

I perform the FI/COPA reconciliation of net result

Domain: Costing

Responsibility area: Ensure Costing Allocations

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 run the FI CO reconciliation report:
 - 3.2. I run the FI report "net result"
 - 3.3. I run the CO-PA report "net result"
 - 3.4. I compare both results
 - 3.5. I analyse the reason of the discrepancy and take the corresponding corrective action
 - Tasks to be completed when documenting an SAP Transaction, Report or Message code.
 - 1. Title of the page = SAP Transaction code, SAP Report or SAP Message
 - 2. Add the following Labels, respectively:
 - SAP Transaction => "sap_transaction", Transaction code "xxxx"
 - SAP Report => "sap_report"
 - SAP Message => "sap_msg"
 - 3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)
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 - 3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)
 - 3.6. I perform a direct CO-PA posting in PL (KE30), in case of impossibility to correct automatically the FI/COPA discrepancy
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 - 3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)
 - 3.7. I properly check the result of the posting

Scope



WW

ERP

PF2

WP2

Frequency



Month

References

- FS10N
- GR55
- KE30
- KE21N
- F.01

Forms

[FI COPA CONTROL.xlsm](#)

Attachments

*Previous OP << I perform the FI /COPA reconciliation of net result >>
Next OP*

1. Objective and Scope

1.1. Objective of this Operation

The goal of this operation is to guarantee that, at the end of each month, the results in FI match with the ones in COPA.

1.2. Scope

This procedure is applied to all companies WW.

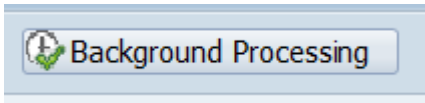
2. Definitions

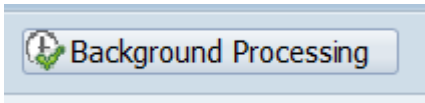
See [Finance - Glossary](#)

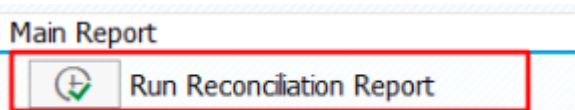
3. Tasks description

3.1. I run the FI CO reconciliation report:

Go to transaction ZCO_FICO_RCON. Update Company code, fiscal year and posting period:



Click on  and check its execution on transaction SM37.



Once it is done, click on

It will show FI and CO Net Results, their difference, and the possible sources:

Reconciliation Report

CoCode	Period	FI Acc.	CO Acc.	Net Difference	Cost	Cost	W&S	W&S	Under	Rel.	COGS	Diff	FW&S	FW&S	Diff	Unexp.	Diff	FI	CO	Scals	Diff	Frigh	Diff	VE	Var	Diff	VE	Reval	E	Var	Diff	FC	Reval	Inv	W&S
ZERE	046.2020	34,517,492.54	34,517,302.47	9.79	10,061.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,061.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

A detailed guide is in the link https://docs.google.com/presentation/d/1OxH84TKYZeXuh7KBikd_3XHkRDv-HtLL7ghPjShnJZU/edit#slide=id.p1.

How to eliminate the differences is indicated in 3.6 below.

If necessary, you may do the detailed analysis described in 3.2 to 3.5

3.2. I run the FI report "net result"

Go to transaction FS10N. Update the company code, the year, and check the result for all BS 98* accounts:

G/L Account Balance Display

Activate worklist

G/L account	
Company code	8485
Fiscal year	2019
Business area	

Multiple Selection for G/L account

Select Single Values | Select Ranges (1) | Excl

O..	Lower limit	Upper limit
	98000000	98999999

Account number	98000000		
To	98999999	Intra-company BAAN	
Company code	8485	SOLVAY SOLUTIONS ESPANA	
Business area			
Fiscal year	2019		
All documents in currency	*	Display currency	EUR

Period	Debit	Credit	Balance	Cumulative balance
Balance Carryf...				
1	64.276.755,60	64.248.610,88	28.144,72	28.144,72
2	47.478.860,76	47.267.812,30	211.048,46	239.193,18
3	48.154.275,70	48.642.030,88	487.755,18-	248.562,00-
4	48.949.394,19	49.093.830,46	144.436,27-	392.998,27-

Go to transaction GR55, report Z4F1. Update the company code, the period, and check the result in heading L12000:

Lead column	Cumul 2
** ZFC-L12000 Profit/Loss for the period	-27.988.136,82

3.3. I run the CO-PA report "net result"

Go to transaction KE30, report ZZZ-SOLV00. Update the company code, the period, and check the result in the Net Result:

P&L Lines	Period	Year
VVM65 Def.withhold.tax R73210	0,00	0,00
VVDO1 Gains-losses DO R85100	0,00	0,00
VVN20 Minority Interes R76000	0,00	0,00
Net Result	27.986.693,69	27.986.693,69

Go to transaction KE30, report ZZZ-SOLV00. Update the company code, the period, and check the result in the Net Result:

ZZZ-SOLV00 Company 8485 SOLVAY SOLUTIONS ESP			
IFRS Periods/Year			
From period	1	Fiscal year	2019
To period	4		
*		Not assigned	
Company Code 8485 SOLVAY SOLUTIONS ESP			
Navigation			
Customer	▲		
Product	•		
Division	•		
Distr. Channel	▼		
P&L Lines	Period	Year	
Net Result	392.998,35	392.998,35	
EBITDA	1.031.593,81	1.031.593,81	
REBITDA	1.031.593,81	1.031.593,81	

3.4. I compare both results

Both amounts must match. If it is not year closing, and the total difference is below 3K local currency, nothing must be done during closing ((Implemented in July /2022 under controller validation reduction - Everyday Close Project)), but must be left to adjust during the rest of the month (before next closing). Else, the actions below must be done during closing.

3.5. I analyse the reason of the discrepancy and take the corresponding corrective action

STEP 1

Display cost centers

Execute report group: Initial Screen

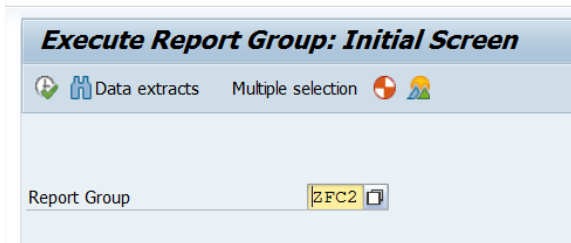
To check if cost centers are balanced, use a cost centers report with transaction **GR55** :

Standard SAP reports that can be used in both systems:

- **1SHK** (= S_ALR_87013615)
- **1SIP** (= S_ALR_87013611)
- S_ALR_87013635

In PF1 you can use the following reports inside GR55:

- **ZFC2**
- **ZIAB**



Reports 1SHK, 1SIP and transaction S_ALR_87013635: Selection

STEP 2

Enter

1. Controlling area

2. Fiscal year
3. Period
4. Plan version (usually 0)
5. Cost center group or value (to check all the CCTs from certain company in PF1 please choose "CC-xxxx" and in WP1 please choose "xxxx", being xxxx0company code)
6. Cost element group (the standard group is ZRCS-FC) or or value, or leave blank
7. Value type = 4 Actual



and Execute

Cost Centers: Breakdown by Partner: Selection

Data Source...

Selection values

Controlling Area: CHEF
 Fiscal Year: 2018
 From Period: 1
 To Period: 12
 Plan Version: 0

Select Groups/Values

Cost Center Group: CC-4056
 Or value(s):
 Cost Element Group:
 Or value(s):

Report ZFC2 and ZIAB: Selection

Charg / décharg CC: Selection

Data Source...

Selection values

Fiscal Year: 2018
 Value Type: 4
 From Period: 1
 To Period: 12

Select groups

Cost Center Group: CC-4056
 Or value(s):
 Cost Element Group:
 Or value(s):

STEP 3

Check that Over/Under-absorption is equal to zero

1. Must be balanced after KSU5, KSV5 or KEU5
2. Must be balanced after KSUB (Budget Cycle)

Reports 1SHK and 1SIP

Breakdown by Partner Date: 15

Cost Center/Group: CC-4056 all cc's
 Person responsible: *
 Reporting period: 1 to 12 2018

Cost Elements/Partner Object	Act. Costs
* 9806029001 RECH - (Depreciation)	2.785,42-
* 9806500001 DEMAR	289.348,43-
* 9807500001 DEMOL	727.543,71-
* 9808500001 OPDIV	211.622,52
* 9810600001 PREDR Recovery plans	30.711,00-
* 9811000001 CPPIN	380.857,95-
* 9813300001 CAPR	3.461.673,30-
* 9813302001 CAPR-HSE	225.214,58-
* 9813600001 INTCF	601.332,42
* 9813700001 FACR	23.945.731,34-
* 9814100001 CCHA	95,45-
* 9814400001 Borrowing charges	232.710,20-
* 9815000001 AREX	5.708.974,67-
* 9815300001 ITYXRA	1.615,50-
* 9815500001 DEFTXA	2.699.502,34-
* 9816100001 RVCF	3.000,00
* 9816600001 R45100 Restruct exp	439.750,00-
* 9819400001 RQCO	83.980.954,35-
* 9820800001 RCONV	9.724,60-
* 9880000011 Generic costs	79.320,00
* 1805100001 FCOMT Depr-Local Adj	
** Credit	692.105.843,56- 1
*** Over/Underabsorption	

Report ZFC2 = ZIAB

From Period: 1 To Period: 12 2018

From Period	To Period	\$ZFC2##ZFC2DF	\$ZFC2##ZFC2DF	\$ZFC2##ZFC2DF	\$ZFC2##ZFC2DF
4056_BB		232476002,59	232476002,59-		
4056_BIA		7.193,66	7.193,66-		
4056_BN		842.183,15	842.183,15-		
4056_BO		22485.752,00	22485.752,00-		
4056_RB		299303876,01	299303876,01-		
AUDIT FEE		68.439,03	68.439,03-		
GBU COSTS		12537.488,32	12537.488,32-		
GBU COSTS		2.399.864,00	2.399.864,00-		
GROUP SERVICES		24639.462,85	24639.462,85-		
TAB19 Accrual Engine		2.146.964,00	2.146.964,00-		
Insurance Procedure Accrual Engine		1.575.623,21	1.575.623,21-		
PIVOT CC		4.147.963,72	4.147.963,72-		
SOLVAY CHEM DE - Technical CC		174.765,36	174.765,36-		
S_4056		594509650,46	594509650,46-		
SOLVAY SODA DEUTSCHL		97596.193,10	97596.193,10-		
all cc's SOLVAY CHEM (DE)		692105843,56	692105843,56-		



Which cost centers must be balanced at the end of the month ?

- In PF1 :
 - All organizational cost centers = group of cost centers E_cccc
 - All reporting cost centers = group of cost centers cccc
 - All cost centers = group of cost centers CC-cccc
- In WP1 : All cost centers excluding technical cost centers (group CCCC-NA & CCCC-UNL)



Column Delta in Report ZIAB

All lines in Column Delta need to be equal to zero.

STEP 1

To check if internal orders or PM orders are settled, use the report **S_ALR_87013127**



Look for a variant with

The screenshot shows the 'Order Selection' report configuration in SAP. It includes fields for Plant, Material Number, and Order Type. Below these are sections for 'Results Analysis Data for Determination of Key Figures' (From Period: 2 | 1900, To Period: 9 | 2015), 'Status Selection' (Profile for Orders), and 'Settings for Results List' (Layout: /QTYLIMIT QUANTITY LIMIT CHECK).

STEP 2

Double click on the variant you want

or select it and click on




ABAP: Variant Directory of Program RKKBALV1

Variant name	Short Description	Environment; Protected	Changed by	Last Changed on
3S-5978-CO D+1	3S-5978-CO DW D+1	A	PT300090	11.11.2012
3S-5978-CO DW	3S-5978-CO DW	A	PT300090	11.11.2012
3S-5978-CO ORD	3S-5978-CO ORD	A	PT400084	11.11.2012
3S-5978-CO-CHK	3S-5978-CO-CHK SCMA	A	PT400083	26.05.2010
3S-5978-PM	3S-5978-PM	A	PT63001747	02.03.2012
3S-5978-PM D+1	3S-5978-PM DW D+1	A	PT300090	11.11.2012
3S-5978-PM DW	3S-5978-PM DW	A	PT300090	11.11.2012
3S-5978-PM ORD	3S-5978-PM ORD	A	PT400084	11.11.2012
3S-5978-PM-CHK	3S-5978-PM-CHK SCMA	A	PT400083	26.05.2010
3S-5983CO DW	3S-5983CO DW	A	PT300224	21.12.2010
3S-5983COCHECK	3S-5983COCHECK SCMA	A	PT300178	18.01.2013
3S-5985-CO	3S-5985-CO	A		
3S-5985-PM	3S-5985-PM	A		
3S-6070-CO	3S-6070-CO	A		
3S-6233-CO	3S-6233-CO	A	PT300090	21.01.2012
3S-6233-CROCO	3S-6233-CROCO	A		
3S-6234-CO	3S-6234-CO	A	PT300090	21.01.2012
3S-6234-CROCO	3S-6234-CROCO	A		

STEP 3

Check the period

and execute 

Order Selection

Define Exception... Classification... Extracts...

Plant: to

Material Number: to

Order Type: to

Order: to

External order no.: to

Description: to

Order category: to

Results Analysis Data for Determination of Key Figures

From Period: 2015

To Period: 2015

Valuation View:

Target Cost Version: 0

RA Version: 0

Default Values for Currency

Controlling Area Currency

Company Code Cur./Object Cur.

Status Selection

Profile for Orders:

Profile for order headr:

Profile for order item:

Joint Production

With Joint Production Orders

Only Joint Production Orders

No Joint Production Orders

If the list does not display any order, or if the total act. costs is zero, it means that all orders were settled.

Order Selection: Results List

Values in Controlling Area Currency EUR Euro

Current Data

Order	Actual cost debit	Act.cost credit	Total act.costs

STEP 1

To check if WBS orders are settled, use the report **Z1K_SOLDE_WBS**

Look for a variant with 

CO WBS: check solde


WBS Element:

Fiscal Year: 2015

Period: 1 to 12

STEP 2

Double click on the variant you want

or select it and click on 

Variant name	Short Description	Environment	Protected	Changed by	Last Changed on
0134 BR WBS	0134 BR WBS	A			
0143 WBS	0143 WBS	A			
0210 - WBS INV		A			
0210 - WBS SAL	0210 - WBS SAL - 2009	A		IT03615	04.03.2011
0210_WBS_WEEK	0210_WBS_WEEK	A			
0212_CO_PSP		A			
0270/1083/5916	0270/1083/5916	A		IT84421	04.08.2015
0279 WBS		A			
0279_WBS_M	0279_WBS_M	A		PT63000148	21.07.2009
0294	0294	A		PT300168	05.02.2009
0309 BR WBS	0309 BR WBS	A		BR006207	19.09.2013
0345_WBS_WEEK	0345_WBS_WEEK	A			
0360_WBS	0360_WBS CHECK	A			
0366_WBS CHECK1	0366_WBS CHECK D+1	A		PT300057	30.11.2011
0366_WBS CHECK	0366_WBS CHECK D-1	A		PT300231	23.11.2011
0861-WBS DW	0861-WBS DW	A			
0974_WBS	0974_WBS	A		TH40036	04.03.2012
0974_WBS D+1	0974_WBS Check D+1	A		TH40087	14.07.2015

STEP 3

Enter the period

and execute

When the report doesn't display a value in the column 'solde' the WBS elements are completely settled in the selected period.

WBS Element: to

Fiscal Year: to

Period: to

Example of a WBS element that is not balanced

year	nro objet	code OTP	SOLDE	coût	répartition	Dev libelle	OTP
2015		CF					

year	nro objet	code OTP	SOLDE	coût	répartition	Dev libelle	OTP
2016	PR88288331	MSB-M00802.AH.56-01	5.400,00	5.400,00	0,00	EUR ILLUMINAZIONE 01 SICUREZZA	
2016	PR88326519	MSB-M10087.AE.21-01	7.700,00	7.700,00	0,00	EUR POMP.A. PIZZO 1	
2016	PR88342352	MSB-M10084.AH.28-01	299,00	299,00	0,00	EUR TRANSPALLET MANUALE 2000 Kg	
Solde total en devise:			EUR	13.407,00			

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message

2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction", Transaction code "xxxx"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

Go to transaction **Z1K_RECONCILIATION**, and select the Default variant (it's important to use this variant and not create different ones, because IS is constantly updating it with more details that might be useful):

Variant name	Short Description
DEFAULT	Default Variant SPS COGS Check
DEF_COGS_BACKUP	Check and backup for...

Z1K_RECONCILIATION - Reconciliation of Cost of Goods Sold: Initial Screen

After choosing the variant and adding the company code, it's important to press "Enter" so that you have both periods with the same information:

Operating concern	FO01
Company Code	0270
Calendar year / month	02.2018
Posting Period	1 2018

STEP 2

After running the report you'll have 3 columns:

- Amount in FI
- Amount in COPA
- Tip: for bigger companies, it might be helpful to make a filter in column "difference" excluding the range -1 to 1:

Select: Difference FI-PA 1,00 to 1,00

Materi	Plant	FI Amount in LC	Difference Kind	PA Amount D
15366		1.768,70		1.768,70
16654		7.749,60		7.749,60
19021		15.301,21		15.301,21
20424		103.361,30		103.361,30
20425		34.095,40		34.095,40
23794		11.992,86		11.992,86
23796		6.968,74		6.968,74
25930		849,53		849,53
30156		1.003.095,90		1.003.095,90
31851		126.654,97		126.654,97
31859		2.524,94		2.524,94
31867		306.069,77		306.097,66
31874		31.630,44		31.630,44
32490		2.110,08		2.110,08
35028		70.908,03		70.908,03
35029		81.575,27		81.675,96
35030		6.150,78		6.150,78

How to analyze and correct COGS differences: [click here](#).

All postings done directly in COPA should be avoided. If possible, all necessary corrections must be done in the original CO object.

Anyway, several times it's necessary to make these postings, and therefore we need to guarantee that the total impact in PL of those postings is 0 (or that they were posted to correct already some discrepancy coming from FI - example: from Z1K_Reconciliation).

Go to KE24 and search for manual postings (record type = Z):

Selection Conditions

Currency type	10	to	
Record type	Z	to	
Period/year	002.2018	to	
Document number		to	
Date created		to	
Reference document number		to	
Entered by		to	
Sender cost center		to	
Cost element		to	
CO order		to	
Sales order		to	
Company code	0270	to	
Customer		to	
Product		to	
Billing date		to	

All postings that we find should have a total amount 0:

- In the same value field - transfer of characteristic (profit center, product, customer, etc)

- In different value fields - transfer of value field (example below)

CoCd	R	Doc. no.	Plant	BusA	Profit Center	BU	Σ	INT Internal Sales	Σ	B10 Sales Correction	Σ	I55 Others op G&L ex
0270	Z	28901299	BU26	7360	F3633XXXIA	PEROX		33.020,31		0,00		0,00
0270	Z	29008694	ROAV	7470	F475BHXXI2	SDERI		0,00		260.838,48-		260.838,48
0270	Z	29134581	BU26	7360	F3633XXXIA	PEROX		33.020,31-		0,00		0,00
								0,00		260.838,48-		260.838,48

Several times we are facing manual postings done without any CO Object. This generates differences FI/COPA, so we need to identify them and correct them.

In order to do it, go to transaction SQ00.

Select Environment- Query Areas, and then select the Standard Area.

Then select the User Group "FI_3S_CTB" and run Query "Z_FI_DOC", selecting the company and the period:

Check GL posting without A cost object

Company code	5835	to		
Document Number		to		
Fiscal Year	2019	to		

General selections

Posting date	01.11.2019	to	30.11.2019	
--------------	------------	----	------------	--

After executing you will have all items posted in the respective company without any CO Object (if any), and that most probably will be generating the FI/COPA differences.

Check GL posting without A cost object

CoCd	DocumentNo	G/L	Doc. Type	Year	Pstng Date	Document Header Text	Prof. Seg.	Cost Ctr	WBS Element	Trs	Order	Amount in LC	Text
5835	5010100966	6098010100	S1	2019	01.11.2019		0000000000					104,99-	
5835	5010101120		S1	2019	30.11.2019		0000000000					104,99	
												-	0,00
												-	0,00

1) Check on CHEF_DUMMY

- How to check:
 - KE24 with variant SPS_001 -> just need to add the relevant company codes
 - KE30 ZZZ-SOLV00 report -> check P&L lines with CHEF_DUMMY PrCtr
- Goal:
 - CHEF_DUMMY PrCtr needs to have balance 0 in all value fields end of the month. Take into account that the original posting and corrections may be done with different posting dates.
- To reduce the number of future cases we should identify the reason for the CHEF_DUMMY PrCtr assignment. Most of the times it is due to missing PrCtr in the material master data (view General Plant Data / Storage 2 OR Costing1), so in this case it's necessary to address the topic to SU MAC (giving the material/plant/missing profit center) so that we can update the material master data.

2) Check on Activity1

- How to check:
 - KE24 with variant SPS_002 -> just need to add the relevant company codes
 - KE30 ZZZ-SOLV00 report -> check P&L lines with empty Activity1(mkt)
- Goal:
 - All headings requiring Activity1 detail must have balance 0 at the end of the month. Take into account that the original posting and corrections may be done with different posting dates. [These headings can be found here.](#)
- To reduce the number of future cases you should identify the reason for which Activity1 was not determined. Most of the times it is due to:

- Posting in COPA together with a common Cctr because the posting involves a G/L account defined in the FI PA transfer structure (cost element group XCS-FIPA)
 - You should decide either if you want to keep the Cctr or the COPA posting but not both and reclassify the posting.
 - If Cctr -> another G/L account should be used
 - If CO-PA -> remove the Cctr and include the basic CO-PA axes: material and plant -> PrCtr should be derived from the material
 - Soon we'll set a substitution in the system to eliminate these cases.
- Common PrCtr (Cxxx) assigned to the material. Actions:
 - Correct the material master data and PrCtr assignment (view General Plant Data / Storage 2 OR Costing1)
 - Reclassify the posting:
 - Manually KE21N (cancel original CO-PA doc + create manual document taking the original one as reference and update the PrCtr)

3) Check on D4X and E4X

- Goal of these Value Fields:
 - Used only in Purchases of Materials with Moving Average Price. If the material is managed at Standard Price, the price difference will be rolled-up with Material Ledger.
 - Whenever an operation affects the purchase price of the material subsequently to its consumption, the price variance will be allocated proportionally to the existing stock and P&L (using these Values Fields).

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message


2. Add the following Labels, respectively:


- SAP Transaction => "sap_transaction", Transaction code "xxxx"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)



STEP 1

Use transaction code:





 S_ALR_87013635 - Check balance of Cost Centers in 2 currencies: Initial Screen

1. Enter the analysis parameters, with "0" for the Plan version.
2. Enter the cost center group.
3. Execute 

Area: Actual/plan 2 currencies: Selection

  Data Source...

Selection values	
Controlling Area	Z006
Fiscal Year	2014
From Period	11
To Period	11
Plan Version	0

Select Groups/Values	
Cost Center Group	8485 
Or value(s)	_____ to _____ 
Cost Element Group	_____ to _____ 
Or value(s)	_____ to _____ 

STEP 2

Only statistical cost centers XXXX-9201 and XXXX-9200 can remain with values at period end. Other cost centers must be balanced.

Act/Plan 2 Currencies		Date.
Cost center/group:	8485 Rhodia Iberia	
Reporting period:	11 to 11 2013	

Cost Centers/Cost Elements	Act COCur	Actual in ObjCur
* 8485-9408 Impuesto / Benefi		
* 8485-9405 P&G Gasbia		
* 7673-9200 Cost of goods sol	175.109,97- EUR	175.109,97- EUR
* 7673-9201 Production varian	89.062,37 EUR	89.062,37 EUR
* 8485-9200 Costo Ventas esta		
* 7673-9000 Purchase control		
* 8485-9015 Ctrl Stock Transi		
* 8485-8300 Otros costes oper		

All Orders in KOC4 must be balanced

Table of Contents

OBJECTIVE AND SCOPE

Objective of this Procedure

This document's objective is to provide a guide to ZPRC, ZMAT (raw and manufactured), ZVER, ZERS, ZUNB material master data management for GBU Technology Solutions.

Material Master Data management process includes creation and modification of the material, its inactivation and flagging for deletion, and reactivation if needed, as well as mass modification.

Creation of Basic Data, Classification, Sales, Foreign Trade, Purchasing, General Plant Storage, Warehouse Management and Label Data Views will be presented in this procedure. Management of MRP, Work Scheduling, Quality Management, Accounting and Costing Views is being performed by Process Teams. Accounting and Costing views are created by Riga Data Operations when extending materials to Trading Plants. For Sample codes Riga Data Operations is creating all necessary views.

Requests of Composite Materials Material Master creation or maintenance should be submitted via Sharepoint platform which will send out an automatic FreshDesk ticket to Data Team within which the material maintenance should be done.

The referral lists mentioned in this procedure, such as Material Groups, Purchasing Groups and Profit Center List are embedded in Sharepoint platform already.

Scope

Under Riga Data Operations scope is the management of ZPRC, ZMAT (raw and manufactured), ZVER, ZERS, ZBOM, ZUNB and PIR Material master data management for GBU Composite Materials (Legacy Cytec organization). Riga Data Operations can create and extend ZDIE materials if requested so by Finance.

Material Type	Description	Division
ZPRC	Commercial Products	N/A
ZMAT	Finished Goods Semi-finished Goods Raw Materials	Multiple Multiple KV
ZVER	Packaging	WD
ZUNB	Stocked and non-valuated materials	WD (for packaging)
ZDIE	Services	Multiple
PIR	Purchase Info Record	
ZERS	Industrial supplies	
ZBOM	Phantom assemblies	

Abbreviations

Abbr.	Description	Abbr.	Description
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RCS	Rhodia Core System	SBS	Solvay Business Services
ZDIE	Service	UoM	Unit of Measure
ZMAT	Finished product, semi-finished product, raw material	HSE	Health, Safety and Environment
ZPRC	Commercial Product	MSDS	Material Safety Data Sheet
ZUNB	Stocked and not valuated material	MRP	Material Resource Planning
ZVER	Packaging	DG	Dangerous goods
DGL	Data Governance Lead		

Roles and responsibilities

ZMAT setup can be performed only once both ZPRC code and MSDS are available.

Prior to submitting a new ZMAT request, it is the requester's responsibility to ensure the material does not exist in SAP already, so no duplicates are created in the system. If the material was not found, the TS SAP Material request form or Composite Materials Sharepoint must be filled and submitted to Data Operations for material master setup in SAP. A second search in the system is performed by the Data Management team to ensure no duplicates are created.

STANDARD OPERATING PROCEDURE DESCRIPTION

Creation of material in RCS

Pre-requisites

Prior to material creation in the system search is performed by the Data Operations team to ensure no duplicates are created.

- Use the transaction **MM03** to access display material view

? Unknown Attachment

- Press multiple choice button to receive pop-up window with search options for material master.
- Click on

? Unknown Attachment

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to open the menu

- Select the option 'Material Number/Material Description' and/or 'Materials by Commercial Product (PRCOM)'

- Run a search in Material Description
- Use Wildcards to best describe
- Open the material request form, copy the short text from the requested material and run a search in Material description with wildcards.
- Hit Enter

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- Verify entries found – compare results with the material's "short description" mentioned in the request form. If you have doubts about the material already created, contact the Requester to clarify.
- If result points to

? Unknown Attachment

? Unknown Attachment

or if the Requester mentions

a new article need to be created then proceed with the creation.

Creation of ZMAT - Manufactured Material

Use **MM01** transaction to create material

Main activities	Key points
Industry Sector	Always choose " Chemical Industry "
Material Type	Select the material type indicated in the request form
Copy from... Material	Option to copy data from an existing material can be useful in some cases.
Hit Enter	

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Main activities	Key points
Select Views to be created:	<p>NOTE! Please notify Michael Wilson and William Weddle for any materials created or extended to plant 8712 and 8636.</p> <p>NOTE! Warehouse Management 1 & 2 Views to be created and warehouse number added (in brackets) for warehouse managed plants only: 8520 (077), 8521 (054), 8636 (039) – by default; 8359 - only if requested.</p> <p>*Reactor level Materials* need Basic Data 1 & 2, Classification, Sales: General /Plant Data, General Plant Data/Storage 1 & 2. Sales Org. not to be filled!</p> <p>*Intermediates* should be created as Finished Products and can be opened to sales organization 1 and 2 views if requested by the product manager. How to identify: if in the description there is "INTERMEDIATE", however we could have exceptions and they should be confirmed with the Product Manager.</p> <p>For Trading Plants listed below Classification, Accounting, Costing Views have to be created. Views are completed in the same way as for CMC Samples except the Planning views (MRP 1-4).</p> <ul style="list-style-type: none"> • 8570 (Co. Cd. 7008) • 8572 (Co. Cd. 7723) • 8575 (Co. Cd. 7752) • 8580 (Co. Cd. 7794) • 8574 (Co. Cd. 7734)

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? Unknown Attachment

- Basic Data 1 (General data)
- Basic Data 2 (General data)
- Classification (General data)
- Sales organization views
 - Sales: Sales Org. Data 1
 - Sales: Sales Org. Data 2
- Plant data views
 - Sales: General /Plant Data
 - Foreign Trade: Export Data
 - Purchasing
 - General Plant Data Storage 1
 - General Plant Data Storage 2
- Warehouse level
 - Warehouse Management 1
 - Warehouse Management 1
- Label data (General data view)

Hit Enter	
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 **Tip!**
Use Default Setting button to save your selections for future creations

Main activities	Key Points
Fill in Organizational Levels	<ul style="list-style-type: none"> • Plant: Fill Plant as indicated in the request form • Storage location: Extend to Storage Location when there is only option per plant (Storage location number is the same as plant number). If there is more than one option, leave it blank. • Sales Organization and Distribution Channel as indicated in request form. <ul style="list-style-type: none"> ◦ Warehouse: only for specific plants listed above
Hit Enter	

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- [Basic data 1](#)
- [Basic data text](#)
- [Descriptions](#)
- [Units of measure](#)
- [Inspection text](#)
- [Basic Data 2](#)
- [Classification -Batch](#)
- [Classification -Material class](#)
- [Sales: sales org. 1](#)
- [Sales: sales org. 2](#)
- [Sales: general/plant](#)
- [Foreign trade export](#)
- [Purchasing](#)
- [Plant data / stor. 1](#)
- [Plant data / stor. 2](#)
- [Warehouse mgmt 1](#)
- [Warehouse mgmt 2](#)
- [Quality Management](#)
- [Label Data](#)
- [Labeling Specification](#)
- [Completing the material](#)

Basic data 1

Main activities	Key points
Material Description	<p>Check the request form for "SHORT DESCRIPTION"</p> <div style="border: 1px solid yellow; padding: 5px; margin-top: 10px;">  The description should be always in Upper case 40 Characters max. </div>
Base Unit of Measure	Always KG
Material Group	Finished goods, SF goods – 0450
Old Material Number	Populate the BPCS if provided
Division	Check the request form
General Item Category Group	Already pre-filled ZMAT – NORM
Gross Weight	<p>Proportion of Gross weight to Net weight (Net = 1)</p> <p>e.g. 25 KG Gross and 20 KG Net => 1.25 Gross and 1 Net in SAP</p>

Net Weight	Always 1
UoM for Weight	Always KG
Volume	Check the request form If blank in the form, leave the field blank
UoM for Volume	Entered only when Volume provided Always CD3
Matl Grp Pack. Matls (Packaging Group)	Check the request form 0005 - for packed materials 0001 - for Bulk and Reactor level
Go to Basic Data Text tab by pressing Basic Data Text button	Basic data text tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.

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Basic data text

Main activities	Key points
Basic data text	<p>Enter Basic data text – description from ZPRC code</p> <p>? Unknown Attachment</p> <p>Use ? Unknown Attachment button to add languages. Copy English text to all other languages:</p> <p>? Unknown Attachment</p> <p>12 mandatory languages are: 1 – Chinese (EN!) E – English F – French D – German I – Italian J – Japanese 3 – Korean L – Polish P – Portuguese S – Spanish & – Brazilian Portuguese N – Dutch</p>
Go to Description s tab	From Basic Data View Descriptions tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.

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Descriptions

Main activities	Key points

Material descriptions in local languages	12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch
Go to Units of measure tab	From Basic Data View Units of Measure tab can be accessed by pressing Additional Data button in the top part of screen as well. Tabs in Additional Data can be filled in any sequence.

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Units of measure

Main activities	Key points
Enter Alternate Units of Measure conversions	Fixed conversion 11023 LB <-> 5000 KG
Enter conversion of Stock keeping UoM to Base UoM	Check the request form
Enter quantity of Stock keeping UoM in Pallet	Check the request form Use fields for Lower-level Unit entry to indicate number of packages in Pallet at the very end of the line. NOTE! Do not enter a PAL UOM for Totes (IBC) or when not provided (special cases for Cylinders and Big Bag as sometimes they do not require pallet).
Enter any additional conversion if requested	Check the request form
Return to Main Data	

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Inspection text

Main activities	Key points

Inspection text	<p>If in the material form the transportation group is Isothermal:</p> <p>0002 Isothermal pack 0006 Isothermal bulk 0013 Isotherm.Liq.Haz.Pac 0016 Isothermal Liq. Bulk</p> <p>The inspection interval must be provided by the Product Manager and added to the material master</p> <p>12 mandatory languages are: EN – English Z9 – Brazilian Portuguese ZH – Chinese KO – Korean DE – German FR – French IT – Italian JA – Japanese PL – Polish PT – Portuguese ES – Spanish NL – Dutch</p>
Additional information	<p>The statement the protect from freeze information is taken from Sec 7 of the SDS:</p> <p>? Unknown Attachment</p>
Return to Main Data	

? Unknown Attachment

Basic data 2

Main activities	Key points
Go to Basic data 2 view	
Basic material (related ZPRC Code)	Check the request form Mandatory field! No additional characters are allowed (for example space or special characters)
Dangerous Goods indicator profile	ZIP (DG Classification in progress) for all materials at the moment of material creation
Tick Environmentally relevant	Mandatory for all Finished and semi-finished goods
Go to Classification view	

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Classification - Batch


Main activities	Key points
Select "Batch" type of Classification	
Enter Class	016 – Composite Materials

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Classification - Material class

Main activities	Key points
Class	Default value - Z_CM_MAT
Copy all the values provided in the form in "Classification" tab	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>? Unknown Attachment</p> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <p> All the green fields in the template are mandatory!</p> </div>
Press Next screen button to move to next selected view	


 If requester adds new value in the template for classification, we should send to Lisa Wohnlich (lisa.wohlich@solvay.com) for approval

? Unknown Attachment



Sales: sales org. 1


Main activities	Key points
X-distr. chain status	Status 63 is to be set at the moment of material creation to allow use of material in operations
Valid from date for X-distr.chain status	Date of creation or extension Format: DD.MM.YYYY
Delivering Plant	Check the request form Used for Heanor plant. Check the template.
Maintain Tax classifications	System will automatically determine which Countries' tax lines should be added Always 1 for all countries unless otherwise indicated by Finance or Tax department

Min. order qty.	Used for Heanor plant. Check the template.
Delivery unit	Used for Heanor plant. Check the template.
Unit of measure of delivery unit	Used for Heanor plant. Check the template.
Rounding Profile	Used for Heanor plant. When delivery unit is populated - Default value Z000
Go to Sales: sales org. 2 view	

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Sales: sales org. 2

Main activities	Key points
Material statistics group	Always 1
Account assignment group	Check the request form
Item category group	Check the request form  ZMAT – ZMAN in SAP
Material group 2	If informed in the template and the Matl Grp Pack.Matls is 0005 Enter K IT If the Matl Grp Pack.Matls is 0007 , leave the field blank 
Go to Sales: general /plant view	

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Sales: general/plant


Main activities	Key points
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Material freight group	<p>Check the request form For finished products extension contact Frank Valendor to confirm the material freight group.</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">  This information is mandatory! Responsible: Frank Valendo </div>
Availability check	<p>Default ZD Heanor T4</p>
Batch Management	<p>Always checked</p>
Transportation Group	<p>Check the request form</p> <div style="border: 1px solid orange; padding: 5px; margin-top: 10px;">  This information is Global data, if there is a request to update this field Frank Valendo should be notified </div>
Loading Group	<p>Check the request form</p>
Profit Center	<p>Check the request form</p>
Go to Foreign trade export view	


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Foreign trade export

Main activities	Key points
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Comm. /imp. code no.	<p>Is NOT to be entered at the time of material creation – it will be loaded by responsible team</p> <p>Responsible for commodity code janice.sarmiento@solvay.com</p>
Country of origin	<p>Check the request form</p> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">  Mandatory information! If not provided in the form, ask the requester </div>
Go to Purchasing view	

Purchasing



Main activities	Key points
Purchasing Group	Check the request form
Plant-specific material status	<p>Status Z1 is to be used at the time of material creation /extension</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  Once Finance creates Accounting and Costing Views and performs material costing run, the status will be removed by Finance to allow use of material in operations. </div>



Material freight group	Check the request form Same field is also available in: Sales: General Plant Data
Automatic Purchase Order indicator	Always checked
Batch Management requirement indicator	Always checked for ZMAT Same field is also available in Sales: General Plant Data, Plant data / storage 1 and Warehouse Management 1 views
Purchasing value key	Packed ZMAT – 0001 Bulk ZMAT – 0005 (incl. flexitank)
GR processing time	Default value at the time of material creation – 2 1 day for Heanor plant 8400
Go to Plant data / storage 1 view	



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Plant data / stor. 1

Main activities	Key points
------------------------	-------------------

Temp. conditions	<p>Enter Temp. conditions according to the template.</p> <div data-bbox="305 252 479 919" style="border: 1px solid red; padding: 5px;">  This field is mandatory, if not provided reject the request. This is a global information, if is requested to add (from other GBUs) change, contact other plants. N/A for Heanor plant 8400 </div>
Unit of issue	<p>This field is not populated upon creation</p> <p>If there is a request to update unit of issue, it needs to come via Sharepoints and the buyer's approval attached to the workflow.</p> <div data-bbox="305 1260 479 1738" style="border: 1px solid orange; padding: 5px;">  Purchasing, Inventory Management, and production needs to be involved as the Issue unit should be what is on BOMs. </div>

<p>CC phys. inv. ind.</p>	<p>Default value at the time of material creation – B</p> <p>Plant 8495 - N/A</p> <div data-bbox="305 277 475 1033" style="border: 1px solid black; padding: 5px;"> <p> Plant data administrators will change the field value if necessary</p> <p>If the link does not exist with the plant, contact Lisa Wohnlich (Composite Materials plants) and request the link creation</p> </div>
<p>Batch Management</p>	<p>Always checked for ZMAT</p> <div data-bbox="305 1144 475 1554" style="border: 1px solid black; padding: 5px;"> <p> Same field is also available in Sales: General Plant Data, Purchasing and Warehouse Management 1 views</p> </div>

<p>Minimum Remaining Shelf Life</p>	<p>Default value at the time of material creation – 1</p> <div data-bbox="305 254 477 527" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> Plant data administrators will change the field value if necessary</p> </div>
<p>Total shelf life</p>	<p>Check the request form</p> <ul style="list-style-type: none"> • If: <ul style="list-style-type: none"> ◦ Not provided: reject the request ◦ Provided as "Indefinite": Add 5475 days <div data-bbox="305 915 477 1717" style="border: 1px solid #f00; padding: 5px; margin-top: 10px;"> <p> Shelf life days should be consistent on Commercial Product level. This field is mandatory, if not provided reject the request. This is a global information, if is requested to add (from other GBUs) change, contact other plants</p> </div>
<p>Go to Plant data / storage 2 view</p>	

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Main activities	Key points
Profit Center	Same field is also available in Sales: General Plant Data view
Go to next view	Go to Warehouse Management 1 view if applicable; else go to Label Data view
? Unknown Attachment	

Warehouse mgmt

Main activities	Key points
Batch Management requirement indicator	Always checked for ZMAT Same field is also available in Sales: general / plant, Purchasing and Plant data / storage 1 views
Go to Warehouse Management 2 view	
? Unknown Attachment	

Warehouse mgmt 2

Main activities	Key points
No data has to be maintained in Warehouse Management 2 view at the time of material creation, however the view has to be created	
Go to Quality view	
? Unknown Attachment	


Quality Management

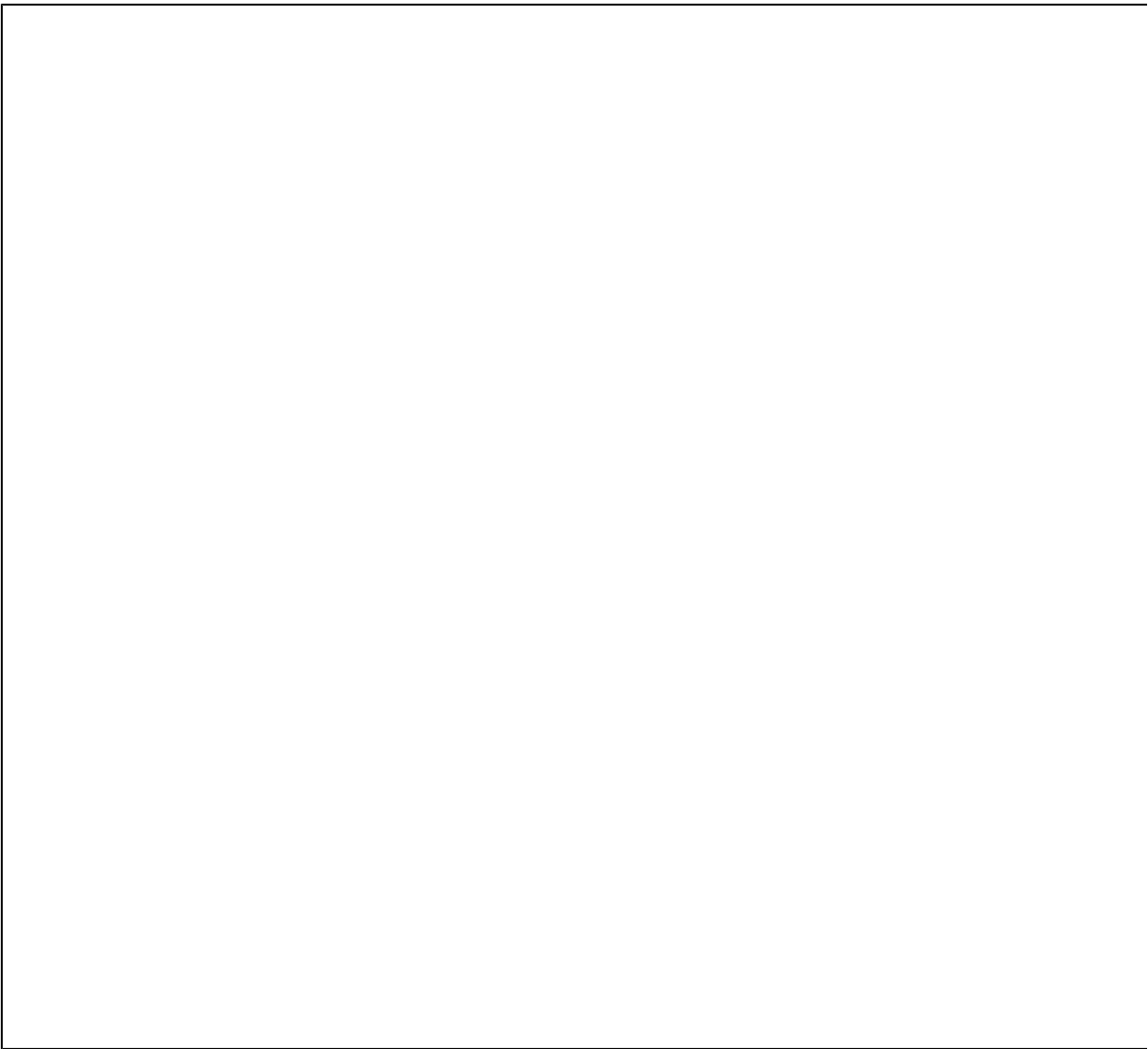
Main activities	Key points
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Inspection interval	<p>Copy from the material form</p> <ul style="list-style-type: none"> • If not provided add the same amount of days as shelf life • Should be equal to or less than the total shelf, if bigger contact the requester
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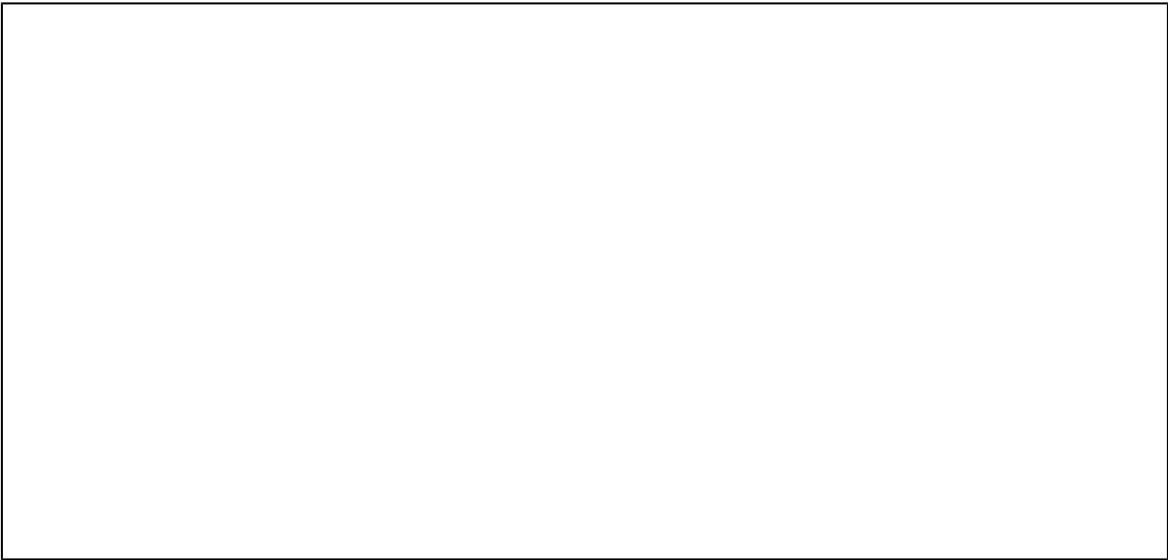
Label Data

Main activities	Key points																																																																											
Primary Packaging Unit (PPU)	<p>Primary Packaging Unit (PPU): Copy from the form</p> <p> For BULK use KG</p>																																																																											
Select the primary packaging unit of measurement	<p>? Unknown Attachment</p>																																																																											
Press the indicated button to Import labeling specifications for selected packaging	<p>Use possibility to import label specifications from model codes created</p> <p>Choose the reference material# based on the Base Unit of Measure and Packaging type</p> <ul style="list-style-type: none"> • Note! For BULK only add the large label • Example: Base Unit of Measure KG and Primary pack Unit BAG - choose 158321 <table border="1"> <thead> <tr> <th>Pack/Base UoM</th> <th>KG</th> <th>L</th> <th>M2</th> <th>M</th> <th>EA</th> <th></th> </tr> </thead> <tbody> <tr> <td>BAG</td> <td>158321</td> <td></td> <td></td> <td>166118</td> <td></td> <td rowspan="11">3 set of labels: UoM - small, Pack-medium, Pallet- large</td> </tr> <tr> <td>BB</td> <td>159526</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BOT</td> <td>159355</td> <td>159186</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BX</td> <td>158327</td> <td></td> <td>154453</td> <td>158328</td> <td>158338</td> </tr> <tr> <td>DR</td> <td>159187</td> <td>159188</td> <td></td> <td></td> <td></td> </tr> <tr> <td>KAN</td> <td>159192</td> <td>160228</td> <td></td> <td></td> <td>163021</td> </tr> <tr> <td>PL</td> <td>163821</td> <td></td> <td></td> <td></td> <td>163819</td> </tr> <tr> <td>ST</td> <td>163367</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TE</td> <td>161378</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TU</td> <td>160496</td> <td>160433</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BULK</td> <td>154801</td> <td></td> <td></td> <td></td> <td></td> <td>1 set- large</td> </tr> </tbody> </table> <p>? Unknown Attachment</p> <ul style="list-style-type: none"> • Double click on the first line <p>? Unknown Attachment</p> <ul style="list-style-type: none"> • Keep all labels selected 	Pack/Base UoM	KG	L	M2	M	EA		BAG	158321			166118		3 set of labels: UoM - small, Pack-medium, Pallet- large	BB	159526					BOT	159355	159186				BX	158327		154453	158328	158338	DR	159187	159188				KAN	159192	160228			163021	PL	163821				163819	ST	163367					TE	161378					TU	160496	160433				BULK	154801					1 set- large
Pack/Base UoM	KG	L	M2	M	EA																																																																							
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DR	159187	159188																																																																										
KAN	159192	160228			163021																																																																							
PL	163821				163819																																																																							
ST	163367																																																																											
TE	161378																																																																											
TU	160496	160433																																																																										
BULK	154801						1 set- large																																																																					



? Unknown Attachment

- Press
- Copy all the labels



Important! It is crucial to request the correct DG indicator for Finished products after the material creation. For now, release the Sharepoint request, keep the Freshdesk tick provide the ZPRC#

- Barbara Platt - Barbara.platt@solvay.com
- Justin Bender - justin.bender@solvay.com
- Paul Paetzke - paul.paetzke@solvay.com

Labeling Specification

Main activities	Key points
Label Category, Label Size and number of Copies for each required label type	
Define Validity Areas for each label type	All label types – DELIVERY, GENERIC and MTS by default Transport Label – MTS, DELIVERY and GENERIC should be added. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">? Unknown Attachment</div>
Check if all labels have Validity Areas defined	


? Unknown Attachment

Completing the material

Main activities	Key points
When all data has been entered, save the material by pressing <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">? Unknown Attachment</div> button and exit material creation	Copy number of the created material into communication to Requestor, system confirmation message on the bottom of the screen can be used: <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">? Unknown Attachment</div>

- Perform material extension to other Plants / Sales Organizations if requested in the form.
- Add the newly created material number in Sharepoint
- Release the Sharepoint request but keep the Freshdesk ticket open
- Contact the people listed below to obtain the correct DG indicator value
 - Barbara Platt - [Ba rbara.platt@so lvay.com](mailto:Barbara.platt@solvay.com)
 - Justin Bender - justin.bender@

solvay.
com
■ Paul
Paetzke
- paul.
paetzke
@solvay.
com

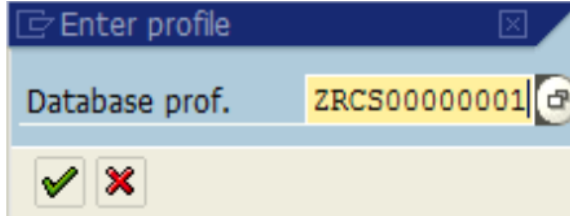
 **DO NOT** close the ticket until you receive a response

? Unknown Attachment

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STEP 1


To check if WBS orders are settled, use the transaction CJ13 and choose database profile « ZRCS00000001 »



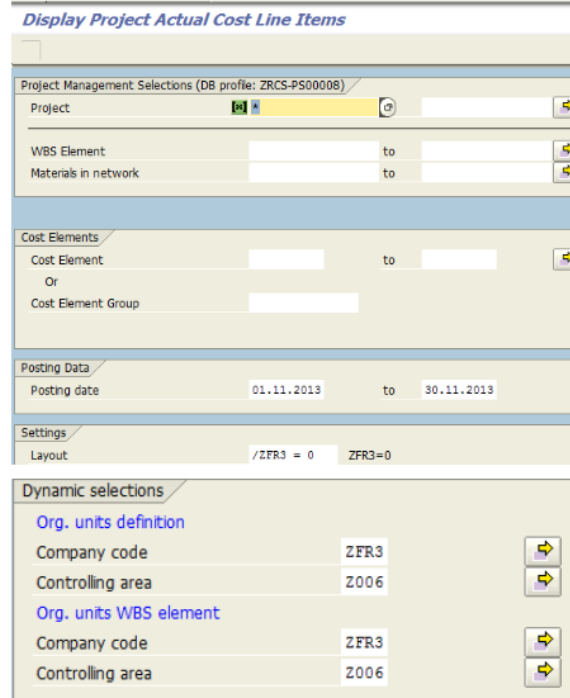
STEP 2

Insert « * » to select all projects

Click


 Further selection criteria...

and select the company code and controlling area for "Organization units definition" and "Organization units WBS element":



STEP 3

Enter the period

and execute 

STEP 4

The total of the column "Value in Obj. CrCy" must be equal to zero when wbs elements are settled

WBS Element	Doc. Date	Cost Element	Cost element descr.	%	Value in Obj. CrCy	TCurr
CH.577971.1ZFPRHTR				*	0.00	
CH.577971.1ZFPROTC				*	0.00	
CH.577971.1ZFPRPTP				*	0.00	
CH.577971.1ZFPRRTR				*	0.00	
CH.577971.1ZFDEMG1				*	0.00	
CH.577971.1ZFDEOTC1				*	0.00	
CH.577971.4274ISAPPL				**	0.00	

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message


2. Add the following Labels, respectively:


- SAP Transaction => "sap_transaction", Transaction code "xxxx"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

 ZWFA15P - Reconciliation of Cost of Goods Sold: Initial Screen

Go to transaction **ZWFA15P**, select the variant of the company code to be analyzed (for example for ZFR3, choose ZFR3_CLOSING) and Validate  and select the corresponding company.

Document Type:

- **WA**: Goods issue
- **WL**: Goods issue/delivery

Movement Code:

- **453** : TP returns to own
- **454** : TP own to returns
- **457** : TP Returns to own QI.
- **459** : TP Ret. to own blkcd.
- **460** : TP Own blkcd to ret.

TP: Transfer to company's own stock

ALV variant /ZWFAL5P Reconciliation of cost of goods sold

Selection criteria

Company code ZFR3
 Period 04.2004
 Plant to
 Material code to
 Limit 1,00
 Only variances

Data PA

Operating concern Z006
 Billing Type ZPFL to
 Item category to
 Record Type F to
 Currency type 10

Data FI

Document type NA to
 Movement code 453 to 460
 Account Number 98150363 to

STEP 2

The outcome of this report allow us to compare COGS amount in FI and in COPA and find out where do discrepancies come from :

- The material master record (if the material has a Standard Cost Estimate)
- The invoice whose number appears on this report
- The order

Doc. no. FI	Doc. no. PA	Rec. type	Purchase order	Material	Material description	Amount FI €	Amount PA €	Difference
9800000299	982285	F	982285	TOLONATE HDT 70 BB CONT 1T		153,00	153,00	153,00
						153,00	153,00	0,00
3748	F	982288		TOLONATE HDB 75MK FUT 60 KOPAL 540KG		370,023,88	370,023,88	370,023,88
3750	F	982288		TOLONATE HDB 75MK FUT 60 KOPAL 540KG		370,023,88	370,023,88	370,023,88
9800000318	3751	F	982288	TOLONATE HDB 75MK FUT 60 KOPAL 540KG		370,023,88	370,023,88	0,00
						370,023,88	370,023,88	0,00
9800000319			982288	TOLONATE HDB 75MK FUT 60 KOPAL 540KG		370,023,88	370,023,88	370,023,88
						370,023,88	370,023,88	370,023,88
9800000322			982288	TOLONATE HDB 75MK FUT 60 KOPAL 540KG		370,023,88	370,023,88	370,023,88
						370,023,88	370,023,88	370,023,88
9800000334			982288	TOLONATE HDB 75MK FUT 60 KOPAL 540KG		370,023,88	370,023,88	370,023,88
						370,023,88	370,023,88	370,023,88
9800000338			910773	TOLONATE HDT 90 Wac		898,542,15	898,542,15	898,542,15
						898,542,15	898,542,15	898,542,15
9800000342			910773	TOLONATE HDT 90 Wac		915,382,99	915,382,99	915,382,99
						915,382,99	915,382,99	915,382,99
980000148	460001873		981500	RHODOLINE DF 6857 HRAC		5,967,213,03	3,796,324,48	2,170,888,55
						7,500,00	7,500,00	7,500,00
						7,500,00	7,500,00	7,500,00
						7,500,00	7,500,00	7,500,00
						8,548,396,76	4,316,700,38	4,231,696,38

How to analyze and correct COGS differences: [click here](#).

All postings done directly in COPA should be avoided. If possible, all necessary corrections must be done in the original CO object.

Anyway, several times it's necessary to make these postings, and therefore we need to guarantee that the total impact in PL of those postings is 0 (or that they were posted to correct already some discrepancy coming from FI - example: from ZWFA15P).

Go to KE24 and search for manual postings (record type = Z):

Selection Conditions

Currency type 10
 Record type Z
 Period/year 004.2019
 Document number
 Date created
 Reference document number
 Entered by
 Sender cost center
 Cost element
 CO order
 Sales order
 Company code ZFR3
 Customer
 Product
 Billing date

3.6. I perform a direct CO-PA posting in PL (KE30), in case of impossibility to correct automatically the FI/COPA discrepancy

Important: Please note that the following amounts must be added to the result of the COPA report KE30 as they concern manual corrections:

- Manual Postings in account 98350050 with cost center XXXX-9200 (XXXX stands for company code);
- Manual Postings in COPA derivation accounts 98154199, 98258199 and 98254199;
- MR11 postings in account 98150363 (documents beginning with 48*).

Manual Corrections via FI (Standard Method)

Some accounts are created to be used in manual accounting in COPA. These accounts are assigned in the field status group "Z033 - Purchase & Change in stock acc. COPA" that is, the profit segment fields need to be filled/used: customer, product, distr. channel, payer, ship-to-party and payer country. These accounts are created in CO with cost element category 1 and are customized in the automatic transfer of structure in COPA for direct posting in FI:

Cost Element	Cost Element Name	COPA Structure	COPA Structure Name
98100199	NS COPA REGUL	VVB10	Net Sales Corr.
98120020	VAR. SELLING EXPENSES FREIGHT COST ON SALES COPA	VVC20	Freight (Prov)
98120120	VARIABLE SELLING EXPENSES -COMMISSIONS ASCE. CC	VVC10	Sales Commission
98120210	VARIABLE SELLING EXP - INSURANCES ON SALES COPA	VVC20	Freight (Prov)
98150364	VC - DIRECT TRADE WITH THIRD PARTIES COPA	VVD00	VC Variable Cost
98154199	CP ADJUSTEMENTS - COPA	VVD45	VB cc variances
98254199	CNP ADJUSTEMENTS - COPA	VVE45	FC cc variances
98258199	CNP DEPRECIATION - COPA	VVF45	Dep cc variances
98279199	CNP DIVERS ADJUSTEMENTS - COPA	VVE65	FC others
98333199	FAC ADJUSTEMENTS - COPA	VVI25	G&A adm expenses
98361199	R&D ADJUSTEMENTS - COPA	VVJ01	R&D gross cost

Posting Rules:

- Manual documents with document type AD
- **Reversed on the following period** if the flow is not complete
- Items of the document: enter the most elements (plant, material, sales order) as possible allowed by the account to have the most accurate allocation of these corrections when analyzed. Check file [Possible_Variances.xlsx](#) tab "Example COPA Info Search" to see an example on how to retrieve the COPA data to be used in the posting.
- Posting on "direct COPA" P&L accounts (more often cost valuation differences): If dedicated to a specific flow, report the elements of sales flow (material, plant, customer, sales domain) in the PA object; If more generic, some generic values (material, customer) may be used but the sales domain (sales organization, distribution channel, division) should be carefully chosen in order to allocate this cost to the right BU.

These generic values allow the corrections to be taken in account in Premier Pilotage.

Generally, division XH "non allocated", 999930 for non EU customer or 999931 for EU customer, 77269 for generic material

Types of FI-COPA Adjustments:

Accounting stock corrections – Temporary Corrections Reversed in the following month.
Deliveries not billed: <ol style="list-style-type: none"> 1. Some very specific cases may not be treated by transaction ZWFAT135. Need to post a manual adjustment. 2. Sales invoices posted on the closing period after ZWFAT135 process.
Stock variation adjustment account: 98350050 "FINISHED PRODUCT STOCK VARIATION-COST OF SALES ADJ" + Cost center CCCC-9200 (statistical cost center for cost of goods sold)
Stock adjustment account: 37000109 "FINISHED PRODUCTS-ADJUSTMENT"
Debit / credit position depending on the correction

Correction of COPA cost of sales – Permanent Corrections not Reversed in the following month.

Posting using a FI document:

- **C.O.G.S. adjustment P&L account 98154190** "CP Adjustment CC" + Cost center CCCC-9200 (statistical cost center for cost of sales)
- **C.O.G.S. adjustment P&L account 98154199** "CP Adjustment – COPA" with direct posting in COPA "D45 VC CC variance"

Credit/Debit depends on the type of correction (COPA increase or decrease)

COPA segment parameters should be entered following those of the original flow

Posting Example (IECRA Transfer):

The customer code has been set as mandatory to guarantee the consistency of the analyses made in Premier Pilotage (BOXI). To allow generic postings, the following was defined for the sake of consistency and to avoid discrepancies between RCS PPE and Magnitude:

- "Dummy" customer codes : 999930 (outside EU) and 999931 (within EU).
- Generic "dummy material code" = 77269
 - division XH (unallocated)
 - Combined with an "unallocated" Distribution Channel which is linked to one IECRA (see the list in file [RCS unallocated Distribution Channels.xlsx](#))
 - corresponding commercial product 90032925

Item	PK	Account	Account short text	Tx	Cost Ctr	Order	Amt. in Loc. cur.
1	40	98154199	CP ADJUST - COPA				1.702.290,00
2	50	98154199	CP ADJUST - COPA				1.702.290,00-

G/L Account: 98154199 CP ADJUSTEMENTS - COPA
 Company Code: 7523 Rhodia Poliamida Esp Ltda
 Doc. no.: 1000038363

Line Item 1 / Debit entry / 40
 Amount: 1.702.290,00
 Tax Code:
 Tax Jur.:

Additional Account Assignments
 Network:
 Quantity: 0,000
 Assignment: 20060929
 Text: Transf. ref. Material ca

Assignment to a Profitability Segment

Entry aids	Characteristic	Char. value	Text
Customer	999930	NON ALLOUE -XC /PI	
Product	98007	CYCLOHEXANOL BULP	
Distr. Channel	56	Nyl & Non-Nyl Int	
Plant			
Sales Order			
Payer			
Ship-to party			
Division	NX	CYCLOHEXANOL	
IECRA	IECRA00712	Intra - Nylon Salt	
Profit Center Carat	CDPRF00184	POLYAMIDE INTERMEC	
Enterprise	ENTRP00031	POLYAMIDE INTERMEC	
Commercial Product	000000000000039672	BR TEMP PRCOM PI 0	
Product line 00	LIP0020158	BR TEMP LIP00 PI 0	
Payer country	BR	BRAZIL	

Continue Cancel

G/L Account: 98154199 CP ADJUSTEMENTS - COPA
 Company Code: 7523 Rhodia Poliamida Esp Ltda

Line Item 2 / Credit entry / 50
 Amount: 1.702.290,00 BRL
 Tax Code:
 Tax Jur.:

Additional Account Assignments
 Network:
 Quantity: 0,000
 Assignment: 20060929
 Text: Transf. ref. Material cadas

Assignment to a Profitability Segment

Entry aids	Characteristic	Char. value	Text
Customer	999930	NON ALLOUE -XC /PI	
Product	98034	ALUMINUM SODA	
Distr. Channel	5L	Chem. Intern. Mkts	
Plant			
Sales Order			
Payer			
Ship-to party			
Division	G1	RANEY CATALYSTS	
IECRA	IECRA00711	PI Chemical market	
Profit Center Carat	CDPRF00184	POLYAMIDE INTERMEC	
Enterprise	ENTRP00031	POLYAMIDE INTERMEC	
Commercial Product	000000000000039672	BR TEMP PRCOM PI 0	
Product line 00	LIP0020158	BR TEMP LIP00 PI 0	
Payer country	BR	BRAZIL	

Continue Cancel

Important:

There are value fields in COPA that must not be used in cycles, because they are reserved for automatic accounts of logistical flows (see table on the right).

VVA01	Qty invoice
VVA02	Qty as is
VVA03	Qty in %
VVA04	Qty unit base
VVB00	B00 Net Sales
VVB20	B20 Add Net Sales Internal
VVB30	B30 Sales Industrial Invoice
VVB41	B41 Sales Adm&Com SD
VVB50	B50 Sales R&D Invoice
VVB55	B55 Sales Management Fees
VVC00	C00 Rebates
VVC05	C05 Cash Discount Customer SD
VVC30	C30 Foreign Import
VVD00	D00 VC Variable Cost
VVD01	D01 Variable Cost 1
VVC40	C40 Tax/Sale SD Cond

VVD05	D05 VC Process Order Variance
VVD47	D47 CP Ec/T030
VVD52	D52 CP Rev. CCR T030
VVD55	D55 VC Free 1
VVD90	D90 CP Integrated
VVE00	E00 FC Fixed Costs
VVE01	E01 FC Fixed Costs 1
VVE05	E05 FC Process Order Variance
VVE47	E47 CNP Ec/T030
VVD52	D52 CNP Rev. CCR T030
VVD90	D90 CNP Integrated
VVF00	F00 DEP Depreciation
VVF05	F05 DEP Process Order Variance
VVF90	F90 AMO Integrated
VVG25	G25 Bon&m/stock T030

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message
2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction", Transaction code "xxxx"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

i KE21N - Manual Posting in COPA: Initial Screen

In case you know the specific document to correct, go to KE24 and find the respective document:

i By rule, we should not post a document directly in COPA without making an analysis first, because posting only in COPA will cause FI/COPA differences. Everytime it's really necessary to post in COPA, and it's not coming from a reclassification (topic mentioned above), we need also to make sure to fill all necessary information in the 1st tab, namely the PC, material and plant.

Each line is 1 document. In order to see the amounts it's necessary to add the necessary value fields (by column):

COGS	E4X Spare P Var. NA	E90 FC absorption	F00 DEP Std
0,00	0,00	2.247.142,69-	0,00
0,00	0,00	4.395.029,09-	0,00
0,00 -	0,00 -	4.395.029,09 -	0,00 -
0,00	0,00	2.247.142,69-	0,00

You can select layout "ALLVLFIELDS" which includes already all value fields and relevant information, but note that if you do it the transaction will take some time to run, as it will display lots of columns. On the other hand, if you already know which are the value fields or additional details that you are searching for, it's better not to use this layout, and manually add the necessary columns.

STEP 2

Go to KE21N and set Record Type Z and your document as reference (if available; if not, please fill the much details as possible):

Create Line Items: Initial Screen

Document number Item number Record Type

Posting date 13.03.2018 Period Fiscal Year

Valuation Type

Legal View

PrCtr View

Post Line Items

In Operating Concern and Company Code Currency

Only in Operating Concern Currency

Only in Company Code Currency

Enter Using Reference

Document number 29154866

Item number

Record Type

Ref.doc.number

Reference item

Change what you want to change in the first 2 tabs:

Characteristics Value fields Origin data

Go to the 3rd tab and fill the CE and Order/WBS/etc (which you can also find in the original document, but it's not filled automatically when you use the reference doc) - Very Important to have the correct data in BW:

Characteristics Value fields Origin data

Sales and Distribution

Sales Order

Sales Order Item 0

Billing Type

Goods Issue Date

Invoice date

Controlling

Order

Sender cost center 4KF5100019

Sender bus. process

WBS Element

Cost Object

Cost Element 9800310001

3.7. I properly check the result of the posting

After correcting all differences, re-check the results in FI and in COPA to guarantee that the postings were correctly made, and that the difference doesn't exist anymore.

Also it's necessary to remark that, after the closure, all differences not corrected properly must be analyzed and corrected in the origin:

- New materials should be costed before being used (delivery, production, billing)
- New orders or WBS elements should have a settlement rule
- New cost centers should be included in the assessment cycles
- Blocked invoices in VFX3 should be processed everyday
- Avoid returns with stock movements in different periods of the corresponding credit memos.

For WP2 it might be useful to use the file below to see in detail the existing differences:

