

Payroll postings

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:

Responsibility area:

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Scope

NAM/LAM

ERP

PI2

Frequency



Month

References

Forms

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<< Payroll postings >>

1. Objective and Scope

1.1. Objective of this Operation

The payroll account 50560USD52 needs to be zero balance at the month end.

The remaining open balance on the last day of the month must be identified and posted in the respective affiliate IBA

1.2. Scope

This procedure is applied for the entity 4044: Syensqo Finance (America), LLC in PI2 System.

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

3.1. I request twice a month to the Payroll team the Tax and Garnishment reports

3.1.1. Tax and Garnishment reports

In order to do the reconciliation, we need to request twice a month to the Payroll team the Tax and Garnishment reports to proceed with the reconciliation.

The email is sent on the 20th day of the month and the 30th.

Send email to:

robert.aneses@syensqo.com

CC:

cristiene.scherch@syensqo.com

lisa.lambert@syensqo.com

treasury.accounting@syensqo.com

Here is an example of the email that need to be sent, always update the month accordingly to the closure month

4044 | Tax and garnishment reports 08.05 50560USD52 - Payroll postings x



Torres, Tânia <tania.torres@syensqo.com>

to Robert, CRISTIE, Lisa, treasury ▾

Hello Robert,

Could you kindly send us the Payroll tax and Garnishment reports through August 5th?

Thank you.

Best regards,



Tânia Torres

Treasury Accounting & Reporting
Treasury Accounting Specialist
Global Business Services

3.2. I prepare the file of the reconciliation

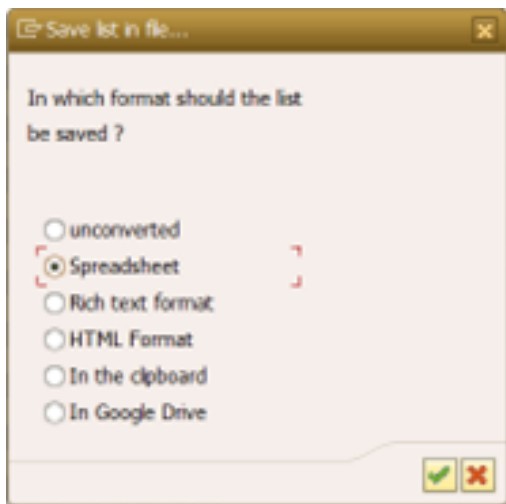
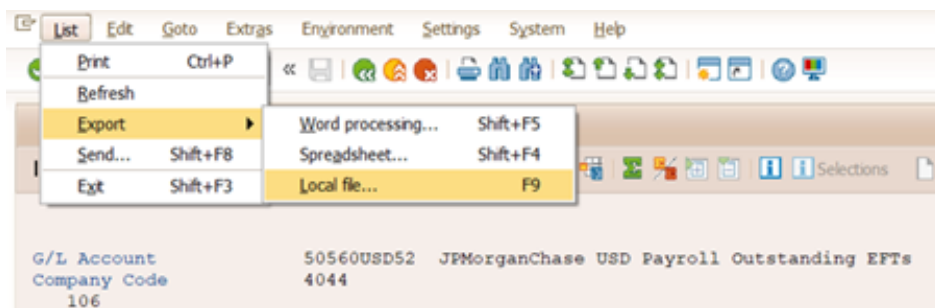
3.2.1. Extract the open item of the account 50560USD52

After we receive the reports requested above we can start the reconciliation.

We use the template of the file "MM.DD_Open Items Reconciliation" stored in \\lucapfs01sco.oxo.priv\LUCAP-USERS\TREASURY ACCOUNTING (P2)\MONTH END CLOSING\20YY\MM.20YY\4044\4044 Payroll .

Update the Month and Day accordingly to the day of the reconciliation.

We extract the open item of account 50560USD52, with a layout with the same columns as the sheet "MM.DDDD" on the template file



Update the date on the template tabs:



3.2.2. Prepare the file "MM.DD_Open Items Reconciliation"

Location: \\lucapfs01sco.oxo.priv\LUCAP-USERS\TREASURY ACCOUNTING (P2)\MONTH END CLOSING\20YY\MM.20YY\4044\4044 Payroll

3.2.2.1. Prepare the tab "MM_DD"

On the file extracted from SAP, format the file and include 4 columns before text column:

E	F	G	H	I	J	K	L	M	N	O
Posting Date	Value Date	Entry Date	Posting Key	Amount in doc. curr.	Amount in local currency					Text
02/07/2025	02/07/2025	03/07/2025	40	628,758.51	628,758.51					2409967VV 2999600183JO YOUR REF : 2409967VV;PAI
02/07/2025	02/07/2025	02/07/2025	50	-12,898.91	-12,898.91					US U8 PAY AREA 07/03/2025
02/07/2025	02/07/2025	02/07/2025	50	-665,720.78	-665,720.78					US U8 PAY AREA 07/03/2025
03/07/2025	03/07/2025	04/07/2025	40	1,245,697.24	1,245,697.24					1223269729 1835867645TC ORIG CO NAME : CYTEC E
03/07/2025	03/07/2025	04/07/2025	40	170,376.28	170,376.28					1223268660 1835867642TC ORIG CO NAME : CYTEC E
03/07/2025	03/07/2025	02/07/2025	50	-1,416,073.52	-1,416,073.52					US U8 PAY AREA 07/03/2025
08/07/2025	08/07/2025	09/07/2025	40	11,893.11	11,893.11					5450379413 0200121189FG YOUR REF : 5450379413;P
08/07/2025	08/07/2025	09/07/2025	40	1,188.56	1,188.56					8100187420 0201061189FG YOUR REF : 8100187420;P
09/07/2025	09/07/2025	10/07/2025	40	639,776.41	639,776.41					2434772VV 2338600190JO YOUR REF : 2434772VV;PAI
09/07/2025	09/07/2025	10/07/2025	40	11,834.93	11,834.93					6200343093 0544471190FG YOUR REF : 6200343093;P
09/07/2025	09/07/2025	10/07/2025	40	1,188.56	1,188.56					1600428854 0547401190FG YOUR REF : 1600428854;P
09/07/2025	09/07/2025	09/07/2025	50	-12,840.73	-12,840.73					US U8 PAY AREA 07/10/2025
09/07/2025	09/07/2025	09/07/2025	50	-638,783.66	-638,783.66					US U8 PAY AREA 07/10/2025
10/07/2025	10/07/2025	11/07/2025	40	1,138,538.20	1,138,538.20					1223269729 1903931336TC ORIG CO NAME : CYTEC E
10/07/2025	10/07/2025	11/07/2025	40	208,009.71	208,009.71					1223268660 1903931333TC ORIG CO NAME : CYTEC E

Copy the information to the template with the respective date

3.2.2.2. Prepare the tab "MM_DD Sort":

After that, we must split the documents in three groups in tab MM_DD Sort:

Garnishment: Assignments containing HR18, HR19 and small amounts

Payroll Tax: Assignments containing HR13, HR14, HR15, HR16, HR17 and document with 'VV' on the text field

Net Pay & Payroll wire: Assignment containing HR11, HR12 and document that have Company names on the text field

3.2.2.3. Split by tab "Garnishment Entry" , "Payroll Tax Entry" and "Net Pay & Payroll wire entry"

We need to split three groups in tab MM_DD Sort by company code on the respective tab:

Garnishment Entry	Payroll Tax Entry	Net Pay & Payroll wire entry
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3.2.2.3.1. Garnishment Entry

On the end of the file we copy all the Garnishment documents that were split on the tab MM_DD Sort:

Assignment	Document	Doc. Type	Doc. Dat	Pstng Da	Value Date	Entry Dat	PK	Amount in doc. curr.	Amount in local cur	Code				Text
								TOTAL	0.00					

a) Allocate to each affiliate above the company code on the assignment :

JPMorganChase USD Payroll Outstanding EFTs										
Assignment	DocumentNo	Doc. Type	Doc. Date	Pstng Date	Value Date	Entry Date	PK	Amount in doc. curr.	Amount in local cur.	Text
7008/HR19	9001825990	TO	02/07/2025	02/07/2025	02/07/2025	02/07/2025	50	-12,898.91	-12,898.91	7008 US U8 PAY AREA 07/03/2025
7008/HR19	9001829052	TO	09/07/2025	09/07/2025	09/07/2025	09/07/2025	50	-12,840.73	-12,840.73	7008 US U8 PAY AREA 07/10/2025
7008/HR19	9001829056	TO	10/07/2025	10/07/2025	10/07/2025	09/07/2025	50	-6,296.36	-6,296.36	7008 US U5 PAY AREA 07/11/2025
7008/HR19	9001830800	TO	16/07/2025	16/07/2025	16/07/2025	15/07/2025	50	-12,110.60	-12,110.60	7008 US U8 PAY AREA 07/17/2025
7008/HR19	9001831661	TO	21/07/2025	21/07/2025	21/07/2025	17/07/2025	50	-233.55	-233.55	7008 US U8 PAY AREA 07/22/2025
7008/HR19	9001833150	TO	23/07/2025	23/07/2025	23/07/2025	22/07/2025	50	-12,187.40	-12,187.40	7008 US U5 PAY AREA 07/24/2025
7008/HR19	9001833479	TO	24/07/2025	24/07/2025	24/07/2025	23/07/2025	50	-5,666.37	-5,666.37	7008 US U5 PAY AREA 07/25/2025
0058349400005	8000199825	SA	08/07/2025	08/07/2025	08/07/2025	09/07/2025	40	11,893.11	11,893.11	7008 54500379413 0200121189FG YOUR REF
0058357600006	8000199831	SA	09/07/2025	09/07/2025	09/07/2025	10/07/2025	40	1,188.56	1,188.56	7008 1600428854 0547401190FG YOUR REF
0058449000007	8000200015	SA	23/07/2025	23/07/2025	23/07/2025	24/07/2025	40	1,188.56	1,188.56	7008 0425381204FG 0425381204FG YOUR R
0058420100003	8000199941	SA	18/07/2025	18/07/2025	18/07/2025	19/07/2025	40	3,325.44	3,325.44	7008 1341791199FG 1341791199FG YOUR R

b) To allocate the documents that do not have company code on the assignment search the amounts on the report sent by Payroll team 'GSS Invoice Report'.

After identify the amount on the report, check the code in column G and the respective company code indicated in tab 'ADP Co Coding' of the template:

Old codes:

New codes:

3.2.2.3.2. Payroll Tax Entry

Assignment	Document	Doc. Type	Doc. Dat.	Pstng Da.	Value Date	Entry Dat.	PK	Amount in doc. curr.	Amount in local cur.	Code							Text
								TOTAL	0.00								

[illegible]

b) To allocate the documents that do not have company code on the assignment search the number previous the VV on the text field in the report 'tax invoice report' sent by the payroll team. Check the code in column D and the respective company code indicated in tab 'ADP Co Codings' of the template

Old codes:

ADP Client Code		Solvay/Cytec Company Code
SKL6		4045
SKL0		4045
SKL7		3384
SKD5		5782
SKL8		7424
SKL1		5844
SKD2		4290
SKL7		3384
SKD5		5782
SKL8		7424
SKL1		5844
A920		7008

New codes:

SAP Co Code	Solvay Co Name	SAP Tax Co Code	ADP Co Code-Previous	ADP Co Code-Current
4045	Solvay America	SOL1	SKL6	H2LA
5782	Solvay Specialty Polymers	SOL4	SKD5	H2LB
6402	Energy Solutions	SOLN	DAY3	H2TR
7008	Cytec Industries	SOLF	A920	H2LD
7180	Cytec Engineered Materials	SOLG	A922	H2LE
7188	CEM Defense Materials	SOLU	A926	H2TQ
7424	Solvay USA	SOLC	SKL8	Z600
5844	Ausimont Industries	SOL9	SKL1	H2LC

3.2.2.2.3. Net Pay & Payroll wire entry

On the end of the file we copy all the Net Pay documents that were split on the tab MM_DD Sort:

Assignment	Document	Doc. Typ	Doc. Dat	Pstng Da	Value Date	Entry Dat	PK	Amount in doc. curr	Amount in local cur		Code				Text
								TOTAL	0.00						

a) Allocate to each affiliate above the company code on the assignment and the company name on the text field:

JPMorganChase USD Payroll Outstanding EFTs												
Assignment	DocumentNo	Doc.	Doc. Date	Pstng Date	Value Date	Entry Date	PK	Amount in doc. c	Amount in local cur.	Code		Text
7008/HR11	9001825996	TO	03/07/2025	03/07/2025	03/07/2025	02/07/2025	50	-1,416,073.52	-1,416,073.52	7008		US U8 PAY AREA 07/03/2025
7008/HR11	9001829050	TO	10/07/2025	10/07/2025	10/07/2025	09/07/2025	50	-1,346,547.91	-1,346,547.91	7008		US U8 PAY AREA 07/10/2025
7008/HR11	9001829054	TO	11/07/2025	11/07/2025	11/07/2025	09/07/2025	50	-3,174,457.26	-3,174,457.26	7008		US U5 PAY AREA 07/11/2025
7008/HR11	9001830878	TO	17/07/2025	17/07/2025	17/07/2025	15/07/2025	50	-1,482,570.63	-1,482,570.63	7008		US U8 PAY AREA 07/17/2025
7008/HR11	9001833148	TO	24/07/2025	24/07/2025	24/07/2025	22/07/2025	50	-1,421,446.73	-1,421,446.73	7008		US U8 PAY AREA 07/24/2025
7008/HR11	9001833477	TO	25/07/2025	25/07/2025	25/07/2025	23/07/2025	50	-3,351,042.95	-3,351,042.95	7008		US U5 PAY AREA 07/25/2025
0058320400002	9000199764	SA	03/07/2025	03/07/2025	03/07/2025	04/07/2025	40	1,245,697.24	1,245,697.24	7008	7180	1223269729 1835867645TC ORIG CO NAME : CYTEC ENGIN
0058320400003	9000199765	SA	03/07/2025	03/07/2025	03/07/2025	04/07/2025	40	170,376.28	170,376.28	7008	7008	1223268660 1835867642TC ORIG CO NAME : CYTEC INDUS
0058366400003	9000199835	SA	10/07/2025	10/07/2025	10/07/2025	11/07/2025	40	1,138,538.20	1,138,538.20	7008	7180	1223269729 1903931336TC ORIG CO NAME : CYTEC ENGIN
0058366400004	9000199836	SA	10/07/2025	10/07/2025	10/07/2025	11/07/2025	40	208,009.71	208,009.71	7008	7008	1223268660 1903931333TC ORIG CO NAME : CYTEC INDUS
0058373800011	9000199855	SA	11/07/2025	11/07/2025	11/07/2025	12/07/2025	40	2,171,382.36	2,171,382.36	7008	7180	1223269729 1911324728TC ORIG CO NAME : CYTEC ENGIN
0058373800012	9000199856	SA	11/07/2025	11/07/2025	11/07/2025	12/07/2025	40	940,632.78	940,632.78	7008	7008	1223268660 1911324725TC ORIG CO NAME : CYTEC INDUS
0058373800014	9000199858	SA	11/07/2025	11/07/2025	11/07/2025	12/07/2025	40	62,442.12	62,442.12	7008	7188	1811342502 1911324719TC ORIG CO NAME : CEM DEFENSE
0058413000002	9000199935	SA	17/07/2025	17/07/2025	17/07/2025	18/07/2025	40	1,305,427.94	1,305,427.94	7008	7180	1223269729 1979173430TC ORIG CO NAME : CYTEC ENGIN
0058413000003	9000199936	SA	17/07/2025	17/07/2025	17/07/2025	18/07/2025	40	177,142.69	177,142.69	7008	7008	1223268660 1979173427TC ORIG CO NAME : CYTEC INDUS
0058457600004	9000200018	SA	24/07/2025	24/07/2025	24/07/2025	25/07/2025	40	1,248,407.81	1,248,407.81	7008	7180	1223269729 2042737817TC ORIG CO NAME : CYTEC ENGIN
0058457600005	9000200019	SA	24/07/2025	24/07/2025	24/07/2025	25/07/2025	40	173,038.92	173,038.92	7008	7008	1223268660 2042737814TC ORIG CO NAME : CYTEC INDUS
0058413000004	9000199937	SA	17/07/2025	17/07/2025	17/07/2025	18/07/2025	40	2,769.23	2,769.23	7008		NONREF 8096600196JO YOUR REF : NONREF,PAID TO : FI

b) If you are not able to identify any item posted in SAP, request clarification for the payroll team.

After finish the template, send the file to Payroll team for information and request the information related to the pending items, here is an example of the email:

4044 | Tax and garnishment reports 06.30

Inbox x 50560USD52 - Payroll postings x



Torres, Tania <tania.torres@syensqo.com>

to Robert, CRISTIANE, Lisa, treasury, Danelle

Mon, Jun 30, 4:24 PM



Hi Team,

Please see attached the payroll rec as of today for 4044.

@Robert Aneses Can you please help us to identify the below items?

Garnishment Entry

Assignment	Document	Doc. Type	Doc. Date	Pstng Date	Value Date	Entry Date	PK	Amount in doc. cur.	Amount in local cur.	Text
	9000869280	KZ	30/06/2025	30/06/2025	30/06/2025	27/06/2025	50	-797.42	-797.42	
	9000869343	KZ	30/06/2025	30/06/2025	30/06/2025	30/06/2025	50	-2,535.63	-2,535.63	
	9000869756	KZ	30/06/2025	30/06/2025	30/06/2025	30/06/2025	50	-7,500.00	-7,500.00	
0058247300003	9000199450	SA	23/06/2025	23/06/2025	23/06/2025	24/06/2025	40	91,316.69	91,316.69	4600393698 0032411174FG YOUR REF : 4600393698,PAID

Payroll Tax Entry

Assignment	Document	D	Doc. Date	Pstng Date	Value Date	Entry Date	PK	Amount in doc. c	Amount in local c	Text
0058264200003	9000199515	SA	25/06/2025	25/06/2025	25/06/2025	26/06/2025	40	653,369.67	653,369.67	2393695VV 1777800176JO YOUR REF : 2393695VV,PAID T
0058273500006	9000199521	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	1,828,907.53	1,828,907.53	2316805VV 2558600177JO YOUR REF : 2316805VV,PAID T
0058273500007	9000199522	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	1,500,037.34	1,500,037.34	2395882VV 2558700177JO YOUR REF : 2395882VV,PAID T
0058273500008	9000199523	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	1,099,162.74	1,099,162.74	2395880VV 2843700177JO YOUR REF : 2395880VV,PAID T
0058273500009	9000199524	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	269,145.78	269,145.78	2395883VV 2558900177JO YOUR REF : 2395883VV,PAID T
0058273500010	9000199525	SA	26/06/2025	26/06/2025	26/06/2025	27/06/2025	40	27,617.21	27,617.21	2395881VV 2558500177JO YOUR REF : 2395881VV,PAID T

3.2.3. D+1: Prepare the file "MM.DD_Open Items Reconciliation"

Location: \\lucapfs01sco.oxo.priv\LUCAP-USERS\TREASURY ACCOUNTING (P2)\MONTH END CLOSING\20YY\MM.20YY\4044\4044 Payroll

In D+1 we need to post the IBA entries in order to set the payroll account to zero and send the amounts to the respective affiliate:



06.30.2025_ Net Pay - garnishment



06.30.2025_ Net Pay - payroll taxes entry



06.30.2025_ Net Pay - payroll wire entry

In each tab, there is a summary of the amounts by company code, which we will use to fill the posting file:

GARNISHMENT ENTRY				
86,468.91	7008	11,229.09	Co. 7008	SCO
	4045	-	Co. 4045	SCO
	5782	65,828.24	Co. 5782	SCO
	7424	5,251.61	Co. 7424	SCO
	6402	4,159.97	Co 6402	SCO
	Credit 4044	86,468.91		
		-		
		86,468.91	SUM OF COLUMN L	
		-	Check 1	

If the amount is negative it will be a credit in the posting file, if it is positive, we will include as a debit in the posting file, the case above the posting file will be filled like this:

Co code	Transaction code	Doc Type	Doc Date	Posting Date	Posting period	Currency	Transfer in doc	Reversal reason	Reversal date	Reference	Header Text	Posting Key	Ac account	Amount Doc	Value date	Assignment	Test
BKPF-BUKRS	BKPF-CODEC	BKPF-BLART	BKPF-BLATT	BKPF-BUDAT	BKPF-MONAT	BKPF-WAERS	BKPF-XRWAE	BKPF-STGRO	BKPF-STOOT	BKPF-XBLNR	BKPF-BKTX	BSEG-BSCHL	BSEG-SAMNR	BSEG-WRBR	BSEG-WALUT	BSEG-ZUONR	BSEG-SQTX
2232	FB01	S1	30.06.2025	30.06.2025		6 USD				IBA Postings	IBA Postings	50	591USD07408	26.768.46	30.06.2025	7008/OPDI	June 2025 garnishments
												50	591USD04044	26.768.46	30.06.2025	4044/OPDI	June 2025 garnishments
												50	591USD05782	33.132.63	30.06.2025	5782/OPDI	June 2025 garnishments
												50	591USD04444	33.133.13	30.06.2025	4044/OPDI	June 2025 garnishments
												50	591USD07424	14.090.60	30.06.2025	7424/OPDI	June 2025 garnishments
												50	591USD04444	14.090.60	30.06.2025	4044/OPDI	June 2025 garnishments
												50	591USD04402	828.95	30.06.2025	6402/OPDI	June 2025 garnishments
												50	591USD04044	828.95	30.06.2025	4044/OPDI	June 2025 garnishments
4044	FB01	S1	30.06.2025	30.06.2025		6 USD				June Garnishment entry	June Garnishment entry	50	50809000000	26.768.46	30.06.2025	Payroll	June 2025 garnishments
												50	50560USD052	26.768.46	30.06.2025	Payroll	June 2025 garnishments
												50	50809000000	33.132.63	30.06.2025	Payroll	June 2025 garnishments
												50	50560USD052	33.132.63	30.06.2025	Payroll	June 2025 garnishments
												50	50809000000	14.090.60	30.06.2025	Payroll	June 2025 garnishments
												50	50560USD052	14.090.60	30.06.2025	Payroll	June 2025 garnishments
												50	50809000000	828.95	30.06.2025	Payroll	June 2025 garnishments
												50	50560USD052	828.95	30.06.2025	Payroll	June 2025 garnishments

After the posting file is finished, upload it in PI2 using transaction ZZP_POSTING_FILE and clear the GL account 50560USD52 when all the three files are uploaded.

3.2.4. Send the email "SCO: Misc. Payroll Entries MM.DD.YYYY" to inform that the payroll process is finished

After the postings are performed we inform the accounting platform teams, CAM's and our team that the payroll process is posted and completed.

SCO: Misc. Payroll Entries 06.30.2025

50560USD52 - Payroll postings x



Torres, Tânia <tania.torres@syensqo.com>

to acc_platform_curitiba, SCO-\$SBS, Diann, Michael, Maria, Martin, Lisa, Robert, Danelle, JENNYFFER, CRISTIE NE ▾

Hello All,

I would like to inform you that the Payroll process for 4044 was posted for June.

Attached you can find the files for your reference.

Garnishment

Document 5010010978 was posted in company code 2232

Document 5010007642 was posted in company code 4044

Payroll taxes

Document 5010010979 was posted in company code 2232

Document 5010007643 was posted in company code 4044

Payroll Wires

Document 5010010980 was posted in company code 2232

Document 5010007644 was posted in company code 4044

In the end we can mark the FCC task: "2230 4044: Payroll posting" as complete.

End of document.