


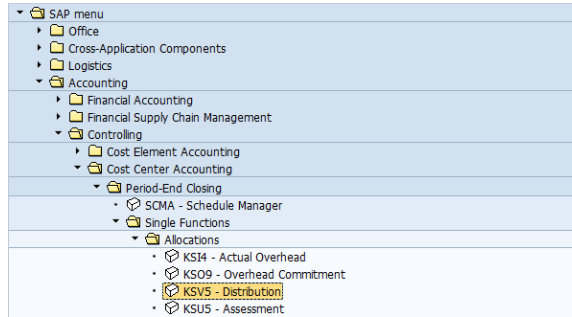
KSV5 - Perform Actual Distribution cycle


STEP 1

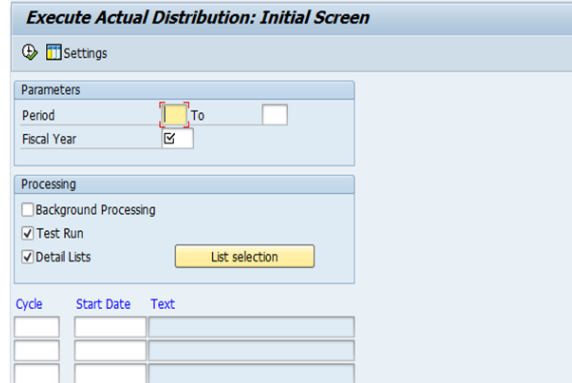
Start the transaction using the menu path or transaction code KSV5

Double-click

 **KSV5 - Distribution**



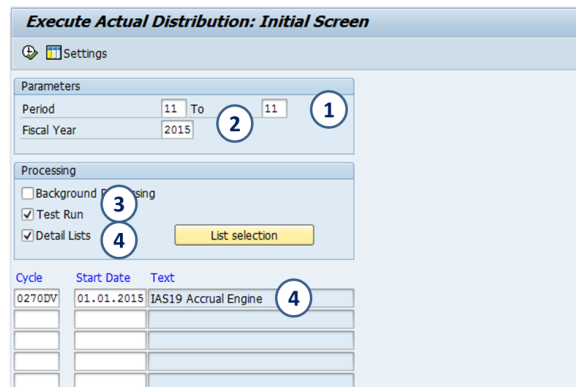
 Execute Actual Distribution: Initial Screen



STEP 2


On the Execute Actual Distribution screen, make the following entries:

	Field name	User action and values	Comment
0	Controlling Area (dialog box)	Enter controlling area	Only needed if dialog box displays.
1	Periods	Enter one number in each field, for example, from 1 to 1	Jan =1, Dec=12
2	Year	Current year	
3	Test run		Use test run until the run is error-free
4	Detailed lists	x	
5	Cycle	Enter the cycle code => the Start Date comes when you click Enter	You can execute several cycles in one execution



STEP 3

Execute 


 It is compulsory to clear Error messages before saving the cycle

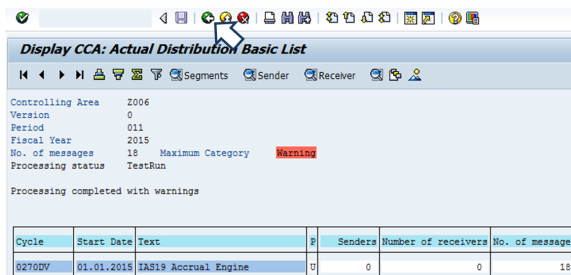
Workflow history

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

Jul 06, 2016	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	State	changed state to Published at 8:43 pm	v18
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 8:43 pm	
		State	changed expiry date to '11 Jul, 2016 08:43 pm' at 8:43 pm	
		State	changed state to To be approved at 8:43 pm	v18
For Review	ROLLIER, Charlotte	State	gave <i>Reviewers</i> approval at 8:43 pm	
		State	changed expiry date to '11 Jul, 2016 08:43 pm' at 8:43 pm	
		State	changed state to For Review at 8:43 pm	v18
Draft	ROLLIER, Charlotte	State	changed state to Draft at 4:23 pm	v18
From Jun 13, 2015 to Feb 09, 2016				
Approved	Alexandra Lepercq , Bixirão, Vasco and ROLLIER, Charlotte	Edit	multiple updates from Alexandra Lepercq , Bixirão, Vasco and ROLLIER, Charlotte	

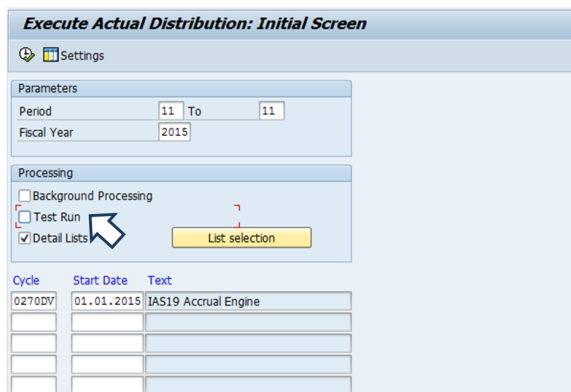
STEP 4


Go back to the initial screen by clicking 

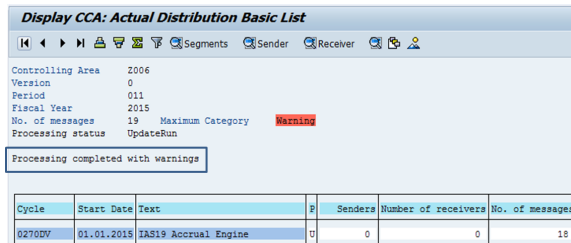


STEP 5

Untick the field "Test run" and execute 





 The process is completed without error



Workflow history

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

Jun 13, 2016	Actor	Type	Activity	Version
Published	Sylvain Michel Alexandre Pingont	State	changed state to Published at 2:02 pm (Space Initialization)	v6
Draft	Sylvain Michel Alexandre Pingont	State	gave <i>Approvers</i> approval at 2:02 pm	
		State	changed state to Draft at 2:02 pm	v6
From Oct 29, 2015 to Feb 09, 2016				
	João Pires , Alexandra Lepercq and ROLLIER, Charlotte	Edit	multiple updates from  João Pires , Alexandra Lepercq and ROLLIER, Charlotte	
	 João Pires	Edit	created the page at 12:20 pm	