

US - 5782 SKF Check and Report

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 [Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

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Scope

WW

ERP

PF2

Frequency

References

[SQ00](#);

Forms

[5782 - SKF Report Form](#)

[SKF - SSP Check Form](#)

Attachments

[SKF - SSP Check 2019](#)

[5782 - SKF Report](#)

[SQ00 - PF2: Check SKF Postings](#) <<
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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to perform the check to [SKF](#) for company 5782.

It needs to be done on D+1 after all [Statistical Key Figures](#) were sent to be posted.

The objective is to identify if all [SKF](#) were posted and if one of them is missing.

1.2. Scope

It is applied to company 5782 in [PF2 SAP](#) system.

2. Definitions

See [Finance Glossary](#):

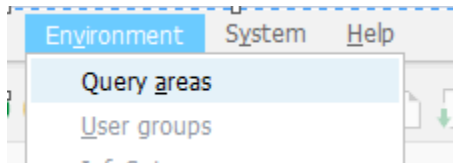
- CAM
- PF2
- SAP
- SSP
- Statistical Key Figures (SKF)

3. Task Description

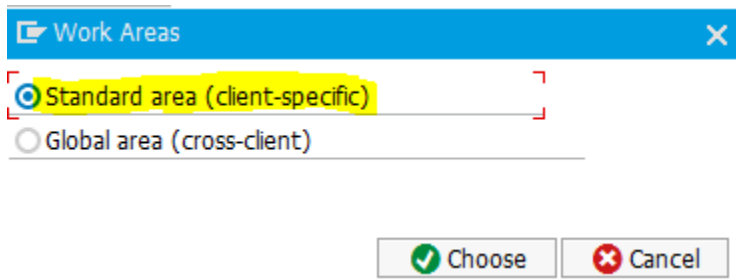
3.1. I Retrieve and Update the File Template

3.1.1. I Retrieve the Data

Go to the [SQ00](#) > Environment > Query Areas



Select the Standard area and click on choose:



Click on the button "other user group"  and select "FI_3S_CTB":

Name	User group name
CO-SXS-PRD	CO Productions
CO_CDV	CO cheops CDV
FI_3STH_CTB	Report for 3S CTB Thailand
FI_3S_CTB	QUERIES FOR 3S CTB
IV_EP	SD Inventory - SAPL 5782
IV_SMI	SD Inventory-SCI 4290+SFI 3384
PM02	Work orders and purchasing
SD	SD Order - SCI 4290+SFI 3384

Click on "SKF_DETAILS" and press F8 to enter in the query:

Queries of user group FI_3S_CTB : QUERIES FOR 3S CTB	
Name	Title
MRBR_FI	MRBR_FI
PLANTLIST	LIST OF PLANTS FOR CROCO
SKF_DETAILS	SKF details tracing
CBS_CUK_007	Internal sales Billing - TRCO - FDI Billing

Inform the period and execute:

SKF details tracing



Report-specific selections

Controlling Area	CHEF	to	
Statistical key figure		to	
Period	04	to	
Fiscal Year	2019	to	

Output specification

Layout

Then, click on column "object number" and make a filter with the information below to select only the cost centers from [SSP](#):

KSCHEFNE*
 KSCHEFNG*
 KSCHEFND*
 KSCHEFNJ*
 KSCHEFNM*
 KSCHEFB9*
 KSCHEFTO*
 KSCHEFTY*
 KSCHEFGZ*
 KSCHEFZT*
 KSCHEF4G*
 KSCHEF4H*

Extract all information in excel file 

3.1.2. I Update the File Check

With the information extracted on previous step, it is necessary to separate the "Object Number" information.

To do it, insert a column between "Object Number" and "StatKF". Select column "Object Number" and click on "data" in toolbar and "text to columns":

Excel ribbon showing the "Data" tab with the "Text to Columns" button highlighted.

object number

E	F	G	H	I
UM	Object number		tKF	BTran
PRT	KSCHEF4G10400000		ZZFTE0	RKS

Select "fixed width" > next:

Choose the file type that best describes your data:

☐ Delimited - Characters such as commas or tabs separate each field.

☒ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Object number
2	KSCHEF4G10400000
3	KSCHEF4G10400000
4	KSCHEF4G10400000
5	KSCHEF4G10500000

Cancel < Back Next >

(the "KSCHEF" need to be separated) click in the end of letter F and "next":

Data preview

10 20 30 40 50

Object number
KSCHEF4G10400000
KSCHEF4G10400000
KSCHEF4G10400000
KSCHEF4G10500000

Cancel < Back Next >

Then, click on "Finish":

Data preview

General General

Object number
KSCHEF4G10400000
KSCHEF4G10400000
KSCHEF4G10400000
KSCHEF4G10500000

Cancel < Back Next > Finish

Select all [cost centers](#) and [SKF](#) and paste them in the tab "SKF Period" in the current month in the file "[SKF - SSP Check 2019](#)".

M	N	O	P	Q	R	S
April				May		
Cost Center	SKF	Cost CenterSKF		Cost Center	SKF	Cost CenterSKF
4G10400000	ZZFTE0	4G10400000ZZFTE0				
4G10400000	ZZHCT0	4G10400000ZZHCT0				

The column "Cost Centers SKF" has a formula to concatenate the information in cost center and SKF column. Be sure that all cells in current month with information have the formula.

3.2. I Check the SKF

3.2.1. I Understand the Information

Check the tab "Database SKF YYYY" if there is any other information than "Missing SKF" in the current month column.

The columns in gray are the database.

The column "Comments" has information of each [cost centers](#) and [SKF](#) . It is used just to track the information if anything is missing.

3.2.2. I Check the Missing SKF

If there is any month column with "missing SKF" cell, it means the specific [SKF](#) for that cost center was not posted for the month.

Be careful, some [SKF](#) are posted once in January and are valid for the entire period and you will find this information in column "comments" or in transaction GR55 ZBM4 with the [SKF](#) and cost center.

- Some [SKF](#) are posted with 0 values. When it occurs, it appears that the [SKF](#) is posted in the period, even if the value is 0;
- Verify the historic if the [SKF](#) are being posted since the beginning of the month.

3.3. I Send the Report of Missing SKF

3.3.1. I Update the Report

Get the file [5782 - SKF Report](#) and update it with all information of the [SKF](#) and the missing ones. It is needed to keep the historic evolution, so after the update, save the [5782 - SKF Report](#) and the [SKF - SSP Check 2019](#) in the G-drive file:

3.3.2. I Send the Report to CAM and SUMAC

Send the missing [SKF](#) and the report file to [CAM](#) via freshdesk ticket. The title of the freshdesk is "5782 - SKF report MM.YYYY".

[CAM](#) - Patrick McNulty

SUMAC - Service Unit Management Account

End of document.