

US and CA - CBNR SG&A Report

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, 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: Country Accounting

Responsibility area:

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Scope

? Unknown Attachment

ERP



Frequency

? Unknown Attachment

References

Forms

Attachments

[CBNR Report](#)

[RtR RCS CO PA x BFC x BO
Interface doc Q3 2019](#)

[Companies CBNR US and CA](#)

[CBNR Q4 2021](#)

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to perform the CBNR SG&A report for US and CA companies.

The Corporate controllers need to see what it is hitting the heading R33310 in CBNR market only. This report gives a detailed view of what is being reported on it.

1.2. Scope

It is done until D+10 after the quarterly closings.

All companies in US and CA that have values in heading R33310 + magnitude market CBNR (WP1) or act market 59 (PF1).

4045 SOLVAY AMERICA, INC
7424 SOLVAY USA INC
7651 SOLVAY CANADA INC (CAD)
6032 SOLVAY HOLDING INC.
5782 SOLVAY SPECIALTY POLYMERS USA, LLC
7008 Cytec Industries
7031 Garret Mountain Insurance
7427 Cytec Technology Corp
7752 Cytec Canada Inc (CAD)
6230 Solvay India Holding Inc.
4290 Solvay Chemicals
4291 Solvay Soda Ash JV
3384 Solvay Fluorides
6401 American Soda LLC
7180 Cytec Engineered Materials Inc.

Check the file [Companies CBNR US and CA](#) with the applicable companies. If some company is sold or merge or another company is created or acquired, remember to update this file.

2. Definitions

See [Finance Glossary](#):

- [ERP](#)
- [PF1](#)
- [SAP](#)
- [Value Field](#)
- [WP1](#)

3. Tasks description

3.1. I Retrieve the Data

3.1.1. I Retrieve the Data

1- In PF1:

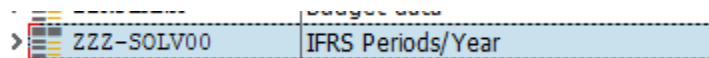
Go to KE30, report ZZZ-SOLV00 Periods/Year, include:

the fiscal year and period;

company code;

currency type/reporting currency = 10

activity1(mkt) = 59 in PF1



PF1:

Selection: IFRS Periods/Year

Attributes

Report selections

Currency type	10	Company code currency	
Company	3384	to	
Fiscal Year	2021		2021
From Period	10		
To Period	12		
Plant			
Customer		to	
Product			
Division			
Distr. Channel			
Trading partner			
GBU			
Profit center		to	
BU (group of activ)			
Country		to	
Activity1(mkt)	59		

Find R33310 with Ctrl+F and check what are the value fields that have value in the first column, in this case only I25:

Find

No. of hits: 9

VVI25 G&A Adm. Expenses	R33310	750.375,16	750.362,28
VVB30 Ot. Rev.Act Administra.	R33310	0,00	0,00
VVH29 Ot. Cts.Act Administra.	R33310	0,00	0,00
VVH30 Ot. Cts.Act Administra.	R33310	0,00	0,00
VVH39 Ot. Cts.Act Administra.	R33310	0,00	0,00
VVH40 Ot. Cts.Act Administra.	R33310	0,00	0,00
VVG70 Ot. Cts.Act Administra.	R33310	0,00	0,00
MARGIN Ot.RevOActAdministra.	R33310	0,00	0,00
VVI50 G&A Other specia	R33310	0,00	0,00

The possible value fields according to [RtR RCS CO PA x BFC x BO Interface doc Q3 2019](#) tab KE30 layout Q3 2020 Optimic are:

- I00
- I20
- I25 - most used
- I45
- I50
- B34

2 - In WP1:

Go to KE30, report ZZZ-SOLV00 Periods/Year, include:

the fiscal year and period;

company code;

currency type/reporting currency = 10

Selection: Periods/year

Attributes

Report selections

Reporting Currency	10	Company code currency
Fiscal year	2021	2021
From Period	10	October
To Period	12	December
Company Code	7424	SOLVAY USA INC.
Plant		to
Hie:Payer	SML	Hiéarchie client test

After the report runs, include the magnitude market and select CBNR

Company Code 7424 SOLVAY USA INC.

Navigation

- Product
- Customer
- Division
- Trading partner

MAGNITUDE Market CBNR NON ALLOCATED CBS

The possible value fields according to RfR RCS CO PA x BFC x BO Interface doc Q3 2019 tab KE30 layout Q3 2020 Optimic are:

- I00
- I20
- I25 - most used
- I45
- I50
- B34

Search for each one to check where the value is. The value fields are in SGA group

P&L Lines	Period
I00 G&A Corp-Man. fs	0,00
I20 G&A Adm.Pers.chg	0,00
I25 G&A Adm.Expenses	1.470.050,99-
I30 Provision A/R	0,00
I45 Holding costs	40.780,67
I50 G&A Other specia	810.154,94
B34 IC Admin Expense	810.154,94-
G60 GBU xcharge	0,00
B38 IC GBU Cost Char	0,00
I05 G&A (FFG)	0,00
B33 IC Shar Serv Inv	0,00
I52 Shared serv.Func	7.707,71
B36 IC Shar Services	0,00
Total SGA	1.421.562,61-

from now on, the procedure is the same for both systems.

3 - PF1/WP1 systems:

Double click on the line that there is value to go there.

Then, click on the Period value and press F9 to go to its line items.

Include the value field you have opened in the layout:

Display Actual Line Items: FO01 - Cost-Based

Change Layout

Column Selection | Sort Order | Filter | View | Display

Displayed Columns

Column Name	
Currency	Σ
Currency type	
Record Type	
Period/year	
Document number	
Item number	

Column Set

Column Name
I05 G&A (FFG)
I15 G&A Com.Expenses
I25 G&A Adm.Expenses
I30 Provision A/R
I50 G&A Other specia
I52 Shared serv.Func

Check the box for aggregation:

Displayed Columns

Column Name	
Sender cost center	Σ
Cost Element	
Currency of record	
Posting date	
Business Area	
new Business Area	
Activity1(mkt)	
GBU	
BU (group of activ)	
D43 Other Var NA	✓
I25 G&A Adm.Expenses	✓

Then, click on the value field column and click on filter button. Then, delete the empty lines:

Display Actual Line Items: FO01 - Cost-Based

Standard layout | Master data | Profitability segment | FI/CO documents...

Company Code: 3384
 Fiscal Year: 2021
 CO Area: CHEF
 Currency type: 10
 Period: 0
 Plan/Act. Indicator: A Z
 Record Type: 59
 Activity1(mkt): 010.2021 012.2021
 Number of line items: 104
 Mode of access: Read acc. to current structure
 Op. concern currency: EUR

Item	Plant	Product	Profit Center	Ref.doc.no	Rf.itm	CoCd	Sender Cctr	Cost Element	CrCy	Posting date	BusA	new...	Activity1(mkt)	G.. BU	Σ	D43 Other Var NA	I25 G&A Adm.Expenses
000003			D8590	400220494		3384	NT37800003	9808500001	USD	30.11.2021	8590	8590	59	CB CBCBS		0,00	0,00
000003			D8590	400220603		3384	Determine Values for Filter Criteria										
000003			D8590	400220604		3384	Select.										
000003			D8590	400222272		3384	Currency: USD to										
000003			D8590	400222816		3384	I25 G&A Adm.Expenses = 0,00 to										
000003			D8590	400222817		3384											

Then make a subtotal in the sender cost center column to see what are the cost centers that send values to this value field.

In this case it is only one cost center:

Display Actual Line Items: FO01 - Cost-Based



Company Code 3384
Fiscal Year 2021
CO Area CHEF
Currency type 10
Period
Plan/Act. Indicator 0
Record Type A Z
Activity1(mkt) 59
Period/year 010.2021 012.2021

Number of line items 104
Mode of access Read acc. to current structure
Op. concern currency EUR

Item	Plant	Product	Profit Center	Ref.doc.no	Rf.itm	CoCd	Sender cost ctr	Σ	I25 G&A Ad
000026			D8590	400219949		3384	NT46200000		733.653,51
000023			D8590	400222004		3384			16.721,65
000023			D8590	400222037		3384			16.721,65-
000023			D8590	400222038		3384			16.721,65
000023			D8590	400222814		3384			16.721,65-
000023			D8590	400222815		3384			16.721,65
							NT46200000		750.375,16
									750.375,16

After that, open the cost center in transaction KSB1:

The layout can be a particular layout or 1SAP, just need to have:

Cost Element; Cost element name; Value in Obj. Crcy; Object Currency; Dr/Cr indicator; Offsetting acct no.; Name of offsetting account; Document Header Text; Period; Fiscal Year;

Display Actual Cost Line Items for Cost Centers : Initial Screen

Further Selection Criteria...

Controlling Area CHEF
Cost Center NT46200000 to
 or
Cost Center Group

Cost Element to
 or
Cost Element Group

Posting Data

Posting Date 01.10.2021 to 31.12.2021

Settings

Layout GE CC Geovany

After adjusting the layout, extract the data to excel.

Make that process to every cost center and all companies in US and CA scope.

Include all in one excel file to be easier to analyze, one tab per company code (make sure to check all companies, not only the ones in the screenshot):

4045 | 5782 | 4290 | 4291 | **3384** | 6401 | 6032 | 7008 | 7651 | 7424

After doing that, go to next step.

3.1.2. I Categorize Each Cost Center Line

For the items extracted from the cost centers, create a column in the right of the excel to categorize the items in groups.

Some cost centers have values that do not hit R33310, it depends of the cost element used. In this case, it should be checked in the cost center cycle.

The categories can be:

Fringe adjustments: - to fringe over/under;

CAT TAX - to intercompany invoice related to this procedure;

Standard & PSU Bonus;

IAS 19;

Closed sites - sites not productive and closed and no GBU, so everything goes under Corporate;

Withholding Tax Write-off

Balance sheet write-off

Others - values without a big impact as it does not matter so much to the controllers. Can not have a big number in this category;

The old categorization file can be found here [CBNR Report](#) folder or an example is [CBNR Q4 2021](#).

3.2. I Prepare the Report and Send

3.2.1. I Prepare the Report

After categorizing the items, go to [CBNR Report](#) and include the values in the report "CBNR NAM YTD YYYY".

Include the value and description for each category by month and company code.

3.2.2. I Update the Values to EUR

After that, to update the column in EUR "Actual YTD YYYY in Euros", take the file received by email with subject "Exchange Rates - Month YYYY" sent by BFC Admin.

In tab Monthly Calculation, find 1 EUR = x USD and include the value on cell Z2 of the report.

Make the same with 1 EUR = x CAD and include the value on cell AB2.

Y	Z	AA	AB
Exchange rate USD	1.1263	Exchange rate CAD	1.4436

In Column "Actual YTD YYYY in Euros", make sure it is updating to EUR correctly. In other words, the formula is total value in USD divided by the USD rate or CAD rate depending of the reporting company.

The CAD companies are 7651 and 7752. The others should be USD.

3.2.3. I Send the Report

Send the report link by email or the applicable tool.

Make sure the contacts below have access to the report in Gdrive.

The contacts are:

charles-antoine.jancovici@solvay.com - controller corporate WW

sofia.varandas@solvay.com - controller corporate WW - replacing Remy Julien - remy.julien@solvay.com - include him while he is a corporate controller.

jill.wilson@solvay.com - controller corporate US

ines.tomas@solvay.com - controlling platform

The email subject can be "CBNR - NAM YTD Month YYYY"

End of document.