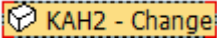
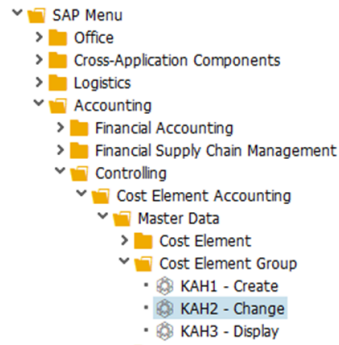


KAH2 - Change Cost element group

STEP 1

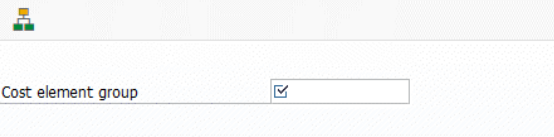
Start the transaction using transaction code KAH2

Double-click 



Change cost element group : Initial Screen

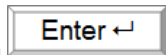
Change Cost element group: Initial Screen



Cost element group ☒

STEP 2

Enter the cost element group to be updated

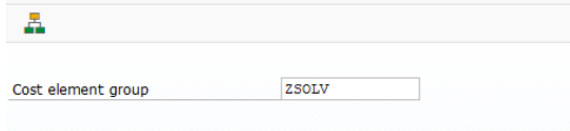


and

Then you can:

- 1. Create a new group
- 2. Delete an existing group
- 3. Move an existing group
- 4. Rename a group
- 5. Include a new cost element
- 6. Change the group of a cost element

Change Cost element group: Initial Screen



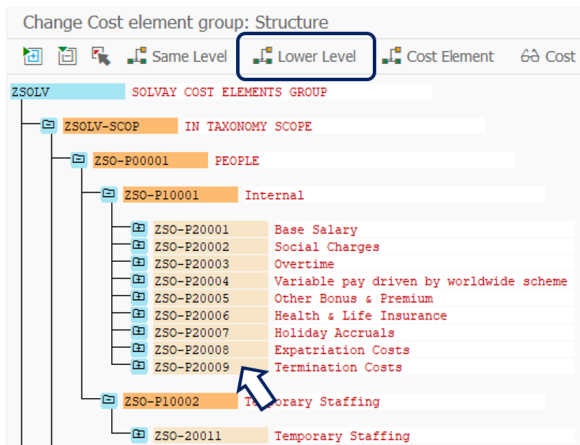
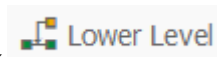
Cost element group

STEP 3

1. Create a new group

Click on the group above where you want to add a new subgroup

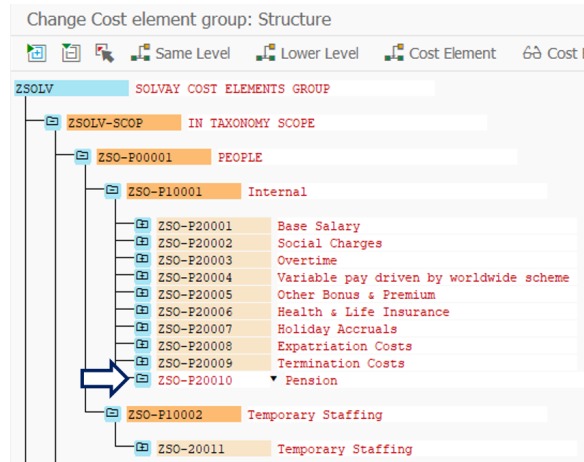
and then click



Enter the code of the new group and its description



Be careful, when the code is created, you can not change it anymore. If it is wrong and not consistent with the existing codification, you must delete the group and create a new one.



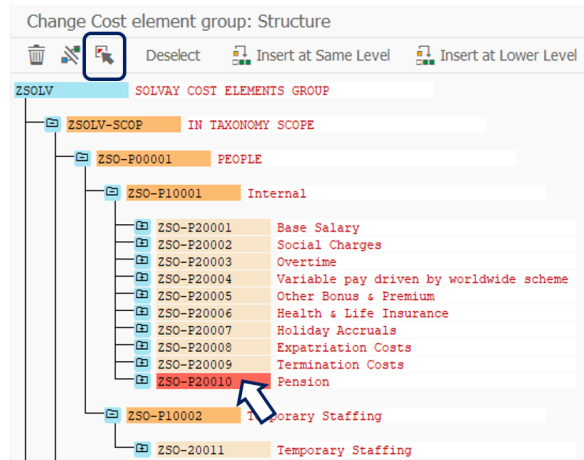
2. Delete an existing group

Click on the group you want to delete



and then click

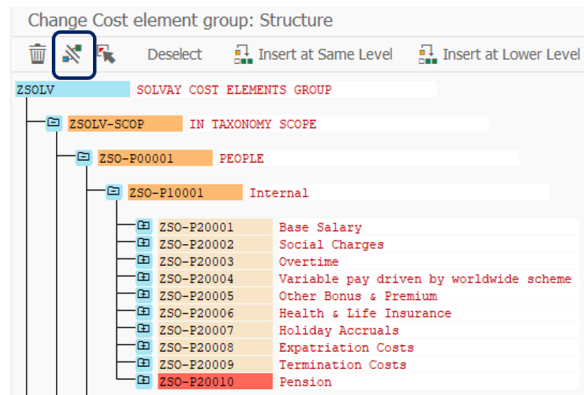
The group to be deleted is highlighted in red



Click the button remove



Before deleting a group, make sure there is no more cost element included in the group otherwise you must move them before in another group.



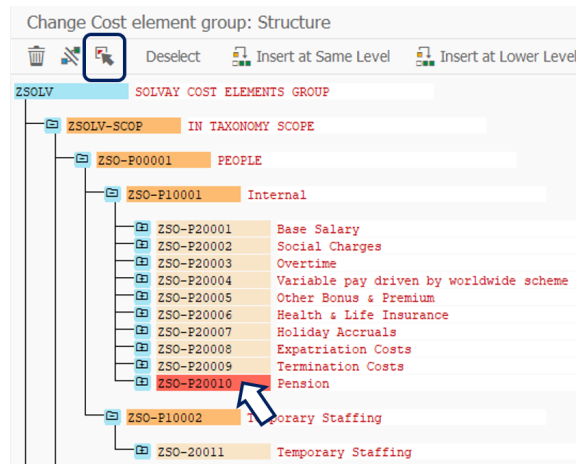
3. Move an existing group

Click on the group you want to move and

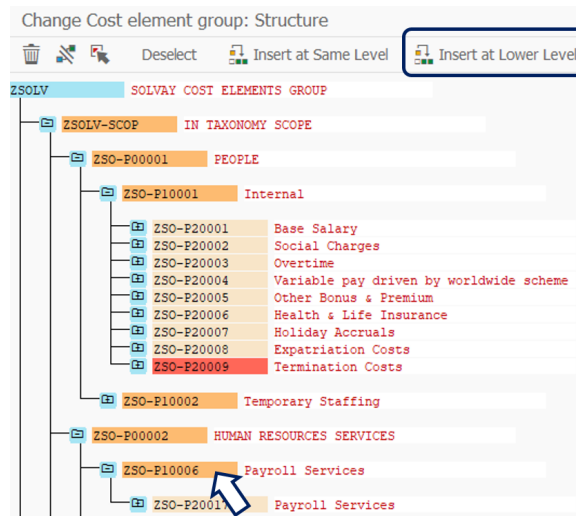
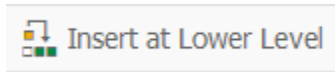


then click

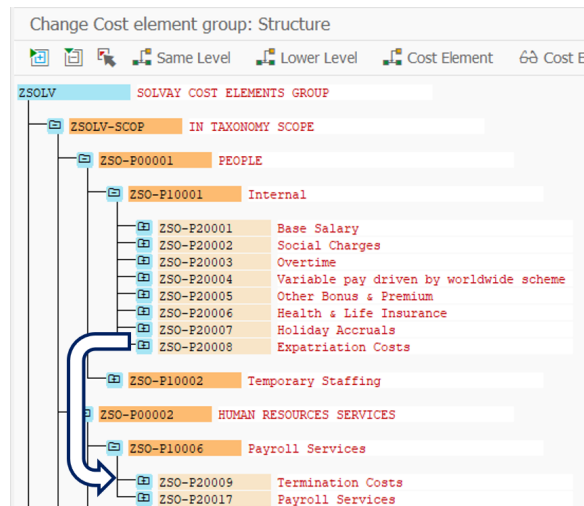
The group to be moved is highlighted in red



Click on the group in which you want to include the group and then click



The group has moved



4. Rename a group

You can easily change the description of a group



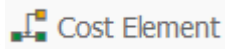
Remember that hierarchies are used in reporting tools. To make them easier to read:

- Maintain consistency in descriptions (avoid mixing upper and lower case letters)
- Avoid too long descriptions

ZSOLV SOLVAY COST ELEMENTS GROUP	
[-] ZSOLV-SCOP	IN TAXONOMY SCOPE
[-] ZSO-P00001	PEOPLE
[-] ZSO-P10001	Internal
[-] ZSO-P20001	Base Salary
[-] ZSO-P20002	Social Charges
[-] ZSO-P20003	Overtime
[-] ZSO-P20004	Variable pay driven by worldwide scheme
[-] ZSO-P20005	Other Bonus & Premium
[-] ZSO-P20006	Health & Life Insurance
[-] ZSO-P20007	Holiday Accruals
[-] ZSO-P20008	Expatriation Costs

5. Include a new cost element

Click the group in which you want to include a new cost element



and then click

you can click several times if you want to include more than 5 cost elements

Change Cost element group: Structure	
ZSOLV SOLVAY COST ELEMENTS GROUP	
[-] ZSOLV-SCOP	IN TAXONOMY SCOPE
[-] ZSO-P00001	PEOPLE
[-] ZSO-P10001	Internal
[-] ZSO-P20001	Base Salary
[-] ZSO-P20002	Social Charges
[-] ZSO-P20003	Overtime
[-] ZSO-P20004	Variable pay driven by worldwide scheme
[-] ZSO-P20005	Other Bonus & Premium
[-] ZSO-P20006	Health & Life Insurance
[-] ZSO-P20007	Holiday Accruals
[-] ZSO-P20008	Expatriation Costs
98300605	FC RELOCATION
98320040	FC PERSONEL/EXPATRIATE
98320160	FC/STAFF/RELOCATION
98320221	PERSONEL/SOCIAL SECURITY EXPATRIATES
98320257	Daily Allowance

Enter the code of the cost element you want to include

Change Cost element group: Structure	
ZSOLV SOLVAY COST ELEMENTS GROUP	
[-] ZSOLV-SCOP	IN TAXONOMY SCOPE
[-] ZSO-P00001	PEOPLE
[-] ZSO-P10001	Internal
[-] ZSO-P20001	Base Salary
[-] ZSO-P20002	Social Charges
[-] ZSO-P20003	Overtime
[-] ZSO-P20004	Variable pay driven by worldwide scheme
[-] ZSO-P20005	Other Bonus & Premium
[-] ZSO-P20006	Health & Life Insurance
[-] ZSO-P20007	Holiday Accruals
[-] ZSO-P20008	Expatriation Costs
98300152	
98300605	FC RELOCATION
98320040	FC PERSONEL/EXPATRIATE
98320160	FC/STAFF/RELOCATION
98320221	PERSONEL/SOCIAL SECURITY EXPATRIATES
98320257	Daily Allowance

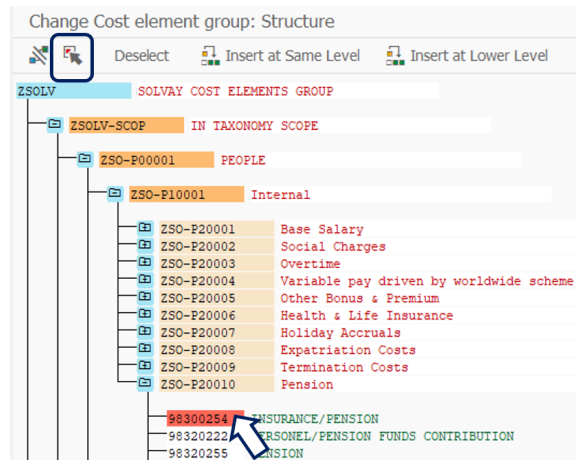
6. Change the group of a cost element

Click on the cost element you want to move



and then click

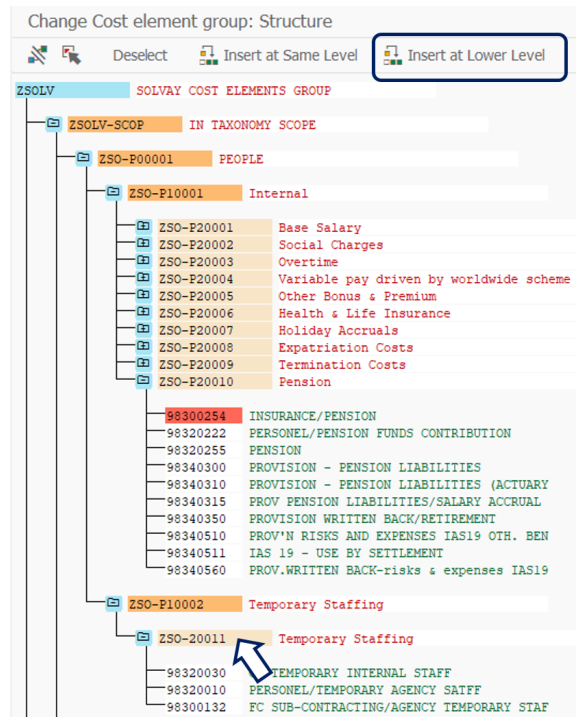
The cost element to be moved is highlighted in red



Click on the group in which you want to include the cost element and then click



The cost element has moved



STEP 4

Once your changes are done

Enter ↵

and



There is a message at the bottom of the page

✓ The changes have been saved

You can leave the transaction

