

Cash Allocation LAM - Chile and Peru - WP1

Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure**: Description of the operating procedure - Region (*APAC, EMEA, LAM, NAM*) - Country (*Optional*) - ERP (*PI 1, PF1, WP1*)
2. Add the following Labels :
 - Region: [apac](#), [emea](#), [lam](#), [nam](#)
 - ERP: [pf1](#), [pi1](#), [wp1](#)
 - Domain & Process using the [List of labels to be used in the space CCT](#)
3. Fill all fields as described
4. Once the procedure is completed, publish it using the [SBS-OtC approval workflow](#)

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2. Objective and Scope

This OP explains how to handle payments received from the companies 7725 – Cytec Chile Ltda and 7722 - Cytec Peru S/A, how to apply these payments.

This operating procedure (OP) applies to all invoices assigned to company code 7725 and 7722 in WP1 system.

3. Citibank Bank Access

On a daily basis, we need to get the bank statements at Citibank's site. Firstly, open website on Internet Explorer <https://portal.citidirect.com/portal/welcome/index> and choose "**Login Method**" with "**Challenge Response**" and insert the "**Login ID**" then press "**Continue**" :

Scope



LAM

ERP



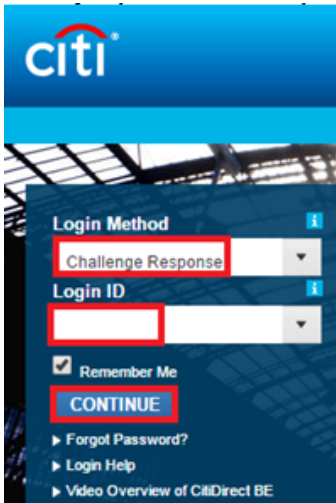
WP1

References

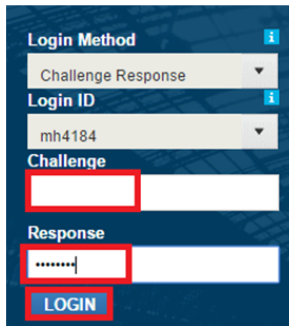
Content by label

There is no content with the specified labels

Attachments



In the next screen the website will generate a "**CHALLENGE**", insert the **PIN** on token, press number "9" and press **Enter** on the Token and It will generate the "**Response**" to access the bank statement.



In the next screen click 'Reports & Analytics' and choose "Cash Statements Reports":

Treasury and Trade Solutions

citi

Home CitiDirect Services **Reports & Analytics** Inquiries & Searches

Client Logged in as: CYTEC CHILE LIM...

CitiDirect BE unavailable on...

My Favorites

Bank Statements

Reports

- My Reports
- Cash Reports**
 - Cash Balances Reports
 - Cash Statements Reports**
- Payment Reports**
 - Payments - Latin America Reports

Then, select "Account Statement Details Report" and inform parameters as below:

Reports & Analytics > Cash Reports > Cash Statements Reports

Hide Applied Search Criteria

Report Category: Cash Statements Reports Report Type: All Reports

[Start New Search](#)

Generate Reports [View Available Reports](#)

Search Results - Generate Reports (1 - 20 of 25)

<input type="checkbox"/>		Report Name	Base Report Name 1 ▲
<input type="checkbox"/>		Account Statement Details Report	Account Statement Details Report

Derived Report Name	Format	Branch	Customer	Account number	Currency	Checks	Date Range	Page Breaks	Descending
109147508-USD	PDF	153	109147	109147508	USD	Include	Absolute	Flag	Flag
109147001-CLP	PDF	153	109147	109147001	CLP	Include	Absolute	Flag	Flag
5740002-USD	PDF	604	109147	5740002	USD	Include	Absolute	Flag	Flag

Report Criteria

Account Statement Report

* Derived Report Name: 0109147001-CLP
 Base Report Name: Account Statement Report
 * Format: Adobe(PDF)requires Acrobat Reader (5.0 or higher)

Delivery Options: []
 Designated Owner: TAIS,MACIEL
 Sign with Citibank Certificate: []
 Compress with Winzip: []

Share: Private Public
 Favorite:

Report Specific Field Details

Branch: 153
 Customer Number: 109147
 Account Number: 0109147001
 Bank Reference: []
 Customer Reference: []
 Amount: From [] To []
 Account Currency: CLP
 Transaction Description: []
 * Cheques: Include Cheques
 By Order Of Beneficiary: []
 Layout: []

* Statement Date: Current Month Previous Month Latest Today Yesterday Last 7 Days Last 14 Days Last 30 Days Date Range
 Absolute * From: 10/13/2017 * To: 10/16/2017

* Sort By: Transaction Amount
 Ascending Descending
 Page Breaks
 Activity Only
 Show Source Document
 Print Citibank China Stamp - only

Run Save & Run Save Schedule Reset To Defaults

Report will be available on "View available Reports":

[Generate Reports](#) [View Available Reports](#)

Search Results - View Available Reports (1 - 8 of 8)

<input type="checkbox"/>					Report Name 2 ▲	Report Category	Status	Creation Date/Time 1 ▼	Output
<input type="checkbox"/>					0005740118-USD	Cash Statements Reports	Available	10/18/2017 07:1...	

Then, save it on GDrive of Accounts Receivable - Bank Statement.



Only the Team Leader with the Process Manager authorization can request bank access. Also, only with approval of Team Leader can give access to the GDrive of Accounts Receivable files.

4. Payment Scenarios

This section explains how to handle payments received in local bank Citibank accounts and apply to invoices from companies 7725 and 7722. The steps to be followed are described in this procedure.

4.1. Cash Application

Firstly, check the bank statement and find the customer account:

Account Statement Report									
Bank Name	CITIBANK								
Customer Number / Name	109147		CYTEC CHILE LTDA						
Branch Number / Name	153		CHILE CITIBANK						
Account Number / Name	0109147001		CYTEC CHILE LTDA						
Account Currency / Type	CLP		Customer Account						
Statement Date	07/31/2017								
Opening Ledger Balance	Current / Closing Ledger Balance	Opening Available Balance	Current / Closing Available Balance	Credit Count	Total Credit Amount	Debit Count	Total Debit Amount	Net Amount	
3,571,257,101	3,616,821,324	3,571,257,101	3,616,821,324	3	45,564,223	0	0	45,564,223	
Entry Date	Value Date	Customer Reference	Bank Reference	Transaction Description	By Order Of / Beneficiary	Transaction Amount			
07/31/2017	07/31/2017	0795872108		PAYMENT		44,307,270			
07/31/2017	07/31/2017	0796395702		PAYMENT		1,129,266			

On "Customer Reference" you'll find the tax identification number of the customer. For Chile, it's called R.U.T. (Registro Único Tributario) and has nine characters (xxxxxxx-x) and for Peru, it's R.U.C. (Registro Único de Contribuyentes) and has eleven characters (xxxxxxxxxx). Just as below, we will use the RUT/RUC to find customer account on SAP.

Go to SAP transaction FBL5N, and fill in:

- Company code
 - 7725 – Chile
 - 7722 – Peru
- Open Items
 - Current day
- Type
 - Flag Normal Items
 - Flag Special G/L transactions
- Maximize.

Menu Data Sources

Customer Line Item Display

Customer selection

Customer account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Vendor items

When maximizing, a new option will appear. Choose "Multiple Selection", and inform the number of the RUT/RUC between asterisks.

When searching for RUT, put an asterisk before the last number then press Enter.

Please, check image below:

Customer Line Item Display

Multiple Selection for Customer account

Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O. Single value

Multiple selection..

Restrict Value Range (1)

Customers by Tax Information

Tax Number 1 *79639570*2*

Tax Number 2

Tax Number 3

Tax Number 4

Tax Number 5

VAT Registration No.

Country

Name

Customer

Maximum No. of Hits

The customer account related to that RUT will appear. Flag it and press enter:

VAT Registration No.:

Country: CL

Name: QUIBORAX SA

	Customer	Tax Number 5
<input checked="" type="checkbox"/>	2053201	
<input checked="" type="checkbox"/>	2053217	

Then, press F8 (process):

Customer Line Item Display

Multiple Selection for Customer account

Select Single Values (2) | Select Ranges | Exclude Single Values | Exclude Ranges

0. Single value

<input checked="" type="checkbox"/>	2053201	<input type="checkbox"/>
<input checked="" type="checkbox"/>	2053217	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

Multiple selection..

Press F8 (process) again:

Menu | Data Sources

Customer Line Item Display

Customer selection

Customer account	2053201	to		
Company code	7725	to		

There you will find the statement of customer account:

Customer Line Item Display

Customer 2053217
Company Code 7725







1
Name QUIBORAX SA
City ARICA

CoCd	PK	Account	Assign.	Reference	Itm	Type	Block	SG	DocumentNo	Doc. Date	Net due dt	DD	Arrear	DC amount	Curr.
<input type="checkbox"/>	7725	01	2053217	63711	11812	1	UE	X	400000163	22.06.2017	22.07.2017		1	1.129.266	CLP

After discover the customer account and the invoice that was paid, we will use other transaction, to clear account, FB05.

Go to SAP transaction FB05, and fill in:

- Document date and posting date (bank statement date);
- Document Type DZ;
- Current Period;
- Company code
 - 7725 – Chile
 - 7722 – Peru
- Currency
 - CLP – Chilean Pesos
 - USD – Dollars
 - PEN – Peruvian Soles
- Press Choose Open Items (F6).

Menu      **Choose open items** Acct model 

Post with Clearing: Header Data

Document Date	31.07.2017	Type	DZ	Company Code	7725
Posting Date	31.07.2017	Period	7	Currency/Rate	CLP
Document Number		Translatn Date			
Reference		Cross-CC no.			
Doc.Header Text					
Clearing text					

Inform customer account number:

Post with Clearing Select open items

Open item selection

Company Code	7725
Account	2053217
Account Type	D
Special G/L ind	<input type="checkbox"/> Normal OI
Pmnt advice no.	

Other accounts
 Distribute by age
 Automatic search

Double click on invoice amount, until it gets blue.

Post with Clearing Process open items

Standard

Partial Pmt

Res.items

Withhldg tax

Account items 2053217 QUIBORAX SA

Assignment	Document...	D..	P..	Posting ...	Docum...	CLP Gross	CashDiscount	CDPer.
63711	400000163	UE	01	30.06.2...	22.06.2...	1.129.266		

Then, press "Charge off diff."

Menu



Distribute Difference

Charge off diff.

Clear Customer Process open items

Standard

Partial Pmt

Res.items

Withhldg tax

And then, "Choose open item"

Menu



Process open items

Choose open items

Clear Customer Display Overview

Now, we have to choose the bank account:

- 7725 – Cytec Chile
 - 50020797 – Chilean Pesos
 - 50020798 - Dollars
- 7722 – Cytec Peru
 - 50020800 – Dollars
- Account Type
 - S – G/L Accounts

Clear Customer Select open items

Open item selection		Additional selections
Company Code	7725	<input checked="" type="radio"/> None
Account	50020797	<input type="radio"/> Amount
Account Type	S	<input type="radio"/> Document Number
Special G/L ind	<input type="checkbox"/> <input checked="" type="checkbox"/> Normal OI	<input type="radio"/> Posting Date
Pmnt advice no.	<input type="text"/>	<input type="radio"/> Dunning Area
<input type="checkbox"/> Other accounts		<input type="radio"/> Reference
<input type="checkbox"/> Distribute by age		<input type="radio"/> Reference Key 3
<input type="checkbox"/> Automatic search		<input type="radio"/> Collective invoice
		<input type="radio"/> Document Type
		<input type="radio"/> Business Area
		<input type="radio"/> Tax Code
		<input type="radio"/> Branch account
		<input type="radio"/> Currency
		<input type="radio"/> Posting Key
		<input type="radio"/> Document Date
		<input type="radio"/> Assignment
		<input type="radio"/> Billing Document
		<input type="radio"/> Others

Select the negative amount:

Clear Customer Process open items

Standard

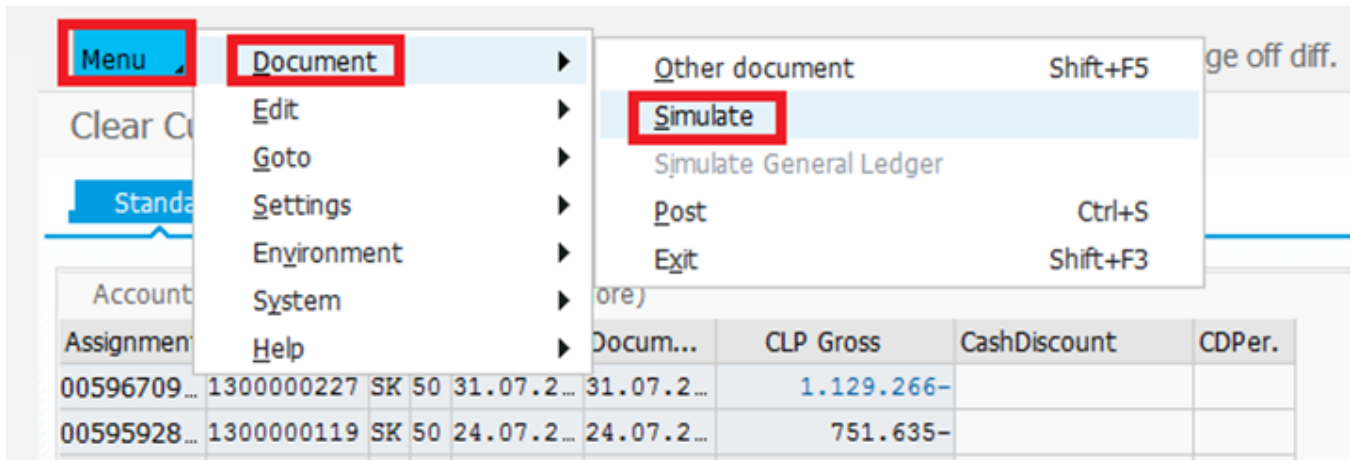
Partial Pmt

Res.items

Withldg tax

Account items 2053217 QUIBORAX SA (More)						
Assignment	Document...	D..	P..	Posting ...	Docum...	CLP Gross
00596709...	1300000227	SK	50	31.07.2...	31.07.2...	1.129.266-

and simulate:



Then, we will see both clearings, one on customer account and other on bank account:

Clear Customer Display Overview						
Document Date	31.07.2017	Type	AB	Company Code	7725	
Posting Date	31.07.2017	Period	7	Currency	CLP	
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	31.07.2017	
Reference		Cross-CC no.		Trading Part.BA		
Doc.Header Text						
Items in document currency						
PK	BusA	Acct		CLP	Amount	Tax amnt
001	17	0002053217	QUIBORAX SA		1.129.266-	
002	40	0050020797	BK CL/CITI-INC.CHEK		1.129.266	



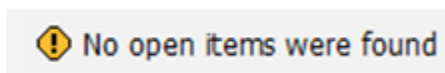
Save

4.2. Advanced Payments

For some commercial reasons, some customers have to pay their orders before the orders were billed. Credit and Customer Service Teams always have information regarding these payments, if it is needed.

When we receive an advanced payment, we will post the amount on customer's account and wait for the invoice document to perform the the clearing.

After discovering customer's account number, please to to transaction FB05, and since there's no open item on customer account the message below will appear:



Press **ENTER** and **ESC** and fill in:

- Posting Key: 19
- Account: Customer Account Number
- Special G/L: A

Clear Customer Display Overview

Document Date	01.08.2017	Type	AB	Company Code	7725
Posting Date	01.08.2017	Period	8	Currency	USD 649,50006
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	01.08.2017
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
D				0,00	
		C		0,00	
				0,00	* 0 Line items

Other line item

PstKy 19 Account 2053217 SGL Ind A type New co.code

Then, press enter again and fill in:

- Amount
- Text "Advanced Payment + number of order(provided by Customer Service)"

Clear Customer Correct Customer item

Customer 2053217 QUIBORAX SA G/L Acc 41100600
Company Code 7725 AVDA SANTA MARIA 2612
Cytex Chile Ltda ARICA

Item 1 / Down pmnt received / 19 A

Amount	194.390,00	USD	Amount in LC	324.750.030	CLP
--------	------------	-----	--------------	-------------	-----

Calculate tax

Discount % Invest.ID

Disc. Amount USD

Purch.Doc. Real estate

Contract /

Profit Ctr Flow Type

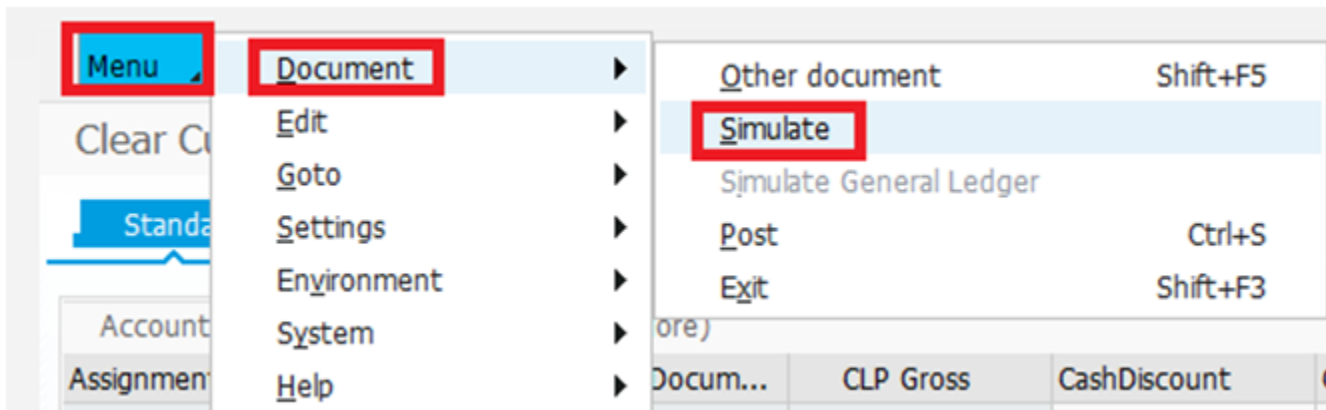
Assignment

Text Long Texts

Next line item

PstKy	<input type="checkbox"/>	Account	<input type="text"/>	SGL Ind	<input type="checkbox"/>	TType	<input type="text"/>	New co.code	<input type="text"/>
-------	--------------------------	---------	----------------------	---------	--------------------------	-------	----------------------	-------------	----------------------

Press simulate:



Then, select bank account:

- Bank Account
 - 7725 – Cytex Chile
 - 50020797 – Chilean Pesos
 - 50020798 - Dollars
 - 7722 – Cytex Peru
 - 50020800
- Account Type
 - S - G/L Accounts

Clear Customer Select open items

Open item selection

Company Code	7725
Account	50020798
Account Type	S
Special G/L ind	<input type="checkbox"/> Normal OI
Pmnt advice no.	

Other accounts
 Distribute by age
 Automatic search

Select the amount, then simulate and save:

Clear Customer Process open items

Standard

Partial Pmt

Res.items

Withhldg tax

Account items 50020798 BANCO DE CHILE/CITI USD - INCOMING CHECKS

Assignment	Document...	D..	P..	Posting ...	Docum...	USD Gross
00595594...	1300000101	SK	50	20.07.2...	20.07.2...	481,72-
100	1000000087	SR	40	31.07.2...	31.07.2...	0,00
100	1300000337	SK	50	18.08.2...	18.08.2...	194.390,00-

Clear Customer Display Overview

Document Date	01.08.2017	Type	AB	Company Code	7725
Posting Date	01.08.2017	Period	8	Currency	USD 649,50006
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	01.08.2017
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	19A	0002053217	QUIBORAX SA	194.390,00-	
002	40	0050020798	BK CL/CITI-INC.CHEK	194.390,00	
003	40	0098622000	LOSS ON X REALI	0,00	

D 194.390,00

C 194.390,00

0,00

*

3 Line items

The amount will be available on FBL5N, so we can create the dispute case.

4.3. Unmatched Payments

Sometimes it is possible to identify the customer who made the payment, however without identify the invoices that customer is paying. For cases like this, we will post the amount received on customers account and open a detail missing dispute case, so the collector can check information with the customer.

After discovering customer's account number, go to transaction FB05 and after you choose the customer account, press **Enter** and click on document overview:

Clear Customer Process open items

Standard
Partial Pmt
Res.items
Withhldg tax

Account items 2053216 MANTOS COPPER SA

Assignment	Document...	D..	P..	Posting ...	Docum...	CLP Gross	CashDiscount	CDPer.
01051021 ...	105102135	RV	01	18.07.2...	18.07.2...	20.775.384		
01051021 ...	105102136	RV	01	18.07.2...	18.07.2...	36.735.282		

Fill in:

- Posting Key: 15
- Account: Customer's account number

Clear Customer Display Overview

Document Date	16.08.2017	Type	AB	Company Code	7725
Posting Date	16.08.2017	Period	8	Currency	CLP
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	16.08.2017
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct	CLP	Amount	Tax amnt
----	------	------	-----	--------	----------

D 0

C 0

0 * 0 Line items

Other line item

PstKy	15	Account	2053216	SGL Ind	<input type="checkbox"/>	type	<input type="checkbox"/>	New co.code	<input type="checkbox"/>
-------	----	---------	---------	---------	--------------------------	------	--------------------------	-------------	--------------------------

Press Enter and fill:

- Amount
- Text: "Detail Missing"

and simulate:

Clear Customer Add Customer item

Customer 2053216 MANTOS COPPER SA G/L Acc 41100100
Company Code 7725 PANAMERICANA NORTE KM 1405 SN
Cytec Chile Ltda ANTOFAGASTA

Item 1 / Incoming payment / 15

Amount 20.811.668 CLP

Calculate tax

Contract /

Flow Type

Bline Date 16.08.2017

Disc. Amount


Invoice ref. / /

Pmnt Block

Pmt Method Pmt meth.supl.

Assignment

Text Pagamento sem detalhes

 Long Texts

Next line item

PstKy Account SGL Ind TType New co.code

Then, select bank account:

- Bank Account
 - 7725 – Cytec Chile
 - 50020797 – Chilean Pesos
 - 50020798 - Dollars
 - 7722 – Cytec Peru
 - 50020800 – Peruvian Soles
- Account Type
 - S - G/L Accounts

Clear Customer Select open items

Open item selection

Company Code 7725

Account 50020797

Account Type S

Special G/L ind Normal OI

Pmnt advice no.

- Other accounts
- Distribute by age
- Automatic search

Select the amount then simulate and save:

Clear Customer Process open items

Standard
Partial Pmt
Res.items
Withhldg tax

Account items 2053216 MANTOS COPPER SA (More)							
Assignment	Document...	D..	P..	Posting ...	Docum...	CLP Gross	Ca
00597245...	1300000258	SK	50	04.08.2...	04.08.2...	6.344.516-	
00597809...	1300000268	SK	50	09.08.2...	09.08.2...	20.811.668-	
00598313...	1300000329	SK	50	14.08.2...	14.08.2...	192.909-	

Clear Customer Display Overview

Document Date	16.08.2017	Type	AB	Company Code	7725
Posting Date	16.08.2017	Period	8	Currency	CLP
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	16.08.2017
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct	CLP	Amount	Tax amnt
001	15	0002053216 MANTOS COPPER SA		20.811.668-	
002	40	0050020797 BK CL/CITI-INC.CHEK		20.811.668	

D 20.811.668
C 20.811.668
0 * 2 Line items

Other line item

PstKy	<input type="text"/>	count	<input type="text"/>	SGL Ind	<input type="text"/>	TType	<input type="text"/>	New co.code	<input type="text"/>
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The amount will be available on FBL5N, so we can create the dispute case.

5. Specifies of Companies

5.1. 7725 - Cytec Chile - Amounts Received in USD

Due to a specific law in Chile, all payments received in dollars are retained at the Central Bank of Chile. When customer makes payments to us, we receive an e-mail of the bank informing about the payment, then, we need to inform our bank manager Karin Cataldo (kcataldo@bancochile.cl) the reason of we are receiving the payment and which bank account should be credited.

- Bank Account: BCO CHILE USD 109147508
- Reason:
 - 10400 – Product Export
 - 10005 – Services



Please, verifying the number of the law to inform.

Below, are some examples:

Aviso de Orden de Pago Recibida del Exterior
Bpms reported 3 days ago (Fri, 18 Aug at 4:30 PM) via Email
To: solvay.ar@solvay.com

Estimado(a) Cliente(a),

Nos es grato avisar orden de pago recibida desde el exterior a vuestro favor.

Agradeceremos responder este correo con los datos necesarios para su pago, a su Ejecutivo Karin Gema Cataldo Wohlik (kcataldo@bancochile.cl), se debe incluir lo siguiente:

Cuenta corriente de abono.
Código o concepto asociado a la transacción de acuerdo a la Normativa vigente del Banco Central de Chile.

Si el concepto corresponde a "Comisiones Recibidas del exterior", favor indicar en sus instrucciones bajo que categoría tributa Primera o Segunda Categoría, para que el Banco proceda con la retención correspondiente de acuerdo a la normativa del SII

Hacemos presente que los fondos quedarán disponibles a usted en su cuenta corriente luego de recibidas sus instrucciones. Atentamente,

Banco de Chile

AVISO ORDEN DE PAGO

Fecha de Aviso : 18-08-2017

Nombre Beneficiario : CYTEC CHILE LIMITADA

R.U.T. : 90880030-8

Moneda : USD

Monto : 50454

Ordenante : /0080596018 MINERA ALUMBRERA LTD MAIPU 812 1F C1005ACL CABA ARGENTINA

Referencia : G0172303707801

NOTA:SE RECUERDA QUE EL BANCO DEVOLVERÁ ESTA ORDEN DE PAGO AL ORIGEN, SI A LOS 90 DIAS DESDE LA FECHA DE ESTE AVISO EL CLIENTE NO SE HA PRESENTADO A COBRAR O DAR SUS INSTRUCCIONES PARA SU PAGO.

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1 Attachment

X 435345.txt (440 Bytes)

Confirmación de Cierre de Operación

Bpms reported 3 hours ago (Mon, 21 Aug at 10:53 AM) via Email
To: solvay.ar@solvay.com

Estimado Cliente,

Este es un Sistema de envío automático por e-mail desde el Departamento de Cambios Internacionales del Banco de Chile, implementado para entregarle en forma rápida, fácil y segura los comprobantes que respaldan las operaciones que usted realiza a través nuestro.

Cualquier consulta en relación a esta correspondencia, rogamos contactarse con su Ejecutivo

Karin Gema Cataldo Wohlk
kcataldow@bancochile.cl

Atte.
Banco de Chile.

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1 Attachment

  435345.txt

Comprobantes Operación Cliente (CYTEC CHILE LIMITADA)

Bpms reported an hour ago (Mon, 21 Aug at 12:41 PM) via Email
To: kcataldow@bancochile.cl, solvay.ar@solvay.com

Estimado Cliente,

Este es un Sistema de envío automático por e-mail desde el Departamento de Cambios Internacionales del Banco de Chile, implementado para entregarle en forma rápida, fácil y segura los comprobantes que respaldan las operaciones que usted realiza a través nuestro.

Cualquier consulta en relación a esta correspondencia, rogamos contactarse con su Ejecutivo


CYTEC CHILE LIMITADA
solvay.ar@solvay.com

Atte.
Banco de Chile.

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1 Attachment

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(2.13 KB)