

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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- 1. Objective and Scope
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 - 1.2. Scope
- 2. Definitions
- 3. Responsibilities
- 4. Periodicity
 - 5.1. I Prepare detailed information within the excel File
 - 5.2. I store the file in Aodoc's Library

Scope

 Unknown Attachment

ERP

PF2

WP2

Frequency

 **Month**

References

Forms

Attachments

Non-recurring items (below
REBITDA).pdf

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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-xxxxx-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:

L2015 - Income Statement / Month						
ZZZ-SOLVFCMT L2015 - Income Statement / Month Currency Type : 10 - Currency type Company Code : <> Fiscal Year : 2023 Period (From - To) : 1 - 16						
Company Code Multiple values CO Area CHEF ERP SOLVAY						
--Navigation-- GBU BU (group of activ) Activity1(mkt) Customer ▲ ▼ Company Code 6414 SOLVAY BIOTECNO PT						
Lead column	F00	January	February	March	April	May
R45100 Restruct Exp of period excl Depr	0	0	0	0	0	0
R45200 Use of restructuration provisions	0	0	0	0	0	0
R45300 Restructuring provisions	0	0	0	0	0	0
R45500 Restruct. - Impair. of fix. Asset	0	0	0	0	0	0
R45600 Restruct - Write-down inv / recei	0	0	0	0	0	0
STOT-R450 Restructuring	0	0	0	0	0	0
R46000 Goodwill - Impairment	0	0	0	0	0	0
STOT-R480 Non-recurring items (OthOpInc)	0	0	0	0	0	0
R48700 Gain due to the deconsolidation	0	0	0	0	0	0
R48711 Gain on intangible and tangible a	0	0	0	0	0	0
R48760 Gain on investments disposals	0	0	0	0	0	0
R48790 Other non-recurring operating inc	0	0	0	0	0	0
STOT-R487 Other non-recurr. operat gains	0	0	0	0	0	0
R48600 Loss due to the deconsolidation	0	0	0	0	0	0
R48611 Loss on intangible and tangible a	0	0	0	0	0	0
R48620 Other non-recurring deprec. exp.	0	0	0	0	0	0
R48650 Environmental expenses and income	0	0	0	0	0	0
R48660 Loss on investments disposals	0	0	0	0	0	0
R48690 Other non-recurring expenses	0	0	0	0	0	0
STOT-R486 Other non-recurr. operat costs	0	0	0	0	0	0
R48611 Loss on intangible and tangible a	0	0	0	0	0	0
R48620 Other non-recurring deprec. exp.	0	0	0	0	0	0
R48650 Environmental expenses and income	0	0	0	0	0	0
R48660 Loss on investments disposals	0	0	0	0	0	0
R48690 Other non-recurring expenses	121.046-	0	0	0	0	0
STOT-R486 Other non-recurr. operat costs	121.046-	0	0	0	0	0

[illegible]



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

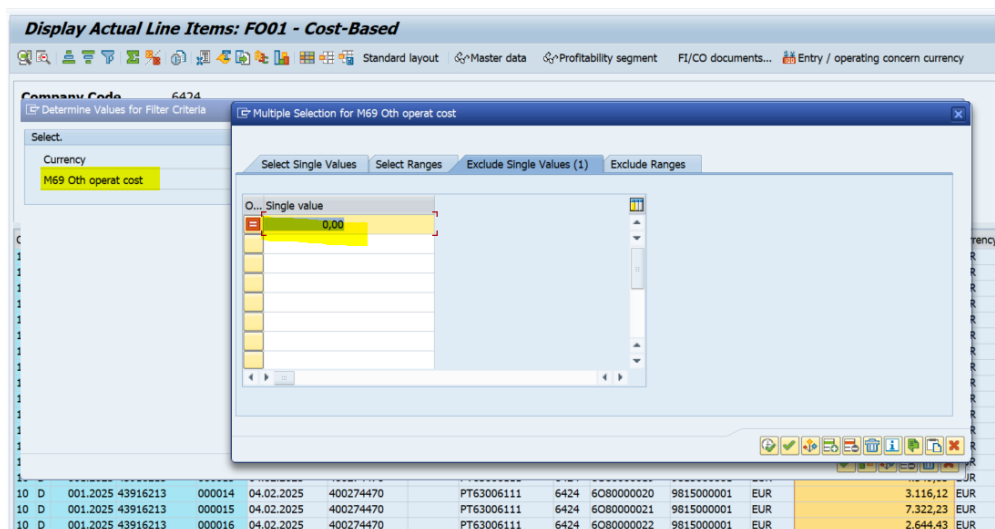
search by Non-recurring operating items.

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

Company Code	6424
Fiscal Year	2025
CO Area	CHEF
Currency type	10
Period	
Plan/Act. Indicator	0
Record Type	A Z
Period/year	001.2025 005.2025

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.altirao.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

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

☐	Titre	Folder	Dernière modification	Auteur (dernière modification)	Author	Retiré à
☐		2024				
☐		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"**

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 recurring 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 recurring items-05.2025.xlsx



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

Link:

End of document.