I generate the Internal Bank Account(IBA) statements for month-end closing.

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: Treasury Accounting	**Responsibility area**: Ensure the IBA generation.

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Scope

WW

Please remove the icon when not applicable.

ERP

PF1 WP1

PE1

Unknown Attachment

Please remove the icon when not applicable.

Frequency

Month

Unknown Attachment

Unknown Attachment

Please remove the icon when not applicable.

References

Forms

Attachments

<< I generate the Internal Bank Account(IBA) statements for month-end closing. >>

1. Objective and Scope

1.1. Objective of this Operation

The objective of this process is to generate IBA statements, ensure that these bank statements are complete / accurate and forward them to the affiliates, so that they can process them.

The IBA will be automatically posted in the accounting system of the affiliates and will provide them with their monthly cash balance and transactions details. This process is required on a monthly basis (closing task D1 – D2).

1.2. Scope

This operating procedure (OP) applies to the entity 2232 Syensqo SA - Treasury Division and 4044 Syensqo Finance America. The IBA statements are provided by these entities to the financial relays and the affiliates owning an IBA agreement.

2. Definitions

See Finance Glossary:

- IBA - Internal Bank Account
- PI2 - ERP used by companies 2232 and 4044
- FCC - Financial Closing Cockpit
- OP - Operating procedure

3. Tasks description

For the monthly closure, the generation of IBA statements must be performed manually on D+1 and D+2 for the financial companies 2232 and 4044.

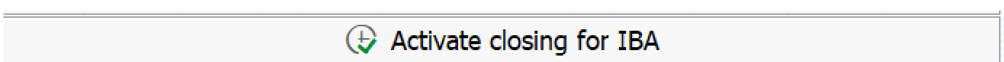
In FCC (Financial Closing Cockpit) the tasks should be performed accordingly on D1 and D2. If required, in case of additional manual postings in the IBA accounts, the steps described need to be rerun.

In this Operational procedure the steps will be described one by one.

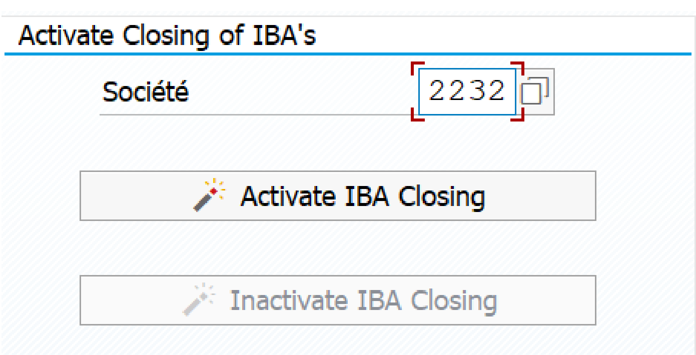
3.1. I stop the automatic generation of the daily IBA in PI2 on D+1.

The objective of this step is to stop the daily automatic generation of the IBA statements and allow the SU Treasury Accounting Team member to perform manually the entries for the last day of the month.

Go to our SAP Menu **Z3CTB** and select:



The following screen will appear:



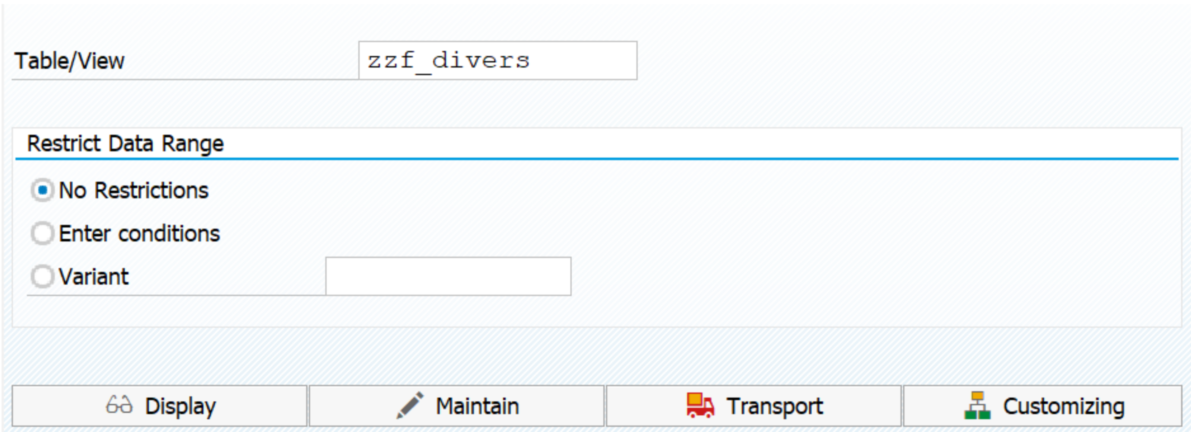
Add the company code and select “Activate IBA closing” (Objective: block current month IBA's generation until closure activities are finalized).

3.2. I check table ZZF_DIVERS in transaction SM30 to see if all the IBA´s were generated until the last day of the closing month.

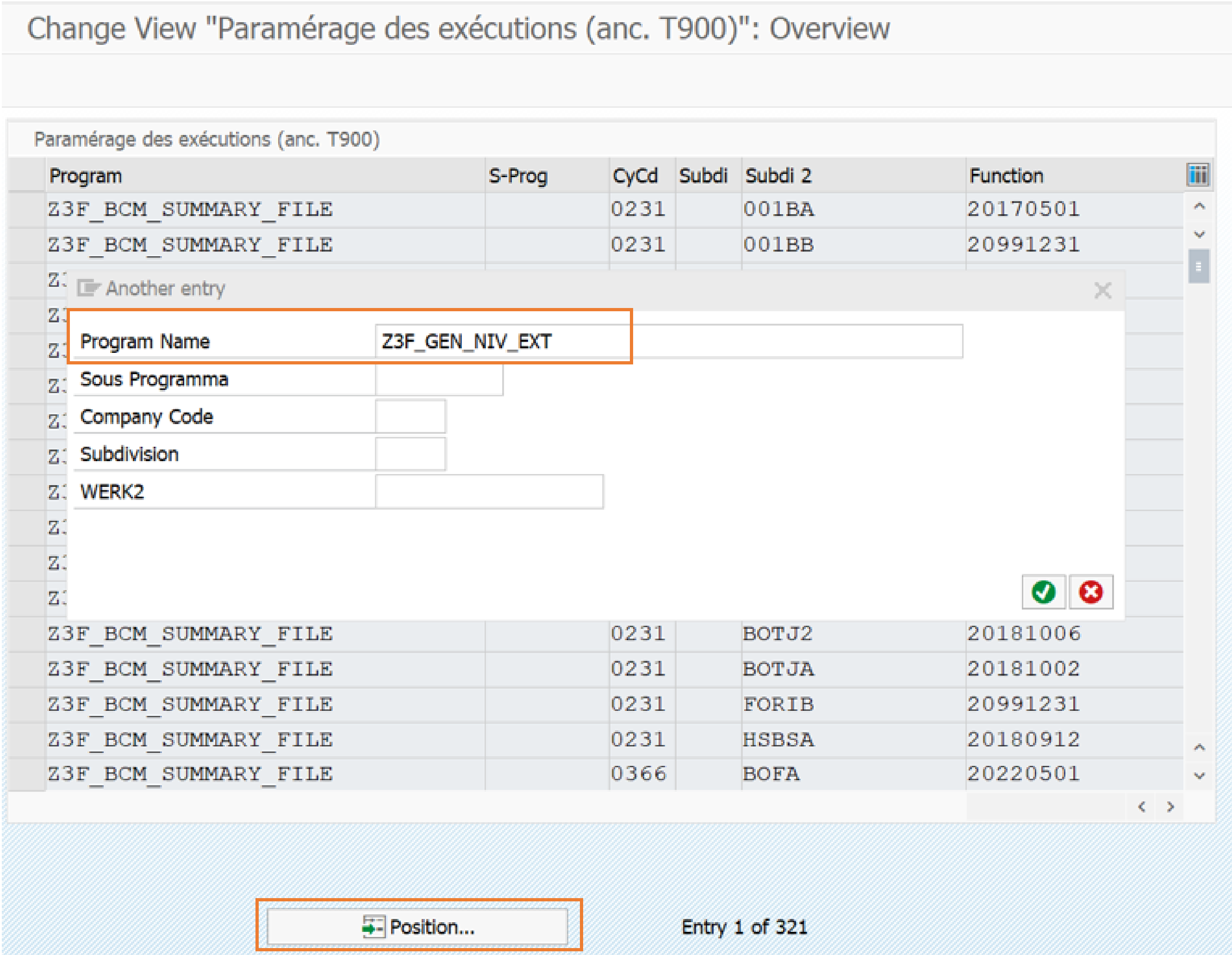
The objective of this step is to ensure that all the IBA statements have been generated until the last day of the month.

SU Treasury Accounting Team member needs to check the transactions **SM30**.

Choose table **ZZF_DIVERS** and click on Maintain.



Then click on "Position" and put the program "**Z3F_GEN_NIV_EXT**" .



The following tab will appear:

Program	S-Prog	CyCd	Subdi	Subdi 2	Function
Z3F_GEN_NIV_EXT		2232			18/11/2024
Z3F_GEN_NIV_EXT		4044			19/11/2024

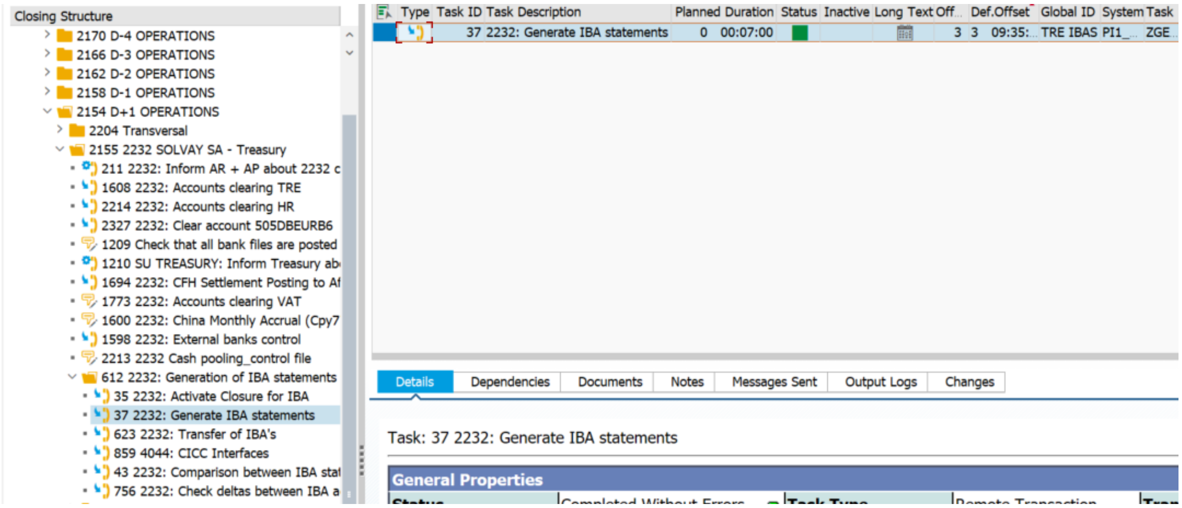
Verify if the day before the last day of the month (D-2) in column “Function” for each company. (Ex: for May 2024 closure, 30.05.2024 must be indicated in that column before starting the IBA’s generation).

3.3. I run the program for company codes 2232 and then check the output.

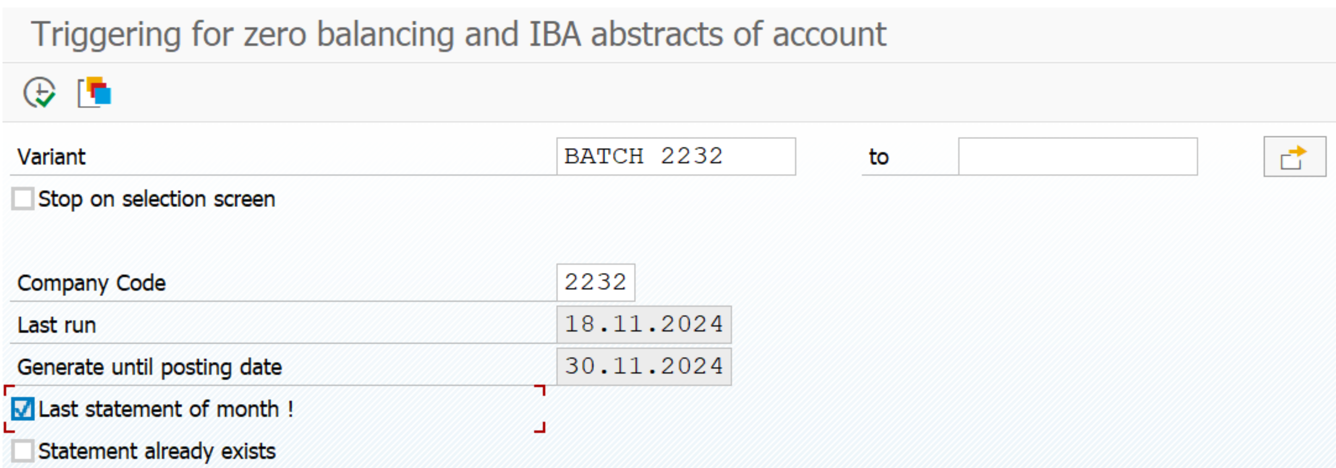
This step is performed in D+1 and D+2:

- First time in D+1, allowing to the Interco team to start their procedures and to make any adjustment if needed.
- Final in D+2, please note that the posting process is locked in D+1 end of the day.

Run the Program in FCC **Z3F_GEN_NIV_EXT** in order to generate IBA statements for 2232.



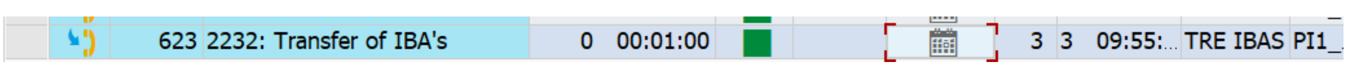
- Select variant: **BATCH_2232**
- Select "Last statement of month!"
- Execute in Background



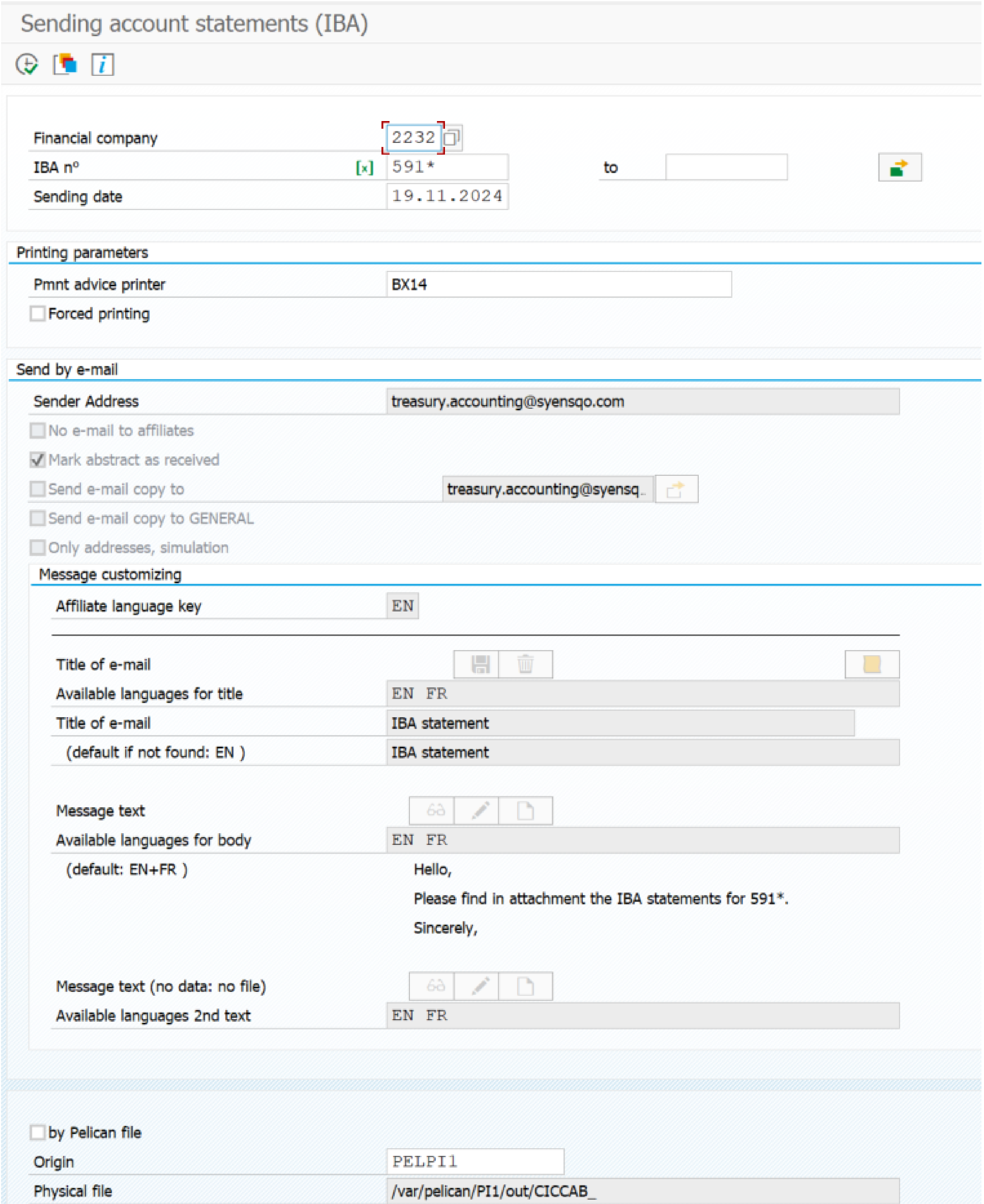
Check the job in transaction **SM37** – it gives a status on the program executed in background.

3.4. I transfer the IBA statements to the affiliates

After checking that the statements were correctly generated, they must be transferred to the affiliates.



Run the program **Z3F_IBA_SENDING** with variant **SEND BYRFC_SCO** and don't change anything. Run in background.


Sending account statements (IBA)

Financial company 2232
IBA nº 591* to
Sending date 19.11.2024

Printing parameters
Pmnt advice printer BX14
Forced printing

Send by e-mail
Sender Address treasury.accounting@syensqo.com
No e-mail to affiliates
Mark abstract as received
Send e-mail copy to treasury.accounting@syensq..
Send e-mail copy to GENERAL
Only addresses, simulation

Message customizing
Affiliate language key EN

Title of e-mail
Available languages for title EN FR
Title of e-mail IBA statement
(default if not found: EN) IBA statement

Message text
Available languages for body EN FR
(default: EN+FR) Hello,
Please find in attachment the IBA statements for 591*.
Sincerely,

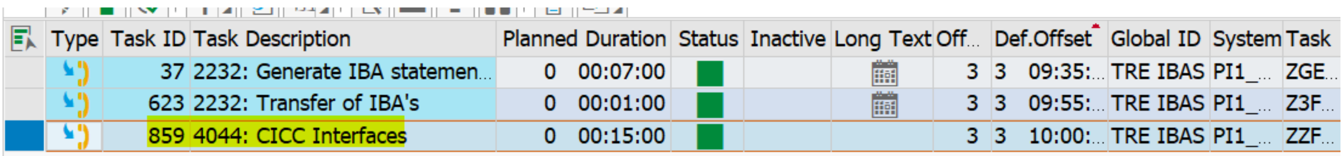
Message text (no data: no file)
Available languages 2nd text EN FR

by Pelican file
Origin PELPI1
Physical file /var/pelican/PI1/out/CICCAB_

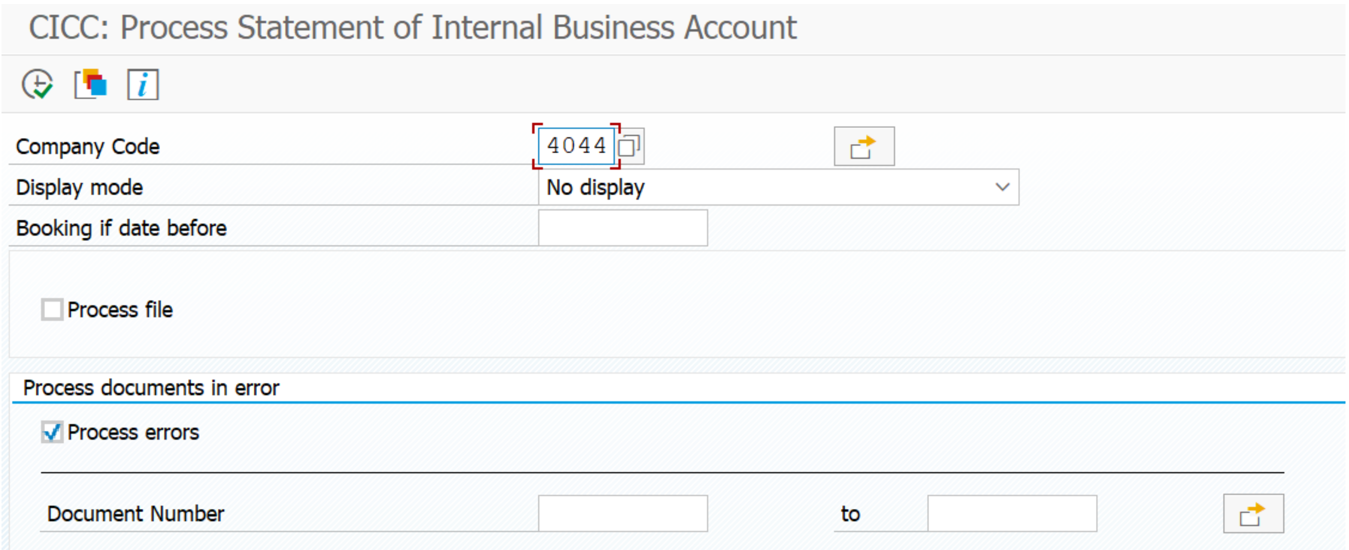
<u>Never send the pelican files for any company except 2232 = never change the Financial company, it should be 2232!</u>

3.5. I ensure that all documents have been Received

Run CICC Interfaces for the entity 4044. The purpose is to release and post any IBA statement that might be blocked or not posted.

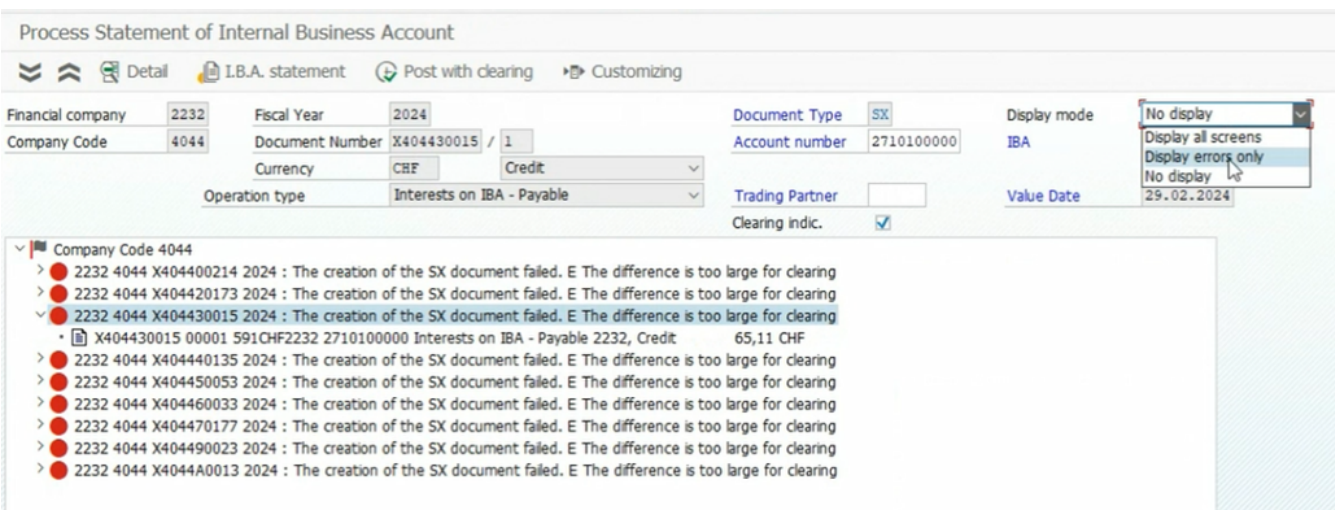


Go to **ZZF_CICCIBA**:



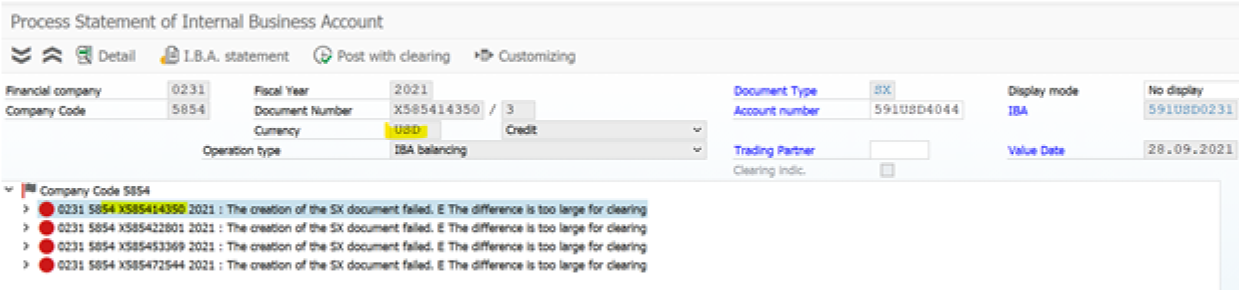
Select companies 4044 and Display mode: "*No display*".

In case there are some IBA statements in error that means they are blocked for posting, they will appear in the next screen.

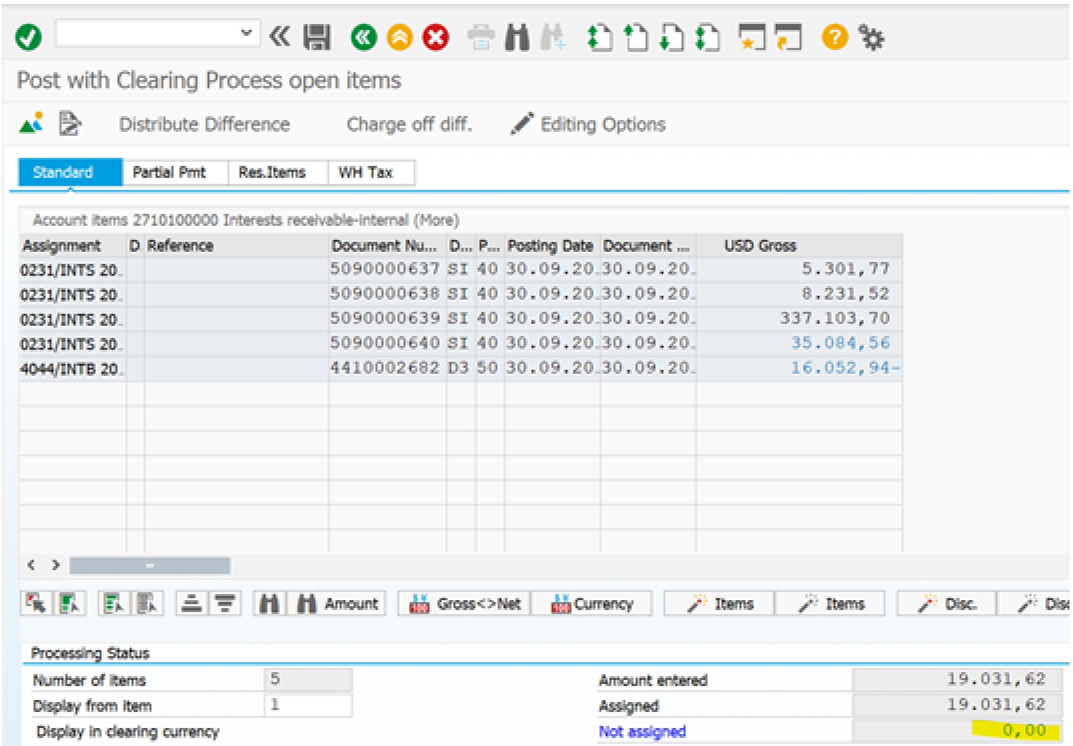


We have to clear the items by currency*:*

- Check the currency of the first item

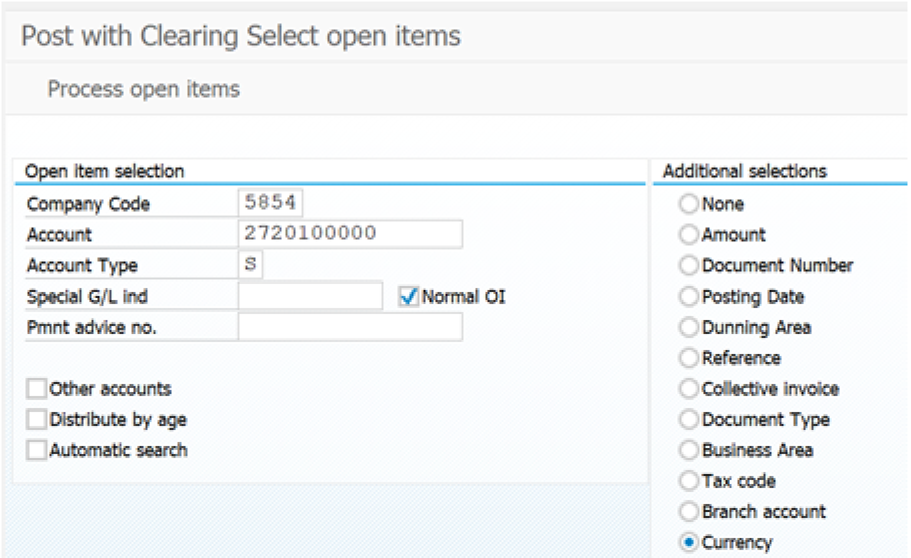


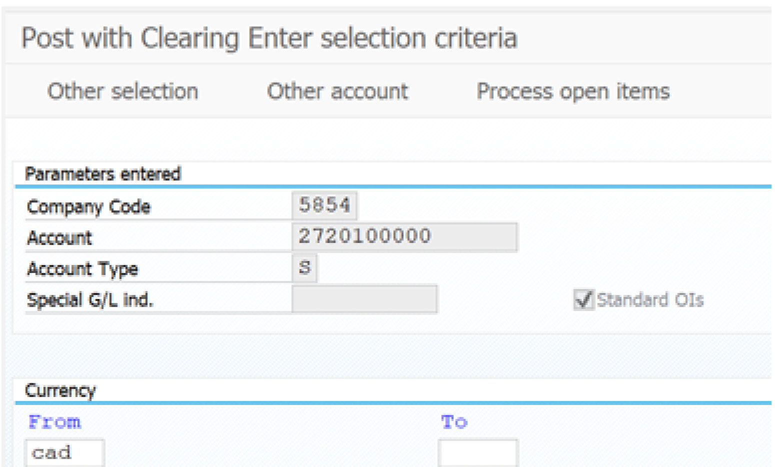
- Select the first item by currency and click on “Post with clearing”.
- Click on each item to verify if the currency is ok. If not unselect the item until we have the clearing balanced. Save.



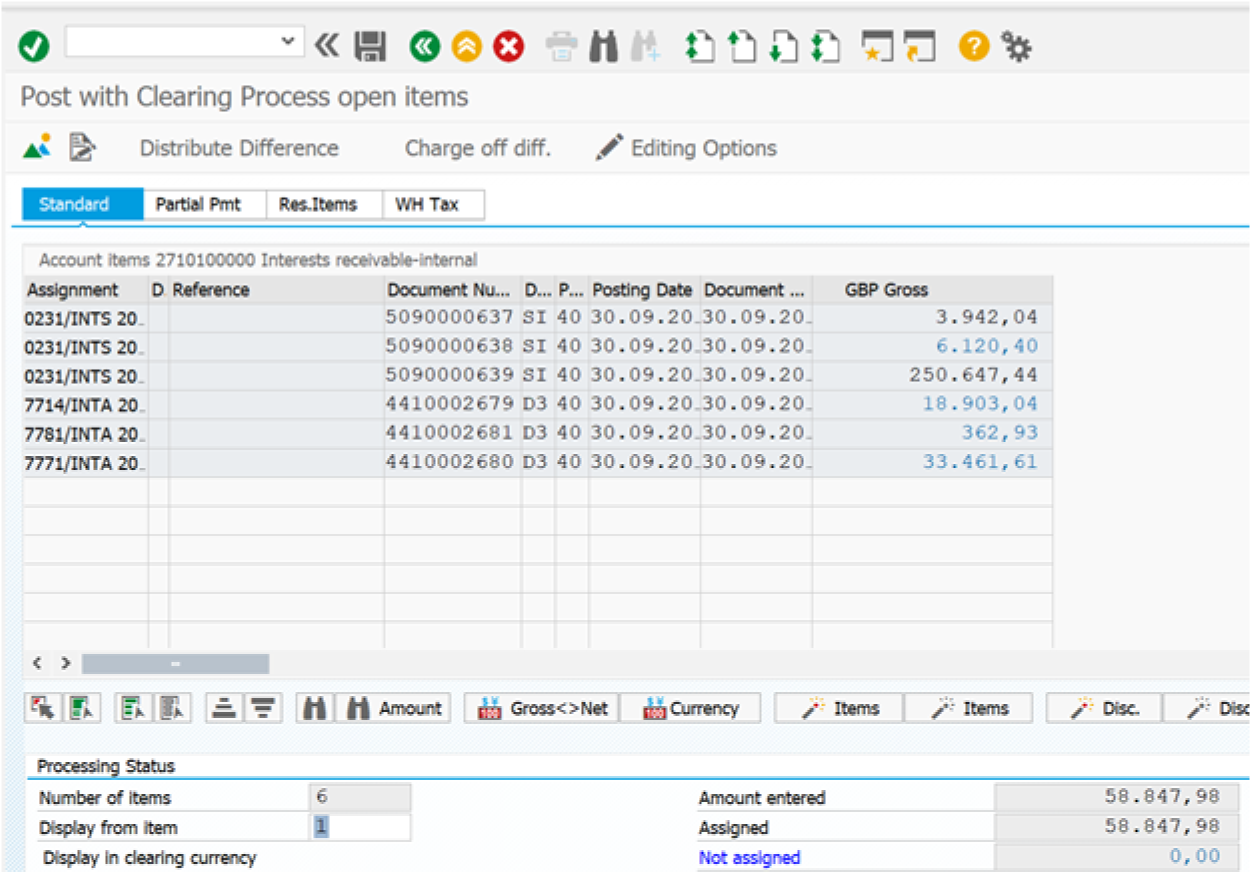
Afterwards, we will have the IBA created.

If we have the clearing unbalanced after we unselect the documents in different currency, we have to go Edit – Select more and choose the open items in accounts 2710100000 and 2720100000 in the respective currency that we are clearing.

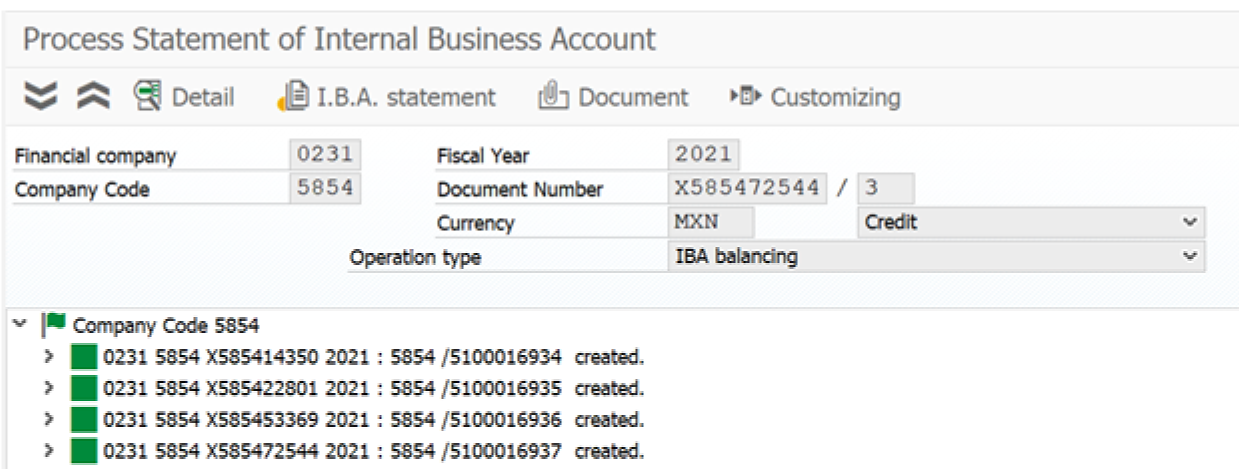




Then choose “Process open items” until we have the clearing balanced.

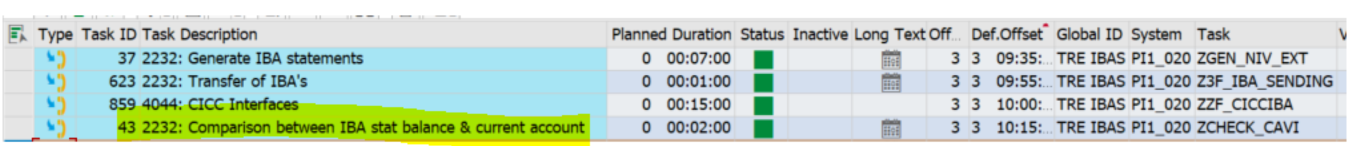


The purpose is to have all the SX documents created.



3.6. I control the IBA statements and the current accounts

Check if there are still some IBA's to be created to companies 2232 (for 4044 we do later in afternoon):



Type	Task ID	Task Description	Planned	Duration	Status	Inactive	Long Text	Off...	Def.Offset		Global ID	System	Task
	639	4044: Activate Closure for IBA	0	00:01:00				3	3	18:45:...	TRE IBAS	PI1_020	Z3CTB
	635	4044: Generate IBA statements	0	00:05:00				3	3	18:50:...	TRE IBAS	PI1_020	ZGEN_NIV_EXT
	667	4044: Transfer of IBA's	0	00:01:00				3	3	18:57:...	TRE IBAS	PI1_020	Z3F_IBA_SENDI...
	860	4044: CICC Interfaces	0	00:01:00				3	3	18:59:...	TRE IBAS	PI1_020	ZZF_CICCIBA
	628	2232&4044: Comparison between IBA stat balance & current acc	0	00:02:00				3	3	19:00:...	TRE IBAS	PI1_020	ZCHECK_CAVI

Go to transaction **ZCHECK_CAVI**, use variants “**2232**” to perform a comparison between IBA statements balances and current accounts balances.

Purpose: check that the IBA statement balances is the same as the current account one (if not, new IBA statements need to be generated).

Note: The delta can be due to postings done in IBA after Generation of IBA tasks. In this case we need to rerun the IBA generation.

Example:

Comparison between IBA statement balance and current account balance

Comparison between IBA statement balance and current account balance

591+++SSSS	Value date	Abstract of accoun	Current account	Difference
6409 QUIMICOS E SOLUCOES				
591EUR6409	21.05.2024	139,19-	0,00	139,19- EUR

In this case we check the IBA account to investigate the issue:

Account number	591EUR6409	CC QUIMICOS - EUR
Company code	2232	SYENSQO SA TREASURY
Business area		
Fiscal year	2024	
All documents in currency	*	Display currency EUR

Period	Debit	Credit	Balance	Cumulative balance
Balance Carryf...				
1				
2				
3				
4				
5	139,19	278,38	139,19-	139,19-
6				139,19-
7				139,19-
8				139,19-
9	139,19		139,19	
10				
11				
12				

In this case there is no statement in ZCHECK_CAVI because there was a document wrongly posted by the payment team, which was not running with the IBA's.

After checking for 2232, if there’s still a list of open items, we have to re-launch the generation of IBA (from point 3.2 onwards).

3.7. For company code 4044 I start the procedure only after completing the task for 2232

The generation of last IBA statement for the entity 4044 will start after we run the IBA's again for 2232.

- Run transaction **Z3F_GEN_NIV_EXT**:
  - Select variant **BATCH_4044**
  - Select “Last statement of month!"
  - Execute in Background

Check the job in transaction **SM37**.

It will create new difference between IBA statement and current account balances in the three entities (2232 and 4044).

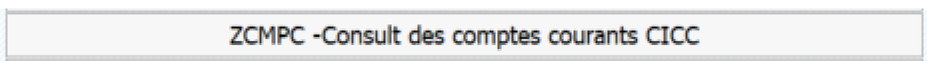
The generation must be re-launched for the 2 entities until the check in transaction ZCHECK_CAVI is good (step 3.7).

3.8. I check that all the IBA statements were generated and then transfer them to the affiliates.

After the generation IBA statements we can check if the IBA statements were correctly created.

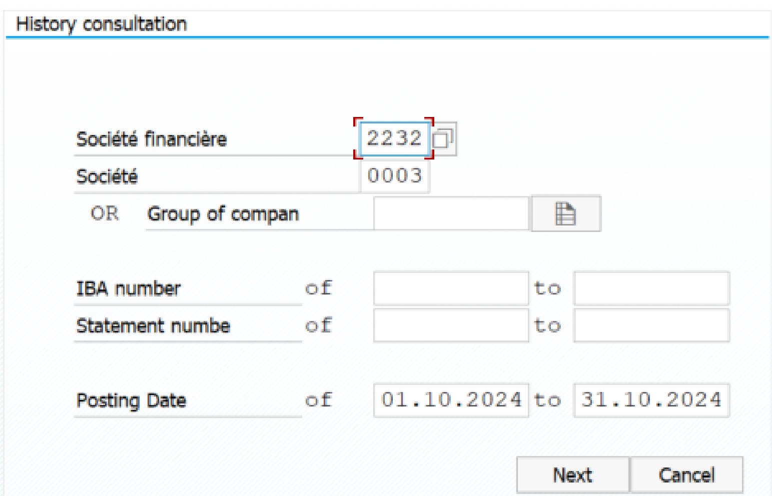
Just to see if the imagine of the statement is created. You can select any affiliate for 2232 or 4044.

We can use transaction **Z3CTB**:



Select:

This screen will appear for checking the statement:



Société financière : 2232 or 4044

Société: could be any affiliate

For example: 2232 with Company 0003 (Solvay Participations Belgique SA, Bruxelles)

SYENSQO SA
Treasury dpt

SYENSQO

Statements of posting date situation (COPY)

Page 1
Posting Date : 31.10.2024

Financial Company : 2232
Company : 0003 SOLVAY PARTICIP. BE
Account : 591EUR0003
Currency : EUR

Number : X000300079

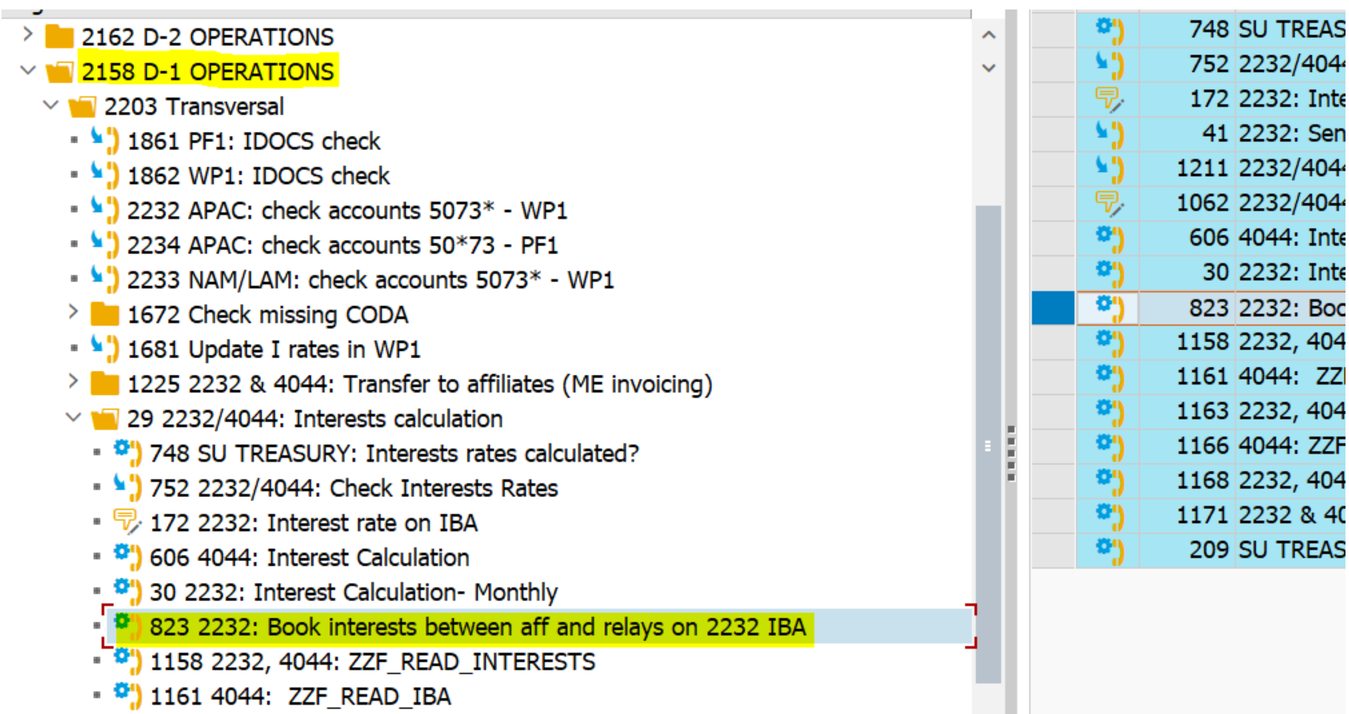
Initial balance		231.839.922,02
Factoring suppliers (SSA)	31.10.2024	1,28-
Interests on IBA - Payable - 2232	31.10.2024	633.675,19
Final balance		232.473.595,93

We remind you that you are responsible for the follow-up of your IBA balances. If you disagree with the balance, please contact us asap so that we can take the necessary measures. Without any reaction from your side, after 10 working days from the beginning of the next month, we would consider this balance as accepted by you.

NB : A negative amount means a debt towards Syensqo SA.

EXAMPLE: If you select financial relay company as shown in example 2232 with 0003, check if there's a line with the text: "Interests on IBA".

If not - check in D-1 if the interest task has been correctly done (see the tasks in FCC below).



End of document.