

BR - Travel Expense Report (Aroma, Novecare, Soda Ash)

Domain: Country Accounting

Responsibility area: N/A

Table of contents

- [Table of contents](#)
- [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
- [2. Definitions](#)
- [3. Tasks description](#)

Scope

? Unknown Attachment

ERP



Frequency

? Unknown Attachment

References

Forms

Attachments

<< BR - Travel Expense Report (Aroma, Novecare, Soda Ash) >>

1. Objective and Scope

1.1. Objective of this Operation

The purpose of this activity is to extract reports that indicate the evolution of travel expenses recorded at cost centers.

1.2. Scope

This procedure applies to company 7523

2. Definitions

See [Finance Glossary](#):

- Cost Center
- WP1

3. Tasks description

This activity is performed every D+5 of each month, for the GBU's:

- Novicare
- Soda Ash
- Aroma

3.1. I do the extraction of the monthly report

In SAP, WP1 system, go to the transaction FBL3N

The screenshot shows the SAP 'G/L Account Line Item Display' (FBL3N) interface. It includes fields for 'G/L account selection' (G/L account and Company code), 'Selection using search help' (Search help ID and Search string), and 'Line item selection' (Status: Open items, Cleared items, All items; Type: Normal items, Noted items, Parked items). The 'Open at key date' is set to 03.09.2020.



Click on the icon to select the variant

Use the following variant

Variant
DESPVIA_NOVECA



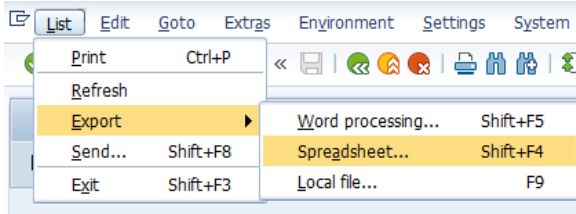
Run the transaction



Warning!

Always Check if the variant is pulling the previous month.

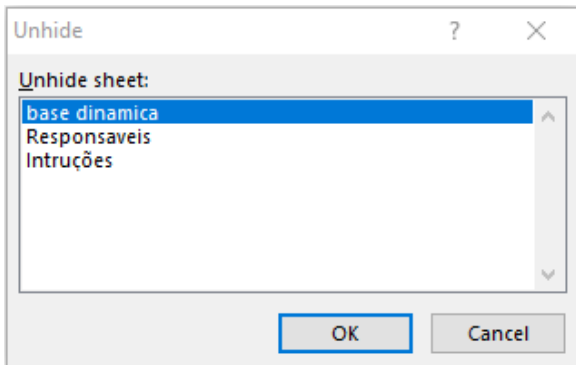
Extract to excel:



Delete the first line

A	B	C	D	E	F	G	H	I
Document Number	Posting Date	Document Date	Posting Key	Posting Period	Amount in local currency	Local Currency	Text	Cost Center
1								

At this point you should open the main file Grupo Drive T > MERCOSUR TEAM > RCS > Relatórios de Despesas de Viagens and Unhide 'base dinamica' sheet:

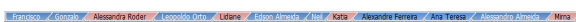


Copy and past all the extracted file on the base dinamica sheet, in a cumulative way. (last line)

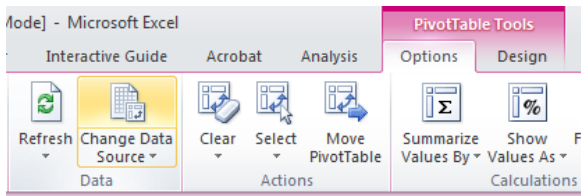
After, pull all the formulas from column J - N until the last line filled with the new informations.

J	K	L	M	N
7592	7592-5671	RMU Agro	Leopoldo Orto	2017
7592	7592-5689	Product Managing Novocare	Neil Barrientos	2017
8287	8287-2014	Administração do Site	Edson ALMEIDA	2017
7592	7592-5673	RMU Industrial	Katia Braga	2017
8227	8227-2403	Gestão da Qualidade	Ricardo Costa	2017
7592	7592-5670	RMU Coatings	Katia Braga	2017

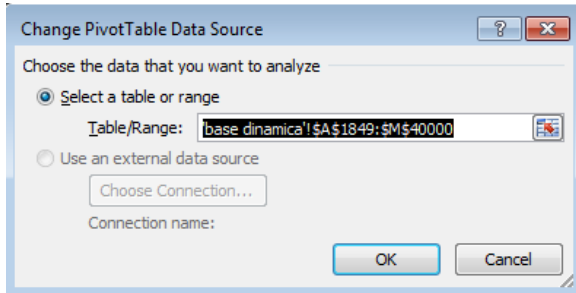
Now you have to update all the sheets with names:



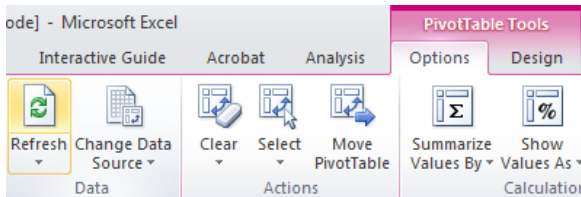
Enter in each one and click inside of the pivot table, click in Options in PivotTable Tools, then Change Data Souce:



Update the information filling the last line



Then click Refresh:



You have to do this in all the sheets.

After update all, go to sheet 'Evolução dos gastos YYYY', where YYYY means the current year:

Evolução dos gastos 2017

Here we have all the informations compiled. This data must be updated too.

Create a new table for the month you are reporting as below:

	jul/17		Variação
Francisco	R\$ 6.660,46	7,69%	▲
Gonzalo	R\$ 2.917,43	3,37%	▼
Alessandra	R\$ 3.823,00	4,41%	▼
Leopoldo Orto	R\$ 11.904,04	13,74%	▼
Edson	R\$ 17.480,60	20,18%	▼
Neil	R\$ 10.468,71	12,09%	▼
Mirna	R\$ 2.330,63	2,69%	▼
Katia	R\$ 19.659,43	22,70%	▼
Alessandro	R\$ 5.026,98	5,80%	▼
Lidiane	R\$ 4.717,39	5,45%	▼
Ale Ferreira	R\$ 1.630,88	1,88%	▼
Ana Teresa	R\$ 0,00	0,00%	▼
Total	R\$ 86.619,55	100,00%	▼

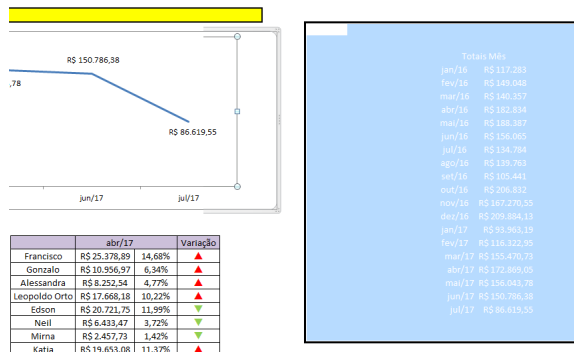
Change the month in the top:

Make sure that any cell is without errors.

Look if the table below is summing all the cells correctly:

Gastos 2017		
Francisco	R\$ 79.499,64	8,53%
Gonzalo	R\$ 92.035,53	9,87%
Alessandra	R\$ 51.991,60	5,58%
Leopoldo Orto	R\$ 107.287,49	11,51%
Edson	R\$ 157.086,25	16,85%
Neil	R\$ 66.275,61	7,11%
Mirna	R\$ 16.689,24	1,79%
Katia	R\$ 103.917,93	11,15%
Alessandro	R\$ 101.178,06	10,86%
Lidiane	R\$ 113.879,78	12,22%
Ale Ferreira	R\$ 21.588,98	2,32%
Ana Teresa	R\$ 20.645,52	2,22%
Total	R\$ 932.075,63	100,00%

In the right of the main chart, there are the total values hidden in white collar:



Here you can fill the total of the month reported, as same the other are. These informations will feed the main chart.

After finished, you can send the report to Eduardo Conigero

Do not forget to hide the unnecessary sheets 'instrução', 'responsáveis' e 'base dinâmica'

End of document.