

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:



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	-3,800.25	
			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

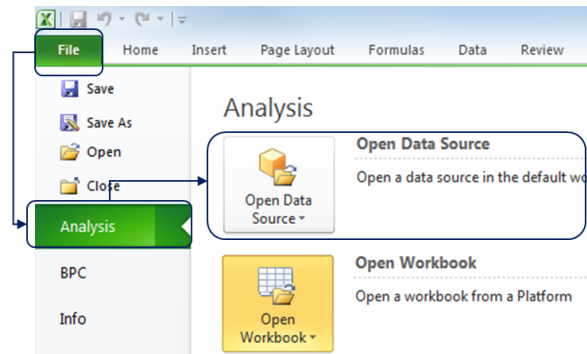
I open a data source or a workbook.

- [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:

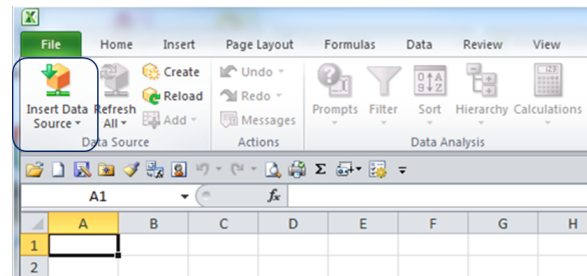
- Go to the File tab, click on Analysis then Open Data Source.



Or click the Analysis tab

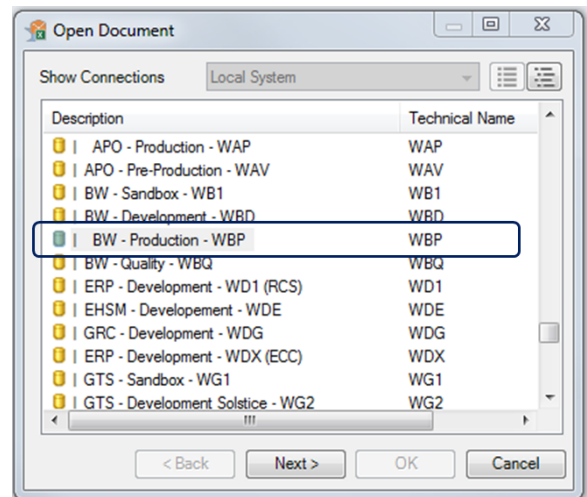
- First, select an empty cell where you wish to insert your data (Ex : A1)
- Click on "Insert Data Source"

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

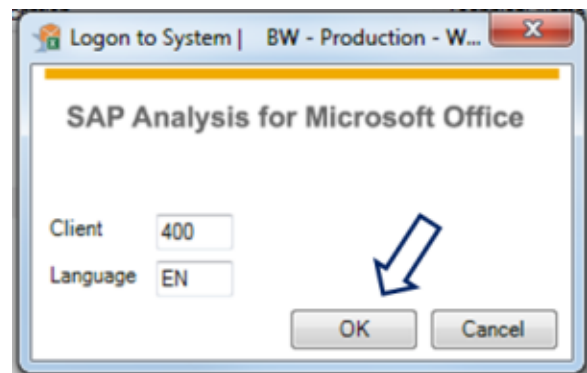
Account
No Account ? Go to [Getting a BW Account](#).



Click « OK »

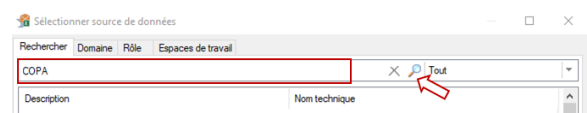
- Client: 400
- Language: EN

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)

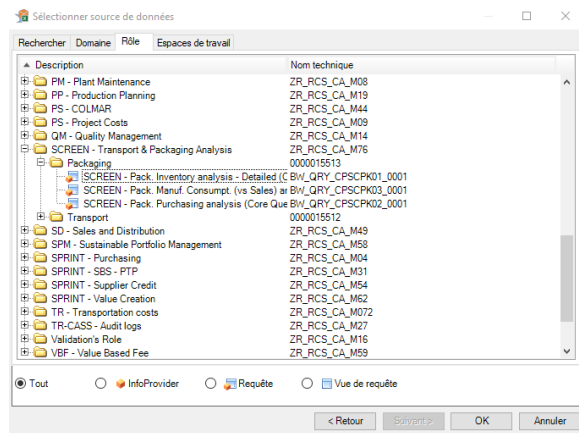
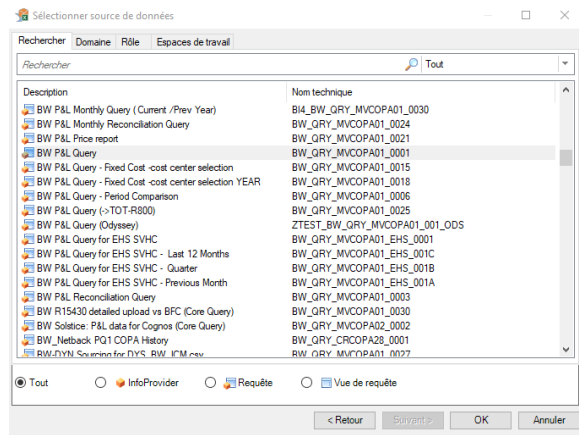


- or via browsing in the roles

Roles

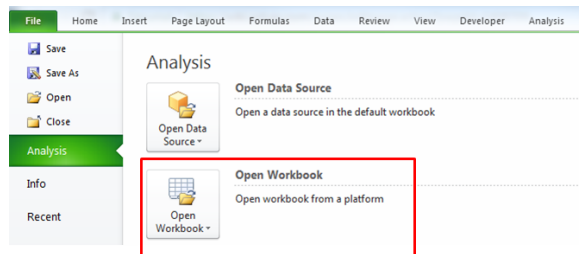
The "Roles" are folders which contain the core queries. The roles you have reflect your access so if you are not seeing a given role it means you do not have access to it and need to request it (Go to [Getting an Account](#)).

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)

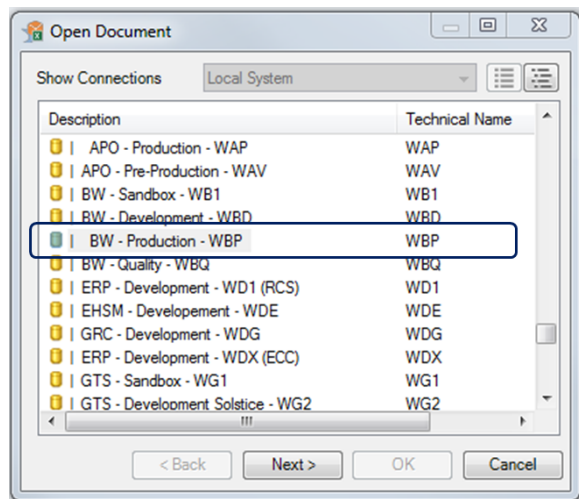
- Go to the File tab, click on Analysis then Open Workbook.



Select the source system: BW - Production - WBP

Account

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



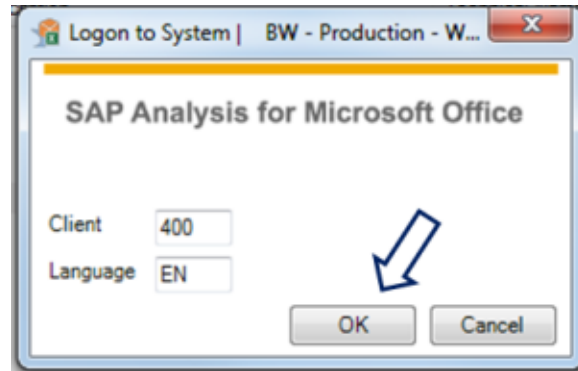
Click « OK »

- Client: 400
- Language: EN



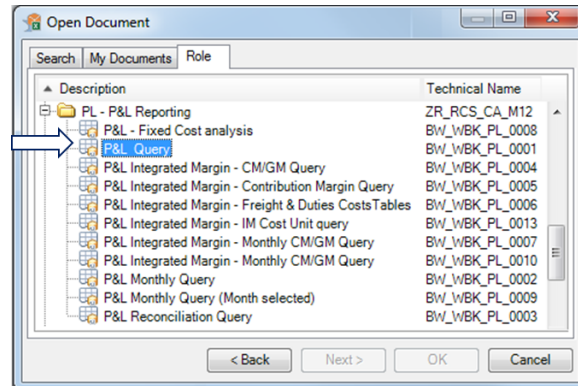
Language

Only English is fully supported.



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

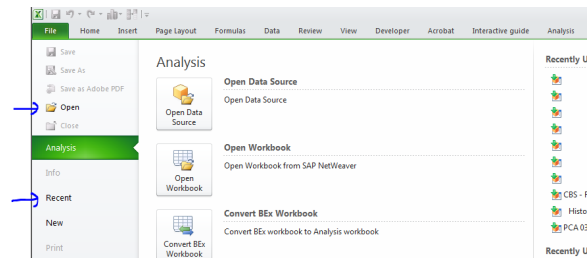
Select and open the folder and double click on the workbook.



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

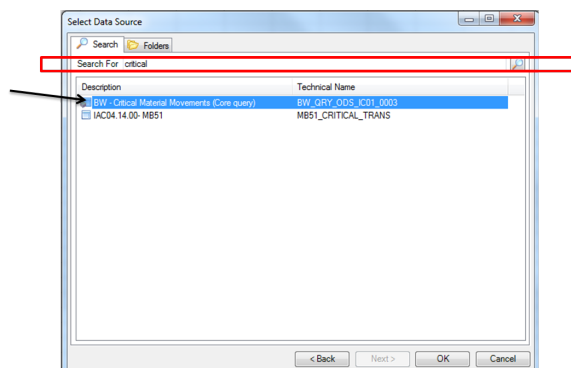
- [The Prompt Window](#)

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): 01.09.2015 - 30.09.2015
- Company (Optional): ZFR3
- Plant (Select option, Optional): ZF
- Currency conv. (Single Val, Option): 7682
- Currency conv. (Single Val, Optional): EUR
- Amount (Low): -1.500
- Amount (High): 1.500

STEP 4

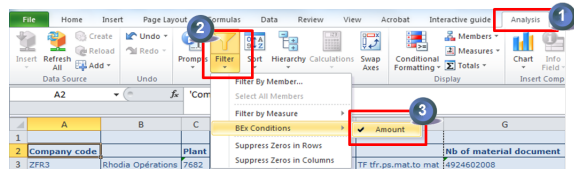
I obtain the report and I justify the highlighted amount in the appropriate column

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	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
				4924568605	601 PC	-74,373.2
				4924570117	21,343 KG	-3,600.5
				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

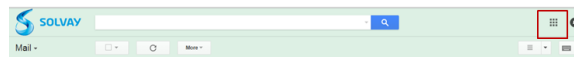
STEP 5

I remove the filter in the amount criteria



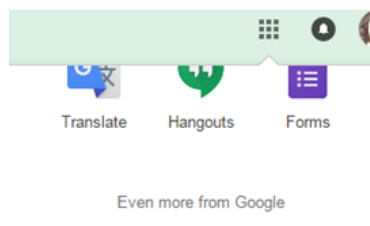
STEP 1

Go to you email and select “Google Apps”



STEP 2

Select the button(app) for the AODOCS.

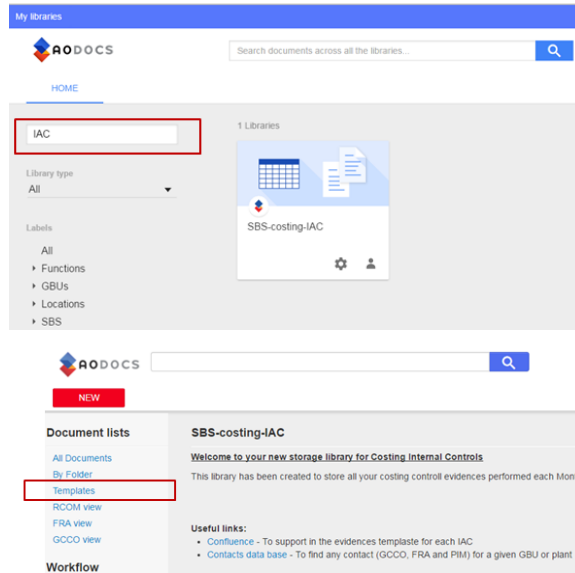


STEP 3

Search for the SBS-costing-IAC library

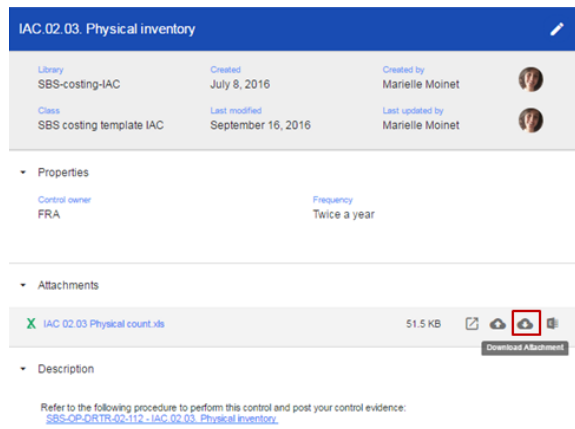
STEP 4

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

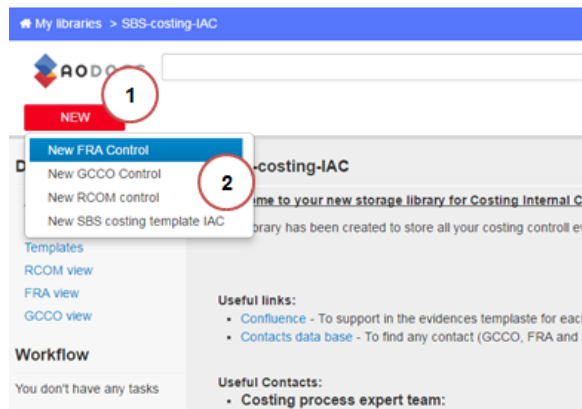
I download the attachment to your PC to be completed with data of the Month



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

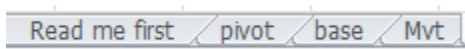
You control evidence is now completed. You can save it by



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

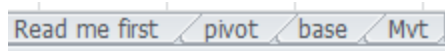
- In this tab, you will find a recall of critical movements

	A	B	C	D	E	F	G
1							
2	SLoc	(All)	*				
3	Material	(All)	*				
4	Material description	(All)	*				
5	MVT	(blank)	*				
6							
7	Somme de Amt in loc. cur.						
8	Type	Mat.Doc.	User name	Total		+ 1500 €	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: 162 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 Select the period

3

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 09.01.2010	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)

3

Choose layout: /IAC 03.07 (PF1)

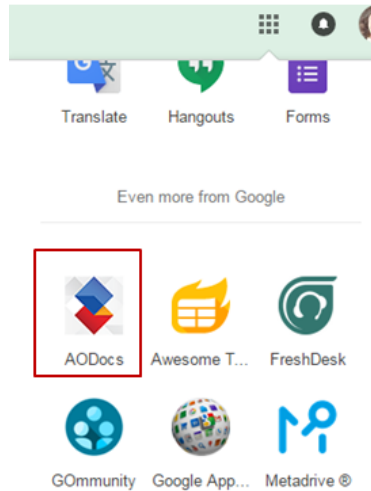
STEP 4

Save to excel

-
- The screenshot shows the 'Export' dialog box in SAP S/4HANA. The 'Format' dropdown is set to 'Excel (in Microsoft Excel 2.0)'. The 'Browse to the location on your computer where you want to save the file' text is visible. The 'Name the file' text is also present. The 'Validate' button is at the bottom right.

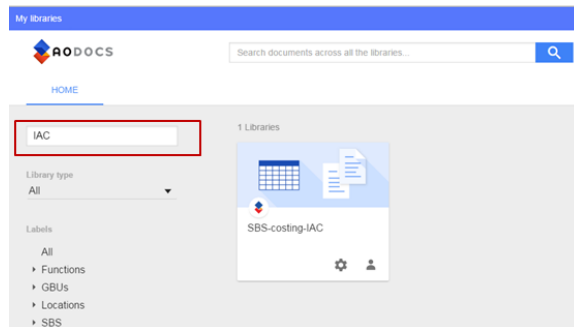
[illegible]

	A	B	C	D	E	F	G
0	Type	Mat Doc	User name	Total	+1500		Comments
8	Declassified	419050591	15000-26	464.45			
		419050194	15000-26	322.04	ok		
		419050762	15000-26	224.04	validate		Transfert classe autonome 30% vers 52%
		419050202	COLLS1	435.28	ok		
		419050297	15000-26	308.00	ok		
		419050294	15000-26	2088.63	validate		ZEOLIS et TEOLOS, relabournement
		419050202	COLLS1	788.23	ok		
		419050591	15000-26	722.27	validate		ZEOLIS et TEOLOS, relabournement
		419050591	15000-26	722.27	validate		ZEOLIS et TEOLOS, relabournement
		419050626	15000-26	35.30	ok		ZEOLIS vers SLA
		419050762	15000-26	35.30	ok		
		419050440	15000-26	33.48	ok		
		419050591	15000-26	1077.14	validate		Ecartis d'inventaire sur le vitreau de 5001



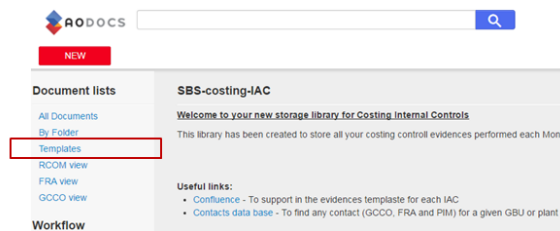
STEP 3

Search for the SBS-costing-IAC library



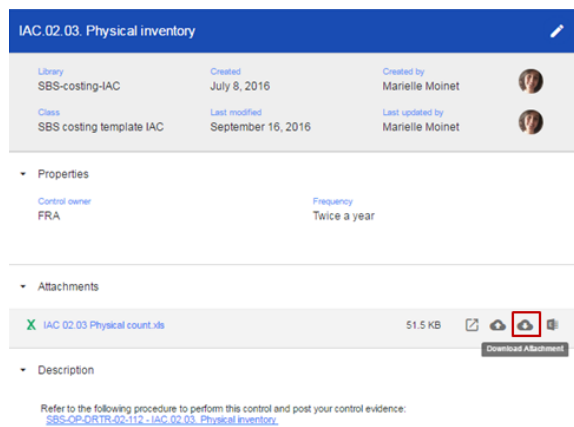
STEP 4

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

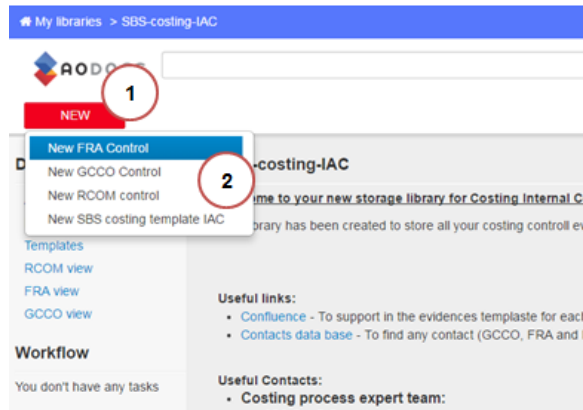


STEP 6

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



