

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



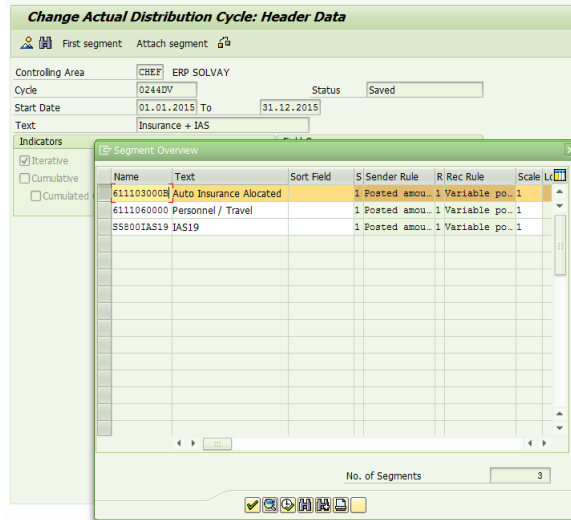
Change Actual Distribution Cycle: Header Data

| | |
|---|---|
| <input type="checkbox"/> First segment <input type="checkbox"/> Attach segment | |
| Controlling Area | CHEF ERP SOLVAY |
| Cycle | <input type="text" value="0244DV"/> Status: <input type="text" value="Saved"/> |
| Start Date | <input type="text" value="01.01.2015"/> To <input type="text" value="31.12.2015"/> |
| Text: <input type="text" value="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

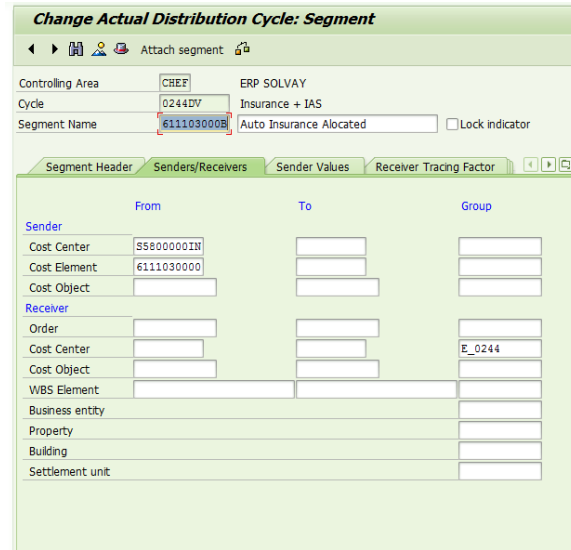
Or create a new segment by clicking




STEP 5



Make the appropriate changes to the segment as required

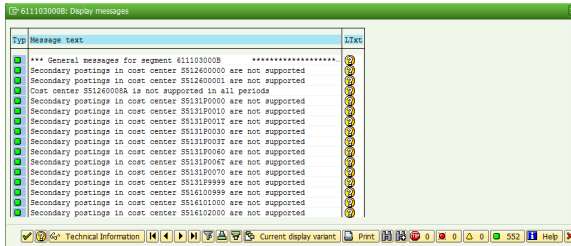
 Please see [KSV1 - Create Actual Distribution Cycle](#) to better understand the changes that can be performed.



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 | Authoriz... | Trans. | 0 | 0 | 0 | 1.572 | Screens | D. Q... |
|--------------|-------|------------|------------|----------|-----------------|-----------|-------------|--------|---|---|---|-------|---------|---------|
| KSF19_CHANGE | | FF99375362 | 31.10.2014 | 17:10:13 | /SAPMNC/SAP... | | FF99375362 | 393 | 0 | 0 | 0 | 1.572 | 14 | |
| KSF19_CHANGE | | FF99375362 | 31.10.2014 | 16:31:30 | /SAPMNC/SAP... | | FF99375362 | 35 | 0 | 0 | 0 | 140 | 14 | |
| KSF12_CHANGE | | FF99375362 | 31.10.2014 | 11:33:55 | /SAPMNC/SAP... | | FF99375362 | 37 | 0 | 0 | 0 | 148 | 14 | |
| KSF12_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

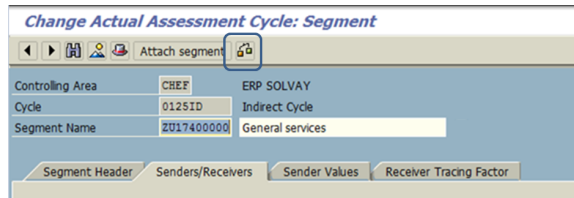
Change Actual Assessment Cycle: Segment

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

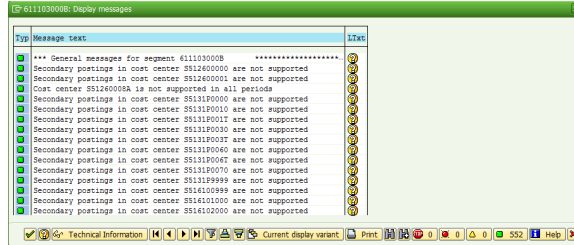
Segment Header


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.

| Session name | St... | Created By | Date | Time | Creation Pro... | Lock Date | Authorizat... | Trans. | | Screens | D. O. |
|----------------|-------|------------|------------|----------|-----------------|-----------|---------------|--------|---|---------|-------|
| K370_CHANGE... | | PT99375362 | 31.10.2014 | 17:10:13 | /SAPMCM/SAP... | | PT99375362 | 393 | 0 | 0 | 1,572 |
| K379_CHANGE... | | PT99375362 | 31.10.2014 | 16:31:50 | /SAPMCM/SAP... | | PT99375362 | 38 | 0 | 0 | 140 |
| K372_CHANGE... | | PT99375362 | 31.10.2014 | 11:33:55 | /SAPMCM/SAP... | | PT99375362 | 37 | 0 | 0 | 148 |
| K373_CHANGE... | | PT99375362 | 31.10.2014 | 11:28:50 | /SAPMCM/SAP... | | PT99375362 | 245 | 0 | 0 | 980 |

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.



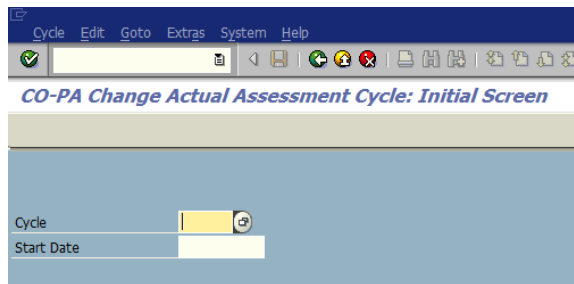
Before starting, make sure you are in the right operating concern with KEBC - Setting Operating concern. List of operating concern : Rules - CO structure

STEP 1

Start the transaction using transaction code KEU2



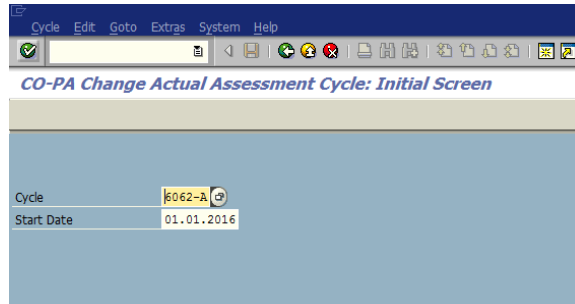
CO-PA Change Actual Assessment: Initial Screen



STEP 2

Enter the cycle code and the starting date

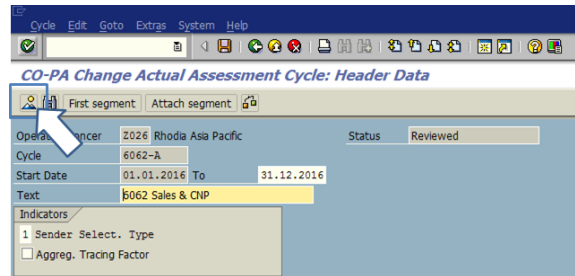




STEP 3

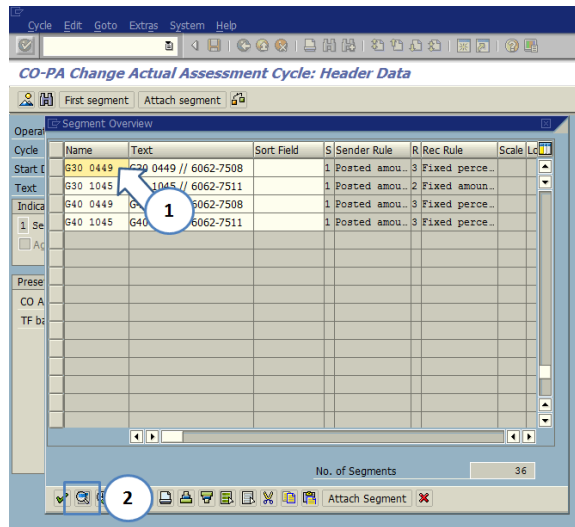
Open the Segment Overview dialog box

Click



STEP 4

Select the segment to be updated and choose



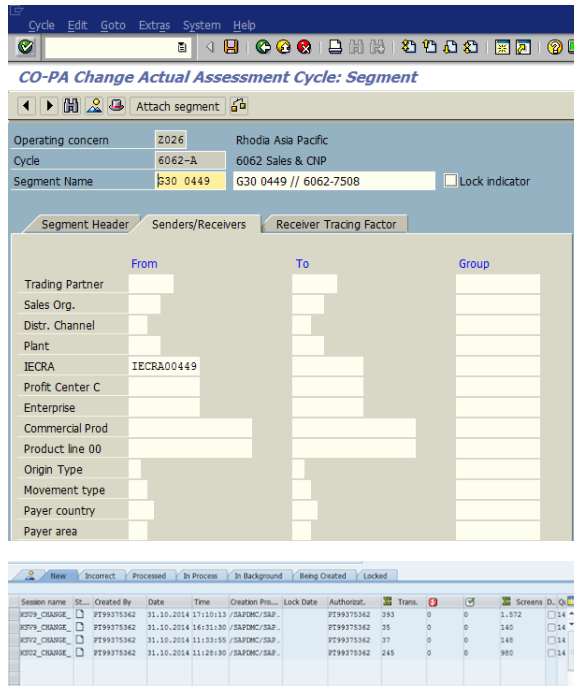
Or create a new segment by clicking

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.

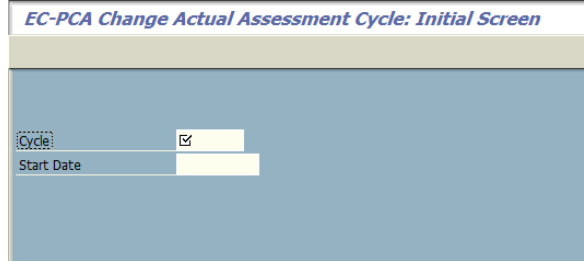
To do so, please contact IS Team by the appropriate tool, requesting the creation of a LSWM and providing the respective list of the cycles to be changed.

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

STEP 1

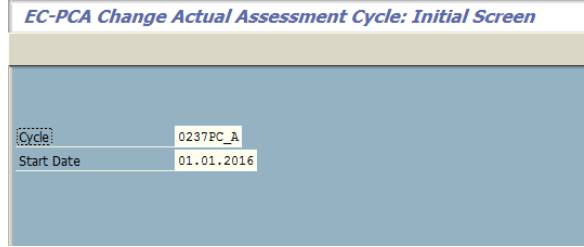
Start the transaction using transaction code 3KE2

i EC-PCA Change Actual Assessment Cycle: Initial Screen



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

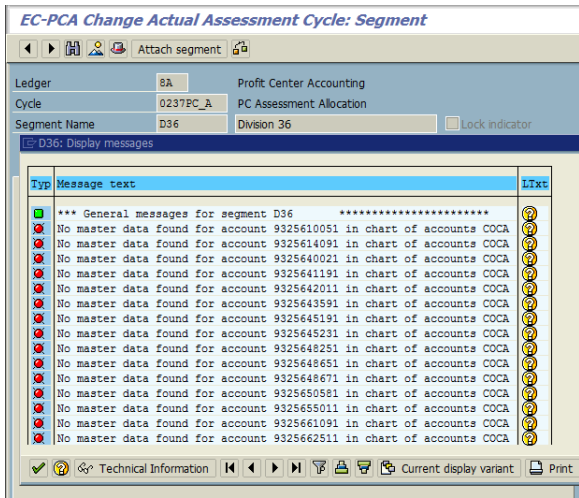
Segment Header | Senders/Receivers | Receiver Tracing Factor | Receiver Weighti...

| | From | To | Set |
|-----------------|-------------|----|---------|
| Sender | | | |
| 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.



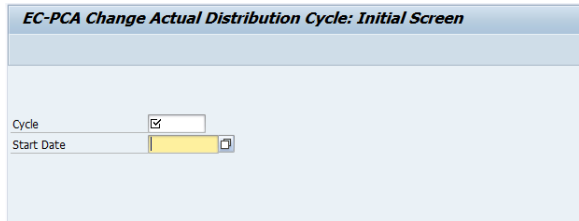
STEP 7

When the formal check is OK save entries by clicking on 

STEP 1

Start the transaction using transaction code 4KE2

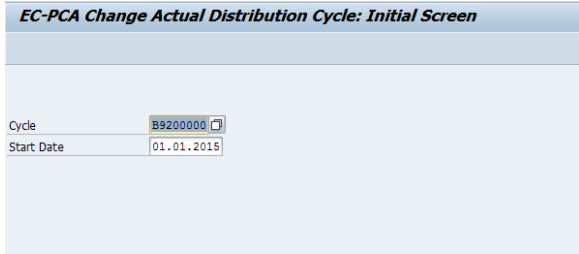
i EC-PCA Change Actual Distribution Cycle: Initial Screen



STEP 2

Enter the cycle code and the starting date

and 



STEP 3

Open the Segment Overview dialog box

Click 

EC-PCA Change Actual Distribution Cycle: Header Data

First segment Attach segment

Ledger: BA Profit Center Accounting
 Cycle: B9200000 Status: Saved
 Start Date: 01.01.2015 To: 31.12.2015
 Text: Distribution of CDV at PIF lev

Indicators

Iterative
 Cumulative
 Cumulated Opt
 Balance b/s Acct


Field Groups

Actual Quantities
 Actual Transaction Currency

Preset Selection Criteria

CO Area: CHEF
 Company Code: 5782

STEP 4

Select the segment to be updated and choose 

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

EC-PCA Change Actual Distribution Cycle: Header Data

First segment Attach segment

Ledger: BA Profit Center Accounting
 Cycle: B9200000 Status: Saved
 Start Date: 01.01.2015 To: 31.12.2015
 Text: Distribution of CDV at PIF lev

Segment Overview


| Indi | Name | Text | Sort Field | S Sender Rule | R Rec Rule | Scale | Le |
|--------------------------|------|-----------------------------|------------|-----------------|-----------------|-------|----|
| <input type="checkbox"/> | 0003 | Distribtion of CDV at PI.. | | 1 Posted amou.. | 1 Variable po.. | 1 | |
| <input type="checkbox"/> | 0001 | Distribution of CDV at PI.. | | 1 Posted amou.. | 1 Variable po.. | 1 | |
| <input type="checkbox"/> | 0002 | Distribution of CDV at PI.. | | 1 Posted amou.. | 1 Variable po.. | 1 | |

No. of Segments: 3

Attach Segment

STEP 5

Make the appropriate changes to the segment as required and save

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

EC-PCA Change Actual Distribution Cycle: Segment

Attach segment

Ledger: BA Profit Center Accounting
 Cycle: B9200000 Distribution of CDV at PIF lev
 Segment Name: 0003 Distribution of CDV at PIF lev Lock indicator

Segment Header Senders/Receivers Receiver Tracing Factor Receiver Weigh...

| Sender | From | To | Set |
|-----------------|------------|----|---------|
| Account Number | | | 21K-CDV |
| Company Code | 5782 | | |
| Profit Center | CHEF_DUMMY | | |
| Version | 0 | | |
| Deprec. area | | | |
| Functional Area | | | |
| RA Version | | | |
| Receiver | | | |
| Profit Center | | | D3490B |

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.

STEP 7

When the formal check is OK save entries by clicking on 

I inform the requester

