

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

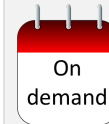
Scope



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

Change Actual Distribution Cycle: Initial Screen

Cycle

Start Date



Budget Distribution

For budget distribution allocations insert KSV8.

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
Start Date

STEP 3

Open the Segment Overview dialog box

Click

Change Actual Distribution Cycle: Header Data

Controlling Area ERP SOLVAY
 Cycle Status
 Start Date To
 Text

Indicators	Field Groups
<input checked="" type="checkbox"/> Iterative	<input type="checkbox"/> Consumption
<input type="checkbox"/> Cumulative	<input checked="" type="checkbox"/> Object Currency
<input type="checkbox"/> Cumulated Opt	<input type="checkbox"/> Transaction Curren

STEP 4

Select the segment to be updated and choose

Or create a new segment by clicking

Change Actual Distribution Cycle: Header Data


Controlling Area ERP SOLVAY
 Cycle Status
 Start Date To
 Text

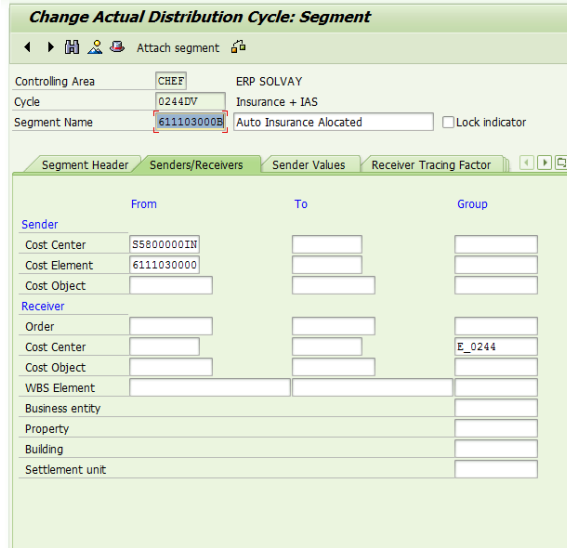
Name	Text	Sort Field	S Sender Rule	R/Rec Rule	Scale	Lt
611030008	Auto Insurance Allocated		1	Posted amou.. 1	Variable po.. 1	
611060000	Personnel / Travel		1	Posted amou.. 1	Variable po.. 1	
SS800IAS19	IAS19		1	Posted amou.. 1	Variable po.. 1	

No. of Segments

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.



Change Actual Distribution Cycle: Segment


Attach segment


Controlling Area: CHEF ERP SOLVAY
Cycle: 0244DV Insurance + IAS
Segment Name: 611103000B Auto Insurance Allocated Lock indicator


Segment Header | Senders/Receivers | Sender Values | Receiver Tracing Factor

Sender	From	To	Group
Cost Center	S5800000IN		
Cost Element	6111030000		
Cost Object			
Receiver			
Order			
Cost Center			E_0244
Cost Object			
WBS Element			
Business entity			
Property			
Building			
Settlement unit			

STEP 6

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

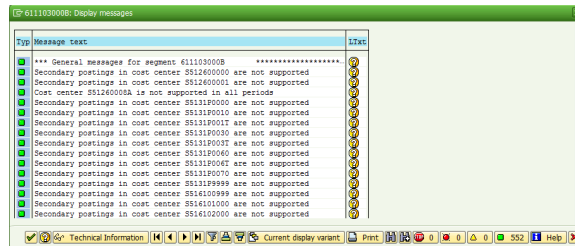
 If there is any errors you need to analyse and correct.

 Disregard Warnings 



Change Actual Distribution Cycle: Segment


Attach segment



611103000B: Display messages

Typ	Message text	Exit
*	*** General messages for segment 611103000B ***	
E	Secondary postings in cost center S512600000 are not supported	
E	Secondary postings in cost center S512600001 are not supported	
E	Cost center S51260000A is not supported in all periods	
E	Secondary postings in cost center S5132P0000 are not supported	
E	Secondary postings in cost center S5131P0010 are not supported	
E	Secondary postings in cost center S5131P0011 are not supported	
E	Secondary postings in cost center S5131P0010 are not supported	
E	Secondary postings in cost center S5131P0031 are not supported	
E	Secondary postings in cost center S5131P0040 are not supported	
E	Secondary postings in cost center S5131P0041 are not supported	
E	Secondary postings in cost center S5131P0070 are not supported	
E	Secondary postings in cost center S5131P9999 are not supported	
E	Secondary postings in cost center S514100899 are not supported	
E	Secondary postings in cost center S514101000 are not supported	
E	Secondary postings in cost center S514102000 are not supported	

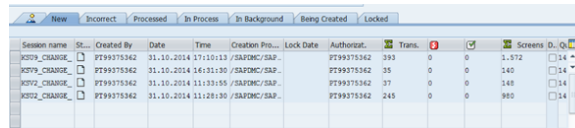
STEP 7

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.




Session name	Created By	Date	Time	Creation Pro.	Lock Date	Authoriz.	Trans.	Screens	D. Co.
KSV1_CHANGE	FF9975362	31.10.2014	11:10:13	/SAPFNC/SAP		FF9975362	393	0	1-572
KSV2_CHANGE	FF9975362	31.10.2014	16:11:10	/SAPFNC/SAP		FF9975362	35	0	140
KSV3_CHANGE	FF9975362	31.10.2014	11:39:55	/SAPFNC/SAP		FF9975362	37	0	148
KSV4_CHANGE	FF9975362	31.10.2014	11:28:30	/SAPFNC/SAP		FF9975362	245	0	960

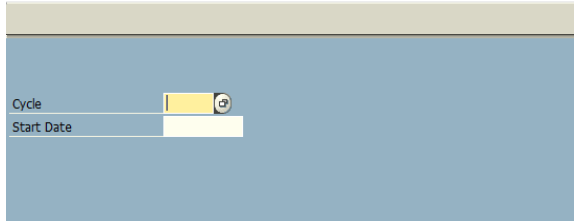
Afterwards, IS Team will request to process the batches sessions created for this purpose

STEP 1

Start the transaction using transaction code KSU2

 Change Actual Assessment Cycle: Initial Screen

Change Actual Assessment Cycle: Initial Screen

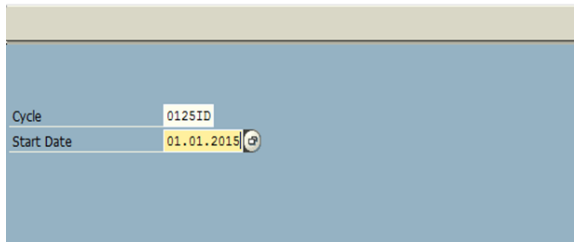



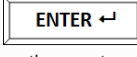
STEP 2

Enter the cycle code and the starting date

and 

Change Actual Assessment Cycle: Initial Screen



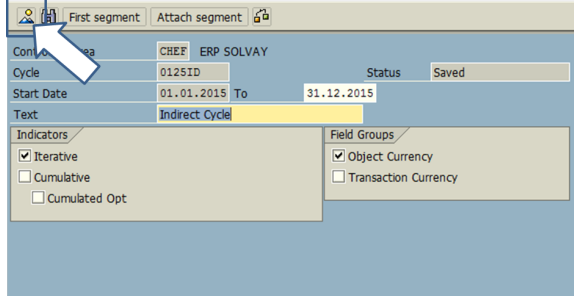
 If you don't know the Starting Date, do not insert the date,  and choose the most recent one.

STEP 3

Open the Segment Overview dialog box

Click 

Change Actual Assessment Cycle: Header Data




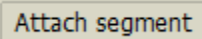
Company	CHEF	ERP SOLVAY	Status	Saved
Cycle	0125ID			
Start Date	01.01.2015	To	31.12.2015	
Text	Indirect Cycle			

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 

Change Actual Assessment Cycle: Header Data

First segment Attach segment

Segment Overview

Cycle	Name	Text	Sort Field	S Sender Rule	R Rec Rule	Scale	Loc
Start C	ZU17400000	General services		1 Posted amou..	3 Fixed perce..		
Text	ZU17450000	General services		1 Posted amou..	3 Fixed perce..		
Indica	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..		
	ZU11210000	Internal logistic		1 Posted amou..	3 Fixed perce..		
	ZU14110000	Laboratory (quality contr..		1 Posted amou..	3 Fixed perce..		

No. of Segments 21

Attach Segment

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 Senders/Receivers Sender Values Receiver Tracing Factor

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 Senders/Receivers Sender Values Receiver Tracing Factor

STEP 6

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

Change Actual Assessment Cycle: Segment

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

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor


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

Disregard Warnings

CP 6111030008: display messages

Type	Message text	Icon
***	General messages for segment 6111030008	
Secondary postings in cost center 3512400000 are not supported		
Secondary postings in cost center 3512400001 are not supported		
Cost center 351240000A is not supported in all periods		
Secondary postings in cost center 35131P0000 are not supported		
Secondary postings in cost center 35131P0010 are not supported		
Secondary postings in cost center 35131P0011 are not supported		
Secondary postings in cost center 35131P0030 are not supported		
Secondary postings in cost center 35131P0037 are not supported		
Secondary postings in cost center 35131P0040 are not supported		
Secondary postings in cost center 35131P0047 are not supported		
Secondary postings in cost center 35131P0070 are not supported		
Secondary postings in cost center 35131P0089 are not supported		
Secondary postings in cost center 3516100999 are not supported		
Secondary postings in cost center 3516101000 are not supported		
Secondary postings in cost center 3516102000 are not supported		

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	Screens	D. Q...
K3Y9_CHANGE		FF99375362	31.10.2014	17:10:13	/SAPFMC/SAP...		FF99375362	393	0	0	1.572	14	
K3Y9_CHANGE		FF99375362	31.10.2014	16:31:50	/SAPFMC/SAP...		FF99375362	35	0	0	140	14	
K3Y2_CHANGE		FF99375362	31.10.2014	11:33:55	/SAPFMC/SAP...		FF99375362	37	0	0	140	14	
K3Y2_CHANGE		FF99375362	31.10.2014	11:28:30	/SAPFMC/SAP...		FF99375362	245	0	0	960	14	



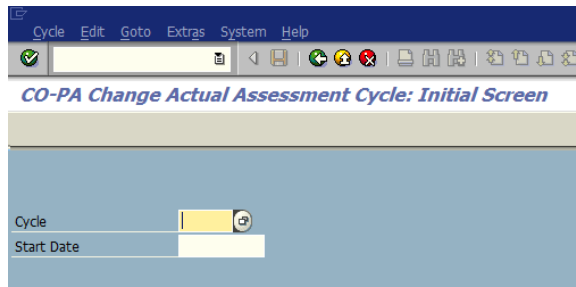
Before starting, make sure you are in the right operating concern with **KEBC - Setting Operating concern**. List of operating concern : **Rules - CO structure**

STEP 1

Start the transaction using transaction code KEU2



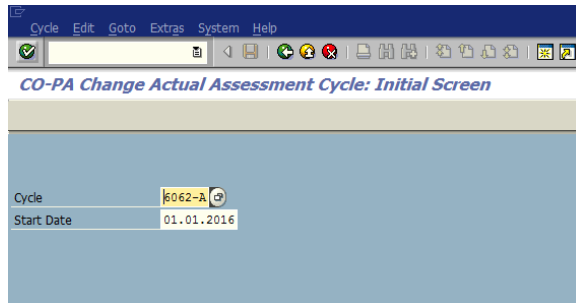
CO-PA Change Actual Assessment: Initial Screen



STEP 2

Enter the cycle code and the starting date

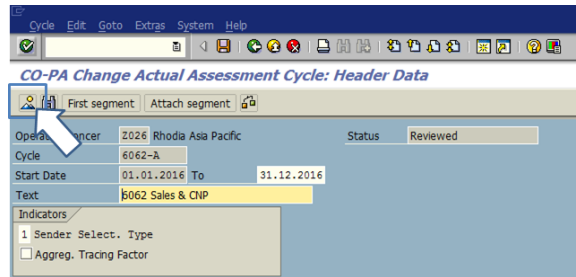
and 



STEP 3

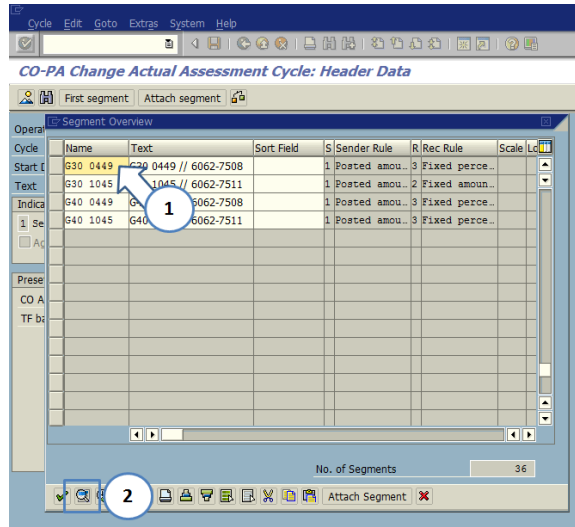
Open the Segment Overview dialog box

Click 




STEP 4

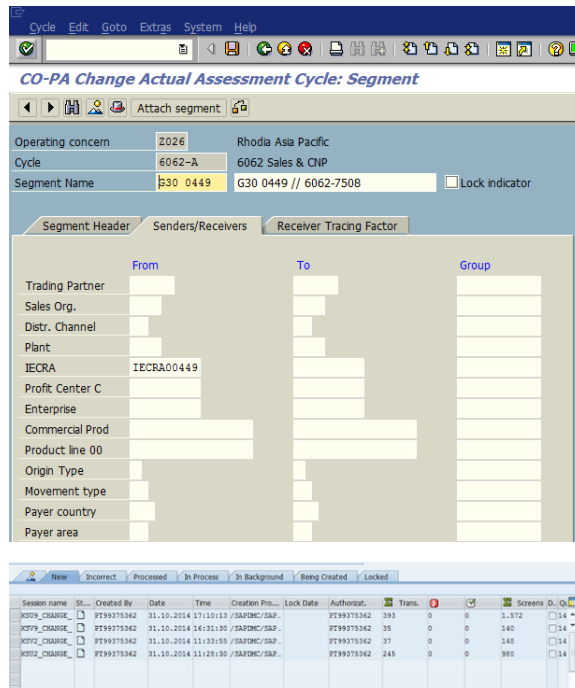
Select the segment to be updated
and choose 



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 *****	
	No master data found for account 9325610051 in chart of accounts COCA	
	No master data found for account 9325614091 in chart of accounts COCA	
	No master data found for account 9325640021 in chart of accounts COCA	
	No master data found for account 9325641191 in chart of accounts COCA	
	No master data found for account 9325642011 in chart of accounts COCA	
	No master data found for account 9325643591 in chart of accounts COCA	
	No master data found for account 9325645191 in chart of accounts COCA	
	No master data found for account 9325645231 in chart of accounts COCA	
	No master data found for account 9325648251 in chart of accounts COCA	
	No master data found for account 9325648651 in chart of accounts COCA	
	No master data found for account 9325648671 in chart of accounts COCA	
	No master data found for account 9325650581 in chart of accounts COCA	
	No master data found for account 9325655011 in chart of accounts COCA	
	No master data found for account 9325661091 in chart of accounts COCA	
	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

STEP 1

Start the transaction using transaction code 4KE2



EC-PCA Change Actual Distribution Cycle: Initial Screen

EC-PCA Change Actual Distribution Cycle: Initial Screen

Cycle

Start Date

STEP 2

Enter the cycle code and the starting date



EC-PCA Change Actual Distribution Cycle: Initial Screen

Cycle

Start Date

STEP 3

Open the Segment Overview dialog box



EC-PCA Change Actual Distribution Cycle: Header Data

First segment Attach segment

Ledger Profit Center Accounting

Cycle Status

Start Date To

Text

Indicators

- Iterative
- Cumulative
- Cumulated Opt
- Balance b/s Acct

Field Groups


- Actual Quantities
- Actual Transaction Currency

Preset Selection Criteria

CO Area

Company Code

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 Profit Center Accounting

Cycle Status

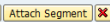
Start Date To

Text

Segment Overview

Ind	Name	Text	Sort Field	S Sender Rule	R Rec Rule	Scale	Lc
<input type="checkbox"/>	0003	Distribution 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



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.

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_DURNEY		
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.

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.

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

Display messages

```

*** General message for segment 0003 *****
No master data found for account 9325610053 in chart of accounts COCA
No master data found for account 9325614091 in chart of accounts COCA
No master data found for account 9325640101 in chart of accounts COCA
No master data found for account 9325641193 in chart of accounts COCA
No master data found for account 9325642011 in chart of accounts COCA
No master data found for account 9325643993 in chart of accounts COCA
No master data found for account 9325645193 in chart of accounts COCA
No master data found for account 9325646203 in chart of accounts COCA
No master data found for account 9325646203 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
No master data found for account 9325646493 in chart of accounts COCA
  
```

STEP 7

When the formal check is OK save



entries by clicking on

I inform the requester

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 6:25 am	v90

Draft	CHANSRI, Surachet	State	gave <i>Approvers</i> approval at 6:25 am	
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Sept 11, 2025

	CHANSRI, Surachet	Edit	updated the page at 3:50 pm	
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	CHANSRI, Surachet	State	changed state to Draft at 1:50 pm	v88
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Sept 02, 2024

Published	 Gomes, Susana	Edit	updated the page at 11:43 am	
		State	changed state to Published at 9:43 am	v87
