

Co\$ta - Non ERP - upload data

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Objective

Procedure to upload manually data from systems not interfaced with WBP.

Scope

PE1	07218	CYTEC INDUSTRIAL MATERIALS (DERBY) LIMITED - Only until April close 2021	
Other	00192	Solvay Interlox Pty Ltd, Banksmeadow	- Only until November 2021
Other	01430	CHEMPLEX	
Other	40215	Rhodia Laboratoire du Futur S.A.S.	

Roles & Responsibilities

- Non ERP Entity Controller / CAM (contact point)
 - Provide the mapping of legacy Cost Center structure with Solvay ZCBS Structure on a monthly basis in case of changes regarding previous month
 - Provide the mapping of legacy Cost Element structure with Solvay Cost Element Structure on a monthly basis in case of changes regarding previous month
 - Provide the monthly costs mapped with Sub-Package on monthly basis
- SBS Finance SL - Reporting Platform
 - Upload in BW on a monthly basis the files received with the CC mapping, Cost Element mapping and Monthly costs mapped with Sub-Package

Required Data and Periodicity

On a monthly basis on D3 Controller/CAM will send to SBS Reporting Platform team (SBS.FinanceSL-Reporting_Platform@solvay.com) and copy Rita Vieira the following information:

- **Cost Centers mapping** (*Only if any change regarding previous month*)
 - [Template Cost Center Master Data](#)
- **Cost Element mapping** (*Only if any change regarding previous month*)
 - [Template Cost Element Master Data](#)
- **Monthly Costs by Sub-Package**
 - [Template ZCBS_BW](#)
 - [Cost Package definition](#)

The data will be available in BW on D4.



For the GBU's already loading the information in the Fixed Costs report the current process will be replaced by this one.

On a monthly basis on D4 Controller/CAM (Celine, Roland and/or Anne Laure) will send to SBS Reporting Platform team (SBS.FinanceSL-Reporting_Platform@solvay.com) and copy Rita Vieira the following information:

- **Cost Centers mapping** (*Only if any change regarding previous month*)
 - [Template Cost Center Master Data](#)
- **Cost Element mapping** (*Only if any change regarding previous month*)
 - [Template Cost Element Master Data](#)
- **Monthly Costs by Sub-Package**
 - [Co\\$Ta: LOF LIST with cost centers, cost elements and sub packages](#)

Reporting Platform will copy tab "Template" to load in BW

Prepare files to be uploaded

Prepare the data to be uploaded in WBP using the dedicated template:





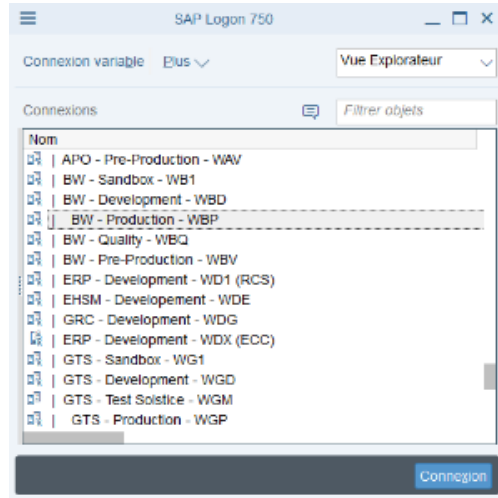
Click [here](#) to see the description of each template

- For Cost centers master data: [TEMPLATE Cost Center Master Data](#)
- For Cost elements master data: [TEMPLATE Cost Element Master Data](#)
- For Costs: [TEMPLATE ZCBS_BW](#)

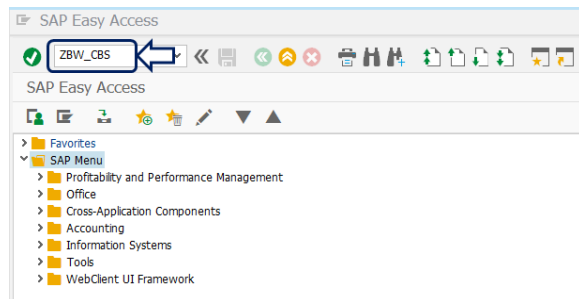
BARE	CCenter	System	Hierarchy	Organisation Function	Sub-fonction	Sub-fonction	Comp	Dateto	Datefrom
ZCYT				ZCBS	ZCBS-FUNCT ZCBS-FPUR	ZFPURBUY	ZFPUREU		99991231 10000101
ZCYT	008-5326	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FPUR	ZFPURBUY	ZFPUREU		7771	20161231 10000101
ZCYT	008-5552	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FIND	ZFINDHSE	ZFINDHSE1			20161231 10000101
ZCYT	008-5552	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FIND	ZFINDHSE	ZFINDHSE1		7771	99991231 20170101
ZCYT	008-5700	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FSIS	ZFSISA	ZFISAXX			20161231 10000101
ZCYT	008-5700	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FSIS	ZFSISA	ZFISAXX		7771	99991231 20170101
ZCYT	008-7051	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FSIS	ZFSISB	ZFIS5B8			20161231 10000101
ZCYT	008-7051	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FSIS	ZFSISB	ZFIS5B8		7771	99991231 20170101
ZCYT	008-7069	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FIND	ZFINDHSE	ZFINDHSE1			20161231 10000101
ZCYT	008-7069	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FIND	ZFINDHSE	ZFINDHSE1		7771	99991231 20170101
ZCYT	008-8113	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FFI	ZFFIRP	ZFFIRP1			20161231 10000101
ZCYT	008-8113	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FFI	ZFFIRP	ZFFIRP1		7771	99991231 20170101
ZCYT	008-8910	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FPUR	ZFPURBUY	ZFPUREU		7772	99991231 20170101
ZCYT	008-8910	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FPUR	ZFPURBUY	ZFPUREU			20161231 10000101
ZCYT	010-8110	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FDE	ZFDERTR	ZFDERTR1			20161231 10000101
ZCYT	010-8110	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FDE	ZFDERTR	ZFDERTR1		7218	99991231 20170101
ZCYT	010-8113	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FFI	ZFFIRP	ZFFIRP1			20161231 10000101
ZCYT	010-8113	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FFI	ZFFIRP	ZFFIRP1		7218	99991231 20170101
ZCYT	010-8115	NERPCYT	ZCBS	ZCBS-FUNCT ZCBS-FDE	ZFDEOTC	ZFDEOTC1			20161231 10000101

Transaction ZBW_CBS

Open the SAP Logon  and double click "BW - Production - WBP"

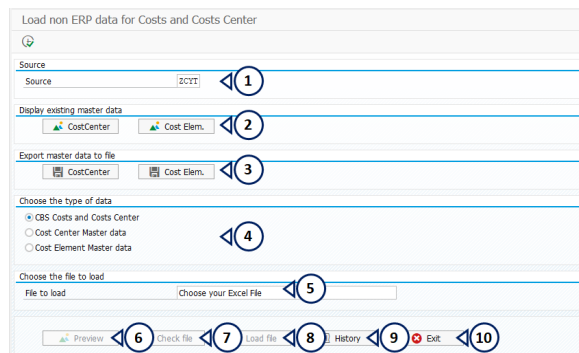


Enter the transaction code **ZBW_CBS** in the search bar and click 



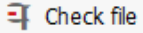
A new window will open with the following fields

1. Source = Always ZCYT
2. Click  to display the list of cost centers with the master data that were already loaded in BW or click  to display the list of cost centers with the master data that were already loaded in BW.
3. Click  to export in excel the list of cost centers and  to export in excel the list of cost elements.
4. Select the type of data to be loaded (costs or master data)
5. Select the file to be loaded
6. Click  to preview the file that was loaded
7. Click  to check if there are errors in the file
8. Click  to load the file once all errors are solved
9. Click  to see last files uploaded
10. Click  to leave the transaction

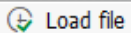


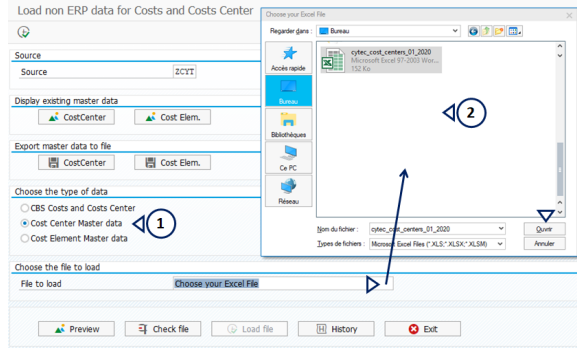
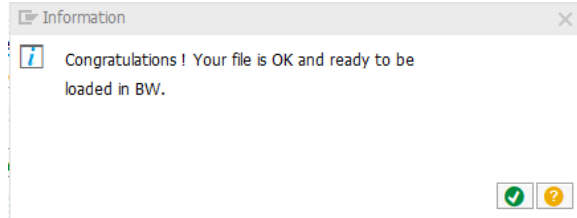
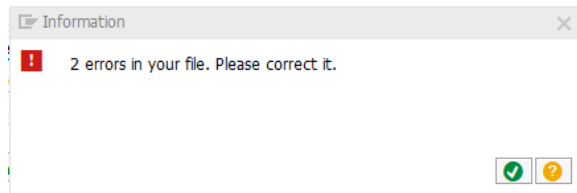
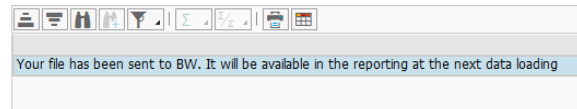
Upload the file

1. Select the file to be uploaded. For instance "Cost Center Master data"
2. Choose the excel file "Cost Center Master data" that was prepared

- Click . If the file was well prepared, the message "Congratulations ! Your file is OK and ready to be loaded in BW." is displayed.

- If there was an error in the file. the message " X errors in your file. Please correct it." is displayed. The list of errors are displayed with the description of the problem to be solved.

- When the file is ready to be loaded, click . Once it is done a message is displayed to inform that the file was sent to BW and will be available in the reporting at the next data loading.

Appendix : description of each template

- [TEMPLATE ZCBS_BW](#)

Field	Definition	Description	Link to documentation	Example ★
co_area	Controlling Area	The controlling Area is always: - NR01 - Non ERP - NOVECARE - NR02 - Non ERP - CH - NR03 - Non ERP - SODA - NR04 - Non ERP - PEROXIDES - NR06 - Non ERP - ISTANBUL - NR99 - Non ERP - Others - ZCYT - Non ERP - CYTEC		ZCYT
fiscvarnt	Fiscal variant	The fiscal variant is always K4		K4
fiscper	Fiscal period	Enter the fiscal period with the right format = YYYYMM (YYYY = year & MM = month)		2020008
curtype	Currency type	The currency type is always 10		10
/bic /c_costctr	Cost center	Enter a cost center that was previously created in the system using the TEMPLATE Cost Center Master Data		651-5702
costelmnt	Cost element	Enter a cost element that was previously created in the system using the TEMPLATE Cost Element Master Data		6550

logsys	Non ERP source	Use the non-ERP source corresponding to your GBU / scope: • NERP001 Non ERP - NOVECARE • NERP002 Non ERP - CH • NERP003 Non ERP - SODA • NERP004 Non ERP - PEROXIDES • NERP006 Non ERP - ISTANBUL • NERP099 Non ERP - Others • NERPCYT Non ERP - CYTEC		NERPCYT
/bic /c_compcde	Company code	Enter the company code		7180
db_cr_ind	Debit or credit	By default enter S		S
vtype	Value type	Enter the value type = 10 (=Actual data)		10
currency	Currency	Enter the currency		USD
SubPackage	Sub package	Enter the subpackage	List of subpackages	P20001
amount	Amount	Enter the amount		5 744,92

★ when the cell is red, the value doesn't change, when the cell is green, it has to be updated

• **TEMPLATE Cost Center Master Data**

Field	Definition	Description	Link to documentation	Example ★
BAre	Controlling Area	The controlling Area is always: • NR01 - Non ERP - NOVECARE • NR02 - Non ERP - CH • NR03 - Non ERP - SODA • NR04 - Non ERP - PEROXIDES • NR06 - Non ERP - ISTANBUL • NR99 - Non ERP - Others • ZCYT - Non ERP - CYTEC		ZCYT
CCenter	Cost center	Code of the cost center		3008-5326
System	Non ERP source	Use the non-ERP source corresponding to your GBU / scope: • NERP001 Non ERP - NOVECARE • NERP002 Non ERP - CH • NERP003 Non ERP - SODA • NERP004 Non ERP - PEROXIDES • NERP006 Non ERP - ISTANBUL • NERP099 Non ERP - Others • NERPCYT Non ERP - CYTEC		NERPCYT
Hierarchy	1st level of the ZCBS hierarchy	Enter the 1st level of the ZCBS hierarchy	Rules - Cost Center ZCBS hierarchy ZCBS hierarchy list	ZCBS
Organisation	2nd level of the ZCBS hierarchy	Enter the 2nd level of the ZCBS hierarchy		ZCBS-FUNCT
Function	3rd level of the ZCBS hierarchy	Enter the 3rd level of the ZCBS hierarchy		ZCBS-FPUR
Sub-function Grouping	4th level of the ZCBS hierarchy	Enter the 4th level of the ZCBS hierarchy		ZFPURBUY
Sub-function	5th level of the ZCBS hierarchy	Enter the 5th level of the ZCBS hierarchy		ZFPUREU
Comp	Company code	Enter the company code		7771
Dateto	Validity date	Enter the validity date (from - to) of the cost center with the right format = YYYYMM (YYYY = year, MM = month)		99991231
Datefrom				20170101
Profitctr	Profit center	Leave it blank if you don't know the profit center		

L	Language	Enter EN for english		EN
Short description	Short description	Short description of the cost center		PF-Z-EU-TE
Medium description	Medium description	Medium description of the cost center		PF-Z-EU-TE
BFC Global Business	Global Business Unit	Enter the BFC code of the GBU who owns the cost center	Rules - Business structure	PA
BFC Group of activit	Group of Activities	Enter the BFC code of the Group of Activities of the cost center. You can leave it blank.		PADIP
Plant	Plant	Enter the plant code of the cost center		CB00

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• **TEMPLATE Cost Element Master Data**

Field	Definition	Description	Link to documentation	Example ★
BAre	Controlling Area	The controlling Area is: - NR01 - Non ERP - NOVECARE - NR02 - Non ERP - CH - NR03 - Non ERP - SODA - NR04 - Non ERP - PEROXIDES - NR06 - Non ERP - ISTANBUL - NR99 - Non ERP - Others - ZCYT - Non ERP - CYTEC		ZCYT
Cost Elemn	Cost element	Code of the cost element		6800
CE	Cost element category	Enter 01 for primary cost element		01
System	Non ERP source system	Use the non-ERP source corresponding to your GBU / scope: - NERP001 Non ERP - NOVECARE - NERP002 Non ERP - CH - NERP003 Non ERP - SODA - NERP004 Non ERP - PEROXIDES - NERP006 Non ERP - ISTANBUL - NERP099 Non ERP - Others - NERPCYT Non ERP - CYTEC		NERPCYT
FX Group 1	ZRCS-FC hierarchy	2nd level of the cost element hierarchy ZRCS-FC	Rules - Cost element Group ZRCS-FC	ZRCS-AC
FX Group 2	ZRCS-FC hierarchy	3rd level of the cost element hierarchy ZRCS-FC		ZRCS-30
FX Group 3	ZRCS-FC hierarchy	4th level of the cost element hierarchy ZRCS-FC		ZRCS-3020
FX Group 4	ZRCS-FC hierarchy	5th level of the cost element hierarchy ZRCS-FC		ZRCS-3021
Dateto	Validity date	Enter the validity date (from - to) of the cost center with the right format = YYYYMM (YYYY = year, MM = month)		99991231
Datefrom				20170101
L	Language key	Enter EN for english		EN
Short description	Short description	Short description of the cost center		INTEREST INCOME
Medium description	Medium description	Medium description of the cost center		INTEREST INCOME

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