

# PL - 6268 - General WI

## 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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## Forms

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## Attachments

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## Objective and Scope

### 1.1. Objective of this Operation

This document describes the Finance Operations process in order to perform daily and monthly activities as well as successfully execute the necessary steps during month end closing for company Solvay Poland Sp.z.o.o . in SAP WP1 and describes the roles and responsibilities of each actor in this process

### 1.2. Scope

Finance Operations Team is responsible for handling balance sheet reconciliations, postings, payroll reports and accruals, recurring entries, internal controls, month end closing activities, and any additional activities as requested by the Controller and Company Accounting Manager via e-mail or Helix ticketing system.

The operating procedure describes general processes used in Finance Operations as well as country specific activities defined for Solvay Poland, company code 6268, maintained in SAP WP1 system.

## 2. Definitions

See [Finance Glossary](#):

## 3. Tasks description

### 3.1. Closing Day -5

#### 3.1.1. Only quarter months

Revenue recognition (IAS 18).

[https://docs.google.com/spreadsheets/d/1eFL6jAm73XU0AqENaEwNb9rc9-Ro\\_pO/edit#gid=562817635](https://docs.google.com/spreadsheets/d/1eFL6jAm73XU0AqENaEwNb9rc9-Ro_pO/edit#gid=562817635)

T-code ZWFA88A variant 6268\_POLAND.

Threshold is in local currency, which is PLN, but the corporate threshold is 250 000 EUR. This is why google exchange conversion is necessary every quarter to update the threshold before executing the report. Use google rate (just put in google "250000 eur to pln").

Report needs to be sent out to Tomasz Borowski for review and approval. Send the report on Day-5, **after that run the report every day** but send only if there is a tick on the left side of the report. If everything is ok then send the report **also on Day1**. Actual posting is done after all invoices are issued and sales period closed (customer period in OB52) issued and sales period closed (customer period in OB52).

The screenshot shows the SAP IAS 18 configuration screen for revenue recognition. The title is "IAS 18 – Recognition of revenue linked to sale of goods". The screen is divided into several sections:

- variant**: A dropdown menu showing "variant".
- Selection criteria**: A table with various fields and values:

Company Code	6268	to		
Posting Date	01.10.2019	to	31.12.2019	respective quarter
G/L Account	41100100	to		
Incoterms	D*	to		
Document type		to		
Amt.in loc.cur.	1,065,585.00	to		
Shipping Conditions	AO	to		
Status trad. partner	1	to		
Shipment type		to		
- Report**: Radio buttons for "Synthetic" and "Detailed" (selected). A callout box "From google conversion:" points to the "Amt.in loc.cur." field.
- Background Processing**: A checkbox labeled "Background Processing" which is unchecked.
- Variant layout**: A dropdown menu labeled "Layout" with a blank selection box.

### 3.2. Closing Day -4

### 3.2.1. Only quarter months

Revenue recognition (IAS 18).

T-code ZWFA88A variant 6268\_POLAND. See details in D-5.

## 3.3. Closing Day -3

### 3.3.1. Only quarter months

Revenue recognition (IAS 18).

T-code ZWFA88A variant 6268\_POLAND. See details in D-5.

### 3.3.2. Environment recurring entry check



1103 6268: Recurent postings/entries

1. Automatic job in FCC:
2. Go to FBL3N and check accounts 47900100, 40150310, 15940001 if postings have been done.

### 3.3.3. Payroll postings

- Payroll files are sent by e-mail by Agnieszka Jastak:



- All files should be saved in Gdrive [here](#). BNP 002 account is used for salary payments only
- There are 2 things that are booked from original email:
  - Word file: Zestawienie do przelewów
  - Excel with 4 tabs: Salary deduction 202202

- 6268 Lunch benefit posting file 02.2022
- 6268 Medical ben posting file 02.2022
- 6268 PPK posting 02.2022
- 6268 Salary posting file 02.2022
- 6268 Sports posting file 02.2022
- ksiegowanie 02.2022
- nota 02.2022
- Salary deduction 202202
- zapisy na koncie\_43900400 (1)
- Zestawienie do przelewow LUTY 2022 ON

- Copy the file 6268 Salary posting file MM.YYYY from previous month in the current month folder
- Use the file "Zestawienie do przelewow" to enter the amounts in 6268 Salary posting file MM.YYYY
- First line is the total amount from the Salary account BNP 002. Check if it matches with total from Word document
- Post the file
- Clear account BNP 002 (51000880)

BSEG-SAKNR	BSEG-WRBTR	BSEG-DMBTR	BSEG-MWSKZ	BSEG-GSBER	BSEG-BUPLA	BSEG-VALUT	BSEG-MEINS	BSEG-ZUONR	
50060880	587342.58					24012020		Payroll 01/2020	Pay
42900100	582149.76					24012020		Payroll 01/2020	Pay
42900100	0					24012020		Payroll 09/2019	Pay
43900400	136					24012020		PZU 1	POL
43900400	3735					24012020		PZU 2	
43900400	0					24012020		PZU 3	
43900400	0					24012020		KPZ	
43900400	0					24012020		KPZ	
98300702	0					24012020		Bank charges	Ban
43900101	0					24012020		ZAJ, SADOWE	Pay
43900101	0					24012020		Zajęcie sądowe	A Se
43900101	1,321.82					24012020		Zajęcie sądowe	K Ra

- File: 'Salary deduction YYYYMM'

There are 4 tabs on this file and for all must be done posting. There is an example of posting on every sheet in Jan 2020. Use it for reference. CHECK THE AMOUNTS and adjust accordingly.

- Tab: Lunch

Type: H1
Posting date: date of the salary payment in the bank
Reference, Heading - Lunch MM/YYYY
Account: 43100100 (skladnik 3311)
Account: 43900400 (skladnik 3350)
P&L account: 98112300
Tax code: 80
Cost Center 6268-7200
Example: Document 180100004

Use the posting file from the previous month 6268 Lunch benefit posting file MM.YYYY but you need to update the file in case the Skladnik 3350 is used.

- Tab "Deduction - Other"

Use the posting file from the previous month *6268 Medical ben posting file MM.YYYY*

Type: H1
Posting date: date of the salary payment in the bank
Reference, Heading - MED FAM MM/YYYY
Account: 43900400
P&L account: 98112300
Tax code: 3E
Cost Center 6268-7200
Example: Document 180100007

- Tab - Deductions for "Benefits"

Use posting file *6268 Sports posting file MM.YYYY*

Type: H1				
Posting date: same as previous posting				
Reference, Heading - Sports MM/YYYY				
Account: 43100100				
P&L account: 98112300				
Tax code: 8O				
Cost Center 6268-7200				
Example: Document 180100008				
There is an exception: if Skladnik 3350 is used, additional account - 43900400 is needed for respective month. Please verify if applicable. Usually it is not.				
NOTES				
Check for exceptions - they are marked in red in the deduction file sent by Agnieszka. Check to which account the separate amount should be book. Example in Jan 2020 for Sports package:				
<table border="1"> <tr> <td>-923.00</td> <td>43100100</td> </tr> <tr> <td>-76.00</td> <td>43900400</td> </tr> </table>	-923.00	43100100	-76.00	43900400
-923.00	43100100			
-76.00	43900400			

- PPK pension fund

Use the file from the previous month "PPK posting MM.YYYY". Update the data in PPK posting file based on the information from "Salary deduction YYYYMM", tab PPK:

▶	Lunch	Deduction - other	Benefit	<b>PPK</b>	Lista ON	⊕
---	-------	-------------------	---------	------------	----------	---

- 1.) Employee contributions (1st table) - write in posting file only the totals
- 2.) Employer contribution (2nd table) - copy in posting file amounts per employee and cost centers per employee.
- 3.) Additional Employee contribution (3rd table) - write in posting file only the totals

- Clear the salary account 42900100.

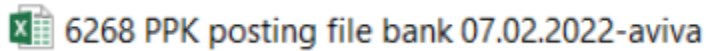
Account 42900100 should be 0 after all postings are done, if it is not, investigate what is the reason.

To clear, use T-code F-03.

- PPK payment around 7th day of the month

Around the 7th day of the month, there is a payment for PPK (both employee and employer contributions) from the BNP 002 account (account 50060880 in SAP Wp1).

Use the file *6268 PPK posting file bank MM.YYYY* to create the posting.



## 3.4. Closing Day -2

### 3.4.1. Only quarter months

Revenue recognition (IAS 18).

T-code ZWFA88A variant 6268\_POLAND. See details in D-5.

## 3.5. Closing Day -1

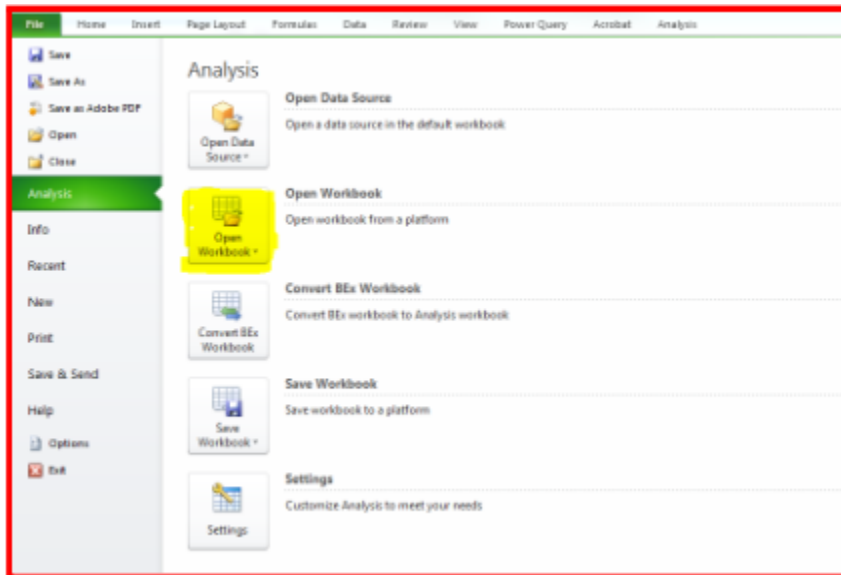
### 3.5.1. Only quarter months

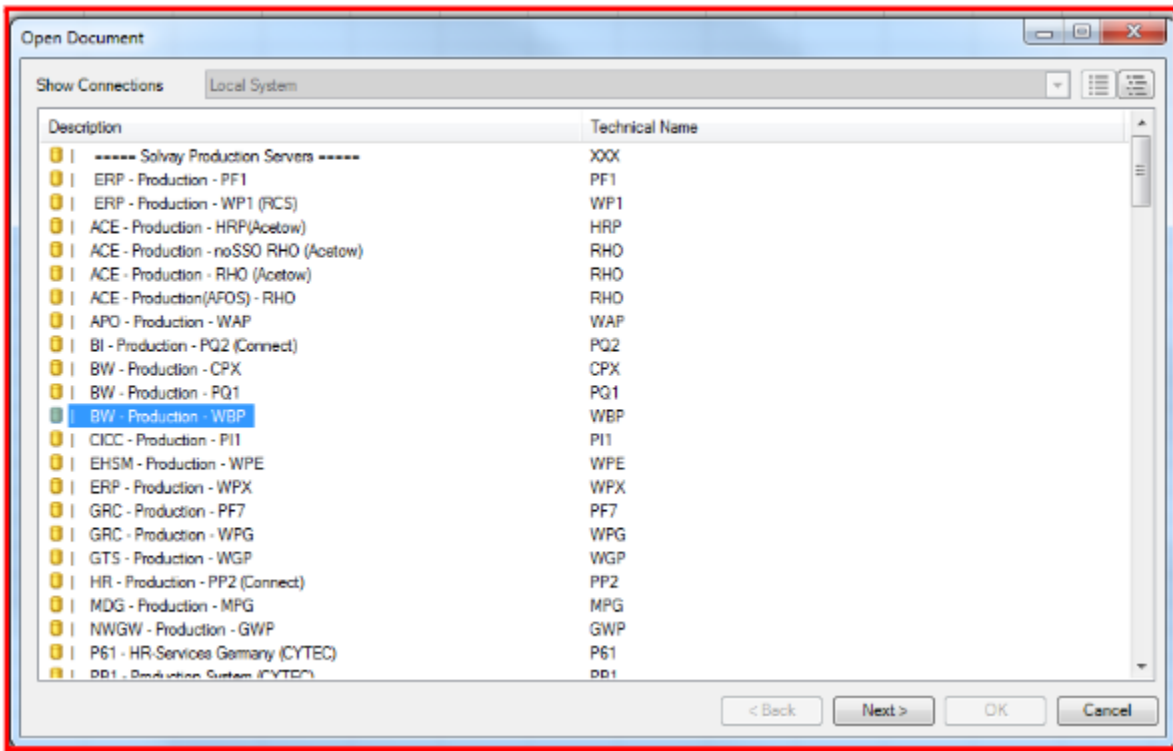
Revenue recognition (IAS 18).

T-code ZWFA88A variant 6268\_POLAND. See details in D-5.

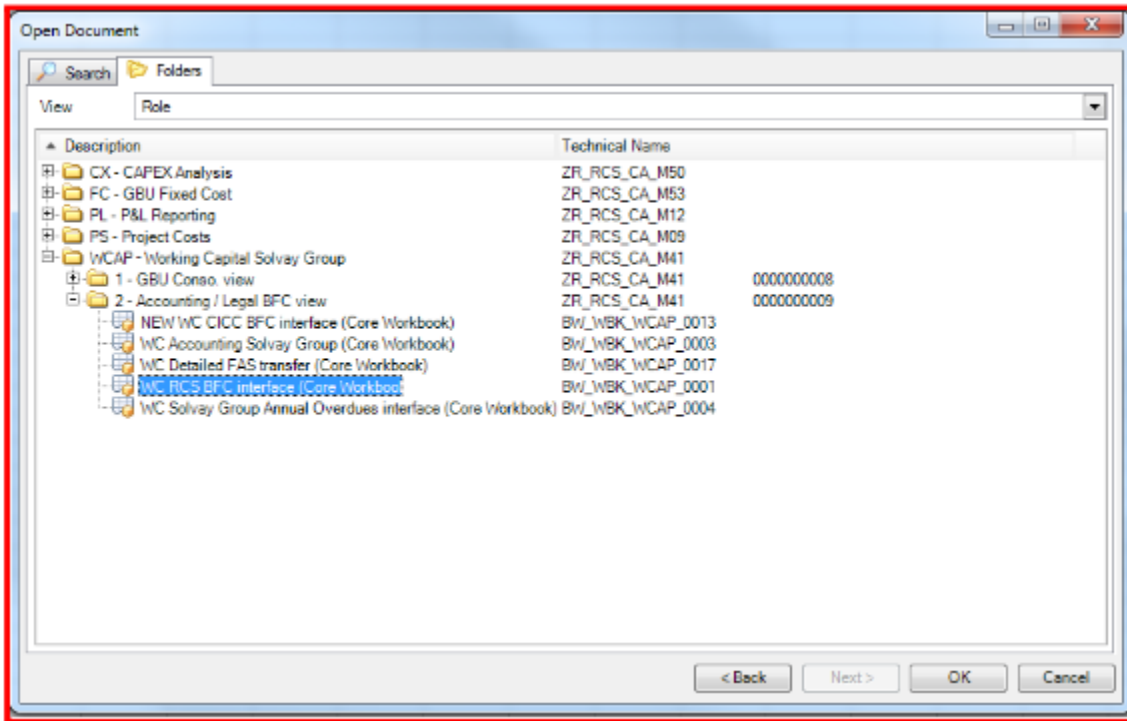
## MAC 3.5.2. BW - Unassigned items in Working Capital

- Need to check if there are no unassigned items in WC report. Open a new Excel file. Go to file - Analysis and select Open Workbook. After that choose Select Open workbook from the SAP NetWeaver platform.





- Next press OK, click on Folders and choose WC RCS BFC interface (Core Workbook)



- Enter the Calendar Day (last day of the closing month) and Company code.

Prompt Summary

Use Variant: Select a variant or enter a name and choose save to create a new user variant

Search variables:

- Auth Scope on Company Code (Auth with input): 1^
- Calendar Day (Single value): 30.09.2020
- Legal PRS Comp. code (Selection option): SOLVF
- 2 - BFC Grp of activ. (Selection Option, Optional): 2

Specify Value for Prompts

Auth Scope on Company Code (Auth with input): [dropdown] + [input] [icon] [icon]

[dropdown] A/SACHIMIP [icon] [icon]

[dropdown] BASF [icon] [icon]

[dropdown] DOMO [icon] [icon]

[dropdown] SOLWAY [icon] [icon]

[dropdown] [input] [icon] [icon]

Calendar Day (Single value): 30.09.2020 [icon]

Legal PRS Comp. code (Selection option): [dropdown] \$268 [icon] [icon]

2 - BFC Grp of activ. (Selection Option, Optional): [dropdown] [input] [icon] [icon]

Display [dropdown] [OK] [Cancel]

- When all data is extracted, go to sheet WC

WC Acct type	BFC Account		Chart of accts	GL Account		3 - BFC Activity 1	3 - BFC Activity 2	Inv./Pay./Rec. Loc. curr.
								* 1,000 PLN
<b>INVENTORY</b>	A31000	Inventory: raw materials - Gross Value	Z001	31000100	RAW MATERIAL	#	SICGU016	6,074
				31000109	RM STOCK ADJ	#	SICGU016	348
				31000200	RM IND SUPPLIES	#	SICGU016	10,354
				31000225	SPARES ASSETS	#	SICGU016	0
				31000300	RM PACKING	#	SICGU016	1,335
				31000309	RM PACKING ADJ	#	SICGU016	26
	A37000	Inventory: finished gds	Z001	37000100	FINISHED PRODUCT	#	SICGU016	26,019
				37000109	FINISHED PRODUCT ADJ	#	SICGU016	2,189
				37000300	GOODS IN TRANSIT	#	SICGU016	17,249
	A39100	Inventory: prov. raw materials	Z001	39100200	VAL ALLOW IND SUPP	#	SICGU016	-1,854
				39100300	VAL ALLOW PACKING	#	SICGU016	-227
	<b>Result</b>							<b>61,512</b>
<b>PAYABLES</b>	A40160	Advances paid to suppliers	Z001	40100400	AP PAY ON ACC	#	CBCGU182	49
	L40100	Account payables	Z001	40100100	AP TP TD REC ACNT	#	CBCGU182	-35
							CBCGU1821	-67
							CGU-MI	-9
							SICGU016	-44,858
				40100120	TP-AGENTS VIA SD	#	#	-20
				40100140	ITR-AGTS COMMISS(SD)	CBNR	CBCGU182	-61
							#	18
						SINR	SICGU016	0
						SIRF	SICGU016	0
				40100300	AP TP OTH GRNI AUTO	SIMI	SICGU016	-170
						SINR	SICGU016	-488
						SITI	SICGU016	-2,177
						#	SICGU016	-4
				40100310	AP TP TD GRNI AUTO	SINR	SICGU016	-17,526
				40100330	AP TP TD ACCR MANUAL	SINR	SICGU016	-12,668
				40150310	AP -TP - SERV MANUAL	CBSS	CBCGU182	-146
						SINR	SICGU016	57
				41100500	AR TP TD REBATE&DISC	SIMI	SICGU016	-28
						SINR	SICGU016	-4,868
						SITI	SICGU016	-4,070
	<b>Result</b>							<b>-87,072</b>
<b>RECEIVABLES</b>	A41100	Trade receivables	Z001	41100100	AR TP TD REC ACC	CBNR	#	1
						SIFE	#	86
						SITI	#	41,065
						#	#	-180
				41100540	T. RECEIV. MANUAL GL	SITI	#	-1,789
	<b>Result</b>							<b>39,184</b>
<b>Result</b>								<b>13,624</b>
								<b>13,624</b>

- Check postings for which the Profit Center is missing. It needs to be added.

1. BFC Activity 1 - receivable #

2. BFC Activity 2 - payable, inventory #

- Right click on the amount with the missing business - Go To - BW working capital.
- Then it is possible to see the postings and lines for which the profit center is missing, thus, it will not go to the Business in BFC.
- Need to find the correct PC or IECRA. Example:

Company code	Fiscal year/period	FI doc. nb	FI doc. item	Posting date	Clearing date	Account type	Gl account	Gl Acct ext. flag	Gl Acct int. flag	Customer	P
6268	K4/001.2022	3000000956	1	31.01.2022	#	D	40100140	#	#	3930994	SOLVAY HUNGARY KFT #

- Choose T-code FBL5N (Customer) or FBL1N (Vendor). Choose some period (several months) with all items, find some invoice where PC or CC is mentioned and the same should be used for current or if you can not find - ask Tomasz Borowski to advise the correct profit center.
  - Profit center for vendor
  - IECRA for customer
- T-code - **ZWFAI052** - to see all profit centers for company (to check which profit center correspond to cost center and IECRA)
- To change them in the system, complete manually in t-code ZWFA111 or fill in the correct sheet in the file CA - BW Unassigned items in X drive, Change PC folder. Save that sheet in CSV format and upload in WP1 using t-code ZWFA111.

BW extractors – Change basic field in FI postings

General criteria  
Company Code: 6268

Choose the treatment :

Display records  
 Create-change records manually  
 Create-change records from a file  
 Update clearing data  
 Update data from RCS  Full Update  
 Delete old records

Input File :  
Local File

New Entries

Working Capital – specific table for assignment

CoCd	Document Number	Year	Itm	Profit Center	IECRA	Clea
6268	90522278	2020	1		CRA00450	
6268	90522286	2020	1		TECRA00450	
6268	90522287	2020	1		IECRA00450	

New Entries: Overview of Added Entries

Working Capital – specific table for assignment

CoCd	Document Number	Year	Itm	Profit Center	IECRA

When it is corrected, the report updates in several hours in excel. Check this report also on Day 2 to avoid new unassigned items. Correct if needed.

### 3.5.3. Accounts clearing

Details

Go to Monthly activities - Clearing

## 3.6. Closing Day 1

### 3.6.1. Only quarter months

Revenue recognition (IAS 18).

T-code ZWFA88A variant 6268\_POLAND. See details in D-5.

On Day1 send the report to Tomasz secondly.

### 3.6.2. AP AND AR DAY 1

T-code: F.05

SAVE ALL DATA in GDRIVE for reconciliation purposes:

[https://drive.google.com/drive/folders/1VpQJlifixv\\_CfxtiuGcuZOb8DZUtqq0](https://drive.google.com/drive/folders/1VpQJlifixv_CfxtiuGcuZOb8DZUtqq0)

## AP Day1

Choose variant:

**Foreign Currency Valuation**

General Selections

Company Code: [ ] to [ ]

Valuation Key Date: 31.05.2020

Valuation method: [ ]

Valuation: [ ]

ABAP: Variant Directory of Program SAPP100

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Char
6268 REVALV_C	6268 REVAL Vendors_Customers	A		VEINBERGAM	02.07.2018	PT63034585	16.07.20
6268 REVBPN	6268 REVAL BNP	A		DAMBINAM	01.08.2019		
6268 USD IBA		A		ASUCHODO	02.05.2018		
6268- SI AP	6268- SI AP	A		DAMBINAM	02.03.2020		
6268- SI AR	6268- SI AR	A		DAMBINAM	02.03.2020		
6268-OTH AP	6268-OTH AP D2	A		DAMBINAM	05.11.2019		
6268-OTH AR	6268-OTH AR D2	A		DAMBINAM	05.11.2019		

Update the information:

### Foreign Currency Valuation

Bal.sheet preparation valuatn  
 Create Postings

Batch input session name: 6268-REVAVC  
 Document date: 31.05.2020  
 Posting date: 31.05.2020  
 Posting period: 5  
 Reversal posting date: 01.06.2020  
 Reverse Post. Period: 6

Reverse postings

Save to Excel (GDrive), for Day 1 you can just take screenshots and save them in a Word file.

Then press "Postings":

### Foreign Currency Valuation

Postings

SOLWAY POLAND SP. Z O.O. Foreign Currency Valuation Time 18:05:43 Date 01.04.2019  
 WLOCLANEK SAPPIDC /DAMBINAN Page 1  
 Key date 31.05.19  
 Valuation in Company code currency (10)  
 Method EVR Foreign curr. valuation / month end closing -

No	G/L	Account	Ctry	DocumentNo	Item	Amount in FC	Am.in loc.cur.	Reval. Rat	Exch.rate	Ty	Postng Date	Old difference	New Difference
*	K	40100100	EUR	1900000032	1	2,000.00-	0,443.40-	4.29965	4.22170	NR	20.03.2019	0.00	155.90-
*	K	40100100	EUR			2,000.00-	0,443.40-					0.00	155.90-
*	K	40100100	EUR	702722347	2	8,140.00-	34,071.93-	4.29965	4.25360	DR	12.10.2017	0.00	130.66-
*	K	40100100	EUR			8,140.00-	34,071.93-					0.00	130.66-
**	K	40100100	EUR			10,140.00-	43,315.33-					0.00	286.56-
*	K	40150100	EUR	5100001745	2	15,581.08-	67,018.90-	4.29965	4.30130	ZT	31.03.2019	0.00	25.71
*	K	40150100	EUR			15,581.08-	67,018.90-					0.00	25.71
**	K	40150100	EUR			15,581.08-	67,018.90-					0.00	25.71
***	K		EUR			25,721.88-	110,334.23-					0.00	260.85-
****	K		EUR			25,721.88-	110,334.23-					0.00	260.85-
****	K		EUR			25,721.88-	110,334.23-					0.00	260.85-

Production RCS Foreign Currency Valuation Time 18:05:43 Date 01.04.2019  
 Paris SAPPIDC /DAMBINAN Page 2  
 Key date 31.05.19  
 Valuation in Company code currency (10)  
 Method EVR Foreign curr. valuation / month end closing -

No	G/L	Account	Ctry	DocumentNo	Item	Amount in FC	Am.in loc.cur.	Reval. Rat	Exch.rate	Ty	Postng Date	Old difference	New Difference
*****	K		EUR			25,721.88-	110,334.23-					0.00	260.85-

Take screenshots and add them to the saved excel (Google Sheets)

**Foreign Currency Valuation**

Production BCS Foreign Currency Valuation Time 18:36:40 Date 01.04.2019  
 D219 SAPP10 / DAMBINAM Page 1  
 Postings in batch input session

DocId	DocumentNo	Document Header Text	Type	Posting Date	Curr	Text
6268	FC valuation SAPP100			31.03.2019	EUR	
1 40	50622203	137.66	40100100	- Valuation on 20190-		
2 50	40100109	137.66	40100100	- Valuation on 20190-		
6268	FC valuation SAPP100			31.03.2019	EUR	
1 40	50622203	155.90	40100100	- Valuation on 20190-		
2 50	40100109	155.90	40100100	- Valuation on 20190-		
6268	Reverse posting SAPP100			01.04.2019	EUR	
1 50	50622203	137.66	40100100	- Valuation on 20190-		
2 40	40100109	137.66	40100100	- Valuation on 20190-		
6268	Reverse posting SAPP100			01.04.2019	EUR	
1 50	50622203	155.90	40100100	- Valuation on 20190-		
2 40	40100109	155.90	40100100	- Valuation on 20190-		
6268	FC valuation SAPP100			31.03.2019	EUR	
1 50	50622205	25.71	40150100	- Valuation on 20190-		
2 40	40150109	25.71	40150100	- Valuation on 20190-		
6268	Reverse posting SAPP100			01.04.2019	EUR	
1 40	50622205	25.71	40150100	- Valuation on 20190-		
2 50	40150109	25.71	40150100	- Valuation on 20190-		

**AR Day 1**

**Foreign Currency Valuation**

General Selections

Company Code  to

Valuation Key Date

Valuation method

Valuation

Variant Catalog for Program SAPP100


Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Char
6268 REVALV_C	6268 REVAL Vendors_Customers	A		VEINBERGAM	02.07.2018	PT63034585	16.07.20
6268 REVBPN	6268 REVAL BNP	A		DAMBINAM	01.08.2019		
6268 USD IBA		A		ASUCHODO	02.05.2018		
6268- SI AP	6268- SI AP	A		DAMBINAM	02.03.2020		
6268- SI AR	6268- SI AR	A		DAMBINAM	02.03.2020		
6268-OTH AP	6268-OTH AP D2	A		DAMBINAM	05.11.2019		
6268-OTH AR	6268-OTH AR D2	A		DAMBINAM	05.11.2019		

For G/L  Reverse

## Foreign Currency Valuation



### General Selections

Company Code  to  

Valuation Key Date

Valuation method

Valuation in Currency Type  or valuation area

- Postings
- Open Items
- G/L Balances
- Other
- FASB 52

Bal.sheet preparation valuatn

Create Postings

Batch input session name

Document date

Posting date

Posting period

Reversal posting date

Reverse Post. Period

For G/L Account Balance Valuation

Reverse postings

Empty because there were no bookings in foreign currency:

### Foreign Currency Valuation

Navigation icons: Home, Back, Forward, Messages, and various utility icons.

Production RCS Foreign Currency Valuation Time 13:45:44 Date 01.03.2019  
 Paris SAPP100 /ERDMANES Page 1  
 Key date 28.02.19  
 Valuation in Company code currency (10)  
 Method EVR Foreign curr. valuation / month end closing -

Ac	G/L	Account	Crcy	DocumentNo	Itm	Amount in FC	Amt.in loc.cur.	Reval. Rat	S	Exch.rate	Ty	Prng Date	Old difference	New Difference
List does not contain any data														

### Foreign Currency Valuation

Navigation icons: Home, Back, Forward, and various utility icons.

Production RCS Foreign Currency Valuation Time 13:46:56 Date 01.03.2019  
 Paris SAPP100 /ERDMANES Page 1  
 Posting proposal

CoCd	DocumentNo	Document Header Text	Type	Prng Date	Crcy	Text	
Itm	FR	G/L	Amt.in loc.cur.	Text	BusA	LC2 amount	LC3 amount

List does not contain any data

Process batch using t-code SM35. You can find your batch by your username in the "Created by" field. Select your batch, press "Process" and select Process/foreground and Dympro standard save, and press "Process" again.

**Batch Input: Session Overview**

Analysis **Process** Statistics Log Recording

Selection criteria  
 Sess.: \* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Session Name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Trans.			Dynpros	D..	Qt
HU7515IYCP04		OPSPPCONF4	01.03.2019	13:46:21	ZWFFI00940		OPSPPCONF4	1	0	0	2	19	
6268-REVAVC		ERDMANES	01.03.2019	13:41:43	SAPP100		ERDMANES	4	0	0	28	19	
ZWFAMMRV2026		YSIMMAT	01.03.2019	13:35:02	ZWFAI05400		YSIMMAT	1	0	1	2	19	
ZWIMI00200_3		OPSCHEDULE	01.03.2019	13:32:18	ZWIMI00200		OPSCHEDULE	1	0	1	3	19	
HU7515IXPV04		OPSPPCONF4	01.03.2019	13:30:24	ZWFFI00940		OPSPPCONF4	1	1	0	2	19	

**Batch Input: Session Overview**

Analysis Process Statistics Log Recording

Selection criteria  
 Sess.: \* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Process Session 6268-REVAVC

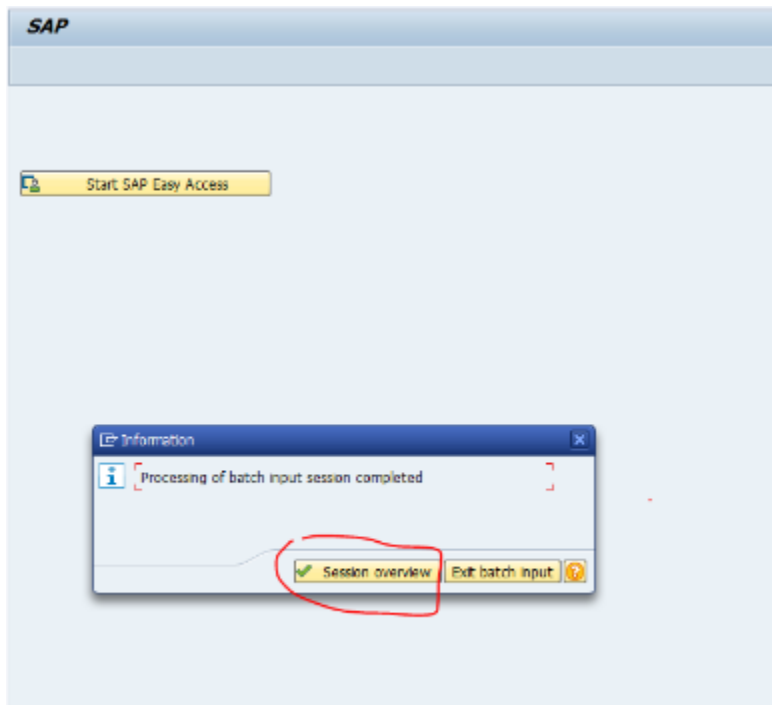
Processing Mode  
 Process/foreground  
 **Display errors only**  
 Background  
 Target host:

Additional Functions  
 Extended log  
 Expert mode  
 Default Dynpro Size  
 Cancel if Log Error Occurs  
 Simulate Background Mode

Process

Authorizat.	Trans.			Dynpros	D..	Qt
OPSPPCONF4	1	0	0	2	19	
ERDMANES	4	0	0	28	19	
YSIMMAT	1	0	1	2	19	
OPSCHEDULE	1	0	1	3	19	
OPSPPCONF4	1	1	0	2	19	
YSIMMAT	1	0	1	2	19	
TH40063	3	0	3	6	19	
ANANTIY	18	0	18	136	19	
ANANTIY	14	0	14	110	19	
ANANTIY	8	0	8	48	19	
ANANTIY	4	0	4	24	19	
WF-BATCH	4	0	4	24	19	
WF-BATCH	6	0	6	36	19	
WF-BATCH	6	0	6	36	19	
ZWFAIR 6062	TH40053	2	0	2	26	19

Check "Display errors only" and "Process"



### 3.6.3. Bank reconciliation

Deadlines - for BNP until 18:00. For CICC until next day 12:00pm

Below are currently active bank accounts for 6268:

SAP GL account	GL Description	Bank Account
51000879	BNP BANK PLN- 001	BNP PLN
51000880	BNP BANK PLN 1 - 002	BNP PLN
51000881	BNP BANK PLN 2-003	BNP PLN
51000885	BNP BANK PLN 2-006	BNP PLN
51000903	BNP BANK USD-005	BNP USD
51000904	BNP BANK EUR-004	BNP EUR
58PLN100	TREASURY FUND SOLVAY CICC (0231) PLN	CICC INHOUSE BANK PLN
58EUR100	TREASURY FUND SOLVAY CICC (0231) EUR	CICC INHOUSE BANK EUR
58USD100	TREASURY FUND SOLVAY CICC (0231) USD	CICC INHOUSE BANK USD

Bank reconciliation file is located in Gdrive [Banks](#). File 6268 MMYYY\_BNP\_CICC Bank reconciliation:

#### BNP

1. For BNP, check if all postings are done using T-code FBL3N, a variant for 6268\_BNP. If there are still open items on the bank subaccounts, post them from the bank statements and clear all accounts.
2. Take screenshots of the balance on every bank account on the last day of the month and copy the reconciliation file. Write the amount in the table. And download and save the statements for the whole month for each account.
3. Check the balance of every bank account in SAP, using T-code FS10N. Take the screenshot and copy in the reconciliation file, write the amount in the table (SAP balance at Month End (Doc. Currency)).
4. If the amount in local currency differs in EUR and USD bank accounts, perform bank account revaluation. Use the tab "BNP REVAL" from Bank reconciliation file;

The rate is taken from T-code ZRATE in SAP

Use T-code F-05 to post the revaluation

The following accounts are used:

Posting:			
<b>Profit (positive):</b>		<b>Loss (negative):</b>	
40) 51000904/51000903		50)51000904/51000903	
50) 98622005		40) 98622003	

Reverse in the next period except if the balance is 0

## CICC

1. Take screenshots of the balance on every bank account on the last day of the month and copy to reconciliation file. Write the amount in the table.
2. Check the balance of every bank account in SAP, using T-code FS10N. Take the screenshot and copy in the reconciliation file, write the amount in table (SAP balance at Month End (Doc. Currency)).
3. If the amount in local currency differs in EUR and USD bank accounts, perform bank account revaluation. Use the tab "CICC REVAL" from Bank reconciliation file;
  - a. The rate is taken from T-code ZRATE in SAP
  - b. Use T-code F-05 to post the revaluation
  - c. The following accounts are used:

Posting:			
<b>Profit (positive):</b>		<b>Loss (negative):</b>	
40) 51000904/51000903		50)51000904/51000903	
50) 98622005		40) 98622003	

d.

Statements for CICC are here:

<https://flpnc-pk1x6uaumo.dispatcher.hana.ondemand.com/sites/solia-cicc#MyOnlineportal-Display>

## Make use of our online services



### Online banking

#### Display

Account forecast



Account statements



Online banking report



Online banking report (Version 2)



#### Request

FX Requests and Dashboard



Internal manual money transfer



Manual money transfer



Online banking



### Account Receivables



## Consultation menu

New IA statements download

History consultation

Factoring movements research

Exit

## History consultation

Financial company

Company

OR Group of companies

IA starts with :  591  594

IA currency :  EUR

PLN

USD

Statement's number from  to

Posting date from  to

**Warning** : We let you the possibility to download your statements in order to use it for eg with Excel.

But we decline all responsibilities in case of a wrong usage of this data !

All

Print

Download

Interrupt

Exit

Upload the Bank reconciliation file in SAP, ARA until Day5:

### My Account Overview

---

**Analysis Time Frame**

Fiscal Year: 2020  
 Posting period: 10 to 10

---

**Restriction**

Area: \*6268\*  
 Account Item:  
 G/L Acct. - Single Reconc.:

Show additional fields

---

**Options**

Display Sign-off info  
 Display Resp.Group Users  
 Display all currencies  
 Sort by Account Hierarchy

---

**Presentation**

Layout:

---

**Data Analytics**

Nr. of Graphs: 0

### 3.6.4. Customer and vendor period closed

Until 18:00 Local Time go to OB52, enter Company Code and close customers/D (sales entries are done in all ERPs) and vendors/K. **Variant:6268**

Posting Periods: Specify Time Periods							
	A	From acct	To account	From per.1	Year	To Per. 1	Year
	+			2	2022	3	2022
	D		ZZZZZZZZZZ	3	2022	4	2022
	K		ZZZZZZZZZZ	3	2022	4	2022
	S	81683019	81683019	2	2022	3	2022
	S	83970010	83970010	2	2022	3	2022

## 3.7. Closing Day 2

### 3.7.1. AP AR Other – Day 2

T-code: F.05

Variants

6268-OTH AP	6268-OTH AP D2	A		DAMBINAM	05.11.2019
6268-OTH AR	6268-OTH AR D2	A		DAMBINAM	05.11.2019

List - Save - File - In Google Drive

SAVE ALL DATA in GDRIVE for reconciliation purposes:

[https://drive.google.com/drive/folders/1VpQJlifixv\\_CfxtiuGcuOb8DZUttq0](https://drive.google.com/drive/folders/1VpQJlifixv_CfxtiuGcuOb8DZUttq0)

## AP – Day 2

Accounts: 40100109 and 40150109

### Foreign Currency Valuation

General Selections

Company Code: 6268 to [ ]

Valuation Key Date: 31.05.2020

Valuation method: EVR

Valuation in Currency Type: 10 or valuation area: [ ]

Postings | Open Items | G/L Balances | Other | FASB 52

Bal.sheet preparation valuatn

Create Postings

Batch input session name: 6268AP NOTSI

Document date: 31.05.2020

Posting date: 31.05.2020

Posting period: 5

Reversal posting date: 01.06.2020

Reverse Post. Period: 6

For G/L Account Balance Valuation

Reverse postings

### Foreign Currency Valuation

Postings Messages

SECRET PLANO SP. z o.o. Foreign Currency Valuation Time 10:01:24 Date 02.04.2019  
 WOLARKE SDFW106 / DAMBINAM Page 1

Key date 31.05.19  
 Valuation in Company code currency (11)  
 Method EVR Foreign curr. valuation / month end closing -

Ac	G/L	Accounts	Crry	Documentno	Itm	Amount in FC	Acc. in Loc. cur.	Reval. Rat	Exch.rate	Trng Date	Old difference	New Difference
*	F	40100100	USD	3000001219	1	5,562.00	22,978.05	4.29945	4.04080	02.04.2019	0.00	1,328.00
*	F	40100100	USD	3000001219	2	5,562.00	22,978.05	4.29945	4.29945	31.05.2020	0.00	1,328.00
*	F	40100100	USD	1700000029	1	2,294.37	35,427.22	4.29945	4.29945	17.11.2018	0.00	86.67
*	F	40100100	USD	1700000029	2	2,294.37	35,427.22	4.29945	4.29945	31.05.2020	0.00	86.67
*	F	40100100	USD	5100004449	1	33,795.50	59,428.64	4.29945	4.30305	11.12.2018	0.00	322.82
*	F	40100100	USD	5100004449	2	33,795.50	59,428.64	4.29945	4.30305	11.12.2018	0.00	322.82
*	F	40100100	USD	5100004449	3	5.00	9.00	4.29945	4.30305	11.12.2018	0.00	0.00
*	F	40100100	USD	1400000011	2	32,271.00	46,134.41	3.02787	3.76000	02.11.2018	0.00	831.53
*	F	40100100	USD	1400000011	3	32,271.00	46,134.41	3.02787	3.76000	02.11.2018	0.00	831.53
*	F	40100100	USD	5100002906	1	4,492.00	17,872.94	3.02787	3.71287	11.07.2018	0.00	867.49
*	F	40100100	USD	5100002906	2	2,771.00	7,822.85	3.02787	3.74950	09.09.2018	0.00	129.82
*	F	40100100	USD	1400000011	3	6,092.00	21,882.85	3.02787	3.74950	09.09.2018	0.00	1,496.04
*	F	40100100	USD	440000237	1	35,412.54	159,823.51	4.29945	4.29945	09.10.2019	0.00	87.94
*	F	40100100	USD	440000237	2	35,412.54	159,823.51	4.29945	4.29945	09.10.2019	0.00	87.94
*	F	40100100	USD	3020004295	1	151.00	477.11	4.29945	4.34858	09.07.2018	0.00	10.49
*	F	40100100	USD	3020004295	2	151.00	477.11	4.29945	4.34858	09.07.2018	0.00	10.49
*	F	40100100	USD	3100000444	2	271.00	1,149.99	4.29945	4.24002	13.11.2017	0.00	24.23
*	F	40100100	USD	3100000444	3	271.00	1,149.99	4.29945	4.24002	13.11.2017	0.00	24.23
**	F	40100100	USD			21,328.07	114,842.96				0.00	148.26
*	F	40150100	USD			6,292.00					0.00	
*	F	40150100	USD	5100001749	2	1,237.40	4,937.41	4.29945	4.31530	27.01.2019	0.00	1.49
*	F	40150100	USD	5100001749	3	1,237.40	4,937.41	4.29945	4.31530	27.01.2019	0.00	1.49
*	F	40150100	USD	5100001791	2	871.00	3,937.74	3.02787	3.81451	22.01.2019	0.00	7.51
*	F	40150100	USD	5100001791	3	871.00	3,937.74	3.02787	3.81451	22.01.2019	0.00	7.51
*	F	40150100	USD	5100001793	2	871.00	3,937.74	3.02787	3.81451	22.01.2019	0.00	7.51
*	F	40150100	USD	5100001793	3	871.00	3,937.74	3.02787	3.81451	22.01.2019	0.00	7.51
*	F	40150100	USD	5100001794	2	871.00	3,937.74	3.02787	3.81451	22.01.2019	0.00	7.51
*	F	40150100	USD	5100001794	3	871.00	3,937.74	3.02787	3.81451	22.01.2019	0.00	7.51
*	F	40150100	USD	5100001796	2	871.00	3,937.74	3.02787	3.81451	22.01.2019	0.00	7.51
*	F	40150100	USD	5100001796	3	871.00	3,937.74	3.02787	3.81451	22.01.2019	0.00	7.51
*	F	40150100	USD			2,544.80	26,921.84				0.00	48.44
**	F	40150100	USD			5,221.00					0.00	
**	F	40150100	USD			2,544.80	26,921.84				0.00	48.44

Ac	1/1	Account	Crpy	DocumentNo	Ita	Amount in FC	Am. in loc. cur.	Reval. Rat 3	Each. rate	Ty	Posting Date	Old difference	New Difference
****			EUR			22,374.17-	143,694.82-					0.00	116.82-
			USD			11,312.00-							

Production RCS Foreign Currency Valuation Time 10:01:26 Date 02.04.2019  
 Paris SAPF100 /SAPF100 Page 2  
 Key date 31.03.19  
 Valuation in Company code currency (10)  
 Method EUR Foreign curr. valuation / month end closing -

Save in the Google drive

Then press Postings:

CoCd	DocumentNo	Document Header Text	Type	Posting Date	Crpy	Text	Busk	LC2 amount	LC3 amount
6268		FC valuation SAPF100		28.02.2019	EUR				
1	50	98622005	1,750.19	40100100	-	Valuation on 20190-			
2	40	40100109	1,750.19	40100100	-	Valuation on 20190-			
3	40	98622003	347.66	40100100	-	Valuation on 20190-			
4	50	40100109	347.66	40100100	-	Valuation on 20190-			
6268		FC valuation SAPF100		28.02.2019	EUR				
1	40	98622003	379.28	40100100	-	Valuation on 20190-			
2	50	40100109	379.28	40100100	-	Valuation on 20190-			
6268		FC valuation SAPF100		28.02.2019	USD				
1	50	98622005	183.80	40100100	-	Valuation on 20190-			
2	40	40100109	183.80	40100100	-	Valuation on 20190-			
3	40	98622003	1,298.77	40100100	-	Valuation on 20190-			
4	50	40100109	1,298.77	40100100	-	Valuation on 20190-			
6268		Reverse posting SAPF100		01.03.2019	EUR				
1	40	98622005	1,750.19	40100100	-	Valuation on 20190-			
2	50	40100109	1,750.19	40100100	-	Valuation on 20190-			
3	50	98622003	347.66	40100100	-	Valuation on 20190-			
4	40	40100109	347.66	40100100	-	Valuation on 20190-			
6268		Reverse posting SAPF100		01.03.2019	EUR				
1	50	98622003	379.28	40100100	-	Valuation on 20190-			
2	40	40100109	379.28	40100100	-	Valuation on 20190-			
6268		Reverse posting SAPF100		01.03.2019	USD				
1	40	98622005	183.80	40100100	-	Valuation on 20190-			
2	50	40100109	183.80	40100100	-	Valuation on 20190-			
3	50	98622003	1,298.77	40100100	-	Valuation on 20190-			
4	40	40100109	1,298.77	40100100	-	Valuation on 20190-			

## AR – Day 2

Accounts: 41100109 and 41150109

## Foreign Currency Valuation



### General Selections

Company Code  to

Valuation Key Date

Valuation method

Valuation

### Postings

- Bal. sheet preparation valuation
- Create Postings
- Batch input session name
- Document date
- Posting date
- Posting period
- Reversal posting date
- Reverse Post. Period
- Reverse postings

Variant Catalog for Program SAPP100

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Char
6268 REVALV_C	6268 REVAL Vendors_Customers	A		VEINBERGAM	02.07.2018	PT63034585	16.07.20
6268 REVBNP	6268 REVAL BNP	A		DAMBINAM	01.08.2019		
6268 USD IBA		A		ASUCHODO	02.05.2018		
6268- SI AP	6268- SI AP	A		DAMBINAM	02.03.2020		
6268- SI AR	6268- SI AR	A		DAMBINAM	02.03.2020		
6268-OTH AP	6268-OTH AP D2	A		DAMBINAM	05.11.2019		
6268-OTH AR	6268-OTH AR D2	A		DAMBINAM	05.11.2019		

## Foreign Currency Valuation



### General Selections

Company Code  to

Valuation Key Date

Valuation method

Valuation in Currency Type  or valuation area

- Postings
- Open Items
- G/L Balances
- Other
- FASB 52

Bal. sheet preparation valuation

Create Postings

Batch input session name

Document date

Posting date

Posting period

Reversal posting date

Reverse Post. Period

For G/L Account Balance Valuation

Reverse postings

### Foreign Currency Valuation

Navigation icons: Home, Back, Forward, Print, Refresh, etc.

SOLVAY POLAND SP. Z O.O. Foreign Currency Valuation Time 14:04:35 Date 04.03.2019  
 WLOCLAMEK SAPF100 /ERDMANES Page 1

Key date 28.02.19  
 Valuation in Company code currency (10)  
 Method EVR Foreign curr. valuation / month end closing -

Ac	G/L	Account	Crcy	DocumentNo	Itm	Amount in FC	Amt.in loc.cur.	Reval. Rat	S	Exch.rate	Ty	Postng Date	Old difference	New Difference
D	41100100	57620	EUR	90514710	1	20,052.00	86,570.50	4.30755		4.31730	RV	28.02.2019	0.00	195.51-
*	D	41100100	EUR			20,052.00	86,570.50						0.00	195.51-
D	41100100	57641	EUR	90514717	1	487,062.88	2,102,796.57	4.30755		4.31730	RV	28.02.2019	0.00	4,748.86-
*	D	41100100	EUR			487,062.88	2,102,796.57						0.00	4,748.86-
D	41100100	61281	EUR	90514695	1	42,617.53	183,992.66	4.30755		4.31730	RV	28.02.2019	0.00	415.52-
D	41100100	61281	EUR	90514715	1	322,658.40	1,393,013.11	4.30755		4.31730	RV	28.02.2019	0.00	3,145.92-
D	41100100	61281	EUR	90514718	1	307,039.62	1,325,582.15	4.30755		4.31730	RV	28.02.2019	0.00	2,993.63-
*	D	41100100	EUR			672,315.55	2,902,587.92						0.00	6,555.07-
D	41100100	2014925	EUR	90514711	1	364,914.00	1,575,443.21	4.30755		4.31730	RV	28.02.2019	0.00	3,557.91-
*	D	41100100	EUR			364,914.00	1,575,443.21						0.00	3,557.91-
D	41100100	2022530	EUR	90514696	1	25,763.70	111,229.62	4.30755		4.31730	RV	28.02.2019	0.00	251.19-
*	D	41100100	EUR			25,763.70	111,229.62						0.00	251.19-
D	41100100	2034244	EUR	90514697	1	17,623.20	76,084.64	4.30755		4.31730	RV	28.02.2019	0.00	171.82-
*	D	41100100	EUR			17,623.20	76,084.64						0.00	171.82-
**	D	41100100	EUR			1,587,731.33	6,854,712.46						0.00	15,480.36-
D	41150100	55098	EUR	90514716	1	3,424.50	14,784.59	4.30755		4.31730	RV	28.02.2019	0.00	33.39-
*	D	41150100	EUR			3,424.50	14,784.59						0.00	33.39-
D	41150100	2034864	EUR	90514713	1	303.75	1,311.38	4.30755		4.31730	RV	28.02.2019	0.00	2.96-
*	D	41150100	EUR			303.75	1,311.38						0.00	2.96-
D	41150100	2064208	EUR	90514714	1	3,587.21	15,400.72	4.30755		4.31730	RV	28.02.2019	0.00	34.78-
*	D	41150100	EUR			3,587.21	15,400.72						0.00	34.78-
D	41150100	2064316	EUR	90514712	1	1,243.98	5,370.63	4.30755		4.31730	RV	28.02.2019	0.00	12.12-
*	D	41150100	EUR			1,243.98	5,370.63						0.00	12.12-
**	D	41150100	EUR			8,539.44	36,867.32						0.00	83.25-
***	D		EUR			1,596,270.77	6,891,579.78						0.00	15,563.61-
****	D	Target Comp. Code 6268	EUR			1,596,270.77	6,891,579.78						0.00	15,563.61-

Production RCS Foreign Currency Valuation Time 14:04:35 Date 04.03.2019  
 Paris SAPF100 /ERDMANES Page 2  
 Key date 28.02.19

Production sub foreign currency valuation Time 14:04:35 Date 04.03.2019  
 Paris SAPF100 /ERDMANES Page 2  
 Key date 28.02.19  
 Valuation in Company code currency (10)  
 Method EVR Foreign curr. valuation / month end closing -

Ac	G/L	Account	Crcy	DocumentNo	Itm	Amount in FC	Amt.in loc.cur.	Reval. Rat	S	Exch.rate	Ty	Postng Date	Old difference	New Difference
****			EUR			1,596,270.77	6,891,579.78						0.00	15,563.61-

Then press Postings:

### Foreign Currency Valuation

Navigation icons: Home, Back, Forward, Print, Refresh, etc.

Production RCS Foreign Currency Valuation Time 14:06:10 Date 04.03.2019  
 Paris SAPF100 /ERDMANES Page 1  
 Postings in batch input session

CoCd	DocumentNo	Document Header Text	Type	Postng Date	Crcy	Text
Itm	FK G/L	Amt.in loc.cur.	Text	BuSk	LC2 amount	LC3 amount
6268		FC valuation SAPF100		28.02.2019	EUR	
1 40	98622003	15,480.36	41100100 - Valuation on 20190-			
2 50	41100109	15,480.36	41100100 - Valuation on 20190-			
6268		Reverse posting SAPF100		01.03.2019	EUR	
1 50	98622003	15,480.36	41100100 - Valuation on 20190-			
2 40	41100109	15,480.36	41100100 - Valuation on 20190-			
6268		FC valuation SAPF100		28.02.2019	EUR	
1 40	98622003	83.25	41150100 - Valuation on 20190-			
2 50	41150109	83.25	41150100 - Valuation on 20190-			
6268		Reverse posting SAPF100		01.03.2019	EUR	
1 50	98622003	83.25	41150100 - Valuation on 20190-			
2 40	41150109	83.25	41150100 - Valuation on 20190-			

SM35:

**Batch Input: Session Overview**

Analysis **Process** Statistics Log Recording

Selection criteria  
 Sess.: \* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Session Name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Trans.			Dynpros	D. Qu
6268AR NOTSI		DAMBINAM	02.04.2019	10:06:13	SAPF100		DAMBINAM	12	0	0	102	19
SHC201903317	✓	WBSHI	02.04.2019	10:02:49	RFBIBL01		WBSHI	1	0	1	35	19
ZWIMI00200_3	✓	OPSCHEDULE	02.04.2019	10:02:17	ZWIMI00200		OPSCHEDULE	1	0	1	3	19
6268AP NOTSI		DAMBINAM	02.04.2019	10:01:25	SAPF100		DAMBINAM	10	0	0	86	19
ZWFATR_7651	✓	REKSNAN	02.04.2019	09:52:57	RFBIBL01		REKSNAN	2	0	2	10	19
ZWFAMRVZ006	✓	PT63043278	02.04.2019	09:50:03	ZWFAI05400		PT63043278	1	0	1	2	19

Mark one of the just created lines (cannot process both at same time), press "Process"

**Batch Input: Session Overview**

Analysis Process Statistics Log Recording

Selection criteria  
 Sess.: \* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Process Session 6268AR NOTSI

Processing Mode

Process/foreground  
 Display errors only  
 Background

Target host

Additional Functions

Extended log  
 Expert mode  
 Default Dynpro Size  
 Cancel if Log Error Occurs  
 Simulate Background Mode

Process

**Batch Input: Session Overview**

Analysis **Process** Statistics Log Recording

Selection criteria  
 Sess.: \* From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Session Name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Trans.			Dynpros	D. Qu
6268AR NOTSI	✓	DAMBINAM	02.04.2019	10:06:13	SAPF100		DAMBINAM	12	0	12	102	19
SHC201903317	✓	WBSHI	02.04.2019	10:02:49	RFBIBL01		WBSHI	1	0	1	35	19
ZWIMI00200_3	✓	OPSCHEDULE	02.04.2019	10:02:17	ZWIMI00200		OPSCHEDULE	1	0	1	3	19
6268AP NOTSI		DAMBINAM	02.04.2019	10:01:25	SAPF100		DAMBINAM	10	0	0	86	19
ZWFATR_7651	✓	REKSNAN	02.04.2019	09:52:57	RFBIBL01		REKSNAN	2	0	2	10	19
ZWFAMRVZ006	✓	PT63043278	02.04.2019	09:50:03	ZWFAI05400		PT63043278	1	0	1	2	19
SZC_UPLOAD	✓	EGU	02.04.2019	09:47:40	RFBIBL01		EGU	13	0	13	124	19

Mark the 2nd created line, press "Process"

Final view:

**Batch Input: Session Overview**

Analysis Process Statistics Log Recording

Selection criteria  
 Sess.: Mark From: To: Created by: \*

New Incorrect Processed In Process In Background Being Created Locked

Session Name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Trans.			Dynpros	D..	Q.
6268AR NOTSI	✓	DAMBINAM	02.04.2019	10:06:13	SAPP100		DAMBINAM	12	0	12	102	<input type="checkbox"/>	19
SRC201903317	✓	WBSHI	02.04.2019	10:02:49	RFBIBL01		WBSHI	1	0	1	35	<input type="checkbox"/>	19
ZWIMI00200_3	✓	OPSCHEDULE	02.04.2019	10:02:17	ZWIMI00200		OPSCHEDULE	1	0	1	3	<input type="checkbox"/>	19
6268AP NOTSI	✓	DAMBINAM	02.04.2019	10:01:25	SAPP100		DAMBINAM	10	0	10	86	<input type="checkbox"/>	19
ZWFAR_7651	✓	REKSHAN	02.04.2019	09:52:57	RFBIBL01		REKSHAN	2	0	2	10	<input type="checkbox"/>	19
ZWFAMRVZ006	✓	FI63043278	02.04.2019	09:50:03	ZWFAI05400		FI63043278	1	0	1	2	<input type="checkbox"/>	19

### MAC 3.7.2. BW - Unassigned items in Working Capital

Just check one more time WC report if there are no new unassigned items in the report. See details in [5.1. BW - Unassigned items in Working Capital](#)

### 3.7.3. Accounts clearing

[Details](#)

Go to Monthly activities - Clearing

### 3.7.4. Check if Cost centers are cleared

Use t-code S\_ALR\_87013635 to check that everything is allocated (check just the current period).

All amounts in "Actual in ObjCur" needs to be blank, except Statistics fields

Area: Actual/plan 2 currencies: Selection

Data Source... i

Selection values

Controlling Area	2006
Fiscal Year	2022
From Period	2
To Period	2
Plan Version	0

Select Groups/Values

Cost Center Group	6268
Or value(s)	
Cost Element Group	
Or value(s)	

## Act/Plan 2 Currncies

Act/Plan 2 Currncies Date... 02.04.2019 Page... 2 / 3

Cost center/group: 6268 Solvay Advanced Silicas Poland

Reporting period: 3 to 3 2019

Cost Centers/Cost Elements	Act COCur	Actual in ObjCur	Plan in COCur	Plan in ObjCur
* 6268-6574 Mgt Fees SILICA				
* 6268-6001 MBU-Poland				
* 6268-6002 Commissions SITI				
* 6268-8300 OtherOp.Costs&Rev				
* 6268-8390 Operating Financi				
* 6268-9401 Financial Costs s				
* 6268-9403 Financial - non S				
* 6268-9200 Cost of goods sol	21,278.66- EUR	91,003.29- PLN		
* 6268-9201 Production varian	136,701.22 EUR	574,495.33 PLN		
* 6268-9000 Purchase Control	0.01 EUR			
* 6268-9015 Check stock trans				

Just information - below are all cycles for 6268:

Company code	Cycle codification	Controlling Area	Transaction	SCMA Variant
6268	6268-A	Z006	KEU1	SCMA_6268_KEU5
6268	6268-B	Z006	KEU1	SCMA_6268_KEU5
6268	6268-C	Z006	KEU1	SCMA_6268_KEU5
6268	8172PA	Z006	KEU1	SCMA_6268_KEU5
6268	6268NA	Z006	KEU1	SCMA_6268_KEU5
6268	8172C1	Z006	KSU1	SCMA_6268_KSU5
6268	8172CO	Z006	KSU1	SCMA_6268_KSU5
6268	6268-S	Z006	KEU1	NA
6268	6268IN	Z006	KSV1	NA
6268	6268B1	Z006	KSU1	NA
6268	6268B2	Z006	KSU1	NA
6268	6268G1	Z006	KSU1	NA
6268	6268G2	Z006	KSU1	NA
6268	6268B3	Z006	KEU1	NA

### 3.7.5. Period closed OB52

Around 18:00 Local Time go to OB52 and close all the periods. Ask a colleague from the MAC team if everything is done and you can close.

New Entries

Pstng period variant 7752

Posting Periods: Specify Time Periods

	A	From acct	To account	From per.1	Year	To Per. 1	Year	From Per.2	Year	To Per. 2	Year	AuGr
+				10	2020	10	2020	11	2020	11	2020	
A			zzzzzzzzzz	10	2020	10	2020	11	2020	11	2020	
D			zzzzzzzzzz	11	2020	11	2020	12	2020	12	2020	
K			zzzzzzzzzz	11	2020	11	2020	12	2020	12	2020	
S			zzzzzzzzzz	10	2020	10	2020	11	2020	11	2020	

A Short Descript.

+ Valid for all account types

A Assets

D Customers

K Vendors

M Materials

S G/L accounts

V Contract accounts

### 3.8. Closing Day 3

#### MAC 3.8.1. BW - Prepare Working Capital report for upload to BFC

- Open a new Excel file. Go to file - Analysis and select Open Workbook. After that choose Select Open workbook from the SAP NetWeaver platform. See how to create report in [here](#)
- When all data is extracted, go to sheet WC and check if PC or IECRA is not missing.

BFC Activity 1 - receivable #

BFC Activity 2 - payable, inventory #

- If something is missing, need to correct (in SAP and this time also add in Excel because you need to upload WC report to BFC). If everything is ok prepare WC report for BFC:
  - Copy information from all tabs starting from L6725 Pay. & Inv. in new excel workbook

WC	Overdues	FA Suppl. & Asset DP	Prepaid	GL Acct	L6725 Pay. & Inv.	L6735 Rec.	L6740 Overd.	L6725 FA Suppliers	L6725 Asset DP	L6745 Prepaid
----	----------	----------------------	---------	---------	-------------------	------------	--------------	--------------------	----------------	---------------

- Correct these lines to SICGU016

			CGU-MI	-9
			SICGU016	-44,858
40100120	TP-AGENTS VIA SD	#	#	-20

- Correct this line to CBCGU182

40100109	AP TP TD REVAL	CBNR	CBCGU182	-109
40100120	TP-AGENTS VIA SD	#	#	-20
40100140	ITR-AGTS COMMISS(SD)	CBNR	CBCGU182	-75
			#	18

ACTUAL2	2022.02	62683	L40100	F99	SICGU016	2022.02	OLIA01	S9999	PLN	20
ACTUAL2	2022.02	62683	L40100	F99	CBCGU182	2022.02	OLIA01	S9999	PLN	-18

- Save file in CSV format (see screenshots below)
- Save the report in Gdrive BFC folder as csv file:

D_CA	D_DP	D_RU	D_AC	D_FL	D_MARK	D_CGU	D_PE	D_AU	D_T1	D_T2	D_CU	P_AMOUNT
ACTUAL2	2022.02	62683	A31000	F99		SICGU016	2022.02	OLIA01			PLN	18136
ACTUAL2	2022.02	62683	A37000	F99		SICGU016	2022.02	OLIA01			PLN	45457
ACTUAL2	2022.02	62683	A39100	F99		SICGU016	2022.02	OLIA01			PLN	-2081
ACTUAL2	2022.02	62683	A40160	F99		CBCGU182	2022.02	OLIA01			PLN	49
ACTUAL2	2022.02	62683	L40100	F99		CBCGU182	2022.02	OLIA01	S9999		PLN	243
ACTUAL2	2022.02	62683	L40100	F99		CBCGU1821	2022.02	OLIA01	S9999		PLN	67
ACTUAL2	2022.02	62683	L40100	F99		CGU-MI	2022.02	OLIA01	S9999		PLN	9
ACTUAL2	2022.02	62683	L40100	F99		SICGU016	2022.02	OLIA01	S9999		PLN	86799
ACTUAL2	2022.02	62683	L40100	F99		#	2022.02	OLIA01	S9999		PLN	20
ACTUAL2	2022.02	62683	L40100	F99		CBCGU182	2022.02	OLIA01	S9999		PLN	-18
ACTUAL2	2022.02	62683	A41100	F99	CBNR		2022.02	OLIA01	S9999		PLN	1
ACTUAL2	2022.02	62683	A41100	F99	SIFE		2022.02	OLIA01	S9999		PLN	86
ACTUAL2	2022.02	62683	A41100	F99	SITI		2022.02	OLIA01	S9999		PLN	39276
ACTUAL2	2022.02	62683	A41100	F99	SITI		2022.02	OLIA01	S9999		PLN	-180
ACTUAL2	2022.02	62683	X0770	E18	SITI		2022.02	OLIA01			PLN	-555
ACTUAL2	2022.02	62683	X0770	E18	SITI		2022.02	OLIA01			PLN	-180
ACTUAL2	2022.02	62683	X0770	E21	SITI		2022.02	OLIA01			PLN	-91
ACTUAL2	2022.02	62683	X0770	E22	SITI		2022.02	OLIA01			PLN	-6
ACTUAL2	2022.02	62683	X0770	E27	CBNR		2022.02	OLIA01			PLN	1
ACTUAL2	2022.02	62683	L40800	F99		SICGU016	2022.02	OLIA01			PLN	238
ACTUAL2	2022.02	62683	L46940	F99	SINR		2022.02	OLIA01			PLN	322

D_CA	D_DP	D_RU	D_AC	D_FL	D_MARK	D_CGU	D_PE	D_AU	D_T1	D_T2	D_CU	P_AMOUNT
ACTUAL2	2022.02	62683	A31000	F99		SICGU016	2022.02	OLIA01			PLN	18136
ACTUAL2	2022.02	62683	A37000	F99		SICGU016	2022.02	OLIA01			PLN	45457
ACTUAL2	2022.02	62683	A39100	F99		SICGU016	2022.02	OLIA01			PLN	-2081
ACTUAL2	2022.02	62683	A40160	F99		CBCGU182	2022.02	OLIA01			PLN	49
ACTUAL2	2022.02	62683	L40100	F99		CBCGU182	2022.02	OLIA01	S9999		PLN	243
ACTUAL2	2022.02	62683	L40100	F99		CBCGU1821	2022.02	OLIA01	S9999		PLN	67
ACTUAL2	2022.02	62683	L40100	F99		SICGU016	2022.02	OLIA01	S9999		PLN	9
ACTUAL2	2022.02	62683	L40100	F99		SICGU016	2022.02	OLIA01	S9999		PLN	86799
ACTUAL2	2022.02	62683	L40100	F99		SICGU016	2022.02	OLIA01	S9999		PLN	20
ACTUAL2	2022.02	62683	L40100	F99		CBCGU182	2022.02	OLIA01	S9999		PLN	-18
ACTUAL2	2022.02	62683	A41100	F99	CBNR		2022.02	OLIA01	S9999		PLN	1
ACTUAL2	2022.02	62683	A41100	F99	SIFE		2022.02	OLIA01	S9999		PLN	86
ACTUAL2	2022.02	62683	A41100	F99	SITI		2022.02	OLIA01	S9999		PLN	39276
ACTUAL2	2022.02	62683	A41100	F99	SITI		2022.02	OLIA01	S9999		PLN	-180
ACTUAL2	2022.02	62683	X0770	E18	SITI		2022.02	OLIA01			PLN	-555
ACTUAL2	2022.02	62683	X0770	E18	SITI		2022.02	OLIA01			PLN	-180
ACTUAL2	2022.02	62683	X0770	E21	SITI		2022.02	OLIA01			PLN	-91
ACTUAL2	2022.02	62683	X0770	E22	SITI		2022.02	OLIA01			PLN	-6
ACTUAL2	2022.02	62683	X0770	E27	CBNR		2022.02	OLIA01			PLN	1
ACTUAL2	2022.02	62683	L40800	F99		SICGU016	2022.02	OLIA01			PLN	238
ACTUAL2	2022.02	62683	L46940	F99	SINR		2022.02	OLIA01			PLN	322

- When the WC report is ready, send it to Sofia Soares and Ines Pais.

### 3.8.2. BW report upload in BFC

The reports have to be uploaded in BFC as csv file with add date (see screenshot)

The screenshot displays the SAP BFC interface for an 'ACTUAL2' report. The top navigation bar includes 'HOME', 'SCHEDULES', 'JOURNAL ENTRIES', 'CONTROLS', and 'COMMENT & ATTACHMENTS'. The main content area is divided into 'IMPORT' and 'RESULTS' tabs. Under the 'Data Source' section, the 'Source type' is set to 'File', and the 'File' field contains '2021.08.0205 Working capital.csv'. The 'Column separator' is 'Comma', 'Text identifier' is 'None', and 'Start import at row' is '2'. A 'Data preview' button is visible below these settings. The preview table shows the following data:

D_CA	D_DP	D_RU	D_AC	D_PL	D_MARK	D_CGU
ACTUAL2	2021.08	02603	A31000	FRF		SICGU006
ACTUAL2	2021.08	02603	A37000	FRF		SICGU006
ACTUAL2	2021.08	02603	A39100	FRF		SICGU006
ACTUAL2	2021.08	02603	A38700	FRF		SICGU006

Below the 'Data Source' section is the 'Import Settings' section. It includes the following options:

- Import amounts
  - Replace data
  - Add data
  - Delete existing amounts before importing
  - Import zero balances
- Import comments
  - Delete existing comments before importing
- After import
  - Run package rules
  - Run controls

### 3.8.3. BFC Extract and Load

Check if periods are closed using t-code OB52

Pstng period variant 6268

Posting Periods: Specify Time Periods

From acct	To account	From per.1	Year	To Per. 1	Year	From
+ [ ]		11	2020	12	2020	
D	zzzzzzzzzz	11	2020	12	2020	
K	zzzzzzzzzz	11	2020	12	2020	
S 81683019	81683019	11	2020	12	2020	
S 85603019	85603019	11	2020	12	2020	
S 85613019	85613019	11	2020	12	2020	
S 89830087	89830087	11	2020	12	2020	
S 89853139	89853139	11	2020	12	2020	
S 98100000	98100450	11	2020	12	2020	
S	zzzzzzzzzz	11	2020	12	2020	

If there was no approval from Tomasz that we can start BFC upload, we need to ask.

### Actual 1 - quarterly

Run all Actual 1 transactions:

- ★ ZZF\_BFC\_LIST - BFC/BOIC - List collecting tables
    - ★ ZZF\_GL\_BFC\_OVERVIEW - GL/BFC Headings Assign. Overview
    - ★ ZZF\_BFC\_FI\_FLOW\_AN - BFC flow analysis
    - Actual2\_Family BF (M)\_B2 (Q)
    - Actual3\_Family B3\_Only Sept+Dec
    - ★ ZWFA67A - MAGNITUDE - Interface COPA P&L
      - ★ ZZF\_BFC\_COLLECTIVE - BFC/BOIC - Update collecting tables
      - ★ ZZF\_BFC\_CONVERSION - BFC Tool - Handle rounded amounts
      - ★ ZZF\_BFC\_TRANSFER - BFC/BOIC - File Transfer

- Actual1 ZWFA67A: use variant

#### Variant Catalog for Program ZWFA003700

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Changed On
6268 MGN		A		S8004335	21.03.2013	S8004335	04.04.2013
SCMA 6268_MGN	SCMA 6268_MGN	A		DAMBINAM	23.10.2019		
SCMA 6268_QUA	SCMA 6268_QUA	A		DAMBINAM	23.10.2019		

W1.5.8(004) Financial Consolidation - Interface COPA P&L



Selection criteria

Company Code	6268		
Reference field of quantity	VVA04		
Ship-to country	PL		
Default administrative zone	EUR		
Periodicity		to	
Period block/fiscal year	001.2021	to	009.2021
Logical file	ZWFA003700_0010_0560		

Update collecting table ZZF\_BFC\_XXXX

- Update collecting table ZZF\_BFC\_XXXX
  - Monthly extraction (Family BF)
  - Quarterly extraction (Families B1,B2,B3)

Detailed file

Detailed file for controls

Rubric in FC  to

Logical file

- Actual1 ZZF\_BFC\_COLLECTIVE: Use variant

Variant Catalog for Program ZZF\_BFC\_COLLECTIVE

Variant name	Short Description	Environment	Protected	Created By	Created On	Changed
6268_COLLEC_MT	6268_BFC Collective_Monthly	A		DAMBINAM	23.10.2019	
6268_COLLEC_QT	6268_BFC Collective_Quarter	A		DAMBINAM	23.10.2019	
6268_COLL_ACT1	6268_BFC Collective_Act1_Q	A		DAMBINAM	06.01.2021	

## BFC/BOIC interface - Update collecting tables - Dynamic Version



### Interfaces

- A/P line item [Y]
- A/R line item [X]
- G/L balance [B]
- G/L line item [V]
- G/L line item-special flows[W]
- G/L balance Assets w/o AA [M]
- G/L Item Assets w/o AA [N]
- CO-PCA (Only ERP)
- CO-PA (Only ERP)
- AA Assets (Only ERP)
- AA Shares (Only ERP)
- PL All from CO-PA (Only ERP)
- ZZF\_BFC\_COGS\_V2 Variant:
- ZZF\_BFC\_COGS\_UPD Variant:
- CO-PA P&L statement [O]

### Main options

BFC Consolidation Perimeter	<input type="text" value="SOLW"/>			
Family	<input type="text" value="B1"/>			
Fiscal Year	<input type="text" value="2021"/>			
Posting Period	<input type="text" value="9"/>			
Company Code	<input type="text" value="6268"/>	to	<input type="text"/>	

### Output

- Output data to ALV
- Output data to database

### Log

Logger Threshold	<input type="text" value="3"/>
<input checked="" type="checkbox"/> Log to display	<input checked="" type="checkbox"/> Condensed log

- Actual1 - ZZF\_BFC\_CONVERSION

## BFC/BOIC interface - Control, Conversion and Rounding



### Main options

BFC Consolidation Perimeter

Family

Fiscal Year

Posting | ABAP: Variant Directory of Program ZZF\_BFC\_CONVERSION

Company

Variant Catalog for Program ZZF\_BFC\_CONVERSION

Options	Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Changed
<input type="checkbox"/> Step	6268_CONVER_MT	6268_BFC Conversion_Monthly	A		DAMBINAM	23.10.2019		
<input checked="" type="checkbox"/> Step	6268_CONVER_QT	6268_BFC Conversion_Quarter	A		DAMBINAM	23.10.2019		
<input type="checkbox"/> Step	6268_CONV_ACT1	6268_BFC Conversion_Act1_Q	A		DAMBINAM	06.01.2021		

### Output

Output

## BFC/BOIC Interface - Control, Conversion and Rounding



### Main options

BFC Consolidation Perimeter

Family

Fiscal Year

Posting period

Company Code  to

### Options

- Step 1 - Control
- Step 2 - Conversions
- Step 3 - Rounding Amounts

### Output

- Output data to ALV
- Output data to database

### Log

- Logger Threshold
- Log to display
  - Log to database
  - Executed by Schedule manager

- Actual1- ZZF\_BFC\_TRANSFER

Use variant \*6268\*




Change the file location

## BFC/BOIC interface - File Transfer/List



### Main options

BFC Consolidation Perimeter	SOLW		
Family	B1		
Fiscal Year	2021		
Posting period	9		
Company Code	6268	to	<input type="text"/>
Heading	<input type="text"/>	to	<input type="text"/>
BOIC Partner	<input type="text"/>	to	<input type="text"/>

### Output

Output data to ALV

Output data to file(s)

Destination folder

Several companies in one file

Change company in file name by

### Log

Log to display

Log to database

SAP BusinessObjects Financial Consolidation

Packages | Schedules | Ledgers | Controls | Publication | Other actions | Print

Home schedule | All schedules | **Package import** | Package export

{ ACTUAL1 - 2018.09 - 07752 } > Package import

Select the properties and operations to be applied to the import source (file, table, package) and/or package and click **Import**.

**Select source template**  
 Source type: File [Go]

**Select file to be imported**  
 Select the file containing the data to be imported using the Browse button.  
 File: X:\GL\_FA\_Interco\NAM\7752 Canada\for BFC\09.2018\ACTUAL1\ZZF\_BFC\_B1\_07752\_2018 [Browse...] [Preview the contents of file](#)

**Type of source data**  
 Select the character type used to delimit the columns and/or text in the import file. Previewing the contents of the file to be imported will produce different results depending on the settings selected.

Column separator:  Semi-colon  Comma  Tab  Other

Text identifier: <None>

Start importing from row: 2 The first row must be empty for the import to function successfully.

**Import amounts**

- Replace data** The data in the source will replace the existing data in the package.
- Add data The data in the source will be added to the existing data in the package.
- Erase the package amounts before importing The amounts which have previously been imported or entered in the schedules are deleted
- Import zero balances

**Import comments**

- Erase the package comments before importing

**After the import**  
 Define whether one or more of the following actions must be performed.

- Generate file containing the rejected data
- Run package rules When you run the package rules, the package will be saved.
- Run controls
- Publish package Once you publish the package, it may be locked.

## Actual 2 - monthly and quarterly

Go to FCC and run 5 jobs, use variant 6268 for each of them. Please note, there are separate variants for monthly and quarterly Actual2 reports

- ZWFA67A
- ZWFA113
- ZWFAT038A
- ZZF\_BFC\_COLLECTIVE
- ZZF\_BFC\_CONVERSION (FYI B1- family Actual1)

Type	Task ID	Task Description	Planned Durati	Status	Inactive	Long Text	Offset	Def.Offset	Glob. ID	Syste	Task	Variant for Job	Job Name
	2016	6268: BFC Collective M	0 00:30:00				3 3	10:00:	BFC U	WP1	ZZF_6268_COLLE	ZZF_BFC	
	2047	6268: BFC ZWFAT038A M	0 00:30:00				3 3	10:07:	BFC U	WP1	ZW_SCMA_6268	ZWFAT0	
	2048	6268: BFC ZWFA113 M	0 00:30:00				3 3	10:12:	BFC U	WP1	ZW_SCMA_6268	ZWFAT0	
	2049	6268: BFC Magnitude (Interf COPA P&L) M	0 00:30:00				3 3	10:17:	BFC U	WP1	ZW_SCMA_6268	ZWFA00	
	2050	6268: BFC Conversion M	0 00:30:00				3 3	10:30:	BFC U	WP1	ZZF_6268_CONVE	ZZF_BFC	

The last one ZZF\_BFC\_TRANSFER has to be requested by Robot instead of transaction.

However, before making the request it is necessary to upload BW and IFRS16 reports (check in emails from Vanda Costa about BOIC import and email from Anna Grande about IFRS16 upload) in BFC to avoid blocking controls that are solved by these reports. When it is done, go to <https://docs.google.com/forms/d/e/1FAIpQLScdBdxOoM38814bEg3chumCf7mpAAPa7jGOnWKXKiboWmzyzw/viewform?c=0&w=1>

And fill out the form as indicated below. BFC package should be closed while uploading.

Full execution is for the first time load, SAP vs BFC is used when changes are made.

# RPA - RtR BFC Upload Request

This form reflects the info to be filled in order to have the activity mentioned above done by RPA.

PLEASE ENSURE ZZP\_BFC\_Conversion is completed before submitting the form.

Your email address ([maija.dambina@solway.com](mailto:maija.dambina@solway.com)) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

Please select SAP **company code** \*

Please select **closing period** \*

Please select Robot **execution** \*

SAP vs BFC - Ticket number

Not applicable for the moment

When the robot confirms execution of transfer, open a package and start job with the blocking controls.

If robot is not working, do the manual upload (run Actual 2 t-codes and upload file to BFC)

**Type of source data**  
 Select the character type used to delimit the columns and/or text in the import file.  
 Previewing the contents of the file to be imported will produce different results depending on the settings selected.

Column separator  Semi-colon  Comma  Tab  Other

Text identifier

Start importing from row  The first row must be empty for the import to function successfully.

**Import amounts**

Replace data The data in the source will replace the existing data in the package.

Add data The data in the source will be added to the existing data in the package.

Erase the package amounts before importing The amounts which have previously been imported or entered in the schedules are deleted

Import zero balances

**Import comments**

Erase the package comments before importing

**After the import**  
 Define whether one or more of the following actions must be performed.

Generate file containing the rejected data

Run package rules When you run the package rules, the package will be saved.

Run controls

Publish package Once you publish the package, it may be locked.

### Actual 3 - September and December closing

Actual 3 guidelines: <https://wiki.solvoy.com/pages/releaseview.action?spaceKey=CostOP&title=Actual3+Guidelines>

Responsibility of Accounting platform:

Create a file and fill these tabs according to instructions:

- L6864 –Net Financial Indebtedness
- L7110 – Transactions with Related Parties (Headings X5040, X5040, X5060)

and then send a file to a colleague (Ieva Driksna) to check and fill in other parts.

#### 3.8.4. Solving blocking controls

1. When the list of blocking controls is available, take a screenshot and copy it to blocking controls file for the current year: [https://drive.google.com/drive/folders/1\\_5s0vuH0cGxs2ZDz--M78o2liFGfsvEf](https://drive.google.com/drive/folders/1_5s0vuH0cGxs2ZDz--M78o2liFGfsvEf)
2. Compare with the previous months to check if any of them are repeated. If so, follow the previous path to solve the control.
3. If the control is new, check by description which items don't match and by how much, then go to indicated headings and see what needs to be corrected.
4. For each step take a snip and add to the file so that there would be a guide for the next months.
5. If there are tax controls (quarter close), let Tomasz (CAM) know when you are done with all the others so that he could correct those.

### 3.9. Closing Day 4

#### 3.9.1. ARA bank reconciliation

Attach reconciliation file and relevant statements to accounts and certify.

2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	51000879	BNP PARIBAS BK POLSKA SA KRAKOW PLN - 16001462		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	51000880	BNP PARIBAS BK POLSKA SA KRAKOW PLN1 - 16001462		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	51000881	BNP PARIBAS BK POLSKA SA KRAKOW PLN2 - 16001462		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	51000885	BNP PARIBAS BK POLSKA SA KRAKOW PLN3 - 16001462		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	51000903	BNP PARIBAS BK POLSKA SA KRAKOW USD - 16001462		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	51000904	BNP PARIBAS BK POLSKA SA KRAKOW EUR - 16001462		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	51100600	BANKS CASH DEBIT		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	52000101	SHORT TERM DEPOSITS PLN		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-400	GL Bank Interco.	58200000	TREASURY FUND RHODIA SA TP 57230 CREDIT		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-400	GL Bank Interco.	58EUR100	TREASURY FUND SOLVAY CICC (0231) EUR		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-400	GL Bank Interco.	58PLN100	TREASURY FUND SOLVAY CICC (0231) PLN		
2022-02	ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-400	GL Bank Interco.	58USD100	TREASURY FUND SOLVAY CICC (0231) USD		

For sub accounts you can use Bulk certify marking these accounts.

Period	Exec.	Resp.	Grp.	Hierarchy	Area	Area Description	Acc Item	ACI Descr.	G/L Account	G/L Account Description	Rating	Note	Attachment
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50050879	BNP PARIBAS BK POLSKA SA -PLN- INCOMING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50050880	BNP PARIBAS BK POLSKA SA -PLN1- INCOMING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50050881	BNP PARIBAS BK POLSKA SA -PLN2- INCOMING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50050885	BNP PARIBAS BK POLSKA SA -PLN3- INCOMING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50050903	BNP BK POLSKA USD - INCOMING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50050904	BNP BK POLSKA EUR - INCOMING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50060879	BNP PARIBAS BK POLSKA SA -PLN- OUTGOING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50060880	BNP PARIBAS BK POLSKA SA -PLN1- OUTGOING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50060881	BNP PARIBAS BK POLSKA SA -PLN2- OUTGOING TRANSFER		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50060885	BNP PARIBAS BK POLSKA SA KRAK -PLN3-OUTGOING TRANS		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50060903	BNP BK POLSKA USD - OUTGOING TRANSF		
2022-02				ACC_PLAT	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A500-200	Bank Local	50060904	BNP BK POLSKA EUR - OUTGOING TRANSF		

### 3.9.2. Manual entries over threshold

1. Run t-code:S\_ALR\_87012291. Use variant for 6268

- 2.
3. Go to: List-export-spreadsheet and save as excel file
4. You have to delete doc. types - KG (Vendor credit memo); KR (Vendor invoice); DR (Customer invoice) - posted by AP and AR
5. You have to delete lines which are generated automatically by some users: OPSCHEDULE, OPSCHEDULEBR, OPSCHEDULEUK, ADMSAP, RFC\_PF1\_WVP1, PT300200. Use t-code SU01D to check original user name Location of the file in Gdrive: [Manual entries over threshold](#)
6. Prepare a new tab with a list of postings over threshold 250 k EUR. Use Google rate to convert from EUR to PLN.

- 7.
8. Copy these values to the tab "List over threshold".
9. Then in a separate tab you need to reflect backup for posting, Go to t-code FB03 and check each doc. No. Copy justification from attachment. Or FD ticket to a new tab named after the doc, no,
10. Once the report is done, you need to upload it : [https://aodocs.altirnao.com/?locale=en\\_US&aodocs-domain=solvay.com#Menu\\_listDoc/LibraryId\\_Qmva9BJ6ZGOGYNTZxA/ViewId\\_Qn0n3RkuZdR0tmM2Qi/ViewParams\\_%257B%2522searchInSubFolders%2522:false,%2522searchInAttachments%2522:true%257D](https://aodocs.altirnao.com/?locale=en_US&aodocs-domain=solvay.com#Menu_listDoc/LibraryId_Qmva9BJ6ZGOGYNTZxA/ViewId_Qn0n3RkuZdR0tmM2Qi/ViewParams_%257B%2522searchInSubFolders%2522:false,%2522searchInAttachments%2522:true%257D)

### 3.9.3. Internal control - SAP vs BFC

Add the report in Aodoc [here](#)

## 4. Monthly activities

### 4.1. BS Reconciliations

		ARA Calendar											
		Closing Month											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Key Legal Entities	High Risk			R		R	R			R		R	R
	Medium Risk			R		R	R			R		R	R
Other Conso Entities (Non Key)	High Risk				R			R			R		R
	Medium Risk				R			R			R		R
Non Conso Entities	High Risk												R
	Medium Risk												R

G- drive: [Reconciliation ARA](#)

Upload the reconciliation file (exact tab) in sap, ARA per account:

My Account Overview

Period	Exec Resp. Grp.	Hierarchy	Area	Area Description	Acc Item	Account Item Descr.	G/L Account	G/L Account Description	Rating	Note	Attachment
2020-10	FO_FA	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	A400-300	Invoices to be Issued	41100540	TRADE RECEIVABLES-MANUAL G/L	●		
2020-10	FO_CTRL_GL	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	L400-620	Interests Payable IC	47200100	ACCRUED INTERESTS PAYABLE - LOANS	●		
2020-10	FO_FA	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	L400-820	Prepaid Expenses	46940000	DEFERRED INCOME ST	●		
2020-10	FO_FA	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	L400-840	RER Accrual Manual	40100330	AP-TP-TRADE-ACCRUALS MANUAL	●		
2020-10	FO_FA	GROUPSOLV	PL62683	SOLVAY POLAND Sp. z o.o.	L400-950	Borrowings	56000100	DEBENTURE LOANS LT PART ST	●		

Reconciliation files and backups are here:

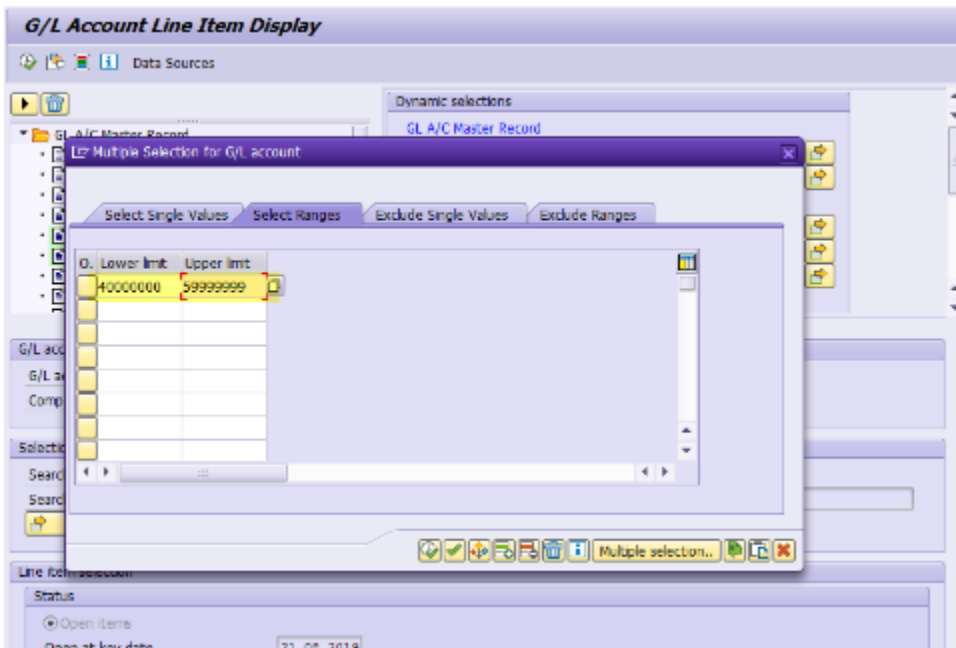
[https://drive.google.com/drive/folders/1\\_6se2QwXJdT8atxmQLW\\_yxPLr0GGj\\_X](https://drive.google.com/drive/folders/1_6se2QwXJdT8atxmQLW_yxPLr0GGj_X)

Details on how to update the BS rec file can be found in the Guide tab.

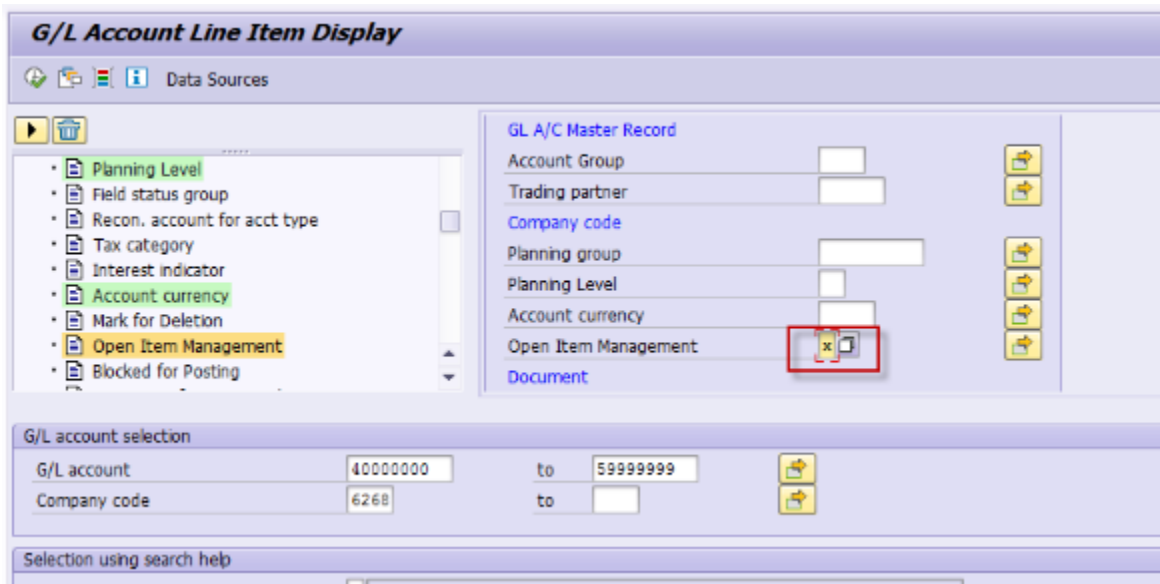
### 4.2. Clearing

Use T-code F-03 to clear the accounts. Clearing date current date or last date of the previous month if clearing done during closing.

T-code FBL3N, check account 40000000-59999999 to see if there are items that can be cleared (Balance 0 or by assignment balance is 0). Variant 6268 Clearing.



Dynamic selection



F-03. Choose the indicated items by number, or, select all and unselect all other lines so that balance is zero. Then save.

NOTE: Don't clear account 56030120 and all the other IFRS16 and HR accounts

Charge off Difference

Posting:	
Profit (positive):	Loss (negative):
50) 98622005	40) 98622003

Example account 58999900

Statement	CoGS	Dr	G/L	Document#	FTyp	Type	PK Year/month	Entry Date	Doc. Date	Entry Date	Amount in local cur.	LCurr	Amount in doc. curr.	Corr.	Text
20140311	4245	10444470	40000000	F15	DR	DR	10 2014/03	11.01.2014	11.03.2014	12.03.2014	3,146,000.00	PLN	314,000.00	PLN	1200000001166/CORR
20140314	4245	10444470	40000000	F15	DR	DR	10 2014/03	14.01.2014	14.03.2014	16.03.2014	3,215,000.00	PLN	321,000.00	PLN	1200000001346/CORR
20140307	4245	10444470	40000000	F15	DR	DR	10 2014/03	07.01.2014	07.03.2014	08.03.2014	100.00	PLN	100.00	PLN	1200000001043/CORR
20140311	4245	10444470	40000000	F15	DR	DR	10 2014/03	11.01.2014	11.03.2014	12.03.2014	2,147,000.00	PLN	214,700.00	PLN	1200000001166/CORR
20140314	4245	10444470	40000000	F15	DR	DR	10 2014/03	14.01.2014	14.03.2014	16.03.2014	3,222,407.50	PLN	322,407.50	PLN	1200000001346/CORR
20140307	4245	10444470	40000000	F15	DR	DR	10 2014/03	07.01.2014	07.03.2014	08.03.2014	100.00	PLN	100.00	PLN	1200000001043/CORR
**											5,136.39	PLN			

Post to 40, GL 98622003:

**Clear G/L Account Add G/L account item**

Choose open items   Process Open Items   More data   Account Model

G/L Account: 98622000 LOSSES ON EXCHANGE/REALISED  
 Company Code: 6268 SOLVAY POLAND SP. Z O.O.

Item 1 / Debit entry / 40

Amount: 5136.39 PLN

Cost Center: 6268-8390

WBS element: [ ]

Asset: [ ] [ ]

Purchasing Doc.: [ ] [ ]

Assignment: [ ]

Text: Forex clearing [ ] Long Texts

Next Line Item

PstKy: [ ] Account: [ ] SGL Ind: [ ] TType: [ ] New co.code: [ ]

### 4.3. Bank postings

Bank for 6268 should be checked on a daily basis. Currently there is only BNP bank that should be checked, 6 bank accounts as indicated below:

SAP GL account	GL Description	Bank Account
51000879	BNP BANK PLN- 001	BNP PLN
51000880	BNP BANK PLN 1 - 002	BNP PLN
51000881	BNP BANK PLN 2-003	BNP PLN
51000885	BNP BANK PLN 2-006	BNP PLN
51000903	BNP BANK USD-005	BNP USD
51000904	BNP BANK EUR-004	BNP EUR

BNP [Login page](#) Identification details are personal.

To check the pending unposted/uncleared items in SAP, go to FBL3N and use variant: **6268\_BNP-C**

Open Items as of Today.

You will see all BNP subaccounts (incoming and outgoing transfers) based on above SAP bank accounts that are not cleared.

### 4.3.1. Example account 50060879 (outgoing payment for bank account 51000879)

The postings with type "ZP" are done by the Lisbon Purchasing team. They will match with outgoing vendor payments from the BNP bank account on the respective date. If everything matches, type "SK" and "ZP" should be cleared against each other. In case it doesn't match, you need to check with the payments team.

In case, there are additional outgoing transactions that don't match with ZP postings, we need to perform the postings. The transactions can be related to Employees, Payments to government (CIT, PIT, VAT), payments to vendors or others. The date, beneficiary and reason should be checked on the bank statement.

Data in posting file:

Company code: 6268

Transaction code: FB01

Doc type: ZP (vendor) or DZ (customer) for bank postings

Doc date: Date of transaction on the bank statement

Posting date: Date of transaction on the bank statement

Posting period: Month of transaction on the bank statement

Currency: PLN, EUR or USD depending on the bank account currency

Header Text: Identify the account, e.g. BNP 006 DD/MM/YYYY (date of transaction)

St	Assignment	DocumentNo	BusA	Type	Doc.Date	PR	Amount in local cur.	LCurr	Fx	Clring doc.	Text	
	0106089100037	1300003016		SK	19.11.2020	40	27,109.65	PLN			1033297934 /CODE/TRF/OUTGOING SEPA TRANSFER//OCMT/	
	0106089100038	1300003017		SK	19.11.2020	40	3,641.59	PLN			1033297934 /CODE/TRF/OUTGOING SEPA TRANSFER//OCMT/	
	0106089100039	1300003018		SK	19.11.2020	40	3,641.59	PLN			1033297934 /CODE/TRF/OUTGOING SEPA TRANSFER//OCMT/	
	0106089100040	1300003019		SK	19.11.2020	40	1,033.68	PLN			1033297934 /CODE/TRF/OUTGOING SEPA TRANSFER//OCMT/	
	0106089100041	1300003020		SK	19.11.2020	40	3,641.59	PLN			1033297934 /CODE/TRF/OUTGOING SEPA TRANSFER//OCMT/	
	0106089100042	1300003021		SK	19.11.2020	40	689.10	PLN			1033297934 /CODE/TRF/OUTGOING SEPA TRANSFER//OCMT/	
	0106089100043	1300003022		SK	19.11.2020	40	3,641.59	PLN			1033297934 /CODE/TRF/OUTGOING SEPA TRANSFER//OCMT/	
	20201118	200000924		ZP	18.11.2020	50	3,145.97	PLN				
	20201119	200000973		ZD	19.11.2020	50	26,109.09	PLN				
	20201119	200000974		ZD	19.11.2020	50	3,476.77	PLN				
	20201119	200000975		ZD	19.11.2020	50	3,476.77	PLN				
	20201119	200000976		ZD	19.11.2020	50	901.87	PLN				
	20201119	200000977		ZD	19.11.2020	50	3,476.77	PLN				
	20201119	200000978		ZD	19.11.2020	50	687.91	PLN				
	20201119	200000979		ZD	19.11.2020	50	3,476.77	PLN				
	20201119	200000980		ZD	19.11.2020	50	4,128.10	PLN				
	20201119	200000981		ZD	19.11.2020	50	3,476.77	PLN				
	20201119	200000982		ZD	19.11.2020	50	3,000.75	PLN				
	20201119	200000983		ZD	19.11.2020	50	20,624.32	PLN				
	20201119	200000984		ZD	19.11.2020	50	3,244.99	PLN				
	20201119	200000990		ZD	19.11.2020	50	7,163,156.75	PLN				
*							7,163,156.75	PLN				
**	Account 50060879							7,163,156.75	PLN			

Type ZP postings are done by Lisbon. The amount should match with outgoing payments from BNP (Type SK). In that case, the 2 amounts can be directly cleared.

St	Assignment	DocumentNo	BusA	Type	Doc.Date	PR	Amount in local cur.	LCurr	Fx	Clring doc.	Text
	0106089400001	1300003023		SK	19.11.2020	40	5,655.53	PLN			1033298026 /CODE/TRF/FOREIGN TRANSFER//CHGB/USD3,9

Examples of posting files can be found [here](#) in respective year folder.

### 4.3.2. Example account 50060885:

There is a Split payment procedure for 6268. The bank account 51000885 is used for split payments and usually matches with 51000879.

G/L Account 50060885 BNP PARIBAS BK POLSKA SA KRAJ - PLN3-OUTGOING TRANS  
 50060885 BNPP PO PLN3-OUT TRF  
 Company Code 626831.12.9999

St	Assignment	DocumentNo	Busa	Type	Doc..Date	PR	Amount in local cur.	LCurr	Tx	Clang doc.	Text	
	010641800001	1300003690	SK	SK	11.12.2020	40	184,473.35	PLN			NONREF /CODE/TRF/SPLIT PYMT VAT TRANSMIT//OCWT/PLN	
	010641800002	1300003691	SK	SK	11.12.2020	40	96,453.00	PLN			NONREF /CODE/TRF/SPLIT PYMT VAT TRANSMIT//OCWT/PLN	
*							280,926.35	PLN				
**	Account 50060885							280,926.35	PLN			

G/L Account 50050879 BNP PARIBAS BK POLSKA SA - PLN- INCOMING TRANSFER  
 50050879 BNPP POL PLN-INC TR  
 Company Code 626831.12.9999

St	Assignment	DocumentNo	Busa	Type	Doc..Date	PR	Amount in local cur.	LCurr	Tx	Clang doc.	Text	
	0106417800005	1300003688	SK	SK	11.12.2020	50	184,473.35-	PLN			NONREF /CODE/TRF/SPLIT PYMT VAT TRANSMIT//OCWT/PLN	
	0106417800008	1300003689	SK	SK	11.12.2020	50	96,453.00-	PLN			NONREF /CODE/TRF/SPLIT PYMT VAT TRANSMIT//OCWT/PLN	
*							280,926.35-	PLN				
**	Account 50050879							280,926.35-	PLN			

Update the posting file:

Co Code	Posting Key	Special GL indicator	G/L account	Amount Doc cu	Amount Cy Cu	Value date	Cost centre	Assignment	Text
6268	BSEG-BUKRS	BSEG-BSCHL	BSEG-NEWUM	BSEG-SAKNR	BSEG-WRBTR	BSEG-VALUT	BSEG-KOSTL	BSEG-ZUONR	BSEG-SGTX
6268	40		50050879	184,473.35		11122020		SPLIT PYMT	deklaracja 11-2020
	50		50060885	184,473.35		11122020		SPLIT PYMT	deklaracja 11-2020
6268	40		50050879	96,453.00		11122020		SPLIT PYMT	TI/N5993164783//OKR/20M11//SFP/PIT4
	50		50060885	96,453.00		11122020		SPLIT PYMT	TI/N5993164783//OKR/20M11//SFP/PIT4

### 4.3.3 Example account 50060879

Open items as of 11.12.2020

G/L Account 50060879 BNP PARIBAS BK POLSKA SA - PLN- OUTGOING TRANSFER  
 50060879 BNPP POL PLN-OUT TRF  
 Company Code 626831.12.9999

St	Assignment	DocumentNo	Busa	Type	Doc..Date	PR	Amount in local cur.	LCurr	Tx	Clang doc.	Text	
	0106417800001	1300003680	SK	SK	11.12.2020	40	4,079.21	PLN			AL17000001 /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0	
	0106417800002	1300003681	SK	SK	11.12.2020	40	816.00	PLN			AL18000001 /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0	
	0106417800003	1300003682	SK	SK	11.12.2020	40	34.50	PLN			AL15000001 /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0	
	0106417800004	1300003683	SK	SK	11.12.2020	40	7,923.00	PLN			AL18000001 /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0	
	0106417800006	1300003684	SK	SK	11.12.2020	40	184,473.35	PLN			AL19000001 /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0	
	0106417800007	1300003685	SK	SK	11.12.2020	40	5,147.00	PLN			AL21000001 /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0	
	0106417800009	1300003686	SK	SK	11.12.2020	40	96,453.00	PLN			AL20000001 /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0	
*							298,920.06	PLN				
**	Account 50060879							298,920.06	PLN			

Check BNP statement:

**DAILY STATEMENT**

11/12/2020

Account set SOLVAY POLAND SP ZOO  
 Bank name BNP PARIBAS BANK POLSKA S.A.  
 Account PL59160014621812390810000001  
 Currency PLN

Book date	Value date	Description	Type	Amount	Balance
11/12/2020		Opening balance # 242		-	0.00
11/12/2020	11/12/2020	Customer reference: AL19000001 Bank reference: CEN2012110991154 Additional information: /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0,18//REMI/ deklaracja 11-20 20//BENM/ZUS Skladki/Sikorskiego 42/Gorzow WilkP//PL//INFO/196000 00020260015993164783/	TRF	-184473.35	-
11/12/2020	11/12/2020	Customer reference: AL20000001 Bank reference: CEN201211000358 Additional information: /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0,18//REMI// TI/N5993164783/ /OKR/20M11//SFP/PIT4//BENM/Urząd Skarbowy/Centrum Rozliczeniowe// INFO/38101000712222599316478300/	TRF	-96453.00	-
11/12/2020	11/12/2020	Customer reference: AL18000001 Bank reference: CEN2012110804692 Additional information: /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0,18//REMI/ 185/200 510000 4155/2020 450350780/1//BENM/Agencja Celna AS/Wloclawek//PL//INFO/ 73102051700000180201906270/	TRF	-7923.00	-
11/12/2020	11/12/2020	Customer reference: AL21000001 Bank reference: CEN2012110991157 Additional information: /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0,18//REMI/ DEK-1-0 / 08V047 4H4 / 2020-11//BENM/Pfron/Iana Pawla II 13//PL//INFO/071130101700 19936190200036/	TRF	-5147.00	-
11/12/2020	11/12/2020	Customer reference: AL17000001 Bank reference: CEN2012110139262 Additional information: /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0,18//REMI/ Other costs 09.1 2//BENM/BOROWSKI TOMASZ//PL//INFO/7223400009676040100000631/	TRF	-4079.21	-
11/12/2020	11/12/2020	Customer reference: AL16000001 Bank reference: CEN2012110139259 Additional information: /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0,18//REMI/ 1608/F/1735/20, 1608/F/1770/20//BENM/SERAFICKI KAROL//PL//INFO/9511602202000000 0288516282/	TRF	-810.00	-
11/12/2020	11/12/2020	Customer reference: AL15000001 Bank reference: CEN2012110139263 Additional information: /CODE/TRF/CONNEX.TRANSF.SENT//CHGS/PLN0,18//REMI/ 5927/2020//BENM/ 930880//PL//INFO/24249000050000400100128441/	TRF	-34.50	-

Update the posting file based on information given in the statement:

Co Code	Posting Key	Special GL Indicator	GL Account	Amount Doc cur	Amount Cy Cur	Tax code	B.A.	Business Place	Value date	Cost center	Assignment	Text	Transaction Type
BSEG BURBS	BSEG BSCHL	BSEG NEWUM	BSEG SAMNR	BSEG WRBTR	BSEG DMBTR	BSEG MYPGZ	BSEG GMBER	BSEG BUPLA	BSEG VALUT	BSEG KOSTL	BSEG ZUONR	BSEG STXT	BSEG BFWAR
6268	50		50060879	96,453.00					11/12/2020		PIT-4	PIT4; okres: 20M11	
	40		44900801	96,453.00					11/12/2020		PIT-4	PIT4; okres: 20M11	
6268	50		50060879	184,473.35					11/12/2020		ZUS Skladki	ZUS Skladki 11-20	
	40		43900400	184,473.35					11/12/2020		ZUS Skladki	ZUS Skladki 11-20	
6268	50		50060879	5,147.00					11/12/2020		Pfron	PFRON DEK-1-0 / 08V047 4H4 / 2020-11	
	40		43900400	5,147.00					11/12/2020		Pfron	PFRON DEK-1-0 / 08V047 4H4 / 2020-11	
6268	50		50060879	7,923.00					11/12/2020		Vendor payment	185/200 510000 4155/2020 450350780/1	
	25		302354747	7,923.00					11/12/2020		Vendor payment	185/200 510000 4155/2020 450350780/1	
6268	50		50060879	4,079.21					11/12/2020		BOROWSKI T,	BOROWSKI T, Other costs 09.1 2	
	25		922352	4,079.21					11/12/2020		BOROWSKI T,	BOROWSKI T, Other costs 09.1 2	
6268	50		50060879	810.00					11/12/2020		SERAFICKI K,	SERAFICKI K, 1608/F/1735/20, 1608/F/1770/20	
	25		922804	810.00					11/12/2020		SERAFICKI K,	SERAFICKI K, 1608/F/1735/20, 1608/F/1770/20	
6268	50		50060879	34.50					11/12/2020		GORECZNA E,	GORECZNA E, 5927/2020	
	25		930880	34.50					11/12/2020		GORECZNA E,	GORECZNA E, 5927/2020	

Always when posting to vendor (also employee) outgoing payments use Posting Key 25 and put Payment block B.

In case of doubts of the correct account to be used, please check previous postings or check the Bank reconciliation *Coding cheat sheet* (sheet Coding on the file). If no account is found, ask Kinga Kasprzycka or Tomasz Borowski.

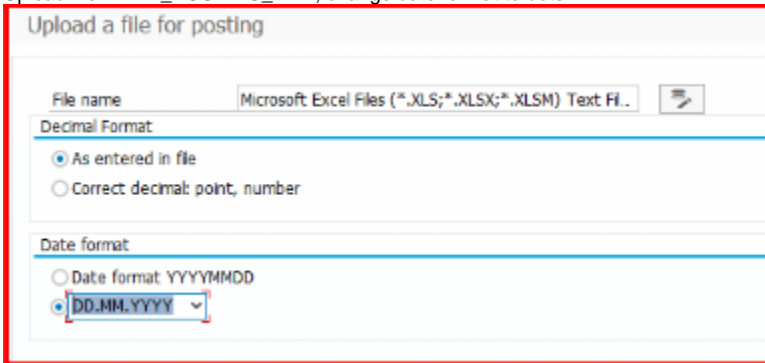
Check Vendor and employee number (account) in T-code FBL1N.

Clear the GL accounts after postings are done.

NOTE: 50060880 - salary account (cleared after the salary posting)

#### 4.4. Standard journal entry (posting file)

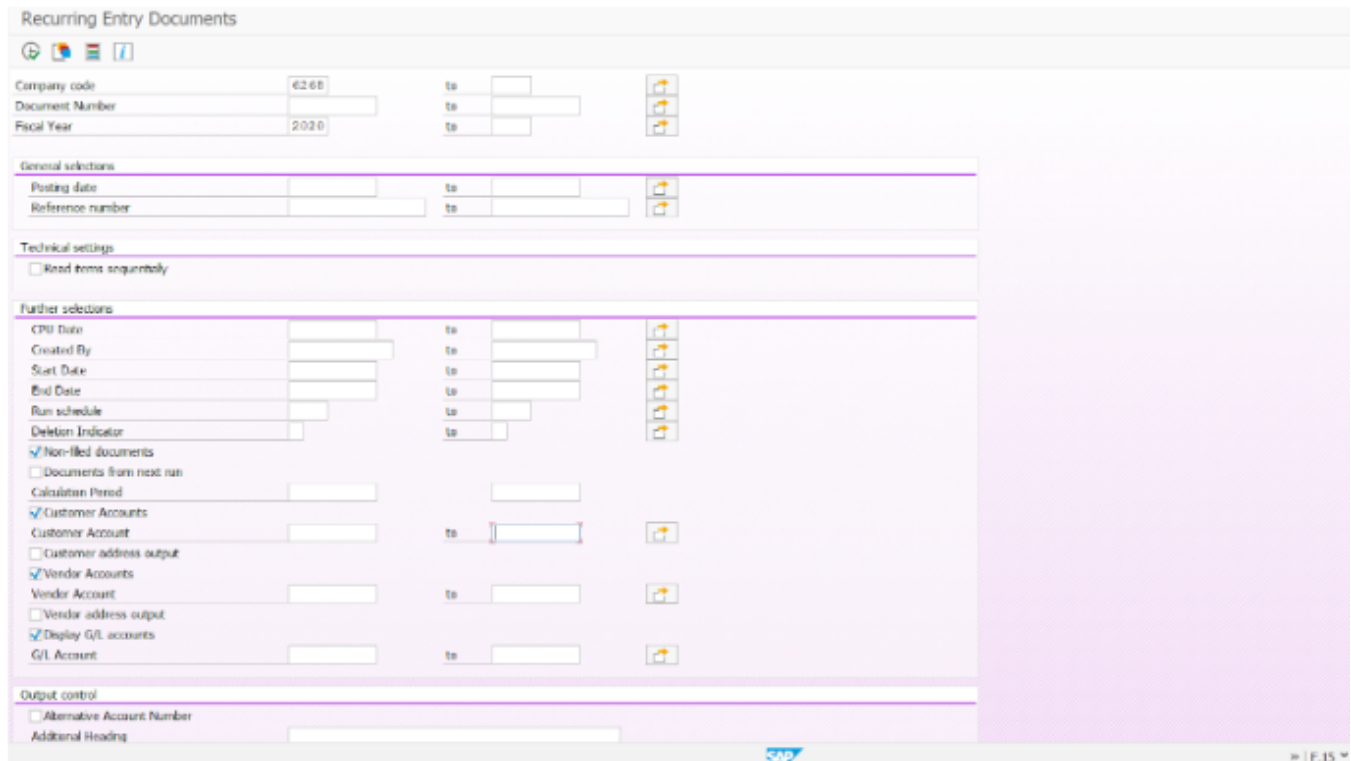
1. Ticket received in Freshdesk. Put yourself as an agent; see if there are any additional comments from the requester.
2. Open file, sheet Template, check the dates, copy ticket number in the case field, check if PnL accounts (9xxx) have CC or WBS, click Run Controls or press F9 for the older version of the file.
3. Open sheet Posting file, check if ticket number is indicated in Reference, if all is fine, Save As as Excel Workbook.
4. Upload file in ZZF\_POSTING\_FILE, change date format to dots.



- 5.
6. Execute
7. If posting is a reversal, change S8 to SB. Other errors, click Enter. For flow types F50, F60, F61 - there will always be a doc. type error. Copy posting file to a new Excel and change the doc. type to Z4.
8. Then close Freshdesk ticket. In the reply indicate the document number of the posted Journal Entry, indicate if any adjustments were made that could be relevant in case anyone checks the ticket and the posting. Fill out the properties field as indicated below, taking into account that it is not possible to close the ticket if fields RTR-Subprocess, RTR Category, Nr of Posting Files, as well as fields Ticket without evidences and Ticket with errors sent to SC are not filled.

#### 4.5. Recurring entries

##### 4.5.1. Check recurring entry documents - transaction F.15



And press "execute"

##### 4.5.2. Create new recurring entries FBD1

Enter Recurring Entry: Header Data

G/L Item fast entry Account Assignment Model Post with Reference

Company Code 7752

Recurring entry run

First run on	15.08.2020
Last run on	15.09.2020
Interval in months	01
Run date	15
Run schedule	

Transfer amounts in local currency  Copy texts  
 Transfer tax amounts in local currency

Document header information

Document type	87	Currency/Rate	CAD
Reference		Translation date	13.07.2020
Document Header text	Monsanto Environ Amort		
Trading part/LIA			

First line item

PostKey	40	Account	96150720	SQL Ind	TType
---------	----	---------	----------	---------	-------

SAP | FBD1

### 4.5.3. Change recurring entries FBD2

### 4.5.4. Run recurring entries F.14

Program Edit Goto System Help

Create Posting Documents from Recurring Documents

Company code 7752 to

Document Number 910000009 to

Fiscal Year to

General selectors

Document type		to	
Posting date		to	
Entry date		to	
Reference number		to	
Reference Transaction		to	
Reference key		to	
Logical system		to	

Further selections

Settlement period	01.05.2020	to	31.05.2020
Run schedule		to	
User		to	

Output control

Batch input session name	RECUR_7752
User name	NEMCONORAA
Blocking date for BI session	

Hold processed session

SAP | F.14

### 4.5.5. Process batch SM35

The screenshot displays the SAP Batch Input: Session Overview interface. At the top, there are navigation icons and a menu bar with options like Analysis, Process, Statistics, Log, and Recording. Below this is a 'Selection criteria' section with fields for 'Seq.', 'From', 'To', and 'Created by'. A status bar shows tabs for 'New', 'Inactive', 'Processed', 'In Process', 'In Background', 'Being Created', and 'Locked'. The main area contains a table of sessions with columns for 'Processing Mode', 'Additional Functions', 'Authoriz.', 'Trans.', 'Dyprps', and 'D... Queue'. A 'Process' button is visible next to the table. At the bottom, it shows 'Sessions Found: 6,490' and a status bar with 'SM35' and 'vp1app09 | INS'.

ID	Processing Mode	Additional Functions	Authoriz.	Trans.	Dyprps	D... Queue
1	<input type="radio"/> Process/foreground	<input type="checkbox"/> Extended log	NEHCORAAA	9	0	127
2	<input checked="" type="radio"/> Display errors only	<input type="checkbox"/> Expert mode	OPSCHEULE	1	0	5
3	<input type="radio"/> Background	<input type="checkbox"/> Default Dynpro Size	OPSCHEULE	1	0	3
4	Target host	<input type="checkbox"/> Cancel if Log Error Occurs	KARLSONSH	1	0	29
5		<input type="checkbox"/> Simulate Background Mode	KARLSONSH	1	0	76
6			OPSCHEULE	1	0	7
7			OPSCHEULE	3	0	13
8			JFIERRO	1	0	11
9			JFIERRO	2	0	94
10			RPA_BOT	2	0	28
11			RPA_BOT	1	0	46
12			RPA_BOT	2	0	37
13			RPA_BOT	1	0	4
14			BFISSARR	1	0	81
15			BFISSARR	1	0	18
16			BFISSARR	1	0	8
17			BFISSARR	1	0	12
18			BFISSARR	1	0	6
19			BFISSARR	1	0	5
20			BFISSARR	1	0	26
21			BFISSARR	1	0	13
22			BFISSARR	1	0	27
23			BFISSARR	1	0	56

End of document.