

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



Korea

ERP



References

Attachments

Process Flow version 1.50 (shown in the process)

- 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 customer incoming transaction)

Post Incoming Payments: Header Data

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

Document Date: 30.01.2015 Type: DZ Company Code: 7528

Posting Date: 30.01.2015 Period: 1 Currency: KRW

Document Number: Reference: ECO PLASTIC CORPORATION

Doc-Header Text: ECO PLASTIC CORPORATION

Bank data: Account: 50050186 Amount: 15312

Business Area: Amount in LC: LC bank charges: Profit Center: Assignment:

Open item selection: Account: 82714 Account Type: D Special G/L ind: Standard OIs

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

Annotations: 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 Amount: Incoming amount Value Date: Statement Date Text: Customer Name; Account: Customer Code representative customer name in our system.

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.

Post Incoming Payments Process open items

Document...	D.	Docum.	P.	Bus.	Da.	MWV	Gross	Disb	Account	CDPr.
9447940	RP	01.09.2	01	29	-	15,312,000				
9447941	RP	01.09.2	01	29	-	15,312,000				
9447942	RP	29.09.2	01	29	-	15,312,000				
9448070	RP	08.10.2	01	60	-	15,312,000				
9448071	RP	18.10.2	01	60	-	15,312,000				
9448072	RP	18.10.2	01	60	-	15,312,000				
9448073	RP	29.10.2	01	60	-	15,312,000				
9448289	RP	04.11.2	01	90	-	14,550,000				
9448340	RP	11.11.2	01	90	-	14,550,000				
9448341	RP	20.11.2	01	90	-	14,550,000				
9448342	RP	24.11.2	01	90	-	14,550,000				
9448343	RP	28.11.2	01	90	-	9,702,000				
9448337	RP	01.12.2	01	121	-	24,250,000				
9448338	RP	01.12.2	01	121	-	14,550,000				
9448339	RP	13.12.2	01	121	-	14,550,000				

Processing Status: Number of Items: 16 Amount entered: 15,312,000 Display from Item: 1 Assigned: 15,312,000 Reason code: Difference postings: Not assigned: 000 Display in clearing currency: 000

Annotations: Select items and Save; **If there is a discrepancy, enter GL to post discrepancy; Bank Charge: 98300702; Bank Discount/Interest: 98346200; Withholding Tax; Should be "Zero=0" If there is discrepancy, would assign G/L account to post the expense.

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

Post Incoming Payments Process open items

Document...	D.	Docum.	P.	Bus.	Da.	MWV	Gross	Disb	Account	CDPr.
9447940	RP	01.09.2	01	29	-	15,312,000				
9447941	RP	01.09.2	01	29	-	15,312,000				
9447942	RP	29.09.2	01	29	-	15,312,000				
9448070	RP	08.10.2	01	60	-	15,312,000				
9448071	RP	18.10.2	01	60	-	15,312,000				
9448072	RP	18.10.2	01	60	-	15,312,000				
9448073	RP	29.10.2	01	60	-	15,312,000				
9448289	RP	04.11.2	01	90	-	14,550,000				
9448340	RP	11.11.2	01	90	-	14,550,000				
9448341	RP	20.11.2	01	90	-	14,550,000				
9448342	RP	24.11.2	01	90	-	14,550,000				
9448343	RP	28.11.2	01	90	-	9,702,000				
9448337	RP	01.12.2	01	121	-	24,250,000				
9448338	RP	01.12.2	01	121	-	14,550,000				
9448339	RP	13.12.2	01	121	-	14,550,000				

Processing Status: Number of Items: 16 Amount entered: 15,312,000 Display from Item: 1 Assigned: 15,312,000 Reason code: Difference postings: Not assigned: 000 Display in clearing currency: 000

Annotations: Select items and Save; **If there is a discrepancy, enter GL to post discrepancy; Bank Charge: 98300702; Bank Discount/Interest: 98346200; Withholding Tax; Should be "Zero=0" If there is discrepancy, would assign G/L account to post the expense.

6. To process "Bank charge" or

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

** Bank Charge – GL 98300702

Post Incoming Payments Display Overview

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

Document Date: 30.01.2015 Type: DZ Company Code: 7528

Posting Date: 30.01.2015 Period: 1 Currency: KRW

Document Number: 1886666222 Period Year: 2015

Reference: ECO PLASTIC CORPORATION

Doc-Header Text: ECO PLASTIC CORPORATION

Bank data: Account: 50050186 Amount: 15312

Business Area: Amount in LC: LC bank charges: Profit Center: Assignment:

Open item selection: Account: 82714 Account Type: D Special G/L ind: Standard OIs

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

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

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 Solvay Silca Korea Co.

Item 2 / Debit entry / 40

Amount: 9.64 USD Amount in LC: KRW
Tax code: Calculate tax W/o CRB Discnt

Business Place: **Cost Center: upon Legal entity**
Cost Center: 6744-8000
Order:
VBS Element:
Real Estate Obj:
Sales Order: More

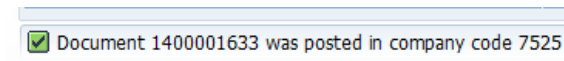
Asset:
Purchasing Doc.:
Quantity:
Assignment: **BANK CHARGE** Asst retirement Long Texts

Next Line Item
PatKy: 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
NOVE CARE BUSINESS	7525-4334
FAC COATIS	7525-4344
NOVE CARE 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]



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: CRB/CC no.:
Doc. Header Text: DAJUNG POLYMER Tax Report Date:
Trading Part. BA:

Customer
Account: 62490 Special G/L Ind: A
Altem.comp.cde:

Bank
Account: 60090166 Business Area:
Amount: 10000000 LC amount:
Bank charges: LC Bank charges:
Value Date: 15.01.2015 Profit Center:
Text: DAJUNG POLYMER Assignment:

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 required

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

3. Click Document Simulate

PK	BusA	Acct		KRW	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@solvary.com
 KIIC (2019591) mail to ji-eun.jung@solvary.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.

[축서입금(환인)신청] 처리결과			
판매기업약정번호		제휴코드	
송인일자		송인번호	20150615200004
최소결제일			
기본수수료(환인)	1,508,186 원	입금회차	1 회
수수료방식	대출이자방식		
지급보증수수료	0 원	지급보증기간	0 일
수수료합계	1,508,186 원	합인일수	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


- 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)

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.

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

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

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

PK	BusA	Acct		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 Account SGL Ind TType New co.code

Document 1400001633 was posted in company code 7525

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

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 require

- 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

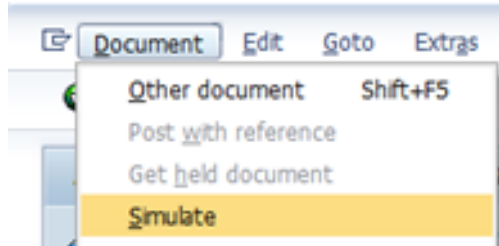
Account: G/L Bank account representative receiving Bank
 Amount: Incoming amount
 Value Date: Statement Date
 Text: Customer Name

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 140000140 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)"

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

4.2.4 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.

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"

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"

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"

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

Enter Customer payment: Add G/L account item

G/L Account: 98546200 OTHER FI NO OPERATIONAL-CHARGE ON DISCOUNTED BILLS
 Company Code: 7525 Solvay Chemicals Korea Co

Item 2 / Debit entry / 40
 Amount: USD Amount in LC: 99602 KRW
 W/o Cash Dscnt

Business Place:
 Cost Center: 7525-9411 Order:
 WBS Element: Real Estate Obj:
 Sales Order: More

Asset:
 Purchasing Doc.: Quantity:
 Assignment: Asst retirement:
 Text: 66600.00*1.9%*27(141028-141123)*1049.5 Long Texts

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

Next Line Item
 PstKy: 40 Account: 98300702 L Ind: N
 There's discrepancy about bank charge Posting Key -40 "Debit" Account: 98300702 Bank Charge

Amount in LC: Amount in KRW
 ** Please refer Bank advice **

Cost Center: Department to response Expense cost

Text: Calculation Interest / Discount

Fill in all the details required

- Posting Key -40
- Bank Charge G/L Account – 98300702
- Press "Enter"

Fill in all the required details

- Amount : Bank Charge amount (KRW), to be provided in receipt
- Cost Center: Depends on GBU and Sales incharge to invoice.
- Text – LC Nego Charge
- Click "Document" " Simulate"

Enter Customer payment: Add G/L account item

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
 W/o Cash Dscnt

Tax code:
 Business Place:
 Cost Center: 7525-4351 Order:
 WBS Element: Real Estate Obj:
 Sales Order: More

Asset:
 Purchasing Doc.: Quantity:
 Assignment: Asst retirement:
 Text: NEGO CHARGE Long Texts

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

Cost Center: upon Legal entity

Doc-Type: 1 00 (Customer payment) Internal document
 Doc. Number: 440000022 Company Code: 7525 Fiscal Year: 2014
 Doc. Date: 28.10.2014 Posting Date: 28.10.2014 Period: 10
 Calculation Date:
 Doc. Currency: USD
 Doc. Ref Text: AA

Doc	Ref	Account	Account short name	GL	SP	Doc	Doc	Amount	Amount in LC	Quantity	Date
1	40	9800187	REVENUE - INC TR USD	5000107	USD	USD	USD	19,440.00	41,129,104		SC NEG - 8200266870
2	40	9800186	REVENUE - INC TR KRW	5000104	USD	USD	USD	6,480.00	6,976,990		SC NEG - 8200266870
3	40	98546200	OTHER FI CHARGE	98546200	7525-9411	USD	USD	99.00	99,000		6660.00*1.9%*27(141028-141123)*1049.5
4	40	98300702	FC BANK CHARGES	98300702	7525-4351	USD	USD	9.00	9,000		NEGO CHARGE
5	40	9800186	REVENUE - INC TR USD	5000104	USD	USD	USD	109.40	129,600		NEGO CHARGE
6	10	8200	CUSTOMER STATEMENTS	82000000	7525-8390	USD	USD	66,400.00	70,289,440		SC NEG - 8200266870
7	40	98422000	LOAN ON A HAND	98422000	7525-8390	USD	USD	9.00	493,944		