

Account Receivable operating procedures - India - WP1

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2. Objective

This operational procedure (OP) demonstrates processes and procedures to execute Accounts Receivable activities for India legal entities. This OP provides instruction for users to perform recurring activities and reacting expected scenarios.

This operational procedure (OP) applies for Accounts Receivable activities of entities:

Solvay Specialities India Private Ltd (5955)
Rhodia Polymers & Specialties Pte. Ltd (RPSPL) (7154)
Rhodia Specialty Chemicals India Ltd (6059)
Sunshield Chemicals Ltd. (6348)

3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR BO: Accounts Receivable Back Office
- OP: Operating procedure
- CA: Customer Assistant Representative

4. Process Flows

4.1. AR Clearance – Incoming Payment (Domestic)

Scope



APAC

India

ERP



WP1

References

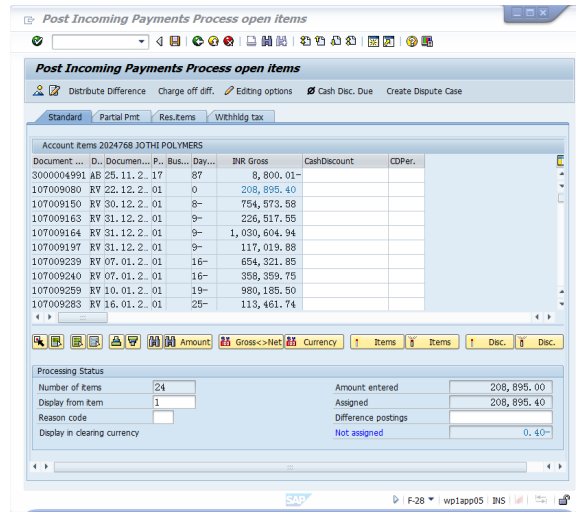
Attachments

Process Flow version (shown in the process)

- Text- similar to clearing text
- Open Item selection
 - Account – customer code
 - Account Type – D (for incoming transaction)


3. Click "Process Open items" after filling in all the details.

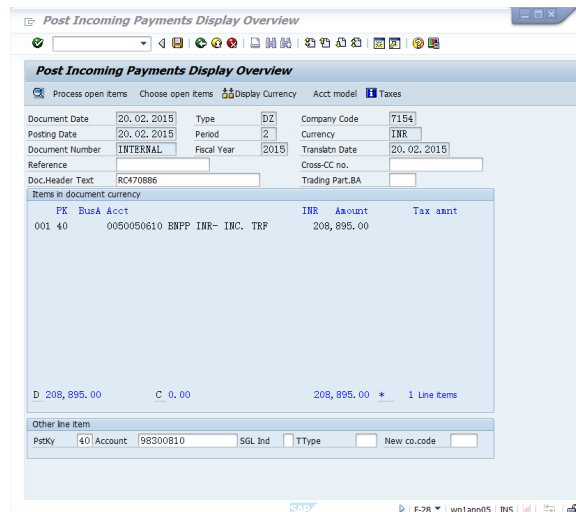
4. Select invoices that match with incoming payment by double clicking on the amount.



5. If transaction contains bank charge or withholding tax, "Not assigned" box will show remaining amount.

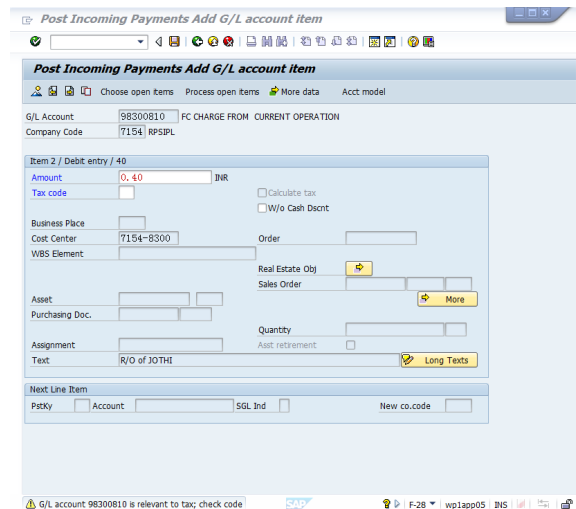
6. To process "Bank charge" or


"Withholding Tax", Click  button. Go to PstKY 40, then Enter G/L account.

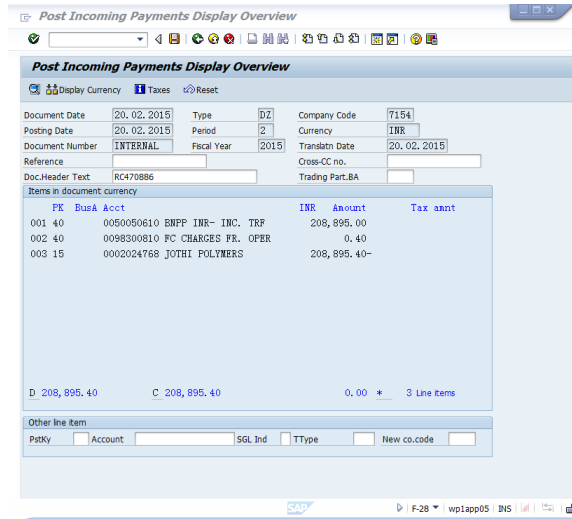


** Bank Charge – GL 98300810

** Cost center – 7154-8300



7. Click  "Save" for verifying and posting [Get the document number]



4.1.2 AR - Advance payment (Domestic)

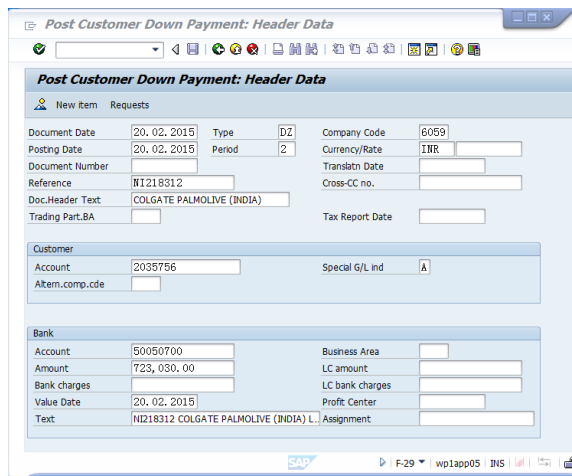
Step:

After receiving Advance payment amount notification from related person, or statement.

1. Enter transaction F-21 to post incoming advance payment

Fill in all the details required

- Document date – Payment Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- Customer
 - Account – customer code
 - Special G/L Ind – Put "A (Down payment)"
- Bank Data
 - Account -G/L account of incoming bank
 - Amount- payment amount in Local /foreign currency
 - Amount in L/C – payment amount in local currency (If any)
 - Bank Charge – amount charged (if any)
 - Value Date – similar as posting date and document date
 - Text- similar to clearing text



2. Click "New Item" 

Fill in all the details required


- Amount – Payment Receiving Amount
- Tax code – 8U
- Text - similar to clearing text

Post Customer Down Payment Add Customer item

Customer: 2035756 COLGATE PALMOLIVE (INDIA) LIMITED G/L Acc: 41100600
 Company Code: 6059 HIRANANDANI GARDENS, POWAI,
 Rhoda Specialty Chemical MUMBAI

Item 2 / Down pmt received / 19 A
 Amount: 723,030.00 INR
 Tax Amount:
 Tax code: 80 Calculate tax Bus./sectn:
 Discount %:
 Disc. Amount:
 Invest.ID:
 Real estate:
 Purch.Doc.:
 Profit Ctr:
 Flow Type:
 Contract: /
 Assignment:
 Text: NI218312 COLGATE PALMOLIVE (INDIA) LIMITED

3. Click Document Simulate

4. Click  "Save" for post [Get the document number]

5. Advise CA about advance payment received to create Sales Order and give feedback to AR on S/O details

Post Customer Down Payment Display Overview

Document Date: 20.02.2015 Type: DZ Company Code: 6059
 Posting Date: 20.02.2015 Period: 2 Currency: INR
 Document Number: INTERNAL Fiscal Year: 2015 Translatn Date: 20.02.2015
 Reference: NI218312 Cross-CC no.:
 Doc.Header Text: COLGATE PALMOLIVE (INDIA) Trading Part.BA:
 Items in document currency

PK	BusA	Acct	INR	Amount	Tax amt
001	40	0050050700 ENP INR- IJIC. TRF		723,030.00	
002	19A	0002035756 COLGATE PALMOLIVE (723,030.00-	80

D: 723,030.00 C: 723,030.00 0.00 * 2 Line items

Other line item
 Patky: Account: SGL Ind: TType: New co.code:

4.1.3 Clear AR Advance payment

Step:

After Billing has been issued for advance incoming payment

1. Use transaction F-32 to clear advance payment received posting with related AR open item.

Fill in all the details requird

- Account – Customer code
- Clearing date – Payment Receiving Date
- Fill in Company code, Period, Currency/Rate,
- Open item Selection
 - Special G/L Ind – Put "A (Down payment)"

2. Click "Process open item"

3. Select invoices that match with advance incoming payment by double clicking on the amount.

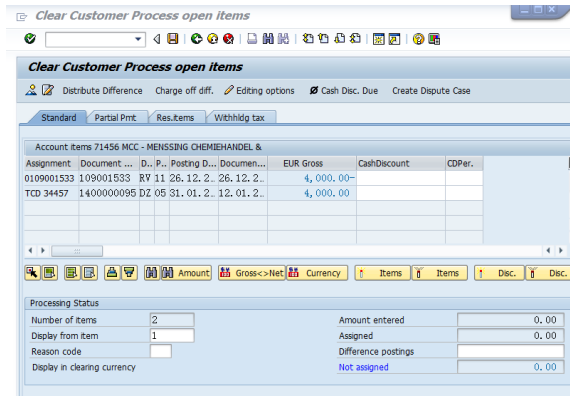
Clear Customer: Header Data

Process open items

Account: 71456 Clearing Date: 20.02.2015 Period: 2
 Company Code: 6348 Currency: EUR

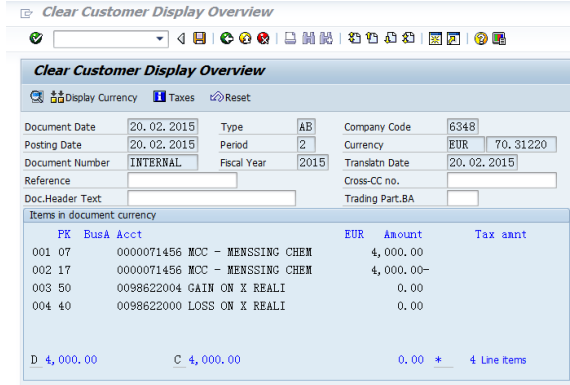
Open Item Selection
 Special G/L Ind: A Normal OI

Additional Selections
 None
 Amount
 Document Number
 Posting Date
 Dunning Area
 Reference
 Reference Key 3
 Payment order
 Collective invoice
 Document Type
 Business Area
 Others

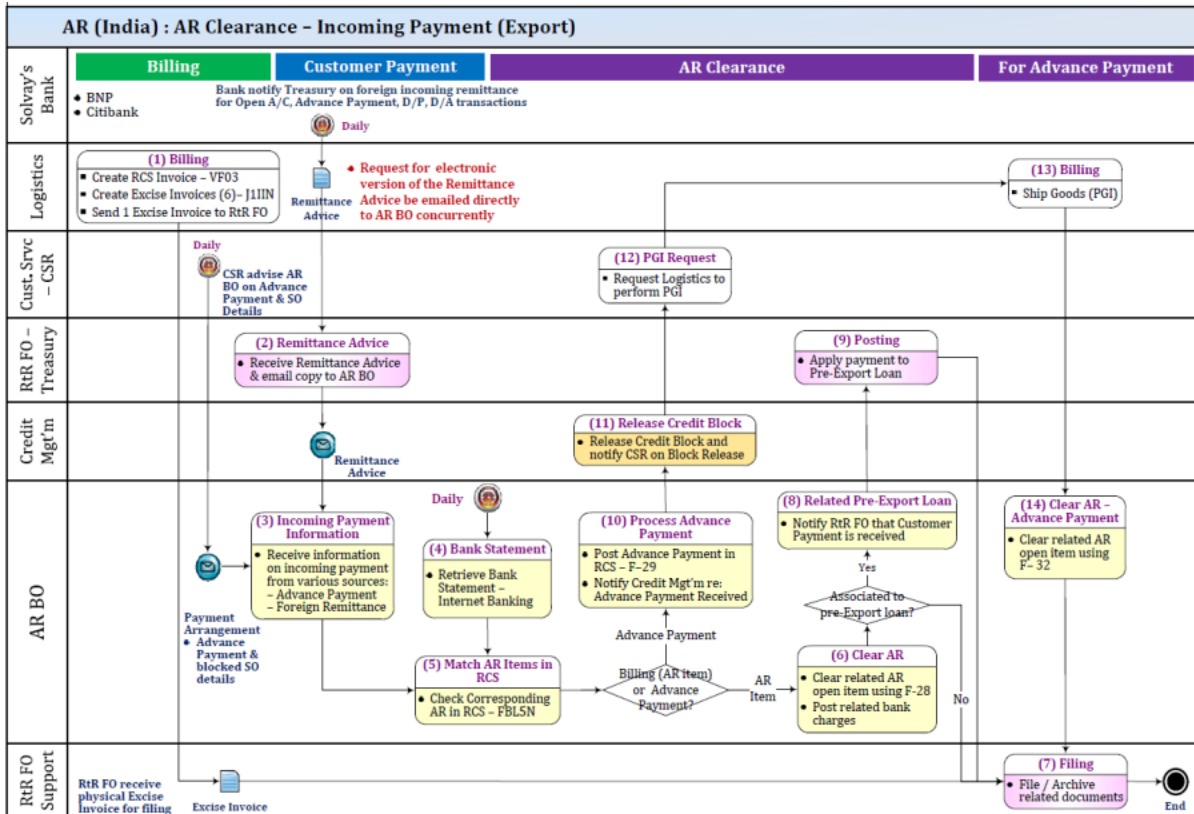


4. Click Document Simulate

5. Click "Save" for post [Get the document number]



4.2 AR Clearance – Incoming Payment (Export)



4.2 AR - Clearing (Overseas)

Step:

After receiving Bank Statement (Internet Banking) on daily basis

1. Check corresponding AR in RCS by entering transaction FBL5N

Date	Ref. Key 1	Assignment	Documents	Type	Doc. Date	Ref. Date	Amount in USD	Curr.	Text
01.02.2015	01809561	10809561	RY		01.02.2015	01.02.2015	1,207.38	EUR	
06.02.2015	01809569	10809569	RY		06.02.2015	06.02.2015	1,125.00	USD	
06.02.2015	01809568	10809568	RY		06.02.2015	06.02.2015	454.40	USD	
06.02.2015	01809567	10809567	RY		06.02.2015	06.02.2015	776.76	USD	
06.02.2015	01809566	10809566	RY		06.02.2015	06.02.2015	2,940.00	USD	
06.02.2015	01809565	10809565	RY		06.02.2015	06.02.2015	141.00	USD	
06.02.2015	01809564	10809564	RY		06.02.2015	06.02.2015	1,166.14	USD	
27.01.2015	01809560	10809560	RY		27.01.2015	27.01.2015	1,795.00	EUR	
15.03.2015	01809563	10809563	RY		15.03.2015	15.03.2015	3,604.00	USD	
10.03.2015	01809562	10809562	RY		10.03.2015	10.03.2015	4,206.00	EUR	
05.01.2015	01809529	10809529	RY		05.01.2015	05.01.2015	845.00	USD	
05.01.2015	01809528	10809528	RY		05.01.2015	05.01.2015	212.00	USD	
05.01.2015	01809527	10809527	RY		05.01.2015	05.01.2015	1,965.00	USD	
05.01.2015	01809526	10809526	RY		05.01.2015	05.01.2015	1,200.00	USD	
05.01.2015	01809525	10809525	RY		05.01.2015	05.01.2015	1,501.00	USD	
05.01.2015	01809524	10809524	RY		05.01.2015	05.01.2015	389.38	USD	
05.01.2015	01809523	10809523	RY		05.01.2015	05.01.2015	1,960.00	USD	
07.02.2015	01809525	10809525	RY		07.02.2015	07.02.2015	1,839.91	USD	
02.01.2015	01809515	10809515	RY		02.01.2015	02.01.2015	1,701.62	USD	
02.01.2015	01809516	10809516	RY		02.01.2015	02.01.2015	125.76	EUR	
02.12.2014	01809519	10809519	RY		02.12.2014	02.12.2014	5,992.00	USD	
29.01.2015	01809509	10809509	RY		29.01.2015	29.01.2015	650.88	EUR	
29.01.2015	01809507	10809507	RY		29.01.2015	29.01.2015	249.40	EUR	
29.01.2015	01809506	10809506	RY		29.01.2015	29.01.2015	159.20	EUR	
29.01.2015	01809505	10809505	RY		29.01.2015	29.01.2015	22.88	EUR	
29.01.2015	01809504	10809504	RY		29.01.2015	29.01.2015	252.16	EUR	
29.01.2015	01809503	10809503	RY		29.01.2015	29.01.2015	71.91	EUR	



INWARD REMITTANCE ADVICE

Infinity Building no. 4,
Unit no. 601, 6th Floor,
off. Fincity tower, Malad East
Mumbai - 400 097.

RHODIA SPECIALTY CHEMICALS INDIA | Our Ref : RIS 78879 Date : 20/02/2015
LIMITED | Remitter : SOLVAY-CICCO SA/PAIEMTIERS
402, 3.BAPAT MARG, LOWER PAREL, | Through : BNP PARIBAS, NEWYORK
400 013 MUMBAI INDIA

We are pleased to advise that we have received a Foreign remittance in your favour, the proceeds of which have been credited to your Account in BNP PARIBAS - MUMBAI as per details mentioned below:

Amount Received : USD 1 168.14
Amount credited to INR A/c : USD 1 168.14 @ 62.120000
A/c No 111747 001 INR 72 564.86
CONV CHARGE : INR 10.00
SERV TAX - FX : INR 89.69
TRANSFER COMMISSIO : INR 10.00
SERVICE TAX : INR 2.48

NET AMOUNT : INR 72 452.69

BNP PARIBAS

2. Use transaction F-28 to clear related AR open items.

Fill in all the details required

- Document date – Payment Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- Bank Data
 - Account -G/L account No. of incoming bank
 - Exchange rate – as in the credit advice
 - Amount- payment amount in foreign currency
 - Amount in L/C – payment amount in local currency
 - Bank Charge – amount charged (if any)
 - Value Date – similar as posting date and document date
 - Text- similar to clearing text
- Open Item selection
 - Account – customer code
 - Account Type – D (for incoming transaction)

Post Incoming Payments: Header Data

Process open items

Document Date 20.02.2015 Type DZ Company Code 6059
Posting Date 20.02.2015 Period 2 Currency/Rate USD 62.12
Document Number
Reference
Doc.Header Text RIS78879 Translatn Date
Clearing text SOLVAY-CICCO SA/PAIEMTIERS Cross-CC no.
Trading Part.BA

Bank data

Account 50050700 Business Area
Amount 1168.14 Amount in LC 72,452.69
Bank charges LC bank charges
Value Date 20.02.2015 Profit Center
Text RIS78879 SOLVAY-CICCO SA/PAIEMTIERS Assignment

Open item selection

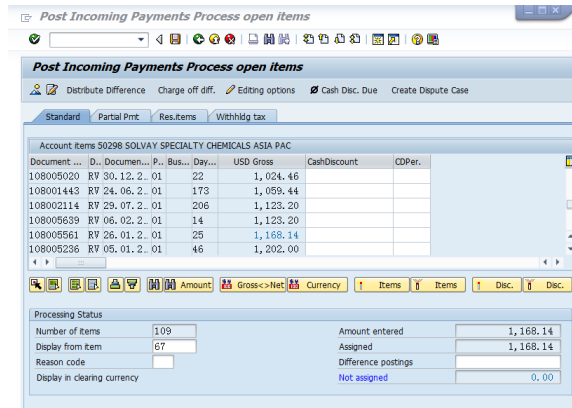
Account 50298
Account Type D Other accounts
Special G/L ind. Standard OIs
Print advice no.
 Distribute by age
 Automatic search

Additional selections

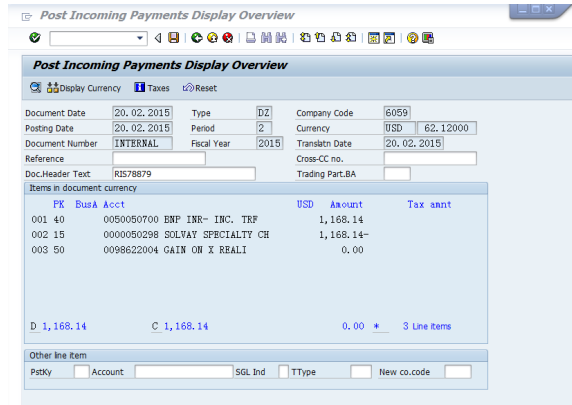
None
 Amount
 Document Number
 Posting Date
 Dunning Area
 Others

3. Click "Process Open items" after filling in all the details.

4. Select invoices that match with incoming payment by double clicking on the amount.



5. Click "Save" for post [Get the document number]



4.2.2 AR - Advance payment (Overseas)

Step:
After receiving Bank Statement (Internet Banking).

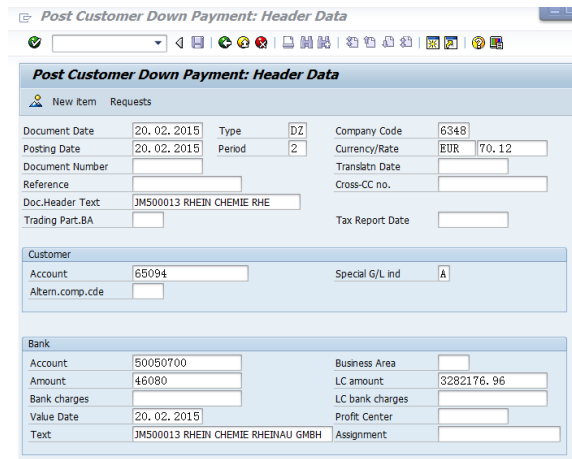
1. Check corresponding AR in RCS by entering transaction FBL5N (No open item)

- Advice CA about advance payment received to create Sales Order and give feedback to AR on S/O details

2. Use transaction F-21 to post advance payment

Fill in all the details required

- Document date – Payment Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- Customer
 - Account – customer code
 - Special G/L Ind – Put "A (Down payment)"
- Bank Data
 - Account -G/L account of incoming bank
 - Amount- payment amount in foreign currency
 - Exchange rate- as in credit advice.
 - Amount in L/C – payment amount in local currency



- o Bank Charge – amount charged (if any)
- o Value Date – similar as posting date and document date
- o Text- similar to clearing text

3. Click "New Item"

New item

Fill in all the details required

- Amount – Payment Receiving Amount
- Text - similar to clearing text

Post Customer Down Payment Add Customer item

Customer 65094 RHEIN CHEMIE RHEINAU GMBH G/L Acc 41100600
 Company Code 6348 DUESSELDORFER STRASSE 23-27
 Sunshield Chemicals Ltd MANNHEIM

Item 2 / Down pmnt received / 19 A

Amount 46080 EUR Amount in LC INR
 Tax Amount LC tax
 Tax code 8U Calculate tax Bus./sectn
 Discount % Disc. Amount EUR Invest.ID
 Purch.Doc. Real estate
 Contract Profit Ctr Flow Type
 Assignment ADV.
 Text JM500013 RHEIN CHEMIE RHEINAU GMBH Long Texts

4. Click Document Simulate

5. Click "Save" for post [Get the document number]

Post Customer Down Payment Display Overview

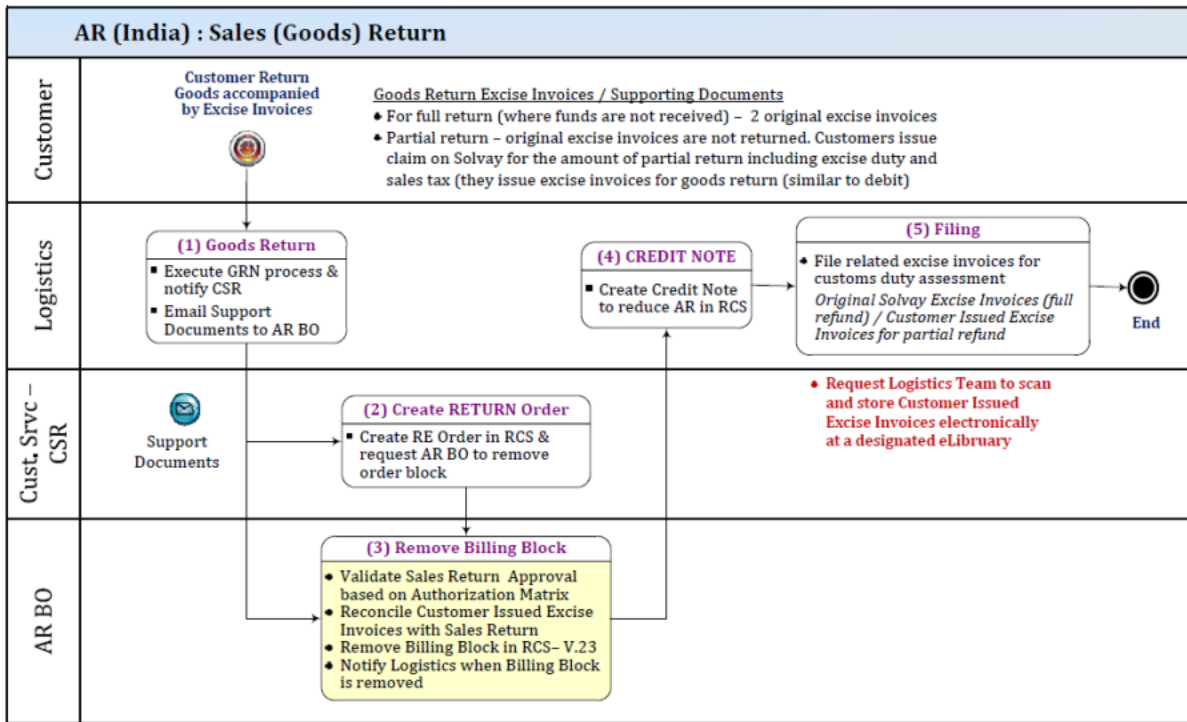
Document Date 20.02.2015 Type DZ Company Code 6348
 Posting Date 20.02.2015 Period 2 Currency EUR 70,31220
 Document Number INTERNAL Fiscal Year 2015 Transletn Date 20.02.2015
 Reference Cross-CC no.
 Doc.Header Text JM500013 RHEIN CHEMIE RHE Trading Part.BA

Items in document currency

PK	BusA	Acct	EUR	Amount	Tax amt
001	40	0050050700 ENP INR- INC. TRF		46,080.00	
002	19A	0000065094 RHEIN CHEMIE RHEINA		46,080.00-	8U

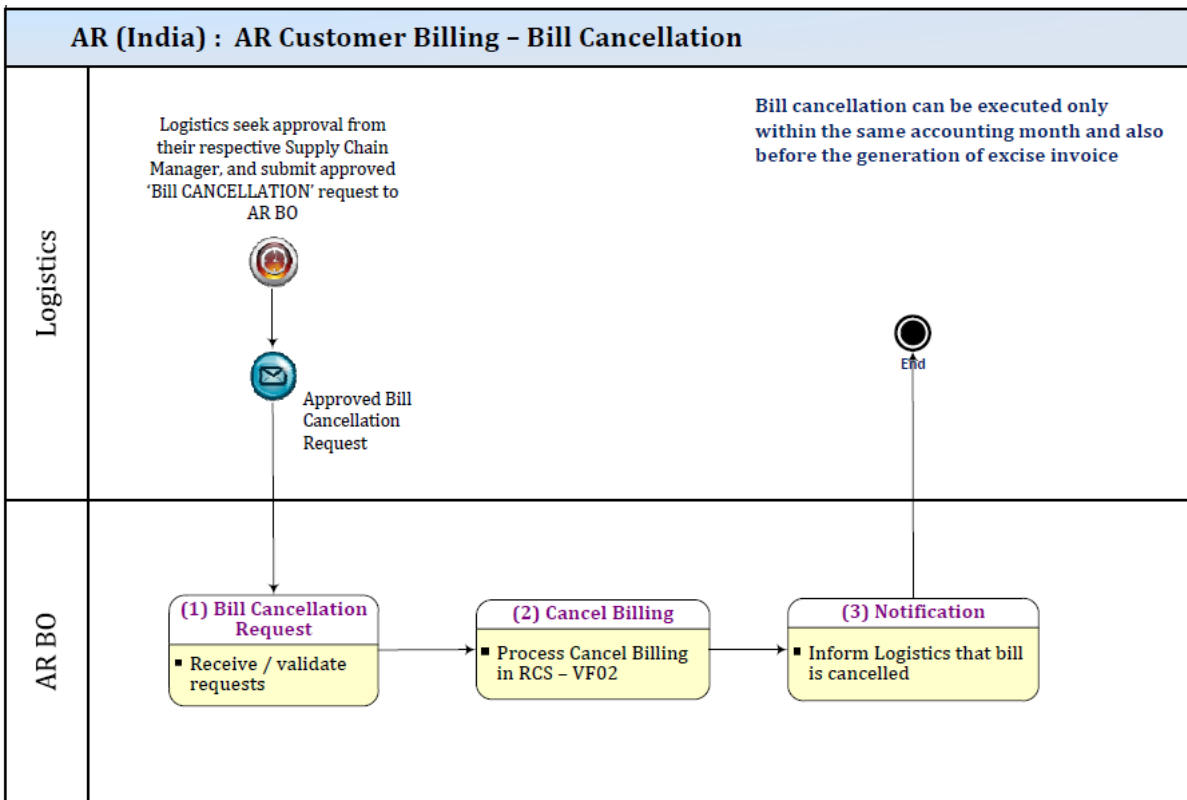
D 46,080.00 C 46,080.00 0.00 * 2 Line Items

4.3 Sales (Goods) Return




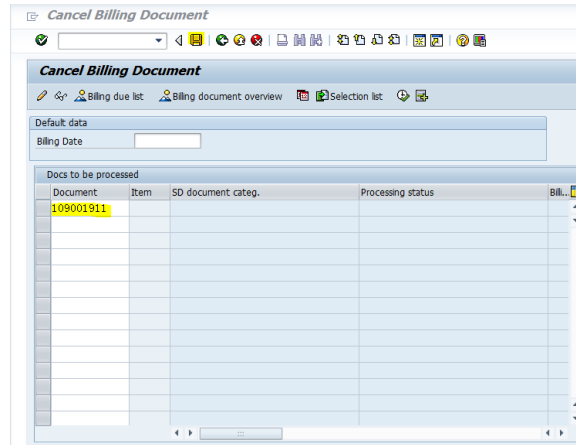
No real case occur since migration operated.

4.4 AR Customer Billing – Bill Cancellation

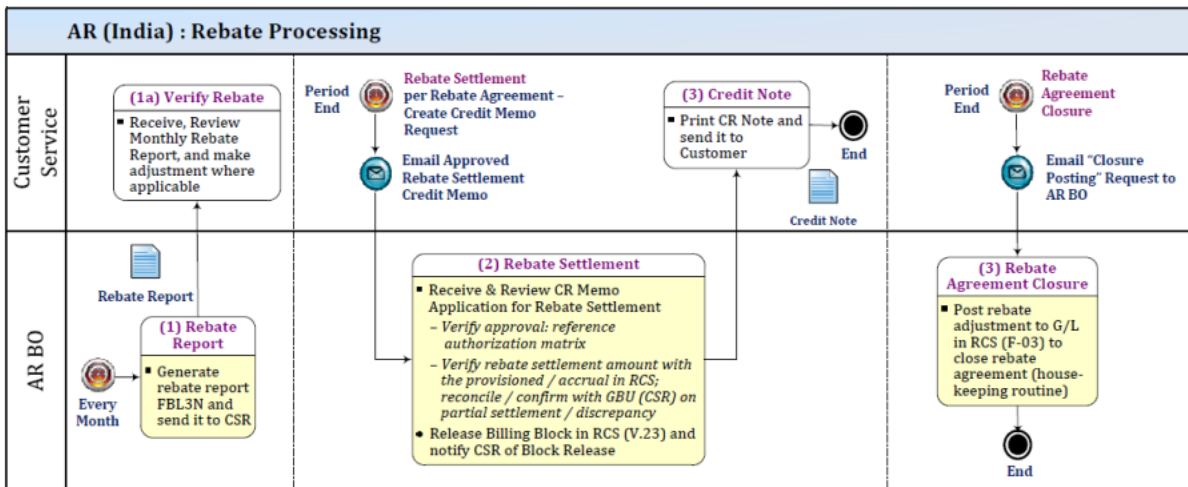


Step:
 After receiving approved Billing Cancellation request from Customer Service with line manager approval, validate the request and follow below steps:

1. Process cancellation by entering transaction VF11
2. Input Billing document number and press "Enter"
3. Check details and information of the billing
4. Click "Cancel" in Billing document button.
5. Click "Save" 

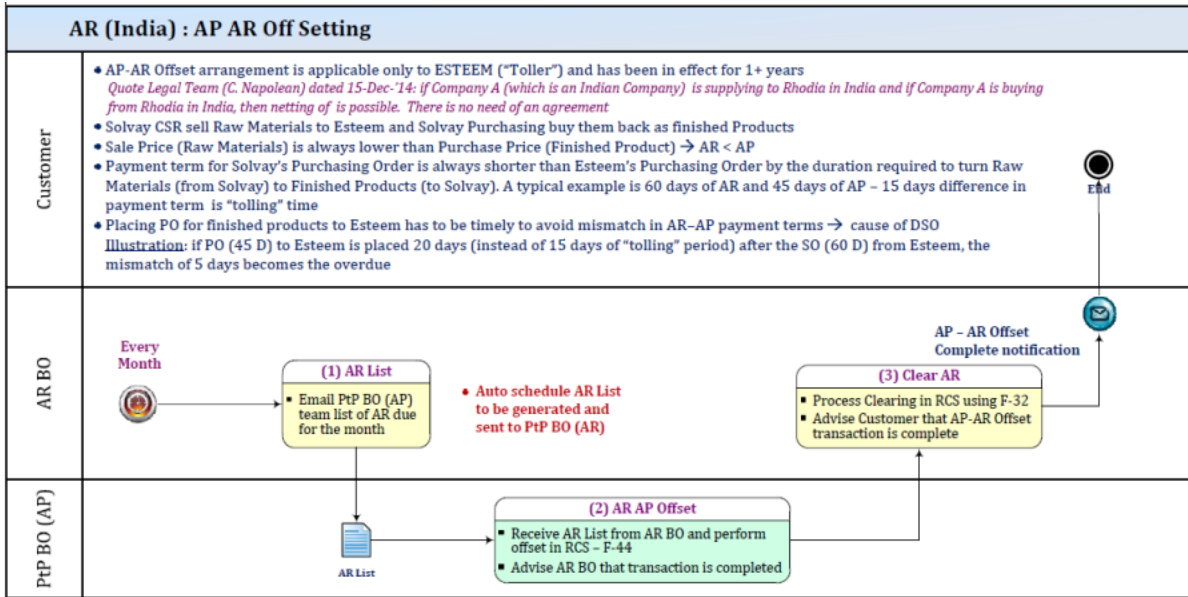


4.5 Rebate Processing



No real case occur since migration operated.

4.6 AR External Balance Confirmation



Step:
Every month-end, AR have to check Offset balance in FBL5N of customer (2035489) ESTEEM INDUSTRIES PVT. LTD. If there is payable amount in that month, AP will transfer that amount into customer account. AR will clear by T-code F-32.

Display Document: Line Item 002

Customer: 2035489 ESTEEM INDUSTRIES PVT. LTD. G/L Acc: 41100100
 CoCode: 6059 VILL-ALONDE, TAL: VIKRAMGAD
 Rhodia Specialty Chemical WADA Doc. No.: 3000002524

Line Item 2 / Other clearing / 17
 Amount: 4,611,558.35 INR Bus.plc/sectn: 6059 / 6059

Additional Data
 Blne Date: 31.03.2015 Disc. Amount: 0.00 INR
 Prmnt Block: Dunning Key:
 Last Dunned: 0 / Flow Type:
 Clearing: 31.03.2015 / 3000002536
 Assignment: CUST A/C CLEARIN
 Text: CUSTOMER A/C CLEAR WITH VENDOR A/C AS ON 31.03.15 Long text

Document Overview - Display

Doc. Type: AB (Accounting document) Normal document
 Doc. Number: 3000002536 Company Code: 6059 Fiscal Year: 2015
 Doc. Date: 31.03.2015 Posting Date: 31.03.2015 Period: 03
 Calculate Tax:
 Doc. Currency: INR
 Doc. Bst Text: Clear AR/AP offset

Itm	PK	BS	Vendor	Account short text	G/L acct	Cost Ctr	Croy	Amount	Amount in LC	Text
1	17		ESTEEM INDUSTRIES PV		41100100		INR	4,611,558.35-	4,611,558.35-	
2	07		ESTEEM INDUSTRIES PV		41100100		INR	4,611,558.35	4,611,558.35	