

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

Table Of Contents

Objective and Scope

Objective of this Procedure

This document describes the process to handle Customer Master Data to create, modify and extend a new/existing customer accounts in PRS (PF1_50) and RCS (WP1_400) environment and describes the roles and responsibilities of each actor in this process.

Scope

Data Operations Team based in Riga is responsible to handle all Technology Solutions, Composites, Novocare Customer Master Data for all regions and Intercompany extensions and Sales area data updates.

Requests for Intercompany customer record general data creation/general data modification are within Lisbon SBS team's scope.

Definitions


Abbreviation	Description	Abbreviation	Description	Abbreviation	Description
PRS	Permanent Reference System (PF1_50)	COA	Certificate of Analysis	IC	Intercompany
RCS	Rhodia Core system (WP1_400)	MSDS	Material Safety Data Sheet	DBA	Doing Business As
SBS	Solvay Business Services	NAM	North America	T/A	Trading as
PO	Purchase Order	LAM	Latin America	C/O	Care of
PO BOX	Postal Office Box	EMEA	Europe Middle East Africa		
WF / CWF	Customer Workflow	APAC	Asia Pacific		
SO	Sales Organization	TrZones / TZ	Transportation Zones		
FD	Freshdesk	CRM (a.k.a. SF)	Customer Relationship Management (Salesforce)		
CSR	Customer Service Representative	FAO	For the attention of		

- [General Data](#)
- [General data \(additional\)](#)
- [General Data 2](#)

General Data

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Field	Description
Name	The legal name of the customer. In this line the name should not be longer than 35 characters. If the name exceeds 35 characters, second line (Name 2) is to be used for next 35 characters.
Name 2	Most commonly used for DBA, T/A, C/O, FAO name. If it is too long, DBA, T/A, C/O, FAO name can be added to Street 2 field.
Name 3	NOT USED
Preview	Allows to preview the format of customer address entered. Can be used only after all mandatory fields has been populated in CWF.
Street	Displayed after Street 2 (when Street 2 is also maintained). Max number of characters is 35.
House Number	House Number
Street 2	Max number of characters is 40
Street 3	Is not printed on Order confirmation, but is printed on Invoice
Street 4	Max number of characters is 40
District	Auto-filled for Canada and USA

Postal Code	Postal code/ZIP code as part of the address. SAP provides standard postal code format checks depending on the country maintained. If there is no postal code for the address created but it's mandatory to have it for the country, use ZERO(s) (replacing each expected character by zero).
City	City name as part of the address
Country	The country key contains information which the system uses to check entries such as the length of the postal code or bank account number.
Region	Mandatory for all countries. Select from the drop-down list.
Transportation zone	Use default value 'XXXXXXXXXX'. For modifications, if TZ is already populated with any other value, leave it as it is. Correct it in WP1 only.
Jurisdiction code	Mandatory or US and Latin America, not necessary for Europe. Automatically populated.
Account Group	Selected customer account group.
Language	Language used for customer documentation. This is the language used commercially by the customer. It is used at sales text level (will be printed on all commercial forms: order acknowledgement, dispatch notes, etc.) <div style="border: 1px solid yellow; padding: 5px; margin-top: 10px;">  <i>Language of existing customer account should not be changed without notifying responsible CSRs, since it has a direct impact on current documentation for customers. Language can be modified only after all assigned CSRs confirm, that there are no text notes or documentation which can be impacted by this change.</i> </div>
Search Term 1	Should capture the "essence" of the customer name

Postal Address


 Unknown Attachment

Field	Description
PO Box	If a PO Box address is specified, the printing of the PO box will be used instead of the physical address for Sold-to, Payer and Bill-to accounts. It is forbidden to add PO Box as address for ship-to accounts.
PO Box Postal code	If PO Box field has a value, PO Box Postal Code field has to be populated.
PO Box City	To be populated if the City of PO Box address is different from City of main physical address.
Payer to Sold-to	Always check-mark it if Payer address matches Sold-to address. If Payer and Sold-to address is different, separate CWF's needs to be created for each account group.

International Versions

Specific requirements for Thai, Korea, Japan & China entities. Translation to local language should be maintained in SAP through CWF for all relevant accounts. This information should be provided as part of CRM request or in request form.

 Mandatory for local China customers

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General Data 2

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Field	Description
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VAT Reg. No.	VAT registration number for EU countries. This code is mandatory for European Union customers, it allows Intrastat reporting and this code has an impact on invoicing. VAT structures and validation steps can be found in Appendix Tax number validation (Europe) . Mandatory for payer and sold-to accounts, optional for ship-to.
Tax Code 1, 2, 3, 4	


 Test for Info

 Test for Note

 Test for Tip

 Test for Warning

Panel Example

 Unknown Attachment

The file is composed by three tabs. Only the last tab has to be updated thanks to a BW query.

STEP 1

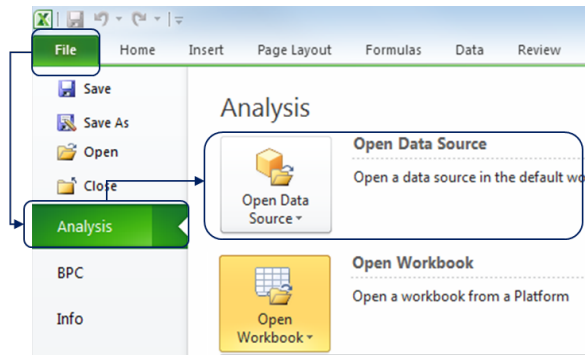
I open a data source or a workbook.

- [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:

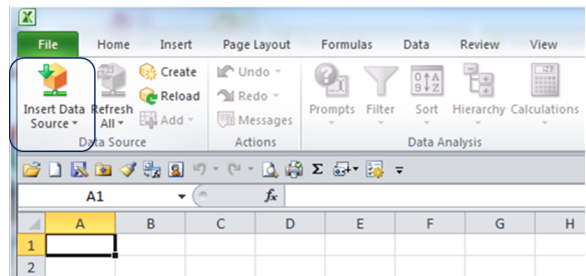
- Go to the File tab, click on Analysis then Open Data Source.



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"

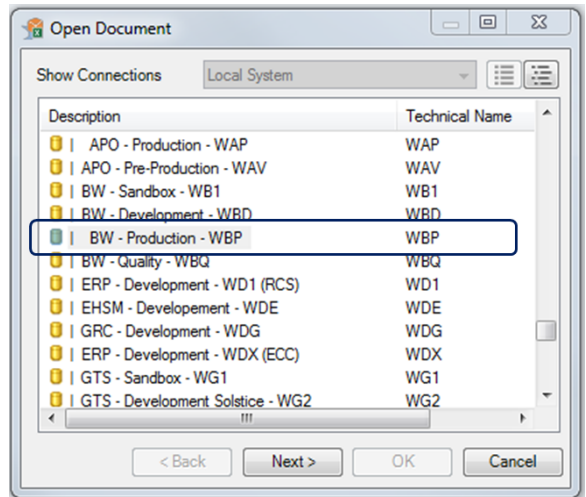
i When you click on "Insert", it will show the "Select Data Source" option but also **up to 10 queries from your history**



Select the source system: BW - Production - WBP

i **Account**

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

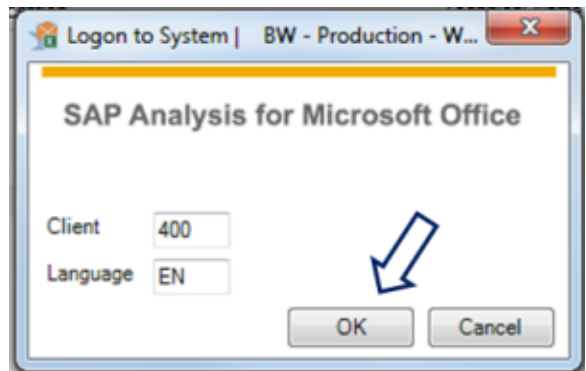


Click « OK »

- Client: 400
- Language: EN

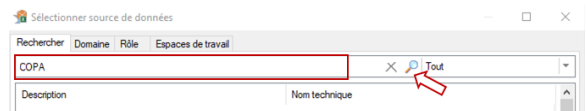
i **Language**

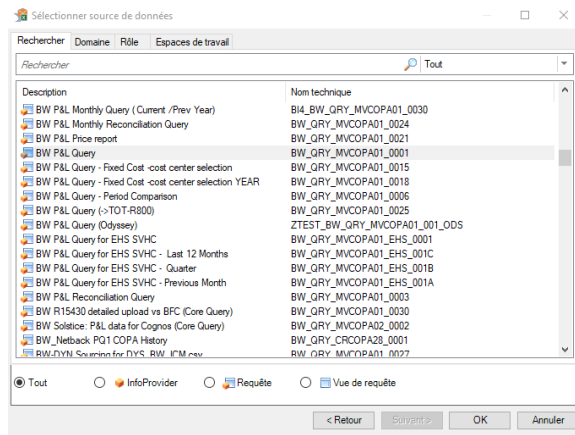
Only English is fully supported.



The "Select Data Source" window opens. Here you can:

- either search for the queries by description/technical name (Search Tab)



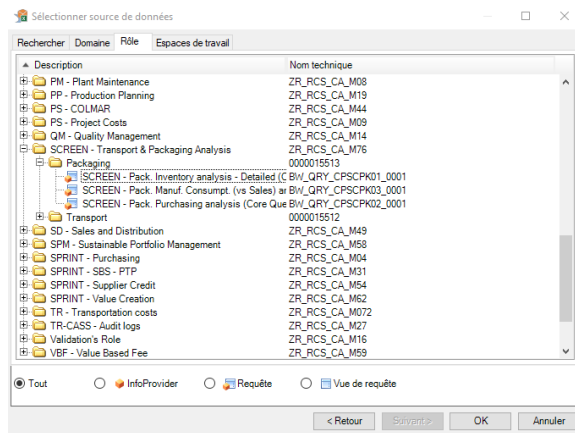


- or via browsing in the roles

Roles

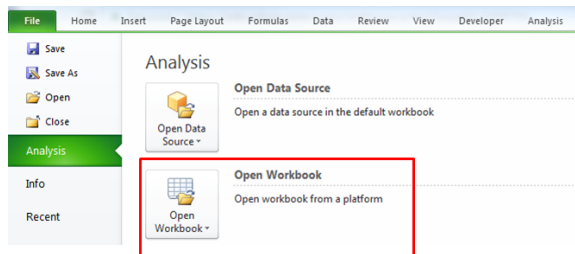
The "Roles" are folders which contain the core queries. The roles you have reflect your access so if you are not seeing a given role it means you do not have access to it and need to request it (Go to [Getting an Account](#)).

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)

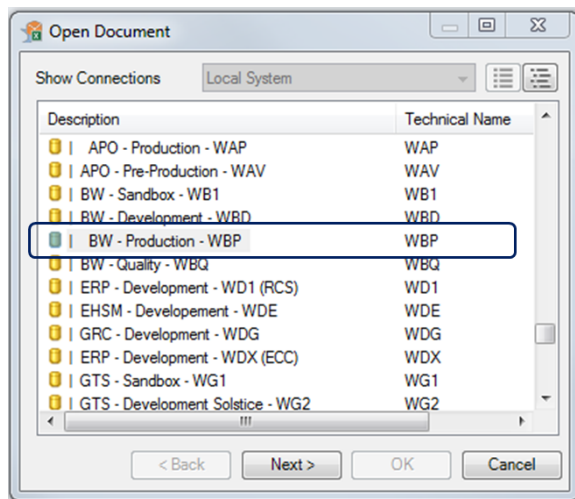
- Go to the File tab, click on Analysis then Open Workbook.



Select the source system: BW - Production - WBP

Account

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



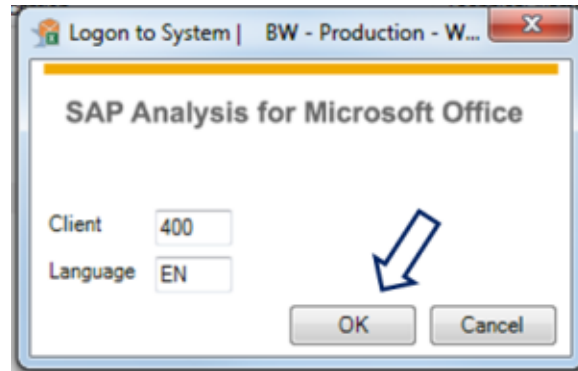
Click « OK »

- Client: 400
- Language: EN

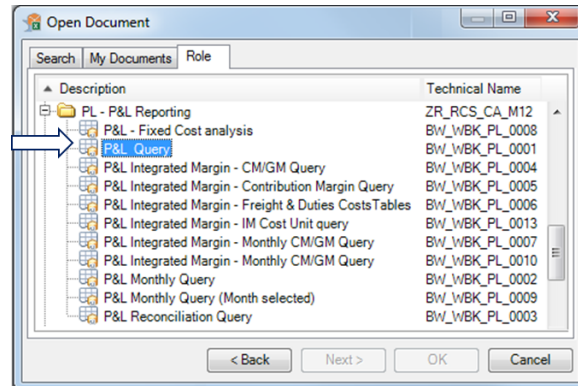


Language

Only English is fully supported.



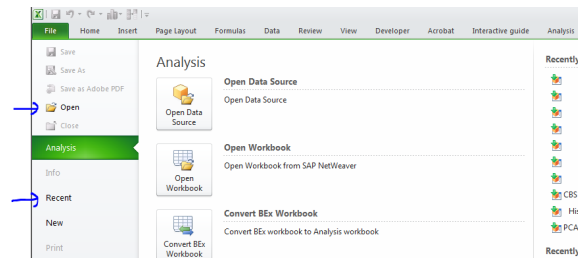
Go to the tab "Role" and then open a working capital workbook.
Select and open the folder and double click on the workbook.



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

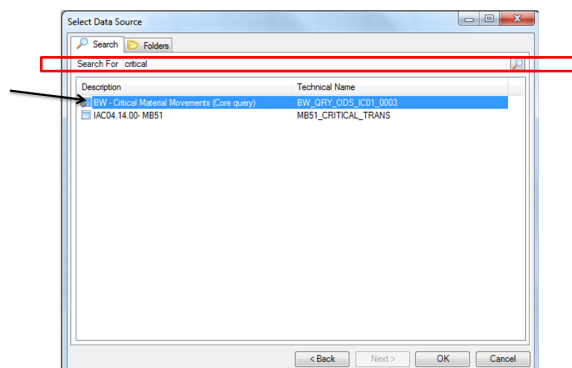
- [The Prompt Window](#)

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

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, Option) EUR

Amount (Low) -1.500

Amount (High) 1.500

STEP 4

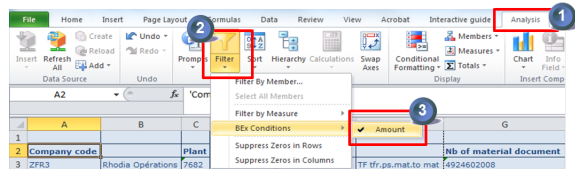
I obtain the report and I justify the highlighted amount in the appropriate column

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	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

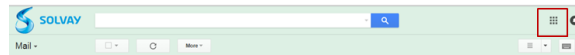
STEP 5

I remove the filter in the amount criteria



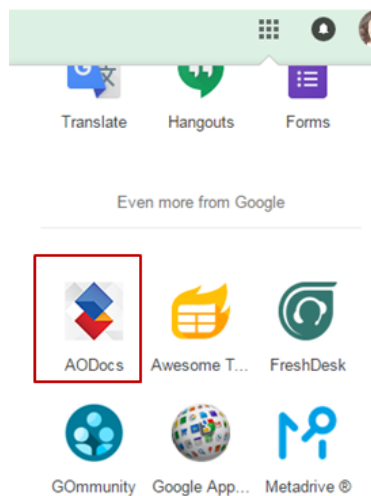
STEP 1

Go to you email and select "Google Apps"



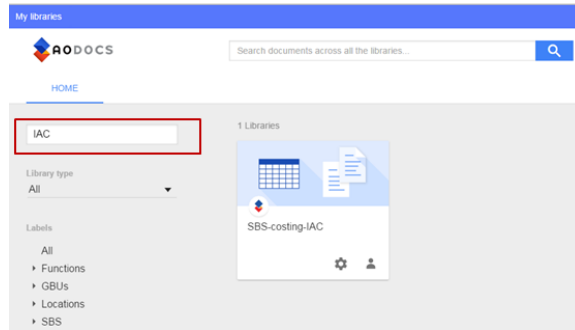
STEP 2

Select the button(app) for the AODOCS.



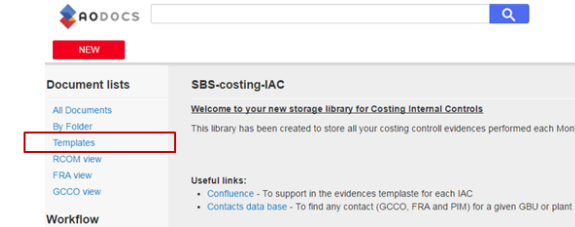
STEP 3

Search for the SBS-costing-IAC library



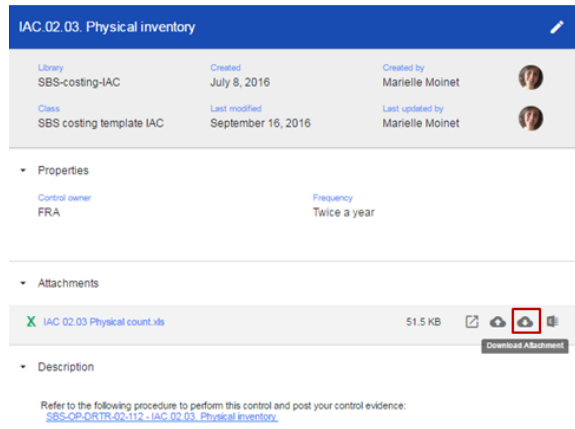
STEP 4

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

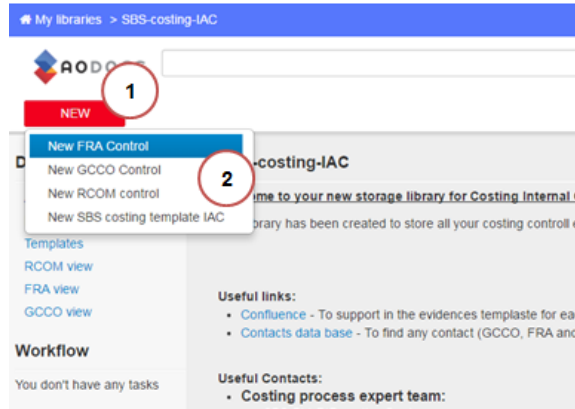
I download the attachment to your PC to be completed with data of the Month



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

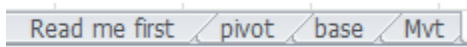
You control evidence is now completed. You can save it by



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

For Review

Marielle MOINET

State gave Reviewers approval at 4:43 am

State changed expiry date to '17 Oct, 2016 04:43 am' at 4:43 am

State changed state to For Review at 4:43 am v5

From Jul 06, 2016 to Sept 11, 2016

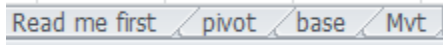
Draft

 MARTINS, Pedro

Edit updated the page at 12:53 pm

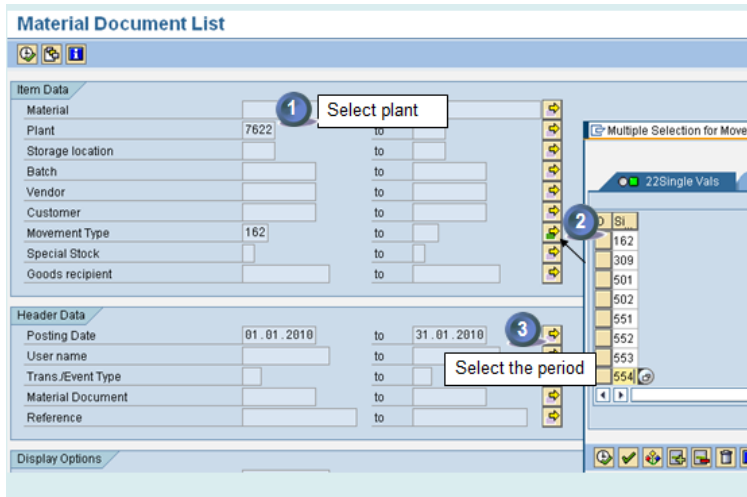
The file is composed by four tabs.

Only the tabs "base" and "pivot" have to be updated.



STEP 1


I open a SAP transaction MB51.

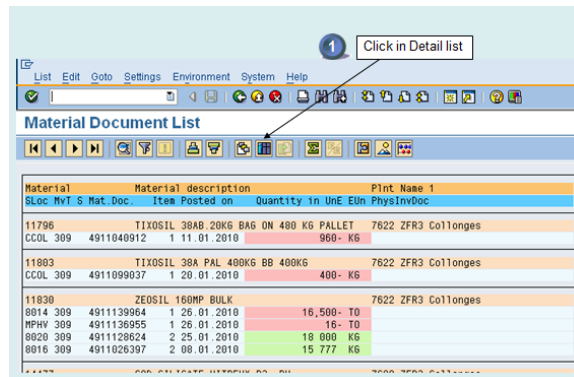


Fill in the:

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


STEP 2

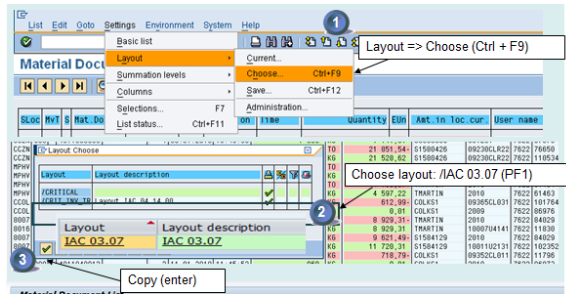
1. Select the detail list by clicking on 



STEP 3

Being in the detail list

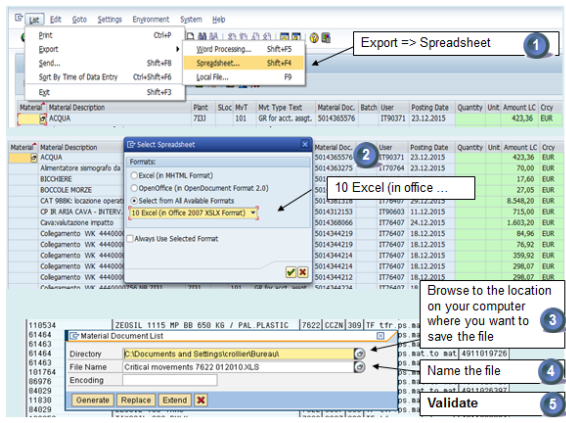
1. Select the correct layout
 - 1a. Settings
 - 1b. Layout
 - 1c. Choose
2. Select the following layout: /IAC 03.07
3. Validate by clicking on 



STEP 4

Save to excel

1. Go to
 - 1a. List
 - 1b. Export
 - 1c. Spreadsheet
2. Select from all Available formats: 10Excel (in office 2007 xlsx format)
3. Confirm the location of the extraction in your PC
4. Name the file
5. 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

A	B	C	H	I	J	K	L	M	N	O	P
Material	Material description	Plnt	PhyMatDoc	Batch	User name	Posting on	Quantity	Unit	Ant in loc cur	Cry	Type
10440	ZEUSIL 1115 MP 29KG	7622		080808	S9000365	05.01.2010	-7 800	KG	-8 910	EUR	Deceased
57979	ZEUSIL 1115 MP 25 KG BAGS ON 600 KG PAL	7622		090109	S9000365	05.01.2010	7 800	KG	5 707	EUR	Deceased


STEP 6

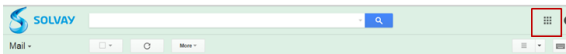
Refresh Pivot table

1. Update the pivot table and comment if the amount is above 1 500 €
2. Check if inventory discrepancies are only validated by the FRA

Type	Mat Doc	User name	Total	+1500	Comments
Deceased	499809560	S9000365	-864,45	ok	
	499802954	S9000426	-322,32	ok	
	499808726	TMARTRN	-2 516,04	valide	Transfert acide sulfurique 98% vers 92%
	499820419	COLKSI	-492,98	ok	
	499826297	TMARTRN	0,00	ok	
	499839944	S9004925	2 058,92	valide	ZEUSIL et TEOUSIL, rebalancement
	499840992	COLKSI	-739,29	ok	
	499856520	S9004925	1 722,27	valide	ZEUSIL et TEOUSIL, rebalancement
	499855610	S9005025	533,14	valide	ZEUSIL vers SILICA
	499862308	TMARTRN	-0,30	ok	
Inventory discrepancies	499872238	HEBELLOUT	66,38	ok	
	499885400	HEBELLOUT	23,48	ok	
	499885532	HEBELLOUT	18 771,24	valide	Ecart d'inventaire sur le vitreux de 900T

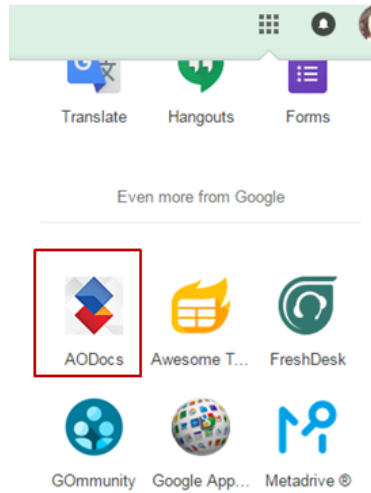
STEP 1

Go to your email and select "Google Apps" 



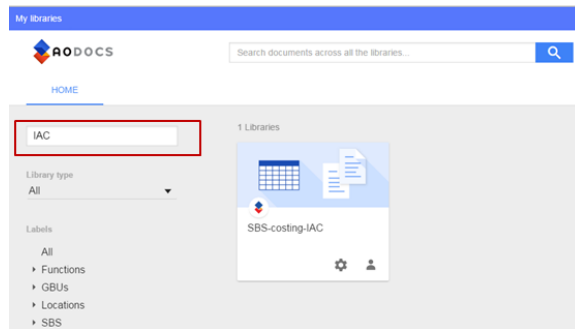
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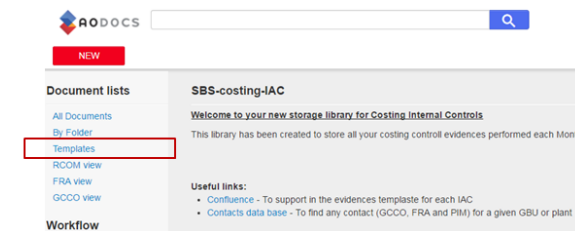
STEP 3

Search for the SBS-costing-IAC library



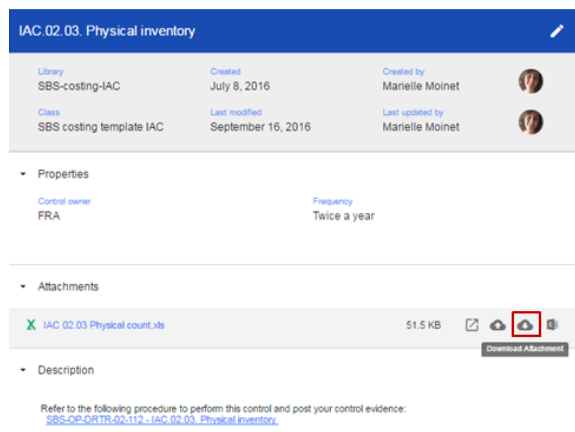
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STEP 5

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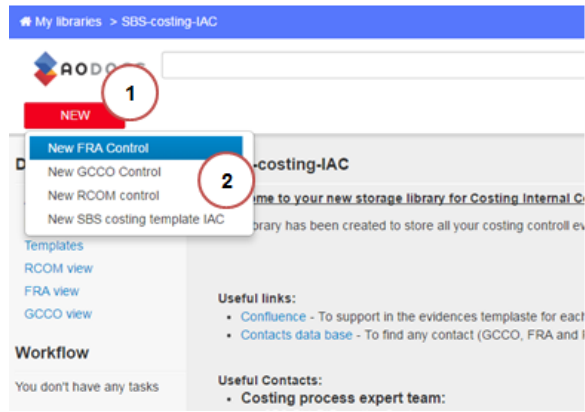


STEP 6

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- New FRA control, in the case I am a FRA

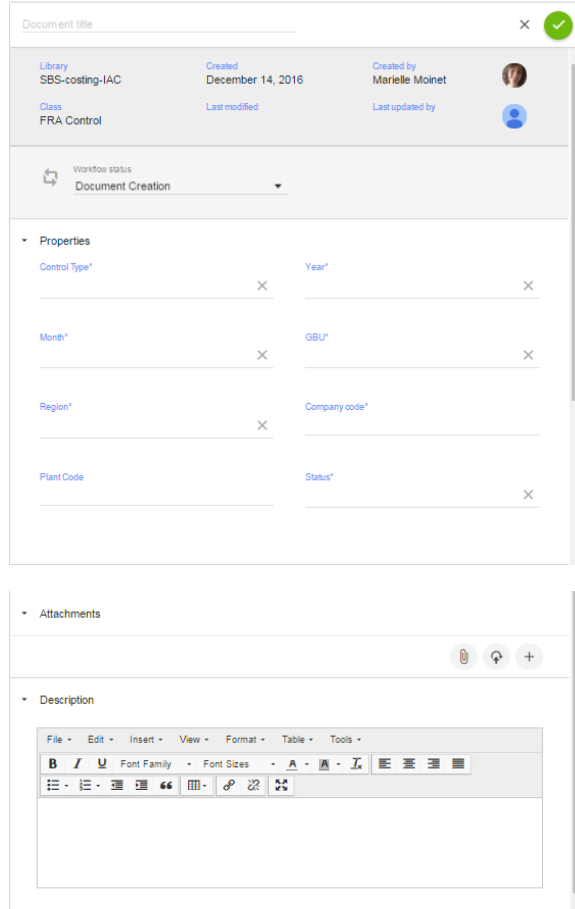
- New GCCO control, in the case I am a GCCO



STEP 7

I fill in all the properties.

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- Year
- Period (Year and Month)
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- Region
- Company code
- Plant code
- Status
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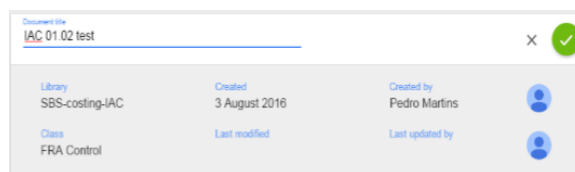
Finally attach your document and feel free to add additional comments in the description.

STEP 8

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








clicking the save icon



Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Feb 10, 2026	Actor	Type	Activity	Version
Published	 LUIS SCHUBERT, Eduardo	Edit	updated the page at 12:54 pm	
			<i>Frequency</i>	
		State	changed state to Published at 12:07 pm	v40
Draft	 LUIS SCHUBERT, Eduardo	State	gave <i>Approvers</i> approval at 12:07 pm	
		State	changed state to Draft at 11:54 am	v40
Nov 30, 2025				
Published	 TORNPETCH, Ubonrat	State	changed state to Published at 5:37 am	v39
Draft	 TORNPETCH, Ubonrat	State	gave <i>Approvers</i> approval at 5:37 am	
Sept 24, 2025				
	 PIYACHOKANAKUL, Pareena	Edit	updated the page at 10:03 am	