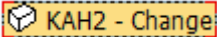
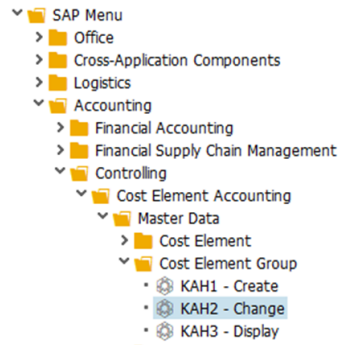


KAH2 - Change Cost element group

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

Enter

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

ZSOLV

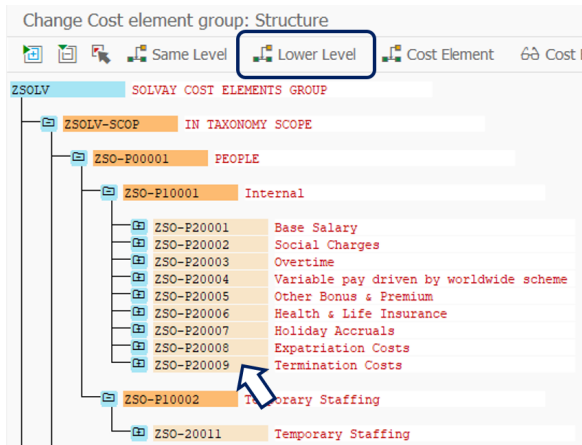
STEP 3

1. Create a new group

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

and then click

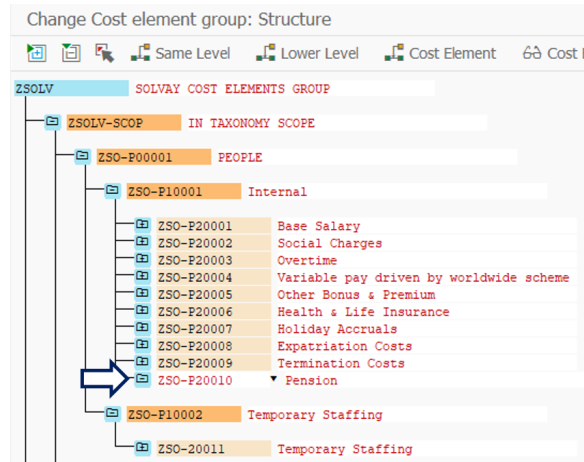
 Lower Level



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.



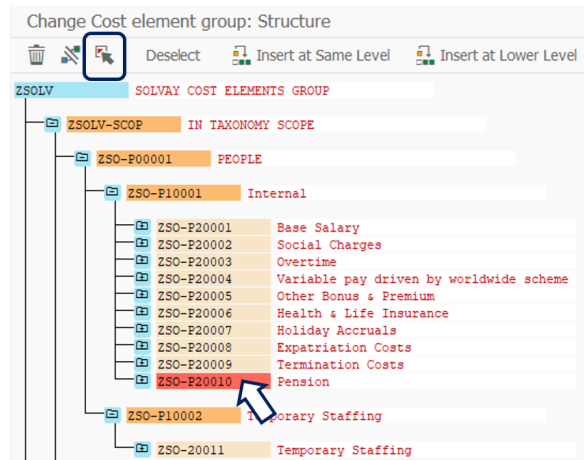
2. Delete an existing group

Click on the group you want to delete



and then click

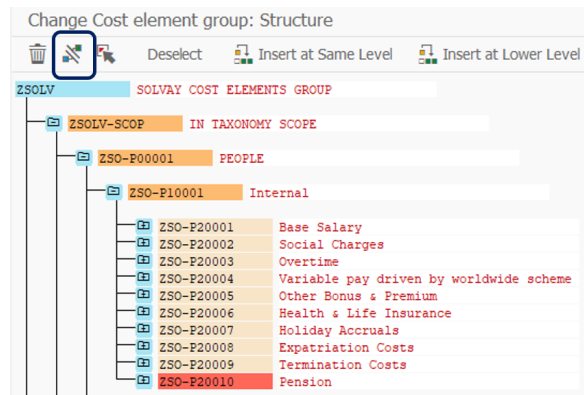
The group to be deleted is highlighted in red



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.



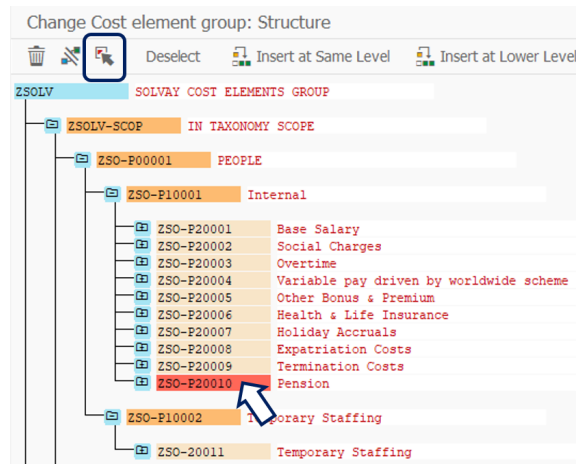
3. Move an existing group

Click on the group you want to move and

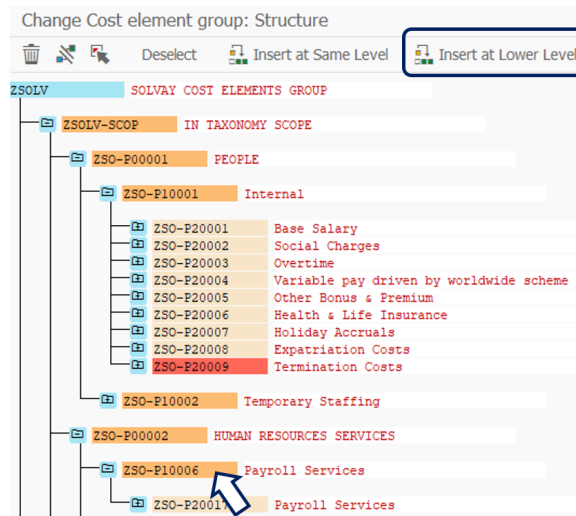
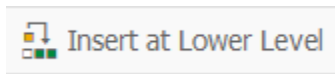


then click

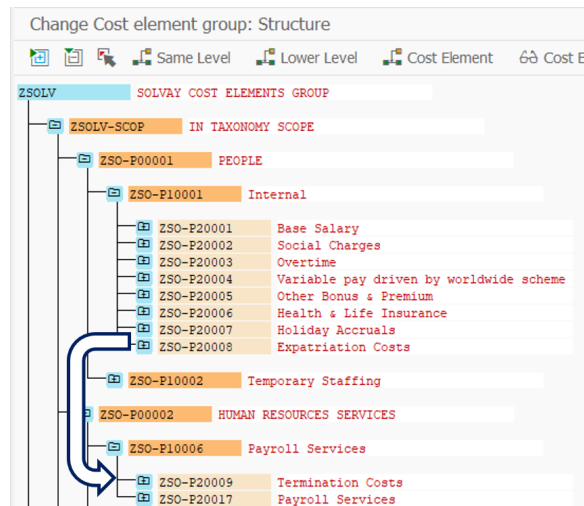
The group to be moved is highlighted in red



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



The group has moved



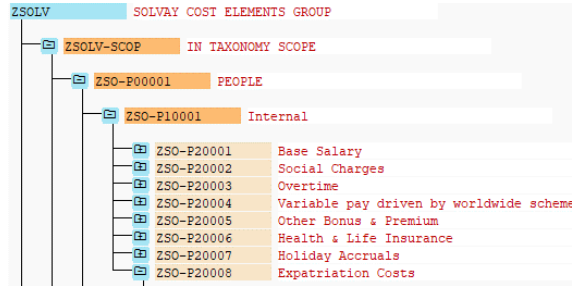
4. Rename a group

You can easily change the description of a group



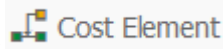
Remember that hierarchies are used in reporting tools. To make them easier to read:

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



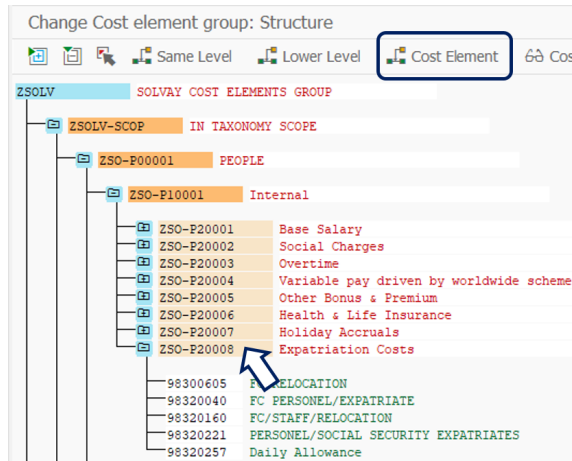
5. Include a new cost element

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

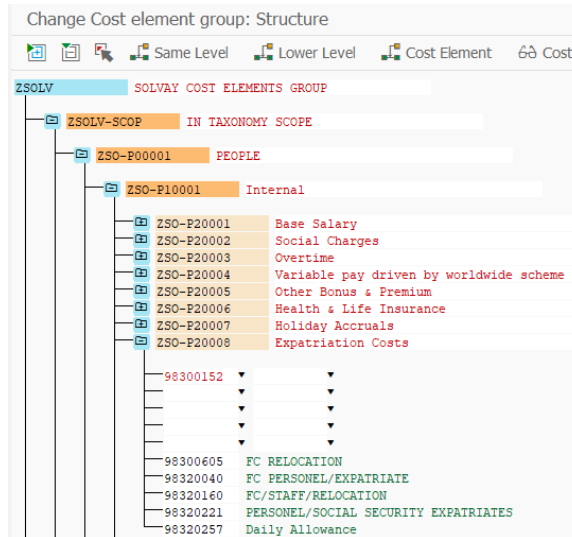


and then click

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



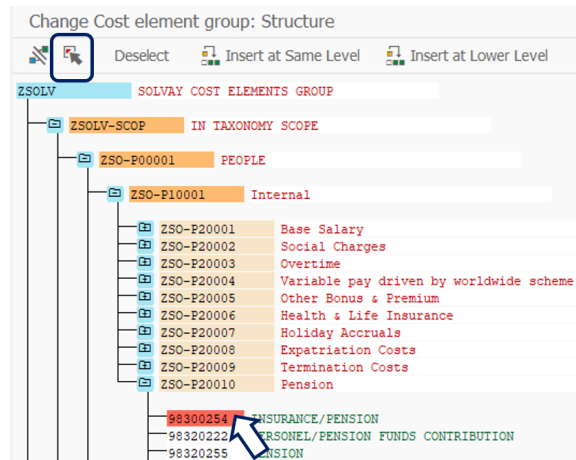
6. Change the group of a cost element

Click on the cost element you want to move



and then click

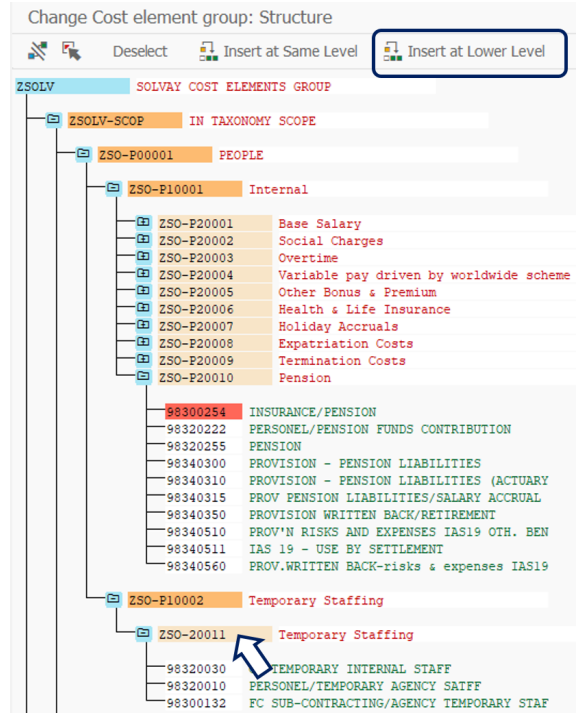
The cost element to be moved is highlighted in red



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

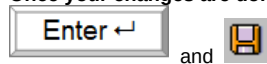


The cost element has moved



STEP 4

Once your changes are done



There is a message at the bottom of the page

The changes have been saved

You can leave the transaction

