

UK - 60513 - BOIC and BFC upload

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:

Responsibility area:

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Scope

 Unknown Attachment

ERP

No ERP, Google Spreadsheet

Frequency

 **Month**

References

Forms

Attachments

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1. Objective and Scope

1.1. Objective of this Operation

1.2. Scope

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. BOIC upload

1. On Day 1 email is received from Co. 60513 CAM with an excel file
2. Open the attachment and go to tab **BOIC upl**
3. Make sure that cells A4, H4 and I4 are updated:

	A	B	C	D	E	F	G	H	I
1			col A	col B	col R				
2	A4 update							last day of the	MM.YYYY
3	D_DP	D_RU	D_AC	D_T1	Transaction	D_MO	P_AMOUNT	Invoice Date1	Invoice Reference
4	2021.12	60513	A54000	60680	2136681	GBP	2136681	12/31/2021	12.2021 invoices
5	2021.12	60513	A46100	60668	0000	GBP	0000	12/31/2021	12.2021 invoices

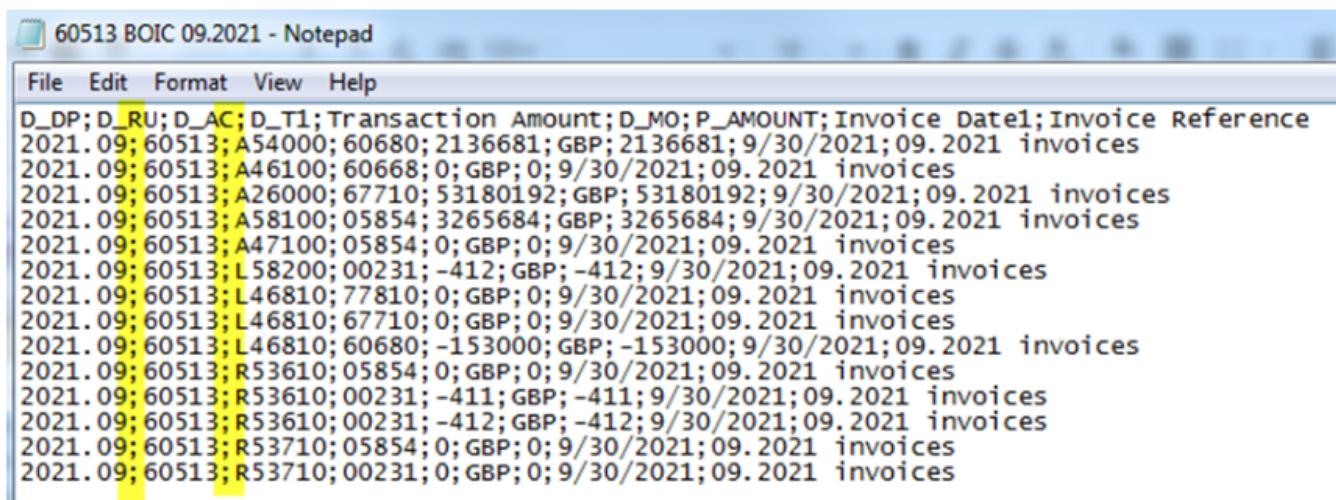
5. Copy the data to a new Excel file:

To ensure that the formatting is not lost:

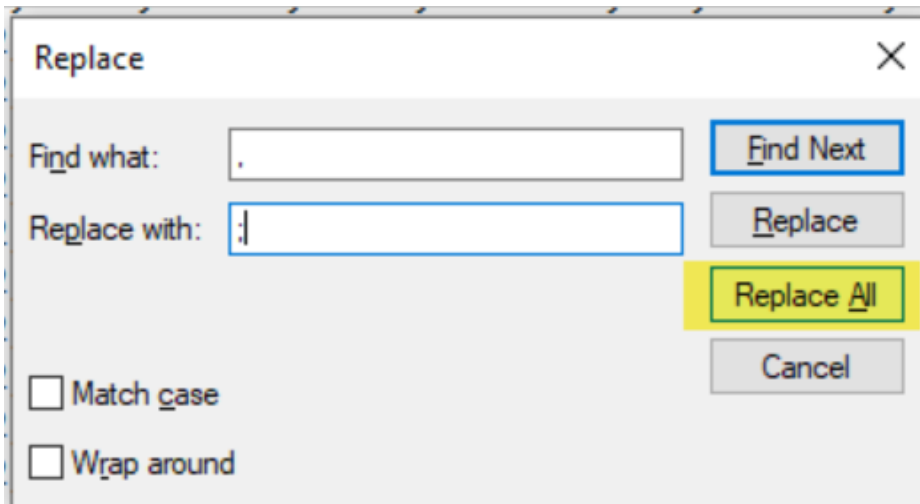
- a. Copy with Ctrl C and Ctrl V
- b. Where you posted the data, press right click -> paste as values
- c. Check that **Col D D_T1** contains 5 digits
- d. Check that **Col H Invoice Date1** the date is in correct format.

	A	B	C	D	E	F	G	H	I	J
					Transacti on Amount				Invoice Reference	
1	D_DP	D_RU	D_AC	D_T1	D_MO	P_AMOUNT	Invoice Date1	Invoice Reference		
2	2021.12	60513	A54000	60680	2136681	GBP	2136681	12/31/2021	12.2021 invoices	
3	2021.12	60513	A46100	60668	0000	GBP	0000	12/31/2021	12.2021 invoices	
4	2021.12	60513	A26000	67710	53180192	GBP	53180192	12/31/2021	12.2021 invoices	

6. Delete the empty lines
7. Save the file in **CSV format** and close it.
8. Find the CSV file that you just saved, press right click -> Open with -> Notepad.
 - 8.1. Make sure that the delimiter is ";"



- 8.2. If it is not ";", press Ctrl H replace all the ";" to "," and press Replace All.



8.3. Exit the Notepad and save it.

9. Go to [BOIC](#) and log in (password is your computer's password).

10. Open the correct period and correct Company

SAP BusinessObjects Intercompany

Company: 60513 ... Period: 2021.05 ... Local Currency: GBP Group Currency: EUR

Balances | Import/Export | Reports | Administration

List of Balances | List of Invoices | Filter | Dashboard

Entity	Group Difference	60513 (RHODIA INTERNATIONAL HOLDINGS LTD)	
60513	2	Detail by Partners	

	All	Filtered
Status	✓ Reconciled	
Group Difference	2	2
Balance Count Total	3	3

11. Go to Import/Export -> Import Invoices

SAP BusinessObjects Intercompany

Company: 60513 ... Period: 2021.12 ... Local Currency: GBP Group Currency: EUR

Balances **Import/Export** Reports Administration

Import/Export

Import Data

- Import Balances
- Import Invoices**

Previous Imports/Exports

- Previous Imports/Exports

Export Data

- Export Balances
- Export Subtotal Balances
- Export Analysis Balances
- Export Analysis Subtotal Balances
- Export Journals
- Export Invoices
- Export Balances to SAP BusinessObjects Financial Consolidation

12. In the Source Data File choose the CSV file and press Import:

SAP BusinessObjects Intercompany

Company: 60513 ... Period: 2021.12 ... Local Currency: GBP Group Currency: EUR

Balances **Import/Export** Reports Administration

Import/Export > Import Invoices

Import Invoices Import

Template	FACTUREIMPORT
Aggregate Existing	<input checked="" type="radio"/>
Override Existing	<input type="radio"/>
Purge Before Import	<input type="radio"/>
Create/Update Balances	<input type="checkbox"/>
Date Format	MM/dd/yyyy
Decimal Separator	.
Source Data File	C:\Users\bulinaa\Desktop\Acc P760513\60513_BOIC_12_2021.csv Browse...

13. You will see the Status and you and press on the Log File Path to see additional information on what was uploaded (maybe the file was prepared incorrectly etc.)

Status	Partially Succeeded
Template	FACTUREIMPORT
Data File Path	60513 BOIC 12.2021.csv
Processed Line Count	11 / 14
Error Count	3
Warning Count	0
Log File Path	InvoicesImportBULINAA20220104T082243.txt

14. In order to ensure that everything was uploaded correctly, go to Reports -> Account By Partner, press in the report:

Reports

Reports on Balances

- ▶ Audit
- ▶ Balance By Reporting Company
- ▶ Balance
- ▶ Difference Analysis
- ▶ Difference Analysis Summary
- ▶ Progress
- ▶ Progress By Parent Account
- ▶ Account By Partner
- ▶ Parent Account By Partner
- ▶ Multi Period

BULINAA-ACBCP-04-01-2022 09-16-17.xls

15. Check that the Period and Company is correct and press Build on the right side.

16. When the report has been generated, open it.

Status Succeeded

Type Account By Partner

Data File Path [BULINAA-ACBCP_04-01-2022_09-26-58.xls](#)

17. Compare the report data to the Excel file and check if everything is matching. If there is anything missing, prepare a CSV upload file and upload to the BOIC.

18. When you have checked that everything is correct, inform the person that shared the 60513 Excel file with you.

3.2. BFC upload

1. On Day 1 email is received from Co. 60513 CAM with an excel file
2. Open the attachment and go to tab **BFC upl**
3. Make sure that cell B5 is updated
4. Check cell L2 that the Assets and Liabilities are matching
5. Copy the data to a new Excel file from Col A until Col AD (exclude Col AE):

To ensure that the formatting is not lost:

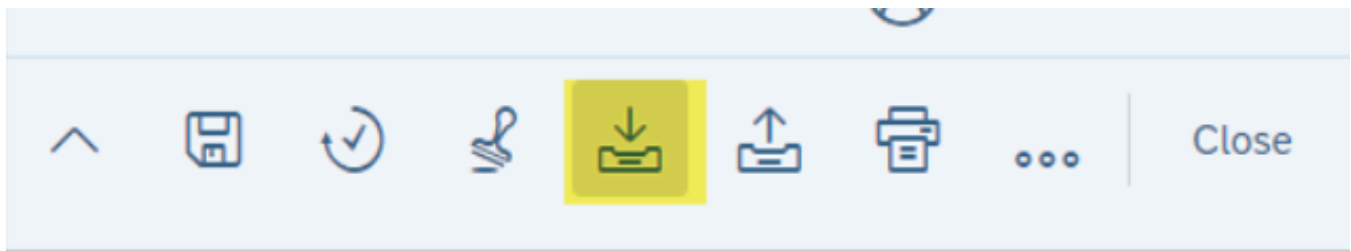
- a. Copy with Ctrl C and Ctrl V
- b. Where you posted the data, press right click -> paste as values
- c. Check that **Col N D_T1** contains 5 digits

6. Save the file in **CSV format** and close it.

7. Before you upload the BFC data, make sure that the Lisbon Intercompany team has pushed the BOIC data to BFC.

8. Go to **BFC** -> Packages -> find the appropriate month's Actual2 package, enter the package.

9. On the right side click in import the package:



10. Choose the CSV file for BFC upload and check the Data preview below - if all looks okay:

▼ Data Source

Source type: File

File: 60513 12.2021.csv

Column separator: Comma

Text identifier: None

Start import at row: 2

 Data preview

D_CA	D_DP	D_CGU	D_BKAC	D_CU	D_GO
ACTUAL2	2021.12			GBP	0000.PACKAGE
ACTUAL2	2021.12			GBP	0000.PACKAGE
ACTUAL2	2021.12			GBP	0000.PACKAGE
ACTUAL2	2021.12			GBP	0000.PACKAGE

11. Make sure that you choose **Replace data** and mark Run Controls. Press Import.

▼ Import Settings

Import amounts

Replace data

Add data

Delete existing amounts before importing

Import zero balances

Import comments

Delete existing comments before importing

▼ After Import

Run controls

Import Cancel

12. Save the package and run blocking controls. Resolve if any.

13. Since there is no SAP vs BFC reconciliation, make sure to go through the headings and compare the ending balances with the RIHL Spreadsheet file.

14. When the BFC upload is ready for review, write to the 60513 CAM.

End of document.