

Tax Reporting in BFC SYENSQO

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 - 2.3.12 Create packages for companies entering in the conso scope
 - 2.3.13 Generate all packages and final control

1. Purpose and Content of Tax Reporting

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

1.1 Purpose and Actors

Core principles

The tax package aims at **reporting the income tax charge at entity level**

The objective of the tax package is

- to isolate the Adjustments from the IFRS EBT
- to calculate the IFRS and Underlying income tax expense for the period

Scope: **WW consolidated companies (IG / IP / not required for MEQ)**

Actors involved and responsibilities

- **GAR Tax Reporting manager** is responsible
 - to calculate the IFRS and Underlying income tax expense for the period (at Group level);
 - to compute and monitor the Underlying Tax Rate ("UTR") of the Group for continuing operations;
 - to monitor the income tax paid in the Free Cash Flow; and
 - to ensure compliance with IFRS requirements.
- **Country Accounting Managers** ("CAMs") with the support of **Tax Compliance Managers** ("TCMs") if any are responsible
 - to fill the tax packages in
 - to timely provide accurate information in BFC

1.2 Reporting periods and Content

Reporting periods for Taxes organized around :

- **Interim reporting** (quarterly: **March, June September**): **Projected tax rate methodology**
- **Hard Close** (October) and **Year-end reporting**: **Actual (enacted) tax rate methodology**

In order to comply with the above, the **tax package has been divided in two phases**

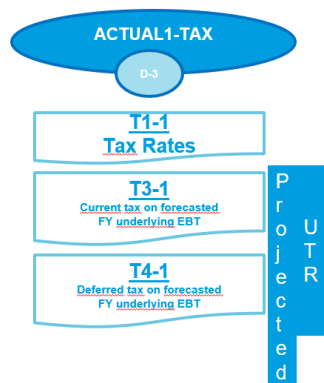
- **Actual1-Tax** phase/category that aims at calculating, during **interim periods**, the Underlying projected Tax Rate ("UTR") based on full-year forecasts of the Underlying EBT (Earnings Before Tax)
- **Actual2** phase / category that aims at calculating during **Hard Close and at Final Year End** the YTD income tax charge of the period

INTERIM PERIODS - overview

The only purpose of the Actual1-Tax package is to provide tax rates:

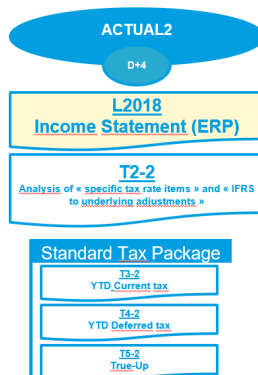
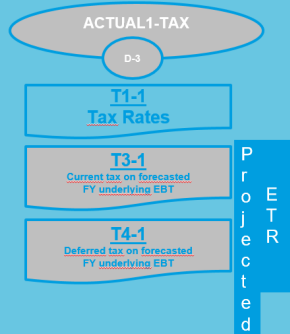
- **Enacted tax rates**: current vs deferred & standard vs reduced
⇒ Data entry in the schedule T1-1
- **« Projected » tax rates**: Underlying only
⇒ Computed in the schedules T3-1 (current taxes) and T4-1 (deferred taxes)

⇒ No blocking controls between Actual1-Tax and Actual2 phases



The Actual2 Tax package aims at detailing the current and deferred YTD components of the IFRS tax charge

INTERIM PERIODS

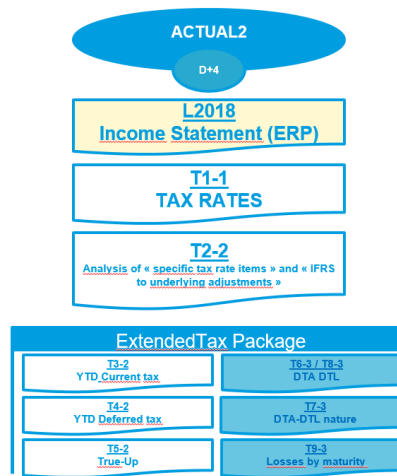


HARD CLOSE and YEAR END - overview

The Actual2 Tax package aims at detailing the current and deferred YTD components of the IFRS tax charge

YEAR-END
(and HARD-CLOSE)

No Actual1-Tax anymore



For more detail, refer to the [Tax Package guidebook](#) published in GAR AODOC Library.

1.3 BFC Administration's role

BFC Admin team is in charge of:

- **reporting set-up** and **package generation** related to both ACTUAL1-TAX and ACTUAL2 categories
- **specific pre-loadings** of the packages (Tax Rates / P&L YYYY.09 for Hard Close)

2. Definitions

GAR Team - SYENSQO Group Accounting & Reporting Team (including position of Tax Reporting manager)

BFC-Admin Team - Team administrating BFC (SYENSQO Group Consolidation tool)

FSL CAM - Company Account Manager

FSL TCM - Tax Compliance Managers

IG - Full Consolidated method

IP - Proportional Consolidation method

2. Reporting Setup

2.1 ACTUAL1-TAX (Interim periods: March, June and September)

2.1.1 Reporting Organizer

In the **Reporting Organizer** module it is created the Reporting ID and it is defined the common data for the packages, as the Deadline, Folder, Set of Controls, Opening Balances, etc.

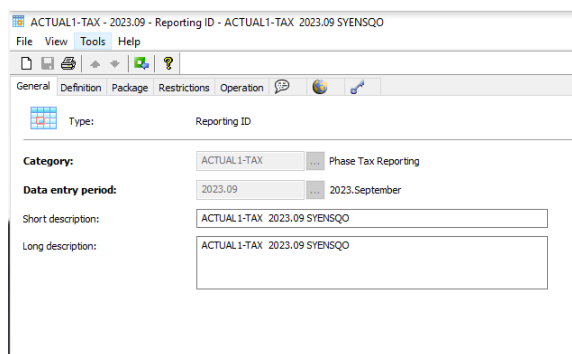
An option to create the Reporting for a new period is through the option **Saving As** based in the last version available.

In this procedure it will be created the ACTUAL1-TAX category for the period 2023.09, so the Reporting ID to be entered as reference is **ACTUAL1-TAX - 2023.06**.

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

Enter the following information:

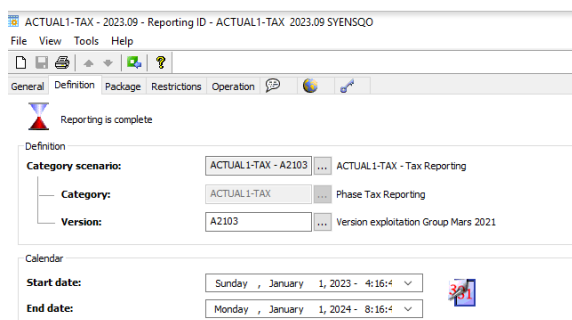
- **Category** - ACTUAL1-TAX
- **Data entry period** - YYYY.QQ
- **Short & Long description** - Phase Tax Reporting- YYYY.QQ



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:** 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:** It can be specified the scheduled start and end dates. The reporting status depends on these dates. Enter a large range, e.g. January 1st of current year to Jan. 1st next year.



The **Package** tab defines the settings of the data entry environment for the packages.

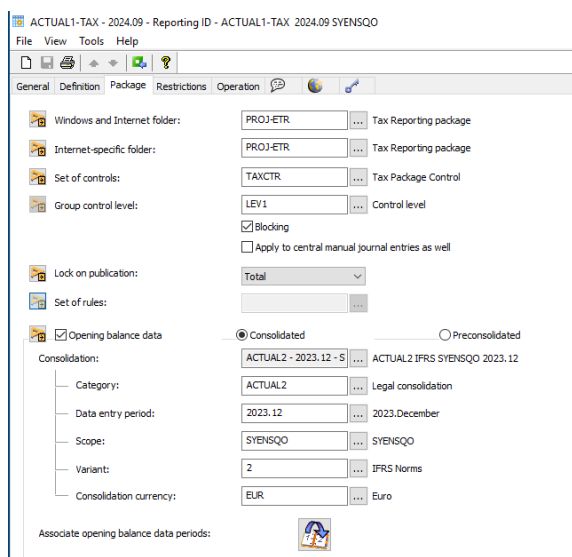
Enter the following information:

- **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:** **LEV1** - 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 as well** - **MUST NOT** be flagged

Opening Balance data:

- **Category:** **ACTUAL2** - as reference of Year End from previous year (no ACTUAL1-TAX at Year End)
- **Data entry period:** **YYYY-1.12** - Inform the period which the opening balances are retrieved. Always December of previous year.
- **Scope:** **SYENSQO** - includes consolidated companies.
- **Variant:** **2** - IFRS Norms.



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, this way it will not be available for edition in the package.

Data entry restrictions **SSCONSO**.

The screenshot shows the 'Restrictions' tab of the 'ACTUAL1-TAX - 2023.09 - Reporting ID - ACTUAL1-TAX 2023.09 SYENSQO' window. It contains sections for 'Read-only data', 'Data Entry Restrictions', and 'Protected technical origin'. In the 'Read-only data' section, 'Read-only flows' is set to 'F00' and 'OPENING BALANCE'. The 'Read-only flows only if there is an opening balance' checkbox is checked. In the 'Data Entry Restrictions' section, the 'Restriction' is set to 'SSCONSO'. The 'Protected technical origin' section has 'Read-only techorig' checked and 'Intercompany' unchecked.

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, according to date defined in the **SYE NSQO Finance Accounting Closing Calendar** available in the SYENSQO GAR AODOCs Library.

The screenshot shows the 'Operation' tab of the 'ACTUAL1-TAX - 2023.09 - Reporting ID - ACTUAL1-TAX 2023.09 SYENSQO' window. It contains sections for 'Package publication' and 'Automatic integration'. In the 'Package publication' section, the 'Deadline' is set to 'Friday, October 27, 2023 - 10:0' and the 'authorized advance publications' checkbox is unchecked. In the 'Automatic integration' section, there are two sub-sections: 'After publication' and 'After reception'. In 'After publication', 'Published in standard mode', 'Published by special permission', and 'Published in advance mode' are all checked, with a 'Control level reached' field set to '...'. In 'After reception', 'Published in standard mode', 'Published by special permission', and 'Published in advance mode' are all unchecked, with a 'Control level reached' field set to '...'.

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

Both French and English should be informed.

The screenshot shows the 'Translation' tab of the 'ACTUAL1-TAX - 2023.09 - Reporting ID - ACTUAL1-TAX 2023.09 SYENSQO' window. It contains a table with columns for language, short description, and long description.

	Short description	Long description
French	ACTUAL1-TAX 2023.09 SYENSQO	ACTUAL1-TAX 2023.09 SYENSQO
English	ACTUAL1-TAX 2023.09 SYENSQO	ACTUAL1-TAX 2023.09 SYENSQO
German		
Spanish		
Italian		
Local		

2.1.2 RU Organizer

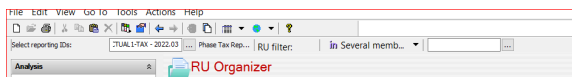
In the RU Organizer we define the companies to be reported in the category.

Select the **IG** and **IP** packages in the RU Organizer module from **category ACTUAL2 / previous period** and copy (through the icon  or Ctrl+C).

The screenshot shows the 'RU Organizer' window. It has a sidebar with 'Operation' and 'RU Organizer' selected. The main area shows a table with columns for 'Pack.', 'Category (code)', 'Reporting u.', and 'Société (Long description)'. The table lists various companies under the 'ACTUAL2' category.

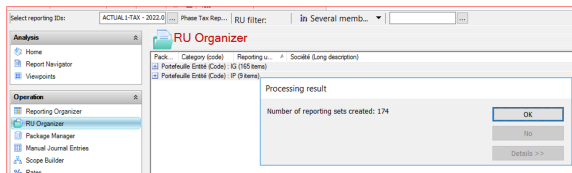
Pack.	Category (code)	Reporting u.	Société (Long description)
ACTUAL2	00001	SOLVAY SA - CORPORATE HEADQUARTERS (SCH)	
ACTUAL2	00001	SOLVAY PARTICIPATIONS BELGIE SA	
ACTUAL2	00005	SOLVAY CHEMICALS INTERNATIONAL SA	
ACTUAL2	00002	SOLVAY INVISTA HOLDING AG	
ACTUAL2	00043	SOLVAY CHEMICALS FINLAND OY	
ACTUAL2	00150	SOLVAY INTEROX Pty Ltd	
ACTUAL2	00212	SAZGEWINNINGSGESELLSCHAFT WESTFALEN mbH & Co. KG	
ACTUAL2	00201	SOLVAY SA - TREASURY DPT	
ACTUAL2	00207	SOLVAY CHINE SA	
ACTUAL2	00206	SOLVAY INTEROX LIMITED	
ACTUAL2	00245	SOLVAY GUINCA S.L	
ACTUAL2	00270	SOLVAY CHIMICA ITALIA S.p.A	
ACTUAL2	00274	HORIZON IMMOBILIEN GMBH	
ACTUAL2	00276	CHIFFY GmbH	

Change the period to the one that is being created and paste packages (through the icon  or Ctrl+V).



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.

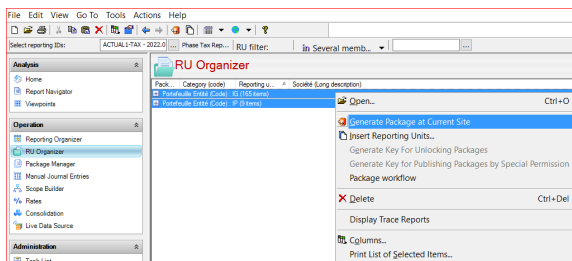


Before Generate the packages to the Package Manager module, ensure that all the companies are with the correct Consolidation Method (column Entity Portfolio), and if any company needs either to be added or deleted

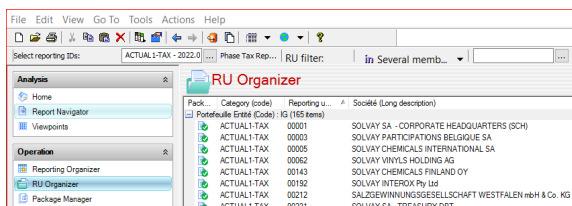
Companies entering or leaving the SYENSQO Group are registered in the following file [Syensqo Structure file](#) available in SYENSQO GAR AODOC Library

2.1.3 Package Manager

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.



2.1.4 Automatic pre-load of Tax Rates in package data - ACTUAL1-TAX and ACTUAL2

2.1.4.1 Preloading in ACTUAL1-TAX

In order to facilitate the work from FSL CAM and TCM's, there are **formulas** in ACTUAL1-TAX category scenario to pre load **Tax rates in schedule T1-1, flow F99**, but **keeping them editable**, as follow:

- ACTUAL1-TAX 03.YYYY = pre load 12.YYYY-1 from ACTUAL2 (no ACTUAL1-TAX in December)
- ACTUAL1-TAX 06.YYYY = pre load 03.YYYY from ACTUAL1-TAX
- ACTUAL1-TAX 09.YYYY = pre load 06.YYYY from ACTUAL1-TAX

Pre-loading based on formula from ACTUAL1-TAX category Scenario

{AC in (TXRCS; TXRCR; TXRDS; TXRDR) : FL = F99} = IF ((PE = +0.03) : {FL = F99 ; DP = -1.12 ; PE = -1.12 ; CA = ACTUAL2} ; IF ((PE = +0.06) : {FL = F99 ; DP = +0.03 ; PE = +0.03} ; IF ((PE = +0.09) : {FL = F99 ; DP = +0.06 ; PE = +0.06})))

Content of T1-1 Schedule


ACTUAL1-TAX - 2021.09 - 00001
 SOLVAY SA - CORPORATE HEADQUARTERS (SCH)
 Status:  Integrated Validity:  Valid Currency: EUR
 Since: 115 days ago Controls:  Successful Group Control Level: LEV1
 By: BE11501 Package Control Level: LEV1

Read-Only:  Package is locked

HOME SCHEDULES CONTROLS COMMENT & ATTACHMENTS




 T1-1 Tax Rates 



	A	B	C	D	E
1				OPENING F00	CLOSING F99
2	Code	Description			
4	TXRCS	Tax rate - Current - Standard		25.00%	25.00%
5	TXRCR	Tax rate - Current - Reduced		0.00%	0.00%
6	TXRDS	Tax rate - Deferred - Standard		25.00%	25.00%
7	TXRDR	Tax rate - Deferred - Reduced		0.00%	0.00%
9		<u>Projected ETR</u>			
10	ETXRC	Effective tax rate - Current		-	9.13%
11	ETXRD	Effective tax rate - Deferred		-	4.48%
12	ETXR	Effective Tax Rate - Total		-	13.61%

2.1.4.2 Preloading from ACTUAL1-TAX to ACTUAL2

To avoid double work in ACTUAL2 , there are **formulas** in ACTUAL2 category scenario to **pre load from ACTUAL1-TAX** Tax rates in schedule **T1-1-ACTUA2**, flow **F99**, **without any possible modification**, as follow:

- ACTUAL2 03.YYYY = pre load 03.YYYY from ACTUAL1-TAX
- ACTUAL2 06.YYYY =pre-load 06.YYYY from ACTUAL1-TAX
- ACTUAL2 09.YYYY = pre-load 09.YYYY from ACTUAL1-TAX

Formula from ACTUAL2 category Scenario (example below for TXRDS heading, same applies for the other tax rates headings)

{AC = TXRDS ; FL = F99} = {AC = TXRDS ; FL = F99 ; CA = ACTUAL1-TAX}	
[PE = +0.03] OR [PE = +0.06] OR [PE = +0.09]	

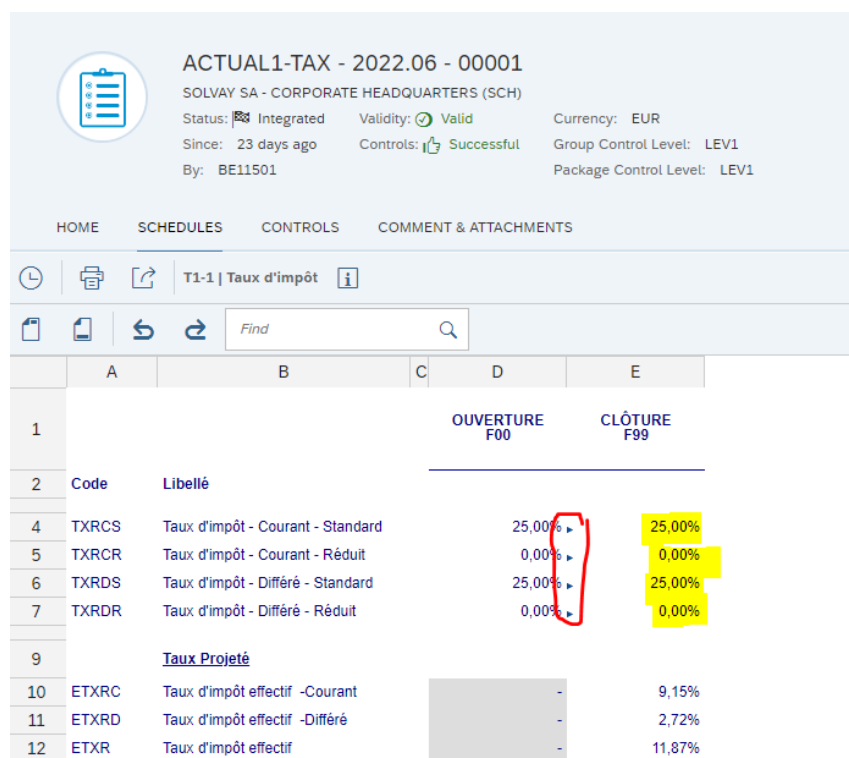
Content of T1-1-ACTUA2 Schedule (same layout as T1-1 schedule from ACTUAL1-TAX)

2.1.5 Control of pre-loading of Tax rates ACTUAL1-TAX (WD-9) and ACTUAL2 (WD-2)

This control **can not be performed through Excel** retrieves as there is no way to generate a massive saving of **ACTUAL1-TAX packages right after their generation in WD-9**, and the same for **ACTUAL2 packages generated in WD-2**. Without the "Save" action, pre-loaded Tax rates can not be retrieved in Excel.

Thus, control will be performed through a **direct check in packages on a representative company - 02002 Syensqo SA - considering that if the formula works for one company it works for all** (no restriction or filter of companies in the settings of the Pre-loading formula):

- **Step 1** : Open **ACTUAL1-TAX package of 02002 Syensqo SA** (in the below example June) and open **schedule T1-1** => check that **Tax Rates are pre loaded but remain editable** (blue triangle icon)



The screenshot shows the 'ACTUAL1-TAX - 2022.06 - 00001' interface. It includes a header with company details (SOLVAY SA - CORPORATE HEADQUARTERS (SCH)), status (Integrated), validity (Valid), currency (EUR), and control levels (LEV1). Below the header is a navigation bar with 'HOME', 'SCHEDULES', 'CONTROLS', and 'COMMENT & ATTACHMENTS'. The 'SCHEDULES' tab is active, showing 'T1-1 | Taux d'impôt'. A search bar is present. The main table displays tax rates for 'OUVERTURE F00' and 'CLÔTURE F99'. The table has columns for 'Code', 'Libellé', 'OUVERTURE F00', and 'CLÔTURE F99'. The 'OUVERTURE F00' column contains values like 25,00%, 0,00%, 25,00%, 0,00%, and a section for 'Taux Projeté' with values 9,15%, 2,72%, and 11,87%. The 'CLÔTURE F99' column contains corresponding values. A red box highlights the 'OUVERTURE F00' column, and a blue triangle icon is visible next to the 25,00% value in row 4.

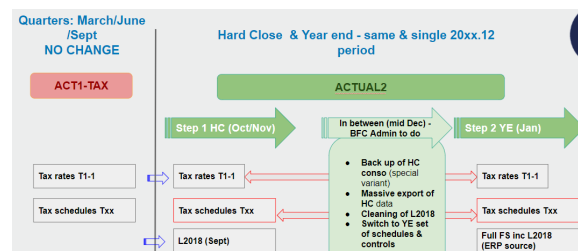
	A	B	C	D	E
1				OUVERTURE F00	CLÔTURE F99
2	Code	Libellé			
4	TXRCS	Taux d'impôt - Courant - Standard		25,00% ▶	25,00%
5	TXRCR	Taux d'impôt - Courant - Réduit		0,00% ▶	0,00%
6	TXRDS	Taux d'impôt - Différé - Standard		25,00% ▶	25,00%
7	TXRDR	Taux d'impôt - Différé - Réduit		0,00% ▶	0,00%
9		<u>Taux Projeté</u>			
10	ETXRC	Taux d'impôt effectif -Courant		-	9,15%
11	ETXRD	Taux d'impôt effectif -Différé		-	2,72%
12	ETXR	Taux d'impôt effectif		-	11,87%

- **Step 2** : Open (read only mode) **ACTUAL1-TAX package of 02002 Syensqo SA** on **previous quarter** (in the example below March) and open **schedule T1-1** => check that **Tax Rates from previous quarter** (non editable as previous quarter closed) **are the ones pre-loaded for the reporting period just generated (Step1)**

 ACTUAL1-TAX - 2022.06 - 00001 SOLVAY SA - CORPORATE HEADQUARTERS (SCH) Status:  Integrated Validity:  Valid Currency: EUR Since: 24 days ago Controls:  Successful Group Control Level: LEV1 By: BE11501 Package Control Level: LEV1				
HOME SCHEDULES CONTROLS COMMENT & ATTACHMENTS				
   T1-1 Taux d'impôt 				
    Find 				
	A	B	C	D
1			OUVERTURE F00	CLÔTURE F99
2	Code	Libellé		
4	TXRCS	Taux d'impôt - Courant - Standard	25,00%	25,00%
5	TXRCR	Taux d'impôt - Courant - Réduit	0,00%	0,00%
6	TXRDS	Taux d'impôt - Différé - Standard	25,00%	25,00%
7	TXRDR	Taux d'impôt - Différé - Réduit	0,00%	0,00%
9		<u>Taux Projeté</u>		
10	ETXRC	Taux d'impôt effectif -Courant	-	9,15%
11	ETXRD	Taux d'impôt effectif -Différé	-	2,72%
12	ETXR	Taux d'impôt effectif	-	11,87%

2.2 Hard Close (HC) Tax opening

Hard Close and Year End are managed under a **single category ACTUAL2** and a **single December period (yyyy.12)**.



2.2.1 Pre-load of package data

Hard Close Tax packages need to be pre-filled with:

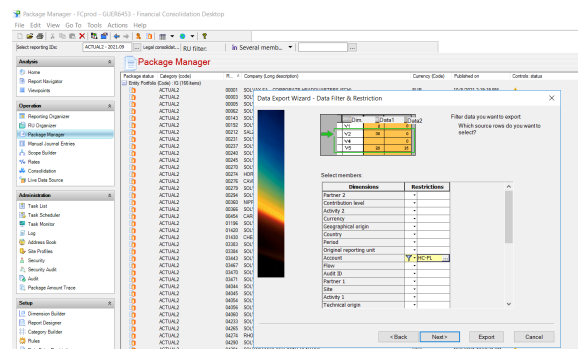
- **P&L data** (L2018 schedule)
- **Tax rates** (T1-1-ACTUA2 schedule)
- both taken from **ACTUAL2 09.YYYY**

2.2.1.1 Tax Rates pre-loading => automated

- The pre-loading of Tax rates in schedule T1-1-ACTUA2 is automatically done through formula from ACTUAL2 Category Scenario:

[AC in (TXRDS, TXRDR, TXRCS, TXRCR, ETXRC, ETXRD, ETXR); FL = F99] = [DP = +0.09 : PE = +0.09]

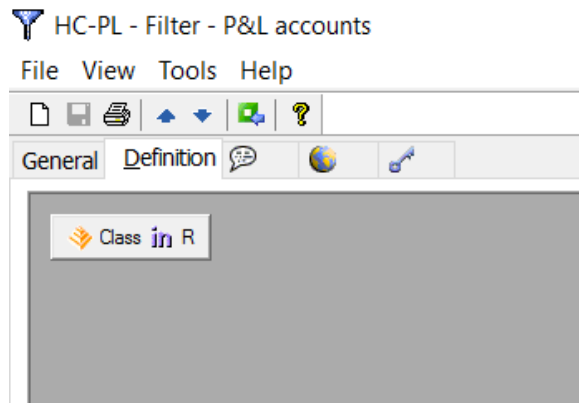
[PE = +0.12]



- No action required

2.2.1.2 Export ACTUAL2 YYYY.09 packs (P&L data)

- Export massively the ACTUAL2 YYYY.09 packs for IG & IP companies* **filtering on P&L** ("Accounts" filter to be used: **HC-PL** see content).
- File exported should be named as **09.YYYY ACT2 export.txt** and saved in this folder - select the [folder of the year](#)



2.2.1.3 Convert the exported file into the HC tax import file

From the exported file a new file must be created by save as and named as **12.YYYY ACT2 HC import.csv**.

In this new file we need to clean/change some data as follow:

- Remove all lines for **entities expected to leave** the consolidation scope between October and Year End - *list of companies to be confirmed from GAR team*.
- Remove all lines where D_FL column are not F99; F99AJ; F99EX
- Remove all lines where T1 column is not empty
- Remove all lines where D_MARK and D_PMARK columns are not empty
- Remove all lines where D_PAYS column is not empty
- Remove all lines where D_MVTCA column is not empty
- Remove all lines where D_ZADM column is not empty
- Replace YYYY.09 by YYYY.12 in columns D_DP and D_PE
- Formatting of columns D_RU and D_ORU must be with 5 digits (to keep company codes under 5 digits and not to miss the "0"). Format cells of columns D_RU and D_ORU as Custom / Type "00000".

The import file should also be saved in this folder selecting the [folder of the year](#)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	D_DP	D_FL	D_MVTCA	D_PAYS	D_ORU	D_PMARK	D_RU	D_DP	D_PAYS	D_ORU	D_PMARK	D_RU	D_DP	D_PAYS	D_ORU	D_PMARK	D_RU	D_DP	D_PAYS	D_ORU
2	ACTUAL2	2021.12	EUR	0000	PACKAGE	2021.12	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
3	ACTUAL2	2021.12	EUR	0000	PACKAGE	2021.12	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
4	ACTUAL2	2021.12	EUR	0000	PACKAGE	2021.12	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
5	ACTUAL2	2021.12	EUR	0000	PACKAGE	2021.12	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
6	ACTUAL2	2021.12	EUR	0000	PACKAGE	2021.12	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
7	ACTUAL2	2021.12	EUR	0000	PACKAGE	2021.12	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000
8	ACTUAL2	2021.12	EUR	0000	PACKAGE	2021.12	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000	00000

2.2.1.4 Open ACTUAL2 YYYY.12 reporting period

Choose **set of folders and controls** applicable for HC Tax - refer to this document **"BFC Admin Reporting set up per category and period"**

Adapt the **deadline for submission** according to date defined in the [Sye nsqo Finance Accounting Closing Calendar](#) available in the SYENSQO GAR AODOCs Library

ACTUAL2 - 2021.12 - Reporting ID - Legal consolidation - 2021.12

File View Tools Help

General Definition Package Restrictions Operation

Windows and Internet folder: ACT2-HCNEW ACTUAL2 Hard Close NEW

Internet-specific folder: ACT2-HCNEW ACTUAL2 Hard Close NEW

Set of controls: ACT2-HC Actual 2 Hard Close IG with Tax package

Group control level: Q Quarterly transfer

Lock on publication: Total

Set of rules: C-PACK02 Cash flow rules - Actual2 Package data : New and old versions

Opening balance data: Consolidated

Consolidation: ACTUAL2 - 2020.12 - 5 Référence de publication (CONF)

Category: ACTUAL2 Legal consolidation

Data entry period: 2020.12 2020.December

Scope: SOLVAY14 SOLVAY14 - ME vers IP

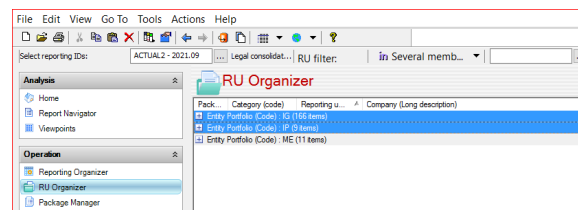
Variant: 2 IFRS Norms

Consolidation currency: EUR Euro

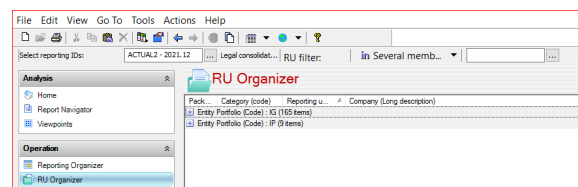
Associate opening balance data periods:

Select the reporting units from ACTUAL2 September (yyyy.09) **excluding**

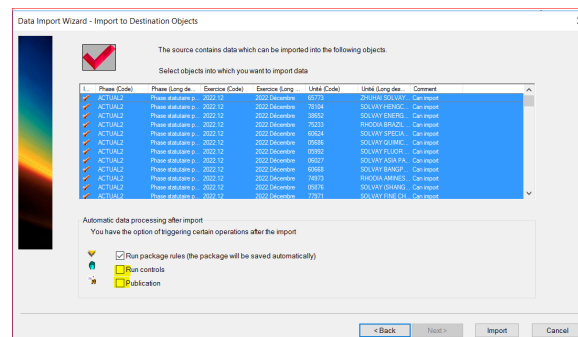
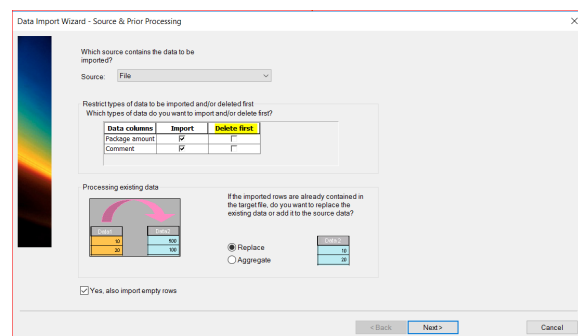
- Copy through the icon  or Ctrl+C:



Paste through the icon or Ctrl+V:



Note: Do not flag "delete first" in order to not delete the Tax rates preloaded by formulas.



Note: do not flag Run controls or Publication.

2.2.1.7.1 Massive Controls through Excel retrieves

Tax rates check (tabs YYYY.12 TXxx HC F99 / YYYY.12 TXxx HC F00 / YYYY.12 ETxx HC F99)

Expected result : Tax Rates F99 generated for Tax HC equal to the ones of September				Tax HC				Tax HC				Tax HC				Tax HC			
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
				1	2	3	4	1	2	3	4	1</							

- In tabs YYYY.12 TXxx HC F99 / YYYY.12 TXxx HC F00 / YYYY.12 ETxx HC F99 / P&L control per heading, add the lines for the reporting units that have entered the scope.

- In tabs YYYY.12 TXxx HC F99 / YYYY.12 TXxx HC F00 / YYYY.12 ETxx HC F99, they should present a gap (HC data existing while empty in September) in control columns => insert just a comment in the file to justify the gap
- In tab P&L HC, add more columns to retrieve 12.YYYY data for the companies newly consolidated and confirm the difference in column CHECK is equal to the total of companies newly consolidated.

- In tabs YYYY.12 TXxx HC F99 / YYYY.12 TXxx HC F00 / YYYY.12 ETxx HC F99, they should present a gap (HC data empty while existing in September) in control columns => insert just a comment in the file to justify the gap
- In tab P&L HC, add more columns to retrieve 09.YYYY data for the companies that have left and confirm the difference in column CHECK is equal to the total of companies leaving the scope.

Link to the Excel/BFC retrieval file named "**HC Opening check YYYY**".
xls stored in BFC Admin google folders selecting the [folder of the year](#)

Controls to be made **consulting directly packages** of the most significant companies:

- 02002 Syensqo SA
- 64220 Specialty Operations France
- 60327 Solvay Holding Inc

- **Schedule T1-1-ACTUA2 "tax rates"** is filled with data and other tax schedules are empty and ready for input;
- **P&L schedule L2018** to check that data is filled

[illegible]

To be used if one or several P&L Heading not @ equal to September in tab "P&L HC"		package	package	package	package			
		GA-CAPITAL2	GA-CAPITAL2	GA-CAPITAL2	GA-CAPITAL2			
		IS-2022-19	IS-2022-19	IS-2022-19	IS-2022-19			
		IS-2022-19	IS-2022-19	IS-2022-19	IS-2022-19			
TO BE UPDATED WITH HEADLINE CLOSING & BIDS								
		IS-2022-19	IS-2022-19	IS-2022-19	IS-2022-19			
		IS-2022-19	IS-2022-19	IS-2022-19	IS-2022-19			
"N/A" & "N/C" others to be stated		IS-2022-19	IS-2022-19	IS-2022-19	IS-2022-19			
		IS-2022-19	IS-2022-19	IS-2022-19	IS-2022-19			
and check consistency across all August 23rd 2022								
P&L control per heading				Reference 2022		To be controlled 2022		
Reporting number	Entity name	Control Status	GA-C381105	GA-C381105	GA-C381105	GA-C381105	CHECK FOR	
			IS	IS	IS	IS		
IS-00001	SOLVAY SA - CORPORATE HEADQUARTERS (SCH)	IS	1.861	994	775	-352	-1.088	-1.346
IS-00003	AMERICAN SOLVAY SA	IS	0	0	0	0	0	0
IS-00005	SOLVAY CHEMICALS INTERNATIONAL SA	IS	-247	-491	-1.844	-521	-1.697	-300
IS-00009	SOLVAY FRANCE SA	IS	0	0	0	0	0	0
IS-00002	SOLVAY VINYLING HOLDING AS	IS	0	-12	0	-01	0	0
IS-00012	SOLVAY TECHNOLOGY	IS	0	0	0	0	0	0

- The consolidation definition for HC Tax should be created by a **save as of ACTUAL2 09.yyyy / Variant 2.**

ACTUAL2 - 2021.12 - 00001 - Package - SOLVAY SA - CORPORATE HEADQUARTERS (SCH) (Locked package) TT-1-ACTUA2 - Tax Rates

File Edit View Tools Actions Window Help

Package control level: 3-Q

in 01/01/21

Data entry Guide

Code	Description	OPENING F00	CLOSING F99
TXRCS	Tax rate - Current - Standard	25.00%	25.00%
TXRCR	Tax rate - Current - Reduced	0.00%	0.00%
TXRDS	Tax rate - Deferred - Standard	25.00%	25.00%
TXRDR	Tax rate - Deferred - Reduced	0.00%	0.00%
<u>Projected ETR</u>			
ETXRC	Effective tax rate - Current		9.13%
ETXRD	Effective tax rate - Deferred		4.48%
ETXR	Effective Tax Rate - Total		13.61%

	F00	F00 CLOSING	F00X Adjustments	F00A Underlying
R10000 Net sales	13,951	9,696		9,696
R10000 Rescheduled royalties according to sales	11,762	6,112		6,112
ST-CA-F00 Net sales (published)	25,713	15,807		15,807
R11200 Other revenues on activities - Utilities and other site services	264	73		73
R11400 Other revenues on activities - Research	12	16		16
R11500 Other revenues on activities - Management Fees	-	-		-
STOT-#110 Other revenues on activities	278	89		89

ACTUAL 2 - 2021.12 legal consultation - RU filter: In Several memb... 57230 SOLARY PRANCE

Consolidation

Consolidation definition

Repeating ID (code)	Scope code (no - Long description	Op - Scope period	Cons. rule period	Set of rules (code)
---------------------	-----------------------------------	-------------------	-------------------	---------------------

ACT2-HC-AUTO - Task Scheduler

File View Tools Help

General Definition

☒ Active

Process Run By

ADM-CMATH-BEU MATHIEU Caroline

Change

☐ ASAP
☐ Once on: Wednesday, January 31, 2024 at 15:04
☒ Recurrent:

Period Manager

☐ Day
☒ Week
☐ month(s)

Every 1 week on
☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday
☒ Friday ☐ Saturday ☐ Sunday

Daily

☐ Once at: 08:30
☒ Every: 4 Hour(s) start: 08:30 end: 23:30

Duration

Start date: Sunday, October 13, 2023 ☐ No end date
☒ Until: Thursday, December 12, 2024

2.3 Switch from Hard Close to Year End

2.3.1 Back up of Hard Close Consolidated data

After last run of Hard Close (ACTUAL2 YYYY.12 variant 2) done by GAR Tax Reporting manager (expected to be between Dec 10th and 15th), BFC Admin team [save the last run under a variant 1 and lock it.](#)

[Control in Excel/BFC retrieves](#) that P&L Conso Group Net Result variant 1 = variant 2 - link to the **file named "HC Tax back up variant 1 check.xls"** located in BFC Admin google folders selecting the [folder of the year](#)

2.3.2 1st massive export of ACTUAL2 YYYY.12 packs reported during Hard Close process

BFC Admin **exports massively** (without any restriction on accounts, flows, etc) all the reported packs **under a flat file** (csv or txt)

File exported should be named as **Backup ACT2-YYYY.12-HC-export.txt** and saved in the [folder of the year](#)

2.3.3 2nd massive export of ACTUAL2 YYYY.12 packs filtering on Rxxx headings

BFC Admin **exports massively** all the reported packs (**filtered by R* Headings**) under a flat file:

- using in the [Export options filter CRR000-21](#) to extract only P&L Headings

Notes

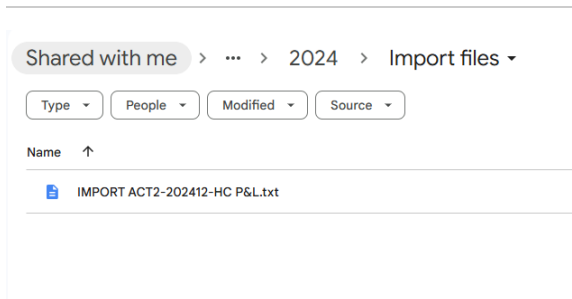
- csv should be the format** to avoid splitting a comment in separate columns in case there are commas in the text /comment

Open the file in csv format to confirm all is OK (no empty or broken lines).

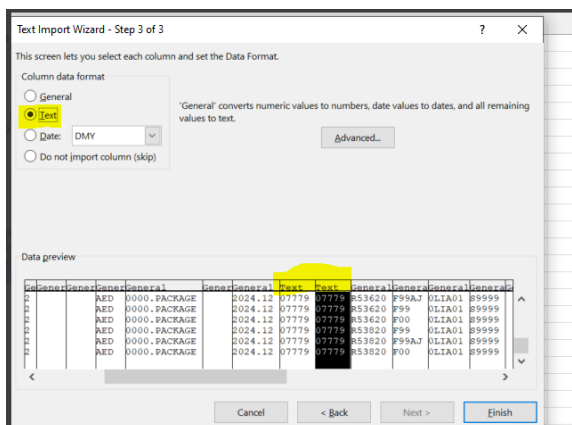
File exported should be named as **ACT2-YYYY.12-HC P&L export.csv** and saved in the [folder of the year](#)

2.3.4 Create the massive Import file with purpose of cleaning L2018 (P&L headings) schedule

BFC Admin to [save the 2nd massive Export under a new document "Import file"](#) named **ACT2-YYYY.12-HC P&L import.csv**.



When opening the file into Excel (step after) and formatting text to columns **do not forget to adjust the format of columns related to RU and ORU to TEXT** to avoid to lose "0" in company codes (example 00001 becoming 1 without the "text" formatting)



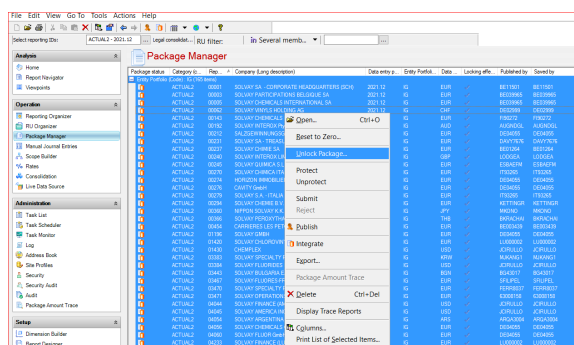
Cleaning to be done:

Remove all lines with flow (D_FL column) F00 and C01	Why ? -F00 is the opening generated by BFC - can not be imported
Keep flow F99AJ even if it is expected to be rejected during import as calculated data	Why to keep ? to avoid too many deletion of lines
Keep lines with partner (T1) S9999 , even if expected to be rejected during import as calculated data	Why to keep ? to avoid too many deletion of lines
Keep lines with flow F99EX (even if some of them will be rejected during import as calculated by BFC)	Why to keep ? not easy to guess which ones to be kept or removed - safer to keep all

Check that detailed analysis dimension such as SITES / PAYS / MARK / CGU/ T2 / YEAR...) are empty	
Replace for all remaining lines amounts (P_AMOUNTS column) by 0	This is the way to set the P&L to 0 and to erase the HC P&L
Replace for all remaining lines comments (P_COMMENTS column) by empty cells	This is the way to erase the HC P&L comments
Save and close the file.	
Warning: check that coding of companies kept with 5 digits (example: company SSA is coded "00001" and not transformed to "1"	

2.3.5 Unlock massively the existing ACTUAL2 YYYY.12 packages

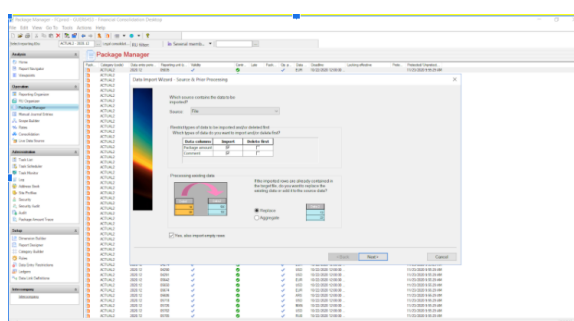
Packages need to be unlocked to allow the massive import.



2.3.6 Import massively the "Import file" (from Step 2.3.4) to clean both P&L HC data and comments

Key points on Import options to be selected:

- Choose **replace data** (and not aggregate data)
- Choose **"Yes, also import empty rows"**
- **Import comments** (to erase HC comments with empty cells)
- **Do not reset to 0 the pack before import !** (not to erase Tax schedules)
- **Activate the "run package rules"** after import to get a saving of the packs and thus a saving of the P&L cleaning ! Only way to massively check that P&L cleaned using Excel/BFC retrieves.
- **Do not activate the "Run controls" after import :** by definition a lot of blocking controls would appear that could confuse the user opening beginning of January their YE pack



Download the Rejected data file and check that root cause if justified (calculated amounts, data not opened to import)

- F99AJ
- F99EX / D_TO=ORIG07-02
- F99 / D T1=99999

2.3.7.1 Massive Controls through Excel/BFC retrieves

- P&L accounts should all be at 0
- Tax rates should be still there

- In tabs "Tax rates F99" / "Tax rates F00" / "P&L search on specific heading" add the lines for the reporting units that have entered the scope.

Expected result after move from Hard Close to Year End									
End: All lines should equal to 0 for F99 / F99EX / F99AJ									
				CA=ACTUAL2 SC=SUMMARY CO=EUR 2022-12	CA=ACTUAL2 SC=SUMMARY CO=EUR 2022-12	CA=ACTUAL2 SC=SUMMARY CO=EUR 2022-12			
				ALL CONSO	ALL CONSO	ALL CONSO			
RU sum IGP				DP=2022-12	DP=2022-12	DP=2022-12			
Au sum [AU values]	Filter "IGP" created in F99CO: includes IP and IS only	Period to be checked: YYYY		RU sum IGP Au sum [AU values] PAU	RU sum IGP Au sum [AU values] PAU	RU sum IGP Au sum [AU values] PAU			
				FL=F99EX Au sum [AU values] PAU	FL=F99EX Au sum [AU values] PAU	FL=F99AJ Au sum [AU values] PAU			
Chiffre d'affaires	AC=RI10000			0	0	0			
Reventures services selon le chiffre d'affaires	AC=RI10003			0	0	0			
Chiffre d'affaires soumis	AC=RI10004			0	0	0			
Autres revenus de l'activité - Utilités et autres services	AC=RI10005			0	0	0			
Autres revenus de l'activité - Recherche	AC=RI1400			0	0	0			
Autres revenus de l'activité - Développement	AC=RI1401			0	0	0			

To be used if one or several P&L Heading not @ 0 in tab "P&L F99 F99EX F99AJ"				package	package	package	package
Period to be checked : YYYY				CA-STRUCT1	CA-STRUCT2	CA-STRUCT3	CA-STRUCT4
				CP-2022 12	CP-2022 12	CP-2022 12	CP-2022 12
				PC-2022 12	PC-2022 12	PC-2022 12	PC-2022 12
Define heading @ Issue AC-xxxxx				AC-RI2140	AC-RI3318	AC-RI7100	AC-RI7209
"ME" & "NC" ones to be ignored				PL-RI99	PL-RI99	PL-RI99	PL-RI99
Last checked companies done on August 23rd 2018							
PAL SCHEDULE L2018							
Reporting number	SOLVAY SA	Entity name	Consolidation Status	Coûts non proportionnels de production de la période	Produits d'entités sur éléments de trésorerie	Impôts courants	Impôts différés
RU-00001	0	SOLVAY SA - CORPORATE HEADQUARTERS (GCH)	IG	0,00	0,00	0,00	0,00
RU-00003	0	SOLVAY PARTICIPATIONS BELGIQUE SA	IG	0,00	0,00	0,00	0,00
RU-00004	0	SOLVAY CHEMICALS INTERNATIONAL S.A.	IG	0,00	0,00	0,00	0,00
RU-00020	0	SOLVAY FINANCE FRANCE S.A.	IG	0,00	0,00	0,00	0,00
RU-00062	0	SOLVAY VINYL'S HOLDING AG	IG	0,00	0,00	0,00	0,00
RU-00125	0	SOLVAY SCHWEIZ AG	IG	0,00	0,00	0,00	0,00

Expected result after move from Hard Close to Year End : Tax Rates expected to still be there		package	package	package	package	package	package
CA-FACTUAL2.0	CA-FACTUAL2.0	CA-FACTUAL2.0	CA-FACTUAL2.0	CA-FACTUAL2.0	CA-FACTUAL2.0	CA-FACTUAL2.0	CA-FACTUAL2.0
PE-2024.12	PE-2024.12	PE-2024.12	PE-2024.12	PE-2024.12	PE-2024.12	PE-2024.12	PE-2024.12
AC-ETXN01	AC-ETXN02	AC-ETXN03	AC-ETXN04	AC-ETXN05	AC-ETXN06	AC-ETXN07	AC-ETXN08
EL-ETXN01	EL-ETXN02	EL-ETXN03	EL-ETXN04	EL-ETXN05	EL-ETXN06	EL-ETXN07	EL-ETXN08

Period to be checked : FYTD 12

"ME" & "NC" can be ignored

Last check companies done on August 23rd 2022

TAX RATES SCHEDULE T1-1

Reporting number	Entity name	Consolidated	Tax d'impôt effectif Courant	Tax d'impôt effectif Réglé	Tax d'impôt effectif Standard	Tax d'impôt effectif Réglé	Tax d'impôt effectif Réglé
RH-00001	SOLVAY SA - CORPORATE HEADQUARTERS (SCH)	IG	0.00%	0.00%	0.00%	0.00%	0.00%
RH-00003	SOLVAY PARTICIPATIONS BELGUE SA	IG	0.00%	0.00%	0.00%	0.00%	0.00%
RH-00005	SOLVAY CHEMICALS & INNOVATION SA	IG	0.00%	0.00%	0.00%	0.00%	0.00%
RH-00020	SOLVAY FINANCE FRANCE S.A.	IG	0.00%	0.00%	0.00%	0.00%	0.00%
RH-00066	SOLVAY CHEMICALS AUSTRIA AG	IG	0.00%	0.00%	0.00%	0.00%	0.00%
RH-00125	SOLVAY (SCHWEIZ) AG	IG	0.00%	0.00%	0.00%	0.00%	0.00%
RH-00134	PERKIXODS DO BRASIL LTDA	ME	0.00%	0.00%	0.00%	0.00%	0.00%
RH-00161	ICI NV CHEMICALS & INNOVATION	IG	0.00%	0.00%	0.00%	0.00%	0.00%

- 02002 Syensqo SA
- 64220 Specialty Operations France
- 60327 Solvay Holding Inc

[ACTA] - 2021-12-30001 - [Package: SOW] - CORPORATE HEADQUARTERS (SCH) (stock package) [Y18] - Current Income Tax - Yearly Close								
	File	Edit	View	Tools	Actions	Window	Help	
	Package loaded from Y18 Q2							
Company Suite								
								TOTAL -WELS
								Underlying (Projected ETS)
N/A	Description	Comment	YE10	YE11	YE12	YE10	YE11	YE12
	EARNING BEFORE TAX (EBT) - After transfer		-295,951	-295,951	-	35,588	35,588	-
APEFD10	Elimination of dividends received		-	-	-	-	-	-
APEFD20	Provision for securities for change in affiliates		-	-	-	-	-	-
APEFD30	Non-deductible amortization of goodwill		-	-	-	-	-	-
APEFD41	Other accounting permanent differences 1		hybrid interest from BE21	-2,262	-2,262	-	-	-
APEFD42	Other accounting permanent differences 2		C&I	1,372	1,372	-1,372	-1,372	-
APEFD43	Other accounting permanent differences 3		PSU (early swap) dividend	1,791	1,791	-	-	-
APEFD44	Other accounting permanent differences 4		-	-	-	-	-	-
APEF	Accounting permanent differences		-34,731	-34,731	-	1,372	1,372	-

P&L (schedule L2018):

	F10	F10 CLOSING	F10EX Adjustments	F10A Underlying
R10000 Net sales				
R10000 Reversed royalties according to sales				
ST-CA-F10 Net sales (published)				
R11000 Other revenues on activities - Utilities and other site services				
R11400 Other revenues on activities - Research				
R11500 Other revenues on activities - Management Fees				
STOT-R110 Other revenues on activities				
ST-R111 Net sales & other revenues on activities				
R12000 Royalties paid according to sales				
R12000 Other variable expenses on sales				
R12000 Logistics costs - variable				
STOT-R120 Variable selling expenses				
R14000 Variable costs of sales				
R14100 Actual/Standard variance - Variable costs of sales				
R14100 Elimination of margin in inventories				
STOT-R150 Variable costs of sales				

2.3.8 Switch set of folders and controls from HC to Year End ones

In the following table (refer to this document "[BFC Admin Reporting set up per category and period](#)") are defined the **Folders** and **Set of Controls** to be used for each type of company in each Category and reporting period (monthly, Quarterly, Hard Close, Year-End):

Warning: Apply to central manual journal entries option **MUST NOT** be flagged

ACTUAL2 - 2024.12 - Reporting ID - SYENSQO IFRS 2024.12

File View Tools Help

General Definition Package Restrictions Operation

Windows and Internet folder: ACT2IG-YENEW ACTUAL2 Year-End Reporting - From January 2019

Internet-specific folder: ACT2IG-YENEW ACTUAL2 Year-End Reporting - From January 2019

Set of controls: ACT2IG-YE ACTUAL2 IG Year End

Group control level: Q Quarterly transfer

☒ Blocking

☐ Apply to central manual journal entries as well

Lock on publication: Total

Set of rules: C-PACK02 Cash flow rules - Actual2 Package data : New and old versions

☒ Opening balance data ☐ Consolidated ☐ Preconsolidated

Consolidation: ACTUAL2 - 2023.12 - S ACTUAL2 IFRS SYENSQO 2023.12

Category: ACTUAL2 Legal consolidation

Data entry period: 2023.12 2023.December

Scope: SYENSQO SYENSQO

Variant: 2 IFRS Norms

Consolidation currency: EUR Euro

Associate opening balance data periods:

Adapt the **deadline** according to date defined for **package publication** in the [Package Generation Planning file](#).

Regenerate all packages to get the application of the new folders / controls / deadline

ACTUAL2 - 2021.12 - Reporting ID - Legal consolidation - 2021.12

File View Tools Help

General Definition Package Restrictions Operation

Package publication

Deadline: Friday, January 7, 2022 - 11:00 ☐ authorized advance publications

Automatic integration

After publication

☒ Published in standard mode

☒ Published by special permission

☒ Published in advance mode

Control level reached

After reception

☐ Published in standard mode

☐ Published by special permission

☐ Published in advance mode

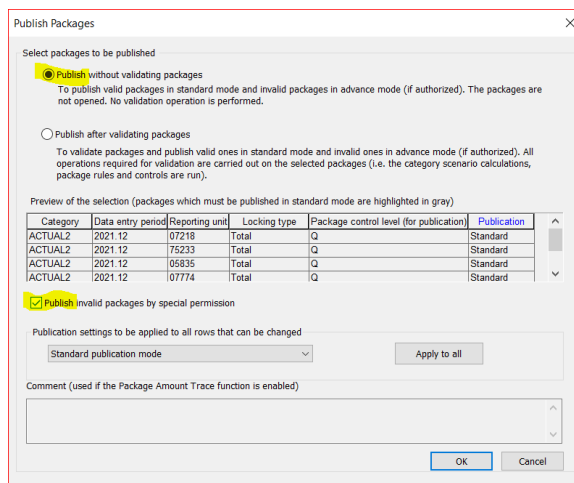
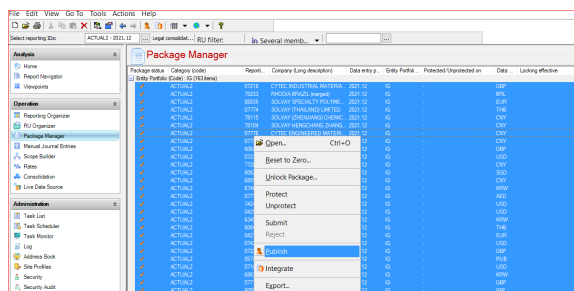
Control level reached

2.3.9 Publication and unlocking of packages

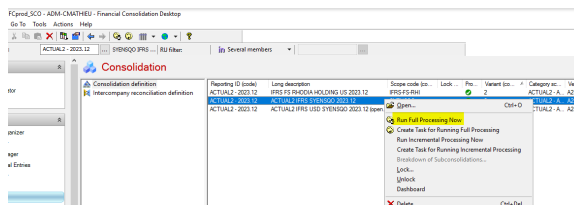
In order to clean the data at conso level the packages that have just been cleaned with the mass import must be published.

Publication has to be done by special permission, in most cases, since packages are not valid (having blocking controls).

Note it **could happen that some packages**, if not having tax data and thus no blocking controls, are published with **standard mode** and **thus become locked**.



Once packages have been published, **12.YYYY conso SYENSQO / V2** needs to be run to clean data at conso level.



2.3.10 Change package status to "Modified"

In order not to confuse end users, the package status must be **changed from Published to Modified**.

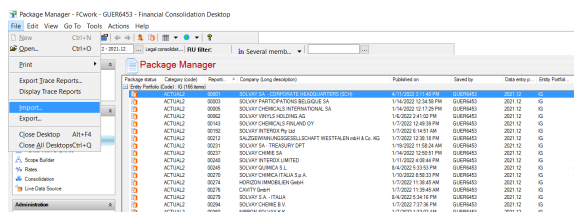
Packages have been published almost empty (only tax schedules have data) in order to clean up the data at conso level.

The status should now be set back to modified by reimporting the file imported in section 2.3.6.

Note : **Before launching the reimport, check that all packages are unlocked and proceed packages unlockings if needed** (case to happen on packages published by Standard mode in step 2.3.9)

Key points on Import options to be selected:

- Choose **replace data** (and not aggregate data)

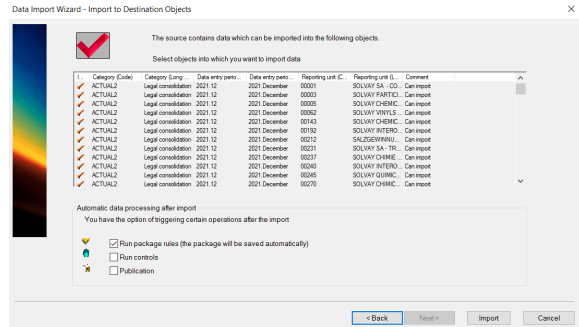
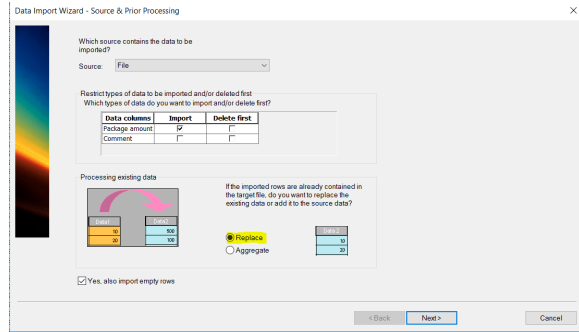


- Choose **"Yes, also import empty rows"**
- **Do not reset to 0 the pack before import !** (not to erase Tax schedules)
- **Activate the "run package rules"** after import to get a saving of the packs and thus a saving.
- **Do not activate the "Run controls" after import** : by definition a lot of blocking controls would appear that could confuse the user opening beginning of January their YE pack

Check that all packages appear with modified status .

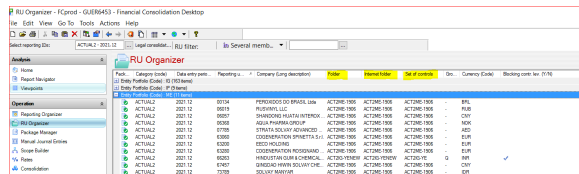
If some packages still appear as Integrated" then workaround to be applied

- open package and "Save". Close
- or if Save button is not available, open L2018 schedule and enter 0 amount in 1st line "R10000" heading and Save. Close



2.3.11 Add and create the MEQ (equity methods) packs

Adapt set of Folders and controls (refer to this document **"BFC Admin Reporting set up per category and period"**) of Equity Methods (different from IG and IP companies) to Year End profile . **Exception for company 66263 Hindustan Gum.**



2.3.12 Create packages for companies entering in the conso scope

Check also the list of IG / IP / MEQ versus November ACTUAL2 reporting one (in case companies have entered in the scope in November, after the launch of HC Tax).

Companies entering or leaving the Syensqo Group are registered in the following file **SYENSQO Structure**.

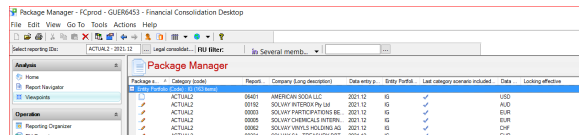
If a company leave the YYYY.12 scope:

1. Its package has to be reset to 0
2. Publication of empty package to be made to send empty data to BFC PreConso table
3. Then delete the package and its RU organizer

2.3.13 Generate all packages and final control

Check that package status is:

- **"Modified"** for IG and IP which took part to HC Tax process (consequence of the Import cleaning)
- **"Empty"** for MEQ and new added companies



L7010/F00:

Open the following packages (without any action or saving inside !) to check that F00 there in L7010 / Year end schedules there / P&L schedule L2018 with 0 data / Tax schedules still with data (IG and IP used during Hard close):

END OF THIS PROCEDURE