I perform the Internal Control RtR.GAC.02.12 - P&L Check BFC vs SAP

Domain: Finance Data & Reporting

Responsibility area: Ensure consistency P&L BFC vs SAP

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Scope

WW

ERP

PF1 WP1 PI1

Frequency

Month

References

Forms

Attachments

8. Add the link to attachments or external links

1. Objective and Scope

1.1 Objective of this Operation

The objective of this procedure is to describe the process to perform the monthly IC RtR.GAC.02.12 - P&L Check BFC vs SAP.

1.2 Scope

The scope of this procedure is worldwide.

2. Definitions

See Finance Glossary.

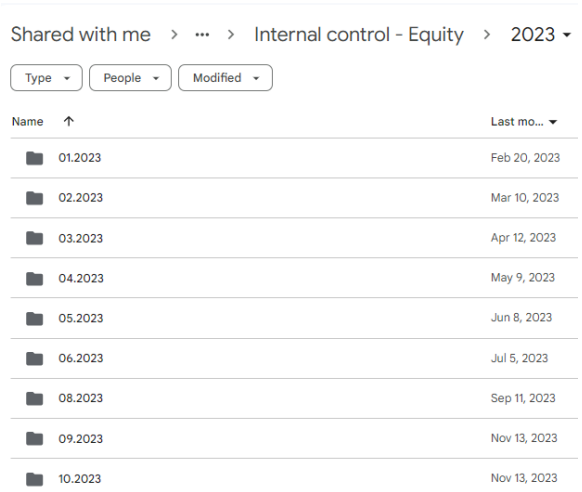
Deadline proposal: Every Month, on D+7 until the end of the day.
Why?: Deadline to reopen the BFC is until D+6 at 12pm Local Time.

3. Tasks description

3.1 I perform the IC RtR.GAC.02.12 - P&L Check BFC vs SAP

STEP 1

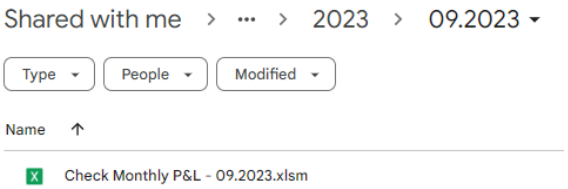
Access the Internal control - Equity in Google Drive, create a new file and name with the new month.



STEP 2

Use as an example a file from the previous quarter for the formulas be copied, download the file so we can work in Excel.

> After the check is complete, upload the file to the new folder created and rename with the current month.

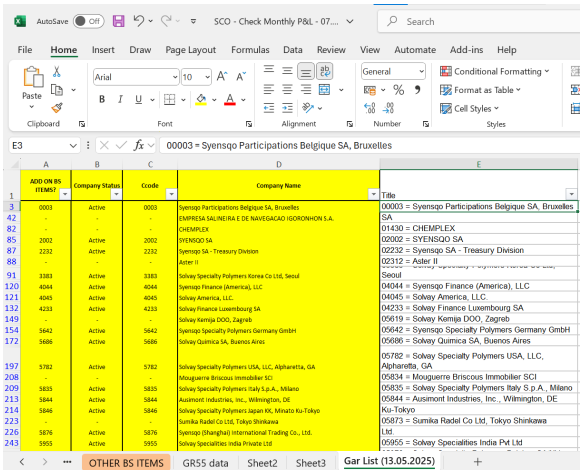


STEP 3

Update GAR List:

GAR list must be updated **every quarter** or whenever we know of a change or existence of a new entity.

Go to Legal Entity Card > Execute "**Document Export**".



STEP 4

Add new companies:

- Sheet **"GAR List"** > Check column **A** for "ADD";

- Add those companies on sheet “**Other BS items**”;
- Extend formula from the previous line;
- Manually add information in column **E (SAP Code)** and **J (Code 1)**, the rest of the information will appear automatically with the formula;

⚠️ Only perform check for companies with the **Status** Active and **Consolidation method** Fully consolidated (IG) or Proportionally consolidated (IP) or Equity method (ME)*

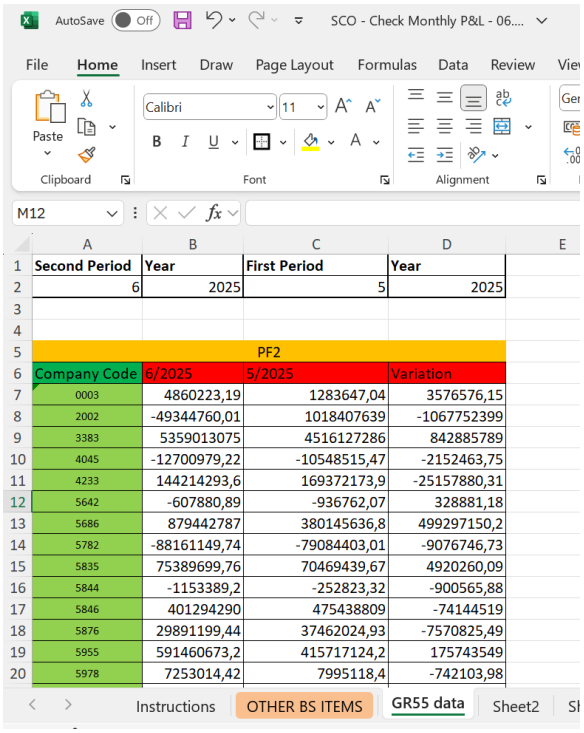
STEP 5

In tab **OTHER BS ITEMS** update dates of Periods:

- **Period 1 >** Update cell **F6** with a date from the last month already closed;
- **Period 2 >** Update cell **F7** with a date from the month we are closing.

💡 Example: If we are closing April, Period 1 is March and Period 2 is April*.

CONSO COMPANIES	
PERIOD 1	March-22
PERIOD 2	April-22



RtR GAC 04.12 - Monthly P&L
Late Entries - SAP vs BFC

CONSO COMPANIES	
PERIOD 1	May-25
PERIOD 2	June-25

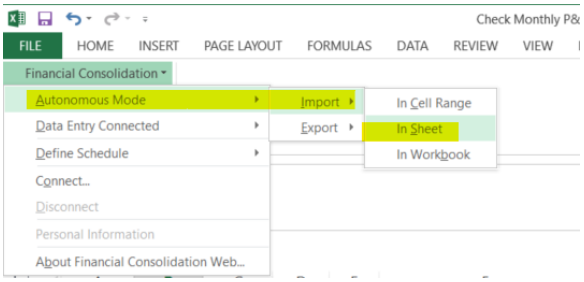
OTHER BALANCE SHEET ITEMS

STEP 6

Extract data from BFC:

Tab “Add-Ins” > Financial Consolidation > Autonomous Mode > Import > In Sheet.

The values in columns **L** and **P** will be filled in automatically.

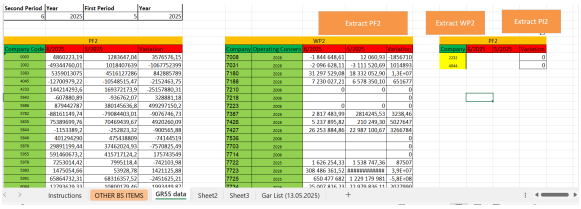


STEP 7

Extract data from SAP:

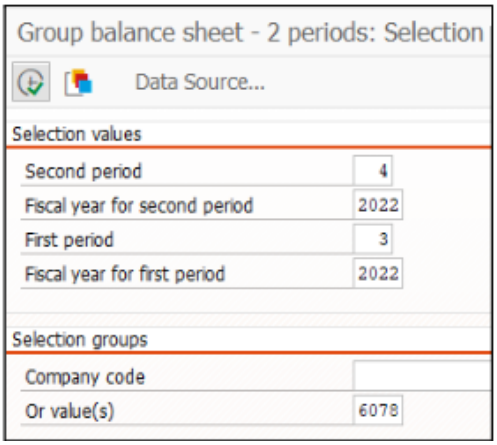
We do the check in companies from **3** different systems, **PF1, WP1 and PI1** au tomatically with Excel Macro.

Open a new window in SAP (if we're gonna do PF1, we open a PF1 window, and so on) > Perform macros “**Press for PF1**” and “**Press for WP1**” > the values in column Y will be filled in automatically > Perform “Text to columns” if necessary.

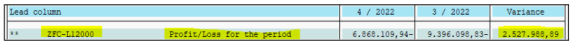


To extract the data from SAP manually (PF1/WP1):

Login SAP and use transaction **GR55 >** Report Group **Z4F3 >** Fill in the data.



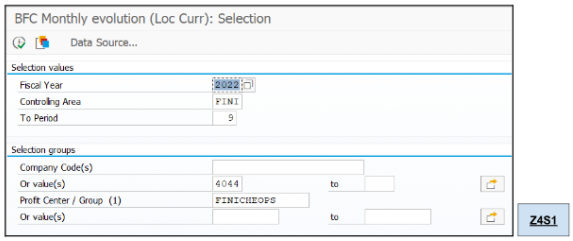
Copy the value from the column “Variance” to column **Y** in the excel file > Perform “Text to columns” if necessary.



For Systems PI1 (Only Manually):

Transaction **GR55 >** Report Group **Z4S 1 >** Fill in the data.

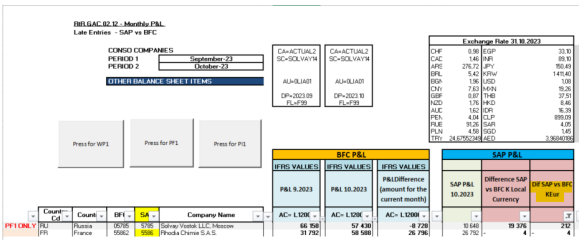
> Copy the value from the line **“Net Result”** and the column of the **month we intend**, to column **Y** in the excel file > Perform “Text to columns” if necessary.



STEP 9

Check for gaps between BFC and SAP:

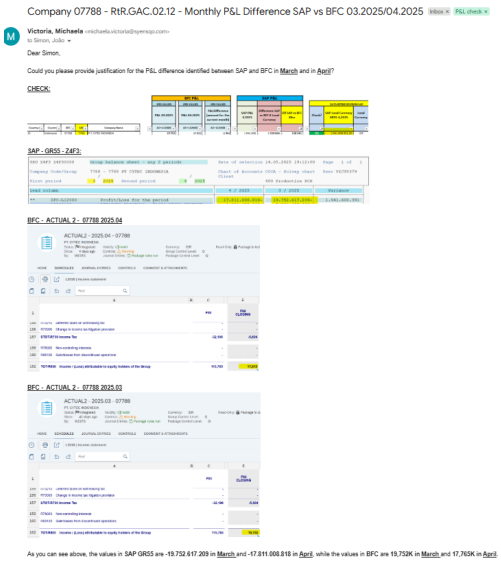
Once the BFC (columns L and P) and SAP (column Y) values are complete, we will have the difference in EUR between the two in column V of the excel file > Filter these differences by values above and below 3k > The companies that have this difference will be the ones we will have to analyze.



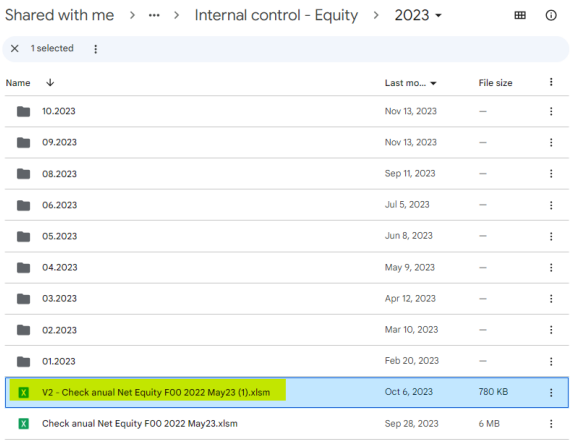
STEP 10

Follow up the differences:

For the companies with gaps like described above, send email to CAM with the CAD in the loop as the example.



Twice a year (May and November perform the Check annual Net Equity F00 2022.

Use as reference a file from the previous check so the formulas are copied and apply the same procedure as:

>Extract data from BFC - Financial Consolidation;
>Extract data from SAP - Excel Macros;
> Follow-up on the gaps.