

# I control CATS hours

## 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 [GBS-Finance approval workflow](#)

**Domain:** Investments & Divestments

**Responsibility area:** Control GBS IS Projects

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    - 3.3.6. Refresh the file (F9)
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  - 3.8. I correct the settlement key control of the network, if any error is detected

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## Scope



WW

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## ERP

PF2

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## Frequency

D-3

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## References

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## Forms

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## Attachments

I create missing CATS report<< I control CATS hours >> I post CATS hours

# 1. Objective and Scope

## 1.1. Objective of this Operation

- Ensure that all data are consistent (no input is missing and it was posted always on an standard manner)
- Ensure that the data is reliable (the controllers can trust on the financial figures)

## 1.2. Scope

The scope of CATS control for GBS IS is for all legal entities in PF2.

# 2. Definitions

See Finance Glossary:

- CATS
- Personnel number
- Personnel area
- Sender cost center
- Activity type
- Plant

### 3. Tasks description

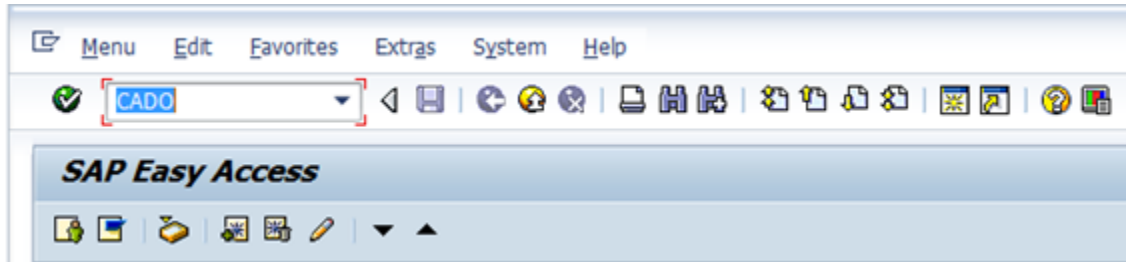
#### 3.1. I extract the timesheet

3.1.1. In D-3, download the CATS Monthly control of the previous month

3.1.2. Open the CATS Monthly control file and go to the tab “CADO Upload File”

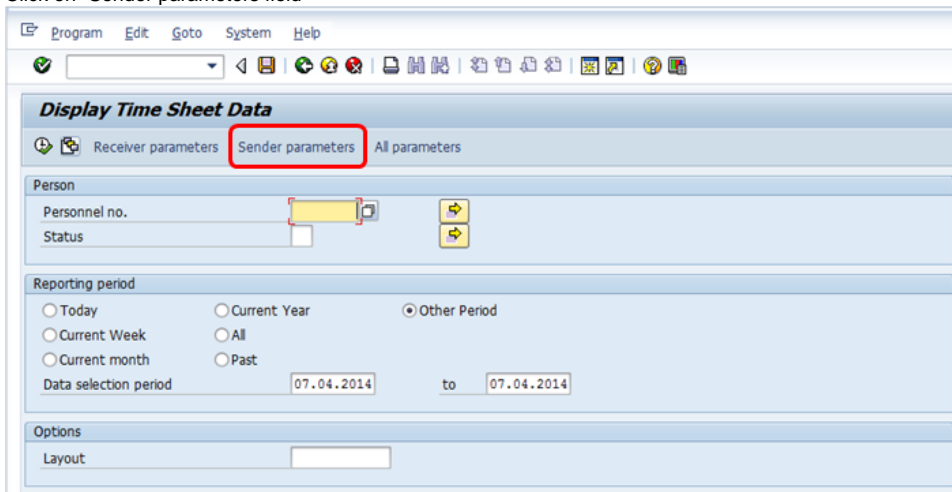
3.1.3. Delete all the data from the columns without formulas

3.1.4. Run “CADO” transaction in SAP PF28 System: Display Time Sheet Data.



This transaction, extracts all timesheets details completed by users and by cost centers.

- Click on “Sender parameters field”




- Enter the closing month period or choose “Current Month”


Program Edit Goto System Help

**Display Time Sheet Data**

Receiver parameters Sender parameters All parameters

Person

Personnel no.  


Status  

Reporting period


Today  Current Year  Other Period


Current Week  All


Current month  Past


Data selection period  to  


Sender


Cost center  to  

Activity type  to  

Sender business process  to  

Purchase order  to  

Purchase order item  to  

Service number  to  

Options

Layout


- Upload GBS Cost Center list for allocation purposes (The list is available on the Time Allocation google sheet)


Program Edit Goto System Help

**Display Time Sheet Data**

Receiver parameters Sender parameters All parameters

Person

Personnel no.  


Status  

Reporting period



Today  Current Year  Other Period


Current Week  All


Current month  Past


Data selection period  to  


Sender


Cost center  to   

Activity type  to  

Sender business process  to  


Purchase order  to  

Purchase order item  to  

Service number  to  

Options

Layout

- Choose the layout "CATS GBS IS".
- Run the transaction (Click on  )
- Download your result into a Spreadsheet. (List -> Save -> File -> Spreadsheet -> Generate)

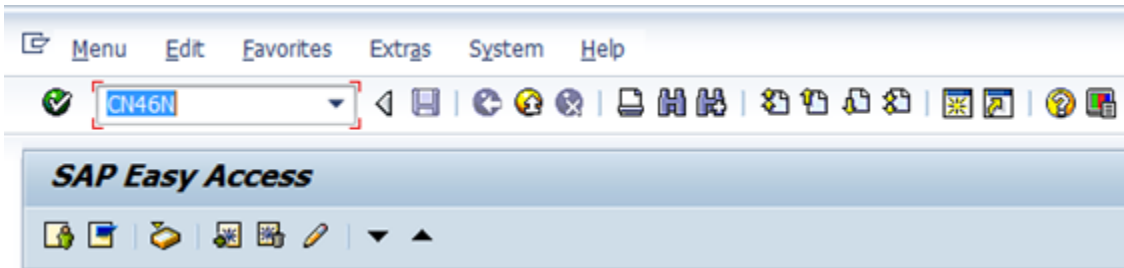
Exc.	Pers.No.	Empl./App./Name	Date	Acty Type	Network	Description	OpAc	Operation short text	Hours	Send. CDr
CC	396	Javed Raza	01.04.2014	XLCSN2	6014981	APPLI - Recurent Customer Support NA	0008	Rec CS NA- Support - ERP	99,00	HT16111130
CC		Javed Raza	02.04.2014	XLCSN2		APPLI - Recurent Customer Support NA	0008	Rec CS NA- Support - ERP	77,00	HT16111130
									<b>176,00</b>	
CC	439	B.LEV ASSEN	09.04.2014	XLCS66	6014972	APPLI-Common Activies	0030	APPLI -Job Training(training for itself)	0,92	BS16111230
CC		B.LEV ASSEN	01.04.2014	XLCS66	6014974	APPLI - Recurent Customer Support EU	0008	Rec CS EU- Support - ERP	1,17	BS16111230
CC		B.LEV ASSEN	02.04.2014	XLCS66		APPLI - Recurent Customer Support EU	0008	Rec CS EU- Support - ERP	0,33	BS16111230
CC		B.LEV ASSEN	03.04.2014	XLCS66		APPLI - Recurent Customer Support EU	0008	Rec CS EU- Support - ERP	3,00	BS16111230
CC		B.LEV ASSEN	04.04.2014	XLCS66		APPLI - Recurent Customer Support EU	0008	Rec CS EU- Support - ERP	1,83	BS16111230
CC		B.LEV ASSEN	09.04.2014	XLCS66		APPLI - Recurent Customer Support EU	0008	Rec CS EU- Support - ERP	0,75	BS16111230

3.1.5. Open the extracted file and copy the data collected to the “CADO Upload File” tab of the CATS Monthly Control.

3.1.6. Convert the networks to number format.

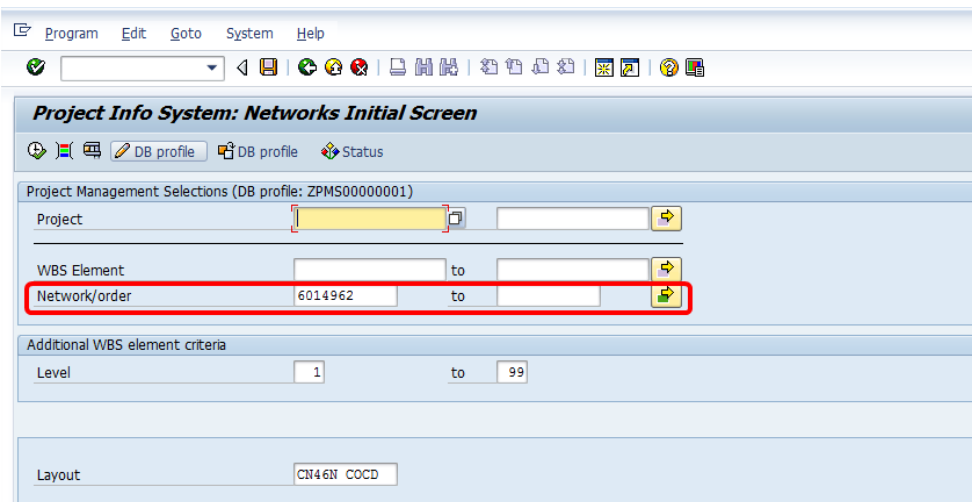
### 3.2. I extract the networks detail information


3.2.1. Run “CN46N” transaction in SAP PF2 System: Project Info System: Network Initial Screen



This transaction gives the networks parameters, including the company code associated.

- Copy the networks list extracted in CADO and upload them in CN46N



- Run the transaction (Click on )
- Change the layout in order to obtain the following fields:

- Network;
- Text
- Project definition
- WBS Element
- Network type
- Plant
- Basic start date
- Basic finish date
- Duration
- Status

Network	Text	Project definition	WBS element	Network type	Plant	Basic start date	Basic finish date	Duration	Status
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- Download your result into a Spreadsheet. (Evaluate ->Export-> Spreadsheet -> Save)

3.2.2. In the CATS Monthly control file and go to the tab “CN46N”.

3.2.3. Delete all the data from all the columns except Company code (this column contains formulas).

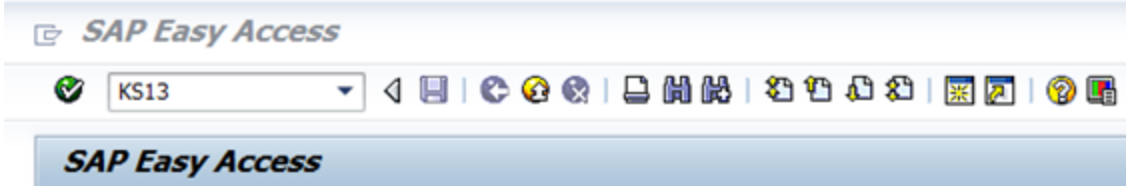
3.2.4. Open the extracted file and copy the data collected to the “CN46N” tab of the Monthly Report.

3.2.5. Refresh the file.

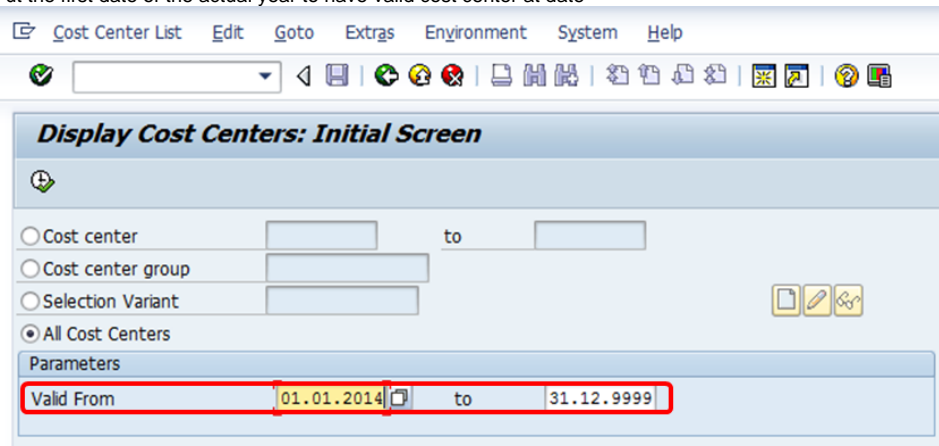
### 3.3. I extract Cost centers list, whenever needed


3.3.1. Verify in “CADO Upload File” tab if the column M “CoCd CC” contains errors.

3.3.2. If yes, Run “KS13” SAP transaction: Display Cost Centers: Initial Screen.



- Put the first date of the actual year to have valid cost center at date



- Run the transaction (Click on  )
- Add the company code to the selection:

Controlling Area: CHEF  
Date: 01.01.2014 To 31.12.9999  
Cost Center: All Cost Centers

Cost Center	Name	Person Responsible	Department	Cctc	CrCY	Actual	Actual	Actual	Comm	Plan	Plan	Plan	Inclu
6006120	IT Architecture & Po	x		H	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6006130	BSC Business Soluto	x		H	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6006140	Regional Infrastruct	x		H	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
616320000	Solvay Finance 0170	Dhr Bert Broecks		H	EUR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A104000	ENGINEERING	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A105000	MAINTENANCE	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A105000	MAINTENANCE CAPITAL	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A126000	ENVIRONMENT (SFT)	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A126000	Waste water treatmen	x		F	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A127000	SAFTY, HYGINE (SFT)	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A131000	PURCHASING	MTP		G	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A141000	ANALYSIS SECTION LAB	Samerchai T.	QCD	H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A161000	IT (EDP)	MTP		H	THB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1A161000	EDP-ABT	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A162000	MANAGEMENT & MISC	MTP		L	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A163000	ACCOUNTING	x	ACT	H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A164000	PERSONNEL & ADMIN	x	PAD	H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A167000	Internal Audt./BPM	Supachai C.	1A/BPM	H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A173000	Social benefits	MTP		S	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A174000	Shared services	MTP		L	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A189000	ORDER FULFILLMENT	MTP		G	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1A193624	TO BE DELETED	x		F	THB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1A193624	ECH Package	x		F	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Change Layout

Displayed Columns

- Column Name
- Cost Center
- Name
- Person Responsible
- Department
- Cost Center Category
- Currency
- Actual: Primary Costs (Lock Indicator)
- Actual: Secondary Costs (Lock Indicat...)
- Actual: Revenues (Lock Indicator)
- Commments Update (Lock Indicator)
- Plan: Primary Costs (Lock Indicator)
- Plan: Secondary Costs (Lock Indicator)

Column Set

- Column Name
- Controlling Area
- Valid To
- Valid From
- Description
- Object number
- Created on
- Created by
- Company Code
- Business Area
- Hierarchy Area
- Profit Center
- Logical System

- Download your result into a Spreadsheet. (List -> Export -> Spreadsheet -> Save)

Display Cost Centers: Basic Screen

Controlling Area: CHEF  
Date: 01.01.2014 To 31.12.9999  
Cost Center: All Cost Centers

Cost Center	Name	Person Responsible	Department	Cctc	CrCY	Actual	Actual	Actual	Comm	Plan	Plan	Plan	Inclu	CoCd
6016120	IT Architecture & Po	x		H	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3460
6016130	BSC Business Soluto	x		H	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3460
6016140	Regional Infrastruct	x		H	USD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3460
616320000	Solvay Finance 0170	Dhr Bert Broecks		H	EUR	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5997
1A104000	ENGINEERING	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6020
1A105000	MAINTENANCE	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6020
1A105000	MAINTENANCE CAPITAL	MTP		H	THB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6020

3.3.3. In the CATS Monthly control file and go to the tab "KS13".

3.3.4. Delete all the data from all the columns.

3.3.5. Open the extracted file and copy the data collected to the "KS13" tab of the Monthly Report.

3.3.6. Refresh the file (F9)

### 3.4. I verify if the user used the correct network to allocate the hours


- Compare the results in the "CADO Upload File" tab


WBS	CoCd CC	CoCd network	Ok?	REC	TEAM	Service Line
NHA.SX004.DELNA	4045	1	OK	RECURRENT	Infra - DLV NAM	IS SL INFRASTRUCTURE
NHA.SX004.DELNA	4045	1	OK	RECURRENT	Infra - DLV NAM	IS SL INFRASTRUCTURE
NHA.PX732.ISAO	1	1	OK	PROJECTS	SCMS SL - IS SC and M&S Mj	IS SUPPLY CHAIN AND M&S SERVICE LINE
NHA.PX646.ISAO	1	4045	NOK	PROJECTS	SCMS SL - IS SC and M&S Mj	IS SUPPLY CHAIN AND M&S SERVICE LINE

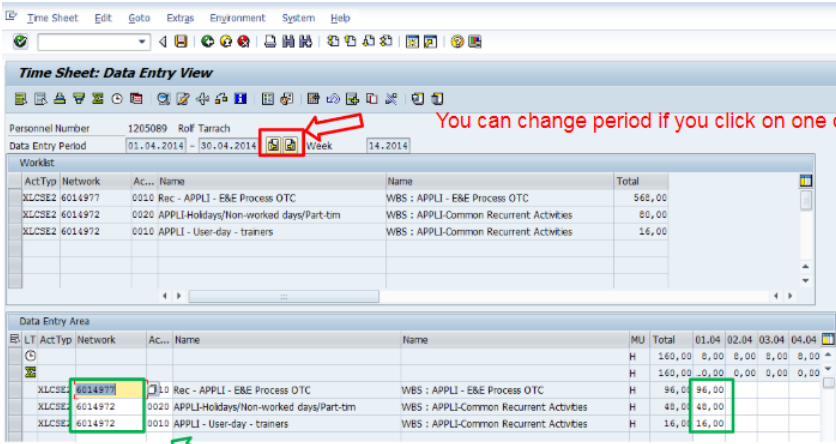
- The **NOK** results, which are "not allowed by the group", have to be corrected.
- The column "CoCd CC" indicates the correct company code to use. The column CoCd network, indicates the network that was used in the time allocation.
- Copy the NOK results to the tab **Corrections**.

### 3.5. I correct the network, if errors detected

- Analyze if there are networks created for the selected project in the correct company code consulting the WBS Elements request file for the current and previous year.
- If there is no network created for the project, inquire the controller if it is needed the creation of WBS/network or if the hours should be transferred to Recurrent Networks.
- Go to transaction CAT2 and select the Data Entry Profile SIS-PMSX - SIS time sheet for super user:


a. Enter the personnel number in scope and click in 

b. Correct the network and click in the icon  to save.



You can change period if you click on one of this button

Correct the "incorrect" data

- c. It will be given a message  **Your skills do not match the activity skill SBS-IT.** Do not worry, just click enter and it will save the changes performed.
- d. Repeat this step to perform all the necessary corrections employee by employee.

### 3.6. I repeat the extractions of the timesheet and the network details until no more action to execute

If the results in the "CADO Upload File" tab are all green "OK", proceed to the next step. If not, perform the necessary corrections until all data is "OK".

WBS	CoCd CC	CoCd network	Ok?	REC	TEAM	Service Line
NHA.SX004.DELNA	4045	1	OK	RECURRENT	Infra - DLV NAM	IS SL INFRASTRUCTURE
NHA.SX004.DELNA	4045	1	OK	RECURRENT	Infra - DLV NAM	IS SL INFRASTRUCTURE
NHA.PX732.ISAO	1	1	OK	PROJECTS	SCMS SL - IS SC and M&S Mg IS SUPPLY CHAIN AND M&S SERVICE LINE	

### 3.7. I confirm that the settlement key control of the network is related to Projects

Run "CN47N" transaction in SAP PF2 System: Overview: Activities/Elements. This transaction extracts networks parameters to control that the projects networks are correctly settled. To differentiate a structural network of the ones generating allocation, the settlement control key of the network must be "PD01" and not "ZS01".

- "PD01" Settlement control key should be used for all projects in order to generate costs.
- "ZS01" is used for recurrent allocations.

**Project Info System: Activities Initial Screen**

DB profile: Status

Project Management Selections (DB profile: 000000000004)

Project: [ ] to [ ]

WBS element: [ ] to [ ]

**Network/order: 6019106 to [ ]**

Activity: [ ] to [ ]

Additional WBS element criteria

Level: 1 to 99

Include the control key in the layout in order to validate the settlement control key.

**Project Info System: Activts Overview**

Project Definitions

Project definition	WBS element	Network	sc.	CoCd	DI	Status	ActyT	Ctrl
NHA.PX670	NHA.PX670.ESAL-R	6019106	sc.	0001		MONF PCNF REL SETC		PO01

**Project Info System: Activts Overview**

Change Layout

Column Selection | Sort Order | View | Display

**Displayed Columns**

- Project definition
- WBS element
- Network
- Activity
- Activity desc.
- Company code
- Deletion Indicator
- Status
- Activity type

**Column Set**

- Activity quantity
- Activity U/M
- Actual duration
- Actual finish date
- Control key**
- Actual start time
- Actual work
- Amount
- Archiving run
- Basic finish date

### 3.8. I correct the settlement key control of the network, if any error is detected

If there is any project with the control key **ZS01**, proceed to the correction in the network using transaction CJ20N.

