Uploading HR Statistical Key Figures

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: Country Accounting	**Responsibility area:** N/A

Table of contents

Scope

blocked URL

ERP

PF2

Frequency

blocked URL

References

Z1K_ACTUAL

Forms

HR SKF Template

Attachments

<< Uploading HR Statistical Key Figures >>

1. Objective and Scope

1.1. Objective of this Operation

This document describes how to prepare the information related with HR SKF Ratios.

There are four types of SKF's ratios manageable by this procedure:

- ZZFTE – Full time equivalents;
- ZZHCT0 – Total number of employees (cadres and non-cadres);
- ZZHCT1 – Total number of cadres;
- ZZHCT2 – Total number of non-cadres.

1.2. Scope

This procedure applicable for all Service Centers in PF2 system:

- Service Center – Lisbon;
- Service Center – Curitiba;
- Service Center – Bangkok

2. Definitions

See Finance Glossary:

- EMEA
- SKF

3. Tasks description

3.1. Responsibilities

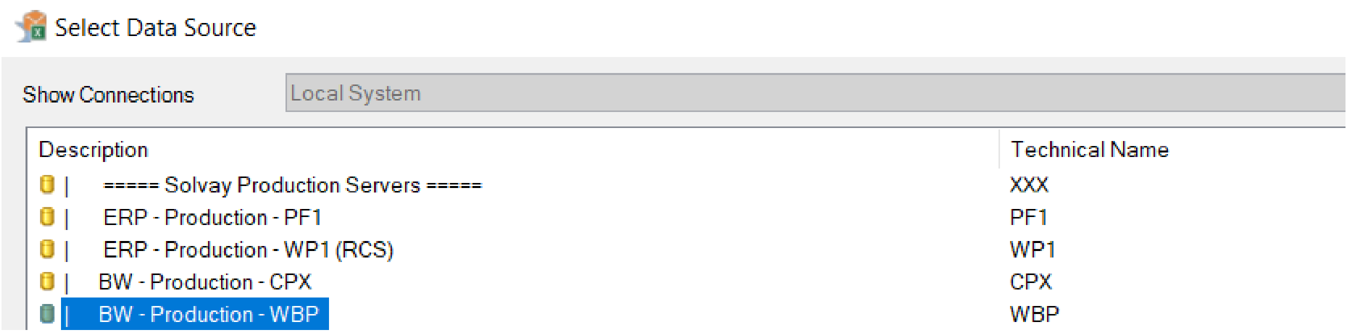
Plant Controller is responsible to prepare the excel file and send the data base to RTR **Service Center**

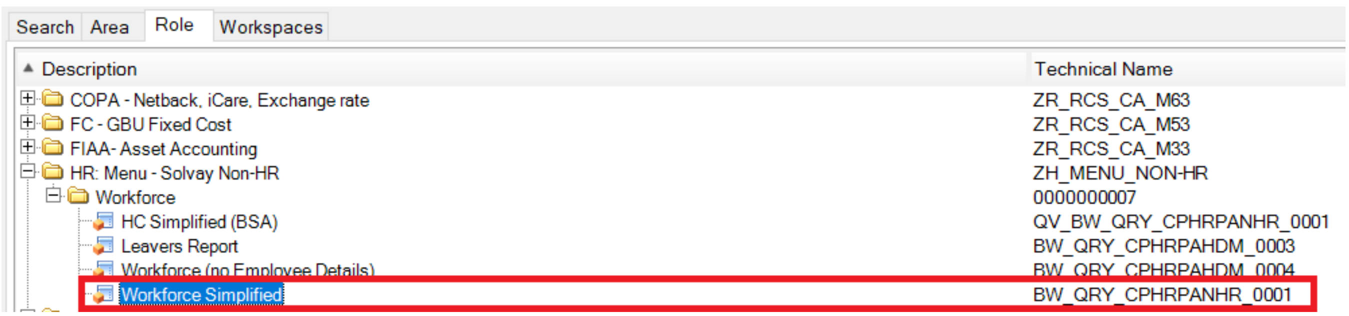
GBS RTR SC Curitiba is responsible to upload the SKF to SAP.

Local site - Local accountants are responsible to check the figures in SAP

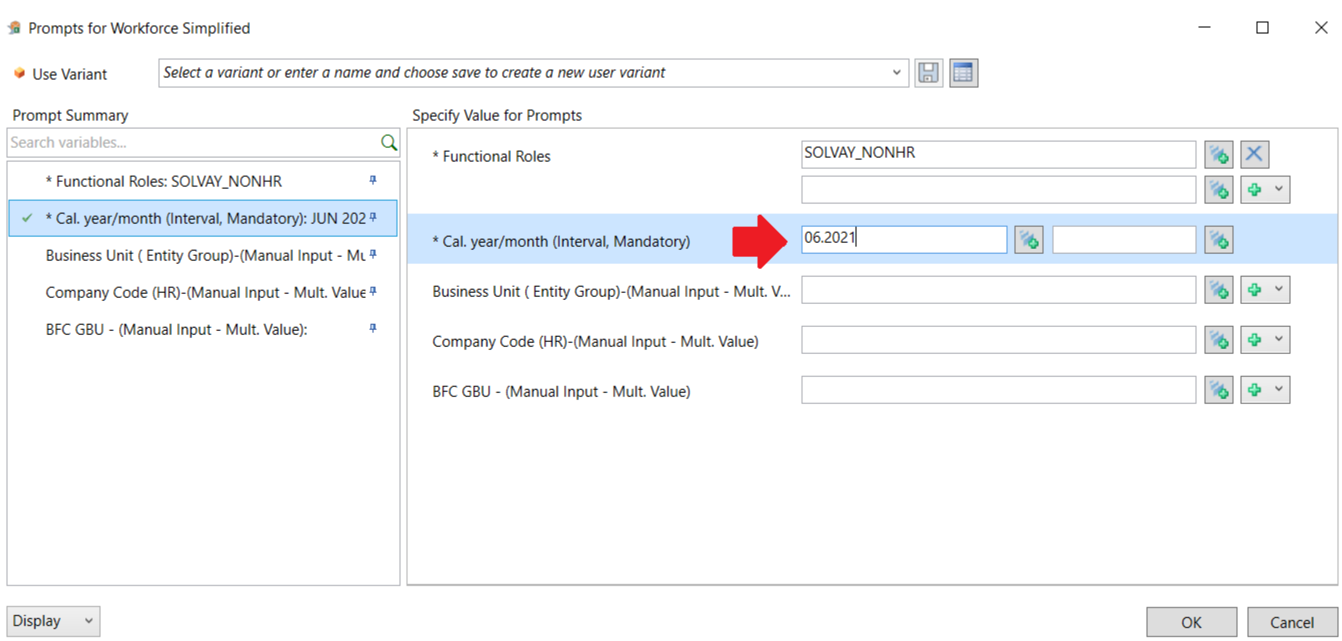
3.2. I retrieve the data

To retrieve the data, you should first have access to BW system and query BW_QRY_CPHRPANHR_0001:

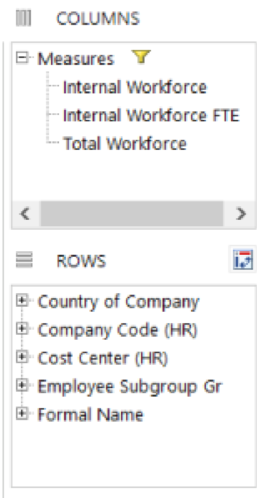




After that, you will need to inform the closure month in the query, in this case, June:



After that, you will need to select the information necessary for the report in the BW Display:

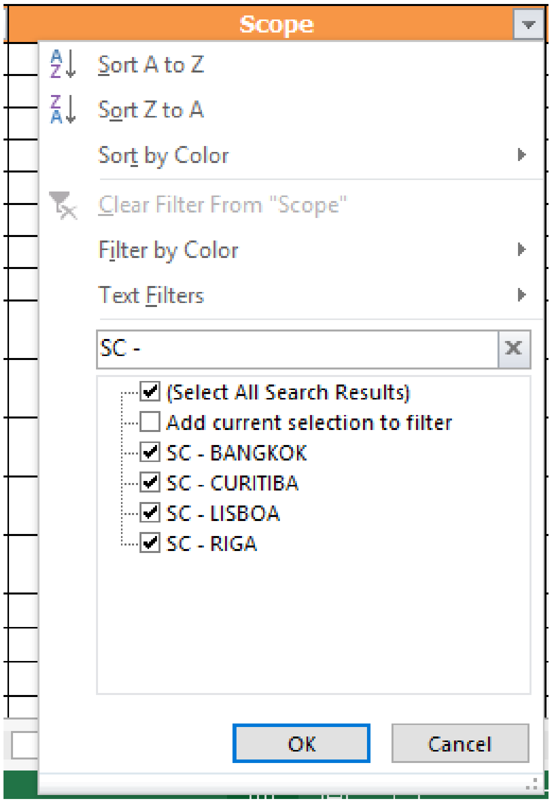


After you have selected this information, the BW will bring you all the data that you need for the HR SKF report:

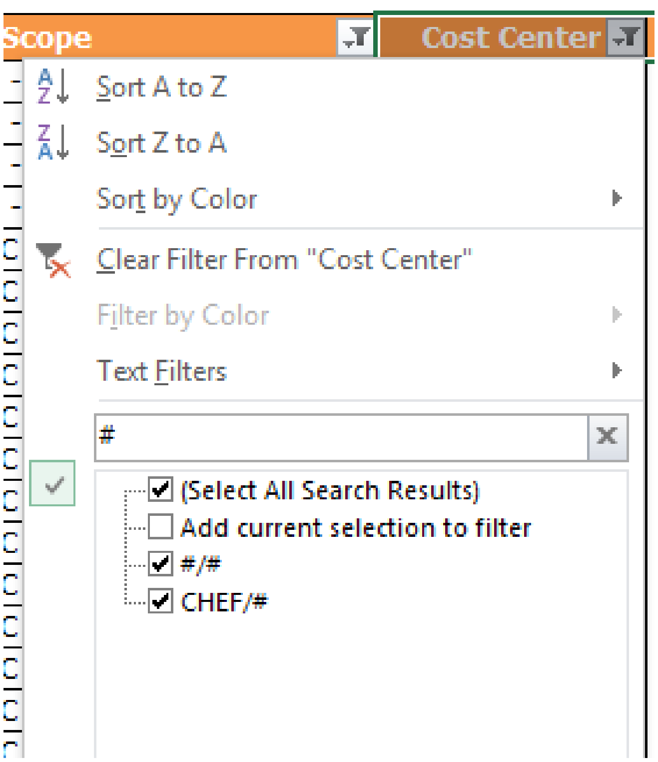
Country of Company	Company Code (HR)	Cost Center (HR)	Employee Subgroup Gr	Formal Name	Internal Workforce	Internal Workforce FTE	Total Workforce
Overall Result					**22.806**	**22.684,6**	**27.705**
AE	**Result**				**3**	**3,0**	**13**
AE	6321	CHEF/EE800HR245	C	Ayman El-Sabban	1	1,0	1
AE	7779	Z006/7779-5001	C	El Moetaz Abed El Rehim	1	1,0	1
AE	7785	Z006/CCCC599677	**Result**		**1**	**1,0**	**11**
AE	7785	Z006/CCCC599677	C	Lee Herniman-Jones	1	1,0	1
AE	7785	Z006/CCCC599677	#	**Result**			**10**
AE	7785	Z006/CCCC599677	#	Abdulla ABDULLA			1
AE	7785	Z006/CCCC599677	#	BINOJ BABU			1
AE	7785	Z006/CCCC599677	#	Ghubaisha ALAMERI			1
AE	7785	Z006/CCCC599677	#	Harish Prasad Joshi			1
AE	7785	Z006/CCCC599677	#	Kadai AHMED			1
AE	7785	Z006/CCCC599677	#	Khaled AL NUAIMI			1
AE	7785	Z006/CCCC599677	#	Lok Raj Joshi			1
AE	7785	Z006/CCCC599677	#	Murugan RAJI			1
AE	7785	Z006/CCCC599677	#	Philippe VINCENT			1
AE	7785	Z006/CCCC599677	#	Vineesh VIJAYAN			1

Save the file in another workbook, and follow the instructions on “Instruction” Tab, from the HR_SKF template, from item 3 to 7.

After that the information is pasted on "Data" tab, filter the the “K” column and select all the Service Centers available:



Now, for the following column, "L", you must filter by “#” to check the employees that have no cost center informed.



Check the “R” column and you may find the cost centers that were informed by local team leaders and managers to these employees, but were not updated on the report file.

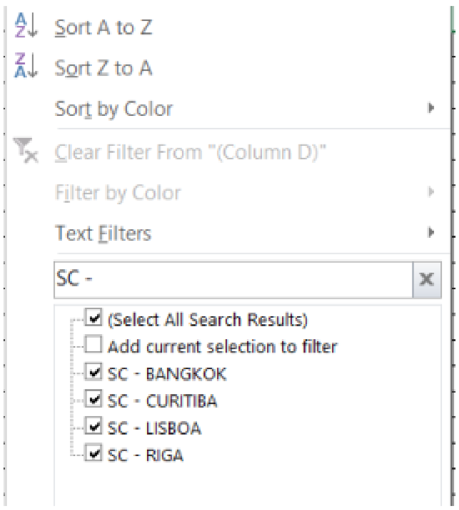
You can also find some employees that does not have a cost center on the report and it also was not informed, so you need to ask for the information for the managers and local accounts in Google Drive, until D-5.

After D-5, in D-2 you will need do the same procedure to check the employees without a cost center, In case this information is not available, you may need to skip this employee for the update.

3.3. I upload the statistical key figures to SAP

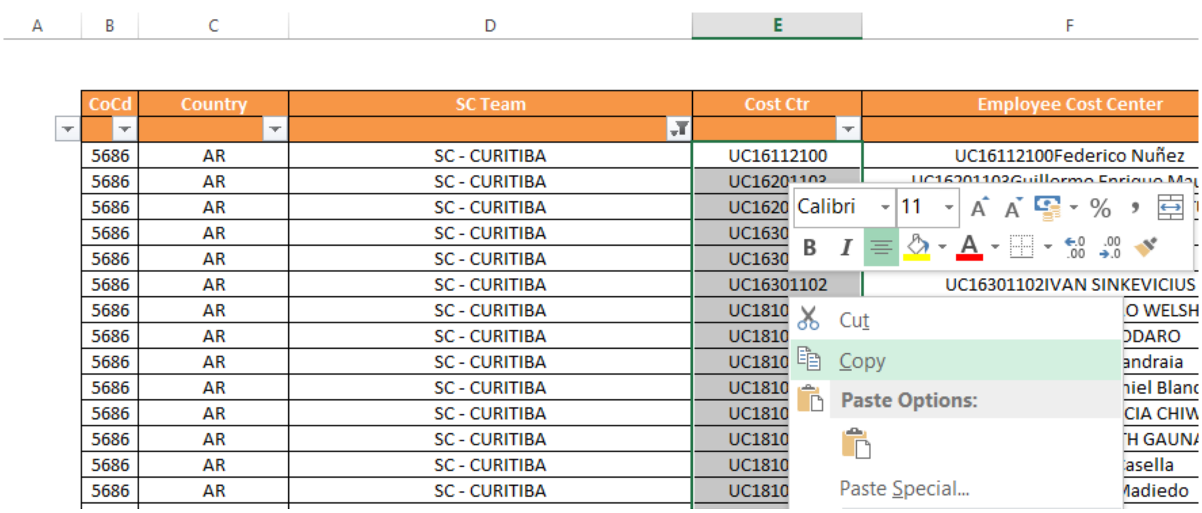
After the previously step was done, check the tab "Computation" if there is anything missing or without reference. It should be automatically filled by the formula. This tab will determine the calculation made by “I,J,K,L” columns, which will be used to update the final SKF amount.

Filter for "SC -" in column D in tab "Computation", and select everything that is related to the Service Center:

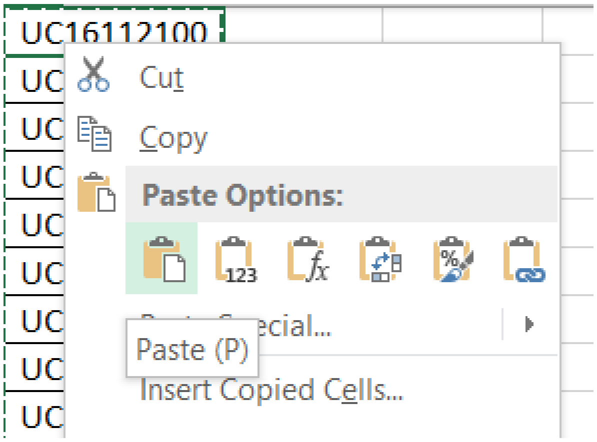


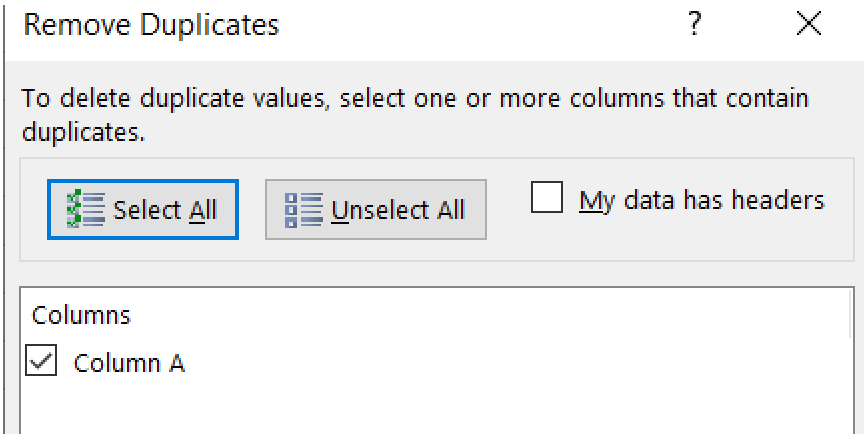
In order to get only the data under the SC scope, you must copy and paste as value the information of Cost Center, Employee Group, ZZFTE0, ZZHCT0, ZZHCT1 and ZZHCT2 presented in the “Computation” tab on the A to F columns in the “Final Check” tab. The amounts of each Cost Center and type of SKF and employee will be summed automatically in the columns “SUM OF ZZFTE0/ZZHCT0/ZZCHT1/ZZHCT2”.

Please, be sure that all the cost centers that have information are taken into consideration in the sum in the tab "Final Check". You can do it by copying all the cost centers in column "E" in tab "Computation" and remove duplicates, and then pasting the cost centers:

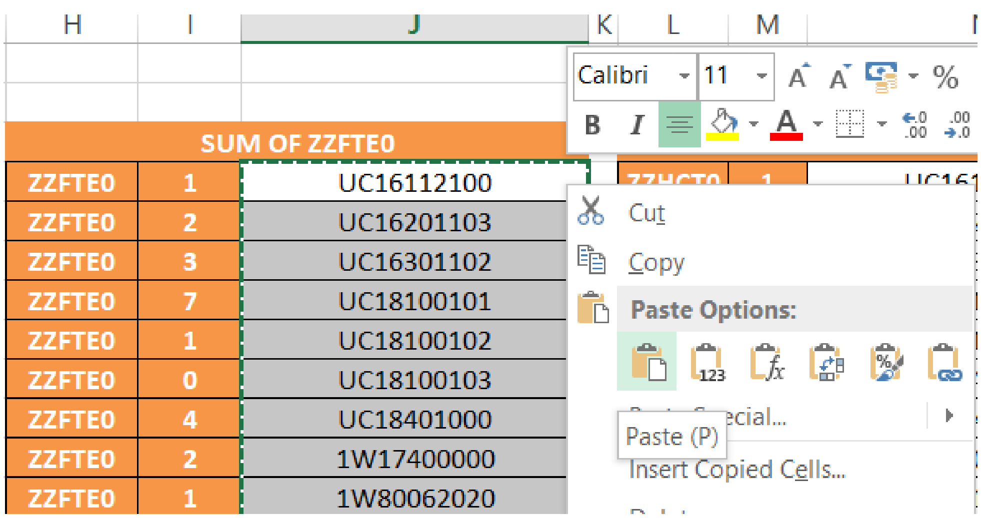


In another workbook, you can paste it and remove all duplicates:





You can now paste the cost centers with values into the tab "Final Check" and it will be summed automatically:



If you have checked that all cost centers are being considerate and are sure that the sum is correct for all cost centers, you might save each SKF's sums in a txt archive, deleting the cost centers with value zero:

ZZFTE0	1	UC16112100
ZZFTE0	2	UC16201103
ZZFTE0	3	UC16301102
ZZFTE0	7	UC18100101
ZZFTE0	1	UC18100102
ZZFTE0	5	UC18401000
ZZFTE0	1	1W80062020
ZZFTE0	2	1W17400000
ZZFTE0	0	SM16112640
ZZFTE0	3	SM131P0000
ZZFTE0	1	SM131P0011
ZZFTE0	5	SM131P0013
ZZFTE0	5,9	SM131P0020
ZZFTE0	7	SM131P0021
ZZFTE0	2	SM131P0022

File name: ZZFTE0

Save as type: Text (Tab delimited)

The archives will look like this:

ZZFTE0 - Notepad

File Edit Format View Help

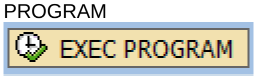
```
ZZFTE0	1	UC16112100
ZZFTE0	2	UC16201103
ZZFTE0	3	UC16301102
ZZFTE0	7	UC18100101
ZZFTE0	1	UC18100102
ZZFTE0	5	UC18401000
ZZFTE0	1	1W80062020
ZZFTE0	2	1W17400000
ZZFTE0	0	SM16112640
ZZFTE0	3	SM131P0000
ZZFTE0	1	SM131P0011
ZZFTE0	5	SM131P0013
ZZFTE0	5,9	SM131P0020
ZZFTE0	7	SM131P0021
ZZFTE0	2	SM131P0022
ZZFTE0	6	SM131P0031
ZZFTE0	0,8	SM131P0033
ZZFTE0	1	SM131P0040
ZZFTE0	1	SM131P0041
ZZFTE0	4	SM131P0042
ZZFTE0	3	SM131P0070
ZZFTE0	4	SM131P0072
ZZFTE0	5	SM131P0073
ZZFTE0	4	SM131P0080
```

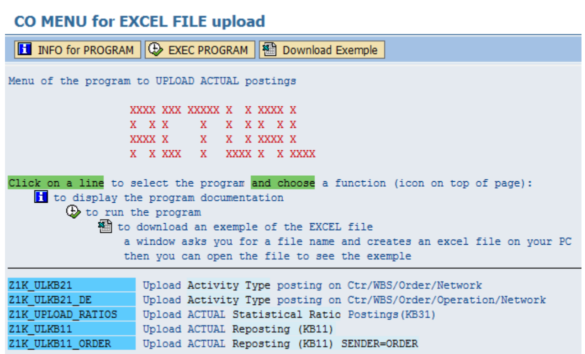
Now, you must run SAP Transaction Z1K_UPLOAD_RATIOS.

STEP 1

Enter transaction Z1K_ACTUAL in the transaction field of main menu.

Click on the line Z1K_UPLOAD _RATIOS and then in EXEC PROGRAM





STEP 2

Enter a document date and define the following fields:

- **File:** X=EXCEL; A=ASCII; U=UNIX: X for Excel format;

- **Controlling Area**: CHEF;

- **Transaction Screen VARIANT**: SAP05;

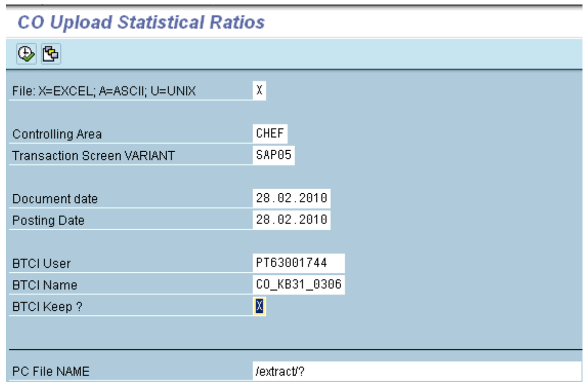
- **Document date/Posting Date:** Period for the Key figure upload (if the period is not defined an error message appears not allowing the passage to the next screen) ;

- **BTCI User:** Personal User code (defined by default);

- **BTCI Name:** Batch Input Name reference: CO_KB31_CCode;

- **BTCI Keep ?:** X (for batch session caption in SM35);

Press Execute



Upload file

After execution a message box requiring the upload file will be displayed.

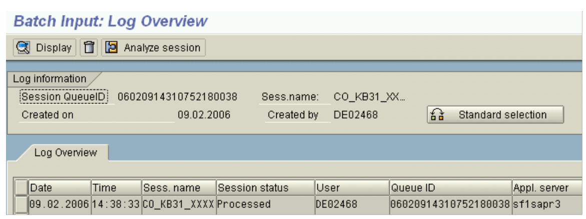
STEP 3

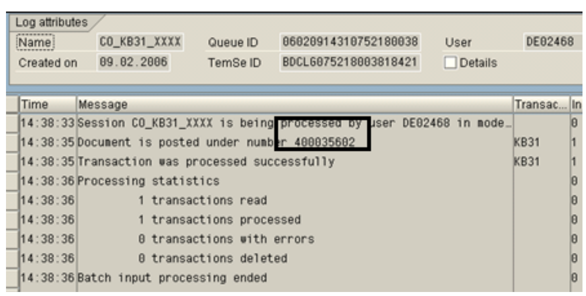
The program generates a batch input session for transaction KB31N.

Go to transaction SM35;

Select the session and process it;

Statistical key figures are posted.





Document posted

In the BTCI session processed, it's possible to find the document number of the posting done. Mark the line and see Log

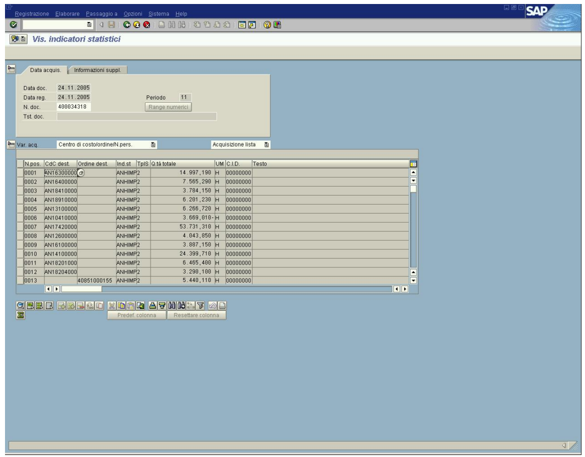
Log

STEP 4

Run transaction KB33N and enter the document number previously collected;

Note

You can also check CO objects receivers using report ZE04 running transaction GR55.



End of document.