

ARA - I prepare the tool for audit

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



WW

? Unknown Attachment

ERP



PF1



WP1

? Unknown Attachment

Frequency

? Unknown Attachment

References

Forms

Attachments

<< ARA - I prepare the tool for audit
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1.1. Objective of this Operation

For the external audit a few reports are include in ARA to facilitated the extraction.

1.2. Scope

All entities defined by Audit time (information send by Joana Nunes)

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

Jobs should be created to run the report to ARA


3.1. *I send an email to updated variants*

I create a file to send to all accounting platform teams create/update the variants by company

File Model: [example](#)

Email Model:

Final Audit Phase - Automatic Reports - Variants updating 2021 ▶ Caixa de entrada x ◇ 🖨 📧

 **Ramos, Fernanda Britto** <fernanda.ramos@solvay.com>
para SBS, Delphine, Olivier, Joana, Tamires ▾ ter., 21 de dez. de 2021 10:19 ☆ ↶ ⋮ 🌈


Dear all,

As you did last month, we will need to deliver the following reports again based on 31.12.2021:

- assets roll forward
- assets acquisitions
- assets disposals
- Inventories
- Balance sheet

Please ensure that the variants for each report are updated for a correct extraction:

Deadline: 30.12.2021

 **Variants Automated Final Audit Phase 2021**

After the companies will be closed in SAP (D3), the jobs will be run and I will send a new email asking to be checked if the reports were attached with the correct data for companies.

Please do not close the account items in ARA for the Pbc's (you may find in the sheet) before everything is done, otherwise the jobs are not able to attach the reports.

If you identify that someone is missing from this email, I ask you to kindly forward these instructions.

Please contact me in case of any doubts.

We thank you in advance for the support provided.

Kind Regards,

3.2. *I update ZWFAT335 table*

On SM30 I need to updated table **ZWFAT335** to the jobs run properly:

I need to create as below the rule for every company audited:

	Area	Year	Period	Acc Item	AcctSingle
AA00001SEP	BE00001	2021	9	A100-100	
BS00001GR55	BE00001	2021	9	GEN-INF-02	
MM00001SEP	BE00001	2021	9	A300-100	

And include in the table as below:

AA

Display View "Custom. Table to assign Audit file to ARA": Overview

Template ID	Area	Year	Period	Acc Item	AcctSingle
AA04274DEC	FR04274	2021	12	A100-100	
AA06276DEC	FR06276	2021	12	A100-100	
AA07008DEC	US07008	2021	12	A100-100	
AA07180DEC	US07180	2021	12	A100-100	
AA07764DEC	LV07764	2021	12	A100-100	
AA07771DEC	GB07771	2021	12	A100-100	
AA07772DEC	DE07772	2021	12	A100-100	
AA07774DEC	TH07774	2021	12	A100-100	

BS

Custom. Table to assign Audit file to ARA

Template ID	Area	Year	Period	Acc Item
BS07714GR55	GB07714	2021	12	GEN-INF-02
BS07764GR55	LV07764	2021	12	GEN-INF-02
BS07771GR55	GB07771	2021	12	GEN-INF-02
BS07772GR55	DE07772	2021	12	GEN-INF-02
BS07774GR55	TH07774	2021	12	GEN-INF-02
BS07794GR55	NL07794	2021	12	GEN-INF-02

MM

Custom. Table to assign Audit file to ARA

Template ID	Area	Year	Period	Acc Item
MM65268DEC	CN65268	2021	12	A300-100
MM74249DEC	US74249	2021	12	A300-100
MM75233DEC	BR75233	2021	12	A300-100
MM7774DEC	TH07774	2021	12	A300-100
MM77810DEC	GB77810	2021	12	A300-100
MM78115DEC	CN78115	2021	12	A300-100

3.2. I program the jobs:

3.2.1 AA

For assets we have 4 jobs to program, the name should follow the rules below:

AUDIT#AACCCCCSEP#ASSETSAQUIS

AUDIT#AACCCCCSEP#ASSETSROLLFRW

AUDIT#AACCCCCSEP#ASSETSTRANSF

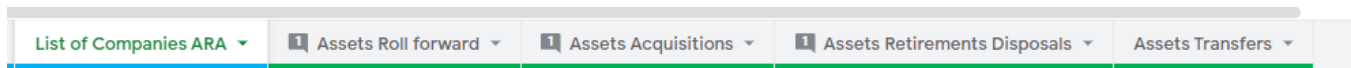
AUDIT#AACCCCCSEP#ASSETSRETIREMENTS

To create the jobs there is a macro to be used:

[WP1](#)

[PF1](#)

I need just update the list of companies and run one macro by tab :



If the macro does not work I can follow the instruction [attached](#).

3.2.1 MM

For inventory we have 1 job to program, the name should follow the rules below:

AUDIT#MM00001SEP#MB5L

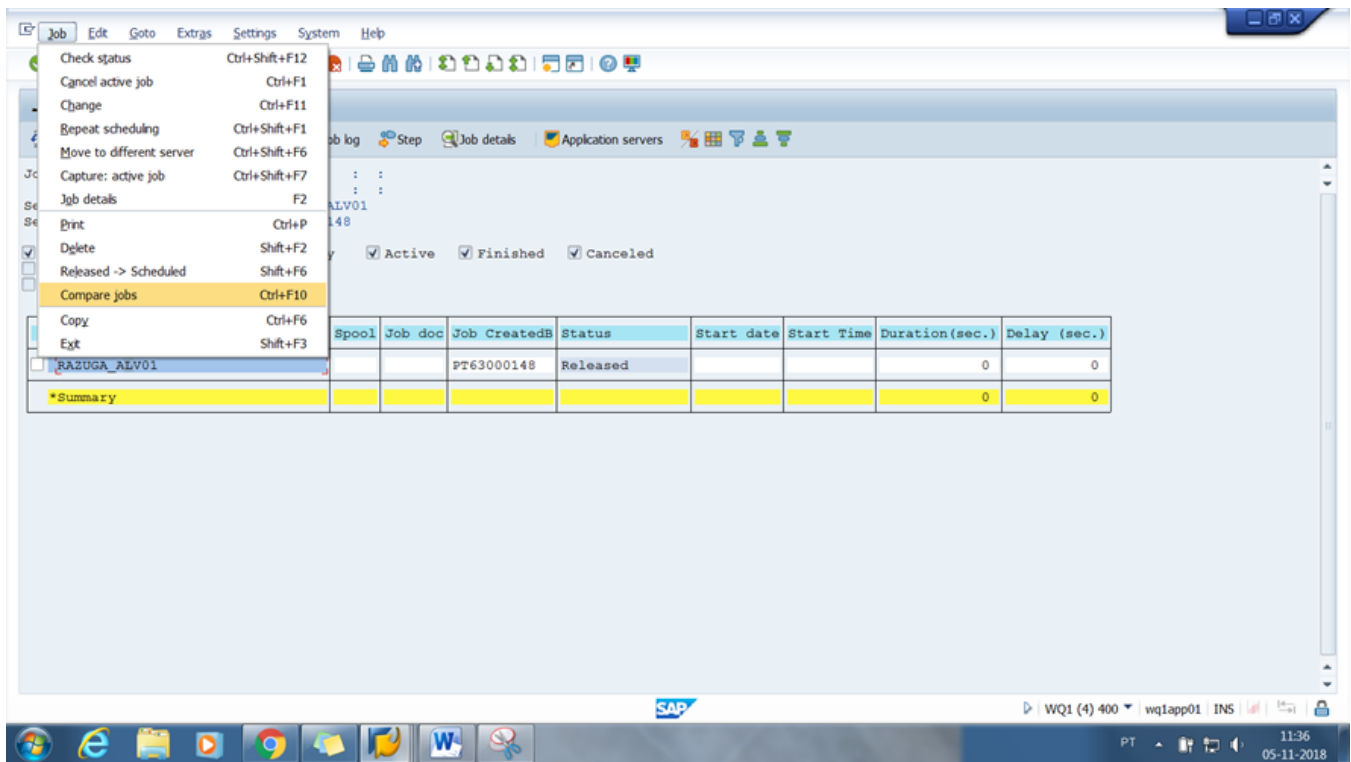
For inventory there is no macro create I need to follow the steps below:

1. Enter transaction MB5L and choose the variant for the company code:

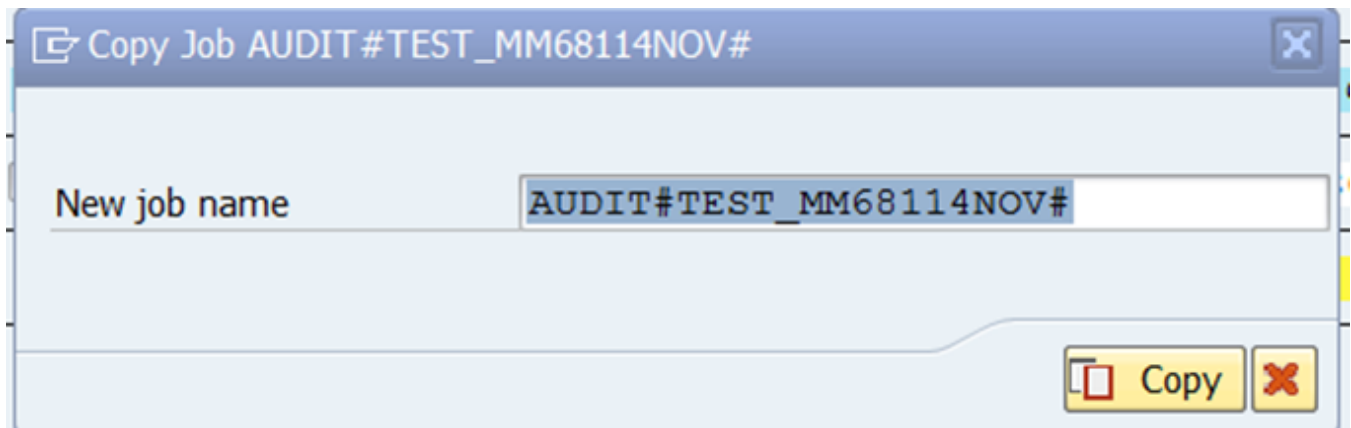
Please ensure all company codes have a related variant. The variants should have "AUDIT" in the name

2. Schedule a job in background but not to be processed immediately as we have a few changes to perform.

3. In SM37 select your job and choose option "Copy"

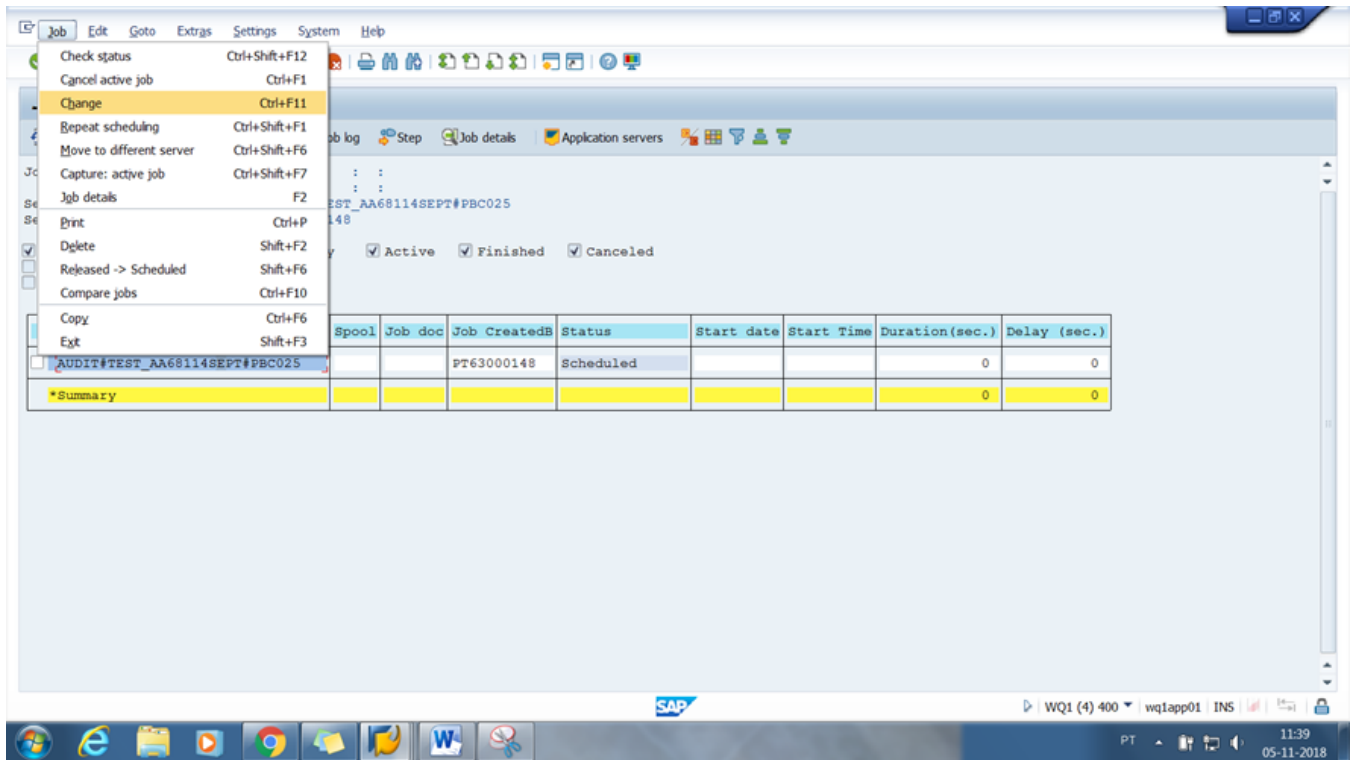


4. You will now have to give the new name to the job:

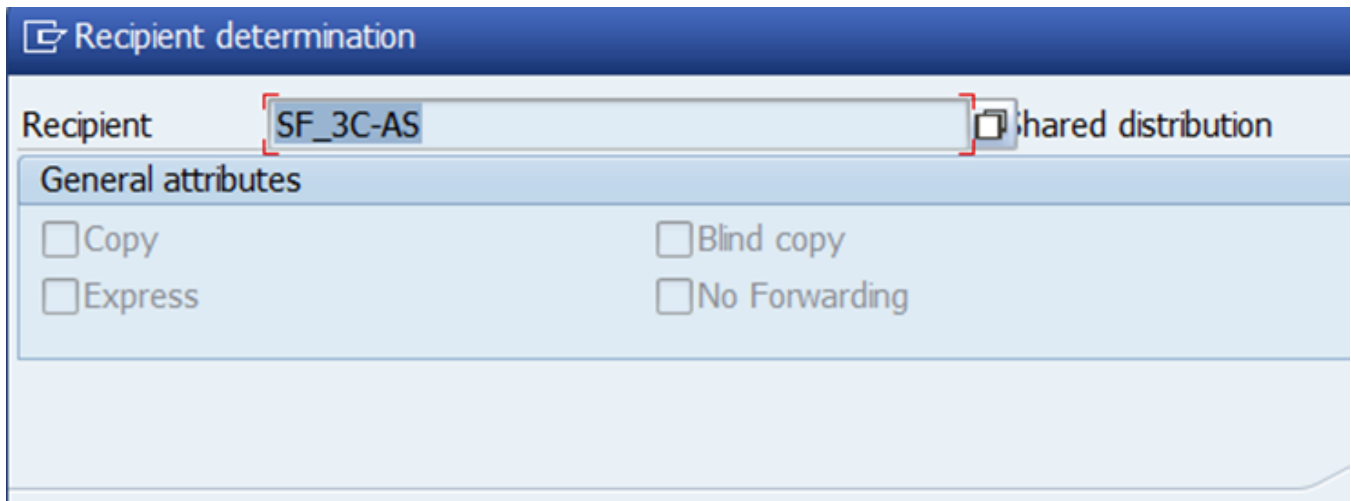


5. Important to have "MM" + company code from ARA + PBC number to which it is related (PBC number not relevant for testing)

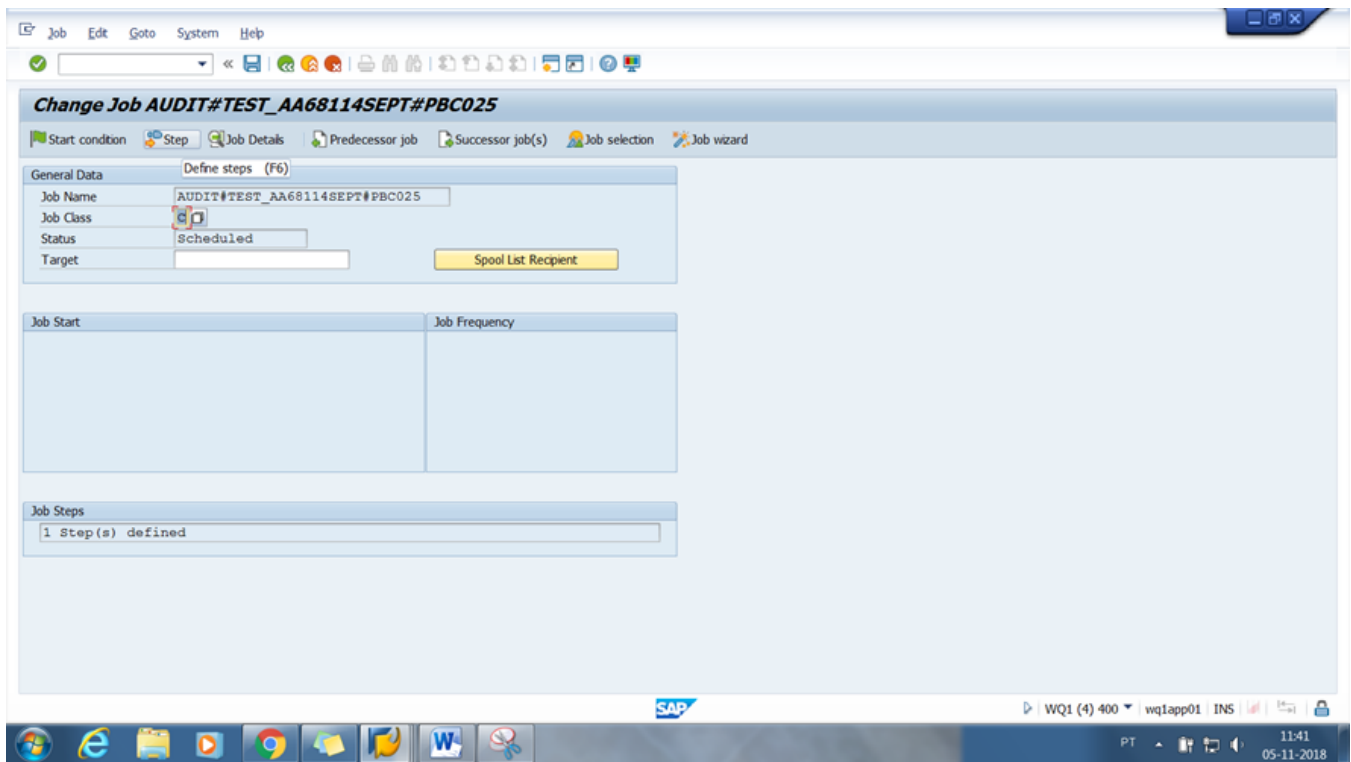
6. Now choose option "Change"



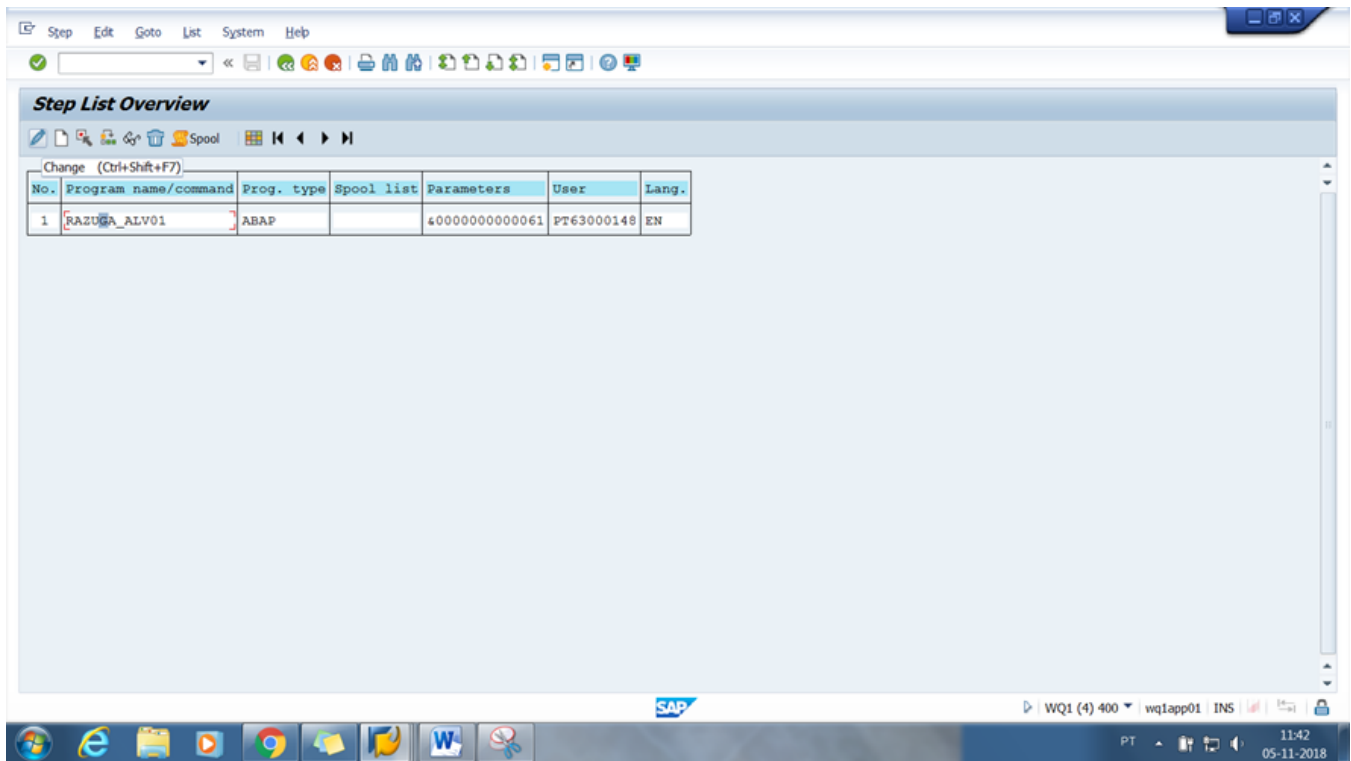
7. Click on Spool List Recipient to insert the shared folder in SBWP



8. Click on step now to change the variant's name (currently a technical name):



9. Select the job and edit



10. Insert the correct variant name

User

Program values

ABAP program

Name

Variant

Language

11. Save all changes and execute the job immediately

12. Once it is finished you may check ARA template:

JobName	Spool	Job doc	Job CreatedB	Status
<input type="checkbox"/> [AUDIT#TEST_MM68114NOV#]			PT63000148	Finished
*Summary				

Display Template 2018-11 CN68114 A300-100 MM Raw Materials (auto)

Legend Action list Purpose of Account Log MD Source info All Periods

Balance in Company code currency CNY

Ld	CoCd	G/L Acct	G/L Account Description	At. Acct	Acc.Assgnm	Acct.Note	Crcy type	Crcy	Open.Bal	Total(D)	Total(C)	Cum. balance	Rec.Bal.	Unrec. Bal
		Total					10	CNY	94.352.067,29	0,00	0,00	94.352.067,29		94.352.067,29
0L	6811	31000100	RAW MATERIAL	31000100			10	CNY	24.159.630,89	0,00	0,00	24.159.630,89		24.159.630,89

Status & Assessm... Comments Checklist Attachments Favorites Instructions Information

Display	Category	Status	Descr.	CF	Type	Source	Attributes	Document type	description	Created by	Created date	Created ti	File title	File name
	Template	Reconciler		<input type="checkbox"/>				Accounting document XLS	PT63000148	21.11.2018	00:00:00		AUDIT#TEST_MM68114NOV#_20181121112422.xml	
	Template	Reconciler		<input type="checkbox"/>				Accounting document XLS	PT63000148	21.11.2018	00:00:00		AUDIT#TEST_MM68114NOV#_20181121112445.xml	
	Template	Reconciler		<input checked="" type="checkbox"/>				Accounting document PDF	AI APANA	13.06.2017	00:00:00			

3.2.1 BS

For Balance sheet we have 1 job to program, the name should follow the rules below:


AUDIT#BSCCCCGR55#BS092021

Report GR55 Z4F3

You can use as example the explanation to program AA/MM reports, the logic is the same:

- Recipient defined in the job will be the business workplace folder where the report will be stored so the program transforms it into an excel format and finally attaches to the defined account item in ARA







PF1 => SF_1A-BE

 *After everything ok in ARA you can inform the teams to check the reports extracted and if everything is correct.*

End of document.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Sept 15, 2022	Actor	Type	Activity	Version
Published	 Barbier, Delphine	Edit	updated the page at 3:02 pm	
		State	changed state to Published at 1:02 pm	v3
Draft	 Barbier, Delphine	State	gave <i>Approvers</i> approval at 1:02 pm	
	 Ramos, Fernanda	State	assigned approval <i>Approvers</i> to  Barbier, Delphine at 12:55 pm	
May 31, 2022				
	 Ramos, Fernanda	Edit	updated the page at 12:11 am	
		Edit	created the page at 12:03 am	
May 30, 2022				
	 Ramos, Fernanda	State	changed state to Draft at 10:03 pm	v1