I analyze and create a General ledger account at company code level

Domain: Finance Data & Reporting

Responsibility area: Ensure consistency of General Ledger master data

Table of contents

Scope

WW

ERP

PF2 WP2

PI2

Frequency

On Demand

References

FSS0

Forms

Attachments

8. Add the link to attachments or external links

I analyze and create a General ledger account at company code level >> *I update/block a General ledger account at Chart of accounts /company code level*

1. Objective and Scope

1.1 Objective of this Operation

The objective of this procedure is to manage the creation of General Ledger (G/L) account at a company code level by performing the necessary checks and validations to ensure master data consistency.

1.2 Scope

The scope of this procedure is worldwide.

2. Definitions

See Finance Glossary

3. Tasks description

3.1 I receive a request to create a General ledger account at company code level

Requests must be submitted to the Data Management Finance Operations entry point through the Finance Master Data Workflow in PRS (PF2_050) using – transaction ZZF_MDWF_REQUEST or via SyRA.

3.2 I confirm that the request is made by an authorized requester

The required validations are based on the same principles outlined in the procedure I analyze the creation of a General Ledger at Chart of Accounts level.

When new data is required, a formal request must be submitted to the organization responsible for data management. To ensure effective control, only authorized requesters are permitted to initiate such requests.

The authorized requesters for creating new G/L accounts at Chart of Accounts level are:

- **Company Accounting Managers/Directors** (CAM and CAD)

Workflow roles are typically assigned based on the individual's function within the organization.

If you are unsure who the appropriate requester is, please consult the Legal Entity Card , in the Finance - Group Accounting & Reporting section.

3.3 I analyze and validate the information provided in the request

Prior to the creation of the GL validate the following information:

a) Ensure all required fields are filled in the template:

- Company code
- G/L account

Note: If parameter information is missing, values from another view will be replicated—ideally from the reference company code (MOCO for PF1 and XEU1 for WP2).

b) Alternative Account Requirement:

Provide an alternative account for requests concerning the following countries:

WP2: Chile, France, Luxembourg, Peru, and Spain (only for a few very specific accounts)

PF2: France, Luxembourg, Portugal, and Russia

c) Consistency Validation:

Validate that the account code and description are consistent with its parameters, including:

- VAT
- Open item management
- Line items
- Post automatically only

d) Country Validity:

Confirm that the account is valid for all countries.

If the account exists in the reference company (MOCO/XEU1) but is “blocked for posting,” it indicates restricted use and the account can only be used in specific circumstances. Please verify the intended use.

e) Country-Specific Accounts:

Ensure the account can be created for the intended country. Accounts available for a single country are identified as follows:

WP2: A two-letter country code is entered at the beginning of the description (e.g., IN for India, CH for China, BR for Brazil).

PF2: A two-digit phone country code is included in the last characters of the account number.

f) GL Bank Accounts:

For GL bank accounts, the account created in the reference company (MOCO/XEU1) must be “blocked for posting” in that company.

3.4 I record the new General ledger account at company code level

To be used by a company, a G/L account must be extended at the company code level (i.e., a company view must be created).

This extension can be performed in PRS (PF2_050) using the Workflow via transaction ZZF_MDWF_REQUEST, or manually using transaction FS00 or FSS0 (both serve the same purpose; FS00 has one additional tab).

Whenever a new account is created at the Chart of Accounts level, it should also be created in the reference company codes (MOCO for PF2 and XEU1 for WP2). This enables the use of the Workflow for extension. If the account does not exist in the reference company code, the extension at the company level must be performed manually using transaction FSS0—this should only be done in exceptional cases.

To maintain consistency in company code data, a “reference company code” is used as the basis for creating operational companies.

Each account created in the global CoA Z001/COCA must be extended to the reference company code:

- “XEU1” in WP2
- “MOCO” in PF2.

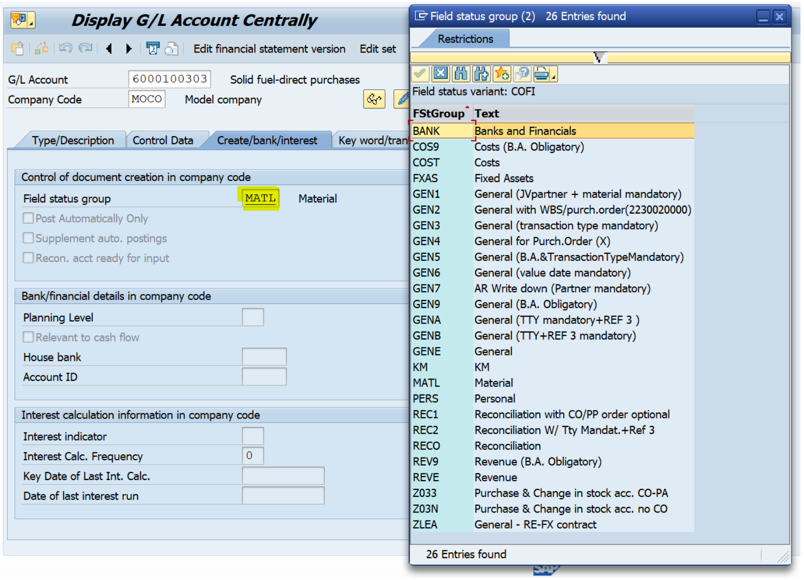
Automatic Replication:

In both systems, accounts are automatically replicated to non-production environments at both CoA and company code levels.
Wait for the replication at CoA level to complete before creating the MOCO & XEU1 references.

- **WP2:** Replication occurs at every hour + 30 minutes (e.g., 9:30, 10:30, etc.). After creating the G/L account in Z001, wait for the next transfer before proceeding.
- **PF2:** Replication occurs on the hour (e.g., 9:00, 10:00, 11:00, etc.). After creating the G/L account in COCA, wait for the next rounded hour before continuing, to allow automatic replication to PF2_020, PI2_020, etc.
- **PF2 Only:** Ensure you are working in client 020 of “ERP Production PF2,” as the company code level exists only in PF2_020, not in PRS.

The steps to create the G/L account in the reference company code are similar to the ones described in section 3.4.3 of this document. In summary, the steps are:

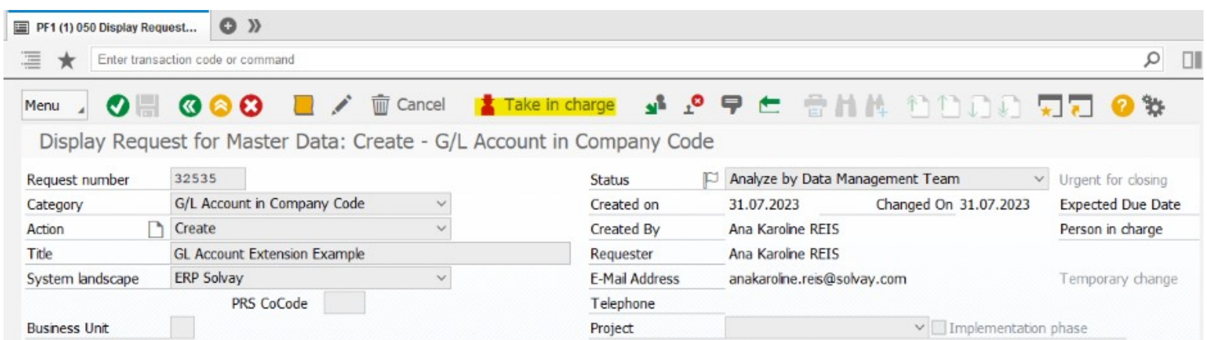
1. **Launch transaction FSS0.**
2. **Enter the account and company code:**
   - XEU1 (WP2)
   - MOCO (PF2)
3. **Use a reference account to replicate parameters:**
   - Click “Create with template” (or use menu: G/L accounts create with reference account).
   - For multiple similar accounts, use the previously extended account as a reference.
4. **Verify account parameters:**
   - Pay special attention to the “field status group” (tab: “create/bank/interest”) as this may impact BFC headings. Please check the requirements listed in "managing Transaction types for B/S Accounts " in this document



5.Save the account.

STEP 1

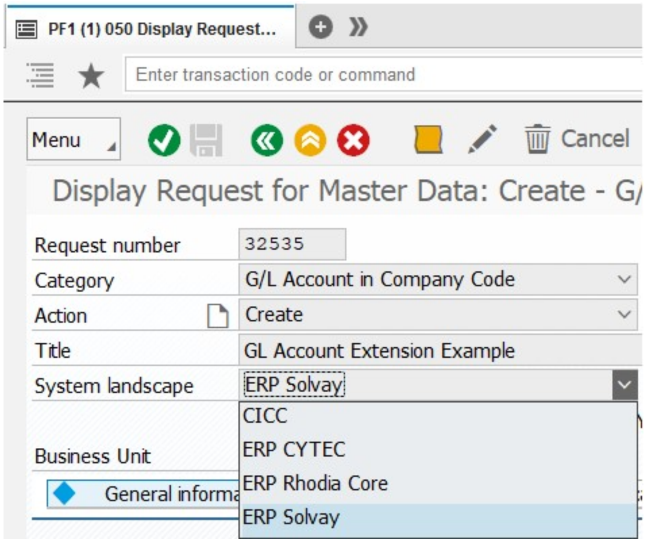
Go to transaction ZZF_MDWF_REQUEST,and take the ticket in charge.



STEP 2

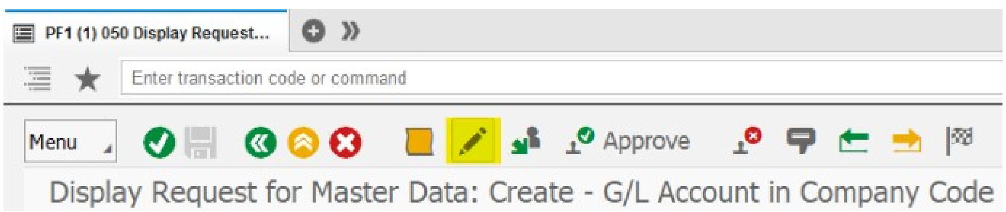
To be able to extend the account correctly, the **correct system** must be selected in System landscape:

CICC: PI2 System
ERP Solvay: PF2_200
ERP Rhodia Core: WP2_400



STEP 3

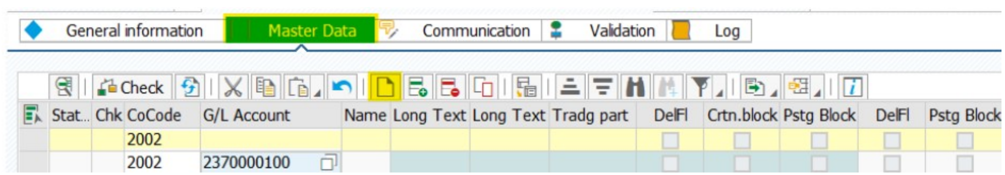
Modify the Request (Ctrl+F2)



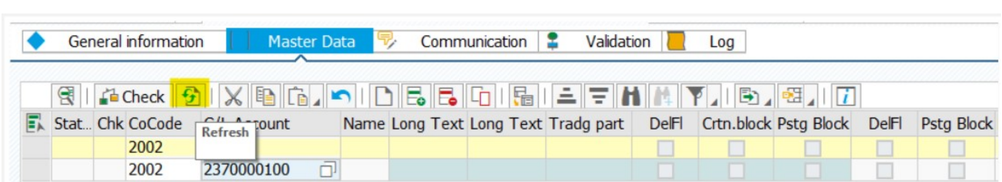
STEP 4

In the tab “Master Data” include a new line clicking on the folder button.

The first row in yellow can’t be used, it's necessary to create a new “blank” row and inform the “CoCode = Company Code” and the GL Account.

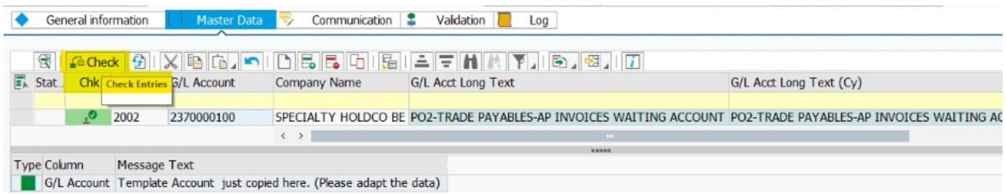


Click on Refresh



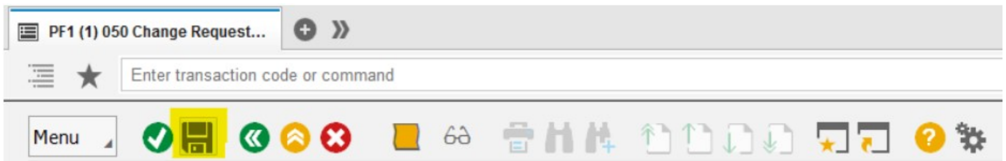
STEP 5

If the GL Account is created in the reference company codes (MOCO for PF2 and XEU1 for WP2) the **“Check Entries”** will turn green, therefore, there is no error and you can complete the account creation process at the company level.



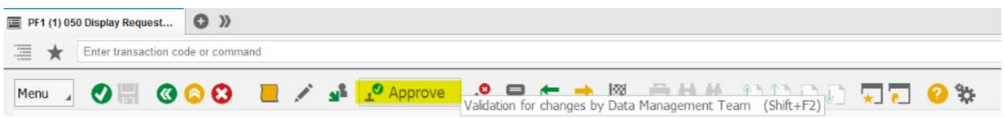
STEP 6

Save (Ctrl+S)



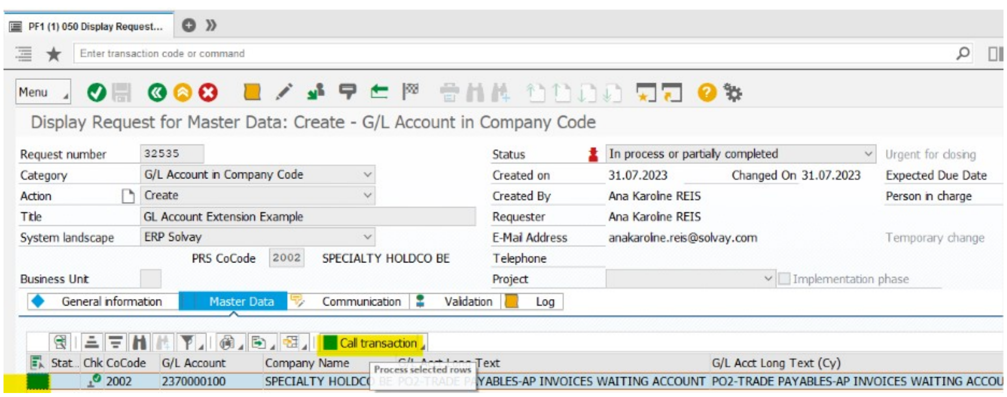
STEP 7

Approve (Shift+F2)



STEP 8

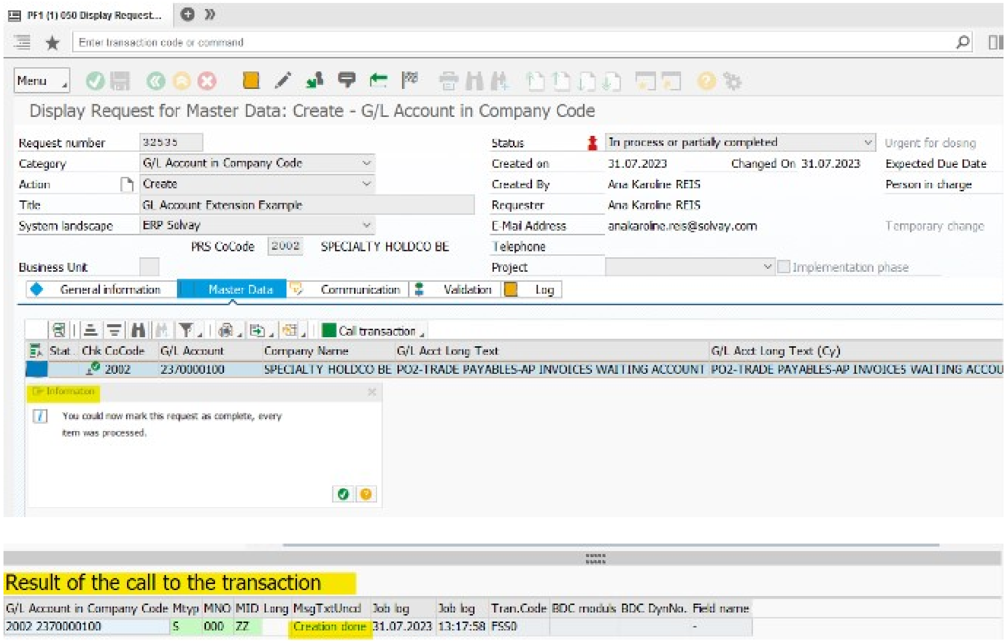
Select the row with the accounts that you want to extend and click on “Call Transaction” and the account will be extended.



> **Call Transaction**
>
> If the “Call Transaction” field is not available, you must submit a ticket to the IS and request access, they must provide you a specific authorization to be able to extend accounts via workflow.

STEP 9

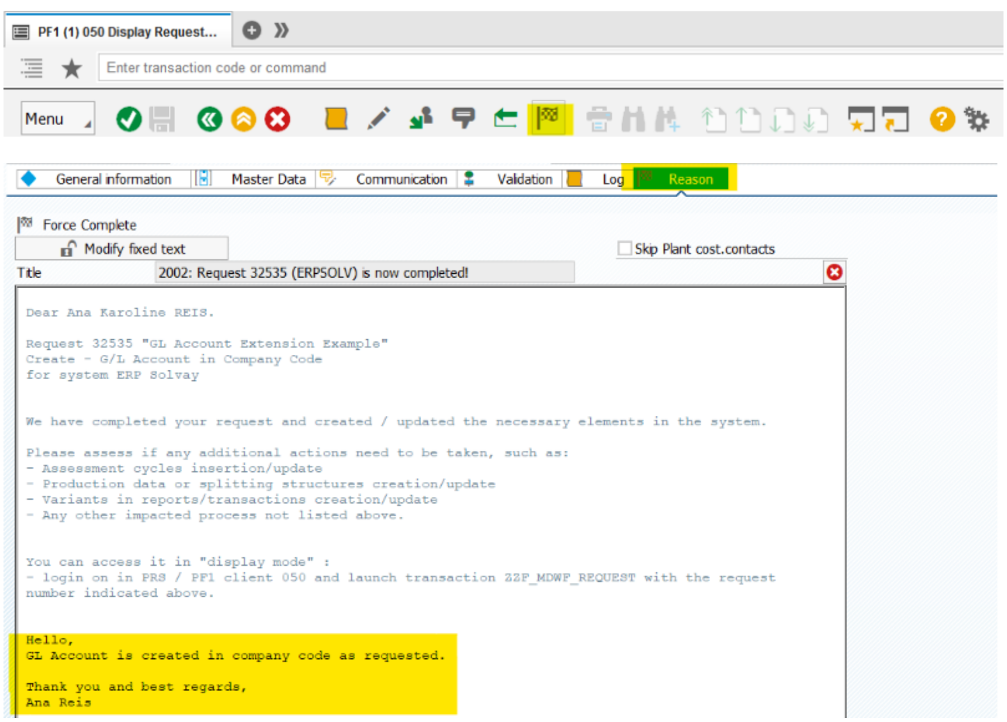
At the end of the page you can see the result of the call to the transaction. If there is an error message, check if all the steps were followed correctly.



STEP 10

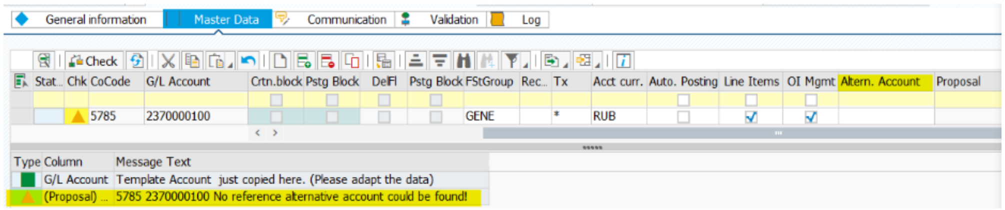
Force status to Complete (Shift+F8)

In the tab “Field” include a message informing that the request is completed and click on Send Message to finalize the request.



STEP 11

If the company where the account is being extended belongs to a country that requires an alternative account, you will receive an alert and the alternative account must be filled in the "Altern. Account" field before proceeding with the "Call Transaction".



If the field is already filled in, it means that there is already an alternative account created for this account, so the system will suggest the existing account to be used in the field “Proposal”.

This is a manual procedure to create a G/L account for both PF2 (020) and WP2 (400). For PF2, ensure you are working in client 020 of system “ERP Production”.

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. **Title of the page = SAP Transaction code, SAP Report or SAP Message**

2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction", Transaction code "xxxx"
  - SAP Report => "sap_report"
  - SAP Message => "sap_msg"

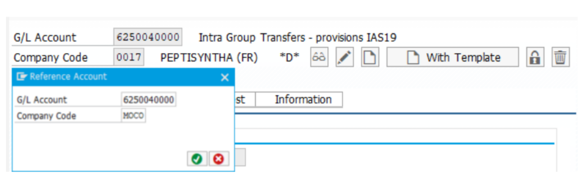
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Run SAP transaction **FSS0**.

STEP 2

To ease the creation, **use a reference account** [its parameters will be duplicated] : click on the button “Create with template”



NB : if no information on parameters are given, the ones of another view will be replicated, ideally the reference company code (MOCO for PF2 and XEU1 for WP2).

The information will be duplicated from the reference account.

STEP 3

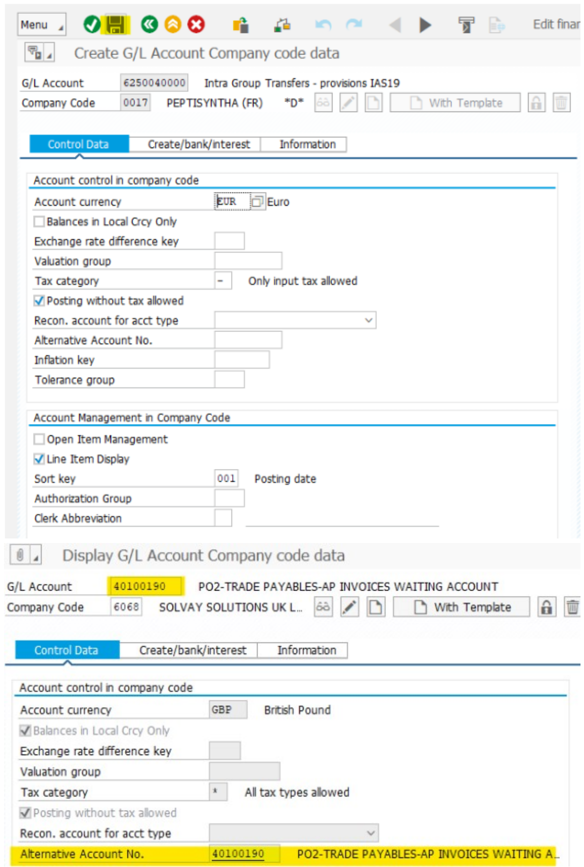
Check that the parameters of the new account are suitable.

Enter the **alternative account**, if applicable for that country. If not informed, one can check the appropriate account in other companies for the same country

 [***note :*** *in PF2, for Russia, do not use company 6019 as reference as its alternative accounts differ from the other Russian companies*].

If the country does not require alternative account, take one of the following actions:

- WP2 - enter the new Z001 account number. this is a mandatory field for this SAP system
- PF2 - leave it blank



STEP 4

Save (Ctrl+S) and the GL Account extension at Company level is completed.

If several similar accounts have to be extended, the account previously extended can be used as the reference one.

As a final step and if applicable, a primary cost element must be created. Please check Primary cost element

3.5 Specific cases

Note for companies CICC + ERP Solvay

For G/L bank accounts created in PI2 for company code 2232, **the account must also be created in PF2 company codes ZBEA and ZBEB**. These are technical company codes that are essential for the factoring process.

0231 CICC + ZBEA ERP Solvay

2232 CICC + ZBEB ERP Solvay

For ZBEB the account must be always in EUR, even if in PI2 the account currency is a different one.

Each month, the responsible persons for companies **ZBEA** and **ZBEB** perform a procedure to ensure that the values in CICC and PF2 are aligned. To avoid errors during this process, **no account should be blocked for posting in companies ZBEA and ZBEB**, even if the same accounts are blocked in companies 0231 and 2232.

A call is scheduled to coordinate this procedure, as it is essential that all actions are performed simultaneously to ensure the process runs smoothly and without errors.

Before the meeting, you will receive a file listing all the G/L accounts to be used in the procedure. Please perform the following checks:

1 - Check if all the GL Accounts in the file are created at company level in the target company in PF2 020 System;

0231 CICC + ZBEA ERP Solvay
2232 CICC + ZBEB ERP Solvay

2 - Check if all the GL Accounts were created with EUR currency;

3 - Make sure the GL Accounts are not locked for postings.

Managing transaction types in SAP refers to the process of controlling and classifying the various financial activities that can be posted to a Balance Sheet (B/S) account. Transaction types define the nature of each posting—such as allowances, withdrawals, transfers, or extraordinary movements—ensuring that all entries are recorded accurately and consistently. This supports reliable financial reporting, reconciliation, and compliance.

By managing transaction types, you can:

- Specify which data fields (e.g., transaction type, value date, business area, external reference) are mandatory or optional for each posting.
- Reduce errors and improve transparency in financial processes.
- Align postings with business and regulatory requirements.

When configuring a B/S account in SAP, you determine which transaction types are permitted and how they are managed. There are **three main approaches:**

1. **Multiple Transaction Types per Account**

   If the account will be used for various types of transactions (e.g., allowances, withdrawals):

- **WP2:** Select the appropriate option based on required posting data:
  - ZZ01: Transaction Type mandatory
  - ZZ02: Transaction Type mandatory, External Reference optional
  - ZZ05: For Bank accounts—Value Date and Transaction Type mandatory
  - ZZ08: Transaction Type and JV partner mandatory

- **PF2:** Select the code according to mandatory fields required by the BFC heading:
  - GEN3: Transaction Type mandatory
  - GEN5: Business Area and Transaction Type mandatory
  - GENA: Transaction Type and External Reference mandatory

  After account creation, update Table ZWFAT198 to define all valid combinations between the G/L account and its transaction types.

2. Single Transaction Type per Account

If the account will only be used for one specific transaction type:

- Select the relevant transaction type directly in the account's field.
- If substitution rules are used (via sets of accounts), update these sets after account creation.

3. Extraordinary Movements
For accounts used for exceptional or non-standard transactions (e.g., perimeter entries):

- Select the appropriate code for the "field status group" (e.g., G005, G001, G067).
- In this case, the transaction type is linked to the document type rather than directly to the account.

Additional WP2-Specific Steps

For new B/S accounts with recurrent movements:

- **Update Table ZWFAT198**
  - Assign relevant Transaction Types to the account (see 1st alternative above).
  - Run transaction ZWFAT198.
  - Click "New entry" and create as many lines as needed for authorized Transaction Types.
  - Enter the transaction types to associate with the new B/S account.
  - Save.

For default flows assignment (2. single transaction type):

- Launch transaction GS02 to access default flow sets.
- Search for *HKONT* sets.
- Choose the relevant substitution set (F15, F32, or F40).
- Add the account.
- Save.

> Some exceptional flows can only be matched with specific document types, as detailed in the reference table found in the document "ZMAS structures RCS" (located on the Masterdata drive > reference document > FI data). This aligns with the third possibility described above.
>
> Additionally, Table ZWFAT198 is designed to support the posting process by listing all valid combinations between G/L accounts and transaction types. Therefore, it is essential to update this table with any newly created accounts immediately after their creation to ensure accurate and compliant postings.

3.6 I inform the requester about the new General Ledger account creation