

# US - 7424 - HSE Split - Post assessment JE

## 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:**

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## Scope

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**Country Accounting**

## ERP

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**WP1**

## Frequency

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**Month**

## References

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## Forms

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[7424 - HSE Split V3](#)

## Attachments

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# 1. Objective and Scope

## 1.1. Objective of this Operation

The objective of this document is to give the instructions to do the HSE split and send to the right people.

This procedure needs to be done on D+1 in the morning and it takes the data for the current period.

In order to make the allocation of the cost centers 0249-6098 and 0249-6021 more visible to the business, it is necessary to make this reclassification manually.

## 1.2. Scope

It applies to company 7424, cost center 0249-6098 and 0249-6021.

## 2. Definitions

See [Finance Glossary](#):

## 3. Tasks description

### 3.1. I Prepare the Posting File

#### 3.1.1. I Take the Cost Center Value

At the end of D-1, enter in transaction KSB1 with cost center 0249-6098 for the current month and layout /PVZ-ECO:

|                    |            |                            |            |
|--------------------|------------|----------------------------|------------|
| Controlling Area   | 2028       |                            |            |
| Cost Center        | 0249-6098  | to                         |            |
| or                 |            |                            |            |
| Cost Center Group  |            |                            |            |
| Cost Element       |            | to                         |            |
| or                 |            |                            |            |
| Cost Element Group |            |                            |            |
| Posting Data       |            |                            |            |
| Posting Date       | 01.01.2020 | to                         | 31.01.2020 |
| Settings           |            |                            |            |
| Layout             | /PVZ-ECO   | FS-CHECKCC (do not change) |            |

Take the total of the cost center and insert with the same signal in cell P8 in tab justification of the file [7424 - HSE Split V3](#)

| status   | Cost object  | Percent | Text        | value       |
|----------|--------------|---------|-------------|-------------|
| Sender   | 0249-6098    |         | Novecare HS |             |
| receiver | HSE-CHEMLOGI | 39,22%  | Novecare HS | -           |
| receiver | 0241-2005    | 10,64%  | Novecare HS | -           |
| receiver | 0246-2005    | 6,40%   | Novecare HS | -           |
| receiver | 0263-2005    | 6,40%   | Novecare HS | -           |
| receiver | 0267-2005    | 6,40%   | Novecare HS | -           |
| receiver | 0269-2005    | 6,40%   | Novecare HS | -           |
| receiver | 8192-2005    | 6,40%   | Novecare HS | -           |
| receiver | 8218-2005    | 6,40%   | Novecare HS | -           |
| receiver | 8219-2005    | 6,40%   | Novecare HS | -           |
| receiver | 8243-2005    | 5,34%   | Novecare HS | -           |
|          |              |         |             | <b>0,00</b> |

Do the same process with cost center 0249-6021, but insert the value in cell V8 in tab justification of the file [7424 - HSE Split V3](#)

| status   | Cost object  | Percentage | Text          | value       |
|----------|--------------|------------|---------------|-------------|
| Sender   | 0249-6021    |            | Environmental |             |
| receiver | HSE-CHEMLOGI | 14,46%     | Environmental | -           |
| receiver | 0241-2005    | 7,48%      | Environmental | -           |
| receiver | 0246-2005    | 6,30%      | Environmental | -           |
| receiver | 0263-2005    | 16,82%     | Environmental | -           |
| receiver | 0267-2005    | 9,74%      | Environmental | -           |
| receiver | 0269-2005    | 12,10%     | Environmental | -           |
| receiver | 8192-2005    | 12,10%     | Environmental | -           |
| receiver | 8218-2005    | 18,00%     | Environmental | -           |
| receiver | 8219-2005    | 1,50%      | Environmental | -           |
| receiver | 8243-2005    | 1,50%      | Environmental | -           |
|          |              |            |               | <b>0,00</b> |

It will calculate automatically the split for each receiver and transport the values to tab template automatically. So the posting file is created automatically.

**JUST REMEMBER TO CHANGE THE DATES IN TAB "Template".**

## 3.2. I Post The File and Advise The Responsible

### 3.2.1. I Post by Freshdesk Robot

Create a freshdesk ticket and send to robot to process automatic.

### 3.2.2. I Advise the Responsible Person

Advise Shan Chen after the post (controller Novecare) and other controllers from Novecare.

**End of document.**