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

On demand

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

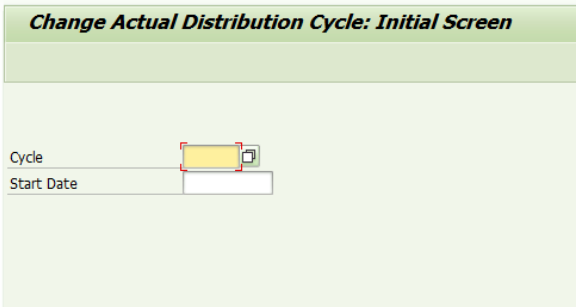
Find:

- 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

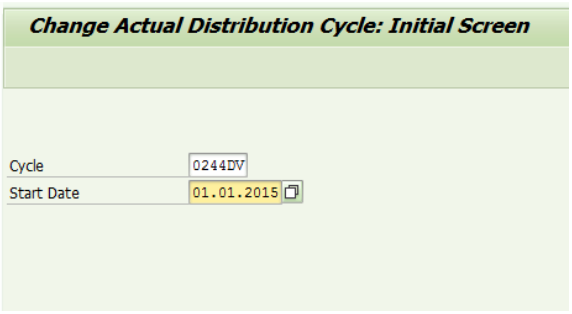
For budget distribution allocations insert KSV8.

STEP 2

Enter the cycle code and the starting date

and Enter

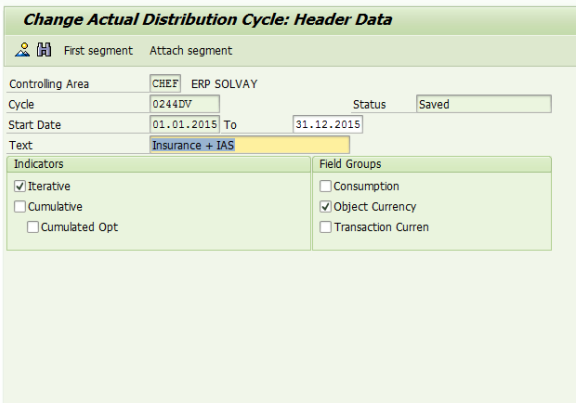
If you don't know the Starting Date, do not insert the date, Enter and choose the most recent one.



STEP 3

Open the Segment Overview dialog box

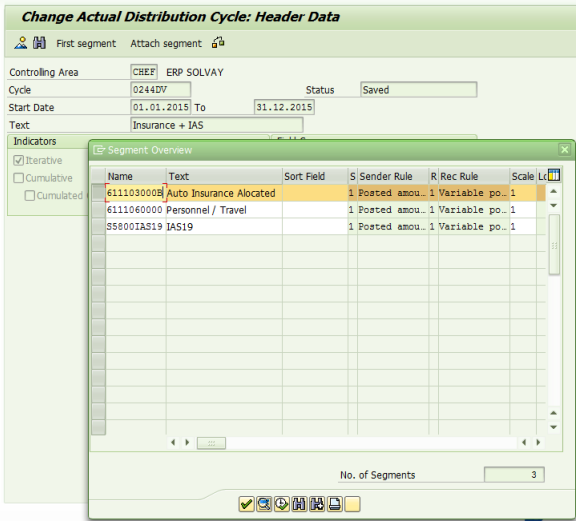
Click



STEP 4

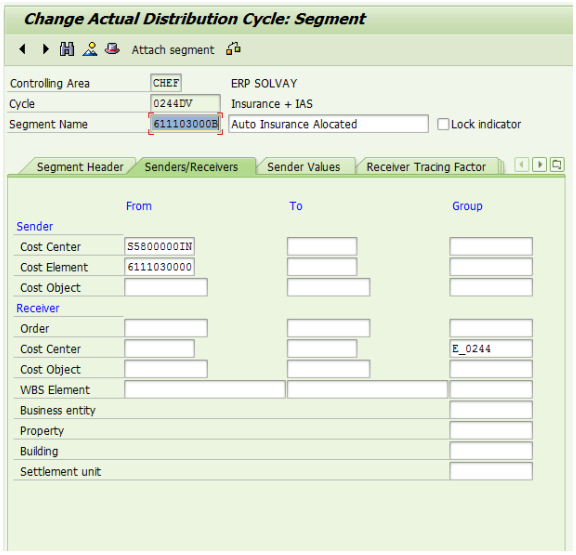
Select the segment to be updated and choose

Or create a new segment by clicking Attach segment



STEP 5

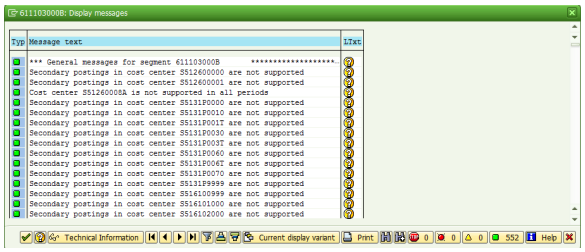
Make the appropriate changes to the segment as required



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.

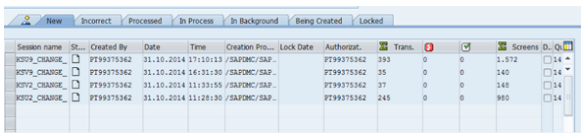


If there is any errors , you need to analyse and correct.

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.

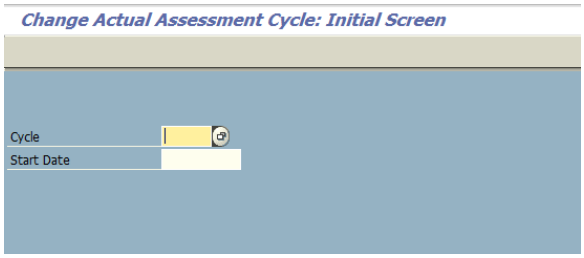
To do so, please contact IS Team by the appropriate tool, requesting the creation of a LSWM and providing the respective list of the cycles to be changed.

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

STEP 1

Start the transaction using transaction code KSU2

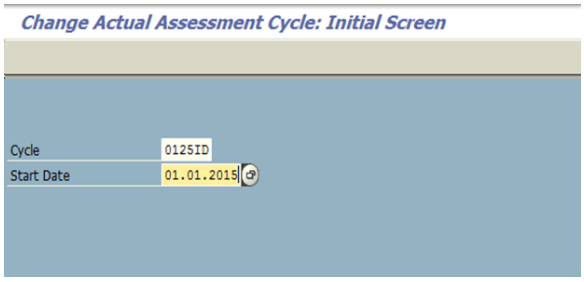
Change Actual Assessment Cycle: Initial Screen



STEP 2

Enter the cycle code and the starting date

and ENTER ↵

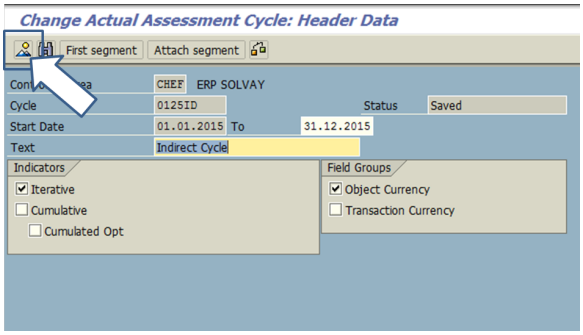


If you don't know the Starting Date, do not insert the date, ENTER ↵ and choose the most recent one.

STEP 3

Open the Segment Overview dialog box

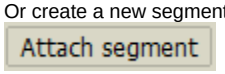
Click

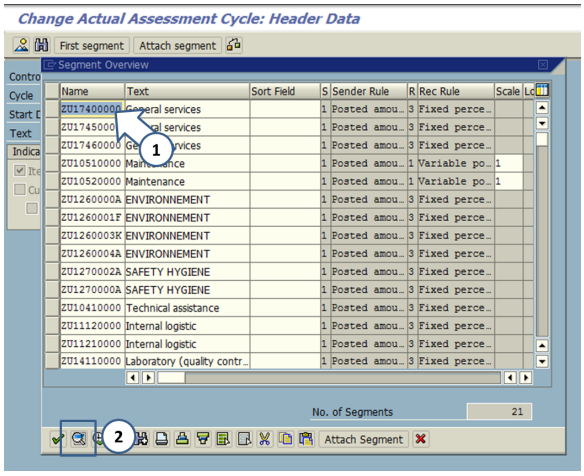


STEP 4

Select the segment to be updated and choose

Or create a new segment by clicking

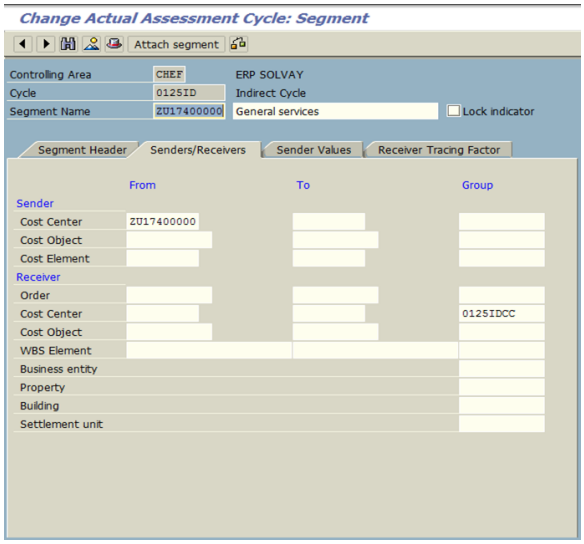




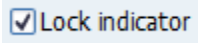
STEP 5

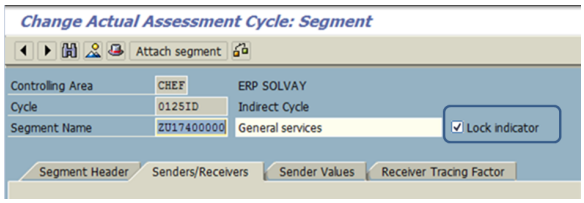
Make the appropriate changes to the segment as required

Please see KSU1 - Create Actual Assessment Cycle to better understand the changes that can be performed.



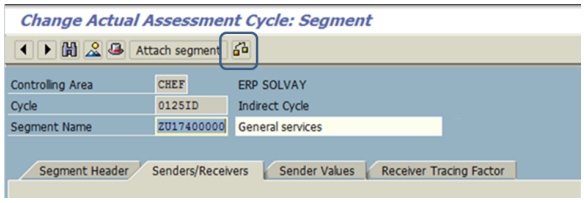
You can lock a segment, by checking the lock indicator box



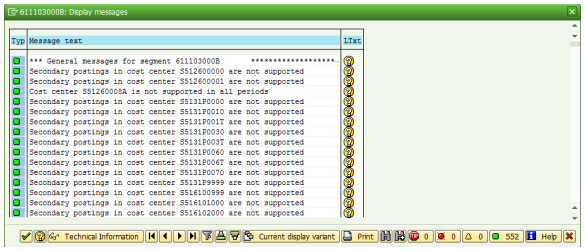


STEP 6

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

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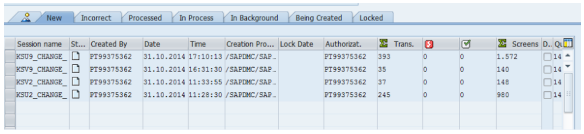
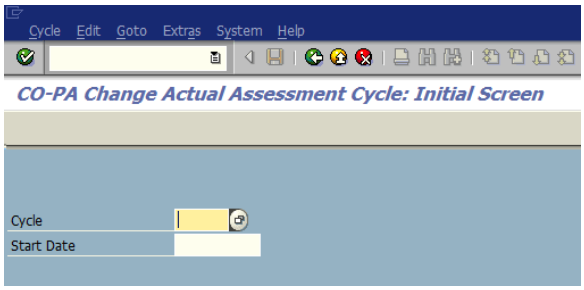


Before starting, make sure you are in the right operating concern with KEBC - Setting Operating concern. List of operating concern : Rules - CO structure

STEP 1

Start the transaction using transaction code KEU2

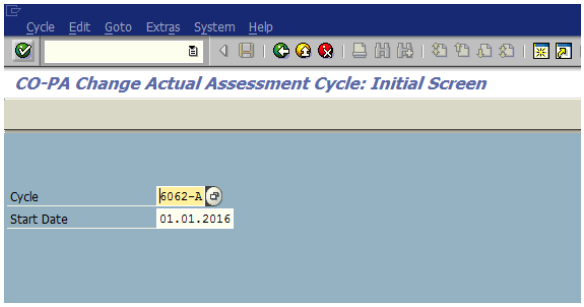
CO-PA Change Actual Assessment: Initial Screen



STEP 2

Enter the cycle code and the starting date

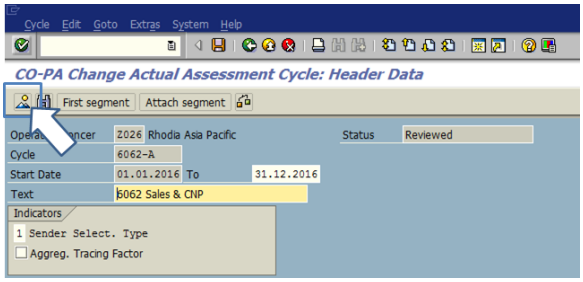
and ENTER ↵



STEP 3

Open the Segment Overview dialog box

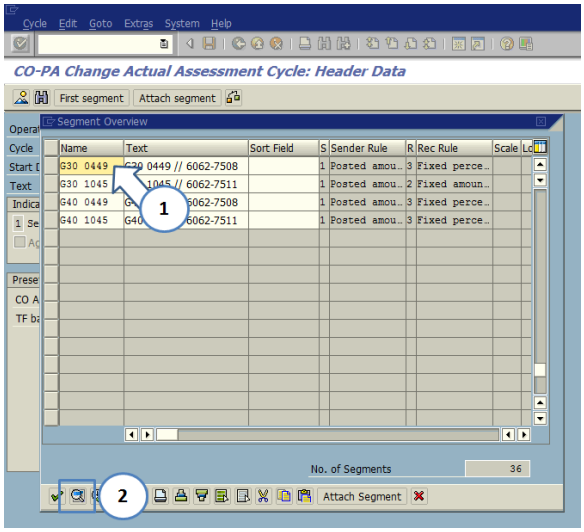
Click



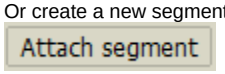
STEP 4

Select the segment to be updated

and choose

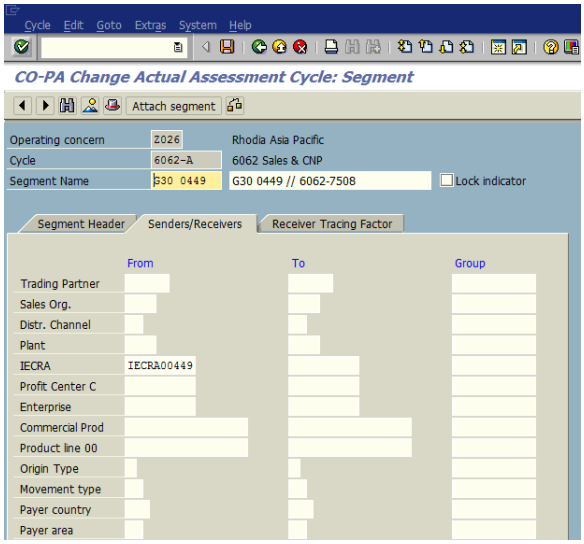


Or create a new segment by clicking

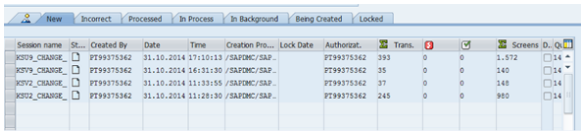


STEP 5

Make the appropriate changes to the segment as required and save



STEP 6



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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.

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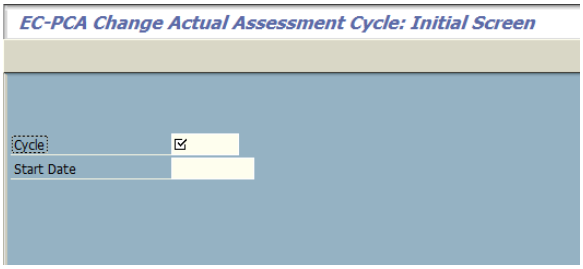
STEP 1

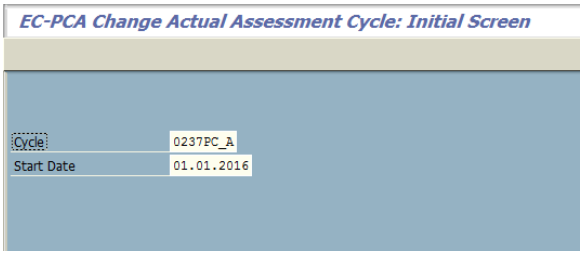
Start the transaction using transaction code 3KE2

EC-PCA Change Actual Assessment Cycle: Initial Screen



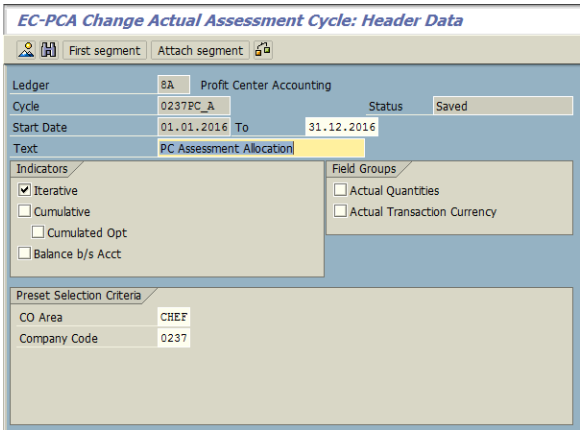
STEP 2

Enter the cycle code and the starting date and ENTER ↵



STEP 3

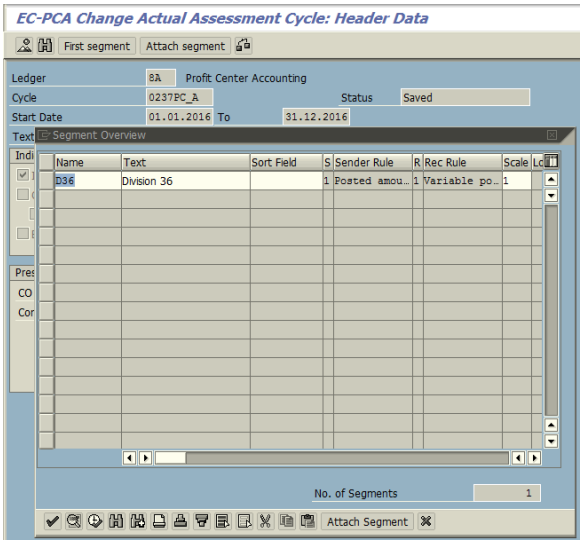
Open the Segment Overview dialog box and click



STEP 4

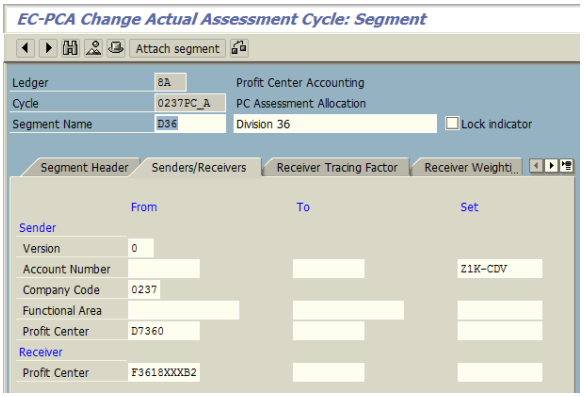
Select the segment to be updated and choose

Or create a new segment by clicking Attach segment



STEP 5

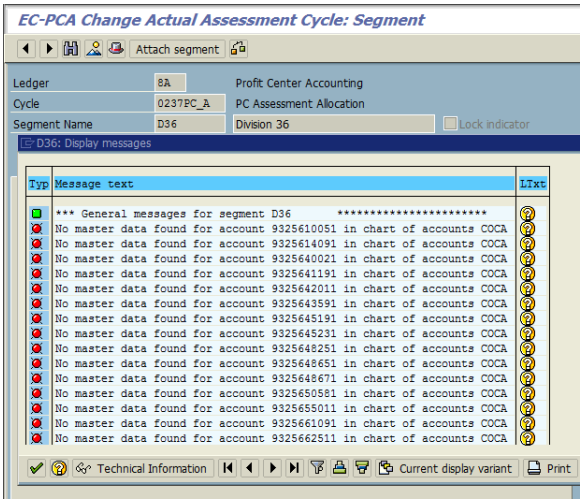
Make the appropriate changes to the segment as required and save



> Please see 3KE1 - Create Profit Center Assessment Cycle to better understand the changes that can be performed.

STEP 6

After entered the appropriate changes click on **to perform a formal check.**



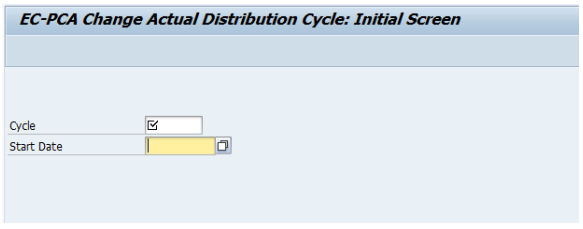
> Please note the formal check is not a complete check. The system checks the cycle with the master data. It does not guarantee that you can carry out the cycle without errors. You can only check this if you start the cycle in the test run. If there is a formal error you receive a message text. Only 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

STEP 1

Start the transaction using transaction code 4KE2

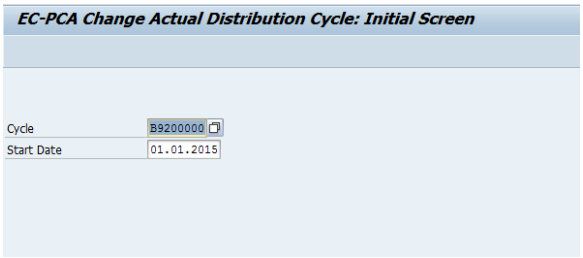


> EC-PCA Change Actual Distribution Cycle: Initial Screen

STEP 2

Enter the cycle code and the starting date

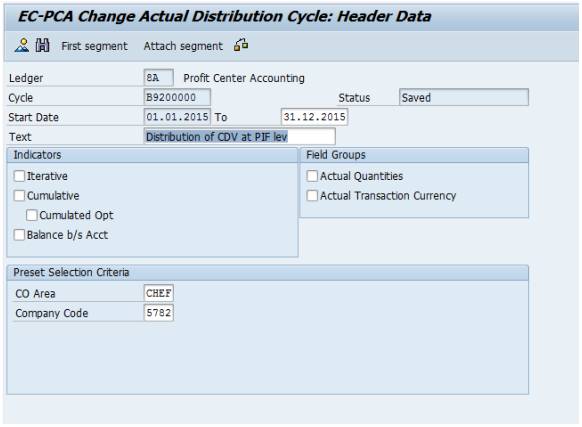
and ENTER ↵



STEP 3

Open the Segment Overview dialog box

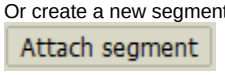
Click

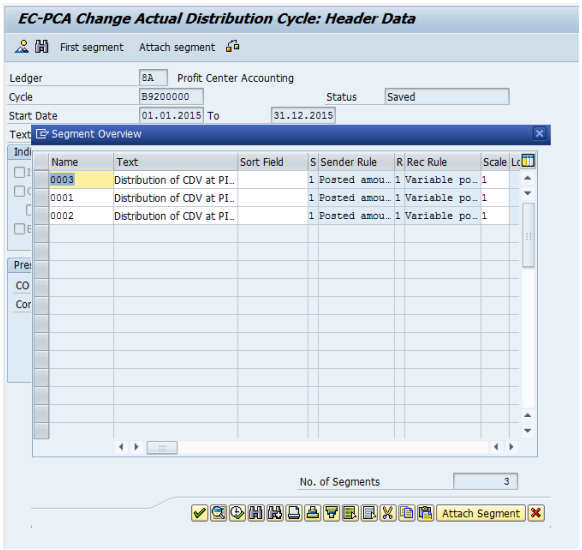


STEP 4

Select the segment to be updated and choose

Or create a new segment by clicking

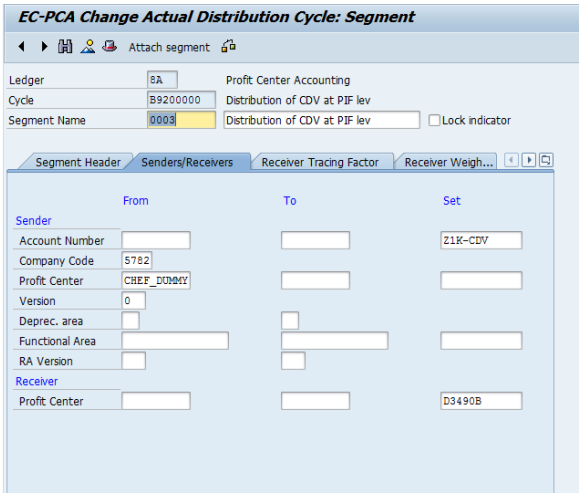




STEP 5

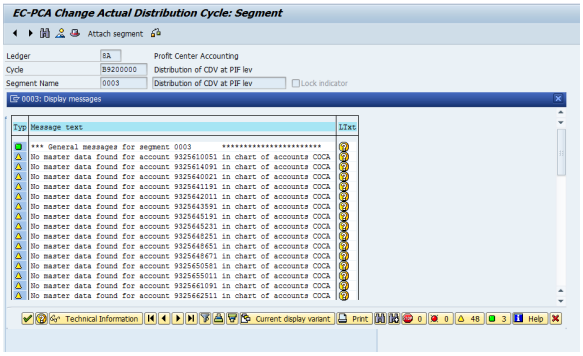
Make the appropriate changes to the segment as required and save

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



STEP 6

After entered the appropriate changes click on **to perform a formal check.**



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STEP 7

When the formal check is OK save entries by clicking on

I inform the requester