

AE - Local 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, singapore, south_korea, thailand, indonesia, new_zeland
 - Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
1. Fill in all fields as described above
2. 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



ERP

[blocked URL](#)

Frequency



References

FEBA; F-03; FF.6; FBL3N; FB01

Forms

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The objective of this procedure is to post the movements in SAP coming from the Citibank (for 7779) and First Abu Dhabi Bank (7785) bank accounts, for the Emirates.

This is performed ever Friday.

1.2. Scope

This operation is applicable for the following entities:

DE (WP1)
7779
7785

2. Definitions

See Finance Glossary:

- CAM
- CICC
- EMEA
- WP1

3. Tasks description

3.1. Responsibilities

Finance Service Line - Accounting platform DACH/PT, will post according to the guidelines described below. In case of items that are not covered by this operation, CAM can be contacted.

Bank accounts in SAP:

Company Code	SAP GL Account	GL Description
7779	51000892	CITIBANK N.A AE Dubai (AED) 021
	50050892	CITIBANK N.A AE Dubai (AED) 021-INCOMING TRANSFER
	50060892	CITIBANK N.A AE Dubai (AED) 021-OUTGOING TRANSFER
	51000915	CITIBANK N.A AE Dubai (USD) 021
	50050915	CITIBANK N.A AE Dubai (USD) 021-INCOMING TRANSFER
	50060915	CITIBANK N.A AE Dubai (USD) 021-OUTGOING TRANSFER
7785	51000893	FIRST ABU DHABI BANK AE ABU DHABI (AED)
	51000913	FIRST ABU DHABI BANK AE ABU DHABI (USD)
	50060893	FIRST ABU DHABI AE AD (AED) 027-OUTGOING TRANSFER
	50060913	FIRST ABU DHABI AE AD (USD) 027-OUTGOING TRANSFER
	50050913	FIRST ABU DHABI AE AD (USD) 027-INCOMING TRANSFER

3.2. I retrieve the Bank Statements

For company 7785 and First Abu Dhabi Bank, the statements are sent by the CAM via email.

These statements are locked via password. The password is explained in the email and is the last 4 digits of the bank account + the month and year of the report (XXXXYYYYMM)

Eg.: 7019202209 for AED account from September 2022.

The account numbers in FAB site are:

AED Account No. – AE900351011003965057019

USD Account No. – AE630351011003965057020

For company 7779 we retrieve the statements directly from the [Citibank portal](#).

For this you will need your user name, password and a challenge code generated by your token.

Follow the steps from the instructions provided by Citibank [here](#).

Afterwards, go to Reports & Analytics and select Cash Statements Reports.

Client Logged in as: SOLVAY (CHINA) CO LTD 0 failed attempts since last login 10/27/2022 10:15:32 [Details](#)

Reports & Analytics

Reports

My Reports

Cash Reports

Cash Balances Reports

Cash Statements Reports

Cash Transaction Initiation
Reports

Korea Reports

Korea Reports

Payment Reports

Payments - Asia Reports

If this is the first time using the Citibank portal, select Account Statement report and run.

Search Results - Generate Reports (1 - 20 of 126) Page 1 of 7 Selected Items: 1 (As of 10/28/2022 10:07 AM GMT)

<input type="checkbox"/>		Report Name	Base Report Name 1 ▲	Base/Derived 2 ▲	Report Category
<input type="checkbox"/>		KZ Daily Statement	Account Statement Details Report - Condensed	Derived	Cash Statements Reports
<input type="checkbox"/>		0366 Monthly Statement	Account Statement Details Report - Condensed	Derived	Cash Statements Reports
<input type="checkbox"/>		0366 CA Monthly Statement	Account Statement Details Report - Condensed	Derived	Cash Statements Reports
<input checked="" type="checkbox"/>		Account Statement Report	Account Statement Report	Base	Cash Statements Reports
<input type="checkbox"/>		Payments 1104	Account Statement Report	Derived	Cash Statements Reports

Run Delete Quick Schedule = Favorite

In the next screen, click on the pencil to edit the parameters and fill as following:

Account Statement Details Report

* Derived Report Name

Nibras AED

Delivery Options


Share

Private Public

Base Report Name

Account Statement Details Report

Designated Owner

ALEKSANDRA.NEMCONOKA 

* Format

Adobe(PDF)requires Acrobat Reader (5.0 or higher) 

Sign with Citibank Certificate

Compress with Winzip

Favorite

Report Specific Field Details

Branch



Bank Reference



Account Currency



By Order Beneficiary

Customer



Customer Reference

Transaction Description



Layout



Account Number Account Group

AE500211000000101554007 AE06021100 

Amount

From To


* Cheques

Include Cheques 

Beneficiary Tax Code



* Statement Date

Current Month Previous Month Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range 

Absolute  * From 09/01/2020  * To 09/30/2020 

Value Date

No Date Selected Current Month Previous Month Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range

Payment Order Date

No Date Selected Current Month Previous Month Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range

* Sort By

Time Sort 

Ascending Descending

Show Extended Payment Details

Page Breaks

Print Selection Criteria

Print Citibank China Stamp

Activity Only

Run In Incremental Mode

Show Single Transaction Per Page

Run

Save & Run

Save

Schedule

Reset To Defaults

Quick Schedule

 [Return To Reports Listing](#)

Note

For the field Derived Report Name, select the name you want the report to have for future use.

For field Account Number, for the first time it is needed to select the accounts for the Emirates company. Click in the binoculars, search for AE and select the 2 accounts that appear.


Hide Applied Search Criteria

Account Number: 'Starts With' AE

[Start New Search](#)

Account Number (1 - 2 of 2)

<input checked="" type="checkbox"/>	Account Familiar Name 1 ▲	Account Number	Account Currency 2 ▲	Branch Name	Bank
<input checked="" type="checkbox"/>	CYTEC NIBRAS LLC	AE500211000000101554007	AED	CITIBANK DUBAI	
<input checked="" type="checkbox"/>	CYTEC NIBRAS LLC	AE060211000000101554023	USD	CITIBANK DUBAI	

[Add To Selection](#)  You must select at least one record, then click the 'Add to Selection' button to continue.

Selected Rows (1 - 2 of 2)

Account Familiar Name	Account Number	Account Currency	Branch Name	Bank
CYTEC NIBRAS LLC	AE500211000000101554007	AED	CITIBANK DUBAI	CY
CYTEC NIBRAS LLC	AE060211000000101554023	USD	CITIBANK DUBAI	CY

Click on Save and Run and download the PDF when the file is ready.

In case you already have a report created

If this is not the first time and you already created a report before, the report will show in the available to select reports with the name you used.

Select you report, change the date for the reporting month and press Save and Run.

3.3. I post the movements for WP1 companies

3.3.1. I perform the postings

3.3.1.1. Company 7779

For this company, the items are posted automatically in SAP and we only need to perform the final allocation.

Postings related to vendors are posted by AP team with ZP documents and we only need to clear the items in the bank account.

Accounting Platform needs to post the items for bank charges (identifiable by the text containing "INTERNAL TRANSFER" and "BILLING INVOICE PAID") and BGRS GLOBAL UK LTD.



To check the open items, open transaction FBL3N with variant **AE Banks**.

- For bank charges, the allocation is to account 98536230 with Cost Center 7779-8390 (eg.: Document 2300000050).

Doc.Type : SB (G/L account posting) Normal document					
Doc. Number	2300000050	Company Code	7779	Fiscal Year	2022
Doc. Date	30.08.2022	Posting Date	30.08.2022	Period	08
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	AED				
Doc. Hdr Text	Billing invoice paid				

Itm	PK	Account	G/L acct	Account short text	Amt.in loc.cur.	LCurr	Amount	Crcy	TTY	Cost Ctr	Profit Ctr	Text
1	50	50060892	50060892	CITI AE (AED)OUT TRF	876,75-	AED	876,75-	AED	F15			Billing invoice paid
2	40	98536230	98536230	Bank charge Mgt/Pool	876,75	AED	876,75	AED		7779-8390	7779-I0450	Billing invoice paid
*					0,00	AED	0,00	AED				

- For BGRS GLOBAL UK LTD, post a ZP document to vendor 9901018820 (eg.: Document 200000049).

Doc.Type : ZP (Payment posting) Normal document					
Doc. Number	2000000049	Company Code	7779	Fiscal Year	2022
Doc. Date	31.08.2022	Posting Date	31.08.2022	Period	08
Calculate Tax	<input type="checkbox"/>				
Doc. Currency	AED				
Doc. Hdr Text	BGRS GLOBAL UK LTD				

Itm	PK	Account	G/L acct	Account short text	Amt.in loc.cur.	LCurr	Amount	Crcy	TTY	Text
1	50	50060892	50060892	CITI AE (AED)OUT TRF	5.151,52-	AED	5.151,52-	AED	F15	BGRS GLOBAL UK 1,360.03 EUR
2	25	9901018820	40100100	BGRS GLOBAL UK LTD	5.151,52	AED	5.151,52	AED	F15	BGRS GLOBAL UK 1,360.03 EUR
*					0,00	AED	0,00	AED		

3.3.1.2. Company 7785

This company doesn't have any automatic postings.

All postings are performed by Accounting Platform.

Postings to vendors are performed with document type ZP. For customers use SB.

In the bank statement, you can find in the reference the name of the vendor. In case it isn't possible to understand who it refers to (for example in case of intercompany items), contact the CAM to confirm the vendor in SAP.

Recurrent postings are:

Vendor/Customer Name	Code in SAP
ABU DHABI Airport	98300805
Avalon Data Systems	302318198
BOEING COMMERCIAL AIRPLAINE CO	2065526
BVS GLOBAL	302319048
CYTEC ENGINEERED MATERIALS INC	2159724
CYTEC INDUSTRIES INC	101849
ERNST & YOUNG	302319020
HUNTSMAN ADVANCED MATERIALS	702723144
Strata manufacture PJSC	302317702
SUMITOMO CHEMICALS EUROPE	702723671
TAWAZUN INDUSTRIAL PARK	302318397
VHR INTERNATIONAL RECRUITMENT	302317489

It is also possible to check and use as reference documents from previous months.



Attention

When performing the postings for the accounts with USD currency, the posting date has to be absolutely the same as the date from the bank statement.

Make sure that you are performing the posting with USD currency

In case of transfers between accounts from USD to AED please use the following posting scheme:

51000913 (USD)	51000893 (AED)	98622000 (-)	98622004 (+)
X	X	X	X

The posting should be done in USD considering the Tax rate of the value date.

In case of exchange rate difference, if negative use account 98622000 or positive 98622004

Example:

Bank statement in USD:

11-Apr-2023	11-Apr-2023	PLC, NEW YORK B RANCH, NEW YORK, NY LTR 10 APR 2023 Pay Dtl: PMT BO STRATA SOLVAY ADVC MATERI. COUNTER TRANSFER TO 1011003965057019 STRATA SOLVAY ADVC MATERIALS JV LLC	109,518.83	40,216,820.63
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Bank Statement in AED:

AE-90-035-101-100-39650 57-01-9 STRATA SOLVAY ADVC MATERIALS JV LLC STRATA SOLVAY ADVC		Account : 13-Apr-2023 Currency From Date			
DATE	VALUE DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE
11-Apr-2023	11-Apr-2023	BALANCE BROUGHT FORWARD LTR 10 APR 2023 Pay Dtl: PMT BO STRATA SOLVAY ADVC MATERI. COUNTER TRANSFER FROM 1011003965057020 STRATA SOLVAY ADVC MATERIALS JV LLC		400,000.00	2,027,101.78 2,427,101.78

SAP posting:

Doc. Type : SB (G/L account posting) Normal document Doc. Number : 2300000038 Company Code : 7785 Fiscal Year : 2023 Doc. Date : 11.04.2023 Posting Date : 11.04.2023 Period : 04 Calculate Tax : <input type="checkbox"/> Ref. Doc. : INTTF USD TO AED Doc. Currency : USD													
Item	PK	Account	G/L acct	Account short text	Amount	Crcy	Amt. in loc. cur.	LCurr	TTY	Profit Ctr	Cost Ctr	Order	Text
1	50	51000913	51000913	FADB AE (USD) 027	109,518,83	USD	402,206,81	AED	F15				internal transfer from USD to AED
2	40	51000893	51000893	FADB AE (AED) 027	108,917,93	USD	400,000,00	AED	F15				internal transfer from USD to AED
3	40	98622000	98622000	LOSS ON X REALI	600,90	USD	2,206,81	AED		7785-I0450	7785-8390		Exchange rate difference
*					0,00	USD	0,00	AED					

3.3.2. I clear the G/L bank accounts

After all the postings are performed, it is possible to clear all the items.

Use transaction F-03 to clear the account.

**Attention**

When clearing the account, use the currency that matches the currency of the account, i.e. for the account in USD, perform the clearing with currency USD.

3.4. I perform the Bank revaluation

Under harmonization process, starting on May 2023 Closure, this task was transfered to Finance Service Line - SU Treasury.

**Revaluation Process in ACP team:**

After all postings are performed, the clearings made and the account balance is the same as the one in the bank statement, in D+1 we need to perform the revaluation.

Open transaction F.05 with variant 7779 REVBANK for company 7779 and 7785 REVBANK for company 7785.

General Selections	
Company Code	7779 to <input type="text"/>
Valuation Key Date	30.09.2022
Valuation method	EVR
Valuation in Currency Type	10 or valuation area <input type="text"/>

Postings	Open Items	G/L Balances	Other	FASB 52
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Bal.sheet preparation valuatn

Create Postings

Batch input session name	REVAL 7779
Document date	30.09.2022
Posting date	30.09.2022
Posting period	9
Reversal posting date	<input type="text"/>
Reverse Post. Period	<input type="text"/>

For G/L Account Balance Valuation

Reverse postings

Run the transaction and afterwards process the batch in transaction SM35.

Repeat the same procedure, this time with variant 7779 REVALV_C for company 7779 and 7785 REVALV_C for company 7785.

General Selections	
Company Code	7779 to <input type="text"/>
Valuation Key Date	30.09.2022
Valuation method	EVR
Valuation in Currency Type	10 or valuation area <input type="text"/>

Postings	Open Items	G/L Balances	Other	FASB 52
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Bal.sheet preparation valuatn

Create Postings

Batch input session name	REVAL 7779
Document date	30.09.2022
Posting date	30.09.2022
Posting period	9
Reversal posting date	01.10.2022
Reverse Post. Period	10

For G/L Account Balance Valuation

Reverse postings

3.5. I perform the Bank Reconciliation

Finally, we need to perform the bank reconciliation using the files stored in the Google Drive.

For company 7779 the file can be found [here](#).

For company 7785 the file can be found [here](#).

Start by duplicating the sheet from the previous month and update the date.

TREASURY / BANK ACCOUNT RECONCILIATION. 7779 CYTEC NIBRAS LLC 30/09/2022

RHODIA FINANCIAL STATEMENTS RCS IFRS - Magnitude

10 AED Currency type Company code currency
Amounts in United Arab Emirates Dirham

Financial Statement Item/Account	Tot.rpt.pr	tot.cmp.pr	Abs. diff.
TOTAL BALANCE SHEET - ASSETS	16.949.368,91	17.063.116,77	113.747,86-
AS10 BANKS CASH /DEBIT NET	16.949.368,91	17.063.116,77	113.747,86-
AS1100 BANKS CASH /DEBIT	16.949.368,91	17.063.116,77	113.747,86-
A00892M CITIBANK N.A AE Dubai (AED) 021	895.125,76	1.008.803,27	113.677,51-
A00915M CITIBANK N.A AE Dubai (USD) 021	16.054.243,15	16.054.313,50	70,35-
RESULT	16.949.368,91-	17.063.116,77-	113.747,86
Calculated Result	16.949.368,91-	17.063.116,77-	113.747,86

SAP GL account	GL Description	Bank Account	Bank Acc. No.	SAP balance at Month End	SAP Month End rate	SAP conversion to Ccy	Bank Statement in doc. currency	Difference
51000892	CITIBANK N.A AE Dubai (AED) 021	CITIBANK N.A AE Dubai (AED)	AE50021100000101554007	895.125,76	1.00000	895.125,76	895.125,76	-
50050892	CITIBANK N.A AE Dubai (AED) 021-INCOMING TRANSFER			-	1.00000	-	-	-
50060892	CITIBANK N.A AE Dubai (AED) 021-OUTGOING TRANSFER			-	1.00000	-	-	-
51000915	CITIBANK N.A AE Dubai (USD) 021	CITIBANK N.A AE Dubai (AED)	AE50021100000101554007	16.054.243,15	3.67308	4.370.785,05	4.370.785,05	\$0,00
50050915	CITIBANK N.A AE Dubai (USD) 021-INCOMING TRANSFER			-	3.67300	-	\$0,00	\$0,00
50060915	CITIBANK N.A AE Dubai (USD) 021-OUTGOING TRANSFER			-	3.67300	-	\$0,00	\$0,00
	TOTAL CASH:			€ 16,949,368,91				

Account Statement Details Report

Bank Name: CITIBANK
Customer Number / Name: 101554
Branch Number / Name: 836
Account Number / Name: AED021100000101554007
IBAN Number: AE50021100000101554007
Account Currency / Type: AED
Statement Date: 09/30/2022

Opening Ledger Balance: 895.125,76
Current / Closing Ledger Balance: 895.125,76
Opening Available Balance: 895.125,76
Current / Closing Available Balance: 895.125,76

Account Statement Details Report

Bank Name: CITIBANK
Customer Number / Name: 101554
Branch Number / Name: 836
Account Number / Name: AED021100000101554023
IBAN Number: AE06021100000101554023
Account Currency / Type: USD
Statement Date: 09/30/2022

Opening Ledger Balance: 4.370.785,05
Current / Closing Ledger Balance: 4.370.785,05
Opening Available Balance: 4.370.785,05
Current / Closing Available Balance: 4.370.785,05

Credit Count	Total Credit Amount	Debit Count	Total Debit Amount	Cheque Count	Cheque Amount	Net Amount
0	0,00	0	0,00	0	0,00	0,00

Credit Count	Total Credit Amount	Debit Count	Total Debit Amount	Cheque Count	Cheque Amount	Net Amount
0	0,00	0	0,00	0	0,00	0,00

Change the image on the left with transaction ZRATE, select the date for the last day of the reporting month, from currency USD to currency AED. Also update the exchange rate in the applicable cells in column SAP Month End rate.

Change the print of image in the right with transaction F.01 (take the GL Accounts from the Google Sheet file).

G/L account selection

Chart of accounts	Z001	to		
G/L account	51000892	to		
Company code	7779	to		

Selection using search help

Search help ID	
Search string	
<input type="button" value="Search help"/>	

Transaction Figures Selection

Business area		to		
Currency type				

Further selections Special evaluations Output control

Financial statement version	ZMAS	Language	EN
Reporting year	2022		
Reporting periods	1	to	9
Comparison year	2022		
Comparison periods	1	to	8
Plan Version			

List output

<input type="radio"/> Classical list	
<input type="radio"/> ALV grid control	Layout <input type="text"/>
<input checked="" type="radio"/> ALV Tree Control	Layout <input type="text"/>
<input type="checkbox"/> As structured balance list	

Change the prints of the bank statements for the ones of the reporting months, and finally update the table with the amounts from the bank statement and the amounts from SAP in the respective columns.

End of document.