# Cash allocation - Poland

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### Scope

EMEA

Poland

### ERP

WP1

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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

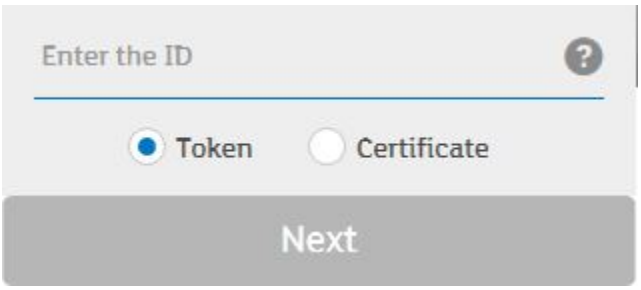
This OP is divided in 3 main steps:

- 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.

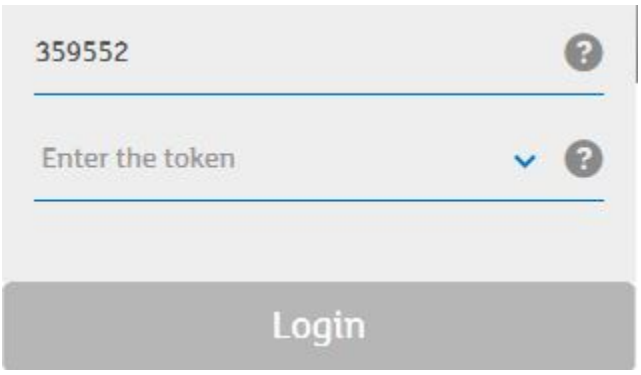
### 4.1 Access the Bank

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




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

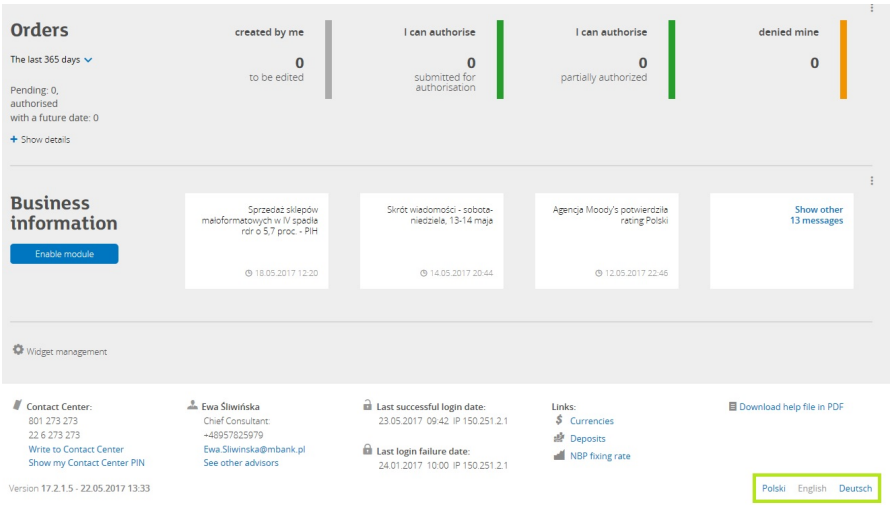
To Generate a **Token number**, press On in the token and insert the **password: 5763**.



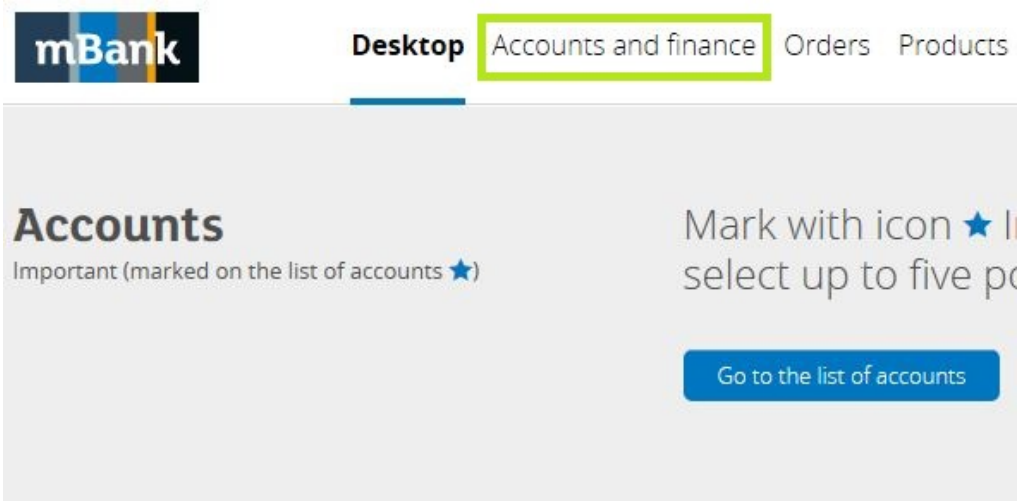

Add the number generated in the token and press ***Login***.

Afterwards select the account:

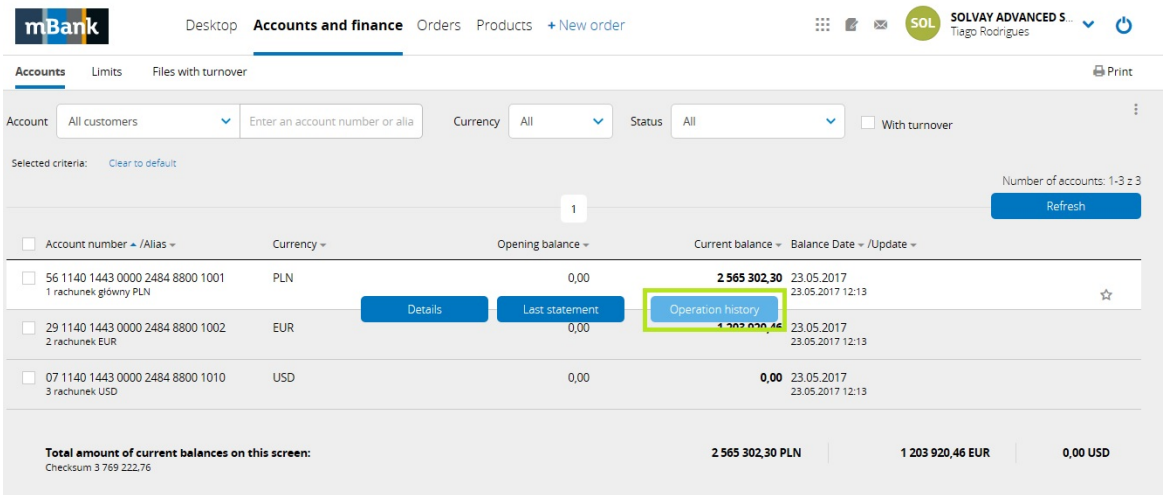
To change the language, scroll down and select your choice:



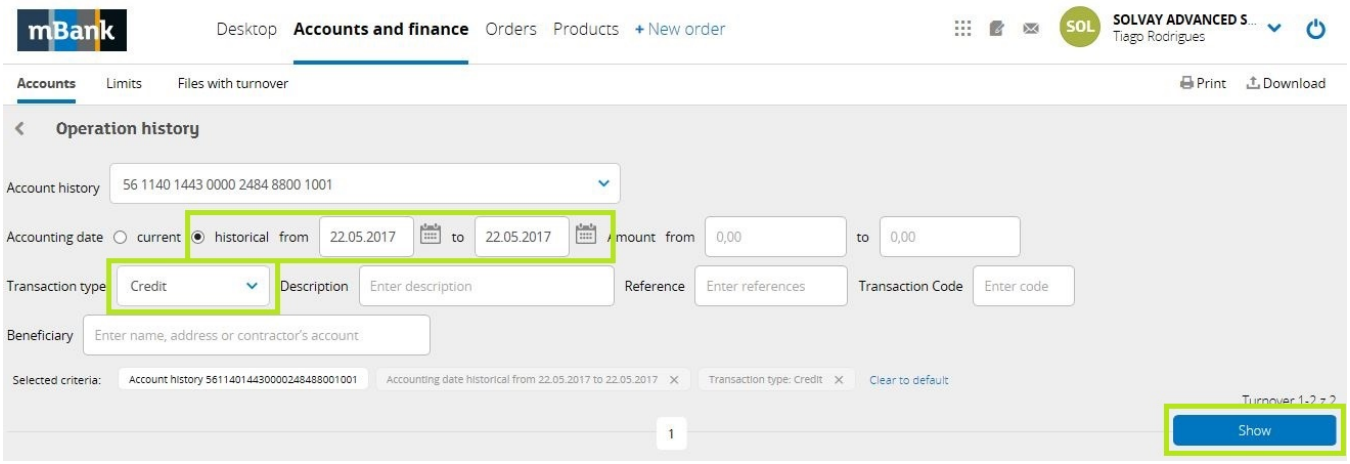

Under the ***Tab Account*** there are 3 accounts (one per currency).



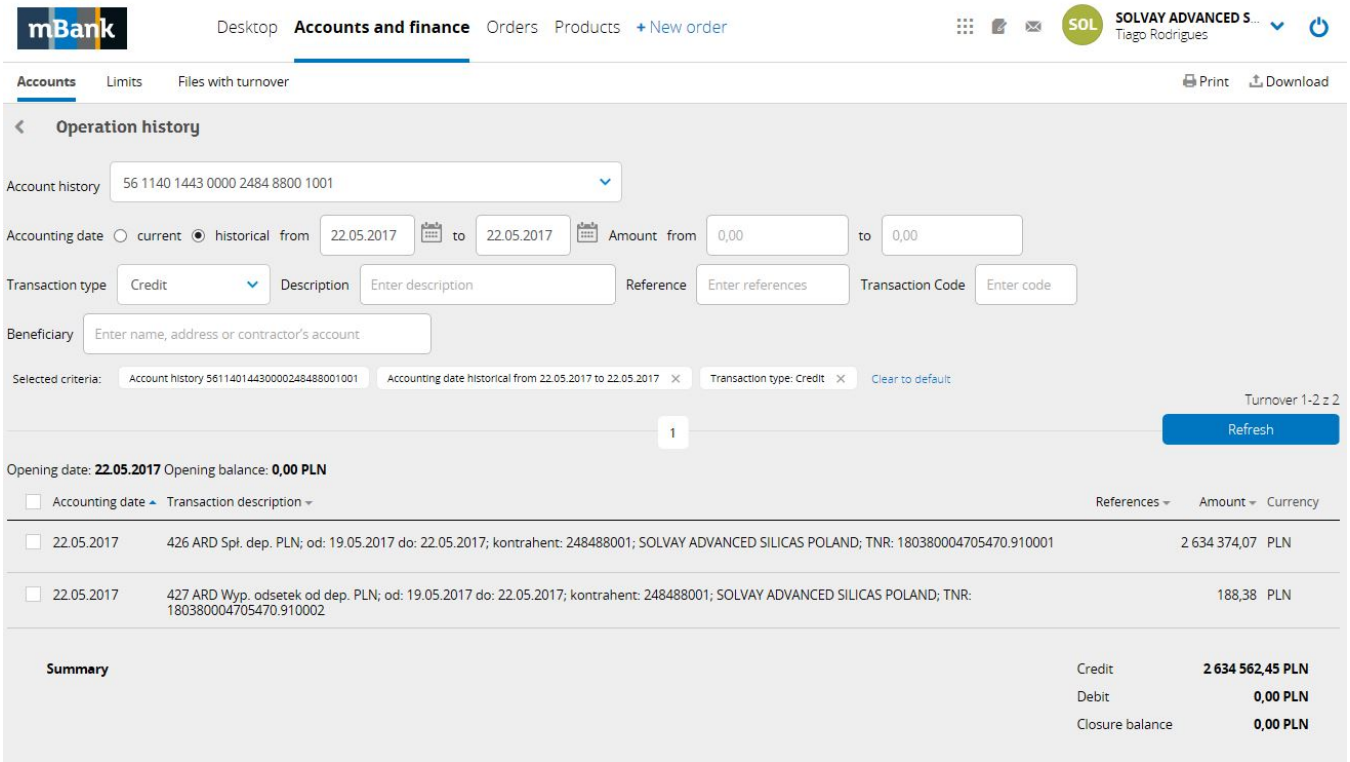

To get the history concerning an account, put the cursor over the account (three tabs will appear) and press ***Operation History*** tab.



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

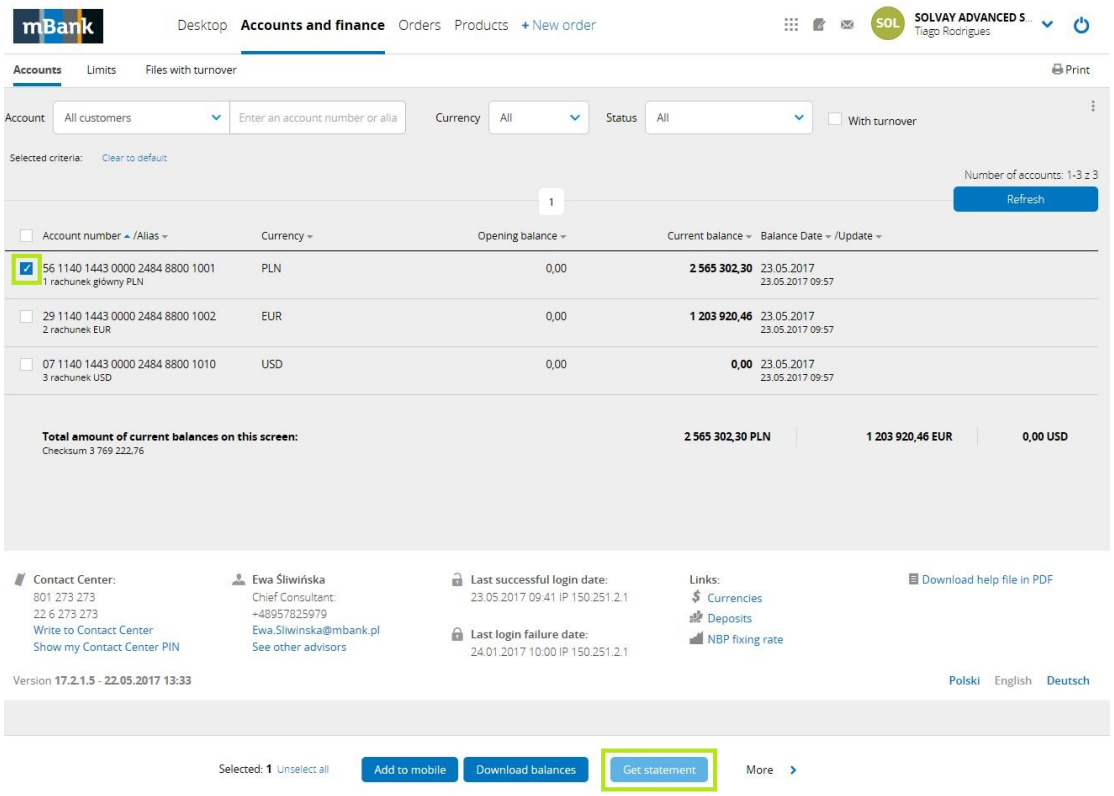



The movements are shown as below:

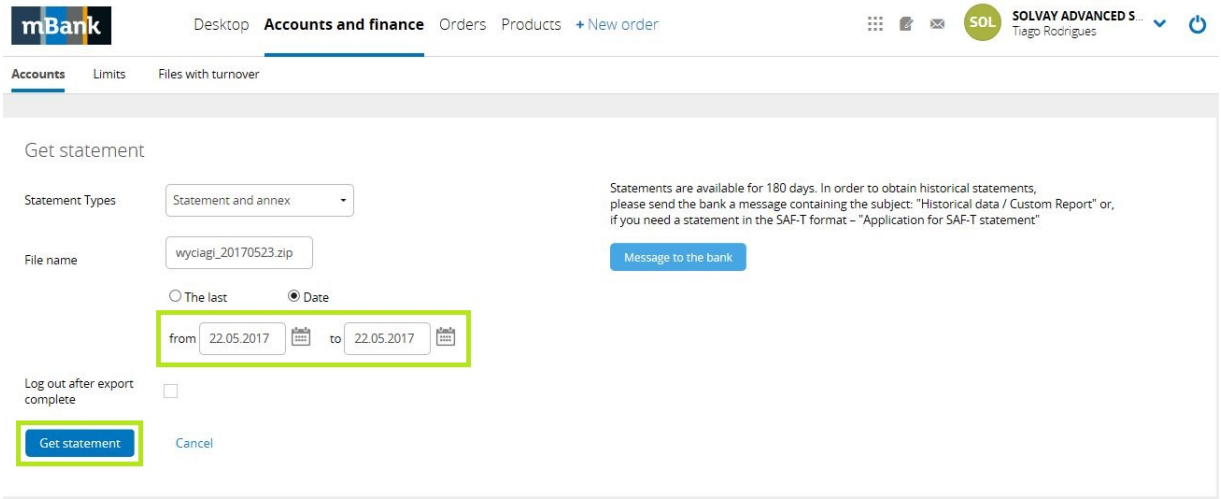



## 4.1.1 Extract the Bank Statement

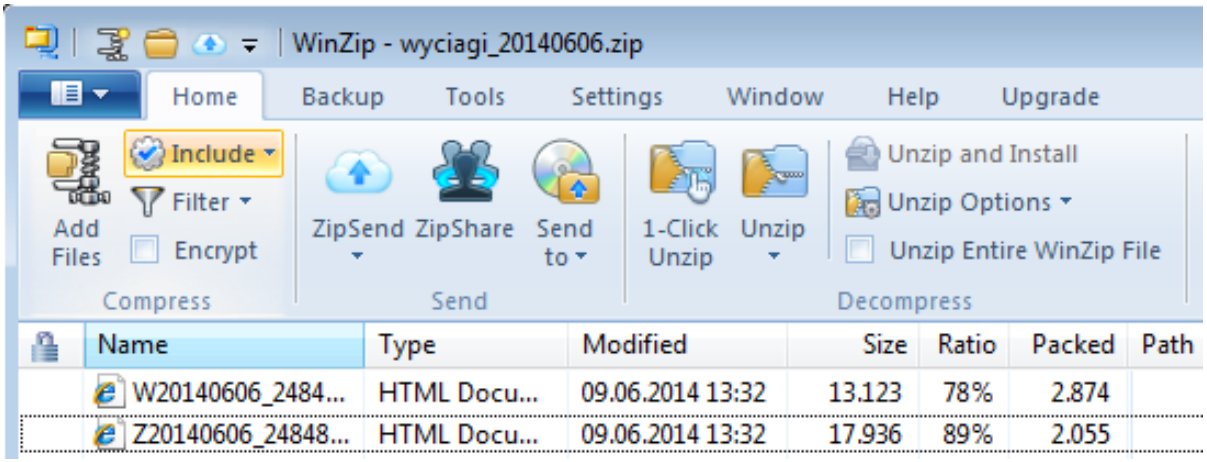
To extract the Bank Statement go back to the accounts screen, select the account and press ***Get statement***




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




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




# 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
Za okres : 06.06.2014 - 06.06.2014
Z rachunku : 84114014430000248480001004
Nazwa rachunku : PLN - RACHUNEK BIEŻĄCY GŁÓWNY-SHARE
: BALANCES
Waluta : PLN
Data naliczenia odsetek CT : 30.06.2014
Data naliczenia odsetek DT : 30.06.2014
Oprocentowanie na dzień : 0,000000 %

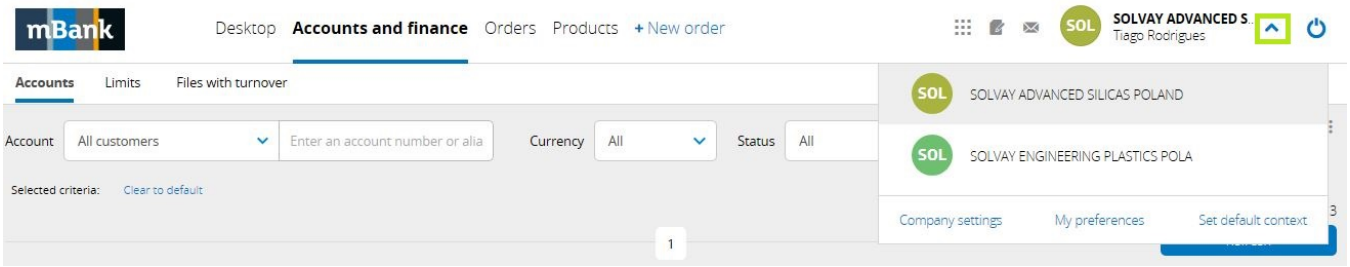
SOLVAY ENGINEERING PLASTICS POLAND
SP. Z O.O.
UL.WALCZAKA 25
66-400 GORZÓW WLKP.

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: 169590004801819.790001 | 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

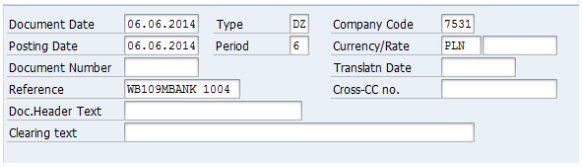
There is a slight difference between the postings in PLN currency and EUR/USD. Both types are described in the following topics.

**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.**

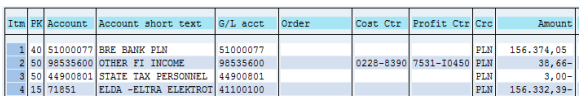



- **Document date and posting date:** Statement date
- **Doc. Type:** DZ
- **Company code:** 7531 / 6268
- **Currency:** PLN
- **Reference and text:** WBxxMBANK 1001 for 6268 and WBxxMBANK 1004 for 7531 always same format only statement number is difference (in this case 109), the number 1001/1004 identifies 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**

**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)

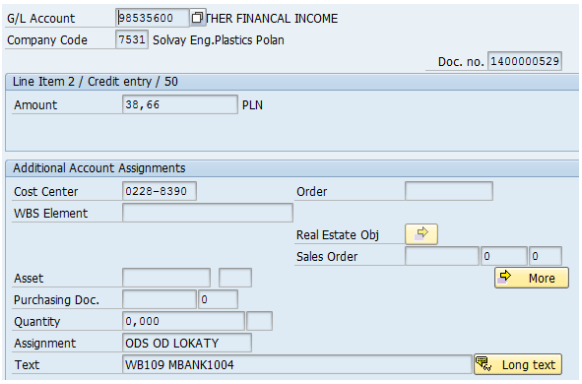


| Itm | PK | Account | Account short text | G/L acct | Order | Cost Ctr | Profit Ctr | Crc | Amount |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 40 | 51000077 | BRE BANK PLN | 51000077 | | | | PLN | 156.374,05 |
| 2 | 50 | 98535600 | OTHER FI INCOME | 98535600 | | 0228-8390 | 7531-I0450 | PLN | 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)



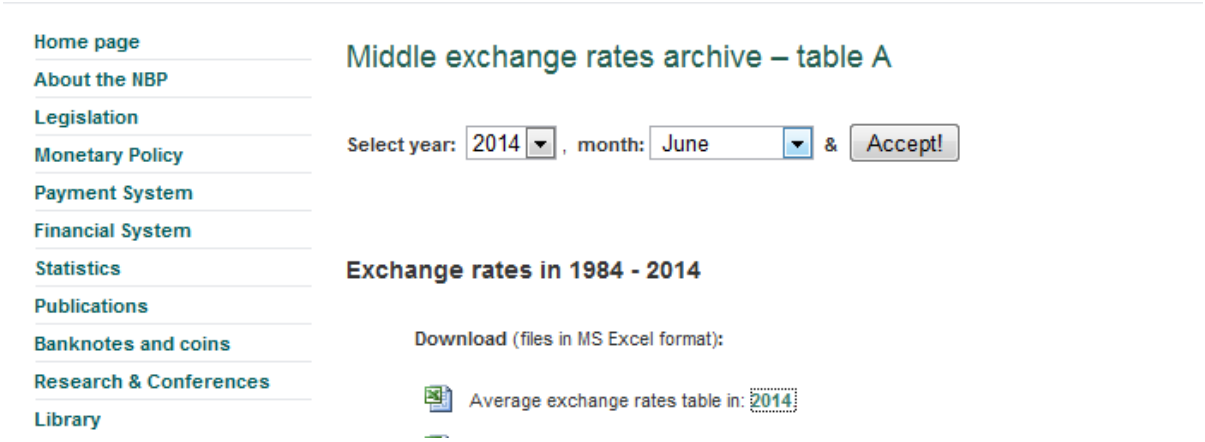

## 4.2.2 Posting Bank Statements in WP1 - EUR/USD

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

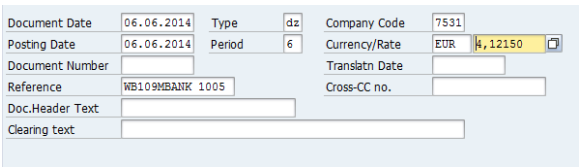
The rate to use is the previous working day before the statement date (e.g. for bank statement 06.06.2014 use rate 05.06.2014).




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**:



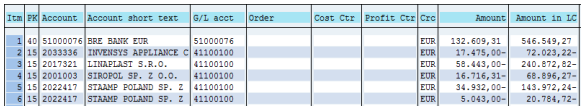

**Document date and posting date:** Stat ement date
**Doc. Type:** DZ
**Company code:** 7531
**Currency:** EUR/USD **Rate:** NPB rate of previous working day
**Reference and text:** For 6268/EUR WBxxMBANK 1002 and 6268/USD WBxxMBANK 1010; For 7531 /EUR WBxxMBANK 1005 and for 7531 /USD WBxxMBANK 1007; always same format only statement number is

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

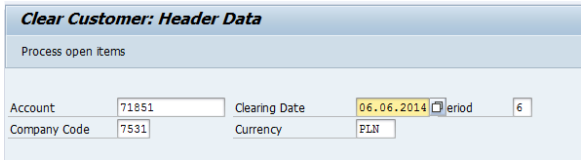


| Itm | PK | Account | Account short text | G/L acct | Order | Cost Ctr | Profit Ctr | Crc | Amount | Amount in LC |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 40 | 51000076 | BRE BANK EUR | 51000076 | | | | EUR | 132.609,31 | 546.549,27 |
| 2 | 15 | 2033336 | INVENSYS APPLIANCE C | 41100100 | | | | EUR | 17.475,00- | 72.023,22- |
| 3 | 15 | 2017321 | LINAPLAST S.R.O. | 41100100 | | | | EUR | 58.443,00- | 240.872,82- |
| 4 | 15 | 2001003 | SIROPOL SP. Z O.O. | 41100100 | | | | EUR | 16.716,31- | 68.896,27- |
| 5 | 15 | 2022417 | STAAMP POLAND SP. Z | 41100100 | | | | EUR | 34.932,00- | 143.972,24- |
| 6 | 15 | 2022417 | STAAMP 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:**

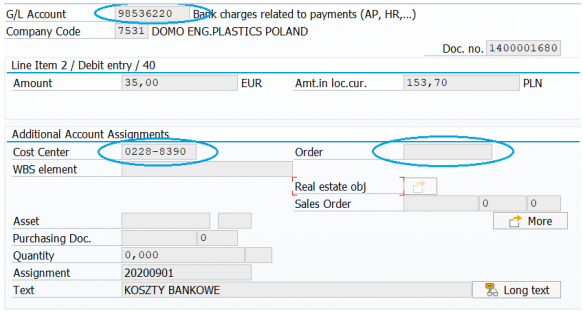



**Account:** Customer account number
**Clearing date:** Always date of the payment
**Company Code:** 7531
**Currency:** Same as the payment
Process open items to select the invoice and payment to clear (save).

### 4.3.1 Banking fees

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

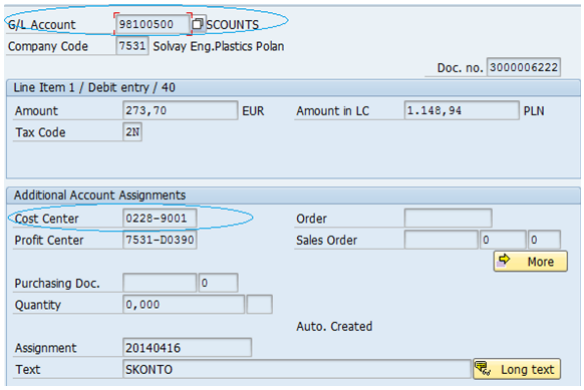
While in F-32, press back to manually insert the GL account and Posting key:




**GL account:** 98536220
**Pst key:** 40
**Order:** Must be deleted
**Cost Center:** 0228-8390
**Text:** KOSZTY BANKOWE
**Amount:** of banking fees

### 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

For information about postings for 6268 contact maija.dambina@solvay.com or tomasz.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 |

770: bank transfer income ( without government as above)

| | | | | |
|---|---|---|---|---|
| 770 | 02.05.2014 02.05.2014 | **782,98** | PLN | 770 Przelew krajowy; z rach.: 85103015080000000500156244; od: ORANGE POLSKA SPOLKA AKCYJNA UL. AL. JEROZOLIMSKIE 160 02-326 WARSZAWA; tyt.: 050/FE/2014; data stempla: 02.05.2014; TNR: 169241068538599.460001 |

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 SPOLKA Z OGRANICZONA ODPOWIEDZIALNOSCIA UL.KONSTYTUCJI 3 MAJA 10 PL WADOWICE; tyt.: 94055875 Zaplata 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: |

592: SEPA

| | | | | |
|---|---|---|---|---|
| 592 | 02.01.2014 02.01.2014 | **11 400,00** | EUR | 592 Przelew SEPA; z rach.: GB87CITI18500812500396; 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. przel.: 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 |

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 |

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 |

Example of a Tax with code 770 <u>not to be posted:</u>

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | 0000104322 20140603; data stempla: 04.06.2014; TNR: 169571068664613.610001 | |
| | 770 | 06.06.2014<br>06.06.2014 | **3,00** | PLN | 770 Przelew Urząd Skarbowy; z rach.: 351010170400595922230000000; od: LUBUSKI URZĄD SKARBOWY W ZIELONEJ GÓRZE DR. PIENIĘŻNEGO 24 ZIELONA G ÓRA 65-054; tyt.: 5992816924 ZWROT NADPŁATY Z PODATKU PIT ZA 3/2013; TNR: 169591068638232.030001 | - |
| | 770 | 06.06.2014 | **156 332,39** | PLN | 770 Przelew krajowy; z rach.: 431840000722133570081011 19; od: FLDA-FLTRA | - |