

# 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

## Table of contents

- [Table of contents](#)
- [1. Objective and Scope](#)
  - [1.1 Objective of this Operation](#)
  - [1.2 Scope](#)
- [2. Definitions](#)
  - [3.1 I perform the IC RtR.GAC.02.12 - P&L Check BFC vs SAP](#)

### 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.

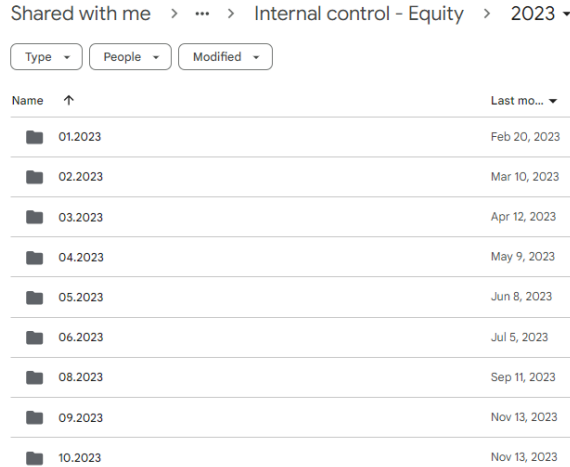
**Why?:** Deadline to reopen the BFC is until D+6 at 12pm Local Time.

# 3. Tasks description

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

**STEP 1**

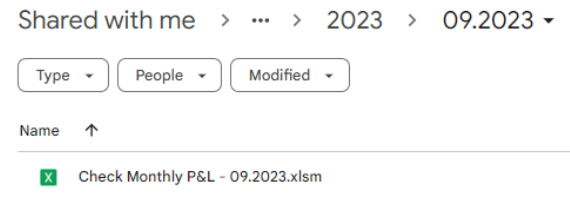
Access the [Internal control - Equity](#) in Google Drive, create a new file and name with the new month.



**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.

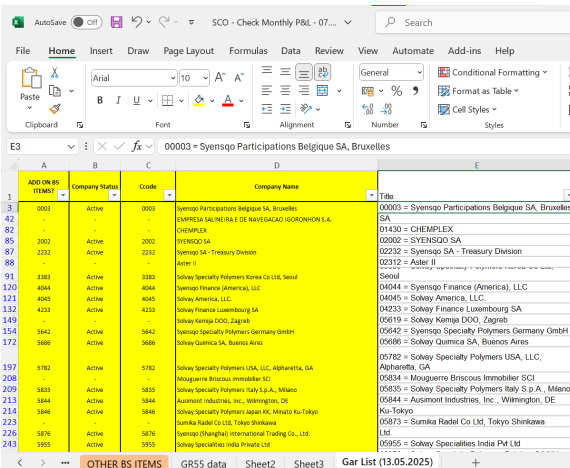


**STEP 3**

**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”**.

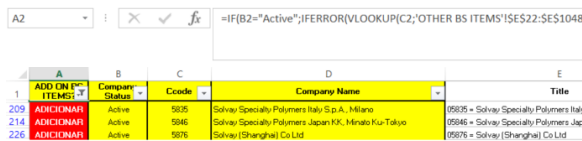


**STEP 4**

**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)\***



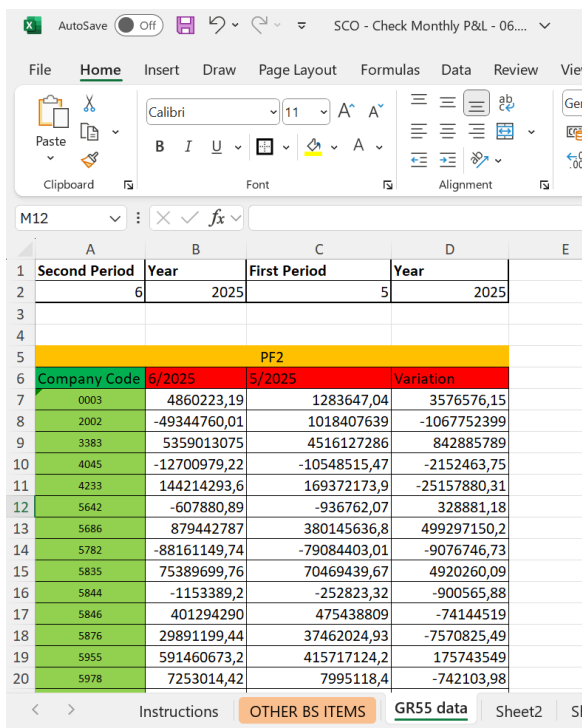
#### STEP 5

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



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

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

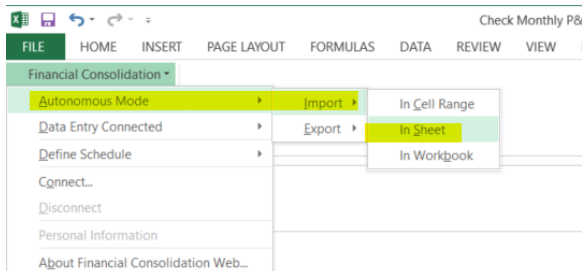
OTHER BALANCE SHEET ITEMS

#### 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** automatically 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.

Lead column	4 / 2022	3 / 2022	Variance
2FC-12000	Profit/Loss for the period	6.866.109,94-	5.396.096,63-

**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.

Count	Cd	Count	EP1	SA	Company Name	AC- L20K	AC- L20K	AC- L20K	Difference SAP vs BFC Local Currency	Dif SAP vs BFC (K€)
1	FR	1	5992	5998	Prodea China S.A.S.	69.906	27.430	42.476	13.445	13.445

