

# IT - Final Postings for Year End Closure

## Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country\_accounting
  - Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk\_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south\_korea, thailand, singapore
  - Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
    - **E.g. 1:** WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
      - Labels to be used: **ww, financial\_accounting, central\_fin\_proc\_compliance**
    - **E.g. 2:** France Operation in Financial Accounting:
      - Labels to be used: **country\_accounting, france, financial\_accounting**
- (for country operations, the Domain is always country\_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

**Domain:** Country Accounting

**Responsibility area:** N/A

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## Scope

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## ERP

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## Frequency

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[IT 8090 Manual Postings Diversi](#)

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# 1. Objective and Scope

## 1.1. Objective of this Operation

The Italian General Accounting usages demand that at year end all the accounts should close through the account "Closing balance sheet"- Bilancio di chiusura. This means that, after the regular balance carry forward of the general ledger (F.16) postings are made to close the fiscal year, which causes the actual G/L accounts in this fiscal year to balance to zero. At the same time, the identical amount is posted as an opening posting into the new fiscal year in a period selected.

This procedure explains how to run the standard ERP transaction (program RFSUMB00) that process the final postings that will close the balance sheet at year end for all Italian entities. The first phase closes the profit and loss accounts and the second step makes the year end closing and opening postings for balance sheet accounts.

## 1.2. Scope

This procedure is applicable to all Italian companies from both systems PF2 and WP2.

## 1.3. Periodicity

This procedure should run after the General Shareholders' Meeting (around April) and after CAD or CAM approval .

## 2. Definitions

See [Finance Glossary](#).

## 3. Tasks description

### 3.1. Responsibilities

- **CAD/CAM's** are responsible to communicate when statutory financial statements are finalized so you can start run the closing procedure.
- **Acc. Platform team** is fully responsible for the procedure execution in accordance with the operations explained in this document.

### 3.2. *I perform the year end closure activity for PF2 entities*

When statutory financial statements are finalized you use a program in new General Ledger Accounting to perform the closing and opening of accounts balance for a change in fiscal year, this procedure is know as Diversi a Diversi..

As you may know, master data is a sensitive topic and it is under service units responsibility to maintain them updated. As this procedure is done once a year and very restrict rules exist your first step is to ensure that you have the accesses to process the transactions described.

During the execution (and just to prevent further questions) we have to aggregate the outcome of the transactions after each step and send the information to CAM (according to each company code).

We need to have:

- BS data - period 16 before execution of each Variant (GR55 - Z4F1)
- Retrieve of the Diversi Transaction F\_IT\_01 (same in HTML format and change to excel after)
- BS data - period 16 after execution of each Variant (GR55 - Z4F1)
- F.08 before manual posting
- F.08 After manual posting
- Posting documents and final check outcome.

Documentation from previous years are archived in Gdrive:

#### 3.2.1. *I ask for the necessary accesses to perform the procedure*

**To run this procedure it is mandatory to have authorization to the transaction FS02 and FSS2.**

Go to [SyRA Digital Workplace](#) and create a [SAP Access Request](#) to assign you both transactions temporarily (1 month) and note that it is important that you clearly identify the procedure and explain why we need the access.

Take as example:

Italian Procedure - Year End closure of Fiscal Year "Diversi a Diversi" - Temporary access request for user XXXXXXXX.

Approval was received to start the execution of the of accounting procedure Year End closure of Fiscal Year "Diversi a Diversi".

This is a specific procedure to be executed in WP2 and PF2, once a year we need to run specific transactions only for Italian entities and for this reason access that is usually forbidden we need to activate temporarily to FS02 and FSS2 (2 months).

#### 3.2.2. *I request to unblock the GL accounts and Cost centers*

It is under service units responsibility to open/close the GL accounts and cost centers.

You have to login in **PRS / PF2 client 050** and launch transaction **ZZF\_MDWF\_REQUEST** to create a request by company code to unblock:

Guidelines on how to complete the request to unblock the master data is available here below:

[ZZF\\_MDWF\\_REQUEST - Fast track for G/L company views](#)

### [ZZF\\_MDWF\\_REQUEST - Cost Centers request using the Workflow](#)

Share also by email with the team responsible the validation you have received from the CAD/CAM to support your request and speed up the process.

Taking previous years as example here a list of GL accounts and cost centers we must ask to be unblocked before starting the procedure.

|            |            |            |
|------------|------------|------------|
| 5835       | 6306       | 6428       |
| 8900090002 | 8900090002 | 8900090002 |
| 8900090003 |            |            |
| 8900090004 |            |            |
| 8900090005 |            |            |
| 8900060013 |            |            |
| 591EUR0279 |            |            |
| 505DHEUR70 |            |            |
|            |            |            |

The cost centers to be unblocked are:

|            |
|------------|
|            |
| ZZ5835ALFA |
| ZZ6306ALFA |
| ZZ6428ALFA |

## *3.2.3. I perform the opening of periods*

To start the task it is necessary to manage some **past periods opening**:

### **1) Transaction OB52 – opening the periods**

Using the transaction OB52 you have to open the accounting period nr.16 of the previous year and period 01 of the current year, **please ask the team responsible to do it**.

### **2) Transaction /N/FIN3/OKP1\_BK – opening the periods for CO postings**

Using the transaction /N/FIN3/OKP1\_BK you have to open the accounting period 16 of the previous year and period 01 of the current year for CO postings – "CO Through-postings from FI".

## *3.2.4. I perform the year end closure/opening of accounts*

The transaction to run the year end closure activity is **F\_IT\_01** (program RFSUMB00):

**Year-End Postings**

**G/L account selection**

Chart of accounts  to    
 G/L account  to    
 Company code  to

**Selection using search help**

Search help ID   
 Search string   
 Search help

**Transaction Figures Selection**

Fiscal Year  to    
 Business area  to

Selections Accounts Postings Other Parameters

**Further Selections**

Posting Periods  to

**Additional Selection Options**

Account Selection   
 Create Batch Input Update Run   
 Batch Input Session Name   
☒ Hold processed session  
 Report Variant for Table TRVOR

For each company code there are 4 variants to be selected and run with the following order:

| Variant Catalog for Program RFSUMB00 |                   |
|--------------------------------------|-------------------|
| Variant name                         | Short Description |
| 5835-CHIU.ALF.                       | 5835-CHIU.ALF.    |
| 5835-CHIU.ECO.                       | 5835-CHIU.ECO.    |
| 5835-CHIU.ECO1                       | 5835-CHIU.ECO.    |
| 5835-CHIU.PAT.                       | 5835-CHIU.PAT.    |

Each variant will be explained in detail in this procedure and also the parameters that need to be updated in each tab of the transaction to ensure that every GL account is balance

Each variant will carry forward the data and in Balance Sheet report GR55 – Z4F1 you can control the outcome after each batch session is processed.

When running the transaction in real mode a Batch Input Session will be created in SM35 with the following names:

- XXXX CHIUS 1 – for first variant (Conti Alphanumeric)
- XXXX CHIUS 2 – for second variant (Conti Economic)
- XXXX CHIUS 2- for second variant (Conti Economic) (exists due to the implementation of KE30 for Solvay entities and this will limit the number of errors to be manually processed as some PL accounts do not allow the usage of a cost center)
- XXXX CHIUS 3 – for third variant (Conti Patrimoniale)

When processing SM35 batch input, errors might be displayed on every variant, those are explained in section 3.2.6 of this procedure.

### 3.2.4.1. I run the 1<sup>st</sup> Variant – Balance Alphanumeric (F and G)

Open transaction F\_IT\_01 and select 1<sup>st</sup> variant "XXXX CHIU.ALF.":

**Year-End Postings**



**G/L account selection**

|                   |            |    |            |                                                                                   |
|-------------------|------------|----|------------|-----------------------------------------------------------------------------------|
| Chart of accounts | COCA       | to |            |  |
| G/L account       | A000000000 | to | Z999999999 |  |
| Company code      | 5835       | to |            |  |

**Selection using search help**

Search help ID

Search string

 Search help

**Transaction Figures Selection**

|               |                                                                                     |    |  |                                                                                   |
|---------------|-------------------------------------------------------------------------------------|----|--|-----------------------------------------------------------------------------------|
| Fiscal Year   | 2019                                                                                | to |  |  |
| Business area |  * | to |  |  |

Selections

Accounts

Postings

Other Parameters

**Further Selections**

|                 |   |    |    |                                                                                   |
|-----------------|---|----|----|-----------------------------------------------------------------------------------|
| Posting Periods | 1 | to | 16 |  |
|-----------------|---|----|----|-----------------------------------------------------------------------------------|

**Additional Selection Options**

|                                                            |               |
|------------------------------------------------------------|---------------|
| Account Selection                                          | E             |
| Create Batch Input Update Run                              |               |
| Batch Input Session Name                                   | 5835 CHIU.S 1 |
| <input checked="" type="checkbox"/> Hold processed session |               |
| Report Variant for Table TRVOR                             | 00            |



Pay **very attention** on the selections that need to be updated every year, all the other fields are fixed:

- **Fiscal Year** must be always the one we are closing
- **TAB Selections - Create Batch** Input Update Run – If the field is empty you are in **TEST MODE** when you select "X" the batch session will be created. By default this field will be empty.

| Selections                                                 | Accounts | Postings     | Other Parameters |
|------------------------------------------------------------|----------|--------------|------------------|
| <b>Further Selections</b>                                  |          |              |                  |
| Posting Periods                                            |          | 1            | to 16            |
| <b>Additional Selection Options</b>                        |          |              |                  |
| Account Selection                                          |          | E            |                  |
| Create Batch Input Update Run                              |          |              |                  |
| Batch Input Session Name                                   |          | 5835 CHIUS 1 |                  |
| <input checked="" type="checkbox"/> Hold processed session |          |              |                  |
| Report Variant for Table TRVOR                             |          | 00           |                  |

- **TAB Postings** - the **date of the postings** (doc date and posting date) have to be updated accordingly to the year that is being close and reopened, doc type and period should remain (S8 – period 16 and S7 – period 01)

| Selections                             | Accounts | Postings   | Other Parameters |
|----------------------------------------|----------|------------|------------------|
| <b>Parameters for Closing Postings</b> |          |            |                  |
| Document Type                          |          | S8         |                  |
| Posting Date                           |          | 31.12.2019 |                  |
| Document Date                          |          | 31.12.2019 |                  |
| Posting Period                         |          | 16         |                  |
| <b>Parameters for Opening Postings</b> |          |            |                  |
| Document Type                          |          | S7         |                  |
| Posting Date                           |          | 31.01.2020 |                  |
| Document Date                          |          | 31.01.2020 |                  |
| Period                                 |          | 1          |                  |



If these fields are ok and you are in **test mode** run transaction by selecting

When the report finish, scroll down the data until the end of the page where will find a total amount resuming all the alphanumerical accounts G and F type.

|                 |                     |            |               |
|-----------------|---------------------|------------|---------------|
| F631000000      | EUR                 | 5835 / 020 | 10.12 / 01    |
| F710000000      | Add tax due or paid |            |               |
| F710000000      | EUR                 | 5835       | 260.245,84-   |
| F710000009      | 9-Add tax due/paid  |            |               |
| F710000009      | EUR                 | 5835       | 1.972.927,81- |
| <b>** Total</b> |                     |            |               |
|                 | EUR                 |            | 267.884,51    |

RFSUMB00-Year-End Postings- 3  
Account Selection: P&L Statement Accts (Test Run)

| AT | BusA | Crcy | Accumulated balance |
|----|------|------|---------------------|
| C  |      | EUR  | 2.233.173,65-       |
| C  | 3420 | EUR  | 18.241,97-          |
| C  | 3490 | EUR  | 2.470.903,72        |
| C  | 8500 | EUR  | 48.396,41           |
| *  |      | EUR  | 267.884,51          |

Now we have to confront the data with report GR55 - Z4F1:

**BFC balance sheet - year overview: Selection**

Variation
 Output Parameters...
 Data Source...
 Extract Parameters...
 Reports...

**Selection values**

Fiscal Year: 2019  
 To period: 16

**Selection groups**

Company code:   
 Or value(s): 5835 to

|                          |                                  |                 |
|--------------------------|----------------------------------|-----------------|
| * Z1F-A-TO-A-ACC         | Local accountts A to A (Balance) | 459.155.648,57  |
| * Z1F-B-TO-B-ACC         | Local accountts B to B (Balance) | -27.077.071,90  |
| * Z1F-C-TO-C-ACC         | Local accountts C to C (Balance) | -338.054.216,01 |
| * Z1F-D-TO-D-ACC         | Local accountts D to D (Balance) | -129.648.518,30 |
| * Z1F-E-TO-E-ACC         | Local accountts E to E (Balance) | 35.355.776,74   |
| ** A to E local accounts |                                  | -268.380,90     |
| * F to G local accounts  |                                  | 267.884,51      |

If the amount in lines (F and G) are the same, then we can run the program in **real mode**.

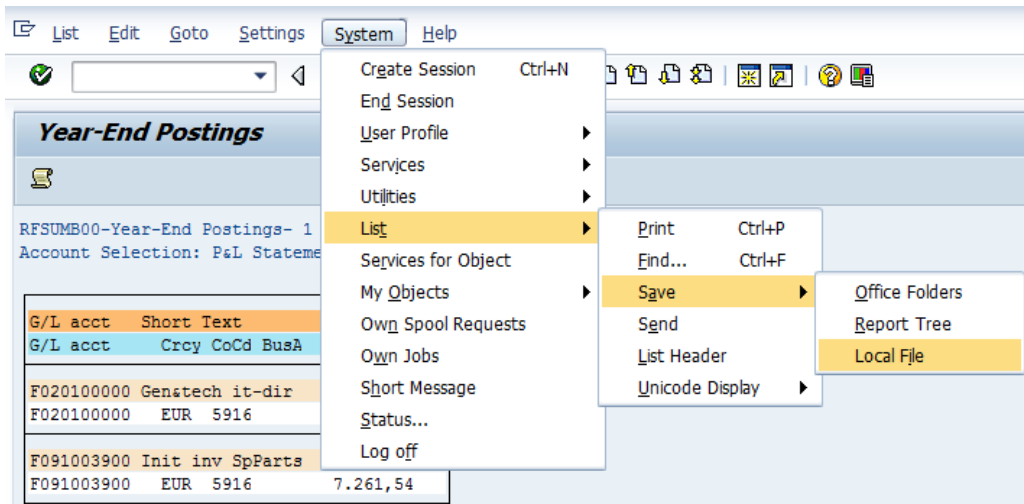
Go back to the main screen of the transaction, all selections are the same except on **Create Batch Input Update Run** where we need to insert "X" to create the batch session:

| Selections                                                 | Accounts     | Postings | Other Parameters |
|------------------------------------------------------------|--------------|----------|------------------|
| <b>Further Selections</b>                                  |              |          |                  |
| Posting Periods                                            | 1            | to       | 16               |
| <b>Additional Selection Options</b>                        |              |          |                  |
| Account Selection                                          | E            |          |                  |
| Create Batch Input Update Run                              | X            |          |                  |
| Batch Input Session Name                                   | 5835 CHIUS 1 |          |                  |
| <input checked="" type="checkbox"/> Hold processed session |              |          |                  |
| Report Variant for Table TRVOR                             | 00           |          |                  |

The outcome will be exactly the one displayed before but **instead of test run you will see Update Run** – this means that a batch session has been created.



Before processing the batch session **never forget** to save this outcome, you will need to send it to CAM along with the excel with the final checks performed.



Choose:

Save list in file...

In which format should the list be saved ?

☐ unconverted
☐ Spreadsheet
☐ Rich text format
☒ HTML Format
☐ In the clipboard

Save this file in one folder, open it in Excel and save it back in XLS, in the end will be send with the other two variants outcome to CAM.

Now **go to transaction SM35** select the line with batch session name "XXXX CHIUS 1" and run it in mode display errors only.

| Batch Input: Session Overview                                                                                                                                                                                             |       |            |            |          |                 |           |             |        |   |   |  |         |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|------------|----------|-----------------|-----------|-------------|--------|---|---|--|---------|-----|
| <div> <div>Analysis</div> <div>Process</div> <div>Statistics</div> <div>Log</div> <div>Recording</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> |       |            |            |          |                 |           |             |        |   |   |  |         |     |
| <div>Selection criteria</div> <div> <div>Sess.: <input type="text"/></div> <div>From: <input type="text"/></div> <div>To: <input type="text"/></div> <div>Created by: <input type="text"/></div> </div>                   |       |            |            |          |                 |           |             |        |   |   |  |         |     |
| <div> <div>New</div> <div>Incorrect</div> <div>Processed</div> <div>In Process</div> <div>In Background</div> <div>Being Created</div> <div>Locked</div> </div>                                                           |       |            |            |          |                 |           |             |        |   |   |  |         |     |
| Session Name                                                                                                                                                                                                              | St... | Created By | Date       | Time     | Creation Pro... | Lock Date | Authorizat. | Trans. |   |   |  | Dynpros | D.. |
| 5835 CHIUS 1                                                                                                                                                                                                              |       | PT300231   | 27.01.2020 | 14:57:56 | RFSUMB00        |           | PT300231    | 57     | 3 | 0 |  | 285     | 20  |

STEP 1

Use transaction code: SM35

SM35 - Batch Input: Initial Screen

Batch input is a SAP interface that allows you to transfer large amounts of data to an SAP system. You can use batch input to transfer legacy data and perform periodic imports of external data.

A batch input session is a sequence of transactions supplied with user data by a program. SAP stores these transactions on a stack until you decide to process them online. No database updates are performed until the session has been processed. Using this technique, you can transfer large amounts of data to SAP in a short time.

| Batch Input: Session Overview                                                                                                                                                                                             |        |            |            |          |                  |           |             |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|------------|----------|------------------|-----------|-------------|--|--|--|--|--|--|
| <div> <div>Analysis</div> <div>Process</div> <div>Statistics</div> <div>Log</div> <div>Recording</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> |        |            |            |          |                  |           |             |  |  |  |  |  |  |
| <div>Selection criteria</div> <div> <div>Sess.: <input type="text"/></div> <div>From: <input type="text"/></div> <div>To: <input type="text"/></div> <div>Created by: <input type="text"/></div> </div>                   |        |            |            |          |                  |           |             |  |  |  |  |  |  |
| <div> <div>New</div> <div>Incorrect</div> <div>Processed</div> <div>In Process</div> <div>In Background</div> <div>Being Created</div> <div>Locked</div> </div>                                                           |        |            |            |          |                  |           |             |  |  |  |  |  |  |
| Session name                                                                                                                                                                                                              | Sta... | Created By | Date       | Time     | Creation Program | Lock Date | Authorizat. |  |  |  |  |  |  |
| 21F_CARLO279                                                                                                                                                                                                              |        | PT63014238 | 01.06.2018 | 13:01:42 | RFBIBL01         |           | DE14338     |  |  |  |  |  |  |
| EQUI_REENTRY                                                                                                                                                                                                              |        | BG33284    | 01.06.2018 | 13:01:35 | SAPM21V_REE..    |           | WJ-PF1      |  |  |  |  |  |  |
| EQUI_REENTRY                                                                                                                                                                                                              |        | BG33284    | 01.06.2018 | 13:01:02 | SAPM21V_REE..    |           | WJ-PF1      |  |  |  |  |  |  |
| EQUI_REENTRY                                                                                                                                                                                                              |        | BG33284    | 01.06.2018 | 13:00:20 | SAPM21V_REE..    |           | WJ-PF1      |  |  |  |  |  |  |
| RTR_0279_INT                                                                                                                                                                                                              |        | PT400078   | 01.06.2018 | 12:58:52 | Z2F_RFSZIS00     |           | PT400078    |  |  |  |  |  |  |
| EQUI_REENTRY                                                                                                                                                                                                              |        | THPLUEA    | 01.06.2018 | 12:52:24 | SAPM21V_REE..    |           | WJ-PF1      |  |  |  |  |  |  |
| 6331 CHIUS 1                                                                                                                                                                                                              |        | PT400070   | 01.06.2018 | 12:52:12 | RFSUMB00         |           | PT400070    |  |  |  |  |  |  |
| EQUI_REENTRY                                                                                                                                                                                                              |        | BG33284    | 01.06.2018 | 12:51:31 | SAPM21V_REE..    |           | WJ-PF1      |  |  |  |  |  |  |
| EQUI_REENTRY                                                                                                                                                                                                              |        | BG33284    | 01.06.2018 | 12:51:06 | SAPM21V_REE..    |           | WJ-PF1      |  |  |  |  |  |  |
| EQUI_REENTRY                                                                                                                                                                                                              |        | BG33528    | 01.06.2018 | 12:49:01 | SAPM21V_REE..    |           | WJ-PF1      |  |  |  |  |  |  |
| EQUI_REENTRY                                                                                                                                                                                                              |        | BG33528    | 01.06.2018 | 12:48:10 | SAPM21V_REE..    |           | WJ-PF1      |  |  |  |  |  |  |

STEP 2

Look for the batch input session to be processed

If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

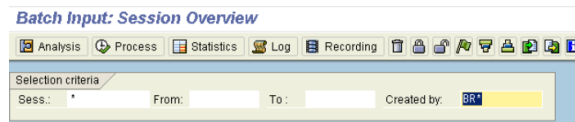
- Session: where you can insert the session name you are looking for

| Batch Input: Session Overview                                                                                                                                                                                             |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <div> <div>Analysis</div> <div>Process</div> <div>Statistics</div> <div>Log</div> <div>Recording</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <div>Selection criteria</div> <div> <div>Sess.: <input type="text"/></div> <div>From: <input type="text"/></div> <div>To: <input type="text"/></div> <div>Created by: <input type="text"/></div> </div>                   |  |  |  |  |  |  |  |  |  |  |  |  |  |

- Period: where you can insert the period for which the batch was created

| Batch Input: Session Overview                                                                                                                                                                                             |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <div> <div>Analysis</div> <div>Process</div> <div>Statistics</div> <div>Log</div> <div>Recording</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <div>Selection criteria</div> <div> <div>Sess.: <input type="text"/></div> <div>From: <input type="text"/></div> <div>To: <input type="text"/></div> <div>Created by: <input type="text"/></div> </div>                   |  |  |  |  |  |  |  |  |  |  |  |  |  |

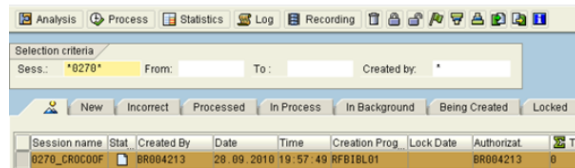
- Created By: where you can insert the user who created the batch input session



#### STEP 3

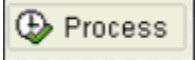
Select the batch input session to be processed

After you find the session, select the line with the batch input that you want to run:



#### STEP 4

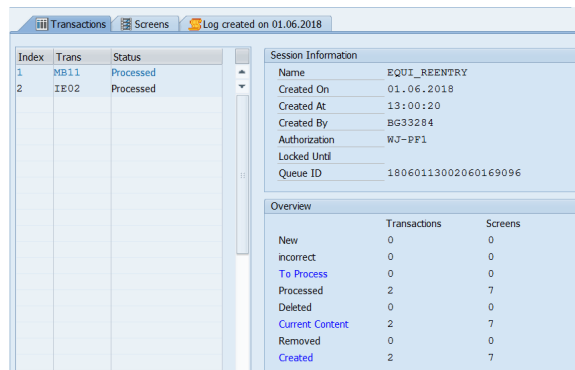
Start processing by clicking on



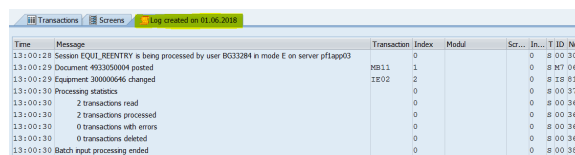
#### STEP 5

Check the status of the batch input session

Double click over the session.



To see detailed information (e.g. document numbers generated), click on "Log created on dd.mm. yyyy":



#### STEP 6

Check batch input session via [SM37](#) transaction

During this process some **errors** might be displayed, please consult **section 3.2.6** to see how they are solved.

After complete SM35 we need to open again **GR55 - Z4F1** and see what happen in column **definitive** lines G and L:

**BFC balance sheet - year overview: Selection**

Variation 
 Output Parameters... 
 Data Source... 
 Extract Parameters... 
 Reports...

**Selection values**

Fiscal Year

To period

**Selection groups**

Company code

Or value(s)  to

As expected accounts have been balanced, we can go ahead to next variant.

|                    |  |                      |                                       |                      |
|--------------------|--|----------------------|---------------------------------------|----------------------|
| GRU Z4FI Z4FI0001  |  | BFC - Balance sheet  | Date of selection 07.08.2014 15:49:10 | Page 2 of 2          |
| Company Code/Group |  | 5916 - 5916 SOL.MARE | Chart of Accounts COCA - Solvay chart | User PI300057        |
| Fiscal Year/Group  |  | 2013                 | all values in Normal EUR              | 020 FOCUS Production |

| Lead column |                       | November                         | December      | Definitive    |
|-------------|-----------------------|----------------------------------|---------------|---------------|
| **          | ZFC-L47200            | Accrued interests payable        | 46,73-        | 293,31-       |
| *           | ZFC-L51900-LI         | Banks - Credit-LI                | 3.153,56-     |               |
| **          | ZFC-L51900            | Banks, Credit                    | 3.153,56-     |               |
| **          | ZFC-L58200            | Treasury accounts, Credit        | 57.018,16-    |               |
| ***         | ZFC-L500              | Current financial debts & loans  | 60.218,45-    | 293,31-       |
| ****        | ZFC-L100-L-C          | LIABILITIES, CURRENT             | 1.005.395,73- | 892.639,15-   |
| *****       | ZFC-L                 | LIABILITIES                      | 1.120.378,53- | 1.007.570,58- |
| *****       | ZFC-EL                | EQUITY & LIABILITIES             | 1.650.111,07- | 1.604.345,21- |
| *****       | Total                 |                                  |               |               |
| *           | Z1F-A-TO-A-ACC        | Local accountts A to A (Balance) | 32.699,62-    | 32.012,95-    |
| *           | Z1F-B-TO-B-ACC        | Local accountts B to B (Balance) |               |               |
| *           | Z1F-C-TO-C-ACC        | Local accountts C to C (Balance) | 58.521,23     | 58.521,23     |
| *           | Z1F-D-TO-D-ACC        | Local accountts D to D (Balance) | 3.611,14      | 3.611,14      |
| **          | A to E local accounts |                                  | 29.432,75     | 30.119,42     |
| *           | F to G local accounts |                                  | 29.432,75-    | 30.119,42-    |

### 3.2.4.2. I run the 2<sup>nd</sup> Variant – Balance P &L Accounts (Net Result)

Open transaction F\_IT\_01 and select 2<sup>nd</sup> variant "XXXX-CHIU.ECO." and afterward 3rd variant XXXX-CHIU.ECO1 :

**Year-End Postings**

G/L account selection

|                   |      |    |           |  |
|-------------------|------|----|-----------|--|
| Chart of accounts | COCA | to |           |  |
| G/L account       | 1    | to | 999999999 |  |
| Company code      | 5835 | to |           |  |

Selection using search help

Search help ID

Search string

Search help

Transaction Figures Selection

|               |      |    |  |  |
|---------------|------|----|--|--|
| Fiscal Year   | 2019 | to |  |  |
| Business area | *    | to |  |  |

Selections Accounts Postings Other Parameters

Further Selections

|                 |   |    |    |  |
|-----------------|---|----|----|--|
| Posting Periods | 1 | to | 16 |  |
|-----------------|---|----|----|--|

Additional Selection Options

|                                                            |                          |
|------------------------------------------------------------|--------------------------|
| Account Selection                                          | E                        |
| Create Batch Input Update Run                              | <input type="checkbox"/> |
| Batch Input Session Name                                   | 5835 CHIUS 2             |
| <input checked="" type="checkbox"/> Hold processed session |                          |
| Report Variant for Table TRVOR                             | 00                       |



The 3rd Variant has the same purpose as the second variant, however, the difference is that some accounts don't need cost centers and for that purpose was created the third variant to avoid unnecessary errors.

Make the same selection you have chosen in the first variant, additionally confirm that in the last tab "other parameters" you have one cost center identified. Usually this data should be saved in the variant although in case this does not happen go to section errors 3.2.6 and choose the right object according to the company code you are taking care.

Selections Accounts Postings Other Parameters

Additional Parameters for Postings

|                                |                |    |  |  |
|--------------------------------|----------------|----|--|--|
| Debit Posting Key              | 40             |    |  |  |
| Credit Posting Key             | 50             |    |  |  |
| Input Tax Code                 | UQ             |    |  |  |
| Output Tax Code                | LS             |    |  |  |
| Tax Jurisdiction               |                |    |  |  |
| Text                           | CHIUSURA CONTI |    |  |  |
| Cost Center                    | JF89900001     |    |  |  |
| Accts with Cost Center Posting |                | to |  |  |
| Transaction Type               |                |    |  |  |
| Debit Posting Key: Fixed Asset | 70             |    |  |  |



After confirmation that all selections are ok, click on and run the transaction, **first in test**. When outcome is displayed, scroll down the report and **cross check** the result with balance sheet report GR55 – Z4F1 in heading **L12000 - Profit/Loss for the period**.

F\_IT\_01 outcome:

|                 |                    |           |                |
|-----------------|--------------------|-----------|----------------|
| 8900060008      | Gen & technic init |           |                |
| 8900060008      | EUR                | 5835 3490 | 74.492,19-     |
| 8900060008      | EUR                | 5835 9GF0 | 74.662,19      |
| <b>** Total</b> |                    |           |                |
|                 | EUR                |           | 94.056.295,81- |

RFSUMB00-Year-End Postings- 3

Account Selection: P&L Statement Accts (Test Run)

| AT | BusA | Crcy | Accumulated balance |
|----|------|------|---------------------|
| *  |      | EUR  | 858.044,53          |
| *  | 3100 | EUR  | 23.378.516,13-      |
| *  | 3420 | EUR  | 186.316,30-         |
| *  | 3450 | EUR  | 129.408,58-         |
| *  | 3460 | EUR  | 9.445.404,53-       |
| *  | 3490 | EUR  | 153.887.286,25-     |
| *  | 7250 | EUR  | 103,08              |
| *  | 7270 | EUR  | 0,49-               |
| *  | 7330 | EUR  | 33.307,77-          |
| *  | 7820 | EUR  | 1.586.651,45-       |
| *  | 8500 | EUR  | 88.094.888,35       |
| *  | 8590 | EUR  | 6.963.365,53-       |
| *  | 8890 | EUR  | 12.524.457,48       |
| *  | 9GF0 | EUR  | 115.874,82          |
| *  | 9MNO | EUR  | 15.171,77-          |
| *  | 9MY0 | EUR  | 515,50              |
| *  | 9SNO | EUR  | 24.750,77-          |
| *  |      | EUR  | 94.056.295,81-      |

RFSUMB00-Year-End Postings- 4

Account Selection: P&L Statement Accts (Test Run)

| Number | Acct Type                       | Accumulated balance | Crcy |
|--------|---------------------------------|---------------------|------|
| 291    | Profit & Loss Statement Account | 697.635.599,82      | EUR  |
|        | Balance Sheet Accounts          | 0,00                | EUR  |
| 291    | Profit & Loss Statement Account |                     |      |
| 291    | Profit & Loss Statement Account |                     |      |
| 72     | Only Accounts That Can Be Post  | 791.691.895,63-     | EUR  |
| * 945  |                                 | 94.056.295,81-      | EUR  |

GR55 – Z4F1 Outcome

|     |                |                                        |            |
|-----|----------------|----------------------------------------|------------|
| *   | ZFC-L10100-BAL | Share Capital-BAL                      | -374.187.0 |
| **  | ZFC-L10100     | Share Capital                          | -374.187.0 |
| **  | ZFC-L11000     | Issue premiums                         | -196.291.3 |
| **  | ZFC-L12000     | Profit/Loss for the period             | -94.056.4  |
| **  | ZFC-L12800     | Retained earnings                      | 137.677.8  |
| **  | ZFC-L12840     | Def tax on actuarial gains/(losses)    | -2.830.9   |
| **  | ZFC-L12850     | Actuarial gain/(loss) on post-empl ben | 11.795.6   |
| *** | ZFC-L100       | Equity attributable to equity holders  | -517.892.2 |

If pre-check is ok, follow the same actions explained in **1<sup>st</sup> variant run**:

- **Run transaction in real mode**
- Extract the outcome in HTML and convert in xls.
- Run batch session named "**XXXX CHIUS 2**"
- Open log and confirm that documents where posted

During the batch session running some errors can be displayed, you need to consult the section 3.2.6.

Afterwards open again GR55 – Z4F1 and look to column definitive confirm that amount was carry forward (set to zero).

| GR55 Z4F1 Z4F10001                      |                                       | BFC - Balance sheet | Date of selection 07.08.2014 17:24:43 | Page 2 of 2          |
|-----------------------------------------|---------------------------------------|---------------------|---------------------------------------|----------------------|
| Company Code/Group 5916 - 5916 SOL.MARE |                                       |                     | Chart of Accounts COCA - Solvay chart | User PT300057        |
| Fiscal Year/Group 2013                  |                                       |                     | all values in Normal EUR              | 020 FOCUS Production |
| Lead column                             |                                       | November            | December                              | Definitive           |
| **** ZFC-A500                           | Cash & Cash equivalents               |                     | 315.357,78                            | 31                   |
| ***** ZFC-AS-C                          | CURRENT                               | 1.361.458,28        | 1.317.319,10                          | 1.31                 |
| ***** ZFC-AS                            | ASSETS                                | 1.650.111,07        | 1.604.345,21                          | 1.60                 |
| * ZFC-L10100-BAL                        | Share Capital-BAL                     | 479.000,00-         | 479.000,00-                           | 47                   |
| ** ZFC-L10100                           | Share Capital                         | 479.000,00-         | 479.000,00-                           | 47                   |
| ** ZFC-L12000                           | Profit/Loss for the period            | 245.460,08          | 178.417,99                            |                      |
| ** ZFC-L12800                           | Retained earnings                     | 296.192,62-         | 296.192,62-                           | 11                   |
| *** ZFC-L100                            | Equity attributable to equity holders | 529.732,54-         | 596.774,63-                           | 59                   |

If yes we can proceed and run the last variant.

### 3.2.4.3. I run the 4th Variant - Balance Sheet Accounts Balanced

Open transaction F\_IT\_01 and select 4th variant "XXXX-CHIU.PAT.":

**Year-End Postings**

G/L account selection  
Chart of accounts  to    
G/L account  to    
Company code  to

Selection using search help  
Search help ID   
Search string   
 Search help

Transaction Figures Selection  
Fiscal Year  to    
Business area  to

**Selections** Accounts Postings Other Parameters

Further Selections  
Posting Periods  to

Additional Selection Options  
Account Selection   
Create Batch Input Update Run   
Batch Input Session Name   
☒ Hold processed session  
Report Variant for Table TRVOR

Follow the same selections and actions has in first variant ensure the update of:

Transaction Figures Selection

Fiscal Year  to  

Business area  to  

Selections Accounts **Postings** Other Parameters

Parameters for Closing Postings

Document Type

Posting Date

Document Date

Posting Period

Parameters for Opening Postings

Document Type

Posting Date

Document Date

Period

In this step of the procedure the TEST running outcome seems different from the one when you run in REAL MODE

#### Test Outcome

ACCOUNT SELECTION: BALANCE SHEET ACCOUNTS (TEST RUN)

| Number | Acct Type                       | Accumulated balance | Crcy |
|--------|---------------------------------|---------------------|------|
|        | Profit & Loss Statement Account | 0,00                | EUR  |
| 256    | Balance Sheet Accounts          | 655.748.531,67-     | EUR  |
|        | Profit & Loss Statement Account |                     |      |
|        | Profit & Loss Statement Account |                     |      |
| 69     | Only Accounts That Can Be Post  | 925.661.610,52      | EUR  |
| * 325  |                                 | 269.913.078,85      | EUR  |

#### Real Mode Outcome

| Number | Acct Type                       | Accumulated balance | Crcy |
|--------|---------------------------------|---------------------|------|
|        | Profit & Loss Statement Account | 267.884,51          | EUR  |
| 256    | Balance Sheet Accounts          | 655.748.531,67-     | EUR  |
|        | Profit & Loss Statement Account |                     |      |
|        | Profit & Loss Statement Account |                     |      |
| 69     | Only Accounts That Can Be Post  | 925.661.610,52      | EUR  |
| * 325  |                                 | 270.180.963,36      | EUR  |

No issues with this, we can continue the work and generate the last batch input session with name "XXXX CHIUS 3".  
In case of errors displayed consult section 3.2.6 of this procedure.

One important highlight in this step are the posting booked in this case per each line two posting are done, one in **past year** and other in the **new year** for the opening balance.  
Example:

Doc.Type : S8 ( Misc. operations S8 ) Normal document

Doc. Number5080014572

Company Code5835

Fiscal Year2019

Doc. Date31.12.2019

Posting Date31.12.2019

Period16

Calculate Tax☐

Ref.Doc.CLOSE/OPEN

Doc. CurrencyEUR

Doc. Hdr TextYear-end closing

| Item | PK | Account    | Tr.prt | Clrng doc. | Net due dt | Account short text | Tx | Amount      | Crry | Amt.in loc.cur. | LCrrr | Clearing | Text                      | Cost Ctr | Partner |
|------|----|------------|--------|------------|------------|--------------------|----|-------------|------|-----------------|-------|----------|---------------------------|----------|---------|
| 1    | 40 | 8900090002 |        |            |            | Pick-up account-2  |    | 250.000,00  | EUR  | 250.000,00      | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |
| 2    | 50 | 1100000000 |        |            |            | Conces,...-acq     |    | 250.000,00- | EUR  | 250.000,00-     | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |

Doc.Type : S7 ( Misc. operations S7 ) Normal document

Doc. Number5070006839

Company Code5835

Fiscal Year2020

Doc. Date31.01.2020

Posting Date31.01.2020

Period01

Calculate Tax☐

Ref.Doc.CLOSE/OPEN

Doc. CurrencyEUR

Doc. Hdr TextStart of year

| Item | PK | Account    | Tr.prt | Clrng doc. | Net due dt | Account short text | Tx | Amount      | Crry | Amt.in loc.cur. | LCrrr | Clearing | Text                      | Cost Ctr | Partner |
|------|----|------------|--------|------------|------------|--------------------|----|-------------|------|-----------------|-------|----------|---------------------------|----------|---------|
| 1    | 40 | 1100000000 |        |            |            | Conces,...-acq     |    | 250.000,00  | EUR  | 250.000,00      | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |
| 2    | 50 | 8900090002 |        |            |            | Pick-up account-2  |    | 250.000,00- | EUR  | 250.000,00-     | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |

In this last variant there is no need to make any pre-check against Balance Sheet Report GR55 – Z4F1, only after we book all the documents we open the report and **column "Definitive" has to be blank, all the G/L balances have been carry forward.**

| <div> <div>GRU Z4F1 Z4F10001</div> <div>BFC - Balance sheet</div> <div>Company Code/Group 5916 - 5916 SOL.MARE</div> <div>Fiscal Year/Group 2013</div> </div> |                          |                                         |  | <div> <div>Date of selection 07.08.2014 18:42:07</div> <div>Chart of Accounts COCA - Solway chart</div> <div>all values in Normal</div> <div>EUR</div> </div> |  |            |  | <div> <div>Page 2 of 2</div> <div>User PI300057</div> <div>020 FOCUS Production</div> </div> |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|--|----------------------------------------------------------------------------------------------|--|
| Lead column                                                                                                                                                   |                          |                                         |  | November                                                                                                                                                      |  | December   |  | Definitive                                                                                   |  |
| ****                                                                                                                                                          | ZFC-A480                 | Deferred tax asset, Net                 |  | 84.577,43                                                                                                                                                     |  | 84.323,30  |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A20900               | Long-term receivables                   |  | 3.685,91                                                                                                                                                      |  | 3.685,91   |  |                                                                                              |  |
| ***                                                                                                                                                           | ZFC-A270-G               | Other n/current financial assets, Gross |  | 3.685,91                                                                                                                                                      |  | 3.685,91   |  |                                                                                              |  |
| ****                                                                                                                                                          | ZFC-A270                 | Other n/current financial assets - Net  |  | 3.685,91                                                                                                                                                      |  | 3.685,91   |  |                                                                                              |  |
| *****                                                                                                                                                         | ZFC-A5-NC                | ASSETS NON-CURRENT                      |  | 288.652,79                                                                                                                                                    |  | 287.026,11 |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A31000               | Inv raw materials                       |  | 7.261,54                                                                                                                                                      |  | 7.261,54   |  |                                                                                              |  |
| ***                                                                                                                                                           | ZFC-A300-G               | Inventories                             |  | 7.261,54                                                                                                                                                      |  | 7.261,54   |  |                                                                                              |  |
| ****                                                                                                                                                          | ZFC-A300                 | Inventories - Net                       |  | 7.261,54                                                                                                                                                      |  | 7.261,54   |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A41100-AUX           | Trade receiv-AUX                        |  | 586.409,78                                                                                                                                                    |  | 583.247,16 |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A41100-CIC-BAL       | Trade receiv-CIC-BAL                    |  | 630.027,16                                                                                                                                                    |  |            |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A41100-ORD-LI        | Trade receiv-ORD-LI                     |  |                                                                                                                                                               |  |            |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A41100-L40100-ORD-LI | Trade receiv/pay-ORD-LI                 |  |                                                                                                                                                               |  |            |  |                                                                                              |  |
| ***                                                                                                                                                           | ZFC-A41100               | Trade receivables                       |  | 1.216.436,94                                                                                                                                                  |  | 883.247,16 |  |                                                                                              |  |
| ****                                                                                                                                                          | ZFC-A410                 | Trade receivables, Net                  |  | 1.216.436,94                                                                                                                                                  |  | 883.247,16 |  |                                                                                              |  |
| *                                                                                                                                                             | ZFC-A44100-BAL           | Income taxes receiv-BAL                 |  | 30.580,66                                                                                                                                                     |  | 30.580,66  |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A44100               | Income taxes receivable                 |  | 30.580,66                                                                                                                                                     |  | 30.580,66  |  |                                                                                              |  |
| *                                                                                                                                                             | ZFC-A40160-BAL           | Advances paid to suppliers-BAL          |  | 63.939,00                                                                                                                                                     |  | 63.939,00  |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A40160               | Advances paid to suppliers              |  | 63.939,00                                                                                                                                                     |  | 63.939,00  |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A42100               | Staff - Debit                           |  | 4.250,00-                                                                                                                                                     |  | 8.500,00-  |  |                                                                                              |  |
| *                                                                                                                                                             | ZFC-A44700-BAL           | State: Other taxes - Debit-BAL          |  | 3.038,80                                                                                                                                                      |  | 7.786,93   |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A44700               | State: Other taxes - Debit              |  | 3.038,80                                                                                                                                                      |  | 7.786,93   |  |                                                                                              |  |
| *                                                                                                                                                             | ZFC-A44800-BAL           | State: VAT - Debit-BAL                  |  |                                                                                                                                                               |  |            |  |                                                                                              |  |
| *                                                                                                                                                             | ZFC-A44800-L44700        | State: VAT - Debit/Credit               |  | 22.771,09                                                                                                                                                     |  |            |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A44800               | State: VAT - Debit                      |  | 22.771,09                                                                                                                                                     |  |            |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A46130-LI            | Other receiv non-trade-LI               |  | 6.103,18-                                                                                                                                                     |  | 6.103,18-  |  |                                                                                              |  |
| *                                                                                                                                                             | ZFC-A46130-BAL           | Other receiv non-trade-BAL              |  | 1.492,57                                                                                                                                                      |  | 1.492,57   |  |                                                                                              |  |
| *                                                                                                                                                             | ZFC-A46130-L46900-EXT    | Oth receiv n/trade/Oth ST pay-EXT       |  | 325,50                                                                                                                                                        |  |            |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A46130               | Other receivables non-trade             |  | 4.285,11-                                                                                                                                                     |  | 4.610,61-  |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A47900               | Insurance premiums - Debit              |  | 25.965,34                                                                                                                                                     |  | 22.256,00  |  |                                                                                              |  |
| ***                                                                                                                                                           | ZFC-A400-G               | Other ST receivables                    |  | 137.759,78                                                                                                                                                    |  | 111.451,98 |  |                                                                                              |  |
| ****                                                                                                                                                          | ZFC-A400                 | Other ST receivables, Net               |  | 137.759,78                                                                                                                                                    |  | 111.451,98 |  |                                                                                              |  |
| **                                                                                                                                                            | ZFC-A47100               | Accrued interests receivable            |  | 0,02                                                                                                                                                          |  | 0,64       |  |                                                                                              |  |
| ***                                                                                                                                                           | ZFC-A550-G               | Other current financial assets, Gross   |  | 0,02                                                                                                                                                          |  | 0,64       |  |                                                                                              |  |
| ****                                                                                                                                                          | ZFC-A550                 | Other current financial assets          |  | 0,02                                                                                                                                                          |  | 0,64       |  |                                                                                              |  |

If the running of the procedure went well the balance sheet was set to zero at year end YYYY and we can go ahead with the final steps described in section 3.2.4.

## 3.2.5. I perform the final postings and checks

### 3.2.5.1. I check the balance on F.08 to perform the final postings

Once you complete all steps described in section 3.2.3 in order to finalize you should come up with all GL accounts set to zero except the following ones :

- 3042000000 Retained earnings-current year
- C042000000 Retained earnings-current year (only if there are differences between statutory and GAAP balance sheet)
- 89000900002 Pick-up account nr. 2

The final balance has to be any how at zero and you need to perform a final posting to ensure that.



Open transaction F.08 and fill in the information listed here under and run the report by clicking on :

- Company Code
- Fiscal Year
- Reporting periods

| <b>G/L Account Balances</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |    |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|----|
| <div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |    |    |
| <b>G/L account selection</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |    |    |
| Chart of accounts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      | to |    |
| G/L account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      | to |    |
| Company code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 5835 | to |    |
| <div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |    |    |
| <b>Selection using search help</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |    |    |
| Search help ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      |    |    |
| Search string                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |    |    |
| <div>  Search help         </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |      |    |    |
| <b>Transaction Figures Selection</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |    |    |
| Fiscal Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2019 | to |    |
| Business area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | *    | to |    |
| Currency type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |    |    |
| <div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      |    |    |
| <b>Further selections</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |    |    |
| Reporting Periods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 1    | to | 16 |
| Account currency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |      | to |    |
| Account balance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      | to |    |
| <div> </div> <input type="checkbox"/> Include Opening/Closing Entries                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |    |    |
| <b>Output control</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |      |    |    |
| <input type="checkbox"/> Corporate group version<br><input type="checkbox"/> Balances in foreign currency<br><input type="checkbox"/> Business Area Allocation<br>Subtotal at level <input type="checkbox"/><br>Subtotal at level <input type="checkbox"/><br>Subtotal at level <input type="checkbox"/><br><input type="checkbox"/> Print accounts not posted to<br><input type="checkbox"/> Alternative account number<br><input type="checkbox"/> List separation requested<br><input type="checkbox"/> Print microfiche line<br>Additional heading <input type="text"/><br><input type="checkbox"/> Keep Print Parameters for Output |      |    |    |

If amounts are displayed in accounts mentioned, two postings have to be booked:

| 1) In closure year     |             | 2) In new year          |             |
|------------------------|-------------|-------------------------|-------------|
| Period 16 – 31/12/201Y |             | Period 01 – 31/01/201+Y |             |
| Doc Type S8            |             | Doc Type S7             |             |
|                        |             |                         |             |
| 50/40                  | 3042000000  | 40/50                   | 3042000000  |
| 40/50                  | C042000000  | 50/40                   | C042000000  |
| 40/50                  | 89000900002 | 50/40                   | 89000900002 |

In both posting the same descriptions to include are:

- In reference field text: CLOSE/OPEN
- In assignment field text: Chiusura/Apertura
- In text field: CHIUSURA CONTI



The second posting is the opposite of the first one, the only changes are the document type, posting date, period and the posting keys used.

### E.g. Company 5835 closure year 2018

Posting in period 16

Doc.Type : S8 ( Misc. operations S8 ) Normal document

Doc. Number5080014562

Company Code5835

Fiscal Year2018

Doc. Date31.12.2018

Posting Date31.12.2018

Period16

Calculate Tax☐

Ref.Doc.CLOSE/OPEN

Doc. CurrencyEUR

Doc. Hdr TextYear-end closing

| Itm | FK | Account    | Tr.prt | Clrng doc. | Net due dt | Account short text | Tx | Amount          | Crcy | Amt.in loc.cur. | LCurr | Clearing | Text                      | Cost Ctr | Partner | Trs | BusA |
|-----|----|------------|--------|------------|------------|--------------------|----|-----------------|------|-----------------|-------|----------|---------------------------|----------|---------|-----|------|
| 1   | 40 | 3042000000 |        |            |            | Retained earn-curr |    | 155.393.146,92  | EUR  | 155.393.146,92  | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |     |      |
| 2   | 40 | 0042000000 |        |            |            | Retained earn-curr |    | 20.731.604,66   | EUR  | 20.731.604,66   | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |     |      |
| 3   | 50 | 8900090002 |        |            |            | Pick-up account-2  |    | 176.124.751,58- | EUR  | 176.124.751,58- | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |     |      |

The correspondent opposite in 2019

Doc.Type : S7 ( Misc. operations S7 ) Normal document

Doc. Number5070005835Company Code5835Fiscal Year2019

Doc. Date31.01.2019Posting Date31.01.2019Period01

Calculate Tax☐

Ref.Doc.CLOSE/OPEN

Doc. CurrencyEUR

Doc. Hdr TextYear-end closing

| Itm | FK | Account    | Tr.prt | Clrng doc. | Net due dt | Account short text | Tx | Amount          | Crcy | Amt.in loc.cur. | LCurr | Clearing | Text                      | Cost Ctr | Partner | Trs | BusA |
|-----|----|------------|--------|------------|------------|--------------------|----|-----------------|------|-----------------|-------|----------|---------------------------|----------|---------|-----|------|
| 1   | 50 | 3042000000 |        |            |            | Retained earn-curr |    | 155.393.146,92- | EUR  | 155.393.146,92- | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |     |      |
| 2   | 50 | 0042000000 |        |            |            | Retained earn-curr |    | 20.731.604,66-  | EUR  | 20.731.604,66-  | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |     |      |
| 3   | 50 | 8900090002 |        |            |            | Pick-up account-2  |    | 176.124.751,58  | EUR  | 176.124.751,58  | EUR   |          | CHIUSURA/RIAPERTURA CONTI |          |         |     |      |

Once postings are finalized, go back to F.08 and run it again with the same selections.

The report will show all the accounts line by line with **accumulated balance**, if this column total is zero all is ok and we can consider the year end closure procedure completed.

| G/L Account Balances                                         |            |                 |      |      |                      |                      |                   |                    |                     |
|--------------------------------------------------------------|------------|-----------------|------|------|----------------------|----------------------|-------------------|--------------------|---------------------|
| SOLVAY SPOL IT                                               |            |                 |      |      |                      |                      |                   |                    |                     |
| BOLLATE                                                      |            |                 |      |      |                      |                      |                   |                    |                     |
| Carryforward Periods 00-00 2018 Reporting Periods 01-16 2018 |            |                 |      |      |                      |                      |                   |                    |                     |
| G/L Account Balances                                         |            |                 |      |      | Time 16:04:33        |                      | Date 27.01.2020   |                    |                     |
|                                                              |            |                 |      |      | RFSSLD00/PT300231    |                      | Page 1            |                    |                     |
| CoCd                                                         | G/L acct   | Short Text      | Crcy | BusA | Balance Carryforward | Balance,prev.periods | Debit rept.period | Credit report per. | Accumulated balance |
| 5835                                                         | 1100000000 | Conces,...-acq  | EUR  |      | 0,00                 | 0,00                 | 9.852.918,05      | 9.852.918,05       | 0,00                |
| 5835                                                         | 1100100000 | Patents,lic-acq | EUR  |      | 0,00                 | 0,00                 | 10.845.243,01     | 10.845.243,01      | 0,00                |
| 5835                                                         | 1100300000 | Software-acq    | EUR  |      | 0,00                 | 0,00                 | 15.446.459,16     | 15.446.459,16      | 0,00                |
| 5835                                                         | 1101000000 | Conces,...-am   | EUR  |      | 0,00                 | 0,00                 | 3.076.798,36      | 3.076.798,36       | 0,00                |
| 5835                                                         | 1101100000 | Patents,lic-am  | EUR  |      | 0,00                 | 0,00                 | 9.269.601,25      | 9.269.601,25       | 0,00                |
| 5835                                                         | 1101300000 | Software-am     | EUR  |      | 0,00                 | 0,00                 | 11.904.407,17     | 11.904.407,17      | 0,00                |
| 5835                                                         | 1102000000 | Conces,...-wd   | EUR  |      | 0,00                 | 0,00                 | 660.280,57        | 660.280,57         | 0,00                |
| 5835                                                         | 1130000000 | Develop exp-acq | EUR  |      | 0,00                 | 0,00                 | 21.455.641,58     | 21.455.641,58      | 0,00                |
| 5835                                                         | 1131000000 | Develop exp-am  | EUR  |      | 0,00                 | 0,00                 | 12.276.343,30     | 12.276.343,30      | 0,00                |
| 5835                                                         | 1150000000 | CIP-acq         | EUR  |      | 0,00                 | 0,00                 | 4.942.816,51      | 4.942.816,51       | 0,00                |
| 5835                                                         | 1153000000 | Develop-CIP-acq | EUR  |      | 0,00                 | 0,00                 | 18.707.253,43     | 18.707.253,43      | 0,00                |
| 5835                                                         | 1180000000 | Conso diff      | EUR  |      | 0,00                 | 0,00                 | 150.000,00        | 150.000,00         | 0,00                |
| 5835                                                         | 1200100000 | Lands-acq       | EUR  |      | 0,00                 | 0,00                 | 16.472.719,70     | 16.472.719,70      | 0,00                |

### 3.2.5.2. I do a final validation with BFC result

Compare amount in heading L12800 from report GR55 Z4F1 with BFC in January of the current year:

|   |     |                |                               |                 |
|---|-----|----------------|-------------------------------|-----------------|
| + | *   | ZFC-L10100-BAL | Share Capital-BAL             | -374.187.000,00 |
| + | **  | ZFC-L10100     | Share Capital                 | -374.187.000,00 |
| + | **  | ZFC-L11000     | Issue premiums                | -196.291.364,08 |
| + | **  | ZFC-L12000     | Profit/Loss for the period    | -17.919.662,24  |
| + | **  | ZFC-L12800     | Retained earnings             | -193.402.782,99 |
| + | **  | ZFC-L12840     | Def tax on actuarial gains/(l | -1.970.720,81   |
| + | **  | ZFC-L12850     | Actuarial gain/(loss) on post | 8.197.333,18    |
| + | *** | ZFC-L100       | Equity attributable to equity | -775.574.196,94 |

|        |                             | F00<br>OPENING | F99<br>CLOSING |
|--------|-----------------------------|----------------|----------------|
| L10100 | Share Capital               | 374,187        | 374,187        |
| L10610 | Group consolidated reserves | -              | -              |
| L11000 | Issue premiums              | 196,291        | 196,291        |
| L12000 | Profit/Loss for the period  | 108,837        | 17,920         |
| L12200 | Translation reserve         | -              | -              |
| L12800 | Retained earnings           | 84,566         | 193,403        |

### 3.2.5.3. I check customer and vendor final balances to clear open items

After complete all the steps described on the previous points we can make one additional check on customer and suppliers closing balance and confirm that have been updated correctly.

#### ◦ Customers balances

Open report **S\_ALR\_87012172**, and select the company code, the year that is being closed and the reporting periods 1 to 16.  
Afterwards in OUTPUT CONTROL choose "**normal balances**":

### Customer Balances in Local Currency

Customer selection

Customer account

to

Company code

5835

to

Selection using search help

Search help ID

Search string

Search help

Reporting Time Frame

Fiscal Year

2019

to

Further selections

Reporting Periods

1

to

16

Reconciliation Account

to

Account Balance

to

Special G/L Indicator

to

Output control

☐ Corporate Group Version

☒ Normal Balances

☐ Special G/L Balances

Confirm that customers are set to zero in column Balance Carryforward.

If you look carefully you will find customer account "410759 CHIUSURA" has the counterpart balance (fictitious customer created in the system to close and reopen the balances).

## Customer Balances in Local Currency

SOLVAY VALOR ALCALI Customer Balances in Local Currency Time 10:59:02 Date  
 ROSIGNANO SOLVAY RFDSLD00/PT300057 Page  
 Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013

| CoCd              | Reconciliation acct | Customer | SearchTerm | SGL Ind. | Balance Carryforward | Debit rept.period | Credit report per. | Accumula |
|-------------------|---------------------|----------|------------|----------|----------------------|-------------------|--------------------|----------|
| 1083              | 2200000000          | 400001   | SLV/BOLL   |          | 0,00                 | 1,81              | 1,81               |          |
| 1083              | 2200000000          | 400002   | SLV SCHM-I |          | 28.142,70            | 397.320,25        | 403.051,10         |          |
| 1083              | 2200000000          | 402126   | CHIMET     |          | 6.395,53             | 234.017,08        | 224.492,97         |          |
| 1083              | 2200000000          | 406814   | MARANGONI  |          | 23.816,10            | 734.646,24        | 714.634,73         |          |
| 1083              | 2200000000          | 406848   | HERA       |          | 0,00                 | 0,00              | 31.602,19          |          |
| 1083              | 2200000000          | 407679   | COSMARI    |          | 0,00                 | 5.579,20          | 3.164,00           |          |
| 1083              | 2200000000          | 408328   | MISTRAL    |          | 5.680,95             | 0,00              | 5.680,95           |          |
| 1083              | 2200000000          | 408387   | MARANGONI  |          | 13.753,30            | 54.756,02         | 68.509,32          |          |
| 1083              | 2200000000          | 409868   | BIASCI     |          | 0,00                 | 167,76            | 167,76             |          |
| 1083              | 2200000000          | 410164   | PIGLIACELL |          | 0,00                 | 1.196,17          | 1.196,17           |          |
| 1083              | 2200000000          | 410759   | CHIUSURA   |          | 957.314,23-          | 1.213.184,34      | 749.342,86         |          |
| 1083              | 2200000000          | 414828   | ECOITALIA  |          | 15.488,88            | 637.415,32        | 629.568,71         |          |
| 1083              | 2200000000          | 414909   | A2A AMBIEN |          | 0,00                 | 357.676,72        | 151.154,03         |          |
| 1083              | 2200000000          | 415469   | AMSA       |          | 262.722,46           | 1.123.547,73      | 1.386.270,19       |          |
| 1083              | 2200000000          | 417294   | HERA       |          | 157.816,19           | 1.316.692,03      | 1.264.736,33       |          |
| 1083              | 2200000000          | 417502   | ECOACCIAI  |          | 0,00                 | 209,48            | 209,48             |          |
| 1083              | 2200000000          | 419053   | ARIA       |          | 397.138,93           | 1.148.425,58      | 1.654.226,98       |          |
| 1083              | 2200000000          | 419260   | GTS        |          | 46.359,19            | 315.533,77        | 320.821,09         |          |
| 1083              | 2200000000          | 420061   | TVA        |          | 0,00                 | 51.936,17         | 38.962,00          |          |
| 1083              | 2200000000          | 420090   | TRM        |          | 0,00                 | 164.853,38        | 109.366,38         |          |
| * 1083 2200000000 |                     |          |            |          | 0,00                 | 7.757.159,05      | 7.757.159,05       |          |
| ** 1083           |                     |          |            |          | 0,00                 | 7.757.159,05      | 7.757.159,05       |          |
| ***               |                     |          |            |          | 0,00                 | 7.757.159,05      | 7.757.159,05       |          |

SOLVAY VALOR ALCALI Customer Balances in Local Currency Time 10:59:02 Date 07.08.2014  
 ROSIGNANO SOLVAY RFDSLD00/PT300057 Page 2  
 Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013  
 \*\*\* TOTALS FROM ALL COMPANY CODES \*\*\*

| Crcy | CoCd | SG | Balance Carryforward | Debit rept.period | Credit report per. | Accumulated balance |
|------|------|----|----------------------|-------------------|--------------------|---------------------|
| EUR  | 1083 |    | 0,00                 | 7.757.159,05      | 7.757.159,05       | 0,00                |
| *EUR |      |    | 0,00                 | 7.757.159,05      | 7.757.159,05       | 0,00                |

Repeat the operation for "Special G/L balances" using the same previous selections:

## Customer Balances in Local Currency

SOLVAY VALOR ALCALI Customer Balances in Local Currency Time 11:02:32 Date  
 ROSIGNANO SOLVAY RFDSL000/PT300057 Page  
 Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013

| CoCd               | Reconciliation acct | Customer | SearchTerm | SQL Ind. | Balance Carryforward | Debit rept.period | Credit report per. | Accumula |
|--------------------|---------------------|----------|------------|----------|----------------------|-------------------|--------------------|----------|
| 1083               | 22000000000         | 400001   | SLV/BOLL   | Y        | 0,00                 | 1,81              | 1,81               |          |
| 1083               | 22000000000         | 400002   | SLV SCHM-I | Y        | 0,00                 | 403.051,10        | 403.051,10         |          |
| 1083               | 22000000000         | 402126   | CHIMET     | Y        | 12.605,74            | 224.492,97        | 209.775,26         |          |
| 1083               | 22000000000         | 406814   | MARANGONI  | Y        | 73.225,02            | 714.634,73        | 660.519,07         |          |
| 1083               | 22000000000         | 408328   | MISTRAL    | Y        | 10.777,21            | 5.680,95          | 16.458,16          |          |
| 1083               | 22000000000         | 408387   | MARANGONI  | Y        | 51.181,31            | 68.509,32         | 119.690,63         |          |
| 1083               | 22000000000         | 410164   | PIGLIACELL | Y        | 0,00                 | 1.196,17          | 1.196,17           |          |
| 1083               | 22000000000         | 410759   | CHIUSURA   | Y        | 230.153,76-          | 230.153,76        | 241.366,91         |          |
| 1083               | 22000000000         | 414828   | ECOITALIA  | Y        | 82.364,48            | 604.937,36        | 600.599,06         |          |
| 1083               | 22000000000         | 420061   | TVA        | Y        | 0,00                 | 38.962,00         | 38.962,00          |          |
| 1083               | 22000000000         | 420090   | TRM        | Y        | 0,00                 | 56.820,90         | 56.820,90          |          |
| * 1083 22000000000 |                     |          |            |          | 0,00                 | 2.348.441,07      | 2.348.441,07       |          |
| ** 1083            |                     |          |            |          | 0,00                 | 2.348.441,07      | 2.348.441,07       |          |
| ***                |                     |          |            |          | 0,00                 | 2.348.441,07      | 2.348.441,07       |          |

SOLVAY VALOR ALCALI Customer Balances in Local Currency Time 11:02:32 Date 07.08.2014  
 ROSIGNANO SOLVAY RFDSL000/PT300057 Page 2  
 Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013  
 \*\*\* T O T A L S F R O M A L L C O M P A N Y C O D E S \*\*\*

| Crcy | CoCd | SG | Balance Carryforward | Debit rept.period | Credit report per. | Accumulated balance |
|------|------|----|----------------------|-------------------|--------------------|---------------------|
| EUR  | 1083 | Y  | 0,00                 | 2.348.441,07      | 2.348.441,07       | 0,00                |
| *EUR |      |    | 0,00                 | 2.348.441,07      | 2.348.441,07       | 0,00                |

### Vendor Balance

Now we need to apply the same check for supplier's balances with report **S\_ALR\_87012082**.  
 The selections to be considered are exactly the same has for Customers.

| Vendor Balances in Local Currency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |                      |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------------|----------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |                      |                      |
| Vendor selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |                      |                      |
| Vendor account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="text"/> | to                   | <input type="text"/> |
| Company code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 1083                 | to                   | <input type="text"/> |
| Selection using search help                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                      |                      |
| Search help ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="text"/> |                      |                      |
| Search string                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="text"/> |                      |                      |
| Search help                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                      |                      |                      |
| Reporting Time Frame                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |                      |                      |
| Fiscal Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2013                 | to                   | <input type="text"/> |
| Further selections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |                      |                      |
| Reporting periods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1                    | to                   | 16                   |
| Reconciliation account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="text"/> | to                   | <input type="text"/> |
| Account balance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="text"/> | to                   | <input type="text"/> |
| Sp.G/L indicator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="text"/> | to                   | <input type="text"/> |
| Output control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |                      |                      |
| <input type="checkbox"/> Corporate group version<br><input checked="" type="checkbox"/> Normal balances<br><input type="checkbox"/> Special G/L balances<br><input type="checkbox"/> Drill down one-time accounts<br><input type="checkbox"/> Accounts not posted to<br><input type="checkbox"/> Vendors w. debit balances only<br><input type="checkbox"/> Vendor address<br><input type="checkbox"/> List separation<br><input type="checkbox"/> Microfiche line<br>Additional header <input type="text"/><br><input type="checkbox"/> Keep Print Parameters for Output |                      |                      |                      |
| Output Variants                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |                      |                      |
| <input checked="" type="checkbox"/> Detail List                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Layout               | <input type="text"/> | Configure            |
| <input checked="" type="checkbox"/> Details List: One-Time Cust.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Layout               | <input type="text"/> | Configure            |
| <input checked="" type="checkbox"/> Totals from All Company Codes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Layout               | <input type="text"/> | Configure            |

The column Balance Carry forward should be set to zero and the supplier fictitious "406188153" has the counterpart balance (fictitious vendor created in the system to close and reopen the balances).

| CoCd | Reconciliation acct | Vendor    | SearchTerm | SGL Ind. | Balance Carryforward | Debit rept.period | Credit report per. | Accumula |
|------|---------------------|-----------|------------|----------|----------------------|-------------------|--------------------|----------|
| 1083 | 2300000000          | 406185242 | HEWLETT RE |          | 0,00                 | 1.634,96          | 1.634,96           |          |
| 1083 | 2300000000          | 406185632 | RIVOIRA    |          | 0,00                 | 206,92            | 206,92             |          |
| 1083 | 2300000000          | 406185664 | RS         |          | 359,21-              | 1.279,69          | 1.569,25           |          |
| 1083 | 2300000000          | 406185704 | SECUR      |          | 61,95-               | 61,95             | 117,85             |          |
| 1083 | 2300000000          | 406185876 | ONDEO NALC |          | 1.164,02-            | 1.164,02          | 0,00               |          |
| 1083 | 2300000000          | 406186436 | BRT        |          | 254,83-              | 254,83            | 0,00               |          |
| 1083 | 2300000000          | 406186469 | ACME       |          | 361,79-              | 361,79            | 0,00               |          |
| 1083 | 2300000000          | 406186754 | ORLANDI    |          | 0,00                 | 376,77            | 376,77             |          |
| 1083 | 2300000000          | 406186798 | SIAF       |          | 2.608,25-            | 2.608,25          | 0,00               |          |
| 1083 | 2300000000          | 406187360 | MODULSNAP  |          | 0,00                 | 262,57            | 262,57             |          |
| 1083 | 2300000000          | 406188153 | CHIUSURA   |          | 300.613,10           | 248.270,13        | 301.883,60         |          |
| 1083 | 2300000000          | 406188185 | SOFTLINE   |          | 0,00                 | 2.504,10          | 2.504,10           |          |
| 1083 | 2300000000          | 406188340 | METTLER    |          | 1.863,40-            | 8.857,20          | 6.993,80           |          |
| 1083 | 2300000000          | 406188889 | ASCO       |          | 0,00                 | 5.263,50          | 5.263,50           |          |
| 1083 | 2300000000          | 406188896 | SEFAR      |          | 0,00                 | 1.394,36          | 1.394,36           |          |
| 1083 | 2300000000          | 406189074 | ATCIMPANTI |          | 1.830,61-            | 4.100,71          | 2.506,93           |          |
| 1083 | 2300000000          | 406190184 | VWR        |          | 0,00                 | 2.589,40          | 2.589,40           |          |
| 1083 | 2300000000          | 406190449 | TESECO     |          | 635,25-              | 6.506,75          | 5.871,50           |          |
| 1083 | 2300000000          | 406190511 | 2000       |          | 12.457,67-           | 71.147,13         | 64.833,86          |          |
| 1083 | 2300000000          | 406190881 | CARLSBERG  |          | 40,50                | 0,00              | 40,50              |          |
| 1083 | 2300000000          | 406190886 | LYRECO     |          | 294,34-              | 546,32            | 251,98             |          |
| 1083 | 2300000000          | 406190987 | GUERRINI   |          | 0,00                 | 2.250,60          | 2.250,60           |          |
| 1083 | 2300000000          | 406191021 | ISOIL      |          | 0,00                 | 4.769,82          | 4.769,82           |          |
| 1083 | 2300000000          | 406191043 | TERMISOL   |          | 0,00                 | 656,28            | 1.433,00           |          |
| ---- | -----               | -----     | -----      |          | ----                 | ----              | ----               |          |

|         |            |            |            |  |      |              |              |  |
|---------|------------|------------|------------|--|------|--------------|--------------|--|
| * 1083  | 2300000000 |            |            |  | 0,00 | 2.369.264,16 | 2.369.264,16 |  |
| 1083    | 2486010000 | P009999999 | TRAVEL EXP |  | 0,00 | 6.384,94     | 6.384,94     |  |
| * 1083  | 2486010000 |            |            |  | 0,00 | 6.384,94     | 6.384,94     |  |
| ** 1083 |            |            |            |  | 0,00 | 2.375.649,10 | 2.375.649,10 |  |
| ***     |            |            |            |  | 0,00 | 2.375.649,10 | 2.375.649,10 |  |

| Crcy | CoCd | SG | Balance Carryforward | Debit rept.period | Credit report per. | Accumulated balance |
|------|------|----|----------------------|-------------------|--------------------|---------------------|
| EUR  | 1083 |    | 0,00                 | 2.375.649,10      | 2.375.649,10       | 0,00                |
| *EUR |      |    | 0,00                 | 2.375.649,10      | 2.375.649,10       | 0,00                |

Repeat the operation for "Special G/L balances" using the same previous selections:

Vendor Balances in Local Currency

SOLVAY VALOR ALCALI  
ROSIGNANO SOLVAY  
Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013

Vendor Balances in Local Currency

Time 13:49:10  
RFKSLD00/PT300057 Page

Time 13:49:10  
Date 11.08.2014  
RFKSLD00/PT300057 Page 2

FOCUS Production  
Bruxelles  
Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013  
TOTALS FROM ALL COMPANY CODES

| CoCd              | Reconciliation acct | Vendor    | SearchTerm | SGL Ind. | Balance Carryforward | Debit rept.period | Credit report per. | Accumula |
|-------------------|---------------------|-----------|------------|----------|----------------------|-------------------|--------------------|----------|
| 1083              | 2300000000          | 406201255 | CENTRO RIC | Y        | 0,00                 | 38,72             | 38,72              |          |
| 1083              | 2300000000          | 406201611 | ROBUSCHI   | Y        | 0,00                 | 1.932,85          | 1.932,85           |          |
| 1083              | 2300000000          | 406202151 | FRANCHI    | Y        | 0,00                 | 30,00             | 30,00              |          |
| 1083              | 2300000000          | 702719060 | EUROFLEETI | Y        | 0,00                 | 70,00             | 70,00              |          |
| 1083              | 2300000000          | 702721288 | FLEET LOGI | Y        | 0,00                 | 165,00            | 165,00             |          |
| 1083              | 2300000000          | 902061331 | SBS/CARN ( | Y        | 14.020,55-           | 68.841,10         | 62.206,55          |          |
| * 1083 2300000000 |                     |           |            |          | 0,00                 | 2.071.921,16      | 2.071.921,16       |          |
| ** 1083           |                     |           |            |          | 0,00                 | 2.071.921,16      | 2.071.921,16       |          |
| ***               |                     |           |            |          | 0,00                 | 2.071.921,16      | 2.071.921,16       |          |

| Crcy | CoCd | SG | Balance Carryforward | Debit rept.period | Credit report per. | Accumulated balance |
|------|------|----|----------------------|-------------------|--------------------|---------------------|
| EUR  | 1083 | A  | 0,00                 | 11.448,00         | 11.448,00          | 0,00                |
| EUR  | 1083 | Y  | 0,00                 | 2.060.473,16      | 2.060.473,16       | 0,00                |
| *EUR |      |    | 0,00                 | 2.071.921,16      | 2.071.921,16       | 0,00                |

### 3.2.5.4. I clear Customer, Vendor and G/L accounts

After the previous check we need to proceed with clearings on the fictitious customer and supplier number and also per each type of Special GL indicator linked to both.

Hereunder the number to be consider equal for all Italian companies:

- Customer - 410759
- Supplier - 406188153

**Customer data to clear:**

Customer Normal Customer Normal Items - open FBL5N Customer Normal Items - open FBL5N.

### Customer Line Item Display

Data Sources

---

**Customer 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

**Type**

☒ Normal items  
☐ Special G/L transactions  
☐ Noted items  
☐ Parked items  
☐ Vendor items

---

**List Output**

Layout

Maximum number of items

|          |                    |
|----------|--------------------|
| Cliente  | 410759             |
| Società  | 5835               |
| Nome     | 2200000000 CLIENTI |
| Località | ROSIGNANO          |

| Ly              | N. doc.    | Tp. | Data doc.  | Attribuzione | Riferimento | Sc. netto  | C | Sc | Importo in DI | D.int | Doc. par. | Testo                     |
|-----------------|------------|-----|------------|--------------|-------------|------------|---|----|---------------|-------|-----------|---------------------------|
|                 | 5070002248 | S7  | 31.01.2014 | Close/Open   | CLOSE/OPEN  | 31.01.2014 |   |    | 205.550,09    | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5070002249 | S7  | 31.01.2014 | Close/Open   | CLOSE/OPEN  | 31.01.2014 |   |    | 7.631,10      | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5070002250 | S7  | 31.01.2014 | Close/Open   | CLOSE/OPEN  | 31.01.2014 |   |    | 23.532.892,53 | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5070002251 | S7  | 31.01.2014 | Close/Open   | CLOSE/OPEN  | 31.01.2014 |   |    | 9.750.603,86  | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5070002252 | S7  | 31.01.2014 | Close/Open   | CLOSE/OPEN  | 31.01.2014 |   |    | 12.619.698,24 | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5070002253 | S7  | 31.01.2014 | Close/Open   | CLOSE/OPEN  | 31.01.2014 |   |    | 792.681,16    | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5080005237 | S8  | 31.12.2013 | Close/Open   | CLOSE/OPEN  | 31.12.2013 |   |    | 205.550,09    | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5080005238 | S8  | 31.12.2013 | Close/Open   | CLOSE/OPEN  | 31.12.2013 |   |    | 7.631,10      | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5080005239 | S8  | 31.12.2013 | Close/Open   | CLOSE/OPEN  | 31.12.2013 |   |    | 23.532.892,53 | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5080005240 | S8  | 31.12.2013 | Close/Open   | CLOSE/OPEN  | 31.12.2013 |   |    | 9.750.603,86  | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5080005241 | S8  | 31.12.2013 | Close/Open   | CLOSE/OPEN  | 31.12.2013 |   |    | 12.619.698,24 | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
|                 | 5080005242 | S8  | 31.12.2013 | Close/Open   | CLOSE/OPEN  | 31.12.2013 |   |    | 792.681,16    | EUR   |           | CHIUSURA/RIAPERTURA CONTI |
| *               |            |     |            |              |             |            |   |    | 0,00          | EUR   |           |                           |
| ** Conto 410759 |            |     |            |              |             |            |   |    | 0,00          | EUR   |           |                           |

After open F-32 and clear the data open.



## Customer Line Item Display

    Data Sources

### Customer 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  

#### Type

- ☐ Normal items
- ☒ Special G/L transactions
- ☐ Noted items
- ☐ Parked items
- ☐ Vendor items



| St | DocumentNo | Typ | Doc. Date  | Assignment | Reference  | Net due dt | S | DD | Amnt in loc.cur. | LCurr | Clrng doc. | Text                      |
|----|------------|-----|------------|------------|------------|------------|---|----|------------------|-------|------------|---------------------------|
|    | 5070000051 | S7  | 31.01.2009 | Close/open | CLOSE/OPEN | 31.12.2008 | X | 5  | 21.776,20        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070000105 | S7  | 31.01.2009 | Close/open | CLOSE/OPEN | 31.12.2008 | A | 5  | 53.230,11        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080000423 | S8  | 31.12.2008 | Close/open | CLOSE/OPEN | 31.12.2008 | X | 5  | 21.776,20        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080000477 | S8  | 31.12.2008 | Close/open | CLOSE/OPEN | 31.12.2008 | A | 5  | 53.230,11        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070000382 | S7  | 31.01.2010 | Close/Open | CLOSE/OPEN | 31.01.2010 | X | 5  | 6.051,34         | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070000449 | S7  | 31.01.2010 | Close/Open | CLOSE/OPEN | 31.01.2010 | A | 5  | 53.230,11        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070000851 | S7  | 31.01.2011 | Close/Open | CLOSE/OPEN | 31.01.2011 | A | 5  | 52.093,93        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070000852 | S7  | 31.01.2011 | Close/Open | CLOSE/OPEN | 31.01.2011 | A | 5  | 53.126,83        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070001257 | S7  | 31.01.2012 | Close/Open | CLOSE/OPEN | 31.01.2012 | A | 5  | 52.093,93        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070001258 | S7  | 31.01.2012 | Close/Open | CLOSE/OPEN | 31.01.2012 | A | 5  | 53.126,83        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070001732 | S7  | 31.01.2013 | Close/Open | CLOSE/OPEN | 31.01.2013 | A | 5  | 52.093,93        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070001733 | S7  | 31.01.2013 | Close/Open | CLOSE/OPEN | 31.01.2013 | A | 5  | 53.126,83        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002267 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | X | 5  | 232.127,46       | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002268 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | X | 5  | 14.379.468,36    | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002269 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | B | 5  | 59.673,00        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002270 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | B | 5  | 88.940,35        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002271 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | B | 5  | 6.185,40         | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002358 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | A | 5  | 52.093,93        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002359 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | A | 5  | 40.795,60        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002360 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | A | 5  | 12.145,00        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5070002361 | S7  | 31.01.2014 | Close/Open | CLOSE/OPEN | 31.01.2014 | A | 5  | 175.895,97       | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080001154 | S8  | 31.12.2009 | Close/Open | CLOSE/OPEN | 31.12.2009 | X | 5  | 6.051,34         | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080001221 | S8  | 31.12.2009 | Close/Open | CLOSE/OPEN | 31.12.2009 | A | 5  | 53.230,11        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080002045 | S8  | 31.12.2010 | Close/Open | CLOSE/OPEN | 31.12.2010 | A | 5  | 52.093,93        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080002046 | S8  | 31.12.2010 | Close/Open | CLOSE/OPEN | 31.12.2010 | A | 5  | 53.126,83        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080002864 | S8  | 31.12.2011 | Close/Open | CLOSE/OPEN | 31.12.2011 | A | 5  | 52.093,93        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080002865 | S8  | 31.12.2011 | Close/Open | CLOSE/OPEN | 31.12.2011 | A | 5  | 53.126,83        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080003979 | S8  | 31.12.2012 | Close/Open | CLOSE/OPEN | 31.12.2012 | A | 5  | 52.093,93        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080003980 | S8  | 31.12.2012 | Close/Open | CLOSE/OPEN | 31.12.2012 | A | 5  | 53.126,83        | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080005256 | S8  | 31.12.2013 | Close/Open | CLOSE/OPEN | 31.12.2013 | X | 5  | 232.127,46       | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080005257 | S8  | 31.12.2013 | Close/Open | CLOSE/OPEN | 31.12.2013 | X | 5  | 14.379.468,36    | EUR   |            | CHIUSURA/RIAPERTURA CONTI |
|    | 5080005258 | S8  | 31.12.2013 | Close/Open | CLOSE/OPEN | 31.12.2013 | B | 5  | 59.673,00        | EUR</ |            |                           |

For each type of special GL make a clearing in F-32.

### Clear Customer: Header Data

Process open items

Account  ☐ Clearing Date  Period   
Company Code  Currency

#### Open Item Selection

Special G/L Ind  ☒ Normal OI

#### Additional Selections

- ☒ None
- ☐ Amount
- ☐ Document Number
- ☐ Posting Date
- ☐ Dunning Area
- ☐ Reference
- ☐ Payment order
- ☐ Collective invoice
- ☐ Document Type
- ☐ Business Area
- ☐ Tax code
- ☐ Others

## Clear Customer Process open items

Distribute Difference Charge off diff. Editing Options

Standard Partial Pmt Res.Items WH Tax

Account items 410759 2200000000 CLIENTI

| Assignment | Document... | D.. | P.. | Posting ... | Docum...   | EUR Gross   | CashDiscount | CDPer. |
|------------|-------------|-----|-----|-------------|------------|-------------|--------------|--------|
| Close/Open | 5080002046  | S8  | 09  | 31.12.2...  | 31.12.2... | 53.126,83   |              |        |
| Close/Open | 5070000851  | S7  | 09  | 31.01.2...  | 31.01.2... | 52.093,93   |              |        |
| Close/Open | 5070000852  | S7  | 19  | 31.01.2...  | 31.01.2... | 53.126,83-  |              |        |
| Close/Open | 5080002864  | S8  | 19  | 31.12.2...  | 31.12.2... | 52.093,93-  |              |        |
| Close/Open | 5080002865  | S8  | 09  | 31.12.2...  | 31.12.2... | 53.126,83   |              |        |
| Close/Open | 5070001257  | S7  | 09  | 31.01.2...  | 31.01.2... | 52.093,93   |              |        |
| Close/Open | 5070001258  | S7  | 19  | 31.01.2...  | 31.01.2... | 53.126,83-  |              |        |
| Close/Open | 5080003979  | S8  | 19  | 31.12.2...  | 31.12.2... | 52.093,93-  |              |        |
| Close/Open | 5080003980  | S8  | 09  | 31.12.2...  | 31.12.2... | 53.126,83   |              |        |
| Close/Open | 5070001732  | S7  | 09  | 31.01.2...  | 31.01.2... | 52.093,93   |              |        |
| Close/Open | 5070001733  | S7  | 19  | 31.01.2...  | 31.01.2... | 53.126,83-  |              |        |
| Close/Open | 5080005347  | S8  | 19  | 31.12.2...  | 31.12.2... | 52.093,93-  |              |        |
| Close/Open | 5080005348  | S8  | 09  | 31.12.2...  | 31.12.2... | 40.795,60   |              |        |
| Close/Open | 5080005349  | S8  | 09  | 31.12.2...  | 31.12.2... | 12.145,00   |              |        |
| Close/Open | 5080005350  | S8  | 09  | 31.12.2...  | 31.12.2... | 175.895,97  |              |        |
| Close/Open | 5070002358  | S7  | 09  | 31.01.2...  | 31.01.2... | 52.093,93   |              |        |
| Close/Open | 5070002359  | S7  | 19  | 31.01.2...  | 31.01.2... | 40.795,60-  |              |        |
| Close/Open | 5070002360  | S7  | 19  | 31.01.2...  | 31.01.2... | 12.145,00-  |              |        |
| Close/Open | 5070002361  | S7  | 19  | 31.01.2...  | 31.01.2... | 175.895,97- |              |        |
| Close/open | 5080000477  | S8  | 19  | 31.12.2...  | 31.12.2... | 53.230,11-  |              |        |
| Close/open | 5070000105  | S7  | 09  | 31.01.2...  | 31.01.2... | 53.230,11   |              |        |
|            |             |     |     |             |            |             |              |        |
|            |             |     |     |             |            |             |              |        |
|            |             |     |     |             |            |             |              |        |

Am... Gross<... Currency Items Items Disc. Disc.

### Processing Status

|                              |    |                     |      |
|------------------------------|----|---------------------|------|
| Number of items              | 24 | Amount entered      | 0,00 |
| Display from item            | 4  | Assigned            | 0,00 |
| Reason code                  |    | Difference postings |      |
| Display in clearing currency |    | Not assigned        | 0,00 |

Document 6512712787 was posted in company code 5835

## Vendor data to clear:

Open FBL1N and choose first normal items for supplier.

## Vendor Line Item Display

Data Sources

Vendor selection

Vendor account
406188153
to

Company code
5835
to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

☒ Open items

Open at key date
13.05.2015

☐ Cleared items

Clearing date
to

Open at key date

☐ All items

Posting date
to

Type

☒ Normal items
☐ Special G/L transactions
☐ Noted items
☐ Parked items
☐ Customer items

|              |                      |
|--------------|----------------------|
| Vendor       | 406188153            |
| Company Code | 5835                 |
| Name         | 2300000000 FURNITORI |
| City         |                      |

[illegible]

After select again supplier but now with Special G/L transactions.

Vendor Line Item Display

Vendor selection

Vendor account

406188153

to

Company code

5881

to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date

13.05.2015

Cleared items

Clearing date

to

Open at key date

All items

Posting date

to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items

Vendor

406188153

Company Code

5881

Name

2300000000 FORNITORI

City

| St | G/L        | Tr.Prt | Vendor    | Reference  | Inv. ref.  | DocumentNo | Type | Doc. Date  | Posting Date | Time     | Entry Date | Net due dt | S | PK | PK | ID | Amount in local cur. | LCurr | Clrng doc. | Text                      |
|----|------------|--------|-----------|------------|------------|------------|------|------------|--------------|----------|------------|------------|---|----|----|----|----------------------|-------|------------|---------------------------|
|    | 2230000000 |        | 406188153 | CLOSE/OPEN | 5070002272 | 5070002272 | 57   | 31.01.2014 | 31.01.2014   | 17:24:43 | 18.08.2014 | 31.01.2014 | A | 29 |    |    | 1.821.787,96         | EUR   | 6512614791 | CHIUSURA/RIAPERTURA CONTI |
|    | 2230000000 |        | 406188153 | CLOSE/OPEN | 5070002273 | 5070002273 | 57   | 31.01.2014 | 31.01.2014   | 17:24:44 | 18.08.2014 | 31.01.2014 | A | 39 |    |    | 230.805,12           | EUR   | 6512614791 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5070002302 | 5070002302 | 57   | 31.01.2014 | 31.01.2014   | 17:24:59 | 18.08.2014 | 31.01.2014 | Y | 39 |    |    | 2.530,00             | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5070002303 | 5070002303 | 57   | 31.01.2014 | 31.01.2014   | 17:25:00 | 18.08.2014 | 31.01.2014 | Y | 39 |    |    | 14.182,10            | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5070002304 | 5070002304 | 57   | 31.01.2014 | 31.01.2014   | 17:25:00 | 18.08.2014 | 31.01.2014 | Y | 39 |    |    | 3.804.367,79         | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5070002305 | 5070002305 | 57   | 31.01.2014 | 31.01.2014   | 17:25:01 | 18.08.2014 | 31.01.2014 | Y | 39 |    |    | 25.600,00            | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5070002306 | 5070002306 | 57   | 31.01.2014 | 31.01.2014   | 17:25:01 | 18.08.2014 | 31.01.2014 | Y | 29 |    |    | 18.017,66            | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5070002307 | 5070002307 | 57   | 31.01.2014 | 31.01.2014   | 17:25:01 | 18.08.2014 | 31.01.2014 | Y | 39 |    |    | 8.789.630,73         | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5070002308 | 5070002308 | 57   | 31.01.2014 | 31.01.2014   | 17:25:02 | 18.08.2014 | 31.01.2014 | Y | 39 |    |    | 4.540.676,84         | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5070002309 | 5070002309 | 57   | 31.01.2014 | 31.01.2014   | 17:25:02 | 18.08.2014 | 31.01.2014 | Y | 39 |    |    | 295.008,00           | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2230000000 |        | 406188153 | CLOSE/OPEN | 5080005261 | 5080005261 | 58   | 31.12.2013 | 31.12.2013   | 17:24:43 | 18.08.2014 | 31.12.2013 | A | 39 |    |    | 1.821.787,96         | EUR   | 6512614791 | CHIUSURA/RIAPERTURA CONTI |
|    | 2230000000 |        | 406188153 | CLOSE/OPEN | 5080005262 | 5080005262 | 58   | 31.12.2013 | 31.12.2013   | 17:24:43 | 18.08.2014 | 31.12.2013 | A | 29 |    |    | 230.805,12           | EUR   | 6512614791 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5080005291 | 5080005291 | 58   | 31.12.2013 | 31.12.2013   | 17:24:59 | 18.08.2014 | 31.12.2013 | Y | 29 |    |    | 2.530,00             | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5080005292 | 5080005292 | 58   | 31.12.2013 | 31.12.2013   | 17:24:59 | 18.08.2014 | 31.12.2013 | Y | 29 |    |    | 14.182,10            | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5080005293 | 5080005293 | 58   | 31.12.2013 | 31.12.2013   | 17:25:00 | 18.08.2014 | 31.12.2013 | Y | 29 |    |    | 3.804.367,79         | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5080005294 | 5080005294 | 58   | 31.12.2013 | 31.12.2013   | 17:25:00 | 18.08.2014 | 31.12.2013 | Y | 29 |    |    | 25.600,00            | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5080005295 | 5080005295 | 58   | 31.12.2013 | 31.12.2013   | 17:25:01 | 18.08.2014 | 31.12.2013 | Y | 39 |    |    | 18.017,66            | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5080005296 | 5080005296 | 58   | 31.12.2013 | 31.12.2013   | 17:25:01 | 18.08.2014 | 31.12.2013 | Y | 29 |    |    | 8.789.630,73         | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5080005297 | 5080005297 | 58   | 31.12.2013 | 31.12.2013   | 17:25:02 | 18.08.2014 | 31.12.2013 | Y | 29 |    |    | 4.540.676,84         | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    | 2300101000 |        | 406188153 | CLOSE/OPEN | 5080005298 | 5080005298 | 58   | 31.12.2013 | 31.12.2013   | 17:25:02 | 18.08.2014 | 31.12.2013 | Y | 29 |    |    | 295.008,00           | EUR   | 6512614792 | CHIUSURA/RIAPERTURA CONTI |
|    |            |        |           |            |            |            |      |            |              |          |            |            |   |    |    |    | 0,00                 | EUR   |            |                           |

The clearing is to be performed in F-44 first to normal items and after for special G/L transactions following the same steps as explained for the customer accounts.

### G/L accounts data to clear:

In this step we need to drill down the G/L accounts that we have seen in the F.08 report and clear the ones that are managed by open items. The transaction to be use can be the automatic clearing F.13 by inserting all the accounts and run it or the F-03 clear individually.

### 3.2.6. I perform the final actions

I close periods in OB52 and /FIN3/OKP1\_BK and close again all master data open during the execution of the procedure (GL accounts and cost centers).



When completing the all the tasks and send data to CAMs; it is mandatory to **close all the periods** (FI and CO) has described in the beginning of this documentation.

### 3.2.7. I identify and solve possible errors in the variants

Note: Some errors described below, can be common to other variants also systems and transversal to all companies, like the periods and accounts blocked.

#### 3.2.7.1. I identify errors in 1<sup>st</sup> variant

**Error 1** - "Account F790000000 or F100000001 requires an assignment to a CO Object"

The screenshot shows the SAP 'Post Foreign Currency Valn Add G/L account item' dialog. The 'G/L Account' is F790000000 (Deferred tax-expenses) and the 'Company Code' is 5916 (SOL.MARE). The 'Amount' is 605,82 EUR. An error message box is displayed, stating: 'Account F790000000 requires an assignment to a CO object'. The dialog also shows fields for 'Business Area' (7510), 'Trdg Part.BA', 'Value Date', 'Asset', 'Assignment', 'Cost Center', 'Text', 'Order', 'Profit Center', 'Segment', 'Cost Object', 'WBS Element', 'Personnel No.', 'Sales Order', 'Material', and 'Fields for Batch Input (Old Format)'.

For each company code one cost center was defined to be use in this case. See the table bellow with all companies cost centers and orders to be considered.

| 0270 | ZZ0270ALFA | 40551005341 |
|------|------------|-------------|
| 0279 | ZZ0270ALFA | 40151002060 |
| 5835 | ZZ5835ALFA | 42258000140 |
| 6306 | ZZ6306ALFA | 40551005723 |
| 6277 | ZZ6277ALFA | 40551005721 |
| 6428 | ZZ6428ALFA | 40551005722 |

**Error 2** - " Posting period is not opened"

**Post Foreign Currency Valn: Header Data**

Acct model ☒ Fast Data Entry ☐ Post with reference ☒ Editing Options

Document Date 31.12.2013 Type S8 Company Code 5894  
Posting Date 31.12.2013 Period 16 Currency/Rate EUR  
Document Number Translatn Date  
Reference Close/Open  
Doc.Header Text Year-end closing Branch number  
Trading Part.BA Number of Pages Tax Report Date

Performance Assistant

**Posting period 016 2013 is not open**

Message no. F5201

**Diagnosis**

Period 016 of fiscal year 2013 is not open for posting for the variant of posting period GCIT.

**System Response**

Processing cannot be continued.

Batch input barcode entry

Document type \* Doc  
Reference Doc.

First line item

PstKy 40 Account 8900090002

In this case open the periods 16 and 1 with transaction OB52

**Error 3** – "Transaction CO through postings from FI has been locked"

**Enter Misc. operations S8: Add G/L account item**

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 6000100111 Purchase electrical energy  
Company code 0345 SOC ELES0

Item 2 / Credit entry / 50  
Amount 318.199,82 EUR

Coding Block

Business area 7530 Trdg part.BA  
Asset  
Cost center ET89999999  
Order  
Profit center  
Cost object Profit segment ☒ Detail  
WBS element Network  
Sales order  
Material  
WBS elerr

Coding Block

**Transaction CO Through-postings from FI has been locked**

✓ ?

Open the periods 16/2013 and 01/2014 with transaction /FIN3/OKP1\_BK, both have to be opened.

**Change Actual Period Lock : Edit**

Lock Period   Lock Transaction   Unlock Period   Unlock Transaction

Controlling Area  P SOLVAY

Fiscal Year

Period locks

| Transaction                   | 01                                  | 02                                  | 03                                  | 04                                  | 05                                  | 06                                  | 07                                  | 08                                  | 09                                  | 10                                  | 11                                  | 12                                  | 13                                  | 14                                  | 15                                  | 16                                  |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Automat. WIP/results analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CO Through-postings from FI   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

And

**Change Actual Period Lock : Edit**

Lock Period   Lock Transaction   Unlock Period   Unlock Transaction

Controlling Area  P SOLVAY

Fiscal Year

Period locks

| Transaction                 | 01                       | 02                                  | 03                                  | 04                                  | 05                                  | 06                                  | 07                       | 08                       | 09                       | 10                       | 11                       | 12                       | 13                       | 14                       | 15                       | 16                       |
|-----------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| CO Through-postings from FI | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Error 4** – "G/L account in tax code DZ not found"

**Post Foreign Currency Valn Display Overview**

Display Currency   Acct model   Fast Data Entry   Taxes

Document Date    Type    Company Code

Posting Date    Period    Currency

Document Number    Fiscal Year    Translatn Date

Reference

Doc.Header Text    Trading Part.BA

Branch number    Number of Pages

Items in document currency

| PK  | BusA | Acct            |                    | EUR         | Amount | Tax amnt |
|-----|------|-----------------|--------------------|-------------|--------|----------|
| 001 | 40   | 7310 7620300000 | Prov-env prot-rev  | 251.045,50  |        | DZ       |
| 002 | 50   | 7310 3042000000 | Retained earn-curr | 251.045,50- |        | DZ       |

D 251.045,50   C 251.045,50

Other line item

PstKy  Account  SG

Performance Assistant

**G/L account 2411030033 in tax code DZ not found**

Message no. FS716

In this case **continue** to process the batch session until the end by selecting in the toolbar – **System - Services – Batch Input – Next transaction**. Leave these errors to be the last ones to processed they will be booked by running the batch session in Foreground mode. Per each line that is displayed with tax code "DZ" delete this code and give enter for the next screen, repeat this operation until the end and ensure you remove all "DZ" tax codes.

**Error 5** - Error 2"CHEF/ET89999999 CTR belong to business area 7310 not 7530"

**Enter Misc. operations S8: Add G/L account item**

More data   Act assignmt model...   G/L item fast entry   Tax amounts

G/L account  Purchase electrical energy  
 Company code  SOC ELES0

Item 2 / Credit entry / 50

Amount  EUR

Coding Block

|               |                                         |                |                                                                      |
|---------------|-----------------------------------------|----------------|----------------------------------------------------------------------|
| Business area | <input type="text" value="7530"/>       | Trdg part.BA   | <input type="text"/>                                                 |
| Asset         | <input type="text"/>                    |                |                                                                      |
| Cost center   | <input type="text" value="ET89999999"/> |                |                                                                      |
| Order         | <input type="text"/>                    |                |                                                                      |
| Profit center | <input type="text"/>                    |                |                                                                      |
| Cost object   | <input type="text"/>                    | Profit segment | <input type="text" value="Network"/> <input type="checkbox"/> Detail |
| WBS element   | <input type="text"/>                    |                |                                                                      |
| Sales order   | <input type="text"/>                    |                |                                                                      |
| Material      | <input type="text"/>                    | Plant          | <input type="text"/>                                                 |
| WBS element   | <input type="text"/>                    |                |                                                                      |

☒

Coding Block

CHEF/ET89999999 CTR belong to business area 7310:  
 not 7530

☒

In this case you have to cancel the business area. Push Enter and the system starts again.

**Error 6** - "Create account 6xxxxxxx for 31/12/2007 has a cost element in controlling area CHEF "

|                            |             |                               |
|----------------------------|-------------|-------------------------------|
| G/L account                | 60000000100 | Main raw materials-warehouses |
| Company code               | 0345        | SOC ELESO                     |
| Item 2 / Credit entry / 50 |             |                               |
| Amount                     | 1.569,49    | EUR                           |

Coding Block

|               |             |                 |                                 |
|---------------|-------------|-----------------|---------------------------------|
| Business area | 7310        | Trdg part.BA    |                                 |
| Asset         |             |                 |                                 |
| Cost center   | ET899999999 |                 |                                 |
| Order         |             |                 |                                 |
| Profit center |             |                 |                                 |
| Cost object   |             | Profit. segment | <input type="checkbox"/> Detail |
| WBS element   |             | Network         |                                 |
| Sales order   |             |                 |                                 |
| Material      |             | Plant           |                                 |
| WBS element   |             |                 |                                 |

✓ ↺ ✗

Create account 60000000100 for 31.12.2007 as a cost element in controlling area CHEF

✓ ?

In this case you need to delete the cost center and push enter to continue to process the batch impute session.

**Error 7** – "Field quantity is a required field for G/L account 6141030000"

## Enter Misc. operations S8: Display Overview

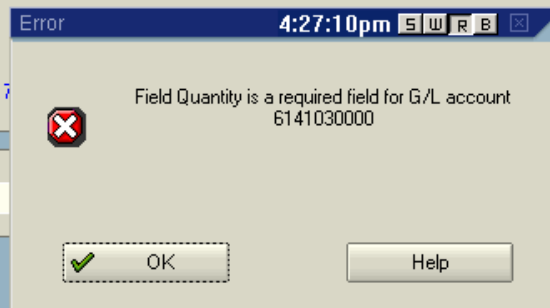
|                 |                  |                 |      |                 |            |
|-----------------|------------------|-----------------|------|-----------------|------------|
| Document date   | 31.12.2007       | Type            | S8   | Company code    | 0345       |
| Posting date    | 31.12.2007       | Period          | 16   | Currency        | EUR        |
| Document number | INTERNAL         | Fiscal year     | 2007 | Translation dte | 31.12.2007 |
| Reference       | CLOSE/OPEN       | Cross-CC no.    |      |                 |            |
| Doc.header text | Year-end closing | Trading part.BA |      |                 |            |
| Branch number   |                  | Number of Pages |      |                 |            |

Items in document currency

| PK  | BusA | Acct            | EUR                | Amount     | Tax amnt |
|-----|------|-----------------|--------------------|------------|----------|
| 001 | 40   | 7530 3042000000 | Retained earn-curr | 17.024,94  |          |
| 002 | 50   | 7310 6141030000 | Mileage/kilom      | 17.024,94- | UQ       |

Other line item

PstKy  Account



To solve this error we need to process the batch session in foreground mode, therefore first select in the **Menu Bar** **/Ne**

You will leave the batch input to be able to start again, when you have the main screen again

Click on  and then select the following modes

Process Session CHIUS ECONOM

|                                                                                                                                                                                                                   |                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Run mode</p> <p> <input checked="" type="radio"/> Process/foreground<br/> <input type="radio"/> Display errors only<br/> <input type="radio"/> Background         </p> <p>Destination</p> <input type="text"/> | <p>Additional functions</p> <p> <input checked="" type="checkbox"/> Extended log<br/> <input checked="" type="checkbox"/> Expert mode<br/> <input checked="" type="checkbox"/> Dynpro standard size         </p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Process

Press on **Process** and the batch starts again in **manual mode**. Then you click until account 6141030000 is pointed out. Now you have to input Quantity = 1 and Type = KM. You have to continue manually until you meet a document without the aforesaid account inside.

Then return to a processing using only a blocking error in this way:

System

Batch-input

Display errors only

The transaction starts automatically again.

**Error 8** – Amount higher then 1.999.999.999,99

**Enter Misc. operations S8: Add G/L account item**

More data    Acct model    Fast Data Entry    Taxes

G/L Account  Retained earnings-current year  
Company Code  SOLVAY VALOR ALCALI

Item 1 / Debit entry / 40

Amount  EUR  
Tax Code  ☐ Calculate tax ☒ More

Value Date  Quantity   
Assignment  Due on   
Text  Long Texts

Next Line Item

PstKy  Account  SQL Ind ☐ TType ☐ New co.code

You may only post documents up to EUR 1.999.999.999,99

To solve this problem is necessary to open a fas connect

### 3.2.7.2. I identify errors in 3<sup>rd</sup> variant

**Error 1** - Account 410759 in company 5916 is blocked for posting

**Post Foreign Currency Valn: Header Data**

Acct model ☒ Fast Data Entry ☐ Post with reference ☐ Editing Options

|                 |                  |                 |    |                 |      |
|-----------------|------------------|-----------------|----|-----------------|------|
| Document Date   | 31.12.2013       | Type            | SB | Company Code    | 5916 |
| Posting Date    | 31.12.2013       | Period          | 16 | Currency/Rate   | EUR  |
| Document Number |                  | Translatn Date  |    |                 |      |
| Reference       | CLOSE/OPEN       |                 |    |                 |      |
| Doc.Header Text | Year-end closing | Branch number   |    |                 |      |
| Trading Part.BA |                  | Number of Pages |    | Tax Report Date |      |
|                 |                  | Request Number  |    |                 |      |

Document origin details

Reference Transact.

Reference Key

Logical System

Batch input barcode entry

Document type  Doc. ID

Reference Doc.

First line item

PstKy  08 Account  410759 SGL Ind  TType

Performance Assistant

**Account 410759 5916 is blocked for posting**

Message no. F5351

Open transaction FD02, select the account and company code in error and afterwards in header select the tab **Extras**. Choose fields (Blocking data and Deletion flags) and unblock everything.

Leave the batch session with the following control:

Session Edit Goto Utilities System Help

☒ /nend

Enter again and process using the option display errors only.



After process the batches **don't forget** to re-block the account in the fields changed before.

**Error 2**– "Account 1200000000 0270 is blocked for posting"

**Post Foreign Currency Valn Add G/L account item**

More data    Acct model    Fast Data Entry

G/L Account: 8900090002 Pick-up account-2  
 Company Code: 0270 SOLVAY CHIMICA (IT)

---

Item 1 / Debit entry / 40

|        |                   |                                          |                   |
|--------|-------------------|------------------------------------------|-------------------|
| Amount | 18.892.085,27 EUR | Amount in LC                             | 18.892.085,27 EUR |
|        |                   | <input checked="" type="checkbox"/> More |                   |

Purchasing Doc.

Quantity

Value Date: 13.08.2014    Due on

Assignment: Close/Open    Asst retirement ☐

Text: CHIUSURA/RIAPERTURA CONTI Long Texts

---

Next Line Item

PstKy: 50    Account: 1200000000    SGL Ind: ☐

Performance Assistant

**Account 1200000000 0270 is blocked for posting**

Message no. F5351

In this case the first check to be done is to understand in which level account is blocked:  
**At Client Level (COCA) - Open FS02 and in the main menu toolbar choose G/L account - Block**

G/L account    Edit    Goto    Extras    Environment    Settings    System    Help

Other G/L account    Create    Create with reference    Change    Display    **Block**    Set delete flag    Check    Save    Exit    Shift+F3

**Centrally**

Edit financial statement version    Edit set    Edit cost element

Gen & techn items excl packag-acq val MM

CHIMICA (IT)    With Template

Create/bank/interest    Key word/translation    I...

---

Control in chart of accounts

Account Group

☒ P&L statement acct

Detailed control for P&L statement accounts

P&L Statement Acct Type ☐

☐ Balance Sheet Account

---

Description

Short Text

G/L Acct Long Text

---

Consolidation data in chart of accounts

Trading Partner

The following window is displayed:

**Block G/L Account Centrally**

Edit financial statement version   Edit set   Edit cost element

G/L Account: 1200000000   Lands and buildings-acq val  
 Company Code: 0270   SOLVAY CHIMICA (IT)     With Template

**Lock**

Block in chart of accounts

- ☒ Blocked for creation
- ☒ Blocked for posting
- ☒ Blocked for planning

Block in company code

- ☐ Blocked for posting

Remove all the blocks that are selected save the data



go back to SM35 and process the batch input session in error.

#### STEP 1

Use transaction code: **SM35**

**i** SM35 - Batch Input: Initial Screen

**i** Batch input is a SAP interface that allows you to transfer large amounts of data to an SAP system. You can use batch input to transfer legacy data and perform periodic imports of external data.

**i** A batch input session is a sequence of transactions supplied with user data by a program. SAP stores these transactions on a stack until you decide to process them online. No database updates are performed until the session has been processed. Using this technique, you can transfer large amounts of data to SAP in a short time.

**Batch Input: Session Overview**

Analysis   Process   Statistics   Log   Recording  

Selection criteria

Sess.: \*   From:   To:   Created by: \*

| Session name | Sta... | Created By | Date       | Time     | Creation Program | Lock Date | Authorizat. |
|--------------|--------|------------|------------|----------|------------------|-----------|-------------|
| ZIF_CARLO279 |        | PT63014238 | 01.06.2018 | 13:01:42 | RFBIL01          |           | DE14338     |
| EQUI_REENTRY |        | BG33284    | 01.06.2018 | 13:01:35 | SAPM21V_REE...   |           | WJ-PP1      |
| EQUI_REENTRY |        | BG33284    | 01.06.2018 | 13:01:02 | SAPM21V_REE...   |           | WJ-PP1      |
| EQUI_REENTRY |        | BG33284    | 01.06.2018 | 13:00:20 | SAPM21V_REE...   |           | WJ-PP1      |
| RTR_0279_INT |        | PT400078   | 01.06.2018 | 12:58:52 | ZIF_RFS2IS00     |           | PT400078    |
| EQUI_REENTRY |        | THPLUEA    | 01.06.2018 | 12:52:24 | SAPM21V_REE...   |           | WJ-PP1      |
| 6331_CHIUS 1 |        | PT400070   | 01.06.2018 | 12:52:12 | RFSUMB00         |           | PT400070    |
| EQUI_REENTRY |        | BG33284    | 01.06.2018 | 12:51:31 | SAPM21V_REE...   |           | WJ-PP1      |
| EQUI_REENTRY |        | BG33284    | 01.06.2018 | 12:51:06 | SAPM21V_REE...   |           | WJ-PP1      |
| EQUI_REENTRY |        | BG33528    | 01.06.2018 | 12:49:01 | SAPM21V_REE...   |           | WJ-PP1      |
| EQUI_REENTRY |        | BG33528    | 01.06.2018 | 12:48:10 | SAPM21V_REE...   |           | WJ-PP1      |

#### STEP 2

Look for the batch input session to be processed

Selection by

- **Session:** where you can insert the session name you are looking for

**Batch Input: Session Overview**

Analysis   Process   Statistics   Log   Recording  

Selection criteria

Sess.: 0270   From:   To:   Created by: \*



If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

These selection criteria can be combined in order to strengthen the list of batch input sessions.

- *Period*: where you can insert the period for which the batch was created

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

Sess.: \* From: 01.09.2018 To: 30.09.2018 Created by: \*

- *Created By*: where you can insert the user who created the batch input session

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

Sess.: \* From: To: Created by: BR\*

### STEP 3

Select the batch input session to be processed

After you find the session, select the line with the batch input that you want to run:

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

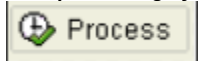
Sess.: \*0270\* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

| Session name | Stat. | Created By | Date       | Time     | Creation Prog. | Lock Date | Authorizat. | Tra |
|--------------|-------|------------|------------|----------|----------------|-----------|-------------|-----|
| 0270_CROC00F |       | BR004213   | 29.09.2018 | 19:57:49 | RFB1BL01       |           | BR004213    | 0   |

### STEP 4

Start processing by clicking on



### STEP 5

Check the status of the batch input session

Double click over the session.

Transactions Screens Log created on 01.06.2018

| Index | Trans | Status    |
|-------|-------|-----------|
| 1     | MB11  | Processed |
| 2     | IE02  | Processed |

Session Information

Name EQUI\_REENTRY

Created On 01.06.2018

Created At 13:00:20

Created By BG33284

Authorization WJ-PP1

Locked Until

Queue ID 18060113002060169096

Overview

|                 | Transactions | Screens |
|-----------------|--------------|---------|
| New             | 0            | 0       |
| Incorrect       | 0            | 0       |
| To Process      | 0            | 0       |
| Processed       | 2            | 7       |
| Deleted         | 0            | 0       |
| Current Content | 2            | 7       |
| Removed         | 0            | 0       |
| Created         | 2            | 7       |

To see detailed information (e.g. document numbers generated), click on "Log created on dd.mm.yyyy":

Transactions Screens Log created on 01.06.2018

| Time     | Message                                                                             | Transaction Index | Modul | Scr... | In... | T ID | No.      |
|----------|-------------------------------------------------------------------------------------|-------------------|-------|--------|-------|------|----------|
| 13:00:28 | Session EQUI_REENTRY is being processed by user BG33284 in mode E on server pfapp03 | 0                 |       |        |       | 0    | 8 00 300 |
| 13:00:29 | Document 4933050094 posted                                                          | MB11              | 1     |        |       | 0    | 8 07 060 |
| 13:00:29 | Equipment 20000646 changed                                                          | IE02              | 2     |        |       | 0    | 8 28 917 |
| 13:00:30 | Processing statistics                                                               | 0                 |       |        |       | 0    | 8 00 370 |
| 13:00:30 | 2 transactions read                                                                 | 0                 |       |        |       | 0    | 8 00 363 |
| 13:00:30 | 2 transactions processed                                                            | 0                 |       |        |       | 0    | 8 00 364 |
| 13:00:30 | 0 transactions with errors                                                          | 0                 |       |        |       | 0    | 8 00 365 |
| 13:00:30 | 0 transactions deleted                                                              | 0                 |       |        |       | 0    | 8 00 366 |
| 13:00:30 | Batch input processing ended                                                        | 0                 |       |        |       | 0    | 8 00 382 |

### STEP 6

Check batch input session via [SM37](#) transaction



When you complete to process the information **NEVER FORGET** to come back again in FS02 and set back the original blockings. These accounts are not allowed to be used for postings in any company of the group.

**Error 3** - " Make an entry in all required fields – due date "

The system requires a due date. This date has no consequences, so you can input the end of previous year.

**Enter Misc. operations S8: Add Customer item**

Customer 410759 2200000000 CLIENTI G/L acc 2200101000  
Company code 0345  
SOC ELES0 ROSIGNANO

Item 2 / CICC / 19 Y  
Amount 20.855,35 EUR  
Tax  
☐ Calculate tax Tax code L8  
Bus. area 7530  
Due on ☒  
Invoice ref. / /  
Assignment Close/open  
Text CHIUSURA/RIAPERTURA CONTI Long Text

Next line item  
PstKy Account Sp.G/L Trans.type New co.code

Error  
Make an entry in all required fields  
OK Help

Input the date **31-12-2013** and press enter, the batch session will starts again.

**Error 4** - " Make an entry in all required fields – Business Area"

If the business area is missing, you have just to input the preponderant one and push enter, the batch session will continue to be processed

### Enter Misc. operations S8: Add G/L account item

More data Act assignmt model... G/L item fast entry Tax amounts

G/L account 2700000000 Prepaid expenses-external  
Company code 0345 SOC ELESO

Item 1 / Debit entry / 40  
Amount 3.047,47 EUR

**Coding Block**

Business area ☒ Trdg part.BA ☐  
Material  Transactn type ☐

☒

Next line item  
PstKy 50 Account 8900090002 Sp.G/L ☐ Trans.type ☐ New co.code

**Coding Block**

Make an entry in all required fields:

☒

#### Error 5 - " Make an entry in all required fields – Material and Partner"

If the Material and partner is missing you have to add this information

G/L account 2220210000 Invoices to be issued-Asset-cross company  
Company code 0270 SOLVAY CHIMICA (IT)

Item 2 / Credit entry / 50  
Amount 378.750,00 EUR

**Coding Block**

Business area ☐ Trdg part.BA ☐  
Material ☒ Partner ☒

☒

Next line item  
PstKy  **Coding Block**  de

Make an entry in all required fields:

☒

For company 5835

- Material: [20132617](#)
- Partner: [409015](#)

**Error 6** - Provision accounts field "transaction type" missing

**Enter Misc. operations S8: Add G/L account item**

More data Acct model Fast Data Entry Taxes

G/L Account 4003000000 Other long-term benefits  
Company Code 0210 SOLVAY BARIO DERIVAT

Item 1 / Debit entry / 40  
Amount 42.140,50 EUR  
☐ Calculate tax ☒ More  
Quantity  
Assignment Close/Open  
Text CHIUSURA/RIAPERTURA CONTI Long Texts

Next Line Item  
PstKy 50 Account 8900090002 SGL Ind TType New co.code

Coding Block  
Business Area 7340 Trdg Part.BA  
Material Transactn Type ☒

Error  
Fill in all required entry fields

Go to FSS0 open account 4003000000 in change mode and in tab "Creat/bank/interest" change the parameter "Field status group" from GEN3 to GENE.

G/L Account 4003000000 Other long-term benefits  
Company Code 0210 SOLVAY BARIO DERIVAT With Template

Control Data Create/bank/interest Information

Control of document creation in company code  
Field status group GEN3 General (transaction type mandatory)  
☐ Post automatically only  
☐ Supplement auto. postings  
☐ Recon. acct ready for input

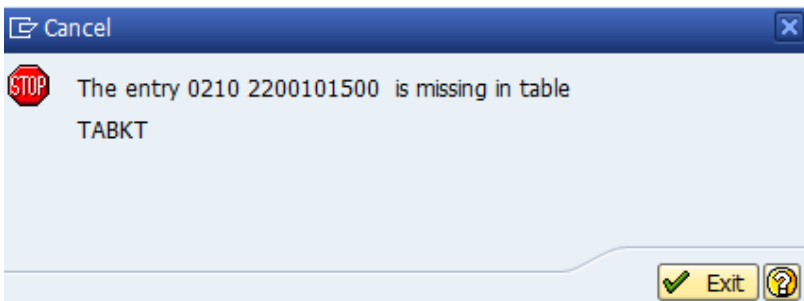
Go back to the batch session, in order to the system assume the new customization for the account it is necessary to leave the batch session (type /NEND) and start again processing display errors only.



After process the batch input **don't forget** to open again FSS0 in change mode and set up again the correct group "GEN3" on "Field status group".

**Error 7** – "Missing data in table TABKT"

Open transaction SM30 and confirm in table TABKT that account displayed in error is missing for the company being treated.



We need to open a IS ticket to request the table update, meantime contact Accounting Platform and CAM team in order to inform them about the issue.

In case of information needed they will provide.

Note: In case G/L exist in other company, it is possible to copy the data with reference.

If amounts are displayed in accounts mentioned, two postings have to be booked:

**1 – In closure year - 2018**

|                                            |            |     |  |
|--------------------------------------------|------------|-----|--|
| <b>Period 16 – Posting date 31/12/2018</b> |            |     |  |
| <b>Doc Type S8</b>                         |            |     |  |
|                                            |            |     |  |
| 50/40                                      | 3042000000 |     |  |
| 40/50                                      | C042000000 |     |  |
| 40/50                                      | 8900090002 | ◦ € |  |
|                                            |            |     |  |

**2 – In new year - 2019**

|                               |            |     |  |
|-------------------------------|------------|-----|--|
| <b>Period 01 – 31/01/2019</b> |            |     |  |
| <b>Doc Type S7</b>            |            |     |  |
|                               |            |     |  |
| 40/50                         | 3042000000 |     |  |
| 50/40                         | C042000000 |     |  |
| 50/40                         | 8900090002 | ◦ € |  |

In both posting the same descriptions is considered:

- In reference field text: **Year-end closing 2019**
- In assignment field text: **Chiusura/Apertura**
- In text field: **CHIUSURA CONTI**

**NOTE:**

The second posting is the opposite of the first one, the only changes are: posting date, period and the posting keys used.

Eg: Company 0345 closure year 2013

Posting in period 16

**Document Overview - Display**

Doc.Type : S8 ( Misc. operations S8 ) Normal document

Doc. Number 5080004675 Company Code 0345 Fiscal Year 2013

Doc. Date 31.12.2013 Posting Date 31.12.2013 Period 16

Calculate Tax ☐

Ref.Doc. BO

Doc. Currency EUR

Doc. Hdr Text Year-end closing 2013

| Item | Account    | PK | Account short text | Assignment  | Tx | Amount      | Crcy | Cost Ctr | Text           | Tra | Net due dt |
|------|------------|----|--------------------|-------------|----|-------------|------|----------|----------------|-----|------------|
| 1    | 3042000000 | 40 | Retained earn-curr | Chius/Apert |    | 144.744,31  | EUR  |          | CHIUSURA CONTI |     |            |
| 2    | 8900090002 | 50 | Pick-up account-2  | Chius/Apert |    | 144.744,31- | EUR  |          | CHIUSURA CONTI |     |            |

The correspondent opposite in 2014

**Document Overview - Display**

Doc.Type : S7 ( Misc. operations S7 ) Normal document

Doc. Number 5070003463 Company Code 0345 Fiscal Year 2014

Doc. Date 31.01.2014 Posting Date 31.01.2014 Period 01

Calculate Tax ☐

Ref.Doc. BO

Doc. Currency EUR

Doc. Hdr Text Year-end closing 2013

| Item | Account    | PK | Account short text | Assignment  | Tx | Amount      | Crcy | Cost Ctr | Text           | Tra | Net due dt |
|------|------------|----|--------------------|-------------|----|-------------|------|----------|----------------|-----|------------|
| 1    | 3042000000 | 50 | Retained earn-curr | Chius/Apert |    | 144.744,31- | EUR  |          | CHIUSURA CONTI |     |            |
| 2    | 8900090002 | 40 | Pick-up account-2  | Chius/Apert |    | 144.744,31  | EUR  |          | CHIUSURA CONTI |     |            |

In case we don't see the figures in this report on column "Balance carry forward we need to open a Fas connects.

## 3.3. I perform the year end closure activity for WP1 entities

### 3.3.1. I ask for the necessary accesses to perform the procedure

Follow the steps mentioned in 3.2.1 we need to activate temporarily transaction FS02/FSS2 and ZWFA32A.

#### RCS Role GACM049 - IND - Manage carry forward for Italian companies

Last Changed On RFC\_IDM 17.09.2015 18:46:36 Status Saved

Address Logon data SNC Defaults Parameters Roles Profiles Gr...

Reference user for additional rights

Role Assignments

| S...                                | Role              | Type | Valid From | Valid to   | Name                              |
|-------------------------------------|-------------------|------|------------|------------|-----------------------------------|
| <input checked="" type="checkbox"/> | ZS_PLFWW_GAC_M049 |      | 01.07.2015 | 14.08.2015 | GACM049-IND- Manage carry forward |

### 3.3.2. I request to unblock the GL accounts and Cost centers and update some parameters in the GL accounts

As you may know, master data is a sensitive topic and it is under service units responsibility to maintain them updated.

You have to login on in **PRS / PF1 client 050** and launch transaction **ZZF\_MDWF\_REQUEST** to create a request by company code to unblock.

Guidelines on how to complete the request to unblock the master data is available here below:

[ZZF\\_MDWF\\_REQUEST - Fast track for G/L company views](#)

[ZZF\\_MDWF\\_REQUEST - Cost Centers request using the Workflow](#)

Share also by email with the team responsible the validation you have received from the CAD/CAM to support your request and speed up the process.

These are the accounts that need to be unblocked:

| Account            | Description                             |
|--------------------|-----------------------------------------|
| 89899999           | REPORT ITALIE COMPTE DE RESULTAT        |
| 85999900           | REPORT ITALIE COMPTE DE BILAN CLOTURE   |
| 85999901           | REPORT ITALIE COMPTE DE BILAN OUVERTURE |
| 18000100           | REPRISE STOCKS                          |
| 18000200           | REPRISE CLIENTS                         |
| 18000300           | REPRISE FOURNISSEURS                    |
| 18000400           | REPRISE COMPTES GENERAUX                |
|                    |                                         |
| <b>Cost center</b> |                                         |
| 8090-9999          | ZZZZ Milano Reprise                     |

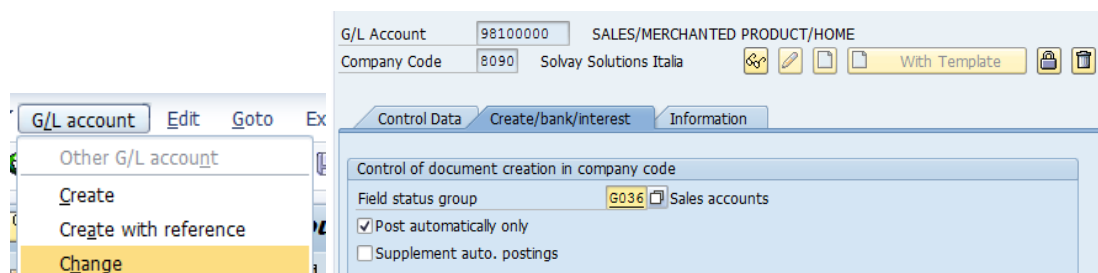
### Transaction FSS0 – Change G/L account parameter

Some results of analytic accounts with a mandatory charge the "cost center" area is not accessible.

In fact, the accounts listed in the table below include a group zone where the cost center is hidden.

For these accounts, the group zone must be temporarily changed with G004 value (where the cost center is available) of the time of the passage of closing entries.

Go to FSS0 and select change mode:



These are the accounts that need to be changed:

| Company | Accounts | Origin group Zone | Target Group Zone |
|---------|----------|-------------------|-------------------|
| XXXX    | 98100000 | G036              | G004              |
| XXXX    | 98100010 | G036              | G004              |

|      |          |      |      |
|------|----------|------|------|
| XXXX | 98100020 | G036 | G004 |
| XXXX | 98100030 | G036 | G004 |
| XXXX | 98100100 | G036 | G004 |
| XXXX | 98100110 | G036 | G004 |
| XXXX | 98100120 | G036 | G004 |
| XXXX | 98100130 | G036 | G004 |
| XXXX | 98100200 | G036 | G004 |
| XXXX | 98100210 | G036 | G004 |
| XXXX | 98100250 | G036 | G004 |
| XXXX | 98100260 | G036 | G004 |
| XXXX | 98100400 | G036 | G004 |
| XXXX | 98100450 | G036 | G004 |
| XXXX | 98120100 | G036 | G004 |
| XXXX | 98150362 | G100 | G004 |
| XXXX | 98300853 | G100 | G004 |
| XXXX | 98360101 | G036 | G004 |
| XXXX | 98360102 | G036 | G004 |
| XXXX | 98360106 | G036 | G004 |
| XXXX | 98360107 | G036 | G004 |

Ensure that the customers/vendors listed below are unblocked at company level by using transaction FD03/FK03:

| Type      | Account | Description                       |
|-----------|---------|-----------------------------------|
| Suppliers | 59812   | FOURNISSEUR COMPTABLE TECHNIQUE 1 |
| Suppliers | 59813   | FOURNISSEUR COMPTABLE TECHNIQUE 2 |
| Suppliers | 59814   | FOURNISSEUR COMPTABLE TECHNIQUE 3 |
| Suppliers | 59815   | FOURNISSEUR COMPTABLE TECHNIQUE 4 |
| Suppliers | 59816   | FOURNISSEUR COMPTABLE TECHNIQUE 5 |
| Suppliers | 59817   | FOURNISSEUR COMPTABLE TECHNIQUE 6 |
| Suppliers | 59818   | FOURNISSEUR COMPTABLE TECHNIQUE 7 |
| Suppliers | 59819   | FOURNISSEUR COMPTABLE TECHNIQUE 8 |
| Customers | 56215   | COMPTABLE CLIENT TECHNIQUE 1      |
| Customers | 56221   | COMPTABLE CLIENT TECHNIQUE 2      |

Go to [Service One Digital Workplace](#) and create a [SAP Access Request](#) to assign you both transactions temporarily and note that it is important that you clearly identify the procedure and explain why we need the access.

### 3.3.3. I perform the opening of periods

#### 3.3.3.1. Transaction OB\_GLACC12

Some general accounts are defined with the group of statutes Z001 areas "Gen Accounts. With flow carat obliged codes ".

For these accounts the "consolidation movement Code" field is mandatory.

However, this information is not taken into account by the generation program closing / opening writings.

The number of accounts affected is about 80 account by society. This group will be replaced by the ZZ01 group (where the area in question has the status "Optional").

After recognition of the parts, the group will be reset to Z001 state.

**Note: ZZ01 group was created specifically for this treatment, and is therefore used only temporarily.**

1. Go to OB\_GLACC12 and select variant: **RAN\_8090**

**Mass Maintenance: G/L Account**

Object Type

Variant Name  Variant Name

**Mass Maintenance: G/L Account**

☒ Data Records to Be Changed

Restrict Data Records to Be Changed

|                    |                                   |    |                      |
|--------------------|-----------------------------------|----|----------------------|
| Company Code       | <input type="text" value="8090"/> | To | <input type="text"/> |
| G/L Account        | <input type="text"/>              | To | <input type="text"/> |
| Field status group | <input type="text" value="Z001"/> | To | <input type="text"/> |

Execute:

**Mass Maintenance: G/L Account**

Restrictions Old Values

✓ G/L account master (company code)

38 Entries

| Company C... | G/L Account | Short Text | Field statu... |
|--------------|-------------|------------|----------------|
| New Values   |             |            | ZZ01           |

| Co... | G/L Account | Short Text           | Fie... |
|-------|-------------|----------------------|--------|
| 8090  | 10100100    | PAID SHARE CAPITAL   | Z001   |
| 8090  | 12100000    | RES C/F NEW EQ VALUE | Z001   |
| 8090  | 15600100    | PROV RETIREMENT LT   | Z001   |
| 8090  | 15900300    | PROV OTHER LT        | Z001   |
| 8090  | 15920000    | PROV GUARANTEE LT    | Z001   |
| 8090  | 20200100    | INTEGRATION GOODWILL | Z001   |
| 8090  | 20800300    | PURCHASED GOODWILL   | Z001   |
| 8090  | 20800310    | ***DO NOT USE***     | Z001   |
| 8090  | 20800400    | TRANSITION DEBIT     | Z001   |
| 8090  | 21700100    | PLANT MACH EQUIPT    | Z001   |
| 8090  | 25500100    | INVEST IN OTHER      | Z001   |
| 8090  | 26000200    | STAFF LOAN LT        | Z001   |
| 8090  | 26000300    | HOUSING LOANS / LT   | Z001   |
| 8090  | 27100000    | SI LOAN REC LT       | Z001   |
| 8090  | 27200000    | SI LT LOANS RECEIV.  | Z001   |
| 8090  | 29080300    | PURCH. GOODWILL AMOR | Z001   |
| 8090  | 29150591    | DEPN OTHER FA        | Z001   |
| 8090  | 29170100    | DEPN PM&E            | Z001   |
| 8090  | 29550100    | VAL ALLOW INV OTHER  | Z001   |
| 8090  | 29917000    | OTH TANG ASSETS DEPR | Z001   |
| 8090  | 29920000    | DEPREC. GOODWILL     | Z001   |
| 8090  | 29960000    | DEPN DEV EXPS IMP    | Z001   |
| 8090  | 45600100    | PROV PENSION ST      | Z001   |
| 8090  | 46950110    | PROV LITIGATION ST   | Z001   |
| 8090  | 46950140    | ACCR LIABILITIES ST  | Z001   |
| 8090  | 47100100    | ACCRUED INT REC      | Z001   |
| 8090  | 47200101    | ACCRUED INT PAY 3RD  | Z001   |
| 8090  | 48100000    | DEFER TAX DEBIT LT   | Z001   |

**NOTE:** Select all the accounts and copy to excel, after the procedure you will have to run this again to change again from ZZ01 to Z001.

Change all accounts from area Z001 to ZZ01

Field statu...

ZZ01

Following messages appear:

| Messages Were Saved in the Application Log MASS BUS3006 038320 |                                 |                            |
|----------------------------------------------------------------|---------------------------------|----------------------------|
| Errors:                                                        | 0                               | Warning: 0 Information: 38 |
| Mass Maint. Status                                             |                                 |                            |
| Icon                                                           | Message Text                    | Notifica...                |
| ○○                                                             | 0098340420 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0098340320 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0081560020 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0057000101 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0054000100 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0049820000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0049810000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0048600000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0048500000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0048200000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0048100000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0047200101 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0047100100 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0046950140 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0046950110 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0045600100 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0029960000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0029920000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0029917000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0029550100 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0029170100 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0029150591 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0029080300 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0027200000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0027100000 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0026000300 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0026000200 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0025500100 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0021700100 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0020800400 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0020800310 // 8090 : Data saved | FH512                      |
| ○○                                                             | 0020800300 // 8090 : Data saved | FH512                      |

### 3.3.3.2. Transaction ZWFA32A

Some accounts are set to be charged only by automatic input (through integration with other modules).

The postings related with opening and closing accounts are from manual input for this reason is necessary to change some accounts settings. This is taken into account by the RFSUMB00 program and treatment is provided in the batch input.

For Cons, the RCS model, automatic imputation setting only became compulsory for all accounts attached to AUTO group account.

A specific program **ZWFAI01300** allows changing the group account by selecting the accounts to change from **AUTO group**. These are modified with **Zsák group account** (for special treatment).

This will put the accounts in the initial state after closing registrations.

**Warning !!! This treatment is a change in the general level of the account plan. Therefore quickly process Batch Input accounting records in order to put the accounts in their original condition, with the AUTO group account.**

Go to Transaction ZWFA32A

Make the selection:

- Accounts = Z001**

  - Account Group SOURCE = AUTO
  - Account Group TARGET = ZSÁK

**W1.3.2 (005) BTI Balance carer forward italie1**

⌚

GL Account Nb selection criteria

Chart of Accounts

G/L Account  to

SOURCE Account Group

TARGET Account Group

The following screen appears:

W1.3.2 (005) BTI Balance carer forward italie1

Rhodia Core System  
WPI/400/17:23:56

W1.3.2 (005) BTI Balance carer forward italie1  
ZWFAI01300/

Date 25.08.2015  
Page 0

188 GL Account group Changed.

GL Account Nb modification summary :

| GL account nb | Charts of acc | Old Acc grp | New Acc grp | Modif Error |
|---------------|---------------|-------------|-------------|-------------|
| 31000100      | Z001          | AUTC        | ZSAK        |             |
| 31000160      | Z001          | AUTC        | ZSAK        |             |
| 31000200      | Z001          | AUTC        | ZSAK        |             |
| 31000225      | Z001          | AUTC        | ZSAK        |             |
| 31000300      | Z001          | AUTC        | ZSAK        |             |
| 37000100      | Z001          | AUTC        | ZSAK        |             |
| 37000200      | Z001          | AUTC        | ZSAK        |             |
| 37000400      | Z001          | AUTC        | ZSAK        |             |
| 37000450      | Z001          | AUTC        | ZSAK        |             |
| 37000451      | Z001          | AUTC        | ZSAK        |             |
| 40100300      | Z001          | AUTC        | ZSAK        |             |
| 40100315      | Z001          | AUTC        | ZSAK        |             |
| 40100380      | Z001          | AUTC        | ZSAK        |             |
| 66666665      | Z001          | AUTC        | ZSAK        |             |
| 66666666      | Z001          | AUTC        | ZSAK        |             |
| 77777777      | Z001          | AUTC        | ZSAK        |             |
| 89810001      | Z001          | AUTC        | ZSAK        |             |
| 98100000      | Z001          | AUTC        | ZSAK        |             |
| 98100001      | Z001          | AUTC        | ZSAK        |             |
| 98100010      | Z001          | AUTC        | ZSAK        |             |
| 98100011      | Z001          | AUTC        | ZSAK        |             |
| 98100020      | Z001          | AUTC        | ZSAK        |             |
| 98100030      | Z001          | AUTC        | ZSAK        |             |
| 98100040      | Z001          | AUTC        | ZSAK        |             |
| 98100059      | Z001          | AUTC        | ZSAK        |             |
| 98100100      | Z001          | AUTC        | ZSAK        |             |
| 98100101      | Z001          | AUTC        | ZSAK        |             |
| 98100110      | Z001          | AUTC        | ZSAK        |             |
| 98100111      | Z001          | AUTC        | ZSAK        |             |
| 98100120      | Z001          | AUTC        | ZSAK        |             |
| 98100130      | Z001          | AUTC        | ZSAK        |             |
| 98100140      | Z001          | AUTC        | ZSAK        |             |
| 98100142      | Z001          | AUTC        | ZSAK        |             |
| 98100145      | Z001          | AUTC        | ZSAK        |             |
| 98100150      | Z001          | AUTC        | ZSAK        |             |
| 98100161      | Z001          | AUTC        | ZSAK        |             |
| 98100162      | Z001          | AUTC        | ZSAK        |             |
| 98100163      | Z001          | AUTC        | ZSAK        |             |
| 98100164      | Z001          | AUTC        | ZSAK        |             |

**NOTE:** Select all the accounts and copy to excel, after the procedure you will have to run this again to change again from ZSAK to AUTO:

**W1.3.2 (005) BTI Balance carer forward italie1**

GL Account Nb selection criteria

Chart of Accounts

G/L Account  to

SOURCE Account Group

TARGET Account Group

You will insert the accounts in the G/L account fields.

W1.3.2 (005) BTI Balance carer forward italie1

Rhodia Core System W1.3.2 (005) BTI Balance carer forwa  
WP1/400/17:18:13 ZWFAI01300/

188 GL Account group Changed.

GL Account Nb modification summary :

| GL account nb | Charts of acc | Old Acc grp | New Acc grp | Modif Error |
|---------------|---------------|-------------|-------------|-------------|
| 31000100      | 2001          | ZSAK        | AUTO        |             |
| 31000160      | 2001          | ZSAK        | AUTO        |             |
| 31000200      | 2001          | ZSAK        | AUTO        |             |
| 31000225      | 2001          | ZSAK        | AUTO        |             |
| 31000300      | 2001          | ZSAK        | AUTO        |             |
| 37000100      | 2001          | ZSAK        | AUTO        |             |
| 37000200      | 2001          | ZSAK        | AUTO        |             |
| 37000400      | 2001          | ZSAK        | AUTO        |             |
| 37000450      | 2001          | ZSAK        | AUTO        |             |
| 37000451      | 2001          | ZSAK        | AUTO        |             |
| 40100300      | 2001          | ZSAK        | AUTO        |             |
| 40100315      | 2001          | ZSAK        | AUTO        |             |
| 40100380      | 2001          | ZSAK        | AUTO        |             |
| 66666665      | 2001          | ZSAK        | AUTO        |             |
| 66666666      | 2001          | ZSAK        | AUTO        |             |
| 77777777      | 2001          | ZSAK        | AUTO        |             |
| 89810001      | 2001          | ZSAK        | AUTO        |             |

### 3.3.3.3. Transaction OB52 – opening the periods

Before starting the task it is necessary to open some past periods.

We need to open the accounting period 16 of the previous year and period 1 of the current year.

- Periods of 13-16 year N
- Period to 01 year N + 1 (or other period Opening writes)

**Change View "Posting Periods: Specify Time Intervals": Overview**

New Entries       BC Set: Change Field Values

|  | Var.   | A From acct | To account | From per.1 | Year | To period | Year | From per.2 | Year | To period | Year |
|--|--------|-------------|------------|------------|------|-----------|------|------------|------|-----------|------|
|  | 8090 + |             |            | 7          | 2014 | 12        | 2014 | 13         | 2013 | 1         | 2014 |
|  | 8090 A |             | ZZZZZZZZZZ | 7          | 2014 | 12        | 2014 | 13         | 2013 | 1         | 2014 |
|  | 8090 D |             | ZZZZZZZZZZ | 7          | 2014 | 12        | 2014 | 13         | 2013 | 1         | 2014 |
|  | 8090 K |             | ZZZZZZZZZZ | 7          | 2014 | 12        | 2014 | 13         | 2013 | 1         | 2014 |
|  | 8090 S | 98100000    | 98100450   | 7          | 2014 | 12        | 2014 | 13         | 2013 | 1         | 2014 |
|  | 8090 S |             | ZZZZZZZZZZ | 7          | 2014 | 12        | 2014 | 13         | 2013 | 1         | 2014 |

### 3.3.3.4. Transaction n/FIN3/OKP1\_BK – opening the periods for CO postings

Open the accounting period 16 of the previous year and period 1 of the current year for CO postings – "CO Through-postings from FI", Select **Actual**, execute and change the columns of the "special periods" 13,14,15 & 16 and unflag the periods:

|                           |                    |
|---------------------------|--------------------|
| CO Area                   | 2006 Rhodia Europe |
| Fiscal Year               | 2014               |
| Type of objects to select | Company Code       |
| Object to select          | 8090               |
| or group                  |                    |
| Version                   | 0                  |

### Change Period Lock : Initial Screen

Actual Lock all act. Plan Lock all plan

|                           |                    |                   |                    |
|---------------------------|--------------------|-------------------|--------------------|
| Lock Period               | Lock Transaction   | Unlock Period     | Unlock Transaction |
| CO Area                   | 2006 Rhodia Europe |                   |                    |
| Fiscal Year               | 2014               |                   |                    |
| Type of objects to select | Company Code       |                   |                    |
| Object to select          | 8090               | Display selection |                    |
| Group Name                |                    |                   |                    |

| Period locks                   | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|--------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Transaction                    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| ABC Actual process assessment  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual Overhead Assessment     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual Overhead Distribution   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual Periodic Repostings     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual activity allocation     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual cost center accrual     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual cost center split       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual cost distrib. cost obj. |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual inverse activity alloc. |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual non-alloc. activities   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual overhead (periodic)     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual price calculation       |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual settlement              |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Actual template allocation     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Assessment to CO-PA            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Automat. WIP/results analysis  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| CO Through-postings from FI    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| CO-PA Activity Allocation      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| CO-PA External Data Transfer   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| CO-PA Line Item Entry          |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| CO-PA Template Allocation      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| COPA Periodic valuation        |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| COPA: TOP-DOWN: Actuals        |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Down payment                   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Enter statistical key figures  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Interest calculation (actual)  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

### 3.3.3.5. Transaction KEDR (for information)

Since the 1st of January 2007, Rhodia Geronazzo and Rhodia Engineering Plastics where merged into Rhodia Italia. Following this merging Rhodia Italia used the profit center. For technical reasons it's necessary to create a temporary derivation rule using a dummy profit center: **Z006-9999**

|                 |                                            |
|-----------------|--------------------------------------------|
| Derivation rule | Str.axis : Profit Center --> IECRA (WWE01) |
|-----------------|--------------------------------------------|

### 3.3.4. I start to execute the procedure

Go to Transaction **F\_IT\_01 (prog. RFSUMB00)**

This program creates the Batch Input files for posting the closing and opening entries.

Select the following variants of 8090:

| Variant catalog for program RFSUMB00 |                   |             |           |             |                 |
|--------------------------------------|-------------------|-------------|-----------|-------------|-----------------|
| Variant name                         | Short Description | Environment | Protected | Changed by  | Last changed on |
| 8090BI_GRP                           | .                 | A           |           | FF_IT_FA_00 | 07.11.2014      |
| 8090BI_HGRP                          |                   | A           |           | S8004335    | 10.06.2013      |
| 8090PL_GRP                           |                   | A           |           | S8004335    | 31.05.2013      |
| 8090PL_HGRP                          |                   | A           |           | S8004335    | 31.05.2013      |

**NOTE:** We need to execute each variant by the order here mentioned and one by one:

|                 |                                          |
|-----------------|------------------------------------------|
| 1 - 8090PL_HGRP | Income statements outside the group      |
| 2 - 8090PL_GRP  | Income statements inside the group       |
| 3 - 8090BI_HGRP | Balance sheet accounts outside the group |
| 4 - 8090BI_GRP  | Group Balance Sheet Accounts             |

We run 1<sup>st</sup> in **TEST mode**, extract the reports, after checking the result we proceed with the **REAL mode**.

### Variant 8090PL\_HGRP

**Year-End Postings**

**G/L account selection**

Chart of accounts: 2001 to   
G/L account: 89000000 to 89999999  
Company code: 8090 to

**Selection using search help**

Search help ID:   
Search string:

**Transaction Figures Selection**

Fiscal Year: 2014 to   
Business area:  to

**Selections** | Accounts | Postings | Other Parameters

**Further Selections**

Posting Periods: 1 to 16

**Additional Selection Options**

Account Selection: E  
Create Batch Input Update Run: ☐  
Batch Input Session Name: RAN\_8090PLHG  
☐ Hold processed session  
Report Variant for Table TRVOR: 00

1 - Change the Fiscal Year: Y-1 (previous year)

2 - Tab Postings:

| Selections                             | Accounts   | Postings | Other Parameters |
|----------------------------------------|------------|----------|------------------|
| <b>Parameters for Closing Postings</b> |            |          |                  |
| Document Type                          | ZU         |          |                  |
| Posting Date                           | 31.12.2014 |          |                  |
| Document Date                          | 31.12.2014 |          |                  |
| Posting Period                         | 15         |          |                  |
| <b>Parameters for Opening Postings</b> |            |          |                  |
| Document Type                          | ZU         |          |                  |
| Posting Date                           | 02.01.2015 |          |                  |
| Document Date                          | 02.01.2015 |          |                  |
| Period                                 | 1          |          |                  |

**Parameters for Closing Postings:**

Change the Posting Date and Document Date = 31.12.Y-1  
(Last day of previous year)

**Parameters for Opening Postings:**

Change the Posting Date and Document Date = 01.01.Y  
(1<sup>st</sup> Day of the Current Year)

3 – Tab Other Parameters:

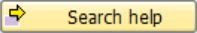
| Selections                                | Accounts           | Postings | Other Parameters |
|-------------------------------------------|--------------------|----------|------------------|
| <b>Additional Parameters for Postings</b> |                    |          |                  |
| Debit Posting Key                         | 40                 |          |                  |
| Credit Posting Key                        | 50                 |          |                  |
| Input Tax Code                            | CI                 |          |                  |
| Output Tax Code                           | 1G                 |          |                  |
| Tax Jurisdiction                          |                    |          |                  |
| Text                                      | RIPORTO SALDI 2014 |          |                  |
| Cost Center                               | 8090-9999          |          |                  |
| Accts with Cost Center Posti              |                    | to       |                  |
| Transaction Type                          |                    |          |                  |

Change the Text: **RIPORTO SALDI YYYY**

**Variant 8090PL\_GRP**

| G/L account selection |          |    |          |
|-----------------------|----------|----|----------|
| Chart of accounts     | Z001     | to |          |
| G/L account           | 98000000 | to | 98999999 |
| Company code          | 8090     | to |          |

| Selection using search help                                                       |  |
|-----------------------------------------------------------------------------------|--|
| Search help ID                                                                    |  |
| Search string                                                                     |  |
|  |  |

| Transaction Figures Selection |      |    |  |
|-------------------------------|------|----|--|
| Fiscal Year                   | 2014 | to |  |
| Business area                 |      | to |  |

| Selections                                      | Accounts     | Postings | Other Parameters |
|-------------------------------------------------|--------------|----------|------------------|
| Further Selections                              |              |          |                  |
| Posting Periods                                 | 1            | to       | 16               |
| Additional Selection Options                    |              |          |                  |
| Account Selection                               | E            |          |                  |
| Create Batch Input Update Run                   |              |          |                  |
| Batch Input Session Name                        | RAN_8090PLGR |          |                  |
| <input type="checkbox"/> Hold processed session |              |          |                  |
| Report Variant for Table TRVOR                  | 00           |          |                  |

1 - Change the Fiscal Year: Y-1 (previous year)

2 - Tab Postings:

| Selections                      | Accounts   | Postings | Other Parameters |
|---------------------------------|------------|----------|------------------|
| Parameters for Closing Postings |            |          |                  |
| Document Type                   | ZU         |          |                  |
| Posting Date                    | 31.12.2014 |          |                  |
| Document Date                   | 31.12.2014 |          |                  |
| Posting Period                  | 15         |          |                  |
| Parameters for Opening Postings |            |          |                  |
| Document Type                   | ZU         |          |                  |
| Posting Date                    | 02.01.2015 |          |                  |
| Document Date                   | 02.01.2015 |          |                  |
| Period                          | 1          |          |                  |

**Parameters for Closing Postings:**

Change the Posting Date and Document Date = 31.12.Y-1  
(Last day of previous year)

**Parameters for Opening Postings:**

Change the Posting Date and Document Date = 01.01.Y  
(1<sup>st</sup> Day of the Current Year)

3 – Tab Other Parameters:

| Selections                                | Accounts           | Postings  | Other Parameters        |
|-------------------------------------------|--------------------|-----------|-------------------------|
| <b>Additional Parameters for Postings</b> |                    |           |                         |
| Debit Posting Key                         |                    | 40        |                         |
| Credit Posting Key                        |                    | 50        |                         |
| Input Tax Code                            |                    | CI        |                         |
| Output Tax Code                           |                    | 1G        |                         |
| Tax Jurisdiction                          |                    |           |                         |
| Text                                      | RIPORTO SALDI 2014 |           |                         |
| Cost Center                               |                    | 8090-9999 |                         |
| Accts with Cost Center Posti              |                    |           | to <input type="text"/> |
| Transaction Type                          |                    |           |                         |

Change the Text: **RIPORTO SALDI YYYY**

### Variant 8090BI\_HGRP

| <b>G/L account selection</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                          |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------|----------------------|------------|----------|----------|------------------|---------------------------|--|--|--|-----------------|---|----|----|-------------------------------------|--|--|--|-------------------|---|--|--|-------------------------------|--------------------------|--|--|--------------------------|--------------|--|--|-------------------------------------------------|--|--|--|--------------------------------|----|--|--|
| Chart of accounts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 2001                     | to       | <input type="text"/> |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| G/L account                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 81000000                 | to       | 85999999             |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Company code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 8090                     | to       | <input type="text"/> |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| <b>Selection using search help</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                          |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Search help ID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="text"/>     |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Search string                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="text"/>     |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| <input type="button" value="Search help"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| <b>Transaction Figures Selection</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                          |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Fiscal Year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2014                     | to       | <input type="text"/> |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Business area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="text"/>     | to       | <input type="text"/> |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| <table border="1"> <thead> <tr> <th>Selections</th> <th>Accounts</th> <th>Postings</th> <th>Other Parameters</th> </tr> </thead> <tbody> <tr> <td colspan="4"><b>Further Selections</b></td> </tr> <tr> <td>Posting Periods</td> <td>1</td> <td>to</td> <td>16</td> </tr> <tr> <td colspan="4"><b>Additional Selection Options</b></td> </tr> <tr> <td>Account Selection</td> <td colspan="3">P</td> </tr> <tr> <td>Create Batch Input Update Run</td> <td colspan="3"><input type="checkbox"/></td> </tr> <tr> <td>Batch Input Session Name</td> <td colspan="3">RAN_8090BIHG</td> </tr> <tr> <td><input type="checkbox"/> Hold processed session</td> <td colspan="3"></td> </tr> <tr> <td>Report Variant for Table TRVOR</td> <td colspan="3">00</td> </tr> </tbody> </table> |                          |          |                      | Selections | Accounts | Postings | Other Parameters | <b>Further Selections</b> |  |  |  | Posting Periods | 1 | to | 16 | <b>Additional Selection Options</b> |  |  |  | Account Selection | P |  |  | Create Batch Input Update Run | <input type="checkbox"/> |  |  | Batch Input Session Name | RAN_8090BIHG |  |  | <input type="checkbox"/> Hold processed session |  |  |  | Report Variant for Table TRVOR | 00 |  |  |
| Selections                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Accounts                 | Postings | Other Parameters     |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| <b>Further Selections</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                          |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Posting Periods                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1                        | to       | 16                   |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| <b>Additional Selection Options</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Account Selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | P                        |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Create Batch Input Update Run                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Batch Input Session Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | RAN_8090BIHG             |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| <input type="checkbox"/> Hold processed session                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |
| Report Variant for Table TRVOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 00                       |          |                      |            |          |          |                  |                           |  |  |  |                 |   |    |    |                                     |  |  |  |                   |   |  |  |                               |                          |  |  |                          |              |  |  |                                                 |  |  |  |                                |    |  |  |

1 - Change the Fiscal Year: Y-1 (previous year)

2 - Tab Postings:

| Selections                             | Accounts   | Postings | Other Parameters |
|----------------------------------------|------------|----------|------------------|
| <b>Parameters for Closing Postings</b> |            |          |                  |
| Document Type                          | ZU         |          |                  |
| Posting Date                           | 31.12.2014 |          |                  |
| Document Date                          | 31.12.2014 |          |                  |
| Posting Period                         | 16         |          |                  |
| <b>Parameters for Opening Postings</b> |            |          |                  |
| Document Type                          | ZU         |          |                  |
| Posting Date                           | 02.01.2015 |          |                  |
| Document Date                          | 02.01.2015 |          |                  |
| Period                                 | 1          |          |                  |

**Parameters for Closing Postings:**

Change the Posting Date and Document Date = 31.12.Y-1  
(Last day of previous year)

**Parameters for Opening Postings:**

Change the Posting Date and Document Date = 01.01.Y

(1<sup>st</sup> Day of the Current Year)

3 – Tab Other Parameters:

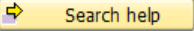
| Selections                                | Accounts           | Postings | Other Parameters |
|-------------------------------------------|--------------------|----------|------------------|
| <b>Additional Parameters for Postings</b> |                    |          |                  |
| Debit Posting Key                         | 40                 |          |                  |
| Credit Posting Key                        | 50                 |          |                  |
| Input Tax Code                            | CI                 |          |                  |
| Output Tax Code                           | 1G                 |          |                  |
| Tax Jurisdiction                          |                    |          |                  |
| Text                                      | RIPORTO SALDI 2014 |          |                  |
| Cost Center                               | 8090-9999          |          |                  |
| Accts with Cost Center Posti              |                    | to       |                  |
| Transaction Type                          |                    |          |                  |
| Debit Posting Key: Fixed Asset            | 70                 |          |                  |

Change the Text: **RIPORTO SALDI YYYY**

**Variant 8090BI\_GRP**

| G/L account selection |          |    |          |
|-----------------------|----------|----|----------|
| Chart of accounts     | 2001     | to |          |
| G/L account           | 10100000 | to | 59999999 |
| Company code          | 8090     | to |          |

| Selection using search help                                                       |  |
|-----------------------------------------------------------------------------------|--|
| Search help ID                                                                    |  |
| Search string                                                                     |  |
|  |  |

| Transaction Figures Selection |      |    |  |
|-------------------------------|------|----|--|
| Fiscal Year                   | 2014 | to |  |
| Business area                 |      | to |  |

| Selections                                      | Accounts     | Postings | Other Parameters |
|-------------------------------------------------|--------------|----------|------------------|
| Further Selections                              |              |          |                  |
| Posting Periods                                 | 1            | to       | 16               |
| Additional Selection Options                    |              |          |                  |
| Account Selection                               | P            |          |                  |
| Create Batch Input Update Run                   |              |          |                  |
| Batch Input Session Name                        | RAN_8090BIRP |          |                  |
| <input type="checkbox"/> Hold processed session |              |          |                  |
| Report Variant for Table TRVOR                  | 00           |          |                  |

- 1 - Change the Fiscal Year: Y-1 (previous year)
- 2 - Tab Postings:

| Selections                      | Accounts   | Postings | Other Parameters |
|---------------------------------|------------|----------|------------------|
| Parameters for Closing Postings |            |          |                  |
| Document Type                   | ZU         |          |                  |
| Posting Date                    | 31.12.2014 |          |                  |
| Document Date                   | 31.12.2014 |          |                  |
| Posting Period                  | 16         |          |                  |
| Parameters for Opening Postings |            |          |                  |
| Document Type                   | ZU         |          |                  |
| Posting Date                    | 02.01.2015 |          |                  |
| Document Date                   | 02.01.2015 |          |                  |
| Period                          | 1          |          |                  |

**Parameters for Closing Postings:**

Change the Posting Date and Document Date = 31.12.Y-1  
(Last day of previous year)

**Parameters for Opening Postings:**

Change the Posting Date and Document Date = 01.01.Y  
(1<sup>st</sup> Day of the Current Year)

- 3 - Tab Other Parameters:

| Selections                                | Accounts | Postings           | Other Parameters |
|-------------------------------------------|----------|--------------------|------------------|
| <b>Additional Parameters for Postings</b> |          |                    |                  |
| Debit Posting Key                         |          | 40                 |                  |
| Credit Posting Key                        |          | 50                 |                  |
| Input Tax Code                            |          | CI                 |                  |
| Output Tax Code                           |          | 1G                 |                  |
| Tax Jurisdiction                          |          |                    |                  |
| Text                                      |          | RIPORTO SALDI 2014 |                  |
| Cost Center                               |          | 8090-9999          |                  |
| Accts with Cost Center Posti              |          |                    | to               |
| Transaction Type                          |          |                    |                  |
| Debit Posting Key: Fixed Asset            |          | 70                 |                  |

Change the Text: **RIPORTO SALDI YYYY**

### 3.3.4.1. I Execute in Test Mode the Batch input

Execute one by one in **test** mode the variants:

| Selections                                      | Accounts | Postings                 | Other Parameters |
|-------------------------------------------------|----------|--------------------------|------------------|
| <b>Further Selections</b>                       |          |                          |                  |
| Posting Periods                                 |          | 1                        | to 16            |
| <b>Additional Selection Options</b>             |          |                          |                  |
| Account Selection                               |          | P                        |                  |
| Create Batch Input Update Run                   |          | <input type="checkbox"/> |                  |
| Batch Input Session Name                        |          | RAN_8090BIRP             |                  |
| <input type="checkbox"/> Hold processed session |          |                          |                  |
| Report Variant for Table TRVOR                  |          | 00                       |                  |

**DO NOT Select Create Batch Input Update Run and Hold processed session.**  
Extract the reports and copy to excel file:

RFSUMB00-Year-End Postings- 4  
Account Selection: P&L Statement Accts (Test Run)

| Number | Acct Type                       | Accumulated balance | Crcy |
|--------|---------------------------------|---------------------|------|
| 11     | Profit & Loss Statement Account | 668.708,52          | EUR  |
|        | Balance Sheet Accounts          | 0,00                | EUR  |
| 11     | Profit & Loss Statement Account |                     |      |
| 11     | Profit & Loss Statement Account |                     |      |
|        | Only Accounts That Can Be Post  | 0,00                | EUR  |
| * 33   |                                 | 668.708,52          | EUR  |

RFSUMB00-Year-End Postings- 3  
Account Selection: Balance Sheet Accts (Test Run)

| Number | Acct Type                       | Accumulated balance | Crcy |
|--------|---------------------------------|---------------------|------|
|        | Profit & Loss Statement Account | 0,00                | EUR  |
| 80     | Balance Sheet Accounts          | 39.285.140,53       | EUR  |
|        | Profit & Loss Statement Account |                     |      |
|        | Profit & Loss Statement Account |                     |      |
| 44     | Only Accounts That Can Be Post  | 39.587.000,59       | EUR  |
| * 124  |                                 | 301.860,06          | EUR  |

RFSUMB00-Year-End Postings- 3  
Account Selection: Balance Sheet Accts (Test Run)

| Number | Acct Type                       | Accumulated balance | Crcy |
|--------|---------------------------------|---------------------|------|
|        | Profit & Loss Statement Account | 0,00                | EUR  |
| 32     | Balance Sheet Accounts          | 668.708,52          | EUR  |
|        | Profit & Loss Statement Account |                     |      |
|        | Profit & Loss Statement Account |                     |      |
|        | Only Accounts That Can Be Post  | 0,00                | EUR  |
| * 32   |                                 | 668.708,52          | EUR  |

RFSUMB00-Year-End Postings- 4  
Account Selection: P&L Statement Accts (Test Run)

| Number | Acct Type                       | Accumulated balance | Crcy |
|--------|---------------------------------|---------------------|------|
| 119    | Profit & Loss Statement Account | 65.718.677,85       | EUR  |
|        | Balance Sheet Accounts          | 0,00                | EUR  |
| 119    | Profit & Loss Statement Account |                     |      |
| 119    | Profit & Loss Statement Account |                     |      |
| 73     | Only Accounts That Can Be Post  | 75.767.798,86       | EUR  |
| * 430  |                                 | 10.049.121,01       | EUR  |

### 3.3.4.2. I Execute in Real Mode the Batch input

Execute the variants in real mode to create the batches in SM35.

Additional Selection Options

|                                                            |              |
|------------------------------------------------------------|--------------|
| Account Selection                                          | P            |
| Create Batch Input Update Run                              | X            |
| Batch Input Session Name                                   | RAN_8090BIRP |
| <input checked="" type="checkbox"/> Hold processed session |              |
| Report Variant for Table TRVOR                             | 00           |

**SELECT Create Batch Input Update Run and Hold processed session.**

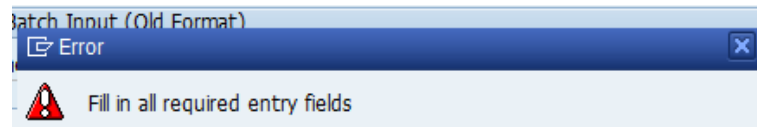
4 batches in SM35 are ready to run.

|  | Session name | St... | Created By | Date       | Time     | Creation Pro... |
|--|--------------|-------|------------|------------|----------|-----------------|
|  | RAN_8090BIGR | ✓     | LGHIRARD   | 28.10.2014 | 12:02:41 | RFSUMB00        |
|  | RAN_8090BIHG | ✓     | LGHIRARD   | 28.10.2014 | 12:02:10 | RFSUMB00        |
|  | RAN_8090PLGR | ✓     | LGHIRARD   | 28.10.2014 | 11:57:58 | RFSUMB00        |
|  | RAN_8090PLHG | ✓     | LGHIRARD   | 28.10.2014 | 11:56:04 | RFSUMB00        |

(Note: you need to run them in the order mentioned before)

## Variants Errors

Bellow Listed types of errors to be manually processed during the execution of Batch Input files.



| Common Errors while processing Batch-input                                                                                       | Solution                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Movement type field mandatory</b> Pour certains comptes, cette zone est rendue obligatoire via une procédure de validation FI | Fill the area with the "F99" value corresponding to the code used for occasions.                                                                 |
| <b>Partner company code</b>                                                                                                      | This information will be populated with the value corresponding to the Company being treated .Ex. : 77436 pour la société 7743 Rhodia Siliconi ★ |
| <b>Value Date Mandatory</b> Mandatory for bank accounts                                                                          | Closure period (31/12/NN)                                                                                                                        |
| <b>Baseline Date Mandatory</b> Mandatory for 3rd parties accounts with code CGS                                                  | Closure Period (31/12/NN)                                                                                                                        |
| <b>VAT CODE</b> Mandatory to insert the VAT code for Suppliers and Customers accounts                                            | Codes to use : 1G for VAT collective (Customers)                                                                                                 |

## A profit center must be assigned to GL account 40100500

Use Profit center: Z006-9999



Others Errors may appear during procedure and could be similar to the one's that happen in PF1, check variants error for PF1.

### 3.3.5. I perform the final postings

Execute manually the posting template.

|                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                          |                                                                                             |                                                                           |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>2013_15 P&amp;L HG</b><br>89899999<br>Carry forward P&L<br>668,708.52    668,708.52                                                                                                                                                                                                                                                                                         | <b>2013_15 P&amp;L GR</b><br>89899999<br>Carry forward P&L<br>202,211.13    10,251,332.14<br>10,251,332.14    202,211.13 | <b>2013_15 P&amp;L GR</b><br>12800320<br>Retired earning P&L<br>202,211.13    10,251,332.14 | <b>2013_15 P&amp;L HG</b><br>81280032<br>P&L for the period<br>668,708.52 | <b>2013_16 BI HG</b><br>85999900<br>BS account closing<br>121,740.13    121,740.13 | <b>2013_16 BI GR</b><br>85999900<br>BS account closing<br>121,740.13    121,740.13 | <b>2013_16 BI GR</b><br>12800320<br>Retired earning P&L<br>10,049,121.01 | <b>2013_16 BI HG</b><br>81280032<br>P&L for the period<br>668,708.52 | <b>2014_01 BI HG</b><br>85999901<br>BS account opening<br>121,740.13    121,740.13 | <b>2014_01 BI GR</b><br>85999901<br>BS account opening<br>121,740.13    121,740.13 | <b>2014_01 BI GR</b><br>12800320<br>Retired earning P&L<br>10,049,121.01 | <b>2014_01 BI HG</b><br>81280032<br>P&L for the period<br>668,708.52 | <b>2014_01 BI HG</b><br>12800600<br>Retain. Earn.-USGAAP<br>9,502,152.62 |
| <b>Batch input postings</b><br>G/L Account    89899999    CARRY FORWARD TRIPLE P&L ACCT<br>89899999    12800320    P&L<br>Company Code    859031.12.9999                                                                                                                                                                                                                       |                                                                                                                          |                                                                                             |                                                                           |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                          |
| <b>Re-classification on 2014/15</b> <b>Year end post PL manual</b><br>50    89899999    668,708.52    RIPOERTO 2014<br>40    81280032    668,708.52    RIPOERTO 2014<br>40    89899999    10,251,332.14    RIPOERTO 2014<br>50    12800320    10,251,332.14    RIPOERTO 2014<br>50    89899999    202,211.13    RIPOERTO 2014<br>40    12800320    202,211.13    RIPOERTO 2014 |                                                                                                                          |                                                                                             |                                                                           |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                          |
| <b>Re-classification on 2014/16</b> <b>Year end post BS manual</b><br>40    85999900    121,740.13    RIPOERTO 2014<br>40    12800320    10,049,121.01    RIPOERTO 2014<br>50    81280032    668,708.52    RIPOERTO 2014<br>50    12800600    9,502,152.62    RIPOERTO 2014                                                                                                    |                                                                                                                          |                                                                                             |                                                                           |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                          |
| <b>reverse Posting Keys 2013/16</b> <b>Re-classification on 2015/01</b> <b>Year end post manual</b><br>50    85999901    121,740.13    RIPOERTO 2014<br>50    12800320    10,049,121.01    RIPOERTO 2014<br>40    81280032    668,708.52    RIPOERTO 2014<br>40    12800600    9,502,152.62    RIPOERTO 2014                                                                   |                                                                                                                          |                                                                                             |                                                                           |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                                    |                                                                                    |                                                                          |                                                                      |                                                                          |

Supporting file is available in appendix of this procedure.

3.3.6. I ensure consistency of data

- After all the steps are done, we need to:
- 1 - Check the consistency and to reverse ALL the changes that we did before.
  - 2 - Reverse all the changes done before
  - 3 - Close the periods (OB52 and n/FIN3/OKP1\_BK)

3.3.7. I perform the final validation

Compare the heading L12800 form report GR55 Z4F1 with January BFC

|     |            |                         |                |
|-----|------------|-------------------------|----------------|
| **  | ZFC-L10100 | Share Capital           | 31.740.000,00- |
| **  | ZFC-L12000 | Profit/Loss for the per | 1.511.937,60-  |
| **  | ZFC-L12800 | Retained earnings       | 22.414.275,90- |
| **  | ZFC-L12840 | Def tax on actuarial ga | 120.311,66-    |
| **  | ZFC-L12850 | Actuarial gain/(loss) o | 501.298,57     |
| *** | ZFC-L100   | Equity attributable to  | 55.285.226,59- |

|        |                             | F00<br>OPENING | F99<br>CLOSING |
|--------|-----------------------------|----------------|----------------|
| L10100 | Share Capital               | 31,740         | 31,740         |
| L10610 | Group consolidated reserves | -              | -              |
| L11000 | Issue premiums              | -              | -              |
| L12000 | Profit/Loss for the period  | 1,432          | 1,512          |
| L12200 | Translation reserve         | -              | -              |
| L12800 | Retained earnings           | 20,982         | 22,414         |

End of document.