

# 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.

**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	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.

 Disregard Warnings 

611103000B: Display messages

Type	Message text	Exit
**	General messages for segment 611103000B	
E	Secondary postings in cost center 5512600000 are not supported	
E	Secondary postings in cost center 5512600001 are not supported	
E	Cost center 551260005A is not supported in all periods	
E	Secondary postings in cost center 5513200000 are not supported	
E	Secondary postings in cost center 5513100010 are not supported	
E	Secondary postings in cost center 5513100011 are not supported	
E	Secondary postings in cost center 5513100010 are not supported	
E	Secondary postings in cost center 5513100030 are not supported	
E	Secondary postings in cost center 5513100040 are not supported	
E	Secondary postings in cost center 5513100041 are not supported	
E	Secondary postings in cost center 5513100070 are not supported	
E	Secondary postings in cost center 5513100099 are not supported	
E	Secondary postings in cost center 5514000899 are not supported	
E	Secondary postings in cost center 5514001000 are not supported	
E	Secondary postings in cost center 5514002000 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	Authoriz...	Trans.	Screens	D. Co...
KSV1_CHANGE	FF99375362	31.10.2014	11:10:13	/SAPFNC/SAP		FF99375362	260	0	1-572
KSV2_CHANGE	FF99375362	31.10.2014	16:11:10	/SAPFNC/SAP		FF99375362	165	0	140
KSV7_CHANGE	FF99375362	31.10.2014	11:39:55	/SAPFNC/SAP		FF99375362	37	0	148
KSV2_CHANGE	FF99375362	31.10.2014	11:12:10	/SAPFNC/SAP		FF99375362	245	0	960

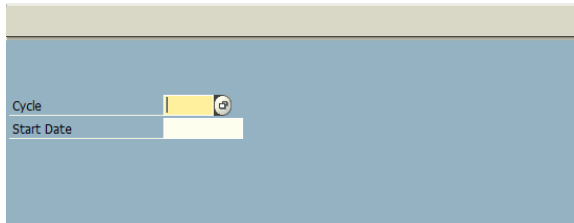
Afterwards, IS Team will request to process the batches sessions created for this purpose

**STEP 1**

Start the transaction using transaction code KSU2

 Change Actual Assessment Cycle: Initial Screen

*Change Actual Assessment Cycle: Initial Screen*

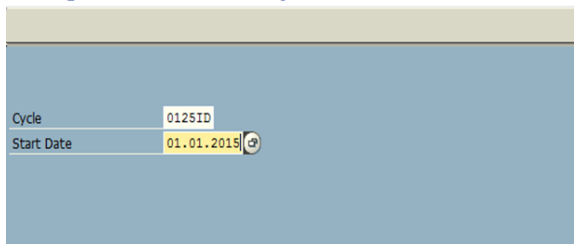




**STEP 2**

Enter the cycle code and the starting date

and 

*Change Actual Assessment Cycle: Initial Screen*



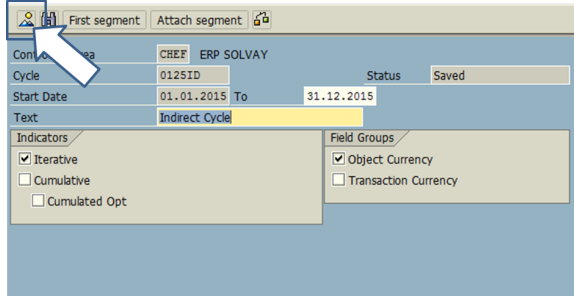
 If you don't know the Starting Date, do not insert the date,  and choose the most recent one.

**STEP 3**


Open the Segment Overview dialog box

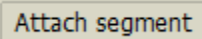
Click 

*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

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.

**Change Actual Assessment Cycle: Segment**

Controlling Area: CHEF 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 6111030008: display messages

Type	Message text	Icon
***	General messages for segment 6111030008	
Secondary postings in cost center 3512400000 are not supported		
Secondary postings in cost center 3512400001 are not supported		
Cost center 351240000A is not supported in all periods		
Secondary postings in cost center 35131P0000 are not supported		
Secondary postings in cost center 35131P0010 are not supported		
Secondary postings in cost center 35131P0011 are not supported		
Secondary postings in cost center 35131P0030 are not supported		
Secondary postings in cost center 35131P0037 are not supported		
Secondary postings in cost center 35131P0040 are not supported		
Secondary postings in cost center 35131P0047 are not supported		
Secondary postings in cost center 35131P0070 are not supported		
Secondary postings in cost center 35131P0089 are not supported		
Secondary postings in cost center 3516100999 are not supported		
Secondary postings in cost center 3516101000 are not supported		
Secondary postings in cost center 3516102000 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.





Session name	St...	Created By	Date	Time	Creation Pro...	Lock Date	Authorizat.	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.

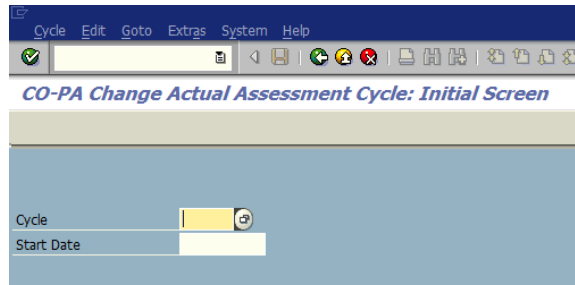
Jul 06, 2016	Actor	Type	Activity	Version
Published	ROLLIER, Charlotte	State	changed state to <b>Published</b> at 8:49 pm	v25
	To be approved	ROLLIER, Charlotte	State	gave <i>Approvers</i> approval at 8:49 pm
		State	changed expiry date to '11 Jul, 2016 08:49 pm' at 8:49 pm	
For Review	ROLLIER, Charlotte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

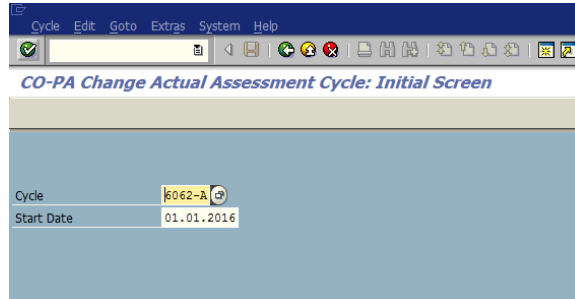
Start the transaction using transaction code KEU2

**i** CO-PA Change Actual Assessment: Initial Screen



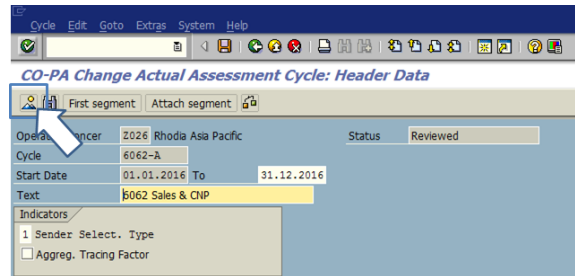
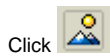
**STEP 2**

Enter the cycle code and the starting date



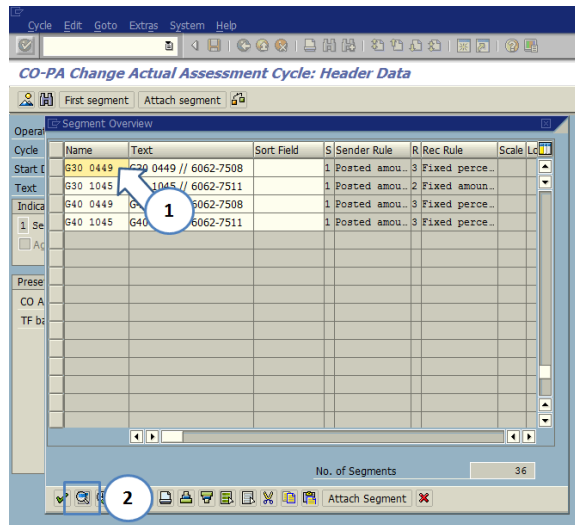
**STEP 3**

Open the Segment Overview dialog box



**STEP 4**

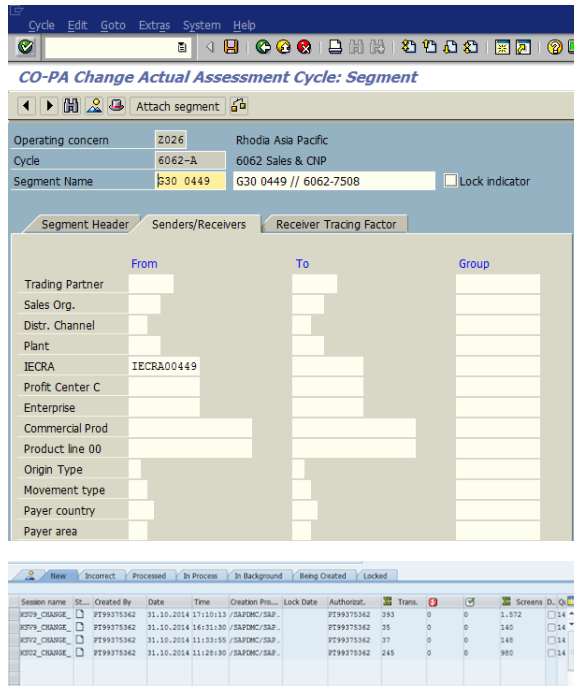
Select the segment to be updated and choose



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.

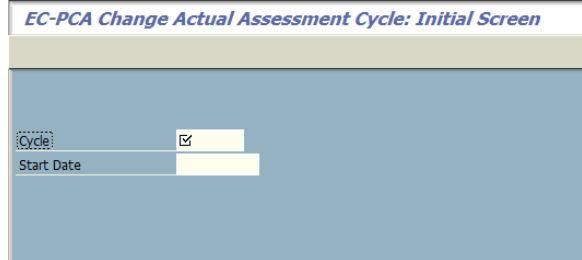
To do so, please contact IS Team by the appropriate tool, requesting the creation of a LSWM and providing the respective list of the cycles to be changed.

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

**STEP 1**

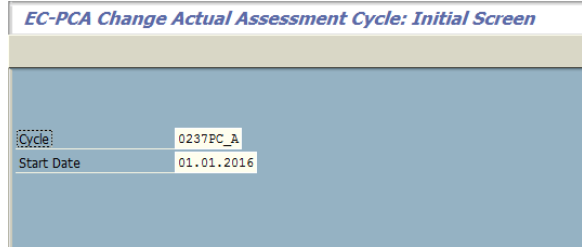
Start the transaction using transaction code 3KE2

**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**


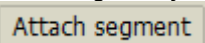
First segment Attach segment

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 

**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

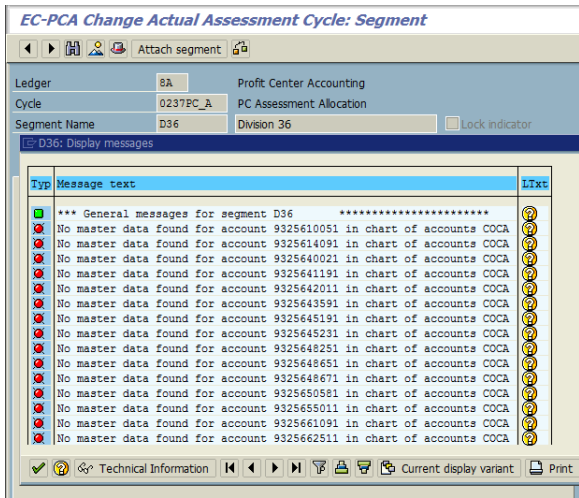
Segment Header Senders/Receivers Receiver Tracing Factor Receiver Weighti...

Sender	From	To	Set
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.

**i** 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.



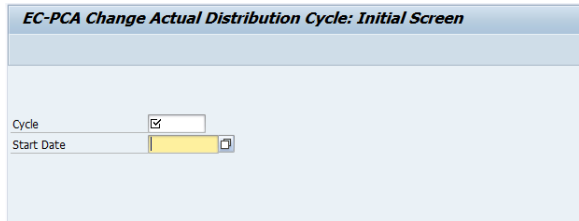
**STEP 7**

When the formal check is OK save entries by clicking on

**STEP 1**

Start the transaction using transaction code 4KE2

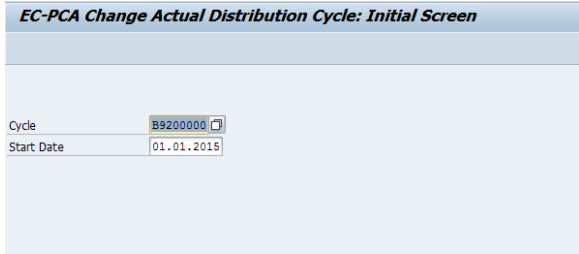
**i** EC-PCA Change Actual Distribution Cycle: Initial Screen



**STEP 2**

Enter the cycle code and the starting date

and



**STEP 3**

Open the Segment Overview dialog box

Click

**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
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: 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			D3490B
Profit Center			

**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

