

<p style="text-align: center;">COST CENTER ACCOUNTING END USER TRAINING DOCUMENTS</p>

KS01 - Create Cost Center

Functionality

A cost centers is an organizational unit within a controlling area that represents a specific location where costs are incurred and monitored against a budget. It is normally a department of the organization. A cost center always has a responsible person.

Cost center helps an organization to monitor cost where they are incurred. This makes every department which created as cost center accountable for costs. A cost center is assigned to the standard hierarchy of the controlling area.

Scenario

This Transaction code is used to create a new cost center.

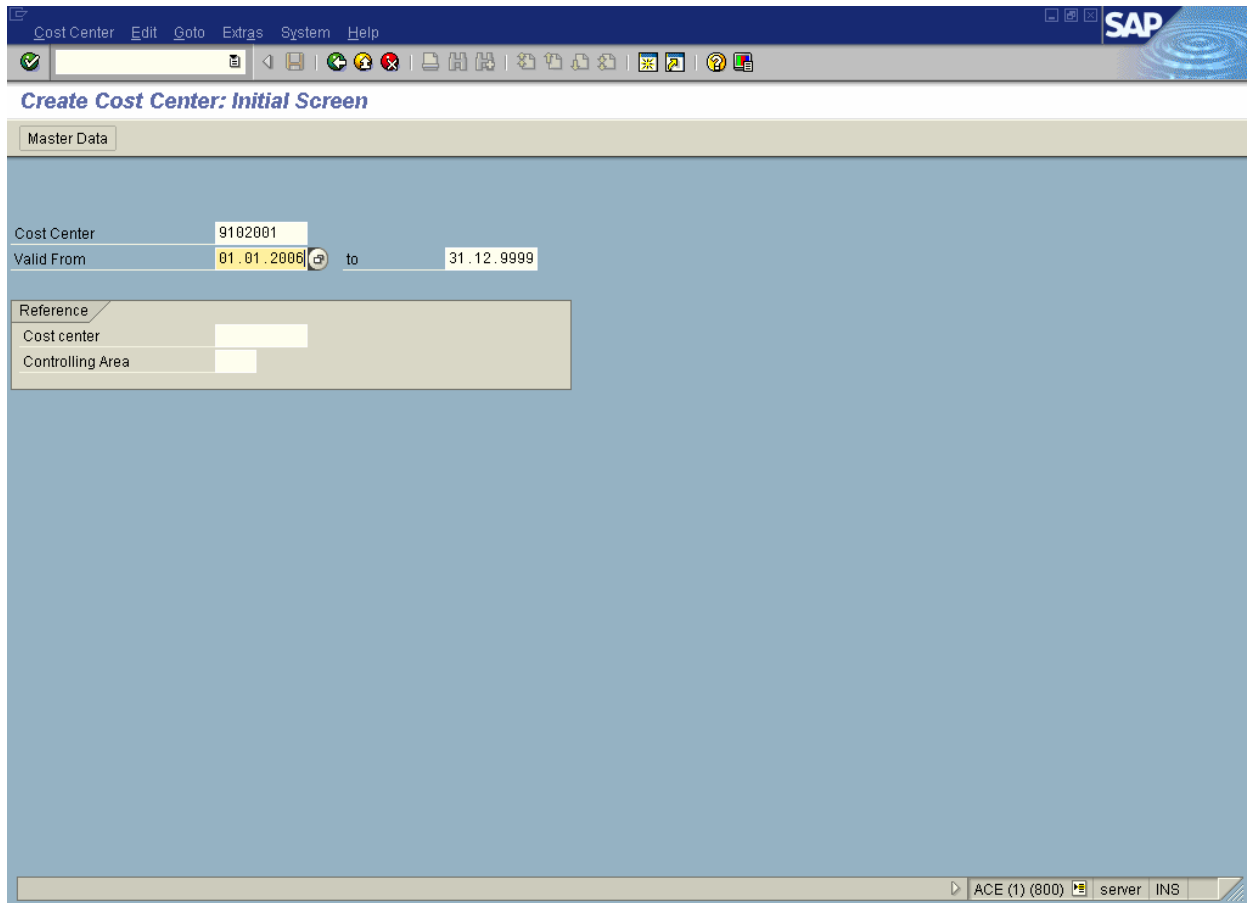
Requirements

Standard hierarchy must exist.

Menu Path	Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center → Individual Processing → KS01 - Create
Transaction Code	KS01

1. Double Click on **KS01 - Create**

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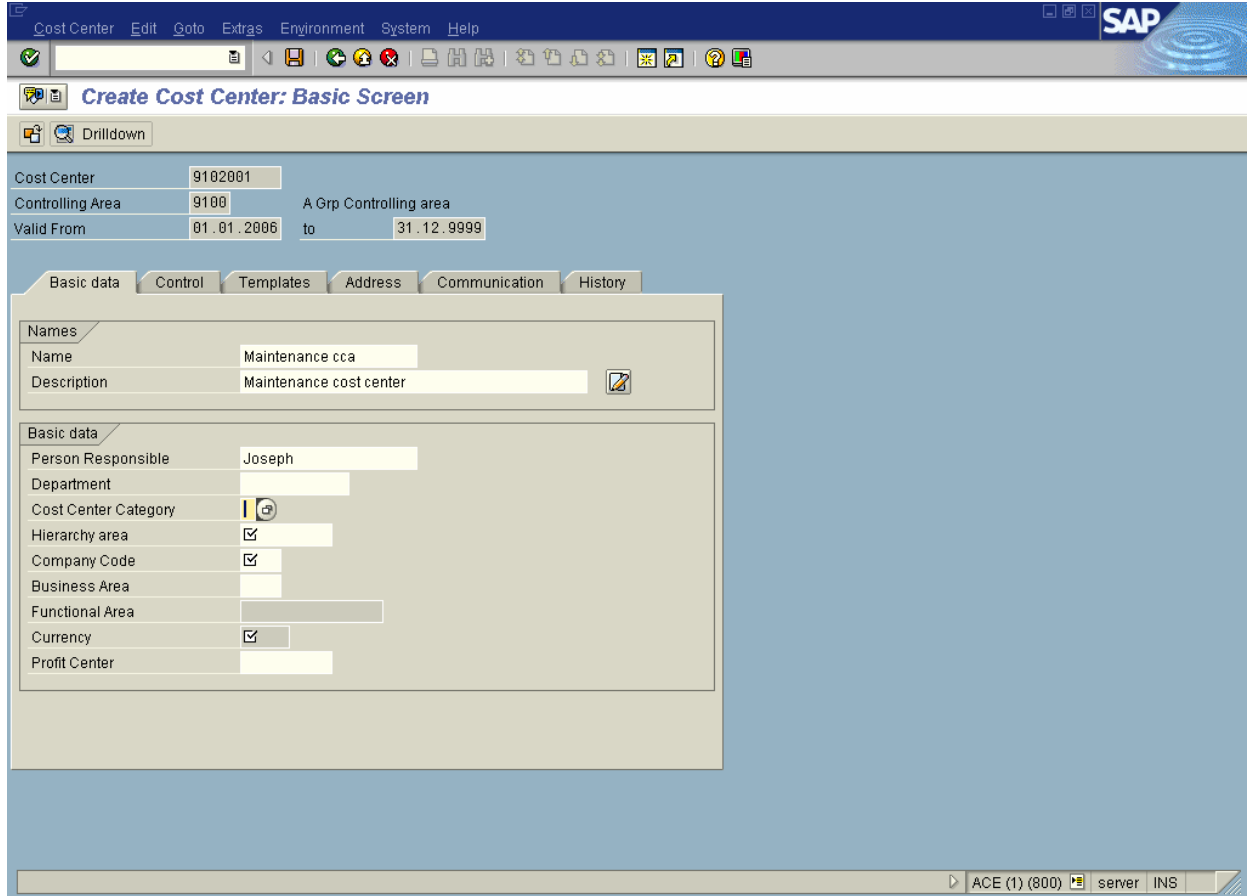


2. Update the following fields:

Field Name	Field Description	Values
Cost center	Organizational unit within a controlling area that represents a defined location of cost incurrence.	9102001

3. Click 

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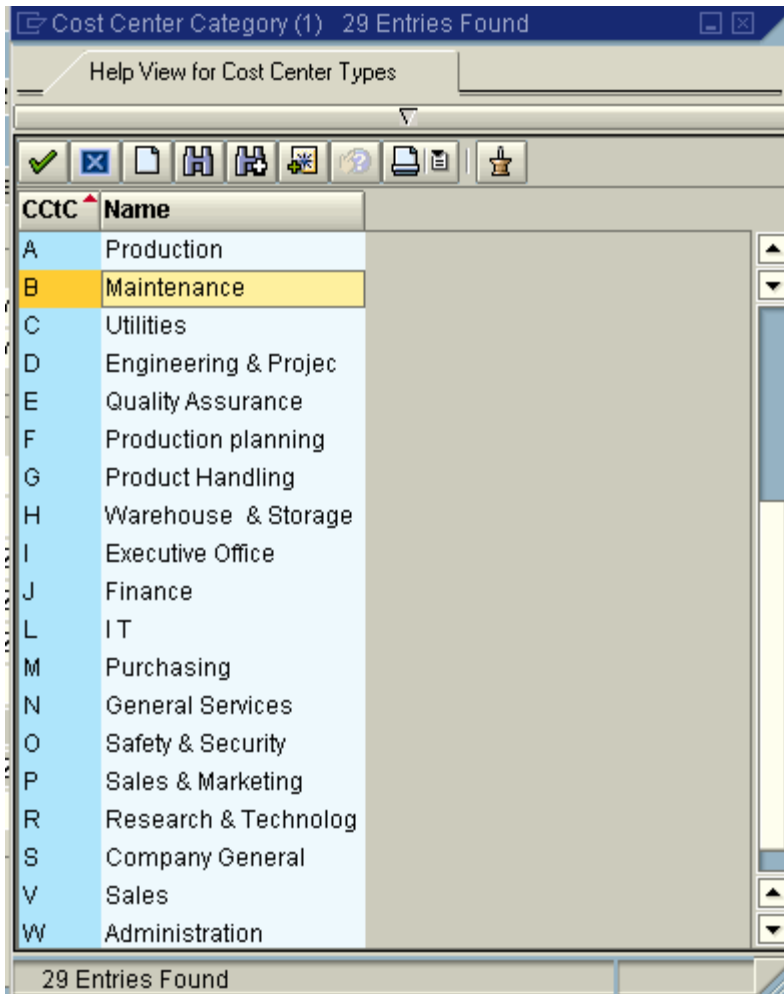
4. Update the following fields:

Field Name	Field Description	Values
Name	The cost center name is used for online displays and evaluations that do not have enough space for the cost center description.	Maintenance cca
Description	Brief text description of the cost center. The cost center description is used for online displays and evaluations that have sufficient space.	Maintenance cost center
Person responsible	Description of the Person responsible for managing the cost center.	Joseph

5. Click **Cost center category** Button .

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Restrict value range (1) 9 Entries found

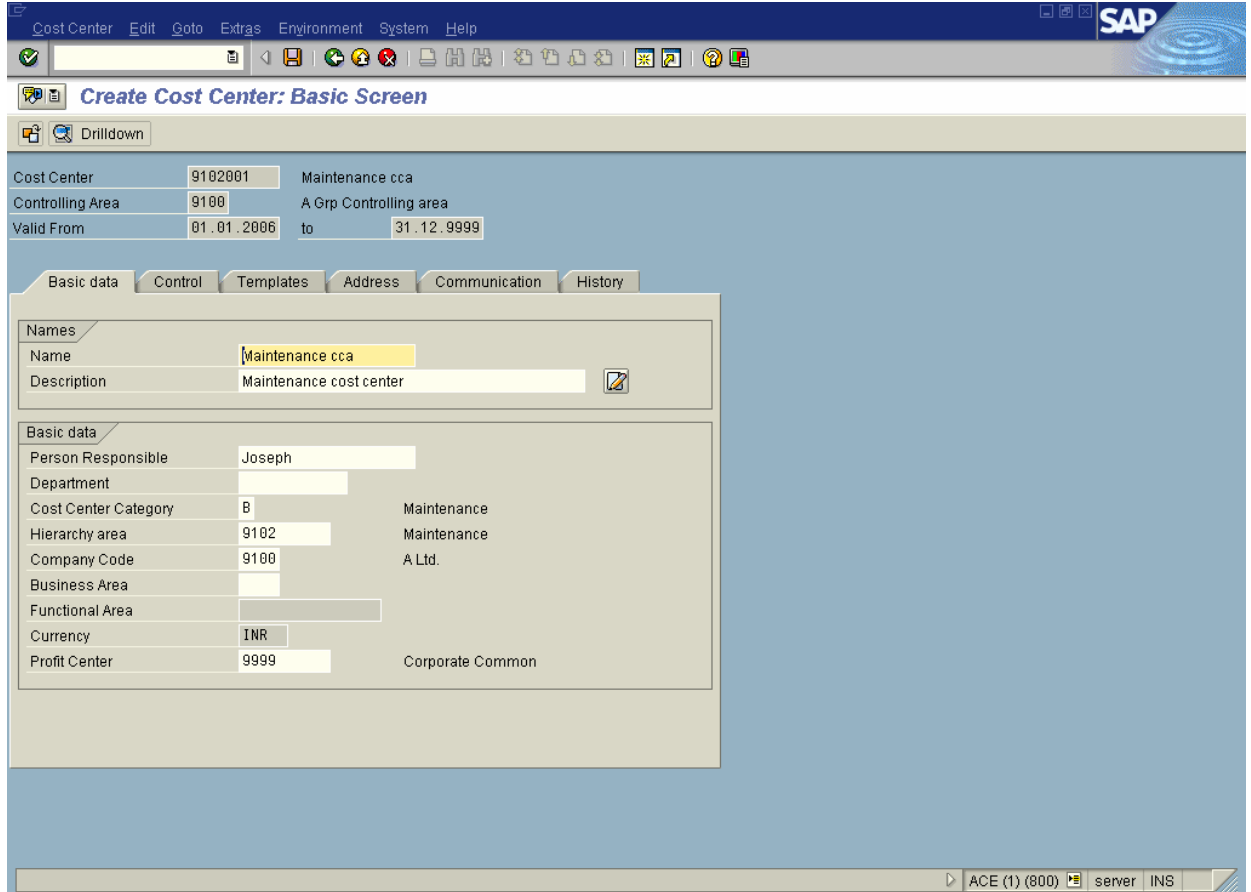


6. Select **B** Maintenance

7. Click **Enter** .

Note: Activity types are also assigned to categories. If required, this functionality allows limitation of cost centers to certain categories only.

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8. Update the following fields:

Field Name	Field Description	Values
Hierarchy area	Tree structure for organizing the business processes belonging to a controlling area from the Controlling (CO) standpoint.	9102
Company code	The smallest organizational unit for which a complete self-contained set of accounts can be drawn up for purposes of external reporting.	9100
Profit center	Organizational unit in Accounting that reflects a management-oriented structure of the organization for the purpose of internal control.	9999

9. Click **Enter**  to validate the entry.

10. Click **Save** 