Apply cash - Japan - WP1

1. Table of contents

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
- RtR FO: Record to Report Front Office
- OP: Operating procedure

4. Process Flows

4.1 Pro-Forma Invoice

Scope

APAC

Japan

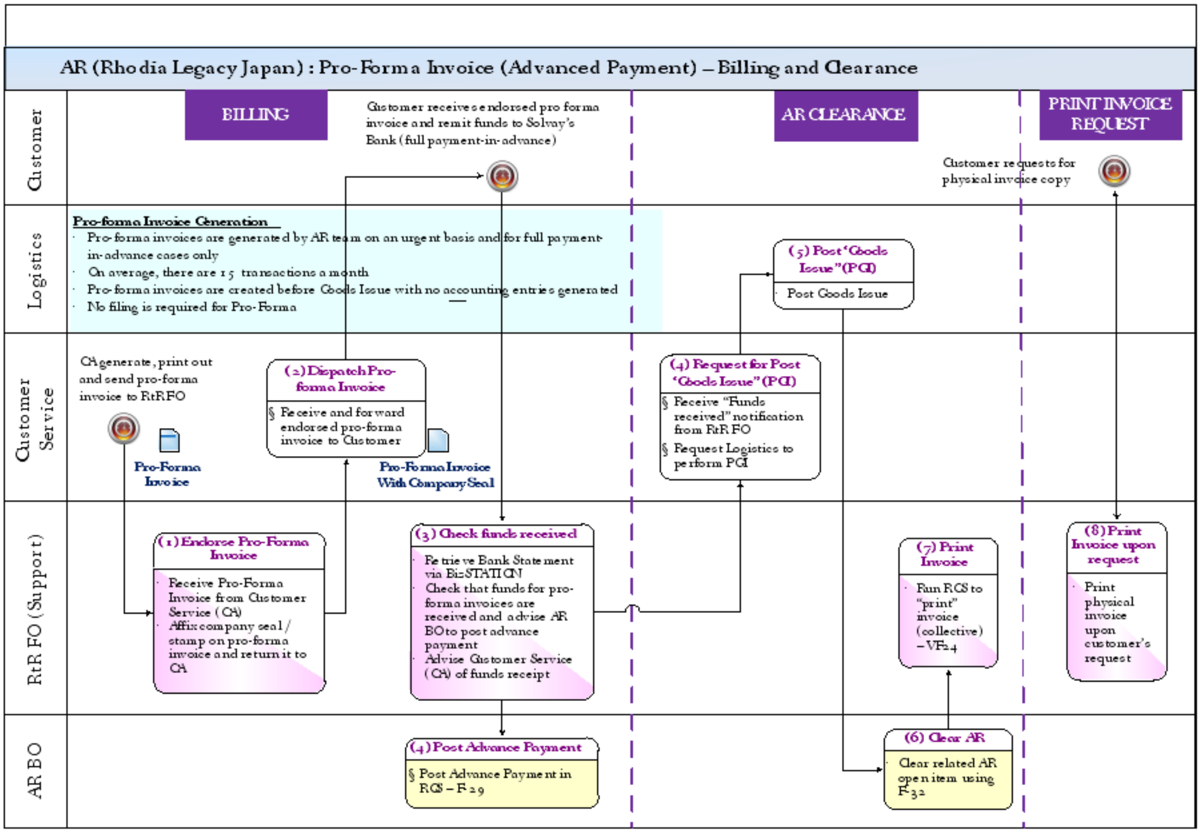
ERP

WP1

References

Attachments

Process Flow version (shown in the process)

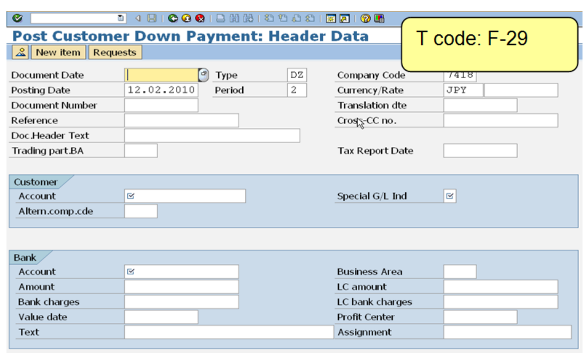


After get informed of "Advance Payment" from RtR FO, AR BO enter posting.

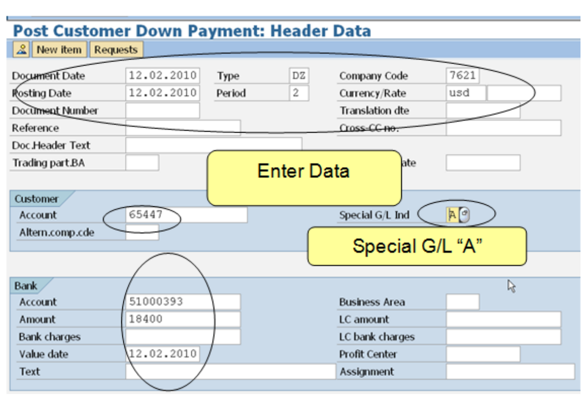
Pro-Forma Invoice means customer made payment before billing generate (Advance payment)

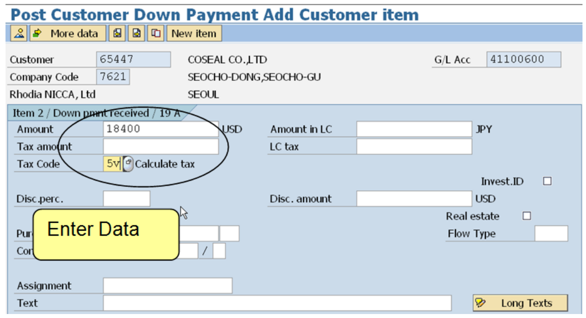
Step:

1. Enter Transaction code: F-29



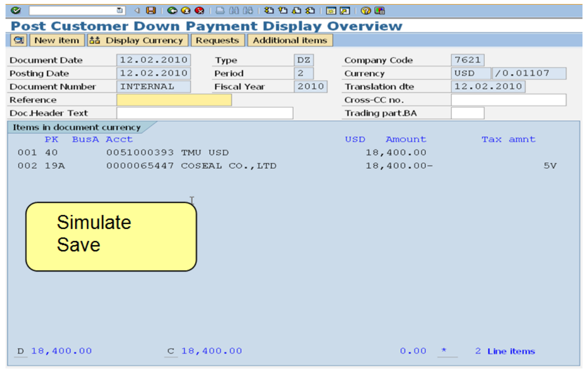
2. Enter data





3. Simulate

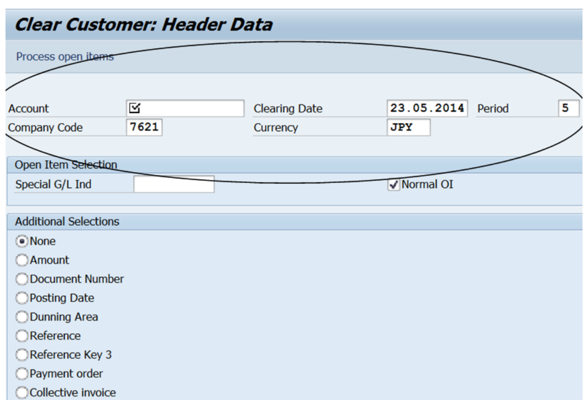
4. Save



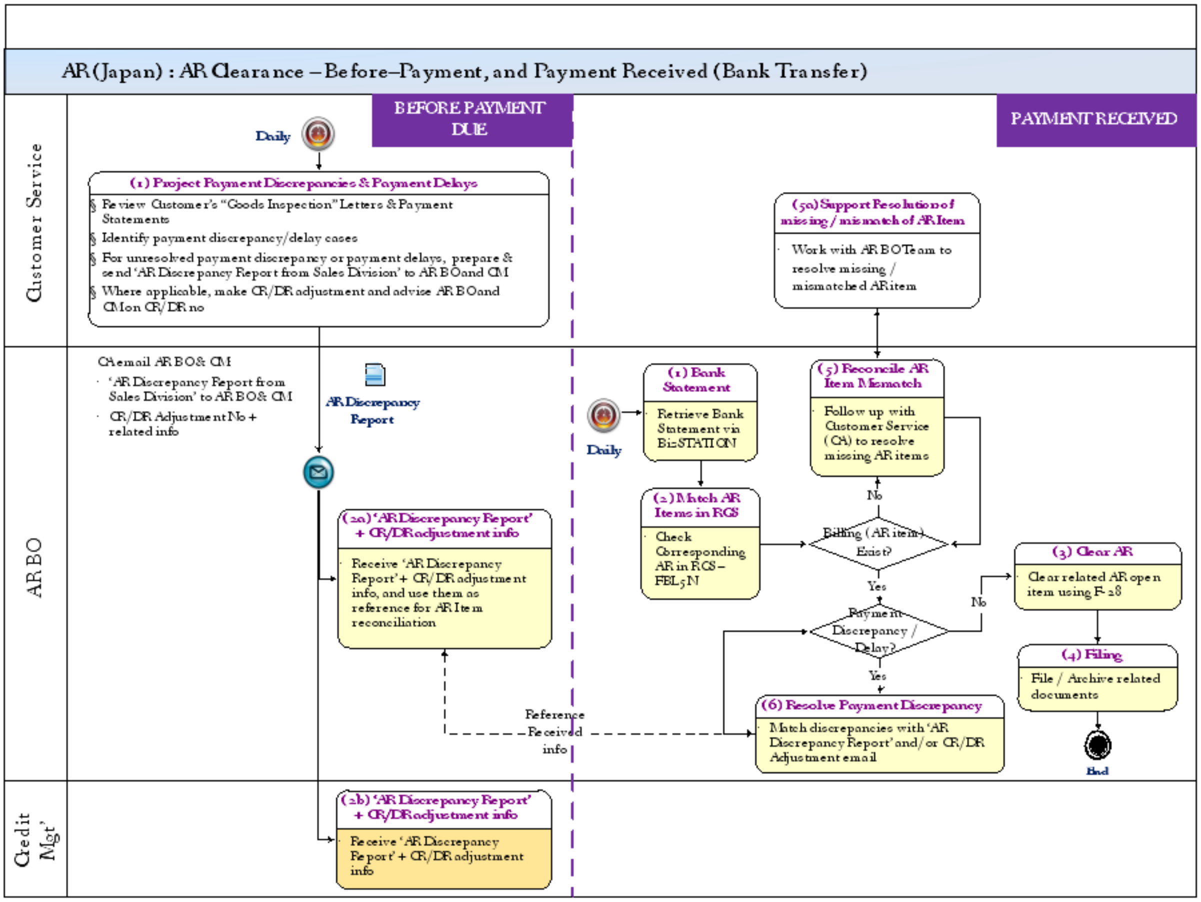
After receiving Billing no. from CA (Customer Assistant), AR BO clear open item.

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



4.2 AR Clearance – Payment Received

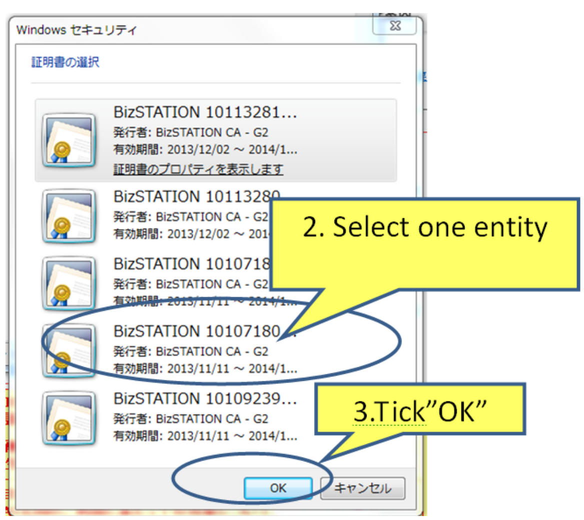


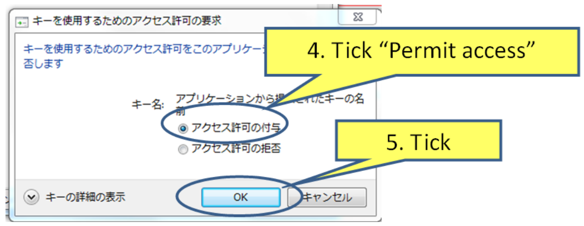
Step:

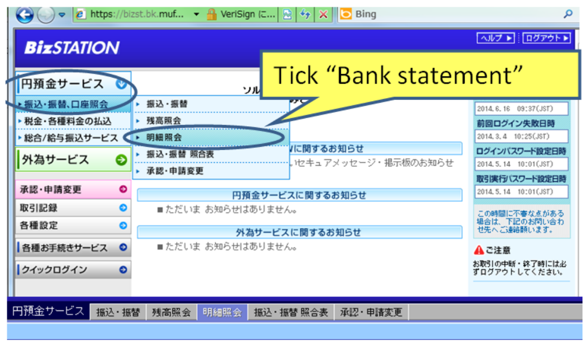
1. On Daily basis, AR BO retrieves Bank Statement via BizSTATION.

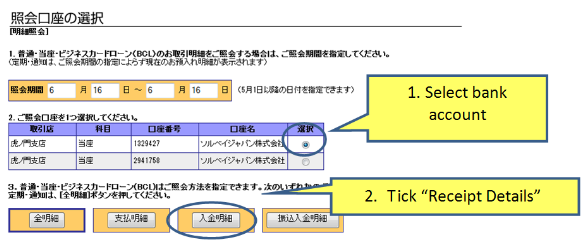
Follow below illustrated steps.

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

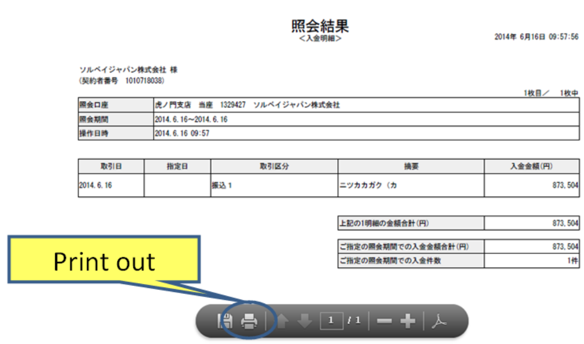


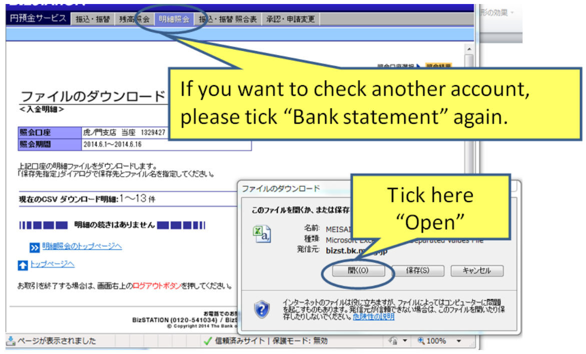

キーを使用するためのアクセス許可の要求
4. Tick "Permit access"
アクセス許可の付与
アクセス許可の拒否
5. Tick
OK
キャンセル

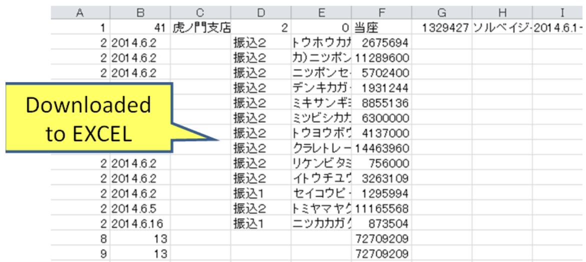

BizSTATION
Tick "Bank statement"
円預金サービス
明細照会

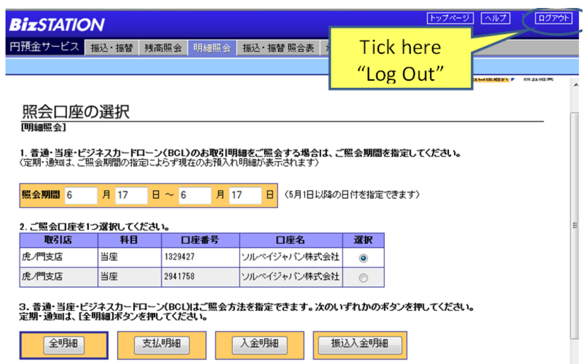

照会口座の選択
1. Select bank account
2. Tick "Receipt Details"
入金明細


照会結果
Download to EXCEL
Print out


照会結果
<入金明細>
Print out

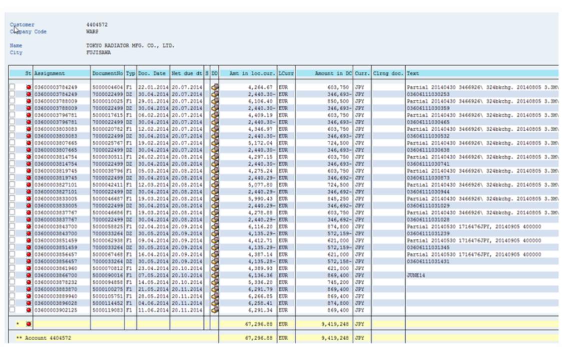




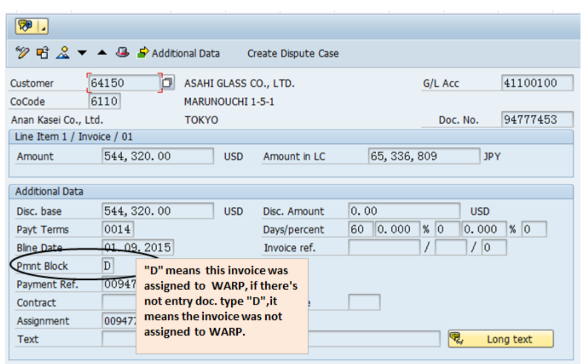


2. AR BO match AR Items in RCS

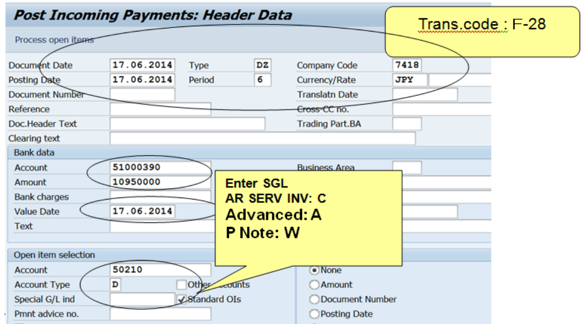
2.1 Check Corresponding AR in RCS. Enter Transaction Code: FBL5N,



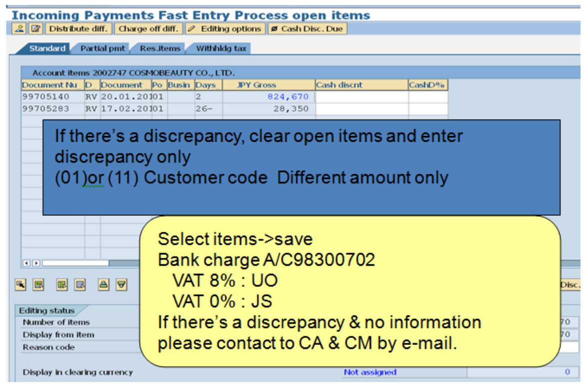
2.2 Then double click invoice to check the invoice was assigned to warp or not, if it's yes we will post Mis-Direct as Global process but if it was not assigned to warp, we will post as the normal incoming process as (3.) screen below:



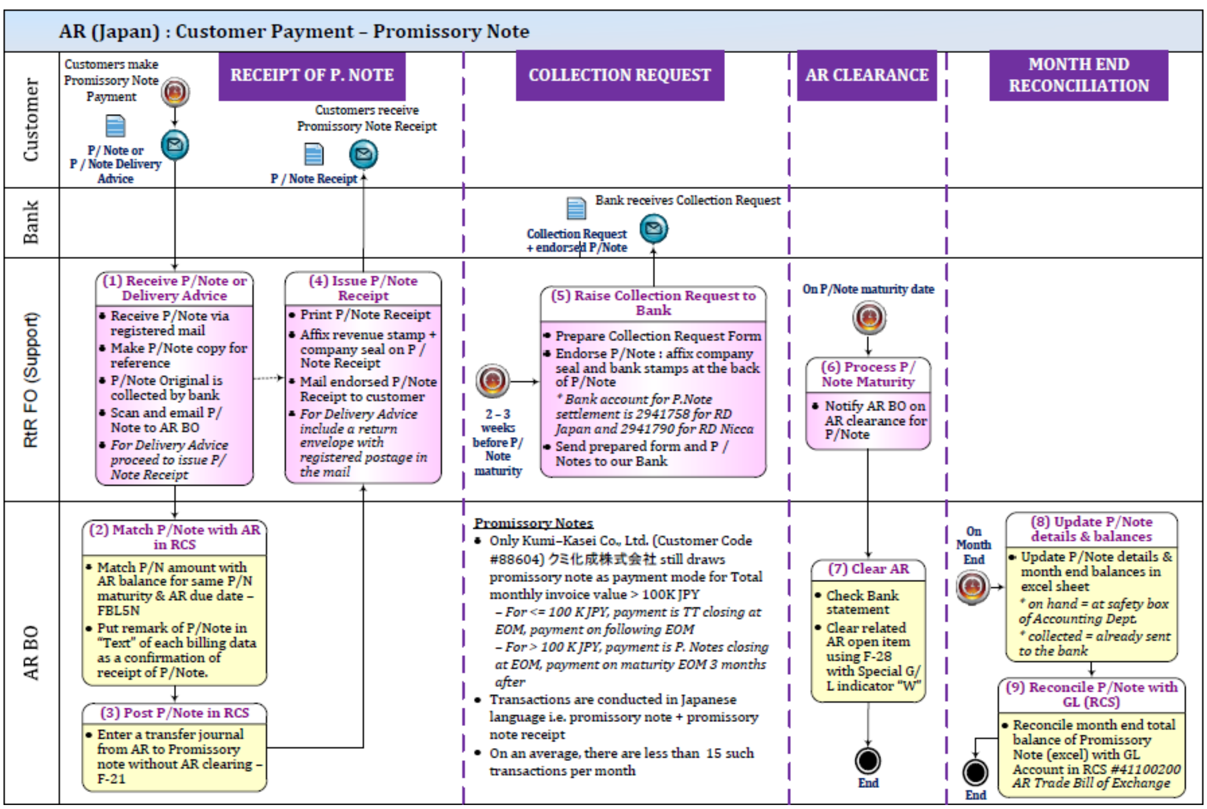
3. Clear related AR open items using Transaction Code: F-28



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



4.3 Customer Payment – Promissory Note

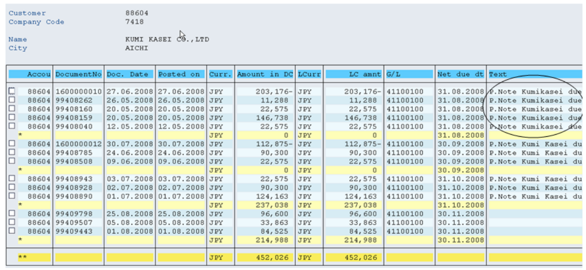


Step:

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

2. AR BO match Promissory Note amount with AR balance for same Promissory Note maturity & AR due date using Transaction Code: FBL5N

2.1 Put remark of Promissory Note in "Text" of each billing data as a confirmation of receipt of Promissory Note



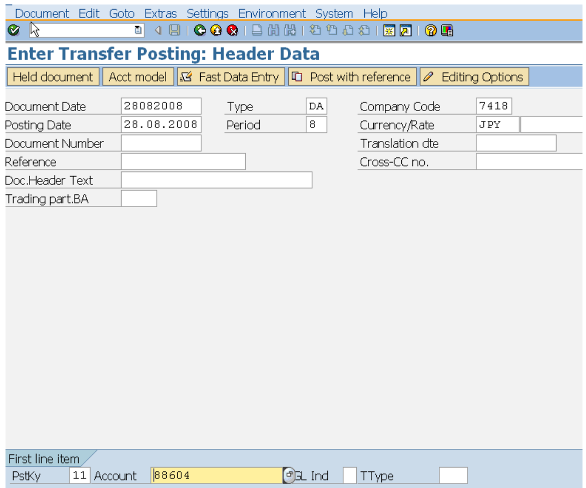
Customer 88604
Company Code 7418

Name KUMI KASEI CO.,LTD
City AICHI

	Accou	DocumentNo	Doc. Date	Posted on	Curr.	Amount in DC	LCurr	LC amnt	G/L	Net due dt	Text
☐	88604	1600000010	27.06.2008	27.06.2008	JPY	203,176-	JPY	203,176-	41100100	31.08.2008	P.Note Kumikasei due
☐	88604	99408262	26.05.2008	26.05.2008	JPY	11,288	JPY	11,288	41100100	31.08.2008	P.Note Kumikasei due
☐	88604	99408160	20.05.2008	20.05.2008	JPY	22,575	JPY	22,575	41100100	31.08.2008	P.Note Kumikasei due
☐	88604	99408159	20.05.2008	20.05.2008	JPY	146,738	JPY	146,738	41100100	31.08.2008	P.Note Kumikasei due
☐	88604	99408040	12.05.2008	12.05.2008	JPY	22,575	JPY	22,575	41100100	31.08.2008	P.Note Kumikasei due
	*				JPY	0	JPY	0		31.08.2008	
☐	88604	1600000012	30.07.2008	30.07.2008	JPY	112,875-	JPY	112,875-	41100100	30.09.2008	P.Note Kumi Kasei du
☐	88604	99408785	24.06.2008	24.06.2008	JPY	90,300	JPY	90,300	41100100	30.09.2008	P.Note Kumi Kasei du
☐	88604	99408508	09.06.2008	09.06.2008	JPY	22,575	JPY	22,575	41100100	30.09.2008	P.Note Kumi Kasei du
	*				JPY	0	JPY	0		30.09.2008	
☐	88604	99408943	03.07.2008	03.07.2008	JPY	22,575	JPY	22,575	41100100	31.10.2008	P.Note Kumi Kasei du
☐	88604	99408928	02.07.2008	02.07.2008	JPY	90,300	JPY	90,300	41100100	31.10.2008	P.Note Kumi Kasei du
☐	88604	99408890	01.07.2008	01.07.2008	JPY	124,163	JPY	124,163	41100100	31.10.2008	P.Note Kumi Kasei du
	*				JPY	237,038	JPY	237,038		31.10.2008	
☐	88604	99409798	25.08.2008	25.08.2008	JPY	96,600	JPY	96,600	41100100	30.11.2008	
☐	88604	99409507	05.08.2008	05.08.2008	JPY	33,863	JPY	33,863	41100100	30.11.2008	
☐	88604	99409443	01.08.2008	01.08.2008	JPY	84,525	JPY	84,525	41100100	30.11.2008	
	*				JPY	214,988	JPY	214,988		30.11.2008	
	**				JPY	452,026	JPY	452,026			

3. AR BO post Promissory Note in RCS, enter transfer journal from AR to Promissory Note without AR Clearing.

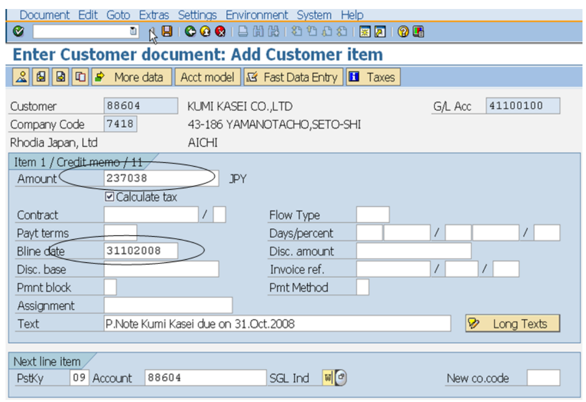
Transaction Code: F-21 – Enter Transfer Posting



3.1 Input gross amount of Account Receivable

3.2 Input maturity date in the column of "Bline date"

3.3 Input Posting key Dr / posting key Cr



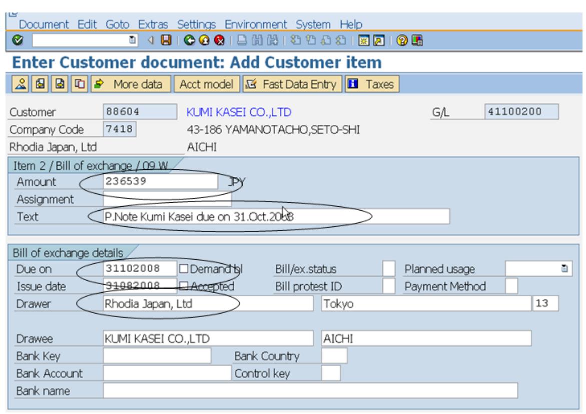
3.4 Input total amount of promissory Note

3.5 Input Text

3.6 Input Due on

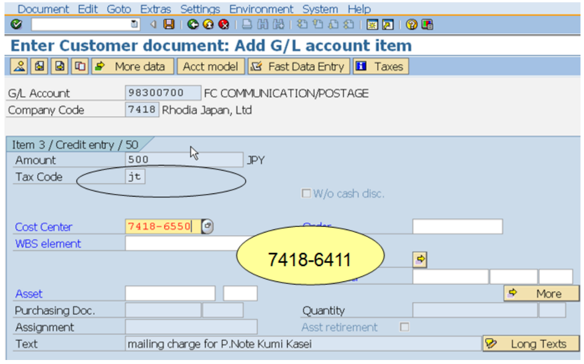
3.7 Input Issue Date (payment date)

If there is several number of P.Note, need to input each detail.



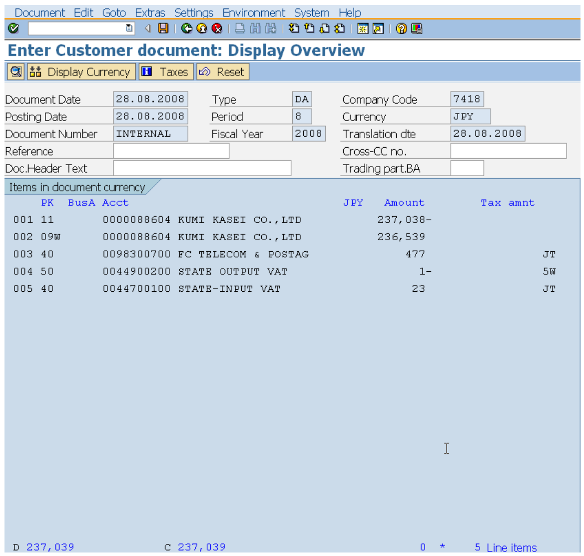
3.8 Input mailing charge (ex. 500 JPY)

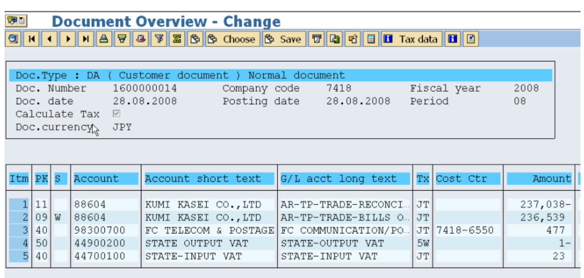
If it is deducted from total AR amount



3.9 Simulate

3.10 Save



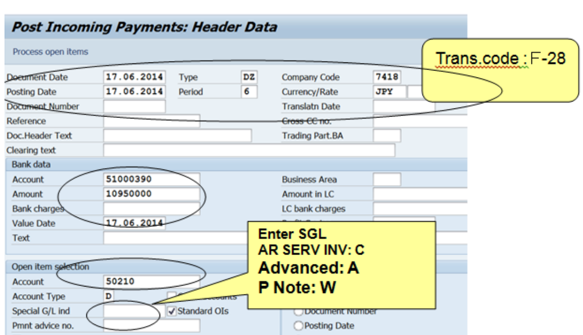


4. RtR FO issue Receipt of Promissory Note.

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



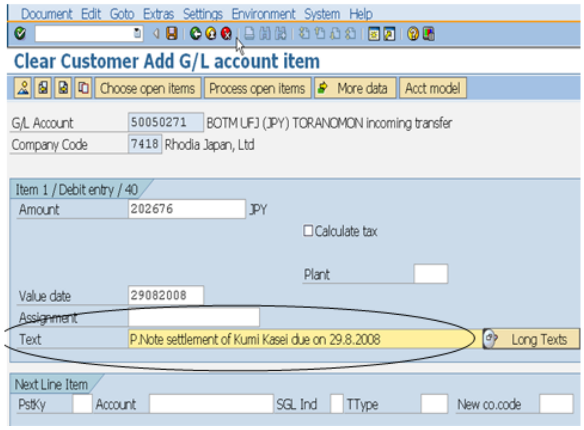
7.1 AR BO check Bank Statement in BizSTATION (refer to flow#1.4 AR Clearance)

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)

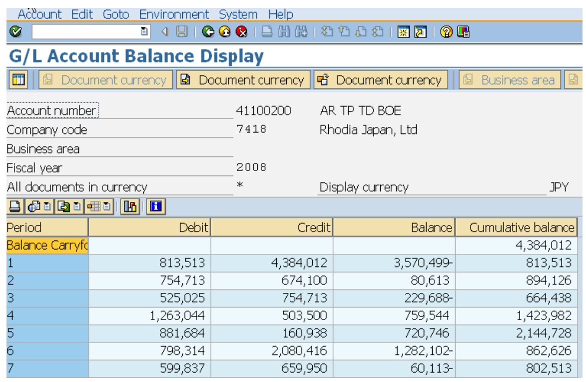
9. AR BO reconcile month end total balance of Promissory Note (excel) with GL Account in RCS #41100200 AR Trade Bill of Exchange.

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



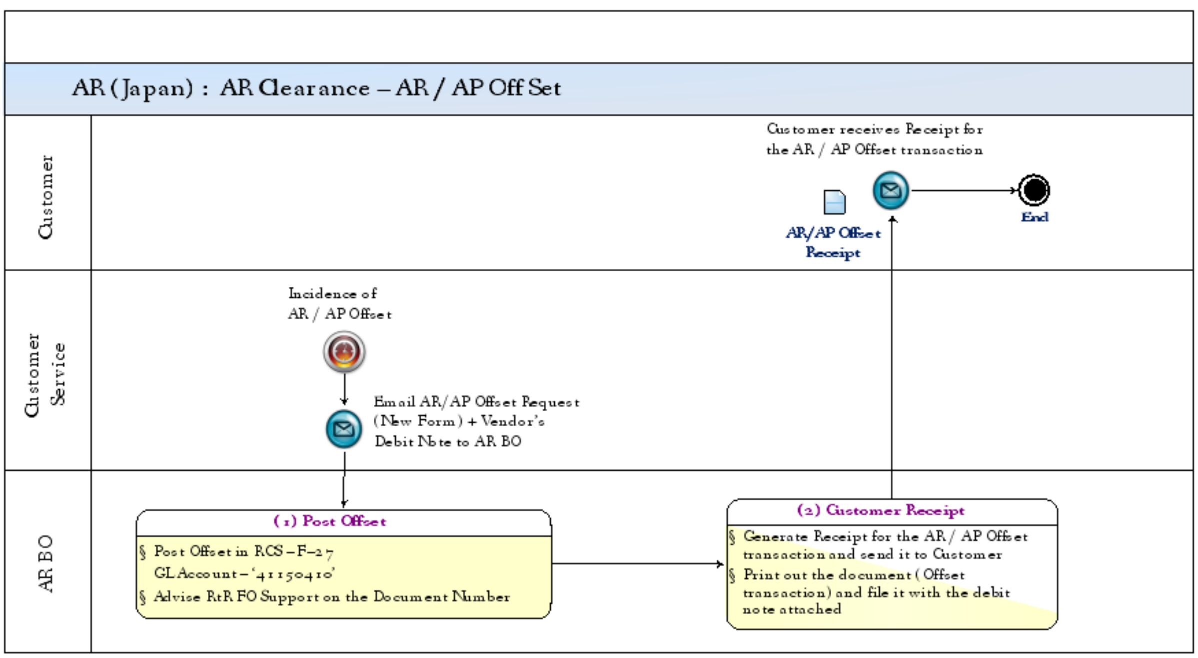
Promissory Note settlement (at the maturity date)

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)



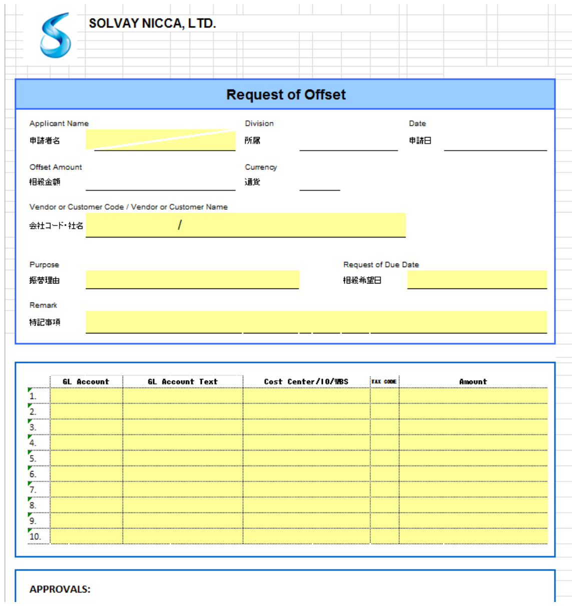
Period	Debit	Credit	Balance	Cumulative balance
Balance Carryfo				4,384,012
1	813,513	4,384,012	3,570,499-	813,513
2	754,713	674,100	80,613	894,126
3	525,025	754,713	229,688-	664,438
4	1,263,044	503,500	759,544	1,423,982
5	881,684	160,938	720,746	2,144,728
6	798,314	2,080,416	1,282,102-	862,626
7	599,837	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



SOLVAY NICCA, LTD.

Request of Offset

Applicant Name
申請者名

Division
所属

Date
申請日

Offset Amount
相殺金額

Currency
通貨

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

Purpose
振替理由

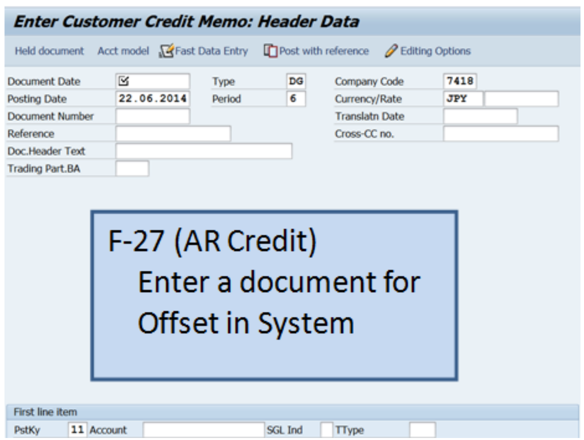
Request of Due Date
相殺希望日

Remark
特記事項

	GL Account	GL Account Text	Cost Center/IO/WBS	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



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