

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



NAM

Mexico

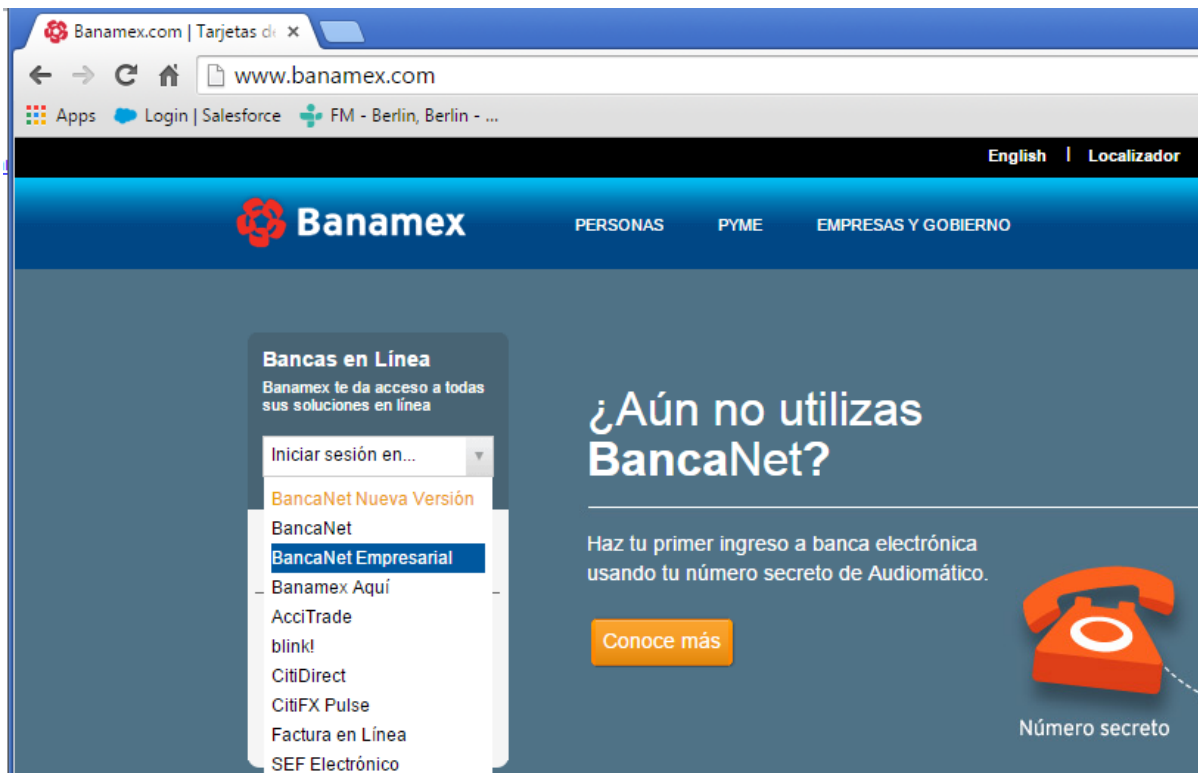
ERP



PF1

References

Attachments



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

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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 website interface. At the top, there is a navigation menu with options like 'Consultas', 'Transferencias y Pagos', 'Impuestos y Contribuciones', 'Cobranza', 'Inversiones', 'Servicios Adicionales', and 'Administración'. Below this, there is a search bar and a 'Buscar' button. The main content area is titled 'Estados de Cuenta' and includes a search form with fields for 'Tipo de cuenta o contrato', 'Selección un período', 'Selección el número de cuenta', and 'Selección un tipo de movimiento'. A dropdown menu is open under 'Selección el número de cuenta', showing a list of accounts including 'SOLVAY FLUOR MEXICO SA DE 4492/3939' and 'SOLVAY FLUOR MEXICO SA DE 4492/9005284'.

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.

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:
 Cost Object: More
 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:
 Quantity: More
 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:
 Cost Object: More
 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
 Prmnt 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 Prnt **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 Prnt 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