Standard Operating Procedure

|  |  |
| --- | --- |
| Smart Handling Fees | |
|  | |
|  | |
| SOP Number | 1 |
| Customer | NTT Germany |
| Organization/Area | R2R Germany |

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# Document Control

## Document Location

[Arial 10 – Share path / link of the SOP]

## Document Creation

|  |  |  |
| --- | --- | --- |
| **Creation Date:** | **Genpact Approval By:** | **Customer Approval By:** |
| 09/2023 | Daniel Stan | Moritz Emig |

## Revision History

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revision Date:** | **Version Number:** | **Change Reason:** | **Pages Changed (pg. no.)** | **Genpact Approval By:** | **Customer Approval By:** |
| Month d, year | 01 |  |  | Name, Title | Name, Title |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Acronyms, Process Legends, and Definitions

[Arial 10 – Add link to the library]

# Overview

## Objective of the Document

The purpose of this document is to:

-prepare calculation for \_SW\_Reclass\_v5

-prepare ZSD\_Repfin\_MTD\_Tech

-prepare ZSD\_Repfin\_SOTD\_Tech

-post journal for \_SW\_Reclass\_v5

## Value Stream Impacted and Supporting Systems

### Value Stream

|  |  |
| --- | --- |
| **Value Stream (L1)** | **Definition (L1)** |
| R2R | Record to Report |
|  |  |

### Supporting System

### Technical Support

|  |  |
| --- | --- |
| **System Name** | **Usage** |
| SAP | ERP System |
|  |  |
|  |  |
|  |  |

## Assumptions and Exclusions

[Arial 10 – Please provide detailed description of all exceptions to the standard process captured. Please link each exception with the process step and maintain an exception tracker, only the path / link of the tracker should be added.]

## Guiding Principle

[Arial 10 – Refer to notation standard BPMN 2.0]

# Business Process

## Value Stream and Process Group (Level 2)

[Arial 10 – Mention value stream (L1) and aligned process group (L2) along with definition relevant to the SOP.

## Business Process (Level 3)

[Arial 10 – Mention business process (L3), definition and value created (L3)

## Business Process Activity Map

[Arial 10 - E2E including both retain and service provider) @ Activity (level 4) Per entity & scenario Activity, associated role (retain or service provider), system, KPI, SLA, key input and key outputs]

## Business Process Task

In the file \_SW\_Reclass\_v5 we will reclass Software from Tech to VBR. The calculation will be done for the weekly report to have a Month End Forecast. The booking will only be done within the Month closing.

Posting should be done on WD1.

Use SAP Exports: ZSD\_Repfin\_MTD\_Tech & ZSD\_Repfin\_SOTD\_Tech

Both the exports and the SW Reclass file will be found in the location here:

Download the files and save them in the same folder as the template

A screenshot of a computer

Description automatically generated with medium confidence

In the file SW\_Reclass there is the sheet Link, the files linked to the file should be named the same as in the sheet link

A screen shot of a computer

Description automatically generated with low confidence

Click on Refresh All and the template automatically refreshes all data and should be ready to go

A screenshot of a computer

Description automatically generated

The sheet Orders per Revenue shows all the orders considered in the two files ZSD\_Repfin\_MTD\_Tech & ZSD\_Repfin\_SOTD\_Tech

A screenshot of a computer

Description automatically generated with low confidence

The sheet Posting doc is the automatically filled posting journal. Always double check the numbers before using this to post on the general ledger

A screenshot of a computer

Description automatically generated with medium confidence

Go on: [General Ledger - Germany - Manual Posting Request - Open\_Items\_View (sharepoint.com)](https://nttlimited.sharepoint.com/teams/71m9y/DE_GL/Lists/Manual%20Posting%20Request/AllItems.aspx?params=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA1MDEwMTAwOSJ9&OR=Teams%2DHL&CT=1675697598550&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMzAxMDEwMDkxMyIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) and post the Posting Journal here. Use the old version in the previous month as a template for doing this.

A screenshot of a computer

Description automatically generated

Use the new results and paste them into the old posting journal.

A screenshot of a computer

Description automatically generated

Posting Reference should be taken from the Posting Journal.

Category is Tech

Attachments use the actual posting journal

Last step – save it

A screenshot of a computer

Description automatically generated with medium confidence

The sheet wrk Pivot is used to identify the Sales Orders and Items with the Mat.Group. This will be used to calculate the reclass

A picture containing text, screenshot, display, plot

Description automatically generated

The Sheet SW reclass is the result from all the Renewable SW/Licenses with the Mat.Group 10200. They must be reclassed.

A screenshot of a computer

Description automatically generated with medium confidence

The Sheet Report will be used as an overview and shows the result of the reclass.

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Description automatically generated with medium confidence

The Sheet Cost Ctr Summary gives a simple overview and should be refreshed separately.

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Description automatically generated

# Exceptions

[Arial 10]

# Compliance Documents to Business Process

[Arial 10 – Associated Compliance Documents to Business Process (level 3) example - SOX, Policies (Link to applicable documents]

# Other Key Documents

[Arial 10 - “Service Delivery” i.e. Engagement Model (Link to applicable documents)]

# Sign Off

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Description automatically generated

