

# OP.107

## 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:

[Read me first](#) [Mvt](#) [Table](#)

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

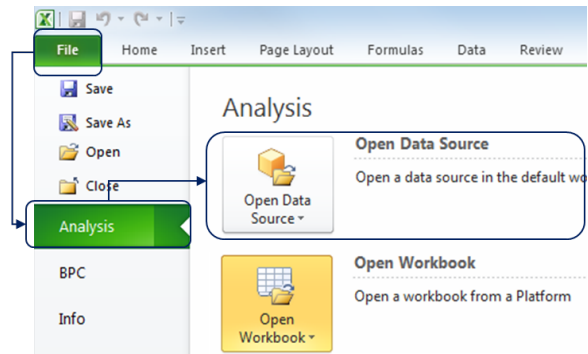
I open a data source or a workbook.

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

# Open Data Source

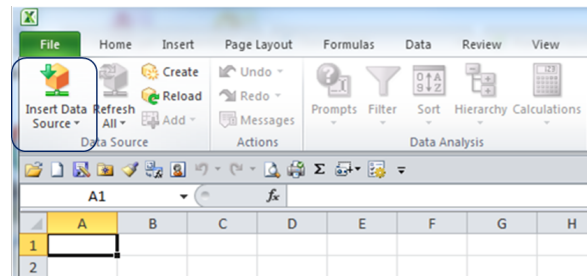
There are 2 options to open Data Source:

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



Or click the Analysis tab

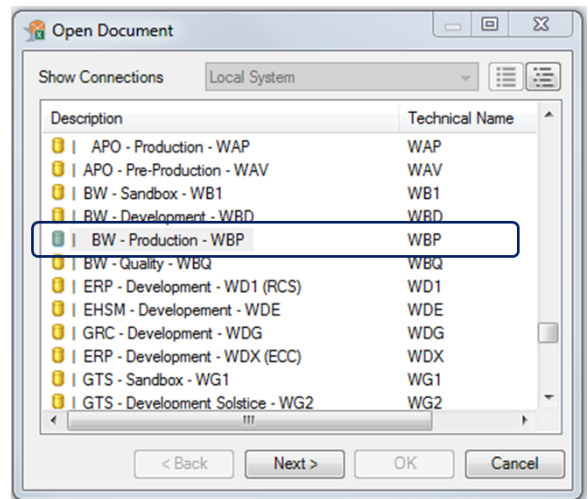
- First, select an empty cell where you wish to insert your data (Ex : A1)
- Click on "Insert Data Source"



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

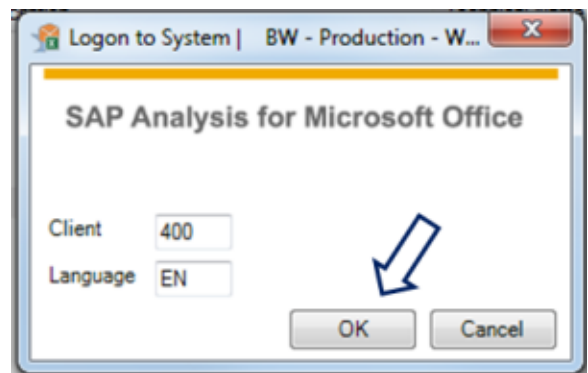
**Account**  
No Account ? Go to [Getting a BW Account](#).



Click « OK »

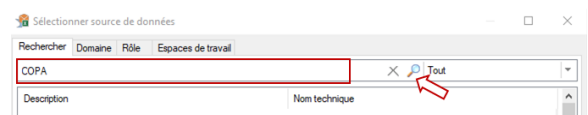
- Client: 400
- Language: EN

**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)

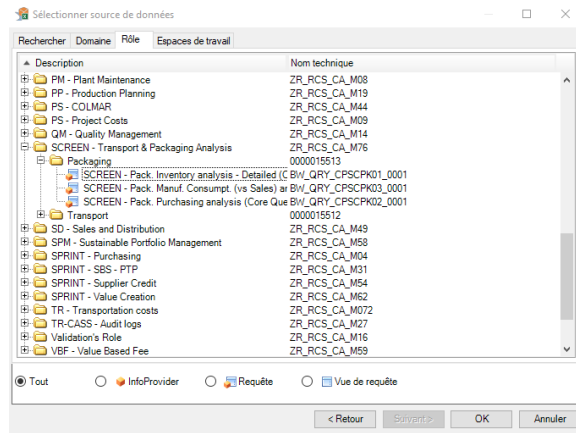
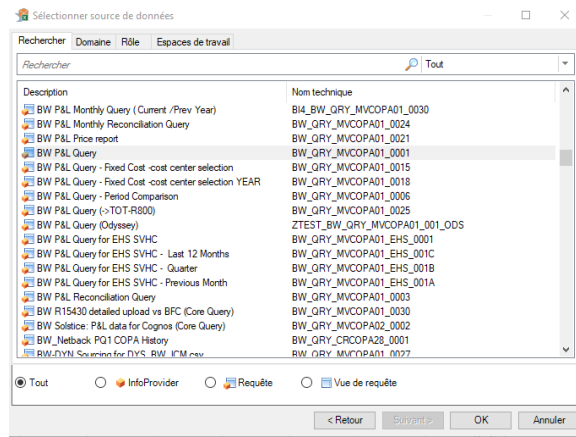


- or via browsing in the roles

### **Roles**

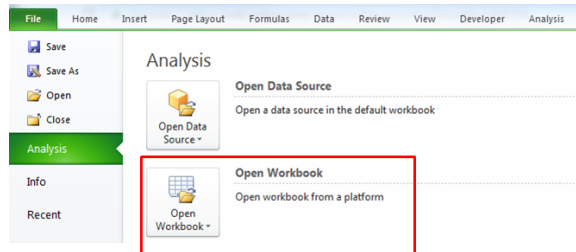
The "Roles" are folders which contain the core queries. The roles you have reflect your access so if you are not seeing a given role it means you do not have access to it and need to request it (Go to [Getting an Account](#)).

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)

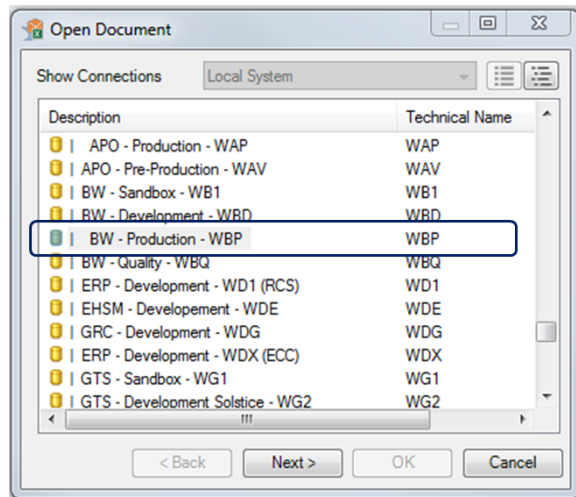
- Go to the File tab, click on Analysis then Open Workbook.



Select the source system: BW - Production - WBP

### **Account**

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



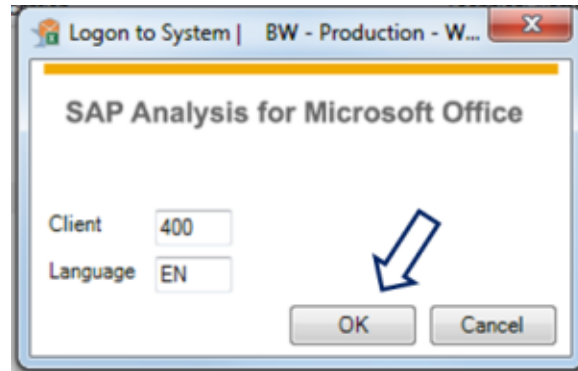
Click « OK »

- Client: 400
- Language: EN



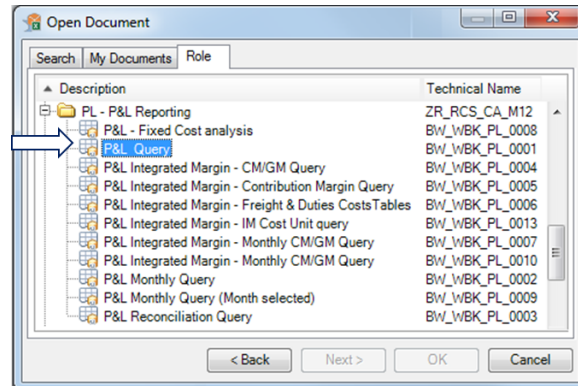
### Language

Only English is fully supported.



Go to the tab "Role" and then open a working capital workbook.

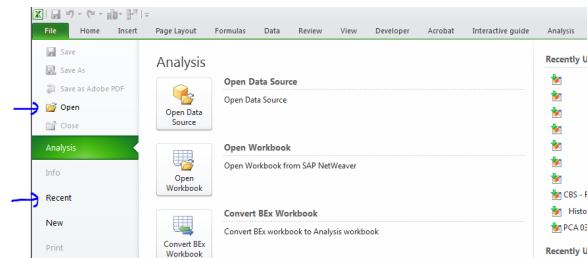
Select and open the folder and double click on the workbook.



## 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

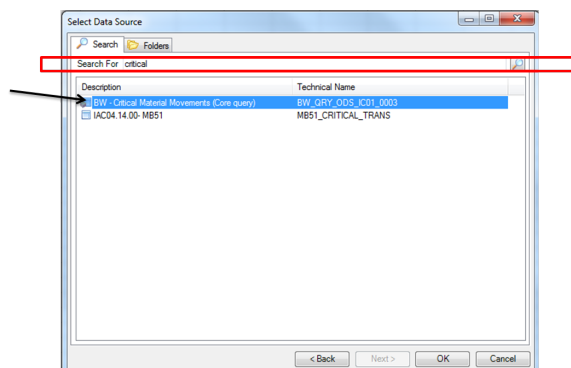
- [The Prompt Window](#)

#### 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**

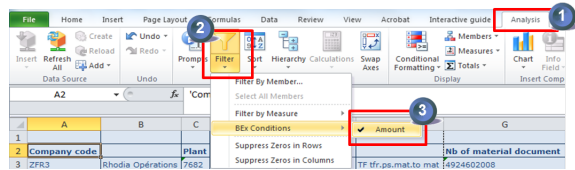
**I obtain the report and I justify the highlighted amount in the appropriate column**

*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

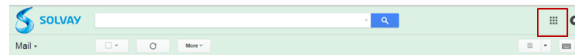
**STEP 5**

**I remove the filter in the amount criteria**



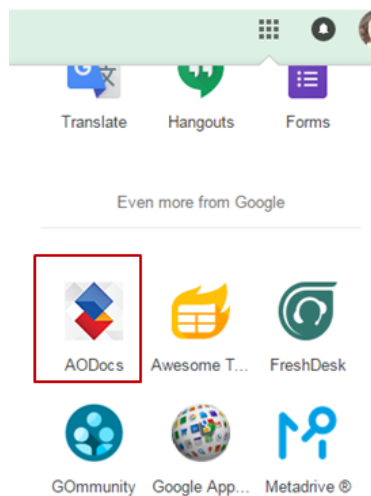
**STEP 1**

Go to you email and select "Google Apps"



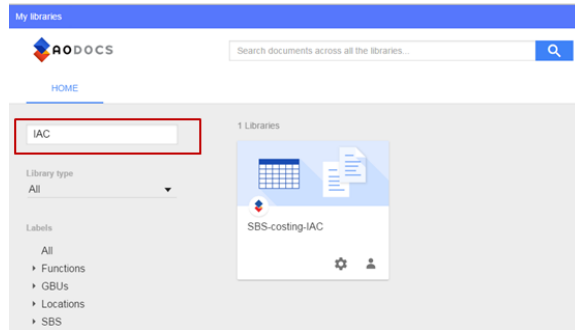
**STEP 2**

Select the button(app) for the AODOCS.



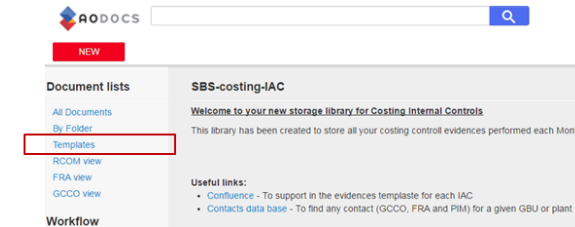
**STEP 3**

Search for the SBS-costing-IAC library



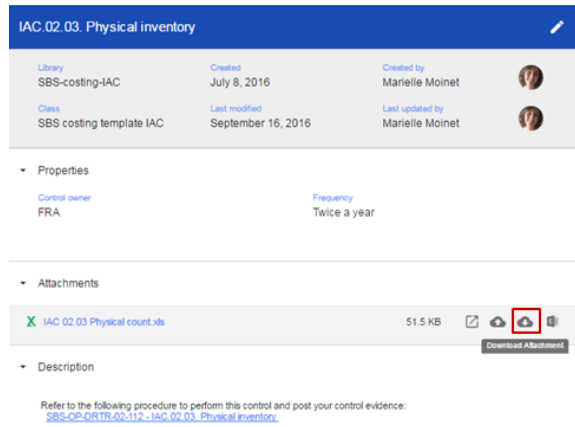
**STEP 4**

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**

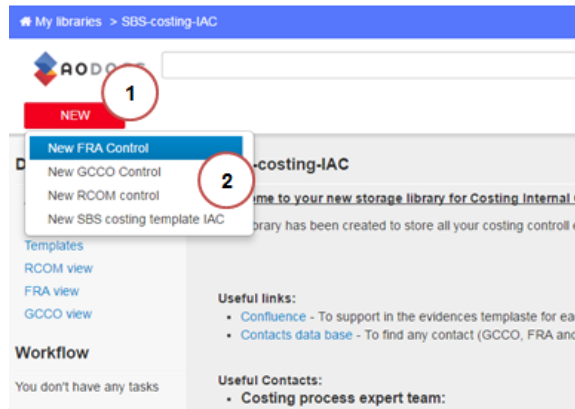
I download the attachment to your PC to be completed with data of the Month



**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**

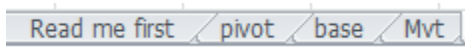
You control evidence is now completed. You can save it by



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"

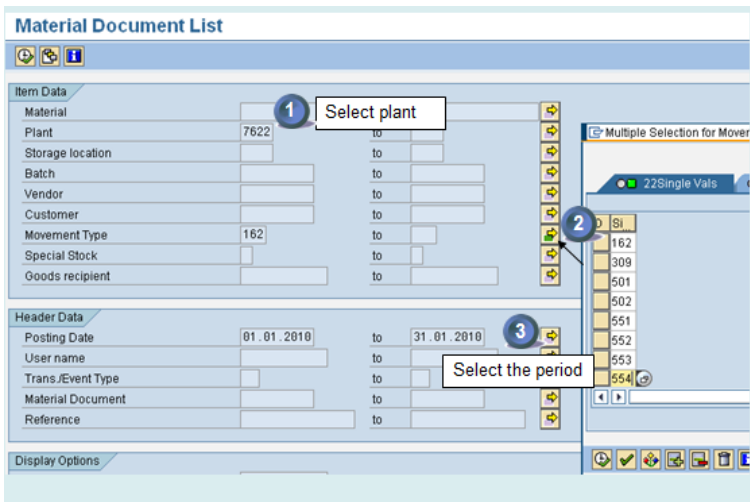
**2- Base**

- 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




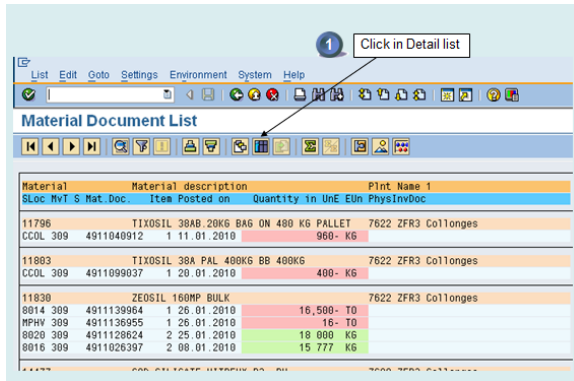


Fill in the:

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


**STEP 2**

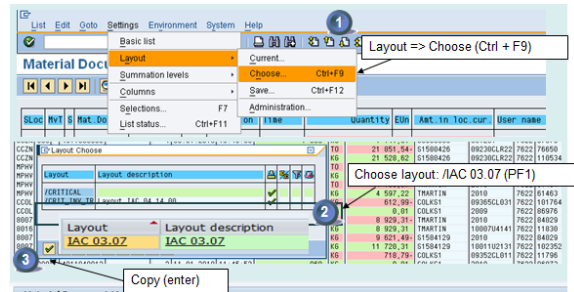
1. Select the **detail list** by clicking on 



**STEP 3**

Being in the detail list

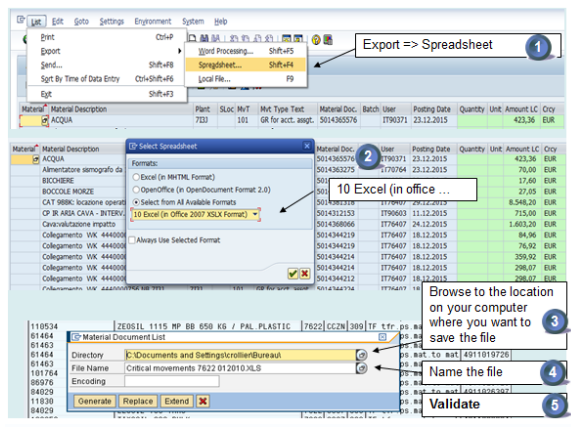
1. Select the correct layout
  - 1a. Settings
  - 1b. Layout
  - 1c. Choose
2. Select the following layout: /IAC 03.07
3. Validate by clicking on 



**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

1	Material	Material description	Plant	PhysDoc	Batch	User name	Posted on	Quantity	Blk	Art n	bc	Cur	Qty	Type
2	100440	ZEOSL 115 MP 20KG	7822	C00108	S0000365	05.01.2010	- 600	KG					- 600	EUR
3	57970	ZEOSL 115 MP 20KG	7822	C00108	S0000365	05.01.2010	- 7 800	KG					- 7 800	EUR
4	100440	ZEOSL 115 MP 20KG	7822	C00108	S0000365	05.01.2010	- 1 500	KG					- 1 500	EUR
5	57970	ZEOSL 115 MP 20 KG BAGS ON 600 KG PAL	7822	C00108	S0000365	05.01.2010	- 1 500	KG					- 1 500	EUR
6	78650	ZEOSL 115 MP 800 KG /PAL	7822	08200L022	S1500426	08.01.2010	- 31 200	KG					- 31 200	EUR
7	110534	ZEOSL 115 MP 800 KG /PAL PLASTIC	7822	08200L022	S1500426	08.01.2010	- 31 200	KG					- 31 200	EUR
8	61464	SULFURIC ACID 50% BULK	7822	2009	T040000	07.01.2010	- 272 644	KG					- 272 644	EUR
9	61463	SULFURIC ACID 98% BULK	7822	2009	T040000	07.01.2010	- 272 644	KG					- 272 644	EUR
10	61464	SULFURIC ACID 50% BULK	7822	2010	T040000	07.01.2010	- 47 976	KG					- 47 976	EUR
11	61463	SULFURIC ACID 98% BULK	7822	2010	T040000	07.01.2010	- 47 976	KG					- 47 976	EUR
12	101764	TRIOSL 73 BB 600 KG /PAL	7822	08065L031	COLAS11	07.01.2010	- 600	KG					- 600	EUR
13	88978	SILICA OFF SP OPAL C BAGS 20KG PAL 900KG	7822	2009	COLAS11	07.01.2010	- 600	KG					- 600	EUR
14	84829	ZEOSL 165 V6AC	7822	2010	T040000	08.01.2010	- 4 909	KG					- 4 909	EUR

**STEP 6**

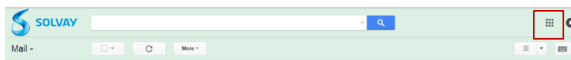
Refresh Pivot table

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

9	Type	Mar.Doc	User name	Total	> 1500	Comments
10	Declassified	499100950	S0000365	-84,45	ok	
11		499101954	S060426	-322,32	ok	
12		499101721	T040000	2 234,04	validate	Transfert acide sulfurique 98% vers 52%
13		499102010	COLAS11	-632,36	ok	
14		499102097	T040000	0,00	ok	
15		499103904	S060426	2 098,62	validate	ZEOSL et TRIOSL, reattribution
16		499104092	COLAS11	-738,78	ok	
17		499105030	S060426	1 722,27	validate	ZEOSL et TRIOSL, reattribution
18		499105630	S060426	379,14	validate	ZEOSL vers SILICA
19		499106206	T040000	-0,30	ok	
48	Inventory discrepancies	499107228	T040000	65,26	ok	
49		499108400	T040000	53,48	ok	
50		499108532	T040000	139 771,24	validate	Ecart d'inventaires sur le vitreus de 900T

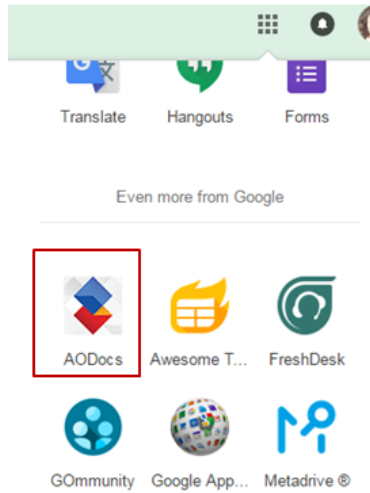
**STEP 1**

Go to you email and select "Google Apps"



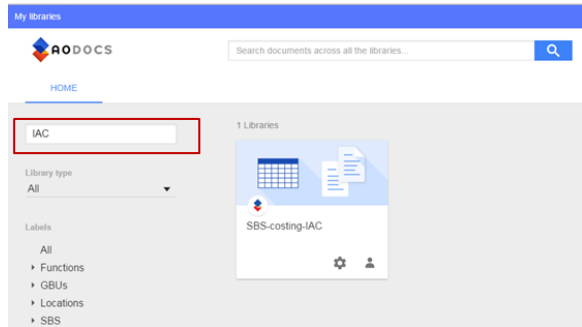
**STEP 2**

Select the button(app) for the AODOCS.



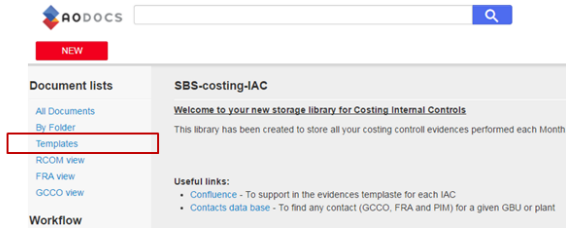
**STEP 3**

**Search for the SBS-costing-IAC library**



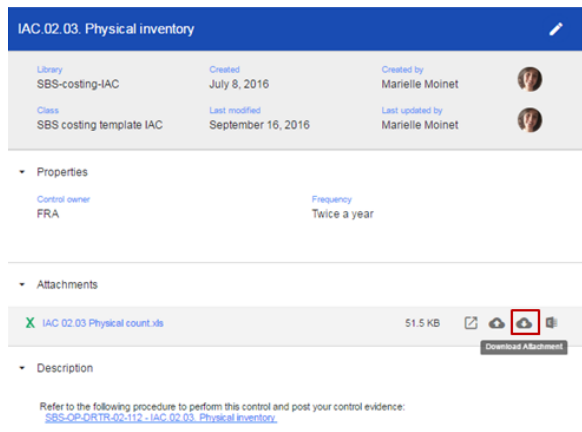
**STEP 4**

**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**

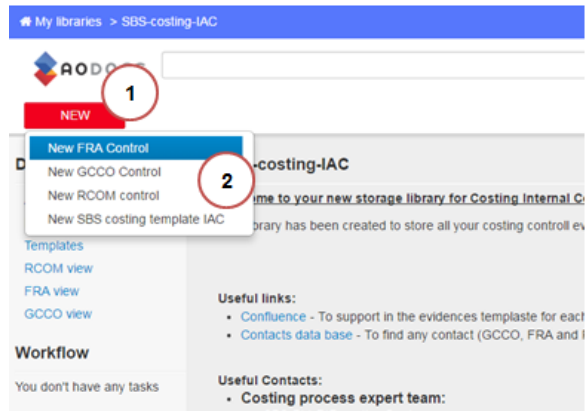


**STEP 6**

**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

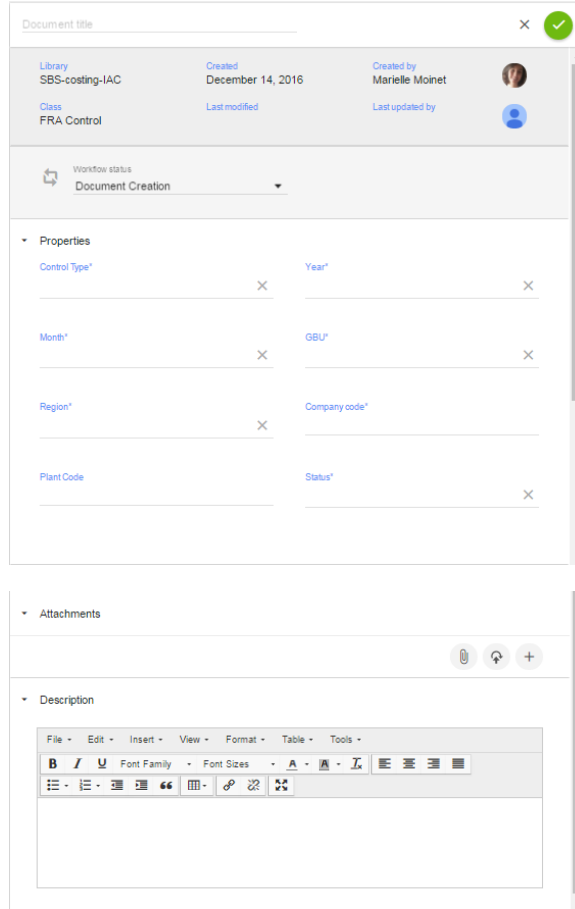
- New GCCO control, in the case I am a GCCO



**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

