

# 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**

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WW

**Frequency**

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According with closing calendar

**References**

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

**Attachments**

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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]

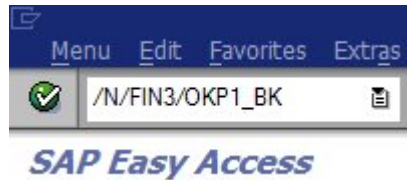
KSII	Actual Price Calculation [KSII]
KO AO	Actual Settlement [KO88] [KO8G] [CJ8G]
RK LT	Actual Template Allocation [KPAS]
KS PA	Assessment to CO-PA [KEU5]
KA BG	Automat. WIP/Results Analysis
COIN	CO Through-postings from FI [FB50] [FB01]
KT DA	COPA: TOP-DOWN: Actuals [KE28]
KA ZO	Down Payment [F-29]
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
<b>Business Transactions</b>	

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.

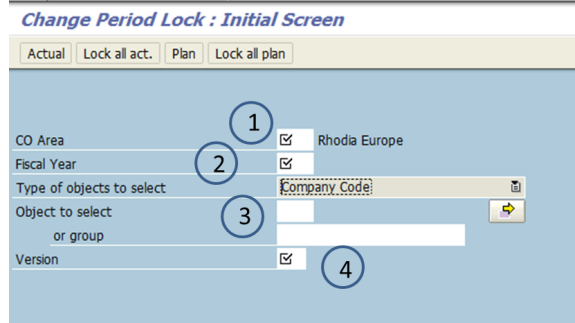


**STEP 2**

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




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

**i** 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	<input checked="" type="checkbox"/>	Rhodia Europe
Fiscal Year	<input checked="" type="checkbox"/>	
Type of objects to select	Company Code: <input type="text"/>	
Object to select or group	<input type="text"/>	
Version	<input checked="" type="checkbox"/>	

### Change Period Lock : Initial Screen

Actual Lock all act. Plan Lock all plan

#### Multiple Selection by Field

Field:  Company Code

O. Fr.Value	To Value

Number of Selection Criteria

New Entries  All Entries  Multiple Selection

Co.	Company Name	Crcy
<input type="checkbox"/>	6111 Solvay P&S GmbH	EUR
<input type="checkbox"/>	6268 Solvay Advanced Silicas	PLN
<input type="checkbox"/>	6337 ZZZZ exRhodia IndYarns as	SKK
<input type="checkbox"/>	6388 ZZZZ ex Rhodia Pharma Sol	GBP
<input type="checkbox"/>	6391 Rhodia Pharma Sol	GBP
<input type="checkbox"/>	6592 ZZZZ Rhodia Geronazzo Spa	EUR
<input type="checkbox"/>	6771 Rhodia Holdings Limited	GBP
<input type="checkbox"/>	7294 ZZZZ ex Rhodia Portugal	EUR
<input type="checkbox"/>	7486 ZZZZ ex Rhodia Food Ltd	GBP
<input type="checkbox"/>	7527 ZZZZ exRhodia IndusYarnsS	LVL
<input type="checkbox"/>	7735 Solvay Istanbul Kmya	TRY
<input type="checkbox"/>	7781 Rhodia Limited	GBP
<input type="checkbox"/>	8090 Solvay Solutions Italia	EUR
<input type="checkbox"/>	8206 Rhodia Pinax Limited	GBP
<input type="checkbox"/>	8442 ZZZZ exRhodia IndusYarnsA	CHF
<input type="checkbox"/>	8485 Solvay Solutions Esonaia	EUR
<input checked="" type="checkbox"/>	ZFR3 Rhodia Operations	EUR
<input checked="" type="checkbox"/>	ZFR9 Butachimie	EUR

29 Entries found

### Change Period Lock : Initial Screen

Actual Lock all act. Plan Lock all plan

#### Multiple Selection by Field

Field:  Company Code

O. Fr.Value	To Value
<input checked="" type="checkbox"/> ZFR3	
<input checked="" type="checkbox"/> ZFR9	

Number of Selection Criteria

New Entries  All Entries  Multiple Selection

Press the button « Lock all act. »


**Change Period Lock : Initial Screen**

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

CO Area  Rhodia Europe

Fiscal Year

Type of objects to select

Object to select  

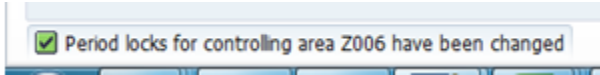
or group

Version

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  Rhodia E

Fiscal Year

Type of objects to select



Object to select

or group

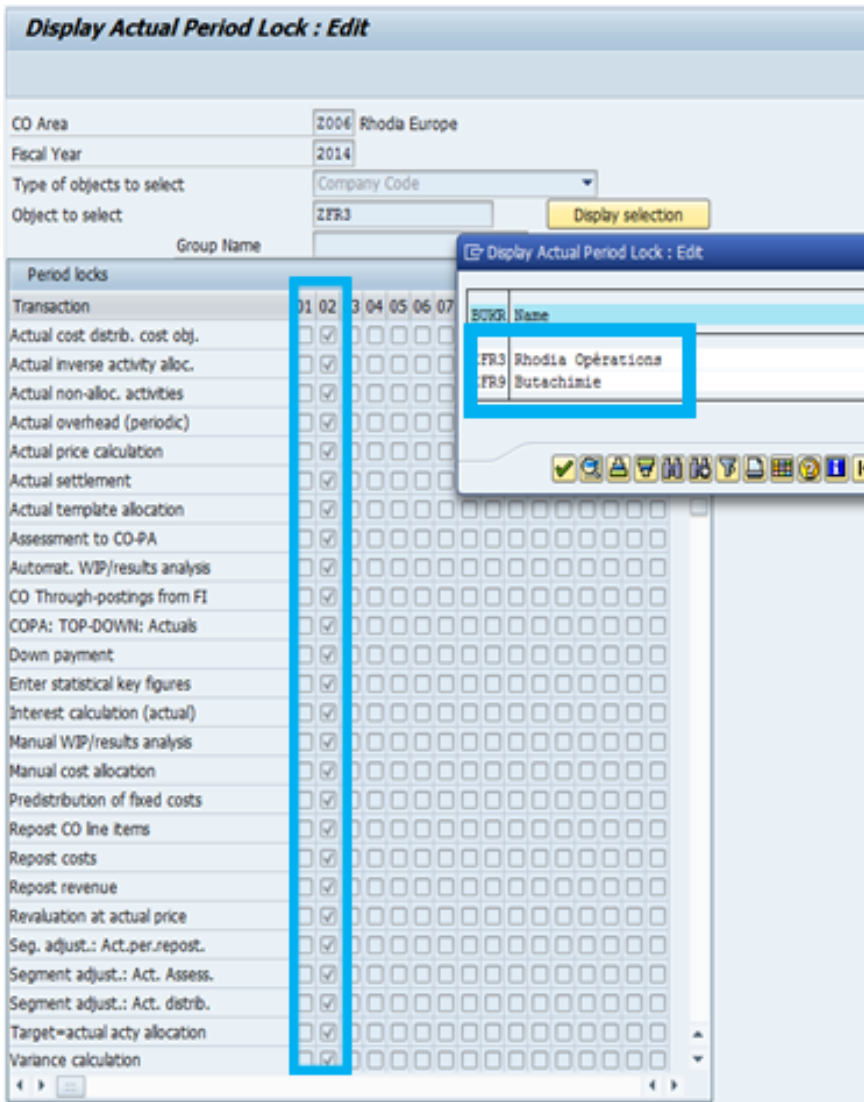
Version

Change Period Lock : Initial Screen

Posting period

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



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 »

**i** 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

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    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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Overhead Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Overhead Distribution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Periodic Repostings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual activity allocation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost center accrual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost center split	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost distrib. cost obj.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual inverse activity alloc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual non-alloc. activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual overhead (periodic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual price calculation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual settlement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual template allocation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment to CO-PA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automat. WIP/results analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO Through-postings from FI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COPA: TOP-DOWN: Actuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Down payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter statistical key figures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest calculation (actual)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual WIP/results analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual cost allocation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Predistribution of fixed costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repost CO line items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repost costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Overhead Assessment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Overhead Distribution	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual Periodic Repostings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual activity allocation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost center accrual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost center split	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual cost distrib. cost obj.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual inverse activity alloc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual non-alloc. activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual overhead (periodic)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual price calculation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual settlement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actual template allocation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessment to CO-PA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automat. WIP/results analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CO Through-postings from FI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COPA: TOP-DOWN: Actuals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Down payment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enter statistical key figures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest calculation (actual)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual WIP/results analysis	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual cost allocation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Predistribution of fixed costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repost CO line items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repost costs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	✓	✓	✓													

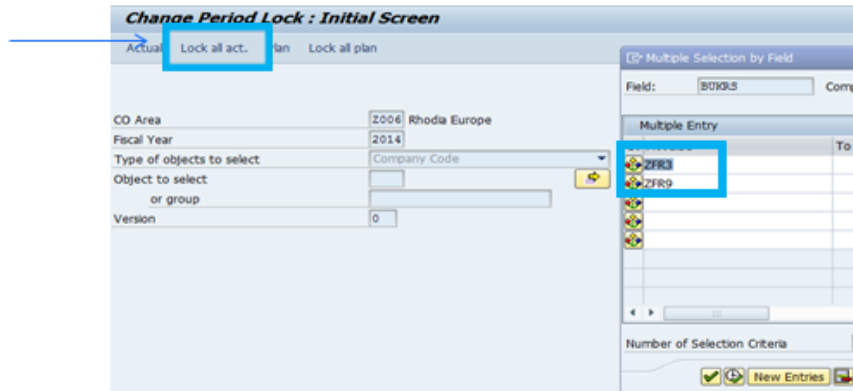
**! Some considerations**

- 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.



## Workflow history

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

Sept 25, 2017	Actor	Type	Activity	Version
Published	Alves, Sofia	State	gave <i>Approvers</i> approval at 11:05 am	
		State	changed expiry date to '30 Sept, 2017 11:05 am' at 11:05 am	
		State	changed state to <b>Published</b> at 11:05 am	v30
For Review	Alves, Sofia	State	gave <i>Reviewers</i> approval at 11:05 am	
		State	changed state to <b>For Review</b> at 10:47 am	v30
 Comala Document Management			<i>State Expired</i>	
Sept 20, 2017				
Published	Alves, Sofia	Edit	updated the page at 12:44 pm	
	Alves, Sofia	State	assigned approval <i>Approvers</i> to <b>Alves, Sofia</b> at 10:47 am	
		State	gave <i>Approvers</i> approval at 10:46 am	
		State	changed expiry date to '25 Sept, 2017 10:46 am' at 10:46 am	
		State	changed state to <b>Published</b> at 10:46 am	v30