# KA01 – Create Primary Cost Element

 

* Input **KA01** 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 Element Initial Screen.



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

Press **Enter** key

# Create Cost Center Basic Screen.



* **Name:** Input cost element short name
* **Description:** Input cost element long name



* **CElem category**: Select relevant cost element category from the list

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

 

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

# KA06 – Create Secondary Cost Element



* Input **KA06** 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 Element Initial Screen.



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

Press **Enter** key

# Create Cost Center Basic Screen.



* **Name:** Input cost element short name
* **Description:** Input cost element long name



* **CElem category**: Select relevant cost element category from the list

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

 

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

**Manual End**