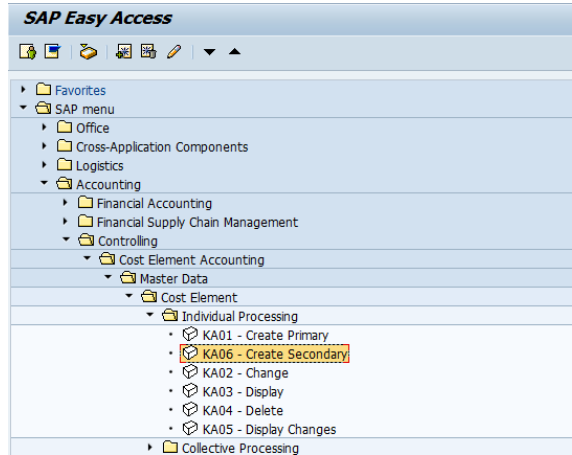
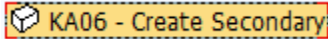


# KA06 - Create a secondary cost element

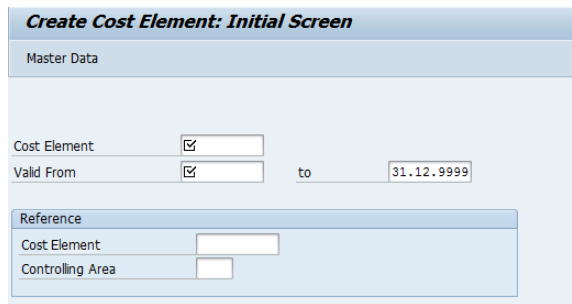
## STEP 1

Start the transaction using the menu path or transaction code KA06

Double-click



**i** Create cost element: Initial Screen

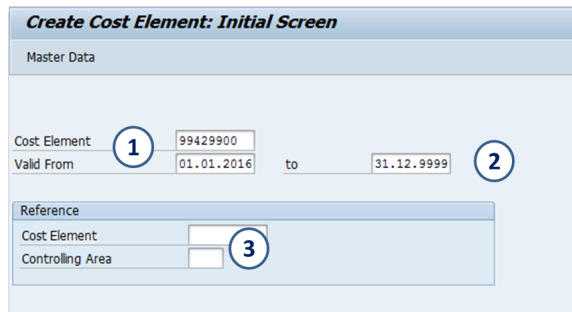


## STEP 2

Enter

1. the code of the cost element to be created
2. the validity date (01.01.YYYY)
3. a reference when applicable.

Click or



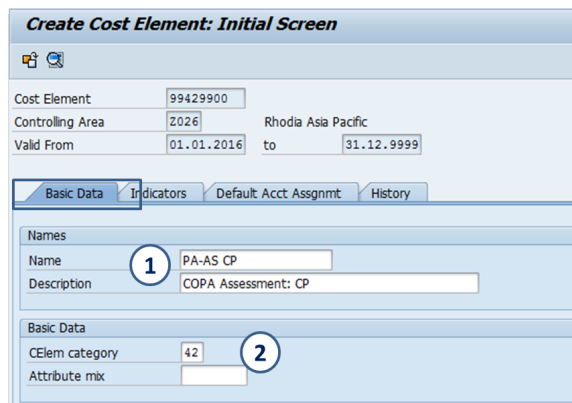
## STEP 3

in the tab "Basic data"

Enter:

1. the name and description of the new cost element
2. The cost element category

**i** [Rules - Cost element Category](#)

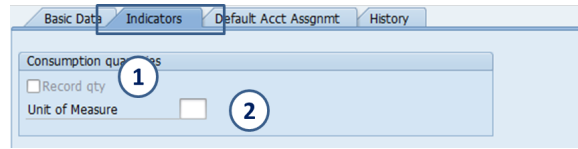


When applicable - in the tab "Indicators"

1. Tick "Record qty"
2. Enter a "unit of Measure"

save 

A message displays that the cost element is created



The screenshot shows a software window with tabs: 'Basic Data', 'Indicators', 'Default Acct Assgmt', and 'History'. The 'Indicators' tab is active. A dialog box titled 'Consumption quantities' is open, containing a checkbox labeled 'Record qty' (marked with a circled '1') and a 'Unit of Measure' field (marked with a circled '2').

Cost element has been created