

Guidelines

Guidelines

- 1. Title convention
- 2. Create a procedure
- 3. Move/Reorder a procedure
- 4. Add/Change labels
- 5. Insert files and images
- 6. Insert a link
- 7. Insert a macro
- 8. Add/Edit a term in Finance Glossary
- 9. Share a procedure
- 10. Notify watchers
- 11. Draft to Published
- Useful links

Title Convention

Each procedure and task's title must follow a set of rules.

Learn more about:

- [Procedures' title](#)
- [Tasks and Steps' title](#)

Procedures' title

For **country accounting procedures**, the title must follow this rule:

Acronym of the country/region - Company Code (optional) Description

- One country:

e.g. [US - 4290 Equity Earnings](#)

[BR - Benefits Cycles](#)

- More than one country:

e.g. [BR and VE - Standard Cost Report](#)

[APAC - Bank Reconciliation](#)

For **worldwide procedures**, the title is defined in the Organizational Process Design (OPD).

Check each OPD [here](#).

Tasks and Steps' title

Each task and step must follow the OPD name convention - I "do" something.

Examples:

- I create / prepare / identify / fill in / update / add / calculate / extract ...
- I post / check / analyse / follow-up / compare / inform / archive ...
- I receive / download / request / collect ...
- I communicate / send / approve ...
- I run the SAP transaction ...
- I perform the posting ...

- I perform a consistency check between ...
- I provide the necessary assistance ...

Create a procedure

There are **two templates** in confluence:

1. One for WW and Country Accounting procedures
2. Other for SAP Transaction

Each page must be placed in a specific folder.

Learn more about:

- [Where to create a procedure](#)
 - [Worldwide](#)
 - [Country Accounting](#)
 - [SAP Transaction](#)
- [How to create a procedure](#)
- [Template remarks](#)

Where to create a procedure

Each page must be placed in a specific folder.

The screenshot shows a Confluence page with a navigation tree on the left. The tree includes folders for 'SBS - Finance' (with sub-folders like Financial Accounting, Management Accounting, Treasury, IS, Simplification and Process Performance, Country Accounting, Reporting Platform) and 'SAP Transactions' (with sub-folders like SAP Transaction Codes, SAP Messages, SAP Reports). The main content area features a 'Welcome to the Finance Service Line knowledge Base' header, a search bar, and two columns of content: 'Finance Service Line' and 'Finance Organizational Process Design'. A yellow box highlights a 'Know more on how to contribute in Finance Service Line Space' section.

- **Worldwide**

These procedures **have to be defined in the OPD** and only after they can be created in confluence.

The folder structure is **Unit / Domain / Sub-domain**, e.g. Financial Accounting / Indirect Taxes / Intrastat.

Each procedure is created within the sub-domain.

• Country Accounting

These procedures are organized in countries/regions. Therefore you only need to place the procedure inside the respective country/region.



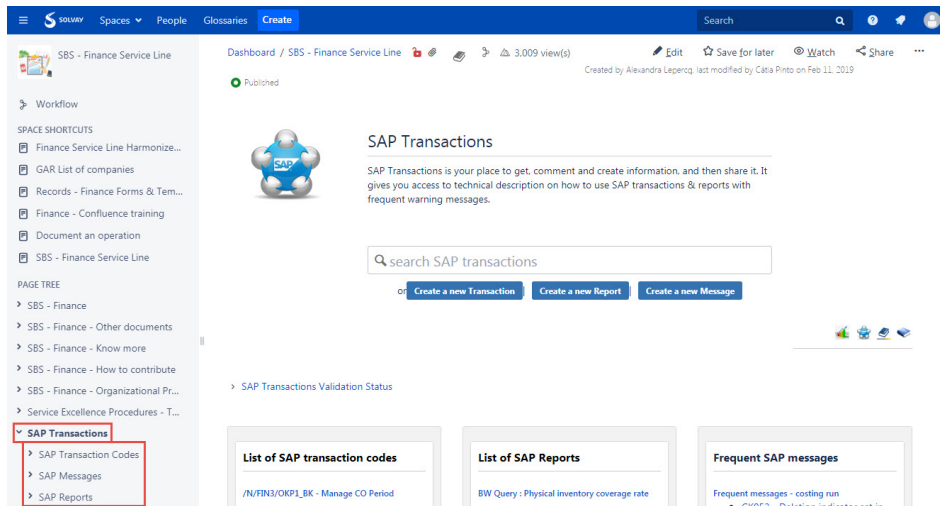
Within **Other EMEA Countries** and **Other APAC Countries**, you have to select the respective country.

Only use **Multi Countries - Transversal** if any of the other folders do not apply to your procedure, e.g. **APAC - Bank Reconciliation**.

• SAP Transaction

This scope includes:

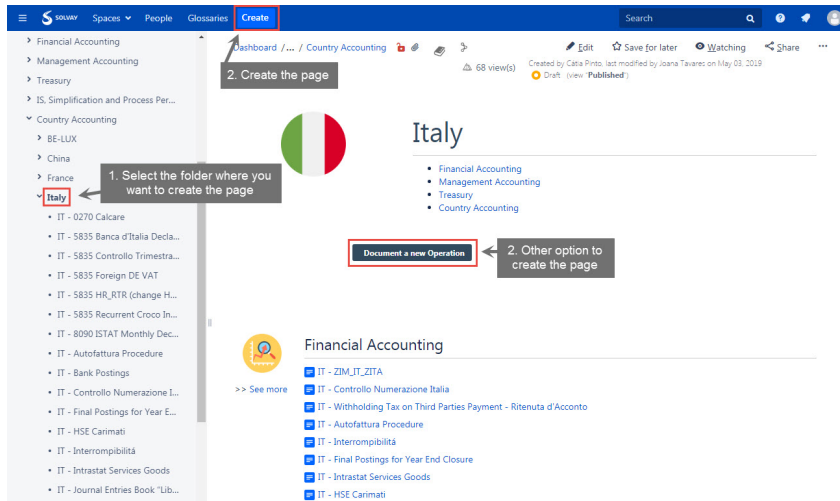
- Transactions Codes, e.g. FB05
- Messages, e.g. frequent messages in material ledger
- Reports, e.g. WP1 - Report ZWFAR571



How to create a procedure

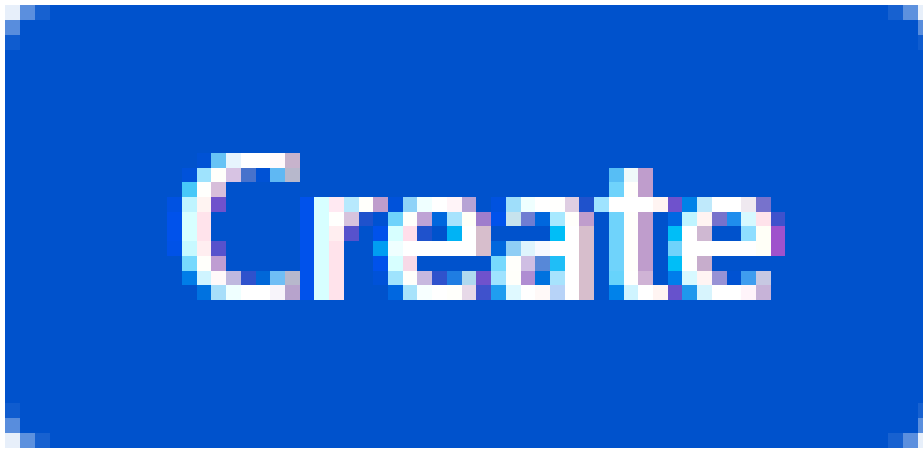
Follow the steps described in the image that exemplify the case of Italy.

1. Select the folder where you want to create the page
2. Select **Create OR Document a new operation**

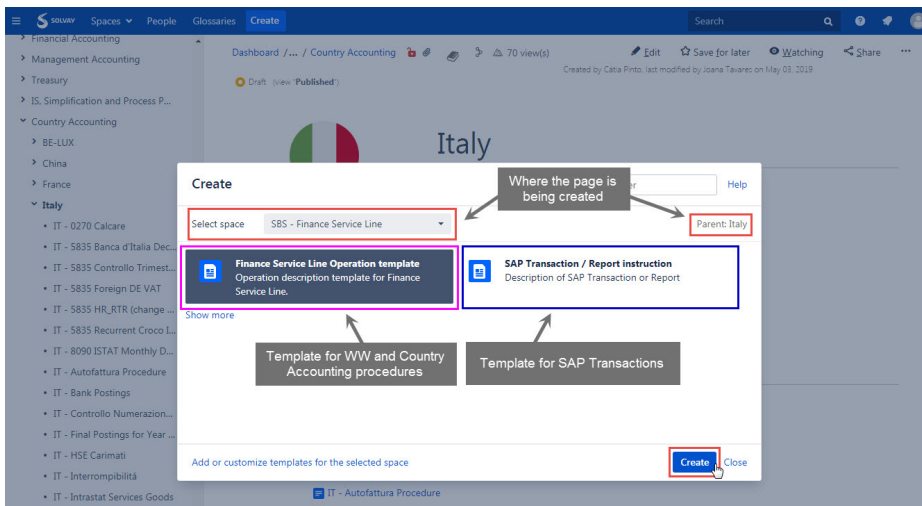


Then you must select the template according with the type of page you are creating.

- WW and Country Accounting: **Finance Service Line Operation template (in pink)**
- SAP Transactions: **SAP Transaction / Report instruction (in blue)**



Then press

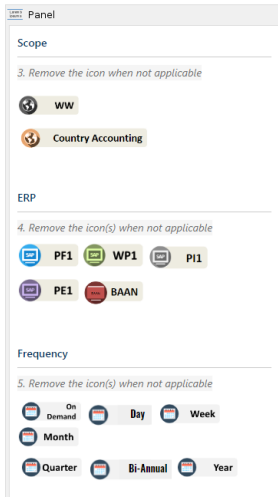


Template remarks

Consider these template remarks when creating a new procedure.

<p>Domain:</p> <p>1. Enter the Domain identified in OPD matrix (for Country specific operations, Domain = Country Accounting)</p>	<p>Responsibility area:</p> <p>2. Enter the responsibility area describing Operations)</p>
<ul style="list-style-type: none"> • WW operation: check OPD • Country Accounting operation: the domain is Country Accounting 	<ul style="list-style-type: none"> • WW operation: check OPD • Country Accounting operation: the c

Delete the icons not applicable to your procedure (in **Scope**, **ERP** and **Frequency**).



In the right panel, you have a section to include the templates related with the operation.

All the templates must be uploaded in SBS - Finance Service Line - Forms.

See for example:

Forms

5782 - Service Awards Expenses

The formatting of sections are defined as the image below.

Table of contents

- Table of contents
- 1. Objective and Scope
 - 1.1. Objective of this Operation
 - 1.2. Scope
- 2. Definitions
- 3. Tasks description
 - 3.1. I receive a Budget file
 - 3.2. I upload the Budget with KP06
 - 3.2.1. I prepare the file to be uploaded
 - 3.2.2. I upload the Excel file into the system
 - 3.3. I upload the activity hours with KP26
 - 3.4. I check the cost centers data are aligned on the budget file

Please pay attention that sections within **3. Tasks description** have a different formatting:

- Sections numbered like 3.1. (X.X.) are Heading Level 1
- Sections numbered like 3.2.1. (X.X.X) are Heading Level 2

To change the heading level go to the edition mode and select the text that you want to change.

Click on the first menu and then select the heading level that you want.

The screenshot shows the Solvay Wiki editor interface. At the top, there is a navigation bar with 'SOLVAY', 'Spaces', 'People', 'Glossaries', and 'Create'. Below this is a rich text editor toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and more. A dropdown menu is open on the left, showing heading options from 'Heading 1' to 'Quote'. In the background, a table is visible with columns of numbers and text. A notification box at the bottom left says 'Changed data has been posted'. Below the editor, a section of text is visible, including a heading '3.3. I upload the activity hours with KP26' and a sub-section '1) Set the planner profile with KP04' with a list item 'RCSBUD to upload and excel file'.

Add the term of your procedure in section **2. Definitions** and link it to Finance Glossary.

See the example below for **OPD** (this link redirects for the respective letter in Finance Glossary).

2. Definitions

See Finance Glossary:

- **OPD**

If you do not have terms in your procedure, just leave as below (the link is the main page of Finance Glossary <https://wiki.solvay.com/x/tgGOAw>).

2. Definitions

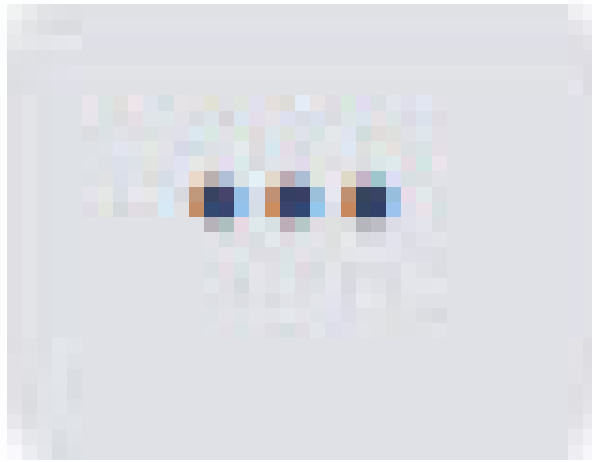
See Finance Glossary.

Move/Reorder a procedure

Learn more about:

- How to move a procedure
- How to reorder pages

How to move a procedure



Go to the menu and press

Click on **Move**.

Dashboard / ... / Italy

IT - 0270 Calcare

Created by Joana Tavares, last modified on Apr 23, 2019, pending approval — Draft

Domain: Country Accounting Responsibility area: N/A

Table of contents

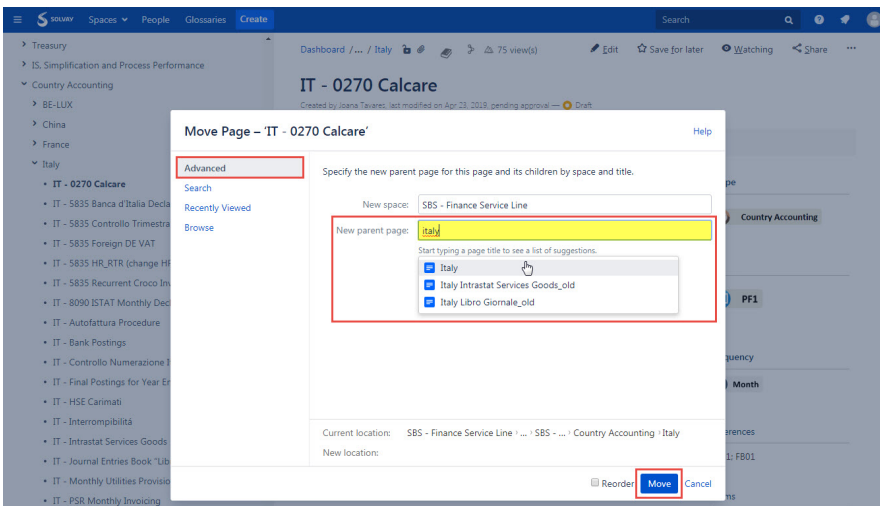
- Table of contents
- 1. Objective and Scope
 - 1.1. Objective of this Operation
 - 1.2. Scope
- 2. Definitions
- 3. Tasks description
- 3.1. Periodicity
- 3.2. Responsibilities
- 3.3. I transfer the costs linked to the fine limestone
 - 3.3.1. I run the SAP transaction KSB1
 - 3.3.2. I run the SAP transaction FB01
 - 3.3.3. I check that the actual amount is zero

You have four different options in the lateral menu:

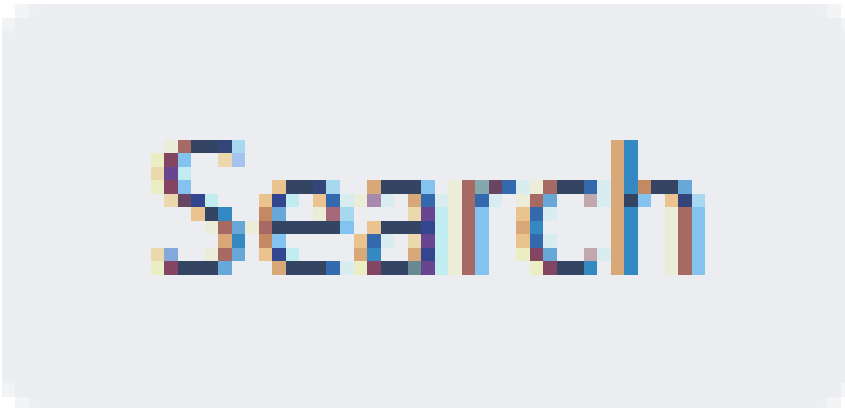
Type the parent page title in the yellow box and select it from the list below.



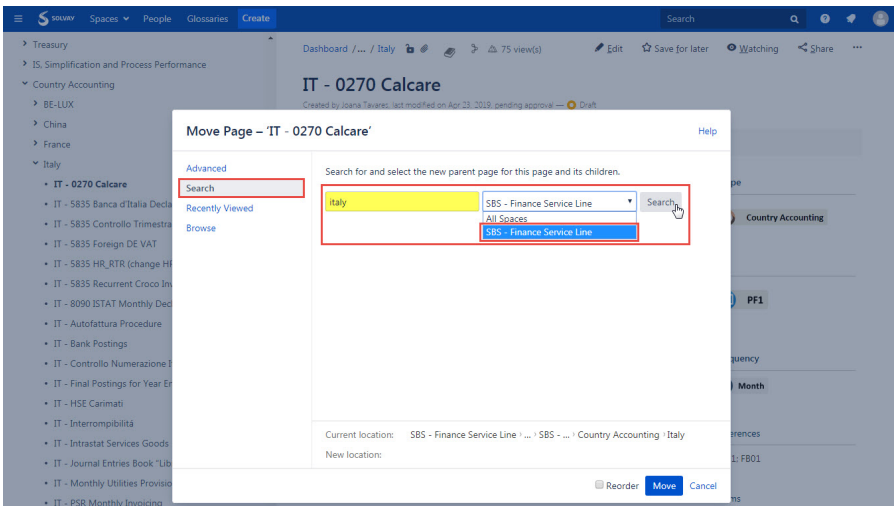
After selecting press



Search for the parent page in the yellow box and select the correct space (in this case *SBS - Finance Service Line*).



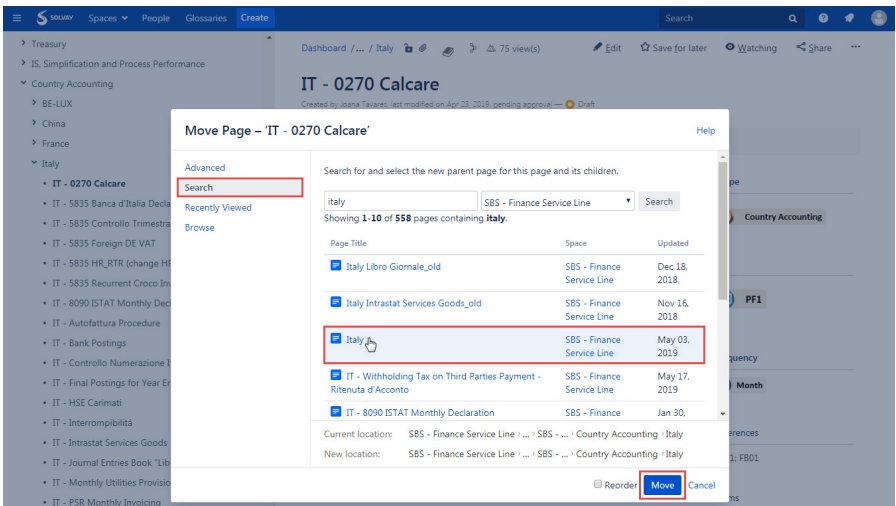
Press



Then select the page.



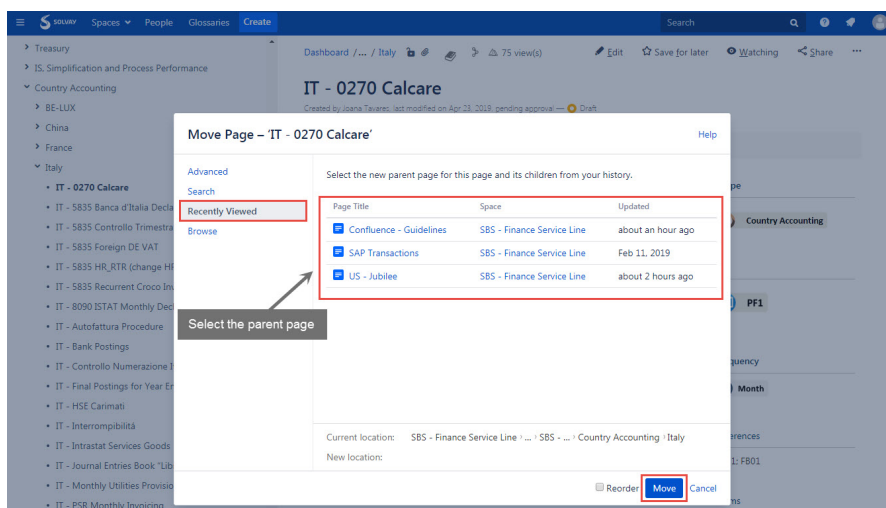
And press



This option only shows the recently viewed pages.



After selecting the parent page press



This option shows the **Page Tree** where you can select the parent page.



After selecting the parent page press

Navigation: Home Spaces People Glossaries Create Search

Dashboard / ... / Italy 67 view(s) Edit Save for later Watching Share

IT - 0270 Calcare

Created by Joana Tavares, last modified on Apr 23, 2019, pending approval — Draft

Move Page - 'IT - 0270 Calcare'

Click to select the new parent page for this page and its children.

Advanced

Search

Recently Viewed

Browse

Select where you want to place your page

- Country Accounting
 - BE-LUX
 - China
 - France
 - Italy
 - IT - 0270 Calcare
 - IT - 5835 Banca d'Italia Declarations
 - IT - 5835 Controllo Trimestrale Carte Prepagate
 - IT - 5835 Foreign DE VAT
 - IT - 5835 HR_RTR (change HR_RTR?) Invoices to Employees and Expatriates
 - IT - 5835 ~~Bankment Cross Invoices~~

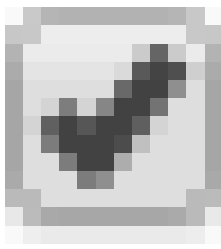
Current location: SBS - Finance Service Line > SBS > Country Accounting > Italy

New location: ... > Analyse the creation of a General ledger ac...

Reorder Move Cancel



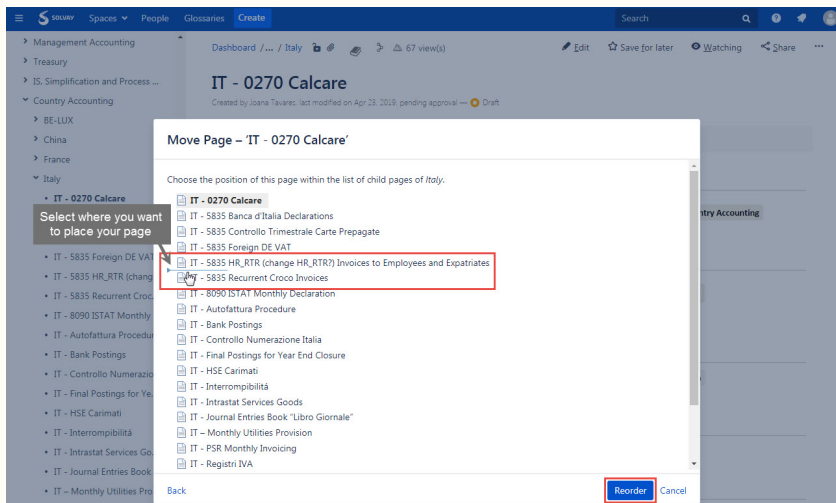
In all options you can select the box



Reorder

If you select this box, you can choose the position of your page within the list of child pages of the parent page you have selected.

After selecting, press



How to reorder pages

After creating pages, you can reorder them.

Go to the page that you want to reorder.



Select

Click on **View in Hierarchy**.

The screenshot shows a Confluence page titled "IT - 0270 Calcare" under the "SBS - Finance Service Line" space. The page content includes a "Table of contents" section with a list of items: "Table of contents", "1. Objective and Scope" (with sub-items "1.1. Objective of this Operation" and "1.2. Scope"), "2. Definitions", "3. Tasks description", "3.1. Periodicity", "3.2. Responsibilities", and "3.3. I transfer the costs linked to the fine limestone" (with sub-items "3.3.1. I run the SAP transaction KSB1", "3.3.2. I run the SAP transaction FB01", and "3.3.3. I check that the actual amount is zero"). A context menu is open on the right side of the page, with the "View in Hierarchy" option highlighted. Other options in the menu include "Attachments (11)", "Page History", "Page Activity", "Restrictions", "Glossary", "Page Information", "Resolved comments (0)", "View Storage Format", "View Source", "Export to PDF", "Export to Word", "Import Word Document", "Copy", "Move", and "Delete".

Now you can move your page or any other one. A reorder is automatically save (no need to save).

The screenshot shows the "Space Tools" page in Confluence, specifically the "Content Tools" tab. The page displays a tree view of the "SBS - Finance Service Line" space. The tree structure is as follows: "SBS - Finance Service Line" (expanded) -> "SBS - Finance" (expanded) -> "Financial Accounting", "Management Accounting", "Treasury", "IS, Simplification and Process Performance" -> "Country Accounting" (expanded) -> "BE-LUX", "China", "France", "Italy" (expanded) -> "IT - 0270 Calcare", "IT - 5835 Banca di Italia Declarations", "IT - 5835 Controllo Trimestrale", "IT - 5835 Foreign DE VAT", "IT - 5835 HR_RTR (change HR_RTR?) Invoices to Employees and Expatriates". The "IT - 0270 Calcare" page is highlighted with a red box, and a mouse cursor is positioned over it, indicating it is selected for reordering.

Add/change labels

Learn more about:

- [Label convention for WW/Country Accounting procedures](#)
- [Label convention for SAP transactions](#)
- [How to add/change labels](#)

Label convention for WW/Country Accounting procedures

Each **WW/Country Accounting** procedure has the following labels according with:

- **Unit/Domain**

Check the [list of labels](#) to know which labels to use according with the unit/domain of the procedure.

E.g. If the unit/domain is Financial Accounting/Intercompany, then the labels are

`financial_accounting` `intercompany`



Country Accounting

Country accounting procedures are within three units:

- financial_accounting
- management_accounting
- treasury

Remark: these units do not define who perform the procedure.

- **Scope of applicability**

Scope of applicability	Labels to use
Worldwide	ww
Country Accounting (select according with the applicable country or group of countries)	<ul style="list-style-type: none">◦ belux◦ bulgaria◦ dach◦ finland◦ france◦ iberia◦ italy◦ netherlands◦ poland◦ uk_ie◦ emea_transversal◦ australia◦ china◦ india◦ japan◦ south_korea◦ thailand◦ apac_transversal◦ lam◦ nam

Label convention for SAP transactions

Each page within [SAP Transaction](#) has the following labels according with:

- **Type of page**

Type of page	Labels to use
SAP Transaction Codes	sap_transaction
SAP Messages	sap_messages
SAP Reports	sap_report

- **Transaction code**

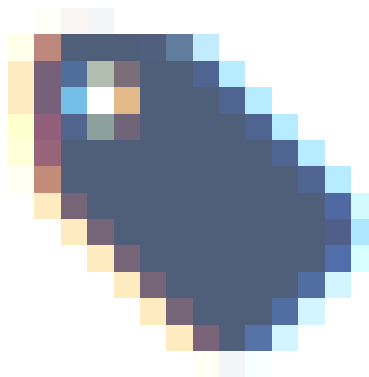
Write down the transaction code in lowercase letters, e.g. the label for 4KE5 is



How to add/change labels

You have two options to add/change labels:

1. **At the end of the page**



Go to the end of the page and press

Management Accounting
Treasury
IS, Simplification and Process ...
Country Accounting
BE-LUX
China
France
Italy

- IT - 0270 Calcare
- IT - 5835 Banca d'Italia D...
- IT - 5835 Controllio Trime...
- IT - 5835 Foreign DE VAT
- IT - 5835 HR_RTR (chang...
- IT - 5835 Recurrent Croc...
- IT - 8090 ISTAT Monthly ...
- IT - Autofattura Procedure
- IT - Bank Postings
- IT - Controllo Numerazio...
- IT - Final Postings for Ye...
- IT - HSE Carimati
- IT - Interompibilit 
- IT - Intrastat Services Go...
- IT - Journal Entries Book ...
- IT - Monthly Utilities Pro...

Cost Object: Purchasing Doc. 0, Quantity: 0, Value Date: 20190228, Text: Sra/ne calcare 03.2019

Sales Order: 0, Material: 40275, Plant: 0

3.3.3. I check that the actual amount is zero

Launch again transaction KSB1 the same as in point 3.3.1. and check that the actual amount is zero.

Cost Element	Cost element name	Val	In rep.	Created on	Entered at	Material	Plant
6090301400	SFG-revaluation ALM	43.293,38		01.04.2019	15:28:33	40275	
6090301400	SFG-revaluation ALM	28.941,20		01.04.2019	15:30:18	40275	
		71.334,58					
6096020000	FG manuf-intem as	71.334,58		02.04.2019	17:05:12	40275	
		71.334,58					
		0,00					

End of document.

Like Be the first to like this

Write a comment...

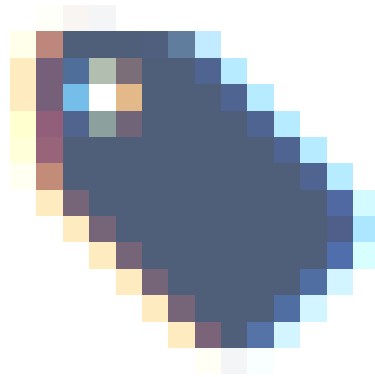
No likes

2. In the edition mode



Note

Use the first option if the page is published.



In the edition mode press

SBS - Finance Service Line / Dashboard / ... / Italy / IT - 0270 Calcare

IT - 0270 Calcare

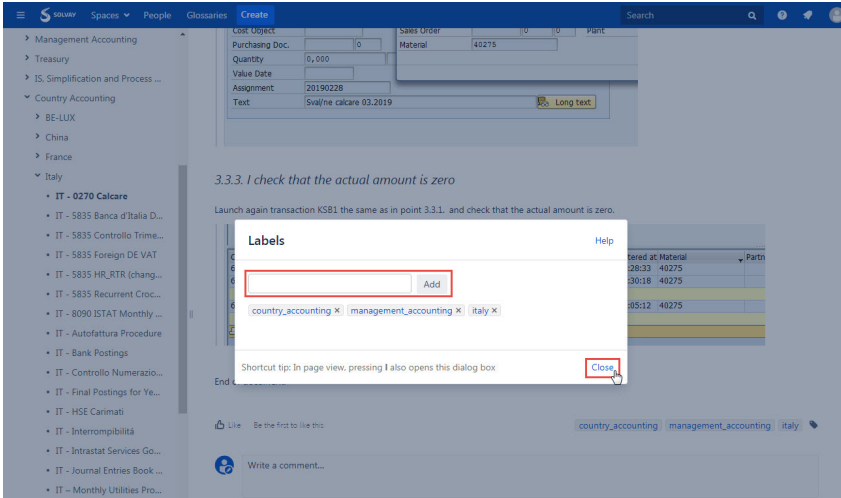
Hide # | group = confluence-users

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](#)

Write down the label and press **Add**.

Add all necessary labels and when finished press **Close**.



Insert files and images

Learn more about:

- [Important remarks](#)
- [How to check attachments](#)
- [How to insert files/images](#)
- [How to edit files/images](#)

Important remarks

! Images not available



Check how to solve images not available [here](#).

If the images still not available, please verify if they are attached to your page (see how to do it below). If the images are not attached, you must attach them.

! Do not COPY and PASTE (Ctrl C and Ctrl V) the images from **another confluence page**.

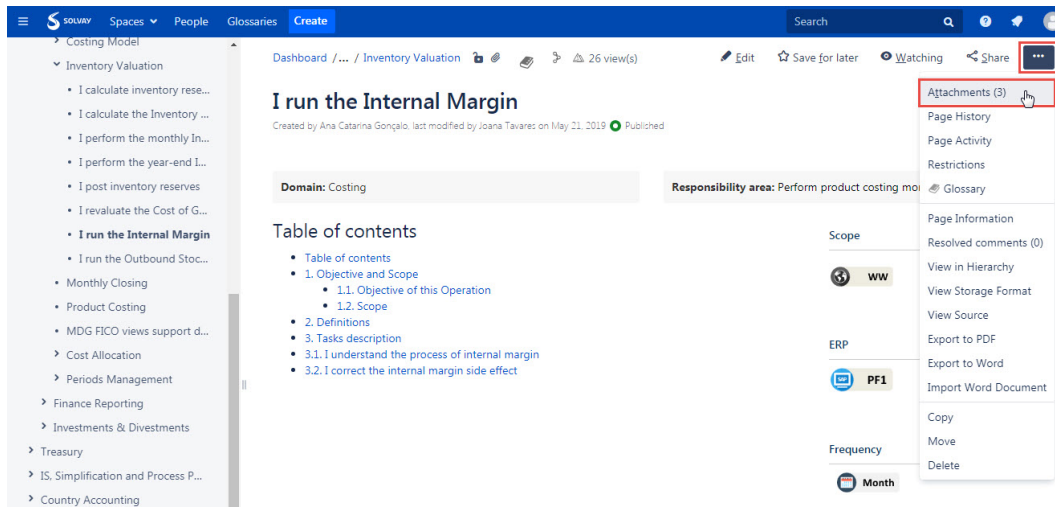
You **must attach the images** to your Confluence page to prevent them from not displaying. Images copy and paste from another Confluence page will reference images from that page, so if that page is deleted/restricted the images on your page will not be available.

How to check attachments

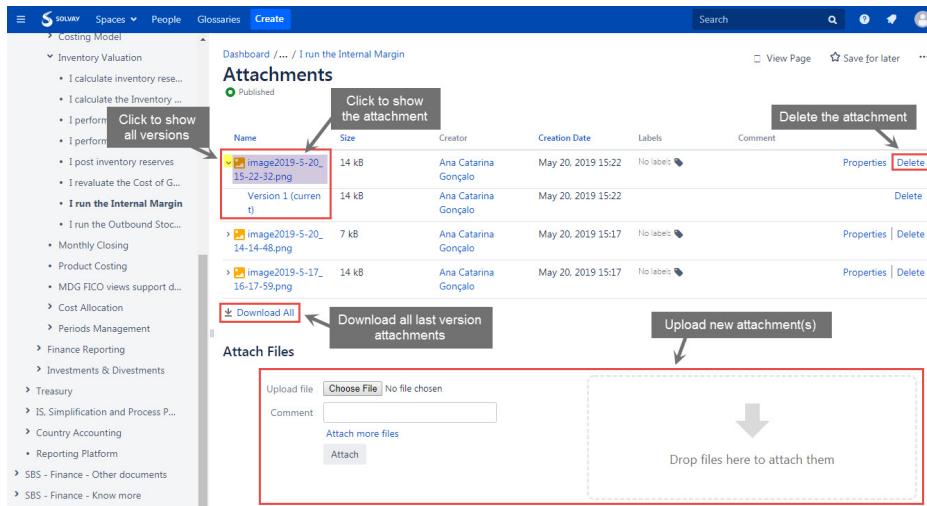


Select

Click on **Attachments**.



You can see all attachments of your page among other functionalities (see image below).



How to insert files/images

In the edition mode click on where you want to add the file/image.



Then select

3. Tasks description

3.1. I understand the process of internal margin

During the month the product's transfer between BU is processed as-is.

The price difference between the product's cost in BU A and BU B is posted to P&L in value field VV061 (D61 Elim.Margin [Inv]) linked to BFC heading R15490.

During the closure, the transaction Z1K_INTERNAL_MARGIN is executed. This transaction performs the following actions:

- It cancels the product's transfer operation impact in the P&L
- It posts a new document identifying the following elements from BU A.
 - Sales in value field VV021 (INT Internal Sales), linked to BFC heading R10000
 - COS split by Fix/Var/Dep costs

Cost at Standard Price	Delta between Standard and Actual cost	BFC heading
FERTF - Fix prod. costs	VV03X - EDX FC Var. COGS	R25490
FERTP - Vbl.manuf.costs	VV03X - DDV VC Variance COGS	R15400
VVF00 - F00 DEP Std	VVFOX - FDX DEP Var. COGS	R25490

3.2. I correct the internal margin side effect

Expand | Run transaction Z1K_INTERNAL_MARGIN

Include Page | Z1K_INTERNAL_MARGIN - Inter...

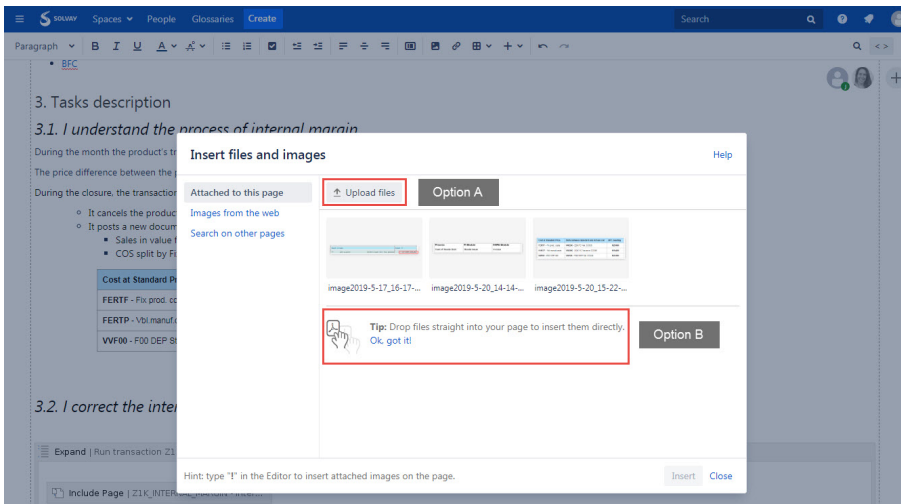
Now you need to upload the file(s)/image(s). You have two options:

A) Click on



and select the file(s)/image(s) from your computer.

B) Drag the file(s)/image(s) directly in the red box below to attach them (no need to press a button or save).



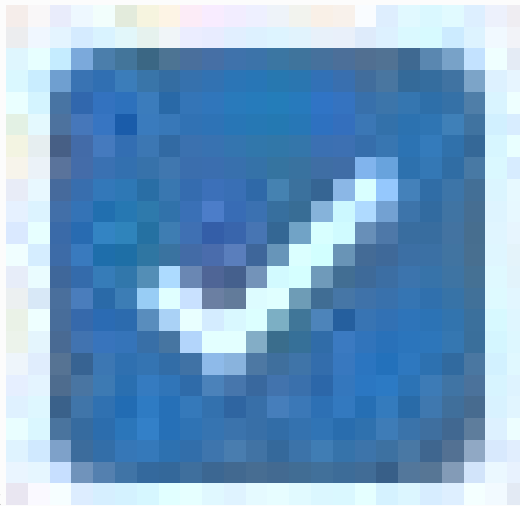
After this your file(s)/image(s) will appear in the menu.

To insert in your page, you have to click on each item that you want to add.



Finally click on

or double click on a selected item.

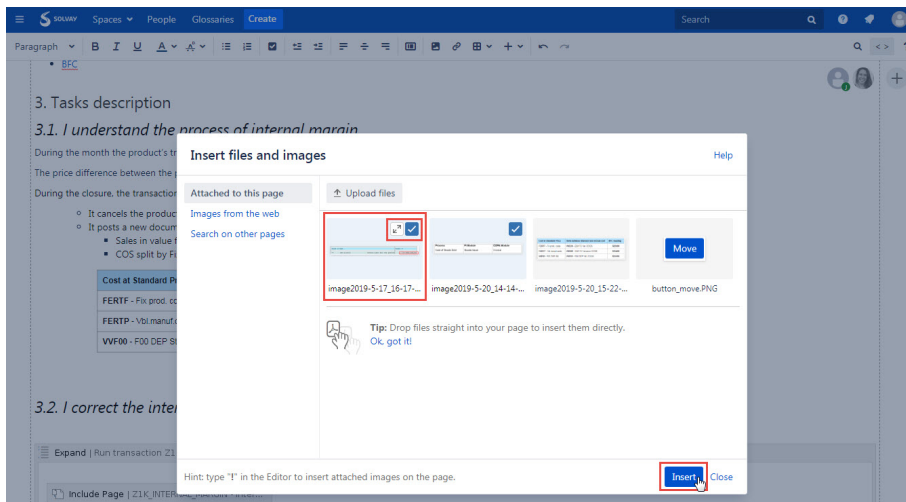


In selected items will a appear a blue box

. If you want deselected it, you just have to click on it again.

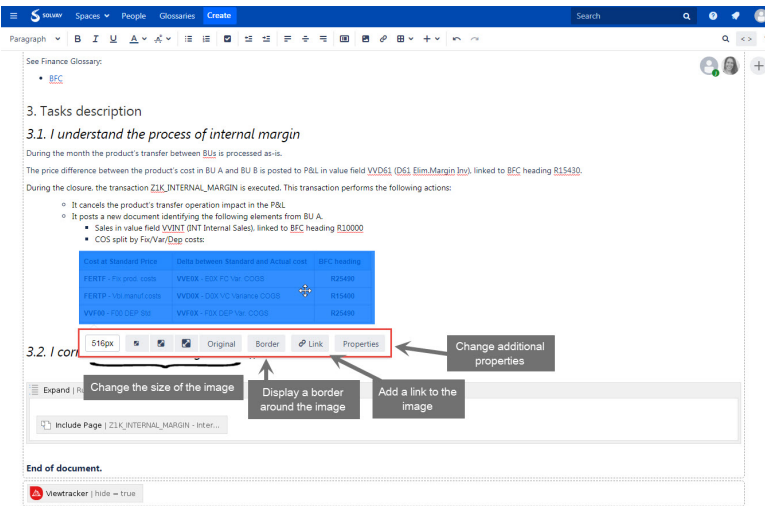


You can also zoom in items by click on

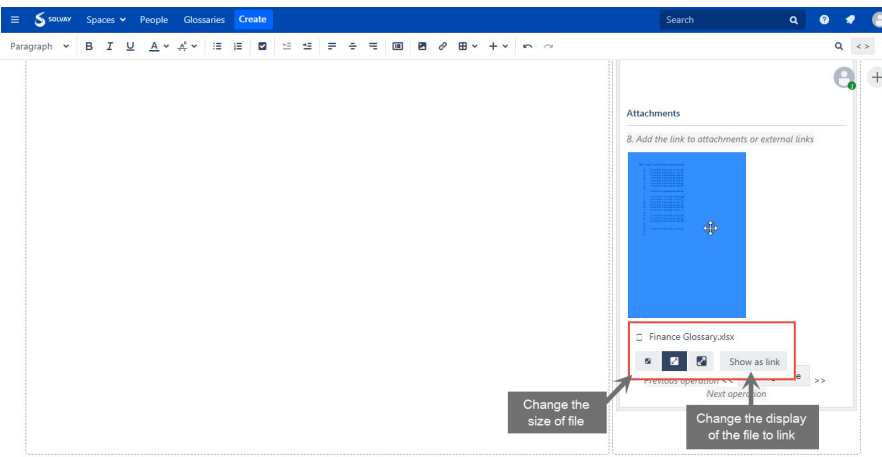


How to edit files/images

Right click on the image/file that you want to edit to open a menu with different options (see details in the images below).



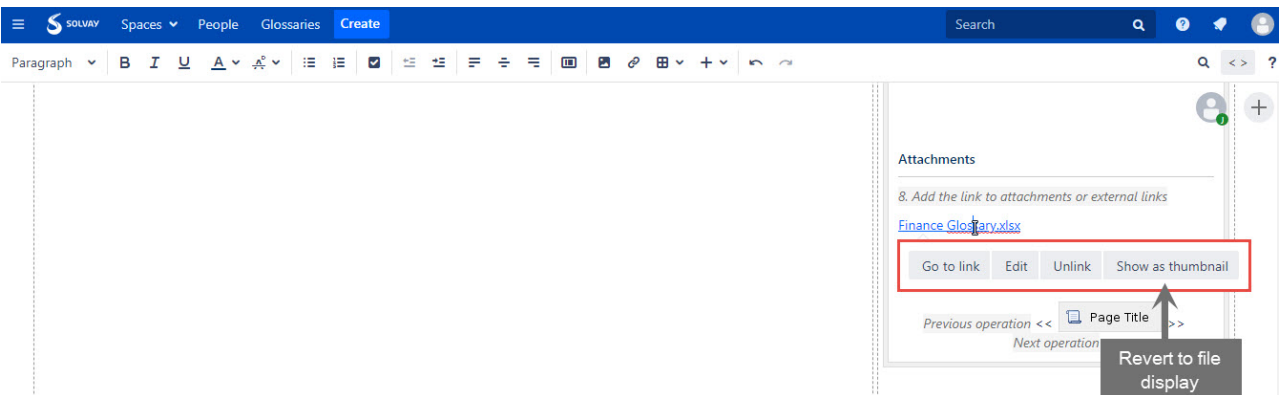
In the case of a file:



1. Objective and Scope
1.1. Objective of this Operation

If you select **Show as link**, it will display the name of the file with a link to it (see image below).

You can revert it by click on **Show as thumbnail**.



1. Objective and Scope
1.1. Objective of this Operation

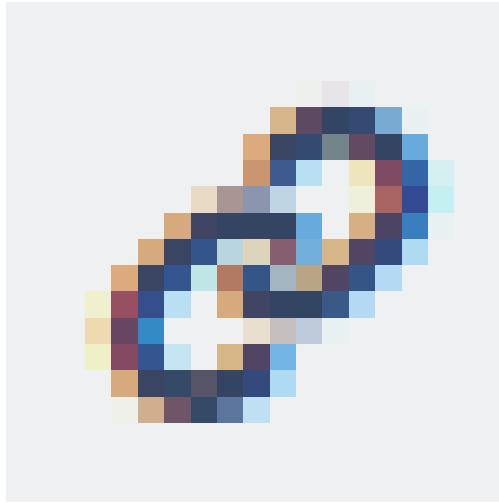
Insert a link

Learn more about:

- [How to insert a link](#)
- [How to edit a link or unlink](#)

How to insert a link

In the edition mode write down a description of your hyperlink, e.g. OPD.



Select the text (in the image is OPD) and press

(or use the shortcut Ctrl + K).

2. Definitions

Definitions should be added in the Finance Glossary - Add definition and link it to respective Letter in Finance Glossary

See Finance Glossary:

- OPD ←

3. Tasks description

WHAT and HOW - Main content of the operation

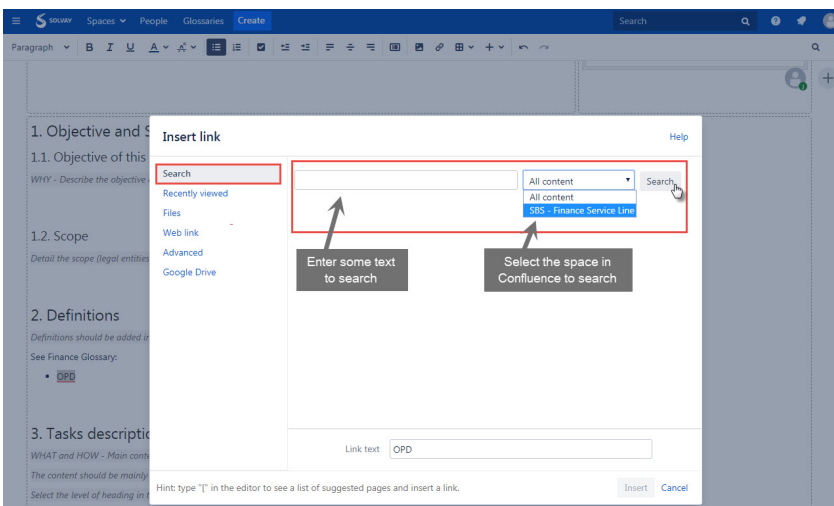
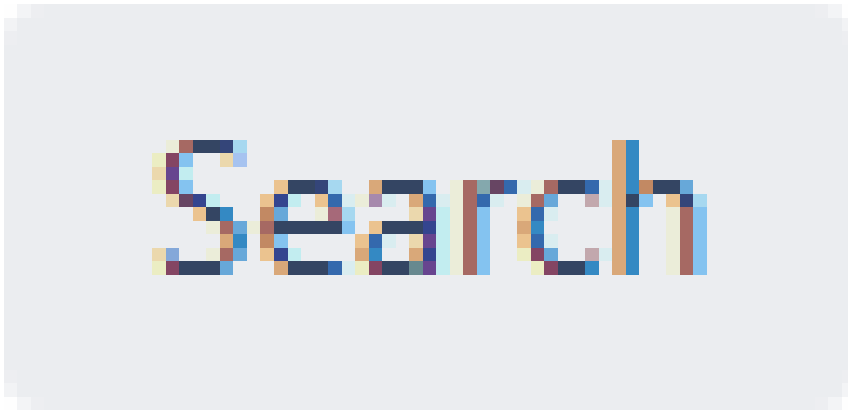
The content should be mainly organized in 2 levels of Headings to ensure a proper link with the Table of Contents.

Select the level of heading in the "Paragraph" option.

You have several options to add a link in the lateral menu:

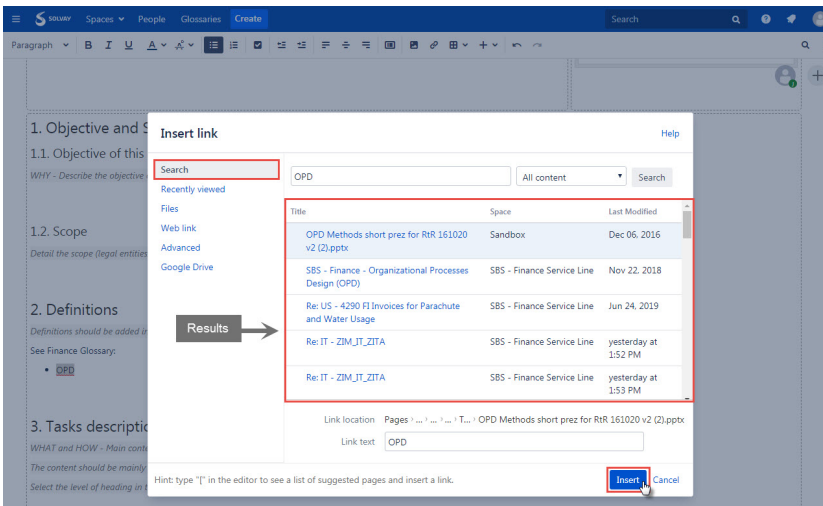
The option **Search** in the lateral menu allows you to search for contents in confluence.

Please follow the steps in the image below and then press



Now you are to select one item from the list of results and press

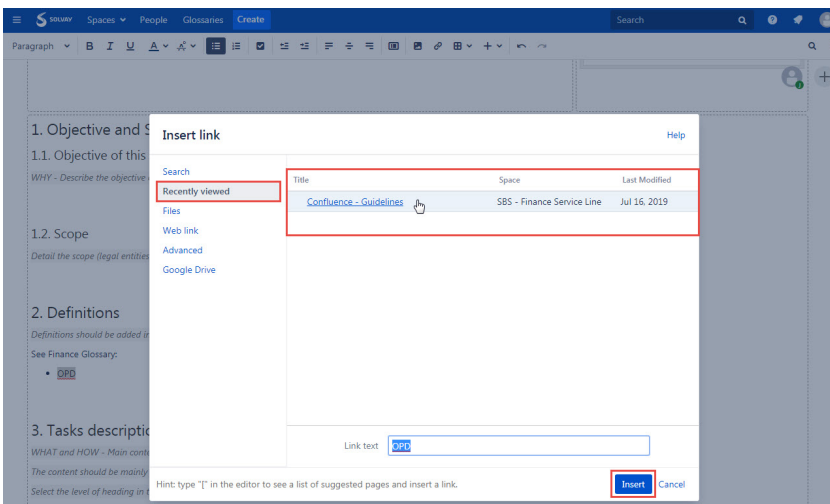




In option **Recently viewed** in the lateral menu you can check your recently viewed content in confluence and select it to link.



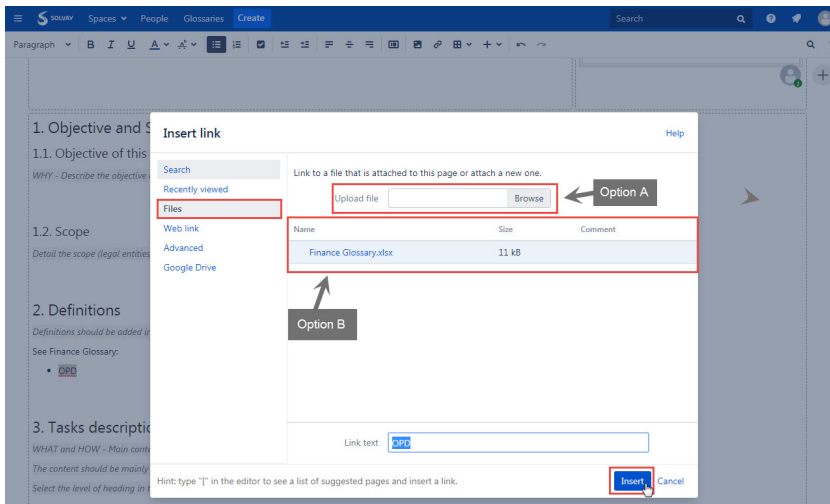
Select the item that you want to link and then press



The option **Files** in the lateral menu allows you to link to files.

You have two options:

- A)** Upload a new file to link
- B)** Select a file from the currently attached files to your page



After performing one of the options, select a file and press

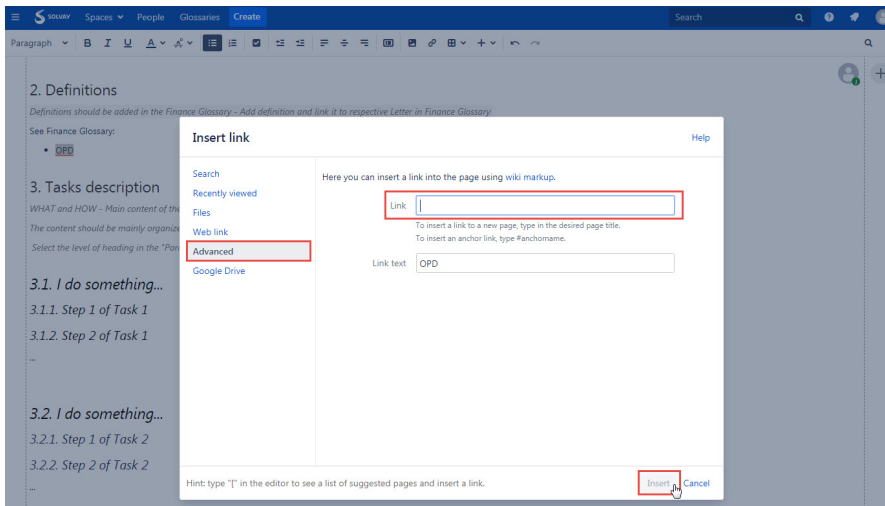


The option **Advanced** in the lateral menu allows you paste links.

Paste your link in the box **Link**.

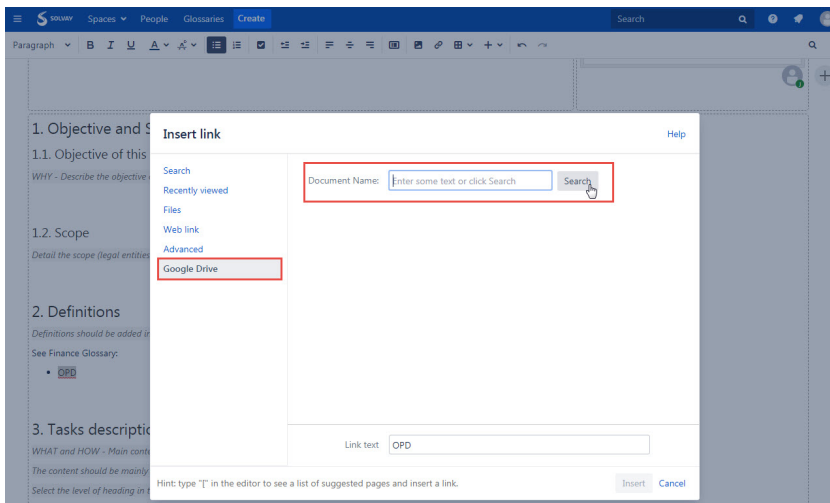
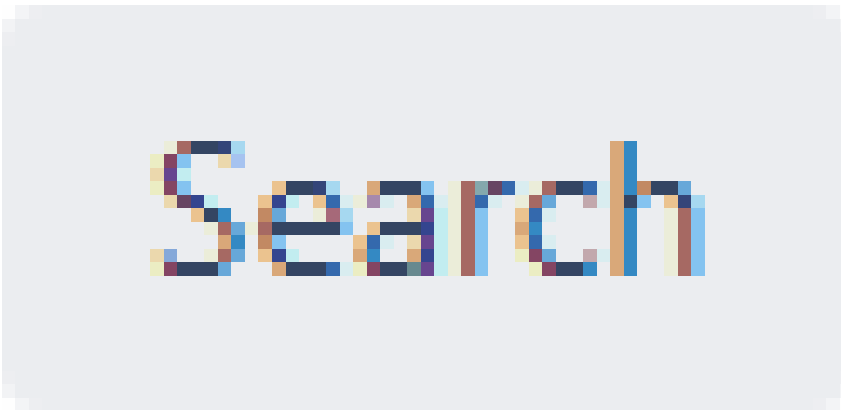


Click on

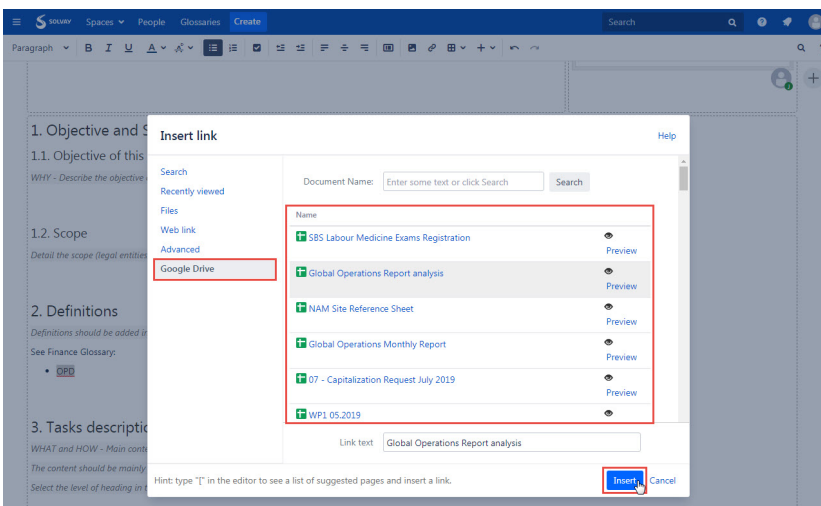


The option **Google Drive** in the lateral menu allows you link directly to Google Drive files.

Use the search box to enter some text or simply click on

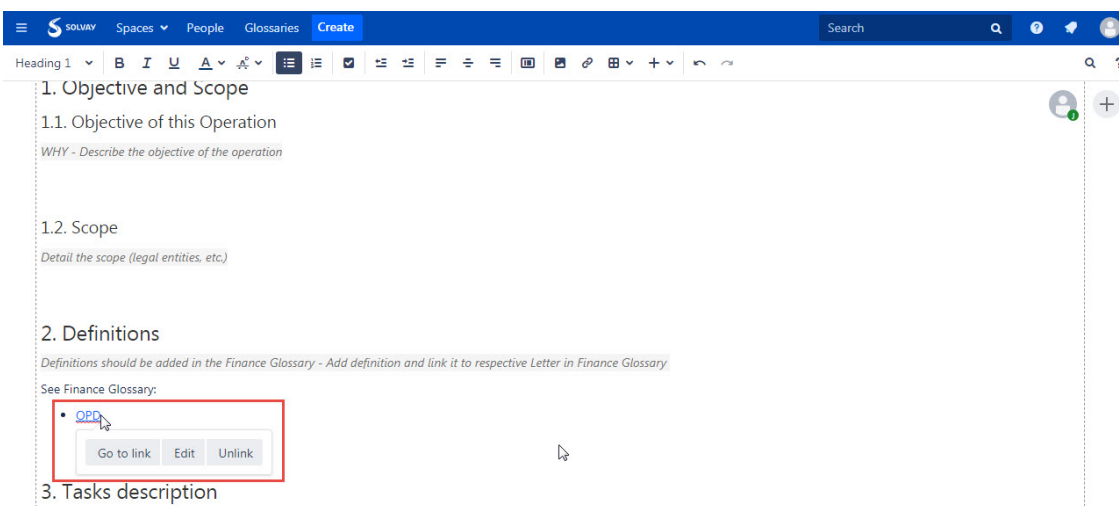


Then select the item that you want to link from the results and click on



How to edit a link or unlink

To edit a link or unlink, you just have to right click on the linked text and then select the option that you want.



Insert a macro

Learn more about:

- [Macros in Confluence](#)
- [How to insert a macro](#)
- [How to edit a macro](#)

Macros in Confluence

There are several macros in confluence that can be used to improve your page.

Check more details [here](#).



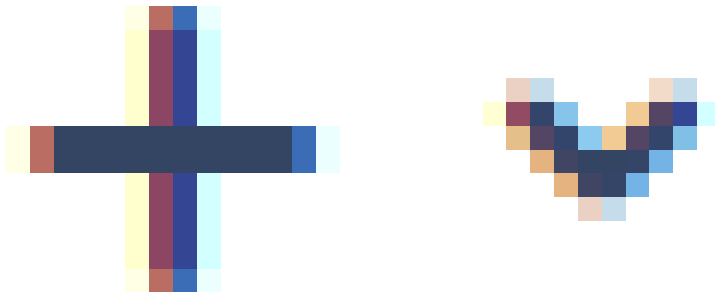
Some useful macros

Examples:

- [Expand](#)
- [Include Page](#)
- [Info, Tip, note and Warning](#)

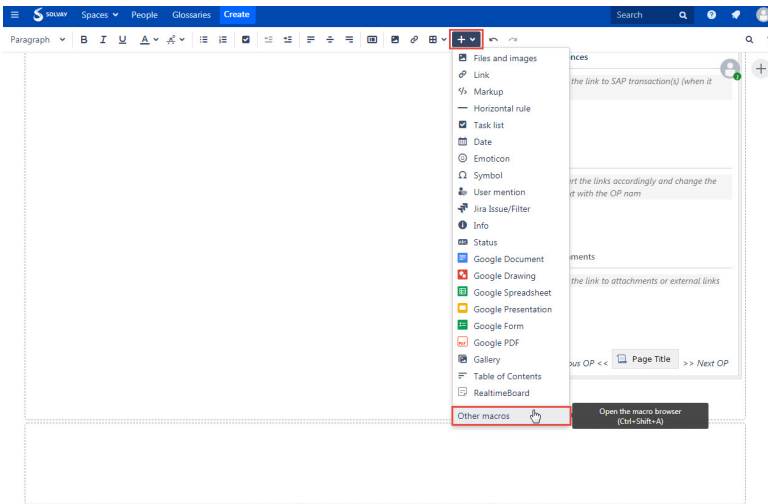
How to insert a macro

E.g. Warning box.



Click on

Select **Other macros**.



Search the macro that you want:

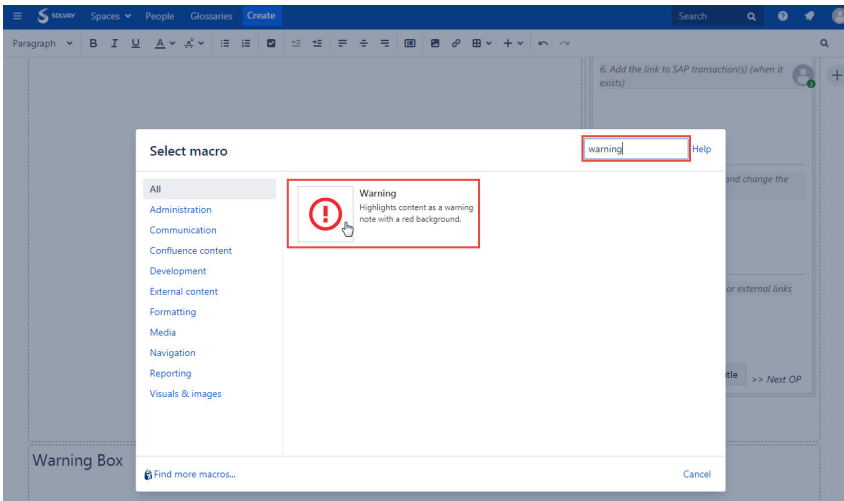
1. In the Search Bar

Use the search box at the top of the menu (see example below).

2. In the Lateral Menu by thematic

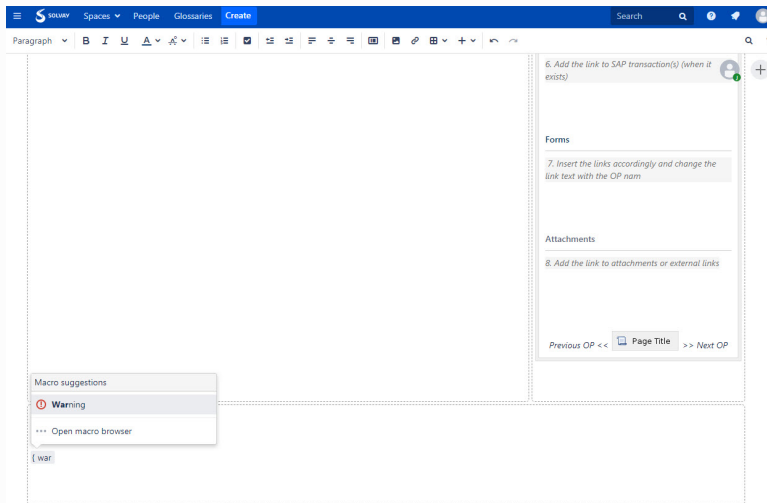
You can also search by thematic in the lateral menu.

Check the example below for warning boxes:



Tip

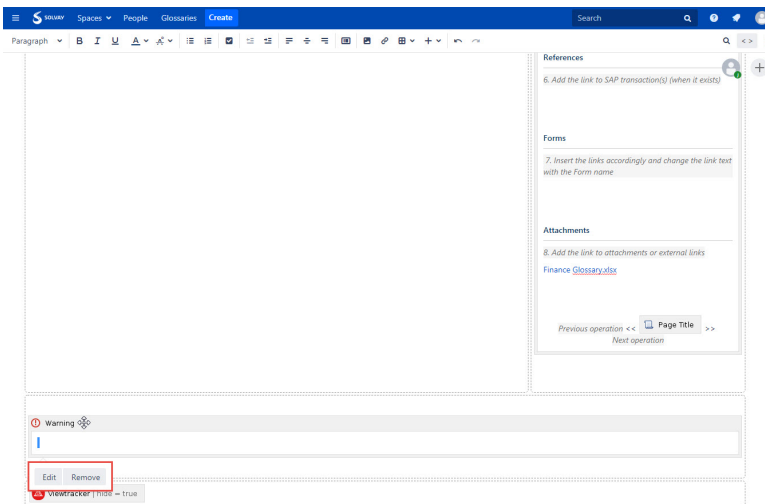
Any macro can be inserted by writing down { followed by the name of the macro, e.g. {warning}.



How to edit a macro

To edit a macro just right click on the macro box to open a menu.

Then select the option that you want.



Add/Edit a term in Finance Glossary

Learn more about:

- [Finance Glossary](#)
- [How to add a term in Finance Glossary](#)
- [How to edit a term in Finance Glossary](#)

Finance Glossary

The [Finance Glossary](#) in confluence provides information regarding terms used in Finance.

In this glossary, we can add acronyms or terms defined in section 2 of each procedure which will be redirected to the respective letter in Finance Glossary. The advantage is to have only one repository of terms.

2. Definitions

See Finance Glossary:

- [ERP](#)
- [PF1](#)
- [WP1](#)

The Finance Glossary is within **SBS - Finance - Know more**.

You can select a letter in the Page Tree or in the Finance Glossary page.

The screenshot shows the Confluence interface for the 'Finance - Glossary' page. The page tree on the left is expanded to show 'SBS - Finance - Know more' and 'Finance - Glossary'. The 'Finance - Glossary' page is highlighted in yellow, and a callout box with the text 'Select the letter' points to the 'A' link in the page tree. The main content area displays a grid of glossary entries for letters A and B. Each entry includes a term, its last modified date and time, and the number of terms associated with that letter.

Letter	Term	Last Modified	Number of Terms
A	AT	Mar 8, 2019 (11:05)	8 Terms
	Assessment cycle	Oct 17, 2018 (13:00)	
	
B	BFC	Oct 17, 2018 (13:01)	10 Terms
	Batch input	Oct 17, 2018 (13:01)	

i Tip

You can find all glossaries within a confluence page by click on



Dashboard / ... / Cost Allocation 225 view(s) Find terms in all glossaries.

2. Definitions

See Finance Glossary:

- WBS

3. Tasks description

3.1. I verify that the previous dependent steps have been performed

- Monthly provision
- Orders and settlement

3.2. I guarantee that IFRS16 Cost Centers will be properly allocated

Go to FBL3N and select variant "CHECK IFRS16". Update the field company code and the end-date, and execute it.

Check which new CCRs have line items for the first time in this month – in the example below, we have CCR DD11100002 appearing for the first time in April, so for this CCR we need to make a specific analysis to see if the amounts from IFRS16 are being allocated correctly (the other ones, we assume were already corrected in the previous closures when they appeared for the first time):

IS	Axis	Cost	Document	Bank	Type	Date: Ctr	Year/Per	RF	Amount	In: Alloc.	Order	1
*	4060					2015100002	2015/04		5,500.11	ETM		
**	4060					2015100001			5,500.11	ETM		
*	4060					2015200001	2015/03		142.12	ETM		
*	4060					2015200000	2015/02		142.82	ETM		
*	4060					2015200001	2015/02		142.87	ETM		
**	4060					2015200000	2015/04		142.87	ETM		
**	4060					2015200000			571.48	ETM		

It's necessary to check how this specific CC **WBS** being allocated to **CO-PA** and to guarantee that the part of the amount that relates to IFRS16 being allocated to the correct PL headings. To do so, follow this scheme.

3.3. I perform the **cost center** allocation (for Distribution, Assessment and **CO-PA**)

If you want to know more information about a specific term, just hold the mouse over it. See the example below.

Dashboard / ... / Cost Allocation 225 view(s) Find terms in all glossaries.

2. Definitions

See Finance Glossary:

- WBS

WBS Created Oct 17, 2018 (14:49) by Celia Pinto | In space SBS - Finance Service Line

Abbreviation: **WBS** Synonym(s): Work Breakdown Structure

3.1. Acronym of Work Breakdown Structure.

- Orders and settlement

3.2. I guarantee that IFRS16 Cost Centers will be properly allocated

Go to FBL3N and select variant "CHECK IFRS16". Update the field company code and the end-date, and execute it.

Check which new CCRs have line items for the first time in this month – in the example below, we have CCR DD11100002 appearing for the first time in April, so for this CCR we need to make a specific analysis to see if the amounts from IFRS16 are being allocated correctly (the other ones, we assume were already corrected in the previous closures when they appeared for the first time):

IS	Axis	Cost	Document	Bank	Type	Date: Ctr	Year/Per	RF	Amount	In: Alloc.	Order	1
*	4060					2015100002	2015/04		5,500.11	ETM		
**	4060					2015100001			5,500.11	ETM		
*	4060					2015200000	2015/02		142.12	ETM		
*	4060					2015200001	2015/01		142.82	ETM		
*	4060					2015200000	2015/04		142.87	ETM		
**	4060					2015200000			571.48	ETM		

It's necessary to check how this specific CC **WBS** being allocated to **CO-PA** and to guarantee that the part of the amount that relates to IFRS16 being allocated to the correct PL headings. To do so, follow this scheme.

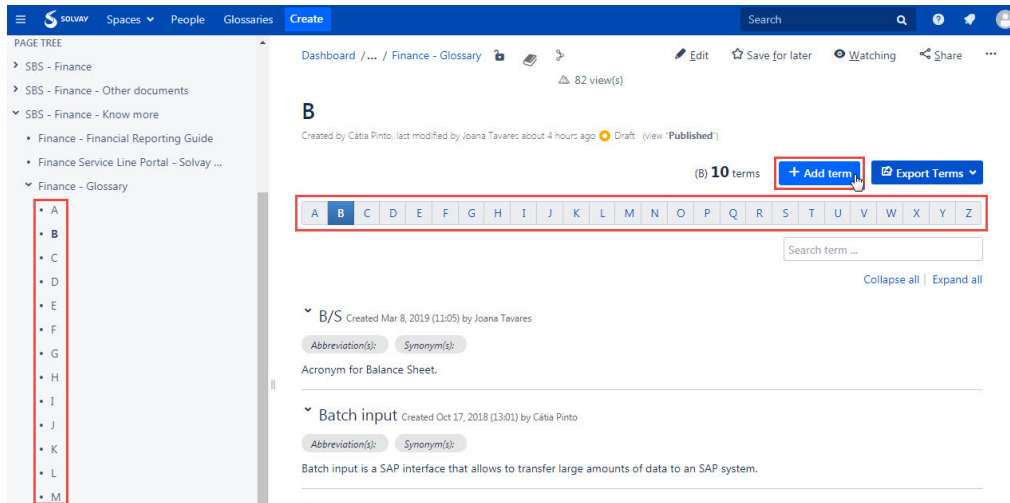
3.3. I perform the **cost center** allocation (for Distribution, Assessment and **CO-PA**)

You can contribute to this glossary by adding/updating terms.

How to add a term in Finance Glossary

Select the letter with which your term begins.

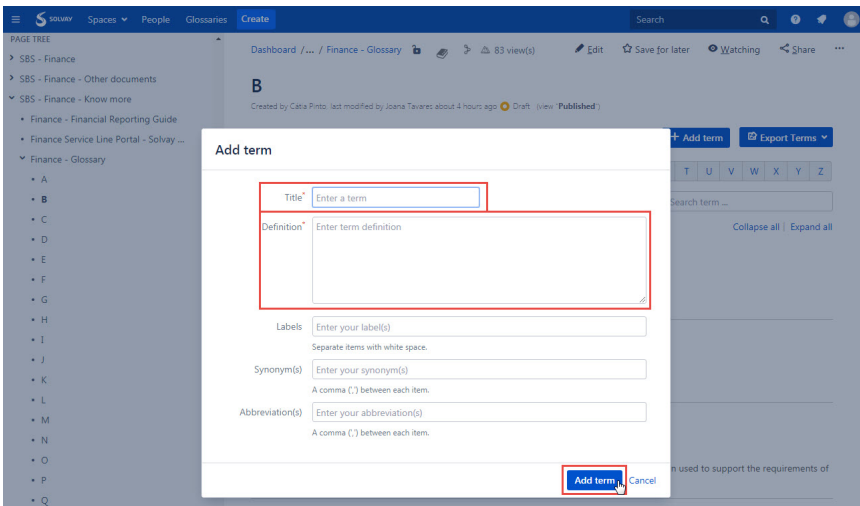
Click on



Fill in the fields:

Title	Enter a term, e.g. CAM
Definition	Enter term definition, e.g. for CAM we can write Acronym of Company Accounting Manager
Labels	Leave it blank
Synonym(s)	Optional
Abbreviation(s)	Optional

Then press **Add term**.

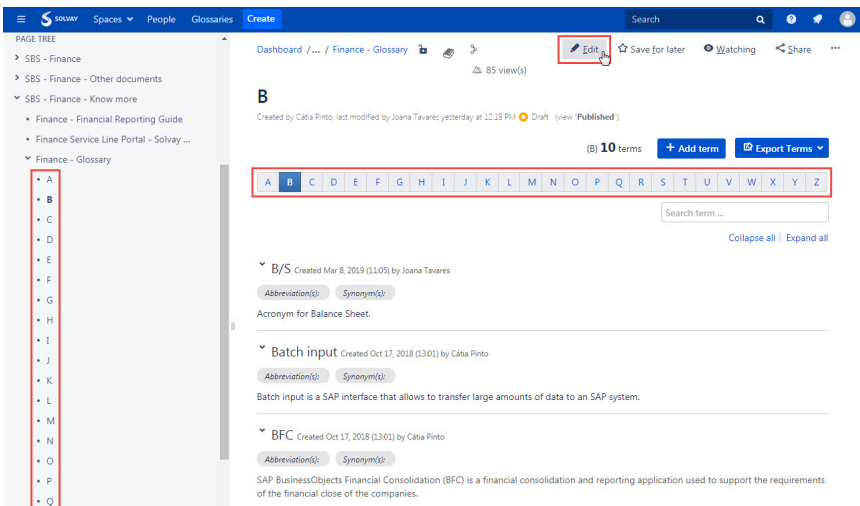


How to edit a term in Finance Glossary

Select the letter with which your term begins.

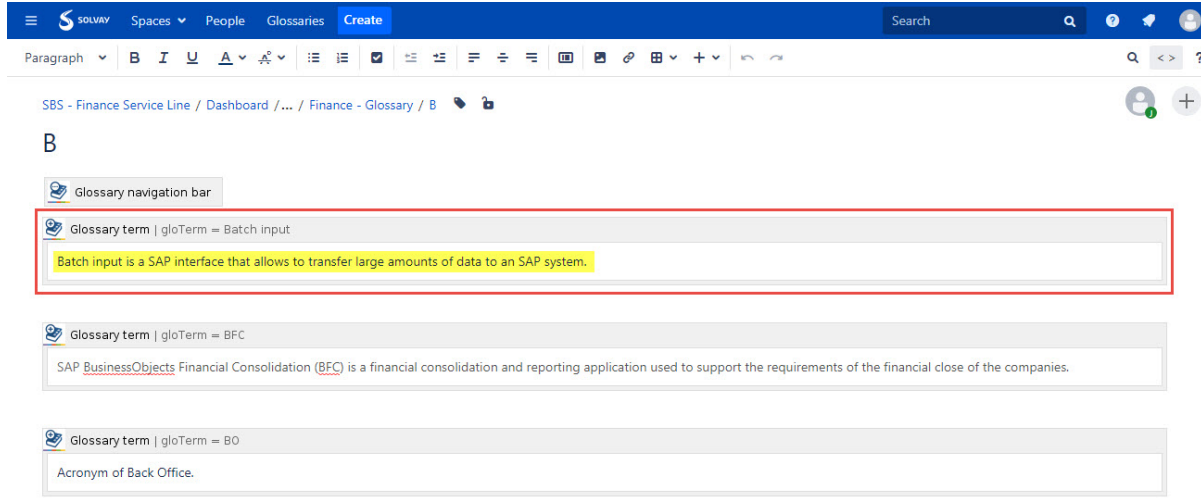


Click on

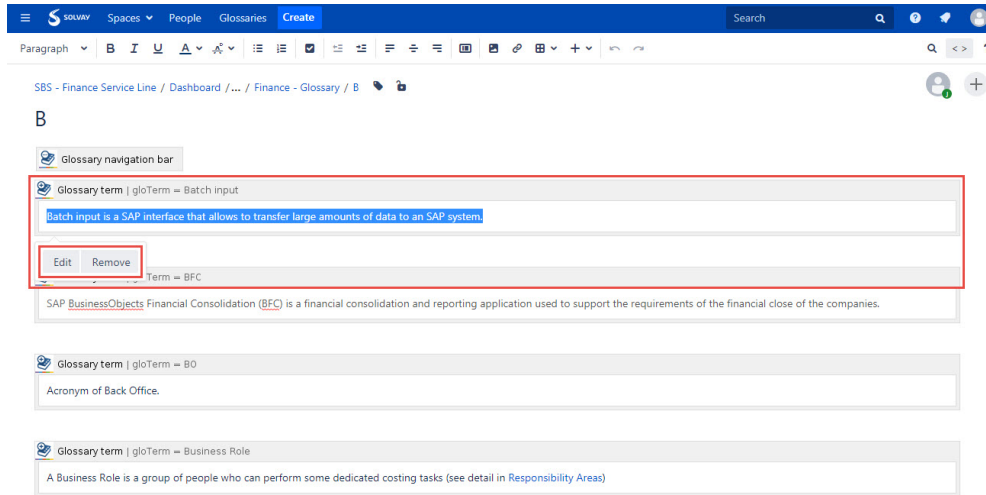


Find the term that you want to edit.

You can edit the definition of the term directly.

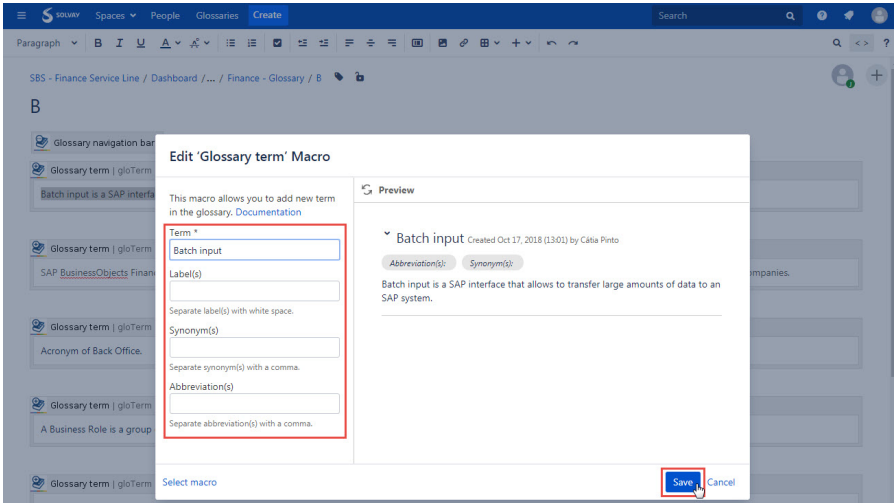


Or you can right click on the **Glossary term** box and click on **Edit**.




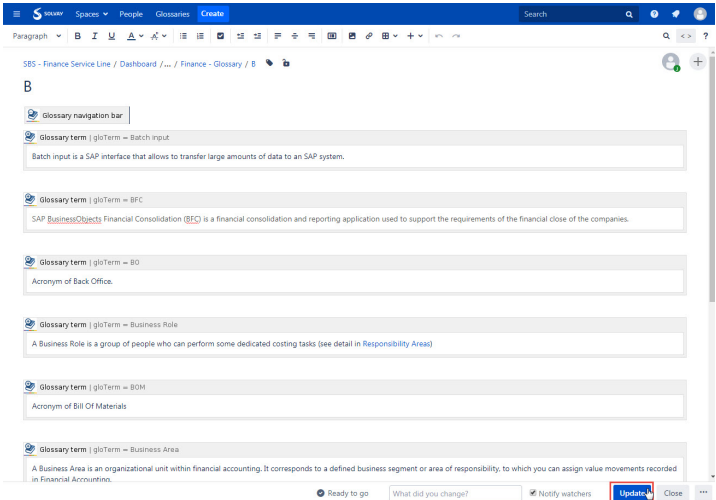
Then you can change the configurations of the term (except the definition for which there is no need to open the popup).

After the changes press **Save**.



Finally click on

 **Submit for approval**
Since you have edit the page, you have submit it for approval. Check how to do it here. **TO REVIEW**



Share a procedure

Learn more about:

- [How to share a procedure](#)

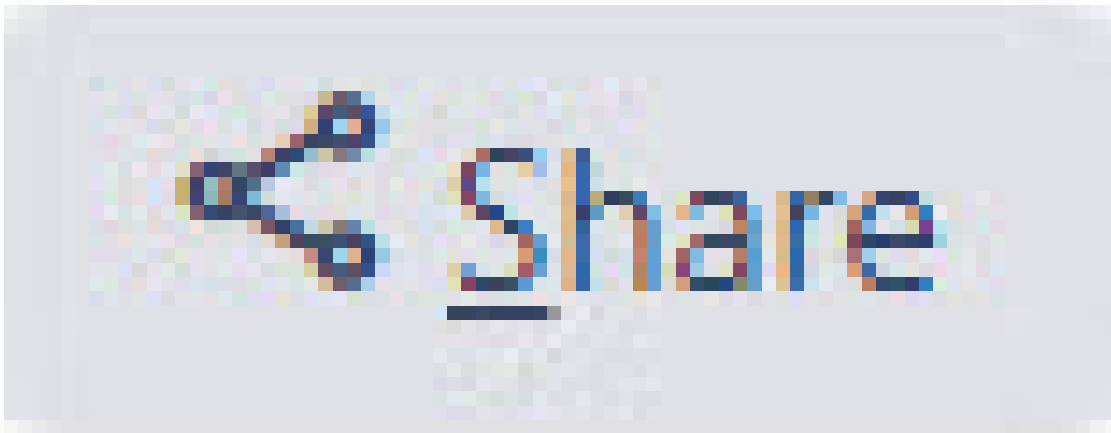
How to share a procedure



Sharing

Always use the link provided in the share button and **NOT** the link in the address bar.

Select the page you want to share.



Click on

You have two options:

1. Copy the link

The screenshot shows the Solvay Wiki interface. The main content area displays the page 'IT - 0270 Calcare' with a table of contents and a 'Share this page' dialog box. The dialog box has a 'Share link' field containing 'https://wiki.solvay.com/x/K' and a 'Copy' button. A green checkmark and the text 'Copied to clipboard' are visible below the link field. The 'Add people' field is empty, and the 'Include a message' field contains the text 'Take a look at this page'. The 'Share' and 'Cancel' buttons are at the bottom of the dialog box. The 'Frequency' dropdown is set to 'Month'.

2. Share directly from confluence

Add the people with who you want to share the page.

Include a message (optional).

Click on **Share**.

The screenshot shows a Confluence page titled "IT - 0270 Calcare" in a "Draft" state. The page content includes a "Table of contents" with sections like "Objective and Scope", "Definitions", and "Tasks description". A sharing dialog is open on the right, showing a share link, a list of people to add (including "Cátia Pinto"), and a message field. The "Share" button is highlighted.

Notify watchers

Learn more about:

- [Follow a confluence page](#)
- [Notify watchers](#)

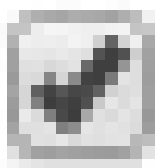
Follow a confluence page

You can follow a confluence page to receive email updates about changes on it.

To start follow a page click on



and then select the option



Watch page

(you have also the option



Watch all content in this space

follow all content update in the *SBS - Finance Service Line* space).

to

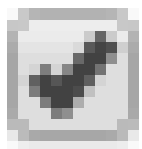
The screenshot shows the SAP S/4HANA interface for a Costing Model page titled "I update a cycle". The "Watch" button in the top right corner is highlighted with a red box. A modal dialog is open, showing options to "Watch page" and "Watch all content in this space", both also highlighted with red boxes. The "Manage Watchers" link is visible below the dialog. The page content includes a domain of "Costing", a responsibility of "Responsibility", and a table of contents with sections like "Objective and Scope", "Definitions", and "Tasks description".

You can also click on **Manage Watchers** to add people to start watching this page.

The screenshot shows the "Manage Watchers" dialog box. It is divided into two sections: "Watching this page" and "Watching this space". Both sections have a search input field for "Full name or username" and an "Add" button. The "Watching this space" section lists several users: Eduardo Schubert (eschuber), Xuelian Liu (liug), Sofia Alves (ps300122), Charlotte Rollier (rollier), Ivanka Koleva Valkanova (bg41185), and Carla Oliveira (ps63014506). The dialog also includes a "Close" button and a "Help" link.

Notify watchers

To notify watchers when you are updating a page, you have to ensure that the option

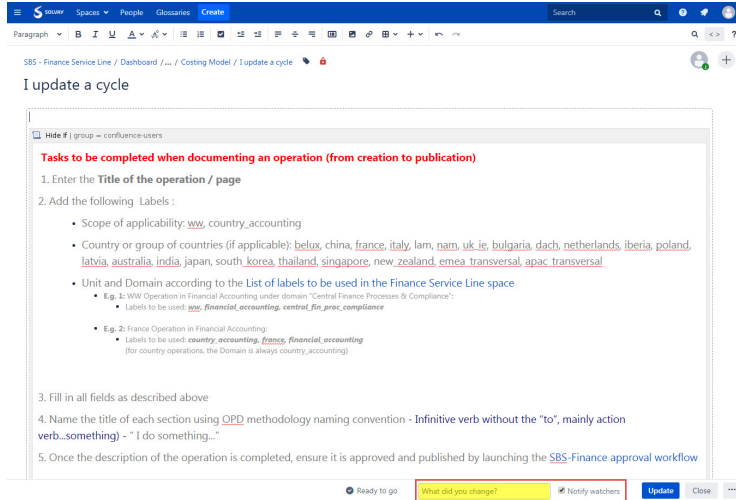


Notify watchers

selected before you click on **Update**.

is

You can add a comment about the update in the yellow box.



Draft to Published

Learn more about:

- [Who can approve a page](#)
- [How to submit for approval](#)
- [How to unassign a reviewer](#)
- [How to approve](#)

Who can approve a page

An operation approver depends on the type of operation.

Check the [Finance Approval Matrix](#) to know who is responsible to approve your procedure.



Approvers Access

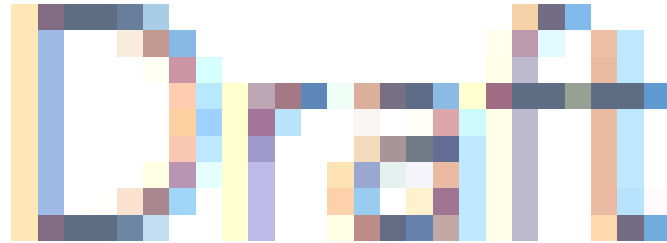
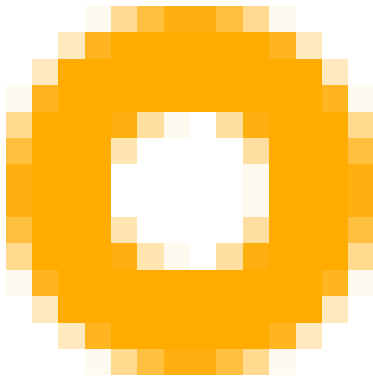
Please check who have approver access in confluence [here](#) .

Also, check which procedures are in draft:

- [Status of ALL Worldwide Procedures](#)
- [Status of Country Accounting Procedures](#)
- [Status of SAP Transactions](#)

How to submit for approval

Open the page that you want to submit for approval.



Click on
and select **+Add reviewer**.

Dashboard / ... / Finance - Glossary 86 view(s)

B
Created by Cátia Pinto, last modified by Joana Tavares yesterday at 12:18 PM Draft (view: Published)

Approvers

Approve Reject **+ Add reviewer**

Draft Published

B/S Created Mar 8, 2019 (11:05) by Joana Tavares
Abbreviation(s): Synonym(s):
Acronym for Balance Sheet.

Batch input Created Oct 17, 2018 (13:01) by Cátia Pinto
Abbreviation(s): Synonym(s):
Batch input is a SAP interface that allows to transfer large amounts of data to an SAP system.

BFC Created Oct 17, 2018 (13:01) by Cátia Pinto
Abbreviation(s): Synonym(s):
SAP BusinessObjects Financial Consolidation (BFC) is a financial consolidation and reporting application used to support the requirements of the financial close of the companies.

Search for the approver and select it (see image below) .

Press **Assign** and the approver(s) will receive a notification.



You can add more than one person (in this case the procedure is only published if all reviewers approve it).

Dashboard / ... / Finance - Glossary 91 view(s)

B
Created by Cátia Pinto, last modified by Joana Tavares on Jun 04, 2019 Draft (view: Published)

Assign for Approvers

Search for an user, then select from the list.

tânia fa

Search a user

Select the user

Use all | Expand all

Add a note (optional)

Assign Cancel

Add a message (optional)

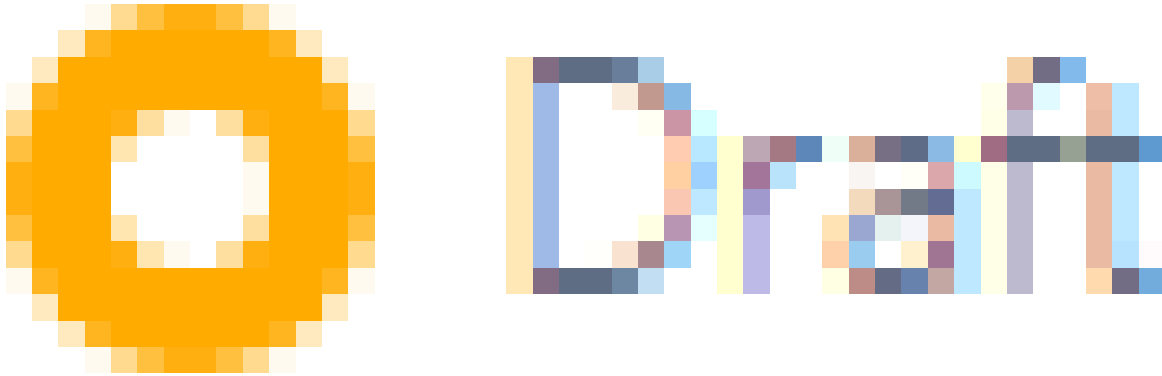
B/S Created Mar 8, 2019 (11:05) by Joana Tavares
Abbreviation(s): Synonym(s):
Acronym for Balance Sheet.

Batch input Created Oct 17, 2018 (13:01) by Cátia Pinto
Abbreviation(s): Synonym(s):
Batch input is a SAP interface that allows to transfer large amounts of data to an SAP system.

BFC Created Oct 17, 2018 (13:01) by Cátia Pinto
Abbreviation(s): Synonym(s):
SAP BusinessObjects Financial Consolidation (BFC) is a financial consolidation and reporting application used to support the requirements of the financial close of the companies.

How to unassign a reviewer

Go to your page.



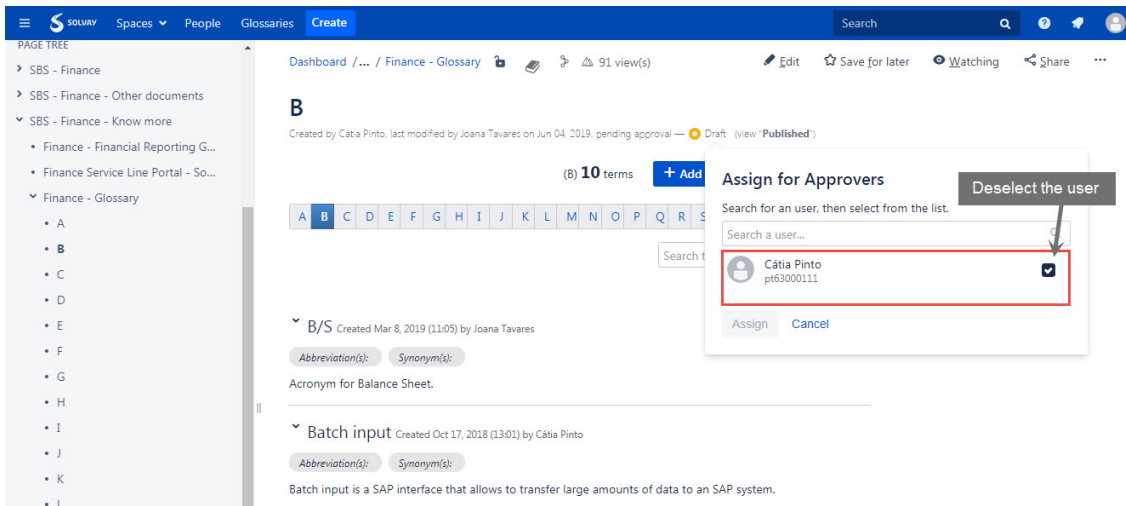
Click on



and then click on

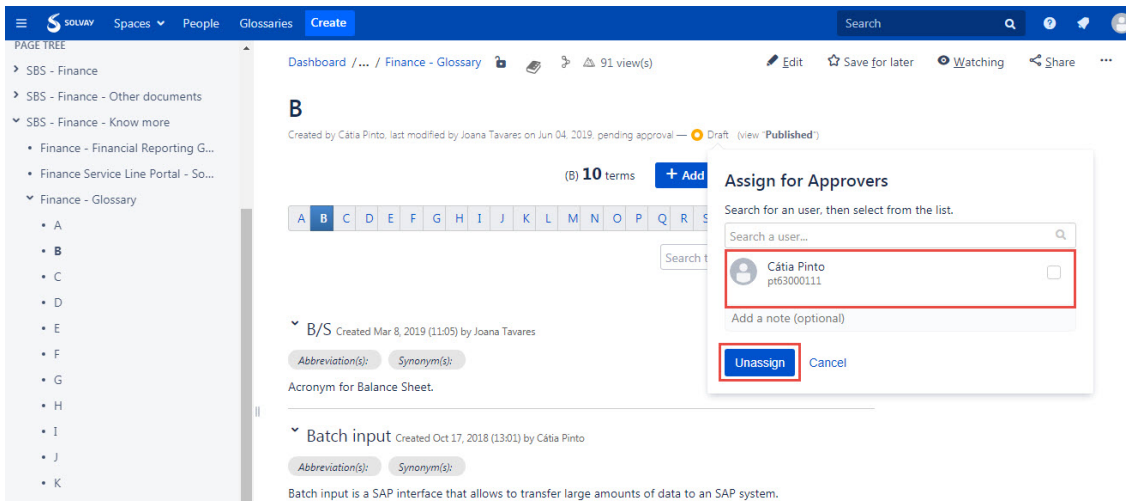
A screenshot of a SharePoint page. The page title is 'B' and it is in a 'Draft' state. The page content includes a table with columns A through M, and two sections: 'B/S' and 'Bank Reconciliation'. The 'Approvers' panel is open, showing 'Add reviewers', 'Approve', 'Reject', and a plus sign icon. The plus sign icon is highlighted with a red box, indicating the next step in the process.

Then deselect the person(s) that you want to unassign.



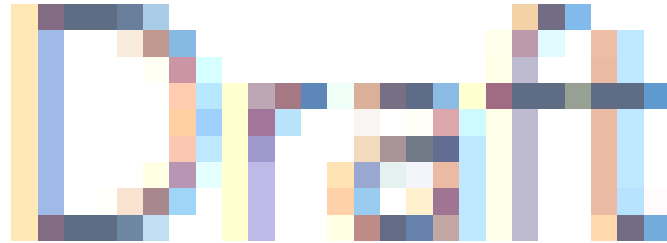
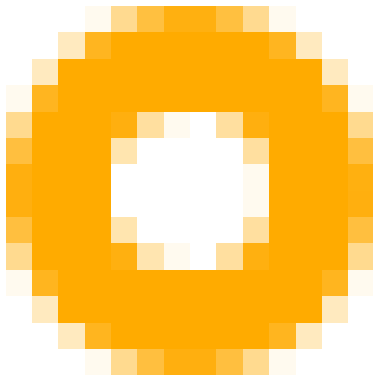
Then the option to unassign appears.

Click on **Unassign** and the person(s) is(are) removed from the approvers of the page.



How to approve

Go to the page that you have to approve.

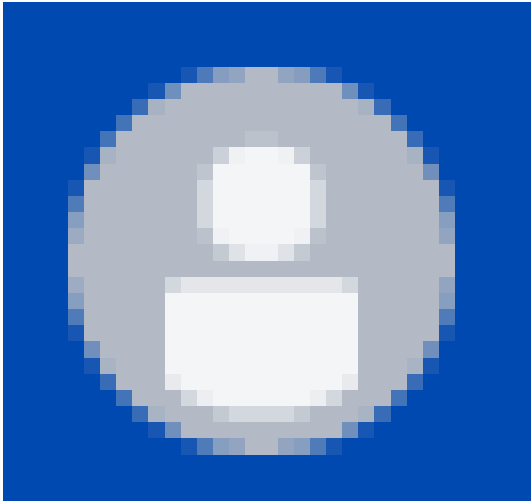


Click on
and then click on **Approve**.

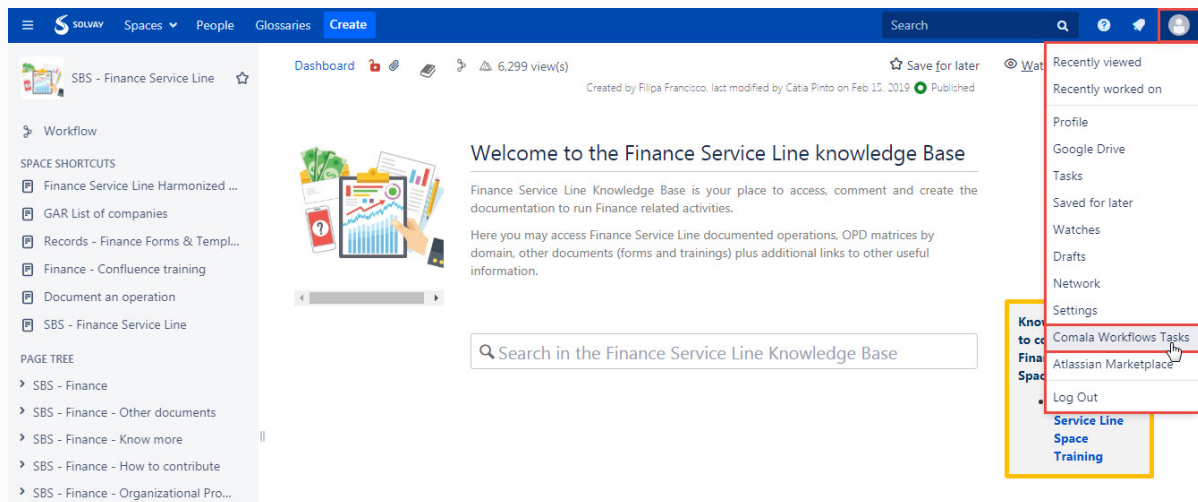
The screenshot shows the SAP Fiori 'Glossaries' application interface. The top navigation bar includes 'SAP', 'Spaces', 'People', 'Glossaries', and 'Create'. The breadcrumb path is 'Dashboard / ... / Finance - Glossary'. The main content area displays a glossary entry for 'B' (Balance Sheet), created by Cátia Pinto and last modified by Joana Tavares on Jun 28, 2019. The entry is currently in 'Draft' status, as indicated by a yellow 'Draft' icon and the text 'pending approval - Draft (view Published)'. An 'Approvers' dialog box is open over the entry, showing 'Approve', 'Reject', and '+ Add reviewer' buttons. Below the dialog, the entry details are visible: 'B/S' created Mar 8, 2019 (11:05) by Joana Tavares, with 'Abbreviation(s):' and 'Synonym(s):' fields. The definition is 'Acronym for Balance Sheet.' Below this, another entry for 'Bank Reconciliation' is partially visible, created Jun 28, 2019 (14:25) by Tatiane Regina de Lima, with the definition 'It is the comparison between Bank and SAP to ensure that the information between the bank transaction and the SAP records is consistent.'

i Tip

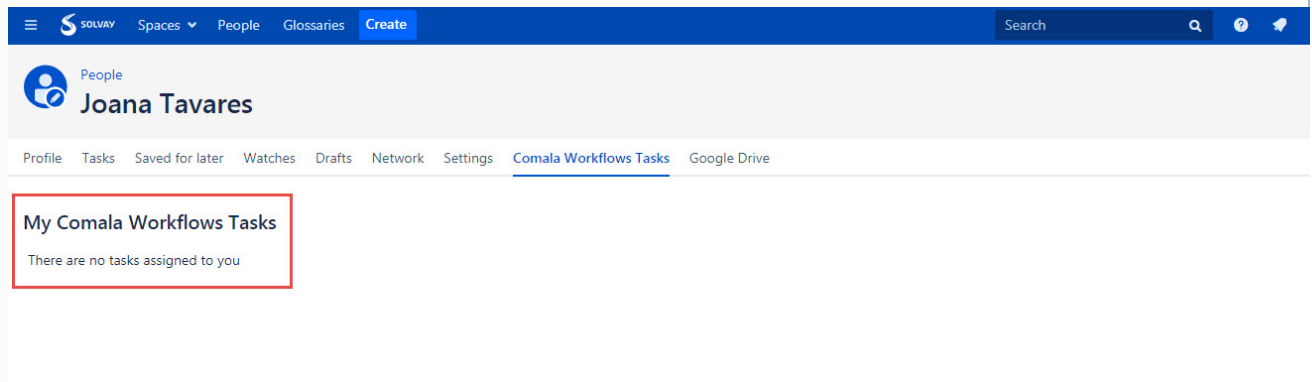
An user can check which pages have to approve.



Click on  on the upper-right and then select **Comala Workflows Tasks**.



Then check if there is any page on the list. Otherwise, it will appear a message as below.



Useful links

- [Confluence in the SBS IS - Customer Support space](#)
- [Confluence Server documentation](#)

- [Training Confluence ADVANCED Level 2](#)
- [SBS Finance - Confluence Training for Contributors](#)