

WW - Customer Balance confirmation

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Objective of this Procedure

The purpose of this document is to explain the steps to be performed to extract a balance confirmation from the legal entity.

Scope

This operating procedure (OP) applies to all requests for third-party and Interco non-chained.

Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- CCT AR: Customer Credit & Trade Accounts Receivable team
- OP: Operating procedure

Balance confirmation

In case of a third party or audit company requesting a balance confirmation, transaction **Z3F_AR_STATEMENT** should be used and it should be executed from the 0231 or 4044 and for a specific legal entity. In case of not assigned customer, transaction **F.27** in local system (PF1 or WP1) should be used. See request [Audit requests example.pdf](#) as example.

Requests are sent to AR mailbox (solvay.ar@solvay.com) with the **template from the customer or auditor to be signed and stamped by AR team.**

The description of each of the transactions can be found below.

In order to get not assigned customer's Balance of Account, transaction **F.27** in the system of the invoicing entity should be used and the variant "Balance Confirmation" should be chosen:

Scope



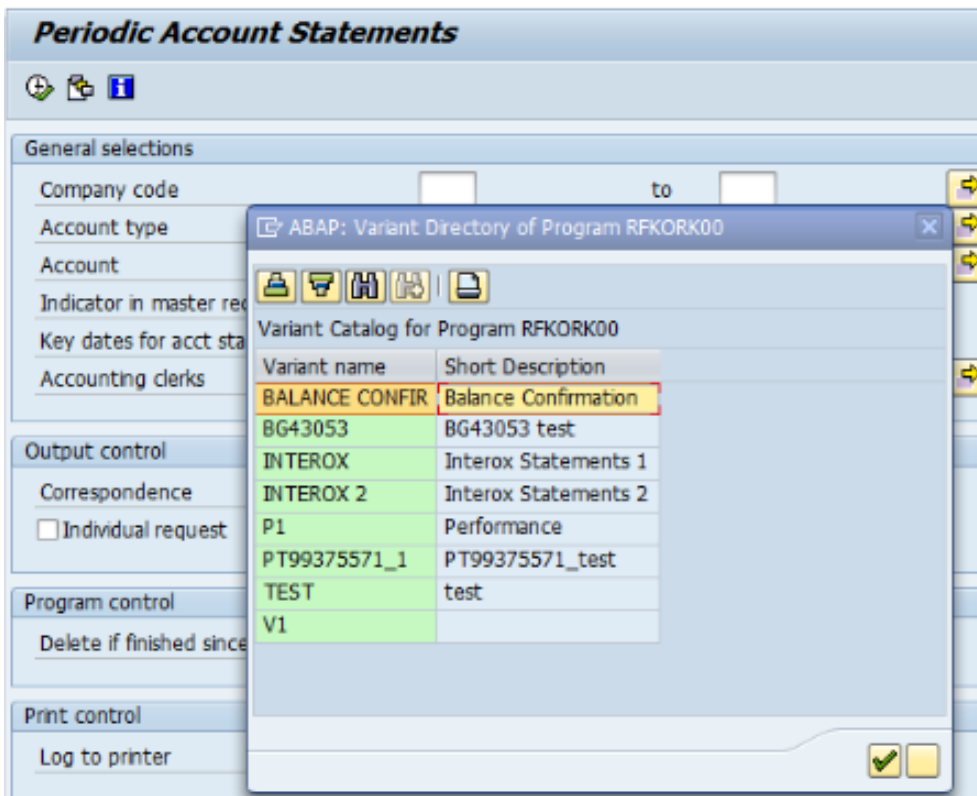
ERP



References

- [F.27 - Balance Confirmation.](#)
- [Z3F_AR_STATEMENT](#)

Attachments



After the variant is chosen, this screen should be filled in as follows:

- **Company code:** Invoicing entity (in this case 0005)
- **Account:** Customer account number
- **Key dates for acct statement:** Date for which Balance of account is needed
- **Correspondence:** Output format

PF1 – ZBALC (Standard format)

WP1 – ZBALC, SOL09 (Standard format)

ZW0002 (Specific format – Asia specificity*)

(*for Customer who needs more details on SOA e.g. Tax invoices number, PO number)

The screenshot shows the 'Periodic Account Statements' screen with the following data entered:

General selections	
Company code	0005 to
Account type	D to
Account	1033247 to
Indicator in master record	9
Key dates for acct statement	31.08.2017
Accounting clerks	to
Output control	
Correspondence	ZBALC
<input type="checkbox"/> Individual request	
Program control	
Delete if finished since	8
Print control	
Log to printer	PC21 <input checked="" type="checkbox"/> Print Immediately

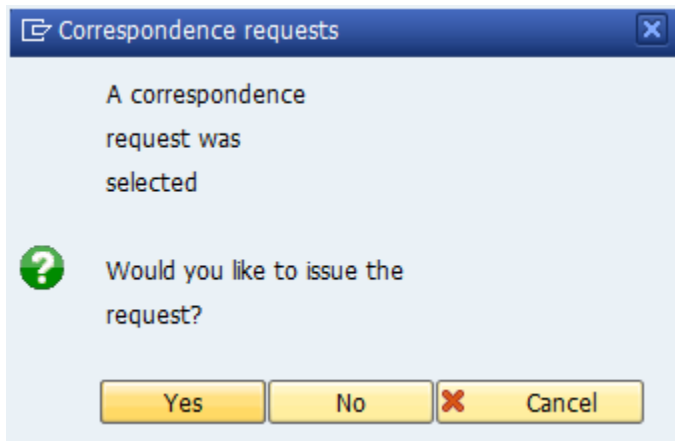
Execute  .

The following screen appears:

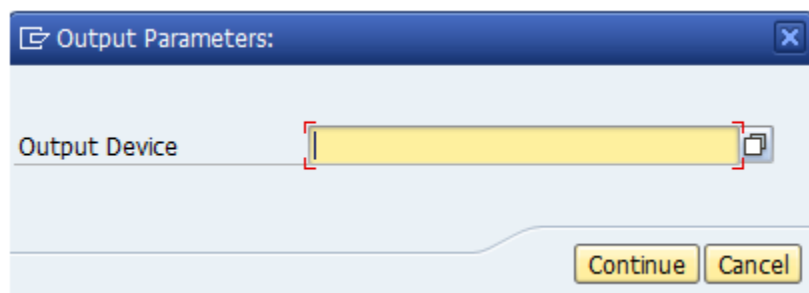


Press  .

When this screen appears, choose Yes:



In the Output Device



insert the printer (for SBS Lisbon is PC21) to print the Balance of Account or insert ZPDF and the output (Balance of Account) will be received in e-mail.

In order to get assigned customer's Balance of Account, transaction **Z3F_AR_STATEMENT** in PI1 should be used and the variant "/SOA" should be chosen:

Periodic Account Statements

General selections

Company code: [] to []

Account type: [] to []

Account: [] to []

Indicator in master record: []

Key dates for acct statement: [] to []

Accounting clerks: [] to []

Affiliated Company Code: []

Output control

Correspondence: []

Individual request

Program control

Delete if finished since: [8]

Print control

Log to printer: []

ABAP: Variant Directory of Program Z3F_AR_STATEMENT

Variant Catalog for Program Z3F_AR_STATEMENT	
Variant name	Short Description
/SOA	Statement of Account
OTC-DEMO	OTC-DEMO

After the variant is chosen, this screen should be filled in as follows:

- **Company code:** 0231
- **Account:** Customer account number
- **Key dates for acct statement:** Date for which Balance of account is needed
- **Correspondence:** Output format
0231 – ZOL09 (Standard format)
- **Affiliated Company Code:**
If you insert the Company Code of the affiliate, it will retrieve the information related only to this Company Code;
If you do not insert the Company Code, it will retrieve all the information on the account (unmatched items included).

Periodic Account Statements

General selections

Company code: 0231 to []

Account type: D to []

Account: 603646 to []

Indicator in master record: 9

Key dates for acct statement: 31.08.2017 to []

Accounting clerks: [] to []

Affiliated Company Code: []

Output control

Correspondence: ZOL09

Individual request

Program control

Delete if finished since: [8]

Print control

Log to printer: PC21 Print Immediately

Execute  .

The following screen appears:

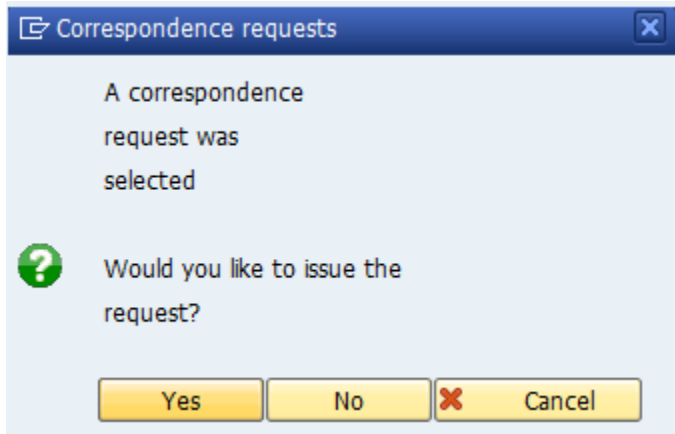
Information

 periodic account statement was requested

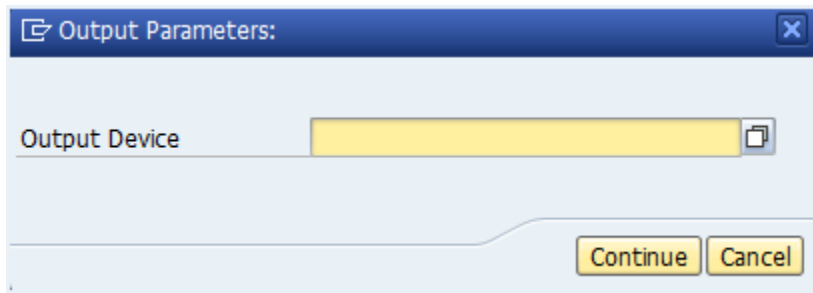
 

Press .

When this screen appears, choose Yes:



In the Output Device:



insert the printer (for SBS Lisbon is PC21) to print the Balance of Account or insert ZPDF and the output (Balance of Account) will be received in e-mail.
[Link](#)