WW - FCC (Financial Closing Cockpit) Release

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

ERP

PF1 WP1

PI1

Frequency

Month

Unknown Attachment

Unknown Attachment

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to assist on the execution of the release in the FCC Task List (e.g.: Z_FSL_CUR). FCC is a tool used by Finance SL to carry out the proper execution of activities. Every D-7 we have to do the release on FCC regarding the next month.

1.2. Scope

WW. Applicable for WBP environment on SAP BW - Production.

2. Definitions

See Finance Glossary:

- SAP

3. Tasks description

3.1. Release of the task list

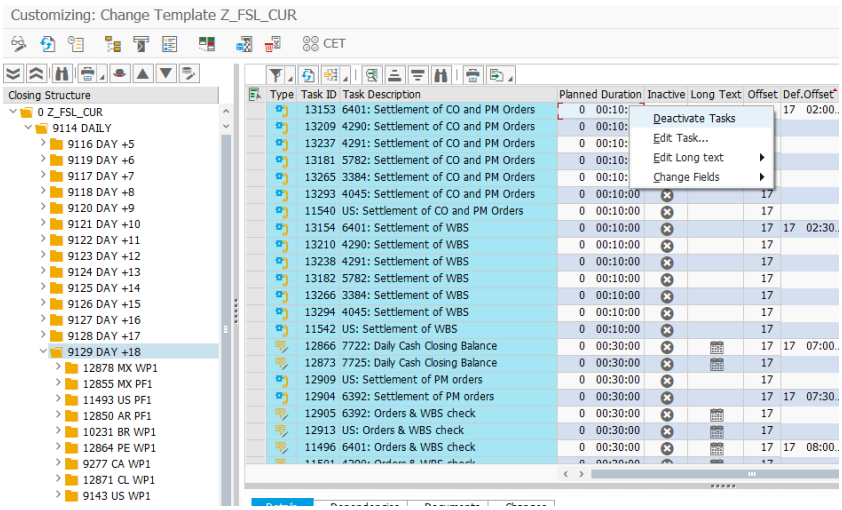
3.1.1. I Check the Request Form and the corresponding days for the next month

On **D-8**, check requests file FCC - Update Request Form (Responses) and complete requested changes for the next closing.

On **D-7**, confirm with the team that there really are no further changes to be made. If there is, request the submission through the form and perform it before the procedure below.

3.1.1.2. I Check the corresponding days for the next month

Before the release, verify how many working days the team will have scheduled (always basing on Brussels calendar). If there will be less days than 18, you can select all the items from the files regarding the extra days and, with the right bottom of the mouse click on "Deactivate Task".

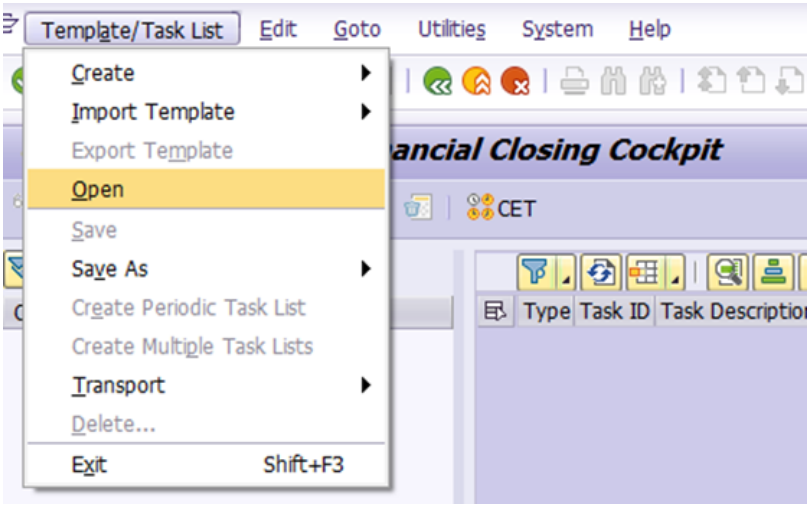


> **WARNING**
>
> Please, for the next Release, if the calendar has more days than the previously task, you must activate this tasks (do the same that you did to deactivate, just clicking on the button "Activate Tasks").

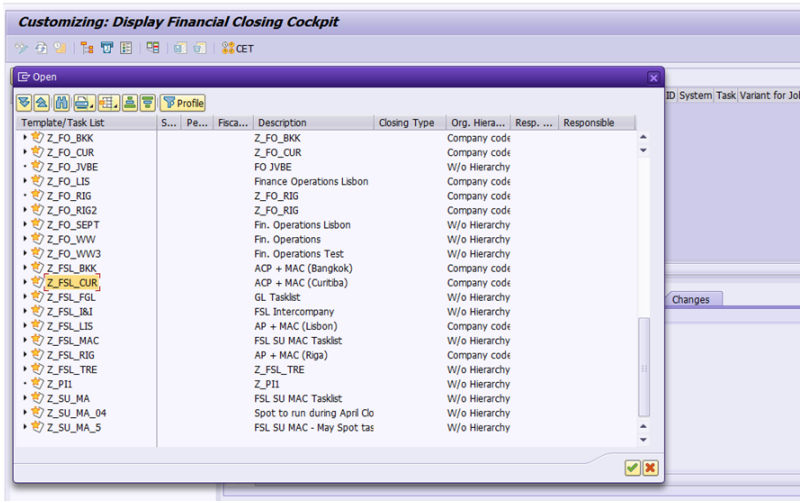
3.1.2. I do the Release

Open the WBP environment on SAP, transaction FCLOCOC.

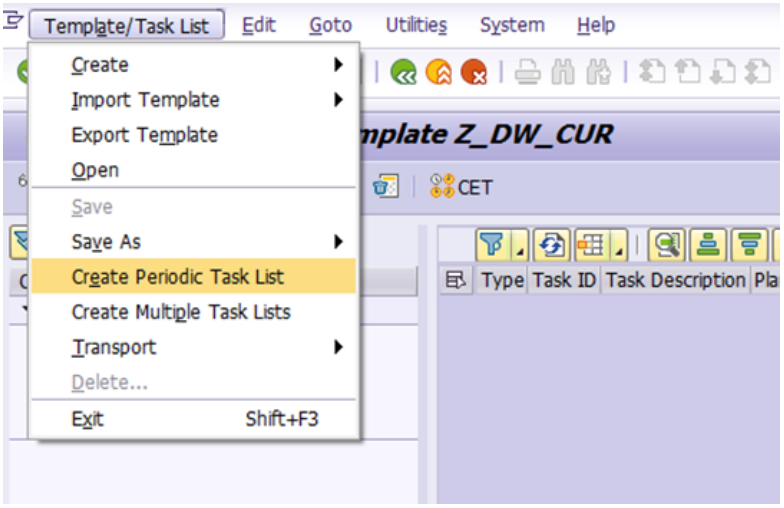
In the menu bar, click on “Template/Task List” -> “Open”



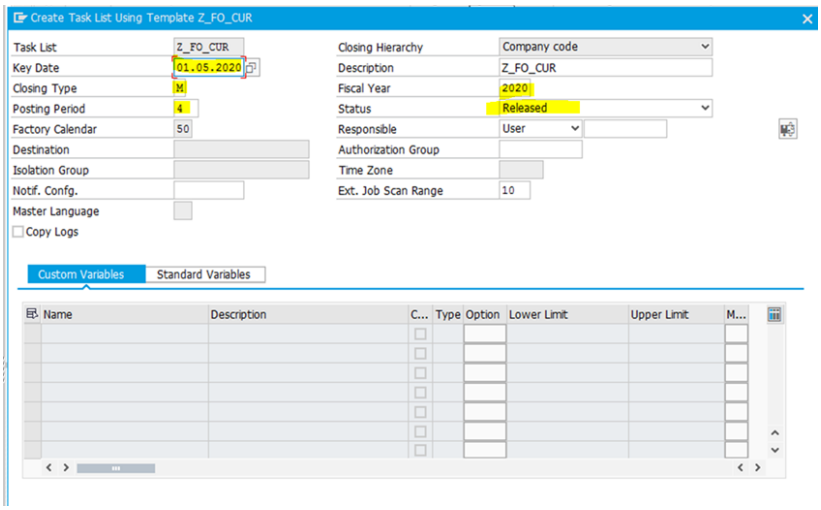
Choose Closing Task: (e.g.: Z_FSL_CUR)



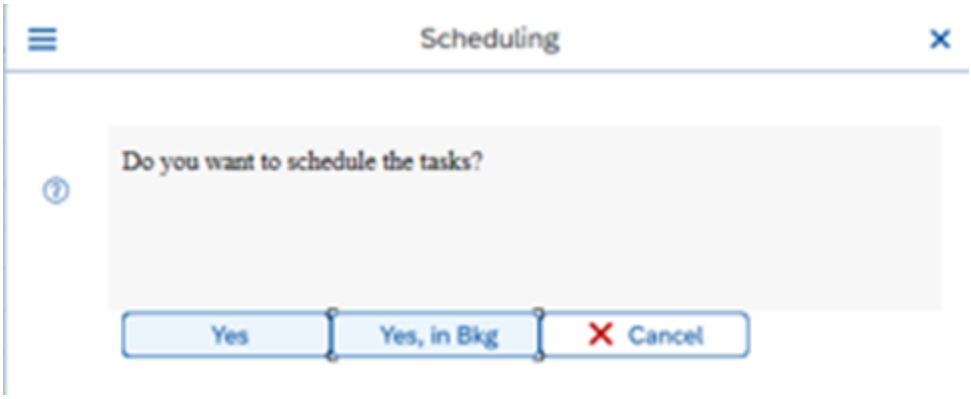
In the menu bar (in edition mode), click on “Create Periodic Task List”



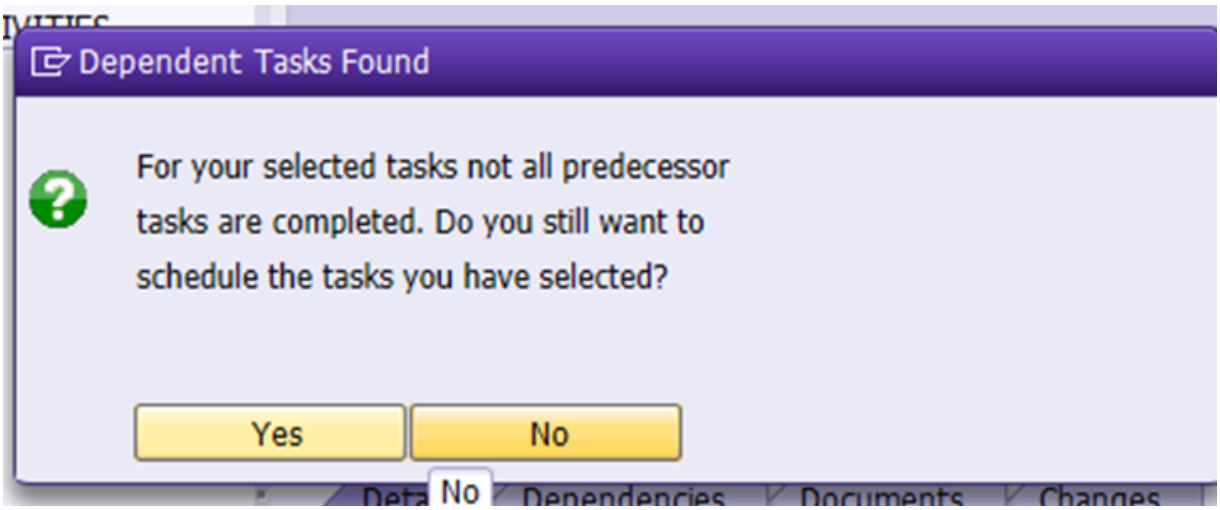
For closing:
- Key Date: corresponds to the first day of the following month
- Closing Type: **M** (for monthly closes) / **Q** (for quarterly closes)
- Posting Period: month corresponding to the closing
- Fiscal Year: year corresponding to the closing
- Status: Released



Ok

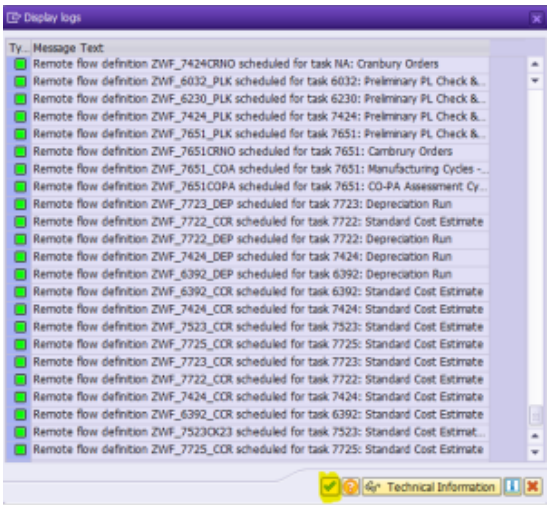


Just click “Yes”



Click on “No”.

The screen below related to the success of the operation will appear:



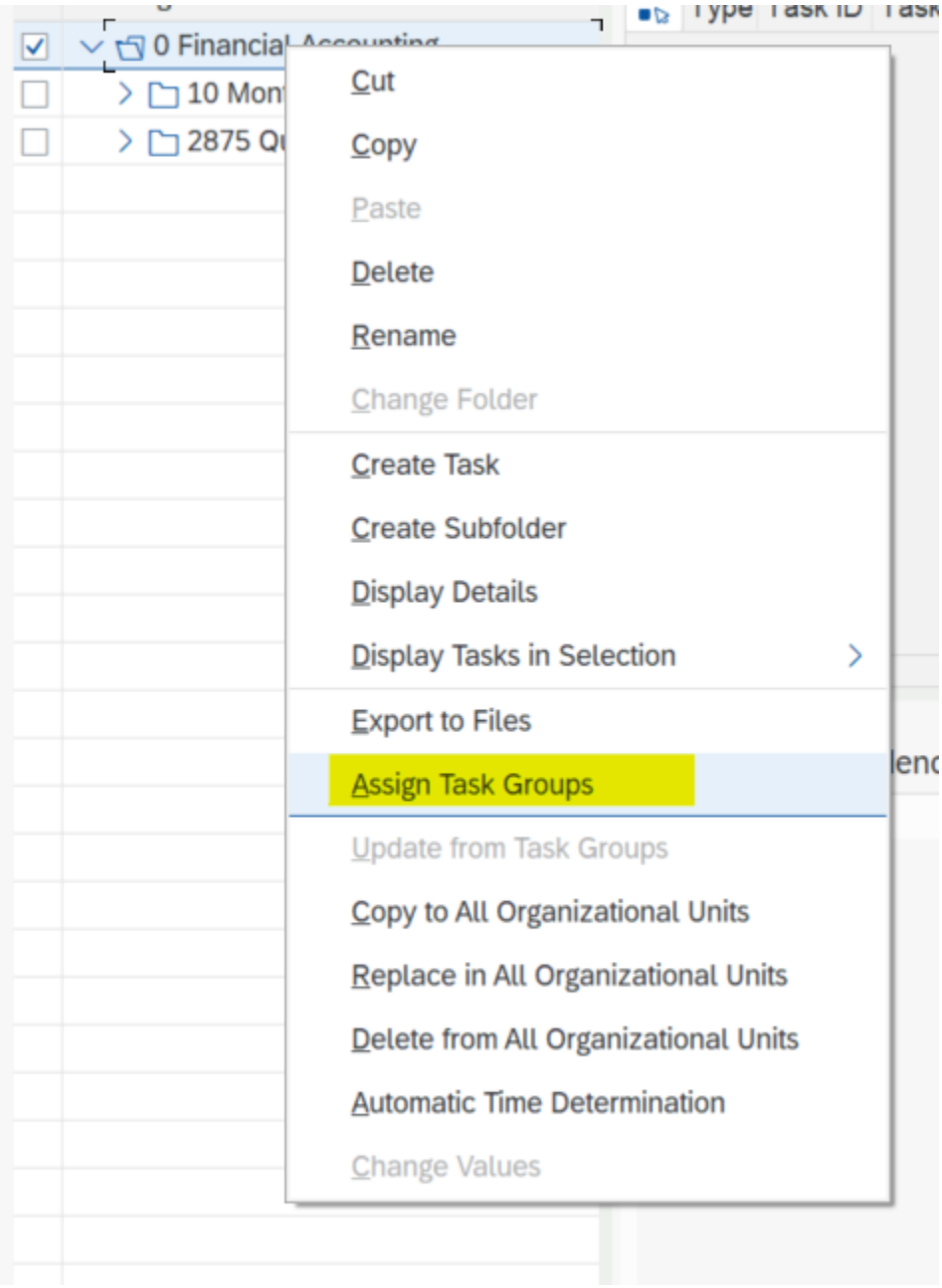
To save

The action must be done by the end of the D-6

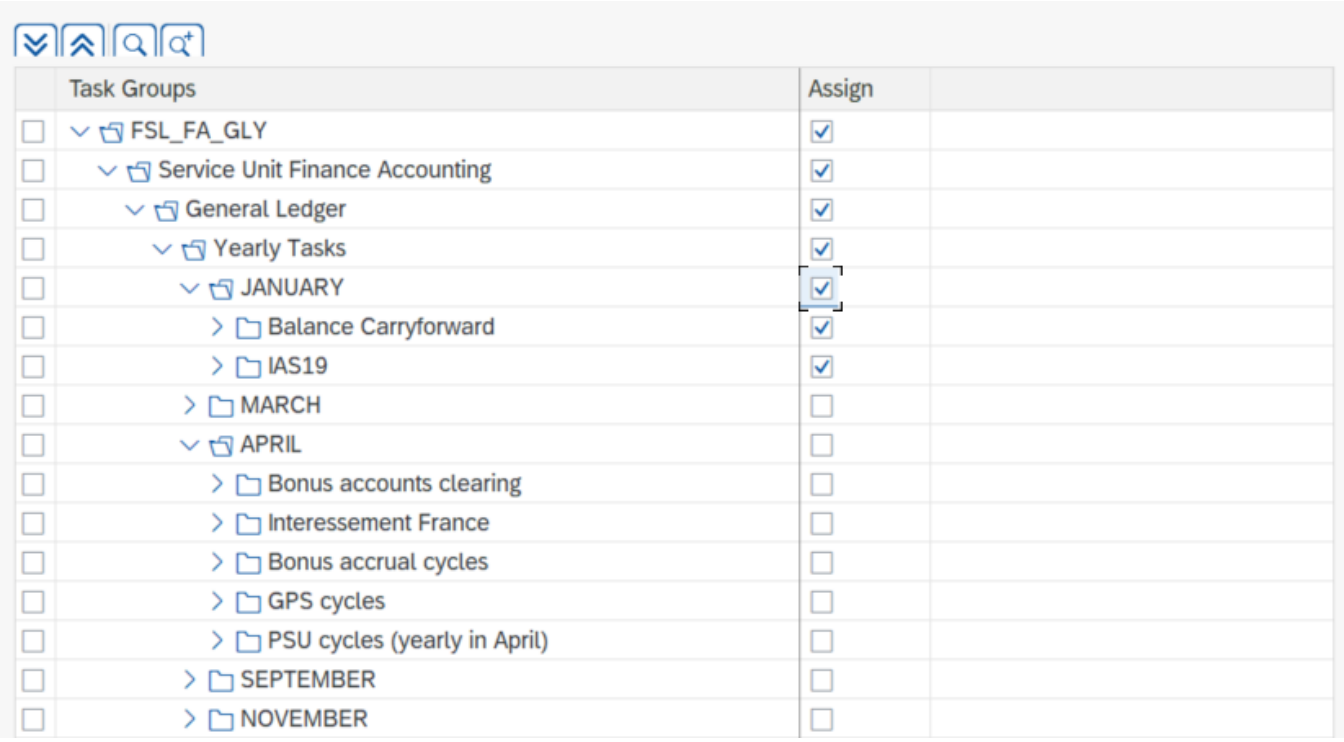
3.1.2.1. If I need to assign a Task Group to a Tasklist?

A taskgroup is where the yearly activities are. We can have different activities depending on the month that we are opening.

Before doing the release of the new month tasklist, you must assign the taskgroup.



And you should assign the month pretended (each month can have different activities)
For example (FSL_FA_GLY):

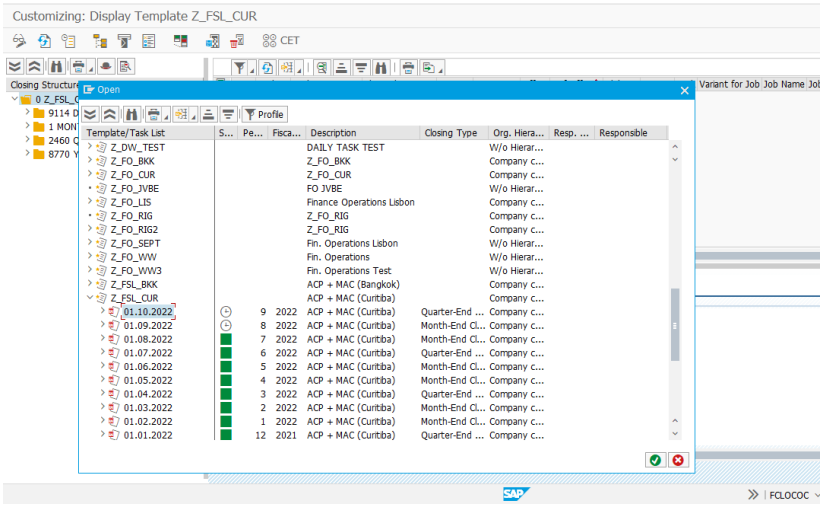


After you assign the month pretended in the taskgroup, you can do the release of the tasklist as you normally would.

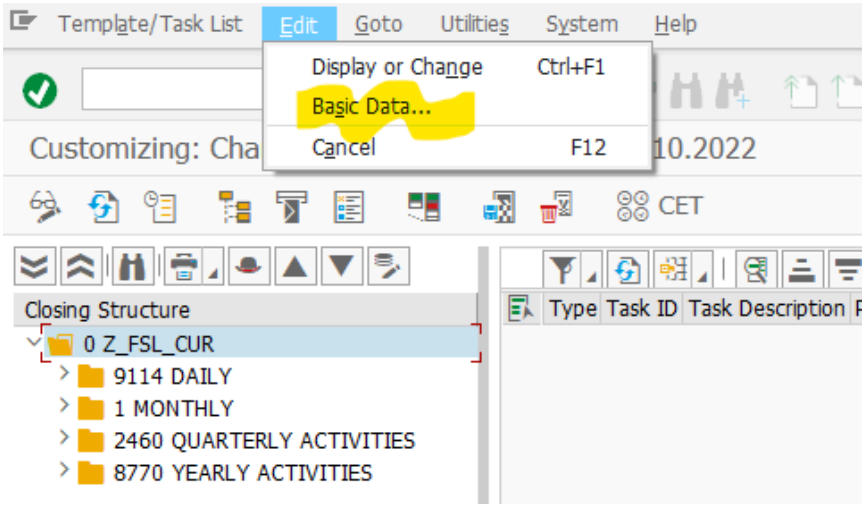
⚠️ If it is necessary to assign a taskgroup after a month in which a taskgroup had already been assigned, you will need to delete the taskgroup assigned in the previous month, and then assign the new month.

3.1.3. What can I do if I made a mistake with the Release?

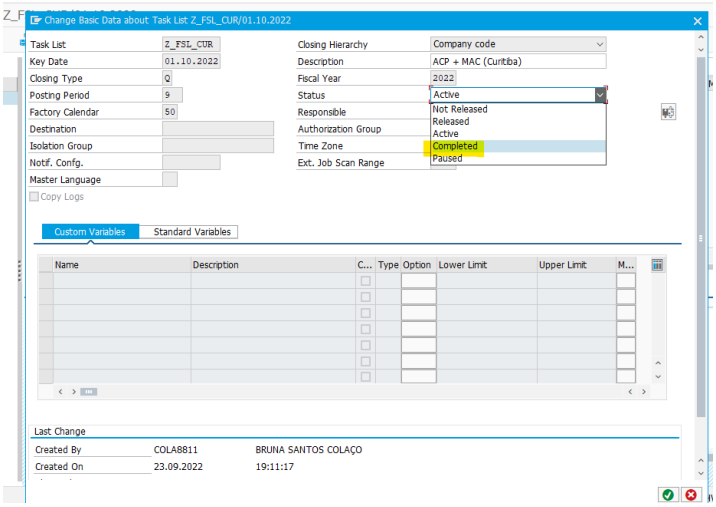
On transaction FCLOCOC, enter in to the wrong task that you've created:



In edition mode ( ), go to the button "Edit" > "Basic Data..."

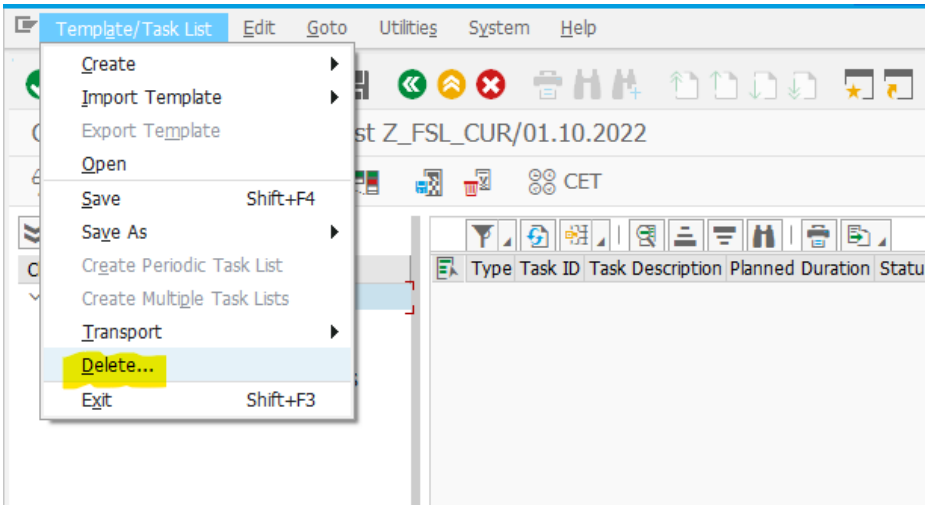


Change the Status from "Active" to "Completed":



save

Go to the button "Template/Task List", and the option "Delete..." will be available.



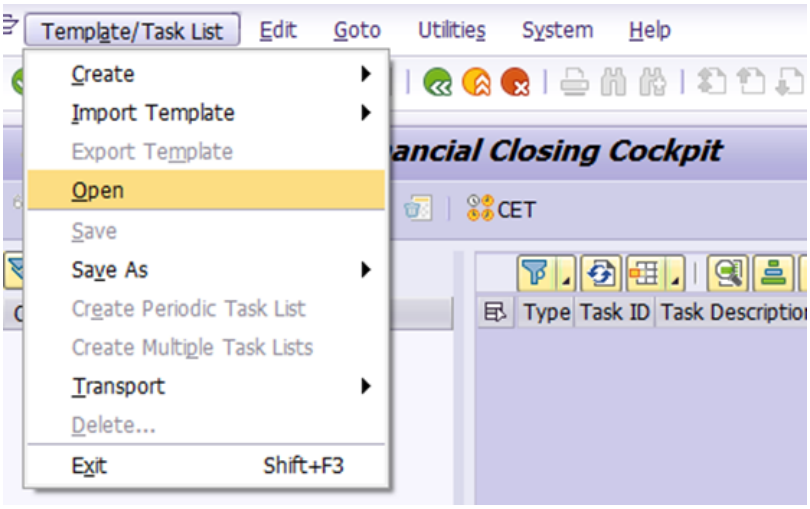
Just click "Yes" and the release will be deleted.

3.1.4. I update the task list status to "completed"

Since the next task has started, it is time to change the status to "Completed" for the previous month's task list that was released.

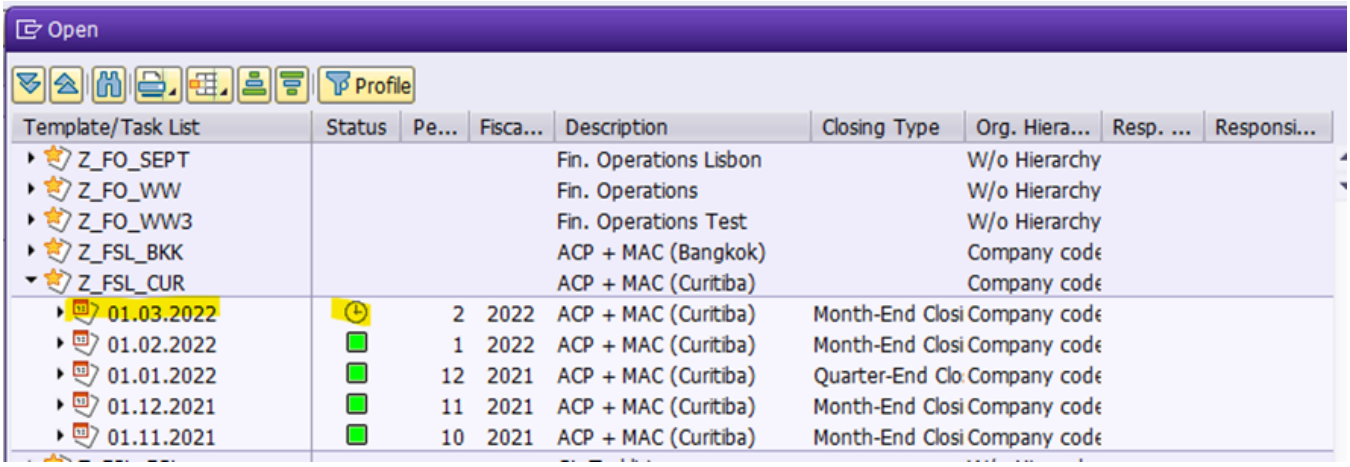
To do it, on **D-4**, open the WBP environment on SAP, transaction FCLOCOC.

In the menu bar, click on “Template/Task List” -> “Open”

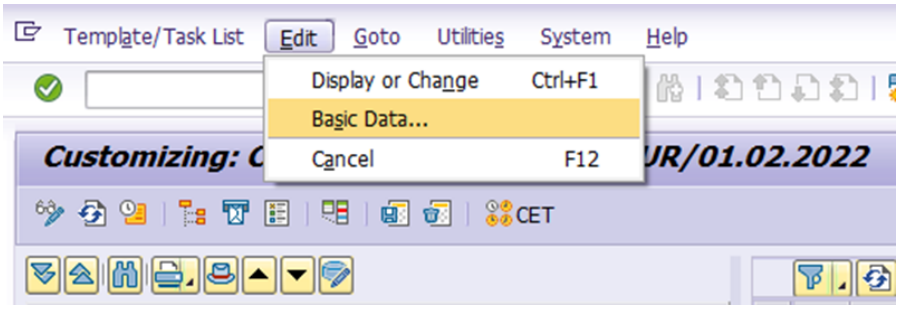


Choose Closing Task: (e.g.: Z_FSL_CUR)

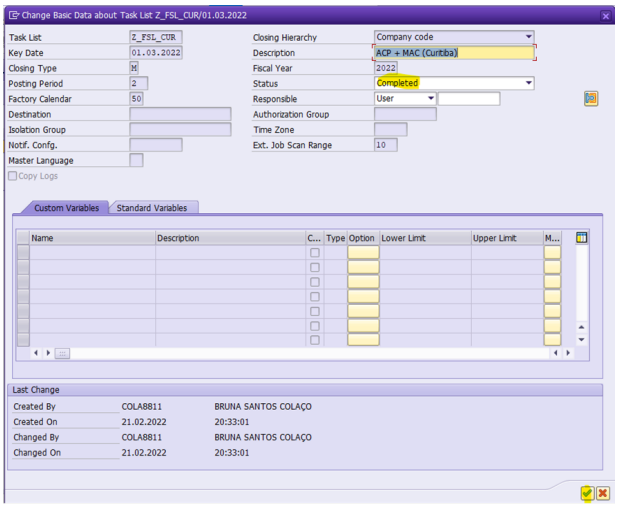
- Click in the month you want to do the Complete.



In edit mode , on the menu bar, click on “Edit” – Basic Data...



- Change status to: Completed



Ok

To save

The action must be done by the end of the D-5

3.2. Notes regarding Key date

The key date used in the release is the first day of the month (Example: 01.01.2025). The working days are based on this key date and the calendar used by the task list. In case there is the need to start the closing later than the first working day, for example due to specific project, we can use a different key date for the release. The calculation of the working days will be done based on the Key date and the calendar. The calendar will define if we considered the weekends or the holidays. By default we are using calendar 50 (Closing D4) that follows Belgium Public Holidays and only working days.

In case the working days of closing need to be updated after the release, we have two options:

- Cancel the release previously done and perform a new one
- Update the working days in the released task list but in this case for the tasks already scheduled, the schedule needs to be deleted, update the working day and then schedule again the task

End of document.