IT - Journal Entries Book “Libro Giornale”

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, korea, thailand
    - 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. 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:** N/A

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Scope

financial_accounting

country_accounting

ERP

PF1 WP1

Frequency

References

SM37; SM30; Z1F_IT_ZIBELJ11

S_ALR_87012287

Forms

Attachments

Google Drive / IT LIBRO GIORNALE

Previous OP << IT - Journal Entries Book “Libro Giornale” >> *Next OP*

1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to retrieve from SAP the Journal entries book, known by *Libro Giornale.* This is one of the accounting books required by Italian law that contains the records of all the accounting movements of a company.

The objective is to prepare and check consistency of the data to print for each company. The information prepared is sent via PDF to be uploaded in an electronic archive, this is done by an external consultant and only possible if we follow some rules and perform the procedure as explained.

1.2. Scope

This procedure applies to the following Italian companies:

Company Code	Company Name
5835	SOLVAY SPOL IT
6428	SYENSQO SA
6306	COGEN SPINETTA

8090	SOLVAY SOLUTIONS IT

2. Definitions

See Finance Glossary:

- CAM

3. Tasks description

3.1. Periodicity

The procedure is performed on a monthly basis but can only be started when we have the confirmation that the closing of the previous year is finalized.

This means that for months of December we will perform it first in test mode, in real mode can only be done after the procedure "Final postings for year end closure", also known as, Diversi a Diversi is done.

Afterwards it can be performed on a monthly basis.

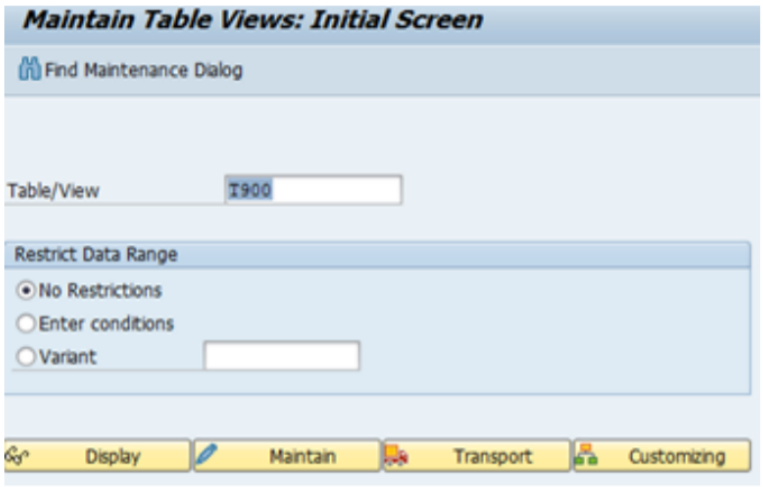
3.2. I retrieve from SAP the Libro Giornale (PF1)

3.2.1. I check if the tables are updated

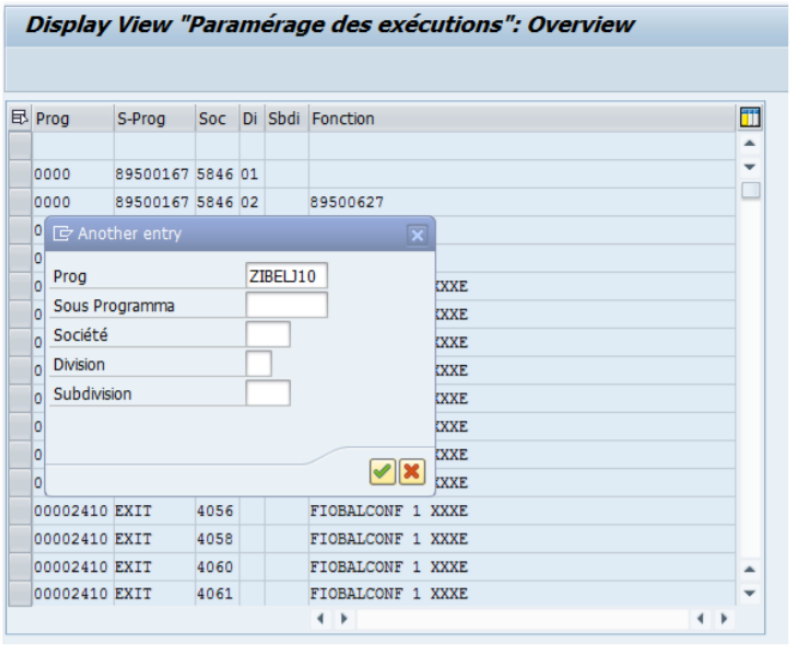
Before starting the extractions for the current year you have to update the tables for program ZIBELJ10:

1) For that enter in SM30;

2) In field Table/View select T900 and click in display:

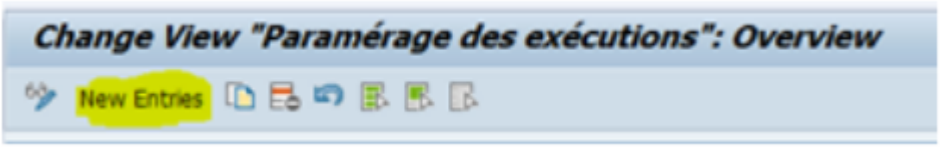


3) As soon as you have access to the details you can select Position and in field PROG add ZIBELJ10 to visualize the information you need to add.

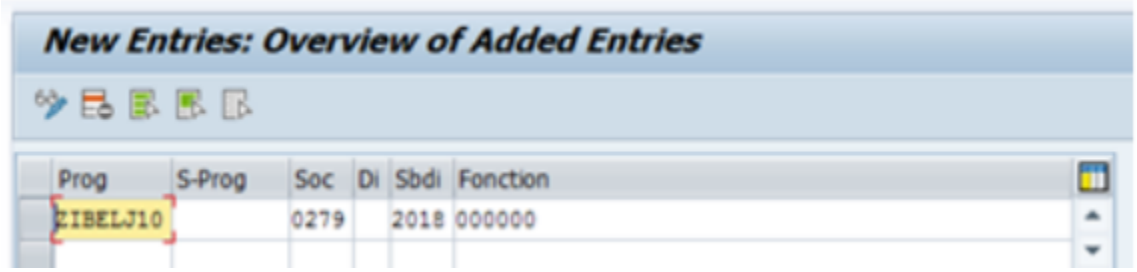


4) Click in Display> Change bottom (highlighted in yellow):

Then choose New Entries:



and add:



Example: ZIBELJ10 0279 20XX 000000

Save it.

⚠️ *ADD one entry for each company* ⚠️

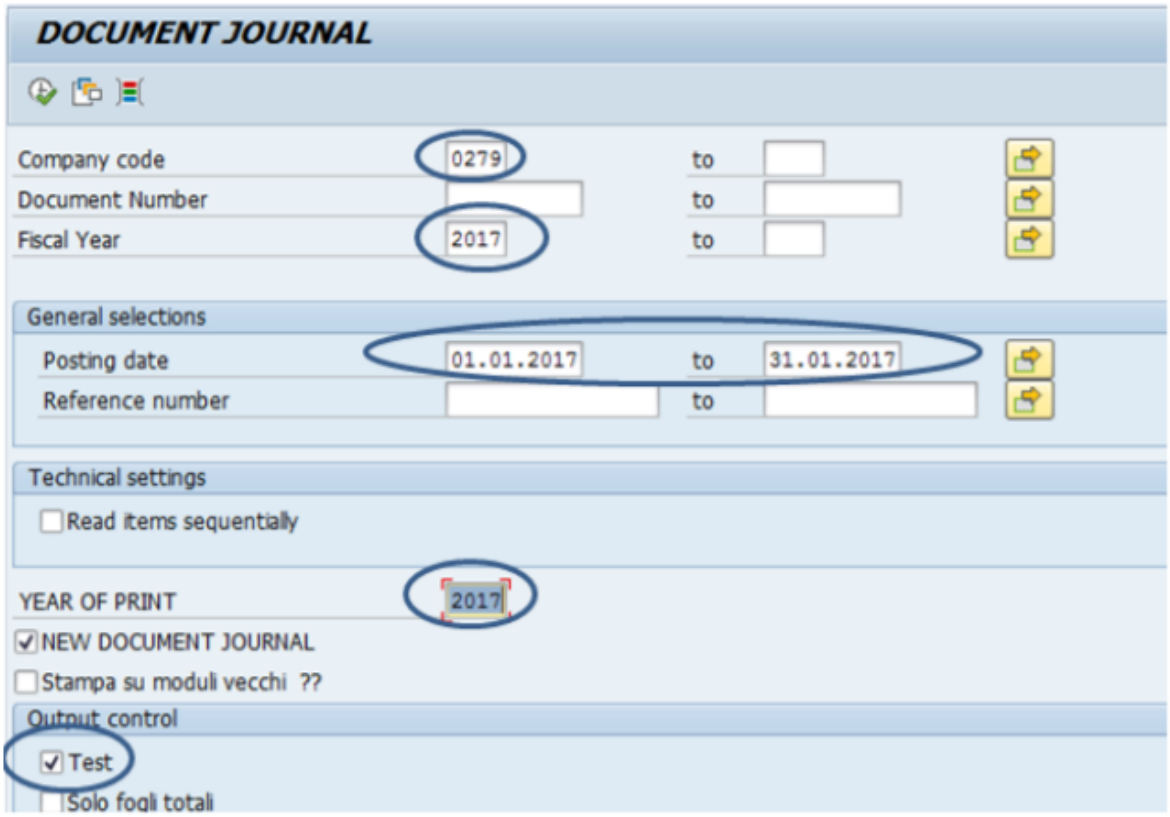
3.2.2. I run transaction Z1F_IT_ZIBELJ11 in test mode and ensure consistency of data

Run transaction Z1F_IT_ZIBELJ11 with the following variants:

Company Code	Company Name	Variant
5835	SOLVAY SPOL IT	5835-LIBRO GIO
6428	SYENSQO SA	6428-LIBRO GIO
6306	COGEN SPINETTA	6306-LIBRO GIO

Confirm that the fields indicated are updated with:

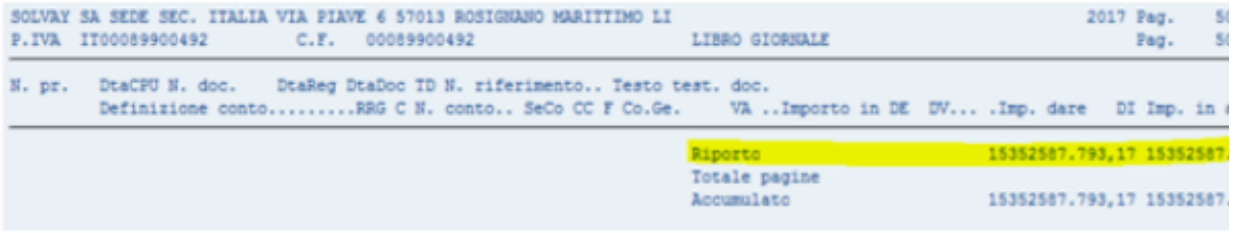
- Fiscal Year: current year
- Posting date: previous period
- Year of Print: current year
- NEW DOCUMENT JOURNAL is selected
- Test is selected



Execute the transaction in test mode and ensure the following checks:

- On the third page of the monthly report we need to check if the carry-over balance is correct (should be the same as previous period with the exception of January):

If in January:

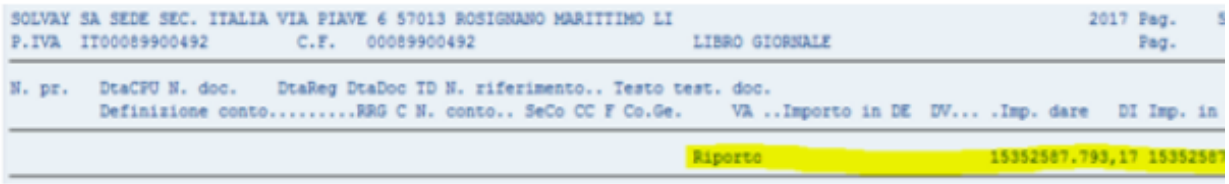


```
SOLVAY SA SEDE SEC. ITALIA VIA PIAVE 6 57013 ROSIGNANO MARITTIMO LI                    2017 Pag.
P.IVA  IT00089900492          C.F.   00089900492                  LIBRO GIORNALE          Pag.

N. pr.   DtaCPU N. doc.    DtaReg DtaDoc TD N. riferimento.. Testo test. doc.
         Definizione conto.........RRG C N. conto.. SeCo CC F Co.Ge.     VA ..Importo in DE  DV... .Imp. dare   DI Imp. in

                                                  Riporto                 15352587.793,17 15352587
                                                  Totale pagine
                                                  Accumulato              15352587.793,17 15352587
```

In February the report need to be:



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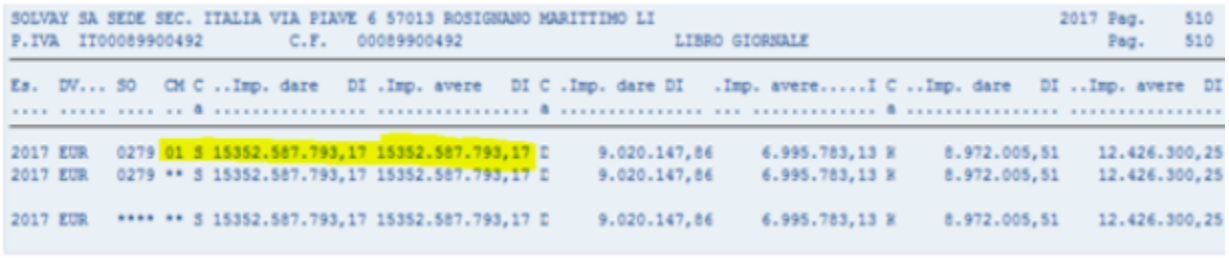
SOLVAY SA SEDE SEC. ITALIA VIA PIAVE 6 57013 ROSIGNANO MARITTIMO LI                    2017 Pag.
P.IVA  IT00089900492          C.F.   00089900492                  LIBRO GIORNALE          Pag.

N. pr.   DtaCPU N. doc.    DtaReg DtaDoc TD N. riferimento.. Testo test. doc.
         Definizione conto.........RRG C N. conto.. SeCo CC F Co.Ge.     VA ..Importo in DE  DV... .Imp. dare   DI Imp. in

                                                  Riporto                 15352587.793,17 15352587
```

- Last numbering page of the month and the first page of the following month should be sequential (with the exception of January):

If in January ends with 510 pages:



```
SOLVAY SA SEDE SEC. ITALIA VIA PIAVE 6 57013 ROSIGNANO MARITTIMO LI                    2017 Pag.    510
P.IVA  IT00089900492          C.F.   00089900492                  LIBRO GIORNALE          Pag.    510

Es.  DV... SO   CM C ..Imp. dare   DI .Imp. avere   DI C .Imp. dare DI   .Imp. avere.....I C ..Imp. dare   DI ..Imp. avere  DI
.... ..... .... .. a .............. .............. a ............. ... ............ a .............. ..............

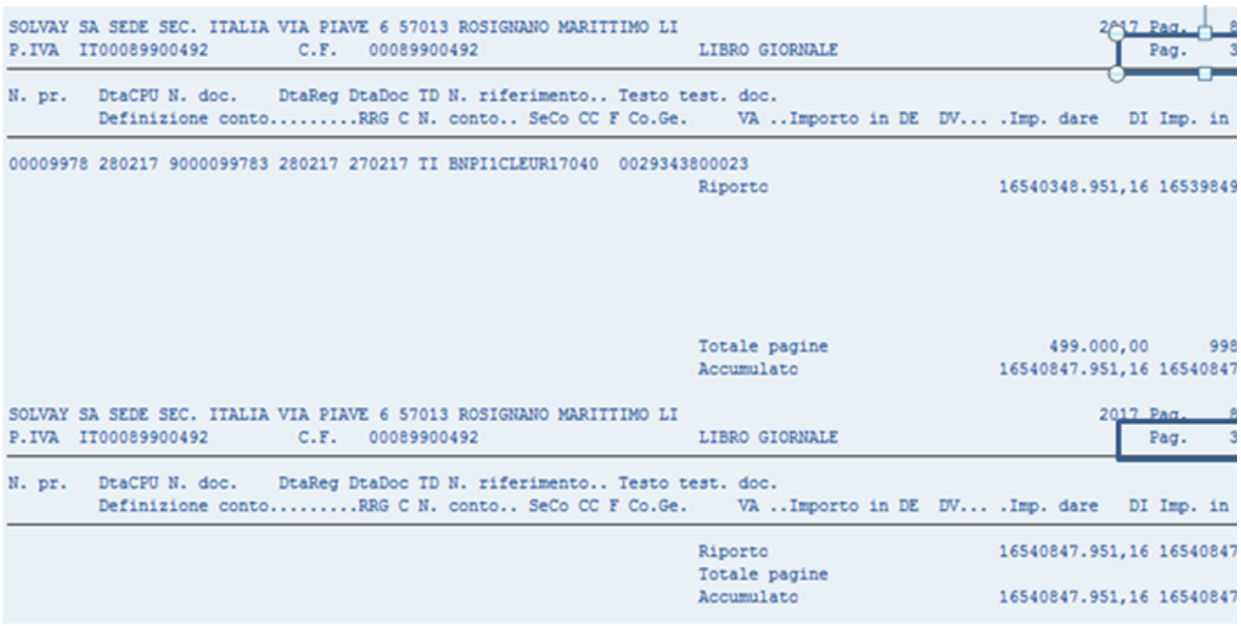
2017 EUR   0279 01 S 15352.587.793,17 15352.587.793,17 I     9.020.147,86     6.995.783,13 R     8.972.005,51    12.426.300,25
2017 EUR   0279 ** S 15352.587.793,17 15352.587.793,17 I     9.020.147,86     6.995.783,13 R     8.972.005,51    12.426.300,25

2017 EUR   **** ** S 15352.587.793,17 15352.587.793,17 I     9.020.147,86     6.995.783,13 R     8.972.005,51    12.426.300,25
```

In February the report needs to start with 511 page:

```
SOLVAY SA SEDE SEC. ITALIA VIA PIAVE 6 57013 ROSIGNANO MARITTIMO LI                    2017 Pag.    511
P.IVA  IT00089900492          C.F.   00089900492                  LIBRO GIORNALE          Pag.      1
```

- The numbering of the report must be sequential:



```
SOLVAY SA SEDE SEC. ITALIA VIA PIAVE 6 57013 ROSIGNANO MARITTIMO LI                    2017 Pag.    8
P.IVA  IT00089900492          C.F.   00089900492                LIBRO GIORNALE                Pag.    3

N. pr.   DtaCPU N. doc.    DtaReg DtaDoc TD N. riferimento.. Testo test. doc.
         Definizione conto.........RRG C N. conto.. SeCo CC F Co.Ge.     VA ..Importo in DE  DV... .Imp. dare   DI Imp. in

00009978 280217 9000099783 280217 270217 TI BNPI1CLEUR17040  0029343800023
                                                        Riporto                16540348.951,16 16539849

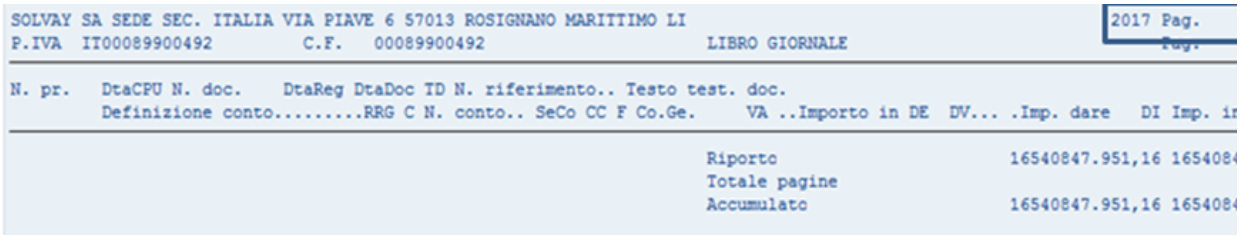
                                                        Totale pagine              499.000,00      998
                                                        Accumulato             16540847.951,16 16540847

SOLVAY SA SEDE SEC. ITALIA VIA PIAVE 6 57013 ROSIGNANO MARITTIMO LI                    2017 Pag.    8
P.IVA  IT00089900492          C.F.   00089900492                LIBRO GIORNALE                Pag.    3

N. pr.   DtaCPU N. doc.    DtaReg DtaDoc TD N. riferimento.. Testo test. doc.
         Definizione conto.........RRG C N. conto.. SeCo CC F Co.Ge.     VA ..Importo in DE  DV... .Imp. dare   DI Imp. in

                                                        Riporto                16540847.951,16 16540847
                                                        Totale pagine
                                                        Accumulato             16540847.951,16 16540847
```

- Penultimate page of the report should evidence the balance of the report:



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SOLVAY SA SEDE SEC. ITALIA VIA PIAVE 6 57013 ROSIGNANO MARITTIMO LI                    2017 Pag.
P.IVA  IT00089900492          C.F.   00089900492                LIBRO GIORNALE                Pag.

N. pr.   DtaCPU N. doc.    DtaReg DtaDoc TD N. riferimento.. Testo test. doc.
         Definizione conto.........RRG C N. conto.. SeCo CC F Co.Ge.     VA ..Importo in DE  DV... .Imp. dare   DI Imp. in

                                                        Riporto                16540847.951,16 16540847
                                                        Totale pagine
                                                        Accumulato             16540847.951,16 16540847
```

3.2.3. I run transaction Z1F_IT_ZIBELJ11 in real mode

If all checks are consistent, go back in transaction Z1F_IT_ZIBELJ11:

- Unselect the test mode;

- Run the transaction in background.

3.2.4. I download and archive the data extracted

Go to SM37 and make a quick check on the spool to ensure the numbering is correct and download the data in .pdf format.

Depending of the company we can have more than 500 pages to be printed. As the electronic archive accepts only 500 pages we have to create as many pdf as necessary (500 by 500 pages).

*To facilitate the rule for the name of the files can be like exemplified **CCCC_LIBGIO_XXXX_YY_ZZ** where:*

- *CCCC – Company Code*
- *XXXX – Year*
- *YY – Month*
- *ZZ – pdf file number (00,01,02,03….)*

For the companies with only a file the name is XXX_LIBGIO_2021_01_00.PDF.

Archive the documents in Google Drive / IT LIBRO GIORNALE and inform CAM that the process is completed sharing the documents extracted.

1. Perform the procedure from January to November in real mode;
2. December has to be performed in test mode and sent to CAM for audit purposes, it can only be done in real mode after the procedure "Final postings for year end closure" for previous year is finished.
3. When you start a new year, tables for program ZIBELJ10 require update.

3.3. I retrieve from SAP the Libro Giornale (WP1)

Enter in system in IT language, so that the reports may be retrieved in Italian language.

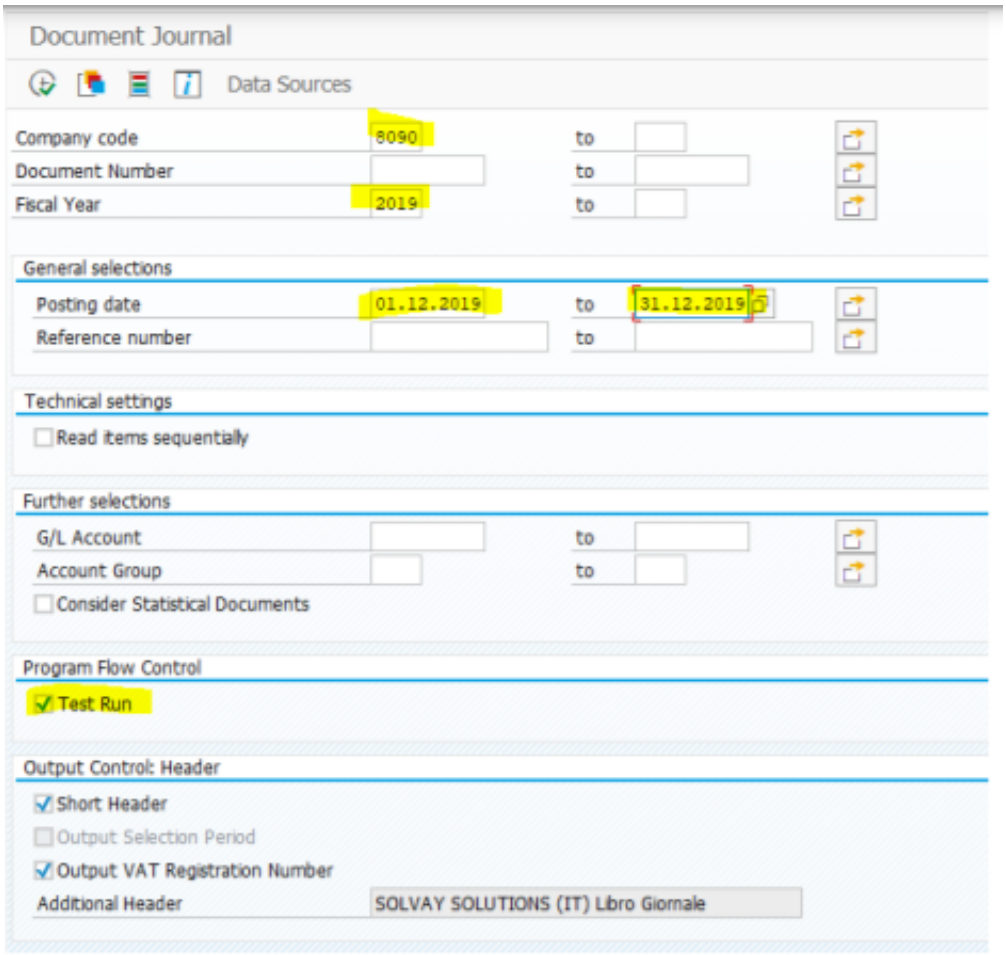
3.3.1. I run transaction S_ALR_87012287 in test mode and ensure consistency of data

Run transaction S_ALR_87012287 with the following variant:

Company Code	Company Name	Variant
8090	SOLVAY SOLUTIONS (IT)	8090_GIORNALE

Confirm that the fields indicated are updated with:

- Company Code: 8090
- Fiscal Year: Current year
- Posting date: previous period
- Test Run: Selected



Execute the transaction in test mode and ensure the checks as explained in step **3.2.2.**

3.3.2. I run transaction S_ALR_87012287 in real mode

If all checks are consistent, go back in transaction S_ALR_87012287:

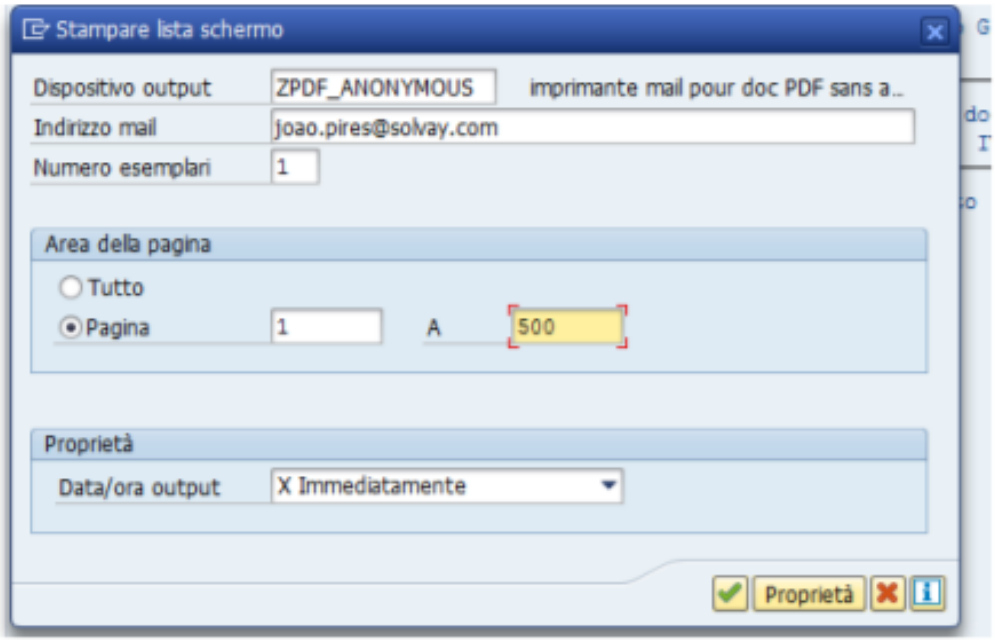
- Unselect the test mode;

- Run the transaction in foreground.

3.3.3. I download and archive the data extracted

Depending of the company we can have more than 500 pages to be printed.

As the electronic archive accepts only 500 pages we have to create as many pdf as necessary (500 by 500 pages), go to printer icon and print 500 by 500 pages.



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- CCCC – Company Code
- XXXX – Year
- YY – Month
- ZZ – pdf file number (00,01,02,03….)

For the companies with only a file the name is XXX_LIBGIO_2021_01_00.PDF

Archive the documents in Google Drive / IT LIBRO GIORNALE and inform CAM that the process is completed sharing the documents extracted**.**

1. Perform the procedure from January to November in real mode;
2. December has to be performed in test mode and sent to CAM for audit purposes, it can only be done in real mode after the procedure "Final postings for year end closure" for previous year is finished.
3. When you start a new year, tables for program ZIBELJ10 require update.

4. Errors handling

If for some reason in the checks you detect inconsistencies in the page numbering sequence, totals carry forward or sequence number you have to contact IS to reset the report, indicate as much information as possible and the last report extracted sequences to support the request.

In case you need to run the transaction a second time for the same period after running the first time in real mode you have to send a request to IS to reset not only the page numbering but also the sequence number of the report, for example:

End of document.