

# I perform BFC Packages Re-openings Analysis

## 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
- 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. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

**Domain:** Central Finance Processes & Compliance

**Responsibility area:** Analyze BFC packages re-opening requests

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Scope

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WW

ERP

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Frequency

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References

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Forms

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Attachments

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8. Add the link to attachments or external links

*Previous OP << I perform BFC Packages Re-openings Analysis >>  
Next OP*

## 1. Objective and Scope

### 1.1 Objective of this Operation

The objective of this procedure is to show how to retrieve the data to the BFC reopening packages analysis, usually done on D+8 or D+7.

### 1.2 Scope

## 2. Definitions

See Finance Glossary:

- [BFC](#)

## 3. Tasks description

### 3.1. *I collect worldwide data for BFC packages re-opening requests*

#### **3.1.1. BFC data**

The BFC publication data is sent by e-mail everyday after the closure is done. Take the last one sent which have the most update file:

## Event Report Publication of BFC SYENSQO ACTUAL2 Packages from 20250811 at 1005

Inbox x BFC Reopening x



Financial.Consolidation@syensqo.com

to gbs\_finance\_financial\_acc\_gl, joice.li, Edmundo.Fernandes, frances.zhang, guillaume.thevenet

7:05 AM (2 hours ago)

Sent from BFC 10.1 SP9 SYENSQO

Remark:

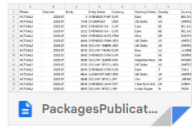
This is automatically generated mail. Please do NOT answer it!

Kindly address all your question to [bfc-admin@syensqo.com](mailto:bfc-admin@syensqo.com)

...

[Message clipped] [View entire message](#)

One attachment • Scanned by Gmail



### 3.1.2. Google Form Request Data

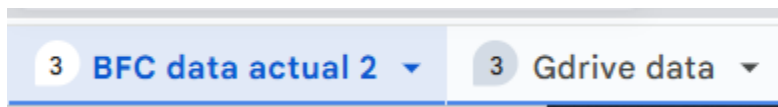
In the [Google Drive Response File](#) all the re-openings requested by the robot are listed:

Timestamp	Email Address	Package	Closing period to Re-open	BFC Company Code	Region	Type of Adjustment	Original Requester	Amounts in K Currency	Justification of Adjustment
8/6/2025 9:43:53	ruben.pacheco@syensq	Actual 2	2025.07	07734	APAC	Stock Margin Elimination	SBS Finance Service Lin		SME
8/6/2025 9:44:55	ruben.pacheco@syensq	Actual 2	2025.07	07774	APAC	Stock Margin Elimination	SBS Finance Service Lin		SME
8/6/2025 9:45:41	ruben.pacheco@syensq	Actual 2	2025.07	78115	APAC	Stock Margin Elimination	SBS Finance Service Lin		SME

The information like package, company, period, type of adjustment will support to the analysis.

### 3.2. I compile data and statistics on BFC packages re-opening requests

Once you have the data from Google Drive information and the BFC Data, you have to compile the information in the [Syensqo Reopening Report Analysis](#) file, filling the tabs respectively:



Note that sometimes you will need to fill the "Monthly Local Time & WD" tab as well, informing the month and year.

Once you have filled all the information, in the "Before target (-) / After target (+)" column (AB), you will have the information regarding the late reopenings. Filter by "+" view all the late reopenings and publications in that month:

Company name	Company code	Region for Deadline	Search Criteria	Target Date (BE)	Target Hour (BE)	Target Date + Hour (BE)	Actual Reopen Time (BE)	Actual Hour (Local)	Before target (-) / After target (+)
64030 - OLDBURY ENERGY SOLUTIONS (UK 64030		GMT	GB GMT 2025.07	8/6/2025	23:59:00	08/06/2025 23:59:00	08/07/2025 15:49:21	15:49:21	+
64030 - OLDBURY ENERGY SOLUTIONS (UK 64030		GMT	GB GMT 2025.07	8/6/2025	23:59:00	08/06/2025 23:59:00	08/08/2025 17:24:44	17:24:44	+
77358 - SOLVAY ISTANBUL KIMYA TICARET \ 77358		TRT	TR TRT 2025.07	8/6/2025	21:59:00	08/06/2025 21:59:00	08/07/2025 10:38:07	12:38:07	+

On quarterly closings, you will also need to check the "Final Analysis Actual 2" tab and ensure that the formulas and data are correct.

With this information, you will be able to perform the Re-opening analysis and provide a presentation, using the [Re-openings Analysis Template](#).

### 3.3. I sent the re-opening analysis on a quarter basis

On a quarterly basis, you will have to sent the re-opening analysis to all Finance Service Line, as an example below:

#### Syensqo Q2 2025 Re-Opening Analysis

**HENRIQUE RODRIGUES, LUIZ** <luizhenrique.rodrigues@syensqo.com>  
to sco-sbs-financesl-country\_acc\_all, SCo-\$BFC-conso, Frances, Qiaosi, João, Edmundo ▾

Jul 10, 2025, 1:16 PM ☆

Hello Dear Colleagues,

You will find [here](#) the **Syensqo Q2 2025 Re-opening Analysis**, including Actual 0, as well as [the support file](#) for this analysis.

Please note that the analysis was done based on GForms.

Concerning the re-openings under your scope of responsibility, **we encourage you** to understand the root cause.

Whenever possible, **to perform checks before publication** (flows checks), with the goal of improving the quality of the package and its financial information.

We are available to answer any questions you may have.

Thank you,

You can send it via email to the recipients listed below:

Finance Service Line Country <sco-sbs-financesl country\_acc\_all@syensqo.com>  
Frances Zhang <frances.zhang@syensqo.com>  
SCo-\$BFC-conso <bfc-conso@syensqo.com>

In CC:

João Saramago <joao.saramago@syensqo.com>  
Edmundo Fernandes <edmundo.fernandes@syensqo.com>  
Qiaosi (Joice) Li" <joice.li@syensqo.com>

End of document .

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Aug 29, 2025	Actor	Type	Activity	Version
Published	 SARAMAGO, Joao	State	changed state to <b>Published</b> at 3:16 pm	v26
Draft	 SARAMAGO, Joao	State	gave <i>Approvers</i> approval at 3:16 pm	

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Aug 11, 2025

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HENRIQUE RODRIGUES,  
LUIZ

Edit

updated the page at 2:54 pm Other contributors:



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State

assigned approval *Approvers* to SARAMAGO, Joao at 12:55 pm

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State

changed state to **Draft** at 12:54 pm

v26

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Feb 10, 2025

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Published



Maciel, Teresa

State

changed state to **Published** at 8:57 am

v25

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Draft



Maciel, Teresa

State

gave *Approvers* approval at 8:57 am

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