

OP.004

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



Budget Distribution

For budget distribution allocations insert KSV8.

Change Actual Distribution Cycle: Initial Screen

Cycle	<input type="text"/>
Start Date	<input type="text"/>

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	<input type="text" value="0244DV"/>
Start Date	<input type="text" value="01.01.2015"/>

STEP 3

Open the Segment Overview dialog box



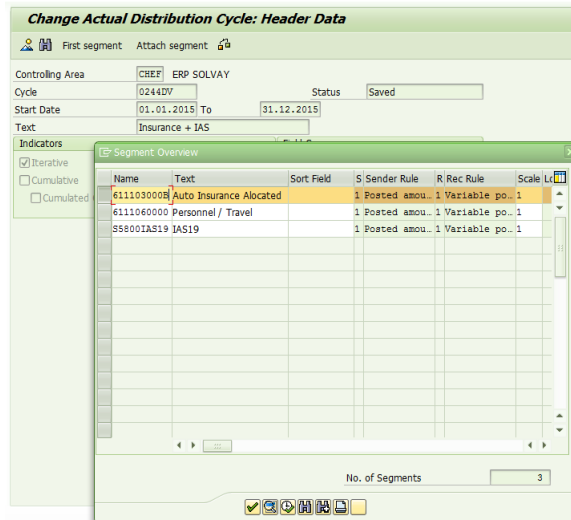
Change Actual Distribution Cycle: Header Data

<input type="button" value="First segment"/> <input type="button" value="Attach segment"/>	
Controlling Area	CHEF ERP SOLVAY
Cycle	0244DV Status Saved
Start Date	01.01.2015 To 31.12.2015
Text Insurance + IAS	
Indicators <input checked="" type="checkbox"/> Iterative <input type="checkbox"/> Cumulative <input type="checkbox"/> Cumulated Opt	Field Groups <input type="checkbox"/> Consumption <input checked="" type="checkbox"/> Object Currency <input type="checkbox"/> Transaction Curren

STEP 4


Select the segment to be updated and choose

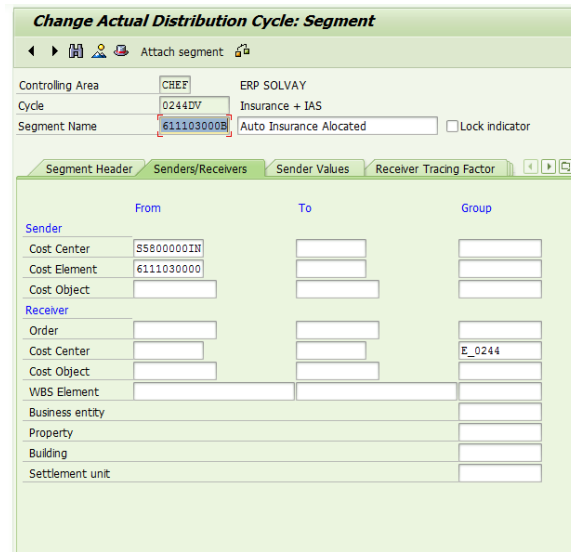
Or create a new segment by clicking




STEP 5



Make the appropriate changes to the segment as required

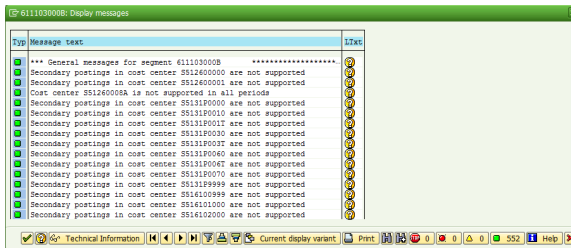
 Please see [KSV1 - Create Actual Distribution Cycle](#) to better understand the changes that can be performed.



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



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.

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

Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	Trans.	0	0	0	1.572	Screens	D. Q.
KSF9_CHANGE		FF99375362	31.10.2014	17:10:13	/SAPMNC/SAP...		FF99375362	393	0	0	0	1.572	14	
KSF9_CHANGE		FF99375362	31.10.2014	16:31:30	/SAPMNC/SAP...		FF99375362	35	0	0	0	140	14	
KSF2_CHANGE		FF99375362	31.10.2014	11:33:55	/SAPMNC/SAP...		FF99375362	37	0	0	0	148	14	
KSF2_CHANGE		FF99375362	31.10.2014	11:28:30	/SAPMNC/SAP...		FF99375362	245	0	0	0	940	14	

STEP 1

Start the transaction using transaction code KSU2



Change Actual Assessment Cycle: Initial Screen

Change Actual Assessment Cycle: Initial Screen

Cycle

Start Date

STEP 2

Enter the cycle code and the starting date

and

Change Actual Assessment Cycle: Initial Screen

Cycle


Start Date



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

Controlling Area: CEEF ERP SOLVAY
 Cycle: 0125ID Status: Saved
 Start Date: 01.01.2015 To: 31.12.2015
 Text: Indirect Cycle

Indicators
 Iterative
 Cumulative
 Cumulated Opt

Field Groups
 Object Currency
 Transaction Currency

STEP 4

Select the segment to be updated and choose 

Or create a new segment by clicking

Attach segment

Change Actual Assessment Cycle: Header Data


Segment Overview

Cycle	Name	Text	Sort Field	S	Sender Rule	R	Rec Rule	Scale	Lock
ZU17400000	General services			1	Posted amou..	3	Fixed perce..		
ZU17450000	General services			1	Posted amou..	3	Fixed perce..		
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..		
ZU111210000	Internal logistic			1	Posted amou..	3	Fixed perce..		
ZU14110000	Laboratory (quality contr..			1	Posted amou..	3	Fixed perce..		

No. of Segments: 21

STEP 5

Make the appropriate changes to the segment as required

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

Change Actual Assessment Cycle: Segment

Controlling Area: CEEF ERP SOLVAY
 Cycle: 0125ID Indirect Cycle
 Segment Name: ZU17400000 General services Lock indicator

Segment Header

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

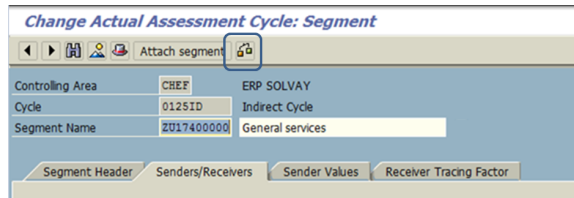
Change Actual Assessment Cycle: Segment

Controlling Area: CEEF ERP SOLVAY
 Cycle: 0125ID Indirect Cycle
 Segment Name: ZU17400000 General services Lock indicator

Segment Header


STEP 6

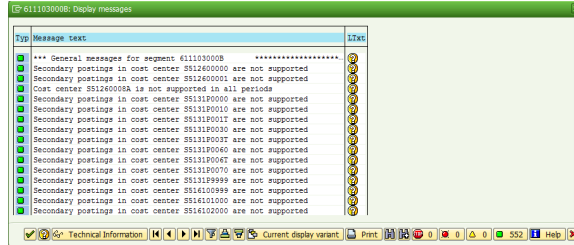
After the appropriate changes to the segment, click on  , to do a Formal Check.




If there is any errors you need to analyse and correct.

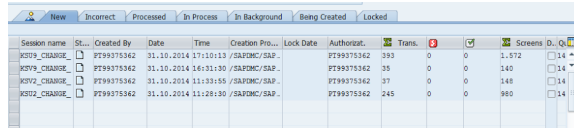


Disregard Warnings 



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.

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



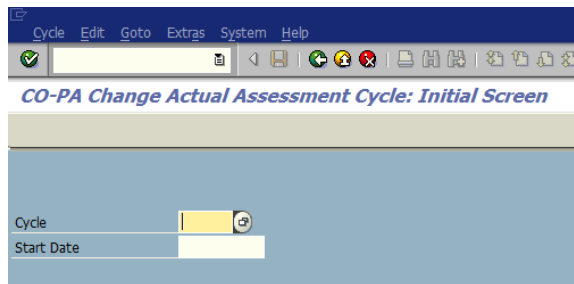
Before starting, make sure you are in the right operating concern with KEBC - [Setting Operating concern](#). List of operating concern : Rules - CO structure

STEP 1

Start the transaction using transaction code KEU2



CO-PA Change Actual Assessment: Initial Screen

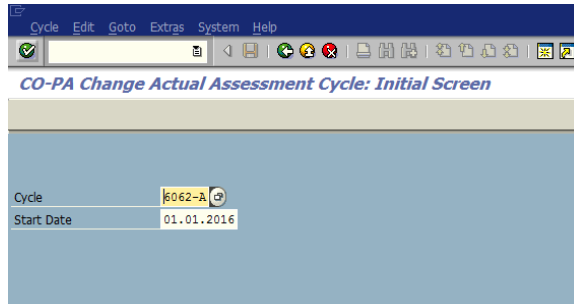


STEP 2

Enter the cycle code and the starting date

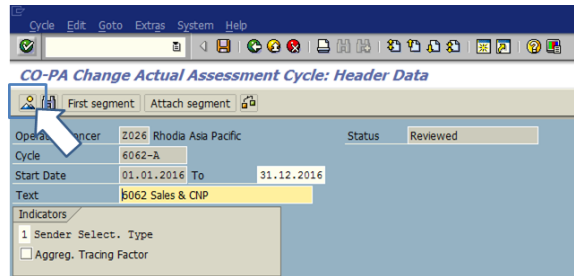
and





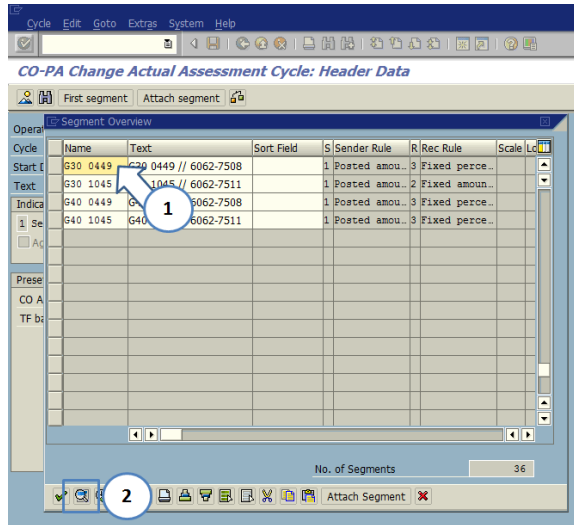
STEP 3

Open the Segment Overview dialog box



STEP 4

Select the segment to be updated and choose

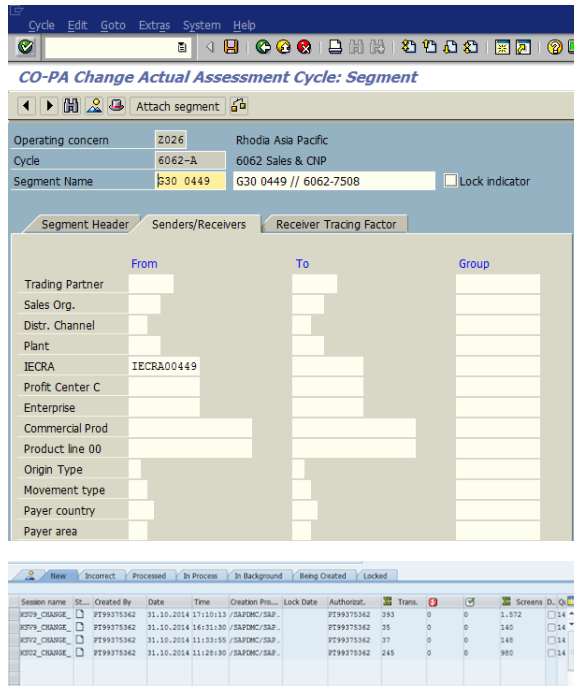


Or create a new segment by clicking

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.

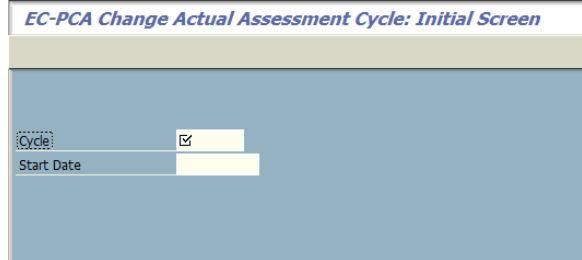
To do so, please contact IS Team by the appropriate tool, requesting the creation of a LSWM and providing the respective list of the cycles to be changed.

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

STEP 1

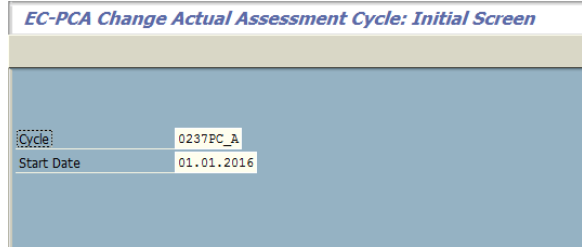
Start the transaction using transaction code 3KE2

i EC-PCA Change Actual Assessment Cycle: Initial Screen



STEP 2

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



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

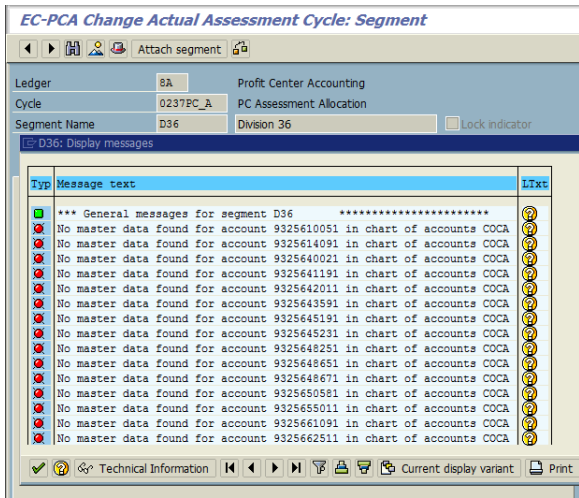
Segment Header | Senders/Receivers | Receiver Tracing Factor | Receiver Weighti...

Sender	From	To	Set
Version	0		
Account Number			21K-CDV
Company Code	0237		
Functional Area			
Profit Center	D7360		
Receiver			
Profit Center	F3618XXXXB2		


STEP 6

After entered the appropriate changes click on  to perform a formal check.

i 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.



STEP 7

When the formal check is OK save entries by clicking on 

Workflow history

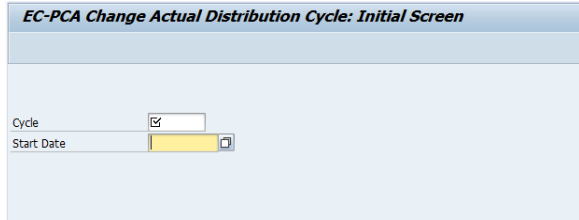
This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jul 06, 2016	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	State	changed state to Published at 4:07 pm	v7
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 4:07 pm	
		State	changed expiry date to '11 Jul, 2016 04:07 pm' at 4:07 pm	
		State	changed state to To be approved at 4:07 pm	v7
For Review	ROLLIER, Charlotte	State	gave <i>Reviewers</i> approval at 4:07 pm	
		State	changed expiry date to '11 Jul, 2016 04:07 pm' at 4:07 pm	
		State	changed state to For Review at 4:07 pm	v7
Draft	ROLLIER, Charlotte	State	changed state to Draft at 4:07 pm (State override)	v7
Feb 12, 2016				
In Progress	ROLLIER, Charlotte	State	gave <i>Review</i> rejection at 12:09 pm	
		State	changed state to In Progress at 12:09 pm	v7

STEP 1

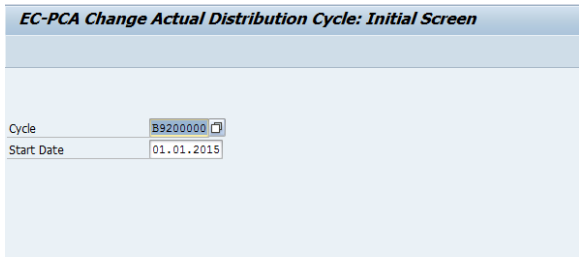
Start the transaction using transaction code 4KE2

i EC-PCA Change Actual Distribution Cycle: Initial Screen



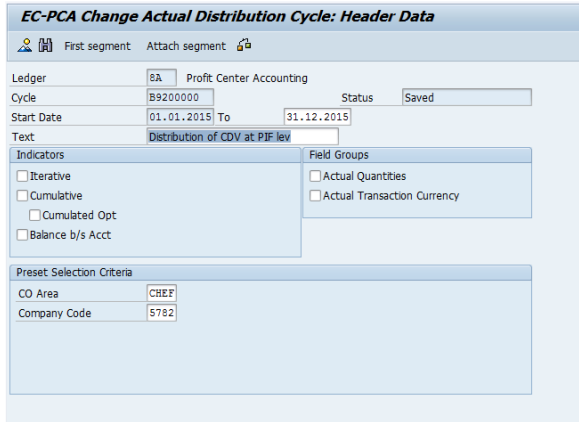
STEP 2

Enter the cycle code and the starting date




STEP 3

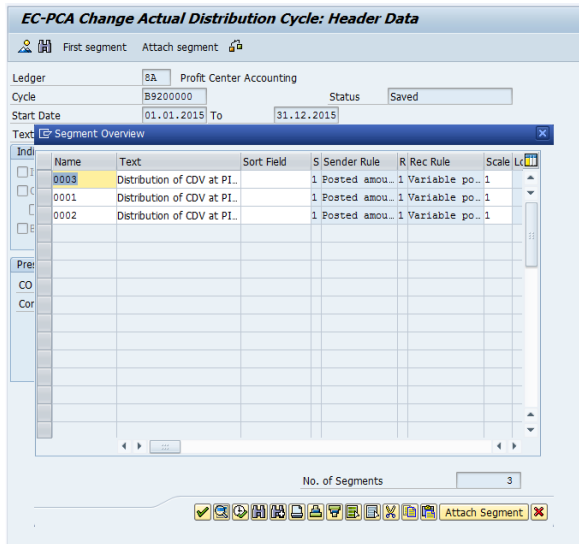
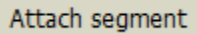
Open the Segment Overview dialog box



STEP 4

Select the segment to be updated and choose 

Or create a new segment by clicking



STEP 5

Make the appropriate changes to the segment as required and save

