

US - 1430 - Chemplex Internal Controls

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area:

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Scope

? Unknown Attachment

ERP



Frequency



References

- [3.1.5. I Get and Save the File for RtR.GAC.05.01 - Reconciliation between SAP -- BFC for BS _ P_L accounts](#)
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Forms

Attachments

[Chemplex Internal Controls](#)

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to perform the Chemplex Internal Controls.

Perform the following internal controls for Chemplex:

- RtR.GAC.02.03 - Supervision of manual entries;
- RtR.GAC.02.06 - Reconciliation FI=CO and ERP = BFC;
- RtR.GAC.02.12 - Management of accounting periods;
- RtR.GAC.03.01 - Circularization of non-accounting functions;
- RtR.GAC.05.01 - Reconciliation between SAP // BFC for BS & P&L accounts;
- RtR.TRE.01.01 - Reconciliation of bank accounts

They are performed by the Chemplex controller - Lara Mason and the files are sent by email.

These internal controls can be selected by the auditors (internal or external) and can be any month.

So, it is important to maintain it organized and in the Gdrive folder [Chemplex Internal Controls](#).

1.2. Scope

This procedure is applicable for 1430 company code monthly.

It can start to be done right after the closing, but the deadline is the end of the month, the sooner the better.

2. Definitions

See [Finance Glossary](#):

- [ERP](#)
- [SAGE](#)
- [SAP](#)

3. Tasks description

3.1. *I Get the File and Upload to Gdrive Folder*

3.1.1. I Get the File for RtR.GAC.02.03 - Supervision of manual entries

The Chemplex controller will share by email the list of journal entries performed in SAGE system (Chemplex ERP).

The email subject is JE Review. Once received it, check if the total for debit and credit matches and the highlighted lines, if they make sense and what process it is related.

After that, save it in Gdrive Folder [Chemplex Internal Controls](#) in the appropriated year and month.

3.1.2. I Get and Save the File for RtR.GAC.02.06 - Reconciliation FI=CO and ERP = BFC

On D+3, the Chemplex controller shares the financial statement and financial information to be updated to BFC.

With this, we perform the file "MM.YYYY Chemplex Consolidated Results BFC" to consolidate it in a BFC format.

Use this file prepared to consolidate the Sage information to BFC, in other words, ERP = BFC.

Save it in Gdrive Folder [Chemplex Internal Controls](#) in the appropriated year and month.

3.1.3. I Get and Save the File for RtR.GAC.02.12 - Management of accounting periods

The Chemplex controller will share a print screen named "MM.YYYY Module Close" for the periods closed in SAGE system.

Sometimes the controller sends it by email and sometimes sends it in the Chemplex workbook (excel file with the reconciliations).

This print screen will show the accounting periods closed for the month and nothing else is posted after that in SAGE system.

Save the print screen in Gdrive Folder [Chemplex Internal Controls](#) in the appropriated year and month.

3.1.4. I Get and Save the File for RtR.GAC.03.01 - Circularization of non-accounting functions

The Chemplex controller will share the accounts reconciliation Chempex Workbook by email.

After reviewing that, save it in Gdrive Folder [Chemplex Internal Controls](#) in the appropriated year and month.

3.1.5. I Get and Save the File for RtR.GAC.05.01 - Reconciliation between SAP -- BFC for BS _ P_L accounts

Use the same file used in step 3.1.2, "MM.YYYY Chemplex Consolidated Results BFC" that is done in D+3.

This is used as a reconciliation between BFC and SAGE (there is no SAP for this company).

Save it in Gdrive Folder [Chemplex Internal Controls](#) in the appropriated year and month.

3.1.6. I Get and Save the File for RtR.TRE.01.01 - Reconciliation of bank accounts

Use the same file used in step 3.1.4, " Chempex Workbook" that is shared by the Chemplex controller.

In this file, there is reconciliation of the bank accounts.

Save it in Gdrive Folder [Chemplex Internal Controls](#) in the appropriated year and month.

End of document.