

# Apply cash - Mexico - PF1

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## 1. Objective and Scope

This OP explains how to handle payments received from the companies 5720 – Fluor Mexico and 5726 – Solvay Mexicana, how to apply these payments.

This operating procedure (OP) applies to all invoices assigned to company code 5720 and 5726 in PF1 system.

## 2. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- OP: Operating procedure
- NAM: North America
- DZ: Customer payment

## 3. Banamex Bank access

Firstly open website <http://www.banamex.com/> and click on "Log On" on left side on " **BancoNet Empresarial**":

## Scope

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NAM

Mexico

## ERP

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PF1

## References

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## Attachments

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Insert the "Numero de cliente" and "Clave de acceso", available on Google Drive.



In the next screen the website will generate a "CHALLNG", insert the PIN 2712, the Host number "9" press Ent on the Token and It will generate the "Clave dinamica" to access the bank statement.

Token Image



## » Clave dinámica

Encienda su NetKey Banamex, teclee su PIN; al desplegarse la palabra "HOST?" digite el número "9".

Al aparecer la palabra "CHALLNG?" introduzca en su NetKey Banamex la siguiente clave:

**CHALLNG: 18054340**

Presione "ENT." Su NetKey Banamex generará una clave dinámica que deberá digitar en el siguiente campo

Clave dinámica

**Cancelar**

**Continuar**

### 3.1 Solvay Mexicana Bank Statement

Select the account to check the information for the company 5726. There are two accounts:

- 7006/701146 – Currency Pesos
- 901/9000637 – Currency USD

In the next screen click in "**Estados de cuenta**"

SOLVAY MEXICANA S DE RL DE CV | BEATRIZ,BRITO/SOBRINHO

[Consultar mail y celular](#)

[Notificaciones](#)

## » Saldos

[+](#) Búsqueda específica

Choice the account to extract the bank statement, on the option "**Seleccione el numero de cuenta**"



### 3.2 Fluor Mexico Bank Statement

Select the account to check the information for the company 5720. There are two accounts:

- 4492/3939 – Currency Pesos
- 4492/9005284 – Currency USD

To logon on Banamex of Fluor Mexico is the same flow of Solvay Mexicana and the login and password are available on G Drive shared.

Click on "Estados de cuenta" and choice the bank account:

The screenshot shows the Banamex web interface. At the top, there's a navigation bar with 'Consultas', 'Transferencias y Pagos', 'Impuestos y Contribuciones', 'Cobranza', 'Inversiones', 'Servicios Adicionales', and 'Administración'. Below this, there's a sub-navigation bar with 'Salidos', 'Estados de cuenta', 'Movimientos (cheques)', 'Tarjetas Corporativas', and 'Historial'. The main content area is titled 'Estados de Cuenta' and includes a search form with the following fields: 'Tipo de cuenta o contrato' (set to 'Cheques'), 'Selección un período' (set to 'Enero 2016 (período actual)'), and 'Selección el número de cuenta' (with a dropdown menu open showing several 'SOLVAY FLUOR MEXICO SA DE CV' accounts). There are also buttons for 'Ver saldos', 'Realizar una transferencia', and 'Realizar un pago'.

Below the bank statement is available, and extract for the other bank account.

Detalle de movimientos - Depósitos y retiros				
Fecha	Descripción	Depósitos	Retiros	Saldo MXN
04/01/2016	COMPRA INVERSION INTEGRAL Referencia numérica: 0000046666 Autorización: 00046666	-	5,000,000.00	219,187.25
04/01/2016	SOLVAY MEXICANA S DE RL DE CV Referencia numérica: DEPOS 0040116 Autorización: 00149104	4,454,458.72	-	4,673,645.97
05/01/2016	FX_01-822009 Referencia numérica: D INT 0822009 Autorización: 00100228	5,190,000.00	-	9,863,645.97
05/01/2016	TRASPASO REF 83650 DE FO 00000075 Referencia numérica: 0000083650 Autorización: 00083650	1,700,000.00	-	11,563,645.97
05/01/2016	TRASPASO REF: 70074800643 AUT. 840 Referencia numérica: 0074800643 Autorización: 00084046	-	1,000,000.00	10,563,645.97
05/01/2016	ALCO16416 Referencia numérica: D INT 0050115 Autorización: 00121327	6,733.97	-	10,570,379.94
05/01/2016	SOLVAY TEF 160105AA Referencia numérica: P TEF 6420503 Autorización: 00164206	-	1,075,048.41	9,495,331.53

The amounts are transferred transferred to Google Drive and AR Team and Local Team have access.

Fluor Mexico 5720 - January/2016								
A	B	C	D	E	F	G	H	I
50601MXN30	Sucursal	4492	Cuenta	3039				
Fecha	Descripción	Depósitos	Retiros	Departamento	Cliente/ Proveedor	Documento	Comentario	Status
4/1/2016	COMPRA INVERSION INTEGRAL		5,000,000.00	R/R			Traspaso a la Inversión	
4/1/2016	SOLVAY MEXICANA S DE RL DE CV	4,454,458.72		OC	2501100	CLR 2510001128	SOLVAY MEXICANA	F/1000000070
5/1/2016	FKL 01-822009	5,190,000.00		R/R			Traspaso de la Inversión	
5/1/2016	TRASPASO REF. 70074800643 AUT. 840	1,700,000.00		R/R				
5/1/2016	TRASPASO REF. 70074800643 AUT. 840		1,000,000.00	R/R				
5/1/2016	ALCOB16416	6,733.97		OC	2500886	CLR 2510001120	ALCOBE CERAMICOS	F/0111001371
5/1/2016	SOLVAY TEF 160105AA		1,075,048.41	PI/P				
5/1/2016	SOLVAY TEF 160105BA		9,182,223.26	PI/P				
6/1/2016	COBRO CHEQUE NUMERO 13024		92,113.02	R/R				
6/1/2016	COBRO CHEQUE NUMERO 13025		28,346.10	R/R				
6/1/2016	DEPOSITO DE 60116 SUC. BCA.ELECT	110,318.01		OC	2501041	CLR 2510001132	QUIMICA MARCAT	F/0111001007

## 4. Payments scenarios

This section explains how to handle payments received in local bank Banamex accounts and apply to invoices from companies 5720 and 5726. The steps to be followed are described in this procedure.

### 4.1 Cash application

This chapter explains how to handle payments which customer paid to Fluor Mexico – 5720 and Solvay Mexicana - 5726 on Banamex Bank.

For both companies, we receive the payments made by transfer, check and deposit on bank account segregated by currency, and the currencies used to receive payments are USD – USA Dollar and MXN – Mexican Pesos.

The date of the bank statement should be ever the previous working day.

Check for the correct customer account and invoice to match then, use transaction **F-28** in **PF1** system to post the payments on G/L account for the correct currency as below:

**Document date:** date of the payment

**Posting date:** date of the payment

**Type:** DZ

**Period:** same period of the payment

**Company code:** 5720 or 5726

**Currency:** USD( all invoices are in USD)

**Doc. Header Text:** PAGO DE FACTURA;

FACTURA;

**Clearing Text:** PAGO DE FACTURA;

**Bank data/ Account:** 50601USD30 for payments received in USD and 50601MXN30 for payments received in MXN;

**Bank data/ Amount:** total amount paid on the bank statement.


**Bank data/Value date:** date of the payment;

**Open Item Selection/Account:** All the customer accounts to be used on these file.

Click on Process open items button

**Process open items**

After that, select the correct invoices to

match and press save button  to save the payment application.

**Post Incoming Payments: Header Data**


**Process open items**

Document Date: 17.11.2014 Type: DZ Company Code: 5720  
Posting Date: 17.11.2014 Period: 11 Currency/Rate: USD  
Document Number: Translatn Date:  
Reference: Cross-CC no.:  
Doc.Header Text: PAGO DE FACTURA Trading Part.BA:  
Clearing text: PAGO DE FACTURA

**Bank data**

Account: 50601USD30 Business Area:  
Amount: Amount in LC:  
Bank charges: LC bank charges:  
Value Date: 17.11.2014 Profit. Center:  
Text: Assignment:

**Open item selection**

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

**Additional selections**

None  
 Amount  
 Document Number  
 Posting Date  
 Dunning Area  
 Others

**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 2501033 PRAXAIR MÉXICO, S. DE R.L. DE C.V.

Reference	Document	P	Busi	Day	USD Gross	CashDiscount	CDPer.
0097774626	6111000001	01	7630	60-	1.740,00		
0097774626	6111000006	11	7630	60-	1.740,00-		
0097774629	6111000010	11	7630	31-	12,89-		

Processing Status

Number of items	3	Amount entered	1.740,00
Display from item	1	Assigned	1.740,00
Reason code		Difference postings	
Display in clearing currency		Not assigned	0,00

## 4.2 Short and Over payments

Some Mexican customers made short or over payments on some invoices, to proceed with the procedure to book the payment with a residual for an invoice, open the customer account identified as indicated on item 5.1 when identified before the cash application, or if the payment is already on account, open transaction FB05 as indicated on item 5.1.1, this kind of procedure only could be proceeded when we have the complete information about the invoice short/over paid:

Select the invoice and go to "Res. Items" tab and on "Res.Items" column write the amount of the difference (short or over paid) on the correct invoice, or if only one invoice paid with difference you can double click on the respective cel of the invoice on this column to charge the balance. Also the balance must be zero.

Standard Partial Prnt Res.Items WH Tax

Account items 2501074 VALEO SISTEMAS ELECTRICOS,

Reference	Document	P	Busi	Day	Net Amount	Residual Items	Cr
9000515921	1000000000	01	7330	94-	50.000,00	500,00	

Processing Status

Number of items	1 / 3	Amount entered	49.500,00
Display from item	1	Assigned	49.500,00
Reason code		Difference postings	
Currency	MXN	Not assigned	0,00
Display in clearing currency			

Trying to save, an error message to correct some items will appear and the line items for the residuals will be highlighted, you need to enter on each line item highlighted by double clicking and complete the text field with the resume of information about why the residual need to stand on account:

Double click on indicated line,

**Post Incoming Payments Display Overview**

Supplement Display Currency Taxes Reset

Document Date 17.10.2014 Type DZ Company Code 5720  
 Posting Date 17.10.2014 Period 10 Currency MXN  
 Document Number INTERNAL Fiscal Year 2014 Translatn Date 17.10.2014  
 Reference Cross-CC no.  
 Doc.Header Text PAGO DE FACTURA Trading Part.BA

Items in document currency

PK	BusA	Acct	MXN	Amount	Tax amnt
001	40	7330 50601MXN30 CA-MXN-01		49.500,00	
002	06	7330 0002501074 VALEO SISTEMAS ELEC		500,00	MA
003	15	7330 0002501074 VALEO SISTEMAS ELEC		50.000,00-	

Complete the text information.

Customer	2501074	VALEO SISTEMAS ELECTRICOS,	G/L Acc	2200000000
Company Code	5720	ESQUINA AVENIDA C.F.E. 130	Branch	2501075
SOLVAY FLUOR MEXICO		SAN LUIS POTOSI		

Item 2 / Payment difference / 06	
Amount	500,00 MXN
Tax Amount	0,00
<input type="checkbox"/> Calculate tax	
Bus. Area	7330
Payt Terms	N060
Blind Date	31.10.2014
Disc. base	0,00
Pmnt Block	<input type="checkbox"/>
Payment Ref.	9000515923
Assignment	9000515923
Text	pago a menor

Next line item			
PstKy	Account	SGL Ind	New co.code

Now you can save the payment.

On customer account will remain only the pending difference on account with document type DZ and the information of the net due date, assignment and billing document will be also updated on the DZ document.

### 4.3 Exception payments

Sometimes the companies 5720 and 5726 receive payments on its account that aren't from customers and need to be booked on different accounts, these cases are:

- **Refunds from vendors:** These kind of amounts need to have the correct vendor account identified by PtP team, then we need to post the payment on the vendor account as indicated by PtP team;
- **Refunds from employees:** When an employee need to send back some amount to Solvay usually they do that by transfer or deposit on account for receivables, when identified these payments we need to check with RtR the correct GL account or vendor account for the respective employee to balance this amount;
- **"Traspasos":** When a transfer is needed to balance the bank accounts these amounts are received with the identification "traspasos" as in the image below, and will be booked by RtR team, the same is with the begin as "XD int":

07/11/2014      TRASPASO REF 73571 DE FO 00000075      5,500,000.00  
0000073571 00073571

- **Hacienda:** when we receive a large amount of payment mentioning the expression "hacienda te devuelve" these monthly payments are refunds of taxes made by Mexican government, and to post this we need to check the correct account with RtR team to book this amount:

17/10/2014      Hacienda te devuelve D INT 1163128 00096752      3,988,975.00


### 4.4 Payment Discrepancies

This chapter is to show on how to proceed when we have payment discrepancies to be booked on Solvay accounts on payments from customers of companies 5720 and 5726.

The possible scenarios that we can face are the following:

**Bank charges:** When we receive a payment with bank charges identified this could be a variable amount until the max of 30,00 USD (or the equivalent in MXN), and need to be coded under GL account 65909000000, to proceed with the posting for the difference click on

First line item			
PstKy	40	Account	6590900000
SGL Ind	<input type="checkbox"/>	TType	<input type="checkbox"/>

 after all items for the payment are already selected, then select Posting Key 40 and account 6590900000 as below, and press Enter:

On the next screen complete with the bank charges amount, the Cost Center must be MJD725 to 5726 and NOD733 to 5720, change the value date to the date of the payment and on the text the information identifying that the amount is related to bank charges:

Go to **Process open items** and if no differences you can save the payment.

**Post with Clearing Add G/L account item**

Choose open items Process open items More data Acct model

G/L Account: 6590900000 Miscellaneous bank charges  
Company Code: 5726 SOLVAY MEXICANA

**Item 1 / Debit entry / 40**

Amount: 15,00 USD Amount in LC: MXN  
 Tax code:  Calculate tax  
 Business Area:  Trdg Part.BA:   
 Cost Center: MJD725 Order:   
 Sales Order:  Asset:   
 WBS Element:  Network:  More  
 Cost Object:   
 Purchasing Doc.:  Quantity:   
 Value Date: 26.01.2016  
 Assignment:  Asst retirement:   
 Text: Comisiones Long Texts

**Next Line Item**

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

**Interests:** To post the amounts regarding interests you can proceed as indicated for bank charges, however the Posting Key is 50, and the account to be coded is 7444000000, also the Cost Center must be NOD733 to 5720 and MJD725 to 5726:

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

Choose open items Process open items More data Acct model

G/L Account: 7444000000 Income from by-operations  
Company Code: 5720 SOLVAY FLUOR MEXICO

**Item 2 / Debit entry / 40**

Amount: 10,00 MXN  
 Tax code:   
 Business Area: 7330 Trdg Part.BA:   
 Cost Center: NOD733 Order:   
 Sales Order:  Asset:   
 WBS Element:  Network:  More  
 Quantity:   
 Assignment:   
 Text: Intereses Long Texts

**Discounts:** To post the amounts related to discounts, proceed as indicated for the bank charges, but use Posting Key 40, use account 6531000000, use the Value date as the date of the payment and complete with the identification of the item on test field:

G/L Account: 6531000000 Customer discounts (financial)  
Company Code: 5720 SOLVAY FLUOR MEXICO

**Item 3 / Debit entry / 40**

Amount: 200,00 USD Amount in LC: 2.600,00 MXN  
 Tax code:   
 Business Area: 7330 Trdg Part.BA:   
 Cost Center: NOD733 Order:   
 Sales Order:  Asset:   
 WBS Element:  Network:  More  
 Cost Object:   
 Purchasing Doc.:  Quantity:   
 Value Date: 17.10.2014  
 Assignment:  Asst retirement:   
 Text: DISCOUNT Long Texts

**Next Line Item**

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

## 4.5 Exchange differences

On companies 5720 and 5726 – the invoices are generated in USD taking the exchange rate for MXN based on the previous day of the creation of the invoice, and the payments for these invoices are expected on the exchange rate of the previous day of the payment, due this situation we can receive payments in MXN currency for invoices under USD currency and this situation can generate exchange differences.

Access the F-28, the amount received in Pesos put on **"Amount in LC"**

**Post Incoming Payments: Header Data**

Process open items

Document Date: 26.01.2016 Type: DZ Company Code: 5726  
 Posting Date: 26.01.2016 Period: 1 Currency/Rate: usd  
 Document Number: Reference: Cross-CC no.:  
 Doc.Header Text: Pago de factura Trading Part.BA:  
 Clearing text:

**Bank data**

Account: 50601mxn30 Business Area:  
 Amount: Amount in LC: 220.699,44  
 Bank charges: LC bank charges:  
 Value Date: 26.01.2016 Profit Center:  
 Text: Assignment:

**Open item selection**

Account: 2501074  
 Account Type: D  Other accounts  
 Special G/L ind:  Standard OIs  
 Pmnt advice no.:  
 Distribute by age  
 Automatic search

**Additional selections**

None  
 Amount  
 Document Number  
 Posting Date  
 Dunning Area  
 Others

In the next screen select the invoice and click in the tab "Res. Items", click twice in the black gap, and choice de "R Cd" the option "EX"

**Post Incoming Payments Create residual items**

Distribute Difference  Charge off diff.  Editing Options  Create Dispute Case

Standard Partial Pmt Res.Items WH Tax

Account items 2501074 VALEO SISTEMAS ELECTRICOS

Reference	Document...	P..Bu...	Da...	Net Amount	Residual Items	RCD
13596	193000809	01	9EAO 298	12.261,08	354,04	ex

Processing Status

Number of items: 1 Amount entered: 11.907,04  
 Display from item: 1 Assigned: 11.907,04  
 Reason code: Difference postings:  
 Currency: USD  
 Display in clearing currency: Not assigned 0,00

Click on Simulate and you can see the post in the exchange account.

**Post Incoming Payments Display Overview**

Display Currency  Taxes  Reset

Document Date: 26.01.2016 Type: DZ Company Code: 5726  
 Posting Date: 26.01.2016 Period: 1 Currency: USD 18,53520  
 Document Number: INTERNAL Fiscal Year: 2016 Translatn Date: 26.01.2016  
 Reference: Cross-CC no.:  
 Doc.Header Text: Pago de factura Trading Part.BA:

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	40	9EAO 50601MXN30 CA-MXN-01		11.907,04	
002	40	9EAO 6540000090 Exch loss (commerc)		305,21	48,83 MC
003	15	9EAO 0002501074 VALEO SISTEMAS ELEC		12.261,08-	
004	50	9EAO 2200000099 Trade receiv-reval		0,00	
005	50	9EAO 7540000090 Exch gain (commerc)		0,00	
006	40	2451041104 Serv Tax Susp-Outp		48,83	MC

#### 4.6 Clearing – F-32 Transaction

When we receive a payment to be identified, or a pending amount on account, we will receive the information on how to clear the amount.

Then with the information for the clearings we need to use the transaction F-32 to book the amounts

Open the transaction F-32 and complete with the information as below:

- Account:** Customer number
- Clearing Date:** The date of the payment or current date
- Company Code:** 5720 or 5726
- Period:** Current open period;
- Currency:** use the currency of customer
- Special G/L Ind:** A(for taking payment advanced)

Choice the followings options:  
Credit Note/ Invoice  
Invoice/Payment.

**Clear Customer: Header Data**

Process open items

Account  Clearing Date  Period   
 Company Code  Currency

Open Item Selection

Special G/L Ind    Normal OI

Additional Selections

None  
 Amount  
 Document Number

**Clear Customer Process open items**

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


Standard  Partial Pmt  Res.Items  WH Tax

Account Items 2501445 PROCTER & GAMBLE INTERNATIONAL

Reference	Document...	P., Bu...	Da...	USD Gross	CashDiscount	CDPer.
	2510002088	15	46	4.123,78-		
0093133673	6111004505	11	9CCO 160	20.416,00-		
0093133673	6111004513	01	9CCO 92-	20.416,00		
0093165248	6111002711	01	9CCO 38	2.644,80		
0093169408	6111002776	01	9CCO 33	20.416,00		
0093169408	6111004502	11	9CCO 126	20.416,00-		
0093169408	6111004504	01	9CCO 92-	20.416,00		

Processing Status

Number of items  Amount entered   
 Display from item  Assigned   
 Reason code  Difference postings   
 Display in clearing currency  Not assigned

Click in Simulate and 

**Clear Customer Display Overview**

Display Currency  Taxes  Reset

Document Date  Type  Company Code   
 Posting Date  Period  Currency    
 Document Number  Fiscal Year  Translatn Date   
 Reference  Cross-CC no.   
 Doc.Header Text  Trading Part.BA

Items in document currency

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

## 5. Appendix

### 5.1 JP Morgan MX

JP Morgan MX is managed by Veronica Cantu(local team) or Beatriz Brito's JP Morgan Access, the application is executed of the same way of Banamex,

### 5.2 Mexican Bank Accounts on SAP

#### 5.2.1 5726 - Bank Accounts

50605USD30 - Banco Mercantil del Norte SA

50605MXN30 - Banco Mercantil del Norte SA(Solvay Quimica y Minera Servicios)  
50604MXN30 - Banco Mercantil del Norte SA( Solvay Mexicana)  
50606EUR30 - Banco BASE SA IBM  
50607MXN30 - Banco Mercantil del Norte SA(Solvay Quimica y Minera Ventas)  
50601MXN30 – Banamex Pesos  
50601USD30 – Banamex Dolares  
50602USD30 - JP Morgan Chase  
50609MXN30 - RHM MXP Concent  
50609USD30 - RHM USD Santa Fe  
50610USD30 - USD Houston

### **5.2.2 5720 - Bank Accounts**

50601MXN30 – Banamex Pesos  
50601USD30 – Banamex Dolares