

Apply cash - Korea - WP1

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2. Objective and Scope

This operational procedure (OP) demonstrates processes and procedures to execute Accounts Receivable activities for Korea 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 Chemicals Korea Co., Ltd (7525)
Solvay Silica Korea Co., Ltd (6746)

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
- CSR: Customer Assistant Representative

4. Process Flows

4.1 AR Clearance – Incoming Payment (Domestic)

Scope



APAC

Korea

ERP



WP1

References

Attachments

Process Flow version1.50 (shown in the process)

- | AR (Korea) : AR Clearance – Incoming Payment (Domestic) | | “Aligned” | |
|---|---|---|---|
| | Payment Method | Payment Received | For Advance Payment |
| Customer Service | <p>CA advise AR on Payment Arrangement:</p> <ul style="list-style-type: none"> • Advance Payment (100% payment) • Purchasing Loan Payment (Discount AR without recourse with Customers' Bank) | <p>Applicable to regular AR items, Advance Payment, Purchasing Loan Payment (P-Loan)</p> <ul style="list-style-type: none"> • Customers who pay in advance make up 5 ~ 10 % of transactions • P-Factoring Arrangement ~ 90% distributors (~10) & 10% customers (~2) | |
| Treasury | | <p>(8) Sales Order</p> <ul style="list-style-type: none"> • Receive notification on receipt of Advance Payment • Create Sales Order & advise AR on SO details | <p>(9) Billing</p> <ul style="list-style-type: none"> • Ship Goods (PGI) |
| Rth FO Support | | <p>Treasury discount AR (P-Loan) with Customer Bank & email bank slip to AR BO team</p> <p>Month-end or Quarter-end</p> | |
| AR BO | <p>(1) Payment Arrangement Advice</p> <ul style="list-style-type: none"> • Receive Payment Arrangement Advice from Customer Service | <p>Electronic Bank Slip</p> <p>Daily</p> <p>(2) P-Loan Bank Slip</p> <ul style="list-style-type: none"> • Receive AR Discount (P-Loan) transaction Bank Slip (electronic copy) from Treasury <p>(3) Bank Statement</p> <ul style="list-style-type: none"> • Retrieve Bank Statement – Internet Banking <p>(4) Match AR Items in RCS</p> <ul style="list-style-type: none"> • Check Corresponding AR in RCS – FBL5N <p>(7) Process Advance Payment</p> <ul style="list-style-type: none"> • Post Advance Payment in RCS – F-29 • Advise CA on Advance Payment Received <p>Advance Payment</p> <p>Billing (AR item) or Advance Payment?</p> <p>AR Item</p> <p>(5) Clear AR</p> <ul style="list-style-type: none"> • Clear related AR open item using F-28 • Post related bank charges and AR Discount charges <p>(6) Filing</p> <ul style="list-style-type: none"> • File / Archive related documents Such as bank slip for P-Loan, accounting voucher <p>End</p> <p>SO Details</p> <p>(10) Clear AR – Advance Payment</p> <ul style="list-style-type: none"> • Clear related AR open item using F- 32 | |

- Post Incoming Payments: Header Data**

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

Process open Items **Click after put all info.**

Document Date: 30.01.2015 Type: D2 Company Code: 7525
 Posting Date: 30.01.2015 Period: 1 Currency/Rate: XRM
 Document Number: Transaction Date: Cross-Cr. no.:
 Reference: Trading Part. BA Reference: Customer Name
 Doc. Header Text: Customer Name
 Clearing text:
 Bank data:
 Account: 90050186 Business Area:
 Amount: 15312 Amount in LC:
 Bank charges: LC Bank charges
 Value Date: 30.01.2015 Profit Center:
 Text: ECO PLASTIC CORPORATION Assignment:
 Account: G/L Bank account representative receiving Bank
 Amount: Incoming amount
 Value Date: Statement Date
 Text: Customer Name

Open Item selection
 Account: 02714
 Account Type: D Other accounts
 Special G/L ind.:
 Print advice no.:
☐ Distribute by age
☐ Automatic search
☐ Invoice Summary

Additional selections
☐ None
☐ Amount
☐ Document Number
☐ Posting Date
☐ Dunning Area
☐ Others

Account: Customer Code representative of customer name in our system

Post Incoming Payments Process open Items

☐ Distribute Discounts
 ☐ Charge off entry
 ☐ Editing options
 ☐ Cash Disc. Due
 ☐ Create Dispute Case

Account Items 2214 (RECEIVABLES) COMPANY 1000

	Document	Date	Amount	Currency	Other
44071640	RV 01.09.12	29	16,311.00		
44071641	RV 01.09.12	29	16,311.00		
44071642	RV 29.09.12	29	16,311.00		
44071643	RV 01.10.12	01	16,311.00		
44071644	RV 01.10.12	01	16,311.00		
44071645	RV 01.10.12	01	16,311.00		
44071646	RV 01.10.12	01	16,311.00		
44071647	RV 01.10.12	01	16,311.00		
44071648	RV 01.10.12	01	16,311.00		
44071649	RV 01.10.12	01	16,311.00		
44071650	RV 01.10.12	01	16,311.00		
44071651	RV 01.10.12	01	16,311.00		
44071652	RV 01.10.12	01	16,311.00		
44071653	RV 01.10.12	01	16,311.00		
44071654	RV 01.10.12	01	16,311.00		
44071655	RV 01.10.12	01	16,311.00		
44071656	RV 01.10.12	01	16,311.00		
44071657	RV 01.10.12	01	16,311.00		
44071658	RV 01.10.12	01	16,311.00		
44071659	RV 01.10.12	01	16,311.00		
44071660	RV 01.10.12	01	16,311.00		
44071661	RV 01.10.12	01	16,311.00		
44071662	RV 01.10.12	01	16,311.00		
44071663	RV 01.10.12	01	16,311.00		
44071664	RV 01.10.12	01	16,311.00		
44071665	RV 01.10.12	01	16,311.00		
44071666	RV 01.10.12	01	16,311.00		
44071667	RV 01.10.12	01	16,311.00		
44071668	RV 01.10.12	01	16,311.00		
44071669	RV 01.10.12	01	16,311.00		
44071670	RV 01.10.12	01	16,311.00		
44071671	RV 01.10.12	01	16,311.00		
44071672	RV 01.10.12	01	16,311.00		
44071673	RV 01.10.12	01	16,311.00		
44071674	RV 01.10.12	01	16,311.00		
44071675	RV 01.10.12	01	16,311.00		
44071676	RV 01.10.12	01	16,311.00		
44071677	RV 01.10.12	01	16,311.00		
44071678	RV 01.10.12	01	16,311.00		
44071679	RV 01.10.12	01	16,311.00		
44071680	RV 01.10.12	01	16,311.00		
44071681	RV 01.10.12	01	16,311.00		
44071682	RV 01.10.12	01	16,311.00		
44071683	RV 01.10.12	01	16,311.00		
44071684	RV 01.10.12	01	16,311.00		
44071685	RV 01.10.12	01	16,311.00		
44071686	RV 01.10.12	01	16,311.00		
44071687	RV 01.10.12	01	16,311.00		
44071688	RV 01.10.12	01	16,311.00		
44071689	RV 01.10.12	01	16,311.00		
44071690	RV 01.10.12	01	16,311.00		
44071691	RV 01.10.12	01	16,311.00		
44071692	RV				

Post Incoming Payments Process open items

☐ Distribute Difference
 ☐ Charge off only
 ☐ Editing options
 ☐ Cash Desc. Desc.
 ☐ Create Date Desc.

Account Name 83714 EOL PLASTIC CORPORATION

Document...	Docum...	Ref. Doc...	MRP Grp	Doc. Discoun	Collec.
94471640	97.09.02.01	28	1	11,312.00	
94471645	97.05.02.01	28	1	11,312.00	
94471642	97.20.02.01	28	1	11,312.00	
94481760	97.10.12.01	65	1	11,312.00	
94481761	97.10.12.02	65	1	11,312.00	
94481762	97.10.12.03	65	1	11,312.00	
94481763	97.10.12.04	65	1	11,312.00	
94481899	97.04.11.01	90	1	14,953.00	
94481900	97.11.11.01	90	1	14,953.00	
94481961	97.02.11.01	90	1	14,953.00	
94481992	97.24.11.01	90	1	14,953.00	
94481993	97.01.11.01	90	1	6,702.00	
94481997	97.11.12.01	121	1	24,285.00	
94483139	97.04.12.01	121	1	14,953.00	
94483139	97.11.12.01	121	1	14,953.00	

Select Items and Save
 **If there is a discrepancy, enter GL to post part discrepancy.
 Bank Charge: 98300702
 Bank Discount Interest: 98546200
 Withholding Tax:

Should be "Zero-0"
 If there is discrepancy, would assign GL account to post the expense

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

[illegible]

Please specify cost center to bank charge GL by cost center should belong to GBU's invoice.

Post Incoming Payments Add G/L account item

Choose open items Process open items More data Acct model

G/L Account: 98300702 FC BANK CHARGES
Company Code: 6746 Solway Silca Korea Co.

Item 2 / Debit entry / 40

Amount: 9.64 USD Amount in LC: KRW
Tax code: ☐ Calculate tax ☒ W/o cash Disct

Business Place: Order:
Cost Center: **6746-8008** VBS Element:
Real Estate Obj: Sales Order: More

Asset: Quantity:
Purchasing Doc.: Asset retirement: ☐ Long Texts:

Assignment: Text: **BANK CHARGE**

Next Line Item: ☐ Account: SGL Ind: New co.code:

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

GBU	COST CENTER
EP	7525-4301
AA	7525-4221
PO	7525-4351
OMC SALICYCLICS & FINE ORGANICS	7525-4331
OMC DIPHENOLS	7525-4332
OMC RES	7525-4335
OMC 3RD party JRS	7525-4336
OMC 3RD SPS	7525-4337
OMC RES AP	7525-4341
OMC AXENS - JAEUN	7525-4342
NOVECAR BUSINESS	7525-4334
FAC COATIS	7525-4344
NOVECAR CS	7525-4345
SERVICE FEE (INTERCOM)	7525-5800
R&D (INTERCOM)	7525-6826
ROYALTY (INTERCOM)	7525-6834

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

 Document 1400001633 was posted in company code 7525

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)

Post Customer Down Payment: Header Data

New item Requests Click after put all info.

Document Date: 15.01.2015 Type: DZ Company Code: 7525
Posting Date: 15.01.2015 Period: 01 Currency/Rate: 999
Document Number: Transaction Date:
Reference: CHRG-CC no.:
Doc. Header Text: Tax Report Date:
Trading Part: BA

Customer: Special G/L Ind: ☒ A

Account: Special G/L Ind.: A

Bank: Business Area:
Account: 50050166 LC amount:
Amount: 10000000 LC Bank charges:
Bank charges: Profit Center:
Value Date: 15.01.2015 ☐ Assignment:
Text: **DAJUNG POLYMER**

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

- Value Date – similar as posting date and document date
- Text- similar to clearing text

2. Click "New Item" **New item**

Fill in all the details requir

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

3. Click Document Simulate

PK	BusA Acct	Amount	Tax amnt
001 40	0050050186 SHINHAN - INC TR KR	10,000,000	
002 19A	0000082690 DAJUNG POLYMER	10,000,000-	

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

5. Advise CSR about advance payment received to create Sales Order and give feedback to AR on S/O details. (advise CSR depend on customer name)

e.g. JMD CHEMICALS (2023057) mail to ji-sun.kim@solway.com
 KIIC (2019591) mail to ji-eun.jung@solway.com

Document 140000139 was posted in company code 7525

4.1.4 Clear AR Advance payment

Step: After Billing has been issued for advance incoming payment

1. Use transaction F-32 to clear advance payment received posting with related AR open item.

Fill in all the details required

- Account – Customer code
- Clearing date – Payment Receiving Date
- Fill in Company code, Period, Currency/Rate,
- Open item Selection
 - Special G/L Ind – Put "A (Down payment)"

2. Click "Process open item"

Process open items

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

4. Click Document Simulate

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

4.1.5 AR – Purchasing Loan Payment (P-Loan)

Step: After receiving P-Loan Bank Slip (Electronic copy) from Treasury

P-Loan details as Sample below.

[주식입금(할인)신청] 처리결과			
판매기업약정번호		제휴코드	
승인일자		승인번호	20150615200004
최소결제일			
기본수수료(할인)	1,508,186 원	입금회차	1 회
수수료방식	대출이자방식		
지급보증수수료	0 원	지급보증기간	0 일
수수료합계	1,508,186 원	할인일수	60 일
입금신청금액	200,000,000 원	입금신청일	2015-06-15
차입입금(실입금액)	198,491,814 원	등록후 미입금액	0 원
거래상태	정상		

Then we can match from receiving Bank and customer name who pay by P-Loan as Table below.

CUSTOMER CODE	CUSTOMER NAME	BANK	DATE
76163	KECC	CITI	20TH
82049	DAESUNG ELECTRONIC	HANA	15TH

82211	SHINKI CO., LTD.	HANA	LAST DAY
82666	OBANG CO., LTD.	HANA	LAST DAY
82004	KORYO TRADING	IBK	LAST DAY
82026	BUROK	IBK	LAST DAY
82689	CHUN-WOO CO., LTD.	IBK	LAST DAY
82690	DAJUNG POLYMER	IBK	DAY 1
82191	SAMJUNG POLYMER CO., LTD.	KOOKMIN	DAY 1
82156	OP POLYMER CO., LTD	SHINHAN	LAST DAY
2007008	SAMHAN POLYSIA	SHINHAN	10TH
2012726	DONG-A BESTECH CO., LTD.	SHINHAN	LAST DAY
2027345	DONGSUNG HIGHCHEM CO., LTD	SHINHAN	LAST DAY

- After we checked the details from P-Loan , we will check the open items by FBL5N
- If there are open item to process clearing AR item by F-28

Check corresponding AR in RCS by entering transaction FBL5N (if No open item)

- If there are no open item process by post advance payment F-29 / F-21

1. Use transaction F-28 to post P-Loan payment received with related AR open item

- Reference is P (P-Loan)

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

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

4. If they show remaining amount. (check with bank slip for other financial amount)

** GL Interest or Discount, To process with GL "OTH FI CHARGE" 98546200. Fill PstKY 40 Debit , then Enter G/L account 98546200.

Text: Put calculation method/ Customer Name / Bank Charges Amount (Original amount * interest rate * Number of Day Discount before net due Date/365)

5. To process Bank Charge

First line item

PstKy 40 Account 98300702 L Ind TType

Posting Key: 40 "Debit"
Account: 98300702 Bank Charge

Doc Type: 100 (Customer payment) Manual document

Doc. Number: 140000000 Company Code: 7020 Fiscal Year: 2014
Doc. Date: 31.07.2014 Posting Date: 31.07.2014 Period: 10

Calculate Tax: ☐
Ref. Doc.: ☐

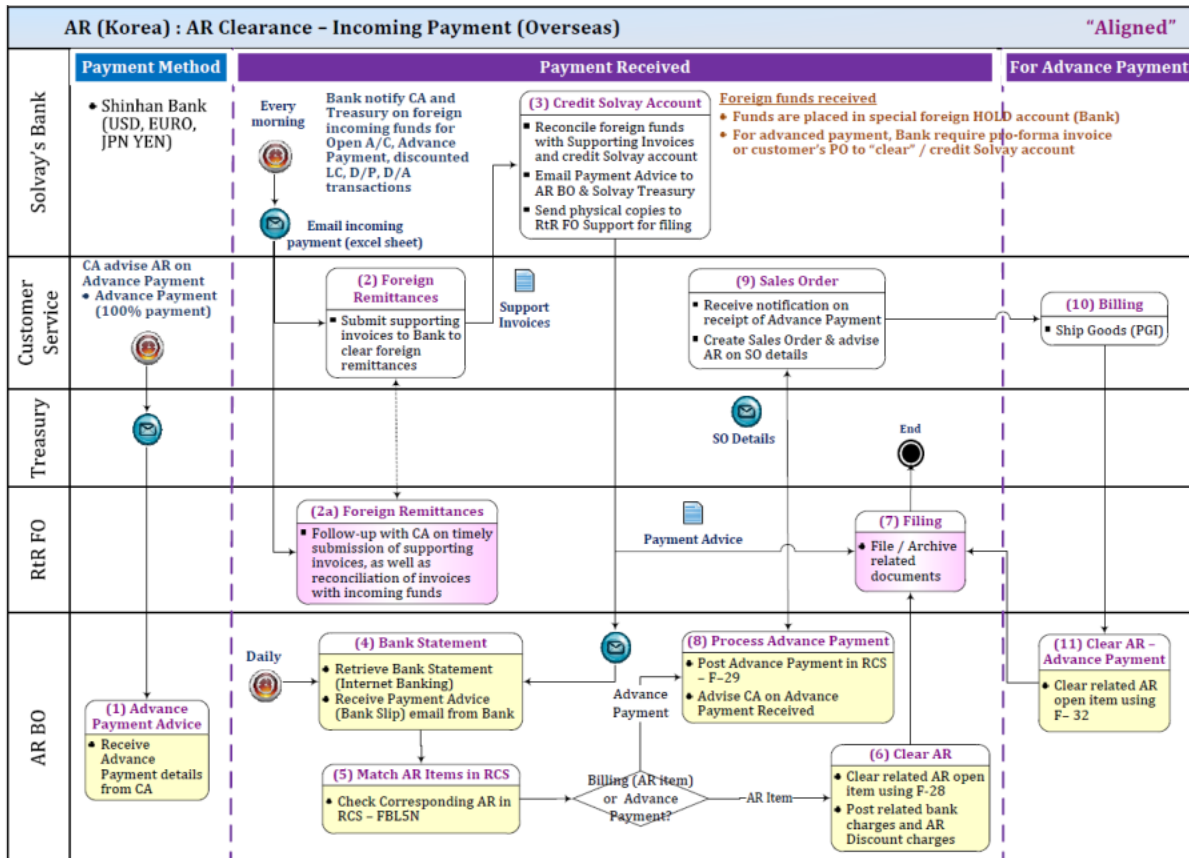
Doc. Currency: JPY

Doc	Item	Account	Amount	Debit	Credit	Amount	Debit	Credit	Amount	Debit	Credit
1	40	98300702	1,000.00			1,000.00			1,000.00		
2	40	98300702	1,000.00			1,000.00			1,000.00		
3	40	98300702	1,000.00			1,000.00			1,000.00		
4	40	98300702	1,000.00			1,000.00			1,000.00		

6. Click Simulate

7. Click "Save" will get document number.

4.2 AR Clearance – Incoming Payment (Overseas)



4.2.1 AR - Clearing (Overseas)

Step:

After receiving Bank advice from Treasury and check against statement on daily basis

Check corresponding AR in RCS by entering transaction FBL5N

Customer Line Item Display

Customer: 1009
Company Code: 7020
Base: 800700 / JPNBANK LTD
City: 700000

Item	Assignment	Document	Type	Doc. Date	Net Date	Net Due	Net	Net. In	Net. Out	Net. Bal	Amount	In	Out	Balance	Dr/L	Document	Ref
1	0000474877	00474877	00	22.08.2014	31.07.2014		73,047,284	JPY		44	41100100			41100100		4002181741	
2	0000474880	00474880	00	06.08.2014	31.07.2014		6,260,000	JPY		44	41100100			41100100		4002181742	
3	0000474887	00474887	00	03.08.2014	31.07.2014		144,094,512	JPY		44	41100100			41100100		4002181726	
4	0000474892	00474892	00	03.08.2014	31.07.2014		31,071,512	JPY		44	41100100			41100100		4002181727	
5	0000474894	00474894	00	03.08.2014	31.07.2014		67,777,768	JPY		44	41100100			41100100		4002181728	
6	0000474901	00474901	00	03.08.2014	31.07.2014		3,192,964,208	JPY		44	41100100			41100100		4002181729	
7	0000474902	00474902	00	12.08.2014	31.07.2014		72,716,388	JPY		44	41100100			41100100		4002181730	
8	0000474903	00474903	00	12.08.2014	31.07.2014		26,460,968	JPY		44	41100100			41100100		4002181731	
9	0000474904	00474904	00	10.08.2014	31.07.2014		39,732,260	JPY		44	41100100			41100100		4002181732	
10	0000474905	00474905	00	12.08.2014	31.07.2014		63,490,198	JPY		44	41100100			41100100		4002181733	
11	0000474906	00474906	00	10.08.2014	31.07.2014		37,380,588	JPY		44	41100100			41100100		4002181734	
12	0000474907	00474907	00	14.08.2014	31.07.2014		26,621,058	JPY		44	41100100			41100100		4002181735	
13	0000474908	00474908	00	26.08.2014	31.07.2014		36,480,488	JPY		44	41100100			41100100		4002181736	
14	0000474909	00474909	00	18.08.2014	31.07.2014		26,460,968	JPY		44	41100100			41100100		4002181737	
15	0000474910	00474910	00	26.08.2014	31.07.2014		34,320,000	JPY		44	41100100			41100100		4002181738	
16	0000474911	00474911	00	22.08.2014	31.07.2014		70,240,968	JPY		44	41100100			41100100		4002181739	
17	0000474912	00474912	00	24.08.2014	31.07.2014		12,467,900	JPY		44	41100100			41100100		4002181740	
18	0000474913	00474913	00	24.08.2014	31.07.2014		30,454,320	JPY		44	41100100			41100100		4002181741	
19	0000474914	00474914	00	26.08.2014	31.07.2014		64,341,212	JPY		44	41100100			41100100		4002181742	
20	0000474915	00474915	00	26.08.2014	31.07.2014		37,380,588	JPY		44	41100100			41100100		4002181743	
21	0000474916	00474916	00	25.08.2014	31.07.2014		67,436,240	JPY		44	41100100			41100100		4002181744	

8. Use transaction F-28 to clear related AR 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

- 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 incoming transaction)

Post Incoming Payments: Header Data

Process open items Click after put all info.

Document Date: 15.09.2014 Type: 02 Company Code: 7525
 Posting Date: 15.09.2014 Period: 9 Currency/Rate: JPY
 Document Number: Transaction Date: 15.09.2014
 Reference: SOLVAY JAPAN LTD. Cross-CC no.: Trading Part.BA
 Doc.Header Text: SOLVAY JAPAN LTD. Reference: Customer Name
 Doc. Header Text: Customer Name
 Clearing text: SOLVAY JAPAN LTD.
 Bank data: Account: 50050229 Business Area: Account: G/L Bank account representative receiving Bank
 Amount: 7239500 Amount in LC: Value Date: Statement Date
 Bank charges: LC bank charges: Text: Customer Name
 Value Date: 15.09.2014 Profit Center: Assignment:
 Text: SOLVAY JAPAN LTD.
 Open item selection: Account: 1066 Additional selections: Account: Customer
 Account Type: D Other accounts: None
 Special G/L ind: Standard GLs: Amount
 Print advice no.: Posting Date
 Distribute by age: Dunning Area
 Automatic search: Others

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

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

Post Incoming Payments Process open items

Distribute Difference Change off. off. Editing options Cash Disc. Disc. Create Dispute Case

Standard Partial Print Res. Items Withholding tax

Account Items 1066 SOLVAY JAPAN LTD.

Document...	D. Docum...	P. Bu...	Da...	JPY Gross	Debitaccount	CDP...
94474177	RF 02.09.2.01	44	1,210,000			
94474183	RF 02.09.2.01	44	4,343,200			
94474187	RF 03.09.2.01	44	14,480,000			
94474192	RF 03.09.2.01	44	9,112,000			
94474202	RF 03.09.2.01	44	8,700,000			
94474204	RF 03.09.2.01	44	13,775,320			
94474205	RF 10.09.2.01	44	7,340,000			
94474222	RF 11.09.2.01	44	3,420,000			
94474224	RF 11.09.2.01	44	21,720,000			
94474228	RF 10.09.2.01	44	9,302,700			
94474330	RF 12.09.2.01	44	4,350,000			
94474335	RF 12.09.2.01	44	8,700,000			
94474378	RF 14.09.2.01	44	3,420,000			

Processing Status: Number of items: 73 Amount entered: 7,239,500
 Display from item: 1 Assigned: 7,240,000
 Reason code: Difference postings: Not assigned: 500
 Display in clearing currency: Net assigned: 500

Select items and Save
 **If there is a discrepancy, enter GL to post discrepancy.
 Bank Charge: 98300702
 Bank Discount/Interest: 98546200
 Withholding Tax.

Should be "Zero=0"
 If there is discrepancy, would assign G/L account to post the expense

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

12. To process "Bank charge" or

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

** Bank Charge – GL 98300702 ,Cost center need to check GBU of invoice

Post Incoming Payments Display Overview

Process open items Choose open items Display Currency Acct model Taxes

Document Date: 15.09.2014 Type: 02 Company Code: 7525
 Posting Date: 15.09.2014 Period: 9 Currency: JPY 11.17186
 Document Number: JSTER002 Fiscal Year: 2014 Transaction Date: 15.09.2014
 Reference: SOLVAY JAPAN LTD. Cross-CC no.: Trading Part.BA
 Doc.Header Text: SOLVAY JAPAN LTD.
 Items in document currency:

JK	Bank Acct	JPY	Amount	Tax amt
001 40	0505050229 88108	ISCD TRAB 2P	7,239,500	

D 7,239,500 C 0 7,239,500 1 Line Items

Other line item: PstKY: 40 Account: 98300702 C/L Ind: TType: New co.code:

There's discrepancy about bank charge
 Posting Key: 40 "Debit"
 Account: 98300702 Bank Charge

13. Fill in "cost center" number and "Text"

Post Incoming Payments Add G/L account item

Choose open items Process open items More data Acct model

G/L Account: 98300702 FC BANK CHARGES
 Company Code: 6746 Solvay Silca Korea Co.

Item 2 / Debit entry / 40
 Amount: 9.64 USD Amount in LC: KRW
 Tax code: Calvert's tax
 Business Place: Order:
 Cost Center: 6746-6000
 WBS Element: Real Estate Obj:
 Asset: Sales Order:
 Purchasing Doc.: Quantity:
 Assignment: Asst retirement:
 Text: BANK CHARGE Long Texts

Next Line Item: PstKY: Account: SGL Ind: New co.code:

Cost Center: upon Legal entity

14. Click "Document Simulate".

Post Incoming Payments Display Overview

Display Currency Taxes Reset

Document Date 15.09.2014 Type DZ Company Code 7525
Posting Date 15.09.2014 Period 9 Currency JPY 11.17186
Document Number INTERNAL Fiscal Year 2014 Translatn Date 15.09.2014
Reference Cross-CC no.
Doc.Header Text SOLVAY JAPAN LTD. Trading Part.BA

Items in document currency

PK	BusA	Acct	SHINH	INCO	TRAN	JP	JPY	Amount	Tax amnt
001	40	0050050229	SHINH	INCO	TRAN	JP		7,239,500	
002	40	0098300702	FC	BANK	CHARGES			500	
003	15	0000001069	SOLVAY	JAPAN	LTD			7,240,000-	
004	50	0098622004	GAIN	ON	X	REALI		0	

D 7,240,000 C 7,240,000 0 * 4 Line items

Other line item
PstKy count SGL Ind TType New co.code

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

 Document 1400001633 was posted in company code 7525

4.2.2 AR - Advance payment (Domestic and Overseas)

Step:

After receiving Bank advice from Treasury and check against statement on daily basis

1. Check corresponding AR in RCS by entering transaction FBL5N (No open item)

Advise CSR about advance payment received to create Sales Order and give feedback to AR on S/O details

2. Use transaction F-29 to post advance payment

Fill in all the details requird

- 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 Indicator – 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

New Item Requests Click after put all info.

Document Date 15.01.2015 Type DZ Company Code 7525
Posting Date 15.01.2015 Period 4 Currency/Rate 1050
Document Number Reference Translatn Date
Doc.Header Text DAJUNG POLYMER Cross-CC no.
Trading Part.BA Tax Report Date

Customer
Account 22492 Special G/L Ind A
Altern.comp.cde

Bank
Account 10095184 Business Area
Amount 23000 LC amount
Bank charges LC bank charges
Value Date 15.01.2015 Profit Center
Text DAJUNG POLYMER Payment

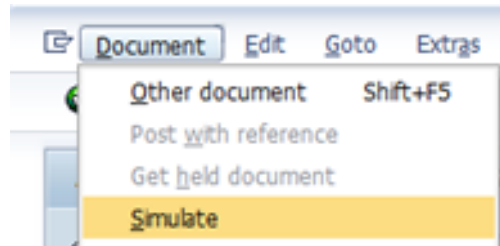
Document Date: Bank Statement Date
Currency Rate: Receiving exchange Rate
Company Code: 4 Digits which is representative of Company
Reference: Customer Name
Doc. Header Text: Customer Name
Account: Customer Code representative customer name in our system
Special G/L Ind.: A
Account: G/L Bank account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

3. Click "New Item" 

Fill in all the details required

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

4. Click Document Simulate



PK	BusA	Acct	USD	Amount	Tax amnt
001	40	0050050186 SHINHAN - INC TR KR		25,000.00	
002	19A	0000082690 DAJUNG POLYMER		25,000.00-	

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

Document 1400000140 was posted in company code 7525

4.2.3 Clear AR Advance payment

Step:

After Billing has been issued for advance incoming payment

1. Use transaction F-32 to clear advance payment received posting with related AR open item.

Fill in all the details required

- Account – Customer code
- Clearing date – Payment Receiving Date
- Fill in Company code, Period, Currency/Rate,
- Open item Selection
 - Special G/L Ind – Put "A (Down payment)"

Account: Customer Code representative
Customer name in our system
Clearing Date: Bank Statement Date
Period: Accounting Month
Company Code: 4 Digits which is representative of Company
Currency Rate: Receiving exchange Rate
Special G/L: "A"

2. Click "Process open item"

Process open items

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

Clear Customer Process open items

Distribute Difference Charge off diff. Editing options Cash Disc. Due Create Dispute Case

Standard Partial Print Fail Items Withholding tax

Account Name 2007455 NEW LEAF (H.K.) LIMITED

Assignment Document: D.P.-Posting ... Docum... USD Gross Cash/Discount CDP#

0094788	3441683	87 01 04 07 2 04 07 2	10,050.00	
345003183	25 10 04 06 2 25 06 2		10,050.00	

Processing Status

Number of items 2 Amount entered 0.00

Display from item 1 Assigned 0.00

Reason code Difference postings

Display in clearing currency Not assigned 0.00

Select items and Save
**If there is a discrepancy, enter GL to post discrepancy.
Bank Charge: 98300702
Bank Discount Interest: 98546200
Withholding Tax:

Should be "Zero=0"
If there is discrepancy, would assign G/L account to post the expense

4. Click Document Simulate

5. Click  "Save" for post [Get the document number

Clear Customer Display Overview

Taxes Reset

Document Date 17.09.2014 Type AB Company Code 7525

Posting Date 17.09.2014 Period 9 Currency USD 1,020.51

Document Number INTERNAL Fiscal Year 2014 Translatn Date 17.09.2014

Reference Cross-CC no.

Doc.Header Text Trading Part.BA

Items in document currency

PK	BusA	Acct		USD	Amount	Tax amnt
001	17	0002007455	NEW LEAF (H.K.) LIM		10,050.00-	
002	09A	0002007455	NEW LEAF (H.K.) LIM		10,050.00	
003	50	0098622004	GAIN ON X REALI		0.00	
004	40	0098622000	LOSS ON X REALI		0.00	

D 10,050.00 C 10,050.00 0.00 * 4 Line Items

Other line item

PstKey count SGL Ind TType New co.code

4.2.4 AR – L/C Negotiation

Step

After receiving information from Treasury

- Use transaction F-28 to clear open items

Fill in all the details required

- Document date – Payment Receiving Date
- Type – DZ
- Doc. Header Type – Depend on GBU.
- Bank Data
 - Account -G/L account No. of incoming bank
 - Amount- payment amount in foreign currency
 - Amount in L/C – payment amount in foreign currency
 - Bank Charge – amount charged (if any)
 - Value Date – similar as posting date and document date
 - Text- LC NEGO – Ref No.
- Open Item selection
 - Account – customer code
 - Account Type – D (for incoming transaction)
- Click "Process Open items" after filling in all the details.

Post Incoming Payments: Header Data

Process open items Click after put all info.

Document Date 28.10.2014 Type 02 Company Code 7525

Posting Date 28.10.2014 Period 10 Currency/Rate USD

Document Number Translatn Date

Reference Cross-CC no.

Doc.Header Text Trading Part.BA

Clearing text

Bank data

Account 50940 Business Area

Amount 59940 Amount in LC

Bank charges LC bank charges

Value Date 28.10.2014 Profit Center

Text LC NEGO-820032063870 Assignment

Open Item selection

Account Other accounts

Account Type D

Special G/L ind Standard Gls

Print 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: Customer Name
Doc. Header Text: Customer Name

Account: G/L Bank account representative receiving Bank
Value Date: Statement Date
Text LC NEGO-Bank Reference Number

Account: Customer Code representative customer name in our system
Or Choose Document Number

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

Fill in the details required

- Company Code
- Account Type
- Invoice number

Press "Enter"

Post Incoming Payments Enter selection criteria

Other selection Other account Process open items

Parameters entered

Company Code 7525

Account

Account Type D

Special G/L Ind. ☒ Standard Ols

Document Number: 94480392

Document Number: Put invoice number that needs to clear

Post Incoming Payments Process open items

Distribute Difference Charge off diff. Editing options Cash Disc. Due Create Dispute Case

Standard Partial Post Real items Withholding tax

Account Item 82509 CHINA S&A INDUSTRIAL AND TRADING

Document...	D.	Docum.	P.	Bu.	Da.	USD Gross	Cash/Discount	CDP
94480392	RV	25.10.2	01		27-	46,405.00		

Processing status

Number of items 1

Display from item 1

Reason code

Display in clearing currency

Amount entered 59,945.00

Assigned 46,405.00

Difference postings

Not assigned 13,540.00

Should be "Zero=0" if there is discrepancy, would assign G/L account to post the expense

First line item

PostKey 40 Account 50050186 L Ind T Type

Posting Key: 40 = Debit Account: G/L Bank account representative receiving Bank **LC Nego, Treasury Team due with Bank to separate amount of LC Like as discount LC

For "Not assigned" amount, process as following steps

Fill in below required boxes

- Posting Key 40
- G/L Bank Account
- Press "Enter"

Fill in all the details required

- Amount – Not assigned amount
- Amount in LC- amount to be provided on each receipt [in case Incoming foreign currency convert to KRW account]
- Text – LC NEGO – Ref No.
- Press "Enter"

Enter Customer payment: Add G/L account item

G/L Account 50050186 SHIBHAN BANK in KRW - INCOMING TRANSFER

Company Code 7525 Solvay Chemicals Korea Co

Item 1 / Debit entry / 40

Amount 6660 USD

Amount in LC 6976350 KRW

Business Place

Profit Ctrs

Value Date 20.10.2014

Assignment

Text LC NEGO- 820032063870

Text: "LC NEGO – Reference number"

Next Line Item

PostKey 40 Account 98546200 L Ind New co.code

Amount: Receiving amount Amount in LC: Amount in KRW ** Please refer Bank statement**

To process OTH FI CHARGE

Fill in all the details required

- Posting Key- 40
- Account -98546200 (*use only this GL for LC' bank charge)
- Press "Enter"

Next Line Item

PostKey 40 Account 98546200 L Ind New co.code

Posting Key: 40 = Debit Account: G/L OTHER FINANCE representative Interest / Discount amount

Fill in all the details required

- Amount in LC – provide in receipt
- Cost Center – 7525-9411
- Text : LC - Less Charge
- Press "Enter"

To Process Bank Charge

Fill in all the details requird

- Fill in all the required details

- ## Enter Customer Payment: Add G/L account item

Acct model 98300702

Taxes 1

G/L Account 98300702
 FC BANK CHARGES

Company Code 7525
 Solvay Chemicals Korea Co

Item 3 / Debit entry / 40

Amount		USD	Amount in LC	9000	KRW
Tax code					
Cost Center: upon Legal entry					
☐ W/o Cash Dscnt					
Business Place					
Cost Center	7525-4351				
WBS Element					
	Real Estate Obj				
	Sales Order				
Asset	More				
Purchasing Doc.					
	Quantity				
Assignment					
Text	NEGO CHARGE				Long Texts

Next Line Item

PstKy		Account		SGL Ind		New co.code	
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DocType = 02 (Customer payment) Journal document

Doc. Number 140501042

Doc. Date 27-10-2014

Posting Date 28-10-2014

Period 10

Calculate Tax

Doc. Currency USD

Doc. Mnt Type AA

Line	Mnt	Account	Account about year	G/L Acct	Dr	Cr	Debit	Credit	Amount	Amount in Jm	Quantity	Text
41		98300187	DEBITAM - 200 TR 7525	98300187			59,440.00		62,629.126			LC 9850 - 82003248870
42		98300186	DEBITAM - 200 TR 7525	98300186			6,440.00		6,876.200			LC 9850 - 82003248870
43		98300186	FCR FY CHARGE	98300186			7425-1411		80.00	89.80		MAINT OPH - 1847118109-141123-10249
44		98300702	FC BANK CHARGES	7525-4221				8.99	9.000			NEGO CHARGE
45		98300186	FCCHARGE - 200 TR 7525	98300186			1200-1411		100.00	100.00		NEGO CHARGE
46		983028	CHRGN. STOK. 200000000	98302800				66,600.00	70,289.640			CC 9850 - 82003248870
47		98302800	CHRGN. STOK. 200000000	98302800				5.00	483.964			