

US - 7424 - HSE Split - Post assessment JE

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:

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Scope



Country Accounting

ERP



WP1

Frequency



Month

References

Forms

[7424 - HSE Split V3](#)

Attachments

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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 do the HSE split and send to the right people.

This procedure needs to be done on D+1 in the morning and it takes the data for the current period.

In order to make the allocation of the cost centers 0249-6098 and 0249-6021 more visible to the business, it is necessary to make this reclassification manually.

1.2. Scope

It applies to company 7424, cost center 0249-6098 and 0249-6021.

2. Definitions

See [Finance Glossary](#):

3. Tasks description

3.1. I Prepare the Posting File

3.1.1. I Take the Cost Center Value

At the end of D-1, enter in transaction KSB1 with cost center 0249-6098 for the current month and layout /PVZ-ECO:

Controlling Area	2028		
Cost Center	0249-6098	to	<input type="text"/>
or			
Cost Center Group	<input type="text"/>		
Cost Element	<input type="text"/>	to	<input type="text"/>
or			
Cost Element Group	<input type="text"/>		
Posting Data			
Posting Date	01.01.2020	to	31.01.2020
Settings			
Layout	/PVZ-ECO	FS-CHECKCC (do not change)	

Take the total of the cost center and insert with the same signal in cell P8 in tab justification of the file [7424 - HSE Split V3](#)

status	Cost object	Percent	Text	value
Sender	0249-6098		Novecare HS	
receiver	HSE-CHEMLOGI	39,22%	Novecare HS	-
receiver	0241-2005	10,64%	Novecare HS	-
receiver	0246-2005	6,40%	Novecare HS	-
receiver	0263-2005	6,40%	Novecare HS	-
receiver	0267-2005	6,40%	Novecare HS	-
receiver	0269-2005	6,40%	Novecare HS	-
receiver	8192-2005	6,40%	Novecare HS	-
receiver	8218-2005	6,40%	Novecare HS	-
receiver	8219-2005	6,40%	Novecare HS	-
receiver	8243-2005	5,34%	Novecare HS	-
				0,00

Do the same process with cost center 0249-6021, but insert the value in cell V8 in tab justification of the file [7424 - HSE Split V3](#)

status	Cost object	Percentage	Text	value
Sender	0249-6021		Environmental	
receiver	HSE-CHEMLOGI	14,46%	Environmental	-
receiver	0241-2005	7,48%	Environmental	-
receiver	0246-2005	6,30%	Environmental	-
receiver	0263-2005	16,82%	Environmental	-
receiver	0267-2005	9,74%	Environmental	-
receiver	0269-2005	12,10%	Environmental	-
receiver	8192-2005	12,10%	Environmental	-
receiver	8218-2005	18,00%	Environmental	-
receiver	8219-2005	1,50%	Environmental	-
receiver	8243-2005	1,50%	Environmental	-
				0,00

It will calculate automatically the split for each receiver and transport the values to tab template automatically. So the posting file is created automatically.

JUST REMEMBER TO CHANGE THE DATES IN TAB "Template".

3.2. I Post The File and Advise The Responsible

3.2.1. I Post by Freshdesk Robot

Create a freshdesk ticket and send to robot to process automatic.

3.2.2. I Advise the Responsible Person

Advise Shan Chen after the post (controller Novecare) and other controllers from Novecare.

End of document.