

# US - PF1 - Vacation Accrual

## 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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 Unknown Attachment

## ERP

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 **PF1**

## Frequency

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 **Month**

## References

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## Forms

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[JE Vacation Accrual Template](#)

## Attachments

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<< US - PF1 - Vacation Accrual >>

# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to explain how to perform the Vacation Accrual post for US PF1 companies.

It is done in a monthly basis and the purpose is to post the accrual as an auto-reversing entry in account 2455042000 with the number that HR sent in the report. It means the total vacation value provisioned at that time for the company.

It had been done quarterly, but the accrual changed for monthly after COVID-19 crisis.

## 1.2. Scope

US PF1 Companies - D-1.

5782 / 4290 / 4045 / 3384 / 6401

# 2. Definitions

See [Finance Glossary](#):

- [FI](#)
- [SAP](#)

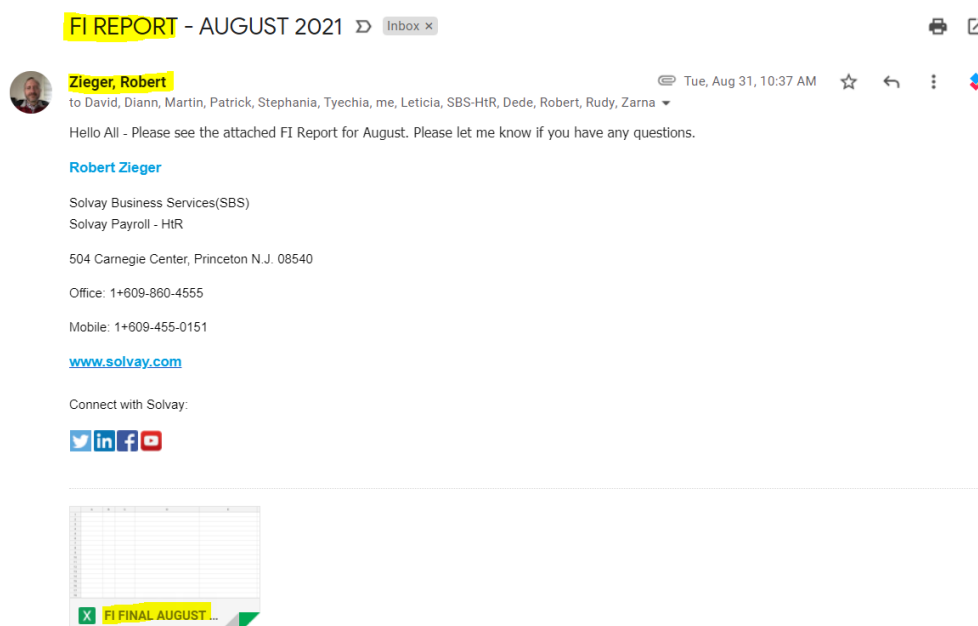
## 3. Tasks description

### 3.1. I Receive the File

#### 3.1.1. I Receive the File from HR

On D-1 you will receive the FI Report email from payroll expert in USA, now it is being sent by Robert Zieger (robert.zieger@solway.com);

- Download the report;
- If you not receive it, please be sure you are in the distribution list confirming with Robert Zieger;



### 3.2. I Prepare the Journal Entry

#### 3.2.1. I Prepare the Justification and Calculation Tab

Download the template [JE Vacation Accrual Template](#) with the Global Posting File for this entry. You can use each one by company code or what is better for you.

You also can use the template created for PORTAL and insert just the justification tab as attachment in SAP, the template name is: **VACACCRUAL**. (The same for all companies)

##### In Justification Tab:

Insert the month+year in cell M10 - format MM/YYYY. It will automatically update cell U11 with the month+year;

The justification text is ok and no need to be updated:

**PBC:** SBS, HtR Payroll mailbox

**Date:** 8/1/21

**Purpose:** Unused vacation report provided by Payroll department -- shows amount of unused vacation as of end of Aug-21

**Goal:** Ensure the Vacation Accrual account (2455042000) balance ties to (or is close to) the amount referenced on the Payroll Report

Only insert the screenshot of the email received from HR with the report:

### FI REPORT - AUGUST 2021 Inbox x

**Zieger, Robert**

10:37 AM (1 hour ago) ☆ ↶

to David, Diann, Martin, Patrick, Stephania, Tyechia, me, Leticia, SBS-HtR, Dede, Robert, Rudy, Zarna

Hello All - Please see the attached FI Report for August. Please let me know if you have any questions.

**Robert Zieger**

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Mobile: 1+609-455-0151

[www.solvay.com](http://www.solvay.com)

Connect with Solvay:



#### In "Calculation FI Report" tab:

Take the information from FI report sent by HR with the PA opened, copy and paste by each company code in this tab (company corresponding your entry). In addition, add the screenshot:

Row Labels	PA	Cost Ctr	Sum of Total Unused Accr Vac Entitled Hrs	Sum of Total Unused Vac Accrual Cost
<b>3384</b>	<b>2640</b>	NT16700001	55,84	3164,96
	<b>3555</b>	NT18400006	22,76	1.619,94
	<b>US10</b>		20,02	514,97
		NT16700001	27,84	1.580,52
		ON16200000	859,83	45.099,34
	<b>US12</b>	NT13100000	56,88	3.007,96
		NT16300000	101,45	4.909,55
		NT18310000	744,64	30.080,70
		NT18400001	926,62	94.960,16
		NT18400002	165,96	12.088,09
		NT18400005	102,64	8.920,45
		NT18400006	220,95	22.110,99
<b>Grand Total</b>			<b>3.305,43</b>	<b>228.057,62</b>
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- This is the total number to be posted;
- Note that for 6401 you will need to take the 6401+4291 company codes and post everything into 6401 as separated line items;

### 3.2.2. I Prepare the Template Tab and Post

In the "Template" tab, the only thing you need to adjust is the posting/document date, cost center, assignment and text:

Company Code	Cost Center	Assignment	G/L Account
5782	ND37800003	5782 Vacation Acc	6250010001
4290	C037800000	4290 Vacation Acc	6250010001
4045	U537800000	4045 Vacation Acc	6250010001
3384	NT37800000	3384 Vacation Acc	6250010001
6401	5S37800000	6401 Vacation Acc	6250010001

Version Date 21-May-2020

USER GUIDE

TEMPLATE

Scope

NAM

SID

PF1

Reverse Posting?

Yes

Entry Type

S8 - Accrual

Currency

USD

Special Period

Parked Document

ITEM	Company Code	Header Text	Doc Date	Posting Date	Auto VA	Posting Key	G/L account	Amount	Doc cur	B.A.	Value	USD	EUR	GBP	JPY	CHF	Posting Date	Posting Date	Assignment	Text	Item
1	XXXX	vacation accrual YYYY MM	31082022	31082022		40	6250010001	-	8500		XXXXXXX								XXXX	XXXXXX Vac Accrual	
1						50	2455042000	-	8500										XXXX	XXXXXX Vac Accrual	

- The amount can be taken in tab "Calculation FI Report";
- Post it and check in FS10N after completed if the amounts are the same from FI Report;

End of document.