

IAC.03.07. Critical inventory movements

Process: [Product Costing](#)

Responsibility area: [Internal Control Monitor](#)

Risk

Physical count, scrap are not supervised by finance ; Critical stock movement aren't controlled

Objective

FRA reviews all critical stock movement above 1500 €

Process description

Within inventories management, plant operators need to book inventory transaction codes (scrapping or inventory discrepancy for example). Some types of inventory transactions should be used only under supervision of controlling.

Control description

FRA review report of critical transactions and justify each document article above 1500€

Scope

WP2 & PF2

Frequency

D10

Control owner

[Finance Responsible Assigned \(FRA\)](#)

References

- [OP.107](#)

Content by label

There is no content with the specified labels

Control evidences

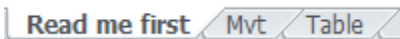
[IAC 03.07 Review of critical inventory.xlsx](#)

[IAC 03.07 Critical inventory transaction PF2.xlsx](#)

Guideline

Download the file [IAC 03.07 Review of critical inventory.xlsx](#)

There are 3 sheets in the file:



1- **Read me first** where you can find a reminder of what has to be done

IAC.03.07 - Review of critical inventory

This template concerns the IAC 03.07. The objective is to revise all critical stock

1- Mvt

- In this tab, you will find a recall of critical movements

2- Table

- Run the query and comment the amount that have to be justified

2- In the tab **Mvt**, there is the list of critical movements

Mvt	Movement type text	Critical (Y/N)
161	GR returns	Material reversal
162	GR rtms reversal	Material reversal
309	TF tfr.ps.mat.to mat	Declassed
501	Receipt w/o PO	Deleted movement
502	RE receipt w/o PO	Deleted movement
551	GI scrapping	Withdrawal
552	RE scrapping	Withdrawal
553	GI scrapping QI	Withdrawal
554	RE scrapping QI	Withdrawal
555	GI scrapping blocked	Withdrawal
556	RE scrapping blocked	Withdrawal
701	GR phys. inv.: whse	Inventory discrepancies
702	GI phys. inv.: whse	Inventory discrepancies
703	GR phys. inv. QI	Inventory discrepancies
704	GI phys. inv. QI	Inventory discrepancies
707	GR phys. inv.:blocked	Inventory discrepancies
708	GI phys. inv.:blocked	Inventory discrepancies
711	GI InvDiff.:whouse	Inventory discrepancies
712	GR InvDiff.:wrhouse	Inventory discrepancies
713	GI InvDiff. QI	Inventory discrepancies
714	GR InvDiff. QI	Inventory discrepancies
715	GI InvDiff.:returns	Inventory discrepancies
716	GR InvDiff.:returns	Inventory discrepancies
717	GI InvDiff.: blocked	Inventory discrepancies
718	GR InvDiff.: blocked	Inventory discrepancies

3- **Table** is the tab to be completed in the frame of the control

Company code	Plant	Movement Type	Nb of material	Qty in Ün	Amnt. in local curr.	COMMENT
ZFK3	Rhodie Opérat	509 TF tfr.ps.mat.to mat	4924602008	20,000 KG	2,879.24	
		701 GR phys. inv.: whse	4924602008	1 PC	-1,633.00	
			4924567491	14 PC	-4,046.00	
			4924568605	601 PC	-74,373.27	
			4924570117	21,343 KG	-3,500.25	
			4924570118	48 PC	-12,588.96	
			4924570477	287 PC	-12,216.71	
		702 GI phys. inv.: whse	4924567491	758 PC	20,212.79	
			4924567577	601 PC	74,373.27	
			4924570117	*	44,427.64	

The file is composed by three tabs. Only the last tab has to be updated thanks to a BW query.

STEP 1

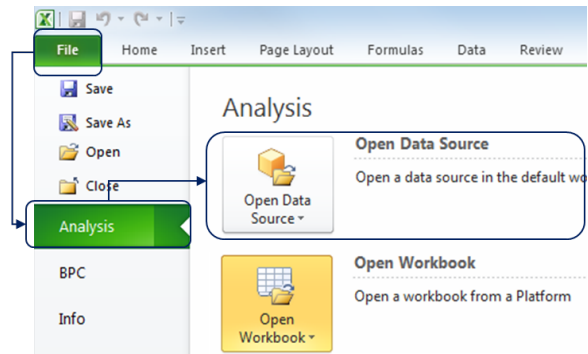
I open a data source or a workbook.

- Open Data Source
- Open a workbook (on the server)
- Open a workbook (saved on your local drive)

Open Data Source

There are 2 options to open Data Source:

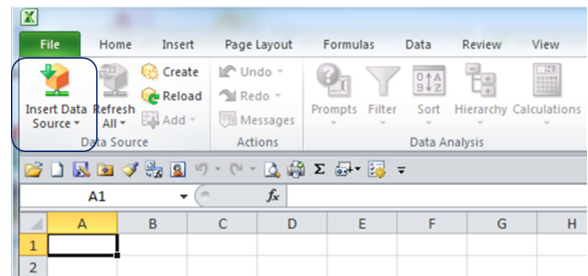
- Go to the File tab, click on Analysis then Open Data Source.



Or click the Analysis tab

- First, select an empty cell where you wish to insert your data (Ex : A1)
- Click on "Insert Data Source"

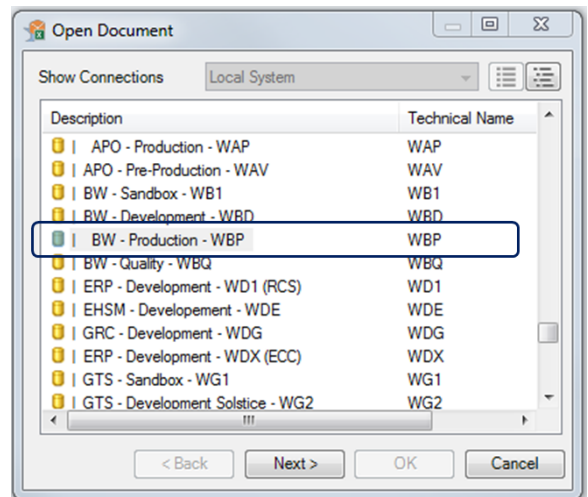
When you click on "Insert", it will show the "Select Data Source" option but also up to 10 queries from your history



Select the source system: BW - Production - WBP

Account

No Account ? Go to [Getting a BW Account](#).

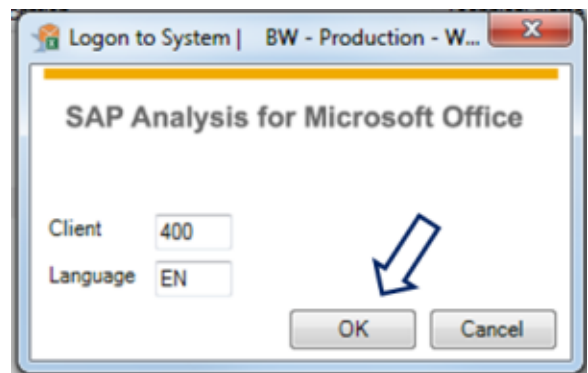


Click « OK »

- Client: 400
- Language: EN

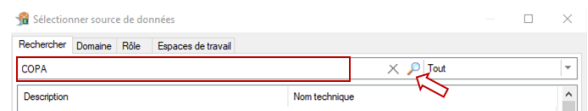
Language

Only English is fully supported.



The "Select Data Source" window opens. Here you can:

- either search for the queries by description/technical name (Search Tab)

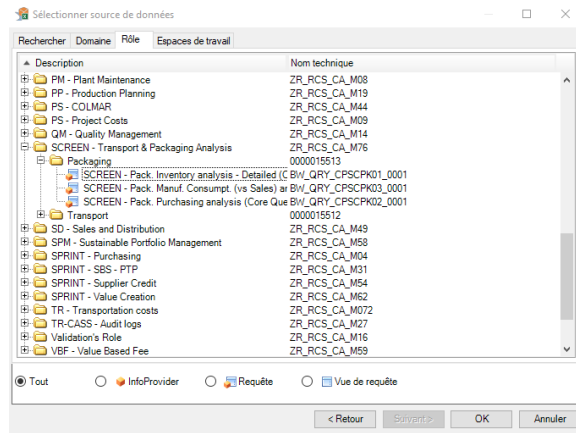
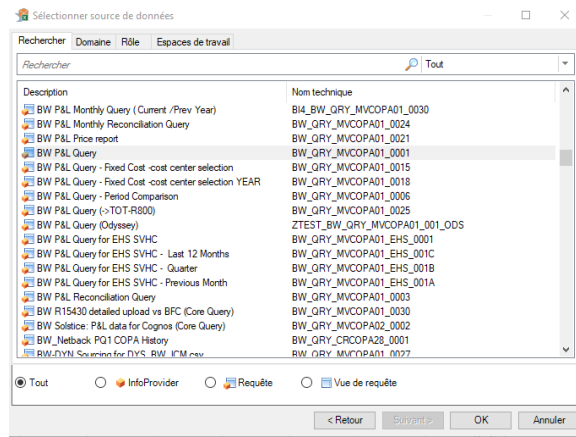


- or via browsing in the roles

Roles

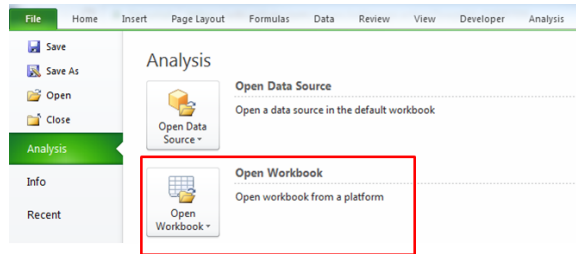
The "Roles" are folders which contain the core queries. The roles you have reflect your access so if you are not seeing a given role it means you do not have access to it and need to request it (Go to [Getting an Account](#)).

Select the query you want to insert and click OK. This will launch the query and a prompt will appear for you to select the data.



Open a workbook (on the server)

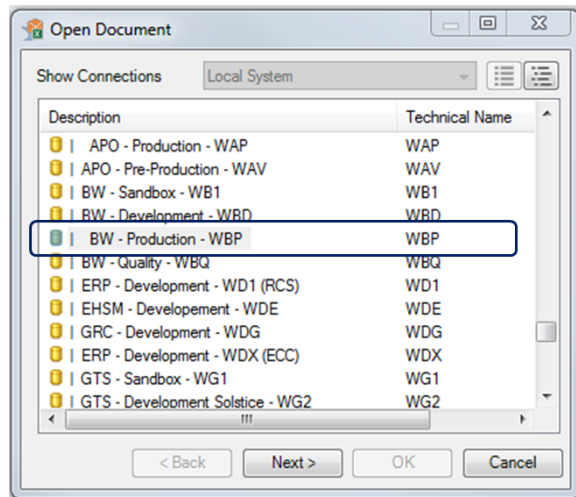
- Go to the File tab, click on Analysis then Open Workbook.



Select the source system: BW - Production - WBP

Account

No Account ? Go to [Getting a BW Account](#).



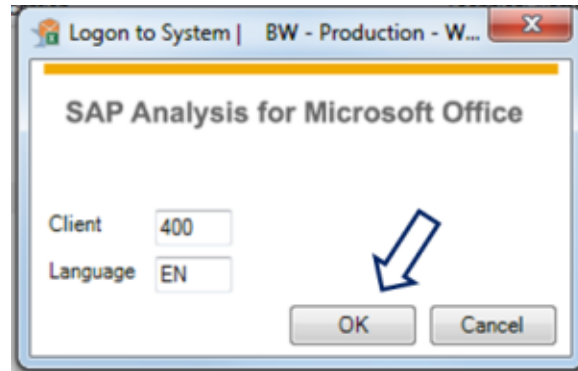
Click « OK »

- Client: 400
- Language: EN

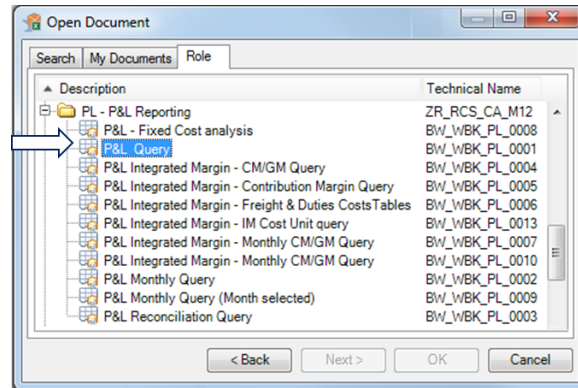


Language

Only English is fully supported.



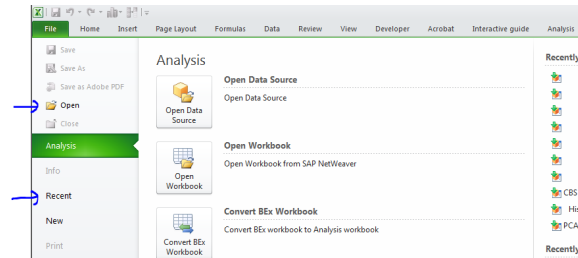
Go to the tab "Role" and then open a working capital workbook.
Select and open the folder and double click on the workbook.



Open a workbook (saved on your local drive)

You need to first open "Analysis for Microsoft Excel", then open your BW file (by File --> Open or Recent).

If you first open your BW file, then open "Analysis for Microsoft Excel", there will be two Excel opened and you can't refresh your BW file.



Related Information

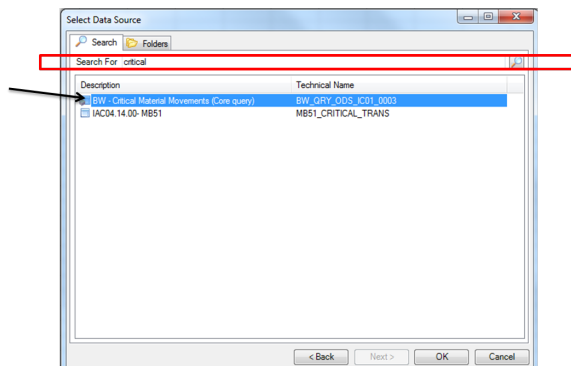
- [The Prompt Window](#)

STEP 2

I select the query

BW - Critical Material Movements (core query)

Comment: the technical name of the query is BW_QRY_ODS_IC01_0003



STEP 3

I run the query

1. Enter the mandatory information that is to say at least the calendar day.

2. Enter detail information like the company code, the plant code to obtain the information that you are interested in.

Prompts for BW - Critical Material Movements (Core query)

Use Variant *Select a variant or enter a name and choose save to create a new user variant*

Prompt Summary

Specify Value for Prompts

* Calendar Day (Interval, Mandatory)	01.09.2015	30.09.2015
Company (Optional)	ZFR3	
Plant (Select option, Optional)	7682	
Currency conv. (Single Val, Optional)	EUR	
Amount (Low)	-1.500	
Amount (High)	1.500	

STEP 4

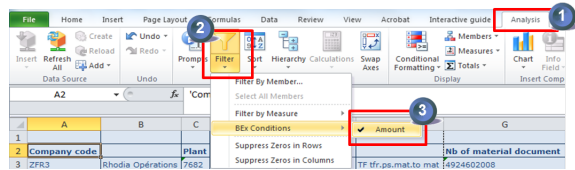
I obtain the report and I justify the highlighted amount in the appropriate column

Comment: There is an automatic filter to obtain only the amount to be justify but it can be removed (see next step)

Company code	Plant	Movement Type	Nb of material	Qty in Qun	Amnt. in local cur	COMMENT	
ZFR3	Rhodia Operations 7682	ZFR3 Salindres	509	TF tfr.ps.mat.to mat	4924602008	28,000 KG	2,879.2
			701	GR.phys.inv.: whse	4924480326	1 PC	-1,633.0
					4924567491	14 PC	-4,046.0
					4924588095	601 PC	-74,373.2
					4924570117	21,343 KG	-3,000.2
					4924570118	48 PC	-12,588.9
					4924570477	287 PC	-12,216.7
			702	GI.phys.inv.: whse	4924567491	758 PC	20,212.7
					4924567577	601 PC	74,373.2
					4924570117		44,427.2

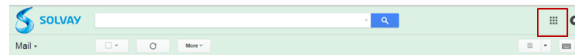
STEP 5

I remove the filter in the amount criteria



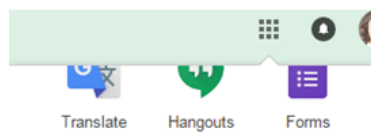
STEP 1

Go to you email and select "Google Apps"



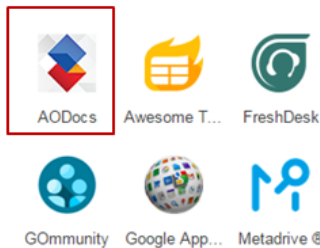
STEP 2

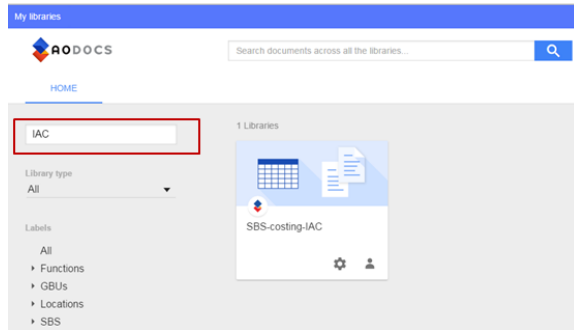
Select the button(app) for the AODOCS.



STEP 3

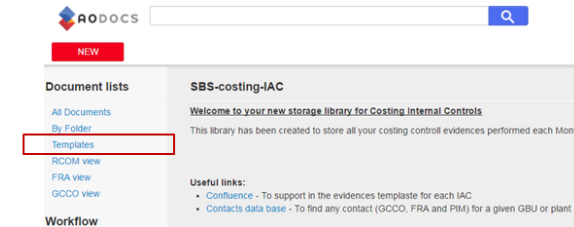
Search for the SBS-costing-IAC library





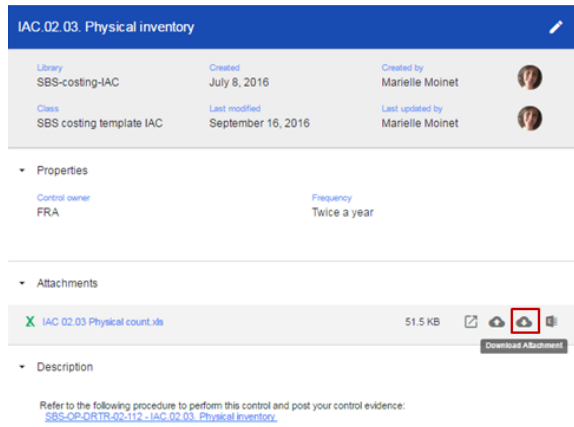
STEP 4

I retrieve the template for each IAC. I go to template list by clicking on "Templates". In the list of document, select the one you want to download in your computer.



STEP 5

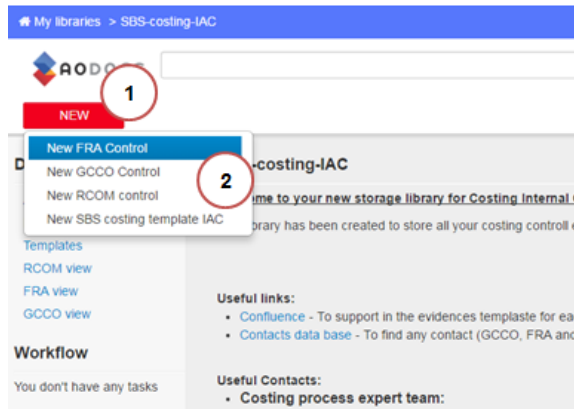
I download the attachment to your PC to be completed with data of the Month



STEP 6

I store the control evidence. First I click on New button and then I select

- New FRA control, in the case I am a FRA
- New GCCO control, in the case I am a GCCO



STEP 7

I fill in all the properties.

- Document title
- Control type (Select the IAC code in the list)
- Year
- Period (Year and Month)
- GBU
- Region
- Company code
- Plant code

- Status
 1. Completed if no foreseen changes
 2. On going if changes will be done later
 3. Cancelled if needs to be deleted

Finally attach your document and feel free to add additional comments in the description.

STEP 8

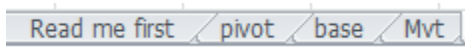
You control evidence is now completed. You can save it by



clicking the save icon

Download the file [IAC 03.07 Critical inventory transaction PF1.xlsx](#)

There are 4 sheets in the file:



1- **Read me first** where you can find a reminder of what has to be done

IAC.03.07 - Review of critical inventory transactions

This template concerns the IAC 03.07. The objective is to revise all critical stock movement above

1- Pivot

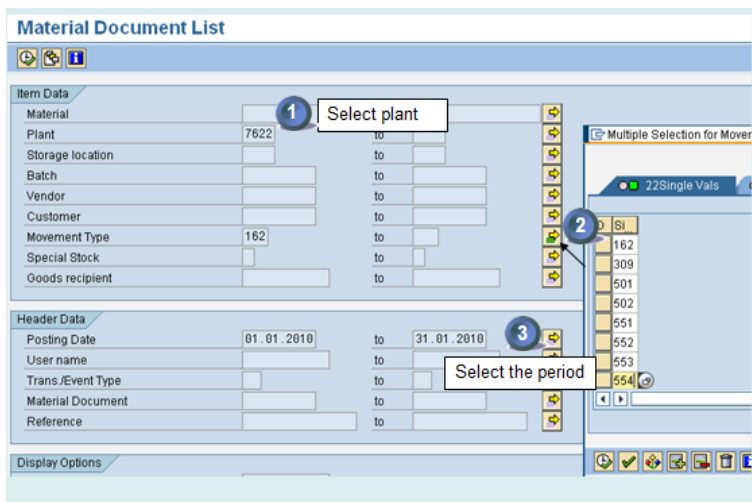
- Update the pivot table after updating the tab named "base"

2- Base

- Copy paste in this tab the data you have extracted from SAP (transaction MB51 in PF1)
- BW query as soon as list of critical movements is finalized

2- Mvt


- In this tab, you will find a recall of critical movements

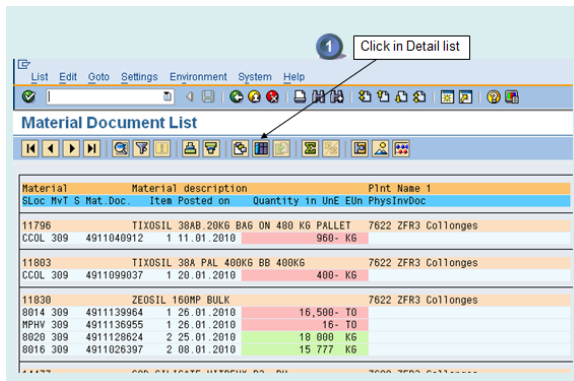


Fill in the:

1. Plant
2. Movement types copy from the IAC template
3. Period being controlled


STEP 2

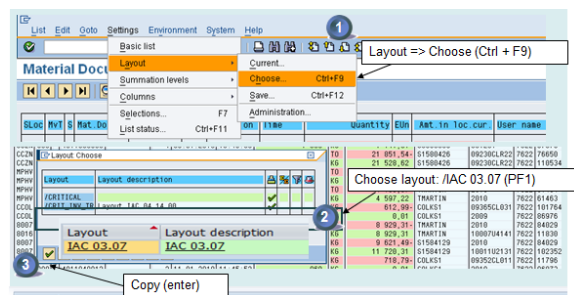
1. Select the **detail list** by clicking on 



STEP 3

Being in the detail list

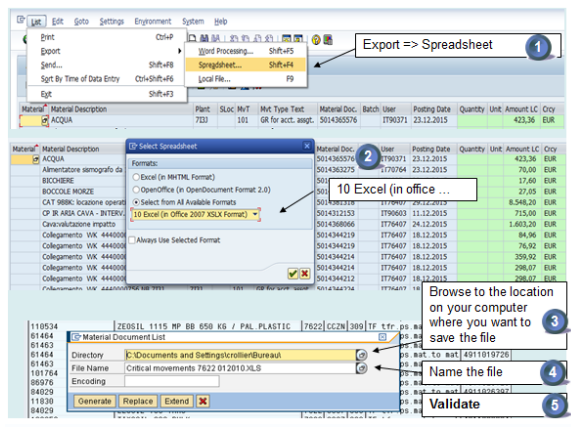
1. Select the correct layout
 - 1a. Settings
 - 1b. Layout
 - 1c. Choose
2. Select the following layout: /IAC 03.07
3. Validate by clicking on 



STEP 4

Save to excel

- Go to
 - List
 - Export
 - Spreadsheet
- Select from all Available formats: 10Excel (in office 2007 xlsx format)
- Confirm the location of the extraction in your PC
- Name the file
- Validate



STEP 5

Copy data to IAC 03.07 to the template

Open the Excel template and copy paste in the "base" tab the data that you obtained in the SAP transaction as we have seen Step 4

A	B	C	H	I	J	K	L	M	N	O	P			
1	Material	Material description	Plant	PhysDoc	Batch	User name	Posted on	Quantity	Unit	Art n	bc	Cur	Qty	Type
2	10440	ZEOSL 115 MP 29KG	7622		C09198	S9000365	05.01.2016	- 600	KG				- 600	EUR
3	57970	ZEOSL 115 MP 25 KG BAGS ON 600 KG PAL	7622		C09198	S9000365	05.01.2016	- 7 800	KG				- 7 800	EUR
4	10040	ZEOSL 115 MP 29KG	7622		C09201	S9000365	05.01.2016	- 1 560	KG				- 1 560	EUR
5	57970	ZEOSL 115 MP 25 KG BAGS ON 600 KG PAL	7622		C09201	S9000365	05.01.2016	- 1 560	KG				- 1 560	EUR
6	76650	ZEOSL 115 MP 850 KG /PAL	7622		08290L022	S1580426	08.01.2016	- 31 200	KG				- 31 200	EUR
7	110534	ZEOSL 115 MP 850 KG /PAL PLASTIC	7622		08290L022	S1580426	08.01.2016	- 31 200	KG				- 31 200	EUR
8	61464	SULFURIC ACID 52% BULK	7622		2019	TMASTRN	07.01.2016	- 272 644	KG				- 18 667	EUR
9	61463	SULFURIC ACID 98% BULK	7622		2019	TMASTRN	07.01.2016	- 272 644	KG				- 18 659	EUR
10	61464	SULFURIC ACID 52% BULK	7622		2019	TMASTRN	07.01.2016	- 47 976	KG				- 4 155	EUR
11	61463	SULFURIC ACID 98% BULK	7622		2019	TMASTRN	07.01.2016	- 47 976	KG				- 4 587	EUR
12	101764	TRIOXIL 73 850 KG /PAL	7622		08065L031	COLKLS1	07.01.2016	- 800	KG				- 613	EUR
13	88978	SILICA OFF SP ORAL C BAGS 29KG PAL 900KG	7622		2019	TMASTRN	08.01.2016	- 800	KG				0	EUR
14	84929	ZEOSL 165 V9AC	7622		2019	TMASTRN	08.01.2016	- 18 777	KG				- 8 929	EUR

STEP 6

Refresh Pivot table

- Update the pivot table and comment if the amount is above 1 500 €
- Check if inventory discrepancies are only validated by the FRA

8	Type	A	B	C	D	E	F	G
9	Deceased	Mat.Doc	User name	Total	+ 1500	Comments		
10		499100950	S9000365	-84,45	ok			
11		499102954	S160426	-322,32	ok			
12		499101721	TMASTRN	2 234,04	validate	Transfert acide sulfurique 98% vers 52%		
13		499102010	COLKLS1	-632,36	ok			
14		499102937	TMASTRN	0,00	ok			
15		499103944	S160426	2 208,62	validate	ZEOSL et TRIOXIL, reattribution		
16		499104092	COLKLS1	-738,78	ok			
17		499105630	S160426	1722,22	validate	ZEOSL et TRIOXIL, reattribution		
18		499105630	S160426	709,14	validate	ZEOSL vers SILICA		
19		499106206	TMASTRN	0,30	ok			
48	Inventory discrepancies	499102238	MBELLOUT	65,28	ok			
49		499106400	MBELLOUT	13,48	ok			
50		499105932	MBELLOUT	189 771,24	validate	Ecart d'inventaires sur le vitreux de 900T		

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

From Oct 12, 2016 to Sept 24, 2025	Actor	Type	Activity	Version
Published	PIYACHOKANAKUL, Pareena and Marielle MOINET	Edit	multiple updates from PIYACHOKANAKUL, Pareena and Marielle MOINET	
	Marielle MOINET	State	changed state to Published at 4:38 am	v7
To be approved	Marielle MOINET	State	gave Approvers approval at 4:38 am	
		State	changed expiry date to '17 Oct, 2016 04:38 am' at 4:38 am	
		State	changed state to To be approved at 4:38 am	v7
For Review	Marielle MOINET	State	gave Reviewers approval at 4:38 am	
		State	changed expiry date to '17 Oct, 2016 04:38 am' at 4:38 am	
		State	changed state to For Review at 4:38 am	v7

Draft

 MARTINS, Pedro

Edit updated the page at 1:06 pm

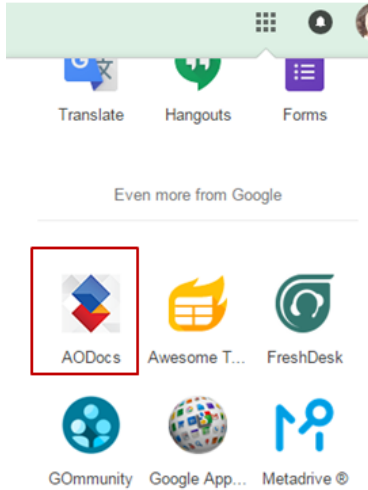
STEP 1

Go to you email and select "Google Apps"



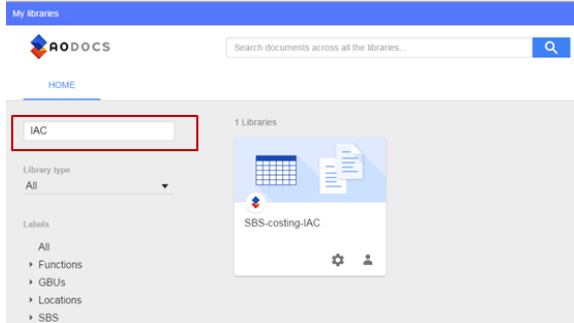
STEP 2

Select the button(app) for the AODOCS.



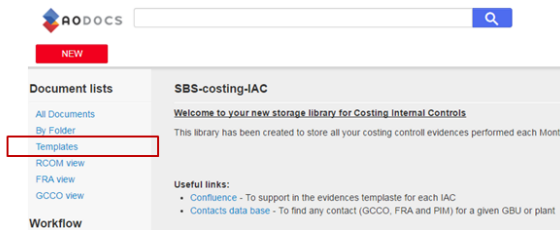
STEP 3

Search for the SBS-costing-IAC library



STEP 4

I retrieve the template for each IAC. I go to template list by clicking on "Templates". In the list of document, select the one you want to download in your computer.



STEP 5

I download the attachment to your PC to be completed with data of the Month






IAC.02.03. Physical inventory

Library	Created	Created by
SBS-costing-IAC	July 8, 2016	Marielle Moinet
Class	Last modified	Last updated by
SBS costing template IAC	September 16, 2016	Marielle Moinet

Properties

Control owner	Frequency
FRA	Twice a year

Attachments

X IAC.02.03 Physical count.xls 51.5 KB     

Description



Refer to the following procedure to perform this control and post your control evidence:
[SBS-OP-ORTS-02-112 - IAC.02.03. Physical inventory](#)

STEP 6

I store the control evidence. First I click on New button and then I select

- New FRA control, in the case I am a FRA
- New GCCO control, in the case I am a GCCO

My libraries > SBS-costing-IAC

NEW

New FRA Control **1**

New GCCO Control **2**

New RCOM control

New SBS costing template IAC

Templates

RCOM view

FRA view

GCCO view

Workflow

You don't have any tasks

Useful links:

- Confluence - To support in the evidences template for each
- Contacts data base - To find any contact (GCCO, FRA and I

Useful Contacts:

- Costing process expert team:

STEP 7

I fill in all the properties.

- Document title
- Control type (Select the IAC code in the list)
- Year
- Period (Year and Month)
- GBU
- Region
- Company code
- Plant code
- Status
 1. Completed if no foreseen changes
 2. On going if changes will be done later
 3. Cancelled if needs to be deleted

Document title

Library	Created	Created by
SBS-costing-IAC	December 14, 2016	Marielle Moinet
Class	Last modified	Last updated by
FRA Control		

Workflow status

Document Creation




































Properties

Control Type*	Year*
Month*	GBU*
Region*	Company code*
Plant Code	Status*

Attachments

Description

File - Edit - Insert - View - Format - Table - Tools -

B / U Font Family - Font Sizes - A -                                   

Finally attach your document and feel free to add additional comments in the description.

STEP 8

You control evidence is now completed. You can save it by

clicking the save icon



Document title: IAC 01.02 test X ✓

Library	Created	Created by	
SBS-costing-IAC	3 August 2016	Pedro Martins	
Class	Last modified	Last updated by	
FRA Control			