

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

4. Process Flows

4.1 Pro-Forma Invoice

Scope



APAC

Japan

ERP

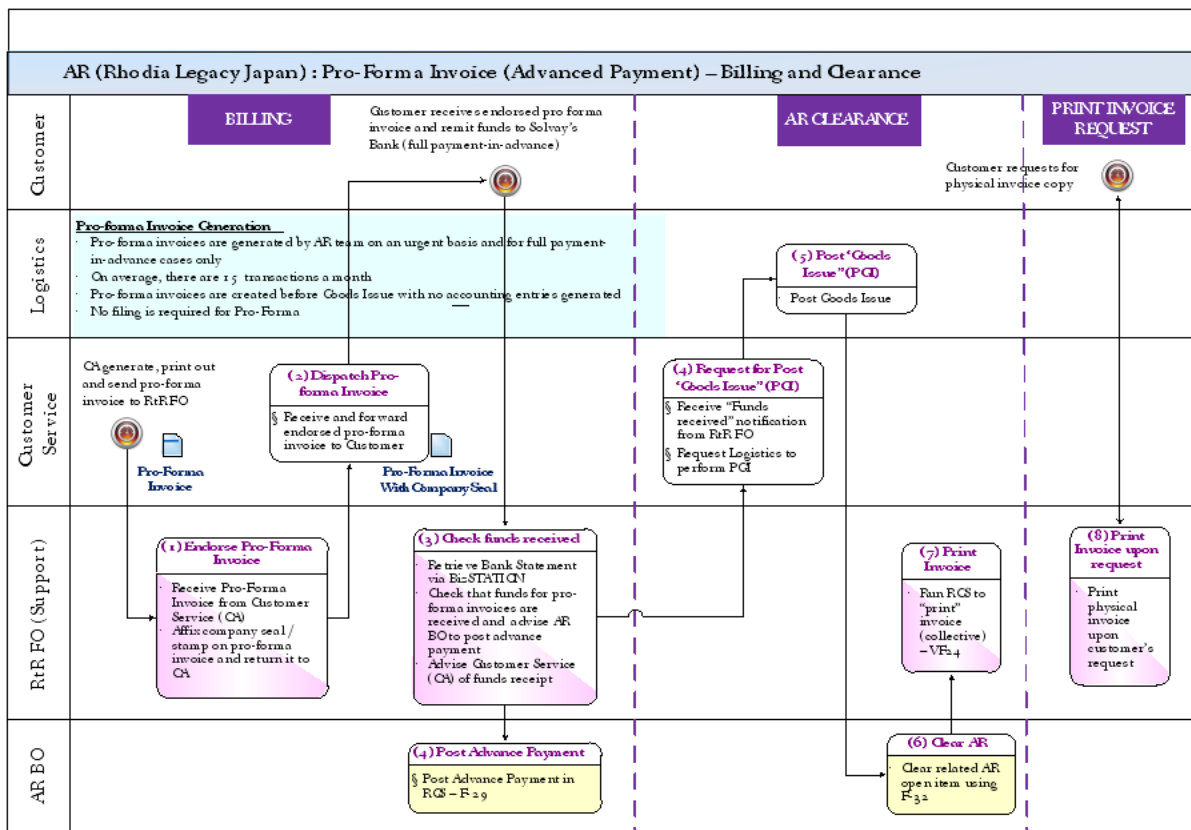


WP1

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

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: JPY
 Document Number: Reference: Translation dte:
 Doc. Header Text: Cross-CC no.:
 Trading part: BA Tax Report Date:

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

Bank
 Account: Business Area:
 Amount: LC amount:
 Bank charges: LC bank charges:
 Value date: Profit Center:
 Text: Assignment:

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: USD
 Document Number: Reference: Translation dte:
 Doc. Header Text: Cross-CC no.:
 Trading part: BA Tax Report Date:

Customer
 Account: 65447 Special G/L Ind: A
 Altern.comp.cde: Special G/L "A"

Bank
 Account: 51000393 Business Area:
 Amount: 18400 LC amount:
 Bank charges: LC bank charges:
 Value date: 12.02.2010 Profit Center:
 Text: Assignment:

Post Customer Down Payment Add Customer item

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

Item 2 / Down payment received / 19A
 Amount: 18400 USD Amount in LC: JPY
 Tax amount: LC tax:
 Tax Code: 5V Calculate tax

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

Assignment:
 Text: Long Texts

3. Simulate

4. Save

Post Customer Down Payment Display Overview

Document Date: 12.02.2010 Type: D2 Company Code: 7621
 Posting Date: 12.02.2010 Period: 2 Currency: USD / 70.01107
 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	BuA	Acct	USD	Amount	Tax amt
001	40	0051000393	TRU USD	18,400.00	
002	19A	0000065447	COSEAL CO., LTD	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

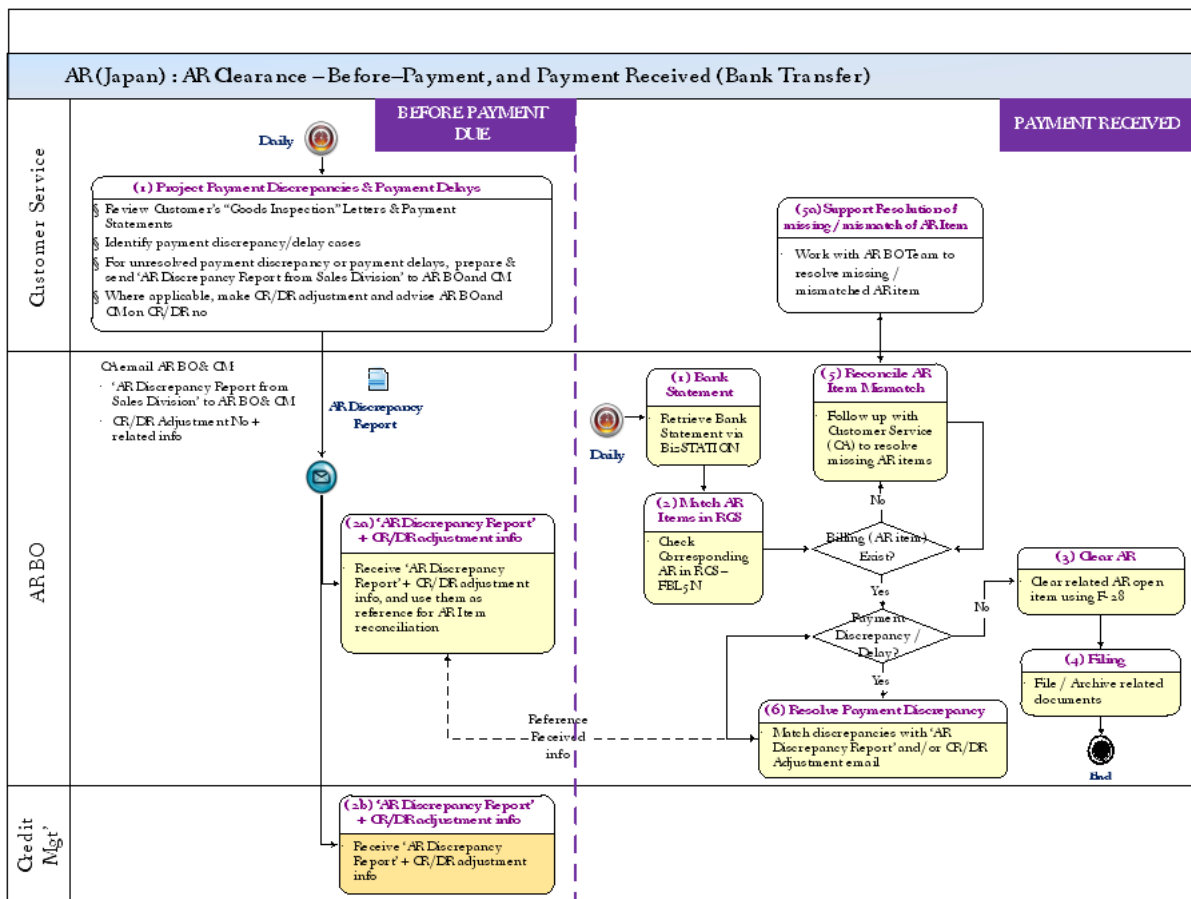
Account: ☒ Clearing Date: 23.05.2014 Period: 5
 Company Code: 7621 Currency: JPY

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

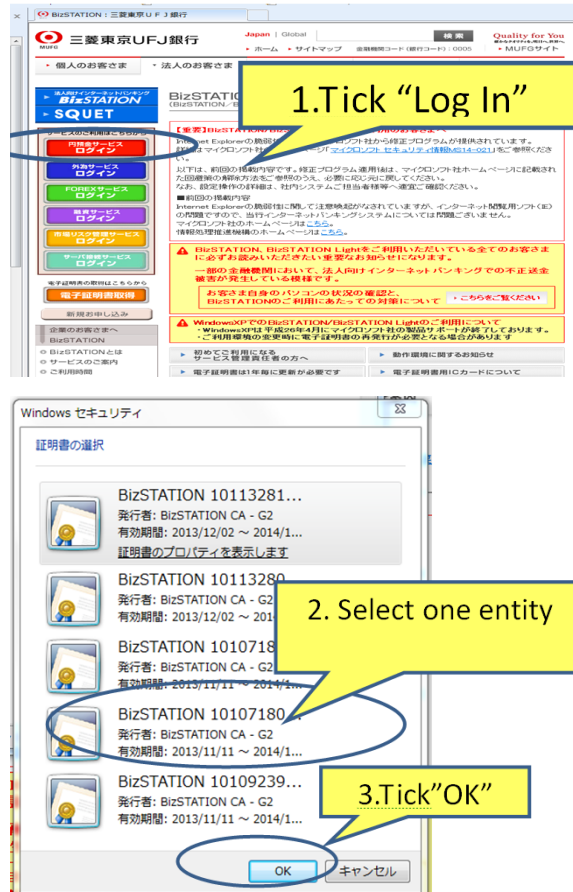


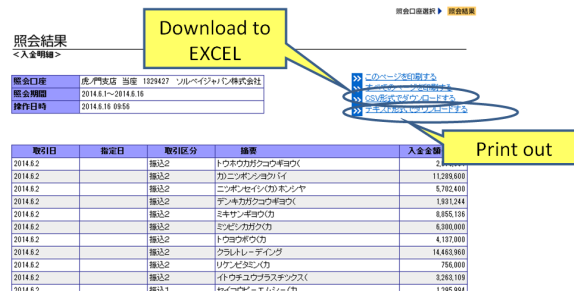
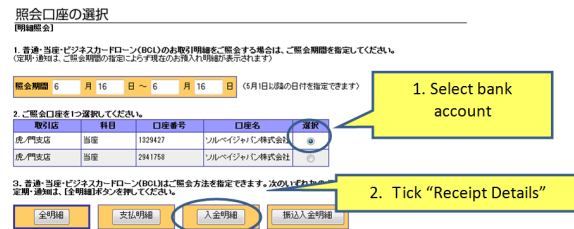
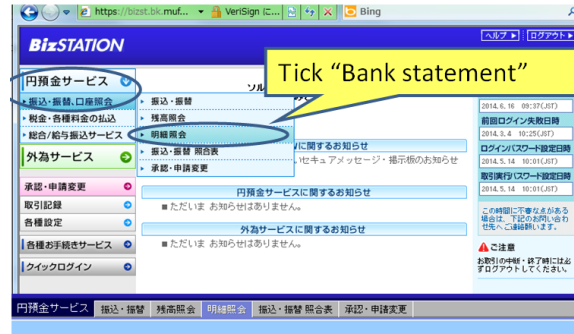
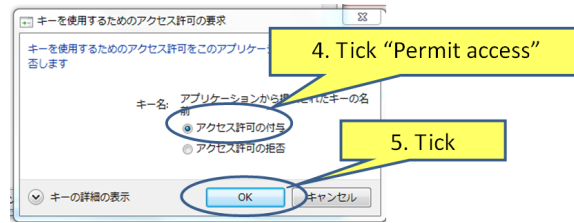
Step:

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: Translatn Date:
 Reference: Cross-CC no:
 Doc-Header Text: Trading Part.BA
 Clearing text:
 Bank data:
 Account: 51000390 Business Area:
 Amount: 10950000
 Bank charges: 17.06.2014
 Value Date:
 Text:

Open item selection
 Account: 50210
 Account Type: D Other credits: ☐ None
 Special G/L Ind: ☒ Standard OIs ☐ Amount
 Print advice no. ☐ Document Number
☐ Posting Date

Incoming Payments Fast Entry Process open items

Standard Partial print Res.Items WRKbky tax

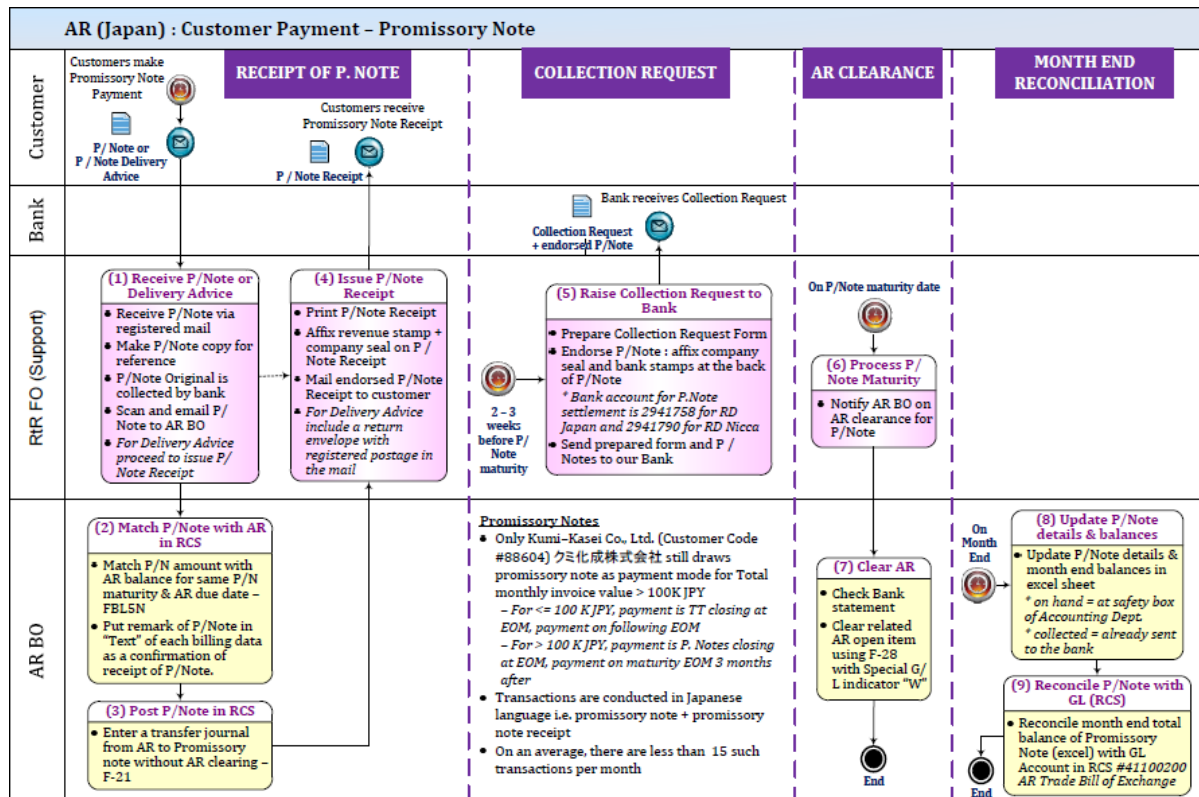
Account Items 2002747 COSMOBEAUTY CO., LTD.
 Document No. D Document P/B Bank Exps JPY Gross Cash discnt Cash G/Ls
 99705140 RV 20.01.2010 2 824,670
 99705283 RV 17.05.2010 26- 28,350

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.

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

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.

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

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

Customer	8860									
Company Code	7418									
Name	KUMI KASEI CO.,LTD									
City	AICHI									
Account	Document No	Doc. Date	Postdate	Cur	Amount in Doc	Source	LC date	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 Kumi Kasei du
88604	99400262	26.05.2008	26.05.2008	JPY	11,288	JPY	11,288	41100100	31.08.2008	P.Note Kumi Kasei du
88604	99400160	20.05.2008	20.05.2008	JPY	22,575	JPY	22,575	41100100	31.08.2008	P.Note Kumi Kasei du
88604	99400150	20.05.2008	20.05.2008	JPY	146,738	JPY	146,738	41100100	31.08.2008	P.Note Kumi Kasei du
88604	99400040	15.05.2008	15.05.2008	JPY	22,575	JPY	22,575	41100100	31.08.2008	P.Note Kumi Kasei du
88604	1600000012	30.07.2008	30.07.2008	JPY	112,875	JPY	112,875	41100100	30.09.2008	P.Note Kumi Kasei du
88604	99400785	24.06.2008	24.06.2008	JPY	90,300	JPY	90,300	41100100	30.09.2008	P.Note Kumi Kasei du
88604	99400808	09.06.2008	09.06.2008	JPY	22,575	JPY	22,575	41100100	30.09.2008	P.Note Kumi Kasei du
88604	99400943	03.07.2008	03.07.2008	JPY	22,575	JPY	22,575	41100100	30.09.2008	P.Note Kumi Kasei du
88604	99400928	02.07.2008	02.07.2008	JPY	90,300	JPY	90,300	41100100	31.10.2008	P.Note Kumi Kasei du
88604	99400890	01.07.2008	01.07.2008	JPY	124,163	JPY	124,163	41100100	31.10.2008	P.Note Kumi Kasei du
88604	99400798	25.08.2008	25.08.2008	JPY	96,600	JPY	96,600	41100100	30.11.2008	
88604	99400907	05.08.2008	05.08.2008	JPY	29,863	JPY	29,863	41100100	30.11.2008	
88604	99400943	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			

Document Edit Goto Extras Settings Environment System Help

Enter Transfer Posting: Header Data

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

Document Date 28.08.2008 Type DA Company Code 7418

Posting Date 28.08.2008 Period 8 Currency/Rate JPY

Document Number Translation dte

Reference Cross-CC no.

Doc-Header Text

Trading part-BA

First line item

PstKy 11 Account 88604 SQL Ind TType

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

Document Edit Goto Extras Settings Environment System Help

Enter Customer document: Add Customer item

More data Acct model Fast Data Entry Taxes

Customer 88604 KUMI KASEI CO.,LTD G/L Acc 41100100

Company Code 7418 43-186 YAMANOTACHO,SETO-SHI

Rhodia Japan, Ltd AICHI

Item 1 / Credit memo / 11

Amount 237038 JPY

Calculate tax

Contract / Flow Type

Payt terms Days/percent

Bline date 31102008 Disc. amount

Disc. base Invoice ref. /

Print block Pmt Method

Assignment

Text P.Note Kumi Kasei due on 31.Oct.2008 Long Texts

Next line item

PstKy 09 Account 88604 SQL Ind New co.code

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.

Document Edit Goto Extras Settings Environment System Help

Enter Customer document: Add Customer item

More data Acct model Fast Data Entry Taxes

Customer 88604 KUMI KASEI CO.,LTD G/L 41100200

Company Code 7418 43-186 YAMANOTACHO,SETO-SHI

Rhodia Japan, Ltd AICHI

Item 2 / Bill of exchange / 03 W

Amount 236539 JPY

Assignment

Text P.Note Kumi Kasei due on 31.Oct.2008

Bill of exchange details

Due on 31102008 Demand

Issue date 31082008 Accepted

Drawer Rhodia Japan, Ltd Tokyo 13

Drawee KUMI KASEI CO.,LTD AICHI

Bank Key Bank Country

Bank Account Control key

Bank name

Bill/ex status Planned usage

Bill protest ID Payment Method

3.8 Input mailing charge (ex. 500 JPY)

If it is deducted from total AR amount

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.
Assignment
Text mailing charge for P Note Kumi Kasei

Quantity
Ass't retirement
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

Items in document currency

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 & POSTAGE	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 1600000014 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	09	W	88604	KUMI KASEI CO., LTD	AR-TP-TRADE-BILLS O	JT		236,539
3	40		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
Reference Cross-CC no.
Doc-Header Text Trading Part BA

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

Open item selection
Account 50210
Account Type D
Special G/L ind
Print advice no.

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.

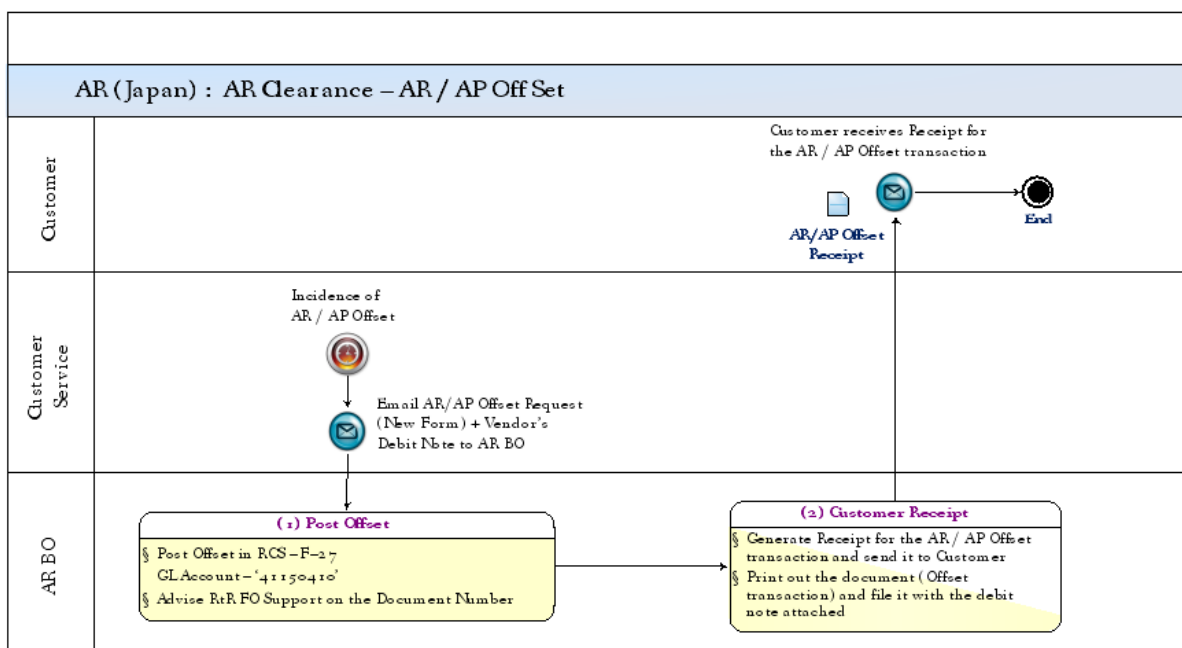
* to be confirmed by Finance manager with balance detail by excel sheet

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



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 相殺理由	Request of Due Date 相殺希望日		
Remark 特記事項			

GL Account	GL Account Text	Cost Center / 10/9/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