

# OP.101

## I create a cycle run group

Process: [Costing Model Architecture](#)

Responsibility area: [Maintain cycles](#)

1. **Local Finance** - Information for the cycle run Group;
2. **GBS Service Center** - Create the Cycle Run Group following the Group Rules.

Scope

Frequency

Monthly

References

- [OP.101](#)
- [OP.101](#)

Attachments

N/A

[OP.009](#) << I create a cycle run group

### Guideline

This request is done normally when a new Company is Created. So normally we don't have direct request to create a Cycle Run Group.

#### Need for a Cycle Run group

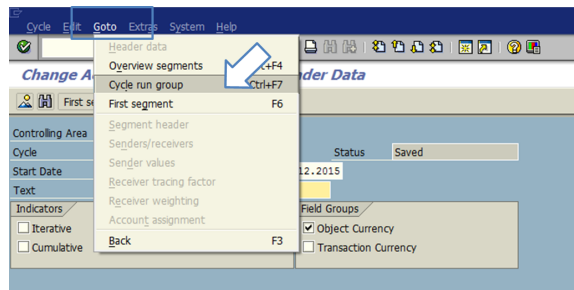
This information is necessary to allow that several users can run cycles at the same time but in different run groups. If several cycles are being run simultaneously in the same run group the system will be blocked. By default the system will fill this field with the run group 0000.

#### STEP 1

Start a transaction to create or modify a cycle (KSUX, KEUX or KSVX)

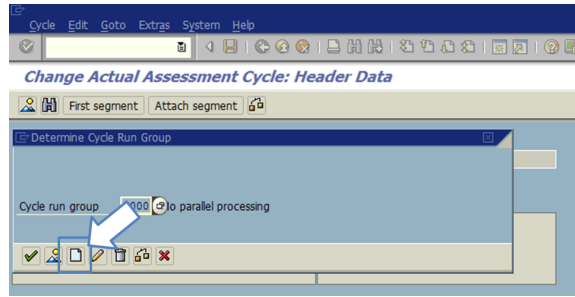
1. Click **Goto** in the cycle header data
2. Choose

**Cycle run group**



#### STEP 2

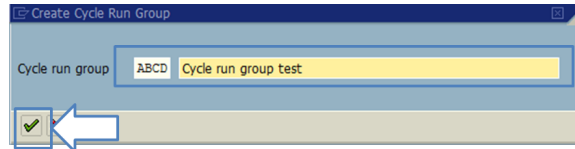
Choose create group by clicking





STEP 3

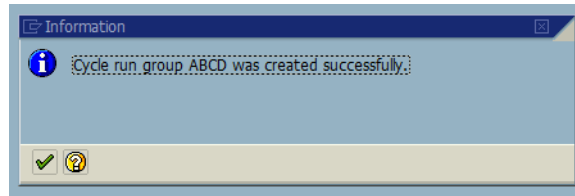
Enter a code & a description for the new cycle run group

**i** Go to [Cycle Run Group Rules](#) to see to choose the Name.



Click  to leave the dialog box

 The cycle group is created



## 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 <b>Published</b> at 8:36 pm	v16
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 8:36 pm	
		State	changed expiry date to '11 Jul, 2016 08:36 pm' at 8:36 pm	
		State	changed state to <b>To be approved</b> at 8:36 pm	v16
For Review	ROLLIER, Charlotte	State	gave <i>Reviewers</i> approval at 8:36 pm	
		State	changed expiry date to '11 Jul, 2016 08:36 pm' at 8:36 pm	
		State	changed state to <b>For Review</b> at 8:36 pm	v16
Draft	ROLLIER, Charlotte	State	changed state to <b>Draft</b> at 4:24 pm	v16
From Jun 13, 2015 to Apr 21, 2016				
Approved	PEREIRA DINIZ, Sandra , Alexandra Lepercq , João Isaac and ROLLIER, Charlotte	Edit	multiple updates from PEREIRA DINIZ, Sandra , Alexandra Lepercq , João Isaac and ROLLIER, Charlotte	Ale

When Created, we need to inform the Requester or the people who are creating a company.

