

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

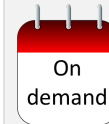
Scope



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

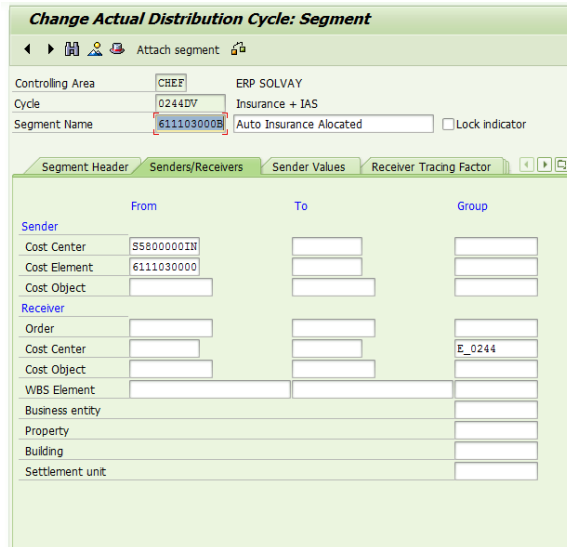
Name	Text	Sort Field	S Sender Rule	R/Rec Rule	Scale	Lt
611030008	Auto Insurance Allocated		1	Posted amou.. 1	Variable po.. 1	
611060000	Personnel / Travel		1	Posted amou.. 1	Variable po.. 1	
SS800IAS19	IAS19		1	Posted amou.. 1	Variable po.. 1	

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.

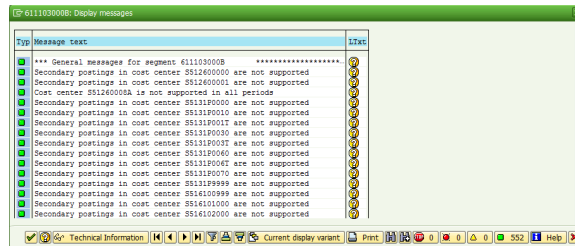


STEP 6

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 



Type	Message text	Exit
***	General messages for segment 611103000B	
E	Secondary postings in cost center 3512600000 are not supported	
E	Secondary postings in cost center 3512600001 are not supported	
E	Cost center 351260005A is not supported in all periods	
E	Secondary postings in cost center 3513200000 are not supported	
E	Secondary postings in cost center 3513100010 are not supported	
E	Secondary postings in cost center 3513100011 are not supported	
E	Secondary postings in cost center 3513100010 are not supported	
E	Secondary postings in cost center 351310003T are not supported	
E	Secondary postings in cost center 3513100040 are not supported	
E	Secondary postings in cost center 351310004T are not supported	
E	Secondary postings in cost center 3513100070 are not supported	
E	Secondary postings in cost center 3513100099 are not supported	
E	Secondary postings in cost center 3514010089 are not supported	
E	Secondary postings in cost center 3514010100 are not supported	
E	Secondary postings in cost center 3514010200 are not supported	

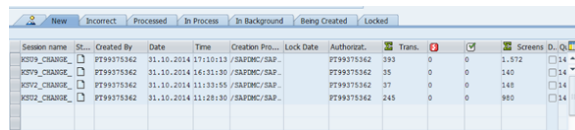
STEP 7

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	Authorizat...	Trans.	0	1	2	3	Screens	D. Co.
KSV1_CHANGE	FF99375362	31.10.2014	11:10:13	/SAPFNC/SAP		FF99375362	260	0	0	1	172	14	
KSV2_CHANGE	FF99375362	31.10.2014	16:11:10	/SAPFNC/SAP		FF99375362	165	0	0	1	140	14	
KSV3_CHANGE	FF99375362	31.10.2014	11:13:55	/SAPFNC/SAP		FF99375362	37	0	0	1	148	14	
KSV4_CHANGE	FF99375362	31.10.2014	11:12:10	/SAPFNC/SAP		FF99375362	245	0	0	1	960	14	

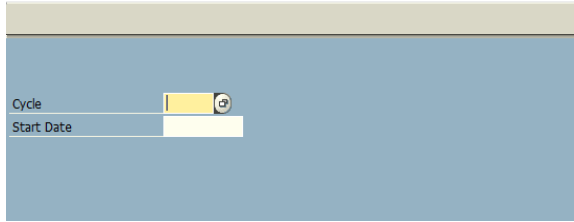
Afterwards, IS Team will request to process the batches sessions created for this purpose

STEP 1

Start the transaction using transaction code KSU2

 Change Actual Assessment Cycle: Initial Screen

Change Actual Assessment Cycle: Initial Screen

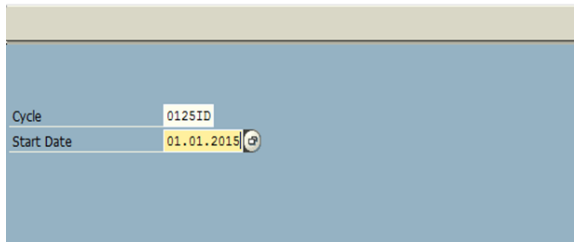



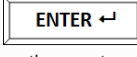
STEP 2

Enter the cycle code and the starting date

and 

Change Actual Assessment Cycle: Initial Screen



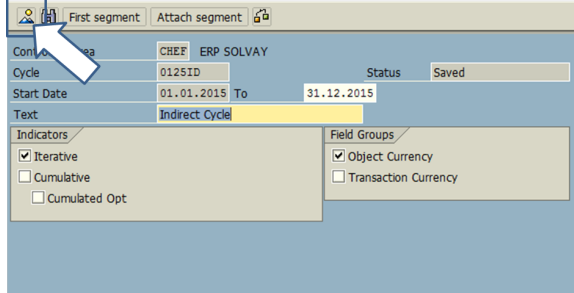
 If you don't know the Starting Date, do not insert the date,  and choose the most recent one.

STEP 3


Open the Segment Overview dialog box

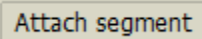
Click 

Change Actual Assessment Cycle: Header Data



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

i 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.

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

✓ Disregard Warnings 

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

CP 6111030008: display messages

Type	Message text	Icon
***	General messages for segment 6111030008	
Secondary postings in cost center 3512400000 are not supported		Warning
Secondary postings in cost center 3512400001 are not supported		Warning
Cost center 351240000A is not supported in all periods		Warning
Secondary postings in cost center 35131P0000 are not supported		Warning
Secondary postings in cost center 35131P0010 are not supported		Warning
Secondary postings in cost center 35131P0011 are not supported		Warning
Secondary postings in cost center 35131P0030 are not supported		Warning
Secondary postings in cost center 35131P0037 are not supported		Warning
Secondary postings in cost center 35131P0040 are not supported		Warning
Secondary postings in cost center 35131P004T are not supported		Warning
Secondary postings in cost center 35131P0070 are not supported		Warning
Secondary postings in cost center 35131P0089 are not supported		Warning
Secondary postings in cost center 3516100999 are not supported		Warning
Secondary postings in cost center 3516101000 are not supported		Warning
Secondary postings in cost center 3516102000 are not supported		Warning

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	Authoriz...	Trans.	3	0	0	Screens	D. Q.
K3V9_CHANGE		PT99375362	31.10.2014	17:10:13	/SAP/CMC/SAP...		PT99375362	393	0	0	1.572	14	
K3V9_CHANGE		PT99375362	31.10.2014	16:31:30	/SAP/CMC/SAP...		PT99375362	35	0	0	140	14	
K3V2_CHANGE		PT99375362	31.10.2014	11:33:55	/SAP/CMC/SAP...		PT99375362	37	0	0	148	14	
K3V2_CHANGE		PT99375362	31.10.2014	11:28:30	/SAP/CMC/SAP...		PT99375362	245	0	0	960	14	


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.

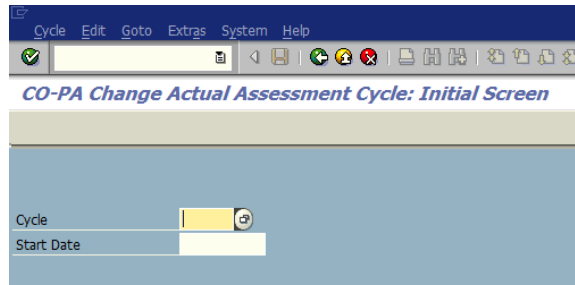
Jul 06, 2016	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	State	changed state to Published at 8:49 pm	v25
	To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 8:49 pm
		State	changed expiry date to '11 Jul, 2016 08:49 pm' at 8:49 pm	
For Review	ROLLIER, Charlotte	State	changed state to To be approved at 8:49 pm	v25
		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 For Review 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

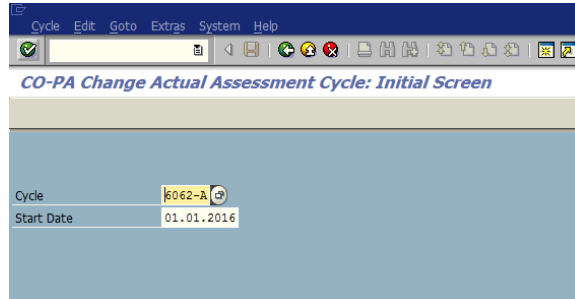
Start the transaction using transaction code KEU2

i CO-PA Change Actual Assessment: Initial Screen



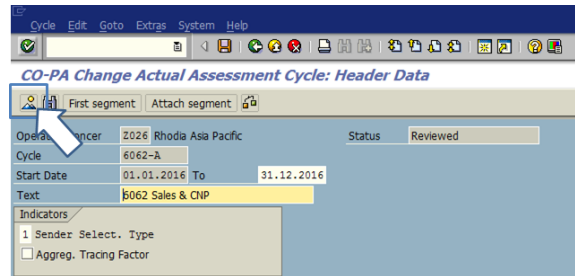
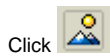
STEP 2

Enter the cycle code and the starting date



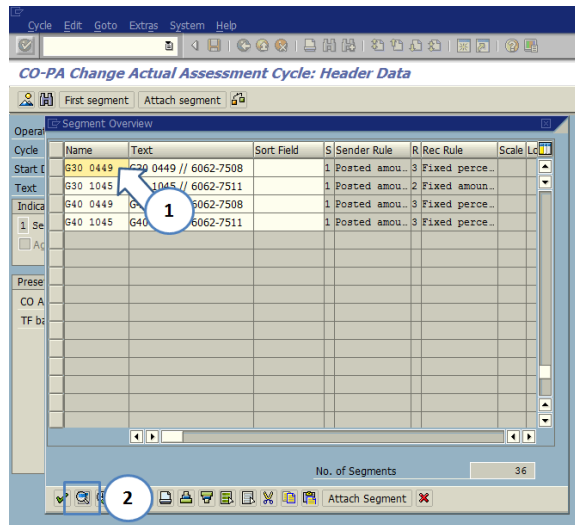
STEP 3

Open the Segment Overview dialog box



STEP 4

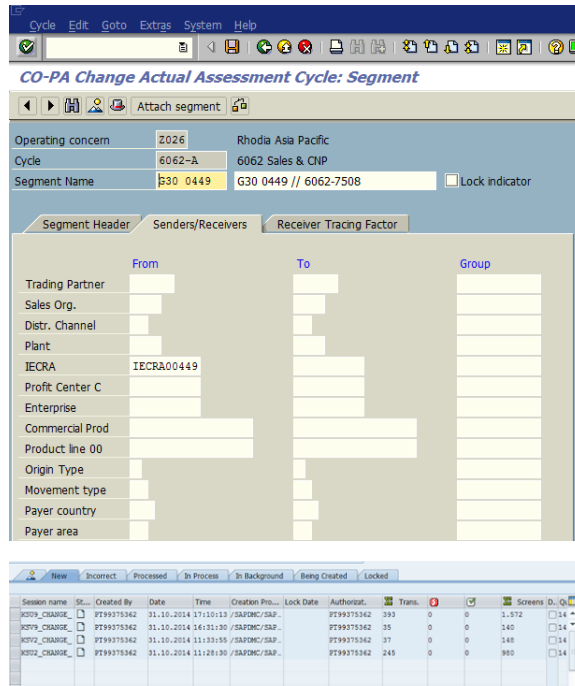
Select the segment to be updated and choose



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.


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 8:37 pm	v20
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 8:37 pm	
		State	changed expiry date to '11 Jul, 2016 08:37 pm' at 8:37 pm	
		State	changed state to To be approved at 8:37 pm	v20
For Review	ROLLIER, Charlotte	State	gave <i>Reviewers</i> approval at 8:37 pm	
		State	changed expiry date to '11 Jul, 2016 08:36 pm' at 8:36 pm	
		State	changed state to For Review at 8:36 pm	v20
Draft	ROLLIER, Charlotte	State	changed state to Draft at 4:21 pm	v20
From Jun 23, 2015 to Apr 18, 2016				
Ready	Gonçalo Leal , Alexandra Lepercq and ROLLIER, Charlotte	Edit	multiple updates from Gonçalo Leal , Alexandra Lepercq and ROLLIER, Charlotte	

STEP 1

Start the transaction using transaction code 3KE2


 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 

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 

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	Floatd 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

Type	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.

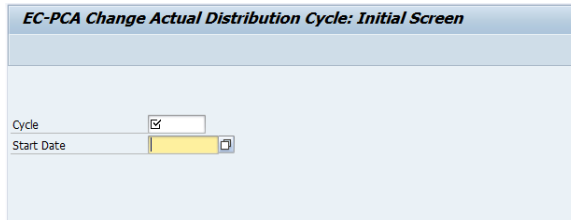
Jul 06, 2016	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	State	changed state to Published at 4:07 pm	v7
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 4:07 pm	
		State	changed expiry date to '11 Jul, 2016 04:07 pm' at 4:07 pm	
		State	changed state to To be approved 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 Review 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

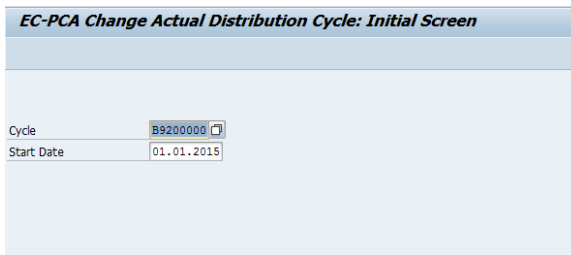
 EC-PCA Change Actual Distribution Cycle: Initial Screen



STEP 2


Enter the cycle code and the starting date

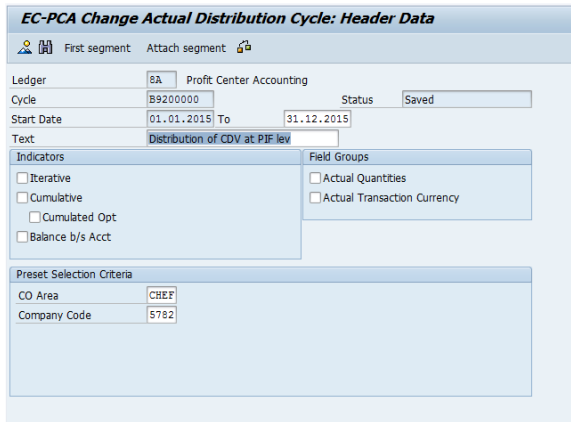
and 



STEP 3

Open the Segment Overview dialog box

Click 

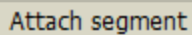


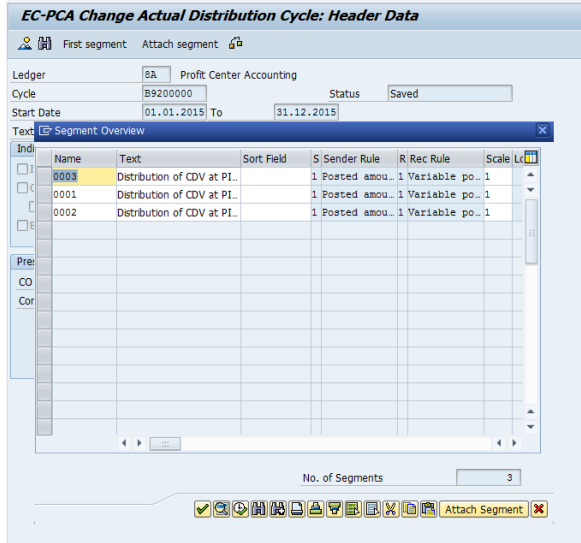
STEP 4

Select the segment to be updated

and choose 

Or create a new segment by clicking

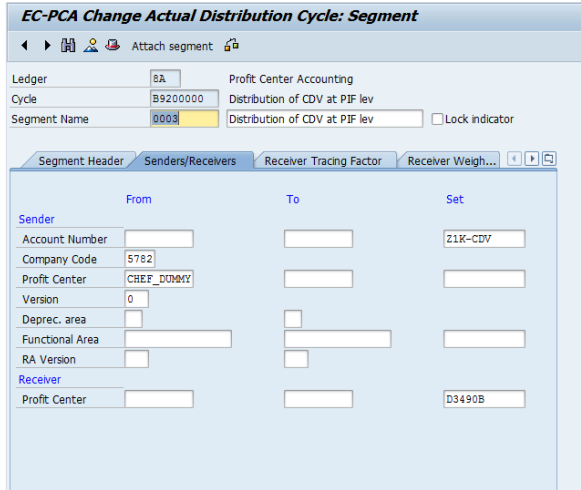




STEP 5


Make the appropriate changes to the segment as required and save

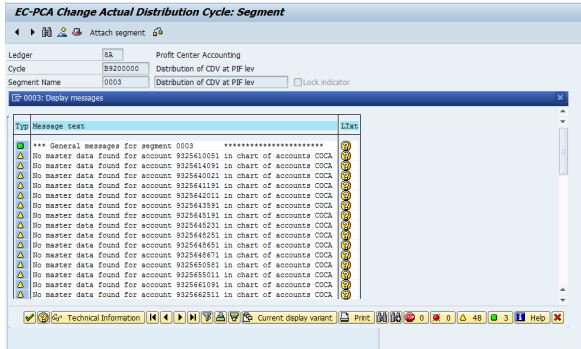
i Please see [4KE1 - Create Profit Center Distribution Cycle](#) to better understand the changes that can be performed.



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.

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 4:08 pm	v11
To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 4:08 pm	
		State	changed expiry date to '11 Jul, 2016 04:08 pm' at 4:08 pm	
		State	changed state to To be approved at 4:08 pm	v11
For Review	ROLLIER, Charlotte	State	gave <i>Reviewers</i> approval at 4:08 pm	
		State	changed expiry date to '11 Jul, 2016 04:08 pm' at 4:08 pm	
		State	changed state to For Review at 4:08 pm	v11
Draft	ROLLIER, Charlotte	State	changed state to Draft at 4:08 pm	v11
Feb 12, 2016				
In Progress	ROLLIER, Charlotte	State	changed state to In Progress at 12:11 pm	v11

I inform the requester