

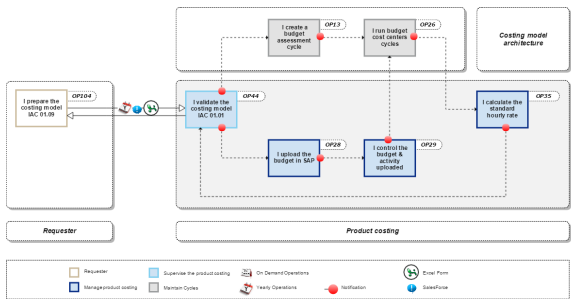
# Costing Model - FRA preparation

## Costing Model - FRA preparation

Process: [Product Costing](#)

Responsibility area: [Internal Control Monitor](#)

FRA updates once a year the plant costing model by filling in the template for standard rate calculations and assessment cycles , because it is necessary in financial reporting to determine cost of sales and inventory valuation.



- [Costing Model - FRA preparation](#)
- [Setting standard fixed costs in WP1](#)

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### Control evidences

[IAC 01.01. Costing model](#)

[Template PF2](#)

[Template WP2](#)

### Guideline

Template on Control evidences

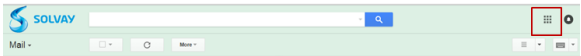
Instruction on the Template

Send the file completed to the plant manager & the GCCO to get their approval

Send the file to the SU Management Accounting that will check the file and will upload it in WP2

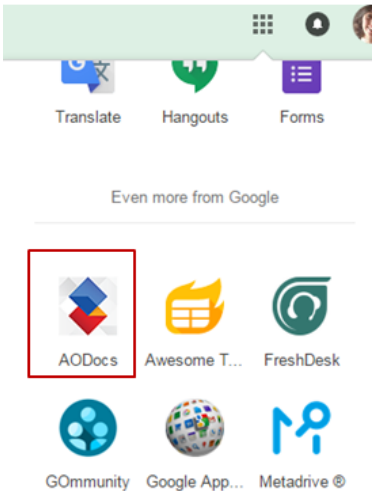
#### STEP 1

Go to you email and select “Google Apps”



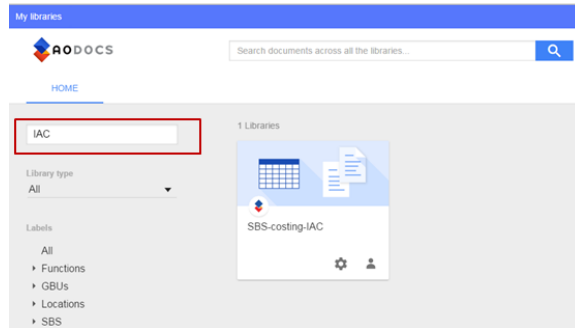
#### STEP 2

Select the button(app) for the AODOCS.



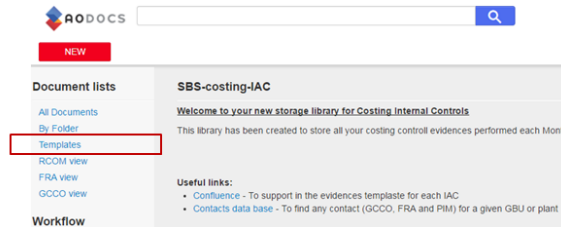
### STEP 3

Search for the SBS-costing-IAC library



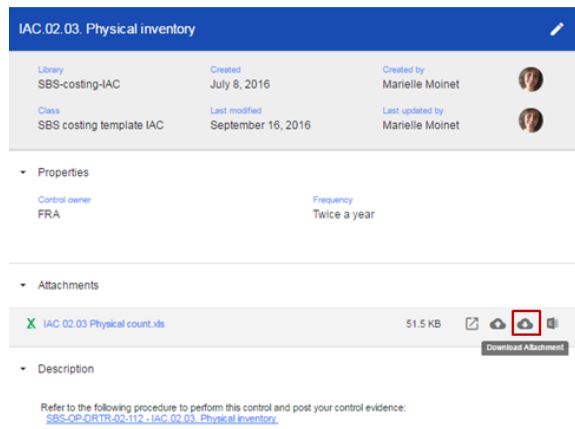
### STEP 4

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

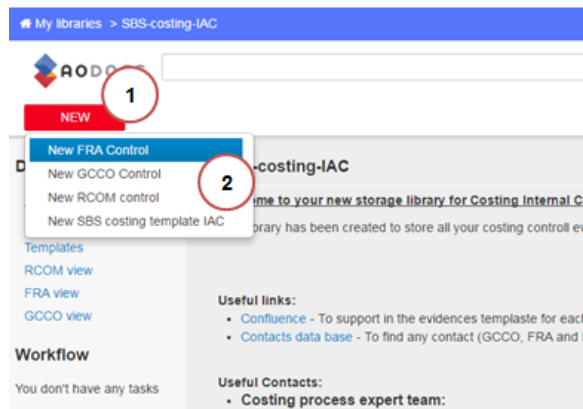
I download the attachment to your PC to be completed with data of the Month



### 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.

The screenshot shows a 'Document Creation' form. At the top, there's a 'Document title' field. Below it, a header section displays 'Library: SBS-costing-IAC', 'Created: December 14, 2016', 'Created by: Marielle Moinet', and 'Class: FRA Control'. A 'Workflow status' dropdown is set to 'Document Creation'. The 'Properties' section contains several fields: 'Control Type\*', 'Year\*', 'Month\*', 'GBU\*', 'Region\*', 'Company code\*', 'Plant Code', and 'Status\*'. Below the properties is an 'Attachments' section with icons for adding files and links. The 'Description' section features a rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and various formatting options like bold, italic, underline, font family, font size, text color, background color, bulleted list, numbered list, link, unlink, and insert table.

#### STEP 8

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

**clicking the save icon**



This screenshot shows the same document form after it has been saved. The 'Document title' field now contains 'IAC 01 02 test'. The header information remains the same, but the 'Created by' field now shows 'Pedro Martins'. The 'Attachments' and 'Description' sections are visible but empty.

Template on Control evidences

Instruction on the Template

I send the file completed to the plant manager

I send the file to the SU Management Accounting that will check the file and update the cycles

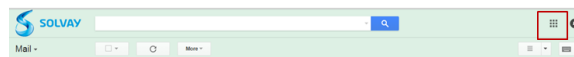
#### STEP 1

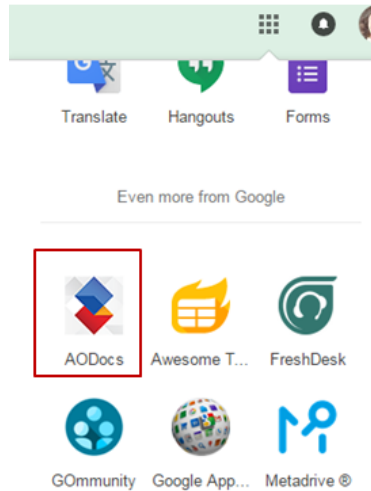
**Go to you email and select "Google**

**Apps"**

#### STEP 2

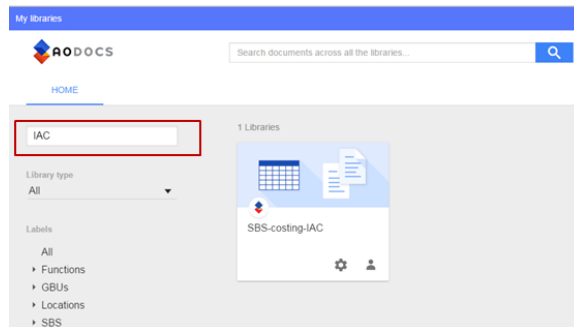
**Select the button(app) for the AODOCS.**





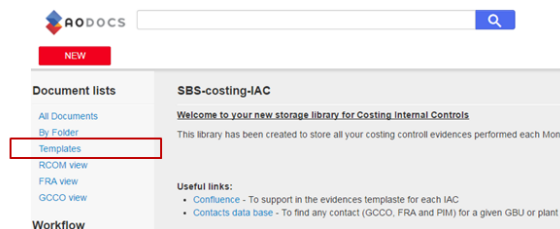
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Search for the SBS-costing-IAC library



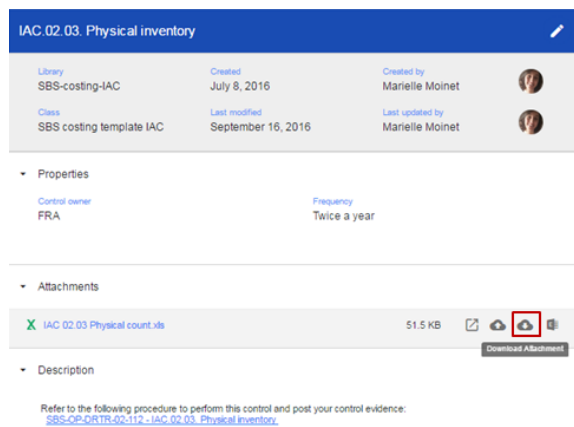
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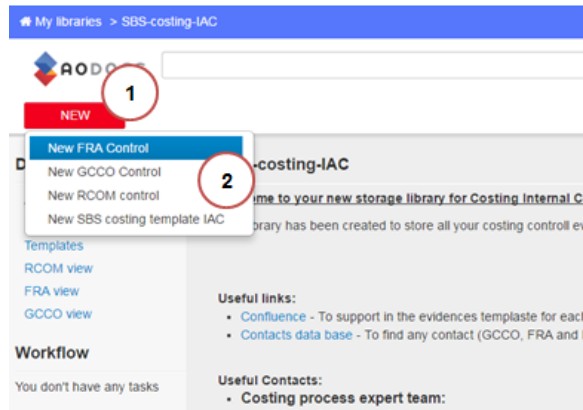


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