

Uploading HR Statistical Key Figures

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

[blocked URL](#)

ERP

PF2

Frequency

[blocked URL](#)

References

[Z1K_ACTUAL](#)

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1. Objective and Scope

1.1. Objective of this Operation

This document describes how to prepare the information related with HR SKF Ratios.

There are four types of SKF's ratios manageable by this procedure:

- ZZFTE – Full time equivalents;
- ZZHCT0 – Total number of employees (cadres and non-cadres);
- ZZHCT1 – Total number of cadres;
- ZZHCT2 – Total number of non-cadres.

1.2. Scope

This procedure applicable for all Service Centers in PF2 system:

- Service Center – Lisbon;
- Service Center – Curitiba;
- Service Center – Bangkok

2. Definitions

See Finance Glossary:

- [EMEA](#)
- [SKF](#)

3. Tasks description

3.1. Responsibilities

Plant Controller is responsible to prepare the excel file and send the data base to RTR **Service Center**

GBS RTR SC Curitiba is responsible to upload the SKF to SAP.

Local site - Local accountants are responsible to check the figures in SAP

3.2. I retrieve the data

To retrieve the data, you should first have access to BW system and query BW_QRY_CPHRPANHR_0001:

Select Data Source

Description	Technical Name
==== Solvay Production Servers =====	XXX
ERP - Production - PF1	PF1
ERP - Production - WP1 (RCS)	WP1
BW - Production - CPX	CPX
BW - Production - WBP	WBP

Description	Technical Name
COPA - Netback, iCare, Exchange rate	ZR_RCS_CA_M63
FC - GBU Fixed Cost	ZR_RCS_CA_M53
FIAA- Asset Accounting	ZR_RCS_CA_M33
HR: Menu - Solvay Non-HR	ZH_MENU_NON-HR
Workforce	0000000007
HC Simplified (BSA)	QV_BW_QRY_CPHRPANHR_0001
Leavers Report	BW_QRY_CPHRPAHDM_0003
Workforce (no Employee Details)	BW_QRY_CPHRPAHDM_0004
Workforce Simplified	BW_QRY_CPHRPANHR_0001

After that, you will need to inform the closure month in the query, in this case, June:

Prompts for Workforce Simplified

Use Variant: Select a variant or enter a name and choose save to create a new user variant

Prompt Summary: Search variables...
* Functional Roles: SOLVAY_NONHR
* Cal. year/month (Interval, Mandatory): JUN 2021
Business Unit (Entity Group)-(Manual Input - Mult. Value)
Company Code (HR)-(Manual Input - Mult. Value)
BFC GBU - (Manual Input - Mult. Value)

Specify Value for Prompts

* Functional Roles	SOLVAY_NONHR
* Cal. year/month (Interval, Mandatory)	06.2021
Business Unit (Entity Group)-(Manual Input - Mult. V...	
Company Code (HR)-(Manual Input - Mult. Value)	
BFC GBU - (Manual Input - Mult. Value)	

Display OK Cancel

After that, you will need to select the information necessary for the report in the BW Display:

COLUMNS

Measures

Internal Workforce

Internal Workforce FTE

Total Workforce

<

>

ROWS

Country of Company

Company Code (HR)

Cost Center (HR)

Employee Subgroup Gr

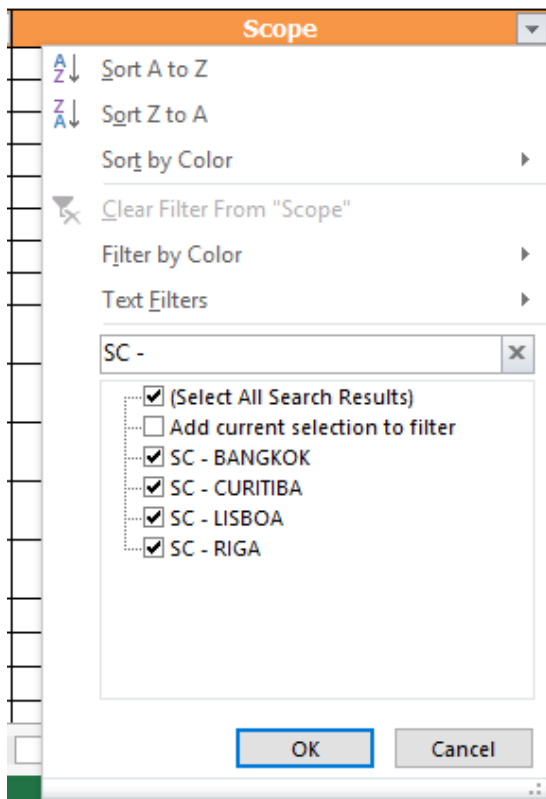
Formal Name

After you have selected this information, the BW will bring you all the data that you need for the HR SKF report:

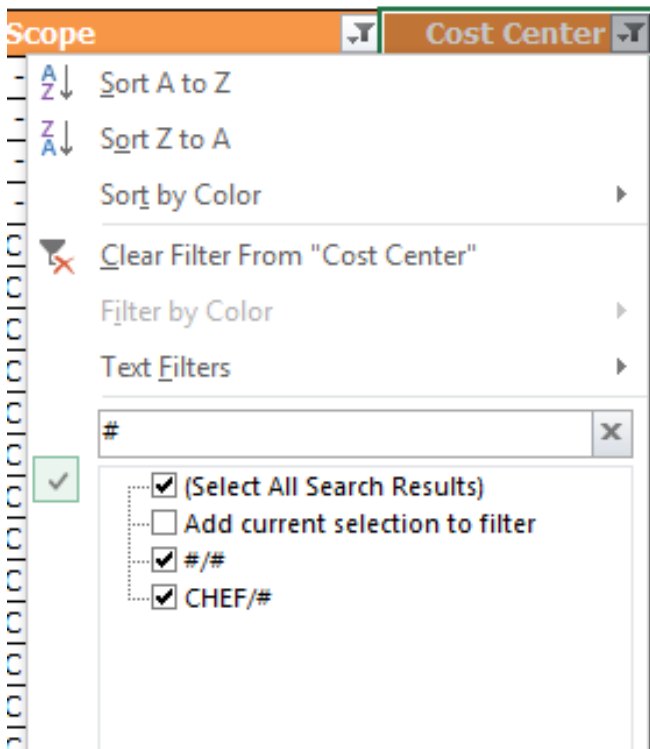
Country of Company	Company Code (HR)	Cost Center (HR)	Employee Subgroup Gr	Formal Name	Internal Workforce	Internal Workforce FTE	Total Workforce
Overall Result					22.806	22.684,6	27.705
AE	Result				3	3,0	13
AE	6321	CHEF/EE800HR245	C	Ayman El- Sabban	1	1,0	1
AE	7779	Z006/7779- 5001	C	El Moetaz Abed El Rehim	1	1,0	1
AE	7785	Z006/CCCC599677	Result		1	1,0	11
AE	7785	Z006/CCCC599677	C	Lee Herniman- Jones	1	1,0	1
AE	7785	Z006/CCCC599677	#	Result			10
AE	7785	Z006/CCCC599677	#	Abdulla ABDULLA			1
AE	7785	Z006/CCCC599677	#	BINOJ BABU			1
AE	7785	Z006/CCCC599677	#	Ghubaisha ALAMERI			1
AE	7785	Z006/CCCC599677	#	Harish Prasad Joshi			1
AE	7785	Z006/CCCC599677	#	Kadai AHMED			1
AE	7785	Z006/CCCC599677	#	Khaled AL NUAIMI			1
AE	7785	Z006/CCCC599677	#	Lok Raj Joshi			1
AE	7785	Z006/CCCC599677	#	Murugan RAJI			1
AE	7785	Z006/CCCC599677	#	Philippe VINCENT			1
AE	7785	Z006/CCCC599677	#	Vineesh VIJAYAN			1

Save the file in another workbook, and follow the instructions on "Instruction" Tab, from the HR_SKF template, from item 3 to 7.

After that the information is pasted on "Data" tab, filter the the "K" column and select all the Service Centers available:



Now, for the following column, "L", you must filter by "#" to check the employees that have no cost center informed.



Check the "R" column and you may find the cost centers that were informed by local team leaders and managers to these employees, but were not updated on the report file.

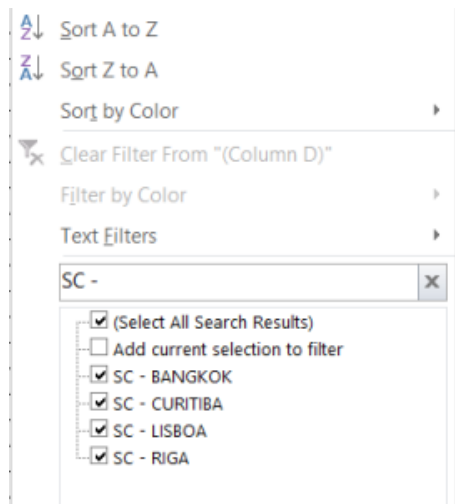
You can also find some employees that does not have a cost center on the report and it also was not informed, so you need to ask for the information for the managers and local accounts in Google Drive, until D-5.

After D-5, in D-2 you will need do the same procedure to check the employees without a cost center, In case this information is not available, you may need to skip this employee for the update.

3.3. I upload the statistical key figures to SAP

After the previously step was done, check the tab "Computation" if there is anything missing or without reference. It should be automatically filled by the formula. This tab will determine the calculation made by "I,J,K,L" columns, which will be used to update the final SKF amount.

Filter for "SC -" in column D in tab "Computation", and select everything that is related to the Service Center:

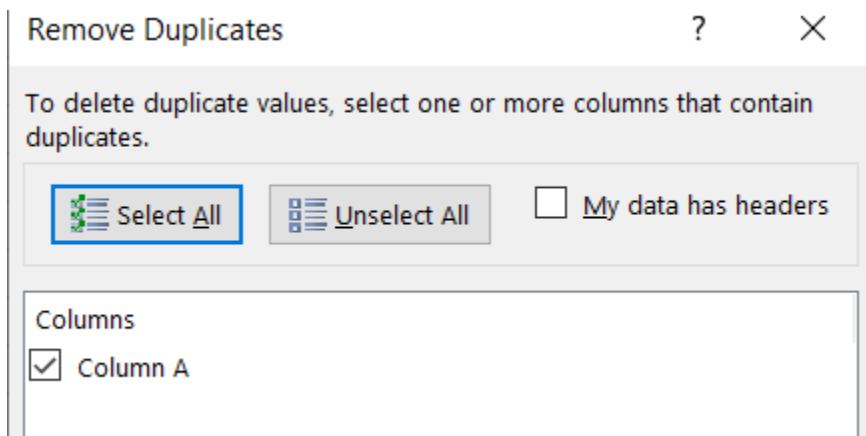


In order to get only the data under the SC scope, you must copy and paste as value the information of Cost Center, Employee Group, ZZFTE0, ZZHCT0, ZZHCT1 and ZZHCT2 presented in the "Computation" tab on the A to F columns in the "Final Check" tab. The amounts of each Cost Center and type of SKF and employee will be summed automatically in the columns "SUM OF ZZFTE0/ZZHCT0/ZZHCT1/ZZHCT2".

Please, be sure that all the cost centers that have information are taken into consideration in the sum in the tab "Final Check". You can do it by copying all the cost centers in column "E" in tab "Computation" and remove duplicates, and then pasting the cost centers:

A	B	C	D	E	F
CoCd	Country	SC Team	Cost Ctr	Employee Cost Center	
5686	AR	SC - CURITIBA	UC16112100	UC16112100	Federico Nuñez
5686	AR	SC - CURITIBA	UC16201102	UC16201102	Guillermo Enrique Ma
5686	AR	SC - CURITIBA	UC16201102	UC16201102	
5686	AR	SC - CURITIBA	UC16301102	UC16301102	
5686	AR	SC - CURITIBA	UC16301102	UC16301102	
5686	AR	SC - CURITIBA	UC16301102	UC16301102	IVAN SINKEVICIUS
5686	AR	SC - CURITIBA	UC18101102	UC18101102	O WELSH
5686	AR	SC - CURITIBA	UC18101102	UC18101102	ODARO
5686	AR	SC - CURITIBA	UC18101102	UC18101102	andraia
5686	AR	SC - CURITIBA	UC18101102	UC18101102	niel Blanc
5686	AR	SC - CURITIBA	UC18101102	UC18101102	CIA CHIW
5686	AR	SC - CURITIBA	UC18101102	UC18101102	H GAUN
5686	AR	SC - CURITIBA	UC18101102	UC18101102	asella
5686	AR	SC - CURITIBA	UC18101102	UC18101102	Madiedo

In another workbook, you can paste it and remove all duplicates:

[illegible]

If you have checked that all cost centers are being considerate and are sure that the sum is correct for all cost centers, you might save each SKF's sums in a txt archive, deleting the cost centers with value zero:

ZZFTE0	1	UC16112100
ZZFTE0	2	UC16201103
ZZFTE0	3	UC16301102
ZZFTE0	7	UC18100101
ZZFTE0	1	UC18100102
ZZFTE0	5	UC18401000
ZZFTE0	1	1W80062020
ZZFTE0	2	1W17400000
ZZFTE0	0	SM16112640
ZZFTE0	3	SM131P0000
ZZFTE0	1	SM131P0011
ZZFTE0	5	SM131P0013
ZZFTE0	5,9	SM131P0020
ZZFTE0	7	SM131P0021
ZZFTE0	2	SM131P0022

File name:	ZZFTE0
Save as type:	Text (Tab delimited)

The archives will look like this:

ZZFTE0 - Notepad

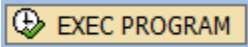
File	Edit	Format	View	Help
ZZFTE0	1	UC16112100		
ZZFTE0	2	UC16201103		
ZZFTE0	3	UC16301102		
ZZFTE0	7	UC18100101		
ZZFTE0	1	UC18100102		
ZZFTE0	5	UC18401000		
ZZFTE0	1	1W80062020		
ZZFTE0	2	1W17400000		
ZZFTE0	0	SM16112640		
ZZFTE0	3	SM131P0000		
ZZFTE0	1	SM131P0011		
ZZFTE0	5	SM131P0013		
ZZFTE0	5,9	SM131P0020		
ZZFTE0	7	SM131P0021		
ZZFTE0	2	SM131P0022		
ZZFTE0	6	SM131P0031		
ZZFTE0	0,8	SM131P0033		
ZZFTE0	1	SM131P0040		
ZZFTE0	1	SM131P0041		
ZZFTE0	4	SM131P0042		
ZZFTE0	3	SM131P0070		
ZZFTE0	4	SM131P0072		
ZZFTE0	5	SM131P0073		
ZZFTE0	4	SM131P0080		

Now, you must run SAP Transaction Z1K_UPLOAD_RATIOS.

STEP 1

Enter transaction Z1K_ACTUAL in the transaction field of main menu.

Click on the line Z1K_UPLOAD_RATIOS and then in EXEC PROGRAM



CO MENU for EXCEL FILE upload

INFO for PROGRAM
EXEC PROGRAM
Download Example

Menu of the program to UPLOAD ACTUAL postings

```

      XXXX XXX XXXXX X X XXXX X
    X X X X X X X X X X
  XXXX X X X X XXXX X
    X X XXX X XXXX X X XXXX

```

Click on a line to select the program and choose a function (icon on top of page):

- to display the program documentation
- to run the program
- to download an example of the EXCEL file
a window asks you for a file name and creates an excel file on your PC then you can open the file to see the example

Z1K_ULKB21	Upload Activity Type posting on Ctr/WBS/Order/Network
Z1K_ULKB21_DE	Upload Activity Type posting on Ctr/WBS/Order/Operation/Network
Z1K_UPLOAD_RATIOS	Upload ACTUAL Statistical Ratio Postings (KB31)
Z1K_ULKB11	Upload ACTUAL Reposting (KB11)
Z1K_ULKB11_ORDER	Upload ACTUAL Reposting (KB11) SENDER=ORDER

STEP 2

Enter a document date and define the following fields:

- **File:** X=EXCEL; A=ASCII; U=UNIX:
X for Excel format;

- **Controlling Area:** CHEF;

- **Transaction Screen VARIANT:**
SAP05;

- **Document date/Posting Date:** Period for the Key figure upload (if the period is not defined an error message appears not allowing the passage to the next screen) ;

- **BTCI User:** Personal User code (defined by default);

- **BTCI Name:** Batch Input Name reference: CO_KB31_CCode;

- **BTCI Keep ?:** X (for batch session caption in SM35);

Press Execute 

! Upload file

After execution a message box requiring the upload file will be displayed.

CO Upload Statistical Ratios

File: X=EXCEL; A=ASCII; U=UNIX	X
Controlling Area	CHEF
Transaction Screen VARIANT	SAP05
Document date	28.02.2010
Posting Date	28.02.2010
BTCI User	PT63001744
BTCI Name	CO_KB31_0306
BTCI Keep ?	X
PC File NAME	/extract/?

STEP 3

The program generates a batch input session for transaction KB31N.

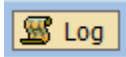
Go to transaction SM35;

Select the session and process it;

Statistical key figures are posted.

i Document posted

In the BTCI session processed, it's possible to find the document number of the posting done. Mark the line and see Log



Batch Input: Log Overview

 Display  Analyze session						
Log information						
Session QueueID	06020914310752180038	Sess.name:	CO_KB31_XX...			
Created on	09.02.2006	Created by	DE02468	 Standard selection		
Log Overview						
Date	Time	Sess.name	Session status	User	Queue ID	Appl. server
09.02.2006	14:38:33	CO_KB31_XXXX	Processed	DE02468	06020914310752180038	st1sapr3

Log attributes						
Name	CO_KB31_XXXX	Queue ID	06020914310752180038	User	DE02468	
Created on	09.02.2006	TermSe ID	BDCL6075218003818421	☐ Details		
Time	Message	Transac...	In			
14:38:33	Session CO_KB31_XXXX is being processed by user DE02468 in mode...		0			
14:38:35	Document is posted under number 400035602	KB31	1			
14:38:35	Transaction was processed successfully	KB31	1			
14:38:36	Processing statistics		0			
14:38:36	1 transactions read		0			
14:38:36	1 transactions processed		0			
14:38:36	0 transactions with errors		0			
14:38:36	0 transactions deleted		0			
14:38:36	Batch input processing ended		0			

STEP 4

Run transaction KB33N and enter the document number previously collected;

Note

You can also check CO objects receivers using report ZEO4 running transaction GR55.

[illegible]