

# 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

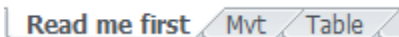
[IAC 03.07 Review of critical inventory.xlsx](#)

[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	Rhode Opération	509 TF tfr.ps.mat.to mat	4924602008	20,000 KG	2,879.24	
		701 GR phys. inv.: whse	4924460206	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	

## Workflow history

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

Mar 31, 2025	Actor	Type	Activity	Version
Published	 Gomes, Susana	Edit	updated the page at 1:51 pm	
		State	changed state to <b>Published</b> at 11:51 am	v17
Draft	 Gomes, Susana	State	gave <i>Approvers</i> approval at 11:51 am	
		State	changed state to <b>Draft</b> at 11:51 am	v17

Jul 08, 2016

Published	Marielle MOINET	Edit	updated the page at 6:17 am
		State	changed state to <b>Published</b> at 4:17 am <span style="float: right;">v16</span>
To be approved	Marielle MOINET	State	gave <i>Approvers</i> approval at 4:17 am
		State	changed expiry date to '13 Jul, 2016 04:17 am' at 4:17 am
		State	changed state to <b>To be approved</b> at 4:17 am <span style="float: right;">v16</span>
For Review	Marielle MOINET	State	gave <i>Reviewers</i> approval at 4:17 am
		State	changed expiry date to '13 Jul, 2016 04:17 am' at 4:17 am
		State	changed state to <b>For Review</b> at 4:17 am <span style="float: right;">v16</span>

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

STEP 1

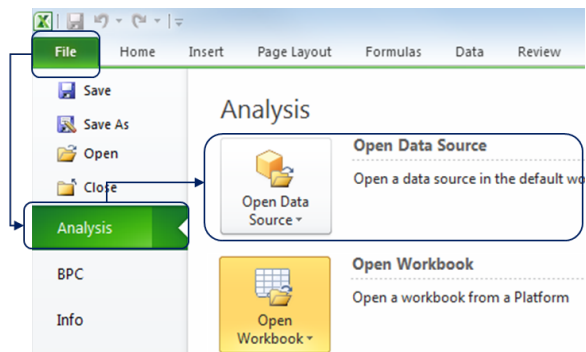
I open a data source or a workbook.

- [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:

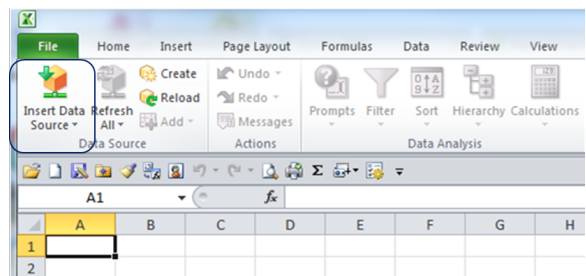
- Go to the File tab, click on Analysis then Open Data Source.



Or click the Analysis tab

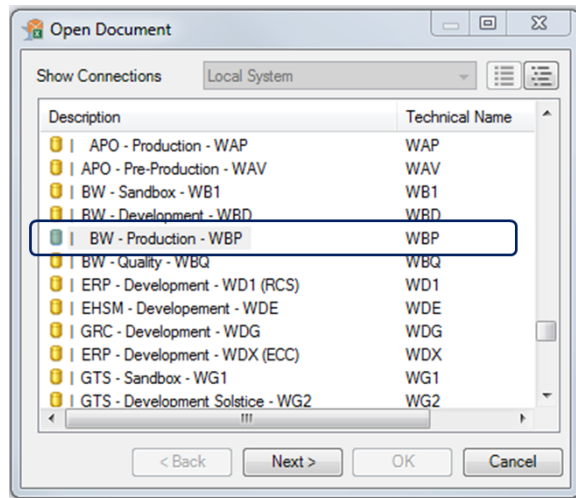
1. First, select an empty cell where you wish to insert your data (Ex : A1)
2. Click on "Insert Data Source"

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



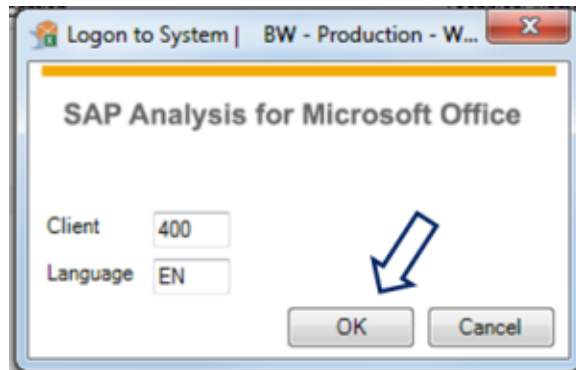
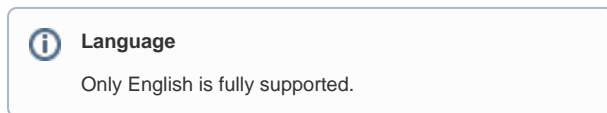
Select the source system: BW - Production - WBP

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



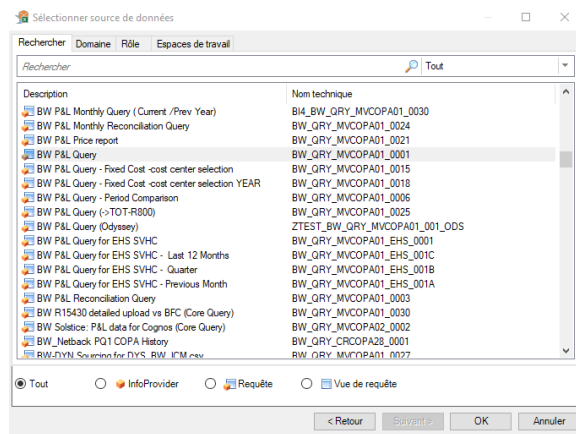
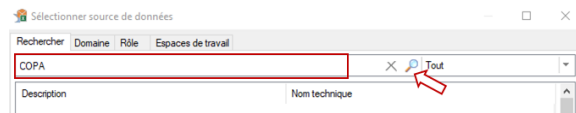
Click « OK »

- Client: 400
- Language: EN

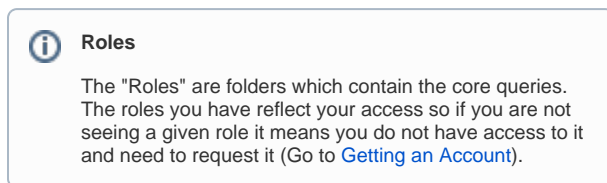


The "Select Data Source" window opens. Here you can:

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



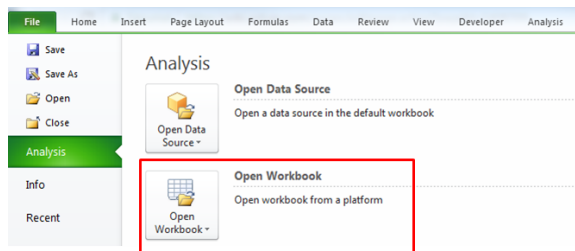
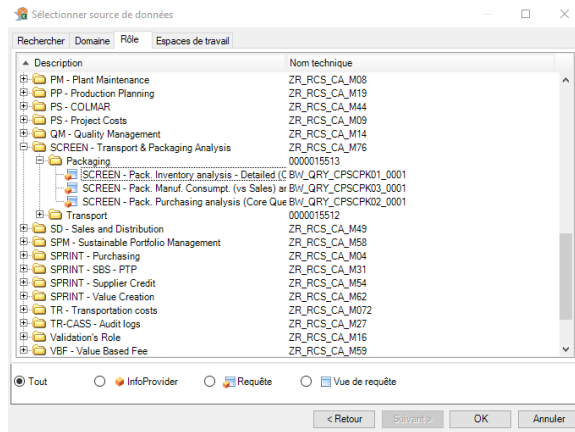
- or via browsing in the roles



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)

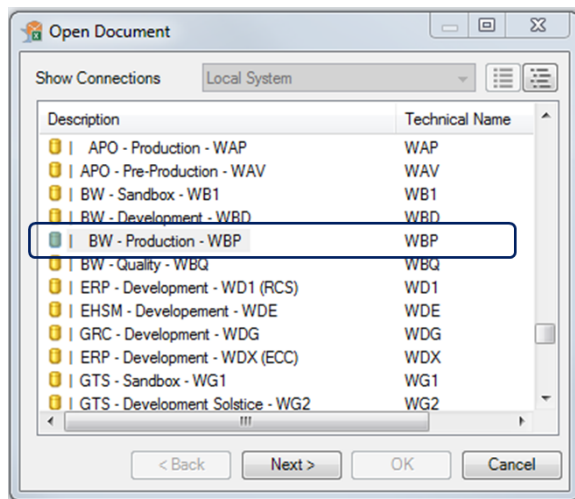
- Go to the File tab, click on Analysis then Open Workbook.



Select the source system: BW - Production - WBP

**Account**

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

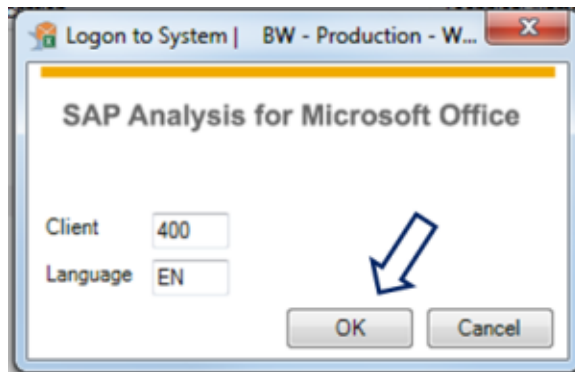


Click « OK »

- Client: 400
- Language: EN

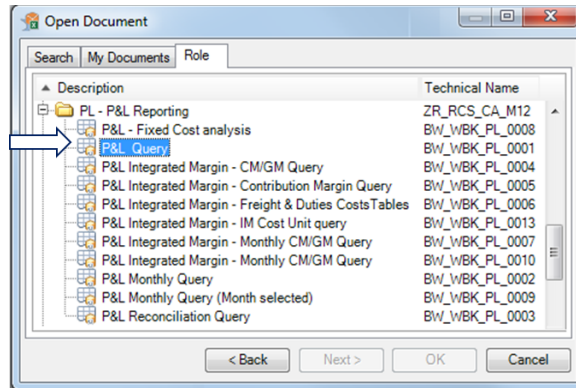
**Language**

Only English is fully supported.



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

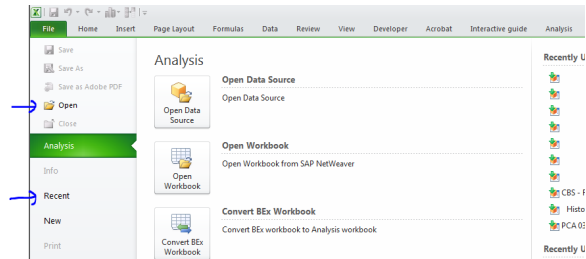
Select and open the folder and double click on the workbook.



## 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

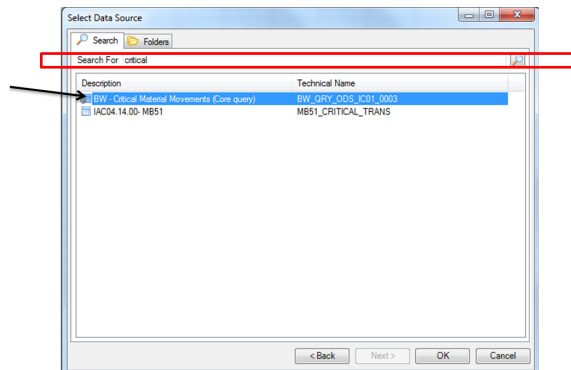
- [The Prompt Window](#)

#### 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*

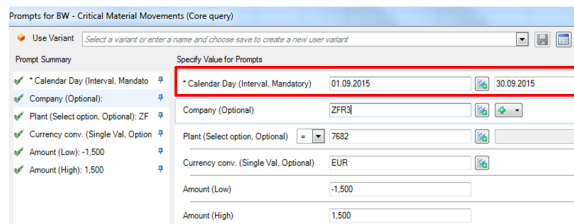


#### STEP 3

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.



STEP 4

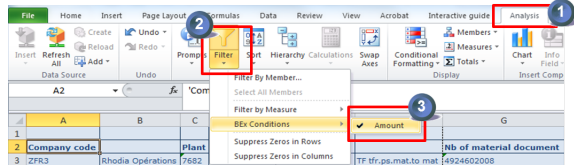
I obtain the report and I justify the highlighted amount in the appropriate column

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 Qln	Amnt. in local cur	COMMENT
ZFR3	Rhodia Operations 7682	ZFR3 Salindres 309	TF ifr.ps.mat.to mat	4924602008	28,000 KG	2,679.2
			4924480326	1 PC	-1,633.0	
			4924597491	14 PC	-4,046.8	
			4924566025	601 PC	-74,373.2	
			4924570117	21,343 KG	-3,500.3	
			4924570118	48 PC	-12,588.6	
			4924570477	287 PC	-12,216.7	
			4924507491	758 PC	20,212.3	
			4924567377	601 PC	74,373.2	
			4924570117	*	44,427.6	

STEP 5

I remove the filter in the amount criteria



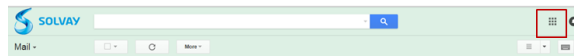
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Mar 31, 2025	Actor	Type	Activity	Version
Published	Gomes, Susana	Edit	updated the page at 8:41 pm	
		State	changed state to <b>Published</b> at 6:41 pm	v13
Draft	Gomes, Susana	State	gave <i>Approvers</i> approval at 6:41 pm	
		State	changed state to <b>Draft</b> at 6:41 pm	v13
May 18, 2016				
Published	Sylvain Michel Alexandre Pingont	State	changed state to <b>Published</b> at 3:33 am (Space Initialization)	v12
		State	gave <i>To be approved</i> approval at 3:33 am	
Draft	Sylvain Michel Alexandre Pingont	State	changed state to <b>Draft</b> at 3:33 am	v12
		State	changed state to <b>Draft</b> at 3:33 am	
From Dec 22, 2015 to Mar 18, 2016				
	Marielle MOINET , Alexandra Lepercq and ROLLIER, Charlotte	Edit	multiple updates from Marielle MOINET , Alexandra Lepercq and ROLLIER, Charlotte	

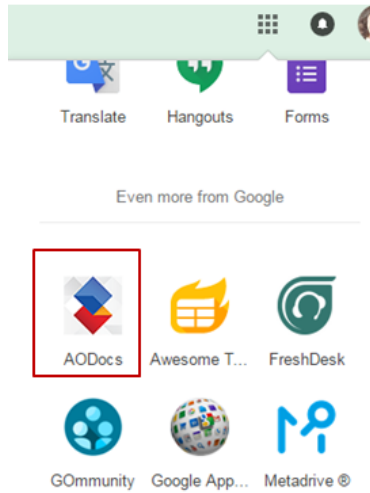
STEP 1

Go to you email and select "Google Apps"



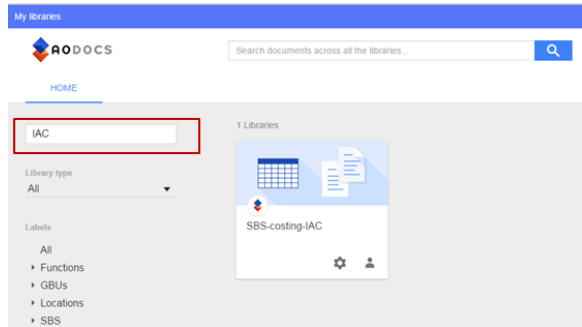
STEP 2

Select the button(app) for the AODOCS.



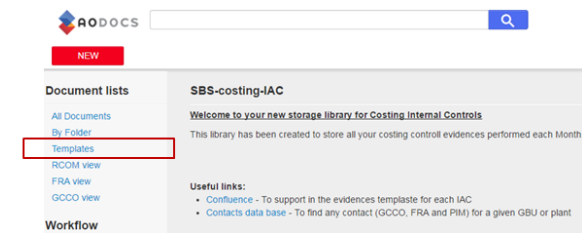
**STEP 3**

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



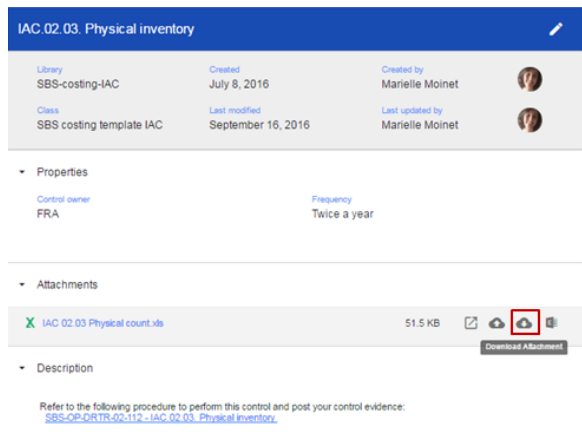
**STEP 4**

**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**

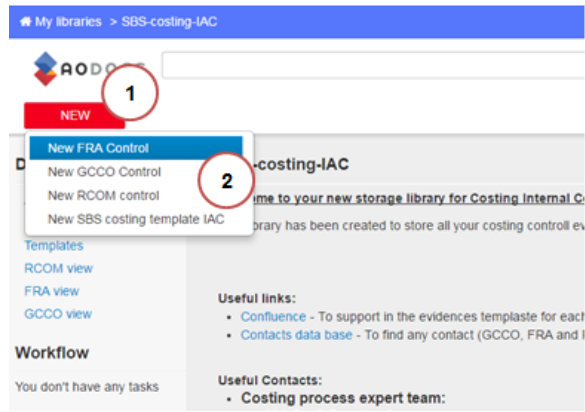


**STEP 6**

**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

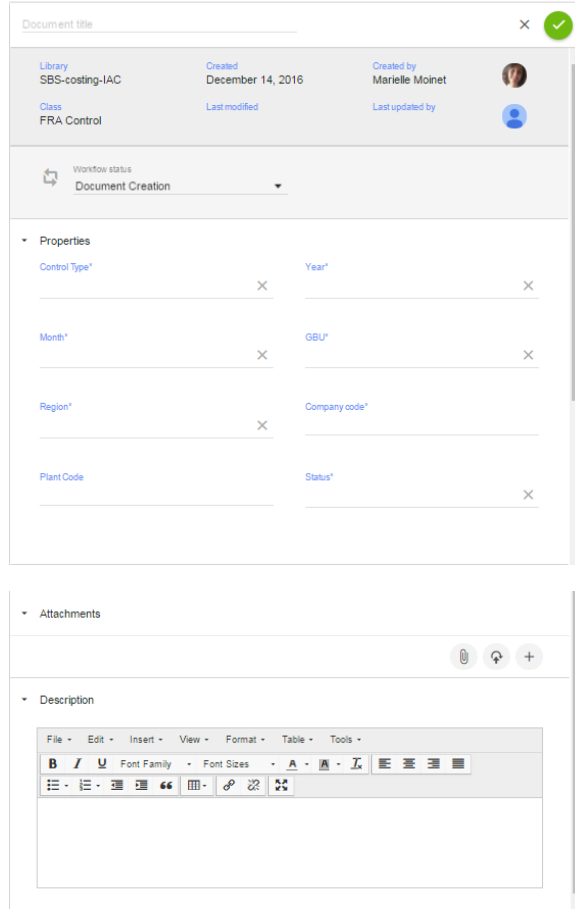
- New GCCO control, in the case I am a GCCO



**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



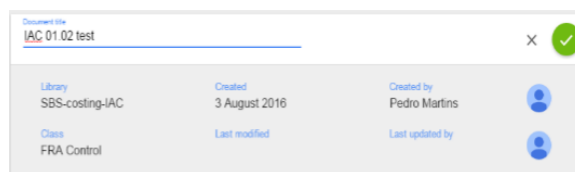
Finally attach your document and feel free to add additional comments in the description.

**STEP 8**

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

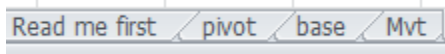


clicking the save icon



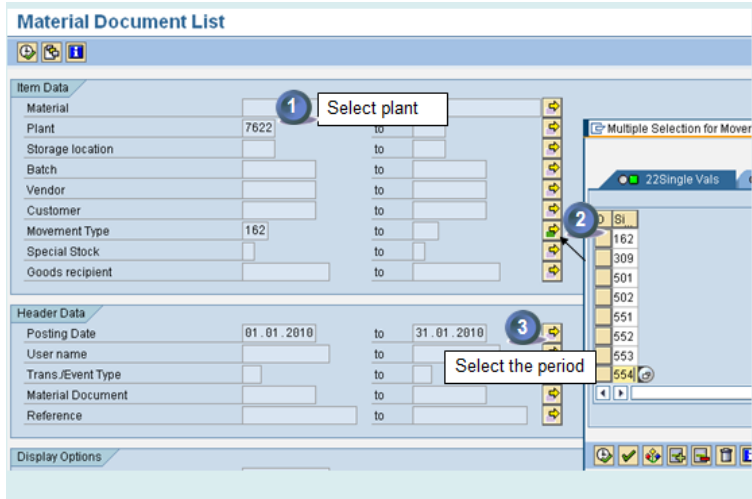


Only the tabs "base" and "pivot" have to be updated.



**STEP 1**


I open a SAP transaction MB51.

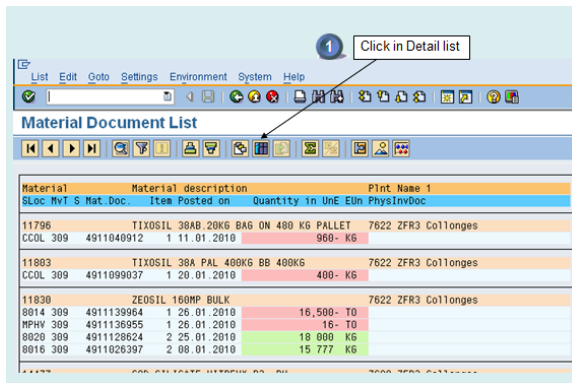


Fill in the:

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


**STEP 2**

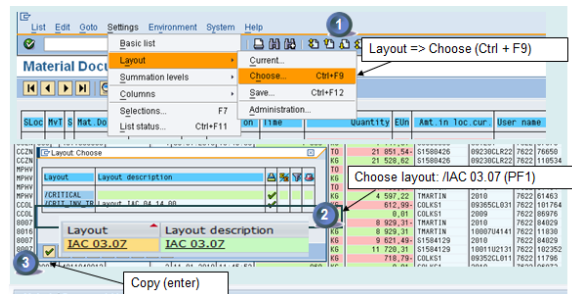
1. Select the **detail list** by clicking on 



**STEP 3**

Being in the detail list

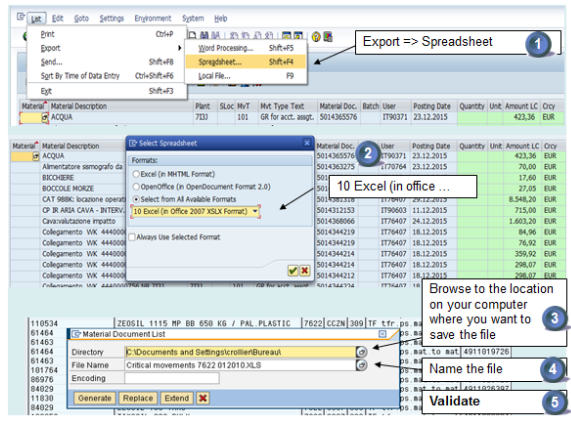
1. Select the correct layout
  - 1a. Settings
  - 1b. Layout
  - 1c. Choose
2. Select the following layout: /IAC 03.07
3. Validate by clicking on 



**STEP 4**

**Save to excel**

1. Go to
  - 1a. List
  - 1b. Export
  - 1c. Spreadsheet
2. Select from all Available formats: 10Excel (in office 2007 xlsx 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	Z	K	L	M	N	O	P		
Material	Material description	Plnt	PhysDoc	Batch	User name	Posted on	Quantity	Blh	Art n	Loc. cur.	Qty	Type	
100440	ZEOSL 1115 MP 20KG	7622		000198	S9000365	05.01.2010	-7.800	KG			-6.510	EUR	Deceased
07970	ZEOSL 1115MP 25-KG BAGS ON 600KG PAL	7622		000198	S9000365	05.01.2010	7.800	KG			5.707	EUR	Deceased
100440	ZEOSL 1115 MP 20KG	7622		031201	S9000365	05.01.2010	-1.560	KG			-1.302	EUR	Deceased
07970	ZEOSL 1115MP 25-KG BAGS ON 600KG PAL	7622		031201	S9000365	05.01.2010	1.560	KG			1.141	EUR	Deceased
76950	ZEOSL 1115 MP 800 KG /FAL	7622		00290422	S1580426	08.01.2010	-31.200	KG			-21.852	EUR	Deceased
110534	ZEOSL 1115 MP 800 KG /FAL PLASTIC	7622		00290422	S1580426	08.01.2010	31.200	KG			21.529	EUR	Deceased
61464	SULFURIC ACID 50% BLK	7622		2009	TMARTIN	07.01.2010	-272.644	KG			-16.607	EUR	Deceased
61463	SULFURIC ACID 98% BLK	7622		2009	TMARTIN	07.01.2010	272.644	KG			18.439	EUR	Deceased
61464	SULFURIC ACID 50% BLK	7622		2010	TMARTIN	07.01.2010	-49.876	KG			-4.156	EUR	Deceased
61463	SULFURIC ACID 98% BLK	7622		2010	TMARTIN	07.01.2010	49.876	KG			4.597	EUR	Deceased
101764	TROUSL 73 800 KG /FAL	7622		00360429	COLKSI	07.01.2010	-490	KG			-613	EUR	Deceased
86976	SILICA OFF SP ORAL C BAOS 20KG PAL 900KG	7622		2009	COLKSI	07.01.2010	800	KG			0	EUR	Deceased
84029	ZEOSL 160 V9AC	7622		2010	TMARTIN	08.01.2010	-15.777	KG			-8.024	EUR	Deceased

**STEP 6**

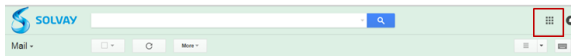
**Refresh Pivot table**

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

B	Type	A	Mar Doc	User name	Total	E	F	G
						+ 1500		Comments
9	Deceased		49910950	S9000365	-964,45	ok		
10			49910294	S950426	-322,82	ok		
11			49910170	TMARTIN	2.234,04	validate		Transfert acide sulfurique 98% vers 50%
12			49910293	COLKSI	-51,93	ok		
13			49910297	TMARTIN	0,00	ok		
14			49910954	S95426	2.090,62	validate		ZEOSL et TROUSL reletoisement
15			49910492	COLKSI	-738,73	ok		
16			49910503	S95426	1722,27	validate		ZEOSL et TROUSL reletoisement
17			49910503	S95426	763,14	validate		ZEOSL vers SILICA
18			49910620	TMARTIN	-6,30	ok		
48	Inventory discrepancies		49910228	IBELLOUT	16,28	ok		
49			49910403	IBELLOUT	53,44	ok		
50			49910532	IBELLOUT	139.771,24	validate		Ecartis d'inventaires sur le vitreus de 900T

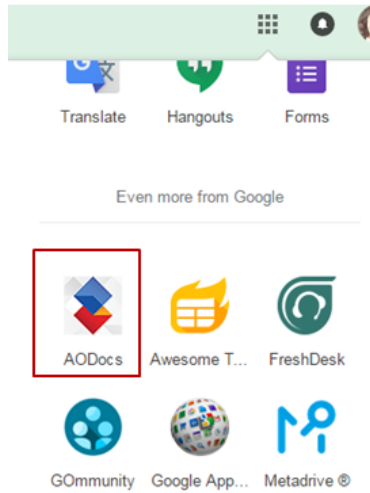
**STEP 1**

Go to you email and select "Google Apps"



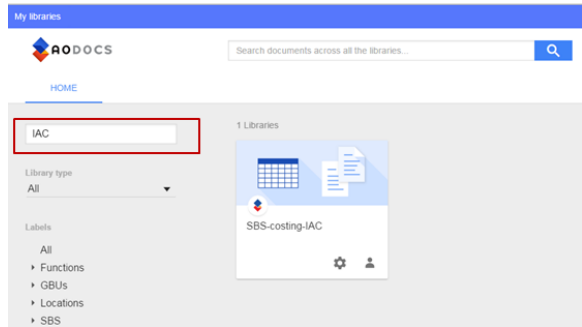
**STEP 2**

Select the button(app) for the AODOCS.



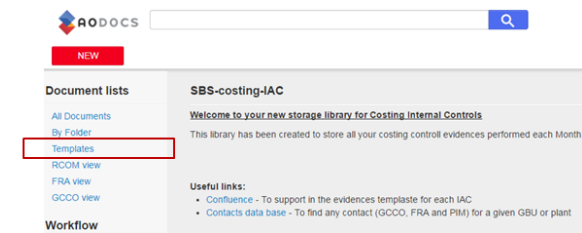
**STEP 3**

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



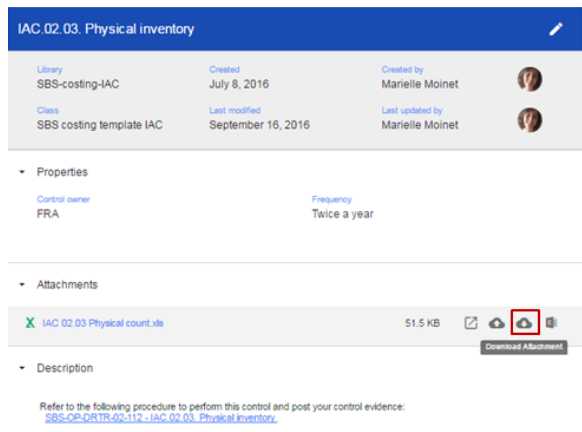
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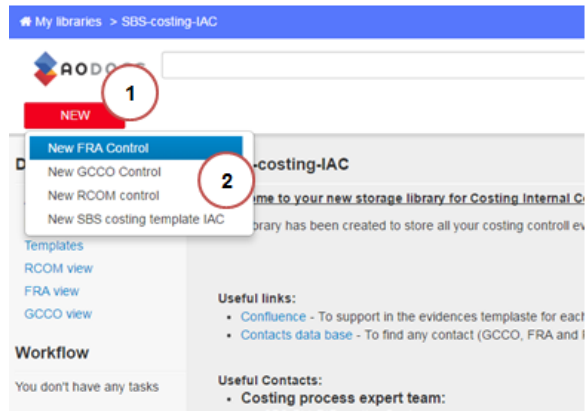


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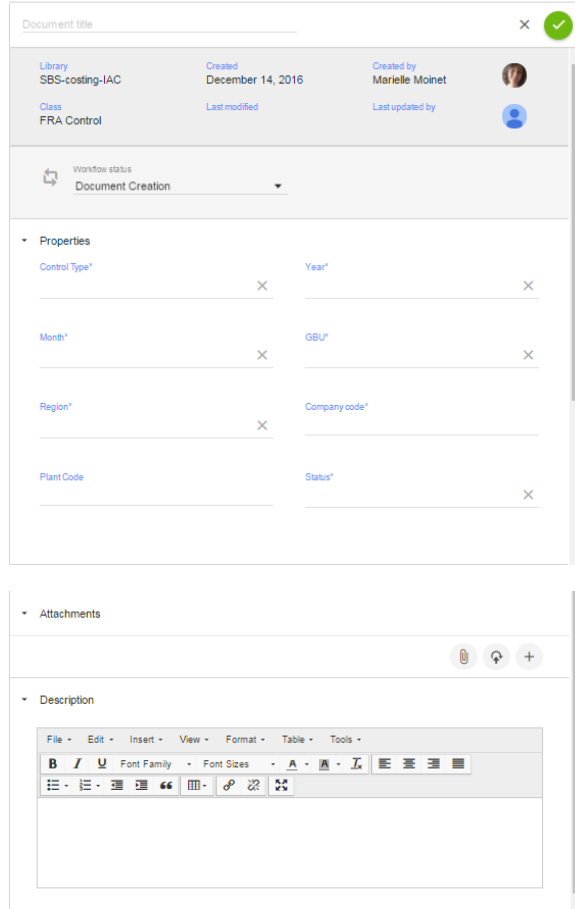
- New GCCO control, in the case I am a GCCO



**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



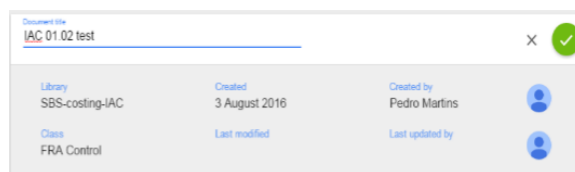
Finally attach your document and feel free to add additional comments in the description.

**STEP 8**

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








clicking the save icon



# Workflow history

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

Feb 10, 2026	Actor	Type	Activity	Version
Published	 LUIS SCHUBERT, Eduardo	Edit	updated the page at 12:54 pm	
			<i>Frequency</i>	
		State	changed state to <b>Published</b> at 12:07 pm	v40
Draft	 LUIS SCHUBERT, Eduardo	State	gave <i>Approvers</i> approval at 12:07 pm	
		State	changed state to <b>Draft</b> at 11:54 am	v40
Nov 30, 2025				
Published	 TORNPETCH, Ubonrat	State	changed state to <b>Published</b> at 5:37 am	v39
Draft	 TORNPETCH, Ubonrat	State	gave <i>Approvers</i> approval at 5:37 am	
Sept 24, 2025				
	 PIYACHOKANAKUL, Pareena	Edit	updated the page at 10:03 am	