

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 is organized as follows:

- SBS - Finance
 - Financial Accounting
 - Management Accounting
 - Treasury
 - IS, Simplification and Process Performance
 - Country Accounting
 - BE-LUX
 - China
 - France
 - Italy
 - LAM
 - NAM
 - UK+IE
 - Other EMEA Countries
 - Other APAC Countries
 - Multi Countries - Transversal
 - Reporting Platform
- SBS - Finance - Other documents
- SBS - Finance - Know more
- SBS - Finance - How to contribute
- SBS - Finance - Organizational Processes Design (OPD)
- Service Excellence Procedures - Temporary
- SAP Transactions
 - SAP Transaction Codes
 - SAP Messages
 - SAP Reports

The main content area of the page includes:

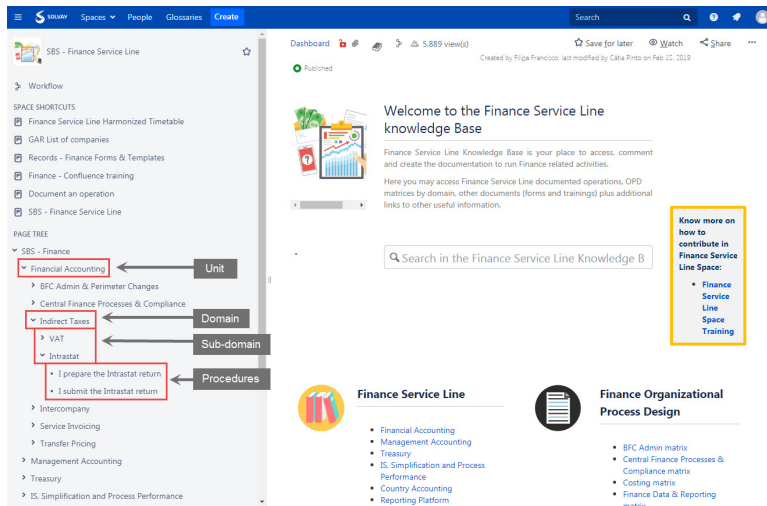
- A search bar: "Search in the Finance Service Line Knowledge B."
- A box titled "Know more on how to contribute in Finance Service Line Space" with a link to "Finance Service Line Space Training".
- Two main sections: "Finance Service Line" and "Finance Organizational Process Design".

- **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.



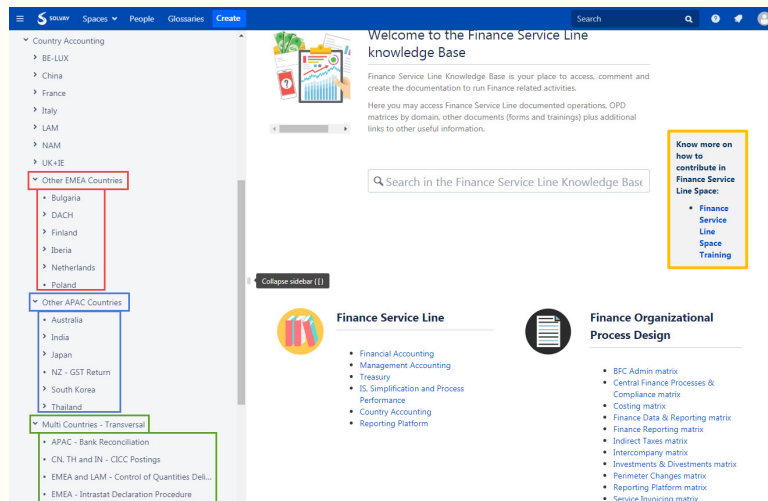
• Country Accounting

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.

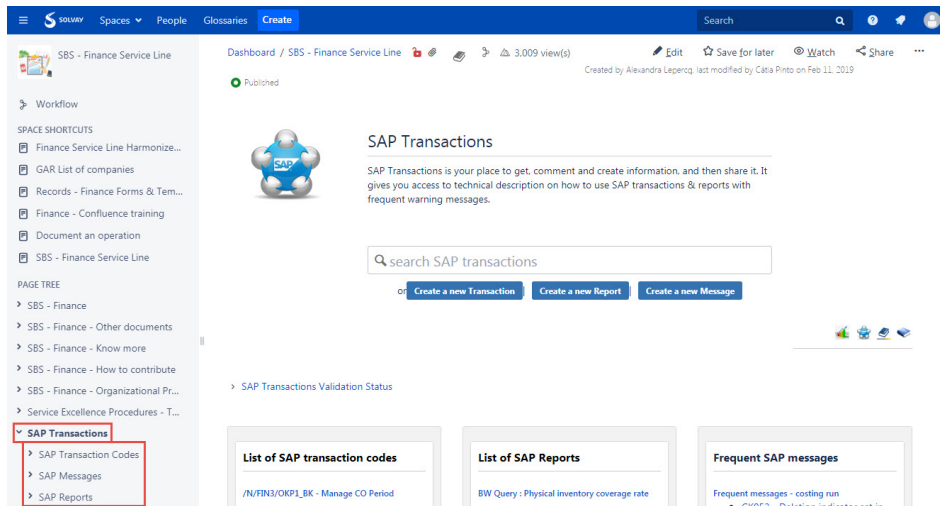
Only use **Multi Countries - Transversal** if any of the other folders do not apply to your procedure, e.g. **APAC - Bank Reconciliation**.



• SAP Transaction

This scope includes:

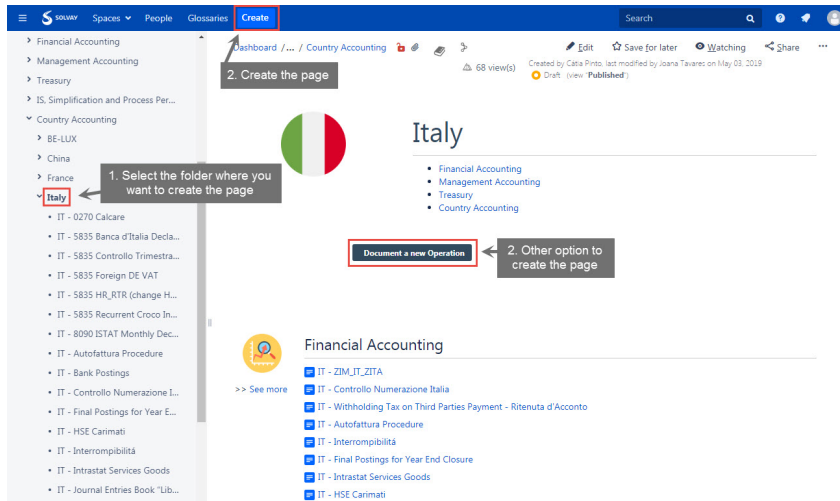
- Transactions Codes, e.g. FB05
- Messages, e.g. frequent messages in material ledger
- Reports, e.g. WP1 - Report ZWFAR571



How to create a procedure

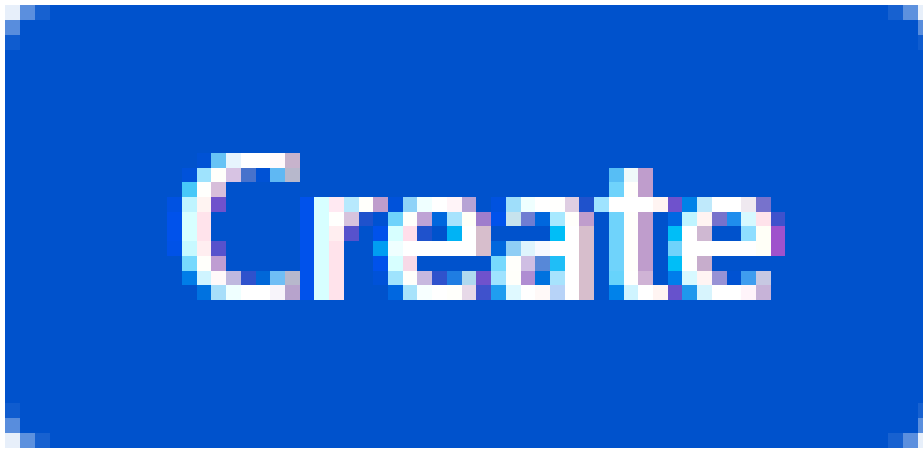
Follow the steps described in the image that exemplify the case of Italy.

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

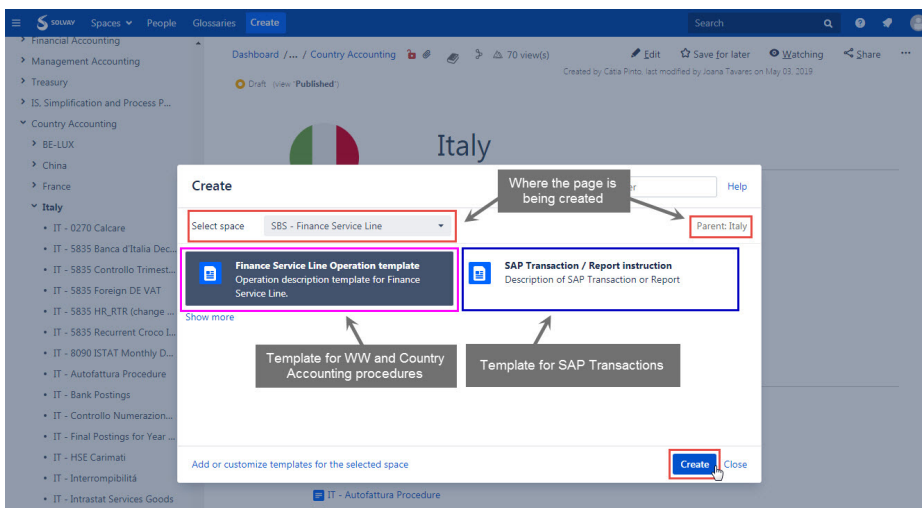


Then you must select the template according with the type of page you are creating.

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



Then press

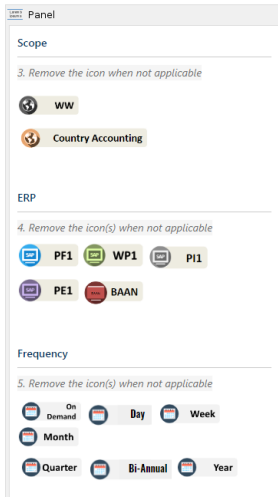


Template remarks

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, showing options for 'Heading 1', 'Heading 2', 'Heading 3', 'Heading 4', 'Heading 5', 'Heading 6', 'Preformatted', and 'Quote'. The main content area displays a table with columns of numbers and text. A red box highlights the 'Heading 1' option in the dropdown menu. Below the table, there is a notification box that says 'Changed data has been posted'. The main text area contains the following content:

3.3. I upload the activity hours with KP26

1) Set the planner profile with KP04

Enter:

- [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

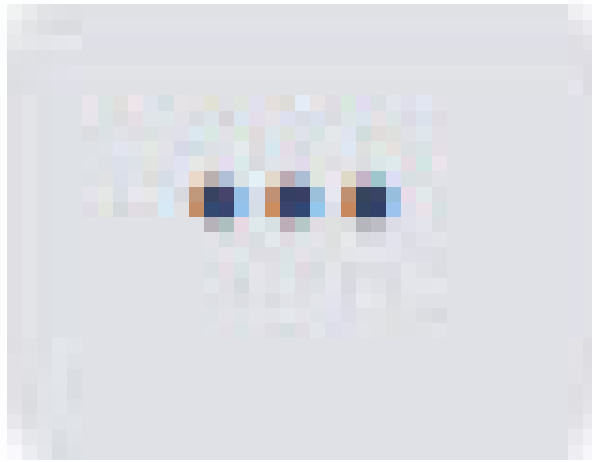
See Finance Glossary.

Move/Reorder a procedure

Learn more about:

- How to move a procedure
- How to reorder pages

How to move a procedure



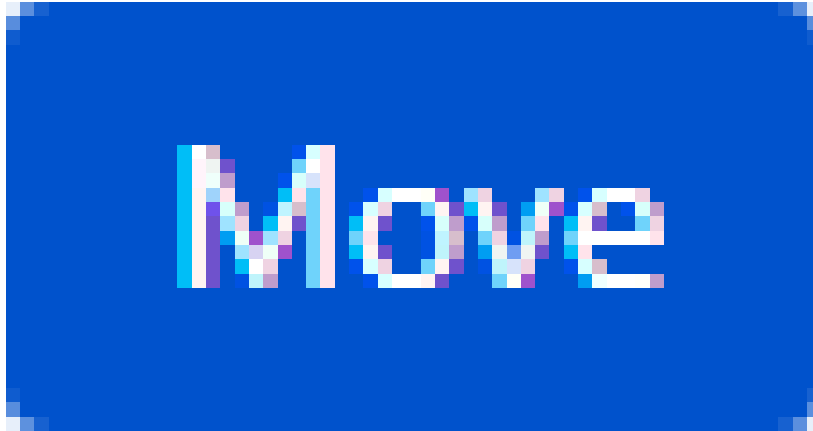
Go to the menu and press

Click on **Move**.

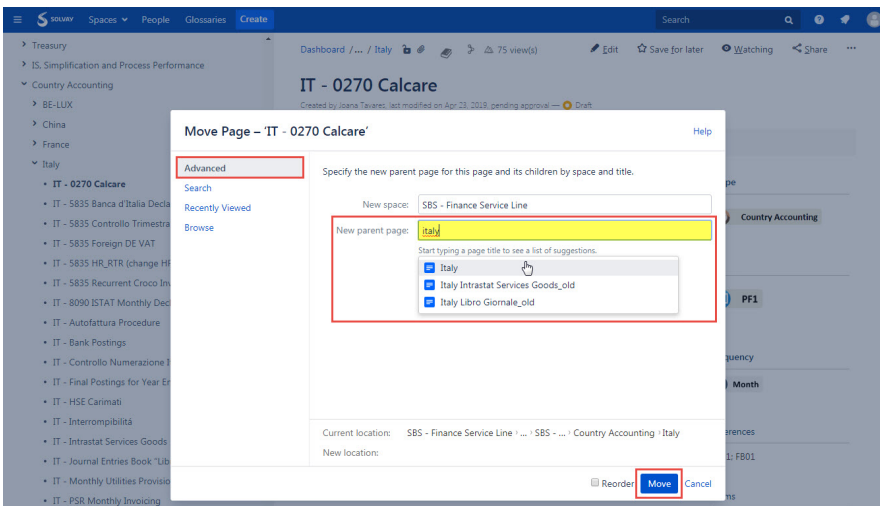
The screenshot shows the SAP Fiori interface for the procedure 'IT - 0270 Calcare'. The page is titled 'IT - 0270 Calcare' and is in a 'Draft' state. The domain is 'Country Accounting' and the responsibility area is 'N/A'. The table of contents includes sections for 'Objective and Scope', 'Definitions', 'Tasks description', 'Periodicity', and 'Responsibilities'. The right-hand menu is open, showing options such as 'Attachments (11)', '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', 'Copy', 'Move', and 'Delete'. The 'Move' option is highlighted with a red box.

You have four different options in the lateral menu:

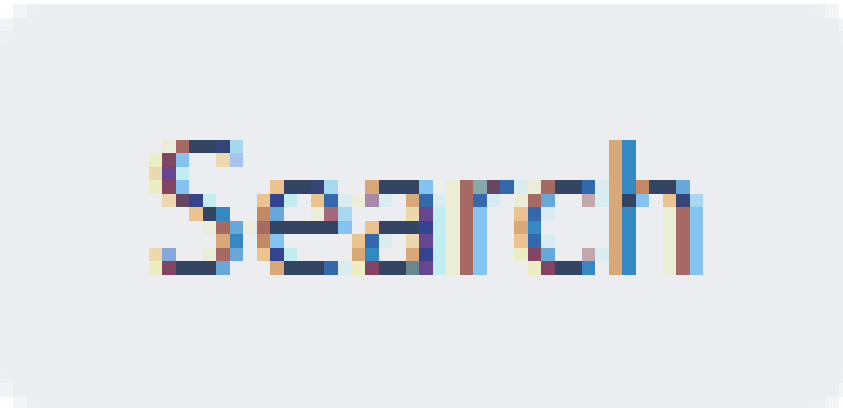
Type the parent page title in the yellow box and select it from the list below.



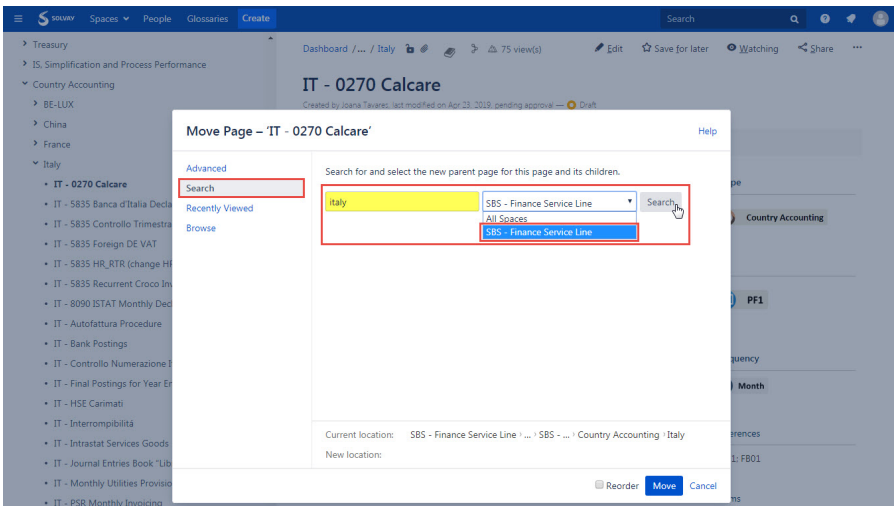
After selecting press



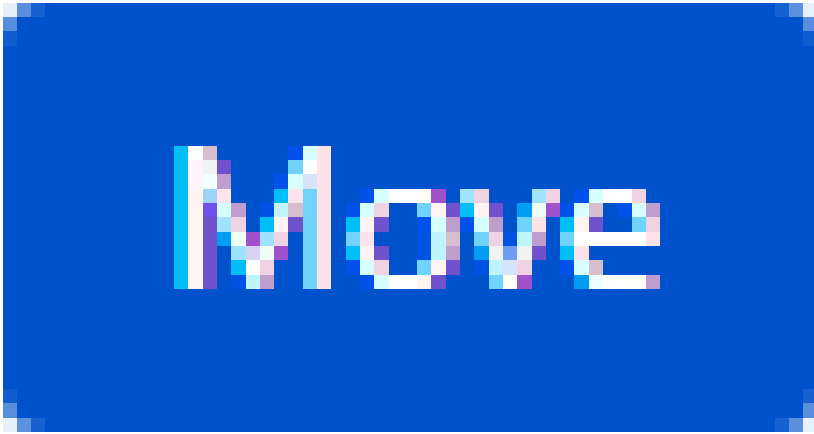
Search for the parent page in the yellow box and select the correct space (in this case *SBS - Finance Service Line*).



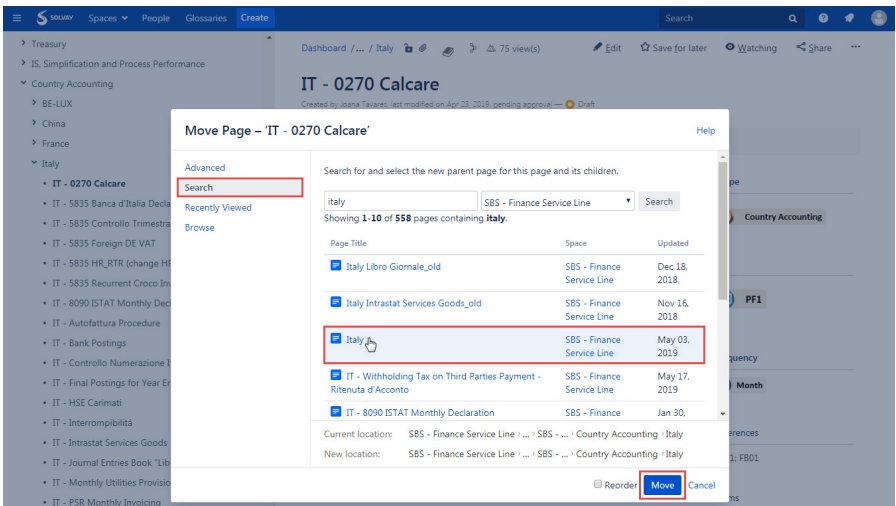
Press



Then select the page.



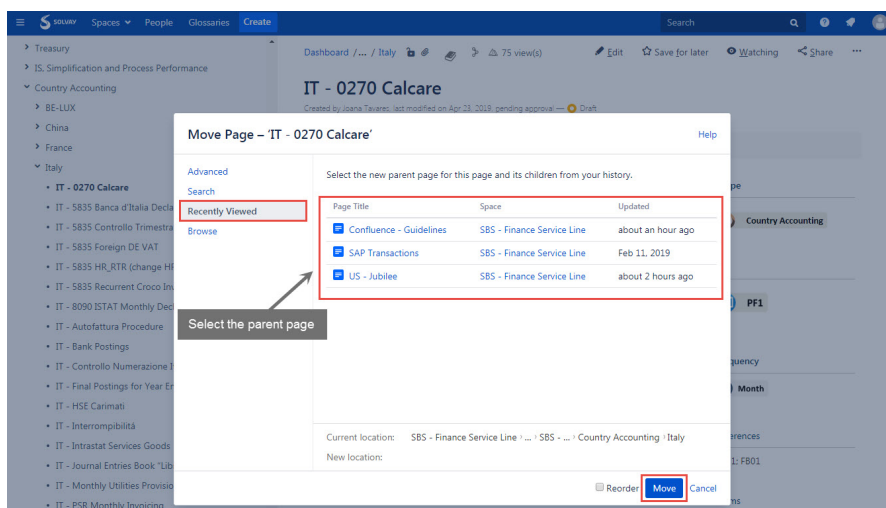
And press



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~~

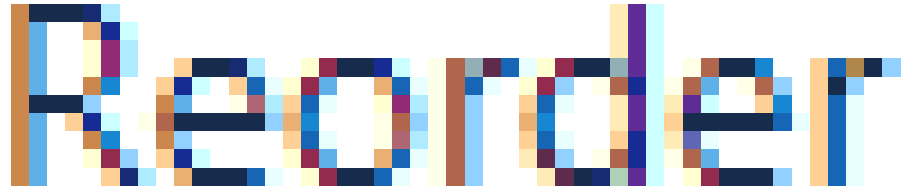
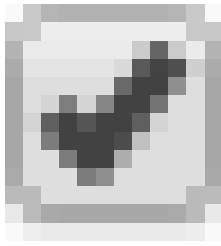
Current location: SBS - Finance Service Line > SBS > Country Accounting > Italy

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

Reorder Move Cancel

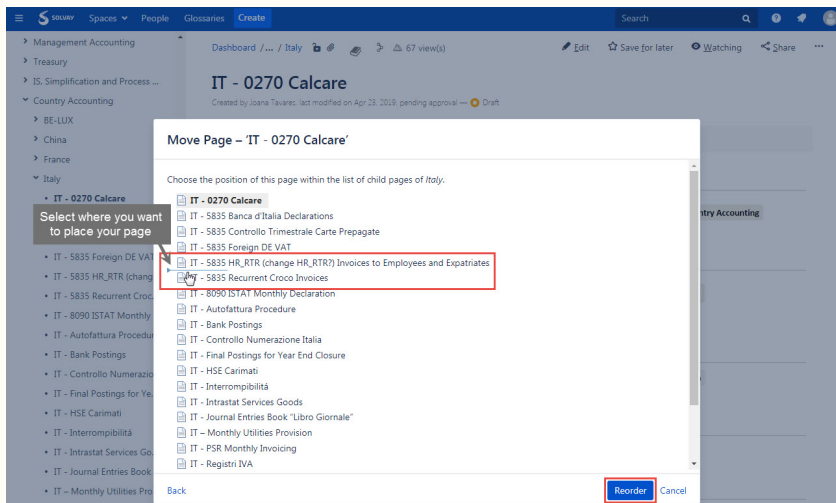


In all options you can select the box



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



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**

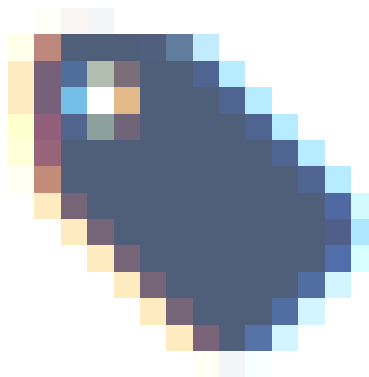
Write down the transaction code in lowercase letters, e.g. the label for 4KE5 is



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 - Interompibilita
- 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 | Partn |
|--------------|---------------------|------------------|------------|------------|------------|----------|-------|
| 6090301400 | SFG-revaluation ALM | 43.293,58 | 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...

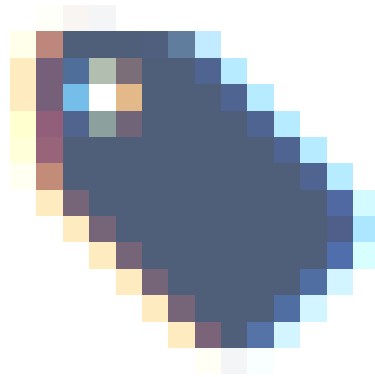
No likes

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

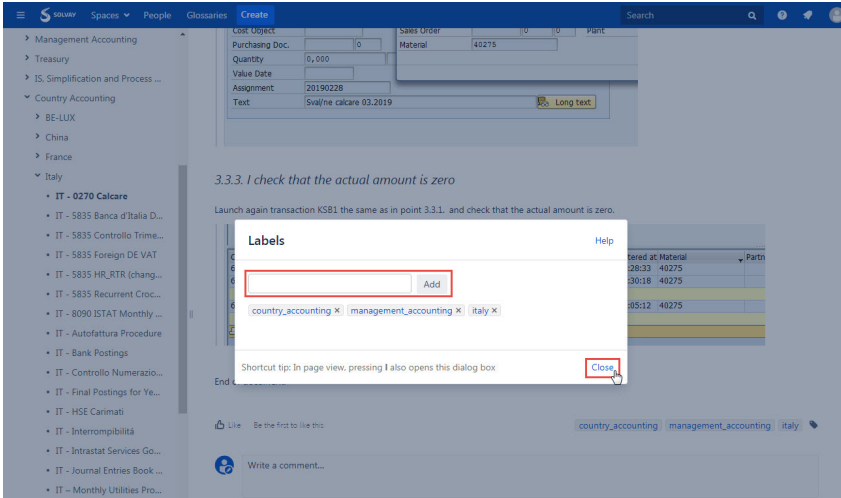
Hide # | group = confluence-users

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**.

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. Published

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

Attachments (3)

- Page History
- Page Activity
- Restrictions
- Glossary

Scope: WW

ERP: PF1

Frequency: Month

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

Attach Files

Upload file: Choose File No file chosen

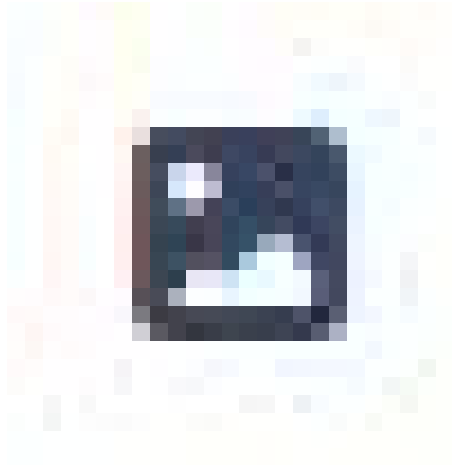
Comment: Attach more files

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 Microsoft Word document in edit mode. The document content includes a section titled "3. Tasks description" and a sub-section "3.1. I understand the process of internal margin". Below the text, there is a table with three columns: "Cost at Standard Price", "Delta between Standard and Actual cost", and "BFC heading". The table contains three rows of data. Below the table, there is a red rectangular box. The document also shows a ribbon with the "Insert" tab selected, and a red box around the "Insert files and images" button.

| 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 - DDV VC Variance COGS | R15400 |
| VVF00 - F00 DEP Std | VVFDX - FDX DEP Var. COGS | R25490 |

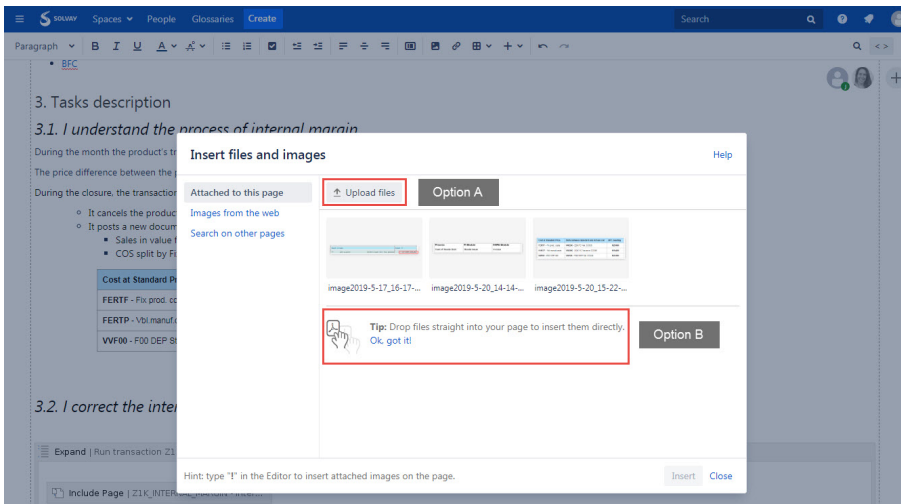
Now you need to upload the file(s)/image(s). You have two options:

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).



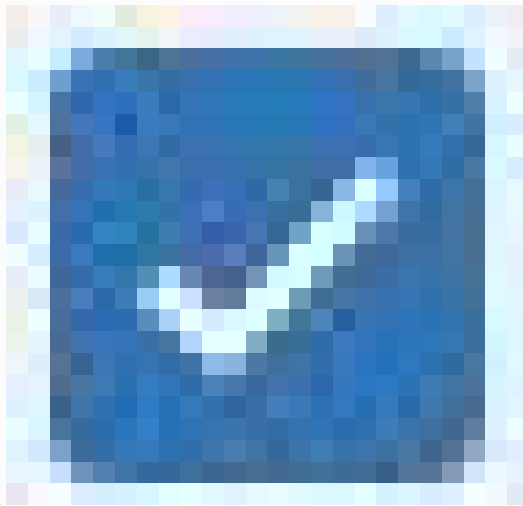
After this your file(s)/image(s) will appear in the menu.

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



Finally click on

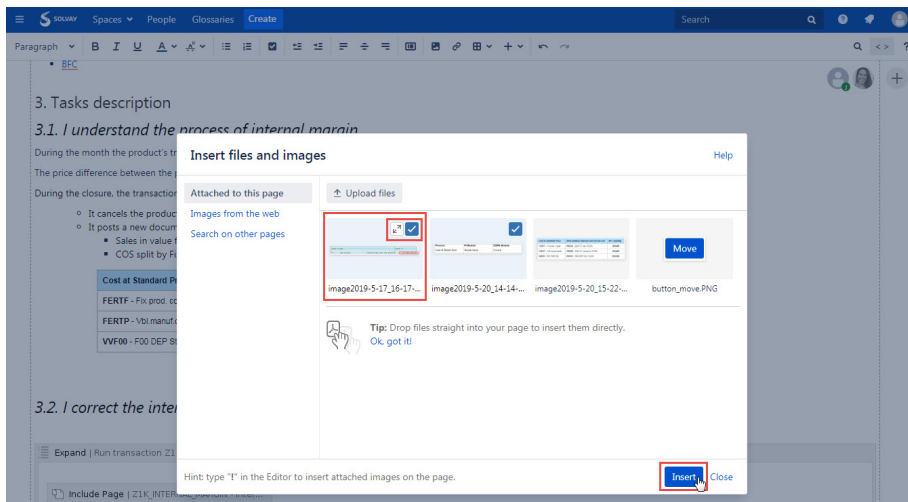
or double click on a selected item.



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

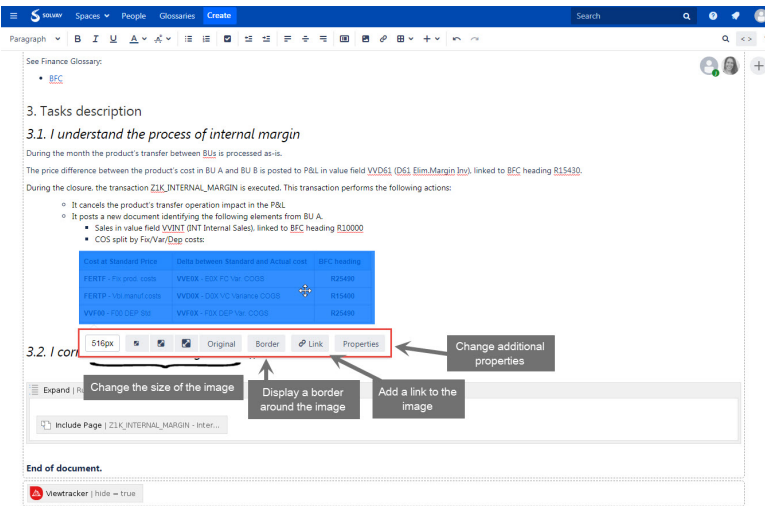


You can also zoom in items by click on

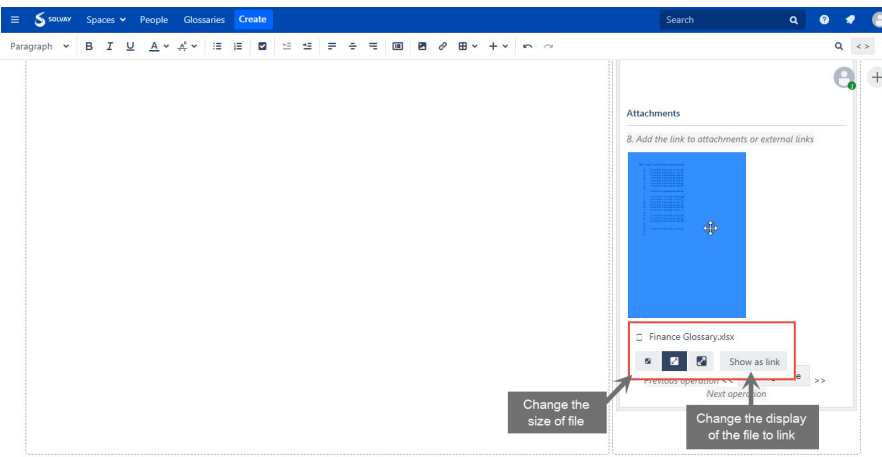


How to edit files/images

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



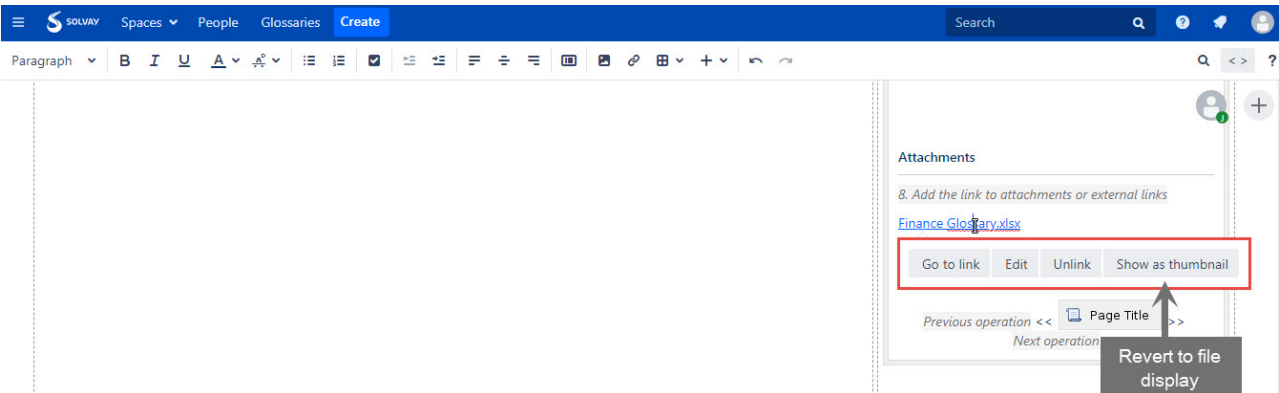
In the case of a file:



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

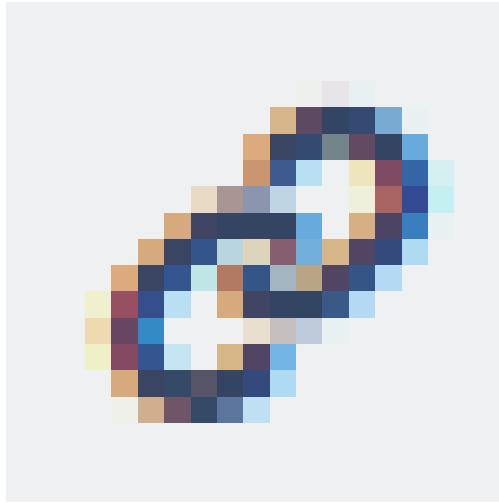
Insert a link

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

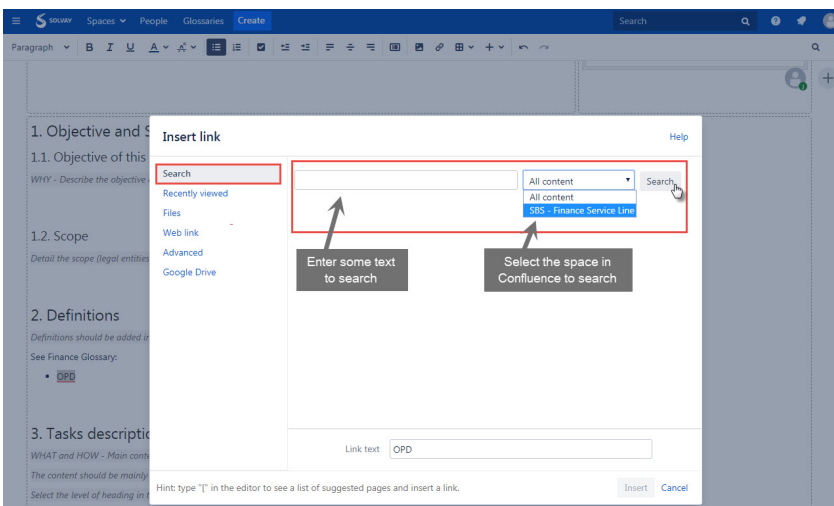
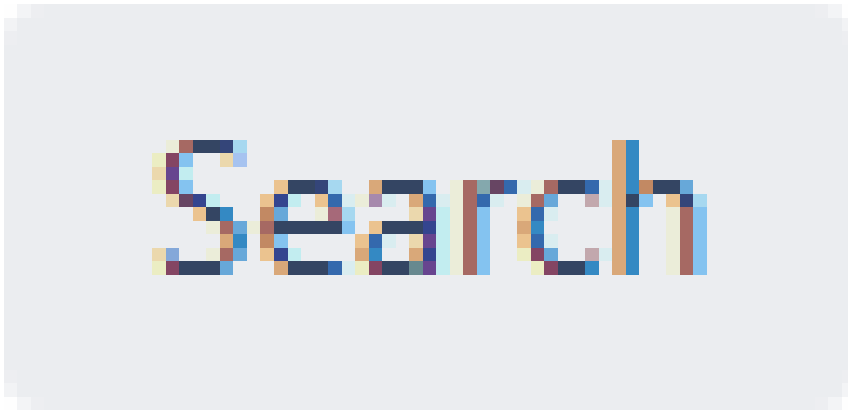
The content should be mainly organized in 2 levels of Headings to ensure a proper link with the Table of Contents.

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

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

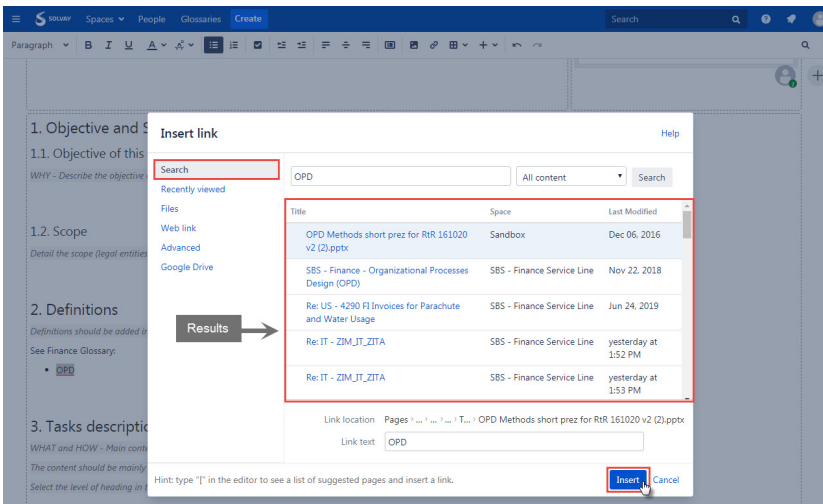
The option **Search** in the lateral menu allows you to search for contents in confluence.

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

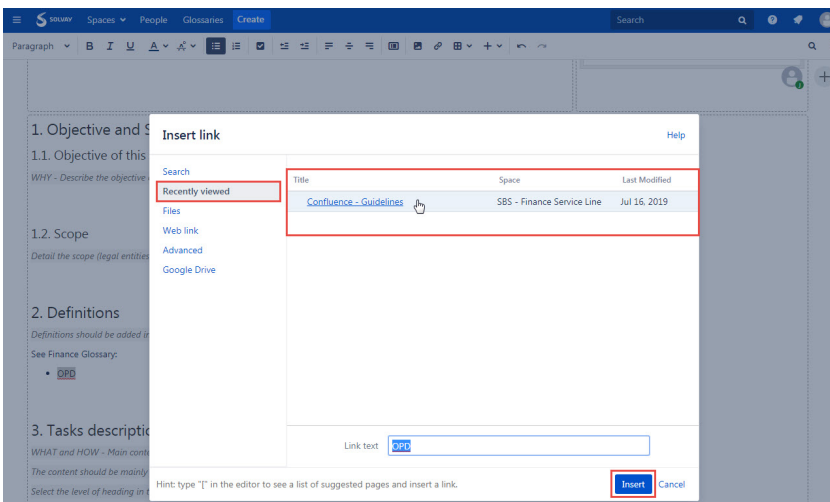




In option **Recently viewed** in the lateral menu you can check your recently viewed content in confluence and select it to link.



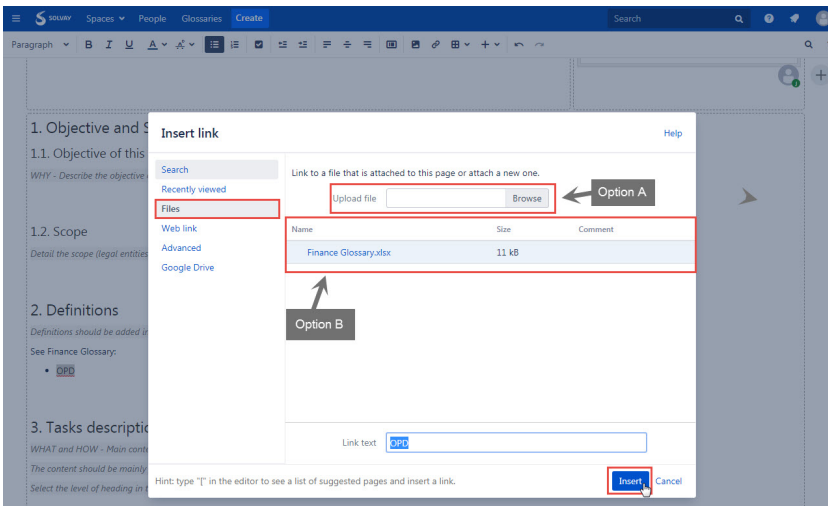
Select the item that you want to link and then press



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

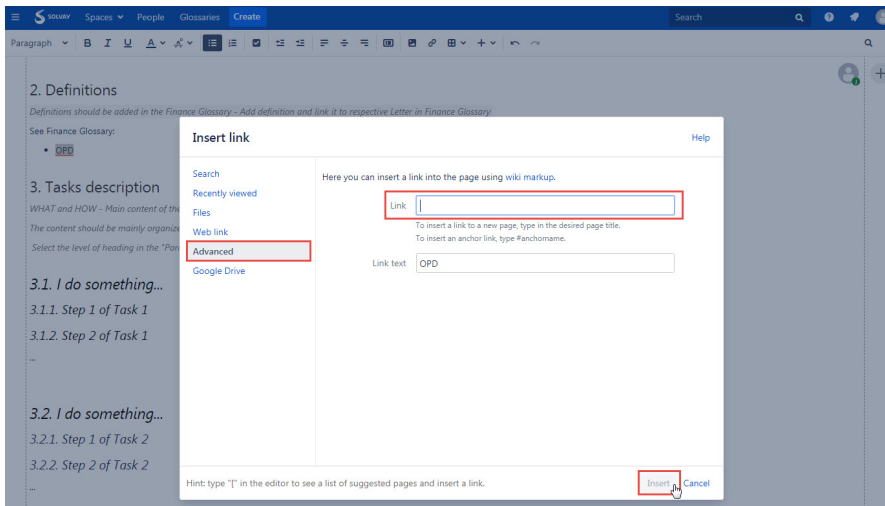


The option **Advanced** in the lateral menu allows you paste links.

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

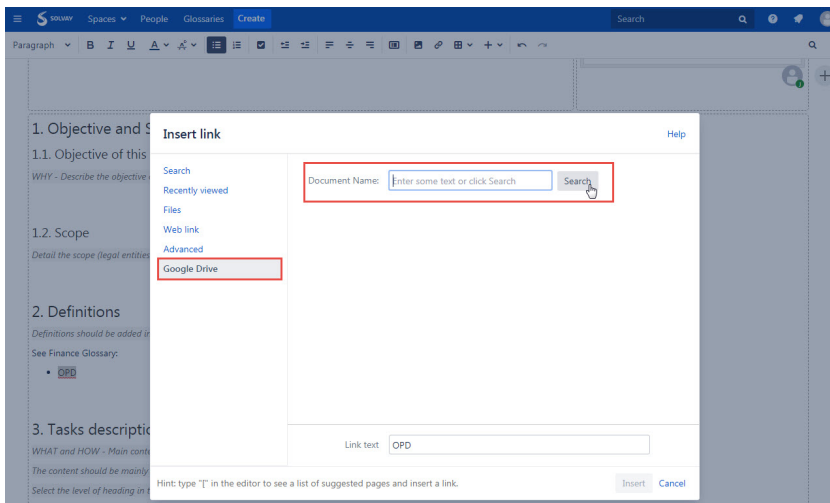
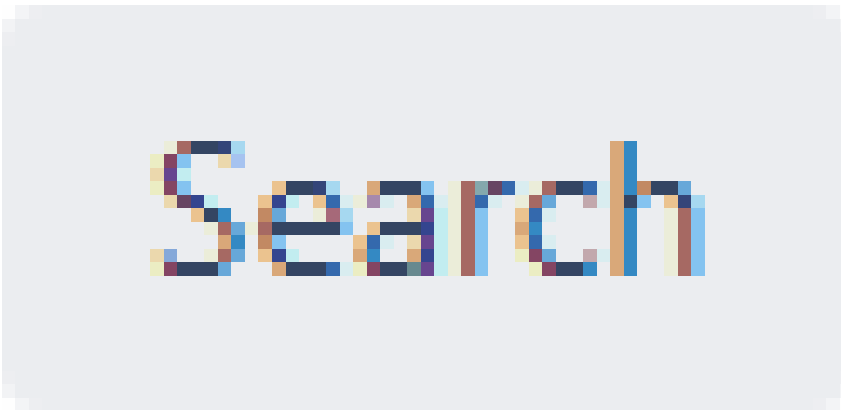


Click on

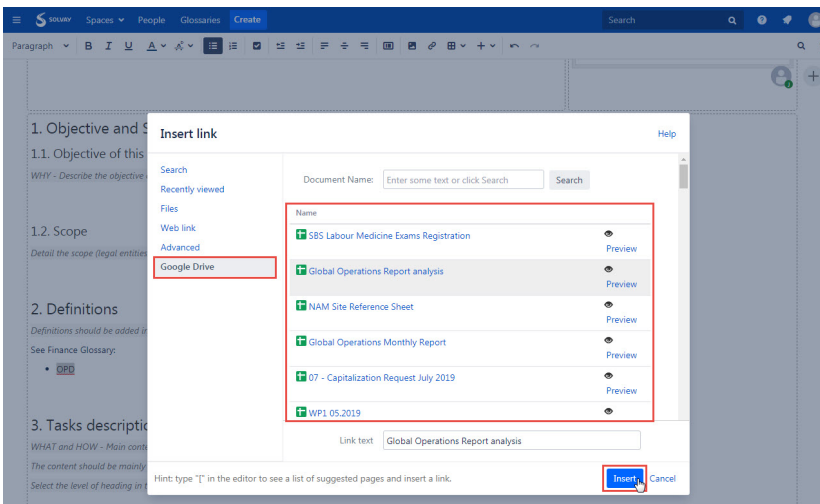


The option **Google Drive** in the lateral menu allows you link directly to Google Drive files.

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

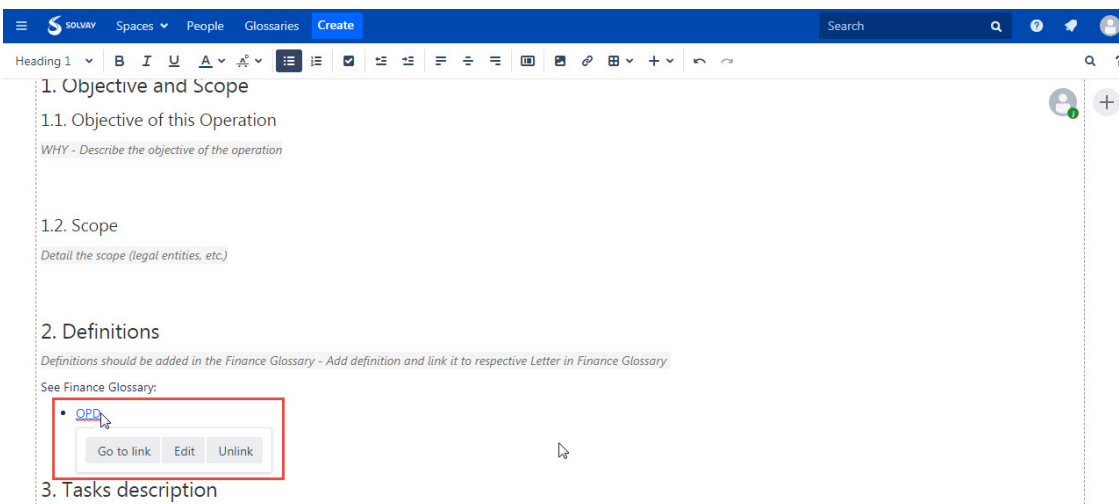


Then select the item that you want to link from the results and click on



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](#).

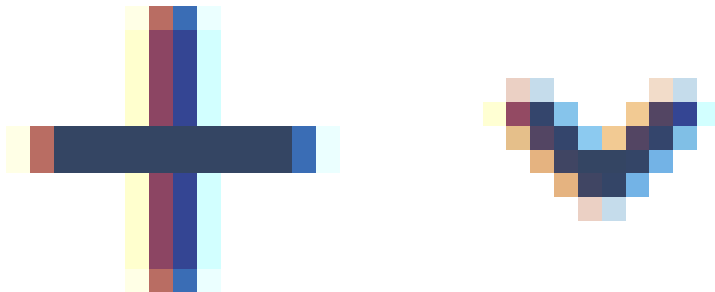
Some useful macros

Examples:

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

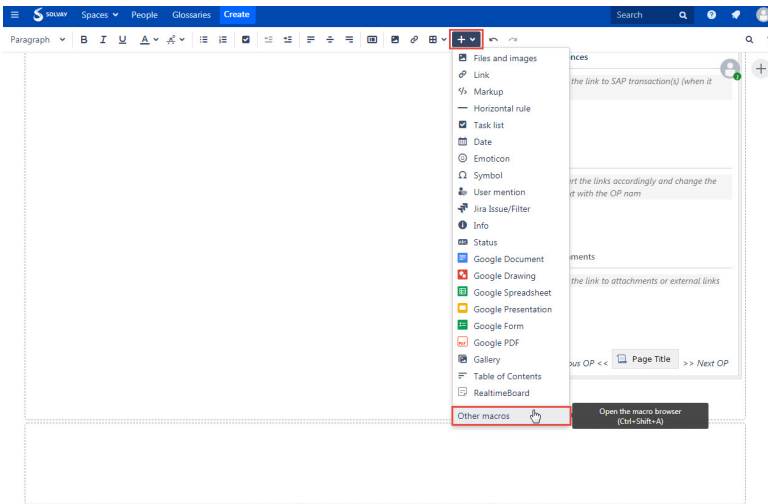
How to insert a macro

E.g. Warning box.



Click on

Select **Other macros**.



Search the macro that you want:

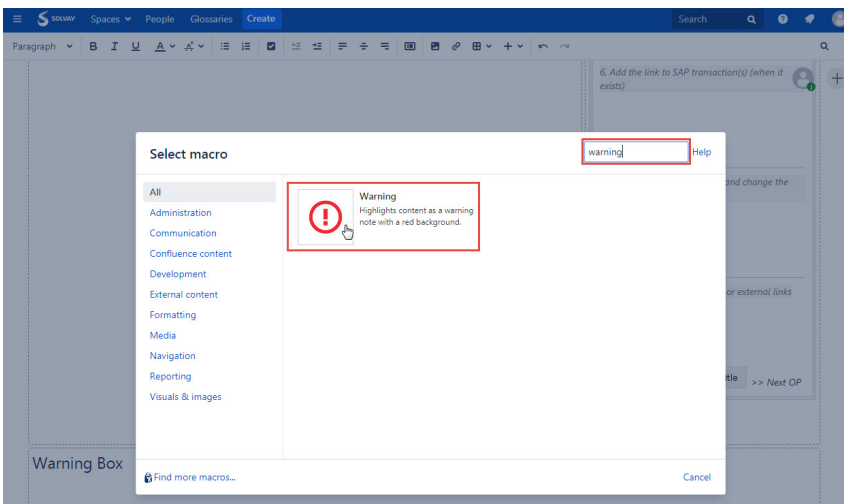
1. In the Search Bar

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

2. In the Lateral Menu by thematic

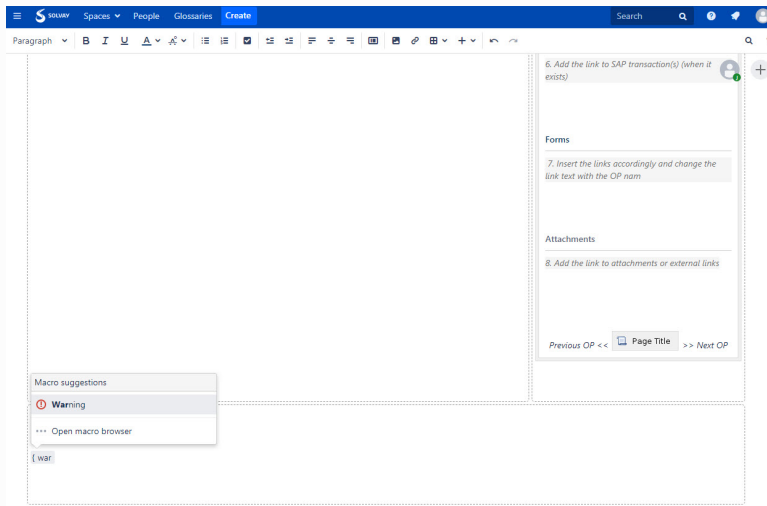
You can also search by thematic in the lateral menu.

Check the example below for warning boxes:



Tip

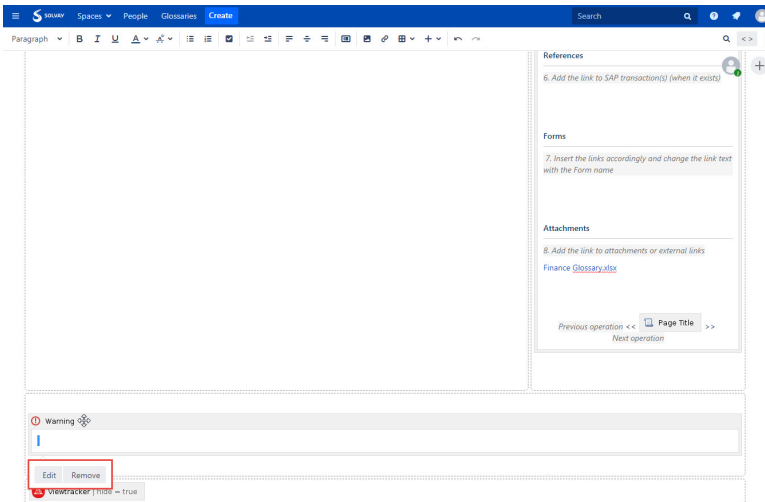
Any macro can be inserted by writing down { followed by the name of the macro, e.g. {warning}.



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 letter 'A' in the page tree. The main content area shows the glossary for 'A' and 'B'. The 'A' section has 8 terms, and the 'B' section has 10 terms. An 'Export Terms' button is visible on the right side of the page.

| AT | Mar 8, 2019 (11:05) | BFC | Oct 17, 2018 (13:01) |
|------------------|----------------------|-------------|----------------------|
| Assessment cycle | Oct 17, 2018 (13:00) | Batch input | Oct 17, 2018 (13:01) |
| ... | | ... | |
| 8 Terms | | 10 Terms | |

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 | Unit |
|----|------|------|----------|------|------|------------|----------|----|----------|------------|-------|------|
| * | 4060 | | | | | 2015100002 | 2015/04 | | 5,500.11 | EUR | | |
| ** | 4060 | | | | | 2015100002 | | | 5,500.11 | EUR | | |
| * | 4060 | | | | | 2015200000 | 2015/03 | | 142.12 | EUR | | |
| * | 4060 | | | | | 2015200000 | 2015/02 | | 142.82 | EUR | | |
| * | 4060 | | | | | 2015200000 | 2015/03 | | 142.87 | EUR | | |
| ** | 4060 | | | | | 2015200000 | 2015/04 | | 142.87 | EUR | | |
| ** | 4060 | | | | | 2015200000 | | | 571.48 | EUR | | |

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(s): 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 | Unit |
|----|------|------|----------|------|------|------------|----------|----|----------|------------|-------|------|
| * | 4060 | | | | | 2015100002 | 2015/04 | | 5,500.11 | EUR | | |
| ** | 4060 | | | | | 2015100002 | | | 5,500.11 | EUR | | |
| * | 4060 | | | | | 2015200000 | 2015/02 | | 142.12 | EUR | | |
| * | 4060 | | | | | 2015200000 | 2015/03 | | 142.82 | EUR | | |
| * | 4060 | | | | | 2015200000 | 2015/04 | | 142.87 | EUR | | |
| ** | 4060 | | | | | 2015200000 | | | 571.48 | EUR | | |

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



Dashboard / ... / Finance - Glossary

82 view(s)

B

Created by Célia Pinto, last modified by Joana Tavares about 4 hours ago Draft (view "Published")

(B) 10 terms [+ Add term](#) [Export Terms](#)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search term ...

Collapse all | Expand all

▼ 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 Célia Pinto

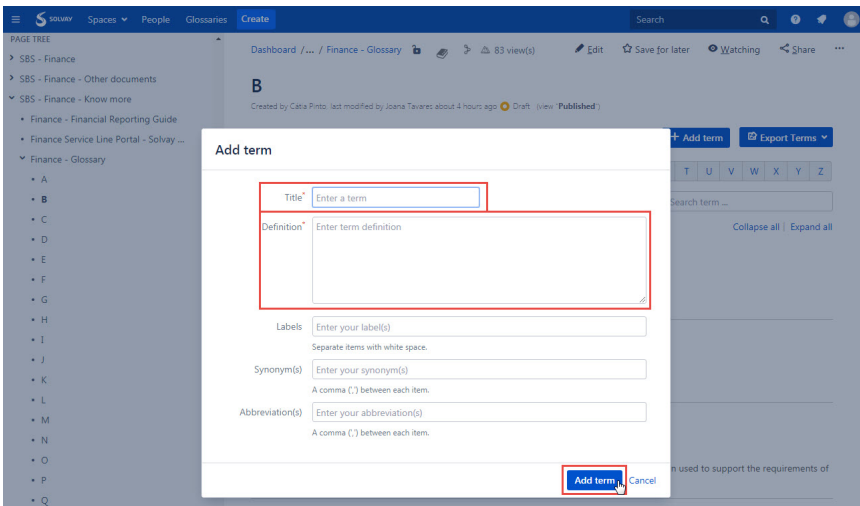
Abbreviation(s) Synonym(s)

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

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**.

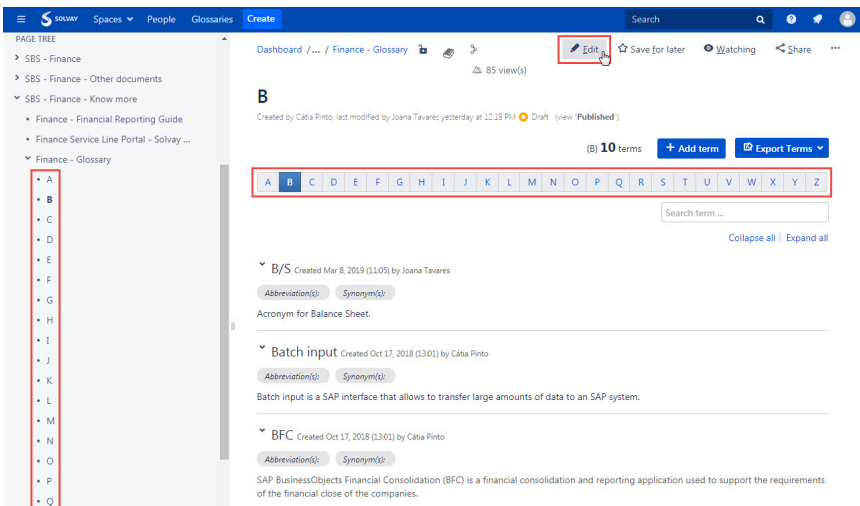


How to edit a term in Finance Glossary

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.

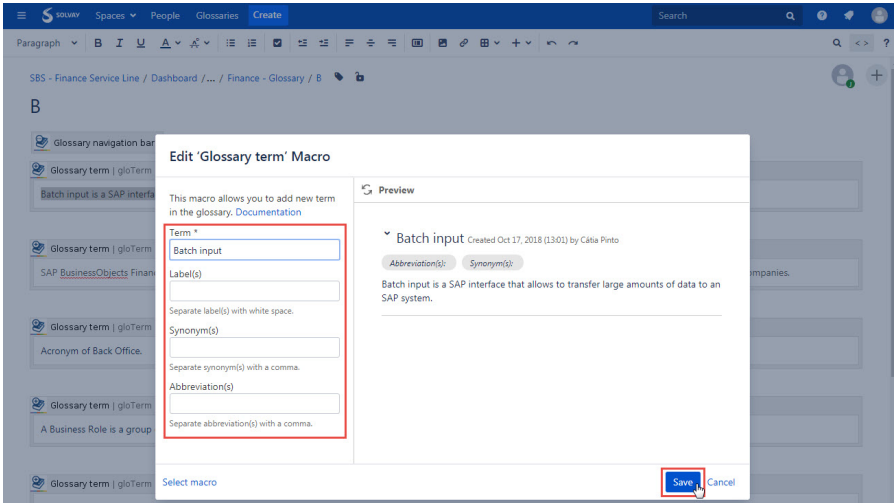
The screenshot shows the SAP Solvay interface for editing a glossary term. The top navigation bar includes 'SOLVAY', 'Spaces', 'People', 'Glossaries', and 'Create'. The breadcrumb trail is 'SBS - Finance Service Line / Dashboard / ... / Finance - Glossary / B'. The main content area is titled 'B' and contains a 'Glossary navigation bar'. Below it, a 'Glossary term | gtoTerm = Batch input' is highlighted with a red border. The definition 'Batch input is a SAP interface that allows to transfer large amounts of data to an SAP system.' is highlighted in yellow. Below this, two other terms are visible: 'Glossary term | gtoTerm = BFC' with the definition 'SAP BusinessObjects Financial Consolidation (BFC) is a financial consolidation and reporting application used to support the requirements of the financial close of the companies.', and 'Glossary term | gtoTerm = BO' with the definition 'Acronym of Back Office.'

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


The screenshot shows the same SAP Solvay interface, but with the 'Glossary term | gtoTerm = Batch input' box highlighted in red. A right-click context menu is open over the definition, showing 'Edit' and 'Remove' buttons. Below the 'Batch input' term, the 'Glossary term | gtoTerm = BFC' is visible with its definition. Below that, the 'Glossary term | gtoTerm = BO' is visible with its definition. At the bottom, the 'Glossary term | gtoTerm = Business Role' is visible with its definition.

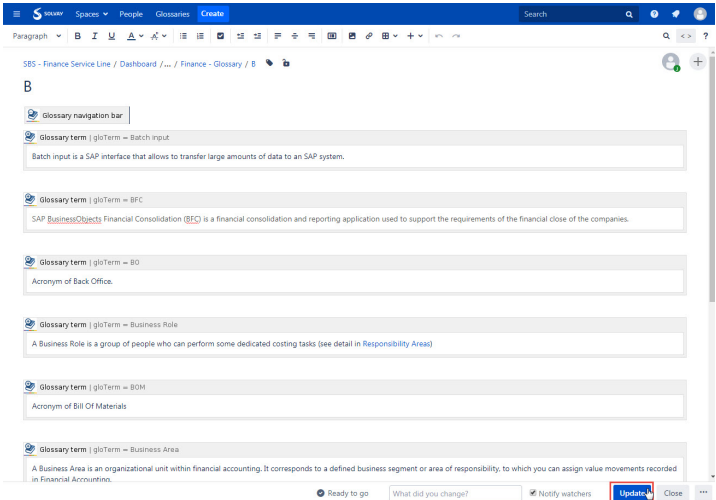
Then you can change the configurations of the term (except the definition for which there is no need to open the popup).

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](#)

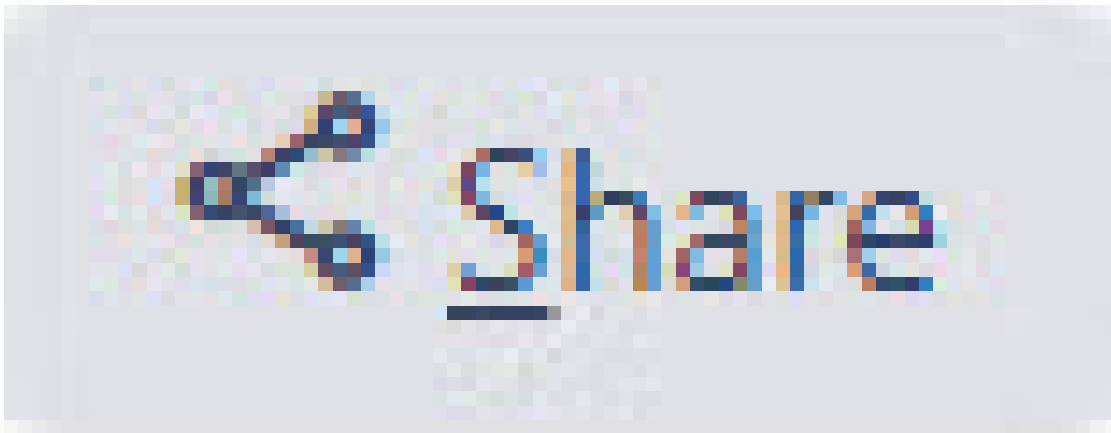
How to share a procedure



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. A share dialog box is open on the right, showing the share link 'https://wiki.solvay.com/x/K' and a 'Copy' button highlighted with a red box. The dialog also includes fields for 'Add people' and 'Include a message'. The page content 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'.

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 blue header. The page content includes a "Table of contents" with items like "1. Objective and Scope", "2. Definitions", and "3. Tasks description". A sharing dialog box is open on the right, titled "Share this page". It contains a "Share link" field with the URL "https://wiki.solway.com/x/Ki" and a "Copy" button. Below that is an "Add people" section with a search box and a user "Cátia Pinto" listed. There is also an "Include a message" text area and "Share" and "Cancel" buttons. The dialog box is highlighted with a red border.

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

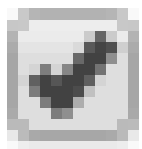
The screenshot shows the SAP S/4HANA interface for a Costing Model. The page title is "I update a cycle". A "Watch" button is highlighted with a red box in the top right corner. A modal dialog is open, showing options to "Watch page" and "Watch all content in this space", both of which are also highlighted with red boxes. Below the dialog, there are sections for ERP (PF1, WP1) and Frequency (On Demand).

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

The screenshot shows the same SAP S/4HANA interface, but with the "Manage Watchers" dialog open. The dialog has 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, Xuelian Liu, Sofia Alves, Charlotte Rollier, Ivanka Koleva Valkanova, and Carla Oliveira. The "Add" button in the "Watching this page" section is highlighted with a red box.

Notify watchers

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

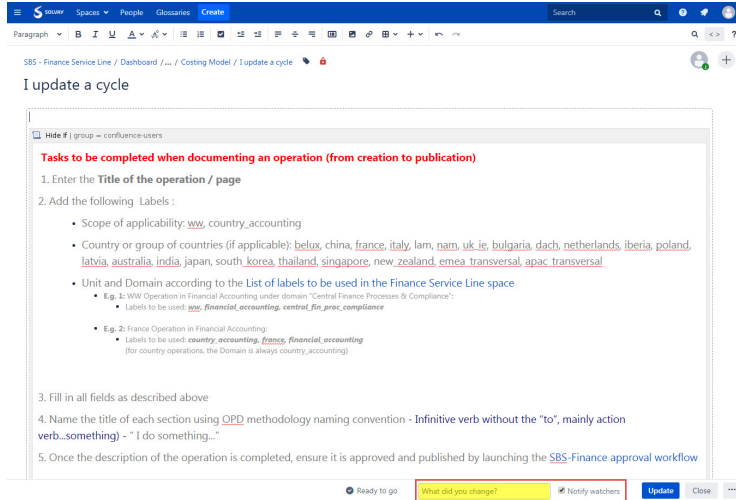


Notify watchers

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

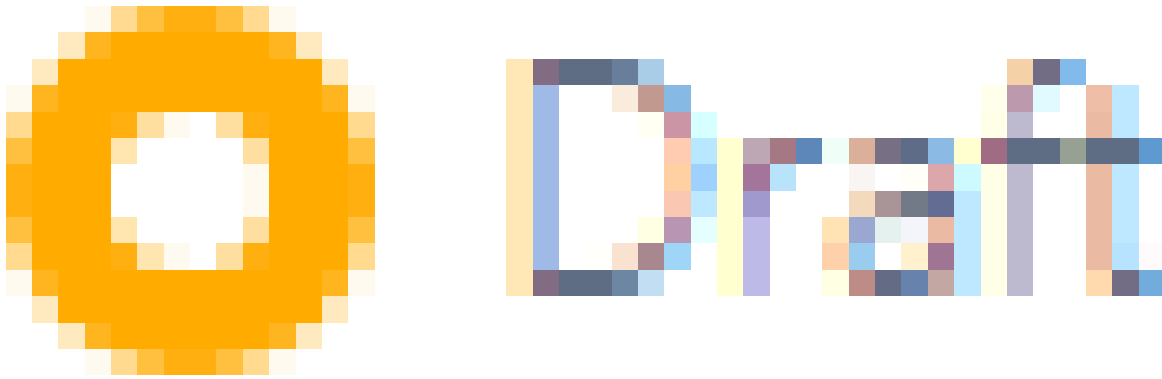
Please check who have approver access in confluence [here](#) .

Also, check which procedures are in draft:

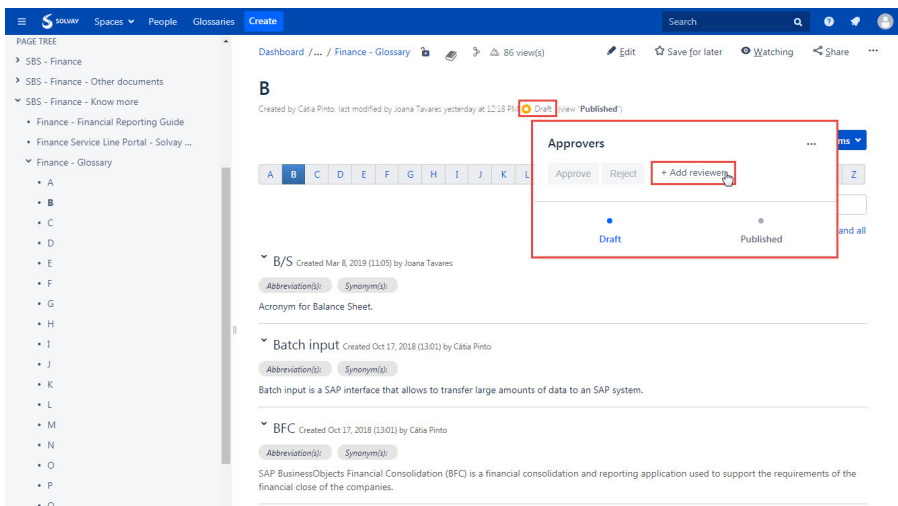
- [Status of ALL Worldwide Procedures](#)
- [Status of Country Accounting Procedures](#)
- [Status of SAP Transactions](#)

How to submit for approval

Open the page that you want to submit for approval.




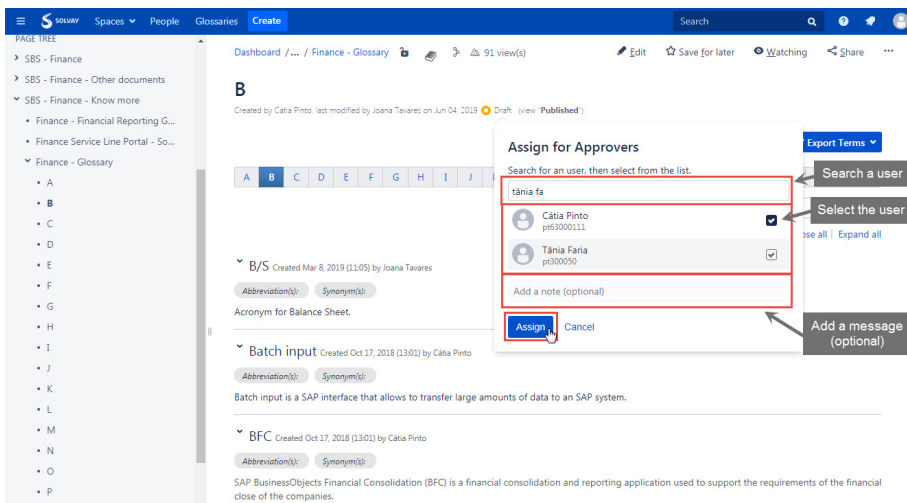
Click on
and select **+Add reviewer**.



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

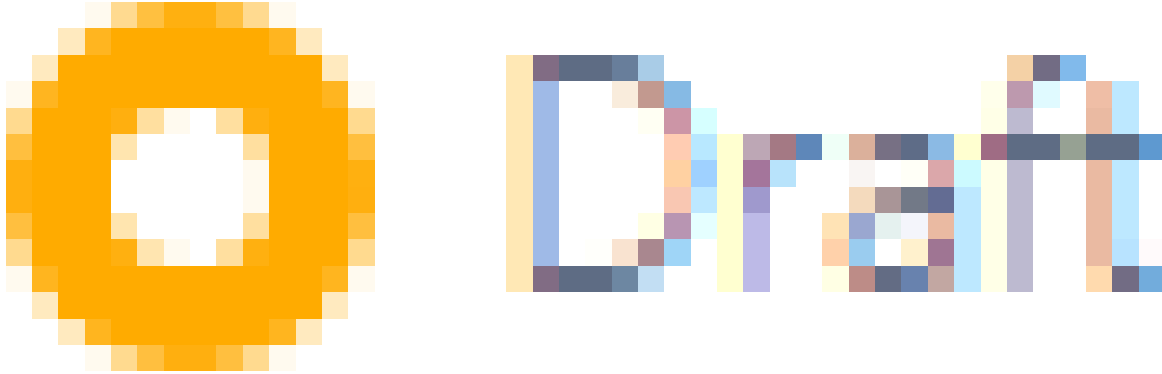
Press **Assign** and the approver(s) will receive a notification.

 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.



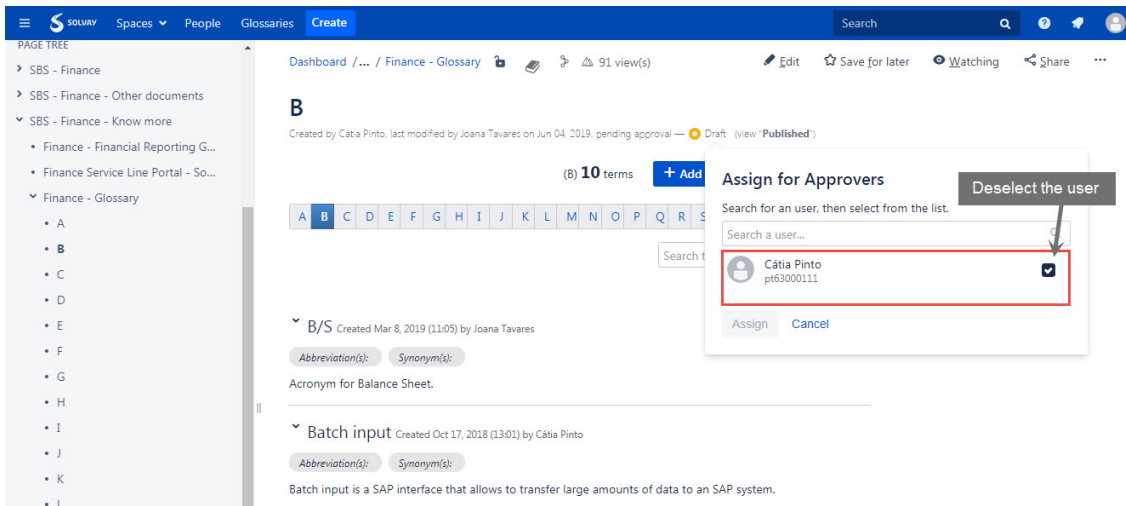
Click on



and then click on

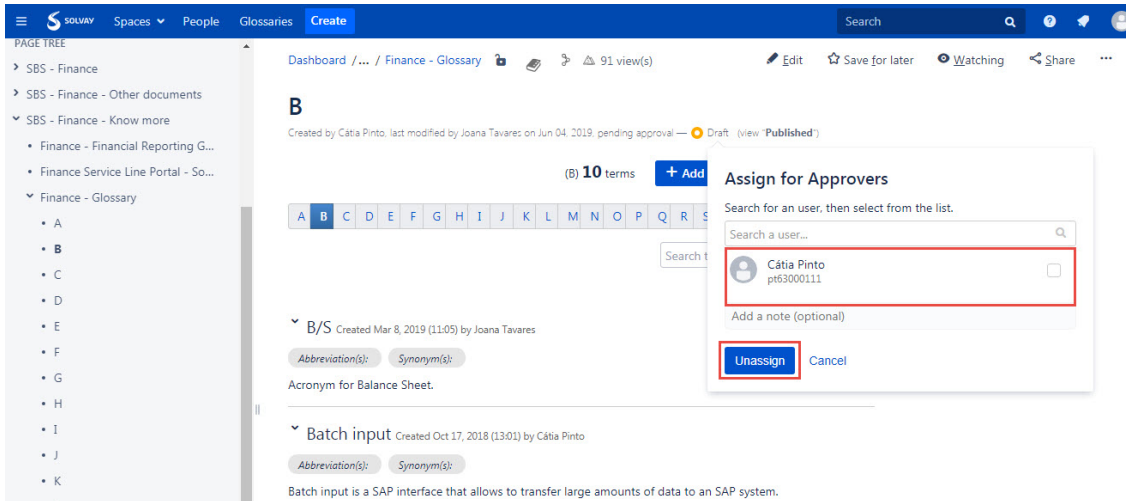
A screenshot of a SharePoint page. The page title is 'B/S' and it is in a 'Draft' state. The 'Approvers' panel is open, showing a list of reviewers. A red box highlights the 'Add reviewers' button. The page content includes a table with columns A through M, and two sections: 'B/S' and 'Bank Reconciliation'. The 'B/S' section is an acronym for 'Balance Sheet' and was created by Joana Tavares on Mar 8, 2019. The 'Bank Reconciliation' section was created by Tatiane Regina de Lima on Jun 28, 2019, and describes the comparison between bank and SAP records.

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



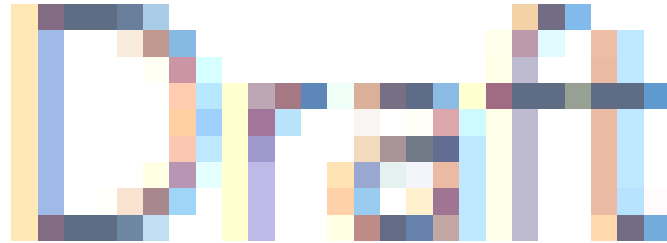
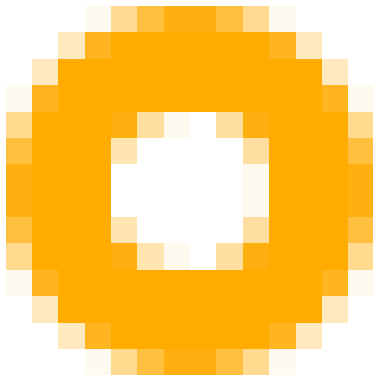
Then the option to unassign appears.

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.

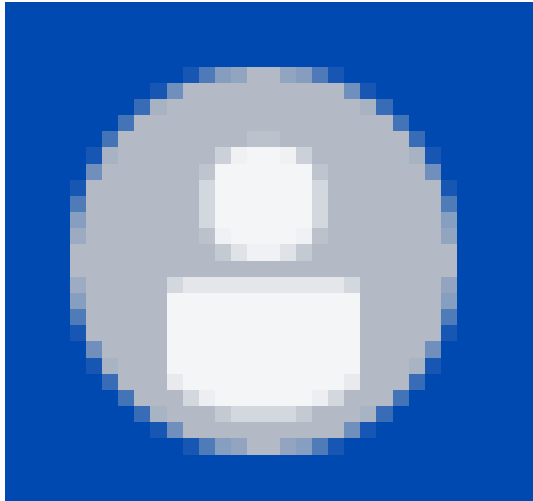


Click on
and then click on **Approve**.

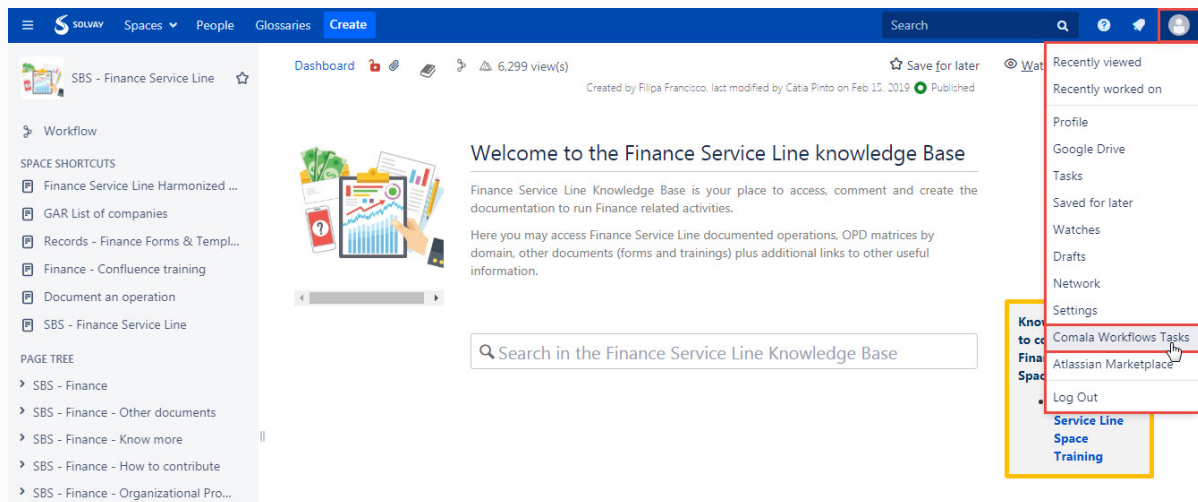
The screenshot shows the SAP Fiori 'Glossaries' application interface. The top navigation bar includes 'SAP', 'Spaces', 'People', 'Glossaries', and 'Create'. The main content area displays a glossary entry for 'B' (Balance Sheet) with a status of 'Draft' and a 'Draft' button highlighted in red. An 'Approvers' dialog box is open, showing 'Approve' and 'Reject' buttons, with 'Approve' highlighted in red. Below the dialog, the glossary entry details are visible, including the title 'B/S', creation date, and description: 'Acronym for Balance Sheet.' Another entry for 'Bank Reconciliation' is partially visible below.

i Tip

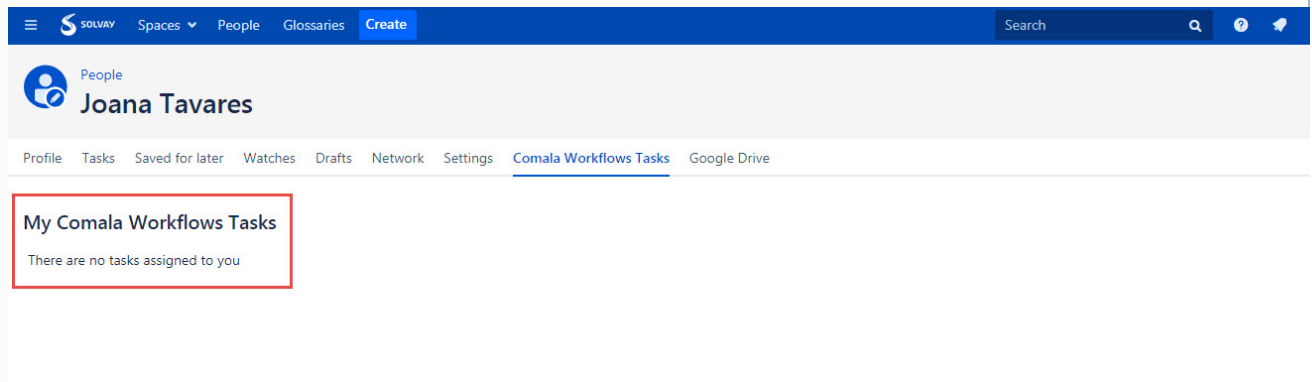
An user can check which pages have to approve.



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

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 <i>Approvers</i> 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 <i>Approvers</i> approval at 12:34 pm | |