

# US - 7424 - SIH Billing

## 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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## Frequency

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? Unknown Attachment

## References

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## Forms

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[7424 - SIH Salary and T\\_E Template Recharge](#)

## Attachments

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# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to explain how to perform the calculation for Solvay India Holding billing for 7424 company code in WP1 system.

There are 2 employees in 7424 that have their time spent to deal with Solvay Indica Holding company (6230 company code) and we should reclass a percentage of their payroll and T&E expenses to 6230 by the CROCO billing process done by intercompany team.

Then, we need to send to them the value and details where to post in sending and receiving companies.

employee number 10401948 = 20%  
employee number 63040873 = 25%

## 1.2. Scope

It is done on D-3 or D-2 quarterly basis right after the HR team releases the payroll file.

## 2. Definitions

See [Finance Glossary](#):

- [Cost Center](#)

## 3. Tasks description

### 3.1. I Get the Values and Prepare the Details

#### 3.1.1. I Get the Values Payroll

After doing the procedure "Payroll File" for 7424, separate it in a SIH tab with a pivot table and include as below:

| ☰ ROWS                          | Σ VALUES        |
|---------------------------------|-----------------|
| Name of Employee or Applicant ▼ | Sum of Amount ▼ |
| Personnel Number ▼              |                 |
| Cost Center ▼                   |                 |

filter the employee number 10401948 and 63040873 and the cost center 0249-6052. With this, you have the payroll value for the 2 employees.

Do it for the 3 months of the quarter.

#### 3.1.2. I Get the Values T&E

To get the T&E values, you need to go to KSB1 transaction in cost center 0249-6052 for the quarter and filter the personnel number \*10401948\* and \*63040873\* (with \*\*) in the "Doc Header Text" column,

With this, you have the value for T&E.

#### 3.1.2. I Prepare the Details for the Billing Request

Download the "[7424 - SIH Salary and T\\_E Template Recharge](#)", include the payroll values for each employee in columns D, E and F. Then it automatically calculates the payroll value to be recharged for both employees.

For the T&E, include the value in column L for the quarter. Then it automatically calculates the T&E value to be recharged for both employees.

For the billing details:

Sender Cost center = 0249-6052

Sender Cost element = 98300900

Receiver Cost Center = 6230-6000

Receiver Cost element = 98300880

Text = Re-charge Salary and T&E Q# YYYY

Intercompany WBS element = I74249CSOA75848-01

| Sum of Amount          |                  |         |         |         |       |         |    |            |     |        |                |             |          |                                  |                    |     |  |  |  |
|------------------------|------------------|---------|---------|---------|-------|---------|----|------------|-----|--------|----------------|-------------|----------|----------------------------------|--------------------|-----|--|--|--|
| Cost Center            | Personnel Number | Month 1 | Month 2 | Month 3 | Total | Monthly | CE | Payroll Q4 | T&E | T&E Q4 | Total Recharge | Cost Center | CE       | Comment                          | Receiver SIH       | WBS |  |  |  |
| 0249-6052              | 10401948         |         |         |         | -     | 20%     | -  | 98300900   | -   | -      | -              | 6230-6000   | 98300880 | Re-charge Salary and T&E Q# YYYY | I74249CSOA75848-01 |     |  |  |  |
| 0249-6052              | 63040873         |         |         |         | -     | 25%     | -  | 98300900   | -   | -      | -              | 6230-6000   | 98300880 | Re-charge Salary and T&E Q# YYYY | I74249CSOA75848-01 |     |  |  |  |
| <b>0249-6052 Total</b> |                  |         |         |         |       |         |    |            |     |        |                |             |          |                                  |                    |     |  |  |  |
| <b>Grand Total</b>     |                  |         |         |         |       |         |    |            |     |        |                |             |          |                                  |                    |     |  |  |  |

Send it to intercompany team to be billed from 7424 to 6230 by the applicable tool.

After the posting, check the cost center if it was done correctly (value, etc).

**End of document.**

