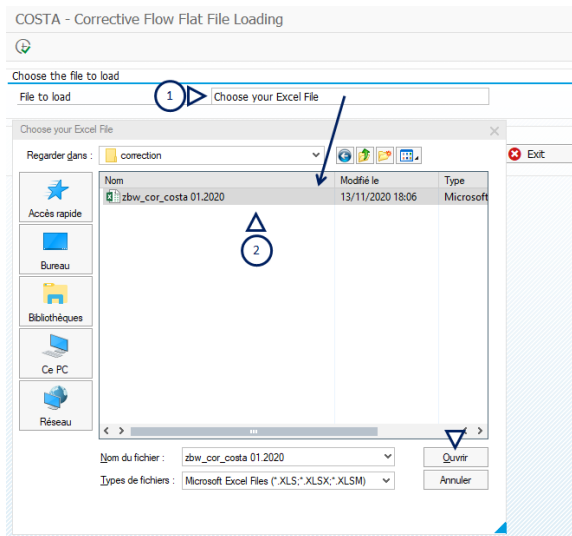




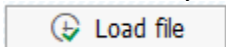
- Choose the excel file "zbw\_cor\_dest\_costa 01.2020" that was prepared



- Click **blocked URL** to display the file.

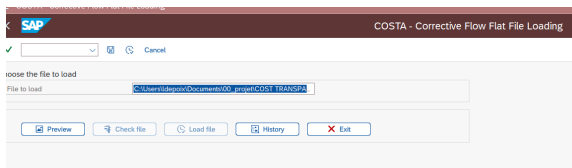
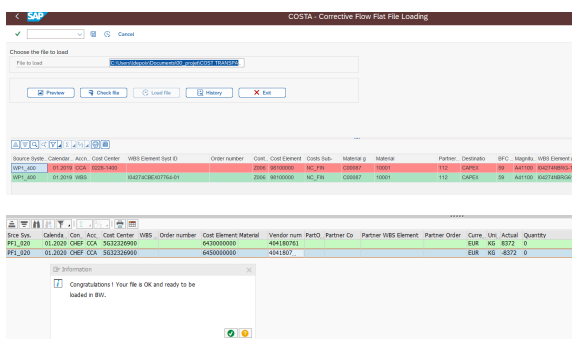
- Click **blocked URL** to check the consistency of the file. If there is no error, there is a message "Congratulations ! Your file is OK and ready to be loaded in BW."

- When the file is ready to be loaded, click



The correction will be populated in the costa query within a couple of minutes after the file is loaded.

**!** Check that the correction you made corresponds to what you wanted to do



## How to check the correction

- Run the **Co\$ta - Destination BW queries** with the scope of your correction (legal entity, period etc.)
- Remove all dimensions and add the **Co\$ta - Origin flow & filters** & Actual Origin - Legal view (Local)

**i** Corrections are made with the origin flow = CORR\_DEST

Origin Flow	Month / Month Year	Actual Origin - Conso view (Conv)	Actual Destination - Conso view (Conv)
CCA	APR 2022		
COPA	APR 2022		
CORR_DEST	APR 2022		
CORR_FLOW	APR 2022		
FI	APR 2022		
NERP	APR 2022		
OPA	APR 2022		
SAMPLE	APR 2022		
VAR STCK	APR 2022		
WBS	APR 2022		
WCFL_LEASE	APR 2022		

**!** Once you load the file in BW, it is immediatly populated in the query BW and the day after in the **Co\$ta - Dashboard**. Make sure you have enough time to check the query BW before it is populated in the dashboard. Do not load the file in the evening and then check the result the day after !

## What shall you do if there was a mistake in your file ?

You need to reload the same file with the new values. For instance if you load a file with the following posting:

Cost element	Value
98xxxxxxx	100
98xxxxxxx	-100

But you realize that the posting is wrong you wanted to do the opposite then you should correct your file with the right posting and reload as below:

Cost element	Value
98xxxxxxx	-100
98xxxxxxx	100

If you want to cancel the posting, then enter the following file

Cost element	Value
98xxxxxxx	0
98xxxxxxx	0