

US - 7180 Payroll recharge calculation

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: N/A

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Scope

? Unknown Attachment

ERP

 **WP1**

Frequency

 **Month**

? Unknown Attachment

? Unknown Attachment

References

Forms

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to provide the guidelines to gather necessary data for payroll recharge invoice, clear the accounts

1.2. Scope

This process is for NAM Composite Materials business companies (Ex Cytec NAM companies) – to complete the payroll recharge process.

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

In NAM Composites business the payroll gets paid centralized from Co 7008 and the payroll data related for each company also are being posted to each company. In order to recharge the correct amount of money from sites to Co 7008 and to get the payroll posted the recharge invoice has to be created. And to ease the posting process for AP as the invoice is received – all the costs from different accounts and cost centers have to be reclassified to one account which is later offset by AP invoice.

3.1. *Collecting data and billing request preparation*

3.1.1. Prepare calculation file:

Co 7188: [PAYROLL BILLING](#)

Co 7180: [PAYROLL BILLING TO 7008](#)

Copy paste previous month's file "WP1 download for PR Billing MM.YYYY" and rename it to current month.

3.1.2. *Collect data from SAP*

Check before calculation:

Check account 47800109 - there shouldn't be anything PR related. If anything appears as uncleared - contact CAM and clarify if this should be reclassified for the closing.

Go to SAP tcode FBL3N, choose variant

Co 7188: **/PR BILL 7188** (short descr. 7008 Payroll Billing 7188)

Co 7180: **/PR BILL** (short descr. 7008 Payroll Billing 7180)

Update the dates in section "All items" to see the previous months this year to check if anything has been posted after deadlines to be cleaned up.

If the accounts are okay, go back and update the dates in section "All items" to the current month.

Execute

G/L Account Line Item Display

Data Sources

G/L account selection

G/L account	15600200	to		
Company code	7180	to		

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

☐ Open items
 Open at key date 31.01.2020

☐ Cleared items
 Clearing date to

 Open at key date

☒ All items
 Posting date 01.03.2021 to 31.03.2021

Type

☒ Normal items

- Check if column Document Type is H0 (H0-automatic, H1-manual adj)

For Co. 7180 documents **KR** are okay for:

- PR Labor Alliance Managed Trust Fund,
- PR for Feb Payment of Orange Union Pension Contri

Check if any other document types appear and if they are okay to be in these G/L accounts (should be billed to Co. 7008), if not reclass to correct account (ask CAM Diann Shiver if you cannot indicate the correct G/L account).

For Co. 7180 check G/L 47800109 that there are no H0 postings made, if there is anything, write to CAM Diann Shiver (do not continue with the billing process while it is not cleaned).

- Check that the column Cost Center is 7180-7052 (Co. 7180) or 7188-7052 (Co. 7188).

If any other CC appears, check the posting and clarify with CAM Diann Shiver - an entry will be needed.

- Download the report to excel: List/ export/ spreadsheet

Select Spreadsheet

Formats:

- ☐ Excel (in MHTML Format)
- ☐ OpenOffice (in OpenDocument Format 2.0)
- ☒ Select from All Available Formats

Excel - Office Open XML Format (XLSX)

☐ Always Use Selected Format

3.1.3. Prepare calculation

- Copy paste the data in the file "7180 WP1 download for PR Billing MM.YYYY" in the tab MM.YYYY columns A-R.

Columns S-U contains formulas which should not be adjusted.

- Check balance of previous month if there haven't been any additional postings to accounts after PR reclass was performed (check balance as at last day of previous month - if it is 0 - all good, if open balance on the last day month in any of the accounts then we must include it in the recharge)
- Check tab "posting" change the Assignment to current month in cell K2.
- Update formula in cell P3. Check if cell P6 is zero.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Posting Key	G/L account	Amount Doc cur	B.A	Value Date	Cost center	CO Order	WBS element	Profit Center	Trading Partner	Assignment	Text	Transaction Type				
2	50	15600200	555.7								March 2021 PR	Special Pension Qual/NQ	F25		Check		
3	40	16920200	42995.06								March 2021 PR	Deferred Comp	F25			Total: (13,738,271.94)	<update the formu
4	40	42100100	7374.61								March 2021 PR	Advances/Loans			40	15,488,763.87	
5	40	42100200	231.38								March 2021 PR	Claims (Offsets to zero)			50	(1,750,511.93)	
6	40	42100301	0								March 2021 PR	STAFF DR EXP ADVANCE				0.00	<should be 0.00
7	40	42900100	6514748.95								March 2021 PR	Net Pay					
8	40	42900200	35584.72								March 2021 PR	Garnishments			42999998	-	
9	50	42900400	4000.18								March 2021 PR	Misc Deductions/DD returns					
10	40	43900120	0								March 2021 PR	Other PR Tax Liability					

- Copy paste the data from tab "posting" to Posting template file and upload it to SAP by using tcode ZZP_POSTING_FILE.
- After the posting check that all the accounts are zero in SAP and the total balance is located in the G/L 42999998.

G/L Account

*

*

Company Code

718031.12.9999

St	Account	DocumentNo	Cost Ctr	Profit Ctr	Assignment	FLyp	Type	Year/month	Doc..Date	PK	Amount in local cur.	LCurr
*	15600200										0.00	USD
*	16920200										0.00	USD
*	42100100										0.00	USD
*	42100200										0.00	USD
*	42900100										0.00	USD
*	42900200										0.00	USD
*	42900400										0.00	USD
*	42999998										13,738,271.94-	USD
*	43900140										0.00	USD
*	43900210										0.00	USD
*	43900260										0.00	USD
*	43900261										0.00	USD
*	43900409										0.00	USD
*	43900410										0.00	USD
*	43900610										0.00	USD
*	98320124										0.00	USD
*	98320220										0.00	USD
*	98320225										0.00	USD
*	98320226										0.00	USD
*	98320231										0.00	USD
*	98320232										0.00	USD
*	98320234										0.00	USD
*	98320241										0.00	USD
**											13,738,271.94-	USD

- Go back to the Gdrive folder and download the file "PR MM.YYYY - Co 7180 WP1", rename it to the current month.
- From the file "WP1 download for PR Billing MM.YYYY" current month data from SAP - filter out the yellow lines (total amount for each account) and paste it to the file "PR MM.YYYY - Co 7180 WP1" tab "Sheet1".
- In tab "Input" update the header data, cells B8-B12

	A	B	C	D	
1	Payroll Liability transfer and Service Invoice				
2	Co. 7008				
3					
4					
5	Payroll Input				
6					
7	Company	7180 SAP	Enter the company for which you are transferring the liabilities		
8	Month	March			
9	Year	2021			
10	Doc Date	29032021	ddmmyyyy		
11	Posting Date	29032021	ddmmyyyy		
12	Due Date	10042021	S/Be 10 days after M/E		
13					
14	Transfer Liabilities to Co .7008				
15	<u>G/L Acct</u>	<u>Debit</u>	<u>Credit</u>	<u>Description</u>	
16	42900100	-	(6,514,748.95)	Net Pay	(6,5
17	42900200	-	(35,584.72)	Garnishments	
18	43900140	-	(3,185,398.24)	Taxes	(3,1

Check at the bottom cell E45 that it is zero:

	Account	Debit	Credit	Description	Debit	Credit	Account
18	98320232	-	(2,251.00)	Employee Med/Dental Deductions	(2,251.00)	50	7188 - Employee Med/Dental Deductions
19	98320225	-	(402.62)	Employee Life & Other H&W deductions	(402.62)	50	7188 - Employee Life & Other H&W dedu
10	98320234	-	(42.70)	Employee LTD deductions	(42.70)	50	7188 - Employee LTD deductions
11	98320241	7,179.24	-	Employer 401-K Tax Expense	7,179.24	40	7188 - Employer 401-K Tax Expense
12	98320124	-	(56,433.03)	US FringeCredit(Benefits)	(56,433.03)	50	7188 - US FringeCredit(Benefits)
13	42999998	254,899.46	-	November 2020 Payroll	254,899.46	40	7188 - November 2020 Payroll
14					-		Check D/C
15					-		Check totals to Sheet1
16	Invoice Creation to US Cytex Companies:						
17	2058860	254,899.46		40 F15			7188 - November 2020 Payroll
18	42999998	(254,899.46)		50			7188 - November 2020 Payroll
19							
20							
21							

Double check that the amounts identified in B48 and B49 are the same as the total balance you have now in the G/L 42999998.

3.1.4. Share and clear

- When the file is ready send it to the Co. 7008 Fin Ops Specialist who is responsible for it.
- After postings you can go to SAP and clear each account by using F-03.
- After the invoice is booked by the ICO LISBON team, clear the account 42999998 as well using F-03.

End of document.