

US - Trade Associations Report

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

? Unknown Attachment

ERP



Frequency

? Unknown Attachment

References

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[Companies Update](#)

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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 US Trade Association Report and it is delivered to Government and Public Affairs.

It consists in a report that shows every payments for trade or non-trade association in account 6440000000 in PF1 and 98300803 in WP1.

1.2. Scope

The scope is all US entities in PF1 and WP1. It needs to be done in the month after quarters, until D+10.

It can be checked in this in [Companies Update](#) file in Gdrive folder [US - Trade Associations Report](#).

2. Definitions

See [Finance Glossary](#):

- [CAM](#)
- [ERP](#)
- [SAP](#)

3. Tasks description

3.1. *I Get the Report and Update it*

3.1.1. *I Get the Report*

The report is sent by email with subject "US Trade Association Spending Q# YYYY".

Or it can be downloaded in Gdrive folder [US - Trade Associations Report](#).

3.1.2. *I Understand the File*

- tab Costs
 - It is where the trade or non-trade associations are allocated;
- tab Summary
 - It is not updated by us. It is used by the receiver team;
- tab ACC
 - It is a screenshot of the American Chemistry Council (ACC) payment split. It is paid by 4045 company code for entire US and recharged to US companies normally in January.
- tab PF1 Backing
 - It is the PF1 companies backing for the account 6440000000 with all line items. There is a classification on that for each line and if needs to be considered in tab "costs" or not;
- tab WP1 Backing
 - It is the WP1 companies backing for the account 98300803 with all line items. There is a classification on that for each line and if needs to be considered in tab "costs" or not;

3.1.3. *I Update the File*

To update the file, extract the line items for the companies in FBL3N transaction in SAP:

PF1 - account 6440000000 and the closed quarter and layout **/USTrade**;

WP1 - account 98300803 and the closed quarter and **USTRADE**;

Include it in tabs "PF1 Backing" and "WP1 Backing".

After that, classify in the column "comment" every line with the name of the trade association in tab cost and column A. It can be new vendors or trade associations, so you can include a new line (remember to highlight it in another color to advise the receiver team).

To help on that, it can be considered the cost center and company.

Also, include in column "Y/N" an Y or N if it needs or not to be considered in tab costs.

For example, T&E and amortization do not need to be considered, so mark an N;

After all classifications, include the value in tab costs for the quarter as well.

At the end of the tabs "PF1 Backing" and "WP1 Backing" there are some formulas to summary the quarter costs, do not forget to update it.

Also, in tab PF1 Backing there is a check to everything marked as Y and the values included in tab costs. It should be zero.

3.2. *I Send the Report*

