

Cash allocation - Cheques

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2. Objective and Scope

The purpose of this document is to describe how CCT AR has to post cheques based on the cheques received by post in SBS address and the requests sent by Credit Managers to AR mailbox. It is also described the different steps to be followed while running FF68 and SM35 transactions.

This operating procedure (OP) applies to the accounts receivables assigned to Solvay SA.

3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- CCT AR: Customer Credit & Trade, Accounts Receivable
- CCT CM: Customer Credit & Trade, Credit Management
- OP: Operating procedure

4. Cheques

This OP describes how to post cheques using FF68 and SM35 transactions and which are the different steps to be followed in order to clear the invoices on customer accounts.

Cheques flow:

- Cheques can be received through two different ways:
1. Customers send them directly by post to SBS Carnaxide
 2. Credit Managers send an email with a copy of the cheque and they are deposited directly in customer country bank account (it should very rare)



Warning

For cheques in other currency than EUR, the cheques should be sent to:

Solvay CICC S.A.
Attn : Larissa Duval (Building U)
310 Rue de Ransbeek
1120 Bruxelles - Belgium

The following information should be sent along with the cheque:

- the bank account that must be credited (BE bank account)
- the customer number
- information that must be informed on the bank statement (payment invoice XXX or other..)

1. For the **Cheques received by post**, see below the procedure:

- AR on a daily basis pick in the 2nd floor all the correspondence received by post

Scope



EMEA

ERP



PI1

References

Content by label

There is no content with the specified labels

Attachments

Model ET0121 (Foreign cheques):

Agência _____

LOCALIDADE	DATA	CONTA A CREDITAR					
		DIVISA	BANCO	BALCÃO	NÚMERO	TIPO	CHAVE
disBOA	/ /		3 4	0010900139160351			

NOME DATE

MORADA _____

NÚMERO	BANCO SACADO	DIVISA	MONTANTE
00012542	BBVA	EUR	2375266
Cheque number	BANK	Currency	AMOUNT

MOTIVO DA OPERAÇÃO _____

TOMO/TOMAMOS INTEIRA RESPONSABILIDADE PELOS CHEQUES NEGOCIADOS, TENDO CONHECIMENTO DE QUE OS CRÉDITOS CORRESPONDENTES SÓ SE TORNAM EFECTIVOS APÓS CONFIRMAÇÃO DE BOA COBRANÇA.

ASSINATURA DO CLIENTE DIOGO FERREIRA

BANCO _____

DATA ____/____/____

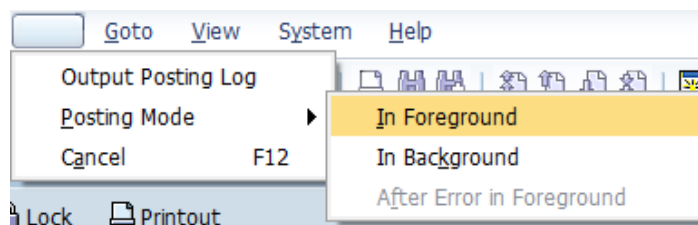
MNL 070121 - 05/12

- Remove the duplicate page to keep for future reference (the one that mention "Cópia para o cliente") and scan it and attach to the ticket. This will be used for future reference whenever we need to check the date in which the Cheque was sent to the Bank
- Put the cheques inside the envelope and close it. If the model doesn't include an envelope, please add a Solvay envelope and staple it to the model form.
- Fill in the [Google Form](#) as a request to deliver the cheque to BNP (done every Thursday). If the cheque is received close to end of the month please insert urgent in the form information.
- AR should insert dunning block "I" and write "Cheque received and date of the cheque" on the invoices paid by the cheque (FBL5N transaction)

Example:

Block	Text
☐ I	Cheque received 08.01.2014

- If the TI movement enters in sub-account 50514EUR15, the person doing the sub-accounts reconciliation should process FF68 and SM35 transaction. If the TI enters in 50514EUR16 and appears in FEBA transaction, we should enter in the payment, change the "Posting mode" to "In Foreground", change "type" to "DK" and clear the invoice(s). See example below:



Post with Clearing: Header Data					
Choose open items		Acct model			
Document Date	29.05.2015	Type	DK	Company Code	WARP
Posting Date	08.06.2015	Period	6	Currency/Rate	EUR
Document Number				Translatn Date	

Warning

If a cheque is rejected, the original case should be found and the information regarding the rejection should be added to the ticket. The letter sent to the customer with the cheque returned should be scanned and added to the case as well all the information's we have regarding rejection reason. Additionally a dispute should be created in customer account to Collections team requesting a new payment to the customer

For the **Cheques** received by Credit Managers, see below the procedure:

- Credit Managers send by email to AR mailbox the copy of the cheques
- AR process FF68 transaction
- Send the pdf file to the requester.
- The case should be classified with the total amount of the cheques on the subject, the customer accounts numbers and the ticket should be closed.
- AR should insert dunning block "I" and write "Cheque received and date of the cheque" on the invoices paid by the cheque (FBL5N transaction)

Example:

Block	Text
☐ I	Cheque received 08.01.2014

- Whenever receiving the Bank payment on the Cheques sub-accounts (a TI is received on 50*15 sub-accounts), AR team should process the SM35 transaction, which will match the invoices by posting a DK document on customer account

4.1 FF68 transaction

Follow the steps below:

Warning

When processing this transaction for the first time or to switch from Region, click on 'Settings' and then on 'Specifications'.

If the **cheque is received by post** (even if not from Portuguese customers), we should choose "PTCIC" in the Specifications and "BNPP1" and "PT01" in House Bank and transaction fields as in the print screens:

Specifications	
☒	Int. bank determin.
Memo record entry	
Start variant	PTCIC

Edit Check Deposit List

Overview Individual list Totals list

Company Code WARP World.Accounts Receiv&Pay
House Bank BNPP1
Account ID CLEUR
Group 0105
User name PT300033
Entry date 04.05.2015

Control
Transaction PT01
Posting date 04.05.2015
Value date
Currency eur

For the remaining fields, please check procedure described below.

For the **cheques sent by Credit Managers by email** (deposited in local bank), the following procedure should be followed:

This screen is to be filled in as follows:

- Select the **Int. bank determin.** Box.
- **Start Variant:** Choose variant related to the country of the cheque:
 1. ESCIC for Spain and Portugal
 2. GBCIC for UK
 3. DECIC for Germany
 4. FRCIC for France
- **Cust. Matchcode ID:** Choose "E - Customers by country /company code".
- **Processing type:** 1 – Further processing as batch input (generate online).
- **Form ID:** Choose the one related to the country of the cheque:
 1. ES for Spain and Portugal
 2. GB for UK
 3. DE for Germany
 4. FR for France

Specifications

☒ Int. bank determin.

Memo record entry
Start variant ☒
Cust. matchcode ID E

Further processing
Processing Type 1
☒ Transfer value date

Form
☐ PDF Format
Form ID Z3F_REM_CHQ_GB

Click on the Execute button .

Then the following screen will appear:

Warning

- For Spain and Portugal, we should create one list for BBVA cheques and another for the cheques from the other Banks
- For UK, a different list should be created for each different cheque's currency

This screen is to be filled in as follows:

- **Company code:** WARP
- **House Bank:** Choose the House Bank related to the country of the cheque:
 - a. BBVES for Spain and Portugal
 - b. FORGB for UK
 - c. FORDE for Germany
 - d. SOGFR for France
- **Account ID:** CLEUR for cheques in EUR or CLGBP in case cheque is in GBP
- **Group:** Today's day/01, 02 etc



Important

Don't use the same Group twice a day; It is better to use a number after the day, which can be easily changed each time the transaction is used.

- **Entry Date:** Current day
- **Transaction:** Choose the option depending of the region as follow:
 1. ES00 for BBVA cheques in Spain
 2. ES02 for the cheques from other banks in Spain
 3. GB01 for UK
 4. DE01 for Germany
 5. FR01 for France
- **Posting date:** Current day
- **Currency:** Cheque's currency



Click on the Execute button

The next screen appears:

This screen is to be filled in with the following information:

- **Amount:** Amount of the cheque
- **Check Number:** Check's number (normally the first sequence at the bottom of the cheque)
- **Customer:** Customer's account's number
- **Reference Doc. Number:** Invoice numbers (if customer is paying more than one invoice, double click on the empty field and insert all the references)

In case of more cheques, insert the data in the following lines.

Save by clicking on the floppy disk



button

The next screen comes out:

Remark: Value date will be automatically adapted (country has been taken into consideration in order to fix this value).

Edit Check Deposit List

Overview Individual list Totals list

Company Code 0231 SOLVAY SA - TREASURY DPT

House Bank ☒

Account ID ☒

Group ☒

User name PT300033

Entry date 26.12.2018

Control

Transaction

Posting date

Value date

Currency

Exchange rate

Further Processing

☐ Bank postings only

Bank posting session

Subledger session

Edit Check Deposit List

Bank Accou 210-0049499-81 G/L Account 50501EUR10 CoCode 0231 Crcy EUR

Check deposit list items

Amount	Bank Key	Allocation	Post. date	Value date
Check number	Customer	Reference doc no	Bank account no.	

Save again by clicking on the floppy disk button .

Edit Check Deposit List

Overview Individual list Totals list

Company Code SOLVAY SA - TREASURY DPT
House Bank BNP PARIBAS FORTIS
Account ID Customer Fortis Bxl EUR
Group
User name
Entry date

Control

Transaction
Posting date
Value date
Currency Euro
Exchange rate

This screen appears:

For the cheques received by Credit Manager, a pfd file should be created and sent it to the requester. In order to obtain the form to be sent to the bank

click on  button.

Update Account Statement/Check Deposit Transaction

CICC Bruxelles Check deposit list posting Time 09:55:41 Date 10.10.2013
RFE2B000/PT300033 Page 1

Posting Ac	Bank Key	Account No	Seam	Group	FR01	PaAcc	No Posting	Errors	Total	Total Deb.	Total Cred
Bank Accounting	01824649	0201511100	BNVES-CLEUR	1	0	0	0	0	1	1.000,00	0,00
* Bank Accounting				1	0	0	0	0	1	1.000,00	0,00
** Bank Accounting				1	0	0	0	0	1	1.000,00	0,00
Subledger accounting	01824649	0201511100	/BNVES-CLEUR	0	1	0	0	0	1	1.000,00	0,00
* Subledger accounting				0	1	0	0	0	1	1.000,00	0,00
** Subledger accounting				0	1	0	0	0	1	1.000,00	0,00
***				1	1	0	0	0	2	2.000,00	0,00

This screen appears:

Click on the  Individual list button on.

Edit Check Deposit List

Overview Individual list Totals list

Company Code SOLVAY SA - TREASURY DPT
House Bank BNP PARIBAS FORTIS
Account ID Customer Fortis Bxl EUR
Group
User name
Entry date

Control

Transaction
Posting date
Value date
Currency Euro
Exchange rate

The following screen appears:

Print

Output Device ☐ Send output via email using PDF1_

E-Mail Address

Number of copies

Page selection

Spool Request

Name

Title

Authorization

Spool Control

☒ Print immediately
☐ Delete After Output
☒ New Spool Request
☐ Close Spool Request
Spool retention pd Day(s)
Storage Mode

Cover Page Settings

SAP cover page

Recipient

Department

Insert ZPDF in the "Output device" field
and click on the  **Print Preview**
button.

The following document will appear:



Solvay GmbH c/o Solvay CICC S.A.
Hans-Boeckler-Allee 20
D - 30173 Hannover



Konto-Nr : 0201511100

Scheckeinreichung **BANCO BBVA** 10.10.2013
zur **Gutschrift** 08002 BARCELONA

Scheck-Nr.	Zahlungspflichtiger Bankleitzahl der bezog Bank/Zahlstelle	Währung	Betrag
123	ETS BEAUXEONEUR S.A.S.	EUR	1.000,00

Afterwards, we should save this document, attach it to the ticket received and send it to the requester.

Warning

The invoices should be blocked with dunning block "I" and the text "Cheque received" should be added to the "Text" field as below:

Block	Text
☐ I	Cheque received 08.01.2014

Download a Cheque List

If necessary, we can download the pdf with posted Cheques from the system:

On the first screen of FF68 transaction
click on  **Overview** button:

Edit Check Deposit List

 Overview
 Individual list
 Totals list

Company Code

House Bank

Account ID

Group

User name

Entry date

SOLVAY SA - TREASURY DPT

BNP PARIBAS FORTIS

Customer Fortis Bxl EUR

Control

Transaction

Posting date

Value date

Currency Euro

Exchange rate

Further Processing

☐ Bank postings only

Bank posting session

Subledger session

This screen appears:

Check Deposit List Overview

 Overview
 Transfer

Bank Accounts

Code	Bank	Bank Key	Acct.	Curr.
5763	FORTIS BANK - FT	00290001	294-0012018-24EUR	EUR
5763	FORTIS BANK - FT	00290001	294-0012018-24EURBAPT	EUR
5763	BANCO BILBAO VIZCAYA ARGENTARIA	01820999	0201511100	EUR
5763	BNP PARIBAS FORTIS	210	210-0049499-81EUR	EUR
5763	BNP PARIBAS FORTIS	210	210-0049499-81USD	USD
5763	SOCIETE GENERALE - FR	3000303175	00020263866	EUR
5763	FORTIS BANK - GB	405262	294-0010470-28EUR	EUR
5763	FORTIS BANK SA/NV	405262	294-0010470-28EURBAG2	EUR
5763	FORTIS BANK - GB	405262	294-0010472-30GBP	GBP
5763	FORTIS BANK SA/NV	405262	294-0010472-30GBPBAG2	GBP
WAP	BANCO BILBAO	01820999	0201511100	EUR
WAP	BNP PARIBAS FORTIS	210	210-0049499-81GBP	GBP
WAP	SOCIETE GENERALE - FR	3000303175	00020263866	EUR
WAP	BNP PARIBAS FORTIS	37010600	1025881895	EUR

Just double click on the concerned bank in order to obtain all the related details (for example, BANCO BBVA).
The next screen opens:

Check Deposit List Overview

Overview Transfer

Bank Account	Bank	Bank Key	Acct	Curr.
CoCd	Bank	Bank Key	Acct	Curr.
0231	BNP PARIBAS FORTIS	210	210-0049499-01EUR	EUR

List

Start date	User Name	Group	Crry	Ending Bal.Amount	Entry	Status
26.12.2018	PT300033	2601	EUR	100,00	Manu.	Entered
21.10.2014	BE05345	2110A	EUR	240,00	Manu.	Entered
21.05.2014	PT63016133	21103	EUR	17.775,77	Manu.	Posting complete
24.04.2014	BE05345	240401	EUR	17.775,77	Manu.	Entered
24.03.2014	BE05345	2403A	EUR	13.708,08	Manu.	Posting complete
11.03.2014	BE05420	BE1103	EUR	234,00	Manu.	Posting complete
06.03.2014	BE05420	BE0603	EUR	234,00	Manu.	Posting complete
05.03.2014	BE05345	0503A	EUR	17.660,22	Manu.	Posting complete

Then choose the date and the following screen appears:

Press on the "Transfer" button.

Check Deposit List Overview

Overview Transfer

Bank Account	Bank	Bank Key	Acct	Curr.
CoCd	Bank	Bank Key	Acct	Curr.
0763	FORTIS BANK - PT	00290001	294-0012018-24EUR	EUR

List

Entry Date	User Name	Group	Curr.	Total	Entry Status
16.05.2007	PTPOMFR	1605B	EUR	118.341,82	Manu. Posting complete

Trans. ValDte Rate

PT01 17.05.2007

Check

MR no	Check number	Check issuer	Bank number	Amount	Status
1	0006324614043		00331106	54.632,41	Posted
2	0006329012217		00331106	60.338,11	Posted
3	0008701949993		00330094	2.209,46	Posted
4	0003500550214		00070560	1.161,84	Posted

This screen appears:

Press on the "Individual list" button and proceed as usual.

Edit Check Deposit List

Overview Individual list Totals list

Company Code: 0231 SOLVAY SA - TREASURY DPT

House Bank: 210B1 BNP PARIBAS FORTIS

Account ID: CLEUR Customer Fortis Bxl EUR

Group: 2601

User name: PT300033

Entry date: 26.12.2018

Control

Transaction: FR01

Posting date: 26.12.2018

Value date: 14.01.2019

Currency: EUR Euro

Exchange rate:

Further Processing

☐ Bank postings only

Bank posting session:

Subledger session:

4.2 SM35 transaction

The person responsible for clearing the sub-accounts should check if a TI has entered on 50*15 and process the batch on SM35 transaction so that the cheques are posted on customer accounts against the invoices. To find the ticket with the cheques images, search by amount on Freshdesk. Then find the correspondent batch-input and process it.

Example:

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

Sess.: From: To: Created by:

New Incorrect Processed In Process In Background Being Created Locked

Session name	Sta	Created By	Date	Time	Creation Progr	Lock Date	Authorizat.	Trans.
/SOGFR-CLEUR	☐	FR02878	28.12.2011	10:40:36	RFE8BU00		FR02878	10
/SOGFR-CLEUR	☐	FR02878	28.12.2011	10:40:36	RFE8BU00		FR02878	10

Follow the steps below:
Select the batch corresponding to the bank involved (for example: /SOGFR-CLEUR).

New Incorrect Processed In Process In Background Being Created Locked

Session name	Sta	Created By	Date	Time	Creation Progr	Lock Date	Authorizat.	Trans.
/FORDE-CLEUR	☐	PT300212	18.12.2013	12:55:34	RFE8BU00		PT300212	1
/FORDE-CLEUR	☐	PT300212	18.12.2013	12:55:34	RFE8BU00		PT300212	1
/BIVES-CLEUR	☐	PT63015869	18.12.2013	11:57:38	RFE8BU00		PT63015869	2

Warning

Two batch input files are created for each process run via FF68 transaction. However, only with the one with "/" symbol should be processed. This batch makes an accounting posting, debiting the bank's account and crediting the customer's account.

Select the file, click on "Process" button.

The next screen comes out:

Check the box "Display errors only" and then click on the "Process" button. By selecting this option, the system will only show postings with errors or postings which require a manual cash allocation intervention.

Process Session FORGB-CLGBP

Processing Mode

☐ Process/foreground

☒ Display errors only

☐ Background

Target host

Additional Functions

☐ Extended log

☐ Expert mode

☒ Dynpro standard size

☐ Cancel if Log Error Occurs

☐ Simulate Background Mode

Process

In case the SAP system cannot allocate the payment's amount to the invoices automatically, the standard cash allocation clearing screen is prompted

Process open items

Open item selection

Company Code: 0231

Account: 0000301487

Account Type: D

Special G/L ind: ☒ Normal OI

Prmt advice no.

☐ Other accounts

☐ Distribute by age

☐ Automatic search

Additional selections

☒ None

☐ Amount

☐ Document Number

☐ Posting Date

☐ Dunning Area

☐ Reference

☐ Collective invoice

☐ Document Type

☐ Business Area

☐ Tax code

☐ Branch account

☐ Currency

☐ Posting Key

☐ Document Date

☐ Assignment

☐ Billing Document

☐ Contract Type

☐ Others

Then allocate the payment as usual.

Once the cash is allocated, the system moves to the next cheque. Once all the cheques inside the batch are processed, the following screen is shown:

Information

Processing of batch input session completed

Session overview Exit batch input

Typical errors which may be displayed are:

- **Amount:** It means that AR team has inserted an amount on FF68 that doesn't match with the amount on the cheque's image.
- **Conflicting currencies:** It means that In FF68, AR team has chosen a bank account currency that is not compatible with the currency of the cheques loaded.
- **Posting date:** It means that AR team has used a posting date from a period which is already closed.

To correct these errors, we should start the batch from the beginning. To get out from the batch or to start the batch again, we should click on System, Services, Batch Input and Next transaction. It should be repeated in case of several cheques. and choose the option "Process/foreground" instead.

Then click on the "Process" button.

Process Session /BBVES-CLEUR

Processing Mode

☒ Process/foreground

☐ Display errors only

☐ Background

Target host

Additional Functions

☐ Extended log

☐ Expert mode

☒ Dynpro standard size

☐ Cancel if Log Error Occurs

☐ Simulate Background Mode

Process

The following screen follows:

- **Posting date:** Correct the posting date here
- **Currency/Rate:** Correct the currency for the payment here
- **Account:** Correct the bank sub-account

Post with Clearing Enter selection criteria

Correct the amount of the payment.
Press "Enter" button to enter on
customer's account.

[illegible]