

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



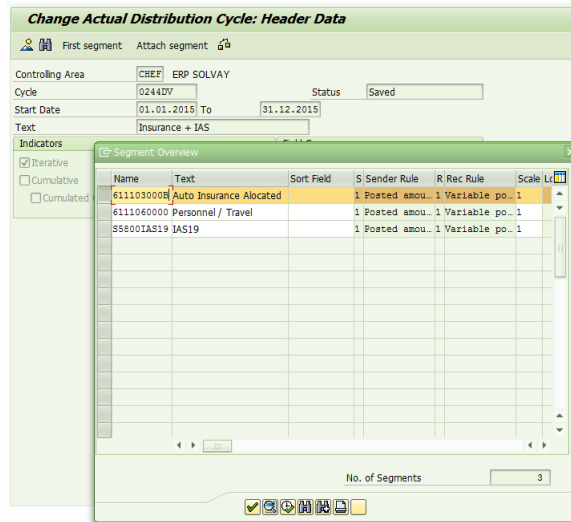
Change Actual Distribution Cycle: Header Data

<input type="button" value="First segment"/> <input type="button" value="Attach segment"/>	
Controlling Area	CHEF ERP SOLVAY
Cycle	0244DV Status Saved
Start Date	01.01.2015 To 31.12.2015
Text Insurance + IAS	
Indicators	Field Groups
<input checked="" type="checkbox"/> Iterative <input type="checkbox"/> Cumulative <input type="checkbox"/> Cumulated Opt	<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

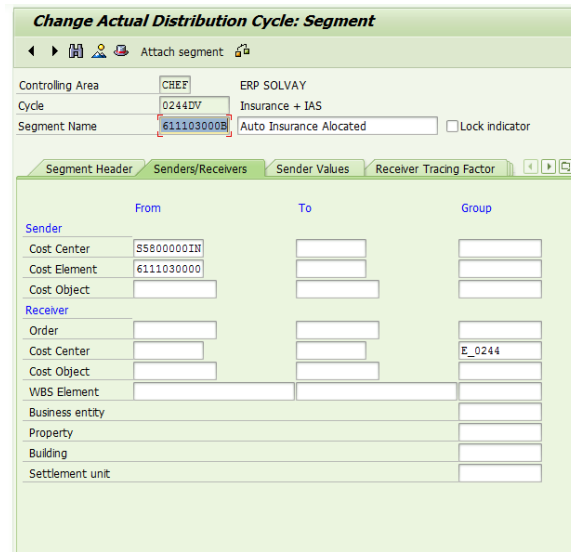
Or create a new segment by clicking




STEP 5


Make the appropriate changes to the segment as required

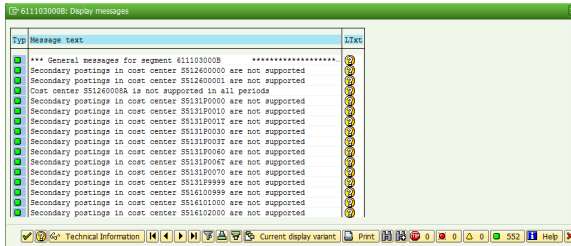
 Please see [KSV1 - Create Actual Distribution Cycle](#) to better understand the changes that can be performed.



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	Authorizat.	Trans.	0	0	0	Screens	D. Q...
KSF19_CHANGE		FF99375362	31.10.2014	17:10:13	/SAPMNC/SAP...		FF99375362	393	0	0	1.572	14	
KSF19_CHANGE		FF99375362	31.10.2014	16:31:30	/SAPMNC/SAP...		FF99375362	35	0	0	140	14	
KSF12_CHANGE		FF99375362	31.10.2014	11:33:55	/SAPMNC/SAP...		FF99375362	37	0	0	148	14	
KSF12_CHANGE		FF99375362	31.10.2014	11:28:30	/SAPMNC/SAP...		FF99375362	245	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

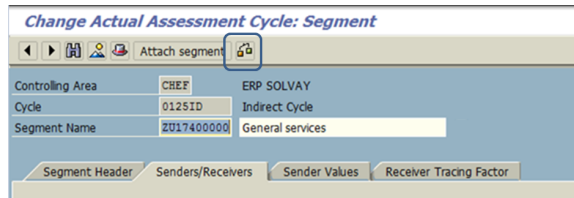
Change Actual Assessment Cycle: Segment

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

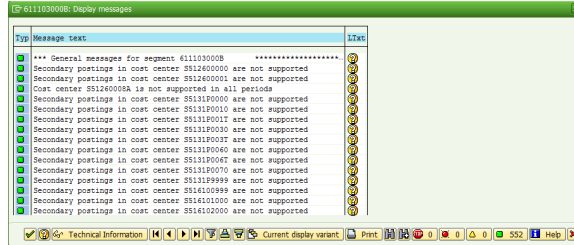
Segment Header


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.
K379_CHANGE...		PT99375362	31.10.2014	17:10:13	/SAPMCM/SAP...		PT99375362	393	0	1,572
K379_CHANGE...		PT99375362	31.10.2014	16:31:50	/SAPMCM/SAP...		PT99375362	38	0	140
K372_CHANGE...		PT99375362	31.10.2014	11:33:55	/SAPMCM/SAP...		PT99375362	37	0	148
K372_CHANGE...		PT99375362	31.10.2014	11:28:50	/SAPMCM/SAP...		PT99375362	245	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.



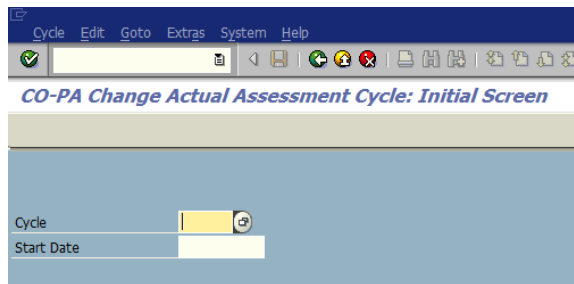
Before starting, make sure you are in the right operating concern with KEBC - Setting Operating concern. List of operating concern : Rules - CO structure

STEP 1

Start the transaction using transaction code KEU2



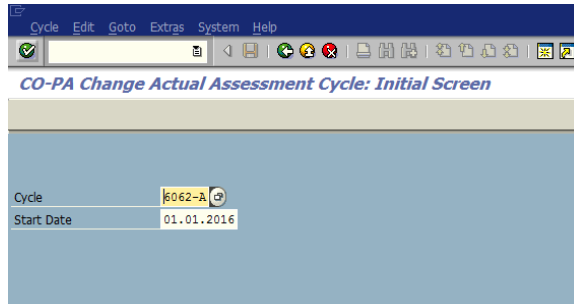
CO-PA Change Actual Assessment: Initial Screen



STEP 2

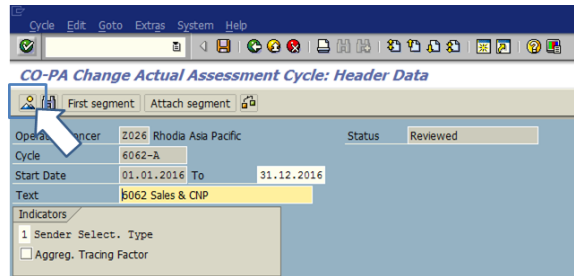
Enter the cycle code and the starting date

and 



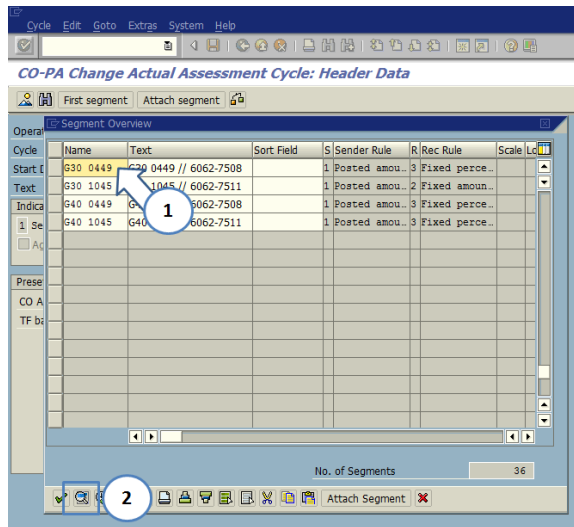
STEP 3

Open the Segment Overview dialog box



STEP 4

Select the segment to be updated and choose

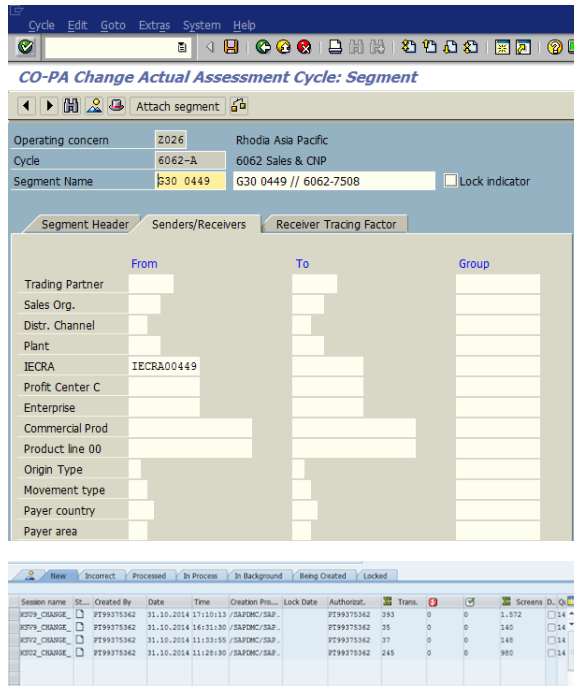


Or create a new segment by clicking

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.

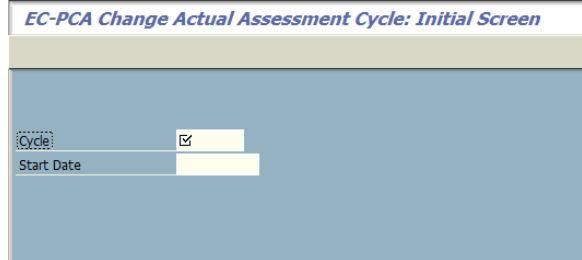
To do so, please contact IS Team by the appropriate tool, requesting the creation of a LSWM and providing the respective list of the cycles to be changed.

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

STEP 1

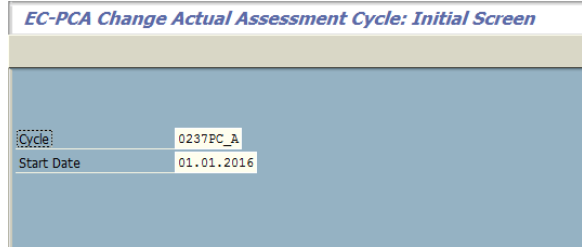
Start the transaction using transaction code 3KE2

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.



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	List
***	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: B9200000

Start Date: 01.01.2015

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


Ind	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

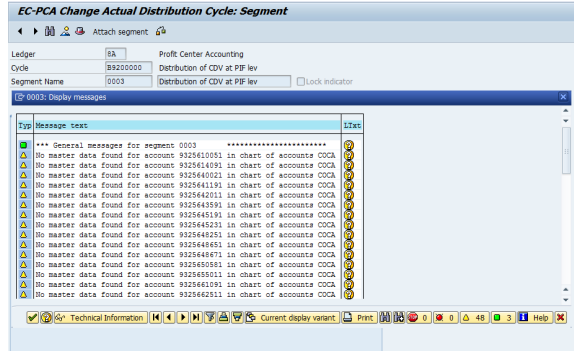
After entered the appropriate



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

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

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	
Sept 11, 2025				
	CHANSRI, Surachet	Edit	updated the page at 3:50 pm	
	CHANSRI, Surachet	State	changed state to Draft at 1:50 pm	v88
Sept 02, 2024				
Published	 Gomes, Susana	Edit	updated the page at 11:43 am	
		State	changed state to Published at 9:43 am	v87