

## Define Assessment – KSU1 / KSU2 / KSU3

Accounting → Controlling → Cost Center  
Accounting → Period End Closing →  
Current Settings → S\_ALR\_87005742 -  
Define Assessment (Create / Change /  
Display)

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1. On the screen “Create Actual Assessment Initial Screen”, Enter the **Controlling Area** and press Save  Button:
2. Enter the **Name of Assessment Cycle** in Cycle Field.
3. Enter the **Cycle Start Date** (Usually the start of the fiscal year or Calendar year) in Start Date.
4. Press Enter to proceed.
5. Enter the **Description** of the Cycle in Text field.
6. Enter **Cycle Expiry Date** in to date field.
7. Select **Iterative** indicator from Indicators options available.
8. Click on  or Press Shift+F8.

### Segment Header Tab

9. Enter **Name** of the Segment in Segment field.
10. Enter **Description** of the sending Cost Center in Segment Description.
11. Enter **Assessment Cost Element** in Assessment Cost Element Field.
12. Select **Posted amounts** from sender rule options available.

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Panel 2

13. Enter the Percentage of sender amount in Share in % field.
14. Enter **Receiving Formula** in Receiver Rule. (Use the pull down arrow  to access the list of Receiver Rule.

### Sender / Receivers Tab

15. Enter the **Cost Center** in Sender Cost Center field.
16. Enter the **Cost Elements** in Sender Cost Elements field.
17. Enter the **Cost Center or Group** in Receiver Cost Center field.

### Receiver Tracing Factor

18. Enter the **Percentage** against the Receiver Cost Centers in Percentage field.
19. Click on “Segment Header” tab and then click on check button  or press Ctrl+F12 to check the cycle for errors.
20. Press Enter and Click on the Save button  or press CTRL-S.
21. Click on Exit  Button to exit or Shift & F3 to return to the SAP Easy Access screen.

Enter the **Percentage** of sender amount in Share in % field

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Panel 3

## Execute Assessment Cycle Items – KSU5

Accounting → Controlling → Cost Center  
Accounting → Period End Closing →  
Single Functions → Allocations →  
Distribution

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1. On the screen “Execute Actual Distribution: Initial screen” Enter the **Beginning and Ending Period** in Period field.
2. Enter the **Fiscal Year** in Fiscal Year field.
3. Check off the Box on **Test Run and Detail List**.
4. Enter the **Cycle Name** in Cycle field. (Use the Pull down  Arrow to excess the list of existing cycles.)
5. Enter the **Start Date** in Start Date field.
6. Press “Execute  Button” or Press F8
7. If there is no error then Execute again with the without **Test Run**.
8. Click on the Save button  or press CTRL-S
9. Click on Exit  Button to exit or Shift & F3 to return to the SAP Easy Access screen.

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Panel 4

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Panel 5

