

Apply cash - Japan - WP1

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2. Objective and Scope

This operational procedure (OP) demonstrates processes and procedures to execute Accounts Receivable activities for Japan customers. This OP provides instruction for users to perform recurring activities and reacting expected scenarios.

This operational procedure (OP) applies for Accounts Receivable activities of entities:

Solvay Japan, Ltd (7418)
Solvay Nicca, Ltd (7621)
Anan Kasei Co., Ltd (6110)
Nippon Solvay KK (0360)
Solvay Specialty Polymers Japan KK(5846)

3. Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS".
- AR BO: Accounts Receivable Back Office
- RiR FO: Record to Report Front Office
- OP: Operating procedure

4. Process Flows

4.1 Pro-Forma Invoice

Scope



Japan

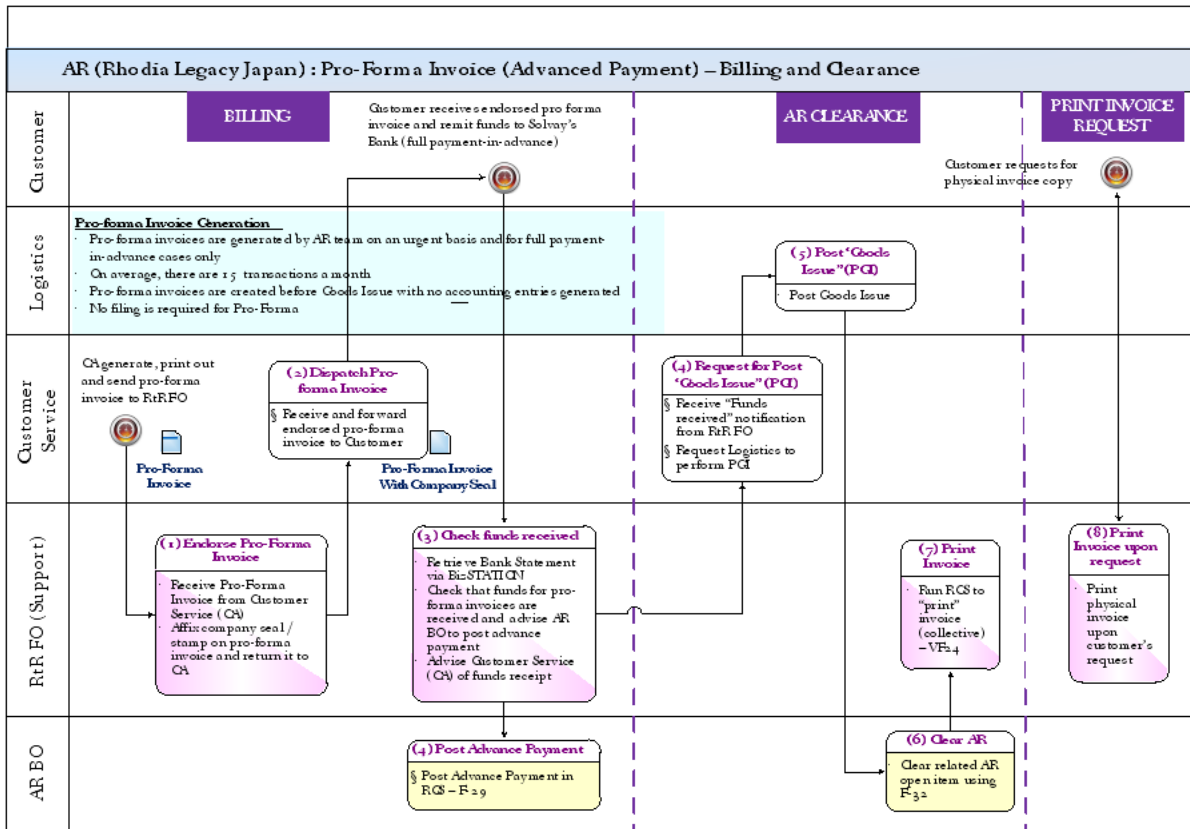
ERP



References

Attachments

Process Flow version (shown in the process)



After get informed of "Advance Payment" from RtR FO, AR BO enter posting.

Pro-Forma Invoice means customer made payment before billing generate (Advance payment)

Step:

1. Enter Transaction code: F-29

Post Customer Down Payment: Header Data
T code: F-29

Document Date: 12.02.2010 | Type: DZ | Company Code: 7418
Posting Date: 12.02.2010 | Period: 2 | Currency Rate: JPY

Customer Account: Altern.comp.cde | Special G/L Ind:

2. Enter data

Post Customer Down Payment: Header Data

Document Date: 12.02.2010 | Type: DZ | Company Code: 7621
Posting Date: 12.02.2010 | Period: 2 | Currency/Rate: usd

Customer Account: 65447 | Special G/L Ind: A

Bank Account: 51000393 | Amount: 18400

Post Customer Down Payment Add Customer item

More data | New Item

Customer: 65447 COSEAL CO.,LTD G/L Acc: 41100600
 Company Code: 7621 SEOCHO-DONG,SEOCHO-GU
 Rhodia NICCA, Ltd SEOUL

Item 2 / Down part received / 19A

Amount: 18400 USD Amount in LC: JPY
 Tax amount: LC tax:
 Tax Code: 5V Calculate tax

Disc.perc.: Disc. amount: Invest.ID:
 Real estate:
 Flow Type:

Assignment:
 Text: Long Texts

Enter Data

3. Simulate

4. Save

Post Customer Down Payment Display Overview

New Item | Display Currency | Requests | Additional Items

Document Date: 12.02.2010 Type: D2 Company Code: 7621
 Posting Date: 12.02.2010 Period: 2 Currency: USD / 0.01107
 Document Number: INTERNAL Fiscal Year: 2010 Translation dte: 12.02.2010
 Reference: Cross-CC no.:
 Doc.Header Text: Trading part:BA

Items in document currency

PK	BusA	Acct	USD	Amount	Tax amnt
001	40	0051000393	TMU	USD	18,400.00
002	19A	0000065447	COSEAL CO., LTD	USD	18,400.00- 5V

Simulate Save

D 18,400.00 C 18,400.00 0.00 * 2 Line Items

After receiving Billing no. from CA (Customer Assistant), AR BO clear open item.

Step:

1. Enter Transaction Code: F-32
2. Put the data , Customer account code, Company code, Period, Currency
3. Process open items then Choose invoice and Advance incoming document.
4. Simulate
5. Save

Clear Customer: Header Data

Process open items

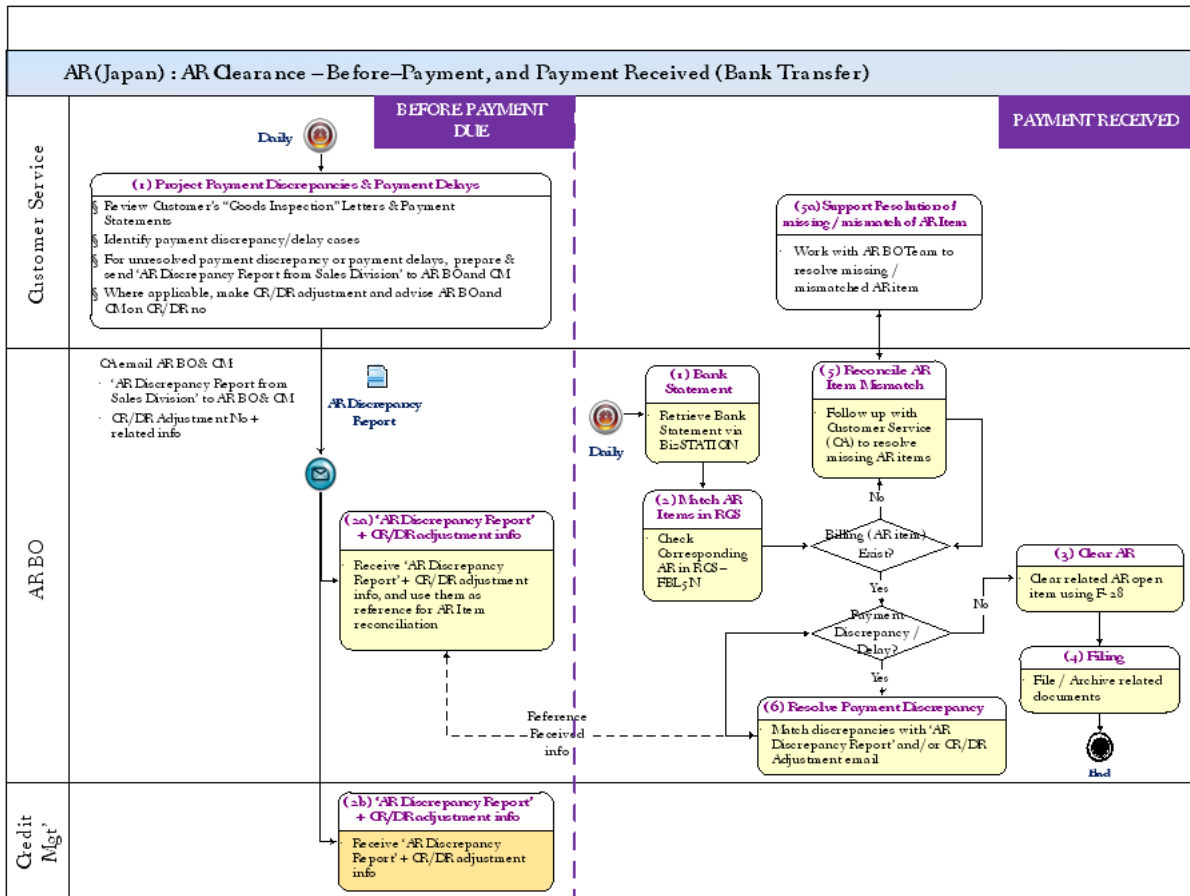
Account: Clearing Date: 23.05.2014 Period: 5
 Company Code: 7621 Currency: JPY

Open Item Selection
 Special G/L Ind: Normal OI

Additional Selections

- None
- Amount
- Document Number
- Posting Date
- Dunning Area
- Reference
- Reference Key 3
- Payment order
- Collective invoice

4.2 AR Clearance – Payment Received

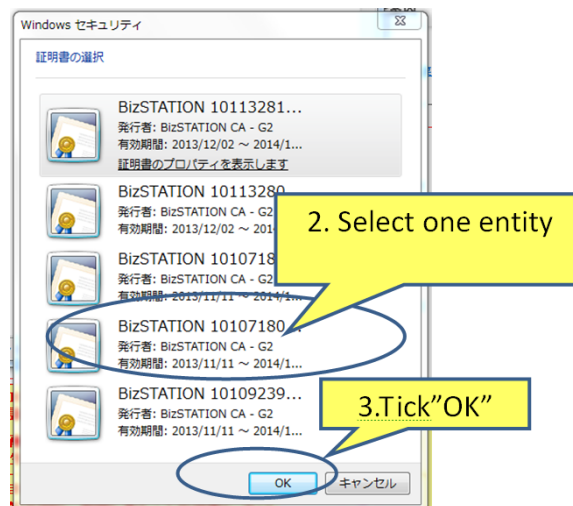


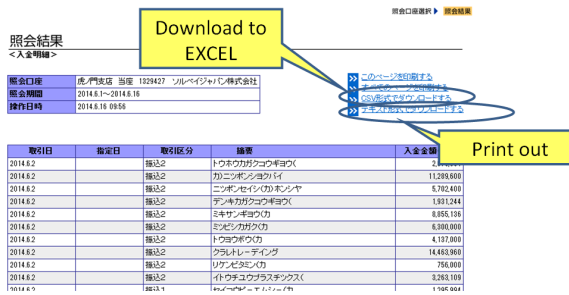
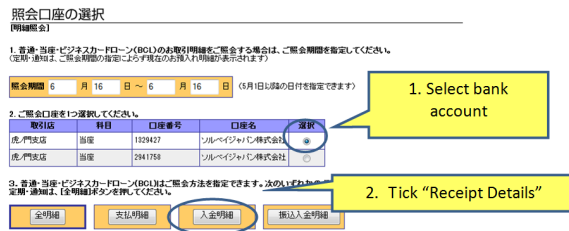
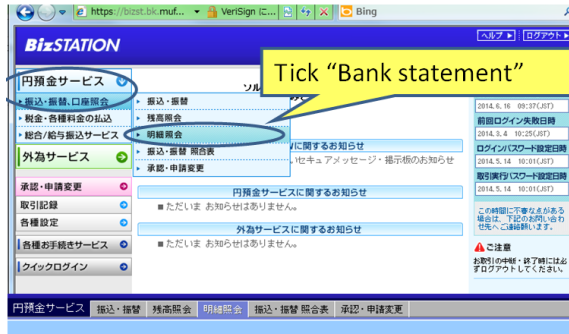
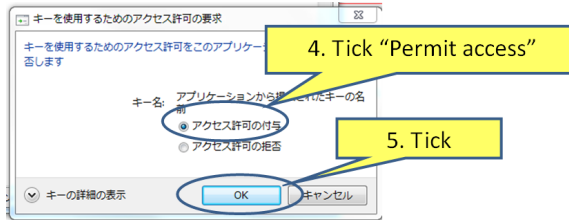
Step:

1. On Daily basis, AR BO retrieves Bank Statement via BizSTATION.

Follow below illustrated steps.

Link: <https://bizstation.bk.mufg.jp/>





Post Incoming Payments: Header Data

Process open items

Trans.code : F-28

Document Date 17.06.2014 Type DZ Company Code 7410
 Posting Date 17.06.2014 Period 6 Currency/Rate JPY
 Document Number Reference Translatn Date
 Doc-Header Text Cross-CC no. Trading Part.BA
 Clearing text
 Bank data
 Account 51000390 Business Area
 Amount 10950000
 Bank charges Value Date 17.06.2014
 Text
 Open item selection
 Account 50210
 Account Type D Other courts
 Special G/L Ind Standard Ots
 Prmt advice no. None
 Amount
 Document Number
 Posting Date

3.1 If there is a discrepancy, clear open items and enter different amount.

Incoming Payments Fast Entry Process open items

Standard Partial print Res.Items WH/TKY tax

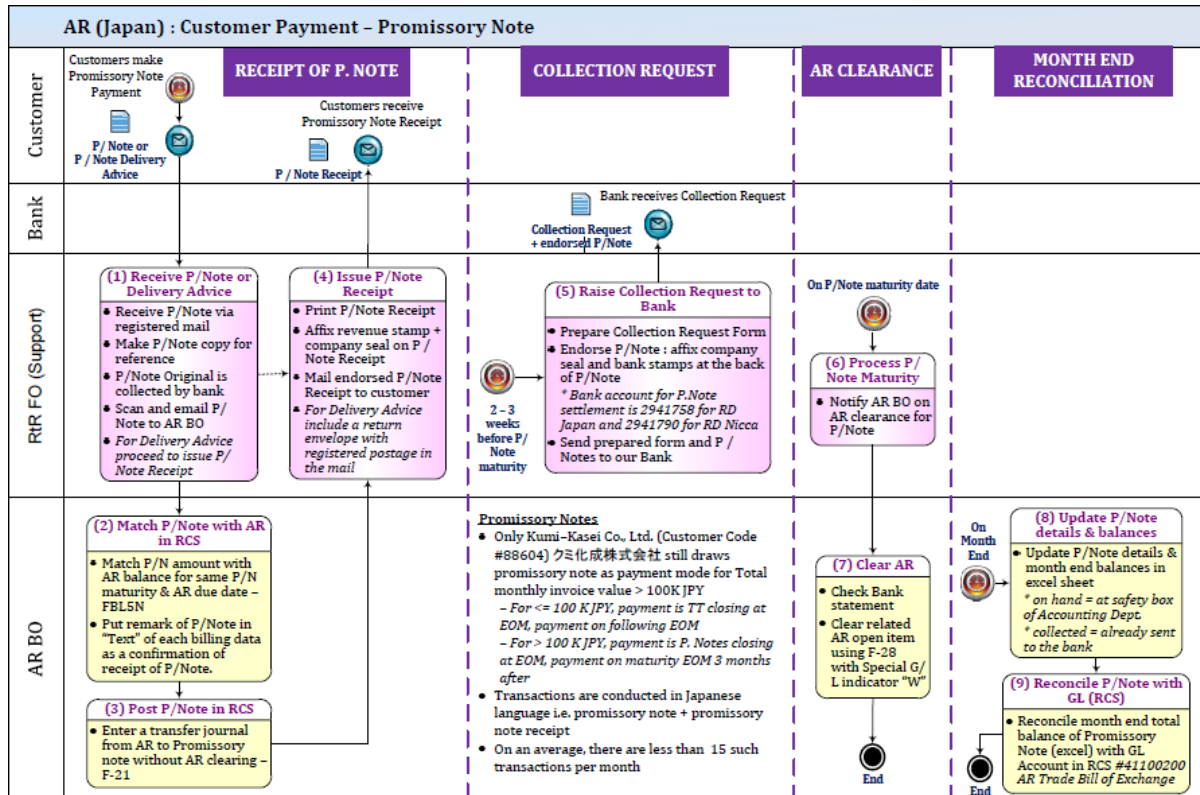
Account Items 2002747 COSMOBEAUTY CO., LTD.

Document No.	Document	Pv	Busin	Exps	JPY Gross	Cash discnt	CashG%
99705140	RV 20.01.20101	2			824,670		
99705283	RV 17.02.20101	26			28,350		

If there's a discrepancy, clear open items and enter discrepancy only
 (01)or(11) Customer code Different amount only

Select items->save
 Bank charge A/C98300702
 VAT 8% : UO
 VAT 0% : JS
 If there's a discrepancy & no information please contact to CA & CM by e-mail.

4.3 Customer Payment – Promissory Note



Step:

1. R/R FO receives Promissory Note, scan and email to AR BO. For Delivery Advice proceed to issue Promissory Note receipt.

Document Edit Goto Extras Settings Environment System Help

Enter Customer document: Add G/L account item

More data Acct model Fast Data Entry Taxes

G/L Account 98300700 FC COMMUNICATION/POSTAGE
Company Code 7418 Rhodia Japan, Ltd

Item 3 / Credit entry / 50
Amount 500 JPY
Tax Code JT

Cost Center 7418-6550
WBS element 7418-6411

Asset
Purchasing Doc. Quantity
Assignment Asst retirement
Text mailing charge for P.Note Kumi Kasei Long Texts

3.9 Simulate

3.10 Save

Document Edit Goto Extras Settings Environment System Help

Enter Customer document: Display Overview

Display Currency Taxes Reset

Document Date 28.08.2008 Type DA Company Code 7418
Posting Date 28.08.2008 Period 8 Currency JPY
Document Number INTERNAL Fiscal Year 2008 Translation dte 28.08.2008
Reference Cross-CC no.
Doc-Header Text Trading part.BA

PK	BusA	Acct		JPY	Amount	Tax amnt
001	11	0000088604	KUMI KASEI CO.,LTD		237,038-	
002	09W	0000088604	KUMI KASEI CO.,LTD		236,539	
003	40	0098300700	FC TELECOM & POSTAG		477	JT
004	50	0044900200	STATE OUTPUT VAT		1-	5W
005	40	0044700100	STATE-INPUT VAT		23	JT

D 237,039 c 237,039 0 * 5 Line Items

Document Overview - Change

Doc.Type : DA (Customer document) Normal document
Doc. Number 160000014 Company code 7418 Fiscal year 2008
Doc. date 28.08.2008 Posting date 28.08.2008 Period 08
Calculate Tax
Doc.currency JPY

Item	PK	S	Account	Account short text	G/L acct long text	Tx	Cost Ctr	Amount
1	11		88604	KUMI KASEI CO., LTD	AR-TP-TRADE-RECONCI	JT		237,038-
2	09W		88604	KUMI KASEI CO., LTD	AR-TP-TRADE-BILLS O.	JT		236,539
3	40	W	98300700	FC TELECOM & POSTAGE	FC COMMUNICATION/PO	JT	7418-6550	477
4	50		44900200	STATE OUTPUT VAT	STATE-OUTPUT VAT	5W		1-
5	40		44700100	STATE-INPUT VAT	STATE-INPUT VAT	JT		23

4. RtR FO issue Receipt of Promissory Note.

5. RtR FO print P. Note receipt, affix revenue stamp and company seal on P. Note receipt. Mail endorsed P. Note Receipt to customer.

6. RtR FO raise collection request to bank

7. On Promissory Note maturity, RtR FO notify AR BO on AR clearance for P. Note

Post Incoming Payments: Header Data

Process open Items

Document Date 17.06.2014 Type DZ Company Code 7418
Posting Date 17.06.2014 Period 6 Currency/Rate JPY
Document Number Translation Date
Reference Cross-CC no.
Doc-Header Text Trading Part.BA

Clearing text

Bank data
Account 51000390 Business Area
Amount 10950000 Amount in LC
Bank charges LC bank charges
Value Date 17.06.2014
Text

Open item selection
Account 50210
Account Type D
Special G/L ind
Print advice no. Standard Ots Document reorder Posting Date

Trans.code : F-28

Enter SGL
AR SERV INV: C
Advanced: A
P Note: W

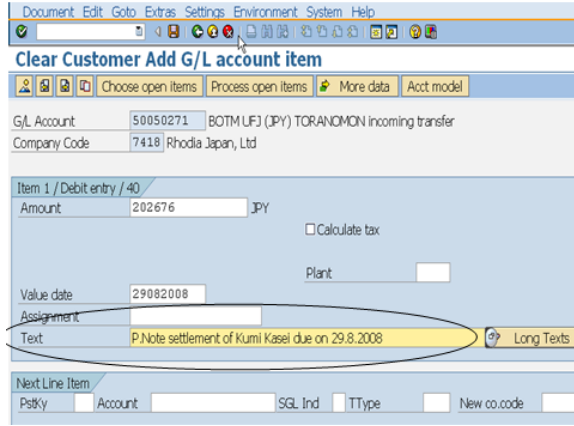
7.1 AR BO check Bank Statement in BizSTATION (refer to flow#1.4 AR Clearance)

7.2 AR BO clear related AR open item using Transaction Code: F-28 – Post Incoming Payment with Special G/L indicator "W".

8. AR BO update P. Note details & month end balances in excel sheet (to be provided by Rtr FO)

9. AR BO reconcile month end total balance of Promissory Note (excel) with GL Account in RCS #41100200 AR Trade Bill of Exchange.

* to be confirmed by Finance manager with balance detail by excel sheet

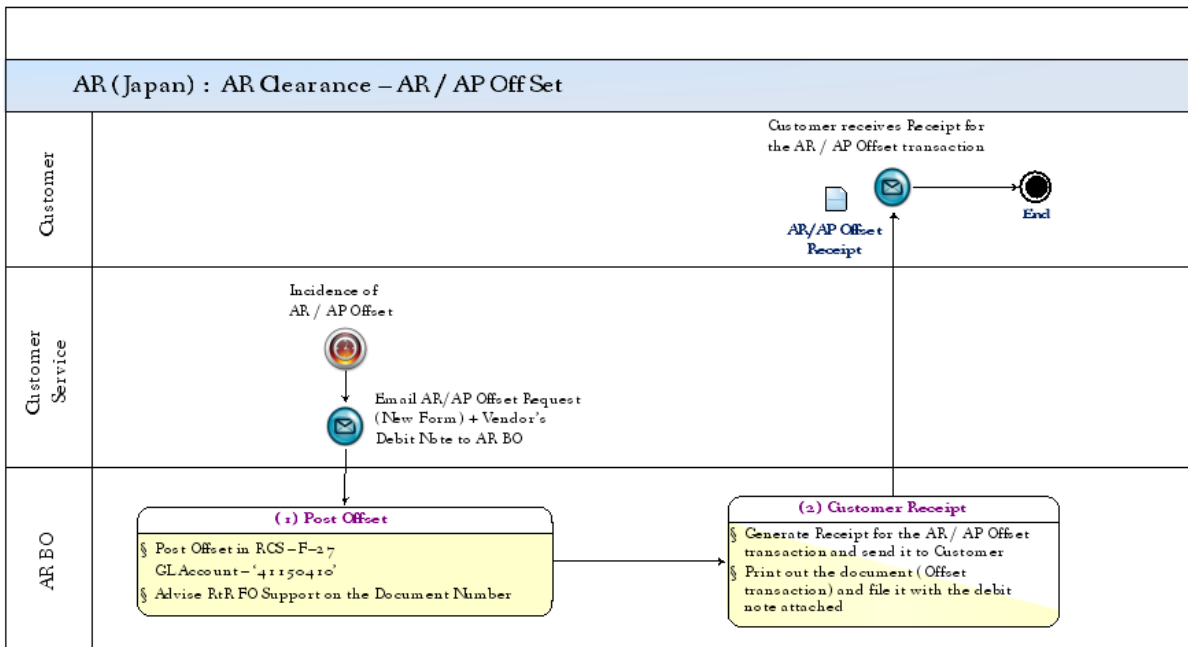


Promissory Note settlement (at the maturity date)

10. Clear AR open item using F-28 with special G/L indicator "W" (refer to AR process flow 4.4 AR Clearance – Payment Received)

Period	Debit	Credit	Balance	Cumulative balance
Balance Carryf				4,384,012
1	813,513	4,384,012	3,570,499-	813,513
2	754,713	674,100	80,613	894,126
3	525,025	754,713	229,688-	664,438
4	1,263,044	503,500	759,544	1,423,982
5	881,684	160,938	720,746	2,144,728
6	796,314	2,080,416	1,282,102-	862,626
7	599,837	659,950	60,113-	802,513

4.4 AR / AP Offset



Step:

1. CA email AR/AP offset request form to AR BO by email

Request of Offset

Applicant Name Division Date
 申請者名 所属 申請日

Offset Amount Currency
 相殺金額 通貨

Vendor or Customer Code / Vendor or Customer Name
 会社コード/社名

Purpose Request of Due Date
 相殺理由 相殺希望日

Remark
 補記事項

	GL Account	GL Account Text	Cost Center / IO/MS	tax code	Amount
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

APPROVALS:

2. AR BO process offset in RCS by using Transaction Code: F-27

Enter Customer Credit Memo: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date Type DG Company Code 7418
 Posting Date 22.06.2014 Period 6 Currency/Rate JPY
 Document Number Translatn Date
 Reference Cross-CC no.
 Doc-Header Text
 Trading Part.BA

F-27 (AR Credit)
 Enter a document for
 Offset in System

First line item
 PstKy 11 Account SGL Ind TType

3. Enter Transaction Code : F-41 to offset AP side

4. AR BO inform RtR FO to generate receipt for the AR/AP Offset and send to customer

Enter Vendor Credit Memo: Header Data

Held document Acct model Fast Data Entry Post with reference Editing Options

Document Date Type KG Company Code 7418
 Posting Date 22.06.2014 Period 6 Currency/Rate JPY
 Document Number Translatn Date
 Reference Cross-CC no.
 Doc-Header Text
 Trading Part.BA

F-41 (AP Credit)
 Enter a document for
 offset in System

First line item
 PstKy 21 Account SGL Ind TType