How to create an assessment cycle in SAP: prepare, review, and execute actual assessment

If you want to know how to create an assessment cycle in SAP, start with the first requirement: an actual posting on a cost center. This guide covers the full workflow. You verify the cost center hierarchy, the posting, and the secondary cost element, and then review the cycle's segment settings. Finally you run the actual assessment (test run first, then update run) and check the results in the Actual/Plan/Variance report.

Prerequisites

Before you begin, make sure you have the following in place:

- An actual posting in cost center **1104**. The example in this guide was created with transaction **FB50**.
- A G/L account set up as a secondary cost element with cost element category 42 (assessment). This guide uses G/L account **100604**.
- Active cost centers in controlling area **1104**: CC01, 1104, and 1105.
- Access to SAP GUI and the SAP Easy Access menu.

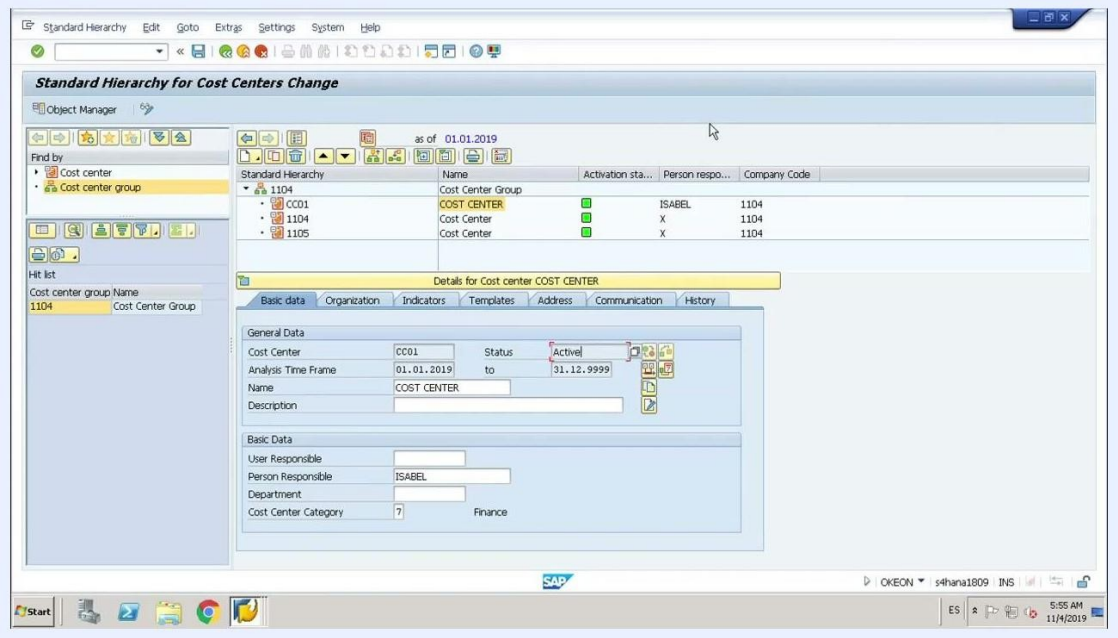
Step 1: Review the standard hierarchy of cost centers

Open the **Standard Hierarchy for Cost Centers Change** screen and look at the hierarchy for controlling area **1104**. It contains three cost centers: **CC01**, **1104**, and **1105**. The cost center group is labeled **COST CENTER**, the person responsible is **ISABEL**, and the company code is **1104**.

In the **Details for Cost center COST CENTER** section, check these values:

- **Cost Center:** CC01
- **Status:** Active
- **Analysis Time Frame:** 01.01.2019 to 31.12.9999
- **Name:** COST CENTER
- **Person Responsible:** ISABEL

- **Cost Center Category:** Finance



Standard hierarchy for cost centers in SAP, showing cost centers CC01, 1104, and 1105 under controlling area 1104, with the details for cost center CC01

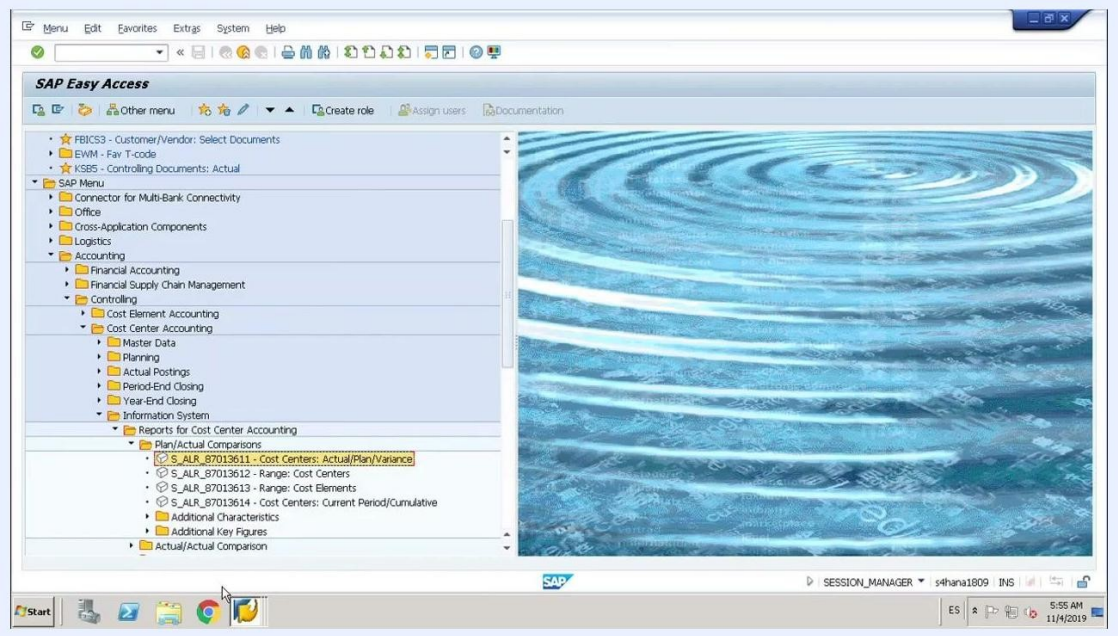
Step 2: Find the cost center report in the SAP Easy Access menu

The first step of the assessment cycle is an actual posting. In this example, the posting already exists in cost center **1104**, created with transaction **FB50**.

Return to the SAP Easy Access main menu and expand this path:

Accounting > **Controlling** > **Cost Center Accounting** > **Information System** > **Reports for Cost Center Accounting** > **Plan/Actual Comparisons**

Highlight the report **S_ALR_87013611 - Cost Centers: Actual/Plan/Variance**.



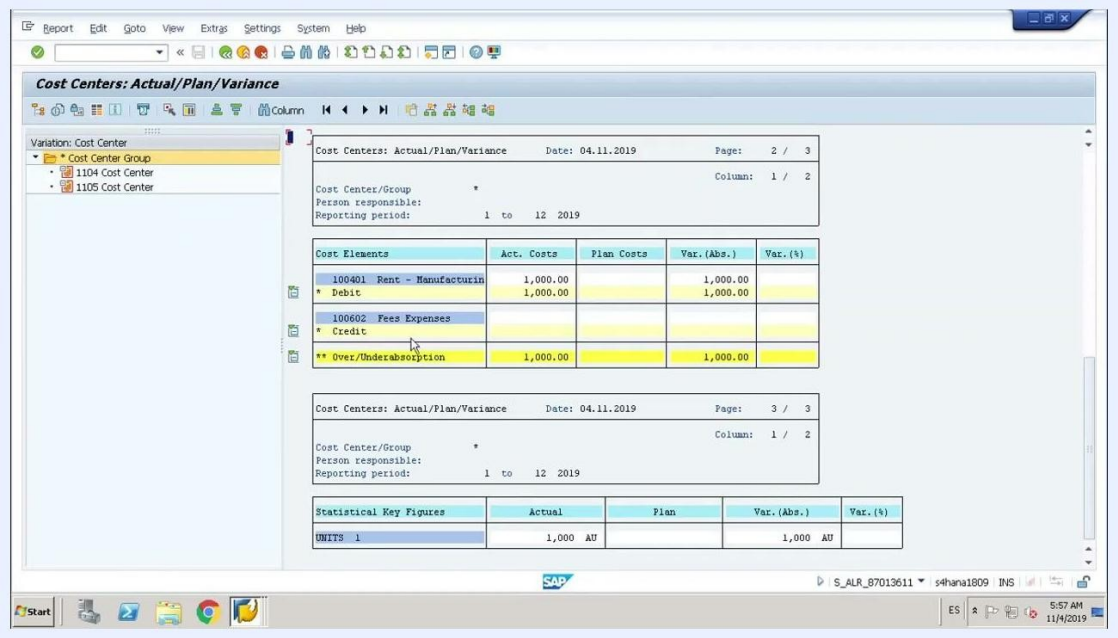
SAP Easy Access menu expanded to Reports for Cost Center Accounting, with S_ALR_87013611 - Cost Centers: Actual/Plan/Variance highlighted

Step 3: Display the actual posting in the cost center report

Open the **S_ALR_87013611 - Cost Centers: Actual/Plan/Variance** report and review the actual posting for cost center **1104**:

- **Cost Element:** 100401 (Rent - Manufacturing)
- **Actual Costs:** 1,000.00 INR
- **Plan Costs:** 1,000.00 INR
- **Variance (Absolute):** 1,000.00
- **Variance (%):** 1,000.00
- **Debit:** 1,000.00 INR
- **Credit:** shown if applicable (for example, 100602 Fees Expenses)
- **Over/Underabsorption:** 1,000.00 INR

Confirm that the posting of **1,000 INR** to cost center **1104** under cost element **100401 Rent - Manufacturing** is visible. This posting is the first step of the assessment cycle. It is the primary cost element posting you need before you run the assessment.



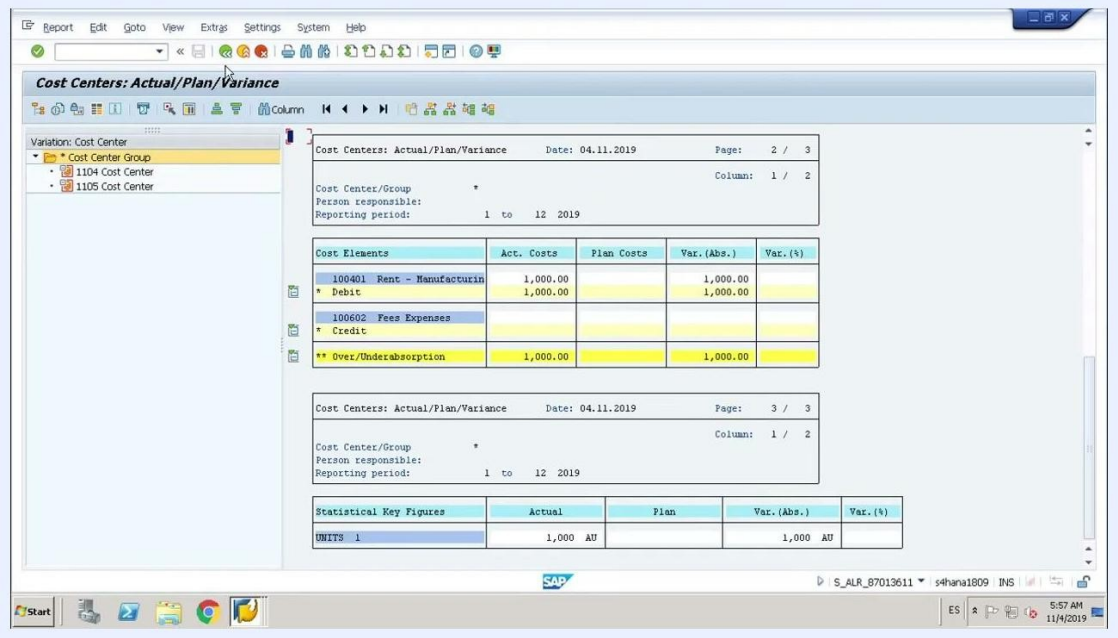
Cost Centers: Actual/Plan/Variance report for cost center 1104, showing 1,000 INR posted to cost element 100401 Rent - Manufacturing with all relevant columns highlighted

Step 4: Return to the report selection screen

Click the green back arrow (**F3**) at the top of the SAP window to leave the report. On the **Cost Centers: Actual/Plan/Variance: Selection** screen, verify these selection values:

- **Controlling Area:** 1104
- **Fiscal Year:** 2019
- **From Period:** 1
- **To Period:** 12

- **Plan Version:** 0



Selection screen for Cost Centers: Actual/Plan/Variance, showing controlling area 1104, fiscal year 2019, periods 1 to 12, and plan version 0

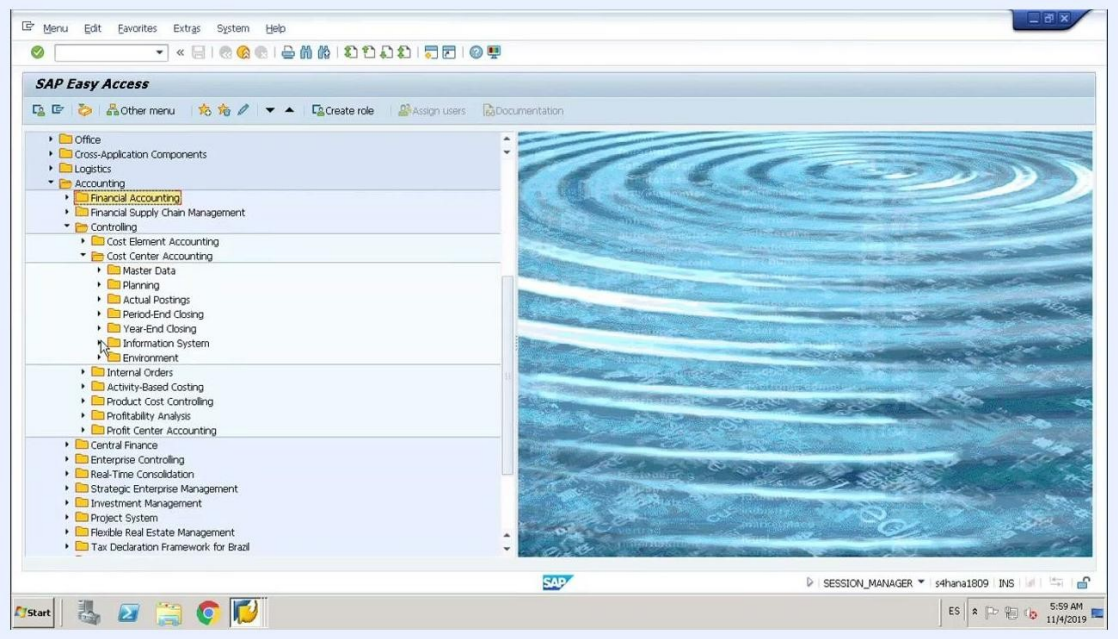
Step 5: Verify the secondary cost element setup

Open the **Display G/L Account Centrally** screen. Confirm that **G/L Account** is **100604** and **Company Code** is **1104** (Company Pvt Ltd).

On the **Type/Description** tab, verify the following:

- **G/L Account Type:** Secondary Costs
- **Account Group:** Secondary Costs/Revenues
- **Short Text:** X
- **G/L Acct Long Text:** XXX

This G/L account must already exist as a secondary cost element with cost element category 42 (assessment). The assessment cycle requires this setup.



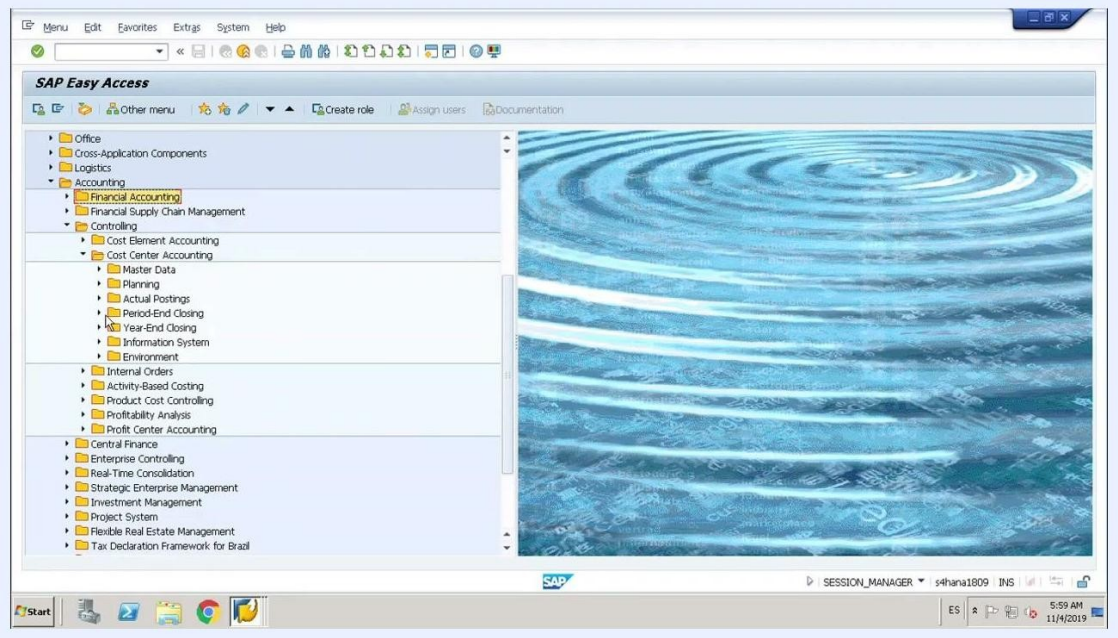
Display G/L Account Centrally screen showing G/L account 100604, company code 1104, account type Secondary Costs, and account group Secondary Costs/Revenues

Step 6: Open the period-end closing folder in the assessment cycle menu

Return to the **SAP Easy Access** menu and expand this path:

Accounting > **Controlling** > **Cost Element Accounting** > **Cost Center Accounting**

Then locate and expand the **Period-End Closing** folder.



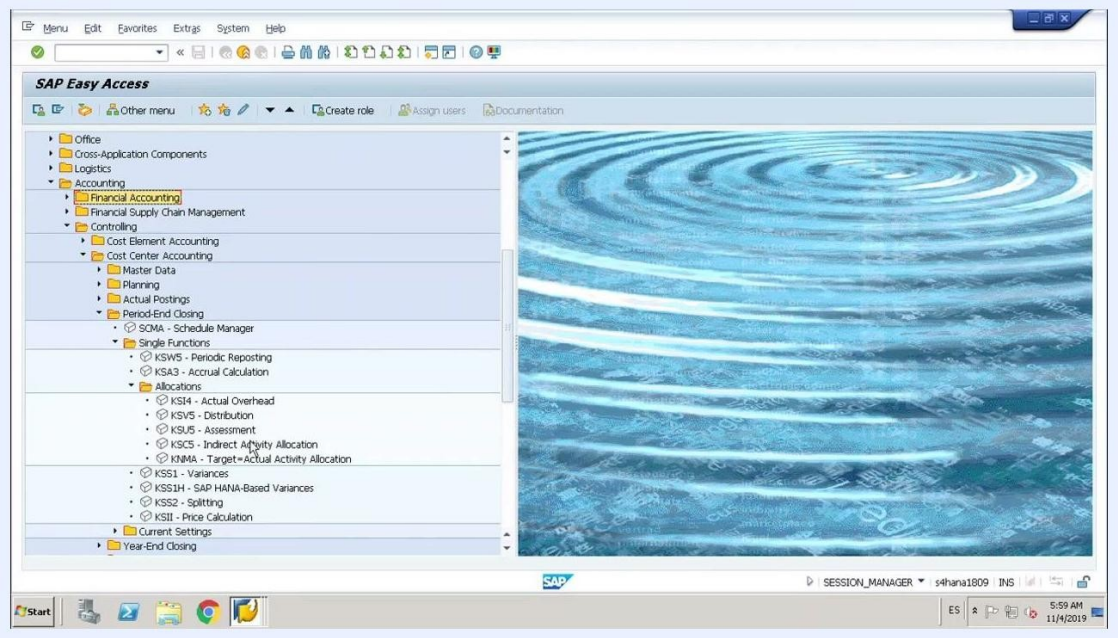
SAP Easy Access menu expanded to Accounting > Controlling > Cost Element Accounting > Cost Center Accounting > Period-End Closing

Step 7: Locate the assessment transaction under allocations

Under **Period-End Closing**, expand the **Single Functions** folder, and then expand the **Allocations** subfolder. You see these transactions:

- **KSWS** - Periodic Reposting
- **KSA3** - Accrual Calculation
- **KSU5** - Assessment (used for assessment cycles)
- **KS14** - Actual Overhead
- **KSV5** - Distribution
- **KSC5** - Indirect Activity Allocation
- **KNMA** - Target-Actual Activity Allocation

You can navigate through the menu tree, or you can enter transaction codes directly if you prefer.



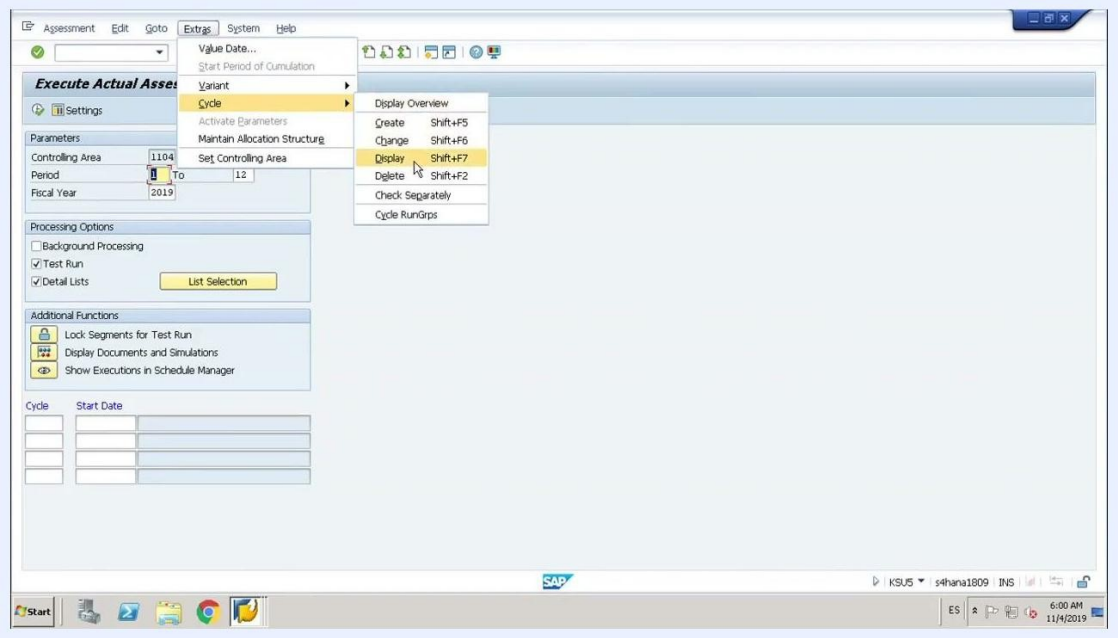
SAP Easy Access menu with Single Functions > Allocations expanded, showing KSWS, KSA3, KS14, KSV5, KSU5, KSC5, and KNMA

Step 8: Open the Execute Actual Assessment initial screen

Open the **Execute Actual Assessment: Initial Screen** (transaction **KSU5 - Assessment**). Check the following fields and settings:

- **Controlling Area:** 1104
- **Period:** 1 to 12
- **Fiscal Year:** 2019
- **Processing Options: Test Run** and **Detail Lists** are checked.
- **Additional Functions: Lock Segments for Test Run**, **Display Documents and Simulations**, and **Show Executions in Schedule Manager** are available.

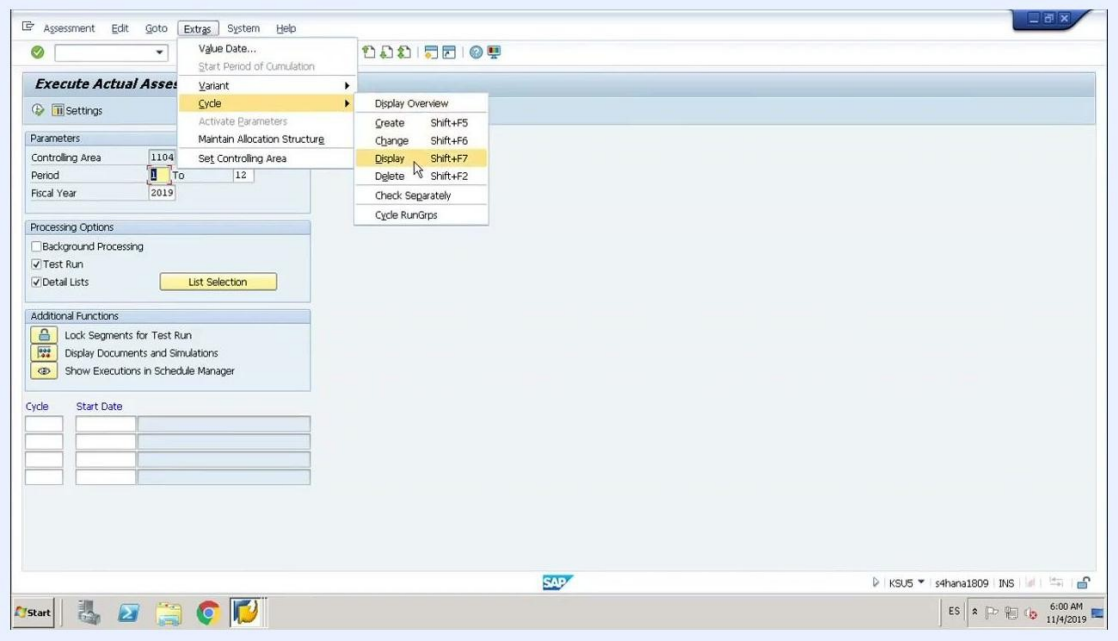
The lower section has **Cycle** and **Start Date** fields, which are empty at this point.



Execute Actual Assessment: Initial Screen with controlling area 1104, periods 1 to 12, fiscal year 2019, and processing options selected

Step 9: Display the assessment cycle before you execute it

Before you run the assessment, review the cycle setup. From the top menu, select **Extras** > **Cycle** > **Display**, or press **Shift+F7**.



SAP menu showing Extras > Cycle > Display highlighted

The system opens the **Display Actual Assessment Cycle: Segment** screen. These key fields appear:

- **Controlling Area:** 1104
- **Cycle:** 1
- **Segment Name:** 1

The **Segment Header** tab is active and shows these values:

- **Assessment CElem:** 100604
- **Sender Rule:** Posted amounts
- **Share in %:** 100.00%
- **Receiver Rule:** Fixed amounts

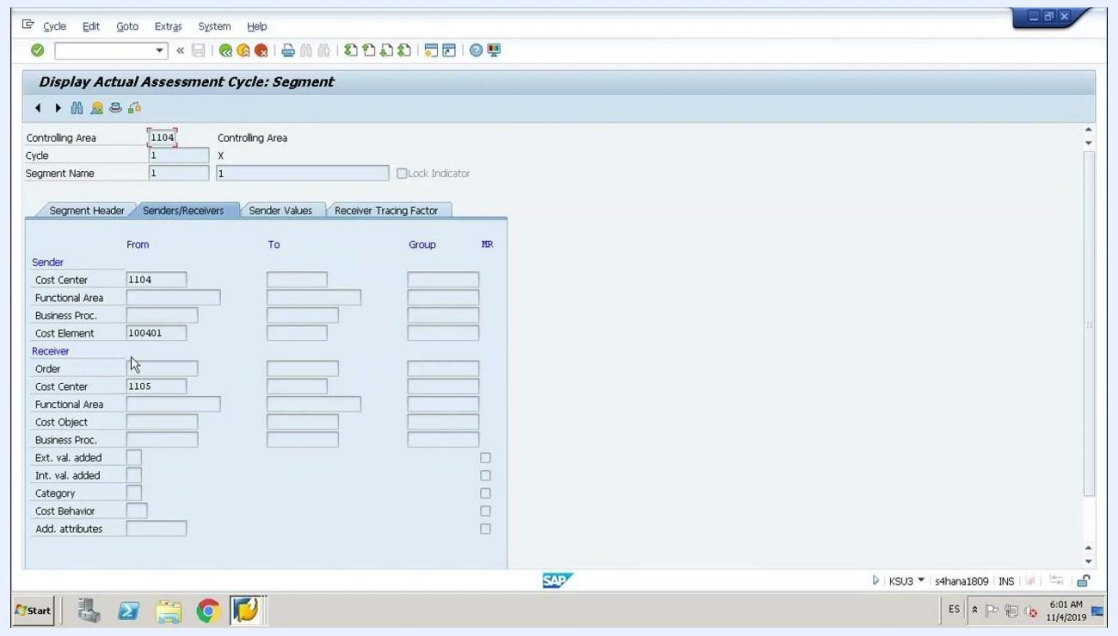
This cycle contains only one segment.

Step 10: Confirm the sender and receiver cost centers

Switch to the **Senders/Receivers** tab of the **Display Actual Assessment Cycle: Segment** screen and verify the following:

- **Sender** cost center: 1104
- **Sender** cost element: 100401
- **Receiver** cost center: 1105

No values are entered for Functional Area, Business Proc., Cost Object, or the other receiver fields.



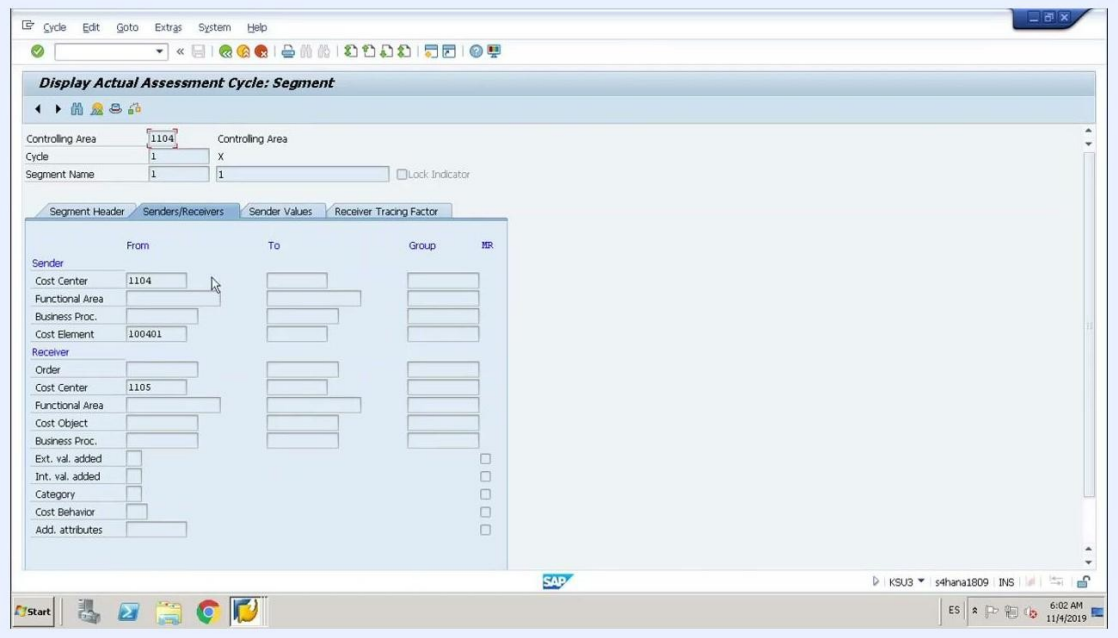
Senders/Receivers tab showing sender cost center 1104, cost element 100401, and receiver cost center 1105

Step 11: Check the sender values

Switch to the **Sender Values** tab and check these details:

- **Share in %:** 100.00
- **Version (From):** 0

Make sure **Actual Value Origin** is selected.



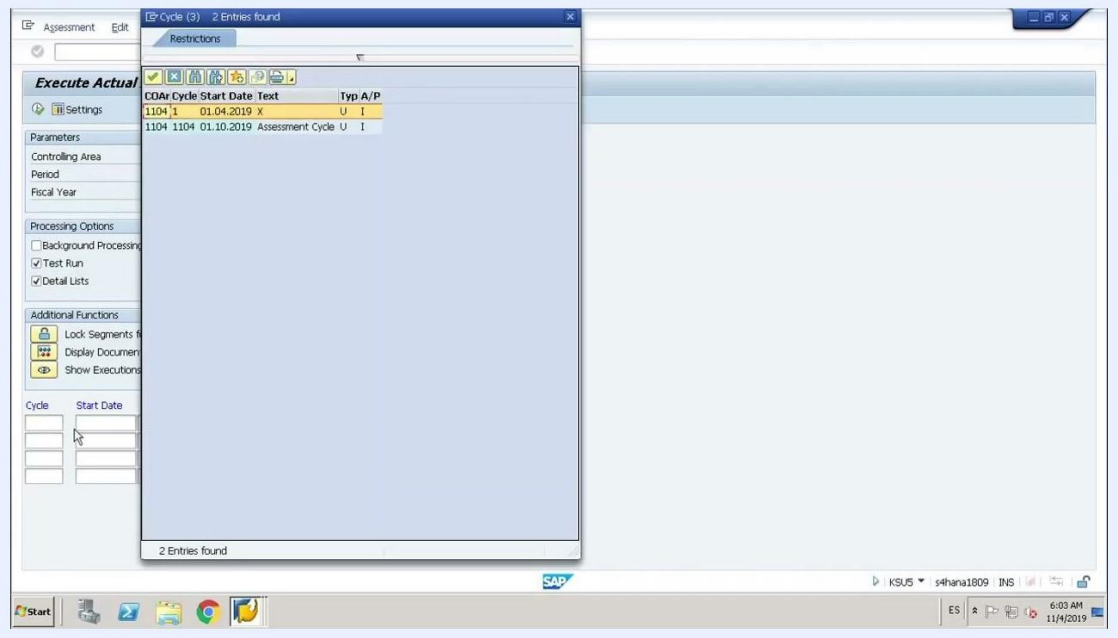
Sender Values tab showing share in percent as 100.00 and version from as 0

Step 12: Check the receiver tracing factor and amount

Switch to the **Receiver Tracing Factor** tab and check these details:

- **Currency:** INR
- **Cost Center:** 1105
- **Amount:** 500.00

Click **Find Receiver** if you need to search for available receivers.



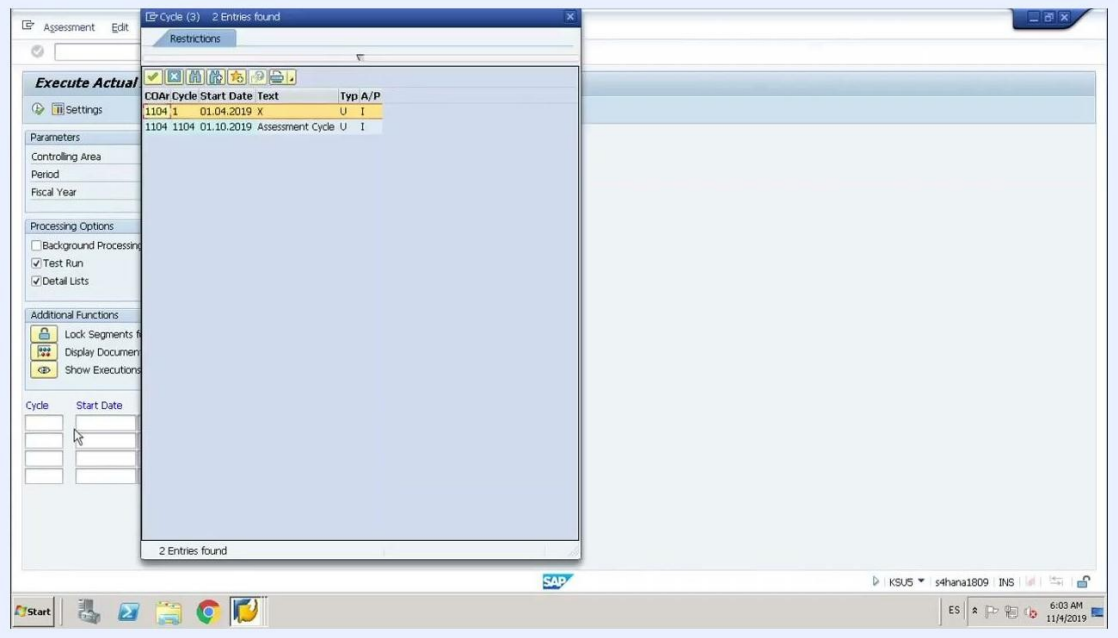
Receiver Tracing Factor tab showing currency INR, cost center 1105, and amount 500.00

Step 13: Review the segment header settings

Return to the **Segment Header** tab and review all settings:

- **Assessment CElem:** 100604
- **Sender Rule:** Posted amounts
- **Share in %:** 100.00

- **Receiver Rule:** Fixed amounts



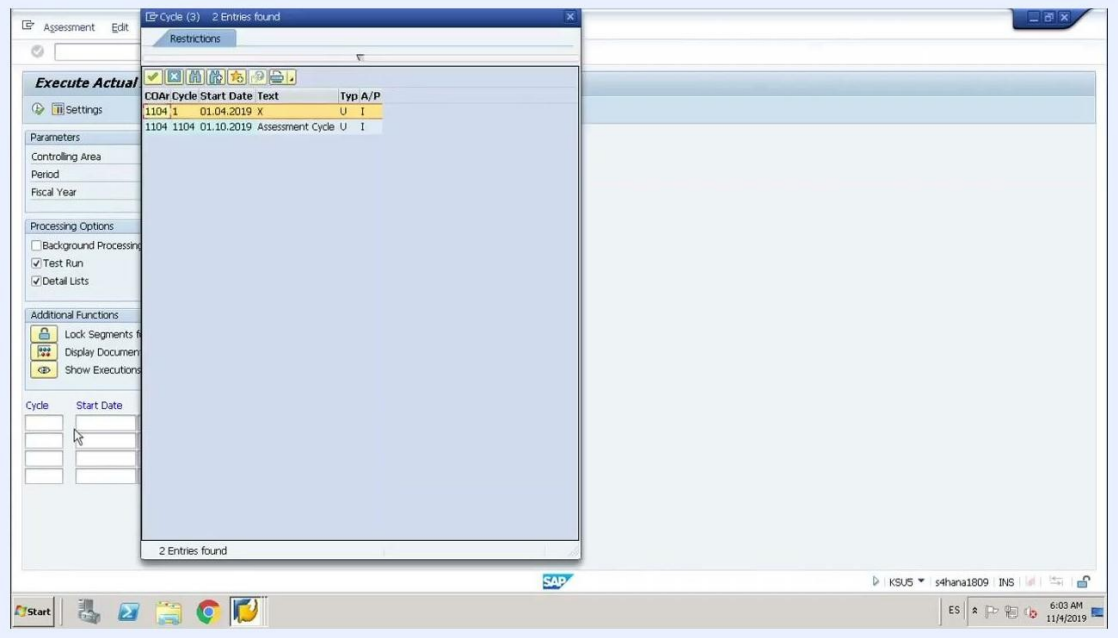
Segment Header tab showing assessment cost element 100604, sender rule posted amounts, share 100 percent, and receiver rule fixed amounts

Step 14: Set the parameters and run the test run

Return to the **Execute Actual Assessment: Initial Screen** and make sure these parameters are set:

- **Controlling Area:** 1104
- **Period:** 1 to 12
- **Fiscal Year:** 2019
- **Processing Options: Test Run** and **Detail Lists** are checked.
- **Cycle:** 1
- **Start Date:** 01.04.2019

Click **List Selection** to proceed.



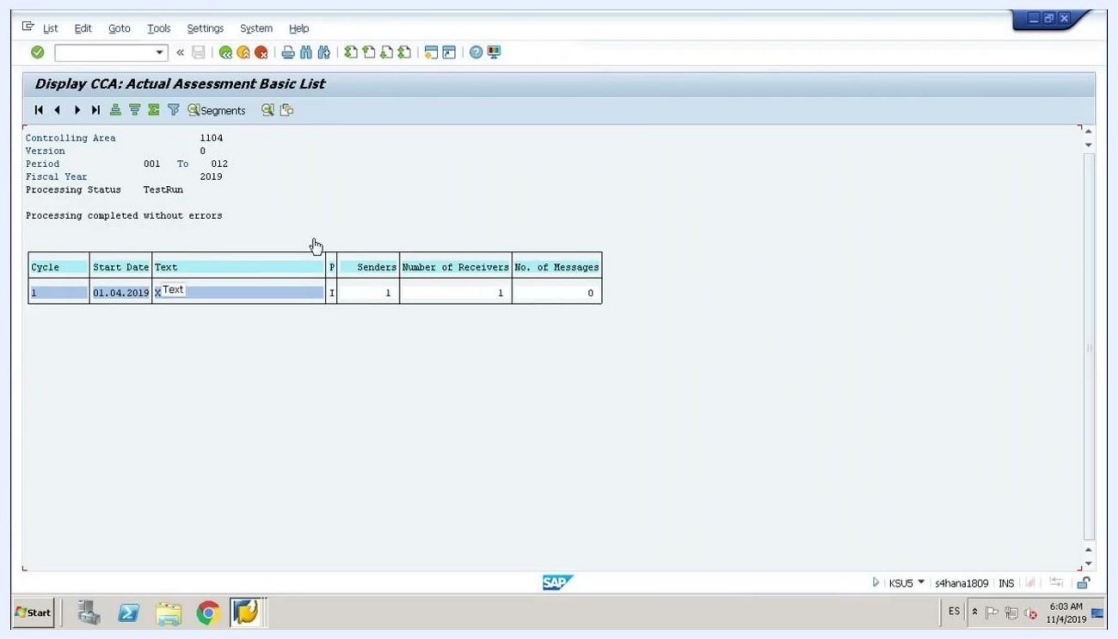
Execute Actual Assessment: Initial Screen with controlling area 1104, periods 1 to 12, fiscal year 2019, Test Run and Detail Lists checked, cycle 1, and start date 01.04.2019

Step 15: Review the test run summary

On the **Display CCA: Actual Assessment Basic List** screen, verify these details:

- **Controlling Area:** 1104
- **Version:** 0
- **Period:** 001 to 012
- **Fiscal Year:** 2019
- **Processing Status:** TestRun
- A message that processing completed without errors

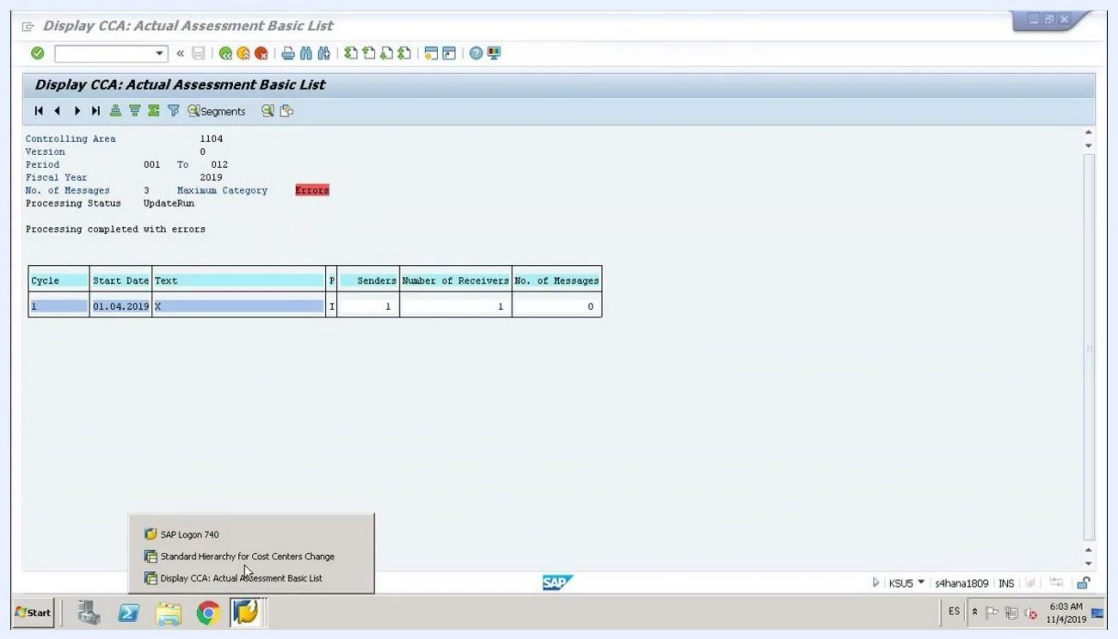
In the summary table, confirm **Cycle** 1, **Start Date** 01.04.2019, **Senders** 1, **Number of Receivers** 1, and **No. of Messages** 0. This confirms that the test run succeeded with one sender and one receiver.



Display CCA: Actual Assessment Basic List showing cycle 1, start date 01.04.2019, 1 sender, 1 receiver, 0 messages, and processing completed without errors

Step 16: Go back to prepare the update run

Click **Back** (or press **F3**) to return to the previous screen. You return to the execution screen so you can clear the **Test Run** option and run the assessment for real.



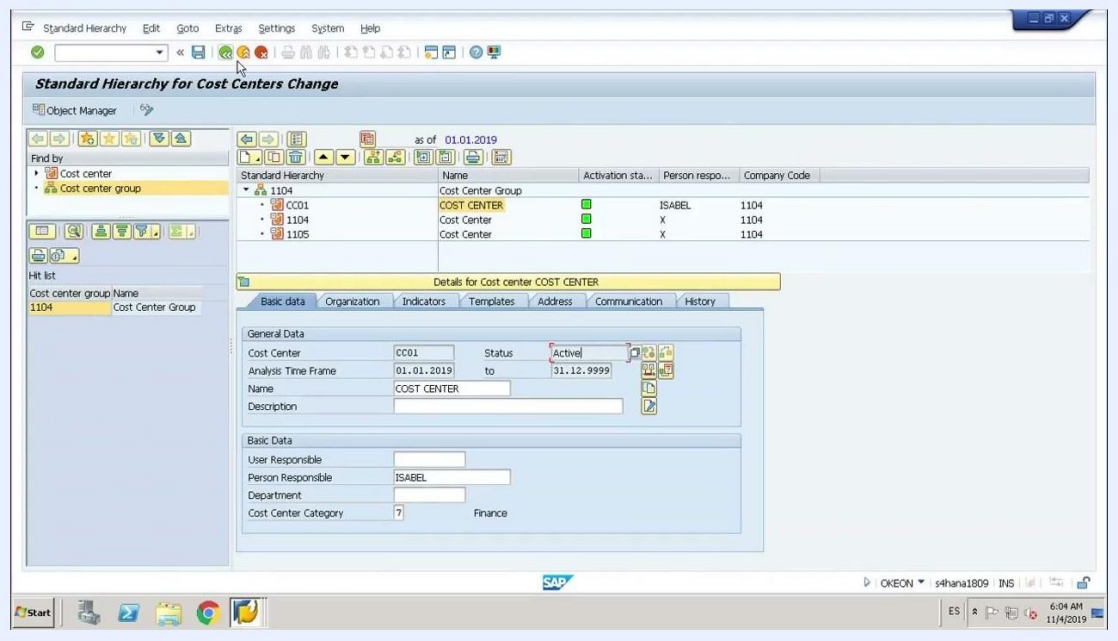
Cursor on the Back button, ready to return and clear the Test Run option

Step 17: Run the update run and check the result

On the execution screen, uncheck **Test Run** and execute the assessment cycle again to perform the real posting. Then verify the following on the **Display CCA: Actual Assessment Basic List** screen:

- **Processing Status:** UpdateRun
- **No. of Messages:** 3
- **Maximum Category:** Error (highlighted in red)
- A message that processing completed with errors

The summary table still shows **Cycle** 1, **Start Date** 01.04.2019, **Senders** 1, and **Number of Receivers** 1. The errors mean the update run did not finish cleanly, so continue with the next steps to investigate.



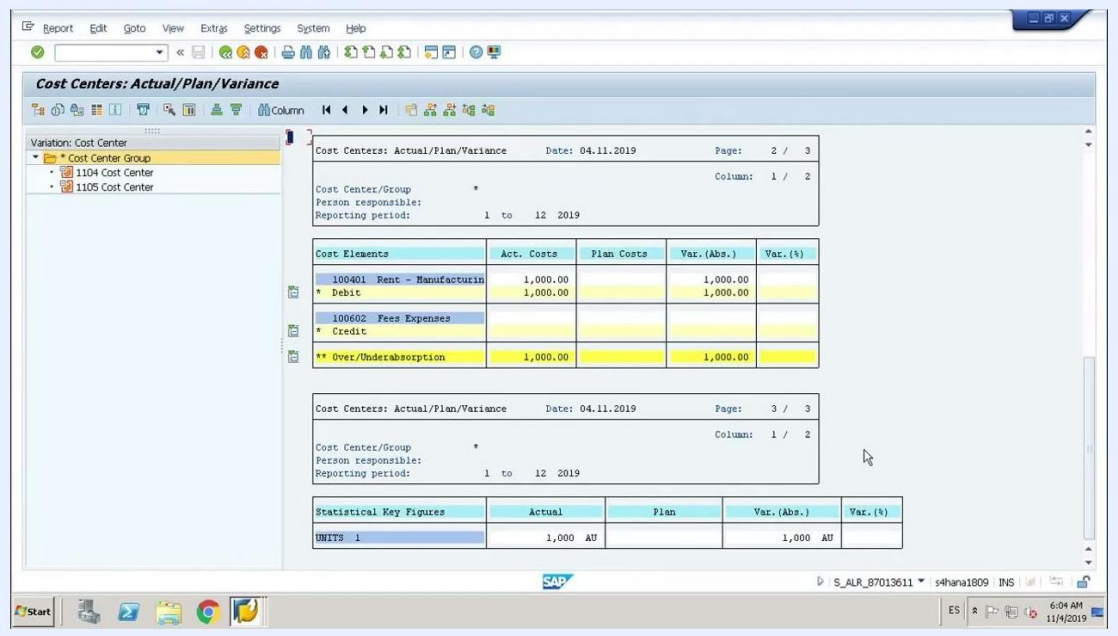
Display CCA: Actual Assessment Basic List showing an update run with 3 messages, maximum category Error, and processing completed with errors

Step 18: Check the cost center configuration

Switch to the **Standard Hierarchy for Cost Centers Change** screen and review the cost center group and the individual cost centers:

- **Cost Center Group:** 1104
- **Cost Centers:** CC01, 1104, 1105
- **Status:** Active
- **Person Responsible:** ISABEL
- **Company Code:** 1104
- **Department:** Finance

Confirm that the cost centers involved in the assessment are active and properly configured.



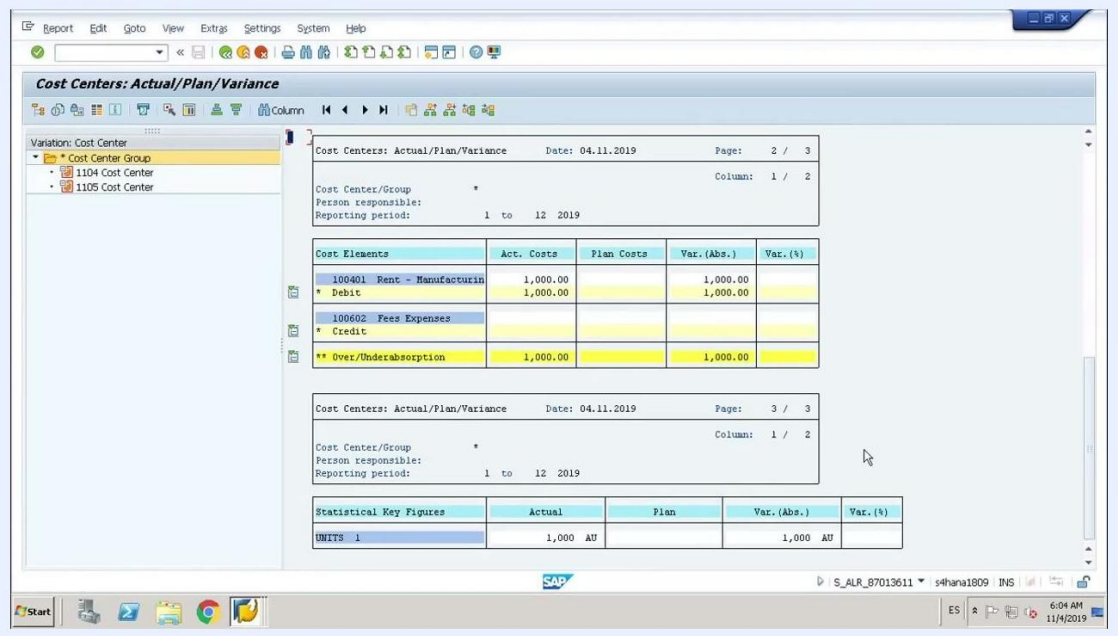
Standard Hierarchy for Cost Centers Change showing cost center group 1104, cost centers CC01, 1104, and 1105, status Active, person responsible ISABEL, and department Finance

Step 19: Open the Actual/Plan/Variance report to review the assessment results

From the SAP Easy Access screen, expand this path:

SAP Menu > Accounting > Controlling > Cost Center Accounting > Information System > Reports for Cost Center Accounting > Plan/Actual Comparisons

Select the report **S_ALR_87013611 - Cost Centers: Actual/Plan/Variance** so you can review the results of the assessment cycle in detail.



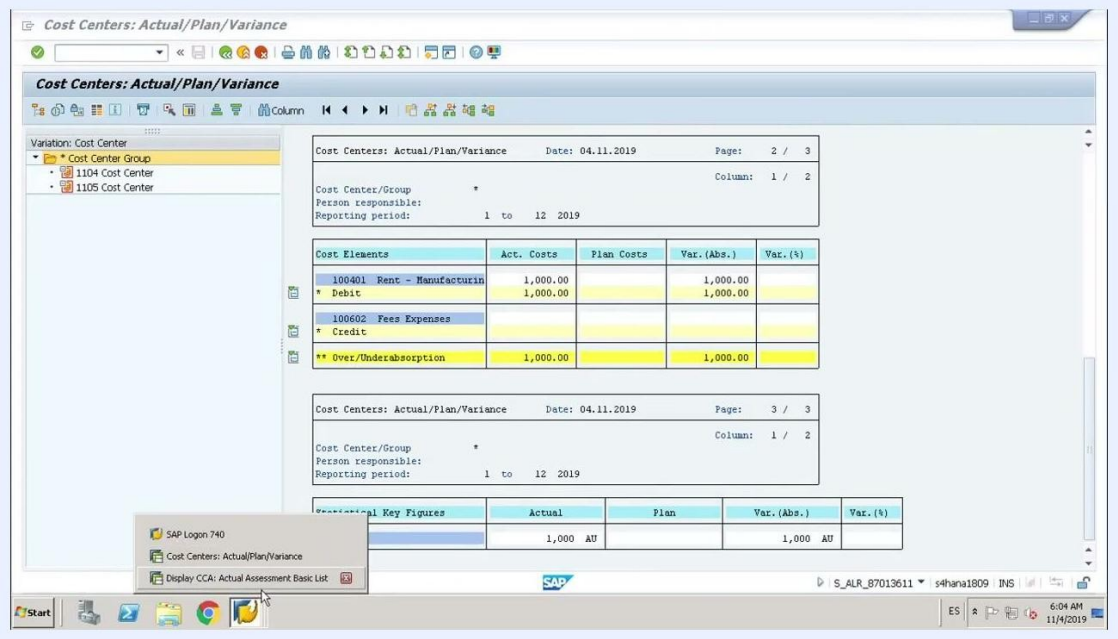
SAP Easy Access menu with the Cost Centers: Actual/Plan/Variance report selected

Step 20: Verify the report values

On the **Cost Centers: Actual/Plan/Variance** report screen, verify the following:

- **Cost Center Group:** 1104
- **Cost Centers:** 1104, 1105
- **Cost Element** 100401 Rent - Manufacturing (Debit): Actual Costs 1,000.00, Plan Costs 1,000.00, Variance 1,000.00
- **Cost Element** 100602 Fees Expenses (Credit)
- **Over/Underabsorption:** 1,000.00
- **Statistical Key Figures:** Actual 1,000 AU

Review the report for discrepancies or errors in the assessment results. Make sure the report reflects the intended assessment postings and that all values are as you expect.



Cost Centers: Actual/Plan/Variance report for cost center group 1104, cost centers 1104 and 1105, with cost elements, actual and plan costs, and statistical key figures

Summary

You have walked through how to create an assessment cycle in SAP from the ground up. You verified the cost center hierarchy, the actual posting, and the secondary cost element. You reviewed the cycle segment settings, ran a test run and an update run, and checked the results in the Actual/Plan/Variance report.

If errors persist after the update run, review the error messages from that run and adjust the configuration as needed.