

PREV (Forecast / Budget) category in BFC SYENSQO

- 1. Objective and Scope
- 2. Reporting Setup
 - 2.1 Reporting setup - Reporting Organizer
 - 2.2 Reporting setup - RU Organizer and Package Manager
- 3. PREV consolidation scope
 - 3.1 Scope definition
 - 3.2 Piloting to BFC_Prod_SCO database
- 4. PREV Exchange rates
 - 4.1 Initial creation and update (July YY)
 - 4.2 Update Sept. PREV with Sept. YY REEL Exc. rates
 - 4.3 Update PREV with Dec. YY REEL Exc. rates
 - 4.4 Piloting to BFC_Prod_SCO database
- 5. Consolidation definition
- 6. Communication to Syensqo Corporate Controlling

1. Objective and Scope

The purpose of this document is to describe the BFC Admin activities related to the maintenance of the **PREV category** in BFC.

PREV phase is **operated by the Corporate Controlling** team (not GAR) and **used by GBU controllers to report and consolidate forecasted / budgeted Dec. Y and quarters Y+1:**

- **Budgeting process** conducted at **detailed level in Controlling tools**, **BFC being the final step to aggregate GBU's forecasts** as well as to provide **Consolidated Forecasts at SYENSQO Group level**
- **5 periods** : Dec. Y / Quarterly 03 06 09 12 Y+1
- Reporting to BFC **not handled by legal company but at the GBU level** using fictive reporting companies (1 package per GBU + 3 dedicated central packages for Corp Controlling, all handled in K.Euros)
- **Note that single consolidation method "IG / fully conso" for each fictive package.** *Non Conso, Equity Methods and IP methods being directly integrated as such in GBU package, not relying on consolidation treatments*
- **Reporting content** made of **P&L (Sales to Net result), Balance Sheet (Working Capital, Fixed Assets), CAPEX, SCF (Simplified Cash Flow / GBU) and FCF (Free Cash Flow / Group)**
 - using some **aggregated headings** (compared to detailed chart of headings used in ACTUAL's category)
 - using **limited flows** : Closing balance F99 F99EX F99AJ for P&L (to manage both IFRS and Underlying sets of Financial statements), closing balance F99 for BS and some variations flows for CAPEX and SCF/CFs
- **Purpose of PREV Exchange Rates** : not used for the consolidation of Budget data (as packages are reported directly in K. Euros) but **used in RSB (Restated Y-1) consolidations (variant 2) for future months** (when ACTUAL rates are not yet available)

From a **customizing point of view**, this category has its **own**:

- **Scope** (PREVSYENSQO code)
- **Exchange rates** (PREV version)
- **Category scenario** (PREV code)
- **Package schedules / folders and Controls**

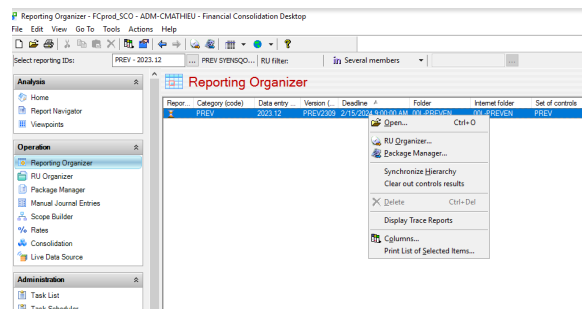
2. Reporting Setup

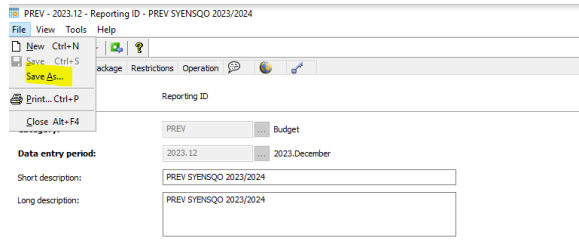
2.1 Reporting setup - Reporting Organizer

The **opening of PREV** phase should occur **in July**.

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

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

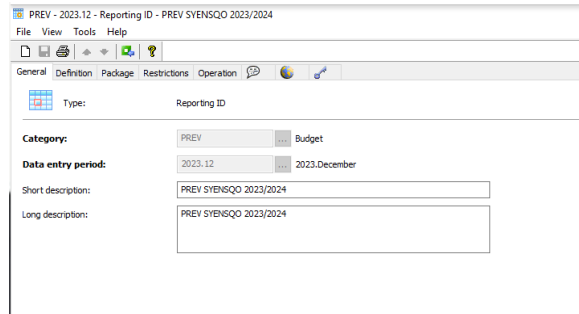




The **General** tab defines the general properties of the reporting ID.

Enter the following information:

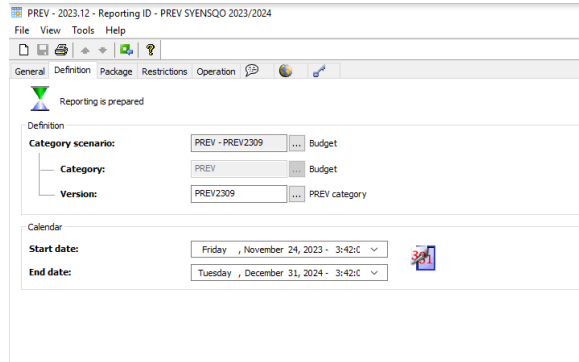
- **Category** - PREV
- **Data entry period** - YYYY.12
- **Short & Long description** - PREV SYENSQO YYYY / YYYY+1



The **Definition** tab will define the associated category scenario and the start and end dates for the reporting.

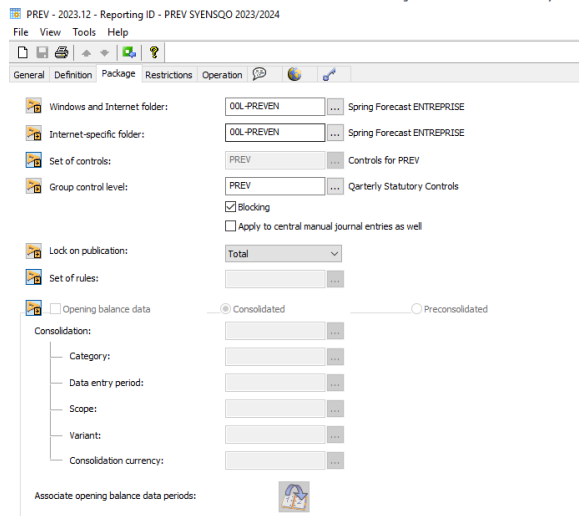
Enter the following information:

- **Version of category scenario:** PREVxxxx (latest version to be selected)
- **Start & End Date:** Adjust start and end date.



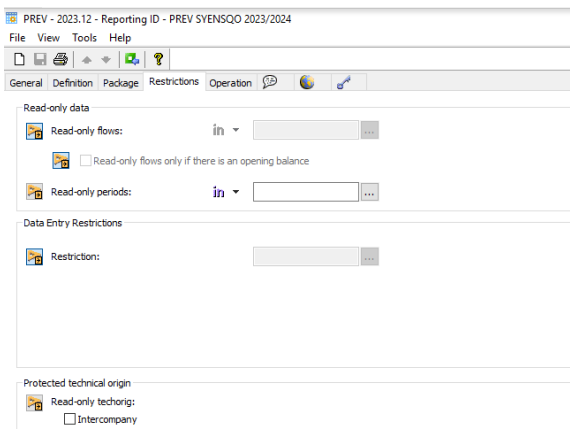
The **Package** tab defines the data entry settings applicable to packages:

- **Windows and Internet folder:** 00L-PREVEN
- **Set-of controls:** PREV
- **Control level to be reached:** PREV
- **Blocking** - Flag the option Blocking.
- **Apply to central manual journal entries as well** - it MUST NOT be flagged
- **Opening balance data** : not applicable: Budget is focused on future, not needing any link with the past ACTUAL's or PREV's



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

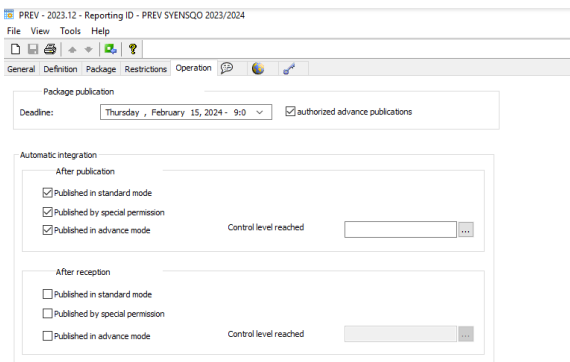
- There are **no restrictions to be set up**. Compared to ACTUAL's categories, PREV category does not require any link or reference to the past to build a full Balance Sheet by flows (no need for F00 "opening balance")



The **Operation** tab defines the settings associated with packages publication.

In the **Deadline** it has to be informed the deadline for package's publication. it has not such an importance as packages are directly completed centrally by Corporate Controlling

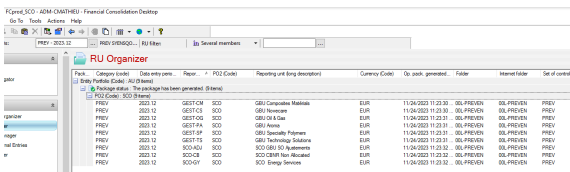
- **Deadline 15.02.YYYY+1.:** Setting the deadline at mid Feb YYYY+1 will allow Corporate Controlling team to update packages all during the Budget year



2.2 Reporting setup - RU Organizer and Package Manager

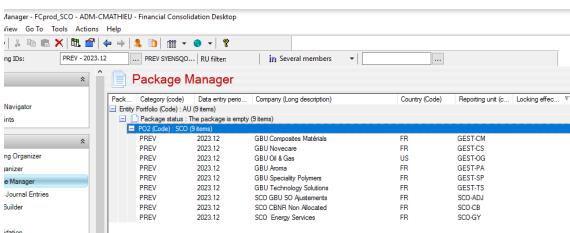
As general rule, BFC Admin should **copy the list of packages completed in the previous PREV exercise**:

- GBU packages using fictive GBU companies (GEST-xxx or SCO-xx, xxx code representing an abbreviation of GBU name)
- 1 Central package (SCO-ADJ)



However, the list of packages to be created **must always be confirmed by Syensqo Corporate Controlling team**:

- **in case of new GBU created** since the previous PREV exercise, **most probably that a GBU fictive company will have to be created, integrated in PREV scope and its PREV package created as well**
- **in case of GBU divested or merged** since the previous PREV exercise, **most probably that its package will not be required anymore and that its fictive company will be excluded from the PREV scope**



Final step in package manager, launching the **generation of packages**.

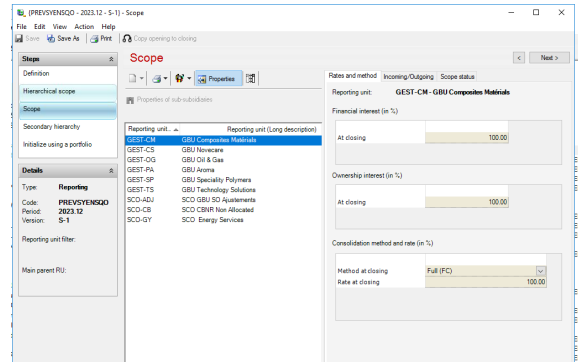
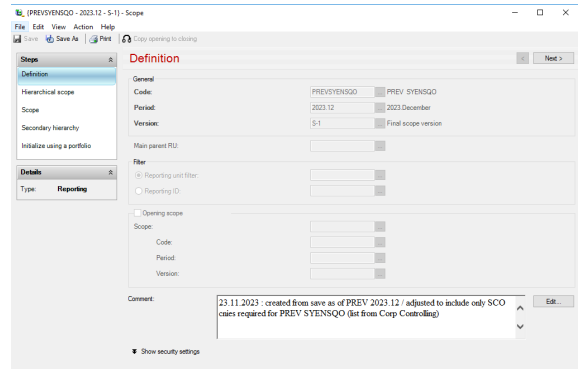
3. PREV consolidation scope

3.1 Scope definition

PREVSYENSQO scope must be created in BFC_Top_SCO and piloted to BFC_Prod_SCO.

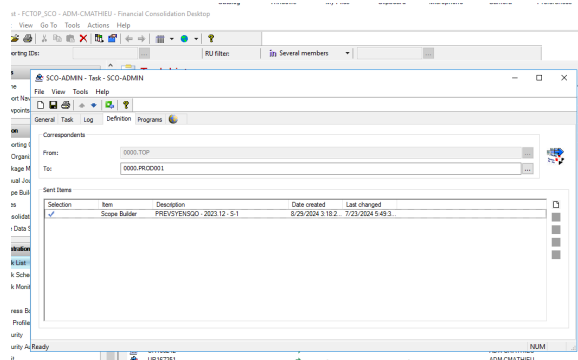
It has to include the **list of companies for which PREV packages have been created.**

- **Consolidation method - FC Full conso** : as explained above, special consolidation methods (Equity methods, IP, Non Conso) are directly integrated in packages, not relying on consolidation treatments
- **Rate - 100%**



3.2 Piloting to BFC_Prod_SCO database

Task SCO-ADMIN has to be used to pilot PREV consolidation scope.



4. PREV Exchange rates

As in ACTUAL (=REEL) Exchange Rates tables, there are the **6 types of conversion rates** updated and used in PREV category:

- **TC - Closing rate** - used for Balance Sheet
- **TMN - Average cumulative rate** - used for P&L
- **TMN-1 - Average rate Dec.Y-1**
- **TO - Opening rate** (equals to Dec.Y-1 closing rate) - used for Balance Sheet
- **TCN-1 - Closing rate N-1** (closing rate / same period of previous year)
- **TMYN-1 - Average rate N-1** (average rate / same period of previous year)

PREV Exchange rates are **provided by Syensqo Corporate Controlling team.**

FX update 2023 BFR12 and 2024 Budget in PREV >> 000-BFCAdmin/BFC recurring Exchange rates >>

JANCOWICI [Eco], Charles-Antoine <charles-antoine.jancowici@solvay.com>

to: SBF-Admin, Aleria, Justin, Maria, Xiangrong, Nicolas >>

Dear BFC Admin Team,

In the frame of the 2023 BFR12 and 2024 Budget exercise, could you please proceed with the following tasks regarding **PREV rates**:

- 1/ Copy all 2023 **PREV rates** (original budget rates) into **PREV-1**
- 2/ Copy 09.2023 and 12.2023 **SIMUL rates** into **PREV** (overnite, so please proceed only once 2023 **PREV** is copied into **PREV-1**)
- 3/ Load 2024 **PREV rates** with the values from enclosed file (sheet BFC INPUT)
- 4/ Run RSB process Variant 2

Thank you very much,

Kind regards,

Charles Antoine JANCOWICI

Corporate Controlling

Tel : +32 (0) 2 300 80 33

Mob. : +32 (0) 478 99 09 20

www.solvay.com

SBS-FinanceSL-Fin_Acc_SU_BFC-Admin@solvay.com

BFC Admin team:

- creates the 4 tables 03, 06, 09, 12 (YY+1) in July (YY)
- updates 09 table on October 1st (YY) for rates TCN-1 & TMYN-1 with Sept. YY Actual rates - no need to receive request from Corp Controlling
- updates the 4 03 06 09 12 (YY+1) tables on January 2nd YY+1 (TCN-1 & TMYN-1 & TMN-1 & TO) with Dec. YY Actual rates - no need to receive request from Corp Controlling

Both, creation and update (exception for October and January updates) directly done by BFC Admin once Sept. and Jan. Actual rates are available => **ONLY upon requests from Syensq Corporate Controlling team.**

The file sent by corporate Controlling to BFC Admin must have a tab - **BFC Format**- with the Average (TMN) and Closing (TC) rates for the quarters of the next year.

4.1 Initial creation and update (July YY)

In BFC_Top_SCO, in the Exchange rates module,

- **Open** the YY PREV tables (03, 06, 09, 12)
- **Do a save as** of each table to the corresponding YY+1

In this example, to create 2023 tables we do a Save as from 2022 tables:

- 2022.03 table saved as 2023.03 table
- 2022.06 table saved as 2023.06 table
- etc ...

Rates - FCtop_Test - GUER6453 - Financial Consolidation Desktop

File Edit View Go To Tools Help

Select reporting file: RU filter: in Several memb...

Analysis: Home, Report Navigator, Messages, Operations, Reporting Organizer, RU Organizer, Manual Journal Entries, Scope Builder, Rates, Consolidation, Live Data Source

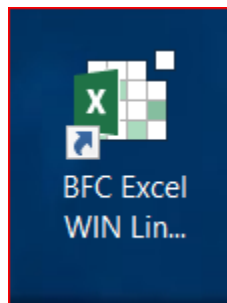
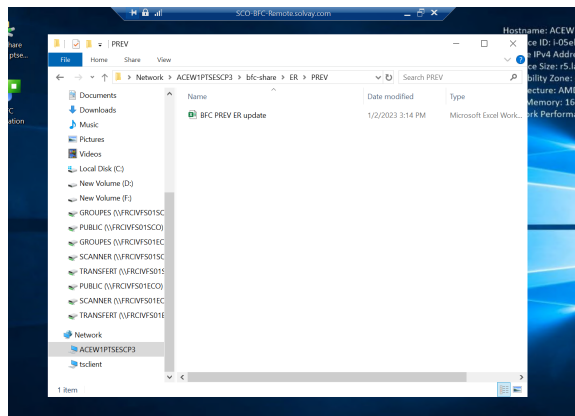
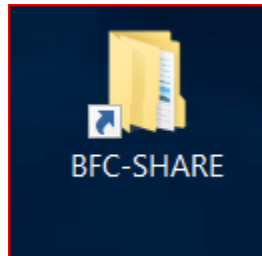
o/o Rates

Conversion Rates

| Period de s | Version (Code) | Version (Lang d) | Date created | Created by |
|-------------|----------------|------------------|-------------------|---------------------------------|
| 2023.03 | 2023 December | PREV | Forecast Exchange | 31/03/2023 10:31:06 AM GUER6453 |
| 2023.03 | 2023 June | PREV | Forecast Exchange | 31/03/2023 10:30:49 AM GUER6453 |
| 2023.06 | 2023 June | PREV | Forecast Exchange | 31/03/2023 10:30:04 AM GUER6453 |
| 2023.06 | 2023 March | PREV | Forecast Exchange | 31/03/2023 10:29:42 AM GUER6453 |
| 2023.12 | 2023 December | PREV | Forecast Exchange | 31/10/2021 5:38:06 PM GUER6453 |
| 2023.09 | 2023 December | PREV | Forecast Exchange | 31/10/2021 5:37:42 PM GUER6453 |
| 2023.06 | 2023 June | PREV | Forecast Exchange | 31/10/2021 5:37:28 PM GUER6453 |
| 2023.06 | 2023 June | PREV | Forecast Exchange | 31/10/2021 5:37:14 PM GUER6453 |
| 2021.12 | 2021 December | PREV | Forecast Exchange | 31/10/2020 4:25:37 PM GUER6453 |
| 2021.09 | 2021 September | PREV | Forecast Exchange | 31/10/2020 4:25:17 PM GUER6453 |
| 2021.06 | 2021 June | PREV | Forecast Exchange | 31/10/2020 4:24:53 PM GUER6453 |
| 2021.03 | 2021 March | PREV | Forecast Exchange | 31/10/2020 4:24:38 PM GUER6453 |
| 2020.12 | 2020 December | PREV | Forecast Exchange | 31/10/2019 3:48:38 PM GUER6453 |
| 2020.09 | 2020 September | PREV | Forecast Exchange | 31/10/2019 3:48:03 PM ADU/VERA |
| 2020.06 | 2020 June | PREV | Forecast Exchange | 31/10/2019 3:45:17 PM ADU/VERA |

There's an Excel workbook - **BFC PREV ER update.xlsx** - that should be used to prepare the BFC tables update.

The file - **BFC PREV ER update.xlsx** - is saved in this folder on the remote desktop \\Acew1ptsecs3\BFC-SHARE\ER\PREV



Open **BFC Excel WIN Link Prod** and then open the file.

| | 2022.03 | | | 2022.06 | | | 2022.09 | | | 2022.12 | | |
|-----|----------|----------|------|---------|----------|----------|---------|----------|----------|---------|----------|----------|
| | TC | TMN | Aver | TC | TMN | Aver | TC | TMN | Aver | TC | TMN | Aver |
| AED | 4.00785 | 4.10043 | | AED | 18.81725 | 4.09559 | AED | 3.5258 | 3.80750 | AED | 3.881373 | 3.90914 |
| ARS | 123.104 | 119.5000 | | ARS | 129.9529 | 122.4809 | ARS | 143.321 | 127.1811 | ARS | 129.6875 | 127.9077 |
| AUD | 1.48395 | 1.548975 | | AUD | 1.51035 | 1.519395 | AUD | 1.5073 | 1.504095 | AUD | 1.503919 | 1.504044 |
| BGN | 1.95565 | 1.955884 | | BGN | 1.9557 | 1.955483 | BGN | 1.95575 | 1.955851 | BGN | 1.955589 | 1.955847 |
| BRL | 5.32235 | 5.870298 | | BRL | 5.42215 | 5.552495 | BRL | 5.2421 | 5.461268 | BRL | 5.46 | 5.489951 |
| CAD | 1.3901 | 1.430845 | | CAD | 1.3425 | 1.389731 | CAD | 1.33875 | 1.364104 | CAD | 1.31 | 1.355278 |
| CHF | 1.02705 | 1.029455 | | CHF | 0.995 | 1.031839 | CHF | 0.92552 | 1.011944 | CHF | 1.028414 | 1.014987 |
| CLP | 874.8559 | 907.1218 | | CLP | 965.9933 | 962.2923 | CLP | 935.7874 | 912.2192 | CLP | 912.6697 | 912.3318 |
| CNY | 7.6821 | 7.07344 | | CNY | 6.95105 | 7.680033 | CNY | 6.91075 | 7.016098 | CNY | 6.93 | 6.986224 |
| CZK | 24.44 | 24.65145 | | CZK | 24.743 | 24.64616 | CZK | 24.541 | 24.62353 | CZK | 24.72349 | 24.64852 |
| EGP | 20.27225 | 18.03327 | | EGP | 19.5379 | 18.88431 | EGP | 19.04275 | 19.0173 | EGP | 19.8513 | 19.2183 |
| EUR | 0 | 0 | | EUR | 0 | 0 | EUR | 0 | 0 | EUR | 0 | 0 |
| GBP | 0.84575 | 0.836372 | | GBP | 0.85795 | 0.842221 | GBP | 0.88805 | 0.846988 | GBP | 0.85 | 0.847741 |
| HKD | 8.69245 | 8.755173 | | HKD | 8.15055 | 8.544896 | HKD | 7.65915 | 8.332713 | HKD | 6.262021 | 8.320115 |
| HRK | 7.5744 | 7.444333 | | HRK | 7.53 | 7.442275 | HRK | 7.5200 | 7.537052 | HRK | 7.524052 | 7.531497 |
| HUF | 369.77 | 364.5874 | | HUF | 396.8 | 375.1109 | HUF | 421.775 | 384.7008 | HUF | 397.3873 | 387.9174 |
| INR | 15.98 | 16.09 | | INR | 15.48 | 15.80 | INR | 14.84 | 15.54 | INR | 15.53 | 15.53 |
| INR | 84.1254 | 84.38519 | | INR | 82.07215 | 83.29074 | INR | 79.28085 | 82.28962 | INR | 88 | 83.71722 |
| JPY | 135.0281 | 130.4968 | | JPY | 141.6342 | 134.3213 | JPY | 140.9443 | 135.9692 | JPY | 135 | 135.7289 |
| KRW | 1345.018 | 1332.29 | | KRW | 1349.392 | 1342.276 | KRW | 1394.091 | 1348.027 | KRW | 1334.5 | 1348.845 |
| KZT | 522.75 | 515.10 | | KZT | 488.71 | 493.46 | KZT | 464.53 | 488.48 | KZT | 470.75 | 484.05 |
| LVL | 0 | 0 | | LVL | 0 | 0 | LVL | 0 | 0 | LVL | 0 | 0 |
| MXN | 22.083 | 22.99889 | | MXN | 20.98805 | 22.16472 | MXN | 19.94105 | 21.55798 | MXN | 22.1 | 21.69249 |
| MYR | 4.66815 | 4.702893 | | MYR | 4.5805 | 4.602589 | MYR | 4.51899 | 4.619037 | MYR | 4.648247 | 4.624317 |
| NAD | 16.17145 | 17.08219 | | NAD | 17.08885 | 16.84019 | NAD | 17.5273 | 16.8454 | NAD | 16.84521 | 16.82683 |
| NOK | 9.69765 | 9.917338 | | NOK | 10.333 | 9.972449 | NOK | 10.54875 | 9.999159 | NOK | 10.30819 | 10.07595 |
| NZD | 1.60785 | 1.658227 | | NZD | 1.6712 | 1.648451 | NZD | 1.71575 | 1.646344 | NZD | 1.664584 | 1.659004 |

The file has several tabs:

- Copy BFC format
- PREV 03 , PREV 06 , PREV 09 , PREV 12
- PREV 09 update (Y) - *to be used in Oct. YY to update with Sept. YY ACTUAL rates*

- PREV 03 update (Y+1), PREV 06 update (Y+1), PREV 09 update (Y+1), PREV 12 update (Y+1) - **to be used in Jan. YY+1 to update with Dec. YY ACTUAL rates**

Tab Copy BFC format - is the one to which we should copy/paste the values we receive in BFC input from Corporate Controlling

Tabs PREV 03, PREV 06, PREV 09, PREV 12 - will be automatically updated through Excel formulas from "BFC Copy BFC format" and through BFC / Excel retrieval formulas.

PREV 03 and PREV 06 tabs:

- TC & TMN** (columns C & D) - values are retrieved through Excel formulas from tab "Copy BFC format" => **Rates are Forecasted ones!**
- TMN-1 & TO** (columns E & F) - values are retrieved from BFC (PREV / Dec. Y-1) => **Rates are Forecasted ones!**
- TCN-1 & TMYN-1** (columns G & H) - values are retrieved from BFC (REEL / N-1) => **Rates are Actual ones!**

To update **TMN-1 & TO** (columns E & F) and **TCN-1 & TMYN-1** (columns G & H) we must **connect to BFC_Top_SCO** and **refresh the file**

| 2023.03 | 2023.03 | 2023.03 | CONV-PE-2023.12 | CONV-PE-2023.12 | CONV-PE-2023.03 | CONV-PE-2023.03 |
|------------|-------------|------------|-----------------|-----------------|-----------------|-----------------|
| TC | TMN | TMN-1 | TO | TCN-1 | TMYN-1 | TMYN-1 |
| 123.104 | 119.000064 | 114.890010 | 123.104000 | 119.000064 | 119.000064 | 119.000064 |
| 1.48305 | 1.548975 | 1.578900 | 1.578900 | 1.483050 | 1.548975 | 1.548975 |
| 1.95050 | 1.950500 | 1.950500 | 1.950500 | 1.950500 | 1.950500 | 1.950500 |
| 5.72 | 5.72 | 6.240000 | 6.240000 | 5.720000 | 5.720000 | 5.720000 |
| 1.375 | 1.375 | 1.464000 | 1.464000 | 1.375000 | 1.375000 | 1.375000 |
| 1.02705 | 1.0345781 | 1.094010 | 1.094010 | 1.027050 | 1.0345781 | 1.0345781 |
| 874.8545 | 907.0217916 | 877.411480 | 877.411480 | 874.854500 | 907.0217916 | 907.0217916 |
| 7.26 | 7.26 | 7.560000 | 7.560000 | 7.260000 | 7.260000 | 7.260000 |
| 24.44 | 24.4454531 | 25.432550 | 25.432550 | 24.440000 | 24.4454531 | 24.4454531 |
| 20.27225 | 18.0327186 | 18.880530 | 18.880530 | 20.272250 | 18.0327186 | 18.0327186 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 0.85 | 0.85 | 0.860000 | 0.860000 | 0.845795 | 0.850000 | 0.850000 |
| 8.69245 | 8.7517296 | 9.350100 | 9.350100 | 8.692450 | 8.7517296 | 8.7517296 |
| 7.544 | 7.5443331 | 7.490000 | 7.490000 | 7.544000 | 7.5443331 | 7.5443331 |
| 369.77 | 364.5874219 | 349.404820 | 349.404820 | 369.770000 | 364.5874219 | 364.5874219 |
| 15.9452475 | 15.9452475 | 17.268440 | 17.268440 | 15.9452475 | 15.9452475 | 15.9452475 |

Once the data have been refreshed we should copy the tables into BFC:

- Select C4:H44 range and copy / paste into BFC

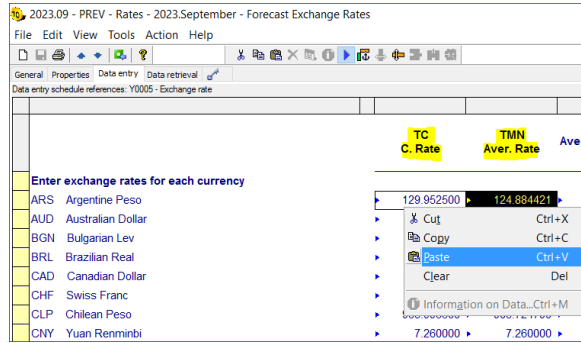
| 2023.03 | 2023.03 | 2023.03 | CONV-PE-2023.12 | CONV-PE-2023.12 | CONV-PE-2023.03 | CONV-PE-2023.03 |
|------------|-------------|------------|-----------------|-----------------|-----------------|-----------------|
| TC | TMN | TMN-1 | TO | TCN-1 | TMYN-1 | TMYN-1 |
| 123.104 | 119.000064 | 114.890010 | 123.104000 | 119.000064 | 119.000064 | 119.000064 |
| 1.48305 | 1.548975 | 1.578900 | 1.578900 | 1.483050 | 1.548975 | 1.548975 |
| 1.95050 | 1.950500 | 1.950500 | 1.950500 | 1.950500 | 1.950500 | 1.950500 |
| 5.72 | 5.72 | 6.240000 | 6.240000 | 5.720000 | 5.720000 | 5.720000 |
| 1.375 | 1.375 | 1.464000 | 1.464000 | 1.375000 | 1.375000 | 1.375000 |
| 1.02705 | 1.0345781 | 1.094010 | 1.094010 | 1.027050 | 1.0345781 | 1.0345781 |
| 874.8545 | 907.0217916 | 877.411480 | 877.411480 | 874.854500 | 907.0217916 | 907.0217916 |
| 7.26 | 7.26 | 7.560000 | 7.560000 | 7.260000 | 7.260000 | 7.260000 |
| 24.44 | 24.4454531 | 25.432550 | 25.432550 | 24.440000 | 24.4454531 | 24.4454531 |
| 20.27225 | 18.0327186 | 18.880530 | 18.880530 | 20.272250 | 18.0327186 | 18.0327186 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 0.85 | 0.85 | 0.860000 | 0.860000 | 0.845795 | 0.850000 | 0.850000 |
| 8.69245 | 8.7517296 | 9.350100 | 9.350100 | 8.692450 | 8.7517296 | 8.7517296 |
| 7.544 | 7.5443331 | 7.490000 | 7.490000 | 7.544000 | 7.5443331 | 7.5443331 |
| 369.77 | 364.5874219 | 349.404820 | 349.404820 | 369.770000 | 364.5874219 | 364.5874219 |
| 15.9452475 | 15.9452475 | 17.268440 | 17.268440 | 15.9452475 | 15.9452475 | 15.9452475 |

| TC | TMN | TMN-1 | TO | TCN-1 | TMYN-1 |
|------------|-------------|---------------------|------------|------------------|--------------------|
| C. Rate | Aver. Rate | Aver. Rate Dec. H-1 | Op. Rate | Closing Rate H-1 | Aver. Rate YTD H-1 |
| 123.104000 | 119.000064 | 114.890010 | 114.890010 | 123.104000 | 119.000064 |
| 1.483050 | 1.548975 | 1.578900 | 1.578900 | 1.483050 | 1.548975 |
| 1.950500 | 1.950500 | 1.950500 | 1.950500 | 1.950500 | 1.950500 |
| 5.720000 | 5.720000 | 6.240000 | 6.240000 | 5.720000 | 5.720000 |
| 1.375000 | 1.375000 | 1.464000 | 1.464000 | 1.375000 | 1.375000 |
| 1.027050 | 1.0345781 | 1.094010 | 1.094010 | 1.027050 | 1.0345781 |
| 874.854500 | 907.0217916 | 877.411480 | 877.411480 | 874.854500 | 907.0217916 |
| 7.260000 | 7.260000 | 7.560000 | 7.560000 | 7.260000 | 7.260000 |
| 24.440000 | 24.4454531 | 25.432550 | 25.432550 | 24.440000 | 24.4454531 |
| 20.272250 | 18.0327186 | 18.880530 | 18.880530 | 20.272250 | 18.0327186 |
| 1.000000 | 1.000000 | 1.000000 | 1.000000 | 1.000000 | 1.000000 |
| 0.860000 | 0.860000 | 0.860000 | 0.860000 | 0.845795 | 0.850000 |
| 8.692450 | 8.7517296 | 9.350100 | 9.350100 | 8.692450 | 8.7517296 |
| 7.544000 | 7.5443331 | 7.490000 | 7.490000 | 7.544000 | 7.5443331 |
| 369.770000 | 364.5874219 | 349.404820 | 349.404820 | 369.770000 | 364.5874219 |
| 15.9452475 | 15.9452475 | 17.268440 | 17.268440 | 15.9452475 | 15.9452475 |
| 88.000000 | 88.000000 | 80.000000 | 80.000000 | 84.125400 | 84.3851945 |
| 132.000000 | 131.13654 | 129.900000 | 129.900000 | 135.028100 | 130.493773 |
| 1.2000000 | 1.24140207 | 1.30010000 | 1.32010000 | 1.34519750 | 1.352289773 |
| 522.748900 | 515.095542 | 515.323910 | 515.323910 | 522.748900 | 515.095542 |
| 23.100000 | 23.100000 | 24.000000 | 24.000000 | 22.083000 | 22.998688 |
| 4.698150 | 4.702863 | 4.953420 | 4.983420 | 4.698150 | 4.702863 |
| 10.171450 | 11.821911 | 10.710320 | 10.710320 | 10.171450 | 11.821911 |
| 9.697650 | 9.917338 | 10.136210 | 10.136210 | 9.697650 | 9.917338 |
| 1.601650 | 1.658227 | 1.695350 | 1.695350 | 1.601650 | 1.658227 |
| 4.118000 | 4.275577 | 4.717800 | 4.717800 | 4.118000 | 4.275577 |
| 57.447300 | 57.824214 | 58.059120 | 58.059120 | 57.447300 | 57.824214 |
| 4.653700 | 4.623459 | 4.687110 | 4.687110 | 4.653700 | 4.623459 |
| 4.948400 | 4.948519 | 4.925040 | 4.925040 | 4.948400 | 4.948519 |
| 117.726600 | 117.021410 | 117.576930 | 117.576930 | 117.726600 | 117.021410 |

PREV 09 and PREV 12

- TC & TMN (columns C & D) - values are retrieved through Excel formulas from tab Copy BFC input => Rates are forecasted ones!
- TMN-1 & TO & TCN-1 & TMYN-1 - Actual rates 09 YY and 12 YY not available in July => no action, columns will stay empty
- Select C4:D44 range and copy / paste into BFC

| 2023.03 | 2023.03 | 2023.03 | CONV-PE-2023.12 | CONV-PE-2023.12 | CONV-PE-2023.03 | CONV-PE-2023.03 |
|------------|-------------|------------|-----------------|-----------------|-----------------|-----------------|
| TC | TMN | TMN-1 | TO | TCN-1 | TMYN-1 | TMYN-1 |
| 123.104 | 119.000064 | 114.890010 | 123.104000 | 119.000064 | 119.000064 | 119.000064 |
| 1.48305 | 1.548975 | 1.578900 | 1.578900 | 1.483050 | 1.548975 | 1.548975 |
| 1.95050 | 1.950500 | 1.950500 | 1.950500 | 1.950500 | 1.950500 | 1.950500 |
| 5.72 | 5.72 | 6.240000 | 6.240000 | 5.720000 | 5.720000 | 5.720000 |
| 1.375 | 1.375 | 1.464000 | 1.464000 | 1.375000 | 1.375000 | 1.375000 |
| 1.02705 | 1.0345781 | 1.094010 | 1.094010 | 1.027050 | 1.0345781 | 1.0345781 |
| 874.8545 | 907.0217916 | 877.411480 | 877.411480 | 874.854500 | 907.0217916 | 907.0217916 |
| 7.26 | 7.26 | 7.560000 | 7.560000 | 7.260000 | 7.260000 | 7.260000 |
| 24.44 | 24.4454531 | 25.432550 | 25.432550 | 24.440000 | 24.4454531 | 24.4454531 |
| 20.27225 | 18.0327186 | 18.880530 | 18.880530 | 20.272250 | 18.0327186 | 18.0327186 |
| 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 0.85 | 0.85 | 0.860000 | 0.860000 | 0.845795 | 0.850000 | 0.850000 |
| 8.69245 | 8.7517296 | 9.350100 | 9.350100 | 8.692450 | 8.7517296 | 8.7517296 |
| 7.544 | 7.5443331 | 7.490000 | 7.490000 | 7.544000 | 7.5443331 | 7.5443331 |
| 369.77 | 364.5874219 | 349.404820 | 349.404820 | 369.770000 | 364.5874219 | 364.5874219 |
| 15.9452475 | 15.9452475 | 17.268440 | 17.268440 | 15.9452475 | 15.9452475 | 15.9452475 |



4.2 Update Sept. PREV with Sept. YY REEL Exc. rates

Once 09 YY REEL rates become available (last working day of the month),

- In *BFC PREV ER update.xlsx*, there's a tab **PREV 09 update (Y)** created to retrieve 09 YY REEL rates and to update TCN-1 & TMYN-1 columns in 09 YY+1 PREV rates table.
- **Once the data have been refreshed** (connecting to BFC_TOP) we should **copy the 2 columns into BFC**.

| A | B | C | D |
|-------------|--|------------------------|-----------------------|
| | PREV 2023.09 | CONV-PE=2022.09 | CONV-PE=2022.09 |
| | | EXCH-TY=TC | EXCH-TY=TMN |
| | Enter exchange rates for each currency | TCN-1 Closing Rate N-1 | TMYN-1 Aver. Rate YTI |
| CONV-CU=ARS | ARS Argentine Peso | 0.0000000 | 0.000 |
| CONV-CU=AUD | AUD Australian Dollar | 0.0000000 | 0.000 |
| CONV-CU=BGN | BGN Bulgarian Lev | | 0.000 |
| CONV-CU=BRL | BRL Brazilian Real | | 0.000 |
| CONV-CU=CAD | CAD Canadian Dollar | | 0.000 |
| CONV-CU=CHF | CHF Swiss Franc | | 0.000 |
| CONV-CU=CLP | CLP Chilean Peso | | 0.000 |
| CONV-CU=CNY | CNY Yuan Renminbi | | 0.000 |
| CONV-CU=CZK | CZK Czech Koruny | | 0.000 |
| CONV-CU=EGP | EGP Egyptian Pound | | 0.000 |
| CONV-CU=EUR | EUR Euro | | 0.000 |
| CONV-CU=GBP | GBP Pound Sterling | | 0.000 |
| CONV-CU=HKD | HKD Hong Kong Dollar | | 0.000 |
| CONV-CU=HRK | HRK Kuna | | 0.000 |
| CONV-CU=HUF | HUF Forint | | 0.000 |
| CONV-CU=IDR | IDR Rupiah | | 0.000 |
| CONV-CU=INR | INR Indian Rupee | | 0.000 |
| CONV-CU=JPY | JPY Yen | | 0.000 |
| CONV-CU=KRW | KRW Won | | 0.000 |
| CONV-CU=KZT | KZT Tenge (Kazakstan) | | 0.000 |
| CONV-CU=MXN | MXN Mexican Peso | | 0.000 |
| CONV-CU=MYR | MYR Malaysian Ringgit | | 0.000 |
| CONV-CU=NAD | NAD Dollar (Namibia) | | 0.000 |

4.3 Update PREV with Dec. YY REEL Exc. rates

Once 12 YY REEL rates become available (last working day of the month), YY+1 PREV rates tables can be updated.

- In *BFC PREV ER update.xlsx* (\\Acew1ptsescp3\BFC-SHARE\ER\PREV) there are 4 tabs **PREV 03 update(Y+1)**, **PREV 06 update(Y+1)**, **PREV 09 update(Y+1)** and **PREV 12 update(Y+1)** created to retrieve 12 YY REEL rates and update Dec. YY-1 in PREV rates.

PREV 03 update(Y+1), PREV 06 update(Y+1), PREV 09 update(Y+1) tabs:

- In these tables we need to update **TMN-1 & TO** columns.
- **Once the data have been refreshed** (connecting to BFC_TOP) we should **copy the 2 columns in each corresponding BFC table**.

| | A | B | C | D | E |
|----|-------------|--|---------------------------|-----------------|---|
| 1 | | PREV 2023.03 | CONV-PE=2022.12 | CONV-PE=2022.12 | |
| 2 | | | EXCH-TY=TMN | EXCH-TY=TC | |
| 3 | | Enter exchange rates for each currency | TMN-1 Aver. Rate Dec. N-1 | TO Op. Rate | |
| 4 | CONV-CU=ARS | ARS Argentine Peso | 0 | 0 | 0 |
| 5 | CONV-CU=AUD | AUD Australian Dollar | 0 | 0 | 0 |
| 6 | CONV-CU=BGN | BGN Bulgarian Lev | 0 | 0 | 0 |
| 7 | CONV-CU=BRL | BRL Brazilian Real | 0 | 0 | 0 |
| 8 | CONV-CU=CAD | CAD Canadian Dollar | 0 | 0 | 0 |
| 9 | CONV-CU=CHF | CHF Swiss Franc | 0 | 0 | 0 |
| 10 | CONV-CU=CLP | CLP Chilean Peso | 0 | 0 | 0 |
| 11 | CONV-CU=CNY | CNY Yuan Renminbi | 0 | 0 | 0 |
| 12 | CONV-CU=CZK | CZK Czech Koruny | 0 | 0 | 0 |
| 13 | CONV-CU=EGP | EGP Egyptian Pound | 0 | 0 | 0 |
| 14 | CONV-CU=EUR | EUR Euro | 0 | 0 | 0 |
| 15 | CONV-CU=GBP | GBP Pound Sterling | 0 | 0 | 0 |
| 16 | CONV-CU=HKD | HKD Hong Kong Dollar | 0 | 0 | 0 |
| 17 | CONV-CU=HRK | HRK Kuna | 0 | 0 | 0 |
| 18 | CONV-CU=HUF | HUF Forint | 0 | 0 | 0 |
| 19 | CONV-CU=IDR | IDR Rupiah | 0 | 0 | 0 |
| 20 | CONV-CU=INR | INR Indian Rupee | 0 | 0 | 0 |
| 21 | CONV-CU=JPY | JPY Yen | 0 | 0 | 0 |
| 22 | CONV-CU=KRW | KRW Won | 0 | 0 | 0 |
| 23 | CONV-CU=KZT | KZT Tenge (Kazakhstan) | 0 | 0 | 0 |
| 24 | CONV-CU=MXN | MXN Mexican Peso | 0 | 0 | 0 |
| 25 | CONV-CU=MYR | MYR Malaysian Ringgit | 0 | 0 | 0 |
| 26 | CONV-CU=NAD | NAD Dollar (Namibia) | 0 | 0 | 0 |
| 27 | CONV-CU=NOK | NOK Norwegian Krone | 0 | 0 | 0 |
| 28 | CONV-CU=NZD | NZD New Zealand Dollar | 0 | 0 | 0 |
| 29 | CONV-CU=PEN | PEN Nuevo Sol | 0 | 0 | 0 |
| 30 | CONV-CU=PHP | PHP Philippine Peso | 0 | 0 | 0 |
| 31 | CONV-CU=PLN | PLN Zloty | 0 | 0 | 0 |
| 32 | CONV-CU=RON | RON Lei Roumain | 0 | 0 | 0 |

PREV 12 update(Y+1) tab:

- In these table we need to update **TMN-1, TO, TCN-1 & TMYN-1** columns.
- **Once the data have been refreshed** (connecting to BFC_TOP) we should **copy the 4 columns in 12.YY+1 BFC table**.

| | A | B | C | D | E | F |
|----|-------------|--|---------------------------|-----------------|------------------------|---------------------------|
| 1 | | PREV 2023.12 | CONV-PE=2022.12 | CONV-PE=2022.12 | CONV-PE=2022.12 | CONV-PE=2022.12 |
| 2 | | | EXCH-TY=TMN | EXCH-TY=TC | EXCH-TY=TC | EXCH-TY=TMN |
| 3 | | Enter exchange rates for each currency | TMN-1 Aver. Rate Dec. N-1 | TO Op. Rate | TCN-1 Closing Rate N-1 | TMYN-1 Aver. Rate YTD N-1 |
| 4 | CONV-CU=ARS | ARS Argentine Peso | 0 | 0 | 0 | 0 |
| 5 | CONV-CU=AUD | AUD Australian Dollar | 0 | 0 | 0 | 0 |
| 6 | CONV-CU=BGN | BGN Bulgarian Lev | 0 | 0 | 0 | 0 |
| 7 | CONV-CU=BRL | BRL Brazilian Real | 0 | 0 | 0 | 0 |
| 8 | CONV-CU=CAD | CAD Canadian Dollar | 0 | 0 | 0 | 0 |
| 9 | CONV-CU=CHF | CHF Swiss Franc | 0 | 0 | 0 | 0 |
| 10 | CONV-CU=CLP | CLP Chilean Peso | 0 | 0 | 0 | 0 |
| 11 | CONV-CU=CNY | CNY Yuan Renminbi | 0 | 0 | 0 | 0 |
| 12 | CONV-CU=CZK | CZK Czech Koruny | 0 | 0 | 0 | 0 |
| 13 | CONV-CU=EGP | EGP Egyptian Pound | 0 | 0 | 0 | 0 |
| 14 | CONV-CU=EUR | EUR Euro | 0 | 0 | 0 | 0 |
| 15 | CONV-CU=GBP | GBP Pound Sterling | 0 | 0 | 0 | 0 |
| 16 | CONV-CU=HKD | HKD Hong Kong Dollar | 0 | 0 | 0 | 0 |
| 17 | CONV-CU=HRK | HRK Kuna | 0 | 0 | 0 | 0 |
| 18 | CONV-CU=HUF | HUF Forint | 0 | 0 | 0 | 0 |

4.4 Piloting to BFC_Prod_SCO database

Task SCO-ADMIN has to be used to pilot PREV Exchange rates tables.

| Type | Code | Active | Status | Priority | Last run | Run next | Last changed by |
|--------------|---|--------|--------|----------|-----------------------|----------|-----------------|
| Type of Task | Receive objects (9 items) | | | | | | |
| Type of Task | Run audit (40 items) | | | | | | |
| Type of Task | Run consolidation (38 items) | | | | | | |
| Type of Task | Run intercompany reconciliations (18 items) | | | | | | |
| Type of Task | Scan objects (1 item) | | | | | | |
| Type of Task | Send objects (1668 items) | | | | | | |
| SCO-ADMIN | SCO-ADMIN | ✓ | ✓ | → | 1/5/2024 1:45:07 PM | - | ADMCMATHIEU |
| SCO-GESTION | SCO-GESTION | ✓ | ✓ | → | 1/4/2024 5:13:00 PM | - | ADMCMATHIEU |
| SCO-WORK | SCO-WORK | ✓ | ✓ | → | 12/7/2023 3:22:08 PM | - | ADMCMATHIEU |
| SCO-CTRLFIN | SCO-CTRLFIN | ✓ | ✓ | → | 12/5/2023 9:41:38 AM | - | ADMCMATHIEU |
| SCO-CONS | SCO-CONS | ✓ | ✓ | → | 11/17/2023 9:55:51 AM | - | ADMCMATHIEU |

No need for Internal control evidences as maintenance of exchange rates is considered as Recurring activities from BFC administration team.

| Selection | Item | Description | Date created | Last changed |
|-----------|-----------------|----------------|------------------|------------------|
| ✓ | Conversion rate | 2024 03 - PREV | 1/5/2024 3:26:07 | 1/2/2024 3:34:19 |
| ✓ | Conversion rate | 2024 06 - PREV | 1/5/2024 3:26:07 | 1/2/2024 3:34:39 |
| ✓ | Conversion rate | 2024 09 - PREV | 1/5/2024 3:26:07 | 1/2/2024 3:34:58 |
| ✓ | Conversion rate | 2024 12 - PREV | 1/5/2024 3:26:07 | 1/2/2024 3:35:38 |

5. Consolidation definition

1 single data entry period of PREV consolidation with 5 consolidated periods:

- Unique data entry period 12.YY
- 5 consolidated periods 12.YY; 03.YY+1; 06.YY+1; 09.YY+1; 12.YY+1

In the tab **General**, the following parameters have to be selected:

- **Category:** PREV
- **Data entry period:** YYYY.12
- **Scope:** PREVSYSQO
- **Variant:** 2
- **Currency:** EUR
- **Long Description:** PREV SYENSQO YYYY- YYYY+1

| Reporting ID: | PREV - 2023.12 | PREV SYENSQO 2023/2024 |
|--------------------|------------------------|------------------------|
| Category: | PREV | Budget |
| Data entry period: | 2023.12 | 2023.December |
| Scope: | PREVSYSQO | PREV SYENSQO |
| Variant: | 2 | IFRS Norms |
| Currency: | EUR | Euro |
| Long description: | PREV SYENSQO 2023/2024 | |

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

- **Scope Period:** YYYY.12
- **Version:** S-1
- **Set of rules:** PREV12
- **Multiply thresholds by:** 1
- **Conversion Rate Period:** YYYY.12
- **Conversion Rate Version:** PREV

PREV - 2023.12 - PREVSYSQO - 2 - EUR - Consolidation definition - PREV SYENSQO 2023/2024

File View Tools Actions Help

General Properties Opening balances Options Periods Filters Attachments Statistics

Scope: PREVSYENSQO - 2023.12 PREV SYENSQO

Scope code: PREVSYENSQO PREV SYENSQO

Period: 2023.12 2023.December

Version: S-1 Final scope version

Set of rules: PREV12

Multiply thresholds by: 1

Conversion: 2023.12 - PREV 2023.December - Forecast Exchange Rates

Period: 2023.12 2023.December

Version: PREV Forecast Exchange Rates

Cat. scen. used

Category scenario: PREV - PREV2309 Budget

Category: PREV Budget

Version: PREV2309 PREV category

In the tab **Opening Balances: not applicable**, as explained earlier in this procedure, Budget is focused on future, not needing any link with the past ACTUAL's or PREV's

PREV - 2023.12 - PREVSYSQO - 2 - EUR - Consolidation definition - PREV SYENSQO 2023/2024

File View Tools Actions Help

General Properties Opening balances Options Periods Filters Attachments Statistics

Opening balance data

Consolidation: []

Category: []

Data entry period: []

Scope: []

Variant: []

Currency: []

Source period: []

In the tab **Periods** for each period source of Exc. Rates has to be **adjusted with the corresponding PREV table**

PREV - 2023.12 - PREVSYSQO - 2 - EUR - Consolidation definition - PREV SYENSQO 2023/2024

File View Tools Actions Help

General Properties Opening balances Options Periods Filters Attachments Statistics

Process periods consecutively

Carry forward one period to another

Consolidate specific periods:

| | Default | Default link | 2023.12 | 2024.03 | 2024.06 | 2024.09 | 2024.12 |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Exclude from processing | | | | | | | |
| Opening balance period | | | | | | | |
| Conversion rate | 2023.12:PREV | | 2023.12:PREV | 2024.03:PREV | 2024.06:PREV | 2024.09:PREV | 2024.12:PREV |
| - Period | 2023.12 | | 2023.12 | 2024.03 | 2024.06 | 2024.09 | 2024.12 |
| - Version | PREV | | PREV | PREV | PREV | PREV | PREV |
| Replacement | | | | | | | |
| - Reporting ID | | | | | | | |
| - Category | | | | | | | |
| - Data entry period | | | | | | | |
| - Period | | | | | | | |
| - Audit ID forced to | | | | | | | |
| Scope | PREVSYSQO.2 | | PREVSYSQO.2 | PREVSYSQO.2 | PREVSYSQO.2 | PREVSYSQO.2 | PREVSYSQO.2 |
| - Scope code | PREVSYSQO.2 | | PREVSYSQO.2 | PREVSYSQO.2 | PREVSYSQO.2 | PREVSYSQO.2 | PREVSYSQO.2 |
| - Period | 2023.12 | | 2023.12 | 2023.12 | 2023.12 | 2023.12 | 2023.12 |
| - Version | S-1 | | S-1 | S-1 | S-1 | S-1 | S-1 |
| Secondary scope | | | | | | | |
| Scope | | | | | | | |
| - Scope code | | | | | | | |
| - Period | | | | | | | |
| - Version | | | | | | | |

6. Communication to Syensqo Corporate Controlling

In July at the initialization phase and at each update of **PREV customizing objects**, e-mail has to be sent to Syensqo Corporate Controlling to **confirm the availability of changes in the BFC_Prod_SCO database**.

END OF THIS PROCEDURE