



KA23 Execute Cost Element Master Data Report

Purpose

Use this procedure to execute the Cost Element Master Data Report.

Trigger

Perform this procedure when you need to review a list of Cost Elements, with the ability to drill down to detailed information.

Prerequisites

- Cost Elements must exist.
- Know the range or group for review.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

KA23

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- This report can show all existing cost elements, a range of cost elements, or a particular cost element group. This exercise shows a group.
- To create a GL account with a primary Cost Element use FS00. Use KA06 to create secondary Cost Element.



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Procedure

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

Display Cost Elements: Initial Screen

A screenshot of the SAP "Display Cost Elements: Initial Screen" interface. The window title is "Cost Element List" and the SAP logo is in the top right. The menu bar includes "Edit", "Goto", "Extras", "Environment", "System", and "Help". The toolbar contains various icons for navigation and actions. The main area is titled "Display Cost Elements: Initial Screen" and contains several input fields and radio buttons. The "Cost Element Group" radio button is selected. The "Valid From" field is set to "01/01/1900" and the "Valid To" field is set to "12/31/9999". The status bar at the bottom shows "DRP (1) 200" and "sapdrp INS".

2. Select **Cost Element Group** **Cost Element Group** radio button.



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Display Cost Elements: Initial Screen

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

Field	R/O/C	Description
Cost Element Group	R	Hierarchical grouping of cost elements created to facilitate data entry and reporting. Example: secondary

4. Click **Execute** . The *Display Cost Elements: Basic Screen* displays.



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Display Cost Elements: Basic Screen

The screenshot shows the SAP 'Display Cost Elements: Basic Screen' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays the following information:

Controlling Area: COP1
Date: 01/01/1900 to 12/31/9999
Cost Element Group: SECONDARY

Cost Elem.	Name	CECt	RI	Att. mix	Qty	MU	Cost Center	Order
600010	Capitalized Overhead	41						
600011	Overhead	41						
610010	Labor Alloc: Reg.	43						
610011	Labor -DO NOT USE	43			X	H		
610020	Labor Alloc-Overtime	43						
610030	Labor Alloc-Premium	43						
620010	Light Equipmt: Usage	43						
620020	Med Equipmt: Usage	43						
620030	Heavy Equipmt: Usage	43						
630010	Assessment/ Manual A	42						
651101	Fleet Direct Bill Sv	21						
651106	Fleet: Motor Pool	21						
651201	P&D: Copy/Print/Bind	21						
651202	P&D: Pre-press	21						
651302	Fac: Other Svc	21						
651501	BTS: 800 MHz Access	21						
651502	BTS: Radio & Video	21						
651601	Risk: Liability	21						
651602	Risk: Workers Comp	21						
652001	IA: Bureau-to-Bureau	21						
660010	Internal Order Settl	21						

At the bottom right of the screen, the status bar shows 'KA23', 'sapdpr', and 'INS'.

5. Select the **610011 - Labor - DO NOT USE** record indicator . The row highlights.
 The first item highlights automatically. Select another item by clicking within its row.
6. Click **Details**  . The *Details* dialog box for the selected cost element displays.



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Work Instruction

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Details

Group description	Cell Content
Cost Element	610011
Controlling Area	COP1
Valid To	12/31/9999
Valid From	01/01/1900
Name	Labor -DO NOT USE
Description	Labor Allocation-DO NOT USE
Created on	06/15/2007
Created by	BBROW_Z
Cost elem. short txt	LABOR -DO NOT USE
CElem category	43
Record Quantity	X
Unit of Meas.	H

7. Click **Close Window** .



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Display Cost Elements: Basic Screen

The screenshot shows the SAP 'Display Cost Elements: Basic Screen' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons and a 'Create Group...' button. The main area displays the following information:

Controlling Area: COP1
Date: 01/01/1900 to 12/31/9999
Cost Element Group: SECONDARY

Cost Elem.	Name	CECt	RI	Att. mix	Qty	MU	Cost Center	Order
600010	Capitalized Overhead	41						
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610030	Labor Alloc-Premium	43						
620010	Light Equipmt: Usage	43						
620020	Med Equipmt: Usage	43						
620030	Heavy Equipmt: Usage	43						
630010	Assessment/ Manual A	42						
651101	Fleet Direct Bill Sv	21						
651106	Fleet: Motor Pool	21						
651201	P&D: Copy/Print/Bind	21						
651202	P&D: Pre-press	21						
651302	Fac: Other Svc	21						
651501	BTS: 800 MHz Access	21						
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651601	Risk: Liability	21						
651602	Risk: Workers Comp	21						
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At the bottom right of the screen, there is a status bar showing 'KA23', 'sapdpr', and 'INS'.

- 8. Double-click **Cost Elem.** anywhere on the row **610011** to review the master data for a Cost Element.



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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 data:

Cost Element	610011	Labor -DO NOT USE
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 Assgnmt', and 'History'. The 'Basic Data' tab is active and shows the following information:

Names	
Name	Labor -DO NOT USE
Description	Labor Allocation-DO NOT USE
Basic Data	
CElem category	43 Internal activity allocation
Attribute mix	
Functional Area	

At the bottom right of the screen, there is a status bar with the text 'KA23 sapdrp INS'.

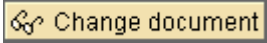
9. Click **History** tab  .



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Display Cost Element: History

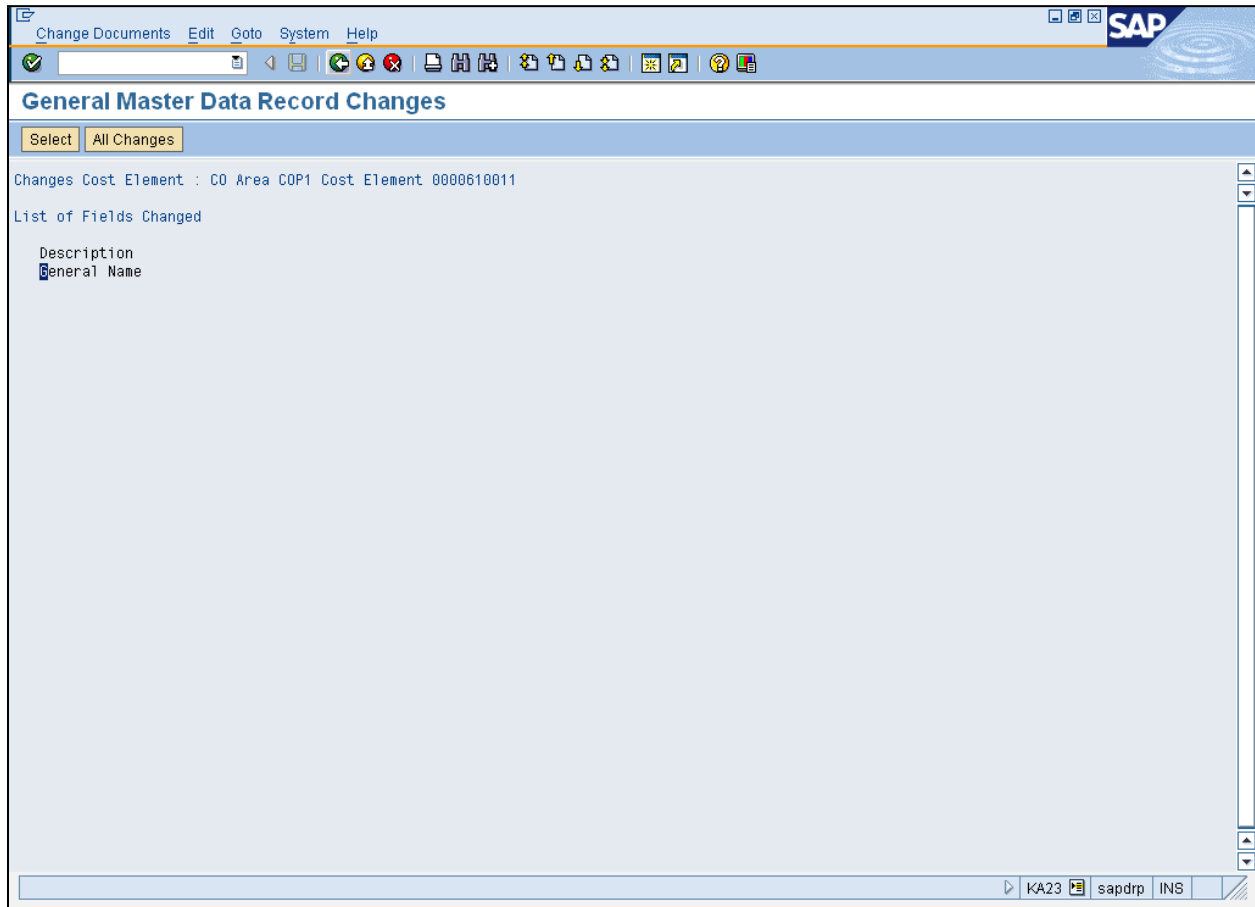
A screenshot of the SAP 'Display Cost Element: History' screen. The window title is 'Display Cost Element: History'. The main area shows fields for 'Cost Element' (610011), 'Controlling Area' (COP1), and 'Valid From' (01/01/1900 to 12/31/9999). Below these are tabs for 'Basic Data', 'Indicators', 'Default Acct Assgnmt', and 'History'. The 'History Data' section shows 'Created by' (BBROW_Z) and 'on' (06/15/2007). A yellow button labeled 'Change document' is visible. The bottom status bar shows 'KA23 sapdrp INS'.

10. Click **DisplayChange document**  to view possible document changes. If changes occurred, the *General Master Data Record Changes* screen displays.



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General Master Data Record Changes



11. Click **Back**  to return to the *Display Cost Element: History* screen.



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Display Cost Element: History

A screenshot of the SAP S/4HANA interface for displaying cost element history. The window title is "Display Cost Element: History". The main area shows fields for "Cost Element" (610011), "Controlling Area" (COP1), and "Valid From" (01/01/1900 to 12/31/9999). Below these are tabs for "Basic Data", "Indicators", "Default Acct Assgnmt", and "History". The "History Data" section shows "Created by" (BBROW_Z) on "06/15/2007" with a "Change document" button. The SAP status bar at the bottom shows "KA23 sapdrp INS".

Cost Element: 610011 Labor -DO NOT USE
Controlling Area: COP1 City of Portland
Valid From: 01/01/1900 to 12/31/9999

Basic Data Indicators Default Acct Assgnmt History

History Data
Created by: BBROW_Z
on: 06/15/2007 [Change document](#)

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12. Click **Back** to return to the list display.



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Display Cost Elements: Basic Screen

The screenshot shows the SAP 'Display Cost Elements: Basic Screen' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays the following information:

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620030	Heavy Equipmt: Usage	43						
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651101	Fleet Direct Bill Sv	21						
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651602	Risk: Workers Comp	21						
652001	IA: Bureau-to-Bureau	21						
660010	Internal Order Settl	21						

At the bottom right of the screen, there is a status bar showing 'KA23', 'sapdpr', and 'INS'.

13. Click **Exit** . The *Display Cost Element: Initial Screen* displays.
14. Click **Exit** . The *SAP Easy Access* screen displays.



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Work Instruction

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Result

You have executed the *Cost Element Master Data Report* and drilled down to particular Cost Element details.