

I control CO period management

Process: [Monthly costing and cost accounting closing](#)

Responsibility area: Manage Costing Periods

ALL the periods from 2010 forward, should be opened/managed by /n/FIN3/OKP1_BK for PF2 system (Controlling Area: CHEF) and WP2 system (Controlling Areas in WP1: Z001, Z006, Z013, Z025, Z026, Z028).

Scope

WW

Frequency

According with closing calendar

References

- [OP.049](#)
- [OP.049](#)

Attachments

N/A

xx << I control CO period management >> xx

Guideline

After the closing period, we need to close previous period in order to prevent late postings to be performed.

Sometimes there is the need to correct something in the past periods and CO periods need to be opened and closed again. We should use /N/FIN3/OKP1_BK to lock/unlock CO transactions for a specific company code for any given period.

Business Transactions	
CP PA	Actual Process Assessment [CPP5]
RKIU	Actual Overhead Assessment [KSU5]
RKIV	Actual Overhead Distribution [KSV5]
RKIB	Actual Periodic Repostings [KSW5]
RKL	Actual Activity Allocation [KSC5] [KB21N] [KB21]
KA ZI	Actual Cost Center Accrual [KSA3]
KSIO	Actual Cost Center Split [KSS2]
KPIV	Actual Cost Distrib. Cost Obj. [KKPX]
RKIL	Actual Inverse Activity Alloc. [KSC5]
RKN	Actual Non-alloc. Activities [KB51N]
KZ PI	Actual Overhead (periodic) [KGI2]

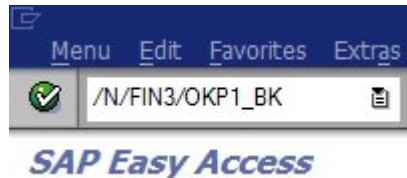
KSII	Actual Price Calculation [KSII]
KO AO	Actual Settlement [KO88] [KO8G] [CJ8G]
RK LT	Actual Template Allocation [KPAS]
KS PA	Assessment to CO-PA [KEU5]
KA BG	Automat. WIP/Results Analysis
COIN	CO Through-postings from FI [FB50] [FB01]
KT DA	COPA: TOP-DOWN: Actuals [KE28]
KA ZO	Down Payment [F-29]
RKS	Enter Statistical Key Figures [KB31N]
KA BM	Manual WIP/Results Analysis [KKA1]
KA MV	Manual Cost Allocation [KB15N]
RK LX	Predistribution of Fixed Costs [KSFX]
RK U3	Repost CO Line Items [KB61]
RK U1	Repost Costs [KB11N]
RK U2	Repost Revenue [KB41N]
RK LN	Revaluation at Actual Price [KON1]
RRIB	Seg. Adjust.: Act.Per.Repost. [KISR]
RRIU	Segment Adjust.: Act. Assess. [KISR]
RRIV	Segment Adjust.: Act. Distrib. [KISR]
RK WD	Target=Actual Activity Allocation [KNMA]
KV AR	Variance Calculation [KKS2]
KZ RI	Interest calculation (actual)
KR AT	LIS transfer : actual SKF
KE FC	CO-PA External Data Transfer
KE27	COPA Periodic valuation
KE21	CO-PA Line Item Entry
KB21	CO-PA Activity Allocation
CP AE	CO-PA Template Allocation
Business Transactions	

PRC	Activity backflush
KOR1	PS incoming orders: auto determination
KFPI	Transfer price allocation
JVIV	JV Actual distribution
JVIU	JV Actual assessment

STEP 1

Start the transaction using the transaction code

With /N/FIN3/OKP1_BK it is possible to lock CO transactions for a specific company code for any given period.



STEP 2

Fill fields:

- Controlling area:** WP1, check [Rules - CO structure](#) and PF1 is CHEF
- Fiscal year:** current year
Note - Fiscal year: Normally this will be the same as the calendar year. However, a company could have a fiscal year that is different from a calendar year. In either case, you will enter the appropriate year that reflects the current fiscal year.
- Company code:** select the company code or several company codes
- Version:** There are 2 main scenarios: one for Actual and other for Plan.
 - Actual: For Actual periods
 - Plan: For Plan periods, this will be the plan version to be unlocked or locked. Plan versions are noted below. Usually it will be either "0" or "1".

Click on "version" to open this window

Change Period Lock : Initial Screen

Actual Lock all act. Plan Lock all plan

CO Area ☒ Rhodia Europe

Fiscal Year ☒

Type of objects to select ☒ Company Code

Object to select

or group

Version ☒

Vsn	Actual	Plan	Version Description
0	☒	☒	Plan/actual version
1	☐	☒	Plan version: for PO
2	☐	☒	Plan version: change 2
3	☐	☒	Actual costs vs. MATY
10	☐	☒	
100	☐	☒	Plan version 100
110	☐	☒	PS: forecast version
111	☐	☒	PS: forecast version revised
112	☐	☒	PS: forecast version final
FIF	☐	☒	Plan ver. for est. comm. price
R00	☐	☒	Copy of act tax based px calc



The period lock or unlock can be used in various ways, please find the examples below

We will lock all business transactions in companies ZFR3 and ZFR9 in period 02/2014

1. **Controlling area:** Z006
2. **Fiscal year:** 2014
3. **Company code:** Select the companies you want to lock
4. **Version:** 0

To select the companies, you click on



1. Press the button « multiple selection » and
2. Flag the companies you wish to lock

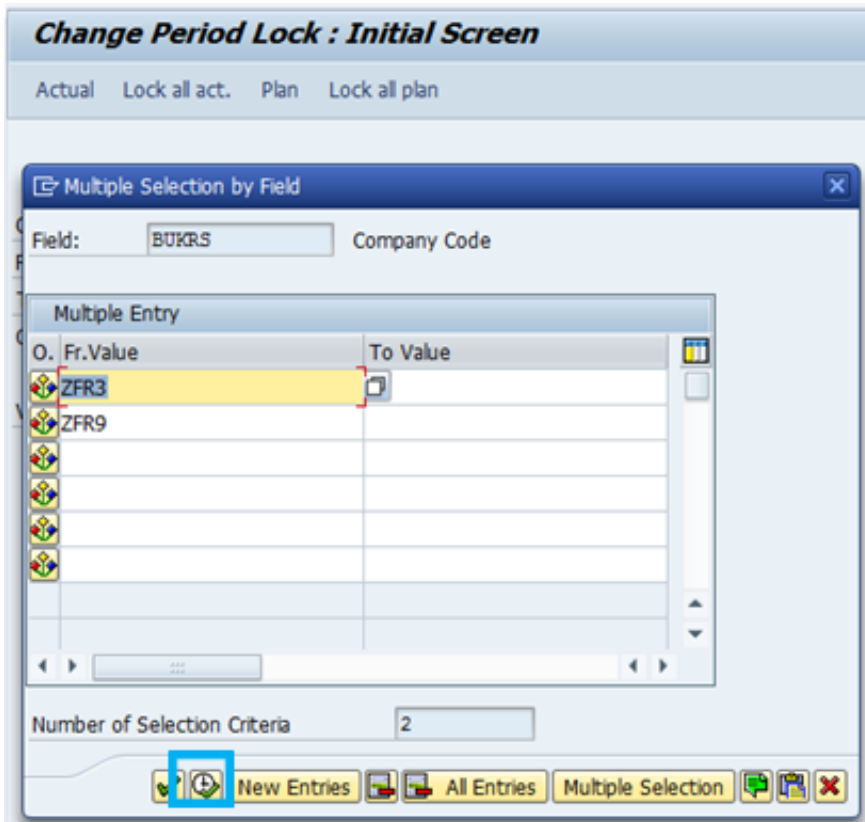
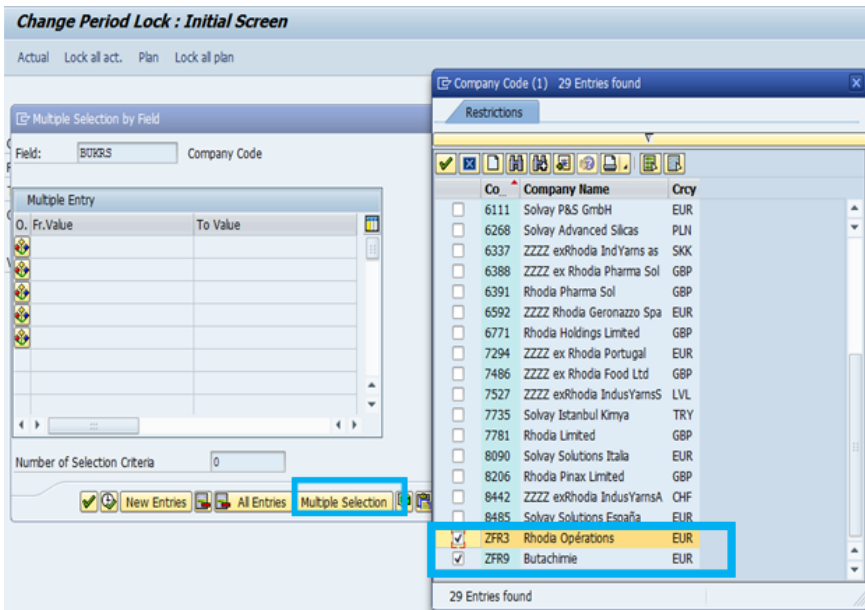
3. Press the



Change Period Lock : Initial Screen

Actual Lock all act. Plan Lock all plan

CO Area	1	☒	Rhodia Europe
Fiscal Year	2	☒	
Type of objects to select			Company Code:
Object to select	3		
or group			
Version		☒	4



Press the button « Lock all act. »

Change Period Lock : Initial Screen

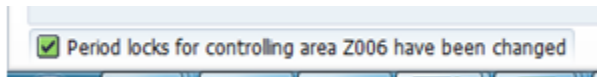
Actual **Lock all act.** Plan Lock all plan

CO Area	2006	☐ Rhodia Europe
Fiscal Year	2014	
Type of objects to select	Company Code	
Object to select	ZFR3	Go
or group		
Version	0	

Inform the period you want to entire block

And enter

You will have this message :



All actual business transactions in period 02/2014 were blocked in companies ZFR3 and ZFR9.

Change Period Lock : Initial Screen

Actual Lock all act. Plan Lock all plan

CO Area	Z006	Rhodia E
Fiscal Year	2014	
Type of objects to select	Company Code	
Object to select	ZFR3	
or group		
Version	0	

Change Period Lock : Initial Screen

Posting period 02 ☐

You can check if the locking was done for those companies.

Display Actual Period Lock : Edit

CO Area: 2006 Rhodia Europe
Fiscal Year: 2014
Type of objects to select: Company Code
Object to select: ZFR3 Display selection
Group Name:

Transaction	01	02	03	04	05	06	07
Actual cost distrib. cost obj.	☒	☐	☐	☐	☐	☐	☐
Actual inverse activity alloc.	☒	☐	☐	☐	☐	☐	☐
Actual non-alloc. activities	☒	☐	☐	☐	☐	☐	☐
Actual overhead (periodic)	☒	☐	☐	☐	☐	☐	☐
Actual price calculation	☒	☐	☐	☐	☐	☐	☐
Actual settlement	☒	☐	☐	☐	☐	☐	☐
Actual template allocation	☒	☐	☐	☐	☐	☐	☐
Assessment to CO-PA	☒	☐	☐	☐	☐	☐	☐
Automat. WIP/results analysis	☒	☐	☐	☐	☐	☐	☐
CO Through-postings from FI	☒	☐	☐	☐	☐	☐	☐
COPA: TOP-DOWN: Actuals	☒	☐	☐	☐	☐	☐	☐
Down payment	☒	☐	☐	☐	☐	☐	☐
Enter statistical key figures	☒	☐	☐	☐	☐	☐	☐
Interest calculation (actual)	☒	☐	☐	☐	☐	☐	☐
Manual WIP/results analysis	☒	☐	☐	☐	☐	☐	☐
Manual cost allocation	☒	☐	☐	☐	☐	☐	☐
Predistribution of fixed costs	☒	☐	☐	☐	☐	☐	☐
Repost CO line items	☒	☐	☐	☐	☐	☐	☐
Repost costs	☒	☐	☐	☐	☐	☐	☐
Repost revenue	☒	☐	☐	☐	☐	☐	☐
Revaluation at actual price	☒	☐	☐	☐	☐	☐	☐
Seg. adjust.: Act.per.repost.	☒	☐	☐	☐	☐	☐	☐
Segment adjust.: Act. Assess.	☒	☐	☐	☐	☐	☐	☐
Segment adjust.: Act. distrib.	☒	☐	☐	☐	☐	☐	☐
Target=actual acty allocation	☒	☐	☐	☐	☐	☐	☐
Variance calculation	☒	☐	☐	☐	☐	☐	☐

Display Actual Period Lock : Edit

BUYR	Name
FR3	Rhodia Opérations
FR9	Butachimie

We are locking a certain business transaction in month 03/2014 in the companies selected previously

1. **Controlling area:** Z006
2. **Fiscal year:** 2014
3. **Company code:** Select the companies you want to lock
4. **Version:** 0

Press the button « Actual »



When you select « Actual » only actual transactions are visible.

When you select « Plan » only plan transactions are visible.

Please make your choice before you will select the business transactions

Change Period Lock : Initial Screen

Actual	Lock all act.	Plan	Lock all plan
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CO Area	2006	☐ India Europe
Fiscal Year	2014	
Type of objects to select	Company Code	
Object to select	ZFR3	
or group		
Version	0	

You can flag the transaction you want to lock in the period and save

In the example we are locking all postings in CO from FI in month 03/2014 in the companies select previously

Change Actual Period Lock : Edit

[Lock Period](#) [Lock Transaction](#) [Unlock Period](#) [Unlock Transaction](#)

CO Area: Rhodia Europe
 Fiscal Year:
 Type of objects to select:
 Object to select: Display selection
 Group Name:

Transaction	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
ABC Actual process assessment	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual Overhead Assessment	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual Overhead Distribution	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual Periodic Repostings	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual activity allocation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual cost center accrual	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual cost center split	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual cost distrib. cost obj.	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual inverse activity alloc.	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual non-alloc. activities	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual overhead (periodic)	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual price calculation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual settlement	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual template allocation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Assessment to CO-PA	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Automat. WIP/results analysis	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
CO Through-postings from FI	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
COPA: TOP-DOWN: Actuals	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Down payment	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Enter statistical key figures	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Interest calculation (actual)	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Manual WIP/results analysis	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Manual cost allocation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Predistribution of fixed costs	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Repost CO line items	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Repost costs	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

If you select one business transaction and press the button « lock transaction »

The business transaction will be locked in all periods in the companies previously selected

i The button “unlock transaction” is used in the same way, to unlock one business transaction in all periods

Change Actual Period Lock : Edit

Lock Period **Lock Transaction** Unlock Period Unlock Transaction

CO Area: 2006 Rhodia Europe
 Fiscal Year: 2014
 Type of objects to select: Company Code
 Object to select: ZFR3 Display selection
 Group Name:

Transaction	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
ABC Actual process assessment	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual Overhead Assessment	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual Overhead Distribution	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual Periodic Repostings	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual activity allocation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual cost center accrual	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual cost center split	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual cost distrib. cost obj.	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual inverse activity alloc.	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual non-alloc. activities	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual overhead (periodic)	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual price calculation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual settlement	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Actual template allocation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Assessment to CO-PA	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Automat. WIP/results analysis	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
CO Through-postings from FI	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
COPA: TOP-DOWN: Actuals	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Down payment	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Enter statistical key figures	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Interest calculation (actual)	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Manual WIP/results analysis	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Manual cost allocation	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Predistribution of fixed costs	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Repost CO line items	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Repost costs	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

If you select one period and press the button « lock period »

All business transactions will be locked in this period in the companies previously selected

i The button "unlock period" is used in the same way, to unlock one period

Change Actual Period Lock : Edit

CO Area: 2006 Rhodia Europe
 Fiscal Year: 2014
 Type of objects to select: Company Code
 Object to select: ZFR3
 Group Name:

Transaction	01	2	03	4	05	06	07	08	09	10	11	12	13	14	15	16
ABC Actual process assessment	✓	✓	✓													
Actual Overhead Assessment	✓	✓	✓													
Actual Overhead Distribution	✓	✓	✓													
Actual Periodic Repostings	✓	✓	✓													
Actual activity allocation	✓	✓	✓													
Actual cost center accrual	✓	✓	✓													
Actual cost center split	✓	✓	✓													
Actual cost distrib. cost obj.	✓	✓	✓													
Actual inverse activity alloc.	✓	✓	✓													
Actual non-alloc. activities	✓	✓	✓													
Actual overhead (periodic)	✓	✓	✓													
Actual price calculation	✓	✓	✓													
Actual settlement	✓	✓	✓													
Actual template allocation	✓	✓	✓													
Assessment to CO-PA	✓	✓	✓													
Automat. WIP/results analysis	✓	✓	✓													
CO Through-postings from FI	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
COPA: TOP-DOWN: Actuals	✓	✓	✓													
Down payment	✓	✓	✓													
Enter statistical key figures	✓	✓	✓													
Interest calculation (actual)	✓	✓	✓													
Manual WIP/results analysis	✓	✓	✓													
Manual cost allocation	✓	✓	✓													
Predistribution of fixed costs	✓	✓	✓													
Repost CO line items	✓	✓	✓													
Repost costs	✓	✓	✓													



Some considerations

- You only could work with group of companies in the lock and unlock transaction once all companies in the group have the same status.
- In case you have opened or closed any single company code and you can NOT maintain any entered group of company codes, you may get the following message /Fin3/KBAS_MSG001 :



Multiple maintenance not possible due to different lock entries.

- The system is not allowed to update group of companies that don't have the same status of lock/unlock in business transactions.

To restore now the consistency, you have the option to lock all the entered company codes (or group) for a specific period at the same time.

Change Period Lock : Initial Screen

Actual

Lock all act.

Plan

Lock all plan

CO Area

2006

Rhodia Europe

Fiscal Year

2014

Type of objects to select

Company Code

Object to select

or group

Version

0

Multiple Selection by Field

Field: BUDG15

Comp

Multiple Entry

ZFR3

ZFR9

Number of Selection Criteria

New Entries