

# I create a secondary cost element

Domain: SU Management Accounting

Responsibility area: Maintain Costing Master Data

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### Scope



### ERP



### Frequency



### References

[KA06 - Create a secondary cost element](#)

[Cost element - Master Data](#)

### Forms

### Attachments

[Cost element - Master Data](#)

[I receive a request to create a secondary cost element >> I create a secondary cost element >> I maintain cost element hierarchies](#)

## 1. Objective and Scope

### 1.1. Objective of this Operation

A secondary cost element represents postings that occur between controlling objects within CO and from CO to COPA. A secondary cost element is essentially an account that exists only in the CO module, not in FI. When costs are moved (e.g., from one cost center to another using an assessment, or from a cost center to a production order), no postings are made in FI.

The secondary cost element [category](#) is 21, 42 or 43

The codification of a [secondary cost element](#) depends on the system:

- In PF2 = 98xxxxxxx
- In WP2 = 99xxxxxx

The creation of new secondary cost elements should be done in very limited cases. Usually it is done in the frame of a project when a new process is set-up and requires the creation of a new cost element.



### Exception

Certain secondary cost elements are designated for Lump Sum invoicing, each with a specific coding structure.

The codification depends on the system and it is related to a specific range:

- In PF2: 9200000000 until 9200009999
- In WP2: if cost element category is **42** (which is most of the times) the range should be : **99422700** until **99422999**; if cost element category is **43** the range should be : **99432700** until **99432999**

The best way to check the last secondary cost element created is to go to Tcode **KA03** >> search in tab "N: Cost element" by 99422\* or 99432\* in WP2 (or 92\* in PF2).

The screenshot shows the 'Display Cost Element: Initial Screen' in SAP. It features a 'Master Data' section with 'Controlling Area' set to 'Z006' and 'Cost Element' checked. A dialog box titled 'Cost Element (1)' is open, displaying the following fields: 'Cost Element' (99422\*), 'Controlling Area' (Z006), 'CElem category' (empty), 'Cost elem. short txt' (empty), 'Language Key' (EN), and 'Maximum No. of Hits' (500). The dialog box has tabs for 'C: Cost element in chart of accounts', 'N: Cost element', and 'S: Cost ele...'. There are also navigation icons at the bottom right of the dialog box.

Check the last number between the specific range.

Requests related to this should be initiated by the Intercompany Team.

For more information about this process, please refer to the following link:  
[Optimic Project](#) and [OPTIMIC Master data requirement](#)

## 1.2. Scope

In PF2 (Controlling Area: CHEF) & WP2 (Controlling Areas: Z006, Z013, Z025, Z026 and Z028)

## 2. Definitions

See [Finance - Glossary](#)

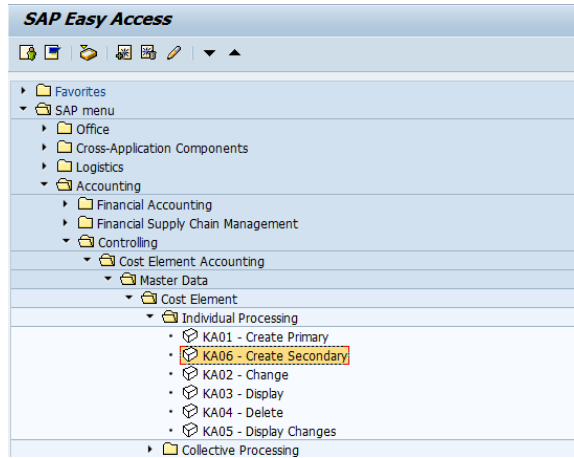
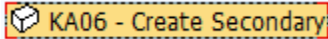
## 3. Tasks description

### 3.1. I create the secondary cost element

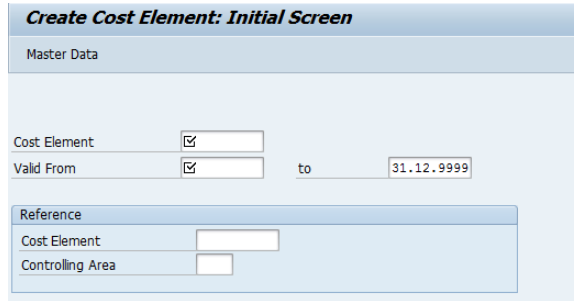
STEP 1

Start the transaction using the menu path or transaction code KA06

Double-click



**i** Create cost element: Initial Screen

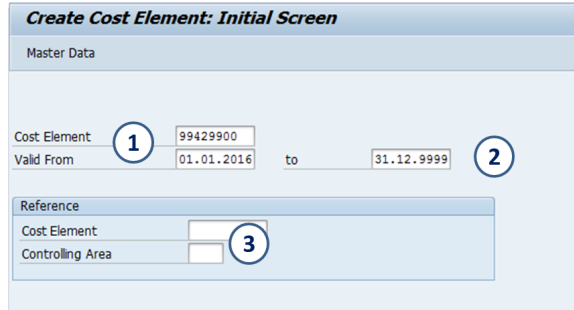


**STEP 2**

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



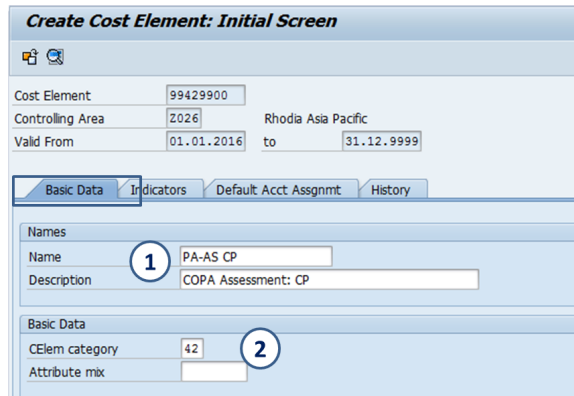
**STEP 3**

in the tab "Basic data"

Enter:

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

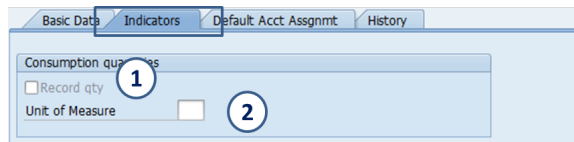
**i** Rules - Cost element Category



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

✔ Cost element has been created

⚠ As a best practice, in WP2 each secondary cost element should be replicated in the 5 controlling areas (Z006, Z013, Z025, Z026 and Z028).

⚠ Once the new cost element is created it must be included in all core cost elements groups ([XCS-ALL](#) & [ZSOLV](#)).

In WP2, the new secondary cost elements only need to be included in **ONE** controlling area (the other controlling areas will be automatically updated).

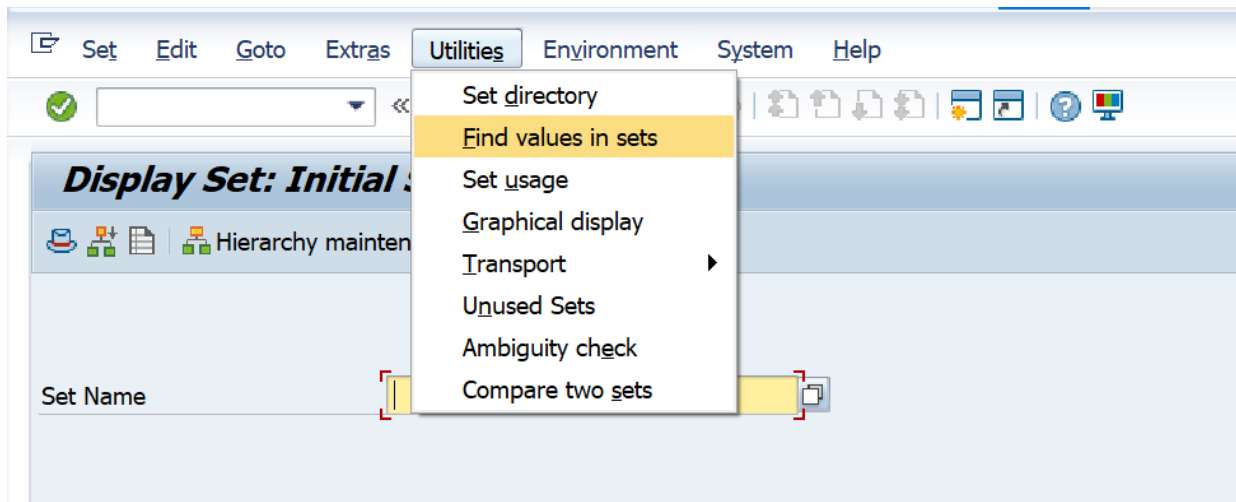
[I maintain cost element hierarchies](#)

### 3.2. I check the set of accounts where the cost element should be included

Most of the secondary cost elements are created as reference from another already existing in the system.

Therefore, we should check the sets of accounts where the secondary cost element used as reference, is included.

Go to tcode **GS03** and then select "Utilities" >>> "Find values in sets"



Select variant "DATA TEAM" and insert the secondary cost element.

After execute.

You should compare the output report of the reference secondary cost element with the one that we have created.

In WP2 :

**Find Values in Sets**

From value: 99422783  
To value: 99422783

Selection criteria

Set ID	ZFA-*	to	
Table Name		to	
Field name		to	
Created By		to	
Creation date		to	
Last Changed By		to	
Last Changed On		to	

Output options

With usage  
 Display values found

**Find Values in Sets**

Cost Element Groups With value 99422783

Set Name	Organizational Unit	Description	From value	To value
XCS-OTHFC	Z001	-Fix Cost (Process Ord...	99422783	
XCS-P01B	Z001	1084103 - SERVICES (EXP...	99422617	99424041
ZCRO-REV	Z001	Croco sce assignment Re...	99422700	99422999
ZRCS-6099X	Z001	Sales	99422783	
ZRCS-AAIEX	Z001	Fixed asset internal ex...	99000000	99999999
ZSO-IND28	Z001	INDIRECT COSTS Function...	99422783	

In PF2 :

**Find Values in Sets**

From value: 9200000064  
To value: 9200000064

Selection criteria

Set ID	ZFA-*	to	
Table Name		to	
Field name		to	
Created By		to	
Creation date		to	
Last Changed By		to	
Last Changed On		to	

Output options

With usage  
 Display values found

**Find Values in Sets**

Cost Element Groups With value 9200000064


Set Name	Organizational Unit	Description	From value	To value
XCS-3043	COCA	Miscellaneous cost reco...	9200000064	
ZCRO-REV	COCA	Croco sce assignment Re...	9200000000	920009999
ZRCS-6099X	COCA	SALES	9200000064	
ZRCS-CROCO	COCA	FICTITIOUS COSTS (REV T...	9200000000	9200099999
ZSO-IND28	COCA	INDIRECT COSTS Function...	9200000049	9200000104

### 3.3. I communicate that a new secondary cost element has been created

I notify the requester.

## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Sept 15, 2025	Actor	Type	Activity	Version
Published	ALVES, Sofia	Edit	updated the page at 11:12 am Other contributors: 	
	ALVES, Sofia	State	changed state to <b>Published</b> at 10:58 am	v33
Draft	ALVES, Sofia	State	gave <i>Approvers</i> approval at 10:58 am	
		Edit	updated the page at 10:48 am	
		State	changed state to <b>Draft</b> at 10:45 am	v31
Published	ALVES, Sofia	State	changed state to <b>Published</b> at 10:23 am	v30
Draft	ALVES, Sofia	State	gave <i>Approvers</i> approval at 10:23 am	
		State	changed state to <b>Draft</b> at 10:23 am	v30