

Assessments Process Note

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1. Introduction

1.1 Under the CIPFA Service code of practice, the document that governs the way Local Authorities compile their accounts, we are obliged to show the total cost of providing front line services such as schools and adult care.

1.2 In order to do this any functions that support these front line services have to be recharged to them, on an appropriate basis, thereby showing the 'total cost' of providing that function.

1.3 Most functions that support the front line services are based in the Corporate Resources Department and the Chief Executive's Department which are recharged out as Cycles 1 and 2. However, there are also 'back office' costs in each department which should also be recharged on an additional Cycle; Cycle 3. If there is this additional assessment of costs, it will be the subject of separate process notes maintained by each department.

2. Methodology

2.1 Each area of the two central departments is assessed to determine whether or not the individual services they provide are supporting a front line service. An example of this is Emergency Planning within Chief Executives. This is considered to be a service in its own right and therefore is not recharged.

2.2 Once the areas of the departments to be recharged have been identified, the following are determined:

Basis of recharge

Percentage to be charged to each service

3. Basis of Recharge

3.1 This should be relevant to the function being delivered. These can range from floor area for County Hall, number of staff for HR services, or activity that is captured through timesheet recording. The basis of recharge will be set out on the statement for each area.

4. Amount to be Charged

4.1 This is a conversion of the numbers produced from the analysis above.

5. Recharge Vehicle

5.1 The individual recharges are currently calculated using spreadsheets and the information is fed into SAP. The system within SAP is known as 'Assessments', previously known as CEC's or support service recharges.

5.2 There is a functionality within SAP called 'Statistical Key Figures' (SKF's) which is a method of inputting the prime data directly into SAP. It enables the receiver to have additional information on what is being charged and negates the need to have separate spreadsheets. It is proposed that the use of these SKF's is investigated with a view to use with assessments. This will be done within the calendar year, with a view to having them built and available before the end of December 2012 for use in the financial year 2013/14. Apart from initial training by the Core System team on how to set up SKF's, they will be built and maintained by the business.

6. Template

6.1 A segment is a way of grouping together related sender-receiver relationships. Each segment defines the cost centre/s to be allocated to and from and the one secondary cost element assigned. An example of a segment is:

Name of segment	CEWEB
Sender cost centres	MC03000 - Website A MC03001 – Website B
Secondary cost element code	917700
Receiving cost centres	LC01001 – 6% LF01001 – 6% LP01000 – 3% MC01000 – 1% MC02000 – 1% MP01000 – 4% MP03000 – 4%

6.2 A template has been produced which summarises information required for each individual segment within each of the central departments and represent Cycles 1 and 2. These will be completed by each person who currently calculates the charges. As collating the base data is a lengthy process it is anticipated that the requirement to re-evaluate and revise them will be done every 2 years at the latest. There will be a nominated officer for each assessment and each year they will consider whether or not there is a need or requirement for an intermediate re-assessment in addition to this.

6.3 The current nominated officers are:

Table 1 – Nominated Officers

Nominated Officer	Area
Jane Woolley	County Hall, County Buildings, Chatsworth Hall
Graham Martin	Call Derbyshire, Office of Chief Executive, Public Relations, Regeneration, Web Team, Policy & Research
David King	Business Support
Claire Bell	Committee Services, Core Systems, Legal, Human Resources, Corporate Finance (Audit, Capital, Accountancy, Financial Strategy, Accounts Receivable, Insurance, Management, Overheads, Accounts Payable, Payroll Control, Pensions, Procurement, Technical Accountancy)
Julia Wilks	Transformation
John Cooper	Property

6.4 The assessments themselves will be run by the central team member who carries out the month end process. Any assessments developed by other departments (i.e. Cycle 3) will also be run at the same time, also by the central team.

Table 2 – Timetable for Assessments

Nov/Dec	Revise assessment base data for following year (at least every 2 years; potential intermediate re-assessment)
Jan	Build next year assessments (copy cycle information from existing assessments)
Jan	Enter revised data for following year into SAP (either calculating a percentage using spreadsheets or using SKF's)
April	Run plan version assessments
April to March	Run actual version assessments every month as part of the month end process
March	Run plan version assessments to pick up any virements done in year
April	Re-run actual assessments to pick up residual cost since end of March (before outturn position is fixed)

7. Legacy System

7.1 In the Legacy system, after recharges were calculated the process was to manually recharge internally within the central departments and other departments via manual transfers.

7.2 This had to be done in a certain order and the fact that central departments recharge each other meant that there was a problem in completely recharging out every section; a service could recharge itself out completely only to find that an amount was charged to it at a later stage which then had to be charged out again. Because of this costs attributable to other departments were never all actually completely charged out to nil without a significant number of recalculated, manually prompted iterations. Assessments are an automatic iterative process which means that they will charge out to nil.

7.3 It was also an onerous process as calculations had to be done every time a recharge was required before the transfers were processed. Due to the administration involved this could not be done on a monthly basis.

8. Assessments

8.1 Assessments are able to apportion the total cost in a particular period of one cost centre to other cost centres. Allocations will be calculated as previously and converted to fixed percentages (or use SKF's).

8.2 Each month, costs will be automatically reallocated for that month to user departments according to percentage rates. They will be run as part of the period end process immediately prior to closing the ledger. As assessments will recharge out the total on a cost centre, if charges need to be allocated elsewhere e.g charges to external organisations, these will need to be done prior to the assessments run; recommend the last day of the month (or next working day).

8.3 At the start of the year the budget (plan) will be run for the whole of the year (period 1 to 12). It will be run again (period 1 to 12) at the end of the financial year in order to pick up and reallocate any virements which have been processed in the year.

8.4 The bases for reallocation only need to be defined once but will be subject to review and amended where appropriate.

8.5 Cycle 1 – the first cycle will recharge a portion of the total primary cost elements of the central departments to each other. The central departments are Corporate Resources and Chief Executives and include only cost centres prefix 'N', 'M' and 'L' for both senders and receivers. Note that a sender cost centre cannot be a sender and a receiver in the same cycle.

8.6 Cycle 2 – the second cycle will recharge the total of both primary and secondary cost elements from the central departments as above, to a single receiving cost centre within departments i.e Children and Younger Adults, Adult Care, Environmental Services, and Culture and Community Services; also various cost centres within CRD and Chief Executives. Therefore receiving cost centres will include cost centres prefix 'C', 'A', 'E', and 'K' as well as 'N' and 'L'. There will only be one cost centre (or very few) for each department that receives Cycle 2 recharges.

8.7 Cycle 3 – the recharge cost incurred by each department (following Cycle 2) will be recharged to a range of cost centres within their directorate. It will be the responsibility of departments to determine their own percentages to allocate and where to. The assessment tool must be used.

8.8 Assessments are set up to run for one year. Therefore they need rebuilding each year. It is possible to copy the information over so that they do not have to be rebuilt from scratch.

9. Assessments Process

9.1 The assessment vehicle for Cycle 1 and 2 have been built and will be maintained by staff in CRD; any other cycles which need to be built for departments will be built and maintained by staff within those departments. They will be run by the central team as part of the month end process.

9.2 The assessment section within the controlling area of SAP has to be open for the period being assessed whether it is plan or actual. As assessments do not affect the financial part of SAP there is no requirement to have that part of the system open.

9.3 The process for setting up an assessment cycle is as follows:

	Transaction
Build Sender/Receiver Group	KSH1
Build Cycle for Actual Values	S_ALR_87005742
Build Cycle for Plan Values	KSU7
Attach Segments to Cycle for Actual	KSU2
Attach Segments to Cycle for Plan	KSU8
Ensure Assessment open in Controlling	OKP1
Run Plan Assessment (Period 1 to 12)	KSUB – both at start and end of financial year
Run Actual Assessment (Each period)	KSU5 – Each individual period as part of the period end process

10. Detailed Guidance on Building Assessments

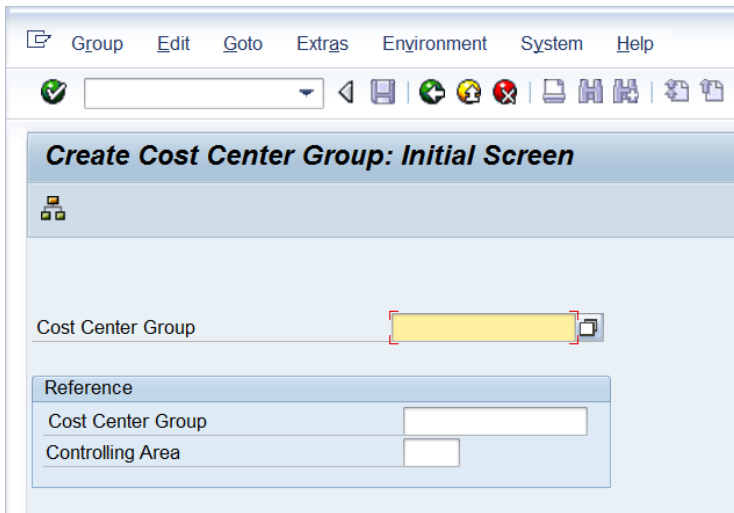
10.1 Sender Group/Receiver Group – Transaction KSH1

The sender group is the group of cost centres from which the charges are being credited.

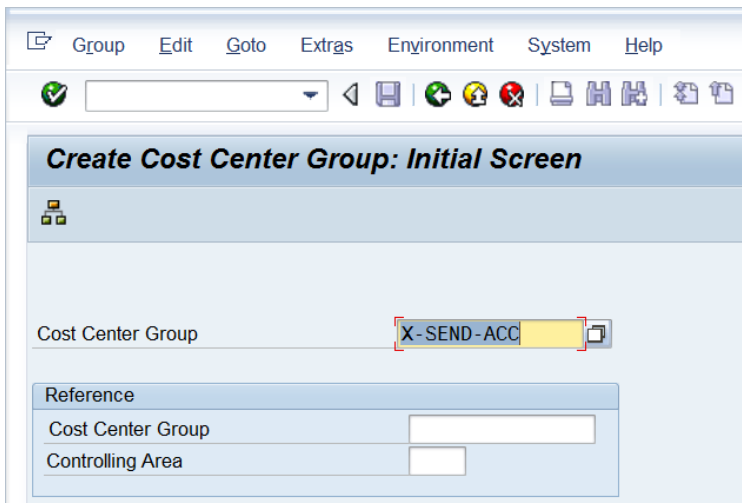
The receiver group is the group of cost centres receiving the charge.

Obviously if there is only one charging or receiving cost centre, then a 'group' is not required to be set up.

KSH1



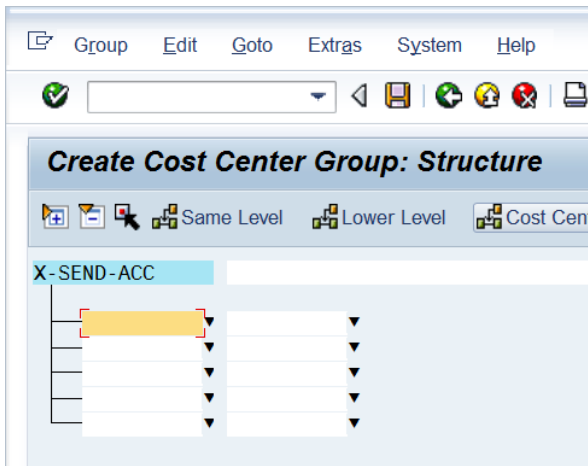
Cost Centre Group input a chosen name for the group of cost centres:



Click 

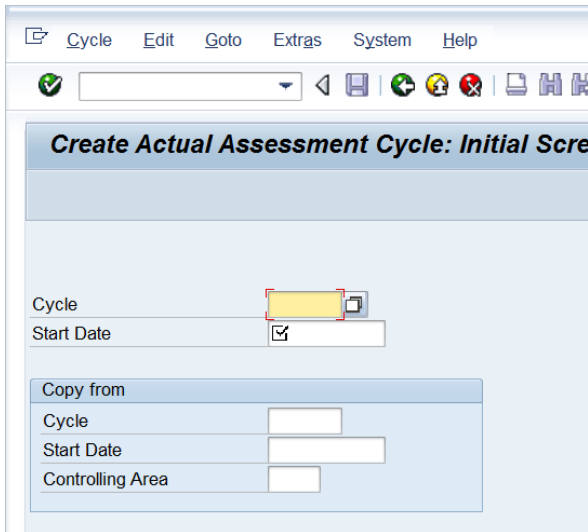


Click  Cost Center

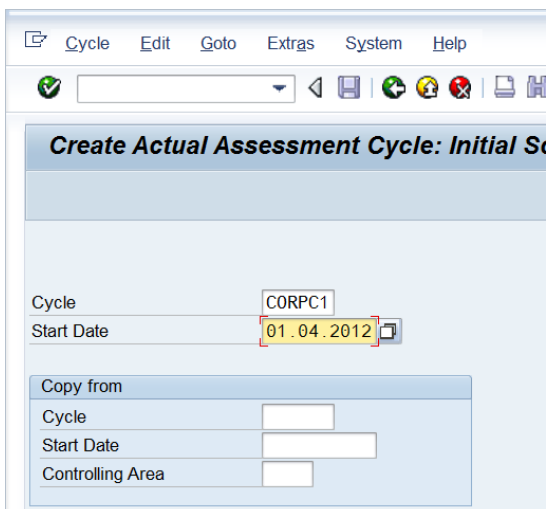


Input cost centres to be included in the group and click

10.2 Build Cycle for Actual Values – Transaction S_ALR_87005742



Input a chosen cycle name and a date that the cycle will start from



Click 'enter'



Give the cycle a name and save

The screenshot shows the 'Create Actual Assessment Cycle: Header Data' screen in SAP. The interface includes a menu bar (Cycle, Edit, Goto, Extras, System, Help) and a toolbar with various icons. The main data entry area contains the following fields:

Attach segment			
Controlling Area	1000 DCC		
Cycle	CORPC1	Status	new
Start Date	01.04.2012	To	31.03.2013
Text: CORPORATE CYCLE 1 CHARGE			
Indicators		Field Groups	
<input checked="" type="checkbox"/> Iterative	<input type="checkbox"/> Derive Func. Area	<input type="checkbox"/> Object Currency	<input type="checkbox"/> Transaction Currency
<input type="checkbox"/> Cumulative			

10.3 Build Cycle for Plan Values – Transaction KSU7

Repeat the process as in 10.2 above, for the Plan (Budget) assessment, using transaction KSU7.

10.4 Attach Segments to Cycle for Actual – Transaction KSU2


KSU2

The screenshot shows the 'Change Actual Assessment Cycle: Initial Screen' in SAP. The interface includes a menu bar (Cycle, Edit, Goto, Extras, System, Help) and a toolbar. The main data entry area contains the following fields:

Execute (Enter)	
Change Actual Assessment Cycle: Initial Screen	
Cycle	CORPC1
Start Date	01.04.2012

Execute

Cycle Edit Goto Extras System Help
 [Icons]
Change Actual Assessment Cycle: Header Data
 First segment Attach segment [Icon]
 Controlling Area: 1000 DCC
 Cycle: CORPC1 Status: Saved
 Start Date: 01.04.2011 To: 31.03.2012
 Text: CRD, CE & Corp Cycle 1
 Indicators: Iterative, Cumulative, Derive Func. Area
 Field Groups: Object Currency, Transaction Currency

Click on 

Complete the first tab 'Segment Header' as below (example)

Cycle Edit Goto Extras System Help
 [Icons]
Change Actual Assessment Cycle: Segment
 Attach segment [Icon]
 Controlling Area: 1000 DCC
 Cycle: CORPC1 CRD, CE & Corp Cycle 1
 Segment Name: CRDACC CRD RECH CYCLE 1 Lock indicator
 Segment Header Senders/Receivers Sender Values Receiver Tracing Factor
 Assessment CEle: 920200 County Buildings
 Allocation structure: []
 Sender values:
 Sender rule: Posted amounts
 Share in %: 100.00 %
 Actual value origin Plan value origin
 Receiver tracing factor:
 Receiver rule: Fixed percentages

Complete the tab 'Senders/Receivers' as below (example)

Cycle Edit Goto Extras System Help
 Attach segment

Controlling Area: 1000 DCC
 Cycle: CORPC1 CRD, CE & Corp Cycle 1
 Segment Name: CRDACC CRD RECH CYCLE 1 Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

	From	To	Group
Sender			
Cost Center	LM01000		
Functional Area			
Cost Element			
Receiver			
Order			
Cost Center			XCY1REC
Functional Area			
Cost Object			
WBS Element			

Complete the tab 'Sender Values' as below (example)

Cycle Edit Goto Extras System Help
 Attach segment

Controlling Area: 1000 DCC
 Cycle: CORPC1 CRD, CE & Corp Cycle 1
 Segment Name: CRDACC CRD RECH CYCLE 1 Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

Sender values
 Share in %: 100.00
 Actual value origin Plan value origin

Selection criteria

	From	to	Group
Version	0		

Complete the tab 'Receiving Tracing Factor' as below (example) – the percentage will equal 100%

Cycle Edit Goto Extras System Help
 Attach segment

Controlling Area: 1000 DCC
 Cycle: CORPC1 CRD, CE & Corp Cycle 1
 Segment Name: CRDACC CRD RECH CYCLE 1 Lock indicator

Segment Header Senders/Receivers Sender Values Receiver Tracing Factor

Receivers	Cost Ctr	Portion/percent
	LA01000	23
	LA01001	
	LA02000	
	LA03000	
	LA04000	42
	LA05000	
	LA06000	
	LA07000	
	LA08000	35
	LA08001	
	LA08002	
	LA08003	
	LA08004	
	LA09000	
	LC01001	
	LD01001	

Save

10.5 Attach Segments to Cycle for Plan Values – Transaction KSU8

KSU8 refers to the Plan (budget) assessment. The process is the same as for actual above. The following differences will apply:

Segment Header tab - radio button will be 'Plan value origin' instead of 'Actual value origin'.

Sender Values tab - radio button will be 'Plan value origin' instead of 'Actual value origin'; 'Version' will be 'C' for plan (not 0 which is actual).

10.6 Ensure Assessments Open in Controlling – OKP1

OKP1 - Actual

Period Lock Edit Goto System Help
 Change Period Lock : Initial Screen

Actual Plan
 Actual (F5)

Controlling Area: 1000 C
 Fiscal Year: 2011
 Version: 0 Plan/Act - Version

Click 'Actual'

Change Actual Period Lock : Edit

Lock Period Lock Transaction Unlock Period Unlock Transaction

Controlling Area: 1000
Fiscal Year: 2011

Transaction	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16
ABC Actual process assessment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual Overhead Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual Overhead Distribution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual Periodic Repostings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual activity allocation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual cost center accrual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual cost center split	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual cost distrib. cost obj.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual inverse activity alloc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual non-alloc. activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual overhead (periodic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual price calculation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual settlement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Actual template allocation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

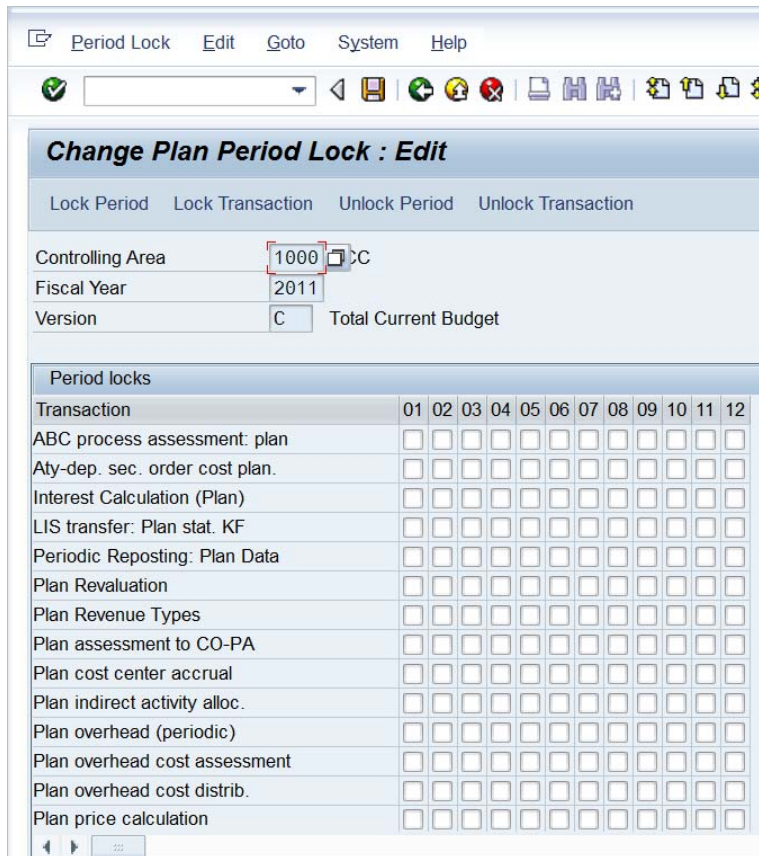
OKP1 – Plan

Change Period Lock : Initial Screen

Actual Plan

Controlling Area: 1000
Fiscal Year: 2011
Version: C Total Current Budget

Click Plan



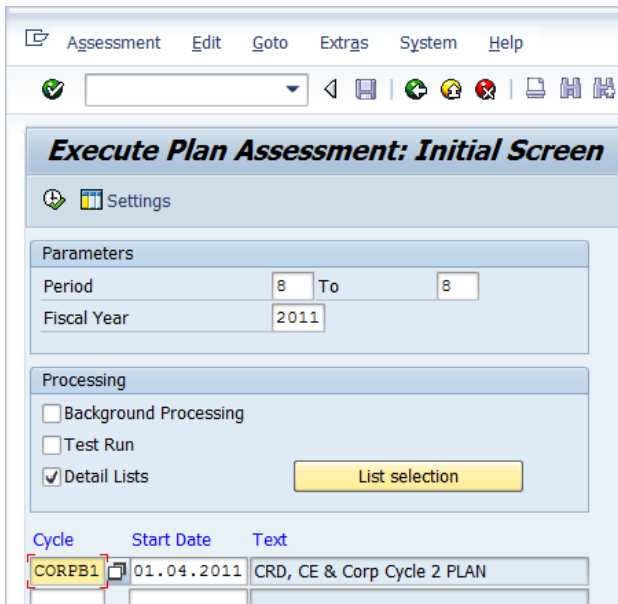
The screenshot shows the SAP 'Change Plan Period Lock : Edit' dialog box. The 'Controlling Area' field is highlighted with a red box and contains the value '1000'. The 'Fiscal Year' field contains '2011' and the 'Version' field contains 'C'. Below these fields is a table of period locks for various transactions, with columns for periods 01 through 12. All checkboxes in the table are currently unchecked.

Transaction	01	02	03	04	05	06	07	08	09	10	11	12
ABC process assessment: plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aty-dep. sec. order cost plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest Calculation (Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIS transfer: Plan stat. KF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Periodic Reposting: Plan Data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Revaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan Revenue Types	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan assessment to CO-PA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan cost center accrual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan indirect activity alloc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan overhead (periodic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan overhead cost assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan overhead cost distrib.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan price calculation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

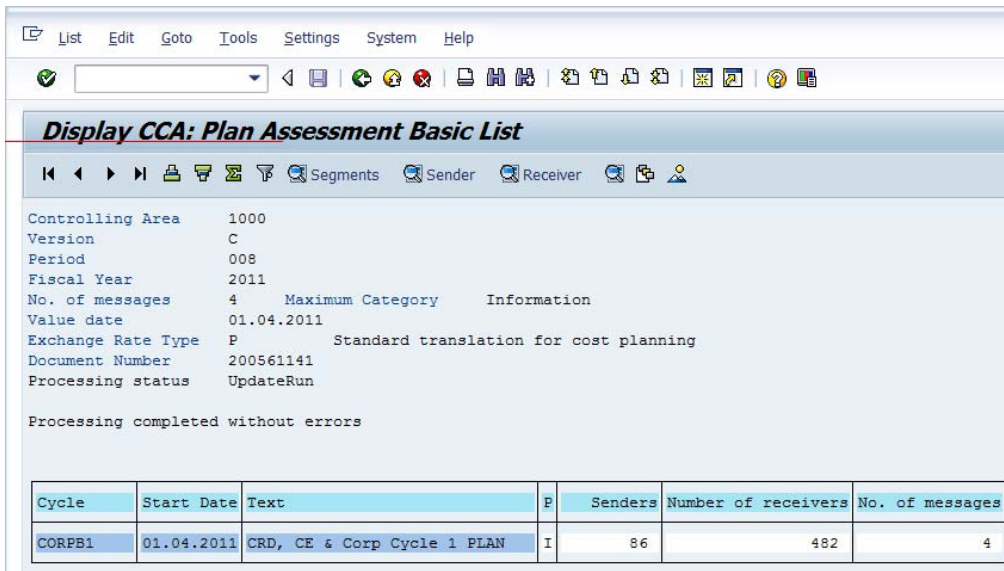
10.7 Run Plan Assessment – Transaction KSUB

As referred to previously, this will be done as part of the central process by a member of the central team. The plan will be run once at the start of the year for period 1 to 12; and once at the end of the financial year, also for period 1 to 12, to pick up any virements which have gone through for the year.

KSUB (although in reality the period will be 1 to 12)



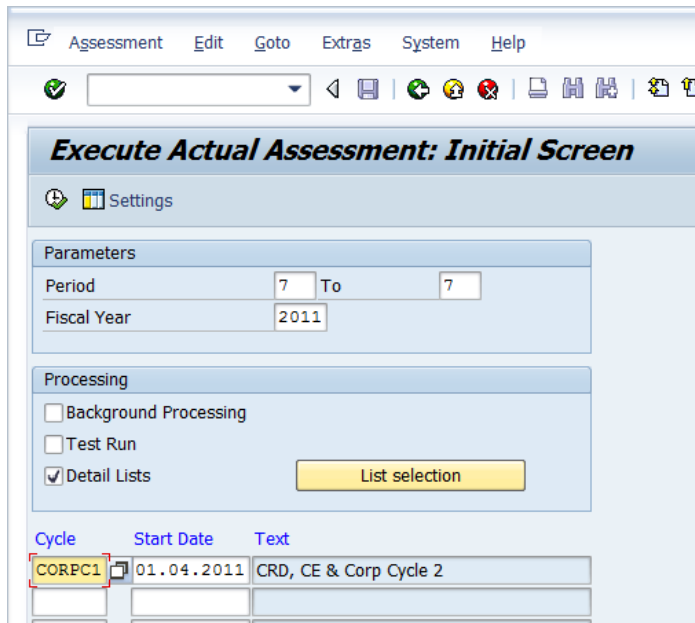
Execute



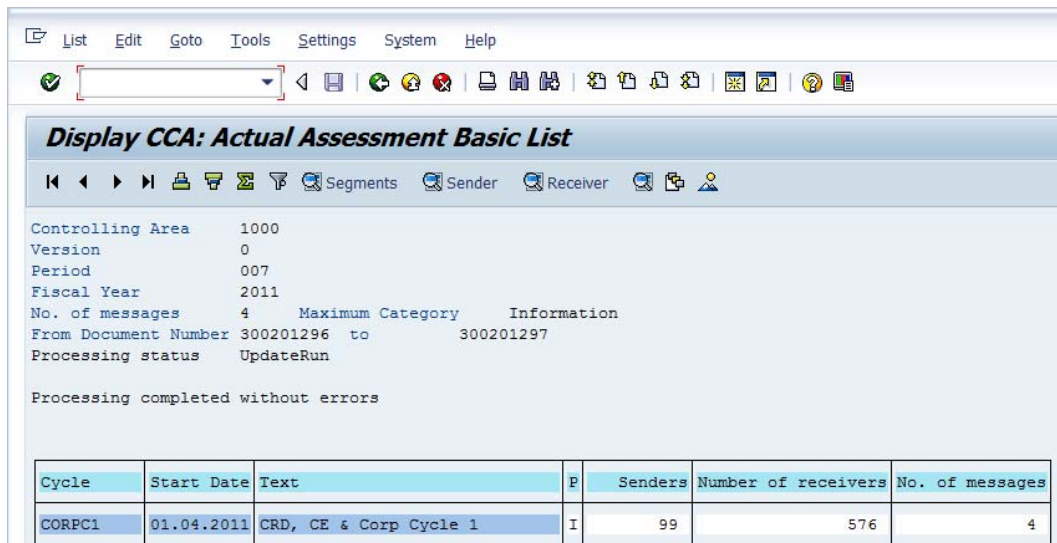
10.8 Run Actual Assessment – Transaction KSU5

As referred to previously this will be done as part of the central period end process by a member of the central team. The actual assessment will be run once every period at the end of the month end process, just prior to the final closing process within CO and then FI.

KSU5



Execute



This completes the assessment cycle process.

Karen Howes

CRD Tr_Acc_Central → Assessments → Assessment Process Note 22 June 2012

Appendix 1



Assessments
template County Hall-(



Chief Exec s -
Summary sheets.docx



CRD Assessments
summary sheet.docx