

# I perform the upload of CBCR

**Domain:** Finance Data & Reporting

**Responsibility area:** Ensure consistency of Actual 0

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### Scope

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WW

### ERP

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PF1



WP1



PI1

### Frequency

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Year

### References

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[ACTUAL 0 Instructions](#)  
[ACTUAL 0 Working Files](#)  
[CBCR Revenues](#)

### Forms

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### Attachments

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8. Add the link to attachments or external links

## 1. Objective and Scope

### 1.1 Objective of this Operation

The objective of this procedure is to describe the process to perform the quarterly checks on Actual 0.

### 1.2 Scope

The scope of this procedure is for Consolidated Companies.

## 2. Definitions

See [Finance Glossary](#).

**Deadline proposal:** The publication must be done until D+6 and review by CAM until D+7.





Select variant:

Find Variant

Variant	CBCR_X0
Environment	
Created By	
Changed By	
Original Language	

PF2 - SyensqCBCR\_X0  
 WP2 - SyensqCBCR\_X0  
 PI2 - SyensqCBCR\_X0

- Specific Family: X0
- Current period
- BFC Consolidation Perimeter:  
PF2 - SYEP / WP1 - SYEW

**Result of ZZF\_BFC\_Conversion:**

Is it not necessary to export or save any files, only execute the transaction.

BFC/BOIC interface - Control, Conversion and Rounding

Main options

BFC Consolidation Perimeter	SYEW
Family	X0
Fiscal Year	2025
Posting period	6
Company Code	7008

Options

- Step 1 - Control
- Step 2 - Conversions
- Step 3 - Rounding Amounts

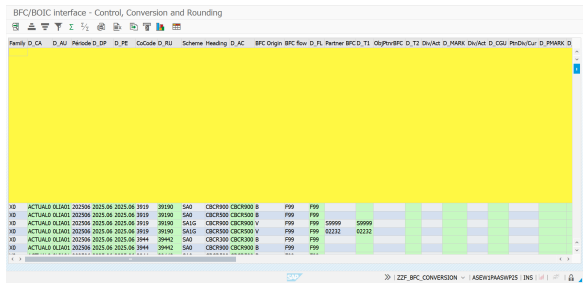
Output

- Output data to ALV
- Output data to database

Log

Logger Threshold: 3

- Log to display
- Log to database
- Executed by Schedule manager



STEP 3

Run transaction ZZF\_BFC\_Transfer.



Select variant:

Find Variant

Variant	CBCR_X0
Environment	
Created By	
Changed By	
Original Language	

PF2 - SyensqCBCR\_X0  
 WP2 - SyensqCBCR\_X0  
 PI2 - SyensqCBCR\_X0

- Specific Family: X0
- Current period
- BFC Consolidation Perimeter:  
PF2 - SYEP / WP2 - SYEW
- Destination folder: save the file in your Desktop or in the folder you prefer Save the file in CSV.

BFC/BOIC interface - File Transfer/List

Main options

BFC Consolidation Perimeter	SYEW
Family	X0
Fiscal Year	2025
Posting period	6
Company Code	7008
Heading	
BOIC Partner	

Output

- Output data to ALV
- Output data to file(s)
  - PC destination folder
 

Destination folder	C:\Users\vict8379.oxo\Desktop
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  - SAP destination folder
 

Destination folder	/exploit/Tagetik/Data
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- Several companies in one file
 

Change company in file name by	<input checked="" type="checkbox"/>
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Log

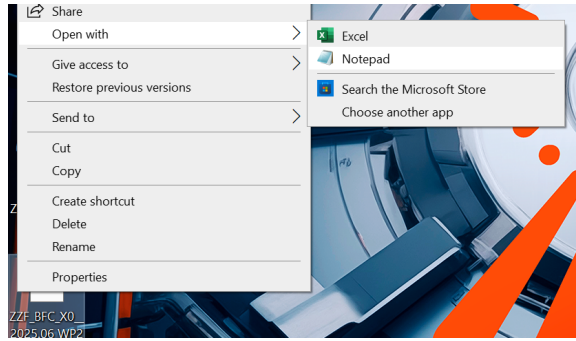
- Log to display
- Log to database



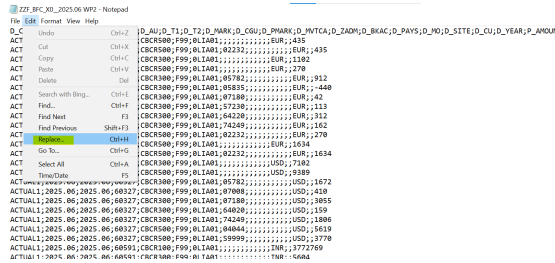
Once save, the file should no be opened as it changes the formatting of company code, always follow the next procedure to edit the file extracted.

**STEP 4**

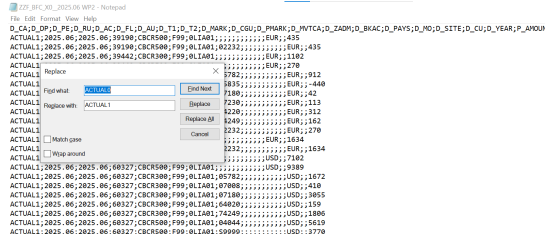
Open in Notebook to adapt the date by:



Select Edit --> Replace or Ctrl H:



Then replace the ACTUAL0 to ACTUAL1:

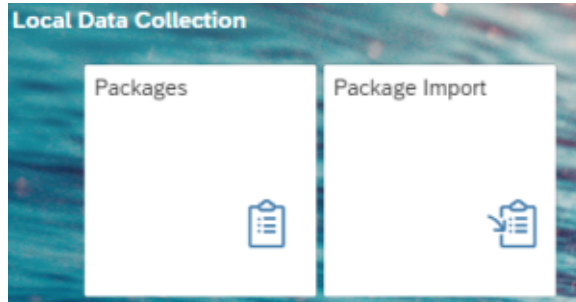


### 3.1.2 I upload the data in BFC

**STEP 1**

Login BFC with your User and Password and click on **Package Import** in Local Data Collection.

Before uploading, check that ACTUAL 0 packages are not locked or protected, otherwise unlocked the package or ask BFC-Admin for unlock.



**STEP 2**

Upload your file saved in your desktop by clicking on **Upload your file to the local server.**

Do not change the other fields and click on **Data preview** to check that all the lines loaded correctly.

**STEP 3**

Only select **Replace Data**.

**⚠ NEVER USE THE OPTION "ERASE THE PACKAGE AMOUNTS BEFORE IMPORTING",** otherwise you will deleted data included in the other ACTUAL 0 document.

**STEP 4**

Click on **Import**.

- Follow up on the error messages if they exist.
- To check if values were imported, access the BFC Heading L4060 - CBCR - Revenue and headcount - F99 Closing.

[COUNTRY BY COUNTRY REPORT \(CBCR\) - REVENUES AND HEADCOUNT](#)  
L4060 - CBCR - Revenues and headcount

### 3.2 I request the Country by Country report **\*\*FTE\*\***

At the beginning of June, send an email to Payroll Accounting requesting the Country by Country report by FTE.

Annually, we also need to upload in BFC the values regarding the number of employees per company.

💡 Attach the [previous year's file](#) to be easy to identify the reporting we need.



As soon as they send, save the file in our [Google Drive](#).



Runa, Inès <ines.runa@solway.com>  
to me, Tamires, Olivier, Bernard, Delphine

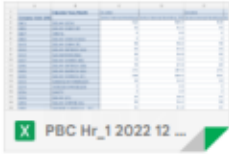
Dear Ana,

Please see the file shared with EY last January.

Best regards,

\*\*\*

One attachment - Scanned by Gmail



### 3.2.1 I prepare the FTE data to load

#### STEP 1

Download the official file, rename (FTE File 202\* (update - 22\_06\_23)) and create a new tab with the year that will be imported in BFC.

	J	K	L	M	N	O
1	D_T1	D_MO	D_T2	D_MARK	D_CGU	D_PMA
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

#### STEP 2

Open the file sent by HR and copy the full information from columns A and B regarding the code of companies and name.

AutoSave Off

File Home Insert Draw Page Layout

Paste

Clipboard

Font

Verdana 8

B I U

C15

'ZHUHAI SYEN

	A	B
1		
2	<b>Country of Company</b>	<b>Company Code (HR)</b>
3	ARGENTINA	5686
4	AUSTRALIA	7786
5	AUSTRIA	7013
6	BELGIUM	2002
7	BELGIUM	2004
8	BELGIUM	5978
9	BRAZIL	6409
10	CANADA	7752
11	CHILE	7725
12	CHINA	5876
13	CHINA	5991

Paste the information copied in the new tab downloaded in Step 1 in in tab **Data** from **HR File** in columns A and B.

FTE File 2023 (22\_06\_23) .XLSX

File Edit View Insert Format Data To

Menus 100%

G24 1196

	A	B
1		
2		
3	<b>Calendar Year/Month</b>	<b>12.2024</b>
4	<b>Company Code (HR)</b>	
5	<b>Company Code (HR)</b>	
6	5686	SOLVAY QUIMICA (AR)
7	7786	CYTEC AUSTRALIA HLDS
8	7013	CYTEC - HR AT
9	2002	SYENSQO SA
10	2004	SOLVAY SA - DIV SCO
11	5978	SOLVAY SPOL BE
12	6409	QUIMICOS E SOLUCOES
13	7752	CYTEC CANADA
14	7725	CYTEC CHILE
15	5876	SYENSQO SHANGHAI LTD
16	5991	SOLVAY SPEC POLYMERS
17	6526	SYENSQO ZHANGJIAGANG
18	6577	ZHUHAI SYENSQO SP CH

**STEP 3**

Open the file sent by Payroll team and copy the full information from from Y-1.

1. Example:
  - We received from Payroll the amounts from 2024 and we'll upload into BFC in 12.2025.

For this example, column AX: 12.2024.

Paste the information copied in the new tab downloaded in Step 1 in in tab **Data from HR File** in column C: **Active Internal Workforce**.

Calendar Year/Month	12.2024	Active Internal Workforce
Company Code (HR)		9
5686	SOLVAY QUIMICA (AR)	24
7786	CYTEC AUSTRALIA HLDS	1
7013	CYTEC - HR AT	363
2002	SYENSQO SA	
2004	SOLVAY SA - DIV SCO	134
5978	SOLVAY SPOL BE	234
6409	QUIMICOS E SOLUCOES	192
7752	CYTEC CANADA	32
7725	CYTEC CHILE	135
5876	SYENSQO SHANGHAI LTD	289
5991	SOLVAY SPEC POLYMERS	471
6526	SYENSQO ZHANGJIAGANG	50
6577	ZHUHAI SYENSQO SP CH	366
7728	SYENSQO CHINA	
7734	CYTEC IND SHANGHAI	67
7776	CYTEC ENG MAT SH /CN	204
7810	SOLVAY-HENGCHANG ZHA	278
7811	SOLVAY ZHENJIANG CH	11
7414	SOLVAY COLOMBIA	2

**STEP 4**

Paste a new GAR List updated in tab **G AR List**.

Only import values for active companies and IG - Fully Consolidated.

In tab **Data from HR File**, make a VLOOKUP with the Group company status of **GAR List**.

> If Deactivated or Non conso: do not import any value and delete from our data base.

MP Code	Title	BFC Co	Control %	Entity name	LERL	Country
0001	Solvay SA - Corporate Headquarters	1	100	Solvay SA - Corporate Headq	BE	Belgium
0003	Syensco Participations Belgique Su	3	100	Syensco Participations Belg	BE	Belgium
0005	Solvay Chemicals International SA,	5	100	Solvay Chemicals Internatio	BE	Belgium
0007	Hestia SA, Bruxelles	7	100	Hestia SA, Bruxelles	BE	Belgium
0012	Solvay Holding Nederland BV, Wee	12	0	Solvay Holding Nederland B	NL	Netherlands
0013	Placore BV, Weesp	13	0	Placore BV, Weesp	NL	Netherlands
0014	Terlin BV, Amsterdam	14	0	Terlin BV, Amsterdam	NL	Netherlands
0016	Soviller SAS	16	100	Soviller SAS	FR	France
0020	Solvay Finance France SA	20	0	Solvay Finance France SA	FR	France
0082	Solvay Virvix Holding AG, Bad Zur	82	100	Solvay Virvix Holding AG, B	CH	Switzerland
0128	Solvay Interox - Produtos Peruvia	128	0	Solvay Interox - Produtos P	PT	Portugal
00134	Perovisco do Brasil Ltda, Sao Paul	134	69	Perovisco do Brasil Ltda, S	BR	Brazil
00143	Solvay Chemicals Finland OY, Vok	143	100	Solvay Chemicals Finland O	FI	Finland
00144	National Peroxide Ltd, Bombay	144	0	National Peroxide Ltd, Bomb	IN	India
00170	Solvay Finance BV, Weesp	170	0	Solvay Finance BV, Weesp	NL	Netherlands
01190	Produtiva Quimicos Malaya Lda, Si	190	40	Produtiva Quimicos Malaya	MY	Malaysia
00192	Solvay Interox Pty Ltd, Bankstown	192	100	Solvay Interox Pty Ltd, Bank	AU	Australia
00210	Solvay Sario e Derivat S.p.A, Italy	210	0	Solvay Sario e Derivat S.p.	IT	Italy
00212	Satzgewinnungsgesellschaft Westf	212	65	Satzgewinnungsgesellschaft	DE	Germany

**STEP 5**

In the new tab created for the currently year, fill in the columns as below:

- D\_CA: ACTUAL0
- D\_DP: Current period where the values will be imported, for the example it is 2023.12
- D\_AU: 0LIA01

★ Perform some quality checks such as:

- Make sure you included in the report all companies from the file provided by Payroll team.
- Check if the companies are IG - Fully Consolidated.
- Check if all companies are Active.
- Make sure that you have the correct BFC code in column D\_RU.
- Confirm if the Functional Currency of the company is correct.

- D\_RU: BFC code of companies (copy from Data from HR File, tab Company Code (HR))
- D\_CU: Functional Currency of the company, make VLOOKUP from GAR List.
- D\_AC: CBCR990
- D\_FL: F99
- P\_AMOUNT make VLOOKUP with tab **Data from HR File** and get amount from Column C: **Active Internal Workforce**.

Leave the next available fields blank:

- D\_T1
- D\_MO
- D\_T2
- D\_MARK
- D\_CGU
- D\_PMARK
- D\_MVTCA
- D\_ZADM
- D\_PAYS
- D\_BKAC
- D\_SITE
- D\_YEAR

**STEP 6**

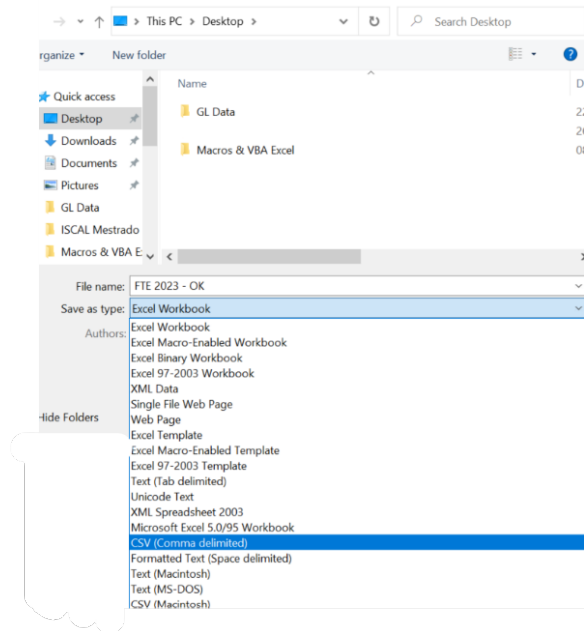
Open a new excel file and copy with values the information from the data base treated in Step 5 so we'll be able to convert to CSV and upload in BFC.

A	B	C	D	E	F	G	H	I	J	
10	ACTUAL1	2025.06	2025.06	02002	CBCR120	F99	OLIA01	05999		
11	ACTUAL1	2025.06	2025.06	02002	CBCR200	F99	OLIA01	05782		
12	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	00003		
13	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	03383		
14	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	04044		
15	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	04045		
16	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	04233		
17	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	05642		
18	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	05782		
19	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	05835		
20	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	05846		
21	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	05955		
22	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	05978		
23	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	05983		
24	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	05991		
25	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	06044		
26	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	06294		
27	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	06397		
28	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	06423		
29	ACTUAL1	2025.06	2025.06	02002	CBCR300	F99	OLIA01	06424		

**STEP 7**

Save the file in your Desktop or in the folder you prefer Save the file in CSV.

Once save, the file should not be opened as it changes the formatting of company code, if any change is needed open with Notepad.

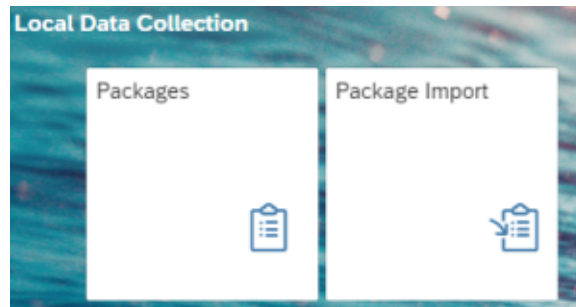


### 3.2.2 I upload the FTE data in BFC

#### STEP 1

Login BFC with your User and Password and click on **Package Import** in Local Data Collection.

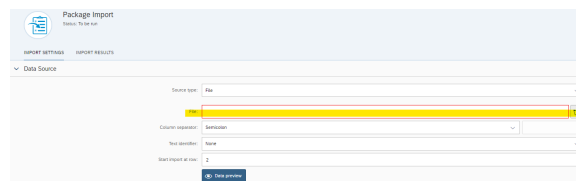
Before uploading, check that ACTUAL 0 packages are not locked or protected, otherwise unlocked the package or ask BFC-Admin for unlock.



#### STEP 2

Upload your file saved in your desktop by clicking on **Upload your file to the local server**.

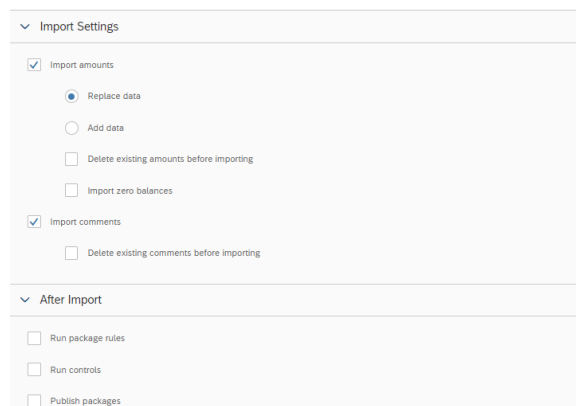
Do not change the other fields and click on **Data preview** to check that all the lines loaded correctly.



#### STEP 3

Only select **Replace Data**.

**⚠ NEVER USE THE OPTION "ERASE THE PACKAGE AMOUNTS BEFORE IMPORTING",** otherwise you will deleted data included in the other ACTUAL 0 document.



STEP 4

Click on **Import**.

STEP 5

Send an email to all CAMs and CADs informing that the CBCR report information for the Actual 0 has been uploaded into the BFC and save the working files in [Google Drive](#).

Import



Actual1 - 2025.06 - CBCR Upload [Hibiki](#) [Actual0](#)



Victoria, Michaela [michaela.victoria@svensao.com](mailto:michaela.victoria@svensao.com)

to Nathalie, Sandra, Seoyeon, CRESTIENE, DEMILSON, Dominik, ROBERTA, Michael, Francesco, Midori, Mandy, Gaurav, Ronald, Florence, Ping, Carla, Imke, Maria, Diana, Mark, Martin, Sir

Dear all,

We would like to inform you that the CBCR report information for Actual1 (2025.06) has been uploaded into the BFC.

You may now proceed with the verifications.

## 2. Actual 1 Pillar 2 & Cbcr

Contact: Sofia Mastoro / Anne  
Caldesi / Pascale Quarmine  
[sofia.mastoro@svensao.com](mailto:sofia.mastoro@svensao.com)

**Objective Actual 1 package** is to comply with the OECD requirements related to CBCR and Pillar 2

The 2024 full year exercise is closed at:

1. checking whether it has to be done in case the country is not safe-harmonized
2. training you providing that the transitional period will end in 2026 (i.e. on from 1/1/2027, Actual 1 schedule will be mandatory)

The exercise should have been finished by the end of May, but it appears that

several, no manual adjustments were reported, even though we know that there should have been some => we need to train you on the manual adjustments that are necessary to be done => [click on this link](#)

we are still facing some sign convention and other small issues in the BFC Actual 1 schedule that are under resolution => the 2024 packages will have to be rechecked and will be available for your review by the end of June (date to be confirmed). We apologize for the inconvenience it may cause.

**FINAL REVIEW POSTPONED UNTIL EARLY SEPTEMBER**

Regarding the 2025 Q2 exercise: Quarterly package updated with actual data, automatically from several BFC sources after quarterly closure to be completed with the manual adjustments (not mandatory for safe-harmonized countries to date).

**Check on the link** [click on this link](#)

1. On 04/06/2025, SVENSAO will upload CBCR Q2 data for the [safe-harmonized](#) entities in Actual 1
2. On 04/06, CAM to validate the data and publish the Actual 1 package

**Pillar 2** schedule will be available at [link](#) for the [fully consolidated](#) and [unconsolidated](#) entities and needs to be published at [link](#) together with the CBCR

Based on Actual 1 package, the team will determine the countries which are not safe-harmonized (based on prior assessment: Luxembourg, Chile & USA) and will contact the CAM to confirm the manual items that need to be reported in the Pillar 2 schedule (and only those).

Questions are stored [here](#).  
Useful tool from OECD to answer your question can be found [here](#).



Best Regards,