

I create missing CATS 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: Investments & Divestments

Responsibility area: Control SBS IS Projects

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Scope



WW

ERP

PF2

Frequency

D-5 to D-4

References

Forms

Attachments

[I create/maintain CATS users](#)
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1. Objective and Scope

1.1. Objective of this Operation

Check, for people belonging to GBS cost centers in terms of CATS, what are the ones not fully completed, reported by cost centers and by person.

1.2. Scope

The scope of Missing CATS report for GBS IS is for all legal entities in PF2.

2. Definitions

See Finance Glossary:

- [CATS](#)

- Personnel number
- Personnel area
- Sender cost center
- Activity type
- Plant

3. Tasks description

3.1. I run missing CATS report

3.1.1. Run “ZJ12” SAP transaction : List status transfer CATS hours to CO

[blocked URL](#)

- Upload your GBS cost center list from the Time Allocation google sheet
- Select "Only incomplete posting"
- Enter the closing month period
- Enter "2" in the Hierarchy levels fields

[blocked URL](#)

- Execute the transaction by pressing [blocked URL](#) (F8)

3.1.2. Meaning of ZJ12 transaction result

List status transfer CATS hours to CO

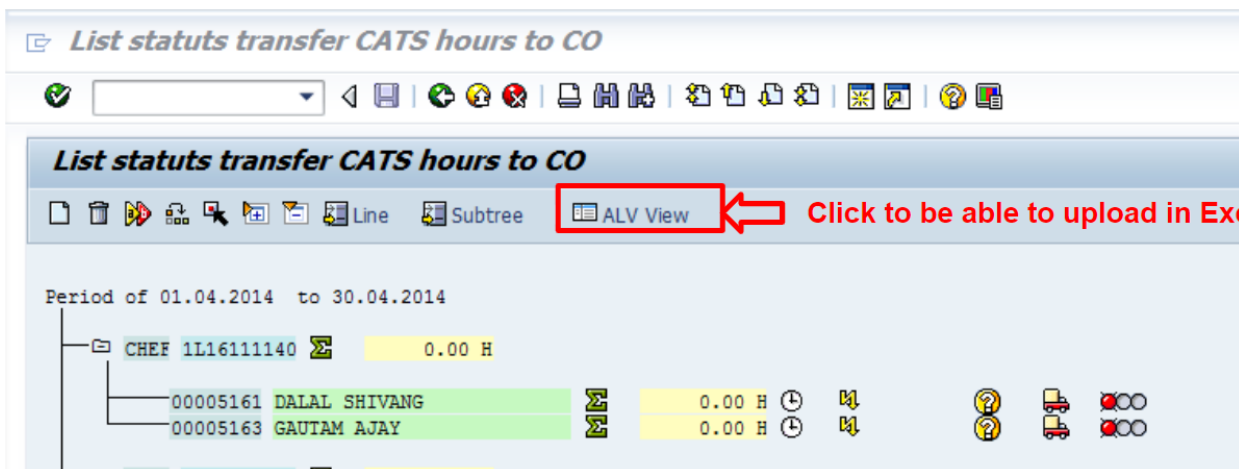
Period of 01.04.2014 to 30.04.2014

Cost Center	Personnel	Hours	Allocation	Allocation	Allocation	Allocation	Allocation	Allocation
CHEF 1116111140		0.00 H						
00005161	DALAL SHIVANG	0.00 H	⊕	⊕	⊕	⊕	⊕	⊕
00005163	GAUTAM AJAY	0.00 H	⊕	⊕	⊕	⊕	⊕	⊕
CHEF 1116111440		0.00 H						
00005453	KASEMVIAS ANON	0.00 H	⊕	⊕	⊕	⊕	⊕	⊕
CHEF 1R16100020		0.00 H						
63005574	DA SILVA JUNIOR JAIRO FERR	0.00 H	⊕	⊕	⊕	⊕	⊕	⊕
CHEF 2016111120		0.00 H						
00002734	BORGES NILSON	0.00 H	⊕	⊕	⊕	⊕	⊕	⊕
CHEF 2016111200		0.00 H						
00002727	VALENZUELA ANA	0.00 H	⊕	⊕	⊕	⊕	⊕	⊕
00002730	PAGANELLI JOAO	0.00 H	⊕	⊕	⊕	⊕	⊕	⊕
00002733	RAVELLI CRISTINA	0.00 H	⊕	⊕	⊕	⊕	⊕	⊕

Annotations:

- Yellow box with question mark icon: Means there is a problem with the « hour data of the person (coming from HR)
- Blue box with truck icon: Means this person has completed all his hours allocated to his profile

3.1.3. How to extract the result of ZJ12 in Excel (if you need) ?



- List Export Spreadsheet and Save your document.
- Meaning of ZJ12 result uploaded:

[blocked URL](#)

3.1.4. Download the Missing Cats report referring to the previous period from Google drive

3.1.5. Update the document with the result obtained from ZZJ12

- Unhide the tab ZZJ12
- Delete the data from columns A to G
- Update the data with the result obtained from ZZJ12
- Guarantee that there are no N/A results in the columns H to K. If there are, it is needed to update the hidden tab with the "year" with the information regarding the personnel number. This information may be gathered from the Time Allocation google sheet file:
 - Indicate if the user is internal or external;
 - Complete the service line, team and cost center information

3.2. I upload the missing CATS report into Google drive

Upload the missing CATS report in Google drive in the corresponding year and month in scope and convert the file into google sheet format.

3.3. I share the missing CATS report with IS Controllers

Send an email to the IS Controllers with the file attached.

Dear all,

Please find enclosed the link to the missing CATS Reports and the meaning below of the processing status.





[Missing CATS 20190423](#)

Statut de traitement	Symbole ZJ12	Signification
?		Problem with HR table
E		Zero data completed
W		Incomplete data

End of document.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Dec 03, 2025	Actor	Type	Activity	Version
Published	CHANSRI, Surachet	Edit	updated the page at 9:40 am Other contributors: 	
		State	changed state to Published at 8:40 am	v10
Draft	CHANSRI, Surachet	State	gave <i>Approvers</i> approval at 8:40 am	
Oct 07, 2025				
	 THIPSANTHIAH, Thikhamphom	Edit	updated the page at 6:14 am	
		State	changed state to Draft at 4:14 am	v9
Apr 01, 2025				
Published	 Eusébio, Daniela	Edit	updated the page at 11:58 am	
		State	changed state to Published at 9:58 am	v8
Draft	 Eusébio, Daniela	State	gave <i>Approvers</i> approval at 9:58 am	
		State	changed state to Draft at 9:58 am	v8