

Not assigned customers reconciliation

Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure**: Description of the operating procedure - Region (*APAC, EMEA, LAM, NAM*) - Country (*Optional*) - ERP (*PI 1, PF1, WP1*)
2. Add the following Labels :
 - Region: [apac](#), [emea](#), [lam](#), [nam](#)
 - ERP: [pf1](#), pi1, wp1
 - Domain & Process using the [List of labels to be used in the space OtC](#)
3. Fill all fields as described
4. SAP transactions :
 - a. notify them on the right : References , Link the SAP transaction name notified here with the SAP transaction page registered in [the file](#) (page adress)
 - b. notify the transaction SAP inside the document in the appropriate place and add a macro : Include Content - Search the name of the page and Save
5. Once the procedure is completed, publish it using the [SBS-OtC approval workflow](#)

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Objective and Scope

The objective of this operational procedure is to explain how to check the customers that are not assigned to factoring and clear invoices with payments received in local accounts.

This operational procedure (OP) applies to the Accounts Receivables of Solvay Companies in EMEA scope.

Definitions

- GBS: In the current document, "Global Business Services" will be replaced by its abbreviation "GBS".
- AR: Accounts Receivable
- OP: Operating procedure
- PF1: ERP SAP System
- WP1: ERP SAP System

Not assigned customers reconciliation procedure

Open FBL5N transaction in WP1 or PF1.

Choose variant **/ECO CUST REC.** for Solvay or **/SCO CUST REC.** for Syensqo in the "Get Variant" option.

Scope

? Unknown Attachment

ERP

? Unknown Attachment

? Unknown Attachment

References

Attachments

4 1 Data Sources

Historic selection

Customer account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date

Cleared items

Clearing date to

Open at key date

All items

Posting date to

Find Variant

Variant /SCO CUST REC.

Environment

Created By

Changed By

Original Language

2

3



Press Execute

If any notification of this kind pops-up

Branch/Head Office

Account 0000704788 SOLVAY LUXEMBOURG Sàrl

Comp. code 2002

The account is a branch

Line items are also managed at head office:

Account 0000704479 SOLVAY LUXEMBOURG Sàrl

☒ Also list line items from head office

Continue Never display again

press "Continue".

Check the amounts opening the customer account in FBL5N (open a new window in local system).



- It is not necessary to check document type SA;
- Do not clear SA against SA;
- Do not clear invoices of doubtful customers without confirmation.

Check if there is information regarding the payment (if the amount matches with open invoices on the customer account or information about partial payment) and use F-32 transaction (local system).