

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

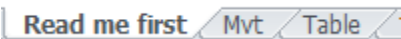
[IAC 03.07 Review of critical inventory.xlsx](#)

[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 Qltn	Amnt. in local curr.	COMMENT
ZPK3	Rhodie Operations	701	509	TF tfr.ps.mat.to mat	26,000 KG	2,879.24
			701	GR phys.inv.: whse	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	-12,388.96	
			4924570477	289 PC	-12,216.71	
			702	GI phys.inv.: whse	758 PC	20,212.79
			4924567977	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

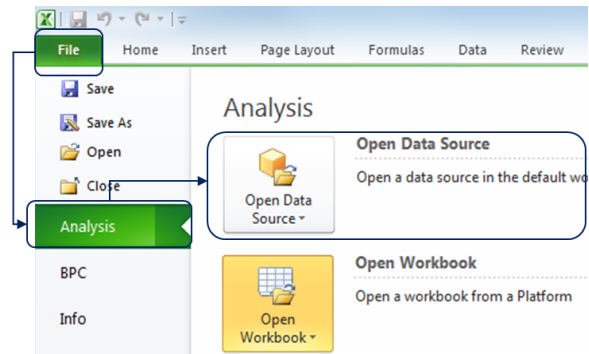
I open a data source or a workbook.

- [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:

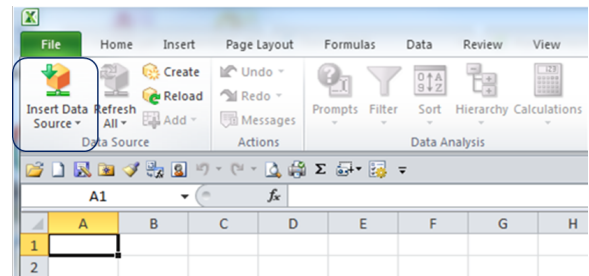
- Go to the File tab, click on Analysis then Open Data Source.



Or click the Analysis tab

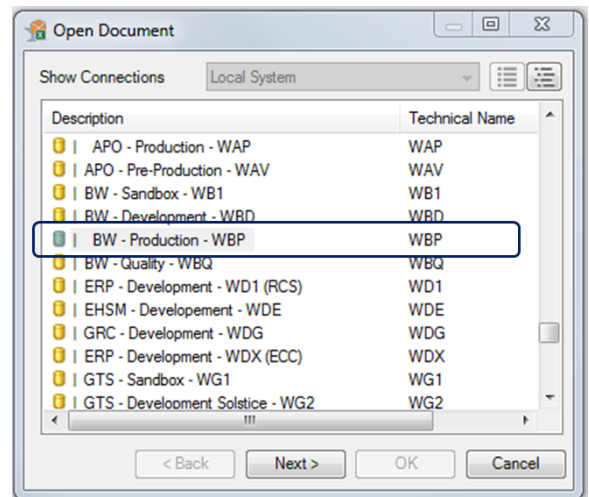
- First, select an empty cell where you wish to insert your data (Ex : A1)
- Click on "Insert Data Source"

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

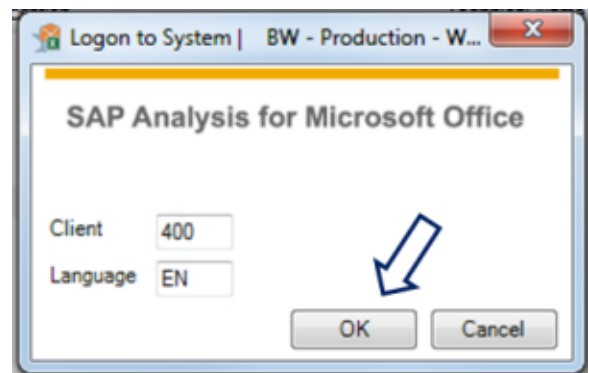
Account
No Account ? Go to [Getting a BW Account](#).



Click « OK »

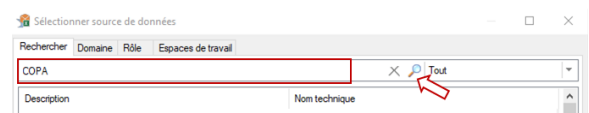
- Client: 400
- Language: EN

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)

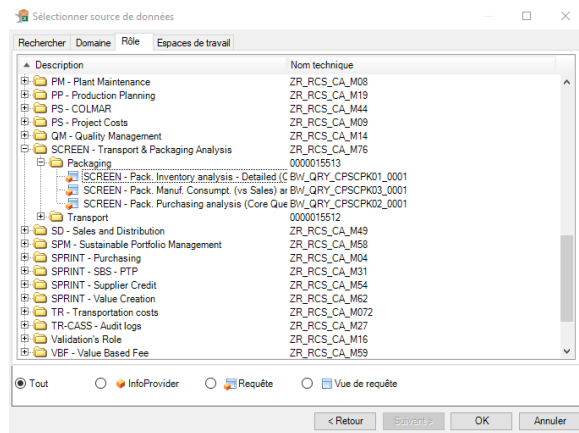
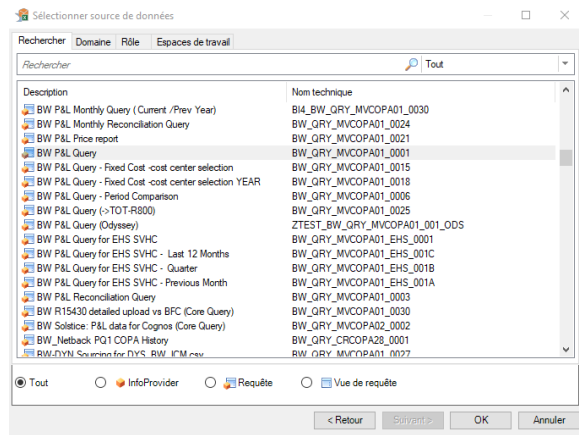


- or via browsing in the roles

Roles

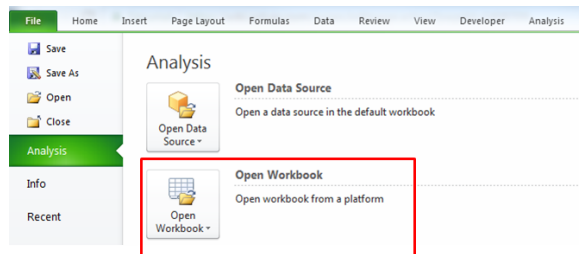
The "Roles" are folders which contain the core queries. The roles you have reflect your access so if you are not seeing a given role it means you do not have access to it and need to request it (Go to [Getting an Account](#)).

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)

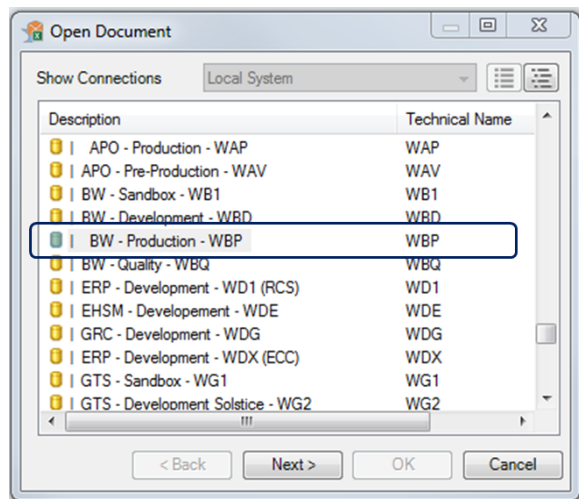
- Go to the File tab, click on Analysis then Open Workbook.



Select the source system: BW - Production - WBP

Account

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



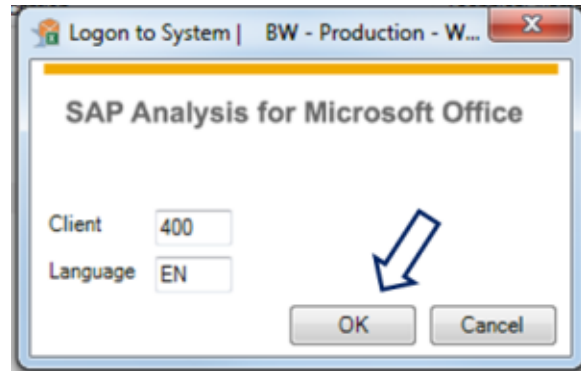
Click « OK »

- Client: 400
- Language: EN



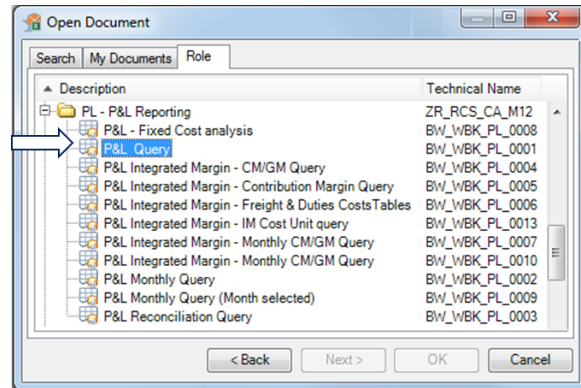
Language

Only English is fully supported.



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

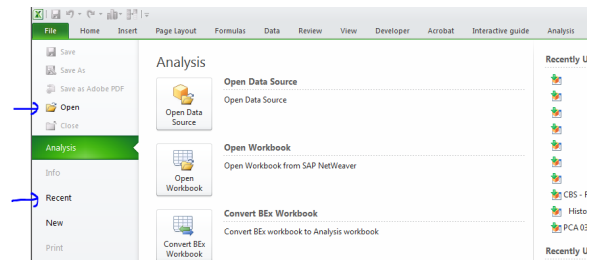
Select and open the folder and double click on the workbook.



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

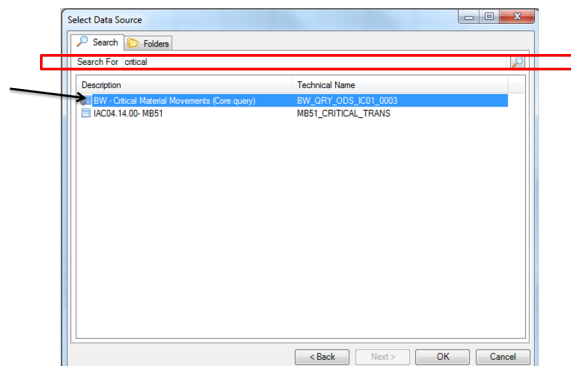
- [The Prompt Window](#)

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

- ✓ * Calendar Day (Interval, Mandatory)
- ✓ Company (Optional): ZFR3
- ✓ Plant (Select option, Optional): ZF
- ✓ Currency conv. (Single Val, Option)
- ✓ Amount (Low): -1.500
- ✓ Amount (High): 1.500

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, Option) EUR

Amount (Low) -1.500

Amount (High) 1.500

STEP 4

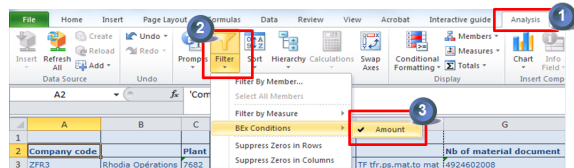
I obtain the report and I justify the highlighted amount in the appropriate column

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	509 TF tfr.ps.mat.to mat	4924602008	28,000 KG	2,879.3	
		701 GR phys.inv.: whse	4924480326	1 PC	-1,633.0	
			4924567491	14 PC	-4,046.0	
			4924568605	601 PC	-74,373.2	
			4924570117	21,343 KG	-3,600.3	
			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		44,427.4	

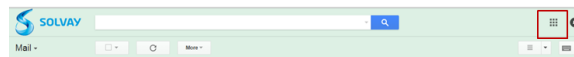
STEP 5

I remove the filter in the amount criteria



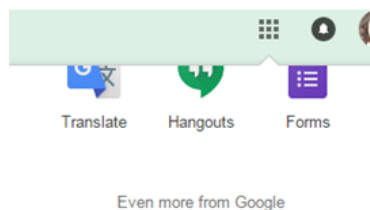
STEP 1

Go to you email and select “Google Apps”



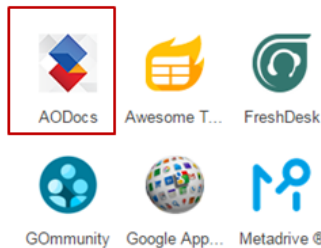
STEP 2

Select the button(app) for the AODOCS.



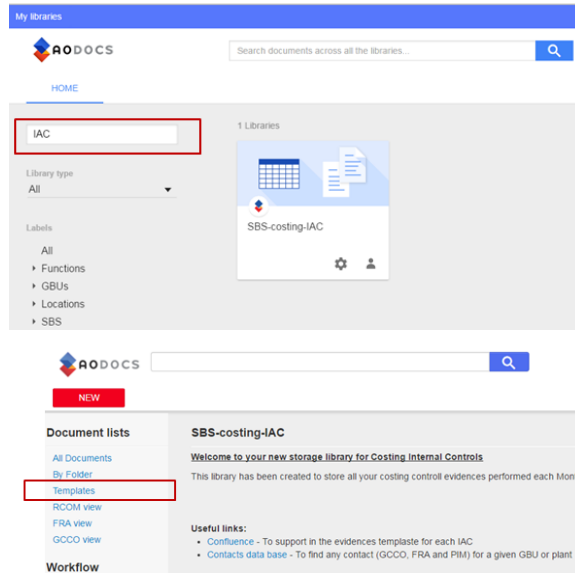
STEP 3

Search for the SBS-costing-IAC library



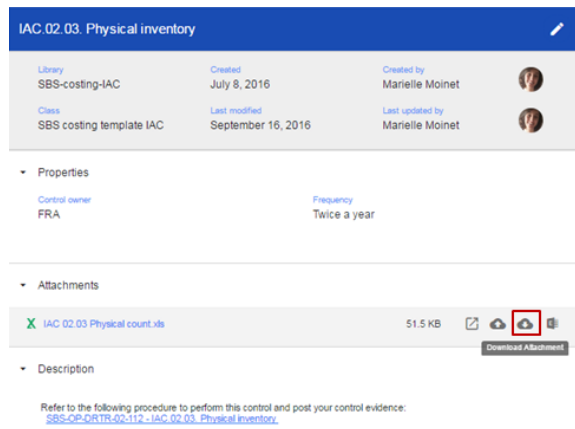
STEP 4

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

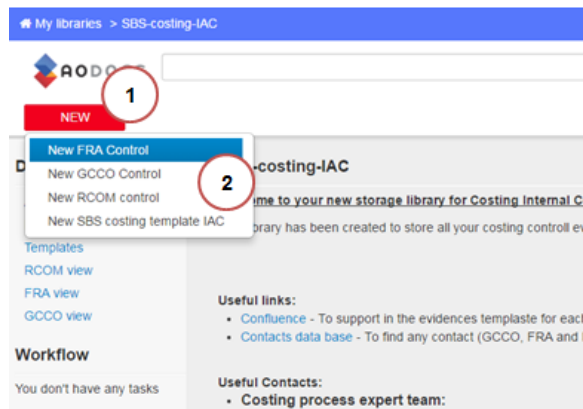
I download the attachment to your PC to be completed with data of the Month



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

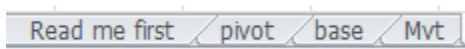
You control evidence is now completed. You can save it by



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

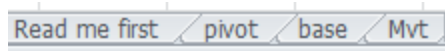
- In this tab, you will find a recall of critical movements

	A	B	C	D	E	F	G
1							
2	SlLoc	(All)	*				
3	Material	(All)	*				
4	Material description	(All)	*				
5	MVT	(Totals)	*				
6							
7	Somme de Amt.in loc.cur.						
8	Type	= Mat.Doc	= User name	= Total		= 1 500 €	Comments
9	Grand Total					ok	
10						ok	
11						ok	
12						ok	
13						ok	
14						ok	
15						ok	
16						ok	
17						ok	
18						ok	
19						ok	
20						ok	
21						ok	
22						ok	

[illegible]

A	B	C	D
Mvt	Movement type text	Critical (Y/N)	
162	GR trms reversal	Material reversal	
309	TF trf.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	

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



I open a SAP transaction MB51.

Material Document List

Item Data

Material: 7622 to

Plant: to

Storage location: to

Batch: to

Vendor: to

Customer: to

Movement Type: 162 to

Special Stock: to

Goods recipient: to

Header Data

Posting Date: 01.01.2010 to 31.01.2010

User name: to

Trans./Event Type: to

Material Document: to

Reference: to

Display Options

1 Select plant

2

3 Select the period

Multiple Selection for Mover

22 Single Vals

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 

1 Click in Detail list

Material Document List

Material	Material description	Plant	Name 1
11796	TIKOSIL 30AB 20KG BAG ON 400 KG PALLET	7622	ZFR3 Collonges
CCOL 309	4911040912 1 11.01.2010	960	KG
11803	TIKOSIL 30A PAL 400KG BB 400KG	7622	ZFR3 Collonges
CCOL 309	4911099037 1 20.01.2010	400	KG
11830	ZEOSIL 160MP BULK	7622	ZFR3 Collonges
8814 309	4911139964 1 26.01.2010	16,500	T0
MPHY 309	4911136955 1 26.01.2010	16	T0
8820 309	4911126624 2 25.01.2010	18 000	KG
8816 309	4911026397 2 08.01.2010	15 777	KG

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 

1 Layout => Choose (Ctrl + F9)

Material Document List

Layout: /IAC 03.07

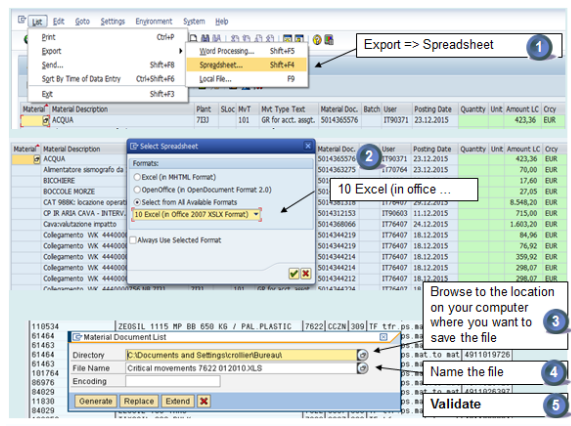
2 Copy (enter)

Choose layout: /IAC 03.07 (PF1)

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
Material	Material description	Plnt	PhysDoc	Batch	User name	Posted on	Quantity	Blk	Ant n br cur	Cncy	Type
100440	ZEOSIL 1115 MP 20KG	7822	C000106	S0000365	05.05.2010	7.800	KG		4.510	EUR	Deceased
57970	ZEOSIL 1115 MP 20KG	7822	C000106	S0000365	05.05.2010	7.800	KG		5.707	EUR	Deceased
100440	ZEOSIL 1115 MP 20KG	7822	C000106	S0000365	05.05.2010	7.800	KG		1.302	EUR	Deceased
57970	ZEOSIL 1115 MP 20KG	7822	C000106	S0000365	05.05.2010	7.800	KG		1.141	EUR	Deceased
78650	ZEOSIL 1115 MP 800 KG /PAL	7822	08200L022	S1500426	08.01.2010	31.200	KG		-21.852	EUR	Deceased
110534	ZEOSIL 1115 MP 800 KG /PAL PLASTIC	7822	08200L022	S1500426	08.01.2010	31.200	KG		21.529	EUR	Deceased
61464	SULFURIC ACID 50% BULK	7822	2009	TMARTIN	07.05.2010	-272.644	KG		-18.667	EUR	Deceased
61463	SULFURIC ACID 50% BULK	7822	2009	TMARTIN	07.05.2010	-272.644	KG		18.429	EUR	Deceased
61464	SULFURIC ACID 50% BULK	7822	2009	TMARTIN	07.05.2010	-47.976	KG		-4.155	EUR	Deceased
61463	SULFURIC ACID 50% BULK	7822	2009	TMARTIN	07.05.2010	47.976	KG		4.597	EUR	Deceased
101764	TRIOSIL 73 BB 800 KG /PAL	7822	08065L031	COLKSI	07.05.2010	-800	KG		-613	EUR	Deceased
88976	SILICA OFF SP ORAL C-BAGS 25KG PAL 900KG	7822	2009	COLKSI	07.05.2010	800	KG		0	EUR	Deceased
84029	ZEOSIL 165 VMAC	7822	2010	TMARTIN	08.05.2010	-18.777	KG		-8.929	EUR	Deceased

STEP 6

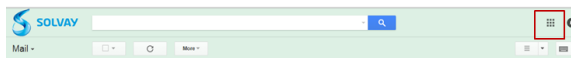
Refresh Pivot table

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

Type	MarDoc	User name	Total	+1500	Comments
Deceased	499000550	S0000365	-384.45	ok	
	499010954	S000426	-322.32	ok	
	499010170	TMARTIN	2.24.04	validate	Transfert acide sulfurique 90% vers 52%
	499020020	COLKSI	-632.98	ok	
	499020297	TMARTIN	0.00	ok	
	499030944	TRIACTIS	2.098.82	validate	ZEOSIL et TRIOSIL, reletoisement
	499040992	COLKSI	-788.78	ok	
	499050630	S000426	1722.27	validate	ZEOSIL et TRIOSIL, reletoisement
	499050630	S000426	395.14	validate	ZEOSIL vers SILICA
	499062096	TMARTIN	0.30	ok	
Inventory discrepancies	499072208	MBELLOUT	65.28	ok	
	499084400	MBELLOUT	23.48	ok	
	499085932	MBELLOUT	189.771.24	validate	Ecart d'inventaires sur le vitreux de 900T

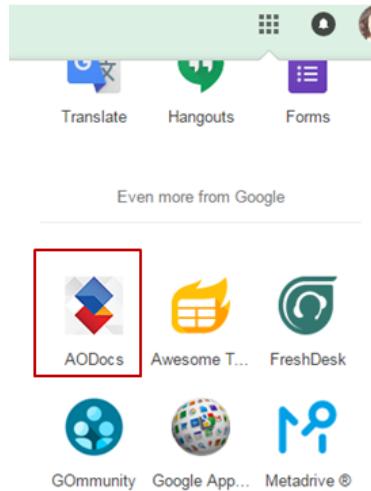
STEP 1

Go to you email and select "Google Apps"



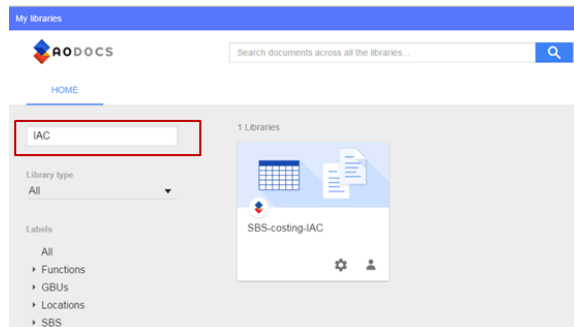
STEP 2

Select the button(app) for the AODOCS.



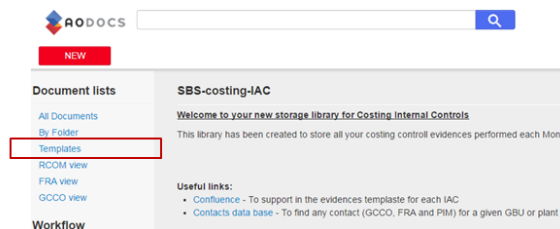
STEP 3

Search for the SBS-costing-IAC library



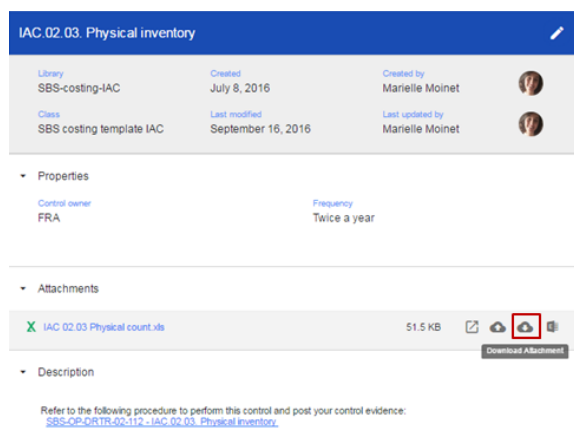
STEP 4

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STEP 5

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

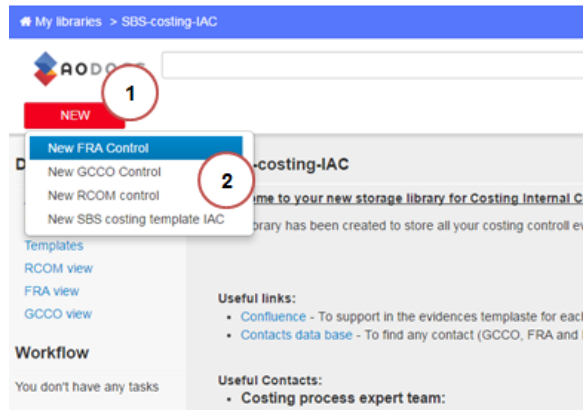


STEP 6

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



