

# I post 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 & Divestment

**Responsibility area:** Control GBS IS Projects

## Table of contents

- [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](#)
- [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](#)

### • [Table of contents](#)

### • [1. Objective and Scope](#)

- [1.1. Objective of this Operation](#)
- [1.2. Scope](#)

### • [2. Definitions](#)

### • [3. Tasks description](#)

### • [3.1. I transfer the allocated hours into accounting](#)

- [3.1.1. Run "CAT5" transaction in SAP PF2 System: Data Transfer CATS -> PS](#)
- [3.1.2. Insert the personnel no. extracted in CADO report](#)
- [3.1.3. Select the date in scope](#)
- [3.1.4. In "Posting date" and "Posting date for cancellation" insert the last day of the month in analysis](#)

- 3.1.5. Execute the transaction (F8)
  - 3.1.6. Analyse the result given
  - 3.2.1. Go to transaction CJ8G - Actual Settlement: Projects/Networks
  - 3.2.2. Select the variant NETWORK
  - 3.2.3. Insert the settlement period, posting period and fiscal year in scope
  - 3.2.4. Click on the pencil figure to change the variant
  - 3.2.5. Paste the networks extracted from CADO and save
- 3.3. I extract and control the project allocation posting
    - 3.3.1. Run S\_ALR\_87013611 SAP transaction: Cost Centers: Actual/Plan/Variance: Selection
- 3.4. I update the CATS monthly control file with the new postings
  - 3.5. I share the CATS monthly control file with IS Controllers

---

## Scope



WW

---

## ERP

PF2

---

## Frequency

D-3

---

## References

---

## Forms

---

## Attachments

[I control CATS hours](#)  
 << I post CATS hours >>

# 1. Objective and Scope

## 1.1. Objective of this Operation

Book the project allocation in cost center by accounting entries.

## 1.2. Scope

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

# 2. Definitions

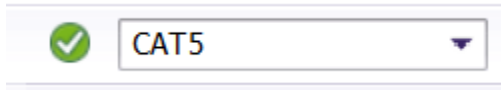
See [Finance Glossary](#):

- CATS
- [Personnel number](#)
- [Personnel area](#)
- [Sender cost center](#)
- [Activity type](#)
- [Plant](#)

### 3. Tasks description

#### 3.1. I transfer the allocated hours into accounting

##### 3.1.1. Run "CAT5" transaction in SAP PF2 System: Data Transfer CATS -> PS



The transaction is to run the CATS and book the project allocation in cost center by accounting entries.

##### 3.1.2. Insert the personnel no. extracted in CADO report

##### 3.1.3. Select the date in scope

Example, if the reporting is for April 2014, select from 01042014 to 30042014

##### 3.1.4. In "Posting date" and "Posting date for cancellation" insert the last day of the month in analysis



##### 3.1.5. Execute the transaction (F8)

**Note:** At first time, always do a Test run to check if there are any errors generated.

Program Edit Goto System Help

### CATS: Transfer to Project System

**Selection parameters**

|               |                                       |    |                                       |  |
|---------------|---------------------------------------|----|---------------------------------------|--|
| Personnel no. | <input type="text" value=""/>         | to | <input type="text" value=""/>         |  |
| Date          | <input type="text" value="01042014"/> | to | <input type="text" value="30042014"/> |  |
| Network       | <input type="text" value=""/>         | to | <input type="text" value=""/>         |  |
| Document no.  | <input type="text" value=""/>         | to | <input type="text" value=""/>         |  |

**Date for entry of confirmations**

|                               |                                       |
|-------------------------------|---------------------------------------|
| Posting date                  | <input type="text" value="30042014"/> |
| Posting date for cancellation | <input type="text" value="30042014"/> |

**Control parameters**

|                                                 |                                 |
|-------------------------------------------------|---------------------------------|
| Number of tasks                                 | <input type="text" value="1"/>  |
| No. of lock attempts                            | <input type="text" value="99"/> |
| <input type="checkbox"/> Transfer without dates |                                 |
| <input checked="" type="checkbox"/> Log         |                                 |
| <input checked="" type="checkbox"/> Test run    |                                 |

### 3.1.6. Analyse the result given

- The number of wrong entries are given by the summary on the top of this transaction result.
- If some red points appear, you have to check and correct the data. For example: if the network is already closed, verify if it is correct to be closed. If not, reopen the network in transaction CJ20N. If it is ok to be closed, ask the controller what network should be used to replace in the hours allocated to this.

CATS: Transfer to Project System

</

- If no issue, go back in the green arrow, remove the sign in Test run and run CAT5 transaction again with the same parameters.

### 3.1.7. Run the transaction "CN30: Processing PDC error records"

This is an additional control to check if there is no error records. The result must show the print screen:



## 3.2. I run the settlement rules for all related networks and WBS Elements

3.2.1. Go to transaction CJ8G - Actual Settlement: Projects/Networks

3.2.2. Select the variant NETWORK

3.2.3. Insert the settlement period, posting period and fiscal year in scope

**Actual Settlement: Projects/WBS Elements/Networks**

Selection variant ☐   

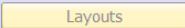
Parameters

|                   |             |                  |    |
|-------------------|-------------|------------------|----|
| Settlement period | 04          | Posting period   | 04 |
| Fiscal Year       | 2014        | Asset Value Date |    |
| Processing type   | 1 Automatic |                  |    |

Processing Options

☐ Background Processing

☐ Test Run

☒ Detail List 

☐ Check trans. data



3.2.4. Click on the pencil figure  to change the variant

3.2.5. Paste the networks extracted from CADO and save

**Edit Variants: Report RKPSEL00, Variant NETWORK**

Variant Attributes    DB profile  Status

Project Management Selections (DB profile: ZZ0000000005)

|               |                      |    |                      |                                                                                       |
|---------------|----------------------|----|----------------------|---------------------------------------------------------------------------------------|
| Project       | <input type="text"/> | to | <input type="text"/> |  |
| WBS element   | <input type="text"/> | to | <input type="text"/> |  |
| Network/order | 6000087              | to | <input type="text"/> |  |
| Activity      | <input type="text"/> | to | <input type="text"/> |  |

3.2.6. Go back and execute the transaction (F8) with “Detail list” flagged.

3.3. I extract and control the project allocation posting

You have to check the project allocation posting in GBS cost centers.

3.3.1. Run S\_ALR\_87013611 SAP transaction: Cost Centers: Actual/Plan/Variance: Selection





- Select the period
- Upload the GBS Cost Center list extracted from the Time Allocation google sheet

- Insert the Cost element **9161000022** - IS-HOURS UNIT PRICE which is the one used for projects allocations

**Cost Centers: Actual/Plan/Variance: Selection**

Data Source...

Selection values

|                  |      |
|------------------|------|
| Controlling Area | CHEF |
| Fiscal Year      | 2014 |
| From Period      | 4    |
| To Period        | 4    |
| Plan Version     | 0    |

Selection groups

|                    |            |    |  |  |
|--------------------|------------|----|--|--|
| Cost Center Group  |            | to |  |  |
| Or value(s)        | SM16111056 |    |  |  |
| Cost Element Group |            | to |  |  |
| Or value(s)        | 9161000022 |    |  |  |

- Execute (F8)
- Result:

Column: 1 / 2

Cost Center/Group L16111140,1L  
 Person responsible: \*  
 Reporting period: 3 to 3 2020

| Cost Elements              | Act. Costs  | Plan Costs | Var. (Abs.) | Var. (%) |
|----------------------------|-------------|------------|-------------|----------|
| 9161000022 IS-HOURS UNIT P | 832.630,19- |            | 832.630,19- |          |
| * Credit                   | 832.630,19- |            | 832.630,19- |          |
| ** Over/Underabsorption    | 832.630,19- |            | 832.630,19- |          |

Double click

- Select report "Cost centers: Actual line items"

PF1(1)/020 Select Report

Cost Centers: Actual Line Items

Cost Centers: Planning Overview  
 Cost Centers: Plan Line Items  
 CCtrs: Period Breakdown Actual/Plan  
 Activity Types: Period Breakdown  
 Stat. Key Figs: Period Breakdown  
 Cost Centers: Breakdown by Partner  
 Cost Centers: Breakdown by BusTrans  
 Area: Actual/plan 2 currencies  
 Display Planning Long Texts

Technical names on/off

- Guarantee that you have the following layout:

| Cost Center | * Cost Element | * Cost element name | Partner object | CO object name  | CO partner object name | CoCd         | Year Le         | Per DocumentNo | BusA          |
|-------------|----------------|---------------------|----------------|-----------------|------------------------|--------------|-----------------|----------------|---------------|
| User Name   | To Entered at  | Pers.No.            | frm ActTyp     | Val.in rep.cur. | Total Quantity PUM     | Posting Date | FixValue COCurr | Time created   | Document Date |

- List Export Spreadsheet to save to excel

### 3.4. I update the CATS monthly control file with the new postings

- Copy the table of the previous step to the tab "Timesheet" of CATS monthly control
- Exclude the totalizator lines (yellow)
- Convert personnel number to number format
- Eliminate the lines where personnel number is "0" or "blank"
- Filter in the posting date, the dates referring to correction postings (middle of the month, example 15.04.2014) and in column Regul (AD) write "REGUL" for the lines showing. By doing so, we will only compare the posting of the month with the CADO extraction
- Remove the filter and press F9 to refresh formulas
- Verify if there are no N/A in the following columns

| Employee Name | Project Group | Project co | WBS Element | WBS Element description |
|---------------|---------------|------------|-------------|-------------------------|
|---------------|---------------|------------|-------------|-------------------------|

- If there are N/A:
  1. Run transaction **ZZJ20** to obtain the project details
  2. Enter the networks extracted in the timesheet
  3. Select only the field **"Include activities in the result"**

**List of Networks with their activities**

Selection options

|                                                                                                                                                                                                                                 |         |    |  |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----|--|--|
| Plant                                                                                                                                                                                                                           |         | to |  |  |
| Company Code                                                                                                                                                                                                                    |         | to |  |  |
| PS project                                                                                                                                                                                                                      |         | to |  |  |
| WBS element                                                                                                                                                                                                                     |         | to |  |  |
| <input type="checkbox"/> WBS element status active<br><input type="checkbox"/> WBS element status inactive                                                                                                                      |         |    |  |  |
| Network                                                                                                                                                                                                                         | 6020163 | to |  |  |
| <input type="checkbox"/> Network status active<br><input type="checkbox"/> Exclude blocked WBS or Network<br><input checked="" type="checkbox"/> Include activities in result?<br><input type="checkbox"/> Download excel file? |         |    |  |  |



4. Execute the report (F8)
    - a. Extract the result: List Export Local file Text with tabs Select the location of the file and change the type to Excel xls.
  5. Open the report and remove the columns C, D,F and N
  6. Copy the result to CATS Monthly Control file in the tab ZZJ20
  7. Press F9 to update the formulas and verify that there are no longer N/A results.
- Refresh all pivot tables and verify if there are no differences between CADO and the Timesheet posted in the pivot tables showing in tabs "1 CRTL" and "1 CRTL PROJET".
- Note:** Remember to always remove the REGUL from the filter selection:

### Uploaded timesheet in the CC

|           |         |  |
|-----------|---------|--|
| To Period | 4       |  |
| REGUL     | (blank) |  |

- In tab "RECAP" create a new line for the current month, and paste the hidden pivot table to the lines below that line (from column K). Then replicate the pivot table with the calculation of the Qty Days and Eq FTE.
- Save the file with the name "CATS Monthly Control MM/YY"

### 3.5. I share the CATS monthly control file with IS Controllers

Upload the file in the Google Drive for the month in scope and send an email to the IS Controllers communicating that the posting for the current month has been made.



Dear all,

CATS hours have been posted.

Please find details in the file attached.

Have a great week.

 [CATS Monthly Control 04.xlsx](#)

**End of document.**