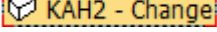
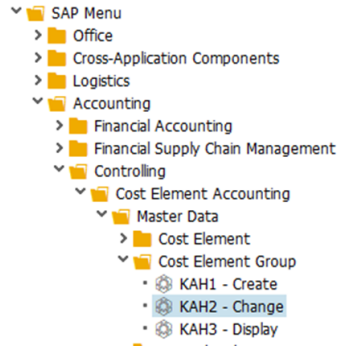



# KAH2 - Change Cost element group

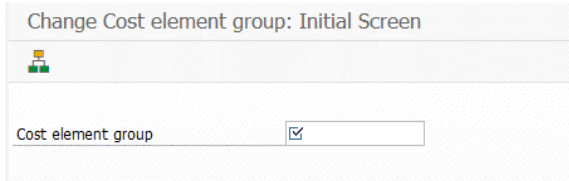
## STEP 1

Start the transaction using transaction code KAH2

Double-click 



 Change cost element group : Initial Screen



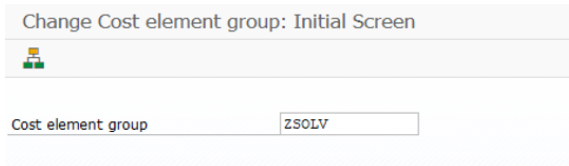
## STEP 2

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

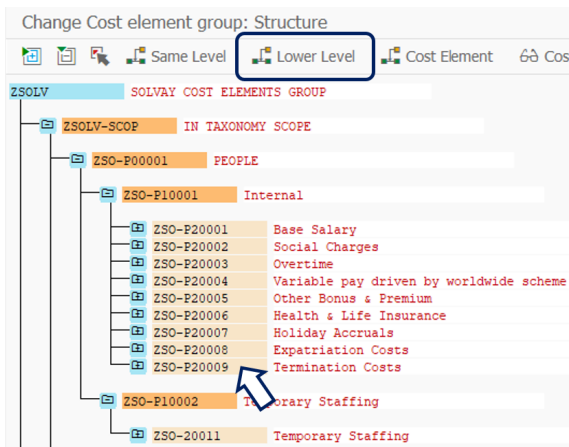


## STEP 3

### 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.

Change Cost element group: Structure

Same Level Lower Level Cost Element Cost

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
      - ZSO-P20009 Termination Costs
      - ZSO-P20010 Pension
    - ZSO-P10002 Temporary Staffing
  - ZSO-20011 Temporary Staffing

## 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

Change Cost element group: Structure

Deselect Insert at Same Level Insert at Lower Level

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
      - ZSO-P20009 Termination Costs
      - ZSO-P20010 Pension
    - ZSO-P10002 Temporary Staffing
  - ZSO-20011 Temporary Staffing



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.

Change Cost element group: Structure

Deselect Insert at Same Level Insert at Lower Level

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
      - ZSO-P20009 Termination Costs
      - ZSO-P20010 Pension

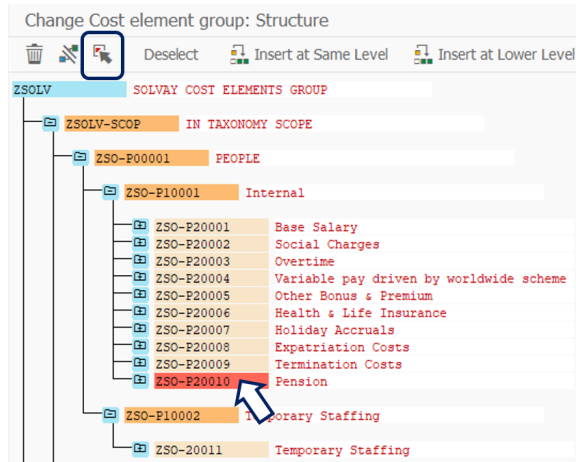
## 3. Move an existing group

Click on the group you want to move an

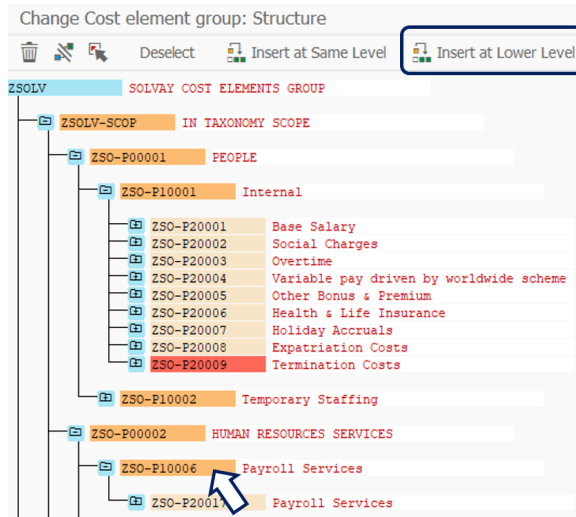
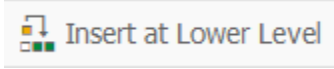


d then click

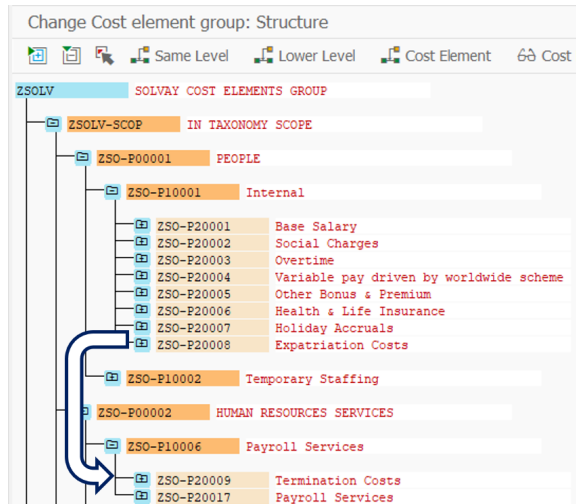
The group to be moved is highlighted in red



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



The group has moved



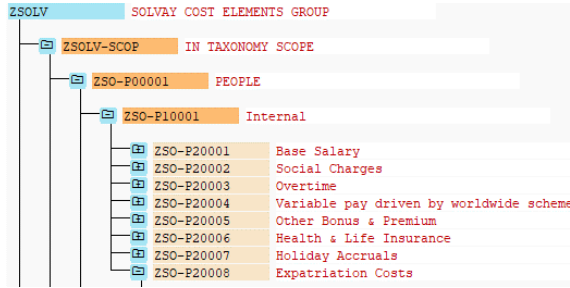
#### 4. Rename a group

You can easily change the description of a group



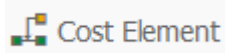
Remember that hierarchies are used in reporting tools. To make them easier to read:

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



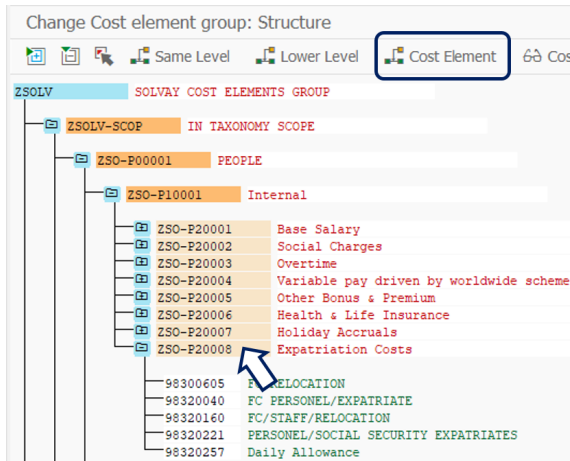
## 5. Include a new cost element

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

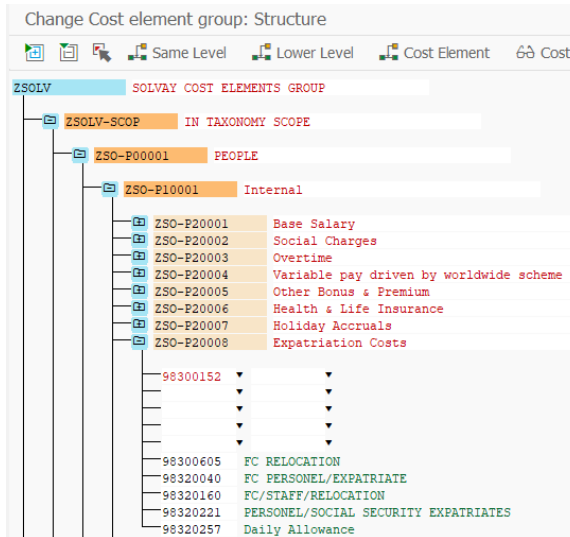


and then click

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



Enter the code of the cost element you want to include



## 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

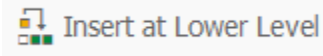
Change Cost element group: Structure

Deselect Insert at Same Level Insert at Lower Level

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
      - ZSO-P20009 Termination Costs
      - ZSO-P20010 Pension
    - 98300254 INSURANCE/PENSION
    - 98320222 PERSONEL/PENSION FUNDS CONTRIBUTION
    - 98320255 PENSION

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



The cost element has moved

Change Cost element group: Structure

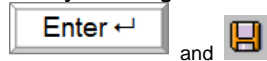
Deselect Insert at Same Level Insert at Lower Level

ZSOLV SOLVAY COST ELEMENTS GROUP

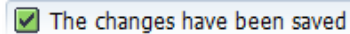
- ZSOLV-SCOP IN TAXONOMY SCOPE
  - ZSO-P00001 PEOPLE
    - ZSO-P10001 Internal
      - ZSO-P20001 Base Salary
      - ZSO-P20002 Social Charges
      - ZSO-P20003 Overtime
      - ZSO-P20004 Variable pay driven by worldwide scheme
      - ZSO-P20005 Other Bonus & Premium
      - ZSO-P20006 Health & Life Insurance
      - ZSO-P20007 Holiday Accruals
      - ZSO-P20008 Expatriation Costs
      - ZSO-P20009 Termination Costs
      - ZSO-P20010 Pension
    - 98300254 INSURANCE/PENSION
    - 98320222 PERSONEL/PENSION FUNDS CONTRIBUTION
    - 98320255 PENSION
    - 98340300 PROVISION - PENSION LIABILITIES
    - 98340310 PROVISION - PENSION LIABILITIES (ACTUARY
    - 98340315 PROV PENSION LIABILITIES/SALARY ACCRUAL
    - 98340350 PROVISION WRITTEN BACK/RETIREMENT
    - 98340510 PROV'N RISKS AND EXPENSES IAS19 OTH. BEN
    - 98340511 IAS 19 - USE BY SETTLEMENT
    - 98340560 PROV.WRITTEN BACK-risks & expenses IAS19
  - ZSO-P10002 Temporary Staffing
    - ZSO-20011 Temporary Staffing
      - 98320030 TEMPORARY INTERNAL STAFF
      - 98320010 PERSONEL/TEMPORARY AGENCY SATFF
      - 98300132 FC SUB-CONTRACTING/AGENCY TEMPORARY STAF

STEP 4

Once your changes are done



There is a message at the bottom of the page



You can leave the transaction

