

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

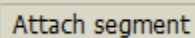
 First segment  Attach segment

Controlling Area ERP SOLVAY
Cycle Status
Start Date To
Text
Indicators
☒ Iterative
☐ Cumulative
☐ Cumulated Opt
Field Groups
☐ Consumption
☒ Object Currency
☐ 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 ERP SOLVAY
Cycle Status
Start Date To
Text
Indicators
☒ Iterative
☐ Cumulative
☐ Cumulated

Segment Overview

Name	Text	Sort Field	S Sender Rule	R/Rec Rule	Scale	Ln
611030000	Auto Insurance Allocated		1	Posted amou.. 1	Variable po.. 1	
611040000	Personnel / Travel		1	Posted amou.. 1	Variable po.. 1	
S5800IAS19	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

SS800000IN

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.

Change Actual Distribution Cycle: Segment

6111030008: Display messages

Type	Message text	List
1	*** General messages for segment 6111030008 *****	
2	Secondary portings in cost center 9512400000 are not supported	
3	Secondary portings in cost center 9512400001 are not supported	
4	Cost center 9512400002 is not supported in all periods	
5	Secondary portings in cost center 9513100000 are not supported	
6	Secondary portings in cost center 9513100001 are not supported	
7	Secondary portings in cost center 9513100002 are not supported	
8	Secondary portings in cost center 9513100003 are not supported	
9	Secondary portings in cost center 9513100004 are not supported	
10	Secondary portings in cost center 9513100005 are not supported	
11	Secondary portings in cost center 9513100006 are not supported	
12	Secondary portings in cost center 9513100007 are not supported	
13	Secondary portings in cost center 9513100008 are not supported	
14	Secondary portings in cost center 9513100009 are not supported	
15	Secondary portings in cost center 9514010000 are not supported	
16	Secondary portings in cost center 9514010000 are not supported	

Technical Information | Current display variant | Print | 552 | Help

 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.

New Incorrect Processed In Progress In Background Being Created Locked											
Session name	St.	Created By	Date	Time	Creation Pro...	Lock Date	Authoriz...	Trans.		Screens D...	Q...
OT09_CHANGE		P799573362	31.10.2014	17:10:13	/SAPBCP/SAP		P799573362	393	0	2,572	14
OT09_CHANGE		P799573362	31.10.2014	16:31:30	/SAPBCP/SAP		P799573362	35	0	240	14
OT09_CHANGE		P799573362	31.10.2014	15:11:35:55	/SAPBCP/SAP		P799573362	37	0	248	14
OT09_CHANGE		P799573362	31.10.2014	11:28:19	/SAPBCP/SAP		P799573362	245	0	980	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

Cycle	
Start Date	

STEP 2

Enter the cycle code and the starting date

and

ENTER ↵

Change Actual Assessment Cycle: Initial Screen

Cycle	0125ID
Start Date	01.01.2015



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

ENTER ↵

STEP 3

Open the Segment Overview dialog box

Click 

Change Actual Assessment Cycle: Header Data

 First segment Attach segment 

Contra Account	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

Attach segment

Change Actual Assessment Cycle: Header Data

First segment | Attach segment

Segment Overview

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

Controlling Area: CREF 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: CREF 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: CREF 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 0111030008: Display messages

Type	Message text	Icon
General	General messages for segment 6111030008	
Warning	Secondary postings in cost center S512400000 are not supported	
Warning	Cost center S51240000A is not supported in all periods	
Warning	Secondary postings in cost center S5131P0000 are not supported	
Warning	Secondary postings in cost center S5131P0010 are not supported	
Warning	Secondary postings in cost center S5131P0017 are not supported	
Warning	Secondary postings in cost center S5131P0030 are not supported	
Warning	Secondary postings in cost center S5131P0037 are not supported	
Warning	Secondary postings in cost center S5131P0040 are not supported	
Warning	Secondary postings in cost center S5131P0047 are not supported	
Warning	Secondary postings in cost center S5131P0070 are not supported	
Warning	Secondary postings in cost center S5131P0089 are not supported	
Warning	Secondary postings in cost center S516100999 are not supported	
Warning	Secondary postings in cost center S516101000 are not supported	

Technical Information | Current display variant: | Print | 552 | Help

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.	3	✓	Screens D...
KST19_CHANGE		PT99375362	31.10.2014	17:10:13	/SAPFMC/SAP...		PT99375362	393	0	0	1.572
KST19_CHANGE		PT99375362	31.10.2014	16:31:50	/SAPFMC/SAP...		PT99375362	35	0	0	140
KST19_CHANGE		PT99375362	31.10.2014	11:33:55	/SAPFMC/SAP...		PT99375362	37	0	0	148
KST19_CHANGE		PT99375362	31.10.2014	11:28:30	/SAPFMC/SAP...		PT99375362	245	0	0	960



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

Cycle Edit Goto Extras System Help

CO-PA Change Actual Assessment Cycle: Initial Screen

Cycle

Start Date

STEP 2

Enter the cycle code and the
starting date

and

Cycle Edit Goto Extras System Help

CO-PA Change Actual Assessment Cycle: Initial Screen

Cycle

Start Date

STEP 3

Open the Segment Overview dialog
box

Click 

Cycle Edit Goto Extras System Help

CO-PA Change Actual Assessment Cycle: Header Data

First segment Attach segment

Operator: 2026 Rhodia Asia Pacific Status: Reviewed

Cycle: 6062-A

Start Date: 01.01.2016 To: 31.12.2016

Text: 6062 Sales & CNP

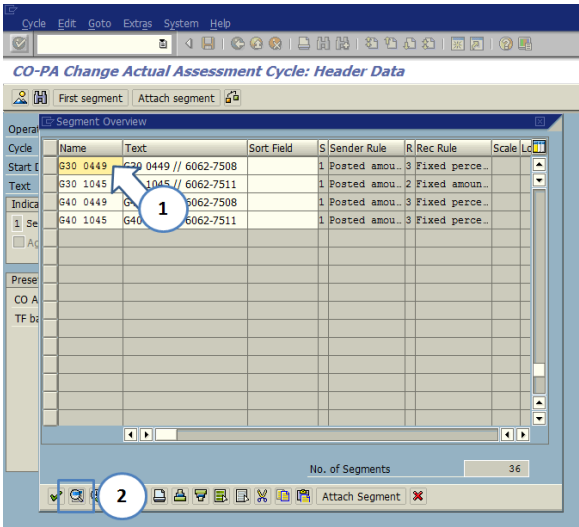
Indicators

1 Sender Select. Type

☐ Aggreg. Tracing Factor

STEP 4

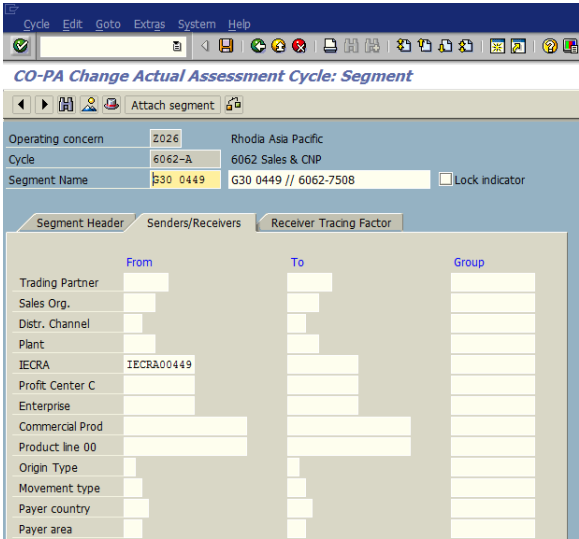
Select the segment to be updated
and choose 



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.

New												Incorrect	Processed	In Process	In Background	Being Created	Locked
Session name	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat...	Trans.	0	0	1,572	Screens D. Q...						
K3P9_CHANGE...	PT99375362	31.10.2014	17:10:13	/SAPFNC/SAP...		PT99375362	393	0	0	140	14						
K3P9_CHANGE...	PT99375362	31.10.2014	16:31:30	/SAPFNC/SAP...		PT99375362	35	0	0	140	14						
K3P9_CHANGE...	PT99375362	31.10.2014	11:33:55	/SAPFNC/SAP...		PT99375362	37	0	0	140	14						
K3P9_CHANGE...	PT99375362	31.10.2014	11:28:30	/SAPFNC/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.

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 () box and click 

EC-PCA Change Actual Assessment 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 and choose

Or create a new segment by clicking **Attach segment**

[illegible]

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

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		

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

EC-PCA Change Actual Distribution Cycle: Initial Screen

Cycle: ☒

Start Date:

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	Lo
☐	0003	Distribution of CDV at PIF lev		1 Posted amou...	1 Variable po...	1	
☐	0001	Distribution of CDV at PIF lev		1 Posted amou...	1 Variable po...	1	
☐	0002	Distribution of CDV at PIF lev		1 Posted amou...	1 Variable po...	1	

No. of Segments

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_DUNNY		
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.

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

0003: Display messages

Type	Message text	Icon
***	General messages for segment 0003	
🟢	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 9325640101 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 9325643091 in chart of accounts COCA	
🟡	No master data found for account 9325645191 in chart of accounts COCA	
🟡	No master data found for account 9325646231 in chart of accounts COCA	
🟡	No master data found for account 9325646251 in chart of accounts COCA	
🟡	No master data found for account 9325646591 in chart of accounts COCA	
🟡	No master data found for account 9325646871 in chart of accounts COCA	
🟡	No master data found for account 9325650591 in chart of accounts COCA	
🟡	No master data found for account 9325655011 in chart of accounts COCA	
🟡	No master data found for account 9325661191 in chart of accounts COCA	
🟡	No master data found for account 9325662511 in chart of accounts COCA	

🔍 🧑 Technical Information 🔍 ▶ 🔍 🧑 Current display variant: Print 🖨️ 📄 0 0 0 48 2 Help 📖

STEP 7

When the formal check is OK save

entries by clicking on 

I inform the requester