

I perform massive COPA corrections

Domain: Costing

Responsibility area: Ensure Costing Allocations

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Scope

ERP

PF2

WP2

Frequency

References

[KEFC - CO-PA Import File](#)

Forms

Attachments

[KEFC TEMPLATE PF1](#)

[KEFC TEMPLATE WP1](#)

*Previous OP << I perform massive
COPA corrections >> [I check that
cost centers are balanced](#)*

1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to describe how to prepare COPA mass reclassification in WP2/PF2 via KEFC macro template

1.2. Scope

WW

2. Definitions

- ERP
- PF1
- WP1


3. Tasks description

3.1. I am informed / I verify that COPA corrections are needed.

The KEFC in a transaction in which the user can make manual entries directly in COPA without using the ticketing tool.

Corrections must be based on project or GBU demands. The SU MAC team is in charge of making the proposed changes.

3.2. I prepare template for COPA Corrections

- Access SAP t-code KE24 and enter information as below and execute 

Layout for WP2 = /KEFC

Layout for PF2 = /KEFC_SPS

Display Actual Line Items: FO01 - Cost-Based



Selection Conditions

Currency type	10			
Record type		to		
Period/year	010.2023	to	010.2023	
Document number		to		
Date created		to		
Reference document number		to		
Entered by		to		
Sender cost center		to		
Cost element		to		
CO order		to		
Sales order		to		
Company code	6080	to		
Customer		to		
Product	27342	<input type="checkbox"/>		
Billing date		to		

Selection Conditions

Edit Selection Screen

Industry code 1		to		
Valuation Type		to		
Sales district		to		
Batch		to		
Incoterms		to		
Group code		to		
Acct Assmt Grp Cust.		to		
Customer Classific.		to		
Payer		to		
Ship-To Party		to		

Layout

Layout

Mode of access

- Read acc. to current structure
- Read as posted

After data display, you need to export it to spreadsheet

Go to List/Export/Spreadsheet

The screenshot shows the SAP 'List' menu with the following options:

- Print preview (Shift+F10)
- Print (Ctrl+P)
- Export (highlighted)
 - Word Processing... (Shift+F5)
 - Spreadsheet... (Shift+F4)
 - Local file... (F9)
- Send to
- Exit (Shift+F3)

Below the menu, the following data is displayed:

Plan/Act. Indicator 0
 Period/year 010.2023 010.2023
 Company Code 6080
 Product 27342
 Currency type 10

Number of line items 29
 Mode of access Read as posted
 Op. concern currency EUR

Cl.	C...	Re	Goods Issue	Invoice date	Posting date	Customer	Product	Billing Type	Crcy	Sales Order	SO it
020	10	B			03.10.2023		27342		EUR		
020	10	B			03.10.2023	326183	27342		EUR		
020	10	B			03.10.2023	326183	27342		EUR		
020	10	B			11.10.2023	326183	27342		EUR		
020	10	B			11.10.2023	326183	27342		EUR		
020	10	B			11.10.2023	2500830	27342		EUR		
020	10	B			11.10.2023	326183	27342		EUR		
020	10	B			17.10.2023	171144	27342		EUR		
020	10	B			17.10.2023	171144	27342		EUR		
020	10	B			17.10.2023	171144	27342		EUR		
020	10	B			17.10.2023	171144	27342		EUR		
020	10	B			17.10.2023	171144	27342		EUR		
020	10	B			17.10.2023	171144	27342		EUR		

Open the **KEFC macro template** and copy data from column G until the last one and paste in tab KEFC uploading layout from G2 onward into two sets, first one (set A) is to reverse the original data and the second one (Set B) is to correct the data

Details:

Client = 020

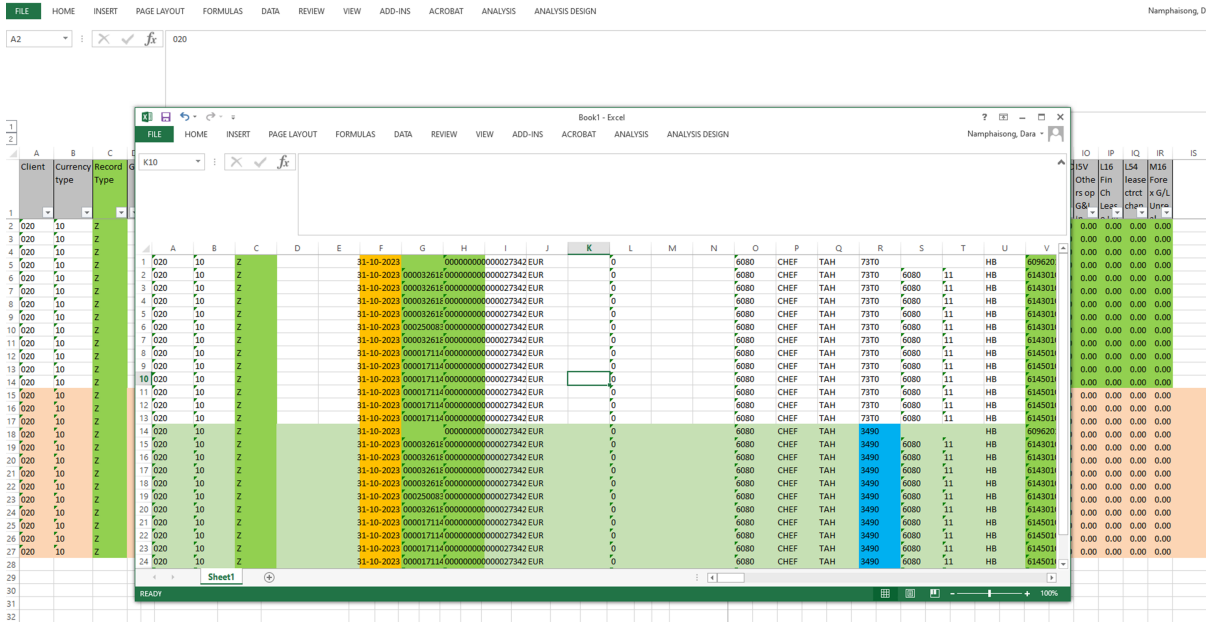
Currency type = 10

Record type = Z

Posting date= DD-MM-YYYY



Copy data from A2:A27 to IR2:IR27 to a new workbook.
Delete the first row (heading) and last row (control check) and then save as text format



3.3. I perform massive COPA corrections

Upload to SAP via t-code KEFC - CO-PA Import File

STEP 1

Open transaction KEFC

The screenshot shows the 'Execute CO-PA External Data Transfer' dialog box in SAP. The dialog is organized into several sections:

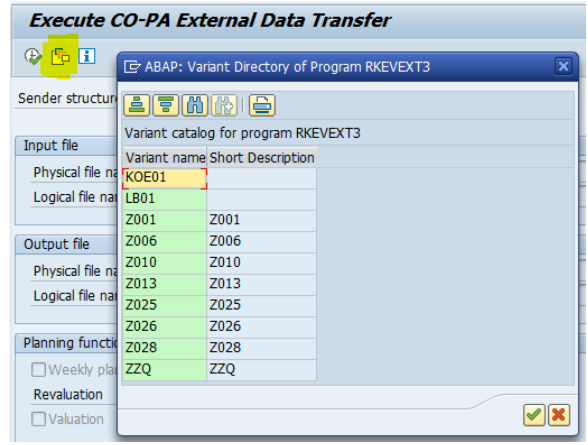
- Sender structure:** A field for entering the sender structure.
- Input file:** Fields for 'Physical file name' and 'Logical file name'.
- Output file:** Fields for 'Physical file name' and 'Logical file name'.
- Planning functions:** Checkboxes for 'Weekly planning', 'Revaluation', and 'Valuation'.
- File system:** Radio buttons for 'Application Server' and 'Presentation server'.
- Editing:** Checkboxes for 'Test run' and 'Display File', and a checkbox for 'Sender set-display field assignments'.
- File ty.:** Radio buttons for 'Text file', 'BINARYfile', 'TXT format', 'CSV format (Field separator=;)', 'MC format with number of constant fields', and 'Text file w. fld separator'. There are also input fields for 'and fld separator (/;)' and 'fld separator (/;)'.
- Numb. format:** Radio buttons for 'No formatting', 'Deciml point', and 'Deciml comma'.
- Date format for TXT/CSV/MC format:** Radio buttons for 'YYYYMMDD' and 'DD.MM.YYYY'.
- Settings for repeat fields:** A button labeled 'Expert mode'.
- Other settings:** A button labeled 'Other settings'.

STEP 2

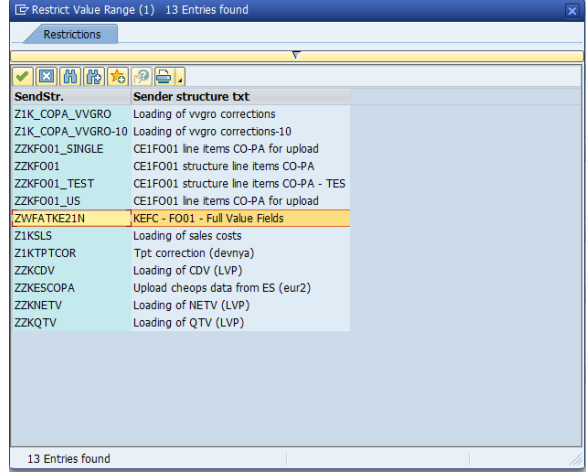
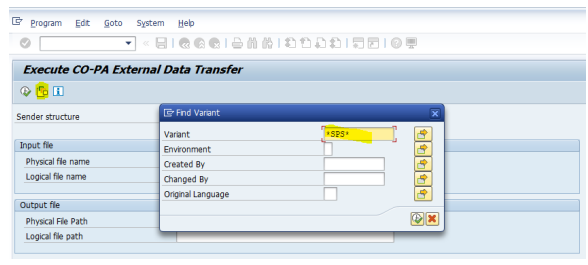
Depending of the company code choose variant in line with the controlling area:

- Z001
- Z006

- Z010
- Z013
- Z025
- Z026
- Z028
- *SPS* (for PF1)

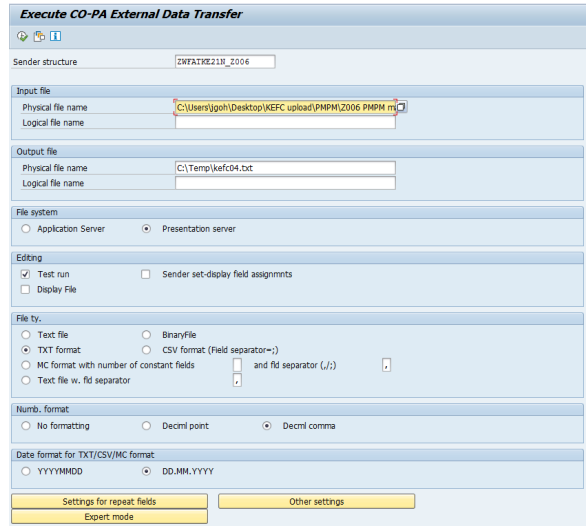


PF2



STEP 3

Choose the path where the txt file is located.



STEP 4

Run in test mode

Execute CO-PA External Data Transfer

Sender structure: ZWFATKE21N_2006

Input file:
 Physical file name: C:\Users\jgoh\Desktop\KEFC upload\PMPMI2006 PMPM m
 Logical file name:

Output file:
 Physical file name: C:\Temp\kefc04.txt
 Logical file name:

File system:
 Application Server Presentation server

Editing:
 Test run Sender set-display field assignments
 Display File

File ty:
 Text file Binaryfile
 TXT format CSV format (field separator=;)
 MC format with number of constant fields and fld separator (/;)
 Text file w/ fld separator

Numbr. format:
 No formatting Deciml point Deciml comma

Date format for TXT/CSV/MC format:
 YYYYMMDD DD.MM.YYYY

Settings for repeat fields: Expert mode

Other settings

STEP 5

If the transaction didn't retrieve any error upload go back and run again without test run.

Execute CO-PA External Data Transfer

Execute CO-PA External Data Transfer

Sender program: ZWFATKE21N_2006
 File name: D:\Users\PT63035882\Desktop\zfr3-8333.txt




No. records:	52	Rec.leng.:	3.101
Number of receiver records:	52		
Number of correct receiver records:	52		
Number of incorrect receiver records:	0		
Test run data transfer: data not updated			

[Link](#)

End of document.

Workflow history

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

Dec 03, 2025	Actor	Type	Activity	Version
Published	CHANSRI, Surachet	State	changed state to Published at 6:32 am	v19
Draft	CHANSRI, Surachet	State	gave Approvers approval at 6:32 am	
From Sept 15, 2025 to Sept 23, 2025				
	 PONGTHAM, Piyaporn	Edit	updated the page at 12:39 pm	
	 PONGTHAM, Piyaporn	State	changed state to Draft at 10:39 am	v16
Mar 26, 2025				
Published	 Gomes, Susana	Edit	updated the page at 3:45 pm	

