

# US - 3384 - BOA Financial Statements

## 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

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? Unknown Attachment

## ERP

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## Frequency

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? Unknown Attachment

## References

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## Forms

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## Attachments

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[3384 - BOA Financial Statement](#)

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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 Financial Statements for Treasury team for BOA for future leases (Bank of America) for 3384.

The treasury team needs to receive this updated version of the Financial Statements because they have a good relationship with BOA and need to maintain that to future leases if necessary.

Unaudited financial statements are required in most cases for lenders' credit review and ongoing credit for current and future lease opportunities.

## 1.2. Scope

This procedure is applicable to 3384 in PF1 system.

It is done after quarters during the month, normally until D+10.

## 2. Definitions

See [Finance Glossary](#):

- [BFC](#)
- [CAM](#)
- [PF1](#)
- [SAP](#)

## 3. Tasks description

### *3.1. I Update the Figures with BFC*

#### *3.1.1. I Update the Figures with BFC*

The support files can be found in [3384 - BOA Financial Statement](#). Enter and create a copy of the file "#QYY Support" from last quarter.

After that, update the figures with BFC in schedules L1005 (balance sheet), L1010 (income statement) and L1020 (Cash flow).

Do not forget to update the date as well.

#### *3.1.2. I Update the File*

Create a copy of "Solvay Fluorides Financials - Unaudited #QYY" and include the values taken from BFC to this file. Do not touch in other years and make sure at least 3 years are appearing in the reports.

Update the date as well. Do not change the formats as it is already correct to print.

After that download and save as .pdf

### *3.2. I Send the File to Treasury Team*

Send the .pdf file to by email. The subject can be "3384 - Unaudited FS for BOA Q# YYYY"

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**End of document.**