

# US - 7180 CM Manual entries over threshold

## 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

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? Unknown Attachment

## ERP

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 **WP1**

## Frequency

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 **Month**

? Unknown Attachment

? Unknown Attachment

## References

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**S\_ALR\_87012291**

## Forms

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## Attachments

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# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to provide instructions for the Manual entries over threshold report preparation.

## 1.2. Scope

This document provides information on how to perform the GL activities related to Manual entries over threshold report preparation during month end close (WD+2 and WD+4). ERP system WP1.

## 2. Definitions

## 3. Tasks description

Manual entries over threshold report is prepared each month and sent for review to CAMs on WD+2 and WD+4 (additional entries) for Co. 7180, The threshold for manual entries for KLE is 750k EUR.

### 3.1. WD+2 manual entries over threshold report preparation

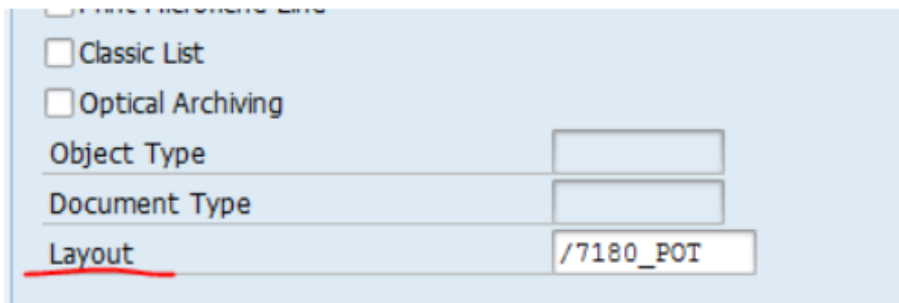
#### 3.1.1. Run report in SAP and save the extract

Reports are located [in this folder](#).

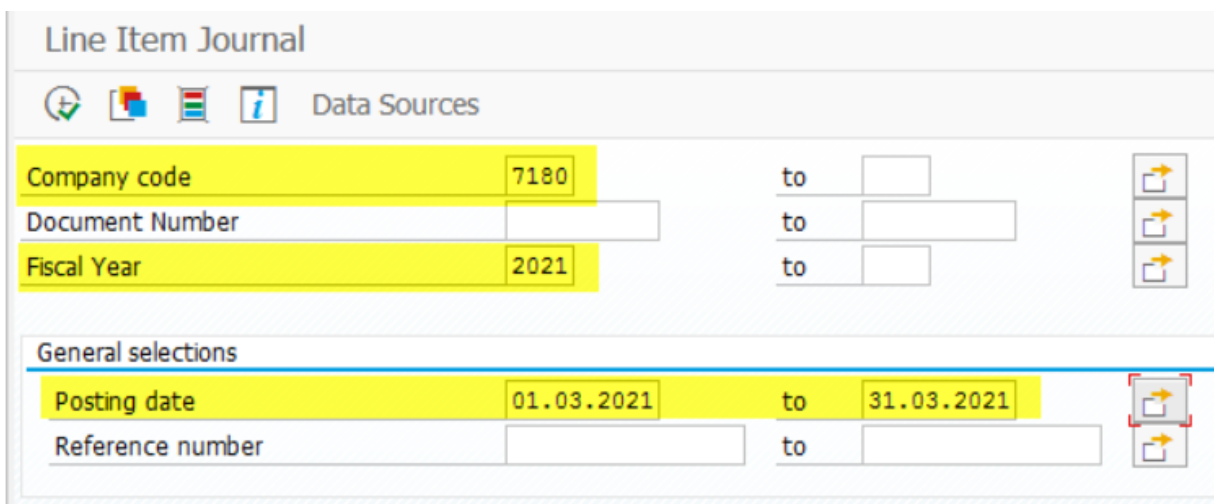
Open SAP t-code **S\_ALR\_87012291** (variant **7180\_POT**) execute the report. The report execution can take some time since there is a lot of data for this company.

Variant 7180\_POT includes:

1. Company code selection
2. Period selection
3. In Column **Document type** filter manual document type: AD, H1, SB, Z3



The screenshot shows a SAP selection screen for a report. It includes several input fields and checkboxes. The 'Layout' field is highlighted with a red underline and contains the value '/7180\_POT'. Other fields include 'Object Type' and 'Document Type', both currently empty. There are also checkboxes for 'Classic List' and 'Optical Archiving', both of which are unchecked.



The screenshot shows the 'Line Item Journal' selection screen in SAP. It features a 'Data Sources' section with the following fields:

Company code	7180	to		
Document Number		to		
Fiscal Year	2021	to		

Below this is the 'General selections' section:

Posting date	01.03.2021	to	31.03.2021	
Reference number		to		

Each row in both sections has a small icon with a right-pointing arrow on the right side, likely for navigation or refresh.

#### 3.1.2. Data extraction and report preparation

1. Export the data to Excel - List -> Export -> Spreadsheet and name it "MM.YYYY 07180 Manual entries".
2. In the Excel file name the tab "Raw data AD, H1, SB, Z3".

3. The threshold for manual entries for KLE is 750k EUR. Go to SAP t-code ZRATE and convert this amount to USD with the date - last day

Line Item Journal

Filter criteria

Select.

Document type to

Multiple Selection for Document type

Select Single Values Select Ranges Exclude Single Values Exclude Ranges

O. S... AD H1 SB Z3

USD 1,468.26

USD 658.16

of the month.

ZRATE

ZRATE: Conversion and exchange rate

Date 31.03.2021

From currency (foreign c.) EUR

To currency (local c.) USD

Exchange rate type (M, EURO..) M

750,000.00 EUR

Result (on the current system)

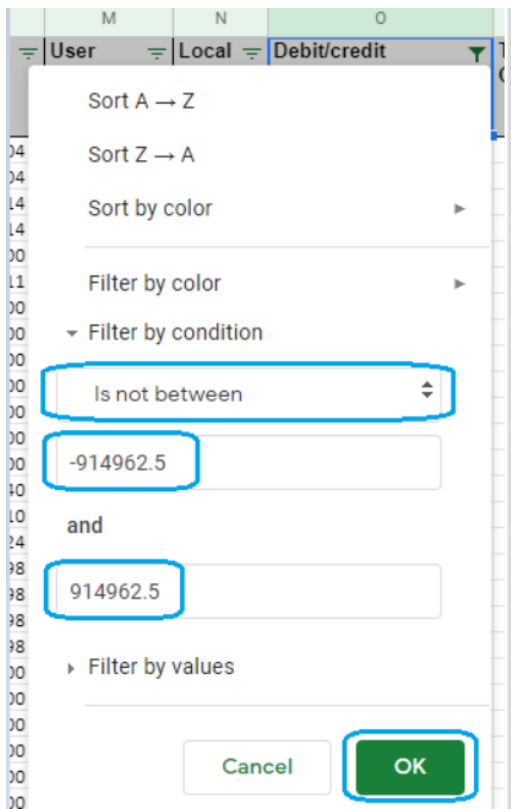
Exchange Rate	1 EUR = 1.17310	1 USD
Convert the amount	750,000.00 EUR =	879,825.00 USD

Table view

By dates

3.1.3. Data sorting

In Column 'O' Debit/credit amount filter the amounts above the threshold (both positive and negative amounts!). Upload extract to Google spreadsheet - apply Conditional formatting -> Filter by condition -> Is not between. Color them in different color.



- Then filter by the color so you only have the items above the threshold. Copy and paste the data to the new tab and name it "Manual entries >\$\$\$k USD".
- In the tab "Manual entries >\$\$\$k USD" add column Comments.
- In column B **Document Number** filter each document and add comments explaining the entry. You can use the previous month file to see regular entries that are usually above the threshold.
- In order to see the full document, enter the document number in SAP t-code FB03.
- When all the entries are explained, send an email to the CAM Diann Shiver and Letitia Lemay to inform them about the entries above the threshold.

## 7180 SAP WP1 Manual entries over threshold 02.2021

← **Bulina, Anete** <anete.bulina@solvay.com>  
to Diann, Letitia

Hi Diann,

Please see attached Manual entries over the threshold for 02.2021 (750k EUR = 908k USD).  
All looks okay to me.

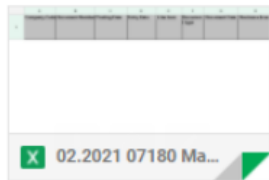
Let me know if there are any questions.  
Best regards,



Progress beyond

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### 3.2. **WD+4 manual entries over threshold report preparation**

#### 3.2.1. **Run report and prepare file**

1. Run the report in SAP the same way as described above.
2. In the file that you prepared on WD+2 create a new tab and check if there are new entries.
3. For the additional entries create a separate tab (if any) named "Additional manual entries >\$\$k" and explain them the same way as previously.
4. Send an email to the CAM to inform about any additional entries above the threshold (if there aren't any additional entries, inform that as well).
5. Save report and email confirmation from CAM to Internal controls.

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End of document.