BE - Pension Fund Allowances PF1

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

? Unknown Attachment

ERP

? Unknown Attachment

Frequency

? Unknown Attachment

References

SM35; ZZF_POSTING_FILE; Z1K_ACTUAL; GR55

Forms

BE PENSION FUND Allowances Cadres PF1

BE PENSION FUND Allowances EO PF1

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this procedure is to explain how to perform the posting of payment of pension fund allowance to Solvay Group employees "CADRES" and "EMPLOYES ET OUVRIERS" (EEO).

1.2. Scope

This procedure applies to the all Belgium company and the environment is SAP-PF1.

2. Definitions

See Finance Glossary:

- EEO
- PF1

3. Tasks description

The payment of pension fund allowance will be divided in several postings according:

- The nature of employees: Cadres or EEO, and
- The cost center allocated.

For CADRES, the posting generates:

- A debit on account 6220033200 (Pension fund-managers), and
- A credit on account 2456003251 (Pension fund-managers, employer allowance).

For EEO, the posting generates:

- A debit on account 6220030300 (Pension fund-employees), and
- A credit on account 2456003253 (Pension fund- employees).

> **Pay attention**
>
> For the costs concerning company 0001, we will debit the account 7050010000 instead account 622*.

3.1. Responsibilities

HR Team is responsible to sent 2 files via fresdesk: Cadres and EEO (in general around 20th of the next month).
Finance Operations is responsible for performing the split and the posting of allowances; and checking the posting consistency.
FO are responsible for checking the final consistency on HR accounts.

3.2. Periodicity

The posting of pension fund allowance has to be performed on a monthly basis, after the reception of 2 files: Cadres and EEO by HR team (in general around 20th of the next month).

- The EEO and Cadres files are sent by distribution list : HRO-Benefits BE hro-benefits.be@solvay.com

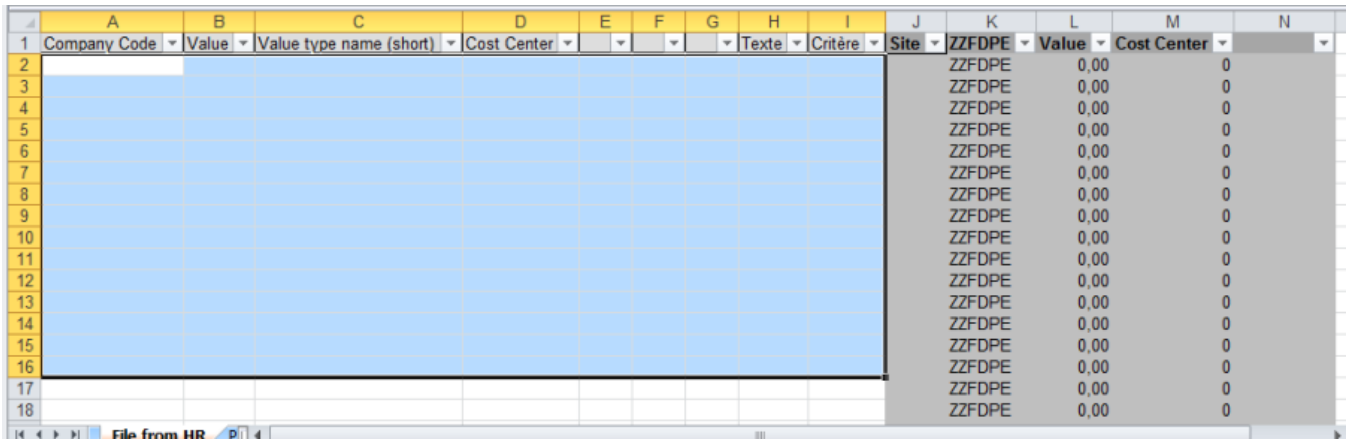
3.3. I calculate and post pension fund allowances for CADRES and EEO

Save all documents received from HR Team, regarding pension fund allowance for Cadres/EEO. Open BE PENSION FUND Allowances Cadres PF1 a nd BE PENSION FUND Allowances EO PF1, according to what you are doing. The steps for both are basically the same.

3.3.1. I perform the posting of allowances

3.3.1.1. I paste the data received

Copy the data from HR file and paste it in sheet File from HR:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Company Code	Value	Value type name (short)	Cost Center				Texte	Critère	Site	ZZFDPE	Value	Cost Center	
2											ZZFDPE	0,00	0	
3											ZZFDPE	0,00	0	
4											ZZFDPE	0,00	0	
5											ZZFDPE	0,00	0	
6											ZZFDPE	0,00	0	
7											ZZFDPE	0,00	0	
8											ZZFDPE	0,00	0	
9											ZZFDPE	0,00	0	
10											ZZFDPE	0,00	0	
11											ZZFDPE	0,00	0	
12											ZZFDPE	0,00	0	
13											ZZFDPE	0,00	0	
14											ZZFDPE	0,00	0	
15											ZZFDPE	0,00	0	
16											ZZFDPE	0,00	0	
17											ZZFDPE	0,00	0	
18											ZZFDPE	0,00	0	

File from HR

3.3.1.2. I run Macro

Go to sheet "DATABASE" and run the macro:

3.3.1.3. I check the results

Before making the post, consider the following checks:

1) The Grand Total of your pivot table (sheet PIVOT 1-POSTING) has to be equal to sum of amounts in original data base (sheet File from HR):

C325 =SUM(C2:C324)

	A	B	C	D	E	F	G	H	I	J
1	Company Code	Numéro	Montant	Vide	Vide	Vide	Vide	Vide	SITE	Cost Center
319	0001	6220033200	709,66						SM	SM16400090
320	0001	6220033200	161,97						SM	SM16400090
321	0001	6220033200	1.037,79						SM	SM16400090
322	0001	6220033200	643,94						SM	SM16400090
323	0001	6220033200	892,53						SM	SM16400090
324	0001	6220033200	1.837,70						SM	SM16400090
325			593.084,68							

(blank)	(blank)	
(blank) Total		
0037	C3	826,5
0037 Total		826,5
5624	WC	852,15
5624 Total		852,15
Grand Total		593084,68

2) In sheet "ZZF_POSTING_FILE" check if amount in line of account 2456003251 is equal to the Grand Total of pivot table & Sum of amounts in Original data base:

L	M	N	O	P
Co Code	Post K	G/L account	Amount Doc cur	Amount
BSEG-BUK	BSEG	BSEG-SAKNR	BSEG-WRBTR	BSEG-D
	50	2456003251	593.084,68	
0001	40	6220033200	412.710,49	
0005	40	6220033200	14.231,04	

Remarks:

a. In case the values don't match is because some amount is missing in the posting file. You need to review data base and see if all CC are assigned to the respective company code, and if some is wrong correct the company code and make new refresh of pivot table and check again the total amounts.
b. Pay attention: For company 0237 the split is done by Establishment code (CADRES):

0237	J7	2.501,09	J7800R6220	2.501,09
	X3	1.108,53		
	X4	10.289,39	X338610200	11.397,92
0237 Total		13.899,01		13.899,01

3) In sheet "ZZF_POSTING_FILE, check carefully also the following

a. Header Text: Update with the Freshdesk number;
b. CO Code & Cost Centers & CO Order& WBS: Update only if needed;
c. G/L account-Debit:
d. Post the debit of all lines copied, use the account 6220033200 for CADRES and 6220030300 for EEO;
e. G/L account-Credit:
   i. Use account 7050010000 for cost remaining in Cy 0001;
   ii. Post the credit on account 2456003251 for CADRES and 2456003253 for EEO, of total amount and update the date in related Text;

Final check before posting: Make sure that the sum of the credit amount (in posting file-column N) is the same as in pivot table and original data base.

3.3.1.4. I perform the posting

Save the file you are working while displaying the sheet "ZZF_POSTING_FILE ".
Go to transaction ZZF_POSTING_FILE and post the file.

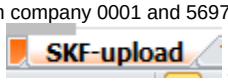
Don't forget to attach all the document justification: Excel file with the original data base, calculation and posting.

3.3.2. I perform the posting of Statistical Key Figures

3.3.2.1. I create the file to upload

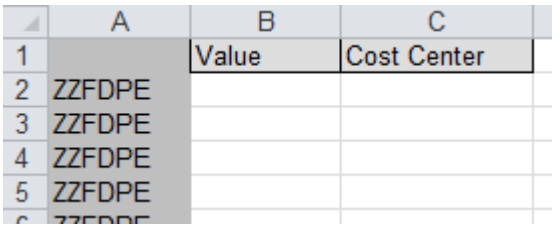
In order to have the SKF upload go to sheet database and press the button
This macro will pick the amounts and cost centers from company 0001 and 5697 in

sheet and copy past them into



sheet.

In case the macro doesn't work, just copy and paste the needed figures in the correspondent columns:



	A	B	C
1		Value	Cost Center
2	ZZFDPE		
3	ZZFDPE		
4	ZZFDPE		
5	ZZFDPE		

Confirm if the total amounts are equal to the ones in sheet PIVOT 1-POSTING.
The Key figure values will be different according to the file that is being used: (= ZZFDPC for CADRES and ZZFDPE for EO);
Save the sheet SKF-upload in TXT format and upload it according to the instruction below.

3.3.2.2. I perform the posting

In SAP, run transaction Z1K_ACTUAL and select option Z1K_UPLOAD_RATIOS:

Then go to transaction SM35 and launch the batch input created considering the following options:

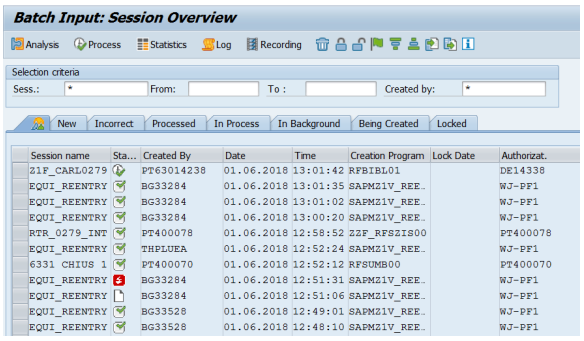
a. Processing Mode: Display errors only
b. Additional functions: Expert mode & Dynpro standard size

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.

STEP 2

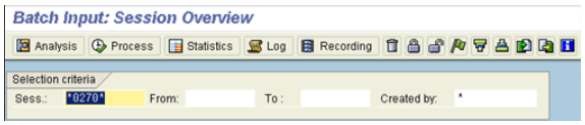
Look for the batch input session to be processed

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

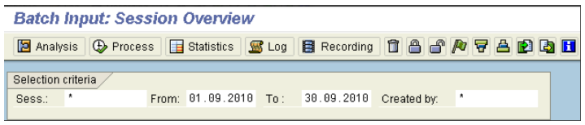
These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

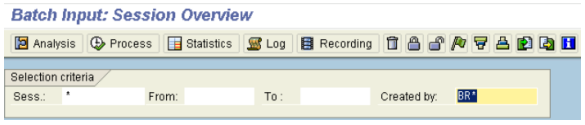
- *Session*: where you can insert the session name you are looking for



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



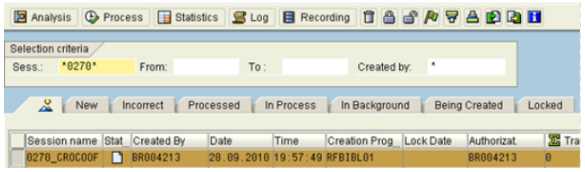
- *Created By*: where you can insert the user who created the batch input session



STEP 3

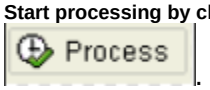
Select the batch input session to be processed

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



STEP 4

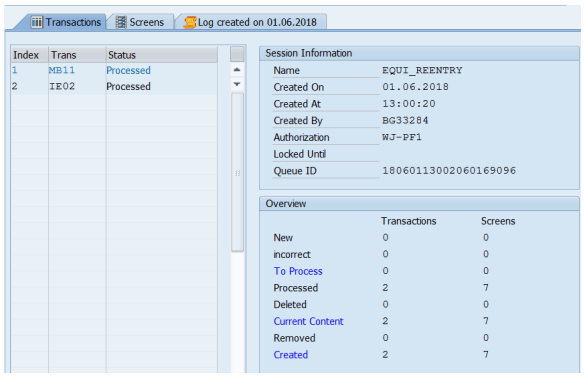
Start processing by clicking on



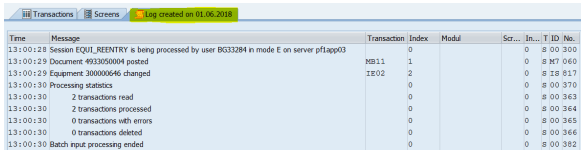
STEP 5

Double click over the session.

Check the status of the batch input session



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

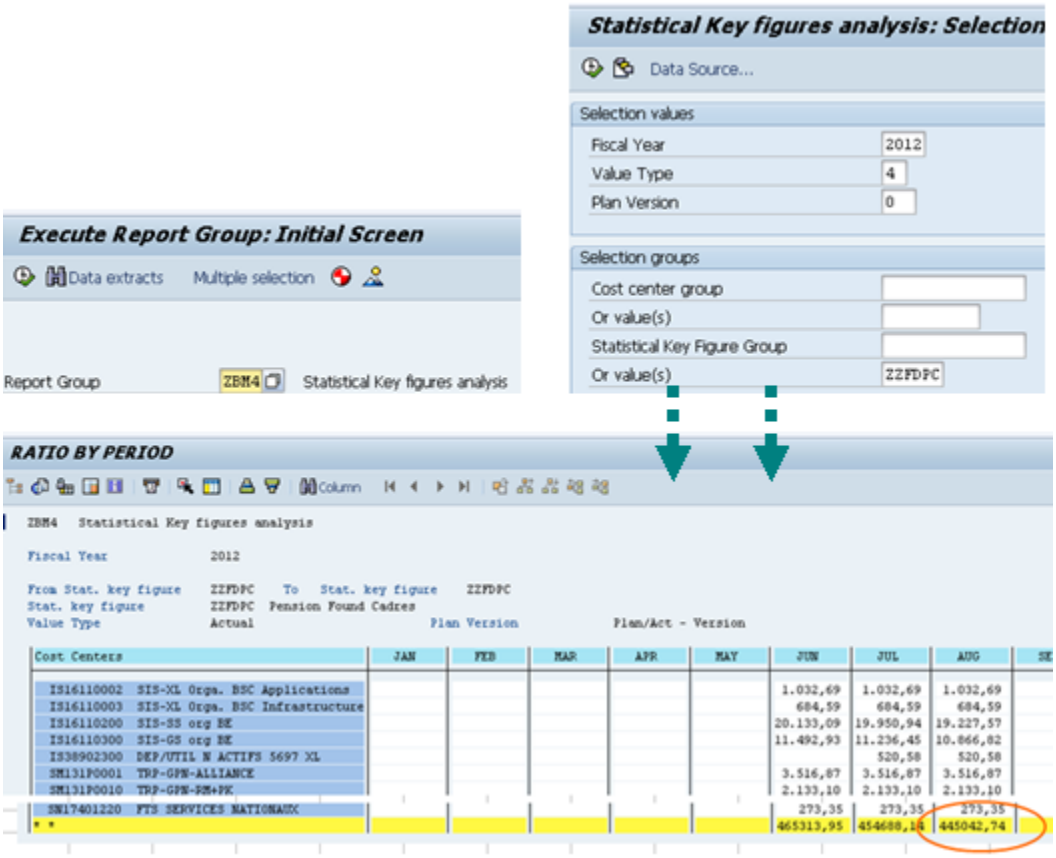


STEP 6

Check batch input session via *SM37* transaction

3.3.2.3. I check the results

Run transaction GR55 => ZBM4 - SKF Analysis in order to check if values are OK in each SKF created. Select the Fiscal Year and SKF Value ZZFDPC for CADRES and ZZFDPE for EEO:



3.3.3. I inform HR local team

Inform HR local team that allowances of pension fund for CADRES and EEO were calculated and posted in BE companies, by giving feedback in the Freshdesk ticket.

End of document.