

Apply cash - Japan - WP1

1. Table of contents

- [1. Table of contents](#)
- [2. Objective and Scope](#)
- [3. Definitions](#)
 - [Scope](#)
 - [ERP](#)
 - [References](#)
 - [Attachments](#)
- [4. Process Flows](#)
 - [4.1 Pro-Forma Invoice](#)
 - [4.2 AR Clearance – Payment Received](#)
 - [4.3 Customer Payment – Promissory Note](#)
 - [4.4 AR / AP Offset](#)

2. Objective and Scope

This operational procedure (OP) demonstrates processes and procedures to execute Accounts Receivable activities for Japan customers. 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:

Solvay Japan, Ltd (7418)
Solvay Nicca, Ltd (7621)
Anan Kasei Co., Ltd (6110)
Nippon Solvay KK (0360)
Solvay Specialty Polymers Japan KK(5846)

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

4.1 Pro-Forma Invoice

Scope



APAC

Japan

ERP

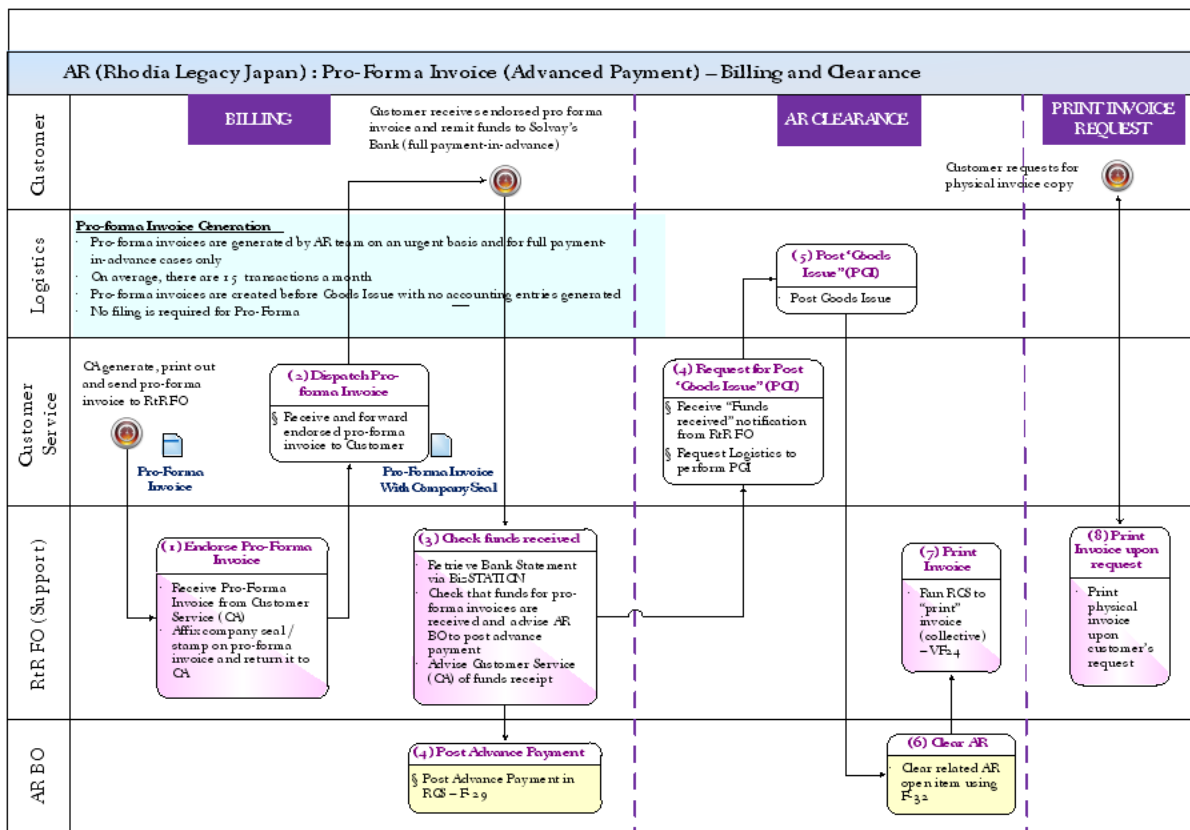


WP1

References

Attachments

Process Flow version (shown in the process)



After get informed of "Advance Payment" from RtR FO, AR BO enter posting.

Pro-Forma Invoice means customer made payment before billing generate (Advance payment)

Step:

1. Enter Transaction code: F-29

Post Customer Down Payment: Header Data

T code: F-29

Document Date: 12.02.2010 Type: DZ Company Code: 7418
 Posting Date: 12.02.2010 Period: 2 Currency: JPY
 Document Number: Reference: Translation dte:
 Doc. Header Text: Cross-CC no.:
 Trading part: Tax Report Date:

Customer
 Account: Special G/L Ind:
 Altern.comp.cde:

Bank
 Account: Business Area:
 Amount: LC amount:
 Bank charges: LC bank charges:
 Value date: Profit Center:
 Text: Assignment:

2. Enter data

Post Customer Down Payment: Header Data

Document Date: 12.02.2010 Type: DZ Company Code: 7621
 Posting Date: 12.02.2010 Period: 2 Currency: USD
 Document Number: Reference: Translation dte:
 Doc. Header Text: Cross-CC no.:
 Trading part: Tax Report Date:

Customer
 Account: 65447 Special G/L Ind: A
 Altern.comp.cde:

Bank
 Account: 51000393 Business Area:
 Amount: 18400 LC amount:
 Bank charges: LC bank charges:
 Value date: 12.02.2010 Profit Center:
 Text: Assignment:

Enter Data

Special G/L "A"

Post Customer Down Payment Add Customer item

More data New Item

Customer 65447 COSEAL CO.,LTD G/L Acc 41100600
 Company Code 7621 SEOCHO-DONG,SEOCHO-GU
 Rhodia NICCA, Ltd SEOUL

Item 2 / Down payment received / 19A
 Amount 18400 USD Amount in LC JPY
 Tax amount LC tax
 Tax Code 5V Calculate tax
 Disc.perc. Disc. amount Invest.ID
 Pur Real estate
 Cor Flow Type
 Assignment
 Text Long Texts

Enter Data

3. Simulate

4. Save

Post Customer Down Payment Display Overview

New Item Display Currency Requests Additional Items

Document Date 12.02.2010 Type D2 Company Code 7621
 Posting Date 12.02.2010 Period 2 Currency USD / 0.01107
 Document Number INTERNAL Fiscal Year 2010 Translation dte 12.02.2010
 Reference Cross-CC no.
 Doc Header Text Trading part BA

Items in document currency

PK	BuA	Acct	USD	Amount	Tax amnt
001	40	0051000393	TRU USD	18,400.00	
002	19A	0000065447	COSEAL CO., LTD	18,400.00	5V

Simulate
Save

D 18,400.00 C 18,400.00 0.00 * 2 Line Items

After receiving Billing no. from CA (Customer Assistant), AR BO clear open item.

Step:

1. Enter Transaction Code: F-32
2. Put the data , Customer account code, Company code, Period, Currency
3. Process open items then Choose invoice and Advance incoming document.
4. Simulate
5. Save

Clear Customer: Header Data

Process open items

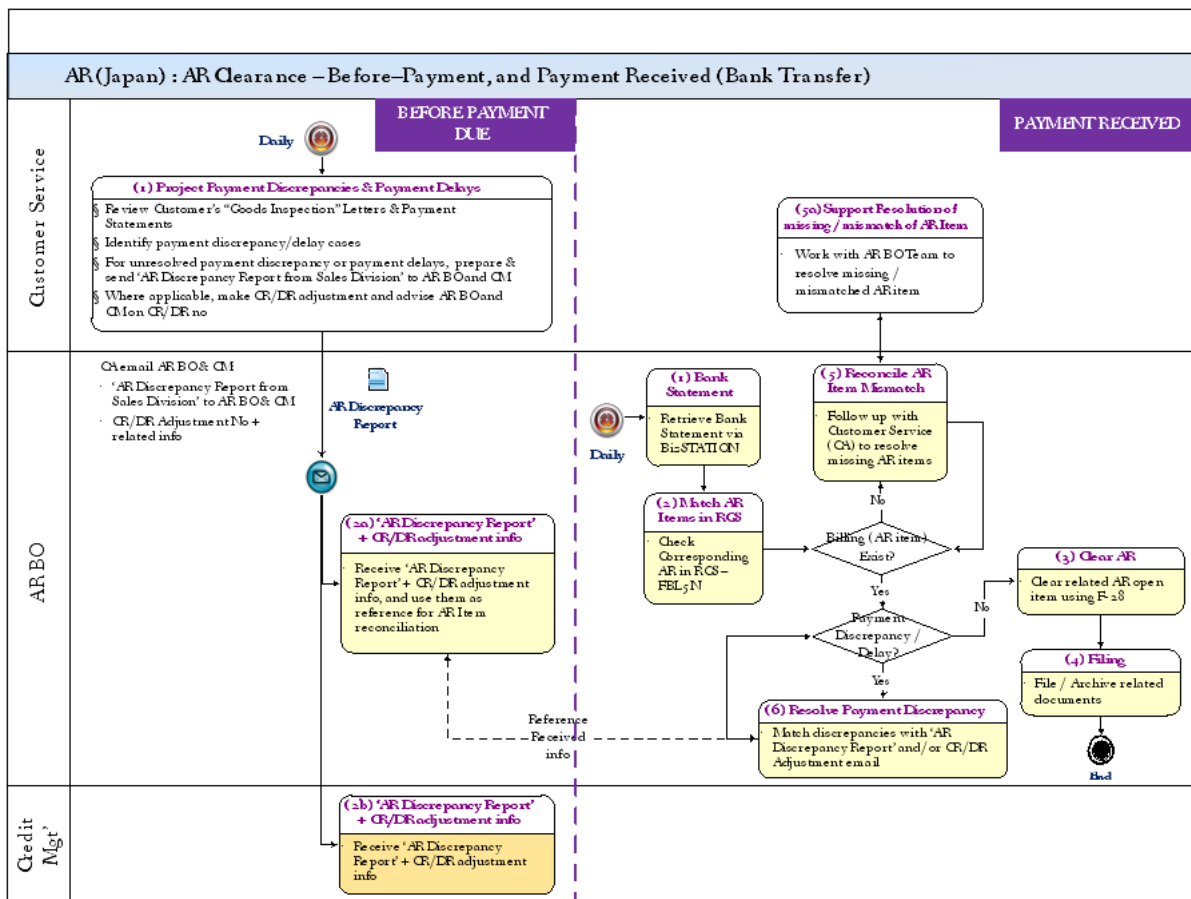
Account ☒ Clearing Date 23.05.2014 Period 5
 Company Code 7621 Currency JPY

Open Item Selection
 Special G/L Ind Normal OI

Additional Selections

☒ None
☐ Amount
☐ Document Number
☐ Posting Date
☐ Dunning Area
☐ Reference
☐ Reference Key 3
☐ Payment order
☐ Collective Invoice

4.2 AR Clearance – Payment Received

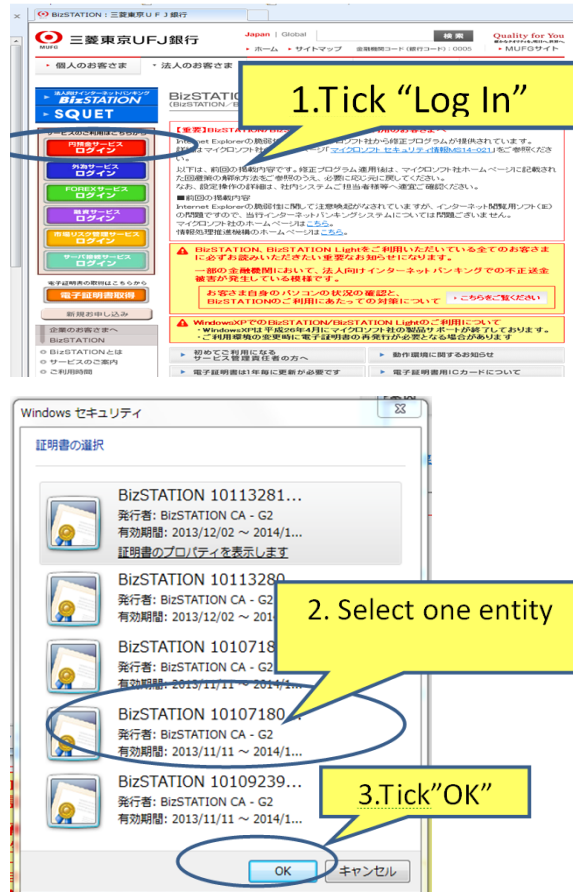


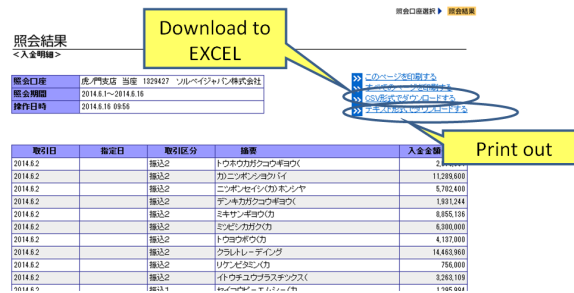
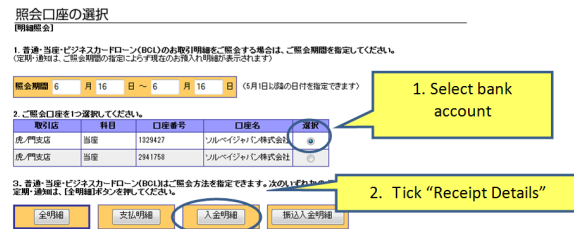
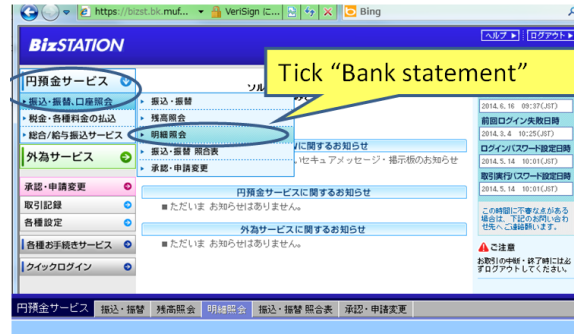
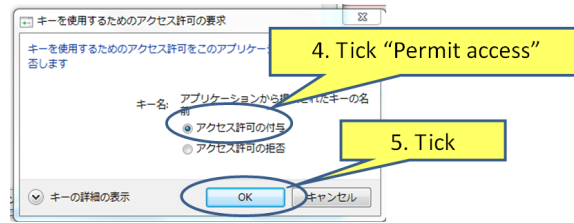
Step:

1. On Daily basis, AR BO retrieves Bank Statement via BizSTATION.

Follow below illustrated steps.

Link: <https://bizstation.bk.mufg.jp/>





[illegible]

	A	B	C	D	E	F	G	H	I
	1	41	虎ノ門支店	2	0	当座	1329427	ソルベイン	2014.6
	2	2014.6.2		振込2	トウホウカ	2675694			
	3	2014.6.2		振込2	カ)ニッポン	11289600			
	4	2014.6.2		振込2	ニッポンセ	5702400			
	5	2014.6.2		振込2	デンキカガ	1931244			
	6			振込2	ミキサンジ	8855136			
	7			振込2	ミツビシカ	6300000			
	8			振込2	トヨウボウ	4137000			
	9			振込2	クラトレー	14463960			
	10	2014.6.2		振込2	リクビタミ	756000			
	11	2014.6.2		振込2	イワナデ	3263109			
	12	2014.6.2		振込1	エイコビ	12859004			
	13	2014.6.5		振込2	トミヤママ	11165568			
	14	2014.6.16		振込2	ニツカガ	873504			
	15	8	13			72709209			
	16	9	13			72709209			

[トップメニュー](#)
[ヘルプ](#)

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[残高照会](#)
[明細照会](#)
[振込・振替照会表](#)

Tick here

“Log Out”

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照会口座の選択

【明細照会】

1. 普通・当座・ビジネスカードローン(BCI)のお取引明細をご照会する場合は、ご照会期間を指定してください。
 (定期・通知は、ご照会期間の指定によらず現在のお振入れ明細が表示されます)

照会期間 6 月 17 日 ~ 6 月 17 日 (5月1日以降の日付を指定できます)

2. ご照会口座を1つ選択してください。

取引店	科目	口座番号	口座名	選択
虎ノ門支店	当座	1529427	ソルベイジャ〜株式会社	☐
虎ノ門支店	当座	2941758	ソルベイジャ〜株式会社	☒

3. 普通・当座・ビジネスカードローン(BCI)は、ご照会方法を指定できます。次のいずれかのボタンを押してください。
 定期・通知は、【全明細】ボタンを押してください。

[全明細](#)
[支払明細](#)
[入金明細](#)
[振込入金明細](#)

2. AR BO match AR Items in RCS

2.1 Check Corresponding AR in

RCS. Enter Transaction Code:
FBL5N.

[illegible]

2.2 Then double click invoice to

check the invoice was assigned to warp or not, if it's yes we will post Mis-Direct as Global process but if it was not assigned to warp, we will post as the normal incoming process as (3.) screen below:

Customer: 64150 SAHAI GLASS CO., LTD. G/L Acc: 41100100
 CoCode: 6110 MARUNOUCHI 1-5-1
 Anan Kasei Co., Ltd. TOKYO Doc. No. 94777453

Line Item 1 / Invoice / 01

Amount	544,320.00	USD	Amount in LC	65,336,809	JPY
--------	------------	-----	--------------	------------	-----

Additional Data

Disc. base	544,320.00	USD	Disc. Amount	0.00	USD
Payt. Terms	0014		Days/denied	60 / 0.000	% 0 / 0.000 % 0
Blne Date	01.09.2015		Invoice ref.		/ / 0
Print Block	D				
Payment Ref.	00947				
Contract					
Assignment	00947				
Text					

Note: "D" means this invoice was assigned to WARP. If there's not entry doc. type "D", it means the invoice was not assigned to WARP.

3. Clear related AR open items using Transaction Code: F-28

Post Incoming Payments: Header Data

Trans.code : F-28

Process open items

Document Date: 17.06.2014 Type: DZ Company Code: 7410
 Posting Date: 17.06.2014 Period: 6 Currency/Rate: JPY
 Document Number: Translatn Date:
 Reference: Cross-CC no:
 Doc-Header Text: Trading Part.BA
 Clearing text:
 Bank data:
 Account: 51000390 Business Area:
 Amount: 10950000
 Bank charges: 17.06.2014
 Value Date:
 Text:

Open item selection

Account: 50210
 Account Type: D Other credits: ☐ None
 Special G/L Ind: ☒ Standard Ots ☐ Amount
 Print advice no. ☐ Document Number
☐ Posting Date

**Enter SGL
AR SERV INV: C
Advanced: A
P Note: W**

Incoming Payments Fast Entry Process open items

Standard Partial print Res.Items WRKbky tax

Account Items 2002747 COSMOBEAUTY CO., LTD.

Document No.	D	Document	Pa	Bank	Exps	JPY Gross	Cash discnt	Cash Gts
99705140	RV	20.01.2010	2			824,670		
99705283	RV	17.05.2010	26			28,350		

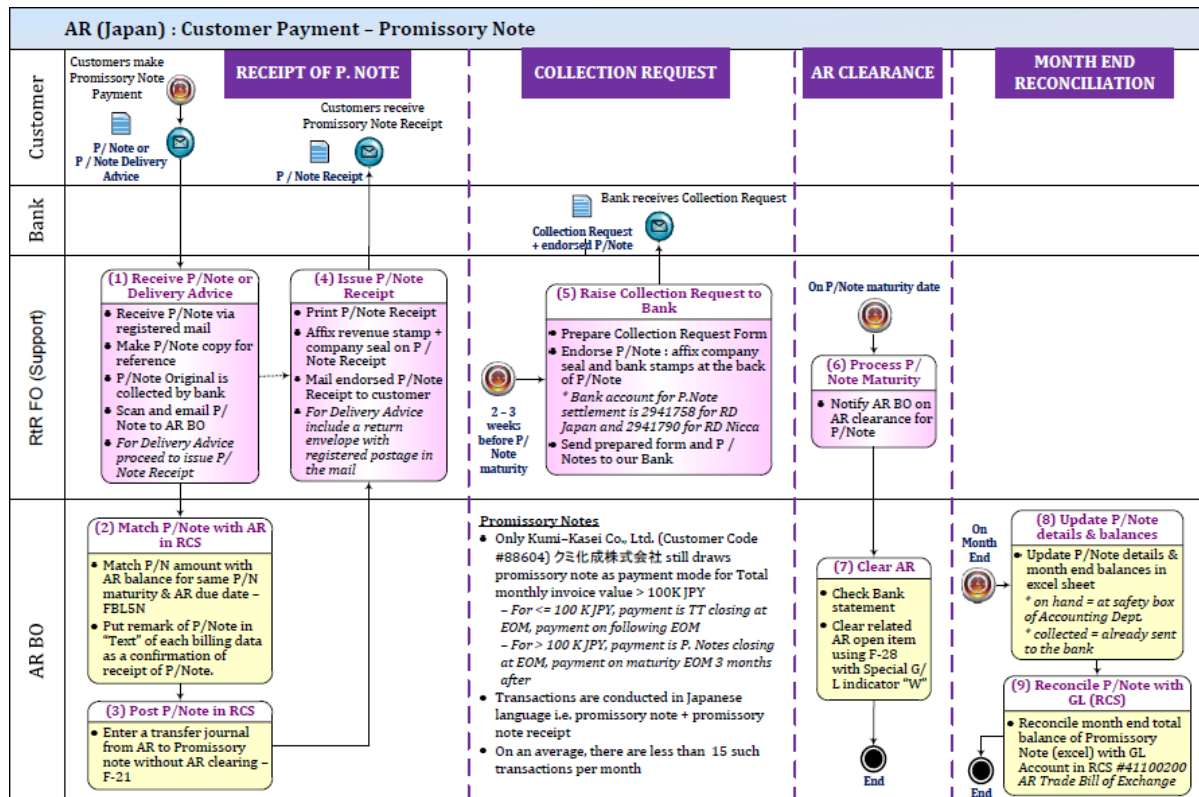
If there's a discrepancy, clear open items and enter discrepancy only
 (01) or (11) Customer code Different amount only

Select items->save
 Bank charge A/C98300702
 VAT 8% : UO
 VAT 0% : JS
 If there's a discrepancy & no information please contact to CA & CM by e-mail.

Editing status:
 Number of items: 20
 Display from item: 10
 Reason code:
 Display in clearing currency: Not assigned 0

3.1 If there is a discrepancy, clear open items and enter different amount.

4.3 Customer Payment – Promissory Note



Step:

1. R/R FO receives Promissory Note, scan and email to AR BO. For Delivery Advice proceed to issue Promissory Note receipt.

2. AR BO match Promissory Note amount with AR balance for same Promissory Note maturity & AR due date using Transaction Code: FBL5N

2.1 Put remark of Promissory Note in "Text" of each billing data as a confirmation of receipt of Promissory Note

3. AR BO post Promissory Note in RCS, enter transfer journal from AR to Promissory Note without AR Clearing.

Transaction Code: F-21 – Enter Transfer Posting

Customer	8860									
Company Code	7418									
Name	KUMI KASEI CO.,LTD									
City	AICHI									
Account	Document No	Doc. Date	Postdate	Curr	Amount in Doc	Source	LC date	G/L	Net due dt	Text
88604	1600000010	27.06.2008	27.06.2008	JPY	203,176	JPY	203,176	41100100	31.08.2008	P.Note Kumi Kasei du
88604	99400262	26.05.2008	26.05.2008	JPY	11,288	JPY	11,288	41100100	31.08.2008	P.Note Kumi Kasei du
88604	99400160	20.05.2008	20.05.2008	JPY	22,575	JPY	22,575	41100100	31.08.2008	P.Note Kumi Kasei du
88604	99400150	20.05.2008	20.05.2008	JPY	146,738	JPY	146,738	41100100	31.08.2008	P.Note Kumi Kasei du
88604	99400040	15.05.2008	15.05.2008	JPY	22,575	JPY	22,575	41100100	31.08.2008	P.Note Kumi Kasei du
88604	1600000012	30.07.2008	30.07.2008	JPY	112,875	JPY	112,875	41100100	30.09.2008	P.Note Kumi Kasei du
88604	99400785	24.06.2008	24.06.2008	JPY	90,300	JPY	90,300	41100100	30.09.2008	P.Note Kumi Kasei du
88604	99400808	09.06.2008	09.06.2008	JPY	22,575	JPY	22,575	41100100	30.09.2008	P.Note Kumi Kasei du
88604	99400943	03.07.2008	03.07.2008	JPY	22,575	JPY	22,575	41100100	30.09.2008	P.Note Kumi Kasei du
88604	99400928	02.07.2008	02.07.2008	JPY	90,300	JPY	90,300	41100100	31.10.2008	P.Note Kumi Kasei du
88604	99400890	01.07.2008	01.07.2008	JPY	124,163	JPY	124,163	41100100	31.10.2008	P.Note Kumi Kasei du
88604	99400798	25.08.2008	25.08.2008	JPY	96,600	JPY	96,600	41100100	30.11.2008	
88604	99400907	05.08.2008	05.08.2008	JPY	29,863	JPY	29,863	41100100	30.11.2008	
88604	99400443	01.08.2008	01.08.2008	JPY	84,525	JPY	84,525	41100100	30.11.2008	
				JPY	214,988	JPY	214,988			
**				JPY	452,026	JPY	452,026			

Document Edit Goto Extras Settings Environment System Help

Enter Transfer Posting: Header Data

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

Document Date 28.08.2008 Type DA Company Code 7418

Posting Date 28.08.2008 Period 8 Currency/Rate JPY

Document Number Translation dte

Reference Cross-CC no.

Doc-Header Text

Trading part-BA

First line item

PstKy 11 Account 88604 SQL Ind TType

3.1 Input gross amount of Account Receivable

3.2 Input maturity date in the column of "Bline date"

3.3 Input Posting key Dr / posting key Cr

Document Edit Goto Extras Settings Environment System Help

Enter Customer document: Add Customer item

More data Acct model Fast Data Entry Taxes

Customer 88604 KUMI KASEI CO.,LTD G/L Acc 41100100

Company Code 7418 43-186 YAMANOTACHO,SETO-SHI

Rhodia Japan, Ltd AICHI

Item 1 / Credit memo / 11

Amount 237038 JPY

Calculate tax

Contract / Flow Type

Payt terms Days/percent

Bline date 31102008 Disc. amount

Disc. base Invoice ref. /

Print block Pmt Method

Assignment

Text P.Note Kumi Kasei due on 31.Oct.2008 Long Texts

Next line item

PstKy 09 Account 88604 SQL Ind New co.code

3.4 Input total amount of promissory Note

3.5 Input Text

3.6 Input Due on

3.7 Input Issue Date (payment date)

If there is several number of P.Note, need to input each detail.

Document Edit Goto Extras Settings Environment System Help

Enter Customer document: Add Customer item

More data Acct model Fast Data Entry Taxes

Customer 88604 KUMI KASEI CO.,LTD G/L 41100200

Company Code 7418 43-186 YAMANOTACHO,SETO-SHI

Rhodia Japan, Ltd AICHI

Item 2 / Bill of exchange / 03 W

Amount 236539 JPY

Assignment

Text P.Note Kumi Kasei due on 31.Oct.2008

Bill of exchange details

Due on 31102008 Demand

Issue date 31082008 Accepted

Drawer Rhodia Japan, Ltd Tokyo 13

Drawee KUMI KASEI CO.,LTD AICHI

Bank Key Bank Country

Bank Account Control key

Bank name

Bill/ex status Planned usage

Bill protest ID Payment Method

3.8 Input mailing charge (ex. 500 JPY)

If it is deducted from total AR amount

Document Edit Goto Extras Settings Environment System Help

Enter Customer document: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 98300700 FC COMMUNICATION/POSTAGE
Company Code 7418 Rhodia Japan, Ltd

Item 3 / Credit entry / 50
Amount 500 JPY
Tax Code JT

Cost Center 7418-6550
WBS element 7418-6411

Asset
Purchasing Doc.
Assignment
Text mailing charge for P Note Kumi Kasei

Quantity
Ass't retirement
Long Texts

3.9 Simulate

3.10 Save

Document Edit Goto Extras Settings Environment System Help

Enter Customer document: Display Overview

Display Currency Taxes Reset

Document Date 28.08.2008 Type DA Company Code 7418
Posting Date 28.08.2008 Period 8 Currency JPY
Document Number INTERNAL Fiscal Year 2008 Translation dte 28.08.2008
Reference Cross-CC no.
Doc-Header Text Trading part BA

Items in document currency

PK	BusA	Acct		JPY	Amount	Tax amnt
001	11	0000088604	KUMI KASEI CO., LTD		237,038-	
002	09W	0000088604	KUMI KASEI CO., LTD		236,539	
003	40	0098300700	FC TELECOM & POSTAGE		477	JT
004	50	0044900200	STATE OUTPUT VAT	1-		5W
005	40	0044700100	STATE-INPUT VAT	23		JT

D 237,039 C 237,039 0 * 5 Line Items

Document Overview - Change

Doc.Type : DA (customer document) Normal document
Doc. Number 1600000014 Company code 7418 Fiscal year 2008
Doc. date 28.08.2008 Posting date 28.08.2008 Period 08
Calculate Tax
Doc.currency JPY

Item	PK	S	Account	Account short text	G/L acct long text	Tx	Cost Ctr	Amount
1	11		88604	KUMI KASEI CO., LTD	AR-TP-TRADE-RECONCI	JT		237,038-
2	09	W	88604	KUMI KASEI CO., LTD	AR-TP-TRADE-BILLS O	JT		236,539
3	40		98300700	FC TELECOM & POSTAGE	FC COMMUNICATION/PO	JT	7418-6550	477
4	50		44900200	STATE OUTPUT VAT	STATE-OUTPUT VAT	5W		1-
5	40		44700100	STATE-INPUT VAT	STATE-INPUT VAT	JT		23

4. RtR FO issue Receipt of Promissory Note.

5. RtR FO print P. Note receipt, affix revenue stamp and company seal on P. Note receipt. Mail endorsed P. Note Receipt to customer.

6. RtR FO raise collection request to bank

7. On Promissory Note maturity, RtR FO notify AR BO on AR clearance for P. Note

Post Incoming Payments: Header Data

Process open items

Document Date 17.06.2014 Type DZ Company Code 7418
Posting Date 17.06.2014 Period 6 Currency/Rate JPY
Document Number
Reference Cross-CC no.
Doc-Header Text Trading Part BA

Bank data
Account 51000390 Business Area
Amount 10950000 Amount in LC
Bank charges
Value Date 17.06.2014 LC bank charges

Open item selection
Account 50210
Account Type D
Special G/L ind
Print advice no.

Trans.code : F-28

Enter SGL
AR SERV INV: C
Advanced: A
P Note: W

7.1 AR BO check Bank Statement in BizSTATION (refer to flow#1.4 AR Clearance)

7.2 AR BO clear related AR open item using Transaction Code: F-28 – Post Incoming Payment with Special G/L indicator "W".

8. AR BO update P. Note details & month end balances in excel sheet (to be provided by Rtr FO)

9. AR BO reconcile month end total balance of Promissory Note (excel) with GL Account in RCS #41100200 AR Trade Bill of Exchange.

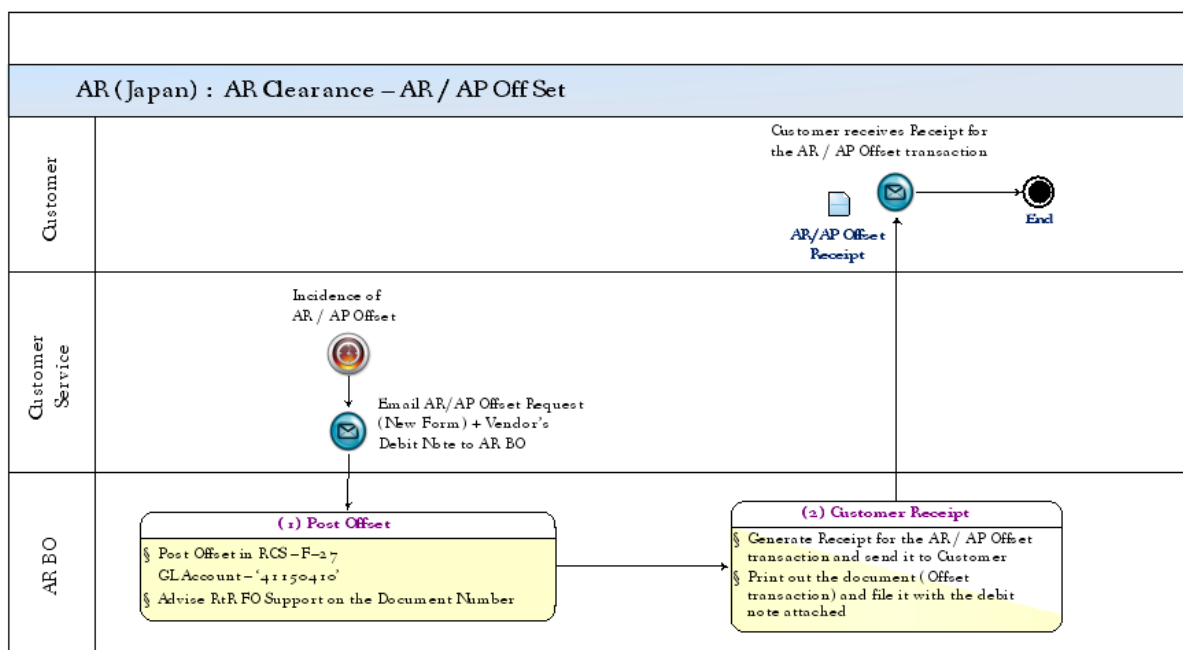
* to be confirmed by Finance manager with balance detail by excel sheet

Promissory Note settlement (at the maturity date)

10. Clear AR open item using F-28 with special G/L indicator "W" (refer to AR process flow 4.4 AR Clearance – Payment Received)

Period	Debit	Credit	Balance	Cumulative balance
Balance Carryf				4,384,012
1	813,513	4,384,012	3,570,499	813,513
2	754,713	674,100	80,613	894,126
3	525,025	754,713	229,688	664,438
4	1,263,044	503,500	759,544	1,423,982
5	881,684	160,938	720,746	2,144,728
6	796,314	2,080,416	1,282,102	862,626
7	599,837	659,950	60,113	802,513

4.4 AR / AP Offset



Step:

1. CA email AR/AP offset request form to AR BO by email

Request of Offset		
Applicant Name 申請者名	Division 所属	Date 申請日
Offset Amount 相殺金額	Currency 通貨	
Vendor or Customer Code / Vendor or Customer Name 会社コード/社名		
Purpose 相殺理由	Request of Due Date 相殺希望日	
Remark 特記事項		

	GL Account	GL Account Text	Cost Center / 10/9/MS	tax code	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

APPROVALS:

2. AR BO process offset in RCS by using Transaction Code: F-27

Enter Customer Credit Memo: Header Data					
Held document	Acct model	Fast Data Entry	Post with reference	Editing Options	
Document Date	☒	Type	DG	Company Code	7418
Posting Date	22.06.2014	Period	6	Currency/Rate	JPY
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc-Header Text					
Trading Part.BA					

F-27 (AR Credit)
Enter a document for Offset in System

First line item				
PstKy	11	Account		SGL Ind TType

3. Enter Transaction Code : F-41 to offset AP side

4. AR BO inform RtR FO to generate receipt for the AR/AP Offset and send to customer

Enter Vendor Credit Memo: Header Data					
Held document	Acct model	Fast Data Entry	Post with reference	Editing Options	
Document Date	☒	Type	KG	Company Code	7418
Posting Date	22.06.2014	Period	6	Currency/Rate	JPY
Document Number				Translatn Date	
Reference				Cross-CC no.	
Doc-Header Text					
Trading Part.BA					

F-41 (AP Credit)
Enter a document for offset in System

First line item				
PstKy	21	Account		SGL Ind TType