

# IAC 01.01. Costing model validation

Process: [Product Costing](#)

Responsibility area: [Internal Control Monitor](#)

## Risk

Wrong fixed cost absorption in inventory, plant costing model do not comply with group rules

## Objective

[Service Unit Management accounting](#) control plant costing model yearly update

## Process description

Costing model is the document which explains the way fixed costs and depreciations are allocated to product costing in order to determine the cost of sales and inventory valuation. [FRA are in charge of preparing the costing model based on the budget using the respective template of WP2 or provided by SU MAC](#) (e.g. extract of the cycle structure for PF2).

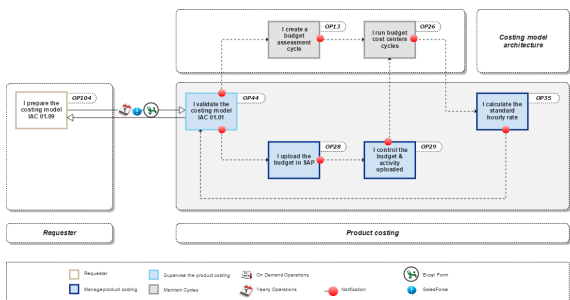
The instruction notes to complete the template of WP2, [under FRA responsibility](#), are below:

[Costing Model - FRA preparation](#)

FRA asks for the validation of the GCCO.

## Control description

[Service Unit Management Accounting reviews through a checklist](#), costing models prepared by each Finance responsible assigned (FRA) of his/her zone and the respective update in SAP done by [Service Unit Management accounting](#). SU MAC is making sure that costing model has been reviewed and validated by the GCCO for each plant in the scope of internal control



## Scope

WP2 / PF2

## Frequency

Due date : January

## Control owner

Service Unit Management accounting - Costing user by region

## References

### Error rendering

macro

'contentbylabel'

parameters should  
not be empty

## Content by label

There is no content with the specified labels

## Control evidences

[IAC 01.01 Validation of costing model by SU MAC.xlsx](#)

- Checklist
- [Costing model - Provided by FRA](#)
- [Validation from GCCO - Provided by FRA](#)

[Costing Model - FRA preparation](#) <<  
IAC 01.01. Costing model validation  
>> [OP.013](#) & [OP.028](#)

## Guideline

### Download the file [IAC 01.01 Costing Model](#)

The check list refers to the template that must be completed by the FRA of each production site - [IAC 01.01. Costing model](#)

There is a link between Costing Model file & IAC 01.01

| Costing Model file     | IAC 01.01 |
|------------------------|-----------|
| Tab 1-Cost centers     | Column B  |
| Tab 2a-Activity Budget | Column C  |
| Tab 2a-Activity Hours  | Column D  |
| Tab 2a-Activity Cycles | Column E  |

#### IAC 01.09

|               |           |                    |                   |                    |                   |
|---------------|-----------|--------------------|-------------------|--------------------|-------------------|
| Read me first | IAC 01.01 | 2a-Activity Budget | 2b-Activity Hours | 2c-Activity Cycles | 2d-Activity TOTAL |
|---------------|-----------|--------------------|-------------------|--------------------|-------------------|

#### IAC 01.01

| RCOM Checklist IAC 01.01 |    |    |    |     |    |      |      |                                  |                                                  |              |
|--------------------------|----|----|----|-----|----|------|------|----------------------------------|--------------------------------------------------|--------------|
| 1                        | 2a | 2b | 2c | WP1 | PM | GCCO | RCOM | Comments                         | Contact                                          | Last control |
| Europe                   |    |    |    |     |    |      |      |                                  |                                                  |              |
| ES Blanda                | ✓  | ✓  | ✓  | ✓   | ✓  | ✓    | ✓    | There is a mistake in the tab 2b | <a href="mailto:xm@solvay.com">xm@solvay.com</a> | 12-11-2015   |
| FR Belle-Etoile          | ✓  | ✓  | ✓  | ✓   | ✓  | ✓    | ✓    |                                  | <a href="mailto:xm@solvay.com">xm@solvay.com</a> | 15-11-2015   |
| FR Butachimie Champé     |    |    |    |     |    |      |      |                                  | <a href="mailto:xm@solvay.com">xm@solvay.com</a> |              |
| FR Chalampé              |    |    |    |     |    |      |      |                                  | <a href="mailto:xm@solvay.com">xm@solvay.com</a> |              |
| FR Clamercy              |    |    |    |     |    |      |      |                                  | <a href="mailto:xm@solvay.com">xm@solvay.com</a> |              |
| FR Collonges             |    |    |    |     |    |      |      |                                  | <a href="mailto:xm@solvay.com">xm@solvay.com</a> |              |
| FR La Rochelle           |    |    |    |     |    |      |      |                                  | <a href="mailto:xm@solvay.com">xm@solvay.com</a> |              |
| FR Melle                 |    |    |    |     |    |      |      |                                  | <a href="mailto:xm@solvay.com">xm@solvay.com</a> |              |
| FR Roussillon            |    |    |    |     |    |      |      |                                  | <a href="mailto:xm@solvay.com">xm@solvay.com</a> |              |

Make sure all production sites (2) in your scope (1) are listed with its contact (3)

| 1                       | 2a | 2b | 2c | WP1 | PM | GCCO | RCOM | Comments | Contact       | Last control |
|-------------------------|----|----|----|-----|----|------|------|----------|---------------|--------------|
| Asia                    |    |    |    |     |    |      |      |          |               |              |
| CH Chengyang            |    |    |    |     |    |      |      |          | PAN, Jun      |              |
| CH Feichang             |    |    |    |     |    |      |      |          | YANG, peng    |              |
| CH Liang                |    |    |    |     |    |      |      |          | ZHOU, xiaoyan |              |
| CH Liyang               |    |    |    |     |    |      |      |          | YANG, peng    |              |
| CH Shanghai             |    |    |    |     |    |      |      |          | PAN, Jun      |              |
| CH Zhangjiagang         |    |    |    |     |    |      |      |          | LI, Aile      |              |
| CH Zhongyuan (normal)   |    |    |    |     |    |      |      |          | ZHANG, kelin  |              |
| CH Zhongyuan (new area) |    |    |    |     |    |      |      |          | XU, ling      |              |
| CH Zhu                  |    |    |    |     |    |      |      |          | XU, ling      |              |
| CH Zhu                  |    |    |    |     |    |      |      |          | ZHAO, shun    |              |
| IN Pat                  |    |    |    |     |    |      |      |          | PIHAI, shun   |              |
| IR Ind                  |    |    |    |     |    |      |      |          | CICI, shun    |              |
| IR Onc                  |    |    |    |     |    |      |      |          | Han, shun     |              |



Make sure you received all Costing Model file templates in your scope by November D10

Do not hesitate to send reminders in advance or/and plan meetings and calls with each FRA when you feel it is necessary

Once you receive the file [IAC 01.01. Costing model](#) sent by a FRA, you must perform several controls

#### READ ME FIRST

1. Check that all fields highlighted in yellow are completed
2. Check that you have the approval of the the plant manager & the GCCO to get their approval (3)

## IAC.01.09 - Costing Model



Check list - Yellow fields must be completed before submission to the RCOM

|            |         |                                    |
|------------|---------|------------------------------------|
| Plant code | 7605    | Save the file with the name        |
| Plant name | Incheon | 2015_IAC 01.09_7605 Incheon SILICA |
| Year       | 2015    |                                    |
| Currency   | KRW     |                                    |
| GBU        | SILICA  | Compulsory for multi GBU's plants  |

|                  |    |
|------------------|----|
| 1-Cost centers   | OK |
| 2-Activity rates |    |
| 2a-Budget        | OK |
| 2b-Hours         | OK |
| 2c-Cycles        | OK |
| 3-Validation     | OK |

Read me first 1-Cost centers 2a-Activity Budget 2b-Activity Hours 2c-Activity Cycles

### 1-COST CENTERS

1. Check that all fields are completed

| Cost center | Cost C    | Description               | First | Last | Status | Profit cent | Responsib | Group                |
|-------------|-----------|---------------------------|-------|------|--------|-------------|-----------|----------------------|
| 7525        | 7603-1001 | EPO Compounding           | johan | CHOI | Active | Correct     | Correct   | EPDXX WORKSHOP       |
| 7525        | 7603-1001 | AAO AA Semi Production    | johan | CHOI | Active | Correct     | Correct   | EPDXX WORKSHOP       |
| 7525        | 7603-1001 | PVO AA Salt Production    | johan | CHOI | Active | Correct     | Correct   | EPDXX WORKSHOP       |
| 7525        | 7603-1002 | PVO Polymerization        | johan | CHOI | Active | Correct     | Correct   | EPDXX WORKSHOP       |
| 7525        | 7603-1101 | EPO Blending              | johan | CHOI | Active | Correct     | Correct   | EPDXX WORKSHOP       |
| 7525        | 7603-1201 | EPO Packing               | johan | CHOI | Active | Correct     | Correct   | EPDXX WORKSHOP       |
| 7525        | 7603-1211 | AAO AA Packing            | johan | CHOI | Active | Correct     | Correct   | EPDXX WORKSHOP       |
| 7525        | 7603-1232 | PVO Packing CNP & AMO     | johan | CHOI | Active | Correct     | Correct   | EPDXX WORKSHOP       |
| 7525        | 7603-1400 | EPO Utility               | johan | CHOI | Active | Correct     | Correct   | ECPIX VARIABLE COSTS |
| 7525        | 7603-1402 | EPO CP Production/Packing | johan | CHOI | Active | Correct     | Correct   | ECPIX VARIABLE COSTS |
| 7525        | 7603-1421 | AAO STEAM                 | johan | CHOI | Active | Correct     | Correct   | ECPIX VARIABLE COSTS |
| 7525        | 7603-1422 | AAO Compressed air        | johan | CHOI | Active | Correct     | Correct   | ECPIX VARIABLE COSTS |
| 7525        | 7603-1423 | AAO Water                 | johan | CHOI | Active | Correct     | Correct   | ECPIX VARIABLE COSTS |
| 7525        | 7603-1424 | AAO Electricity           | johan | CHOI | Active | Correct     | Correct   | ECPIX VARIABLE COSTS |
| 7525        | 7603-1425 | AAO Waste Water Treatment | johan | CHOI | Active | Correct     | Correct   | ECPIX VARIABLE COSTS |
| 7525        | 7603-1426 | AAO Incinerator           | johan | CHOI | Active | Correct     | Correct   | ECPIX VARIABLE COSTS |

Read me first 1-Cost centers 2a-Activity Budget 2b-Activity Hours 2c-Activity Cycles 2d-Activity TOTAL

### 2A-ACTIVITY BUDGET

1. Check that all fields are completed

| Cost centers | Description          | Cost elements   | CNP Budget CNY | Additional CNP CNY | Normal capacity CNY |
|--------------|----------------------|-----------------|----------------|--------------------|---------------------|
| 7897-1101    | Synth. Purif CF1-CF2 | Labor costs dir | 98320100       | 3,242.623          | 3,242.623           |
| 7897-1101    | Synth. Purif CF1-CF2 | Other CNP       | 98300041       | 7,390.789          | 7,390.789           |
| 7897-1101    | Synth. Purif CF1-CF2 | Maintenance     | 98300207       | 4,663.271          | 4,663.271           |
| 7897-1302    | GUAIACOL PRODUCTION  | Labor costs dir | 98320100       | 794.470            | 794.470             |
| 7897-1302    | GUAIACOL PRODUCTION  | Other CNP       | 98300041       | 1,567.523          | 1,567.523           |
| 7897-1302    | GUAIACOL PRODUCTION  | Maintenance     | 98300207       | 709.584            | 709.584             |
| 7897-1401    | IBCH                 | Labor costs dir | 98320100       | 808.826            | 808.826             |
| 7897-1401    | IBCH                 | Other CNP       | 98300041       | 1,382.610          | 1,382.610           |
| 7897-1401    | IBCH                 | Maintenance     | 98300207       | 393.145            | 393.145             |
| 7897-1501    | Flavor               | Labor costs dir | 98320100       | 1,007.498          | 1,007.498           |
| 7897-1501    | Flavor               | Other CNP       | 98300041       | 1,813.631          | 1,813.631           |
| 7897-1501    | Flavor               | Depreciation    | 98340100       | 7,244.222          | 7,244.222           |
| 7897-1501    | Flavor               | Maintenance     | 98300207       | 775.000            | 775.000             |

Read me first 1-Cost centers 2a-Activity Budget 2b-Activity Hours 2c-Activity Cycles 2d-Activity TOTAL

### 2B-ACTIVITY HOURS

1. Check that all fields are completed
2. Control the calculation of the normal capacity
  - Other constraints must be explained : it can only be technical constraints (usually bottlenecks)
  - Number of hours for planned

| Cost centers                       | Activities | Hours               |                           |                                |                      |                            | Normal capacity (h) |
|------------------------------------|------------|---------------------|---------------------------|--------------------------------|----------------------|----------------------------|---------------------|
|                                    |            | Planned maintenance | Intercampaign changeovers | Included in recipe Oyes / 1-mo | (*)Other constraints | Number of production lines |                     |
| 7603-1021 AAO AA Semi Production 1 | MANHO      | 480                 |                           | 1                              |                      | 1                          | 8.280               |
|                                    | MACHI      | 480                 | -                         | 1                              |                      | 1                          | 8.280               |
|                                    | AMO        | 480                 | -                         | 1                              |                      | 1                          | 8.280               |
| 7603-1221 AAO AA Packing           | MANHO      | 480                 |                           | 1                              |                      | 1                          | 8.280               |
|                                    | MACHI      | 480                 | -                         | 1                              |                      | 1                          | 8.280               |
|                                    | AMO        | 480                 | -                         | 1                              |                      | 1                          | 8.280               |
| 7603-1051 PVO AA Salt Production   | MANHO      | 420                 |                           | 1                              |                      | 1                          | 8.340               |
|                                    | MACHI      | 420                 |                           | 1                              |                      | 1                          | 8.340               |
|                                    | AMO        | 420                 |                           | 1                              |                      | 1                          | 8.340               |
| 7603-1052 PVO Polymerization       | MANHO      | 420                 |                           | 1                              |                      | 2                          | 16.680              |
|                                    | MACHI      | 420                 |                           | 1                              |                      | 2                          | 16.680              |
|                                    | AMO        | 420                 |                           | 1                              |                      | 2                          | 16.680              |

Read me first 1-Cost centers 2a-Activity Budget 2b-Activity Hours 2c-Activity Cycles 2d-Activity TOTAL

- maintenance  
should be  
reasonable
- c. Compare with  
the previous  
year

**!** In case of doubt, do not hesitate to ask the FRA for more details. If the calculation of the normal capacity doesn't follow the standard, you can ask the FRA to change the calculation. If you need help you can contact a process expert.

#### 2C-ACTIVITY CYCLES

1. Check that all fields are completed
2. Make sure that it is simple (= significant & rounded figures)

| Cost centers                        | 7603-1021 | 7603-1221 | 7603-1051 | 7603-1052 | 7603-1252 | 7603-1001 | 7603-1201 |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 7603-1001 EPO Compounding           |           |           |           |           |           | 100       |           |
| 7603-1021 AAO AA Semi Production 1  | 100       |           |           |           |           |           |           |
| 7603-1051 PYO AH Salt Production    |           |           | 100       |           |           |           |           |
| 7603-1052 PYO Polymerisation        |           |           |           | 100       |           |           |           |
| 7603-1101 EPO Blending              |           |           |           |           |           | 100       |           |
| 7603-1201 EPO Packing               |           |           |           |           |           |           | 100       |
| 7603-1221 AAO AA Packing            |           | 100       |           |           |           |           |           |
| 7603-1252 PYO Packing CNP & AMO     |           |           |           |           | 100       |           |           |
| 7603-1400 EPO Utility               |           |           |           |           |           | 100       |           |
| 7603-1402 EPO CP Production/Packing |           |           |           |           |           | 100       |           |
| 7603-1421 AAO STEAM                 | 100       |           |           |           |           |           |           |
| 7603-1422 AAO Compressed air        | 100       |           |           |           |           |           |           |

Read me first | Cost centers | 2a-Activity Budget | 2b-Activity Hours | **2c-Activity Cycles** | 2d-Activity TOTAL

#### STEP 1

Once a file is completed you send it to group email for each region : [GBS\\_Finance\\_Management\\_Acc\\_Bangkok@syensqo.com](mailto:GBS_Finance_Management_Acc_Bangkok@syensqo.com)

[GBS\\_Finance\\_Management\\_Acc\\_Curitiba@syensqo.com](mailto:GBS_Finance_Management_Acc_Curitiba@syensqo.com)

[GBS\\_Finance\\_Management\\_Acc\\_Lisbon@syensqo.com](mailto:GBS_Finance_Management_Acc_Lisbon@syensqo.com)

They will :

- Upload the budget in the system
- Create the assessment cycle
- Calculate the standard rates

#### STEP 2

**You can also update the check list for the IAC 01.01**

Just update the columns with "Y" if the information is correctly completed or "N" if it is not.

| RCOM Checklist IAC 01.01 |    |    |    |     |    |      |      |   |                     |                                                    |            |
|--------------------------|----|----|----|-----|----|------|------|---|---------------------|----------------------------------------------------|------------|
|                          | 1  |    |    |     | 2  |      |      |   | Validation          |                                                    | Comments   |
|                          | 2a | 2b | 2c | WP1 | PM | GCCO | RCOM |   |                     |                                                    |            |
| Asia                     |    |    |    |     |    |      |      |   |                     |                                                    |            |
| CH Baotou                | ✓  | ✓  | ✓  | ✓   | ✗  | ✓    | ✓    | ✗ | File sent to the BO | <a href="mailto:xxx@solvay.com">xxx@solvay.com</a> | 15-11-2015 |

**i** When there are changes in the cost centers structure, you must inform the person in charge

[Request the modification of a cost center](#)

I am informed once the standard rates are calculated in the system

**You must compare the activity rates calculated in the system with what is in the file sent by the FRA**

In SAP, you must use the transaction KSBT

In the file IAC 01.01, use the tab : 2b-Activity TOTAL



When the model is too complex, the simulation made in the excel file doesn't work then you have to make further investigation

#### STEP 1

#### Open the transaction KSBT

Enter :

1. The group of cost centers (usually the plant code)
2. Version = 0
3. Enter the fiscal year
4. From Period 1 to 12

Execute



**Activity Type Price Report: Initial Screen**

Selection Options

Cost Center  
Cost Center Group: 7603  
or  
Cost Center(s):  
to:

Activity Type  
Activity Type Group:  
or  
Activity Type(s):  
to:

Selection Parameters  
Version: 0  
Fiscal Year: 2015  
From Period: 1 to 12  
Price Indicator:  
Price Unit: 1

☐ Display Only Activity Prices Used for Allocation  
☐ Display All Selected Prices

#### STEP 2

#### Activity Type Price Report

1. List of cost centers
2. Activity types
3. Price per hour



Make sure you selected the activity price in **object currency** otherwise you must change the layout

You can export the file in excel

**Activity Type Price Report: Overview Screen**

Cost Center Group 7603  
Activity Type  
Version 0  
Fiscal Year 2015  
Period 1 To 12  
Price unit 1

| Cost Center | Cost ctr short text | ActType | ObCur | Fix+vbl.price | OCrCy   |
|-------------|---------------------|---------|-------|---------------|---------|
| 7603-1001   | EPO Compounding     | AMO     | H     | KRW           | 30,430  |
|             | EPO Compounding     | MACHI   | H     | KRW           | 118,338 |
|             | EPO Compounding     | MANHO   | H     | KRW           | 62,845  |
| 7603-1021   | AAO AA Semi Prod1   | AMO     | H     | KRW           | 538,647 |
|             | AAO AA Semi Prod1   | MACHI   | H     | KRW           | 940,942 |
|             | AAO AA Semi Prod1   | MANHO   | H     | KRW           | 503,502 |
| 7603-1051   | PYO AH Salt Prod.   | AMO     | H     | KRW           | 27,218  |
|             | PYO AH Salt Prod.   | MACHI   | H     | KRW           | 11      |
|             | PYO AH Salt Prod.   | MANHO   | H     | KRW           | 916     |
| 7603-1052   | PYO Polymerization  | AMO     | H     | KRW           | 168,585 |
|             | PYO Polymerization  | MACHI   | H     | KRW           | 271,403 |
|             | PYO Polymerization  | MANHO   | H     | KRW           | 166,067 |
| 7603-1201   | EPO Packing         | AMO     | H     | KRW           | 263     |
|             | EPO Packing         | MACHI   | H     | KRW           | 0       |

#### STEP 3

Compare the activity rates with the tab : 2b-Activity TOTAL

If there are discrepancies, you must make further investigations

**Activity Type Price Report: Overview Screen**

Cost Center Group 7603  
Activity Type  
Version 0  
Fiscal Year 2015  
Period 1 To 12  
Price unit 1

| Cost Center | Cost ctr short text | ActType | ObCur | Fix+vbl.price | OCrCy   |
|-------------|---------------------|---------|-------|---------------|---------|
| 7603-1001   | EPO Compounding     | AMO     | H     | KRW           | 30,430  |
|             | EPO Compounding     | MACHI   | H     | KRW           | 118,338 |
|             | EPO Compounding     | MANHO   | H     | KRW           | 62,845  |
| 7603-1021   | AAO AA Semi Prod1   | AMO     | H     | KRW           | 538,647 |
|             | AAO AA Semi Prod1   | MACHI   | H     | KRW           | 940,942 |
|             | AAO AA Semi Prod1   | MANHO   | H     | KRW           | 503,502 |
| 7603-1051   | PYO AH Salt Prod.   | AMO     | H     | KRW           | 27,218  |
|             | PYO AH Salt Prod.   | MACHI   | H     | KRW           | 11      |
|             | PYO AH Salt Prod.   | MANHO   | H     | KRW           | 916     |
| 7603-1052   | PYO Polymerization  | AMO     | H     | KRW           | 168,585 |
|             | PYO Polymerization  | MACHI   | H     | KRW           | 271,403 |
|             | PYO Polymerization  | MANHO   | H     | KRW           | 166,067 |
| 7603-1201   | EPO Packing         | AMO     | H     | KRW           | 263     |
|             | EPO Packing         | MACHI   | H     | KRW           | 0       |

| Description     | Normal capacity KRW | 7603-1021     | 7603-1221  |
|-----------------|---------------------|---------------|------------|
| Depreciation    | 9,499,600.000       | 4,460,000.000 | 91,500.000 |
| Labor costs dir | 10,406,000.000      | 4,169,000.000 | -          |
| Labor costs ind | -                   | -             | -          |
| Maintenance     | 17,984,000.000      | 7,791,000.000 | -          |
| Other Cnp       | -                   | -             | -          |
|                 | 9,499,600.000       | 4,460,000.000 | 91,500.000 |
| AMO             |                     |               |            |
| MACHI           | 17,984,000.000      | 7,791,000.000 | -          |
| MANHO           | 10,406,000.000      | 4,169,000.000 | -          |
|                 |                     |               |            |
| AMO             |                     | 8,280         | 8,280      |
| MACHI           |                     | 8,280         | 8,280      |
| MANHO           |                     | 8,280         | 8,280      |
|                 |                     |               |            |
|                 |                     | 538,647       | 11,051     |
| AMO             |                     |               |            |
| MACHI           |                     | 940,942       | -          |
| MANHO           |                     | 503,502       | -          |

2b-Activity Hours   2c-Activity Cycles   2d-Activity TOTAL

#### STEP 4

#### 2A-ACTIVITY BUDGET

Compare the budget loaded in the system (you can use the t-code S\_ALR\_87013611) with the budget sent by the FRA

#### IAC 01.09

**BUDGET : KP07**

| Cost centers | Description                | Cost elements | CNP Budget KRW | Additional CNP KRW | Normal capacity KRW |
|--------------|----------------------------|---------------|----------------|--------------------|---------------------|
| 7603-1221    | AA Direct Labor            | 98320200      | 4,169,000.000  |                    | 4,169,000.000       |
|              | AA Ind. Labor + M + O      | 98300207      | 7,523,000.000  | 268,000.000        | 7,791,000.000       |
|              | AA AMO                     | 98340200      | 4,460,000.000  |                    | 4,460,000.000       |
| 7603-1221    | AA Packing AMO             | 98340200      | 91,500.000     |                    | 91,500.000          |
| 7603-1051    | AH Salt direct labor       | 98320200      | 438,000.000    |                    | 438,000.000         |
|              | AH Salt AMO                | 98340200      | 227,000.000    |                    | 227,000.000         |
| 7603-1052    | Polymer direct labor       | 98320200      | 2,770,000.000  |                    | 2,770,000.000       |
|              | Polymer Ind. Labor + M + O | 98300207      | 4,238,000.000  | 201,000.000        | 4,439,000.000       |
|              | Polymer AMO                | 98340200      | 2,812,000.000  |                    | 2,812,000.000       |
| 7603-1252    | PO Packing AMO             | 98340200      | 600,000.000    |                    | 600,000.000         |
| 7603-1201    | EP Compounding Labor       | 98320200      | 3,009,000.000  |                    | 3,009,000.000       |
|              | EP Ind. Labor + M + O      | 98300207      | 5,485,000.000  | 201,000.000        | 5,686,000.000       |
|              | EP AMO                     | 98340200      | 1,407,000.000  |                    | 1,407,000.000       |
| 7603-1201    | EP Packing AMO             | 98340200      | 2,300.000      |                    | 2,300.000           |

Read me first   Confirmed   2a-Activity Budget   2b-Activity Hours   2c-Activity Cycles   2d-Activity TOTAL

#### S\_ALR\_87013611

Cost Center: Actual/Plan/Variance   Date: 19.06.2013

Cost Center/Group: 7603-1021   Person responsible: S001184   AAO AA Semi  
Reporting period: 1 to 12 2015

| Cost Element               | Act            | Plan          | Diff          |
|----------------------------|----------------|---------------|---------------|
| 98320200 PERSONNEL/LABOR   |                |               |               |
| 98300207 MAINTENANCE       |                |               |               |
| 98340200 EP SALVABLE ASSET |                |               |               |
| Detail                     |                |               |               |
|                            | 4,169,000.000  | 7,791,000.000 | 3,622,000.000 |
|                            | 16,420,000.000 |               |               |

## 2B-ACTIVITY HOURS

Compare the hours loaded in the system (you can use the t-code S\_ALR\_87013611) with the hours sent by the FRA

IAC 01.09

| ACTIVITIES - KP27 |                          |           |          |            |          |                 |
|-------------------|--------------------------|-----------|----------|------------|----------|-----------------|
| Cost centers      | Activities               | Hours     |          |            |          |                 |
|                   |                          | 10        | 11       | 12         | 13       | 14              |
|                   |                          | Personnel | Material | Production | Overhead | Normal capacity |
| 7600-1001         | AAO AS Item Production 1 | MAH40     | 400      | -          | 1        | 1               |
|                   |                          | MAH40     | 400      | -          | 1        | 1               |
| 7600-1001         | AAO AS Packing           | MAH40     | 400      | -          | 1        | 1               |
|                   |                          | MAH40     | 400      | -          | 1        | 1               |
| 7600-1001         | PVC AS Latt Production   | MAH40     | 400      | -          | 1        | 1               |
|                   |                          | MAH40     | 400      | -          | 1        | 1               |
| 7600-1001         | PVC Polymerization       | MAH40     | 400      | -          | 1        | 1               |
|                   |                          | MAH40     | 400      | -          | 1        | 1               |
| 7600-1001         | PVC Packing              | MAH40     | 400      | -          | 1        | 1               |
|                   |                          | MAH40     | 400      | -          | 1        | 1               |
| 7600-1001         | PVC Compounding          | MAH40     | 400      | -          | 1        | 1               |
|                   |                          | MAH40     | 400      | -          | 1        | 1               |
| 7600-1001         | PVC Packing              | MAH40     | 400      | -          | 1        | 1               |
|                   |                          | MAH40     | 400      | -          | 1        | 1               |

S\_ALR\_87013611

|                         |           |                        |
|-------------------------|-----------|------------------------|
| Cost: Cost Center Group | 7600-1001 | MAH 40 Item Production |
| Cost: Department/Plant  | 5001114   |                        |
| Reporting period:       | 1-12      | 12 2015                |

## 2C-ACTIVITY CYCLES

Compare the cycle created in the system (code = PPPPBU => PPPP = plant code) with the t-code KSU9

IAC 01.09

| ACTIVITIES - KP27 |                       |           |          |            |          |                 |
|-------------------|-----------------------|-----------|----------|------------|----------|-----------------|
| Cost centers      | Activities            | Hours     |          |            |          |                 |
|                   |                       | 10        | 11       | 12         | 13       | 14              |
|                   |                       | Personnel | Material | Production | Overhead | Normal capacity |
| 8005-2100         | ZIG GM                | 40        | 10       | 4          | 36       | 10              |
| 8005-2101         | ZIG Plant Manager     | 40        | 10       | 4          | 36       | 10              |
| 8005-2102         | ZIG Plant Supervisor1 | 40        | 10       | 4          | 36       | 10              |
| 8005-2103         | ZIG Plant Supervisor2 | 40        | 10       | 4          | 36       | 10              |
| 8005-2104         | Tools and Insurance   | 40        | 10       | 4          | 36       | 10              |
| 8005-2105         | HSE Supplies          | 40        | 10       | 4          | 36       | 10              |
| 8005-2106         | Utilities - Power     | 40        | 10       | 4          | 36       | 10              |
| 8005-2107         | Utilities - Water     | 40        | 10       | 4          | 36       | 10              |
| 8005-2108         | Quality assurance     | 40        | 10       | 4          | 36       | 10              |
| 8005-2109         | Quality control lab   | 40        | 10       | 4          | 36       | 10              |

KSU9

|                  |           |                         |
|------------------|-----------|-------------------------|
| Controlling Area | 8124      | Rhode Asia Pacific      |
| Cycle            | 811001    | 8035 Hengshang - Budget |
| Segment Name     | 8125-2100 | 8035-2100 ZIG GM        |

## STEP 5

Inform the person who calculated the standard in the system if there is a mistake in the system

I inform the requester that the standard rates are in the system

## STEP 1

Once the standard rates of a plant are loaded in WP2 and approved you must update the check list

| RCOM Checklist IAC 01.01 |    |    |    |     |            |                 |                |              |  |
|--------------------------|----|----|----|-----|------------|-----------------|----------------|--------------|--|
| 1                        | 2a | 2b | 2c | WP1 | Validation | Comments        | Contact        | Last control |  |
| Asia                     |    |    |    |     |            |                 |                |              |  |
| CH Baotou                | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 05-12-2015   |  |

## STEP 2

Once the check list is fully completed for your scope, you must uploaded in the dedicated folder in the IAC controls repository

| RCOM Checklist IAC 01.01 |    |    |    |     |            |                 |                |              |  |
|--------------------------|----|----|----|-----|------------|-----------------|----------------|--------------|--|
| 1                        | 2a | 2b | 2c | WP1 | Validation | Comments        | Contact        | Last control |  |
| China                    |    |    |    |     |            |                 |                |              |  |
| CH Baotou                | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 05-12-2015   |  |
| CH Chengyang             | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 06-12-2015   |  |
| CH Licang                | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 07-12-2015   |  |
| CH Liyang                | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 08-12-2015   |  |
| CH Shanghai              | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 09-12-2015   |  |
| CH Zhangjiagang          | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 10-12-2015   |  |
| CH Zhenjiang (Aroma)     | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 11-12-2015   |  |
| CH Zhenjiang (Novicare)  | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 12-12-2015   |  |
| CH Zhuohai               | ✓  | ✓  | ✓  | ✓   | ✓          | Fully completed | xxx@solway.com | 13-12-2015   |  |

Use transaction ZWFAR600 to extract the cycles for the year that is ending.

### Cycle Master Data Extraction Report

|                              |                                     |    |    |  |  |
|------------------------------|-------------------------------------|----|----|--|--|
| [H]Cycle -strt wth oper area | <input checked="" type="checkbox"/> |    | to |  |  |
| [H]Start Date                |                                     |    | to |  |  |
| [H]Text language             |                                     | EN |    |  |  |
| [H]Valid To                  |                                     |    | to |  |  |
| [H]Created on                |                                     |    | to |  |  |
| [H]Date of last change       |                                     |    | to |  |  |
| [H]Date of the last exec     |                                     |    | to |  |  |
| [H]Type of allocation        |                                     |    | to |  |  |
| [H]Actual/plan indicator     |                                     |    | to |  |  |
| [S]Locked                    |                                     |    | to |  |  |

Choose the following variant "COSTING MODEL"

| Variant name  | Short Description        | Environme... P |
|---------------|--------------------------|----------------|
| RESTR CYCLES  | Restructuring cycles     | A              |
| COSTING MODEL | Costing model extraction | A              |

Updating the cycles and start date

### Cycle Master Data Extraction Report

|                              |                                     |            |    |            |  |
|------------------------------|-------------------------------------|------------|----|------------|--|
| [H]Cycle -strt wth oper area | <input checked="" type="checkbox"/> | FO01CCCC*  | to |            |  |
| [H]Start Date                |                                     | 01.01.2020 | to | 31.12.2020 |  |
| [H]Text language             |                                     | EN         |    |            |  |
| [H]Valid To                  |                                     |            | to |            |  |
| [H]Created on                |                                     |            | to |            |  |
| [H]Date of last change       |                                     |            | to |            |  |

Cycle should be completed like this:

Multiple Selection for [H]Cycle -strt w

Select Single Values (2) Select

| O. Single value                               |
|-----------------------------------------------|
| <input checked="" type="checkbox"/> FO01CCCC* |
| <input checked="" type="checkbox"/> CHEFCCCC* |

- FO01CCCC\*: for COPA cycles
- CHEFCCCC\*: for Assessment cycles

Start date, to be completed with the full year that is just ending

And now, transaction can be executed to get the following view

| Cycle Master Data Extraction Report |            |                                |    |             |   |            |               |            |            |        |           |                             |                       |
|-------------------------------------|------------|--------------------------------|----|-------------|---|------------|---------------|------------|------------|--------|-----------|-----------------------------|-----------------------|
| [H]Cycle                            | Valid From | [H]Cycle text                  | L  | [H]Valid To | S | Created on | [H]Entered by | Changed On | Changed by | Seg... | Segment   | [S]Segment text             | L Sender % Assess. CE |
| CHEF4056BN                          | 01.01.2020 | Bonus accrual - Social Charges | EN | 31.12.2020  | 3 | 11.11.2019 | PT400078      | 06.03.2020 | PT400078   | 1      | 4056BONUS | alloc social charges R33310 | 3,00 9629200201       |
| CHEF4056BN                          | 01.01.2020 | Bonus accrual - Social Charges | EN | 31.12.2020  | 3 | 11.11.2019 | PT400078      | 06.03.2020 | PT400078   | 2      | 4056BONUS | alloc social charges R33310 | 3,00 9629200201       |
| CHEF4056BN                          | 01.01.2020 | Bonus accrual - Social Charges | EN | 31.12.2020  | 3 | 11.11.2019 | PT400078      | 06.03.2020 | PT400078   | 2      | 4056BONUS | alloc social charges R33310 | 3,00 9629200201       |

Below see the details of this report:

The report is designed in PF2 & WP2 to extract CO cycle master data with standard ALV layout, which is compatible for kinds of cycles, including:

- COPA Actual assessment cycle
- COPA Plan assessment cycle (not used in RCS)
- Cost center Actual Assessment cycle
- Cost center Plan Assessment cycle
- Cost center Actual Distribution cycle
- Cost center Plan Distribution cycle

## Column label in report output

As a cycle consists of kinds of information at header / segment level, and in each segment, there are fields for sender / receiver respectively, and even for receiver side, the percentage split can be applied for multi-receiver objects.

So, to facilitate identifying the column nature and improve the report understandability, a prefix is assigned for each column label:

- '[H]' stands for header level data, for example '[H]Cycle'.
- '[S]' stands for segment general data, for example '[S]Segment Name'.
- '[S-S]' stands for segment sender data, for example '[S-S]Sender Cost Center / grp'
- '[S-R]' stands for segment receiver data, for example '[S-R]IECRA'
- '[S-T]' stands for segment receiver (or sender) multi objects split data, for example '[S-T] Factor Value'.

| Cycle master data extraction report |            |               |                          |                  |                   |                 |                             |
|-------------------------------------|------------|---------------|--------------------------|------------------|-------------------|-----------------|-----------------------------|
| [H]Table                            | [H]Cycle   | [H]Start Date | [H]Cycle text            | [H]Text language | [S]Segment number | [S]Segment Name | [S]Segment text             |
| CCSS                                | Z0010228MA | 01.01.2005    | test maintenance externe | EN               | 1                 | MAINTFOR        | external maintenance gorzow |
| CCSS                                | Z001BEP101 | 01.01.2002    |                          |                  | 1                 | WATER1          |                             |
| CCSS                                | Z001BEP101 | 01.01.2002    |                          |                  | 2                 |                 |                             |
| CCSS                                | Z001BEP101 | 01.01.2002    |                          |                  | 3                 |                 |                             |
| CCSS                                | Z001BEP101 | 01.01.2002    |                          |                  | 4                 |                 |                             |
| CCSS                                | Z001BEP101 | 01.01.2002    |                          |                  | 5                 | USTEAM1         |                             |
| CCSS                                | Z001BEP101 | 01.01.2002    |                          |                  | 6                 | UOTHER1         |                             |

## Two options available in output

As a cycle allows for the percentage split in the case of multi receiver objects, it makes difficult to show all information in a single output with good understandability.

With this consideration, 2 output options are designed:

Output Options

☒ Standard output
 ☐ Extended output with multi-object split

Output options

- Standard output
  - Each row represents a unique segment in a cycle, showing cycle header data / segment general data / sender data / receiver data.

- But multi-object split info is excluded here.
  - Column with '[S-T]' prefix in label is not available in the option.
- Extended output with multi-object split
  - This layout is recommended ONLY when user needs to check the multi-object split percentage.
  - Column with '[S-T]' prefix in label is feed in the option.
  - All multi-object split info is showed as extra rows, means, all rows showed in Standard layout will be showed here as well exactly, but append some extra rows which are dedicated to show the multi-object split info. In other words, Extended output = Standard output + extra entries for multi-object split info.

## Coloring the entries for multi-object split info

- In Extended output with multi-object split, the extra entries for split info is highlighted in light green color. See below picture for example.
- PS: Another way to differentiate the extra entries is to use one of below 2 columns:
- [S-T] Sender / Receiver Indicator. When it is not Null, it's the extra entries.
- [S-T] Item Number. When it is not Null, it's the extra entries.

*Cycle master data extraction report*

| [S]Segment number | [S]Segment Name | [S-T]Sender / Receiver Indicator | [S-T]Item Number | [S-T]Factor Value | [S-T]Element1      | [S-T]Element2 | [S-T]Element3 | [S-T]Element4 |
|-------------------|-----------------|----------------------------------|------------------|-------------------|--------------------|---------------|---------------|---------------|
| 1                 | 100             |                                  |                  |                   |                    |               |               |               |
| 1                 | 100             | R                                | 1                | 10.00             | 7424               | IECRA00006    |               |               |
| 1                 | 100             | R                                | 2                | 30.00             | 7424               | IECRA00008    |               |               |
| 1                 | 100             | R                                | 3                | 20.00             | 7424               | IECRA00009    |               |               |
| 1                 | 100             | R                                | 4                | 40.00             | 7424               | IECRA00011    |               |               |
| 2                 | 110             |                                  |                  |                   |                    |               |               |               |
| 2                 | 110             | R                                | 1                | 12.00             | 7424               | IECRA000      |               |               |
| 3                 | 115T            |                                  |                  |                   |                    |               |               |               |
| 3                 | 115T            | R                                | 1                | 50.00             | 7424               | 0002022       | 000237        | IECRA00011    |
| 3                 | 115T            | R                                | 2                | 50.00             | 7424               | 0002022       | 000237        | IECRA00012    |
| 4                 | 115             |                                  |                  |                   |                    |               |               |               |
| 4                 | 115             | R                                |                  |                   |                    |               | 000398        | 0002027650    |
| 4                 | 115             | R                                |                  |                   |                    |               | 000398        | 0002027650    |
| 4                 | 115             | R                                | 3                | 10.00             | 000000000000053289 | 7424          | 0002000398    | 0002027650    |
| 4                 | 115             | R                                | 4                | 10.00             | 000000000000053289 | 7424          | 0002000398    | 0002027650    |
| 4                 | 115             | R                                | 5                | 10.00             | 000000000000053289 | 7424          | 0002000398    | 0002027650    |

## Tips to know the cycle category

Below 3 columns can be used to understand the feature of certain cycle.

- [H]Table, to know it's cost center or COPA cycle
  - CCSS -- Cost center cycle
  - CE7Z0xx -- COPA cycle (Z0xx is the operation concern code)
- [H]Actual/plan indicator, to know it's Actual or Plan cycle.
  - I -- Actual
  - P -- Plan
- [H]Type of allocation, to know it's Assessment or Distribution cycle.
  - U -- Assessment
  - V -- Distribution
  - L -- Indirect activity allocation
  - ... etc.

## Receiver / Sender multi-objects split

- In WP1, the percentage split is widely used at receiver side for multi-object case. But in some limited case, a specific amount is given to individual cost elements to restrict the allocation at sender side. For the both cases, in the report output, the information will be showed in the same columns with prefix '[S-T]'.
- For users, to know the split information is for receiver or sender, column '[S-F]Sender / Receiver Indicator' can answer,
  - when the value is 'R', the entry is for receiver factor,
  - when the value is 'S', the entry is for sender factor.

### Cycle master data extraction report

| [S-R]MAGNITUDE Market | [S-T]S... | Seq... | [S-T]Factor Value | [S-T]Element1 | [S-T]Element2 | [S-T]Element3 | [S-T]Element4 |
|-----------------------|-----------|--------|-------------------|---------------|---------------|---------------|---------------|
|                       | R         | 1      | 20.00             | 0195-1000     |               |               |               |
|                       | R         | 2      | 50.00             | 0195-1100     |               |               |               |
|                       | R         | 3      | 10.00             | 0195-1110     |               |               |               |
|                       | R         | 4      | 10.00             | 0195-1200     |               |               |               |
|                       |           | 5      | 5.00              | 0195-1300     |               |               |               |
|                       | F         | 6      | 5.00              | 0195-1400     |               |               |               |
|                       |           |        |                   | 0195-1000     |               |               |               |
|                       |           |        |                   | 0195-1100     |               |               |               |
|                       |           |        |                   | 0195-1110     |               |               |               |
|                       | R         | 4      | 10.00             | 0195-1200     |               |               |               |
|                       | R         | 5      | 5.00              | 0195-1300     |               |               |               |
|                       | R         | 6      | 5.00              | 0195-1400     |               |               |               |

R means receiver

## Combine 'from' 'to' 'group' into one field

- When creating a cycle, to specify sender / receiver, user can input 'from' only to show a single object, or input 'from' and 'to' to show a range, or even use 'group' to show a collection list.
- In order to reduce the column quantity in the report output, the information in 'from' 'to' 'group' is combined into one single column.

### Cycle master data extraction report

| [S-R]Order Number | [S-R]Cost Center / grp | [S-R]Product number |
|-------------------|------------------------|---------------------|
| A group           | 0228-FCE               |                     |
|                   | 0195-1000 to 0195-1300 |                     |
|                   | 0195-1000 to 0195-1300 |                     |
|                   | 0195-1000              |                     |
| Single object     | 0195-1000              |                     |
|                   | 0195-1000 to 0195-1300 |                     |
|                   | 0195-1000 to 0195-1400 |                     |
| From... to...     | 0195-1000 to 0195-1300 |                     |
|                   | 0195-2000              |                     |

## '[H]Cycle' code start with operation concern

- When put cycle code as selection criteria, please start with the operation concern code then follow by cycle code, as this is the way SAP store the cycle master data in tables.
- As a tip, all below options work

**Cycle master data extraction report**

Operating concern + cycle code

[H]Cycle -strt with oper area: Z026816000 to

[H]Start Date: 01. 01. 2015 to

[H]Text language: EN

**Cycle master data extraction report**

Operating concern + "\*"

[H]Cycle -strt with oper area: Z026\* to

[H]Start Date: 01. 01. 2015 to

[H]Text language: EN

**Cycle master data extraction report**

"\*" + cycle code

[H]Cycle -strt with oper area: \*816000 to

[H]Start Date: 01. 01. 2015 to

[H]Text language: EN

**Cycle master data extraction report**

No selection

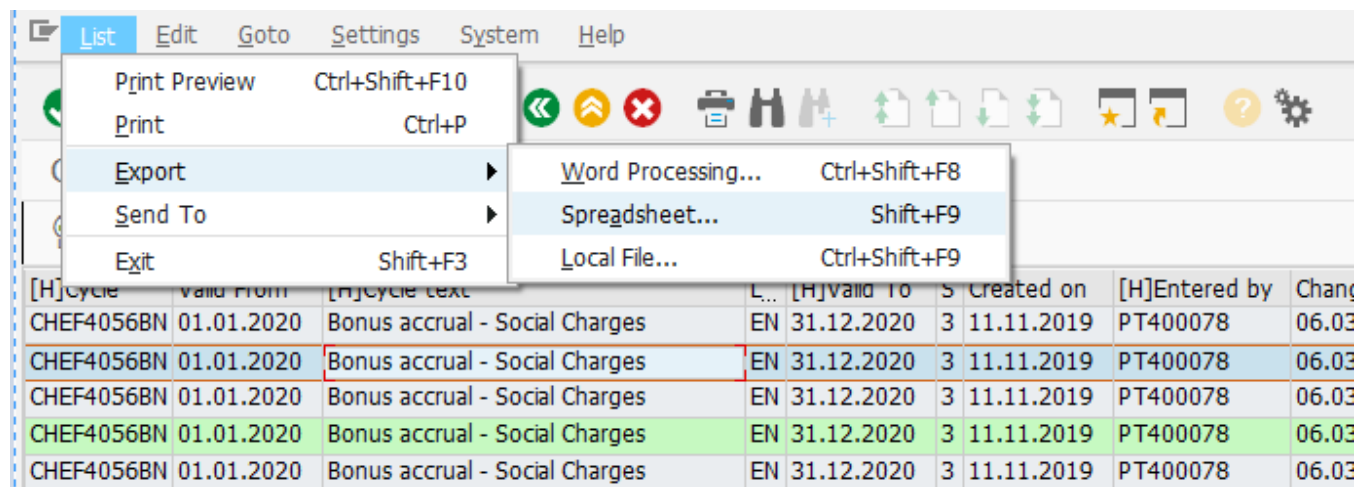
[H]Cycle: to

[H]Start Date: to

[H]Text language: EN

When transaction ZWFAR600 is executed and you have the list of all cycles, it is time to extract to excel.

1) Go to List Export Spreadsheet



This excel document will be the COSTING MODEL of your company.

1) Send through Solvay One the COSTING MODEL extracted in previous step to the FRA/Controller to be used in the review of the cycles for the new year

After the review, I receive from FRA the cycle changes for the new year.

- With the changes highlighted in the COSTING MODEL
- Or, changes detailed in the freshdesk

Depending on the type of cycle, I use KSU2, KEU2, KSV2

#### STEP 1

Start the transaction using transaction code KSU2

Change Actual Assessment Cycle: Initial Screen

#### Change Actual Assessment Cycle: Initial Screen

Cycle

Start Date

#### STEP 2

Enter the cycle code and the starting date

and

#### Change Actual Assessment Cycle: Initial Screen

Cycle

Start Date

If you don't know the Starting Date, do not insert

the date,   
and choose the most recent one.

### STEP 3

Open the Segment Overview dialog box

Click



**Change Actual Assessment Cycle: Header Data**

First segment Attach segment

Controlling Area: CEEF ERP SOLVAY

Cycle: 0125ID Status: Saved

Start Date: 01.01.2015 To: 31.12.2015

Text: Indirect Cycle

Indicators:

- ☒ Iterative
- ☐ Cumulative
- ☐ Cumulated Opt

Field Groups:

- ☒ Object Currency
- ☐ Transaction Currency

### STEP 4

Select the segment to be updated and choose



Or create a new segment by clicking

Attach segment

**Change Actual Assessment Cycle: Header Data**

First segment Attach segment

Segment Overview

| Cycle      | Name                        | Text | Sort Field | S Sender Rule    | R Rec Rule     | Scale | Lo |
|------------|-----------------------------|------|------------|------------------|----------------|-------|----|
| ZU17400000 | General services            |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU17450000 | General services            |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU17460000 | General services            |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU10510000 | Maintenance                 |      |            | 1 Posted amou..1 | Variable po..1 |       |    |
| ZU10520000 | Maintenance                 |      |            | 1 Posted amou..1 | Variable po..1 |       |    |
| ZU1260000A | ENVIRONNEMENT               |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU1260001F | ENVIRONNEMENT               |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU1260003K | ENVIRONNEMENT               |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU1260004A | ENVIRONNEMENT               |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU1270002A | SAFETY HYGIENE              |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU1270000A | SAFETY HYGIENE              |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU10410000 | Technical assistance        |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU11120000 | Internal logistic           |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU11121000 | Internal logistic           |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |
| ZU14110000 | Laboratory (quality contr.. |      |            | 1 Posted amou..3 | Fixed perce..  |       |    |

No. of Segments: 21

Attach Segment

### STEP 5

Make the appropriate changes to the segment as required



Please see [KSU1 - Create Actual Assessment Cycle](#) to better understand the changes that can be performed.

**Change Actual Assessment Cycle: Segment**

First segment Attach segment

Controlling Area: CEEF ERP SOLVAY

Cycle: 0125ID Indirect Cycle

Segment Name: ZU17400000 General services Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

| Sender          | From       | To | Group    |
|-----------------|------------|----|----------|
| Cost Center     | ZU17400000 |    |          |
| Cost Object     |            |    |          |
| Cost Element    |            |    |          |
| Receiver        |            |    |          |
| Order           |            |    |          |
| Cost Center     |            |    | 0125IDCC |
| Cost Object     |            |    |          |
| WBS Element     |            |    |          |
| Business entity |            |    |          |
| Property        |            |    |          |
| Building        |            |    |          |
| Settlement unit |            |    |          |

You can lock a segment, by checking the lock indicator box

☒ Lock indicator

**Change Actual Assessment Cycle: Segment**

First segment Attach segment

Controlling Area: CEEF ERP SOLVAY

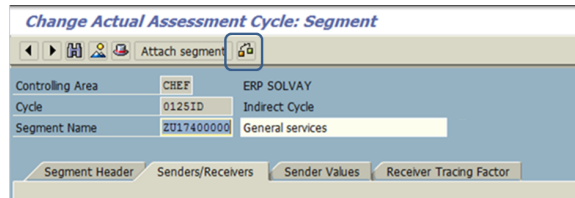
Cycle: 0125ID Indirect Cycle

Segment Name: ZU17400000 General services Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

#### STEP 6

After the appropriate changes to the segment, click on , to do a Formal Check.



Change Actual Assessment Cycle: Segment

Controlling Area: CHEF ERP SOLVAY

Cycle: 0125ID Indirect Cycle

Segment Name: ZU17400000 General services

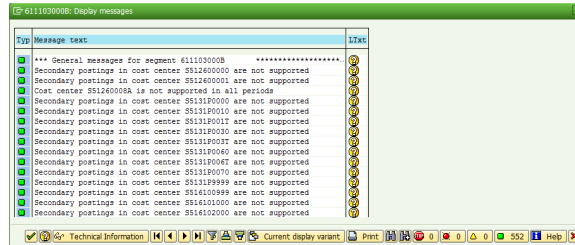
Segment Header Senders/Receivers Sender Values Receiver Tracing Factor



If there is any errors you need to analyse and correct.



Disregard Warnings 

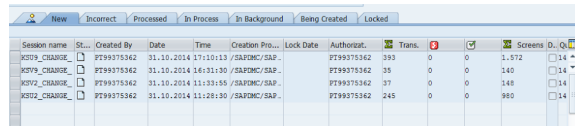


6111030008: Display messages

| Typ                                                            | Message text                           | LTxt |
|----------------------------------------------------------------|----------------------------------------|------|
| ***                                                            | General message for segment 6111030008 |      |
| Secondary postings in cost center 5512400000 are not supported |                                        |      |
| Secondary postings in cost center 5512400001 are not supported |                                        |      |
| Cost center 5512400008 is not supported in all periods         |                                        |      |
| Secondary postings in cost center 55131P0000 are not supported |                                        |      |
| Secondary postings in cost center 55131P0010 are not supported |                                        |      |
| Secondary postings in cost center 55131P0017 are not supported |                                        |      |
| Secondary postings in cost center 55131P0030 are not supported |                                        |      |
| Secondary postings in cost center 55131P0037 are not supported |                                        |      |
| Secondary postings in cost center 55131P0040 are not supported |                                        |      |
| Secondary postings in cost center 55131P0047 are not supported |                                        |      |
| Secondary postings in cost center 55131P0070 are not supported |                                        |      |
| Secondary postings in cost center 55131P9999 are not supported |                                        |      |
| Secondary postings in cost center 5514100999 are not supported |                                        |      |
| Secondary postings in cost center 5514101000 are not supported |                                        |      |
| Secondary postings in cost center 5514102000 are not supported |                                        |      |

#### STEP 7

After the appropriate changes and the formal check Save .



| Session name   | St... | Created By | Date       | Time     | Creation Pro... | Lock Date | Authorizat... | Trans. | 0 | 1 | 2 | Screens | D. Co. |
|----------------|-------|------------|------------|----------|-----------------|-----------|---------------|--------|---|---|---|---------|--------|
| KST9_CHANGE... |       | PT99375362 | 31.10.2014 | 17:10:13 | /SAPFNC/SAP...  |           | PT99375362    | 393    | 0 | 0 | 0 | 1,512   | 14     |
| KST9_CHANGE... |       | PT99375362 | 31.10.2014 | 16:31:50 | /SAPFNC/SAP...  |           | PT99375362    | 38     | 0 | 0 | 0 | 140     | 14     |
| KST2_CHANGE... |       | PT99375362 | 31.10.2014 | 11:33:55 | /SAPFNC/SAP...  |           | PT99375362    | 37     | 0 | 0 | 0 | 148     | 14     |
| KST2_CHANGE... |       | PT99375362 | 31.10.2014 | 11:28:30 | /SAPFNC/SAP...  |           | PT99375362    | 245    | 0 | 0 | 0 | 960     | 14     |

#### STEP 8

It is also possible to perform mass changes on cycles in terms of dates.

To do so, please contact IS Team by the appropriate tool, requesting the creation of a LSWM and providing the respective list of the cycles to be changed.

Afterwards, IS Team will request to process the batches sessions created for this purpose.



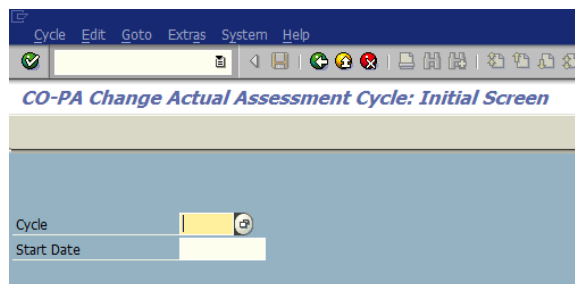
Before starting, make sure you are in the right operating concern with KEBC - Setting Operating concern. List of operating concern : Rules - CO structure

#### STEP 1

Start the transaction using transaction code KEU2



CO-PA Change Actual Assessment: Initial Screen



CO-PA Change Actual Assessment Cycle: Initial Screen

Cycle:

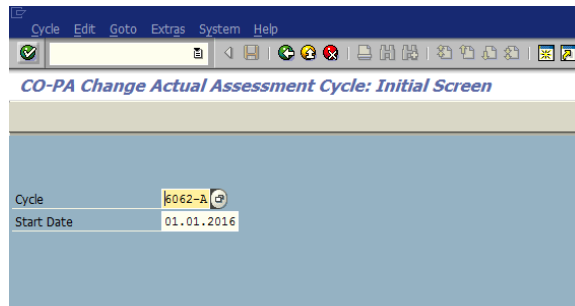
Start Date:

#### STEP 2

Enter the cycle code and the starting date

and

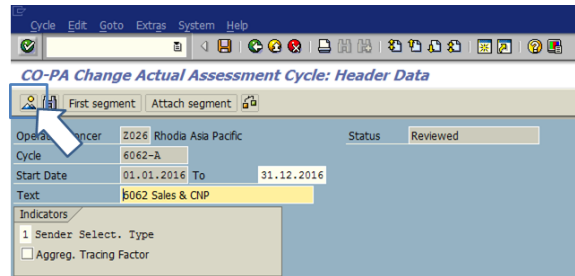
ENTER 



### STEP 3

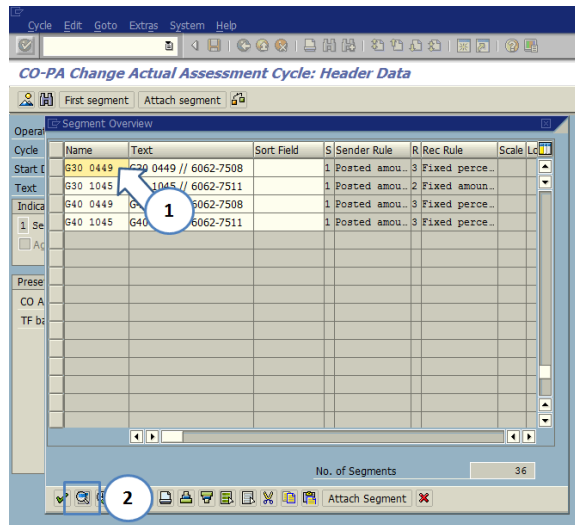
Open the Segment Overview dialog box

Click



### STEP 4

Select the segment to be updated and choose



Or create a new segment by clicking

**Attach segment**

### STEP 5

Make the appropriate changes to the segment as required and save



| <div> <div>New</div> <div>Incorrect</div> <div>Processed</div> <div>In Process</div> <div>In Background</div> <div>Being Created</div> <div>Locked</div> </div> |     |            |                     |                |           |            |        |   |   |         |       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|---------------------|----------------|-----------|------------|--------|---|---|---------|-------|
| Session name                                                                                                                                                    | St. | Created by | Time                | Creation Pr.   | Lock Date | Authoriz.  | Trans. | 8 | ✓ | Screens | D. Q. |
| KQF91_CHANGE                                                                                                                                                    |     | PP99375362 | 31.10.2014 17:10:11 | /SAPMCR/SAP... |           | PP99375362 | 293    | 0 | 0 | 1,572   |       |
| KQF92_CHANGE                                                                                                                                                    |     | PP99375362 | 31.10.2014 16:10:10 | /SAPMCR/SAP... |           | PP99375362 | 35     | 0 | 0 | 140     |       |
| KQF93_CHANGE                                                                                                                                                    |     | PP99375362 | 31.10.2014 16:10:10 | /SAPMCR/SAP... |           | PP99375362 | 37     | 0 | 0 | 148     |       |
| KQF94_CHANGE                                                                                                                                                    |     | PP99375362 | 31.10.2014 11:28:30 | /SAPMCR/SAP... |           | PP99375362 | 245    | 0 | 0 | 989     |       |

**It is also possible to perform mass changes on cycles in terms of dates.**

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**Afterwards, IS Team will request to process the batches sessions created for this purpose.**

**Start the transaction using transaction code KSV2**

 Change Actual Distribution Cycle: Initial Screen

For budget distribution allocations insert KSV8.

Enter the cycle code and the starting date

and 

***Change Actual Distribution Cycle: Initial Screen***

|            |                                                                                                |
|------------|------------------------------------------------------------------------------------------------|
| Cycle      | 0244DV                                                                                         |
| Start Date | 01.01.2015  |



If you don't know the Starting Date, do not insert

Enter ↵

the date,  
and choose the most recent one.

### STEP 3

Open the Segment Overview dialog box

Click



**Change Actual Distribution Cycle: Header Data**

First segment Attach segment

Controlling Area CREF ERP SOLVAY

Cycle 0244DV Status Saved

Start Date 01.01.2015 To 31.12.2015

Text Insurance + IAS

Indicators

☒ Iterative

☐ Cumulative

☐ Cumulated Opt

Field Groups

☐ Consumption

☒ Object Currency

☐ Transaction Curren

### STEP 4

Select the segment to be updated  
and choose



Or create a new segment by clicking

Attach segment

**Change Actual Distribution Cycle: Header Data**

First segment Attach segment

Controlling Area CREF ERP SOLVAY

Cycle 0244DV Status Saved

Start Date 01.01.2015 To 31.12.2015

Text Insurance + IAS

Indicators

☒ Iterative

☐ Cumulative

☐ Cumulated

Segment Overview

| Name       | Text                    | Sort Field | S Sender Rule   | R Rec Rule      | Scale | Li |
|------------|-------------------------|------------|-----------------|-----------------|-------|----|
| 6111030000 | Auto Insurance Alocated |            | 1 Posted amou.. | 1 Variable po.. | 1     |    |
| 6111040000 | Personnel / Travel      |            | 1 Posted amou.. | 1 Variable po.. | 1     |    |
| 55800IAS19 | IAS19                   |            | 1 Posted amou.. | 1 Variable po.. | 1     |    |

No. of Segments 3

### STEP 5

Make the appropriate changes to  
the segment as required



Please see [KSV1 - Create Actual Distribution Cycle](#) to better understand the changes that can be performed.

### Change Actual Distribution Cycle: Segment

Attach segment

Controlling Area: **CHEF** ERP SOLVAY  
 Cycle: **0244DV** Insurance + IAS  
 Segment Name: **611103000B** Auto Insurance Allocated ☐ Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

|                 | From              | To | Group         |
|-----------------|-------------------|----|---------------|
| <b>Sender</b>   |                   |    |               |
| Cost Center     | <b>S5800000IN</b> |    |               |
| Cost Element    | <b>6111030000</b> |    |               |
| Cost Object     |                   |    |               |
| <b>Receiver</b> |                   |    |               |
| Order           |                   |    |               |
| Cost Center     |                   |    | <b>E_0244</b> |
| Cost Object     |                   |    |               |
| WBS Element     |                   |    |               |
| Business entity |                   |    |               |
| Property        |                   |    |               |
| Building        |                   |    |               |
| Settlement unit |                   |    |               |

#### STEP 6

After the appropriate changes to

the segment, click on , to do a Formal Check.



If there is any errors you need to analyse and correct.



611103000B: Display messages

| Type                                                           | Message text                            | Exit |
|----------------------------------------------------------------|-----------------------------------------|------|
| ***                                                            | General messages for segment 611103000B |      |
| Secondary postings in cost center S512400000 are not supported |                                         |      |
| Secondary postings in cost center S512400001 are not supported |                                         |      |
| Cost center S51240000B is not supported in all periods         |                                         |      |
| Secondary postings in cost center S5131P0000 are not supported |                                         |      |
| Secondary postings in cost center S5131P0010 are not supported |                                         |      |
| Secondary postings in cost center S5131P0017 are not supported |                                         |      |
| Secondary postings in cost center S5131P0020 are not supported |                                         |      |
| Secondary postings in cost center S5131P0037 are not supported |                                         |      |
| Secondary postings in cost center S5131P0047 are not supported |                                         |      |
| Secondary postings in cost center S5131P0070 are not supported |                                         |      |
| Secondary postings in cost center S5131P0089 are not supported |                                         |      |
| Secondary postings in cost center S514100999 are not supported |                                         |      |
| Secondary postings in cost center S514101000 are not supported |                                         |      |
| Secondary postings in cost center S514102000 are not supported |                                         |      |

Technical Information Current display variant Print 552 Help



Disregard Warnings



#### STEP 7

After the appropriate changes and

the formal check Save .

#### STEP 8

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Afterwards, IS Team will request to process the batches sessions created for this purpose

| Session name | Created by | Date       | Time     | Creation Pro... | Lock Date | Authorizat... | Trans. | Trans. | Trans. | Screens | ... |
|--------------|------------|------------|----------|-----------------|-----------|---------------|--------|--------|--------|---------|-----|
| KSV9_CHANGE_ | PT99375362 | 31.10.2014 | 17:10:13 | /SAPFNC/SAP     |           | PT99375362    | 393    | 0      | 0      | 1.372   | 14  |
| KSV9_CHANGE_ | PT99375362 | 31.10.2014 | 16:31:30 | /SAPFNC/SAP     |           | PT99375362    | 35     | 0      | 0      | 140     | 14  |
| KSV2_CHANGE_ | PT99375362 | 31.10.2014 | 11:33:55 | /SAPFNC/SAP     |           | PT99375362    | 37     | 0      | 0      | 148     | 14  |
| KSV2_CHANGE_ | PT99375362 | 31.10.2014 | 11:28:30 | /SAPFNC/SAP     |           | PT99375362    | 245    | 0      | 0      | 960     | 14  |

I inform FRA/Controller that the cycles are updated in SAP