

# US - PF1 ARA Bank Accounts

## 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:

## Table of contents

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- Table of contents
  - 1. Objective and Scope
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    - 1.2. Scope
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  - 3.2. I get the extract and perform the reconciliation in SAP
    - 3.2.1. I get the extract
    - 3.2.2. I do the reconciliation of account.

## Scope

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**WW**



Unknown Attachment

## ERP

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Unknown Attachment



**PF1**

## Frequency

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**Month**

## References

---

Transactions:

FBL3N

/BSAR/MENU

## Forms

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## Attachments

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<< US - PF1 ARA Bank Accounts >>

## 1. Objective and Scope

### 1.1. Objective of this Operation

The objective of the operation is to describe how to update the dashboard file that reconcile the US [PF1](#) Bank accounts.

### 1.2. Scope

This procedure applies to company all US [ERP PF1](#) companies:

- [SSP](#) - 5844, 5782
- [SCI](#) - 4290, 4291, 5650, 6028
- [SF](#) - 3384
- [SNA](#) - 4045, 5718

## 2. Definitions

See [Finance Glossary](#):

- [ERP](#)
- [PF1](#)
- [SSP](#)
- [SCI](#)
- [SF](#)
- [SNA](#)
- ...

## 3. Tasks description

Monthly all the US PF1 companies need to be reconciled in ARA Bank Accounts, the purpose of this procedure is improve the analyze about bank accounts regarding US PF1.

*The content should be mainly organized in 2 levels of Headings to ensure a proper link with the Table of Contents.*

### 3.1. *I go to Google Drive*

#### 3.1.1. *I check accounts that need to be reconciled*

First step, I access the [google drive](#) to check which's bank account need to be reconciled. With the gDrive opened I go to SAP so I access transaction /N/BSAR/MENU

- Fiscal Year: Current Year
- Posting period: Closure period
- Area: **\*US\***

Analysis Time Frame

Fiscal Year

2022

Posting period

6

to

6

Restriction

Area

\*US\*

to

Account Item

to

G/L Acct. - Single Reconc.

to

Show additional fields

Options

☒ Display Sign-off info

☐ Display Resp.Group Users

☐ Display all currencies

☐ Sort by Account Hierarchy

Presentation

Layout

Data Analytics

Nr. of Graphs

0

You can check all accounts that need to be reconciled, not just ARA Bank accounts but all, because that is too important open the gDrive as well, we need to do the reconciliation of all US PF1 companies, so choice one of them to start and open in gDrive the folder of last period.

In this example, we chose company **3384** to start

Accounting Platform Curitiba > ... > BANKS > US ▾

#### Name

|                                                                                     |      |
|-------------------------------------------------------------------------------------|------|
|  | 5782 |
|  | 5718 |
|  | 5650 |
|  | 4045 |
|  | 3384 |
|  | 4291 |
|  | 4290 |

Accounting Platform Curitiba > ... > US > 3384 ▾

Name

 2022

 2021

Accounting Platform Curitiba > ... > 3384 > 2022 ▾

Name

 05.2022

 04.2022

 03.2022

 02.2022

 01.2022

Accounting Platform Curitiba > ... > 2022 > 05.2022 ▾

Name

 3384 Bank Reconciliation Report 05.2022.xlsx

 3384 - 591CAD0231.pdf

 3384 - 591USD4044.pdf

Download the excel file, it will be the template so we need to update it. Do not forget to update the date when you save the file as well.

File name: 3384 Bank Reconciliation Report 06.2022

Save as type: Microsoft Excel Worksheet

File Folders

Save

### 3.1.2. I work on template

After download the template, you can follow these steps below:

- ☒ Delete the information in Opening balance

- ✓ Copy the information in Closing Balance so paste in Opening Balance
- ✓ Delete the information in Closing Balance.



Account Balai  
3384 - SOLVAY FI

\*This report compares the balance between the balance on SAP (trasaction FS10N) and the balance on the bank statement provided by the bank entity.

| Account     | Account Type          | TREASURY        |                          |                 |  |
|-------------|-----------------------|-----------------|--------------------------|-----------------|--|
| 591USD4044  | IBA                   | Int             |                          |                 |  |
| System      | Local Currency* (USD) |                 | Document Currency* (USD) |                 |  |
|             | Opening balance       | Closing Balance | Opening balance          | Closing Balance |  |
| SAP (PF1)   | 14.477.509,73         | 17.267.821,80   | 14.477.509,73            | 17.267.821,80   |  |
| SAP (PI1)   | -14.477.503,42        | -17.267.815,39  | -14.477.503,42           | -17.267.815,39  |  |
| Difference: | 6,31                  | 6,41            | 6,31                     | 6,41            |  |

| Account     | Account Type          | TREASURY        |                          |                 |  |
|-------------|-----------------------|-----------------|--------------------------|-----------------|--|
| 591USD4044  | IBA                   | Int             |                          |                 |  |
| System      | Local Currency* (USD) |                 | Document Currency* (USD) |                 |  |
|             | Opening balance       | Closing Balance | Opening balance          | Closing Balance |  |
| SAP (PF1)   | 17.267.821,80         |                 | 17.267.821,80            |                 |  |
| SAP (PI1)   | -17.267.815,39        |                 | -17.267.815,39           |                 |  |
| Difference: | 6,41                  | 0,00            | 6,41                     | 0,00            |  |

\*This report compares the balance between the balance on SAP (trasaction FS10N) and the balance on the bank statement provided by the bank entity.

| Account     | Account Type          | TREASURY        |                          |                 |  |
|-------------|-----------------------|-----------------|--------------------------|-----------------|--|
| 591USD4044  | IBA                   | Int             |                          |                 |  |
| System      | Local Currency* (USD) |                 | Document Currency* (USD) |                 |  |
|             | Opening balance       | Closing Balance | Opening balance          | Closing Balance |  |
| SAP (PF1)   | 17.267.821,80         |                 | 17.267.821,80            |                 |  |
| SAP (PI1)   | -17.267.815,39        |                 | -17.267.815,39           |                 |  |
| Difference: | 6,41                  | 0,00            | 6,41                     | 0,00            |  |

I access the transaction /FS10N in SAP to retrieve information about PF1 system.

☒

|               |            |                                  |
|---------------|------------|----------------------------------|
| G/L account   | 591USD4044 | <input type="button" value="→"/> |
| Company code  | 3384       | <input type="button" value="→"/> |
| Fiscal year   | 2022       |                                  |
| Business area |            | <input type="button" value="→"/> |

You can find the information about account in PF1 within **template** as you can see below.



\*This report compares the balance between the balance on SAP (transaction FS10N) and the balance on the bank statement provided by the bank entity.

| Account     | Account Type          | TREASURY        |                          |                 |
|-------------|-----------------------|-----------------|--------------------------|-----------------|
| 591USD4044  | IBA                   |                 |                          |                 |
| System      | Local Currency* (USD) |                 | Document Currency* (USD) |                 |
|             | Opening balance       | Closing Balance | Opening balance          | Closing Balance |
| SAP (PF1)   | 17.267.821,80         |                 | 17.267.821,80            |                 |
| SAP (PI1)   | -17.267.815,39        |                 | -17.267.815,39           |                 |
| Difference: | 6,41                  | 0,00            | 6,41                     | 0,00            |

I copy the amount and paste in template, at the same line of the information about **SAP (PF1) - Closing Balance**.

|                           |            |                       |
|---------------------------|------------|-----------------------|
| Account number            | 591USD4044 | CCpSLV FINAN US-USD   |
| Company code              | 3384       | SOLVAY FLUORIDES, LLC |
| Business area             | *          |                       |
| Fiscal year               | 2022       |                       |
| All documents in currency | *          | Display currency USD  |

| Period           | Debit         | Credit        | Balance       | Cumulative balance |
|------------------|---------------|---------------|---------------|--------------------|
| Balance Carry... |               |               |               | 15.415.497,87      |
| 1                | 6.043.598,25  | 7.559.694,90  | 1.516.096,65- | 13.899.401,22      |
| 2                | 9.487.791,33  | 9.302.851,73  | 184.939,60    | 14.084.340,82      |
| 3                | 10.489.488,08 | 7.564.099,75  | 2.925.388,33  | 17.009.729,15      |
| 4                | 7.557.003,02  | 10.089.222,44 | 2.532.219,42- | 14.477.509,73      |
| 5                | 10.611.962,76 | 7.821.650,69  | 2.790.312,07  | 17.267.821,80      |
| 6                | 17.749.939,11 | 8.514.916,59  | 9.235.022,52  | 26.502.844,32      |
| 7                | 7.577.12      | 7.892.86      | 316.74        | 26.502.527.58      |

Then I follow the same steps to PI1 System.

Access PI1 system, then go to transaction **/FS10N**.

✓

Activate worklist

Cancel

|               |            |  |
|---------------|------------|--|
| G/L account   | 591USD3384 |  |
| Company code  | 4044       |  |
| Fiscal year   | 2022       |  |
| Business area |            |  |

You can find the information about account and company code in PI1 within **template** as you can see below.

## TREASURY FUND SOLVAY FINANCE AMERICA (4044) USD

Internal bank Account n° (in PI1): 591USD3384

| Document Currency* (USD) |                 | Comments                                                                               |
|--------------------------|-----------------|----------------------------------------------------------------------------------------|
| Opening balance          | Closing Balance |                                                                                        |
| 17.267.821,80            |                 | This account reflects the movements in the internal bank account from the factoring in |
| -17.267.815,39           |                 | Check the PI1 report in the Support Files                                              |
| 6,41                     | 0,00            |                                                                                        |

I copy the amount and paste in template, at the same line of the information about **SAP (PI1) - Closing Balance**.

|                           |            |                      |
|---------------------------|------------|----------------------|
| Account number            | 591USD3384 | CCpSLV FLUORIDES-USD |
| Company code              | 4044       | SOLVAY FINANCE (US)  |
| Business area             |            |                      |
| Fiscal year               | 2022       |                      |
| All documents in currency | *          | Display currency USD |

| Period           | Debit          | Credit         | Balance       | Cumulative balance |
|------------------|----------------|----------------|---------------|--------------------|
| Balance Carry... |                |                |               | 15.415.491,08-     |
| 1                | 283.288.616,60 | 281.772.520,05 | 1.516.096,55  | 13.899.394,53-     |
| 2                | 292.323.740,79 | 292.508.680,38 | 184.939,59-   | 14.084.334,12-     |
| 3                | 312.670.551,84 | 315.595.940,22 | 2.925.388,38- | 17.009.722,50-     |
| 4                | 372.186.155,81 | 369.653.936,73 | 2.532.219,08  | 14.477.503,42-     |
| 5                | 427.215.717,58 | 430.006.029,55 | 2.790.311,97- | 17.267.815,39-     |
| 6                | 459.719.301,70 | 468.954.324,41 | 9.235.022,71- | 26.502.838,10-     |

\*This report compares the balance between the balance on SAP (transaction FS10N) and the balance on the bank statement provided by the bank entity.

\*Local Currency: The currency from the bank statement  
\*Document Currency: The currency from SAP

| Account     | Account Type          | TREASURY FUND SOLVAY FINANCE AMERICA (4044) USD |                          |                 |                                                                                             |
|-------------|-----------------------|-------------------------------------------------|--------------------------|-----------------|---------------------------------------------------------------------------------------------|
| 591USD4044  | IBA                   | Internal bank Account n° (in PI1): 591USD3384   |                          |                 |                                                                                             |
| System      | Local Currency* (USD) |                                                 | Document Currency* (USD) |                 | Comments                                                                                    |
|             | Opening balance       | Closing Balance                                 | Opening balance          | Closing Balance |                                                                                             |
| SAP (PF1)   | 17.267.821,80         | 26.502.844,32                                   | 17.267.821,80            | 26.502.844,32   | This account reflects the movements in the internal bank account from the factoring in PI1. |
| SAP (PI1)   | -17.267.815,39        | -26.502.838,10                                  | -17.267.815,39           | -26.502.838,10  | Check the PI1 report in the Support Files                                                   |
| Difference: | 6,41                  | 6,22                                            | 6,41                     | 6,22            |                                                                                             |

Then analyze if these amounts are correct or not, if the difference from the last period increase or decrease a lot comparing with the current period, you can suspect that something is wrong.

## 3.2. I get the extract and perform the reconciliation in SAP

### 3.2.1. I get the extract

In SAP go to transaction /ZCMPC

## Statements consultation menu

 History consultation

 Download the statements for one month

 Statements reset

 Detail of factoring movements

 Statistics on statement receptions

 Display accesses to CICC Online

 Send the interest notes

 Leave

## History consultation

Société financière

Société

OR Group of compan  

IBA number of  to

Statement numbe of  to

Posting Date of  to  

Next

Cancel

You can find all information within template as you can see below.

Account Balance Report

Société → 3384 - SOLVAY FLUORIDES, LLC

Balance on SAP (transaction FS10N) and the balance on the bank statement provided by the bank entity.

\*Local Currency: The currency of the company  
\*Document Currency: The currency of the document

Société financière

IBA number

|                 |                                                 |                          |                 |                                                                                          |
|-----------------|-------------------------------------------------|--------------------------|-----------------|------------------------------------------------------------------------------------------|
| e               | TREASURY FUND SOLVAY FINANCE AMERICA (4044) USD |                          |                 |                                                                                          |
|                 | Internal bank Account n° (in PI1): 591USD3384   |                          |                 |                                                                                          |
| Currency* (USD) |                                                 | Document Currency* (USD) |                 | Comments                                                                                 |
| Account         | Closing Balance                                 | Opening balance          | Closing Balance |                                                                                          |
| 0               | 26.502.844,32                                   | 17.267.821,80            | 26.502.844,32   | This account reflects the movements in the internal bank account from the factoring in f |
| 9               | -26.502.838,10                                  | -17.267.815,39           | -26.502.838,10  | Check the PI1 report in the Support Files                                                |
|                 | 6,22                                            | 6,41                     | 6,22            |                                                                                          |

Print:

Output Device

LOCL

Number of copies

1

Page selection

Spool Request

Name

SCRIPT

SILV5802

Title

Authorization

Spool Control

☒ Print immediately

☐ Delete After Output

☐ New Spool Request

☐ Close Spool Request

Spool retention pd

8 Day(s)

Storage Mode

Print only

Cover Page Settings

SAP cover page

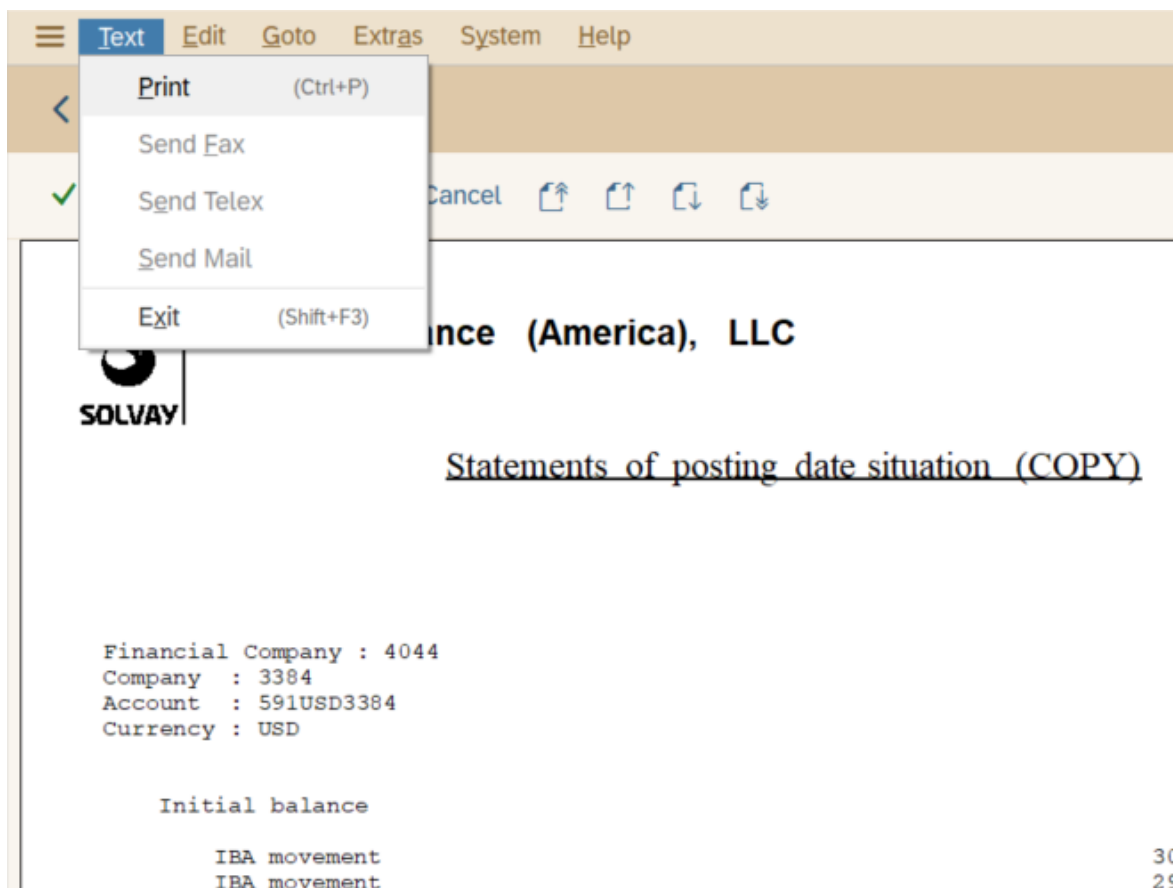
Do Not Print

Recipient

Department

Print Preview

Print



You can save the file as the previous standard on gDrive, check how was named in the previous period.

File name: 3384 - 591USD4044

Save as type: PDF Document (\*.pdf)

### 3.2.2. I do the reconciliation of account.

Back to transaction **/N/BSAR/MENU**

Find the account that we make in template in this case will be **591USD4044** and click on Exec



| Period | Exec | Resp.Grp. | Hierarchy         | Area                                 | Area Description | Acc Item         | Account Item Description | G/L Account                  | G/L Account Description | Rating | Note | Attachment | Action | Purpose | Status     | Frequency | Tr |
|--------|------|-----------|-------------------|--------------------------------------|------------------|------------------|--------------------------|------------------------------|-------------------------|--------|------|------------|--------|---------|------------|-----------|----|
| 2022-  |      | ACC_PLAT  | GROUPSOLV US03384 | Solvay Fluorides, LLC, Greenwich, C. | A500-400         | GL Bank Interco. | 591CAD0231               | C/C SOLVAY CICC Finance-CAD  |                         |        |      |            |        |         | Reconciler | MONTH     |    |
| 2022-  |      | ACC_PLAT  | GROUPSOLV US03384 | Solvay Fluorides, LLC, Greenwich, C. | A500-400         | GL Bank Interco. | 591USD0231               | C/C SOLVAY CICC Finance-USD  |                         |        |      |            |        |         | Reconciler | MONTH     |    |
| 2022-  |      | ACC_PLAT  | GROUPSOLV US03384 | Solvay Fluorides, LLC, Greenwich, C. | A500-400         | GL Bank Interco. | 591USD40                 | C/Cp SOLVAY FINANCE (US)-USD |                         |        |      |            |        |         | Reconciler | MONTH     |    |

Copy the comment of previous period.

✓ [Dropdown] Legend Load data ABSC Action list Purpose of Account

### Balance in Company code currency USD

[Icons] Create action

| <input type="checkbox"/> | Ld | CoCd | G/L Acct   | G/L Account Description      | Alt. Acct | Acc.Assgnm | Accnt.Note | Crcy type | Crcy |
|--------------------------|----|------|------------|------------------------------|-----------|------------|------------|-----------|------|
| <input type="checkbox"/> |    |      | Total      |                              |           |            |            | 10        | USD  |
| <input type="checkbox"/> | 0L | 3384 | 591USD4044 | C/Cp SOLVAY FINANCE (US)-USD |           |            |            | 10        | USD  |

< >

● Status & Assessment Comments Attachments Information

[Show previous period] [Copy previous period]

[Icons]

[https://drive.google.com/drive/folders/1xVXWCjC2eITT\\_M5s6QFK3-0lQ6\\_Q2Es8](https://drive.google.com/drive/folders/1xVXWCjC2eITT_M5s6QFK3-0lQ6_Q2Es8)

-----

Acc.Template log 2022-06/US03384/A500-400/591USD4044 (Activity history)

-----

Click in Load Data and after just press **enter** in keyboard.

System Help

< SAP

✓ [Dropdown] Legend Load data ABSC Action list

### Balance in Company code currency USD

[Icons] Create action

| <input type="checkbox"/> | Ld | CoCode | G/L Acct   | G/L Account Description        | Alt. Acct | Acc.Assgnm | Acc |
|--------------------------|----|--------|------------|--------------------------------|-----------|------------|-----|
| <input type="checkbox"/> |    |        | Total      |                                |           |            |     |
| <input type="checkbox"/> | 0L | 3384   | 591USD4044 | C/Cp SOLVAY FINANCE (US)-US... |           |            |     |

< >

● Status & Assessment Comments Attachments Information

Copy and paste the value from **Unrec. Balance** to **Rec. B**

| Balance in Company code currency USD |    |        |            |                                |           |            |            |           |      |               |               |              |               |
|--------------------------------------|----|--------|------------|--------------------------------|-----------|------------|------------|-----------|------|---------------|---------------|--------------|---------------|
| [Icons] Create action                |    |        |            |                                |           |            |            |           |      |               |               |              |               |
| <input type="checkbox"/>             | Ld | CoCode | G/L Acct   | G/L Account Description        | Alt. Acct | Acc.Assgnm | Accnt.Note | Crcy type | Crcy | Open.Bal      | Total Debit   | Total Credit | Cum. balance  |
| <input type="checkbox"/>             |    |        | Total      |                                |           |            |            | 10        | USD  | 17.267.821,80 | 17.749.939,11 | 8.514.916,59 | 26.502.844,32 |
| <input type="checkbox"/>             | 0L | 3384   | 591USD4044 | C/Cp SOLVAY FINANCE (US)-US... |           |            |            | 10        | USD  | 17.267.821,80 | 17.749.939,11 | 8.514.916,59 | 26.502.844,32 |

Then go to **Status & Assessment** and **CERTIFY**.



| Name                                                                                                                           | Last modified                                                                                  | ↓ |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---|
|  3384 Bank Reconciliation Report 06.2022.xlsx |  5:18 PM me |   |
|  3384 - 591CAD0231.pdf                        | 5:18 PM me                                                                                     |   |
|  3384 - 591USD4044.pdf                        | 5:16 PM me                                                                                     |   |

...

End of document.