APAC - China Bank Draft Posting

Objective and Scope

Objective

This Local operational procedure (LOP) demonstrates processes and procedures to execute Accounts Receivable activities in Bank Draft posting for legal entities in CHINA. This LOP provides instruction for users to perform recurring activities and reacting expected scenarios.

Scope

This LOP applies for Accounts Receivable-Bank Draft posting of all CHINA entities:

Solvay Specialty Polymers (Changshu) Co Ltd	5991
Solvay Chemicals (Shanghai) Co Ltd	6078
Solvay (Shanghai) Co Ltd	5876
Solvay Lantian (Quzhou) Chemicals Co Ltd	5993
Solvay (China) Co Ltd	7728
Solvay (Shanghai) International Trading Co Ltd	6859
Solvay Fine Chemical Additives (Qingdao) Co Ltd	7797
Solvay (Zhenjiang) Chemicals Co Ltd	7811
Zhuhai Solvay Specialty Chemicals Co Ltd	6577
Liyang Solvay Rare Earth New Materials Co Ltd	6811
Solvay (Zhangjiagang) Specialty Chemicals Co Ltd	6526
Solvay Hengchang (Zhangjiagang) Specialty Chemical Co Ltd	7810
Cytec Engineered Materials (Shanghai) Co Ltd	7776
Cytec Industries (Shanghai) Co Ltd	7734

Reference Documents

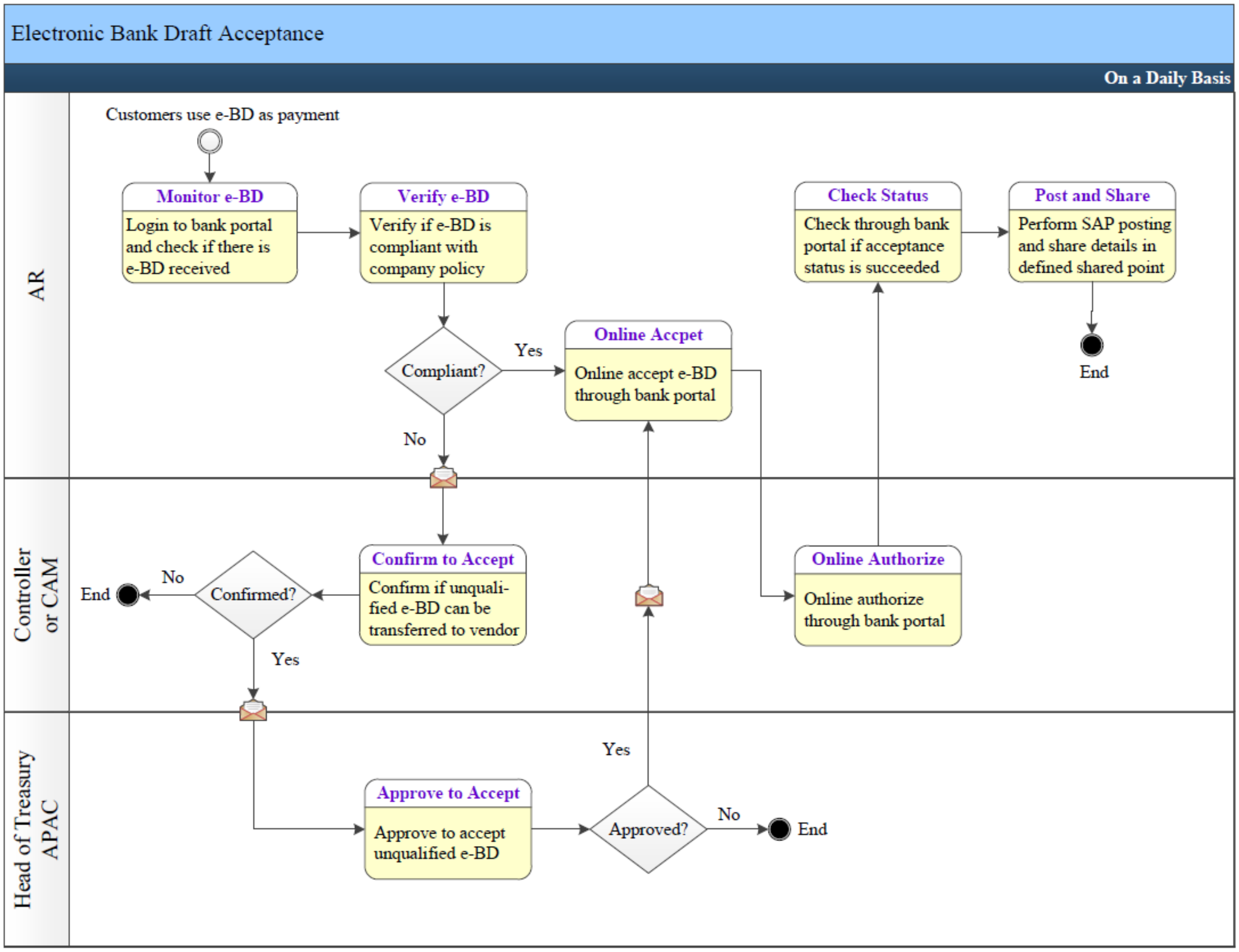
Process Flow (shown in the process)

Definitions

- SBS: In the current document, "Solvay Business Services" will be replaced by its abbreviation "SBS"
- OP: Operations Procedures
- BD: Bank Draft
- AR: Accounts Receivable
- AP: Accounts Payable
- CSR: Customer Service Representative
- T-Code: Transaction Code (SAP)
- G/L: General Ledger

Process Flows

1. Posting for Bank Draft Receiving



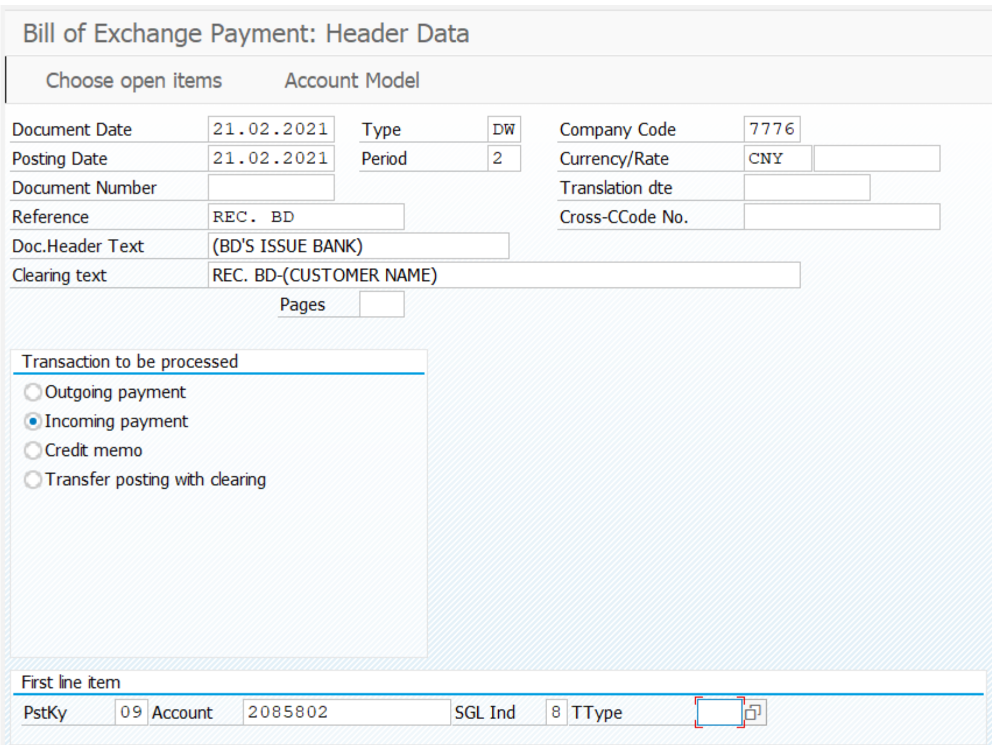
After Bank Draft has been accepted through bank portal, AR record Bank Draft information in defined shared point, then clear Account Receivable and create Notes Receivable under the same customer account in SAP.

Step:
1. After received Bank Draft information, AR record it in defined shared point.

Customer Name	RCS Code	Draft No	Issue da	Maturity Date	Maturi ty	(MO NT	BD Drawer	BD Amount	Comment	Received Data	Peri	Posting Date	Ag	Voucher N	Clearing N	GBU
台州市本源化学品有限公司	2040155	30500053 23734833	08.07.2015	08.01.2016	201601	6	民生温州分行营	454,744.00		28/7/2015	Jul-15	28/7/2015	5.33	1410000263		Aroma
上海生泰绿生物科技有限公司	2025976	31400051 21238487	23.07.2015	22.01.2016	201601	5.97	江苏紫金农村商	900,000.00		29/7/2015	Jul-15	29/7/2015	5.77	1410000264		Aroma
浙江省化工进出口有限公司	2030084	31300051 32610131	27.07.2015	27.01.2016	201601	6	宁波银行杭州城	436,000.00		29/7/2015	Jul-15	29/7/2015	5.93	1410000265		Aroma
上海医药工业有限公司	70941	10300052 25610522	16.07.2015	16.01.2016	201601	6	农行滨海县支行	500,000.00		30/7/2015	Jul-15	30/7/2015	5.53	1410000268		Aroma
上海医药工业有限公司	70941	10300052 25610523	16.07.2015	16.01.2016	201601	6	农行滨海海县支	500,000.00		30/7/2015	Jul-15	30/7/2015	5.53	1410000268		Aroma
上海医药工业有限公司	70941	30700051 30965846	09.06.2015	09.12.2015	201512	6	平安银行上海分	500,000.00		30/7/2015	Jul-15	30/7/2015	4.3	1410000268		Aroma
上海医药工业有限公司	70941	10200052 24538645	11.06.2015	09.12.2015	201512	5.93	工行南通启东支	100,000.00		30/7/2015	Jul-15	30/7/2015	4.3	1410000268		Aroma
上海医药工业有限公司	70941	10200052 24538640	11.06.2015	09.12.2015	201512	5.93	工行南通启东支	100,000.00		30/7/2015	Jul-15	30/7/2015	4.3	1410000268		Aroma
上海医药工业有限公司	70941	10200052 24538649	11.06.2015	09.12.2015	201512	5.93	工行南通启东支	100,000.00		30/7/2015	Jul-15	30/7/2015	4.3	1410000268		Aroma
上海医药工业有限公司	70941	30500053 26601660	15.07.2015	15.01.2016	201601	6	民生南阳分行营	100,000.00		30/7/2015	Jul-15	30/7/2015	5.5	1410000268		Aroma
上海医药工业有限公司	70941	30300051 22243485	24.06.2015	24.12.2015	201512	6	光大石家庄分行	100,000.00		30/7/2015	Jul-15	30/7/2015	4.8	1410000268		Aroma
嘉兴东方钢帘线有限公司	2014796	30200053 24397571	26.05.2015	26.11.2015	201511	6	中信东营分行营	500,000.00		31/7/2015	Jul-15	31/7/2015	3.87	1410000269		Novecare
嘉兴东方钢帘线有限公司	2014796	30300051 22600216	21.05.2015	21.11.2015	201511	6	光大济南分行	500,000.00		31/7/2015	Jul-15	31/7/2015	3.7	1410000269		Novecare
江苏富淼科技股份有限公司	2023125	30900053 27673866	17.06.2015	17.12.2015	201512	6	兴业太分	500,000.00		31/7/2015	Jul-15	31/7/2015	4.57	1410000270		Novecare
滨州鸿瑞医药科技有限公司	2009000	10400052 27093001	28.07.2015	28.01.2016	201601	6	中行东阳支行营	200,000.00		3/8/2015	Jul-15	3/8/2015	5.83	1410000271		Aroma

Definitions of each column:
Customer name: Name of customer who pay by bank draft
RCS code: Customer code in SAP
Draft No.: Bank draft number (Copied from bank portal)
Issue Date: Date of issuing bank draft (Copied from bank portal)
Maturity Date: Date of cash collection (Copied from bank portal)
Maturity: Year and month of maturity date (Formulated by Excel)
Month: Actual age of bank draft (Counted from issue date to maturity date)
BD drawer: Bank draft issue bank (Copied from bank portal)
BD amount: Amount of bank draft (Copied from bank portal)
Comment: Status of cleared bank draft
Received date: Date of receiving bank draft
Period: Accounting period of receivable
Posting Date: Date of receiving and posting bank draft in SAP
Age: Age of bank draft on our hand (Counted from received date to maturity date)
Voucher number: Document posting number (Record receiving bank draft)
Clearing number: Document posting number (Record Bank draft collection, Transferring, Discount, Return)
GBU: Business unit that bank draft paid to (For defining profit center to be used)

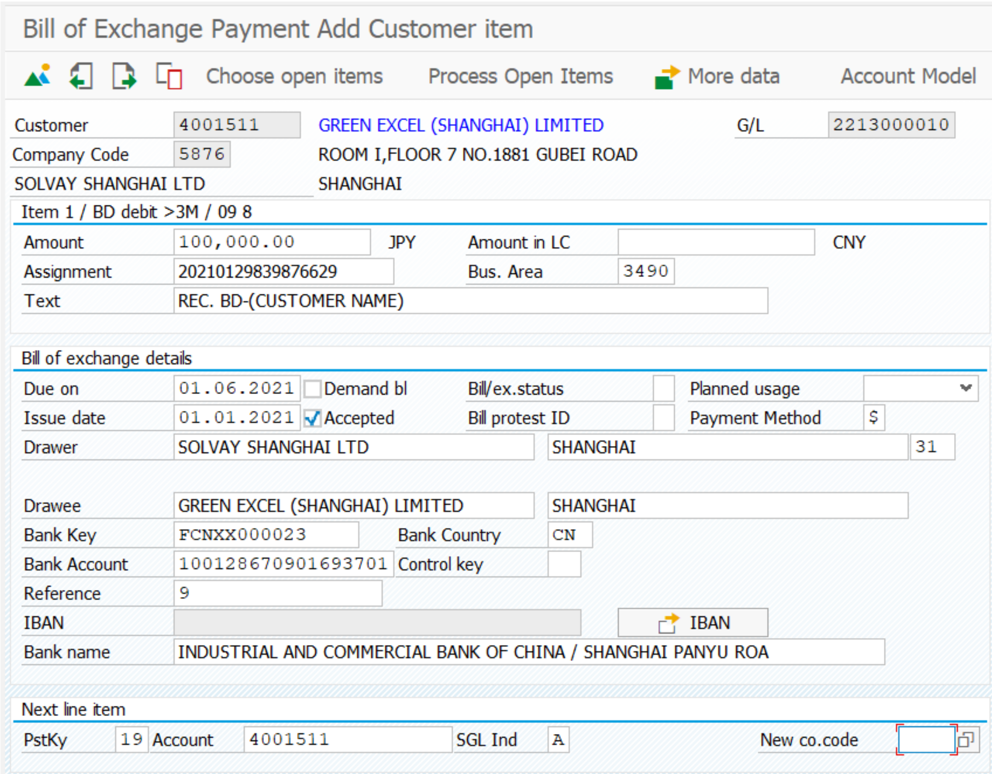
2. Record bank draft receiving in SAP by using t-code F-36.
On the screen "Bill of Exchange Payment: Header Data", insert information in the required fields as below:



Document Date/Posting Date: The date of receiving bank draft
Type: "*DW*" representing Customer Bill Exchange
Company code: 4 Digits representing the company
Currency: "*CNY*"
Reference: "*REC. BD*"
Doc. Header Text: BD's Issue Bank
Clearing text: "*REC. BD*" + Customer Name
Transaction to be processed: "Incoming payment" is default selected.

In the "**First Line item**", insert information in the required fields as below:
PstKy: "*09*" representing Special G/L debit (it is default displayed)
Account: Customer code
S GL Ind: The special G/L indicator "*9*" representing Bank Draft CN (< 3 months) or
"*8*" representing Bank Draft CN (> 3 months)

Press "**Enter**" to go to the next screen.
On the screen "Bill of Exchange Payment Add Customer item", insert information in the required fields as below:

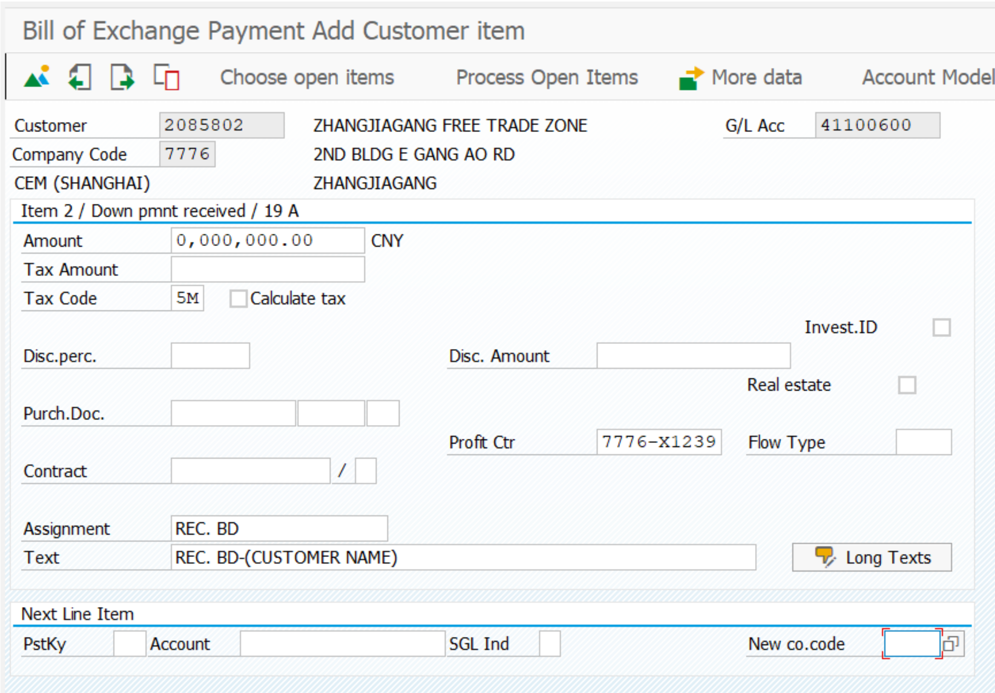


Amount: The amount of bank draft
Assignment: Bank draft number
Bus. Area: The defined digits representing Business Unit (PF1 only)
Text: "*REC. BD*" + Customer Name, except Mortgage Bank Draft needs to insert "*For Deposit*"
Due on: The maturity date of the bank draft
Issue date: The date of issuing bank draft
Accepted: Select it when bank draft is unqualified and gets special approval
Payment Method: "*$*" (representing E-BD)
(The other fields are default and liked to customer master data, if customer bank information was added)

Credit entry requires to post as advance payment to customer account by putting the information in next line item as below,
PstKy: "*19*" representing Special G/L credit on Customer account
Account: Customer code
Special G/L Ind.: The special G/L indicator "*A*" representing Down payment

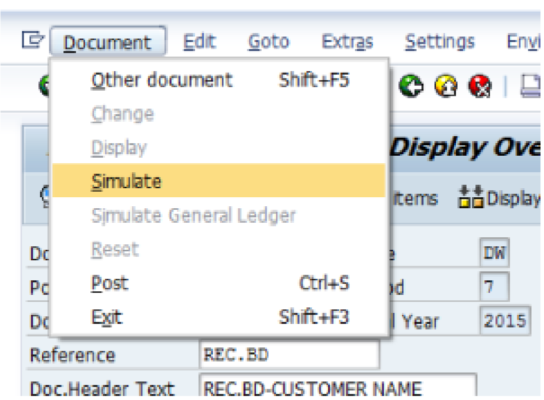
Press "**Enter**" to go to the next screen.

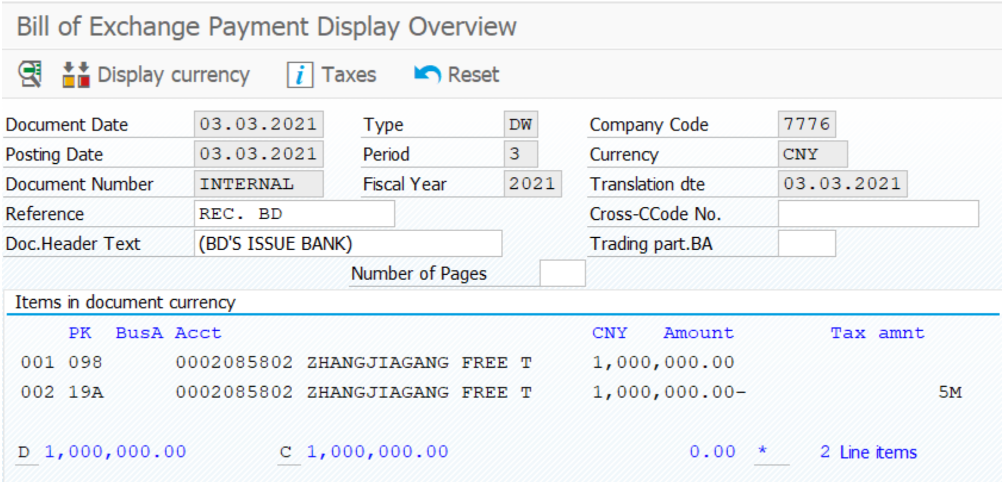
On the screen "Bill of Exchange Payment Add Customer item", insert information in the required fields as below:



Amount: Bank draft receiving amount
Tax code: "*5M*" (WP1) or "*B0*" (PF1)
Profit Center: The defined digits representing Business Unit (WP1 only)
Assignment: "*REC. BD*"
Text: "*REC. BD*" + Customer Name

Click "**Document**" and "**Simulate**" to check if credit and debit entries are balance.

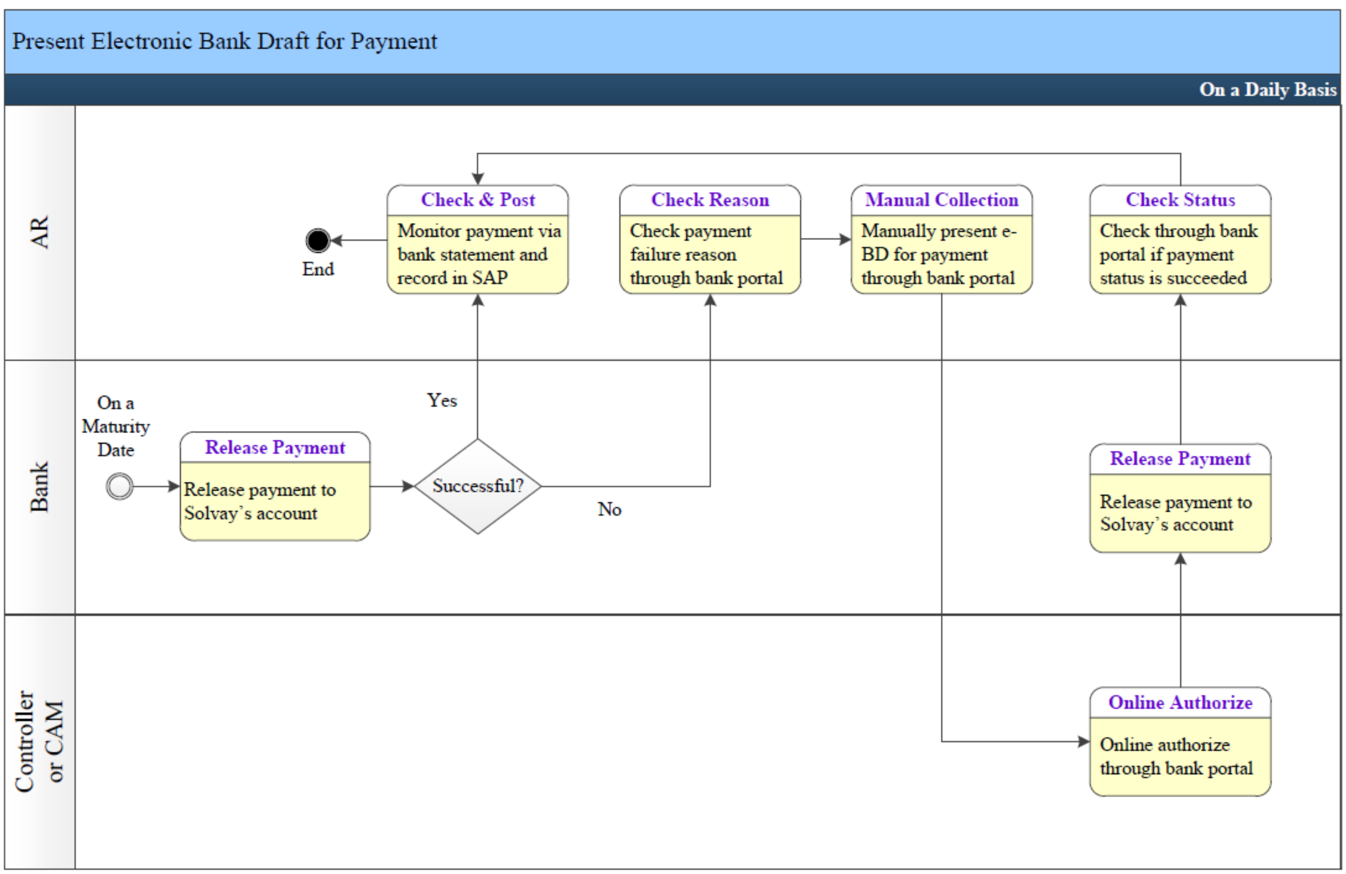




Click "**Post**" and get the document number.

Remark: When document is posted as advance payment, it is required to clear the item against corresponding invoice in another step by using t-code F-32, please refer to Advance Payment Clearing Procedures.

2. Posting for Bank Draft's Cash Collection



When Bank draft is presented to the bank, there will be payment released to Solvay's bank account based on Bank Draft's maturity date and actual settlement amount. AR monitor the payment through bank statement, then record incoming payment in Bank G/L Account and clear Notes Receivable recorded earlier in SAP.

Step:
1. AR download and monitor bank statement on a daily basis, then check if there is incoming payment received from bank draft collection.
Bank Draft collection would present Bank Draft number in bank statement as a reference.

Example of Bank Statement with Bank Draft Collection:

交易类型	业务类型[Business	收款人账号[Payee's	收款人名称[Payee's Name]	交易日期[	交易货币	交易金额[Trade	凭证类型[Voucher	凭证号码[Voucher number]
来账	电子银承	545658213058	索尔维（张家港）精细化工有限公司	20210301	CNY	100,000.00	电子商业汇票	110230560286120200831714471120

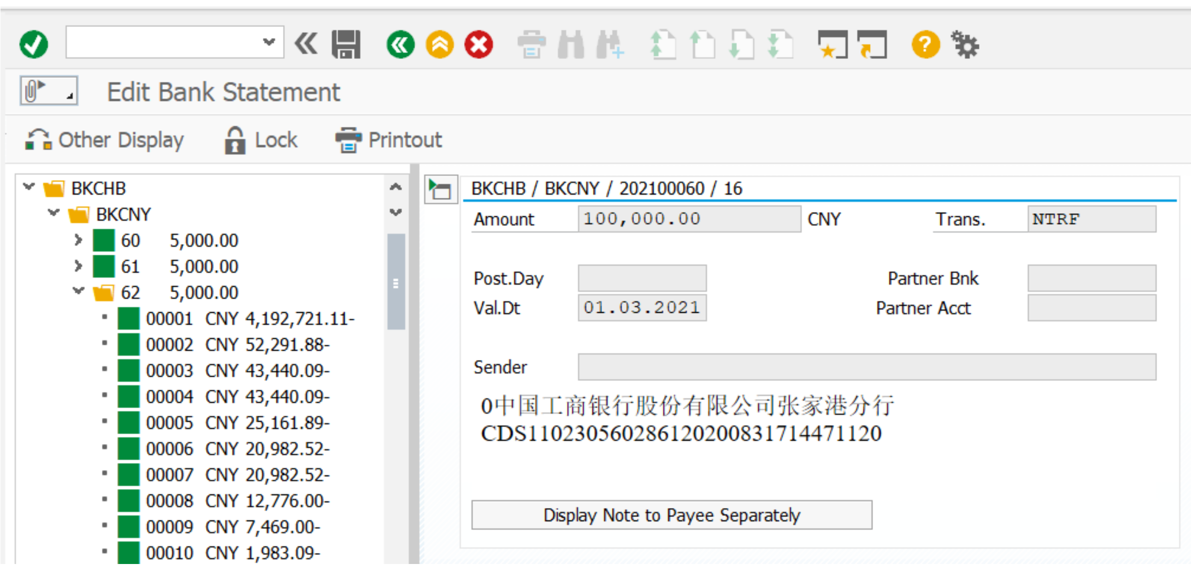
2. Check and find corresponding document that recorded bank draft receiving earlier via t-code FBL5N.

Customer	2024967
Company Code	6526
Name	SUZHOU RUJIE CHEMICAL CO., LTD.
City	HUJIANG

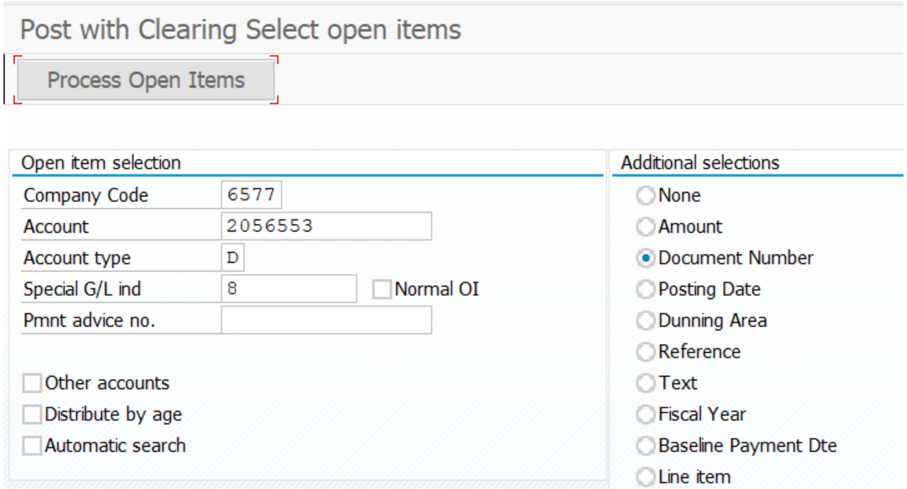
St	S	G/L	Assignment	DocumentNo	Typ	Pstng Date	Doc..Date	Net due dt	DD	Arrear	Amount in DC	Curr.
	9	51100200	14471120	1410002702	DW	16.12.2020	16.12.2020	28.02.2021		0	100,000.00	CNY
*											100,000.00	CNY
** Account 2024967											100,000.00	CNY

Corresponding document can refer to bank draft number inserted in "Assignment" field, it is supposed to be the same bank draft number shown in bank statement.

3. Record bank draft collection in SAP by using t-code FEBA.
On the screen "Edit Bank Statement", double click on payment transaction in the left-hand side to display payment details in the right-hand side:



Click "**Post**"  to record the payment and select open item or bank draft to be cleared.

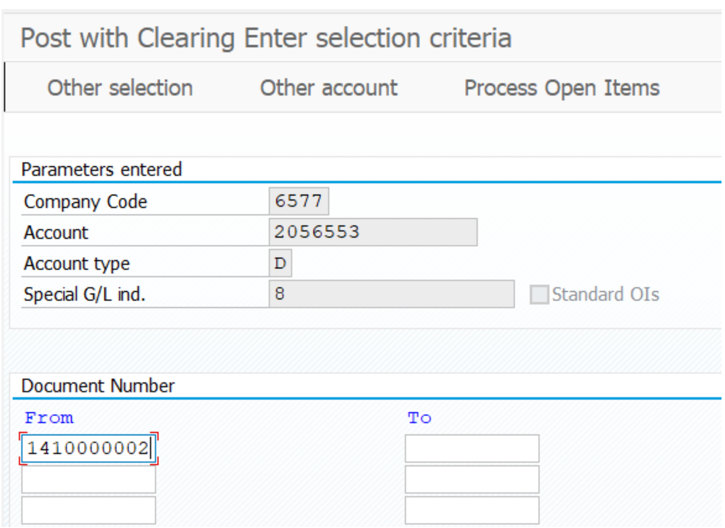


In the "Open item selection":

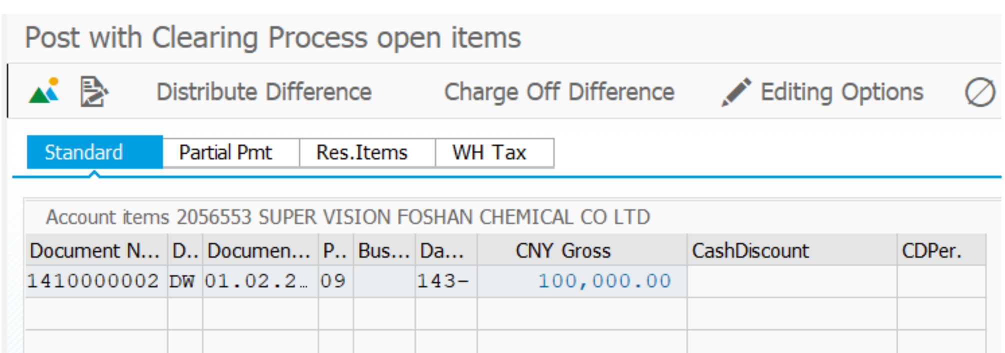
Company Code: 4 Digits representing the company
Account: Customer code
Account type: "*D*" representing Customer Account
Special G/L ind: "*8*" or "*9*"

Then select "Document Number" in the "Additional selections".

Click "**Process open items**" and insert document number that posted as received bank draft earlier.

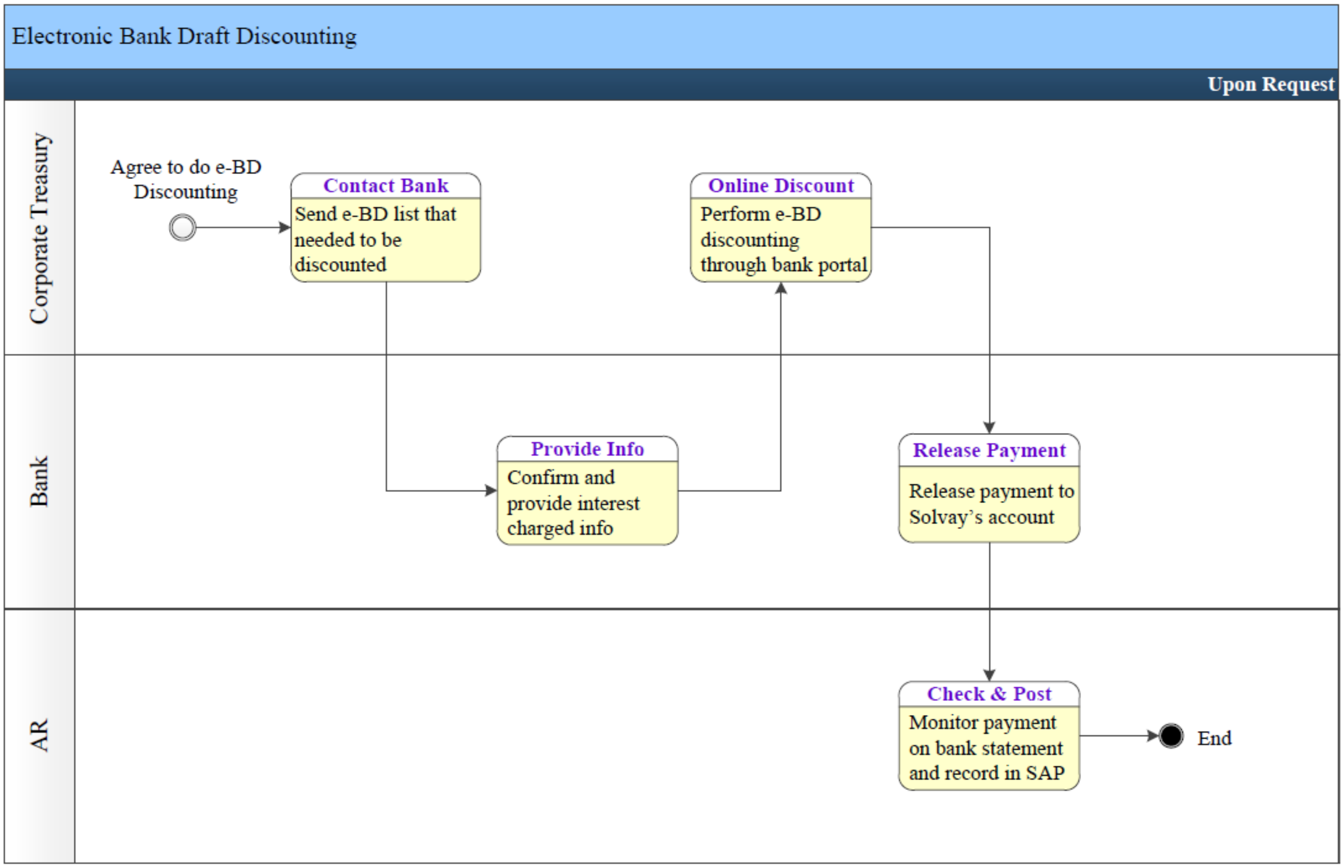


Click "**Process open items**" to clear cash-collected bank draft.



Click "**Post**"  and get the document number.

3. Posting for Bank Draft Discounting



Bank Draft Discounting is to early submit Bank Draft to the bank, in order to get the payment before its maturity date, but company needs to pay interest charges to the bank. It is basically managed by Treasury Cooperate team.

Step:
1. AR download and monitor bank statement on a daily basis, then check if there is incoming payment received from bank draft discounting. Sometimes Treasury Cooperate team would provide information in advance.
Bank Draft Discounting would have large amount of incoming payment with specific wording in bank statement.

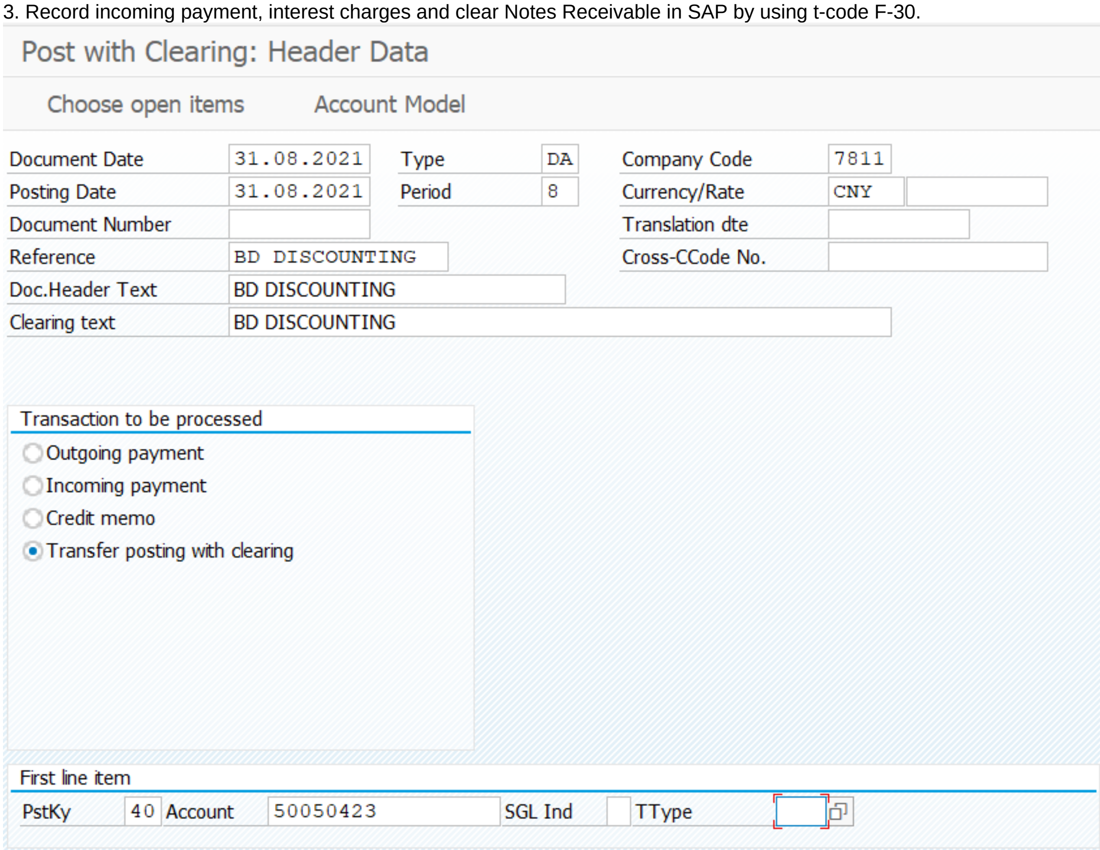
Example of Bank Statement with Bank Draft Discounting:

查询账号[Inquirer acc	496258201841								
	Novecare	7811-I0449	CN15	50050423	496258201841				
	Aroma	7811-I1045	CN05						
12,362,331.20				纸质银承	20150717	1600000073	银行承兑汇票	0001120150717005009	纸票贴现放款处理

2. Prepare Discounted Bank Draft list in Shared file.

Customer Name	RCS Code	Draft No	Issue data	Maturity Date	Maturity Month	(MONT	BD Drawer	BD Amount	Comment	Received Data	Period	Posting Date		Voucher No	Clearing N
万华化学集团股份有限	2038237	10400052 25222627	10.04.2015	10.10.2015	201510	6	中行晋江支行	200,000.00	DISCOUNT	29/4/2015	Apr-15	29/4/2015	5.37	1410000118	1600000073
南京冠华贸易有限公司	66268	10200052 23099402	24.04.2015	24.10.2015	201510	6	工行佛山北滘支行	435,609.00	DISCOUNT	30/4/2015	Apr-15	30/4/2015	5.8	1410000123	1600000073
浙江省化工进出口有限	2030084	10400052 27630279	11.05.2015	08.11.2015	201511	5.9	中行浙江省分行营	330,000.00	DISCOUNT	13/5/2015	May-15	13/5/2015	5.83	1410000142	1600000073
嘉兴东方钢帘线有限公	2014796	10300052 25095385	30.03.2015	30.09.2015	201509	6	荣成农行	1,100,000.00	DISCOUNT	15/5/2015	May-15	15/5/2015	4.5	1410000150	1600000073
上海生泰绿生物科技有	2025976	10200052 23305365	19.05.2015	18.11.2015	201511	6	工行盐城大丰支行	858,771.00	DISCOUNT	20/5/2015	May-15	20/5/2015	5.93	1410000157	1600000073
浙江省化工进出口有限	2030084	10400052 27631024	20.05.2015	20.11.2015	201511	6	中行浙江省分行营	436,000.00	DISCOUNT	22/5/2015	May-15	22/5/2015	5.93	1410000165	1600000073
南京冠华贸易有限公司	66268	10400052 2692052	12.05.2015	11.11.2015	201511	6	中行徐州新沂支行	1,000,000.00	DISCOUNT	25/5/2015	May-15	25/5/2015	5.53	1410000169	1600000073
嘉兴市民兴香料有限公	2017452	30100051 24043312	22.05.2015	22.11.2015	201511	6	交行嘉兴分行	6,000,000.00	DISCOUNT	2/6/2015	Jun-15	2/6/2015	5.67	1410000180	1600000073
南京冠华贸易有限公司	66268	10300052 26157014	29.05.2015	29.11.2015	201511	6	农行苏州姑苏支行	300,000.00	DISCOUNT	8/6/2015	Jun-15	8/6/2015	5.7	1410000186	1600000073
郎溪李仕化学品有限公	2012710	10200052 23383857	23.04.2015	23.10.2015	201510	6	工行扬州分行营业	490,000.00	DISCOUNT	15/6/2015	Jun-15	15/6/2015	4.27	1410000199	1600000073
滨州泓瑞医药科技有限	2009000	10400052 27090311	09.06.2015	09.12.2015	201512	6	中行东阳支行营业	300,000.00	DISCOUNT	15/6/2015	Jun-15	15/6/2015	5.8	1410000202	1600000073
浙江省化工进出口有限	2030084	10200052 23523462	11.06.2015	08.12.2015	201512	5.9	工行浙江省分行营	218,000.00	DISCOUNT	15/6/2015	Jun-15	15/6/2015	5.77	1410000200	1600000073
浙江华海药业股份有限	70957	10200052 23622112	23.06.2015	23.12.2015	201512	6	工行台州临海支行	400,000.00	DISCOUNT	26/6/2015	Jun-15	26/6/2015	5.9	1410000219	1600000073
山西榆社化工股份有限	2037905	10400052 25294610	23.06.2015	23.12.2015	201512	6	中行上海市海宁支	500,000.00	DISCOUNT	29/6/2015	Jun-15	29/6/2015	5.8	1410000222	1600000073

3. Record incoming payment, interest charges and clear Notes Receivable in SAP by using t-code F-30.

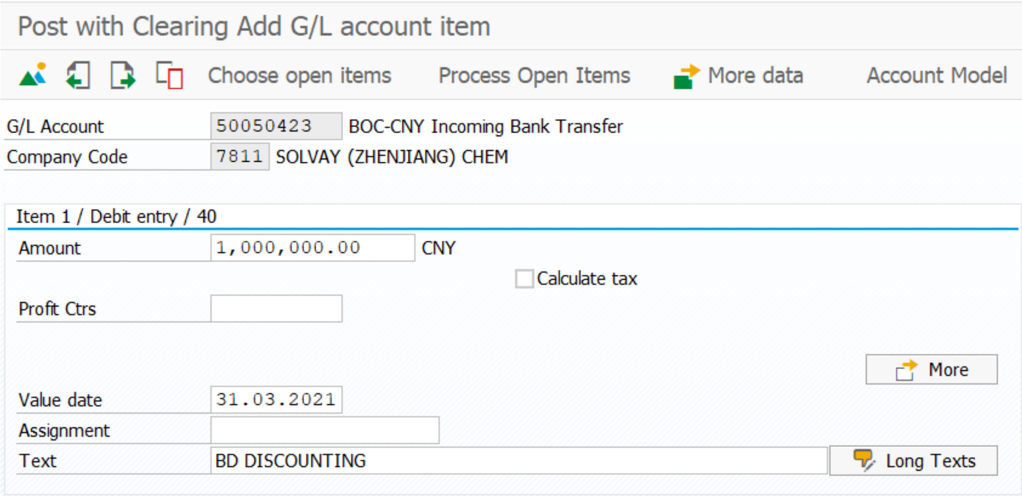


Document Date/ Posting Date: The date of receiving payment
Type: "*DA*" (WP1) or "*DZ*" (PF1) representing Customer document
Company code: 4 Digits representing the company
Currency: "*CNY*"
Reference/ Doc.Header Text/ Clearing text: "*BD DISCOUNTING*"
Transaction to be processed: "Transfer posting with clearing" is default selected.

In the "**First Line item Data**", insert information in the required fields as below:

PstKy: "*40*" representing Debit entry G/L
Account: G/L account of the bank account that receive payment

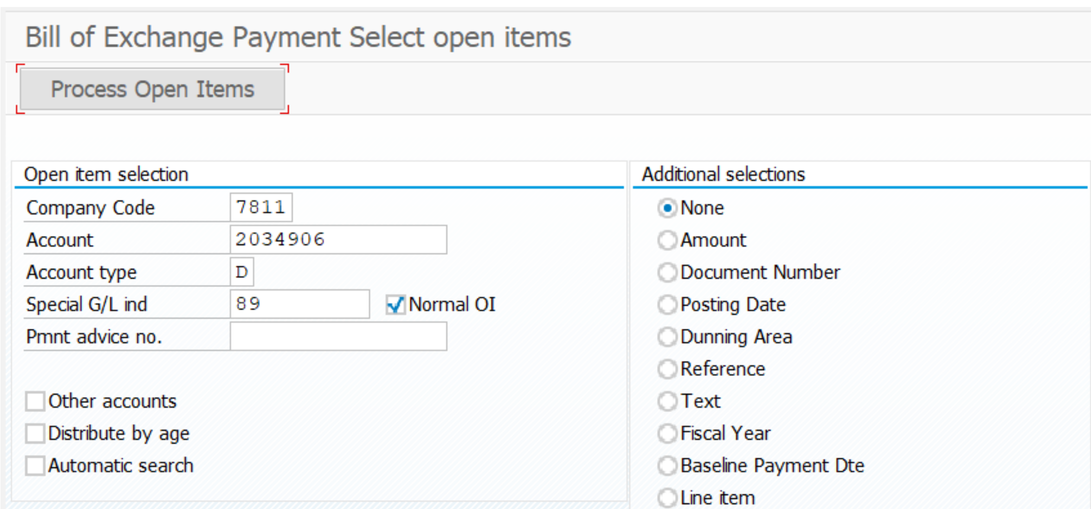
Press "**Enter**" to go to the next screen.



Amount: The amount of incoming payment
Value Date: The date of receiving payment
Text: "*BD DISCOUNTING*"

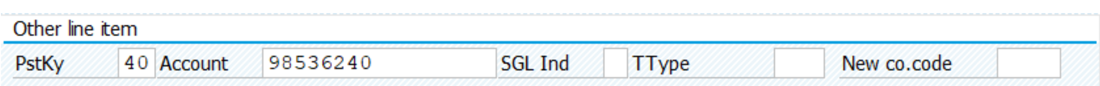
Click "**Choose open item**" to go to the next screen.

In the "Open item selection", enter account information that Bank Draft is recorded on,
Company code: 4 Digits representing the company
Account: Customer code
Account Type: "*D*"
Special G/L Ind.: "*8*" or "*9*"



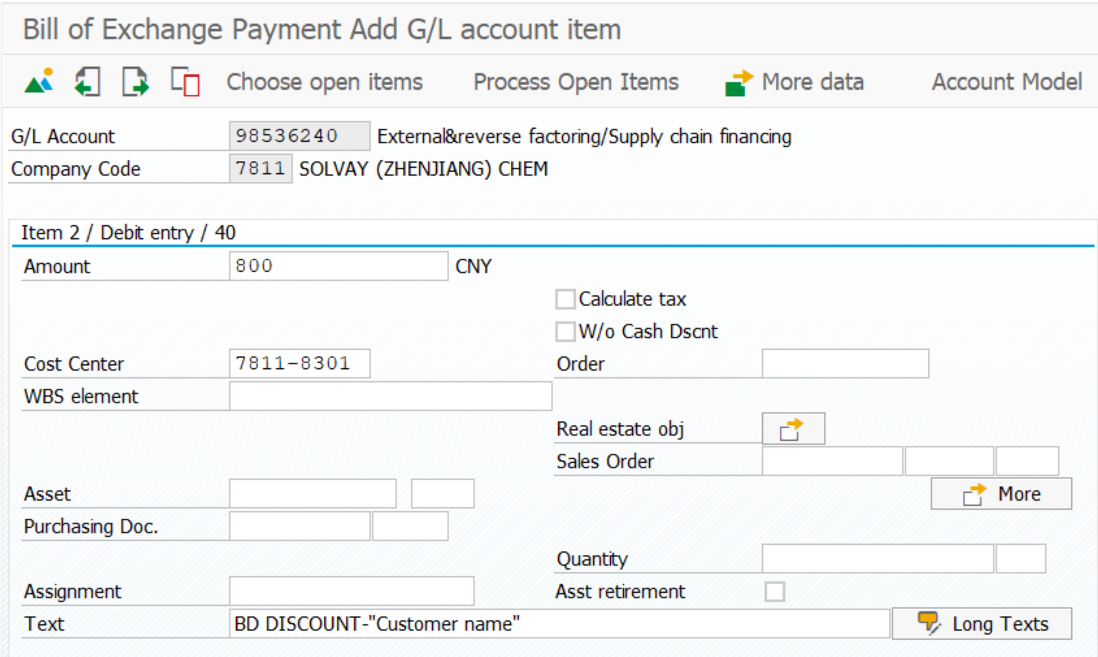
Then click "**Process open items**" to select open item. (Clear discounted bank draft)

Generally bank would charge company discounting interest, AR needs to book the interest charged amount into the defined G/L account.



In the "**Other Line item Data**", insert information in the required fields as below:
PstKy: "*40*" representing Debit entry G/L
Account: Enter *98536240* (WP1) or *6599000000* (PF1) which is G/L account for other financial expenses

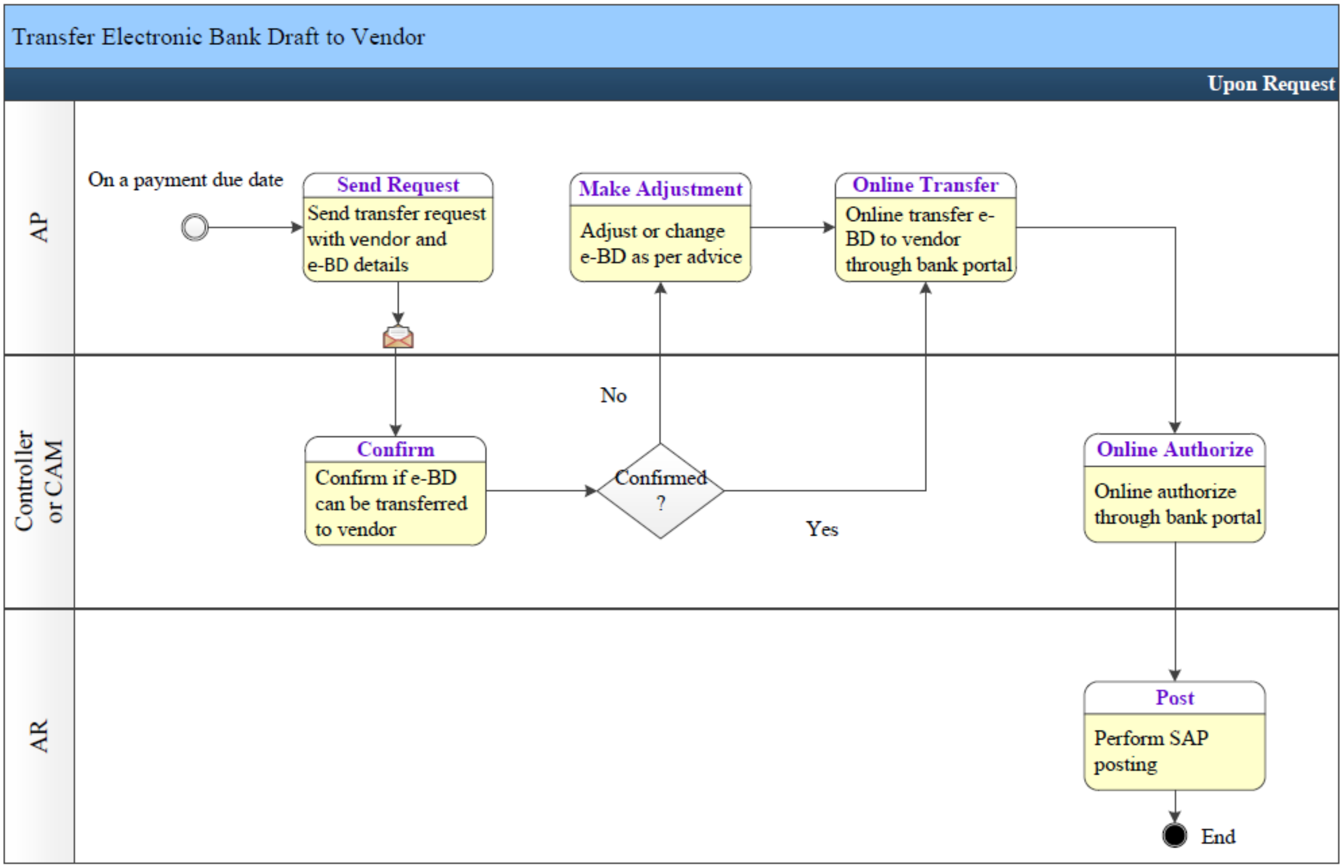
Press "**Enter**" to go to the next screen.



Amount: The amount of charged interest
Cost center: The defined digits representing CBNR Cost Center
Text: "*BD DISCOUNTING*"

Click "**Post**"  and get the document number.

4. Posting for Bank Draft Transferred to Vendor

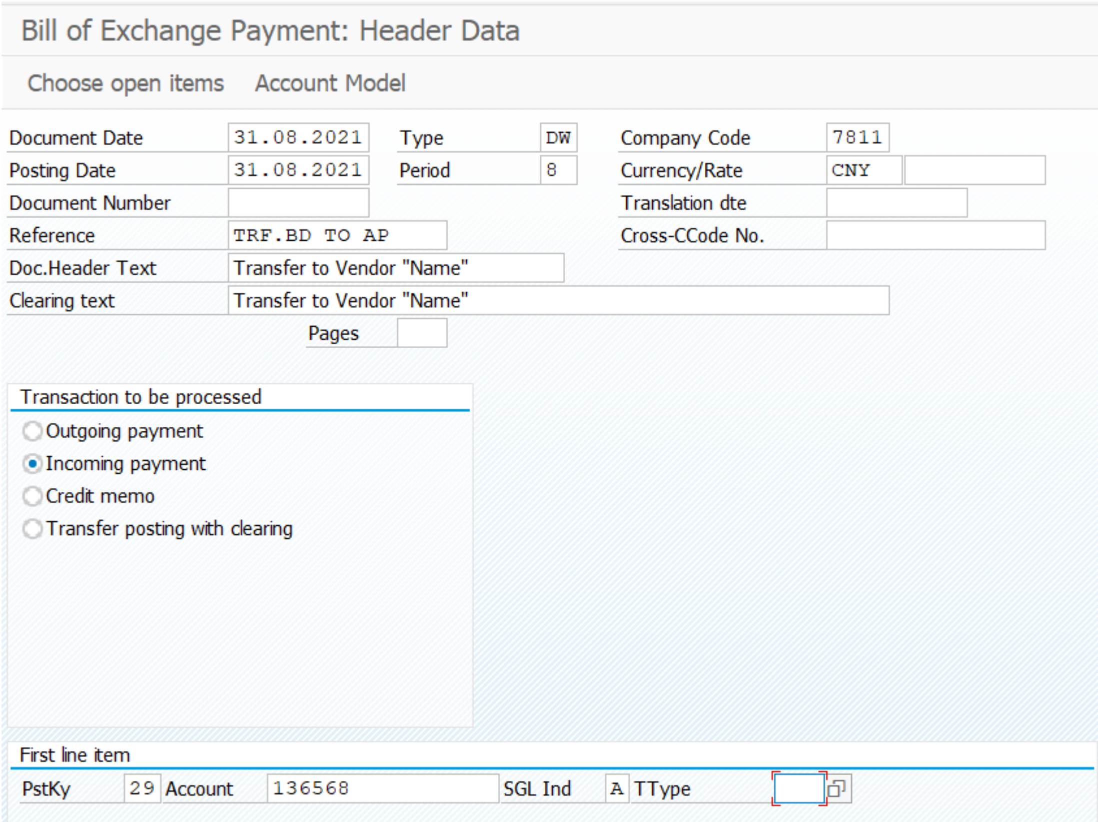


Transferring Bank Draft to Vendor is requested when AP and Site Controller agreed to use Bank Draft as a payment to vendor on a regular basis. After received a request, AR clear Notes Receivable recorded earlier in SAP and clear or post on Account Payable.

Step:
1. When Site Controller and AP agree to make payment to vendor by using Bank Draft, AP is accountable to prepare and send all information to AR. Then AR review and record Bank Draft list in the inventory file.

Customer Name	RCS Code	Draft No	Issue data	Maturity Date	Maturi ty Month	(M O	BD Drawer	BD Amount	Comment	Received Data	Period	Posting Date		Voucher No	Clearing N
上海生泰绿生物科技有限公司	2025976	10400052 24595519	02.07.2015	02.01.2016	201601	6	中行温岭支行营业部	100,000.00	Transfer to vendor	15/7/2015	Jul-15	15/7/2015	6	1410000245	1410000267
上海生泰绿生物科技有限公司	2025976	10400052 27595518	02.07.2015	02.01.2016	201601	6	中行温岭支行营业部	100,000.00	Transfer to vendor	15/7/2015	Jul-15	15/7/2015	6	1410000245	1410000267

2. Record and clear Notes Receivable in SAP by using t-code F-36.

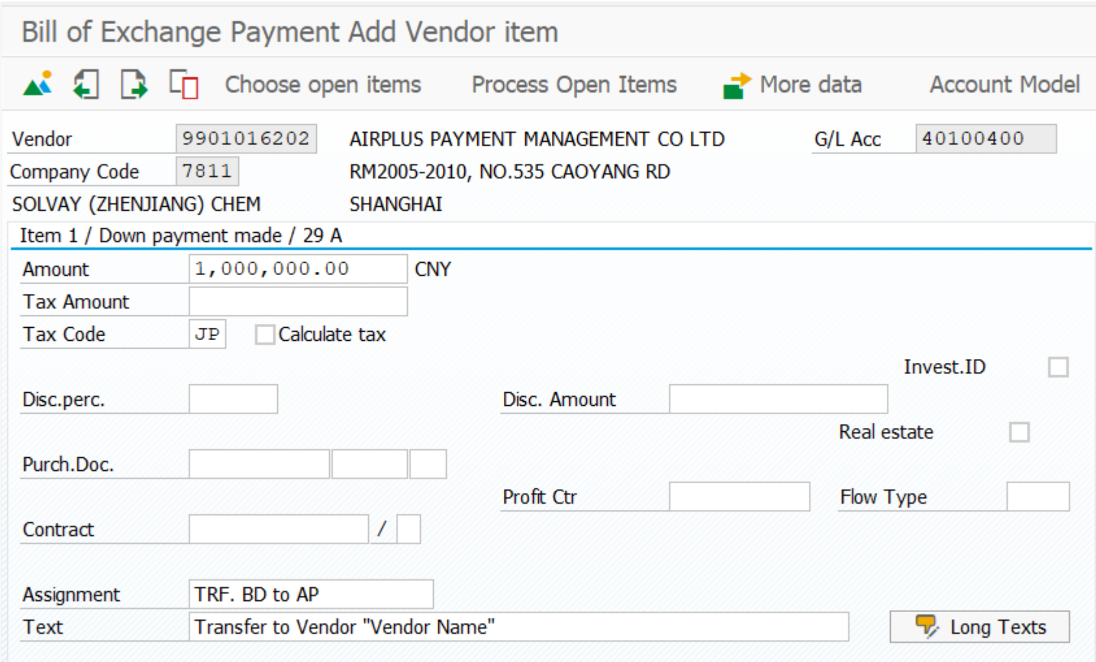


Document Date/Posting Date: The date of receiving request to transfer bank draft
Type: "*DW*" representing Customer Bill Exchange
Company code: 4 Digits representing the company
Currency: "*CNY*"
Reference: "*TRF. BD to AP*"
Doc. Header Text/ Clearing text: "*Transfer to Vendor*" + Vendor Name
Transaction to be processed: "Incoming Payment" is default selected.

In the "**First Line item Data**", insert information in the required fields as below:

PstKy: "*29*" representing Special G/L debit for Vendor account
Account: Vendor code
Special G/L Ind.: The special G/L indicator "*A*"

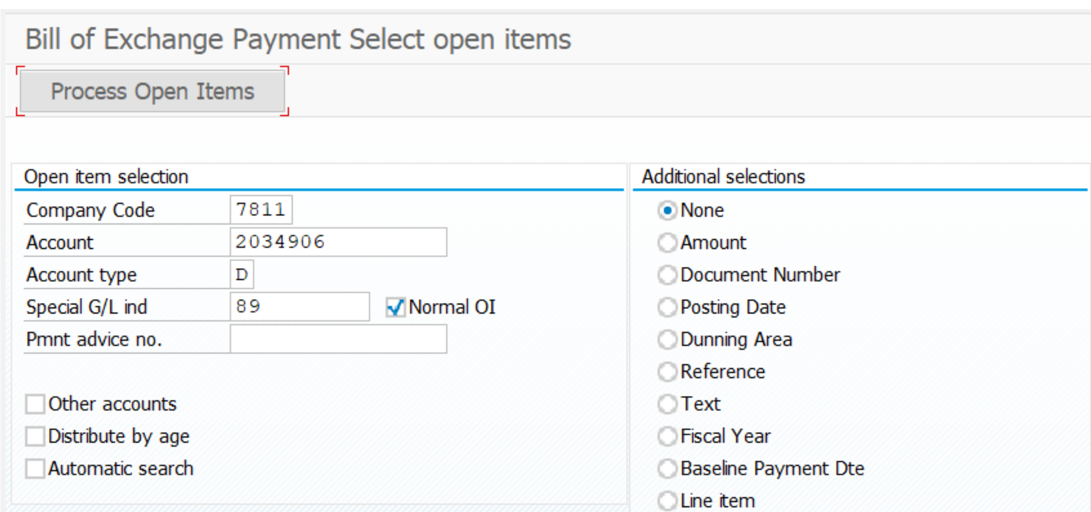
Press "**Enter**" to go to the next screen.



Amount: The total amount of transferred bank draft
Tax Code: "*JP*"
Assignment: "*TRF. BD to AP*"
Text: "*Transfer to Vendor*" + Vendor Name

Click "**Choose open item**" to go to the next screen.

In the "Open item selection", enter account information that Bank Draft is recorded on,
Company code: 4 Digits representing the company
Account: Customer code
Account Type: "*D*"
Special G/L Ind.: "*8*" or "*9*"

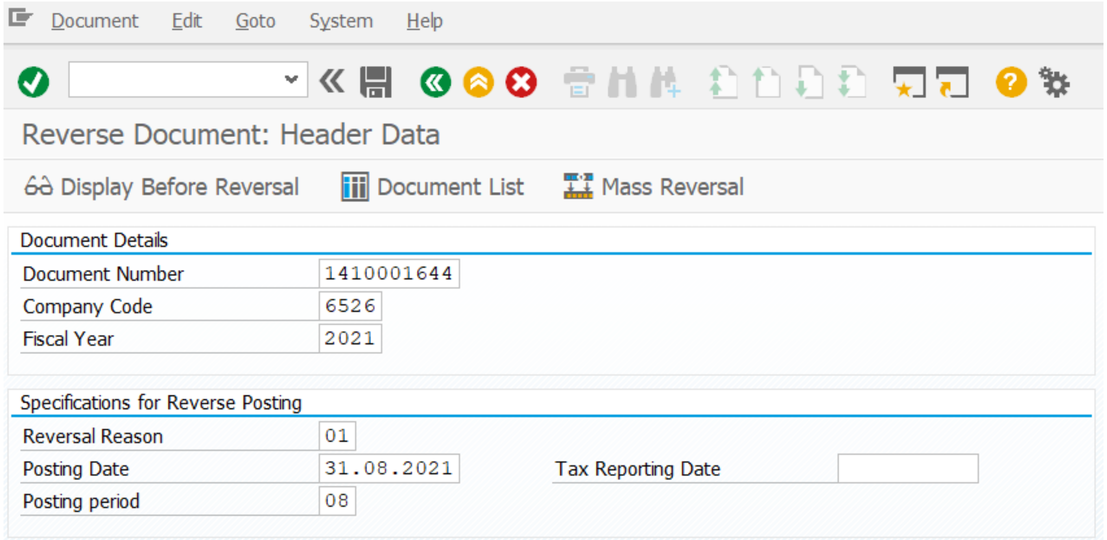


Click "**Process open item**" to go to the next screen. And select open item to clear. (Clear transferred bank draft)

Click "**Post**"  and get the document number.

3. If vendor reject or return bank draft back to our company, there are 2 options to post the document

Option 1 : AR reverse the document that posted for transferring bank draft earlier by t-code FB08.

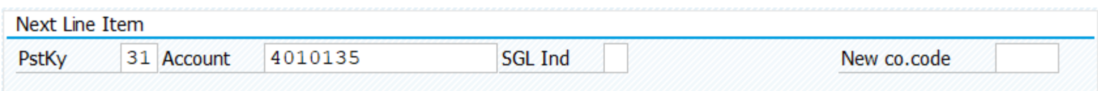


Insert information in "Document Details" and "Specifications for Reverse Posting", then click "**Post**"  and get document number.

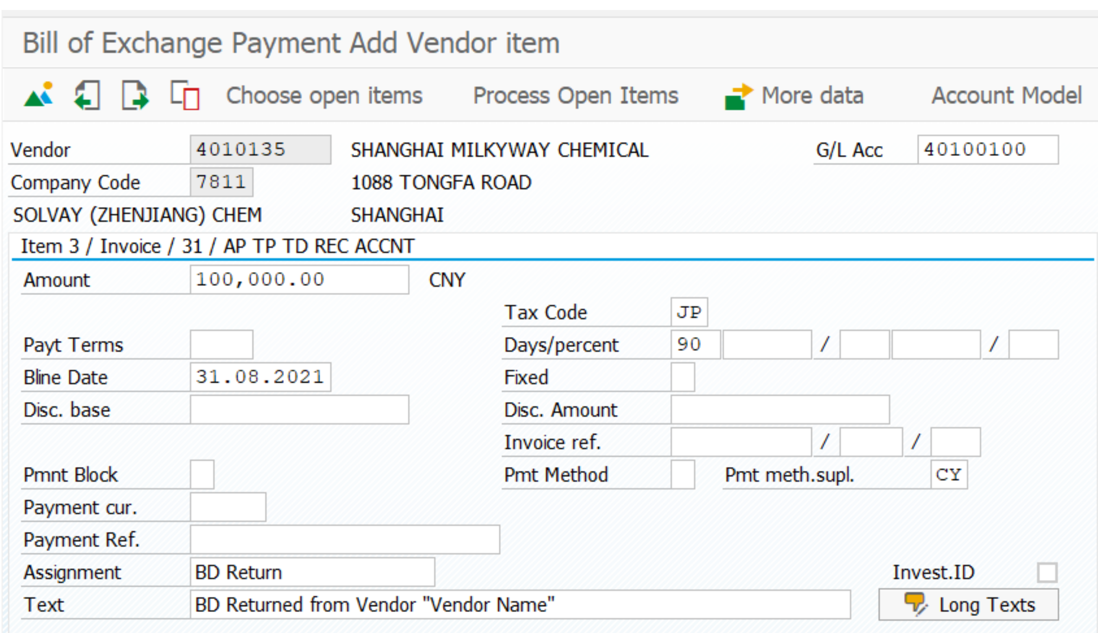
Option 2 : AR repost Note Receivables (refer to Posting for Bank Draft Receiving) and create debit entry on vendor account by using t-code F-36.

After repost Notes Receivable, insert information in the required fields of "**Next Line Item**" as below:

PstKy: "*31*" representing Debit entry on Vendor account
Account: Vendor code



Press "**Enter**" go to the next screen.

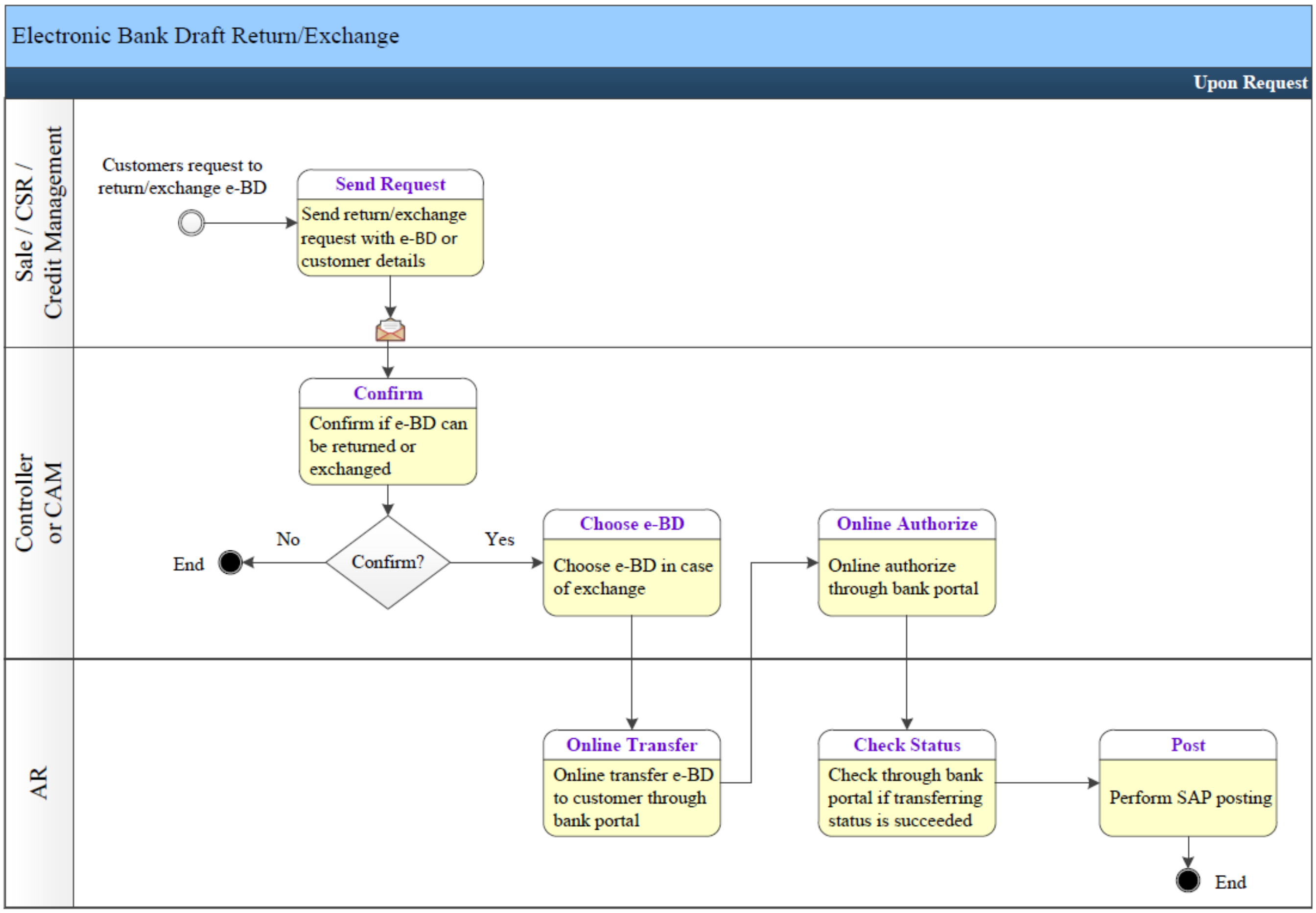


Amount: The total amount of returned Bank Draft
Payt Terms: Please remove it
Assignment: "*BD Return*"
Text: "*BD Returned from Vendor*" + Vendor Name

Click "**Post**"  and get the document number.

Remark: WP1 document requires to update "Profit Center" via t-code "ZWFA111".

5. Posting for Bank Draft Returned/Exchanged to Customer



Bank Draft is mostly returned when it is used as "Mortgage Bank Draft" and be requested to return back to customer. And sometimes when we receive huge amount of Bank Draft, customer would request us to give the change in smaller amount of Bank Draft, it is usually called "Exchange Bank Draft" or transfer Bank Draft to customer.

Step:
After received request and approval, AR or Cashier transfer Bank draft through bank portal, then AR follow below procedures to perform the posting.
1. Open t-code FBL5N to check bank draft and AR balance;

Customer 2085802
Company Code 7776

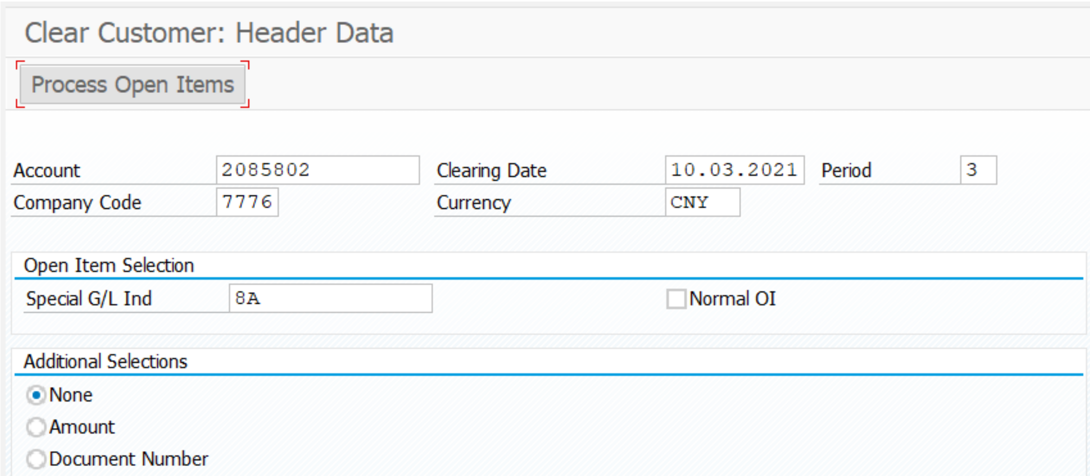
Name ZHANGJIAGANG FREE TRADE ZONE
City ZHANGJIAGANG

St	S	G/L	Assignment	DocumentNo	Typ	Doc..Date	Net due dt	Amount in DC	Curr.
	8	54000200	20210223861940498	1410000002	DW	24.02.2021	23.08.2021	500,000.00	CNY
	A	41100600	REC. BD	1410000002	DW	24.02.2021	24.02.2021	500,000.00-	CNY
*								0.00	CNY

For "Mortgage Bank Draft", both debit entry (Notes Receivable) and credit entry (Accounts Receivable) should have the same amount and be posted in the same document.

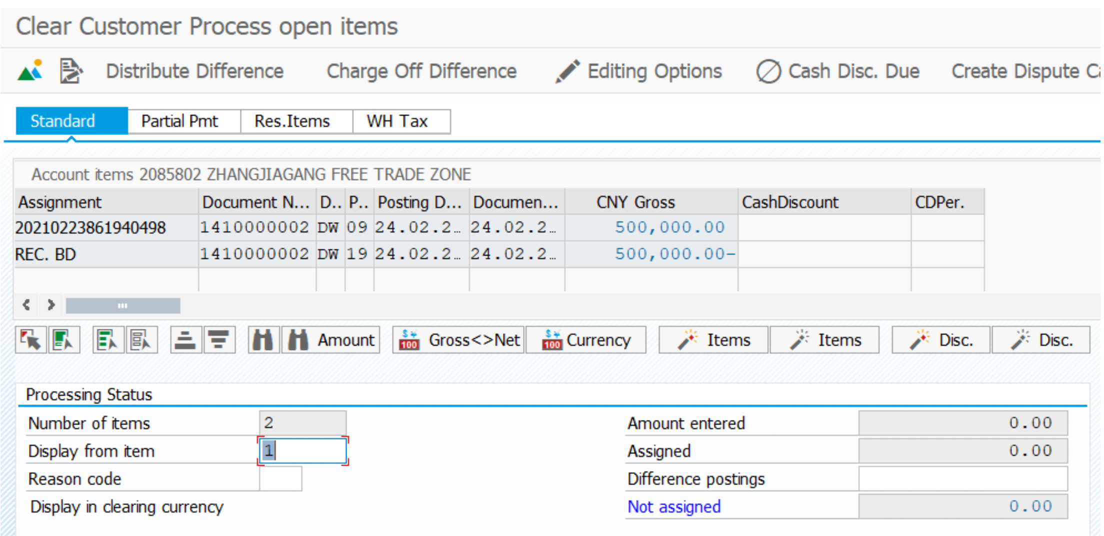
2. Clear bank draft and Account Receivable in SAP;

2.1. Use t-code F-32 for clearing returned bank draft.



Account/ Company Code: Customer code and Company code that the Bank Draft is recorded on
Clearing date/ Period: The date of returning bank draft
Currency: "*CNY*"
Special G/L Ind: "*A*" and "*8*" or "*9*"

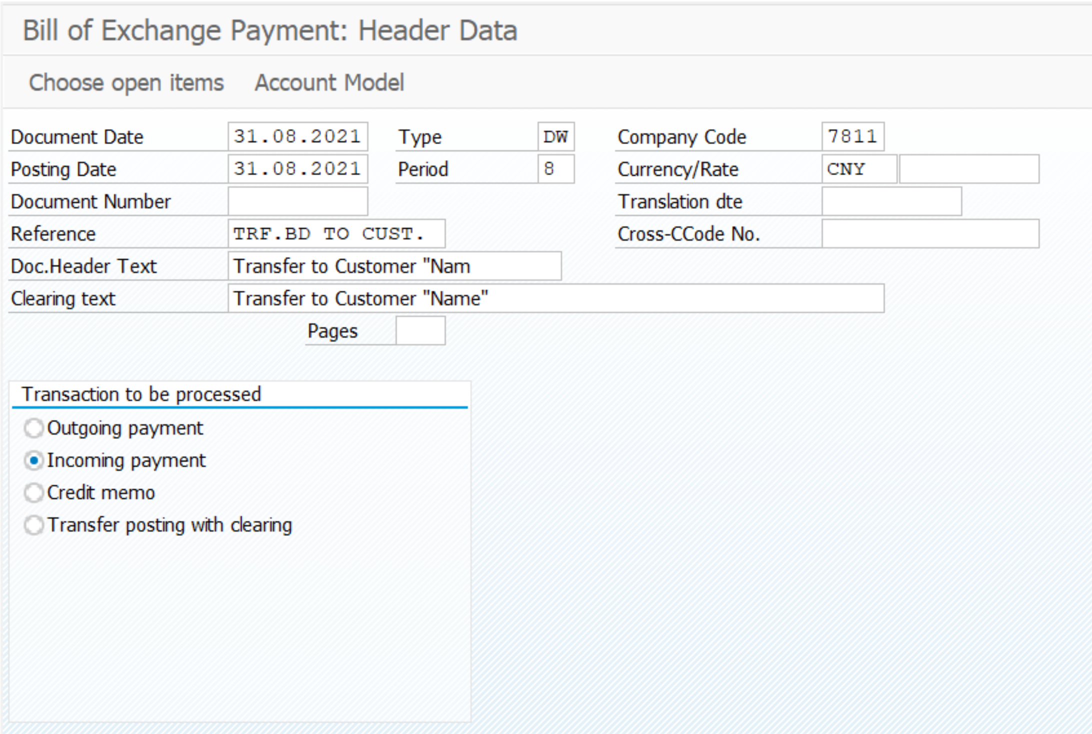
Click "**Process open items**" to go to the next screen.



Select open item to be cleared by clicking on the item amount.

Click "**Post**"  and get the document number.

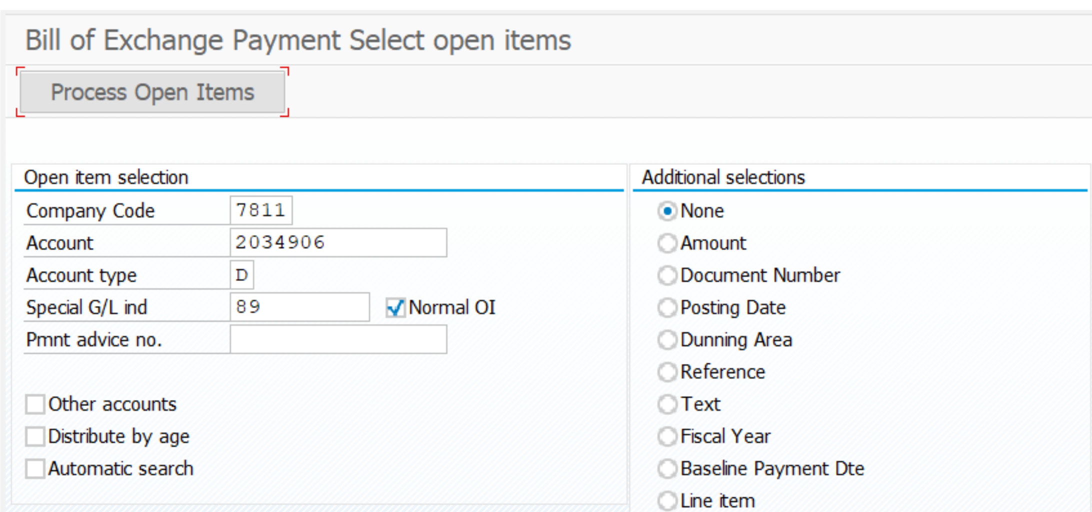
2.2. Use t-code f-36 for clearing exchanged bank draft.



Document Date/Posting Date: The date of transferring bank draft
Type: "*DW*" representing Customer Bill Exchange
Company code: 4 Digits representing the company
Currency: "*CNY*"
Reference: "*TRF. BD to CUST.*"
Doc. Header Text/ Clearing text: "*Transfer to Customer*" + Customer Name
Transaction to be processed: "Incoming Payment" is default selected

Click "**Choose open item**" to go to the next screen.

In the "Open item selection", insert account information that Bank Draft is recorded on,
Company code: 4 Digits representing the company
Account: Customer code
Account Type: "*D*"
Special G/L Ind.: "*8*" or "*9*" and "A" or any credit entry on Account Receivable



Click "**Process open item**" to go to the next screen. And select open item to clear. (Clear transferred bank draft and Account Receivable)

Click "**Post**"  and get the document number.