

I create/update activity types

Domain: SU Management Accounting

Responsibility area: Maintain Costing Master Data

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Scope



WW

ERP



PF2



WP2

Frequency



**On
Demand**

References

[KL01 - Create Activity Type](#)

[KL02 - Change Activity Type](#)

Forms

Attachments

I receive a request to create/update activity types << I create/update activity types >> Next OP

1. Objective and Scope

1.1. Objective of this Operation

The purpose of this procedure is to explain how to create and update an activity type..

1.2. Scope

Worldwide.

2. Definitions

See [Finance Glossary](#)

3. Tasks description

3.1. I get informed of a need for an activity type creation or update

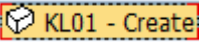
I receive request through service one or through the Finance data PRS workflow that an activity type needs to be created.

I analyze the information and ensure that it's done by an authorized requester in document "PLANT COSTING CONTACTS".

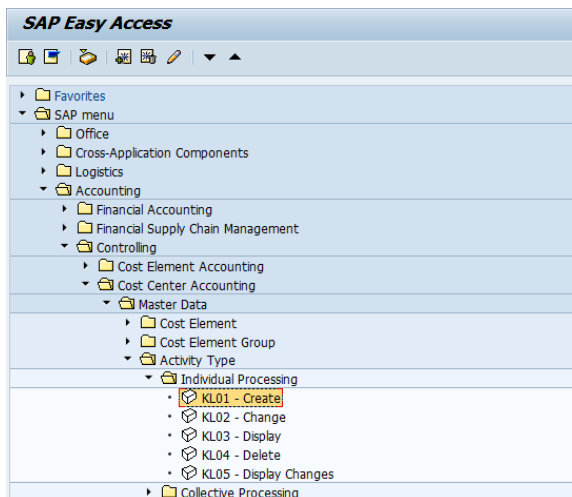
3.1.1. I create an activity type

STEP 1

Start the transaction using the menu path or transaction code KL01

Double-click 

 Create Activity Type: Initial Screen



Create Activity Type: Initial Screen

Master Data

Activity Type Valid From ☒ to 31.12.9999

Copy from

Activity type

Controlling Area

STEP 2

1. Enter the activity type
2. Enter the validity date
3. You can enter a reference

Click  or

Create Activity Type: Initial Screen

Master Data

Activity Type Valid From to

Copy from

Activity type Controlling Area

STEP 3

In the tab "Basic data" enter:

1. Name & Description
2. Activity Unit
3. Cost center categories
4. Activity Type category
5. Allocation cost element.
6. Price indicator. It determines how the price of an activity type is calculated for a cost center, for the plan.
7. The same values exist for the actual.

Create Activity Type: Basic Screen

Activity Type: ZMANHO
 Controlling Area: Z026
 Valid From: 01.01.2016 to 31.12.9999
 Rhoda Asia Pacific

Basic data | Indicators | Output | History

Names
 Name: Training: Labour Ho
 Description: Training: Labour Hours

Basic data
 Activity Unit: H
 Cctr categories: F

Allocation default values
 ATyp category: 1
 Allocation cost elem: 99430020
 Price indicator: 1
☐ Actual qty set
☐ Average price
☐ Plan quantity set
☐ PreDistribCosts
 Variance Values for Actual Allocation
 Actl Acty Type Cat.:
 Act. price indicator: As in planning

In the tab "Indicators", you can lock an activity type

In the tab "History", you can view the change history for the activity type

Save 

A message displays that the activity type is created.

 Activity type has been created

Create Activity Type: Indicators

Activity Type: ZMANHO
 Controlling Area: Z026
 Valid From: 01.01.2016 to 31.12.9999
 Training: Labour Ho
 Rhoda Asia Pacific

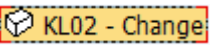
Basic data | Indicators | Output | History

Indicator
☐ Lock indicator

3.1.2. I update an activity type

STEP 1

Start the transaction using the menu path or transaction code KL02

Double-click 

SAP Easy Access

Navigation icons: 

- Favorites
- SAP menu
 - Office
 - Cross-Application Components
 - Logistics
 - Accounting
 - Financial Accounting
 - Financial Supply Chain Management
 - Controlling
 - Cost Element Accounting
 - Cost Center Accounting
 - Master Data
 - Cost Element
 - Cost Element Group
 - Activity Type
 - Individual Processing
 - KL01 - Create
 - KL02 - Change
 - KL03 - Display
 - KL04 - Delete
 - KL05 - Display Changes
 - Collective Processing



Change Activity Type:
Initial Screen

Change Activity Type: Initial Screen

Master Data

Activity Type ☒

STEP 2

Enter the activity type to be changed

Click  or

Change Activity Type: Initial Screen

Master Data

Activity Type

STEP 3

Perform changes, in the tab "Basic data"

For instance you can select several cost centers categories by clicking on



Then continue

When all changes are performed,

save



A message displays that the activity type is changed

 Activity type has been changed

Change Activity Type: Basic Screen

Activity Type Training: Labour Ho
Controlling Area Rhodia Asia Pacific
Valid From to

Basic data Indicators Output History

Names
Name
Description

Basic data
Activity Unit
Cctr categories

Allocation default values
ATyp category
Allocation cost elem
Price indicator
☐ Actual qty set ☐ Average p
☐ Plan quantity set ☐ PreDistrib

Variance Values for Actual Allocation
Act! Acty Type Cat.
Act. price indicator

Selection list: Cost Center Category

Text
* All Cost Center Cate
E Development
F Production
G Logistics
H Service cost center
L Management
M Material
S Social
V Sales
W Administration

Entry 1 of 10

3.2. I communicate that the activity type has been created/updated

I notify the requester that the activity type is created or updated.