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

Table of contents

Scope

ERP

PF1 WP1

Frequency

References

Forms

IT 8090 Manual Postings Diversi

Attachments

Previous OP << IT - Final Postings for Year End Closure >> *Next OP*

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 XXXXXXX.
>
> 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 on 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

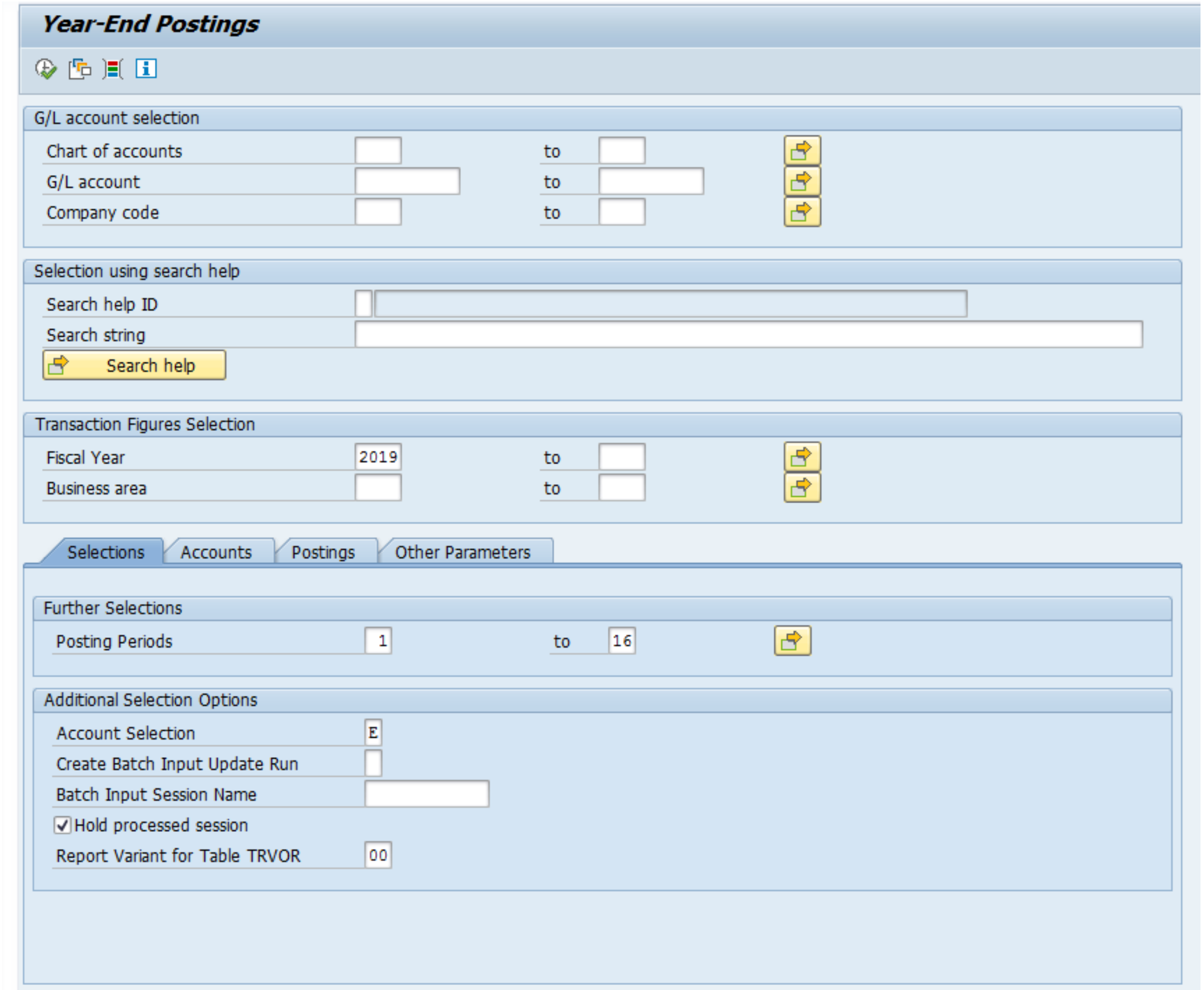
Using the transaction OB52 you have to open the accounting period nr.16 of the previous year and period 01 of the current year, **please ask the team responsible to do it.**

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):



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.

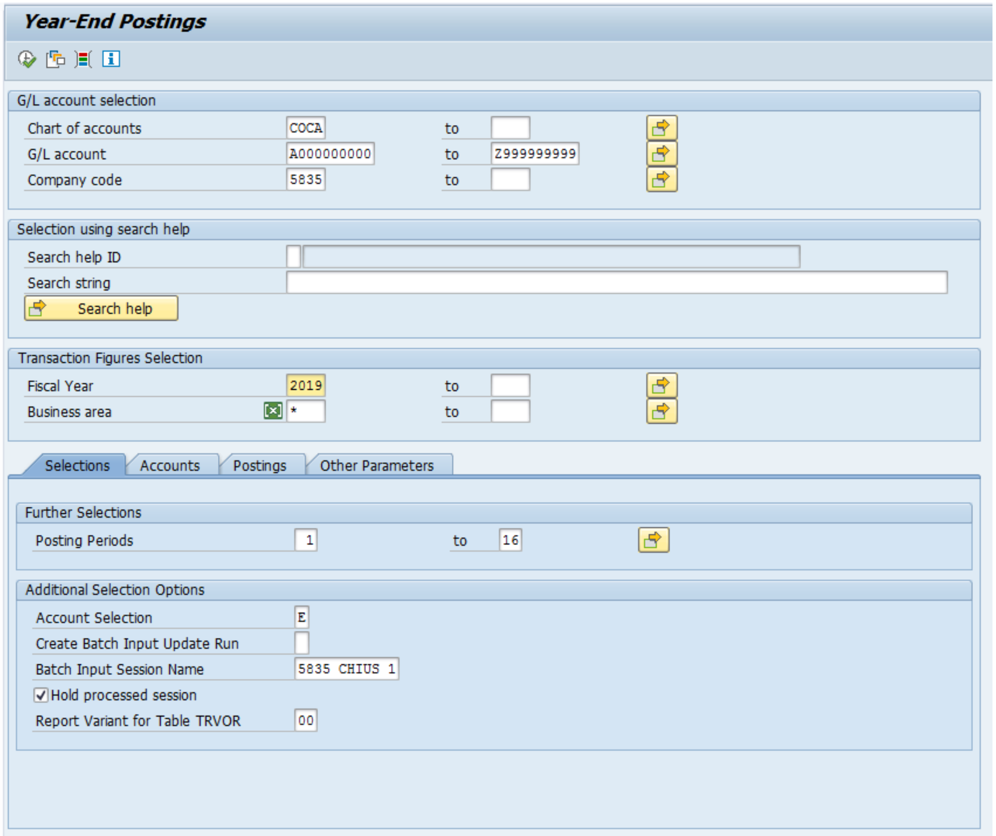
When running the transaction in real mode a Batch Input Session will be created in SM35 with the following names:

- XXXX CHIUS 1 – for first variant (Conti Alphanumerical)
- 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.

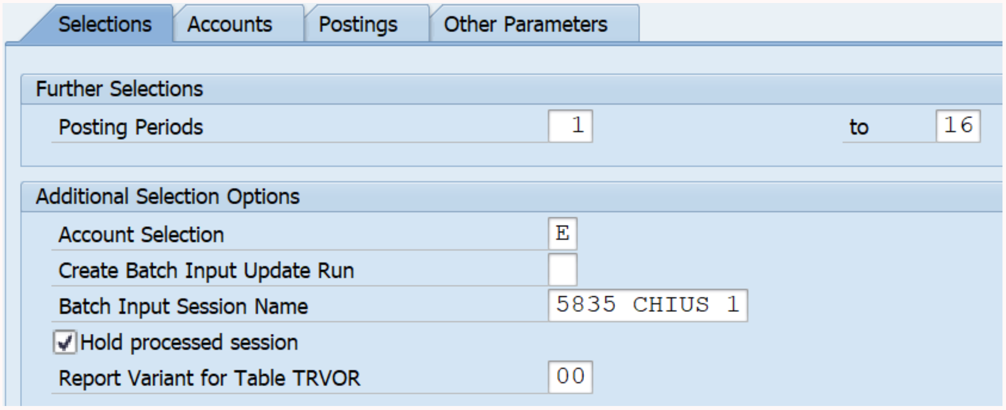
3.2.4.1. I run the 1st Variant – Balance Alphanumeric (F and G)

Open transaction F_IT_01 and select 1st variant **"XXXX CHIU.ALF."**:

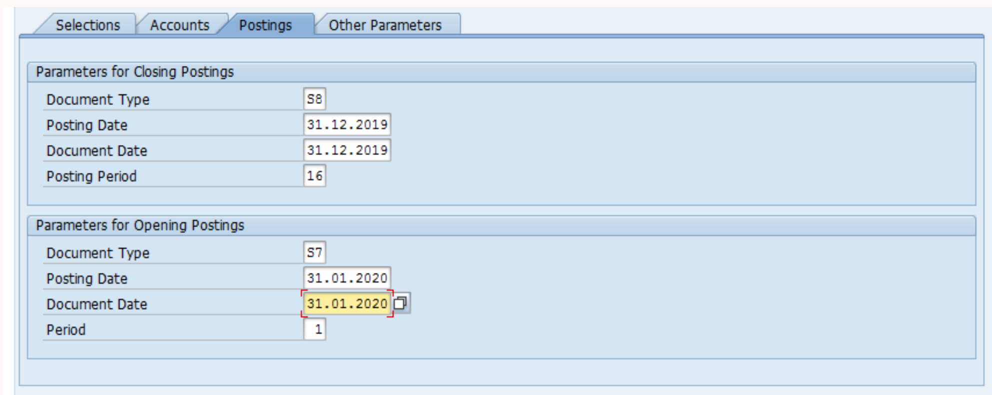


Pay **very attention** on the selections that need to be updated every year, all the other fields are fixed:

- **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.

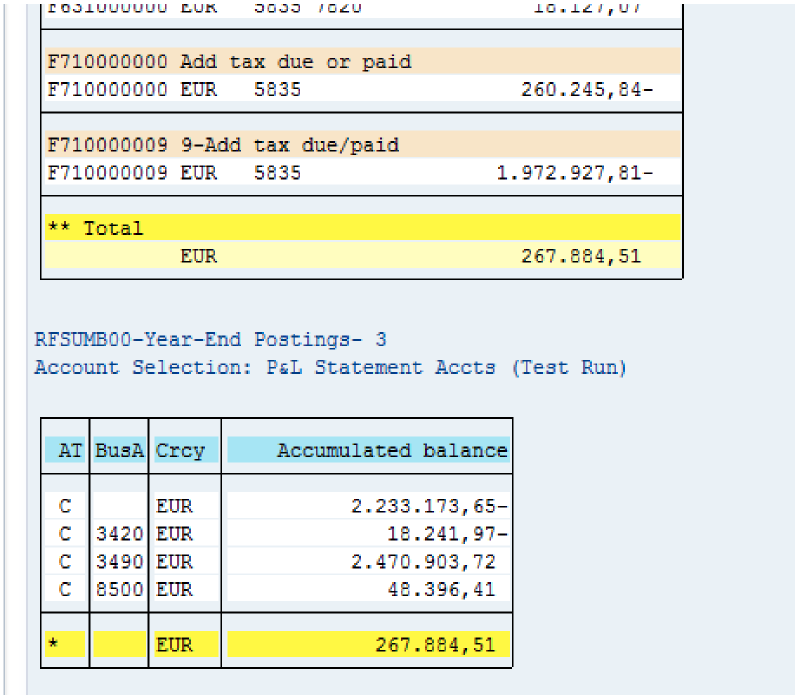


  - **TAB Postings -** the **date of the postings** (doc date and posting date) have to be updated accordingly to the year that is being close and reopened, doc type and period should remain (S8 – period 16 and S7 – period 01)



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.

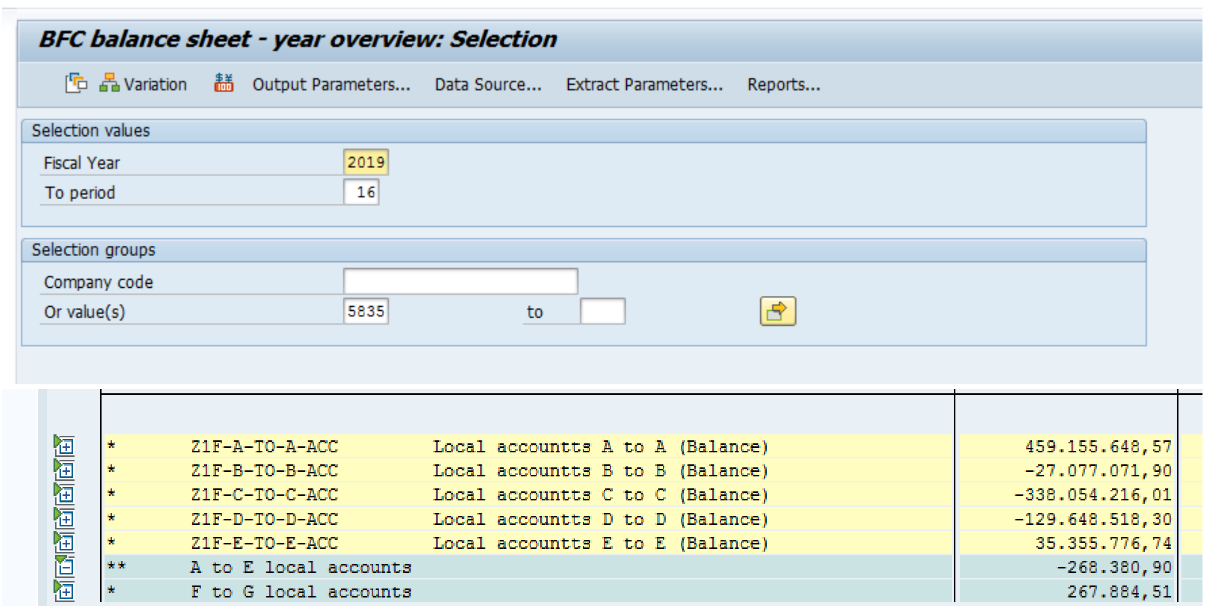


F631000000	EUR	5835	7820	18.127,07
F710000000	Add tax due or paid			
F710000000	EUR	5835		260.245,84-
F710000009	9-Add tax due/paid			
F710000009	EUR	5835		1.972.927,81-
** Total				
	EUR			267.884,51

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

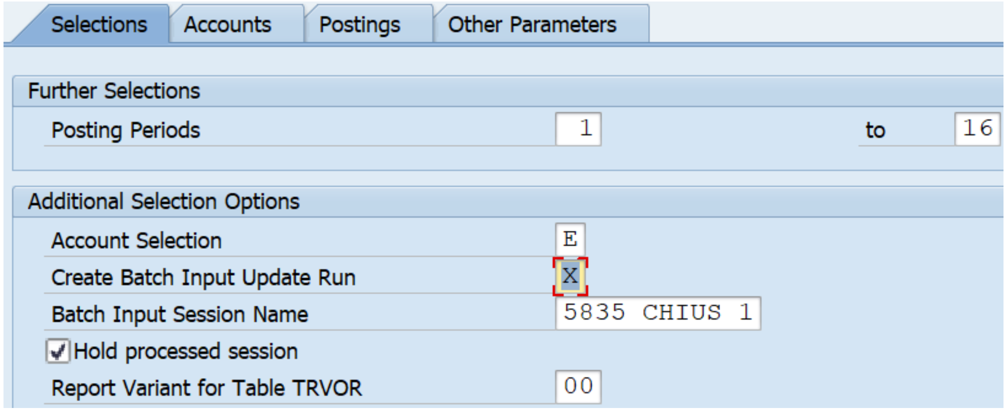
Selection groups

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

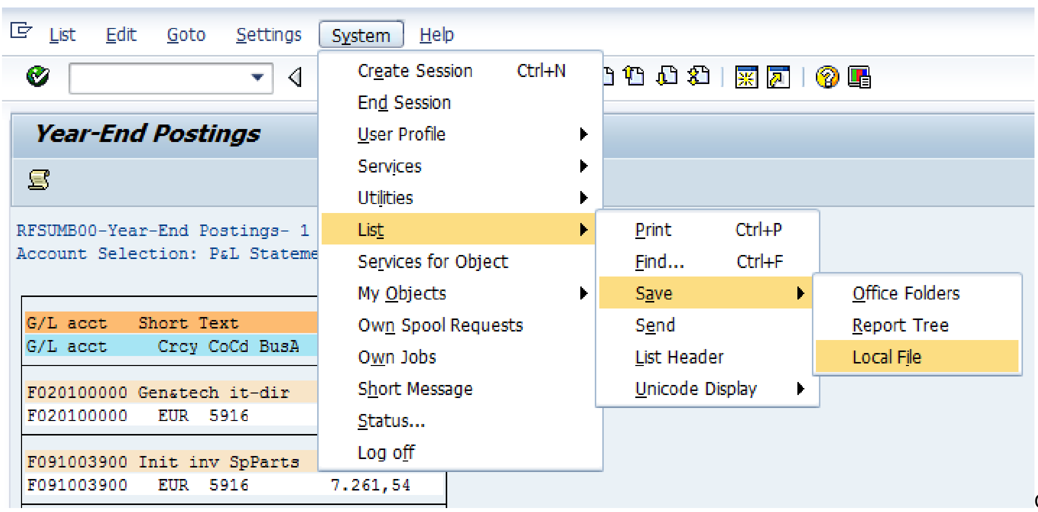
If the amount in lines (F and G) are the same, then we can run the program in **real mode**.

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:

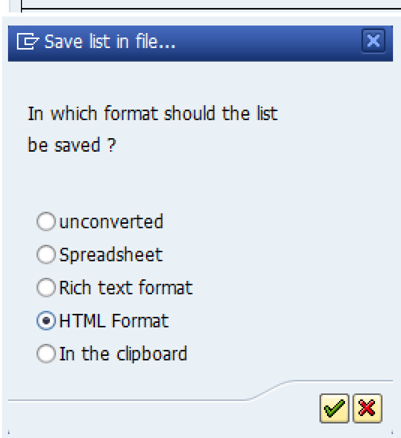


The outcome will be exactly the one displayed before but **instead** of **test run you will see Update Run –** this means that a batch session has been created**.**

> 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.

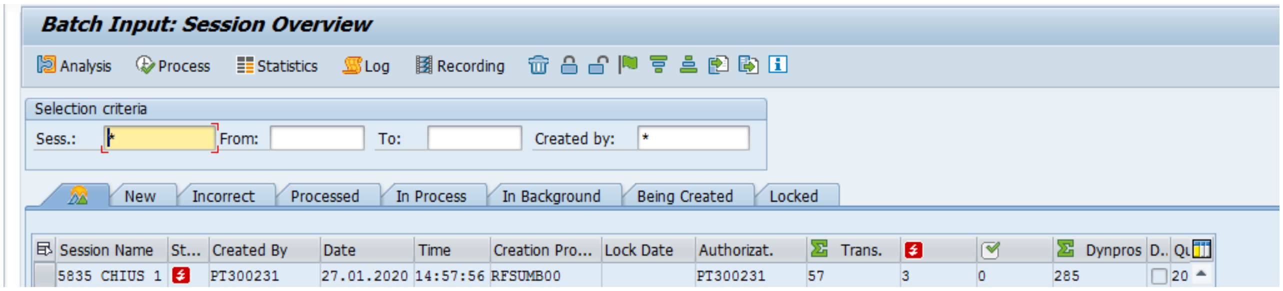


Choose:



Save 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.



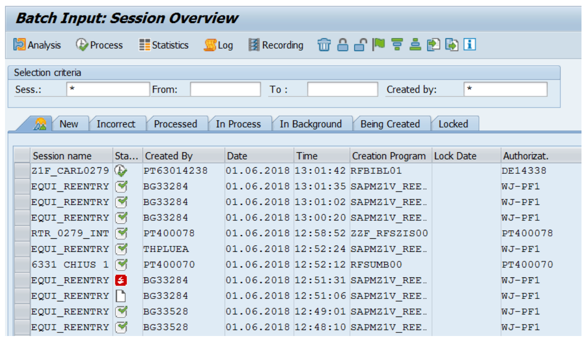
STEP 1

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

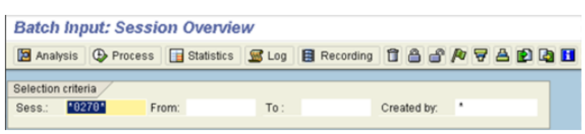
Look for the batch input session to be processed

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

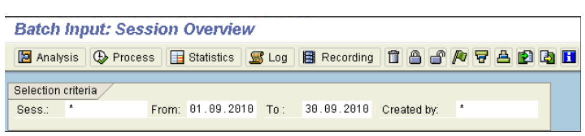
These selection criteria can be combined in order to strengthen the list of batch input sessions.

Selection by

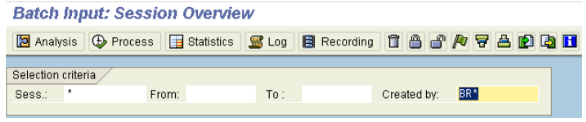
- *Session*: where you can insert the session name you are looking for



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



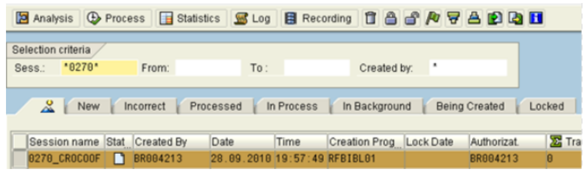
- *Created By*: where you can insert the user who created the batch input session



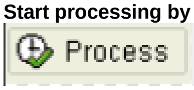
STEP 3

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:



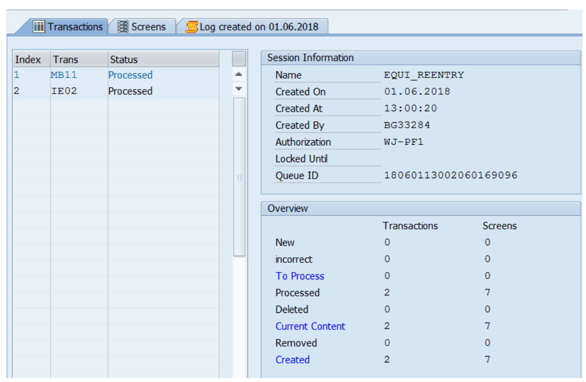
STEP 4

Start processing by clicking on .

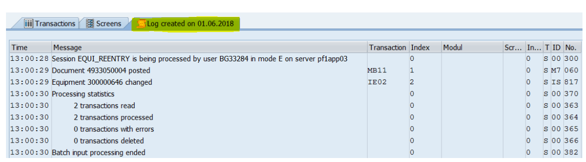
STEP 5

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":

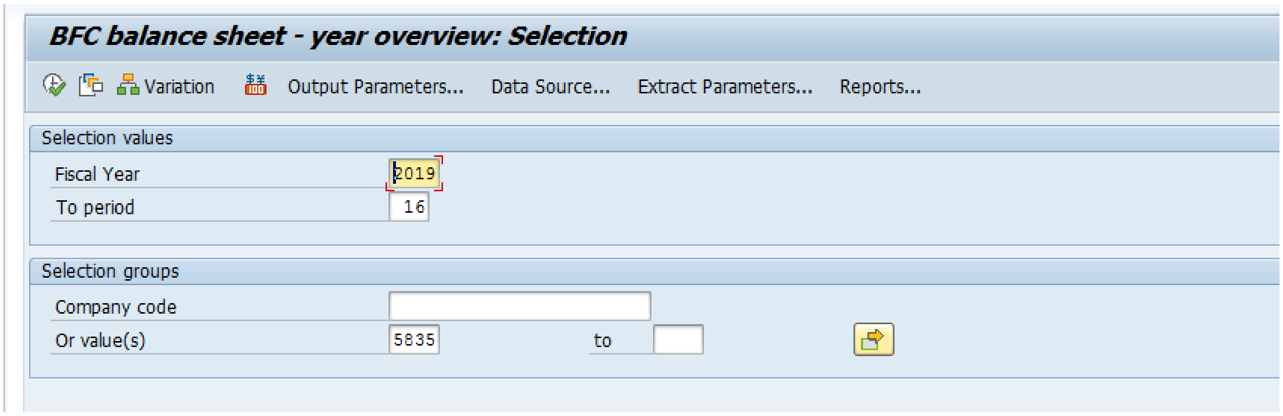


STEP 6

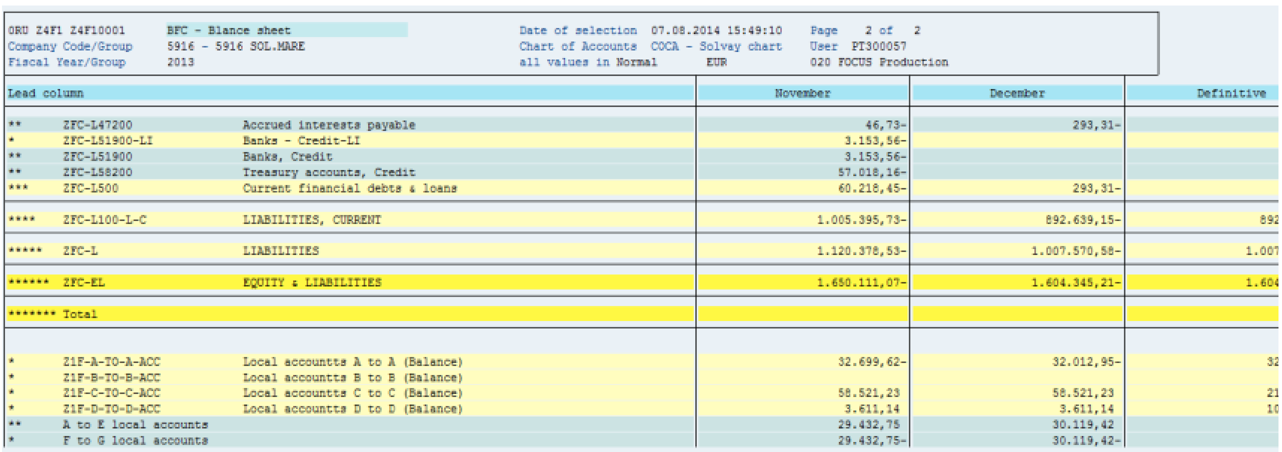
Check batch input session via *SM37* transaction

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:



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

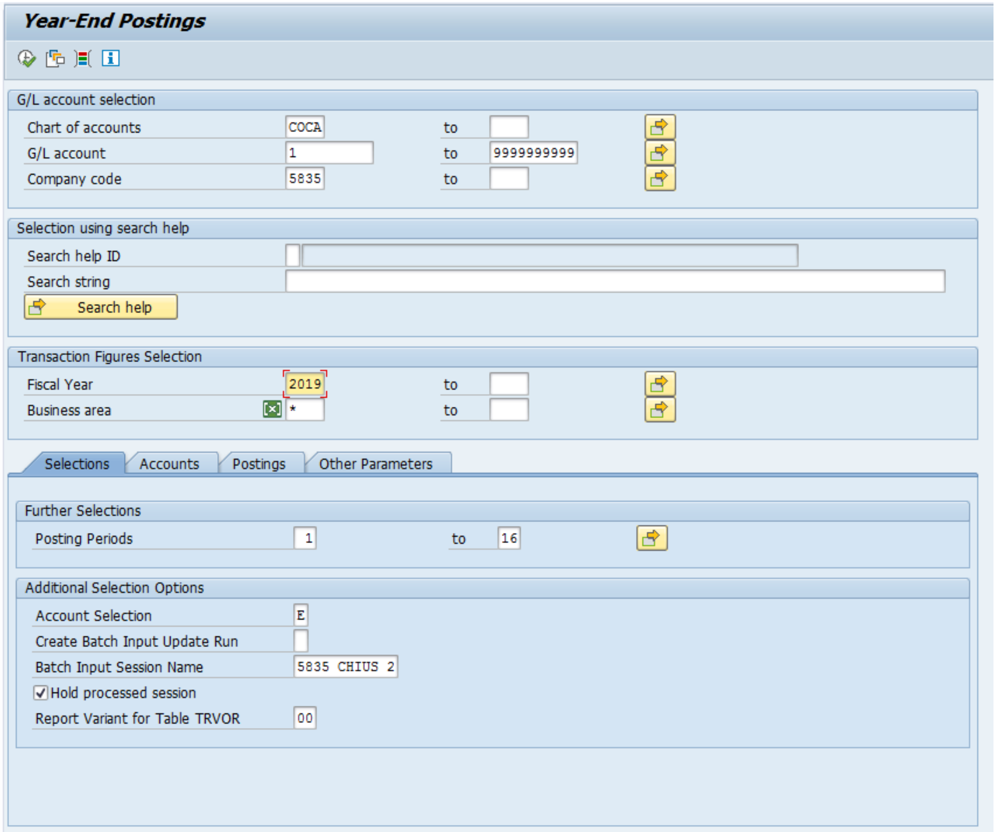


ORU Z4F1 Z4F10001	BFC - Blance sheet	Date of selection 07.08.2014 15:49:10	Page 2 of 2	
Company Code/Group	5916 - 5916 SOL.MARE	Chart of Accounts COCA - Solvay chart	User PT300057	
Fiscal Year/Group	2013	all values in Normal EUR	020 FOCUS Production	

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-	892
*****	ZFC-L	LIABILITIES	1.120.378,53-	1.007.570,58-	1.007
******	ZFC-EL	EQUITY & LIABILITIES	1.650.111,07-	1.604.345,21-	1.604
*******	Total				
*	Z1F-A-TO-A-ACC	Local accountts A to A (Balance)	32.699,62-	32.012,95-	32
*	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	21
*	Z1F-D-TO-D-ACC	Local accountts D to D (Balance)	3.611,14	3.611,14	10
**	A to E local accounts		29.432,75	30.119,42	
*	F to G local accounts		29.432,75-	30.119,42-	

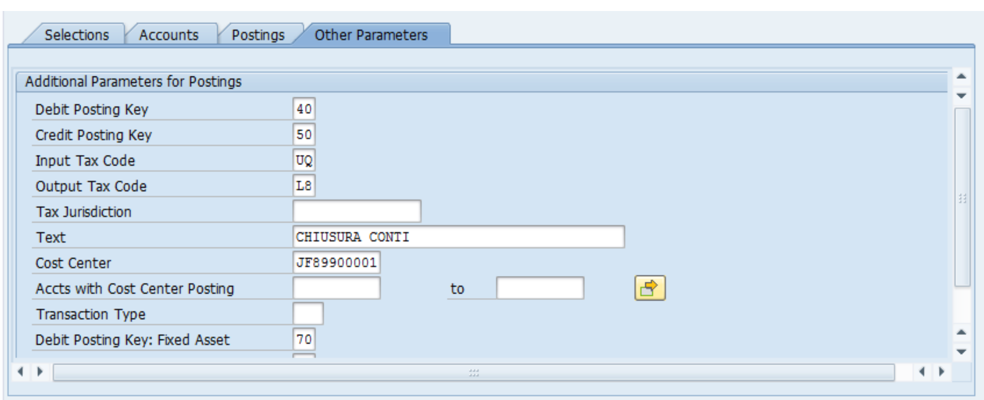
3.2.4.2. I run the 2nd Variant – Balance P &L Accounts (Net Result)

Open transaction F_IT_01 and select 2nd variant "XXXX-CHIU.ECO." and afterward 3rd variant XXXX-CHIU.ECO1 :



The 3rd Variant has the same purpose as the second variant, however, the difference is that some accounts dont 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.



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
** Total				
	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
*	9MN0	EUR	15.171,77-
*	9MY0	EUR	515,50
*	9SN0	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 Accoun	697.635.599,82	EUR
	Balance Sheet Accounts	0,00	EUR
291	Profit & Loss Statement Accoun		
291	Profit & Loss Statement Accoun		
72	Only Accounts That Can Be Post	791.691.895,63-	EUR
* 945		94.056.295,81-	EUR

GR55 – Z4F1 Outcome

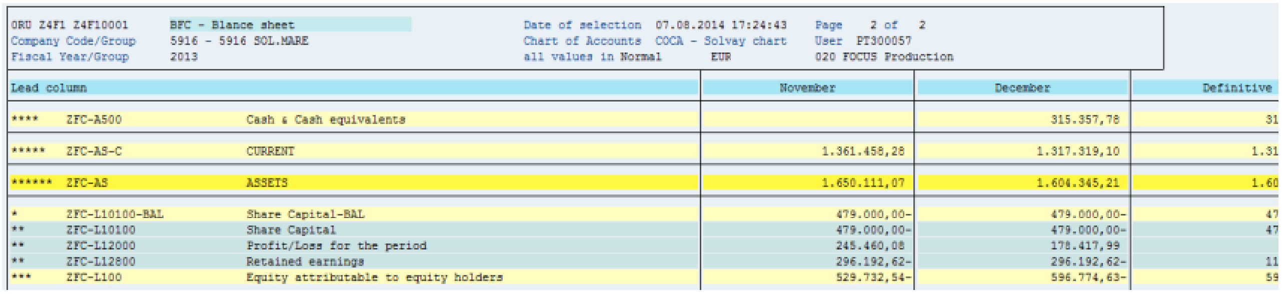
*	ZFC-L10100-BAL	Share Capital-BAL	-374.187.0
**	ZFC-L10100	Share Capital	-374.187.0
**	ZFC-L11000	Issue premiums	-196.291.3
**	ZFC-L12000	Profit/Loss for the period	-94.056.4
**	ZFC-L12800	Retained earnings	137.677.8
**	ZFC-L12840	Def tax on actuarial gains/(losses)	-2.830.9
**	ZFC-L12850	Actuarial 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 **1st 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).

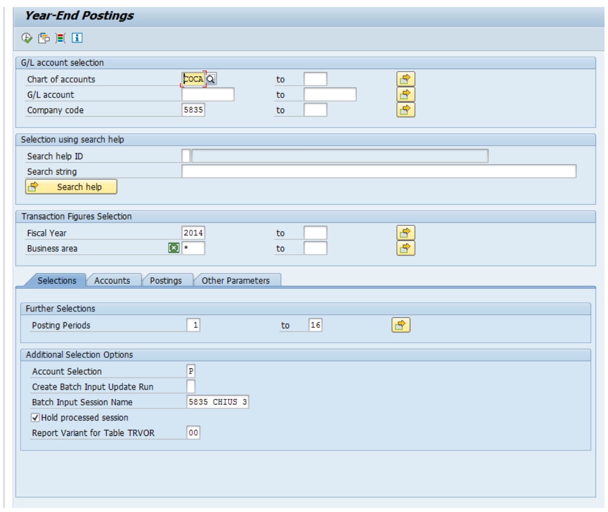

ORU Z4F1 Z4F10001 BFC - Blance sheet Date of selection 07.08.2014 17:24:43 Page 2 of 2
Company Code/Group 5916 - 5916 SOL.MARE Chart of Accounts COCA - Solvay chart User PT300057
Fiscal Year/Group 2013 all values in Normal EUR 020 FOCUS Production

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

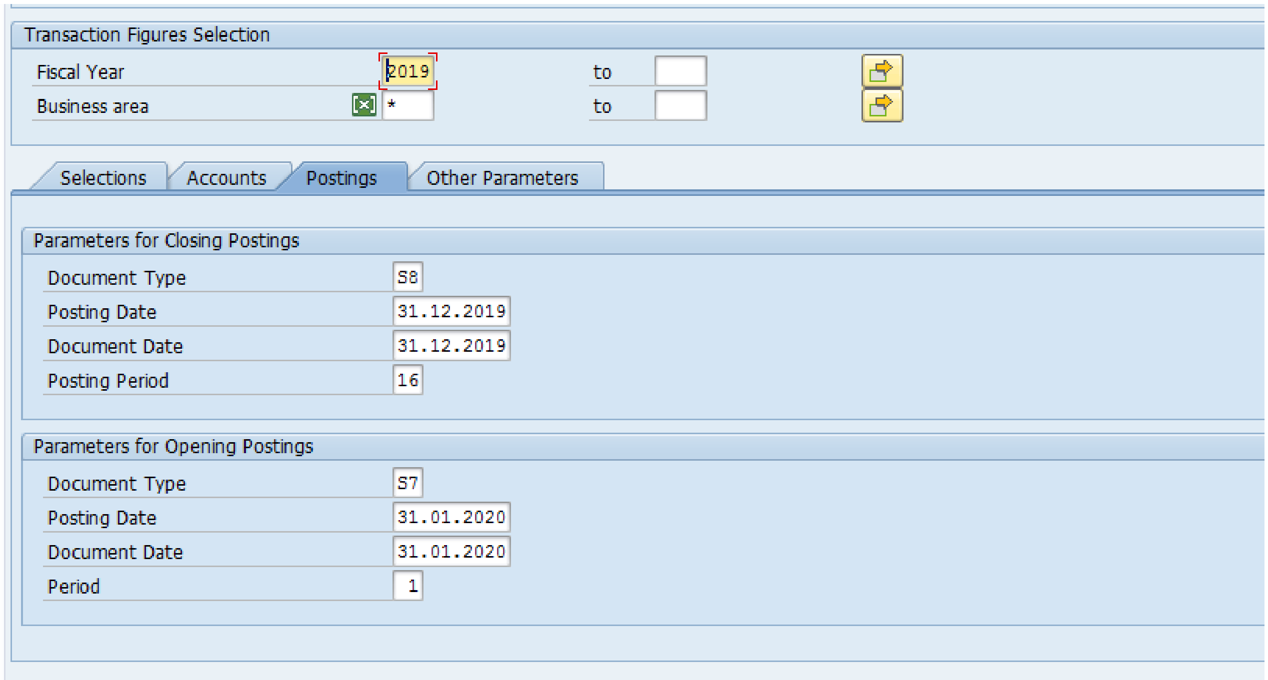
If yes we can proceed and run the last variant.

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.":



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



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

<u>Test Outcome</u>

Account Selection: Balance Sheet Accts (Test Run)

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

<u>Real Mode Outcome</u>

Number	Acct Type	Accumulated balance	Crcy
	Profit & Loss Statement Accoun	267.884,51	EUR
256	Balance Sheet Accounts	655.748.531,67-	EUR
	Profit & Loss Statement Accoun		
	Profit & Loss Statement Accoun		
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 or 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. Number 5080014572 Company Code 5835 Fiscal Year 2019
Doc. Date 31.12.2019 Posting Date 31.12.2019 Period 16
Calculate Tax ☐
Ref.Doc. CLOSE/OPEN
Doc. Currency EUR
Doc. Hdr Text Year-end closing

Itm	PK	Account	Tr.prt	Clrng doc.	Net due dt	Account short text	Tx	Amount	Crcy	Amt.in loc.cur.	LCurr	Clearing	Text	Cost Ctr	Partne
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. Number 5070006839 Company Code 5835 Fiscal Year 2020
Doc. Date 31.01.2020 Posting Date 31.01.2020 Period 01
Calculate Tax ☐
Ref.Doc. CLOSE/OPEN
Doc. Currency EUR
Doc. Hdr Text Start of year

Itm	PK	Account	Tr.prt	Clrng doc.	Net due dt	Account short text	Tx	Amount	Crcy	Amt.in loc.cur.	LCurr	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.**

ORU Z4F1 Z4F10001 BFC - Blance sheet Date of selection 07.08.2014 18:42:07 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-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-AS-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	883.247,16	
**	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

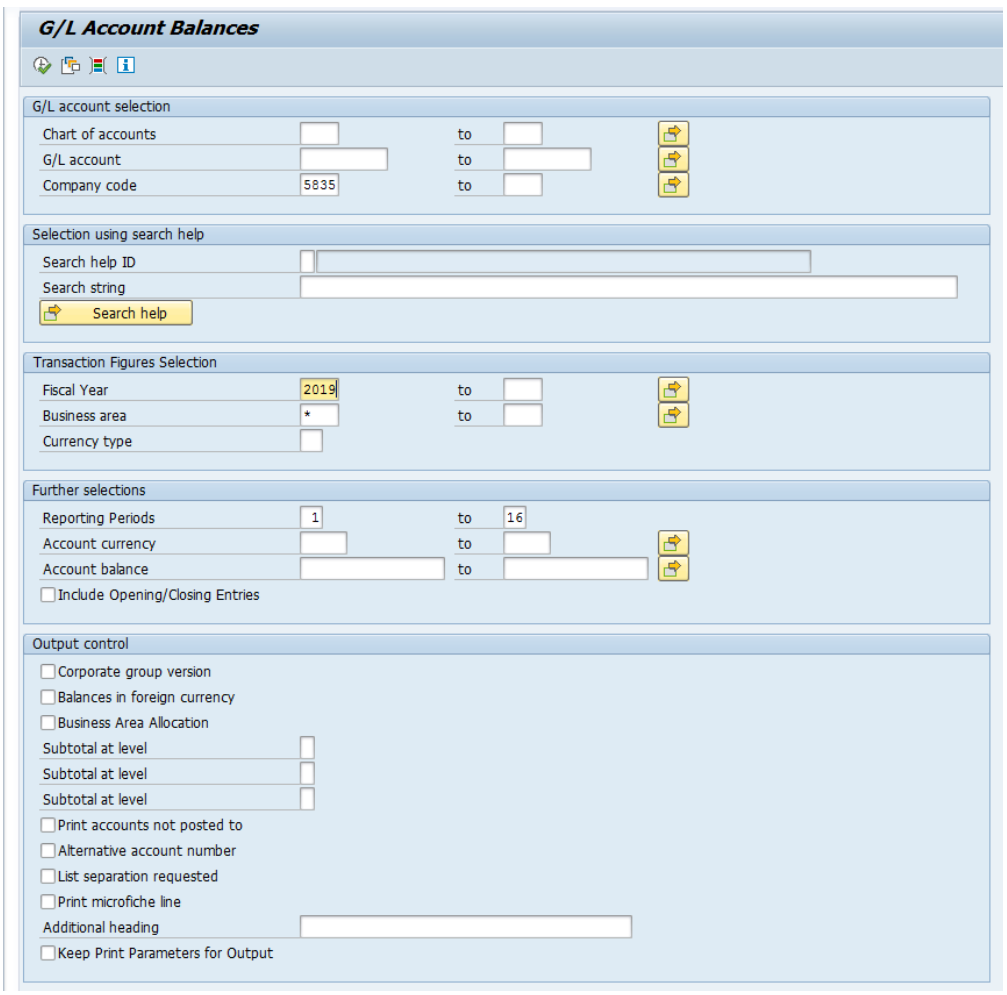
Once you complete all steps described in section 3.2.3 in order to finalize you should come up with all GL accounts set to zero except the following ones :

- 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



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	8900090002	50/40	8900090002

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. Number 5080014562 Company Code 5835 Fiscal Year 2018
Doc. Date 31.12.2018 Posting Date 31.12.2018 Period 16
Calculate Tax ☐
Ref.Doc. CLOSE/OPEN
Doc. Currency EUR
Doc. Hdr Text Year-end closing

Itm	PK	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	TTy
1	40	3042000000				Retained earn-curr		155.393.146,92	EUR	155.393.146,92	EUR		CHIUSURA/RIAPERTURA CONTI					
2	40	C042000000				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. Number 5070006835 Company Code 5835 Fiscal Year 2019
Doc. Date 31.01.2019 Posting Date 31.01.2019 Period 01
Calculate Tax ☐
Ref.Doc. CLOSE/OPEN
Doc. Currency EUR
Doc. Hdr Text Year-end closing

Itm	PK	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	TT
1	50	3042000000				Retained earn-curr		155.393.146,92-	EUR	155.393.146,92-	EUR		CHIUSURA/RIAPERTURA CONTI					
2	50	C042000000				Retained earn-curr		20.731.604,66-	EUR	20.731.604,66-	EUR		CHIUSURA/RIAPERTURA CONTI					
3	40	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 G/L Account Balances Time 16:04:33 Date 27.01.2020
BOLLATE RFSSLD00/PT300231 Page 1
Carryforward Periods 00-00 2018 Reporting Periods 01-16 2018

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

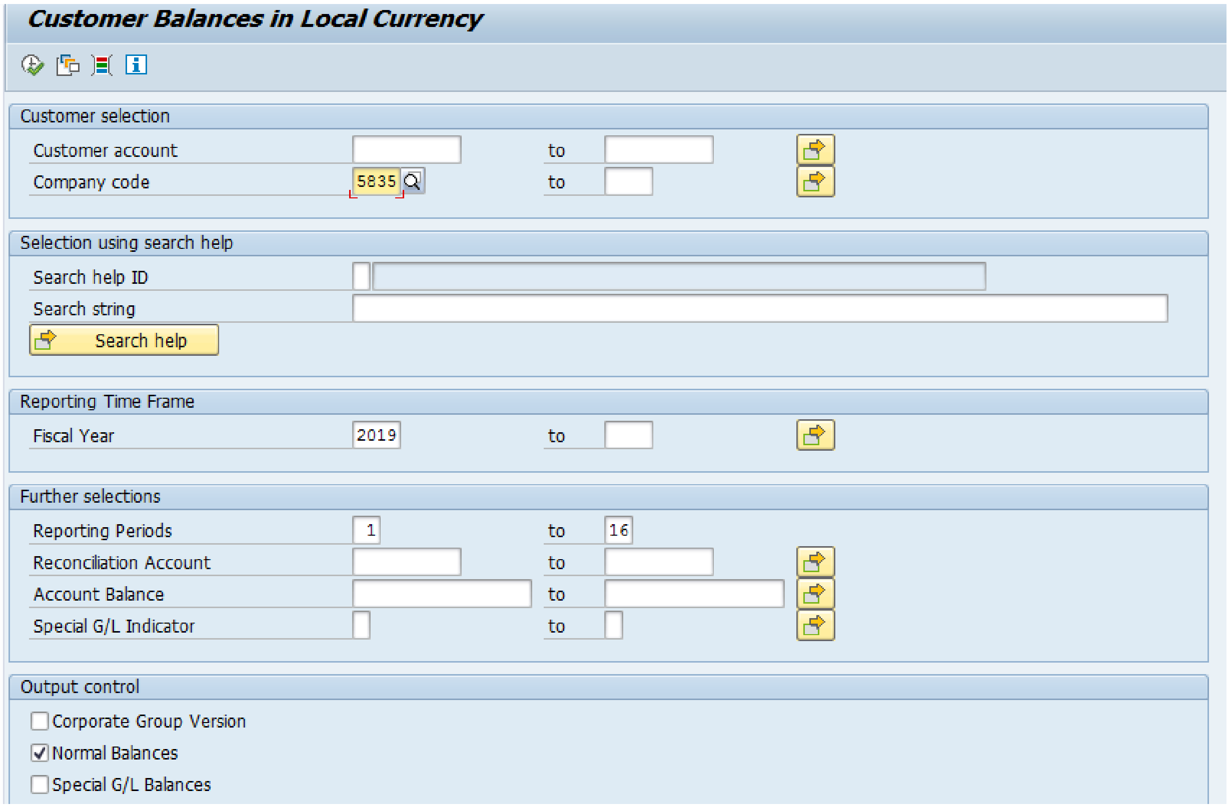
		F00 OPENING	F99 CLOSING
L10100	Share Capital	374,187	374,187
L10610	Group consolidated reserves	-	-
L11000	Issue premiums	196,291	196,291
L12000	Profit/Loss for the period	108,837	17,920
L12200	Translation reserve	-	-
L12800	Retained earnings	84,566	193,403

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**":



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
*** 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		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 RFDSLD00/PT300057 Page
Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013

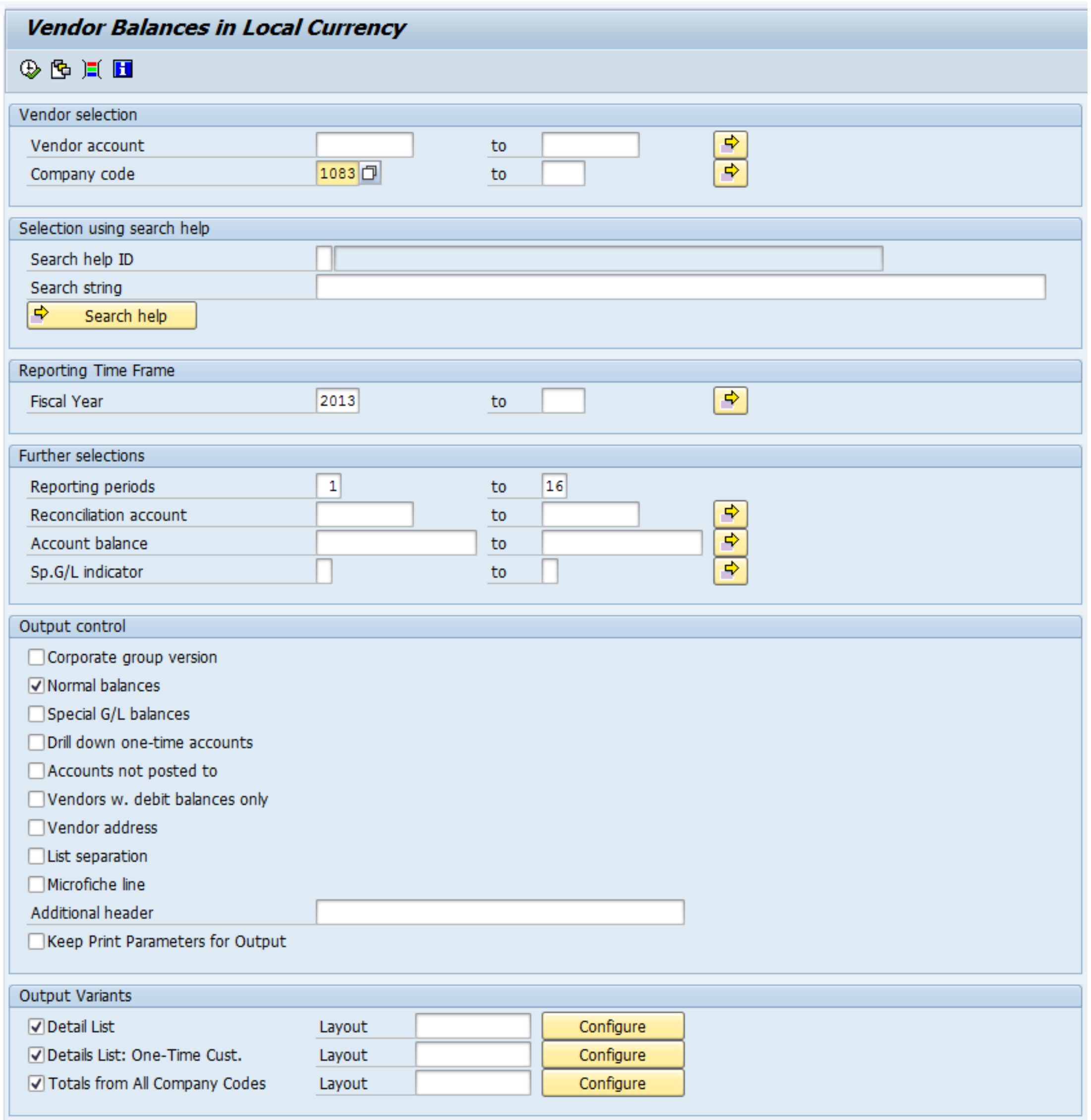
CoCd	Reconciliation acct	Customer	SearchTerm	SGL Ind.	Balance Carryforward	Debit rept.period	Credit report per.	Accumula
1083	2200000000	400001	SLV/BOLL	Y	0,00	1,81	1,81	
1083	2200000000	400002	SLV SCHM-I	Y	0,00	403.051,10	403.051,10	
1083	2200000000	402126	CHIMET	Y	12.605,74	224.492,97	209.775,26	
1083	2200000000	406814	MARANGONI	Y	73.225,02	714.634,73	660.519,07	
1083	2200000000	408328	MISTRAL	Y	10.777,21	5.680,95	16.458,16	
1083	2200000000	408387	MARANGONI	Y	51.181,31	68.509,32	119.690,63	
1083	2200000000	410164	PIGLIACELLI	Y	0,00	1.196,17	1.196,17	
1083	2200000000	410759	CHIUSURA	Y	230.153,76-	230.153,76	241.366,91	
1083	2200000000	414828	ECOITALIA	Y	82.364,48	604.937,36	600.599,06	
1083	2200000000	420061	TVA	Y	0,00	38.962,00	38.962,00	
1083	2200000000	420090	TRM	Y	0,00	56.820,90	56.820,90	
* 1083	2200000000				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 RFDSLD00/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.



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).

SOLVAY VALOR ALCALI   Vendor Balances in Local Currency   Time 11:06:58   Date
ROSIGNANO SOLVAY   RFKSLD00/PT300057 Page
Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013

	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	ATCIMPIANT		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	

SOLVAY VALOR ALCALI   Vendor Balances in Local Currency   Time 11:11:08   Date 07.08.2014
ROSIGNANO SOLVAY   RFKSLD00/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		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                       Vendor Balances in Local Currency                            Time 13:49:10      Date
ROSIGNANO SOLVAY                                                                                       RFKSLD00/PT300057  Page
Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013
```

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	

```
FOCUS Production              Vendor Balances in Local Currency           Time 13:49:10      Date  11.08.2014
Bruxelles                                                                 RFKSLD00/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	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

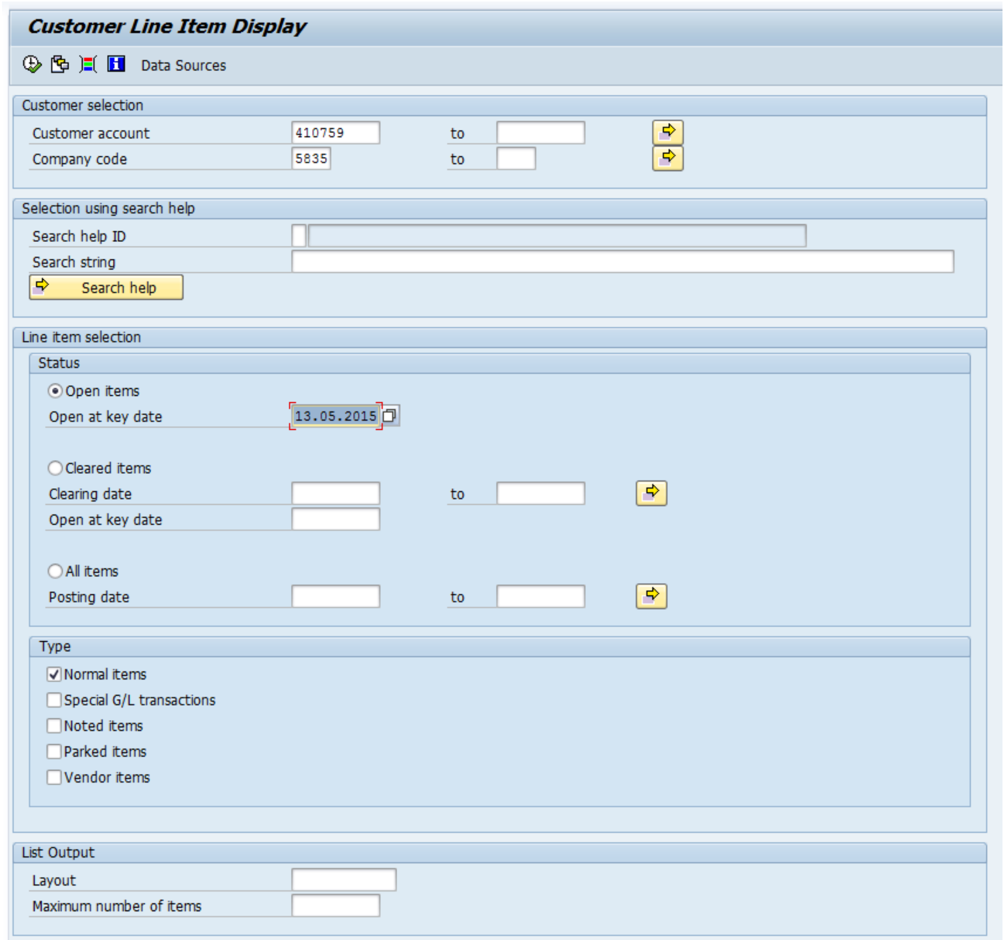
3.2.5.4. I clear Customer, Vendor and G/L accounts

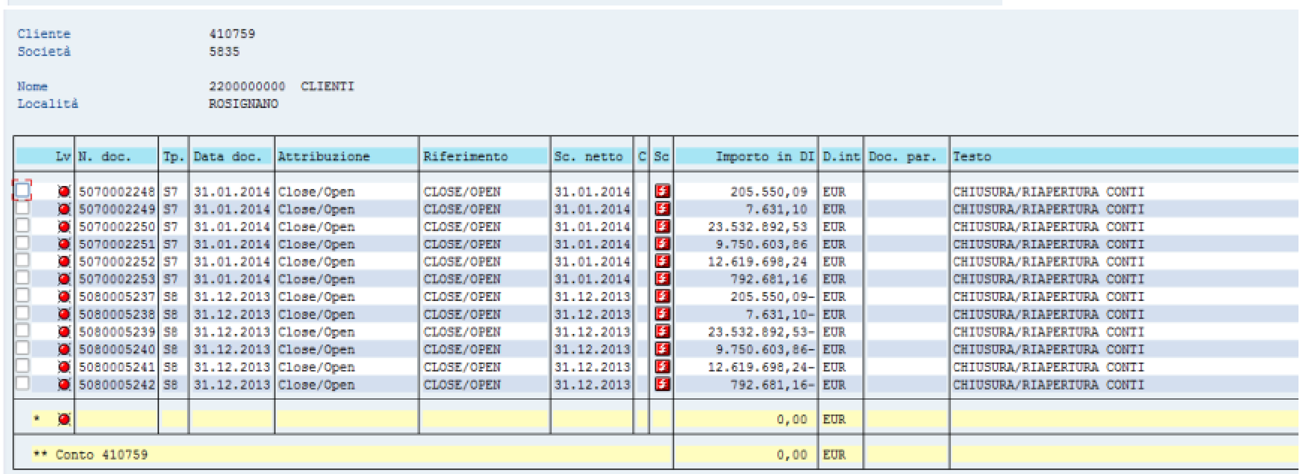
After the previous check we need to proceed with clearings on the fictitious customer and supplier number and also per each type of Special GL indicator linked to both.
Hereunder the number to be consider equal for all Italian companies:

- Customer - 410759
- Supplier - 406188153

Customer data to clear:

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



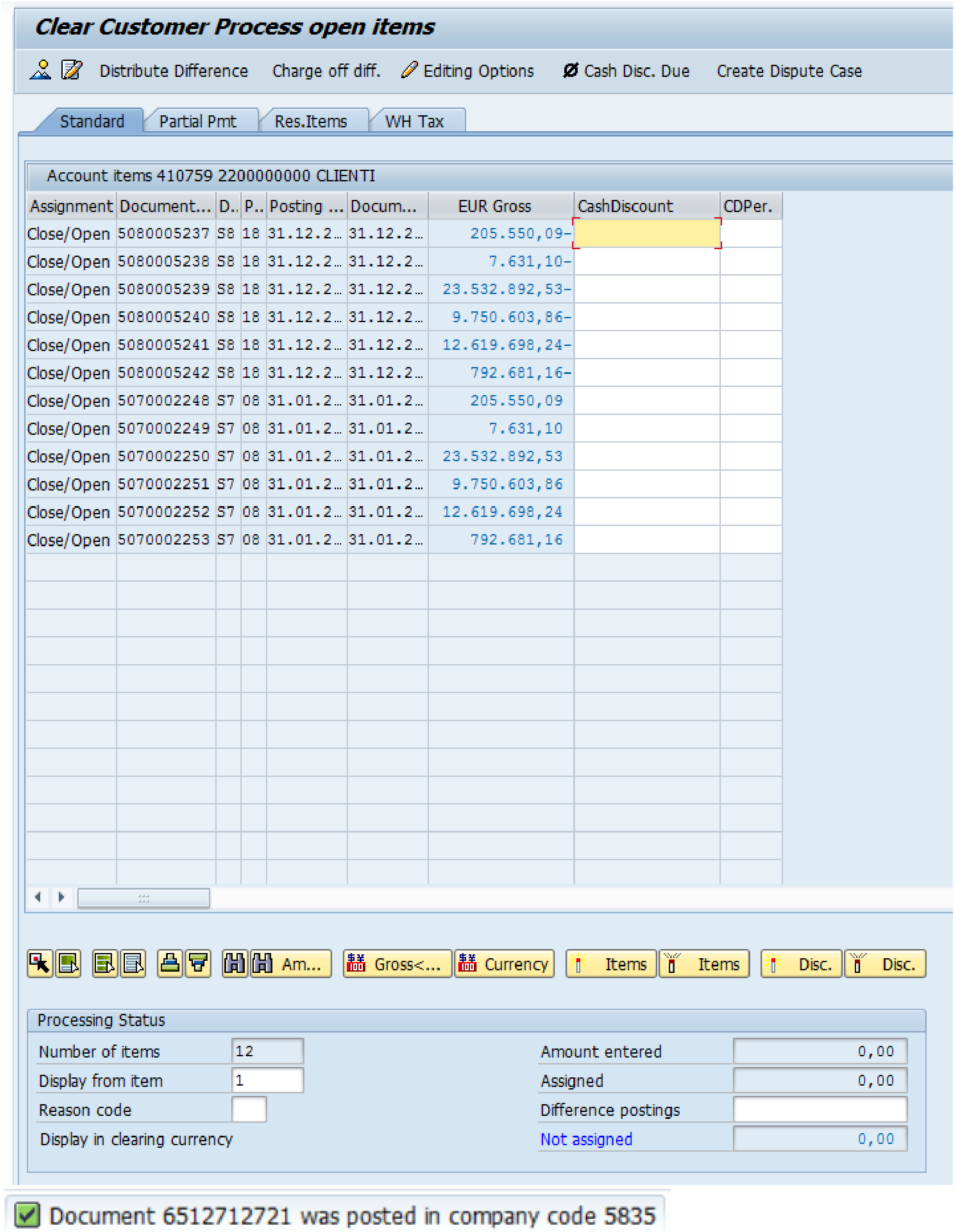


Cliente 410759
Società 5835

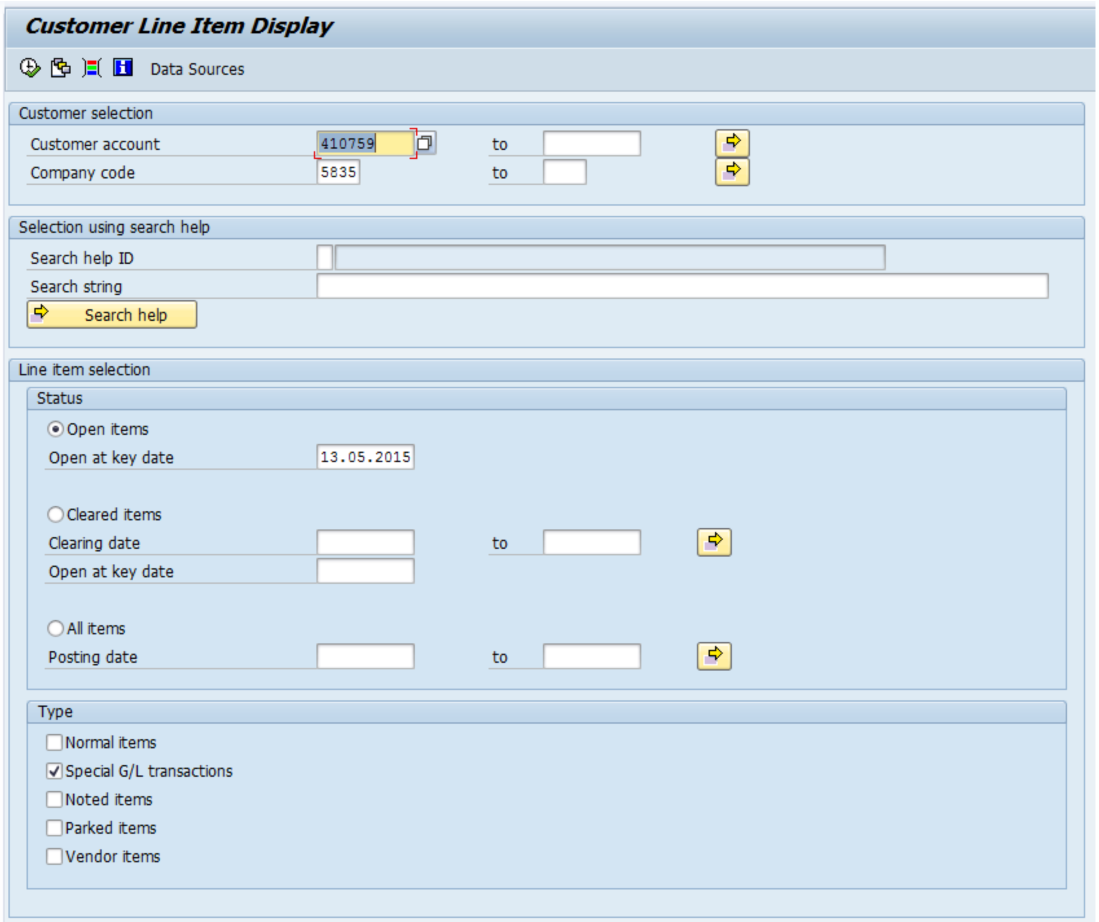
Nome 2200000000 CLIENTI
Località ROSIGNANO

Lv	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.



Second step is to repeat the process for customer special GL indicator data:


Customer Line Item Display
Data Sources
Customer selection
Customer account
410759
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
Vendor items

Customer Line Item Display

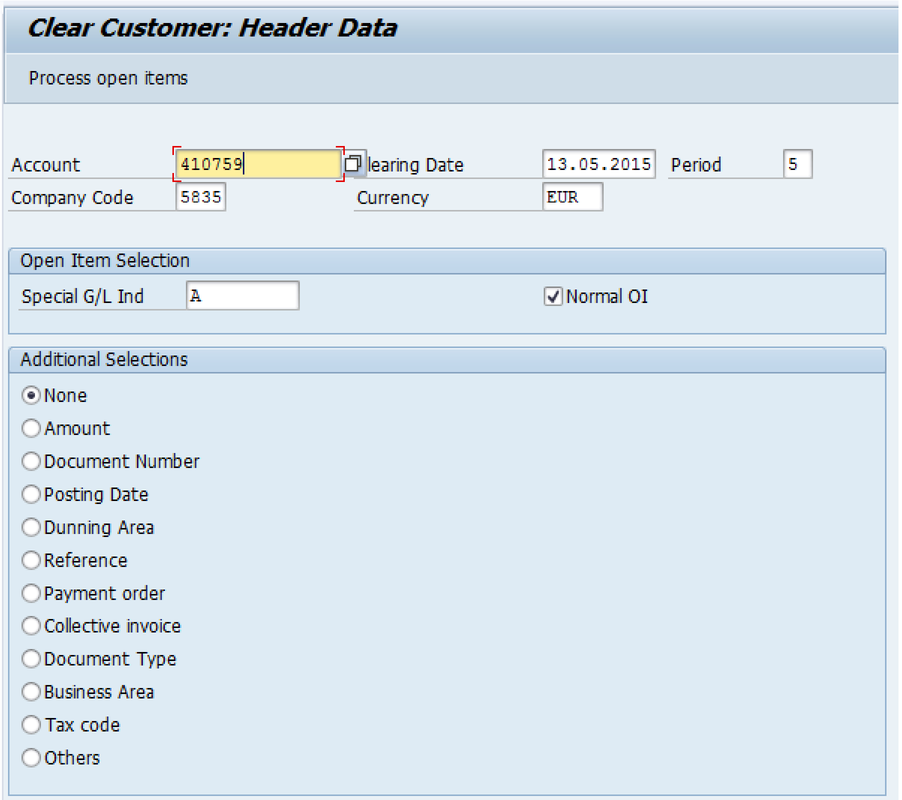
Selections Dispute Case

Customer 410759
Company Code 5835

Name 2200000000 CLIENTI
City ROSIGNANO

St	DocumentNo	Typ	Doc. Date	Assignment	Reference	Net due dt	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	5070000051	S7	31.01.2009	Close/open	CLOSE/OPEN	31.12.2008	X		21.776,20	EUR		CHIUSURA/RIAPERTURA CONTI
	5070000105	S7	31.01.2009	Close/open	CLOSE/OPEN	31.12.2008	A		53.230,11	EUR		CHIUSURA/RIAPERTURA CONTI
	5080000423	S8	31.12.2008	Close/open	CLOSE/OPEN	31.12.2008	X		21.776,20-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080000477	S8	31.12.2008	Close/open	CLOSE/OPEN	31.12.2008	A		53.230,11-	EUR		CHIUSURA/RIAPERTURA CONTI
	5070000382	S7	31.01.2010	Close/Open	CLOSE/OPEN	31.01.2010	X		6.051,34	EUR		CHIUSURA/RIAPERTURA CONTI
	5070000449	S7	31.01.2010	Close/Open	CLOSE/OPEN	31.01.2010	A		53.230,11	EUR		CHIUSURA/RIAPERTURA CONTI
	5070000851	S7	31.01.2011	Close/Open	CLOSE/OPEN	31.01.2011	A		52.093,93	EUR		CHIUSURA/RIAPERTURA CONTI
	5070000852	S7	31.01.2011	Close/Open	CLOSE/OPEN	31.01.2011	A		53.126,83-	EUR		CHIUSURA/RIAPERTURA CONTI
	5070001257	S7	31.01.2012	Close/Open	CLOSE/OPEN	31.01.2012	A		52.093,93	EUR		CHIUSURA/RIAPERTURA CONTI
	5070001258	S7	31.01.2012	Close/Open	CLOSE/OPEN	31.01.2012	A		53.126,83-	EUR		CHIUSURA/RIAPERTURA CONTI
	5070001732	S7	31.01.2013	Close/Open	CLOSE/OPEN	31.01.2013	A		52.093,93	EUR		CHIUSURA/RIAPERTURA CONTI
	5070001733	S7	31.01.2013	Close/Open	CLOSE/OPEN	31.01.2013	A		53.126,83-	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002267	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	X		232.127,46	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002268	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	X		14.379.468,36	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002269	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	B		59.673,00	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002270	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	B		88.940,35	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002271	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	B		6.185,40	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002358	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	A		52.093,93	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002359	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	A		40.795,60-	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002360	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	A		12.145,00-	EUR		CHIUSURA/RIAPERTURA CONTI
	5070002361	S7	31.01.2014	Close/Open	CLOSE/OPEN	31.01.2014	A		175.895,97-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080001154	S8	31.12.2009	Close/Open	CLOSE/OPEN	31.12.2009	X		6.051,34-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080001221	S8	31.12.2009	Close/Open	CLOSE/OPEN	31.12.2009	A		53.230,11-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080002045	S8	31.12.2010	Close/Open	CLOSE/OPEN	31.12.2010	A		52.093,93-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080002046	S8	31.12.2010	Close/Open	CLOSE/OPEN	31.12.2010	A		53.126,83	EUR		CHIUSURA/RIAPERTURA CONTI
	5080002864	S8	31.12.2011	Close/Open	CLOSE/OPEN	31.12.2011	A		52.093,93-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080002865	S8	31.12.2011	Close/Open	CLOSE/OPEN	31.12.2011	A		53.126,83	EUR		CHIUSURA/RIAPERTURA CONTI
	5080003979	S8	31.12.2012	Close/Open	CLOSE/OPEN	31.12.2012	A		52.093,93-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080003980	S8	31.12.2012	Close/Open	CLOSE/OPEN	31.12.2012	A		53.126,83	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005256	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	X		232.127,46-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005257	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	X		14.379.468,36-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005258	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	B		59.673,00-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005259	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	B		88.940,35-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005260	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	B		6.185,40-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005347	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	A		52.093,93-	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005348	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	A		40.795,60	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005349	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	A		12.145,00	EUR		CHIUSURA/RIAPERTURA CONTI
	5080005350	S8	31.12.2013	Close/Open	CLOSE/OPEN	31.12.2013	A		175.895,97	EUR		CHIUSURA/RIAPERTURA CONTI
*									0,00	EUR		
** Account 410759									0,00	EUR		

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



Clear Customer: Header Data

Process open items

Account 410759 Clearing Date 13.05.2015 Period 5

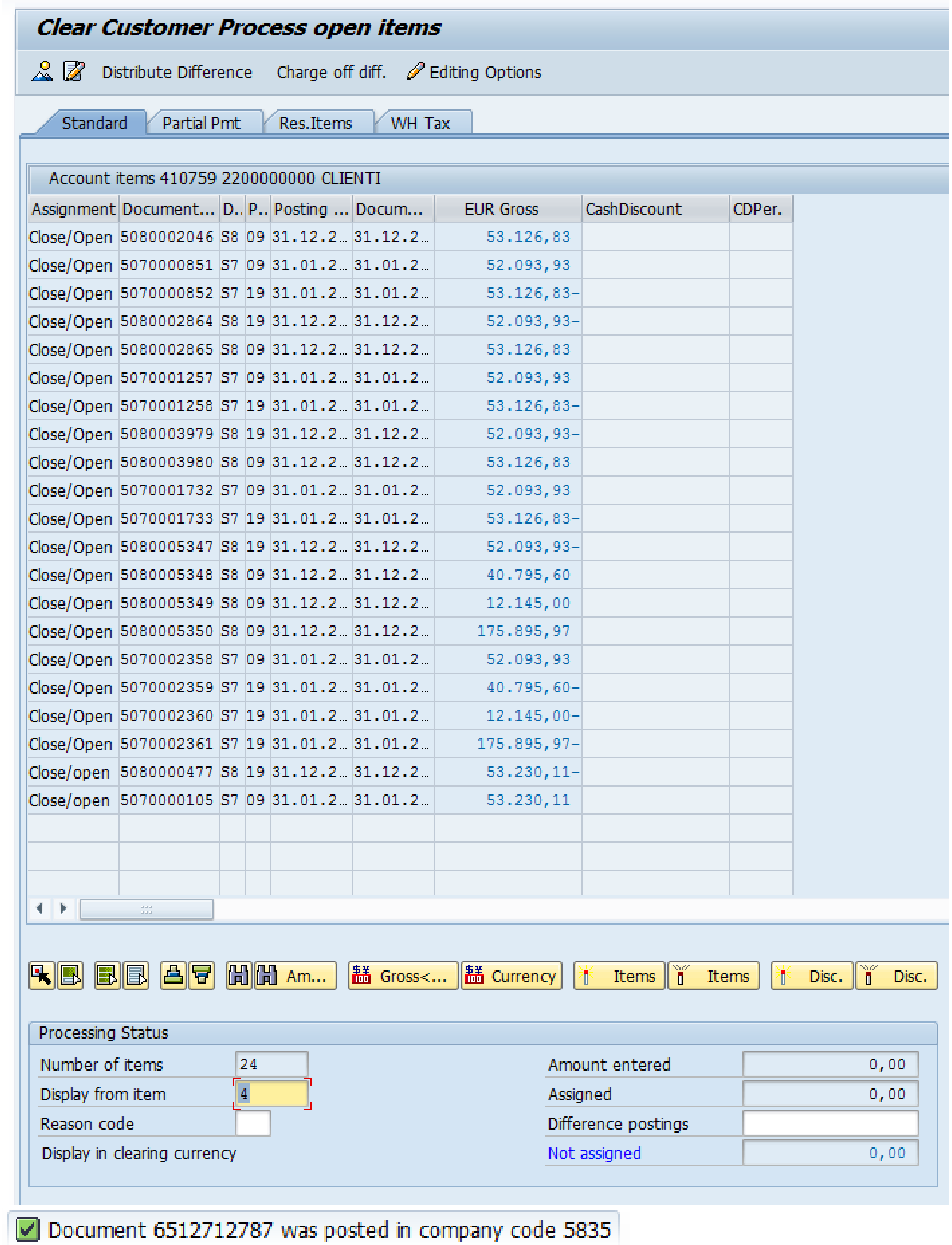
Company Code 5835 Currency EUR

Open Item Selection

Special G/L Ind A ☑ Normal OI

Additional Selections

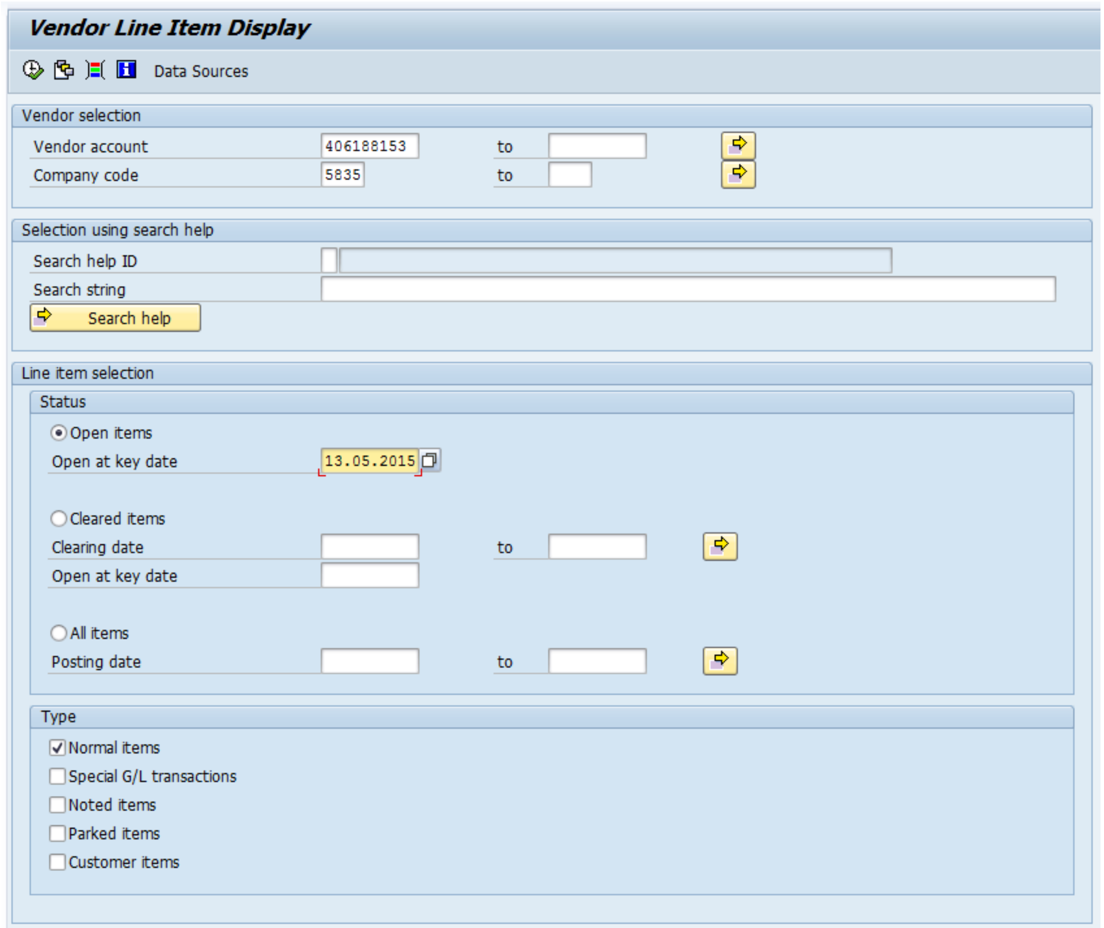
- (•) None
- ( ) Amount
- ( ) Document Number
- ( ) Posting Date
- ( ) Dunning Area
- ( ) Reference
- ( ) Payment order
- ( ) Collective invoice
- ( ) Document Type
- ( ) Business Area
- ( ) Tax code
- ( ) Others

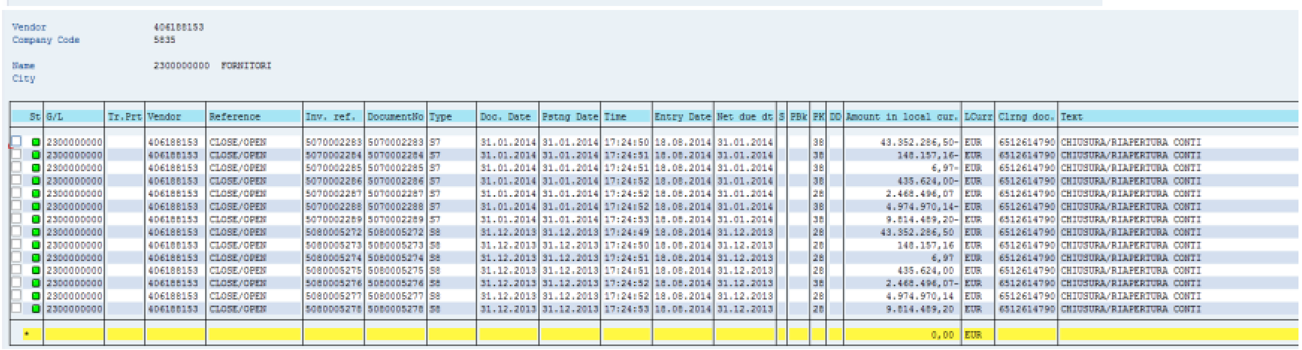


Assignment	Document...	D..	P..	Posting ...	Docum...	EUR Gross	CashDiscount	CDPer.
Close/Open	5080002046	S8	09	31.12.2...	31.12.2...	53.126,83		
Close/Open	5070000851	S7	09	31.01.2...	31.01.2...	52.093,93		
Close/Open	5070000852	S7	19	31.01.2...	31.01.2...	53.126,83-		
Close/Open	5080002864	S8	19	31.12.2...	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		

Vendor data to clear:

Open FBL1N and choose first normal items for supplier.



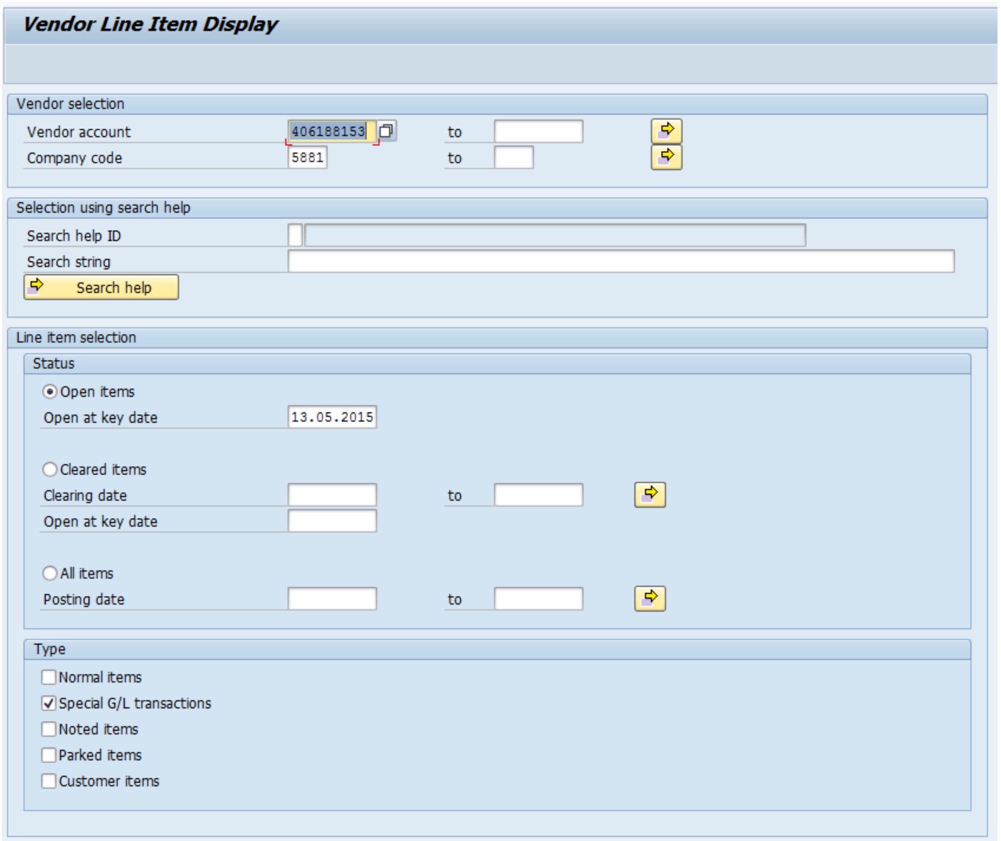


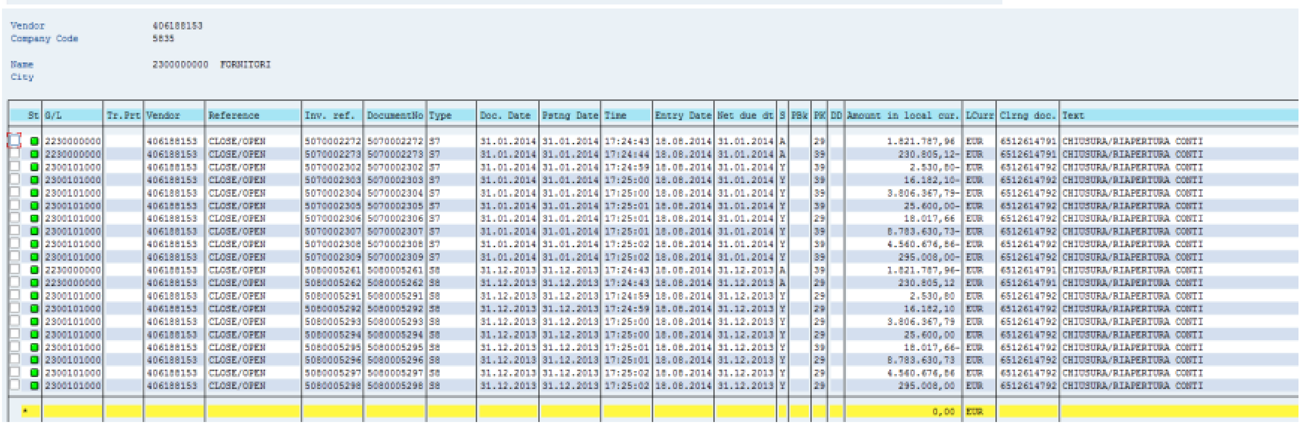
Vendor 406188153
Company Code 5835

Name 2300000000 FORNITORI
City

St	G/L	Tr.Prt	Vendor	Reference	Inv. ref.	DocumentNo	Type	Doc. Date	Pstng Date	Time	Entry Date	Net due dt	S	PBk	PK	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	2300000000		406188153	CLOSE/OPEN	5070002283	5070002283	S7	31.01.2014	31.01.2014	17:24:50	18.08.2014	31.01.2014			38		43.352.286,50-	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5070002284	5070002284	S7	31.01.2014	31.01.2014	17:24:51	18.08.2014	31.01.2014			38		148.157,16-	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5070002285	5070002285	S7	31.01.2014	31.01.2014	17:24:51	18.08.2014	31.01.2014			38		6,97-	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5070002286	5070002286	S7	31.01.2014	31.01.2014	17:24:52	18.08.2014	31.01.2014			38		435.624,00-	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5070002287	5070002287	S7	31.01.2014	31.01.2014	17:24:52	18.08.2014	31.01.2014			28		2.468.496,07	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5070002288	5070002288	S7	31.01.2014	31.01.2014	17:24:52	18.08.2014	31.01.2014			38		4.974.970,14-	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5070002289	5070002289	S7	31.01.2014	31.01.2014	17:24:53	18.08.2014	31.01.2014			38		9.814.489,20-	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5080005272	5080005272	S8	31.12.2013	31.12.2013	17:24:49	18.08.2014	31.12.2013			28		43.352.286,50	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5080005273	5080005273	S8	31.12.2013	31.12.2013	17:24:50	18.08.2014	31.12.2013			28		148.157,16	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5080005274	5080005274	S8	31.12.2013	31.12.2013	17:24:51	18.08.2014	31.12.2013			28		6,97	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5080005275	5080005275	S8	31.12.2013	31.12.2013	17:24:51	18.08.2014	31.12.2013			28		435.624,00	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5080005276	5080005276	S8	31.12.2013	31.12.2013	17:24:52	18.08.2014	31.12.2013			38		2.468.496,07-	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5080005277	5080005277	S8	31.12.2013	31.12.2013	17:24:52	18.08.2014	31.12.2013			28		4.974.970,14	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
	2300000000		406188153	CLOSE/OPEN	5080005278	5080005278	S8	31.12.2013	31.12.2013	17:24:53	18.08.2014	31.12.2013			28		9.814.489,20	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
*																	0,00	EUR		

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





Vendor 406188153
Company Code 5835

Name 2300000000 FORNITORI
City

St	G/L	Tr.Prt	Vendor	Reference	Inv. ref.	DocumentNo	Type	Doc. Date	Pstng Date	Time	Entry Date	Net due dt	S	PBk	PK	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	2230000000		406188153	CLOSE/OPEN	5070002272	5070002272	S7	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	S7	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	S7	31.01.2014	31.01.2014	17:24:59	18.08.2014	31.01.2014	Y		39		2.530,80-	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5070002303	5070002303	S7	31.01.2014	31.01.2014	17:25:00	18.08.2014	31.01.2014	Y		39		16.182,10-	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5070002304	5070002304	S7	31.01.2014	31.01.2014	17:25:00	18.08.2014	31.01.2014	Y		39		3.806.367,79-	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5070002305	5070002305	S7	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	S7	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	S7	31.01.2014	31.01.2014	17:25:01	18.08.2014	31.01.2014	Y		39		8.783.630,73-	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5070002308	5070002308	S7	31.01.2014	31.01.2014	17:25:02	18.08.2014	31.01.2014	Y		39		4.540.676,86-	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5070002309	5070002309	S7	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	S8	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	S8	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	S8	31.12.2013	31.12.2013	17:24:59	18.08.2014	31.12.2013	Y		29		2.530,80	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5080005292	5080005292	S8	31.12.2013	31.12.2013	17:24:59	18.08.2014	31.12.2013	Y		29		16.182,10	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5080005293	5080005293	S8	31.12.2013	31.12.2013	17:25:00	18.08.2014	31.12.2013	Y		29		3.806.367,79	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5080005294	5080005294	S8	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	S8	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	S8	31.12.2013	31.12.2013	17:25:01	18.08.2014	31.12.2013	Y		29		8.783.630,73	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5080005297	5080005297	S8	31.12.2013	31.12.2013	17:25:02	18.08.2014	31.12.2013	Y		29		4.540.676,86	EUR	6512614792	CHIUSURA/RIAPERTURA CONTI
	2300101000		406188153	CLOSE/OPEN	5080005298	5080005298	S8	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.

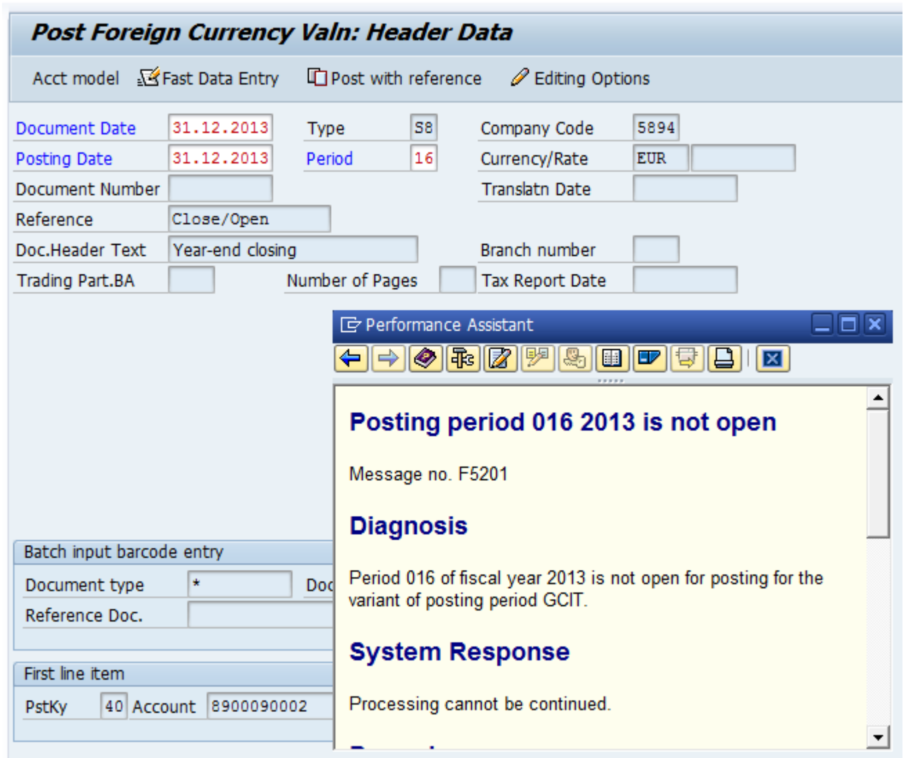
3.2.7.1. I identify errors in 1st variant

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

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.

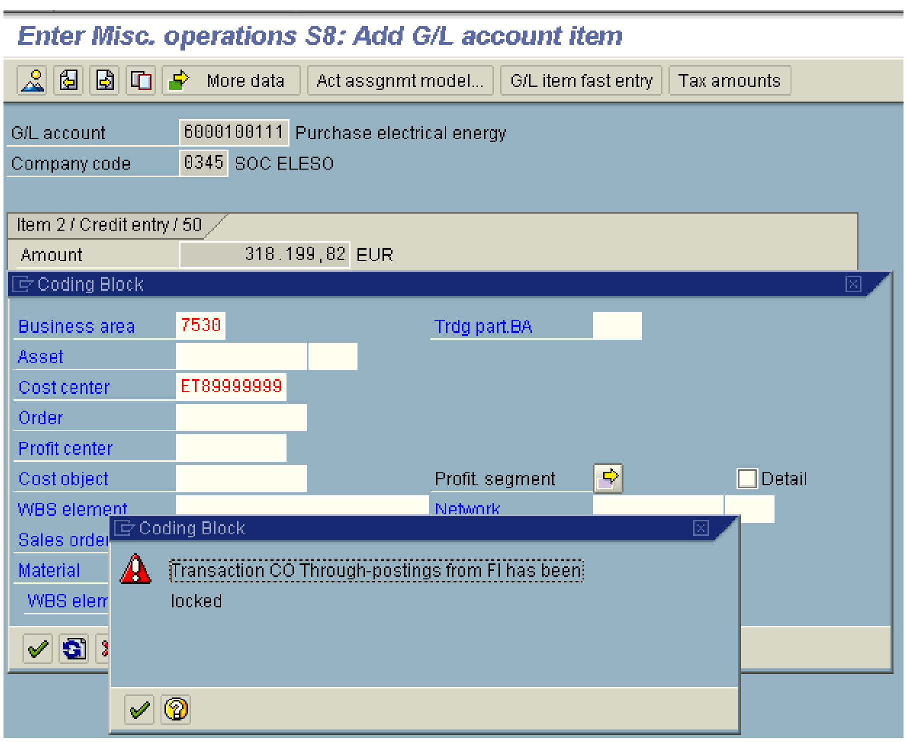
0270	ZZ0270ALFA	40551005341
0279	ZZ0270ALFA	40151002060
5835	ZZ5835ALFA	42258000140
6306	ZZ6306ALFA	40551005723
6277	ZZ6277ALFA	40551005721
6428	ZZ6428ALFA	40551005722

Error 2 - " Posting period is not opened"

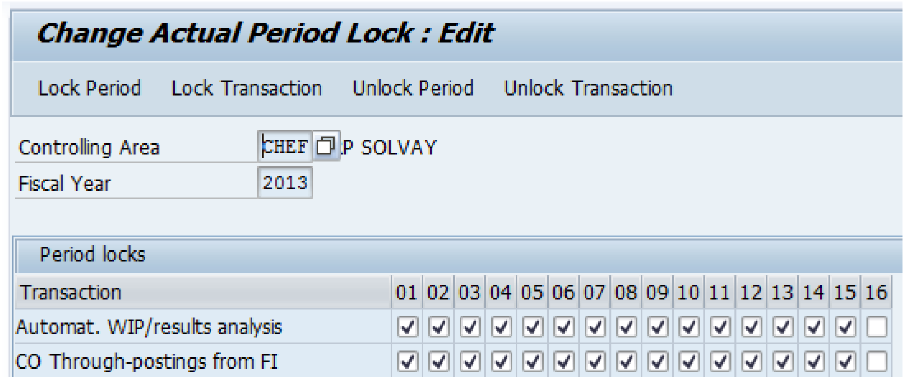


In this case open the periods 16 and 1 with transaction OB52

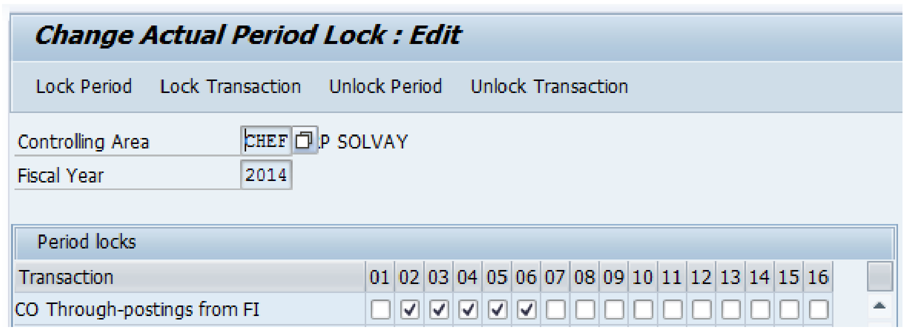
Error 3 – "Transaction CO through postings from FI has been locked"



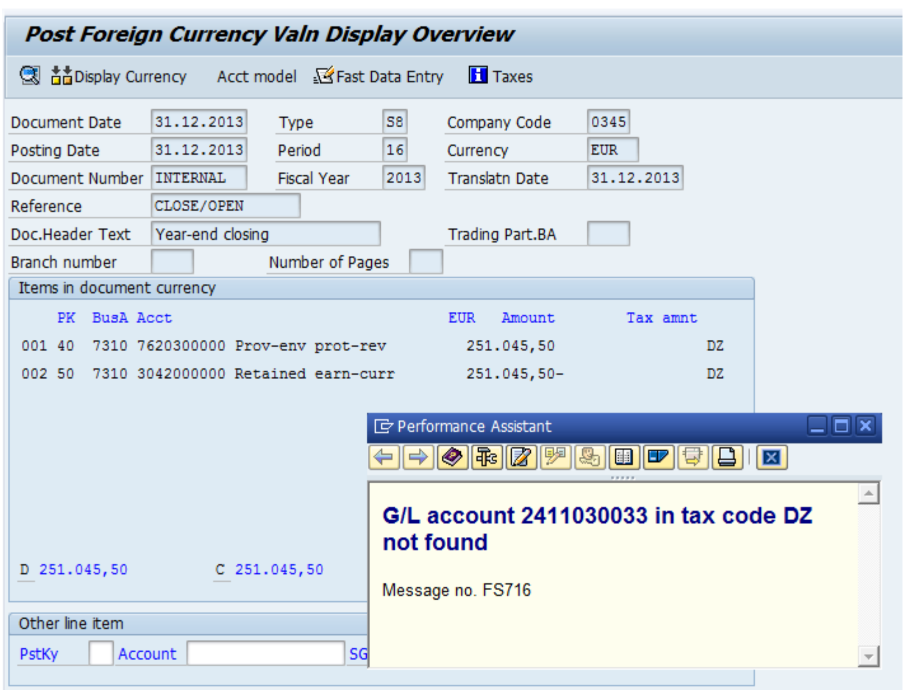
Open the periods 16/2013 and 01/2014 with transaction /FIN3/OKP1_BK, both have to be opened.



And

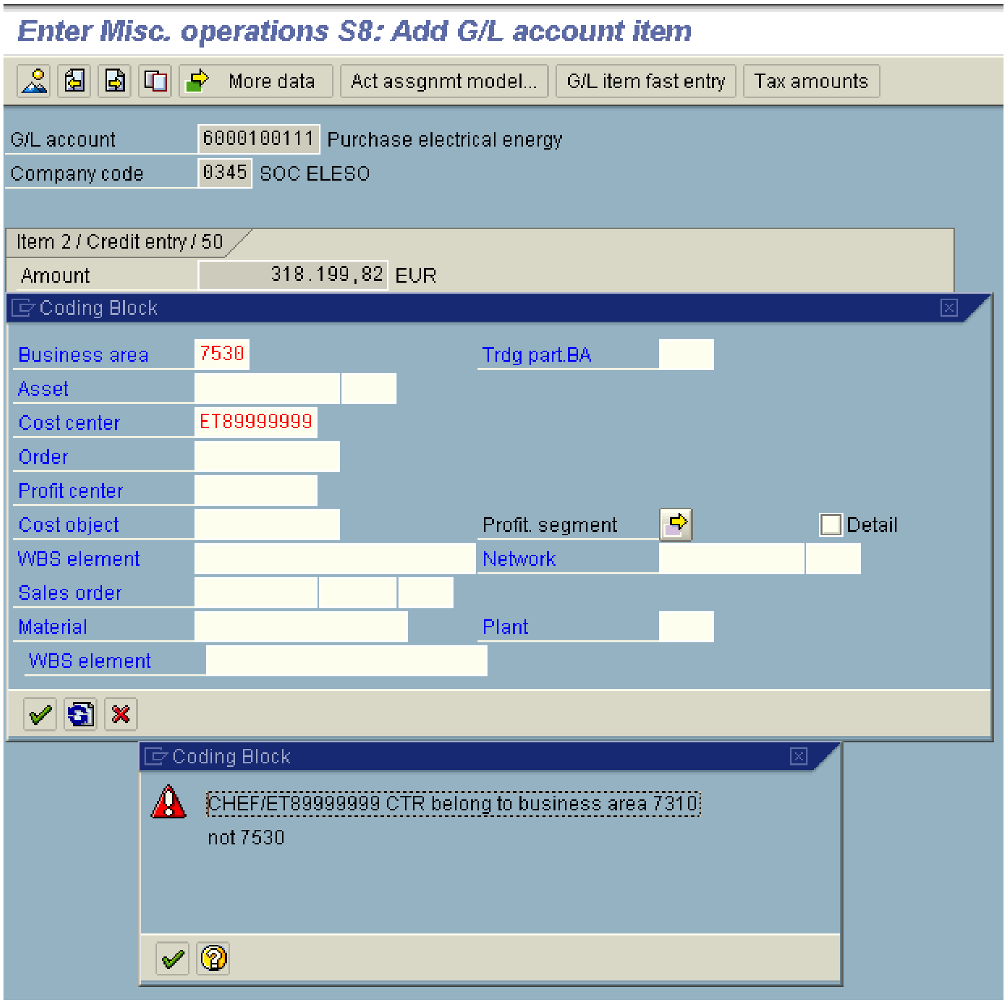


Error 4 – "G/L account in tax code DZ not found"



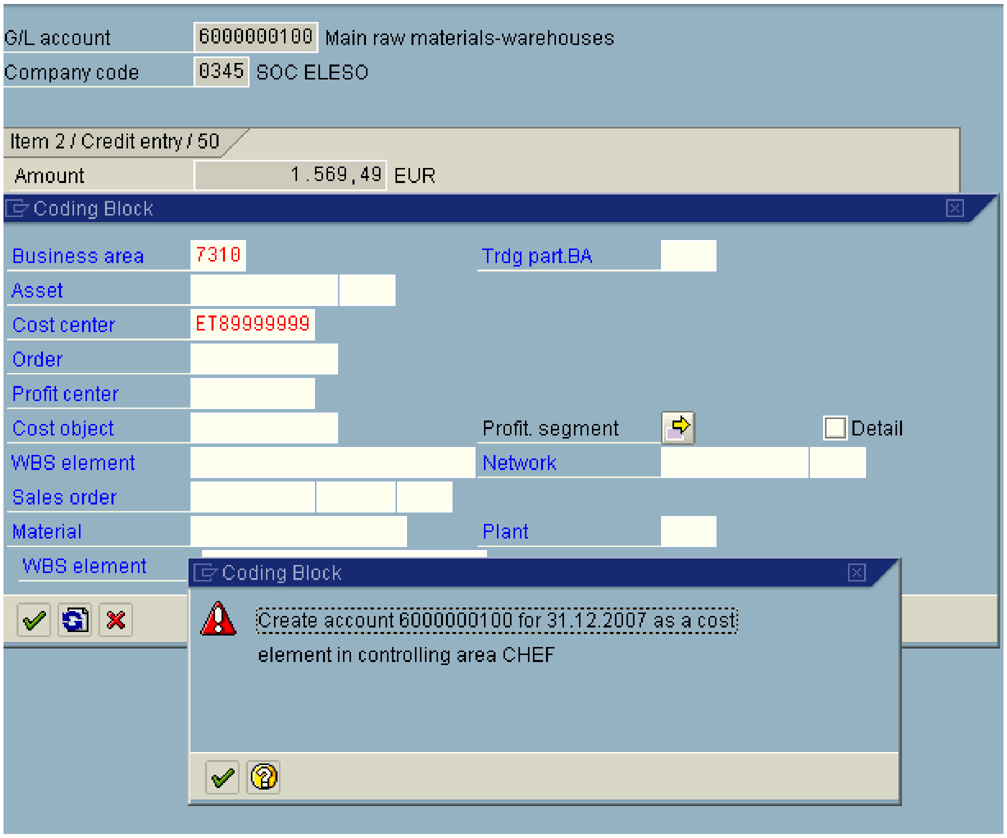
In this case **continue** to process the batch session until the end by selecting in the toolbar – **System** - **Services** – **Batch Input** – **Next transaction**.
Leave these errors to be the last ones to processed they will be booked by running the batch session in Foreground mode.
Per each line 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"



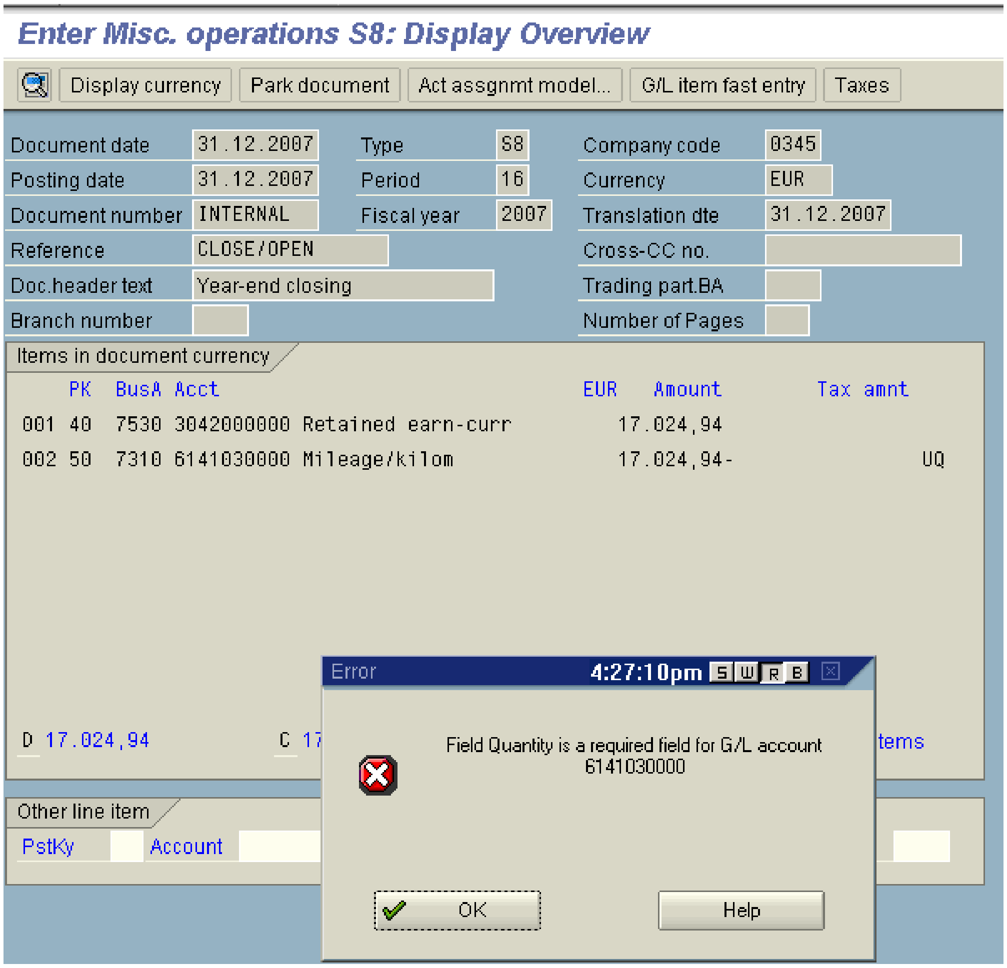
In this case you have to cancel the business area. Push Enter and the system starts again.

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

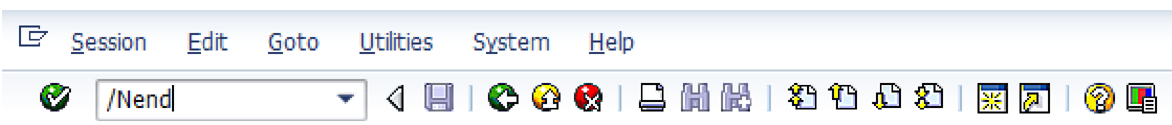


In this case you need to delete the cost center and push enter to continue to process the batch impute session.

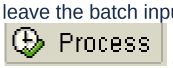
Error 7 – "Field quantity is a required field for G/L account 6141030000"

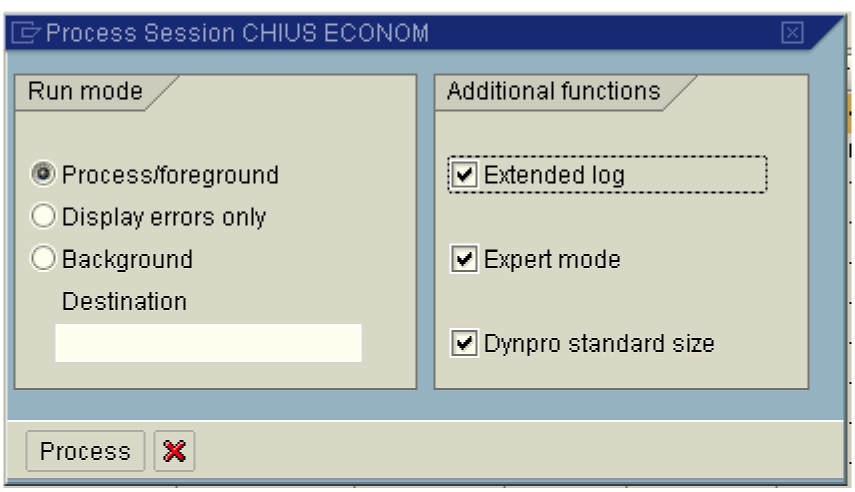


To solve this error we need to process the batch session in foreground mode, therefore first select in the **Menu Bar** "**/Ne**



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

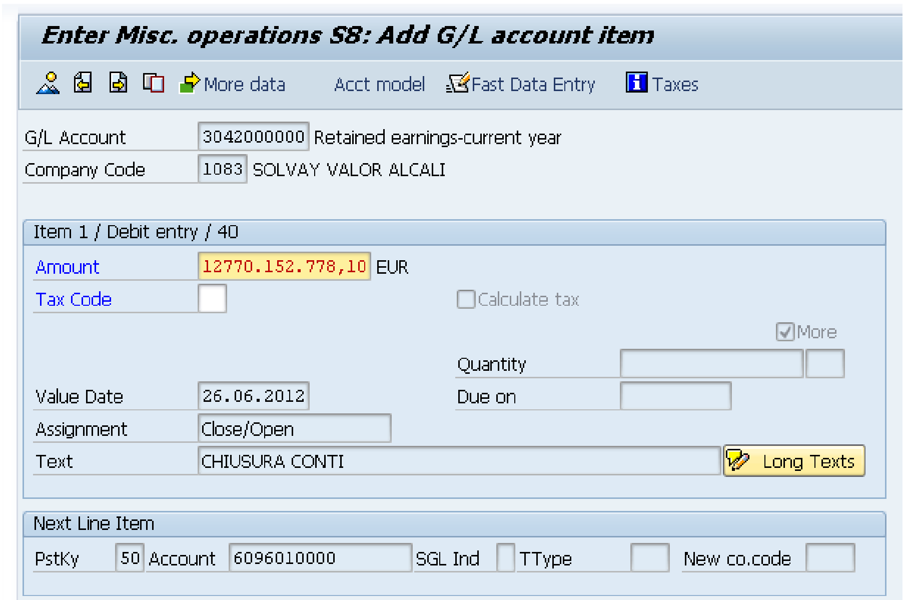
Click on  and then select the following modes

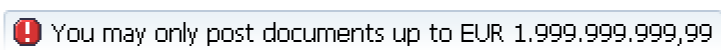


Press on 

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

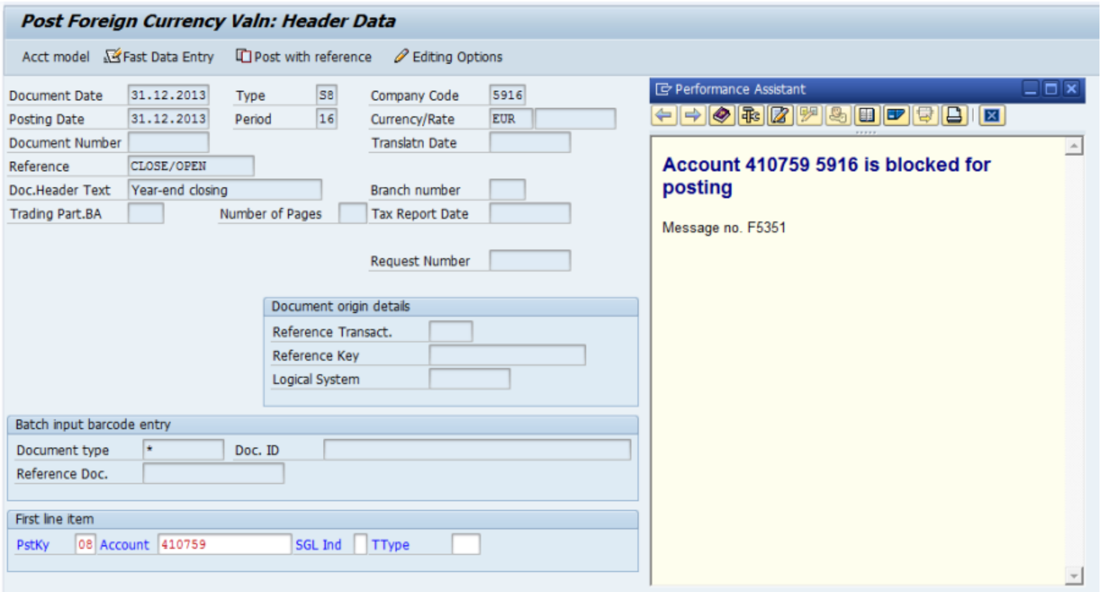




To solve this problem is necessary to open a fas connect

3.2.7.2. I identify errors in 3rd variant

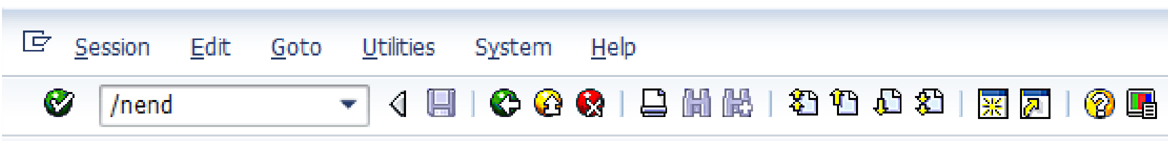
Error 1 - Account 410759 in company 5916 is blocked for posting



Open transaction FD02, select the account and company code in error and afterwards in header select the tab 

. Choose fields (Blocking data and Deletion flags) and unblock everything.

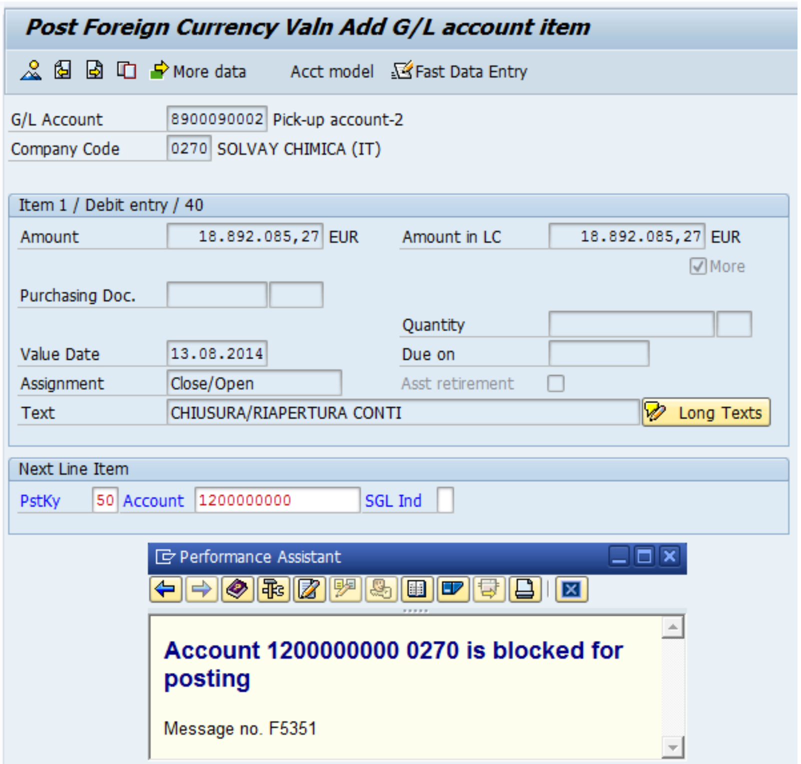
Leave the batch session with the following control:



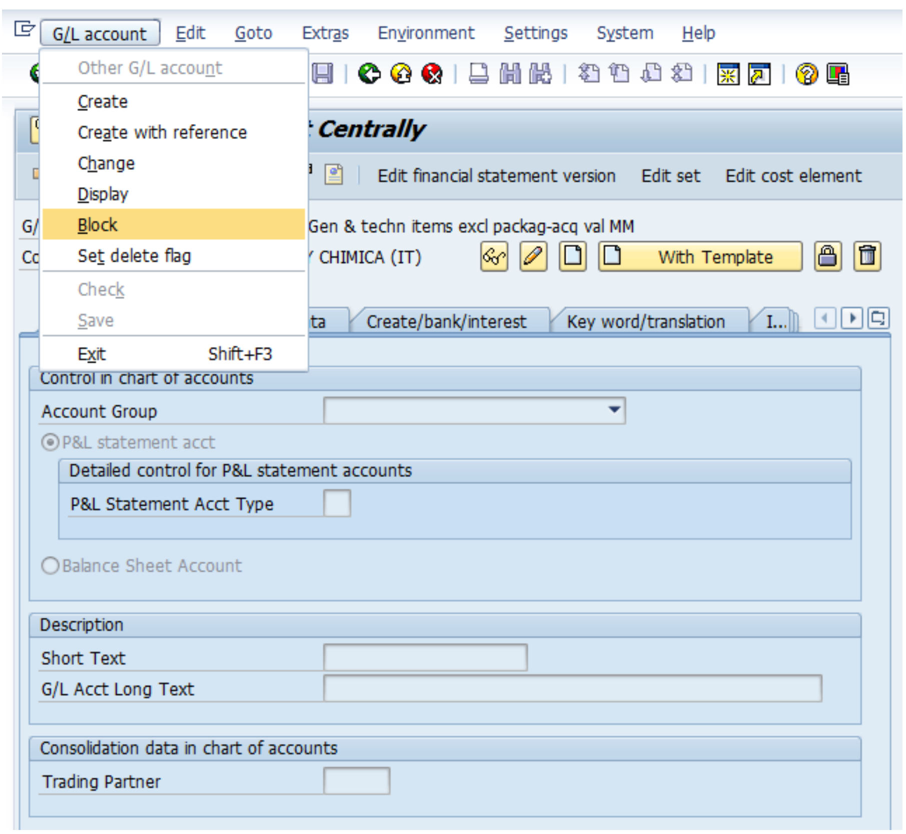
Enter again and process using the option display errors only.

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

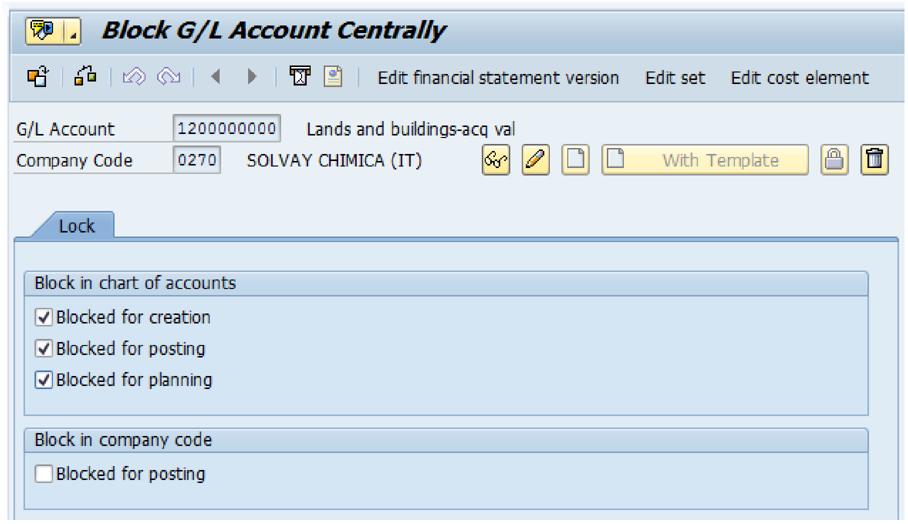
[Error 2]– "Account 1200000000 0270 is blocked for posting"



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**



The following window is displayed:



Remove all the blocks that are selected save the data  go back to SM35 and process the batch input session in error.

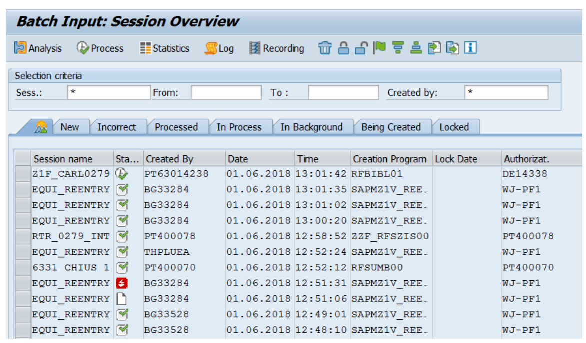
STEP 1

Use transaction code: *SM35*

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.

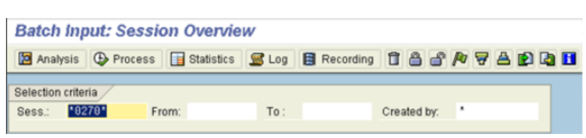


STEP 2

Look for the batch input session to be processed

Selection by

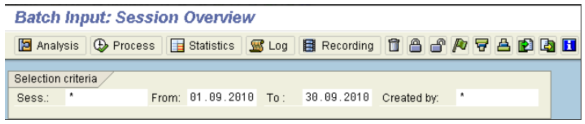
- *Session*: where you can insert the session name you are looking for



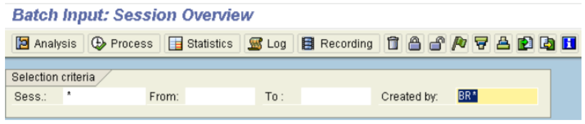
If you don't know the session name you can run this transaction using the "Selection criteria" in the top of the screen.

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



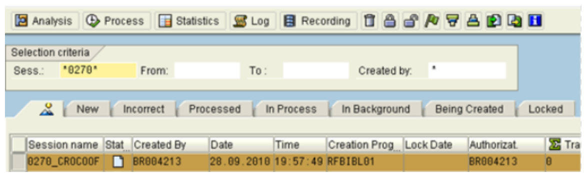
- *Created By*: where you can insert the user who created the batch input session



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:



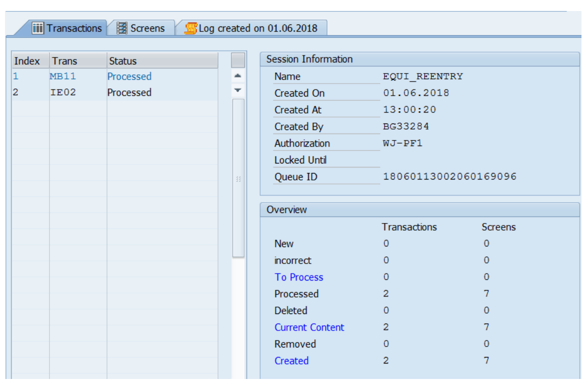
STEP 4

Start processing by clicking on .

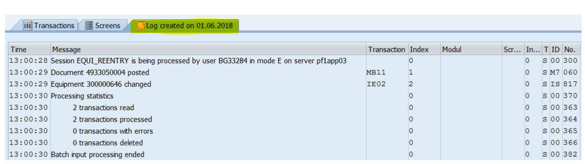
STEP 5

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":

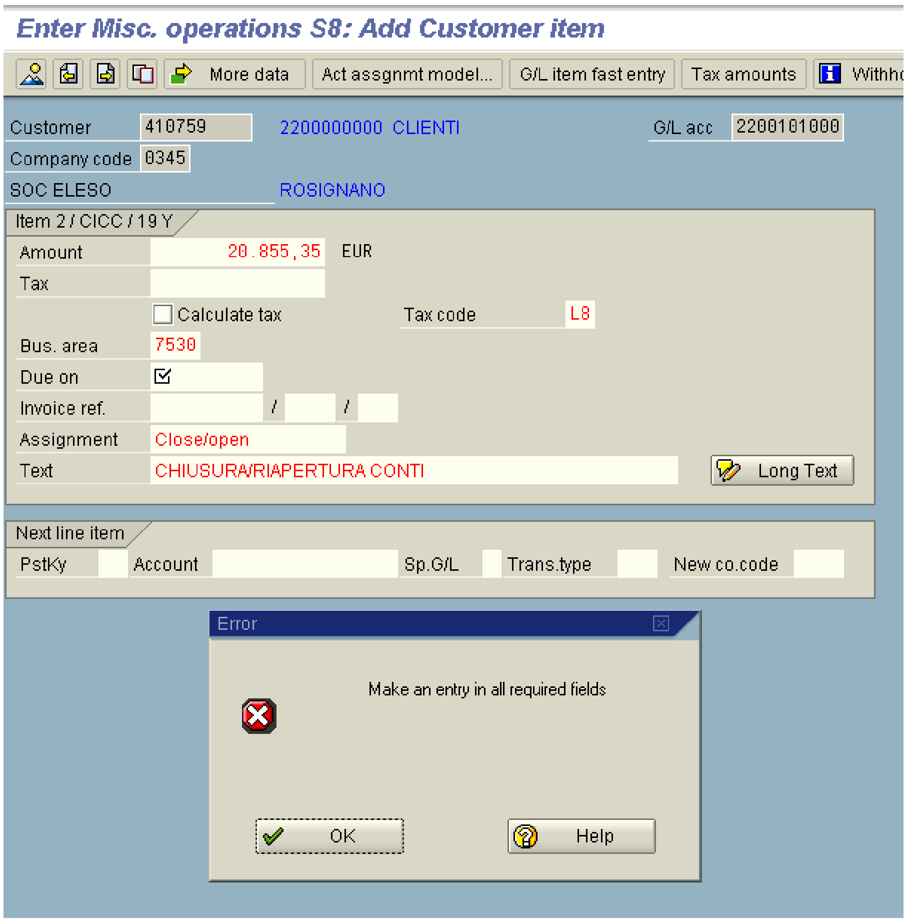


STEP 6

Check batch input session via *SM37* transaction

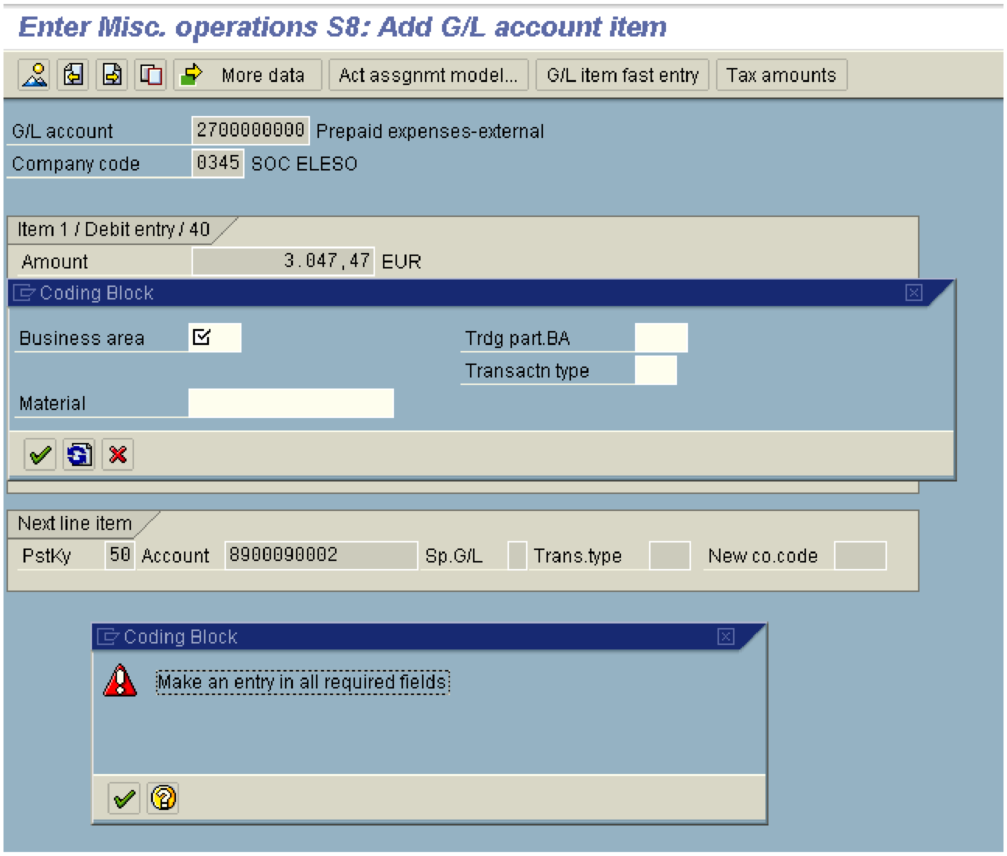
When you complete to process the information **NEVER FORGET** to come back again in FS02 and set back the original blockings. These accounts are not allowed to be used for postings in any company of the group.

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.

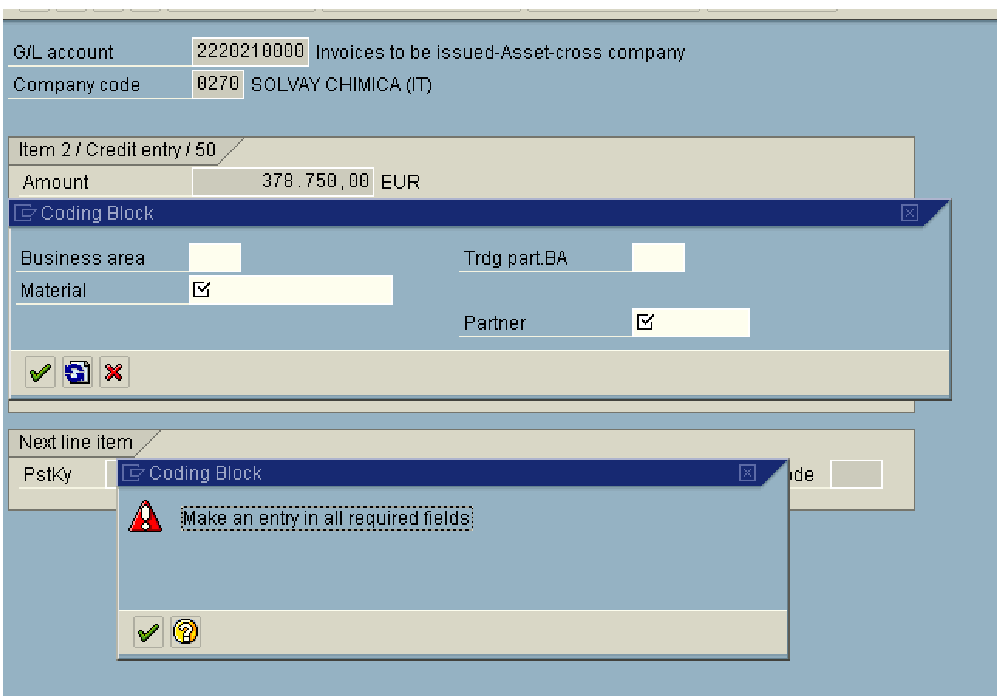


Input the date **31-12-2013** and press enter, the batch session will starts again.

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

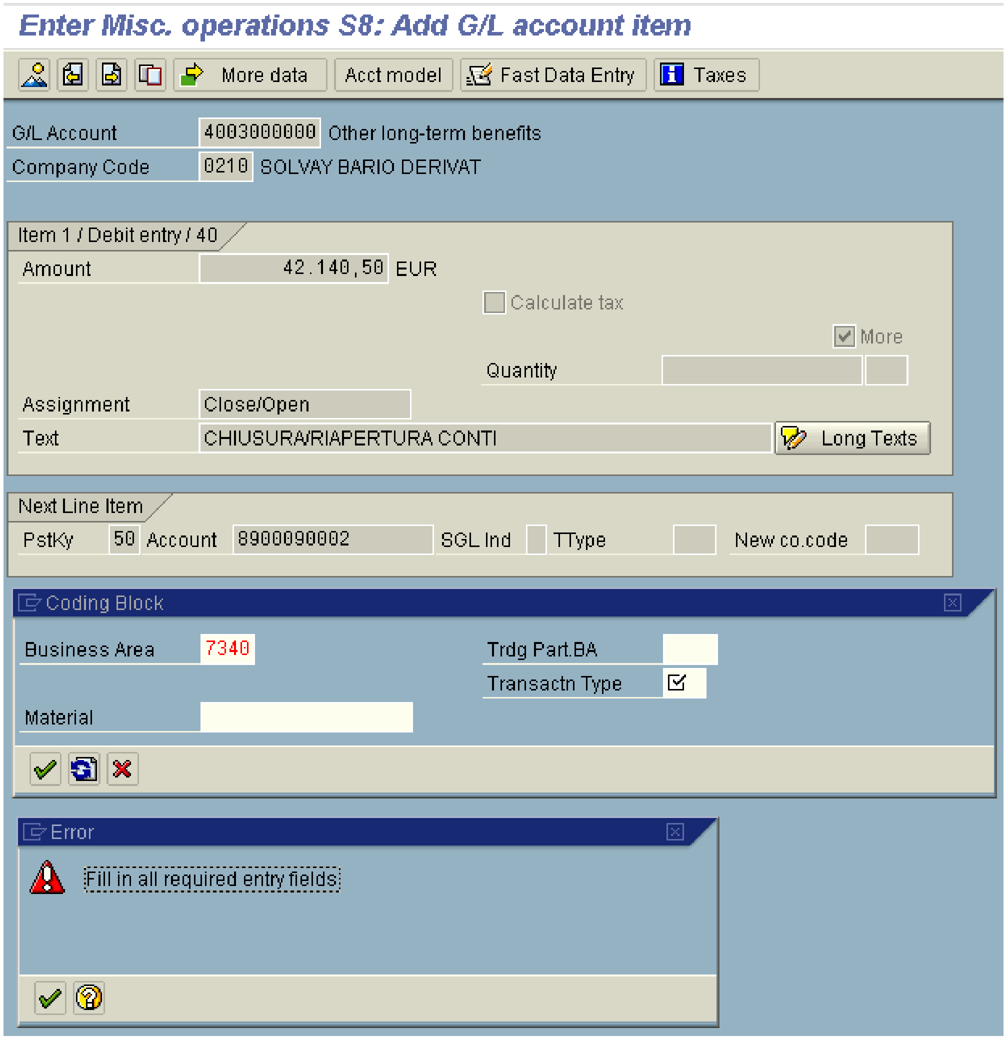


[Error 5](#) - " Make an entry in all required fields – **Material and Partner**"
If the Material and partner is missing you have to add this information

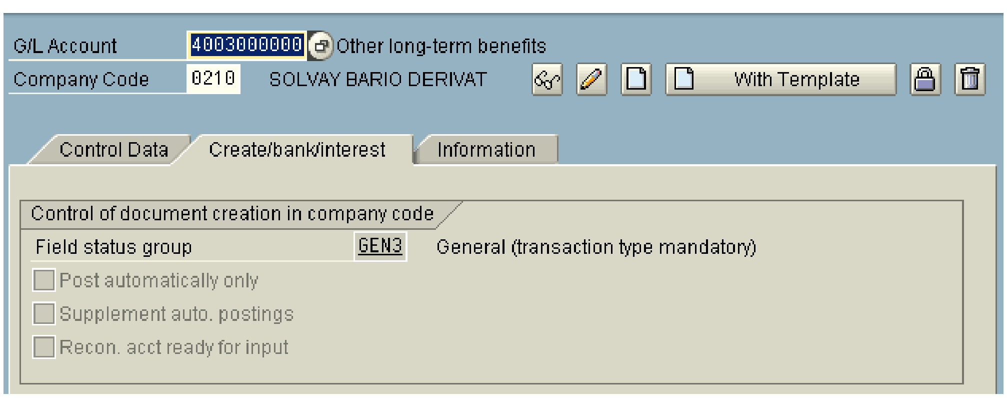


	For company 5835 • Material: 20132617 • Partner: 409015

Error 6 - Provision accounts field "transaction type" missing



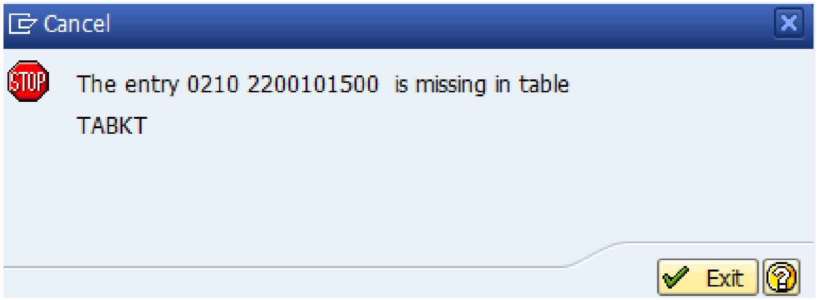
Go to FSS0 open account 4003000000 in change mode and in tab "*Creat/bank/interest*"change the parameter "**Field status group**" from GEN3 to GENE.



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

Period 16 **– Posting date 31/12/2018**			
Doc Type S8			
50/40	**3042000000**		
40/50	**C042000000**		
40/50	**8900090002**	○ €	

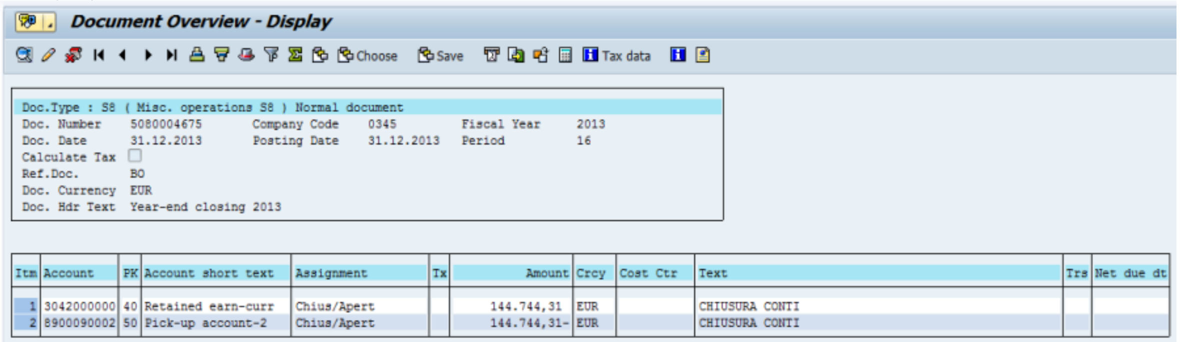
2 – In new year - 2019

Period 01 **– 31/01/2019**			
Doc Type S7			
40/50	**3042000000**		
50/40	**C042000000**		
50/40	**8900090002**	○ €	

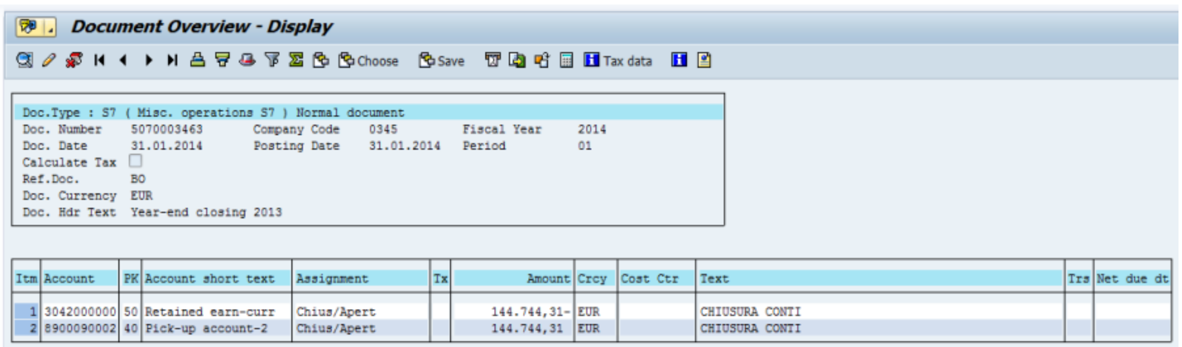
In both posting the same descriptions is considered:

- 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



The correspondent opposite in 2014



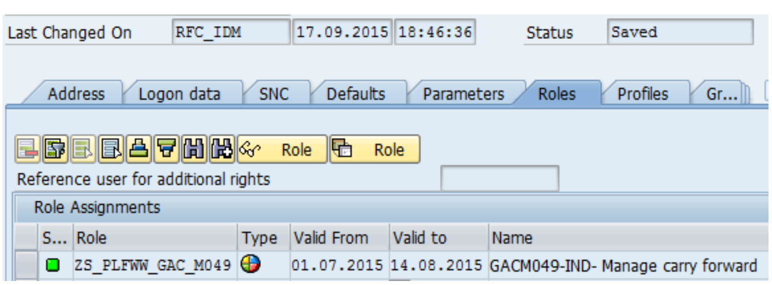
In case we don't see the figures in this report on column "Balance carry forward we need to open a Fas connects.

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



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.

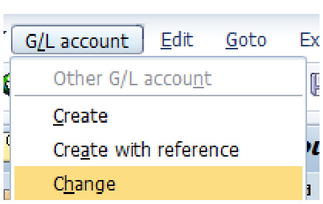
These are the accounts that need to be unblocked:

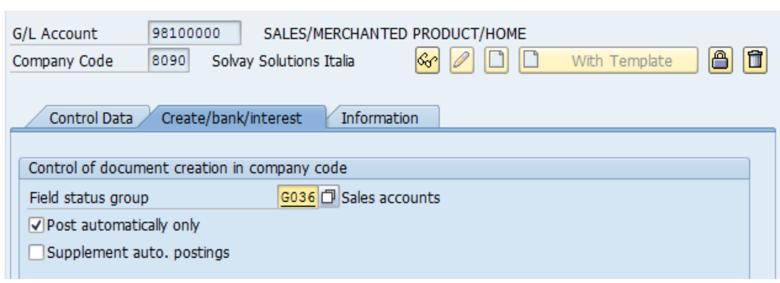
Account	**Description**
89899999	REPORT ITALIE COMPTE DE RESULTAT
85999900	REPORT ITALIE COMPTE DE BILAN CLOTURE
85999901	REPORT ITALIE COMPTE DE BILAN OUVERTURE
18000100	REPRISE STOCKS
18000200	REPRISE CLIENTS
18000300	REPRISE FOURNISSEURS
18000400	REPRISE COMPTES GENERAUX
Cost center	
8090-9999	ZZZZ 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.

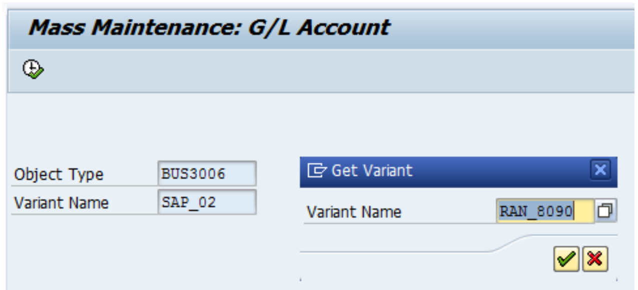
3.3.3. I perform the opening of periods

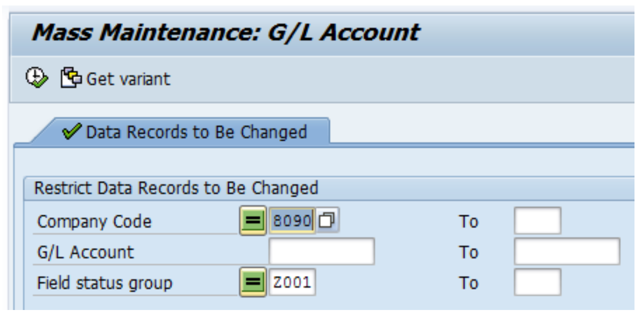
3.3.3.1. Transaction OB_GLACC12

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.

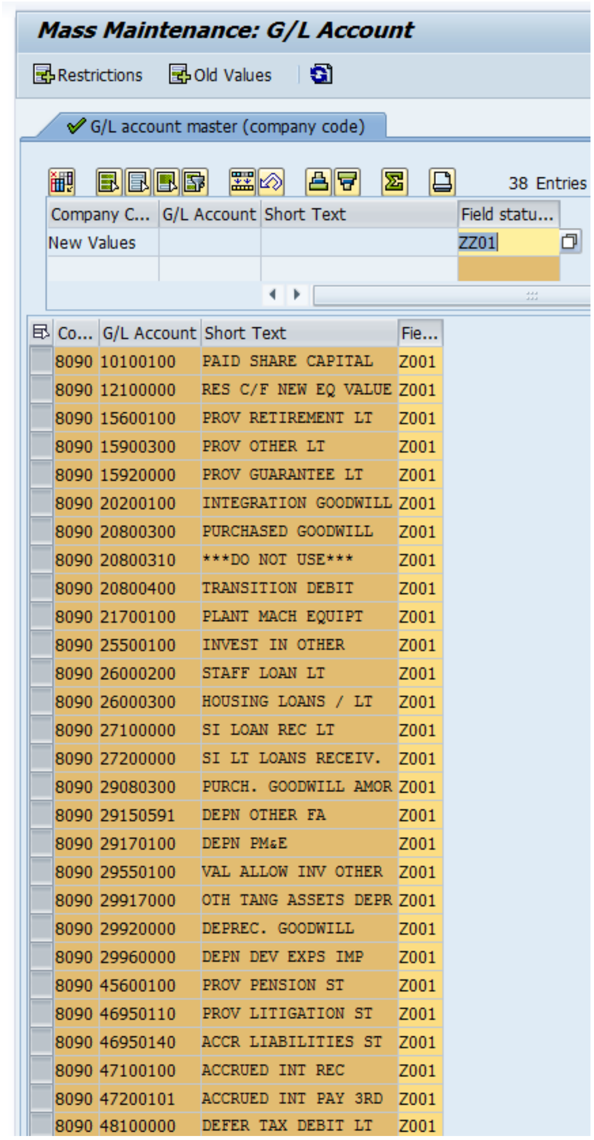
Note: ZZ01 group was created specifically for this treatment, and is therefore used only temporarily.

1. Go to OB_GLACC12 and select variant: **RAN_8090**



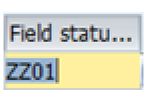


Execute:



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



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

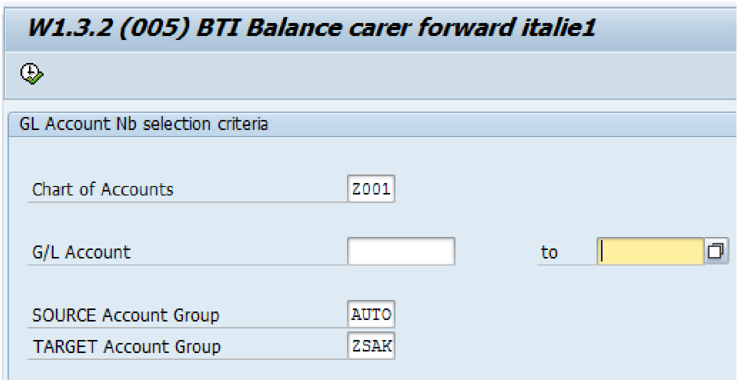
3.3.3.2. Transaction ZWFA32A

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**

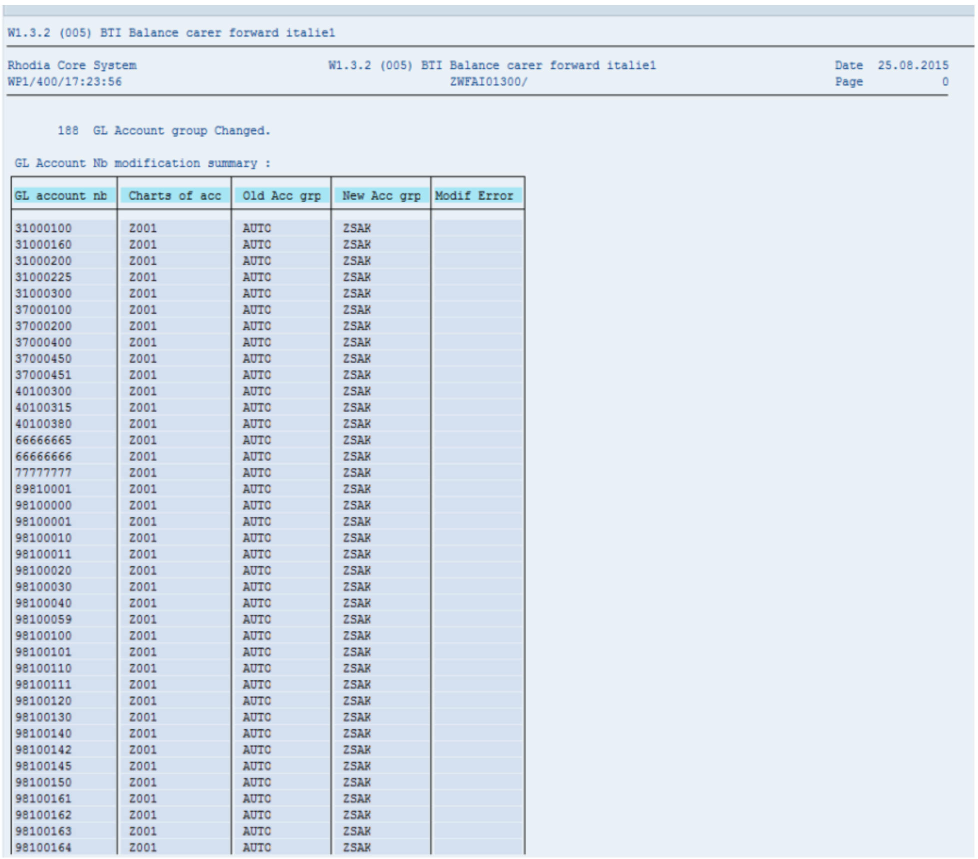


W1.3.2 (005) BTI Balance carer forward italie1

GL Account Nb selection criteria

Chart of Accounts	Z001		
G/L Account		to	
SOURCE Account Group	AUTO		
TARGET Account Group	ZSAK		

The following screen appears:



W1.3.2 (005) BTI Balance carer forward italie1

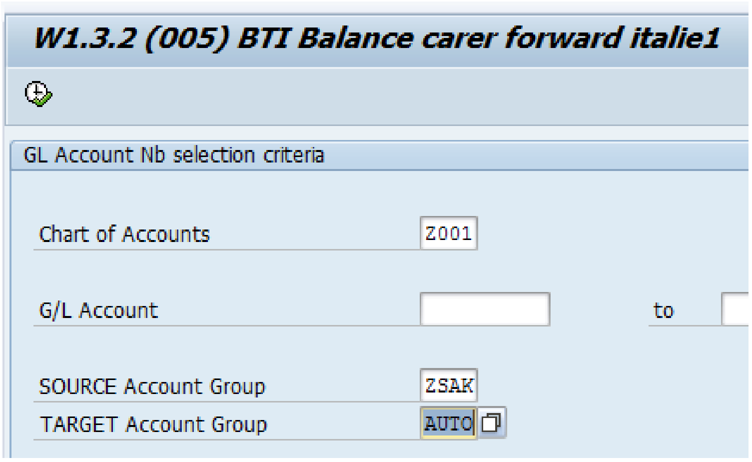
Rhodia Core System W1.3.2 (005) BTI Balance carer forward italie1 Date 25.08.2015
WP1/400/17:23:56 ZWFAI01300/ Page 0

188 GL Account group Changed.

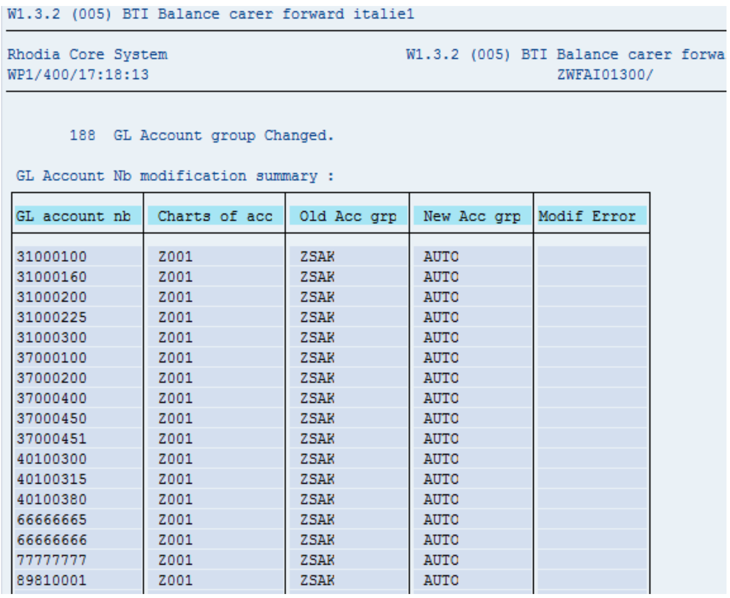
GL Account Nb modification summary :

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



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.

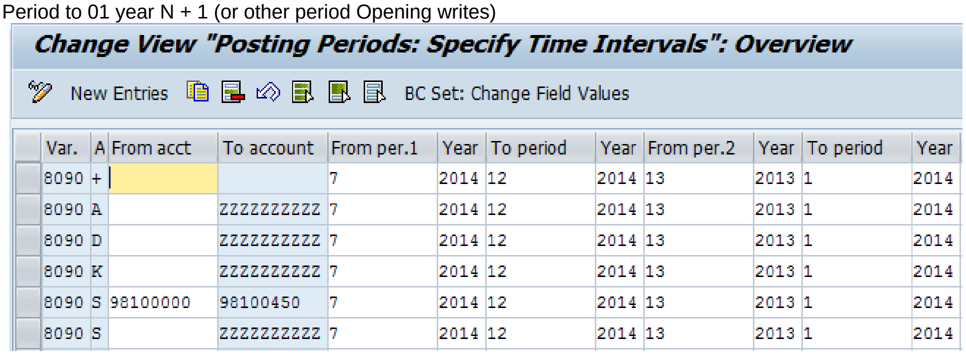
GL Account Nb modification summary :

GL account nb	Charts of acc	Old Acc grp	New Acc grp	Modif Error
31000100	Z001	ZSAK	AUTO	
31000160	Z001	ZSAK	AUTO	
31000200	Z001	ZSAK	AUTO	
31000225	Z001	ZSAK	AUTO	
31000300	Z001	ZSAK	AUTO	
37000100	Z001	ZSAK	AUTO	
37000200	Z001	ZSAK	AUTO	
37000400	Z001	ZSAK	AUTO	
37000450	Z001	ZSAK	AUTO	
37000451	Z001	ZSAK	AUTO	
40100300	Z001	ZSAK	AUTO	
40100315	Z001	ZSAK	AUTO	
40100380	Z001	ZSAK	AUTO	
66666665	Z001	ZSAK	AUTO	
66666666	Z001	ZSAK	AUTO	
77777777	Z001	ZSAK	AUTO	
89810001	Z001	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)



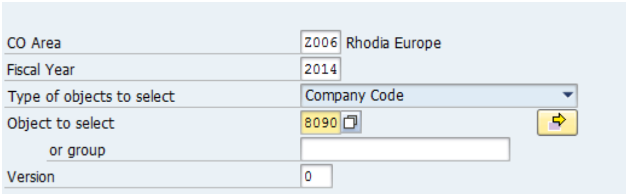
Change View "Posting Periods: Specify Time Intervals": Overview

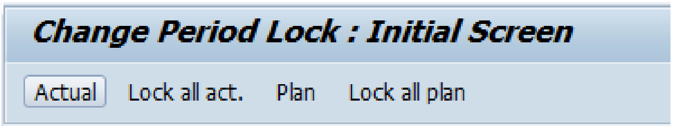
New Entries BC Set: Change Field Values

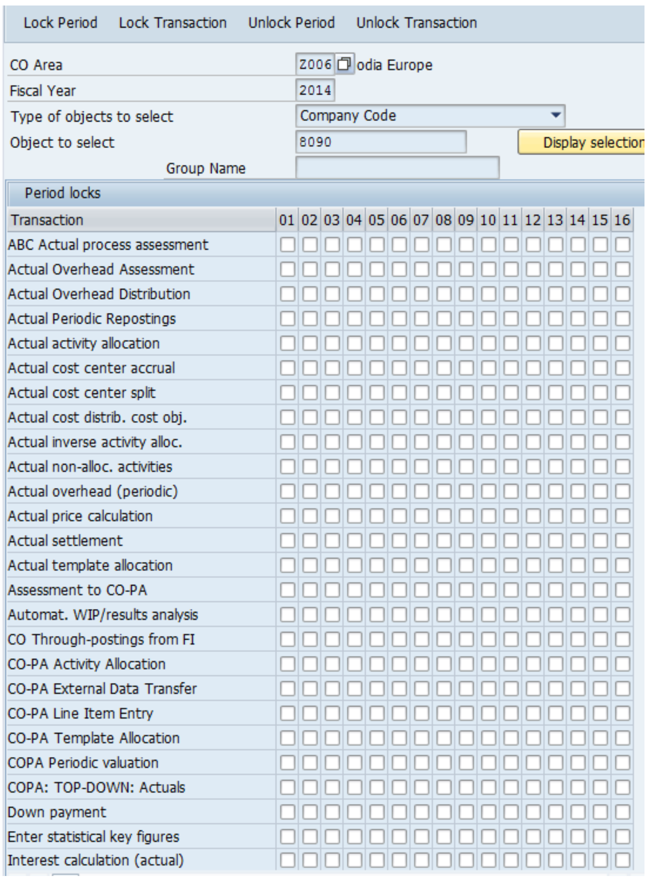
Var.	A	From acct	To account	From per.1	Year	To period	Year	From per.2	Year	To period	Year
8090	+			7	2014	12	2014	13	2013	1	2014
8090	A		ZZZZZZZZZZ	7	2014	12	2014	13	2013	1	2014
8090	D		ZZZZZZZZZZ	7	2014	12	2014	13	2013	1	2014
8090	K		ZZZZZZZZZZ	7	2014	12	2014	13	2013	1	2014
8090	S	98100000	98100450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







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**

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 openning entries.

Select the following variants of 8090:

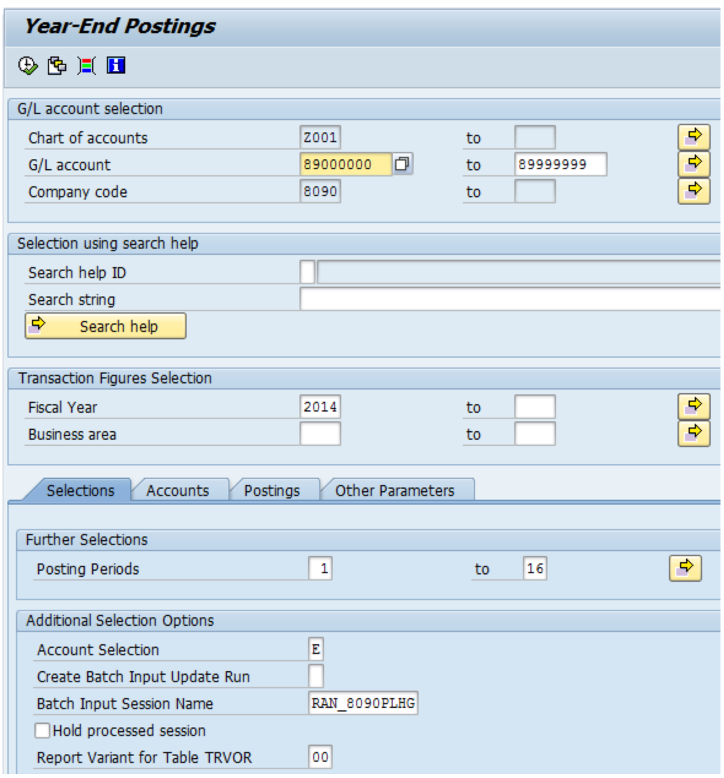
Variant catalog for program RFSUMB00					
Variant name	Short Description	Environment	Protected	Changed by	Last changed on
8090BI_GRP	.	A		FF_IT_FA_00	07.11.2014
8090BI_HGRP		A		S8004335	10.06.2013
8090PL_GRP		A		S8004335	31.05.2013
8090PL_HGRP		A		S8004335	31.05.2013

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

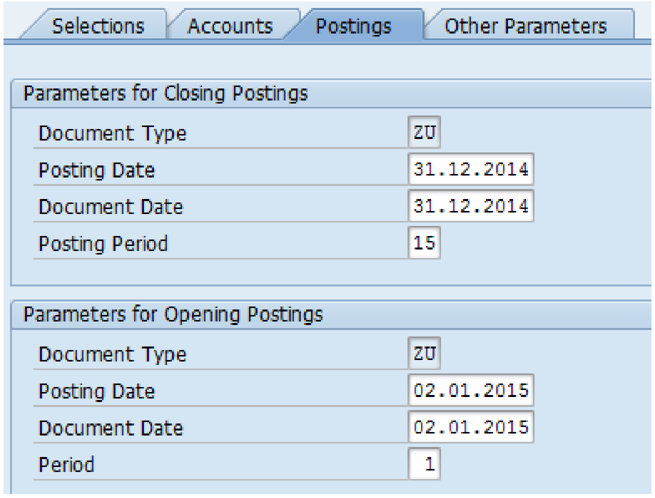
1 - 8090PL_HGRP	Income statements outside the group
2 - 8090PL_GRP	Income statements inside the group
3 - 8090BI_HGRP	Balance sheet accounts outside the group
4 - 8090BI_GRP	Group Balance Sheet Accounts

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

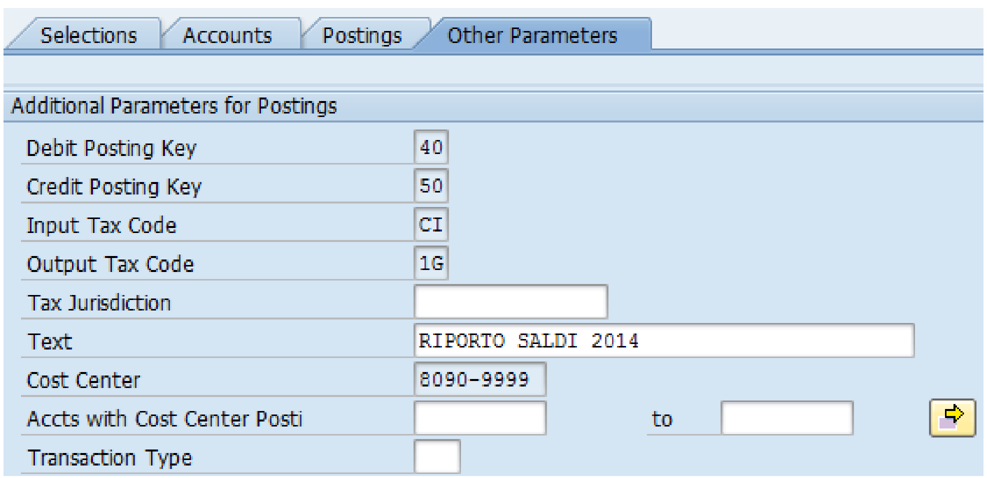
Variant 8090PL_HGRP



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

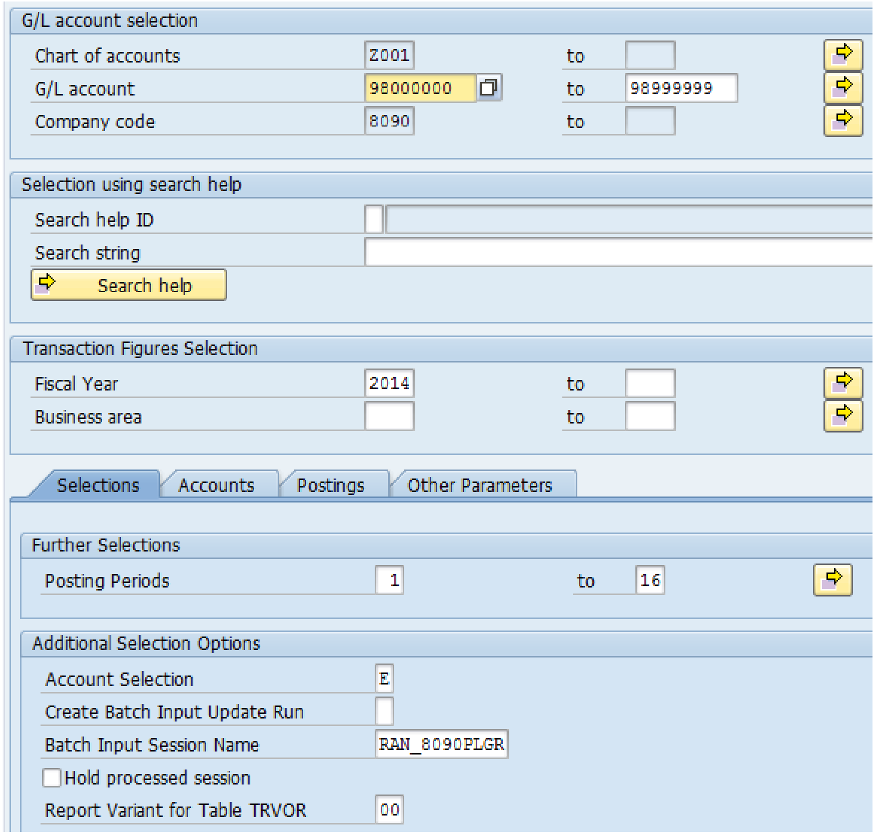


Parameters for Closing Postings:
Change the Posting Date and Document Date = 31.12.Y-1
(Last day of previous year)
Parameters for Opening Postings:
Change the Posting Date and Document Date = 01.01.Y
(1st Day of the Current Year)
3 – Tab Other Parameters:

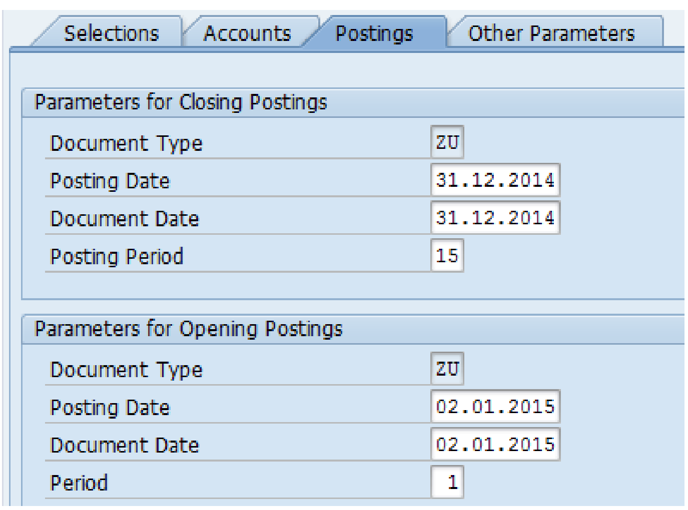


Change the Text: **RIPORTO SALDI YYYY**

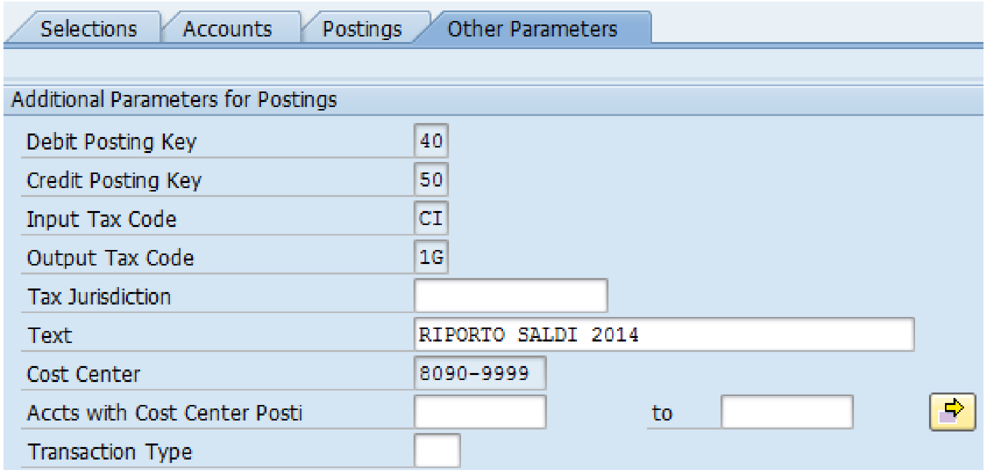
Variant 8090PL_GRP



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

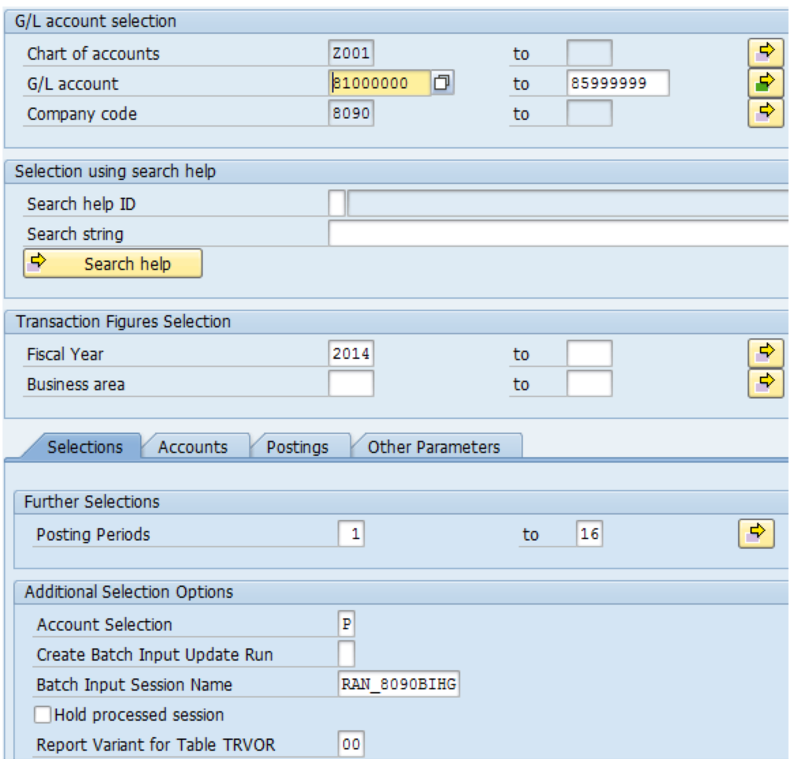


Parameters for Closing Postings:
Change the Posting Date and Document Date = 31.12.Y-1
(Last day of previous year)
Parameters for Opening Postings:
Change the Posting Date and Document Date = 01.01.Y
(1St Day of the Current Year)
3 – Tab Other Parameters:

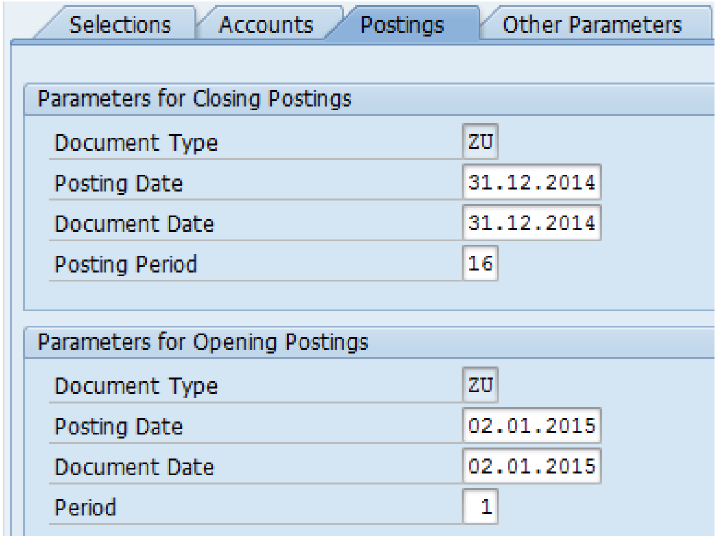


Change the Text: **RIPORTO SALDI YYYY**

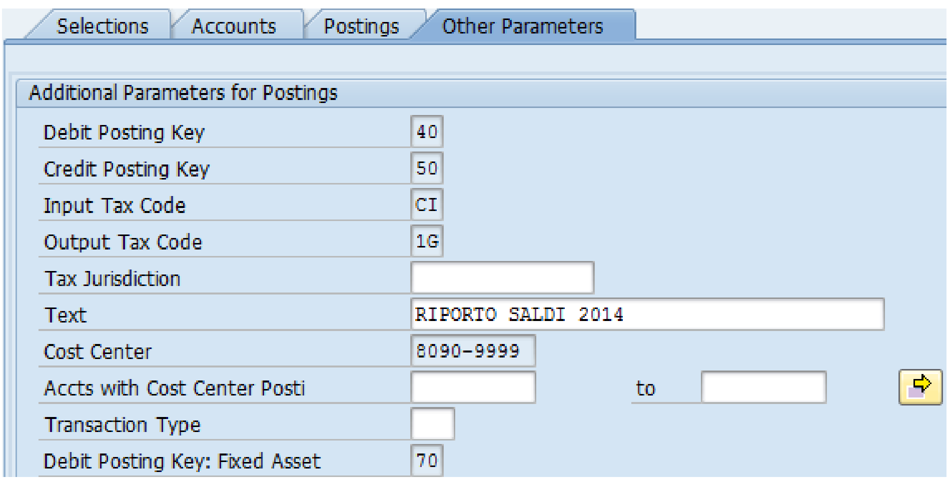
Variant 8090BI_HGRP



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

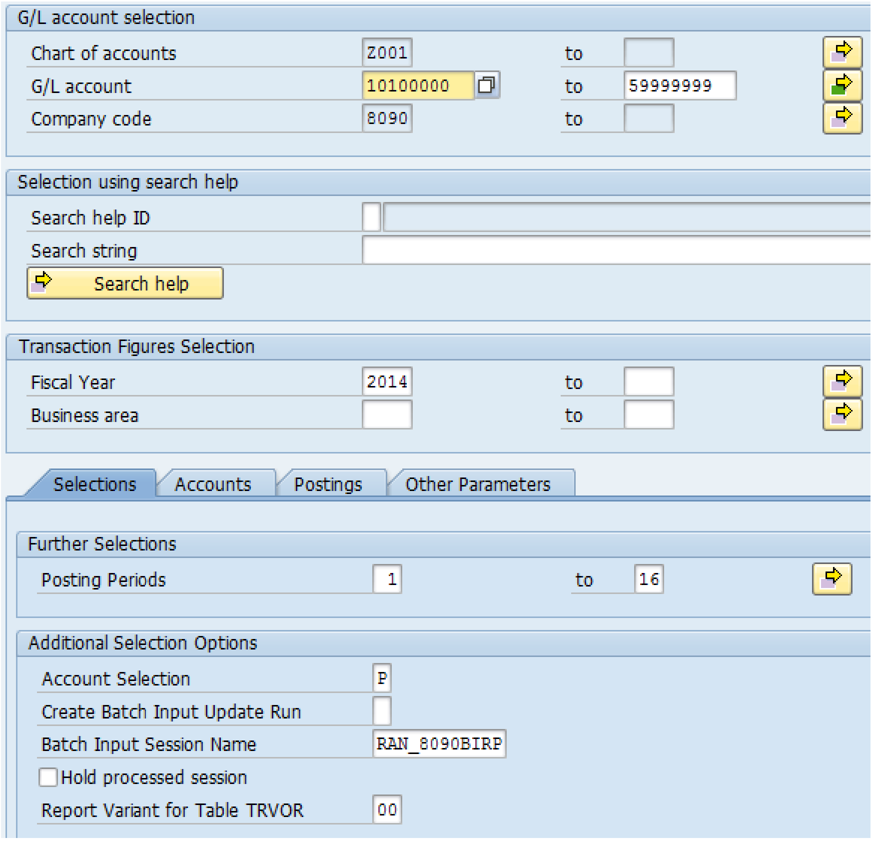


Parameters for Closing Postings:
Change the Posting Date and Document Date = 31.12.Y-1
(Last day of previous year)
Parameters for Opening Postings:
Change the Posting Date and Document Date = 01.01.Y
(1St Day of the Current Year)
3 – Tab Other Parameters:

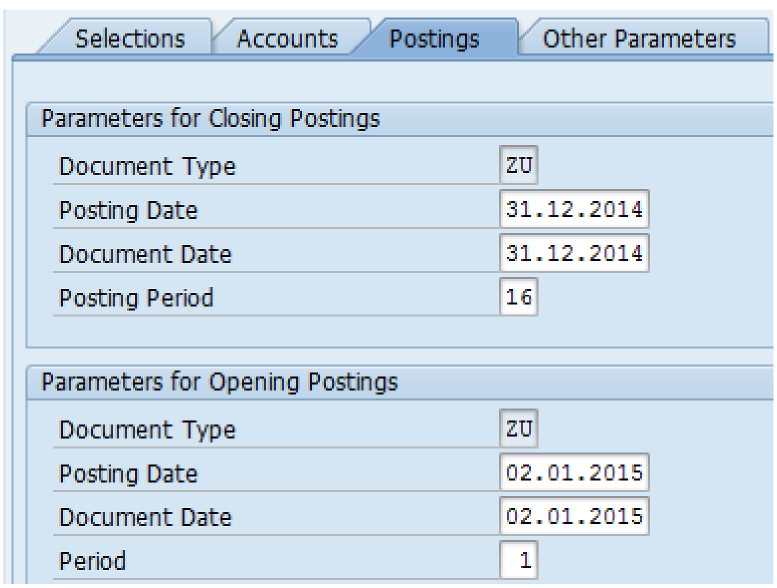


Change the Text: **RIPORTO SALDI YYYY**

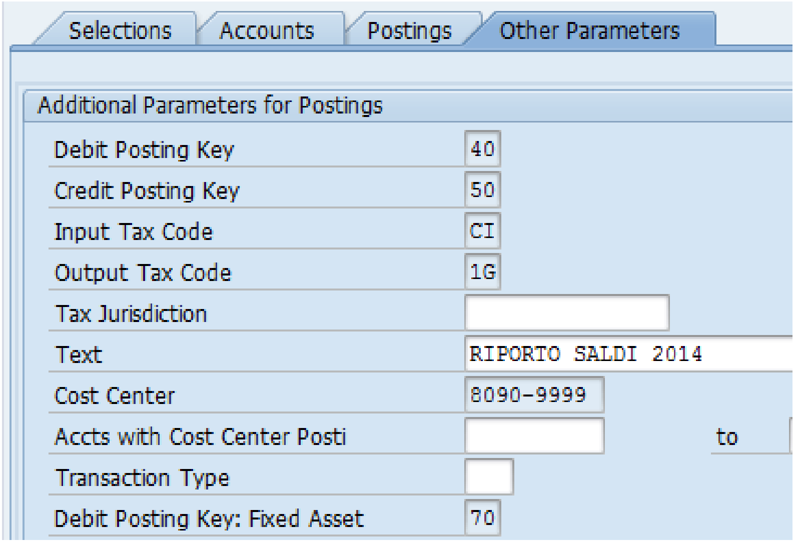
Variant 8090BI_GRP



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



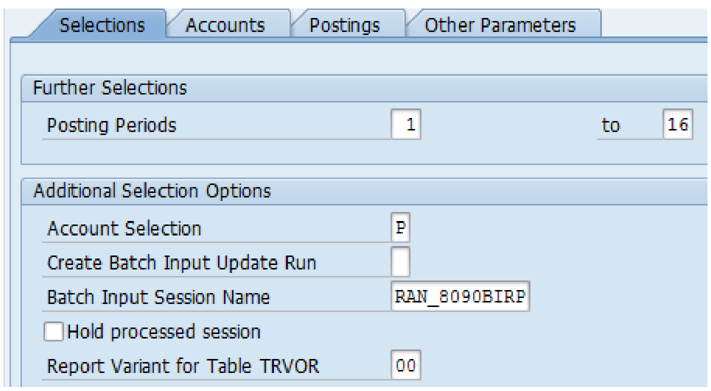
Parameters for Closing Postings:
Change the Posting Date and Document Date = 31.12.Y-1
(Last day of previous year)
Parameters for Opening Postings:
Change the Posting Date and Document Date = 01.01.Y
(1^{st} Day of the Current Year)
3 – Tab Other Parameters:



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:



DO NOT <u>Select Create Batch Input Update Run and Hold processed session.</u>
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 Accoun	668.708,52	EUR
	Balance Sheet Accounts	0,00	EUR
11	Profit & Loss Statement Accoun		
11	Profit & Loss Statement Accoun		
	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 Accoun	0,00	EUR
80	Balance Sheet Accounts	39.285.140,53-	EUR
	Profit & Loss Statement Accoun		
	Profit & Loss Statement Accoun		
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 Accoun	0,00	EUR
32	Balance Sheet Accounts	668.708,52-	EUR
	Profit & Loss Statement Accoun		
	Profit & Loss Statement Accoun		
	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 Accoun	65.718.677,85	EUR
	Balance Sheet Accounts	0,00	EUR
119	Profit & Loss Statement Accoun		
119	Profit & Loss Statement Accoun		
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

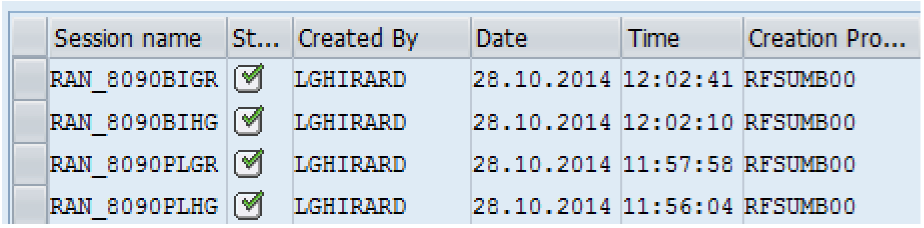
Execute the variants in real mode to create the batches in SM35.

Additional Selection Options

Account Selection	P
Create Batch Input Update Run	X
Batch Input Session Name	RAN_8090BIRP
☑ 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.

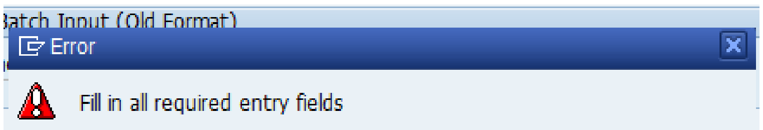


	Session name	St...	Created By	Date	Time	Creation Pro...
	RAN_8090BIGR	✓	LGHIRARD	28.10.2014	12:02:41	RFSUMB00
	RAN_8090BIHG	✓	LGHIRARD	28.10.2014	12:02:10	RFSUMB00
	RAN_8090PLGR	✓	LGHIRARD	28.10.2014	11:57:58	RFSUMB00
	RAN_8090PLHG	✓	LGHIRARD	28.10.2014	11:56:04	RFSUMB00

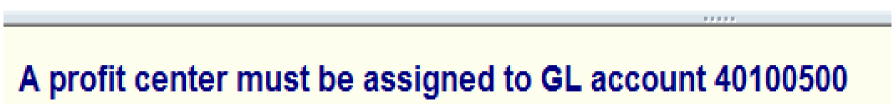
(Note: you need to run them in the order mentioned before)

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
Movement type field mandatory 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.
Partner company code	This information will be populated with the value corresponding to the Company being treated .Ex. : 77436 pour la société 7743 Rhodia Siliconi ⭐
Value Date Mandatory Mandatory for bank accounts	Closure period (31/12/NN)
Baseline Date Mandatory Mandatory for 3rd parties accounts with code CGS	Closure Period (31/12/NN)
VAT CODE Mandatory to insert the VAT code for Suppliers and Customers accounts	Codes to use : 1G for VAT collective (Customers)

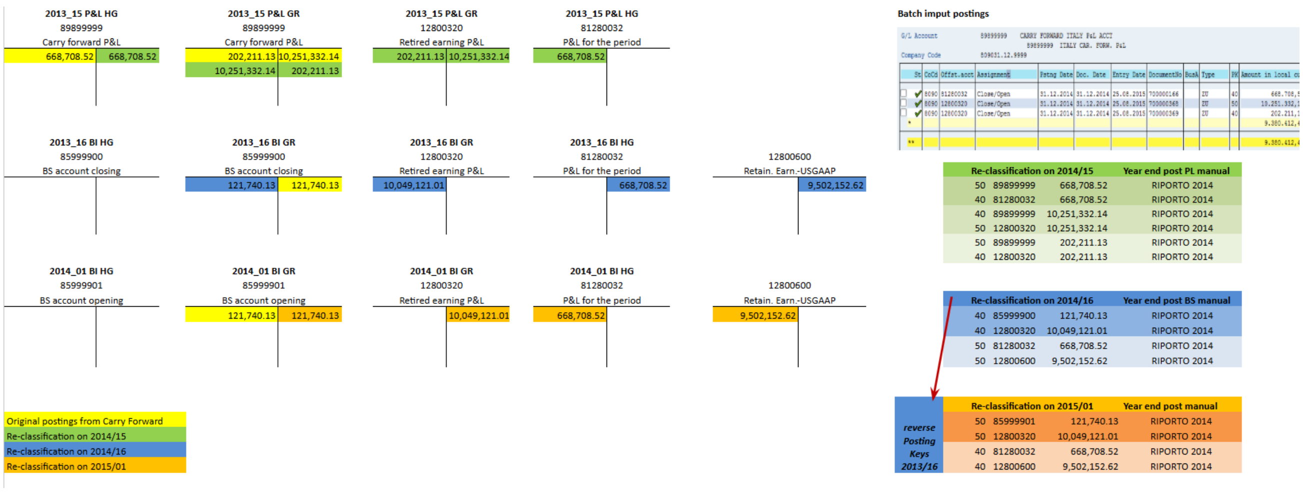


Use Profit center: Z006-9999

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.



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 OPENING	F99 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.