ACTUAL0 Category in BFC SYENSQO

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1. OBJECTIVE AND SCOPE

1.1 Objective of this Procedure

This procedure describes purpose of **ACTUAL0 reporting category** and how it is managed in BFC, as well as other **related customizing in other BFC modules**.

1.2 Scope

This procedure applies to the **BFC Administration** team.

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2. REFERENCE DOCUMENTS

- Companies management (SYENSQO GAR List and BFC) (Finance Service Line)

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3. DEFINITIONS

GAR Team - Group Accounting & Reporting Team (Consolidation & Tax team)

BFC-Admin Team - Team administrating BFC SCO (Syensqo Group Consolidation tool)

General Group Secretary - Team from Legal Corporate communicating changes on Syensqo's shareholding structure (new or change in ownership, mergers, divestments, liquidations...) and managing companies' codifications in both ERP and BFC

CAM - Company Account Manager

FSL SU FA GL - General Ledger team from Service Unit "Financial Accounting" in FSL (GBS Finance Service Line)

IG - Fully Consolidated method

IP - Proportional Consolidation method

ME - Equity Method

NC - Not Consolidated

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4. SUMMARY

4.1 Purpose and Content

The **deliverables from the ACTUAL0** data collection are :

- **Syensqo Group shareholding structure** – updated and published in GAR SYENSQO AODOC team site Syensqo Shareholding Structure
- The **financial valuation of the non consolidated companies** at Group level (vs Group consolidated figures).
- The **local equity of legal companies for dividend valuation purpose**

Depending on the consolidation method (IG - IP - MEQ - NC) of the reporting companies, the **content of their ACTUAL0 reporting package may differ**:

Consolidated Companies (IG/IP/MEQ conso methods)

- **L4005 schedule "Investment (number)" -** reports the number of shares that the reporting company (as Mother) owns in each of its affiliate (Daughters), as well as the the number of shares that the affiliate has issued, then it is possible to know the percentage owned by each of the Mother (s). If there is any variance compared to opening balance, it is explained by flow
- **L4000 schedule "Local Gaap equity for dividends valuation"** - reports the **Dec Y-1** statutory equity information needed to evaluate the dividends distribution at Group level
- **L4020 schedule "Shareholder's equity" -** reports the numbers of shares issued by the Daughter company, split per its Mother companies. If there is any variance compared to opening balance it is explained by flow

Non Consolidated (NC) Companies

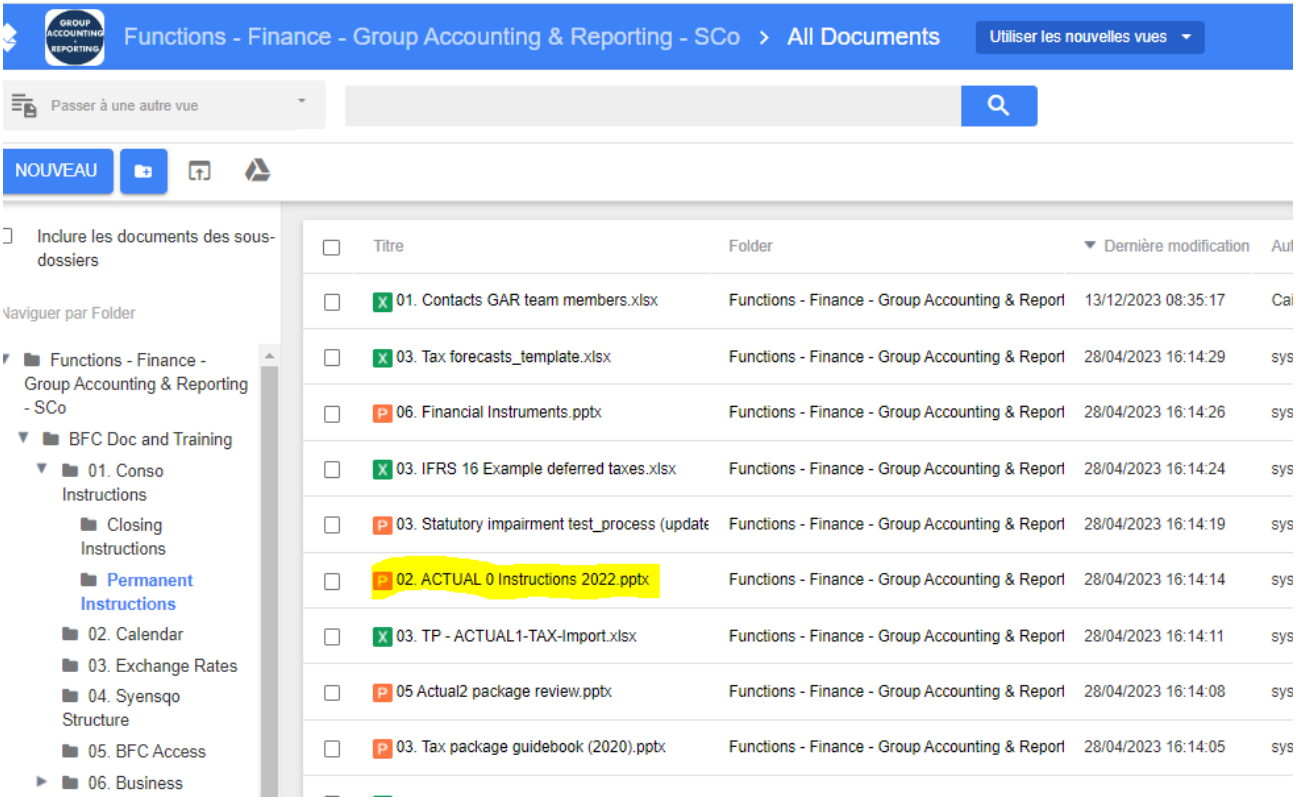
- **L4005 schedule "Investment (number)" -** same content and reporting principles as for Consolidated companies - To be noted that in most of cases, the Non Consolidated companies do not own affiliates
- **L4020 schedule "Shareholder's equity" -** reports the numbers of shares issued by the Daughter company, split per its Mother companies. If there is any variance compared to opening balance it is explained by flow
- **L4050 schedule "Financial information"** – reports the summarized **Dec Y-1** Financial Statements (consistent with published annual accounts approved by Board of Shareholders and with equity value **after** dividends distribution), headcounts and external auditors names

4.1 Reporting Calendar Purpose

Depending on their **consolidation status** and depending on the **quarterly reporting period, ACTUAL0 data to be updated and published are different**:

ACTUAL0 Reporting packages	Type of companies	
	IG / IP / MEQ	Non Conso
L4005 - Investments (numbers/mothers side)	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
L4020 -Shareholders equity (numbers/ daughters side)	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4
L4000 - Local gaap equity for dividends valuation (Dec Y-1 da	Q1	-
L4050 - Financial information on NC cnies (Dec Y-1)	-	Q3

Permanent instructions on ACTUAL0 Reporting are issued every year by FSL SU FA team and published in Syensqo GAR Team site "Permanent Instructions" folder, and also inserted in Quarterly GAR closing instructions:



4.2 Responsibilities

- **General Group secretary**: collects and communicates changes in the Syensqo's shareholding structure (new or change in ownership, mergers, divestments, liquidations...)
- **GAR Team:**
  - communicate changes in Syensqo Shareholding structure through its Structure File in GAR SYENSQO AODOC - "Syensqo structure files"
  - analyzes ACTUAL0 inputs (Local equity for dividends valuation)
  - uses ACTUAL0 consolidated data (Financial Information on NC companies / Shareholding tree) to build appendices from the Annual report
- **BFC Administration team** maintains and updates ACTUAL0 reporting category (packages generation, consolidation creation, scheduling and on demand run)
- **CAM** enters the information for the companies under his/her scope:
  - for NC companies: CAM or CAM from the Mother company
- **FSL SU FA GL** is responsible to perform the quarterly checks on ACTUAL0 data (number of shares declared by Mothers & Daughters) and to manage mass lockings & unlockings

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4.3 Overview

At the **beginning of the year**, **ACTUAL0 category** has to be **created for the current year.** By principle, there is **only one category per year,** using one **single December period** (ACTUAL0 - YYYY.12).

Package generation :

- **Starts with** should correspond to the **perimeter published in the Y-1** annual report with the following updates:
- **Companies sold / liquidated / merged in Y-1 => no pack to be created**
  - CBCR (based on Y-1 / IG IP MEQ) not needed. If any need, data can be collected out of ACTUAL0
  - Financial data on Non Conso (based on Y-1) not needed by GAR
- **Companies entering in the scope in Y** (new acquired), **package should be generated as soon as the company is created in BFC** following the official communication from General Group Secretary.

The packages stay **opened along the year** to allow the CAM to update the information when necessary and out of the closing periods. However, **every quarter** the packages have to be **published and locked during two days**, to **allow the FSL SU-FA GL Team to analyze and validate** the data at consolidated level.

ACTUAL0 12.YYYY – Quarterly procedure for lockings & unlockings

The table below summarized for **each Reporting quarter the scope of mass lockings and unlockings** managed by FSL SU FA GL team:

Mass locking WD1?	Conso (IG IP MEQ)	Non Conso
Q1	yes	yes
Q2	yes	yes
Q3	yes	yes
Q4	yes	yes

Mass unlocking WD5 ?	Conso (IG IP MEQ)	Non Conso
Q1	yes	yes
Q2	yes	yes
Q3	yes	yes
Q4	n.a (frozen)	

ACTUAL0 REPORTING SETUP

The process by which data is reported is defined in the **Reporting Organizer** and **RU Organizer**. In these modules it can be defined:

- **"Reporting Organizer"** is the module where BFC Admin will **create the ACTUAL0 Reporting category for the current Y** defining:
  - Start/End dates / Package schedules / Set of controls / Source for opening balance / Deadline for 1st submission (D-1 end of March Y) / Integration mode after publication
- **"RU Organizer"** is the module where BFC Admin will **insert the Reporting companies and generate their ACTUAL0 package**
  - **List of companies to be inserted** can be copied **from the Y-1 ACTUAL0 category, removing** after manually the **packages not to be created (sold liquidated merged companies) and adding the new companies** expected to report from Y
  - **Non Conso companies:** BFC Admin will **adapt their package schedules and set of controls** (as they have a different reporting content compared to IG IP MEQ companies)
  - Note that **package schedules and set of controls to be used** are defined in this document **"BFC Admin Reporting set up per category and period"**

ACTUAL0 SCOPES OF CONSOLIDATION

3 different scopes used for ACTUAL0 consolidations:

- **SYENSQO** - includes IG / IP / MEQ companies only - note that this is the scope also used in IFRS ACTUAL2 consolidation
- **SYENFULL** - ALL companies (IG IP MEQ NC) considered as 100% consolidated (as if they were all IG)
- **SYENCONSO** - IG companies consolidated at 100% / IP MEQ and NC consolidated as IP at their % of interests

These Scopes initiated at the beginning of the year, **should be updated all during the year each time a change is communicated** (by Group General Secretary or by GAR in its structure file).

ACTUAL0 CONSOLIDATIONS SETUP

Here below the list of ACTUAL0 consolidations required during the year and their purpose.

			Associated consolidations & scopes						
Timing of ACTUAL0 usage	Usage/control	Scope of cnies needed	Scope	Variant	Opening bal.	Scope	Exc rates	Need for interco reconciliation	Schedule for control
Reconciliation of shares mothers vs daughters: IG/IP/MEQ (based on comparison between L4005 and L4020)	Q1 Q2 Q3 Q4	IG IP MEQ	SYENSQO	2	Dec Y-1	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	yes	CD190_8
Reconciliation of shares mothers vs daughters - FULL: IG/IP/MEQ/ **NC** (based on comparison between L4005 and L4020) From March 2024, every quarter for Non Conso cnies	Q1 Q2 Q3 Q4	ALL	SYENFULL	2	Dec Y-1	Dec. Y	Q1 Q2 Q3 Q4	yes	CD190_8
L4050 - Financial information on **NC** cnies (Dec Y-1)	Q3	NC	SYENCONSO	1	Dec Y-1	Dec Y-1	Dec Y-1	no	mirror schedule + Excel retrieves
ACTUAL0 scopes - main differences									
SYENSQO	IFRS IG/IP/ MEQ only - Non conso excluded								
SYENFULL	All IP IG MEQ NC @ 100%								
SYENCONSO	IG @ 100 % / MEQ IP NC in IP method at their % of interests								

Consolidations under Variant (V) 2 need to be **updated on Quarterly basis**:

- when the **Conversion Rates of the period** are made available (WD-1)
- when the **SYENSQO scope of the period** is made available (WD1)

ACTUAL0 SCHEDULING (AUTOMATED) CONOLIDATION RUNS

- Every quarter on **from WD1 till WD4** scheduling of ACTUAL0 for **SYENSQO V2 and SYENFULL V2** and their **related Reconciliation consos** - **every hour**

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5. REPORTING SETUP

5.1 REPORTING SETUP - Reporting Organizer

In the **Reporting Organizer** module, ACTUAL0 Category for the period (Reporting ID) is created with its reporting characteristics (Deadline, Folder, Set of Controls, Opening Balances...).

To create a new Reporting ID for the period, select the one of the previous year in the field **Select Reporting IDs**.

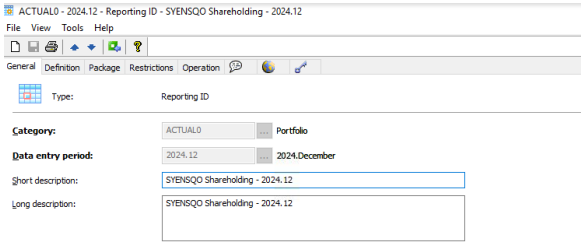
In this example, it is being created the category for 2024, so it was select as reference the category of 2023

Then in **Reporting Organizer** module **Open** it and **Save As**.

The **General** tab defines the general properties of the reporting ID.

Enter the following information:

- **Category -** ACTUAL0
- **Data entry period -** YYYY.12
- **Short & Long description -** SYENSQO Shareholding - YYYY.12



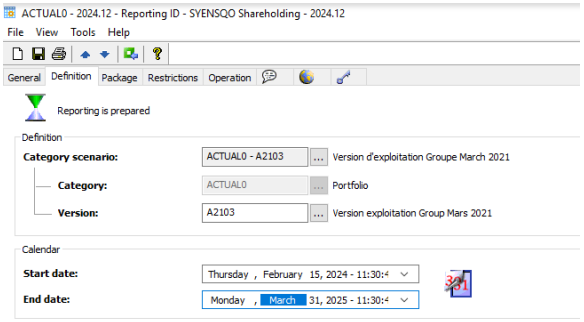
The **Definition** tab indicates the reporting status. It can also be specified the associated category scenario and the start and end dates for the reporting.

Enter the following information:

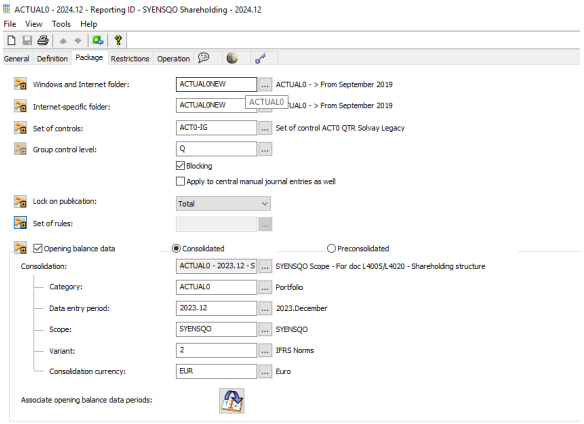
- **Version of category scenario:** refer to this document **"BFC Admin Reporting set up per**

category and period" to get the category scenario version to be used

- **Start & End Date:** As ACTUAL0 is used from the beginning of the year until the final Year End, enter a large range, e.g. January 1st of current year to March 31st next year.



The **Package** tab defines the data entry settings applicable to packages:



- **Windows and Internet folder / Internet-specific folder**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Set-of controls**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Control level to be reached**: **Q** - This field needs a special attention, because if any the previous field is changed this one is deleted, always ensure it is filled properly.

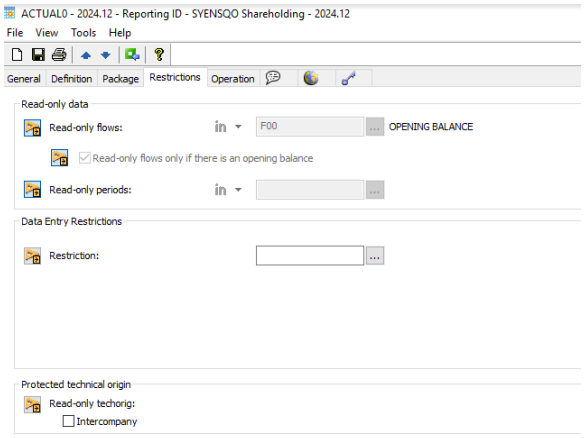
☑ **Blocking** - Flag the option Blocking.

☐ **Apply to central manual journal entries** - it MUST NOT be flagged

- **Opening balance:**
  - **Category**: ACTUAL0.
  - **Data entry period**: YYYY-1.12 - Inform the period which the opening balances are retrieved. Always December of previous year.
  - **Scope**: SYENSQO
  - **Variant**: 2 (IFRS consolidation taken as reference)

The **Restrictions** tab defines the data entry restrictions which are applied when the data is entered.

The flow **F00** (Opening Balances) must be informed in **Read-only Flows,** to prevent any change in Opening Balances.

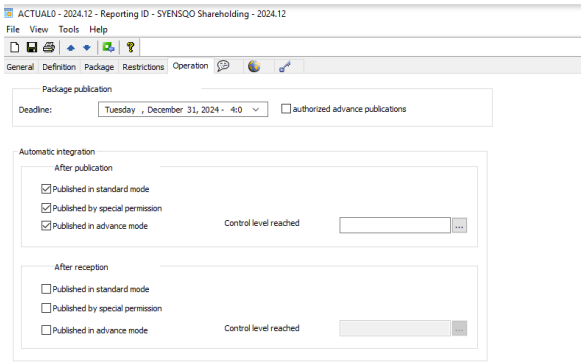


The **Operation** tab defines the settings to publish the packages.

In the **Deadline** it has to be informed the date that the packages will have to be published.

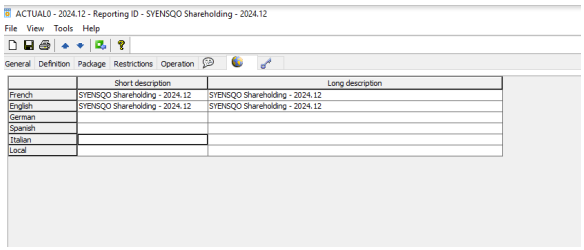
It has to be changed each quarter, **after the mass unlock of the packages,** acc ording to date defined in the Syensqo Closing Calendar available in the GAR SYENSQO AODOCs Library.

Automated integration after publication must be activated



The **Translation** tab defines the object descriptions for the selected language.

Both French and English should be informed: SYENSQO Shareholding - YYYY.12

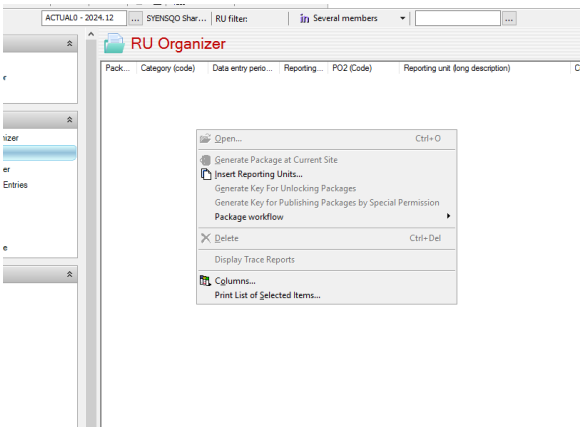


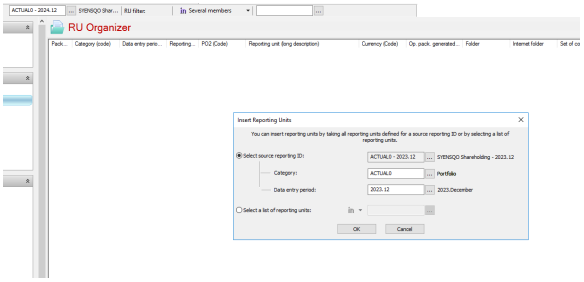
5.2 REPORTING SETUP - RU Organizer

In the RU Organizer is defined the companies to be reported in the category.

In the **RU Organizer** module , right click **"Insert reporting units**"

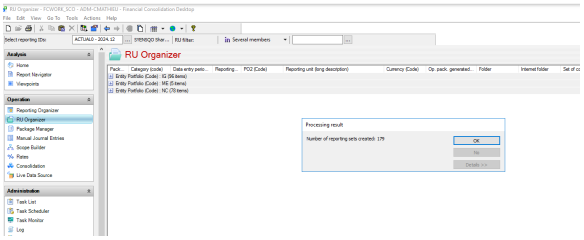
As **source select the Reporting ID** AC TUAL0 from previous year YYYY-1.12



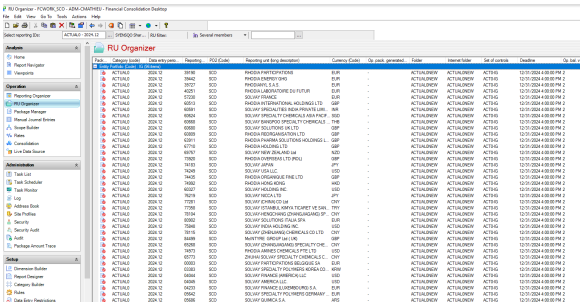


Then the reporting packages are created in RU Organizer module.

Note that the packages will have the status , meaning that they are still not available in the Package Manager module.

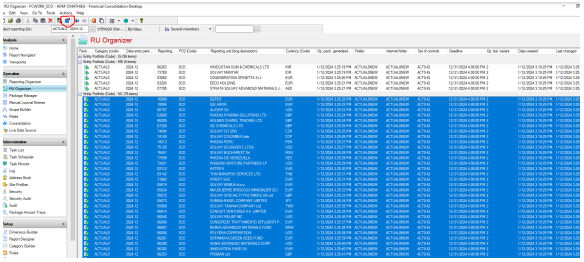


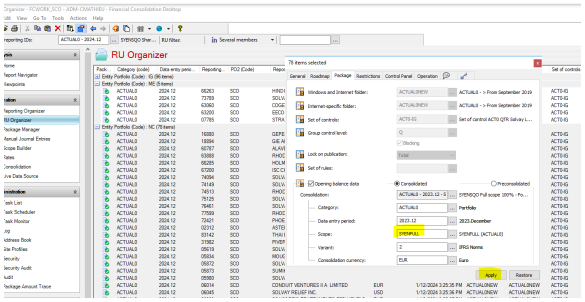
Before Generate the packages to the Package Manager module, ensure that all the companies are with the correct Consolidat ion Method (column Entity Portfolio), and if any company needs either to be added or deleted.



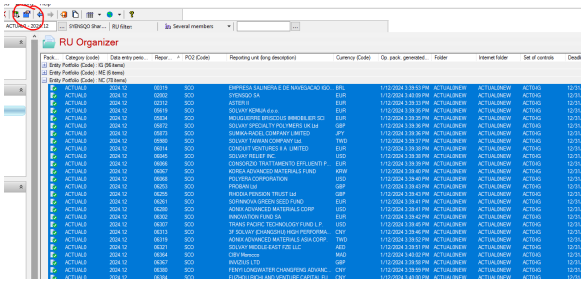
Changes required for Non Consolidated companies before Generation: Opening balance + Set Folders & Controls

- Before to launch the generation, **change the Opening Balance of Non Consolidated** companies - **sc ope SYENSQO to SYENFULL** (Non Conso are not in SYENSQO scope):
- **CTRL+A** to select Non Conso
- Then **Properties**

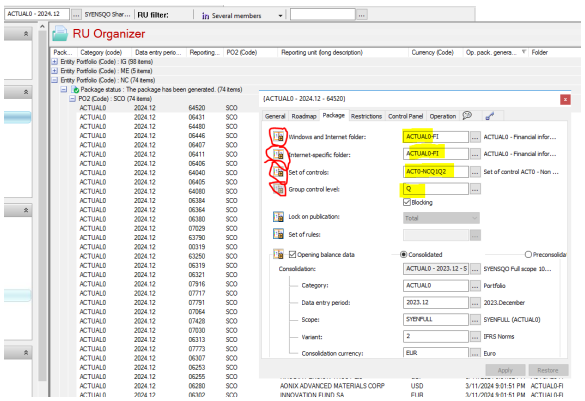




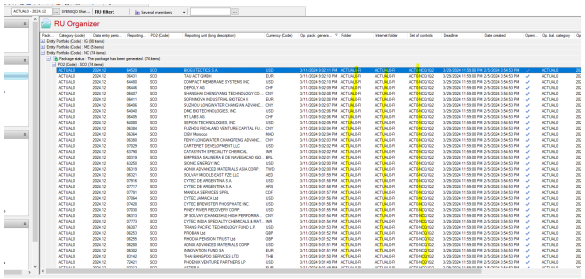
- In **Package Tab,** replace SYENSQO by SYENFULL
- Then **Apply**



Before to launch the generation, change the Folder and Set of controls



- **CTRL+A** to select Non Conso
- Then **Properties**



- In **Package Tab,**
  - **Windows and Internet folder / Internet-specific folder**: change the folder to ACTUAL0-FI - refer to this document **"BFC Admin Reporting set up per category and period"**
  - **Set-of controls**: change the set to ACT0-NCQ1Q2 (applicable for Q1 and Q2) - refer to this document **"BFC Admin Reporting set up per category and period"**
  - **Group Control level:** set to Q
  - Then **Apply**

Back to Home Screen, check that Folders and Set of controls of Non Conso have been updated

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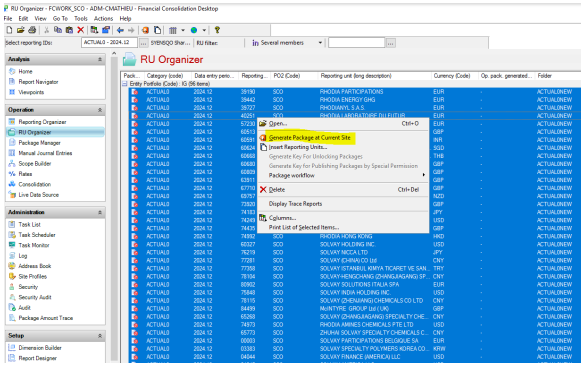
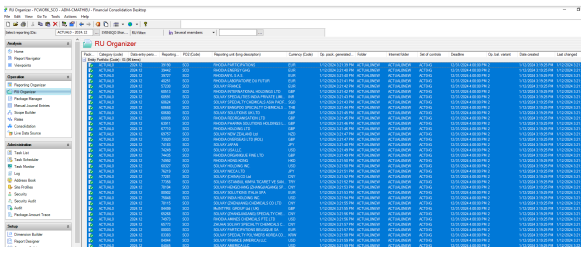
To make the reporting available in the **Package Manager** module, **select all packages** and with the right click choose "**Generate Package at Current Site**".



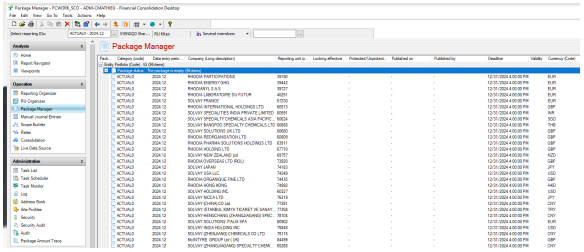
The package status changes to , meaning that the **package are now available** in the Package Manager module.



5.3 REPORTING SETUP - Package Manager

Once generated, Reporting packages appear as available in the **Package Manager** module.

Through this module, follow-up on packages status (Empty, Changed, Published & Integrated).



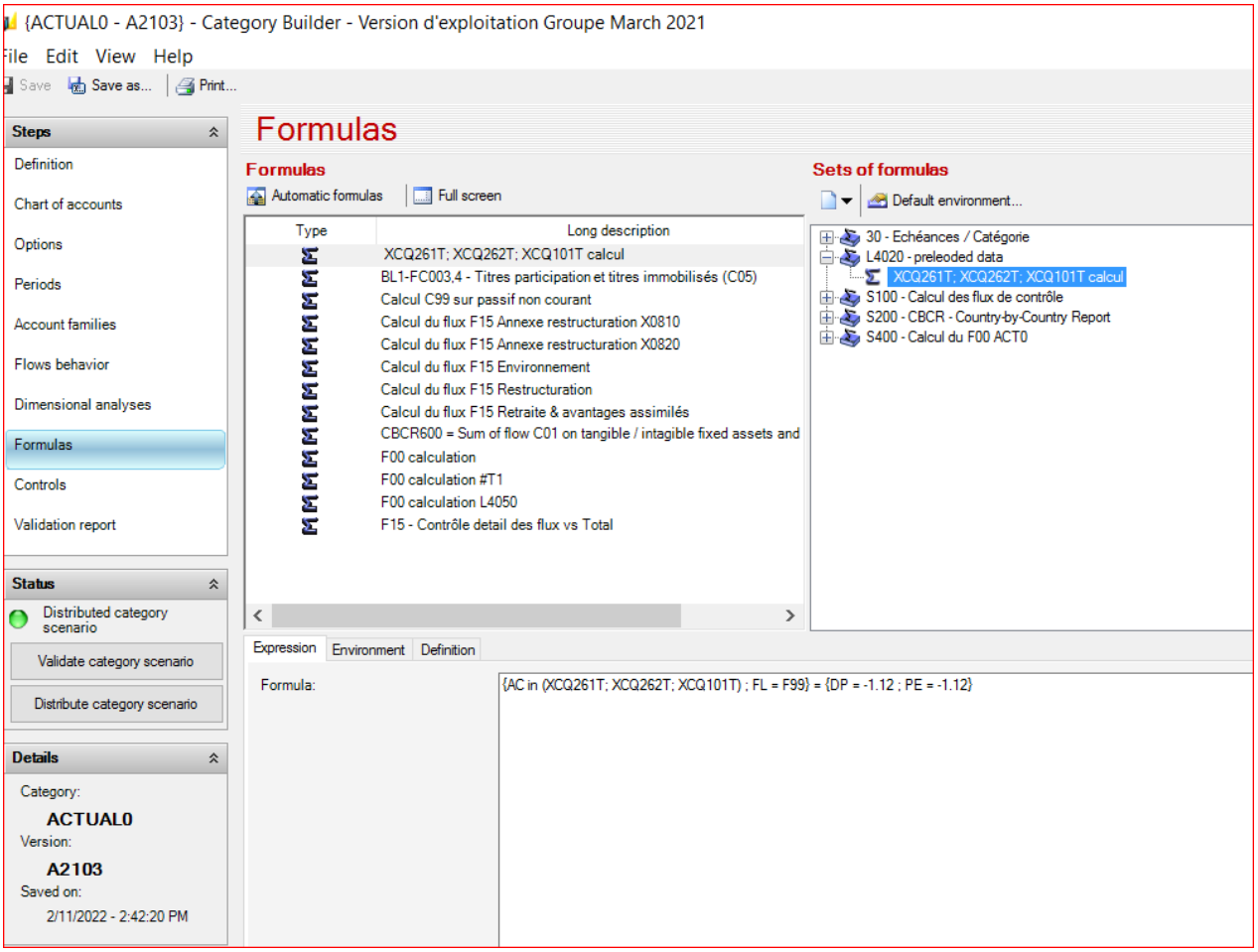
5.4 REPORTING SETUP - Pre-loading of F99 at the beginning of the year

As of 2022, **F99 "Closing balance" of L4005 (Investments - number of shares) and L4020 (Shareholder's equity) is pre-loaded with the F00 "opening data".**

To ease the reporting process for the CAM and Accounting Platform managing companies hosting significant numbers of investments or mothers, GAR and FSL SU FA teams requested the pre-loading of F99 in headings XCQ261T / XCQ262T / XCQ101T with the values from previous year (=F00 Opening flow from current year) but **keeping the possibility to edit/modify the preloaded data**. Change requested for all companies whatever their consolidation status.

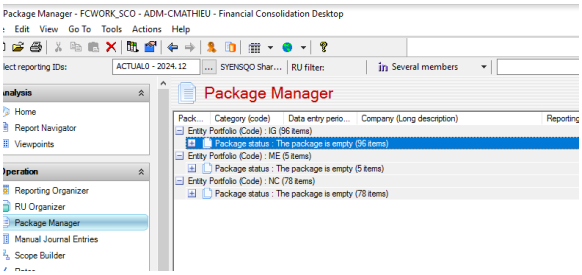
At the publication of the packs, CAMs should confirm or modify the values pre-loaded in F99.

As a result, a **new formula in the category scenario of ACTUAL0** has been introduced:

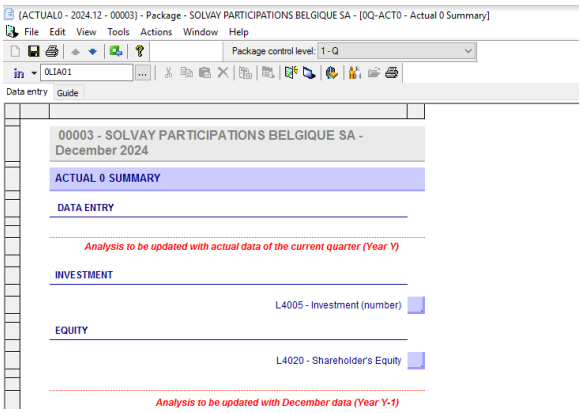


In order to ensure that this automatic pre-filling is working it is **recommended to open 1 package per each consolidation method (IG IP MEQ NC) right after the package generation** to check in schedules L4005 and L4020 that the pre-loading is working as expected.

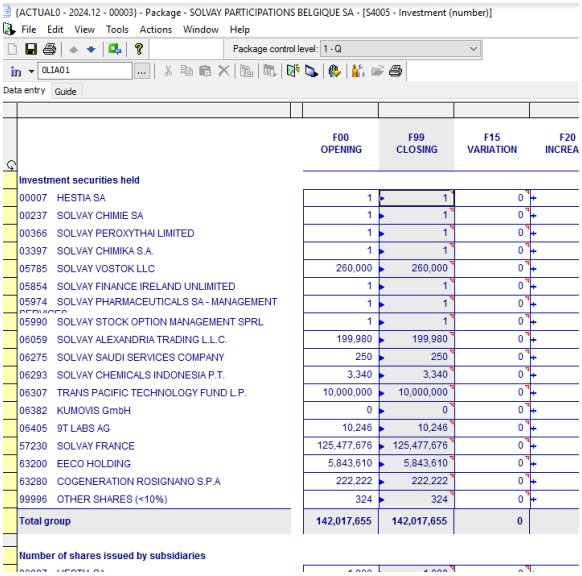
in the **Package Manager** module, select one of each conso method package.



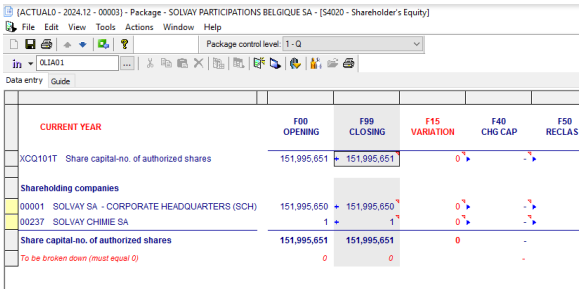
Open schedules **L4005 and L4020**.



Check **F99 is equal to F00** and **it is editable.**



Check **F99 is equal to F00** and **it is editable.**



6. SCOPES OF CONSOLIDATION

6.1 SCOPES OF CONSOLIDATION - SYENFULL

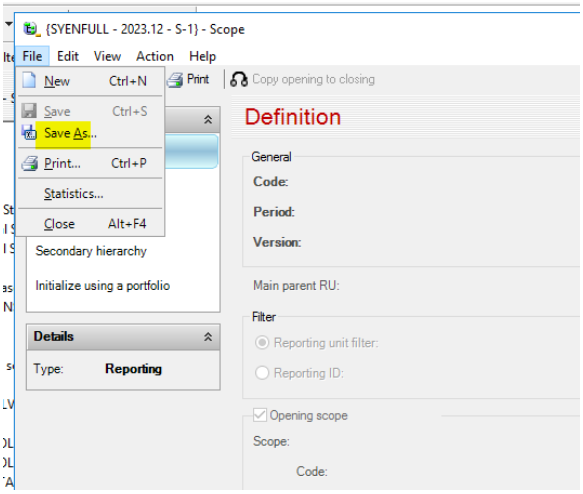
- **SYENFULL** definition- ALL companies (IG IP MEQ NC) considered as 100% consolidated (as if they were all IG)

One scope SYENFULL per year to **be updated all during the year each time a change is communicated** (by Group General Secretary or by GAR in its structure file).

The scope is **created in the BFC _Top_SCO**, with reference to the one of the previous year.

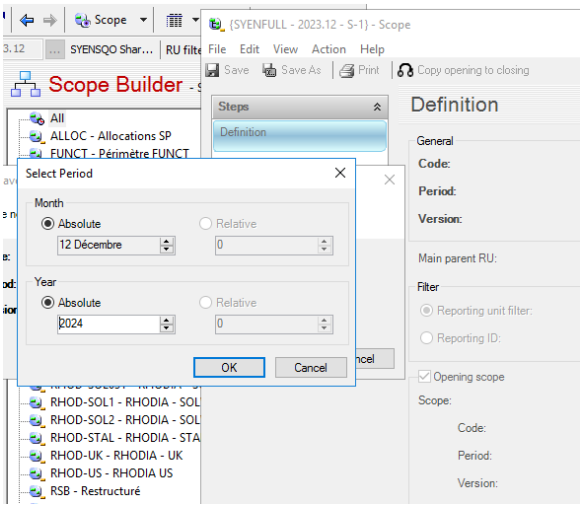
For this, **open** the last version available of the scope and select the option **Save As**.

In this example, to create the scope for 2024, it was created as reference to the scope of 2023.

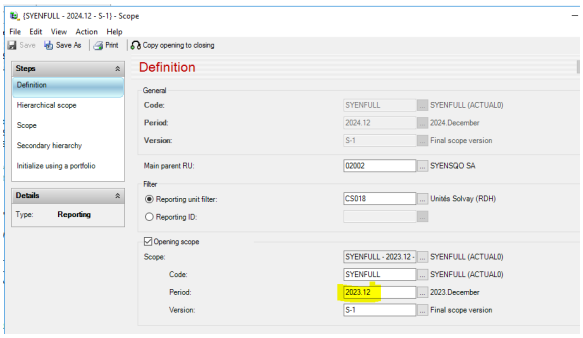


Enter the information necessary to create the new period.

- **Code:** SYENFULL
- **Period:** YYYY.12
- **Version:** S-1



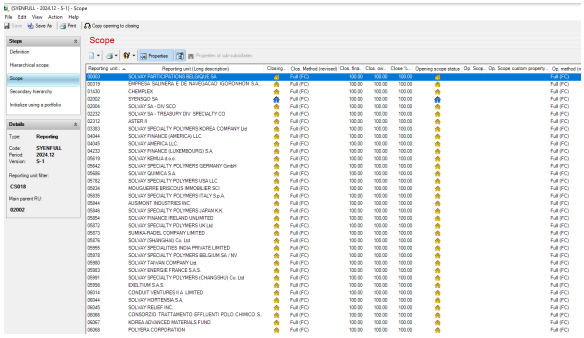
In the step **Definition**, update the period informed in the **Opening Scope** t o the previous year.



Then the scope for the new period is created - in the example here SYENFULL 2024.12.

Note that this scope only allows companies set as **Full conso (FC)**, this way when there is the **end of a company** and its Consolidation Method is changed to **Not Consolidated** the company is automatically excluded from the scope.

Even though, in the step **Scope**, ensure that all companies that left the Group in the previous year are not present in the scope for the current period.



After all the information is validated the scope has **to be transferred to the BFC_Prod_SCO platform.**

6.2 SCOPES OF CONSOLIDATION - SYENCONSO

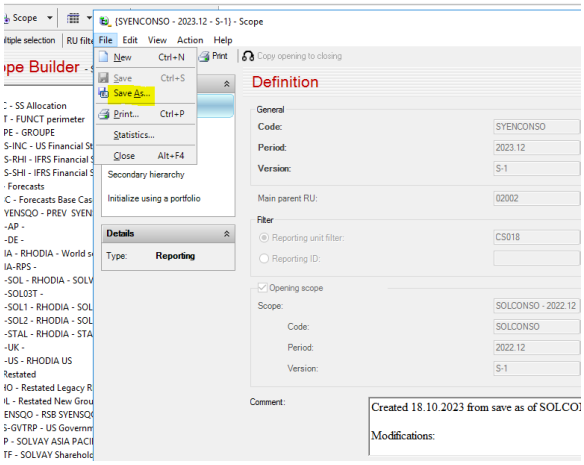
- **SYENCONSO definition** - IG companies consolidated at 100% / IP MEQ and NC consolidated as IP at their % of interests

One scope SYENCONSO per year to **be updated all during the year each time a change** (new companies, leaving companies, change in interests %) **is communicated** (by Group General Secretary or by GAR in its structure file).

The scope is **created in the BFC_Top_SCO**, with reference to the one of the previous year.

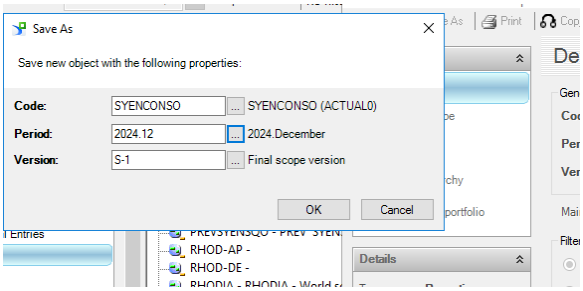
For this, **open** the last version available of the scope and select the option **Save As**.

In this example, to create the scope for 2024, it was created as reference to the scope of 2023.

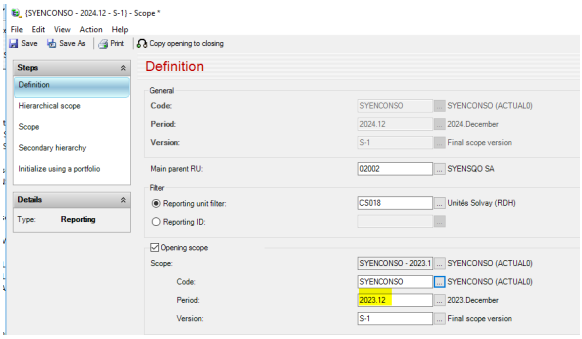


Enter the information necessary to create the new period.

- **Code:** SYENCONSO
- **Period:** YYYY.12
- **Version:** S-1



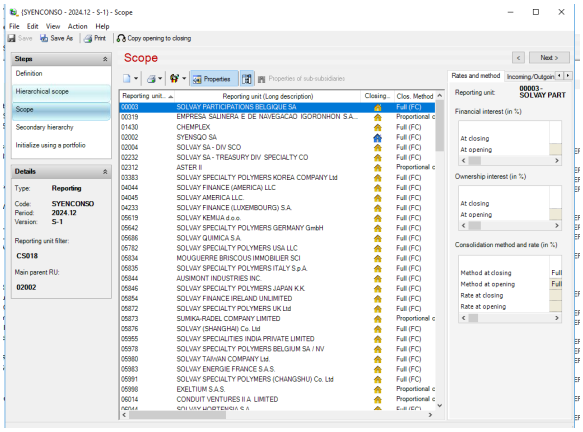
In the step **Definition**, update the period informed in the **Opening Scope** t o the previous year.



Then the scope for the new period is created.

Note that this scope only allows companies set as **Full conso (FC) or Proportional Integration (IP)**, this way when there is the **end of a company** and its Consolidation Method is changed to **Not Consolidated** the company is automatically excluded from the scope.

Even though, in the step **Scope**, ensure that all companies that left the Group in the previous year are not present in the scope for the current period.



After all the information is validated the scope has **to be transferred to the BFC_Prod_SCO platform.**

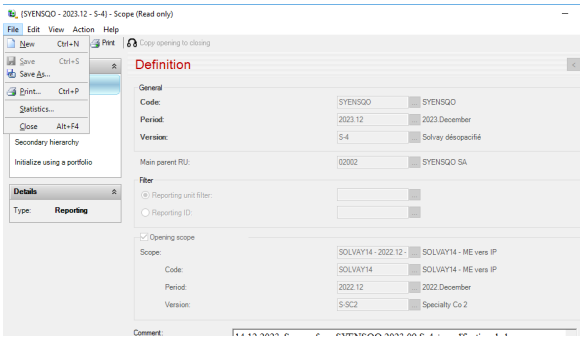
6.3 SCOPES OF CONSOLIDATION - SYENSQO

- **SYENSQO** - includes IG / IP / MEQ companies only (Non Conso excluded)- note that this is the scope **also used in IFRS ACTUAL2 consolidation**

One scope SYENSQO per month to **be updated every WD1** (new companies, leaving companies, change in consolidation methods or in interests %) **following the information received during the month** (by Group General Secretary or by GAR in its structure file).

The scope is **created in the BFC_Top_SCO**, with reference to the one of the previous month.

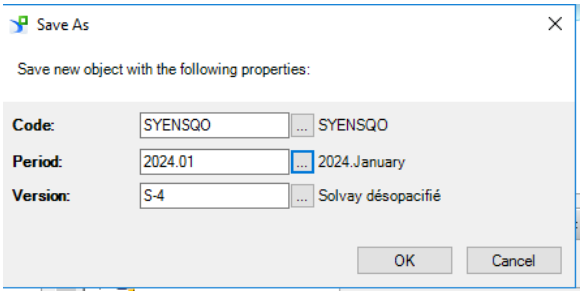
For this, **open** the last version available of the scope and select the option **Save As**.



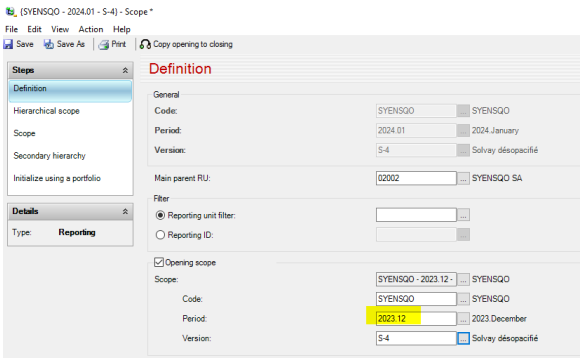
In this example, to create the scope for 2024.01, we will use as starting point SYENSQO scope 2023.12

Enter the information necessary to create the new period.

- **Code:** SYENSQO
- **Period:** YYYY.MM
- **Version:** S-4



In the step **Definition**, update the period informed in the **Opening Scope** t o the previous year.



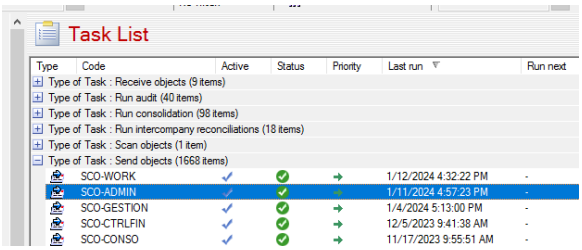
In the step **Scope**, the following procedure describes how to update the companies (insertion & deletion) Companies management in BFC - section 6. ScopeManagement

After all the information is validated the scope has **to be transferred to the BFC_Prod_SCO platform.**

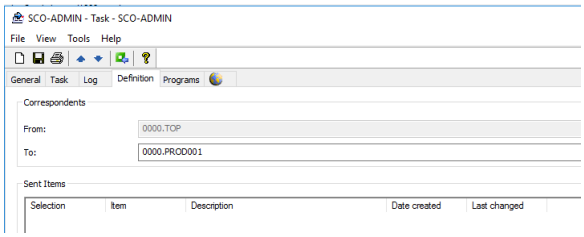
6.4 SCOPES OF CONSOLIDATION - Transfer from BFC_Top_SCO to BFC_Prod_SCO

BFC _Top_SCO

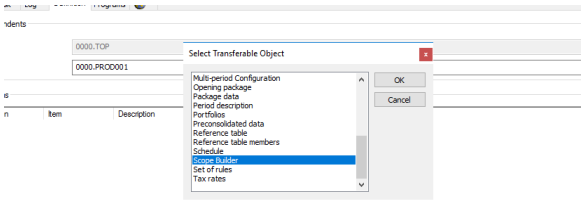
In the **Administration** domain select the **Task List** module, then open the object **SCO-ADMIN**.



Click on the icon **New Transferable Object** to select the type of object to be transferred.

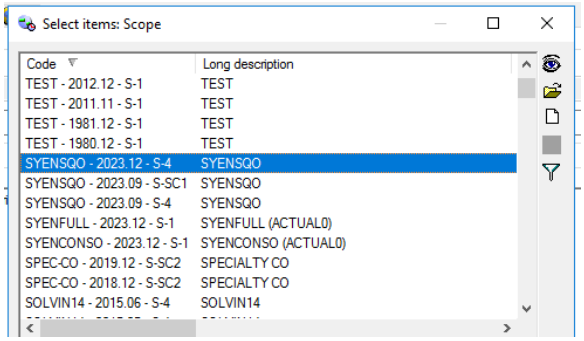


Select the option **Scope Builder**.



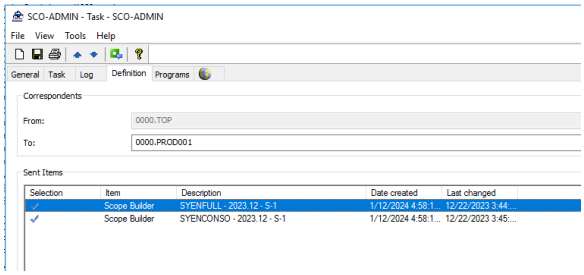
Then within the object to be transferred, it has to be select the items.

Click on the button **Select Items** and select the scopes to be transferred.

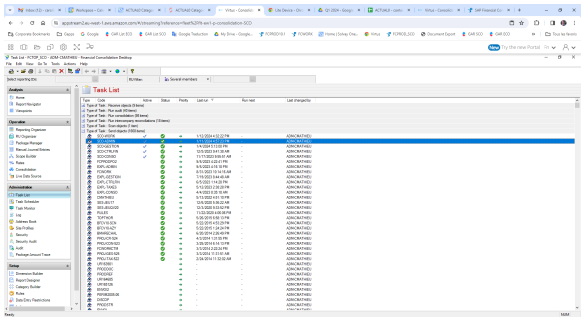


Back to the tab Definition, items selected to be transferred appear.

After have all items selected **Save** the task and **close** it.

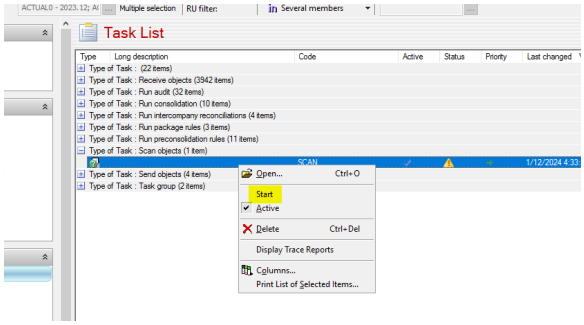


With the right click on the object **SCO-ADMIN** select the option **Start**. After this step the task has been transferred to the BFC_Prod_SCO platform.

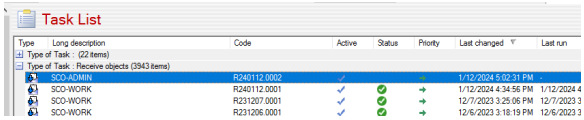


BFC_Prod_SCO

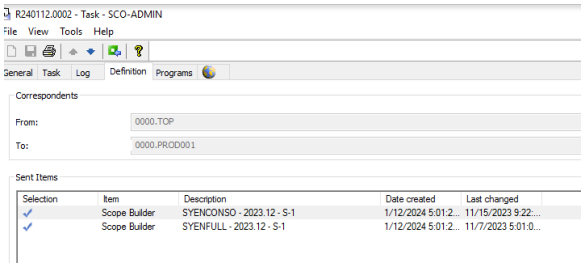
In the **Administration** domain select the **Task List** module, select the **SCAN** object with right click over it select the option **Start**.



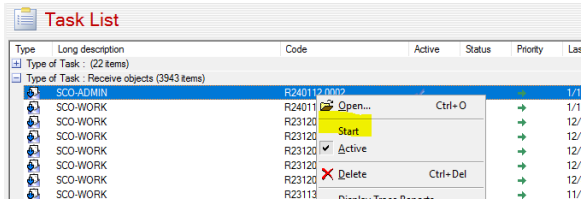
Then a new object will be available in **Receive Objects**.



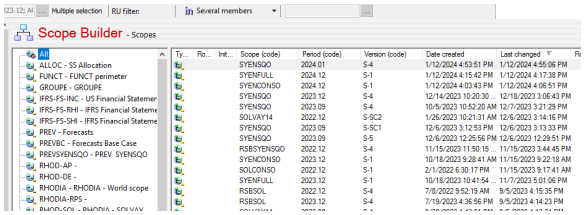
Open the new object and ensure that the items are those selected in BFC_Top_SCO.



With the right click on the object select the option **Start** to run the process.



After the process finishes, validate if the the Scope was properly transferred to the **Scope Builder** module.



7. CONSOLIDATIONS & INTERCO SETUP

7.1 CONSOLIDATIONS SETUP

There are **4 consolidations** required for the ACTUAL0 category:

- **SYENFULL V2**.
- **SYENCONSO V1**
- **SYENSQO V2**

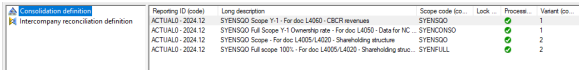
This table summarizes **purpose and usage** of each:

	Associated consolidations & scopes								
Timing of ACTUAL0 usage	**Usage/control**	**Scope of cnies needed**	**Scope**	**Variant**	**Opening bal.**	**Scope**	**Exc rates**	**Need for interco reconciliation**	**Schedule for control**
Reconciliation of shares mothers vs daughters: IG/IP/MEQ (based on comparison between L4005 and L4020)	Q1 Q2 Q3 Q4	IG IP MEQ	SYENSQO	2	Dec Y-1	Q1 Q2 Q3 Q4	Q1 Q2 Q3 Q4	yes	CD190_8
Reconciliation of shares mothers vs daughters - FULL: IG/IP/MEQ/ **NC** (based on comparison between L4005 and L4020) From March 2024, every quarter for Non Conso cnies	Q1 Q2 Q3 Q4	ALL	SYENFULL	2	Dec Y-1	Dec. Y	Q1 Q2 Q3 Q4	yes	CD190_8
L4050 - Financial information on **NC** cnies (Dec Y-1)	Q3	NC	SYENCONSO	1	Dec Y-1	Dec Y-1	Dec Y-1	no	mirror schedule + Excel retrieves
ACTUAL0 scopes - main differences									
SYENSQO	IFRS IG/IP/ MEQ only - Non conso excluded								
SYENFULL	All IP IG MEQ NC @ 100%								
SYENCONSO	IG @ 100 % / MEQ IP NC in IP method at their % of interests								

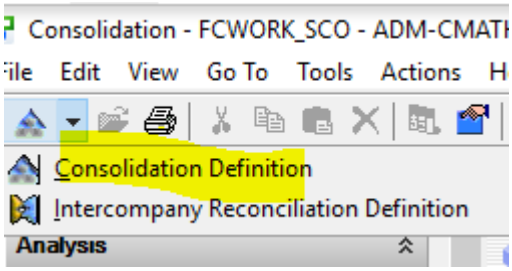
To create a consolidation it can be done **from scratch or** with reference to the version of the previous year **through the Save As** option.

The management of Consolidations is done in the **Consolidation** module within the **Operation** domain.

The consolidations are set for the category period, which should be informed in the field **Select Report IDs**, in this example ACTUAL0 - 2024.12.

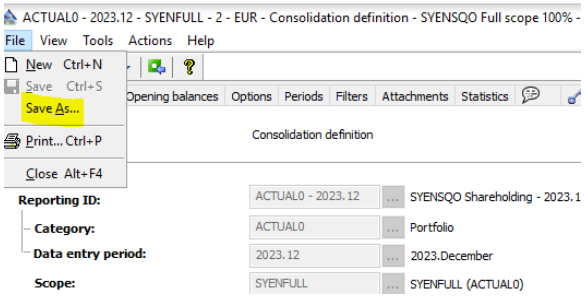


To create a consolidation from the scratch select the option **Consolidation Definition**.



To create the consolidation with reference to another one, open the consolidation of the previous year/ period, and within the menu **File** choose the option **Save As**.

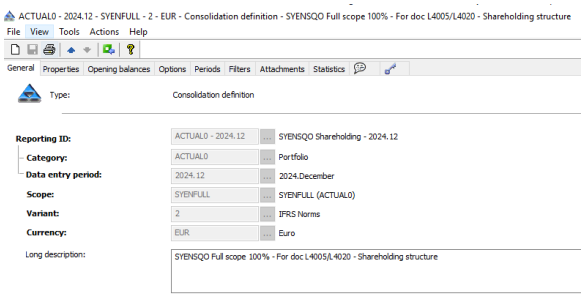
Through this option all the information are retrieved from the previous consolidation, hence the some information need to be update according to the new period.



7.1.1 CONSOLIDATIONS SETUP - SYENFULL V2

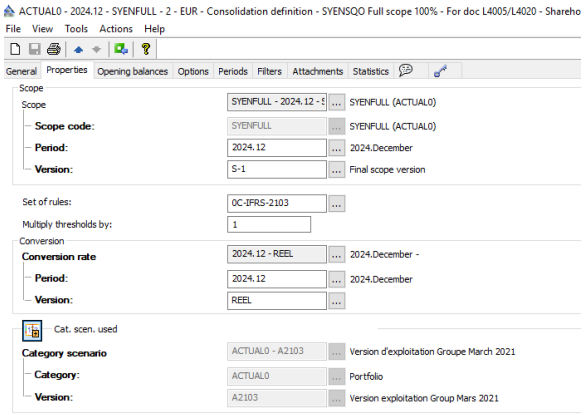
In the tab **General** should contain the following information:

- **Category:** ACTUAL0
- **Data entry period:** YYYY.12
- **Scope:** SYENFULL
- **Variant:** 2
- **Currency:** EUR
- **Long Description:** Syensqo full Scope 100% - For doc L4005/L4020 - Shareholding structure

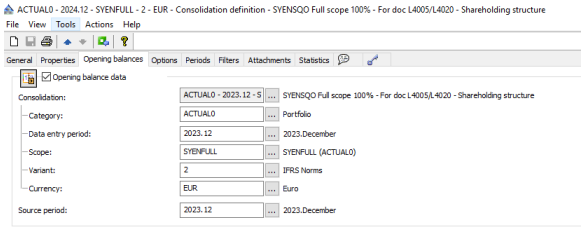


In the tab **Properties** should contain the following information:

- **Scope Period:** YYYY.12
- **Version:** S-1
- **Set of rules:** 0C-IFRS-2103
- **Multiply thresholds by:** 1
- **Conversion Rate Period:** YYYY.MM (latest available table in YYYY)
- **Conversion Rate Version:** REEL



In the tab **Opening Balances** should contain the following information:

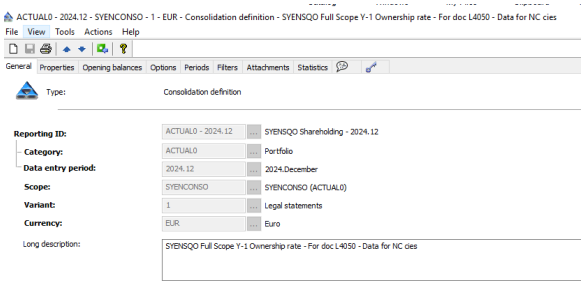


- **Category:** ACTUAL0
- **Data entry period:** previous YYYY.12
- **Scope:** SYENFULL
- **Variant:** 2
- **Currency:** EUR
- **Source period:** previous YYYY.12

The information in the other tabs is generated automatically.

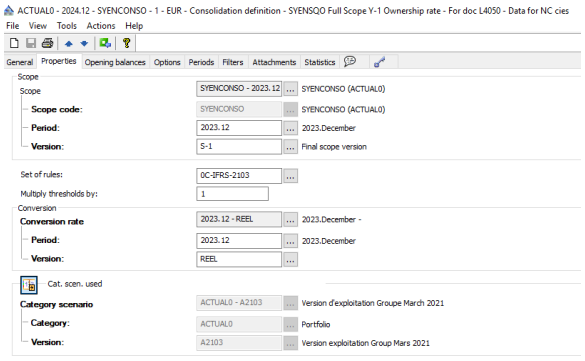
7.1.2 CONSOLIDATIONS SETUP - SYENCONSO V1

In the tab **General** should contain the following information:



- **Category:** ACTUAL0
- **Data entry period:** YYYY.12
- **Scope:** SYENCONSO
- **Variant:** 1
- **Currency:** EUR
- **Long Description:** SYENSQO Full Scope Ownership rate - For doc L4050- Financial information on NC cnies

In the tab **Properties** should contain the following information:

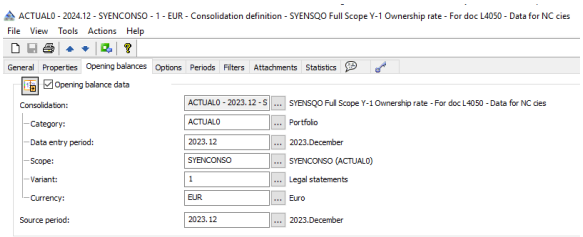


- **Scope Period:** previous YYYY.12
- **Version:** S-1
- **Set of rules:** 0C-IFRS-2103
- **Multiply thresholds by:** 1
- **Conversion Rate Period:** previous YYYY.12
- **Conversion Rate Version:** REEL

In the tab **Opening Balances** should contain the following information:

- **Category:** ACTUAL0

- **Data entry period:** previous YYYY.12
- **Scope:** SYENCONSO
- **Variant:** 1 (from 2022)
- **Currency:** EUR
- **Source period:** previous YYYY.12

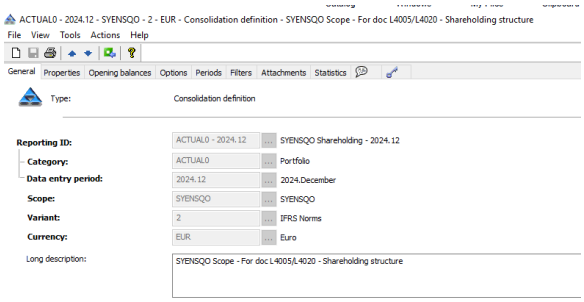


The information in the other tabs is generated automatically.

7.1.3 CONSOLIDATIONS SETUP - SYENSQO VARIANT 2

In the tab **General** should contain the following information:

- **Category:** ACTUAL0
- **Data entry period:** YYYY.12
- **Scope:** SYENSQO
- **Variant:** 2
- **Currency:** EUR
- **Long Description:** SYENSQO Scope - For doc L4005 /L4020 - Shareholding structure

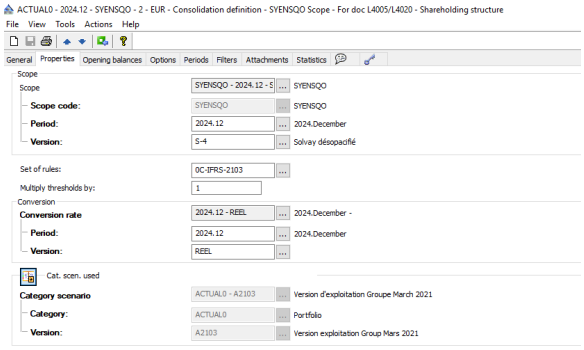


In the tab **Properties** should contain the following information:

- **Scope Period:** YYYY.MM - Set for the quarterly closing of reference

Version: S-4

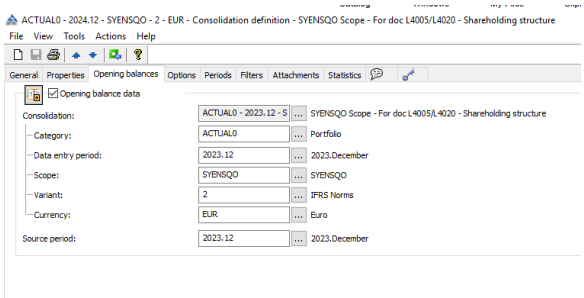
- **Set of rules:** 0C-IFRS-2103
- **Multiply thresholds by:** 1
- **Conversion Rate Period:** YYYY.MM (latest available table in YYYY)
- **Conversion Rate Version:** RE EL



In the tab **Opening Balances** should contain the following information:

- **Category:** ACTUAL0
- **Data entry period:** previous YYYY.12
- **Scope:** SYENSQO
- **Variant:** 2
- **Currency:** EUR

Source period: previous YYYY.12



The information in the other tabs is generated automatically.

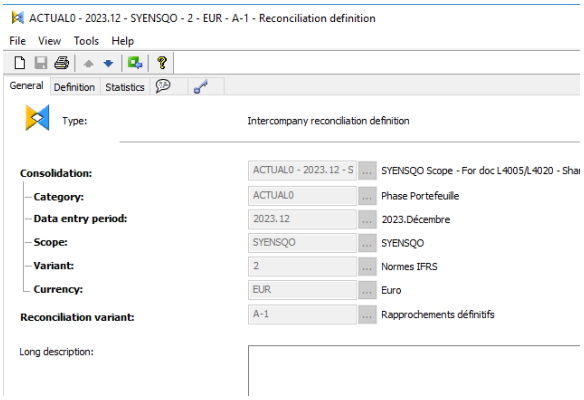
7.2 INTERCOMPANY RECONCILIATION SETUP

Purpose of this reconciliation performed using ACTUAL0 scopes is to **compare and check consistency between shares declared by mothers** (schedule L4005 from ACTUAL package) **versus the ones declared by daughters** (schedule L4020 from ACTUAL0 package) using **BFC report "CD 190_8".**

7.2.1 INTERCO SETUP - using consolidation SYENSQO V2 (IG IP MEQ only)

In the tab **General** should contain the following information:

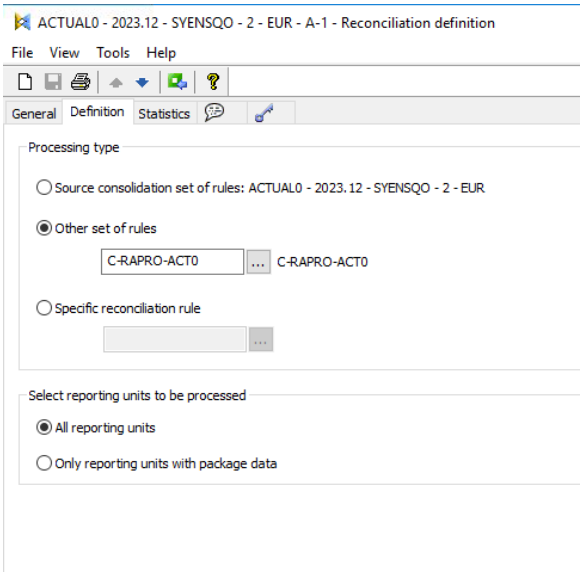
- **Category:** ACTUAL0
- **Data entry period:** YYYY.12
- **Scope:** SYENSQO
- **Variant:** 2
- **Currency:** EUR
- **Reconciliation Variant:** A-1



In the tab **Definition** should contain the following information:

- **Other set of rules:** C-RAPRO-ACT0

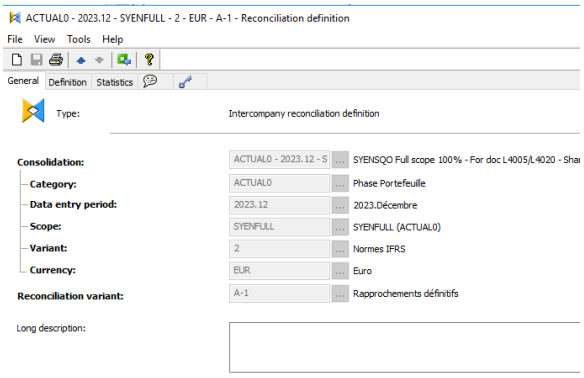
- **Select reporting units to be processed:** All reporting units



7.2.2 INTERCO SETUP - using consolidation SYENFULL V2 (Non Conso cnies included)

In the tab **General** should contain the following information:

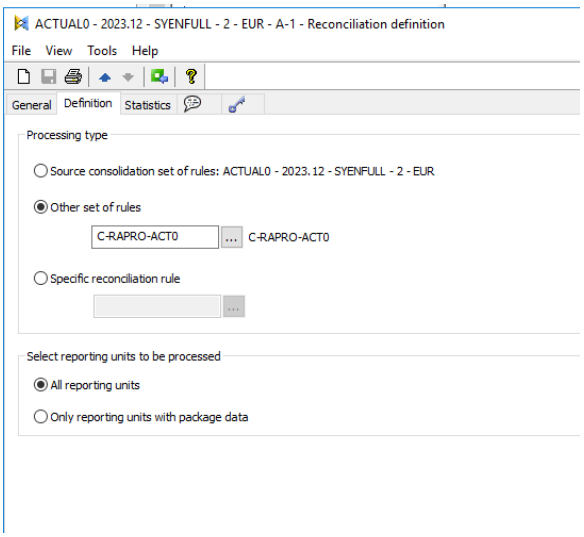
- **Category:** ACTUAL0
- **Data entry period:** YYYY.12
- **Scope:** SYENFULL
- **Variant:** 2
- **Currency:** EUR
- **Reconciliation Variant:** A-1



In the tab **Definition** should contain the following information:

- **Other set of rules:** C-RAPRO-ACT0

- **Select reporting units to be processed:** All reporting units



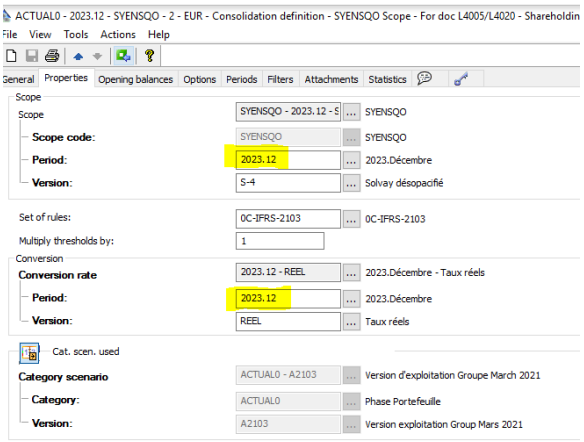
7.3 CONSOLIDATIONS SETUP - Quarterly Update

On a quarterly basis:

- Periods of the **Conversion Rate** in the consolidation **SYENSQO V2 and SYENFULL V2 should be updated** to the ones applicable on the quarterly period.
- In **SYENSQO V2**, the **Scope** must also be updated every quarter with the latest SYENSQO available

In the tab **Properties** update the following fields:

- **Conversion rate period to replace by the latest available Exc Rates table** (YY Y.03 early April / YYY.06 early July...)
- **SYENSQO V2: Scope period to replace by the latest available scope** (YYY.03 early April / YYY.06 early July...)

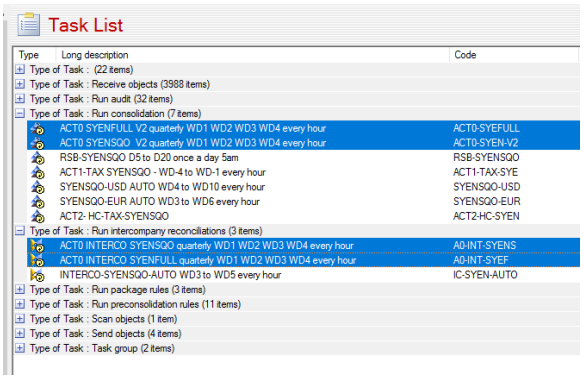


7.4 CONSOLIDATION & INTERCO - Run scheduling

Purpose of this scheduling is to run automatically both consolidation and reconciliation on a given period and at a defined frequency.

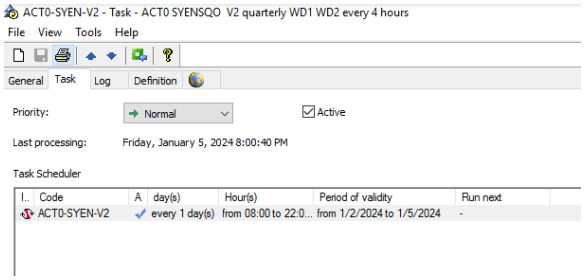
4 tasks created to **run each quarter from WD1 till WD4 every hour:**

- Based on **SYENSQO scope / variant 2**:
  - Consolidation => ACT 0-SYEN-V2
  - Corresponding interco reconciliation (comparing shares numbers declared by mothers & daughters) => A0-INT-SYENS



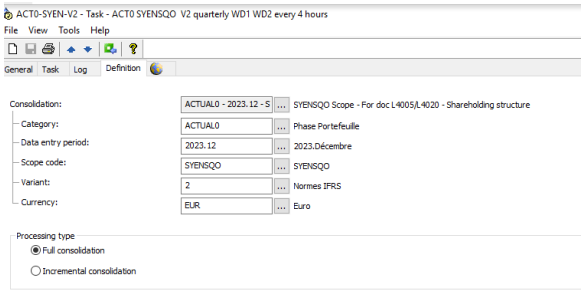
- Based on **SYENFULL scope / variant 2**:
    - Consolidation => ACT 0-SYEFULL
    - Corresponding interco reconciliation (comparing shares numbers declared by mothers & daughters) => A0-INT-SYEF

Every quarter, the **period of validity** needs to be updated to **start from WD1 morning and to finish at the end of WD4.**



Besides the adjustment on dates (to be done every quarter), **tasks definition must also be updated once new conso & interco 12.YYYY has been set up**.

In the example on the right, 2023.12 value for 2023 reporting.



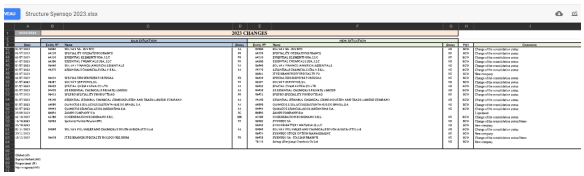
8. COMPANIES OPERATIONS

8.1 COMPANIES OPERATIONS - New Companies

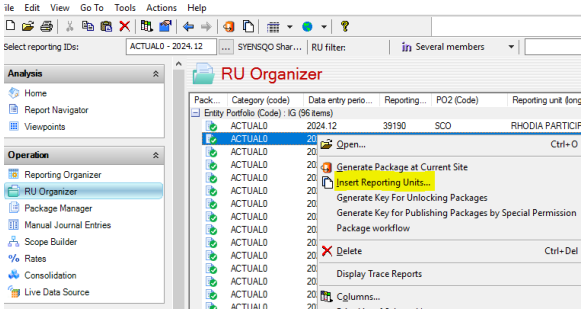
When the group acquires a new company, whatever its consolidation status, a **package has to be created in the ACTUAL0 Category.**

To create the package ensure that the company has already been created in BFC, otherwise follow the instructions in the **Procedure related to** Companies management in BFC:

After the communication from the Corporate Secretary, the information about the concerned company should be **available in the Structure File available in the GAR SYENSQO AODOCs Library.**



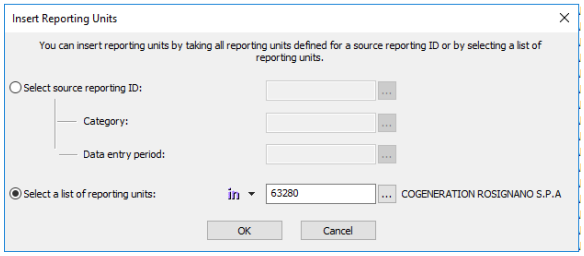
In the **BFC_Prod_SCO**, enter in the category for the correspondent period.



Within the **Operation** domain select the **RU Organizer** module.

Click on the icon **Insert Reporting Units** to create the package for a new company.

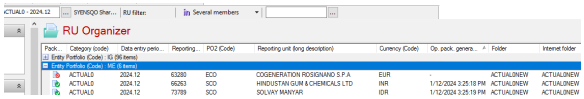
Enter the **BFC Code** of the new company.



The package will be available in the **RU Organizer** module, and information needs to be confirmed before generate to the **Package Manager** module.

Open the package information and validate if the settings are in accordance to the Consolidation Method of the company.

By default, when a package is added through the **Insert Reporting Units** option, the definitions are the same than the Category created in the **Reporting Organizer** module, it means, the package has the definitions of a Consolidated company. Then if the new company is a not consolidated, the definitions have to be changed.



In the tab **Package** it will be informed what determines the documents that are shown at the company's package, as well as the set of rules (Validations), opening balance, and the Scope that the company is assigned on this phase.

Since the **schedules collected for a Not Consolidated and a Consolidated (IG IP MEQ) company are different**, this tab has some specification for each type of company. Set of schedules per type of company are **defined in this document "BFC Admin Reporting set up per category and period"**

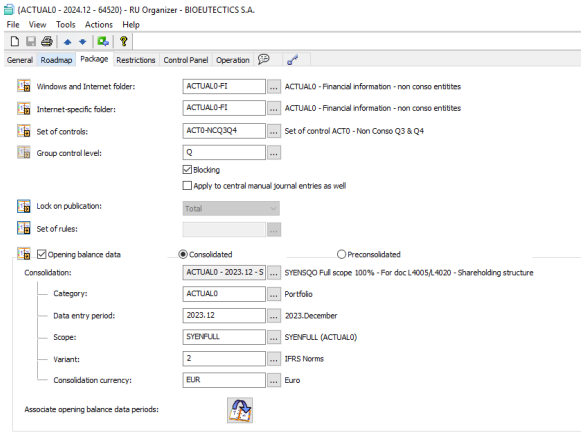
Non Consolidated Company

- **Windows and Internet folder**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Internet-specific folder**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Set-of controls**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Control level to be reached**: Q - This field need a special attention, because if any the

previous field is changed this one is deleted, always ensure it is fulfilled properly.

- [x] **Blocking** - Flag the option Blocking.
- [ ] **Apply to central manual journal entries** - MUST NOT be flagged

- **Opening balance:**
  - **Category**: ACTUAL0.
  - **Data entry period**: YYYY-1.12 - Inform the period which the opening balances are retrieved. Always December of previous year.
  - **Scope**: SYENFULL - This scope is taken into account all the companies in the Group's structure.
  - **Variant**: 2 - This information is related to the consolidation rules, in this instance is the variant 2, which considers the IFRS Norms.
  - **Consolidation currency**: EUR - The Group Consolidation Currency, always EUR, regardless the company currency.

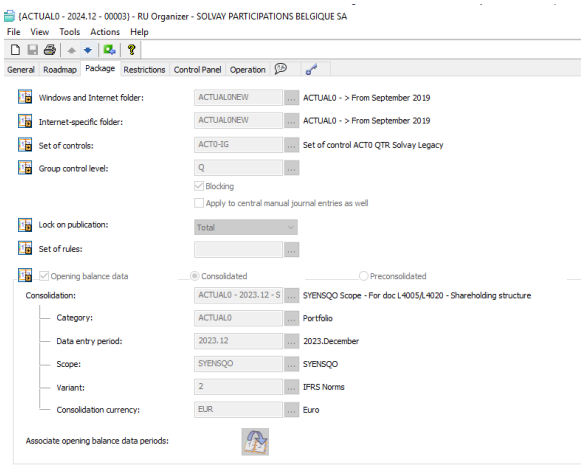


Consolidated Company (IG IP MEQ)

- **Windows and Internet folder**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Internet-specific folder**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Set-of controls**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Control level to be reached**: Q - This field need a special attention, because if any the previous field is changed this one is deleted, always ensure it is fulfilled properly.

- [x] **Blocking** - Flag the option Blocking.
- [ ] **Apply to central manual journal entries** - MUST NOT be flagged

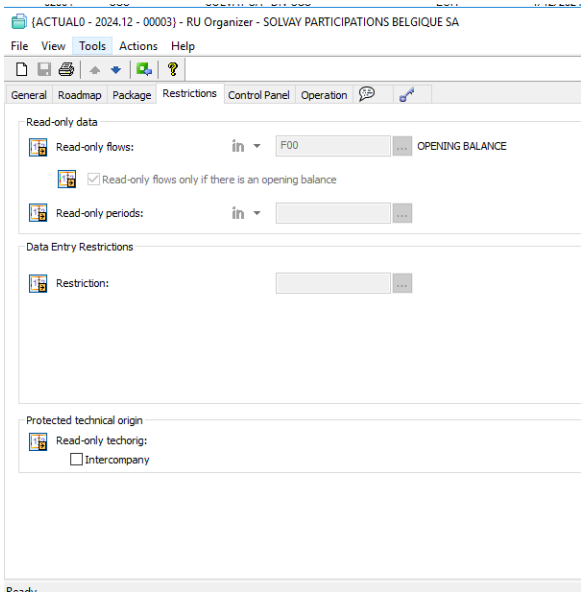
- **Opening balance**
  - **Category**: ACTUAL0.
  - **Data entry period**: YYYY-1.12 - Inform the period which the opening balances are



retrieved. Always December of previous year.
- **Scope**: SYENSQO- This scope is taken into account just the consolidated companies.
- **Variant**: 2 - This information is related to the consolidation rules, in this instance is the variant 2, which considers the IFRS Norms.
- **Consolidation currency**: EUR - The Group Consolidation Currency, always EUR, regardless the company currency.

The tab **Restrictions** is automatically filled, but it is necessary to confirm that the option Read-only flows is set for the F00, this means that the opening balances are not available for edition.

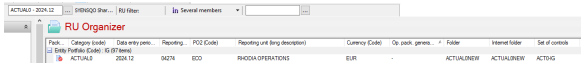
Then save .



> All the other tabs are automatically filled.

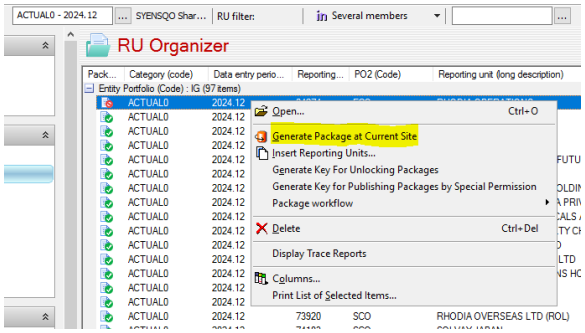
Outside the package creation/edition screen, make sure all the information is compliant.

At this stage the package is created at the "RU Organizer" module.

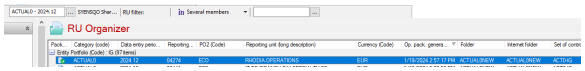


Its status is: **The package has not been generated**.

To generate the package, choose with right click the option: **Generate Package at Current Site**.



Then status will be changed, meaning that the package is now available at the "Package Manager" module, thus available for the users that have access for this company at this phase.



8.2 COMPANIES OPERATIONS - End of Companies (liquidated / merged / sold)

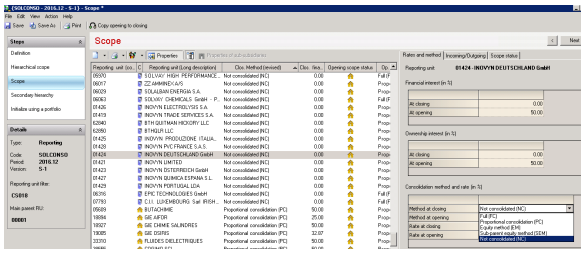
Reporting Setup

Generally, for the companies that left the Group during the course of the year, the packages remain in the ACTUAL0 - **YYYY.12,** however at the **begin ning of the next year** the packages **should not be generated**.

Along the year YYYY the packages of these companies should stay **Protected**, instead locked, this way it is possible to identify the companies that left the Group.

Scope of Consolidation

When a company left the Group, the company should be updated in the Scope of Consolidation.



The companies should be **set as Not Consolidated** and their **Financial and ownership interests set to 0** in the three scopes:

- SYENCONSO
- SYENFULL
- SYENSQO

Note that in **SYENCONSO** and **SYENF ULL scopes**, it is **not necessary to create an intermediate package** for the company in the tab Incoming /Outgoing of the scope.

While in the scope **SYENSQO** there are only Consolidated companies, it means that just the companies **IG, IP and ME** can be excluded from this scope, and it should be created the **inte rmediate package** for these companies in the tab Incoming /Outgoing of the scope. For more details of operations in the scope SYENSQO, scope, refer to the **Procedu re related to** Companies management in BFC.

8.3 COMPANIES OPERATIONS - Change of Consolidation Method

The change of the method of consolidation concerns the transition **from the Not Consolidated/ Equity Method/ Proportional** to **Full Consolidated**, or **vice versa.** In other words, this transition is assimilated to either an increase or decrease in the rate of integration.

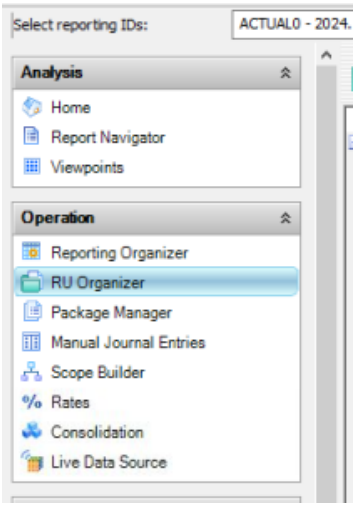
The change of consolidation method should be **communicated by the Syensqo Corporate Secretary** as well as available in the **Structure File** **withi n the GAR SYENSQO AODOCs Library**.

As a consequence of such change, c**ontent of their ACTUAL0 package** may have to be **amended, as well as the reporting setup and the scope of consolidation**.

Reporting Setup

In the **BFC_Prod_SCO,** enter in the category for the correspondent period, in this instance, it should be ACTUAL0 – 2017.12.

Within the **Operation** domain select the **RU Organizer** module and open the company to be updated.

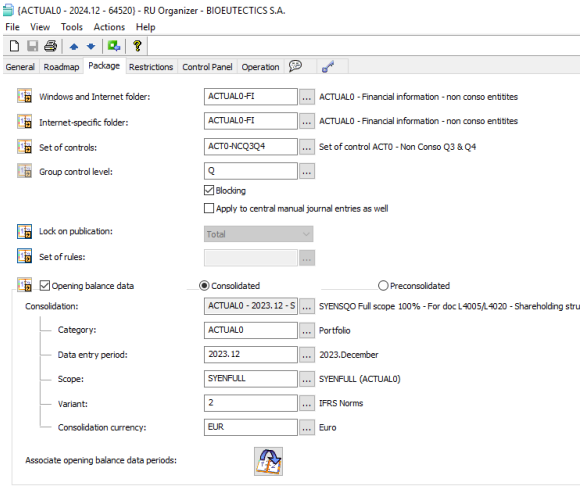


In the tab **Package** it will be informed what determines the documents that are shown in the company's package, as well as the set of rules (Validations), opening balance, and the Scope that the company is assigned on this phase.

The information in this tab has to be updated according to the new consolidation method.

Company moving to Not Consolidated status

- **Windows and Internet folder**: ACTUAL0-FI - refer to this document **"BFC Admin Reporting set up per category and period"**
- **Set-of controls**: either ACT0-NCQ1Q2 or ACT0-NCQ3Q4 d epending on when it occurs during the year - refer to this document **"BFC Admin Reporting set up per category and period"**
- **Control level to be reached**: not to be changed - remains Q

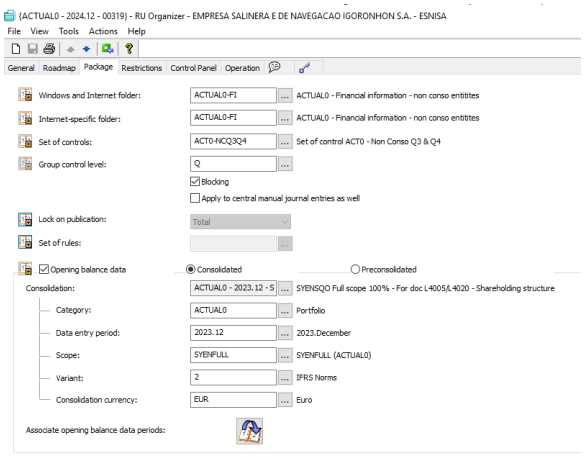


- [x] **Blocking** - Flag the option Blocking.
- [ ] **Apply to central manual journal entries** - MUST NOT be flagged

- **Opening balance:**
  - **Category**: ACTUAL0.
  - **Data entry period**: Y YYY-1.12 - Inform the period which the opening balances are retrieved. Always December of previous year.

- **Scope**: SYENFULL - This scope is taken into account all the companies in the Group's structure.
- **Variant**: 2 - This information is related to the consolidation rules, in this instance is the variant 2, which considers the IFRS Norms.
- **Consolidation currency**: EUR - The Group Consolidation Currency, always EUR, regardless the company currency.

Company moving from Non Conso to Consolidated status (IG or IP or MEQ)



- **Windows and Internet folder**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Internet-specific folder**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Set-of controls**: refer to this document **"BFC Admin Reporting set up per category and period"**
- **Control level to be reached**: Q - This field need a special attention, because if any the previous field is changed this one is deleted, always ensure it is fulfilled properly.

☑ **Blocking** - Flag the option Blocking.

☐ **Apply to central manual journal entries** - MUST NOT be flagged

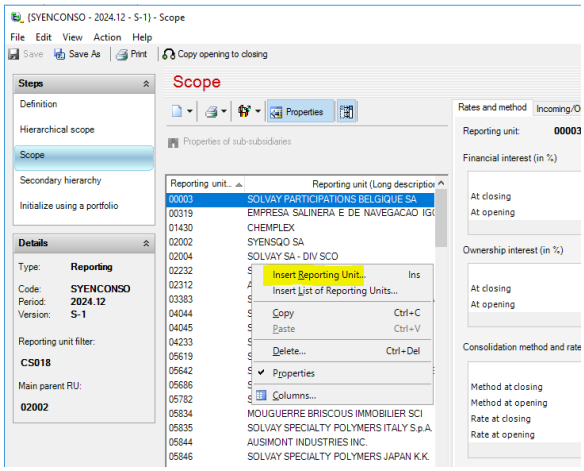
- **Opening balance**
  - **No change. If we change to SYENSQO, no opening will appear as the company was not in this SYENSQO conso previous year**

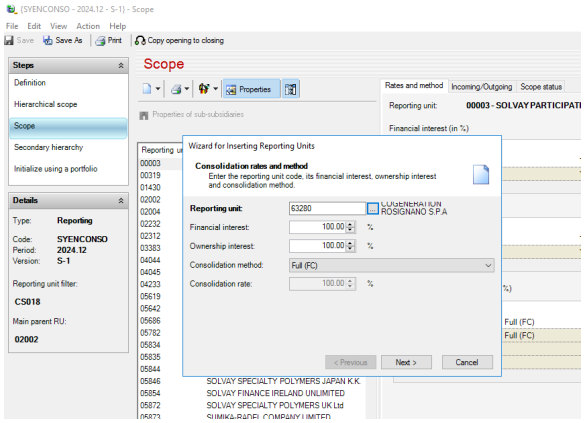
Scope of Consolidation

Within the **Operation** domain, select the **Scope Builder** module and open the scope **SYENCONSO**, then choose the company that needs to be updated and change:

- **Financial Interest at Closing:** Enter the rate
- **Ownership Interest at Closing:** Enter the rate

- **Method at closing:** Select the new method of consolidation





In the scope **SYENSQO**, if a company changes from **Not Consolidated** to **Co nsolidated** the company needs to be added to the scope. For this, within the scope, click on the button **Insert Reporting Units** and enter the company code and rates.

If the company was already present in the scope and changed the consolidation method, its information needs to be updated in accordance to the new method.

When a company change its Consolidation Method no action is needed in the Scope **SYENFULL**, since all companies are set as Full Consolidated.

END OF PROCEDURE