

# 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

**Error: Unable to find most recent published version(v.null) of the page as it appears to have been deleted.**

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.

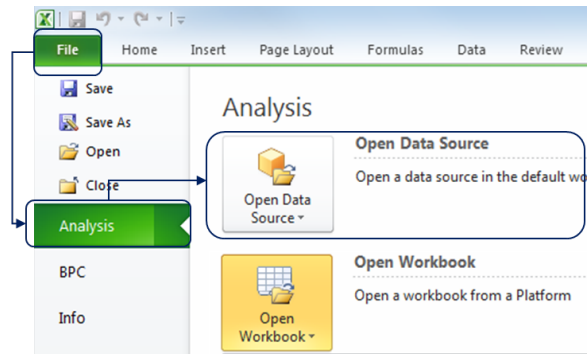
- [Open Data Source](#)
- [Open a workbook \(on the server\)](#)

- Open a workbook (saved on your local drive)

## Open Data Source

There are 2 options to open Data Source:

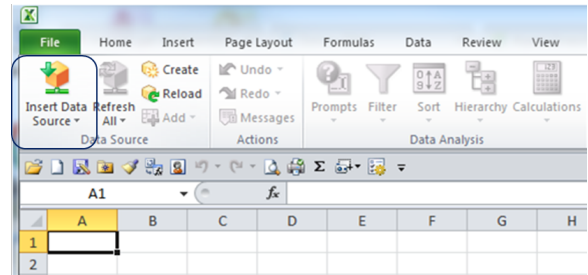
- Go to the File tab, click on Analysis then Open Data Source.



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"

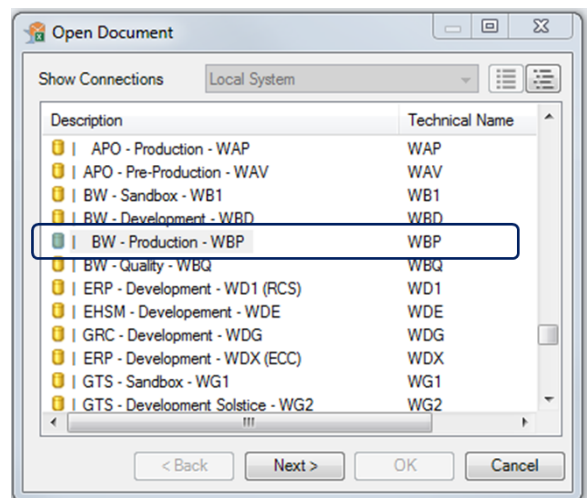
**i** When you click on "Insert", it will show the "Select Data Source" option but also **up to 10 queries from your history**



Select the source system: BW - Production - WBP

**i** **Account**

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

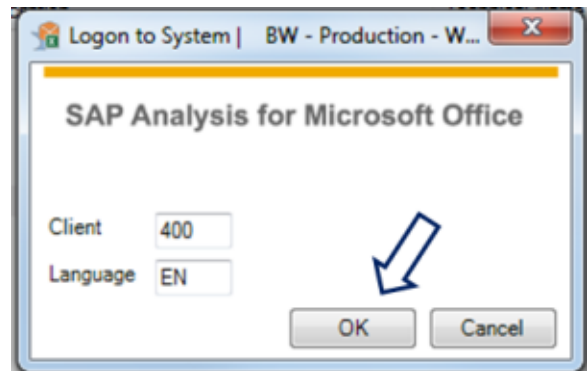


Click « OK »

- Client: 400
- Language: EN

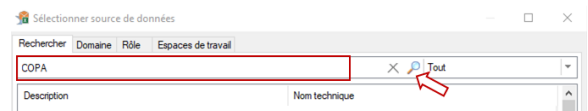
**i** **Language**

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)

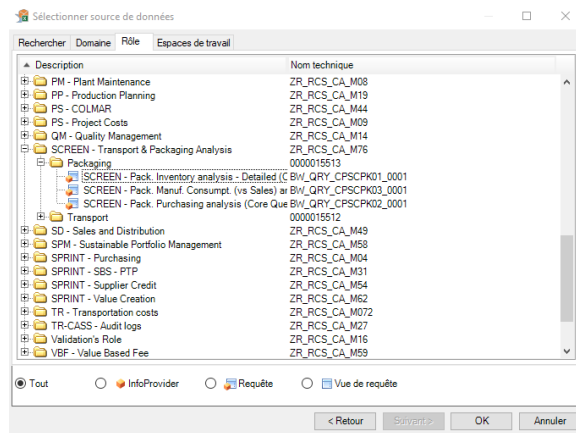
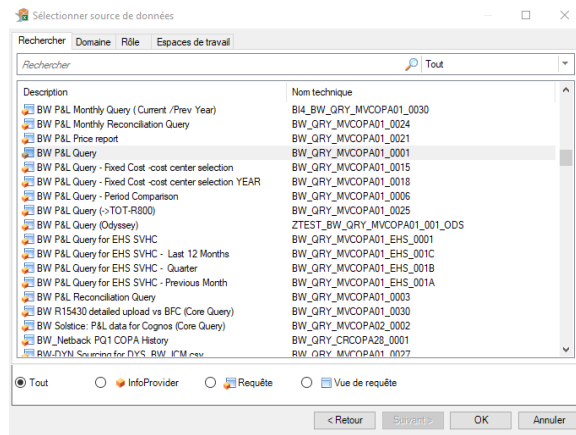


- or via browsing in the roles

### **Roles**

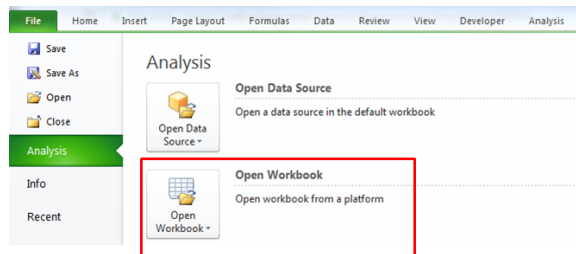
The "Roles" are folders which contain the core queries. The roles you have reflect your access so if you are not seeing a given role it means you do not have access to it and need to request it (Go to [Getting an Account](#)).

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)

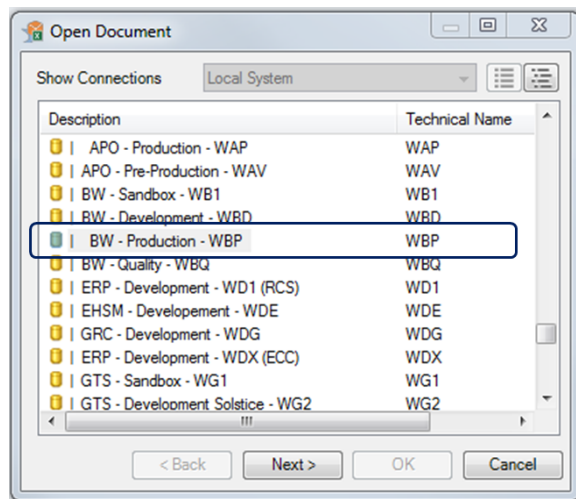
- Go to the File tab, click on Analysis then Open Workbook.



Select the source system: BW - Production - WBP

### **Account**

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



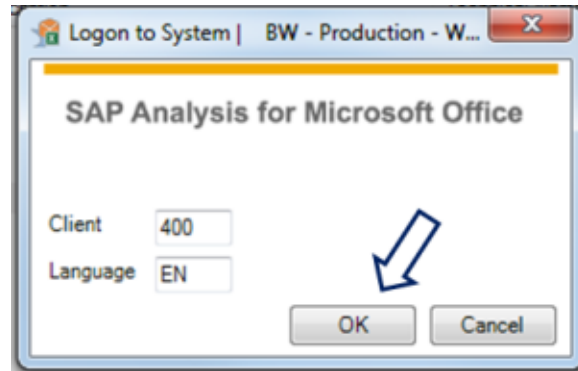
Click « OK »

- Client: 400
- Language: EN

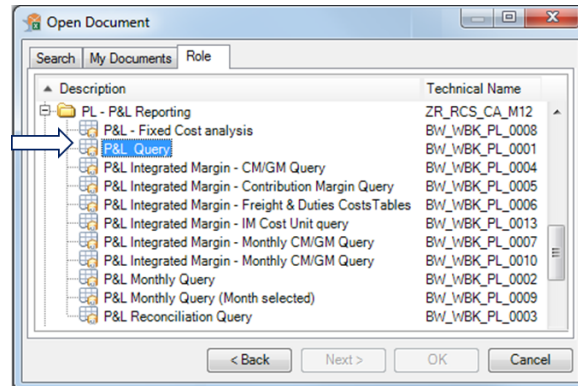


### Language

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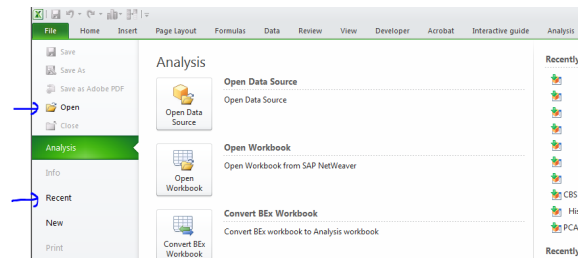
Go to the tab "Role" and then open a working capital workbook.  
Select and open the folder and double click on the workbook.



## 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

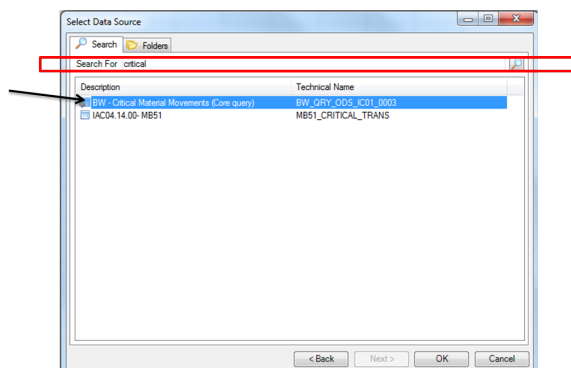
- [The Prompt Window](#)

#### 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**

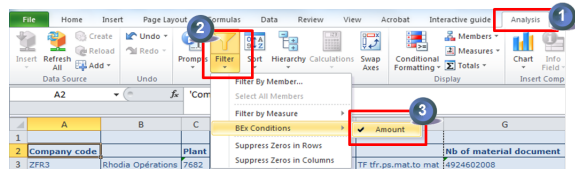
**I obtain the report and I justify the highlighted amount in the appropriate column**

*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 Qln	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

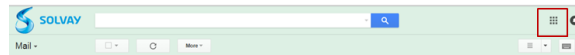
**STEP 5**

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



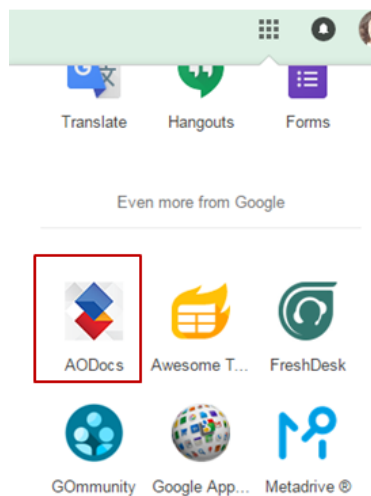
**STEP 1**

Go to you email and select "Google Apps"



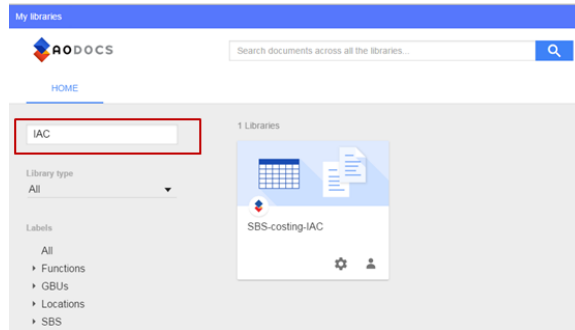
**STEP 2**

Select the button(app) for the AODOCS.



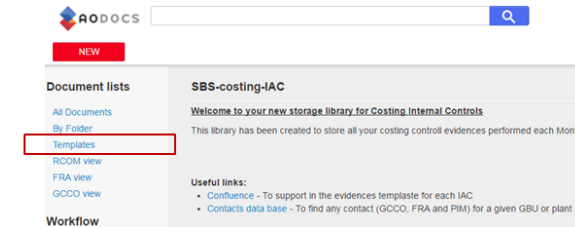
**STEP 3**

Search for the SBS-costing-IAC library



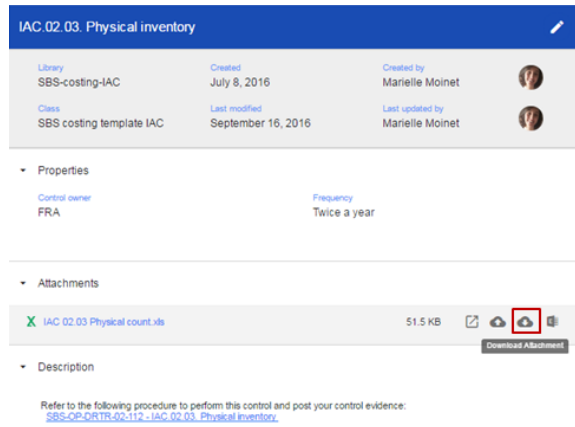
**STEP 4**

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**

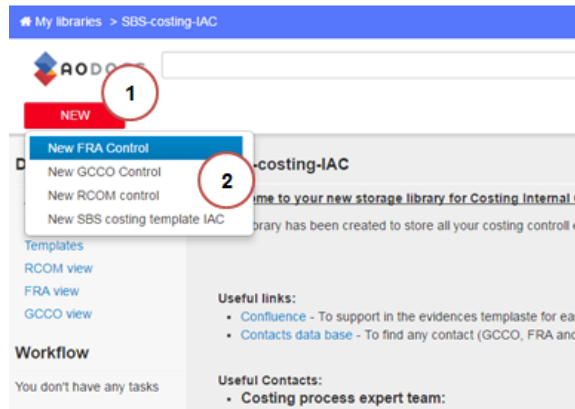
I download the attachment to your PC to be completed with data of the Month



**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

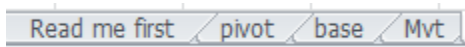
You control evidence is now completed. You can save it by



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"

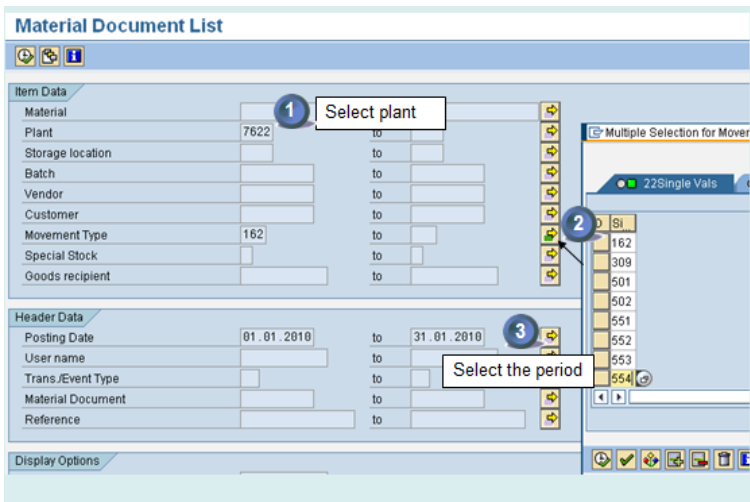
**2- Base**

- 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




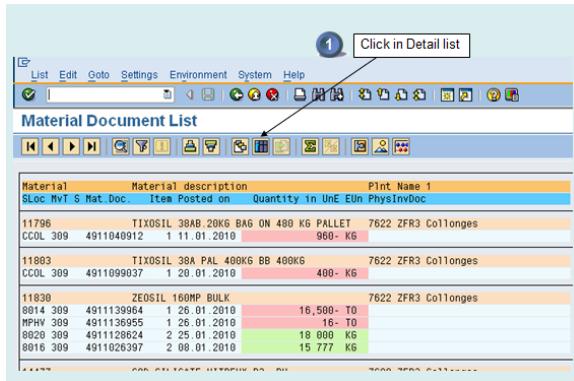


Fill in the:

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


**STEP 2**

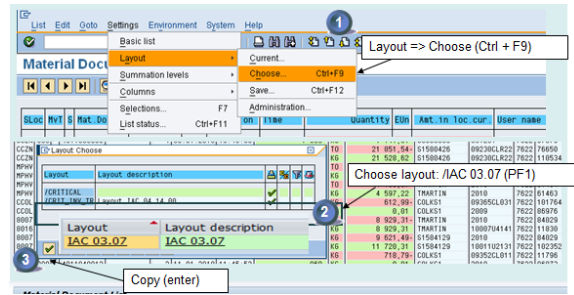
1. Select the **detail list** by clicking on 



**STEP 3**

Being in the detail list

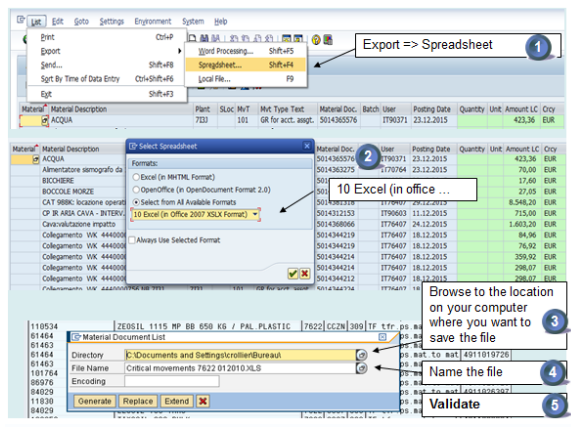
1. Select the correct layout
  - 1a. Settings
  - 1b. Layout
  - 1c. Choose
2. Select the following layout: /IAC 03.07
3. Validate by clicking on 



**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	7622	C00018	S0000365	05.01.2010	-	600	KG				-	4.910 EUR
3	57970	ZEOSL 115 MP 20KG	7622	C00106	S0000365	05.01.2010	-	7.800	KG				-	5.707 EUR
4	100440	ZEOSL 115 MP 20KG	7622	C00106	S0000365	05.01.2010	-	1.500	KG				-	1.302 EUR
5	57970	ZEOSL 115 MP 20 KG BAGS ON 600 KG PAL	7622	C00106	S0000365	05.01.2010	-	1.500	KG				-	1.144 EUR
6	76850	ZEOSL 115 MP 800 KG /PAL	7622	08200L022	S1500426	08.01.2010	-	31.200	KG				-	21.852 EUR
7	110534	ZEOSL 115 MP 800 KG /PAL PLASTIC	7622	08200L022	S1500426	08.01.2010	-	31.200	KG				-	21.528 EUR
8	61464	SULFURIC ACID 50% BULK	7622	2009	TMARTN	07.01.2010	-	272.644	KG				-	18.667 EUR
9	61463	SULFURIC ACID 98% BULK	7622	2009	TMARTN	07.01.2010	-	272.644	KG				-	18.439 EUR
10	61464	SULFURIC ACID 50% BULK	7622	2010	TMARTN	07.01.2010	-	47.976	KG				-	4.155 EUR
11	61463	SULFURIC ACID 98% BULK	7622	2010	TMARTN	07.01.2010	-	47.976	KG				-	4.597 EUR
12	101764	TRIOSL 73 BB 600 KG /PAL	7622	0806SL031	COLKLS1	07.01.2010	-	600	KG				-	613 EUR
13	88978	SILICA OFF SP OPAL C BAGS 20KG PAL 900KG	7622	2009	COLKLS1	07.01.2010	-	600	KG				-	0 EUR
14	84829	ZEOSL 165 V6AC	7622	2010	TMARTN	08.01.2010	-	45.777	KG				-	8.928 EUR

**STEP 6**

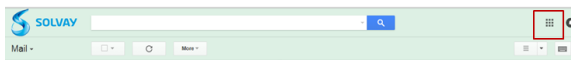
Refresh Pivot table

- 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	Mat.Doc	User name	Total	> 1500	Comments
10	Declassified	499100950	S0000365	584,45	ok	
11		499101264	S060426	322,32	ok	
12		499101721	TMARTN	2.234,04	validate	Transfert acide sulfurique 98% vers 52%
13		499102010	COLKLS1	632,98	ok	
14		499102097	TMARTN	0,00	ok	
15		499103904	S060426	2.098,82	validate	ZEOSL et TRIOSL, reattribution
16		499104092	COLKLS1	-78,78	ok	
17		499105030	S060426	1722,27	validate	ZEOSL et TRIOSL, reattribution
18		499105630	S060426	379,14	validate	ZEOSL vers SILICA
19		499106206	TMARTN	0,30	ok	
48	Inventory discrepancies	499107228	MBELLOUT	65,26	ok	
49		499108400	MBELLOUT	53,48	ok	
50		499108532	MBELLOUT	139.771,24	validate	Ecart d'inventaires sur le vitreux de 900T

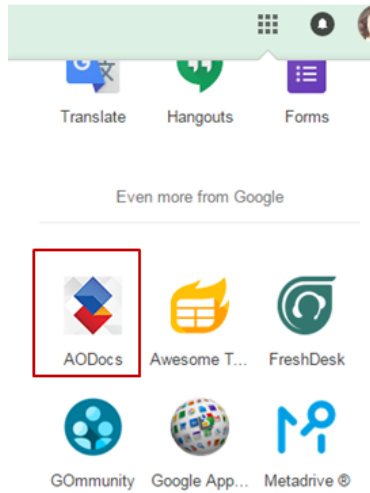
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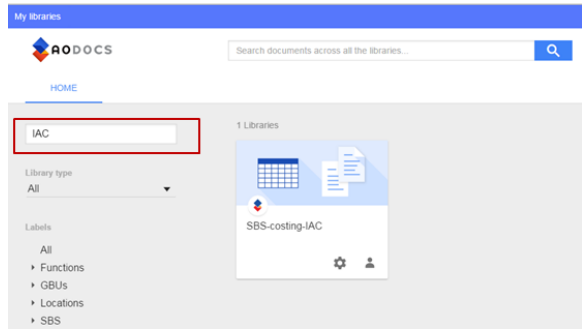
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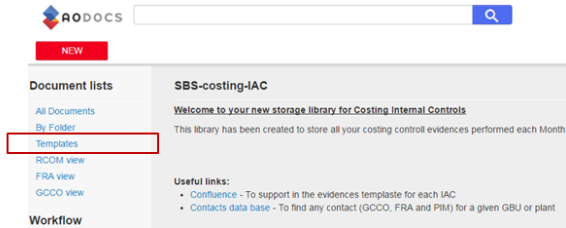
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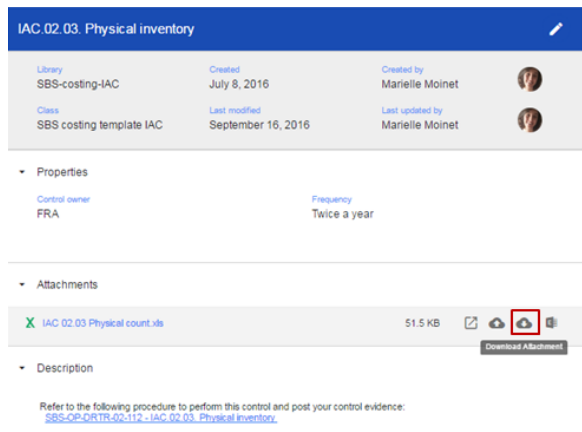
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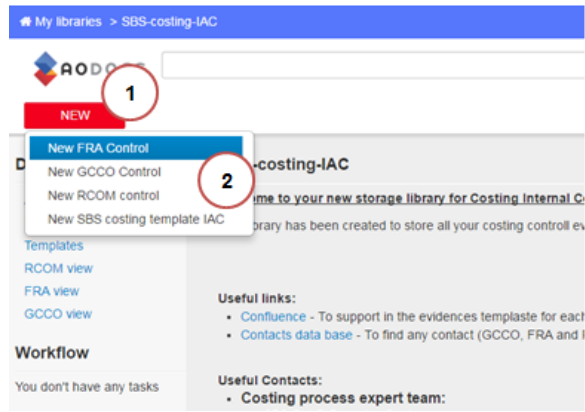


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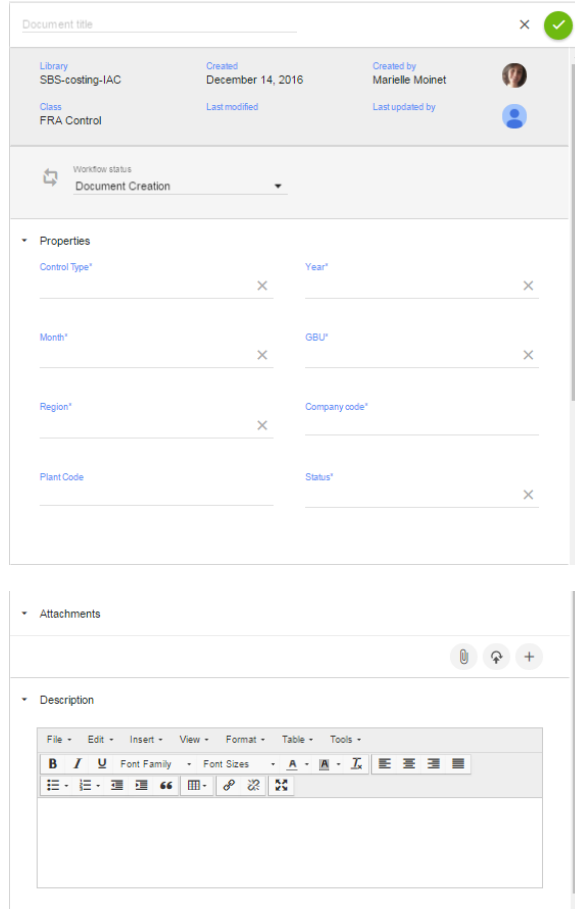
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