

KP06 - Primary Cost Planning on Cost Centers

Functionality

Planning functions start in the cost center accounting module with Primary cost planning. Primary costs are expenses such as Salaries & wages, power and fuel, engineering services, traveling expenses, miscellaneous expenses.

Scenario

This transaction is used to post planned primary costs to cost centers.

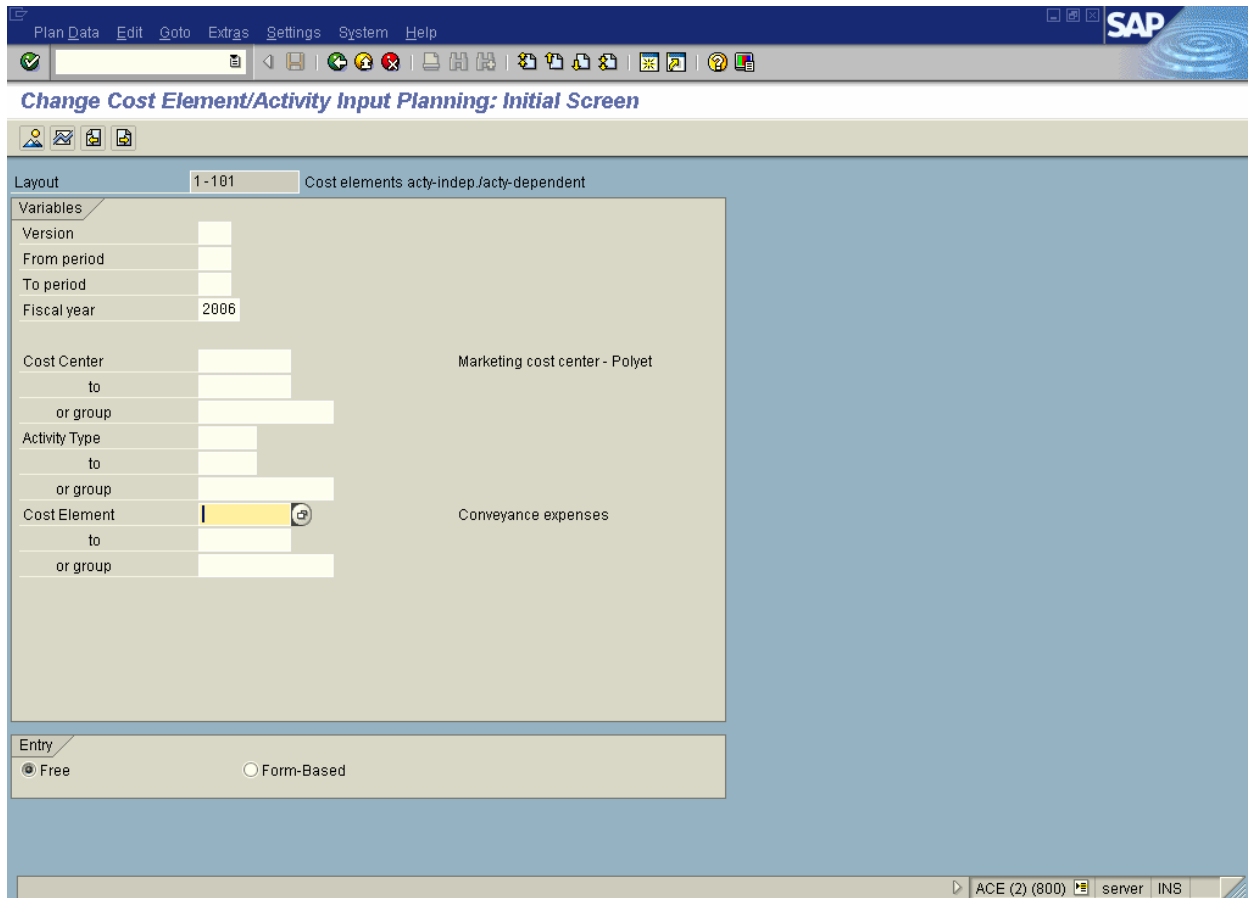
Requirements

Check whether you have selected the correct planner profile through transaction code KP04.

Menu Path	Accounting → Controlling → Cost Center Accounting → Planning → Cost and Activity Inputs → KP06 - Change
Transaction Code	KP06

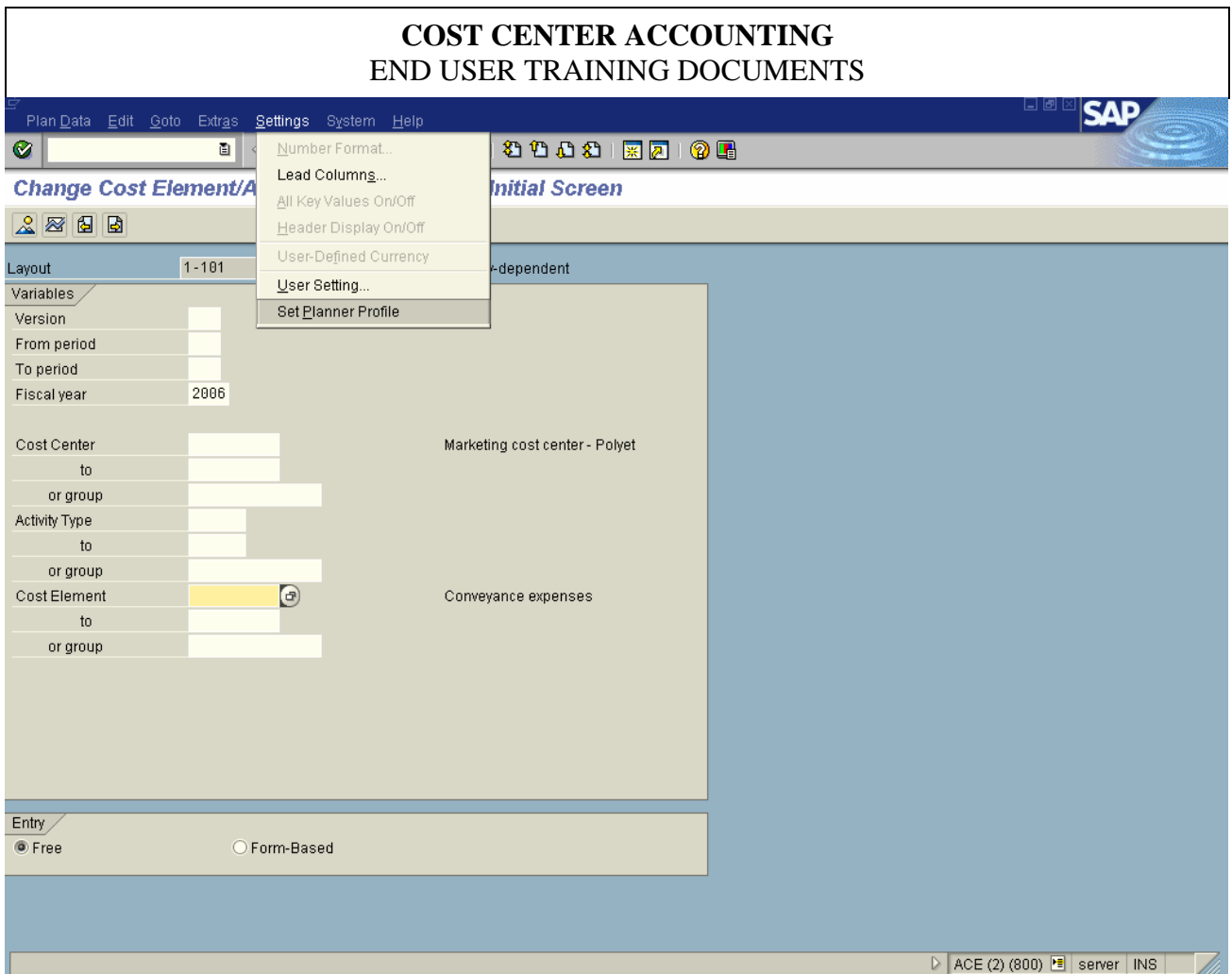
1. Double Click on **KP06 – Change**

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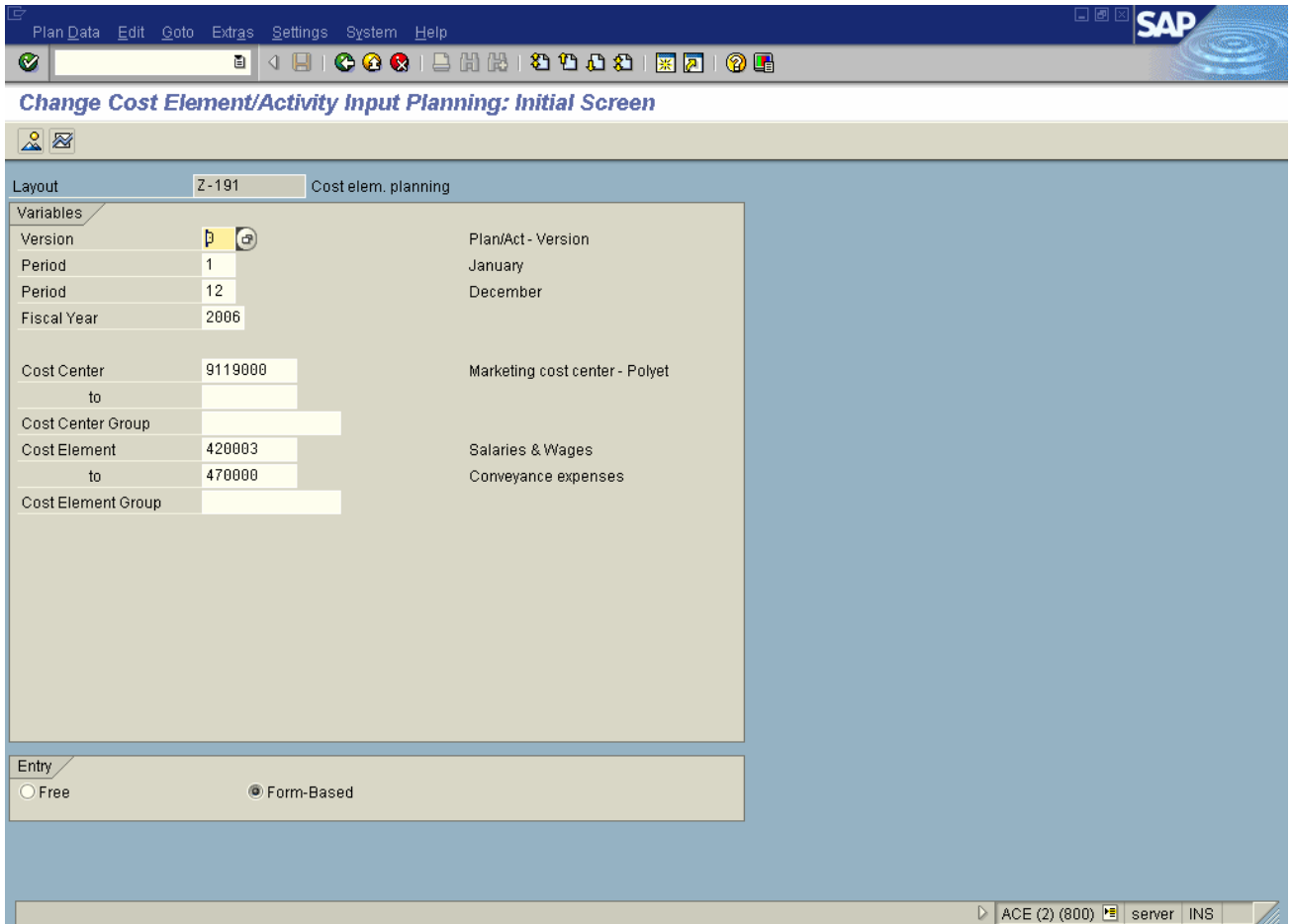
2. Select

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3. Select

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4. Update the following fields:

Field Name	Field Description	Values
Version	Three-digit number which represents the version of the forecast parameters as defined in the forecast profile	0
From Period	Number identifying a fiscal month	1
To Period	Number identifying a fiscal month	12
Fiscal Year	Period, 12 months as a rule, for which the company is to create its inventory and balance sheet.	2006
Cost center	Cost Center	9119000
Cost element	Cost element from	420003
Cost element	Cost element to	470000

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5. Click **Enter** .

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Note: The **Free** and **Form** based radio buttons at the bottom of the screen affect the layout of the screen on the next page.

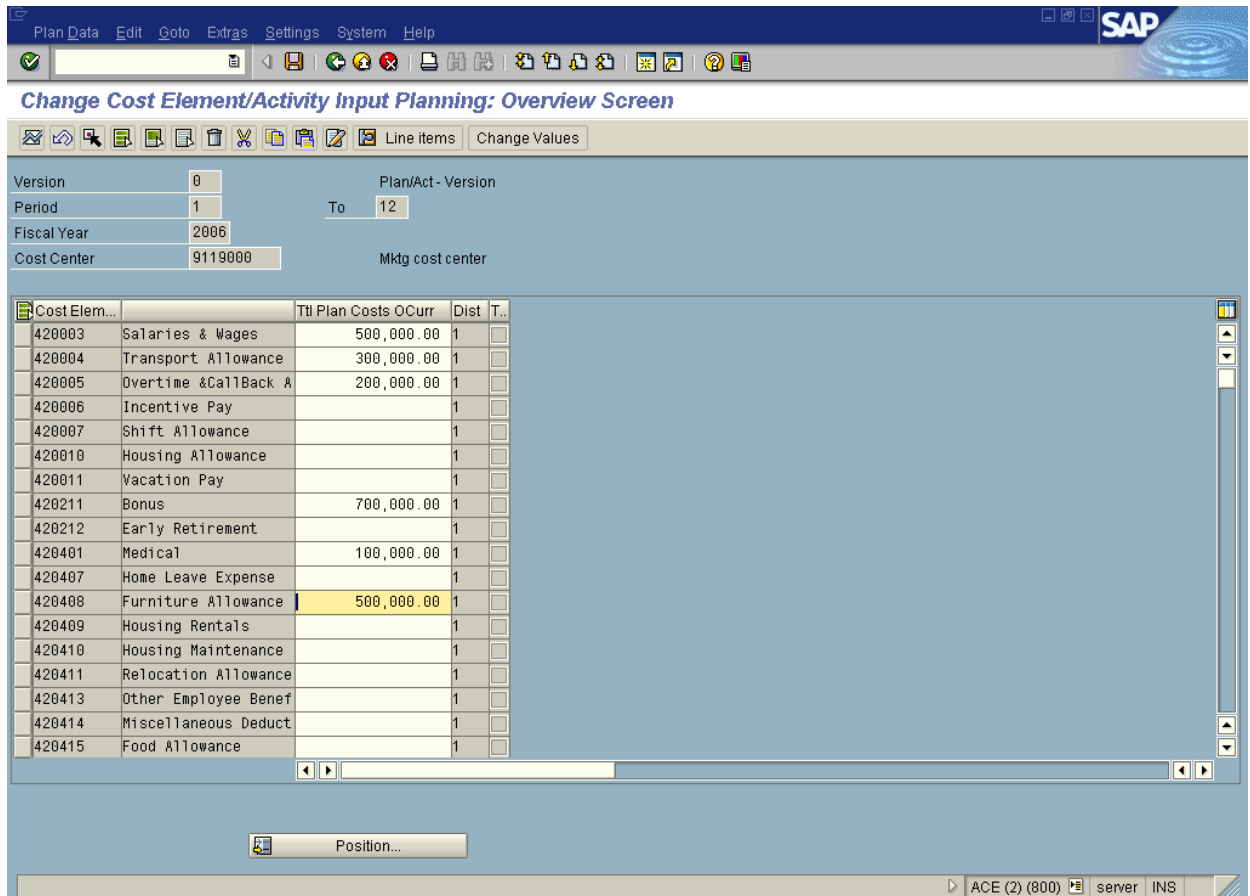
Free will provide additional columns for any other cost elements that may require plan values.

Form-based will limit the selection of cost elements to the values in the group.

6. Click **Overview** Button .


7. **Update the following:-**

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



The screenshot shows the SAP 'Change Cost Element/Activity Input Planning: Overview Screen'. The interface includes a menu bar (Plan Data, Edit, Goto, Extras, Settings, System, Help) and a toolbar with various icons. Below the menu, there are input fields for 'Version' (0), 'Period' (1), 'Fiscal Year' (2006), and 'Cost Center' (9119000). The 'Plan/Act - Version' is set to '12', and the 'Mktg cost center' is also visible. A table lists cost elements with columns for 'Cost Elem...', 'Ttl Plan Costs OCurr', 'Dist', and 'T..'. The table contains 16 rows of data, with 'Furniture Allowance' highlighted in yellow. At the bottom, there is a 'Position...' button and a status bar showing 'ACE (2) (800) server INS'.

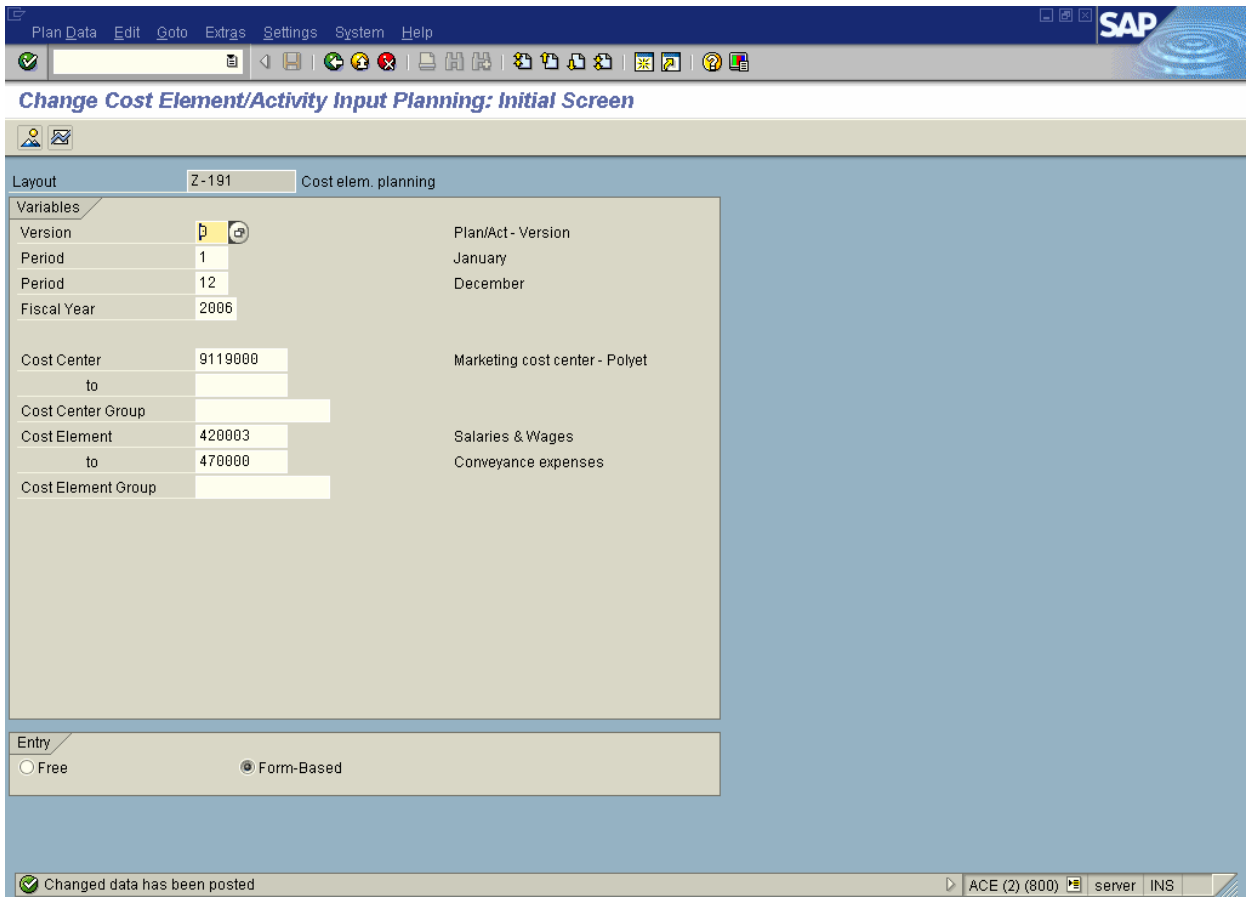
Cost Elem...	Ttl Plan Costs OCurr	Dist	T..
420003 Salaries & Wages	500,000.00	1	<input type="checkbox"/>
420004 Transport Allowance	300,000.00	1	<input type="checkbox"/>
420005 Overtime & Callback A	200,000.00	1	<input type="checkbox"/>
420006 Incentive Pay		1	<input type="checkbox"/>
420007 Shift Allowance		1	<input type="checkbox"/>
420010 Housing Allowance		1	<input type="checkbox"/>
420011 Vacation Pay		1	<input type="checkbox"/>
420211 Bonus	700,000.00	1	<input type="checkbox"/>
420212 Early Retirement		1	<input type="checkbox"/>
420401 Medical	100,000.00	1	<input type="checkbox"/>
420407 Home Leave Expense		1	<input type="checkbox"/>
420408 Furniture Allowance	500,000.00	1	<input type="checkbox"/>
420409 Housing Rentals		1	<input type="checkbox"/>
420410 Housing Maintenance		1	<input type="checkbox"/>
420411 Relocation Allowance		1	<input type="checkbox"/>
420413 Other Employee Benef		1	<input type="checkbox"/>
420414 Miscellaneous Deduct		1	<input type="checkbox"/>
420415 Food Allowance		1	<input type="checkbox"/>

8. Click the **Enter**  button to Validate the entries.

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Note: The following buttons can be used to expedite the capture of plan values against the cost center. To update values per period, click on the **Period**  button. Within this screen the **Change values**  button can be used to uplift values by percentage or amount as required. Be sure to first select the relevant periods before using this function.

9. Click **Save**  to save your data.



The screenshot shows the SAP 'Change Cost Element/Activity Input Planning: Initial Screen'. The interface includes a menu bar (Plan Data, Edit, Goto, Extras, Settings, System, Help) and a toolbar. The main area is titled 'Change Cost Element/Activity Input Planning: Initial Screen' and contains a 'Variables' section with the following data:

Variable	Value	Description
Version	1	Plan/Act - Version
Period	1	January
Period	12	December
Fiscal Year	2006	
Cost Center	9119000	Marketing cost center - Polyet
to		
Cost Center Group		
Cost Element	420003	Salaries & Wages
to	470000	Conveyance expenses
Cost Element Group		

At the bottom, the 'Entry' section has two radio buttons: 'Free' (unselected) and 'Form-Based' (selected). A status bar at the bottom left displays the message 'Changed data has been posted'. The bottom right corner shows the user 'ACE (2) (800)' on 'server INS'.

10. The message bar displays "Changed data has been posted"