

Apply cash - Singapore - WP1 (none WARP)

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2. Objective and Scope

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

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

- Solvay Specialty Chemicals Asia Pacific Pte Ltd. (6062)

3. Definitions

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

4. Process Flows

4.1 AR Clearance – Incoming Payment (None WARP)

Scope



Singapore

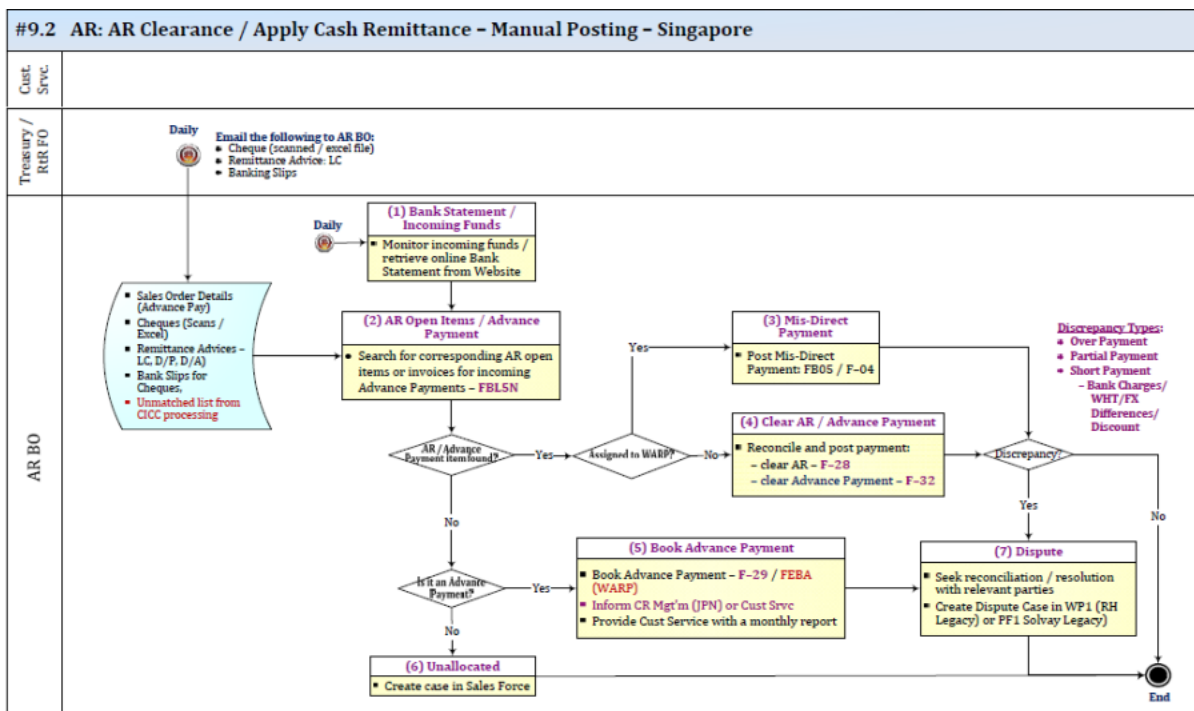
ERP



References

Attachments

Process Flow version 1.50 (shown in the process)



4.1.1 Download Bank Statement – Refer to LOP SBS-P-XXXX-00X

Step: Retrieve Bank Statement by Internet banking.

Bank reference	Customer reference	TRN type	Value date (dd/mm/yyyy)	Credit amount
S052195PLR2RL3C LONZA MICROBIAL CONTROL ASIA 995440199544035	50652960178701	S-IP+	23/10/2015	54,692.00

1. Go to website by each bank account

- HSBC

Website: https://www2.secure.hsbcnet.com/uims/portal/IDV_CAM10_AUTHENTICATION

2. Retrieve bank statement on Daily Basis

- Monitoring incoming payment
- In Excel File we arrange the transaction use the text starting RT001/10/USDHSBC.... RT "numbering/Month/currency and bank"

4.12 AR Clearing

Step: After retrieving Bank Statement on daily basis

St	Ref. Key 1	Assignment	DocumentNo	Typ	Doc. Date	S	Net due dt	DD	Amount in DC	Curr.
		0099544018	99544018	RV	07.08.2015		05.11.2015		27,360.00	USD
		0099544038	99544038	RV	11.08.2015		09.11.2015		27,360.00	USD
		0099544292	99544292	RV	25.08.2015		23.11.2015		27,360.00	USD
		0099544354	99544354	RV	28.08.2015		26.11.2015		18,080.00	USD
		0099544549	99544549	RV	11.09.2015		10.12.2015		27,360.00	USD
		0099544649	99544649	RV	15.09.2015		17.12.2015		27,360.00	USD
		0099544688	99544688	RV	02.09.2015		21.12.2015		20,160.00	USD
		0099544866	99544866	RV	29.09.2015		28.12.2015		64,470.00	USD
		0099544875	99544875	RV	29.09.2015		28.12.2015		28,000.00	USD
		0099545084	99545084	RV	14.10.2015		12.01.2016		28,800.00	USD
		0099545159	99545159	RV	20.10.2015		18.01.2016		27,100.00	USD
									323,410.00	USD
** Account: 2030872									323,410.00	USD

1. Check corresponding AR in RCS by entering transaction FBL5N to display customer open items

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

Fill in all the details required

- Document date – Payment Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- Bank Data
 - Account -G/L account No. of incoming bank

Post Incoming Payments: Header Data

Process open items Click after put all info.

Document Date: 23.10.2015 Type: DZ Company Code: 6062
 Posting Date: 23.10.2015 Period: 10 Currency/Rate: USD
 Document Number: Reference: RT034/10/USDHSBC
 Doc. Header Text: LONZA MICROBIAL CONTROL
 Clearing text: LONZA MICROBIAL CONTROL
 Bank data: Account: 50050398 Amount: 54,692.00 Value Date: 23.10.2015 Text: LONZA MICROBIAL CONTROL
 Business Area: Amount in LC: LC bank charges: Profit Center: Assignment: RT034/10/USDHSBC
 Open item selection: Account: Account Type: D Special G/L ind: Standard OIs: Prmt advice no.: Distribute by age Automatic search
 Additional selections: None Amount Document Number Posting Date Dunning Area Others

Document Date: Bank Statement Date
 Currency Rate: Receiving exchange Rate
 Company Code: 4 Digits which is representative of Company

Reference: RT _month USDHSBC
 Doc. Header Text: Customer Name
 Clearing Text: Customer Name

Account: G/L Bank account representative receiving Bank
 Amount: Incoming amount
 Value Date: Statement Date
 Text: Customer Name

Account: Customer Code representative customer name in our system

- USD 50050398 EUR 50050396
- Amount - payment amount in Local / foreign currency
- Amount in L/C – payment amount in local currency (if any)
- Bank Charge – amount charged (if any)
- Value Date – similar as posting date and document date
- Text- similar to clearing text
- Open Item selection
 - Account – customer code
 - Account Type – D (for customer incoming transaction)

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

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

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

6. To process "Bank charge" or

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

** Bank Charge – GL 98300702
Please specify cost center to bank charge GL by cost center should belong to GBU's invoice.

- Checking GBU's cost center , go to original document of invoice >look at Sales Organization and Division then check cost center against GBU as table below.
- Appendix : File cost center Korea Bank Charge

Distribution Channel		Cost Centre for bank charges
06	Oil & Performance ch	6062-5181
07	Metal Working	6062-5171
09	Agrochemicals	6062-5161
10	Emulsion/Polymeris.	6062-5151
15	Oral care	6062-5141
16	Personal care	6062-5141
17	Home Care	6062-5141
7F	AromPer/Fragrances	6062-5521
7G	AromPer/Food&Flavors	6062-5521
7H	AromPer/Agrochemical	6062-5522
7I	AromPer/Electronic	6062-5521
7J	AromPer/Pharmaceutic	6062-5522
7K	AromPer/Monomers	6062-5521
7L	AromPer/Anti-oxyd.	6062-5521
7M	AromPer/Photo	6062-5521
7N	AromPer/Others	6062-5522
7X	AromPer/Tolling Asia	6062-5522
80	Cross Comp. Novecare	Depend on original market
83	Aroma Perf.Cross Co.	Depend on original market
TB	Trade non-Rhodia	Depend on original market
YL	NA - Price Transfer	6062-8020
ZZ	Functions	Depend on original market

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

Document 1400000257 was posted in company code 6062

4.1.3 AR-Advance payment (Domestic and Overseas)

Step:

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

1. Enter transaction F-29 to post incoming advance payment

Fill in all the details required

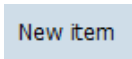
- Document date – Payment Receiving Date
- Type – DZ
- Fill in Company code, Period, Currency /Rate, Reference, Doc. Header text, Clearing text
- Customer
 - Account – customer code
 - Special G/L Ind – Put "A (Down payment)"
- Bank Data
 - Account -G /L account of incoming bank
 - Amount-payment amount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

Post Customer Down Payment: Header Data

Document Date: 23.10.2015 | Type: DZ | Company Code: 6062
 Posting Date: 23.10.2015 | Period: 10 | Currency/Rate: 095
 Reference: RT034/10/USDHSBC | Close-CC no.:
 Doc-Header Text: LG CHEM LTD | Trading Part,BA:
 Customer: 55010 | Special G/L ind: A
 Bank: 5050390 | Business Area:
 Amount: 54,492.00 | LC amount:
 Bank charges: | LC bank charges:
 Value Date: 23.10.2015 | Profit Center:
 Text: LG CHEM LTD | Signment:

Callouts:
 - Document Date: Bank Statement Date
 - Currency/Rate: Receiving exchange Rate
 - Company Code: 4 Digits which is representative of Company
 - Reference: Customer Name
 - Doc. Header Text: Customer Name
 - Account: Customer Code representative customer name in our system
 - Special G/L Ind.: A
 - Account G/L Bank account representative receiving Bank
 - Amount: Incoming amount
 - Value Date: Statement Date
 - Text: Customer Name

2. Click "New Item"



Fill in all the details required

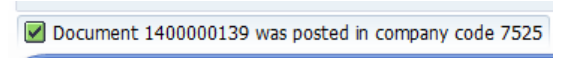
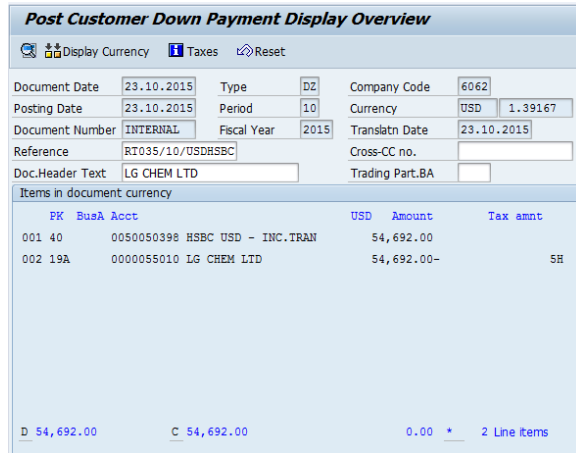
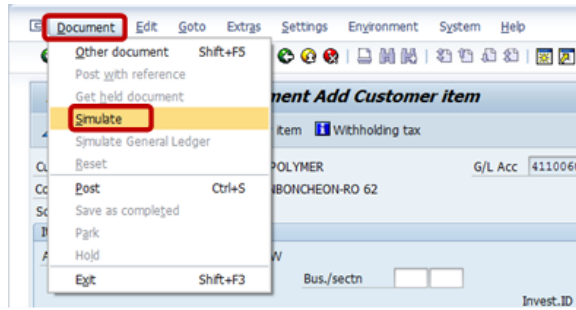
- Amount – Payment Receiving Amount
- Text - similar to clearing text

Post Customer Down Payment Add Customer item

Customer: 55010 | LG CHEM LTD | G/L Acc: 41100600
 Company Code: 6062 | 128 YEOU-DAERO,
 Solvay Specialty Chemical | SEOUL
 Item 2 / Down prmt received / 19 A
 Amount: 60000 | USD | Amount in LC: | SGD
 Tax Amount: | LC tax: |
 Tax code: B0 | Calculate tax: |
 Due on: 29.07.2015 | Invest.ID: |
 Pmt Block: | Pmt Method: | USD
 Discount %: | Disc. Amount: | Real estate: |
 Purch.Doc: | Profit Ctr: | Flow Type: |
 Contract: |
 Assignment: RT034/10/USDHSBC
 Text: LG CHEM LTD | Long Texts

Callouts:
 - Amount: Receiving amount
 - Tax Code: SH
 - Due on: same as received date
 - Assignment: RT__month_USDHSBC
 - Text: Customer Name

3. Click Document Simulate



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

4.2 AR Misdirect Posting (In Case of invoices assigned to WARP)

Step: Retrieve Bank Statement by Internet banking.

Go to website by each bank account

1- HSBC

Website: https://www2.secure.hsbcnet.com/uims/portal/IDV_CAM10_AUTHENTICATION

2. Check corresponding AR in RCS by entering transaction FBL5N to display customer open items

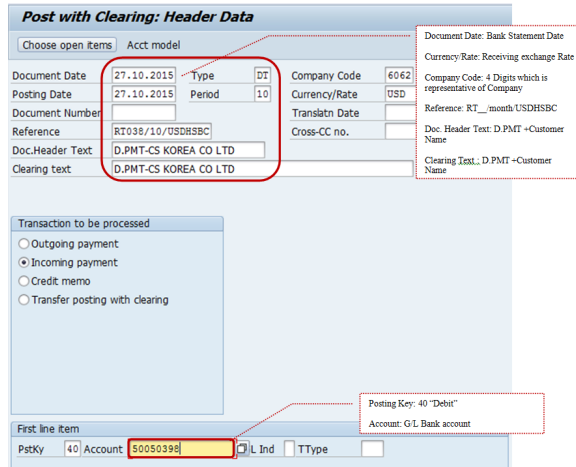
3. Use transaction FB05 to post misdirect payment in Local system.

Fill in all the details required

- Document date – Payment Receiving Date
- Type – DT
- Fill in Company code, Period, Currency/Rate, Reference, Doc. Header text, Clearing text
- Bank Data
 - Account -G/L account
No. of incoming bank

USD 50050398
EUR 50050396
 - Click choose Item selection

805271950RRTMTC CS KOREA 190323	C345480CP192715	S-P-	27/10/2015	8,582.00
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- Amount - payment amount in Local / foreign currency

- Amount in L/C – payment amount in local currency (if any)
- Value Date – similar as posting date and document date
- Assignment: RT__/_month /USDHSBC
- Text- D.PMT+Customer Name


In The Next Line Item Topic

- Pstky – 50 Account 51100860 (Misdirect Warp)

- Amount - payment amount in Local / foreign currency
- Value Date – similar as posting date and document date
- Assignment: Customer Code
- Text- D.PMT+Customer Name

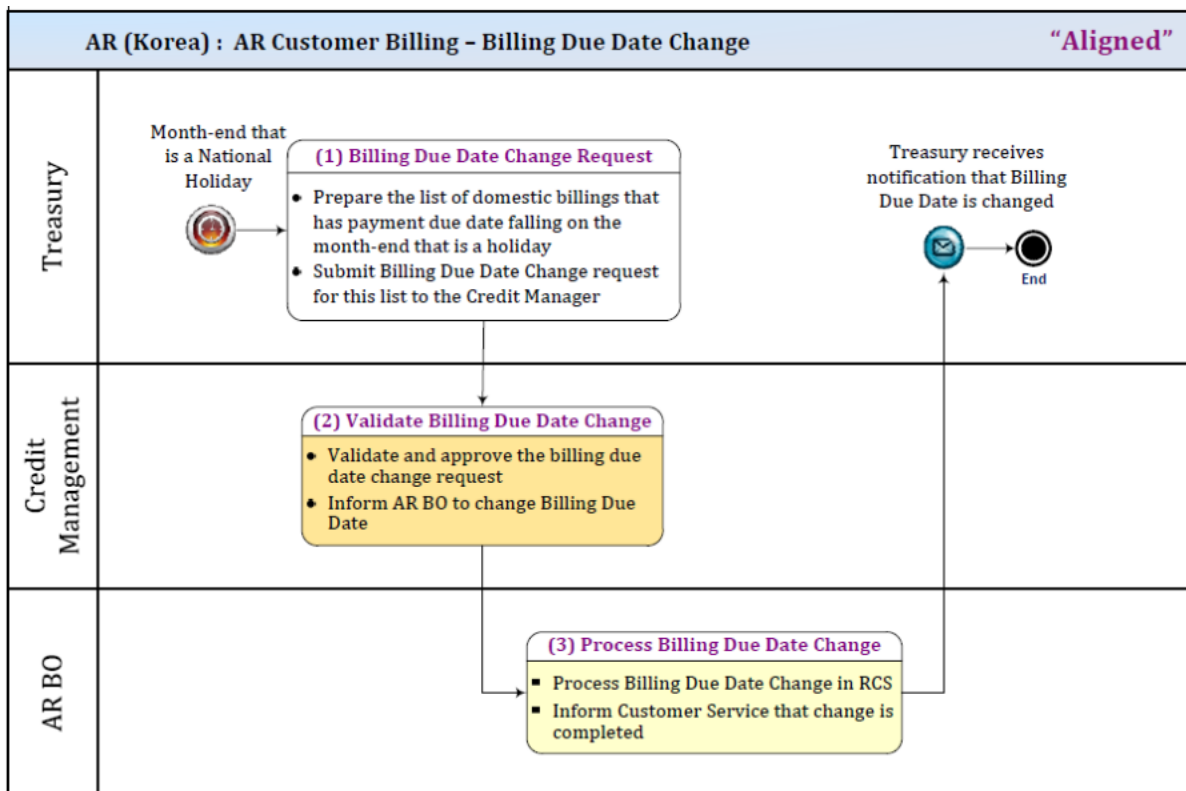
- Click Long Texts - D.PMT + Customer Code / 6062+Invoice Number.

4. Click Document Simulate

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

Post with Clearing Display Overview						
Document Date	27.10.2015	Type	DT	Company Code	6062	
Posting Date	27.10.2015	Period	10	Currency	USD	1.39427
Document Number	INTERNAL	Fiscal Year	2015	Translatn Date	27.10.2015	
Reference	RI038/10/USDHSBC			Cross-CC no.		
Doc.Header Text	D.PMT-CS KOREA CO LTD			Trading Part.BA		
Items in document currency						
PK	BusA	Acct		USD	Amount	Tax amnt
001	40	0050050398	HSBC USD - INC.TRAN		9,580.00	
002	50	0051100860	WARP-MISDIRECTED PA		9,580.00-	
D				9,580.00		
C				9,580.00		
				0.00	*	2 Line Items

4.3 AR Billing change due date



Applicable to domestic customers' billing whose payment are due on month-end, and that particular month-end is a national/ bank holiday

Step:

Treasury team prepare the list of domestic billings that has due date on month-end as a national holiday, and submit request to Credit Management to verify and approve.

After Credit Management team approves, send the list to AR BO to change due date in RCS

1. Use Z3F_FA_CHGE_DOCS_ERP for changing due date (In Case Invoice assigned to warp)

For AR part , We change only customer's invoice.

- Click on Change Customer Documents

Change document fields

Choose partner type

Change vendor documents
 Change customer documents

Common selection

Customer:
 Company Code:
 Document Number:
 Fiscal Year:
 Factoring contract number:
 Purchasing Document:
 Invoice number:
 Baseline Payment Dte:
 Amount: to

Choose field to change

Payment method
 Due Date/Calculated paym. date
 Cancel assignment to WARP
 Dunning block

Document Number: Invoice Number that you want to Change due Date
 Company Code: Legal Entity of invoice belong to


Change document(s) field(s)

Get new data for all lines Update document(s) field(s)

Entity	Doc. No.	Item	Plant	Item	Orig. Due Date	Due Date(Field)	Baseline Date	QIS	QIS 1	QIS 2			
000237130	FLOOR (0006 KONG) LIMITED		HK	009544764	0962	2015	1	07.11.2015		07.11.2015	0	0.000	0

2. Change the date as per Credit Management's advice

Fill in all required details:

- Due Date – New date
- Click "save" 

Due Date has been changed