

# Incoming Allocation

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## 2. Objective and Scope

This operational procedure (OP) demonstrates processes and procedures to execute Accounts Receivable activities for All APAC 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:

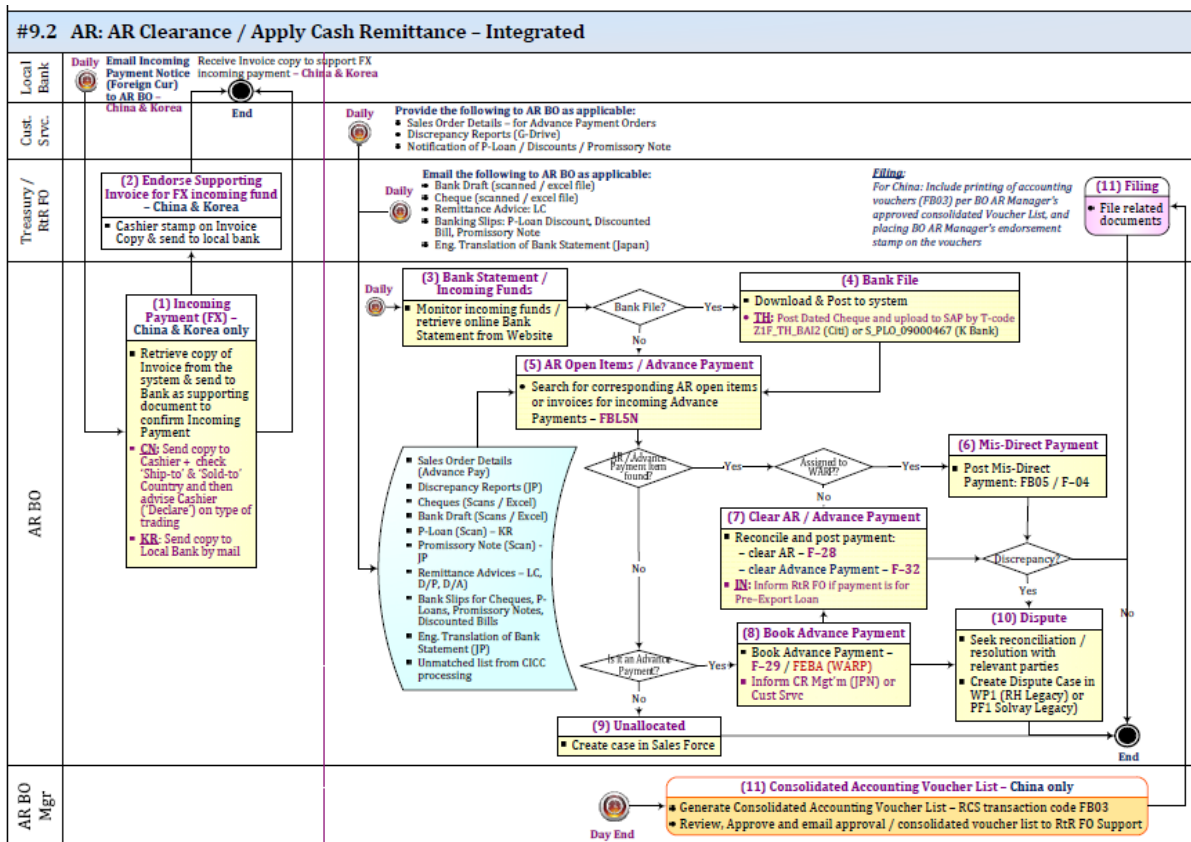
All entities in APAC

## 3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR BO: Accounts Receivable Back Office
- OP: Operating procedure
- CSR: Customer Assistant Representative

## 4. Process Flows

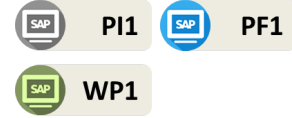
### 4.1 AR Clearance – Incoming Payment



## Scope



## ERP



## References

## Attachments

Process Flow version 1.50 (shown in the process)

### 4.1.1 AR Clearing – F-28 Posting incoming Payment

**Step:** After retrieving Bank Statement on daily basis

1. Check corresponding AR in RCS by entering transaction FBL5N to display customer open items

Doc. No.	Date	Type	Amount	Currency
94479440	01.09.2014	29	15,312,000	KRW
94479441	05.09.2014	29	15,312,000	KRW
94479442	09.09.2014	29	15,312,000	KRW
94480760	08.10.2014	60	15,312,000	KRW
94480761	15.10.2014	60	15,312,000	KRW
94480762	18.10.2014	60	15,312,000	KRW
94480763	29.10.2014	60	15,312,000	KRW
94481959	04.11.2014	90	14,553,000	KRW
94481960	11.11.2014	90	14,553,000	KRW
94481961	20.11.2014	90	14,553,000	KRW
94481962	24.11.2014	90	14,553,000	KRW
94481963	28.11.2014	90	9,702,000	KRW
94483197	01.12.2014	121	24,255,000	KRW
94483198	06.12.2014	121	14,553,000	KRW
94483199	13.12.2014	121	14,553,000	KRW
<b>Total</b>			<b>239,161,000</b>	<b>KRW</b>

2. Use transaction F-28 to clear related open items

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 No. 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 – similar as posting date and document date
  - Text- similar to clearing text
- Open Item selection
  - Account – customer code
  - Account Type – D (for customer incoming transaction)

**Post Incoming Payments: Header Data**

Document Date: 30.01.2015 | Type: DZ | Company Code: 7524

Posting Date: 30.01.2015 | Period: 1 | Currency/Rate: KRW

Reference: ECO PLASTIC CORPORATION

Account: 5050186

Value Date: 30.01.2015

Text: ECO PLASTIC CORPORATION

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

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

5. If transaction contains bank charge or withholding tax, "Not assigned" box will show remaining amount.

6. To process "Bank charge" or "Withholding Tax", Click button. Go to PstKY, then Enter G/L account.

**Post Incoming Payments Process open items**

Account Items 82714 ECO PLASTIC CORPORATION

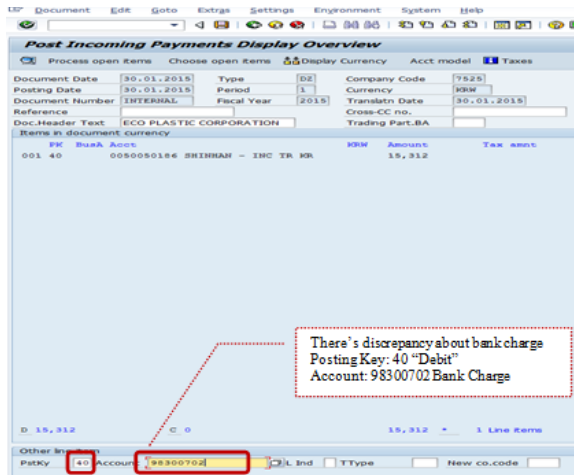
Document No.	Date	Type	Amount	Currency
94479440	01.09.2014	29	15,312,000	KRW
94479441	05.09.2014	29	15,312,000	KRW
94479442	09.09.2014	29	15,312,000	KRW
94480760	08.10.2014	60	15,312,000	KRW
94480761	15.10.2014	60	15,312,000	KRW
94480762	18.10.2014	60	15,312,000	KRW
94480763	29.10.2014	60	15,312,000	KRW
94481959	04.11.2014	90	14,553,000	KRW
94481960	11.11.2014	90	14,553,000	KRW
94481961	20.11.2014	90	14,553,000	KRW
94481962	24.11.2014	90	14,553,000	KRW
94481963	28.11.2014	90	9,702,000	KRW
94483197	01.12.2014	121	24,255,000	KRW
94483198	06.12.2014	121	14,553,000	KRW
94483199	13.12.2014	121	14,553,000	KRW

Processing Status: Number of items: 16 | Amount entered: 15,311,500

Display from item: 1 | Assigned: 15,312,000

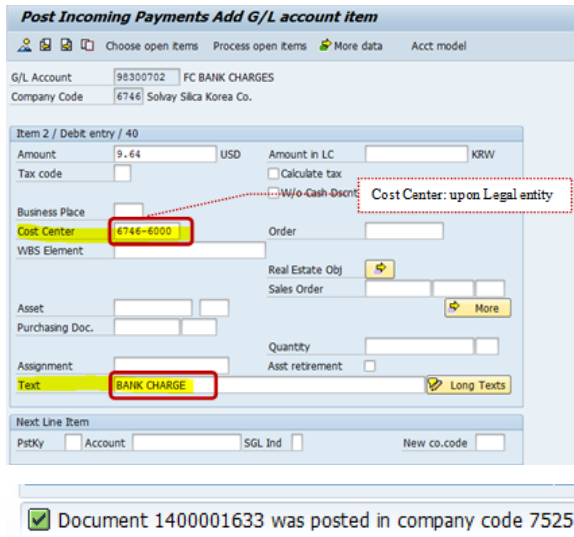
Reason code: | Difference postings: | Not assigned: 500-

\*\* Bank Charge – GL 98300702



Please specify cost center to bank charge GL by cost center should belong to GBU's invoice.

- Checking GBU's cost center , go to original document of invoice >look at Sales Organization and Division then check cost center against GBU as table below. Appedix : File cost center of Bank Charges account for each entities.



7. Click "Save" for verifying and posting [Get the document number]

#### 4.1.2 AR-Advance posting – F-29 Post customer Down payment

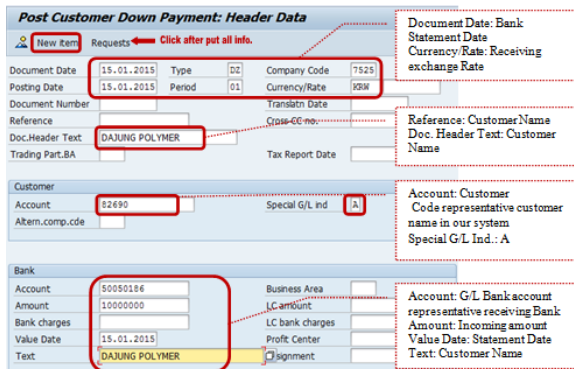
##### Step:

After receiving Advance payment amount notification from related person, or statement.

1. Enter transaction F-29 to post incoming advance payment

Fill in all the details requird

- Document date – Payment Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing 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
  - Amount in L/C – payment amount in local currency (If any)



- Bank Charge – amount charged (if any)
- Value Date – similar as posting date and document date
- Text- similar to clearing text

2. Click "New Item"

Fill in all the details required

- Amount – Payment Receiving Amount
- Text - similar to clearing text

**Post Customer Down Payment Add Customer item**

Customer: 82690 DAJUNG POLYMER G/L Acc: 41100600  
 Company Code: 7525 1717 SANBONCHEON-RO 62  
 Solvay Chemicals Korea Co GUNPO

Item 2 / Down prmt received / 19 A

Amount: 10000000 KRW

Text: DAJUNG POLYMER

3. Click Document Simulate

Document menu options:

- Other document (Shift+F5)
- Post with reference
- Get held document
- Simulate**
- Simulate General Ledger
- Reset
- Post (Ctrl+S)
- Save as completed
- Pgk
- Hold
- Exit (Shift+F3)

**Post Customer Down Payment Display Overview**

Document Date: 15.01.2015 Type: DZ Company Code: 7525  
 Posting Date: 15.01.2015 Period: 1 Currency: KRW  
 Document Number: INTERNAL Fiscal Year: 2015 Translatn Date: 15.01.2015  
 Reference: Doc.Header Text: DAJUNG POLYMER Trading Part.BA

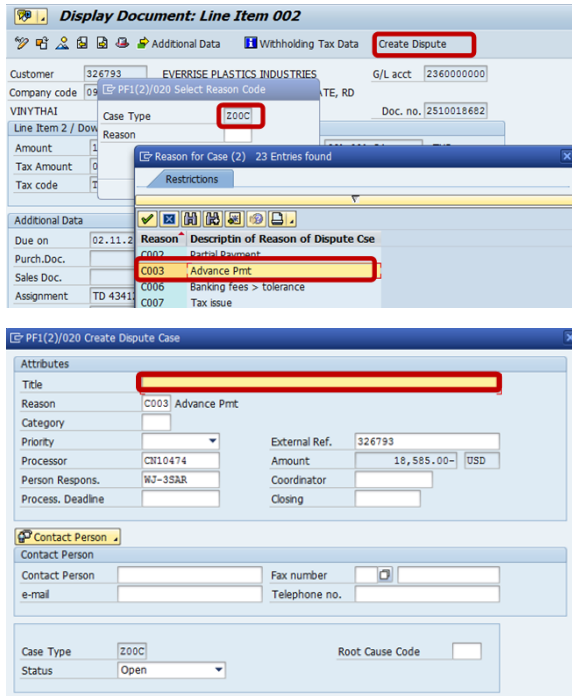
FK	BusA	Acct	KRW	Amount	Tax amnt
001	40	0050050186 SHINHAN - INC TR KR		10,000,000	
002	19A	0000082690 DAJUNG POLYMER		10,000,000-	

D 10,000,000 C 10,000,000 0 \* 2 Line items

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

5. Create Dispute by reason "Advance Payment"

Document 1400000139 was posted in company code 7525



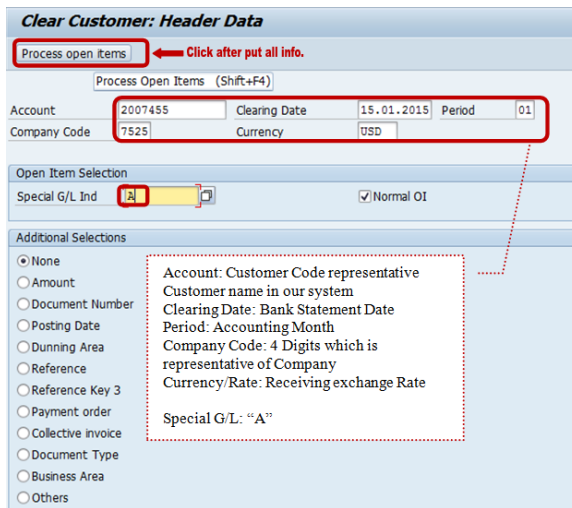
### 4.1.3 Clear AR Advance payment - F-32 Clear Customer

**Step:** After Billing has been issued for advance incoming payment

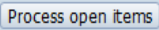
1. Use transaction F-32 to clear advance payment received posting with related AR open item.

Fill in all the details required

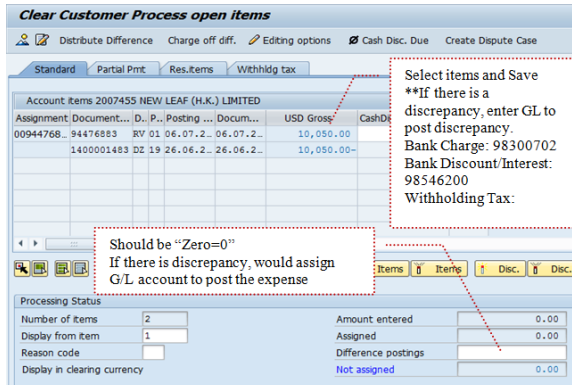
- Account – Customer code
- Clearing date – Payment Receiving Date
- Fill in Company code, Period, Currency/Rate,
- Open item Selection
  - Special G/L Ind – Put "A (Down payment)"




2. Click "Process open item"






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]

### Clear Customer Display Overview

   Taxes  Reset


Document Date	17.09.2014	Type	AB	Company Code	7525
Posting Date	17.09.2014	Period	9	Currency	USD 1,020.51
Document Number	INTERNAL	Fiscal Year	2014	Translatn Date	17.09.2014
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	17	0002007455	NEW LEAF (H.K.) LIM		10,050.00-	
002	09A	0002007455	NEW LEAF (H.K.) LIM		10,050.00	
003	50	0098622004	GAIN ON X REALI		0.00	
004	40	0098622000	LOSS ON X REALI		0.00	

D 10,050.00      C 10,050.00      0.00 \*      4 Line Items

Other line item

PstKy  count  SGL Ind  TType  New co.code