



## **KS01 Create Cost Center**

### **Purpose**

Use this procedure to create a Cost Center.

### **Trigger**

Perform this procedure when a bureau requests a new Cost Center.

### **Prerequisites**

Bureau Director and Controller approval is required to create a new organizational unit.

### **Menu Path**

Use the following menu path to begin this transaction:

N/A

### **Transaction Code**

KS01

### **Helpful Hints**

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Cost Centers are created together with Funds Centers to represent the Financial Organization structure. FM Deriver default values must also be added.

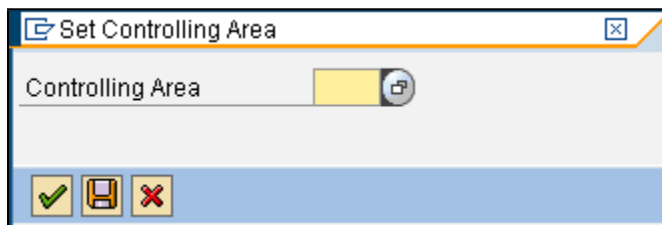




## KS01 Create Cost Center

### Procedure

1. Start the transaction using the transaction code KS01. The *Create Cost Center: Initial Screen* displays.

### Set Controlling Area



2. Click **Controlling Area** field  .  
 If the *Set Controlling Area* dialog box displays, type COP1 in the **Controlling Area** field.
3. As required, complete/review the following fields:

Field	R/O/C	Description
Controlling Area	R	The organizational unit within an enterprise used to represent a closed system for managerial accounting purposes. For City of Portland, cost centers are work units. <b>Example:</b> COP1

4. Click **Continue**  .



## KS01 Create Cost Center

### Create Cost Center: Initial Screen

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

Field	R/O/C	Description
Cost Center	R	Organizational unit(s) that represents a revenue or cost collector. <b>Example:</b> PKCN000008
Valid From	R	Beginning date when specifying a range of dates. <b>Example:</b> 01011900



### KS01 Create Cost Center

Field	R/O/C	Description
to	R	Upper limit of the range of time covered in the report. <b>Example:</b> 12319999

6. Click **Enter** . The *Create Cost Center: Basic Screen* displays.

#### Create Cost Center: Basic Screen

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

Field	R/O/C	Description
-------	-------	-------------



### KS01 Create Cost Center

Field	R/O/C	Description
Name	R	The customer name, which can be a business entity, another government or a person. <b>Example:</b> City Nature - Other
Description	R	Free text field used to provide additional information or a description. <b>Example:</b> City Nature - Other
User Responsible	R	SAP user (=Outlook User ID) to which the work center is assigned. <b>Example:</b> PKRANDY
Person Responsible	R	Person responsible for the work center or data elements as master data, internal order, cost center, etc. <b>Example:</b> Randy Webster
Department	O	Organizational department to which the cost center created will be assigned. <b>Example:</b> Parks
Cost Center Category	R	An attribute that determines the type of cost center. This attribute will not be used. Always enter "N" for not used. <b>Example:</b> N
Hierarchy area	R	Part of a standard hierarchy which enables an individual to view a particular grouping for analysis. <b>Example:</b> PKCN



# KS01

## Work Instruction

### KS01 Create Cost Center

Field	R/O/C	Description
Business Area	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated. <b>Example:</b> PK00
Functional Area	R	A classification of financial transactions according to functions executed in an organization. <b>Example:</b> PK0000000000000000
Currency	R	Medium of exchange. <b>Example:</b> USD



## KS01 Create Cost Center

### Create Cost Center: Basic Screen

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


Cost Center	PKCN000008		
Controlling Area	COP1	City of Portland	
Valid From	01/01/1900	to	12/31/9999

Below these fields are tabs for 'Basic data', 'Control', 'Templates', 'Address', 'Communication', and 'History'. The 'Basic data' tab is active and contains the following fields:

Names	
Name	City Nature - Other
Description	City Nature - Other
Basic data	
User Responsible	PKRANDY
Person Responsible	Randy Webster
Department	Parks
Cost Center Category	N
Hierarchy area	PKCN
Business Area	PK00
Functional Area	PK0000000000000000
Currency	USD
Profit Center	

At the bottom right of the screen, there is a status bar showing 'KS01', 'sapdrp', and 'INS'.

8. Click **Save**  . The *Create Cost Center: Initial Screen* displays.

9. Click **Exit**  .



The system displays the message, "*Cost center has been created.*"



## KS01

### Work Instruction

## KS01 Create Cost Center

### Result

You have successfully created a Cost Center. Once the corresponding Funds Center is saved and FM Deriver values set, it can be used in posting.