

Guidelines

Guidelines

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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

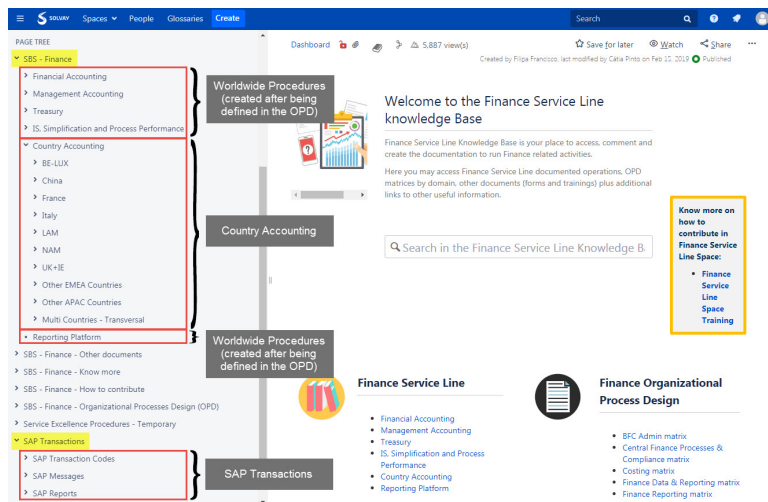
Each page must be placed in a specific folder.

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.

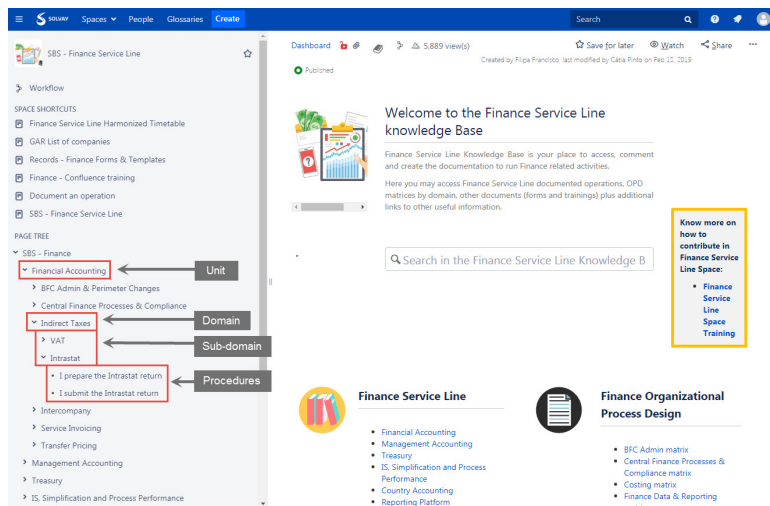


• Worldwide

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.



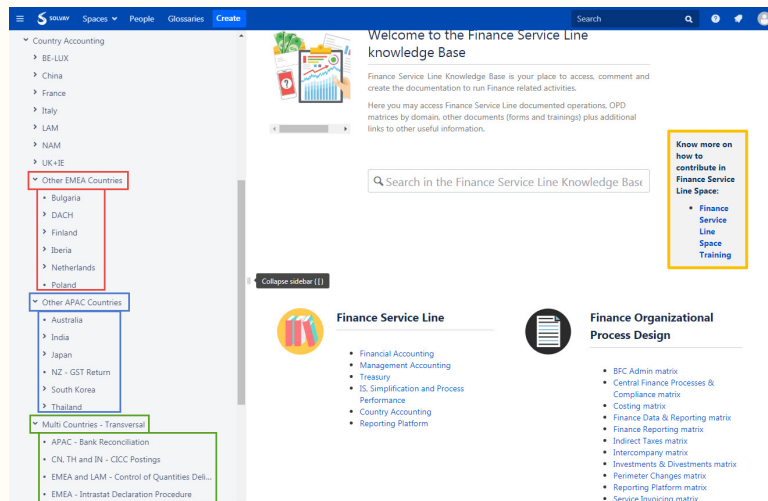
• Country Accounting

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.

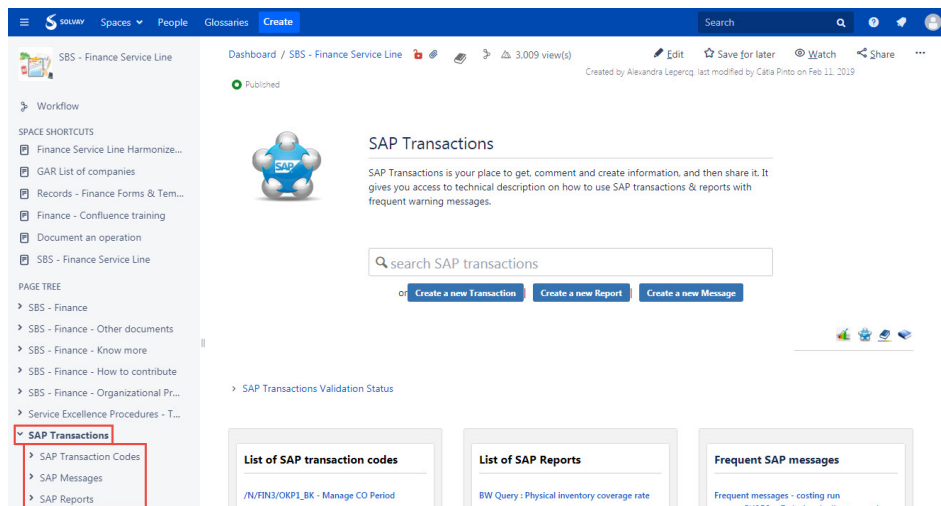
Only use **Multi Countries - Transversal** if any of the other folders do not apply to your procedure, e.g. **APAC - Bank Reconciliation**.



• SAP Transaction

This scope includes:

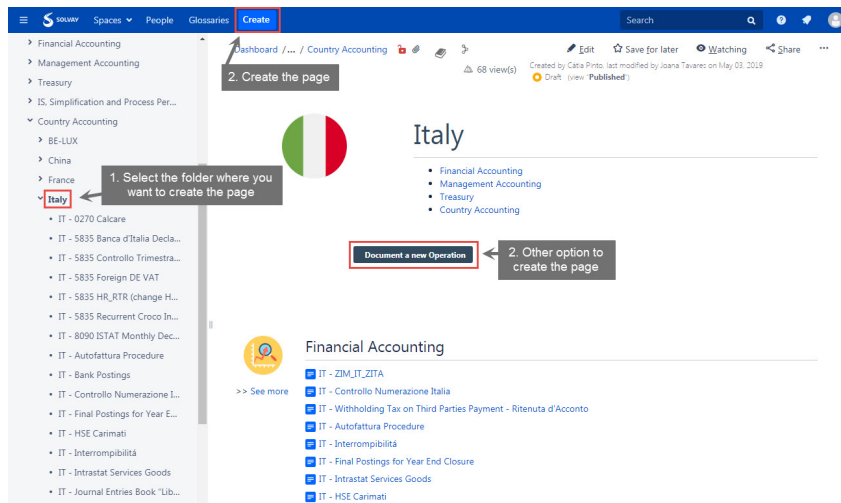
- Transactions Codes, e.g. FB05
- Messages, e.g. frequent messages in material ledger
- Reports, e.g. WP1 - Report ZWFAR571



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**

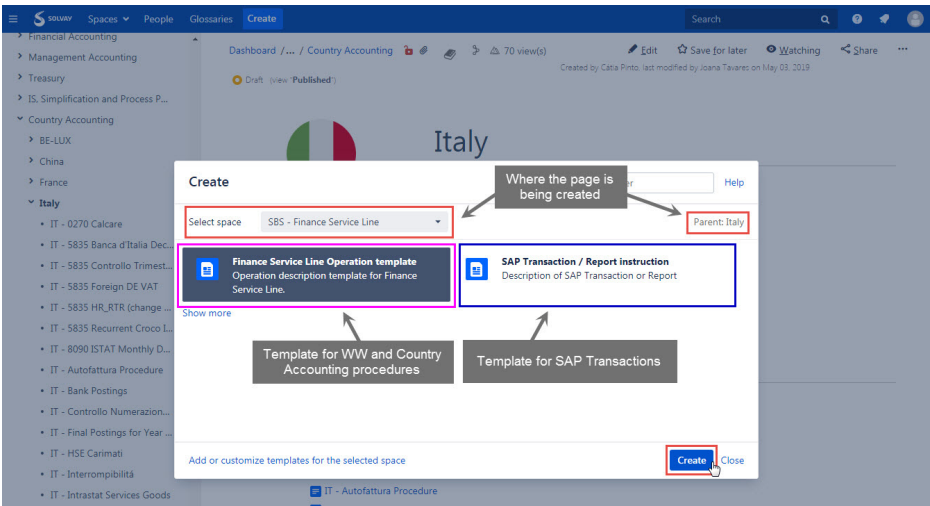


Then you must select the template according with the type of page you are creating.

- 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.

Learn to use it Panel Domain: 1. Enter the Domain identified in OPD matrix (for Country specific operations, Domain = Country Accounting)	Learn to use it Panel Responsibility area: 2. Enter the responsibility area describing Operations)
• WW operation: check OPD • Country Accounting operation: the domain is Country Accounting	• WW operation: check OPD • Country Accounting operation: the c

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

Panel

Scope

3. Remove the icon when not applicable

WW

Country Accounting

ERP

4. Remove the icon(s) when not applicable

PF1 WP1 P11

PE1 BAAAN

Frequency

5. Remove the icon(s) when not applicable

On Demand Day Week

Month

Quarter Bi-Annual Year

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

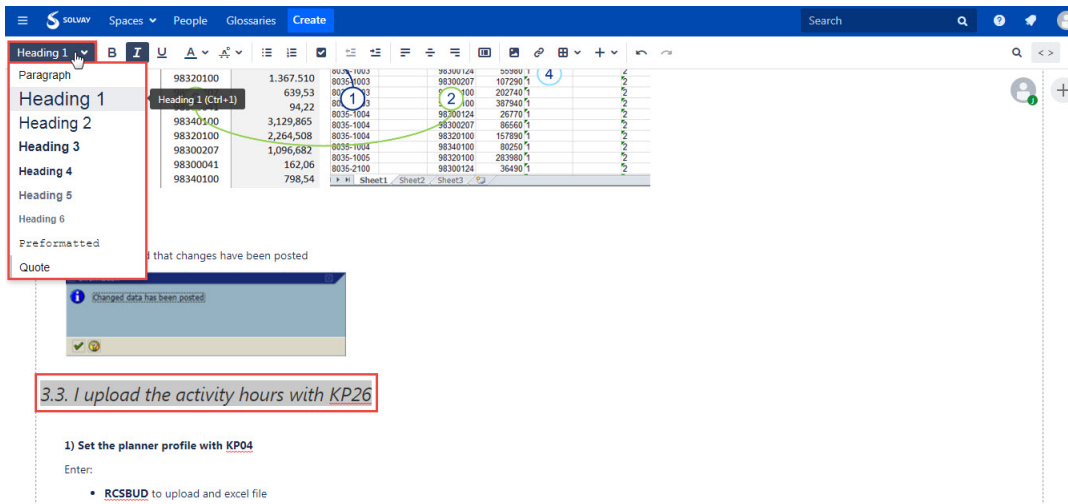
- [Table of contents](#)
- [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
- [2. Definitions](#)
- [3. Tasks description](#)
- [3.1. I receive a Budget file](#)
- [3.2. I upload the Budget with KP06](#)
 - [3.2.1. I prepare the file to be uploaded](#)
 - [3.2.2. 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.



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**.

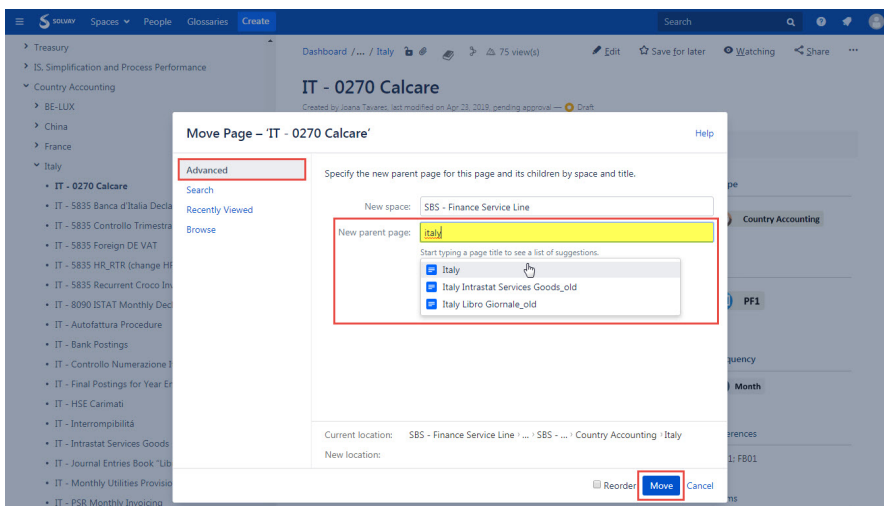
The screenshot displays the SAP S/4HANA interface. The left-hand navigation pane shows a tree structure under 'Italy', with 'IT - 0270 Calcare' selected. The main area shows the 'Table of contents' for this procedure, including sections like 'Objective and Scope', 'Definitions', 'Tasks description', 'Periodicity', 'Responsibilities', and 'transfer the costs linked to the fine limestone'. On the right, a context menu is open, and the 'Move' option is highlighted with a red box and a mouse cursor.

You have four different options in the lateral menu:

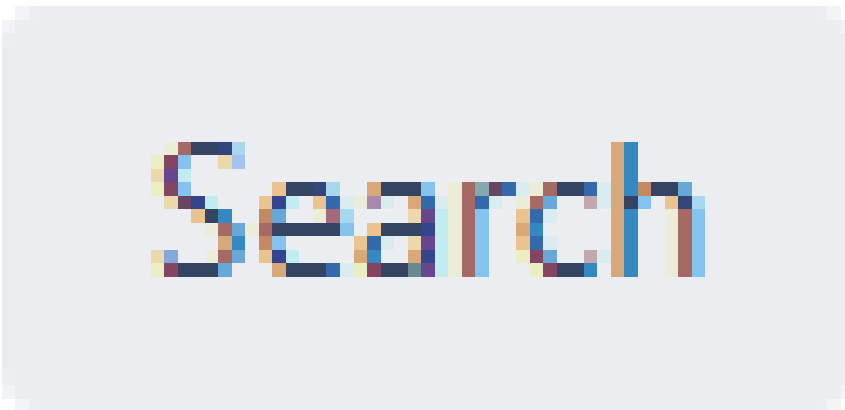
Type the parent page title in the yellow box and select it from the list below.



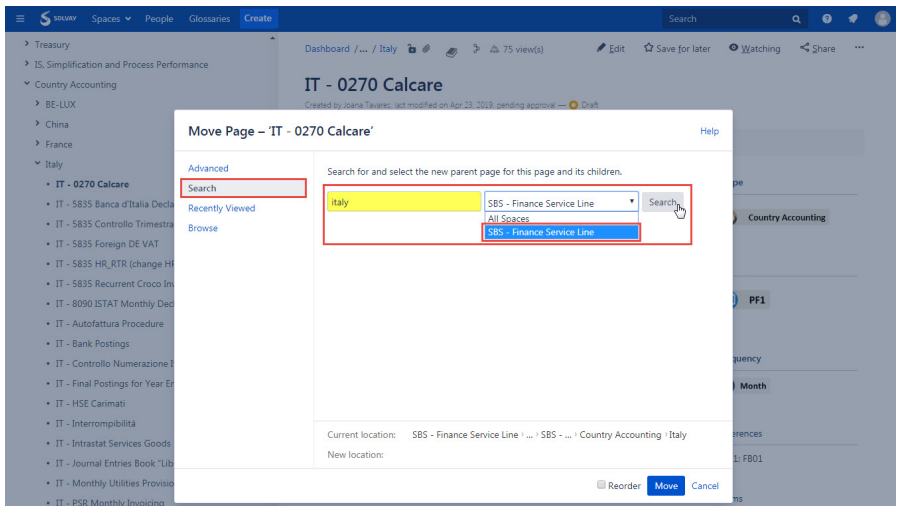
After selecting press



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



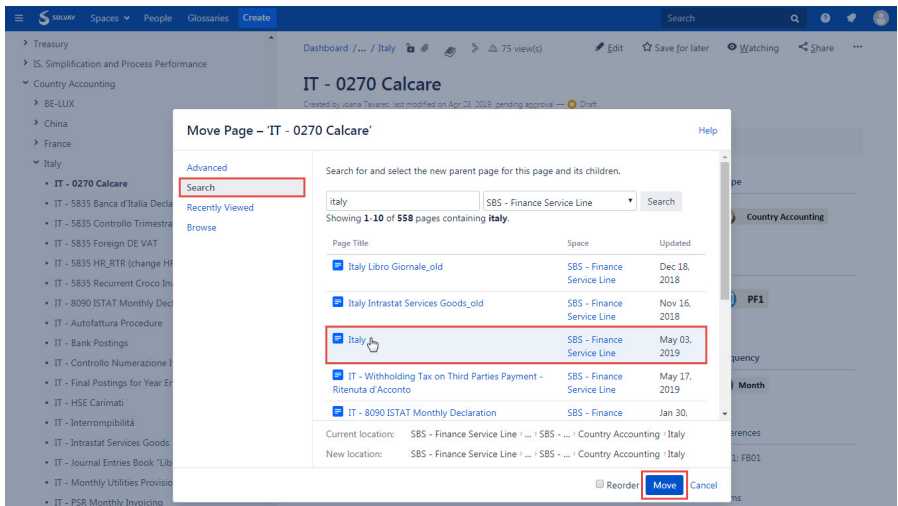
Press



Then select the page.



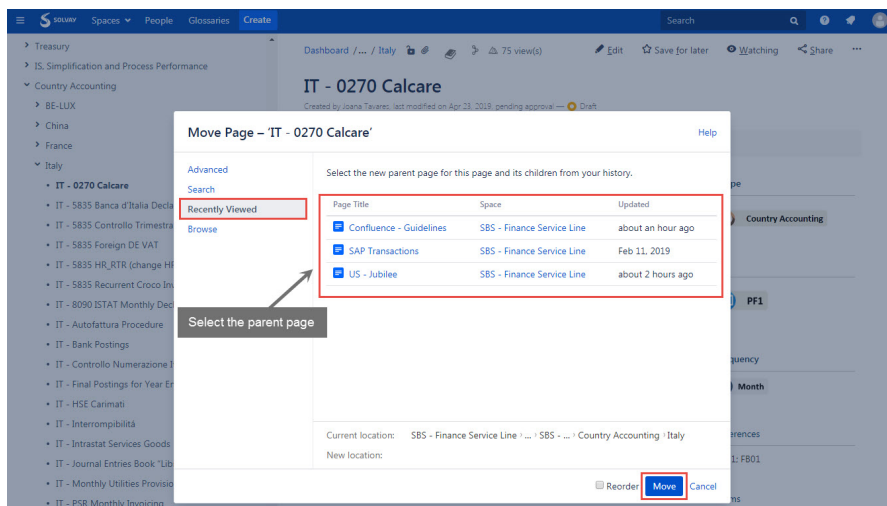
And press



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 menu with categories like Management Accounting, Treasury, IS, Simplification and Process..., Country Accounting, BE-LUX, China, France, Italy, and sub-items under Italy including IT - 0270 Calcare.

Dashboard / ... / Italy

IT - 0270 Calcare

Created by Joana Tavares · last modified on Apr 23, 2018 · pending approval → Draft

Move Page – 'IT - 0270 Calcare'

Advanced

Search

Recently Viewed

Browse

Select where you want to place your page

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

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 Recurrent Cross Invoices

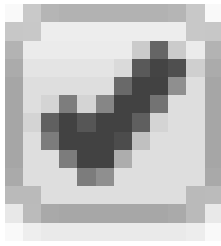
Current location: SBS - Finance Service Line > ... > SBS > ... > Country Accounting > Italy

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

Reorder Move Cancel



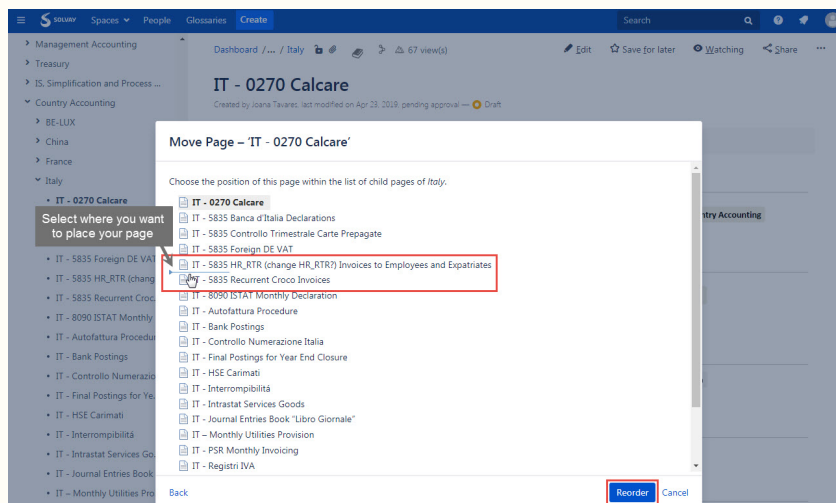
In all options you can select the box



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 the 'IT - 0270 Calcare' page. The page has a header with 'SBS - Finance Service Line' and a sidebar with a menu. The main content area shows a 'Table of contents' with a list of items. A red box highlights the 'View in Hierarchy' option in the sidebar menu.

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. The page has a header with 'SBS - Finance Service Line' and a sidebar with a menu. The main content area shows a list of pages under the 'Reorder Pages' tab. A red box highlights the 'IT - 0270 Calcare' page in the list.

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)	◦ 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**

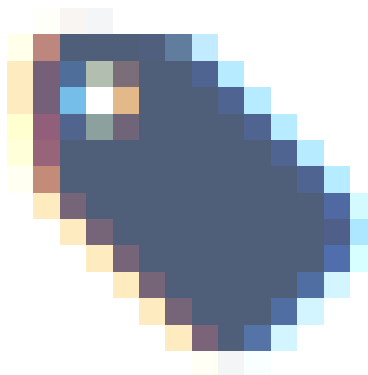
Write down the transaction code in lowercase letters, e.g. the label for 4KE5 is



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

Navigation: 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 - Controllio Numerazio...

IT - Final Postings for Ye...

IT - HSE Carimati

IT - Interrompibilità

IT - Intrastat Services Go...

IT - Journal Entries Book ...

IT - Monthly Utilities Pro...

Cost Object: Purchasing Doc. 0, Quantity 5,000, Value Date 20190228, Assignment 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	Σ	Val in rep. cur.	Created on	Entered at: Material	Partn
60960301400	SPG-revaluation ALM		43.293,38	01.04.2019	15:28:33	40275
60960301400	SPG-revaluation ALM		28.941,20	01.04.2019	15:30:18	40275
			71.334,58			
6096020000	FG manuf-entem 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...

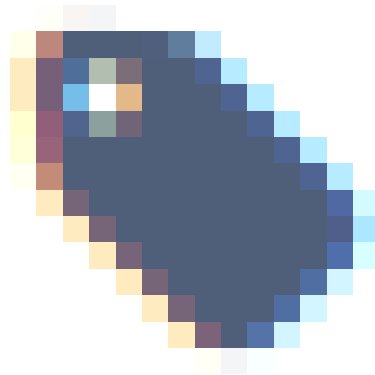
No likes

2. In the edition mode



Note

Use the first option if the page is published.



In the edition mode press

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

IT - 0270 Calcare

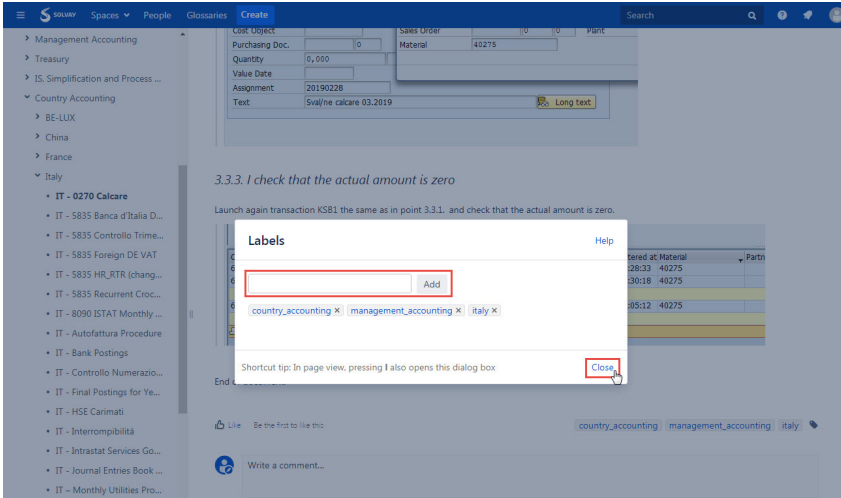
Hide if | group = confluence-users

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**.

Dashboard / ... / Inventory Valuation 26 view(s)

I run the Internal Margin

Created by Ana Catarina Gonçalves, last modified by Joana Tavares on May 21, 2019

Domain: Costing Responsibility area: Perform product costing mo

Table of contents

- Table of contents
- 1. Objective and Scope
 - 1.1. Objective of this Operation
 - 1.2. Scope
- 2. Definitions
- 3. Tasks description
 - 3.1.1 understand the process of internal margin
 - 3.2.1 correct the internal margin side effect

Scope: WW ERP: PF1 Frequency: Month

Attachments (3)

- Page History
- Page Activity
- Restrictions
- Glossary
- Page Information
- Resolved comments (0)
- View in Hierarchy
- View Storage Format
- View Source
- Export to PDF
- Export to Word
- Import Word Document
- Copy
- Move
- Delete

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

Dashboard / ... / I run the Internal Margin

Attachments

Published

Name	Size	Creator	Creation Date	Labels	Comment
image2019-5-20_15-22-32.png	14 kB	Ana Catarina Gonçalves	May 20, 2019 15:22	No labels	Properties Delete
Version 1 (current)	14 kB	Ana Catarina Gonçalves	May 20, 2019 15:22		Delete
image2019-5-20_14-14-48.png	7 kB	Ana Catarina Gonçalves	May 20, 2019 15:17	No labels	Properties Delete
image2019-5-17_16-17-59.png	14 kB	Ana Catarina Gonçalves	May 20, 2019 15:17	No labels	Properties Delete

Download All Download all last version attachments Upload new attachment(s)

Attach Files

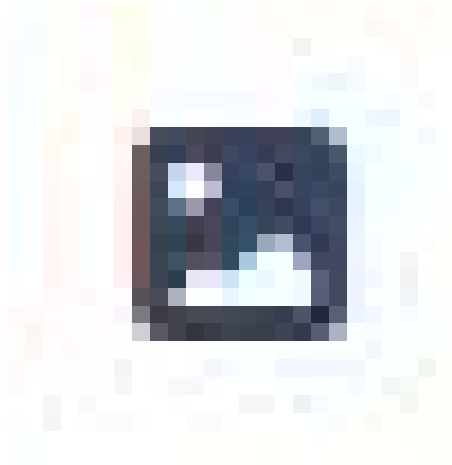
Upload file: Choose File No file chosen

Comment: Attach more files Attach

Drop files here to attach them

How to insert files/images

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



Then select

The screenshot shows a document editor with a blue header bar containing 'view', 'Spaces', 'People', 'Glossaries', and 'Create'. Below the header is a toolbar with various icons. A red box highlights the 'Insert file and images (Ctrl+M)' icon. The document content includes a section titled '3. Tasks description' and a subsection '3.1. I understand the process of internal margin'. The text describes a process involving product transfer and cost calculation. A table is present with the following data:

Cost at Standard Price	Delta between Standard and Actual cost	BFC heading
FERTF - Fix prod. costs	VVEDX - EDX FC Var. COGS	R25490
FERTP - Vbl.manuf.costs	VVDXX - DDX VC Variance COGS	R15490
VVF00 - F00 DEP Std	VVF0X - F0X DEP Var. COGS	R25490

Below the table is a yellow rectangular box. Further down, there is a section '3.2. I correct the internal margin side effect' and a button labeled 'Expand | Run transaction Z1K_INTERNAL_MARGIN'. At the bottom, there is a text input field with the placeholder text 'Include Page | Z1K_INTERNAL_MARGIN - Inter...'.

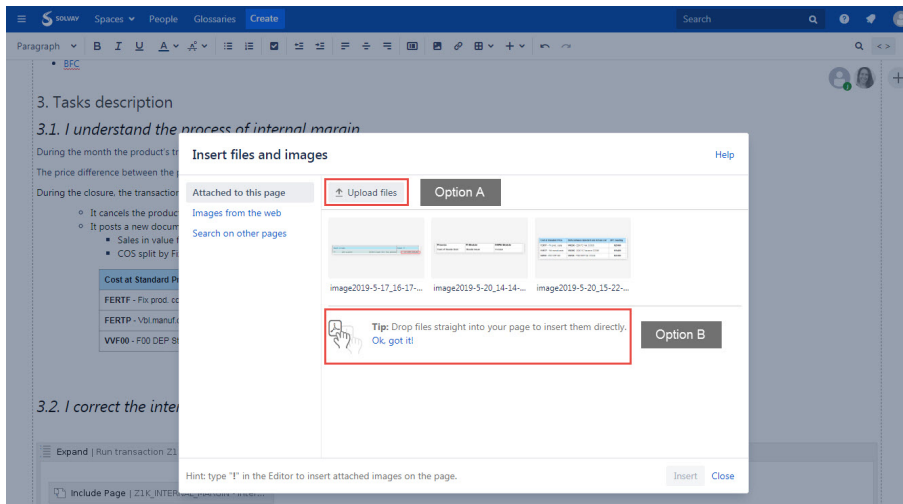
Now you need to upload the file(s)/image(s). You have two options:

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).



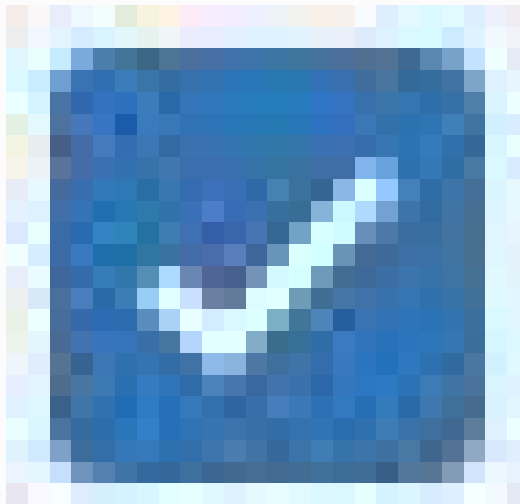
After this your file(s)/image(s) will appear in the menu.

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.

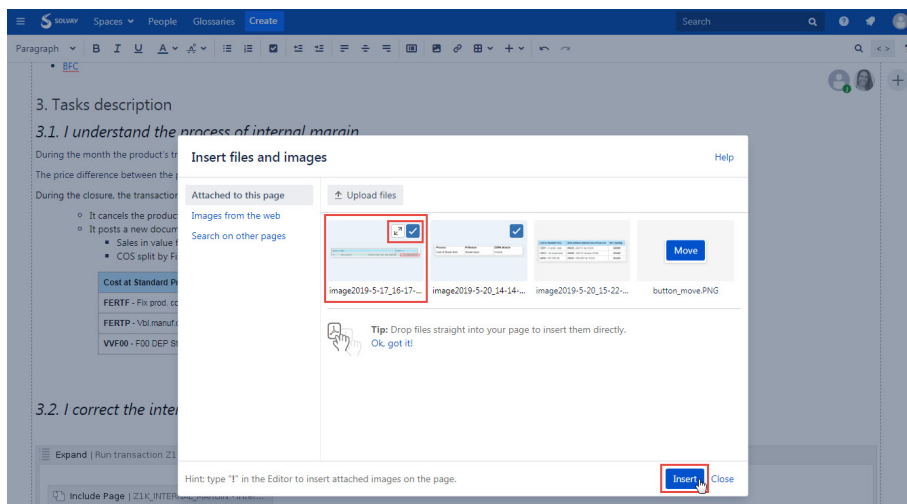


In selected items will a appear a blue box

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

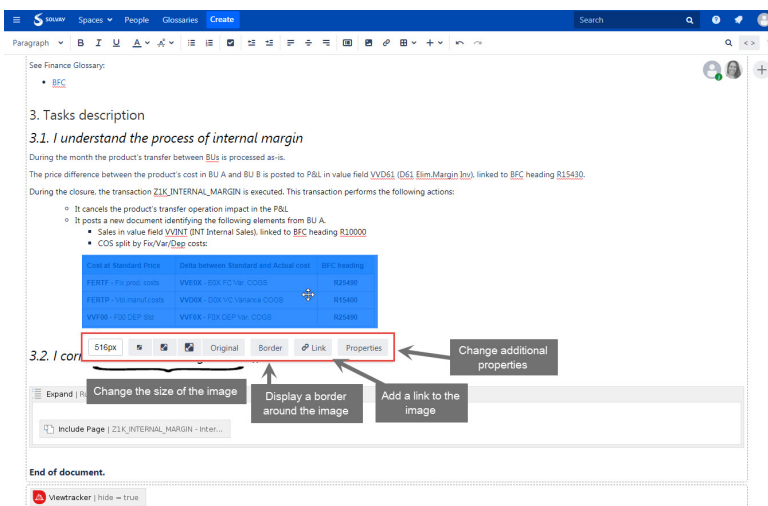


You can also zoom in items by click on

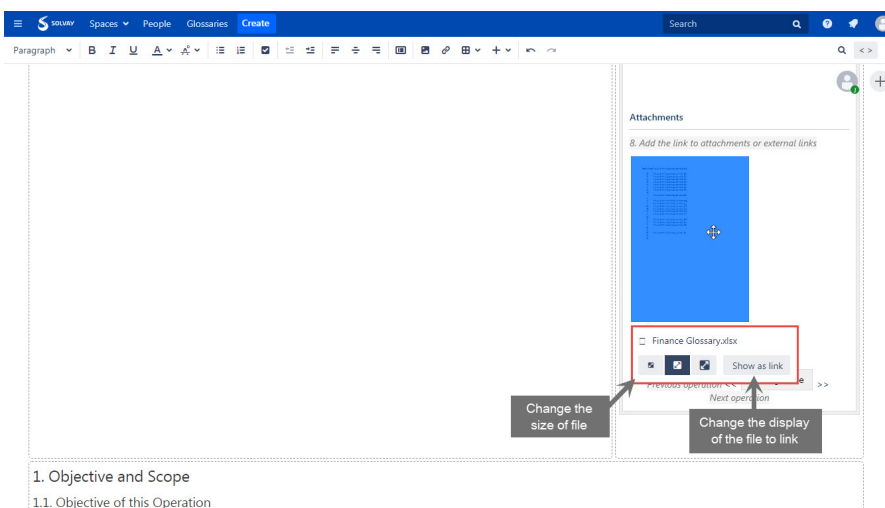


How to edit files/images

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

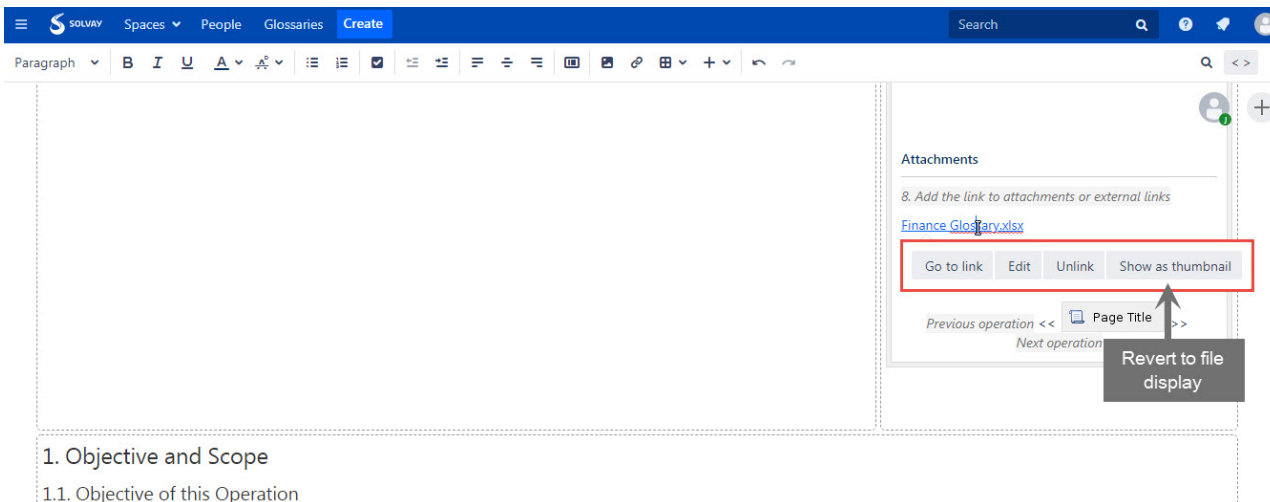


In the case of a file:



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**.



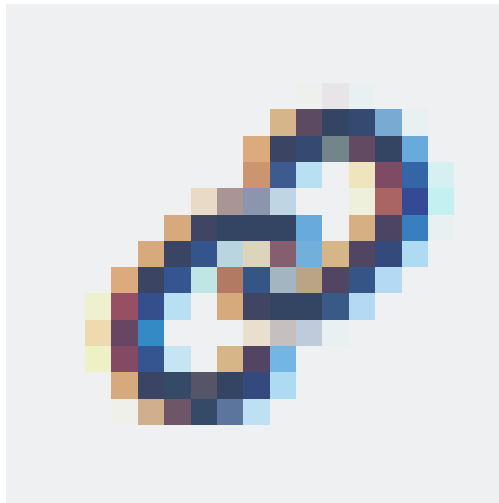
Insert a link

Learn more about:

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

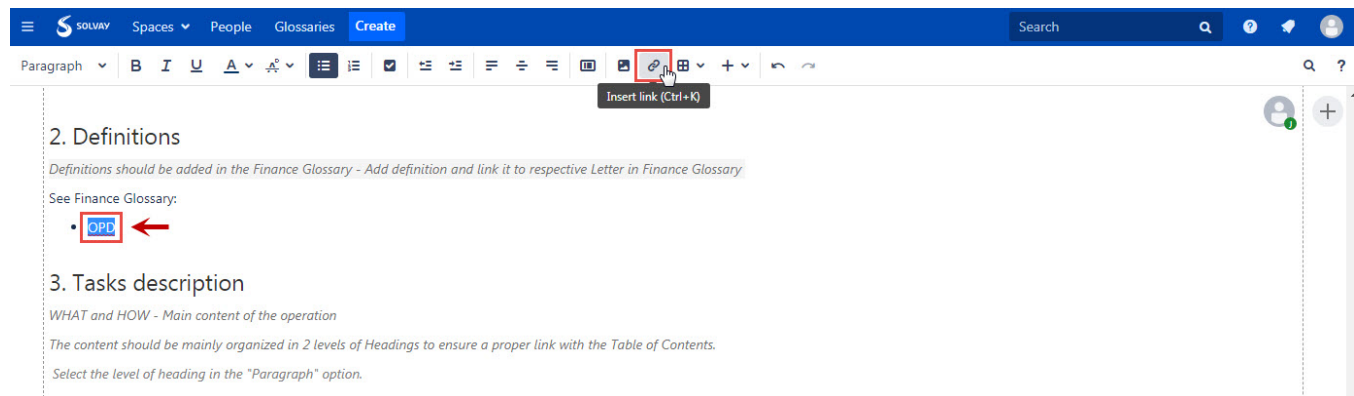
How to insert a link

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



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

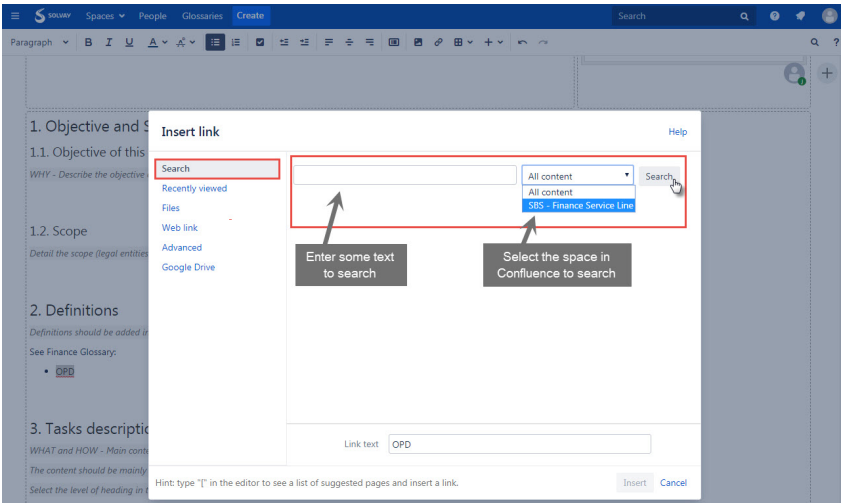
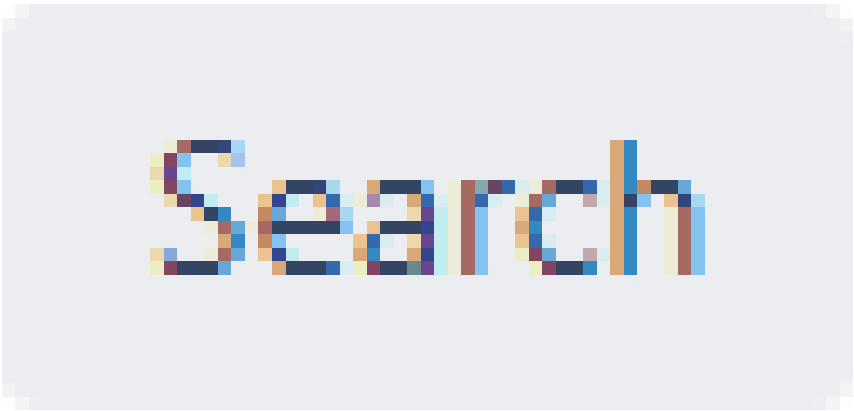
(or use the shortcut Ctrl + K).



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

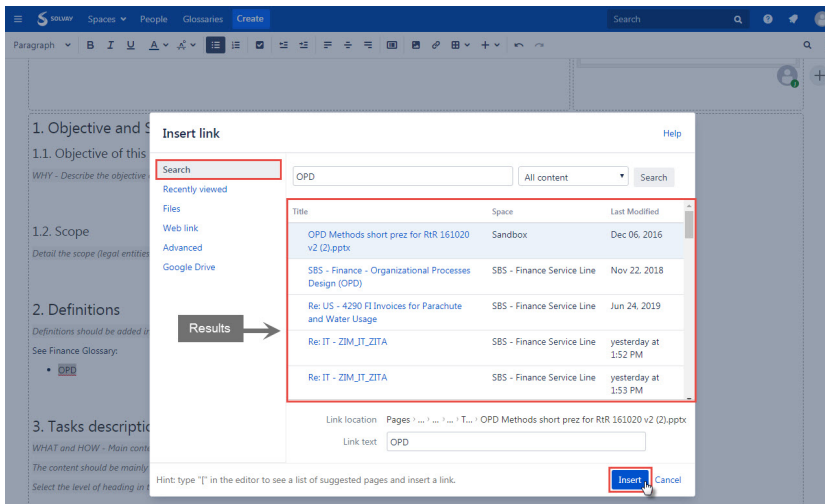
The option **Search** in the lateral menu allows you to search for contents in confluence.

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

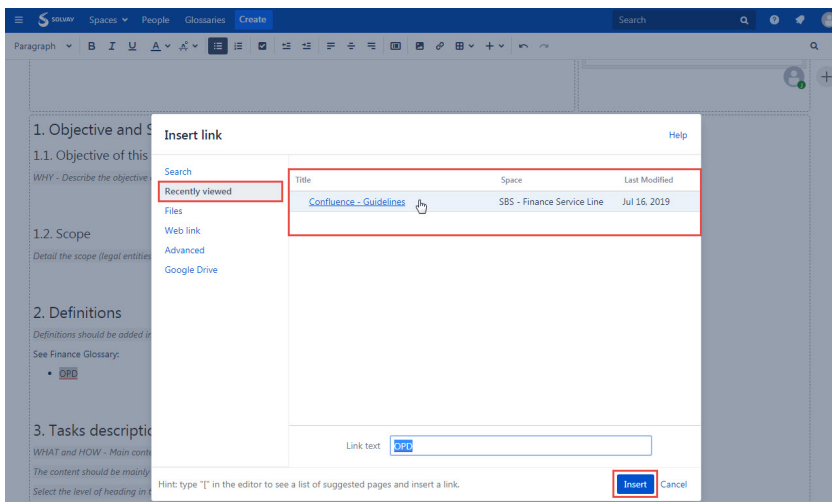




In option **Recently viewed** in the lateral menu you can check your recently viewed content in confluence and select it to link.



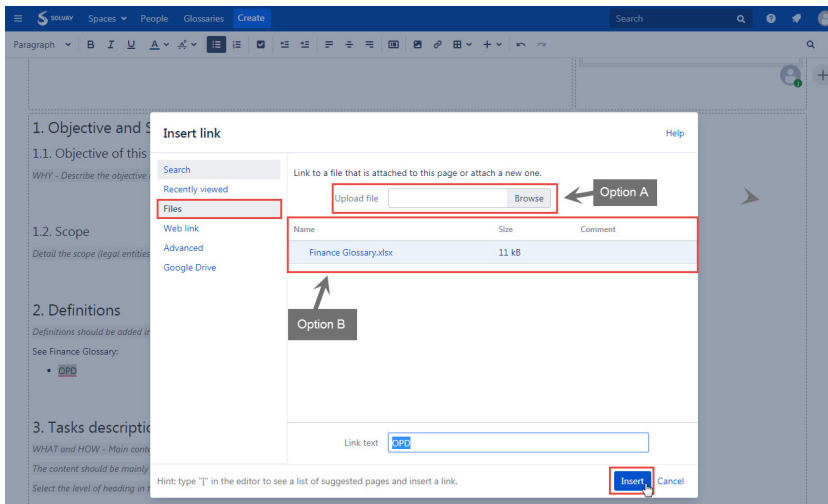
Select the item that you want to link and then press



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

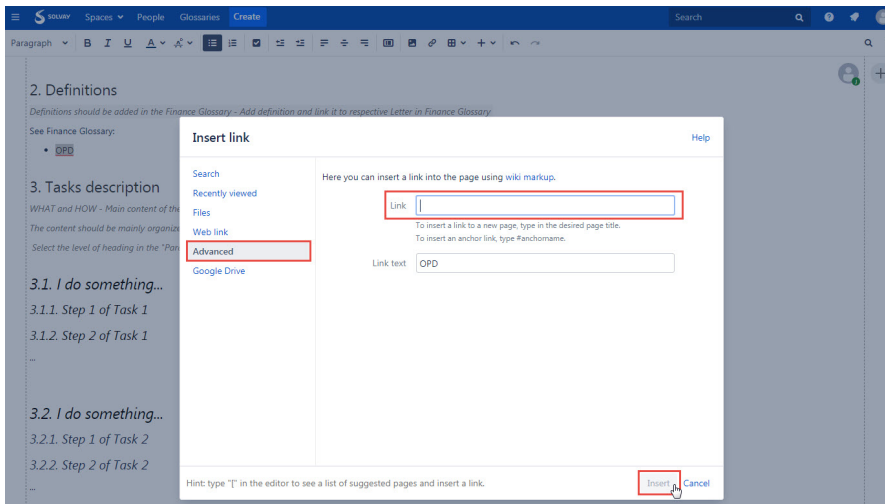


The option **Advanced** in the lateral menu allows you paste links.

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

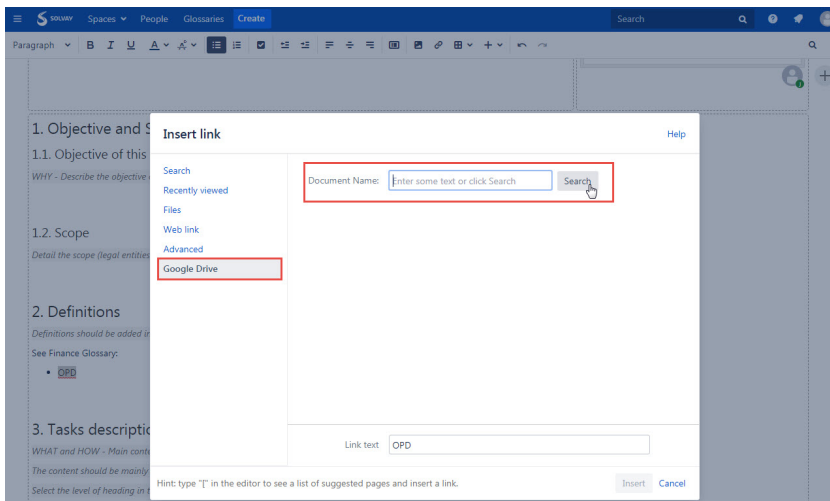
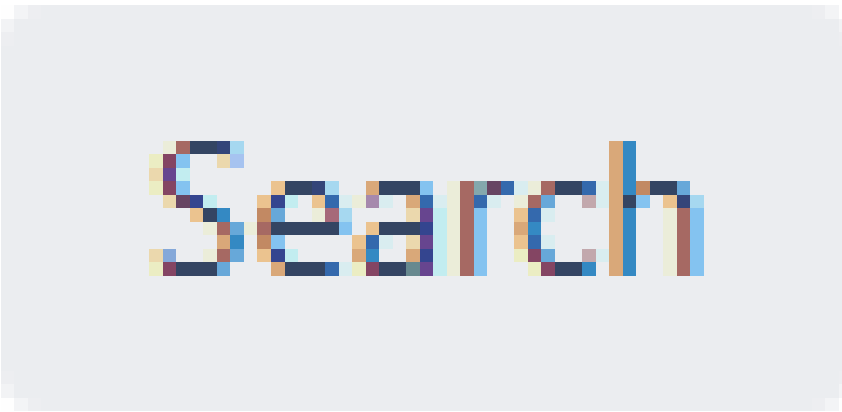


Click on

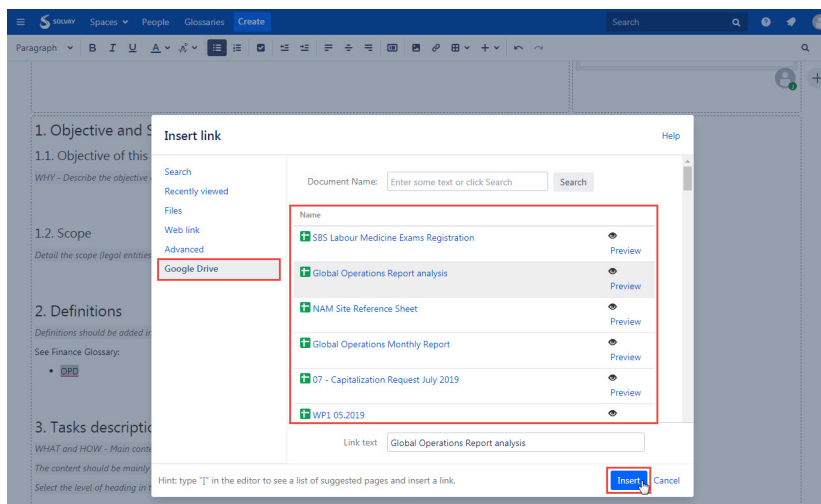


The option **Google Drive** in the lateral menu allows you link directly to Google Drive files.

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

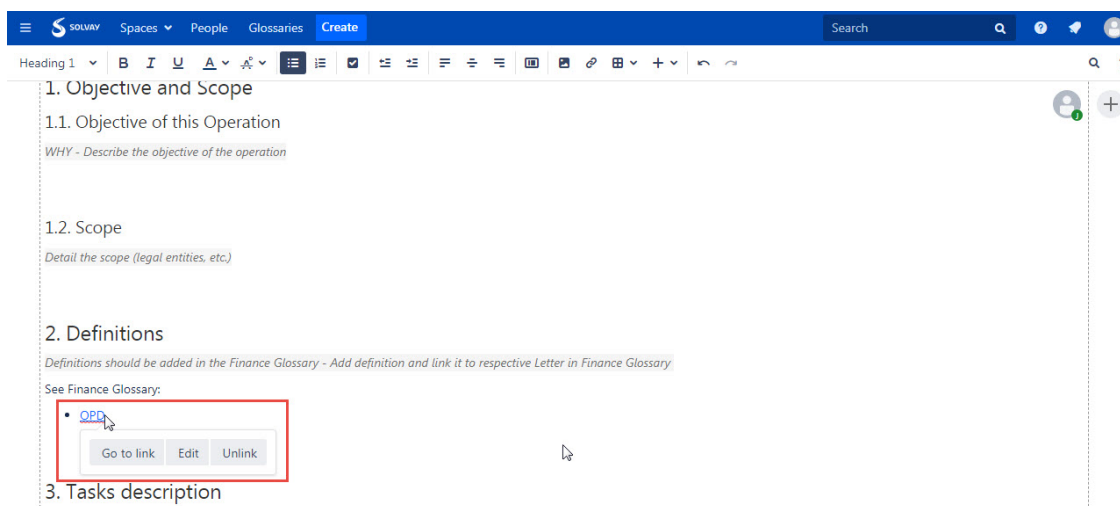


Then select the item that you want to link from the results and click on



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](#).



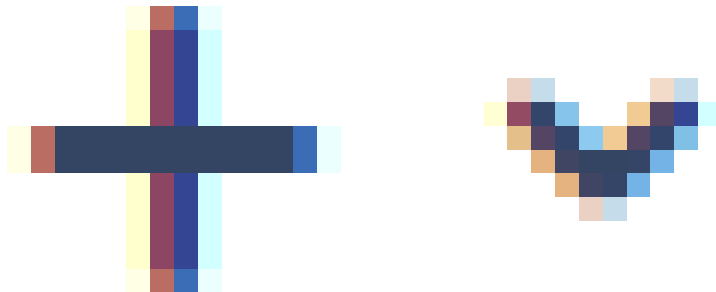
Some useful macros

Examples:

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

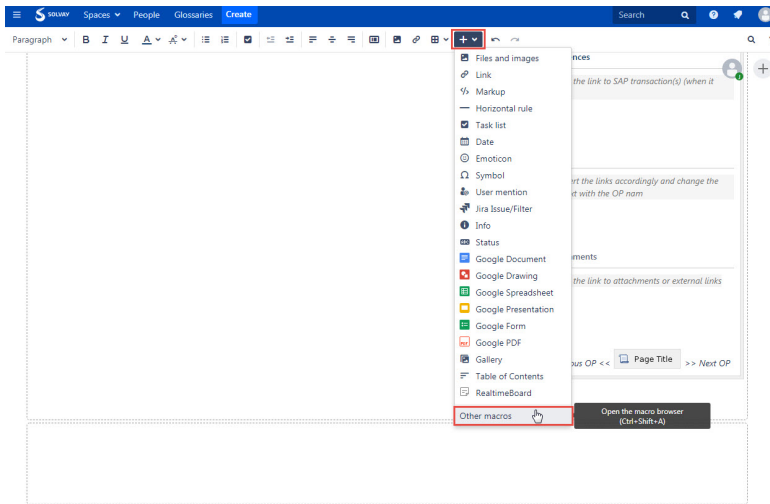
How to insert a macro

E.g. Warning box.



Click on

Select **Other macros**.



Search the macro that you want:

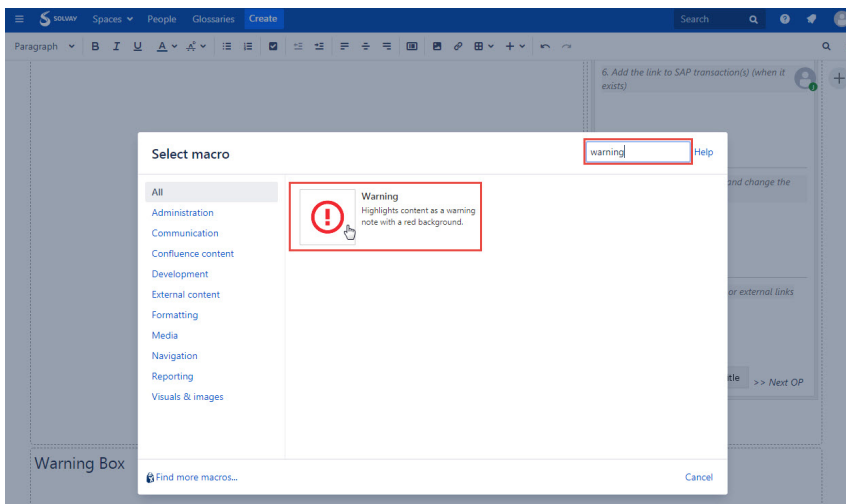
1. In the Search Bar

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

2. In the Lateral Menu by thematic

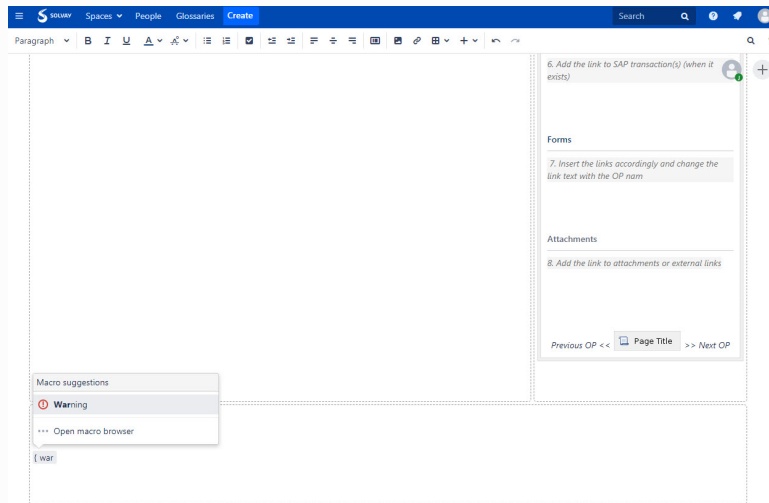
You can also search by thematic in the lateral menu.

Check the example below for warning boxes:



Tip

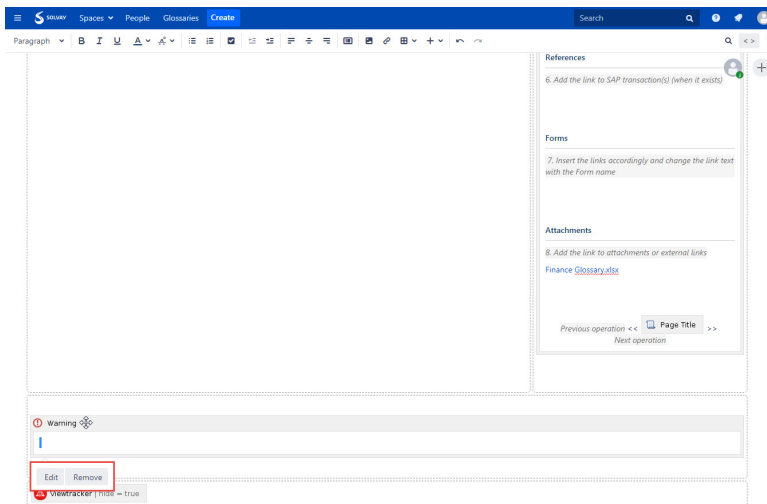
Any macro can be inserted by writing down { followed by the name of the macro, e.g. {warning}.



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 'SBS - Finance - Know more', which contains 'Finance - Financial Reporting Guide' and 'Finance Service Line Portal - Solvay ...'. Below these is 'Finance - Glossary', which is further expanded to show a list of letters: A, B, C, D, and E. A red box highlights the 'Finance - Glossary' section in the page tree, and another red box highlights the list of letters. A grey arrow points from the text 'Select the letter' to the letter 'A' in the list. The main content area of the page shows the title 'Finance - Glossary' and a list of terms. The terms are organized into two columns, A and B. Column A contains terms like 'AT' and 'Assessment cycle', while column B contains terms like 'BFC' and 'Batch input'. The page also includes a search bar at the top, a 'Create' button, and an 'Export Terms' button on the right.

Dashboard / SBS - Finance Service Line / SBS - Finance - Know more

102 view(s)

Finance - Glossary

Select the letter

AT Mar 8, 2019 (11:05)

Assessment cycle Oct 17, 2018 (13:00)

8 Terms

BFC Oct 17, 2018 (13:01)

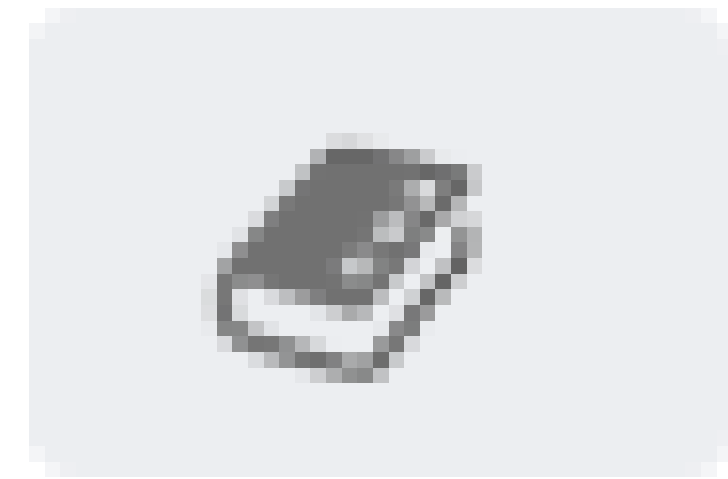
Batch input Oct 17, 2018 (13:01)

10 Terms

Export Terms

Tip

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



Dashboard / ... / Cost Allocation

Find term 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 process
- 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):

CC	ANAL	DATA	DOCUMENT	BANK	TYPE	DATE	DATE	PER	AMOUNT	IN	AMOUNT	OUT	CURR	DATE
*	4000					2013100002	2013/04		5,500.11	EUR				
**	4000					2013100002			5,500.11	EUR				
*	4000					2013200000	2013/03		142.12	EUR				
*	4000					2013200000	2013/03		142.82	EUR				
*	4000					2013200000	2013/03		142.87	EUR				
*	4000					2013200000	2013/04		142.87	EUR				
**	4000					2013200000			571.48	EUR				

It's necessary to check how this specific CC being allocated to 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

Find term in all glossaries

2. Definitions

See Finance Glossary:

- WBS

3. Tasks description

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

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

Abbreviation: Work Breakdown Structure

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):

CC	ANAL	DATA	DOCUMENT	BANK	TYPE	DATE	DATE	PER	AMOUNT	IN	AMOUNT	OUT	CURR	DATE
*	4000					2013100002	2013/04		5,500.11	EUR				
**	4000					2013100002			5,500.11	EUR				
*	4000					2013200000	2013/03		142.12	EUR				
*	4000					2013200000	2013/03		142.82	EUR				
*	4000					2013200000	2013/03		142.87	EUR				
*	4000					2013200000	2013/04		142.87	EUR				
**	4000					2013200000			571.48	EUR				

It's necessary to check how this specific CC being allocated to 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:

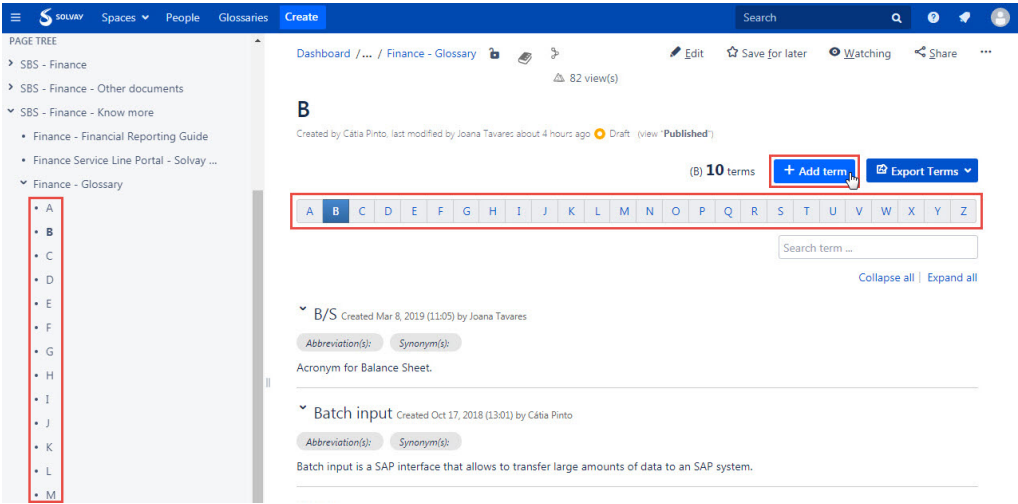
3.3. I perform the cost center allocation (for Distribution, Assessment and CO-PA)

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.

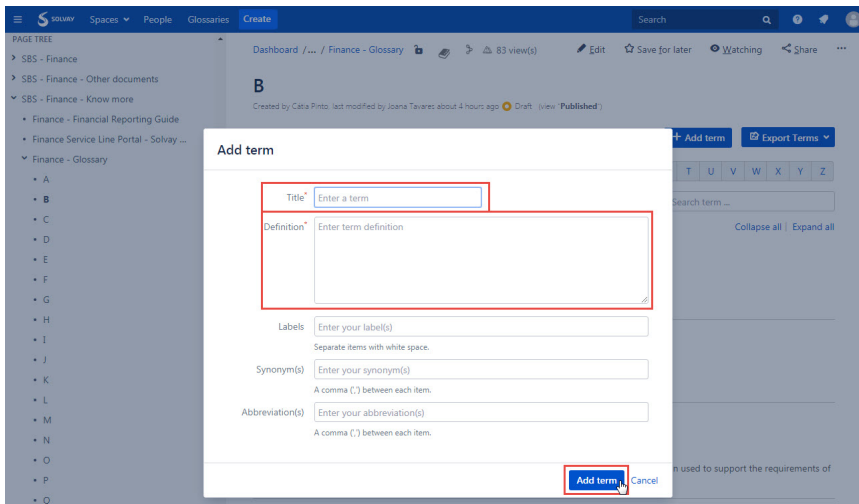
Click on



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**.

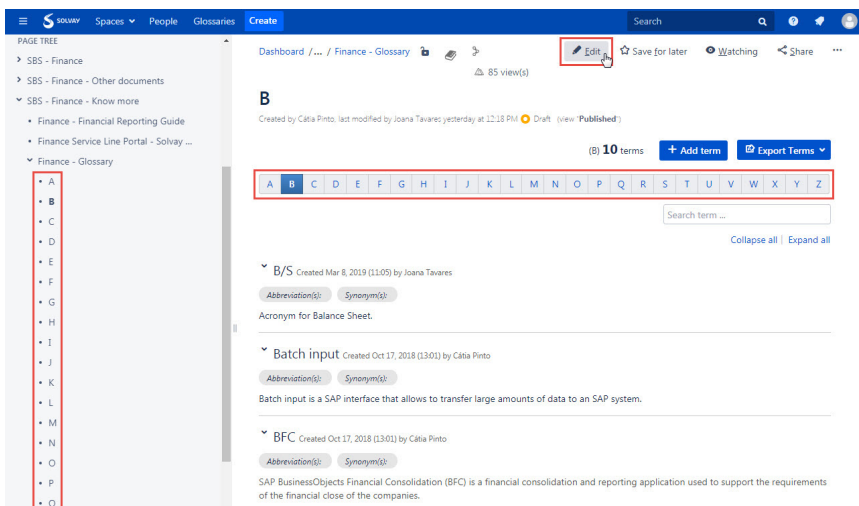


How to edit a term in Finance Glossary

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.

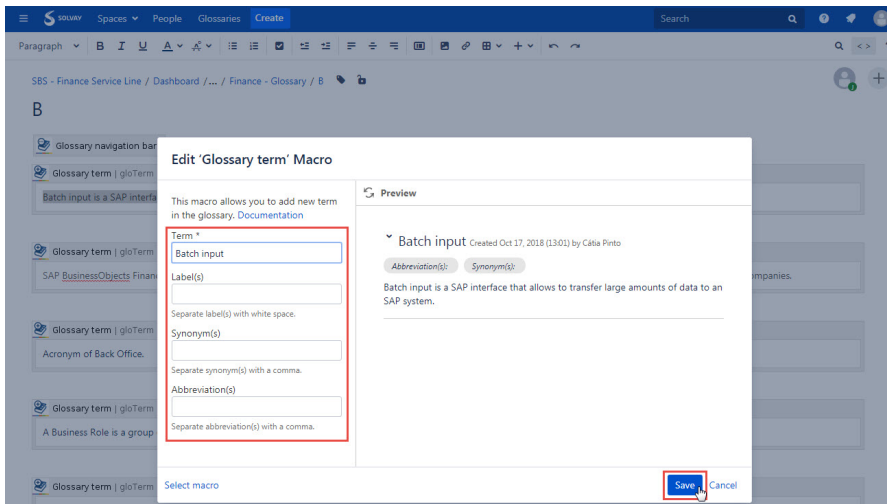
The screenshot shows the SAP Fiori 'Glossary' app interface. The top navigation bar includes 'SOLVAY', 'Spaces', 'People', 'Glossaries', and a 'Create' button. A search bar is on the right. The breadcrumb trail reads 'SBS - Finance Service Line / Dashboard / ... / Finance - Glossary / B'. The main content area displays a list of glossary terms. The first term, 'Batch input', is highlighted with a red border and a yellow background for its definition: 'Batch input is a SAP interface that allows to transfer large amounts of data to an SAP system.' Below it are other terms like 'BFC' and 'BO'.

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

This screenshot shows the same SAP Fiori 'Glossary' app interface. The 'Batch input' term is still highlighted with a red border. In this view, the 'Edit' button is visible at the bottom left of the term's box, next to a 'Remove' button. The definition text is now blue and underlined. Other terms like 'BFC' and 'BO' are also visible below.

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**.

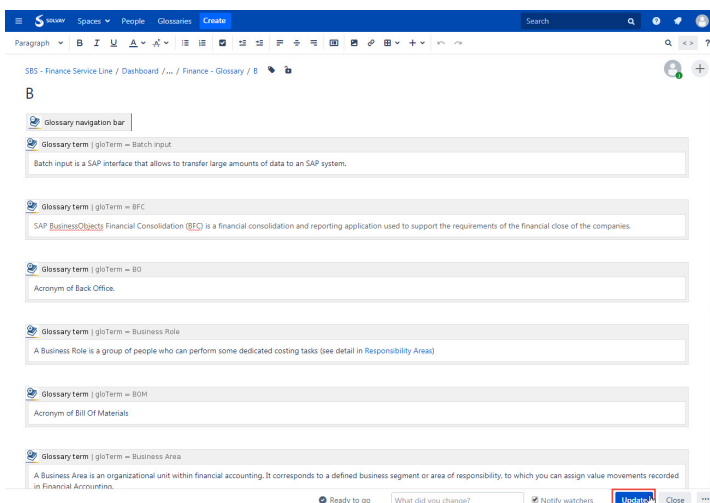


Finally click on



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 SAP S/4HANA user interface. The top navigation bar includes 'Solvay', 'Spaces', 'People', 'Glossaries', and 'Create'. The main content area displays the 'IT - 0270 Calcare' page, which is a draft created by Joana Tavares. The page includes a 'Table of contents' with sections like 'Objective and Scope', 'Definitions', 'Tasks description', 'Periodicity', 'Responsibilities', and 'Transfer the costs linked to the fine limestone'. A 'Share this page' dialog is open on the right, showing the share link 'https://wiki.solvay.com/x/K' and a 'Copy' button. The dialog also includes fields for 'Add people' and 'Include a message'. 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**.

Dashboard / ... / Italy 67 view(s)

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 KS81
 - 3.3.2. I run the SAP transaction FB01
 - 3.3.3. I check that the actual amount is zero

Share this page

Share link

<https://wiki.solvay.com/x/Ki> Copy

Add people

User name, group or email

Cátia Pinto

Include a message

Take a look at this page

Share Cancel

Frequency

Month

Notify watchers

Learn more about:

- Follow a confluence page
- Notify watchers

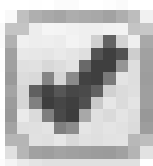
Follow a confluence page

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

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

Notify watchers

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

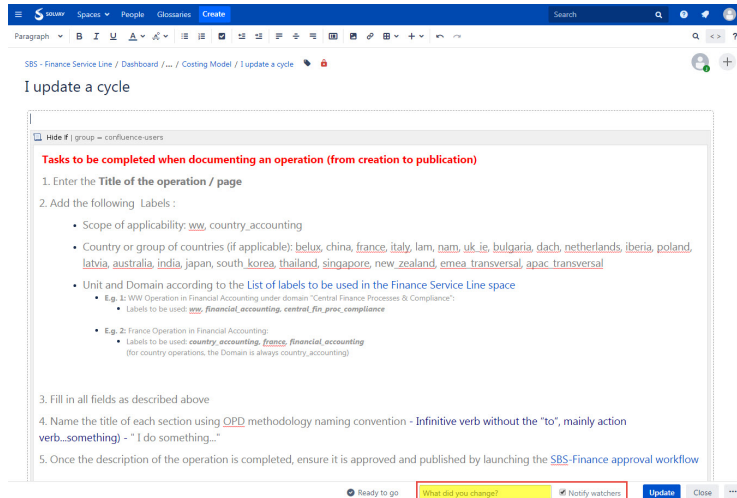


Notify watchers

selected before you click on **Update**.

is

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



SBS - Finance Service Line / Dashboard / ... / Costing Model / 1 update a cycle

I update a cycle

Hide if | 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](#), new [zealand](#), [emea transversal](#), [apac transversal](#)
- 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. Name the title of each section using [OPD](#) methodology naming convention - Infinitive verb without the "to", mainly action verb...something) - "I do something..."
5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Ready to go

What did you change?

Notify watchers

Update

Close

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

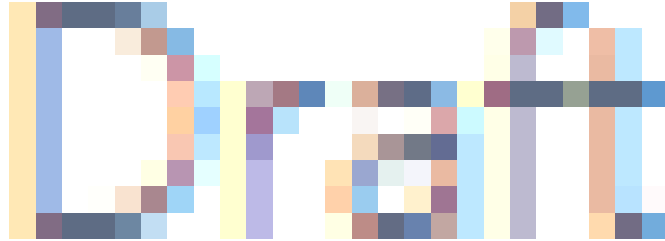
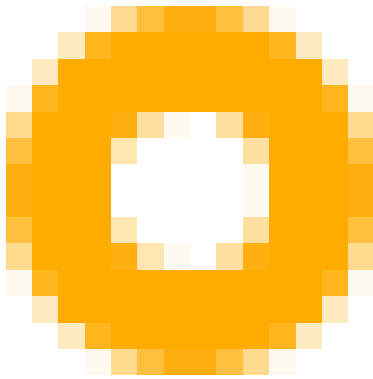
Please check who have approver access in confluence [here](#) .

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**.

The screenshot shows the SAP Fiori 'Glossary' app interface. On the left is a 'PAGE TREE' with categories like 'SBS - Finance' and 'Finance - Glossary'. The main area displays the 'B/S' entry, created by Cátia Pinto. A red box highlights the '+ Add reviewer' button in the 'Approvers' section, which also includes 'Approve' and 'Reject' buttons. Below the button, there are 'Draft' and 'Published' status indicators.

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

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

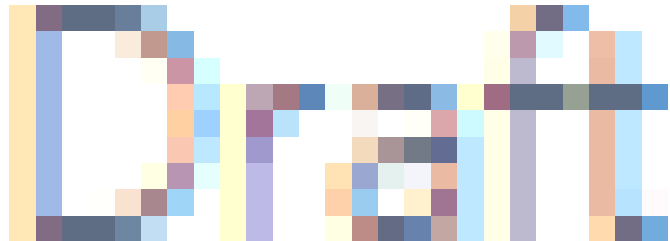
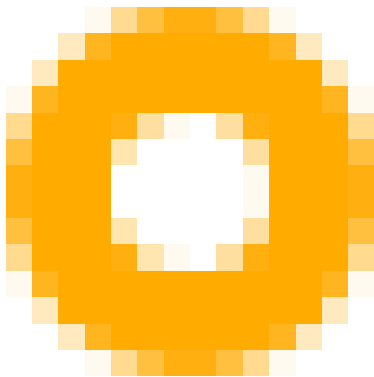


You can add more than one person (in this case the procedure is only published if all reviewers approve it).

This screenshot shows the 'Assign for Approvers' dialog box overlaid on the 'B/S' entry. The dialog has a search bar at the top. Below it, a list of users is shown: 'Cátia Pinto' (pt63000111) and 'Tânia Faria' (pt300050), each with a checkbox. The 'Assign' button at the bottom left is highlighted with a red box. Other buttons include 'Cancel', 'Export Terms', 'Search a user', 'Select the user', 'See all', and 'Expand all'. There is also a field for 'Add a note (optional)' and a label 'Add a message (optional)'.

How to unassign a reviewer

Go to your page.



Click on



and then click on

Dashboard / ... / Finance - Glossary 120 view(s) Edit Save for later Watching Share

B
Created by Cátia Pinto, last modified by Joana Tavares on Jun 28, 2019, pending approval — **Draft** (view **Published**)

Approvers Add reviewers
Approve Reject **+**

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

Bank Reconciliation Created Jun 28, 2019 (14:25) by Tatiane Regina de Lima
Abbreviation(s): Synonym(s):
It is the comparison between Bank and SAP to ensure that the information between the bank transaction and the SAP records is consistent.

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

Dashboard / ... / Finance - Glossary

Created by Cátia Pinto, last modified by Joana Tavares on Jun 04, 2019, pending approval — Draft (view 'Published')

(B) 10 terms + Add

Search for an user, then select from the list.

Search a user...

Cátia Pinto
pt63000111

Assign Cancel

Deselect the user

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.

Then the option to unassign appears.

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

Dashboard / ... / Finance - Glossary

Created by Cátia Pinto, last modified by Joana Tavares on Jun 04, 2019, pending approval — Draft (view 'Published')

(B) 10 terms + Add

Search for an user, then select from the list.

Search a user...

Cátia Pinto
pt63000111

Add a note (optional)

Unassign Cancel

B/S Created Mar 8, 2019 (11:05) by Joana Tavares

Abbreviation(s): Synonym(s):

Acronym for Balance Sheet.

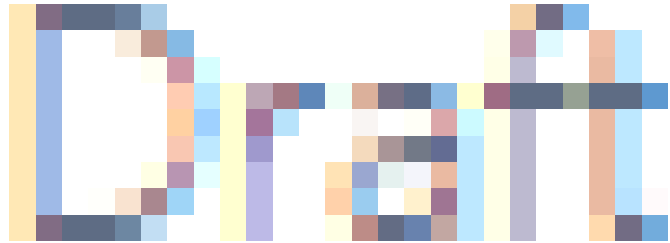
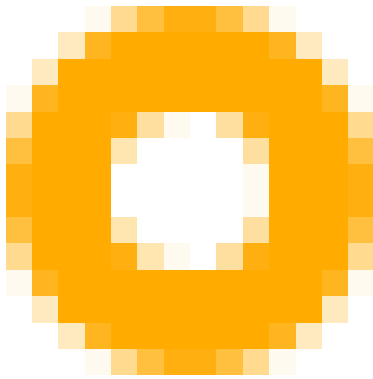
Batch input Created Oct 17, 2018 (13:01) by Cátia Pinto

Abbreviation(s): Synonym(s):

Batch input is a SAP interface that allows to transfer large amounts of data to an SAP system.

How to approve

Go to the page that you have to approve.



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

SAP S/4HANA Spaces People Glossaries Create Search

Dashboard / ... / Finance - Glossary 120 view(s) Edit Save for later Watching Share

B
Created by Cátia Pinto, last modified by Joana Tavares on Jun 28, 2019, pending approval — **Draft** (view **Published**)

A B C D E F G H I J K L M

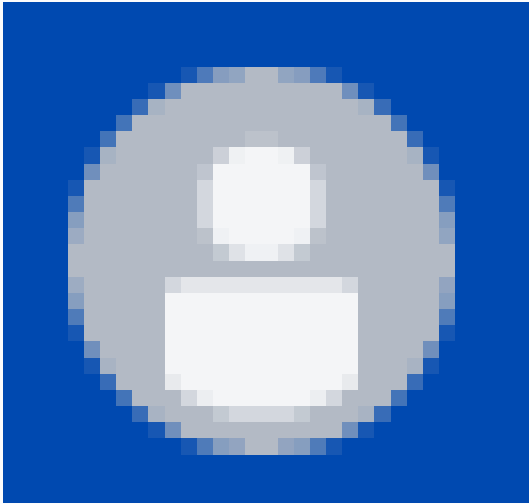
Approvers
Approve Reject + Add reviewer

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

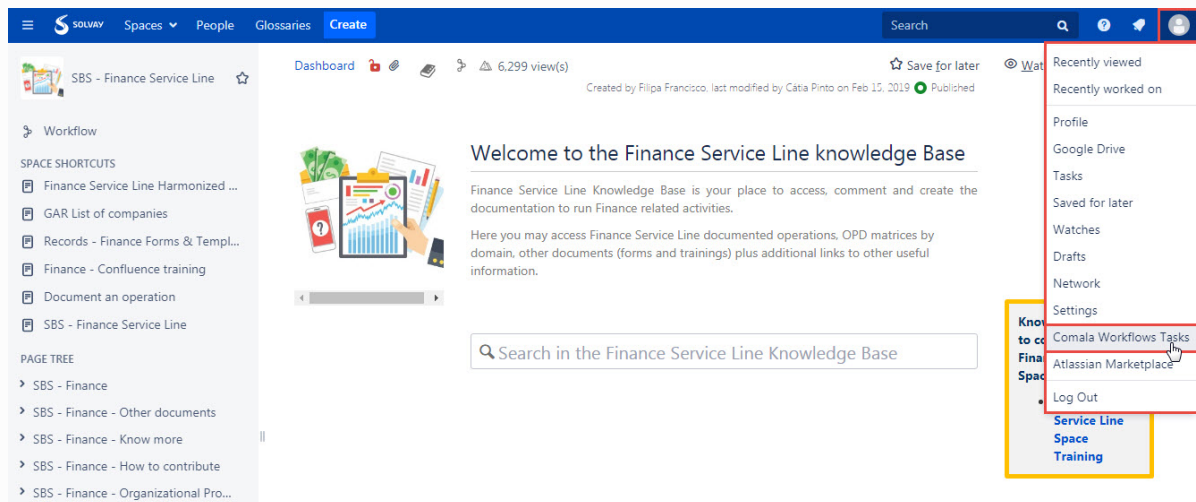
Bank Reconciliation Created Jun 28, 2019 (14:25) by Tatiane Regina de Lima
Abbreviation(s): Synonym(s):
It is the comparison between Bank and SAP to ensure that the information between the bank transaction and the SAP records is consistent.

Tip

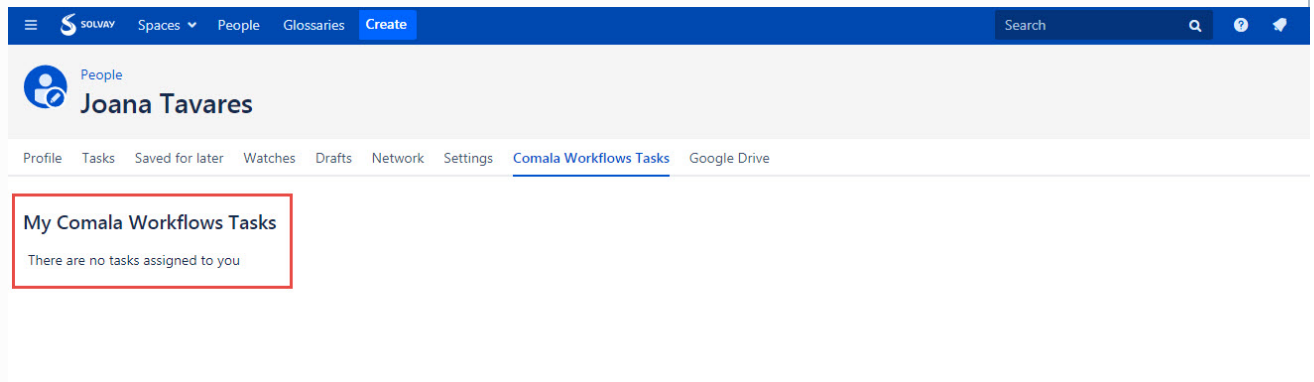
An user can check which pages have to approve.



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](#)