

I manage the Corporate Insurance

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:

Responsibility area:

Table of contents

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- Table of contents
 - 1. Objective and Scope
 - 1.1. Objective of this Operation
 - 1.2. Scope
 - 2. Definitions
 - 3. Tasks description
 - 3.1. I receive the Premium Allocation File
 - 3.1.1. I transfer the information to the internal file
 - 3.1.2. I send the Allocation File for the controllers
 - 3.2. I change the cycle allocation and create the Accruals Object
 - 3.2.1. I change the cycle allocation

- [3.2.2. I create the Accrual Object](#)

Scope



ERP

PF2

WP2

Frequency

References

Forms

Attachments

<< I manage the Corporate
Insurance >>

1. Objective and Scope

1.1. Objective of this Operation

This procedure aims to help to understand the Corporate Insurance process, how it is performed and estimated

1.2. Scope

All Legal entities covered by Corporate Insurance Program, both on PF2 and WP2

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I receive the Premium Allocation File

Every year, around July, we receive the new Premium Allocation File from the Corporate Insurance Team. Usually, the policy covers a period of 12 months, meaning the insurance period will cover from July until June the following year.

We will receive the file, usually via email, but it can also be posted in the [Corporate Teamsite](#).

2025/2026 Premium Allocation File Inbox x Insurance x



Dubreuil, Laure <laure.dubreuil@syensqo.com>

Jun 19, 2025, 2:25 PM

to Xavier, Nicholas, Jenna, me, Laurent

Dear team,

The [2025/2026 Premium allocation file](#) has been created and posted on our insurance teamsite.

The file will be updated progressively as the premiums allocations are finalized by Siaci - the costs include estimated Insurance Premium Taxes.

Thanks much,



Laure Dubreuil (She / Her)
 Head of Corporate Insurance and Prevention
 Corporate Finance

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syensqo.com
[SYENSQO](#) teamsite.

The file will usually look like this:

N°	FM ID	id	Index	Internal Rec #	Title	Organisations	Finance Directors	Syensqo Legal Entity #	Syensqo Legal Entity	Site name
124	FR11	377	FR9270.00-01	10230	TAVAUX - Specialty Polymers - 2025 - 1	Syensqo	Ana Dos Sant	57230	57230 = SOLVAY FRANCE S.A.	TAVAUX
138	IT03	406	IT1193.00-02	10226	SPINETTA MARENGO - 2025	Syensqo	Ana Dos Sant	05835	05835 = Solvay Specialty Polymers Italy S.p.A., Milano	SPINETTA MARENGO
147	US29	500	051250.00-08	10114	MARIETTA, OHIO - 2025	Syensqo	Ana Dos Sant	05782	05782 = Solvay Specialty Polymers USA, LLC, Alpharetta, GA	MARIETTA, OHIO
146	US39	499	000328.43-01	10159	PIEDMONT, SOUTH CAROLINA - 2025	Syensqo	Joseph Stecic	07180	07180 = CYTEC ENGINEERED MATERIALS INC.	PIEDMONT, SOUTH CAROLINA
145	US04	498	083522.62-07	10015	AUGUSTA, GEORGIA - 2025	Syensqo	Ana Dos Sant	05782	05782 = Solvay Specialty Polymers USA, LLC, Alpharetta, GA	AUGUSTA, GEORGIA
144	US09	497	001003.15-03	10038	BORGER, TX - 2025	Syensqo	Ana Dos Sant	05782	05782 = Solvay Specialty Polymers USA, LLC, Alpharetta, GA	BORGER, TX
19	US07b	496	046760.01-05	10255	WILLOW ISLAND(BELMONT), W. VIRGINIA - Tech Solutions - 2025	Syensqo	Kim Filsinger	07008	07008 = CYTEC INDUSTRIES INC.	WILLOW ISLAND, WEST VIRGINIA
123	CC02	363	CC5754.00-01	10049	CHANGSHU - 2025	Syensqo	Ana Dos Sant	05991	05991 = Solvay Specialty Polymers (Changshu)	CHANGSHU
159	US21	495	043008.63-01	10088	HAVRE DE GRACE, MARYLAND - 2025	Syensqo	Joseph Stecic	07180	07180 = CYTEC ENGINEERED MATERIALS INC.	HAVRE DE GRACE, MARYLAND
38	CA01	342	003137.50-09	10128	NIAGARA FALLS WELLAND - 2025	Syensqo	Kim Filsinger	07752	07752 = CYTEC CANADA INC.	NIAGARA FALLS, ONTARIO
158	US16	494	074159.36-05	10083	GREENVILLE, TEXAS - 2025	Syensqo	Joseph Stecic	07180	07180 = CYTEC ENGINEERED MATERIALS INC.	GREENVILLE, TEXAS
156	UK07	392	UK4418.00-01	10259	WREXHAM - 2025	Syensqo	Joseph Stecic	07771	07771 = CYTEC ENGINEERED MATERIALS LIMITED	WREXHAM
195	US55	493	061314.67-08	10257	WINONA, MINNESOTA - 2025	Syensqo	Joseph Stecic	07180	07180 = CYTEC ENGINEERED MATERIALS INC.	WINONA, MINNESOTA
102	US06	492	087575.68-02	10026	BATON ROUGE, LOUISIANA - 2025	Syensqo	Kim Filsinger	74249	74249 = Solvay USA, LLC.	BATON ROUGE, LOUISIANA
157	US02	490	076792.54-08	10004	ANAHEIM, CALIFORNIA - 2025	Syensqo	Joseph Stecic	07180	07180 = CYTEC ENGINEERED MATERIALS INC.	ANAHEIM, CALIFORNIA
94	FR07	376	FR5241.00-01	10195	SAINTE-FONS SPECIALITES (P. MONNET) - 2025	Syensqo	Kim Filsinger	64220	64220 = Specialty Operations France S.A.S	SAINTE-FONS SPÉCIALITÉS
75	CC10	362	CC6788.00-01	10261	ZHANGJIAGANG (FENG HUANG TOWN) - 2025	Syensqo	Kim Filsinger	65268	65268 = Syensqo (Zhangjiagang) Specialty Chemicals Ltd	ZHANGJIAGANG, CHINA
143	US52	491	033150.25-04	10254	WEST DEPTFORD, NEW JERSEY - 2025	Syensqo	Ana Dos Sant	05782	05782 = Solvay Specialty Polymers USA, LLC, Alpharetta, GA	WEST DEPTFORD, NEW JERSEY
84	US32a	489	084809.57-04	10125	MOUNT PLEASANT2, TENNESSEE (MT JOY) - 2025	Syensqo	Kim Filsinger	07008	07008 = CYTEC INDUSTRIES INC.	MOUNT PLEASANT, TENNESSEE
142	US41	488	082005.11-09	10178	ROCK HILL, SOUTH CAROLINA - 2025	Syensqo	Joseph Stecic	07180	07180 = CYTEC ENGINEERED MATERIALS INC.	ROCK HILL, SOUTH CAROLINA
187	IN03	399	IN2030.00-01	10141	PANOLI - 2025	Syensqo	Ana Dos Sant	05955	05955 = Solvay Specialties India Pvt Ltd	PANOLI, INDIA
16	FR08	430	FR5242.00-02	10022	RIC LYON - 2025	Syensqo	Gerald Pitter	64220	64220 = Specialty Operations France S.A.S	RIC LYON
135	GE06a	384	GE4661.00-01	10131	OESTRINGEN - 2025	Syensqo	Joseph Stecic	07772	07772 = CYTEC ENGINEERED MATERIALS GmbH	OESTRINGEN
71	FR09	375	FR0239.00-01	10118	MELLE - ST LEGER DE LA MARTINIÈRE - Novocare - 2025	Syensqo	Kim Filsinger	64220	64220 = Specialty Operations France S.A.S	MELLE - ST LEGER DE LA MARTINIÈRE

With each tab referring to a specific insurance program (for example, Property Insurance, D&O Insurance, etc).

It is important to check that the file contain the following information:

- Internal rec - this information will determine the site of the amount to be charged as expense;
- Legal Entity - this information will determine which company code the amount is referring to;
- Address;
- Total Premium (Including tax) in **Local Currency**;

- Period of the policy

If any of this information is missing, we should contact the Corporate Insurance Team to provide it so we can have the information complete.

Once we receive the premium allocation file, we can start working in the internal allocation file.

3.1.1. I transfer the information to the internal file

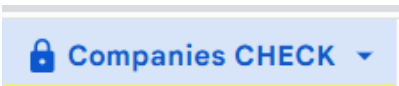
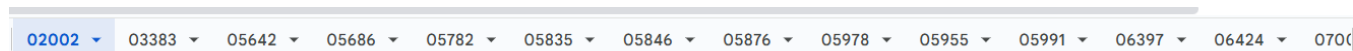
After you have received the file and ensured that no information is missing, you can transfer the information to the internal file, stored at the [Google Drive](#). You can create a new folder on the Drive and copy the file from the previous period to keep the history.

Once you have done this, you can start transferring the information from the Premium Allocation File to the tabs accordingly to the program:



It is usually better to do one program at a time to ensure that no data is missing.

Once you have transferred the information, you can check the company code tabs to ensure that the formulas are working and adjust them if needed:



If everything is alright, you can check in the [Companies CHECK](#) tab to ensure that everything is ok. Filter on column "H", "Check 1" to see if anything is everything is ok:

Corporate Insurance Team File (Do a pivot table on detailed allocation to get this list)		Check	Companies Individual Sheets				
Sheet Entity Code	Company Code		Sheet Entity Code	System	CC Pivot	Consolidation Method	Check 1
02002 = SYENSQO SA	02002	OK	02002 = SYENSQO SA	PF2	6J800000IN	Fully consolidated (IG)	OK
05642 = Syensqo Specialty Polymers Germany GmbH	05642	OK	05642 = Syensqo Specialty Polymers Germany GmbH	PF2	RR800000IN	Fully consolidated (IG)	OK
05686 = Solvay Quimica SA, Buenos Aires	05686	OK	05686 = Solvay Quimica SA, Buenos Aires	PF2	UC800000IN	Fully consolidated (IG)	OK
05782 = Solvay Specialty Polymers USA, LLC, Alpharetta, GA	05782	OK	05782 = Solvay Specialty Polymers USA, LLC, Alpharetta, GA	PF2	ND800000IN	Fully consolidated (IG)	OK
05835 = Syensqo Specialty Polymers Italy S.p.A.	05835	OK	05835 = Syensqo Specialty Polymers Italy S.p.A.	PF2	B7800000IN	Fully consolidated (IG)	OK
05846 = Solvay Specialty Polymers Japan KK	05846	OK	05846 = Solvay Specialty Polymers Japan KK	PF2	K3800000IN	Fully consolidated (IG)	OK
05876 = Syensqo (Shanghai) International Trading Co., Ltd.	05876	OK	05876 = Syensqo (Shanghai) International Trading Co., Ltd.	PF2	N6800000IN	Fully consolidated (IG)	OK
05955 = Solvay Specialities India Pvt Ltd	05955	OK	05955 = Solvay Specialities India Pvt Ltd	PF2	O7800000IN	Fully consolidated (IG)	OK
05978 = Syensqo Specialty Polymers Belgium SA/NV	05978	OK	05978 = Syensqo Specialty Polymers Belgium SA/NV	PF2	U7800000IN	Fully consolidated (IG)	OK
05991 = Solvay Specialty Polymers (Changshu)	05991	OK	05991 = Solvay Specialty Polymers (Changshu)	PF2	JP800000IN	Fully consolidated (IG)	OK

If something is marked as "Not Ok", you will have to check what is missing.

Usually, when something is "Not Ok", it is related to a new Internal Record informed by the Corporate Insurance Team that you will have to add in the company code tab in the "I" column:

A	B	C	D	E	F	G	H	I
			Automatic	Automatic	Automatic	Automatic	Automatic	Manual
			Separation Company	Site	Country	GBU	Activity	Internal Rec
	BRUXE LLES Maison Ernest			BRUXELLES (DELTATECH0 SOLVAY CAMPUS)	BE-Belgium	CBS	CB>50	10441
				Maison Ernest Solvay	BE-Belgium	CBS		10008
								Total

Once all company codes are correct for every program, you can send the file for the controllers.

3.1.2. I send the Allocation File for the controllers

If everything is ok with the file, you can send it to the controllers so they change the cost center allocation in the company codes allocation:

INSURANCE

Internal Rec	Total	Local	Total per Month	Cost Element	CC Pivot	Weight in the	CC Allocation	Allocation
10092	353,976.00	BRL	29,498.00	98300252	6409-5998	71.47%	8980-2012	100.00%
10229	46,972.00	BRL	3,914.33	98300252	6409-5998	9.48%	8982-2014	100.00%
10286	0.00	BRL	0.00	98300252	6409-5998		8977-3000	100.00%
10146	18,320.00	BRL	1,526.67	98300252	6409-5998	3.70%	8978-8809	100.00%
10057	37,705.00	BRL	3,142.08	98300252	6409-5998	7.61%	8977-7022	100.00%
10011	28,970.00	BRL	2,414.17	98300252	6409-5998	5.85%	6409-5305	100.00%
10013	8,225.00	BRL	685.42	98300252	6409-5998	1.66%	8978-7043	100.00%
10450	1,145.00	BRL	95.42	98300252	6409-5998	0.23%	8978-8809	100.00%

Then, you can send an email informing the controllers that the file is ready for their updates. You can find the list of the controllers [here](#).



Once the controllers have done their changes, go to [Companies CHECK](#) tab, and check all the companies with "Not Ok" status on the "Check 4".

This means you will have to add a new cost center in the U column:

CC Allocation	Allocation	SKF 25/26	ADD?	CC SKF	% SKF	Check
8980-2012	100.00%	71.47%	OK	8980-2012	71.47%	OK
8982-2014	100.00%	9.48%	OK	8982-2014	9.48%	OK
8977-3000	100.00%		OK	8977-3000	0.00%	OK
8978-8809	100.00%	3.70%	OK	8978-8809	3.93%	OK
8977-7022	100.00%	7.61%	OK	8978-7043	1.66%	OK
6409-5305	100.00%	5.85%	ADD	8977-7022	7.61%	OK
8978-7043	100.00%	1.66%	OK			
8978-8809	100.00%	0.23%	OK			

After you have added all the cost centers for all companies, and that everything is ok in the "Companies Check" tab, you can start to change the cycles and later create the Accruals Object.

3.2. I change the cycle allocation and create the Accruals Object

3.2.1. I change the cycle allocation

Now that the controllers have informed what should be the new cycle allocation, you should change it by segment in transaction KSV2.

For example, for company code 6409, the allocation suggested by the controllers for General Liability Insurance was as follows:

CC SKF	% SKF	Check
8980-2012	86.05%	OK
8982-2014	13.95%	OK
8977-3000	0.00%	OK
	100.00%	

Therefore, in KSV2, the allocation should be the same:

Insert the control area, cycle insurance (the company code number plus IN) and the start date (the first day of the year):

Controlling Area	2025
Cycle	6409IN
Start Date	01.01.2025



Select the icon to select the segment you want to change:

Name	Text	Sort Field	S	Sender Rule	R	Rec Rule	R
98300250	Crime Insurance		1	Posted amou...	3	Fixed perce...	
98300251	Liability (General and Exces...		1	Posted amou...	3	Fixed perce...	
98300249	Cyber Insurance		1	Posted amou...	3	Fixed perce...	
98300252	Property		1	Posted amou...	3	Fixed perce...	
98300253	Environmental		1	Posted amou...	3	Fixed perce...	
98300255	Broker Fees/Comm		1	Posted amou...	3	Fixed perce...	
98300256	Transport		1	Posted amou...	3	Fixed perce...	
98300258	Global Business Travel		1	Posted amou...	3	Fixed perce...	
98300259	D&O/EPL Liability		1	Posted amou...	3	Fixed perce...	
98300254	Pension Trust		1	Posted amou...	3	Fixed perce...	

In this case, you can check in the internal file the segment by looking at the cost element (it will be the same as the name, for example 98300251)

>GENERAL LIABILITY INSURANCE																
Country	GBU	Activity	Internal Rec	Total	Local	Total per Month	Cost Element	CC Pivot	Weight In the	CC Allocation	Allocation	SKF 25/26	ADD?	CC SKF	% SKF	Check
l-Brazil	Novocare	CS>NR	10092	674.162.00	BRL	56.180.17	98300251	6409-5998	86.05%	8980-2012	100.00%	86.05%	OK	8980-2012	86.05%	OK
l-Brazil	Novocare	CS>NR	10229	109.248.00	BRL	9.104.00	98300251	6409-5998	13.95%	8982-2014	100.00%	13.95%	OK	8982-2014	13.95%	OK
l-Brazil	Novocare	CS>NR	10286	0.00	BRL	0.00	98300251	6409-5998		8977-3000	100.00%		OK	8977-3000	0.00%	OK

Receiver Tracing Factor

Click on to adjust the percentage by cost center:

Receivers	Portion/percent
Cost Ctr	
6409-5305	<input type="text"/>
8977-3000	<input type="text"/>
8977-7022	<input type="text"/>
8978-7043	<input type="text"/>
8978-8809	<input type="text"/>
8980-2012	86,05
8980-3001	<input type="text"/>
8982-2014	13,95
8982-3010	<input type="text"/>

following in the Reference Data:

1. **Company Code:** Enter the company code for the Accrual Object to be created.
2. **Accrual Object Category:** Selected from the drop down menu. Select with the year of the policy period followed by “_INSUR” (i.e., for 2025-26 insurance renewals, it is 25_INSUR). Every year, a ticket has to be created to IS requesting the category creation YY_INSUR (where YY is the current fiscal year)
3. **Text:** The text in the accrual object setup should follow standard naming convention of year, type of insurance, and Business Area. Example: 2025-26 General Liability **Person Responsible:** if based on estimate, “ESTIMATE”; if actual insert ERP invoice document number.
4. **Start and end dates:** The policy period dates are entered here. Normally it will be one year.

Go to the Item Data tab and click on “Append Row” Icon to add an Accrual Type:

A new line is added:

1. **Accrual Type:** Select “COSTS”.
2. **Accounting Principles:** Select “IAS.”

3. **Total amount to be accrued:** The estimated premium for the policy year for that company (based on Premium Allocations File provided by Group Insurance team)
4. **Accrual Item Currency:** The currency of the company code
5. **Total Quantity to Accrue and Unit of Measure:** Leave blank
6. **Accrual Method:** Select "Linear."

You should have something similar to the below information:

Go to the Parameters tab and click on the button "Enter Parameters" to bring in the additional fields to populate:

Company Code	7424											
Reference Data												
Accrual Object Cat.	25_INSUR	AObject Number										
Text	2025-26 GENERAL LIABILITY INSURANCE											
Person Responsible	ESTIMATE											
Life												
Start of Life	01.07.2025	End of Life										
		30.06.2026										
<div style="display: flex; border-bottom: 1px solid black; margin-bottom: 5px;"> Item Data Parameter Acct Assgts </div> <div style="border: 1px solid black; padding: 5px;"> <div style="background-color: #ffffcc; display: inline-block; padding: 2px 5px; margin-bottom: 5px;">Enter Parameters</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Parameter name</th> <th>Parameter value</th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td>Text</td> <td></td> </tr> <tr> <td>Assignment</td> <td></td> </tr> <tr> <td>Document Header Text</td> <td></td> </tr> <tr> <td>Profit Center</td> <td></td> </tr> </tbody> </table> </div>			Parameter name	Parameter value	Text		Assignment		Document Header Text		Profit Center	
Parameter name	Parameter value											
Text												
Assignment												
Document Header Text												
Profit Center												

Text field: Standard text with the policy year, followed by the type of insurance, and "estimate" (i.e., 2025-26 Broker Fees). This information will appear in the posting line.

Assignment field: The type of insurance as shown below will match up with posting from Insurance file (where XXXX=policy year beginning and YY=policy year ending – i.e., 2025-26 Liability General):

Assignment Field Text	Assignment Field Text
XXXX-YY <u>Liab. General</u>	XXXX-YY <u>Liab. Environmental</u>
XXXX-YY <u>Liab.WC</u>	XXXX-YY <u>Property</u>
XXXX-YY <u>Pol. Violence</u>	XXXX-YY <u>Pol. Risk</u>
XXXX-YY <u>Transport</u>	XXXX-YY <u>Auto</u>
XXXX-YY <u>Property</u>	XXXX-YY <u>Broker Fees</u>

Document Header Text: The policy year followed by "Insurance (i.e., 2025-26 Insurance)

Completed Parameters:

Item Data		Parameter	Acct Assgts
Enter Parameters			
	Parameter name	Parameter value	
	Text	2025-26 GENERAL LIABILITY INSURANCE	
	Assignment	2025-26 GENERAL LIABILITY INSURANCE	
	Document Header Text	2025-26 GENERAL LIABILITY INSURANCE	
	Profit Center		

Go to the Acct Assgts Tab.

Enter the Insurance Cost Center for that company in the Cost Center field (for **PF2**, consider cost center EE800000IN, where EE is company establishment code; for **WP2**, consider the SWEEP cost center CCCC-5998, where CCCC is company code number):

Item Data		Parameter	Acct Assgts		
	BusA	Profit Center	Cost Center	Order	WBS element
			6409-5998		

Item Data		Parameter	Acct Assgts		
	BusA	Profit Center	Cost Center	Order	WBS element
			ND800000IN		

In the bottom section of the Accrual Object creation screen, go to the Accts tab. Complete the screen as follows:

Calculated Accruals		Postings	Posted Totals	Accts
Accrual Item		COSTS / IAS		
Opening Posting				
Start Acct	46950200	Targ. Acct	47900100	Document Type S5
Periodic Posting				
Start Acct	47900100	Targ. Acct	98300251	Document Type S5
Closing Posting				
Start Acct	98300251	Targ. Acct	47900100	Document Type S5

Calculated Accruals	Postings	Posted Totals	Accts
Accrual Item COSTS / IAS			
Opening Posting			
Start Acct	2322014902	Targ. Acct	2700000010 Document Type S5
Periodic Posting			
Start Acct	2700000010	Targ. Acct	6111020000 Document Type S5
Closing Posting			
Start Acct	6111020000	Targ. Acct	2700000010 Document Type S5

For the "Opening Posting" the "Start Acct" is always 2322014902 (PF1) and 46950200 (WP1) and the "Targ Acct" is always 270000010 (PF1) and 47900100 (WP1).

For the "Periodic Postings," the "Start Acct" is always 2700000010/ 47900100, but the "Targ Acct" is based on the type of insurance. Enter the appropriate G/L account based on the [Insurance Program](#):

PF2	WP2	SAP Text
6111010000	98300252	>PROPERTY INSURANCE
6111020000	98300251	>GENERAL LIABILITY INSURANCE
6111021000	98300253	>ENVIRONMENTAL LIABILITY INSURANCE
6111050000	98300256	>CARGO/TRANSPORT INSURANCE
6111070000	98300259	>D&O/EMPLOYMENT INSURANCE
6111070000	98300254	>PENSION TRUST INSURANCE
6111070000	98300259	>EPL INSURANCE
6111092000	98300261	>POLITICAL RISK INSURANCE
6111090000	98300251	>AIRCRAFT PRODUCTS

After completing all the above fields for the Accrual Object, you need to save it.

IMPORTANT: When you save the Accrual Object, a posting is made for the amount in the "Opening Posting" at that time. It is important that you ensure all fields have been correctly and accurately completed. Otherwise, information included in the posting will have incorrect data. No monthly periodic postings are made when initially saved.

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End of document.

