

US - Interests and loans postings

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

Country Accounting

ERP



Frequency

Monthly

References

Forms

[Loan Calculation](#)

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The interests related to Loans taken and given have to be posted periodically by SBS, taking in consideration the agreement for each contract.

This file intend to be useful for manual entries related to interests avoiding human errors on the calculation and data.

1.2. Scope

This procedure applies to the company 7424 and 6032.

It should be done on D-5.

2. Definitions

See Finance Glossary:

- [SAP](#)
- [CAM](#)

3. Tasks description

3.1. I Prepare the Data

3.1.1. I download the report from AODocs

I download the file [Loan Calculation](#).

3.1.2. I fill the box with the needed information

Fill the box below with the necessary information

To fill	
Year:	2019
Date:	31.08
Case:	3427828

- Year
At the field "Year" choose the year to be used to post the interests.
- Date.
At the field "Date" choose the date to be used to post the interests.
- Case
At the field "Case" fill the ticket number create in Freshdesk to inform the respective responsible for the companies.

3.1.3. I enter the tab "posting file"

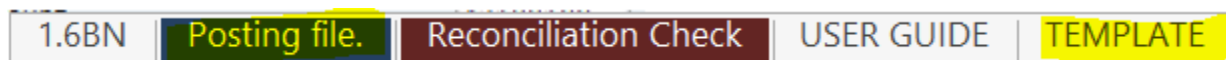
I enter the tab Posting File and then I copy the information from tab 'Posting file.' to tab "TEMPLATE" with the new version of the global posting file and process the file by Freshdesk robot.

Normally the ticket subject is "CCCC - Long term loan interests MM.YYYY".

CCCC = company code;

MM = month;

YYYY = year;



3.2. I Check the results

*You can follow the tab instructions in the file [Loan Calculation](#).

Enter in tab "Reconciliation Check" and fill the balances from SAP in transaction FS10N. It will compare the balance in SAP and the balance in the report.

Values from SAP

Company	Vendor	Reconciliation account	G/L Account	Balance
7424	-	-	47100100	0,00
	1004767	47200101	-	0,00
6031	1004762	47100101	-	0,00
6282	-	-	54000100	
	-	-	47200100	
6032	-	-	47100100	
	-	-	47200100	6.040.000,00-
	1004762	47200101	-	0,00

Check if there is no differences.

Company		6032
Account:		47100100
Balance in SAP	\$	-
Balance in Sheet	\$	-
Difference:	\$	-

Account:		47200100
Balance in SAP	\$	-6.040.000,00
Balance in Sheet	\$	-6.040.000,00
Difference:	\$	-

End of document.