

# Cash Allocation - Manual payments

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## 2. Objective and Scope

The purpose of this document is to describe the flow to handle payments received from third party customers and how to search all the necessary information for cash allocation process.

The payments are received on SOLVAY SA's bank accounts and AR team matches those payments that could not be matched automatically by the system. This procedure describes which steps should be followed in order to track all the necessary information for the cash allocation process.

This operating procedure (OP) applies to the account receivables of SOLVAY SA.

## 3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- CCT AR: Customer Credit & Trade Accounts Receivable
- CCT CM: Customer Credit & Trade Credit Management
- CSR: Customer Service Representative
- OP: Operating procedure
- 0231: PI system for handling Cash Allocation
- DZ: Customer payment

## 4. Cash allocation

### 4.1. Print bank statements

On a daily basis, the "Coda files" which are the Bank electronic files with information about the amounts received on SOLVAY SA bank accounts are uploaded into SAP. The SAP automatic program does the first sorting and processes the payments in which there is some valid and correct information displayed on the bank statement. Therefore, all the payments that could not be processed by the system have to be allocated manually by AR team.

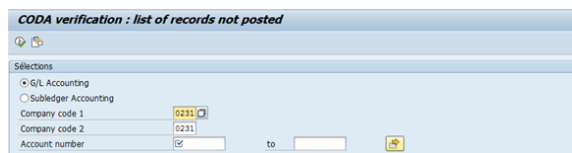
The first thing to do is to print the Coda files as soon as the files are available in SAP coda transaction.

**Remark :** Not all the files arrive at the same time. **OTC AR** should check it regularly and after 10:00 (PT time) if some file is missing, **OTC AR** should send an email to CICC BO (bo.cicc@solvay.com)

Open

 **Z\_CODA\_NCPT - Transaction Z\_CODA\_NCPT**  
in **PI1**.

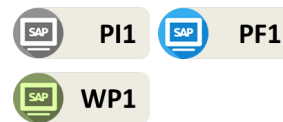
This screen appears:



## Scope



## ERP



## References

## Attachments

[Details missing templates.xls](#)

Click on 'Get Variant' 

Remove what is written in 'Created by' field.

Click on 'Execute' 

The Coda files list will appear. There are variants divided by country.

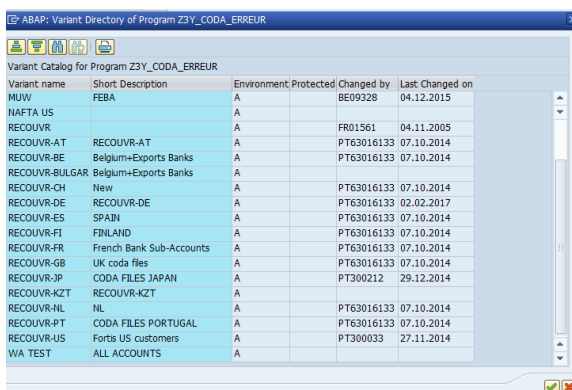
Double click on the line corresponding to the country variant and print it. Repeat this step for all variants above.

### Warning

For Exports payments we should check if all the currencies are already available to be printed in the variant. If not, check the correspondent sub-account and verify if the missing currency was automatically posted.



Find Variant dialog box with fields: Variant, Environment, Created by (PT300033), Changed by, Original language. Buttons: OK, Cancel, and a vertical stack of four yellow arrows.



| Variant name   | Short Description        | Environment | Protected | Changed by | Last Changed on |
|----------------|--------------------------|-------------|-----------|------------|-----------------|
| MUW            | FEBA                     | A           |           | BE09328    | 04.12.2015      |
| NAFTA US       |                          | A           |           |            |                 |
| RECOUVR        |                          | A           |           | FR01561    | 04.11.2005      |
| RECOUVR-AT     | RECOUVR-AT               | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-BE     | Belgium+Exports Banks    | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-BULGAR | Belgium+Exports Banks    | A           |           |            |                 |
| RECOUVR-CH     | New                      | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-DE     | RECOUVR-DE               | A           |           | PT63016133 | 02.02.2017      |
| RECOUVR-ES     | SPAIN                    | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-FI     | FINLAND                  | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-FR     | French Bank Sub-Accounts | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-GB     | UK coda files            | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-JP     | CODA FILES JAPAN         | A           |           | PT300212   | 29.12.2014      |
| RECOUVR-KZT    | RECOUVR-KZT              | A           |           |            |                 |
| RECOUVR-NL     | NL                       | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-PT     | CODA FILES PORTUGAL      | A           |           | PT63016133 | 07.10.2014      |
| RECOUVR-US     | Fortis US customers      | A           |           | PT300033   | 27.11.2014      |
| WA TEST        | ALL ACCOUNTS             | A           |           |            |                 |

## 4.2. Feba transaction

After printing all bank statement files, payments have to be posted on customer accounts using FEBA transaction.

### Warning

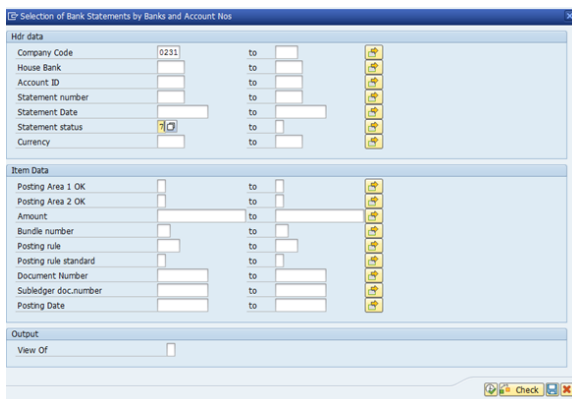
- In case we are missing details to perform the payment reconciliation, we should send an email from Freshdesk to the customer asking more details. Please check file attached to this OP with the templates with several languages. There is then a daily task performed by the team to send a reminder to the customer after 2 working days and to transfer to collections team in case of no answer received after 4 working days. The case should be closed and a dispute should be created in the unmatched with AR user and Open as status.
- If we receive a payment for an invoice that is already cleared against a credit note, we should re-open the credit note and clear the invoice with the payment. The credit note can be deducted by the customer on the next payment.
- In case we have more than one invoice with the same amount on customer account and no information is given on the bank statement, we should send an email to customer to ask payment details. It might be that a credit note is expected or that the oldest invoice has a due date issue.

Open **Feba** transaction:

This screen has to be filled in as follows:

- Company code:** 0231
- Statement status:** 7 "Incompletely Posted" (It only gives the entries that still need to be processed)

**Remark:** In case there is the need to search a payment already posted, choose status 8.



Selection of Bank Statements by Banks and Account Nos dialog box. Fields: Hdr data (Company Code: 0231, House Bank, Account ID, Statement number, Statement Date, Statement status: 7, Currency), Item Data (Posting Area 1 OK, Posting Area 2 OK, Amount, Bundle number, Posting rule, Posting rule standard, Document Number, Subledger doc.number, Posting Date), Output (View Of). Buttons: OK, Cancel, and a vertical stack of four yellow arrows.

With Status 7 selected, click on the icon



Execute to get all the payments to be posted for all the Regions:

This gives an overview of the bank accounts where remained payments that need to be posted by AR. There are two available statuses:

- **To be posted** - to be processed by AR team
- **Posted** - already processed

Based on the list of entries not yet posted (red items), the bank and the currency that has to be processed should be selected by double clicking on the item.

Example:

**Remark :** As soon as the payments are posted, the amounts become green on FEBA statement. See example below:

| Amount   | Bank  | Currency         |
|----------|-------|------------------|
| 131 0,00 | 00001 | EUR 9.681.431,77 |
|          | 00002 | EUR 3.456.809,87 |
|          | 00003 | EUR 2.598.200,87 |
|          | 00004 | EUR 1.507.514,27 |
|          | 00005 | EUR 1.275.910,16 |
|          | 00006 | EUR 704.752,22   |
|          | 00007 | EUR 453.640,41   |
|          | 00008 | EUR 399.748,63   |

To process a payment, click twice on the concerned line and afterwards on the floppy disk . This will have to be done for each red item.

At this stage, 5 possibilities can occur:

1. the customer account was automatically found by the system
2. the system finds a customer account which is wrong
3. the system doesn't find the customer account
4. The system opens more than one customer account
5. The system opens only some items

## 1. Customer account was automatically found by the system

Having the name of the customer or the invoice number, the system is able to identify the customer account itself. However if all the details are not displayed in the statement, the system is not able to perform the matching.

|                           |           |                 |              |                 |            |                               |        |
|---------------------------|-----------|-----------------|--------------|-----------------|------------|-------------------------------|--------|
| SOCIÉTÉ EN - TREASURY DPT |           |                 |              |                 |            | Time 17:18:08 Date 23.06.2017 |        |
| MEMOIRÉS                  |           |                 |              |                 |            | RFIDNO00/FD0000070 Page       |        |
| SOCIÉTÉ GÉNÉRALE          |           |                 |              |                 |            |                               |        |
| Bank No.:                 | 900030175 | Account number: | 00020230261  | Statement date: | 05/02      | ID:                           | 029980 |
| House bank:               | SOGFI     | A/C ID:         | CLTFR        | Statement date: | 22.05.2017 | Currency:                     | EUR    |
| Beginning balance         |           |                 | 0,00         |                 |            |                               |        |
| Total Debit               |           |                 | 5.338.053,21 |                 |            |                               |        |
| Total credits             |           |                 | 5.338.053,21 |                 |            |                               |        |
| Ending balance            |           |                 | 0,00         |                 |            |                               |        |

| MR. | No         | Value      | Date       | ReportDate    | Paying House     | Posting text | Amount   | STC |
|-----|------------|------------|------------|---------------|------------------|--------------|----------|-----|
| 29  | 22.05.2017 | 22.05.2017 | /R60223732 | R60223732     | Begining balance | 4965040515   | 0,00     |     |
|     |            |            | 0058       | 0058          | CHARGES DE       |              | 9.856,41 | 18  |
|     |            |            | R66724306  | R66724306     |                  |              |          |     |
| *   |            |            | 023732     | R620200000441 |                  |              | 9.856,41 |     |

| Post with Clearing Select open items                                                                                          |                                          |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Process open items                                                                                                            |                                          |
| Open item selection                                                                                                           | Additional selections                    |
| Company Code <input type="text" value="0231"/>                                                                                | <input type="radio"/> None               |
| Account <input type="text" value="121533"/>  | <input type="radio"/> Amount             |
| Account Type <input type="text" value="D"/>                                                                                   | <input type="radio"/> Document Number    |
| Special G/L Ind <input type="text" value=""/> <input checked="" type="checkbox"/> Normal OI                                   | <input type="radio"/> Posting Date       |
| Pmnt advice no. <input type="text" value=""/>                                                                                 | <input type="radio"/> Dunning Area       |
|                                                                                                                               | <input type="radio"/> Reference          |
| <input type="checkbox"/> Other accounts                                                                                       | <input type="radio"/> Payment order      |
| <input type="checkbox"/> Distribute by age                                                                                    | <input type="radio"/> Collective invoice |
| <input type="checkbox"/> Automatic search                                                                                     | <input type="radio"/> Document Type      |
|                                                                                                                               | <input type="radio"/> Business Area      |
|                                                                                                                               | <input type="radio"/> Tax code           |
|                                                                                                                               | <input type="radio"/> Branch account     |
|                                                                                                                               | <input type="radio"/> Currency           |
|                                                                                                                               | <input type="radio"/> Posting Key        |
|                                                                                                                               | <input type="radio"/> Document Date      |
|                                                                                                                               | <input type="radio"/> Assignment         |
|                                                                                                                               | <input type="radio"/> Billing Document   |
|                                                                                                                               | <input type="radio"/> Others             |

Document Edit Goto Settings Environment System Help

### Post with Clearing Process over items

Distribute Finance   
 Editing Options   
 Cash Doc. Due   
 Create Depute Case

| Standard | PartPart | Res.Bsm | Win Tax |
|----------|----------|---------|---------|
|----------|----------|---------|---------|

| Account Item 12133 BLUESTAR SLOTHES France K... |                |                |               |        |         |       |           |              |         |
|-------------------------------------------------|----------------|----------------|---------------|--------|---------|-------|-----------|--------------|---------|
| Assignment                                      | Reference      | Reference K... | Net due d...  | Cur... | Disc... | DP    | EUR Gross | CashDiscount | CDPR... |
| 4274                                            | 42740099178708 | 2000090267     | FA 29.05.2015 | R2X    | 45      | 0,000 | A         | 234,00       |         |
| 4274                                            | 42740091816213 | 2000071362     | FA 00.11.2015 | R2X    | 45      | 0,000 | A         | 2,59         |         |
| 4274                                            | 42740090221697 | 2000248550     | FA 30.04.2017 | R2X    | 31      | 0,000 | A         | 90,520       |         |
| 4274                                            | 42740090221880 | 2000250108     | FA 10.05.2017 | R2X    | 49      | 0,000 | A         | 24,005       |         |
| 4274                                            | 42740090223732 | 2000358958     | FA 10.05.2017 | R2X    | 21      | 0,000 | A         | 3,153,41     |         |
| 4274                                            | 42740090222248 | 2000250950     | FA 14.05.2017 | R2X    | 45      | 0,000 | A         | 90,285,40    |         |
| 4274                                            | 42740090222461 | 2000296131     | FA 15.05.2017 | R2X    | 45      | 0,000 | A         | 75,440,20    |         |
| 4274                                            | 42740090222682 | 2000296132     | FA 15.05.2017 | R2X    | 45      | 0,000 | A         | 50,246,81    |         |
| 3865                                            | 38650049424720 | 2000373613     | FA 31.05.2017 | R2X    | 0       | 0,000 | A         | 113,218,99   |         |
| 3865                                            | 38650049424732 | 2000373704     | FA 31.05.2017 | R2X    | 0       | 0,000 | A         | 19,500,50    |         |
| 4274                                            | 42740090224314 | 2000398080     | FA 31.05.2017 | R2X    | 34      | 0,000 | A         | 90,520,00    |         |
| 4274                                            | 42740090224394 | 2000446550     | FA 10.04.2017 | R2X    | 24      | 0,000 | A         | 12,023,04    |         |
| 4274                                            | 42740090224347 | 2000393891     | FA 12.04.2017 | R2X    | 45      | 0,000 | A         | 29,902,61    |         |
| 4274                                            | 42740090224474 | 2000398512     | FA 12.04.2017 | R2X    | 45      | 0,000 | A         | 75,440,20    |         |
| 4274                                            | 42740090224550 | 2000429495     | FA 14.04.2017 | R2X    | 45      | 0,000 | A         | 90,285,40    |         |
| 3865                                            | 38650049424856 | 2000443301     | FA 30.04.2017 | R2X    | 0       | 0,000 | A         | 90,524,38    |         |

| Processing Status            |    |                     |          |
|------------------------------|----|---------------------|----------|
| Number of Items              | 16 | Amount entered      | 9,553,41 |
| Display from Item            | 1  | Assigned            | 9,553,41 |
| Reason code                  |    | Difference postings |          |
| Display in clearing currency |    | Not assigned        | 0,00     |

The amount could be a banking fee, a discount, etc. Therefore an analysis should be done to find the reason of the discrepancy~

## 2. Wrong customer account

### 3. Account not found

In case system cannot identify customer account due to lack of information, there are several possibilities to find it but the most common one is searching:

1. by invoice number
2. by customer name
3. by customer details (Address attributes, VAT Reg, Sales group, amount)
4. using "Customers and Regions Specificities" Database

Sometimes a part of the invoice is missing or a number is wrong. However, we can try to focus the search on the document using \* and trying different numbers in order to find the correct customer

### a. Search by invoice number

Open "Z3F\_FA\_CNTR\_DISPLAY" transaction.

The first screen that appears is the following: "Factoring contract display".

This screen should be filled in as follows:

**Affiliate document number – Invoice number**



Then click on the Execute button

The screenshot shows the 'Factoring contract display' screen. It has three main sections: 'Factoring select-options', 'Affiliate select-options', and 'Status select-options'. Each section contains several input fields with 'to' and 'from' indicators, and a magnifying glass icon for search. The 'Affiliate select-options' section has the 'Affiliate document number' field filled with '114341554'.

All details regarding the invoice number are displayed on the following screen:

The image is divided by colours to easily explain the fields. Therefore:

**Red:** In this box, we can find the customer name, the document (invoice or credit note) and its amount

**Green:** Here we can find the contract status (open, closed, etc.) and creation dates

**Yellow :** In these fields, we can see information regarding the affiliate as the company code, document (Invoice reference), reference and PO Ref. Also the customer number in local company is visible here

**Blue:** Information of the document in 0231. Again the inv. Reference available and customer number is in 0231.

**Pink:** On the left side, all the information regarding dates for affiliate and factoring side. On the right side, it is displayed all the information related to payment status (open or closed in Cc 0231, payment method and discount terms

The screenshot shows the 'Display factoring contract' screen. It is divided into several colored boxes: a red box for contract information (Number, Origin, Amount), a green box for contract status (Status, Contract creation date), a yellow box for affiliate information (Affiliate company code, Document, Reference, PO Ref), a blue box for document information (Document, Reference, Customer number), and a pink box for payment information (Payment status, Payment block, Urgent, Cleared on, Reference if payment, Payment operation code, Payment Ref).

### b. Search by customer name

Click on the floppy disk on the payment. The following screen appears:

To search for the customer number,

click on the icon . Following screen appears:

### Post with Clearing Select open items

Process open items

---

Open item selection

Company Code

Account  

Account Type

Special G/L ind  ☒ Normal OI

Pmnt advice no.

☐ Other accounts

☐ Distribute by age

☐ Automatic search

This screen enables us to search for a customer by country, by name, etc.

**Advise:** Use upper case letters and if you are not sure of the entire name, type a part of the name, surrounded by asterisks, as in the upper example and

then click on .

Cust. search using addr. attrib.

Name

Name

First name

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country  Region

PO Box Address

When the system finds a result, following screen appears:

Ht List 1 Entry

| Customer | Name      | First name | Street     | House No. | Postl Code | City     | Search Term 1 | Search Term 2 | City |
|----------|-----------|------------|------------|-----------|------------|----------|---------------|---------------|------|
| 003321   | BERNER Oy |            | ETELÄRANTA | 4 B       | 00130      | HELSINKI | BERNER        |               | FI   |

Click on  or double-click on the customer name to automatically return to the previous screen – “Post with Clearing Select open items”. The “**Account**” field is automatically filled in with the customer number as follows:

### Post with Clearing Select open items

Process open items

---

Open item selection

Company Code

Account

Account Type

Special G/L ind  ☒ Normal OI

Pmnt advice no.  

☐ Other accounts

☐ Distribute by age

☐ Automatic search

Click on “Process open items”.

Open items= list of invoices not yet paid in the customer account

#### c. Search by customer details

On **FEBA** transaction, click on  button:

**Post with Clearing Select open items**

Process open items

---

Open item selection

Company Code 0231

Account  

Account Type D

Special G/L ind  ☒ Normal OI

Pmnt advice no.

☐ Other accounts

☐ Distribute by age

☐ Automatic search

Afterwards, the most common search is by “**Cust. search using addr. attrib.**” to search by name or address, or using “**Account Number or Key of a Worklist**” to search by VAT number. See below:

**Cust. search using addr. attrib.**

Name

Name

First name

---

Search Terms

Search term 1/2

---

Street Address

Street/House number

Postal Code/City

Country  Region

**Account Number or Key of a Worklist (2)**

Customers - Sales Customers by VAT code Customers - Sales with Bloc...

Country

VAT Registration No.

Tax Number 1

Tax Number 2

Account group

Customer

Name

Postal Code

City

Trading Partner

Group key

Vendor

Maximum No. of Hits 500

To have the possibility to choose a different search layout, close the search option and click on the button below. This way, you can choose the search option that is more suitable for each case.

**Customers (general)**

Customers by country/company code

Customers by personnel number

Customers by Tax Information

Customers by Address Attributes

Customers - Sales

✓ Customers by VAT code

Customers - Sales with Block \_Delete Indicators

Proceed Initially According to Customer Sub-Ledger Account

JV partner in coding block

Customers per account group

Customers With Lease-Out

Customers per sales group

Customers with plant reference

Customers for Head Offices

Customers (by class)

Customer By Real Estate Contract

#### d. Search using “Customers and Regions specificities” Database

All specificities regarding customer and Regions can be found in the Google drive or in the following link:



#### Warning

This database should be consulted before any dispute creation so that we can assure all specificities are taken into account.

#### 4. The system opens more than one customer account

In the case showed below, the system suggests two customers' accounts that have the same invoice number but in different company codes. In such cases, we should enter in both invoices to find out to which one belongs to the payment (it can be checked by customer name). If by selecting the correct invoice matching cannot be done, you should go back and copy the correct customer number in order to open all open items on the account.

## 5. The system opens only some items

The documents proposed by the system do not necessarily correspond to the total number of items opened in the account of the customer. The reason is quite simple: when the system identifies the invoices concerned by the payment (document numbers given in the payment details), it proposes only those documents. The rest of the account doesn't appear.

To obtain all customer open items, click

on the back button  (at the top of the screen) and the following screen appears:

|            |        |           |     |              |          |        |      |            |            |            |                |
|------------|--------|-----------|-----|--------------|----------|--------|------|------------|------------|------------|----------------|
| Val D: 0   | Amount | 11.730,00 | Cat | Assignment   | 20100018 | W: 400 | Date | 10.10.2011 | Customer   | Reference  | Account        |
| 13.10.2011 | +      |           | WHR | 902974000000 |          |        |      |            | 0000000001 | 0000000001 | 210-0049409-01 |

**Post with Clearing Display Overview**

Process open items Choose open items Display Currency Acct model Taxes

Document Date 24.05.2017 Type DZ Company Code 0231

Posting Date 24.05.2017 Period 5 Currency USD /111,88500

Document Number INTERNAL Fiscal Year 2017 Translatn Date 24.05.2017

Reference 210B1CUSD17120 Cross-CC no.

Doc.Header Text 0029953600002 Trading Part.BA

Branch number Number of Pages

Items in document currency

| PK  | BusA | Acct                 | USD       | Amount       | Tax amnt |
|-----|------|----------------------|-----------|--------------|----------|
| 001 | 40   | 50501USD16 FortisBru | USD Ctc C | 1.000.000,00 |          |

D 1.000.000,00 C 0,00 1.000.000,00 \* 1 Line items

Other line item

PatKy count SGL Ind TType New co.code

Click on "Choose open items" on the screen above, insert code "A" in "Special G/L ind" field in order to open all items (payments in advance included) and then click on "Process open items" on the following screen:

The customer account is then displayed with all open documents and the rest of the documents indicated on bank statement can be selected.

Validate the transaction by clicking on

the floppy disk  (at the top of the screen).

**Post with Clearing Select open items**

Process open items

Open item selection

Company Code 0231

Account 318510

Account Type D

Special G/L ind A ☒ Normal OI

Pmnt advice no. 

☐ Other accounts

☐ Distribute by age

☐ Automatic search

## 4.3. Posting a payment as DZ on customer account

Sometimes there are payments received from identified customers but without any payment details (invoice numbers). Those amounts cannot be matched on customer's accounts against the invoices but they must be applied on the customer's account as a DZ document. Then, a dispute and a Freshdesk ticket (when needed) should be created to obtain the payment details.

In order to leave the payment open on customer's account, we should proceed as follows:

We should click on Save button on the payment screen on FEBA transaction:

Click on the green arrow at the top of the screen . Following screen appears:

This screen must be filled in as follows:

- **PstKy:** 15 (for credit movement on customer account – Incoming payment)
- **Account:** Customer Number

Afterwards, click on 'Enter'. The following screen appears:

In this screen, the Business Area (if possible to identify the correct one) and amount must be indicated.

In order to insert the amount, simply type asterisk **\*\*** **in the Amount field and press Enter** to avoid errors (more accurate). The item can be now validated by clicking on the floppy disk



**Post with Clearing Correct Customer item**

Choose open items Process open items More data Acct model

Customer 116431 ETS BEAUSEIGNEUR S.A.S. G/L Acc 2200000000  
 Company Code 0231 6 RUE ANDRE VIELLARD  
 SOLVAY SA - TREASURY DPT FROIDEFONTAINE

Item 2 / Incoming payment / 15

Amount 5.076,13 USD Amount in LC 4.663,42 EUR  
 Tax Amount LC tax  
☐ Calculate tax Tax code  
 Bus. Area 7280 Last Dunned  
 Bline Date 08.05.2017 Disc. Amount USD  
 Invoice ref. / /  
 Pmt Method Pmt meth.supl.  
 Pmtt Block  
 Assignment  
 Text Long Texts

Next line item  
 PstKy Account SGL Ind New co.code

### 4.3.1. Search the Business Area

How to see the correct Business Area depends on the Company Code of the invoice.

If company is from PF1, we can check it in the local system, by simply adding Business Area column to the layout.

If we know the number of invoice that is being paid, we use its Business Area.

If we don't know what is being paid, but customer has only one Business Area, we should use it.

If it is not easy to identify the correct Business Area to be used, we should allocate the amount without any Business Area.

Customer 1012465  
 Company Code 0005  
 Name WACKER CHEMIE AG  
 City MUENCHEN

|                                     | St | BusA | DocumentNo | Typ | Doc. Date  | S | DD | Amount in DC | Curr. | Clrng doc. |
|-------------------------------------|----|------|------------|-----|------------|---|----|--------------|-------|------------|
| <input type="checkbox"/>            |    | 7650 | 2510216297 | DS  | 19.01.2017 |   |    | 32.115,15-   | EUR   | 2510216297 |
| <input type="checkbox"/>            |    | 73N0 | 8810250598 | 81  | 31.01.2017 |   |    | 1.606,50     | EUR   | 2510227352 |
| <input type="checkbox"/>            |    | 73N0 | 2510227352 | DS  | 02.02.2017 |   |    | 1.606,50-    | EUR   | 2510227352 |
| <input type="checkbox"/>            |    | 7650 | 8810250624 | 81  | 31.01.2017 |   |    | 30.362,56    | EUR   | 2510227377 |
| <input type="checkbox"/>            |    | 7650 | 2510227377 | DS  | 02.02.2017 |   |    | 30.362,56-   | EUR   | 2510227377 |
| <input type="checkbox"/>            |    | 73N0 | 8810251051 | 81  | 10.02.2017 |   |    | 172,55       | EUR   | 2510229218 |
| <input type="checkbox"/>            |    | 73N0 | 2510229218 | DS  | 13.02.2017 |   |    | 172,55-      | EUR   | 2510229218 |
| <input type="checkbox"/>            |    | 7650 | 8810251881 | 81  | 28.02.2017 |   |    | 30.000,85    | EUR   | 2510231890 |
| <input type="checkbox"/>            |    | 7650 | 2510231890 | DS  | 28.02.2017 |   |    | 30.000,85-   | EUR   | 2510231890 |
| <input type="checkbox"/>            |    | 7650 | 8810252806 | 81  | 21.03.2017 |   |    | 1.409,44-    | EUR   | 2510235549 |
| <input type="checkbox"/>            |    | 7650 | 2510235549 | DS  | 21.03.2017 |   |    | 1.409,44     | EUR   | 2510235549 |
| <input type="checkbox"/>            |    | 7650 | 8810253660 | 81  | 10.04.2017 |   |    | 30.497,51    | EUR   | 2510239399 |
| <input type="checkbox"/>            |    | 7650 | 2510239399 | DS  | 10.04.2017 |   |    | 30.497,51-   | EUR   | 2510239399 |
| <input checked="" type="checkbox"/> |    | *    |            |     |            |   |    | 32.115,15-   | EUR   |            |
| ** Account 1012465                  |    |      |            |     |            |   |    | 32.115,15-   | EUR   |            |

If company is from WP1, we should use transaction **Z3F\_FA\_AR\_FIND\_BA** in P11 in order to find Business Area. Please note that in order to use this transaction we need to know the contract number or the order of the document that is being paid.

**Find Business Area**

Selection criteria

☒ Search based on FI document

Company Code to  
 Document Number to  
 Fiscal Year to  
 Line Item to

☐ Search based on Contract

Contract Number to

☐ Search based on Sales order

System landscape  
 Sales Document to

After selecting the needed System landscape, order needs to be inserted in the Sales Document field.

Then press the Execute button



**Find Business Area**

Selection criteria

☐ Search based on FI document

Company Code  to   
 Document Number  to   
 Fiscal Year  to   
 Line Item  to

☐ Search based on Contract

Contract Number  to

☒ Search based on Sales order

System landscape  ERP Rhodia Core  
 Sales Document  2226245 to

In the screen that opens, the Business Area to be used can be seen.

**Find Business Area**

| CoCode | DocumentNo | Fiscal Yr | Item | Contr. no. | SD Doc. | SD Doc.  | Material | BFC  | Market | Bus. Area |
|--------|------------|-----------|------|------------|---------|----------|----------|------|--------|-----------|
| 6068   |            |           |      |            | 2226245 | 92596909 |          | CSO1 |        | 9CH0      |

The search of Business Area can be done by Contract Number too. It needs to be inserted in the Contract Number field.

Then press the Execute button



**Find Business Area**

Selection criteria

☐ Search based on FI document

Company Code  to   
 Document Number  to   
 Fiscal Year  to   
 Line Item  to

☒ Search based on Contract

Contract Number  2000707106 to

☐ Search based on Sales order

System landscape   
 Sales Document  to

**Find Business Area**

| CoCode | DocumentNo | Fiscal Yr | Item | Contr. no. | SD Doc. | SD Doc.   | Material | BFC  | Market | Bus. Area |
|--------|------------|-----------|------|------------|---------|-----------|----------|------|--------|-----------|
| ZFR3   | 114348092  | 2017      | 1    | 2000707106 |         | 114348092 |          | PMPM |        | 9ID0      |

In the screen that opens, the Business Area to be used can be seen.

#### 4.4. Payment in Advance procedure

Sometimes we receive payments made by customers before the goods are shipped and invoice sent and assigned to SOLVAY SA. Therefore, we receive the payment and the invoice isn't yet available on customer account.

There are three steps that should be considered when recording a payment in advance:

1. The customer must be identified
2. Check whether there is an invoice open in that account, and if not, consult the various systems to determine if an advanced payment is expected
3. If the order, customer and amount are identical of what is stated on bank statement, we are authorized to process the E5 (payment in advance). If not a dispute should be created requesting confirmation to Credit Manager.

#### 4.4.1 Check local system

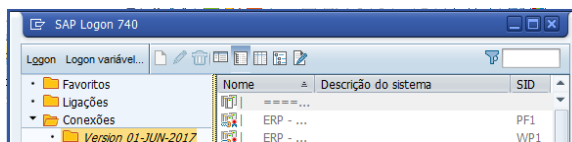
Sometimes we need to consult local system to retrieve data regarding the payment in advance. See below:

#### Searching for Sales Orders and Invoices in PF1

Example:

In the bank statement above, we can see the reference of order (4666877). Sometimes we can see the customer name too (for example, Procter and Gamble). Thus, there are two options to find the order number:

1. by document number
2. by customer name



|                          |                                |                            |                 |
|--------------------------|--------------------------------|----------------------------|-----------------|
| SOLVAY SA - TREASURY DPT |                                | Time 17:18:55              | Date 26.05.2017 |
| BRUXELLES                |                                | REFERENCE/PT63000070       | Page 1          |
| SOP PARTIALS FORTS       |                                |                            |                 |
| Bank no.: 210            | Account number: 210-0049499-01 | Statement number: 00117    | ID: 00299336    |
| House bank: 21081        | Account ID: CLOS               | Statement date: 20.05.2017 | Currency: USD   |
| Beginning balance        | 0,00                           |                            |                 |
| Total Debit              | 345.336,00                     |                            |                 |
| Total credits            | 345.336,00                     |                            |                 |
| Ending balance           | 0,00                           |                            |                 |

| NR | Value date | NRPostDate | Payment Notes                                      | Posting text      | Amount     | RTC  |
|----|------------|------------|----------------------------------------------------|-------------------|------------|------|
| 1  | 22.05.2017 | 22.05.2017 | REF: 4666877 ZIB REF: 4150                         | Beginning balance | 0,00       |      |
|    |            |            | 10404037-0                                         | 4150000           | 109.480,00 | 4150 |
|    |            |            | 779150742466-0                                     |                   |            |      |
|    |            |            | 00000000097463590                                  |                   |            |      |
|    |            |            | SOLVAY CHEMICALS INTERNATI                         |                   |            |      |
|    |            |            | IND0000000019450000000                             |                   |            |      |
|    |            |            | ROE OF RANDSEEV, 310 RUE E                         |                   |            |      |
|    |            |            | LES BELGIQUE B - 112                               |                   |            |      |
|    |            |            | SOLVAY CHEMICALS INTERNATI                         |                   |            |      |
|    |            |            | ROE OF RANDSEEV, 310                               |                   |            |      |
|    |            |            | Additional info 34150000                           |                   |            |      |
|    |            |            | Business partner: SOLVAY CHEMICALS INTERNATI ROE D |                   |            |      |
|    |            |            | Partner account 7791507424660                      |                   |            |      |
|    |            |            |                                                    |                   | 109.480,00 |      |

**Display Sales Order: Initial Screen**

Sales Item overview Ordering party Orders

Order

Search Criteria

Purchase Order No.

Sold-to party

Delivery

Billing Document

WBS Element

or

**Display Sales Order: Initial Screen**

Sales Item overview Ordering party Orders

Order

Search Criteria

Purchase Order No.

Sold-to party

Delivery

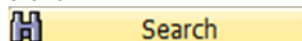
Billing Document

WBS Element

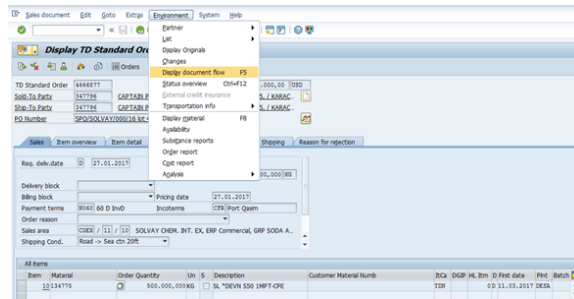
#### 1. Search by document number:

Use transaction VA03 to search either by proforma (Billing document) or by order number (in the example we have the order number):

Click on

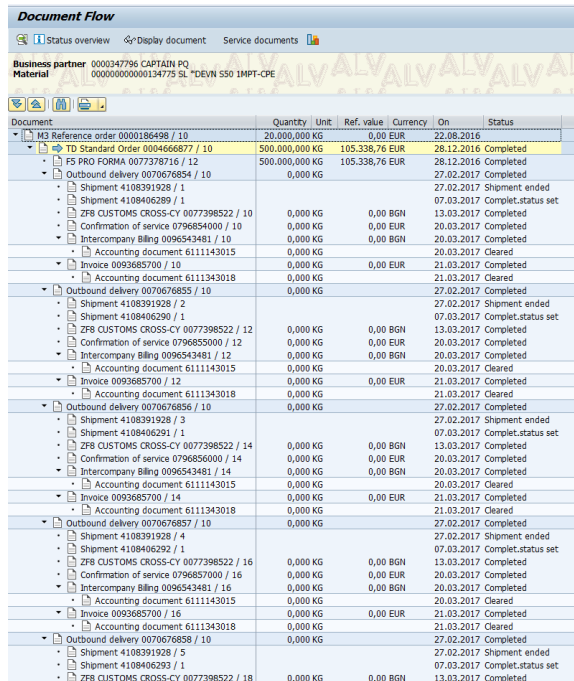


The following screen appears:



- X InvD
- Payment in Advance

The following screen appears:



In case of having an order with "Payment terms": "**Payment in advance**", we should check if the customer name and the amount of the order are the same as mentioned on the bank statement. If yes, we can post the payment in advance on customer account and a dispute will be automatically created informing Credit Manager. If not, we should create a dispute and ask confirmation from Credit Manager/ Credit Analyst regarding the order number.

Open transaction VA03 and click on **Sol**



You will get the following screen:

Order

Search Criteria

Purchase Order No.

Sold-to party

Delivery

Billing Document

WBS Element

Search

Search Terms

Search term 1/2

Street Address

Street/House number

Postal Code/City

Country

RU Russian Feder. Region

The customer's name should be inserted between asterisks. Click on



The following screen appears:

Check both customers to see which the correct one is. Afterwards, click on



The system adds the customer's number in "Sold to party" field automatically, and then clicks on



Search

Hit List 2 Entries

| Customers | Max | First name         | Sect       | Phone No.  | Postal Code | City     | Search Term 1 | Search Term 2 | CR |
|-----------|-----|--------------------|------------|------------|-------------|----------|---------------|---------------|----|
| 800064    | 000 | PROCTOR and GAMBLE | RU00000000 | 8000000000 | 80000000    | 80000000 | 80000000      | 80000000      | RU |
| 1200067   | 000 | PROCTOR and GAMBLE | RU00000000 | 8000000000 | 80000000    | 80000000 | 80000000      | 80000000      | RU |

Order

Search Criteria

Purchase Order No.

Sold-to party

Delivery

Billing Document

WBS Element

Search

Partner

Partner Function

Sales Organisation

Sales Office

| SGrp | Chl | Dv | Sfty | Purchase order no.    | Doc. Date  | Created by | Valid from | Valid to   | Trc | Document |
|------|-----|----|------|-----------------------|------------|------------|------------|------------|-----|----------|
| 204  | 11  | 21 | TD   | Contract # 3/2007     | 25.10.2007 | RU000029   | 00.00.0000 | 31.12.9999 | 0   | 2192159  |
| 204  | 11  | 21 | TD   | Contract # 3/2007     | 25.10.2007 | RU000029   | 00.00.0000 | 31.12.9999 | 0   | 2192156  |
| 204  | 11  | 21 | TD   | Contract N-02/NA of   | 29.01.2008 | RU000029   | 00.00.0000 | 31.12.9999 | 0   | 2244018  |
| 204  | 11  | 21 | TD   | Contract N-02/NA of   | 20.02.2008 | RU000029   | 00.00.0000 | 31.12.9999 | 0   | 2257068  |
| 204  | 11  | 23 | TD   | Contract # D-01/AN of | 30.01.2008 | RU000029   | 00.00.0000 | 31.12.9999 | 0   | 2244635  |
| 204  | 11  | 23 | TD   | Contract # D-02/AN of | 01.02.2008 | RU000029   | 00.00.0000 | 31.12.9999 | 0   | 2247304  |
| 204  | 11  | 23 | TD   | Contract # D-02/AN of | 01.02.2008 | RU000029   | 00.00.0000 | 31.12.9999 | 0   | 2247312  |
| 205  | 11  | 21 | CRV  | Contract N-02/NA of   | 23.03.2011 | RU000043   | 00.00.0000 | 31.12.9999 | 0   | 60128127 |
| 205  | 11  | 21 | DRV  | Contract N-02/NA of   | 23.03.2011 | RU000043   | 00.00.0000 | 31.12.9999 | 0   | 60128133 |
| 205  | 11  | 21 | M3   | Contract N-02/NA of   | 29.01.2008 | RU000029   | 00.00.0000 | 31.12.9999 | 0   | 57528    |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 26.12.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2449160  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 04.03.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2264611  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 04.03.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2264620  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 04.03.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2264621  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 14.03.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2271741  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 17.03.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2272302  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 27.03.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2278460  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 11.04.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2287122  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 29.04.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2296938  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 29.04.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2296946  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 05.05.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2299626  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 13.05.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2304274  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 28.05.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2312663  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 28.05.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2312672  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 28.05.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2312685  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 18.07.2008 | RU000032   | 00.00.0000 | 31.12.9999 | 0   | 2348384  |
| 205  | 11  | 21 | TD   | Contract N-02/NA of   | 01.09.2008 | RU000038   | 00.00.0000 | 31.12.9999 | 0   | 2375922  |

Then, check the last order and in case of non-conformity create a dispute.

There can be more than one proforma document mentioned in the bank statement and the numbers of the proforma documents can start with different numbers as 77... or 922... or 925... or 200... The proforma references are different depending on the company that issues the document.

If there is more than one proforma document, all of them should be checked and orders found. The sum of all orders should be equal to the total amount of the payment. If the amount is not the same always create a dispute asking for the confirmation of the orders and the amounts related to each of them. Check also if the difference is banking fees through customer masterdata.



#### Warning

If no useful information can be found or if there is the slightest doubt, create a dispute asking for details to the Credit Manager.

The example described is related to PF1 system, however the same procedure should be executed for WP1.

## 4.4.2 Process a Payment in advance

The first thing to do is to post the payment on customer account as a "DZ" document type entry.

**Remark:** If the original payment was made via check, the document type entry recorded is "DK". It may also happen that the document type entry recorded is "AB", as a reconciliation resulting from using transaction F-32. This procedure only mentions document type "DZ", but it applies exactly the same way for document types "AB" and "DK".

Then, we should transform the “DZ” entry into an “E5” entry through Z3F\_F A\_PIA transaction.

This screen has to be filled in as follows:

-

- **Company code:** 0231
- **Customer:** Customer number in which payment was allocated
- **Processing Mode:** N
- **Test mode:** Not selected



Then click on . The following screen appears:

We should select the line of the payment that needs to be transformed into payment in advance, double click on it and fill it as follows:

- **Aff.Co Co:** Affiliate number
- **Sales Doc.:** Sales order (we should fill this field or the Billing doc. – Only one is needed)



#### Warning

Please check if the order you are using wasn't already used in customer account (ex. more than one payment for the same order). If not, you can proceed with the transaction. If it was already used, please insert a “.” in the “Assignment” field of open document with the same order, process the transaction and after the E5 creation, delete it.

- **Billing Doc.:** Billing doc. (we should fill this field or the Sales doc. – Only one is needed)



Then we should choose button and the Amount field will be filled automatically with the Sales document amount. Please note that **BusA** field must be filled in, otherwise payment in advance will not be processed. When there are differences between this amount and the payment, it can be for several reasons: partial payment, banking fees, etc. Thus an analysis should be performed to trace the reason of the difference.



Click on

Choose **Yes** in the table and the following message appears:

**Full factoring - Payment in advance**

Company Code: 0231 to  
Customer: 255310 to

Processing Mode: ☐ Test mode

| CoCode | DocumentNo | Fiscal Yr | Item | Customer | Type | Doc. Date  | Posting Date | D/C Indic. | Amount    | Currency | Assignment      | G/L Account | Period | Baseline Date |
|--------|------------|-----------|------|----------|------|------------|--------------|------------|-----------|----------|-----------------|-------------|--------|---------------|
| 0231   | 8701940093 | 2017      | 1    | 255310   | AB   | 02.05.2017 | 02.05.2017   | S          | 14.470,44 | BGN      | 34430004748031  | 2200000000  | 5      | 09.05.2017    |
| 0231   | 8701951164 | 2017      | 1    | 255310   | AB   | 05.05.2017 | 05.05.2017   | H          | 56.940,00 | BGN      | 34430004757420  | 2200000000  | 5      | 18.05.2017    |
| 0231   | 7000028059 | 2017      | 2    | 255310   | DZ   | 18.05.2017 | 18.05.2017   | H          | 91.104,00 | BGN      | INBG1CLBGN17092 | 2200000000  | 5      | 18.05.2017    |
| 0231   | 7000029601 | 2017      | 2    | 255310   | DZ   | 25.05.2017 | 25.05.2017   | H          | 91.104,00 | BGN      | INBG1CLBGN17096 | 2200000000  | 5      | 25.05.2017    |

| CoCode | DocumentNo | Fiscal Yr | Item | Customer | Type | Doc. Date  | Posting Date | D/C Indic. | Amount    | Currency | Assignment      | G/L Account | Period | Baseline Date | Indicator |
|--------|------------|-----------|------|----------|------|------------|--------------|------------|-----------|----------|-----------------|-------------|--------|---------------|-----------|
| 0231   | 8701940093 | 2017      | 1    | 255310   | AB   | 02.05.2017 | 02.05.2017   | S          | 14.470,44 | BGN      | 34430004748031  | 2200000000  | 5      | 09.05.2017    |           |
| 0231   | 8701951164 | 2017      | 1    | 255310   | AB   | 05.05.2017 | 05.05.2017   | H          | 56.940,00 | BGN      | 34430004757420  | 2200000000  | 5      | 18.05.2017    |           |
| 0231   | 7000028059 | 2017      | 2    | 255310   | DZ   | 18.05.2017 | 18.05.2017   | H          | 91.104,00 | BGN      | INBG1CLBGN17092 | 2200000000  | 5      | 18.05.2017    |           |
| 0231   | 7000029601 | 2017      | 2    | 255310   | DZ   | 25.05.2017 | 25.05.2017   | H          | 91.104,00 | BGN      | INBG1CLBGN17096 | 2200000000  | 5      | 25.05.2017    |           |

**Full factoring - Payment in advance**

Aff. CoCo: 3443 Sales Doc.: 4762102 Bill.Doc.: Bu.: Profit Ctr: Amount: Cu.: PayAdvAmnt: 91.104,00 Landscape

**Full factoring - Payment in advance**

Aff. CoCo: 3443 Sales Doc.: 4762102 Bill.Doc.: BusA: 7250 Profit Ctr: F25MHXX... Amount: Cu.: 75.920,00 BGN PayAdvAmnt: 91.104,00 Landscape: ERPSOLV

**Saving**

Are you sure you want to post this data?

Yes No

 Document 7700002673 was posted in company code 0231

After this posting, a job will run automatically and will create an E5 document on customer account. See below an example:

|              |  |                  |  |
|--------------|--|------------------|--|
| Customer     |  | 255310           |  |
| Company Code |  | 0231             |  |
| Name         |  | RUBIN TRADING AD |  |
| City         |  | SOFIA            |  |

| St                                  | CoCd                                | BusA | Reference | Assignment  | Ref. Key 1  | Block | Promised For | DocumentNo | Typ | PM | Doc. Date  | Net due dt | S | DD | Amt in loc.cur. | LCurr | Amount in DC | Curr. |
|-------------------------------------|-------------------------------------|------|-----------|-------------|-------------|-------|--------------|------------|-----|----|------------|------------|---|----|-----------------|-------|--------------|-------|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 0231 | 7250      | PMT.ADVANCE | PMT.ADVANCE |       |              | 7700002673 | E5  |    | 18.05.2017 | 18.05.2017 |   |    | 46.574,31       | EUR   | 91.104,00    | BGN   |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |      |           |             |             |       |              |            |     |    |            |            |   |    | 46.574,31       | EUR   | 91.104,00    | BGN   |

A dispute will be automatically created informing Credit Manager of the posting.

When the invoice is assigned and there is no difference or the difference is on the customer master data tolerance, an automatic job runs every day and clears the E5 with the invoice (s). If there is a difference which is above the tolerance, the job will not clear and we should ask information to the responsible CSR and Credit Manager.

As soon as the invoice is cleared, the posting on customer account is as below:

|              |  |                  |  |
|--------------|--|------------------|--|
| Customer     |  | 255310           |  |
| Company Code |  | 0231             |  |
| Name         |  | RUBIN TRADING AD |  |
| City         |  | SOFIA            |  |

| St                                  | CoCd                                | BusA | Reference | Assignment     | Ref. Key 1     | Block      | Promised For | DocumentNo | Typ | PM | Doc. Date  | Net due dt | S | DD | Amt in loc.cur. | LCurr | Amount in DC | Curr. | Clrng doc. | Clearing   |
|-------------------------------------|-------------------------------------|------|-----------|----------------|----------------|------------|--------------|------------|-----|----|------------|------------|---|----|-----------------|-------|--------------|-------|------------|------------|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 0231 |           | 34436111112518 | 34430004762102 | 2000475498 |              | 5000150069 | F4  | A  | 22.05.2017 | 22.05.2017 |   |    | 17.465,81       | EUR   | 34.164,00    | BGN   | 8701958122 | 25.05.2017 |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 0231 |           | 34436111112526 | 34430004762102 | 2000480377 |              | 5000151130 | F4  | A  | 23.05.2017 | 23.05.2017 |   |    | 17.467,60       | EUR   | 34.164,00    | BGN   | 8701958122 | 25.05.2017 |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 0231 |           | 34436111112539 | 34430004762102 | 2000488534 |              | 5000152856 | F4  | A  | 25.05.2017 | 25.05.2017 |   |    | 11.644,17       | EUR   | 22.776,00    | BGN   | 8701958122 | 25.05.2017 |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 0231 | 7250      | PMT.ADVANCE    | 34430004762102 |            |              | 7700002673 | E5  |    | 18.05.2017 | 18.05.2017 | A |    | 46.574,31       | EUR   | 91.104,00    | BGN   | 8701958122 | 25.05.2017 |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 0231 |           |                |                |            |              | 8701958122 | AB  |    | 18.05.2017 | 18.05.2017 |   |    | 46.577,58       | EUR   | 91.104,00    | BGN   | 8701958122 | 25.05.2017 |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 0231 | 7250      |                |                |            |              | 8701958122 | AB  |    | 18.05.2017 | 18.05.2017 | A |    | 46.574,31       | EUR   | 91.104,00    | BGN   | 8701958122 | 25.05.2017 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |      |           |                |                |            |              |            |     |    |            |            |   |    | 0,00            | EUR   | 0,00         | BGN   |            | 25.05.2017 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |      |           |                |                |            |              |            |     |    |            |            |   |    | 0,00            | EUR   | 0,00         | BGN   |            |            |

### Warning

Please note that after processing a Payment in advance, the related order should be released (The detailed description of how to release the order is in Chapter 4.4.3).

### Payment in Advance for more than one order:

In case our payment is for more than one order, we should divide the payment on the transaction **Z3F\_FA\_PI A** as below:

**Full factoring - Payment in advance**

Company Code  to

Customer  to

Processing Mode ☒

Test mode ☐

This screen has to be filled in as follows:

- **Company code:** 0231
- **Customer:** Customer number in which payment was allocated
- **Processing Mode:** N
- **Test mode:** Not selected

Then click on . The following screen appears:

We should select the line of the payment that needs to be transformed into payment in advance, double click on it and fill it as follows:

- **Aff.Co Co:** Affiliate number
- **Sales Doc.:** Sales order (we should fill this field or the Billing doc. – Only one is needed)

| CoCode | DocumentNo | Fiscal Yr | Item | Customer | Type | Doc. Date  | Posting Date | D/C Ind. | Amount    | Currency | Assignment     | GL Account | Period | Baseline Date | Indicator |
|--------|------------|-----------|------|----------|------|------------|--------------|----------|-----------|----------|----------------|------------|--------|---------------|-----------|
| 0231   | 8701940093 | 2017      | 1    | 255310   | AB   | 02.05.2017 | 02.05.2017   | S        | 14.470,44 | BGN      | 34430004748031 | 2200000000 | 5      | 09.05.2017    |           |
| 0231   | 8701951164 | 2017      | 1    | 255310   | AB   | 05.05.2017 | 05.05.2017   | H        | 56.940,00 | BGN      | 34430004757420 | 2200000000 | 5      | 18.05.2017    |           |
| 0231   | 7000029601 | 2017      | 2    | 255310   | OZ   | 25.05.2017 | 25.05.2017   | H        | 91.104,00 | BGN      | 8701958122     | 2200000000 | 5      | 25.05.2017    |           |

| CoCode | DocumentNo | Fiscal Yr | Item | Customer | Type | Doc. Date  | Posting Date | D/C Ind. | Amount    | Currency | Assignment     | GL Account | Period | Baseline Date | Indicator |
|--------|------------|-----------|------|----------|------|------------|--------------|----------|-----------|----------|----------------|------------|--------|---------------|-----------|
| 0231   | 8701940093 | 2017      | 1    | 255310   | AB   | 02.05.2017 | 02.05.2017   | S        | 14.470,44 | BGN      | 34430004748031 | 2200000000 | 5      | 09.05.2017    |           |
| 0231   | 8701951164 | 2017      | 1    | 255310   | AB   | 05.05.2017 | 05.05.2017   | H        | 56.940,00 | BGN      | 34430004757420 | 2200000000 | 5      | 18.05.2017    |           |
| 0231   | 7000029601 | 2017      | 2    | 255310   | OZ   | 25.05.2017 | 25.05.2017   | H        | 91.104,00 | BGN      | 8701958122     | 2200000000 | 5      | 25.05.2017    |           |

**Full factoring - Payment in advance**

Aff. CoCo Sales Doc. Bill.Doc. Bu... Profit Ctr Amount Cu... PayAdvAmnt Landscape

3443 4767350     91.104,00

- **Billing Doc.:** Billing doc. (we should fill this field or the Sales doc. – Only one is needed)



To add another order for this payment, we should select  and fill with the information regarding the other order.

**Full factoring - Payment in advance**

|  | Aff. CoCo | Sales Doc. | Bill.Doc. | Bu... | Profit Ctr | Amount | Cu... | PayAdvAmnt | Landscape |
|--|-----------|------------|-----------|-------|------------|--------|-------|------------|-----------|
|  | 3443      | 4767350    |           |       |            |        |       | 91.104,00  |           |
|  | 3443      | 4757420    |           |       |            |        |       |            |           |



Then, we should click on  so that automatically the Net value field is updated (Sales order amounts) as below:

**Full factoring - Payment in advance**



|  | Aff. CoCo | Sales Doc. | Bill.Doc. | Bu... | Profit Ctr | Amount   | Cu... | PayAdvAmnt | Landscape |
|--|-----------|------------|-----------|-------|------------|----------|-------|------------|-----------|
|  | 3443      | 4767350    |           | 72... | F25MHX...  | 75.92... | BGN   | 91.104,00  | ERPSOLV   |
|  | 3443      | 4757420    |           | 72... | F25MHX...  | 75.92... | BGN   | 0,00       | ERPSOLV   |

Finally, insert the correct amount on "PayAdvAmnt" field according to the orders

**Full factoring - Payment in advance**



|  | Aff. CoCo | Sales Doc. | Bill.Doc. | Bu... | Profit Ctr | Amount   | Cu... | PayAdvAmnt | Landscape |
|--|-----------|------------|-----------|-------|------------|----------|-------|------------|-----------|
|  | 3443      | 4767350    |           | 72... | F25MHX...  | 75.92... | BGN   | 72.560,00  | ERPSOLV   |
|  | 3443      | 4757420    |           | 72... | F25MHX...  | 75.92... | BGN   | 18.544,00  | ERPSOLV   |



and press Save . In case there are banking fees, the amount inserted should be changed so that the total amount of the orders is the same as the payment amount. Please note that BusA field must be filled in, otherwise payment in advance will not be processed.

Choose **Yes**

 Saving

 Are you sure you want to post this data?

Yes No

and the following message appears:

✓ Document 7700002675 was posted in company code 0231

After this posting, a job will run automatically and will create two E5 documents on customer account. See below:

| CoCd | BusA | Reference   | Assignment     | Ref. Key 1 | Block | Promised For | DocumentNo | Typ |
|------|------|-------------|----------------|------------|-------|--------------|------------|-----|
| 0231 | 7250 | PMT.ADVANCE | 34430004767350 |            |       |              | 7700002675 | E5  |
| 0231 | 7250 | PMT.ADVANCE | 34430004757420 |            |       |              | 7700002592 | E5  |

Disputes will be automatically created informing Credit Manager of the posting.

When the invoices are assigned and there is no difference or the difference is on the customer master data tolerance, an automatic job runs every day and clears the E5 with the invoice (s). If there is a difference which is above the tolerance, the job will not clear and we should ask information to the related CSR/ Credit Manager.

As soon as the invoices are cleared, the posting on customer account is as below:

| Customer Line Item Display                                                  |      |      |                |                |            |       |              |            |     |    |            |            |   |    |                 |       |              |       |            |
|-----------------------------------------------------------------------------|------|------|----------------|----------------|------------|-------|--------------|------------|-----|----|------------|------------|---|----|-----------------|-------|--------------|-------|------------|
| Customer 255310<br>Company Code 0231<br>Name RUBIN TRADING AD<br>City SOFIA |      |      |                |                |            |       |              |            |     |    |            |            |   |    |                 |       |              |       |            |
| St                                                                          | CoCd | BusA | Reference      | Assignment     | Ref. Key 1 | Block | Promised For | DocumentNo | Typ | FX | Doc. Date  | Net due dt | S | DD | Amt in loc.cur. | LCurr | Amount in DC | Curr. | Clrng doc. |
|                                                                             | 0231 |      | 34436111112490 | 34430004757420 | 2000452101 |       |              | 5000144541 | F4  | A  | 15.05.2017 | 15.05.2017 |   |    | 17.466,26       | EUR   | 34.164,00    | BGN   | 8701947045 |
|                                                                             | 0231 | 7250 | PMT.ADVANCE    | 34430004757420 |            |       |              | 7700002592 | E5  |    | 12.05.2017 | 12.05.2017 | A |    | 34.933,41-      | EUR   | 68.328,00-   | BGN   | 8701947045 |
|                                                                             | 0231 | 7250 | PMT.ADVANCE    | 34430004757420 |            |       |              | 7700002591 | E5  |    | 05.05.2017 | 05.05.2017 | A |    | 40.758,77-      | EUR   | 79.716,00-   | BGN   | 8701947045 |
|                                                                             | 0231 | 7250 |                |                |            |       |              | 8701947045 | AB  |    | 05.05.2017 | 05.05.2017 | A |    | 75.692,18       | EUR   | 148.044,00   | BGN   | 8701947045 |
|                                                                             | 0231 |      |                |                |            |       |              | 8701947045 | AB  |    | 05.05.2017 | 05.05.2017 |   |    | 17.466,26-      | EUR   | 34.164,00-   | BGN   | 8701947045 |
| *                                                                           |      |      |                |                |            |       |              |            |     |    |            |            |   |    | 0,00            | EUR   | 0,00         | BGN   |            |
| **                                                                          |      |      |                |                |            |       |              |            |     |    |            |            |   |    | 0,00            | EUR   | 0,00         | BGN   |            |



#### Warning

Please note that after processing a Payment in advance, the related order should be released (The detailed description of how to release the order is in Chapter 4.4.3).

### 4.4.3 Release the Order related to payment in advance



After processing a Payment in advance, we should click on , then go to the "Status tab" in VA02 transaction and check in the "Credit Status" line if the order wasn't released yet (The status needs to be "Not approved"):

| Sales               | Shipping | Billing Document | Accounting | Conditions      | Account assignment | Partners           | Texts | Order Data | Status |
|---------------------|----------|------------------|------------|-----------------|--------------------|--------------------|-------|------------|--------|
| Processing status   |          |                  |            |                 |                    |                    |       |            |        |
| Overall status      |          | Being processed  |            |                 |                    |                    |       |            |        |
| Rejection status    |          | Nothing rejected |            |                 |                    |                    |       |            |        |
| Delivery status     |          | Not delivered    |            |                 |                    |                    |       |            |        |
| Credit status       |          | Not approved     |            |                 |                    |                    |       |            |        |
| Overall blkd status |          | Blocked          |            |                 |                    |                    |       |            |        |
| Completeness        |          |                  |            |                 |                    |                    |       |            |        |
| Header data         |          | Complete         |            | Item data       |                    | All items complete |       |            |        |
| Header div.data     |          | Complete         |            | Item deliv.data |                    | All items complete |       |            |        |
| Header bill.dat     |          | Complete         |            | Item bill.data  |                    | All items complete |       |            |        |

If the "Credit Status" is "Not approved"; if the payment received corresponds to the payment terms of the order and if the amount of the payment and the order is the same, we can release the order. Additionally check also if there's any block in the Delivery block field in the main screen (for example,

Delivery block Comm Adv Pay Wait -H

). If it is the case please remove it choosing the option which is empty (see below):

|                |                      |
|----------------|----------------------|
| Delivery block | Comm Adv Pay Wait -H |
| Billing block  | SVIN-Irreg.week.spli |
| Payment terms  | SVIN-Lack of product |
| Order reason   | SVIN-Missing transp. |
| Sales area     | SVIN-New destination |
| Shipping Cond. | SVIN-Not paid ontime |
|                | SVIN-Packaging issue |
|                | SVIN-Route missing   |
|                | SVIN-Rush order      |
| All items      | SVIN-SAP issue       |
|                | SVIN-Transwide issue |
| Item           | SVIN-Wro.transit tim |
| Material       | SVIN-Wrong route del |
| 10             | Waiting for release  |
| 135731         |                      |

Afterwards, we should go to **VKM3** transaction, insert the order number and press Execute button :

| SD Documents                                                                   |    |     |      |          |         |       |      |    |            |               |               |      |         |            |            |         |
|--------------------------------------------------------------------------------|----|-----|------|----------|---------|-------|------|----|------------|---------------|---------------|------|---------|------------|------------|---------|
| Reassign    Reject    Forward to authorization    Choose    Save    Selections |    |     |      |          |         |       |      |    |            |               |               |      |         |            |            |         |
| P.St.                                                                          | Rj | Cre | CCAr | Document | DocCa   | SOrg. | DChl | Dv | Cred. acct | Name 1        | City          | Ctr  | Address | Created on | Created by |         |
|                                                                                |    |     |      | SOLV     | 5034513 | C     | 5835 | 11 | 61         | 423418        | ROBOZE S.R.L. | BARI | IT      | 2356080    | 02.07.2018 | IT98187 |
| <input checked="" type="checkbox"/>                                            |    |     |      |          |         |       |      |    |            | ROBOZE S.R.L. | BARI          |      |         |            |            |         |
| Not Relevant                                                                   |    |     |      |          |         |       |      |    |            |               |               |      |         |            |            |         |

Then select the line, click on button  and press Save . The following message will appear:

| Document | Output            |
|----------|-------------------|
| 5034513  | has been released |

## 4.5. Customer blocked for posting

When doing the cash allocation, it might happen we find a customer that is blocked. Therefore, the system will give an error message stating that the customer account is blocked for posting. Find below how this situation should be handled.

On FEBA transaction, we insert customer number. Click on the icon "**Process open items**" and the following error message appears:

| Post with Clearing Select open items                                                                                               |                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Process open items                                                                                                                 |                                                                                          |
| Open item selection                                                                                                                |                                                                                          |
| Company Code                                                                                                                       | 0231  |
| Account                                                                                                                            | 312287                                                                                   |
| Account Type                                                                                                                       | D                                                                                        |
| Special G/L ind                                                                                                                    | <input type="checkbox"/> Normal OI                                                       |
| Pmnt advice no.                                                                                                                    |                                                                                          |
| <input type="checkbox"/> Other accounts<br><input type="checkbox"/> Distribute by age<br><input type="checkbox"/> Automatic search |                                                                                          |

**Account 312287 0231 is blocked for posting**

In this situation, AR team should analyse if the customer account suggested by the system is the correct one (in transaction FBL5N confirm if there is an open invoice, if there is another customer account with the same/ similar name or if there is a Freshdesk ticket with the same issue) and in case of doubts contact Credit Manager before requesting the unblocking.

In case the blocked customer is the correct one, AR will need to create a ticket and transfer it to Data Management team (view "PtP D&A EMEA") asking to unblock the customer account. When Data Management team will transfer back the case to CCT AR view saying that the account was unblocked, we should post the payment on the account and after we should return the case to them so that they can block the customer account again.

**Warning**

In order to register this payment as unallocated, we should create a ticket and classify it with status "Need for more information" and OTC-Subprocess "Unallocated payment"

## 4.6. Customer not created in Cc 0231

In case customer is not created in Cc 0231 and we are sure that is the correct customer, we should run transaction **Z3 F\_FA\_PARTN\_CC\_VIEW**.

First of all we should select variant **CIE0231** by double clicking on it:

After that we should insert customer account number and execute

Customer is then created in 0231 with default values.

## 4.7. Payment to be transferred by IBA to other company

For all cases in which we receive a payment in SOLVAY SA which should be transferred to other Solvay company, we should follow the described procedure.

**Warning**

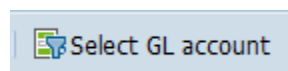
- If the payment is already allocated, you should reverse it before starting this procedure. Check [Reversals](#) operating procedure
- For payments received in SOLVAY SA Cc 0231/ SOLVAY FINANCE AMERICA Cc 4044 for companies/ documents not assigned, we should transfer the payment by IBA (as explained below). Once the IBAs run (it can take one day or more), the clearing in local system between the G/L account (5080900000 in case of PF1 or 58999920 in case of WP1) and customer's account should be done using transaction **FB05**.
- When processing an IBA movement with exchange, always inform [tres.cicc@solvay.com](mailto:tres.cicc@solvay.com) in case the payment currency is not the same as the Affiliate's main currency.

### Open transaction Z3F\_FA\_IBA\_TRANSFER2

Insert the sub-account concerned (in this case 50501USD16), Document Number (in this case 9002850591), remove tick from the "Test Run" and Execute.

The next window is open:

Then, select the line concerning the payment and insert the information regarding the IBA account to which the payment is being transferred by pressing

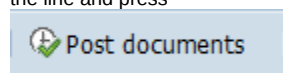


and press

The IBA account is usually composed by 591 + currency of the payment + affiliate's company code

In order to help the affiliate to identify the reason of the transfer, in the "Text" field, it should be mentioned the customer number and invoice number.

After all information is inserted, select the line and press



**Full factoring IBA transfer**

Display FEBA bank statement Transcodification table Post documents Select GL account

Sub accounts open items (1)

| FB | G/L Account | Hous  | DocumentNo | Year | Item | Amount    | Crcy | Value Date | G/L Account | Crcy | Text |
|----|-------------|-------|------------|------|------|-----------|------|------------|-------------|------|------|
|    | 50501USD16  | 21081 | 9002850591 | 2017 | 2    | 5.076,13- | USD  | 08.05.2017 |             |      |      |

**Full factoring IBA transfer**

Display FEBA bank statement Transcodification table Post documents Select GL account

Sub accounts open items (1)

| FB | G/L Account | Hous  | DocumentNo | Year | Item | Amount    | Crcy | Value Date | G/L Account | Crcy | Text |
|----|-------------|-------|------------|------|------|-----------|------|------------|-------------|------|------|
|    | 50501USD16  | 21081 | 9002850591 | 2017 | 2    | 5.076,13- | USD  | 08.05.2017 |             |      |      |

Full factoring IBA transfer

G/L 591USD6327

**Full factoring IBA transfer**

Display FEBA bank statement Transcodification table Post documents Select GL account

Sub accounts open items (1)

| FB | G/L Account | Hous  | DocumentNo | Year | Item | Amount    | Crcy | Value Date | G/L Account | Crcy | Text |
|----|-------------|-------|------------|------|------|-----------|------|------------|-------------|------|------|
|    | 50501USD16  | 21081 | 9002850591 | 2017 | 2    | 5.076,13- | USD  | 08.05.2017 | 591USD6327  | USD  |      |

**Full factoring IBA transfer**

Display FEBA bank statement Transcodification table Post documents Select GL account

Sub accounts open items (1)

| FB | G/L Account | Hous  | DocumentNo | Year | Item | Amount    | Crcy | Value Date | G/L Account | Crcy | Text                          |
|----|-------------|-------|------------|------|------|-----------|------|------------|-------------|------|-------------------------------|
|    | 50501USD16  | 21081 | 9002850591 | 2017 | 2    | 5.076,13- | USD  | 08.05.2017 | 591USD6327  | USD  | Cust. 322391; Inv. 6111000507 |

The posting executed will clear the TI document in 0231:

| G/L Account              |                                           | 50501USD16 Fortis Bank Brussels (USD) Credit trfs received CU |      |      |            |    |                      |       |    |            |                                                     |
|--------------------------|-------------------------------------------|---------------------------------------------------------------|------|------|------------|----|----------------------|-------|----|------------|-----------------------------------------------------|
| Company Code             |                                           | 0231                                                          |      |      |            |    |                      |       |    |            |                                                     |
| St                       | Assignment                                | DocumentNo                                                    | BusA | Type | Doc. Date  | PK | Amount in doc. curr. | Curr. | Tx | Clrng doc. | Text                                                |
| <input type="checkbox"/> | <input type="checkbox"/> 0029841600011USD | 9002850602                                                    |      | TI   | 09.05.2017 | 50 | 115.220,00-          | USD   |    | 8001815109 | INV NO 63276111000207 PAY170509S005867 US0000000105 |
| <input type="checkbox"/> | <input type="checkbox"/> 210B1CLUSD17107  | 8001815109                                                    |      | SA   | 10.05.2017 | 40 | 115.220,00           | USD   |    | 8001815109 |                                                     |



#### Warnings

- Change the flag of the payment in **Z\_FLAG\_CODA** transaction
- Use transaction **Z3F\_FA\_AFF\_INFO** to understand if an IBA is created and whether it is available or blocked for posting. In case the IBA doesn't exist or it is blocked, we should search if there is a vendor account for that company and if it has a bank account. If not, please send an email to [treasury.ihb@solvay.com](mailto:treasury.ihb@solvay.com).

## 4.8. Payment to be transferred to vendor account

We might have the need to allocate a payment received in SOLVAY SA in a vendor account. There are two possibilities in the **Z3F\_FA\_TRANS\_AR\_AP** transaction:



#### Warning

If the payment is already allocated, you should reverse before starting this procedure

- **Refund to vendor**

Selecting this option, the objective is to use the payment to be transferred and paid back (ex: transfer to Solvay affiliate whenever there is not convention with CICC or to transfer to other entity that not Solvay as the case of de-migrations or companies which were sold).

**Full factoring transfer to vendor**

Maps customization

**Selections**

☒ Refund to Vendor  
Customer paying wrong account / demigration / carve-out (Payment block "B")

☐ Transfer to Vendor Account  
Vendor paying on customer account (Payment block "H")

**Selection criteria**

Company Code: 0231  
G/L Account: 50533EUR16  
Payment Method Group:   
Document Type: 11  
Document Number: 9002844461  
Fiscal Year:   
to   
to   
to   
to   
to

**Processing options**

☐ Test Run  
Batch Input Mode:

- **Transfer to vendor account (no payment)**

Selecting this option, the goal is to manage the payment in vendor account, meaning that no payment is to be executed. In this case, AR should execute the posting and then inform Purchasing team (create a ticket in Freshdesk and transfer it to "PTP HD EMEA" queue).

**Full factoring transfer to vendor**

Maps customization

**Selections**

☐ Refund to Vendor  
Customer paying wrong account / demigration / carve-out (Payment block "B")

☒ Transfer to Vendor Account  
Vendor paying on customer account (Payment block "H")

**Selection criteria**

Company Code: 0231  
G/L Account: 50533EUR16  
Payment Method Group:   
Document Type: 11  
Document Number: 9002844461  
Fiscal Year:   
to   
to   
to   
to   
to

**Processing options**

☐ Test Run  
Batch Input Mode:

Select one of the options described above and insert the sub-account concerned (in this case 50533EUR16), Document Number and unselect the tick on the "Test Run" option.

**Full factoring transfer to vendor**

Display FEBA bank statement Transcodification table Post documents Select new vendor

Sub accounts open items (1)

| G/L Account | Hous. | DocumentNo | Year | Item | Amount  | Crcy | Value Date | Vendor | Text |
|-------------|-------|------------|------|------|---------|------|------------|--------|------|
| 50533EUR16  | SOGFI | 9002844461 | 2017 | 2    | 329,63- | EUR  | 03.05.2017 |        |      |

Execute . The following screen appears:

Select the line and insert the Vendor's number by pressing

button.

Validate it by pressing .

In the text field of the line related with the payment, insert the information you find relevant for the transfer as customer, invoice or case number (please note that the text space is very limited).

Select the line and finalize posting by

pressing button.

**Full factoring transfer to vendor**

Display FEBA bank statement Transcodification table Post documents Select new vendor

Sub accounts open items (1)

| G/L Account | Hous. | DocumentNo | Year | Item | Amount  | Crcy | Value Date | Vendor | Text |
|-------------|-------|------------|------|------|---------|------|------------|--------|------|
| 50533EUR16  | SOGFI | 9002844461 | 2017 | 2    | 329,63- | EUR  | 03.05.2017 |        |      |

EP Full factoring transfer to vendor

Vendor: 102130839

**Full factoring transfer to vendor**

Display FEBA bank statement Transcodification table Post documents Select new vendor

Sub accounts open items (1)

| G/L Account | Hous. | DocumentNo | Year | Item | Amount  | Crcy | Value Date | Vendor    | Text                         |
|-------------|-------|------------|------|------|---------|------|------------|-----------|------------------------------|
| 50533EUR16  | SOGFI | 9002844461 | 2017 | 2    | 329,63- | EUR  | 03.05.2017 | 102130839 | Cust. 117009; Inv.1000008344 |

**Vendor Line Item Display**

Vendor: 102130839  
Company Code: 0231  
Name: SOGFI TAVOIN S.A.S.  
City: PARIS

| St         | Assignment     | DocumentNo | Type | Doc. Date  | St | Amount in doc. out. | Crcy | Clmg doc. | Text                              |
|------------|----------------|------------|------|------------|----|---------------------|------|-----------|-----------------------------------|
|            | 002993400008TR | 800019083  | BT   | 30.05.2017 |    | 126,699,-           | EUR  |           | C. 329199; Inv. 14221000008403/04 |
|            |                |            |      |            |    | 126,699,-           | EUR  |           |                                   |
| ** Account | 102130839      |            |      |            |    | 126,699,-           | EUR  |           |                                   |

A KF document will be open on vendor account as below:

- in the 1<sup>st</sup> option with payment block B and will be paid;
- in the 2<sup>nd</sup> option with payment block H and will remain open until further action from Purchasing team;

Example:

Display Document: Line Item 001

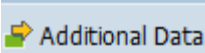
Additional Data

Vendor: 102130839 SOLVAY TAVAX S.A.S. G/L Acc: 2300000000  
Company Code: 0231 25 RUE DE CLICHY  
SOLVAY SA - TREASURY DPT PARIS Doc. no.: 6000190683  
Line Item 1 / Invoice / 31  
Amount: 126.699,90 EUR  
Tax code:

Additional Data: Additional Details for Line Item 001

Bus. Area: House Bank 21082 Part. Bank Type: EUR1  
Disc. base: 1 Instructions: 0 0 0 0  
Payt. Terms: Valuation diff.: 0,00  
Blne Date: 3 Diff. realized: 0,00  
Pmnt Block: B VAT Reg. No.: Reporting cntry: EU Trl. Deal:  
Payment cur.: Trading Partner: 1422 B/e pmnt req.:  
Pmt Method: SCB Indicator: Supplying Cntry: Serv. Ind.:  
Payment Ref.: Planning Date: 30.05.2017 Planning Level: XX  
Collect. inv.: 0 Spec G/L assgt: 21081CLEUR17101  
Assignment: 0 Reference Key 1:  
Text: C Reference Key 2:  
Reference Key 3:

On the KF document in the vendor's



account in the tab we should insert the correct vendor's "House Bank" and "Part. Bank Type".

**Warning**

Change the flag in Z\_FLAG\_CODA transaction.

G/L Account Line Item Display

6001EUR14 Fortis Bank Brussels (EUR) Credit note received CD

| Dr | Assignment       | Document  | Bank Type | Doc. Date  | PR | Amount in doc. curr. | Curr. | Ta         | Clng doc. | Text                                 |
|----|------------------|-----------|-----------|------------|----|----------------------|-------|------------|-----------|--------------------------------------|
|    | 0028934000000000 | 600280807 | FI        | 22.05.2017 | 50 | 126.699,90           | EUR   | 6000190683 | 674234150 | 600000011669900 SOLVAY SPECIALTY POL |
|    | 0028934000000000 | 600030802 | HF        | 30.05.2017 | 50 | 126.699,90           | EUR   | 6000190683 |           |                                      |
|    |                  |           |           |            |    | 0,00                 | EUR   | 6000190683 |           |                                      |
|    |                  |           |           |            |    | 0,00                 | EUR   |            |           |                                      |

The posting executed will clear TI in 0231 as you can see in the example:

4.9. Negative amount in Feba

Every time there is a return of a payment, a credit note, banking fees or a cancellation of a payment, we receive a negative amount on the CODA files.

When a negative amount arrives in FEBA statement list, the way to proceed depends on the subaccount on which the amount is posted. This chapter describes how to handle these transfers.

**Warning**

Before asking details to Credit Manager/BO IHB we should first analyse the bank statement and the Sub-account related looking for a document number or customer number that could lead us to the Country/ Region related. Then, we should also try to see if it is related to banking fees or to a payment to customer, which could be already executed by AR.

The first thing to do is to check in which Sub-accounts the movements are recorded. Therefore, the 900... doc. on FEBA transaction should be consulted

Double click on the document:

Other Display Lock Printout

FORCH / CLCH / 201100257 / 2

Amount: 32,40 CHF Trans.: 0101000

Post. Day: 05.05.2017 Partner Bnk:  
Val. Dt: 05.05.2017 Partner Acct:

Sender:

TRANS: NMSC REF TR026010920 FC00 - TR152187

Display Note to Payee Separately

Posting Area 1: Doc.: 9002087090  
Posting Area 2: Doc.:

The following screen will appear:

**Display Document: Overview**

Document Number 
 Company Code 
 Fiscal Year

Document Date 
 Posting Date 
 Period

Reference 
 Cross-CC no.

Currency 
 Texts exist ☐

Items in document currency

| Item | Acct no.   | Description                                   | Amount in | CHF |
|------|------------|-----------------------------------------------|-----------|-----|
| 001  | 50508CHF16 | Fortis Bank Zurich (CHF) Credit trfs received | 32,40     |     |
| 002  | 50508CHF10 | Fortis Bank Zurich (CHF) Customers            | 32,40     |     |

In this example, the posting have movements on 16 and 10 Sub-Accounts.

1. If related with Bank Sub-account 12, 15,16 or 17

Go directly to the G/L account related (you can access it on 900... doc.) in transaction F-03 (0231), choose the TO related, go to Residual items tab and post as FB, as in the example:



After this, the flag should be changed to "Posted" status in transaction Z FLAG CODA.

### Example to change the flag of the coda:

In order to change the flag insert the first sequence of numbers in the "Short key" field and the second sequence of numbers in the "Memo record number" field. Click on the "Execute" button with "Test" field marked in order to check if the flag is related to the correct statement. If yes, go back, take off the tick from the "Test" field and press "Execute" again.

**2. If G/L accounts 12/15/16 and 17**  
**are not included:**

In this case, the negative amount is not to be handled by AR. We just need to change the flag to "Posted" in transaction Z FLAG CODA.

This amount will be cleared on the subaccounts when doing the subaccount reconciliation.

## 4.10. Unallocated payments

For all payments that AR team is not able to find the correct customer account, some steps need to be followed:

- Search overdue invoices with Promise to Pay, Dunning block "F" or "B" fields by Region or country
- Search similar bank statements in the correspondent sub-account (search in the text field)
- Check transaction ZPVK in PF1 and in WP1 systems to verify if there is a blocked order with a similar amount and check customer account to confirm if it is the correct customer (payment history, bank statements...)
- Check with Collections team (Lisbon, Curitiba and Bangkok) if they are waiting for a payment with that amount through a case in Freshdesk. Other details (other phone number) can also be retrieved from internet and Collections will contact to confirm
- Request to the "SOLVAY SA" bank contact more information regarding the bank transfer namely the payer information (name, bank account, VAT.). We should send an email to the following contacts according to the Bank:
  - BBVA: globalesbarna@bbva.com. Before sending email, a search should be done in the Bank website (chapter 2.2.1.2. Access to payment details of previous days)
  - BNP: ccs@bnpparibas.com
  - SOCIETE GENERALE: [delphine.hartmann@socgen.com](mailto:delphine.hartmann@socgen.com) and [pierre-emmanuel@socgen.com](mailto:pierre-emmanuel@socgen.com)
  - ING BANK N.V.: [Ivan.Keranov@ingbank.com](mailto:Ivan.Keranov@ingbank.com) and [Maya.Geonova@ingbank.com](mailto:Maya.Geonova@ingbank.com)
  - RHODIA CALYON: [jocelyne.allix@ca-cib.com](mailto:jocelyne.allix@ca-cib.com), [chantal.clichy@ca-cib.com](mailto:chantal.clichy@ca-cib.com), [evelyne.hurel@ca-cib.com](mailto:evelyne.hurel@ca-cib.com) and [alain.c.robert@ca-cib.com](mailto:alain.c.robert@ca-cib.com)
  - RHODIA CIC: [francisco.centeno@cmccic.com](mailto:francisco.centeno@cmccic.com) and [flora.fortucci@cmccic.com](mailto:flora.fortucci@cmccic.com)

### Warning

SOLVAY SA/ RHODIA bank account should be mentioned on the email as well as payment amount/ date and bank statement.

- If, after all this steps we are still not able to trace the customer, we should send an email to **Credit Analyst mailbox** (Europe.

[CreditManagement@solvay.com](mailto:CreditManagement@solvay.com)) who will deploy for

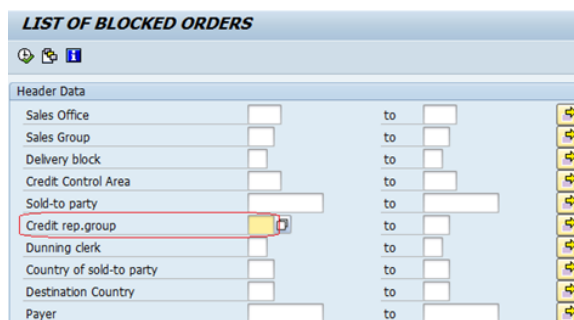


mailbox(all EMEA Credit Managers) if

they are not able to identify the customer. If we got a negative answer, we should, as last option and only if really necessary, send an email to the following mailboxes for **worldwide Customer Service Team Leaders** ([CustomerServiceManager\\_TeamLeaders-WP1-RHO@solvay.com](mailto:CustomerServiceManager_TeamLeaders-WP1-RHO@solvay.com) and [Customer-Service-Managers-And-Team-Leaders-PF1@solvay.com](mailto:Customer-Service-Managers-And-Team-Leaders-PF1@solvay.com)).

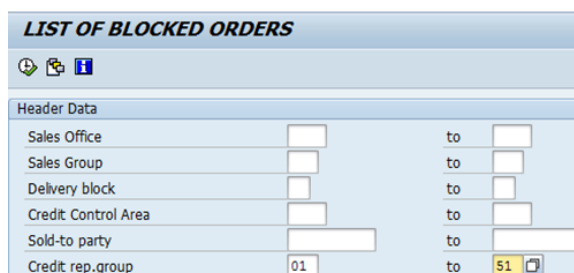
### Transaction ZPVK

Therefore, open transaction ZPVK in local system as below:



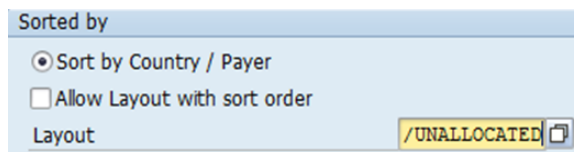
| LIST OF BLOCKED ORDERS   |    |    |  |
|--------------------------|----|----|--|
| Header Data              |    |    |  |
| Sales Office             |    | to |  |
| Sales Group              |    | to |  |
| Delivery block           |    | to |  |
| Credit Control Area      |    | to |  |
| Sold-to party            |    | to |  |
| Credit rep. group        | 01 | to |  |
| Dunning clerk            |    | to |  |
| Country of sold-to party |    | to |  |
| Destination Country      |    | to |  |
| Payer                    |    | to |  |

On the "Credit rep. group" option insert "01" to "51" in order to have all the Credit Managers and Credit Analysts included.



| LIST OF BLOCKED ORDERS |    |    |    |
|------------------------|----|----|----|
| Header Data            |    |    |    |
| Sales Office           |    | to |    |
| Sales Group            |    | to |    |
| Delivery block         |    | to |    |
| Credit Control Area    |    | to |    |
| Sold-to party          |    | to |    |
| Credit rep. group      | 01 | to | 51 |

Then choose the layout /UNALLOCATED



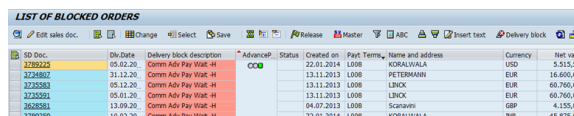
Sorted by

☒ Sort by Country / Payer

☐ Allow Layout with sort order

Layout: UNALLOCATED

Click on it. The following screen appears:



| ID Doc  | Date     | Delivery block description | Advance | Status | Created on | Part | Name and address | Currency | Net value |
|---------|----------|----------------------------|---------|--------|------------|------|------------------|----------|-----------|
| 2789222 | 05.02.20 | Comm Adv Pay Stat - H      |         | COB    | 22.01.2014 | L008 | KORALVALA        | USD      | 5,515.50  |
| 2724802 | 31.12.20 | Comm Adv Pay Stat - H      |         |        | 13.11.2013 | L008 | PETERMANN        | EUR      | 16,600.00 |
| 2725582 | 05.12.20 | Comm Adv Pay Stat - H      |         |        | 13.11.2013 | L008 | CHICK            | EUR      | 69,760.00 |
| 2725592 | 05.01.20 | Comm Adv Pay Stat - H      |         |        | 13.11.2013 | L008 | CHICK            | EUR      | 60,760.00 |
| 2620381 | 13.09.20 | Comm Adv Pay Stat - H      |         |        | 04.07.2013 | L008 | Scaname          | GBP      | 4,135.00  |
| 2789222 | 10.02.20 | Comm Adv Pay Stat - H      |         |        | 22.01.2014 | L008 | KORALVALA        | BRL      | 45,875.00 |

Then, order by amount on "Net value" column and try to find a similar amount with the payment amount we have received. After go to VA03 transaction with the order number to retrieve more details and finally go to customer account and analyse payment history and previous bank statements to confirm it is the correct one.

Afterwards, whenever the payment remains unallocated and we are waiting for information we should create a note with Freshdesk case number in SAP PI1 entry document (900...), as follows:

Double click on 900.... document of the unallocated payment.

Click on Services for Object icon

 and choose Create Create Note

Insert then the case number as below:

And click on the  button.

The same information, stating "Unallocated; Case XXXX", after double clicking on 900... document, should be inserted on the respective subaccount 16 too as you can see in the example:

|                                                     |  |                           |  |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------------------------------------|--|---------------------------|--|--------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Doc. Type : T1 ( Treasury wtr. IS ) Normal document |  |                           |  |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doc. Number : 900230121                             |  | Company Code : 0231       |  | Fiscal Year : 2017 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doc. Date : 21.04.2017                              |  | Posting Date : 21.04.2017 |  | Period : 04        |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Calculate Tax : <input type="checkbox"/>            |  |                           |  |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ref. Doc. : S06FSCSEUML7421                         |  |                           |  |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doc. Currency : EUR                                 |  |                           |  |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Doc. Ref. Text : 002726600048                       |  |                           |  |                    |  |  |  |  |  |  |  |  |  |  |  |  |  |

| Item | Account    | Account short text | Dr | Amount   | Crcy | Amount in LC | LCrcy | Text                                        |
|------|------------|--------------------|----|----------|------|--------------|-------|---------------------------------------------|
| 40   | 500338CR10 | SoldePar EUR CR    |    | 1.282,68 | EUR  | 1.282,68     | EUR   | VIREMENT CROISSANTIE BOH DOH HYPOBANKIE BOH |
| 50   | 500338CR16 | SoldePar EUR CR    |    | 1.282,68 | EUR  | 1.282,68     | EUR   | TRAILLONANTISME #43042                      |

The case in Freshdesk should be classified with Status "Need for more information" and OTC-Subprocess "Unallocated payment".

#### 4.11. Payments not for Solvay

In this case, we have mistakenly received a payment from other which is not a Solvay customer. Therefore the payment should be rejected and AR team should request BNP to reject it. If the payment wasn't received on a BNP bank account, we should try to find a contact of the entity which made the payment in the internet so that we can request bank details and proceed with a manual reimbursement.

#### 4.12. Solvay SA (Cc 0231) closure

This section describes the main principle which must be respected concerning the monthly closing and explains how to proceed when an answer is received for a payment when the corresponding accounting period is already closed.

### Warning

For clearings on F-32 transaction we should ALWAYS use payment date (see value date of DZ document) on the "Clearing date" field. In case the period is already closed, we should use first day of the current month.

**0231 closure starts on D-1** (last working day of the month). See below the impact of the closure on OTC AR postings:

**Customers clearings:** The last day to perform with current month date is on D+1 (until around 14h Portugal time. )

**IBA movements:** The last day to perform with current month date is on D-1

### Posting a payment in a closed period:

Sometimes we have to post a payment when the period is already closed. Please see below how to proceed:

For example, an amount is on the FEBA dated 21st April 2017. But the information needed is provided by Credit Manager only beginning of June 2017 when April period is already closed. The amount has to be posted in June.

In FEBA transaction click on the floppy



The following screen appears with document date and posting date 21st April 2017:

Then click Enter,

The following error message appears:

**Print Bank Statement**

SOLVAY SA - TREASURY DPT  
BROUWELLES  
BWP RAIRIAS S.A., NIEDEKLASSING DEUTSCHLAND  
Bank no.: 37010600 Account number: 1025881895 Statement number: 00076 ID: 00297300  
House bank: FORD1 CLEUR Account ID: CLEUR Statement date: 21.04.2017 Currency: EUR

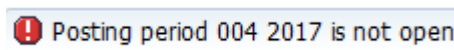
Beginning balance 0,00  
Total Debit 3.780.557,88  
Total credits 3.780.557,88  
Ending balance 0,00

| NR | Value date | RefDate    | Payment Notes                                                                                                                                                                                                                             | Posting text      | Amount   | STC  |
|----|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|----------|------|
|    | 21.04.2017 | 21.04.2017 | /TYPE/096/VIR R SEPA//REMI/372295238//REMI/2009401<br>REF/REF111014007551//ORDR/NAME/PIECARE E.V. INHABER-<br>GUTTENBERG//INFO/DEB1467024546783380//<br>37-437-22CR35QW<br>PIECARE E.V. INHABER CHRISTIAN ROSE<br>Reference 34819-5643593 | Beginning balance | 0,00     |      |
|    |            |            |                                                                                                                                                                                                                                           |                   | 3.242,94 | OTRF |
|    |            |            |                                                                                                                                                                                                                                           |                   | 3.242,94 |      |

**Post with Clearing: Header Data**

Choose open items Acct model

Document Date 21.04.2017 Type DZ Company Code 0231  
Posting Date 21.04.2017 Period 4 Currency/Rate EUR  
Document Number Translatn Date  
Reference FORD1CLEUR17078 Cross-CC no.  
Doc.Header Text 0029730000008 Bill Portfolio  
Clearing text 34819-5643593 /TYPE/096/VIR R SEPA//REMI/372295238  
Branch number Pages



The posting date should be changed to the first day of the current month as well as the Period and Enter should be pressed in order to be able to proceed with the posting.

**Post with Clearing: Header Data**

Choose open items Acct model

Document Date 21.04.2017 Type DZ Company Code 0231  
Posting Date 01.06.2017 Period 6 Currency/Rate EUR  
Document Number Translatn Date  
Reference FORD1CLEUR17078 Cross-CC no.  
Doc.Header Text 0029730000008 Bill Portfolio  
Clearing text 34819-5643593 /TYPE/096/VIR R SEPA//REMI/372295238  
Branch number Pages

## 5. Appendix

[Details missing templates.xls](#)