I create a cycle (outside the yearly maintenance process)

Process: Costing Model Architecture

Responsibility area: Maintain cycles

The procedure is only applicable for non existing cycle, outside the yearly maintenance process.

Scope

WW WP2, PF2

Frequency

On demand

References

- OP.009
- Assessment cycles - Master Data

Attachments

N/A

xx **<<** I create a cycle (outside the yearly maintenance process) **>>** xx

Guideline

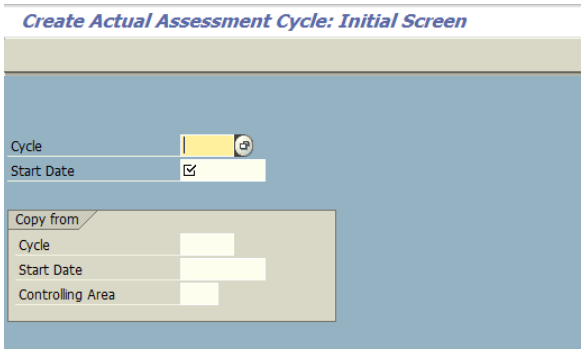
This could only be done when there is changes on organization or a new organization. New plant, project, roll-out.

Following the rules from **PF2** and **WP2** (Assessment cycles Rules), we should not create any new cycles if there is not any change, due to the harmonization that exists.

STEP 1

Use transaction code : KSU1

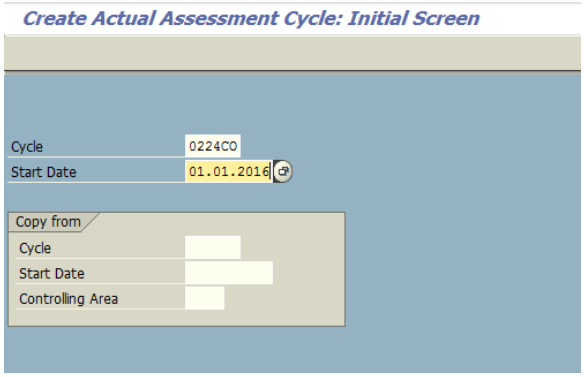
KSU1 - Create Actual Assessment Cycle : Initial Screen



STEP 2

Enter the cycle code and the starting date and Enter

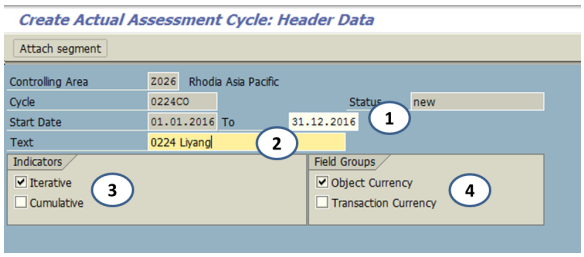
Assessment cycles Rules - Necessary to Use the Rules for Codification



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

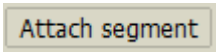
- Cycle - Cycle Name (Maintain the Name the codification)
- Start Date - 01.01.YYYY
- Controlling Area - See link for possible Controlling Areas

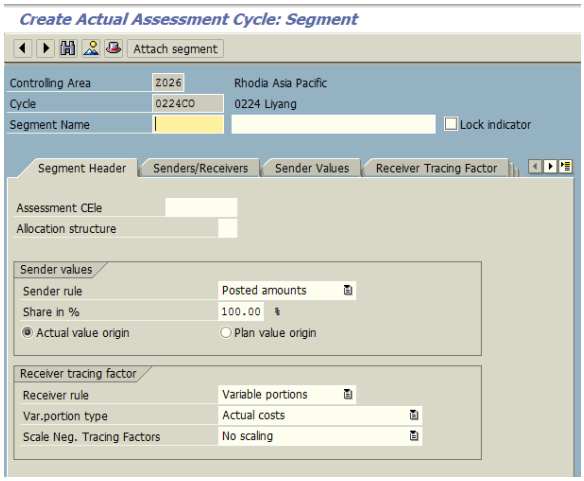
STEP 3



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"

STEP 4

Click 

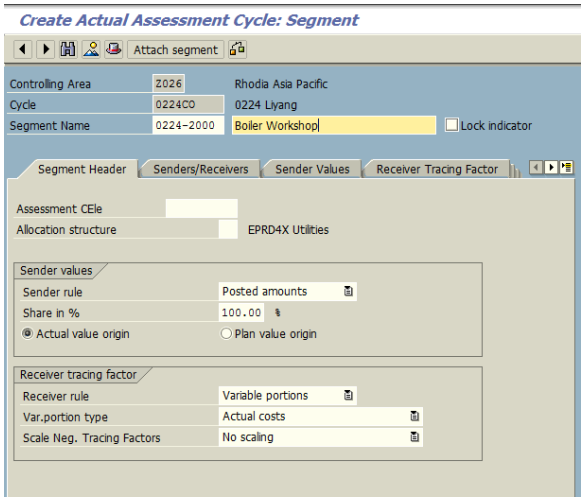


STEP 5

Enter the segment code and description

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

Segment Description - Cost Center Description



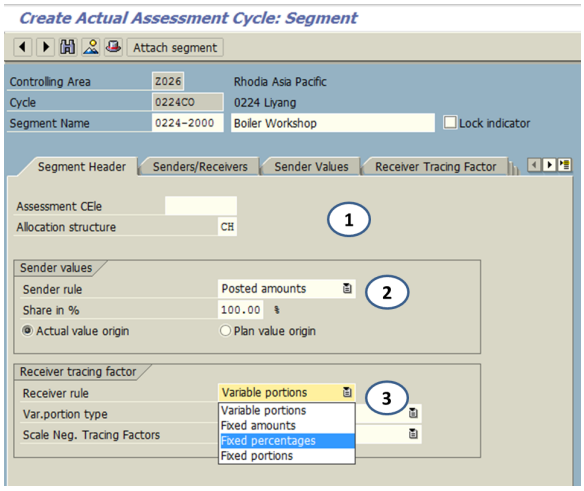
STEP 6

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure

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

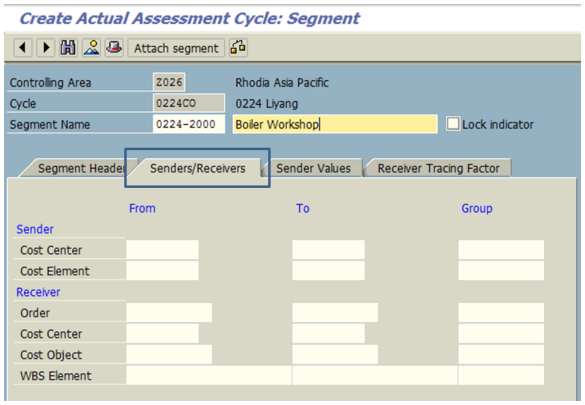
2. Sender values:
   - Sender rule
   - Share in % = 100 %
3. Receiver tracing factor :



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

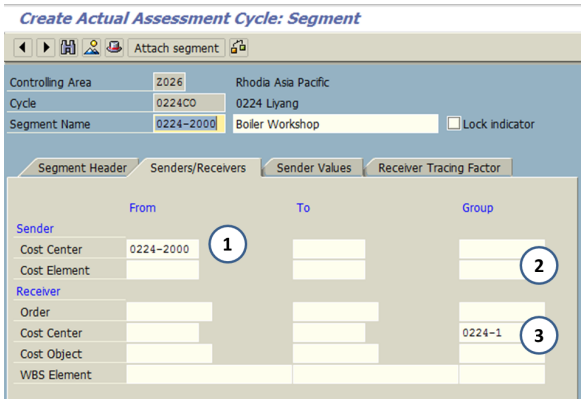
Go to the tab "Senders/Receivers"



STEP 8

Update the tab "Senders/Receivers"

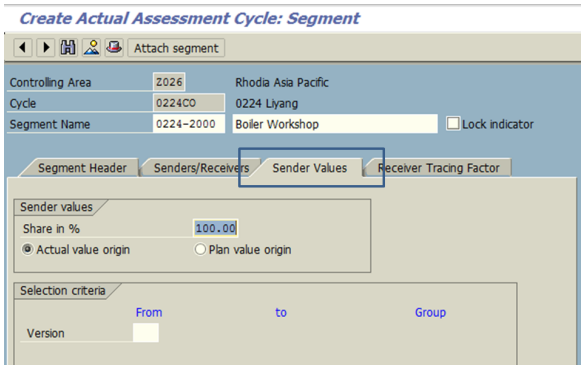
1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy: ZRCS-CNP for **WP1** / XCS-ALL for **PF1**). It is not necessary when an allocation structure is used.
3. Enter the receiving Object or group of Objects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



STEP 9

Go to the tab "Sender Values"

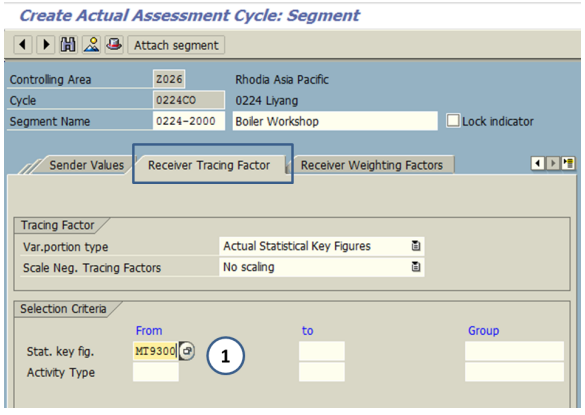
Normally there is nothing to update (Only if it is Specific or an Exception, you have to insert a price or a rate)



STEP 10

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.**

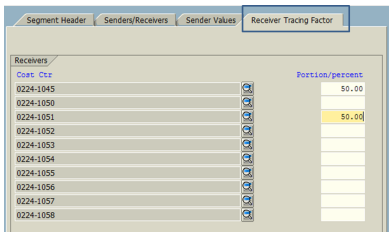


STEP 11

Go to the tab "Receiver Weighting Factors"

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

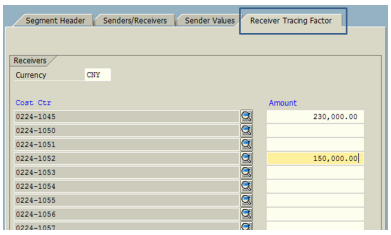
Segment header = Fixed percentage



=> Enter the allocation key per receiving cost center

The total needs to equal to 100 %

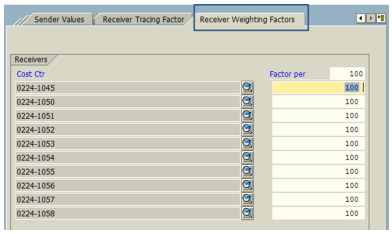
Segment header = Fixed amount



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

Make sure the currency is correct

Segment header = Actual Statistical Key Figures



=> 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

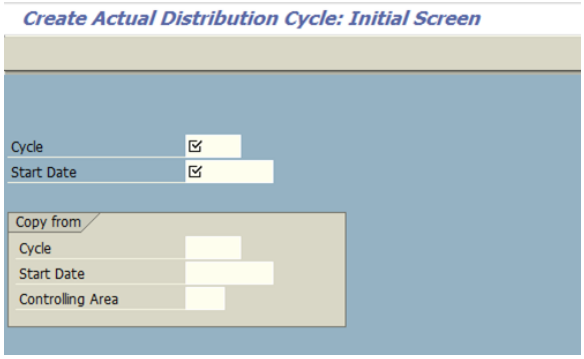
STEP 14

Save

STEP 1

Use transaction code : KSV1

Create Actual Distribution Cycle : Initial Screen

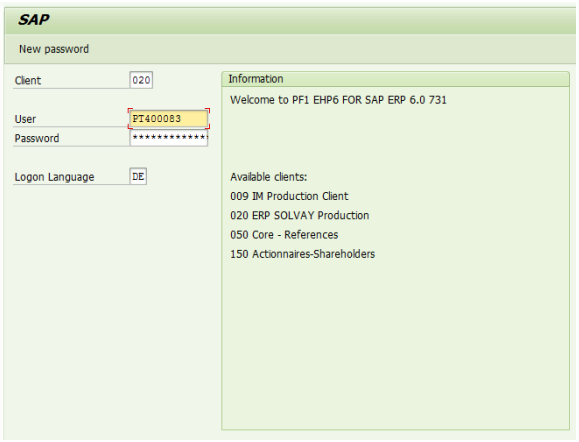


Remark

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.

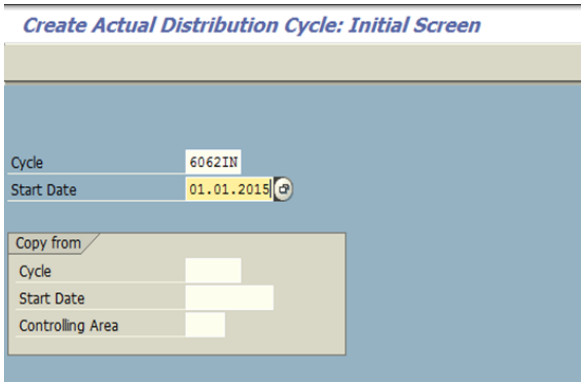
ERP Client Languages

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 ↵



Validity Date

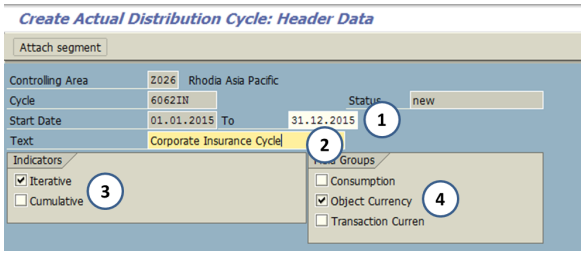
The starting date determines the earliest validity date of the cycle. If a similar cycle already exists you can make a copy from the reference cycle and modify it afterwards. You can display the existing cycles by selecting the match code.

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.

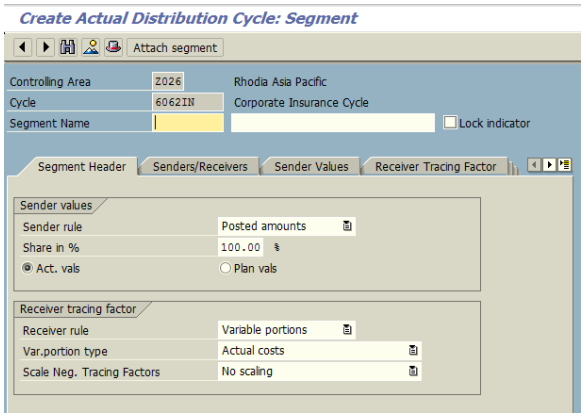
STEP 3



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"

STEP 4

Click Attach segment



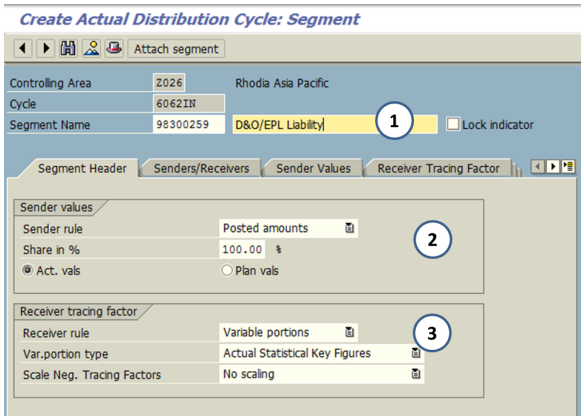
> **Segment Name**
>
> Segment Name according to Assessment Allocations Rules should be equal to Sender Cost Center inside the segment (exceptions: Insurance Allocations as driver is the type of insurance cost and therefore Segment Name = Cost Element codification).

STEP 5

Enter the segment code and description

Update the tab "Segment Header" :

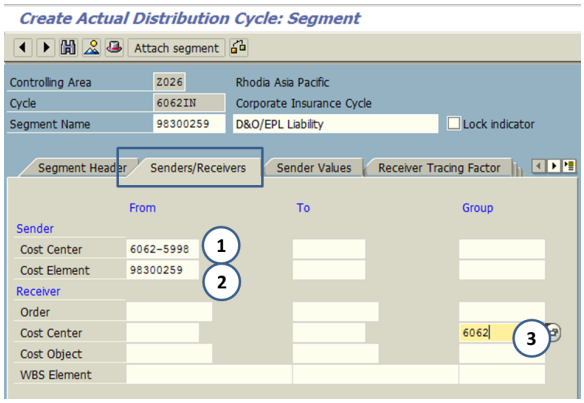
1. Assessment Cost element or Allocation structure
2. Sender values:
   - Sender rule = Posted amounts
   - Share in % = 100 %
3. Receiver tracing factor for Insurance & IAS19 :
   - Receiver rule : Variable portions
   - Var.portion type : Actual Statistical Key Figures
   - Scale Neg. Tracing Factors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



STEP 6

Update the tab "Senders/Receivers"

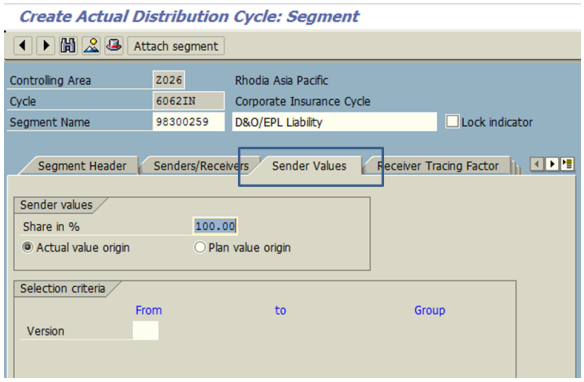
1. Enter a cost center or a group of cost center (group in the standard hierarchy)
2. Enter a cost element or a group of cost element (in the hierarchy ZRCS-CNP). It is not necessary when an allocation structure is used
3. Enter the receiving cost center or group of cost centers



STEP 7

Go to the tab "Sender Values"

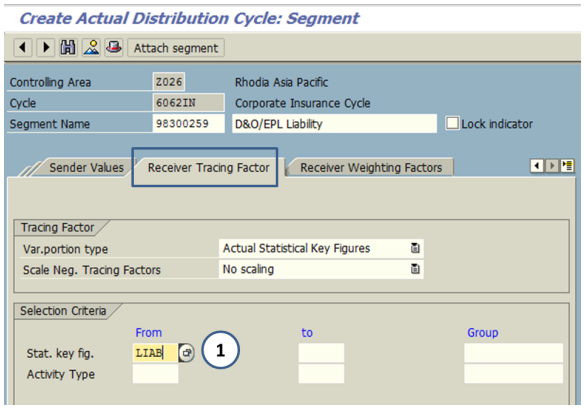
No change needed



STEP 8

> **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.**

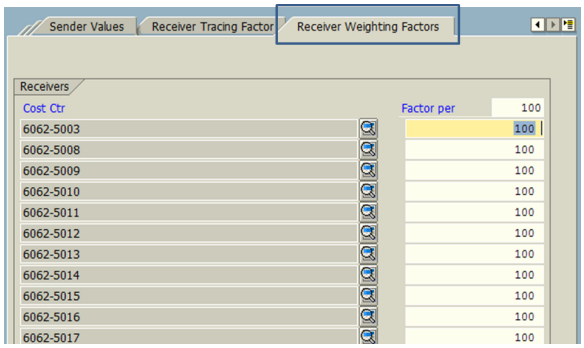


STEP 9

Go to the tab "Receiver Weighting Factors"

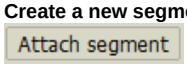
Enter the receivers depending on the receiver tracing factor chosen in the tab "Segment Header" :

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



STEP 10

Create a new segment by clicking



STEP 11

Create Cycle Run Group

> **Cycle Run Group Codification Rules**
>
> Cycle Run Group Rules

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

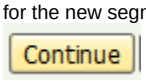
STEP 12

Save

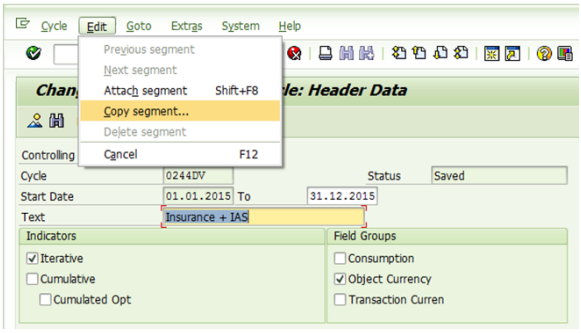
STEP 13

Create segments with reference

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

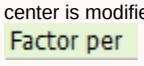


Now you can modify the appended segment.

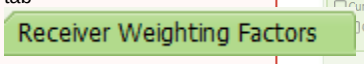


Receiver Cost Center Modified

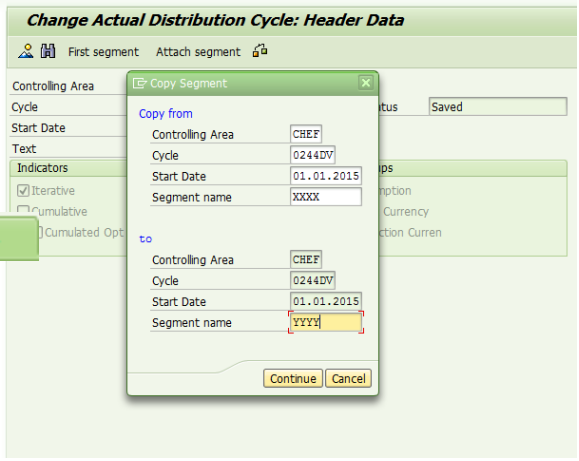
When the receiver cost center is modified, the



inside the tab

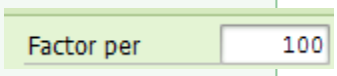


is deleted by the system and a new percentage must be entered.



Total Factor Percentage

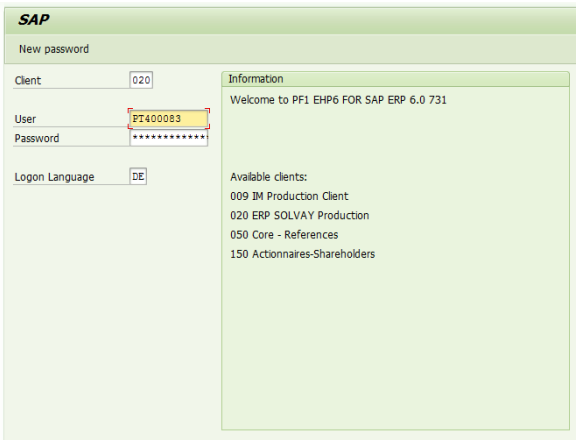
Total of Factor Percentage after the change should total 100:



STEP 14

Change segment in other language

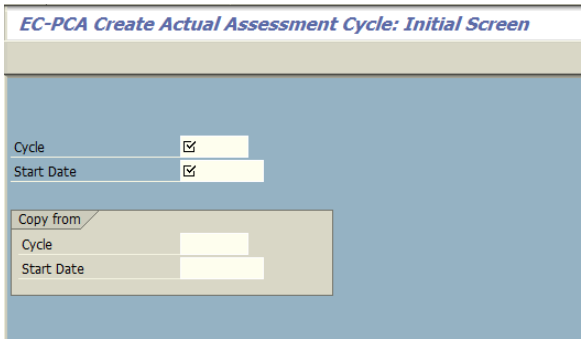
The new segment is firstly created with connection language “EN”. If the name of the segment should also appear in another language, logoff, enter in the language requested (e.g. DE), and change (KSV2) the segment name in the local language.



STEP 1

Use transaction code : 3KE1

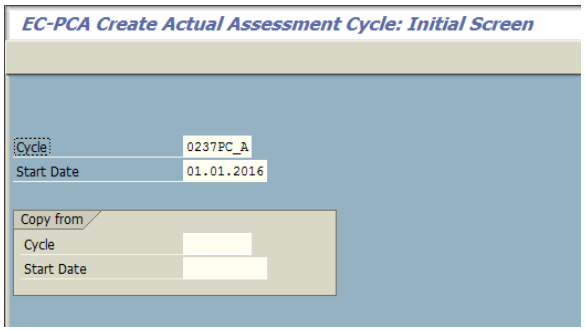
3KE1 - Create Profit Center Assessment Cycle : Initial Screen



STEP 2

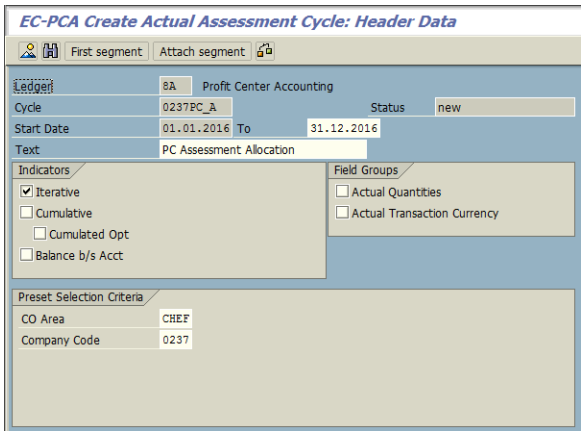
Enter the cycle code and the starting date and Enter

The codification for the cycle is: CCCC + PC_A (CCCC is the company code)



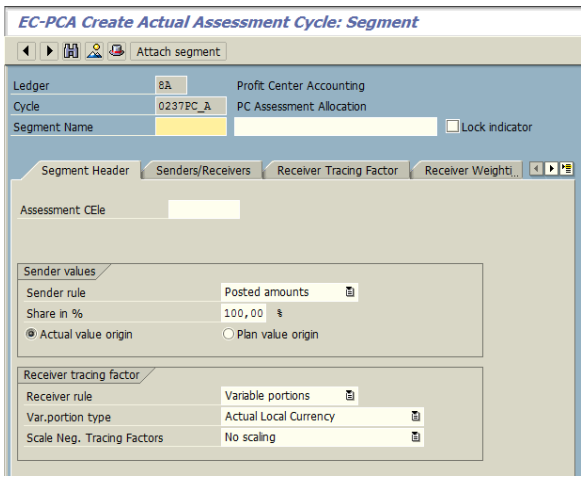
STEP 3

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Check the Indicator "Iterative"
4. Insert the controlling area
5. Insert the company code



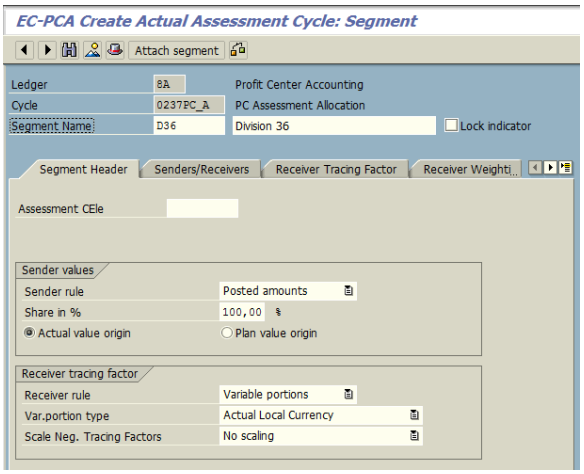
STEP 4

Click Attach segment



STEP 5

Enter the segment name code and description

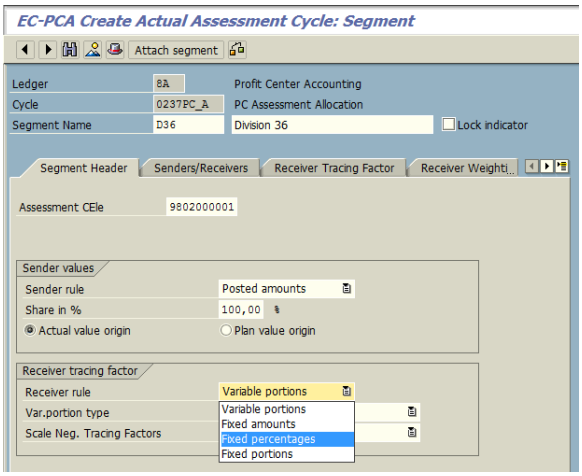


STEP 6

Update the tab "Segment Header" :

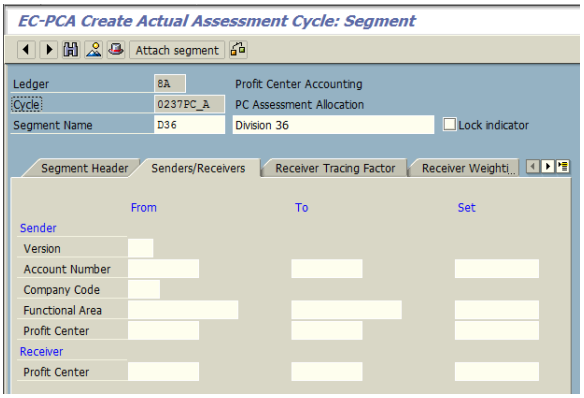
1. Assessment Cost element
2. Sender values:
   - Sender rule = Posted amounts
   - Share in % = 100 %
3. Receiver tracing factor :

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



STEP 7

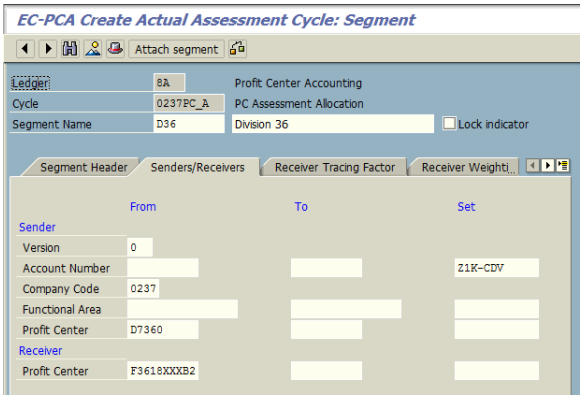
Go to the tab "Senders/Receivers"



STEP 8

Update the tab "Senders/Receivers"

1. Sender version (0=actual, 1=plan)
2. Sender account number;
3. Sender profit center;
4. Also can define the sender company code or /and the functional area.
5. Furthermore the receiver profit center has to be defined.

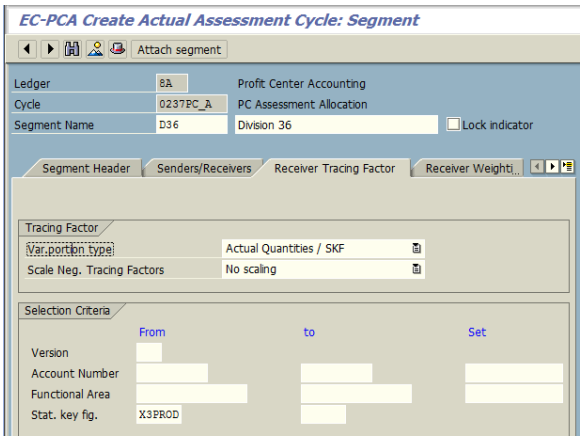


For all items above it is possible to have ranges or sets of them. To create a range, insert a name in the field “set” and then menu extras – create set

STEP 9

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.**

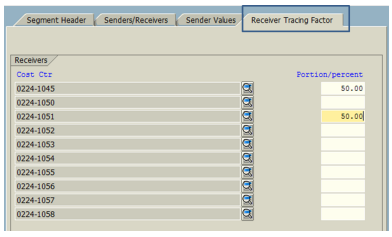


STEP 10

Go to the tab "Receiver Weighting Factors"

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

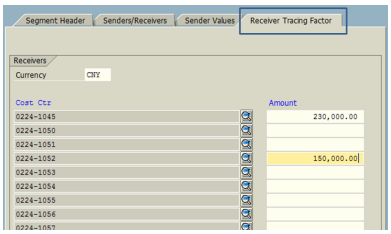
Segment header = Fixed percentage



=> Enter the allocation key per receiving profit center

The total is equal to 100 %

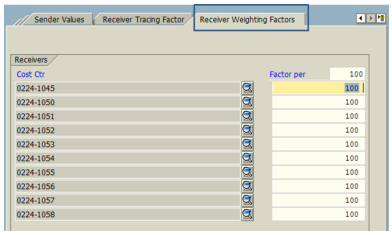
Segment header = Fixed amount



=> Enter the amount to be allocated to each profit center

Make sure the currency is correct

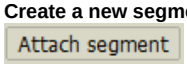
Segment header = Actual Statistical Key Figures



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

STEP 11

Create a new segment by clicking



STEP 12

Save

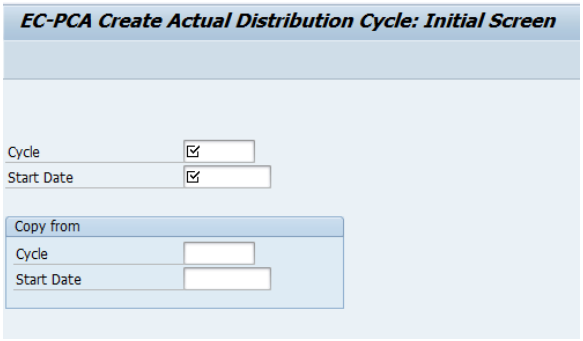
Workflow history

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

Sept 08, 2025	Actor	Type	Activity	Version
Published	CHANSRI, Surachet	Edit	updated the page at 12:06 pm	
Jul 06, 2016				
	ROLLIER, Charlotte	State	changed state to Published at 4:07 pm	v16
To be approved	ROLLIER, Charlotte	State	gave *Approvers* approval at 4:07 pm	
		State	changed expiry date to '11 Jul, 2016 04:07 pm' at 4:07 pm	
		State	changed state to To be approved at 4:07 pm	v16
For Review	ROLLIER, Charlotte	State	gave *Reviewers* approval at 4:07 pm	
		State	changed expiry date to '11 Jul, 2016 04:07 pm' at 4:07 pm	
		State	changed state to For Review at 4:07 pm	v16
Draft	ROLLIER, Charlotte	State	changed state to Draft at 4:07 pm	v16

STEP 1

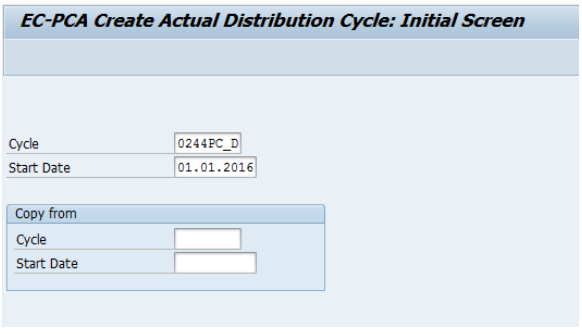
Use transaction code : 4KE1



4KE1 - Create Profit Center Distribution Cycle : Initial Screen

STEP 2

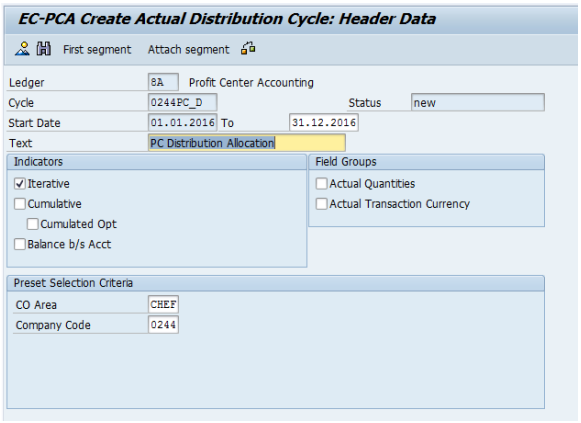
Enter the cycle code and the starting date and



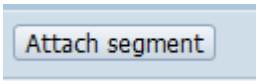
The codification for the cycle is: CCCC + PC_D (CCCC is the company code)

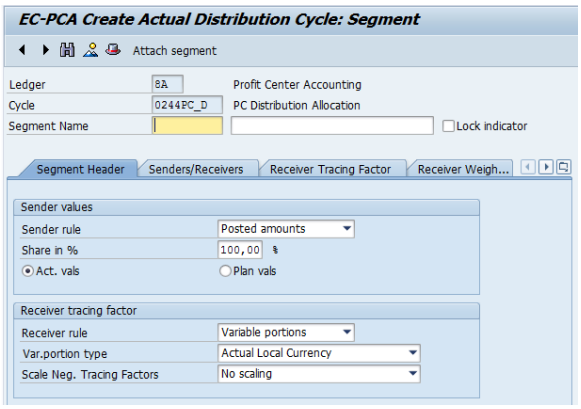
STEP 3

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Check the Indicator "Iterative"
4. Insert the controlling area
5. Insert the company code



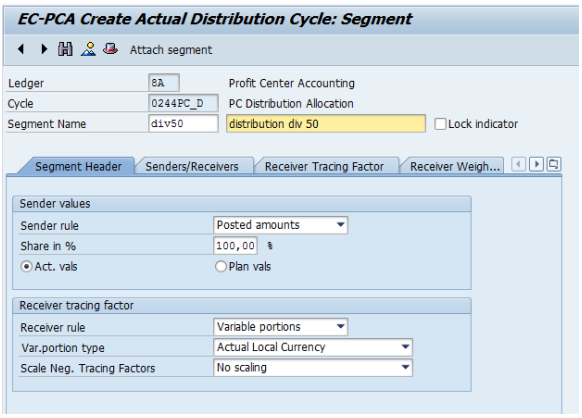
STEP 4

Click 



STEP 5

Enter the segment name code and description

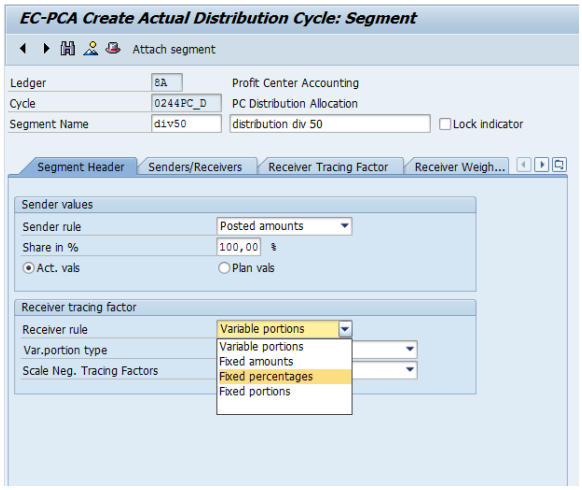


STEP 6

Update the tab "Segment Header" :

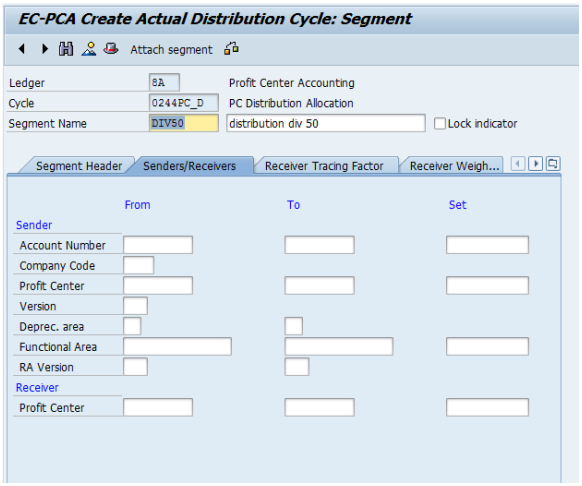
1. Specify the sender rules for distribution in the segment under sender values:
    - Sender rule = Posted amounts
    - Share in % = 100 %
2. Receiver tracing factor :

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



STEP 7

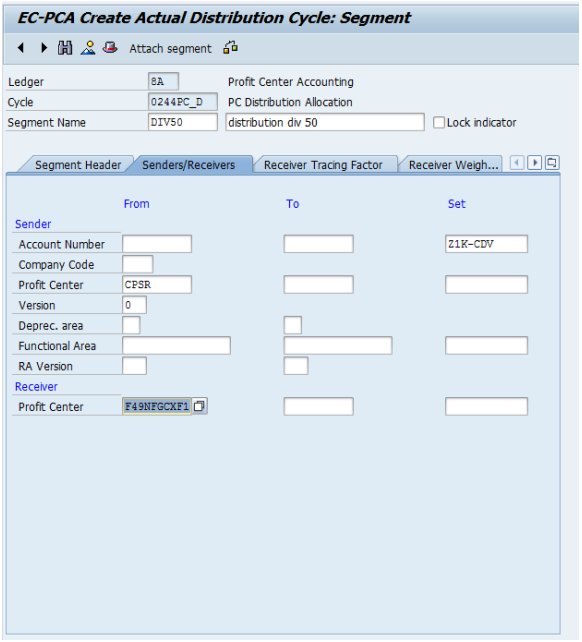
Go to the tab "Senders/Receivers"



STEP 8

Update the tab "Senders/Receivers"

1. Enter sender account number
2. Enter a sender profit center cost center
3. Enter the sender version (0=actual, 1=plan)
4. Enter the sender company code or /and the depreciation and/or functional area.

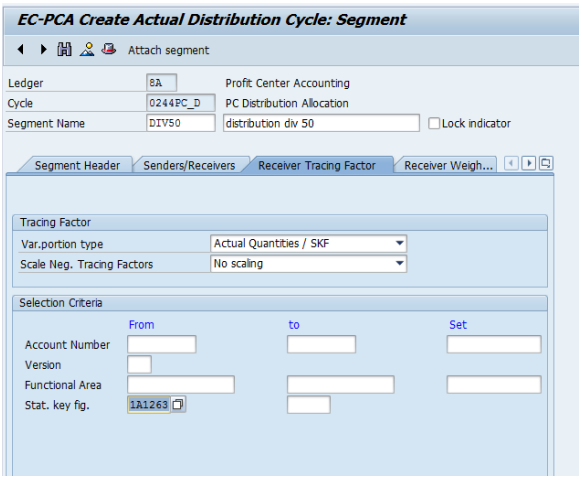


> For all items above it is possible to have ranges or sets of them. To create a range, insert a name in the field “set” and then menu extras – create set.

STEP 9

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.**

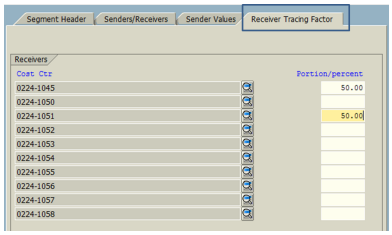


STEP 10

Go to the tab "Receiver Weighting Factors"

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

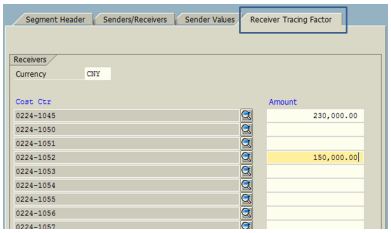
Segment header = Fixed percentage



=> Enter the allocation key per receiving profit center

The total is equal to 100 %

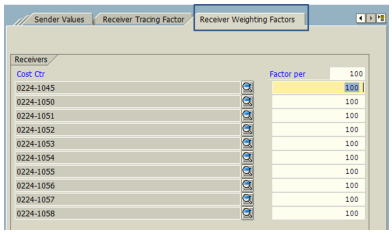
Segment header = Fixed amount



=> Enter the amount to be allocated to each profit center

Make sure the currency is correct

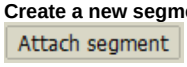
Segment header = Actual Statistical Key Figures



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

STEP 11

Create a new segment by clicking



STEP 12

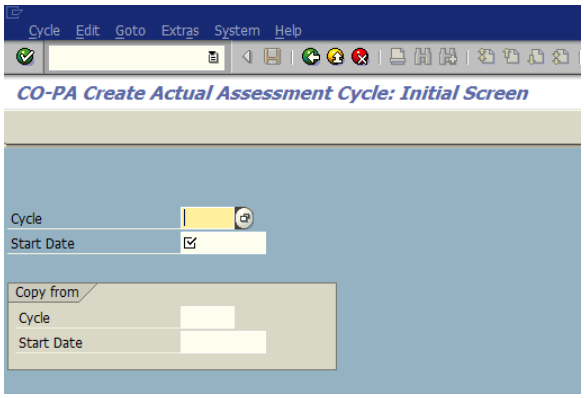
Save

Before starting, make sure you are in the right operating concern with KEBC - Setting Operating concern. List of operating concern : Rules - CO structure

STEP 1

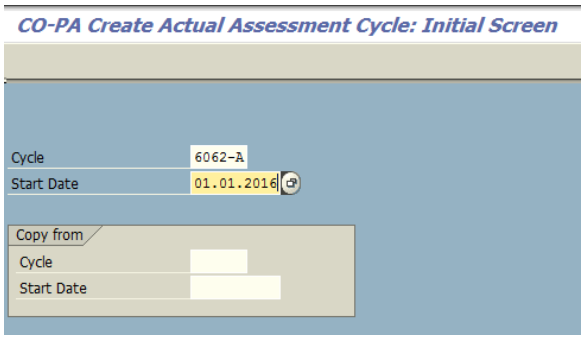
Use transaction code : KEU1

CO-PA Create Actual Assessment: Initial Screen



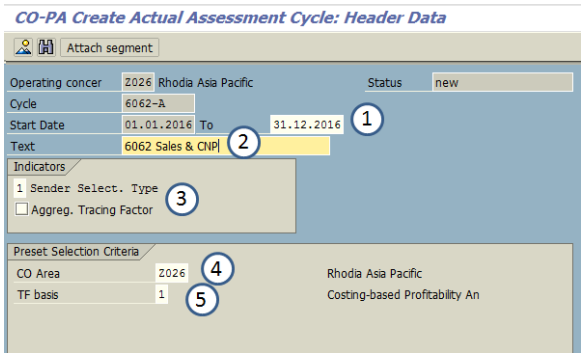
STEP 2

Enter the cycle code and the starting date and Enter



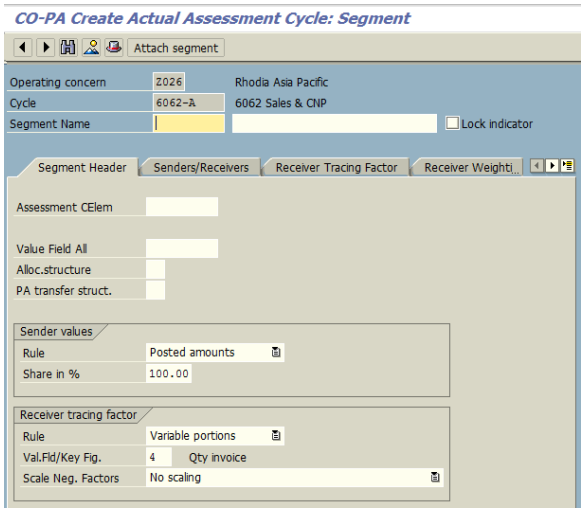
STEP 3

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** (C osting-based Profitability Analysis)



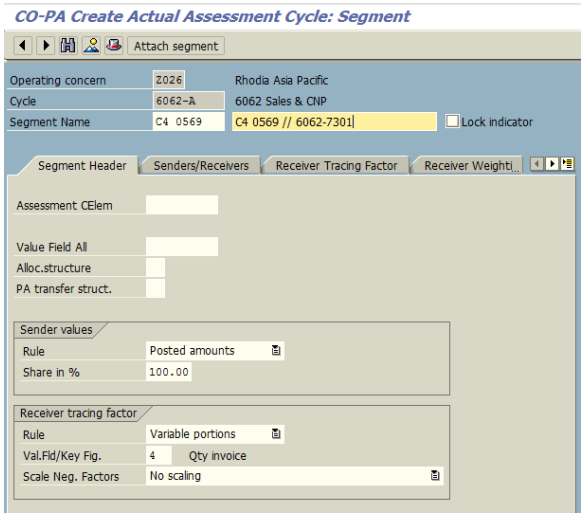
STEP 4

Click Attach segment



STEP 5

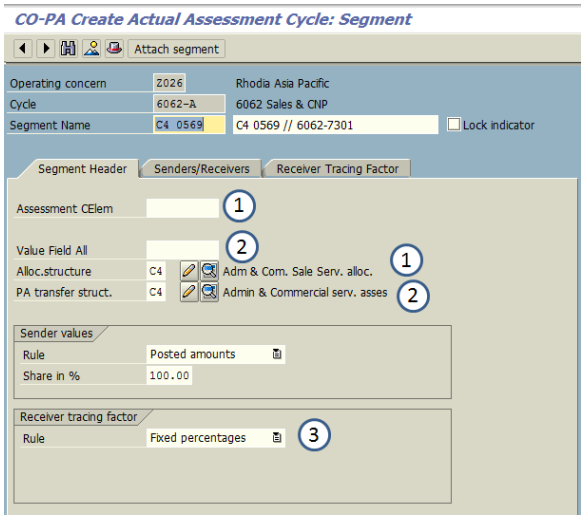
Enter the segment code and description



STEP 6

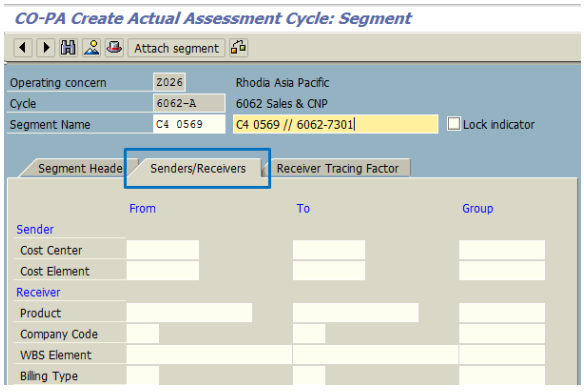
Update the tab "Segment Header" :

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



STEP 7

Go to the tab "Senders/Receivers"



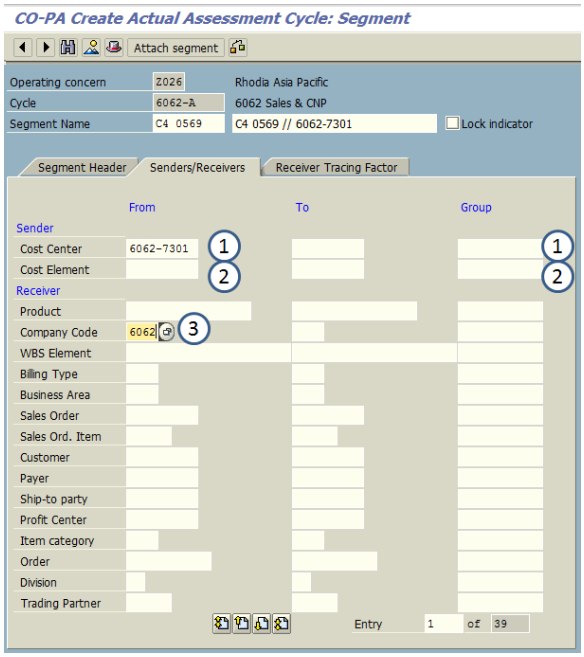
STEP 8

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

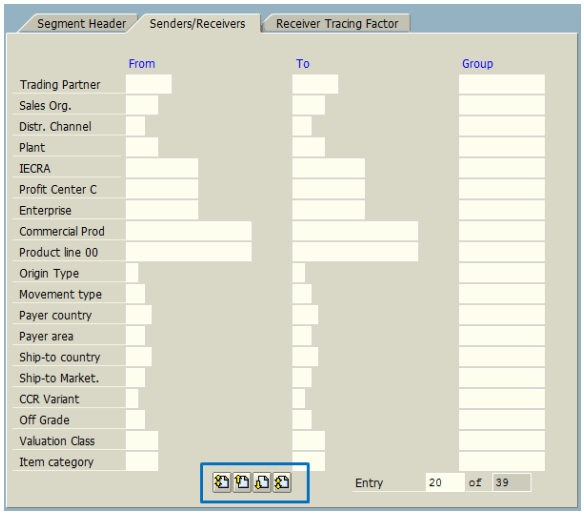
3. Enter the company code



STEP 9

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

Go down with **or using**

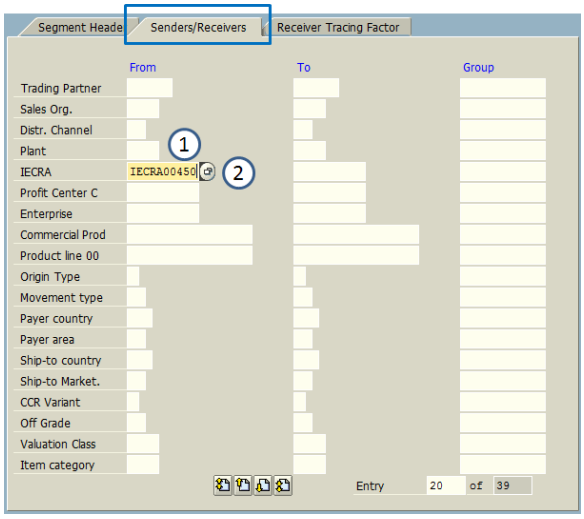


STEP 10

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

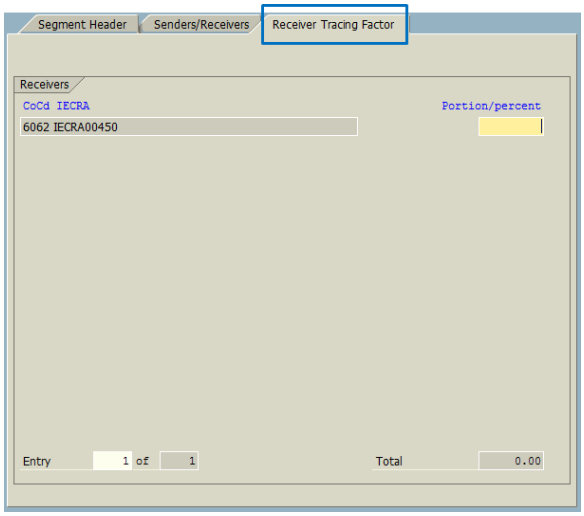
1. Enter the plant code when requested (mainly for production cost centers)
2. Enter the receiving IECRA or a group of IECRA

Other information can be updated when requested



STEP 11

Go to the tab "Receiver Tracing Factor"

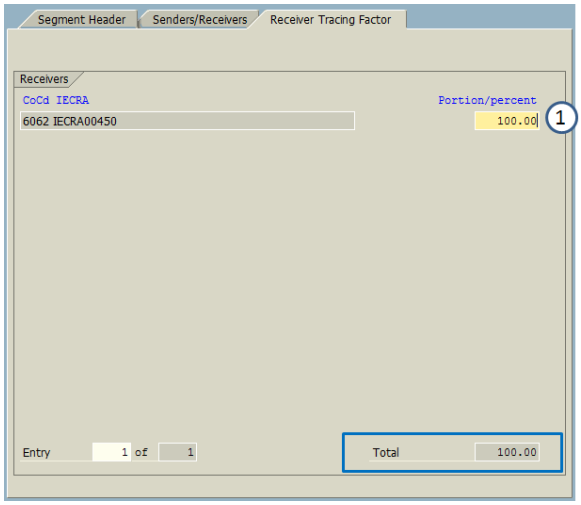


STEP 12

Update the tab "Receiver Tracing Factor"

1. Enter the allocation rate in percentage and Enter ↵

> the total must be equal to 100 %



STEP 13

Create a new segment by clicking Attach segment

STEP 14

Save

Inform the persons in charge via service one