

I review that the accounts are correctly revaluated.

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: Treasury Accounting

Responsibility area: Ensure the currency revaluation for Balance Sheet accounts

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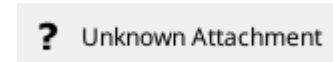
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- 3.2. I make a consistency check between SAP balances and the excel control file.

Scope



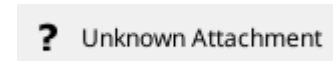
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ERP



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Frequency



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References

Forms

Attachments

<< I review that the accounts are correctly revaluated. >>

1. Objective and Scope

1.1. Objective of this Operation

This process will allow:

- To check if all the monetary items in the balance sheet have been correctly revalued at the closing rate;
- To ensure that all the monetary items have been included in the revaluation process.

1.2. Scope

Entities 2232 and 4044.

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I export the SAP accounts to excel file and apply the month-end exchange rate.

The internal control main steps:

- To extract all the data "Balances of G/L accounts in currencies" for respective company before the revaluation process (Transaction code and Variant provided in the Excel file);
- To obtain the closing exchange rate currency by currency;
- To revalue in the Excel control file manually all the monetary items;
- To reconcile the revaluation from SAP with the excel file. If any difference is identified, it must be investigated.

Files saved on LUCAP\Month End Closing\YYYY\MM.YYYY:

2232 – Balance in foreign currencies DDMMYYYY.xlsx

4044 – Balance in foreign currencies DDMMYYYY.xlsx

3.2. I make a consistency check between SAP balances and the excel control file.

Follow instructions in the Excel files for the purpose, for each company 2232 and 4044.



4044 - Balance in...s 31.05.2022.xlsx

[2232 - Balance in foreign currencies 31 10 2024.xlsx](#)

Location of files:

\\lucapfs01sco.oxo.priv\LUCAP-USERS\TREASURY ACCOUNTING (P2)\MONTH END CLOSING\YYYY\MM.YYYY

End of document.