

Payment Factory - Review and Approve Payments v.5

Work Instruction

Last updated 2023-02-14

Version History

Rev.	Issuer	Date	Remarks
1	Stefan Artman	2021-03-12	First draft
2	Stefan Artman	2021-03-24	Chapter 4, section added regarding reviewing previous approver.
3	Stefan Artman	2021-04-12	Chapter 4, section added regarding payment history log
4	Stefan Artman	2021-04-23	Chapter 7, feedback message
5	Stefan Artman	2023-02-14	Overall review & update

Business context

This simulation shows the required steps for reviewing and approving payments in the Payment Factory.

Triggers

An automatic payment run is scheduled to send payment batches into the Payment Factory from SAP/SARA. The general time schedule is in the night/early morning. The scheduling is defined by payment type per unit. When logging into the Payment Factory on the defined dates, the batches will be there waiting for review and approval.

Outputs

The payments are either:

- Approved and sent to the bank for execution, or
- Not approved due to incorrect master data or other reason. Payments are to be rejected. Proceed to the *Rejected Payments Instruction*.

What to watch out for

To ensure correctness of payments, a thorough review of payments are required before approving. This will reduce the risk of having the payment rejected by the bank.

Applicable Business Roles

P2P Accountant (1st approver of payments)

2nd Approver of payments (according to finance authorization policy)

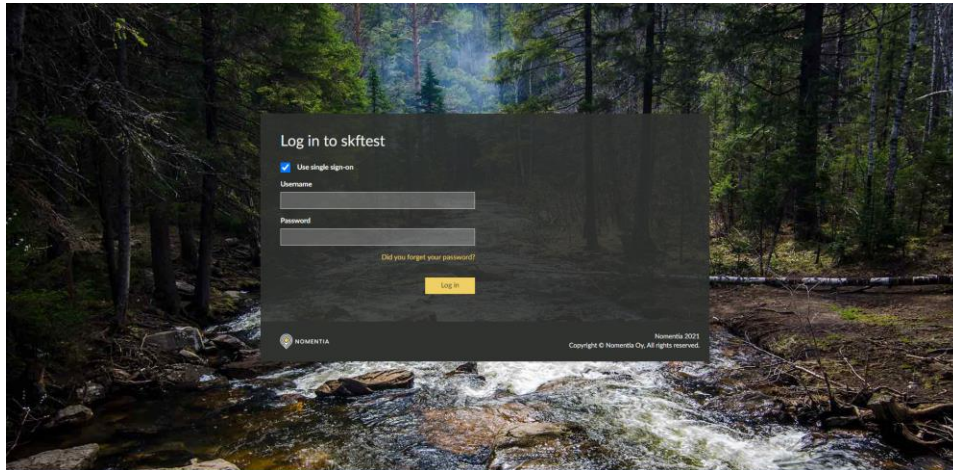
The above applicable business roles also require access to the applicable legal unit.

How to use this Work Instruction?

Use this work instruction as support in performing the applicable activities. Each step, or combination of steps, is shown with a screenshot. The text below each screenshot explains in detail the steps to follow in the right sequence.

1. Log into Payment Factory

A PF user with the authority to perform the first approval (preferably the P2P Accountant in the FOC), logs into the Payment Factory application using link: <https://cash2.nomentia.com/skf?login=azure>



2. Payment review by 1st approver

The user goes into the payments module by clicking on the payments tile to the left, and then the batch processing tab.

Dashboard

Accounts

Liquidity

Payments

Tools

Inspector

Payment processing

Direct debit processing

Unbatched

Batch processing

Failed batches

Sent batches

Accounts from 111 companies selected

310 X

Load

Selected batches: 0

SUM:



Approve

Sent

...

	<div><div></div><div>Approvers</div></div>	<div><div>Validation ↑</div></div>	<div><div>Edited</div></div>	<div><div>Status</div></div>	<div><div>Debtor country</div></div>	<div><div>Debtor company</div></div>	<div><div>Interface</div></div>	<div><div>Debtor BIC</div></div>	<div><div>Debtor account number</div></div>	<div><div>Payment type</div></div>	X
▶	<div><div></div></div>	<div><div>Blocked</div></div>	<div><div>2023-02-14 07:50:05</div></div>	<div><div>Open</div></div>	<div><div><div></div>United States of America</div></div>	<div><div>KAYDON CORPORATION</div></div>	<div><div>NAM_SARA</div></div>	<div><div>BOFAUS65</div></div>	<div><div>4451 3281 46</div></div>	<div><div>Custom</div></div>	<div><div>9</div></div>
▶	<div><div></div></div>		<div><div>2023-02-14 06:45:29</div></div>	<div><div>Open</div></div>	<div><div><div></div>Malaysia</div></div>	<div><div>SKF MALAYSIA SDN BHD</div></div>	<div><div>ASIA_SARA_MY</div></div>	<div><div>HBMBMYKL</div></div>	<div><div>3040 2264 3001</div></div>	<div><div>Domestic</div></div>	<div><div>6</div></div>
▶	<div><div>Mayur Kale</div></div>		<div><div>2023-02-14 06:53:33</div></div>	<div><div>Partially approved</div></div>	<div><div><div></div>Singapore</div></div>	<div><div>SKF ASIA PACIFIC PTE. LTD.</div></div>	<div><div>SARA_STANDARD_NEW_MSGID</div></div>	<div><div>HSBCSGSG</div></div>	<div><div>0413 6034 8001</div></div>	<div><div>Custom</div></div>	<div><div>9</div></div>
▶	<div><div>Mayur Kale</div></div>		<div><div>2023-02-14 06:53:34</div></div>	<div><div>Partially approved</div></div>	<div><div><div></div>Singapore</div></div>	<div><div>SKF ASIA PACIFIC PTE. LTD.</div></div>	<div><div>SARA_STANDARD_NEW_MSGID</div></div>	<div><div>HSBCSGSG</div></div>	<div><div>2603 5559 9178</div></div>	<div><div>Urgent</div></div>	<div><div>8</div></div>
▶	<div><div>Mayur Kale</div></div>		<div><div>2023-02-14 06:53:34</div></div>	<div><div>Partially approved</div></div>	<div><div><div></div>Singapore</div></div>	<div><div>SKF ASIA PACIFIC PTE. LTD.</div></div>	<div><div>SARA_STANDARD_NEW_MSGID</div></div>	<div><div>HSBCSGSG</div></div>	<div><div>0413 6034 8001</div></div>	<div><div>Urgent</div></div>	<div><div>4</div></div>
▶	<div><div></div></div>		<div><div>2023-02-14 08:49:46</div></div>	<div><div>Open</div></div>	<div><div><div></div>India</div></div>	<div><div>SKF INDIA LIMITED</div></div>	<div><div>ASIA_SARA_IN</div></div>	<div><div>HSBCINBB</div></div>	<div><div>0026 4080 3001</div></div>	<div><div>Domestic</div></div>	<div><div>1</div></div>
▶	<div><div></div></div>		<div><div>2023-02-14 07:12:30</div></div>	<div><div>Open</div></div>	<div><div><div></div>Canada</div></div>	<div><div>SKF CANADA LIMITED</div></div>	<div><div>NAM_SARA</div></div>	<div><div>BOFACATT</div></div>	<div><div>5462 0209</div></div>	<div><div>Custom</div></div>	<div><div>2</div></div>
▶	<div><div></div></div>		<div><div>2023-02-13 07:46:00</div></div>	<div><div>Open</div></div>	<div><div><div></div>United States of America</div></div>	<div><div>KAYDON CORPORATION</div></div>	<div><div>NAM_SARA</div></div>	<div><div>BOFAUS65</div></div>	<div><div>4451 3281 46</div></div>	<div><div>Custom</div></div>	<div><div>1</div></div>
▶	<div><div></div></div>		<div><div>2023-02-13 07:51:30</div></div>	<div><div>Open</div></div>	<div><div><div></div>United States of America</div></div>	<div><div>KAYDON CORPORATION</div></div>	<div><div>NAM_SARA</div></div>	<div><div>BOFAUS65</div></div>	<div><div>4451 3281 46</div></div>	<div><div>Urgent</div></div>	<div><div>1</div></div>
▶	<div><div></div></div>		<div><div>2023-02-14 07:31:33</div></div>	<div><div>Open</div></div>	<div><div><div></div>Canada</div></div>	<div><div>SKF CANADA LIMITED</div></div>	<div><div>NAM_SARA</div></div>	<div><div>BOFACATT</div></div>	<div><div>5462 0209</div></div>	<div><div>Urgent</div></div>	<div><div>3</div></div>
▶	<div><div></div></div>		<div><div>2023-02-13 10:43:07</div></div>	<div><div>Open</div></div>	<div><div><div></div>United States of America</div></div>	<div><div>KAYDON CORPORATION</div></div>	<div><div>custom_SARA_MASLB2</div></div>	<div><div>BOFAUS65</div></div>	<div><div>4451 3281 46</div></div>	<div><div>Multiple</div></div>	<div><div>2</div></div>
▶	<div><div></div></div>		<div><div>2023-02-14 07:02:02</div></div>	<div><div>Open</div></div>	<div><div><div></div>Canada</div></div>	<div><div>BPW COUPLING SERVICES LTD</div></div>	<div><div>NAM_SARA</div></div>	<div><div>BOFACATT</div></div>	<div><div>5461 9202</div></div>	<div><div>Custom</div></div>	<div><div>7</div></div>
▶	<div><div></div></div>		<div><div>2023-02-14 02:02:49</div></div>	<div><div>Open</div></div>	<div><div><div></div>Netherlands</div></div>	<div><div>SKF OSTERREICH AG</div></div>	<div><div>SAP_STANDARD</div></div>	<div><div>DEUTNL2AXXX</div></div>	<div><div>NLS2 DEUT 0265 0787 25</div></div>	<div><div>Unspecific</div></div>	<div><div>1</div></div>
▶	<div><div></div></div>		<div><div>2023-02-14 01:31:45</div></div>	<div><div>Open</div></div>	<div><div><div></div>Hungary</div></div>	<div><div>SKF SVED GOLYOSCAPAGY ZRT</div></div>	<div><div>SAP_STANDARD</div></div>	<div><div>DEUTHU2BIOXX</div></div>	<div><div>HUS2 1630 0000 0400 9577 9000 4460</div></div>	<div><div>Domestic</div></div>	<div><div>1</div></div>

During payment import, all payments undergo payment validation and screening with the purpose to identify potential errors or fraud related to the payments. These are indicated through the validation column. For more information regarding the different outcomes, please check the Payment Screening Document.

Validation ↑	Edited	Status	Debtor country	Debtor company	Interface	Debtor BIC	Debtor account number
Select		Select			Select		
 Blocked	2023-02-14 07:50:05	Open	 United States of America	KAYDON CORPORATION	NAM_SARA	BOFAUS65	4451 3281 46

If nothing is indicated in the validation column, it means the screening in Payment Factory has not identified anything incorrect or irregular and user can proceed to review and approval using the below steps.

The user reviews the payments included in the batch to ensure correctness:

- By selecting the desired batch by clicking the box to the leftmost column.
- By clicking the arrow, the payments within the batch are displayed.
- Once a payment within the batch is selected, it is possible to review more payment details and the invoice numbers by clicking on the open details button.

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Payment details

Debtor: SKF SVERIGE AB
IBAN: SE78 5000 0000 0544 0111 4531 (SEK)
BIC: ESSESE33

Show more

Total amount: 1199,00 USD
Due date: 2023-02-16

1/1

Payment type: Credit transfer

Payment method: Credit transfer

Creditor:

Name: SKF (China) Sales Co Ltd. COH China (CEPA)
Identification: CHN0490
Address: 377 BANSONGYUAN ROAD
377 BANSONGYUAN ROAD
200011, SHANGHAI, CN

Creditor bank account information:

Account number: 001345489056
Account name: SKF (China) Sales Co Ltd.
Bank name: SKF (China) Sales Co Ltd. COH China (CEPA)
BIC: HSBCCN3300X
Clearing system ID: CNAPS
Clearing number: 5012700000012

Instructions:

Credit debit indicator: DEBT
Regulatory reporting code: 101

Remittance information:

Unstructured: /CROSS BORDER 52

Close

3. Approve payments (1st approval)

If the payments in the batch looks alright, the user will select the batch and approve it in the application by clicking on the “Approve” button as shown in the picture below. The status will then change to “Partially approved” shown in the “Status” column, while waiting for the second approver to approve. No email notification is sent from the system to inform next approver.

If the 1st approver deems a payment, or the whole batch to be rejected, please review the *Rejected Payments instruction*.

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4. Payment review by 2nd approver

A second user with the authority to perform the second approval, logs into the Payment Factory application. The user reviews the payments in the batch as described in step 2 above.

To see who has done the 1st approval on the batch, go into the column settings and add the column called “Approvers”. You can find the column settings by clicking on the three dots to the top right. Once the column is added, the persons who has done the 1st approval will show in this column as shown in the screenshot below.

Unbatched

Batch processing

Failed batches

Sent batches

Accounts from 111 companies selected 310 x Load

Selected batches: 0 SUM:

Approver

anita

Validation

Select

Edited

Status

Select

Debtor country

Debtor company

Interface

Select

Debtor BIC

Debtor account number


Payment type

Select

Anita Jachay Aboli Pong

2023-02-10 12:30:44

Partially approved

 Philippines

SKF PHILIPPINES INC.

HSBCPHMM

0003 4449 9040

Domestic

Approve

Send

To see the payment history log for a specific payment or batch, select the desired batch, or payment within the batch, then click on the “History” tab to the right. From there you will be able to follow the audit trail of the specific payment or batch.

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5. Approve payments (2nd approval)

If the payments in the batch look alright, the user will select the batch and approve it by clicking on the “Approve” button.

If the 2nd approver deems the whole batch to be rejected, please review the *Rejected Payments instruction*.

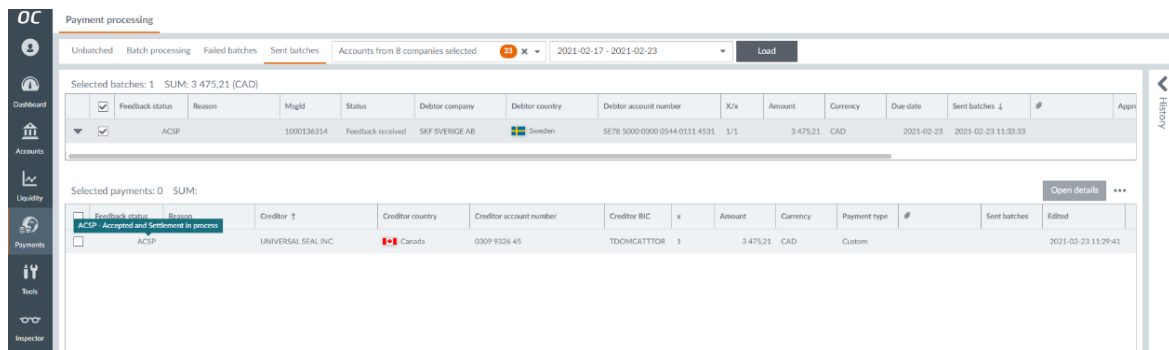
6. Payment release

Depending on the preference of the FOC, the payments are either sent to bank automatically once it is fully approved, or the final approver needs to click on the “Send” button to release the payment to the bank.

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7. Check feedback message from bank

When batch is sent to bank, the bank is doing a validation of the payment data and format. Within 30 minutes, the bank will send back acknowledgement/feedback stating if payments were accepted or rejected. If payments are rejected by the bank, the users in Payment Factory will receive a notification via email from the system. Depending on bank, the bank validation could be more or less sophisticated. For some banks, payments can be accepted through the validation, but rejected at a later stage. The bank will then send an updated feedback message to Payment Factory or contact you via email about potential rejections.



The screenshot shows the 'Payment processing' interface. At the top, there are tabs for 'Unbatched', 'Batch processing', 'Failed batches', and 'Sent batches'. Below these, a summary bar shows 'Accounts from 8 companies selected' and a date range of '2021-02-17 - 2021-02-23'. A 'Load' button is present. The main table displays 'Selected batches: 1 SUM: 3 475,21 (CAD)'. The table has columns for Feedback status, Reason, MgtId, Status, Debtor company, Debtor country, Debtor account number, X/x, Amount, Currency, Due date, Sent batches, and Appn. A row is shown with 'ACSP' as the status, '1000136314' as the MgtId, 'Feedback received' as the Reason, 'SKF SVERIGE AB' as the Debtor company, 'Sweden' as the Debtor country, and 'SE78 5000 0000 0544 0111 4531' as the Debtor account number. Below this, another section shows 'Selected payments: 0 SUM:'. A table with columns for Feedback status, Reason, Creditor, Creditor country, Creditor account number, Creditor BIC, Amount, Currency, Payment type, Sent batches, and Edited. A row is shown with 'ACSP - Accepted and Settlement in process' as the status, 'UNIVERSAL SEAL INC.' as the Creditor, 'Canada' as the Creditor country, and '0309 9326 45' as the Creditor account number.

Feedback status	Reason	MgtId	Status	Debtor company	Debtor country	Debtor account number	X/x	Amount	Currency	Due date	Sent batches	Appn
ACSP	Feedback received	1000136314	Feedback received	SKF SVERIGE AB	Sweden	SE78 5000 0000 0544 0111 4531	1/1	3 475,21	CAD	2021-02-23	2021-02-23 11:33:33	

Feedback status	Reason	Creditor	Creditor country	Creditor account number	Creditor BIC	Amount	Currency	Payment type	Sent batches	Edited
ACSP - Accepted and Settlement in process		UNIVERSAL SEAL INC.	Canada	0309 9326 45	TDOMCATTDOR	3 475,21	CAD	Custom		2021-02-23 11:29:41

The accepted status message could look different depending on the bank. ACSP (Accepted and Settlement in process) or ACCP (Accepted Customer profile check) is displayed for payment batches which have been sent successfully and accepted by the bank. If the payment was not accepted, status will show "RJCT" if the payment was rejected by the bank, or "PART" if the payment was partially rejected by the bank.

For SAP units, this information is automatically transferred back to SAP and displayed in BNK_MONI. Payments rejected by the bank will automatically be reversed and vouchers blocked in SAP. For SARA this is still under development, but to be completed during Q2 2023. Until then, voiding payments are a manual activity.