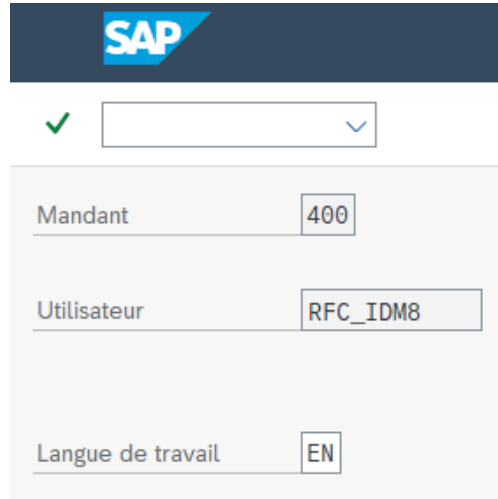


# KS01 - Create a Cost Center


## STEP 1

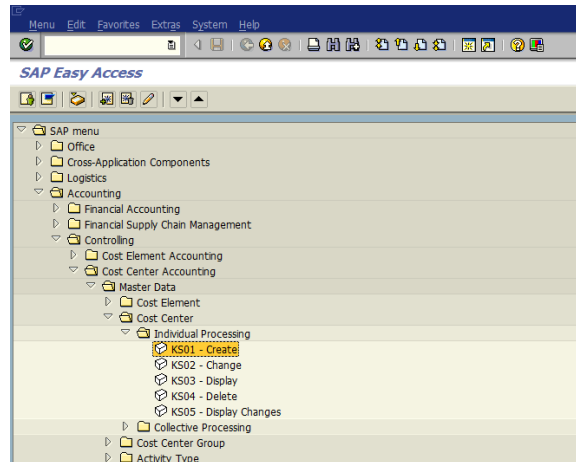
Log is in English to start with the creation of the cost center in English.





The image shows the SAP login screen. At the top, there is a green checkmark and a dropdown menu. Below that, there are three input fields: 'Mandant' with the value '400', 'Utilisateur' with the value 'RFC\_IDM8', and 'Langue de travail' with the value 'EN'.

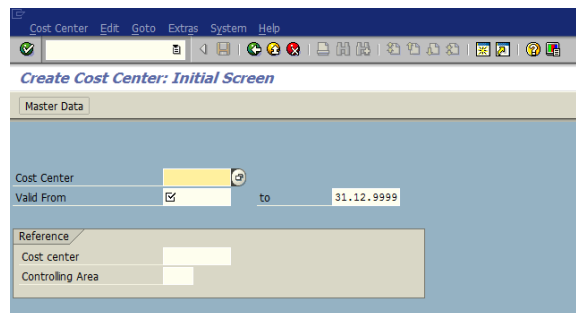
Start the transaction using the menu path or transaction code

 KS01 - Create



 Create cost center: Initial Screen

 Make sure that you are in the right controlling area

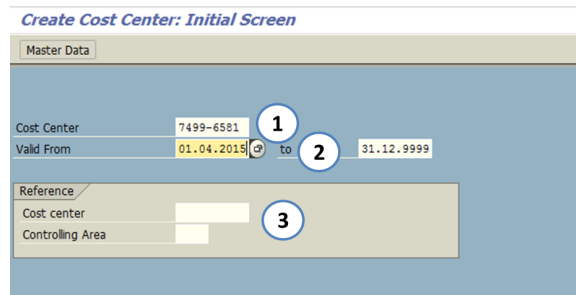


The image shows the 'Create Cost Center: Initial Screen' in SAP. The 'Master Data' section has a 'Cost Center' field with a dropdown arrow, a 'Valid From' field with a calendar icon, and a 'to' field with the value '31.12.9999'. The 'Reference' section has 'Cost center' and 'Controlling Area' fields.

## STEP 2

Start the creation of the new cost center

1. Enter the code of the new cost center
2. Enter the date of the beginning of the validity of the Cost Center (usually first day of the current month)



The image shows the 'Create Cost Center: Initial Screen' with annotations. The 'Cost Center' field contains '7499-6581' and is marked with a circled '1'. The 'Valid From' field contains '01.04.2015' and is marked with a circled '2'. The 'Controlling Area' field is marked with a circled '3'.

- Use these fields only if I want to use an existing Cost Center as a model.

**STEP 3**

**Enter information gathered previously**

- Short & long description of the Cost Center
- Person responsible = SRM7 position
- Category
- Hierarchy area = standard hierarchy
- Company code
- Business area (only in PF1)
- Profit center

The screenshot shows the 'Create Cost Center: Basic Screen' in SAP. At the top, it displays the Cost Center (7499-6581), Controlling Area (Z026), and Valid From (01.04.2015 to 31.12.9999). Below this are tabs for 'Basic data', 'Control', 'Templates', 'Address', 'Communication', and 'History'. The 'Names' section has a 'Name' field with 'Mgt Fee & xcharge SP' and a 'Description' field with the same text. The 'Basic data' section contains several fields: 'User Responsible' (empty), 'Person Responsible' (50017821), 'Department' (empty), 'Cost Center Category' (H), 'Hierarchy area' (7499-FA-SP), 'Company Code' (7499), 'Business Area' (empty), 'Currency' (HKD), and 'Profit Center' (7499-11176). Numbered callouts 1 through 7 point to the Name, Description, Person Responsible, Hierarchy area, Company Code, Business Area, and Profit Center fields respectively.

**STEP 4**

**Go to the next tab "control" to lock or unlock the cost center**

Tabs "Templates" "Address" & "Communication" are not used in WP1 & PF1

The History tab is generated by the system to facilitate the identification of the user and the respective changes made by him in the master data of the Cost Center.

The screenshot shows the 'Create Cost Center: Indicators' screen. It displays the same header information as the previous screen. Below the tabs, there is a 'Record Quantity' checkbox which is unchecked. A 'Lock' section contains several checkboxes: 'Actual primary costs' (unchecked), 'Act. secondary costs' (unchecked), 'Actual revenues' (checked), 'Plan primary costs' (unchecked), 'Plan secondary costs' (unchecked), and 'Plan revenues' (checked). A 'Commitment update' checkbox is checked.

**STEP 5**

Save the cost center by clicking 

**STEP 6**

**If you want to update the description in another language, you must log in the language requested**

**SAP**

New password

Client	400
User	user1
Password	*****
Language	FR

STEP 7

**Next Actions**

Everytime a new CC is created, some other actions have to be taken in order to guarantee that it will be correctly balanced in the closure.

Details [here](#) (3 sheets depending on the type of CC).