

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](#)

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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

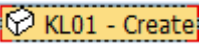
I receive request through service one or through the Finance data PRS workflow that an activity type needs to be created.

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

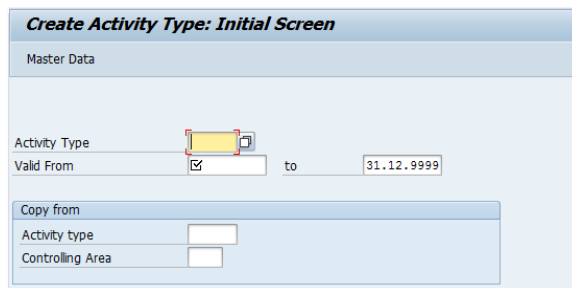
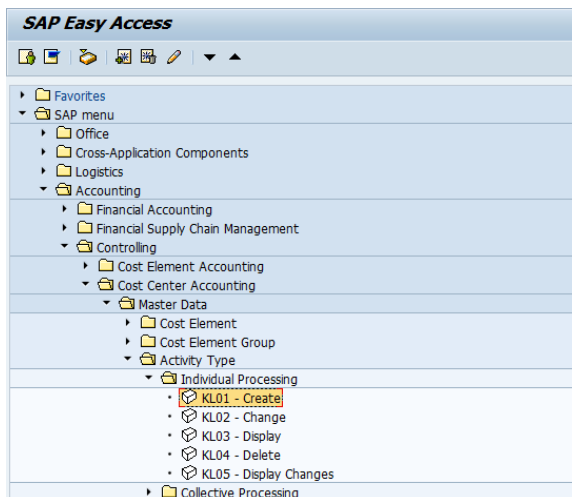
3.1.1. I create an activity type

STEP 1

Start the transaction using the menu path or transaction code KL01

Double-click 

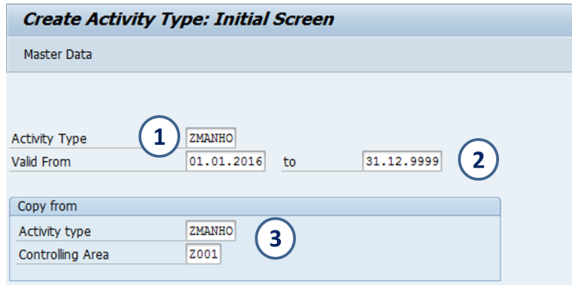
 Create Activity Type: Initial Screen



STEP 2

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

Click  or 



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

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.: ☐ As in planning
Act. price indicator: ☐

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

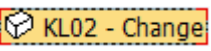
Activity Type: ZMANHO
Controlling Area: Z026
Valid From: 01.01.2016 to 31.12.9999

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 



Change Activity Type:
Initial Screen

SAP Easy Access

- 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

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.