

Cash Allocation LAM - Chile and Peru - WP1

Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure**: Description of the operating procedure - Region (*APAC, EMEA, LAM, NAM*) - Country (*Optional*) - ERP (*PI 1, PF1, WP1*)
2. Add the following Labels :
 - Region: [apac](#), [emea](#), [lam](#), [nam](#)
 - ERP: [pf1](#), [pi1](#), [wp1](#)
 - Domain & Process using the [List of labels to be used in the space CCT](#)
3. Fill all fields as described
4. Once the procedure is completed, publish it using the [SBS-OtC approval workflow](#)

1. Table of contents

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2. Objective and Scope

This OP explains how to handle payments received from the companies 7725 – Cytec Chile Ltda and 7722 - Cytec Peru S/A, how to apply these payments.

This operating procedure (OP) applies to all invoices assigned to company code 7725 and 7722 in WP1 system.

3. Citibank Bank Access

On a daily basis, we need to get the bank statements at Citibank's site. Firstly, open website on Internet Explorer <https://portal.citidirect.com/portal/welcome/index> and choose "**Login Method**" with "**Challenge Response**" and insert the "**Login ID**" then press "**Continue**" :

Scope



LAM

ERP



WP1

References

Content by label

There is no content with the specified labels

Attachments


Login Method
Challenge Response
Login ID

☒ Remember Me
CONTINUE
[▶ Forgot Password?](#)
[▶ Login Help](#)
[▶ Video Overview of CitiDirect BE](#)

In the next screen the website will generate a "**CHALLENGE**", insert the **PIN** on token, press number "9" and press **Entr** on the Token and It will generate the "**Response**" to access the bank statement.

Login Method
Challenge Response
Login ID
mh4184
Challenge

Response
.....
LOGIN

In the next screen click 'Reports & Analytics' and choose "Cash Statements Reports":

Treasury and Trade Solutions

citi

Home CitiDirect Services **Reports & Analytics** Inquiries & Searches

Client Logged in as: CYTEC CHILE LIM

CitiDirect BE unavailable on

My Favorites

Bank Statements

Reports

My Reports

Cash Reports

Cash Balances Reports

Cash Statements Reports

Payment Reports

Payments - Latin America Reports

Then, select "Account Statement Details Report" and inform parameters as below:

Reports & Analytics ▶ Cash Reports ▶ Cash Statements Reports

☒ Hide Applied Search Criteria

Report Category: Cash Statements Reports Report Type: All Reports

Start New Search

Generate Reports View Available Reports

Search Results - Generate Reports (1 - 20 of 25)			
☐		Report Name	Base Report Name 1 ▲
☐		Account Statement Details Report	Account Statement Details Report

Derived Report Name	Form at	Branch	Customer	Account number	Currency	Check s	Date Range	Page Break s	Descendi ng
109147508-USD	PDF	153	109147	109147508	USD	Includ e	Absolu te	Flag	Flag
109147001-CLP	PDF	153	109147	109147001	CLP	Includ e	Absolu te	Flag	Flag
5740002-USD	PDF	604	109147	5740002	USD	Includ e	Absolu te	Flag	Flag

Report Criteria

Account Statement Report

*** Derived Report Name**
0109147001-CLP

Base Report Name
Account Statement Report

*** Format**
Adobe(PDF)requires Acrobat Reader (5.0 or higher) ▾

Delivery Options
[icon]

Designated Owner
TAIS,MACIEL [icon]

☐ Sign with Citibank Certificate

☐ Compress with Winzip

Share
☒ Private ☐ Public

☒ Favorite

Report Specific Field Details

Branch
153 [icon]

Customer Number
109147 [icon]

Account Number
0109147001 [icon]

Bank Reference
[fx]

Customer Reference
[icon]

Amount
From [] To []

Account Currency
CLP [icon]

Transaction Description
[icon]

*** Cheques**
Include Cheques ▾

By Order Of Beneficiary
[icon]

Layout
[icon]

*** Statement Date**
☐ Current Month ☐ Previous Month ☐ Latest ☐ Today ☐ Yesterday ☐ Last 7 Days ☐ Last 14 Days ☐ Last 30 Days ☒ Date Range ▾

*** Sort By**
Transaction Amount ▾

☒ Page Breaks

☐ Activity Only

☐ Ascending ☒ Descending

☒ Show Source Document

☐ Print Citibank China Stamp – only

*** From** 10/13/2017 [calendar] *** To** 10/16/2017 [calendar]

*** Absolute** ▾

Run **Save & Run** **Save** **Schedule** **Reset To Defaults**

Report will be available on "View available Reports":

Generate Reports **View Available Reports**

Search Results - View Available Reports (1 - 8 of 8)

☐					Report Name 2 ▲	Report Category	Status	Creation Date/Time 1 ▾	Output
☐					0005740118-USD	Cash Statements Reports	Available	10/18/2017 07:1...	

Then, save it on GDrive of Accounts Receivable - Bank Statement.



Only the Team Leader with the Process Manager authorization can request bank access. Also, only with approval of Team Leader can give access to the GDrive of Accounts Receivable files.

4. Payment Scenarios

This section explains how to handle payments received in local bank Citibank accounts and apply to invoices from companies 7725 and 7722. The steps to be followed are described in this procedure.

4.1. Cash Application

Firstly, check the bank statement and find the customer account:

Account Statement Report

Bank Name	CITIBANK		
Customer Number / Name	109147		CYTEC CHILE LTDA
Branch Number / Name	153		CHILE CITIBANK
Account Number / Name	0109147001		CYTEC CHILE LTDA
Account Currency / Type	CLP		Customer Account
Statement Date	07/31/2017		

Opening Ledger Balance	Current / Closing Ledger Balance	Opening Available Balance	Current / Closing Available Balance	Credit Count	Total Credit Amount	Debit Count	Total Debit Amount	Net Amount
3,571,257,101	3,616,821,324	3,571,257,101	3,616,821,324	3	45,564,223	0	0	45,564,223

Entry Date	Value Date	Customer Reference	Bank Reference	Transaction Description	By Order Of / Beneficiary	Transaction Amount
07/31/2017	07/31/2017	0795872108		PAYMENT		44,307,270
07/31/2017	07/31/2017	0796395702		PAYMENT		1,129,266

On "Customer Reference" you'll find the tax identification number of the customer. For Chile, it's called R.U.T. (Registro Único Tributario) and has nine characters (xxxxxxx-x) and for Peru, it's R.U.C. (Registro Único de Contribuyentes) and has eleven characters (xxxxxxxxxx). Just as below, we will use the RUT/RUC to find customer account on SAP.

Go to SAP transaction FBL5N, and fill in:

- Company code
 - 7725 – Chile
 - 7722 – Peru
- Open Items
 - Current day
- Type
 - Flag Normal Items
 - Flag Special G/L transactions
- Maximize.

Menu Data Sources

Customer Line Item Display

Customer selection

Customer account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

☒ Open items

Open at key date

☐ Cleared items

Clearing date to

Open at key date

☐ All items

Posting date to

Type

☒ Normal items

☒ Special G/L transactions

☐ Noted items

☐ Parked items

☐ Vendor items

When maximizing, a new option will appear. Choose "Multiple Selection", and inform the number of the RUT/RUC between asterisks.



When searching for RUT, put an asterisk before the last number then press Enter.

Please, check image below:

Customer Line Item Display

☐ Multiple Selection for Customer account

Select Single Values Select Ranges Exclude Single Values Exclude Ranges

Se

0. Single value

Lin

Multiple selection..

Restrict Value Range (1)

Customers by personnel number Customers by Tax Information

Tax Number 1

Tax Number 2

Tax Number 3

Tax Number 4

Tax Number 5

VAT Registration No.

Country

Name

Customer

Maximum No. of Hits

The customer account related to that RUT will appear. Flag it and press enter:

VAT Registration No.:

Country: CL

Name: QUIBORAX SA

	Customer	Tax Number 5
☒	2053201	
☒	2053217	

Then, press F8 (process):

- Document date and posting date (bank statement date);
- Document Type DZ;
- Current Period;
- Company code
 - 7725 – Chile
 - 7722 – Peru
- Currency
 - CLP – Chilean Pesos
 - USD – Dollars
 - PEN – Peruvian Soles
- Press Choose Open Items (F6).

Post with Clearing: Header Data			
Document Date	31.07.2017	Type	DZ
Posting Date	31.07.2017	Period	7
Document Number		Company Code	7725
Reference		Currency/Rate	CLP
Doc.Header Text		Translatn Date	
Clearing text		Cross-CC no.	

Inform customer account number:

Post with Clearing Select open items	
Open item selection	
Company Code	7725
Account	2053217
Account Type	D
Special G/L ind	☐ Normal OI
Pmnt advice no.	
☐ Other accounts ☐ Distribute by age ☐ Automatic search	

Double click on invoice amount, until it gets blue.

Post with Clearing Process open items

Standard Partial Pmt Res.items Withhldg tax								
Account items 2053217 QUIBORAX SA								
Assignment	Document...	D..	P..	Posting ...	Docum...	CLP Gross	CashDiscount	CDPer.
63711	400000163	UE	01	30.06.2...	22.06.2...	1.129.266		

Then, press "Charge off diff."

Menu



Distribute Difference

Charge off diff.

Clear Customer Process open items

Standard

Partial Pmt

Res.items

Withhldg tax

And then, "Choose open item"

Menu



Process open items

Choose open items

Clear Customer Display Overview

Now, we have to choose the bank account:

- 7725 – Cytec Chile
 - 50020797 – Chilean Pesos
 - 50020798 - Dollars
- 7722 – Cytec Peru
 - 50020800 – Dollars
- Account Type
 - S – G/L Accounts

Clear Customer Select open items

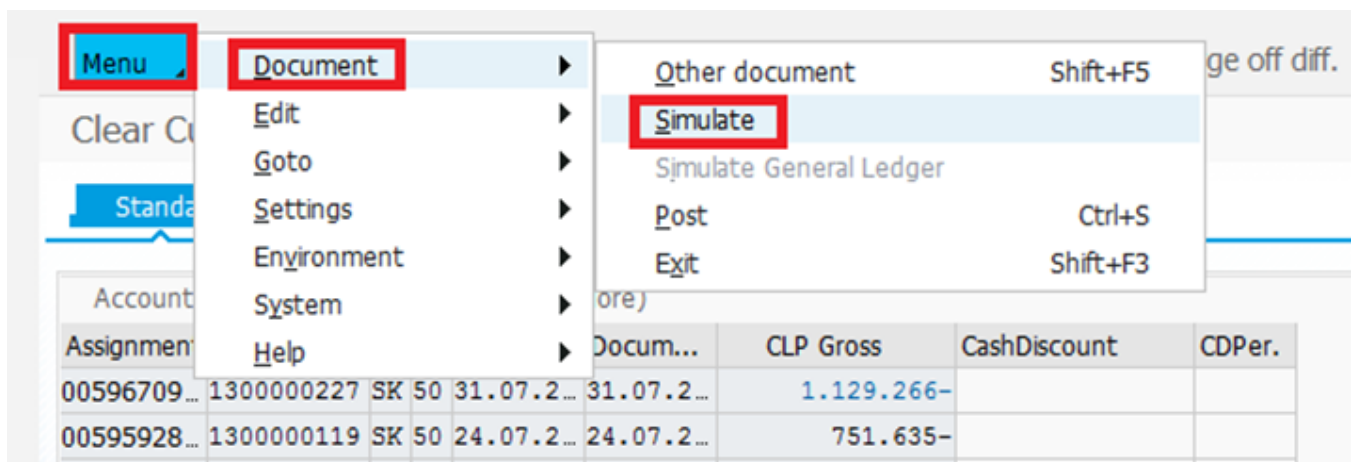
Open item selection		Additional selections
Company Code	7725	☒ None
Account	50020797	☐ Amount
Account Type	S	☐ Document Number
Special G/L ind	☐ Normal OI	☐ Posting Date
Pmnt advice no.		☐ Dunning Area
☐ Other accounts		☐ Reference
☐ Distribute by age		☐ Reference Key 3
☐ Automatic search		☐ Collective invoice
		☐ Document Type
		☐ Business Area
		☐ Tax Code
		☐ Branch account
		☐ Currency
		☐ Posting Key
		☐ Document Date
		☐ Assignment
		☐ Billing Document
		☐ Others

Select the negative amount:

Clear Customer Process open items

Standard		Partial Pmt		Res.items		Withhldg tax	
Account items 2053217 QUIBORAX SA (More)							
Assignment	Document...	D..	P..	Posting ...	Docum...	CLP Gross	
00596709 ...	1300000227	SK	50	31.07.2...	31.07.2...	1.129.266-	

and simulate:



Then, we will see both clearings, one on customer account and other on bank account:

Clear Customer Display Overview

Document Date	31.07.2017	Type	AB	Company Code	7725
Posting Date	31.07.2017	Period	7	Currency	CLP
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	31.07.2017
Reference			Cross-CC no.		
Doc.Header Text			Trading Part.BA		

Items in document currency

PK	BusA	Acct	CLP	Amount	Tax amnt
001 17		0002053217 QUIBORAX SA		1.129.266-	
002 40		0050020797 BK CL/CITI-INC.CHEK		1.129.266	

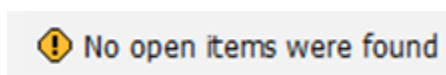
Save 

4.2. Advanced Payments

For some commercial reasons, some customers have to pay their orders before the orders were billed. Credit and Customer Service Teams always have information regarding these payments, if it is needed.

When we receive an advanced payment, we will post the amount on customer's account and wait for the invoice document to perform the the clearing.

After discovering customer's account number, please to to transaction FB05, and since there's no open item on customer account the message below will appear:



Press **ENTER** and **ESC** and fill in:

- Posting Key: 19
- Account: Customer Account Number
- Special G/L: A

Clear Customer Display Overview

Document Date	01.08.2017	Type	AB	Company Code	7725
Posting Date	01.08.2017	Period	8	Currency	USD 649,50006
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	01.08.2017
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
----	------	------	-----	--------	----------

D 0,00 C 0,00 0,00 * 0 Line items

Other line item

PstKy	19	Account	2053217	SGL Ind	A	Type		New co.code	
-------	----	---------	---------	---------	---	------	--	-------------	--

Then, press enter again and fill in:

- Amount
- Text "Advanced Payment + number of order(provided by Customer Service)"

Clear Customer Correct Customer item

Customer QUIBORAX SA G/L Acc
 Company Code AVDA SANTA MARIA 2612
 Cytex Chile Ltda ARICA

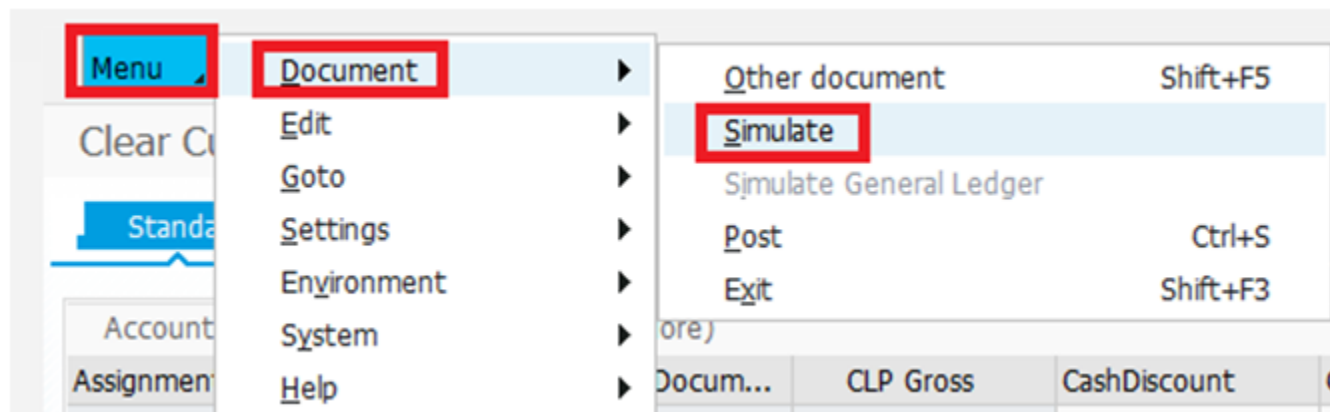
Item 1 / Down pmnt received / 19 A

Amount	194.390,00	USD	Amount in LC	324.750.030	CLP
☐ Calculate tax					
Discount %		Disc. Amount		USD	Invest.ID ☐
Purch.Doc.		Real estate	☐		
Contract		Profit Ctr		Flow Type	
Assignment					
Text	Pagamento antecipado - Ordem 2323252				Long Texts

Next line item

PstKy Account SGL Ind TType New co.code

Press simulate:



Then, select bank account:

- Bank Account
 - 7725 – Cytex Chile
 - 50020797 – Chilean Pesos
 - 50020798 - Dollars
 - 7722 – Cytex Peru
 - 50020800
- Account Type
 - S - G/L Accounts

Clear Customer Select open items

Open item selection

Company Code
Account
Account Type
Special G/L ind ☒ Normal OI
Pmnt advice no.

- ☐ Other accounts
☐ Distribute by age
☐ Automatic search

Select the amount, then simulate and save:

Clear Customer Process open items

Standard

Partial Pmt

Res.items

Withhldg tax

Account items 50020798 BANCO DE CHILE/CITI USD - INCOMING CHECKS

Assignment	Document...	D..	P..	Posting ...	Docum...	USD Gross
00595594...	1300000101	SK	50	20.07.2...	20.07.2...	481,72-
100	1000000087	SR	40	31.07.2...	31.07.2...	0,00
100	1300000337	SK	50	18.08.2...	18.08.2...	194.390,00-

Clear Customer Display Overview

Document Date	01.08.2017	Type	AB	Company Code	7725
Posting Date	01.08.2017	Period	8	Currency	USD 649,50006
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	01.08.2017
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	19A	0002053217 QUIBORAX SA		194.390,00-	
002	40	0050020798 BK CL/CITI-INC.CHEK		194.390,00	
003	40	0098622000 LOSS ON X REALI		0,00	

D 194.390,00

C 194.390,00

0,00

*

3 Line items

The amount will be available on FBL5N, so we can create the dispute case.

4.3. Unmatched Payments

Sometimes it is possible to identify the customer who made the payment, however without identify the invoices that customer is paying. For cases like this, we will post the amount received on customers account and open a detail missing dispute case, so the collector can check information with the customer.

After discovering customer's account number, go to transaction FB05 and after you choose the customer account, press **Enter** and click on document overview:

Menu

Distribute Difference
Charge off diff.

Clear Customer Process open items

Standard
Partial Pmt
Res.items
Withhldg tax

Account items 2053216 MANTOS COPPER SA

Assignment	Document...	D..	P..	Posting ...	Docum...	CLP Gross	CashDiscount	CDPer.
01051021 ...	105102135	RV	01	18.07.2...	18.07.2...	20.775.384		
01051021 ...	105102136	RV	01	18.07.2...	18.07.2...	36.735.282		

Fill in:

- Posting Key: 15
- Account: Customer's account number

Clear Customer Display Overview

Document Date	16.08.2017	Type	AB	Company Code	7725
Posting Date	16.08.2017	Period	8	Currency	CLP
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	16.08.2017
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	

Items in document currency

PK	BusA Acct	CLP	Amount	Tax amnt
<u>D</u> 0	<u>C</u> 0	0	*	0 Line items

0 Line items

Other line item	
-----------------	--

PstKy 15 Account 2053216 SGL Ind type New co.code

Press Enter and fill:

- Amount
- Text: "Detail Missing"

and simulate:

Clear Customer Add Customer item

Customer MANTOS COPPER SA G/L Acc
Company Code PANAMERICANA NORTE KM 1405 SN
Cytec Chile Ltda ANTOFAGASTA

Item 1 / Incoming payment / 15

Amount CLP

☐ Calculate tax

Contract /

Flow Type

Blinc Date

Disc. Amount

Invoice ref. / /

Pmnt Block ☐

Pmt Method Pmt meth.supl.

Assignment

Text

 Long Texts

Next line item

PstKy Account SGL Ind TType New co.code

Then, select bank account:

- Bank Account
 - 7725 – Cytec Chile
 - 50020797 – Chilean Pesos
 - 50020798 - Dollars
 - 7722 – Cytec Peru
 - 50020800 – Peruvian Soles
- Account Type
 - S - G/L Accounts

Clear Customer Select open items

Open item selection

Company Code

Account

Account Type

Special G/L ind ☒ Normal OI

Pmnt advice no.

☐ Other accounts

☐ Distribute by age

☐ Automatic search

Select the amount then simulate and save:

Clear Customer Process open items									
Standard		Partial Pmt		Res.items		Withhldg tax			
Account items 2053216 MANTOS COPPER SA (More)									
Assignment	Document...	D..	P..	Posting ...	Docum...	CLP Gross			
00597245 ...	1300000258	SK	50	04.08.2...	04.08.2...	6.344.516-			
00597809 ...	1300000268	SK	50	09.08.2...	09.08.2...	20.811.668-			
00598313 ...	1300000329	SK	50	14.08.2...	14.08.2...	192.909-			

Clear Customer Display Overview					
Document Date	16.08.2017	Type	AB	Company Code	7725
Posting Date	16.08.2017	Period	8	Currency	CLP
Document Number	INTERNAL	Fiscal Year	2017	Translatn Date	16.08.2017
Reference				Cross-CC no.	
Doc.Header Text				Trading Part.BA	
Items in document currency					
PK	BusA	Acct		CLP	Amount
001	15	0002053216	MANTOS COPPER SA		20.811.668-
002	40	0050020797	BK CL/CITI-INC.CHEK		20.811.668
D 20.811.668 C 20.811.668 0 * 2 Line items					
Other line item					
PstKy		count		SGL Ind	
				TType	
				New co.code	

The amount will be available on FBL5N, so we can create the dispute case.

5. Specifies of Companies

5.1. 7725 - Cytec Chile - Amounts Received in USD

Due to a specific law in Chile, all payments received in dollars are retained at the Central Bank of Chile. When customer makes payments to us, we receive an e-mail of the bank informing about the payment, then, we need to inform our bank manager Karin Cataldo (kcataldow@bancochile.cl) the reason of we are receiving the payment and which bank account should be credited.

- Bank Account: BCO CHILE USD 109147508
- Reason:
 - 10400 – Product Export
 - 10005 – Services



Please, verifying the number of the law to inform.

Below, are some examples:

Aviso de Orden de Pago Recibida del Exterior

Bpm's reported 3 days ago (Fri, 18 Aug at 4:30 PM) via Email
To: solvay.ar@solvay.com

Estimado(a) Cliente(a),

Nos es grato avisar orden de pago recibida desde el exterior a nuestro favor.

Agradeceremos responder este correo con los datos necesarios para su pago, a su Ejecutivo Karin Gema Cataldo Wihlik (kcataldow@bancochile.cl), se debe incluir lo siguiente:

Cuenta corriente de abono.

Código o concepto asociado a la transacción de acuerdo a la Normativa vigente del Banco Central de Chile.

Si el concepto corresponde a "Comisiones Recibidas del exterior", favor indicar en sus instrucciones bajo que categoría tributa Primera o Segunda Categoría, para que el Banco proceda con la retención correspondiente de acuerdo a la normativa del SII

Hacemos presente que los fondos quedarán disponibles a usted en su cuenta corriente luego de recibidas sus instrucciones. Atentamente,

Banco de Chile

AVISO ORDEN DE PAGO

Fecha de Aviso : 18-08-2017

Nombre Beneficiario : CYTEC CHILE LIMITADA

R.U.T. : 90880030-8

Moneda : USD

Monto : 50454

Ordenante : /0080556018 MINERA ALUMBRERA LTD MAIPU 812 1F C1005ACL CABA ARGENTINA

Referencia : G0172303707801

NOTA: SE RECUERDA QUE EL BANCO DEVOLVERÁ ESTA ORDEN DE PAGO AL ORIGEN, SI A LOS 90 DÍAS DESDE LA FECHA DE ESTE AVISO EL CLIENTE NO SE HA PRESENTADO A COBRAR O DAR SUS INSTRUCCIONES PARA SU PAGO.

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1 Attachment

X  435345.txt
(440 Bytes)

Confirmación de Cierre de Operación

Bpms reported 3 hours ago (Mon, 21 Aug at 10:53 AM) via Email
To: solvay.ar@solvay.com

Estimado Cliente,

Este es un Sistema de envío automático por e-mail desde el Departamento de Cambios Internacionales del Banco de Chile, implementado para entregarle en forma rápida, fácil y segura los comprobantes que respaldan las operaciones que usted realiza a través nuestro.

Cualquier consulta en relación a esta correspondencia, rogamos contactarse con su Ejecutivo

Karin Gema Cataldo Wohlk
kcataldow@bancochile.cl

Atte.
Banco de Chile.

--

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1 Attachment

×  435345.txt

Comprobantes Operación Cliente (CYTEC CHILE LIMITADA)

Bpms reported an hour ago (Mon, 21 Aug at 12:41 PM) via Email
To: kcataldow@bancochile.cl, solvay.ar@solvay.com

Estimado Cliente,

Este es un Sistema de envío automático por e-mail desde el Departamento de Cambios Internacionales del Banco de Chile, implementado para entregarle en forma rápida, fácil y segura los comprobantes que respaldan las operaciones que usted realiza a través nuestro.

Cualquier consulta en relación a esta correspondencia, rogamos contactarse con su Ejecutivo

CYTEC CHILE LIMITADA
solvay.ar@solvay.com

Atte.
Banco de Chile.

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1 Attachment

×  LiquidacionO...
(2.13 KB)