

Tasks Modules usage in BFC SYENSQO

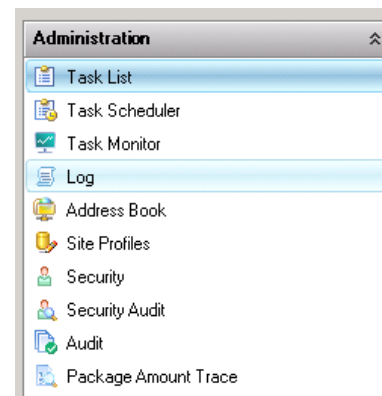
1. OBJECTIVE AND SCOPE

The objective of this procedure is to describe the BFC modules related to Task management and used by the BFC Administration team to manage its activities.

2. TASKS RELATED MODULE

The **Task List**, **Task Scheduler**, **Task Monitor** and **Log** modules in the Administration domain enable the BFC Administration team to:

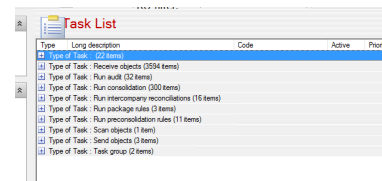
- create and manage tasks - Task list
- view when these tasks are scheduled to be run - Task scheduler
- monitor these tasks when they are under processing - Task monitor
- audit trail to check the proper execution and duration of the processed Tasks - Log



3. TYPES OF TASKS

Different types of tasks can be created:

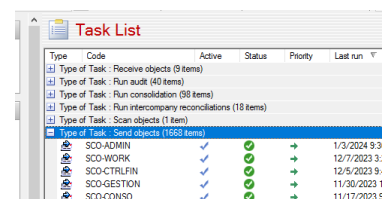
- **Audit Task**: used to perform an audit on a given object (value, filter, schedules... from the customizing) and to identify in the Audit result in which BFC modules (Dimension builder, Category scenario, Scopes, Reports...) this object is used
- **Send / Receive Tasks** : used to manage sending (Send Task) of new / updated customizing from the BFC_Top_SCO_SCO database (where customizing is handled) to the BFC_Prod_SCO database (where customizing is used by BFC end users) where they are received (Receive Task)
- **Scan task** : launched in BFC_Prod_SCO to capture the objects sent from the BFC_Top_SCO database - step after is the launch of a Receive Task
- **Consolidation / Intercompany reconciliation Run Tasks**: created to schedule regular and automated runs of Consolidation and Intercompany reconciliations



4. SEND (PILOTING) TASKS (BFC_Top_SCO database)

In order to facilitate the management of related Internal Controls, **several types of Send Tasks** have been created in BFC according to the related process or the type of creation/change performed:

- **SCO-ADMIN**: dedicated to recurring administration activities
 - Updates on Companies tables (creation of new companies) - on demand - in parallel, BFC Administration team will manage the similar updates in the GAR list (Legal entity card)
 - Monthly updates of Scopes and Exchange rates tables,
 - Any kind of updates not consider as risky (change in descriptions, layout of schedules...)
- **SCO-CONSO**: dedicated to [requests coming from Syensqo Consolidation team in GAR department](#)
 - Medium/complex customizing with medium/high functional impacts on IFRS Reporting and requiring testing and final validation from Syensqo GAR before final transport to BFC_Prod_SCO database)
- **SCO-CTRLFIN**: dedicated to [requests coming from Financial Controlling in Syensqo GAR department](#):
 - Sites creation / update (dimension required for reporting of both HSE and Restructuring provisions),
 - Medium/complex customizing with medium/high functional impacts on IFRS Reporting (IAS19, HSE, Restructuring) and requiring testing and final validation from Syensqo GAR before final transport to BFC_Prod_SCO database



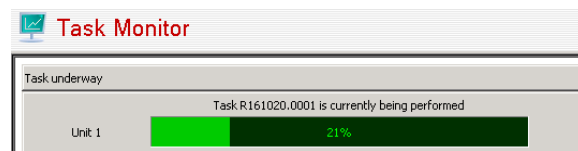
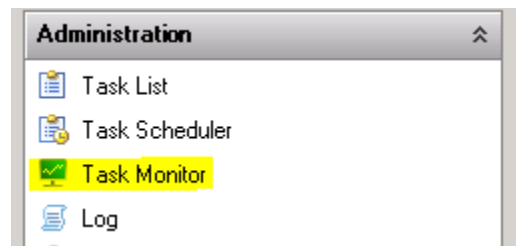
- **SCO-GESTION**: dedicated to [requests coming from Syensqo Corporate Controlling](#):
 - Business structures creation / update
 - Exchange rates tables (SIMULATION, PREV) used in Controlling categories (PREV / RSB)
 - Medium/complex customizing with medium/high functional impacts on Controlling categories (PREV/RSB) or on Business retrievals (using Syensqo Business structures) and requiring testing and final validation from Syensqo Corporate Controlling before final transport to BFC_Prod_SCO database
- **SCO-TAXES**: dedicated to [requests coming from Tax Expert in Syensqo GAR team](#)
 - Medium/complex customizing with medium/high functional impacts on IFRS Tax Reporting (ACTUAL1-TAX and ACTUAL2 categories - quarterly / hard close / year end periods) and requiring testing and final validation from GAR before final transport to BFC_Prod_SCO database
- **SCO-WORK**: dedicated to [isolate piloting of changes in customizing for testing in the dedicated BFC_Work_SCO database](#)
 - This type of task is never received in BFC_Prod_SCO but only in BFC_Work_SCO database
 - As it relates to testing purposes for BFC Administration team in a dedicated "sand box" database (BFC_WORK_SCO), it is not subject to any approval

5. TASK MONITOR

This module monitors tasks when they are under processing

In "Administration" domain, select the **"Task Monitor"** module.

The task under processing will appear. Note that several tasks can run and be followed in parallel.



6. TASK SCHEDULER

Task scheduler module allows to **automate the run of a task once at a given date or several times during a given period**.

This option is currently used **during monthly reportings to automate IFRS consolidation runs as well as Intercompany reconciliations**. Such automation allows a 24/7 service for end users to get updated consolidated data each time a package is published, not depending on GAR Syensqo team availability to run consolidations.

Here below the **list of scheduled tasks used during monthly IFRS reportings - periods of runs adapted each month** according to the Group reporting calendar

- FCprod_SCO - ADM-CMATHIEU - Financial Consolidation Desktop

Go To Tools Help

RSB - 2022.01 RSB SYENSQO ... RU filter: Several members

Code of associated task	Long description	Code	day(s)	Hour(s)	
SYENSQO-USD	SYENSQO-USD	SYENSQO-USD	every 1 day(s)	from 01:10 to 22:50 every 1 hour(s)	fr
ACT0-SYEN	Code of associated task				
ACT0-SYENFULL - V2 AUTO	ACT0-SYENFULL - V2 AUTO	ACT0-SYEFV2	every 1 day(s)	from 08:10 to 22:10 every 4 hour(s)	fr
ACT0-SYEN-V2	ACT0-SYENSQO-V2 AUTO	ACT0-SYEN-V2	every 1 day(s)	from 08:00 to 22:00 every 4 hour(s)	fr
IC-SYEN-AUTO	INTERCO-SYENSQO	INTERCO-SYEN	every 1 day(s)	from 01:10 to 22:55 every 1 hour(s)	fr
AD-INT-SYENS	ACT0 INTERCO SYENSQO ...	ACT0-INTSYEN	every 1 day(s)	from 08:20 to 22:20 every 4 hour(s)	fr
AD-INT-SYEF	ACT0-INTERCO SYENFULL	ACT0-INTSYF	every 1 day(s)	from 08:15 to 22:15 every 4 hour(s)	fr
RSB-SYENSQO	RSB-SYENSQO	RSB-SYENSQO	every 1 day(s)	from 05:00 to 05:00 every 1 hour(s)	fr
ACT1-TAX-SYE	ACTUAL1-TAX SYENSQO	ACT1-TAX-SYE	every 1 day(s)	from 01:00 to 22:00 every 1 hour(s)	fr
SYENSQO-EUR	SYENSQO-EUR	SYENSQO-EUR	every 1 day(s)	from 01:00 to 22:55 every 1 hour(s)	fr

Note that **specific scheduling of Consolidations runs can be setup on demand** from GAR Syensqo and/or Syensqo Corporate Controlling : Tax reporting, ACTUALO, RSB...

7. LOG

Log module is an **audit trail on executed tasks**, allowing BFC Administration team:

- to **check** that they were **properly executed** (without any failure / blocking status)
 -  status: task executed till its end without issue
 -  status: task blocked and not executed till its end - double click on it opens the detailed log displaying either at which steps the error occurred or giving a message detailing the source of the issue (example: task already locked / in usage by someone else)
- to **know their duration time** - can be useful to detect slowness on the BFC technical platform

It displays runs of piloting tasks (Send/Scan/Receive) as well as runs of Consolidations.

Log				
Status	Log...	Start	End	Description
		12/22/2021 3:48:57 PM	12/22/2021 3:49:47 PM	Processing task R211222.0001 - EXPL-ADMIN
		12/22/2021 3:48:35 PM	12/22/2021 3:48:35 PM	Processing task SCAN -
		12/22/2021 3:48:27 PM	12/22/2021 3:48:27 PM	Processing engine error
		12/22/2021 3:48:08 PM	12/22/2021 3:48:08 PM	Processing engine error
		12/22/2021 3:47:09 PM	12/22/2021 3:48:35 PM	Processing task R211222.0001 - EXPL-ADMIN
		12/22/2021 3:46:56 PM	12/22/2021 3:46:56 PM	Processing task SCAN -
		12/20/2021 4:59:04 PM	12/20/2021 4:59:55 PM	Processing task R211220.0002 - EXPL-ADMIN
		12/20/2021 4:57:27 PM	12/20/2021 4:58:19 PM	Processing task R211220.0002 - EXPL-ADMIN
		12/20/2021 4:56:26 PM	12/20/2021 4:56:26 PM	Processing task SCAN -
		12/20/2021 4:03:46 PM	12/20/2021 4:03:46 PM	Processing engine error
		12/20/2021 4:02:28 PM	12/20/2021 4:03:59 PM	Processing task R211220.0001 - EXPL-ADMIN
		12/20/2021 4:02:13 PM	12/20/2021 4:02:13 PM	Processing task SCAN -
		12/20/2021 5:00:11 AM	12/20/2021 5:01:37 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/19/2021 5:00:11 AM	12/19/2021 5:01:36 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/18/2021 5:00:11 AM	12/18/2021 5:01:45 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/17/2021 8:52:17 PM	12/17/2021 8:52:58 PM	Consolidation processing (RSB - 2021.01 - RSBOL - 2 - EUR)
		12/17/2021 8:39:48 PM	12/17/2021 8:40:33 PM	Consolidation processing (RSB - 2021.01 - RSBOL - 2 - EUR)
		12/17/2021 8:14:37 PM	12/17/2021 8:16:12 PM	Processing task R211217.0001 - EXPL-ADMIN
		12/17/2021 8:14:07 PM	12/17/2021 8:14:07 PM	Processing task SCAN -
		12/17/2021 2:20:43 PM	12/17/2021 2:20:46 PM	Run package rules (ACTUAL3 - 2021.11 - 03467)
		12/17/2021 5:00:11 AM	12/17/2021 5:01:46 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/16/2021 8:00:31 PM	12/16/2021 8:00:46 PM	Consolidation processing (PREV - 2021.12 - PREV - 2 - EUR)

The content of this module is **not subject to day-to-day monitoring but consulted in case of issues** (conso not executed, too long to be executed) reported by end users (mainly GAR Syensqo and Syensqo Corporate Controlling teams).

Log				
Status	Log...	Start	End	Description
		12/22/2021 3:48:57 PM	12/22/2021 3:49:47 PM	Processing task R211222.0001 - EXPL-ADMIN
		12/22/2021 3:48:35 PM	12/22/2021 3:48:35 PM	Processing task SCAN -
		12/22/2021 3:48:27 PM	12/22/2021 3:48:27 PM	Processing engine error
		12/22/2021 3:48:08 PM	12/22/2021 3:48:08 PM	Processing engine error
		12/22/2021 3:47:09 PM	12/22/2021 3:48:35 PM	Processing task R211222.0001 - EXPL-ADMIN
		12/22/2021 3:46:56 PM	12/22/2021 3:46:56 PM	Processing task SCAN -
		12/20/2021 4:59:04 PM	12/20/2021 4:59:55 PM	Processing task R211220.0002 - EXPL-ADMIN
		12/20/2021 4:57:27 PM	12/20/2021 4:58:19 PM	Processing task R211220.0002 - EXPL-ADMIN
		12/20/2021 4:56:26 PM	12/20/2021 4:56:26 PM	Processing task SCAN -
		12/20/2021 4:03:46 PM	12/20/2021 4:03:46 PM	Processing engine error
		12/20/2021 4:02:28 PM	12/20/2021 4:03:59 PM	Processing task R211220.0001 - EXPL-ADMIN
		12/20/2021 4:02:13 PM	12/20/2021 4:02:13 PM	Processing task SCAN -
		12/19/2021 5:00:11 AM	12/19/2021 5:01:36 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/18/2021 5:00:11 AM	12/18/2021 5:01:45 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/17/2021 8:52:17 PM	12/17/2021 8:52:58 PM	Consolidation processing (RSB - 2021.01 - RSBOL - 2 - EUR)
		12/17/2021 8:39:48 PM	12/17/2021 8:40:33 PM	Consolidation processing (RSB - 2021.01 - RSBOL - 2 - EUR)
		12/17/2021 8:14:37 PM	12/17/2021 8:16:12 PM	Processing task R211217.0001 - EXPL-ADMIN
		12/17/2021 8:14:07 PM	12/17/2021 8:14:07 PM	Processing task SCAN -
		12/17/2021 2:20:43 PM	12/17/2021 2:20:46 PM	Run package rules (ACTUAL3 - 2021.11 - 03467)
		12/17/2021 5:00:11 AM	12/17/2021 5:01:46 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/16/2021 8:00:31 PM	12/16/2021 8:00:46 PM	Consolidation processing (PREV - 2021.12 - PREV - 2 - EUR)
		12/16/2021 7:59:29 PM	12/16/2021 7:59:29 PM	Processing task R211216.0001 - EXPL-ADMIN
		12/16/2021 7:59:02 PM	12/16/2021 7:59:02 PM	Processing task SCAN -
		12/16/2021 11:51:03 AM	12/16/2021 11:51:03 AM	Consolidation processing (ACTUAL2 - 2021.11 - SOLWAY14 - 2 - EUR)
		12/16/2021 5:01:50 AM	12/16/2021 5:01:50 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/15/2021 5:27:33 PM	12/15/2021 5:27:33 PM	Consolidation processing (PREV - 2021.12 - PREV - 2 - EUR)
		12/15/2021 4:34:54 PM	12/15/2021 4:34:54 PM	Processing task R211215.0004 - EXPL-CTRLFN
		12/15/2021 4:32:46 PM	12/15/2021 4:32:46 PM	Processing task SCAN -
		12/15/2021 4:29:56 PM	12/15/2021 4:29:56 PM	Consolidation processing (PREV - 2021.12 - PREV - 2 - EUR)
		12/15/2021 4:27:03 PM	12/15/2021 4:27:03 PM	Consolidation processing (PREV - 2021.12 - PREV - 2 - EUR)
		12/15/2021 11:31:53 AM	12/15/2021 11:31:53 AM	Processing task R211215.0002 - EXPL-ADMIN
		12/15/2021 11:24:02 AM	12/15/2021 11:24:02 AM	Processing task SCAN -
		12/15/2021 11:15:27 AM	12/15/2021 11:15:27 AM	Processing task R211215.0002 - EXPL-ADMIN
		12/15/2021 11:14:05 AM	12/15/2021 11:14:05 AM	Processing task SCAN -
		12/15/2021 9:25:12 AM	12/15/2021 9:25:12 AM	Processing task R211215.0001 - EXPL-ADMIN
		12/15/2021 9:21:06 AM	12/15/2021 9:21:06 AM	Processing task SCAN -
		12/15/2021 5:01:11 AM	12/15/2021 5:01:45 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/14/2021 10:01:11 PM	12/14/2021 10:01:56 PM	Consolidation processing (ACTUAL2 - 2021.11 - SOLWAY14 - 2 - USD) - Task (SOLWAY14-USD)
		12/14/2021 10:01:11 PM	12/14/2021 10:06:38 PM	Consolidation processing (ACTUAL2 - 2021.11 - SOLWAY14 - 6 - USD) - Task (SOLWAY14-USD)
		12/14/2021 10:01:11 PM	12/14/2021 10:01:56 PM	Consolidation processing (ACTUAL2 - 2021.11 - SOLWAY14 - 2 - USD) - Task (SOLWAY14-USD)
		12/14/2021 10:01:11 PM	12/14/2021 10:01:56 PM	Consolidation processing (ACTUAL2 - 2021.11 - SOLWAY14 - 6 - USD) - Task (SOLWAY14-USD)
		12/14/2021 10:27:25 AM	12/14/2021 10:28:37 AM	Consolidation processing (ACTUAL2 - 2021.11 - SOLWAY14 - 2 - EUR)
		12/14/2021 10:27:25 AM	12/14/2021 10:28:37 AM	Consolidation processing (RSB - 2020.01 - RSBOL - 2 - EUR) - Task (RSB-AUTO)
		12/14/2021 5:01:11 AM	12/14/2021 5:01:46 PM	Consolidation processing (ACTUAL2 - 2021.11 - SOLWAY14 - 2 - USD) - Task (SOLWAY14-USD)
		12/13/2021 10:01:11 PM	12/13/2021 10:01:56 PM	Consolidation processing (ACTUAL2 - 2021.11 - SOLWAY14 - 6 - USD) - Task (SOLWAY14-USD)

Example of blocking error: Consolidation can not be run as a run was already launched by another user

6/9/2023 11:25:43 AM - Log				
File View Tools Help				
    				
Log				
Consolidation processing (ACTUAL2 - 2022.09 - SOLVAY14 - EC2 - EUR)				
S...	L...	Description	Start	Duration
✖		No write access to the processing definition: cannot start processing	6/9/2023 10:25:43 AM	00:00:00
✖		The following error has occurred: The object 'ACTUAL2 - 2022.09 - SOLVAY14 - EC2 - EUR' of type 'Consolidation definition' has already been locked by user BE011278.	6/9/2023 10:25:43 AM	00:00:00

END OF THE PROCEDURE