

US - 7424 - Demurrage Report

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, new_zealand, emea_transversal, apac_transversal
- 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. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. 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



Frequency

? Unknown Attachment

References

S_ALR_87013611

Forms

[Demurrage NA Charges for YYYY-Form](#)

Attachments

[Plant Costing Contacts](#)

[Demurrage Report](#)

[Demurrage Report Distribution List](#)

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1. Objective and Scope

1.1. Objective of this Operation

The objective of this document is to give the instructions to prepare the Demurrage report and send to the right people.

This report is done on D+5 and it takes the data for the preview period.

1.2. Scope

It applies to companies 7424 and 7651, but the report can have 7008 as well (Cytex Industries).

2. Definitions

See [Finance Glossary](#):

3. Tasks description

3.1. I Prepare the Report

3.1.1. I Extract the Data

Enter on transaction S_ALR_87013611 and insert the below information:

- Controlling area: Z028
- Fiscal Year: 201*
- From Period: previous month
- To Period: previous month
- Plan version: 0
- Cost element: 98150895 and 98120610

Cost Centers: Actual/Plan/Variance: Selection

Data Source...

Selection values

Controlling Area	2028
Fiscal Year	2019
From Period	08
To Period	08
Plan Version	0

Multiple Selection for Or value

Select Single Values (2)

O. Single value
98150895
98120610

Selection groups

Cost Center Group		
Or value(s)		to
Cost Element Group		
Or value(s)	98150895	to

Execute the report.

Double click on the total of the report even if there is no value being shown:

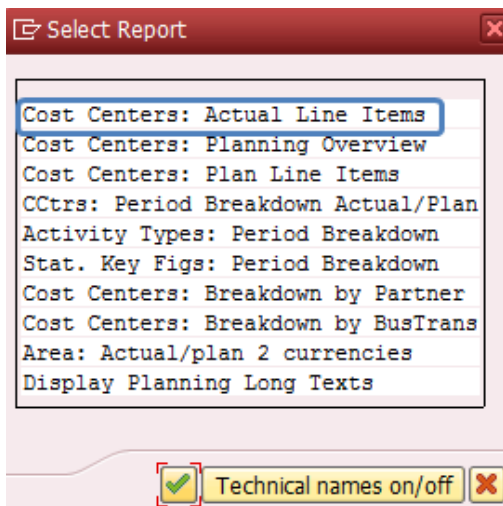
Cost Centers: Actual/Plan/Variance Date: 10.09.2019 Page: 2 / 4

Column: 1 / 2

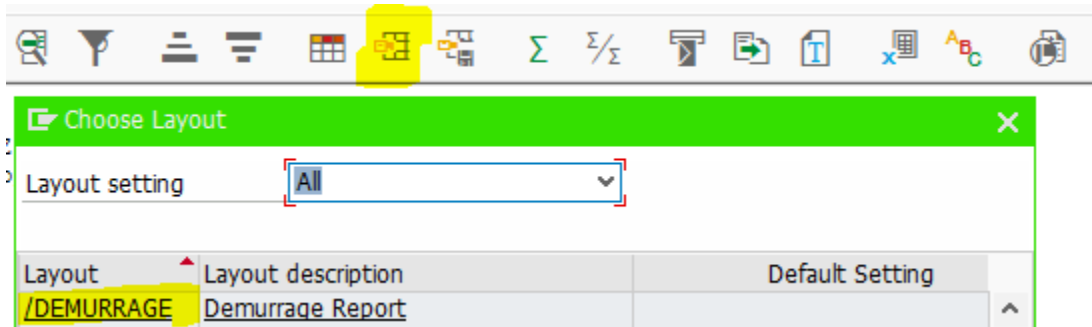
Cost Center/Group *
 Person responsible:
 Reporting period: 8 to 8 2019

Cost Elements	Act. Costs	Plan Costs	Var. (Abs.)	Var. (§)
98150895 FREIGHT PURCH DEL	x		x	x
98120610 DEMURRAGE	x		x	x
* Debit	x		x	x
98120610 DEMURRAGE				
* Credit				
** Over/Underabsorption	x		x	x

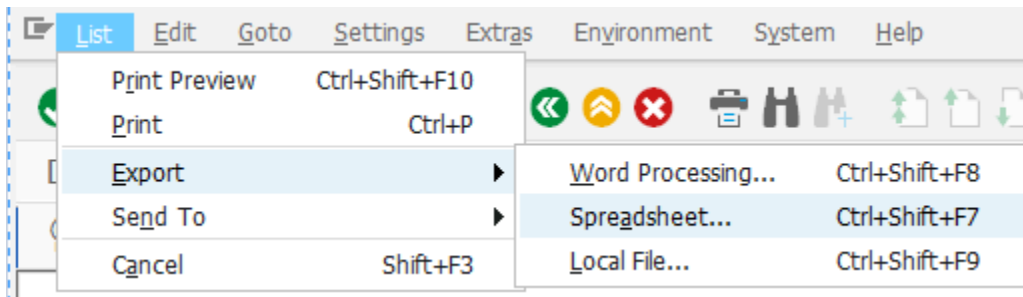
Select the "Cost centers: Actual Line Items" option:



Change the layout to: /DEMURRAGE



Export the report to Excel file by list > export > spreadsheet



3.1.2. I prepare the report

In the information extracted in step 3.1.1, insert a column between "Name of offsetting account" and "User Name".

Make a copy of last month file in [Demurrage Report](#) and change the name of the file with the previous month.

Do not delete anything. Copy the information extracted in step 3.1.1 and paste it in the new template created – tab "Download data" and after the last information.

The column C has formulas, so do not change it. Certify that all lines with information have the formula.

Verify if there is any cost center without a name.

If yes, verify the location with help of [Plant Costing Contacts](#) and insert it in tab "CC to Location key" (it is hidden).

If some plant is Cytec (7008-*), just inform "Cytec Industries Inc."

Refresh the pivot tables in the other tabs.

3.2. I save and send the report

3.2.1. I save the report

Save the report in [Demurrage Report](#)

3.2.2. I send the report

Create a ticket in Freshdesk tool and send the report to people in the file [Demurrage Report Distribution List](#)

End of document.