PL - 6268 - Monthly import / export report

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

WP1

Frequency

Month

References

Forms

Attachments

<< PL - 6268 - Monthly import / export report >>

1. Objective and Scope

1.1. Objective of this Operation

Solvay Poland's import / export report is for Poland's national statistics.

1.2. Scope

WP1 entity - 6268 (62683) Solvay Poland Sp.z.o.o.

2. Definitions

See Finance Glossary:

- ...

3. Tasks description

Monthly import / export report should be prepared right after the closing or when customers and vendors are closed. When the report is completed it should be sent to Kinga Kasprzycka <kinga.kasprzycka@solvay.com> and Tomasz BOROWSKI <tomasz.borowski@solvay.com>.

The deadline for this task is WD10.

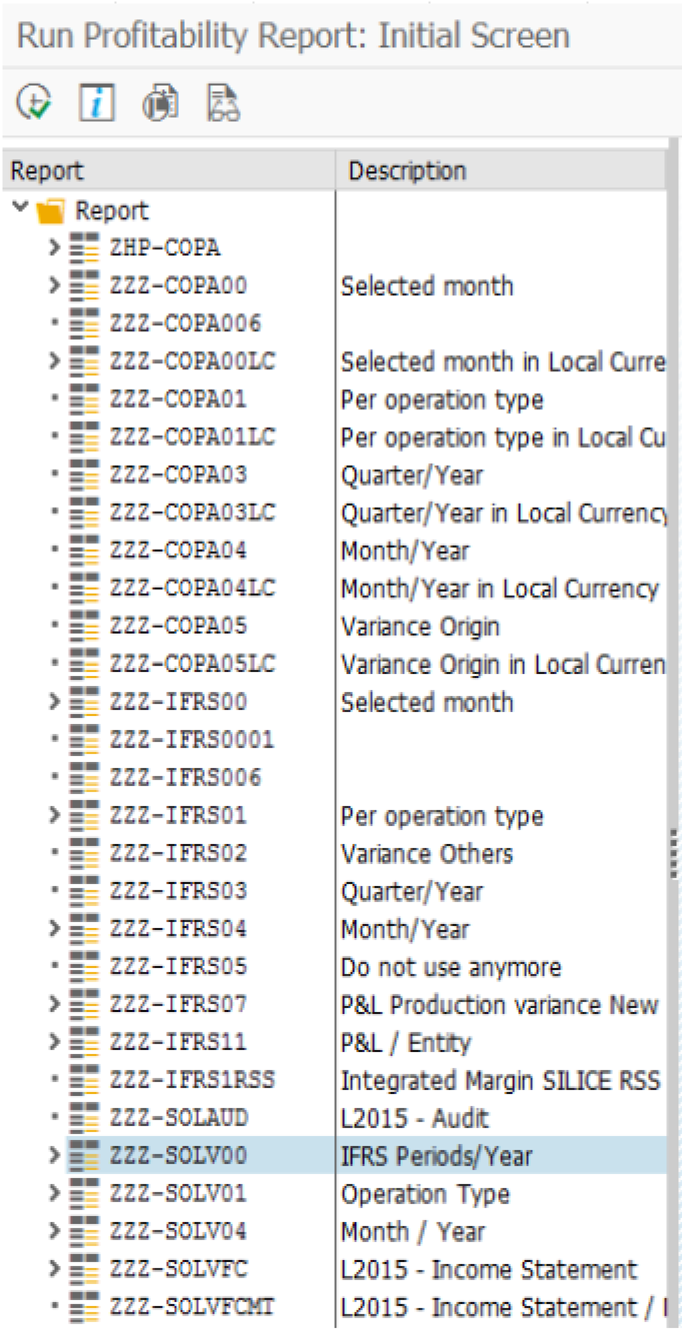
6268 import/export report's folder is here.

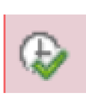
The main file is here.

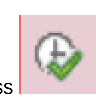
3.1. I check data in SAP KE30

3.1.1. I go to Tcode KE30

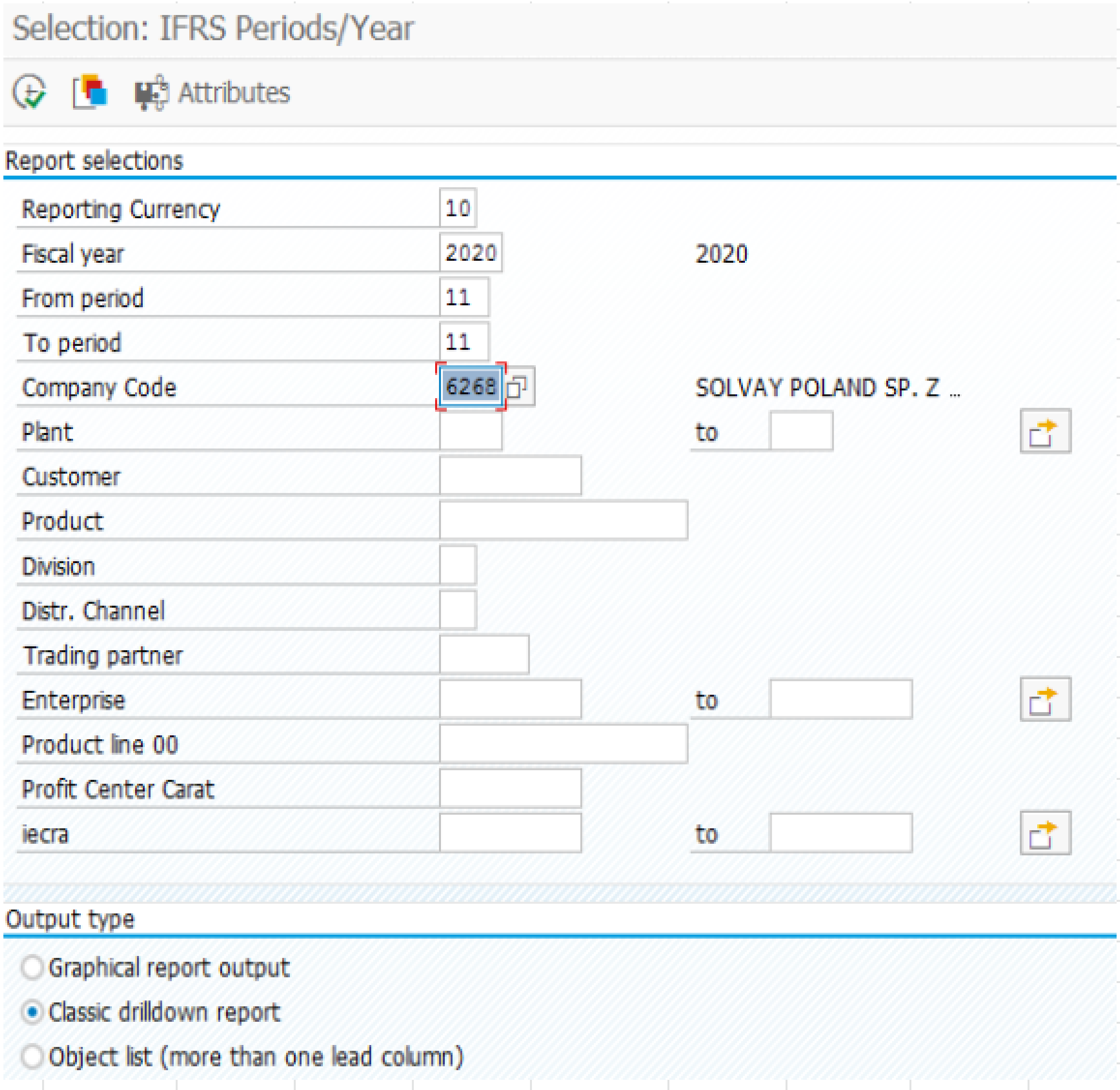
Choose report ZZZ-SOLV00 - IFRS Periods/Year



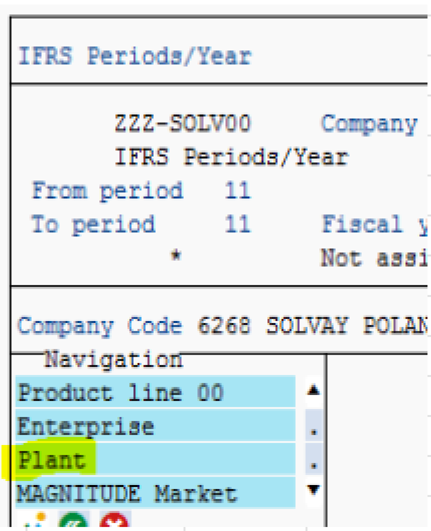
Press 

Fill fields as screenshot, choose only period needed for the report (one month), press .

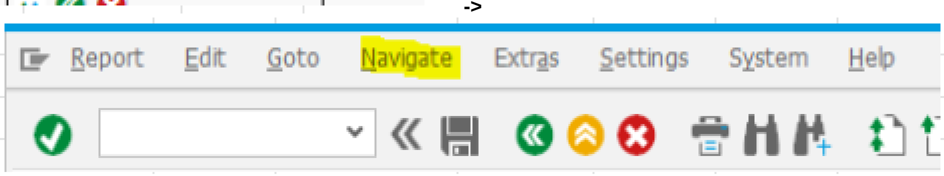
Find 'Plant' in the Navigation, press it and go in the top on 'Navigation' and choose ' plant'


Selection: IFRS Periods/Year
Attributes
Report selections
Reporting Currency 10
Fiscal year 2020 2020
From period 11
To period 11
Company Code 6268 SOLVAY POLAND SP. Z ...
Plant to
Customer
Product
Division
Distr. Channel
Trading partner
Enterprise to
Product line 00
Profit Center Carat
iecra to
Output type
Graphical report output
Classic drilldown report
Object list (more than one lead column)

->


IFRS Periods/Year
ZZZ-SOLV00 Company
IFRS Periods/Year
From period 11
To period 11 Fiscal y
* Not assi
Company Code 6268 SOLVAY POLAN
Navigation
Product line 00
Enterprise
Plant
MAGNITUDE Market

->


Report Edit Goto Navigate Extras Settings System Help

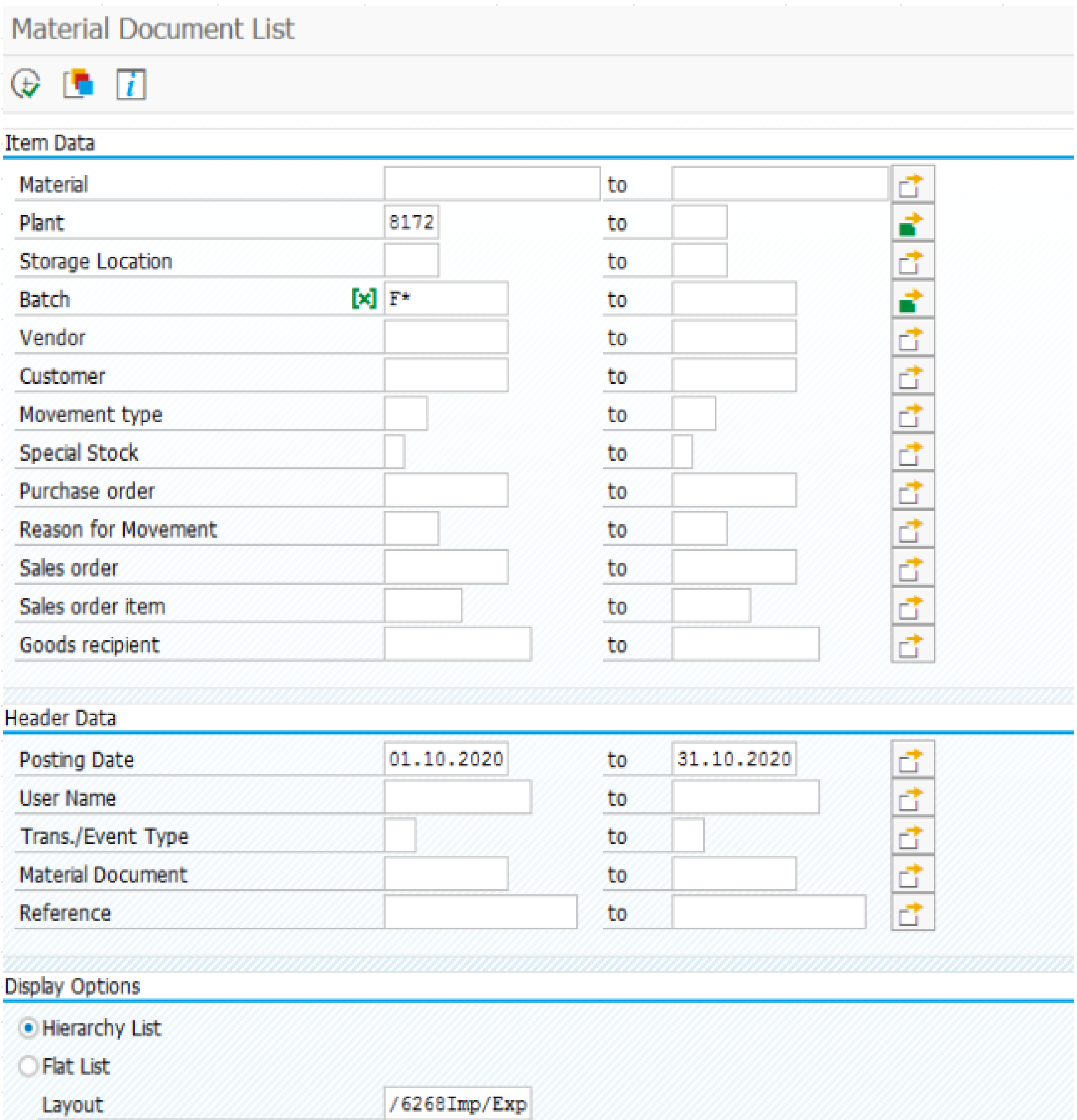
Make sure there is no new plants
There should be existing ones:
8172 6268 Wloclawek
8247 6268 / Michelin Olsz
8276 6268 / Goodyear Fuld
8323 6268 / Goodyear Debi
8638 6268 / MBU Warszawa8172

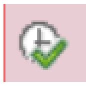
If there will be new plant, you should update SAP variants in the Tcodes which will follow.

3.2. I retrieve material data from SAP MB51

3.2.1. I go to Tcode MB51

Go to Tcode MB51 and choose variant "/6268Imp/Exp", check if everything looks good like in the screenshot, change the posting date fields - you need only current (closure) month.

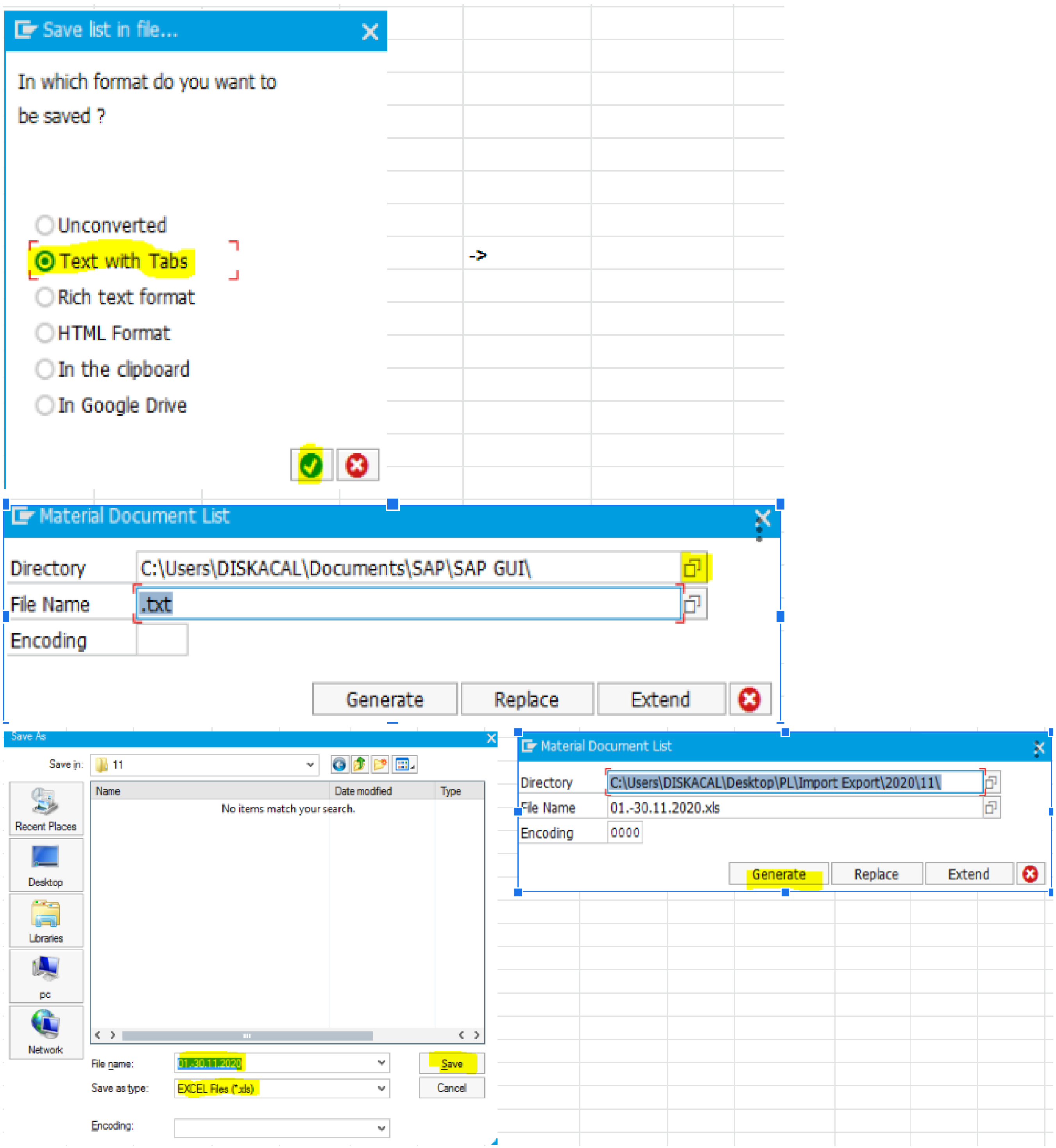


Press 

Save the report as each month in Excel format
List->Export->Local file

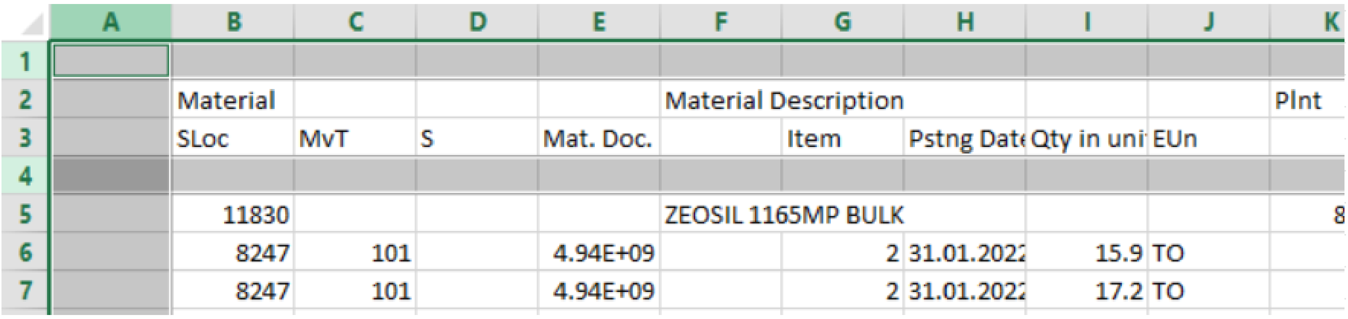
Then choose Text with tabs. After that:

1. Select folder where you would like to save
2. Give file name
3. Save as EXCEL Files (*.xls) format
4. Save file



3.2.2. I open the extracted Excel file

Open the extracted file and do the formatting - delete blank lines - grey colored column A, line first and fourth.

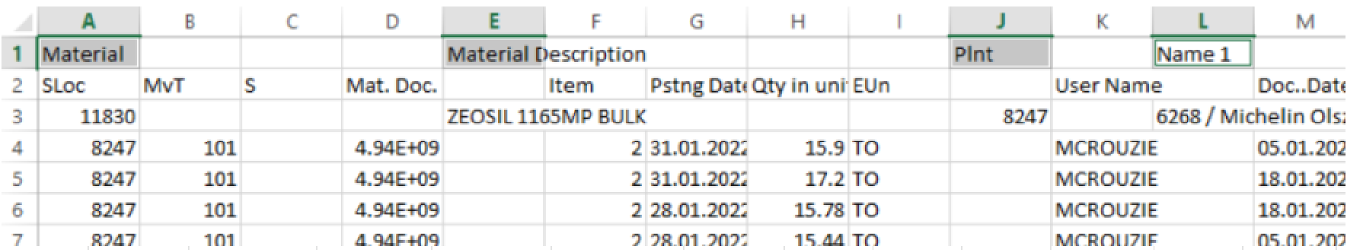


	A	B	C	D	E	F	G	H	I	J	K
1											
2		Material				Material Description					Plnt
3		SLoc	MvT	S	Mat. Doc.		Item	Pstng Dat	Qty in uni	EUn	
4											
5		11830				ZEOSIL 1165MP BULK					8
6		8247	101		4.94E+09		2	31.01.202	15.9	TO	
7		8247	101		4.94E+09		2	31.01.202	17.2	TO	

Then copy columns information to the line below - Material, Material Description, Plant and Name1 to lines below.

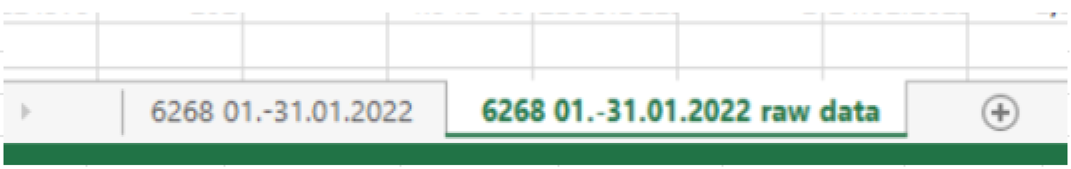
Be careful as the materials changes!

After all information copied, delete blank lines.

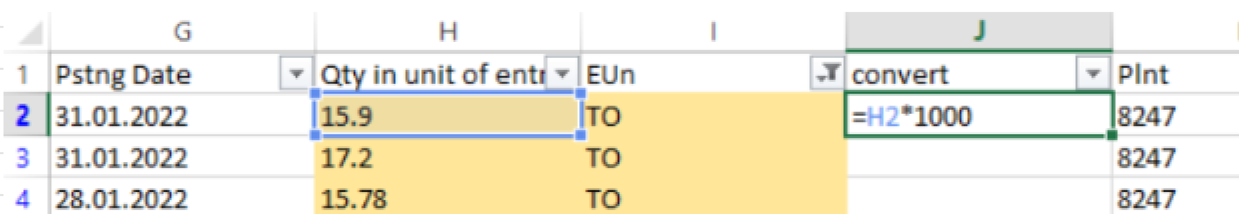


	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Material				Material Description					Plnt		Name 1	
2	SLoc	MvT	S	Mat. Doc.		Item	Pstng Dat	Qty in uni	EUn		User Name		Doc..Date
3	11830				ZEOSIL 1165MP BULK					8247		6268 / Michelin Ols	
4	8247	101		4.94E+09		2	31.01.202	15.9	TO		MCROUZIE		05.01.202
5	8247	101		4.94E+09		2	31.01.202	17.2	TO		MCROUZIE		18.01.202
6	8247	101		4.94E+09		2	28.01.202	15.78	TO		MCROUZIE		18.01.202
7	8247	101		4.94E+09		2	28.01.202	15.44	TO		MCROUZIE		05.01.202

Duplicate the sheet as it will be needed to double-check quantities.
Name one sheet as raw data.



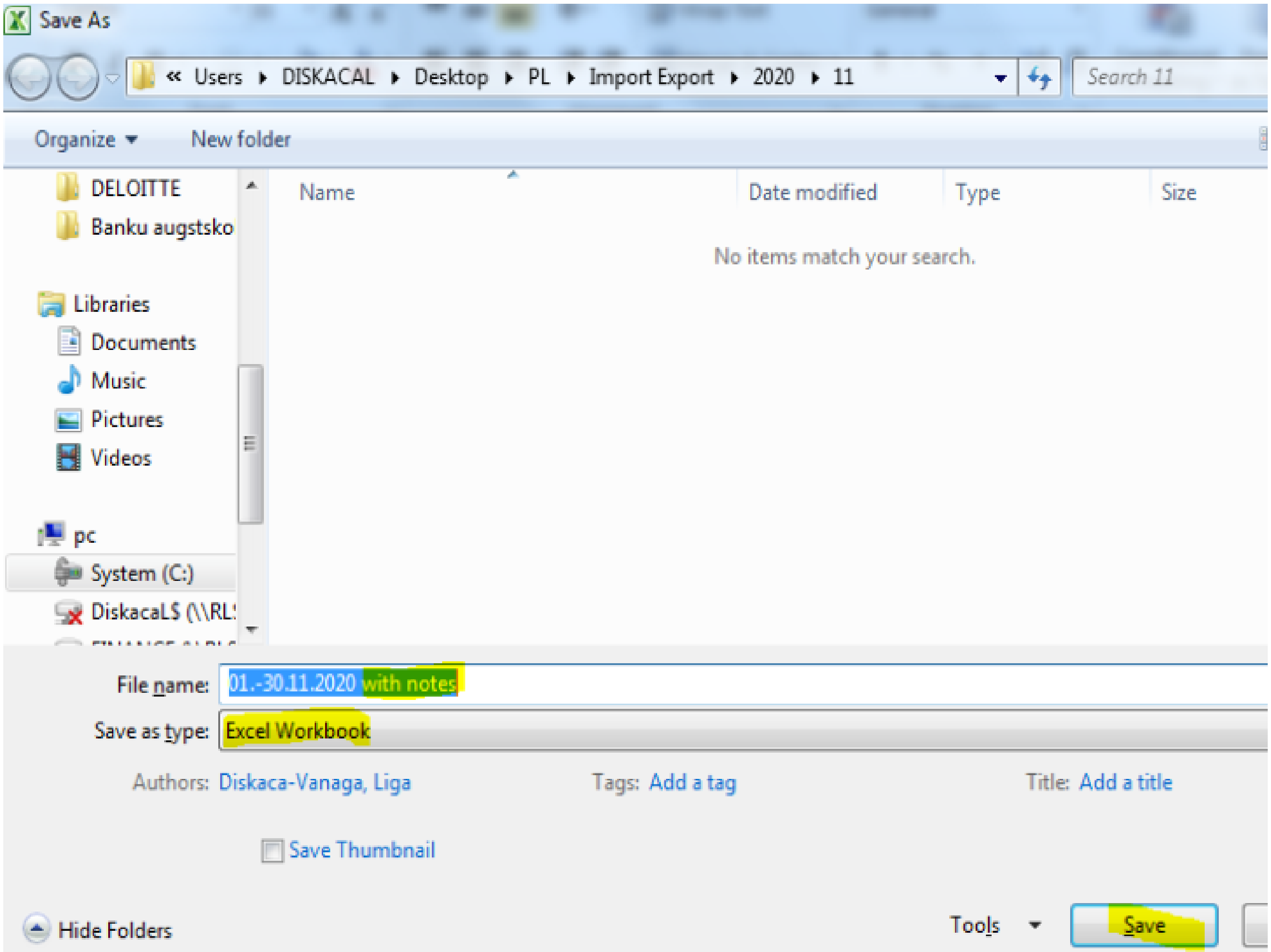
In the sheet which is not raw data - filter column I (EUn) by TO (tonnes) and color them yellow as all materials should be in the same unit of measure, in our case everything should be KG.
Insert additional column - convert - where put formula - tones * 1000 will be kg, drag formula till last line with TO measurement
Be careful with your computer's set up, most probably you will need additional formatting - column H: Find "." replace by ","



	G	H	I	J	K
1	Pstng Date	Qty in unit of entr	EUn	convert	Plnt
2	31.01.2022	15.9	TO	=H2*1000	8247
3	31.01.2022	17.2	TO		8247
4	28.01.2022	15.78	TO		8247

After conversion is done, remove the filter! Copy the new amounts as values in the yellow fields, be careful!
When new amounts are copied over as values, delete the column J (conversion).

Save excel file-> Save as - check type, it should be excel!

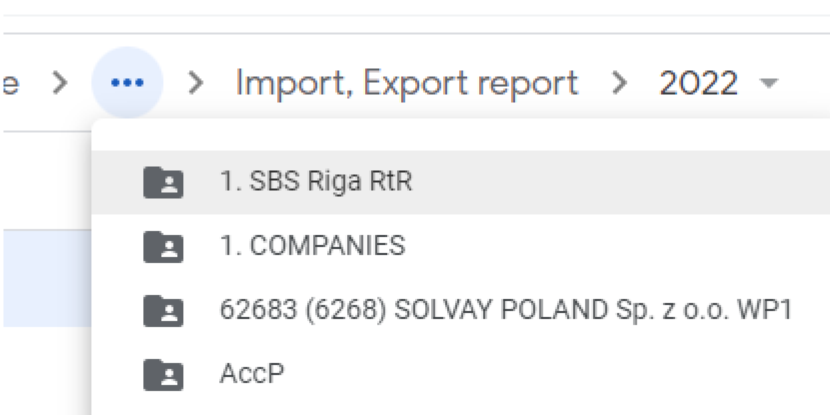


At the end you have two copies of the report - one will be excel and other one will be text document.
You have to work only with the excel format report.

3.3. I work with extracted file

3.3.1. I upload both files into GDrive folder

Create new folder with name of the month in the 6268 Gdrive folder HERE.



And start working with the spreadsheet where you have two sheets - one with raw data and the other one with converted quantities.

3.3.2. I start to work the spreadsheet

Open the spreadsheet and first check if raw sheet quantities matches updated sheet's quantities, to do that, create new sheet and create a pivot table to find the amounts.

As an example use previous month's spreadsheet, you need to check if quantity by movement type matches, movement types: 601 and 101.

	A	B	C	D
1	601			
2	*EUn*	SUM of Qty in ui		
3	KG	-682,930		
4	TO	-396490		
5	**Grand Total**	**-1079420**		
6				
7				
8	601 raw			
9	*EUn*	SUM of Qty in ui		
10	KG	-682,930	0	
11	TO	-396.49	-396490	0
12	**Grand Total**	**-683326.49**		

If all quantities matches, follow next steps.

Create a pivot table in the separate sheet, take details from sheet where the quantity is already updated from tonnes to kilograms, see below details to build the pivot.
The main purpose is to **eliminate** lines (material documents) which offsets each other by movement type.
Be creative and find doc types which offset each other. :)
The main indicators by movement types:

Mat. Doc.
Qty in unit of entry

Pivot table details:
Rows - Mat. doc.
Values - Qty in unit of entry
Filters- MvT

Filter by movement type, first one for example 311, see the offsetting and continue to build pivots for each movement type.

Below is a print screen with doc types that are offsetting. Please check also other months as example.

PURCH Pivot | PURCH | 601;602;633 | 631 | 453-459 | 262-102 | 647-101 | 101-102 | 261-101 | 311;321;343; 344 | 01.-31.10.2020

101	GR goods receipt	against 261	Repacking	against 161	Returns for purchase order
102	GR for PO reversal	against 262	Repacking		
101	GR goods receipt	against 102	GR for PO reversal		
261	GI for order	against 101	Repacking		
262	RE for order	against 102	Repacking		
311	TF tfr. within plant				
321	TF quality to unrest				
344	Transfer posting blocked stock to unr.-use stock - reversal				
601	Good issue - delivery				
602	RE goods deliv. Rev.				
647	TF to stck in trans.	against 101	Transfer between plants		
648		against 102	Transfer between plants		

When you find material documents that offsets, color them red in the movement type sheet and in the summary sheet (e.g. 6268.04.2022) color entire line.
Insert material doc. one by one in the filter in summary sheet (e.g. 6268.04.2022).
Note: Format the numbers by replacing . by , otherwise there will be errors in the pivot when offsetting the mov. types

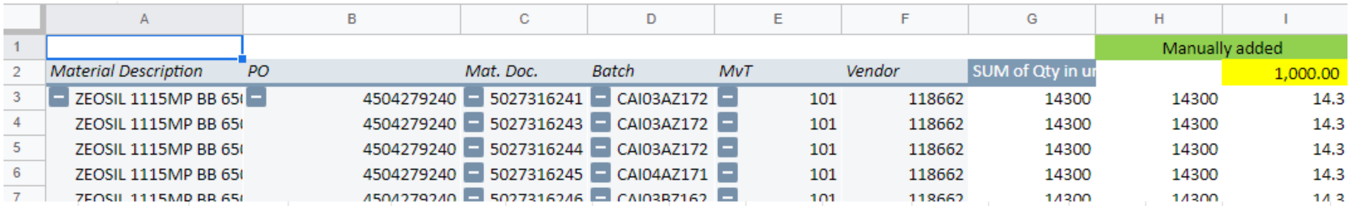
Create **Sales Pivot** when all offsetting material documents have been found.

- In the main working sheet filter out all documents with movement type 601 -> make sure that there are no red lines (no lines from offsetting documents
- Color all 601 lines with green color and copy all lines in new sheet and call it SALES 601
- Create pivot (with details from the screenshot below) from the data from the new sheet
- Take F column -> copy the amounts and paste as values in column G
- In column H -> make a formula
- Use as example previous month's file

A	B	C	D	E	F	G	H
						Manually added	
Material Description	MvT	Batch	Customer	Mat. Doc.	SUM of Qty in ur		(1,000.00)
ZEOSIL 1115MP BB 650 KG	601	CAH03AZ171	2001587	4939585090	-15,600	-15600	15.6
ZEOSIL 1115MP BB 650 KG	601	CAH03AZ171	2001587	4939586227	-15,600	-15600	15.6
ZEOSIL 1115MP BB 650 KG	601	CAH03AZ172	2001587	4939603560	-15,600	-15600	15.6
ZEOSIL 1115MP BB 650 KG	601	CAH03AZ172	2001587	4939630168	-10,400	-10400	10.4
ZEOSIL 1115MP BB 650 KG	601	CAH03BZ161	66946	4939630278	-15,600	-15600	15.6
ZEOSIL 1115MP BB 650 KG	601	CAH03BZ161	2001587	4939611005	-4,550	-4550	4.55
ZEOSIL 1115MP BB 650 KG	601	CAH03BZ161	2001587	4939611130	-15,600	-15600	15.6
ZEOSIL 1115MP BB 650 KG	601	CAH03BZ161	2001587	4939630168	-5,200	-5200	5.2
ZEOSIL 1115MP BB 650 KG	601	CAH03BZ162	66807	4939638812	-15,600	-15600	15.6

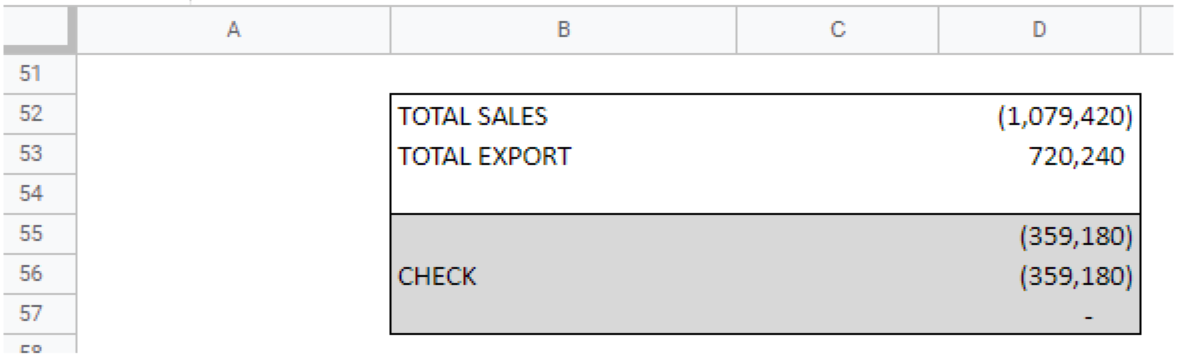
Create **Purchase Pivot:**

- In the main working sheet filter out all documents without any color - filter by color white (as the red ones are those who offset each other and green ones are for Sales (601))
- Copy all lines without any color to new sheet and call it PURCH
- Create pivot (with details from the screenshot below) from the data from the new sheet
- Take G column -> copy the amounts and paste as values in column H
- In column I -> make a formula
- Use as example previous month's file



	Material Description	PO	Mat. Doc.	Batch	MvT	Vendor	SUM of Qty in u	Manually added
								1,000.00
ZEOSIL 1115MP BB 65(	4504279240	5027316241	CAI03AZ172	101	118662	14300	14300	14.3
ZEOSIL 1115MP BB 65(	4504279240	5027316243	CAI03AZ172	101	118662	14300	14300	14.3
ZEOSIL 1115MP BB 65(	4504279240	5027316244	CAI03AZ172	101	118662	14300	14300	14.3
ZEOSIL 1115MP BB 65(	4504279240	5027316245	CAI04AZ171	101	118662	14300	14300	14.3
ZEOSIL 1115MP BB 65(	4504279240	5027316246	CAI03BZ162	101	118662	14300	14300	14.3

In Purch Pivot sheet create a check box (check previous month's file)

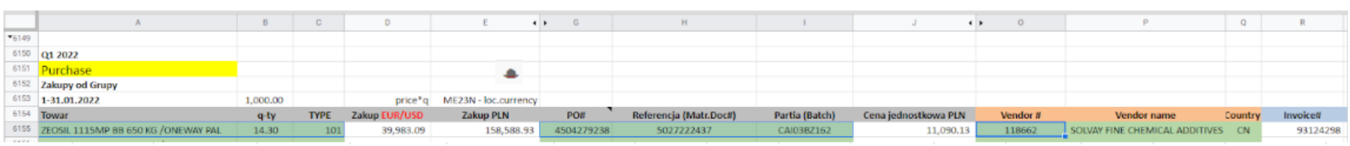


TOTAL SALES	(1,079,420)
TOTAL EXPORT	720,240
	(359,180)
CHECK	(359,180)
	-

Copy Sales and Purchasing data from pivots from spreadsheet XX.-XX.XX.XXXX with notes and paste to file 6268_MB51_Imp-ex HERE, sheet Im-exp REPORT.

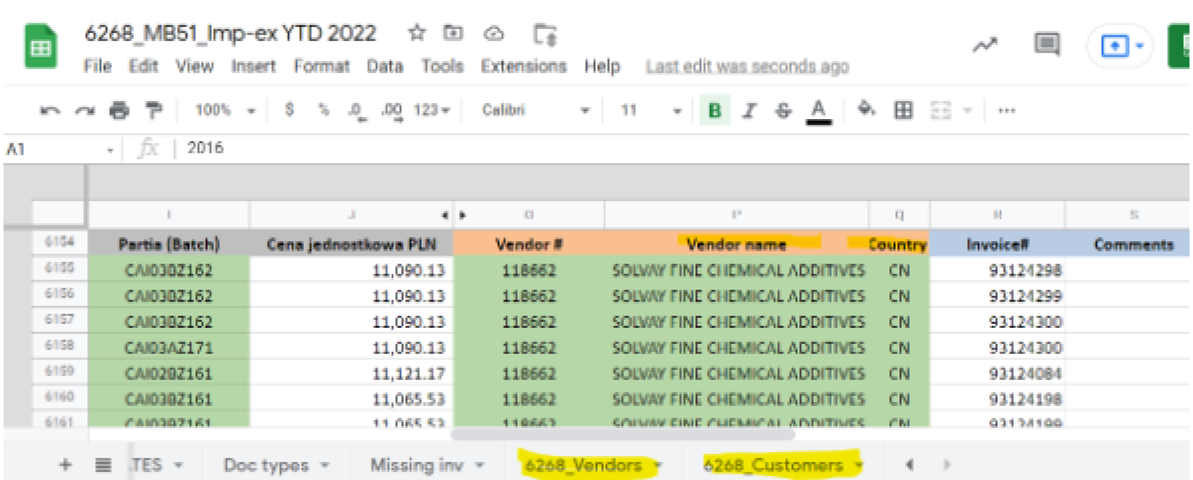
Create many new lines, leave the first line = to previous month to know which order to copy from

- Copy Mat doc alone, quantity is column I in the pivot sheet, mov. type, etc, vendor code only, as others will have formulas
- Green cells (sales = 601 and purchases = 101) are copied from the spreadseet XX.-XX.XX.XXXX with notes
- White cells are manually added from the SAP



Q1 2022												
Purchase												
Zakupy od Grupy												
1-31.01.2022	1,000.00		price*q	ME23N - loc.currency								
Towar	q-ty	TYPE	Zakup EUR/USD	Zakup PLN	PO#	Referencja (Matr.Doc#)	Partia (Batch)	Cena jednostkowa PLN	Vendor #	Vendor name	Country	Invoice#
ZEOSIL 1115MP BB 650 KG /ONEWAY PAL	14.30	101	39,983.09	158,588.93	4504279238	5027222437	CAI03BZ162	11,090.13	118662	SOLVAY FINE CHEMICAL ADDITIVES	CN	93124298

Check TOTAL quantities in spreadsheet and in file 6268_MB51_Imp-ex
Use the Vlookup to get customer and vendor names and country.

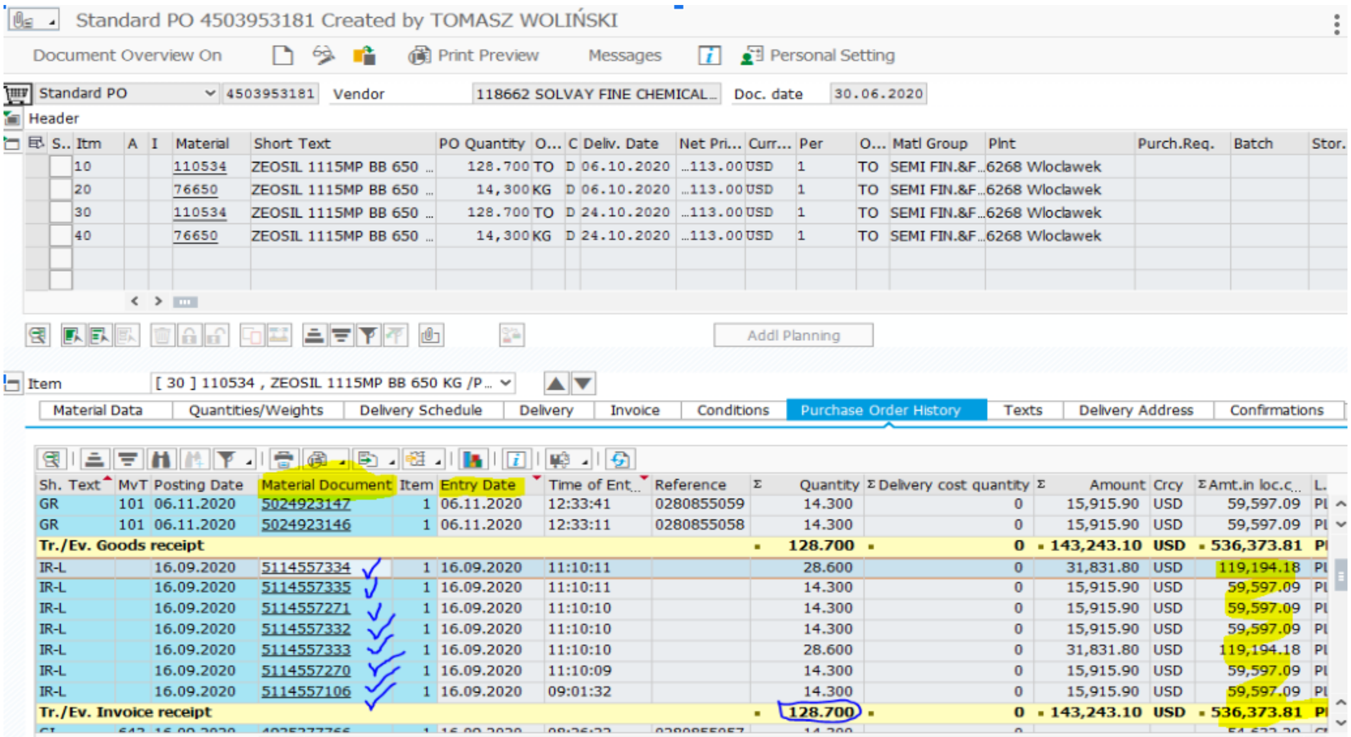


Partia (Batch)	Cena jednostkowa PLN	Vendor #	Vendor name	Country	Invoice#	Comments
CAI03BZ162	11,090.13	118662	SOLVAY FINE CHEMICAL ADDITIVES	CN	93124298	
CAI03BZ162	11,090.13	118662	SOLVAY FINE CHEMICAL ADDITIVES	CN	93124299	
CAI03BZ162	11,090.13	118662	SOLVAY FINE CHEMICAL ADDITIVES	CN	93124300	
CAI03AZ171	11,090.13	118662	SOLVAY FINE CHEMICAL ADDITIVES	CN	93124300	
CAI02BZ161	11,121.17	118662	SOLVAY FINE CHEMICAL ADDITIVES	CN	93124084	
CAI03BZ161	11,065.53	118662	SOLVAY FINE CHEMICAL ADDITIVES	CN	93124198	

3.4. I work with the main report file

3.4.1. I get all details for Purchasing section

- Go to Tcode **ME23N**
- Take PO number from the file '6268_MB51_Imp-ex YTD 2022' and put it in the SAP tcode
- Select correct Item line - good received date, material document#
- Check Total Quantity
- Check invoices one by one putting Invoice# under column R. Use batch# and quantity as your reference.
- Calculate Unit price by your self from the invoice. Amounts without VAT!
- Put PLN amount value from print screen (yellow) under column E.



3.4.2. I get all details for Sales section

- Go to Tcode **FBL5N**
- Check customer one by one
- Only doc with RV type
- In t-code MB51 by material doc # you can find the invoice date
- Check invoice one by one:
  Double click on line
  On top Environment - > Document Environment -> Relationship Browser -> required material document number (needs to match with the main report's mat.doc.)
- Check rate for invoice
- Fill in prices/amounts/document number into the Im-exp REPORT

Customer Line Item Display

Data Sources

Customer selection

Customer account	2001587	to	
Company code	6268	to	

Selection using search help

Search help ID

Search string

Search help

Line item selection

Status

( ) Open items

Open at key date: 07.01.2021

( ) Cleared items

Clearing date: to

Open at key date:

(•) All items

Posting date: 01.11.2020 to 30.11.2020

Type

☑ Normal items

☐ Special G/L transactions

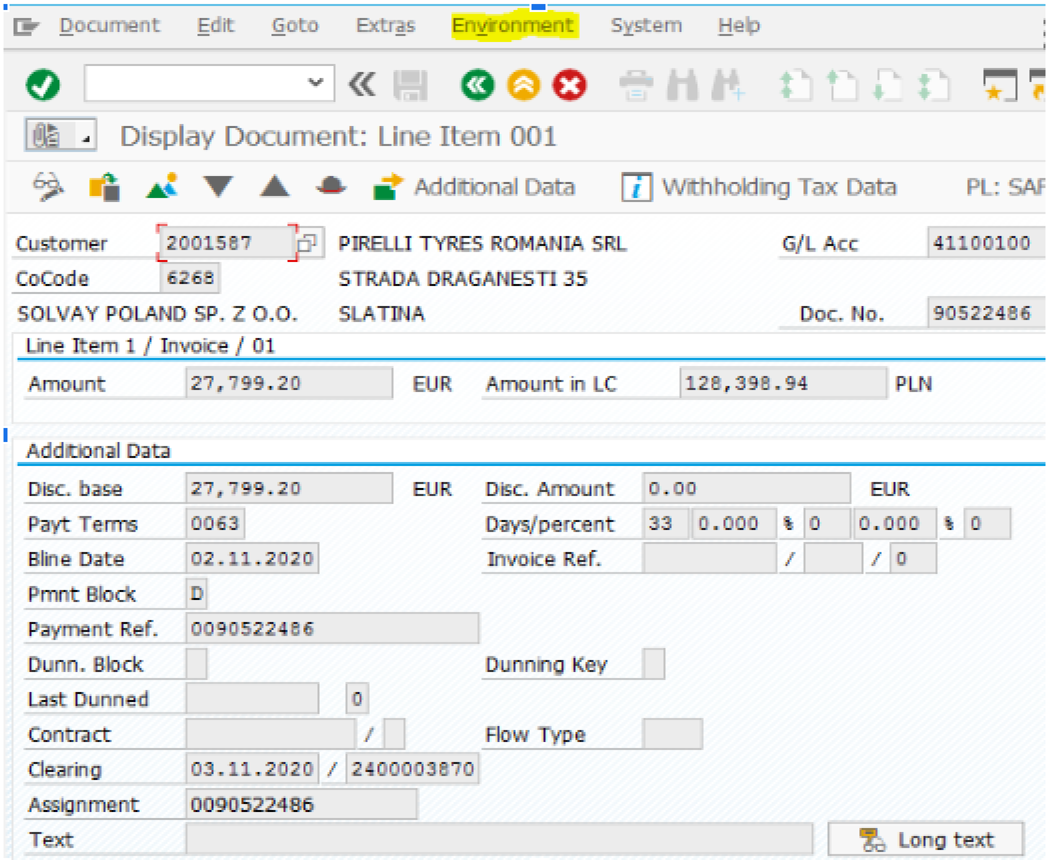
☐ Noted items

☐ Parked items

☐ Vendor items

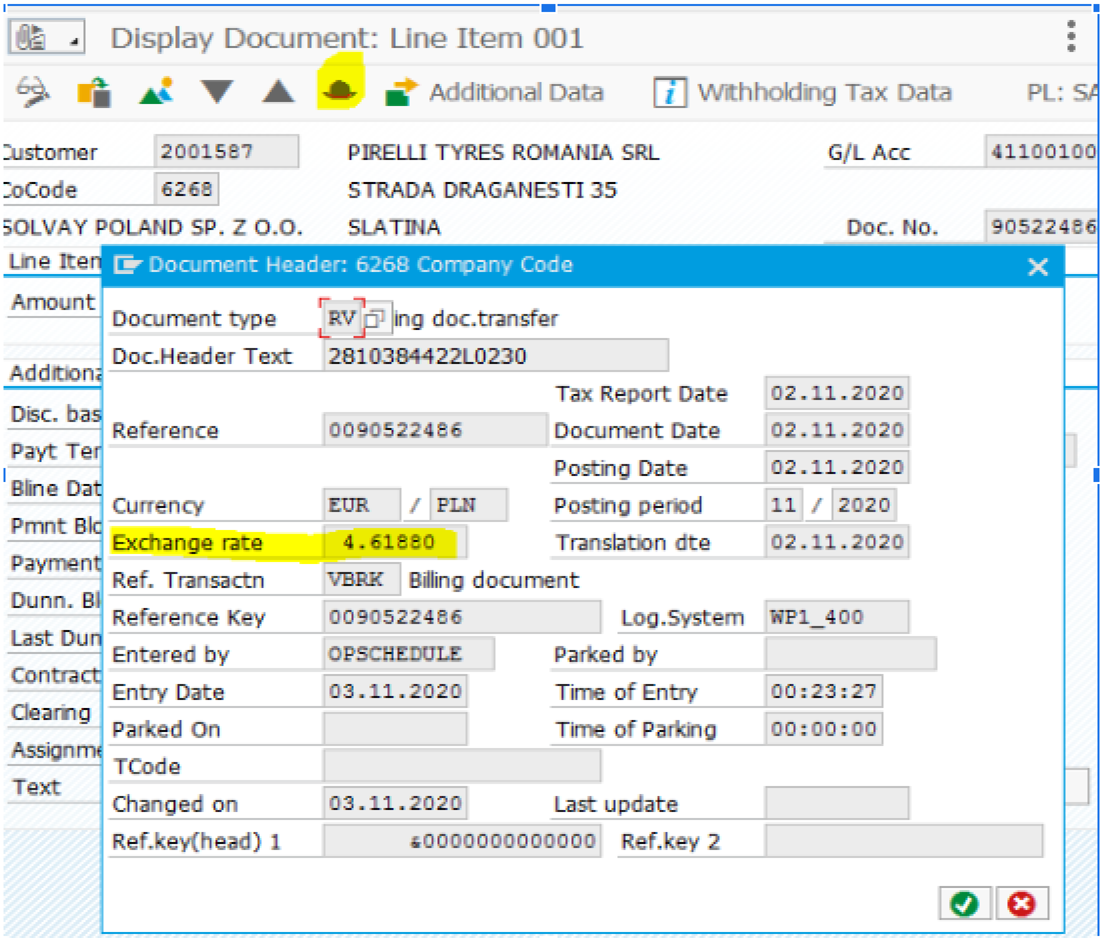
Customer	2001587
Company Code	6268
Name	PIRELLI TYRES ROMANIA SRL
City	SLATINA

St	CoCd	G/L	Offst.acct	Account	Tr.prt	Assignment	Year/month	Bill.Doc.	DocumentNo	Typ	Doc..Date	Pstng Date	PayT	Net due dt	S	DD	Curr.	Amount in DC	Amt in loc.cur.	LCurr
	6268	41100100	98100110	2001587		0090522486	2020/11	90522486	90522486	RV	02.11.2020	02.11.2020	0063	05.12.2020			EUR	27,799.20	128,398.94	PLN
	6268	41100100	98100110	2001587		0090522505	2020/11	90522505	90522505	RV	03.11.2020	03.11.2020	0063	05.12.2020			EUR	27,799.20	128,009.76	PLN
	6268	41100100	98100110	2001587		0090522522	2020/11	90522522	90522522	RV	04.11.2020	04.11.2020	0063	05.12.2020			EUR	25,272.00	115,490.51	PLN
	6268	41100100	98100110	2001587		0090522572	2020/11	90522572	90522572	RV	09.11.2020	09.11.2020	0063	05.01.2021			EUR	55,598.40	251,732.88	PLN
	6268	41100100	98100110	2001587		0090522604	2020/11	90522604	90522604	RV	10.11.2020	10.11.2020	0063	05.01.2021			EUR	55,598.40	249,470.02	PLN
	6268	41100100	98100110	2001587		0090522627	2020/11	90522627	90522627	RV	12.11.2020	12.11.2020	0063	05.01.2021			EUR	27,799.20	125,271.53	PLN
	6268	41100100	98100110	2001587		0090522661	2020/11	90522661	90522661	RV	18.11.2020	18.11.2020	0063	05.01.2021			EUR	27,799.20	124,965.74	PLN
	6268	41100100	98100110	2001587		0090522673	2020/11	90522673	90522673	RV	19.11.2020	19.11.2020	0063	05.01.2021			EUR	27,799.20	124,343.04	PLN
	6268	41100100	98100110	2001587		0090522684	2020/11	90522684	90522684	RV	20.11.2020	20.11.2020	0063	05.01.2021			EUR	27,799.20	124,537.64	PLN
	6268	41100100	98100110	2001587		0090522736	2020/11	90522736	90522736	RV	24.11.2020	24.11.2020	0063	05.01.2021			EUR	27,799.20	124,206.83	PLN
	6268	41100100	98100110	2001587		0090522744	2020/11	90522744	90522744	RV	25.11.2020	25.11.2020	0063	05.01.2021			EUR	27,799.20	124,301.34	PLN
	6268	41100100	98100110	2001587		0090522758	2020/11	90522758	90522758	RV	27.11.2020	27.11.2020	0063	05.01.2021			EUR	26,535.60	118,725.58	PLN
	6268	41100100	98100110	2001587		0090522880	2020/11	90522880	90522880	RV	30.11.2020	30.11.2020	0063	05.01.2021			EUR	27,799.20	124,659.95	PLN
*																	EUR	413,197.20	1,864,113.76	PLN


Document Edit Goto Extras Environment System Help
Display Document: Line Item 001
Additional Data
Withholding Tax Data
PL: SAP
Customer 2001587
PIRELLI TYRES ROMANIA SRL
G/L Acc 41100100
CoCode 6268
STRADA DRAGANESTI 35
SOLVAY POLAND SP. Z O.O.
SLATINA
Doc. No. 90522486
Line Item 1 / Invoice / 01
Amount 27,799.20 EUR
Amount in LC 128,398.94 PLN
Additional Data
Disc. base 27,799.20 EUR
Disc. Amount 0.00 EUR
Payt Terms 0063
Days/percent 33 0.000 % 0 0.000 % 0
Bline Date 02.11.2020
Invoice Ref. / / 0
Pmnt Block D
Payment Ref. 0090522486
Dunn. Block
Dunning Key
Last Dunned 0
Contract /
Flow Type
Clearing 03.11.2020 / 2400003870
Assignment 0090522486
Text
Long text

Document Relationship Browser

Relationship Tree	Descriptn
Accounting document	6268 0090522486 2020
CustIndivBillingDoc	0090522486
IDoc	139485735 (INVOIC)
Outbound Delivery	0085799817
IDoc	139394912 (DESADV)
Sales Order	0002942254
Transportation	0004402017
Handling unit	00000000001030510524
Handling unit	00000000001030510525
Handling unit	00000000001030510526
Handling unit	00000000001030510527
Handling unit	00000000001030510528
Handling unit	00000000001030510529
Handling unit	00000000001030510530
Handling unit	00000000001030510531
Handling unit	00000000001030510532
Handling unit	00000000001030510533
Handling unit	00000000001030510534
Handling unit	00000000001030510535
Handling unit	00000000001030510536
Handling unit	00000000001030510537
Handling unit	00000000001030510538
Handling unit	00000000001030510539
Handling unit	00000000001030510540
Handling unit	00000000001030510541
Handling unit	00000000001030510542
Handling unit	00000000001030510543
Handling unit	00000000001030510544
Handling unit	00000000001030510545
Material Document	4935756962 2020
Transfer Order	C63 0000000891
Controlling Document	Z006 0117678488
Profitab. Analysis	CustIndivBillingDoc 0090522486



Note. Some customer codes might differ, for example:

Report code			SAP customer
2043553	CON-CORD CO.	SK	2043511
2036501	CONTINENTAL TIRE THE AMERICAS LLC	US	1107
2032307	OOO PIRELLI TYRE RUSSIA	RU	50210
2038889	CONTINENTAL MATADOR TRUCK	SK	50210

3.4.3. I finish the report

COGS part

Create Vlookup formula in the J column (COGS) to find the COGS amount by Batch from the Purchase data and multiply with q-ty, you can check previous month's formulas.
If the batch is not in current month, change formula with table area from previous month's Purchase data, repeat it with previous month's if still don't have amounts.

COGS alert: Don't forget to insert $$ in the vlookup formula

	A	B	C	D	E	G	H	I	J	O
6513	ZEOSIL 1165MP BULK	15.02	101	18,600.17	86,503.81	4504445252	4940097759	FBC3180121	5,759.24	87303
6514	Grand Total	**1,152.59**		**1,642,936.57**	**7,132,324.83**				**471,673.03**	
6515										
6516	Sales									
6517	**1-31.03.2022**									
6518	**Sprzedaż kupionych od Grupy towarów**	1,000.00		price*q	rate			Batch#	COGS	
6519	**Towar/Material Description**	**q-ty**	**TYPE**	**Sprzedaż EUR**	**Sprzedaż PLN**	**Dokument**	**Referencja (Inv#)**	**Partia**	**Koszt sprzedanych**	**Customer #**
6520	ZEOSIL 1115MP BB 650 KG /ONEWAY PAL	5.20	601	13,710.32	66,397.71	108120384	108120384	CAH02BZ162	#N/A	61281
6521	ZEOSIL 1115MP BB 650 KG /ONEWAY PAL	1.30	601	3,568.50	16,596.02	108120682	108120682	CAH02BZ162	J6520 10,722.10	2001587
6522	ZEOSIL 1115MP BB 650 KG /ONEWAY PAL	10.40	601	27,420.64	132,795.42	108120384	108120384	CAH03AZ171	=VLOOKUP(I6520,$I$6439:$J$6513,2,0)*B6520	

Add current month's totals to the table below :

- Total Purch
- Total Sales
- Total COGS

TOTAL Purch. PLN	151 515,386	2018 and 2019 zakupy towarów od Rhodii
TOTAL Sales PLN	150,859,939 × [illegible]74,943	2018 and 2019 Wartość sprzedanych towarów
TOTAL COGS PLN	=J417+J480+J542+J607+J631+J678+J740+J875+J991+J1084+J1277+J1423+J1691+J1908+J2041+J2152+J2272+J2474+J2654+J2825+J2936+J3014+J3170+J3354+J3430+J3472+J3521+J3565+J3664+J3729+J3898+J4118+J4226+J4349+J4524+J4690+J4895+J5031+J5172+J5338+J5440+J5570+J5665+J5845+J6012+J6148+J6295+J6433+J6609	
Adj.		
Profit		

Once you are finished, send report to:
kinga.kasprzycka@solvay.com
+CC tomasz.borowski@solvay.com

6268_Import_export report 01.2022

Driksna, Ieva <ieva.driksna@solvay.com>
to Kinga, Tomasz

Hello Kinga and Tomsaz,

Please find the link here for the updated Import/export report for January 2022.

Regards,

SOLVAY
Progress beyond

Ieva Driksna
Solvay Business Services - Riga
Accounting Specialist
Mob + 371 22307315
Gustava Zemgala gatve 76,
Riga, Latvia, LV-1039
| www.solvay.com

6268_MB51_Imp-e...

End of document.