Guidelines

Guidelines

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:

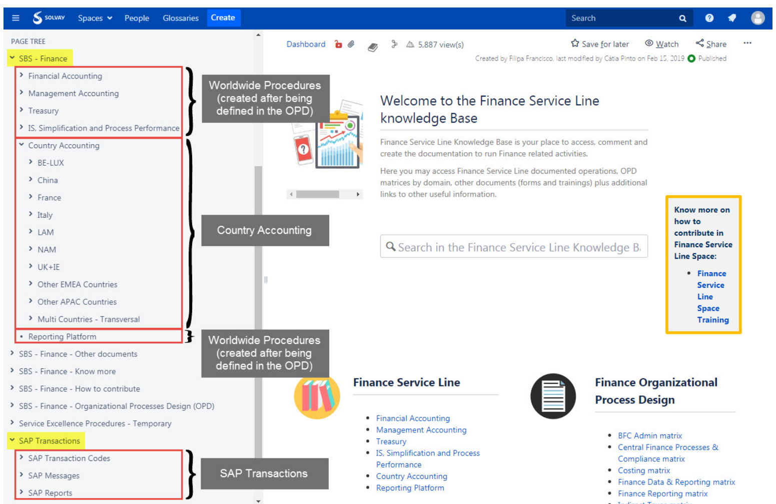
1. One for WW and Country Accounting procedures
2. Other for SAP Transaction

Each page must be placed in a specific folder.

Learn more about:

Where to create a procedure

Each page must be placed in a specific folder.

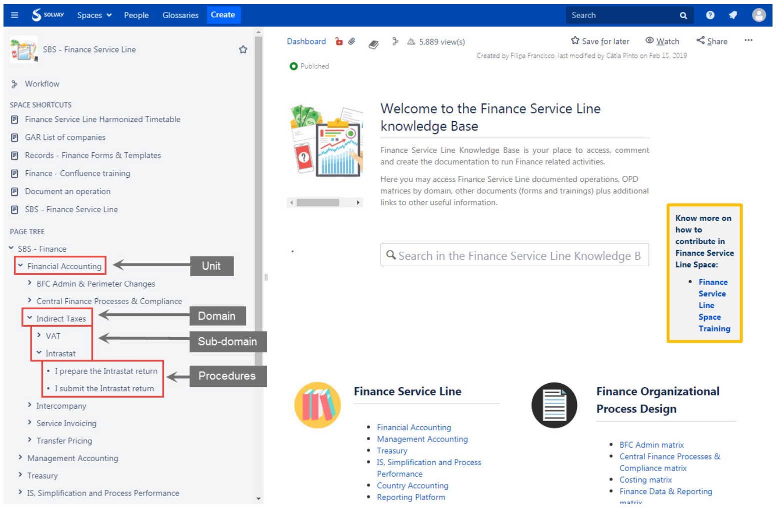


- ## Worldwide

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.

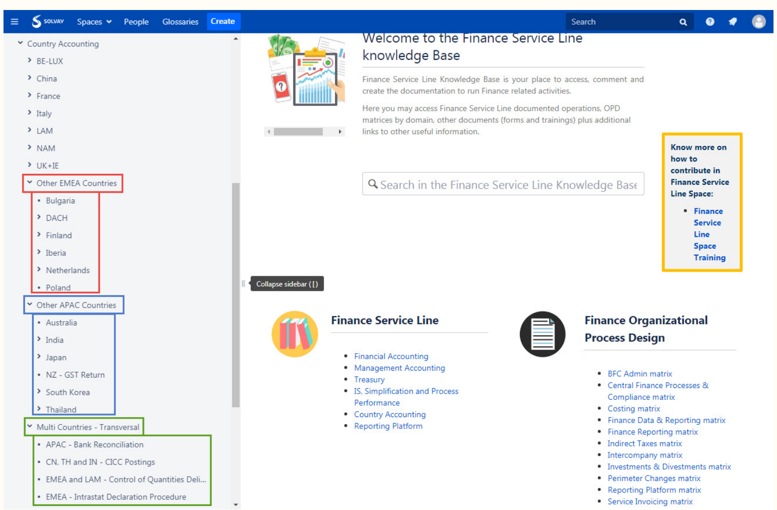


- ## Country Accounting

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.

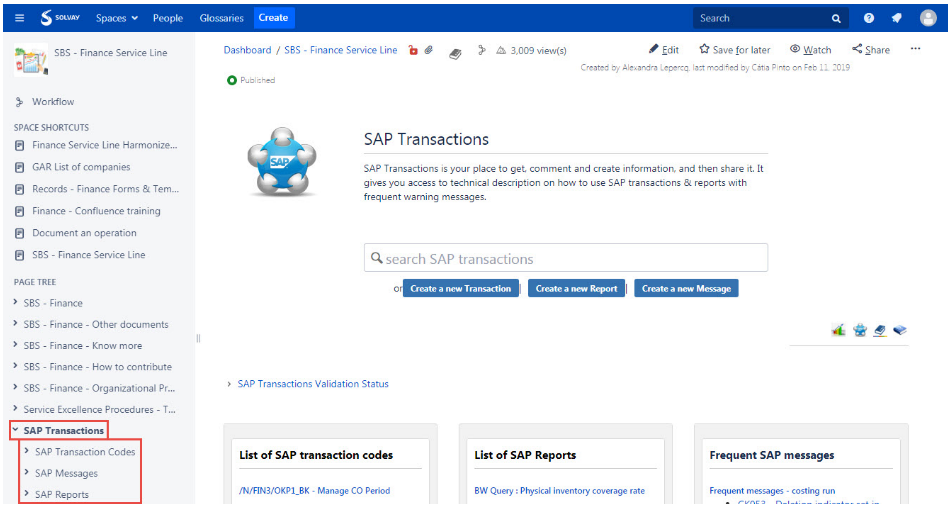
Only use **Multi Countries - Transversal** if any of the other folders do not apply to your procedure, e.g. APAC - Bank Reconciliation.



- ## SAP Transaction

This scope includes:

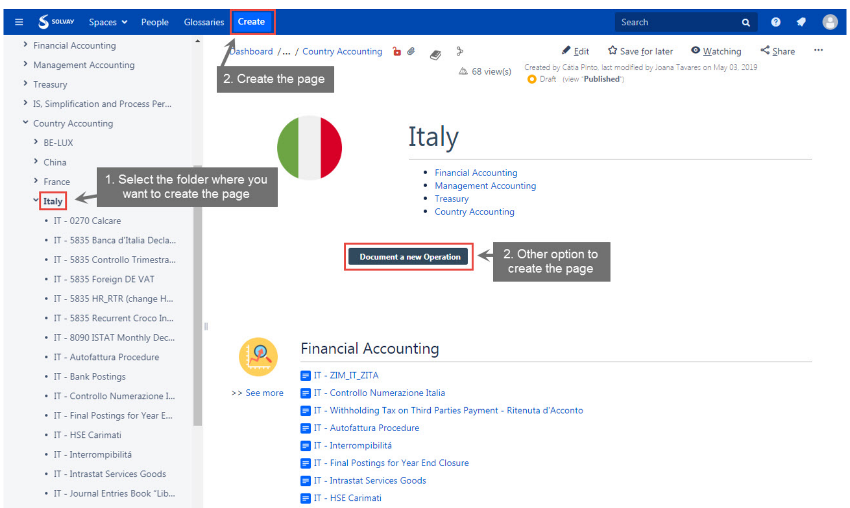
- Transactions Codes, e.g. FB05
- Messages, e.g. frequent messages in material ledger
- Reports, e.g. WP1 - Report ZWFAR571



How to create a procedure

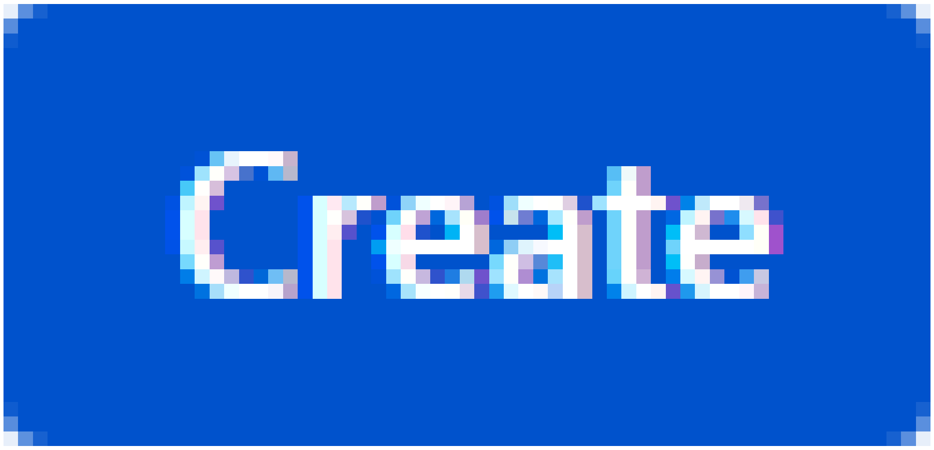
Follow the steps described in the image that exemplify the case of Italy.

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

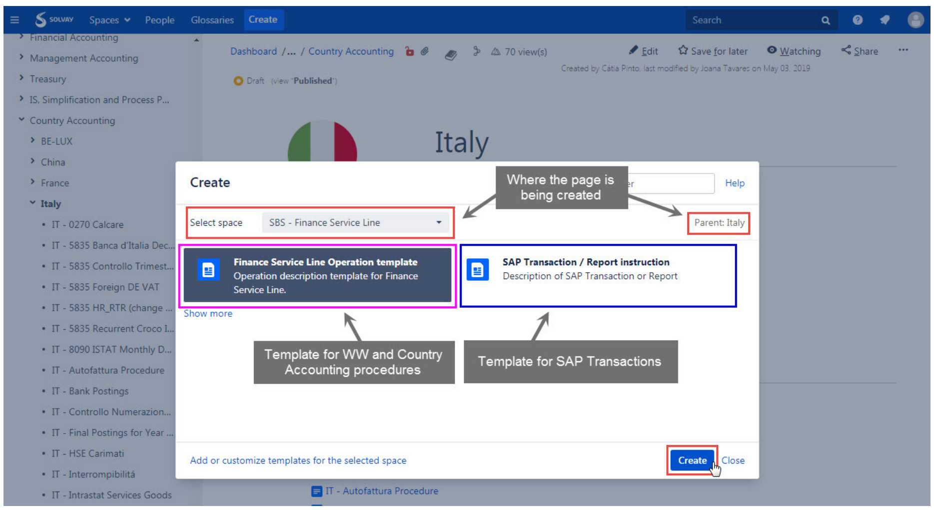


Then you must select the template according with the type of page you are creating.

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



Then press .

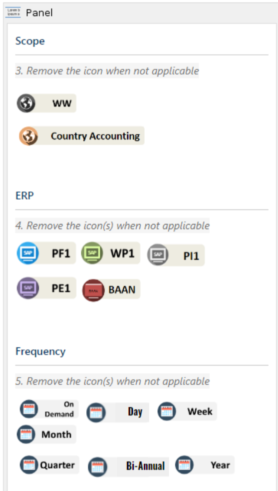


Template remarks

Consider these template remarks when creating a new procedure.

Panel **Domain**: *1. Enter the Domain identified in OPD matrix (for Country specific operations, Domain = Country Accounting)*	Panel **Responsibility area**: *2. Enter the responsibility area describ Operations)*
• **WW operation:** check OPD • **Country Accounting operation:** the domain is Country Accounting	• **WW operation:** check OPD • **Country Accounting operation:** the (

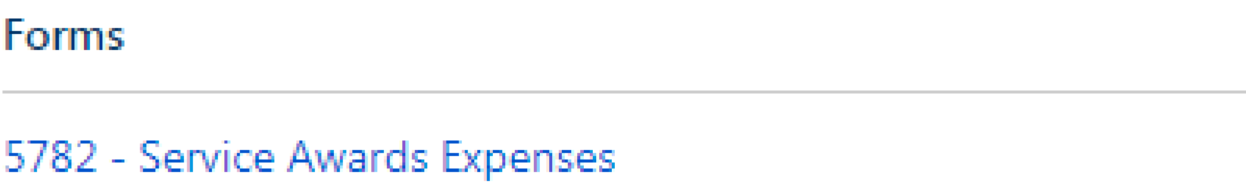
Delete the icons not applicable to your procedure (in **Scope**, **ERP** and **Frequency**).



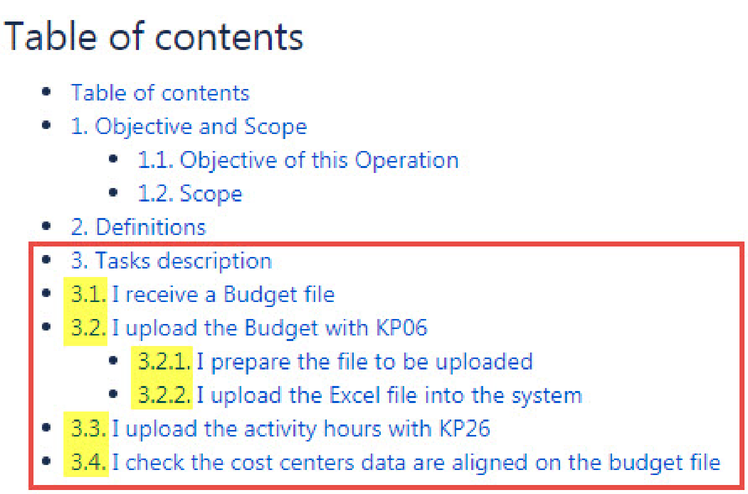
In the right panel, you have a section to include the templates related with the operation.

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

See for example:



The formatting of sections are defined as the image below.

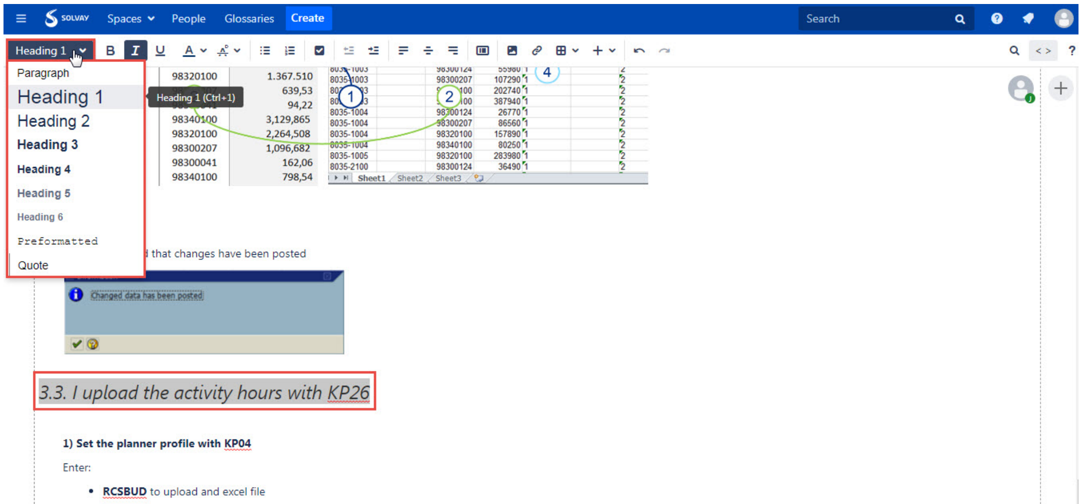


Please pay attention that sections within **3. Tasks description** have a different formatting:

- 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.

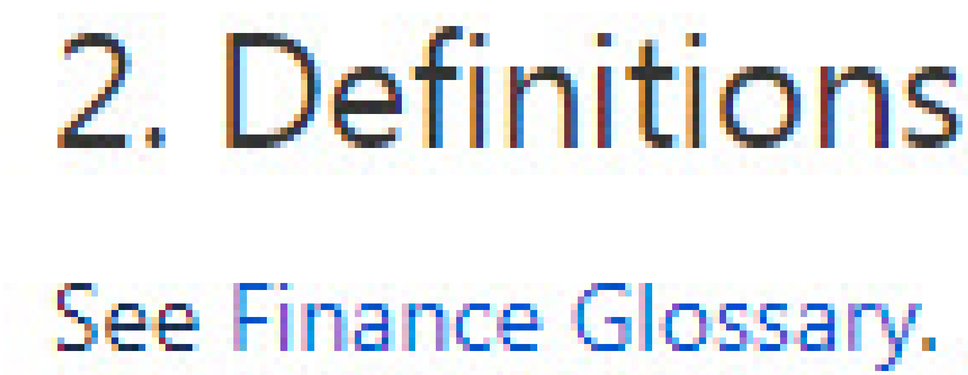
Click on the first menu and then select the heading level that you want.



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).

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).

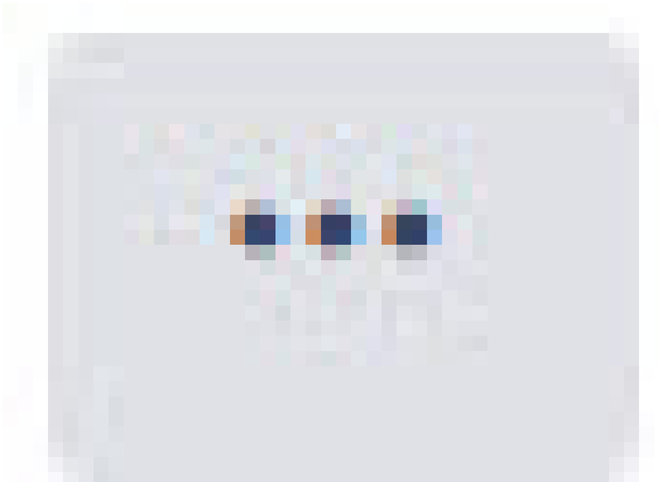


Move/Reorder a procedure

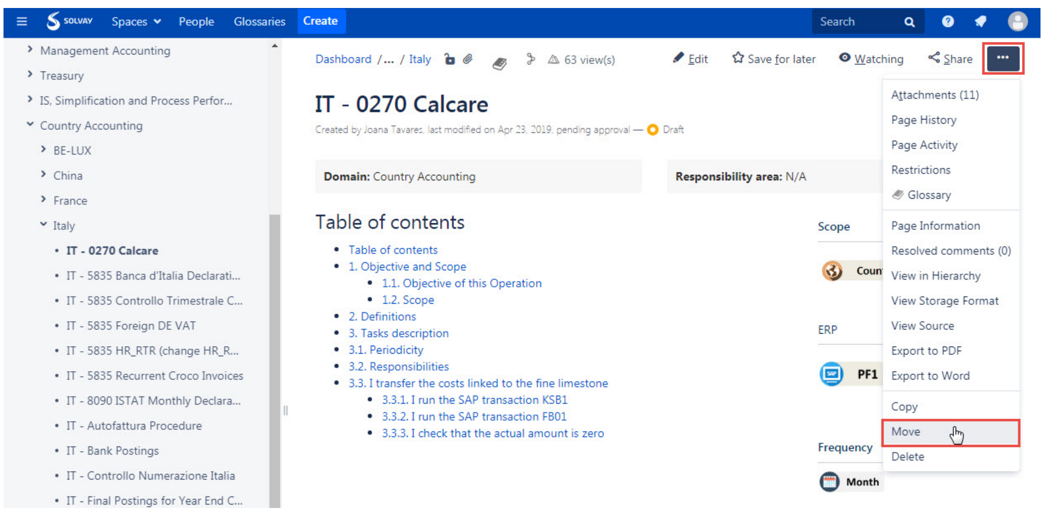
Learn more about:

- How to move a procedure
- How to reorder pages

How to move a procedure

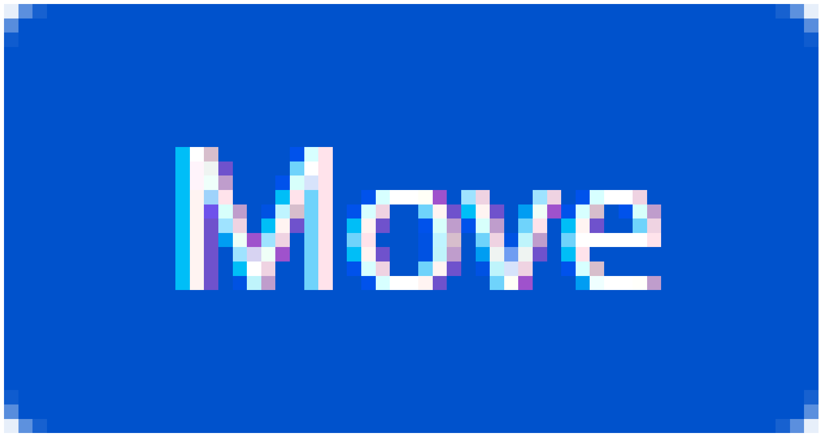
Go to the menu and press 

Click on **Move**.

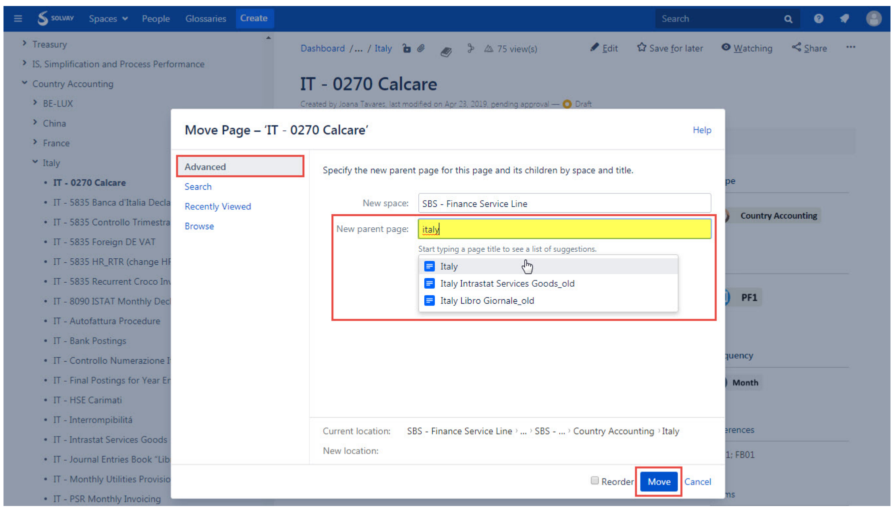


You have four different options in the lateral menu:

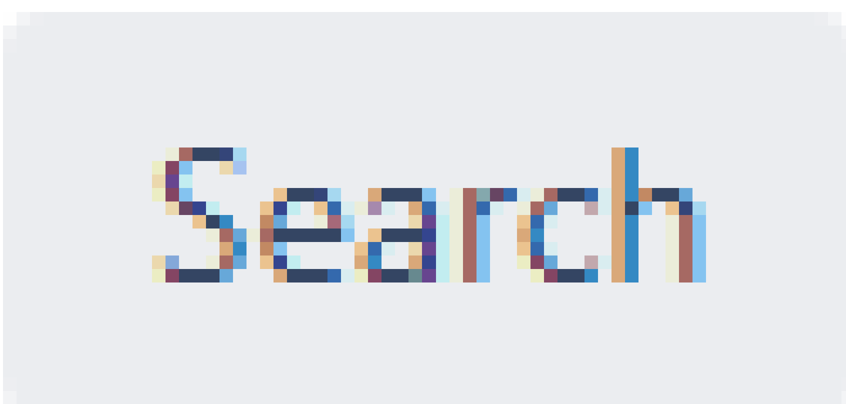
Type the parent page title in the yellow box and select it from the list below.



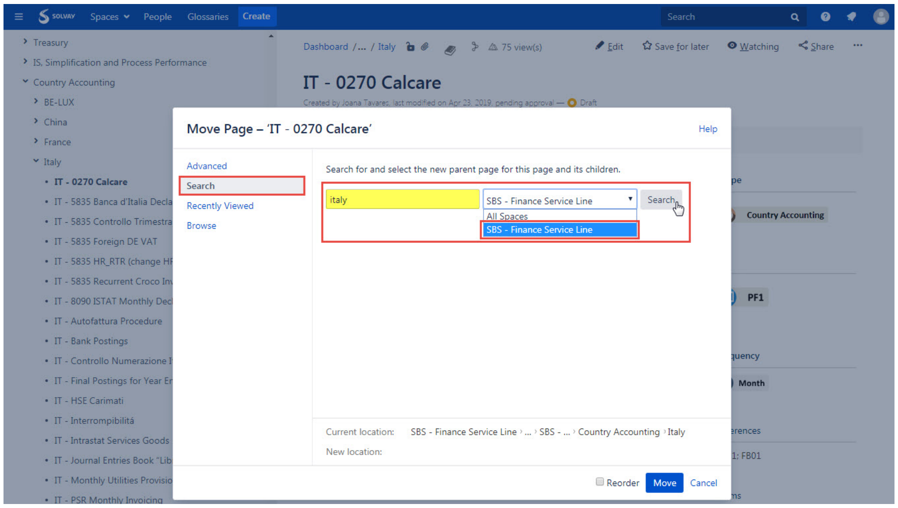
After selecting press



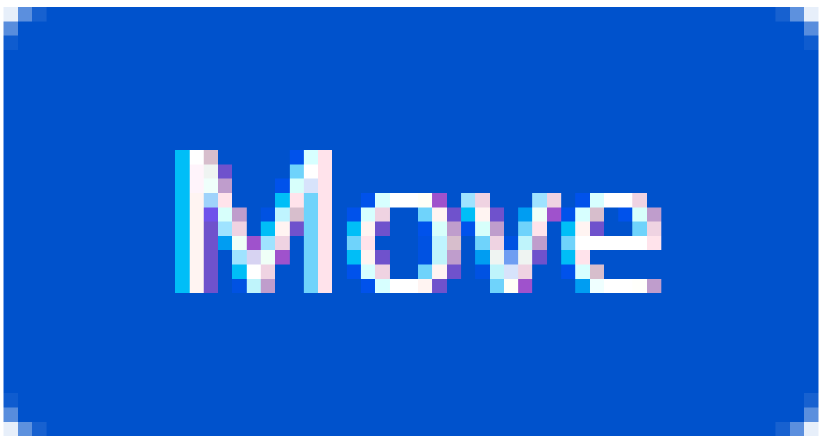
Search for the parent page in the yellow box and select the correct space (in this case *SBS - Finance Service Line*).



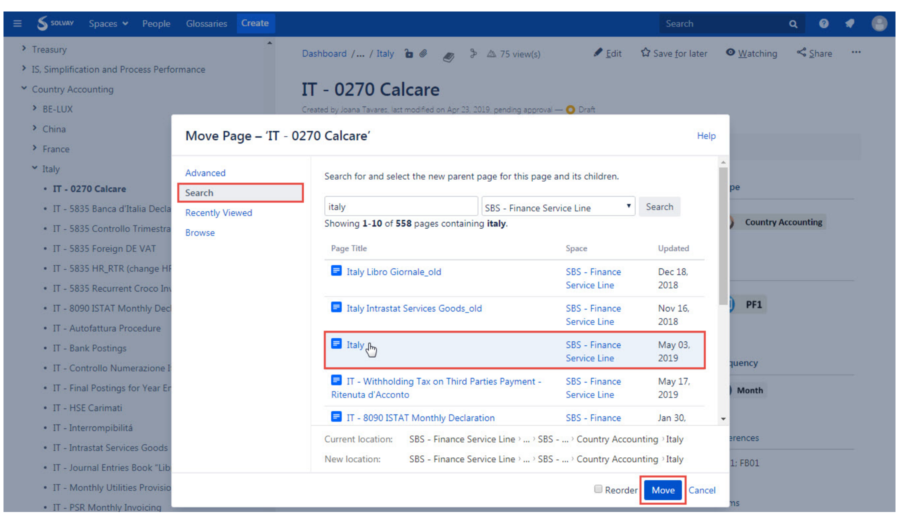
Press



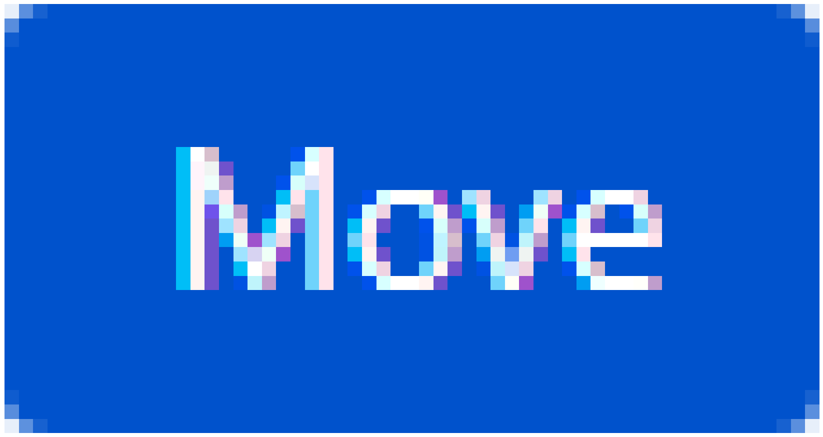
Then select the page.



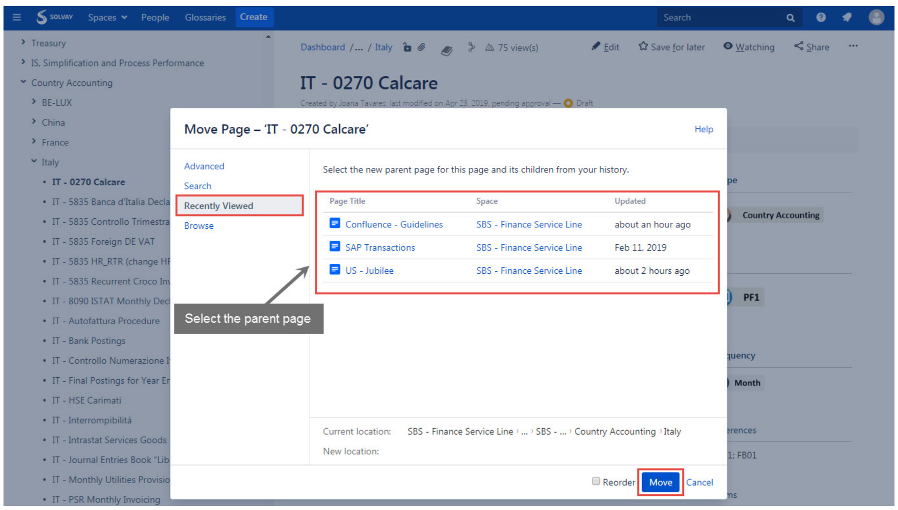
And press



This option only shows the recently viewed pages.

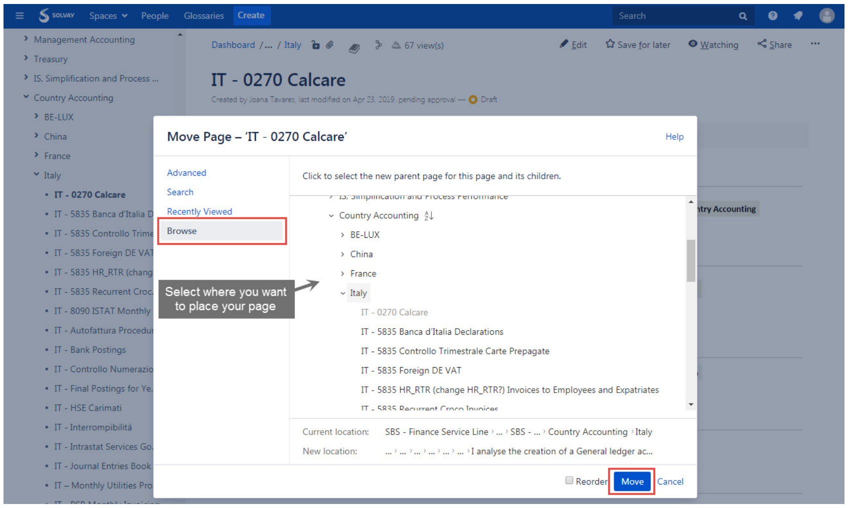


After selecting the parent page press

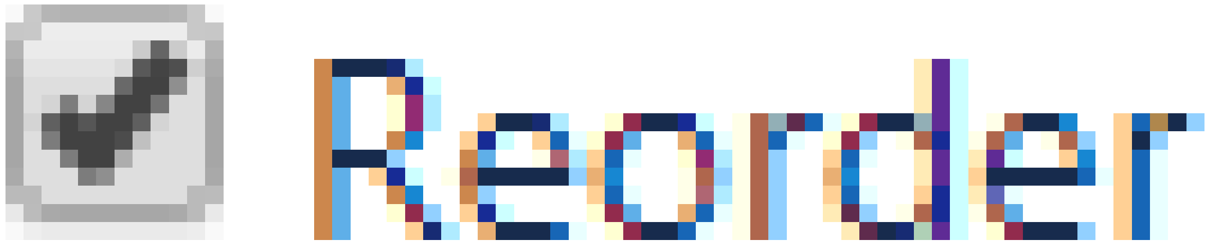


This option shows the **Page Tree** where you can select the parent page.

After selecting the parent page press

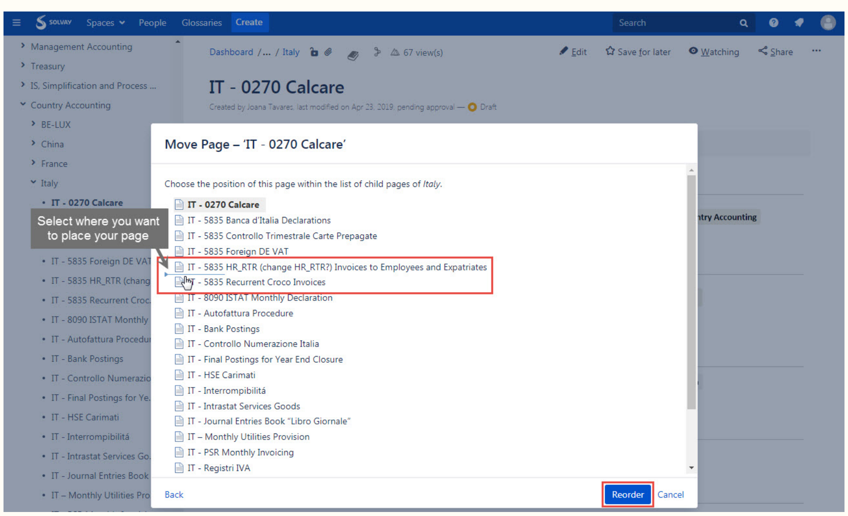

Move Page – 'IT - 0270 Calcare'
Help
Advanced
Search
Recently Viewed
Browse
Select where you want to place your page
Click to select the new parent page for this page and its children.
Country Accounting
BE-LUX
China
France
Italy
IT - 0270 Calcare
IT - 5835 Banca d'Italia Declarations
IT - 5835 Controllo Trimestrale Carte Prepagate
IT - 5835 Foreign DE VAT
IT - 5835 HR_RTR (change HR_RTR?) Invoices to Employees and Expatriates
Current location:
New location:
Reorder
Move
Cancel
IT - 0270 Calcare

In all options you can select the box



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.

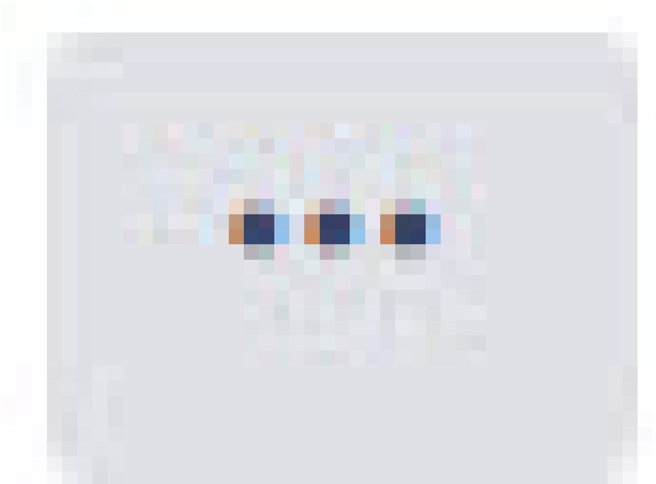
After selecting, press



How to reorder pages

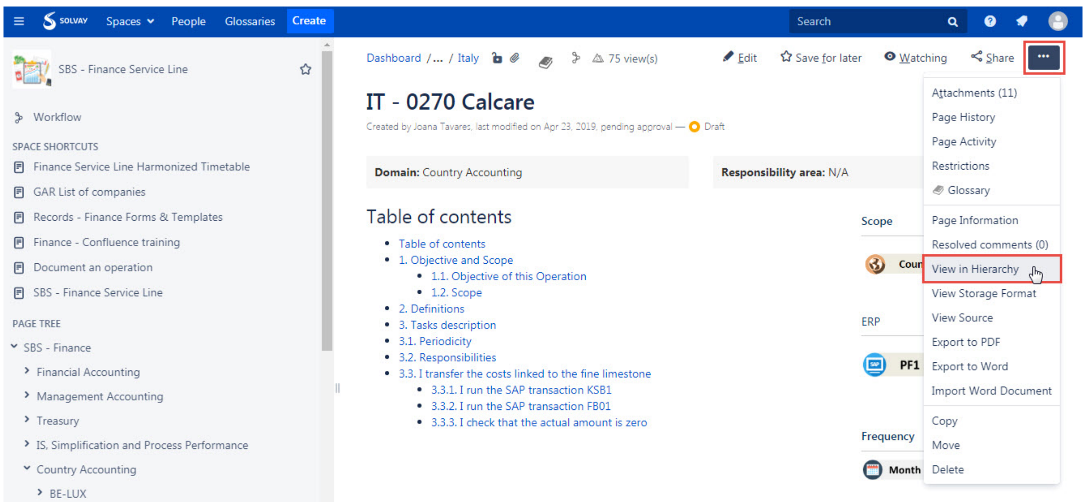
After creating pages, you can reorder them.

Go to the page that you want to reorder.

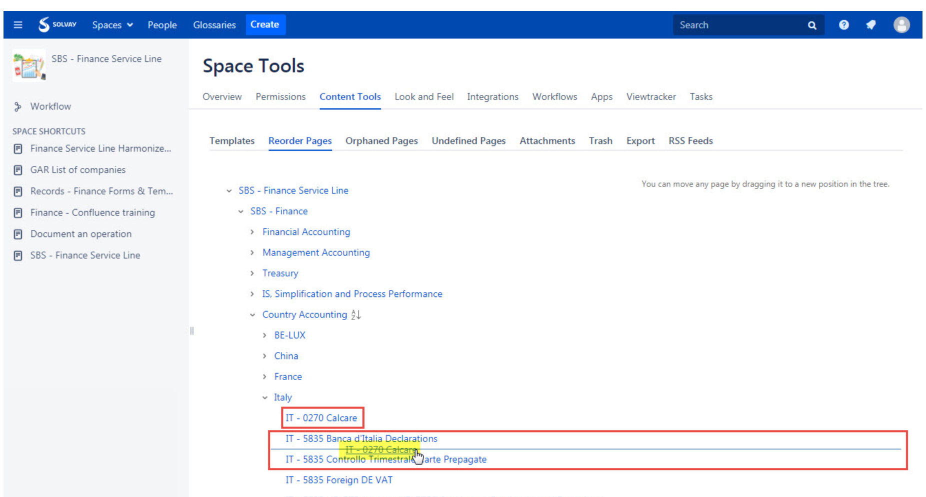


Select

Click on **View in Hierarchy**.



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



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

.

> **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

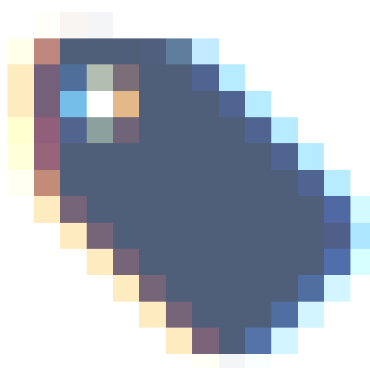
- **Transaction code**
  Write down the transaction code in lowercase letters, e.g. the label for 4KE5 is

.

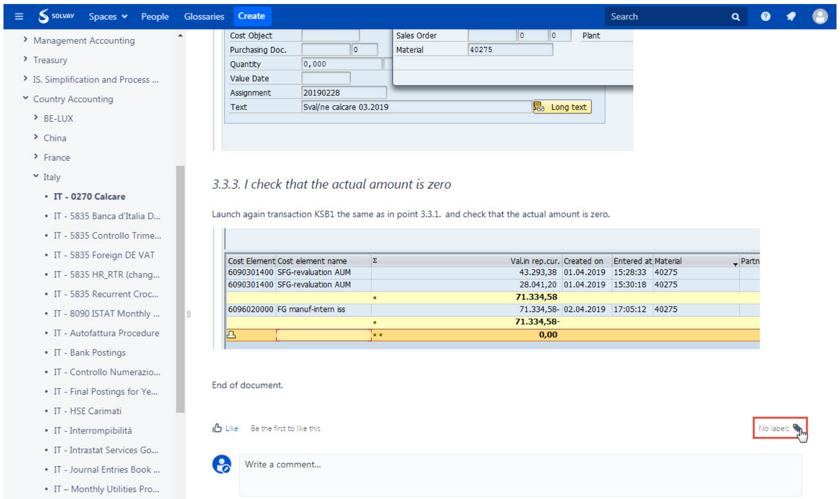
How to add/change labels

You have two options to add/change labels:

1. At the end of the page



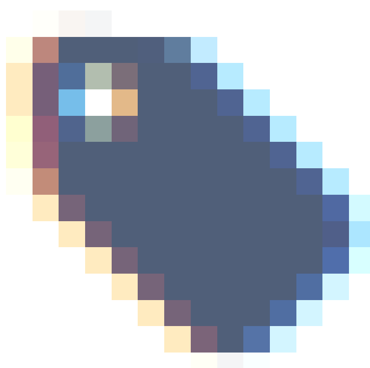
Go to the end of the page and press



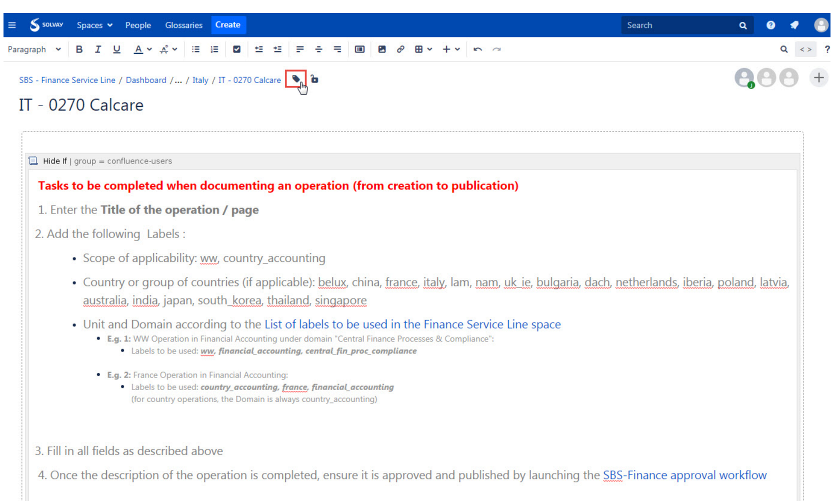
2. In the edition mode

Note

Use the first option if the page is published.

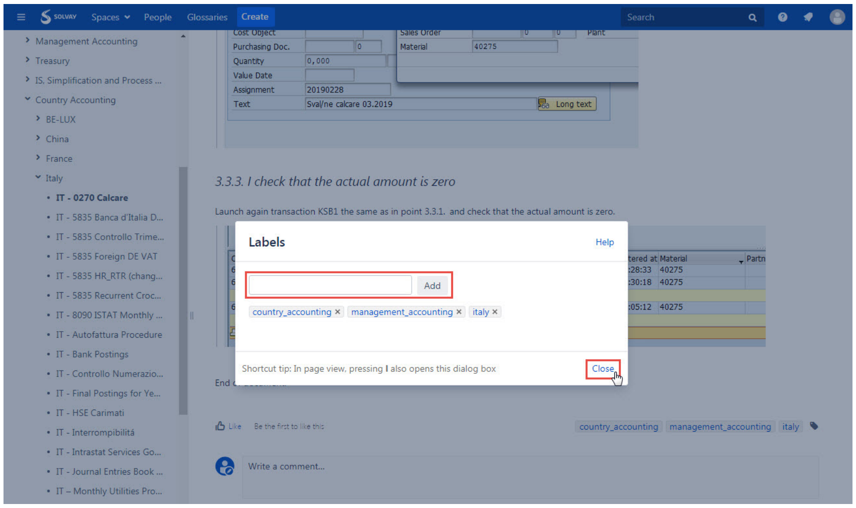


In the edition mode press



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

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



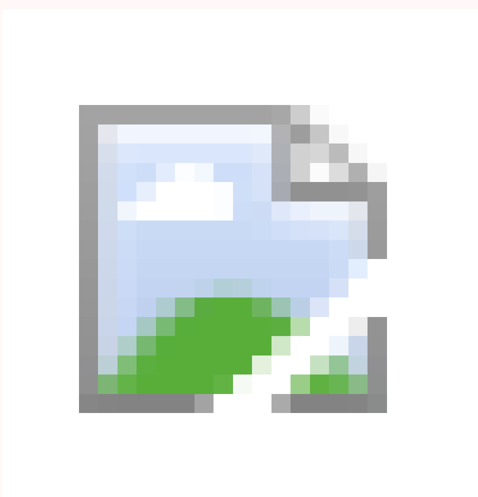
Insert files and images

Learn more about:

- Important remarks
- How to check attachments
- How to insert files/images
- How to edit files/images

Important remarks

Images not available



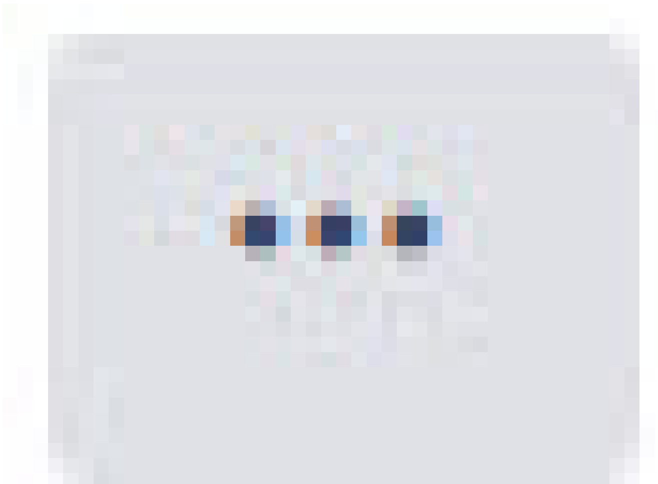
Check how to solve images not available here.

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**.

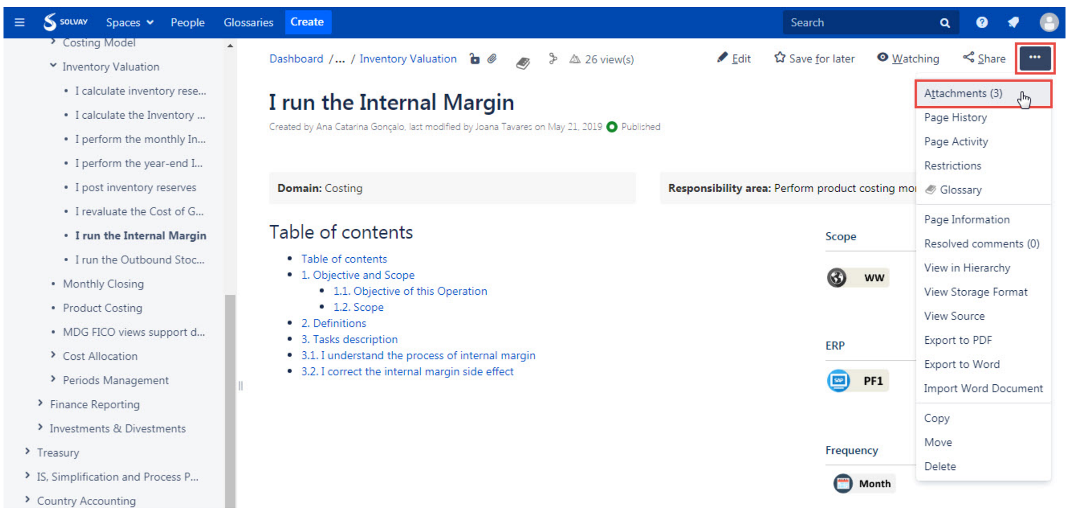
You **must attach the images** to your Confluence page to prevent them from not displaying. Images copy and paste from another Confluence page will reference images from that page, so if that page is deleted/restricted the images on your page will not be available.

How to check attachments

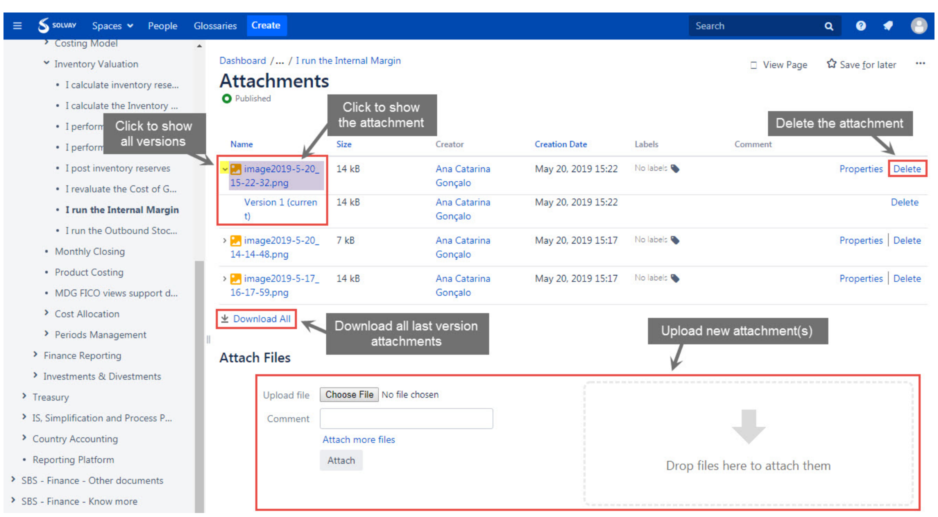


Select

Click on **Attachments**.

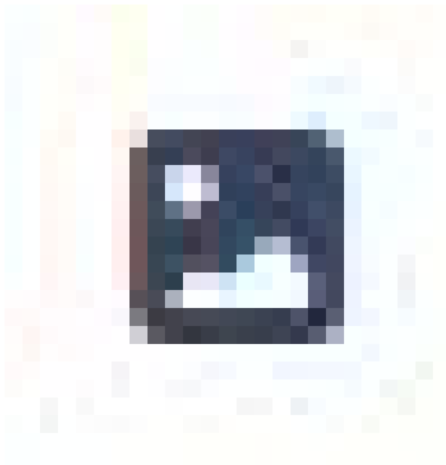


You can see all attachments of your page among other functionalities (see image below).

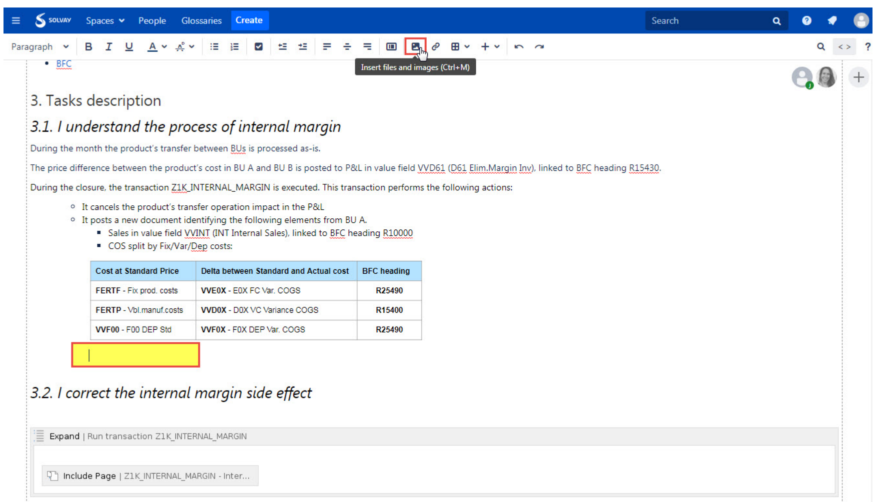


How to insert files/images

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



Then select

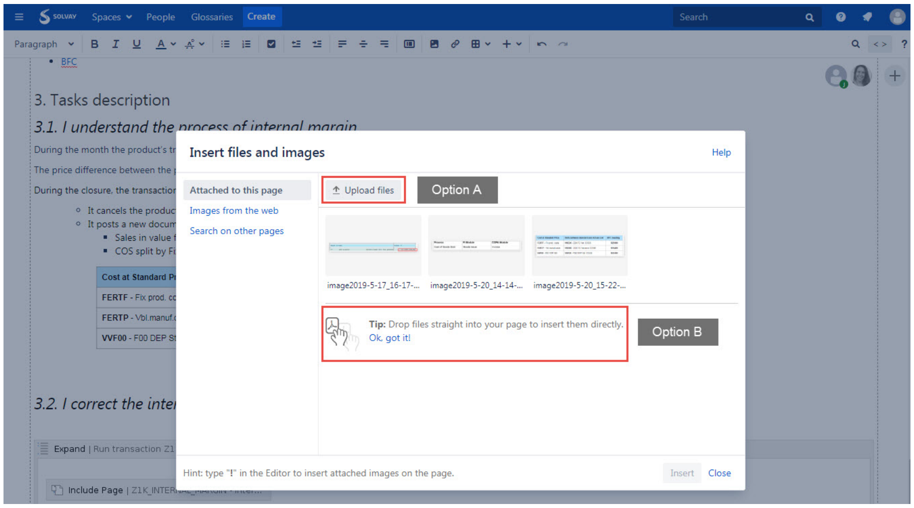


Now you need to upload the file(s)/image(s). You have two options:

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).

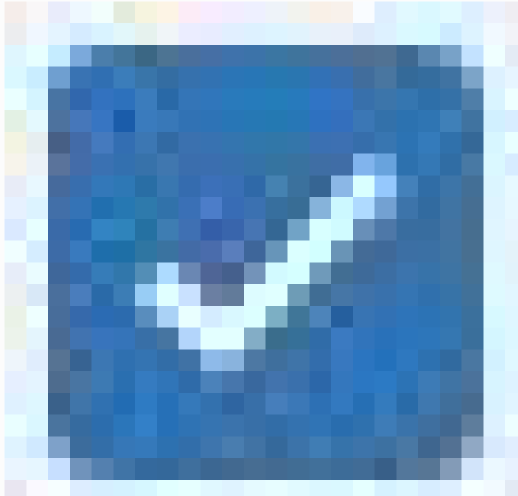


After this your file(s)/image(s) will appear in the menu.

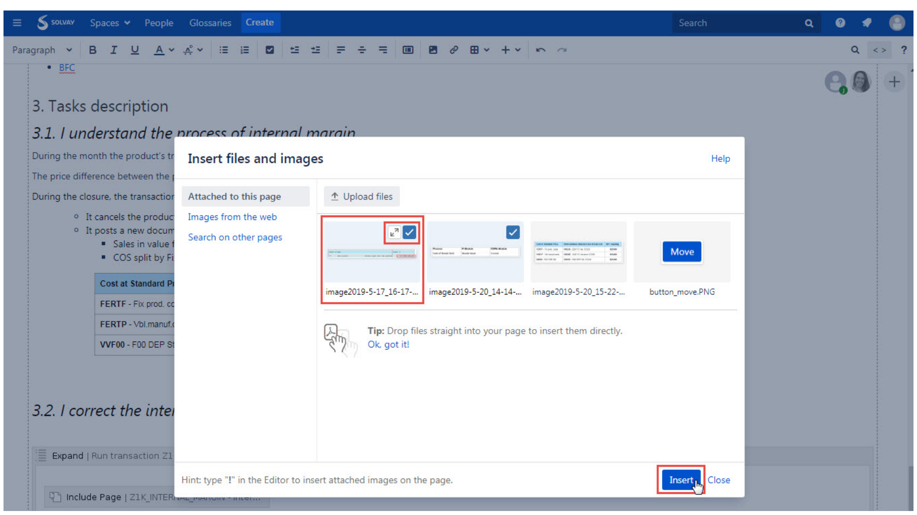
To insert in your page, you have to click on each item that you want to add.

Finally click on 

or double click on a selected item.

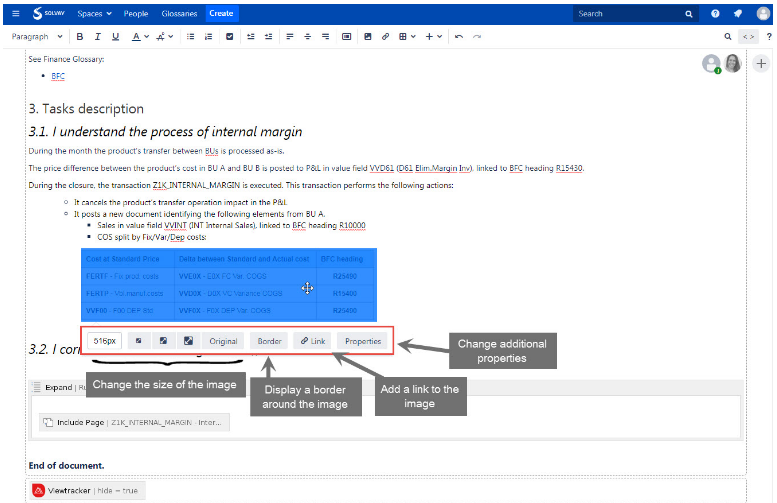
In selected items will a appear a blue box . If you want to deselected it, you just have to click on it again.

You can also zoom in items by click on .

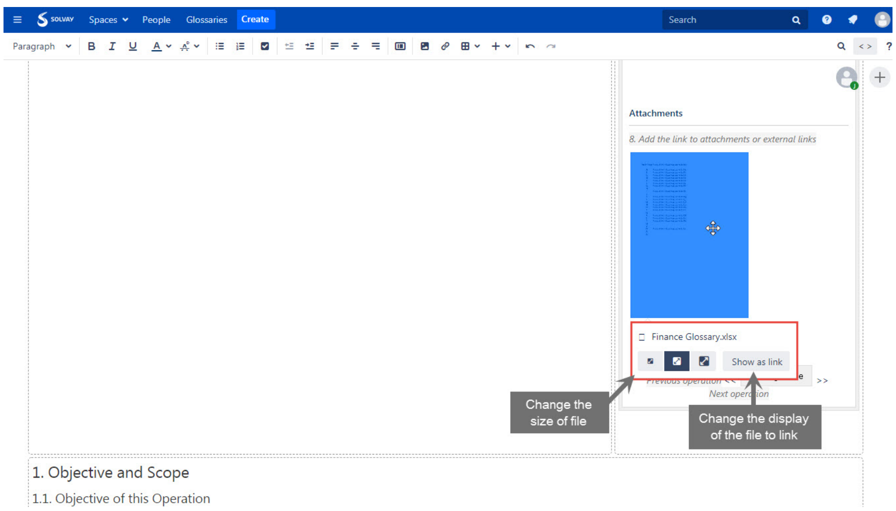


How to edit files/images

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

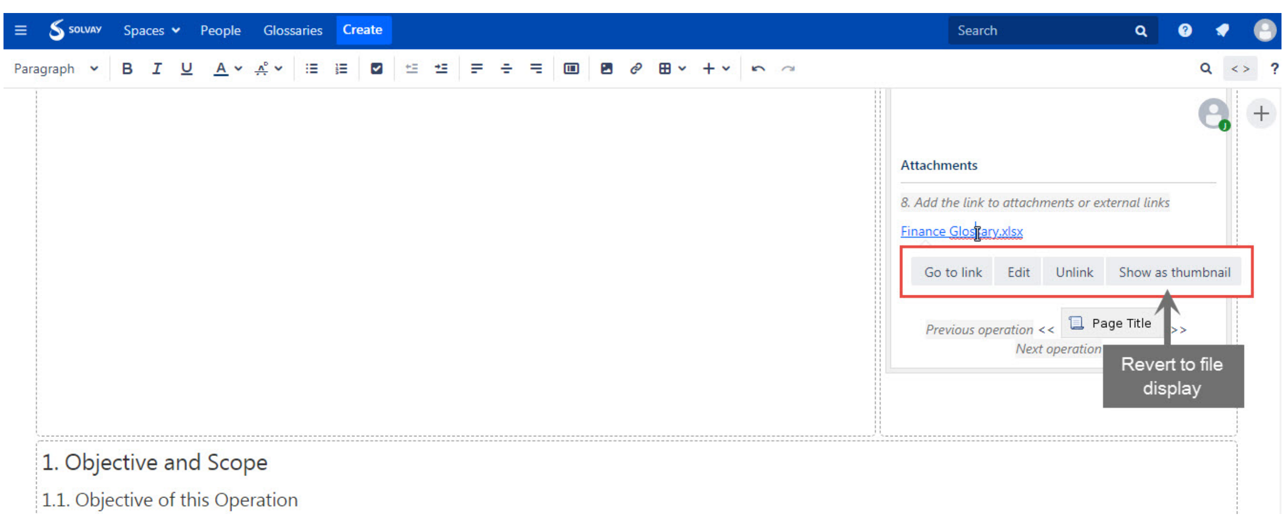


In the case of a file:



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

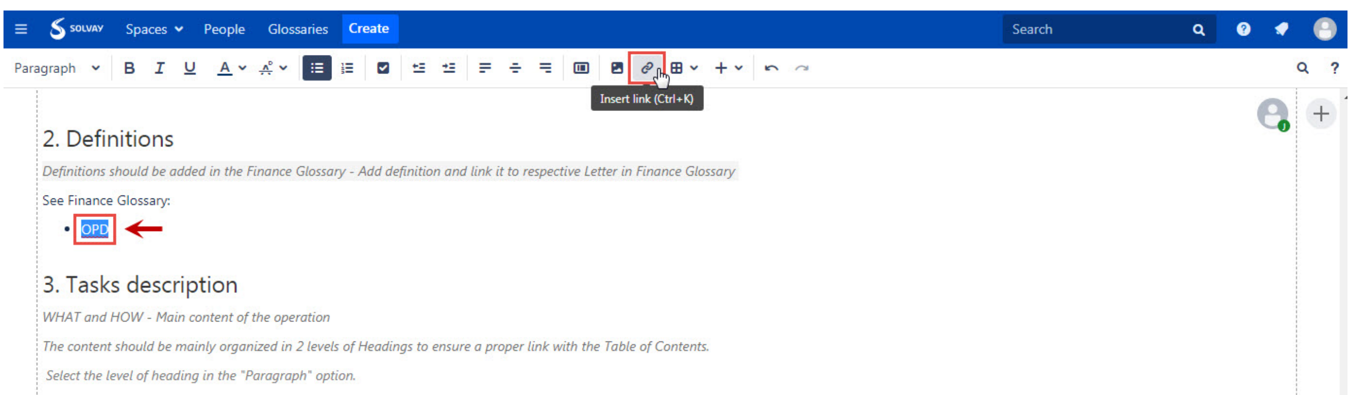
Learn more about:

- 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).

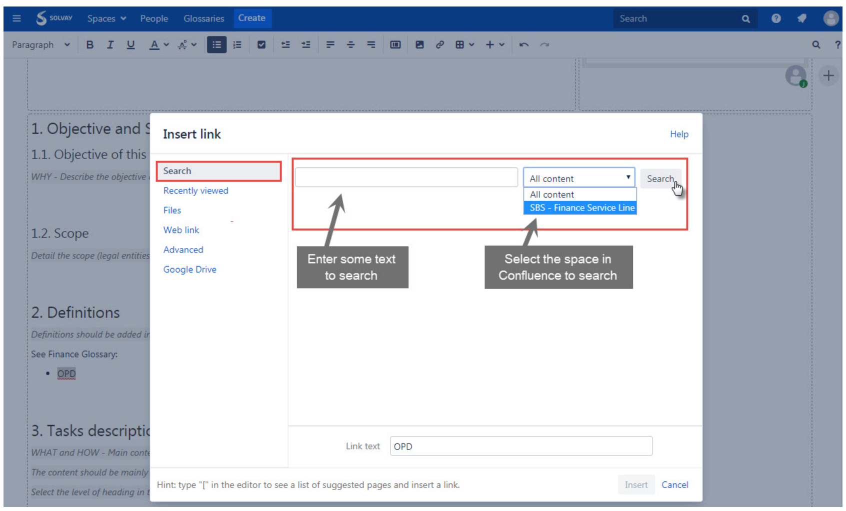


You have several options to add a link in the lateral menu:

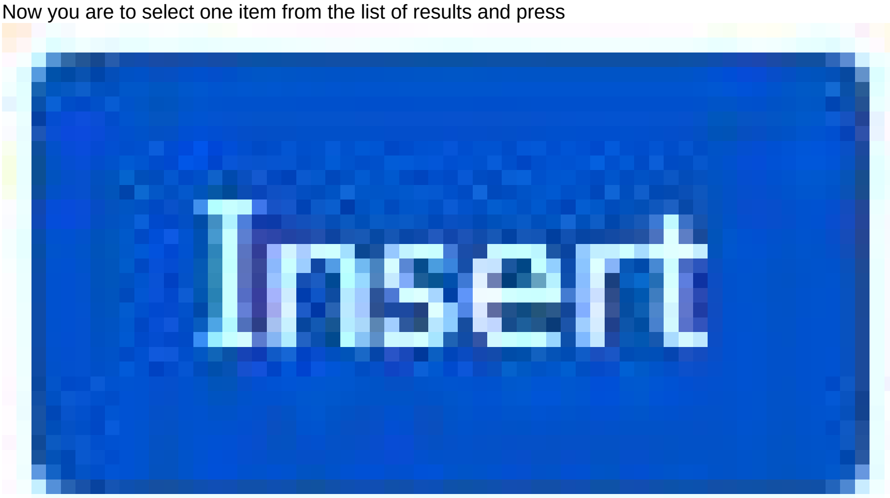
The option **Search** in the lateral menu allows you to search for contents in confluence.

Please follow the steps in the image below and then press

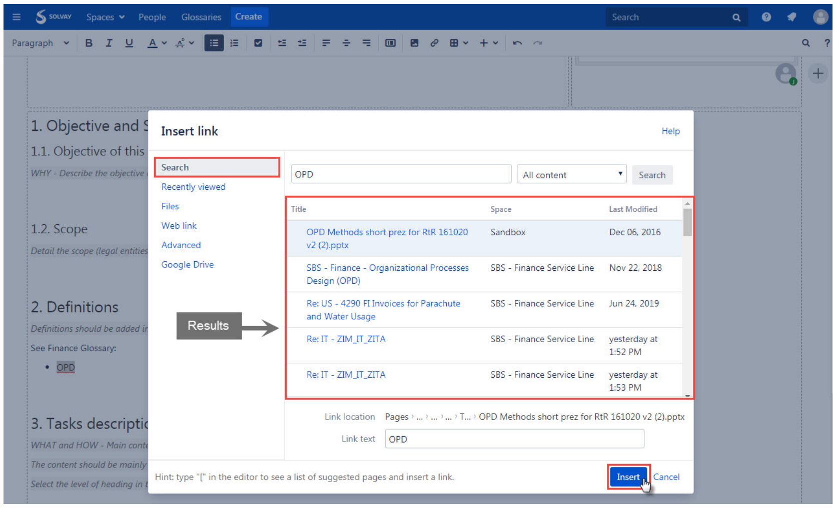
.



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



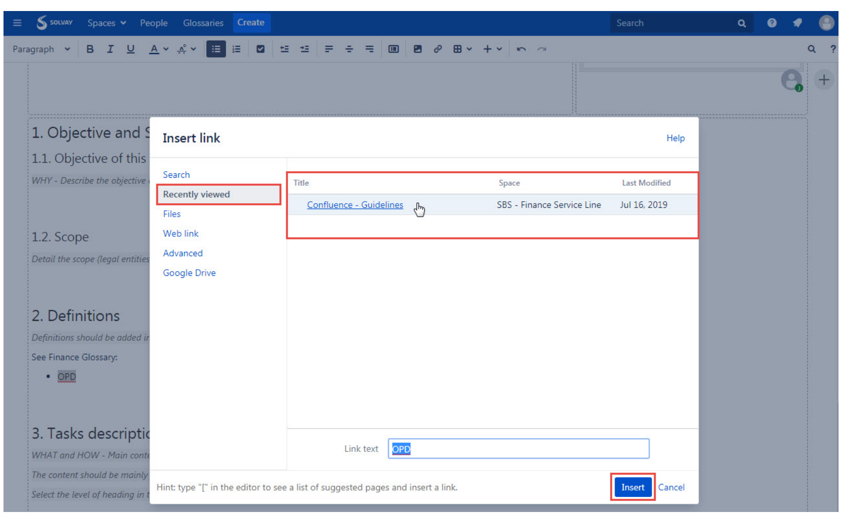
.



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 

.

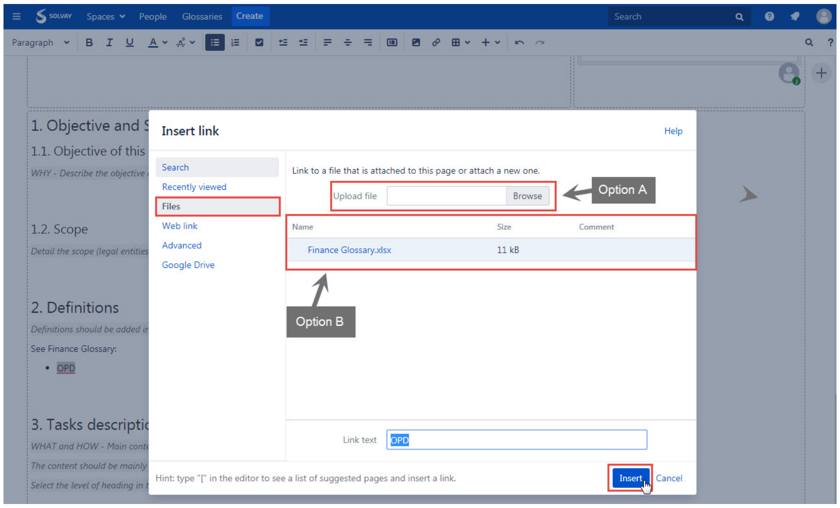


The option **Files** in the lateral menu allows you to link to files.

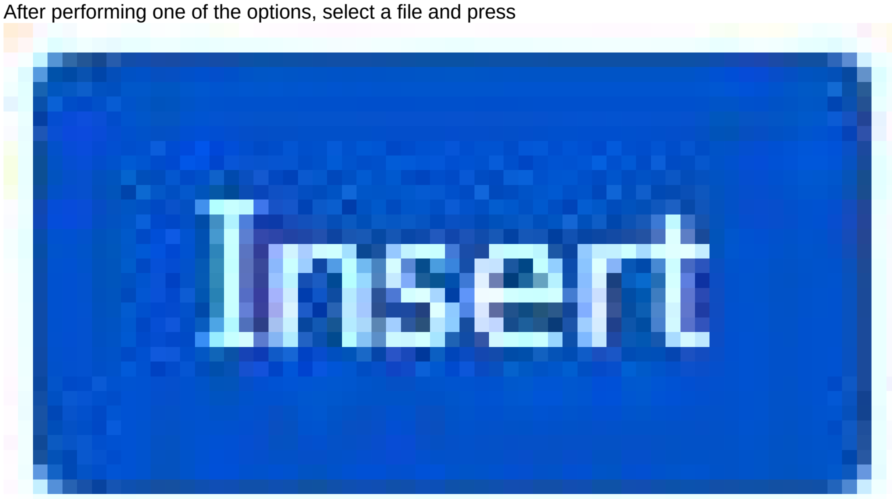
You have two options:

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



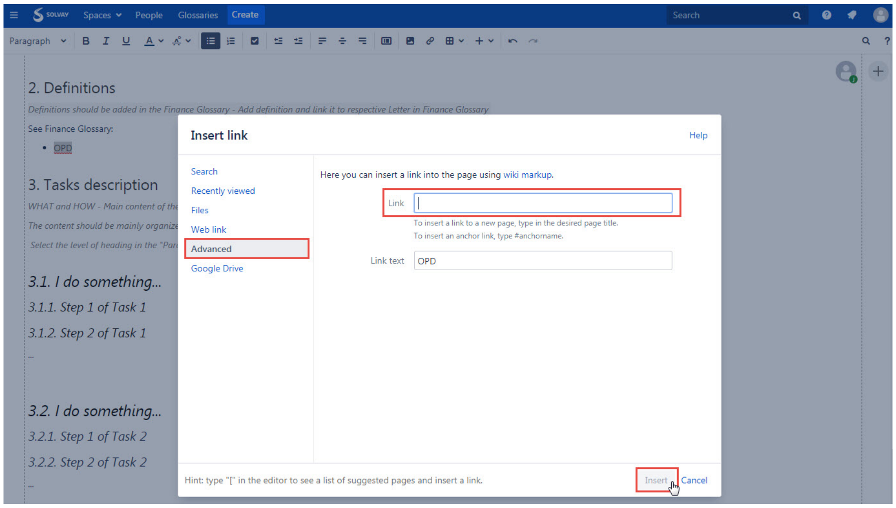
.

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

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

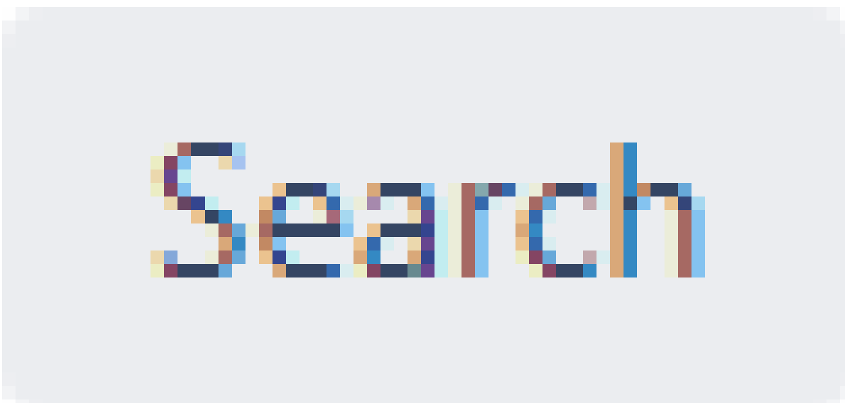
Click on

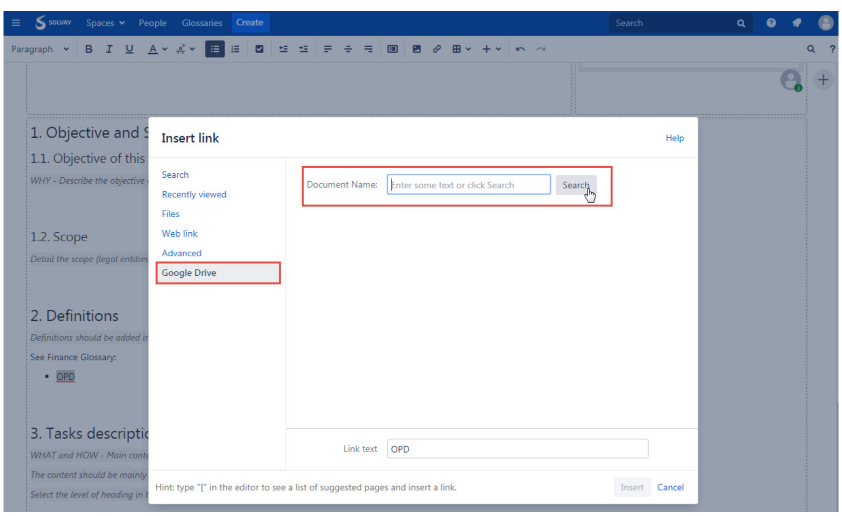
.



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

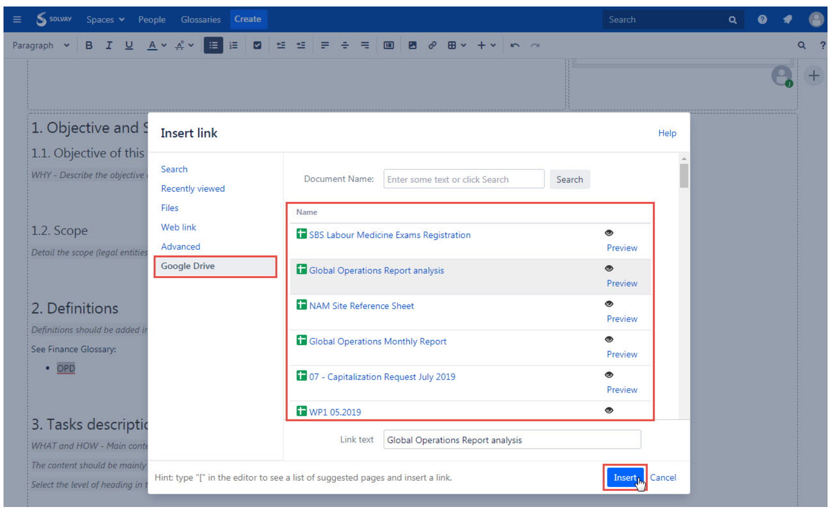
Use the search box to enter some text or simply click on





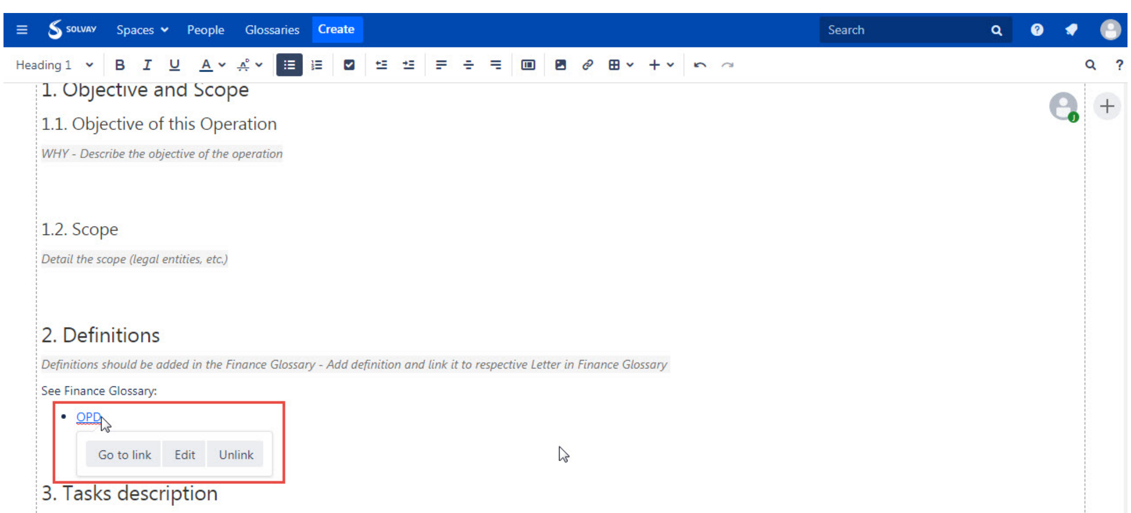
Then select the item that you want to link from the results and click on

.



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.

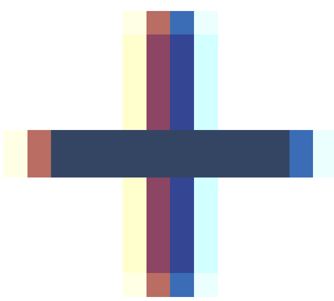
Some useful macros

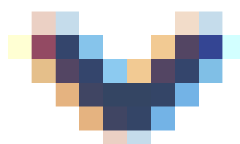
Examples:

- Expand
- Include Page
- Info, Tip, note and Warning

How to insert a macro

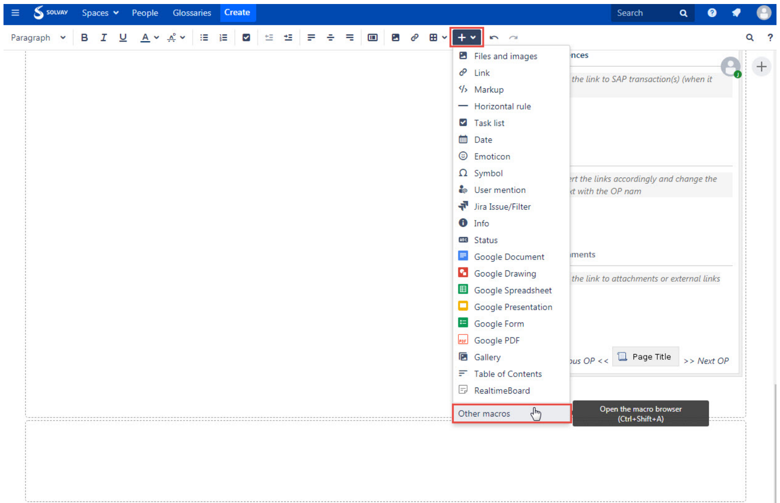
E.g. Warning box.





Click on

Select **Other macros**.



Search the macro that you want:

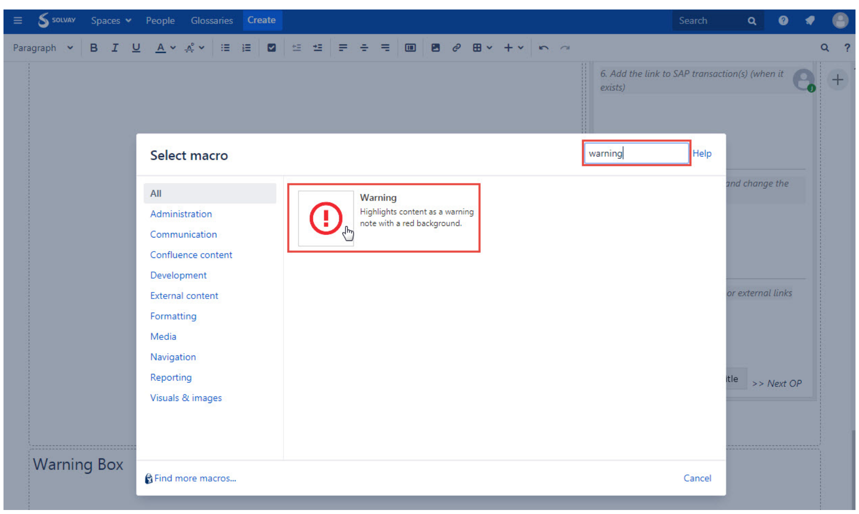
1. In the Search Bar

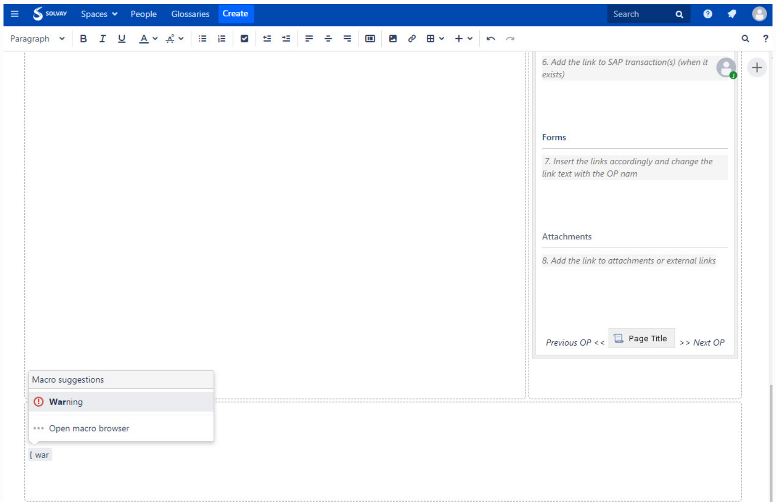
Use the search box at the top of the menu (see example below).

2. In the Lateral Menu by thematic

You can also search by thematic in the lateral menu.

Check the example below for warning boxes:

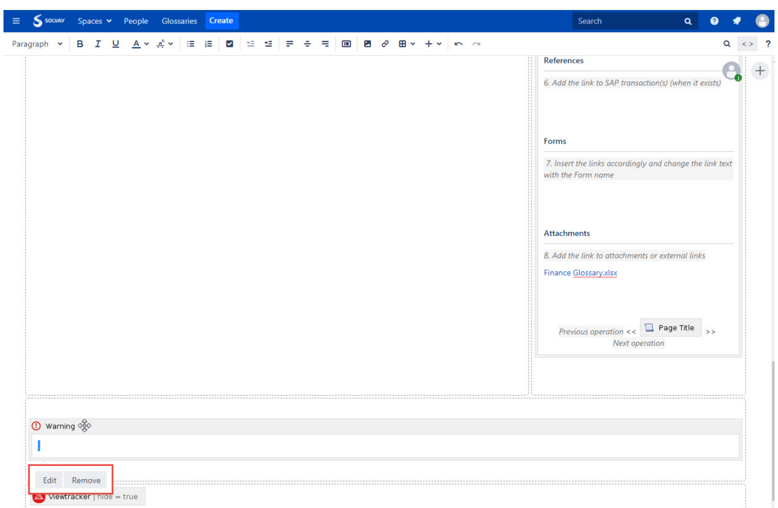


> **Tip**
>
> Any macro can be inserted by writing down **{** followed by the name of the macro, e.g. {warning.
>
> 
>

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.

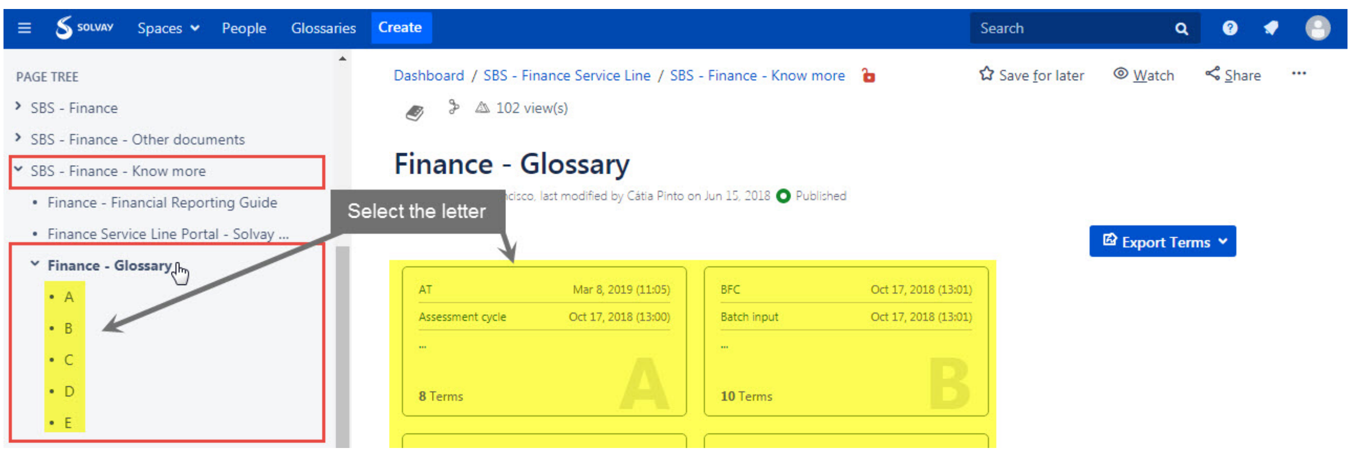
2. Definitions

See Finance Glossary:

- ERP
- PF1
- WP1

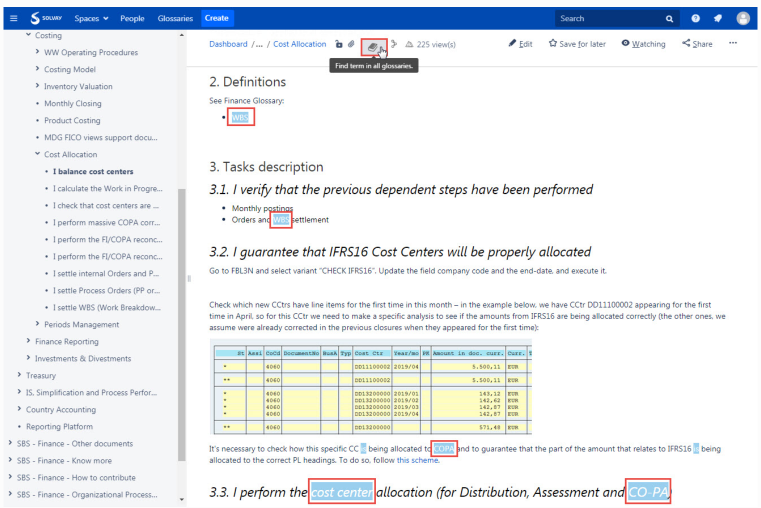
The Finance Glossary is within **SBS - Finance - Know more**.

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

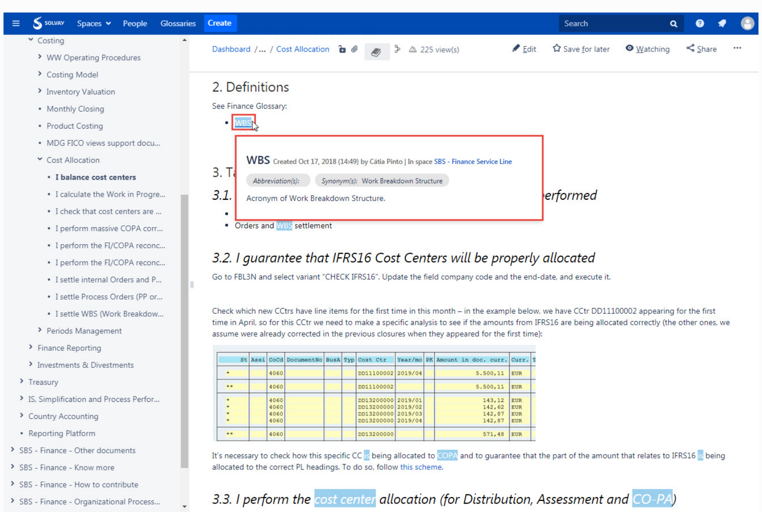


Tip

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



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

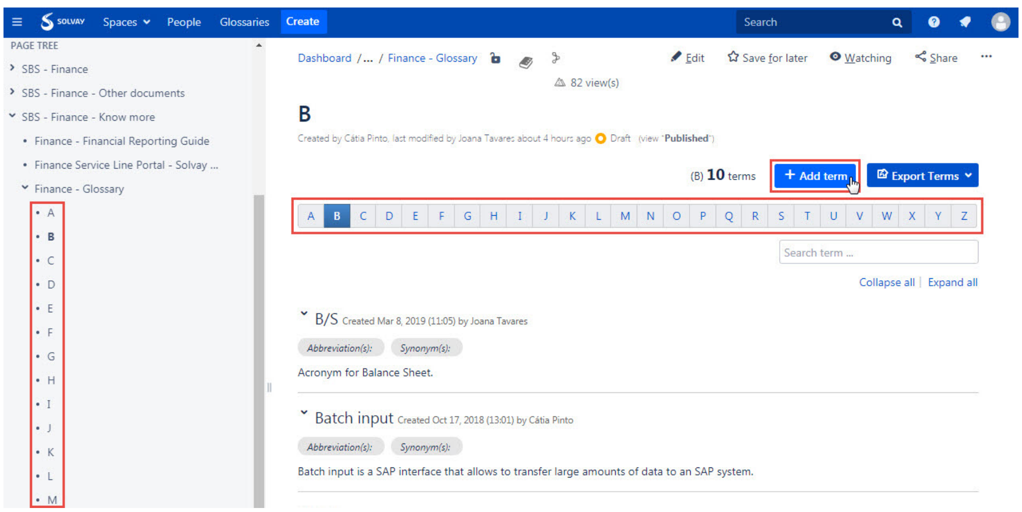


You can contribute to this glossary by adding/updating terms.

How to add a term in Finance Glossary

Select the letter with which your term begins.

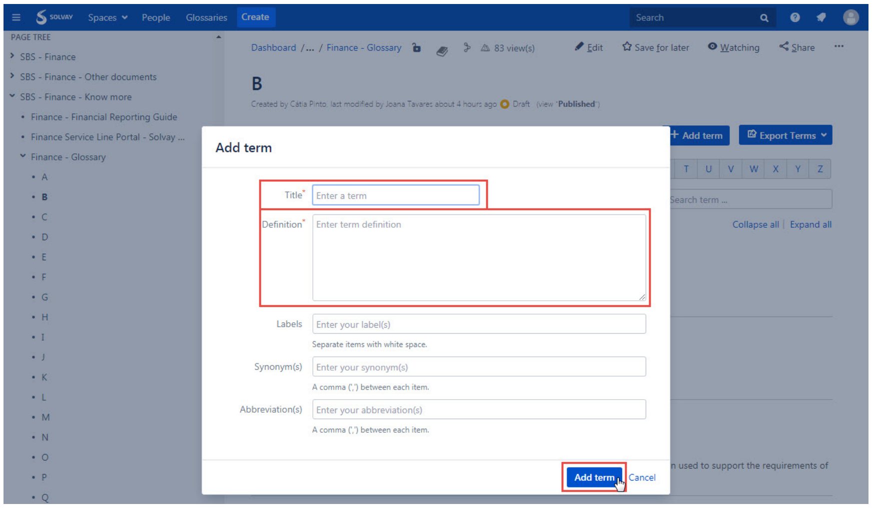
Click on



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

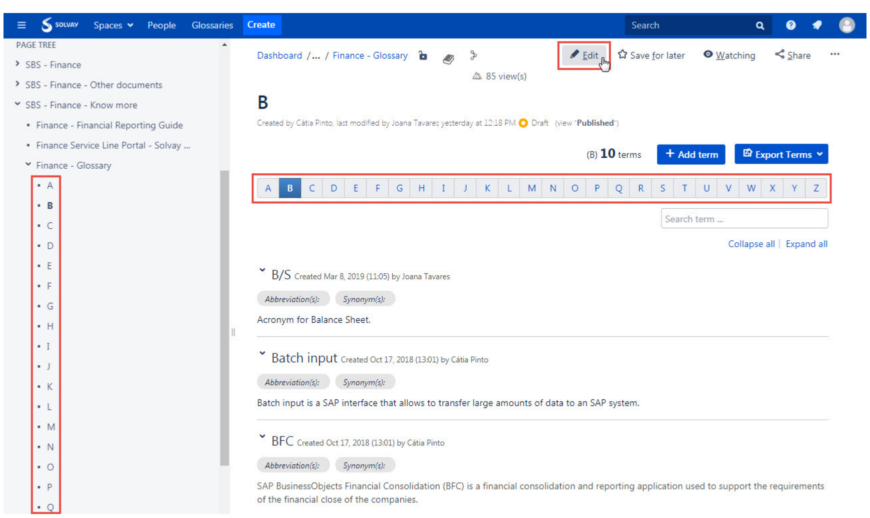
Then press **Add term**.



How to edit a term in Finance Glossary

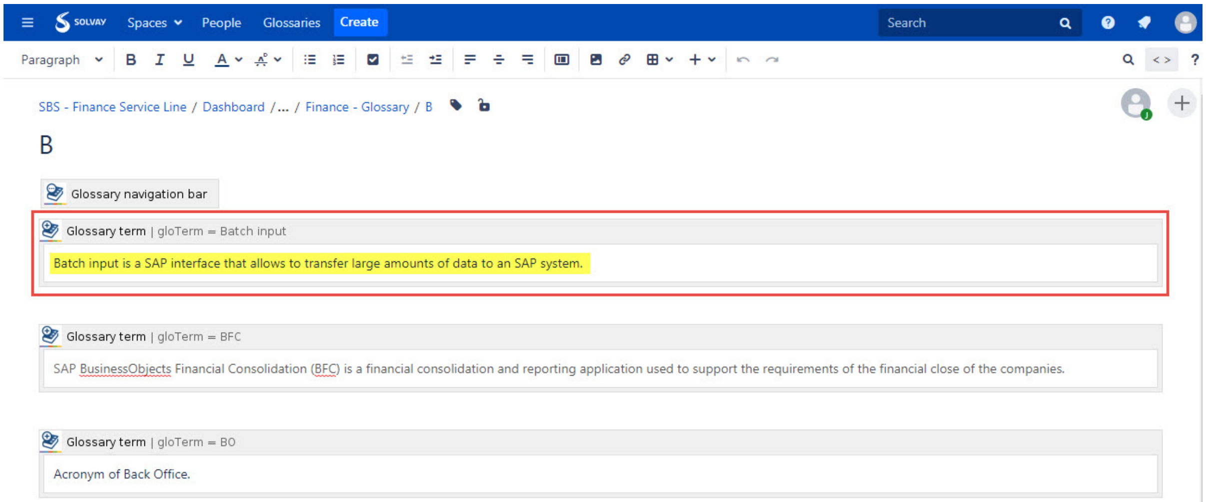
Select the letter with which your term begins.

Click on

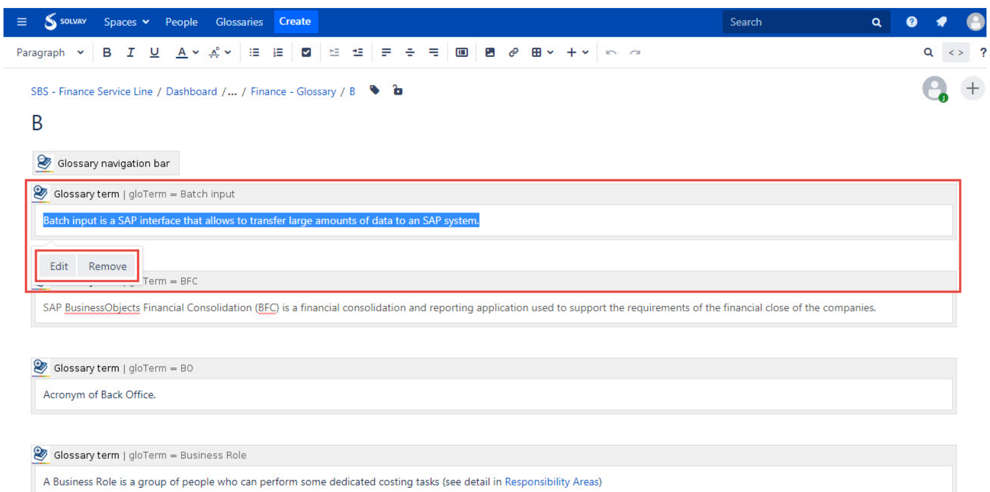


Find the term that you want to edit.

You can edit the definition of the term directly.

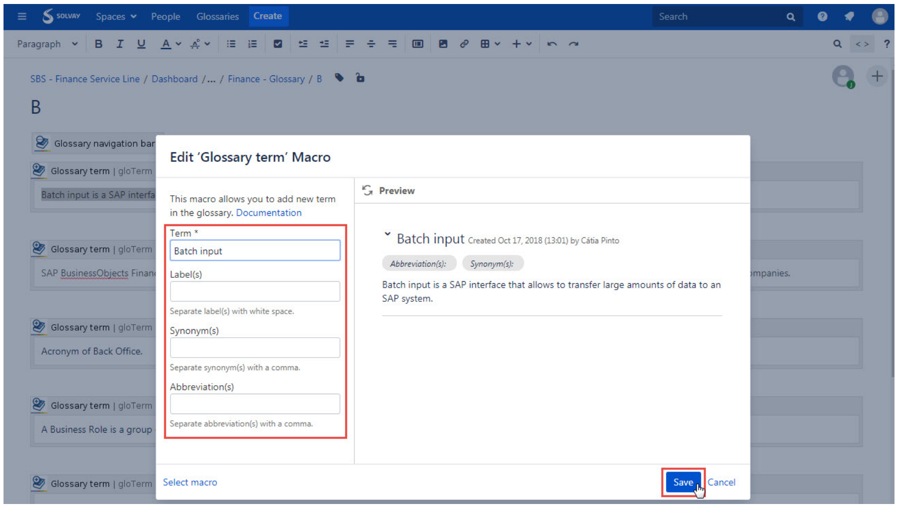


Or you can right click on the **Glossary term** box and click on **Edit**.



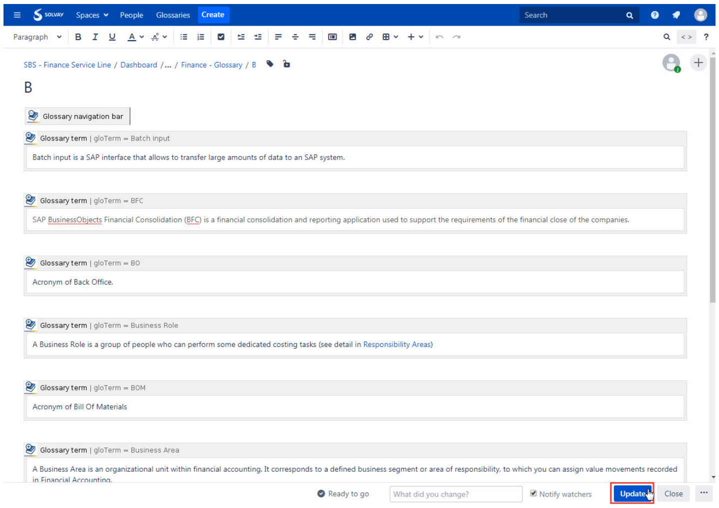
Then you can change the configurations of the term (except the definition for which there is no need to open the popup).

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

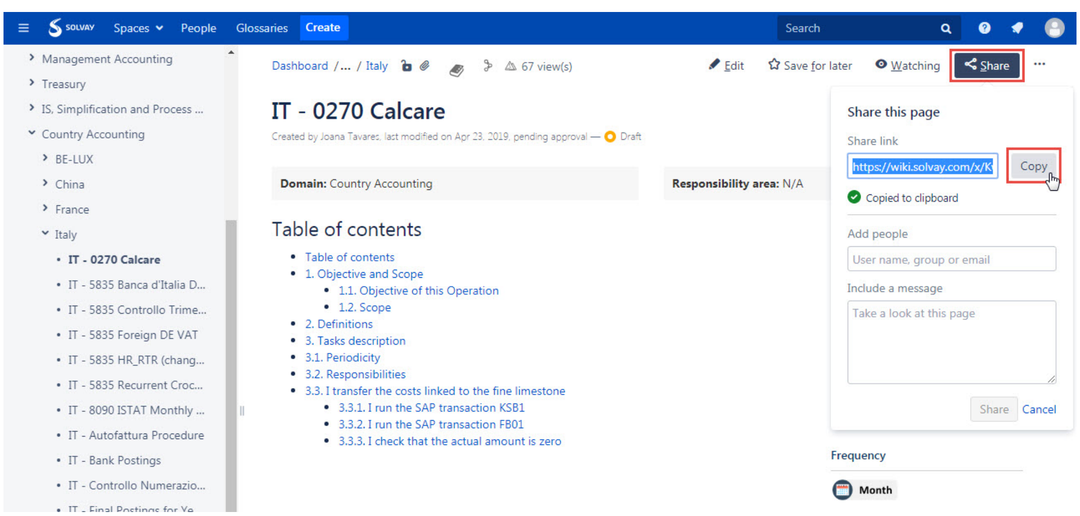
> ⚠ **Sharing**
>
> **Always** use the link provided in the share button and **NOT** the link in the address bar.

Select the page you want to share.

Click on

You have two options:

1. Copy the link

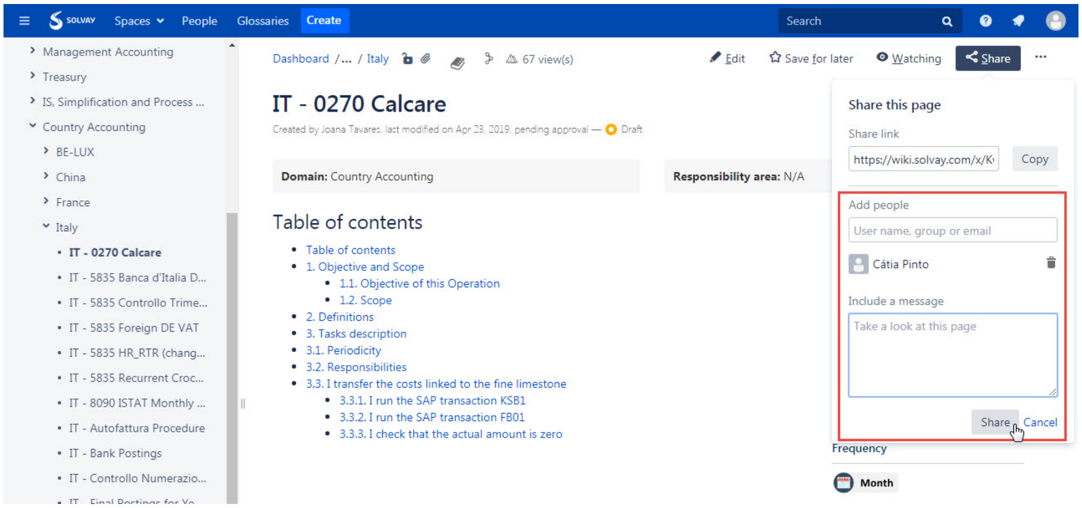


2. Share directly from confluence

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

Include a message (optional).

Click on **Share**.



Notify watchers

Learn more about:

- Follow a confluence page
- Notify watchers

Follow a confluence page

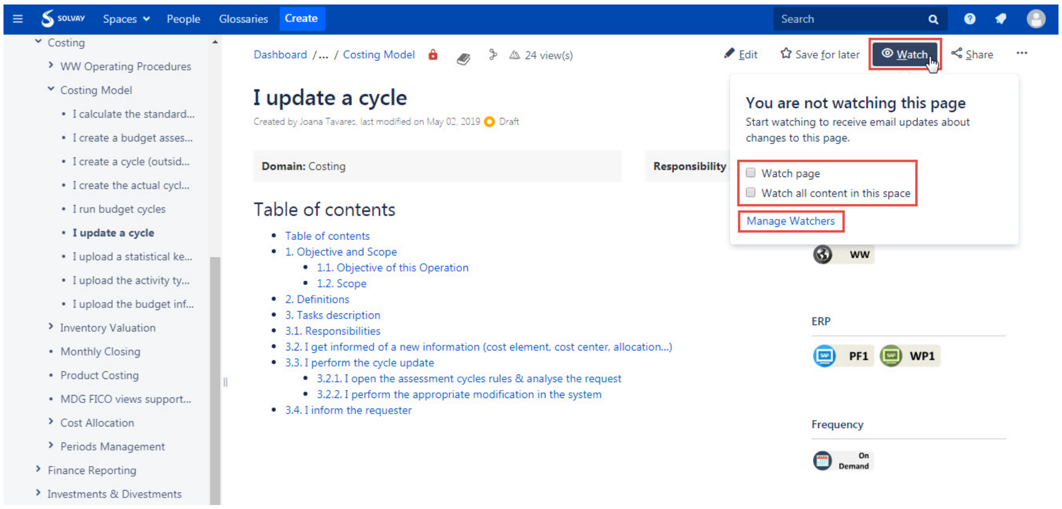
You can follow a confluence page to receive email updates about changes on it.

To start follow a page click on

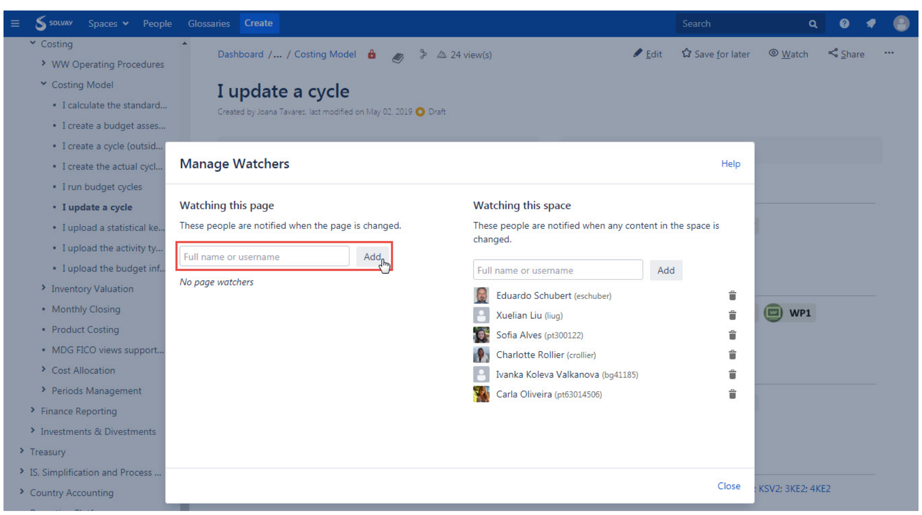
and then select the option

(you have also the option

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



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

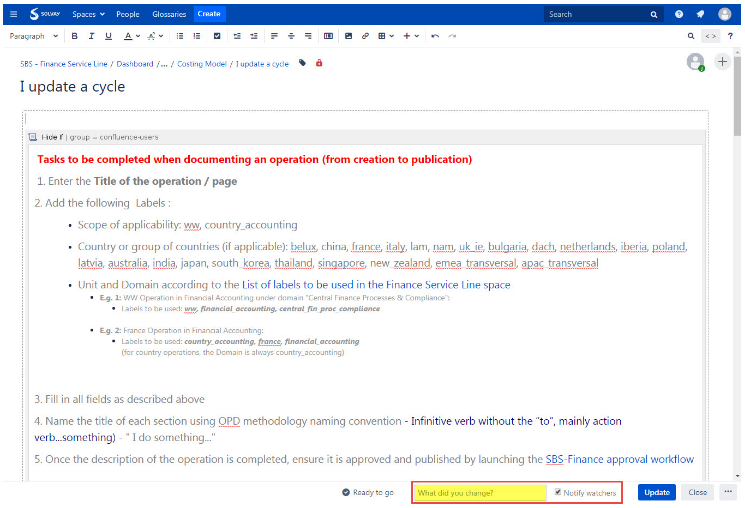


Notify watchers

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

is selected before you click on **Update**.

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.

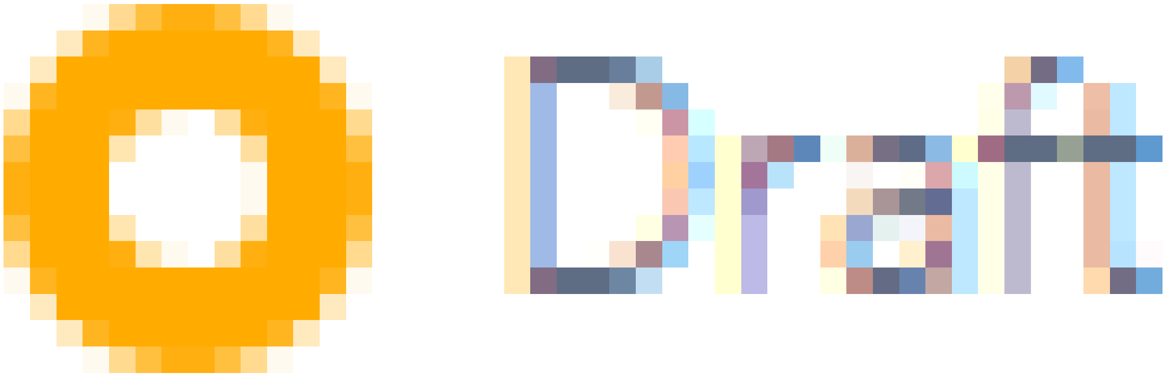
> **Approvers Access**
>
> Please check who have approver access in confluence here .

Also, check which procedures are in draft:

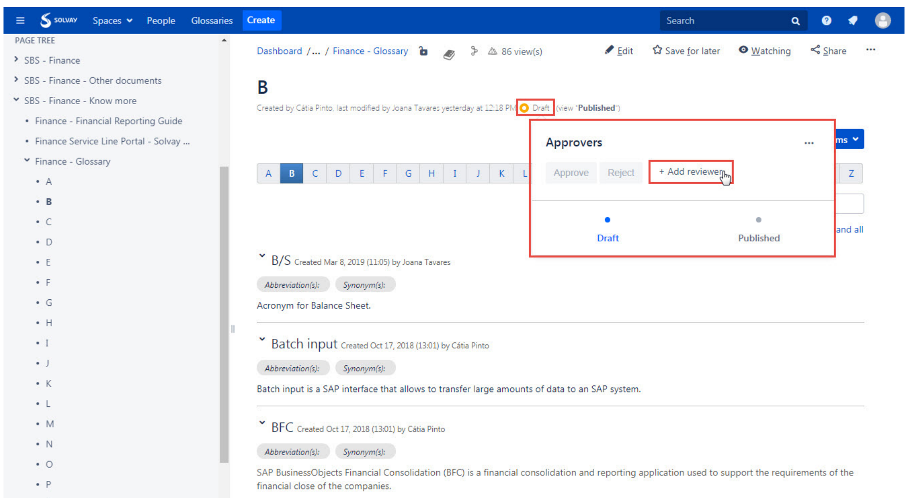
- Status of ALL Worldwide Procedures
- Status of Country Accounting Procedures
- Status of SAP Transactions

How to submit for approval

Open the page that you want to submit for approval.



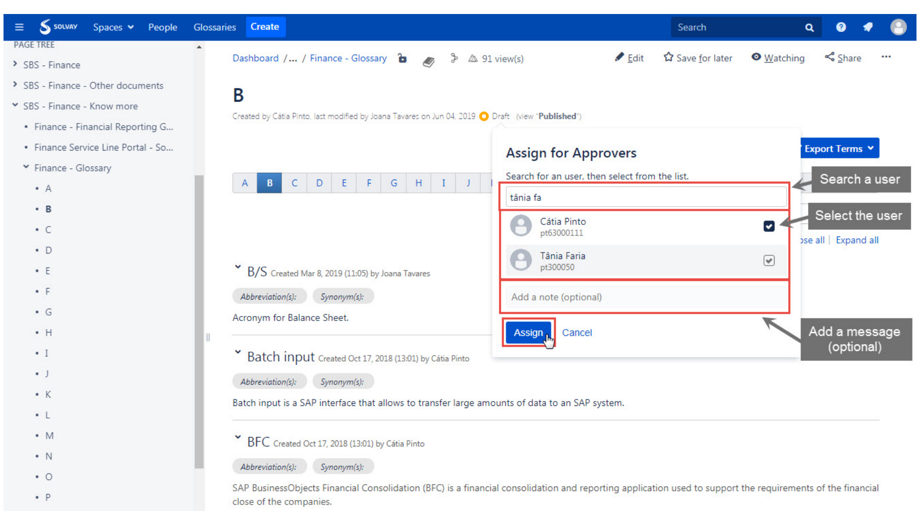
Click on
and select **+Add reviewer**.



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

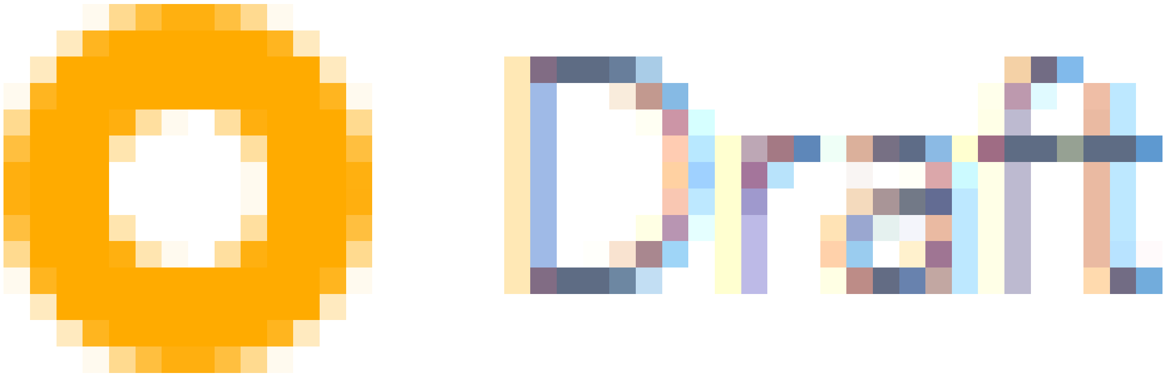
Press **Assign** and the approver(s) will receive a notification.

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



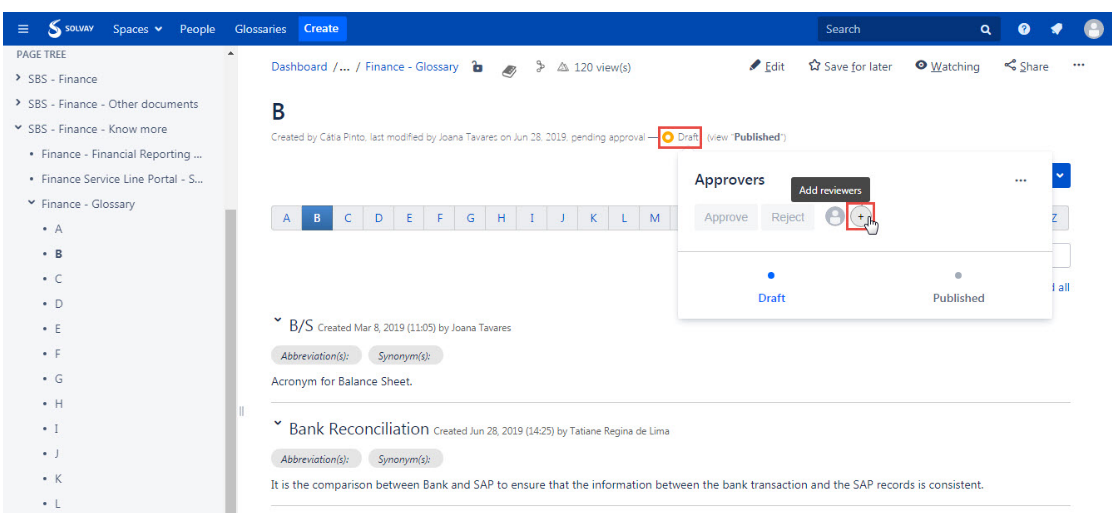
How to unassign a reviewer

Go to your page.

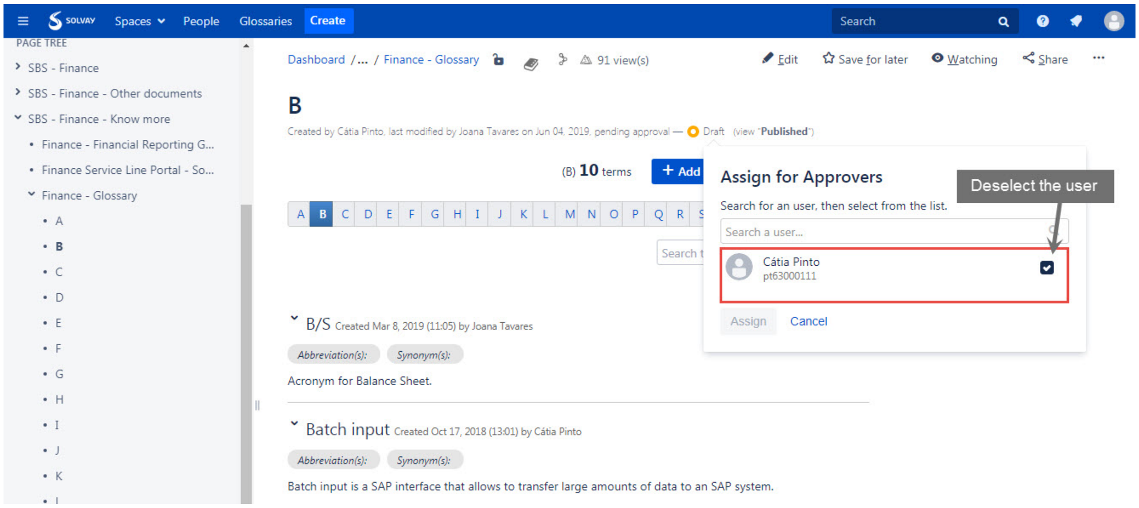


Click on

and then click on .

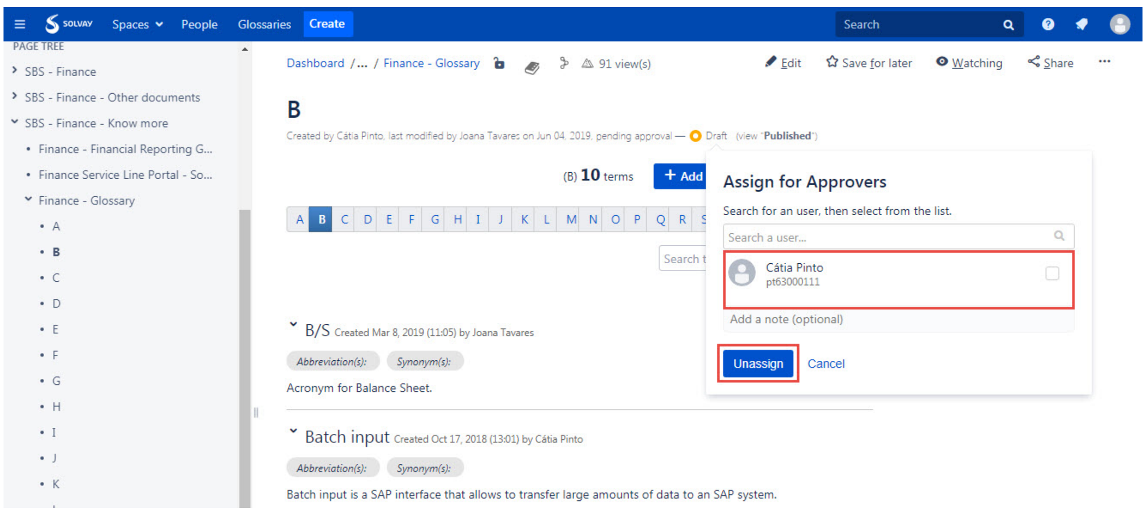


Then deselect the person(s) that you want to unassign.



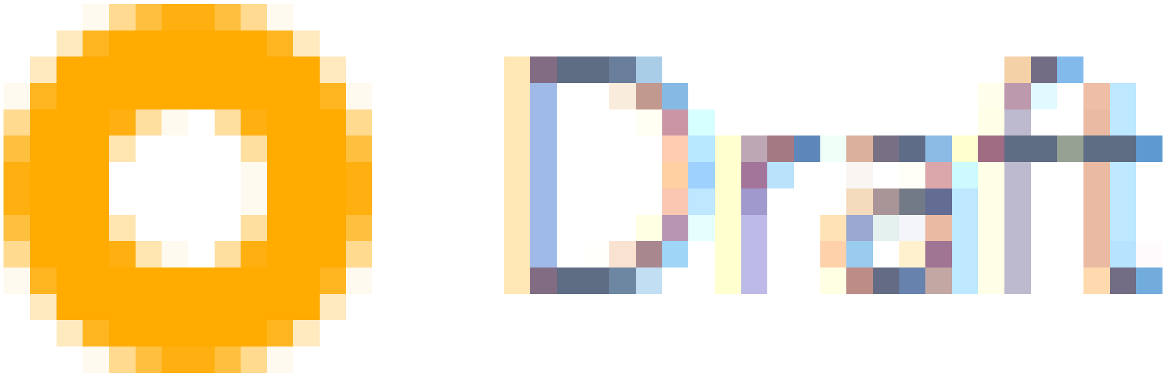
Then the option to unassign appears.

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

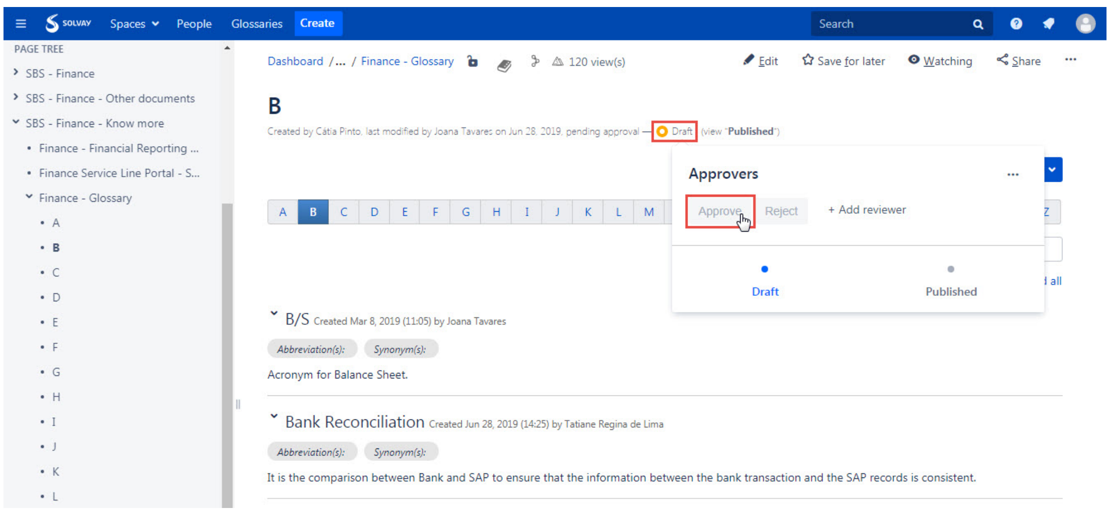


How to approve

Go to the page that you have to approve.



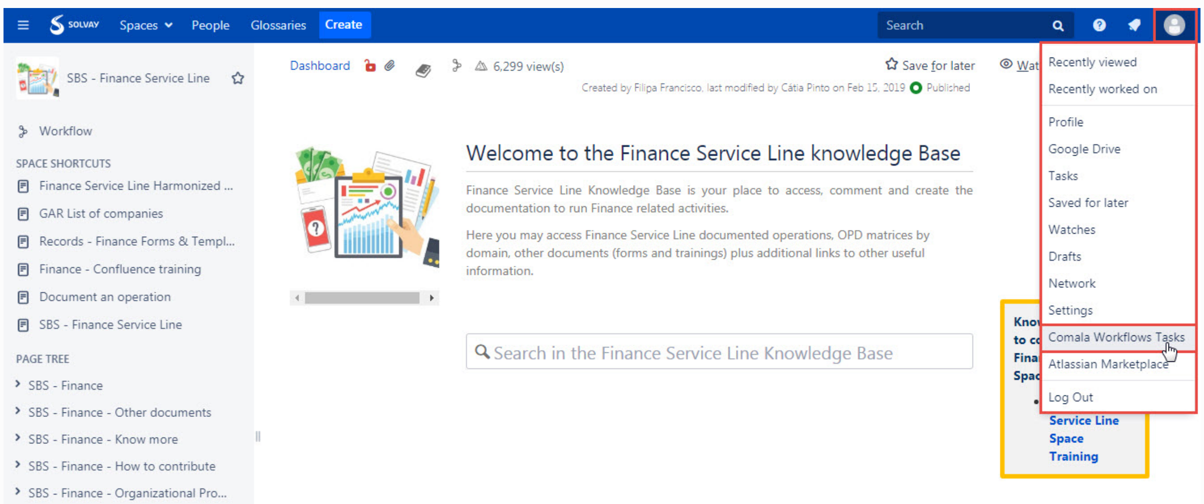
Click on
and then click on **Approve**.



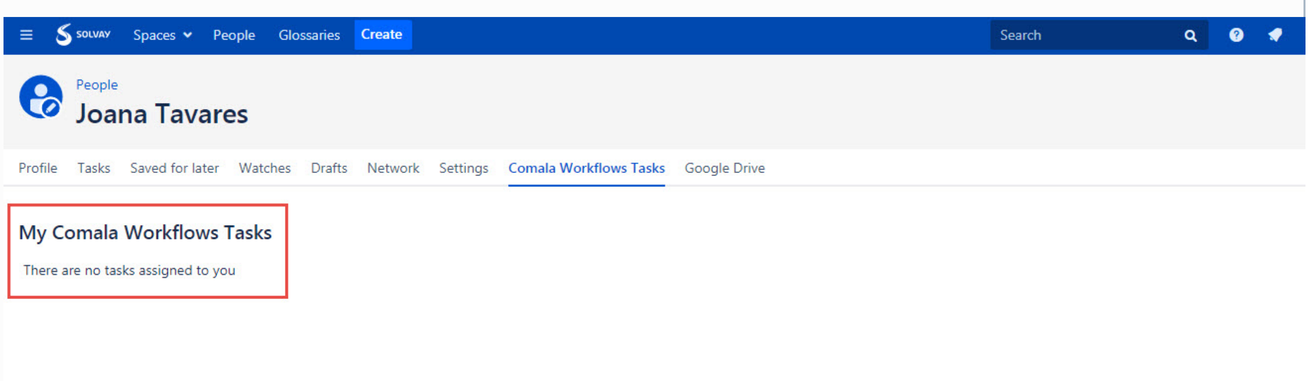
Tip

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

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

From Apr 11, 2021 to Jun 23, 2022	Actor	Type	Activity	Version
Published	VICENTE SEBASTIAN ZAMORAN MONTES and Gu-gay, Liying	Edit	multiple updates from VICENTE SEBASTIAN ZAMORAN MONTES and Gu-gay, Liying Other contributors:	
	Gu-gay, Liying	State	changed state to Published at 8:28 am	v102
Draft	Gu-gay, Liying	State	gave *Approvers* approval at 8:28 am	
		State	changed state to Draft at 8:25 am	v102
Dec 05, 2019				
Published	Cátia Pinto	State	changed state to Published at 12:34 pm	v101
Draft	Cátia Pinto	State	gave *Approvers* approval at 12:34 pm	