

Payment collection to the Bank

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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

Scope



EMEA

ERP



PI1

References

Attachments

Bill of Exchange Presentation: Selection

Bill of exch.list Dynamic selections Job administration

Company code 0231 SOLVAY SA - TREASURY DPT BRUXE

Accounts for bills of exchange receivable

☒ Individual Account 2210000000 NOTES RECEIVED

☐ Worklist

Due from 22.05.2017 To 20.08.2017

Currency EUR

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

Bill of exchange presentation: Add fields for bill selection

Single Values Only New Field Selection i

Dynamic selections

Fiscal Year		to		
Document Number		to		
Reference		to		
Posting Date		to		
Document Date		to		
Posting Period		to		
Amount		to		
Document Type		to		
Business Area		to		
Customer	100000	to	199999	

Paym: Multiple Selection for Customer

Specia

Assign

Issue: Select Single Values Select Ranges (1) Exclude Single Values Exclude Ranges

Drawe

City of

Planne

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.

Bill of Exchange Presentation: Selection

Bill of exch.list Dynamic selections Job administration

Company code 0231 World.Accounts Receiv&Pay BRUX

Accounts for bills of exchange receivable

☒ Individual Account 2210000000 NOTES RECEIVED

☐ Worklist

Due from 01.01.2017 To 02.06.2017

Currency EUR

- Bill of Exchange Presentation: Bill of Exchange List**

Assign house bank Calculate charges Reset File management Presentation list    

Company code 0231 SOLVAY SA - TREASURY DT BRUXELLES

Account/Work list 2210000000 NOTES RECEIVED

Total amount 62,835.33 Doc. currency EUR

Amount to banks 5.50

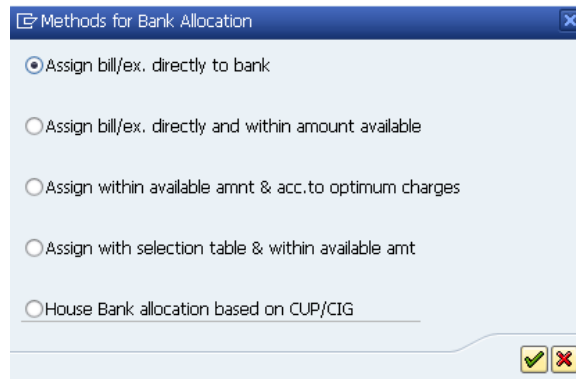
B/E change value Number of bills/ex 2

Go to **Bill of exchange** Presenting bank Total Posting params

M	Status	Doc. no.	Doc. currency	Due date	Issued	Doc. date	PM	DT	BUSAR	Ref. no.	Assignment	Doc. tes.
✓	OK	7460001283	7,301.00	04.06.2017	01.06.2017	01.06.2017	1	W	DT			
✓	OK	7460001284	45,537.00	04.06.2017	01.06.2017	01.06.2017	1	W	DT			

Click on **Assign house bank** button. The following box appears:

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



Methods for Bank Allocation

☒ Assign bill/ex. directly to bank

☐ Assign bill/ex. directly and within amount available

☐ Assign within available amnt & acc.to optimum charges

☐ Assign with selection table & within available amt

☐ House Bank allocation based on CUP/CIG

The following screen appears:

Fill in data as follows:

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

Validate by clicking on the  button.



Bank Details

Presentation date: 25.05.2017

Bill/Exchange Usage: Collection

Hse bank ID: SOGF1

Acct ID: CLEUR

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

 All selected bills of exchange were assigned to a house bank.

Select **Posting params** tab:

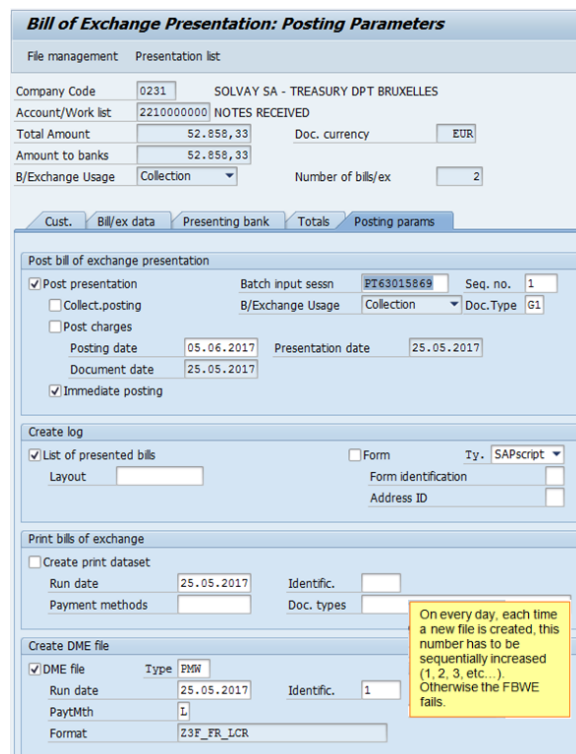
The screen should be filled as follows:

- **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



Bill of Exchange Presentation: Posting Parameters

File management: Presentation list

Company Code: 0231 SOLVAY SA - TREASURY DPT BRUXELLES

Account/Work list: 2210000000 NOTES RECEIVED

Total Amount: 52.858,33 Doc. currency: EUR

Amount to banks: 52.858,33

B/Exchange Usage: Collection Number of bills/ex: 2

Post bill of exchange presentation

☒ Post presentation Batch input sess: FT63015869 Seq. no.: 1

☐ Collect.posting B/Exchange Usage: Collection Doc.Type: G1

☐ Post charges

Posting date: 05.06.2017 Presentation date: 25.05.2017

Document date: 25.05.2017

☒ Immediate posting

Create log

☒ List of presented bills

Layout: Form Ty.: SAPscript

Form identification: Address ID:

Print bills of exchange

☐ Create print dataset

Run date: 25.05.2017 Identific.: 1

Payment methods: Doc. types:

Create DME file

☒ DME file Type: PMW

Run date: 25.05.2017 Identific.: 1

PaytMth: L

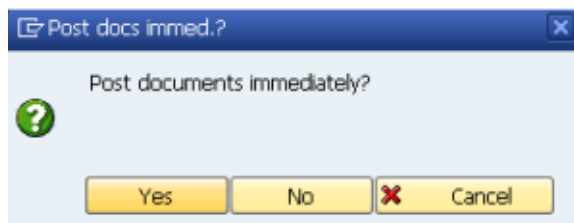
Format: Z3F_FR_LCR

On every day, each time a new file is created, this number has to be sequentially increased (1, 2, 3, etc...). Otherwise the FBWE fails.

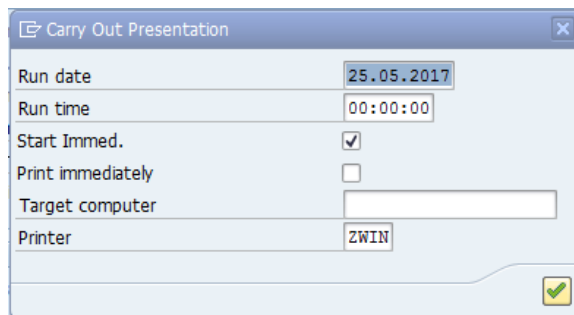
Click on the **Save**  button it the top of the screen.

The following message box appears:

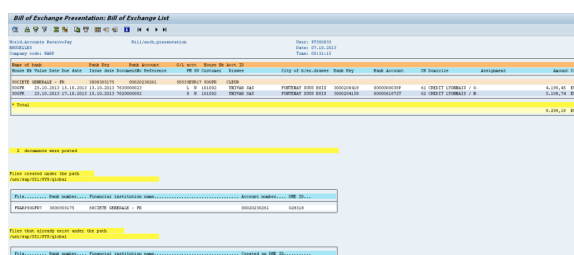
Choose "Yes".



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 is 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	REPETITION DE MANDEUR	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 BLENDÉCOUES			512.499,74		Dunning X	Y
2025294	162640	SOCIETE D'APPROVISIONNEMENT			0		Dunning X	Y
2063289	169046	SOVEN	0				Dunning X	Y

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@solway.com>, Marie-Laure Cisse <marie-laure.cisse@solway.com>, Guillaume BOUVIER <guillaume.bouvier@solway.com>, Bruno MEAL <bruno.meal@solway.com>, Odile LEMARIE <odile.lemarie@solway.com>, <solway.ar@solway.com>, Paula Simoes <paula.simoes@solway.com>, Valérie CHARON <Valerie.CHARON@solway.com>, Fabricio Carvalho <fabricio.carvalho@solway.com>, DISPATCHING DISPATCHING <dispatching@solway.com>, Chantal MERCIER <chantal.mercier@solway.com>, SES-Middle SES-Middle <ses-middle@solway.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](#)

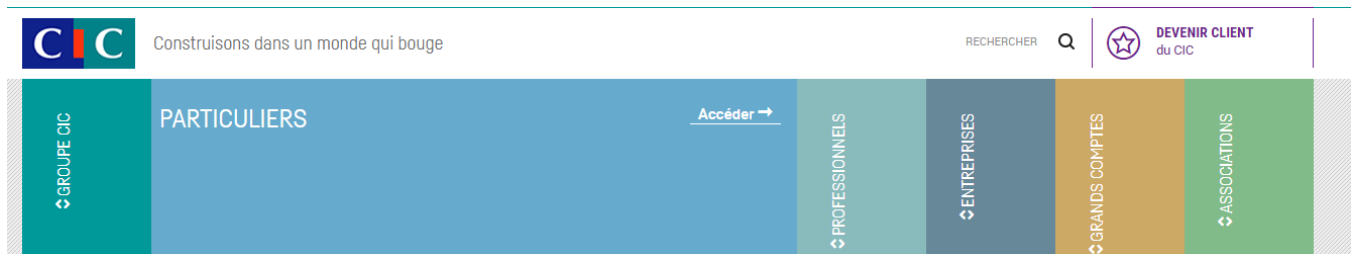
Depending on the answers, we should also check on a daily basis if new invoices were issued and update the file.

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 displayed:



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

Identifier:009714702572

Password: Solway01

Identifiant	009714702572
Mot de passe	

After acceding, go to tab **Operations** and **Remise de Prelevements** 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**":

← SÉLECTIONNER LE MANDAT

CRITÈRES DE RECHERCHE D'UN MANDAT

☒ Nom complet ou partiel du prélevé * ! Ce type de recherche peut être long

☐ IBAN du prélevé ?

☐ Référence du mandat "RUM"

☐ Sans critère complémentaire

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**

CIC Construisons dans un monde qui bouge

RECHERCHER Votre conseiller **M YANIK WALLON** Déconnexion

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Prélèvements

[Gérer vos prélèvements](#) [Consulter l'historique](#)

← 1/3 - SAISIR UN PRÉLÈVEMENT

Compte à débiter *

Rechercher un mandat

PAPETERIE DE MANDEURIE
FR89 3000 2055 7000 0008 0081 008

Compte à créditer *

10972 CIC PARIS GRANDES ENTREPRISES - CIC PARIS GDES ENTREPRISES

COMPTE COURANT ENTREPRISE EUR 000105065 01 SOLVAY ENERGY SERVICES

Montant * EUR

Périodicité *

Date d'échéance *

Libellé sur le compte à créditer *

Motif pour le prélevé * ?

Reference End to End

Mode de gestion * ☒ unitaire ☐ sur une nouvelle liste ?

*: information obligatoire

- 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

Bill of Exchange Presentation: Selection

Bill of exch.list Dynamic selections Job administration

Company code SOLVAY SA - TREASURY DPT BRUXE

Accounts for bills of exchange receivable

☒ Individual Account NOTES RECEIVED

☐ Worklist

Due from To

Currency

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

Press the **Dynamic selections** 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.

Bill of exchange presentation: Add.fields for bill selection

Single Values Only New Field Selection

Dynamic selections

Fiscal Year		to		
Document Number		to		
Reference		to		
Posting Date		to		
Document Date		to		
Posting Period		to		
Amount		to		
Document Type		to		
Business Area		to		
Customer	1	to	30000	
Payment Method	F	to		
Special G/L ind.		to		
Assignment		to		
Issue date		to		
Drawer		to		
City of bill of exch. drawer		to		
Planned usage		to		
Drawee		to		
City of b/exch drawee		to		
Bill of exch. accepted		to		
Bill on demand		to		
Region of bill/ex.drawee		to		
Bank Key		to		
Country		to		

The previous screen appears again:

Bill of Exchange Presentation: Selection

Bill of exch.list Dynamic selections Job administration

Company code SOLVAY SA - TREASURY DPT BRUXE

Accounts for bills of exchange

☒ Individual Account NOTES RECEIVED

☐ Worklist

Due from To

Currency

Press this button to get the BoE list.

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

Bill of Exchange Presentation: Bill of Exchange List

Assign house bank Calculate charges Reset File management Presentation list

Company Code SOLVAY SA - TREASURY DPT BRUXELLES

Account/Work list NOTES RECEIVED

Total Amount Doc. currency

Amount to banks

B/Exchange Usage Number of bill/ex

Tab: **Bill/ex data** Presenting bank Totals Posting items

M	Status	Doc. no.	Doc. currency	Due date	Issued	Doc. date	PM	DC	DT	BU	RL	Reference no.	Assignment	Doc. ser.
✓	CDO	7610000001		11.345.443,40.06.2017	25.04.2017	15.06.2017	F	B	DE			PGR: 0981646	PGR: 0981646	

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.

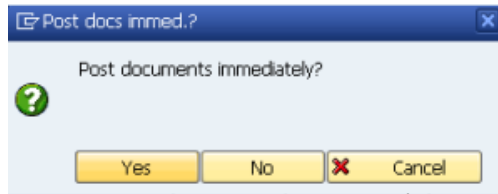
The following message is returned:

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

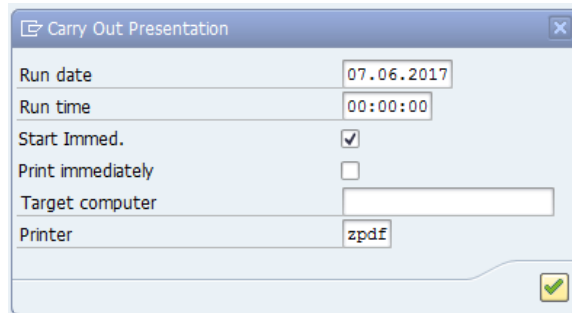
Click the save button at the top of the screen. The following box will appear:

 All selected bills of exchange were assigned to a house bank.

M	Status	Doc. no.	Doc. currency	Cust.	Drawee	Loc	Bank Key	Account no.	RT	Bank address
07	CC	761000003	7.733,49	00000001929	QUIMICA DEL C.	GUADALAJARA	00750199	0601334148	98	BANCO POPULAR ESPAÑOL, S...
07	CC	761000004	3.774,00	00000002946	IND. LINAMER,	AMER	00750199	0601334148	98	BANCO POPULAR ESPAÑOL, S...
07	CC	761000005	7.250,00	00000003178	CENSA CONEX	HERNAN	00484989	2010210416	56	BANCO SANTANDER, S.A. / HE...



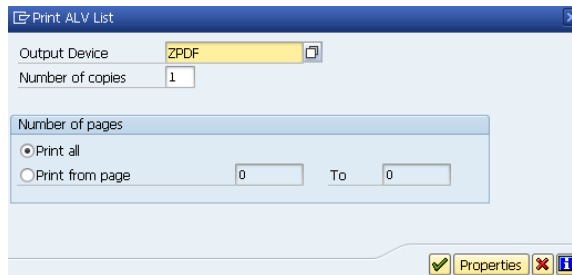
Choose "Yes". Next screen appears:



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

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

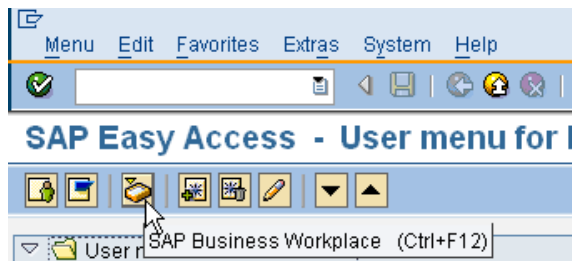
The print list can be printed by clicking on the print button . The following screen shows up:



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:

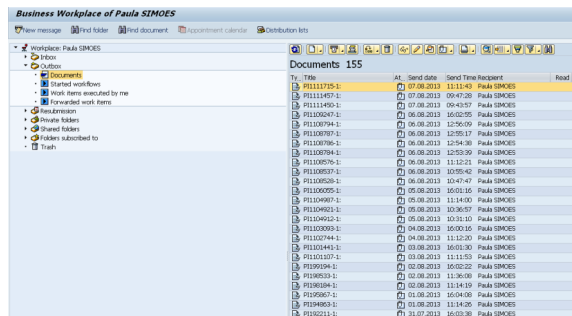


Afterwards, select option "Outbox" and then "Documents". Double click on the item with today's date and the time the PDF file was created.

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@solway.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:** 221000000
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 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.

Bill of exchange presentation: Add fields for bill selection

Single Values Only  New Field Selection 

Dynamic selections

Fiscal Year		to		
Document Number		to		
Reference		to		
Posting Date		to		
Document Date		to		
Posting Period		to		
Amount		to		
Document Type		to		
Business Area		to		
Customer	1	to	30000	
Payment Method		to		
Special G/L ind.		to		
Assignment		to		
Issue date		to		
Drawer		to		
City of bill of exch. drawer		to		
Planned usage		to		
Drawee		to		
City of b/exch drawee		to		
Bill of exch. accepted		to		
Bill on demand		to		
Region of bill/ex. drawee		to		
Bank Key		to		
Country		to		

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.

Bill of Exchange Presentation: Selection

Bill of exch. list  Dynamic selections 

Company code 0231 SOLVAY SA - TREASURY DPT BRUXE

Accounts for bills of exch. **Press this button to get the BoE list.**

☒ Individual Account 2210000000 NOTES RECEIVED

☐ Worklist

Due from 01.01.2017 To 05.06.2017

Currency EUR

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.

Bill of Exchange Presentation: Bill of Exchange List

Assign house bank Calculate charges Reset File management Presentation list   

Company Code 0231 SOLVAY SA - TREASURY DPT BRUXELLES

Account/Work list 2210000000 NOTES RECEIVED

Total Amount 110.841,42 Doc. currency EUR

Amount to banks 0,00

B/Exchange Usage * Number of bill/ex 2

M	Status	Doc. no.	Doc. currency	Due date	Issued	Doc. date	PM	DC	DT	BusAR	RL	Reference no.	Assignment	Doc. tes
☒	OK	7630001437	EUR	04.06.2017	05.06.2017	05.06.2017	M							
☒	OK	7630001438	EUR	04.06.2017	05.06.2017	05.06.2017	M							

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:** Collection on
- **Hse bank ID:** BBVE1
- **Acct ID:** CLEUR

Click  to validate.

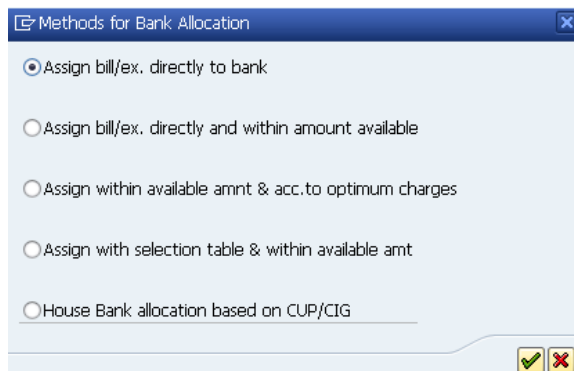
The following message appears:

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



Methods for Bank Allocation

☒ Assign bill/ex. directly to bank

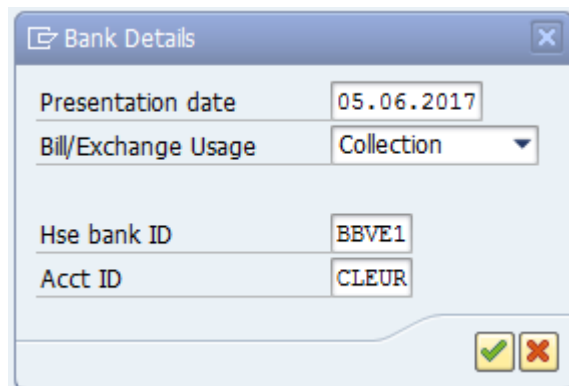
☐ Assign bill/ex. directly and within amount available

☐ Assign within available amnt & acc.to optimum charges

☐ Assign with selection table & within available amt

☐ House Bank allocation based on CUP/CIG



Bank Details

Presentation date: 05.06.2017

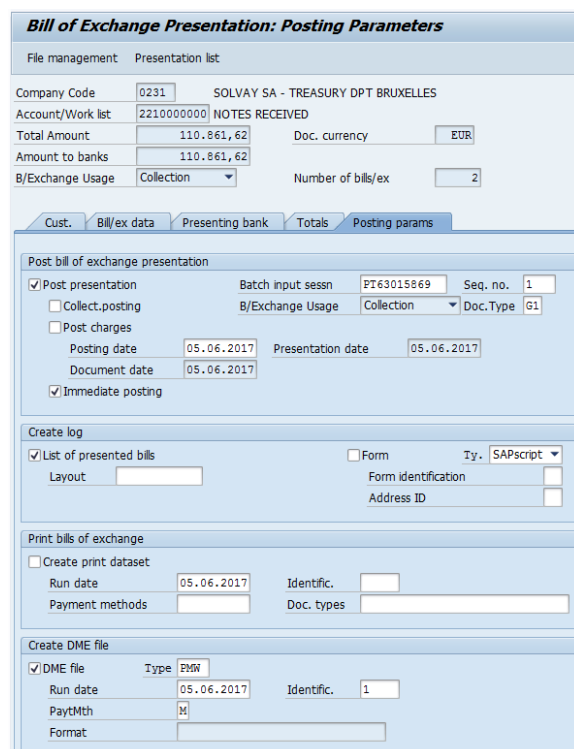
Bill/Exchange Usage: Collection

Hse bank ID: BBVE1

Acct ID: CLEUR

 All selected bills of exchange were assigned to a house bank.



Bill of Exchange Presentation: Posting Parameters

File management Presentation list

Company Code: 0231 SOLVAY SA - TREASURY DPT BRUXELLES

Account/Work list: 2210000000 NOTES RECEIVED

Total Amount: 110.861,62 Doc. currency: EUR

Amount to banks: 110.861,62

B/Exchange Usage: Collection Number of bills/ex: 2

Post bill of exchange presentation

☒ Post presentation Batch input sessn: FI63015869 Seq. no.: 1

☐ Collect.posting B/Exchange Usage: Collection Doc.Type: G1

☐ Post charges

Posting date: 05.06.2017 Presentation date: 05.06.2017

Document date: 05.06.2017

☒ Immediate posting

Create log

☒ List of presented bills

Layout: Form Ty.: SAPscript

Form identification: Address ID:

Print bills of exchange

☐ Create print dataset

Run date: 05.06.2017 Identific.: Payment methods: Doc. types:

Create DME file

☒ DME file Type: PMW

Run date: 05.06.2017 Identific.: 1

PaytMth: M Format:

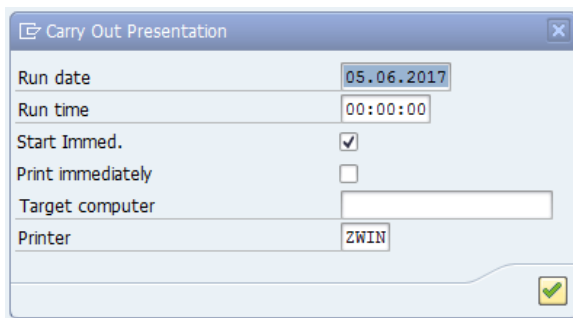
 Warning

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 .



Carry Out Presentation

Run date: 05.06.2017

Run time: 00:00:00

Start Immed.: ☒

Print immediately: ☐

Target computer:

Printer: ZWIN



The following screen appears:



Bill of Exchange Presentation: Posting Parameters

Field	Value
Run date	05.06.2017
Run time	00:00:00
Start Immed.	☒
Print immediately	☐
Target computer	
Printer	ZWIN

Afterwards, search in **Freshdesk** for a ticket with subject DME_ES YYYY_MM_RECIBOS and send an e-mail to bo.ihb@solway.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

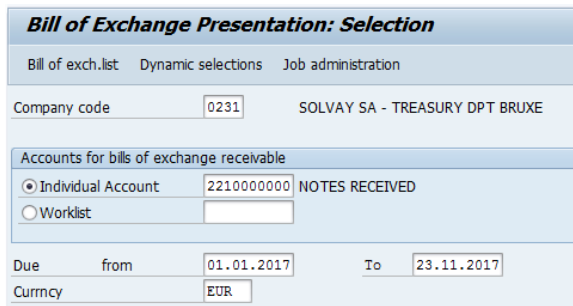
The RIBA procedure can be summarized as follows:

- 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:** 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



Bill of Exchange Presentation: Selection

Bill of exch.list Dynamic selections Job administration

Company code: 0231 SOLVAY SA - TREASURY DPT BRUXE

Accounts for bills of exchange receivable

☒ Individual Account 2210000000 NOTES RECEIVED

☐ Worklist

Due from: 01.01.2017 To: 23.11.2017

Currency: EUR

- **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.

Bill of exchange presentation: Add fields for bill selection

Single Values Only

Dynamic selections

Fiscal Year		to		
Document Number		to		
Reference		to		
Posting Date		to		
Document Date		to		
Posting Period		to		
Amount		to		
Document Type		to		
Business Area		to		
Customer	400000	to	499999	
Payment Method		to		
Special G/L ind.		to		
Assignment		to		
Issue date		to		
Drawer		to		
City of bill of exch. drawer		to		
Planned usage		to		
Drawee		to		
City of b/exch drawee		to		
Bill of exch. accepted		to		
Bill on demand		to		
Region of bill/ex. drawee		to		
Bank Key		to		
Country		to		

Click on the **Bill of exch.list** button:

Bill of Exchange Presentation: Selection

Bill of exch.list **Dynamic selections** Job administration

Company code SOLVAY SA - TREASURY DPT BRUXE

Accounts for bills of exchange **Press this button to get the BoE list.**

☒ Individual Account NOTES RECEIVED

☐ Worklist

Due from To

Currency

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:

Cust.		Bill/ex data	Presenting bank	Totals	Posting params					
M	Status	Doc. no.	Doc. currency	Due date	Issued	Doc. date	PM	DC	DT	
☒		7630000030		6.880,34	20.10.2013	07.10.2013	07.10.2013	B	W	DY
☒		7630000031		5.982,90	20.10.2013	07.10.2013	07.10.2013	B	W	DY
☒		7630000032		3.257,00	21.10.2013	07.10.2013	07.10.2013	B	W	DY

Methods for Bank Allocation

☒ Assign bill/ex. directly to bank

☐ Assign bill/ex. directly and within amount available

☐ Assign within available amnt & acc.to optimum charges

☐ Assign with selection table & within available amt

☐ House Bank allocation based on CUP/CIG

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

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

Click on the  button to validate.



Bank Details

Presentation date: 23.05.2017

Bill/Exchange Usage: Collection

Hse bank ID: BNPI1

Acct ID: CLEUR

The following message appears:

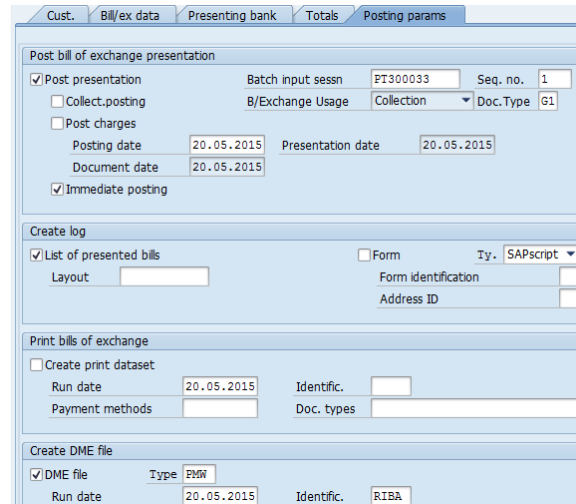
 All selected bills of exchange were assigned to a house bank.

Afterwards, select the **Posting params** tab:

The above screen should be filled as below:

- **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 on.



Posting params

Post bill of exchange presentation

☒ Post presentation Batch input sessn: PT300033 Seq. no.: 1

☐ Collect.posting B/Exchange Usage: Collection Doc.Type: G1

☐ Post charges

Posting date: 20.05.2015 Presentation date: 20.05.2015

Document date: 20.05.2015

☒ Immediate posting

Create log

☒ List of presented bills ☐ Form Ty.: SAPscript

Layout: Form identification: Address ID:

Print bills of exchange

☐ Create print dataset

Run date: 20.05.2015 Identific.: Doc. types:

Payment methods:

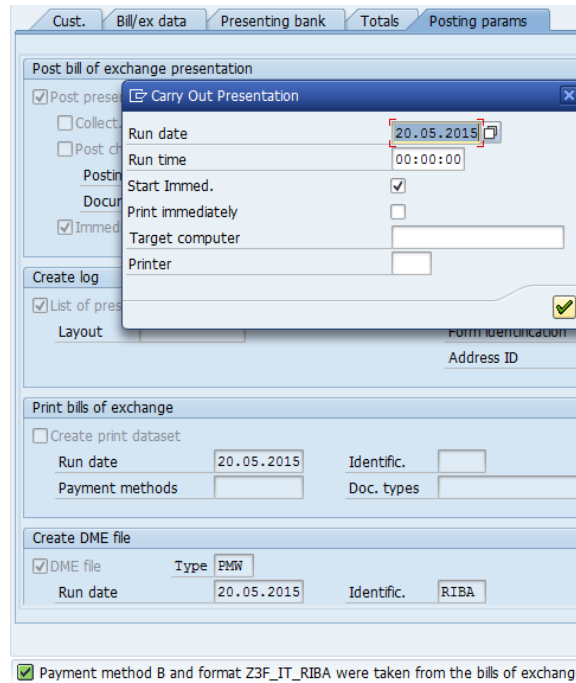
Create DME file

☒ DME file Type: PMW

Run date: 20.05.2015 Identific.: RIBA

The following screen pops-up:

Click on 



Carry Out Presentation

Run date: 20.05.2015 

Run time: 00:00:00

Start Immed. ☒

Print immediately ☐

Target computer:

Printer:



Payment method B and format Z3F_IT_RIBA were taken from the bills of exchange

Bill of Exchange Presentation: Posting Parameters

World Business & Finance (WBF) | Bill of Exchange Presentation

Date: 05.10.2021
Time: 10:15:28

Company Code: 0001

Bank of Issue	Bank Name	Bank Address	City of Issue	Bank Name	Bank Address	City of Issue	Bank Name	Bank Address	City of Issue
BNP11	BNP11	BNP11	BNP11	BNP11	BNP11	BNP11	BNP11	BNP11	BNP11

1 - RESOURCES HAVE BEEN

Post Date: 05.10.2021
Post Time: 10:15:28
Post User: BOB

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 **BNP11**) 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

<

- 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	BNP11	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@solway.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.