

US - AP Accruals US Companies

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](#)

Domain: Country Accounting

Responsibility area: N/A

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Scope

 Unknown Attachment

ERP

 Unknown Attachment

Frequency

 Unknown Attachment

References

Forms

[AP Accruals US companies](#)

Attachments

[NAM Month End Accrual Report](#)

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1. Objective and Scope

1.1. Objective of this Operation

The objective of this procedure is to control and perform the reconciliation of the open amounts that are changed from one month to another on the Blanket PO's.

At month end, Purchasing Service Line will extract all the open items in their scope following [NAM Month End Accrual Report](#) and send to [CAM](#) for validation, noting in an Excel template which items to accrue.

For more in formations about the Purchasing Service Line part of the processes, please see the procedure mentioned before.

1.2. Scope

This procedure is applicable for the following companies:

- US
- Extendable to any company that use the blanket PO and have a need to accrue these items

2. Definitions

See Finance Glossary:

- [ERP](#)
- [PF1](#)
- [PO](#)
- [SBS](#)
- [CAM](#)

3. Tasks description

3.1. Responsibilities

CAM Responsibilities:

- To mark, in the file sent by Purchasing Service Line, the items to accrue and send to Finance Operations NAM;
- To inform Purchasing Service Line and Finance Operations NAM if any automatic rule to accrue, i.e. by amount, supplier or other condition.

SBS Responsibilities:

- Purchasing Service Line: to export the data and send the file [AP Accruals US companies](#) to [CAM](#) validation.
- Finance Operations NAM: to check and upload the data to [ERP PF1](#) based on [CAM](#) validation.

3.2. Periodicity

This procedure is done on D+1 after [CAM](#) validation.

3.3. I receive check and perform the post

3.3.1. I retrieve the data

The [CAM](#) will send the request by a ticket in Freshdesk to Finance Operation NAM. The [CAM](#) will insert an "x" in column "A" for each item they wish to accrue. Finance Operation NAM need to check if the formula `=IF(C1="X";ROW();"`) is in column B is copy to all lines:

B1		fx =IF(C1="X";ROW();"")				
A	B	C	D	E	F	
1		Accrue	CoCd	Doc. no.	Vendor	Vendor details
2			5782	7250578	2100960	AIRGAS SOUT
3			5782	7265572	2100960	AIRGAS SOUT
4			5782	7267351	2100960	AIRGAS SOUT
5			5782	7267337	2100960	AIRGAS SOUT
6			5782	7253608	2101762	AMETEK BRO
7			5782	7213471	2102474	UNITED PARC
8			5782	7268272	2103012	OCCUPATION
9	X		5782	7252252	2105525	UNIVAR USA
10	X		5782	7260004	2105525	UNIVAR USA
11	X		5782	7259982	2105525	UNIVAR USA
12	X		5782	7258476	2105525	UNIVAR USA
13	X		5782	7256470	2105525	UNIVAR USA
14	X		5782	7256474	2105525	UNIVAR USA
15			5782	7256506	2105525	UNIVAR USA
16	X		5782	7256489	2105525	UNIVAR USA
17	X		5782	7256491	2105525	UNIVAR USA
18	X		5782	7251460	2105525	UNIVAR USA

The account assignment will already be pre-populated, based on the PO information, the template will be automatically updated with the line marked with the "X", generating the posting file:

M	N	O	P	Q	R	S	T	U	V	W	X
Header Te	Co Code	Posting Ke	G/L account	Amount Doc cur	Amount Cr	Tax code	B.A.	Value date	CO Order	Cost center	WBS elem
BKPF-BK	BSEG-BU	BSEG-BS	BSEG-SAKNR	BSEG-WRBTR		BSEG-MW	BSEG-GS	BSEG-VA	BSEG-AUFNR	BSEG-KOSTL	BSEG-PR
Accrual		50	2729000000	29104,43							
		40	6470003710	27750,82						U516300201	
		40	6122040000	325,98						U517400209	
		40	6120005501	615,17						U516400301	
		40	6120005501	412,46						U516400301	
		40							FALSE	FALSE	FALSE
		40							FALSE	FALSE	FALSE

3.3.2. I check the information

Finance Operation NAM will check the posting file information:

1. Open the attached file and in the sheet "Posting File" and fill the field "Reference" with the case number:

Reference
BKPF-XBLNR
BO-

2. Change the date in "Doc Date", the cells in the right should be automatically changed:

Doc Date	Posting Date	Posting period
BKPF-BLDAT	BKPF-BUDAT	BKPF-MONAT
30062019	30062019	06

3. Check the field "Reversal reason", must be "5" and "reversal date" that must be the first day of the following month. Also the "Transaction code" and "Doc Type" must be "FBS1" and "S8" respectively:

Reversal reason	reversal date	Transaction code	Doc Type
BKPF-STGRD	BKPF-STODT	BKPF-TCODE	BKPF-BLART
05	01072019	FBS1	S8

In case of doubt, read the sheet "Instructions".

3.3.3. I post the file

After all the information were checked, this entry must be uploaded on [ERP PF1](#) through transaction "ZZF_POSTING_FILE", and the document number informed to the [CAM](#) accountant:

Company code	Contact Person
5782	CAM - Patrick McNulty
4290/3384	CAM - Betty Skweres
4045	CAM - Stephania Pierce

End of document.