

ARA - Internal control

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:

Responsibility area:

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 - 1.1. Objective of this Operation
 - 1.2. Scope
 - 2. Definitions
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Scope



ERP



? Unknown Attachment

Frequency

? Unknown Attachment

References

Forms

Attachments

<< ARA - Internal control >>

1. Objective and Scope

1.1. Objective of this Operation

The [RtR.GAC.03.02 - Performance of BS accounts reconciliations](#) with ARA should be done by end users, but the reminder should be done every quarterly reconciliation. The target is 100% of accounts reconciled.

1.2. Scope

Key Legal Entities, High risk accounts

2. Definitions

See [Finance Glossary](#):

- ...

3. Tasks description

Send the internal control message to the end users.

The end user should follow the pending accounts to be reconciled through the [ARA Dashboard](#).

I send the reminder to : SBS-FinanceSL-Fin-Acc-SU-ARA-General@solvay.com and SBS-FinanceSL-Fin-Acc-SU-ARA-Banks@solvay.com

Model:

ARA - Internal Control - 3.2022 Caixa de entrada x

Ferro, Katerina <katerina.ferro@solvay.com>
para SBS-FinanceSL-Fin-Acc-SU-ARA-General, Kawita, Sirlawat

seg., 16 de abr. 12:38

inglês > português Traduzir mensagem Desativar para: inq

Dear All,

Please find below the number of accounts pending to reconcile according to our Internal control: High Risk accounts for Key Legal Entities.

Category	Count
Not Reconciled	1186
PF1	303
H	303
KEY	303
APAC	15
EMEA	195
NAM	93
PIL	645
H	645
KEY	645
EMEA	613
NAM	32
WP1	238
H	238
KEY	238
APAC	26
EMEA	114
LAM	10
NAM	88

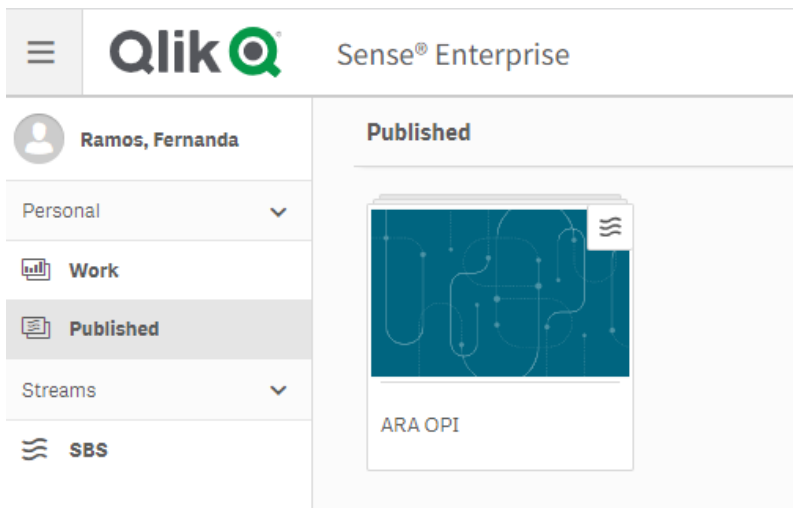
For more details please check the dashboard and the ARA tool (/n/bsar/menu):

[ARA Dashboard Guidelines Users](#)

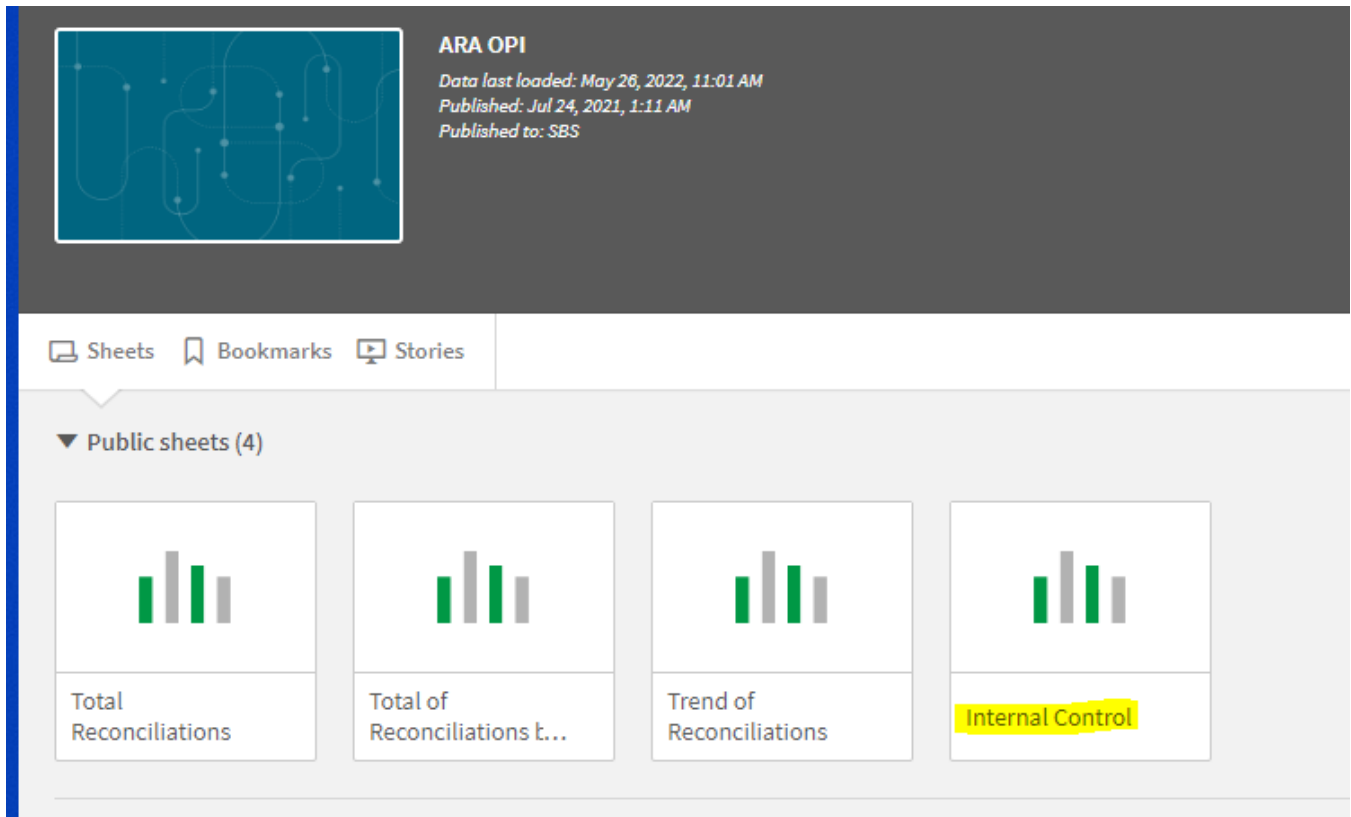
Thank you in advance for the actions taken to complete all reconciliations before the end of this month.

If you have any questions, please let me know.

To get the split sent, I go to [ARA Dashboard](#):



I click on Internal Control Dashboard;



On Selection I choose the period;

ARA DPI

Prepare Data model viewer | Analyze Sheet | Narrate Storytelling

Period 1/3/2022

Internal Control

Type of Reconciliation

Reconciliation S... | System | Risk of Account I... | Type of Company | Period

Region | Reconciliation T... | Country | Company Code | Account Item an...

		2022-03	
● Not Reconciled			84
● PF1			25
● H			25
● KEY			25
● EMEA			18
● NAM			7
● WP1			59
● H			59
● KEY			59
● APAC			15
● EMEA			34
● LAM			7
● NAM			3

Then I include this image in the email and send.

Period to send the Internal Control message:

April related to March

July related to June

October related to September

January related to December

Time to send:

As the official deadline is D+15 I send it in D+16.

FOLLOW UP

Until the end of the month I need to monitor if the user enders are ending the pending accounts.

When there are very few remaining items pending on reconciliation we can send out individual emails to the concerned teams in order not to point out these situations among the whole ARA community.

End of document.