

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

- [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](#)
- [Table of contents](#)
 - [1.1. Objective of this Operation](#)
 - [2. Definitions](#)
 - [3. Tasks description](#)
 - [3.1. Responsibilities](#)
 - [3.2. I perform the year end closure activity for PF2 entities](#)

- 3.2.1. I ask for the necessary accesses to perform the procedure
 - 3.2.2. I request to unblock the GL accounts and Cost centers
 - 3.2.3. I perform the opening of periods
 - 3.2.4. I perform the year end closure/opening of accounts
 - 3.2.5. I perform the final postings and checks
 - 3.2.6. I perform the final actions
 - 3.2.7. I identify and solve possible errors in the variants
- 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
 - 3.3.2. I request to unblock the GL accounts and Cost centers and update some parameters in the GL accounts
 - 3.3.3. I perform the opening of periods
 - 3.3.4. I start to execute the procedure
 - 3.3.5. I perform the final postings
 - 3.3.6. I ensure consistency of data
 - 3.3.7. I perform the final validation

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 XXXXXXXX.

Approval was received to start the execution of the of accounting procedure Year End closure of Fiscal Year "Diversi a Diversi". This is a specific procedure to be executed in WP2 and PF2, once a year we need to run specific transactions only for Italian entities and for this reason access that is usually forbidden we need to activate temporarily to FS02 and FSS2 (2 months).

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

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

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

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

[ZZF_MDWF_REQUEST - Fast track for G/L company views](#)

[ZZF_MDWF_REQUEST - Cost Centers request using the Workflow](#)

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

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

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

The cost centers to be unblocked are:

ZZ5835ALFA
ZZ6306ALFA
ZZ6428ALFA

3.2.3. I perform the opening of periods

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

1) Transaction OB52 – opening the periods

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

2) Transaction /N/FIN3/OKP1_BK – opening the periods for CO postings

Using the transaction /N/FIN3/OKP1_BK you have to open the accounting period 16 of the previous year and period 01 of the current year for CO postings – "CO Through-postings from FI".

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

The transaction to run the year end closure activity is **F_IT_01** (program RFSUMB00):

Year-End Postings

G/L account selection

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

Selection using search help

Search help ID
 Search string
 Search help

Transaction Figures Selection

Fiscal Year to
 Business area to

Selections Accounts Postings Other Parameters

Further Selections

Posting Periods to

Additional Selection Options

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

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

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

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

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

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

- XXXX CHIU.S 1 – for first variant (Conti Alphanumeric)
- XXXX CHIU.S 2 – for second variant (Conti Economic)
- XXXX CHIU.S 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 CHIU.S 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.":

Year-End Postings



G/L account selection

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

Selection using search help

Search help ID

Search string

 Search help

Transaction Figures Selection

Fiscal Year	2019	to		
Business area	 *	to		

Selections

Accounts

Postings

Other Parameters

Further Selections

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

Additional Selection Options

Account Selection	E
Create Batch Input Update Run	
Batch Input Session Name	5835 CHIU.S 1
☒ Hold processed session	
Report Variant for Table TRVOR	00



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

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

Selections	Accounts	Postings	Other Parameters
Further Selections			
Posting Periods		1	to 16
Additional Selection Options			
Account Selection		E	
Create Batch Input Update Run			
Batch Input Session Name		5835 CHIUS 1	
☒ Hold processed session			
Report Variant for Table TRVOR		00	

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

Selections	Accounts	Postings	Other Parameters
Parameters for Closing Postings			
Document Type		S8	
Posting Date		31.12.2019	
Document Date		31.12.2019	
Posting Period		16	
Parameters for Opening Postings			
Document Type		S7	
Posting Date		31.01.2020	
Document Date		31.01.2020	
Period		1	



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

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

F631000000	EUR	5835 / 020	10.12 / 01
F710000000	Add tax due or paid		
F710000000	EUR	5835	260.245,84-
F710000009	9-Add tax due/paid		
F710000009	EUR	5835	1.972.927,81-
** 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:

Selections	Accounts	Postings	Other Parameters
Further Selections			
Posting Periods	1	to	16
Additional Selection Options			
Account Selection	E		
Create Batch Input Update Run	X		
Batch Input Session Name	5835 CHIUS 1		
☒ Hold processed session			
Report Variant for Table TRVOR	00		

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



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

The screenshot shows the SAP 'Year-End Postings' menu. The 'List' option is highlighted, and a submenu is open showing 'Print', 'Find...', 'Save', 'Send', 'List Header', and 'Unicode Display'. The 'Save' option is also highlighted, and a further submenu is open showing 'Office Folders', 'Report Tree', and 'Local File'.

Choose:

The dialog box asks 'In which format should the list be saved?'. The options are:

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

 There are 'OK' and 'Cancel' buttons at the bottom.

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

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

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

STEP 1

Use transaction code: SM35

SM35 - Batch Input: Initial Screen

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

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

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

STEP 2

Look for the batch input session to be processed

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

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

Selection by

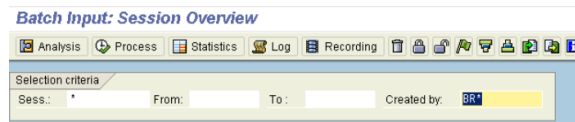
- Session: where you can insert the session name you are looking for

Batch Input: Session Overview													
Analysis Process Statistics Log Recording													
Selection criteria Sess.: From: To: Created by:													

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

Batch Input: Session Overview													
Analysis Process Statistics Log Recording													
Selection criteria Sess.: From: To: Created by:													

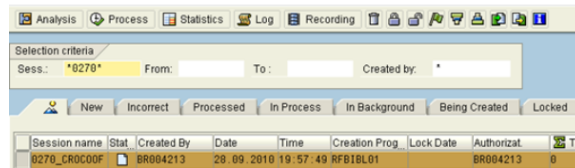
- Created By: where you can insert the user who created the batch input session



STEP 3

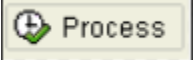
Select the batch input session to be processed

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



STEP 4

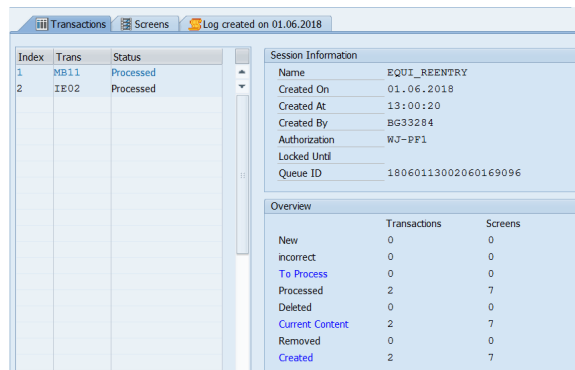
Start processing by clicking on



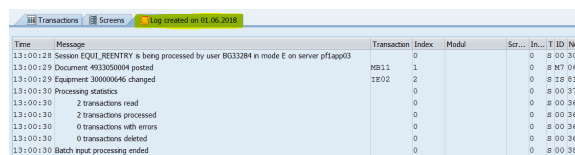
STEP 5

Check the status of the batch input session

Double click over the session.



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



STEP 6

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

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

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

BFC balance sheet - year overview: Selection

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

Selection values

Fiscal Year

To period

Selection groups

Company code

Or value(s) to

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

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

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

3.2.4.2. I run the 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 :

Year-End Postings

G/L account selection

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

Selection using search help

Search help ID

Search string

Search help

Transaction Figures Selection

Fiscal Year	2019	to		
Business area	*	to		

Selections Accounts Postings Other Parameters

Further Selections

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

Additional Selection Options

Account Selection	E
Create Batch Input Update Run	☐
Batch Input Session Name	5835 CHIUS 2
☒ Hold processed session	
Report Variant for Table TRVOR	00



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

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

Selections Accounts Postings Other Parameters

Additional Parameters for Postings

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



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

F_IT_01 outcome:

8900060008	Gen & technic init		
8900060008	EUR	5835 3490	74.492,19-
8900060008	EUR	5835 9GF0	74.662,19
** 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
*	9MNO	EUR	15.171,77-
*	9MY0	EUR	515,50
*	9SNO	EUR	24.750,77-
*		EUR	94.056.295,81-

RFSUMB00-Year-End Postings- 4

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

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

GR55 – Z4F1 Outcome

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

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

- **Run transaction in real mode**
- Extract the outcome in HTML and convert in xls.
- Run batch session named "**XXXX CHIU 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).

GR5 Z4F1 Z4F10001		BFC - Balance sheet	Date of selection 07.08.2014 17:24:43	Page 2 of 2
Company Code/Group 5916 - 5916 SOL.MARE			Chart of Accounts COCA - Solvay chart	User PT300057
Fiscal Year/Group 2013			all values in Normal EUR	020 FOCUS Production
Lead column		November	December	Definitive
**** ZFC-A500	Cash & Cash equivalents		315.357,78	31
***** ZFC-AS-C	CURRENT	1.361.458,28	1.317.319,10	1.31
***** ZFC-AS	ASSETS	1.650.111,07	1.604.345,21	1.60
* ZFC-L10100-BAL	Share Capital-BAL	479.000,00-	479.000,00-	47
** ZFC-L10100	Share Capital	479.000,00-	479.000,00-	47
** ZFC-L12000	Profit/Loss for the period	245.460,08	178.417,99	
** ZFC-L12800	Retained earnings	296.192,62-	296.192,62-	11
*** ZFC-L100	Equity attributable to equity holders	529.732,54-	596.774,63-	59

If yes we can proceed and run the last variant.

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

Open transaction F_IT_01 and select 4th variant "XXXX-CHIU.PAT.":

Year-End Postings

G/L account selection

Chart of accounts to

G/L account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Transaction Figures Selection

Fiscal Year to

Business area to

Selections Accounts Postings Other Parameters

Further Selections

Posting Periods to

Additional Selection Options

Account Selection

Create Batch Input Update Run

Batch Input Session Name

☒ Hold processed session

Report Variant for Table TRVOR

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

Transaction Figures Selection

Fiscal Year to 

Business area to 

Selections Accounts Postings Other Parameters

Parameters for Closing Postings

Document Type

Posting Date

Document Date

Posting Period

Parameters for Opening Postings

Document Type

Posting Date

Document Date

Period

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

Test Outcome

ACCOUNT SELECTION: BALANCE SHEET ACCTS (TEST RUN)

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

Real Mode Outcome

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

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

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

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

Item	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	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													

Item	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.**

GRU Z4F1 Z4F10001		BFC - Balance 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 - Solway chart	User	PI300057
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-A5-NC	ASSETS NON-CURRENT	288.652,79	287.026,11	
**	ZFC-A31000	Inv raw materials	7.261,54	7.261,54	
***	ZFC-A300-G	Inventories	7.261,54	7.261,54	
****	ZFC-A300	Inventories - Net	7.261,54	7.261,54	
**	ZFC-A41100-AUX	Trade receiv-AUX	586.409,78	583.247,16	
**	ZFC-A41100-CIC-BAL	Trade receiv-CIC-BAL	630.027,16		
**	ZFC-A41100-ORD-LI	Trade receiv-ORD-LI			
**	ZFC-A41100-L40100-ORD-LI	Trade receiv/pay-ORD-LI			
***	ZFC-A41100	Trade receivables	1.216.436,94	883.247,16	
****	ZFC-A410	Trade receivables, Net	1.216.436,94	883.247,16	
*	ZFC-A44100-BAL	Income taxes receiv-BAL	30.580,66	30.580,66	
**	ZFC-A44100	Income taxes receivable	30.580,66	30.580,66	
*	ZFC-A40160-BAL	Advances paid to suppliers-BAL	63.939,00	63.939,00	
**	ZFC-A40160	Advances paid to suppliers	63.939,00	63.939,00	
**	ZFC-A42100	Staff - Debit	4.250,00-	8.500,00-	
*	ZFC-A44700-BAL	State: Other taxes - Debit-BAL	3.038,80	7.786,93	
**	ZFC-A44700	State: Other taxes - Debit	3.038,80	7.786,93	
*	ZFC-A44800-BAL	State: VAT - Debit-BAL			
*	ZFC-A44800-L44700	State: VAT - Debit/Credit	22.771,09		
**	ZFC-A44800	State: VAT - Debit	22.771,09		
**	ZFC-A46130-LI	Other receiv non-trade-LI	6.103,18-	6.103,18-	
*	ZFC-A46130-BAL	Other receiv non-trade-BAL	1.492,57	1.492,57	
*	ZFC-A46130-L46900-EXT	Oth receiv n/trade/Oth ST pay-EXT	325,50		
**	ZFC-A46130	Other receivables non-trade	4.285,11-	4.610,61-	
**	ZFC-A47900	Insurance premiums - Debit	25.965,34	22.256,00	
***	ZFC-A400-G	Other ST receivables	137.759,78	111.451,98	
****	ZFC-A400	Other ST receivables, Net	137.759,78	111.451,98	
**	ZFC-A47100	Accrued interests receivable	0,02	0,64	
***	ZFC-A550-G	Other current financial assets, Gross	0,02	0,64	
****	ZFC-A550	Other current financial assets	0,02	0,64	

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

3.2.5. I perform the final postings and checks

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

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

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

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



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

- Company Code
- Fiscal Year
- Reporting periods

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

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

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

In both posting the same descriptions to include are:

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



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

E.g. Company 5835 closure year 2018

Posting in period 16

Doc.Type : S8 (Misc. operations S8) Normal document											
Doc. 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	FK	Account	Tr.prt	Clrng doc.	Net due dt	Account short text	Tx	Amount	Crcy	Amt.in loc.cur.	LCurr	Clearing	Text	Cost Ctr	Partner	Trs	BusA
1	40	3042000000				Retained earn-curr		155.393.146,92	EUR	155.393.146,92	EUR		CHIUSURA/RIAPERTURA CONTI				
2	40	0042000000				Retained earn-curr		20.731.604,66	EUR	20.731.604,66	EUR		CHIUSURA/RIAPERTURA CONTI				
3	50	8900090002				Pick-up account-2		176.124.751,58-	EUR	176.124.751,58-	EUR		CHIUSURA/RIAPERTURA CONTI				

The correspondent opposite in 2019

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

Doc. Number5070006835Company Code5835Fiscal Year2019

Doc. Date31.01.2019Posting Date31.01.2019Period01

Calculate Tax☐

Ref.Doc.CLOSE/OPEN

Doc. CurrencyEUR

Doc. Hdr TextYear-end closing

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

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

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

G/L Account Balances

SOLVAY SPOL IT

G/L Account Balances

Time 16:04:33

Date 27.01.2020

BOLLATE

RFSSLD00/PT300231

Page

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**":

Customer Balances in Local Currency

Customer selection

Customer account

to

Company code

5835

to

Selection using search help

Search help ID

Search string

Search help

Reporting Time Frame

Fiscal Year

2019

to

Further selections

Reporting Periods

1

to

16

Reconciliation Account

to

Account Balance

to

Special G/L Indicator

to

Output control

☐ Corporate Group Version

☒ Normal Balances

☐ Special G/L Balances

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

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

Customer Balances in Local Currency

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

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

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

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

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

Customer Balances in Local Currency

SOLVAY VALOR ALCALI Customer Balances in Local Currency Time 11:02:32 Date
 ROSIGNANO SOLVAY RFDSL00/PT300057 Page
 Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013

CoCd	Reconciliation acct	Customer	SearchTerm	SQL Ind.	Balance Carryforward	Debit rept.period	Credit report per.	Accumula
1083	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	PIGLIACELL	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 RFDSL00/PT300057 Page 2
 Carryforwd Perio 00 - 00 2013 Reporting Period 01 - 16 2013
 *** T O T A L S F R O M A L L C O M P A N Y C O D E S ***

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

Vendor Balance

Now we need to apply the same check for supplier's balances with report **S_ALR_87012082**.
 The selections to be considered are exactly the same has for Customers.

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

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

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

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

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

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

Vendor Balances in Local Currency

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

Vendor Balances in Local Currency

Time 13:49:10 Date
RFKSLD00/PT300057 Page

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

Vendor Balances in Local Currency

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

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

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

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

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

- Customer - 410759
- Supplier - 406188153

Customer data to clear:

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

Customer Line Item Display

Data Sources

Customer selection

Customer account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

☒ Open items
 Open at key date

☐ Cleared items
 Clearing date to

☐ Open at key date

☐ All items
 Posting date to

Type

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

List Output

Layout

Maximum number of items

Cliente	410759
Società	5835
Nome	2200000000 CLIENTI
Località	ROSIGNANO

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

After open F-32 and clear the data open.

Customer Line Item Display

    Data Sources

Customer selection

Customer account  to 
Company code to 

Selection using search help

Search help ID
Search string
 Search help

Line item selection

Status

☒ Open items

Open at key date

☐ Cleared items

Clearing date to 

Open at key date

☐ All items

Posting date to 

Type

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

Clear Customer: Header Data

Process open items

Account ☐ Clearing Date Period
Company Code Currency

Open Item Selection

Special G/L Ind ☒ Normal OI

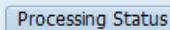
Additional Selections

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

 Distribute Difference Editing Options

Account items 410759 2200000000 CLIENTI

◀ ▶ 🔍



Amount entered	0,00
----------------	------

Assigned	0,00
----------	------

Difference postings

Not assigned	0,00
--------------	------

Open FBL1N and choose first normal items for supplier.

Vendor Line Item Display

Data Sources

Vendor selection

Vendor account to

Company code to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

☒ Open items

Open at key date

☐ Cleared items

Clearing date to

Open at key date

☐ All items

Posting date to

Type

☒ Normal items

☐ Special G/L transactions

☐ Noted items

☐ Parked items

☐ Customer items

Vendor 406188153
 Company Code 5835
 Name 2300000000 FORNITORI
 City

St	G/L	Tr.Frt	Vendor	Reference	Inv. ref.	DocumentNo	Type	Doc. Date	Posting Date	Time	Entry Date	Net due dt	S	PK	20	Amount in local cur.	LCurr	Clrng doc.	Text
			406188153	CLOSE/OPEN	50700002283	50700002283	57	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
			406188153	CLOSE/OPEN	50700002284	50700002284	57	31.01.2014	31.01.2014	17:24:51	18.08.2014	31.01.2014			38	148.157,16	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
			406188153	CLOSE/OPEN	50700002285	50700002285	57	31.01.2014	31.01.2014	17:24:51	18.08.2014	31.01.2014			38	6,97	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
			406188153	CLOSE/OPEN	50700002286	50700002286	57	31.01.2014	31.01.2014	17:24:52	18.08.2014	31.01.2014			38	435.624,00	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
			406188153	CLOSE/OPEN	50700002287	50700002287	57	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
			406188153	CLOSE/OPEN	50700002288	50700002288	57	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
			406188153	CLOSE/OPEN	50700002289	50700002289	57	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
			406188153	CLOSE/OPEN	50800005272	50800005272	58	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
			406188153	CLOSE/OPEN	50800005273	50800005273	58	31.12.2013	31.12.2013	17:24:50	18.08.2014	31.12.2013			28	148.157,16	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
			406188153	CLOSE/OPEN	50800005274	50800005274	58	31.12.2013	31.12.2013	17:24:51	18.08.2014	31.12.2013			28	6,97	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
			406188153	CLOSE/OPEN	50800005275	50800005275	58	31.12.2013	31.12.2013	17:24:51	18.08.2014	31.12.2013			28	435.624,00	EUR	6512614790	CHIUSURA/RIAPERTURA CONTI
			406188153	CLOSE/OPEN	50800005276	50800005276	58	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
			406188153	CLOSE/OPEN	50800005277	50800005277	58	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
			406188153	CLOSE/OPEN	50800005278	50800005278	58	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 Line Item Display

Vendor selection

Vendor account

406188153

to

Company code

5881

to

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

Open items

Open at key date

13.05.2015

Cleared items

Clearing date

to

Open at key date

All items

Posting date

to

Type

Normal items

Special G/L transactions

Noted items

Parked items

Customer items

Vendor

406188153

Company Code

5881

Name

2300000000 FORNITORI

City

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

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

G/L accounts data to clear:

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

3.2.6. I perform the final actions

I close periods in OB52 and /FIN3/OKP1_BK and close again all master data open during the execution of the procedure (GL accounts and cost centers).



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

3.2.7. I identify and solve possible errors in the variants

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

3.2.7.1. I identify errors in 1st variant

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

The screenshot shows the SAP transaction 'Post Foreign Currency Valn Add G/L account item'. The G/L Account is F790000000 (Deferred tax-expenses) and the Company Code is 5916 (SOL.MARE). The transaction is for Item 2 / Credit entry / 50, with an amount of 605,82 EUR. An error message is displayed: 'Account F790000000 requires an assignment to a CO object'. The error message is shown in a blue box with a warning icon. The background shows the transaction details and various input fields for coding, including Business Area, Trdg Part, BA, Value Date, Asset, Cost Center, Order, Profit Center, Segment, Cost Object, WBS Element, Personnel No., Sales Order, and Material. There are also fields for Batch Input (Old Format) and WBS Element.

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

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

Error 2 - " Posting period is not opened"

Post Foreign Currency Valn: Header Data

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

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

Performance Assistant

Posting period 016 2013 is not open

Message no. F5201

Diagnosis

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

System Response

Processing cannot be continued.

Batch input barcode entry

Document type * Doc
Reference Doc.

First line item

PstKy 40 Account 8900090002

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

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

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

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

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

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

Coding Block

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

Coding Block

Transaction CO Through-postings from FI has been locked

✓ ?

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

Change Actual Period Lock : Edit

Lock Period Lock Transaction Unlock Period Unlock Transaction

Controlling Area P SOLVAY

Fiscal Year

Period locks																
Transaction	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
Automat. WIP/results analysis	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
CO Through-postings from FI	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒

And

Change Actual Period Lock : Edit

Lock Period Lock Transaction Unlock Period Unlock Transaction

Controlling Area P SOLVAY

Fiscal Year

Period locks																
Transaction	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
CO Through-postings from FI	☐	☒	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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

Post Foreign Currency Valn Display Overview

Display Currency Acct model Fast Data Entry Taxes

Document Date Type Company Code

Posting Date Period Currency

Document Number Fiscal Year Translatn Date

Reference

Doc.Header Text Trading Part.BA

Branch number Number of Pages

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

D 251.045,50 C 251.045,50

Other line item

PstKy Account SG

G/L account 2411030033 in tax code DZ not found

Message no. FS716

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

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

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

G/L account Purchase electrical energy
 Company code SOC ELES0

Item 2 / Credit entry / 50

Amount EUR

Coding Block

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

Coding Block


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

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

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

G/L account	60000000100	Main raw materials-warehouses
Company code	0345	SOC ELES0
Item 2 / Credit entry / 50		
Amount	1.569,49 EUR	

Coding Block

Business area	7310	Trdg part.BA	
Asset			
Cost center	ET899999999		
Order			
Profit center			
Cost object		Profit. segment	☐ Detail
WBS element		Network	
Sales order			
Material		Plant	
WBS element			

✓ ↺ ✗

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

✓ ?

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

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

Enter Misc. operations S8: Display Overview

Display currency		Park document		Act assignmt model...		G/L item fast entry		Taxes	
Document date	31.12.2007	Type	S8	Company code	0345				
Posting date	31.12.2007	Period	16	Currency	EUR				
Document number	INTERNAL	Fiscal year	2007	Translation dte	31.12.2007				
Reference	CLOSE/OPEN			Cross-CC no.					
Doc.header text	Year-end closing			Trading part.BA					
Branch number				Number of Pages					

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

Other line item	
PstKy	Account

Error 4:27:10pm S W R B

Field Quantity is a required field for G/L account 6141030000

OK Help

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

Session	Edit	Goto	Utilities	System	Help
/Nend					

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

Click on **Process** and then select the following modes

Process Session CHIUS ECONOM	
Run mode	Additional functions
☒ Process/foreground	☒ Extended log
☐ Display errors only	☒ Expert mode
☐ Background	☒ Dynpro standard size
Destination	
Process	

Process

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

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

System

Batch-input

Display errors only

The transaction starts automatically again.

Error 8 – Amount higher then 1.999.999.999,99

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

More data Acct model Fast Data Entry Taxes

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

Item 1 / Debit entry / 40

Amount EUR
Tax Code ☐ Calculate tax ☒ More

Value Date Quantity
Assignment Due on
Text Long Texts

Next Line Item

PstKy Account SGL Ind ☐ TType ☐ New co.code

You may only post documents up to EUR 1.999.999.999,99

To solve this problem is necessary to open a fas connect

3.2.7.2. I identify errors in 3rd variant

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

Post Foreign Currency Valn: Header Data

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

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

Document origin details

Reference Transact.

Reference Key

Logical System

Batch input barcode entry

Document type Doc. ID

Reference Doc.

First line item

PstKy 08 Account 410759 SGL Ind TType

Performance Assistant

Account 410759 5916 is blocked for posting

Message no. F5351

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

Leave the batch session with the following control:

Session Edit Goto Utilities System Help

☒ /nend

Enter again and process using the option display errors only.



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

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

Post Foreign Currency Valn Add G/L account item

More data Acct model Fast Data Entry

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

Item 1 / Debit entry / 40

Amount: 18.892.085,27 EUR Amount in LC: 18.892.085,27 EUR
☒ More

Purchasing Doc.:

Quantity:

Value Date: 13.08.2014 Due on:

Assignment: Close/Open Asst retirement: ☐

Text: CHIUSURA/RIAPERTURA CONTI

Next Line Item

PstKy: 50 Account: 1200000000 SGL Ind: ☐

Performance Assistant

Account 1200000000 0270 is blocked for posting

Message no. F5351

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

G/L account Edit Goto Extras Environment Settings System Help

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

Centrally

Edit financial statement version Edit set Edit cost element

Gen & techn items excl packag-acq val MM
CHIMICA (IT)

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

Control in chart of accounts

Account Group:

☒ P&L statement acct

Detailed control for P&L statement accounts

P&L Statement Acct Type: ☐

☐ Balance Sheet Account

Description

Short Text:

G/L Acct Long Text:

Consolidation data in chart of accounts

Trading Partner:

The following window is displayed:

Block G/L Account Centrally

Edit financial statement version Edit set Edit cost element

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

Lock

Block in chart of accounts

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

Block in company code

- ☐ Blocked for posting

Remove all the blocks that are selected save the data



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

STEP 1

Use transaction code: **SM35**



SM35 - Batch Input: Initial Screen



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



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

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

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

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

STEP 2

Look for the batch input session to be processed

Selection by

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

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

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



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

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

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

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

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

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

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

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

STEP 3

Select the batch input session to be processed

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

Batch Input: Session Overview

Analysis Process Statistics Log Recording

Selection criteria

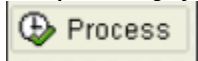
Sess.: *0270* From: To: Created by: *

New Incorrect Processed In Process In Background Being Created Locked

Session name	Stat.	Created By	Date	Time	Creation Prog.	Lock Date	Authorizat.	Tra
0270_CROC00F		BR004213	29.09.2018	19:57:49	RF81BL01		BR004213	0

STEP 4

Start processing by clicking on



STEP 5

Check the status of the batch input session

Double click over the session.

Transactions Screens Log created on 01.06.2018

Index	Trans	Status
1	MB11	Processed
2	IE02	Processed

Session Information

Name EQUI_REENTRY

Created On 01.06.2018

Created At 13:00:20

Created By BG33284

Authorization WJ-PP1

Locked Until

Queue ID 18060113002060169096

Overview

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

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

Transactions Screens Log created on 01.06.2018

Time	Message	Transaction Index	Modul	Scr...	In...	T ID	No.
13:00:28	Session EQUI_REENTRY is being processed by user BG33284 in mode E on server pfapp03						
13:00:29	Document 4933050094 posted	MB11	1				0 8 00 300
13:00:29	Equipment 20000046 changed	IE02	2				0 8 00 060
13:00:30	Processing statistics						0 8 00 917
13:00:30	2 transactions read						0 8 00 370
13:00:30	2 transactions processed						0 8 00 363
13:00:30	0 transactions with errors						0 8 00 364
13:00:30	0 transactions deleted						0 8 00 365
13:00:30	Batch input processing ended						0 8 00 366
							0 8 00 382

STEP 6

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



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

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

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

Enter Misc. operations S8: Add Customer item

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

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

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

Error
Make an entry in all required fields
OK Help

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

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

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

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

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

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

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

Coding Block

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

Buttons:

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

Coding Block

Make an entry in all required fields:

Buttons:

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

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

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

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

Coding Block

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

Buttons:

Next line item
PstKy: Code:

Coding Block

Make an entry in all required fields:

Buttons:

For company 5835

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

Error 6 - Provision accounts field "transaction type" missing

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

Icons: More data | Acct model | Fast Data Entry | Taxes

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

Item 1 / Debit entry / 40

Amount: 42.140,50 EUR

☐ Calculate tax ☒ More

Quantity:

Assignment: Close/Open

Text: CHIUSURA/RIAPERTURA CONTI Long Texts

Next Line Item

PstKy: 50 Account: 8900090002 SGL Ind: ☐ TType: ☐ New co.code:

Coding Block

Business Area: 7340 Trdg Part.BA:
Material: Transactn Type: ☒

☒

Error

Fill in all required entry fields:

☒

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

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

Control Data | Create/bank/interest | Information

Control of document creation in company code

Field status group: GEN3 General (transaction type mandatory)

☐ Post automatically only
☐ Supplement auto. postings
☐ Recon. acct ready for input

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



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

Error 7 – "Missing data in table TABKT"

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



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

In case of information needed they will provide.

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

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

1 – In closure year - 2018

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

Document Overview - Display

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

Doc. Number	5080004675	Company Code	0345	Fiscal Year	2013
Doc. Date	31.12.2013	Posting Date	31.12.2013	Period	16

Calculate Tax ☐
Ref.Doc. BO
Doc. Currency EUR
Doc. Hdr Text Year-end closing 2013

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

The correspondent opposite in 2014

Document Overview - Display

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

Doc. Number	5070003463	Company Code	0345	Fiscal Year	2014
Doc. Date	31.01.2014	Posting Date	31.01.2014	Period	01

Calculate Tax ☐
Ref.Doc. BO
Doc. Currency EUR
Doc. Hdr Text Year-end closing 2013

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

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

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

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

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

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

Last Changed On RFC_IDM 17.09.2015 18:46:36 Status Saved

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

Role Role

Reference user for additional rights

Role Assignments

S...	Role	Type	Valid From	Valid to	Name
☒	ZS_PLFWW_GAC_M049		01.07.2015	14.08.2015	GACM049-IND- Manage carry forward

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

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

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

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

[ZZF_MDWF_REQUEST - Fast track for G/L company views](#)

[ZZF_MDWF_REQUEST - Cost Centers request using the Workflow](#)

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

These are the accounts that need to be unblocked:

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

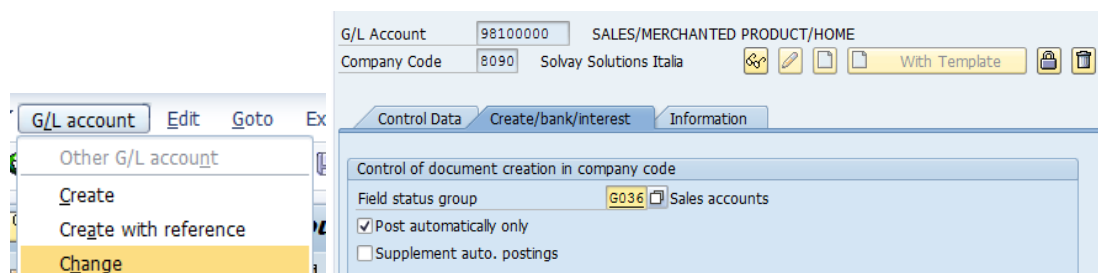
Transaction FSS0 – Change G/L account parameter

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**

Mass Maintenance: G/L Account

Object Type

Variant Name Variant Name

Mass Maintenance: G/L Account

☒ Data Records to Be Changed

Restrict Data Records to Be Changed

Company Code	8090	To	
G/L Account		To	
Field status group	Z001	To	

Execute:

Mass Maintenance: G/L Account

Restrictions Old Values

✓ G/L account master (company code)

38 Entries

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

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

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

Change all accounts from area Z001 to ZZ01

Field statu...

ZZ01

Following messages appear:

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

3.3.3.2. Transaction ZWFA32A

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

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

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

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

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

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

Go to Transaction ZWFA32A

Make the selection:

- Accounts = Z001**

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

W1.3.2 (005) BTI Balance carer forward italie1

⌚

GL Account Nb selection criteria

Chart of Accounts

G/L Account to

SOURCE Account Group

TARGET Account Group

The following screen appears:

W1.3.2 (005) BTI Balance carer forward italie1

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

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

Date 25.08.2015
Page 0

188 GL Account group Changed.

GL Account Nb modification summary :

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

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

W1.3.2 (005) BTI Balance carer forward italie1

GL Account Nb selection criteria

Chart of Accounts

G/L Account to

SOURCE Account Group

TARGET Account Group

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

W1.3.2 (005) BTI Balance carer forward italie1

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

188 GL Account group Changed.

GL Account Nb modification summary :

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

3.3.3.3. Transaction OB52 – opening the periods

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

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

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

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

New Entries BC Set: Change Field Values

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

3.3.3.4. Transaction n/FIN3/OKP1_BK – opening the periods for CO postings

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

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

Change Period Lock : Initial Screen

Actual Lock all act. Plan Lock all plan

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

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

3.3.3.5. Transaction KEDR (for information)

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

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

3.3.4. I start to execute the procedure

Go to Transaction **F_IT_01** (prog. RFSUMB00)

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

Select the following variants of 8090:

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

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

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

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

Variant 8090PL_HGRP

Year-End Postings

G/L account selection

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

Selection using search help

Search help ID:
Search string:

Transaction Figures Selection

Fiscal Year: 2014 to
Business area: to

Selections | Accounts | Postings | Other Parameters

Further Selections

Posting Periods: 1 to 16

Additional Selection Options

Account Selection: E
Create Batch Input Update Run: ☐
Batch Input Session Name: RAN_8090PLHG
☐ Hold processed session
Report Variant for Table TRVOR: 00

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

2 - Tab Postings:

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

Parameters for Closing Postings:

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

Parameters for Opening Postings:

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

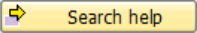
3 – Tab Other Parameters:

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

Change the Text: **RIPORTO SALDI YYYY**

Variant 8090PL_GRP

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

Selection using search help	
Search help ID	
Search string	
	

Transaction Figures Selection			
Fiscal Year	2014	to	
Business area		to	

Selections	Accounts	Postings	Other Parameters
Further Selections			
Posting Periods	1	to	16
Additional Selection Options			
Account Selection	E		
Create Batch Input Update Run			
Batch Input Session Name	RAN_8090PLGR		
☐ Hold processed session			
Report Variant for Table TRVOR	00		

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

2 - Tab Postings:

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

Parameters for Closing Postings:

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

Parameters for Opening Postings:

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

3 – Tab Other Parameters:

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

Change the Text: **RIPORTO SALDI YYYY**

Variant 8090BI_HGRP

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

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

2 - Tab Postings:

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

Parameters for Closing Postings:

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

Parameters for Opening Postings:

Change the Posting Date and Document Date = 01.01.Y

(1st Day of the Current Year)

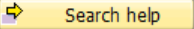
3 – Tab Other Parameters:

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

Change the Text: **RIPORTO SALDI YYYY**

Variant 8090BI_GRP

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

Selection using search help	
Search help ID	
Search string	
	

Transaction Figures Selection			
Fiscal Year	2014	to	
Business area		to	

Selections	Accounts	Postings	Other Parameters
Further Selections			
Posting Periods	1	to	16
Additional Selection Options			
Account Selection	P		
Create Batch Input Update Run			
Batch Input Session Name	RAN_8090BIRP		
☐ Hold processed session			
Report Variant for Table TRVOR	00		

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

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

Parameters for Closing Postings:

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

Parameters for Opening Postings:

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

- 3 - Tab Other Parameters:

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

Change the Text: **RIPORTO SALDI YYYY**

3.3.4.1. I Execute in Test Mode the Batch input

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

Selections	Accounts	Postings	Other Parameters
Further Selections			
Posting Periods		1	to 16
Additional Selection Options			
Account Selection		P	
Create Batch Input Update Run		☐	
Batch Input Session Name		RAN_8090BIRP	
☐ Hold processed session			
Report Variant for Table TRVOR		00	

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

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

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

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

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

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

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

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

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

3.3.4.2. I Execute in Real Mode the Batch input

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

Additional Selection Options

Account Selection	P
Create Batch Input Update Run	X
Batch Input Session Name	RAN_8090BIRP
☒ Hold processed session	
Report Variant for Table TRVOR	00

SELECT Create Batch Input Update Run and Hold processed session.

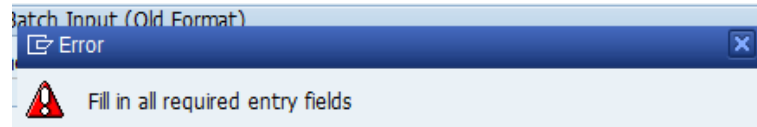
4 batches in SM35 are ready to run.

	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)

A profit center must be assigned to GL account 40100500

Use Profit center: Z006-9999



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

3.3.5. I perform the final postings

Execute manually the posting template.

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

Supporting file is available in appendix of this procedure.

3.3.6. I ensure consistency of data

- After all the steps are done, we need to:
- 1 - Check the consistency and to reverse ALL the changes that we did before.
 - 2 - Reverse all the changes done before
 - 3 - Close the periods (OB52 and n/FIN3/OKP1_BK)

3.3.7. I perform the final validation

Compare the heading L12800 form report GR55 Z4F1 with January BFC

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

		F00 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.