

Cash allocation - Poland

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2. Objective and Scope

The purpose of this document is to guide SBS CCT AR team through the cash allocation of Polish companies.

This operating procedure (OP) applies to the Cash Allocation of Solvay Eng. Plastics Poland Cc 7531 and SLV ADV SILICAS PL Cc 6268 (SAP system - WP1).

3. Definitions

SBS – Solvay Business Services
CCT AR – Customer Credit & Trade Accounts Receivable
WP1 – SAP system
NPB - National Polish Bank
Bank codes:

- 427 – Interests
- 585 – Internal Bank transfer
- 592 - SEPA
- 770 – Incoming Bank transfer
- 771 – Sorbnet (quick and big Bank transfer)
- 963 – Internal Bank transfer
- 973 - Internal Bank transfer
- 988 – Foreign Bank transfer

4. Procedure

This OP is divided in 3 main steps:

- Access the Bank Website and extract the Bank Statement
- Post the Bank Statement in WP1
- Clear the Customer account

All three topics are the responsibility of AR team.

4.1 Access the Bank

Go to the Mbank platform (<https://companynet.mbank.pl/mt/>) preferably on InternetExplorer:

Scope



EMEA

Poland

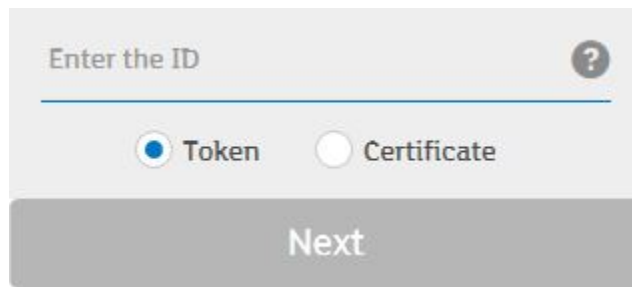
ERP



WP1

References

Attachments



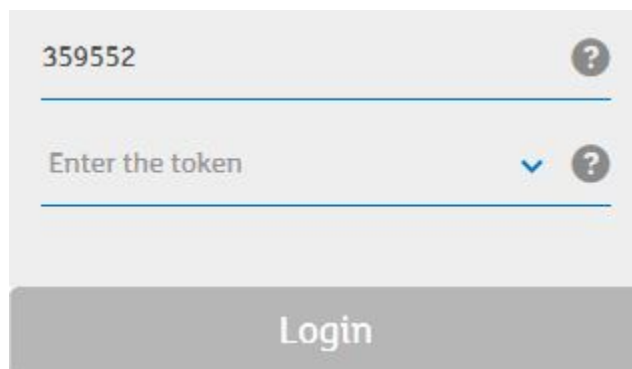
Enter the ID ?

☒ Token ☐ Certificate

Next

Select identification procedure "**Token**" and add the account user "####" (please see envelope for reference as there are 2 tokens in use). Then press **Next**:

To Generate a **Token number**, press On in the token and insert the **password: 5763**.



359552 ?

Enter the token ▼ ?

Login

Add the number generated in the token and press **Login**.

Afterwards select the account:



Wybierz kontekst pracy dla mBank CompanyNet

SOL SOLVAY ADVANCED SILICAS POLAND

SOL SOLVAY ENGINEERING PLASTICS POLA

To change the language, scroll down and select your choice:

Orders

The last 365 days ▾

Pending: 0, authorised with a future date: 0
+ Show details

created by me 0 to be edited

I can authorise 0 submitted for authorisation

I can authorise 0 partially authorized

denied mine 0

Business information

Enable module

Sprzedat sklepów mełomformatowych w II spadku rdn o 5,7 proc. - PliP
18.05.2017 12:20

Skrot wiadomości - sobota-niedziela, 13-14 maja
14.05.2017 20:44

Agencja Moody's potwierdziła rating Polski
12.05.2017 22:46

Show other 13 messages

Widget management

Contact Center:
801 273 273
22 6 273 273
Write to Contact Center
Show my Contact Center PIN

Ewa Śliwińska
Chief Consultant
+48957825979
Ewa.Sliwinska@mbank.pl
See other advisors

Last successful login date:
23.05.2017 09:42 IP 150.251.2.1

Last login failure date:
24.01.2017 10:00 IP 150.251.2.1

Links:
Currencies
Deposits
NBP fixing rate

Download help file in PDF

Version 17.2.1.5 - 22.05.2017 13:33

Polski English Deutsch

Under the **Tab Account** there are 3 accounts (one per currency).

mBank

Desktop Accounts and finance Orders Products

Accounts

Important (marked on the list of accounts ★)

Mark with icon ★ I select up to five po

Go to the list of accounts

To get the history concerning an account, put the cursor over the account (three tabs will appear) and press **Operation History** tab.

mBank Desktop Accounts and finance Orders Products + New order

SOL SOLVAY ADVANCED S...
Tiago Rodrigues

Accounts Limits Files with turnover

Account: All customers Enter an account number or alias Currency: All Status: All With turnover

Selected criteria: Clear to default

Number of accounts: 1-3 ± 3 Refresh

Account number / Alias	Currency	Opening balance	Current balance	Balance Date / Update
56 1140 1443 0000 2484 8800 1001 1 rachunek główny PLN	PLN	0,00	2 565 302,30	23.05.2017 23.05.2017 12:13
29 1140 1443 0000 2484 8800 1002 2 rachunek EUR	EUR	0,00	1 203 920,46	23.05.2017 23.05.2017 12:13
07 1140 1443 0000 2484 8800 1010 3 rachunek USD	USD	0,00	0,00	23.05.2017 23.05.2017 12:13

Total amount of current balances on this screen:
Checksum 3 769 222,76

2 565 302,30 PLN 1 203 920,46 EUR 0,00 USD

Select **Historical from**, add the date and press **Show** (also possible to select only credit movements or specific codes):

mBank Desktop Accounts and finance Orders Products + New order

Accounts Limits Files with turnover

Print Download

Operation history

Account history: 56 1140 1443 0000 2484 8800 1001

Accounting date: ☐ current ☒ historical from 22.05.2017 to 22.05.2017 Amount from 0,00 to 0,00

Transaction type: Credit Description: Enter description Reference: Enter references Transaction Code: Enter code

Beneficiary: Enter name, address or contractor's account

Selected criteria: Account history 56114014430000248488001001 Accounting date historical from 22.05.2017 to 22.05.2017 Transaction type: Credit Clear to default

Turnover 1-2 ± 2

Show

The movements are shown as below:

mBank Desktop Accounts and finance Orders Products + New order

Accounts Limits Files with turnover

Print Download

Operation history

Account history: 56 1140 1443 0000 2484 8800 1001

Accounting date: ☐ current ☒ historical from 22.05.2017 to 22.05.2017 Amount from 0,00 to 0,00

Transaction type: Credit Description: Enter description Reference: Enter references Transaction Code: Enter code

Beneficiary: Enter name, address or contractor's account

Selected criteria: Account history 56114014430000248488001001 Accounting date historical from 22.05.2017 to 22.05.2017 Transaction type: Credit Clear to default

Turnover 1-2 ± 2

Refresh

Opening date: 22.05.2017 Opening balance: 0,00 PLN

Accounting date Transaction description References Amount Currency

☐	22.05.2017	426 ARD Spt. dep. PLN; od: 19.05.2017 do: 22.05.2017; kontrahent: 248488001; SOLVAY ADVANCED SILICAS POLAND; TNR: 180380004705470.910001	2 634 374,07	PLN
☐	22.05.2017	427 ARD Wyp. odsetek od dep. PLN; od: 19.05.2017 do: 22.05.2017; kontrahent: 248488001; SOLVAY ADVANCED SILICAS POLAND; TNR: 180380004705470.910002	188,38	PLN

Summary

Credit	2 634 562,45 PLN
Debit	0,00 PLN
Closure balance	0,00 PLN

4.1.1 Extract the Bank Statement

To extract the Bank Statement go back to the accounts screen, select the account and press **Get statement**

mBank Desktop **Accounts and finance** Orders Products + New order

SOL SOLVAY ADVANCED S. Tiago Rodrigues

Accounts Limits Files with turnover

Account: All customers Enter an account number or alias Currency: All Status: All With turnover

Selected criteria: Clear to default

Number of accounts: 1-3 z 3 Refresh

☐	Account number - /Alias -	Currency -	Opening balance -	Current balance -	Balance Date - /Update -
☒	56 1140 1443 0000 2484 8800 1001 1 rachunek główny PLN	PLN	0,00	2 565 302,30	23.05.2017 23.05.2017 09:57
☐	29 1140 1443 0000 2484 8800 1002 2 rachunek EUR	EUR	0,00	1 203 920,46	23.05.2017 23.05.2017 09:57
☐	07 1140 1443 0000 2484 8800 1010 3 rachunek USD	USD	0,00	0,00	23.05.2017 23.05.2017 09:57

Total amount of current balances on this screen:
Checksum 3 769 222,76

2 565 302,30 PLN | 1 203 920,46 EUR | 0,00 USD

Contact Center: 801 273 273
22 6 273 273
Write to Contact Center
Show my Contact Center PIN

Ewa Śliwińska
Chief Consultant:
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Ewa.Sliwinska@mbank.pl
See other advisors

Last successful login date:
23.05.2017 09:41 IP 150.251.2.1

Last login failure date:
24.01.2017 10:00 IP 150.251.2.1

Links:
Currencies
Deposits
NBP fixing rate

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Polski English Deutsch

Selected: 1 Unselect all Add to mobile Download balances **Get statement** More >

Choose the period and press **Get Statement**:

mBank Desktop **Accounts and finance** Orders Products + New order

SOL SOLVAY ADVANCED S. Tiago Rodrigues

Accounts Limits Files with turnover

Get statement

Statement Types: Statement and annex

File name: wyciagi_20170523.zip

from 22.05.2017 to 22.05.2017

Log out after export complete ☐

Get statement Cancel

Statements are available for 180 days. In order to obtain historical statements, please send the bank a message containing the subject: "Historical data / Custom Report" or, if you need a statement in the SAF-T format - "Application for SAF-T statement"

Message to the bank

Save the file in the L drive (Daily Files / Poland Statements):

WinZip - wyciagi_20140606.zip							
Home Backup Tools Settings Window Help Upgrade							
Compress		Send		Decompress			
Add Files ☒ Include Filter ☐ Encrypt		ZipSend ZipShare Send to		1-Click Unzip Unzip Unzip and Install Unzip Options ☐ Unzip Entire WinZip File			
Name	Type	Modified	Size	Ratio	Packed	Path	
W20140606_2484...	HTML Docu...	09.06.2014 13:32	13.123	78%	2.874		
Z20140606_24848...	HTML Docu...	09.06.2014 13:32	17.936	89%	2.055		

mBank S.A.

ODDZIAŁ KORPORACYJNY GORZÓW WLKP.
 UL. PRZEMYSŁOWA 2
 tel.: +48 95 7825971
 fax: +48 95 7825970

SOLVAY ENGINEERING PLASTICS POLAND
 SP. Z O.O.
 UL.WALCZAKA 25
 66-400 GORZÓW WLKP.

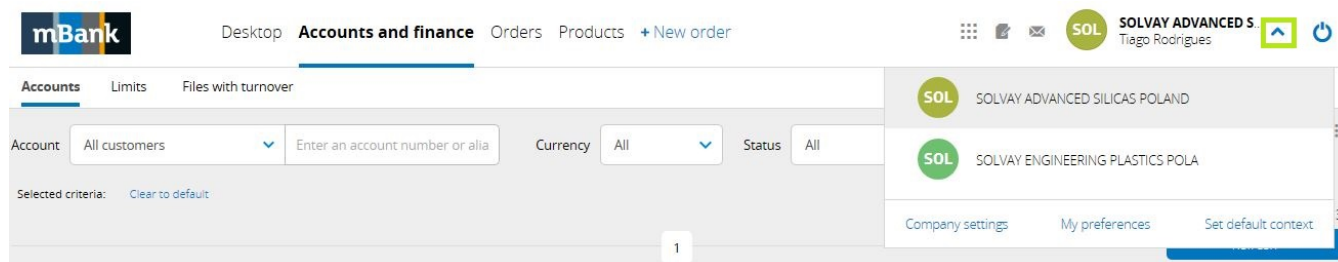
Wyciąg numer	: 109 z dnia 06.06.2014	SOLVAY ENGINEERING PLASTICS POLAND
Za okres	: 06.06.2014 - 06.06.2014	SP. Z O.O.
Z rachunku	: 84114014430000248480001004	UL.WALCZAKA 25
Nazwa rachunku	: PLN - RACHUNEK BIEŻĄCY GŁÓWNY-SHARE	66-400 GORZÓW WLKP.
	: BALANCES	
Waluta	: PLN	
Data naliczenia odsetek CT	: 30.06.2014	
Data naliczenia odsetek DT	: 30.06.2014	
Oprocentowanie na dzień	: 0,000000 %	

Saldo początkowe na dzień 06.06.2014	: 0,00
Obroty DT ; Liczba transakcji : 3	: -935.937,65
Obroty CT ; Liczba transakcji : 4	: 935.937,65
Saldo końcowe na dzień 06.06.2014	: 0,00

Saldo początkowe z dnia 06.06.2014 : 0,00

Data księgowania	Data waluty	Opis transakcji / Referencje	Obroty (DT/CT)	Saldo po transakcji
06.06.2014	06.06.2014	426 ARD Spł. dep. PLN; od: 05.06.2014 do: 06.06.2014; kontrahent: 248480001; SOLVAY ENGINEERING PLASTICS POLAND; TNR: 16959004801819.790001	779.563,60	779.563,60
06.06.2014	06.06.2014	427 ARD Wyp. odsetek od dep. PLN; od: 05.06.2014 do: 06.06.2014; kontrahent: 248480001; SOLVAY ENGINEERING PLASTICS POLAND; TNR: 169590004801819.790002	38,66	779.602,26

To change account, go to the top right and select the account:



4.2 Posting Bank Statements

There is a slight difference between the postings in PLN currency and EUR/USD. Both types are described in the following topics.



Warnings

- **Intragroup payments** should be posted separately from Interests movement (otherwise the interests line item will automatically fulfill the trading partner field which is not correct)
- **In case of Payment in advance:** leave the payment open as DZ on customer account adding the Proforma in the text field (if Proforma not found please request it to Accounting team in Poland)

4.2.1 Posting Bank Statement in WP1 – PLN

The posting of the Bank Statement is done with transaction **FB05**.

- **Document date and posting date:** Statement date
- **Doc. Type:** DZ
- **Company code:** 7531 / 6268
- **Currency:** PLN
- **Reference and text:**
WBxxMBANK 1001 for 6268 and WBxxMBANK 1004 for 7531 always same format only statement number is difference (in this case 109), the number 1001/1004 identifies the bank account.
- For SBS OtC AR it is necessary to post all lines identified in the bank statement with the following codes (only credits):
 - **427 – For interests**
 - **770, 771, 961, 963 – customer payments**

Document Date	06.06.2014	Type	DZ	Company Code	7531
Posting Date	06.06.2014	Period	6	Currency/Rate	PLN
Document Number				Translatn Date	
Reference	WB109MBANK 1004			Cross-CC no.	
Doc.Header Text					
Clearing text					



Warnings

In case there are transactions with code 770 related with Tax, the posting should be processed by Purchasing team in Poland.

- **For the total income** – pst key 40 GI account 51000077
- **For interests** – pst key 50 gl account 98535600 cost center 0228-8390 and profit center 7531-I0450 (for 7531) / cost center 6268-9403 and profit center 6268-I0450 (for 6268)

Item	PK	Account	Account short text	G/L acct	Order	Cost Ctr	Profit Ctr	Ctr	Amount
1	40	51000077	BRE BANK PLN	51000077				PLN	156.374,05
2	50	98535600	OTHER FI INCOME	98535600		0228-8390	7531-I0450	PLN	38,66-
3	50	44900801	STATE TAX PERSONNEL	44900801				PLN	3,00-
4	15	71851	ELDA -ELTRA ELEKTROT	41100100				PLN	156.332,39-

- **Customer** – pst key 15 with customer account e.g 71851 (value date needed)

Detail concerning the interests:

Assignment: "ODS OD LOKATY"
(Investment's interest)

G/L Account	98535600	OTHER FINANCIAL INCOME
Company Code	7531	Solvay Eng.Plastics Polan
		Doc. no. 140000529
Line Item 2 / Credit entry / 50		
Amount	38,66	PLN
Additional Account Assignments		
Cost Center	0228-8390	Order
WBS Element		
Asset		Real Estate Obj
Purchasing Doc.	0	Sales Order
Quantity	0,000	
Assignment	ODS OD LOKATY	
Text	WB109 MBANK1004	

4.2.2 Posting Bank Statements in WP1 - EUR/USD

Basically the difference to the posting in PLN is that we have to insert the Exchange rate as EUR and USD are not the local currency of the Company.

The official exchange is found in the table published in National Polish Bank:

<http://www.nbp.pl/homen.aspx?c=/ascx/ArchAen.ascx>

The rate to use is the previous working day before the statement date (e.g. for bank statement 06.06.2014 use rate 05.06.2014).

Home page
About the NBP
Legislation
Monetary Policy
Payment System
Financial System
Statistics
Publications
Banknotes and coins
Research & Conferences
Library

Middle exchange rates archive – table A

Select year: 2014 , month: June & Accept!

Exchange rates in 1984 - 2014

Download (files in MS Excel format):

Average exchange rates table in: 2014

Open the excel file to find the Currency rate per date.

20140605	4,1215
20140606	4,1211
20140609	4,0998
kod ISO	EUR
nazwa waluty	euro
liczba jednostek	1

Using transaction **FB05**:

Document date and posting date: Stat
ement date

Doc. Type: DZ

Company code: 7531

Currency: EUR/USD **Rate:** NPB rate
of previous working day

Reference and text: For 6268/EUR
WBxxMBANK 1002 and 6268/USD
WBxxMBANK 1010; For 7531
/EUR WBxxMBANK 1005 and for 7531
/USD WBxxMBANK 1007; always
same format only statement number is

Document Date	06.06.2014	Type	dz	Company Code	7531
Posting Date	06.06.2014	Period	6	Currency/Rate	EUR 4,12150
Document Number				Translatn Date	
Reference	WB109MBANK 1005			Cross-CC no.	
Doc.Header Text					
Clearing text					

difference (in this case 109), the number 1002/1005/1007/1010 identifies the bank account.

For SBS OtC AR it is necessary to post all lines identified in the bank statement with the following codes (only credits):

- **585 592 and 988 – Customer payments**

-For the total income – pst key 40 GI account 51000076 (EUR) 51000097 (USD)

-Customer – pst key 15 with customer account e.g 2033336

Item	PK	Account	Account short text	G/L acct	Order	Cost Ctr	Profit Ctr	Ctr	Amount	Amount in LC
1	40	51000076	BRE BANK EUR	51000076				EUR	132.609,31	546.549,27
2	15	2033336	INWENTY APPLIANCE C	41100100				EUR	37.478,00	72.023,22
3	15	2017321	LINAPLAST S.R.O.	41100100				EUR	56.443,00	240.872,52
4	15	2001003	SIROPOL SP. Z O.O.	41100100				EUR	16.716,31	68.896,27
5	15	2022417	STANP POLAND SP. Z	41100100				EUR	34.932,00	143.972,24
6	15	2022417	STANP POLAND SP. Z	41100100				EUR	5.043,00	20.784,72

4.3 Clearing the Customer account

As the bank posting leaves the payment unmatched on customer account, the final step is to clear it with the invoice.

This task is performed using transaction **F-32**:

Account: Customer account number

Clearing date: Always date of the payment

Company Code: 7531

Currency: Same as the payment
Process open items to select the invoice and payment to clear (save).

Clear Customer: Header Data

Process open items

Account: 71851 Clearing Date: 06.06.2014 Period: 6

Company Code: 7531 Currency: PLN

4.3.1 Banking fees

When clearing an invoice with the payment there might be differences because of Bank fees.

While in F-32, press back to manually insert the GL account and Posting key:

GL account: 98536220

Pst key: 40

Order: Must be deleted

Cost Center: 0228-8390

Text: KOSZTY BANKOWE

Amount: of banking fees

G/L Account: 98536220 Bank charges related to payments (AP, HR,...)

Company Code: 7531 DOMO ENG.PLASTICS POLAND Doc. no. 1400001680

Line Item 2 / Debit entry / 40

Amount: 35,00 EUR Amt.in loc.cur.: 153,70 PLN

Additional Account Assignments

Cost Center: 0228-8390 Order: []

WBS element: []

Real estate obj: []

Sales Order: []

Asset: []

Purchasing Doc.: 0

Quantity: 0,000

Assignment: 20200901

Text: KOSZTY BANKOWE Long text

4.3.2 Discount

In case there is a discount granted to the customer it must be posted while clearing the invoice with the payment. The following GL account must be used:

GL account: 98100500

Pst key: 40

Cost Center: 0228-9001

Profit Center: 7531-D0390

Text: SKONTO

Amount: of discount

G/L Account: 98100500 SKONTO

Company Code: 7531 Solvay Eng.Plastics Polan Doc. no. 300006222

Line Item 1 / Debit entry / 40

Amount: 273,70 EUR Amount in LC: 1.148,94 PLN

Tax Code: 2N

Additional Account Assignments

Cost Center: 0228-9001 Order: []

Profit Center: 7531-D0390 Sales Order: []

Purchasing Doc.: 0

Quantity: 0,000

Assignment: 20140416

Text: SKONTO Long text



For information about postings for 6268 contact mai.ja.dambina@solvay.com or omasz.borowski@solvay.com; and for 7531 kamila.kamoda@solvay.com.

5. Appendix

Example of Bank statements and types of codes to be posted:

- For PLN

963 : internal bank transfers (from Mbank)

☐	Transaction code	Accounting date Currency Date	Amount	Currency	Transaction description
☐	963	09.05.2014 09.05.2014	1 537,50	PLN	963 CompanyNet Przelew wewnętrzny; z rach.: 56114014430000248488001001; od: SOLVAY ADVANCED SILICAS POLAND SPÓŁKA Z O.O. WALCZAKA 25 66-407 GORZÓW WLKP.; tyt.: 0514/061/FE; TNR: 169311072942390.060001

427 interests:

☐	427	02.05.2014 02.05.2014	133,03	PLN	427 ARD Wyp. odsetek od dep. PLN; od: 30.04.2014 do: 02.05.2014; kontrahent: 248480001; SOLVAY ENGINEERING PLASTICS POLAND; TNR: 169230004810153.060002
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770: bank transfer income (without government as above)

☐	770	02.05.2014 02.05.2014	782,98	PLN	770 Przelew krajowy; z rach.: 851030150800000000500156244; od: ORANGE POLSKA SPÓŁKA AKCYJNA UL. AL. JEROZOLIMSKIE 160 02-326 WARSZAWA; tyt.: 050/FE/2014; data stempl: 02.05.2014; TNR: 169241068538599.460001
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771: sorbnet (quick and big bank transfer)

☐	771	09.05.2014 09.05.2014	1 552 125,68	PLN	771 Przelew SORBNET; z rach.: PL35105011131000000106232283; od: METCHEM SPÓŁKA Z OGRANICZONA ODPOWIEDZIALNOSCIA UL.KONSTYTUCJI 3 MAJA 10 PL WADOWICE; tyt.: 94055875 Zapłata za 94055875, 9405 6138, 94055990, 94055969, 94055953, 94055751, 94055843, 94055812 SORBNET; waluta: PLN; kwota: 1552125,68; data NOSTRO: 09.05.2014; ref. MT103: 640011575500509; TNR: 169311061036769.110002
--------------------------	-----	--------------------------	--------------	-----	--

- For EUR

988: foreign bank transfer

☐	988	02.01.2014 02.01.2014	33 125,00	EUR	988 Płatność zagraniczna przychodząca; z rach.: BG70NASB96201410169601; od: AREKSIM INZHENERING EOOD PROM ZONA SEVER P K 109 SMOLYAN BUL GARIA; tyt.: INV 094054185 301013; waluta: EUR; kwota: 33125,00; data NOSTRO: 02.01.2014; ref. MT103: 520112100000749; TNR: 168041060828722.000002
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592: SEPA

☐	592	02.01.2014 02.01.2014	11 400,00	EUR	592 Przelew SEPA; z rach.: GB87CIT118500812500396; BIC banku zlec.: CITIGB2L; od: TYCO ELECTRONICS HUNGARY KFT., AMP UT 2 ESZTERGOM 2500, HU; tyt.: 94053987; waluta: EUR; kwota: 11400,00; data NOSTRO: 02.01.2014; ref. zlec.: 0412140200003468; ref. przeł.: 3643001393847879; TNR: 168041074031187.240002
--------------------------	-----	--------------------------	-----------	-----	---

585: internal bank transfer

☐	585	29.01.2014 29.01.2014	7 187,81	EUR	585 CompanyNet Przelew wewnętrzny walutowy; z rach.: 25114010780000474534001004; od: BITRON POLAND SP. Z O.O. JEDNOŚCI 46 41-218 SOSNOWIEC; tyt.: 94054391 goods; TNR: 168311072863022.030001
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427: bank interests:

☐	427	03.01.2014 03.01.2014	5,67	EUR	427 ARD Wyp. odsetek od dep. EUR; od: 02.01.2014 do: 03.01.2014; kontrahent: 248480001; RHODIA POLYAMIDE POLSKA SP. Z O.O.; TNR: 168050004609396.550002
--------------------------	-----	--------------------------	------	-----	---

- For USD

988 : bank transfer income;

☐	988	10.04.2014 11.04.2014	490 686,53	USD	988 Płatność zagraniczna przychodząca; z rach.: 000158925; od: SOLVAY USA INC ELECTRONIC PAYMENT ATTN CONTROLLERS GROUP 8 CEDARBROOK DRIVE CRANBURY NJ 08512-3612 US; tyt.: /RFB/2000013785; waluta: USD; kwota: 490686,53; data NOSTRO: 10.04.2014; ref. MT103: 2014041000140412; TNR: 169021061066945.040002
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427 : bank interests (seldom):

☐	427	14.06.2013 14.06.2013	4,82	USD	427 Wyp. odsetek od dep.: USD; od: 12.06.2013 do: 14.06.2013; kontrahent: 248480001; RHODIA POLYAMIDE POLSKA SP. Z O.O.; TNR: 166010004685034.240001
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Example of a Tax with code 770 not to be posted:

				0000104322 20140603; data stempla: 04.06.2014; TNR: 169571068664613.610001	
	770	06.06.2014	3,00	PLN	770-Przelew Urząd Skarbowy; z rach.: 35101017040059592223000000; od: LUBUSKI URZĄD SKARBOWY W ZIELONEJ GÓRZE DR. PIENIĘŻNEGO 24 ZIELONA GÓRA 65-054; tyt.: 5992816924
☐		06.06.2014			ZWROT NADPŁATY Z PODATKU PIT ZA 3/2013; TNR: 169591068638232.030001
	770	06.06.2014	156 332 39	PLN	770-Przelew krajowy z rach.: 43184000077213357008101119; od: FI DA-FI TRA