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 rtrns 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

							Qty in OUn	Amnt. in local curr.	COMMENT
Company code		Plant		Movement Type		Nb of material		EUR	
ZFR3	Rhodia Opérations	7682	ZFR3 Salindres	309	TF tfr.ps.mat.to mat	4924602008	28,000 KG	2,879.24	
				701	GR phys.inv.: whse	4924480326	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

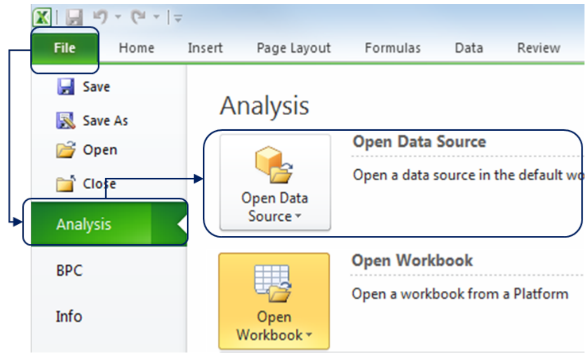
I open a data source or a workbook.

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

Open Data Source

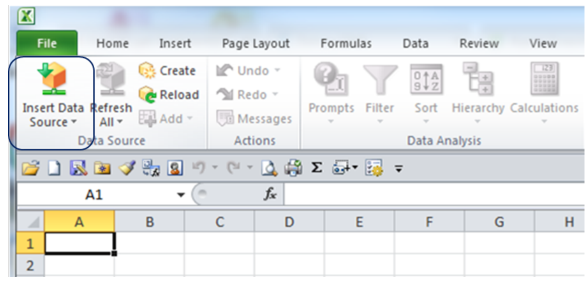
There are 2 options to open Data Source:

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



Or click the Analysis tab

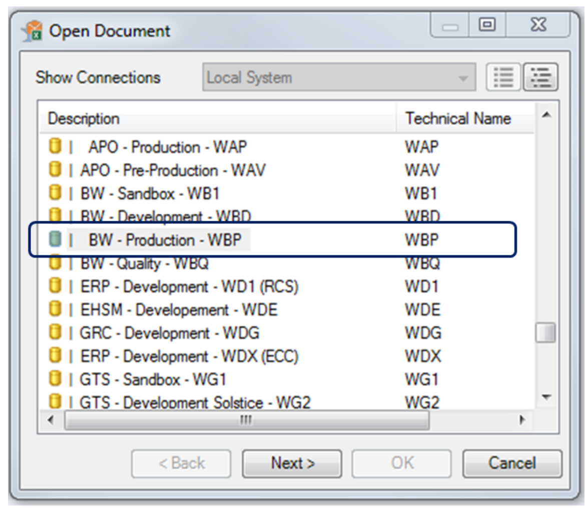
1. First, select an empty cell where you wish to insert your data (Ex : A1)
2. Click on "Insert Data Source"



> 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

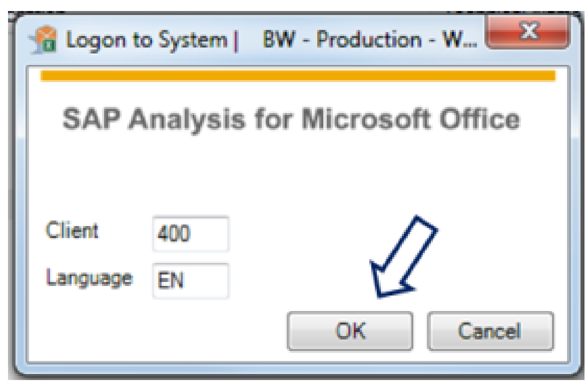
> **Account**
>
> No Account ? Go to Getting a BW Account.



Click « OK »

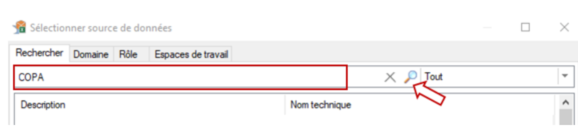
- Client: 400
- Language: EN

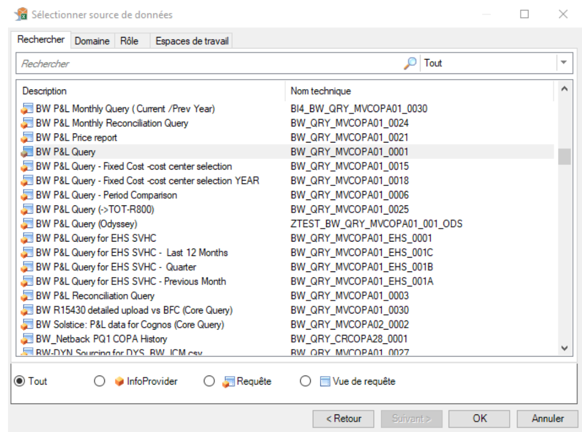
> **Language**
>
> Only English is fully supported.



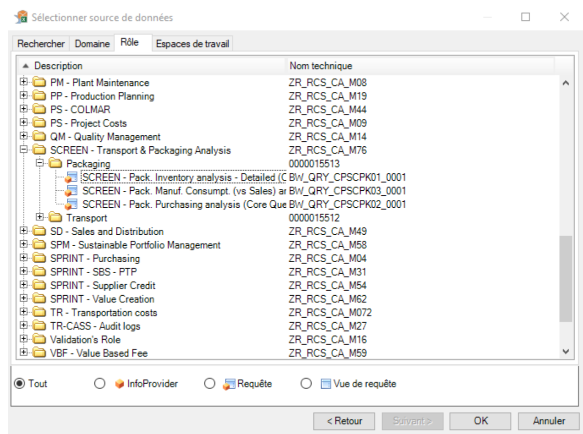
The "Select Data Source" window opens. Here you can:

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





- or via browsing in the roles



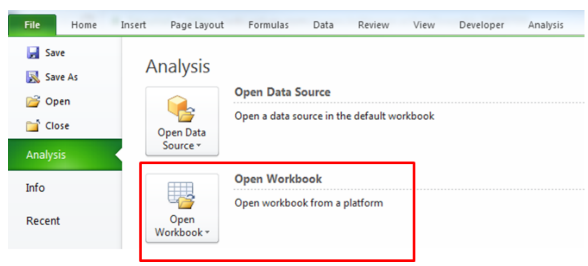
Roles

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).

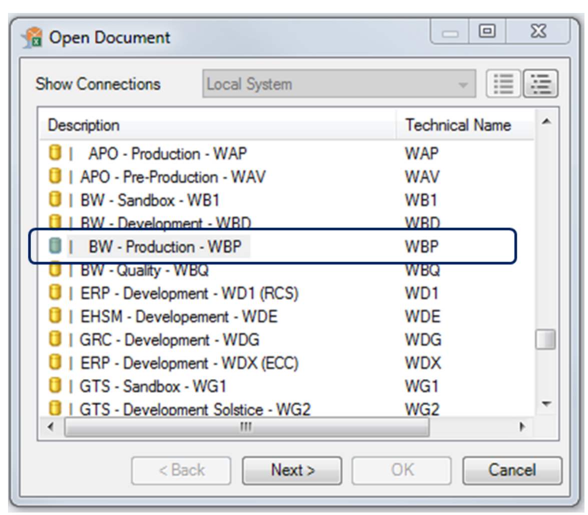
Select the query you want to insert and click OK. This will launch the query and a prompt will appear for you to select the data.

Open a workbook (on the server)

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



Select the source system: BW - Production - WBP



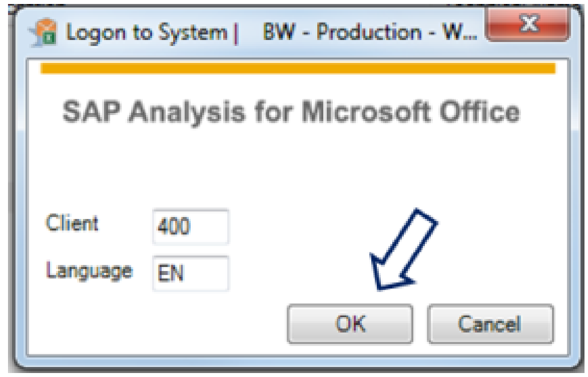
Account

No Account ? Go to Getting a BW Account.

Click « OK »

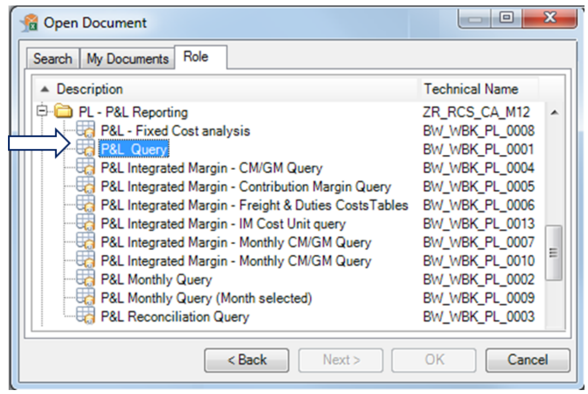
- Client: 400
- Language: EN

> **Language**
>
> Only English is fully supported.



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

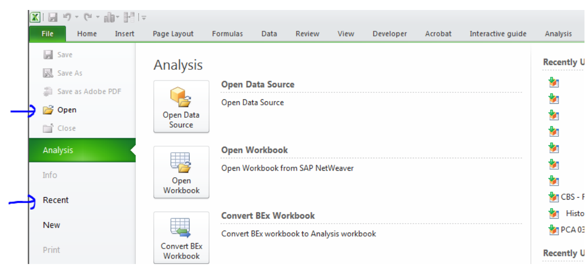
Select and open the folder and double click on the workbook.



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

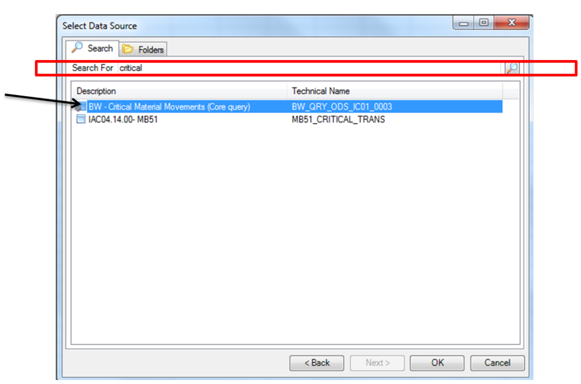
- The Prompt Window

STEP 2

I select the query

BW - Critical Material Movements (core query)

<u>Comment:</u> the technical name of the query is BW_QRY_ODS_IC01_0003

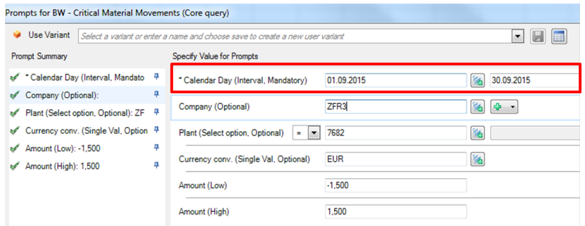


STEP 3

I run the query

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

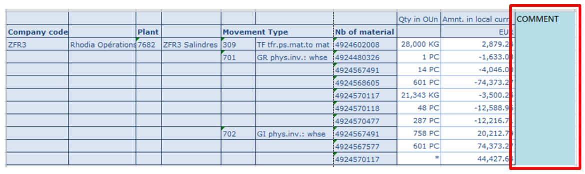
2. Enter detail information like the company code, the plant code to obtain the information that you are interested in.



STEP 4

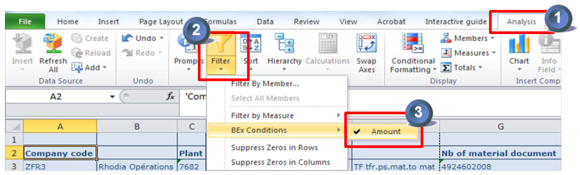
I obtain the report and I justify the highlighted amount in the appropriate column

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

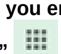


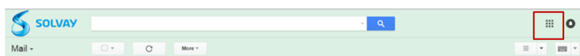
STEP 5

I remove the filter in the amount criteria



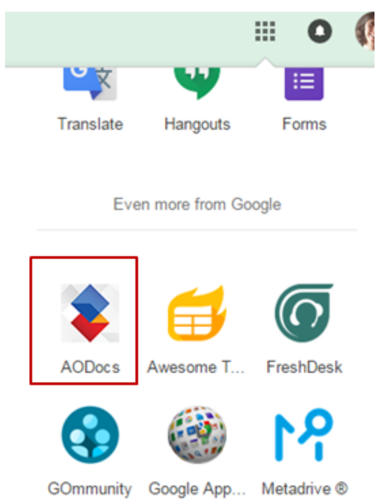
STEP 1

Go to you email and select “Google Apps” 



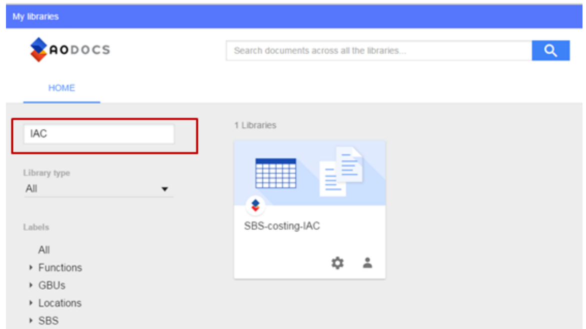
STEP 2

Select the button(app) for the AODOCS.



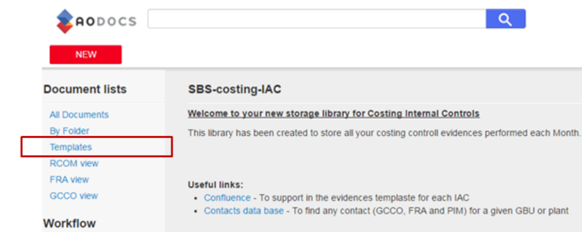
STEP 3

Search for the SBS-costing-IAC library



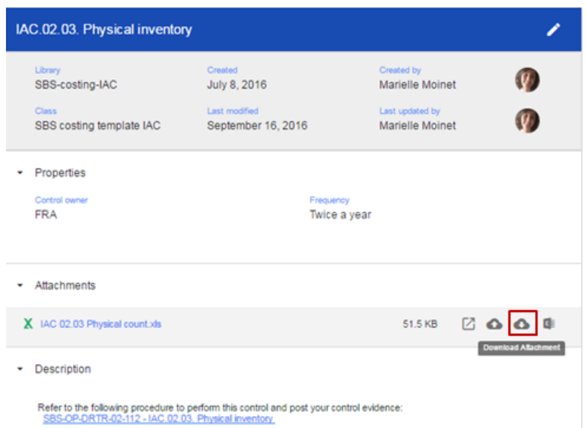
STEP 4

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

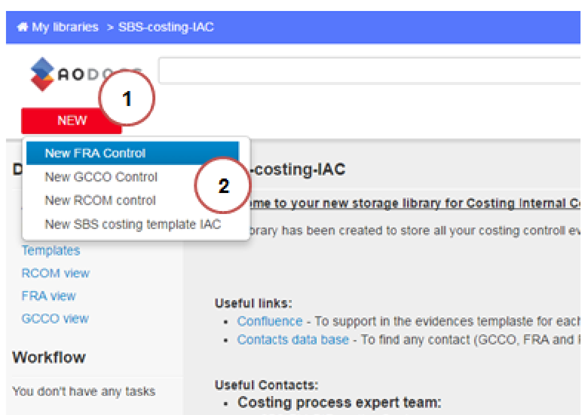
I download the attachment to your PC to be completed with data of the Month



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



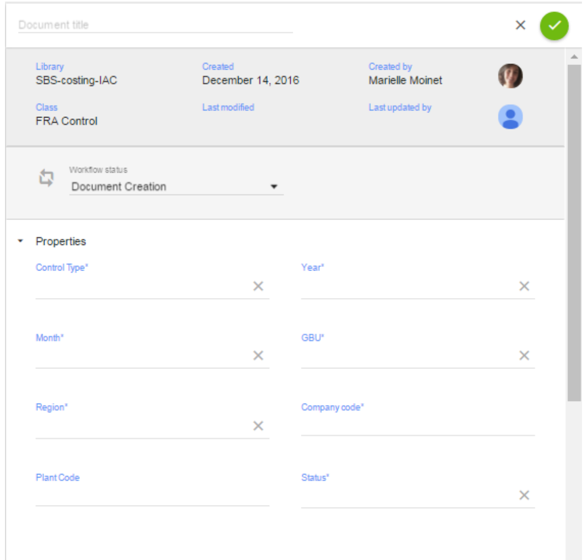
STEP 7

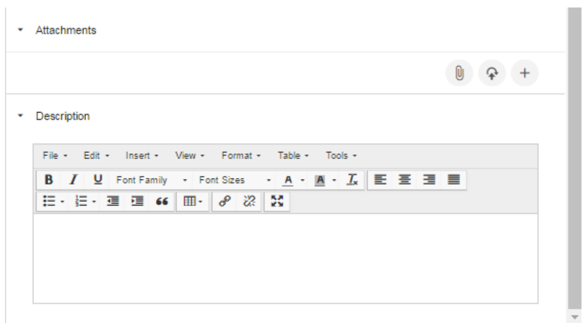
I fill in all the properties.

- 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 foresen 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.

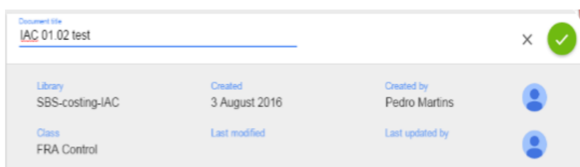




STEP 8

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

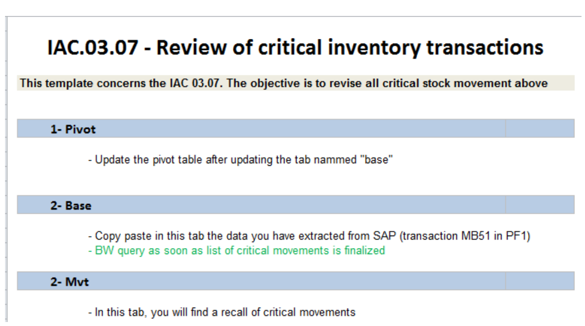
clicking the save icon



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 nammed "base"

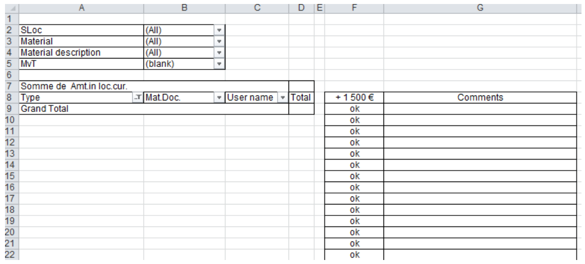
2- Base

- 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

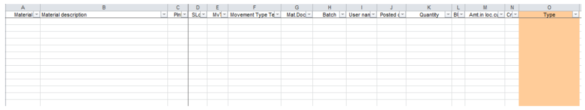
2- Mvt

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

2- **Pivot** where you can fresh the pivot table to see the results (only once you have completed tab base).



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



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

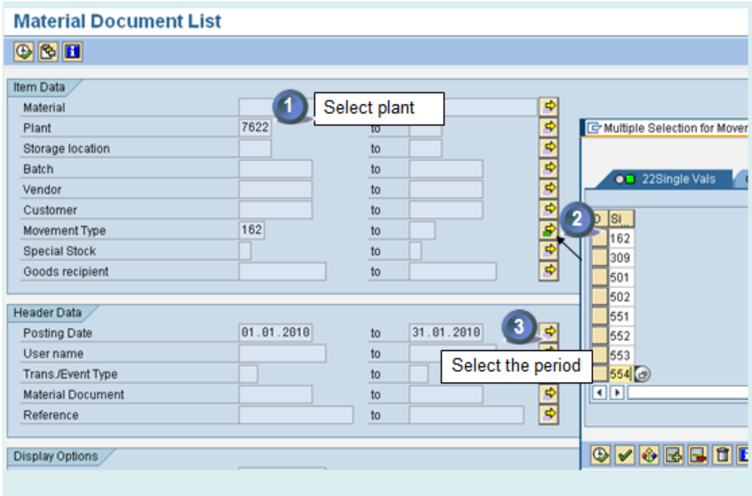
Mvt	Movement type text	Critical (Y/N)	
162	GR rtrns reversal	Material reversal	
309	TF tfr.ps.mat.to mat	Declassed	Not to be comment
501	Receipt w/o PO	Deleted movement	
502	RE receipt w/o PO	Deleted movement	
551	GI scrapping	Withdrawal	
552	RE scrapping	Withdrawal	
553	GI scrapping QI	Withdrawal	
554	RE scrapping QI	Withdrawal	
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	
841		Deleted movement	
842		Deleted movement	
843		Deleted movement	
844		Deleted movement	
920	GR phys.inv: whse RU	Inventory discrepancies	
925	GI claim: whse	Deleted movement	
926	RE claim: whse	Deleted movement	
961	Init.entry of stBal.	Deleted movement	
962	RE entry of st.bals.	Deleted movement	
955	GI scrapping	Withdrawal	
956	RE scrapping	Withdrawal	

The file is composed by four tabs.

Only the tabs "base" and "pivot" have to be updated.

STEP 1

I open a SAP transaction MB51.

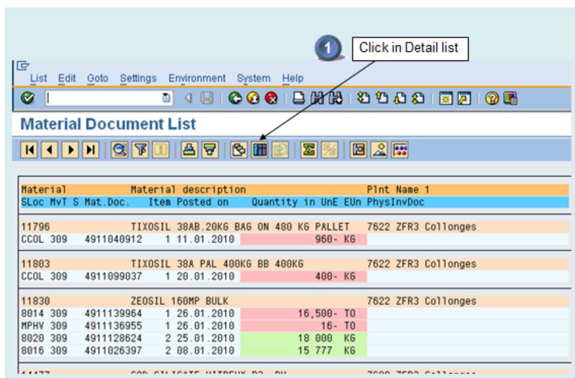


Fill in the:

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

STEP 2

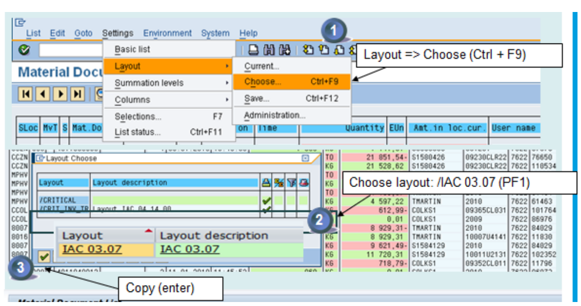
1. Select the **detail list** by clicking on 



STEP 3

Being in the detail list

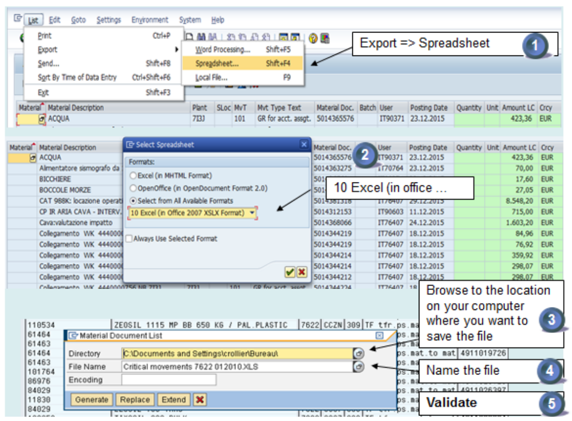
1. Select the correct layout
   1a. Settings
   1b. Layout
   1c. Choose
2. Select the following layout: /IAC 03.07
3. Validate by clicking on 



STEP 4

Save to excel

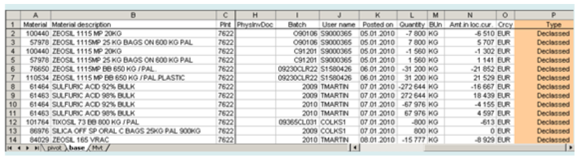
1. Go to
   1a. List
   1b. Export
   1c. Spreadsheet
2. Select from all Available formats: 10Excel (in office 2007 xslx format)
3. Confirm the location of the extraction in your PC
4. Name the file
5. Validate



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



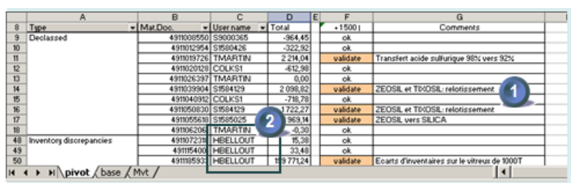
	A	B	C	H	I	J	K	L	M	N	O	P
1	Material	Material description	Plnt	PhysInvDoc	Batch	User name	Posted on	Quantity	BUn	Amt.in loc.cur.	Crcy	Type
2	100440	ZEOSIL 1115 MP 20KG	7622		O90106	S9000365	05.01.2010	-7 800	KG	-6 510	EUR	Declassed
3	57978	ZEOSIL 1115MP 25 KG BAGS ON 600 KG PAL	7622		O90106	S9000365	05.01.2010	7 800	KG	5 707	EUR	Declassed
4	100440	ZEOSIL 1115 MP 20KG	7622		C91201	S9000365	05.01.2010	-1 560	KG	-1 302	EUR	Declassed
5	57978	ZEOSIL 1115MP 25 KG BAGS ON 600 KG PAL	7622		C91201	S9000365	05.01.2010	1 560	KG	1 141	EUR	Declassed
6	76650	ZEOSIL 1115MP BB 650 KG / PAL.	7622		09230CLR22	S1580426	06.01.2010	-31 200	KG	-21 852	EUR	Declassed
7	110534	ZEOSIL 1115 MP BB 650 KG / PAL PLASTIC	7622		09230CLR22	S1580426	06.01.2010	31 200	KG	21 529	EUR	Declassed
8	61464	SULFURIC ACID 92% BULK	7622		2009	TMARTIN	07.01.2010	-272 644	KG	-16 667	EUR	Declassed
9	61463	SULFURIC ACID 98% BULK	7622		2009	TMARTIN	07.01.2010	272 644	KG	18 439	EUR	Declassed
10	61464	SULFURIC ACID 92% BULK	7622		2010	TMARTIN	07.01.2010	-67 976	KG	-4 155	EUR	Declassed
11	61463	SULFURIC ACID 98% BULK	7622		2010	TMARTIN	07.01.2010	67 976	KG	4 597	EUR	Declassed
12	101764	TIXOSIL 73 BB 800 KG / PAL	7622		09365CL031	COLKS1	07.01.2010	-800	KG	-613	EUR	Declassed
13	86976	SILICA OFF SP ORAL C BAGS 25KG PAL 900KG	7622		2009	COLKS1	07.01.2010	800	KG	0	EUR	Declassed
14	84029	ZEOSIL 165 VRAC	7622		2010	TMARTIN	08.01.2010	-15 777	KG	-8 929	EUR	Declassed

pivot / base / Mvt

STEP 6

Refresh Pivot table

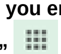
1. Update the pivot table and comment if the amount is above 1 500 €
2. Check if inventory discrepancies are only validated by the FRA

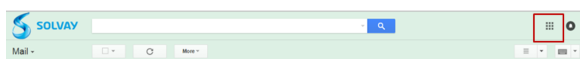


	A	B	C	D	E	F	G
8	Type	Mat.Doc.	User name	Total		+1500	Comments
9	Declassed	4911008550	S9000365	-964,45		ok	
10		4911012954	S1580426	-322,92		ok	
11		4911019726	TMARTIN	2 214,04		validate	Transfert acide sulfurique 98% vers 92%
12		4911020128	COLKS1	-612,98		ok	
13		4911026397	TMARTIN	0,00		ok	
14		4911039904	S1584129	2 098,82		validate	ZEOSIL et TIXOSIL: relotissement
15		4911040912	COLKS1	-718,78		ok	
16		4911050830	S1584129	1 722,27		validate	ZEOSIL et TIXOSIL: relotissement
17		4911055618	S1585025	[illegible]969,14		validate	ZEOSIL vers SILICA
18		491106206[illegible]	TMARTIN	-0,30		ok	
48	Inventory discrepancies	49110723[illegible]	HBELLOUT	15,38		ok	
49		491115400[illegible]	HBELLOUT	33,48		ok	
50		49111859[illegible]	HBELLOUT	1[illegible]9 771,24		validate	Ecarts d'inventaires sur le vitreux de 1000T

pivot / base / Mvt

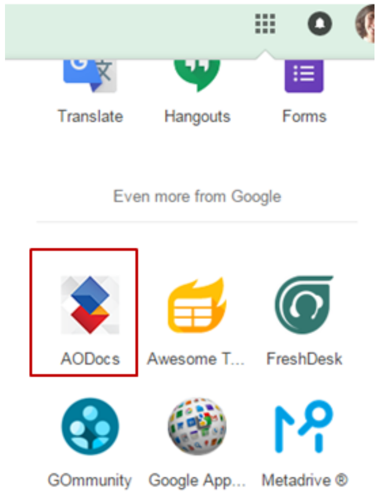
STEP 1

Go to you email and select "Google Apps" 



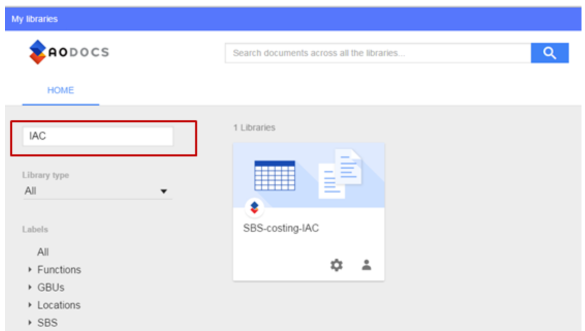
STEP 2

Select the button(app) for the AODOCS.



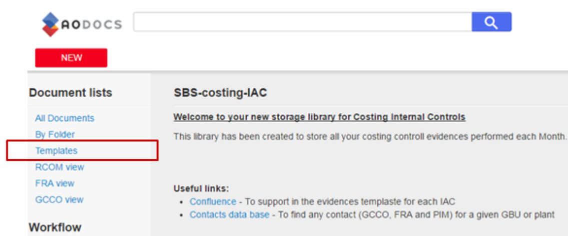
STEP 3

Search for the SBS-costing-IAC library



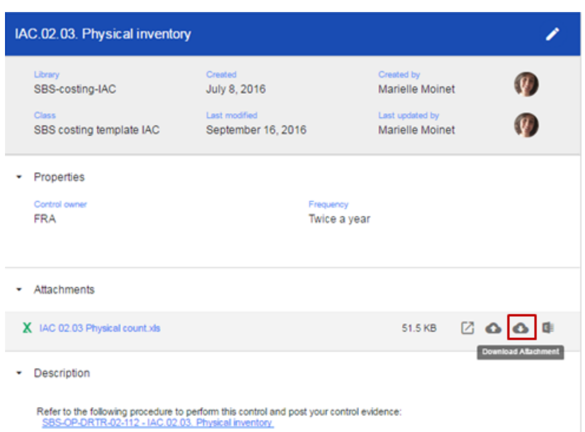
STEP 4

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

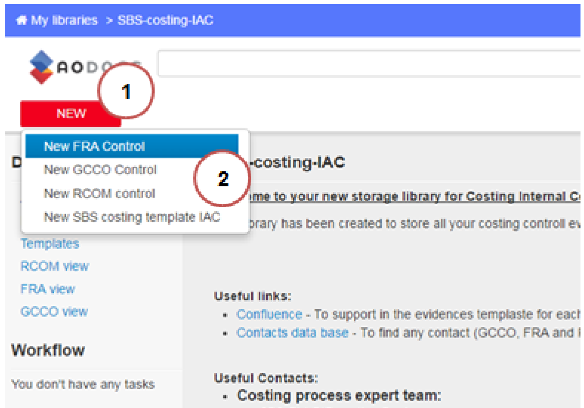


STEP 6

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

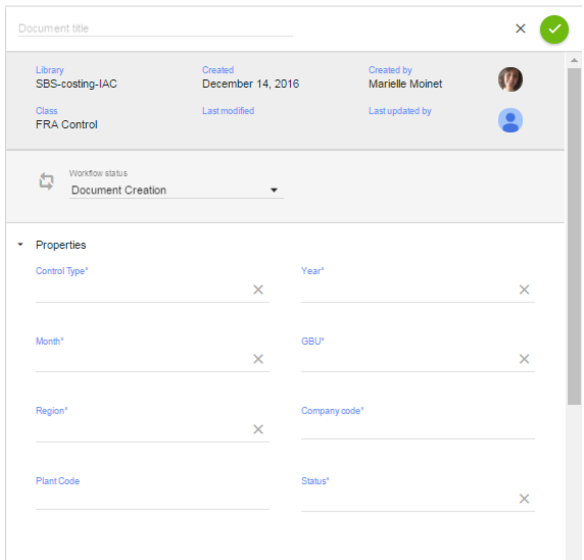
- New GCCO control, in the case I am a GCCO



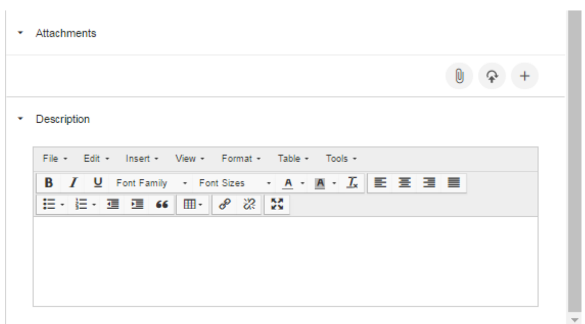
STEP 7

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 foressen 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