

PREV (Forecast / Budget) category in BFC SYENSQO

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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/CF
- **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**

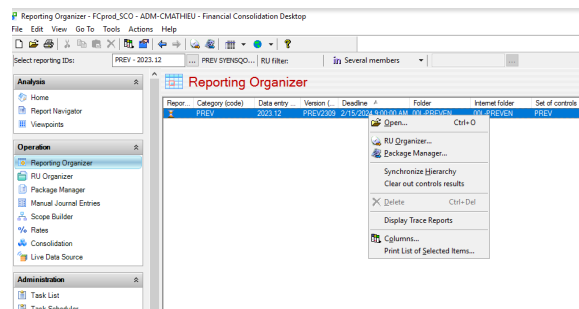
2. Reporting Setup

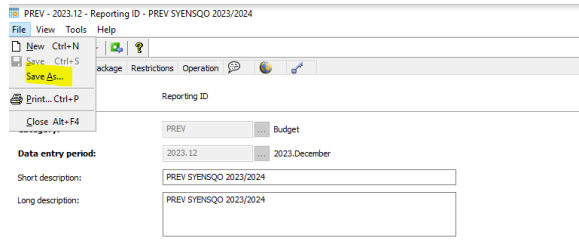
2.1 Reporting setup - Reporting Organizer

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**.

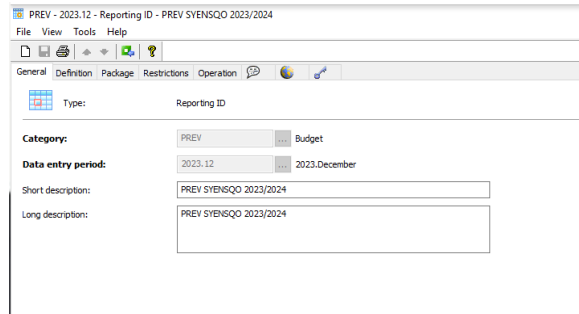




The **General** tab defines the general properties of the reporting ID.

Enter the following information:

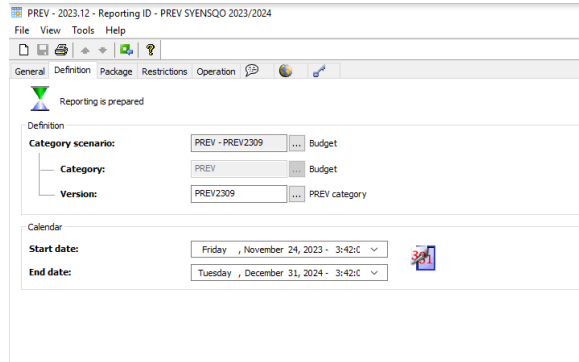
- **Category** - PREV
- **Data entry period** - YYYY.12
- **Short & Long description** - PREV SYENSQO YYYY / YYYY+1



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

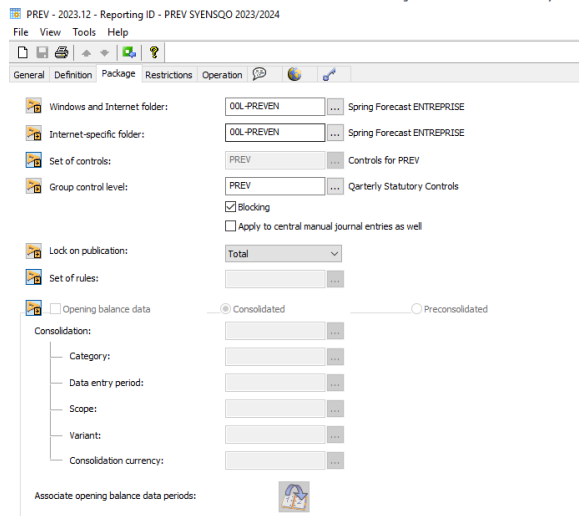
Enter the following information:

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



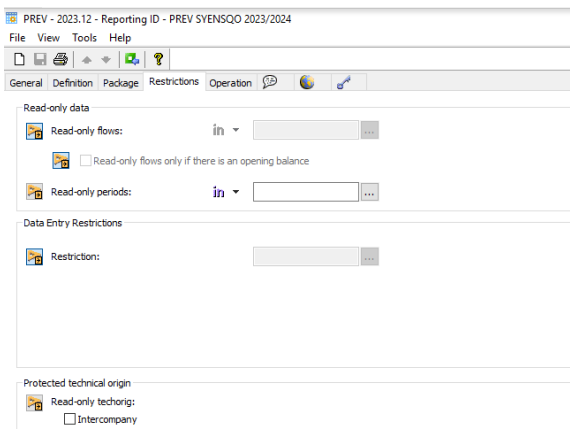
The **Package** tab defines the data entry settings applicable to packages:

- **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.

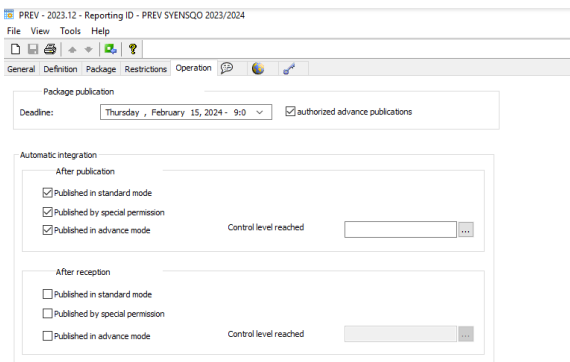
- There are **no restrictions to be set up**. Compared to ACTUAL's categories, PREV category does not require any link or reference to the past to build a full Balance Sheet by flows (no need for F00 "opening balance")



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

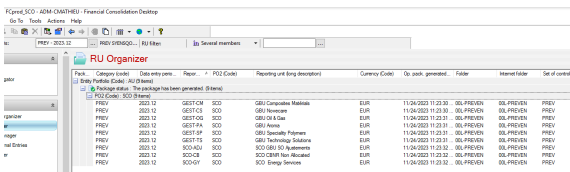
- **Deadline 15.02.YYYY+1.:** Setting the deadline at mid Feb YYYY+1 will allow Corporate Controlling team to update packages all during the Budget year



2.2 Reporting setup - RU Organizer and Package Manager

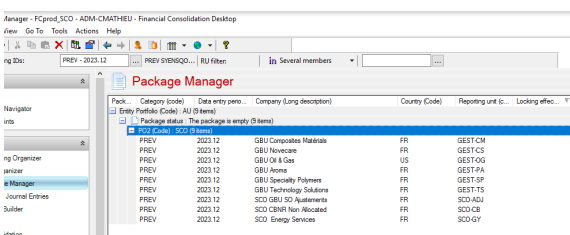
As general rule, BFC Admin should **copy the list of packages completed in the previous PREV exercise**:

- 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**.

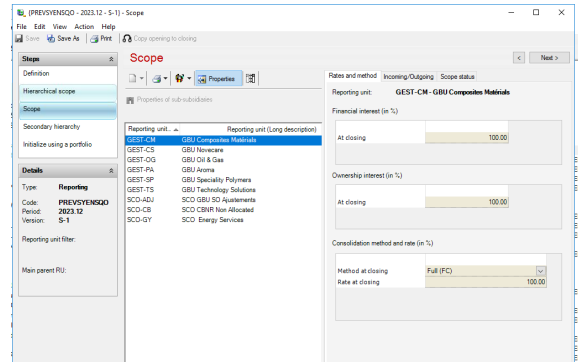
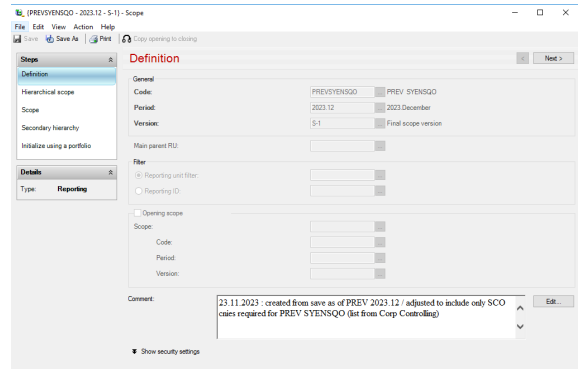
3. PREV consolidation scope

3.1 Scope definition

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

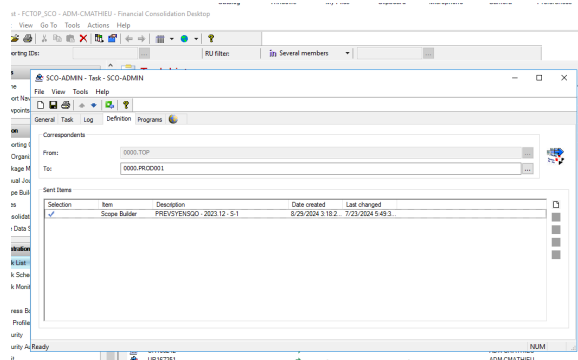
It has to include the **list of companies for which PREV packages have been created.**

- **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 >>

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to: SBF-Admin, Aileen, 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 console Variant 2

Thank you very much,

Kind regards,

Charles Antoine JANCOWICI

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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

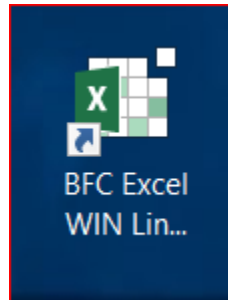
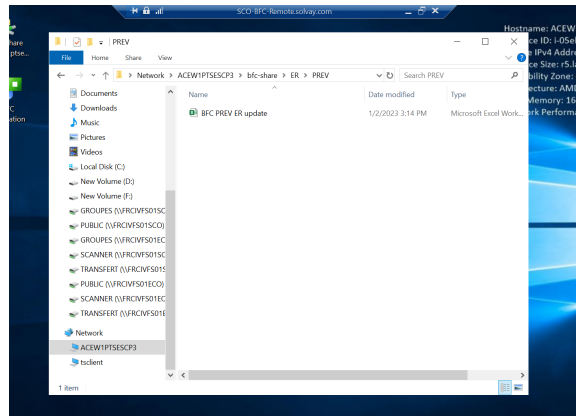
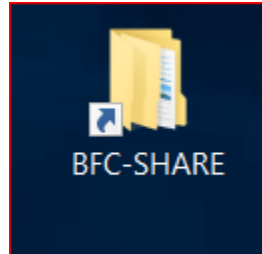
In this example, to create 2023 tables we do a Save as from 2022 tables:

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

Período de inicio	Período de fin	Version Excel	Version Excel	Version Lang d	Date created	Created by
2023.03	2023.03	PREV	Forecast Exchange		18/02/2023 10:31:06 AM	GUER6453
2023.03	2023.03	PREV	Forecast Exchange		18/02/2023 10:30:49 AM	GUER6453
2023.06	2023.06	PREV	Forecast Exchange		18/02/2023 10:30:04 AM	GUER6453
2023.09	2023.09	PREV	Forecast Exchange		18/02/2023 10:29:42 AM	GUER6453
2023.12	2023.12	PREV	Forecast Exchange		18/02/2023 10:28:06 PM	GUER6453
2022.09	2022.09	PREV	Forecast Exchange		18/02/2023 10:27:42 PM	GUER6453
2022.06	2022.06	PREV	Forecast Exchange		18/02/2023 10:27:28 PM	GUER6453
2022.03	2022.03	PREV	Forecast Exchange		18/02/2023 10:27:14 PM	GUER6453
2021.12	2021.12	PREV	Forecast Exchange		18/02/2023 10:26:57 PM	GUER6453
2021.09	2021.09	PREV	Forecast Exchange		18/02/2023 10:26:43 PM	GUER6453
2021.06	2021.06	PREV	Forecast Exchange		18/02/2023 10:26:29 PM	GUER6453
2021.03	2021.03	PREV	Forecast Exchange		18/02/2023 10:26:15 PM	GUER6453
2020.12	2020.12	PREV	Forecast Exchange		18/02/2023 10:26:01 PM	GUER6453
2020.09	2020.09	PREV	Forecast Exchange		18/02/2023 10:25:47 PM	GUER6453
2020.06	2020.06	PREV	Forecast Exchange		18/02/2023 10:25:33 PM	GUER6453

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	1.519795	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	5.4221	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	7.060033	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	7.452275	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	16.82681
NOK	9.69765	9.917338		NOK	10.333	9.972449	NOK	10.54875	9.999199	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	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03
TC	TMN	TMN-1	TO	TCN-1	TMYN-1	TC	TMN	TMN-1	TO
123.104	119.000064	114.890010	114.890010	123.104000	119.000064	123.104000	119.000064	114.890010	114.890010
1.48305	1.548975	1.578900	1.578900	1.483050	1.548975	1.483050	1.548975	1.578900	1.578900
1.95050	1.950500	1.950500	1.950500	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	5.720000	6.240000	6.240000
1.375	1.375	1.464000	1.464000	1.375000	1.375000	1.375000	1.375000	1.464000	1.464000
1.02700	1.0345781	1.094010	1.094010	1.027000	1.0345781	1.027000	1.0345781	1.094010	1.094010
874.8545	907.0217916	877.411480	877.411480	874.854500	907.0217916	874.854500	907.0217916	877.411480	877.411480
7.26	7.26	7.560000	7.560000	7.260000	7.260000	7.260000	7.260000	7.560000	7.560000
24.44	24.4454531	25.432500	25.432500	24.440000	24.4454531	24.440000	24.4454531	25.432500	25.432500
20.27225	18.032718	18.880530	18.880530	20.272250	18.032718	20.272250	18.032718	18.880530	18.880530
1	1	1	1	1	1	1	1	1	1
0.85	0.85	0.860000	0.860000	0.845790	0.850000	0.845790	0.850000	0.860000	0.860000
8.69245	8.7517296	9.350100	9.350100	8.692450	8.7517296	8.692450	8.7517296	9.350100	9.350100
7.244	7.5443201	7.490000	7.490000	7.244000	7.5443201	7.244000	7.5443201	7.490000	7.490000
369.77	364.5874219	349.404820	349.404820	369.770000	364.5874219	369.770000	364.5874219	349.404820	349.404820
15.9452475	15.9123265	17.268440	17.268440	15.9452475	15.9123265	15.9452475	15.9123265	17.268440	17.268440

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

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

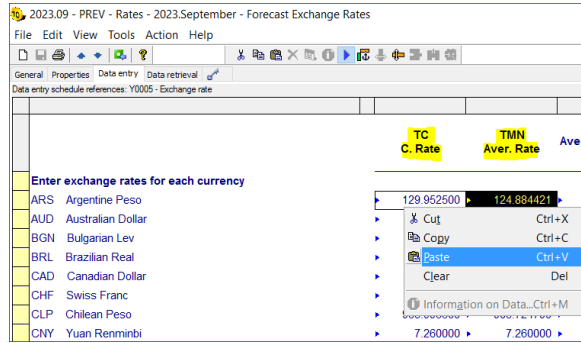
2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03
TC	TMN	TMN-1	TO	TCN-1	TMYN-1	TC	TMN	TMN-1	TO
123.104	119.000064	114.890010	114.890010	123.104000	119.000064	123.104000	119.000064	114.890010	114.890010
1.48305	1.548975	1.578900	1.578900	1.483050	1.548975	1.483050	1.548975	1.578900	1.578900
1.95050	1.950500	1.950500	1.950500	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	5.720000	6.240000	6.240000
1.375	1.375	1.464000	1.464000	1.375000	1.375000	1.375000	1.375000	1.464000	1.464000
1.02700	1.0345781	1.094010	1.094010	1.027000	1.0345781	1.027000	1.0345781	1.094010	1.094010
874.8545	907.0217916	877.411480	877.411480	874.854500	907.0217916	874.854500	907.0217916	877.411480	877.411480
7.26	7.26	7.560000	7.560000	7.260000	7.260000	7.260000	7.260000	7.560000	7.560000
24.44	24.4454531	25.432500	25.432500	24.440000	24.4454531	24.440000	24.4454531	25.432500	25.432500
20.27225	18.032718	18.880530	18.880530	20.272250	18.032718	20.272250	18.032718	18.880530	18.880530
1	1	1	1	1	1	1	1	1	1
0.85	0.85	0.860000	0.860000	0.845790	0.850000	0.845790	0.850000	0.860000	0.860000
8.69245	8.7517296	9.350100	9.350100	8.692450	8.7517296	8.692450	8.7517296	9.350100	9.350100
7.244	7.5443201	7.490000	7.490000	7.244000	7.5443201	7.244000	7.5443201	7.490000	7.490000
369.77	364.5874219	349.404820	349.404820	369.770000	364.5874219	369.770000	364.5874219	349.404820	349.404820
15.9452475	15.9123265	17.268440	17.268440	15.9452475	15.9123265	15.9452475	15.9123265	17.268440	17.268440

2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03
TC	TMN	TMN-1	TO	TCN-1	TMYN-1	TC	TMN	TMN-1	TO
123.104000	119.000064	114.890010	114.890010	123.104000	119.000064	123.104000	119.000064	114.890010	114.890010
1.483050	1.548975	1.578900	1.578900	1.483050	1.548975	1.483050	1.548975	1.578900	1.578900
1.950500	1.950500	1.950500	1.950500	1.950500	1.950500	1.950500	1.950500	1.950500	1.950500
5.720000	5.720000	6.240000	6.240000	5.720000	5.720000	5.720000	5.720000	6.240000	6.240000
1.375000	1.375000	1.464000	1.464000	1.375000	1.375000	1.375000	1.375000	1.464000	1.464000
1.027000	1.0345781	1.094010	1.094010	1.027000	1.0345781	1.027000	1.0345781	1.094010	1.094010
874.854500	907.0217916	877.411480	877.411480	874.854500	907.0217916	874.854500	907.0217916	877.411480	877.411480
7.260000	7.260000	7.560000	7.560000	7.260000	7.260000	7.260000	7.260000	7.560000	7.560000
24.440000	24.4454531	25.432500	25.432500	24.440000	24.4454531	24.440000	24.4454531	25.432500	25.432500
20.272250	18.032718	18.880530	18.880530	20.272250	18.032718	20.272250	18.032718	18.880530	18.880530
1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000	1.000000
0.860000	0.860000	0.860000	0.860000	0.845790	0.850000	0.845790	0.850000	0.860000	0.860000
8.692450	8.7517296	9.350100	9.350100	8.692450	8.7517296	8.692450	8.7517296	9.350100	9.350100
7.574400	7.5443201	7.490000	7.490000	7.574400	7.5443201	7.574400	7.5443201	7.490000	7.490000
369.770000	364.5874219	349.404820	349.404820	369.770000	364.5874219	369.770000	364.5874219	349.404820	349.404820
15.9452475	15.9123265	17.268440	17.268440	15.9452475	15.9123265	15.9452475	15.9123265	17.268440	17.268440
88.000000	88.000000	80.000000	80.000000	84.125400	84.125400	84.125400	84.125400	80.000000	80.000000
132.000000	131.196540	129.600000	129.600000	135.028100	135.028100	135.028100	135.028100	129.600000	129.600000
1.2000000	1.24140207	1.32010000	1.32010000	1.20000000	1.24140207	1.20000000	1.24140207	1.32010000	1.32010000
522.748900	515.096542	515.323910	515.323910	522.748900	515.096542	522.748900	515.096542	515.323910	515.323910
23.100000	23.100000	24.000000	24.000000	22.989680	22.989680	22.989680	22.989680	24.000000	24.000000
4.698150	4.702863	4.963420	4.963420	4.698150	4.702863	4.698150	4.702863	4.963420	4.963420
16.171450	17.821911	16.710320	16.710320	16.171450	17.821911	16.171450	17.821911	16.710320	16.710320
9.697650	9.917338	10.136210	10.136210	9.697650	9.917338	9.697650	9.917338	10.136210	10.136210
1.601650	1.658227	1.695350	1.695350	1.601650	1.658227	1.601650	1.658227	1.695350	1.695350
4.118000	4.275577	4.717800	4.717800	4.118000	4.275577	4.118000	4.275577	4.717800	4.717800
57.447300	57.824214	58.059120	58.059120	57.447300	57.824214	57.447300	57.824214	58.059120	58.059120
4.653700	4.623459	4.468710	4.468710	4.653700	4.623459	4.653700	4.623459	4.468710	4.468710
4.948400	4.948519	4.925040	4.925040	4.948400	4.948519	4.948400	4.948519	4.925040	4.925040
117.726600	117.621410	117.576930	117.576930	117.726600	117.621410	117.726600	117.621410	117.576930	117.576930

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	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03	2023.03
TC	TMN	TMN-1	TO	TCN-1	TMYN-1	TC	TMN	TMN-1	TO
123.104000	119.000064	114.890010	114.890010	123.104000	119.000064	123.104000	119.000064	114.890010	114.890010
1.483050	1.548975	1.578900	1.578900	1.483050	1.548975	1.483050	1.548975	1.578900	1.578900
1.950500	1.950500	1.950500	1.950500	1.950500	1.950500	1.950500	1.950500	1.950500	1.950500
5.720000	5.720000	6.240000	6.240000	5.720000	5.720000	5.720000	5.720000	6.240000	6.240000
1.375000	1.375000	1.464000	1.464000	1.375000	1.375000	1.375000	1.375000	1.464000	1.464000
1.027000	1.0345781	1.094010	1.094010	1.027000	1.0345781	1.027000	1.0345781	1.094010	1.094010
874.854500	907.0217916	877.411480	877.411480	874.854500	907.0217916	874.854500	907.0217916	877.411480	877.411480
7.260000	7.260000	7.560000	7.560000	7.260000	7.260000	7.260000	7.260000	7.560000	7.560000
24.440000	24.4454531	25.432500	25.432500	24.440000	24.4454531	24.440000	24.4454531	25.432500	25.432500
20.272250	18.032718	18.880530	18.880530	20.272250	18.032718	20.272250	18.032718	18.880530	18.880530
1.000000	1.000000	1.000000	1.000000	1.00000					



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 (1658 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

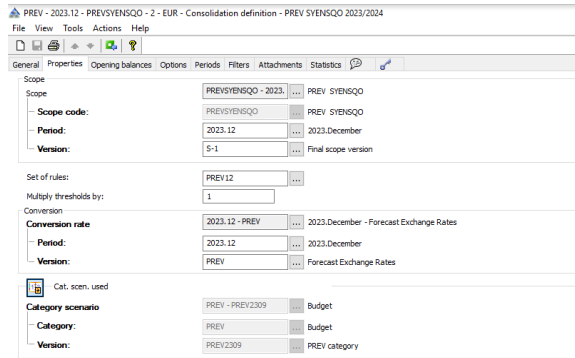
In the tab **General**, the following parameters have to be selected:

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

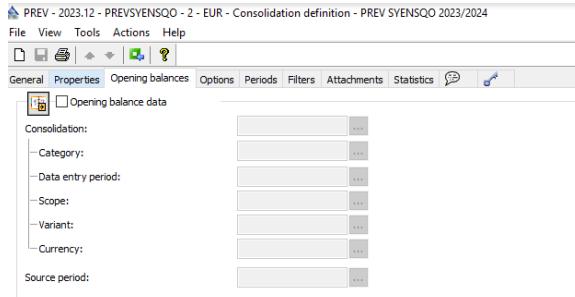
Reporting ID:	PREV - 2023.12	PREV SYENSQO 2023/2024
Category:	PREV	Budget
Data entry period:	2023.12	2023.December
Scope:	PREVSYSQO	PREV SYENSQO
Variant:	2	IFRS Norms
Currency:	EUR	Euro
Long description:	PREV SYENSQO 2023/2024	

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

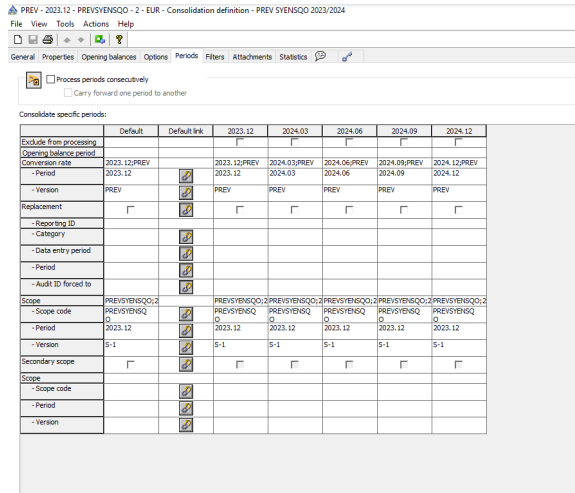
- **Scope Period:** YYYY.12
- **Version:** S-1
- **Set of rules:** PREV12
- **Multiply thresholds by:** 1
- **Conversion Rate Period:** YYYY.12
- **Conversion Rate Version:** PREV



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



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



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