

PT SCo - I perform Upload in Aodoc's Non Recurrent amounts

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: N/A

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 - 2. Definitions
 - 3. Responsibilities
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 - 5.1. I Prepare detailed information within the excel File
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Scope

 Unknown Attachment

ERP

PF2

WP2

Frequency



Month

References

Forms

Attachments

Non-recurring items (below REBITDA).pdf

<< PT SCo - I perform Upload in Aodoc's Non Recurrent amounts >>

1. Objective and Scope

1.1. Objective of this Operation

The objective of this procedure is to describe the operations to report for some non-recurring items, in order to allow Group accounting reporting to control the classification of items in or out of REBITDA.

1.2. Scope

The procedure affects all companies under consolidation perimeter in full integration and is applicable with effect from April 30th 2013.

Applicable to all Portuguese companies:

- 6414 - Solvay Biotecnologia Portugal – Unipessoal, Lda
- 6424 - SLV Specialties Portugal, Unipessoal, LDA

2. Definitions

See [Finance Glossary](#):

FA SL – Financial Accounting Service Line (Service Unit)

BFC – Consolidation tool

CAM – Company Accounting Manager

GAR – Group Accounting and Reporting

PF2 – Syensqo Legacy's SAP system

WP2 – Syensqo Legacy's SAP system

ACP - Accounting Platform

3. Responsibilities

The CAM or delegated ACP provide detailed information on headlines of the non-recurring items.

4. Periodicity

Monthly on D+3

5. File preparation and Storage

The CAM or delegated AP SL provide detailed information on listed headlines of the non-recurring items, through an excel file and store the file in the Aodoc's Library: Functions - Finance - Group Accounting Report.

Non-recurring items subject to detail reporting:

R45100	Restructuring expenses of the period excluding depreciation
R45200	Use of restructuring provisions
R45300	Accruals to restructuring provisions
R45500	Restructuring - Impairment of fixed assets
R45600	Restructuring - Write-down of inventories / receivables
R48611	Loss on intangible and tangible assets disposals non-recurring
R48660	Loss on investments disposals
R48690	Other non-recurring expenses
R48711	Gain on intangible and tangible assets disposals non-recurring
R48760	Gain on investments disposals
R48790	Other non-recurring operating income

5.1. I Prepare detailed information within the excel File

I open Company codes folders in link below:

... > 1_SCO all folders > Non recurring ▾

Type ▾ People ▾ Modified ▾ Source ▾

Name ↑	Last modified ▾
6397	Feb 7, 2025 me
6414	Feb 7, 2025 me
6424	Feb 7, 2025 me

I Choose in current Year, the file for each company code.

The file name has to follow the convention:

mm-yyyy-xxxx-Non_Recurrent_Items.xls

mm --> month

yyyy-->year

xxxxx --> company code with 5 digits (same as BFC code)

5.1.1. Step 1 - I update the file

I Take the figures and print screens in SAP:

In transaction **KE30**, I run profitability report **ZZZ-SOLVFCMT L2015 - Income Statement**

With the below selections

- Company code
- Fiscal Year
- Period From
- Period To

Example 6414:



The amounts need to be inserted in the file with opposite signs. Amounts in the excel are in KEUR

to have the details by heading check:

In transaction **KE30**, I run profitability report **ZZZ-SOLV00** IFRS Periods/Year

With the below selections

- Company code
- Fiscal Year
- Period From
- Period To

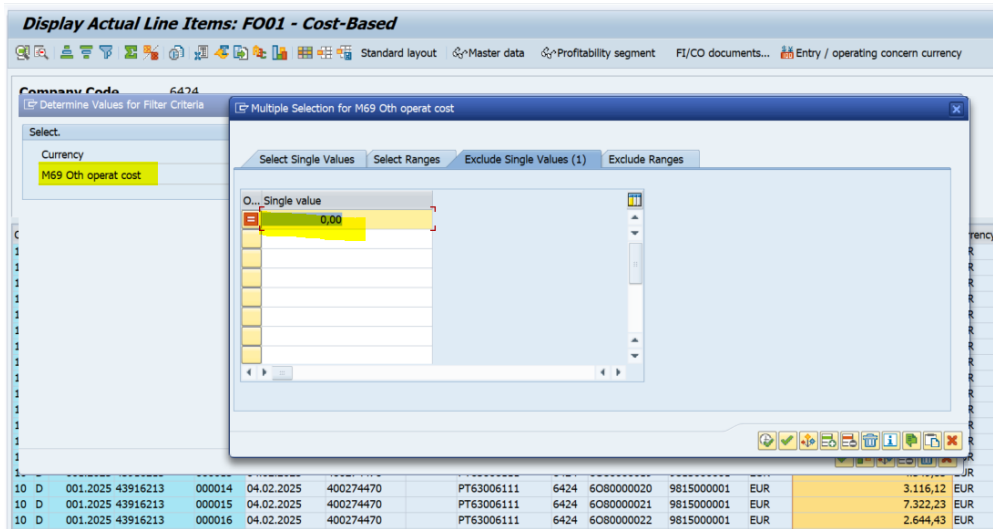
search by Non-recurring operating items.

IFRS Periods/Year			
ZZZ-SOLV00	Company	6424	04.06.2025
IFRS Periods/Year			
From Period	1		1
To Period	5	Fiscal Year	2025
Company Code Multiple values			
Navigation			
GBU	▲	Company Code	▲ ▼ 6424 SLV SPECIALTIES PT
Activity1(mkt)	.		
Product	.		
Customer	▼		
P&L Lines		Period	Year
VVK10 Rev.restr. Accr	R45200	16.725,00	16.725,00
VVK15 New Restruct.	R45300	250.214,49-	250.214,49-
VVK25 Restr Impt N cur	R45500	0,00	0,00
VVK30 Restr Impt currt	R45600	0,00	0,00
VVK00 Goodwill Integra	R46000	0,00	0,00
VVM58 Gain due to deco	R48700	0,00	0,00
VVM76 Gain Invest disp	R48760	0,00	0,00
VVM79 Oth operat Inc.	R48790	0,00	0,00
VVM66 Loss Invest disp	R48660	0,00	0,00
VVM55 Loss due to Deco	R48600	0,00	0,00
VVM59 Ex&IN Environmt	R48650	0,00	0,00
VVM69 Oth operat cost	R48690	1.736.145,92	1.736.145,92
VVM68 Oth. Impair. Los	R48620	0,00	0,00
VVO05 Gain FA dispos.	R48711	0,00	0,00
VVO10 Loss FA dispos.	R48611	0,00	0,00
Non-recurring operating items		1.485.931,43	1.485.931,43

select in column Year of the heading with amounts. Once its grey press F9

Company Code Multiple values			
Navigation			
GBU	▲	Company Code	▲ ▼ 6424 SLV SPECIALTIES PT
Activity1(mkt)	.		
Product	.		
Customer	▼		
P&L Lines		Period	Year
VVM69 Oth operat cost	R48690	1.736.145,92	1.736.145,92

Select column "M69 Oth operat costs" and exclude 0,00



do a subtotal by cost center and collapse selection

CTy Re	Period/year	Doc. no.	Item	Created On	Ref.doc.number	Ref. item	Created by	CoCd	Sender cost ctr	Cost Element	Currency	M69 Oth operat cost	Crcy
									60161SP046			9.357,61	EUR
									60161SP052			34.443,72	EUR
									60161SP057			8.017,40	EUR
									6016412003			8.367,20	EUR
									6046500000			5.607,00	EUR
									6080000001			71.945,69	EUR
									6080000003			2.015,00	EUR
									6080000005			18.142,97	EUR
									6080000006			105.057,37	EUR
									6080000007			7.472,76	EUR

copy this information inside excel document.

Note: If appears a new cost center, check in KSB1 the name of the cost center and the nature of the costs.

5.2. I store the file in Aodoc's Library

I store the file in the Aodoc's Library - Functions - Finance - Group Accounting Report, by clicking on link below and following the next steps:

https://aodocs.altirnao.com/?locale=fr_FR&aodocs-domain=syensqo.com#Menu_listDoc/LibraryId_Ue206TG0fVatkHkaYj/ViewId_Ue240Mm5dG1bqvBPue/ViewParams_%257B%2522searchInSubFolders%2522:false,%2522userFilters%2522:%255B%257B%2522property%2522:%2522folder%2522,%2522operator%2522:%2522EQUAL%2522,%2522values%2522:%255B%25221Fx_Vmj3EjKsrBGqsp6T1XzvUjkcQ6fi2%2522%255D%257D%255D%257D

GROUP ACCOUNTING REPORTING Functions - Finance - Group Accounting & Reporting - SCo > All Documents Utiliser les nouvelles vues

Passer à une autre vue

Nouveau

Inclure les documents des sous-dossiers

Naviguer par Folder

- ▼ Functions - Finance - Group Accounting & Reporting - SCo
 - ▼ BFC Doc and Training
 - 01. Conso Instructions
 - 02. Calendar
 - 03. Exchange Rates
 - 04. Syensqo Structure
 - 05. BFC Access
 - 06. Business Information
 - 07. Package Information
 - 09. PBC lists - Deloitte
 - 10. Self-Training
 - ▶ 11. Inputs Non recurrent Items

<input type="checkbox"/>	Titre	Folder	▼ Dernière modification	Auteur (dernière modification)	Author	Retiré à
<input type="checkbox"/>		2024				
<input type="checkbox"/>		2025				

To import the file in the library, I follow these instructions:

- 1) select the year -> year/month
- 2) After clicking on New, I press the bottom "Nouveau" and afterwards "Non Recurrent Items"

GROUP ACCOUNTING REPORTING Functions - Finance - Gro

Passer à une autre vue

Nouveau




Nouveau

Document

Non Recurrent Items

2- I choose a file to attach

Choose a file


-  **Attach** →
Upload files from your computer or import files from your My Drive
-  **Upload and convert** →
Upload a file and convert it to a Google file attachment
-  **Create** →
Create a new Google file attachment

[CANCEL](#)


3 - I select the file to attach from my computer and upload.


It will be mandatory to enter the month , company code, as well as the title.


Nom du document *

06424-Non reccuring items-05.2025.xlsx ✕ 

2 propriété(s) terminée(s) sur 2 obligatoire(s)

 Base
Functions - Finance - Group
Accounting & Reporting - SCo

 Classe
Non Recurrent Items

 Choisir un dossier
... > 2025.05

Date de création
4 juin 2025 par Carla Oliveira


▼ Propriétés


Title
NR items May ✕
12/400

Month *
05-2025 ✕

Cy
6424 ✕
4/400

▼ Pièce jointe

 06424-Non reccuring items-05.2025.xlsx

 Update status in : Task List Other EMEA in tab "PT"

Link:

End of document.