

I prepare Project Review file

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, new_zealand, emea_transversal, apac_transversal
- 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. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

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

Domain: Investments & Divestment

Responsibility area: Control SBS IS Projects

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▸ 1. Objective and Scope

- 1.1. Objective of this Operation
- 1.2. Scope

▸ 2. Tasks description

▸ 2.1. I download from Accolade the Budget and Costs file

- 2.1.1. Go to the Accolade website
- 2.1.2. In "Charts & Reports" list, download the Budget and Costs file by clicking on the name
- 2.1.3. When opening the file, you need to select "Enable content" to activate the macro
- 2.1.4. Press "Yes" to refresh the report
- blocked URL
- 2.1.5. Press F9 on keyboard to update the file and you will be able to work with the file

▸ 2.2. I obtain the WBS Element Request file

- 2.2.1. Open Google Drive

- 2.2.2. In the search bar, look for the WBS Element Request for the current year and download it.
 -
- 2.3. I retrieve the IFA.PJT.02.01 (ex FXA08) from previous quarter
 - 2.3.1. Open Google Drive
 - 2.3.2. In the search bar, look for the IFA.PJT.02.01 (ex FXA08) from previous quarter and download it.
 -
- 2.4. I add the new projects to IFA.PJT.02.01 (ex FXA08) and their related data
 - 2.4.1. Open both files in excel - Budget and Costs and IFA.PJT.02.01 (ex FXA08)
 - 2.4.2. From IFA.PJT.02.01 (ex FXA08), do a view lookup in column C ("ID") to fetch all new projects from Budget and Costs file
 - 2.4.3. Drag the formula in column B to add the "IT" to the projects code to the new projects inserted in the previous step
 - 2.4.4. Using vlookup, update the columns "D to E" and "G to L".
 - 2.4.5. Insert columns to update with the costs (Capex and OTC) of the year in scope by quarter
 - 2.4.6. After the column of Actual costs, insert three columns for the quarter in analysis
 - 2.4.7. Update the "Status in Accolade" column
 - 2.4.8. Update the "Lead team from WBS Element Request" column F
 - 2.4.9. Assure that the formula in column "No change since former quarter" is correct
 - 2.4.10. Insert data validation list in column Comment of the quarter in analysis
 -
- 2.5. I download from Accolade the monthly SBS Projects Report from previous month
 - 2.5.1. Go to the Accolade website
 - 2.5.2. Click on "SBS Budget Plan"
 - 2.5.3. Select the SBS Budget Plan for the year in scope
 - 2.5.4. Download the most recent CBS - SBS Project report
 -
- 2.6. I extract the quarterly costs from the monthly SBS Projects Report and update the IFA.PJT.02.01 (ex FXA08)
 - 2.6.1. Open the file downloaded in 3.4.4.
 - 2.6.2. Click on the tab "Database PEC"
 - 2.6.3. Select all table and insert a pivot table with:
 - 2.6.4. Update the column Actual Capex of the quarter in scope
 - 2.6.5. Update the column Actual OTC of the quarter in scope
 - 2.6.6. Make sure that the formulas are till the end of the list of projects.
 - 2.6.7. Save the file with the name "IFA.PJT.02.01 (ex FXA08) Qx YYYY"
- 2.7. I upload the IFA.PJT.02.01 (ex FXA08) request SBS IS Controllers to review all project status
 - 2.7.1. Open Google drive
 - 2.7.2. Open the folder Control IFA.PJT.02.01 (ex-FXA08)
 - 2.7.3. Upload the file in the corresponding year and quarter
 - 2.7.4. Convert the file into google sheets format
 - 2.7.5. Share the file with the SBS IS Controllers and request to review all project status
 -

Scope



WW

ERP

PF2 WP2 Non ERP

Frequency

References

Forms

Attachments

<< I prepare Project Review file >> I trigger the Capitalization process

1. Objective and Scope

1.1. Objective of this Operation

Prepare the file for the SBS IS Controllers quarterly review of all IT development projects on-going completing the projects status to define the start of the amortization period.

1.2. Scope

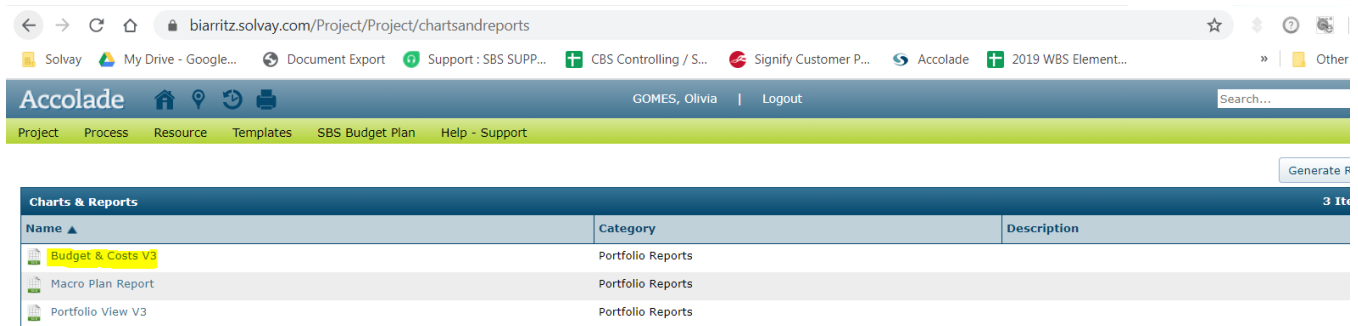
The scope of the quarterly review is for all SBS IS projects existing in all legal entities within Syensqo group ERP Systems.

2. Tasks description

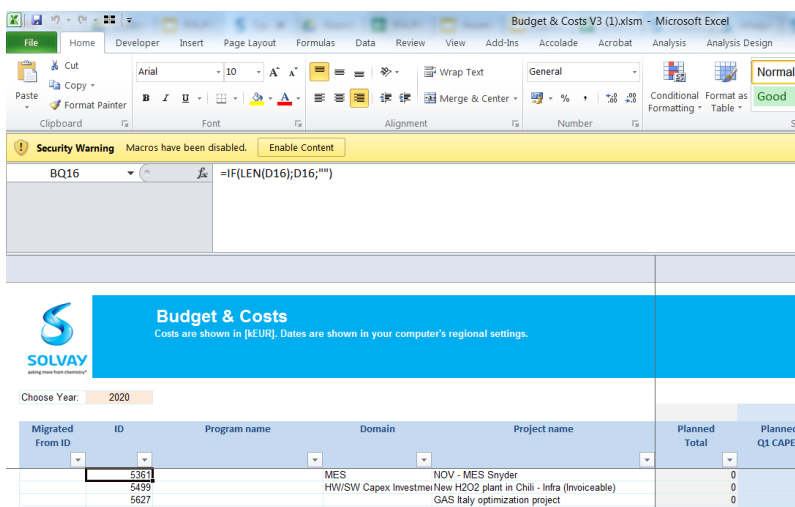
2.1. I download from Accolade the Budget and Costs file

2.1.1. Go to the [Accolade website](#)

2.1.2. In "Charts & Reports" list, download the Budget and Costs file by clicking on the name



2.1.3. When opening the file, you need to select "Enable content" to activate the macro



2.1.4. Press "Yes" to refresh the report

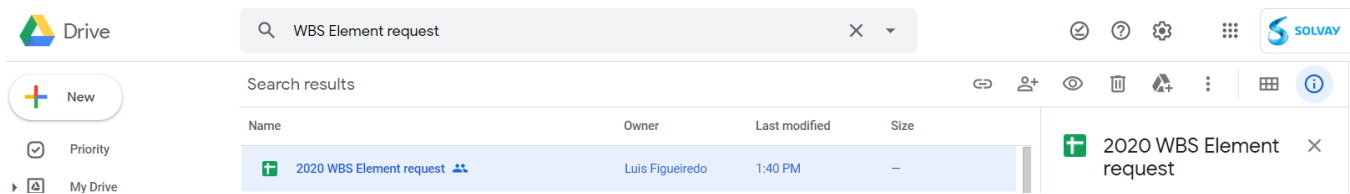
[blocked URL](#)

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2.2. I obtain the WBS Element Request file

2.2.1. Open [Google Drive](#)

2.2.2. In the search bar, look for the WBS Element Request for the current year and download it.

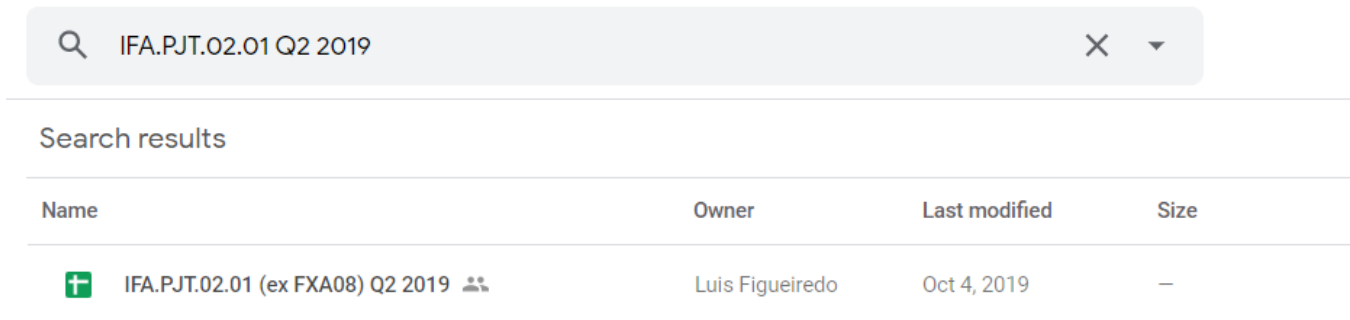


2.3. I retrieve the IFA.PJT.02.01 (ex FXA08) from previous quarter

2.3.1. Open [Google Drive](#)

2.3.2. In the search bar, look for the IFA.PJT.02.01 (ex FXA08) from previous quarter and download it.

For example Q2 2019:



2.4. I add the new projects to IFA.PJT.02.01 (ex FXA08) and their related data

2.4.1. Open both files in excel - Budget and Costs and IFA.PJT.02.01 (ex FXA08)

2.4.2. From IFA.PJT.02.01 (ex FXA08), do a view lookup in column C ("ID") to fetch all new projects from Budget and Costs file

2.4.3. Drag the formula in column B to add the "IT" to the projects code to the new projects inserted in the previous step

2.4.4. Using vlookup, update the columns "D to E" and "G to L".

D	E
Project name	Lead Team

G	H	I	J	K	L
Requesting team	Requested Start Date (Gate 1 date)	End Date	Approved CAPEX	Approved OTC	Total Approved

2.4.5. Insert columns to update with the costs (Capex and OTC) of the year in scope by quarter

2019											
Actual Q1 CAPEX	Actual Q1 OTC	Total Assets	Actual Q2 CAPEX	Actual Q2 OTC	Total Assets	Actual Q3 CAPEX	Actual Q3 OTC	Total Assets	Actual Q4 CAPEX	Actual Q4 OTC	Total Assets

For example, if we are analyzing the Q4 of 2019, we have downloaded the file of Q3 2019 and will now add the Actual Q4 Capex, Actual Q4 OTC and Total Assets Q4 of 2019.

2.4.6. After the column of Actual costs, insert three columns for the quarter in analysis

Need to be updated		
Qx YYYY		
Status in Accolade (for information)	No change since former Quarter	Comment Qx YYYY

2.4.7. Update the "Status in Accolade" column

Do a vlookup from the "ID" column C to the Budget and costs file from Accolade to obtain the status of the projects from the tool.

2.4.8. Update the "Lead team from WBS Element Request" column F

Do a vlookup from the WBS Element request file, tab Project List to obtain the Lead team information.

2.4.9. Assure that the formula in column "No change since former quarter" is correct

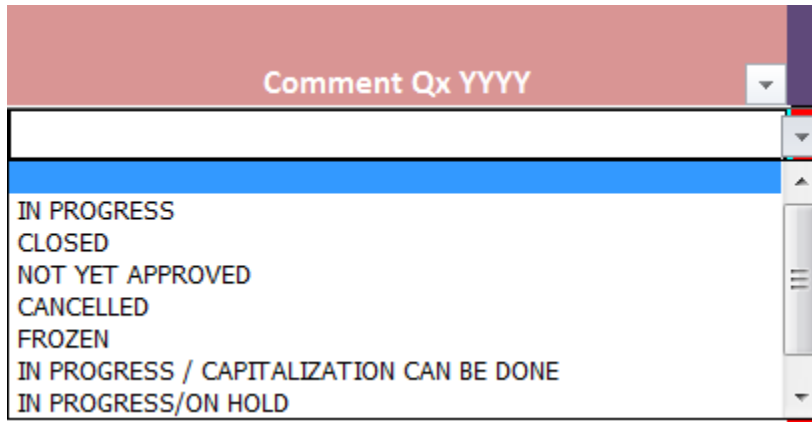
This column must have a formula that compares the Comment in the previous Quarter and the current one.

Example:

Qx YYYY		Comment Q4 2018	
No change since former Quarter	Comment Qx YYYY	Comment Q4 2018	
=BB6=BC6		CLOSED	

2.4.10. Insert data validation list in column Comment of the quarter in analysis

You may copy the list from the previous quarter and keep blank option. Once the controllers review each project, they will select from the drill down



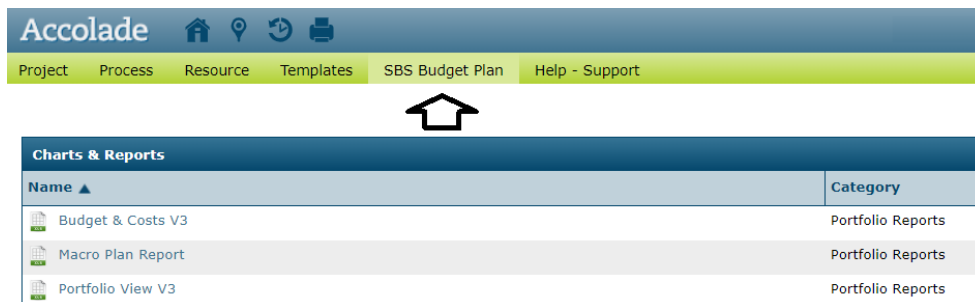
Comment Qx YYYY

- IN PROGRESS
- CLOSED
- NOT YET APPROVED
- CANCELLED
- FROZEN
- IN PROGRESS / CAPITALIZATION CAN BE DONE
- IN PROGRESS/ON HOLD

2.5. I download from Accolade the monthly SBS Projects Report from previous month

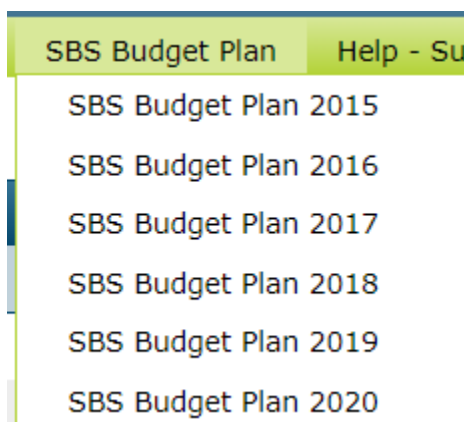
2.5.1. Go to the [Accolade website](#)

2.5.2. Click on "SBS Budget Plan"



2.5.3. Select the SBS Budget Plan for the year in scope

Example, if the year is 2020, select the SBS Budget Plan 2020.

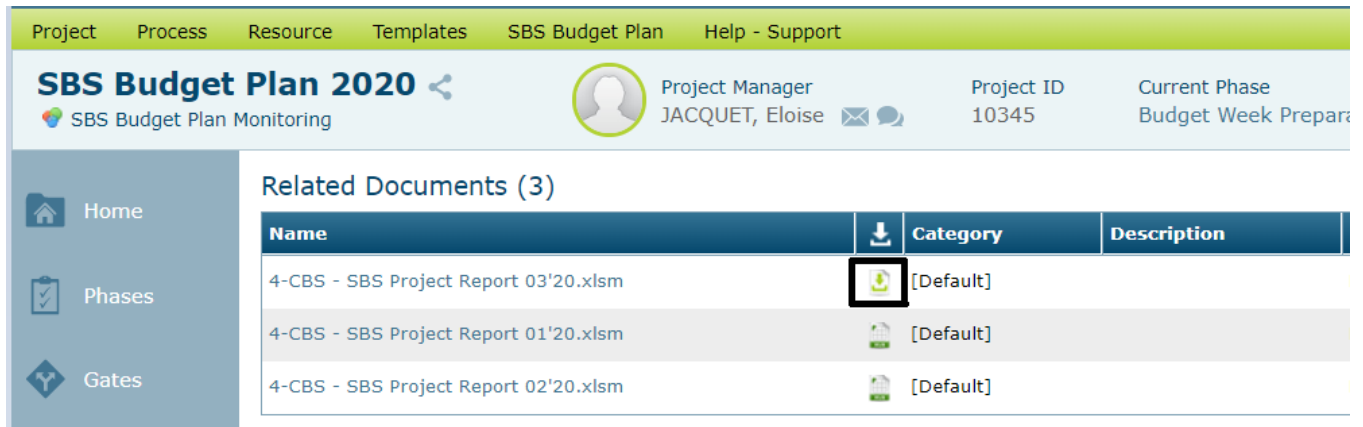


SBS Budget Plan Help - Su

- SBS Budget Plan 2015
- SBS Budget Plan 2016
- SBS Budget Plan 2017
- SBS Budget Plan 2018
- SBS Budget Plan 2019
- SBS Budget Plan 2020

2.5.4. Download the most recent CBS - SBS Project report

Click on the image next to the file name for download.



The screenshot shows the 'SBS Budget Plan 2020' interface. The top navigation bar includes 'Project', 'Process', 'Resource', 'Templates', 'SBS Budget Plan', and 'Help - Support'. The main header displays 'SBS Budget Plan 2020' with a share icon, the 'Project Manager' 'JACQUET, Eloise', 'Project ID' '10345', and 'Current Phase' 'Budget Week Preparation'. A left sidebar contains 'Home', 'Phases', and 'Gates'. The 'Related Documents (3)' section contains a table with the following data:

Name	Download Icon	Category	Description
4-CBS - SBS Project Report 03'20..xlsm		[Default]	
4-CBS - SBS Project Report 01'20..xlsm		[Default]	
4-CBS - SBS Project Report 02'20..xlsm		[Default]	

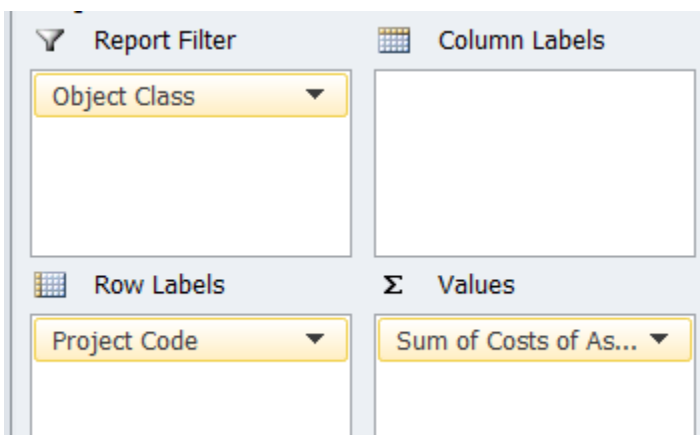
2.6. I extract the quarterly costs from the monthly SBS Projects Report and update the IFA.PJT.02.01 (ex FXA08)

2.6.1. Open the file downloaded in 3.4.4.

2.6.2. Click on the tab "Database PEC"

2.6.3. Select all table and insert a pivot table with:

- Row labels - Project code
- Values - Sum of Costs of the Quarter in scope
- Report filter - Object class

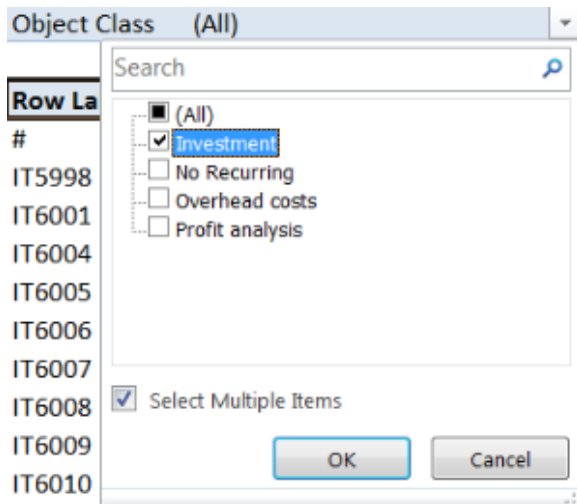


The screenshot shows the pivot table configuration interface with the following settings:

- Report Filter:** Object Class
- Column Labels:** (Empty)
- Row Labels:** Project Code
- Values:** Sum of Costs of As...

2.6.4. Update the column Actual Capex of the quarter in scope

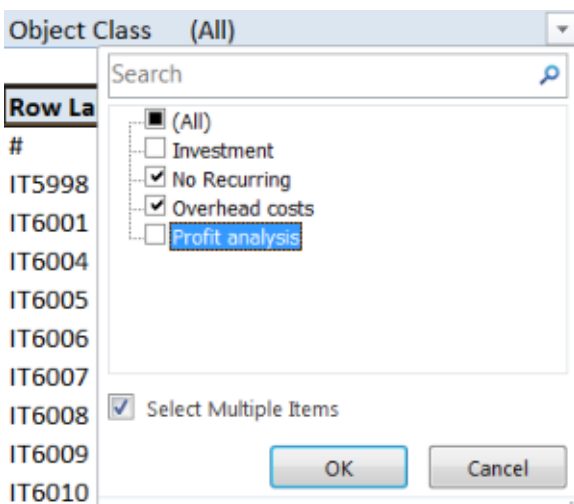
- In the report filter select Investment to obtain the Capex amounts



- Go back to the IFA.PJT.02.01 (ex FXA08) file and in the column Actual Capex of the quarter in scope, do a vlookup to the pivot table to obtain the figures and divide by 1000

2.6.5. Update the column Actual OTC of the quarter in scope

- In the report filter select Overhead and No Recurring to obtain the OTC amounts



- Go back to the IFA.PJT.02.01 (ex FXA08) file and in the column Actual OTC of the quarter in scope, do a vlookup to the pivot table to obtain the figures and divide by 1000

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Control IFA.PJT.02.01 (ex-FXA08) ▼

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2.7.5. Share the file with the SBS IS Controllers and request to review all project status

IFA.PJT.02.01 (ex FXA08) Q1 2019

Dear all,

Please find attached the Project review at the end of Q1 2019 (FXA08) for SBS portfolio.

The project status for Q1 is from Budget & Cost from Accolade.

Can you please complete the column BA "Comments Q1 2019" and check if the status in Accolade is correct ?

 [IFA.PJT.02.01 \(ex FXA08\) Q1 2019](#)

Deadline: 7th of February

Note: Remember to give a target date.

End of document.