



ACCOUNTING MASTER DATA IMPROVEMENT INITIATIVE

by Kasia Cieszyńska

Agenda

- ❑ **Mandate definition and building a new team in a global context**

- ❑ **Accounting Master Data journey has now begun**

- ❑ As-Is – who and how
- ❑ Shaping for the future - roadmap
- ❑ Observe and ask how others do - benchmark and assess

- ❑ **Networking is a good idea – create space for internal synergy**

- ❑ **Why MD workflow?**

- ❑ **How do we want to get there**

- ❑ It is a marathon, so consider smaller sprints
- ❑ Grasp complexity
- ❑ Choose your must have and nice to have



Environment
friendly power
generation

63 TWh

97%

Renewable energy

Three black icons are arranged horizontally: a water drop with three smaller drops below it, a wind turbine, and a flame inside a square frame.

More than
500.000
energy related
contracts traded
per year

A white line-art icon of a globe with latitude and longitude lines.

3 500
employees in
16 countries

100%

state-owned



353

power plants
around the
world

A blue icon of a wind turbine.

WIND POWER

A blue icon of a water drop with three smaller drops below it.

HYDROPOWER

A blue icon of a flame inside a square frame.

DISTRICT HEATING

A blue icon of a flame inside a square frame.

GAS POWER

A blue icon of a sun with rays.

SOLAR POWER

A blue icon of a bar chart with an upward arrow.

MARKET OPERATIONS

OUR VALUES

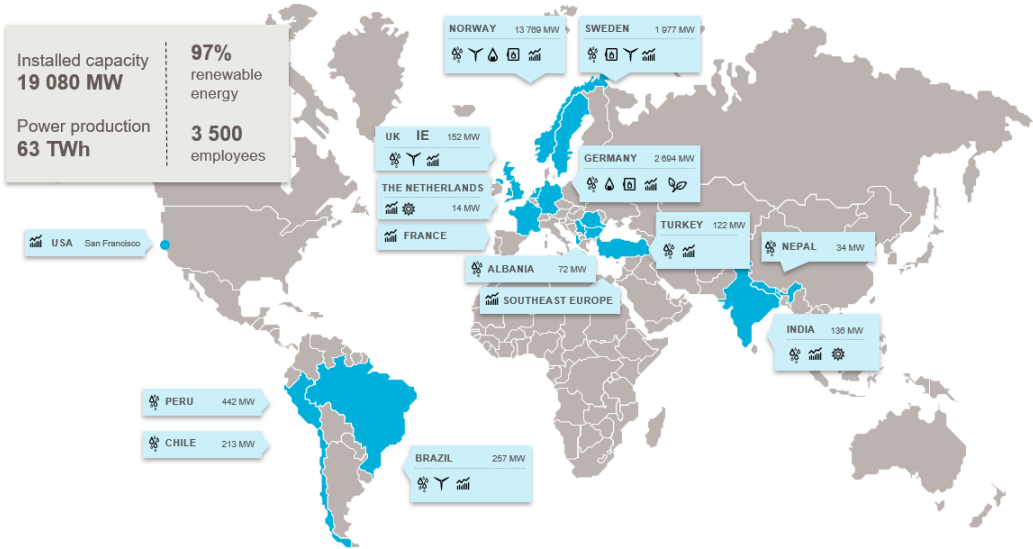
Competent. Using knowledge and experience to achieve ambitious goals and to be recognised as a leading player.

Responsible. Creating value, while showing concern for employees, customers, the environment and society in general.

Innovative. Thinking creatively, identifying opportunities and developing effective solutions.



Statkraft's global presence




A little about me...

←

Q Katarzyna (Kasia) Cieszyn...


⚙




Head of Master Data

Statkraft

Aug 2018 - Present • 10 mos





Coty

1 yr 10 mos

•


Nordic Customer Service Senior Manager

Nov 2017 - Jul 2018 • 9 mos

•


Global Customer Service Master Data Transition Leader

Oct 2016 - Oct 2017 • 1 yr 1 mo



Procter & Gamble

7 yrs 7 mos



•


SAP Change Management Project Manager

Nov 2012 - Sep 2016 • 3 yrs 11 mos

•

Global Master Data Business Process Expert


Mar 2009 - Nov 2012 • 3 yrs 9 mos



Master Data Expert

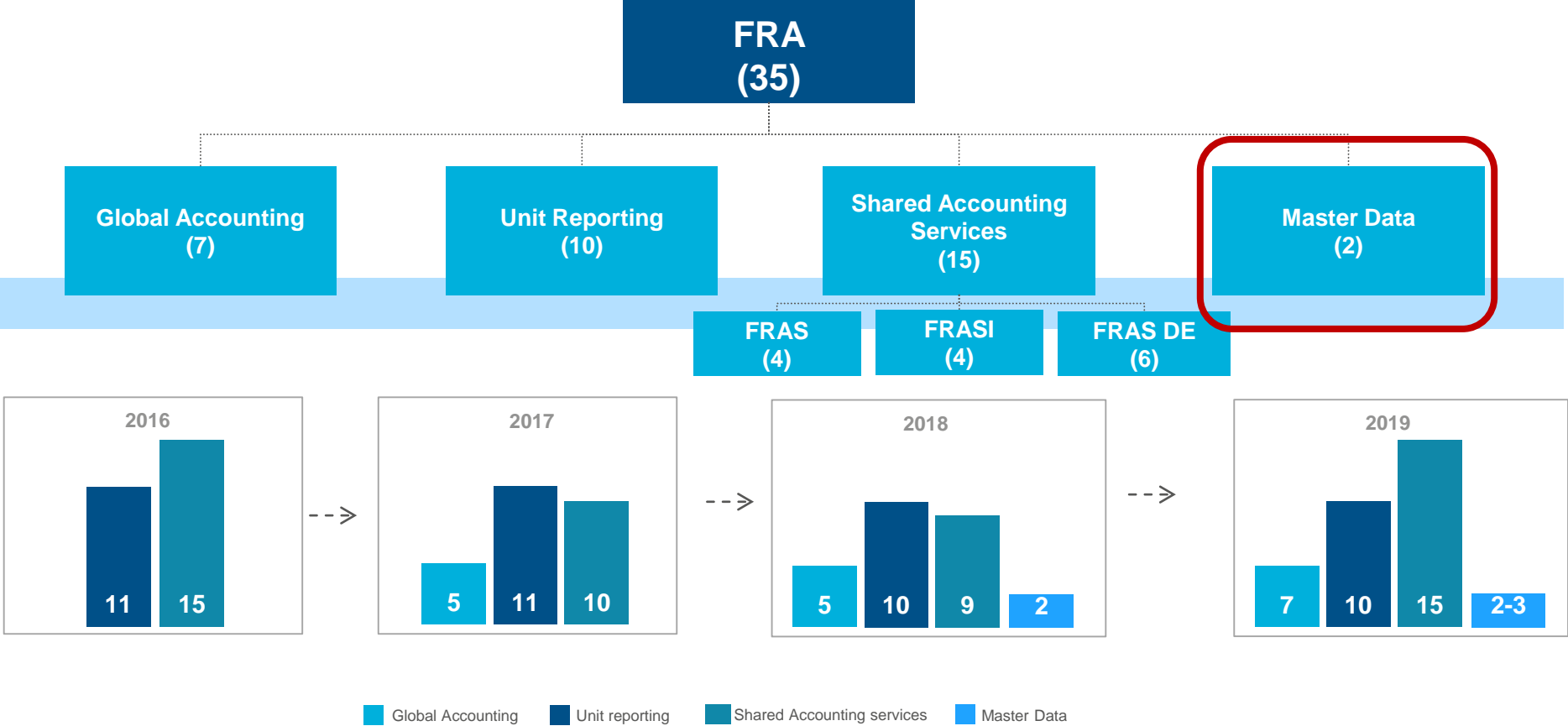
Procter & Gamble

2004 - 2009 • 5 yrs

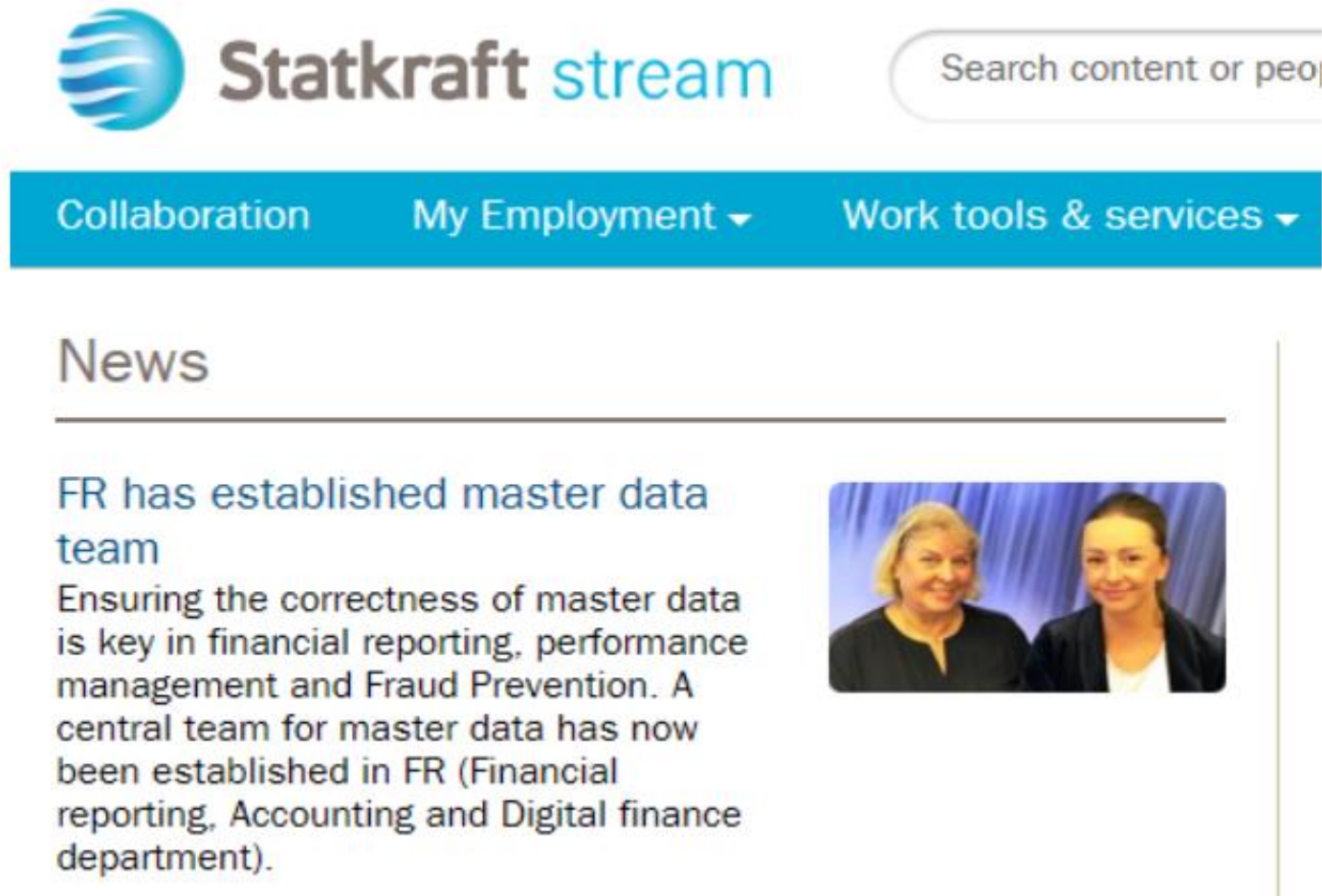




The MD journey has begun...



Create your global identity



The screenshot shows the Statkraft stream website. At the top left is the Statkraft stream logo, consisting of a blue globe icon and the text "Statkraft stream". To the right of the logo is a search bar with the placeholder text "Search content or people". Below the logo and search bar is a blue navigation bar with three items: "Collaboration", "My Employment" with a downward arrow, and "Work tools & services" with a downward arrow. Below the navigation bar is a "News" section with a horizontal line. The first news item is titled "FR has established master data team" in blue text. The text of the news item reads: "Ensuring the correctness of master data is key in financial reporting, performance management and Fraud Prevention. A central team for master data has now been established in FR (Financial reporting, Accounting and Digital finance department)." To the right of the text is a photograph of two women, one with blonde hair and one with dark hair, both smiling.

Statkraft stream


Search content or people

Collaboration My Employment ▼ Work tools & services ▼

News

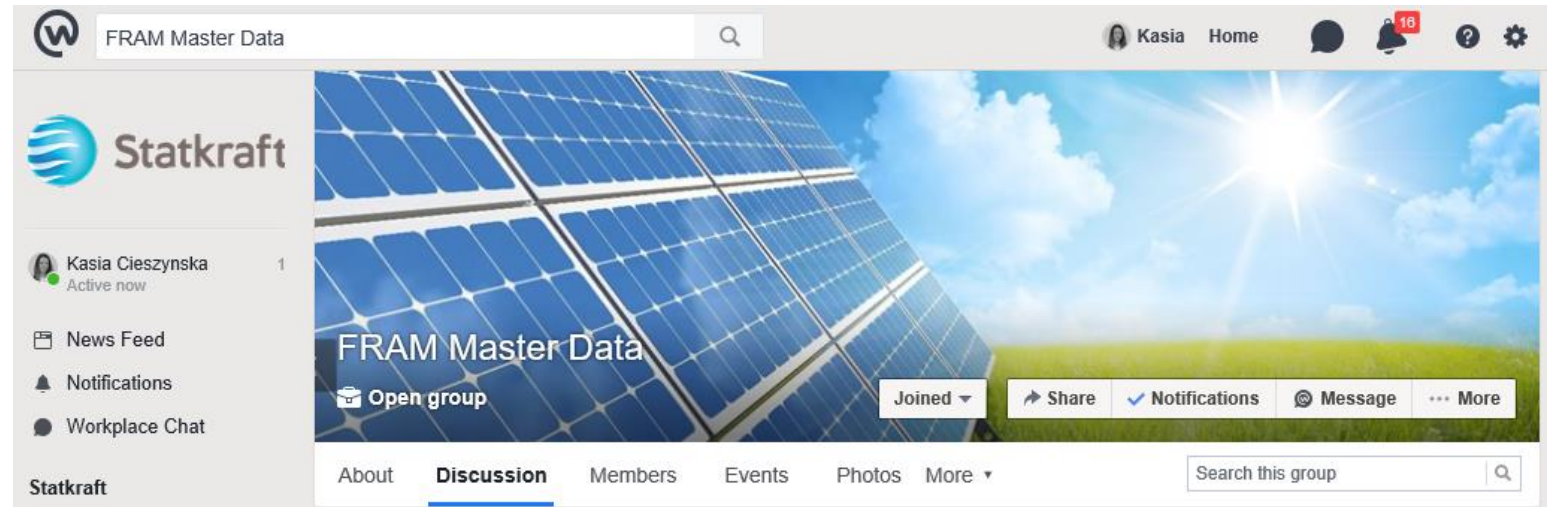
FR has established master data team

Ensuring the correctness of master data is key in financial reporting, performance management and Fraud Prevention. A central team for master data has now been established in FR (Financial reporting, Accounting and Digital finance department).

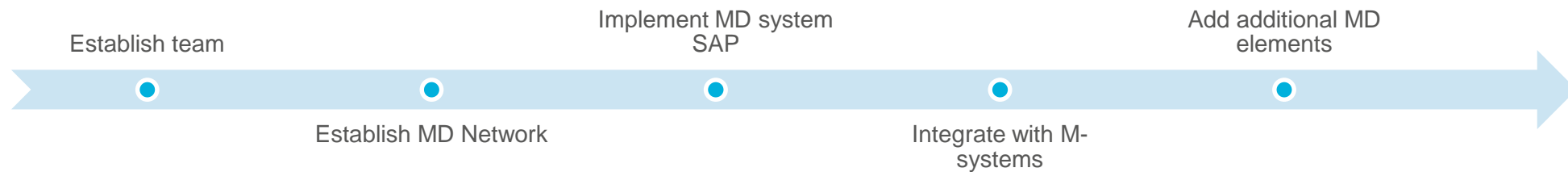


TODAY...

MasterdataAccounting@statkraft.com



We are here NOW

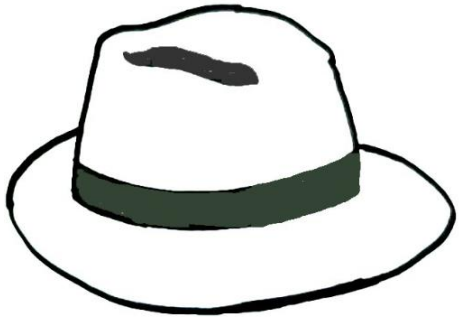


Mandate



- ☐ quality issues
- ☐ fraud prevention and compliance
- ☐ robust SLA and clear ownership

Put the right hat on



Scope

- ☐ vendors
- ☐ customers
- ☐ SAP access for Finance

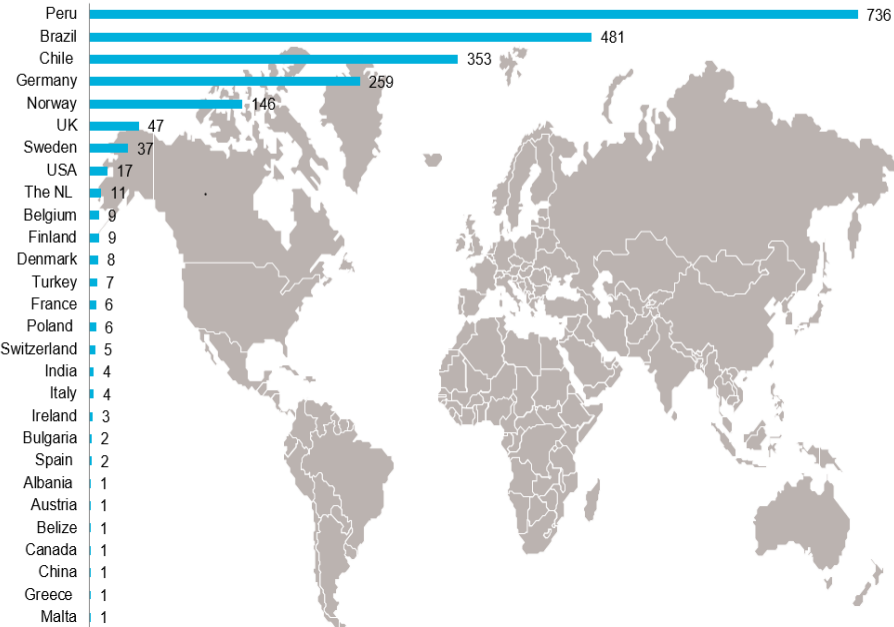
In the future...

- chart of accounts
- cost center
- profit center
- structures
- internal orders
- materials
- projects ...

AS-IS

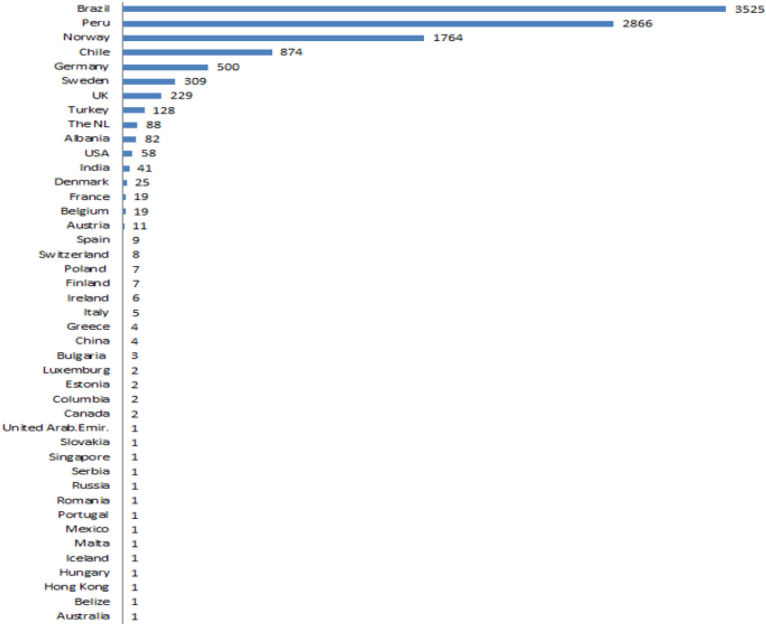
CUSTOMERS creation during 1.10.17-1.10.18

TOTAL = 2159



VENDORS creation during 1.10.17-1.10.18

TOTAL = 10613



User map

	Location	MD Users
	GERMANY Düsseldorf	16 users
	NORWAY Oslo	2 users, but 18 users in total last year-> projects
	THE NL Amsterdam	1 user
	UK London	3 users
	TURKEY Istanbul	3 users



User map



BRAZIL
Florianopolis

4 users



PERU
Lima

6 users



CHILE
Santiago

4 users



Roadmap 1-2-3-4 are you ready?

Prioritised action	Description of actions	Deadline
STEP 1 Master Data map As- Is	<ul style="list-style-type: none"> • Helicopter review of all current roles and responsibilities <ul style="list-style-type: none"> - central, local (who/what/how) - list all MD systems including landscape (interfaces, data flows) • MD documentation library <ul style="list-style-type: none"> - user manuals and processes/procedures (central and local) etc.. 	☺
STEP 2 Shaping the future	<ul style="list-style-type: none"> • Clear ownership of MD processes and data maintenance • Establishing a Key User Network/ SPOC (Single Point of Contact) across countries • MD KUN led centrally (group email, discussion forum, platforms for share & reapply, trouble-shooting etc..) • SAP access in control 	☺
STEP 3 MD Workflow	<ul style="list-style-type: none"> • Requesting tool/ workflow for vendor, customer and other Accounting objects: <ul style="list-style-type: none"> - user friendly including automatic communication service (notification, workflow etc..) - simple & easy access for sensitive data history (audit dashboard, tracking) - clear process & maintenance ownership • Standardization and further optimization across countries 	☺
STEP 4 Building capabilities	<ul style="list-style-type: none"> • Regular training program (manuals, demos, show & tell, workshops, share & reapply) • Further centralization & standardization of MD processes and maintenance • MD central team - key stakeholder for mapping and testing in projects 	☺

A collage of business-related icons and silhouettes of people in a cityscape, overlaid with a 'To Do List' and a pen. The top half features a blue-toned background with various white line-art icons representing business concepts like teamwork, technology, finance, and global communication. Below this, silhouettes of five business professionals are shown against a glowing city skyline. The bottom right corner shows a close-up of a pen writing 'To Do List:' on a piece of paper.

-
- A watercolor illustration of a lighthouse. The lighthouse has a white body with a prominent red horizontal band in the middle. The top section, including the lantern room and gallery, is painted red. It features a small arched window in the white section above the red band and a small arched entrance at the base. The lighthouse is situated on a patch of green grass. The background consists of a blue sky with soft, white clouds. The style is soft and painterly, characteristic of watercolor art.

Easy to stick to «old good times»



- ❑ It's human not to like changes from the start
- ❑ Good news is that people are adaptable
- ❑ Foster change as a natural part of the team's DNA
- ❑ Digitalize- enable speed and effectiveness

Think E2E



- ❑ Cross departments work can be interesting (e.g. let 2 teams create a user guide of the process they both play in)
- ❑ How do I impact you and how do you impact me?
- ❑ Break the siloes and refresh your relationship with key stakeholders (e.g. walk through your process / workshops)



Hi, my name is RUT!

Delete

Respond

Quick Steps

Move

Tags

Editing

SU

tir. 23.04.2019 23:50

Shared User Robotics

VAT Close vendors in SAP

To

Masterdata Accounting

23-04-2019 23-50-00 VAT Closed Vendors Report.xlsx

21 KB

23-04-2019 22-45-06 Brreg exceptions.xlsx

13 KB

Hello,

Please find the Closed Vendors Report attached. Here you will find an overview of closed vendors in SAP (vendors that are out of business) and vendors with open items.

All exceptions and vendors with open items should be checked manually.

Have a nice day.

Best regards,
Robot

SU

tir. 23.04.2019 22:37

Shared User Robotics

VAT Vendor Check

To

Masterdata Accounting

23-04-2019 22-36-51 Processed Vendor List.xlsx

45 KB

23-04-2019 12-15-41 Missing org nr vendor list.xlsx

14 KB

Hello,

Please find the results of the VAT Vendor Check in Brønnøysundregisteret attached. Here you will find an overview of vendors where 'MVA' needs to be added or removed in SAP, and a list of vendors with missing or incomplete org. number.

Have a nice day.

Best regards,
Robot

NEW ACTIVITY



Kasia Cieszyńska

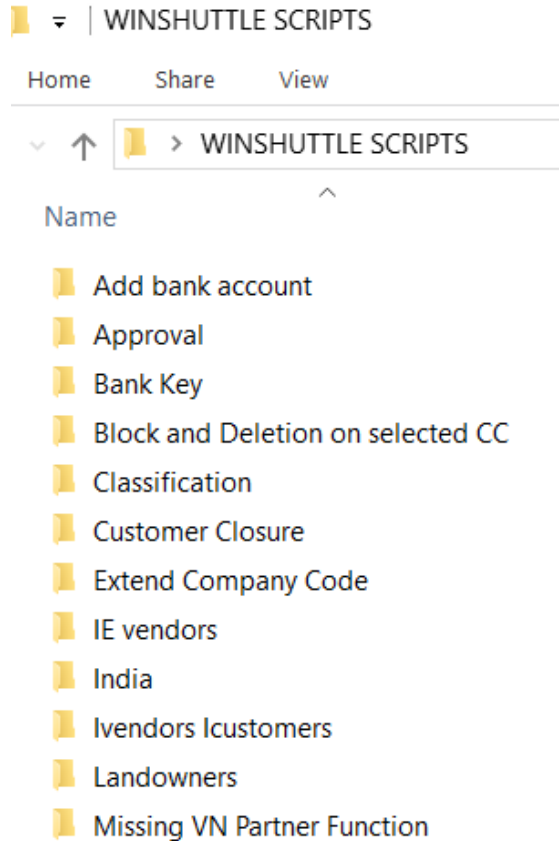
April 24 at 9:51 AM

Warm welcome to our Robot Rut 😊

Check below how Rut works for us.

Shaping for the future

Make it easy & fast



The screenshot shows the Winshuttle Studio interface. It includes a menu bar (File, View, Map, Run), a toolbar with options like 'Write Headers', 'Lookup Values', 'Data Settings', 'Run Settings', and 'Script Actions'. Below the toolbar, there's a table with the following data:

Customer Account Number RF02D-KUNNR	Company Code RF02D-BUKRS	Name 1 ADDR1_DATA-NAME1	Search Term 1 ADDR1_DATA-SORT1	Central posting block KNA1-SPERR	Central Deletion Flag for Master Record KNA1-LOEVM	Central deletion block for master record KNA1-NODEL	RUN LOG
123456	12	CLSD TEST	CLOSED	X	X	X	
222222	12	CLSD TEST	CLOSED	X	X	X	
333333	12	CLSD TEST	CLOSED	X	X	X	
444444	12	CLSD TEST	CLOSED	X	X	X	
555555	12	CLSD TEST	CLOSED	X	X	X	
666666	12	CLSD TEST	CLOSED	X	X	X	
777777	12	CLSD TEST	CLOSED	X	X	X	
888888	12	CLSD TEST	CLOSED	X	X	X	
999999	12	CLSD TEST	CLOSED	X	X	X	
232323	12	CLSD TEST	CLOSED	X	X	X	
343434	12	CLSD TEST	CLOSED	X	X	X	
454545	12	CLSD TEST	CLOSED	X	X	X	
676767	12	CLSD TEST	CLOSED	X	X	X	
878787	12	CLSD TEST	CLOSED	X	X	X	
909090	12	CLSD TEST	CLOSED	X	X	X	
111111	12	CLSD TEST	CLOSED	X	X	X	
565656	12	CLSD TEST	CLOSED	X	X	X	
908909	12	CLSD TEST	CLOSED	X	X	X	
123456	12	CLSD TEST	CLOSED	X	X	X	



Shaping for the future

Networking is a good idea

Welcome to MD Network!

We are MD Network team and We are **stronger** and **more efficient** together.

We work in various locations, but this is just an address 😊

Let's meet **monthly** to discuss, share & learn about MD related processes, functionalities and further standardisation and simplification.

- ❑ **Topics of the month** with your active contribution
- ❑ **Active forum** to ask questions or raise new topics
- ❑ It is a Network **for All**
- ❑ You can find us on **Workplace**

<https://statkraft.facebook.com/groups/1015699408613391/>



Reasons for being

- ❑ Accounting Master Data process and system owner
- ❑ Compliance
- ❑ Simplification and standardisation driver
- ❑ Center of excellence
- ❑ MD quality across the Group
- ❑ MD represented in various forums (projects etc..) to ensure consistency
- ❑ MD Network – share & reapply, synergize for faster & smarter solutions
- ❑ Growing MD teams capabilities
- ❑ Supporting Statkraft's strategy for substantial growth



Network needs a library...

BROWSE

FILES

LIBRARY

🔒

FRAM Master Data

➤

Who can see this? - Invited users

➤

Share

Conversation

Documents

Calendar

Tasks

Links

Clean Ups

Controls

FRAM internal

General

Mass Uploads

Master Data Network

Master Data Requests

MD India

MD Network

MD Process

MD SAP PROJECT

MD Tool Assesment 2018

MD Volumes and Users

Systems and Tools

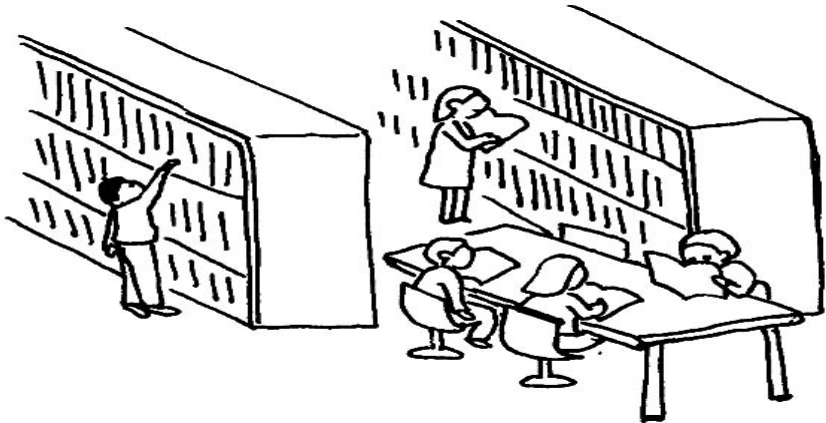
Winshuttle

+

new document or drag files here

➤

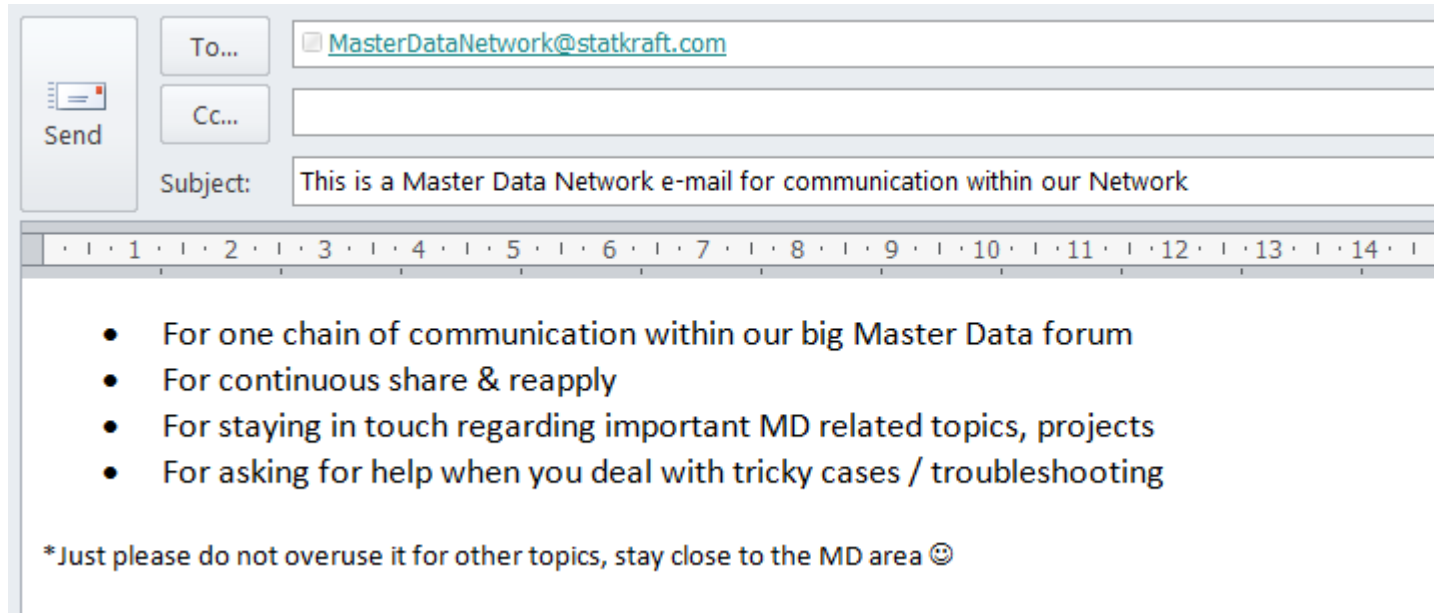
Who can access 'General' - Invited users (As FRAM Master Data)



Space for Networking

- ❑ Keep active
- ❑ Energize
- ❑ Send teasers
- ❑ Encourage

But do not promote spam...



The image shows a screenshot of an email composition window. On the left is a 'Send' button with an envelope icon. The 'To...' field contains the email address MasterDataNetwork@statkraft.com. The 'Cc...' field is empty. The 'Subject:' field contains the text 'This is a Master Data Network e-mail for communication within our Network'. Below the subject field is a horizontal ruler with numbers 1 through 14. The main body of the email contains a bulleted list of four points and a concluding note.

Send

To... MasterDataNetwork@statkraft.com

Cc...

Subject: This is a Master Data Network e-mail for communication within our Network

1 2 3 4 5 6 7 8 9 10 11 12 13 14

- For one chain of communication within our big Master Data forum
- For continuous share & reapply
- For staying in touch regarding important MD related topics, projects
- For asking for help when you deal with tricky cases / troubleshooting

*Just please do not overuse it for other topics, stay close to the MD area ☺



Make it useful and interesting

FPS – Fraud Prevention System

FPS.ACC.0.1-Verification and approval of correct vendor and customer master data (SAP entities)	
General	Risks
Where Used	Documents
Issues	Results
Approval	
Risk ▲	
1.1	Registration of illegitimate vendor
1.2	Unauthorized changes to master data (bank account number)

Sample test of sensitive fields changes in vendor and customer master data.

When a new vendor or a customer is registered into SAP, the registry shall be based on a template to conduct payments to the vendor or payments from customers in accordance with local legislation, Statkraft requirements and the applicable payment terms.

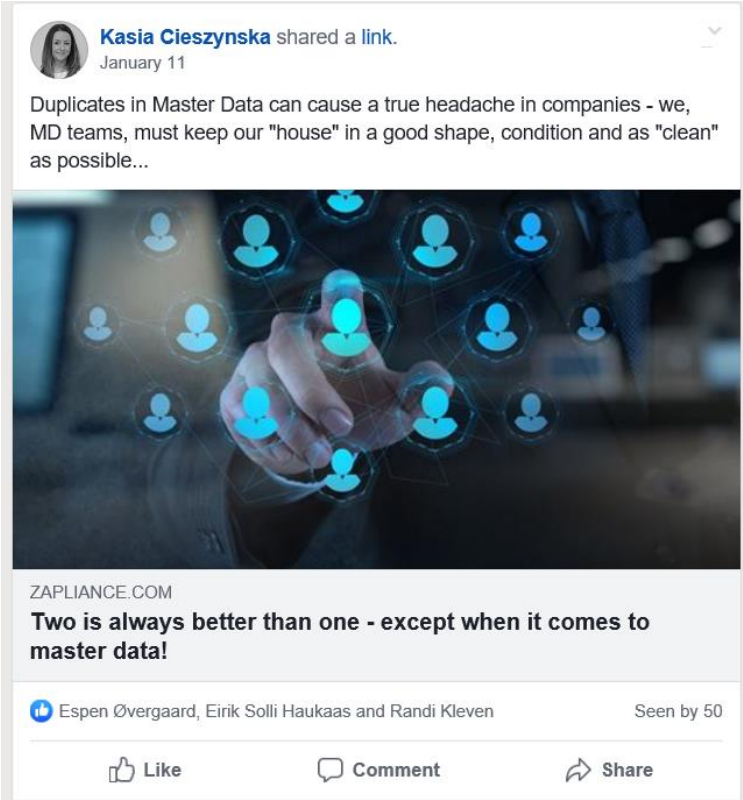
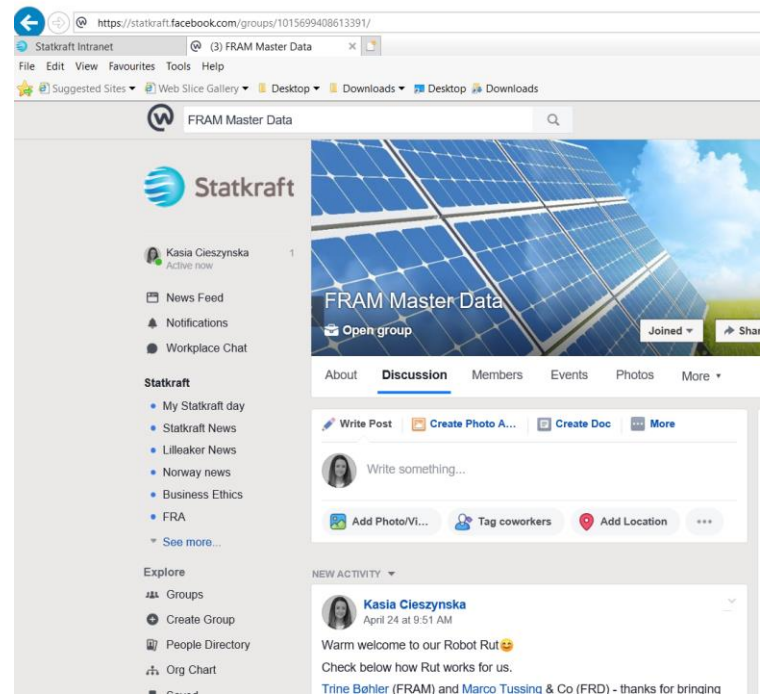
In SAP sensitive vendor and customer master data is defined as:

- Bank account
- IBAN
- IBAN valid from
- Bank country
- Bank key
- Alternative payee – only applicable for vendors



More space for Networking

<https://statkraft.facebook.com/groups/1015699408613391/>



Why Workflow?

What is best for us?

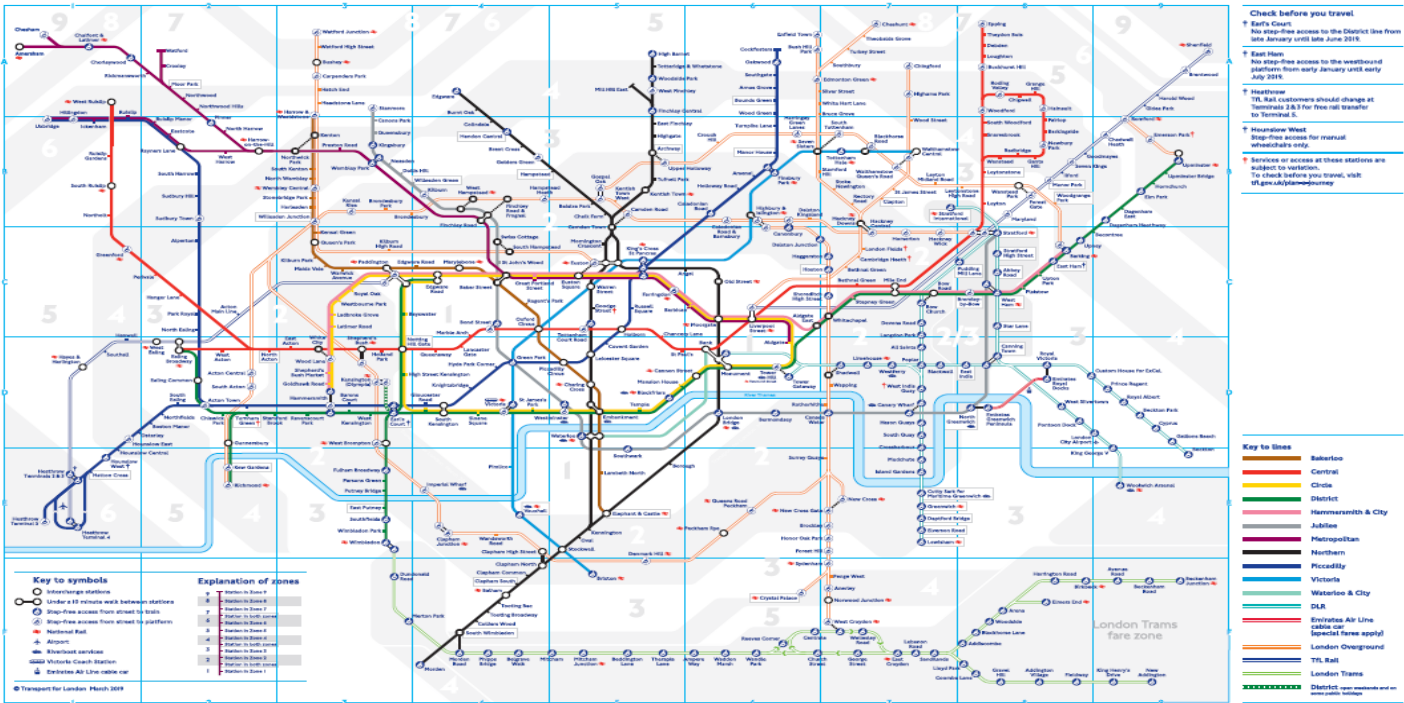
- ❑ Benchmark and assess what is best for your requirements
- ❑ **Do not copy** solution from others without proper assessment
- ❑ No “golden top candidate” for all what you need ?



What is best for



?



SYSTEM
LANDSCAPE
INTERFACES

DATA
QUALITY

COST
LICENSE

USER EXPERIENCE

FLEXIBILITY



How the customer explained it



How the Project Leader understood it



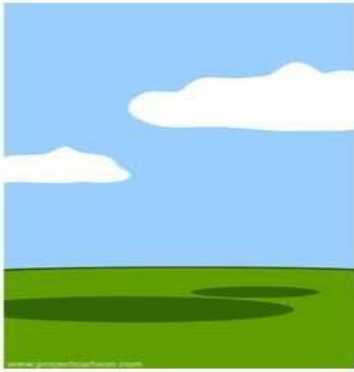
How the Business Consultant described it



How the Analyst designed it



How the Programmer wrote it



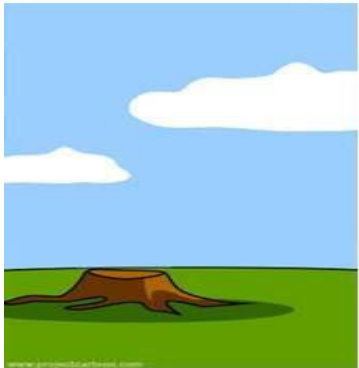
How the project was documented



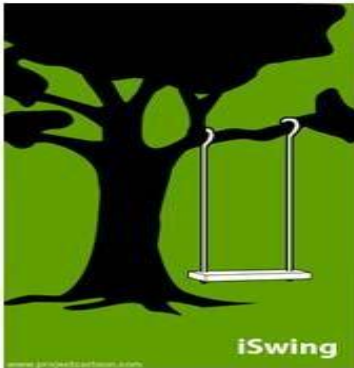
What Operations installed



How it performed under load



How it was supported



What marketing advertised



How the customer was billed



What the customer really needed

**This is NOT
our plan 😊**

Usually you want it all and now – create a proper Blue Print

- ❑ **Very strong focus on Requestor UI** – easy, modern and intuitive
- ❑ **SAP integrated global workflow** for vendors and customers (creations and changes) with **Search** functionality for already existing in SAP
- ❑ **User friendly** with e-mail notifications
- ❑ **Duplicate check**
- ❑ Embedded **business rules** (e.g. payment terms, Region, Tax fields...)
- ❑ **Dun & Bradstreet** look up (DUNS)- via new technology via API
- ❑ Reporting **dashboard** including **SLA**
- ❑ **Possible interfaces** to other applications e.g. Sales Force
- ❑ Available from **Business Workplace**
- ❑ **External supplier** can complete a workflow template himself (via url)
- ❑ **Postal codes, bank data** checks (workflow will call various websites)
- ❑ ...and many more...

It is a marathon – go for sprints

Vendor

1. Norway, India
 - Integration with DUNS tool
 -
2. Sweden, UK, IE, Albania...
3. Germany, Turkey
4. Latin America...

Customer

1. Norway...
2. ...integration with other systems

Other Accounting MD objects

1. Charts of accounts
2. Cost center
3. WBS...

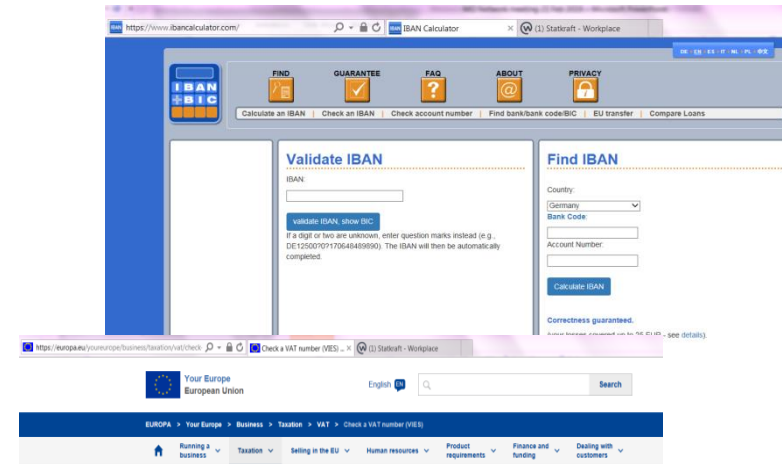


Bank Data and VAT websites

BANK

- ▶ <https://www.ibancalculator.com/>
- ▶ <https://www.xe.com/ibancalculator/sample/?ibancountry=albania>
- ▶ <https://www.theswiftcodes.com/india/>
- ▶ <https://www.bcb.gov.br/>

Etc...



VAT

- ▶ <https://www.brreg.no/>
- ▶ <https://www.allabolag.se/>
- ▶ <http://www.qkr.gov.al/search/search-in-trade-register/search-for-subject/>
- ▶ https://europa.eu/youreurope/business/taxation/vat/check-vat-number-vies/index_en.htm
- ▶ http://www.receita.fazenda.gov.br/pessoajuridica/cnpj/cnpjreva/cnpjreva_soli_citacao2.asp

Etc...

Check a VAT number (VIES)

ON THIS PAGE

What is VIES?

Valid response

Invalid response

What if an existing number isn't verified?

Requesting additional information

Online systems to check for VAT registration

Data not available

Possible inaccuracies

Additional information

UK decision to invoke Article 50 of the TEU: More information

You can check if a business is registered to trade cross-border within the EU with the EU's VIES on the web tool.

Get started

What is VIES?

VIES (VAT Information Exchange System) is a search engine. The data is retrieved from national VAT databases when a user searches. The search result that is displayed within the VIES tool can be a result that doesn't exist (invalid).

Valid response

If a valid response is received the EU VAT information will be displayed.

Albania IBAN Format Example

IBAN Calculator | IBAN Country List | IBAN FAQ

An IBAN consists of a two-letter country code, two check digits and a Basic Bank Account Number (BBAN). A BBAN includes information about the domestic bank and account number. The IBAN print format adds one space after every four characters whereas the electronic format contains no spaces.

IBAN	AL47 2121 1009 0000 0002 3569 8741
ISO Country Code	AL (Albania)
IBAN Check Digits	47
BBAN	2121 1009 0000 0002 3569 8741
Bank Identifier	212
Branch Identifier	1100
Account Number	0000000235698741
BBAN Check Digit(s)	9
SEPA Member	No


This is an example Albanian IBAN. The country code for Albania is AL. The IBAN check digits 47 validate the routing destination and account number combination in this IBAN. The BBAN is 2121 1009 0000 0002 3569 8741, which contains the country-specific details of the account number. The bank identifier is 212, the bank's branch identifier is 1100 and the account number is 0000000235698741. Albania is not a member of the Single Euro Payments Area (SEPA).

New vendor or customer – where do I start?



Finance


Invoice approvals



0

Mobile app

Substitute/Deputy



Search for invoices







Chart of accounts




Cost centers




Invoicing Request (All)




Electronic Accounting Document (EAD)




Authorization tree




Line and project authorisations

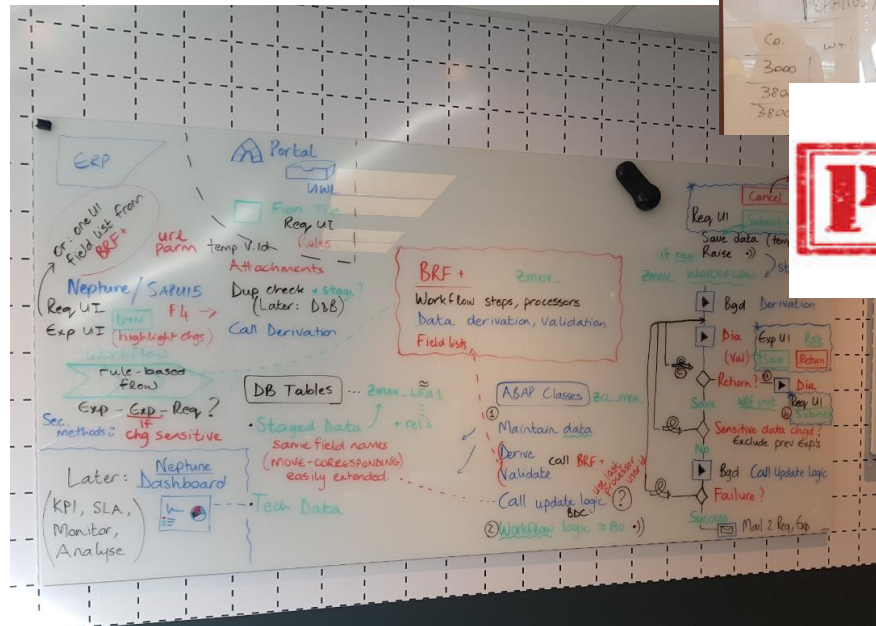
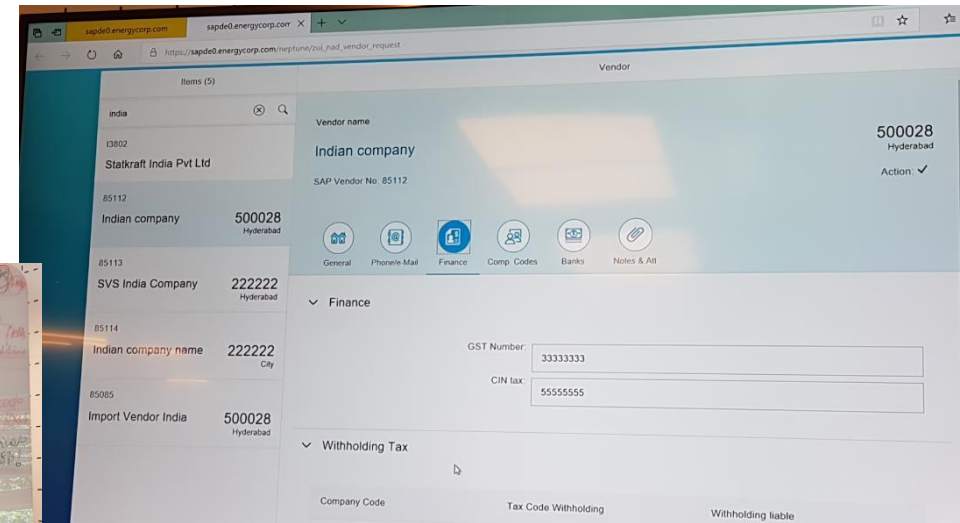
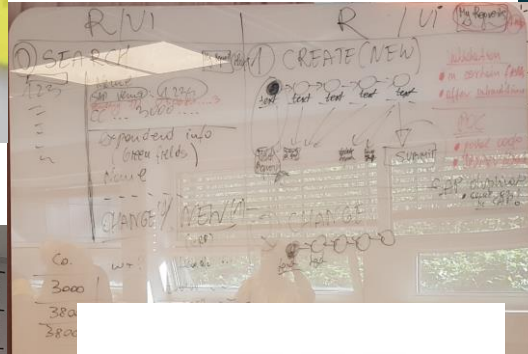


Link to authority matrix

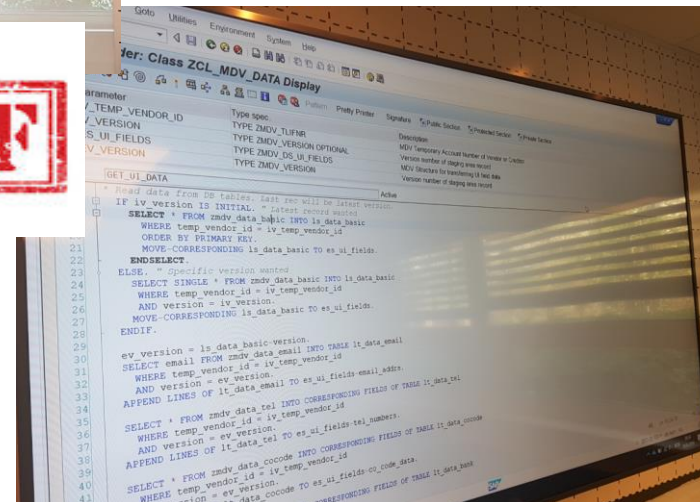


Accounting Master Data Center





PROOF



Search 1st if already exists in SAP

Items (7)

bad

ⓧ 🔍

0000057113

BACA PLASTINDUSTRI AS BERGEN

0000057128

BACKUP REKLAMEBYRÅ AS OSLO

0000057673

Sampo Bank Plc SAMPO, FINLAND

0000058125

Quest-Back AS Oslo

0000060512

Billerud Skärbacka AB SKÄRBACKA

0000060902

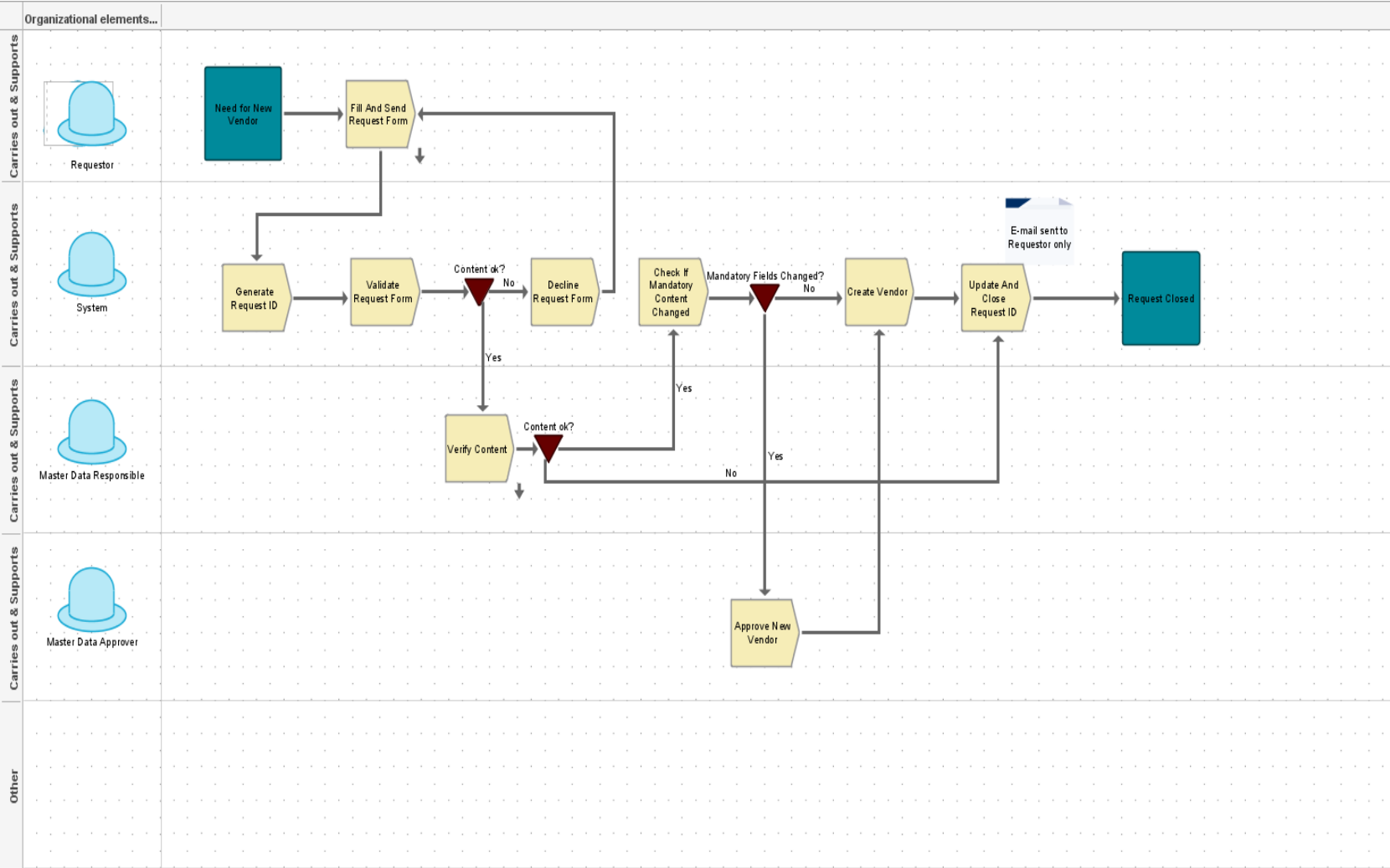
Scandic Hasselbacken Stockholm

0000061163

Accord Energy Ltd Windsor

↺

+ New



Grasp complexity

Requestor UI field descriptions GREEN=visible for Requestor UI	Country NO- Norway IN - India	General or Company Code specific field?	SAPnames	Step number for UI: define fields per step 0 (search), 1, 2 (complete)etc..	Technical name	SE16 Table	Data Type	Mandatory or Optional	Multiple Entry	Rule	Rule logic
Vendor Name	NO IN	G	Name 2	1	NAME2	ADDR1_DATA/LFA1	C 35 NAME2_GP	O	yes (continue)	no	Requestor writes Vendor Name and it continues across rest of NAME 1, 2, 3, 4, in SAP automatically
Vendor Name	NO IN	G	Name 3	1	NAME3	ADDR1_DATA/LFA1	C 35 NAME3_GP	O	yes (continue)	no	Requestor writes Vendor Name and it continues across rest of NAME 1, 2, 3, 4, in SAP automatically
Vendor Name	NO IN	G	Name 4	1	NAME4	ADDR1_DATA/LFA1	C 35 NAME4_GP	O	yes (continue)	no	Requestor writes Vendor Name and it continues across rest of NAME 1, 2, 3, 4, in SAP automatically
Search Term	NO IN	G	Search Term	1	SORT1	ADDR1_DATA/LFA1	C 20 AD_SORT1UL	M	no	yes	NAME1 first 20 characters, but possibility to have change option by Requestor
Vendor Country	NO IN	G	Country Key	1	COUNTRY	ADDR1_DATA/LFA1	C 3 LAND1_GP	M	no	no	drop down
Region	IN	G	Region	1	REGION	ADDR1_DATA/LFA1	C 3 REGIO	M	no	yes	to be defined if possible to combine with postal code logic (we have a BRF+ table) otherwise drop down
Language	NO	G	Language	1	LANGU	ADDR1_DATA/LFA1	C 1 SPRAS	M	no	yes	if field Country NO=Norwegian; other than NO=English
Language	IN	G	Language	1	LANGU	ADDR1_DATA/LFA1	C 1 SPRAS	M	no	yes	always English
E-mail	NO IN	G	E-mail	1	SMTP_ADDR	1) Identify the address nb in table KNA1 (field:ADNRN); 2) Use table ADR6 based on the address nb ADNRN to	C 241	O	yes	no	manual entry
PAN Number	IN	G	PAN Number	2	J_1IPANNO	J_1IMOVEND	C 40	M	no	no	Derive from GST number. Skip 2, leave off last 3.
Liabe	IN	C	Liabe	2	WT_SUBJECT	LFBW	C 1 WT_SUBJECT		yes	yes	possibility to mark or not (today all is marked all "x")
Tax Code Withholding	IN	C	Withholding Tax	2	WITHHT	LFBW	C 2 WITHHT	O	yes	yes	If alphabetic (no numbers) tax types then only this field needs to be updated; if contains numbers copy to Tax Code as well WT_WITHCD
Bank Account Number	IN	G	Bank Account Number	2	BANKN	LFBK	C 18	M	yes	no	Same SAP format check!!
Bank Account Number	NO	G	Bank Account Number	2	BANKN	LFBK	C 18	O	yes	yes	input rule: if provided then 1st 4 digits become a Bank Key and IBAN is automatically generated. Automatic check against T-code F101/2/3 if it exists in SAP and if not this must be carried until creation together or after vendor creation ?

Welcome & facilitate new solutions, upgrades

❑ Create a robust change management process

- ❑ ensure the new Workflow to get a clear support and enhancement process

❑ Remember to upgrade your solutions

- ❑ e.g. relevant warnings in the system, remove edition of documentation in Display mode

❑ Create a clean up activity calendar

- ❑ e.g. closing inactive customers, vendors, duplicate check

❑ Always seek for improvements (tools, processes)

- ❑ small things matter e.g. one field shall be mandatory actually?
- ❑ vendor grouping (Classification) needed?
- ❑ team «next door» shall get refreshed on your process?



THANK YOU

Kasia Cieszyńska

Head of Master Data (FRAM)
Financial Reporting, Accounting & Tax

kasia.cieszynska@statkraft.com

Mobile +47 90524618

Switchboard +47 24 06 70 00

Statkraft AS

Lilleakerveien 6, 0283 Oslo



Statkraft
PURE ENERGY

www.statkraft.com