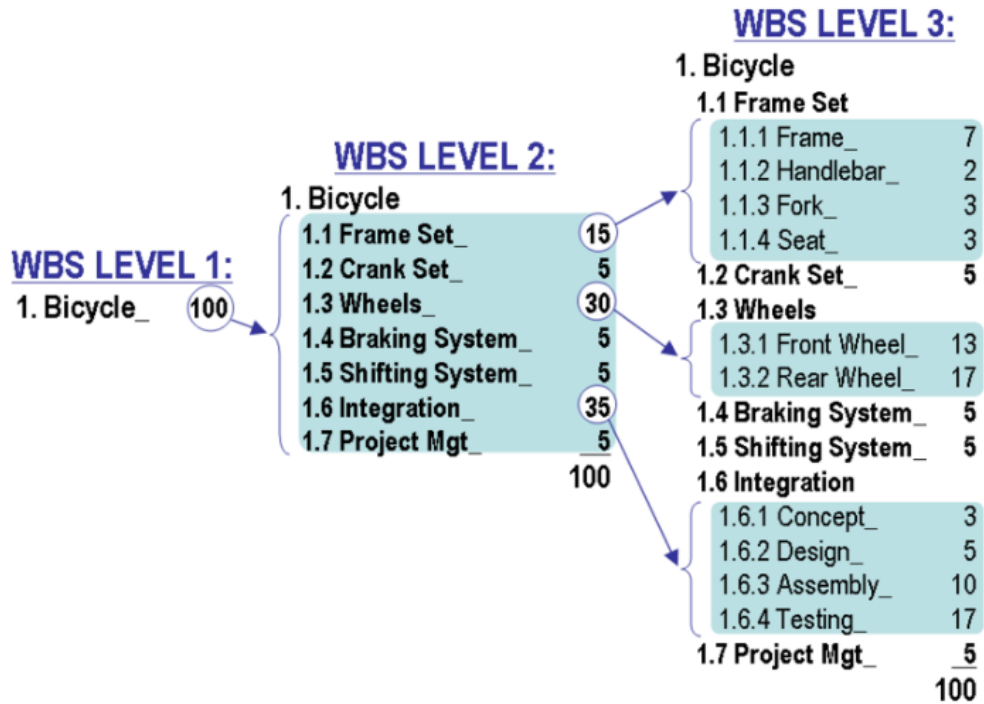


# I create a WBS element

WBS - "A work breakdown structure defines all the things a project needs to accomplish, organized into multiple levels, and displayed graphically."



Domain: SU Management Accounting

Responsibility area: Maintain Costing Master Data

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## Scope

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WW

## ERP

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PF2 / WP2

## Frequency

---



On  
Demand

## References

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CJ20N

CJB2

## Forms

---

## Attachments

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*I receive a request to update/create a WBS element settlement rule*

# 1. Objective and Scope

## 1.1. Objective of this Operation

The purpose of this document is to describe the process of creating a WBS (OPEX/Expense).

## 1.2. Scope

*This document applies to all the processes of creating a WBS to process expense costs (non capitalized).*

# 2. Definitions

See [Finance - Glossary](#)

# 3. WBS Creation

## 3.1. I receive the request to create a WBS

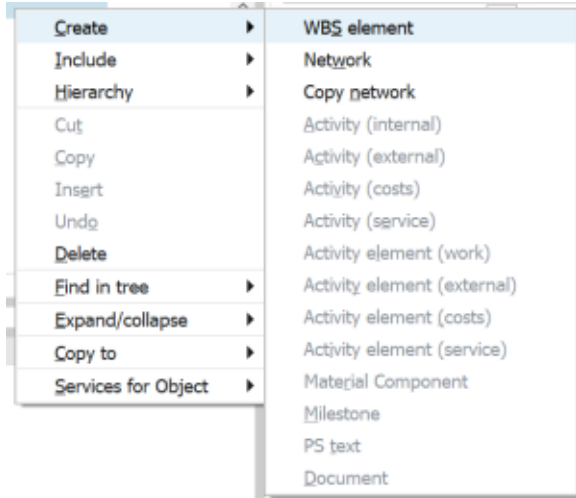
*I receive a request to create a WBS, some mandatory fields are necessary such as:*

- WBS Code
- Description
- Cost Center
- SRM7 Code (Position of person approving shopping carts)



### 3.3. I create the WBS element

In this case we will create a new WBS Element (level 2) R8.PU05SP.305 inside Level 1 WBS R8.PU05SP. By selecting WBS Level 1, right click mouse to view options and select Create > WBS Element.



The new line in the project was now created but with several empty fields in tab **Basic data** that will need to be edited:

The screenshot shows the 'Basic Data' tab with the following fields and values:

- WBS element: R8.PU05SP.1
- Proj.type:
- Short ID:
- Priority:
- Proj. summarization:
- Status:
  - System Status:
  - User status:
- Responsibilities:
  - Pers.Resp.No.: 4018073
  - Applicant no.: 1000
  - Responsible R&D:
  - Resp. cost cntr:
  - Req.cost center:
  - Req. co.code:
- Operative indicators:
  - Planning element:
  - Acct asst elem.:
  - Billing element:

**WBS Element Code:** R8.PU05SP.305

**WBS Element Description:** Energy CO2 Operations

**Proj. Type (Expense):** Internal Operations for **Regular Family** Projects and Innovation Project for **R&I Family** Projects.

**System Status:** (REL) - Released and SETC (Settlement Rule Created) - Read 3.3. Paragraph

**Person Responsible No.:** Code managed in T-Code **OPS06** to identify who is in charge of the project.

**Account Assignment Element:** X (Should be selected in order to receive costs).

**Responsible Cost Center:** Cost Center that the costs will go trough.

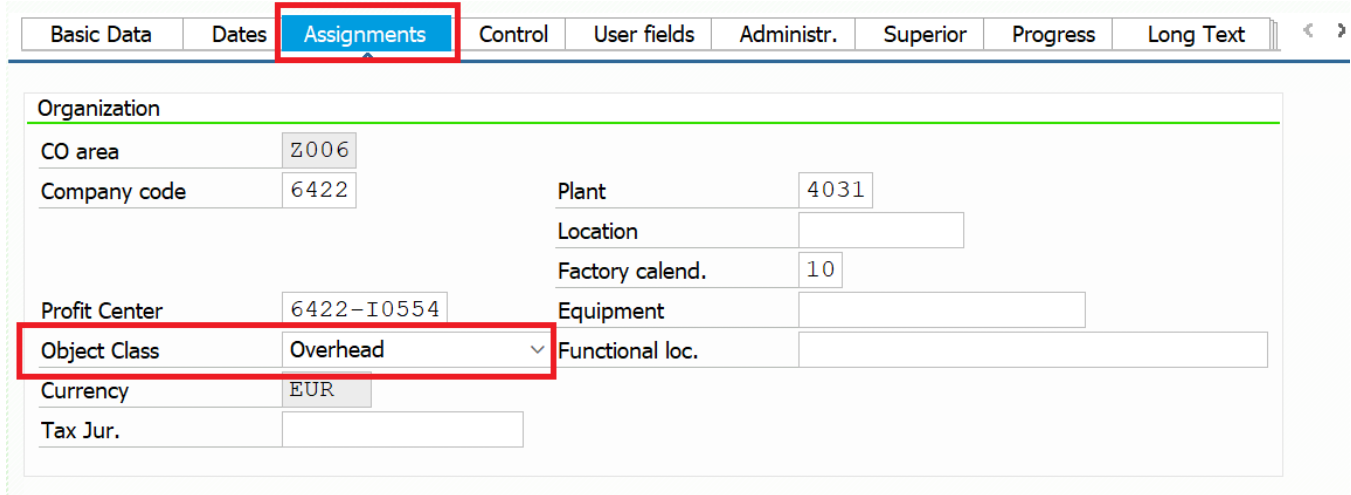
**Required Cost Center:** Cost Center that the costs will go trough.

**Required Company Code:** Automatically populated after Cost Center are inserted.

Next tab to be maintained is **Assignments**:

The fields will be automatically populated using the same information provided in the Project Master data.

For Expense Projects the **Object Class**: Overhead should be selected. All remaining information should be according to request.

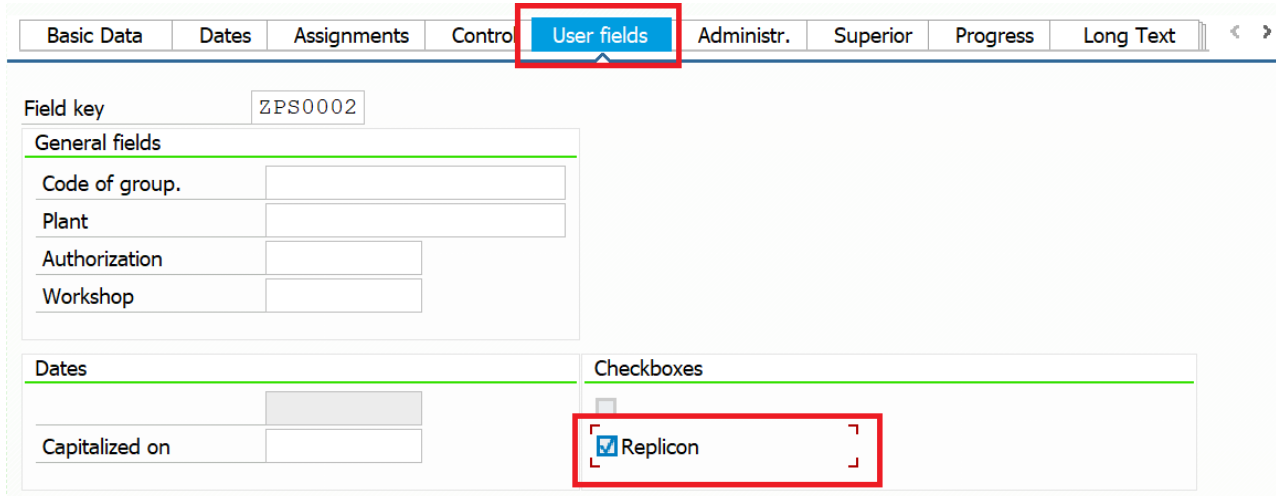


The screenshot shows the SAP WBS Assignments tab. The 'Assignments' tab is highlighted with a red box. The 'Object Class' field is also highlighted with a red box and set to 'Overhead'. Other fields include CO area (Z006), Company code (6422), Plant (4031), Location, Factory calend. (10), Profit Center (6422-I0554), Equipment, Functional loc., Currency (EUR), and Tax Jur.

Next tab to be maintained is **User fields**:

Only some GBU's use field Code of Group, in order to aggregate projects by groups created in T-Code ZWPST004.

**Checkboxes:** X Replicon (If the WBS is used to track and charge hours of labor by engineer's or laboratory employees)



The screenshot shows the SAP WBS User fields tab. The 'User fields' tab is highlighted with a red box. The 'Field key' is ZPS0002. The 'Code of group.' field is empty. The 'Replicon' checkbox is checked and highlighted with a red box. Other fields include Plant, Authorization, Workshop, Capitalized on, and Dates.

Next tab to be maintained is **Cust. Enhancement**:

The majority of the information related to Cust. Enhancement is to identify the market that is related the WBS and Invoicing information.

First Fields are related to the GBU/Business Unit, that should be filled in according to request.

Control	User fields	Administr.	Superior	Progress	Long Text	<b>Cust. Enhancement</b>	cProjects
---------	-------------	------------	----------	----------	-----------	--------------------------	-----------

Ent. Code	ZSECT00071	SPECIALTY POLYMERS
Bus. unit	ENTRP00170	SPECIALTY POLYMERS ( BFC: SPPOL)
IECRA Gr.		

Fill in next fields related to WBS Family, and Position Code (SMR7 Approver) provided by the requester.

WBS family	<input checked="" type="checkbox"/>
Position	<input type="text"/>

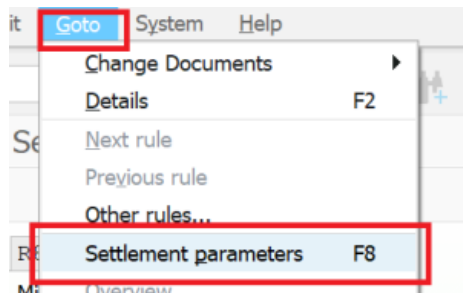
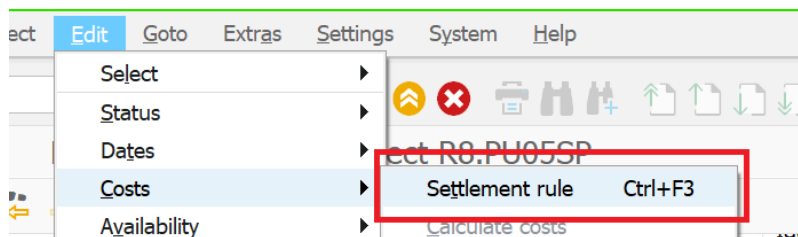
Specifically for R&I Projects the WEGO Number and Category can be requested:

R&I DATA	
Wego Project No	<input type="text"/>
WEGO Category	<input type="text"/>

### 3.4. I create the settlement rule

The Settlement Rule and Settlement Parameters define how the costs will be processed for expense costs we can have the following cost objects available:

- Cost Center
  - WBS
  - Order
  - GL Accounts
- 
- Edit -> Costs -> Settlement Rule-> Go To-> Settlement Parameters:



Options Available will change according to what is defined in the Settlement Rule Parameters:

Parameters	
Description	
Settlement profile	ZPS3 RCS OTP -> COPA Inv R&D
Allocation structure	AL CO allocation structure
PA transfer str.	P3 RCS WBS -> COPA Inv R&D
Source structure	
Asset Value Date	
Hierarchy number	
Strategy Sequence	

For R&I WP2 example, to allocate costs to a CC in the Settlement Parameters should be the **Settlement Profile: ZPS3** and **Allocation Structure: AL**.

There are several different combinations possible in order to reflect the costs with different accounts in the receiver cost object.

### *3.5. I inform the requester*

### *3.6. Other requests - Creation*

*During the month there may be requests such as this one:*

**Open transaction CJ02**

If the project was already created, we just need to add a new "sub-level" (WBS element):

Check if everything is filled under "Assignments":

Under "Responsibilities", the cost center must be added

Under "Control", the Investment profile must be defined  
*(Otherwise the costs of WBS could go directly to the Cost center).*

A few WBS elements may seem intangible (ZAUC\_I), like Labour or planning activities.

However, they should be defined as ZAUC\_T (RCS Tangible AuC) as they are part of the process (if the engineer doesn't set the machine, it will not work).

Define WBS fields such as WBS family and Position

**Note: WBS family for "Colmar projects" are always REGULAR.**

Set the WBS element status

While adding the first WBS element of a new project, usually the status is on creation. It should be released.

The best way to change it is to change the "header" of the project:

### *3.7. Notes regarding WBS Indicators*

The fields must be selected when necessary:

**SU** – WBS element used in project summarization (it's always set).

**PE** – Planning element: used as a tool of planning just in a few plants.

**Acct** – Account assignment element: when ticked it means that WBS element can have costs associated; if not ticked, then the WBS is just statistic.

**Bill** – Billing element: only used for Interco projects (COLMAR projects are excluded from Interco.)

### *3.7. How to find the correct Position*

Go to transaction **ZWFA119**.

### *3.7. Useful notes*

a) To go back while changing WBS, use:

b) Another way of checking the project: **CN43N**

## 4. R&I WBS Creation

Enter the "[SCO of R&I WBS creation form](#)" file.

	Endereço de email	SAP system	Company code	W inv an L E
2026/03/31 15:49:50	aude.touraut@syensqo.com	WP1 - RCS/Former Rhodia ERP	6422	YE
2026/03/31 15:49:50	davide.boccalini@syensqo.com	WP1 - RCS/Former Rhodia ERP	7728	YE
2026/04/02 12:53:29	delphine.simard@syensqo.com	WP1 - RCS/Former Rhodia ERP	6422	YE
2026/04/03 12:55:38	cecile.mariac@syensqo.com	WP1 - RCS/Former Rhodia ERP	6422	NO
2026/04/08 08:47:11	davide.boccalini@syensqo.com	WP1 - RCS/Former Rhodia ERP	6422	YE
2026/04/08 09:08:03	davide.boccalini@syensqo.com	WP1 - RCS/Former Rhodia ERP	6422	YE
2026/04/08 15:12:04	aude.touraut@syensqo.com	WP1 - RCS/Former Rhodia ERP	6422	YE
2026/04/09 11:04:28	davide.boccalini@syensqo.com	WP1 - RCS/Former Rhodia ERP	7728	YE
2026/04/15 13:05:23	andrea.grade@syensqo.com	WP1 - RCS/Former Rhodia ERP	7728	NO
2026/04/15 14:41:37	davide.boccalini@syensqo.com	WP1 - RCS/Former Rhodia ERP	6422	YE

View the lines that are associated with new requests to create;

In column D we can see which company the order refers to;

D
Company code
7728
6422

See column K for the type of project that needs to be created;

K
Please indicate the Project Code
WP1 R&I - R8.GSDIPH.203-1
WP2 R&I - R8.PU05SP.***
WP2 R&I - R8.PU05SP.***
R8.PDIVER
WP2 R&I - CN.GSHSPP***
WP2 R&I - RR.PSXIND
WP2 R&I - R8.PU05SP.***

Insert the project into transaction CJ20N and create the WBS with the information entered from column L to column AH;

Example:

L	M	N	O	P	Q
Grouping Code	Business Unit Code	IECRA Code	PS Short ID	R&I WBS Family	Name of new WBS
RI-3RD	ENTRP00166 - NBD - NBD			R&I OTHERS (Research & Innovation OTHERS)	Etude Explosivité Rumensmart - SPS
	ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS		SFP-10833	R&I (Research & Innovation EFFORT)	Gen-2 Premium Veradel for Membrane Appl
R8.GSDIPH.203-1	ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS			R&I OTHERS (Research & Innovation OTHERS)	Analyse MCA dans effluent VDC TAN-P25514.B.
	ENTRP00108 - AROMA PERFORMANCE - AROMA CORE BUSINESS			R&I (Research & Innovation EFFORT)	PORTFOLIO EXPANSION
	ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS		PFPE-9880	R&I (Research & Innovation EFFORT)	Sustainable Heat Transfer Fluids
	ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS		EM_ST-9610	R&I (Research & Innovation EFFORT)	Paintable Panel for SMC replacement
RI-3RD	ENTRP00166 - NBD - NBD			R&I OTHERS (Research & Innovation OTHERS)	Weylchem - Mesure EMI SPS
	ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS		SFP-10798	R&I (Research & Innovation EFFORT)	Project Pristine
	ENTRP00198 - TECHNOLOGY SOLUTIONS - MINING SOLUTIONS			R&I (Research & Innovation EFFORT)	Aerophine Homologues R&I China
	ENTRP00170 - SPEC. POLYMERS - SPECIALITY POLYMERS		GH2-9602	R&I (Research & Innovation EFFORT)	AEL Diaphragm (RAPHAEL2)

Note: Examples of information that we can observe in some columns.

When we need to do the invoicing, we have to send the information entered between the AI column and the AT column to the Intercompany team;

Example:

AI	AJ	AK	AL	AM	AN
Solvay group company?	Country		GBU or External Partner	Final Imputation on invoiced Solvay Company	Billings mode
No - Entity to invoice is not within Solvay Group	France	NA	EXTERNAL PARTNER	NA	Fix priced invoicing (in French - Forfait)
Yes - Entity to invoice is within Solvay Group	China - Shanghai		5782 SP - SPECIALTY POLYMERS	R-U05ALW10833	Actual hours monthly invoicing - Internal p
Yes - Entity to invoice is within Solvay Group	France		6080 SP - SPECIALTY POLYMERS	TAN-P25514.B.02.RICL	Actual hours monthly invoicing - Internal p
Yes - Entity to invoice is within Solvay Group	France		64220 PA - AROMA PERFORMANCE		64220 Actual hours monthly invoicing - Internal p
Yes - Entity to invoice is within Solvay Group	Italy		5835 SP - SPECIALTY POLYMERS	R-U05BLW9880	Actual hours monthly invoicing - Internal p
Yes - Entity to invoice is within Solvay Group	USA		5782 SP - SPECIALTY POLYMERS	R-U05ALW9610	Actual hours monthly invoicing - Internal p
No - Entity to invoice is not within Solvay Group	France	NA	EXTERNAL PARTNER	NA	Fix priced invoicing (in French - Forfait)
Yes - Entity to invoice is within Solvay Group	USA		5782 SP - SPECIALTY POLYMERS	R-U05ALW10798C	Actual hours monthly invoicing - Internal p
Yes - Entity to invoice is within Solvay Group	USA		5782 SP - SPECIALTY POLYMERS	R-U05ALW9602	Actual hours monthly invoicing - Internal p


Note: Examples of information that we can observe in some columns.

Example of Ticket created to the Intercompany Team:



## 6422 - Add WBS to the contract

Completed

Status	Request ID	Quantity	Request for
Completed	401102	1	 Rúben Pacheco ruben.pacheco@syensqo.com

### Progress



### Details

<b>Submitted</b> Apr 15, 2026 at 3:43 PM	<b>Last updated</b> Apr 15, 2026 at 8:08 PM	<b>Requested for email</b> ruben.pacheco@syensqo.com
<b>Requested for company</b> SYENSQO S.A. / N.V.	<b>Ticket Title</b> 6422 - Add WBS to the contract	<b>Select the type of flow</b> New Flow
<b>Country</b> FR-France	<b>Company Code</b> 6422 - Specialty Operations France S.A.S	<b>Accounting ERP</b> ERP Syensqo WP2
<b>BFC Code</b> 64220	<b>Please download, fill in and attach the Service Invoicing Request Form, template below</b> R8.PU05SP.325.xlsx	<b>Add additional details if needed for your request</b> Dear team,  Could you please add the WBS to the contract?  Best regards, Rúben Pacheco


After the intercompany team answers and completes their update, we can update the "SCO of R&I WBS creation form" file from cell AU to cell AZ. In this way, the request is processed and the requester can proceed with using the WBS.

## 5. Opening WBS with reinvicing

Create an Intercompany Ticket: (Ex:390648)



**05978/ Opening of WBS with re invoicing**  
Completed

Status	Request ID	Quantity	Request for
Completed	390648	1	 Rúben Pacheco ruben.pacheco@syensqo.com

**Progress**



**Details**

<b>Submitted</b> Apr 9, 2026 at 10:13 AM	<b>Last updated</b> Apr 9, 2026 at 4:45 PM	<b>Requested for email</b> ruben.pacheco@syensqo.com
<b>Requested for company</b> SYENSQO S.A. / N.V.	<b>Ticket Title</b> 05978/ Opening of WBS with re invoicing	<b>Select the type of flow</b> New Flow
<b>Country</b> BE-Belgium	<b>Company Code</b> 5978 - Solvay Specialty Polymers Belgium SA/NV, Oudenaarde	<b>Accounting ERP</b> ERP Syensqo PF2
<b>BFC Code</b> 05978	<b>Please download, fill in and attach the Service Invoicing Request Form, template below</b> 5978 - WBS - creation request 8 Apr 2026 with re invoicing.xlsx	<b>Add additional details if needed for your request</b> Dear Intercompany team, Could you please create the intercompany WBS? Thank you. Best regards, Rúben Pacheco

In the ticket description, include the WBS (Work Breakdown Structures) that are in column X of the attached Excel spreadsheet and attach that same file:

X
Settlement Receiver
I05978SPRG-0105782-40
I05978SPRG-0105782-41
I05978SPRG-0105782-42

After creating the Intercompany Ticket, you need to reply to requester Ticket with its Request ID;

After the Intercompany team completes the process:

Go to transaction **ZZJ02**;

## R&D - Create projects from XLS template

### Report Selections

Controlling Area

CHEF

Release Project

Dialog run

Empty sheet

"Execute"

Select "Export to Excel". Copy the Excel file sent by the Controller to the new Excel sheet;

#### Important Note:

- Copy everything from column A - AD; Copy individually from column AE - AH because the columns do not correspond;
- Delete the values from column K;
- Place an "X" in column AH if there is a Repicon; Do not consider the tabs "2nd Settlement Receiver (interco)" and "2nd SR Percentage (interco)";
- Choose "Save as" and go back;
- Select "Dialog run" and put the excel file in the "File name";

Menu

R&D - Create projects from XLS template

Report Selections

Controlling Area CHEF

Release Project

Dialog run

Empty sheet

File name

"Execute"

Select all projects and choose "Project/WBS/Settl. Rule";

**NOTE:** It's okay to create projects with warnings, as long as they don't contain errors.

Go back and choose "Yes";

Once the projects are created, you need to reply via Ticket to confirm that everything is OK;

"Dear Requester\_name,

The projects were created as requested.



Could you please confirm if the projects are set up correctly, so we can proceed with the release.

Thank you in advance,

Best regards,"

After receiving the OK, release the projects;

### R&D - Create projects from XLS template

---

#### Report Selections

Controlling Area

Release Project

Dialog run




Empty sheet

File name

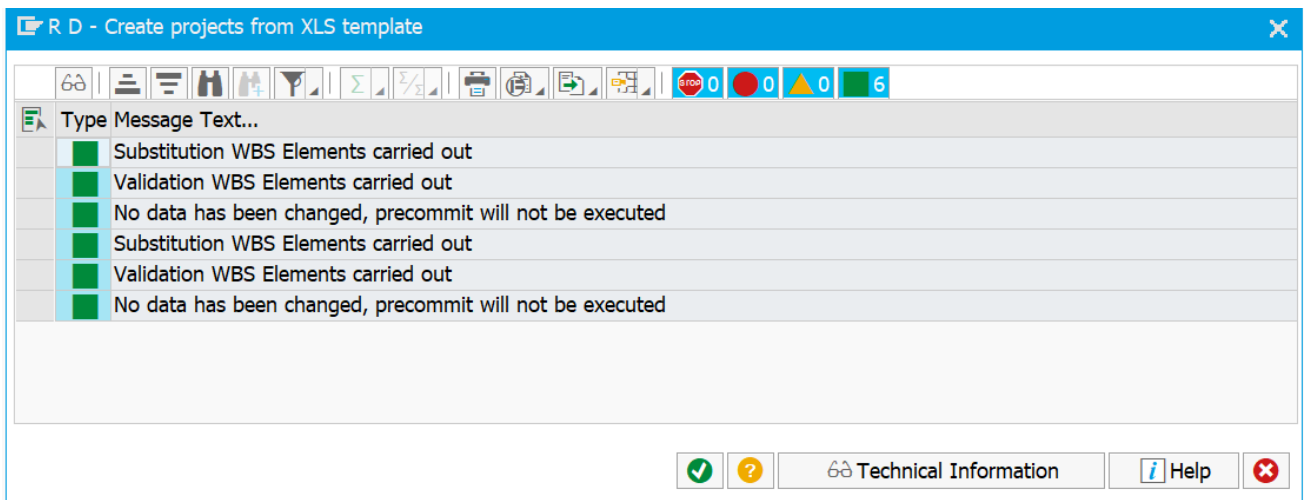
"Execute"

The X in the "R" means the projects have not yet been released;

### R D - Create projects from XLS template

 Export to excel  Import from excel  Project/WBS/Settl. Rule

	P	W	S	R	Project definition	Proj.Prof.	Description	BA	Plant	WBS element	Description
	✓	✓	✓	✗	R-U05BLW9827	BLT_RD	F-solvent free enrichment	3490	BLT	R-U05BLW9827	F-solvent free enrichment
	✓	✓	✓	✗	R-U05BLW9831	BLT_RD	Sustainable AF Coatings	3490	BLT	R-U05BLW9831	Sustainable AF Coatings
	✓	✓	✓	✗	R-U05BLW9830	BLT_RD	Graft copolymer from reactive F-Polymer	3490	BLT	R-U05BLW9830	Graft copolymer from reactive F-Polymer
	✓	✓	✓	✗	R-U05BLW9829	BLT_RD	Post-functionalization of F-Polymers	3490	BLT	R-U05BLW9829	Post-functionalization of F-Polymers



**The projects have now been released;**

Inform the requester that the projects have been released.