

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 |

- 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: 7525
 Posting Date: 30.01.2015 Period: 1 Currency: KRW
 Document Number: Reference: ECO PLASTIC CORPORATION
 Doc-Header Text: ECO PLASTIC CORPORATION
 Clearing text: Bank data
 Account: 50050186
 Amount: 15312
 Bank charges: 30.01.2015
 Value Date: ECO PLASTIC CORPORATION
 Text: ECO PLASTIC CORPORATION

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

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
 Print advice no.: ☐ Distribute by age
☐ Automatic search
☐ Invoice Summary

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

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

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

Standard Partial Inv. Res.Items Withholding tax

Account Items 82714 ECO PLASTIC CORPORATION

Document...	D.	Docum...	P.	Bus...	Da...	MMV Gross	CRS/Discount	CDP%
94479440	RV	01.09.2.01	29-		15.112.000			
94479441	RV	01.09.2.01	29-		15.112.000			
94479442	RV	25.09.2.01	29-		15.112.000			
94480760	RV	04.10.2.01	60-		15.112.000			
94480761	RV	18.10.2.01	60-		15.112.000			
94480762	RV	18.10.2.01	60-		15.112.000			
94480763	RV	24.10.2.01	60-		15.112.000			
94481389	RV	04.11.2.01	90-		14.555.000			
94481390	RV	11.11.2.01	90-		14.555.000			
94481391	RV	20.11.2.01	90-		14.555.000			
94481392	RV	24.11.2.01	90-		14.555.000			
94481393	RV	25.11.2.01	90-		9.702.000			
94483197	RV	01.12.2.01	120-		24.256.000			
94483198	RV	04.12.2.01	120-		14.555.000			
94483199	RV	13.12.2.01	120-		14.555.000			

Processing Status
 Number of Items: 16
 Display from Item: 1
 Reason code:
 Display in clearing currency:
 Amount entered: 15.111.500
 Assigned: 15.112.000
 Difference postings: Not assigned
 Display in clearing currency: 100%

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

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

Post Incoming Payments Process open items

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

Standard Partial Inv. Res.Items Withholding tax

Account Items 82714 ECO PLASTIC CORPORATION

Document...	D.	Docum...	P.	Bus...	Da...	MMV Gross	CRS/Discount	CDP%
94479440	RV	01.09.2.01	29-		15.112.000			
94479441	RV	01.09.2.01	29-		15.112.000			
94479442	RV	25.09.2.01	29-		15.112.000			
94480760	RV	04.10.2.01	60-		15.112.000			
94480761	RV	18.10.2.01	60-		15.112.000			
94480762	RV	18.10.2.01	60-		15.112.000			
94480763	RV	24.10.2.01	60-		15.112.000			
94481389	RV	04.11.2.01	90-		14.555.000			
94481390	RV	11.11.2.01	90-		14.555.000			
94481391	RV	20.11.2.01	90-		14.555.000			
94481392	RV	24.11.2.01	90-		14.555.000			
94481393	RV	25.11.2.01	90-		9.702.000			
94483197	RV	01.12.2.01	120-		24.256.000			
94483198	RV	04.12.2.01	120-		14.555.000			
94483199	RV	13.12.2.01	120-		14.555.000			

Processing Status
 Number of Items: 16
 Display from Item: 1
 Reason code:
 Display in clearing currency:
 Amount entered: 15.111.500
 Assigned: 15.112.000
 Difference postings: Not assigned
 Display in clearing currency: 100%

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

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 Choose open items Display Currency Audit model Taxes

Document Date: 30.01.2015 Type: DZ Company Code: 7525
 Posting Date: 30.01.2015 Period: 1 Currency: KRW
 Document Number: 98300702 Fiscal Year: 2015
 Reference: ECO PLASTIC CORPORATION
 Doc-Header Text: ECO PLASTIC CORPORATION
 Items in document currency: Bank Bank

Item	Bank Bank	Amount	Text
001.40	0000000186 00000000 - 100 TR KR	15.112	

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 Solway Silca Korea Co.

Item 2 / Debit entry / 40

Amount: 9.64 USD Amount in LC: KRW

Tax code: ☐ Calculate tax ☒ W/o calc Disct

Business Place: Order:

VBS Element: Real Estate Obj:

Asset: Sales Order:

Purchasing Doc.: Quantity:

Assignment: Asset retirement: ☐

Text: BANK CHARGE Long Texts:

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	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@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
차입금(대출입금)	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)

Post Incoming Payments: Header Data

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

Document Date: 15.12.2014 Type: D2 Company Code: 7525
Posting Date: 15.12.2014 Period: 12 Currency/Rate: KRW
Document Number: Transltn Date:
Reference: Cross-CC no.:
Doc.Header Text: EP Trading Part:BA
Clearing text:

Bank data
Account: 50050186 Business Area:
Amount: Amount in LC:
Bank charges: LC bank charges:
Value Date: 15.12.2014 Profit Center:
Text: CUSTOMER NAME - Assignment:

Open item selection
Account:
Account Type: ☐ Other accounts
Special G/L ind: ☒ Standard OIs
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

In case P-Loan, request by GBU
Please put in this structure.
Reference: P
Doc. Header Text: EP

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

Account: Customer Code representative customer name in our system

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)

Post Incoming Payments Process open items

Distribute Difference Charge off diff. Editing options Cash Dec. Due Create Dispute Case
Standard Partial Print Res. Items Withholding tax

Account Items 1069 SOLVAY JAPAN LTD
Document... D... Docum... P... Bu... Da... JPY Gross Cash/Deposit Other:
94474377 01.02.09.2. 01 44 3,245,010
94474383 01.02.09.2. 01 44 4,343,282
94474387 01.02.09.2. 01 44 14,485,000

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

Posting Key: 40 "Debit"
Account: 98546200 Discount Interest

Next Line Item
PstKy: 40 Account: 98546200 L Ind: ☐ New co.code:

** 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)

Enter Customer payment: Add G/L account item

More data Acct model Fast Data Entry Taxes
G/L Account: 98546200 OTHER FI NO OPERATIONAL-CHARGE ON DISCOUNTED BILLS
Company Code: 7525 Solvay Chemicals Korea Co

Item 1 / Debit entry / 40
Amount: USD Amount in LC: 99602 KRW
☐ Calculate tax
☐ W/o Cash Dscnt

Business Place:
Cost Center: 7525-9411 Order:
WBS Element:

Asset:
Purchasing Doc.:
Assignment:
Text: 66600.00*1.9%*27(141028-141123)*1049.5

Real Estate Obj:
Sales Order:
Quantity:
Asst retirement:
Long Texts

Calculation bank discount Interest
Amount/Discount Interest Rate* Number of Day before Net due Date/365

5. To process Bank Charge

First line item

Posting Key: 40 "Debit" Charge

Pstky Account L Ind TType

DocType: 02 (Customer payment) | Manual document
 Doc. Number: 1401010208 Company Code: 7029 Fiscal Year: 2014
 Doc. Date: 31.10.2014 Posting Date: 31.10.2014 Period: 10
 Calendar Date: 3
 Ref. Doc.:
 Doc. Currency: RUB

Slr	Slr	Account	Account where used	R/S	Account	Debit	Credit	Amount in SL	Text
40	98300702	RESERVE - INTR TO RES	98300702			446,512.00		446,512.00	RESERVE - INTR TO RES
40	98300702	EXP IN CHARGE	98300702			7,950.00		7,950.00	EXP IN CHARGE
40	98300702	FC BANK CHARGE	98300702			1929.941		1929.941	FC BANK CHARGE
40	98300702	EXP IN CHARGE	98300702			453.614		453.614	EXP IN 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)

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	Capital account	CDP...
94474177	RF 02.09.2.01	44	1,210,000			
94474183	RF 02.09.2.01	44	4,343,201			
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	9,302,701			
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 58128	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 / Debt 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: 105
 Document Number: Reference: Customer Name
 Doc.Header Text: Customer Name
 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:

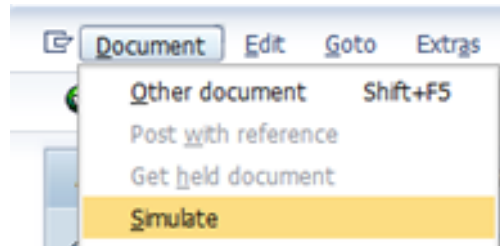
Document Date: Bank Statement Date
 Currency/Rate: Receiving exchange Rate
 Company Code: 4 Digits which is representative of Company
 Reference: Customer Name
 Doc. Header Text: Customer Name
 Account: Customer Code representative customer name in our system
 Special G/L Ind.: A
 Account: G/L Bank account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

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 0.00

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

PstKy 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-8200322063870 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

Select items and Save

**If there is a discrepancy, enter GL to post discrepancy.

Bank Charge: 98306702

Bank Discount/Interest: 98546200

Withholding Tax: Advise by CAM

Should be "Zero=0"

If there is discrepancy, would assign G/L account to post the expense

Processing Status

Number of items 1

Display from item 1

Amount entered 59,945.00

Assigned 46,405.00

Difference postings

Not assigned 0.00

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

Enter Customer payment: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 98546200 OTHER FI NIO 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 Discnt

Business Place
Cost Center 7525-9431 Order
WBS Element Real Estate Obj
Sales Order

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

Next Line Item
PstKy Account SQL Ind New co.code

Next Line Item
PstKy 40 Account 98300702 L Ind

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

Cost Center: Department to response
Expense cost

Text: Calculation Interest / Discount

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

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

More data Acct model Fast Data Entry Taxes

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 Discnt

Business Place
Cost Center 7525-4351 Order
WBS Element Real Estate Obj
Sales Order

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

Next Line Item
PstKy Account SQL Ind New co.code

Cost Center: upon Legal entity

Doc.Type : 02 (Customer payment) Journal document
Doc. Number : 1400000022 Company Code : 7525 Fiscal Year : 2014
Doc. Date : 20.10.2014 Posting Date : 20.10.2014 Period : 10
Calculation tax : 0
Doc. Currency : USD
Doc. Ref Text : AA

Doc	Dr	Account	Account short name	G/L	Work	Dr	Drpt	Drpt	Amount	Amount in LC	Quantity	Text
1	40	50001187	DRSINBAW - DRC TR USD	50001007		USD			6,440.00	62,329,324		SC WBSO - 82003056970
2	40	50001184	DRSINBAW - DRC TR KRW	50001004		USD			6,440.00	6,474,393		SC WBSO - 82003056970
3	40	98546200	OTR FI CHARGE	98546200	7525-9431	USD			97.52	99,602		66600.00*1.9%*27(141028-141123)*1049.5
4	40	98300702	FC BANK CHARGES	98300702	7525-4223	USD			9.89	9,300		NEGO CHARGE
5	40	50001184	DRSINBAW - DRC TR USD	50001004		USD			107.41	105,603		NEGO CHARGE
6	15	82009	CRSINB - STIC IMPDETSCA	82001000		USD			66,600.00	70,289,640		SC WBSO - 82003056970
7	40	98422000	LSOFF CR A REACT	98422000	7525-8390	USD			0.00	493,944		