

# UK - Dormant Companies BFC upload (ACTUAL0/ACTUAL1-TAX/ACTUAL1/ACTUAL2/ACTUAL3)

## 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:

Responsibility area:

## Table of contents

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- Table of contents
- 1. Objective and Scope
  - 1.1. Objective of this Operation
  - 1.2. Scope
- 2. Definitions
- 3. Tasks description
  - 3.1. ACTUAL 2
  - 3.2. ACTUAL 0
  - 3.3. ACTUAL 3

## Scope

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? Unknown Attachment

## ERP

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 **WP1**

## Frequency

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 **Month**

? Unknown Attachment

? Unknown Attachment

## References

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## Forms

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## Attachments

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<< UK - Dormant Companies BFC  
upload (ACTUAL0/ACTUAL1-TAX  
/ACTUAL1/ACTUAL2/ACTUAL3) >>

# 1. Objective and Scope

## 1.1. Objective of this Operation

## 1.2. Scope

## 2. Definitions

See [Finance Glossary](#):

- ...

## 3. Tasks description

### 3.1. ACTUAL 2

1. Actual 2 and Actual 3 and Actual 1 tax package is **not applicable** for non-consolidated companies (for those there is only Actual 0 package).
2. **Monthly**: BFC admin make a copy of the previous package and publish automatically, make sure you let admin know the list of companies
3. **Quarterly**: Upload is completely manual, as these are non-ERP companies or the activity has fully stopped
4. Upload is manual also in **November** close.

On Thu, May 26, 2022 at 2:30 PM Guerra, Célia <[celia.guerra@solvay.com](mailto:celia.guerra@solvay.com)> wrote:

Dear all,

As usual in non-quarter months, BFC Admin will copy data from the previous period for dormant companies listed here "[Oxygen companies](#)".

For this to occur, the following conditions must be met:

- No major move in IBA (or cash) (Max 250k Eur)
- No ICO in current accounts or trade AR/AP
- No dividends were received or paid
- No acquisition or sale of investment
- No acquisition or sale of fixed assets

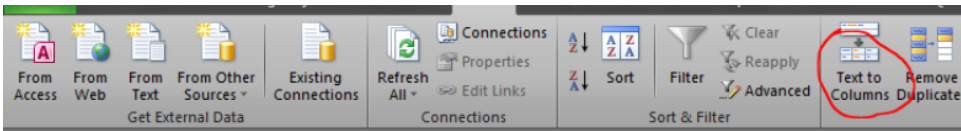
Kindly inform us by replying to [BFC-Admin@solvay.com](mailto:BFC-Admin@solvay.com), by the end of next **Monday, May 30th** if there's any company not complying with the above rules and we'll not copy the data.

Kind regards

- 5.
6. To upload quarterly package, enter Actual2 package of previous month and export package

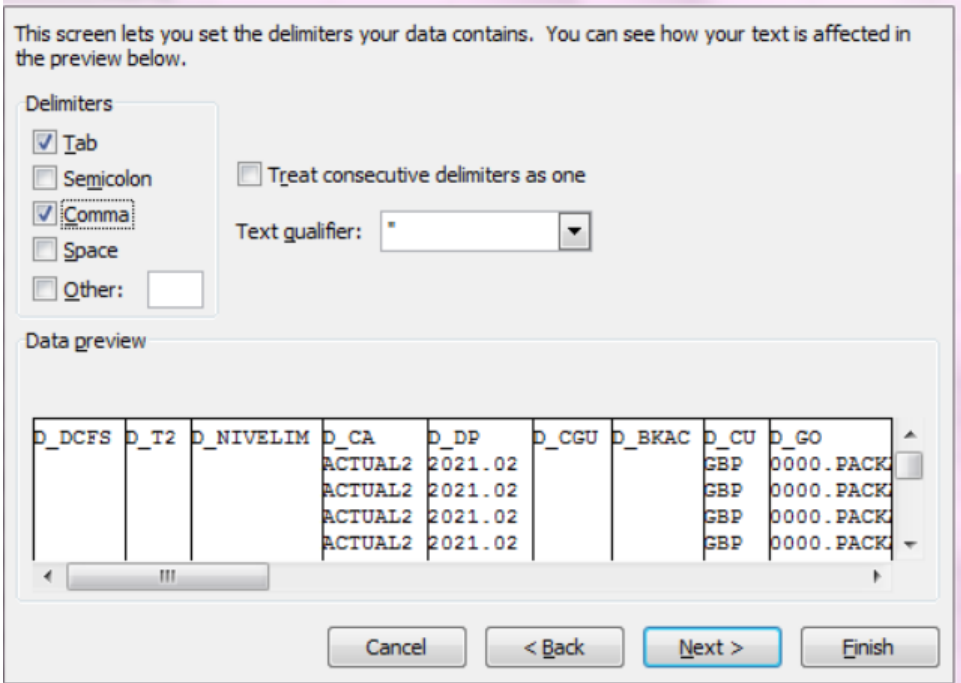
The screenshot shows the 'Export' dialog for 'ACTUAL 2 SUMMARY' in the software. The dialog is titled 'Export' and has a 'File type' section with a dropdown menu set to 'CSV'. Below this is a 'File format' section with a 'Select header dimensions to be exported:' section containing three checked checkboxes: 'Category', 'Data entry period', and 'Reporting unit'. There is also a 'Select data to be exported:' section with two checked checkboxes: 'Export package amounts' and 'Export comments'. At the bottom of the dialog, there are two buttons: 'Export' and 'Cancel', both of which are circled in red.

- 7.
8. Open the file and do the formatting:



A1	=D_DCF\$D_T2,D_NIVELIM,D_CA,D_DP,D_CGU,D_BKAC,D_CU,D_GO,D_PAYS,D_										
	A	B	C	D	E	F	G	H	I	J	K
1	D_DCF\$D_T2,D_NIVELIM,D_CA,D_DP,D_CGU,D_BKAC,D_CU,D_GO,D_PAYS,D_	PE,D_RU,D_ORU,D_AC,D_FL,D_AU,D_									
2	,,,ACTUAL2,2021.02,,,GBP,0000.PACKAGE,,	2021.02,60809,60809,STC-L900,F00,0LIA01,,,,,	ORIG07-02,,,,,,,,,,,,,	13275,							
3	,,,ACTUAL2,2021.02,,,GBP,0000.PACKAGE,,	2021.02,60809,60809,STC-L900,F99,0LIA01,,,,,	ORIG07-02,,,,,,,,,,,,,	13275,							
4	,,,ACTUAL2,2021.02,,,GBP,0000.PACKAGE,,	2021.02,60809,60809,STC-A900,F00,0LIA01,,,,,	ORIG07-02,,,,,,,,,,,,,	13275,							
5	,,,ACTUAL2,2021.02,,,GBP,0000.PACKAGE,,	2021.02,60809,60809,STC-A900,F99,0LIA01,,,,,	ORIG07-02,,,,,,,,,,,,,	13275,							
6	,,,ACTUAL2,2021.02,,,GBP,0000.PACKAGE,,	2021.02,60809,60809,TXRC,TU31,0LIA01,,,,,	ORIG07-02,,,,,,,,,,,,,	0.19,							
7	,,,ACTUAL2,2021.02,,,GBP,0000.PACKAGE,,	2021.02,60809,60809,TXRC,ID04,0LIA01,,,,,	ORIG07-02,,,,,,,,,,,,,	0.19,							
8	,,,ACTUAL2,2021.02,,,GBP,0000.PACKAGE,,	2021.02,60809,60809,TXRC,ID01,0LIA01,,,,,	ORIG07-02,,,,,,,,,,,,,	0.19,							
9	,,,ACTUAL2,2021.02,,,GBP,0000.PACKAGE,,	2021.02,60809,60809,TXRC,TU21,0LIA01,,,,,	ORIG07-02,,,,,,,,,,,,,	0.19,							

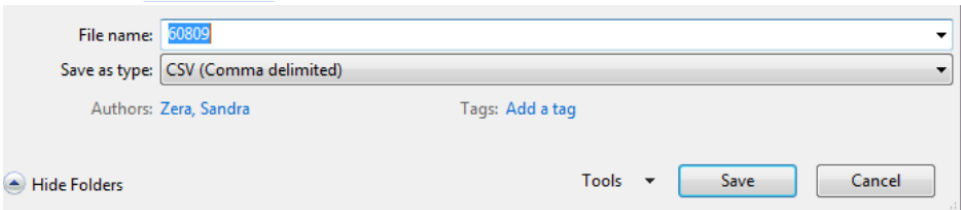
9. Convert text to Columns wizard - Step 2 of 3



10. Adjust the dates:

D_DCF\$	D_T2	D_NIVELIM	D_CA	D_DP	D_CGU	D_BKAC	D_CU	D_GO	D_PAYS	D_PE	D_RU	D_ORU	D_AC	D_FL	D_AU
		ACTUAL2	2021.03				GBP	0000.PACKAGE	2021.02	60809	60809	STC-L900	F00	0LIA01	
		ACTUAL2	2021.02				GBP	0000.PACKAGE	2021.02	60809	60809	STC-L900	F99	0LIA01	
		ACTUAL2	2021.02				GBP	0000.PACKAGE	2021.02	60809	60809	STC-A900	F00	0LIA01	
		ACTUAL2	2021.02				GBP	0000.PACKAGE	2021.02	60809	60809	STC-A900	F99	0LIA01	
		ACTUAL2	2021.02				GBP	0000.PACKAGE	2021.02	60809	60809	TXRC	TU31	0LIA01	
		ACTUAL2	2021.02				GBP	0000.PACKAGE	2021.02	60809	60809	TXRC	ID04	0LIA01	

12. Save the file:



14. Open this month's package in BFC and import the extract:

Filtered by:

Category: ACTUAL2

Data Entry Period: 2021.03, 2021.02

Reporting Unit: 60809

Publish... Reset to zero... Approve Reject... Export... Print... My selection

Status	Category	Data Entry Period	Reporting Unit	RU Description	Validity	Currency	Control S	Last Save
	ACTUAL2	2021.03	60809	RHODIA REORGANISATION LTD		GBP		4/5/2021
	ACTUAL2	2021.02	60809	RHODIA REORGANISATION LTD		GBP		2/25/2021

ACTUAL2 - 2021.03 - 60809

RHODIA REORGANISATION LTD

Status: Modified Validity: To be validated Currency: GBP

Since: Yesterday (5:28 PM) Controls: To be run Group Control Level: Q

By: PT63018383 Journal Entries: Package rules to be run Package Control Level: Q

HOME SCHEDULES JOURNAL ENTRIES CONTROLS COMMENT & ATTACHMENTS

0Q-ACT2-1909 | Actual 2 Summary Audit ID: OLIA01

- 16.
17. Upload with **replace** data.

IMPORT RESULTS

Import Settings

Import amounts

Replace data

Add data

Delete existing amounts before importing

Import zero balances

Import comments

Delete existing comments before importing

After Import

Run package rules

Run controls

Import Cancel

- 18.
19. Check closing balances if imported successfully and publish.
20. !!! In SAP we have reported 6391 (63911) but in BFC we also show 63888 information. There is a separate SAP entity 6388 which contains the data shown in the [Spreadsheet](#).

## 3.2. ACTUAL 0

1. [Link to global Instructions](#)
2. [Solvay Shareholding structure](#)
3. Actual0 packages are applicable for all companies (including **non-consolidated 63888**).
4. In BFC YYYY.12 package
5. Actual0 is published each Q, afterwards GAR reopens and we can make adjustments all year long
6. Actual0 reports shareholding structure, deals with non conso Companies and 3rd parties, Local GAAP equity
7. 100% dormant so no activity unless advised by Mark Dain / Angela Lodge following LER activity.
8. For the **Structure data**, see link for each company:

Co. code	Co. name	Structure data
60513	Rhodia International Holdings Ltd, Oldbury	<a href="#">Data taken from Spreadsheet</a>
6113	60809 Rhodia Reorganisation	<a href="#">Link for Solvay Shareholding structure</a>
6391	63911 Rhodia Pharma Solutions Holding Ltd	
7392	73920 Rhodia Overseas Ltd	
7443	74435 Rhodia Organique Fine Ltd	

8449	84499 MCINTYRE Group Ltd
6388	63888 Rhodia Pharma Solutions Ltd

10. **Headings** in BFC:

11. 1	L4005 / S4005	Daughter companies, updates each Q	<a href="#">Link for Solvay Shareholding structure</a>
2	L4020 / S4020	Parent companies, updates each Q	<a href="#">Link for Solvay Shareholding structure</a>
3	L4030 / S4000	updates on Q1	Data from previous year December Actual2 package (YYYY.12) L2010
4	L4060	updates on Q3	Data from previous year December Actual2 package (YYYY.12)

12. **Heading L4005 / S4005 - investment securities held**

Where the company owns shares; daughter companies

[Link for structure](#)

13.

14. **L4020 / S4020 - Number of shares issued by subsidiaries**

15. Parent companies

[Link for structure](#)

16.

17. **L4030 / S4000 - Local Gaap equity - updates on Q1**

18. Data from previous year December Actual2 package (YYYY.12), schedule L2010

**Make sure to check the previous year's package how the data was reported to follow an aligned approach.**

A0 YYYY.12	A2 YYYY.12 (previous year)
X7300	
X7301	= L10100

X7303	= L12800
X7304	= L12000

	A	B	C	D
1			F00 OPENING	F99 CLOSING
2				
3	X7300	Equity attributable to equity holders	13,274	13,274
4	X7301	Share Capital including Issue Premium	270	270
5	X7302	Non distributable reserves (incl. legal reserve)	-	-
6	X7303	Distributable reserves (incl. retained earnings)	13,004	13,004
7	X7304	Profit / Loss of the period	0	-
8	X7305	Other elements in equity (eg OCI)	0	-

19.

20. L4060 - updates on Q3

For dormant there is no movement, nothing to be updated in this schedule.

21. Save the package, validate and publish.

### 3.3. ACTUAL 3

1. Actual 2 and Actual 3, and Actual 1 tax package is not applicable for **non-consolidated** companies (for those there is only Actual 0 package).
2. Actual 3 package needs to be reported in **September** and **December**.
3. Before starting to fill in the Actual 3 package, make sure that the Actual 2 package has been **published**.
4. For dormant entities enter the Actual 3 package, run controls and publish the package since there is no data needed to be input. There might appear blocking controls in specific schedules, make sure to indicate amount zero for the applicable lines.

**End of document.**