



7. Click **blocked URL** to leave the transaction

★ you can not use both methods with the same files. You need to create 2 files.

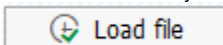
## Upload the file

⚠ Before starting, it is recommended to close and save your excel files to avoid interferences with excel

1. Select the file to be uploaded. For instance "zbow\_cor\_costa 01.2020"
2. Choose the excel file "zbow\_cor\_costa 01.2020" that was prepared

- Click **blocked URL** to display the file.
- Click **blocked URL** to check the consistency of the file. If there is no error, there is a message "Congratulations ! Your file is OK and ready to be loaded in BW."

1. When the file is ready to be loaded, click



The correction will be populated in the costa query within a couple of minutes after the file is loaded.

⚠ Check that the correction you made corresponds to what you wanted to do

## How to check the correction

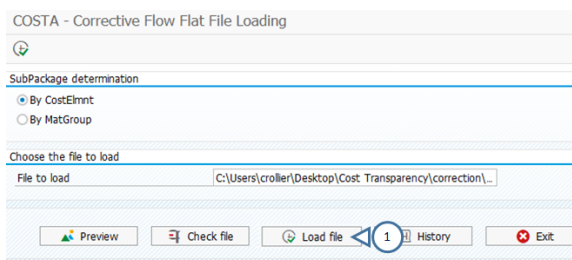
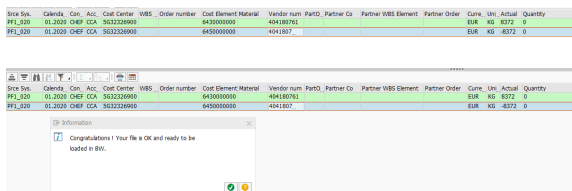
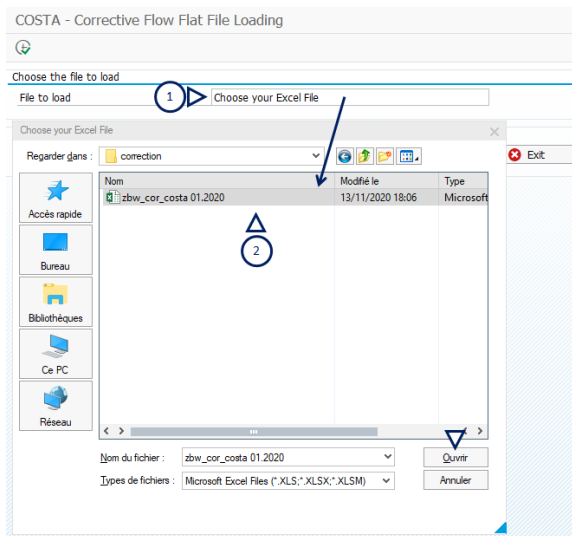
- Run the **Co\$ta - BW queries** with the scope of your correction (legal entity, period etc.)
- Remove all dimensions and add the **Co\$ta - Origin flow & filters & Actual Origin - Legal view (Local)**

i Corrections are made with the origin flow = CORR\_FLOW

- **1st control:** Total of origin flow is zero
- **2nd control:** Filter the list of origin objects you entered in your file (cost center/WBS or order). In the example the cost center is 2295-1020. You can also add the cost element, cost subpackage, vendor to confirm what is in the system.

In the example, the costs of the vendor 76467 in the cost center 2295-1020 was transferred from the cost element 98300330 to the cost element 98150940 and then from the cost package "Miscel Bk Charges" to "Out of Scope".

Origin Flow	Cost Center		Cost Element		Cost Sub Package		Vendor	Actual Origin - Legal view (Local)
CCA	2295-1020	Flux Achat / Vente	98300330	FC COMMISSIONS/PURCH	P20228	Miscel Bk Charges	76467	551,850.83
CORR_FLOW	2295-1020	Flux Achat / Vente	98150940	U ELECTRICITY	P29999	Out of Scope	76467	551,851.00
CORR_FLOW	2295-1020	Flux Achat / Vente	98300330	FC COMMISSIONS/PURCH	P20228	Miscel Bk Charges	76467	-551,851.00



	Actual Origin - Legal view (Local)
<b>Origin Flow</b>	<b>EUR</b>
WBS	-141,433,045.17
CCA	416,420,158.79
WCFI_LEASE	336,420.00
CORR_FLOW	



Once you load the file in BW, it is immediately populated in the query BW and the day after in the [CoSta - Dashboard](#). Make sure you have enough time to check the query BW before it is populated in the dashboard. Do not load the file in the evening and then check the result the day after !

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## What shall you do if there was a mistake in your file ?

You need to reload the same file with the new values. For instance if you load a file with the following posting:

Cost element	Value
98xxxxxxx	100
98xxxxxxx	-100

But you realize that the posting is wrong you wanted to do the opposite then you should correct your file with the right posting and reload as below:

Cost element	Value
98xxxxxxx	-100
98xxxxxxx	100

If you want to cancel the posting, then enter the following file

Cost element	Value
98xxxxxxx	0
98xxxxxxx	0