

I update a cycle

Process: [Costing Model Architecture](#)

Responsibility area: [Maintain cycles](#)

The procedure is only applicable for existing cycle

Global Business Services (GBS)

- Update the cycle (creation, modification or blocking of segments)

Local Finance

- Information for the cycle changes

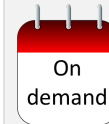
Scope



WW

WP2, PF2

Frequency



References

- [OP.004](#)
- [Assessment cycles - Master Data](#)

Attachments

N/A

I update a cycle >> [SBS-OP-DRTR-02-110 - I update the analytical structure file](#)

Guideline

I receive new information: cost element, cost center, allocation(...) . The modifications have to be done on request.
Open the file for PF2 or WP2

- [Assessment cycles Rules](#)

Find:

- The cycle code
- The allocation structure or assessment cost element
- Statistical key figure when applicable
- Receiver cost centers or IECRA

STEP 1

Start the transaction using
transaction code **KSV2**



Change Actual Distribution
Cycle: Initial Screen

Change Actual Distribution Cycle: Initial Screen

Cycle

Start Date



Budget Distribution

For budget distribution allocations insert KSV8.

STEP 2

Enter the cycle code and the starting date

and



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

the date, and choose the most recent one.

Change Actual Distribution Cycle: Initial Screen

Cycle
Start Date

STEP 3

Open the Segment Overview dialog box

Click

Change Actual Distribution Cycle: Header Data

Controlling Area ERP SOLVAY
 Cycle Status
 Start Date To
 Text

Indicators	Field Groups
<input checked="" type="checkbox"/> Iterative	<input type="checkbox"/> Consumption
<input type="checkbox"/> Cumulative	<input checked="" type="checkbox"/> Object Currency
<input type="checkbox"/> Cumulated Opt	<input type="checkbox"/> Transaction Curren

STEP 4

Select the segment to be updated and choose

Or create a new segment by clicking

Change Actual Distribution Cycle: Header Data


Controlling Area ERP SOLVAY
 Cycle Status
 Start Date To
 Text

Name	Text	Sort Field	S Sender Rule	R/Rec Rule	Scale	Lt
611030008	Auto Insurance Allocated		1	Posted amou.. 1	Variable po.. 1	
611060000	Personnel / Travel		1	Posted amou.. 1	Variable po.. 1	
SS800IAS19	IAS19		1	Posted amou.. 1	Variable po.. 1	


No. of Segments


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.

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.

 Disregard Warnings 

Type	Message text	Exit
***	General messages for segment 611103000B	
E	Secondary postings in cost center S512600000 are not supported	
E	Secondary postings in cost center S512600001 are not supported	
E	Cost center S51260005A is not supported in all periods	
E	Secondary postings in cost center S5132P0000 are not supported	
E	Secondary postings in cost center S5131P0010 are not supported	
E	Secondary postings in cost center S5131P0011 are not supported	
E	Secondary postings in cost center S5131P0010 are not supported	
E	Secondary postings in cost center S5131P0031 are not supported	
E	Secondary postings in cost center S5131P0040 are not supported	
E	Secondary postings in cost center S5131P0041 are not supported	
E	Secondary postings in cost center S5131P0070 are not supported	
E	Secondary postings in cost center S5131P9999 are not supported	
E	Secondary postings in cost center S514100899 are not supported	
E	Secondary postings in cost center S514101000 are not supported	
E	Secondary postings in cost center S514102000 are not supported	

STEP 7

After the appropriate changes and the formal check Save .

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.

Session name	Created By	Date	Time	Creation Pro...	Lock Date	Authoriz...	Trans.	Screens	D. Co...
KSV1_CHANGE	FF99375362	31.10.2014	11:10:13	/SAPFNC/SAP		FF99375362	260	0	1-572
KSV2_CHANGE	FF99375362	31.10.2014	16:11:10	/SAPFNC/SAP		FF99375362	165	0	140
KSV3_CHANGE	FF99375362	31.10.2014	11:39:55	/SAPFNC/SAP		FF99375362	37	0	148
KSV4_CHANGE	FF99375362	31.10.2014	11:28:30	/SAPFNC/SAP		FF99375362	245	0	960

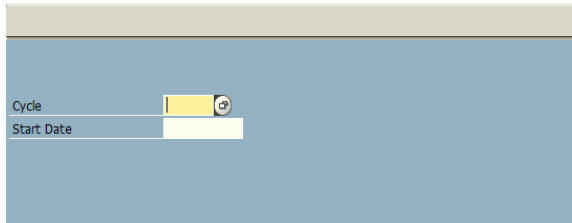
Afterwards, IS Team will request to process the batches sessions created for this purpose

STEP 1

Start the transaction using transaction code KSU2

 Change Actual Assessment Cycle: Initial Screen

Change Actual Assessment Cycle: Initial Screen

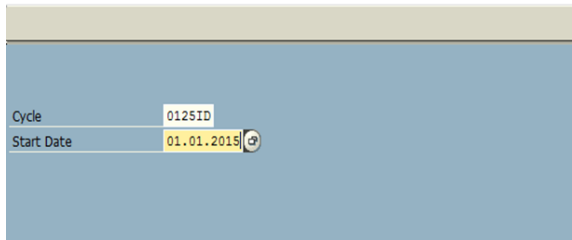




STEP 2

Enter the cycle code and the starting date

and 


Change Actual Assessment Cycle: Initial Screen



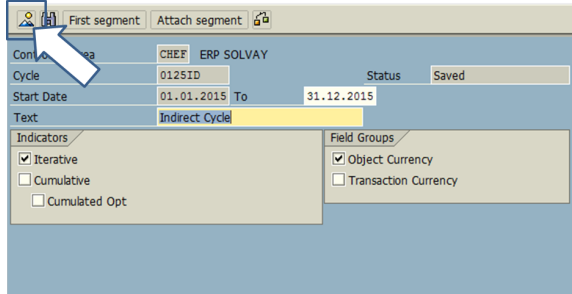
 If you don't know the Starting Date, do not insert the date,  and choose the most recent one.

STEP 3


Open the Segment Overview dialog box

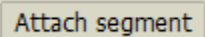
Click 

Change Actual Assessment Cycle: Header Data



STEP 4

Select the segment to be updated and choose 

Or create a new segment by clicking 

Change Actual Assessment Cycle: Header Data

First segment Attach segment

Segment Overview

Cycle	Name	Text	Sort Field	S Sender Rule	R Rec Rule	Scale	Loc
Start C	ZU17400000	General services		1 Posted amou..	3 Fixed perce..		
Text	ZU17450000	General services		1 Posted amou..	3 Fixed perce..		
Indica	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..		
	ZU11210000	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

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

Change Actual Assessment Cycle: Segment

Controlling Area: CHEF 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

Controlling Area: CHEF 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 

CP 6111030008: display messages

Type	Message text	Icon
***	General messages for segment 6111030008	
Secondary postings in cost center 3512400000 are not supported		Warning
Secondary postings in cost center 3512400001 are not supported		Warning
Cost center 351240000A is not supported in all periods		Warning
Secondary postings in cost center 35131P0000 are not supported		Warning
Secondary postings in cost center 35131P0010 are not supported		Warning
Secondary postings in cost center 35131P0011 are not supported		Warning
Secondary postings in cost center 35131P0030 are not supported		Warning
Secondary postings in cost center 35131P0037 are not supported		Warning
Secondary postings in cost center 35131P0040 are not supported		Warning
Secondary postings in cost center 35131P0047 are not supported		Warning
Secondary postings in cost center 35131P0070 are not supported		Warning
Secondary postings in cost center 35131P0089 are not supported		Warning
Secondary postings in cost center 3516100999 are not supported		Warning
Secondary postings in cost center 3516101000 are not supported		Warning
Secondary postings in cost center 3516102000 are not supported		Warning

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	0	0	Screens	D. Q...
K3V9_CHANGE		FF99375362	31.10.2014	17:10:13	/SAPFMC/SAP...		FF99375362	393	0	0	1,572	14	
K3V9_CHANGE		FF99375362	31.10.2014	16:31:50	/SAPFMC/SAP...		FF99375362	35	0	0	140	14	
K3V2_CHANGE		FF99375362	31.10.2014	11:33:55	/SAPFMC/SAP...		FF99375362	37	0	0	140	14	
K3V2_CHANGE		FF99375362	31.10.2014	11:28:50	/SAPFMC/SAP...		FF99375362	245	0	0	960	14	

STEP 8

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.



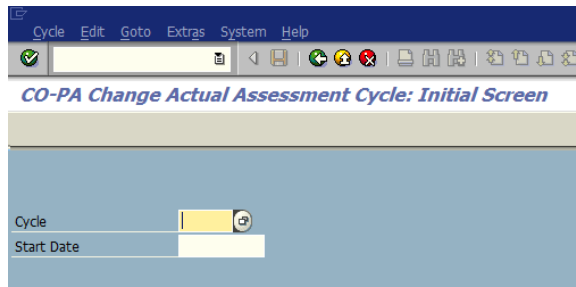
Before starting, make sure you are in the right operating concern with **KEBC - Setting Operating concern**. List of operating concern : **Rules - CO structure**

STEP 1

Start the transaction using transaction code KEU2



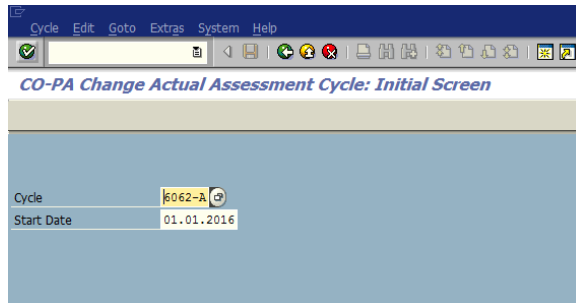
CO-PA Change Actual Assessment: Initial Screen



STEP 2

Enter the cycle code and the starting date

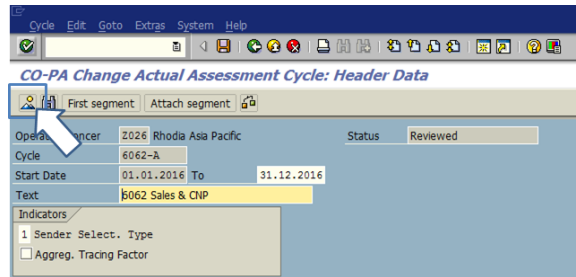
and 



STEP 3

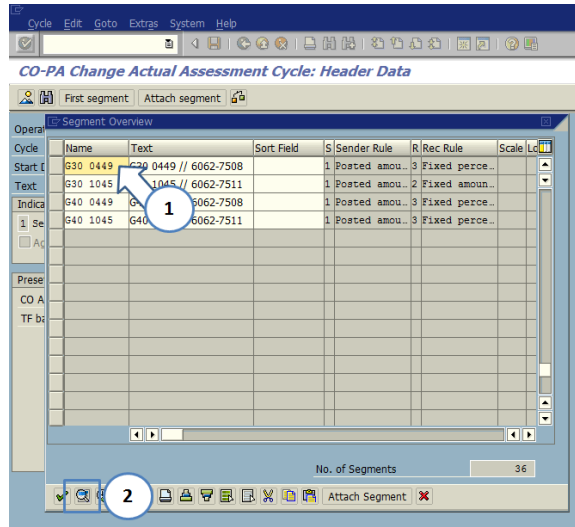
Open the Segment Overview dialog box

Click 




STEP 4

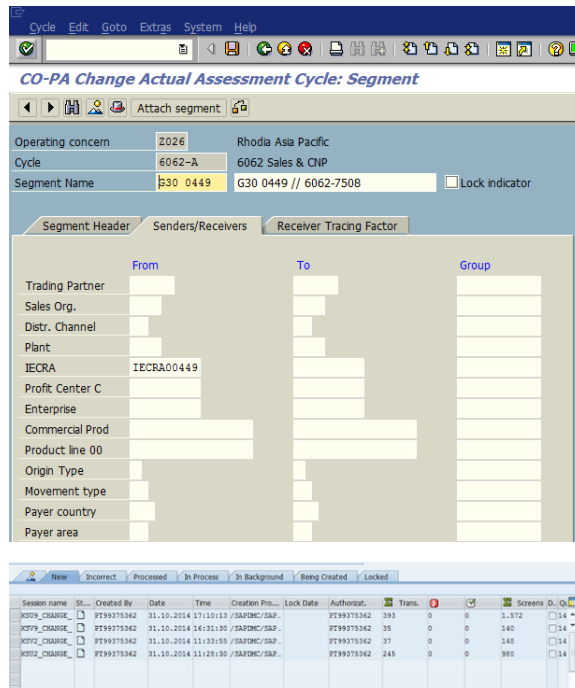
Select the segment to be updated
and choose 



Or create a new segment by clicking
Attach segment

STEP 5

Make the appropriate changes to the
segment as required and save 



STEP 6

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.

STEP 1

Start the transaction using
transaction code 3KE2

i EC-PCA Change Actual Assessment Cycle: Initial Screen

EC-PCA Change Actual Assessment Cycle: Initial Screen

Cycle:

Start Date:

STEP 2

Enter the cycle code and the starting date and **ENTER ↵**

EC-PCA Change Actual Assessment Cycle: Initial Screen

Cycle: 0237PC_A

Start Date: 01.01.2016

STEP 3

Open the Segment Overview dialog box and click 

EC-PCA Change Actual Assessment Cycle: Header Data

First segment | Attach segment

Ledger: 8A Profit Center Accounting

Cycle: 0237PC_A Status: Saved

Start Date: 01.01.2016 To: 31.12.2016


Text: PC Assessment Allocation

Indicators: Iterative, Cumulative, Cumulated Opt, Balance b/s Acct

Field Groups: Actual Quantities, Actual Transaction Currency

Preset Selection Criteria: CO Area: CHEF, Company Code: 0237

STEP 4

Select the segment to be updated and choose 

Or create a new segment by clicking **Attach segment**

EC-PCA Change Actual Assessment Cycle: Header Data

First segment | Attach segment

Ledger: 8A Profit Center Accounting

Cycle: 0237PC_A Status: Saved

Start Date: 01.01.2016 To: 31.12.2016

Text: Segment Overview

Indi	Name	Text	Sort Field	S	Sender Rule	R	Rec Rule	Scale	Loc
<input checked="" type="checkbox"/>	D36	Division 36		1	Posted amou...	1	Variable po...	1	

No. of Segments: 1

Attach Segment

STEP 5

Make the appropriate changes to the segment as required and save



Please see [3KE1 - Create Profit Center Assessment Cycle](#) to better understand the changes that can be performed.

EC-PCA Change Actual Assessment Cycle: Segment

Attach segment

Ledger: 8A Profit Center Accounting
 Cycle: 0237PC_A PC Assessment Allocation
 Segment Name: D36 Division 36 Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor Receiver Weight

Sender	From	To	Set
Version	0		
Account Number			Z1X-CDV
Company Code	0237		
Functional Area			
Profit Center	D7360		
Receiver			
Profit Center	F3618XXXB2		

STEP 6

After entered the appropriate



changes click on to perform a formal check.



Please note the formal check is not a complete check. The system checks the cycle with the master data. It does not guarantee that you can carry out the cycle without errors. You can only check this if you start the cycle in the test run. If there is a formal error you receive a message text. Only red light errors have to be corrected, a green light is OK and a yellow light has to be checked.

EC-PCA Change Actual Assessment Cycle: Segment

Attach segment

Ledger: 8A Profit Center Accounting
 Cycle: 0237PC_A PC Assessment Allocation
 Segment Name: D36 Division 36 Lock indicator

D36: Display messages

Type	Message text	LTxt
***	General messages for segment D36 *****	
OK	No master data found for account 9325610051 in chart of accounts COCA	
OK	No master data found for account 9325614091 in chart of accounts COCA	
OK	No master data found for account 9325640021 in chart of accounts COCA	
OK	No master data found for account 9325641191 in chart of accounts COCA	
OK	No master data found for account 9325642011 in chart of accounts COCA	
OK	No master data found for account 9325643591 in chart of accounts COCA	
OK	No master data found for account 9325645191 in chart of accounts COCA	
OK	No master data found for account 9325645231 in chart of accounts COCA	
OK	No master data found for account 9325648251 in chart of accounts COCA	
OK	No master data found for account 9325648651 in chart of accounts COCA	
OK	No master data found for account 9325648671 in chart of accounts COCA	
OK	No master data found for account 9325650581 in chart of accounts COCA	
OK	No master data found for account 9325655011 in chart of accounts COCA	
OK	No master data found for account 9325661091 in chart of accounts COCA	
OK	No master data found for account 9325662511 in chart of accounts COCA	

Technical Information Current display variant Print

STEP 7

When the formal check is OK save



entries by clicking on



NEW / Next release

R-2314 / Change about massa risus, vestibulum in nunc vitae, sagittis dignissim est.

1. Functional Process

Process Overview

Contract is the final part of the sales cycle, tracking the commitments taken with the customer.

Managing contract inside Salesforce can move our deals forward by:

- Making available all information to the SalesReps and their managers (details of volume, price, expiration date, etc.) at any time.
- Managing the complete approval process in SFDC
- Setting an automatic reminder before the expiration date.

The process follows these statuses:

? Unknown Attachment

Contract Management in the CRM aims at:

- Capturing key contract elements that are important for the Sales and marketing teams in their interactions with the Account (especially on long term contracts, for the new KAM taking over from KAM who had negotiated the contract)
- Managing the Approval process with automatic triggers to pre-defined approvers (based on contract complexity / value qualifiers)

It is not aiming at describing all contractual elements constituting the contract and it is not aiming at storing the contract itself, these two parts being the responsibility of the Legal family with their complete Contract database managed in the "Conrathèque".

Definition & use cases

Definition

Contract management in SFDC is a way for Salesrep and their manager to track the commitments taken with the customer. Legal process is not included in SFDC and remains in ContractTech.

There are 4 record types of Contracts:

- Sales of goods/service
- NDA/JDA/MTA
- Distribution agreement
- Consignment stocks agreement

Use cases

- Create a contract from an accepted quote or directly from an account
- Add a product or modify an actual product
- Enter Product details (price, volume, etc.)
- As submitter, submit the contract for approval to the approver if the approval is necessary
- As approver: accept, reject or reassign the request for approval of the Contract.
- Manage versioning with cloning
- Manage visibility
- Set Contract Renewal Alert

Flow

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2. Data Model & security

Data model

? Unknown Attachment

1. **Contract header** is centralizing the information of the contract:
 - a. Sold to account Or Non Buying Customer account (ex: Michelin Siège Social in which the contacts /e signing parties are located)
 - b. Start Date
 - c. End Date
 - d. Contact who signed the contract for the customer
 - e. Solvay contact who signed the contract

- f. etc.
- 2. **Contract line item** store the specific information for each product
 - a. Product
 - b. Volume
 - c. Price
 - d. etc.

Related Objects

- **Competitive Insights:** to **update**.
- **Open Activities:** allow to log activities (task, event).
- **Visit Reports:** allow to link visit report to a contract.
- **Activity history:** display all activities.
- **Approval history:** track all step of approval.
- **Contract History:** track field updates.
- **Files:** allow to attach document to the contract.

Opportunity security model

Who can create?	Any sales user can create a contract
Who can see?	<p>The visibility a user has on a contract depends of the value of the field "Visibility":</p> <ul style="list-style-type: none"> • "Shared": any sales rep can see the contract and all the contract line items details • "GBU restricted": only the sales rep sharing the same GBU as the GBU defined on the product page can have visibility on the contract and all the contract line items details • "Confidential": only opportunity owner and his managers can see the contract and all the contract line items details <p>The visibility is then editable by the sales user having edit rights on the opportunity.</p>
Who can update?	<p>Only opportunity owner can update the contract.</p> <p>Users above the ones having edit rights (i.e. Managers, GBU presidents) in the role hierarchy will inherit the visibility/edit rights.</p>
Who can delete?	Only System Administrators can delete a contract

Note that specific visibility & accesses settings are managed with the standard button "Share".

3. Contract custom buttons & features

"Clone" button

This button is standard. It copies all the data of the source record.

"Sharing" button

This button is standard, it allows to manually share the record with specific users.

"Submit for approval" button

This button is standard, it triggers the approval process.

4. Contract approval processes

Some GBUs have implemented one or several approval processes for contract management. All users involved in the approval processes are displayed in the section "Approval Users" on the layouts. In the approval, some users need to validate and others are just informed by email.

- The duration is calculated with the fields Duration of commitment in months.
- The value is based on the field "Annual value".
- The commercial managers are organized by region.
- The zone general managers are organized by region too.
- The PLM depends on the product, it's manage with email mapping rules.
- The region will be the account region.

The approval process depends on the contract type:

Sales of good

Aroma approval matrix

? Unknown Attachment

Silica approval matrix

? Unknown Attachment

The GKAM is filled manually with the lookup on users.

EP approval matrix

? Unknown Attachment

NDA/JDA

Silica approval matrix

? Unknown Attachment

EP approval matrix

? Unknown Attachment

Consignment stocks

no matrix.

5. Price Lists management

Price list are managed using the standard related list Files:

1. The user upload his document with Files
2. The user share his document with a chatter group which contains all people who need to access the price list.

Using chatter group allow to send a notification each time a price list is loaded AND we make sure chatter group members cannot see the contract itself. Using Files also allows to manage versioning easily.

6. Specific rules & automation

Contract generated from a quote

When a contract is created from a quote some fields are pre-filled with the information of the quote:

- Visibility quote visibility
- GBU quote GBU
- BU quote BU
- Account Name Quote account
- Incoterm quote incoterm
- Currency quote currency

Quote line items are also created with the information of opportunity products:

- Product quote line item product
- Volume from quote line item volume from
- Volume to quote line item volume to

- Unit of Measure quote Unit of Measure
- Price quote Price per UoM
- Location quote line item location
- Incoterm quote line item incoterm
- Currency quote line item currency

Note that to generate a contract from a quote, the quote's status must be "accepted".

Field History Related List on the Opportunity

Fields tracked are:

- Account Name
- Contract Type
- Contract level
- Contract start date
- Covered zones
- GBU
- Signed by (Customer)
- Signed by (Solvay)
- User Product Line Manager
- User WW Business Market Director
- User WW Finance
- User WW Legal
- User WW Marketing Strategy
- User Zone Commercial Manager
- User Zone General Manager

Reminder

Users can set a reminder using the field "reminder". They choose a number of days, and x days before the "Contract End Date", a task will be automatically created and assigned to the contract owner.

7. History

Last modifications :

User	Last Update
Ana Gonçalves	3845 days ago
Alexandra Lepercq	3736 days ago
ROLLIER, Charlotte	3844 days ago
FABIANO, Valentina	
GONG, Liang (Liang)	
THEVENET, Guillaume	

- The status managed are:

I inform the requester