WW - Global Posting File

Domain:	**Responsibility area:**

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Scope

WW

ERP

PF1 WP1

blocked URL

blocked URL

Frequency

blocked URL

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ZZF_POSTING_FILE

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Global Posting File - PF1

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Global Posting File - WP1 IECRA CO_PA Adjustments

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

This procedure describes how to use the global posting file and its specifics rules.

This procedure has the objective to:

- Ensure accurate in its fill in;
- Understanding of its rules;
- How the process with the RPA works.

1.2. Scope

This procedure is valid for all companies in SBS scope working in the ERP group SAP environments.

Reference Documents

Global Posting File - PF1

Global Posting File - WP1

Global Posting File - WP1 IECRA CO_PA Adjustments

2. Definitions

See Finance Glossary:

- SBS: Solvay Business Services
- CAM: Company Accounting Manager
- PE: Process Expert

3. Tasks description

3.1. Responsibilities

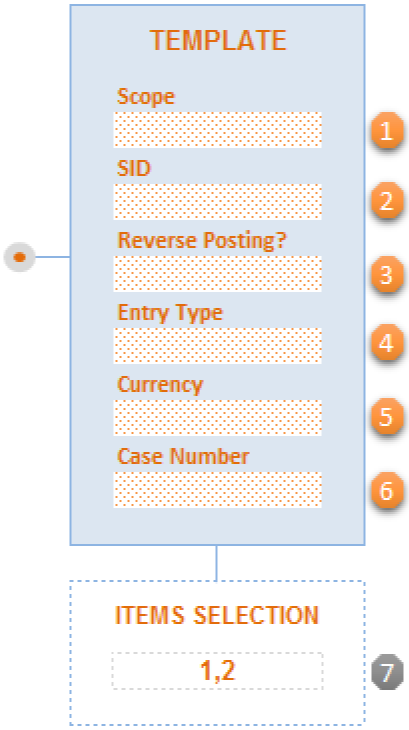
- **Local Accountants**: Filling out the tab "Template" with the entry information and provide the "Justification" for audit and reconciliation purposes and send the file without warnings through "Freshdesk" tool.
- **SBS Office**: Will make sure that all the information were filled out correctly and proceed with the record in the ERP and will inform the requester the "Document number" generated.

3.2. I do fill the file

3.2.1. I request a posting

For Local Accountants / Requester

At tab "Template" start selecting the following information using the list available:



1. Scope - Indicates the region, and update the list of currencies codes available;
2. SID - It refers to the ERP:
3. Reverse Posting? : Do you want it to be reversed in the next period? Please indicate it here. It's available in a drop down list, "Yes" or "No" option. If you choose '"Yes" it will be reversed on next month first day automatically. If "No" is your option, please let us know too.
    - For Solvay: PF1 or QF1 (if the entry is in the quality environment - test);
    - For Rhodia: WP1 or WV1 (if the entry is in the quality environment - test).
4. Entry Type - This is important because it will define information like: "Document Type" and "Transaction Code". The options available are listed on tab "Data Base", if you have any doubts on where each one is applied you will find there a brief description.
    - If a "Recurring" entry is what you need, be aware that some fields will change at column "O" and "P":
5. Currency - Available accordingly with the region chosen. But if you want to use a different code, that is not available in the list, you can insert it manually.
6. Case Number - Number of the case created in Freshdesk. To be filled out by SBS Operator.
7. Item Selection - If you have a list of entries and you don't want to post all, you can do selection separating the numbers with a comma (,). If you want to post everything, just let this field blank

Filling the entry it self:

- The first column "Item" is filled out automatically, accordingly with the "Header" information. Every time you insert information on the header text, posting date and so on, a new item number will appear.

- The "Header" information are: "Company Code", "Header Text", "Doc Date", "Posting Date". These are mandatory fields. Every new item must contain these information, if the next line is not a new item, in this line the header will be blank;

- The other columns can be changed according to your need. Just make sure that the column name is the same as the "Posting File". In case of doubt just copy and paste from this tab.

3.2.2. I do check the warnings:

1. - This file is prepared with warnings for the following scenarios:

- Unbalanced Item: The warning will appear in red, right up the entry, indicating which Item has the error and value. When the error is fixed, the warning will disappear.
- "Cost Object": The warning will appear in red, right up the entry, indicating which line has the error, also the line will appear in red. If there is more then one line with error, all lines will appear in red, but the warning will mention one at a time. When the error is fixed, the warning will disappear. Are consider cost object: "Cost Center",
- "Co Order", "WBS Element", "Profit Center" and "Material".
- "CO-PA"/IECRA Adjustments: When performing adjustments directly in IECRA (WP1 only) level, it's mandatory to inform the fields "Customer", "Payer", "Product",
- "Ship-to party", "Distr. Channel" and "Division".

Additional comments:

1. Mandatory Fields:
   - ITEM - is calculated automatically;
   - Company Code - Is the company you intend to impact;
   - Header Text - Short text to describe the main reason for your entry;
   - Doc Date - Format "Day" "Month" "Year (DDMMYYYY)
   - Posting Date - Format "Day" "Month" "Year (DDMMYYYY)
   - Posting Key - debit or credit indicator using SAP codes, such as 40 (D) and 50 (C);
   - G/L account - account you want to adjust;
   - Amount Doc cur - the amount you intend to adjust;
2. Customized template

With exception of the fields above, all other fields you are free to display in the order you wish. The fields available are the ones on the header of the "Posting File" tab.

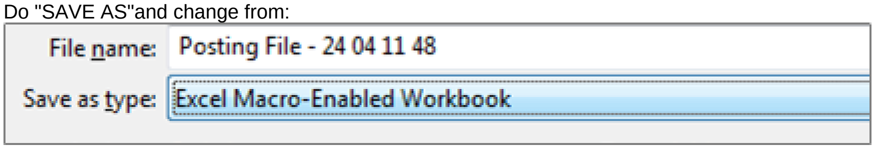
You can copy and paste in the sequence you wish. Some accounts will require specific fields to be inputted and you be warned about this rule.
The rule behind SAP you can access in tab "Data Base", tables "Account Requirements" and Account Specifics"

NOTE: Only for SBS Users:

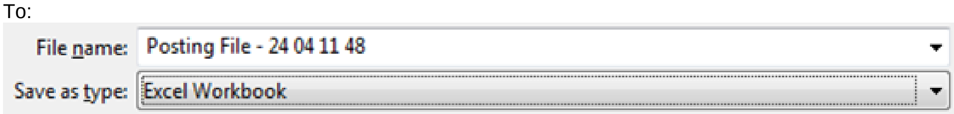
- To be able to upload this file as a n attachment in SAP, after you finish your entry, go to tab "Posting File" and save the file as "xslx", this way you will be able to

consult the file directly in SAP.

- Do "SAVE AS"and change from:



- To:



This is essential! without this the excel file will not be attached to SAP.

End of document.