

BW: Check Unassigned Items in WC

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

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Scope

Country Accounting

ERP

WP2

Frequency

Monthly

References

ZWFA111

Forms

Attachments

<< BW: Check Unassigned Items in
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1. Objective and Scope

1.1. Objective of this Operation

This document is to guide how to check and fix the documents which doesn't have a market assigned in BW system.

1.2. Scope

The scope of this document is for all companies in WP2.

2. Definitions

See Finance Glossary:

- [BW](#)
- [BFC](#)

3. Tasks description

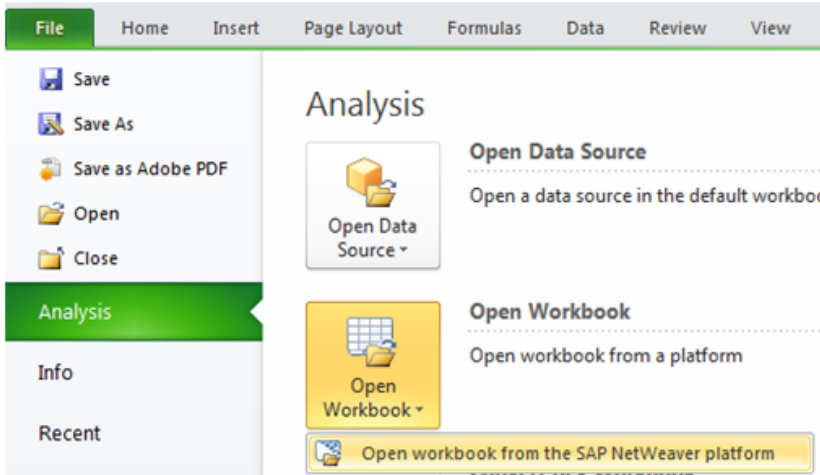
3.1. I retrieve and upload data

Go to BW following the steps:

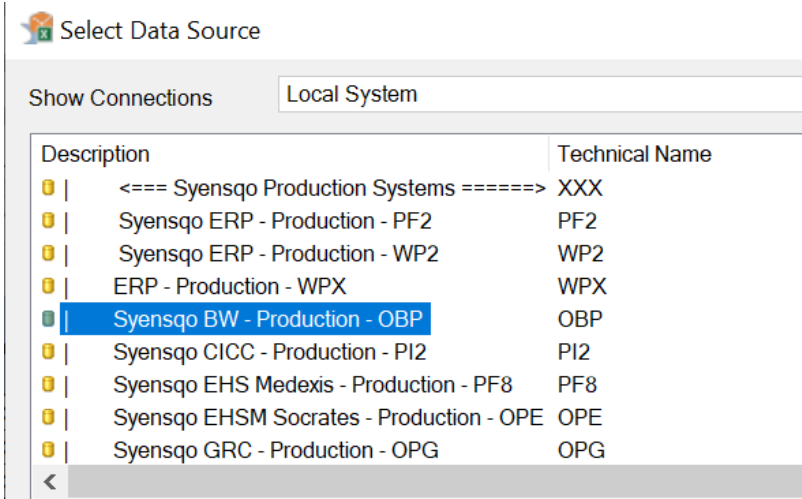
- Open "Analysis for Microsoft Excel".

SAP Business Intelligence
 SAP BusinessObjects Analysis
 Analysis for Microsoft Excel

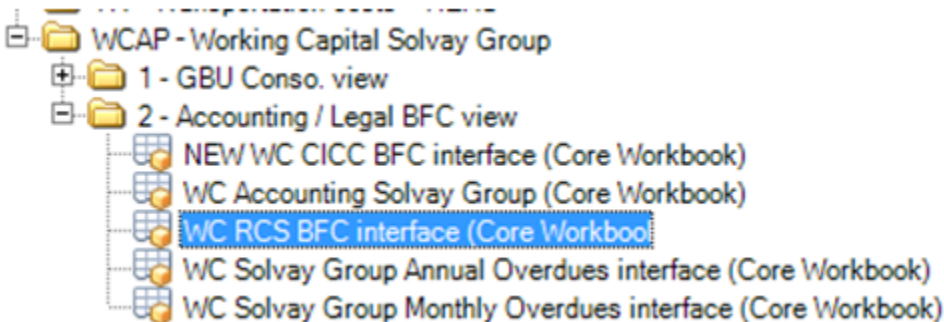
An excel file will be opened then select "Open workbook from the SAP"



- Select "Syensqo BW – Production – OBP"



- Select "WC RCS BFC interface"



- Fill the fields:

Calendar day: the last day of the month you need to analyze.

Legal PRS: company code

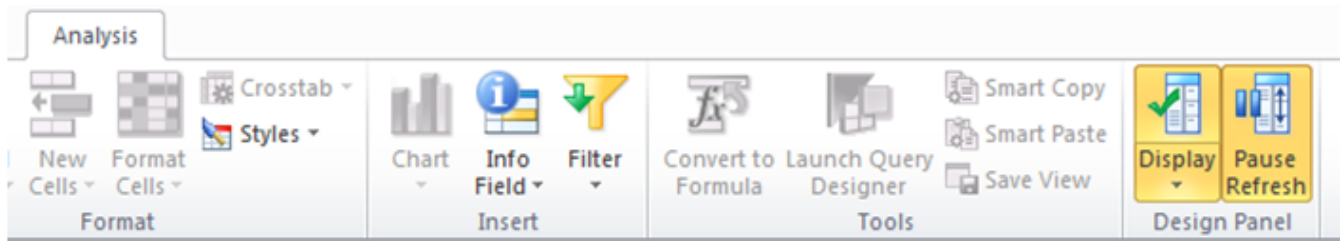
name and choose save to create a new user variant

Specify Value for Prompts

| | | |
|-------------------------------|---|--|
| * Calendar Day (Single value) | <input type="text" value="31.03.2017"/> | |
| * Legal PRS Comp. code (Sele | = <input type="text" value="7424"/> | |
| | = <input type="text"/> | |

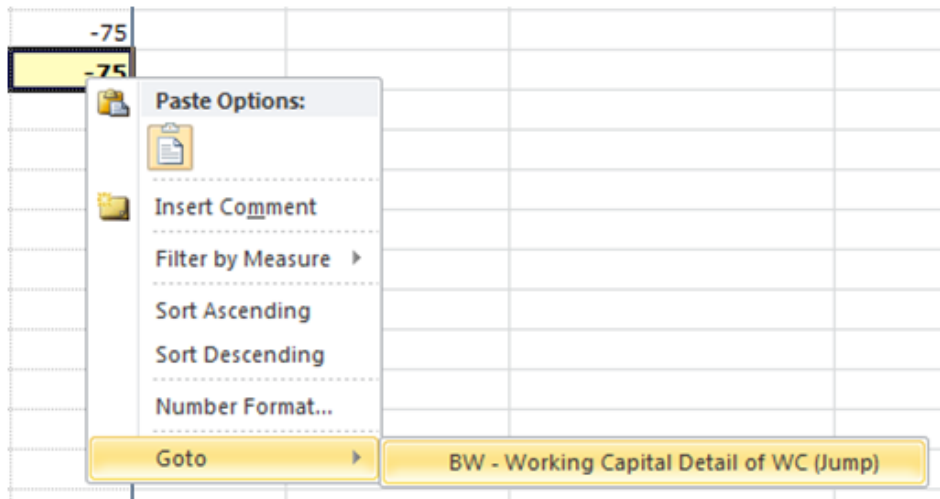
Once the report is generated, go to tab "WC".

Analysis click on "Display" and on "Pause refresh":

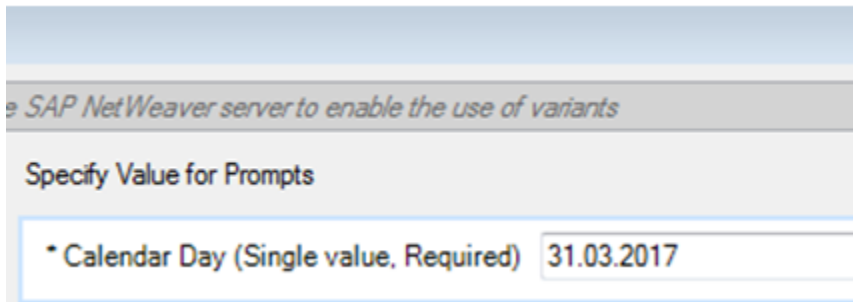


A box will appear on the right side.

- Pull up the items "BFC Activity 2" and "BFC Activity 1" to Columns



Fill again the date:



A new excel file will be opened with the documents by market, and you need to check the lines that have values on column "[-] Conso. View – Amount Loc. Curr.":

| FI doc. nb | FI doc. item | Posting date | AF [-] Conso. view Amount Loc. curr. |
|------------|--------------|--------------|---|
| 2300017871 | 2 | 31.12.2014 | \$ |
| | 2 | 17.01.2017 | 0,00 |
| 5100003930 | 1 | 17.01.2017 | 0,00 |
| | 2 | 28.02.2017 | 0,00 |
| | 3 | 28.02.2017 | 0,00 |
| | 4 | 28.02.2017 | 0,00 |
| 5100015547 | 1 | 28.02.2017 | 0,00 |
| 1900002901 | 2 | 14.03.2017 | 0,00 |
| 1900003367 | 1 | 27.03.2017 | 12.121,03 |

3.2. I perform the analysis

Once you have the documents number that are without market, you need to analyze them in SAP to find out which is the correct profit center/IECRA.

3.2.1. I perform the analysis for Trade Payables

Go to SAP to analyze the document; Most of times the documents for Trade Payables is a Vendor Invoice.

- Analyze some items on vendor account to try find some document linked to that, which may have the profit center;
- Go to the original document;

- Once you found the profit center, save it in the file to be used to make the corrections.

3.2.2. I perform the analysis for Trade Receivables

Go to SAP to analyze the document;

- Check the assignment, the reference, the text, this may help you to find out the origin document (invoice).
- If the document isn't an invoice, you need to analyze the customer account to find some invoice linked to that, and then go to the PA document to have the IECRA.
- Once you found the IECRA, save it in the file to be used to make the corrections.

3.2.3. I perform the analysis for Inventory

Go to SAP to analyze the document;

Usually we don't have documents for this and when there is, most of times is an entry requested by Locals/Controllers (in this case, you may ask directly to the person who requested the entry).

- Check the assignment;
- If there is a material code in the text or in the material field, you may check the MM03 to find the profit center.
- Once you found the profit center, save it in the file to be used to make the corrections.

3.3. I correct in SAP

Once you have all profit centers/IECRA defined on a Workbook,;

- Fill the first column with the company code;
- Fill the second column with the document number;
- Fill the third column with the year of the document;
- Fill the fourth column with the line items that are unassigned;
- The fifth and sixth column should be filled, respectively, with the profit center or IECRA;

You can only fill with an IECRA or a profit center, never both of them.

The sixth column, therefore, the IECRA, should be filled if it is an Trade Receivable document.

| A | B | C | D | E | F |
|------|------------|------|---|---|------------|
| 7424 | 400000011 | 2018 | 2 | | IECRA00450 |
| 7424 | 1800000838 | 2018 | 2 | | IECRA00450 |

The fifth column, therefore, the profit center, should be filled if its an Inventory or Trade Payable document,

| A | B | C | D | E | F |
|------|------------|------|---|------------|---|
| 7424 | 400000011 | 2018 | 2 | 7424-I0450 | |
| 7424 | 1800000838 | 2018 | 2 | 7424-I0450 | |

The file should be in CSV format.

Open transaction: **ZWFA111**

- Select company code;
- Flag the option 'Create-change records from a file'
- Input the CSV file and run the transaction;

BW extractors – Change basic field in FI postings

General criteria
 Company Code

Choose the treatment :

Display records
 Create-change records manually
 Create-change records from a file
 Update clearing data
 Update data from RCS Full Update
 Delete old records

Input File :
 Local File

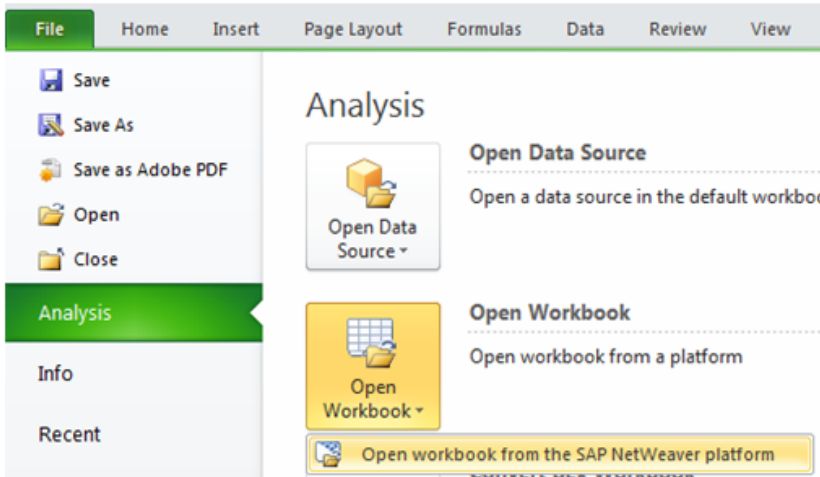
The corrections will appear after the BW is refreshed.

3.4. I Retrieve and Upload the Data in BFC Tool

3.4.1. I retrieve the Data from BW

It needs to be done on D+3 before upload the company in BFC tool.

Open an excel file go to "File" > "Analysis" > and select "Open workbook from the SAP"



- Select "Syensqo BW – Production – OBP"

Select Data Source

Show Connections Local System

| Description | Technical Name |
|--|----------------|
| <=== Syensqo Production Systems =====> | XXX |
| Syensqo ERP - Production - PF2 | PF2 |
| Syensqo ERP - Production - WP2 | WP2 |
| ERP - Production - WPX | WPX |
| Syensqo BW - Production - OBP | OBP |
| Syensqo CICC - Production - PI2 | PI2 |
| Syensqo EHS Medexis - Production - PF8 | PF8 |
| Syensqo EHSM Socrates - Production - OPE | OPE |
| Syensqo GRC - Production - OPG | OPG |

- Select "WC RCS BFC interface"



- Fill the fields:

Calendar day: the last day of the month you need to analyze.

Legal PRS: company code

name and choose save to create a new user variant

Specify Value for Prompts

* Calendar Day (Single value)

* Legal PRS Comp. code (Sele =

=

Enter in tabs with the heading in the name and verify if there is any value.

If yes, it is necessary to extract. If there is no values, it is not necessary to extract the data.

Extract the information to another excel file and paste with "values only".

You can save the different tabs in the same excel file.

Then, save the excel file in .csv format.

Save as type: CSV (Comma delimited)

3.4.2. Upload the Data from BW in BFC Tool

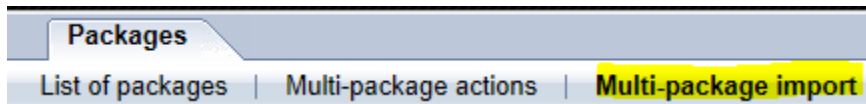
Open the BFC Link (https://financialconsolidation.syensqo.com/FCPROD_SCO) in the internet explorer.

Go to "open data entry package" and click on "Multi-package import" (for one company or multi company)

Enter package data

You can open a package and carry out a

- ▶ Open data entry package
- ▶ Multi-package actions
- ▶ Launch Intercompany



Click on "Browse" and select the .csv file saved with the information from BW related to Working Capital.

Furthermore, verify the fields highlighted in yellow in image below:

It is really important to:

Check the box:

- "Replace data";


Do NOT check the box:

- "erase the package amounts before importing";
- "Run Controls";
- "Publish Package(s)"

Packages

List of packages | Multi-package actions | **Multi-package import**

Prepare import

Using the multi-package import  function, import data into several packages at the same time.
Select the properties and operations to be applied to the import source (file, table) and/or the package(s) and click **Next**.

Select source template

Source type

Select file to be imported

Select the file containing the data to be imported using the Browse button.

File [Preview the contents of file !\[\]\(4d25d87d94191bbe34f0046ad604e903_img.jpg\)](#)

Type of source data

Select the character type used to delimit the columns and/or text in the import file.
Previewing the contents of the file to be imported will produce different results depending on the settings selected.

Column separator Semi-colon Comma Tab Other

Text identifier

Start importing from row The first row must be empty for the import to function successfully.

Import amounts

Replace data

The data in the source will replace the existing data in the package.

Add data

The data in the source will be added to the existing data in the package.

Erase the package amounts before importing

The amounts which have previously been imported or entered in the schedules are deleted

Import zero balances

Import comments

Erase the package comments before importing

After the import

Define whether one or more of the following actions must be performed.

Generate file containing the rejected data

Run package rules

When you run the package rules, the package will be saved.

Run controls

Publish package(s)

Once you publish the package, it may be locked.

After that, click on next.

Check the "status", the "period" and the "Reporting unit" (check the companies uploaded if are the ones in the .csv file):

Result

Select all / Deselect all

| Status | Category | Dat. ent. period | Rep. unit |
|--|---------------------|------------------|-----------------|
| <input checked="" type="checkbox"/> The package is valid | Legal consolidation | 2019.August | SOLVAY USA INC. |

1 selected item(s)

If ok, click on import:

End of document.