# EMEA - PURE FI COMPANIES

**Table of contents**



### Scope

EMEA

### ERP

PF1

### References

### Attachments

## Objective and Scope

This OP explains the steps necessary to update the Table for PURE FI COGEN companies in PF1_20.

## Definitions

PURE FI Companies are companies without the MM module.

**Pure FI Companies**:

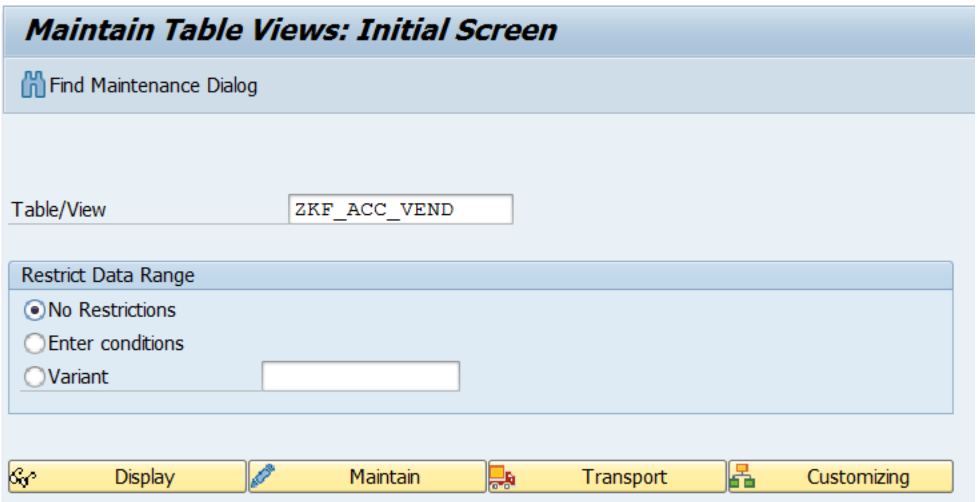
- 0007 Hestia SA
- 0269 ARYTINE DE CHAILLAC
- 1420 Solvay Chlorovinyls Holding S.à.r.l.
- 3442 Solvay Sisecam Holding AG, Wien
- 4233 Solvay Finance Luxembourg SA
- 6044 Solvay Hortensia S.A.
- 6277 Solvay Energy Services Italia s.r.l.
- 6294 Solvay Luxembourg S.à.r.l.
- 6306 Cogeneration Spinetta s.r.l.
- 6314 Cogénération Tavaux S.A.S.
- 6320 EECO HOLDING BRUXELLES.
- 8294 SOLVAY CHEMIE (SA)

## Table ZKF_ACC_VEND - Maintain

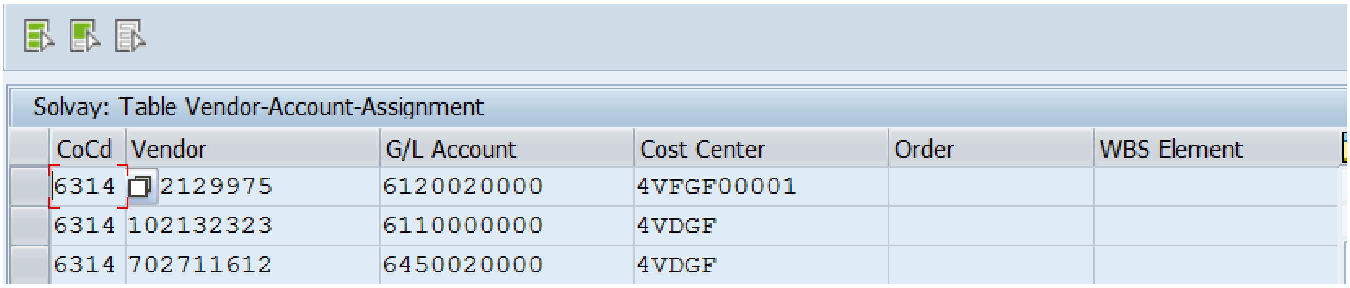
Generic inputs

Transation: SM30

Table: ZKF_ACC_VEND



Choose Maintain and now you will be able to update, create or delete a record.




Information mandatory to be provided:

-Company code
-Vendor
-G/L account + Cost object (order or WBS element)

**Validations to obtain:**
A - In case there is a new company to be added - validation to be give by Luis Paliotes (PE Applicative Expert) and Andrea Pereira (IS&Design Accounts Payable Manager)
B - Modification to an existing company - Anyone can request the change but should be approved by the CAM

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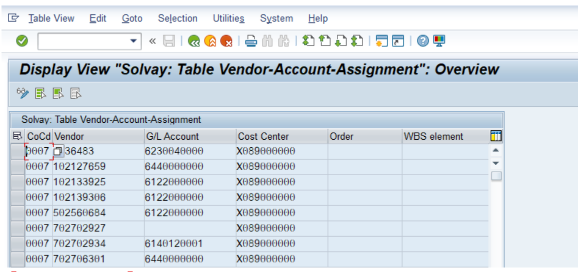
# Annual Review

The annual review is done by Data Operations Lisbon Team, normally in the middle of the year and the final report should be sent to each Company Accounting Manager.

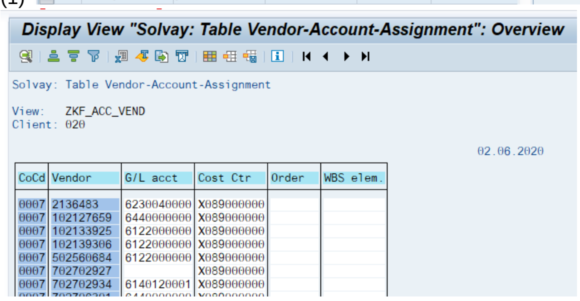
The Template Annual Review should be used and all data should be storage in the Shared drive.

Extract the data available in SAP

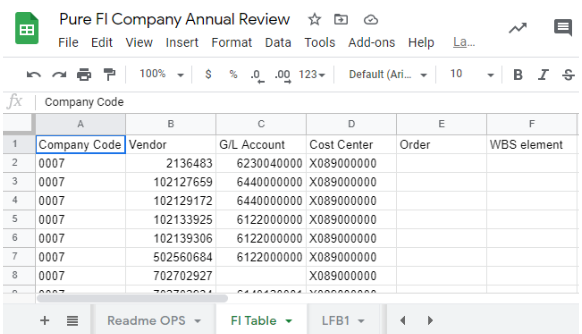
- **SM30**, table **ZKF_ACC_VEND**
- Select **No Restrictions** and **Display**
- The table will be displayed (1)
- Click on **Table View** and select **Print** (2)
- Click on the mouse right button and choose **Spreadsheet**
- Copy (CTRL + SHIFT + V) this list to **Sheet FI Table** on Template Annual Review (3)




(1)

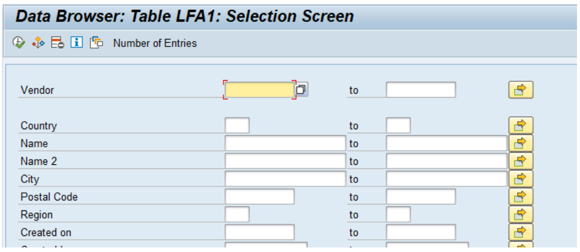



(2)



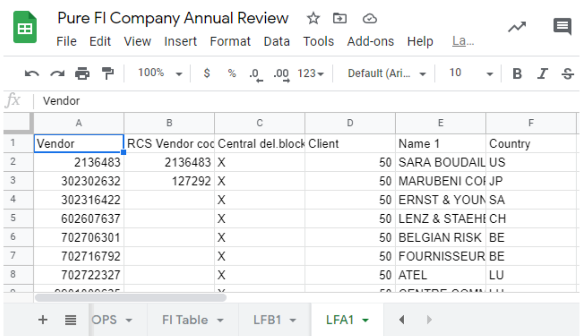

(3)

- **SE16** table **LFA1**
- Select all suppliers from **ZKF_ACC_VEND** extraction, add on **Vend or** field and run (1)(2
- Click on the mouse right button and choose **Spreadsheet** (2)
- Copy (CTRL + SHIFT + V) this list to **Sheet LFA1** on Template Annual Review (3)



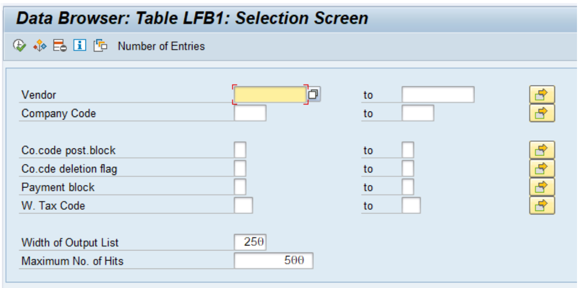

(1)


(2)

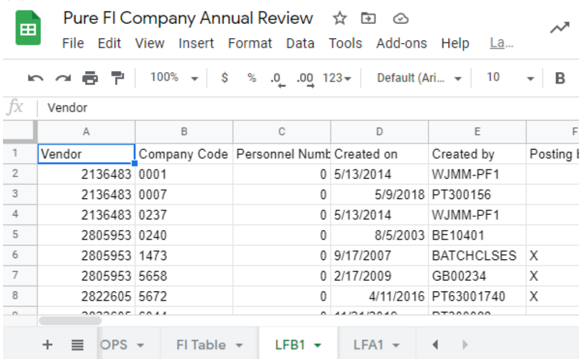



(3)

- **SE16** table **LFB1**
- Select all suppliers from **ZKF_ACC_VEND** extraction, add on **Vend or** field and run. (1)
- Click on the mouse right button and choose **Spreadsheet**
- Copy (CTRL + SHIFT + V) this list to **Sheet LFB1** on Template Annual Review (2)
- Make sure the company code is format with ""0000"" + Plain Text.

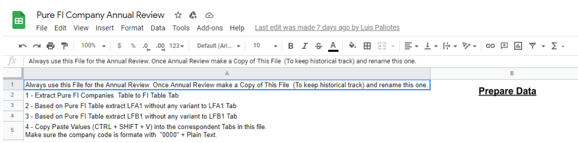



(1)

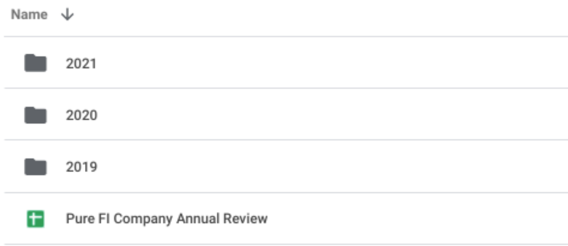



(2)

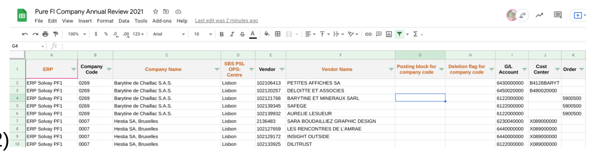
- Press/Run **Prepare Data**, on tab **Readme Ops**this will arrange data in **Annual Review** Tab
- Hide **Readme OPS**, **FI Table**, **LFB1** and **LFA1**




- Create a folder for the year **(YYYY)** that is being reviewed (1)
- Create a new Google sheet and **Copy Paste Values** from the original file to this one (2)

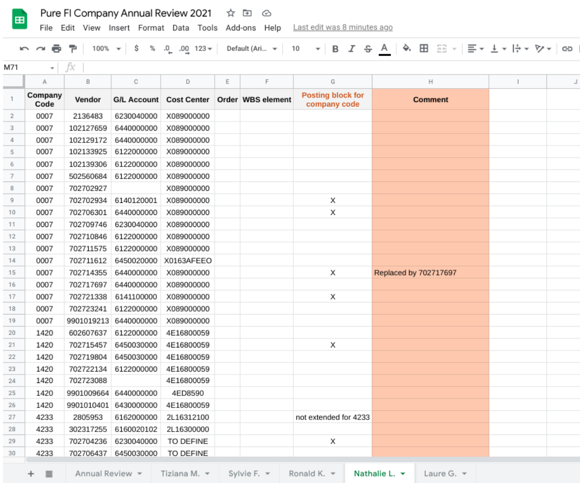



(1)




(2)

- Create a separate tab for each CAM and keep only the following columns visible:
    - Company Code
    - Vendor
    - G/L Account
    - Cost Center
    - Order
    - WBS element
    - blocked / Marked for deletion
    - Comment
- For the blocked vendors, if a replacement is indicated in the vendor name, add it in the comments


Pure FI Company Annual Review 2021

| | Company Code | Vendor | G/L Account | Cost Center | Order | WBS element | Posting block for company code | Comment |
|---|---|---|---|---|---|---|---|---|
| 2 | 0007 | 2136483 | 6230040000 | X089000000 | | | | |
| 3 | 0007 | 102127659 | 6440000000 | X089000000 | | | | |
| 4 | 0007 | 102129172 | 6440000000 | X089000000 | | | | |
| 5 | 0007 | 102133925 | 6122000000 | X089000000 | | | | |
| 6 | 0007 | 102139306 | 6122000000 | X089000000 | | | | |
| 7 | 0007 | 502560684 | 6122000000 | X089000000 | | | | |
| 8 | 0007 | 702702927 | | X089000000 | | | | |
| 9 | 0007 | 702702934 | 6140120001 | X089000000 | | | X | |
| 10 | 0007 | 702706301 | 6440000000 | X089000000 | | | X | |
| 11 | 0007 | 702709746 | 6230040000 | X089000000 | | | | |
| 12 | 0007 | 702710846 | 6122000000 | X089000000 | | | | |
| 13 | 0007 | 702711575 | 6122000000 | X089000000 | | | | |
| 14 | 0007 | 702711612 | 6450020000 | X0163AFEEO | | | | |
| 15 | 0007 | 702714355 | 6440000000 | X089000000 | | | X | Replaced by 702717697 |
| 16 | 0007 | 702717697 | 6440000000 | X089000000 | | | | |
| 17 | 0007 | 702721338 | 6141100000 | X089000000 | | | X | |
| 18 | 0007 | 702723241 | 6122000000 | X089000000 | | | | |
| 19 | 0007 | 9901019213 | 6440000000 | X089000000 | | | | |
| 20 | 1420 | 602607637 | 6122000000 | 4E16800059 | | | | |
| 21 | 1420 | 702715457 | 6450030000 | 4E16800059 | | | X | |
| 22 | 1420 | 702719804 | 6450030000 | 4E16800059 | | | | |
| 23 | 1420 | 702722134 | 6122000000 | 4E16800059 | | | | |
| 24 | 1420 | 702723088 | | 4E16800059 | | | | |
| 25 | 1420 | 9901009664 | 6440000000 | 4ED8590 | | | | |
| 26 | 1420 | 9901010401 | 6430000000 | 4E16800059 | | | | |
| 27 | 4233 | 2805953 | 6162000000 | 2L16312100 | | | not extended for 4233 | |
| 28 | 4233 | 302317255 | 6160020102 | 2L16300000 | | | | |
| 29 | 4233 | 702704236 | 6230040000 | TO DEFINE | | | X | |
| 30 | 4233 | 702706437 | 6450030000 | TO DEFINE | | | | |

Annual Review | Tiziana M. | Sylvie F. | Ronald K. | Nathalie L. | Laure G.

- Share the link of the file with the respective CAM with CAD in copy

<table>
<tr><td colspan="2">Email to be sent via Freshdesk to each CAM (Company accounting Manager)</td></tr>
<tr><td>Subject</td><td>Pure FI Companies - Annual Review yyyy - Accounting Manager Name</td></tr>
<tr><td>Text</td><td>Dear colleague, good afternoon.<br><br>Following our annual internal audit review related to Pure FI Companies (Table with the necessary FI elements for the companies without MM module), we will need your support to review the values under <u>this table</u> (add link) and confirm if they are accurate.<br><br>We added two columns with the information of the obsolete vendors and their replacement (when available).<br><br>Based on this, please reply to this email by dd/mm/yyyy.<br><br>In case of support, assistance, or any further clarification needed, please don't hesitate in contacting us.<br><br>Your confirmation is key to ensure the proper flow in our organizations.<br><br>Thank you in advance for your help.</td></tr>
</table>

**Info:**

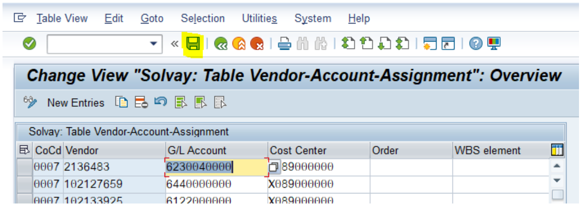
- Template created in Freshdesk - ***Pure FI Annual Review***
- The due date to reply to the email should be 15 days, on that date if no reply we should send a last reminder and close the case after 3 days if no reply.

**Note:**

| **Static Columns** | **Dynamic Columns (connected by Vlookup)** |
|---|---|
| Company code | Company Name |

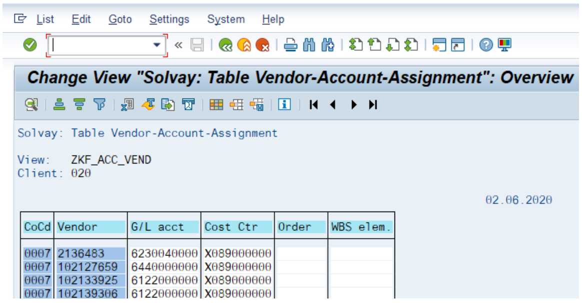
| | |
|---|---|
| Vendor | Company Status |
| G/L Account | Vendor Name |
| Cost Center | Vendor Status |
| Order | Accounting Manager |
| WBS Element | Accounting Director |

- After reply, the table should be updated following the CAM's indications
  - **SM30**, table **ZKF_ACC_VEND**
  - Select **No Restrictions** and **Maintain**
  - Delete the old table and add all new entries.

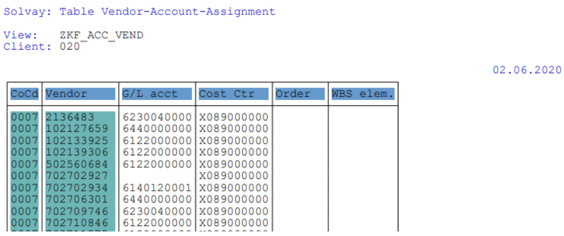



  - Click on **Table View** and select **Print** (1)
  - Click on List and select **Print**
    - Output Device **ZPDF**
  - An email will be sent to our personal mailbox with the table in PDF format that should be sent to the reviewers confirming that the updates have been done has requested. (2)

(1)




(2)




- After, reply to the email informing the CAM that the updates have been done as requested, with the print attached and close the case.

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End