Payment collection to the Bank

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Scope

EMEA

ERP

PI1

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2. Objective and Scope

The purpose of this document is to describe how to create and prepare the files with all the drafts to be sent to the correspondent for France, Spain and Italy. For Germany, the process is fully automatic (also described in this procedure).

This operating procedure (OP) applies to the accounts receivables of the 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
- OP: Operating procedure
- BoE: Bill of exchange
- DD: Direct Debit

4. DME files

After having converted invoices into BoE/DD through **F-36** (manually) or **F110** (automatically) transactions, drafts have to be presented to the Bank for collection. Transaction **FBWE** allows selecting and grouping together all the types of drafts, batching them into a single daily DME file to be sent to the Bank.
There is a specific name given to each draft depending on the country:

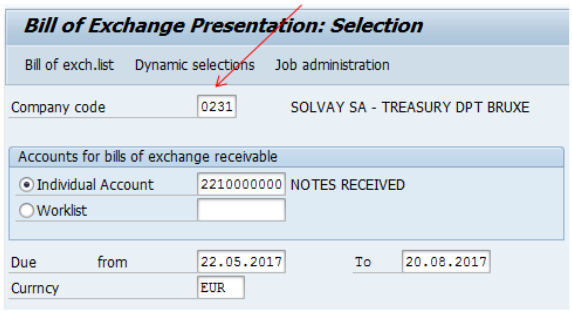
- France: Traites
- Spain: Recibos and Pagarés
- Italy: RIBA

In this operating procedure, there is the description how to create and prepare the files with all the Direct Debits and BoE to the Bank.

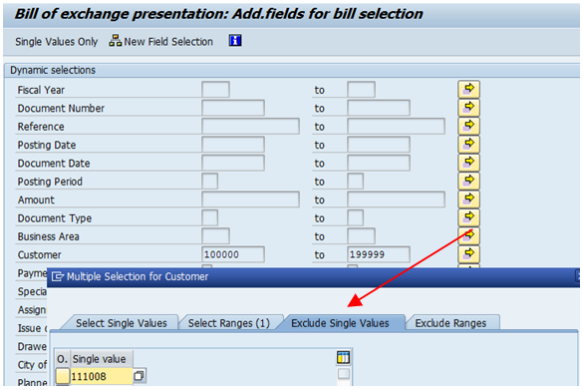
Warnings

- In case of technical issue avoiding Solvay to debit the customer on time, customers should be informed of the issue before and we should request authorization to withdraw the due amounts
- If requested by Credit Manager, we can exclude Direct Debits & BoE from the FBWE transaction customer range (example if Credit Manager agrees with customer some days of delay due liquidity problems). In this case customer number should be excluded from the criteria's as below:

Go to FBWE transaction



Go to Dinamic selections active and exclude customer account from the selection as below:



Proceed as described in the procedure below (per country).

4.1 France

4.1.1 Traites

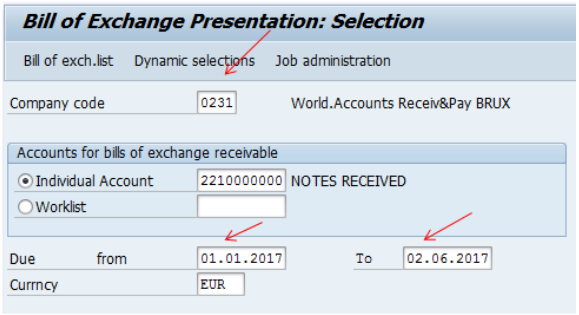
> **Warnings**
>
> Two important principles have to be followed in the creation of the DME file for France:
>
> - Anticipation of the due dates is mandatory: the file has to be created and sent to the bank, 8 working days, before the due date of the "Traites".
> - The files are sent to the Bank twice per week: on Tuesdays and Thursdays.

The electronic presentation is automatic:

- F110 with posting date : current date + 8 days

Follow the steps below:

Run transaction **FBWE**. The next screen appears:



It should be filled in as follows:

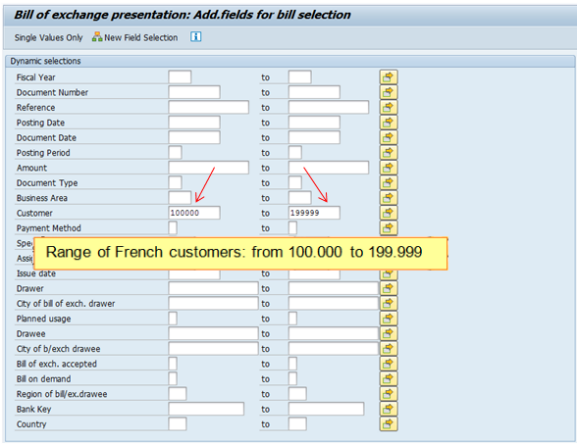
- **Company code:** 0231
- **Individual account:** 2210000000 – CICC "Notes received" (BoE account)
- **Due from:** The initial due date, should be in a "remote" past, usually the beginning of the current year. However, if the current month is January, we should be cautious and choose 6 months in the past. The principle is to find any missing "Traites" which for some reason were missed (or not available) in a previous FBWE processing. Only fill this field after having set up the "Dynamic Selections" as its date will be overwritten.

- **Due to:** We should use the last due date of the drafts (**current day + 8 working days**) in order to exclude the Traites that should not be sent to the Bank. Ex. If today is 07.10.2014, the Due date should be 17.10.2014 in order to exclude the other Traites which should not be sent to the Bank
- **Currency:** EUR

Remark: For a more precise calculation of the dates, AR uses a file that allows to check the maturity dates:

https://docs.google.com/spreadsheets/d/13jkfz1-yCVI4nYHQAWggi8nuYWt7NYKRRmJabZfQ4Po/edit#gid=1499374856

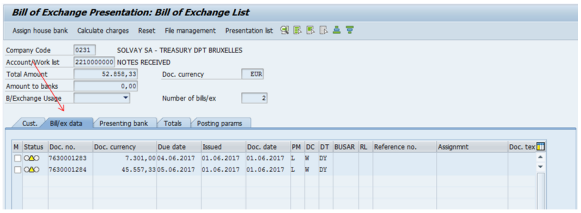
Afterwards, press the Dynamic selections button. The following filter screen box appears:



It should be filled in as below:
Customer: 100000 to 199999 – this is the range for French customers

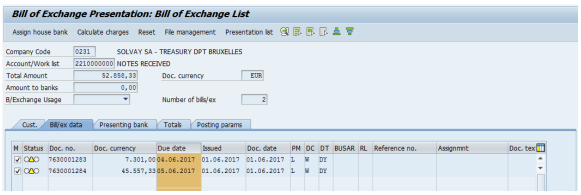
After having set up the French customer range number, press the **Save** button .

The previous screen is opened again. Fill in the "Due from" field and click on the Bill of exch.list button.



The following screen appears:

Select the Due date column. Then click on the "Sort in ascending order" button .

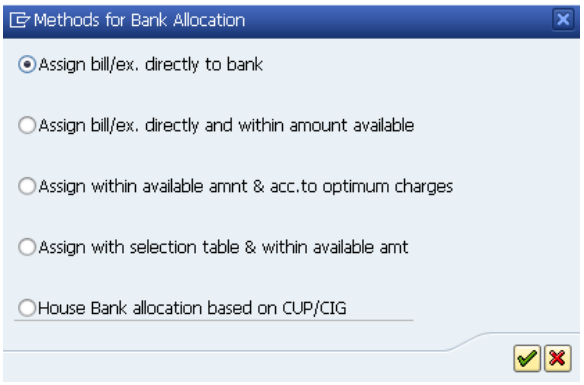


Traites are now sorted with their due date in ascending order. All Traites (F, G,L) with a due date lower or equal to the "current date"+"8 working days", have to be selected for presentation.

> **Warnings**
>
> We must ensure that no documents are left in the list with the due dates lower than "current date" + "anticipation period".

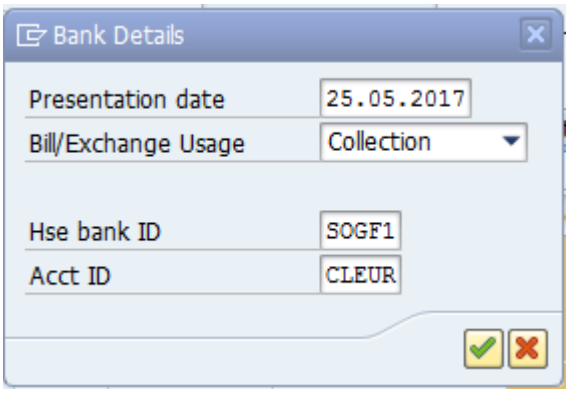
Assuming today's date is 07.10.2014, all "Traites" with a due date till the 17.10.2014 need to be selected for presentation. Thus, select the correct Traites marking them with the tick on the first column.

Click on Assign house bank butt on. The following box appears:



Choose the"Assign bill/ex. directly to bank" box. Validate by clicking on the button.

The following screen appears:

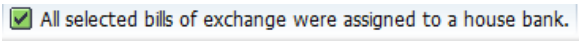


Fill in data as follows:

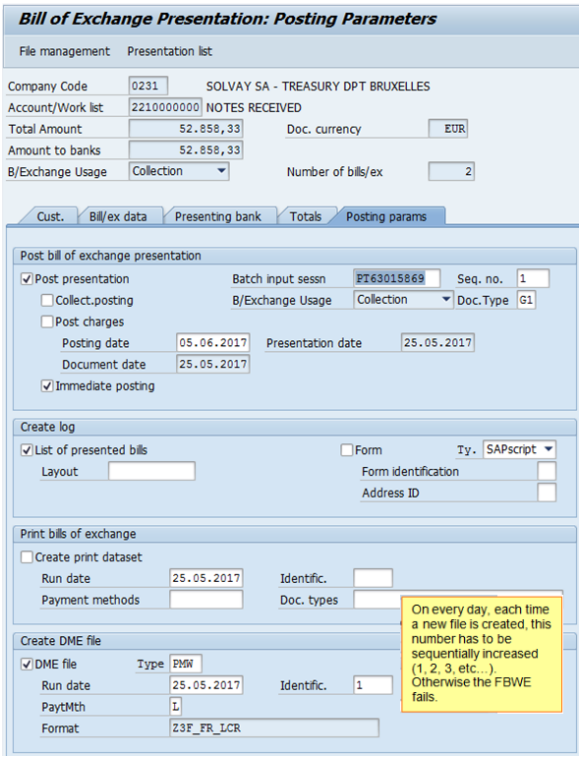
- **Presentation date:** Don't change
- **Bill/Exchange Usage:** Collecti on
- **Hse bank ID:** SOGF1
- **Acct ID:** CLEUR

Validate by clicking on the button.

A message confirming that all the selected bills of exchange were assigned to a house bank appears:



Select Posting params tab:



Select Posting params tab:

The screen should be filled as follows:

- **B/Exchange Usage:** Collection
- **Posting date:** Last day of the items included in the file (in this case 05.06.2017)
- **Immediate posting:** Tick this box. When this box is ticked, the posting in the bank sub account 50533EUR17 is done automatically.
- *DME file:* Tick this box.
- **Type:** PMW
- Identific.: Every day, each time a new file is created using transaction FBWE, this number has to be sequentially increased (1, 2, 3, etc…). Otherwise the FBWE transaction fails.
- **Payment methods:** FGL

Warnings

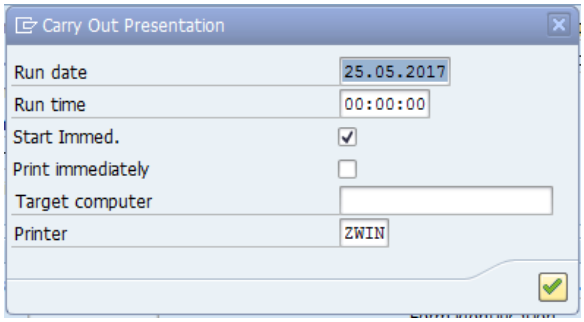
If it is not the first file to be sent each morning, we were only be able to insert one payment method, so it would be necessary to created more files

Click on the **Save** button it the top of the screen.

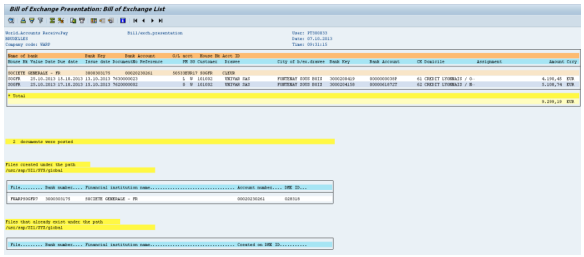
The following message box appears:

Choose "Yes".

Validate by clicking on the button.



The following screen appears:



The DME file was successfully created, meaning that was sent automatically to the Bank and that automatic postings in the bank sub account were done.

> **Warning**
>
> The Traites file is automatically sent to the Bank. In case of mistake, IHB team (bo.ihb@solvay.com) needs to be informed so that the Bank doesn't consider the file.

AR has to inform the IHB team (bo.ihb@solvay.com) using Freshdesk (search for subject: DME file, see Ticket #525265 as example) that the LCR file has been generated and sent **into Swiftnet/Trax (mentioning the total amount of the file)**. The follow up and final transmission of the file to the bank is managed by BO IHB team.

4.1.2 Direct Debits

This chapter is related to the direct debits from company 3865 - SOLVAY ENERGY S FR.

> **Warning**
>
> - The due dates on the table (20th, 25th and 30th) are the correct ones per customer, therefore in our analysis we should check all invoices due dates and change them in case they are not correct.
> - If the due date in on weekend, we should change it to the previous day

We should access the following link and go to the tab "Amounts_due date":

Cust.	PRS Cust.	Name	20th	25th	30th	According to invoice due date	Notes	Mandate Created
69388	161590	BAIKOWSKI	164.783,45				Also invoiced by 4274	Y
2036792	161677	ALTEO GARDANNE	194.209,82				Dunning X	Y
2026728	162524	PAPETERIE DE MANDEURE	116.843,93				Dunning X	N
2025627	162215	CARTONNERIES DE GONDARDENNES		313.067,76			Dunning X	Y
2018943	157400	TORAY FILMS EUROPE SAS	279.556,47				Also invoiced by 4274 and 6260	Y
2022836	162367	GIE CELT SERVICES			0		Dunning X	Y
2020856	162566	RENAULT SAS	1.815.525,23				Dunning X	N
2041931	164114	SALZGITTER MANNESMANN PRECISION	806.722,54				Dunning X	Y
63366	162368	GIE CHIMIE SALINDRES			1.069.323,59		Also invoiced by 4274 and 0005	Y
53386	160817	OSIRIS			1.170.376,99		Also invoiced by 4274 and 5586	Y
2047131	708900	LAMPIRIS SA	0				Dunning X	Y
2041822	164108	GAZ DE PARIS	1.001.318,03				Dunning X	Y
2063732	169041	JOUL	918.196,78				Dunning X	Y
2049410	165443	CRISTAL FRANCE SAS			509.565,84		Dunning X	Y
2034310	162229	CHEVRON ORONITE SAS			160.010,74		Dunning X	Y
2032657	162199	BORALEX BLENDECQUES			512.499,74		Dunning X	Y
2025294	162640	SOCIETE D'APPROVISIONNEMENT			0		Dunning X	Y
2063289	169046	SOVEN	0					

Every month, on 10th, we should check which are the invoices for each customer per due date and insert it in the table above. Then, an email should be sent to:

Valerie VISCIGLIO-FAIRBANK <valerie.visciglio-fairbank@solvay.com>,Marie-Laure CISSE <marie-laure.cisse@solvay.com>,Guillaume BOUVIER <guillaume.bouvier@solvay.com>,Bruno MEAL <bruno.meal@solvay.com>,Odile LEMARIE <odile.lemarie@solvay.com>, <solvay.ar@solvay.com>,Paula Simoes <paula.simoes@solvay.com>,Valérie CHARON <Valerie.CHARON@solvay.com>,Fabricio Carvalho <fabricio.carvalho@solvay.com>, DISPATCHING DISPATCHING <dispatching@solvay.com>, Chantal MERCIER <chantal.mercier@solvay.com>, SES-Middle SES-Middle <ses-middle@solvay.com>

In the email we should refer which are the amounts due on the three due dates and ask confirmation if there are new invoices to be issued. Find the attached an example of email below:

Direct Debits SES email example.pdf

Depending on the answers, we should also check on a daily basis if new invoices were issued and update the file.

As soon as we are sure that the invoices should be sent to the Bank (BNP Bruxelles), we should change the payment method in 0231 for H. The program will send automatically the file to the bank two days before the due date of the invoices.

For the customer without mandates, the direct debit should be processed from the local bank account of CIC as follows:

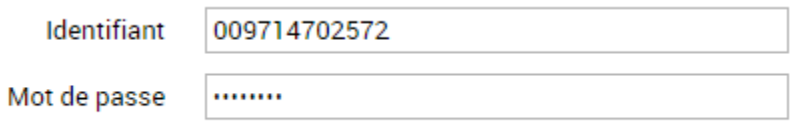
Go to the following link: https://www.cic.fr/cic/en/identification/msg_deconnexion.html

Click on Log In Area and set **French Version** and the following screen will be dispayed:

Click on **Acceder** then **Connexion** and the screen should be filled in as follows:

Identifier:009714702572

Password: Solvay01



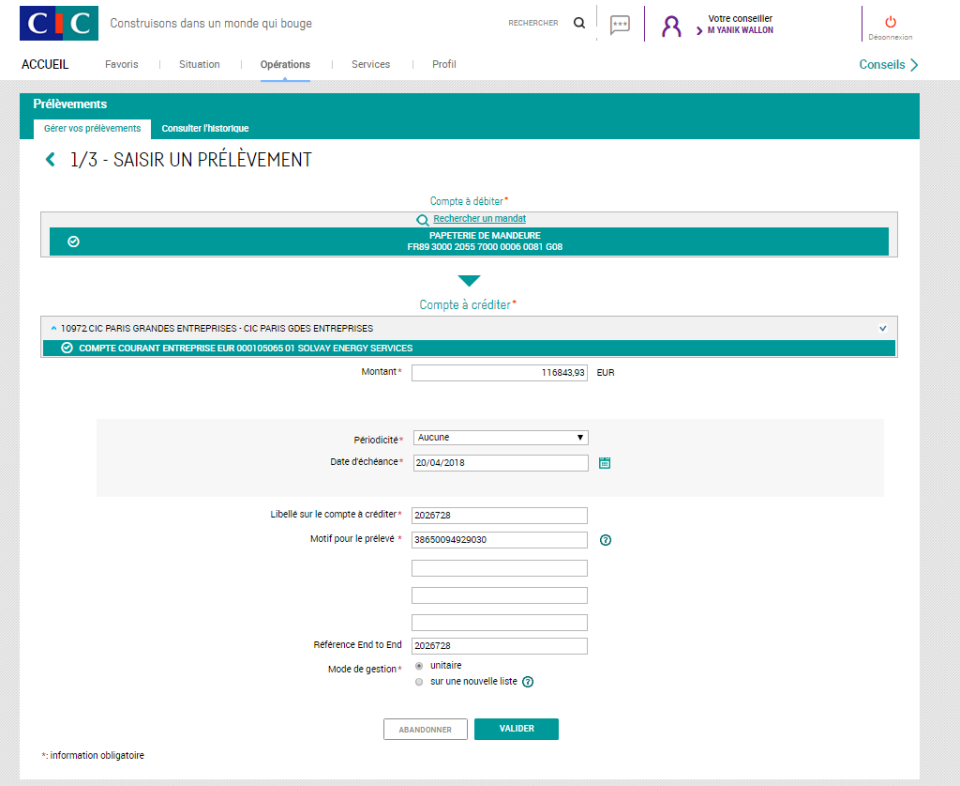
After acceding, go to tab **Operations** and **Remisse de Prelevments** then choose **Créer un prélèvement dans une nouvelle liste:**

- **Rechercher un mandat** then choose the customer you want to create the mandate by inserting the name in the line **"Nome complet ou partiel du Preleve":**

When the customer is displayed, select the mandate and insert the informations as below explained:

- Montant - insert the amount to be debited without spaces and separate decimal with one point;
- Périodicité - Aucune
- Date d'échéance - Invoice due date
- Libellé sur le compte à créditer - WP1 customer number
- Motif pour le prélevé - Invoice number
- Mode de gestion - choose Unitaire

Then click on **Valider** and **Confirmer**



- After All, download the **pdf Avis d'opération** and attach it in customer account in FBL5N on the line of the invoices and in the text line write **"SES DD".** For the customers without mandate, there is no need to change the payment method to **H.**

4.2 Spain

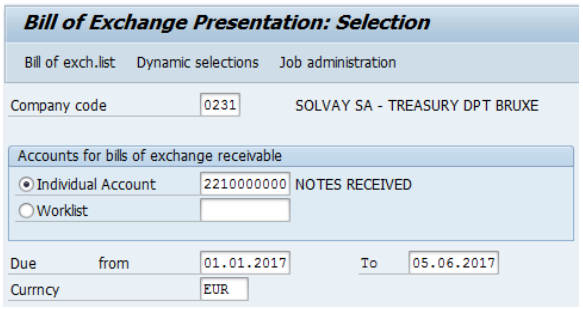
4.2.1 Pagarés

Run transaction **FBWE**. The following screen appears:

It should be filled in as below:

- **Company code:** 0231
- **Individual account:** 22100000 00 – CICC "Notes received" (BoE account)

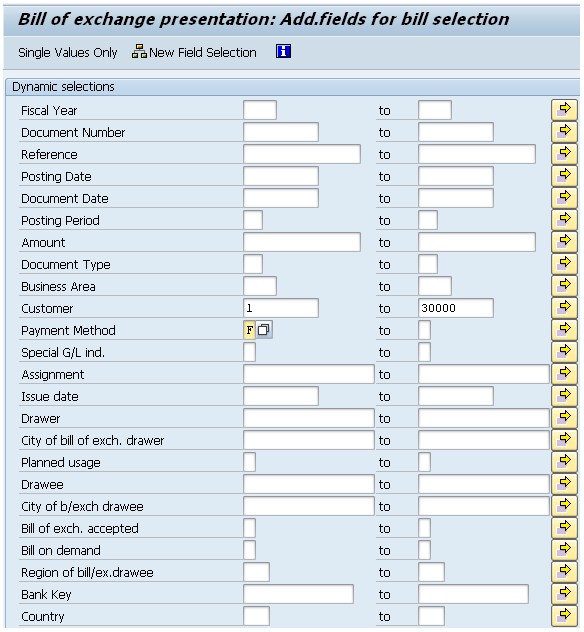
- **Due from:** The initial due date, should be in a "remote" past, usually the beginning of the current year. However, if the current month is January, we should be cautious and choose 6 months in the past. The principle is to find any missing Pagarés which for some reason were missed (or not available) in a previous FBWE processing.
- **Due to:** We should use the last due date to be included according to the Region specificity (**current day + 8 working days**). Ex. If today is 07.10.2014, the Due date should be 17.10.2014 in order to exclude the other Pagares that should not be sent to the Bank
- **Currency:** EUR



Remark: For a more precise counting of the dates, AR uses a file that helps to check the maturity dates:

Press the

button:

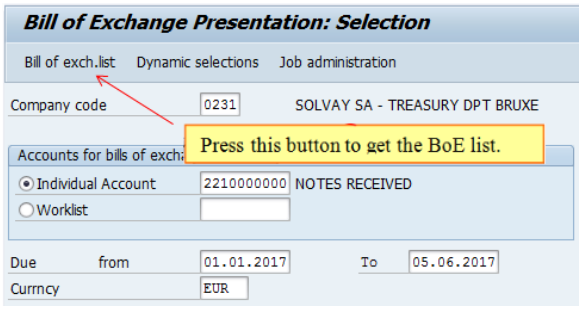


The screen should be filled in as follows:

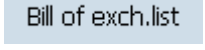
- **Customer:** 1 to 30000
- **Payment method:** F

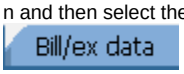
After having set up the definitions, press the "Save" button.

The previous screen appears again:

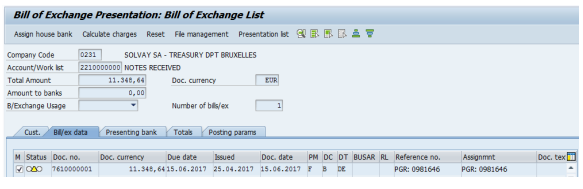


Press this button to get the BoE list.

Click on the 

button and then select the 

tab. Next screen shows up:



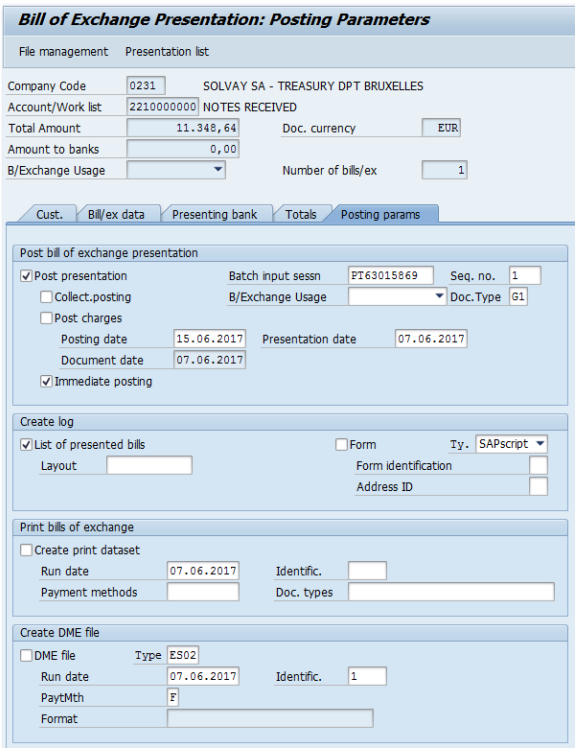
Select the Due date column. Then sort data in ascending order using the "Sort in ascending order" button .

Pagarés are now sorted by due date in ascending order.

Select the Posting params tab:

The screen should be filled in as below:

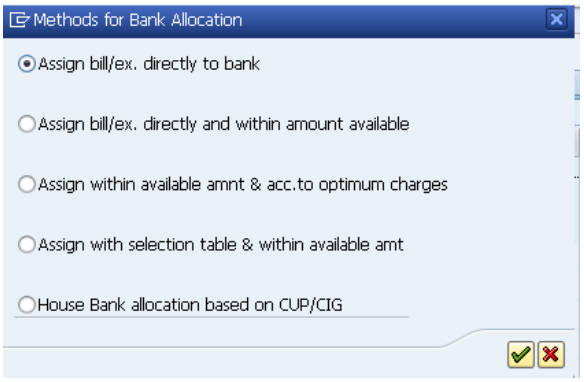
- **B/Exchange Usage:** Collection
- **Posting date:** Last day of the items included in the file (in this case 15.06.2017)
- **Immediate posting:** Tick this box. When ticking this box, the postings in the bank sub account 50554EUR15 are done automatically.
- **DME file:* Make sure this option is *not** ticked
- **Type:** Choose format type ES02
- **Identific:** Every day, each time a new file is created using transaction FBWE, this number has to be sequentially increased (1, 2, 3, etc…).
- **Payment method:** F



Return to the Cust. tab. Click on the Assign house bank button.

The following screen is shown:

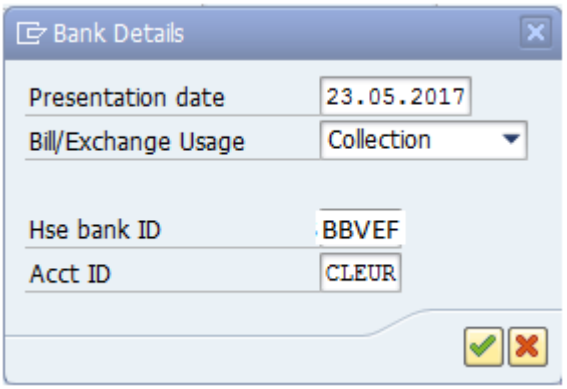
Tick the "**Assign bill/ex. Directly to bank**" box.



Validate by clicking on the validate button. The next window is opened:

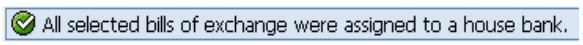
It should be filled in as below:

- **Presentation date:** Don't change
- **Bill/Exchange Usage:** Collecti on
- **Hse bank ID:** BBVEF
- **Acct ID:** CLEUR

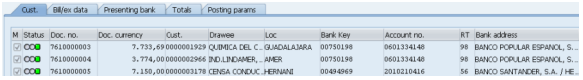


Validate by clicking on the button.

The following message is returned:

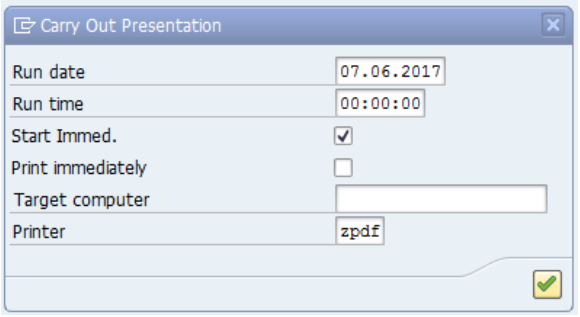


After sorting the documents, we see that the documents status became green:

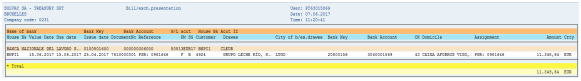


Click the save button at the top of the screen. The following box will appear:

Choose "Yes". Next screen appears:

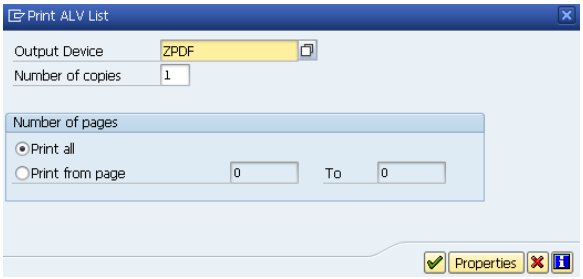


Insert your printer code and validate by clicking on the button.



It is now necessary to create a print file (PFD file) with the list of drafts processed, that will be sent to the Spanish Local Correspondent for the presentation to the bank.

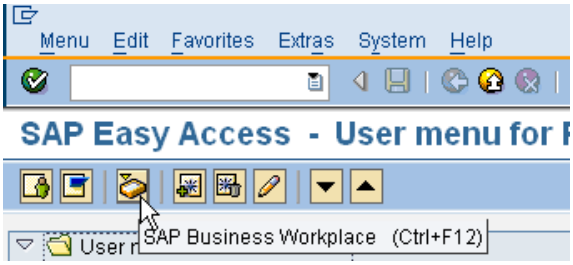
The print list can be printed by clicking on the print button . The following screen shows up:



Insert ZPDF in the output device field.

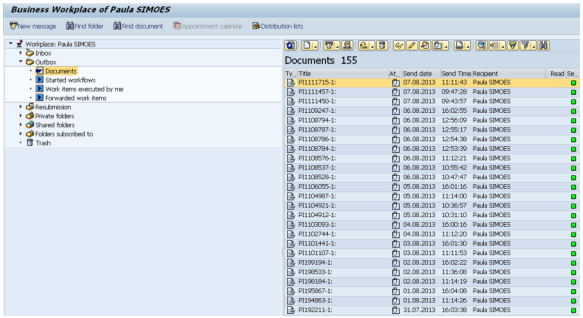
Click on the validate button to finalize the printing.

To download the PDF file, run transaction **SBWP** – Business Workplace on SAP menu or click on the following button as shown below:



Afterwards, select option "Outbox" and then "Documents".
Double click on the item with today's date and the time the PDF file was created.
When the next screen opens press on

the Print data button. The created DME file opens and can be saved in PDF format.
The PDF must be saved as:



- PAGARE ES_YYYY_MM_DD (DD as last Due date of the Pagares sent)

On Freshdesk search for previous tickets with subject "PAGARE ES", select the most recent case and clone it. The subject of the case must be adjusted with the due date included.

An e-mail should be sent to the following address: Contab-Clients-Barcelona@solvay.com

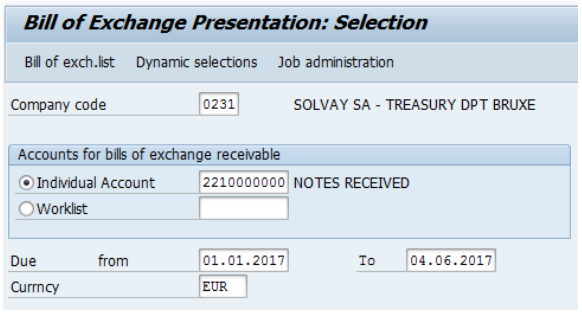
This information will be printed by the Spanish Local Correspondent, who will then remit them to the bank requesting the payment of Pagarés to the BBVA bank on their due dates.

4.2.2 Recibos

The electronic presentation is automatic:

- F110 with posting date : current date + 8 days

Run transaction **FBWE**. The following screen appears:



The screen should be filled in as below:

- **Company code:** 0231
- **Individual account:** 2210000000 – CICC "Notes received" (BoE account)
- **Due from:** The initial due date should be in a "remote" past, usually the beginning of the current year. However, if the current month is January, we should be cautious and choose the beginning of the previous closed month.
- **Due to:** The principle is to set up the Due Date (according to pmt method M or N and day of the week) of the Recibos that should be sent to the bank that day:

	Recibos	
	M	**N**
Monday	Current day + 13	Current day + 17
Thurs day	Current day + 14	Current day + 18

- **Currency:** EUR

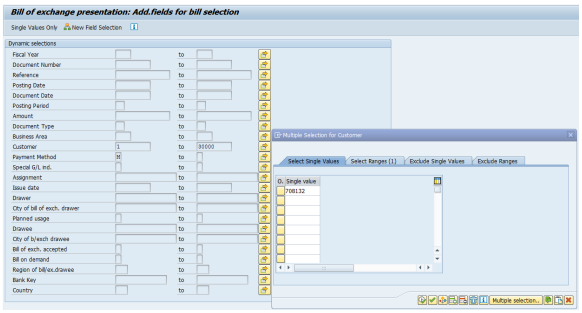
Remark: For a more precise counting of the dates, AR team uses a file that allows to check the maturity dates:

After having set up these parameters, press the Dynamic selections button.

At least two Recibos selections have to be made, reflecting the existing two types of Recibos (M and N). These will be presented to the Bank through individual FBWE sessions processed for each of them.

4.2.2.1 Payment method M

The collection of "Domiciliated Recibos" has to be requested from the BBVA bank, **at least 8 calendar days** before their due dates.



After pressing the Dynamic selections button, the following information should be filled in:

- **Customer:** 1 to 30000. **Warning: Also click on button** **so that customer 708132 is also selected**
- **Payment method:** M

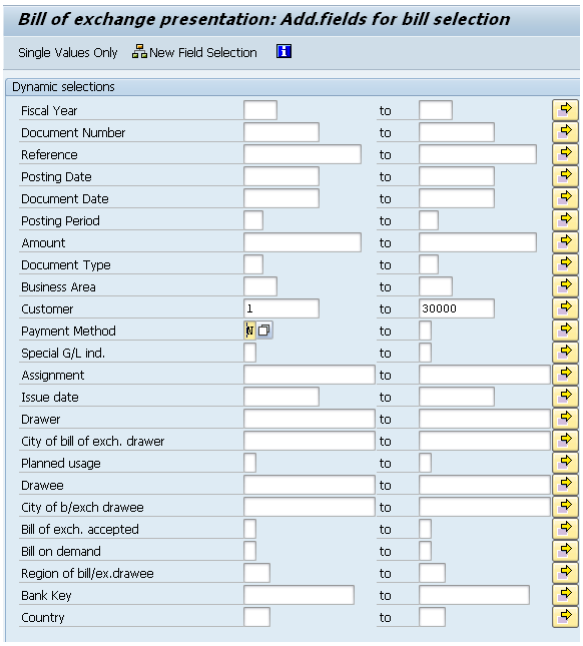
Press the Save button to close this window and to save the parameters entered.

4.2.2.2 Payment method N

The collection of "Non Domiciliated Recibos" has to be requested from the BBVA bank, **at least 12 calendar days** before their due dates.

After pressing the Dynamic selections button, the following information should be filled in:

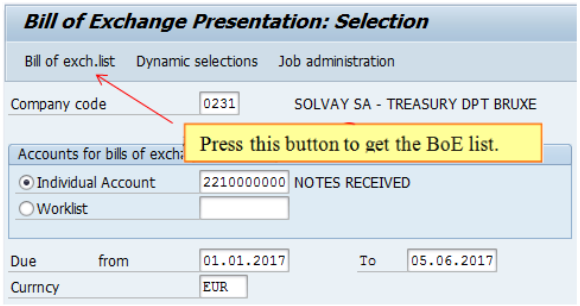
- **Customer:** 1 to 30000
- **Payment method:** N



Press the Save button to close this window and to save the parameters entered.

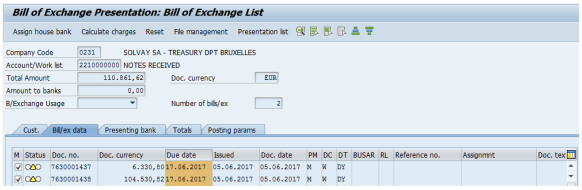
Procedure is exactly the same for "Domiciliated" and for "Non Domiciliated" Recibos, only having to take into account the respective anticipation interval. Therefore, after setting up filters for Recibos with Payment Method M, the procedure will be exactly the same as for Recibos with Payment Method N which will have to be processed afterwards after setting up the filter.

Once the Recibos (M or N) selection is defined, press save button



> **Warning**
>
> This means that the procedure for Recibos with Payment Method M will have to be followed until the end, before setting up the filter and initiating the procedure for Recibos with Payment Method N.

Click on the Bill of exch.list button and then select the Bill/ex data tab. Next screen shows up:

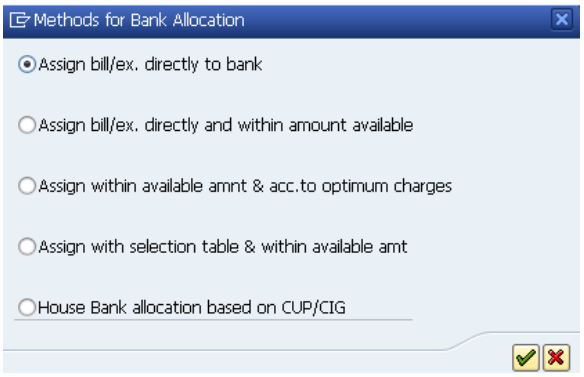


Select the Due date column. Then sort data in ascending order using the "Sort in ascending order" button . Recibos are now sorted by due date in the ascending order.

> **Warning**
>
> We must ensure no documents are left in the list with the due dates lower than "current date" + "anticipation period".

Select Assign house bank button.

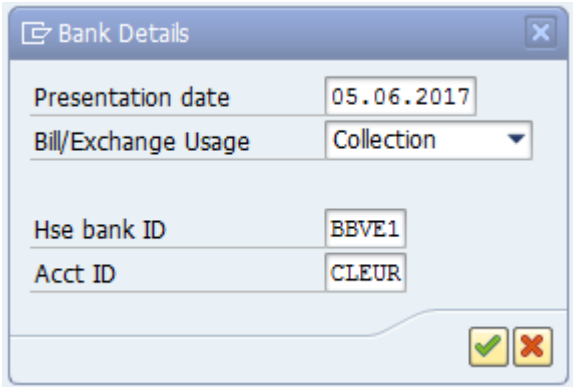
Tick the "**Assign bill/ex. directly to bank**" box and then click to validate.



The following fields should be filled in as below:

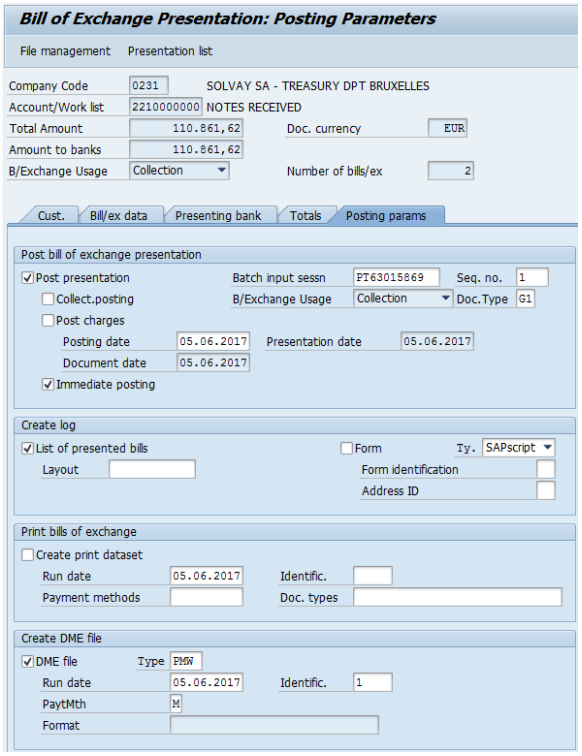
- **Presentation date:** Today's date (Don't change)
- **Bill/Exchange Usage:** Collecti on
- **Hse bank ID:** BBVE1
- **Acct ID:** CLEUR

Click to validate.



The following message appears:

Afterwards, select the Posting params tab:



The above screen should be filled in as below:

- **B/Exchange Usage:** Collection
- **Posting date:** Today's date
- **Immediate posting:** Tick this box. When ticking this box, the posting in the bank sub account 50554EUR17 is done automatically
- *DME file:* Tick this box. Make sure this option is selected in order to create the DME file.
- **Type:** Choose format Type **PMW** .
- **Identific:** Every day, each time a new file is created using transaction FBWE, this number has to be sequentially increased (1, 2, 3, etc…).
- **Payment methods: M** – for Domiciliated Recibos

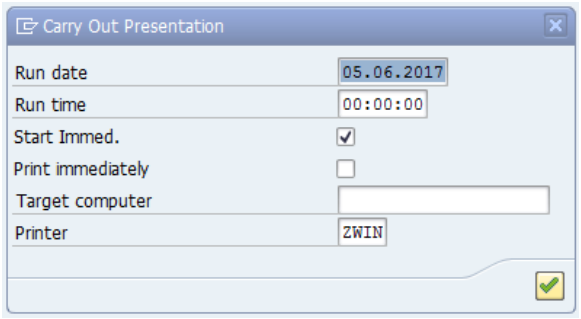
N– for Non Domiciliated Recibos

Warning

It is necessary to create a separate file for each payment method.

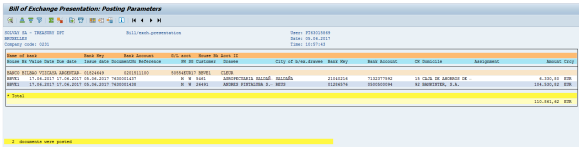
After all parameters are selected, press the save button at the top of the screen.

The following message box appears:



Validate by clicking on .

The following screen appears:



Afterwards, search in **Freshdesk** for a ticket with subject DME_ES YYYY_MM_RECIBOS and send an e-mail to bo.ihb@solvay.com with the following text:

"Hello, Just to inform you that "X" DME files have been generated and sent into Trax SAP new tool with the amount of "X"EUR."

The subject of the case must be adjusted with the payment methods included (ex: "DME ES_2017_06_05 RECIBOS M" or " DME ES_2017_06_ RECIBOS M/ RECIBOS N ").

> **Warning**
>
> After creation of a file with payment method M, a new file should be created for Recibos payment method N, which has different dates to be set-up in the transaction.

4.3 Italy

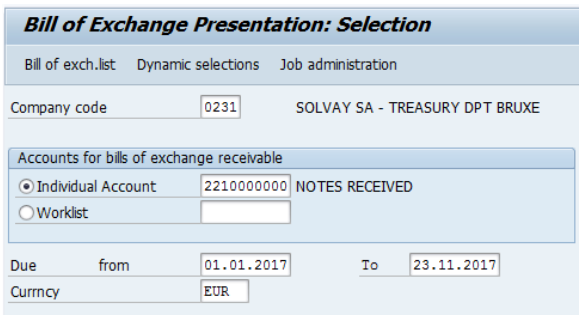
The electronic presentation is automatic:

- F110 with posting date : current date + 8 days
- It will select the invoices open until 30 days
- Date of issue of the notes : current date + 19 days

The RIBA procedure can be summarized as follows:

- There are no manual drafts for Italy. All the procedure is automatic
- The RIBA automatic job is launched every Tuesday
- AR takes in charge the preparation of the file to be transferred to the bank via transaction FBWE every Tuesday
- The presentation to the bank is made via a DME file which is automatically generated after running transaction FBWE.
- AR matches the bank sub account
- The reconciliation of the customer's account and the account of draft presented to the bank for collection is fully automatic.
- In case of unpaid RIBAs, the posting of the cancellation is also automatic.

Open **FBWE** transaction:

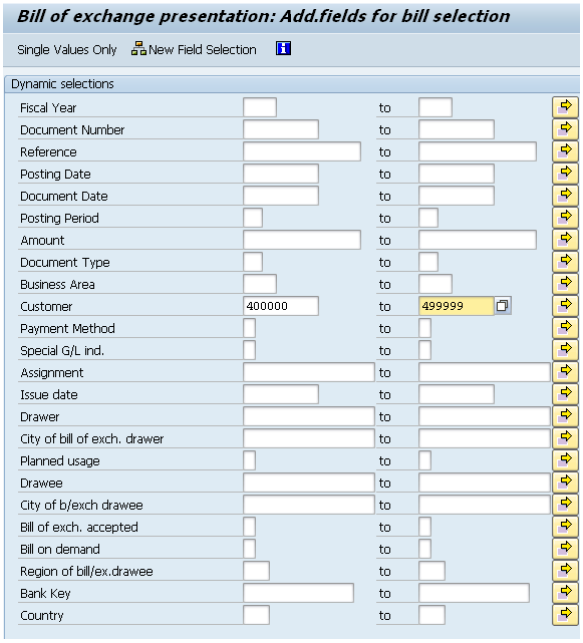


The above screen should be filled in as below:

- **Company code:** 0231
- **Individual account:** 2210000000 – CICC "Notes received" (BoE account)
- **Due from:** The initial due date should be in a "remote" past, usually the beginning of the current year. However, if the current month is January, we should be cautious and choose 6 months in the past

- **Due to:** In order to find all RIBAs with the future due date, it is advisable to choose current day plus 6 months
- **Currency:** EUR

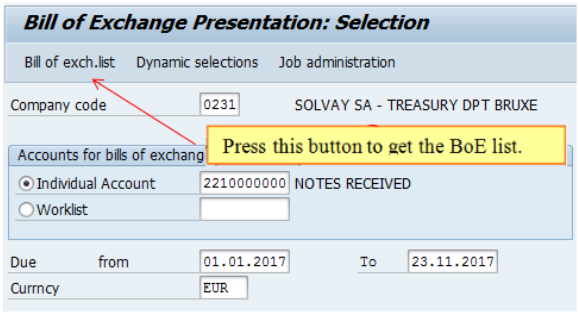
After having set up these parameters, press the Dynamic selections button and insert the data as shown below:



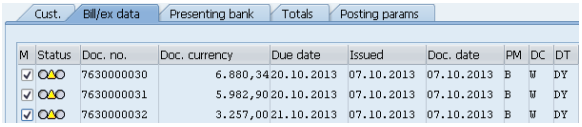
- **Customer:** 400000 to 499999

Press the "Save" button to close this window and save the parameters entered.

Click on the Bill of exch.list button:

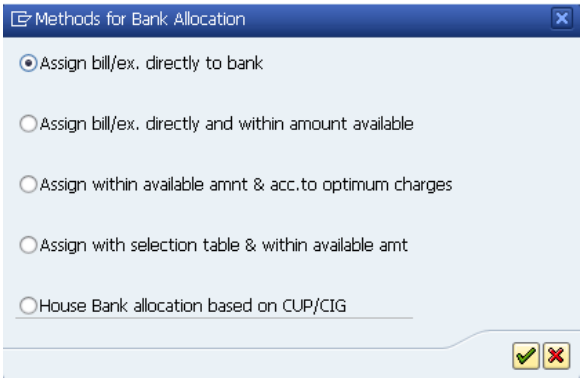


Select the Bill/ex data tab. Next screen shows up:



Select **all the documents** and click on the Assign house bank button. The following screen appears:

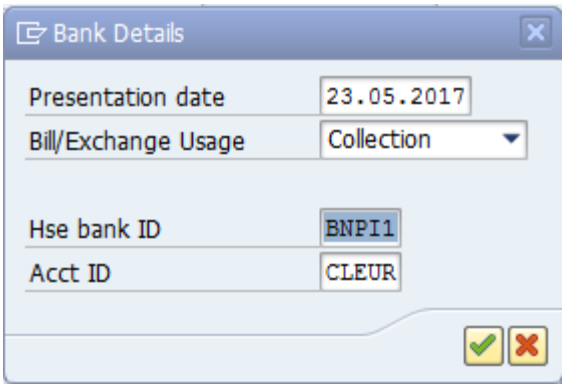
Then, tick the "**Assign bill/ex. directly to bank**" box. Click on the button to validate:



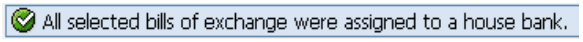
- **Presentation date:** Today's date (Don't change)
- **Bill/Exchange Usage:** Collection

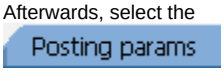
- **Hse bank ID:** BNPI1
- **Acct ID:** CLEUR

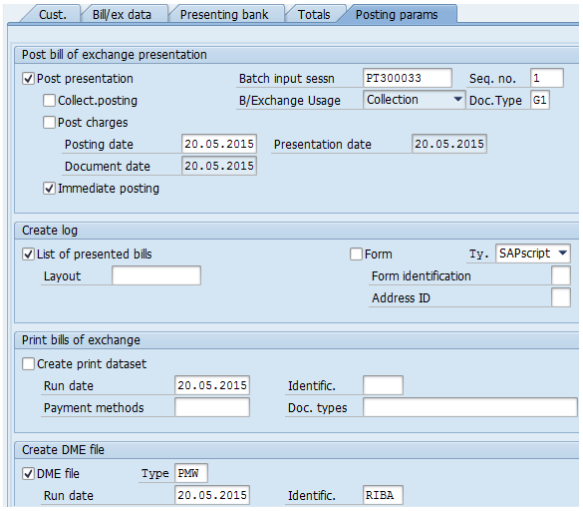
Click on the button to validate.



The following message appears:



Afterwards, select the  tab:

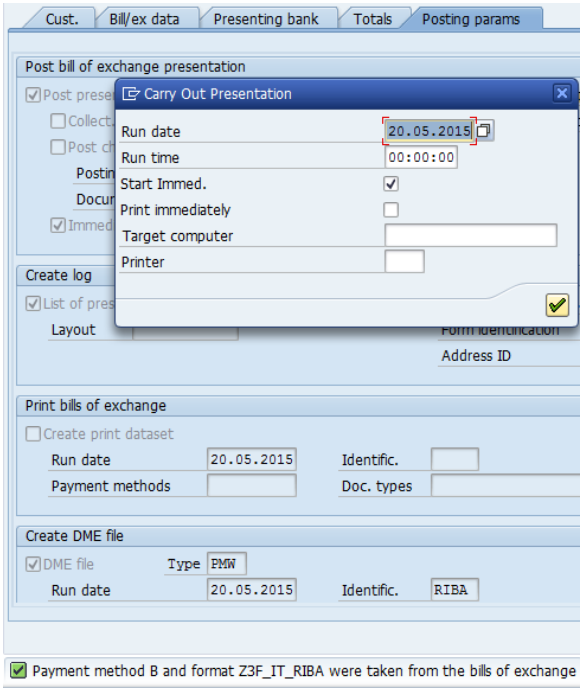


<u>The above screen should be filled as below:</u>

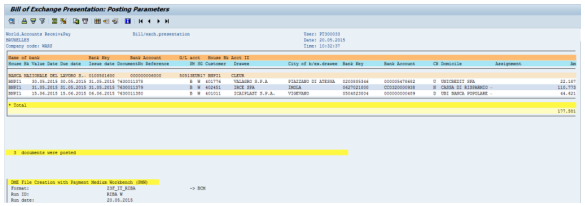
- **Posting date:** Today's date
- **Immediate posting:** Tick this box
- **List of presented bills:** Tick this box
- *DME file:* Tick this box
- **Type:** PMW
- **Identification:** RIBA

After this step, press **"Save"** **button.**

The following screen pops-up:



Click on



The DME file was successfully created, meaning that was sent automatically to the Bank and that automatic postings in the bank sub account were done.

In order to assure that the files were correctly received by the Bank, transaction **BNK_MONI** should be checked.

It is very important to **exit FBWE** transaction **before entering** transaction **BNK_MONI**.

Once in Transaction **BNK_MONI** choose the variant "1 DAY":

Variant name	Short Description
1 DAY	1 day

and press Execute button.

When the next window with the information opens, the results related to the files sent (in case of Italy related to House Bank **BNPI1**) should be checked:

- Check if the information in "Amount paid" column matches the amount in transaction **FBWE**.

Batches

All | New | In Approval | Approved | Sent to Bank | Completed | Exceptions

BatNo	#Pay	Rule description	Status	Amount paid	Pcurr	House	Acct I	Cur. proc.	File Date	File Id	Create User	CrtTm	Create Date	M.PymntAmt	Urg	C	Curr	Value	Batch Amount
302210	56	Direct debit customers	Accepted by Ban	3.007.917,95	EUR	BNPI1	CLEUR		05.10.2021	00027B	PT63000870	10:15:28	05.10.2021	951.386,37			EU		3.007.917,95

- Check if the "Status" of the file is/ changes to "Accepted by the bank" in BNK_MONI transaction

BatNo	#Pay	Rule description	Status	Amount paid	Pcurr	House	Acct
352977	13	Direct debit customers	Accepted by Bank	856.862,63	EUR	BNPI1	CLEUR

If the amount in the "Amount paid" column matches the amount in transaction FBWE and if the "Status" of the file changes to "Accepted by the bank", there's no need to send any e-mail to the BO team regarding the file generated.

If the information in the "Amount paid" column would be different from the one in transaction FBWE or if the "Status" in BNK_MONI transaction would not change to "Accepted by the bank" after some time, the BO IHB Team (bo.ihb@solvay.com) should be contacted by AR using BMC Helix (search for subject: DME IT_Day_Month_Year) informing about the issue.

The follow up and final transmission of the file to the bank is managed by CICC Back Office.

4.4 SEPA Direct Debit

The SEPA Direct Debit is a process which is fully automatic and AR doesn't have any intervention. The files are downloaded by IHB team.