ES - Costs Recovery

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

Table of contents

Scope

blocked URL

ERP

blocked URL

Frequency

blocked URL blocked URL

References

ZE1FNOMI1; ZE1FNOMI2; FB02; FBL3N; FBL1N; F-44; SM35

Forms

ES COSTS RECOVERY - ENERGIA

ES COSTS RECOVERY - ENERGIA_EE_TRIM

Attachments

Previous OP << ES - Costs Recovery >> *Next OP*

1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to handle the employee's costs recovery procedure in Spain.
By costs recovery we are referring to the following costs: insurance, kms, house's consumption costs for Torrelavega personal (electricity, water, etc).
Usually these costs are invoiced to Solvay which pays the suppliers and then the company deducts these values on the employee salary.
This process should be performed in the beginning of each month. Once the request arrives to SBS FO the procedure needs to be performed completely.

1.2. Scope

This operating procedure is applicable for the Spanish companies – 0245. This procedure is done on a monthly basis after receiving the input from local finance "0245 - LOP COSTS RECOVERY - ENERGIA - ES0245T048 & 87" on D+5.

2. Definitions

See Finance Glossary:

- FO

3. Tasks description

3.1. Responsibilities

Responsibility of SBS FO:

- Perform monthly and quarterly calculations and postings
- Run ZE1FNOMI1
- Run ZE1FNOMI2

Responsibility of SBS IC:

- Send information to perform the electrical energy FI postings and invoices;
- Final validation of the output.

3.2. I perform the employees costs recovery

3.2.1. I recovery electricity consumption costs of employees

As a 1st step we will need to calculate and post amounts related to the electricity consumption to be deducted from the employee's salary in 0245 - Solvay Quimica.
Each month it will have to book in 0245 Solvay Quimica the following:

1. Total amount to deduct per employee "ES0245TO48" Responsibility of SBS FO

2. Total amount to invoice to a dummy customer 2971 "ES0245TO87" Responsibility of SBS IC

To prepare the postings we will receive via Freshdesk ticket one file with the following layout and information:

B	C	D	F	G	H
			OCT 2013		Pág 35
	A.-CONTADORES DEL BARRIO OBRERO		1º OCT. 2013	1ºNOV. 2013	ENER-kWh.
	GRUPO E.PORTAL Nº 1				
1	B I				
2	B D				
3	1º I	CABRERO RUIZ, JOSE MARIA	64.118	64.634	258
4	1º D				0
5	2º I	IGLESIAS IGLESIAS, Ivan	52.552	52.851	150
	GRUPO E.PORTAL Nº 2				
6	B I				
7	1º I	HERRERO HERRERA, Francisco Javier	74.329	74.879	275

J	K	L	N	O	P
			OCT 2013		Pág 36
	A.-CONTADORES DEL BARRIO OBRERO		1º OCT. 2013	1ºNOV. 2013	ENER-kWh.
	GRUPO F.PORTAL Nº 1				
41	B I	PERALES PONTANILLA, Raul	77.923	78.511	59
42	1º I	PAZOS COLINA, Emilio	56.416	56.842	213
43	2º I	FERNANDEZ SANTANDRES, J.	112.028	112.632	302
	GRUPO F.PORTAL Nº 2				
44	B I	VILLAR LIAÑO, Herminio	77.506	77.917	206
45	1º I	AYALA PEREZ, Francisco	34.348	34.721	187
46	2º I	PARDO BOLADO, Pedro	56.421	56.922	251
	B D	VACIA	19.263	19.263	0

In this file (page's 39/40/41 – starting on column AH) we have the total kwh consumption and amount to deduct per employee (search in cell AL78 for "Personal") as well as the price/kwh for each concept.

AI	AJ	AK	AL	AM	AN
SOLVAY QUÍMICA, SL					
CONSUMO DE ENERGÍA ELÉCTRICA			OCT 2013		Pág 39
PERSONAL DE SOLVAY					
D.N.I.	Nº Matrícula	SOLVAY. Personal Empleado		ENER-kWh.	PRECIO
				0	0,00
4000040	BT-0130	ALGUACIL MUÑOZ, José Antonio		879	52,74
				0	0,00
4006072		GONZALEZ FERNANDEZ, Ramon		437	26,22
4003586	BT-0495	ARMENTEROS CASTRO, JOSÉ		432	25,92
				0	0,00
4006146		ALONSO ALONSO, Lucía		496	29,76

AQ	AR	AS	AT	AU	AV
SOLVAY QUÍMICA, SL					
CONSUMO DE ENERGÍA ELÉCTRICA			OCT 2013		Pág 40
PERSONAL DE SOLVAY					
D.N.I.	Nº Matrícula	SOLVAY. Personal Obrero		ENER-kWh.	PRECIO
4006434		AYALA PEREZ, Francisco		187	11,22
					0,00
4006361		RAMOS FERRER, Jose Alfonso		304	18,24
					0,00
				0	0,00
4003180	BT-2265	FALAGAN LAHERA, P. L.		249	14,94
4003091		GONZALEZ FERNANDEZ, Carlos		137	8,22

To do the calculation of the monthly consumption the steps to follow are:

1) Retrieve the details under:

TOTAL PERSONAL EMPLEADO
TOTAL PERSONAL BARRIO OBRERO
TOTAL PERSONAL DE SOLVAY on cell BD30

2 Take the amount to deduct per employee confirming that the "DNI" code corresponds to the one mentioned in the posting file column "Personnal nr". Once this is done the recurrent posting "ES0245T048" must be posted. The document, posting and value dates should be the date you are performing the procedure.

We know in advance that for some employees the DNI code in HR does not correspond to the code in the file. In this case we must use:

1. LOPEZ SIERRA – 4000577
2. GONZALEZ FERNANDEZ – 4006222
3. CASTILLO SEDANO – 4003033

Note

It may happen that some lines have different quantity and total price to invoice although no information about the DNI or employee name. In this situation if you don't receive instruction on how to handle with these lines, contact local to confirm if this should be invoiced or not and to which employee.
To support on this task, there is an excel file that is searching for the information and automatically feeds one posting file. You will find it under the codification ES COSTS RECOVERY - ENERGIA.
In this file we have all employees that recurrently are consuming electricity, in case new employees appear they should be added. There is a congruence check (black column on the posting file) that helps to confirm that the total amounts are correct.

3.2.2. *I recovery electricity consumption costs of Guardia Civil and retired workers **R esponsibility of SBS IC***

On a quarterly basis we will have to perform the calculation of the amount to invoice for the Guardia Civil and all retired workers of the company that are also consumers of the energy.

For this we will have to take in consideration the total consumption of energy for each quarter.
In the same file (page's 39/40/41 – starting on column AH) we have the total kwh consumption, and price/kwh for the retired workers (cell AL79 "Pensionistas") and for Guardia Civil (cell AH80 "G.Civil").
For the retired workers the concept is the same as previously explained. The only remark is for the Guardia Civil for which we have a monthly frank of xxx/kwh and we can only invoice if the consumption is higher than that amount.

		ENER-kWh.	FRANQ. 275 kWh	PRECIO 0,10 /kWh
GUARDIA CIVIL				
PEDRO SAN JOSE CANO		695	420	42,00
RESERVA1			0	0,00
RODRIGUEZ BARGIELA F.J.		279	4	0,40
NODAR RODRIGUEZ, F. J.		449	174	17,40
COLLADO, L		268	0	0,00
MIER, LUIS		600	325	32,50
PERNIA SERRANO,E		572	297	29,70
FERNANDEZ DEL CAÑO, JORGE I.		157	0	0,00
ANTONIO SAN EMETERIO DIAZ		0	0	0,00
VESTUARIO CUARTEL (PORTAL 2 BAJO)		408	133	13,30
				0,00
				0,00
PLANTA	(FRANQ. 1250 kWh)	4	0	0,00
CUERPO	(FRANQ. 1250 kWh)	1.095	0	0,00
GUARDIA CIVIL - COSTAS	(FRANQ. 1250 KWh)	557	0	0,00
TOTAL DEPENDENCIAS CASA CUARTEL				0,00
TOTAL GUARDIA CIVIL		5.084	1.353	135,30

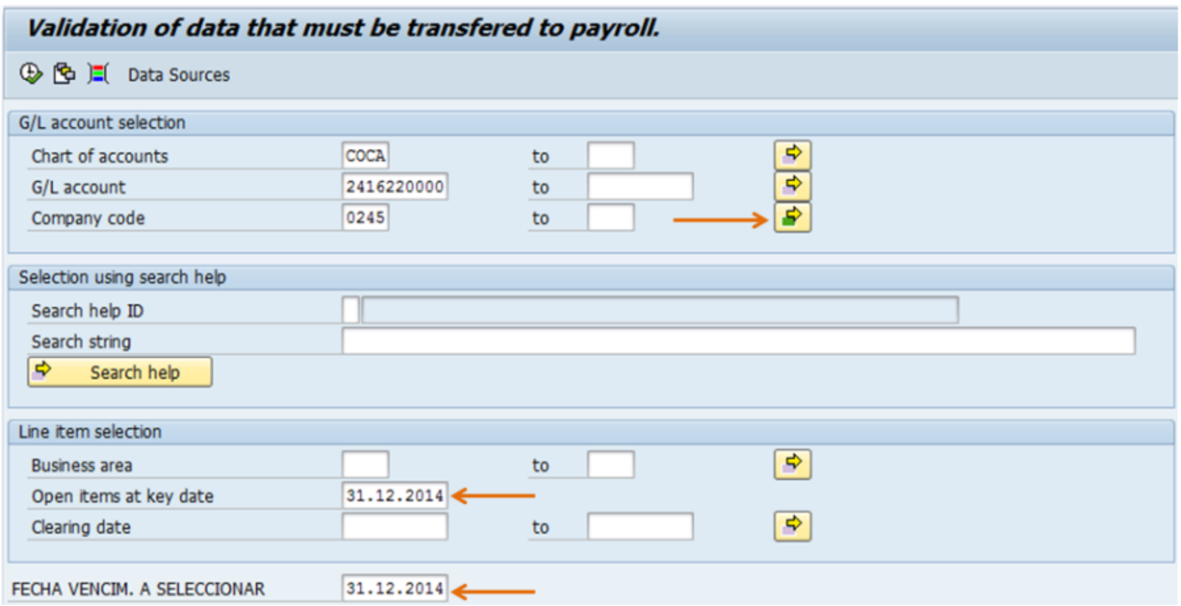
To support on this task, there is an excel file that is searching for the information and automatically feeds one posting file. You will find it under the codification ES COSTS RECOVERY - ENERGIA_EE_TRIM.
In this file we have all recurrent consumers of electricity, in case new appear they should be added.
You will find one sheet per month where you have to copy the data you have received concerning that month; this will automatically feed sheets "GUARDIA CIVIL", "CUARTEL", "PENSI0NADOS" and "AJENOS".

On these sheets you will have to confirm the price to apply and the frank and once this is done the remaining sheets with the calculations and postings are also being updated "EE - Q1 /Q2 / Q3 / Q4" and "POSTING_ Q1 /Q2 / Q3 / Q4".
Be aware that you have to take in consideration the VAT and energy tax effect, meaning that from the total amount calculated we need to remove 21% of VAT and the energy tax of 0,5%.
By the end of each quarter the ideal scenario would be the full update of these last sheets and you can always check if something is wrong looking for the congruence check at the bottom of the sheet.

Solvay Química, S.L.			DOC.	SOCIEDAD	TRIM								
ENERGIA ELECTRICA - RECUPERACION TRIMESTRAL			SU	0245	1º TRIM 2014								
NAME	ASSIGNMENT	DETAIL	AMOUNTS			PK	CUSTOMER	MATERIAL	ACCOUNT	PK	ACCOUNT	ORDER	REF. NR SAP
			WITH VAT	DATOS PARA SAP									
(1) CUARTEL GUARDIA CIVIL	G. CIVIL ENERGIA	Energía eléctrica Guardias	168,40		168,40	40	22027	20132819	2220200000	50	7450000000	2059000038	ES0245EE001
(1) 13ª ZONA GUARDIA CIVIL	13ª ZONA G. CIVIL ENERGIA	Energía eléctrica Vestuario Cuartel Polanco	0,00		0,00	40	22027	20132819	2220200000	50	7450000000	2059000038	ES0245EE002
CUARTEL GUARDIA CIVIL	CUARTEL G. CIVIL ENERGIA	Energía eléctrica CUARTEL GUARDIA CIVIL	0,00		0,00	40	4322	20132817	2220200000	50	7450000000	2059000038	ES0245EE003
CASTILLO SEDANO, Ángel	CASTILLO SEDANO	Energía eléctrica Impuesto especial s/electricidad (5,113 %)	0,00	0,00	0,00 0,00	40	23238	20132817	2220200000	50 50	7450000000 2452090000	2059000038	ES0245EE010
GUTIERREZ CRESPO , Mariano	GUTIERREZ ENERGIA	Energía eléctrica Impuesto especial s/electricidad (5,113 %)	51,79	42,80	40,72 2,08	40	4367	20132817	2220200000	50 50	7450000000 2452090000	2059000038	ES0245EE011
VILLAR LIAÑO, Herminio	VILLAR ENERGIA	Energía eléctrica Impuesto especial s/electricidad (5,113 %)	36,85	30,45	28,97 1,48	40	20113	20132817	2220200000	50 50	7450000000 2452090000	2059000038	ES0245EE012
CANDURA URIBARRI, J.M.	CANDURA ENERGIA	Energía eléctrica Impuesta especial s/electricidad (5,113 %)	12,33	10,19	9,69 0,50	40	22081	20132817	2220200000	50 50	7450000000 2452090000	2059000038	ES0245EE013
PORTILLA SANCHEZ, Javier	PORTILLA ENERGIA	Energía eléctrica Impuesto especial s/electricidad (5,113 %)	264,72	218,78	208,14 10,64	40	22502	20132817	2220200000	50 50	7450000000 2452090000	2059000038	ES0245EE014
		CHECK	0,00	0,00	0,00								

3.2.3. I recovery general expenses

1ST STEP: (You can run steps 1 and 2 simultaneously)
To analyze these expenses you should start by running the transaction ZE1FNOMI1 and choosing the variant "RETENCIONES".
Put date «fecha vencimento a seleccionar» DD.MM.20YY (closing month).



Click the button .
In most of the cases, you get a screen like the following one.

```
VALIDACION DE INFORMACION QUE DEBE PASAR A LA NOMINA  *ZE1FNOMI1*

SO   CUENTA DOCUMENTO DESCRIPCION DEL ERROR              VALORES

0245 241622000 5020001658 D.N.I INEXISTENTE EN TABLA ZEFMA  04002559 002
                          ERROR DE KEY EN T512T             ANULACION ENERGIA A. REVUELTA DEL RIO 04/08
0245 241622000 4260002050 D.N.I INEXISTENTE EN TABLA ZEFMA  00999999 001
                          ERROR DE KEY EN T512T             WALRAVENS DESPEDIDA
0245 241622000 5010008032 D.N.I INEXISTENTE EN TABLA ZEFMA  99999999 001
                          ERROR DE KEY EN T512T             retenciones nomina 05/2008
0245 241622000 5010008032 D.N.I INEXISTENTE EN TABLA ZEFMA  99999999 002
                          ERROR DE KEY EN T512T             retenciones nomina 05/2008
0245 241622000 5010008071 D.N.I INEXISTENTE EN TABLA ZEFMA  00999999 010
                          ERROR DE KEY EN T512T
       61
```

This means that we have 5 line items in error. The errors can be originated by:

1) ***Personal number field in blank*** – No existing the first four positions in the text field or the code is incorrect

(3133 refers to "Electricity consumption", 2104 refers to "Energy supply" and 3152 refers to "Miscellaneous Payments").

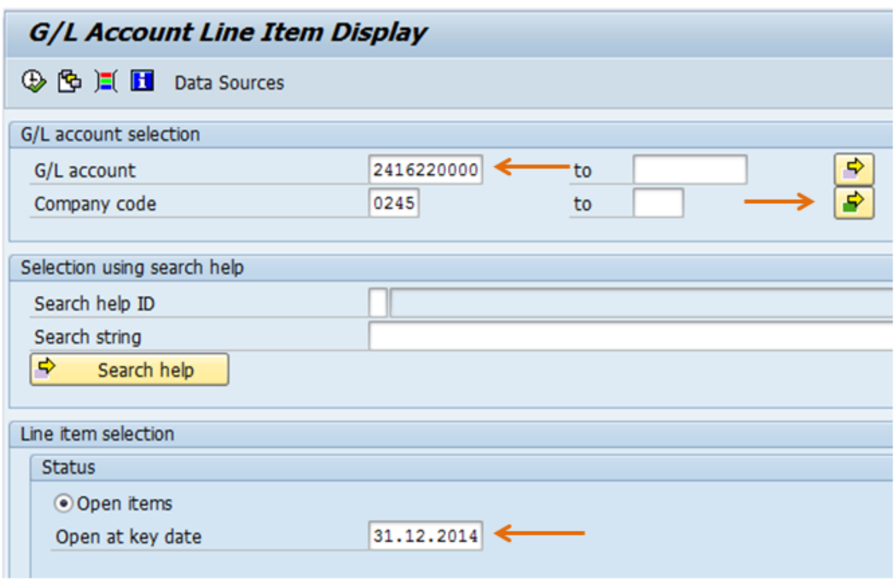
2) ***The date (bline-date)*** - Check the bline date of the posting document. If it's empty, check if there was an error on the posting, checking if in the original ticket had been requested this field. If there is an error, modify the lines of the posting document with the standard transaction FB02;

3) **Assignment 999999 and 000000** - If the error is originated by having in the assignment field the value 999999 or 00000, RtR FO can ignore the error and continue with the procedure.

- For errors type 1, 2 (with assignment not 999**) or other errors we should send the list with the document numbers to the local sites and wait for the correction.

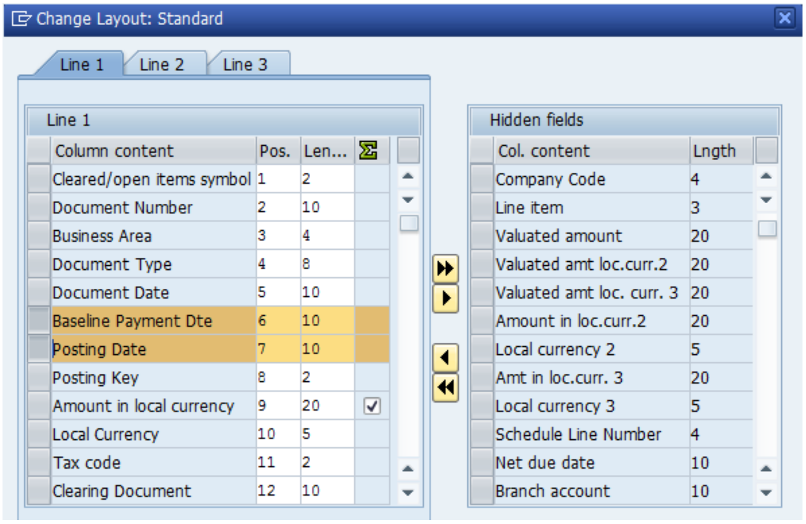
> **Note**
>
> This transaction does not generate or posts anything in the accounts. It's only for reporting in order to check if all the information for General Expenses is correct.

2nd STEP:
Simultaneously, run transaction FBL3N and choose the account 2416220000, include the same list of company codes as in the previous transaction and choose *Open Items* at DD.MM.20YY. If some errors occurred in the previous transaction, RtR FO should check each document trying to identify the type of errors.



Click the button  .

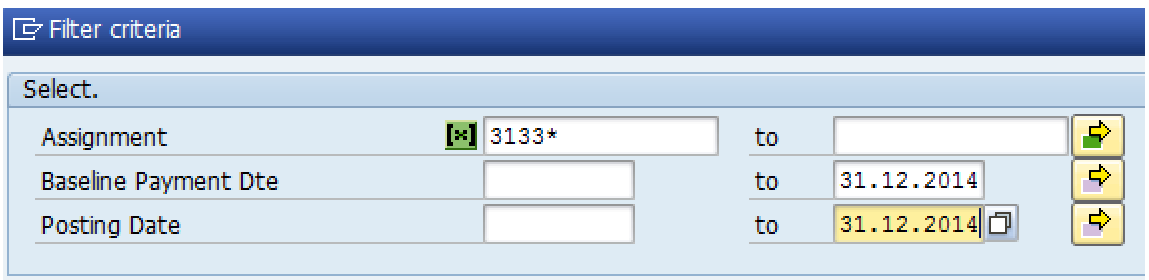
Once listed all the open line items in the account 2416220000, the layout must be changed. Click the button  , include the *Posting Date, Assignment* and the *Baseline payment dte*.



After, in order to accurate the information needed for comparison with the previous transaction (ZE1FNOMI1), proceed to some filters by following the next points:

- Posting Date – to DD.MM.20YY;
- Assignment – 3133*,3134*, 3135*, 3136*, 3137*, 3138*;
- Baseline Date - To DD.MM.20YY.

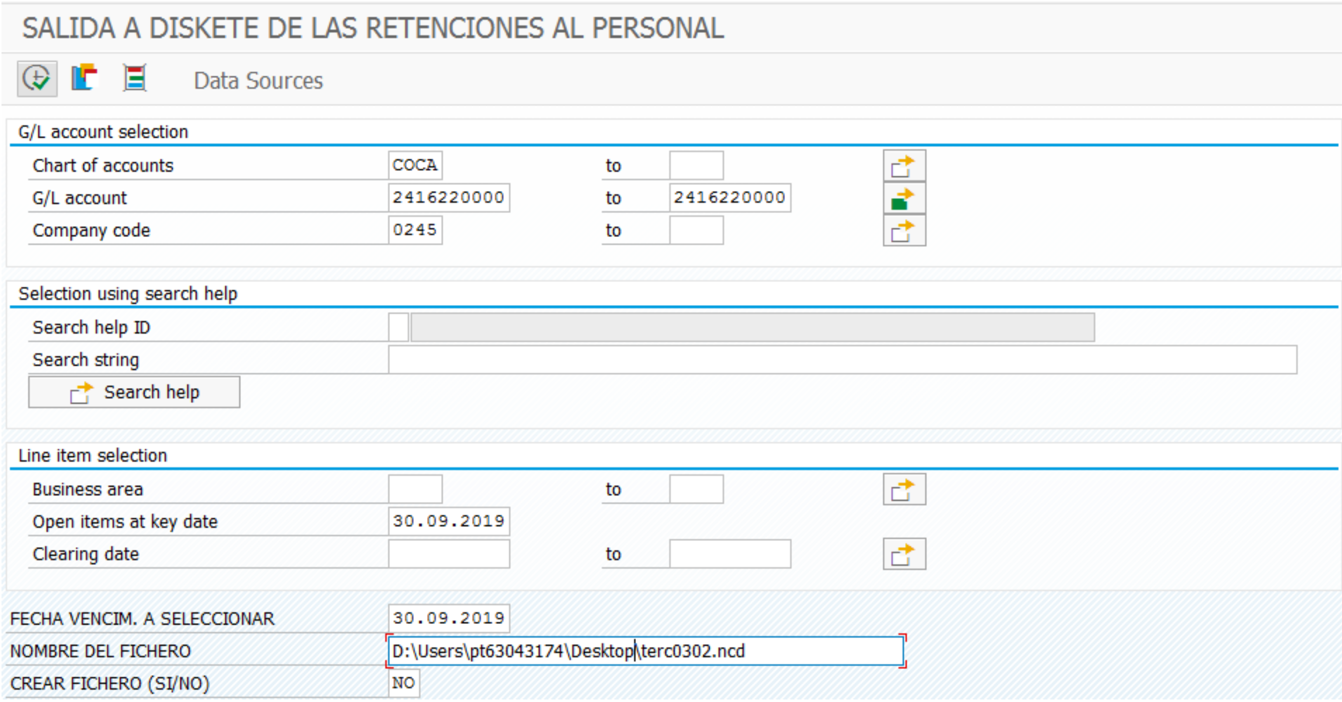
See the example bellow for December:



This way it will be possible to retrieve all the relevant information needed to analyze and solve the errors.
Go to the bottom of the page and keep the Total Amount in the account. It will be needed later, in the next step.
If possible we should edit the wrong fields performing an additional posting.
Once corrected, run the transaction again.

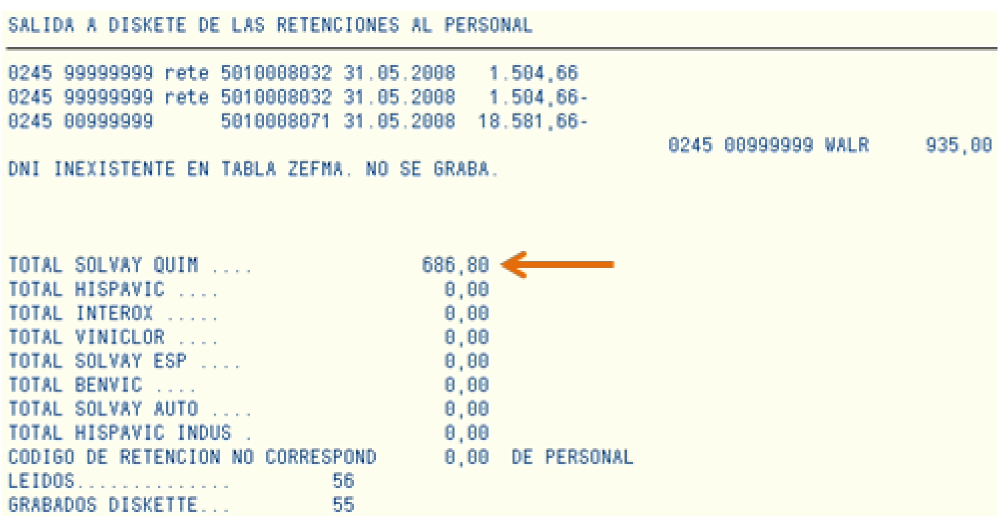
3rd STEP:
Run the transaction ZE1FNOMI2 choosing first the variant "COMPROBACION", confirm that the companies 0245 are included as well as the account 2416220000. Change the date for the month you are closing «fecha vencim. a selecionar» to DD.MM.20YY, in «nombre del ficheiro» let stays like it is and «gerar ficheiro» put **NO.**

> **Note**
>
> The transaction ZE1FNOMI2 with the variant "COMPROBACION" does not posts anything in the accounts. It's only used for reporting.



Click the button .

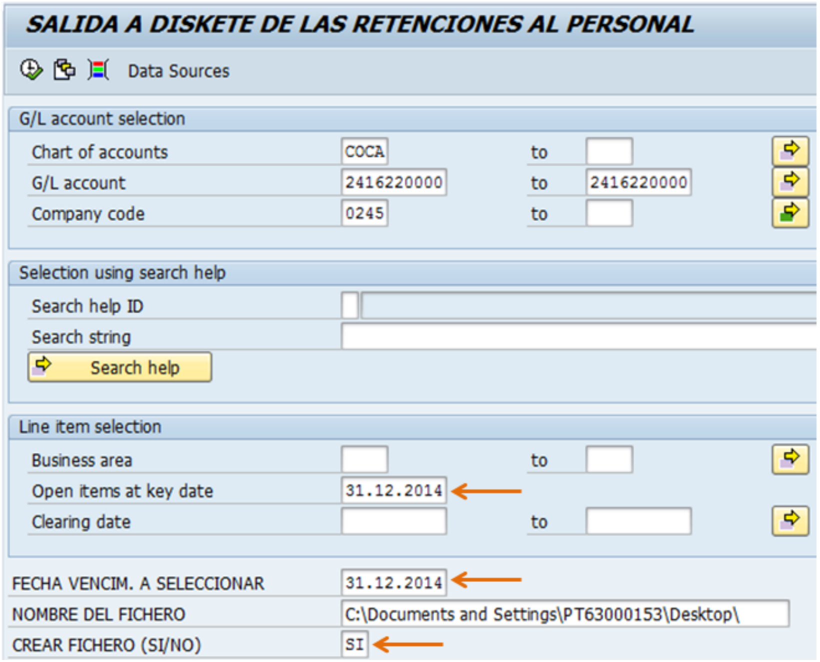
Compare the Total Amount for Solvay Quimica with the Total Amount in the same company 0245, found in the 1st step when running FBL3N. Both transactions should have the same amount. If the amounts don't match and not all documents are included, report to Local Finance Team responsible.



The program only extracts the documents with a correct personal number and in the correct field.
This number appears in the assignment field automatically. The total amount from open items with assignment starting with "31*" should be the same as the amount which appear in the "COMPROBACION" results.

4th STEP:

Once the amounts are correct run the variant "DEFINITIVA" confirm that the companies 0245 is included, in «fecha vencim. a selecionar» put DD.MM. 20YY, in «nombre del ficheiro» give the name **TERCEROS_MMAA.NCD** and record for example in your desktop, «gerar ficheiro» put **SI**.



Note

You can only run this transaction ZE1FNOMI2 (with the variant "DEFINITIVA") for a period once, otherwise you have to send a Fas Connect to reset the date.
In case you need to re-run ZE1FNOMI1 & ZE1FNOMI2 again and additionally step 6 was already performed you've to reset the clearing made on account 2416220000 in order for the program read the open documents with assignment – 31*.

5th STEP:
The file must be sent to HR Local Team in the same format TERCEROS_MMAA.NCD, through e-mail, via Freshdesk ticket. It can be done at the end of all the procedure to the following contacts:

- Pili Decastro (Pili.Decastro@solvay.com)
- Alfredo Otero (alfredo.otero@solvay.com)

6th STEP:
After performing the General Expenses part of the procedure, the account 2416220000 should be cleared.
To clear the account it is necessary to make the following posting:

- Doc. Type: S1
- Document Date: DD.MM.20YY
- Posting Date: DD.MM.20YY
- Account Debit: 2416220000
- Account Credit: 2416220000
- Text: «retenciones nomina X/20YY»
- Personal Number: 99999999
- Due On: DD.MM.20YY (Bline Date)
- Amount: Sum all the open items found in the account 2416220000, by running the FBL3N like explained in the step 1 and post the *total* value.

You can use the document 5010009228 as a reference document.
When the posting is done, proceed with the clearing of the account 2416220000 by clearing all the open items in the account with the *total* of this last posting.

Note

Person of contact

HR Services – Pili de Castro (Pili.Decastro@solvay.com)

HR Services - Alfredo Otero (alfredo.otero@solvay.com)

End of document.