Document type Management

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: Central Finance Processes & Compliance	**Responsibility area**: Coordinate the document types management

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1. Objective and Scope

1.1. Objective of this Operation

The aim of this operation is to describe what to take into consideration when it is requested a new document type or the deletion of an existing document type.

1.2. Scope

To be applied for PF1,WP1 and PI1 ERP systems.

2. Definitions

See Finance Glossary:

- ...

3. Tasks description

When there is a request for a change on document types (either creation or deletion), an analysis is needed to assess the true necessity of it. This analysis requires an understanding of the request, in the first place, to balance the benefits and the constraints of the action and, later, the answer of a small checklist on the technical part - for Digital Technology colleagues to work on it. Finance Service Line SU Finance Accounting team must perform this analysis and if the outcome is positive, actions must be submitted to Digital Technology colleagues via ticketing tool available.

3.1. I receive a request for a new document type to be created and I assess it

3.1.1. I receive a request for a new document type and I assess it

After receiving a request for the creation of a new document type, I must assess:

- The balance between the benefits of the creation vs constraints/costs on maintenance; (if the benefit of having the new document type is less than the workload of maintaining it, it should not go further);

o To meet this, the request must have a clear explanation on the need for this improvement

- If the new document type segregates business transactions;
- For which processes will it be used?
- if we can reuse or use an existing document type? If not, why not?
- for which systems will this new document type be used?
- for which countries or companies codes will the new document type be used? If it is to be delimited?
- If the new document type is directly linked to account types (vendor/customer or GL accounts) and if it can determine which account type to impact;
- If the range number is well identified. It is crucial to be informed of the range number because it should be aligned with the purpose of the posting itself (for instance, if the new document type is to be used for automatic postings the range should be a broader while if for manual postings, the range would be more limited)
- If there is a validity period.

If the need for the new document type is not met or if the balance between the pros and cons do not justify the improvement, I must inform the requester that the change will not proceed.

If all of these criteria are met, I should forward information to DT colleagues (at this stage still IS GAC team in Service One).

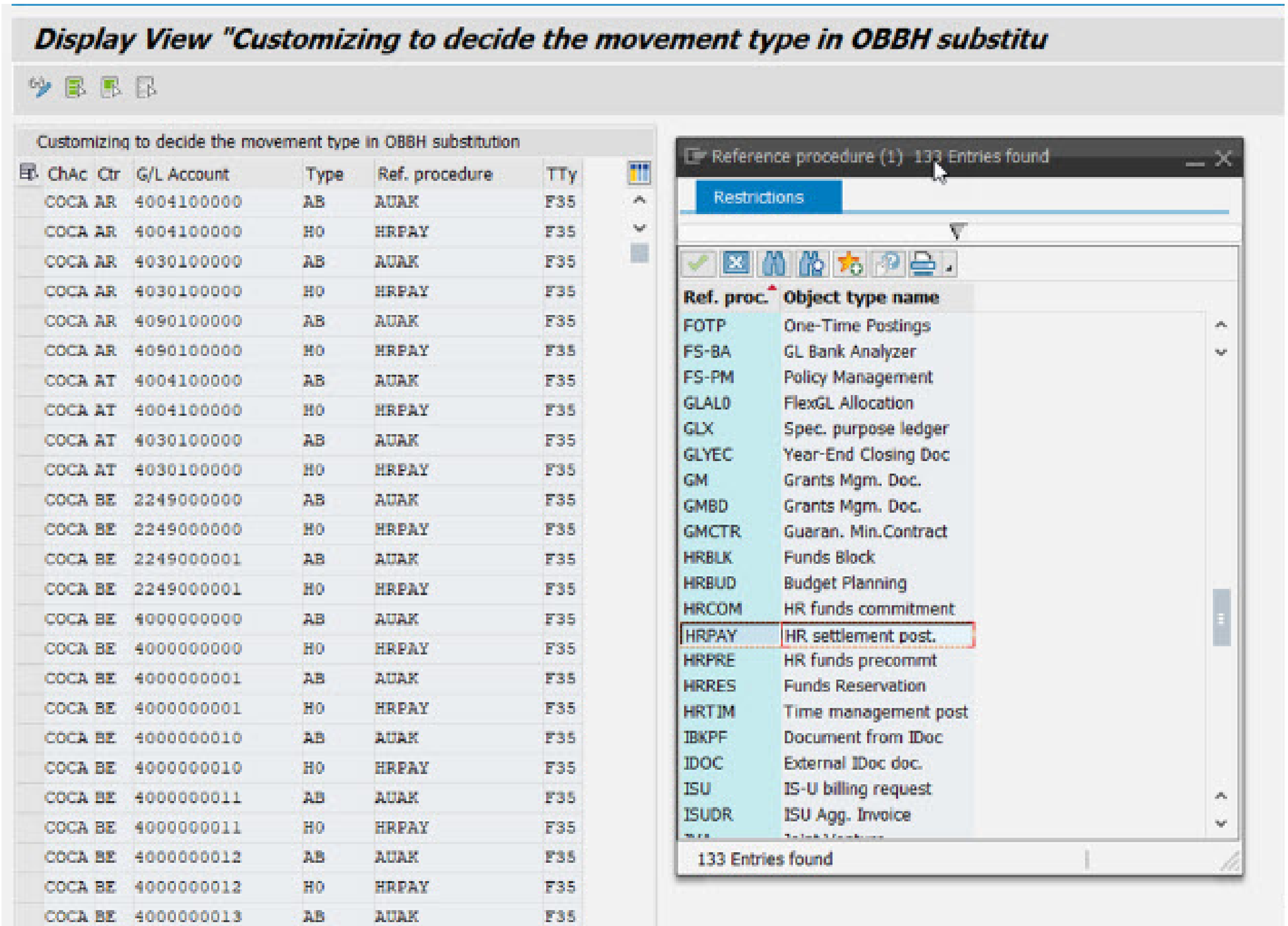
3.1.2. I request DT to create a new document type

After meeting the criteria for the new document type creation, I request DT team (at this stage IS GAC team in Service One) the document type creation. Needed information is:

1. To inform the reason why this new document type is to be created;
2. To which process will it be used for?
3. To clarify why other existing document types can't be reused;
4. To identify for which systems is the document type to be used for;
5. To identify if the document type is to be limited to certain countries/companies (and which ones)

Additional information can be shared, informing if:

1. the new document type is directly linked to account types (vendor/customer or GL accounts);
2. if the new document type should be linked to a specific T-Code (for automatic postings, for instance);
3. There is a range number;
4. it should be mapped in tables, if information is known (such as Z1F_HR_BEWAR).



3.2. I receive a request for deletion of a document type and I assess it

3.2.1. I receive a request for deletion of a document type and I assess it

After receiving a request for the deletion of a document type, I must assess:

- The balance between the benefits of the deletion vs constraints/costs on maintenance; (if the benefit of maintaining the document type is less than the workload of deleting t, it should not go further);

o To meet this, the request must have a clear explanation on the need for this deletion;

- If there will be another document type to be used, replacing this one;
- which processes will be impacted?
- for which systems will the document type be deleted?

3.2.2. I request DT to delete an existing document type

After meeting the criteria, I request DT team (at this stage IS GAC team in Service One) the document type deletion. Needed information is:

- To inform the reason why this document type is to be deleted;
- which processes will be impacted?
- For which systems was the document type used for;
- To identify if the document type was limited to certain countries/companies (and which ones)

End of document.