

# US - 6402 - Chemplex Treasury Analysis

## 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:

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## Scope

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 Unknown Attachment

## ERP

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 **WP1**

## Frequency

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 **Month**

## References

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[FBL3N](#);

## Forms

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## Attachments

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[6402 - Chemplex Treasury Analysis](#)

<< [US - 6402 - Chemplex Treasury Analysis](#) >>

# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to explain how to perform the Chemplex Treasury account reconciliation (57000400) in 6402 company in WP1 system.

This reconciliation is important for Chemplex controller to reconcile 6402 treasury account with SAGE system (Chemplex ERP) and post the entries in SAGE system to match with the 6402 account value.

## 1.2. Scope

This procedure is applicable for 6402 company code monthly.

It is done on D+1 end of the day, and verified again on D+2 morning to check if something has posted in the account.

# 2. Definitions

See [Finance Glossary](#):

- [ERP](#)
- [SAGE](#)
- [SAP](#)

## 3. Tasks description

### 3.1. I Get the Previous File and Data from SAP

#### 3.1.1. I Check the Orders

Before start, make sure the cost centers in the range from 8938-2000 to 8938-3000 + 8938-6002 have 0 balance in KSB1. That means all reclassifications has been done correctly from cost centers to 57000400.

Make sure that the Chemplex orders below have been settled:

OG-CHEM-INS

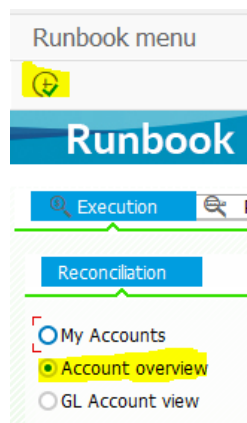
#### 3.1.2. I Get the Previous File and Update the Line Items

It is always used the file from previous month to maintain the continuity and the items categorization.

To get the file, you can check in the email, request it to Chemplex controller or get it in ARA tool.

Or you can download it from Gdrive folder [6402 - Chemplex Treasury Analysis](#)

Go to transaction /BSAR/MENU, select "account overview" and execute (F8):



After that, include:

year;

previous month;

area = US64020

G/L Acct. - Single Recon. = 57000400

Account Overview

Analysis Time Frame

Fiscal Year  to

Posting period  to

Restriction

Area  to

Account Item  to

G/L Acct. - Single Reconc.  to

Confirm it is updated with the correct attachment from previous month and download it to excel file.

### 3.1.3. I Get the Data from SAP

After getting the reconciliation file from previous month, go to transaction FBL3N and open the current month information using layout /CHEMPLEXTRE

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account  to

Company code  to

Selection using search help

Search help ID

Search string

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date  to

Open at key date

All items

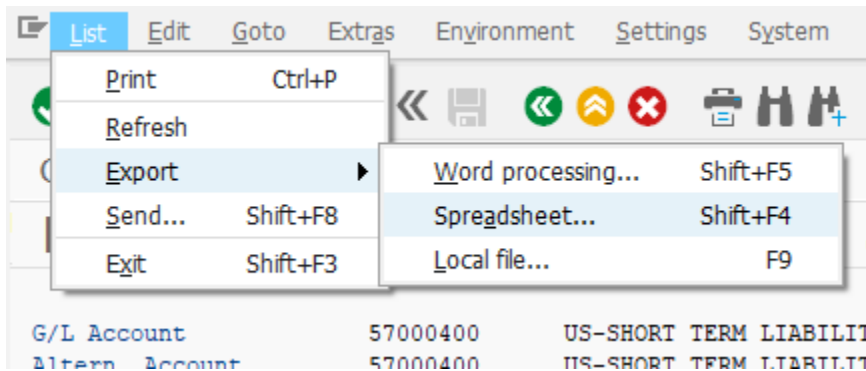
Posting date  to

List Output

Layout

Maximum number of items

Extract it to excel spreadsheet: list > export > spreadsheet



It will open a new excel file with the SAP information in it.

Go to next step without exiting the files.

## 3.2. Update the Reconciliation and Send the File

### 3.2.1. Update the Reconciliation

Save the data from the extracted from SAP in 57000400 reconciliation, tab data.

Include information in the column "month" and "group".

In column month, include the month of the data you extracted in SAP. It is valid for the current year, the previous years data include "Opening Balance" in this column.

In column group, you need to categorize the items into groups. Currently there are the following:

**CASH TRANSFER** - cash transfer between the Chemplex and 6402 (come from bank);

**ENGINEERING** - for the "SAHS Chemplex", engineering hours appointed in the Chemplex projects;

**HSE** - the items on that category used to be transferred to Chemplex, but it is not transferred anymore;

**INSURANCE** - Settlement of the insurance orders, normally "US-CHEM-INS";

**P CARD** - P Card expenses related to Chemplex employees (identify by the doc header text) - the Chemplex payroll is processed in SAP and transferred by this process to Chemplex.

**PAYROLL** - Payroll expenses related to Chemplex employees (identify it by the doc header text = "PP\*"; "bonus" and "IAS19") - the Chemplex payroll is processed in SAP and transferred by this process to Chemplex.

**PROPERTY TAX** - Property tax payments (identify it by the transaction code FB60);

**SALES TAX** - Sales & Use tax payments (identify it by the transaction code FB41 and the reference);

**T&E** - T&E expenses related to Chemplex employees (identify it by the doc header text = PP\*) - the Chemplex payroll is processed in SAP and transferred by this process to Chemplex.

**MISCELLANEOUS** - IFRS16 costs transfer, correction, impairment, etc.

**BONUS ACCRUAL** - Bonus Y-1 reversal after the payment in April;

For Herman items, it is included "Herman" in the beginning of the category. We need to separate Chemplex and Herman because in Sage it is posted in different plants.

After the item categorization, update the pivot table in tab "Pivot" to get the new data source. The current month will appear.

Check if the month balance and the total balance account matches with SAP in FS10N transaction.

### 3.2.2. Update the Property Tax by County

The Chemplex controller needs to see the value of the property tax by county. So it is delivered an excel file with this information.

To do that, go to FBL3N current month line items with the same layout /CHEMPLEXTRE, filter by the "transaction code" FB60 to get all the property tax lines of the month.

Include the Offset account in the layout and extract the data.

In the excel file, include a column for "County" and include the name of the vendor account in this column that you will see in the SAP document or in transaction FK03 when include the offset account.

Make a pivot table showing the value by county:

☰ ROWS	Σ VALUES
County ▼	Sum of Amou... ▼

Row Labels	Sum of Amount in local currency
MARTIN CAD ( STANTON)	795,06
MONTGOMERY COUNTY TAX OFFICE	4.471,77
ADVANTAX GROUP LLC	20.888,83
ECTOR COUNTY APPRAISAL DISTRICT	21.639,55
ATASCOSA COUNTY TAX OFFICE	21.676,69
DUNN COUNTY TREASURER	26.463,20
STEPHENS COUNTY TAX OFFICE	28.703,95
MIDLAND CENTRAL APPRAISAL DISTRICT	204.364,31
<b>Grand Total</b>	<b>329.003,36</b>

Save it.

### 3.2.3. I Send the Reconciliation and the Property Tax by County

Send both files to Chemplex controller Lara Mason ([lara.mason@solvay.com](mailto:lara.mason@solvay.com)) by email with subtitle "Chemplex - MM.YYYY Closing - Treasury D1".

Check the account on D+2 after the cycles to P&L run. If the value changes, then update the reconciliation with the new postings and resend to Chemplex controller.

If the values do not change, then advise the Chemplex controllers that the D1 file is the final number.

**End of document.**