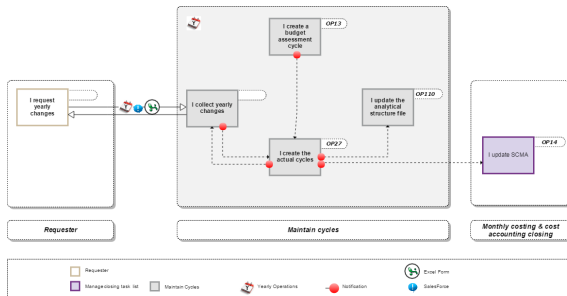


I create the actual cycle (yearly maintenance process)

Process: [Costing Model Architecture](#)

Responsibility area: [Maintain cycles](#)

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



Scope

WW WP2, PF2

Frequency



References

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

Attachments

[IAC 01.09 Costing model.xlsx](#)

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

Guideline

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

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

STEP 1

Use transaction code : **KSU1**

KSU1 - Create Actual Assessment Cycle : Initial Screen

Create Actual Assessment Cycle: Initial Screen

STEP 2

Enter the cycle code and the starting date and 

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

Create Actual Assessment Cycle: Initial Screen

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

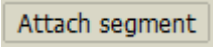
- Cycle - Cycle Name (Maintain the Name the codification)
- Start Date - 01.01.YYYY
- Controlling Area - See link for possible [Controlling Areas](#)

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"

Create Actual Assessment Cycle: Header Data

STEP 4

Click 

Create Actual Assessment Cycle: Segment

STEP 5

Enter the segment code and description

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

Segment Description - Cost Center Description

STEP 6

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure

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

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

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

STEP 7

Go to the tab "Senders/Receivers"

STEP 8

Update the tab "Senders/Receivers"

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

STEP 9

Go to the tab "Sender Values"

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

STEP 10

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

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

STEP 11

Go to the tab "Receiver Weighting Factors"

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

Segment header = Fixed percentage

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

=> Enter the allocation key per receiving cost center

! The total needs to equal to 100 %

Segment header = Fixed amount

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

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

! Make sure the currency is correct

Segment header = Actual Statistical Key Figures

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

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

STEP 12

Create a new segment by clicking

Attach segment

STEP 13

Cycle Run Group

STEP 14

Save

STEP 1

Use transaction code : KSU1

i KSU1 - Create Actual Assessment Cycle : Initial Screen

Create Actual Assessment Cycle: Initial Screen

Cycle

Start Date

Copy from

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

STEP 2

Enter the cycle code and the starting date and

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

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

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

Create Actual Assessment Cycle: Initial Screen

STEP 3

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

Create Actual Assessment Cycle: Header Data

STEP 4

Click

Create Actual Assessment Cycle: Segment

STEP 5

Enter the segment code and description

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

Segment Description - Cost Center Description

STEP 6

Update the tab "Segment Header" :

1. Assessment Cost element or Allocation structure

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

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

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

STEP 7

Go to the tab "Senders/Receivers"

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

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

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

STEP 8

Update the tab "Senders/Receivers"

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

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

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

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

STEP 9

Go to the tab "Sender Values"

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

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

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

Sender values

Share in %: 100.00

Actual value origin (selected) Plan value origin

Selection criteria

	From	to	Group
Version			

STEP 10

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

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

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

Sender Values Receiver Tracing Factor Receiver Weighting Factors

Tracing Factor

Var. portion type: Actual Statistical Key Figures

Scale Neg. Tracing Factors: No scaling

Selection Criteria

	From	to	Group
Stat. key fig.	M19300		
Activity Type			

STEP 11

Go to the tab "Receiver Weighting Factors"

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

Segment header = Fixed percentage

The screenshot shows the 'Receiver Weighting Factors' tab with 'Segment Header' set to 'Fixed percentage'. The 'Receivers' table lists cost centers from 0224-1045 to 0224-1058. The 'Portion/percent' column shows values for 0224-1045 (\$0.00) and 0224-1052 (\$0.00).

Segment header = Fixed amount

The screenshot shows the 'Receiver Weighting Factors' tab with 'Segment Header' set to 'Fixed amount'. The 'Receivers' table lists cost centers from 0224-1045 to 0224-1058. The 'Amount' column shows values for 0224-1050 (230,000.00) and 0224-1052 (180,000.00).

Segment header = Actual Statistical Key Figures

The screenshot shows the 'Receiver Weighting Factors' tab with 'Segment Header' set to 'Actual Statistical Key Figures'. The 'Receivers' table lists cost centers from 0224-1045 to 0224-1058. The 'Factor per' column shows values for 0224-1045 (100) and 0224-1052 (100).

=> Enter the allocation key per receiving cost center

The total needs to equal to 100 %

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

Make sure the currency is correct

=> 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

How to access the workflow

>> Back to [Data & Reporting](#) home page

i To request the creation / update of finance master data:

- G/L Account in Chart of Account (mandatory)
- G/L Account in Company Code
- [Cost Centers](#)
- [Profit Centers](#)
- Miscellaneous request (mainly cost elements hierarchies)

You must use a dedicated workflow as described below.

Only authorized requester should be able to submit workflows:

- Costing master data (Controllers)
- General ledger master data (Company accounting managers/directors)

If you are an authorized requester and you don't have the access to PF1 (050)/PRS, see [How to ask access to PRS \(PF1-050\) and to submit workflows for finance master data?](#)

STEP 1



Open the SAP logon

Click **Syensqo ERP- Production - PF2**

1. Enter Logon Language = **EN**

i Only English is supported – other languages could result in unpredictable results

2. Click

050

Workspace	Name	System Description	SID	Group/Server	Insta...	Message Server
01	Syensqo ERP - Production - CDP Link	CDP	PUBLIC	cdp.syensqo.com		
02	Syensqo ERP - Production - PF2 Link	PF2	PUBLIC	pf2.syensqo.com		
03	Syensqo CEC - Production - PF2 Link	PF2	PUBLIC	pf2.syensqo.com		
04	Syensqo ERP - Production - WFD Link	WFD	ncpfd	wp2.syensqo.com		

SAP

Client

User

Logon Language **EN** **1**

SAP User Selection

Client	User
020	CROIER
050	IER

2

STEP 2

Enter transaction code **ZZF_MDWF_REQUEST** and **Enter ↵**

i You can add it to your favorites [menu System – User Profile – Expand Favorites]

SAP Easy Access - User Menu

ZZF_MDWF_REQUEST

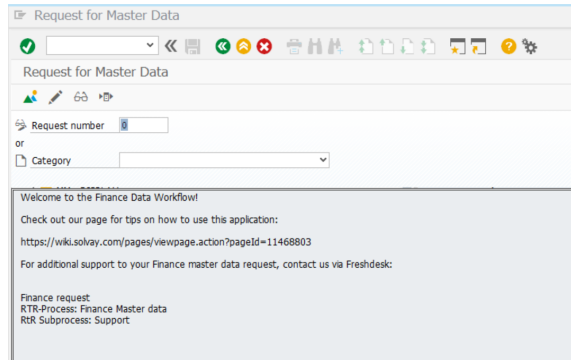
SAP Easy Access - User Menu

Favorites

- Workflow for Rtr Master Data



Request for Master Data: Initial Screen



On the first line of the transaction, you will find a menu where you can find the functions accessible at each moment

1. On the initial screen :



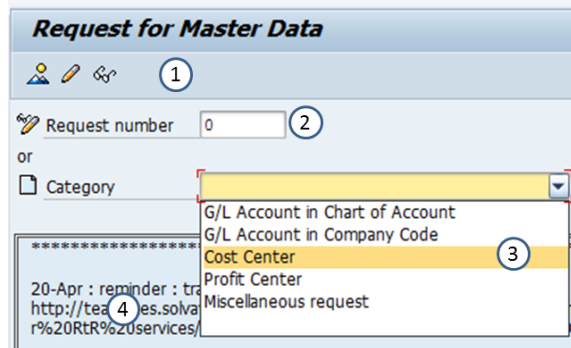
List existing requests :
« My request report »



Modify an existing request



Display an existing request



2. In case of Display or Update of an existing request, enter the request number here

3. In case of Creation, select the category of data you want to create / update

4. The text box at the bottom of the screen is an "info board", giving the last information about the application (update, new functions,...)

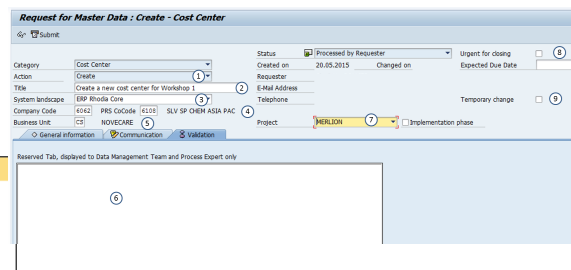
After selecting a Data type, the application brings you to the creation screen

STEP 3

Fill the request

1. Select your need :

Create
Update
Unlock
Lock
Translate



2. Enter the title of the request which will be used in all emails.

3. Select the system landscape.

- CICC = PI2
- ERP Rodia Core = WP2
- ERP Solvay = PF2

4. Enter:

6. It comes when you choose the ERP (see next step)

- the Company code (for WP2)
- or PRS CoCode (for PF2 & PI2)

It can remain blank if request spans over several companies of the same system

5. Select the Business unit. It can remain blank if several GBU are involved

7. Select the project name when applicable

8. Flag during pre-closing and closing periods, it allows the identification of urgent requests necessary for the closing.

9. Flag to identify temporary request that need to be reversed

The new request must be saved by clicking  before going to the next step

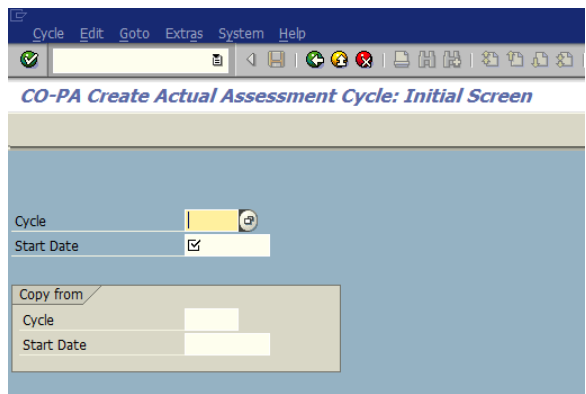
i Next steps
Choose the procedure that best suits your needs:

! 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

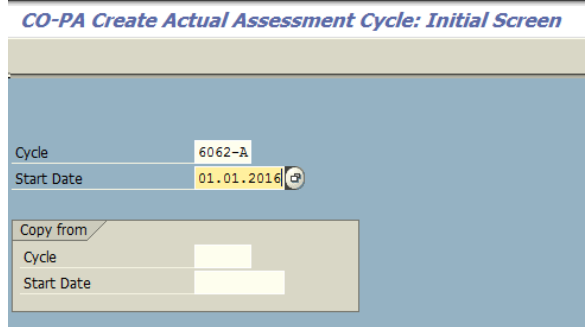
i CO-PA Create Actual Assessment: Initial Screen



STEP 2

Enter the cycle code and the

starting date and



STEP 3

1. Enter the validity date (to last day of the year)
2. Enter the description of the cycle
3. Select the "type of value Category" = 1 (Select unsplit costs)
4. Enter the controlling area

- Select the "TF basis" = 1 (Costing-based Profitability Analysis)

CO-PA Create Actual Assessment Cycle: Header Data

Attach segment

Operating concern: 2026 Rhodia Asia Pacific Status: new

Cycle: 6062-A

Start Date: 01.01.2016 To: 31.12.2016

Text: 6062 Sales & CNP

Indicators

1 Sender Select. Type

Aggreg. Tracing Factor

Preset Selection Criteria

CO Area: 2026 Rhodia Asia Pacific

TF basis: 1 Costing-based Profitability An

STEP 4

Click

Attach segment

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific

Cycle: 6062-A 6062 Sales & CNP

Segment Name: Lock indicator

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

Assessment CElem

Value Field All

Alloc. structure

PA transfer struct.

Sender values

Rule: Posted amounts

Share in %: 100.00

Receiver tracing factor

Rule: Variable portions

Val.Fld/Key Fig.: 4 Qty invoice

Scale Neg. Factors: No scaling

STEP 5

Enter the segment code and description

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

Operating concern: 2026 Rhodia Asia Pacific

Cycle: 6062-A 6062 Sales & CNP

Segment Name: C4 0569 C4 0569 // 6062-7301 Lock indicator

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

Assessment CElem

Value Field All

Alloc. structure

PA transfer struct.

Sender values

Rule: Posted amounts

Share in %: 100.00

Receiver tracing factor

Rule: Variable portions

Val.Fld/Key Fig.: 4 Qty invoice

Scale Neg. Factors: No scaling

STEP 6

Update the tab "Segment Header" :

- Assessment Cost element or Allocation structure
- Value Field or PA transfer structure
- Receiver tracing factor : Fixed percentages

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

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

Segment Header Senders/Receivers Receiver Tracing Factor

Assessment CElem: ①

Value Field All: ②

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

Sender values

Rule: Posted amounts
 Share in %: 100.00

Receiver tracing factor

Rule: Fixed percentages ③

STEP 7

Go to the tab "Senders/Receivers"

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

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

Segment Header Senders/Receivers Receiver Tracing Factor

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

STEP 8

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

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

CO-PA Create Actual Assessment Cycle: Segment

Attach segment

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

Segment Header Senders/Receivers Receiver Tracing Factor

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

Entry 1 of 39

STEP 9


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

Go down with  or using 

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

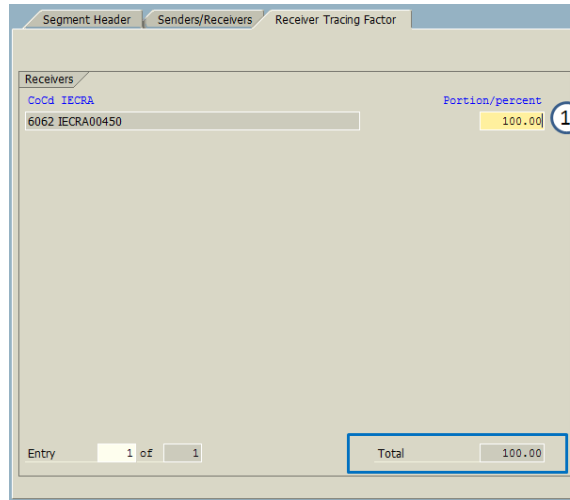
Go to the tab "Receiver Tracing Factor"

STEP 12

Update the tab "Receiver Tracing Factor"

1. Enter the allocation rate in percentage and

 the total must be equal to 100 %



CoCd IECRA	Portion/percent
6062 IECRA00450	100.00

Entry 1 of 1 Total 100.00

STEP 13

Create a new segment by clicking

STEP 14

Save 

 See [Assessment cycles Rules](#).

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