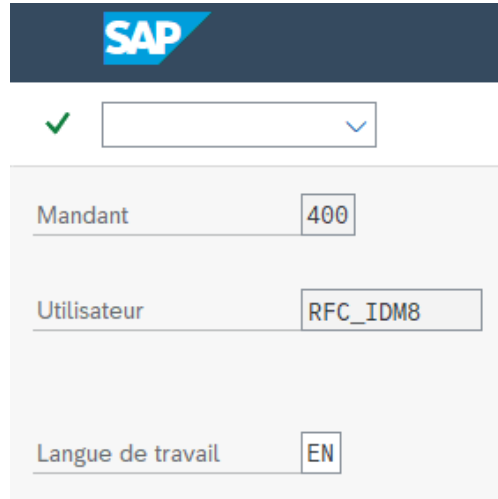


KS01 - Create a Cost Center

STEP 1

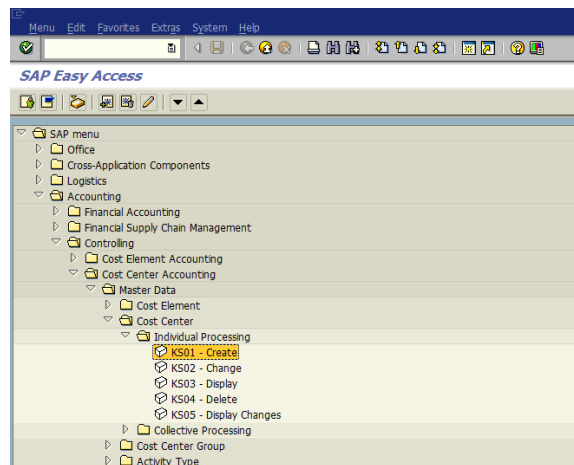
Log is in English to start with the creation of the cost center in English.



The SAP login screen shows a green checkmark and a dropdown arrow. Below, the 'Mandant' field is set to '400', the 'Utilisateur' field is set to 'RFC_IDM8', and the 'Langue de travail' field is set to 'EN'.

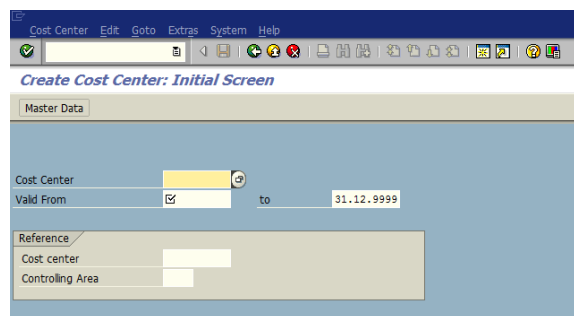
Start the transaction using the menu path or transaction code

 **KS01 - Create**



 Create cost center: Initial Screen

 Make sure that you are in the right controlling area

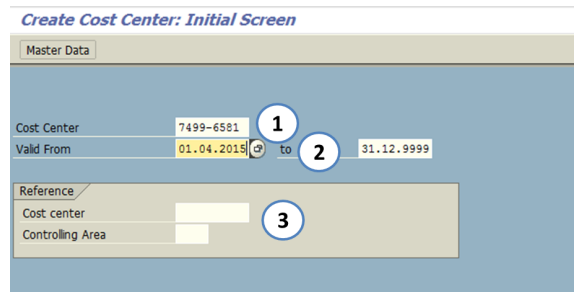


The 'Create Cost Center: Initial Screen' shows the 'Master Data' tab. The 'Cost Center' field is empty. The 'Valid From' field is set to '31.12.9999'. The 'Reference' section shows 'Cost center' and 'Controlling Area' fields.

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 'Create Cost Center: Initial Screen' shows the 'Master Data' tab. The 'Cost Center' field is set to '7499-6581' (labeled 1). The 'Valid From' field is set to '01.04.2015' (labeled 2) and the 'Valid To' field is set to '31.12.9999'. The 'Reference' section shows 'Cost center' and 'Controlling Area' fields (labeled 3).

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

STEP 3

Enter information gathered previously

1. Short & long description of the Cost Center
2. Person responsible = SRM7 position
3. Category
4. Hierarchy area = standard hierarchy
5. Company code
6. Business area (only in PF1)
7. Profit center

Create Cost Center: Basic Screen

Cost Center: 7499-6581 Mgt Fee & xcharge SP
Controlling Area: 2026 Rhodia Asia Pacific
Valid From: 01.04.2015 to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

Names
Name: Mgt Fee & xcharge SP
Description: Mgt Fee & xcharge SP

Basic data
User Responsible:
Person Responsible: 50017821
Department:
Cost Center Category: H Service cost center
Hierarchy area: 7499-FA-SP SP Administrative costs - Specialty Pol
Company Code: 7499 Rhodia Hong-Kong
Business Area:
Currency: HKD
Profit Center: 7499-I1176 SP00 Non Allocat SpP

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.

Create Cost Center: Indicators

Cost Center: 7499-6581 Mgt Fee & xcharge SP
Controlling Area: 2026 Rhodia Asia Pacific
Valid From: 01.04.2015 to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

☐ Record Quantity

Lock
☐ Actual primary costs ☐ Act. secondary costs ☒ Actual revenues
☐ Plan primary costs ☐ Plan secondary costs ☒ Plan revenues
☒ Commitment update

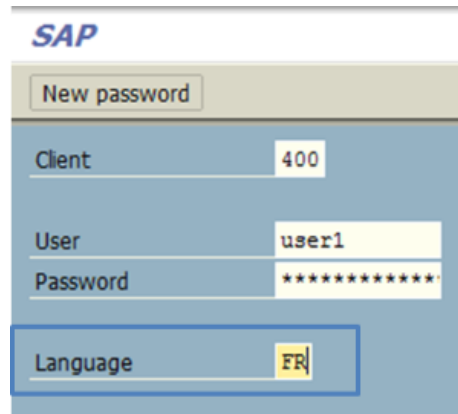
STEP 5

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



The image shows a screenshot of the SAP 'New password' form. At the top left is the SAP logo. Below it is a header bar with the text 'New password'. The form contains four input fields: 'Client' with the value '400', 'User' with the value 'user1', 'Password' with a masked value of ten asterisks, and 'Language' with the value 'FR'. The 'Language' field is highlighted with a blue border.

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).