



KA03 Display Cost Element

Purpose

Use this procedure to display a cost element.

Trigger

Perform this procedure when you want to display detailed information about the cost element.

Prerequisites

- The cost element must exist.
- Know the cost element number.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

KA03

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Use KA06 to create a secondary cost element or FS00 to create a primary cost element associated with a G/L account.
- This is a display only, no changes or edits are permitted. If you need to change cost element master data, use KA02 - Change Cost Element.



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Procedure

1. Start the transaction using the menu path or transaction code KA03. The *Display Cost Element: Initial Screen* displays.

Display Cost Element: Initial Screen

2. As required, complete/review the following fields:

Field	R/O/C	Description
Cost Element	R	A Controlling module account object normally linked directly to the GL account in Chart of Accounts. Cost elements are defined for every Profit and Loss account (in the Chart of Accounts) and for internal cost allocation. Example: 531000



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- 3. Click **Master Data** Master Data . The *Display Cost Element: Basic Screen* displays.

Display Cost Element: Basic Screen

The screenshot shows the SAP 'Display Cost Element: Basic Screen' interface. At the top, there is a menu bar with 'Cost Element', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Display Cost Element: Basic Screen' and contains the following data:

Cost Element	531000	Office Supplies
Controlling Area	COP1	City of Portland
Valid From	01/01/1900	to 12/31/9999

Below the data are four tabs: 'Basic Data', 'Indicators', 'Default Acct Assgmt', and 'History'. The 'Basic Data' tab is active and shows the following fields:

Names	
Name	Office Supplies
Description	Office Supplies
Basic Data	
CElem category	1 Primary costs/cost-reducing revenues
Attribute mix	
Functional Area	

At the bottom right of the screen, there is a status bar showing 'DRP (1) 200', 'sapdrp', and 'INS'.

- 4. Click **Indicators** tab Indicators .



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Display Cost Element: Indicator

A screenshot of the SAP S/4HANA user interface for the "Display Cost Element: Indicator" transaction. The window title is "Display Cost Element: Indicator". The main area shows the following data:
Cost Element: 531000 Office Supplies
Controlling Area: COP1 City of Portland
Valid From: 01/01/1900 to 12/31/9999
Below the data are four tabs: "Basic Data", "Indicators", "Default Acct Assgnmt", and "History". The "Indicators" tab is currently selected, showing a "Consumption quantities" section with a "Record qty" checkbox (unchecked) and a "Unit of Measure" field (empty). The SAP status bar at the bottom right shows "DRP (1) 200 sapdrp INS".

5. Click **Default Acct Assgnmt** tab **Default Acct Assgnmt** .



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Display Cost Element: Default Account Assignment

The screenshot shows the SAP interface for displaying a cost element. The title bar reads 'Display Cost Element: Default Account Assignment'. The main area contains the following data:

Cost Element	531000	Office Supplies
Controlling Area	COP1	City of Portland
Valid From	01/01/1900	to 12/31/9999

Below the data, there are four tabs: 'Basic Data', 'Indicators', 'Default Acct Assgmt', and 'History'. The 'Default Acct Assgmt' tab is currently selected, showing a 'Default Account Assignment' section with two input fields: 'Cost Center' and 'Order', both of which are empty.

The status bar at the bottom right shows 'DRP (1) 200 sapdrp INS'.

6. Click **History** tab 



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Display Cost Element: History

The screenshot shows the SAP interface for displaying cost element history. The title bar reads "Display Cost Element: History". The main content area contains the following data:

Cost Element	531000	Office Supplies
Controlling Area	COP1	City of Portland
Valid From	01/01/1900	to 12/31/9999

Below the data, there are tabs for "Basic Data", "Indicators", "Default Acct Assgnmt", and "History". The "History" tab is active, showing a "History Data" section with the following information:

Created by	HMETZ_Z
on	04/24/2007

A "Change document" button is visible next to the date. The status bar at the bottom right shows "DRP (1) 200 sapdrp INS".

7. Click **Basic Data** tab  .



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Display Cost Element: Basic Screen

The screenshot shows the SAP 'Display Cost Element: Basic Screen' interface. At the top, there is a menu bar with 'Cost Element', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Display Cost Element: Basic Screen' and contains the following fields:

Cost Element	531000	Office Supplies
Controlling Area	COP1	City of Portland
Valid From	01/01/1900	to 12/31/9999

Below these fields are four tabs: 'Basic Data', 'Indicators', 'Default Acct Assgnmt', and 'History'. The 'Basic Data' tab is active and contains two sections:


Names

Name	Office Supplies
Description	Office Supplies

Basic Data

CElem category	1	Primary costs/cost-reducing revenues
Attribute mix		
Functional Area		

At the bottom right of the screen, there is a status bar showing 'DRP (1) 200', 'sapdrp', and 'INS'.

8. Click **Name** field .
9. Click **Drilldown**  to locate detailed data for the selected field. The *Breakdown Name* dialog box displays.



Select **Other Cost Element** to view an alternate cost element.



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Work Instruction

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Result

You have successfully displayed a cost element.