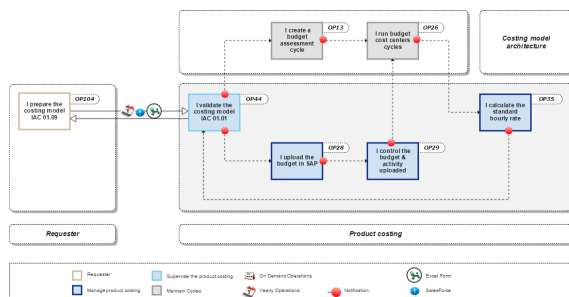


Costing Model - FRA preparation

Process: Product Costing

Responsibility area: Internal Control Monitor

FRA updates once a year the plant costing model by filling in the template for standard rate calculations and assessment cycles , because it is necessary in financial reporting to determine cost of sales and inventory valuation.



- Costing Model - FRA preparation
- Setting standard fixed costs in WP1

- Costing Model - FRA preparation
- Setting standard fixed costs in WP1

Control evidences

IAC 01.01. Costing model

Template PF2

Template WP2

Guideline

Template on Control evidences

Instruction on the Template

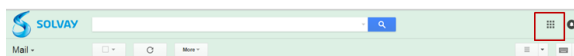
Send the file completed to the plant manager & the GCCO to get their approval

Send the file to the SU Management Accounting that will check the file and will upload it in WP2

STEP 1

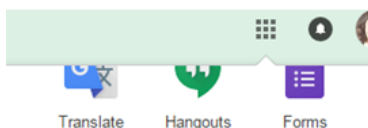
Go to you email and select “Google

Apps”

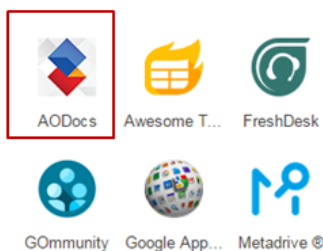


STEP 2

Select the button(app) for the AODOCS.



Even more from Google

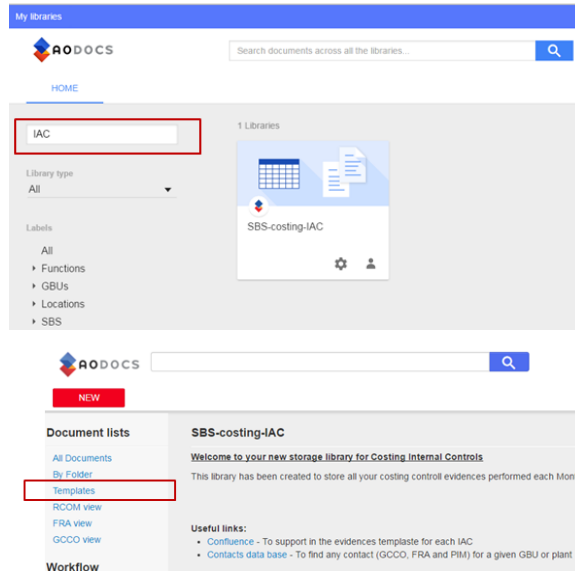


STEP 3

Search for the SBS-costing-IAC library

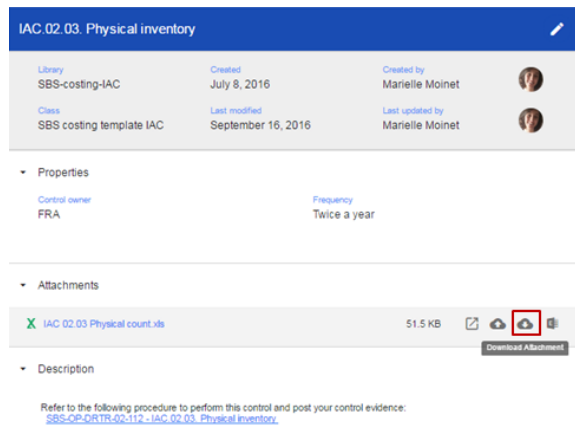
STEP 4

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

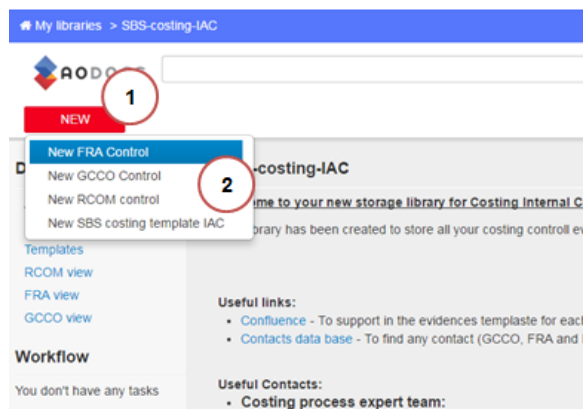
I download the attachment to your PC to be completed with data of the Month



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.

The screenshot shows a 'Document title' form with a green checkmark icon in the top right corner. The form is divided into several sections:

- Metadata:** Library (SBS-costing-IAC), Created (December 14, 2016), Created by (Marielle Moinet), Class (FRA Control), Last modified, Last updated by.
- Workflow status:** Document Creation.
- Properties:** A grid of input fields for 'Control Type*', 'Year*', 'Month*', 'GBU*', 'Region*', 'Company code*', 'Plant Code', and 'Status*'. Each field has a small 'X' icon to its right.
- Attachments:** A section with icons for attaching files, a folder, and a plus sign.
- Description:** A rich text editor with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar with various formatting options (bold, italic, underline, font family, font size, text color, background color, bulleted list, numbered list, link, unlink, etc.).

STEP 8

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

clicking the save icon



The screenshot shows the same document form as before, but with the 'Document title' field now containing 'IAC 01 02 test'. The 'Created' date is '3 August 2016' and the 'Created by' field is 'Pedro Martins'. The 'Last modified' and 'Last updated by' fields are empty. The form is marked as 'Completed' with a green checkmark icon in the top right corner.

Template on Control evidences

Instruction on the Template

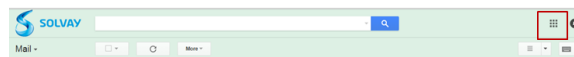
I send the file completed to the plant manager

I send the file to the SU Management Accounting that will check the file and update the cycles

STEP 1

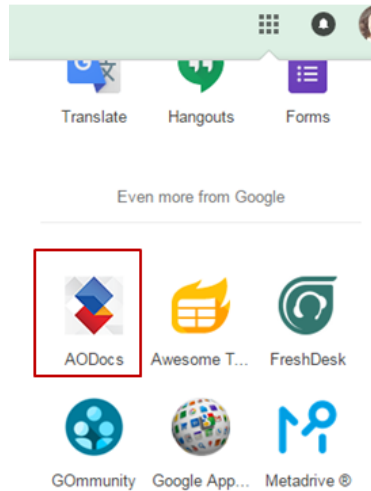
Go to you email and select "Google

Apps"



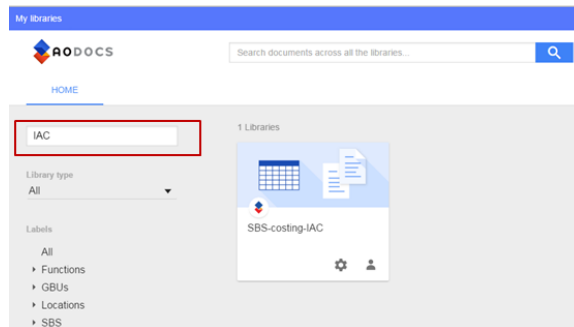
STEP 2

Select the button(app) for the AODOCS.



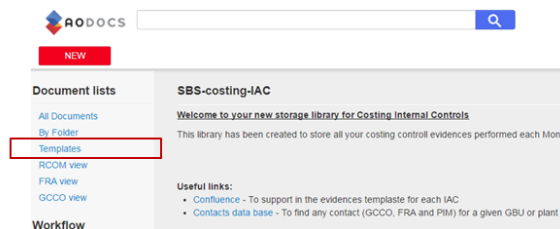
STEP 3

Search for the SBS-costing-IAC library



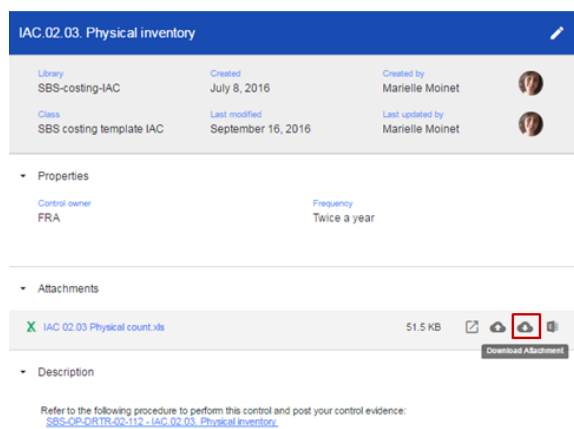
STEP 4

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

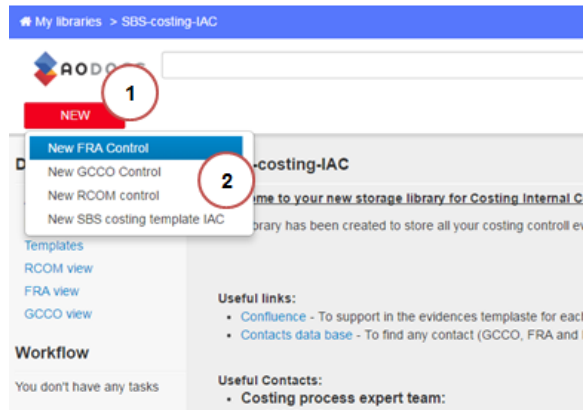


STEP 6

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



