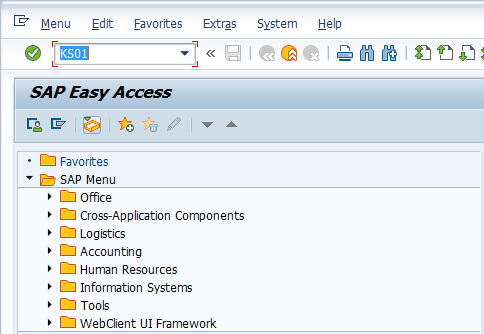
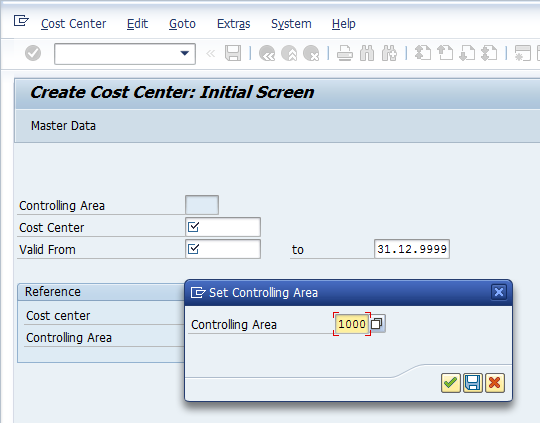
# KS01 – Create Cost Center



* Input **KS01** in **Transaction Box** and press **Enter** key

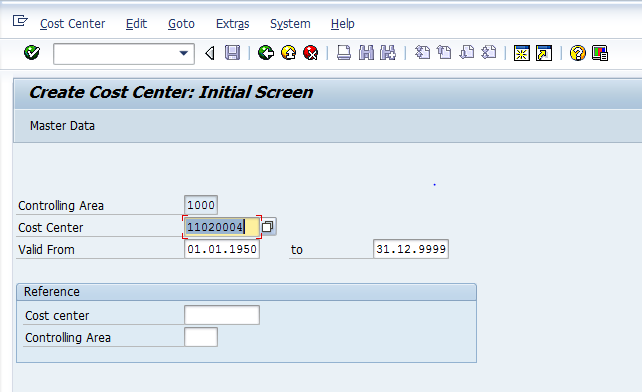
# Set Controlling Area Screen.



* **Controlling Area:** Input or select controlling area with the help of **F4** key

Press **Enter** key

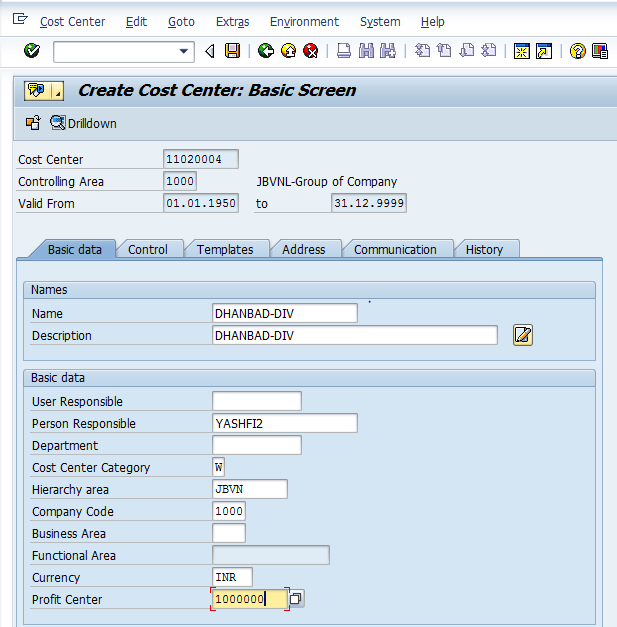
# Create Cost Center Initial Screen.



* **Cost Center:** Input cost center to be created
* **Valid From:** Input or select valid from date with the help of **F4** key (i.e. cost center will be valid from this date)
* **to:** Input or select valid to date with the help of **F4** key (i.e. cost center will be valid till this date)

Press **Enter** key

# Create Cost Center Basic Screen.



* **Name:** Input cost center short name
* **Description:** Input cost center long name
* **Person Respons.**: Input person responsible for respective cost center
* **Department:** Input department Location Center, Location Center = Cash Book
* **Cost Center Category:** Select relevant cost center category with the help of **F4** key
* **Hierarchy area:** Select relevant hierarchy area with the help of **F4** key
* **Company Code:** Input or Select relevant company code with the help of **F4** key
* **Currency:** Select relevant currency with the help of **F4** key
* **Profit Center:** Select relevant profit center with the help of **F4** key

Click on **Save** icon or press **Ctrl+S** keys to save the data.



The cost center has been created message appears at bottom of the screen

**Manual End**