

# 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



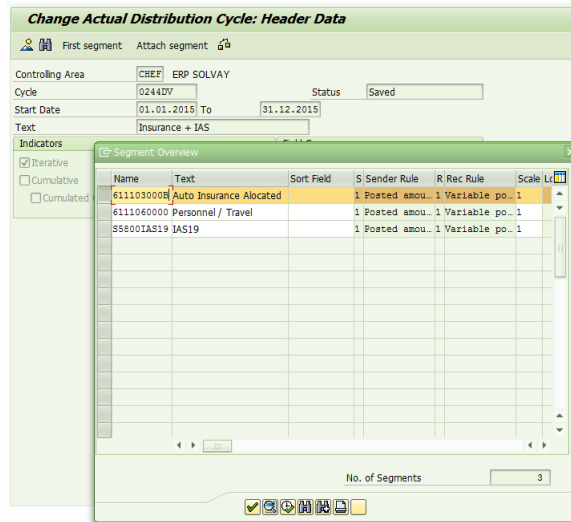
### Change Actual Distribution Cycle: Header Data

<input type="button" value="First segment"/> <input type="button" value="Attach segment"/>	
Controlling Area	CHEF ERP SOLVAY
Cycle	0244DV <span style="float: right;">Status Saved</span>
Start Date	01.01.2015 To 31.12.2015
Text Insurance + IAS	
<b>Indicators</b> <input checked="" type="checkbox"/> Iterative <input type="checkbox"/> Cumulative <input type="checkbox"/> Cumulated Opt	<b>Field Groups</b> <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

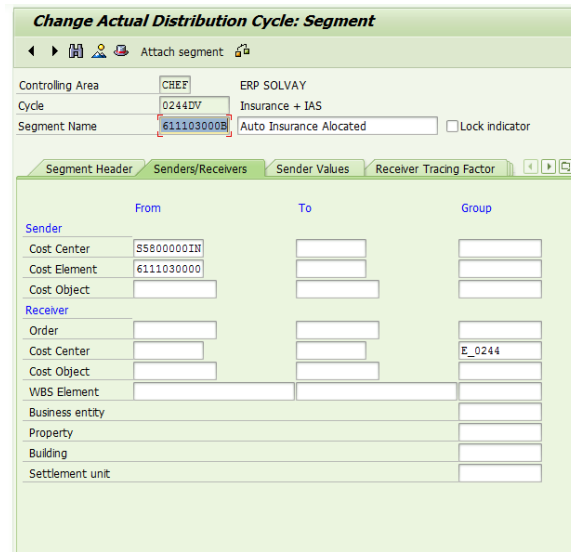
Or create a new segment by clicking




**STEP 5**



Make the appropriate changes to the segment as required

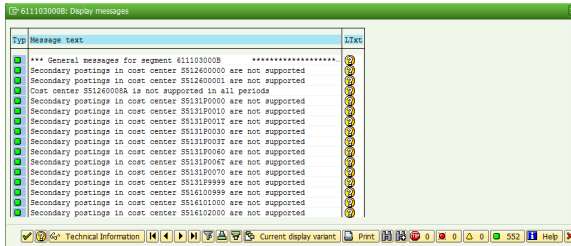
 Please see [KSV1 - Create Actual Distribution Cycle](#) to better understand the changes that can be performed.



**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.
KSU2_CHANGE		FF99375362	31.10.2014	17:10:13	/SAPMNC/SAP...		FF99375362	393	0	0	0	1.572	14	
KSU2_CHANGE		FF99375362	31.10.2014	16:31:30	/SAPMNC/SAP...		FF99375362	35	0	0	0	140	14	
KSU2_CHANGE		FF99375362	31.10.2014	11:33:55	/SAPMNC/SAP...		FF99375362	37	0	0	0	148	14	
KSU2_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: CHEF 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: CHEF 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

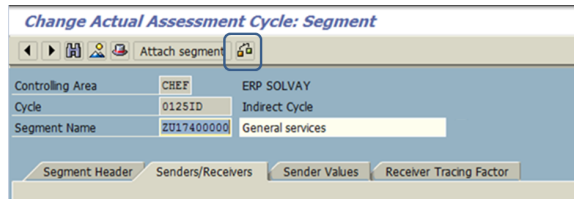
**Change Actual Assessment Cycle: Segment**



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



Segment Header

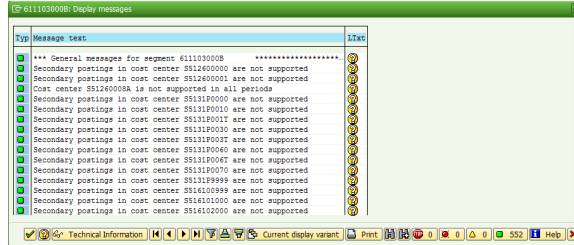
**STEP 6**

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 

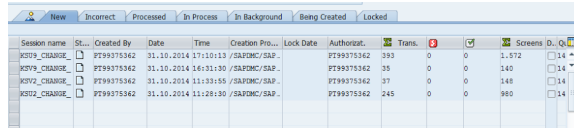


**STEP 7**

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.

## 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
Publi shed	ROLLIER, Charlotte	State	changed state to <b>Published</b> at 8:49 pm	v25
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 8:49 pm	
		State	changed expiry date to '11 Jul, 2016 08:49 pm' at 8:49 pm	
		State	changed state to <b>To be approved</b> at 8:49 pm	v25
For Review	ROLLIER, Charlotte	State	gave <i>Reviewers</i> approval at 8:49 pm	
		State	changed expiry date to '11 Jul, 2016 04:23 pm' at 4:23 pm	
		State	changed state to <b>For Review</b> at 4:23 pm	v25
From Jun 23, 2015 to Apr 18, 2016				

Draft [Gonçalo Leal](#) , [PEREIRA DINIZ, Sandra](#) , [Alexandra Lepercq](#) , [João Isaac](#) and [ROLLIER, Charlotte](#)

Edit multiple updates from [Gonçalo Leal](#) , [PEREIRA DINIZ, Sandra](#) , [Alexandra Lepercq](#) , [João Isaac](#) and [ROLLIER, Charlotte](#)


[ROLLIER, Charlotte](#)

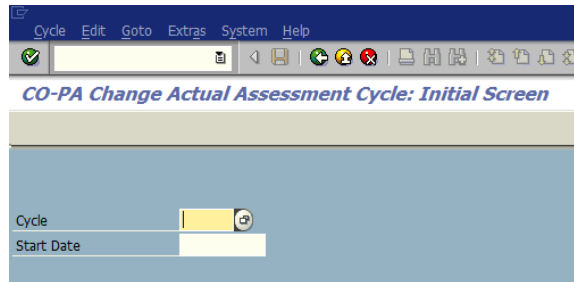
Edit created the page at 1:21 am

 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

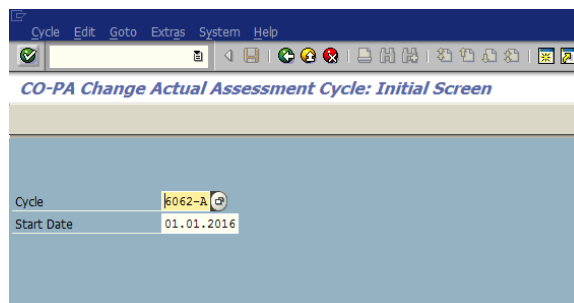
 CO-PA Change Actual Assessment: Initial Screen



STEP 2

Enter the cycle code and the starting date

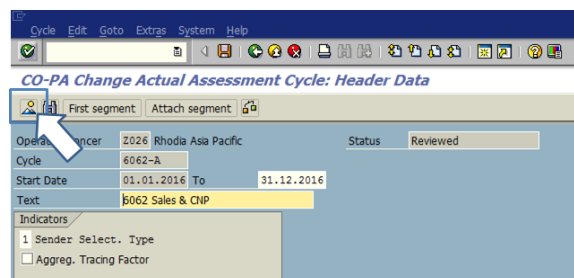
and 



STEP 3

Open the Segment Overview dialog box

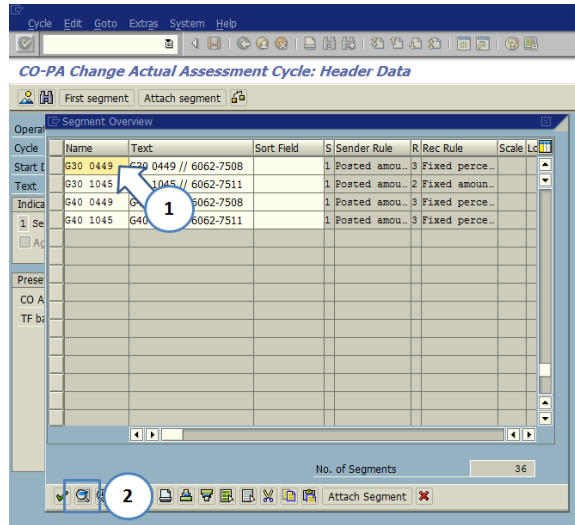
Click 



STEP 4

Select the segment to be updated

and choose 

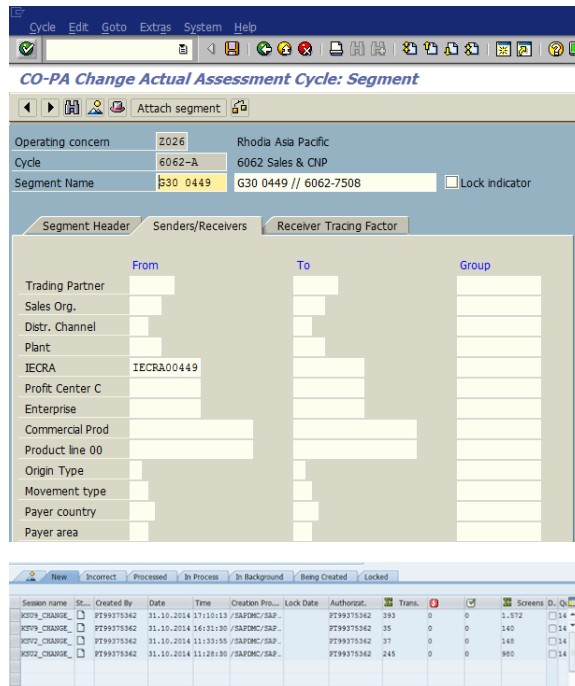


Or create a new segment by clicking

**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

Typ	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

## Workflow history


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

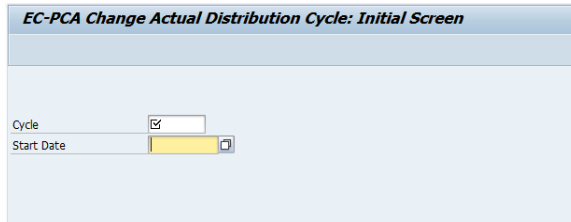
Jul 06, 2016	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	State	changed state to <b>Published</b> at 4:07 pm	v7
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 4:07 pm	
		State	changed expiry date to '11 Jul, 2016 04:07 pm' at 4:07 pm	
		State	changed state to <b>To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

**STEP 1**

**Start the transaction using transaction code 4KE2**

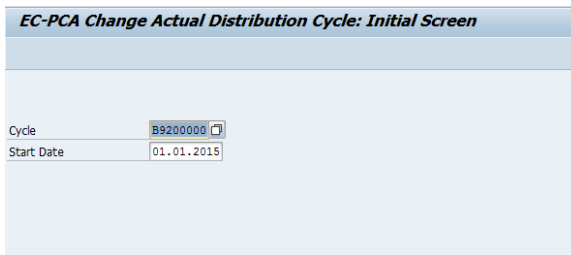
 EC-PCA Change Actual Distribution Cycle: Initial Screen



**STEP 2**


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

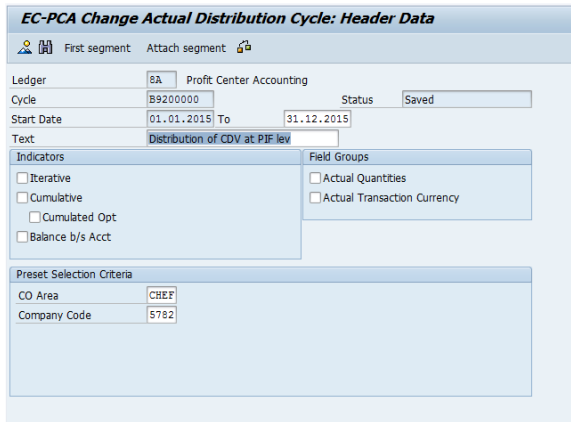
and 



**STEP 3**

**Open the Segment Overview dialog box**

Click 



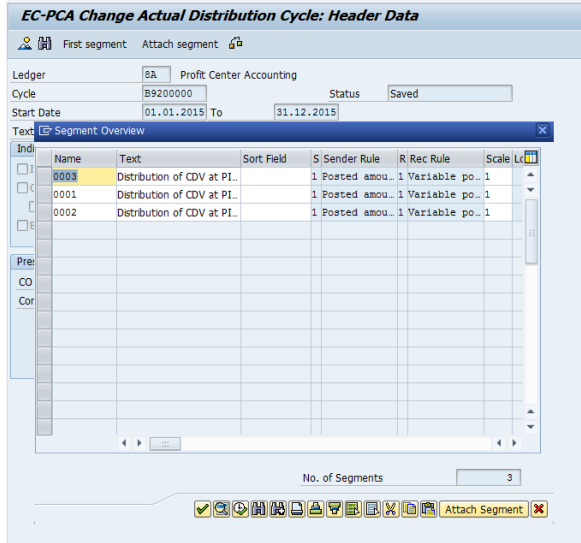
**STEP 4**

**Select the segment to be updated**

and choose 

Or create a new segment by clicking

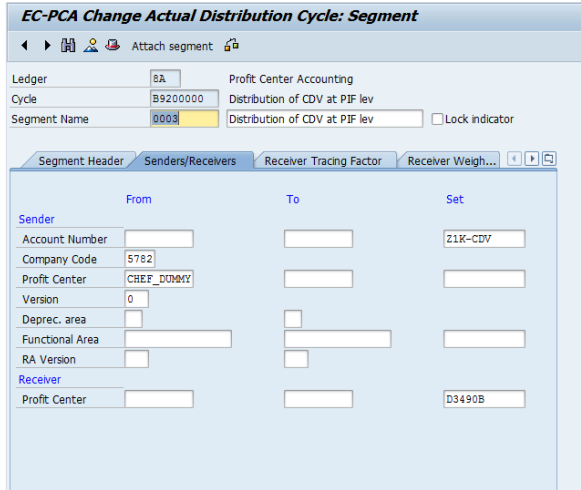
**Attach segment**



**STEP 5**


Make the appropriate changes to the segment as required and save

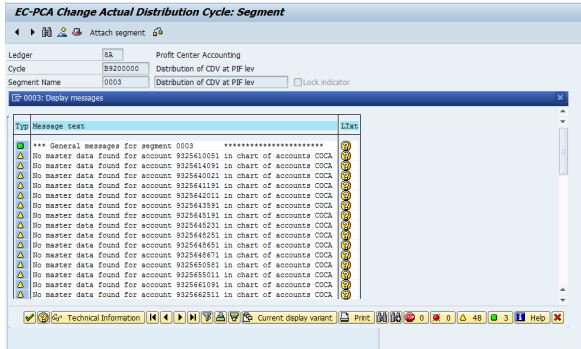
**i** Please see [4KE1 - Create Profit Center Distribution Cycle](#) to better understand the changes that can be performed.



**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.

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STEP 7

**When the formal check is OK save entries by clicking on **

I inform the requester