Welcome to…
Assessment Cycles
Welcome and Introductions
Course Prerequisites

✓ Change Discussions

✓ RWD SAP 4.6C
Course Objectives

• At the end of this course, individuals should be able to use SAP to:

  – Record Consumption Quantities for Tracing Factors

  – Establish and Maintain Assessment Cycles

  – Perform Cost Allocations and Period-End Processing

  – Analyze Cost Pool Reports
Benefits of Assessment Cycles

- Benefits of completing Assessment Cycles in SAP include:
  - Increased flexibility in allocating based on planned or actual consumption to projects using tracing factors
  - Greater accuracy of allocations when using actual consumption data
  - Traceability to the Project of the cost pool that performed the service for which they are being charged
## Course Schedule

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Time (hr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction</td>
<td>00:10</td>
</tr>
<tr>
<td>2. Background</td>
<td>00:10</td>
</tr>
<tr>
<td>3. Topic 1: Record Plan and Actual Consumption Quantities</td>
<td>01:00</td>
</tr>
<tr>
<td>4. Topic 2: Create and Maintain Assessment Cycle</td>
<td>01:00</td>
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<tr>
<td>5. Topic 3: Periodic Processing</td>
<td>01:00</td>
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<tr>
<td>6. Topic 4: Cost Pool Reports</td>
<td>00:30</td>
</tr>
<tr>
<td>7. End of Course Review/Feedback</td>
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**Total Course Time** 04:00 hrs
Course Structure

• Process Flows
  – Overview of key business processes and related SAP concepts

• Demonstrations
  – Trainer-led examples of key SAP transactions

• Exercises
  – Real-life business tasks using Core Financial business procedures

• Training Course Feedback
  – Assessment of course effectiveness using the Training Evaluation Form
On-Line Quick Reference

• Purpose of the On-Line Quick Reference (OLQR) tool:
  – Provide procedures, job aids, and Help content via the Intranet
  – Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)
Prepare Your Workspace

- Take a few minutes to prepare your training workspace:
  - Review the reference materials, become familiar with the content
  - Logon to SAP R/3
Background Knowledge
Background Knowledge

• Key Definitions:

  – **Assessment Cycle** – Cycle that is processed monthly to allocate costs from sender cost objects to receiving cost objects.

  – **Carrier Account** – Current NASA process for a single source of funding used to fund contracts from the Standard Hierarchy to represent the Cost Pool Structure.

  – **Cost Pool** – An Agency-defined method of collecting and distributing costs for indirect activities to a particular program, project, or subproject. Indirect costs fall into two categories: Service Pool, and General and Administrative (G&A).

  – **Tracing Factor** – User-defined key for determining cost and quantity assignments in periodic allocation (consumption data).
Background Knowledge

• Key Definitions:

  – **Plan Consumption** – Tracing factor defined based on planned or estimated usage.

  – **Actual Consumption** – Tracing factor defined based on actual usage and updated based on current activity.

  – **Distribution Key (DK)** – Allows for an automated distribution of planned usage over a multiple of periods.

  – **Full Time Equivalent (FTE)** – Represents the full number of hours an average civil servant is available to work. Includes number of productive hours, holidays, and leave.

  – **Work Year Equivalent (WYE)** – Represents the productive hours an average contractor’s employee is available to work.
Key Definitions:

- **Sender Cost Object** – Cost center of cost pool that collects cost to be allocated to receiving cost object.

- **Receiving Cost Object** – Benefiting Project WBS or cost center element to which allocations are made from sender cost objects.

- **Fund** – Appropriation/Fund Source/Program Year/Fund Type of the Sender and Receiver.

- **Segments** – Elements of an assessment cycle that identify allocation rules for senders and receivers.
Background Knowledge

• Key Definitions:

- **Cost Center Groups** – Groups created of multiple cost centers in SAP to group cost to be allocated from the sender, or to group cost centers that will be receiving the allocation.

- **Project WBS Groups** – Groups created of multiple Project WBS elements in SAP that will receive cost from the sender in a specific segment.

- **Secondary Cost Element** – Identifies cost from the allocations at the level of visibility required by the Projects (e.g., cost pool, sub-pool, labor, travel, etc.).
Background Knowledge

Differences between SAP and the previous system:

Old system:
- No standard agency-wide method for tracking actual consumption data
- Methods of allocation differ agency-wide, often solely based on percentage

SAP system:
- SAP has the capability to track actual consumption data in addition to planned consumption data
- Tracing factors in SAP provide multiple options for allocation, such as:
  - Fixed rate
  - Fixed portions
  - Variable portions
Background Knowledge

• Cost Pools in IFMP
  – Current Carriers that crosswalk to one of the standard pools identified in the Yellow Book (Agency Full Cost Guide) will be converted to SAP
  • Carrier Accounts will be referred to as Cost Pools in IFMP
  • Cost Centers will be established in the Standard Hierarchy for all Pools
  • These Cost Centers will be identified as Cost Pools through the Alternate Hierarchy Group called “NASAPOOLS”
### Background Knowledge

#### Agency Cost Pool Structure

<table>
<thead>
<tr>
<th>MSFC Alternate Hierarchy</th>
<th>Interim MSFC Cost Center Group</th>
<th>MSFC Cost Centers</th>
<th>Secondary Cost Elements</th>
<th>Description</th>
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<td>Wind Tunnel Services Cost Pool</td>
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</table>
Background Knowledge

• Cost Pools will be funded thru Budget Transfers
• Obligations or Cost Postings will not be recorded to the Benefitting Project WBS until Cost has been recorded by the Cost Pool and allocated
• Pools cite the Cost Center as the primary cost object on Procurement Documents
• Pools process assessment cycles to allocate cost to Project WBS or other Cost Pools using consumption data or standard rates
• Allocated Cost will be assessed to Project WBS at the account assignment level defined in Project Systems using secondary cost elements
Background Knowledge

- Conversion – Carrier account funding currently obligated and not costed will be de-obligated and transferred to the Cost Pool Fund Center
- All carrier account funding that is costed will be applied to the Carrier Account Contracts as if they were a direct cite during the conversion process
- Expired funding on carrier accounts data that has been obligated but not costed cannot be re-obligated to the carrier (funding will be lost)
Background Knowledge

- Cost Pool Structure
  - Cost Centers are created to represent the sender to capture the Cost Pool activity for assessment
  - Standard Hierarchy consists of all cost centers created in a Controlling Area, including Cost Pool Cost Centers
  - Alternate Hierarchy for NASA will represent the Cost Pool Structure for the Agency
  - Cost Center Groups may be created to represent categories to collect cost at the level of allocation (e.g. cost to be allocated by square foot, seats, standard rate, etc.)
  - Cost Center Groups can also be used to create alternate views of cost for reporting and analysis
**Background Knowledge**

## MSFC Standard Hierarchy

### Standard hierarchy for cost centers Change

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Background Knowledge

MSFC Alternate Hierarchy - Interim

Change Cost center group: Structure

MSFC Cost Pool Hierarchy

MSFC Service Pool

MSFC Facilities Cost Pool

MSFC Propellant Cost Pool
Background Knowledge

MSFC Alternate Hierarchy – Full Cost

![Image of MSFC Alternate Hierarchy – Full Cost diagram]
Background Knowledge

- Primary Cost Objects - Real
  - Cost is recorded and obligations liquidated for the primary cost object
  - Primary cost may also be allocated to other cost objects via assessments, distributions, etc.
  - Real postings reduce the budget recorded on the Fund Center
Background Knowledge

• Statistical Cost Objects
  – Cost is recorded and can be reported on the statistical cost object
  – Cost Centers represent performing organization when Project WBS elements are cited as the Primary Cost Object
  – Cost Centers represent cost pool collection when cited as the Primary Cost Object
Background Knowledge

- Primary Cost Elements
  - Primary Cost Objects records cost using primary cost elements
  - Primary cost elements represent the SGL Account assignment within the Controlling Module of SAP and the OMB/NASA Object Class per the NASA FMM (e.g., 6100.2612)
  - Primary Cost may be allocated or assessed to Project WBS’s or other Cost Centers
Background Knowledge

• Secondary Cost Elements
  – Cost movement from the Cost Pool (Sender) to the Project WBS or other Cost Center (Receiver/Benefitter) are tracked using Secondary Cost Elements (e.g. 9000.3000 = Facilities Cost Pool)
  – Secondary Cost Elements represent the informational posting of cost assessments and have no budgetary impact on the SGL or Funds Control
  – Secondary Cost Elements can also be created to capture consumption data for use in assessments (e.g., Square feet)
Background Knowledge

Secondary Cost Elements - Assessments

First Level in Series
(9000.4000 designates Cost Pool per Full Cost Guide)

Second Level in Series
(9000.4100 designates Center-unique Processing)
Background Processing

Secondary Cost Elements – Consumption Data

Display Cost Element: Initial screen

Cost element COAr CEGt Short text Language
CITYE NASA 21 CONTRACTOR W/FE EN
ENG.HOURS NASA 21 SSE ENGINEERING HOUR EN
FABR.HOURS NASA 21 FABRICATION HOURS EN
FACT.CON NASA 21 FACILITIES CONSUMP EN
FTE NASA 21 FTE - CIVIL SVC EN
LBR.PERCNT NASA 21 LABOR APPROP SPLIT EN
MPS.COST NASA 21 MPS CONSUMPTION EN
MPS.PERCNT NASA 21 PLANNED MPS COST EN
OBLO NASA 21 PLANNED OBLIGATIONS EN
ODIN.CAT NASA 21 ODIN CATALOG CONS EN
ODIN.SEATS NASA 21 ODIN SEATS CONS EN
ODIN.UPGR NASA 21 ODIN UPGRADE CONS EN
PROP.CON NASA 21 PROPILLANT CONSUMP EN
RPM.PERCNT NASA 21 PLANNED RPM COST EN
RT.HOURS NASA 21 SSE R&T HOURS EN
SPC.HOURS NASA 21 SSE SPACE HOURS EN
SPCH.CONS NASA 21 SMALL PURCHASES EN
SRF.PERCNT NASA 21 PLANNED SRF COST EN
TEST.HOURS NASA 21 TEST HOURS EN
TRV.PERCNT NASA 21 TRAVEL APPROP SPLIT EN
### Background Knowledge

#### Account Assignment Postings

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<th>Project WBS</th>
<th>Cost Center</th>
<th>Cost Element</th>
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<td>Primary</td>
<td>Statistical</td>
<td>6100.XXXX</td>
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<tr>
<td>N = Network Activity</td>
<td>Primary</td>
<td>Statistical</td>
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<tr>
<td>K = Cost Center</td>
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<td>6100.XXXX</td>
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<tr>
<td>Y = Funds Reservation</td>
<td>Primary</td>
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Topic 1

Record Plan and Actual Consumption Quantities
Topic 1: Overview

• Record Plan and Actual Consumption Quantities on two levels:
  – Project/WBS Element
    – Cost Center
• Separate transactions in SAP for each level
• Link the Fund and Functional area to the Benefitter for Assessment Cycles
Topic 1: Overview

• Consumption Data
  – Consumption data will be received in a variety of ways
    • WYE’s from CCR
    • FTE from Labor Interface
    • Excel spreadsheet for other types of data, etc.
  – Consumption data will be recorded against secondary cost elements in the Cost Element Planning Screen for Project WBS’s and Cost Centers
  – Consumption data cannot be recorded at Network/Activity Level
  – Consumption data can be Planned or Actual
    • Plans can be created for one period or many
    • Automatically spreads plan across periods
Topic 1: Objectives

• Upon completion of the Record Plan and Actual Consumption Quantities topic, individuals should be able to accomplish the following:

  – Record consumption quantities for Project WBS’s and Cost Center’s to perform cost allocations and reporting
  – Plan monthly or yearly values
  – Understand functionality of use as tracing factor
Topic 1: Process Flow

Record Plan/Actual Consumption Quantities process flow from OLQR
Topic 1: Screenshot

Record Project Consumption Data: Initial screen

Consumption Data Elements
- Version
- From and To Period
- Fiscal Year
- WBS Element
- Fund
- Cost Element
- Functional Area
Record Project Consumption Data: Initial screen

- Project Consumption Data
- Period = 12 months
- Total Consumption Value
- Distribution Key (DK)
Topic 1: Screenshot

Record Project Consumption Data: Initial screen

Distribution Key selection 1 allocates total value over total periods.
Demonstrations and Exercises Introduction
Topic 1: Demonstrations and Exercises

- Maintain Plan Project Consumption Data
Topic 1: Debrief

- Consumption data may be:
  - Planned or Actual
  - Input Manually or Automatically
  - Recorded for Project WBS’s and/or Cost Centers

- If identified as tracing factors in assessment cycles, consumption and quantities are used to determine the cost allocation to each receiver.
Topic 2
Create and Maintain Assessment Cycle
This topic explains how to create and maintain assessment cycles for cost allocation to benefiting customers.

Assessment cycles are composed of three major components:

- Sender and receiver identifiers
- Fund management assignment
- Tracing factors
Topic 2: Overview

Assessment Cycle

- Segments are created to subdivide the assessment of cost either by senders and receivers, types of assessments, or order of assessment.

- Senders
  - Cost Centers of the Pool with the primary cost postings that will be allocated
  - Values – posted amounts or fixed (standard) rates

- Receivers
  - Project WBSs or Cost Centers that will receive the secondary cost element posting from the assessment
Topic 2: Overview

- Tracing Factors
  - Represents the consumption data used to calculate the amount of cost to be assessed to each receiver
  - Variable portions will be used to derive Functional Area for the Receiver
Topic 2: Objectives

• Upon completion of the Create and Maintain Assessment Cycle topic, individuals should be able to accomplish the following:

  – Add and update senders, receivers, fund management assignments, and consumption data tracing factors.
Topic 2: Process Flow

Create/Maintain Assessment Cycle process flow from OLQR
Assessment Cycle: Header Data screen

Assessment Cycle Data:
- Cycle
- Dates
Topic 2: Screenshot

Assessment Cycle: Segment screen

- Segment Name
- Cost Element
- Sender Rule/Share
- Tracing Factors
Topic 2: Screenshot

Assessment Cycle: Sender/Receiver tab

Assessment Cycle Segment
- Sender Cost Center and Cost Group
- Sender Fund
- Receiver Cost Center
- Receivers Fund and Fund Group
- Receiver Project WBS Group
Assessment Cycle: Receiver Tracing Factor tab

- Location of Tracing Factor
- Version
- Secondary Cost Element
Assessment Cycle: Segment Overview

Segment for Sub-pools
Demonstrations and Exercises Introduction
Topic Two: Demonstrations and Exercises

• Create Assessment Cycle
Topic 2: Debrief

- Creating and maintaining assessment cycles within SAP is the core activity needed to allocate planned or actual costs from Cost Pools/Senders to Projects or Other Cost Pools/Receivers

- Creating an assessment cycle involves three primary activities:
  - Identifying sender cost objects and receiver cost objects
  - Recording fund assignment
  - Linking consumption data
Topic 3

Periodic Processing
Topic 3: Overview

- Periodic Processing consists of the final steps to complete business activities at month and year-end
- Consumption data must be recorded and assessment cycles established
- Periodic Processing begins after all other cost related activities are complete (i.e., Labor Cost Interface, CCR Extension, and Straight-line Extension)
Topic 3: Overview

- **Test Mode**
  - Allows the assessment cycle to be processed and evaluated for errors or anomalies prior to actual posting in SAP
  - Provides for online view by Segment, Sender, or Receiver of the proposed generated postings
  - The Cost Pool Report allows analysis of the proposed postings to benefiting projects in excess of the budget transferred
  - Adjustment for additional transfer of budget from the benefiting project, or change the assessment cycle by modifying the receiver, tracing factor, etc. need to be completed prior to processing
Topic 3: Overview

- Real Mode
  - Processes the assessment cycle and posts the transaction generated

- Posting
  - Cycle posts information/memo data to the Sender and Receiver
  - Budget remains in the Cost Pool and is reported to Projects based upon the Assessment
Topic 3: Overview

- Cost Pool Funding Report
  - Utilizes data generated from the Assessment Cycle Test Mode Report
  - Compares Proposed Cost Allocation Transactions to the Budget Transferred from the Benefitter
  - Highlights areas of cost allocation will exceed the balance of funds available for the Benefitter
  - Requires manual follow-up prior to running the assessment cycle
Topic 3: Objectives

• Upon completion of the Periodic Processing topic, individuals should be able to accomplish the following:

  ● Process cycles in a test mode
  ● Correct errors
  ● Perform analyses
  ● Validate fund availability and process for update
Periodic Processing process flow from OLQR
Topic 3: Screenshot

Execute Actual Assessment: Initial Screen

Assessment Cycle Execute
- Period
- Test Run Indicator
- Cycle
Topic 3: Screenshot

Display CCA: Actual Assessment Segment List

Display CCA
- Message: Warning or Errors
- Cost Pool/Cost Centers
- Benefitters: Project WBS/Cost Centers

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<th>Cycle</th>
<th>Valid from</th>
<th>Text</th>
<th>Sender</th>
<th>Number of Receivers</th>
<th>No. of Messages</th>
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### Topic 3: Screenshot

**Display CCA: Actual Assessment Sender List**

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**Display CCA**
- Senders
- Secondary Cost Element
- Amount assessed
Topic 3: Screenshot

Display CCA: Actual Assessment Receiver List

Display CCA - Based on Consumption
- Receivers
- Secondary Cost Element
- Amount Assessed
Topic 3: Screenshot

Cost Center Actuals Report: ZCCARPT
Topic 3: Screenshot

Project WBS Actuals Report: ZPSARPT
Demonstrations and Exercises Introduction
Topic 3: Demonstrations and Exercises

- Process Assessments in Test Mode
- Run Cost Pool Funding Report
- Process Assessments and Display Results
Topic 3: Debrief

• Periodic Processing occurs monthly after all other cost activities have been posted and reconciled

■ The key steps of processing assessment cycles are:
  ● Processing cycles in a test mode
  ● Correcting errors
  ● Running the Cost Pool Funding Report
  ● Performing analyses
  ● Validating fund availability and processing for update
End of Course Review
Review Objectives & Expectations

- Everyone here should now be able to:
  - Record Consumption Quantities
  - Establish and Maintain Assessment Cycles
  - Perform Cost Allocations and Period-End Processing
Available Resources

- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids
Extra Practice - SAP Training Instance

• Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.
Congratulations!
Training Course Feedback

• The on-line training course feedback will:
  – Assess the effectiveness of the instruction and training materials for the course

• To access the feedback form:
  – Launch your Web Browser

  – Enter the following URL address:

  – Complete and submit feedback by following the directions within the on-line form