Apply cash - Mexico - PF1

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Scope

NAM

Mexico

ERP

PF1

References

Attachments

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.

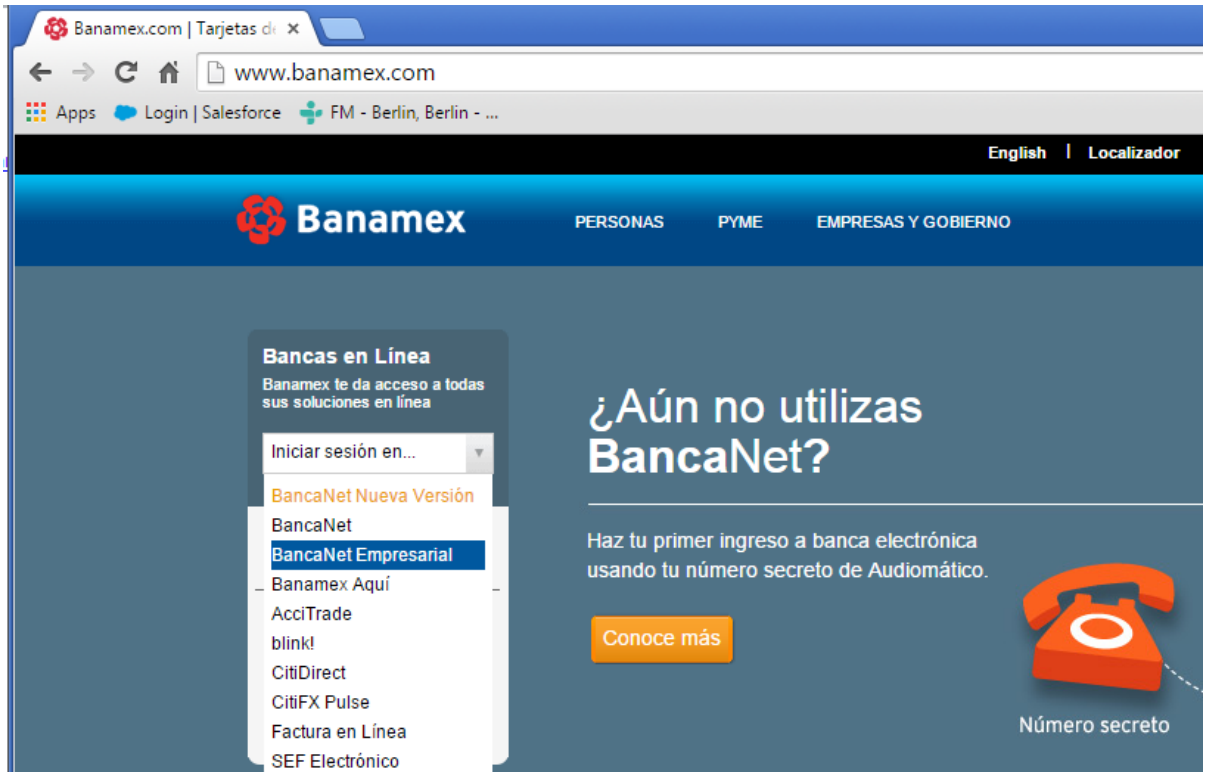
This operating procedure (OP) applies to all invoices assigned to company code 5720 and 5726 in PF1 system.

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**":



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

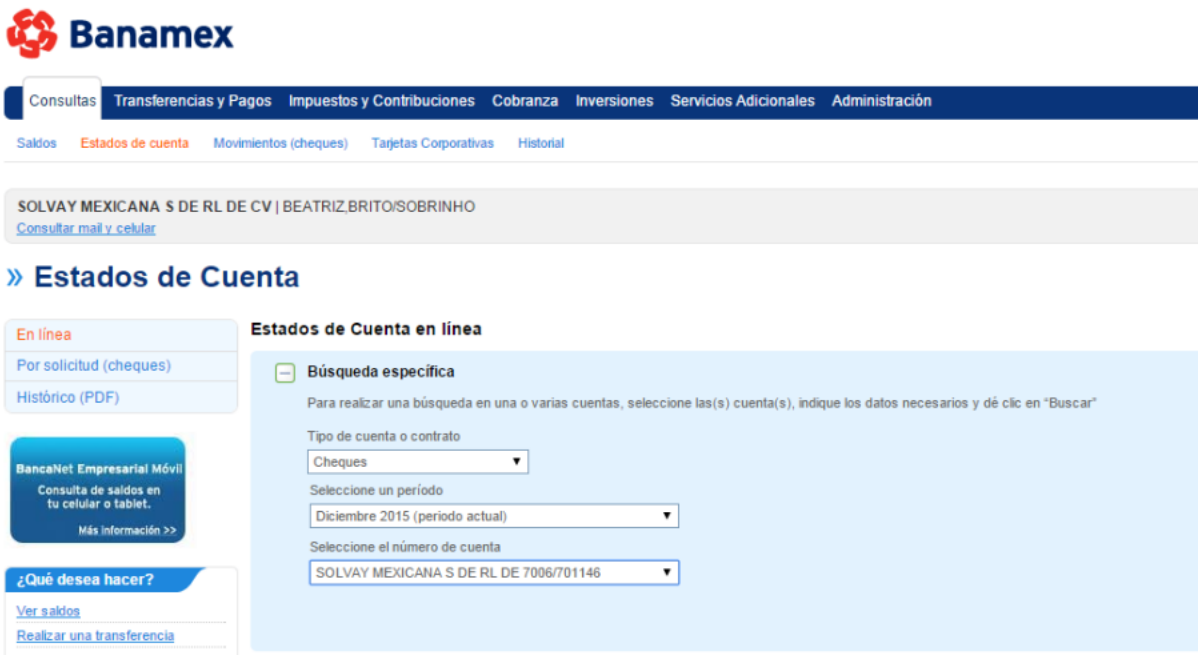
3.1 Solvay Mexicana Bank Statement

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

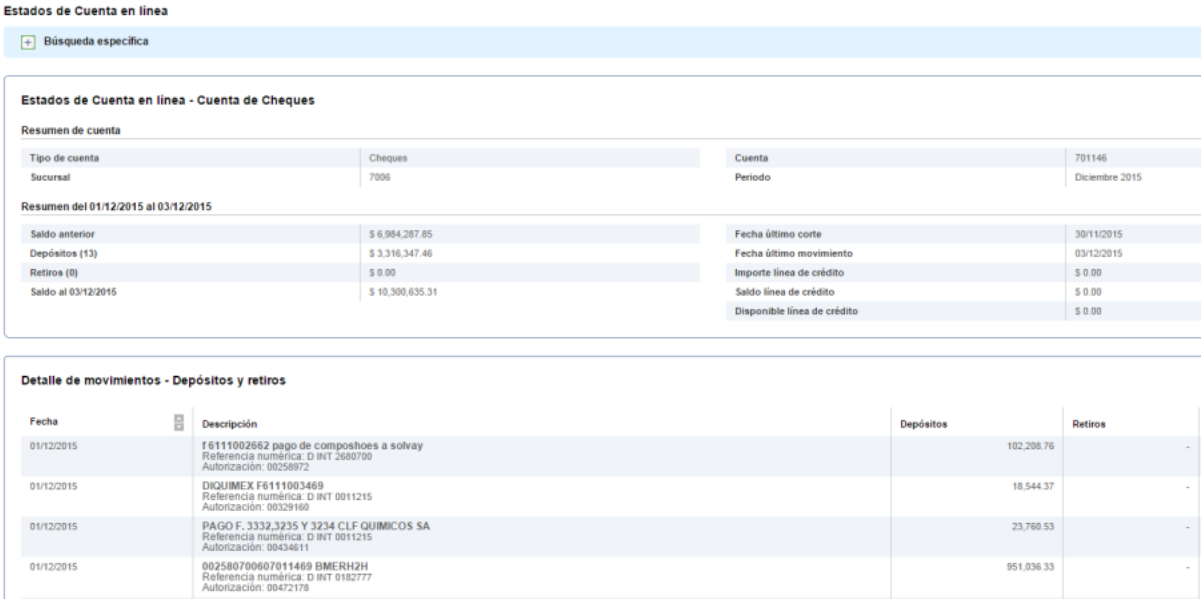
- 7006/701146 – Currency Pesos
- 901/9000637 – Currency USD

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

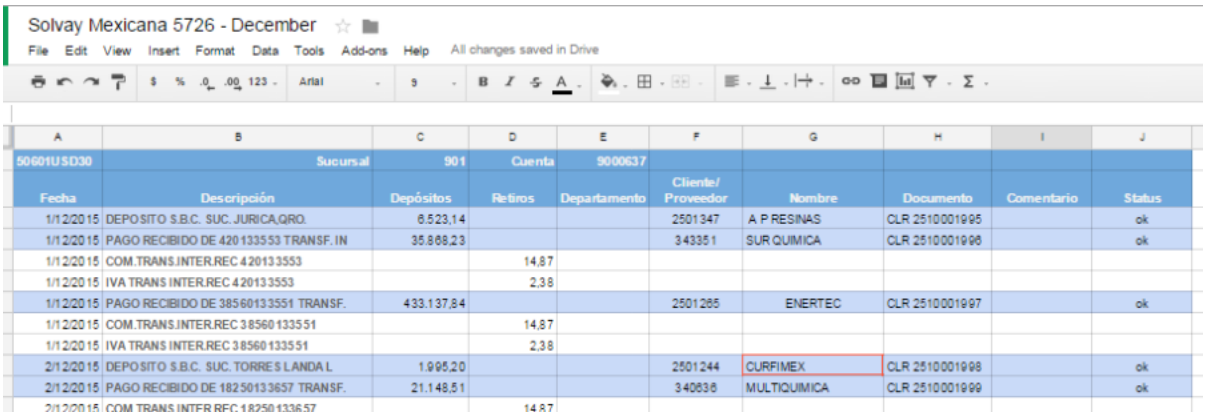
Choice the account to extract the bank statement, on the option **"Seleccione el numero de cuenta"**



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



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



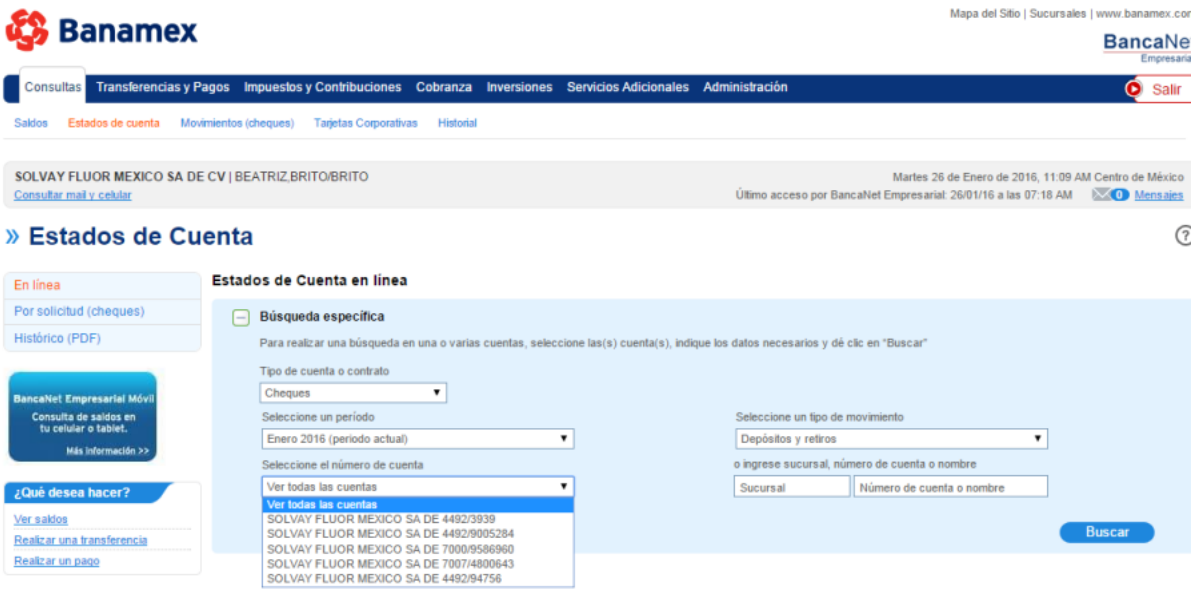
3.2 Fluor Mexico Bank Statement

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

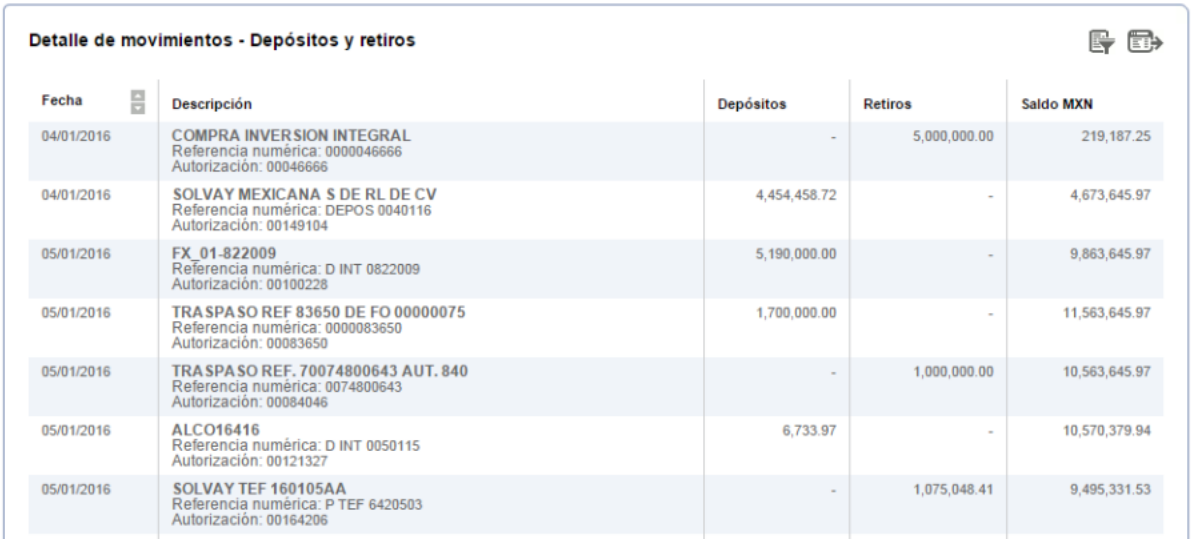
- 4492/3939 – Currency Pesos
- 4492/9005284 – Currency USD

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:



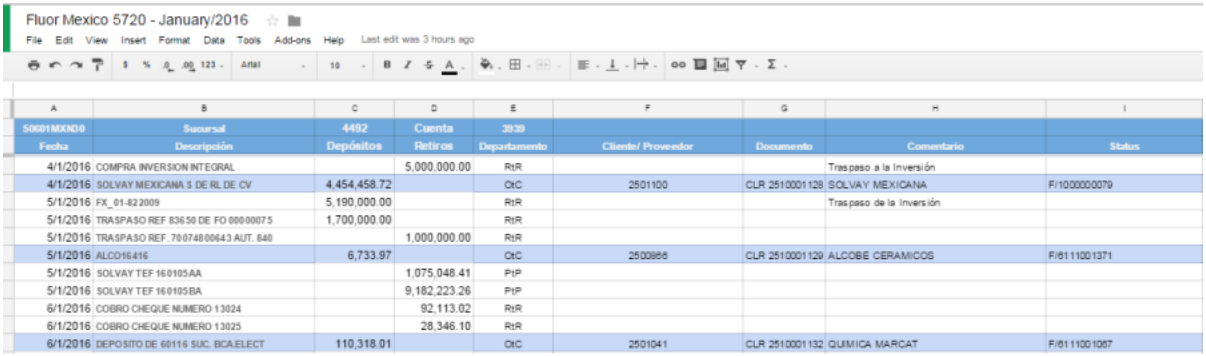
Below the bank statement is available, and extract for the other banck account.



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

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	A	B	C	D	E	F	G	H	I
1	50601MXN00	Sucursal	4492	Cuenta	3939				
2	Fecha	Descripción	Depósitos	Retiros	Departamento	Cliente/ Proveedor	Documento	Comentario	Status
3	4/1/2016	COMPRA INVERSION INTEGRAL		5,000,000.00	RtR			Traspaso a la Inversión	
4	4/1/2016	SOLVAY MEXICANA S DE RL DE CV	4,454,458.72		OtC	2501100	CLR 2510001128	SOLVAY MEXICANA	F/1000000079
5	5/1/2016	FX_01-822009	5,190,000.00		RtR			Traspaso de la Inversión	
6	5/1/2016	TRASPASO REF 83650 DE FO 00000075	1,700,000.00		RtR				
7	5/1/2016	TRASPASO REF. 70074800643 AUT. 840		1,000,000.00	RtR				
8	5/1/2016	ALCO16416	6,733.97		OtC	2500866	CLR 2510001129	ALCOBE CERAMICOS	F/6111001371
9	5/1/2016	SOLVAY TEF 160105AA		1,075,048.41	PtP				
10	5/1/2016	SOLVAY TEF 160105BA		9,182,223.26	PtP				
11	6/1/2016	COBRO CHEQUE NUMERO 13024		92,113.02	RtR				
12	6/1/2016	COBRO CHEQUE NUMERO 13025		28,346.10	RtR				
13	6/1/2016	DEPOSITO DE 60116 SUC. BCA.ELECT	110,318.01		OtC	2501041	CLR 2510001132	QUIMICA MARCAT	F/6111001067

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

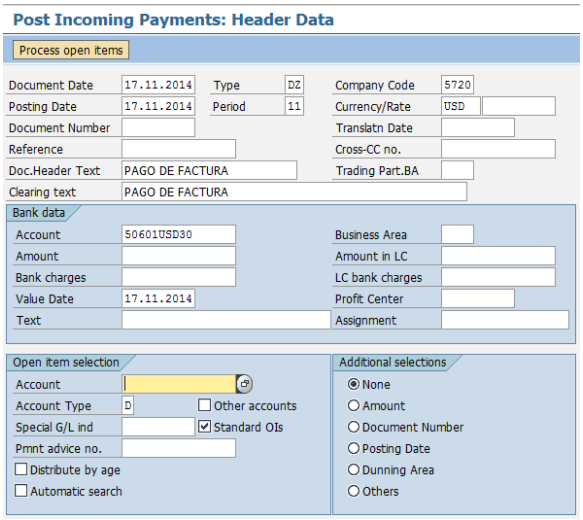
This chapter explains how to handle payments which customer paid to Fluor Mexico – 5720 and Solvay Mexicana - 5726 on Banamex Bank.

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;
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.



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	

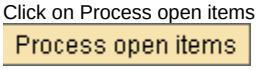
Open item selection

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

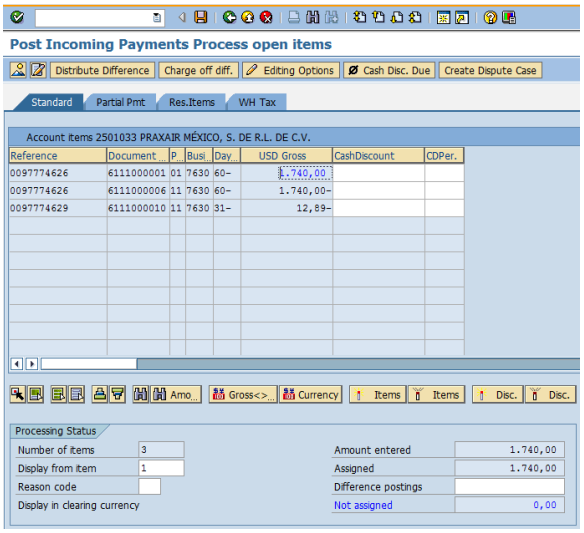
Additional selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Others

Click on Process open items button



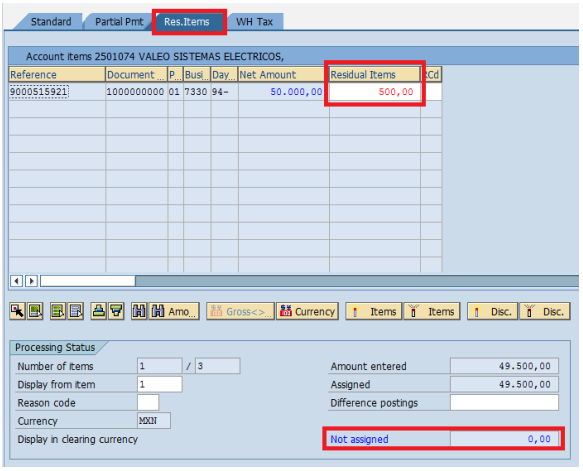
After that, select the correct invoices to match and press save button to save the payment application.



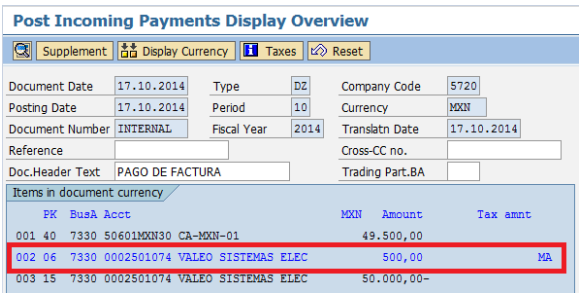
4.2 Short and Over payments

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.

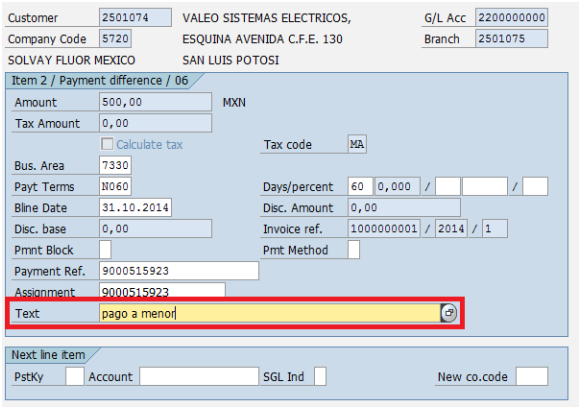


Trying to save, an error message to correct some items will appear and the line items for the residuals will be hightlighted, you need to enter on each line item hightlighted by double clicking and complete the text field with the resume of information about why the residual need to stand on account:



Double click on indicated line,

Complete the text information.



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 0000073571 00073571 5,500,000.00

- **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:

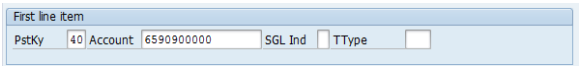
17/10/2014 Hacienda te devuelve D INT 1163128 00096752 3,988,975.00

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.

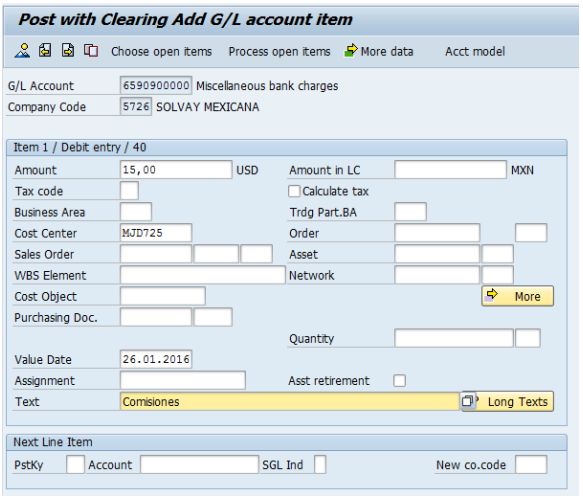
The possible scenarios that we can face are the following:

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 after all items for the payment are already selected, then select Posting Key 40 and account 65909000000 as below, and press Enter:

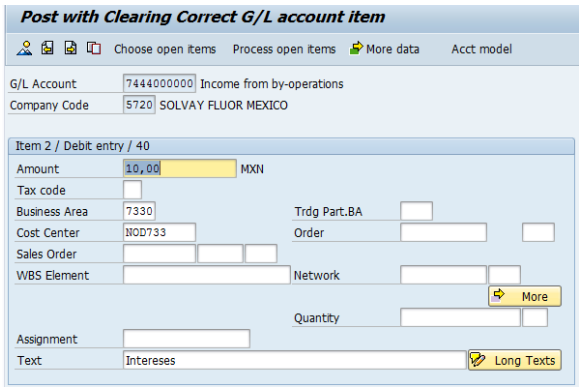


On the next screen complete with the bank charges amount, the Cost Center must be MJD725 to 5726 and NOD733 to 5720, change the value date to the date of the payment and on the text the information identifying that the amount is related to bank charges:

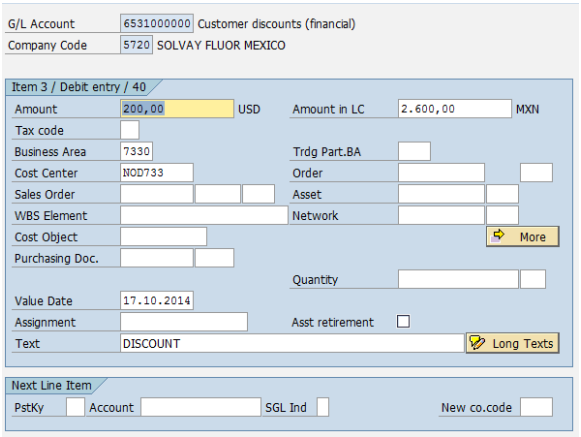
Go to Process open items and if no differences you can save the payment.



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:



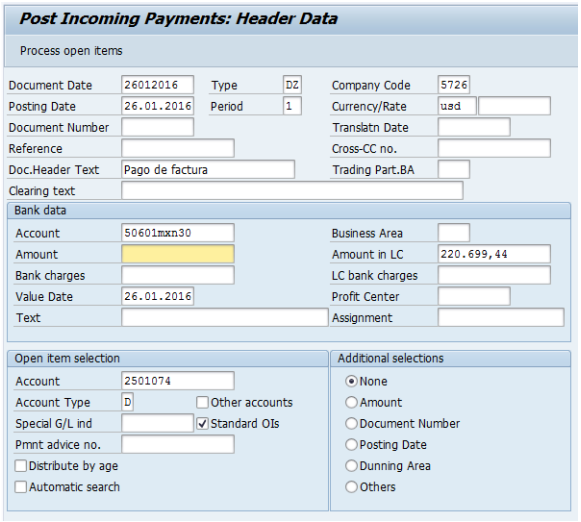
Discounts: To post the amounts related to discounts, procees as indited for the bank charges, but use Posting Key 40, use account 6531000000, use the Value date as the date of the payment and complete with the identification of the item on test field:



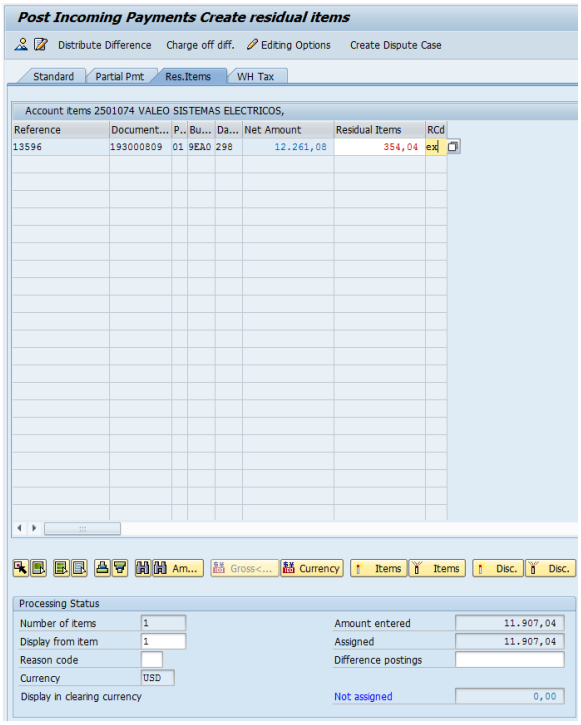
4.5 Exchange differences

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"**



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"**



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

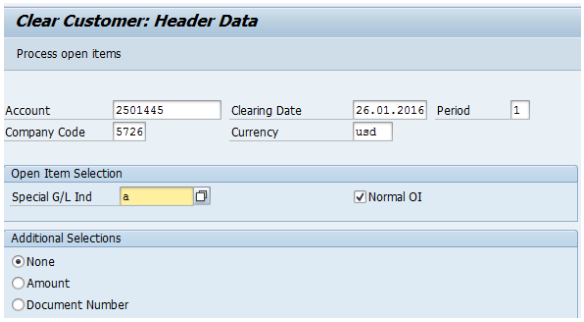
4.6 Clearing – F-32 Transaction

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.

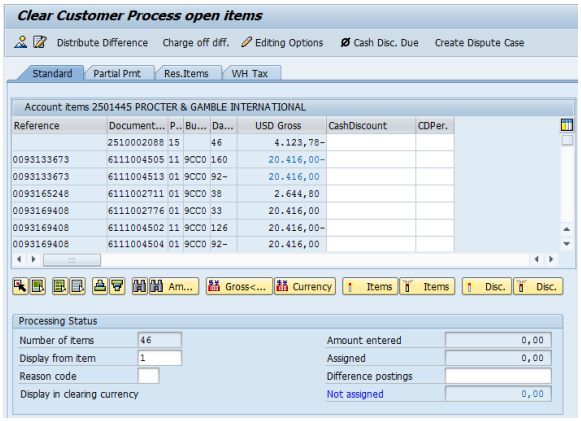
Then with the information for the clearings we need to use the transaction F-32 to book the amounts

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

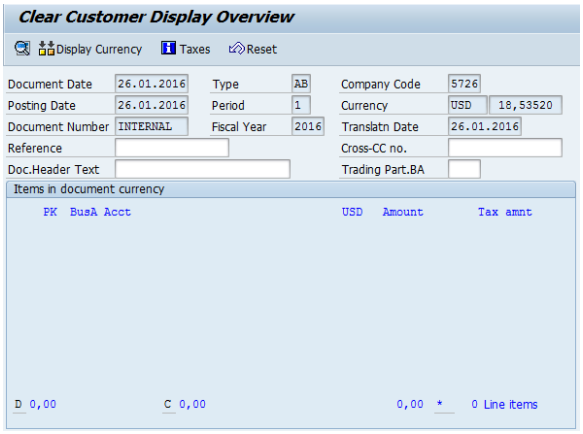
Account: Customer number
Clearing Date: The date of the payment or current date
Company Code: 5720 or 5726
Period: Current open period;
Currency: use the currency of customer
Special G/L Ind: A(for taking payment advanced)



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



Click in Simulate and



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