US - AP Accruals US Companies

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

Forms

AP Accruals US companies

Attachments

NAM Month End Accrual Report

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1. Objective and Scope

1.1. Objective of this Operation

The objective of this procedure is to control and perform the reconciliation of the open amounts that are changed from one month to another on the Blanket PO's.

At month end, Purchasing Service Line will extract all the open items in their scope following NAM Month End Accrual Report and send to CAM for validation, noting in an Excel template which items to accrue.

For more in formations about the Purchasing Service Line part of the processes, please see the procedure mentioned before.

1.2. Scope

This procedure is applicable for the following companies:

- US
- Extendable to any company that use the blanket PO and have a need to accrue these items

2. Definitions

See Finance Glossary:

- ERP
- PF1
- PO
- SBS
- CAM

3. Tasks description

3.1. Responsibilities

CAM Responsibilities:

- To mark, in the file sent by Purchasing Service Line, the items to accrue and send to Finance Operations NAM**;**
- To inform Purchasing Service Line and Finance Operations NAM if any automatic rule to accrue, i.e. by amount, supplier or other condition.

SBS Responsibilities:

- Purchasing Service Line: to export the data and and send the file AP Accruals US companies to CAM validation.
- Finance Operations NAM: to check and upload the data to ERP PF1 based on CAM validation.

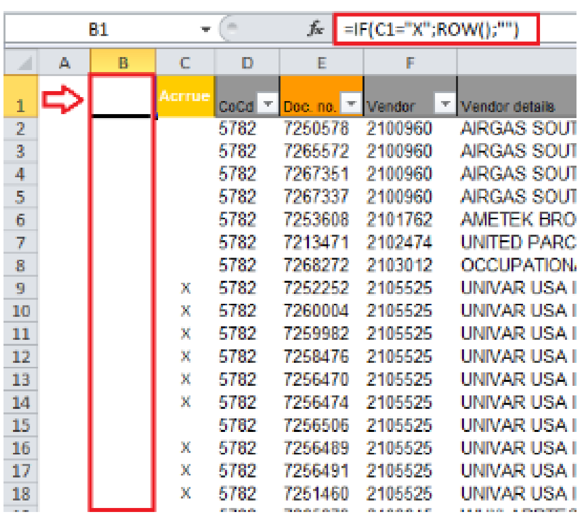
3.2. Periodicity

This procedure is done on D+1 after CAM validation.

3.3. I receive check and perform the post

3.3.1. I retrieve the data

The CAM will send the request by a ticket in Freshdesk to Finance Operation NAM. The CAM will insert an "x" in column "A" for each item they wish to accrue. Finance Operation NAM need to check if the formula *=IF(C1="X";ROW();"")* is in column B is copy to all lines:


B1 =IF(C1="X";ROW();"")

	A	B	C	D	E	F	
1			Accrue	CoCd	Doc. no.	Vendor	Vendor details
2				5782	7250578	2100960	AIRGAS SOUT
3				5782	7265572	2100960	AIRGAS SOUT
4				5782	7267351	2100960	AIRGAS SOUT
5				5782	7267337	2100960	AIRGAS SOUT
6				5782	7253608	2101762	AMETEK BRO
7				5782	7213471	2102474	UNITED PARC
8				5782	7268272	2103012	OCCUPATION.
9			X	5782	7252252	2105525	UNIVAR USA I
10			X	5782	7260004	2105525	UNIVAR USA I
11			X	5782	7259982	2105525	UNIVAR USA I
12			X	5782	7258476	2105525	UNIVAR USA I
13			X	5782	7256470	2105525	UNIVAR USA I
14			X	5782	7256474	2105525	UNIVAR USA I
15				5782	7256506	2105525	UNIVAR USA I
16			X	5782	7256489	2105525	UNIVAR USA I
17			X	5782	7256491	2105525	UNIVAR USA I
18			X	5782	7251460	2105525	UNIVAR USA I

The account assignment will already be pre-populated, based on the PO information, the template will be automatically updated with the line marked with the "X", generating the posting file:

M	N	O	P	Q	R	S	T	U	V	W	X
Header Te	Co Code	Posting Ke	G/L account	Amount Doc cur	Amount C	Tax code	B.A.	Value date	CO Order	Cost center	WBS elem
BKPF-BKT	BSEG-BU	BSEG-BS	BSEG-SAKNR	BSEG-WRBTR		BSEG-MW	BSEG-GS	BSEG-VA	BSEG-AUFNR	BSEG-KOSTL	BSEG-PR
Accrual		**50**	**2729000000**	**29104,43**							
		40	6470003710	27750,82						U516300201	
		40	6122040000	325,98						U517400209	
		40	6120005501	615,17						U516400301	
		40	6120005501	412,46						U516400301	
		40							FALSE	FALSE	FALSE
		40							FALSE	FALSE	FALSE

3.3.2. I check the information

Finance Operation NAM will check the posting file information:

1. Open the attached file and in the sheet "Posting File" and fill the field "Reference"with the case number:

Reference
BKPF-XBLNR
BO-

2. Change the date in "Doc Date", the cells in the right should be automatically changed:

Doc Date	Posting Date	Posting period
BKPF-BLDAT	BKPF-BUDAT	BKPF-MONAT
30062019	30062019	06

3. Check the field "Reversal reason", must be "5" and "reversal date" that must be the fist day of the following month. Also the "Transaction code" and "Doc Type" must be "FBS1" and "S8" respectively:

Reversal reason	reversal date	Transaction code	Doc Type
BKPF-STGRD	BKPF-STODT	BKPF-TCODE	BKPF-BLART
05	01072019	FBS1	S8

In case of doubt, read the sheet "Instructions".

3.3.3. I post the file

After all the information were checked, this entry must be uploaded on ERP PF1 through transaction "ZZF_POSTING_FILE", and the document number informed to the CAM accountant:

Company code	Contact Person
5782	CAM - Patrick Mcnulty
4290/3384	CAM - Betty Skweres
4045	CAM - Stephania Pierce

End of document.