

I trigger the Capitalization process

Domain: Investments & Divestment

Responsibility area: Control GBS IS Projects

Table of contents

- [Table of contents](#)
- [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
- [2. Definitions](#)
- [3. Tasks description](#)
 - [3.1. I download the monthly GBS Projects Report](#)
- [3.2. I download the Project Review file](#)
 - [3.2.1. Open Google Drive](#)
 - [3.2.2. In the search bar, look for the IFA.PJT.02.01 \(ex FXA08\) last reviewed by the GBS IS Function Controllers and download it.](#)
- [3.3. I verify which WBS from GBS Projects Report should be capitalized and/or closed based on the Project Review file](#)
- [3.4. I close Overhead projects in SAP](#)
- [3.5. I forward capitalization requests to the local contacts for EMEA SAP PF2 Projects](#)
- [3.6. I create capitalization forms for NAM PF2 WBS Elements](#)
- [3.7. I create capitalization forms for WP2 WBS Elements \(except APAC HW/SW\)](#)
- [3.8. I perform corrections, if applicable](#)
- [3.9. I request the capitalization to SUMAC team](#)

Scope



WW

ERP

PF2 WP2

Frequency

References

Forms

Attachments

<< I trigger the Capitalization process >>

1. Objective and Scope

1.1. Objective of this Operation

Reflect the GBS IS Function Controllers decisions on the status of the projects to the WBS Elements.

1.2. Scope

The capitalization process must be triggered for all GBS IS projects WW and in all ERP systems.

2. Definitions

See [Finance - Glossary](#)

3. Tasks description

3.1. I download the monthly GBS Projects Report

3.1.1. Go to the [Accolade website](#)

3.1.2. Click on "GBS Budget Plan"

ACCOLADE



Project

Process

Resource

SBS Budget Plan

Help - Support

3.1.3. Select the GBS Budget Plan for the year in scope

Example, if the year is 2020, select the GBS Budget Plan 2020.

[blocked URL](#)

3.1.4. Download the most recent CBS - GBS Project report

Click on the image next to the file name for download.

[blocked URL](#)

3.2. I download the Project Review file

3.2.1. Open [Google Drive](#)

3.2.2. In the search bar, look for the IFA.PJT.02.01 (ex FXA08) last reviewed by the GBS IS Function Controllers and download it.

For example Q2 2019:

[blocked URL](#)

3.3. I verify which WBS from GBS Projects Report should be capitalized and/or closed based on the Project Review file

- Open both files, GBS Projects Report and Project Review file
- Remove all tabs in GBS Projects Report, and keep only "Database PEC"
- In the GBS Projects Report insert a column and name it "FXA08 Qx YYYY decision"
- In this column, enter a vlookup function to lookup the "Project code" and tell the function to lookup the project code in the Project Review file. Tell excel to output the data from the column "Comment Qx YYYY" (indicate the number of the column) and select exact match by entering "FALSE".
Copy the formula till the end of the table. ***This way you will obtain the decision by project reflected on each WBS Element.***
- Create a column to insert your personal comments (for example - if not applicable n.a, if the wbs is closed already - done)

Note: If the status of the FXA08 Qx YYYY decision on the project is:

1. **IN PROGRESS** - Keep the WBS status released
2. **IN PROGRESS/ON HOLD** - Keep the WBS status released
3. **NOT YET APPROVED** - Keep the WBS status released
4. **IN PROGRESS / CAPITALIZATION CAN BE DONE**
 - a. Investment WBS Elements proceed to capitalization but don't close the WBS
 - b. Overhead WBS Elements keep the WBS status released
5. **RE-OPEN** - Guarantee that both WBS Elements and networks are with status released
6. **IN PROGRESS / CAPEX TO CLOSE (keep OTC)**
 - a. Capitalize and close investment WBS (verify if there are pending PO's or invoices)
 - i. If it is not possible to close the WBS because there are still open commitments:
 - Close the related networks to don't allow allocation
 - Alert the GBS IS Function controllers by sending an email with the detail of project, WBS Elements and PO. (You may obtain the detail of commitments by transaction **cji5**)
 - b. Keep overhead WBS released
7. **FROZEN - NO STATUS** - lock all networks for allocation
8. **CLOSED**
 - a. Investment WBS Elements - Capitalize and close the WBS.
 - i. If it is not possible to close the WBS because there are still open commitments:
 - Close the related networks to don't allow allocation
 - Alert the GBS IS Function controllers by sending an email with the detail of project, WBS Elements and PO. (You may obtain the detail of commitments by transaction **cji5**)
 - b. Overhead WBS Elements - Close all WBS. If there are open commitments, close the related networks to don't allow allocation and alert the GBS IS Function controllers by sending an email with the detail of project, WBS Elements and PO. (You may obtain the detail of commitments by transaction **cji5**)
9. **CANCELLED** - Close all WBS if existing. Transfer all Investment WBS Elements costs to OTC or Cost center and close the WBS Elements.

3.4. I close Overhead projects in SAP

3.5. I forward capitalization requests to the local contacts for EMEA SAP PF2 Projects

For EMEA SAP PF2 WBS Projects, the capitalization is performed by the local contacts for [Assets Accounting](#).

After identifying the WBS Elements in 3.3. point, it is needed to forward the capitalization requests to the local contacts by mail, making sure to indicate if it is only to capitalize the project and keep it with release status or to capitalize and close the project.

3.6. I create capitalization forms for NAM PF2 WBS Elements

- [Capitalization form for PF2](#)

3.7. I create capitalization forms for WP2 WBS Elements (except APAC HW/SW)

- [Capitalization form for WP2](#)

3.8. I perform corrections, if applicable

After the GBS IS Controllers perform the revision of the forms, they indicate if there is needed some correction on Management Accounting team side.

For example:

- Correction of cost center
- Change of asset name
- Transfer of costs to a cost center or to another WBS Element **(a)**

(a) The transfer of costs to a cost center or to another WBS Element must be performed by using the [WW - Global Posting File](#) and opening a ticket using [Freshdesk](#) tool.

3.9. I request the capitalization to SUMAC team

Once the capitalization forms have been reviewed by the GBS IS Controllers, it is needed to request the capitalization to SUMAC team by opening a ticket using [Freshdesk](#) tool (the ticket must be created by company code):

- Click on "Submit your request" and select "Finance Request":

Finance Request

Requester *

Email

Add cc

Subject *

XXXX - IS WBS Capitalization

RTR-Process *

RtR

RTR-Subprocess *

AA

RTR Category *

Asset Capitalization

Application

...

Country
Code(Finance)

...

Company Code
RTR *

...

- Enter the subject - **XXXX** is the company code
- Select "AA" in the RTR-Subprocess
- Select the Company code
- Insert the following text:

Dear all,

Can you please proceed to the capitalization, or closing of the projects attached?

Please take in consideration the tab **ASSET ON COMPLETION FORM**, if it is indicated that the closure type is total or partial. Meaning:

- **Total** - capitalize and close the project
- **Partial** - capitalize partially

Thank you in advance!

Best regards,

- Attach the capitalization forms
- Press "Send"

End of document.