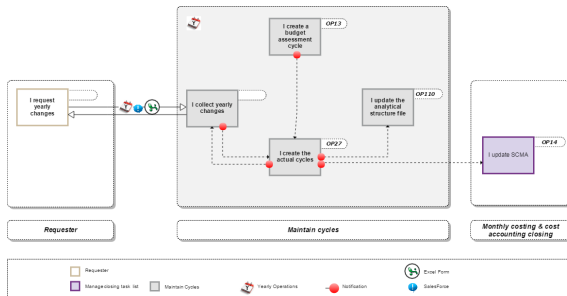


I create the actual cycle (yearly maintenance process)

Process: [Costing Model Architecture](#)

Responsibility area: [Maintain cycles](#)

1. **Controlling** - Information for the possibly cycle changes and validate the Budget cycle.
2. **GBS**- Copy the Cycles from last year (in case of Budget cycle, copy from it), and do the necessary changes requested.



Scope



WW

WP2, PF2

Frequency



References

- [OP.027](#)
- [Assessment cycles - Master Data](#)

Attachments

[IAC 01.09 Costing model.xlsx](#)

[OP.013](#) << I create the actual cycle (yearly maintenance process) >> [OP .110](#) & [OP.014](#)

Guideline

Budget Cycle needs to be Created and Validated by Local Finance first. Only then we can start copying the Budget Cycles and the All other cycles.

Copy from Budget Cycle PPPPBU to cycle PPPPCO. See [Assessment cycles Rules](#).

STEP 1

Use transaction code : **KSU1**

KSU1 - Create Actual Assessment Cycle : Initial Screen

Create Actual Assessment Cycle: Initial Screen

STEP 2

Enter the cycle code and the starting date and

Enter ↵

i [Assessment cycles Rules](#) - Necessary to Use the Rules for Codification

If you want to copy from another cycle (Normally to create again a cycle from one year to another):

- Cycle - Cycle Name (Maintain the Name the codification)
- Start Date - 01.01.YYYY
- Controlling Area - See link for possible [Controlling Areas](#)

Create Actual Assessment Cycle: Initial Screen

Cycle: 0224CO
Start Date: 01.01.2016
Copy from:
Cycle:
Start Date:
Controlling Area:

STEP 3

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Check the Indicator "Iterative"
4. Check the Field Groups "Object Currency"

Create Actual Assessment Cycle: Header Data

Attach segment
Controlling Area: Z026 Rhoda Asia Pacific
Cycle: 0224CO Status: new
Start Date: 01.01.2016 To: 31.12.2016
Text: 0224 Liyang
Indicators: Iterative, Cumulative
Field Groups: Object Currency, Transaction Currency

STEP 4

Click

Attach segment

Create Actual Assessment Cycle: Segment

Attach segment
Controlling Area: Z026 Rhoda Asia Pacific
Cycle: 0224CO
Segment Name: 0224 Liyang
Segment Header | Senders/Receivers | Sender Values | Receiver Tracing Factor
Assessment CEle:
Allocation structure:
Sender values:
Sender rule: Posted amounts
Share in %: 100.00 %
Receiver tracing factor:
Receiver rule: Variable portions
Var. portion type: Actual costs
Scale Neg. Tracing Factors: No scaling

STEP 5

Enter the segment code and description

Segment Code - Normally the Cost Center Sender (Ex: B712345678 or 0224-2000)

Segment Description - Cost Center Description

STEP 6

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure

i **Assessment cycles Rules** - Check the Rules to use the Correct Cost Element or Allocation Structure

2. Sender values:
 - Sender rule
 - Share in % = 100 %
3. Receiver tracing factor :

Receiving rule	WP1	PF1	Action
Variable portions	Not used	Standard	Choose Var. portion type = Actual Statistical Key figures
Fixed amounts	Specific	Specific	Update the Amount in "Receiving Tracing Factor"
Fixed percentages	Standard	Standard	Update the allocation keys in "Receiving Tracing Factor"
Fixed portions	Not used	Not used	Not used

STEP 7

Go to the tab "Senders/Receivers"

STEP 8

Update the tab "Senders/Receivers"

1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy: ZRCS-CNP for WP1 / XCS-ALL for PF1). It is not necessary when an allocation structure is used.
3. Enter the receiving Object or group of Objects (Order Cost Center, Cost Object or WBS Element)

STEP 9

Go to the tab "Sender Values"

Normally there is nothing to update (Only if it is Specific or an Exception, you have to insert a price or a rate)

STEP 10

i Only when the Variable portions => Actual Statistical Key Figures have been chosen in the tab "Segment Header"

Go to the tab "Receiver Tracing Factor" & enter the **Stat. Key fig.**

STEP 11

Go to the tab "Receiver Weighting Factors"

Enter the receivers depending on the receiver tracing factor chosen in the tab "Segment Header" :

Segment header = Fixed percentage

Cost Ctr	Portion/percent
0224-1045	
0224-1050	
0224-1051	
0224-1052	50.00
0224-1053	
0224-1054	
0224-1055	
0224-1056	
0224-1057	
0224-1058	

=> Enter the allocation key per receiving cost center

! The total needs to equal to 100 %

Segment header = Fixed amount

Cost Ctr	Amount
0224-1045	
0224-1050	230,000.00
0224-1051	
0224-1052	
0224-1053	
0224-1054	180,000.00
0224-1055	
0224-1056	
0224-1057	

=> Enter the real amount to be allocated to each cost center

! Make sure the currency is correct

Segment header = Actual Statistical Key Figures

Cost Ctr	Factor per
0224-1045	100
0224-1050	100
0224-1051	100
0224-1052	100
0224-1053	100
0224-1054	100
0224-1055	100
0224-1056	100
0224-1057	100
0224-1058	100

=> It should **not be necessary** to update this tab when a statistical key figure is used. Only when you want to **Restrict** the Receivers, in that case remove the Factor for the Cost Center Receiver.

STEP 12

Create a new segment by clicking

Attach segment

STEP 13

Cycle Run Group

STEP 14

Save

STEP 1

Use transaction code : KSU1

i KSU1 - Create Actual Assessment Cycle : Initial Screen

Create Actual Assessment Cycle: Initial Screen

Cycle

Start Date

Copy from

Cycle	<input type="text" value=""/>
Start Date	<input type="text" value=""/>
Controlling Area	<input type="text" value=""/>

STEP 2

Enter the cycle code and the starting date and

i **Assessment cycles Rules - Necessary to Use the Rules for Codification**

If you want to copy from another cycle (Normally to create again a cycle from one year to another):

- Cycle - Cycle Name (Maintain the Name the codification)
- Start Date - 01.01.YYYY
- Controlling Area - See link for possible [Controlling Areas](#)

Create Actual Assessment Cycle: Initial Screen

STEP 3

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Check the Indicator "Iterative"
4. Check the Field Groups "Object Currency"

Create Actual Assessment Cycle: Header Data

STEP 4

Click

Create Actual Assessment Cycle: Segment

STEP 5

Enter the segment code and description

Segment Code - Normally the Cost Center Sender (Ex: B712345678 or 0224-2000)

Segment Description - Cost Center Description

STEP 6

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure

i **Assessment cycles Rules** - Check the Rules to use the Correct Cost Element or Allocation Structure

2. Sender values:
 - Sender rule
 - Share in % = 100 %
3. Receiver tracing factor :

Receiving rule	WP1	PF1	Action
Variable portions	Not used	Standard	Choose Var. portion type = Actual Statistical Key figures
Fixed amounts	Specific	Specific	Update the Amount in "Receiving Tracing Factor"
Fixed percentages	Standard	Standard	Update the allocation keys in "Receiving Tracing Factor"
Fixed portions	Not used	Not used	Not used

STEP 7

Go to the tab "Senders/Receivers"

Controlling Area: 2026 Rhodia Asia Pacific
Cycle: 0224CO 0224 Liyang
Segment Name: 0224-2000 Boiler Workshop

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

	From	To	Group
Sender			
Cost Center			
Cost Element			
Receiver			
Order			
Cost Center			
Cost Object			
WBS Element			

STEP 8

Update the tab "Senders/Receivers"

1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy: ZRCS-CNP for WP1 / XCS-ALL for PF1). It is not necessary when an allocation structure is used.
3. Enter the receiving Object or group of Objects (Order Cost Center, Cost Object or WBS Element)

Controlling Area: 2026 Rhodia Asia Pacific
Cycle: 0224CO 0224 Liyang
Segment Name: 0224-2000 Boiler Workshop

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

	From	To	Group
Sender			
Cost Center	0224-2000		
Cost Element			
Receiver			
Order			
Cost Center			0224-1
Cost Object			
WBS Element			

STEP 9

Go to the tab "Sender Values"

Normally there is nothing to update (Only if it is Specific or an Exception, you have to insert a price or a rate)

Controlling Area: 2026 Rhodia Asia Pacific
Cycle: 0224CO 0224 Liyang
Segment Name: 0224-2000 Boiler Workshop

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

Sender values

Share in %: 100.00

Actual value origin (selected) Plan value origin

Selection criteria

	From	to	Group
Version			

STEP 10

i Only when the Variable portions => Actual Statistical Key Figures have been chosen in the tab "Segment Header"

Go to the tab "Receiver Tracing Factor" & enter the **Stat. Key fig.**

Controlling Area: 2026 Rhodia Asia Pacific
Cycle: 0224CO 0224 Liyang
Segment Name: 0224-2000 Boiler Workshop

Sender Values Receiver Tracing Factor Receiver Weighting Factors

Tracing Factor

Var. portion type: Actual Statistical Key Figures

Scale Neg. Tracing Factors: No scaling

Selection Criteria

	From	to	Group
Stat. key fig.	M19300		
Activity Type			

STEP 11

Go to the tab "Receiver Weighting Factors"

Enter the receivers depending on the receiver tracing factor chosen in the tab "Segment Header" :

Segment header = Fixed percentage

Receivers	Portion/percent
0224-1045	\$0.00
0224-1050	
0224-1051	\$0.00
0224-1052	
0224-1053	
0224-1054	
0224-1055	
0224-1056	
0224-1057	
0224-1058	

=> Enter the allocation key per receiving cost center

! The total needs to equal to 100 %

Segment header = Fixed amount

Receivers	Amount
0224-1045	
0224-1050	230,000.00
0224-1051	
0224-1052	
0224-1053	
0224-1054	180,000.00
0224-1055	
0224-1056	
0224-1057	

=> Enter the real amount to be allocated to each cost center

! Make sure the currency is correct

Segment header = Actual Statistical Key Figures

Receivers	Factor per
0224-1045	100
0224-1050	100
0224-1051	100
0224-1052	100
0224-1053	100
0224-1054	100
0224-1055	100
0224-1056	100
0224-1057	100
0224-1058	100

=> It should **not be necessary** to update this tab when a statistical key figure is used. Only when you want to **Restrict** the Receivers, in that case remove the Factor for the Cost Center Receiver.

STEP 12

Create a new segment by clicking

Attach segment

STEP 13

Cycle Run Group

STEP 14

Save 

STEP 1

Use transaction code : KSV1

i Create Actual Distribution Cycle : Initial Screen

! Remark

Distribution allocations are used to the primary costs of a cost center. The information about the original cost element will be transferred to the receiver.

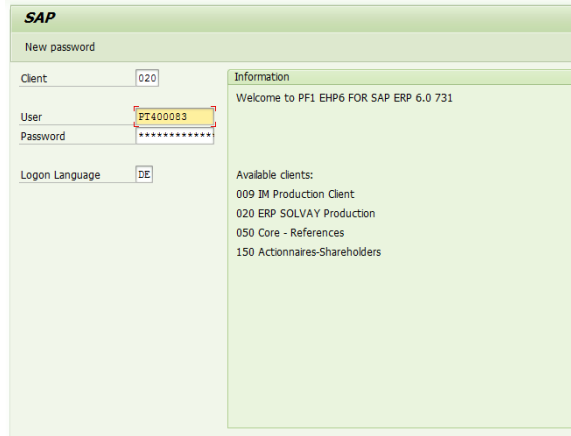
Create Actual Distribution Cycle: Initial Screen

Cycle	<input checked="" type="checkbox"/>
Start Date	<input checked="" type="checkbox"/>
Copy from	
Cycle	<input type="text"/>
Start Date	<input type="text"/>
Controlling Area	<input type="text"/>



ERP Client Languages

When creating an Distribution Allocation, the texts must be added also in the other language ERP (both cycle name and segment name and description). To do that you must logoff, enter in the language requested (e.g. DE), and modify (KSV2) the Distribution Allocation, adding the names and descriptions in the local language.

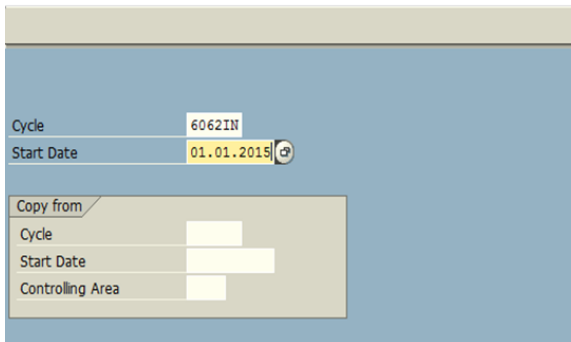


STEP 2

Enter the cycle code and the starting date and

Enter ↵

Create Actual Distribution Cycle: Initial Screen



Validity Date

The starting date determines the earliest validity date of the cycle. If a similar cycle already exists you can make a copy from the reference cycle and modify it afterwards. You can display the existing cycles by selecting the match code.



Codification Rules

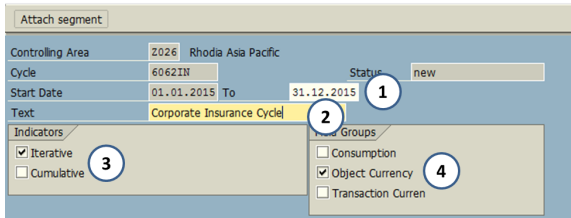
Assessment cycles Rules

For the name codification consider CC CCDV where CCCC is the company code and for DV is for Distribution Cycles, whenever a company is harmonized on SYMPA standards.

STEP 3

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Check the Indicator "Iterative"
4. Check the Field Groups "Object Currency"

Create Actual Distribution Cycle: Header Data



STEP 4

Click **Attach segment**

Segment Name

Segment Name according to Assessment Allocations Rules should be equal to Sender Cost Center inside the segment (exceptions: Insurance Allocations as driver is the type of insurance cost and therefore Segment Name = Cost Element codification).

Create Actual Distribution Cycle: Segment

Attach segment

Controlling Area: 2026 Rhodia Asia Pacific
 Cycle: 6062IN Corporate Insurance Cycle
 Segment Name: [] Lock indicator

Segment Header | Senders/Receivers | Sender Values | Receiver Tracing Factor

Sender values

Sender rule: Posted amounts
 Share in %: 100.00 %
 Act. vals Plan vals

Receiver tracing factor

Receiver rule: Variable portions
 Var.portion type: Actual costs
 Scale Neg. Tracing Factors: No scaling

STEP 5

Enter the segment code and description

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure
2. Sender values:
 - Sender rule = Posted amounts
 - Share in % = 100 %
3. Receiver tracing factor for Insurance & IAS19 :
 - Receiver rule : Variable portions
 - Var.portion type : Actual Statistical Key Figures
 - Scale Neg. Tracing Factors : No scaling

Create Actual Distribution Cycle: Segment

Attach segment

Controlling Area: 2026 Rhodia Asia Pacific
 Cycle: 6062IN
 Segment Name: 98300259 D&O/EPL Liability **1** Lock indicator

Segment Header | Senders/Receivers | Sender Values | Receiver Tracing Factor

Sender values

Sender rule: Posted amounts **2**
 Share in %: 100.00 %
 Act. vals Plan vals

Receiver tracing factor

Receiver rule: Variable portions **3**
 Var.portion type: Actual Statistical Key Figures
 Scale Neg. Tracing Factors: No scaling

STEP 6

Update the tab "Senders/Receivers"

1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy ZRCS-CNP). It is not necessary when an allocation structure is used
3. Enter the receiving cost center or group of cost centers

Create Actual Distribution Cycle: Segment

Attach segment

Controlling Area: 2026 Rhodia Asia Pacific
 Cycle: 6062IN Corporate Insurance Cycle
 Segment Name: 98300259 D&O/EPL Liability Lock indicator

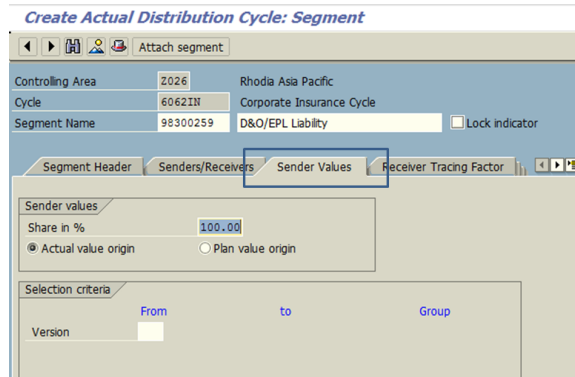
Segment Header | **Senders/Receivers** | Sender Values | Receiver Tracing Factor

	From	To	Group
Sender			
Cost Center	6062-5998 1		
Cost Element	98300259 2		
Receiver			
Order			
Cost Center			6062 3
Cost Object			
WBS Element			

STEP 7

Go to the tab "Sender Values"

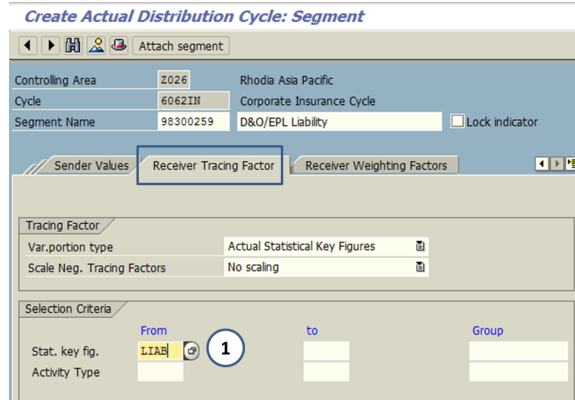
No change needed



STEP 8

i Only when the Variable portions => Actual Statistical Key Figures have been chosen in the tab "Segment Header"

Go to the tab "Receiver Tracing Factor" & enter the **Stat. Key fig.**

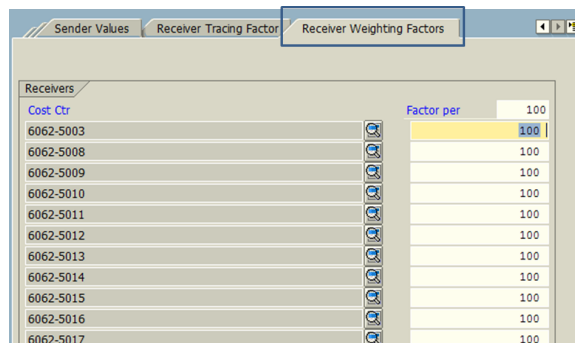


STEP 9

Go to the tab "Receiver Weighting Factors"

Enter the receivers depending on the receiver tracing factor chosen in the tab "Segment Header" :

=> It should not be necessary to update this tab when a statistical key figure is used



STEP 10

Create a new segment by clicking Attach segment

STEP 11

Create Cycle Run Group

i Cycle Run Group Codification Rules
[Cycle Run Group Rules](#)

To proceed with Cycle Run Group creation please follow the next documentation:

STEP 12

Save 

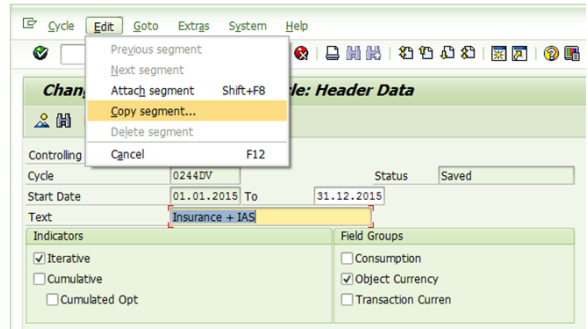
STEP 13

Create segments with reference

Enter the name of the segment you want to copy from and define a name for the new segment. Press

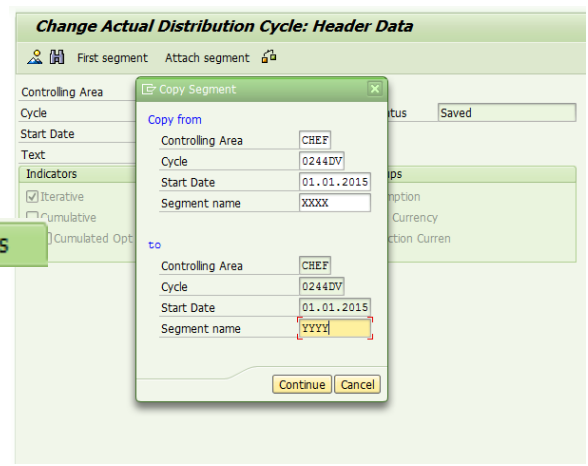
Continue

Now you can modify the appended segment.



Receiver Cost Center Modified

When the receiver cost center is modified, the **Factor per** inside the **Indicators** tab **Receiver Weighting Factors** is deleted by the system and a new percentage must be entered.



Total Factor Percentage

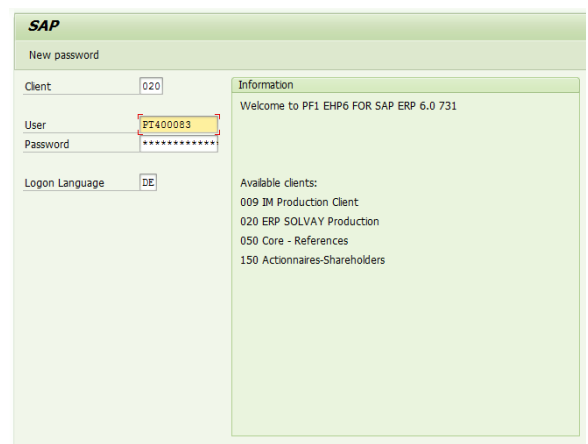
Total of Factor Percentage after the change should total 100:

Factor per

STEP 14


Change segment in other language

The new segment is firstly created with connection language "EN". If the name of the segment should also appear in another language, logoff, enter in the language requested (e.g. DE), and change (KSV2) the segment name in the local language.




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

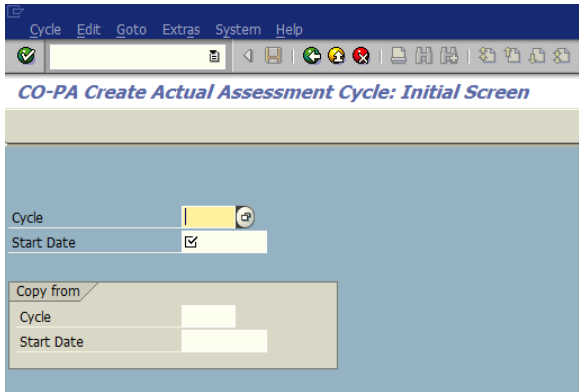
Jul 06, 2016	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	State	changed state to Published at 8:43 pm	v21
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 8:43 pm	
		State	changed expiry date to '11 Jul, 2016 08:42 pm' at 8:43 pm	
		State	changed state to To be approved at 8:42 pm	v21
For Review	ROLLIER, Charlotte	State	gave <i>Reviewers</i> approval at 8:42 pm	
		State	changed expiry date to '11 Jul, 2016 08:42 pm' at 8:42 pm	
		State	changed state to For Review at 8:42 pm	v21
Draft	ROLLIER, Charlotte	State	changed state to Draft at 4:24 pm	v21
From Dec 23, 2015 to Feb 09, 2016				
Ready	Alexandra Lepercq	Edit	updated the page at 6:59 pm	

 Before starting, make sure you are in the right operating concern with [KEBC - Setting Operating concern](#). List of operating concern : [Rul es - CO structure](#)

STEP 1

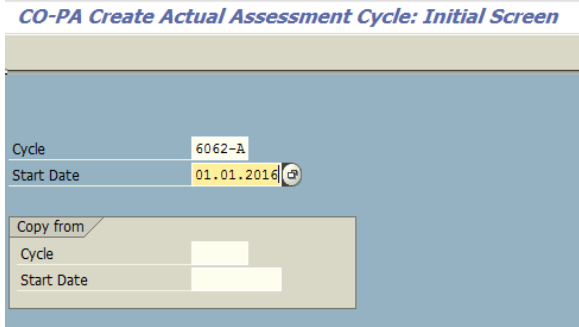
Use transaction code : KEU1

 CO-PA Create Actual Assessment: Initial Screen



STEP 2

Enter the cycle code and the starting date and



STEP 3

1. Enter the validity date (to last day of the year)

2. Enter the description of the cycle
3. Select the "type of value Category" = 1 (Select unsplit costs)
4. Enter the controlling area
5. Select the "TF basis" = 1 (Costing-based Profitability Analysis)

CO-PA Create Actual Assessment Cycle: Header Data

Attach segment

Operating concern	2026 Rhodia Asia Pacific	Status	new
Cycle	6062-A		
Start Date	01.01.2016 To 31.12.2016		
Text	6062 Sales & CNP		

Indicators

1 Sender Select. Type Aggreg. Tracing Factor

Preset Selection Criteria

CO Area	2026	Rhodia Asia Pacific
TF basis	1	Costing-based Profitability An

STEP 4

Click

Attach segment

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern	2026	Rhodia Asia Pacific
Cycle	6062-A	6062 Sales & CNP
Segment Name		<input type="checkbox"/> Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor Receiver Weighti...

Assessment CElem

Value Field All

Alloc.structure

PA transfer struct.

Sender values

Rule	Posted amounts
Share in %	100.00

Receiver tracing factor

Rule	Variable portions
Val.Fld/Key Fig.	4 Qty invoice
Scale Neg. Factors	No scaling

STEP 5

Enter the segment code and description

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern	2026	Rhodia Asia Pacific
Cycle	6062-A	6062 Sales & CNP
Segment Name	C4 0569 C4 0569 // 6062-7301	<input type="checkbox"/> Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor Receiver Weighti...

Assessment CElem

Value Field All

Alloc.structure

PA transfer struct.

Sender values

Rule	Posted amounts
Share in %	100.00

Receiver tracing factor

Rule	Variable portions
Val.Fld/Key Fig.	4 Qty invoice
Scale Neg. Factors	No scaling

STEP 6

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure
2. Value Field or PA transfer structure
3. Receiver tracing factor : Fixed percentages

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific
 Cycle: 6062-A 6062 Sales & CNP
 Segment Name: C4 0569 C4 0569 // 6062-7301 Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor

Assessment CElem: ①

Value Field All: ②

Alloc. structure: C4 Adm & Com. Sale Serv. alloc. ①
 PA transfer struct.: C4 Admin & Commercial serv. asses ②

Sender values

Rule: Posted amounts
 Share in %: 100.00

Receiver tracing factor

Rule: Fixed percentages ③

STEP 7

Go to the tab "Senders/Receivers"

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific
 Cycle: 6062-A 6062 Sales & CNP
 Segment Name: C4 0569 C4 0569 // 6062-7301 Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor

	From	To	Group
Sender			
Cost Center	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Element	<input type="text"/>	<input type="text"/>	<input type="text"/>
Receiver			
Product	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
WBS Element	<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing Type	<input type="text"/>	<input type="text"/>	<input type="text"/>

STEP 8

Update the tab "Senders/Receivers" (1st page)

1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy ZRCS-CNP). It is not compulsory when a transfer structure is used
3. Enter the company code

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific
 Cycle: 6062-A 6062 Sales & CNP
 Segment Name: C4 0569 C4 0569 // 6062-7301 Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor

	From	To	Group
Sender			
Cost Center	6062-7301 ①	<input type="text"/>	<input type="text"/> ①
Cost Element	<input type="text"/> ②	<input type="text"/>	<input type="text"/> ②
Receiver			
Product	<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Code	6062 ③	<input type="text"/>	<input type="text"/>
WBS Element	<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing Type	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Area	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sales Ord. Item	<input type="text"/>	<input type="text"/>	<input type="text"/>
Customer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ship-to party	<input type="text"/>	<input type="text"/>	<input type="text"/>
Profit Center	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item category	<input type="text"/>	<input type="text"/>	<input type="text"/>
Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
Division	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trading Partner	<input type="text"/>	<input type="text"/>	<input type="text"/>

Entry 1 of 39

STEP 9

Update the tab "Senders/Receivers" (2nd page)


Go down with  or using 

	From	To	Group
Trading Partner			
Sales Org.			
Distr. Channel			
Plant			
IECRA	IECRA00450		
Profit Center C			
Enterprise			
Commercial Prod			
Product line 00			
Origin Type			
Movement type			
Payer country			
Payer area			
Ship-to country			
Ship-to Market.			
CCR Variant			
Off Grade			
Valuation Class			
Item category			

STEP 10

Update the tab "Senders/Receivers" (2nd page)

1. Enter the plant code when requested (mainly for production cost centers)
2. Enter the receiving IECRA or a group of IECRA

 Other information can be updated when requested

	From	To	Group
Trading Partner			
Sales Org.			
Distr. Channel			
Plant			
IECRA	IECRA00450		
Profit Center C			
Enterprise			
Commercial Prod			
Product line 00			
Origin Type			
Movement type			
Payer country			
Payer area			
Ship-to country			
Ship-to Market.			
CCR Variant			
Off Grade			
Valuation Class			
Item category			

STEP 11

Go to the tab "Receiver Tracing Factor"


Receivers	Portion/percent
CoCd IECRA	
6062 IECRA00450	

Entry 1 of 1 Total 0.00

STEP 12

Update the tab "Receiver Tracing Factor"

1. Enter the allocation rate in percentage and


 the total must be equal to 100 %

STEP 13

Create a new segment by clicking

STEP 14


Save 

 See [Assessment cycles Rules](#).

Inform the persons in charge of Schedule Manager, except in the cases that we have Extended Front Office which could be run by FO.

Workflow history

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

Dec 03, 2025	Actor	Type	Activity	Version
Published	CHANSRI, Surachet	State	changed state to Published at 6:22 am	v60
Draft	CHANSRI, Surachet	State	gave <i>Approvers</i> approval at 6:22 am	
Sept 08, 2025				
	CHANSRI, Surachet	Edit	updated the page at 1:51 pm	
		State	changed state to Draft at 11:51 am	v60
Sept 02, 2024				
Published	 Gomes, Susana	Edit	updated the page at 11:02 am	
		State	changed state to Published at 9:06 am	v59

Draft



Gomes, Susana

State gave *Approvers* approval at 9:06 am

State changed state to Draft at 9:02 am [v59](#)
