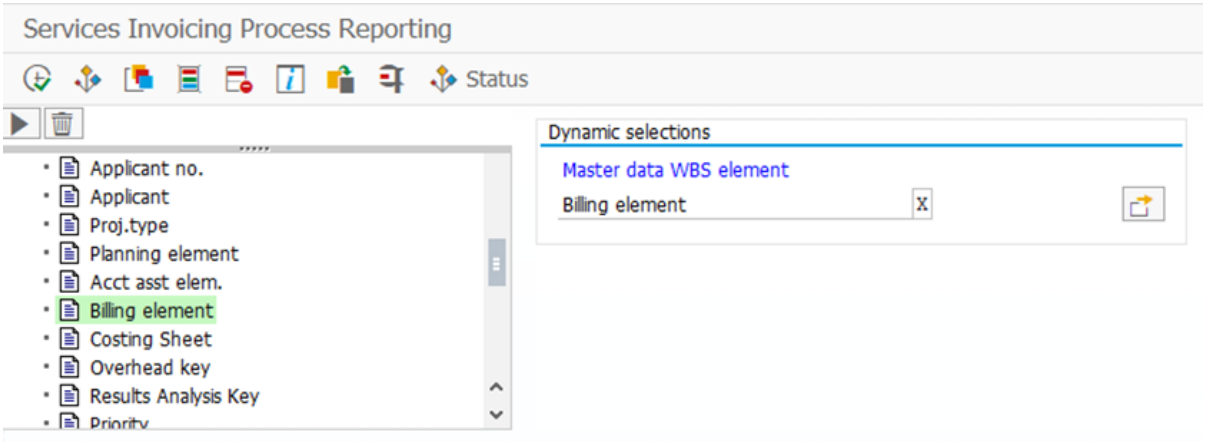
In SAP, enter the transaction FB03 and display all the documents:



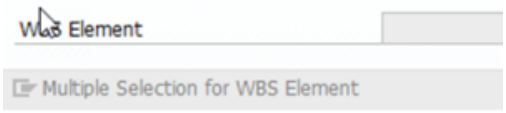
The docs that have reference billing docs 9* copy them and check in the CROCO cockpit to have a quick identification of its nature.

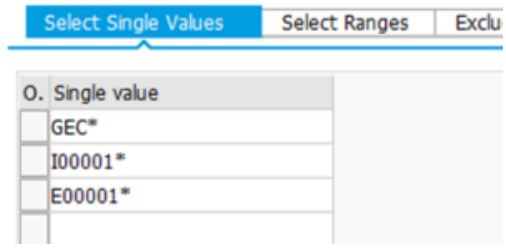
Z1F_CRC_SERVICE_INV (through the CROCO cokpit) and choose 1 dinamic selection as below

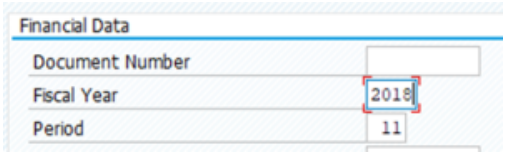


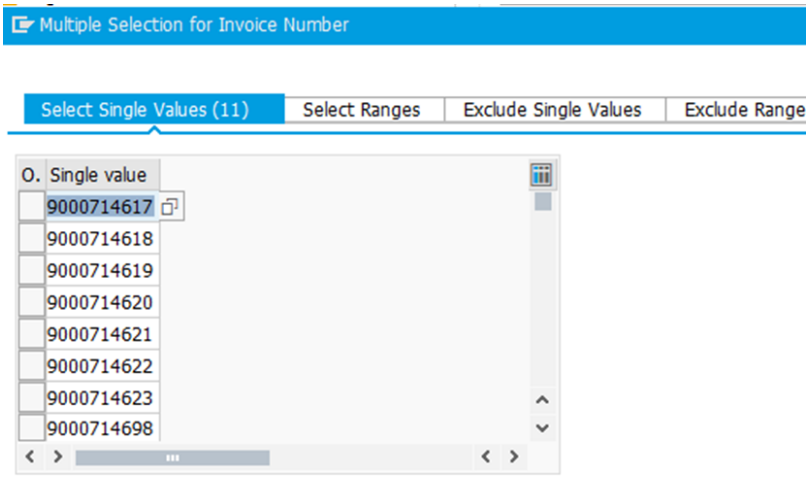


Restrict as much as possible the results, depending on the cy adapt, delete the GEC*, I00001, E00001 and insert only I0XXXX* and E0XXXX* where XXXX is the cy code. E.g.below for cy 1:









blocked URL

blocked URL

When getting the report result, either in column Material Description, WBS description, Activity OECD, it is possible to identify the nature of the cost and to categorize by the BNB codes. List in templace *codeList 2014*

Most used ones:

- H0000 - Commissions, Treasury
- H1100 - Expertise, accounting and fiscal
- H3000 – when Research is referred on the invoice – RECH/NOHRECH;
- H4003 – when referring – FCAS;
- H1500 – when referring to human resources – HR; GBU fees; Consultancy;
- G0001 – when referring to IT costs;
- G6000 - R&I, Royalties
- H1100 – when referring to Finance costs;
- H7000 – when referring more than one kind of cost; GBU fees +Consultancy (cy237)

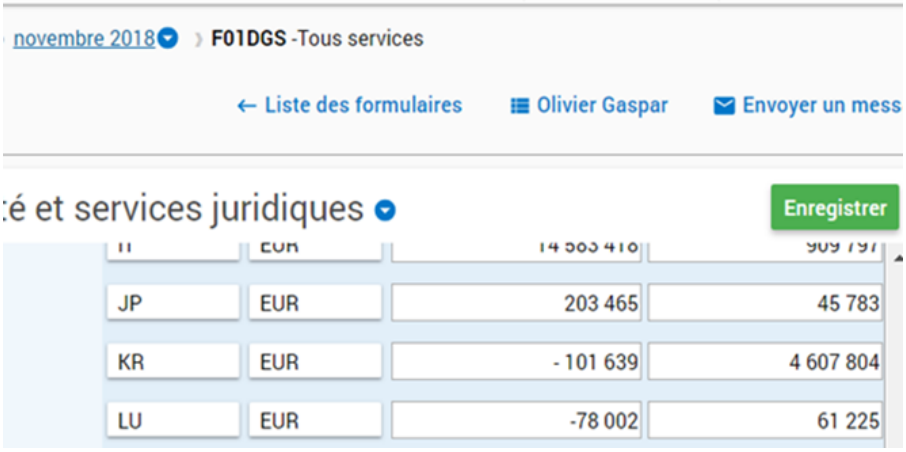
3.2.4. Isolate the data to be reproce

A. First copy/paste data (sheets SAP+X0003) on a new sheet and name it “BNB”. Only keep the columns “BNB Code”, “ISO Code”, “Product” and “Charges”.

ISO code 3 char	Country currency	Report. Subcategory	Products	Charges
PT	EUR	B1101	0,00	2 400,00
BE	EUR	B1102	0,00	-10,98
DE	EUR	B1102	0,00	130,00
DE	EUR	B1102	0,00	130,00
FR	EUR	B1102	0,00	6 631,33

Follow M-1 file to treat the data (build pivot,...)

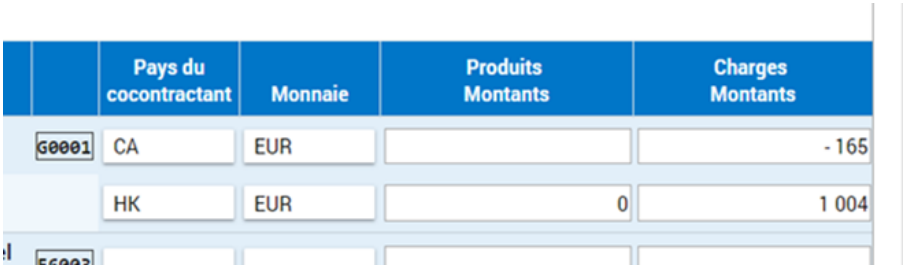
Note: Product/Revenue should be in positive. If there are contra nature amounts, change the column.



The negative amount has to be added to the amount in the other column "charges montants".

So in this case, the right statement is :
produits montants 0

charges montants 4 709 443



	Pays du cocontractant	Monnaie	Produits Montants	Charges Montants
G0001	CA	EUR		- 165
	HK	EUR	0	1 004

No negative amount, this amount has to be transferred in the first column.

So in this case, the right statement is :

produits montants 165 (a minus cost is a profit)

charges montants 0

Tip: When in the sheet BNB, filter amounts by:

Before starting: copy amounts from column "Amount in LC" into 2 new columns P and C; Filter as indicated below and delete)

- C+H means the contra nature amounts, invoices with (-) means credit notes, so report in column P (Credit Notes from Purchases)
- C+S means the normal amounts, invoices with (+) means cost, so report in column C (Purchases)
- P+H means the normal amounts, invoices with (-) means profit, so report in column P (Sales)
- P+S means the contra nature amounts, invoices with (-) means credit notes, so report in column C (Credit Notes from Sales)

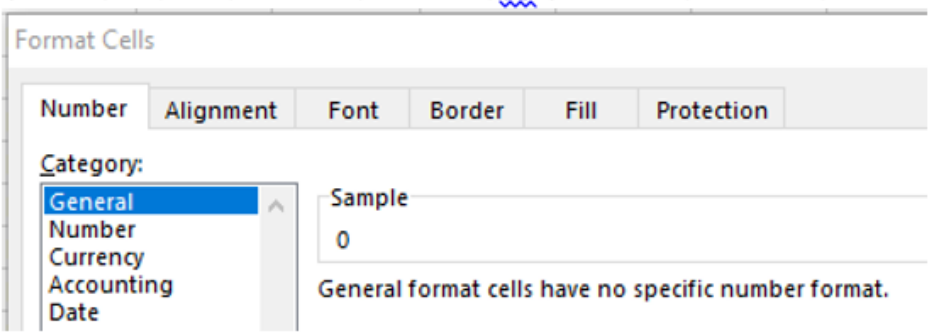
Note: Decimals are not allowed (use formula round) neither any number format.

Note: Zero needs to be reported one way or another, as below, otherwise upload is done with errors.

B1101	CH	EUR	0	0
B1101	FR	EUR	0	2939
B1101	US	EUR	0	59
B1102	FR	EUR	0	849

or

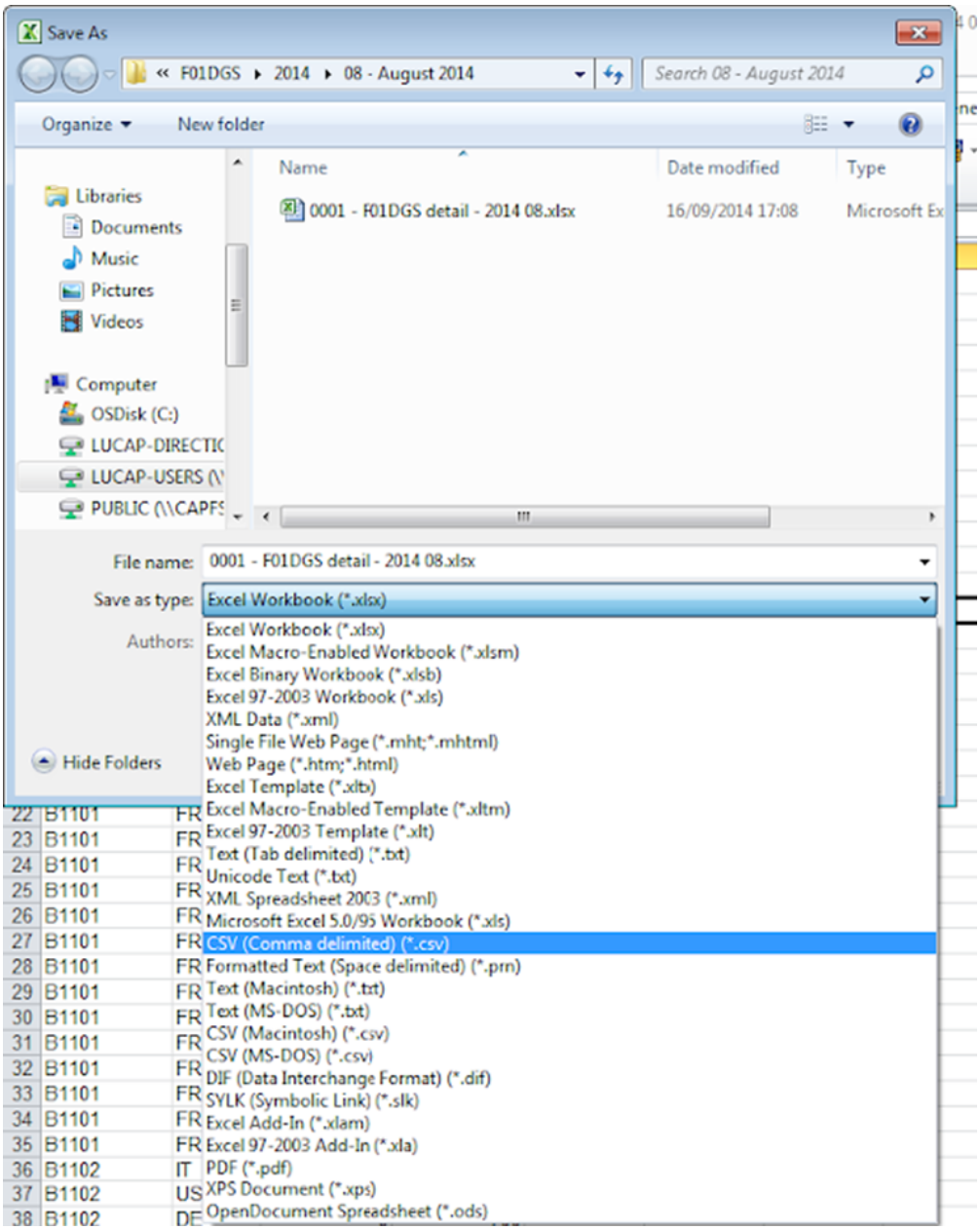
G0001	SE	EUR		1000
G0001	UA	EUR		477
G0001	US	EUR		137530



Verify that all BNB codes are still in use.

Note: The upload file and the data in One Gate must be equal. If there are corrections they must be reflected in both. Do not correct directly in the report, otherwise csv upload file will be different - both need to be the same.

B.Create a new excel file and save it under the format ".csv" (format needed to upload data on the BNB website).



3.3. Data upload on the BNB site

A. Log in on the BNB website: OneGate

B. User name and password can be found in template *List of Enquêtes / Statistiques BE-LUX*

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End of document.