

# Apply cash -Thailand - PF1

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## 2. Objective and Scope

This operational procedure (OP) demonstrates processes and procedures to execute Accounts Receivable activities for Thailand legal entities. This OP provides instruction for users to perform recurring activities and reacting expected scenarios.

This operational procedure (OP) applies for Accounts Receivable activities of entities:

0974 VINYTHAI PUBLIC CO., LTD.  
0366 SOLVAY PEROXYTHAI LIMITED  
6027 SOLVAY ASIA PACIFIC CO., LTD.  
6034 MTP HP JV (THAILAND) LIMITED  
6020 ADVANCED BIOCHEMICAL (THAILAND)

## 3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR BO: Accounts Receivable Back Office
- RtR FO: Record to Report Front Office
- OP: Operating procedure

## 4. Process Flows

### Scope

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Thailand

### ERP

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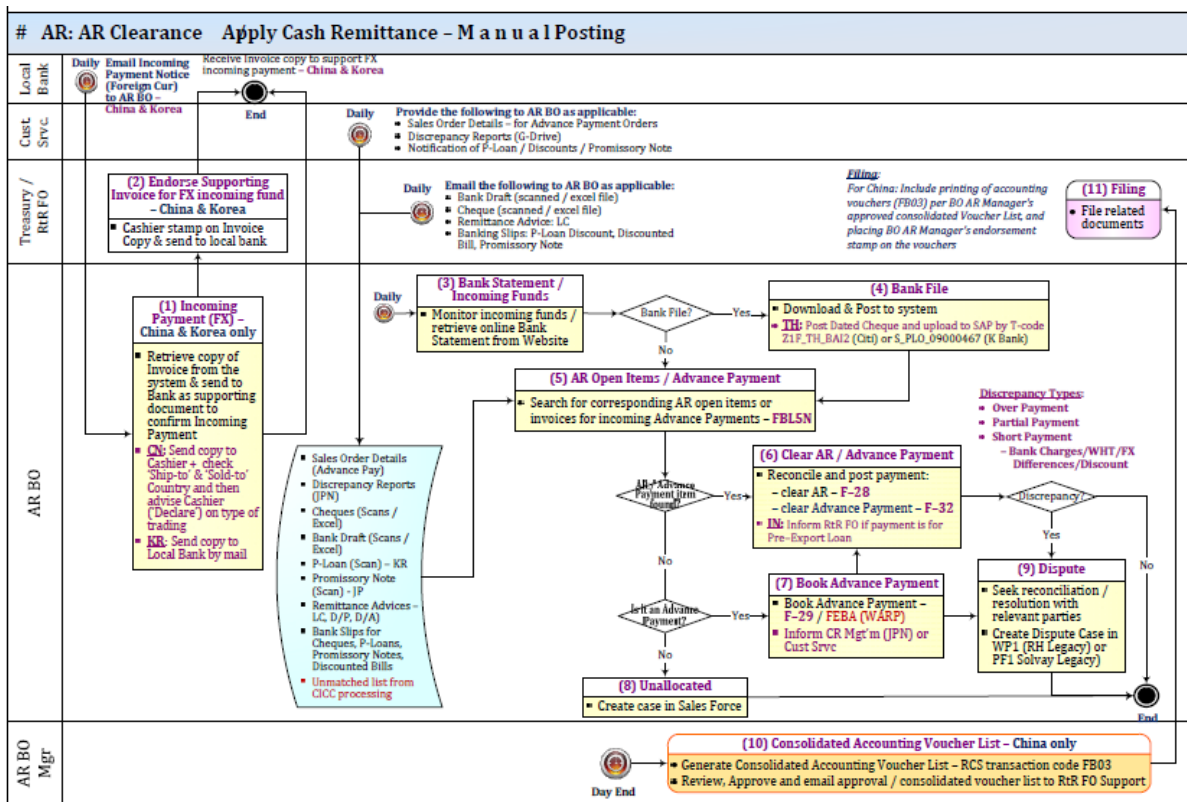
### References

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### Attachments

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Process Flow version 0.30 (shown in the process)



## 4.1 AR Clearing – Auto Posting

### 4.1.1 Kasikorn Bank

There are 2 types of incoming payment in Kasikorn Bank that can be uploaded automatically to SAP; domestic and overseas incoming.

#### 1. Download text file

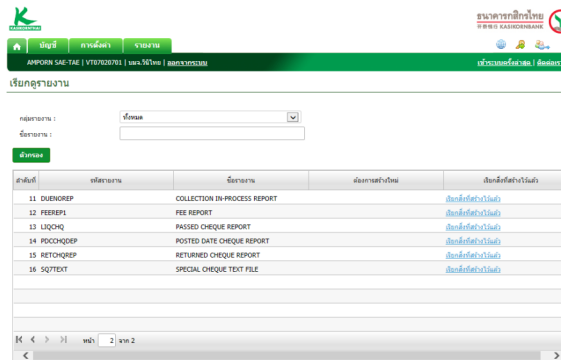
##### 1.1 Domestic's text file download from website

#### (1) Login Kasikorn bank website

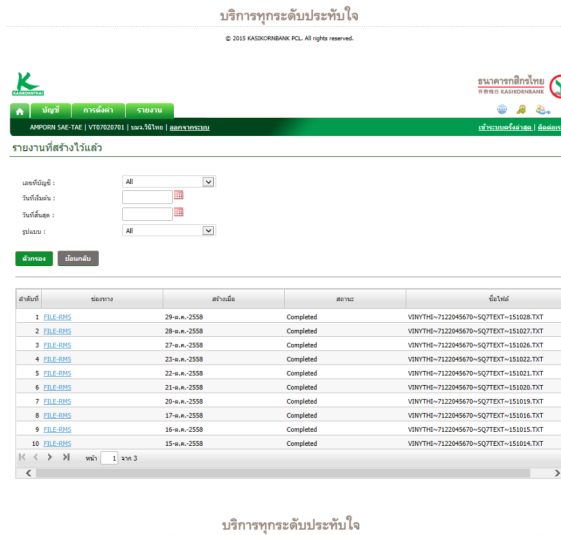
#### (2) On the main page, click "" and select ""



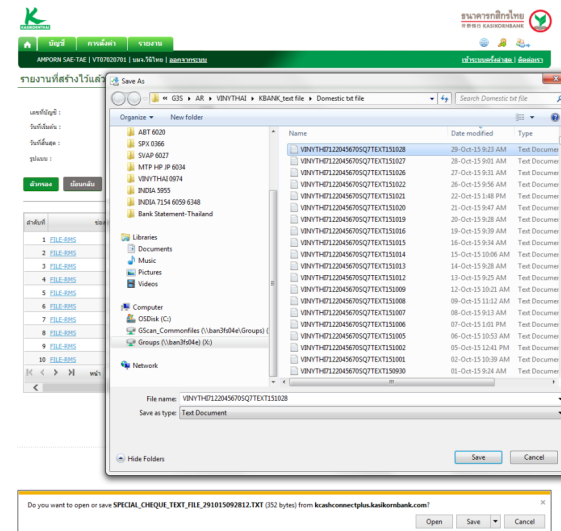
#### (3) After list of reports has been shown, select "Special cheque text file"



(4) Select text file that need to download



(5) Save text file as defined folder



## 1.2 Overseas 's text file download from application "FileZillaPortable"

Step:

(1) Open the program

Double click on icon



(2) Connect to Kasikorn bank's server as following,

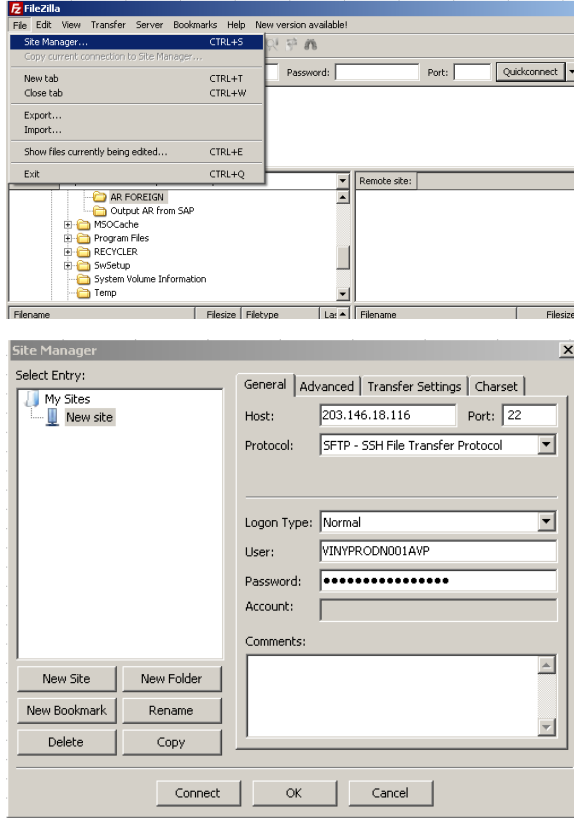
(2.1) Click "File" and select "Site Manager"

(2.2) Fill information required in the pop up window

Host	203.146.18.116
Port	22
Protocol:	SFTP – SSH File Transfer Protocol
User	VINYPRODN001AVP
Password	VINYP@SSW0rdProd

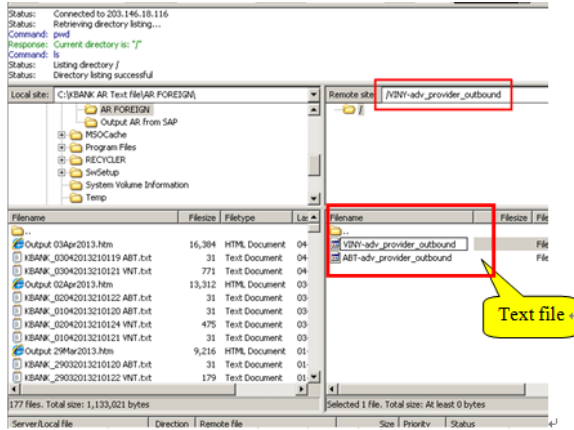


Click =>



(3) Download text file

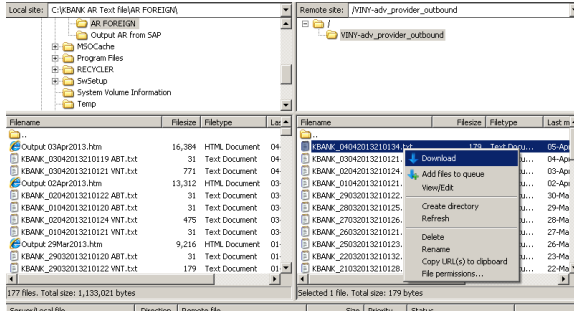
In the blank of "Remote site" fill "VNT-adv\_provider\_outbound" and press enter



On the right hand side will show list of text files from Kasikorn Bank,

Download text file by right click on the file name you need and click "Download",

Text file will go through your site as you can see from left side.



2. Upload text file by open transaction "S\_PL0\_09000467" (DME Engine : Convert incoming file) in SAP

**DME Engine: Convert Format of Incoming DME File**

S\_PL0\_09000467

**DME Engine: Convert Format of Incoming DME File**

DMEE: Format Details

Tree Type

Format tree

Incoming DME File

Read from Local File  
 Read from Application Server

File name


Record Delimiter

Code Page

Converted DME File

Write to Local File  
 Write to Application Server

Name of Converted File

3. Click  to "Get Variant", then select "VNT\_AR\_SETTLE"

**ABAP: Variant Directory of Program**

Variant Catalog for Program DMEECON

Variant name	Short Description
RUSVINYL	RUSVINYL EBS
RUSVINYL_TEST	RUSVINYL_TEST
VNT_AR_SETTLE	VNT_AR_SETTLE

4. Enter details and upload

**DME Engine: Convert Format of Incoming DME File**

DMEE: Format Details

Tree Type

Format tree  **Z1F\_TH\_KBANK\_OVERSEAS**

Incoming DME File

Read from Local File  
 Read from Application Server


File name  **C:\KBANK\_AR Text file\KBANK\_20112012210121 VNT.txt**

Record Delimiter  **1**

Code Page

(4.1)  
 Z1F\_TH\_KBANK\_DOMESTIC – for upload domestic text file  
 Z1F\_TH\_KBANK\_OVERSEAS – for upload foreign text file

(4.2) Choose text file for upload to ERP

(4.3) Click  to execute, system will show the result

**Update Account Statement/Check Deposit Transaction**

Bank statement posting

Posting AC	Bank Key	Form of Bank	Bank Statement No. (old Bank Key)	Amount	Field Selection	Value	Message
104004	1000	0000	40 5100270801	USD 21,645.00	HELP 411140312		Document 2510018404 was posted in company code 0974
104004	1000	0000	40 5100270801	USD 21,645.00	HELP 411140307		Document 2510018403 was posted in company code 0974
104004	1000	0000	40 5100270801	USD 54,062.00	HELP 411140404		Document 2510018404 was posted in company code 0974
104004	1000	0000	40 5100270801	USD 204,762.00	HELP 411140502		Document 2510018402 was posted in company code 0974

5. Check correction of AR auto clearing result by open transaction FB03, then put document number which got after uploaded.

**Display Document: Initial Screen**

Document List | First Item | Editing Options

Keys for Entry View

Document Number	2510018404
Company Code	0974
Fiscal Year	2015

Difference between the total amount in the lines of bank account and amount in bank statement should not be over than 1.00 THB.

**Display Document: Overview**

Display Currency

Document Number 2510018404 Company Code 0974 Fiscal Year 2015  
 Document Date 09.10.2015 Posting Date 09.10.2015 Period 10  
 Reference 6111145312 Cross-CC no.   
 Currency USD Texts exist

Items in local currency

Item	Account	Allocation	Description	Amount in THB
001	50602THB31	6111145312	KBANK BKK THB Saving	1,037,358.62
002	6590900000	20151009	Misc bank charges	5,613.22
003	6590900000	20151009	Misc bank charges	676.00
004	50602THB31	6111145312	KBANK BKK THB Saving	676.00-
005	327691	6111145312	SCANWOLF PHILIPPINES MFG. INC	1,048,536.00-
006	6540000090	6111145312	Exch loss (commerc)	5,564.16

6. Check if all incoming has been uploaded, missing uploaded incoming will show error content as below screen, and AR need to post this incoming manually.

4	106404	TH99	VNT	FB05	1	DZ	40	50602THB31	USD	204,782.50	BELNR 6111136511	>>>>>>>> Error: (F5 263) The difference is too large for clearing
	106404					2						

### 4.1.1 Citi Bank

There is only incoming from domestic customer that can be uploaded.

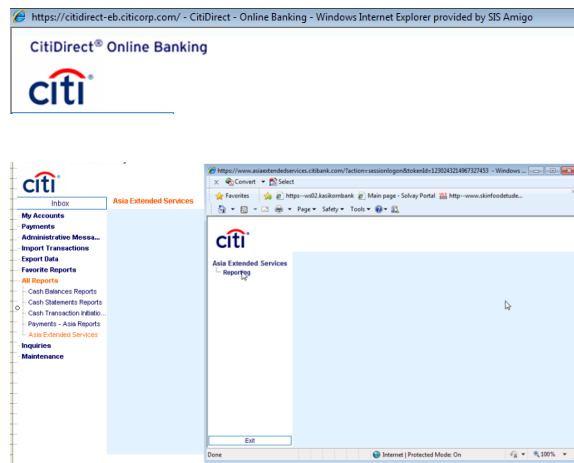
#### Step:

1. Download text file

(1) Login Citi Direct website

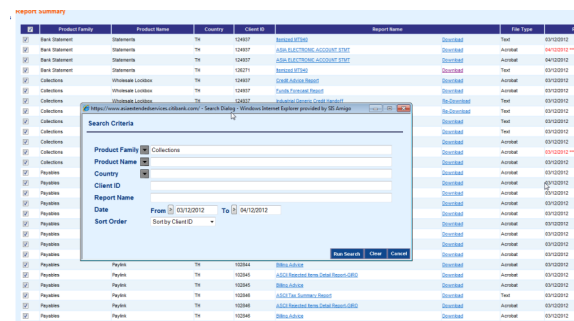
(2) Extract text file as following steps,

Click All reports => Asia Extended Service => Reporting



On the screen of window "Search Criteria", continue below selection,

- "Product Family" select "Collection"
- "Date" select both From and To

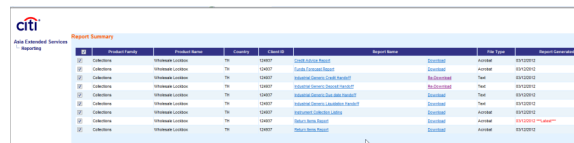


(3) Select and download file by each Client ID

SPX - 123885  
VNT - 124937

\*\*\* When save text file, "Credit Handoff" can remain the former file name, but for "Deposit Handoff" need to change file name to "Instrument"

2. Upload text file by transaction Z1F\_TH\_BAI2



Credit Handoff

(1) Open transaction Z1F\_TH\_BAI2

Fill in all the details required

- Bank Account - 50601THB31
- Company Code – Company Code
- Currency – THB

At "File name" select text file to upload

Fill in all the details required

- Company Code – Company Code
- Currency – THB

Select text file to upload at "File name", then click on execute

Deposit Handoff

Credit Handoff

Rec. No.	Receipt Amount	Paym Date	BusA	Customer	Billing Doc.	Document	Result
2012001467	170,772.00		7360	4500190	92109709	6111005606	Document 2510003098 was posted in company c
2012001468	170,772.00		7360	4500190	92113034	6111005607	Document 2510003099 was posted in company c
2012001494	51,360.00		7360	4500277	92113944	6111005655	Document 2510003100 was posted in company c
2012001495	77,040.00		7360	4500229	92081126	6111005277	Document 2510003101 was posted in company c
2012001495	442.98		7360	4500229	97740131	6111005436	Document 2510003101 was posted in company c
2012001496	155,364.00		7360	4500154	92129528	6111005843	Document 2510003102 was posted in company c
2012001499	1,524.75		7360	4500198	92130541	6111005865	The difference is too large for clearing

Deposit Handoff

Rec. No.	Receipt Amount	Paym Date	BusA	Customer	Billing Doc.	Document	Result
2012001	174,367.20		7360	4500156	92106967	6111005585	Document 2510003104 was posted in company code

(2) Check the result.

After uploaded, go to check the details in column of "Result". If it is successful, there will be a document number. But if it is not, content will show as "the difference is too large for clearing", in this case, we have to settle AR manually.

**4.2 AR Clearing – Manual Posting**

**T/T incoming – Oversea and Domestic incoming.**

Some incoming cannot be uploaded automatically, so AR need to post manually. Generally every incoming from overseas customer will receive credit advice from bank, so AR can record payment based on information on these credit advices.

Credit Advice – Oversea Incoming



CREDIT ADVICE

DATE: 27-OCT-2015 INCOMING PAYMENT

BY ORDER OF: CITIBANK'S REF : 8958300788  
 POLYMERS INTERNATIONAL LTD REMITTANCE AMOUNT : USD 79,828.00  
 117 NEWTON RD REMITTER'S REF : F61026288889000  
 EDEH TERRACE AUCKLAND 1010 NZ BENEFICIARY : 8124997029  
 VINYTHAI PUBLIC CO., LTD.  
 14 FL. GREEN TOWER, 3656/41  
 Rama 4 Rd., BANGKOK, THAILAND 10110

DETAILS OF PAYMENT : ORDERING INST. : WESTPAC BK CORP WELLINGTON  
 INVOICE 77244890 YOUR REFERENCE 097 ORIGINAL REMITTER :  
 4611118487 RTB 0085748971  
 GOODS

PLEASE BE ADVISED THAT WE HAVE CREDITED YOUR ACCOUNT NO. 8124997029 VALUE 27-Oct-2015 REPRESENTING:

INCOMING PAYMENT	THB	2,819,670.21
	USD	79,828.00 RATE 38.4864
DEDUCTED CHARGE OUR COMMISSION	THB	0.00
DEDUCTED CHARGE VAT		0.00
DEDUCTED CHARGE COURTPAGE	THB	0.00
DEDUCTED CHARGE POSTAGE/CABLE	THB	0.00
TOTAL AMOUNT CREDITED: THB		2,819,670.21

PLEASE DIRECT ANY INQUIRIES, QUOTING OUR REFERENCE NUMBER, TO:  
 CITIBANK, N.A.  
 399 SUNSHINE ROAD, INTERCHANGE 11 BUILDING  
 BANGKOK 10110



CREDIT ADVICE/RECEIPT

KASIKORNBANK PUBLIC COMPANY LIMITED  
 INTERNATIONAL TRADE AND FACTORING PROCESSING DEPARTMENT  
 1 SOI RATBURANA 27/1,  
 RATBURANA ROAD,  
 BANGKOK 10140, THAILAND.  
 TAX ID: 0107536000315

TRANSACTION REF: VB15026994 DATED: 27-OCT-2015  
 MESSRS: VINYTHAI PUBLIC COMPANY LIMITED,  
 NO.2, 1-3 RD., MAPTAPHUT INDUSTRIAL  
 ESTATE, MAPTAPHUT, MUANG,  
 RAYONG 21150, THAILAND.

INVOICE NO: 77245642  
 COLLECTING BANK: INDUSTRIAL BANK OF KOREA  
 KOREA, REPUBLIC OF  
 DRAWEE: KYUNG-IN CORPORATION  
 TENOR: D/P SIGHT  
 BILL AMOUNT: USD 24,000.00  
 LESS FOREIGN BANK CHARGES: USD 155.00  
 PROCEEDS RECEIVED: USD 23,845.00

WITH REFERENCE TO YOUR ABOVE MENTIONED DOCUMENTS, PLEASE BE INFORMED THAT THE EXPORT BILL HAS PAID BY THE COLLECTING BANK AND WE HAVE CREDITED TO YOUR A/C NO. 7122045670 DETAILS AS FOLLOWS :

DESCRIPTION	CCY	AMOUNT	RATE	FX REF NO.	CCY	AMOUNT
CREDIT AMOUNT	USD	23,845.00	35.47	43269748	THB	845,792.15
LESS:						
EXPORT BILL NEGO FEE BEN THB***	THB				THB	600.00
STAMP DUTY FOR B/E IN THB***	THB				THB	3.00
POSTAGE***	THB				THB	150.00
<b>NET CREDIT AMOUNT</b>					<b>THB</b>	<b>845,029.15</b>

KASIKORNBANK PUBLIC COMPANY LIMITED  
 THIS CREDIT ADVICE/RECEIPT IS COMPUTER GENERATED AND DOES NOT REQUIRE AN AUTHORIZED SIGNATURE.  
 ACCORDING TO REVENUE DEPARTMENT ORDER POR 112/2545  
 YOU ARE OBLIGED TO DEDUCT 3% INCOME TAX UP FRONT FROM PAYMENT OF FEES AND OTHER SERVICES, AND SUBMIT TO REVENUE DEPARTMENT WITHIN THE 7TH DAY OF THE FOLLOWING MONTH

For incoming from domestic customer, Collection Team will handle providing payment receipt to customer and make copy to AR for clearing, there is information of customer and invoice on these receipt.

Payment Receipt – Domestic Incoming



VINYTHAI PUBLIC COMPANY LIMITED  
 Tel: 066-09-38 25088  
 MTP Office: 2-3 Road, Map Ta Phut Industrial Estate, Tachai Map Ta Phut, Amphur Muang, Rayong 21150  
 Tel: 66-09-38 25088  
 BKK Office: 3656/41 Floor, Green Tower, Rama IV Road, Klongton, Klongtoey, Bangkok 10110  
 Tel: 660-9-2229-9109, 660-9-2229-9161-2 Telex: Saba 66 09 23401996  
 Faxes: 66 09 23401375

จำนวนใบเสร็จรับเงิน  
 COPY: RECEIPT  
 เลขที่ใบเสร็จรับเงินที่: 010 753 600 0846  
 วันที่ออกใบ: 19.09.2014

ลูกค้า  
 Customer 4500166  
 ที่อยู่  
 Address บริษัท อสมทจิวเวลรี่ จำกัด  
 19 หมู่ 19 ถนนสุขุมวิท  
 ซอยทองหล่อ ซอยสุขุมวิท  
 ราชบุรี 70010

เอกสารเลขที่
Receipt No. 2014002154
วันที่ออกใบ Receipt Date 19.09.2014

รายการสินค้า Description	จำนวนเงิน (บาท) Amount (Baht)
32716 LSC 50 (M)	1,789,533.27
Invoice No: 92715004, 92715005, 92715117, 92715208, 92715217, 92716503, 92716583 92718100, 92718172, 92719440, 92720836, 92721652, 92721852, 92721855 92724944	
<b>(หนึ่งล้านเจ็ดแสนแปดหมื่นห้าพันห้าร้อยสามสิบสามบาทยี่สิบสองสตางค์)</b>	
<b>จำนวนเงินสุทธิ (NET AMOUNT)</b>	<b>1,789,533.27</b>

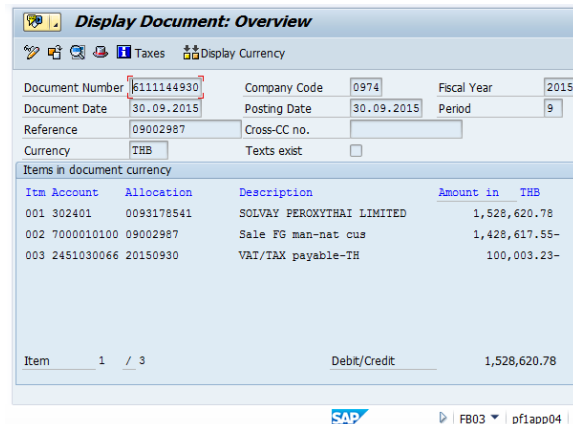
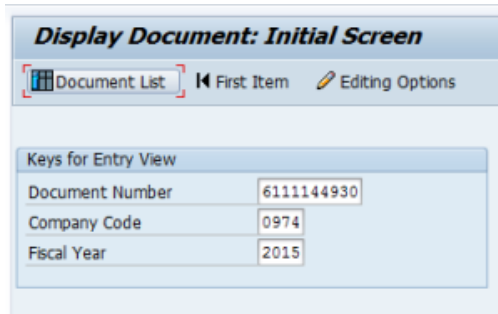
Step: Posting Incoming

After download Bank Statement (Internet Banking) from website on daily basis

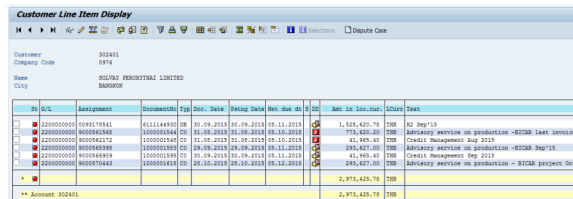
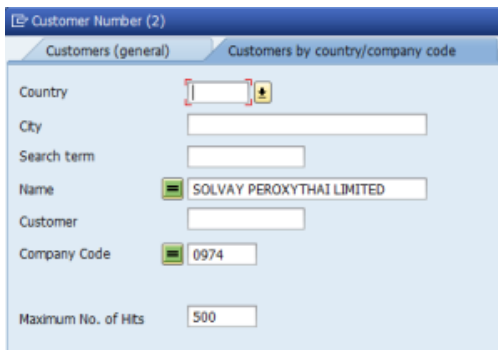
1. Find corresponding AR in credit advice or payment receipt and open data in SAP to find more details.

Overseas

\_Copy invoice numbers which show on credit advice and open in transaction FB03



If there is no invoice number, copy customer name which show on credit advice to find corresponding AR in SAP by open transaction FBL5N



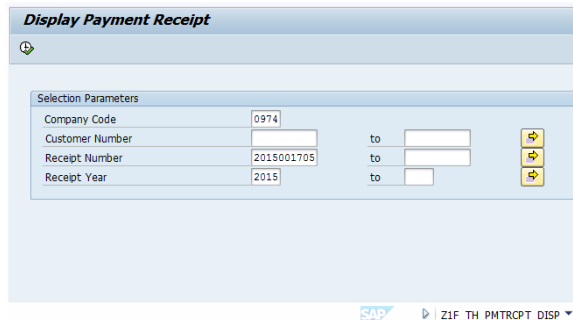
Domestic

\_Check payment receipt provided by collection team, and check corresponding invoices by open transaction Z1F\_TH\_PMTRCPT\_DISP

Fill information required

- Company Code – Company Code
- Customer Number – Customer Code (Can pass)
- Receipt Number – Check from receipt provided by collection team
- Receipt Year – Year of receipt issuing

Click execute



**Display Payment Receipt**

Company Code: 0974 | Receipt Number: 2015001705 | Receipt Date: 11.08.2015 | Receipt Year: 2015 | Receipt Item: 1 | Customer Name: 4500690 PRAXAR (THAILAND) CO.,LTD | Document Number: 611133297

2. Use transaction F-28 to clear related AR open items (in case of customer invoices have been generated).

Fill in all the details required

- Document date – Payment Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- Bank Data
  - Account -G/L account of incoming bank
  - Amount- payment amount in Local / foreign currency
  - Amount in L/C – payment amount in local currency (if any)
  - Bank Charge – amount charged (if any)
  - Value Date – same as posting date and document date
  - Text- same as clearing text
- Open Item selection
  - Account – customer code
  - Account Type – D (for incoming transaction)

**Post Incoming Payments: Header Data**

Process open items

Document Date: 28.10.2015 | Type: DZ | Company Code: 0974  
 Posting Date: 28.10.2015 | Period: 10 | Currency/Rate: THB  
 Document Number: | Translatn Date: |  
 Reference: T/T BANK NAME | Cross-CC no.: |  
 Doc.Header Text: CUSTOMER NAME | Trading Part.BA: |  
 Clearing text: T/T BANK NAME-DOC. DATE-CUSTOMER NAME  
 Branch number: |

**Bank data**

Account: 50602THB31 | Business Area: |  
 Amount: 000000 | Amount in LC: |  
 Bank charges: | LC bank charges: |  
 Value Date: 27.10.2015 | Profit Center: |  
 Text: BANK NAME-LOCATION-CUSTOMER | Assignment: |

**Open item selection**

Account: XX |  
 Account Type: D |  Other accounts  
 Special G/L ind: |  Standard OIs  
 Prmt advice no.: |  
 Distribute by age  
 Automatic search

**Additional selections**

None  
 Amount  
 Document Number  
 Posting Date  
 Dunning Area  
 Others

Click "Process Open items" after filling in all the details.

3. Select invoices that match with incoming payment by double click on the amount.

**Post Incoming Payments Process open items**

Distribute Difference | Charge off diff. | Editing Options | Cash Disc. Due | Create Dispute Case

Standard | Partial Prnt | Res.Items | WH Tax

Account items 302401 SOLVAY PEROXYTHAI LIMITED

Reference	Document...	P..Bu...	Da...	THB Net	Partially Paid Amt	CashDiscount	CDPer	S...
09002987	611144930	01	3710 8-	1,528,620.78	0.00			
08002991	1000001544	01	3740 23	773,620.20	0.00			
08003073	1000001548	01	3740 23	41,965.40	0.00			
09002730	1000001583	01	3740 8-	293,627.00	0.00			
09003006	1000001598	01	3740 8-	41,965.40	0.00			
10002821	1000001618	01	3740 38-	293,627.00	0.00			

Processing Status

Number of items: 6 | Amount entered: 1,528,620.78  
 Display from item: 1 | Assigned: 1,528,620.78  
 Reason code: | Difference postings: |  
 Display in clearing currency: | Not assigned: 0.00

4. If transaction contains bank charge or other financial expense, "Not assigned" box will show remaining amount.

Processing Status

Number of items: 6 | Amount entered: 1,528,520.78  
 Display from item: 1 | Assigned: 1,528,620.78  
 Reason code: | Difference postings: |  
 Display in clearing currency: | Not assigned: 100.00-

5. To process "Bank charge", Click button. Then fill in other line items.

**Other line item**

PstKy: 40 | Account: 659090000 | SGL Ind: | TType: | New co.code: |

\*\* Bank Charge – GL 659090000

\*\* Other financial expenses – G/L  
6599000000

Fill in all the details required

- Amount – Amount charged
- Tax Code – T2
- Business Place – Based on different company
- Assignment – T/T bank name
- Text – same as clearing text

G/L Account: 6599000000 Miscellaneous bank charges  
Company Code: 0974 VINYTHAI

Item 2 / Debit entry / 40

Amount: 100 THB  
Tax code: T2  
Business Place: 0001  
Business Area:   
Cost Center:   
Sales Order:   
WBS Element:   
Cost Object:   
Purchasing Doc.:   
Value Date: 28.10.2015  
Assignment: T/T BANK NAME  
Text: BANK NAME-LOCATION-CUSTOMER NAME

6. Click "Document Simulate"

**Post Incoming Payments Display Overview**

Document Date: 28.10.2015 Type: DZ Company Code: 0974  
Posting Date: 28.10.2015 Period: 10 Currency: THB  
Document Number: INTERNAL Fiscal Year: 2015 Translatn Date: 28.10.2015  
Reference: T/T BANK NAME Cross-CC no.:   
Doc.Header Text: CUSTOMER NAME Trading Part.BA:   
Branch number:   
Items in document currency

PK	BusA	Acct		THB	Amount	Tax amnt
001	40	50602THB31	KBANK BKK THB Savin	1,528,520.78		
002	40	3730 6599000000	Misc bank charges	100.00		T2
003	15	3710 0000302401	SOLVAY PEROXYTHAI L	1,528,620.78-		

D 1,528,620.78 C 1,528,620.78 0.00 \* 3 Line items

7. Click "Save" for post [Get the document number]

Document 2510018666 was posted in company code 0974

### 4.3 Advance Payment

When check corresponding AR in PF1 by open transaction FBL5N and there is no customer invoice found, incoming must be recorded to advance

No items selected (see long text)

payment.

Step:

1. Open transaction F-29

Fill in all the details required

- Document date – Payment Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text
- Customer
  - Account – customer code
  - Special G/L Ind – Put "A (Down payment)"
- Bank Data
  - Account -G/L account of incoming bank
  - Amount- payment amount in Local /foreign currency

**Post Customer Down Payment: Header Data**

New Item Requests

Document Date: 22.10.2015 Type: DZ Company Code: 0974  
Posting Date: 22.10.2015 Period: 10 Currency/Rate: USD 36.2462  
Document Number:   
Reference: TD 4317276 Cross-CC no.:   
Doc.Header Text: ADV.SCC COMPOUNDING SDN ... Branch number:   
Trading Part.BA:   
Tax Report Date:   
Customer  
Account: 336137 Special G/L ind: A  
Altern.comp.cde:   
Bank  
Account: 50602THB31 Business Area:   
Amount: 19,410.00 LC amount: 702,862.74  
Bank charges: LC bank charges: 676  
Value Date: 22.10.2015 Profit Center:   
Text: ADV.SCC COMPOUNDING SDN B Assignment:

- Amount in L/C – payment amount in local currency (If any)
- Bank Charge – amount charged (if any)
- Value Date – same as posting date and document date
- Text- same as clearing text


2. Click "New Item" 

Fill in all the details required


- Amount – Invoice Amount
- Tax Code – TC
- Bus./sectn – Based on different company
- Assignment - TD Standard Order
- Text – same as clearing text

3. Click "Document Simulate"

FK	BusA	Acct		USD	Amount	Tax amt
001	40	3730	6590900000	Misc bank charges	18.65	
002	40	3730	50602THB31	KBANK BKK THB Savin	19,391.35	
003	19A	3730	0000336137	SCC COMPOUNDING SDN	19,560.00-	TC
004	40	3730	6590900000	Misc bank charges	150.00	T2

4. Click "Save"  for post [Get the document number]

5. Dispute for advance case

 Document 2510018666 was posted in company code 0974

#### 4.4 Post Date Cheque

Cheque is document that orders a bank to pay a specific amount of money from customer's account to our company, mostly paid by domestic customer. Cheque is always uploaded automatically, but sometimes the upload is not successful, so AR need to post manually.

Step:

1. Open transaction F-21 or F-04 or FB05

Fill in all the details required

- Document Date – Cheque Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- First line item
  - PstKy – 09
  - Account – Customer Code
  - SGL Ind – C

**Enter Transfer Posting: Header Data**

Held document  Acct model  Fast Data Entry  Post with reference  Editing Options

Document Date 28.10.2015 Type DZ Company Code 0974  
 Posting Date 28.10.2015 Period 10 Currency/Rate THB  
 Document Number Reference 03185829-132-022 Translatn Date  
 Doc.Header Text PDC-CUSTOMER NAME Cross-CC no.  
 Trading Part.BA Branch number

First line item  
 PstKy 09 Account 12345 SGL Ind C TType

2. Press enter to go to next page

Fill in all the details required

- Amount – Amount in Cheque
- Due on – Cheque Due Date
- BusPlace/Sectn – Based on different company
- Fill in Assignment, Text
- Next line item
  - PstKy – 15
  - Account – Customer Code

Customer 4500654 C. THAI CHEMICALS CO.,LTD G/L Acc 2200000000  
 Company Code 0974 444 PETCHKASEM RD  
 VINYTHAI SAMUTSAKORN

Item 1 / Check receipt / 09 C  
 Amount 1,000,000.00 THB  
 Tax  
 Calculate tax Tax code Bus./sectn 0001  
 Bus. Area  
 Due on 31.12.2015  
 Invoice ref. / /  
 Assignment 03185829-132-022  
 Text PDC-CUSTOMER NAME Long Texts

Next Line Item  
 PstKy 15 Account 4500654 SGL Ind New co.code

3. Press enter to go to next page

Fill in all the details required


- Amount – Amount in Cheque
- BusPlace/Sectn – Based on different company
- Bline Date – Cheque Due Date
- Fill in Assignment, Text

Customer 4500654 C. THAI CHEMICALS CO.,LTD G/L Acc 2200000000  
 Company Code 0974 444 PETCHKASEM RD  
 VINYTHAI SAMUTSAKORN

Item 2 / Incoming payment / 15  
 Amount 1,000,000.00 THB  
 Tax Amount  
 Calculate tax Tax code BusPlace/Sectn 0001  
 Bus. Area  
 Bline Date 28.10.2015 Disc. Amount  
 Invoice ref. / /  
 Pmnt Block Pmt Method  
 Assignment 03185829-132-022  
 Text PDC-CUSTOMER NAME Long Texts

Next line item  
 PstKy Account SGL Ind New co.code

4. Click "Document Simulate"

5. Click "Save"  for post [Get the document number]

**Enter Customer payment: Display Overview**

Display Currency  Taxes  Reset

Document Date 28.10.2015 Type DZ Company Code 0974  
 Posting Date 28.10.2015 Period 10 Currency THB  
 Document Number INTERNAL Fiscal Year 2015 Translatn Date 28.10.2015  
 Reference 03185829-132-022 Cross-CC no.  
 Doc.Header Text PDC-CUSTOMER NAME Trading Part.BA  
 Branch number

Items in document currency

PK	BusA	Acct	THB	Amount	Tax amnt
001	09C	0004500654 C. THAI CHEMICALS C	1,000,000.00		
002	15	0004500654 C. THAI CHEMICALS C	1,000,000.00-		

D 1,000,000.00 C 1,000,000.00 0.00 \* 2 Line items

Other line item  
 PstKy count SGL Ind TType New co.code

## 4.5 Advance payment clearing

After invoice has been issued for advance incoming payment, AR need to clear items.

### Step:

1. Use transaction F-32 to clear advance payment received posting with related AR open item.

Fill in all the details required

- Account – Customer code
- Clearing date – Payment Receiving Date
- Fill in Company code, Period, Currency/Rate,
- Open item Selection
  - Special G/L Ind – Put "A (Down payment)"

2. Click "Process open items"

3. Select invoices that match with advance incoming payment by double clicking on the amount.

4. Click Document Simulate

5. Click "Save" for post [Get the document number]

## 4.6 AR discount (AR Factoring)

Treasury will request for bank discount and provide information to AR, AR is responsible to record every transaction related to bank discount.

### 4.6.1 Receive payment from bank

Step:

1. After receive incoming from bank who support for discount, record payment by transaction F-21

Fill in all the details required

- Document Date – Payment Receiving Date
- Type – DT
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- First line item
  - PstKy – 40
  - Account – G/L account of incoming bank

**Enter Transfer Posting: Header Data**

Held document  Acct model  Fast Data Entry  Post with reference  Editing Options

Document Date: 30.10.2015 Type: DT Company Code: 0974  
 Posting Date: 30.10.2015 Period: 10 Currency/Rate: THB  
 Document Number: Reference: AR\_DISCOUNT Translatn Date:  
 Doc.Header Text: AR\_DISCOUNT\_DUE DATE Cross-CC no.:  
 Trading Part.BA: Branch number:

First line item

PstKy: 40 Account: 50601THB31 SGL Ind: TType:

2. Press enter to go to next page

Fill in all the details required

- Amount – Incoming amount
- Value Date – Payment Receiving Date
- Fill in Assignment, Text
- Next line item
  - PstKy – 19
  - Account – Customer code
  - SGL Ind - C

**Enter Misdirect: Add G/L account item**

More data  Acct model  Fast Data Entry  Taxes

G/L Account: 50601THB31 CITIBANK THB Savings  
 Company Code: 0974 VINYTHAI

Item 1 / Debit entry / 40

Amount: 1,000,000.00 THB  Calculate tax

Business Place: Business Area: Trdg Part.BA:  
 Profit Center: Profit. Segment: Quantity: Due on:  
 Value Date: 30.10.2015  
 Assignment: AR\_DISCOUNT  
 Text: AR\_DISCOUNT\_DUE DATE

Next Line Item

PstKy: 19 Account: 12345 SGL Ind: C New co.code:

3. Press enter to go to next page

Fill in all the details required

- Amount – Invoice amount
- Bus. Area – Based on different company
- Fill in Assignment, Text
- Next line item
  - PstKy – 40
  - Account – 6530000000 (Interest charged from discount)

**Enter Misdirect: Add Customer item**

More data  Acct model  Fast Data Entry  Taxes  Withholding tax

Customer: 307289 VININDEX PTY LIMITED G/L Acc: 2200000000  
 Company Code: 0974 LEVEL 4, 26 COLLEGE STREET  
 VINYTHAI DARLINGHURST

Item 2 / Clear Check receipt / 19 C

Amount: 1,000,000.00 THB Tax code: Bus./sectn:

Bus. Area: 3730  
 Due on: 31.12.2015  
 Invoice ref.: / /  
 Assignment: AR DISCOUNT  
 Text: AR DISCOUNT\_CUST CODE\_DUE DATE

Next Line Item

PstKy: 40 Account: 6530000000 SGL Ind: New co.code:

4. Press enter to go to next page

Fill in all the details required

- Amount – Amount charged
- Business Place – Based on different company
- Business Area – Based on different company
- Cost center – Based on different company
- Fill in Assignment, Text

**Enter Misdirect: Add G/L account item**

More data Acct model Fast Data Entry Taxes

G/L Account 653000000 Interests and costs o/notes remitted for discount  
 Company Code 0974 VINYTHAI

Item 3 / Debit entry / 40

Amount 100 THB  
 Tax code  
 Business Place 0001  
 Business Area 3730 Trdg Part.BA  
 Cost Center VGD3730000 Order  
 Sales Order Asset  
 WBS Element Network  
 Cost Object More  
 Purchasing Doc. Quantity  
 Value Date 30.10.2015  
 Assignment AR DISCOUNT Asst retirement  
 Text AR DISCOUNT\_CUST CODE\_DUE DATE Long Texts

Next Line Item  
 PstKy Account SGL Ind New co.code

5. Click "Document Simulate"

6. Click "Save" for post [Get the document number]

**Enter Misdirect: Display Overview**

Display Currency Taxes Reset

Document Date 30.10.2015 Type DT Company Code 0974  
 Posting Date 30.10.2015 Period 10 Currency THB  
 Document Number INTERNAL Fiscal Year 2015 Translatn Date 30.10.2015  
 Reference AR\_DISCOUNT Cross-CC no.  
 Doc.Header Text AR\_DISCOUNT\_DUE DATE Trading Part.BA  
 Branch number

Items in document currency

PK	BusA	Acct		THB	Amount	Tax amnt
001	40	3730	50601THB31 CitiBk THB Savings		999,900.00	
002	19C	3730	0000307289 VINIDEX FTY LIMITED		1,000,000.00-	
003	40	3730	6530000000 Int+costs note disc		100.00	

D 1,000,000.00 C 1,000,000.00 0.00 \* 3 Line Items

#### 4.6.2 Return payment to bank

Step:

1. After make payment to bank, record outgoing by transaction F-04

Fill in all the details required

- Document Date – Payment paid Date
- Type – DT
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- First line item
  - PstKy – 50
  - Account – G/L account of outgoing bank

**Post with Clearing: Header Data**

Choose open items Acct model

Document Date 30.10.2015 Type DT Company Code 0974  
 Posting Date 30.10.2015 Period 10 Currency/Rate THB  
 Document Number Translatn Date  
 Reference CLEAR AR DISC. Cross-CC no.  
 Doc.Header Text CLEAR AR DISC.  
 Clearing text  
 Branch number

Transaction to be processed

Outgoing payment  
 Incoming payment  
 Credit memo  
 Transfer posting with clearing

First line item  
 PstKy 50 Account 50601THB31 SGL Ind TType

2. Press enter to go to next page

Fill in all the details required

- Amount – Outgoing amount
- Value Date – Payment Paid Date
- Fill in Assignment, Text

### Post with Clearing Correct G/L account item

Choose open items Process open items More data Acct model

G/L Account: 50601THB31 CITIBANK THB Savings  
Company Code: 0974 VBNYTHA1

Item 1 / Credit entry / 50  
Amount: 6,603,862.05 THB  Calculate tax

Business Place:   
Business Area:  Trdg Part.BA:   
Profit Center:   
Profit. Segment:

Value Date: 30.10.2015 Quantity:   
Assignment: CLEAR AR DISC. Due on:   
Text: CLEAR AR DISC.

Next Line Item  
PstKy:  Account:  SGL Ind:  New co.code:

3. Click "Choose open items"

Fill in all the details required

- Company Code
- Account – Customer code
- Account Type – D
- Special G/L ind – C

### Post with Clearing Select open items

Process open items

Open item selection  
Company Code: 0974  
Account: 307289  
Account Type: D  
Special G/L ind: C  Normal OI  
Pmnt advice no.:

Other accounts  
 Distribute by age  
 Automatic search

Additional selections  
 None  
 Amount  
 Document Number  
 Posting Date  
 Dunning Area  
 Reference  
 Payment order  
 Collective invoice  
 Document Type  
 Business Area

4. Click "Process open items", then select items

### Post with Clearing Process open items

Distribute Difference Charge off diff. Editing Options Cash Disc. Due Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account Items 307289 VINIDEX PTY LIMITED

Reference	Document...	P., Bu...	Da...	THB Net	Partially Paid Amt	CashDiscount	CDPer.	S...
AR DISCOUNT	2510018219	19	3730 3	6,603,862.05-	0.00			
AR DISCOUNT	2510018219	19	3730 6-	7,613,299.71-	0.00			
AR DISCOUNT	2510018219	19	3730 14-	7,600,955.87-	0.00			
AR DISCOUNT	2510018219	19	3730 22-	7,592,726.76-	0.00			

Processing Status  
Number of items: 13 Amount entered: 6,603,862.05-  
Display from item: 10 Assigned: 6,603,862.05-  
Reason code:  Difference postings:   
Display in clearing currency:  Not assigned: 0.00

5. Click "Document Simulate"

6. Click "Save" for post [Get the document number]

### Post with Clearing Display Overview

Display Currency Taxes Reset

Document Date: 30.10.2015 Type: DT Company Code: 0974  
Posting Date: 30.10.2015 Period: 10 Currency: THB  
Document Number: INTERNAL Fiscal Year: 2015 Translatn Date: 30.10.2015  
Reference: CLEAR AR DISC. Cross-CC no.:   
Doc.Header Text: CLEAR AR DISC. Trading Part.BA:   
Branch number:

Items in document currency

FK	BusA	Acct	THB	Amount	Tax amnt
001	50	3730 50601THB31	CitiBk	THB Savings	6,603,862.05-
002	09C	3730 0000307289	VINIDEX	PTY LIMITED	6,603,862.05

D 6,603,862.05 C 6,603,862.05 0.00 \* 2 Line Items