

LAM: Travel expense reporting

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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 - 3.1.1. Step 1 of Task 1 (I do something...)
 - 3.1.2. Step 2 of Task 1 (I do something...)
 - 3.2. I do something...
 - 3.2.1. Step 1 of Task 2 (I do something...)

- 3.2.2. Step 2 of Task 2 (I do something...)

Scope

? Unknown Attachment

ERP



Frequency

? Unknown Attachment

References

Forms

Attachments

<< LAM: Travel expense reporting
>>

1. Objective and Scope

1.1. Objective of this Operation

This report is to break down the spending of each GBU, with travel expenses.

1.2. Scope

The procedure is applied to company 7725 and 7722 in WP1.

2. Definitions

See [Finance Glossary](#):

- ...

3.I TRAVEL EXPENSES - GBU'S

The list of accounts that should be analyzed are:

98300600	FC TRAVEL EXPENSES/PETROL/ FIXED RATE MILEAGE
98300601	FC TRAVEL EXPENSES/CAR HIRE
98300602	FC TRAVEL EXPENSES/TRAIN & PLANE
98300603	FC TRAVEL EXPENSES/ACCOMODATION & MEAL
98300604	FC TRAVEL EXPENSES/OTHERS
98300605	FC TRAVEL EXPENSES/RELOCATION
98300606	FC TRAVEL EXPENSES/ENTERTAINING
98300610	TRAVEL EXPENSES Taxis,toll,parking costs

Go in the transaction FBL3N.

Choose the variant : TRAVEL LAM and fill the date of the month you are going to work

List Edit Goto Extras Environment Settings System Help

Print Refresh Export Send... Exit

Word processing... Spreadsheet... Local file...

G/L Account Company Code 7725

Assignment	DocumentNo	Type	Doc..Date	FK	Pstng Date	Period	LC amnt	LCurr	Text	Cost Ctr	Profit Ctr
<input type="checkbox"/> TE Id 0000321032	4220000227	Q0	31.08.2020	40	03.09.2020	9	30.940	CLP	Car Rental	8382-6021	7725-X1238
<input type="checkbox"/> TE Id 0000319293	4220000226	Q0	31.08.2020	40	02.09.2020	9	34.260	CLP	Public Transportation	8382-6021	7725-X1238
<input type="checkbox"/> TE Id 0000317161	4220000223	Q0	01.09.2020	40	01.09.2020	9	226.772	CLP	Public Transportation	8382-6014	7725-X1220
<input type="checkbox"/> 20200903	1900000799	KR	01.09.2020	40	03.09.2020	9	3.588	CLP		8382-6000	7725-X1220
<input type="checkbox"/> 20200903	1900000799	KR	01.09.2020	40	03.09.2020	9	14.621	CLP		8382-6000	7725-X1220
<input type="checkbox"/> 20200903	1900000805	KR	01.09.2020	40	03.09.2020	9	2.263	CLP		8382-6000	7725-X1220
<input type="checkbox"/> 20200904	1900000808	KR	01.09.2020	40	04.09.2020	9	3.743	CLP		8382-6000	7725-X1220
<input type="checkbox"/> TE Id 0000317470	4220000225	Q0	02.09.2020	40	02.09.2020	9	23.291	CLP	Public Transportation	8382-6021	7725-X1238
<input type="checkbox"/> TE Id 0000317470	4220000225	Q0	02.09.2020	40	02.09.2020	9	93.153	CLP	Other Not Defined	8382-6021	7725-X1238
<input type="checkbox"/> TE Id 0000321248	4220000224	Q0	02.09.2020	40	02.09.2020	9	4.980	CLP	Taxi	8382-6013	7725-X1220
<input type="checkbox"/> TE Id 0000317470	4220000225	Q0	02.09.2020	40	02.09.2020	9	127.500	CLP	Taxi	8382-6021	7725-X1238
<input type="checkbox"/> TE Id 0000321534	4220000228	Q0	04.09.2020	40	07.09.2020	9	5.100	CLP	Public Transportation	8382-6013	7725-X1220
<input type="checkbox"/> TE Id 0000321098	4220000231	Q0	07.09.2020	40	07.09.2020	9	182.000	CLP	Taxi	8382-6080	7725-X1238
<input type="checkbox"/> TE Id 0000320458	4220000236	Q0	08.09.2020	40	21.09.2020	9	36.116	CLP	Other Not Defined	8382-6020	7725-X1238
<input type="checkbox"/> TE Id 0000322067	4220000234	Q0	08.09.2020	40	16.09.2020	9	4.500	CLP	Tolls/Road Charges	8382-6081	7725-X1238
<input type="checkbox"/> 0	2300001001	SB	09.09.2020	50	09.09.2020	9	34.725-	CLP	Concur Agosto 2020	8382-6020	7725-X1238
<input type="checkbox"/> 20200914	1700000016	KG	10.09.2020	50	14.09.2020	9	329-	CLP		8382-6000	7725-X1220
<input type="checkbox"/> 20200918	1900000849	KR	15.09.2020	40	18.09.2020	9	513	CLP		8382-6000	7725-X1220
<input type="checkbox"/> 20200918	1900000849	KR	15.09.2020	40	18.09.2020	9	3.957	CLP		8382-6000	7725-X1220
<input type="checkbox"/> TE Id 0000323743	4220000235	Q0	16.09.2020	40	18.09.2020	9	433.755	CLP	Car Rental	8382-6080	7725-X1238
<input type="checkbox"/> TE Id 0000323743	4220000235	Q0	16.09.2020	40	18.09.2020	9	227.470	CLP	Parking	8382-6080	7725-X1238
<input type="checkbox"/> 20200928	1900000856	KR	22.09.2020	40	28.09.2020	9	20.361	CLP		8382-6000	7725-X1220
<input type="checkbox"/> 20200928	1900000857	KR	22.09.2020	40	28.09.2020	9	62	CLP		8382-6000	7725-X1220

Save this list to your desktop.

Assignment	DocumentNo	Type	Doc..Date	PK	Pstng Date	Period	LC amnt	LCurr	Text	Cost Ctr	Profit Ctr
TE Id 0000321032	4220000227	Q0	31.08.2020	40	03.09.2020	9	30.940	CLP	Car Rental	8382-6021	7725-X1238
TE Id 0000319293	4220000226	Q0	31.08.2020	40	02.09.2020	9	34.260	CLP	Public Tra	8382-6021	7725-X1238
TE Id 0000317161	4220000223	Q0	01.09.2020	40	01.09.2020	9	226.772	CLP	Public Tra	8382-6014	7725-X1220
20200903	1900000799	KR	01.09.2020	40	03.09.2020	9	3.588	CLP		8382-6000	7725-X1220
20200903	1900000799	KR	01.09.2020	40	03.09.2020	9	14.621	CLP		8382-6000	7725-X1220
20200903	1900000805	KR	01.09.2020	40	03.09.2020	9	2.263	CLP		8382-6000	7725-X1220
20200904	1900000808	KR	01.09.2020	40	04.09.2020	9	3.743	CLP		8382-6000	7725-X1220
TE Id 0000317470	4220000225	Q0	02.09.2020	40	02.09.2020	9	23.291	CLP	Public Tra	8382-6021	7725-X1238
TE Id 0000317470	4220000225	Q0	02.09.2020	40	02.09.2020	9	93.153	CLP	Other Not	8382-6021	7725-X1238
TE Id 0000321248	4220000224	Q0	02.09.2020	40	02.09.2020	9	4.980	CLP	Taxi	8382-6013	7725-X1220
TE Id 0000317470	4220000225	Q0	02.09.2020	40	02.09.2020	9	127.500	CLP	Taxi	8382-6021	7725-X1238
TE Id 0000321534	4220000228	Q0	04.09.2020	40	07.09.2020	9	5.100	CLP	Public Tra	8382-6013	7725-X1220
TE Id 0000321098	4220000231	Q0	07.09.2020	40	07.09.2020	9	182.000	CLP	Taxi	8382-6080	7725-X1238
TE Id 0000320458	4220000236	Q0	08.09.2020	40	21.09.2020	9	36.116	CLP	Other Not	8382-6020	7725-X1238
TE Id 0000322067	4220000234	Q0	08.09.2020	40	16.09.2020	9	4.500	CLP	Tolls/Road	8382-6081	7725-X1238
0	2300001001	SB	09.09.2020	50	09.09.2020	9	-34.725	CLP	Concur Ag	8382-6020	7725-X1238
20200914	1700000016	KG	10.09.2020	50	14.09.2020	9	-329	CLP		8382-6000	7725-X1220
20200918	1900000849	KR	15.09.2020	40	18.09.2020	9	513	CLP		8382-6000	7725-X1220
20200918	1900000849	KR	15.09.2020	40	18.09.2020	9	3.957	CLP		8382-6000	7725-X1220
TE Id 0000323743	4220000235	Q0	16.09.2020	40	18.09.2020	9	433.755	CLP	Car Rental	8382-6080	7725-X1238
TE Id 0000323743	4220000235	Q0	16.09.2020	40	18.09.2020	9	227.470	CLP	Parking	8382-6080	7725-X1238
20200928	1900000856	KR	22.09.2020	40	28.09.2020	9	20.361	CLP		8382-6000	7725-X1220
20200928	1900000857	KR	22.09.2020	40	28.09.2020	9	62	CLP		8382-6000	7725-X1220

In the excel file, we should color this data in the AMOUNT / AA folder.

The data must be in column A to L, columns M and N, will be filled with the template data.

A1404 : X ✓ fx TE Id 0000321032

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Assignme	Document#	Ty	Doc. Da	Pstng Da	Peri	T	Amount in local cu	LCU	Text	Cost Cl	Profit Cl	ZWFAI052	Description
1404	TE Id 000032:	4220000227	QO	31.08.2020	40 03.09.2020	9		30.940	CLP	Car Rental	8382-6021	7725-X1238	8382-6021	MINNING NON ALLOC
1405	TE Id 000031:	4220000226	QO	31.08.2020	40 02.09.2020	9		34.260	CLP	Public Transportation	8382-6021	7725-X1238	8382-6021	MINNING NON ALLOC
1406	TE Id 000031:	4220000223	QO	01.09.2020	40 01.09.2020	9		226.772	CLP	Public Transportation	8382-6014	7725-X1220	8382-6014	TECHN. SOLUTION NR
1407	20200903	1900000799	KR	01.09.2020	40 03.09.2020	9		3.588	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR
1408	20200903	1900000799	KR	01.09.2020	40 03.09.2020	9		14.621	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR
1409	20200903	1900000805	KR	01.09.2020	40 03.09.2020	9		2.263	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR
1410	20200904	1900000808	KR	01.09.2020	40 04.09.2020	9		3.743	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR
1411	TE Id 000031:	4220000225	QO	02.09.2020	40 02.09.2020	9		23.291	CLP	Public Transportation	8382-6021	7725-X1238	8382-6021	MINNING NON ALLOC
1412	TE Id 000031:	4220000225	QO	02.09.2020	40 02.09.2020	9		93.153	CLP	Other Not Defined	8382-6021	7725-X1238	8382-6021	MINNING NON ALLOC
1413	TE Id 000032:	4220000224	QO	02.09.2020	40 02.09.2020	9		4.980	CLP	Taxi	8382-6013	7725-X1220	8382-6013	TECHN. SOLUTION NR
1414	TE Id 000031:	4220000225	QO	02.09.2020	40 02.09.2020	9		127.500	CLP	Taxi	8382-6021	7725-X1238	8382-6021	MINNING NON ALLOC
1415	TE Id 000032:	4220000228	QO	04.09.2020	40 07.09.2020	9		5.100	CLP	Public Transportation	8382-6013	7725-X1220	8382-6013	TECHN. SOLUTION NR
1416	TE Id 000032:	4220000231	QO	07.09.2020	40 07.09.2020	9		182.000	CLP	Taxi	8382-6080	7725-X1238	8382-6080	MINNING NON ALLOC
1417	TE Id 000032:	4220000236	QO	08.09.2020	40 21.09.2020	9		36.116	CLP	Other Not Defined	8382-6020	7725-X1238	8382-6020	MINNING NON ALLOC
1418	TE Id 000032:	4220000234	QO	08.09.2020	40 16.09.2020	9		4.500	CLP	Tolls/Road Charges	8382-6081	7725-X1238	8382-6081	MINNING NON ALLOC
1419	0	2300001001	SB	09.09.2020	50 09.09.2020	9		-34.725	CLP	Concur Agosto 2020	8382-6020	7725-X1238	8382-6020	MINNING NON ALLOC
1420	20200914	1700000016	KG	10.09.2020	50 14.09.2020	9		-329	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR
1421	20200918	1900000849	KR	15.09.2020	40 18.09.2020	9		513	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR
1422	20200918	1900000849	KR	15.09.2020	40 18.09.2020	9		3.957	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR
1423	TE Id 000032:	4220000235	QO	16.09.2020	40 18.09.2020	9		433.755	CLP	Car Rental	8382-6080	7725-X1238	8382-6080	MINNING NON ALLOC
1424	TE Id 000032:	4220000235	QO	16.09.2020	40 18.09.2020	9		227.470	CLP	Parking	8382-6080	7725-X1238	8382-6080	MINNING NON ALLOC
1425	20200928	1900000856	KR	22.09.2020	40 28.09.2020	9		20.361	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR
1426	20200928	1900000857	KR	22.09.2020	40 28.09.2020	9		62	CLP		8382-6000	7725-X1220	8382-6000	TECHN. SOLUTION NR

MINNING NON ALLOC 2019 | CBS SHARED SERVICES 2019 | TECHN. SOLUTION NR 2019 | Amount 2019 | Dashboard - 2019

Then go to all the folders below and update the line of items from which this table is being fed.

MINNING NON ALLOC

CBS SHARED SERVICES

TECHN. SOLUTION NR

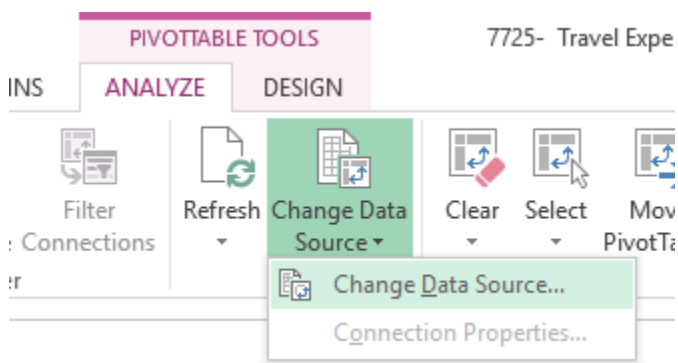
5

7

MINNING NON ALLOC 2019 | CBS SHARED SERVICES 2019 | TECHN. SOLUTION NR 2019 | Amount 2019 | Dashboard - 2019

FDY FILTER MODE

Here is an example of 1 of the GBUs.



The total lines of 1426 is the total lines of the AMOUNT2019 FOLDER.

Assignme	Document	Ty	Doc. Da	Pstng Da	Peri	Amount in local c	LCU	Text
TE Id 000032	4220000227	Q0	31.08.2020	40 03.09.2020	9	30.940	CLP	Car Rental
TE Id 000031	4220000226	Q0	31.08.2020	40 02.09.2020	9	34.260	CLP	Public Transportation
TE Id 000031	4220000223	Q0	01.09.2020	40 01.09.2020	9	226.772	CLP	Public Transportation
20200903	1900000799	KR	01.09.2020	40 03.09.2020	9	3.588	CLP	
20200903	1900000799	KR	01.09.2020	40 03.09.2020	9	14.621	CLP	
20200903	1900000805	KR	01.09.2020	40 03.09.2020	9	2.263	CLP	
20200904	1900000808	KR	01.09.2020	40 04.09.2020	9	3.743	CLP	
TE Id 000031	4220000225	Q0	02.09.2020	40 02.09.2020	9	23.291	CLP	Public Transportation
TE Id 000031	4220000225	Q0	02.09.2020					Defined
TE Id 000032	4220000224	Q0	02.09.2020					
TE Id 000031	4220000225	Q0	02.09.2020					nsportation
TE Id 000032	4220000228	Q0	04.09.2020					
TE Id 000032	4220000231	Q0	07.09.2020					Defined
TE Id 000032	4220000236	Q0	08.09.2020					Charges
TE Id 000032	4220000234	Q0	08.09.2020					osto 2020
0	2300001001	SB	09.09.2020					
20200914	1700000016	KG	10.09.2020					
20200918	1900000849	KR	15.09.2020					
20200918	1900000849	KR	15.09.2020	40 18.09.2020	9	3.957	CLP	

Change PivotTable Data Source

Choose the data that you want to analyze

Select a table or range

Table/Range: 'Amount 2019'!\$A\$1:\$N\$1426

Use an external data source

Choose Connection...

Connection name:

OK Cancel

Cost Cent	Month	1	2	3	4	5	6	7	8	9	Grand Total
8357-2900	-\$	8.418	\$ 42.148			\$ 20.000	\$ 51.780	\$ 287.841	\$ 193.502		\$ 586.853
8382-6020	-\$	3.522.138	\$ 7.102.004	\$ 12.032.563	\$ 9.281.585	\$ 17.278.262	\$ 9.161.360	\$ 20.689.531	\$ 13.535.069	\$ 1.391	\$ 85.559.627
8382-6080	-\$	11.683.804	\$ 12.991.454	\$ 8.424.088	\$ 8.932.738	\$ 11.992.097	\$ 9.441.118	\$ 16.046.167	\$ 4.873.764	\$ 843.225	\$ 61.860.847
8382-8810	\$	795.451	-\$ 795.451								\$ -
8382-8811	\$	162.260	\$ 44.465	\$ 207.432	\$ 356.384	\$ 6.044	\$ 24.583	\$ 121.687	\$ 647.425		\$ 1.570.280
8382-8830	\$	3.838.471	-\$ 3.838.471								\$ -
8382-8831		\$ 3.184.604	\$ 1.456.495	\$ 1.328.110	\$ 1.708.879						\$ 7.678.088
8382-6008		\$ 5.566.544	\$ 7.913.557	\$ 489.549	\$ 2.196.073	\$ 673.259	\$ 5.200.226	\$ 372.509			\$ 22.411.717
8382-6081		\$ 3.973.865	\$ 1.931.859	\$ 3.530.730	\$ 6.250.276	\$ 480.767	\$ 5.968.464	\$ 7.025.593	\$ 4.500		\$ 29.166.054
8382-6021		\$ 5.760.932	4649238	3045089	2282911	4677325	2694803	5858596	309144		\$ 29.278.038
8357-1000			46000	218324	15000		185764	45000			510088
8357-3000					218258		333042				551300
Grand Total	-\$	10.418.178	\$ 34.032.094	\$ 36.661.232	\$ 27.182.509	\$ 41.967.800	\$ 24.510.192	\$ 51.527.525	\$ 32.551.458	\$ 1.158.260	\$ 239.172.892

This process must be repeated for all GBus.

After updating everything, you should go PASTA: Dashboard - AA

TECHN. SOLUTION NR 2019
Amount 2019
Dashboard - 2019
+

Update the chart.

7725 - TRAVEL EXPENSES - GBU'S



	January	February	March	April	May	June	July	August	September
■ CBS SHARED SERVICES	\$ 1.460.129	\$ 0	\$ 832.015	\$ 0	\$ 802.318	\$ 1	\$ 0	\$ 89	\$ 0
■ TECHN. SOLUTION NR	\$ 433.290	\$ 972.275	\$ 968.406	\$ 150.081	\$ 190.770	\$ 299.295	\$ 1.923.854	\$ 1.038.147	\$ 285.631
■ MINNING NON ALLOC	-\$ 10.418.178	\$ 34.032.094	\$ 36.661.232	\$ 27.182.509	\$ 41.967.800	\$ 24.510.192	\$ 51.527.525	\$ 32.551.458	\$ 1.158.260

When completed, you should send it by e-mail to the list below:

joan.laso@solvay.com>,
Pilar.Galarza@solvay.com>,
sol.silva@solvay.com>,
pablo.delapena@solvay.com>,
peru.contabilidad-external@solvay.com>,
chile.contabilidad-external@solvay.com>

3.1. I do something...

3.1.1. Step 1 of Task 1 (I do something...)

3.1.2. Step 2 of Task 1 (I do something...)

...

3.2. I do something...

3.2.1. Step 1 of Task 2 (I do something...)

3.2.2. Step 2 of Task 2 (I do something...)

...

End of document.