

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
Start Date

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 0244DV
Start Date 01.01.2015

STEP 3

Open the Segment Overview dialog box

Click

Change Actual Distribution Cycle: Header Data

First segment Attach segment

Controlling Area	CHEF	ERP SOLVAY	Status	Saved
Cycle	0244DV			
Start Date	01.01.2015	To	31.12.2015	
Text Insurance + IAS				
Indicators		Field Groups		
☒ Iterative		☐ Consumption		
☐ Cumulative		☒ Object Currency		
☐ Cumulated Opt		☐ 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

First segment Attach segment

Controlling Area: CREF ERP SOLVAY
 Cycle: 0244DV Status: Saved
 Start Date: 01.01.2015 To: 31.12.2015
 Text: Insurance + IAS

Indicators: ☒ Iterative ☐ Cumulative ☐ Cumulated

Segment Overview

Name	Text	Sort Field	S Sender Rule	R/Rec Rule	Scale	Unit
6111030008	Auto Insurance Allocated		1 Posted amou..	1 Variable po..	1	
6111060000	Personnel / Travel		1 Posted amou..	1 Variable po..	1	
558001AS19	IAS19		1 Posted amou..	1 Variable po..	1	

No. of Segments: 3

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: CREF ERP SOLVAY
 Cycle: 0244DV Insurance + IAS
 Segment Name: 6111030008 Auto Insurance Allocated ☐ Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

From	To	Group
Sender		
Cost Center: 55800000IN		
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.

Change Actual Distribution Cycle: Segment

Attach segment

6111030008: Display messages

Type	Message text	Text
General messages for segment 6111030008	*****	
Secondary postings in cost center 5512400000 are not supported		
Secondary postings in cost center 5512400001 are not supported		
Cost center 5512400008 is not supported in all periods		
Secondary postings in cost center 55131P0000 are not supported		
Secondary postings in cost center 55131P0010 are not supported		
Secondary postings in cost center 55131P0017 are not supported		
Secondary postings in cost center 55131P0030 are not supported		
Secondary postings in cost center 55131P0037 are not supported		
Secondary postings in cost center 55131P0060 are not supported		
Secondary postings in cost center 55131P0067 are not supported		
Secondary postings in cost center 55131P0070 are not supported		
Secondary postings in cost center 55131P9999 are not supported		
Secondary postings in cost center 5516100999 are not supported		
Secondary postings in cost center 5516101000 are not supported		
Secondary postings in cost center 5516102000 are not supported		



STEP 8

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.

STEP 1

 Change Actual Assessment Cycle: Initial Screen

New Incorrect Processed In Process In Background Being Created Locked											
Session name	St.	Created by	Time	Creation Pr.	Lock Date	Author	Trans.	0	1	Screens	D. Q.
X079_CHANGE		YF999375362	31.10.2014 17:11:10	/SAPMCC/SAP...		YF999375362	293	0	0	1,572	14
X079_CHANGE		YF999375362	31.10.2014 16:11:10	/SAPMCC/SAP...		YF999375362	25	0	0	140	14
X079_CHANGE		YF999375362	31.10.2014 16:11:10	/SAPMCC/SAP...		YF999375362	37	0	0	148	14
X079_CHANGE		YF999375362	31.10.2014 11:28:10	/SAPMCC/SAP...		YF999375362	245	0	0	985	14

Cycle	1
Start Date	

STEP 2

and 

Cycle	0125ID	
Start Date	01.01.2019	

STEP 3

Open the Segment Overview dialog box

Click 

Change Actual Assessment Cycle: Header Data

First segment Attach segment

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

First segment Attach segment

Segment Overview

Cycle	Name	Text	Sort Field	S Sender Rule	R Rec Rule	Scale	Lo
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..		
ZU11121000	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

First segment Attach segment

Controlling Area: CEEF 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

First segment Attach segment

Controlling Area: CEEF ERP SOLVAY

Cycle: 0125ID Indirect Cycle

Segment Name: ZU17400000 General services Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

STEP 6

Change Actual Assessment Cycle: Segment

◀ ▶ ⌂ 🧑 📎 Attach segment 🔒

Controlling Area	CHRF	ERP SOLVAY
Cycle	0125ID	Indirect Cycle
Segment Name	2017400000	General services

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

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

 Disregard Warnings 

```

61110300B: Display messages
Type      Message text                                     L.txt
*** General messages for segment 611103000B *****
Secondary postings in coart center 5S12400000 are not supported
Secondary postings in coart center 5S12400001 are not supported
Coart center 5S12400008 is not supported in all periods
Secondary postings in coart center 5S131P0000 are not supported
Secondary postings in coart center 5S131P0010 are not supported
Secondary postings in coart center 5S131P0017 are not supported
Secondary postings in coart center 5S131P0030 are not supported
Secondary postings in coart center 5S131P0037 are not supported
Secondary postings in coart center 5S131P0040 are not supported
Secondary postings in coart center 5S131P0047 are not supported
Secondary postings in coart center 5S131P0070 are not supported
Secondary postings in coart center 5S131P0089 are not supported
Secondary postings in coart center 5S141D0999 are not supported
Secondary postings in coart center 5S141D1000 are not supported
Secondary postings in coart center 5S141D2000 are not supported

```

STEP 7



New Incorrect Processed In Process In Background Being Created Locked											
Session name	St.	Created By	Time	Date	Time	Lock Date	Author	Trans.	✓	Screens	D. Q.
KSF9F_CHANGE_		PF999375362	31.10.2014	17:10:11	SAJUMC/SAP.		PT999375362	393	0	1.572	14
KSF9F_CHANGE_		PF999375362	31.10.2014	16:11:10	SAJUMC/SAP.		PT999375362	35	0	140	14
KSF9F_CHANGE_		PF999375362	31.10.2014	11:35:15	SAJUMC/SAP.		PT999375362	37	0	148	14
KSF9F_CHANGE_		PF999375362	31.10.2014	11:28:30	SAJUMC/SAP.		PT999375362	245	0	960	14

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 Cycle: Initial Screen

Cycle

Start Date

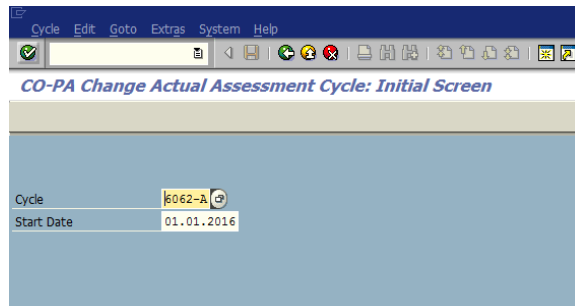
 CO-PA Change Actual
Assessment: Initial Screen

STEP 2

Enter the cycle code and the starting date

and

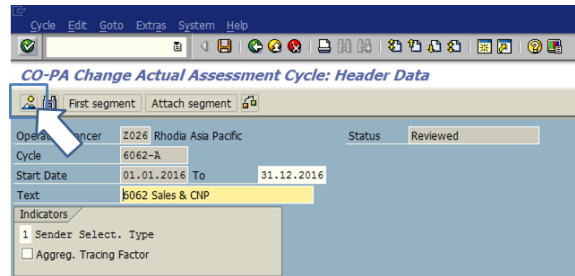
ENTER ↵



STEP 3

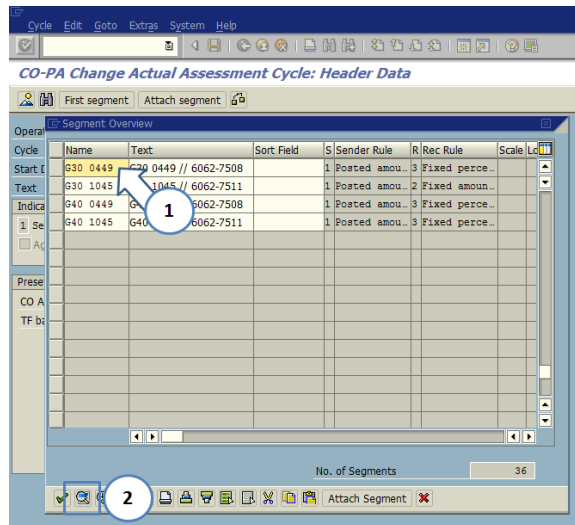
Open the Segment Overview dialog box

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 

Open the Segment Overview dialog box and click 

EC-PCA Change Actual Assessment Cycle: Header Data

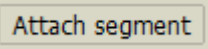
First segment | Attach segment

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
☒	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	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	Light
***	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

and

EC-PCA Change Actual Distribution Cycle: Initial Screen

Cycle
Start Date

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: CREF
 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

Name	Text	Sort Field	S Sender Rule	R Rec Rule	Scale	Le
0003	Distribution of CDV at PI..		1 Posted amou..1	Variable po..1		
0001	Distribution of CDV at PI..		1 Posted amou..1	Variable po..1		
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

First 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

From	To	Set
Sender		
Account Number		21K-CDV
Company Code	5782	
Profit Center	CREF_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

