

I perform the closure of the financial accounts and close the cost accounting.

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 closure of the financial accounts and cost accounting.

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-
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Scope



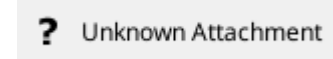
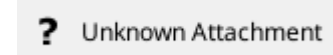
Please remove the icon when not applicable.

ERP



Please remove the icon when not applicable.

Frequency



Please remove the icon when not applicable.

References

Forms

Attachments

<< I perform the closure of the financial accounts and close the cost accounting. >>

1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to describe the running of CO during month closing in PI2. This process is required on a monthly basis between DAY+3 after all entries with cost accounting module are finished.

1.2. Scope

This operating procedure (OP) applies to PI2 system for all companies which have a cost accounting model

2. Definitions

See [Finance Glossary](#):

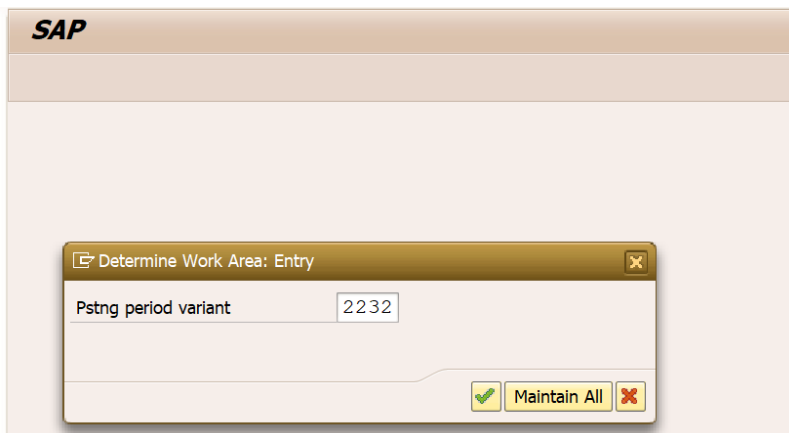
- ...

3. Tasks description

To complete the month end tasks it is necessary to correctly allocate all entries in the cost accounting module to the correct heading / cost.

3.1. I ensure that only the current period and the following 11 months are open.

Go to transaction **OB52** and include the posting period variant '2232' to check 2232 accounts and '4044' to check 4044 accounts to verify if the current accounting period is open.



Make sure that the column 'From Per.1' have the month that is being closed and the column 'To Per.1' is relative to 11 months after.

Change View "Posting Periods: Specify Time Periods": Overview

New Entries

Pstng period variant: 2232

| Posting Periods: Specify Time Periods | | | | | | | | | | | |
|---------------------------------------|------------|-------------|------------|------|-----------|------|------------|------|-----------|------|------|
| A | From acct | To account | From per.1 | Year | To per. 1 | Year | From per.2 | Year | To per. 2 | Year | AuGr |
| + | | | 11 | 2024 | 10 | 2025 | | | | | |
| D | | ZZZZZZZZZZ | 11 | 2024 | 10 | 2025 | | | | | |
| K | | ZZZZZZZZZZ | 11 | 2024 | 10 | 2025 | | | | | |
| S | 2200105000 | 2200105999 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 2200000099 | 2299999999 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 2300105000 | 2300105999 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 2300000000 | 2399999999 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 2415000000 | 2415000000 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 2451040043 | 2451040043 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 2742010000 | 2742060000 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 5080033000 | 5080033000 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 5080900000 | 5080999999 | 11 | 2024 | 10 | 2025 | | | | | |
| S | 591AUD0231 | 591AUD0231 | 12 | 9999 | 12 | 9999 | | | | | |
| S | 5910000001 | 591ZZZZZZZZ | 11 | 2024 | 10 | 2025 | | | | | |

In the example above the period is open for posting from November 2024 (11.2024) to October 2025, (10.2025).

After the closure process, to close the accounting period, column 'From Per.1' needs to be updated to the following month.

Following the example above after the closure, we will from include 11 (November) 2024 to 10 (October) 2025.

3.2. I use transaction OKP1 and check the CO Periods

First step is to check the CO periods, so go to **OKP1** and check if the period is open.

Include the controlling area as 'FINI' and the current year, then click in the 'Actual' button

Change Period Lock : Initial Screen

Actual Plan

Controlling Area: FINI

Fiscal Year: 2024

Version:

Verify if the period that it is being closed is open (The boxes are blank)

Change Actual Period Lock : Edit

Lock Period Lock Transaction Unlock Period Unlock Transaction

Controlling Area FINI Finances internationales

Fiscal Year 2024

Period locks

| Transaction | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|--------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| ABC Actual process assessment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual Overhead Assessment | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual Overhead Distribution | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual Periodic Repostings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual activity allocation | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual cost center accrual | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual cost center split | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual cost distrib. cost obj. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual inverse activity alloc. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual non-alloc. activities | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual overhead (periodic) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual price calculation | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual settlement | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Actual template allocation | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Assessment to CO-PA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

3.3. I run the Cost Accounting in FCC

Using the treasury task list for Treasury from D+2 run the Remote Jobs for 2232 and 4044 as below:

| Type | Task ID | Task Descriptn | Planned Duration | Status | Inactive | Long Text Off... | Def.Offset | Global ID | System | Task | Variant for Job | Job Name | Job Owner | Month | Processor |
|------|---------|-------------------|------------------|--------|----------|------------------|----------------|-----------|---------|-------|-----------------|-----------|-----------|-------|-----------|
| | 980 | 4044: Check t... | 0 00:05:00 | ✓ | | | 4 4 14:25:... | COS RE... | PI1_... | GR55 | | | | ✓ | |
| | 1069 | 4044: Check C... | 0 00:03:00 | ✓ | | | 4 | COS CO... | PI1_... | KSB1 | | | | ✓ | |
| | 838 | 4044: Distribu... | 0 00:02:00 | ✓ | | | 145 145 14:... | COS CY... | PI1_... | RK... | 4044 DIST | RKGALK... | | ✓ | |
| | 839 | 4044: Assess... | 0 00:30:00 | ✓ | | | 145 145 14:... | COS CY... | PI1_... | RK... | 4044 ASSESS | RKGALK... | | ✓ | |
| | 863 | 4044: Reconcil... | 0 00:02:00 | ✓ | | | 145 145 14:... | GLA RE... | PI1_... | RK... | NAFTA KALC. | RKAKAL... | | ✓ | |
| | 864 | 4044: Reconcil... | 0 00:02:00 | ✓ | | | 145 | GLA RE... | PI1_... | RK... | NAFTA KALC | RKAKAL... | | ✓ | |

To run the job, click on the line with the right button and select "Schedule tasks using time dialog"

| Type | Task ID | Task Description | Planned Durati... |
|------|---------|----------------------------------|-------------------|
| | 838 | 4044: Distribution Cycle | 0 00:30:00 |
| | | | 0 00:30:00 |
| | | Change Status | 0 00:30:00 |
| | | Lock Tasks | 0 00:30:00 |
| | | Schedule Tasks | 0 00:30:00 |
| | | Schedule Tasks (Background) | 0 00:30:00 |
| | | Schedule Tasks Using Time Dialog | 0 00:30:00 |
| | | Delete Scheduling for Task | 0 00:30:00 |
| | | Execute Tasks Online | |
| | | Check Start Condition | |
| | | Retrieve Status | |
| | | Displav Task | |

After that, confirm in the green button:

| Type | Task ID | Task Description | Planned Duration | Status | Inactive |
|------|---------|------------------------|------------------|--------|----------|
| | 1295 | 2232: Assessment Cycle | 0 00:02:00 | | |
| | 838 | 4044: Distribu... | 0 00:02:00 | | |
| | 839 | 4044: Assess... | 0 00:30:00 | | |
| | 863 | 4044: Reconcil... | 0 00:02:00 | | |
| | 864 | 4044: Reconcil... | 0 00:02:00 | | |
| | 141 | 2232: Pe... | | | |
| | 980 | 4044: Ch... | | | |
| | 1069 | 4044: Ch... | | | |

| Scheduling Time | |
|-----------------|------------|
| Start Date | 25.09.2025 |
| StartTime | 15:22:11 |
| Time Zone | CET |

Verify if the job was correctly executed through transaction SM37 in PI2 or wait to the green light to appear in FCC:

| Type | Task ID | Task Descriptn | Planned Duration | Status | Inactive |
|------|---------|-------------------|------------------|--------|----------|
| | 980 | 4044: Check t... | 0 00:05:00 | ■ | |
| | 1069 | 4044: Check C... | 0 00:03:00 | ■ | |
| | 838 | 4044: Distribu... | 0 00:02:00 | ■ | |
| | 839 | 4044: Assess... | 0 00:30:00 | ■ | |
| | 863 | 4044: Reconcil... | 0 00:02:00 | ■ | |
| | 864 | 4044: Reconcil... | 0 00:02:00 | ■ | |

NOTE: Below we can find the manual steps related to the jobs running in FCC.

If the jobs didn't run automatically, the following manual steps should be performed:

Assessment cycle 2232 and 4044:

It's necessary to run **KSU5** (Controlling Area: FINI) with variant (to choose the variants click on Extras --> Variant --> Get):

- **2232 ASSES CAM** and you will retrieve the following cycles (verify that the Start date is correct):

Execute Actual Assessment: Initial Screen

Settings

Parameters

Period: [7] To [7]
 Fiscal Year: 2025

Processing

Background Processing
 Test Run
 Detail Lists

List selection

Cycle **Start Date**

6V0200 01.01.2025 2232 Costs

- **4044 ASSESS** and you will retrieve the following cycles (verify that the Start date is correct):

Execute Actual Assessment: Initial Screen

Settings

Parameters

Period: [07] To [07]
 Fiscal Year: 2025

Processing

Background Processing
 Test Run
 Detail Lists

List selection

Cycle **Start Date**

U40200 01.01.2025 RESULT ALLOCATION 1

Distribution cycle 4044:

It's necessary to run **KSV5** with variant (to choose the variants click on Extras --> Variant --> Get):

- **4044 DIST** and you will retrieve the following cycles (verify that the Start date is correct):

Execute Actual Distribution: Initial Screen

Settings

Parameters

Period: 7 To: 7
 Fiscal Year: 2025

Processing

Background Processing
 Test Run
 Detail Lists

List selection

Cycle **Start Date**

U4D001 01.01.2024 U416300000

4044 KALC Reconciliation Ledger

It is necessary to ensure the transaction **KALC** is fully executed for 4044

Please perform in test to see all possible errors (major accounts closed)

Reconciliation Posting: Initial Screen

Posting parameters

Controlling area: FINI Finances internationales
 Company code: 4044 SOLVAY SA - TREASURY DPT

Parameter

Period: 8
 Fiscal year: 2022

Processing

Execute all reconc. postings
 Select reconciliation postings
 Select reconciliation postings with user-defined rule

Background Processing
 Test Run
 Detail lists

3.4. I prepare the month-end control files, sign and send to the CAMS.

3.4.1. I check the cost center

Before extract the BFC data we need to make sure that all organizational cost centers are balanced to zero (all amount allocated to Reporting cost centers).

Use transaction **S_ALR_87013612** and choose FINI as controlling area, adapt the fiscal year, the period and the company code:

Range: Cost Centers: Selection

Data Source...

Selection values

| | |
|------------------|------|
| Controlling Area | FINI |
| Fiscal Year | 2024 |
| From Period | 10 |
| To Period | 10 |
| Plan Version | 0 |

Selection groups

| | | | | |
|--------------------|------|----|--|--|
| Cost Center Group | 4044 | | | |
| Or value(s) | | to | | |
| Cost Element Group | | | | |
| Or value(s) | | to | | |

| | | |
|-----------------------|------------------|--------------------|
| Range: Cost Centers | Date: 19.11.2024 | Page: 2 / 2 |
| Cost Center Group | 4044 | SOLVAY FINANCE LLC |
| Cost Element/Group | * | |
| Reporting period..... | 10 to 10 | 2024 |

| Cost Centers | Actual | Plan | Var. (Abs.) | Var. (%) |
|------------------------------|---------------|------|---------------|----------|
| U4163AF000 Audit Fees | | | | |
| U4187GS0XX Group servic | | | | |
| U4187INV63 Intragroup s | | | | |
| ** SOLVAY FINANCE LLC - ADM | | | | |
| U4E4044 4044 | 8.675.409,76- | | 8.675.409,76- | |
| * SOLVAY FINANCE LLC - LEV | 8.675.409,76- | | 8.675.409,76- | |
| U4D310 Div 10 ADVAN | 24,70- | | 24,70- | |
| U4D349 Div 49 FLUOR | | | | |
| U4D725 Div 25 SODA | 64,76 | | 64,76 | |
| U4D747 Div 47 SODA | | | | |
| U4D850 U4D850 | 2.094.672,23- | | 2.094.672,23- | |
| U4D859 U4D859 | 5.615.584,54 | | 5.615.584,54 | |
| U4D9MA Div MA CMAA | | | | |
| U4D9TM Div TM TSMP | | | | |
| * SOLVAY FINANCE LLC - OTH | 3.520.952,37 | | 3.520.952,37 | |
| U4D9CE 9CE - OGIP - | | | | |
| U4D9ME 9ME -CMHM-CO | | | | |
| * U4S9 | | | | |
| ** SOLVAY FINANCE LLC - CHE | 5.154.457,39- | | 5.154.457,39- | |
| *** SOLVAY FINANCE LLC - HOU | 5.154.457,39- | | 5.154.457,39- | |

On this step, make sure that the operational cost centers below are at zero balance:

2232:

6V16200300 Non Function


4044:


U416300000 U416300000
 U4163AF000 Audit Fees
 U4187GS0XX Group servic
 U4187INV63 Intragroup s

3.4.2. I do the control file

We must store an evidence file for the CAM, showing that the cost centers were balanced at the closure.

It is possible to use as reference the files included in the LUCAP: \\lucapfs01sco.oxo.priv1\LUCAP-USERS\TREASURY ACCOUNTING\MONTH END CLOSING\2022\07.2022

 2232 - CO Result 10 2024

 4044 - CO Result 10 2024

It is necessary to include the print screen of transaction S_ALR_87013612 showing that the organizational cost centers are balanced to zero and the evidence that the control amount in GR55 is aligned with net result.

In GR55 use the parameters below, adjusting the period and company code:

BFC Monthly evolution (Loc Curr): Selection

Data Source...

Selection values

| | |
|------------------|------|
| Fiscal Year | 2024 |
| Controlling Area | FINI |
| To Period | 10 |

Selection groups

| | | | |
|---------------------------|------------|----|--|
| Company Code(s) | | | |
| Or value(s) | 4044 | to | |
| Profit Center / Group (1) | FINICHEOPS | | |
| Or value(s) | | to | |

Verify if the amount in **Net result** line is the same as the **Control** line:

| | | | | |
|------------------|---------------------|-------------|-------------|-------|
| Soc: 4044 | SOLVAY FINANCE (US) | Date | 05.11.2024 | 16:31 |
| C.P. FINICHEOPS | FINICHEOPS | Year | 2023,2024 | |
| Version | USD | Currency | | |
| Lead column | | Cum 10/2023 | Cum 10/2024 | |
| ***** Net result | | 29.055.493 | 32.306.713 | |
| * Control | | 29.055.493 | 32.306.713 | |

NOTE: If these two lines doesn't have equal amounts, probably one account listed in the control part of GR55 is not linked with a heading and all accounts must have this link.

Verify which account is missing the link, check with the Accounting Report Team and the CAM of the company to which heading the account should be included and request DMR team to update the account link to respective heading.

The file will be like this:

October/2024 – Tânia Torres

4044 - CO result :

S_ALR_87013612

Before cycles

| Range: Cost Centers | | Date: 05.11.2024 | Page: 2 / 2 | |
|------------------------------|---------------|--------------------|---------------|----------|
| Cost Center Group | 4044 | SOLVAY FINANCE LLC | | |
| Cost Element/Group | * | | | |
| Reporting period..... | 10 to 10 | 2024 | | |
| Cost Centers | Actual | Plan | Var. (Abs.) | Var. (%) |
| U416300000 U416300000 | 30,54 | | 30,54 | |
| U4163AF000 Audit Fees | | | | |
| U4187G800X Group servic | 23.579,08- | | 23.579,08- | |
| U4187INV63 Intragroup # | 1.880.270,51- | | 1.880.270,51- | |
| ** SOLVAY FINANCE LLC - AIM | 1.903.819,03- | | 1.903.819,03- | |
| * SOLVAY FINANCE LLC - LEV | 8.675.409,76- | | 8.675.409,76- | |
| * SOLVAY FINANCE LLC - OTH | 5.424.771,40 | | 5.424.771,40 | |
| U4D9CE 9CE - OGIP - | | | | |
| U4D9ME 9ME -CHM-CO | | | | |
| * U4D9 | | | | |
| ** SOLVAY FINANCE LLC - CHE | 3.250.638,36- | | 3.250.638,36- | |
| *** SOLVAY FINANCE LLC - HOU | 5.154.457,39- | | 5.154.457,39- | |
| **** SOLVAY FINANCE LLC | 5.154.457,39- | | 5.154.457,39- | |
| ***** Over/Underabsorption | 5.154.457,39- | | 5.154.457,39- | |

After cycles

| Range: Cost Centers | | Date: 05.11.2024 | Page: 2 / 2 | |
|------------------------------|---------------|--------------------|---------------|----------|
| Cost Center Group | 4044 | SOLVAY FINANCE LLC | | |
| Cost Element/Group | * | | | |
| Reporting period..... | 10 to 10 | 2024 | | |
| Cost Centers | Actual | Plan | Var. (Abs.) | Var. (%) |
| U416300000 U416300000 | | | | |
| U4163AF000 Audit Fees | | | | |
| U4187G800X Group servic | | | | |
| U4187INV63 Intragroup # | | | | |
| ** SOLVAY FINANCE LLC - AIM | | | | |
| * SOLVAY FINANCE LLC - LEV | 8.675.409,76- | | 8.675.409,76- | |
| * SOLVAY FINANCE LLC - OTH | 3.520.952,37 | | 3.520.952,37 | |
| U4D9CE 9CE - OGIP - | | | | |
| U4D9ME 9ME -CHM-CO | | | | |
| * U4D9 | | | | |
| ** SOLVAY FINANCE LLC - CHE | 5.154.457,39- | | 5.154.457,39- | |
| *** SOLVAY FINANCE LLC - HOU | 5.154.457,39- | | 5.154.457,39- | |
| **** SOLVAY FINANCE LLC | 5.154.457,39- | | 5.154.457,39- | |
| ***** Over/Underabsorption | 5.154.457,39- | | 5.154.457,39- | |

RNET = CONTROL

GR55

| Soc: | 4044 SOLVAY FINANCE (US) | Date: | 05.11.2024 16:31 |
|------------------|--------------------------|-------------|------------------|
| C.P. | FINICHEOPS FINICHEOPS | Year: | 2023,2024 |
| Version | USD | Currency | |
| Lead column | | Cum 10/2023 | Cum 10/2024 |
| ***** Net result | | 29.055.493 | 32.306.713 |
| * Control | | 29.055.493 | 32.306.713 |

Save the file in Lucap Drive for the respective CAM verification.

End of document.