



**Project – SUGAM
End User Manual
Cost Centre Creation**



DOCUMENT DETAILS

PROJECT NAME	MODULE	Business Scenario:
SUGAM	FICO	FINANCE & CONTROLLING
MODULE LEAD – BSPTCL	MODULE LEAD – YASH	PROCESS OWNER
Shri. Pradeep Kumar	Narasimha Rao N	Ajay Rai
BBP NUMBER AS PER BPML	PROCESS NAME	
	FICO	

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Role	Name
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REVISION HISTORY

Date	Document Version	Document Revision Description	Author	Reviewer
04.02.2019	0.1	User Manual Preparation	Vivek	Naveen

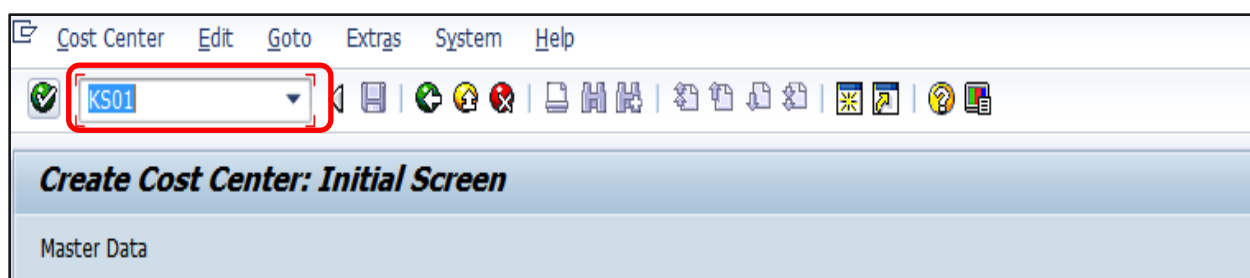


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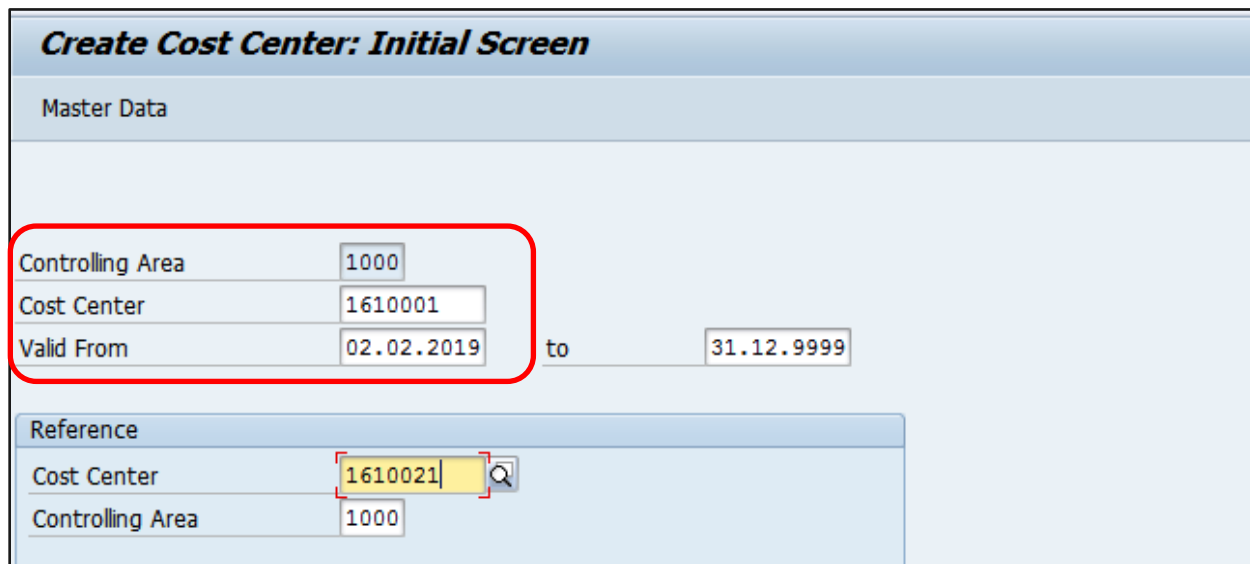


1.1. Creation of Cost Centre:

SAP T-code	KS01
Process	Enter KS01 in Transaction box and click Enter or Tick symbol



SAP T-code	KS01
Process	Enter the new cost center number - Enter the validity dates - Enter the reference cost center - Enter





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SAP T-code	KS01
Process	<p>Enter the name of the new cost center – Give description – In Basic Data section - Enter the Person Responsible - Select W (Administration) for Cost Centre Category - Select the Hierarchy area - Enter the Company Code -</p> <p>- The Currency will default based on the earlier selections - Give Profit Centre</p>

SAP T-code	KS01
Process	<p>In the Control tab select the appropriate indicators - Click Save - Cost Center 106000 has been Created</p>



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Change Cost Center: Indicators

Drilldown

Cost Center: 1610001 Patna Circle
Controlling Area: 1000 BSPTCL
Valid From: 01.01.2000 to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

Record Quantity

Lock

<input type="checkbox"/> Actual primary costs	<input type="checkbox"/> Act. secondary costs	<input type="checkbox"/> Actual Revenues
<input type="checkbox"/> Plan primary costs	<input type="checkbox"/> Plan Secondary Costs	<input type="checkbox"/> Plan Revenues

Commitment Update

- KS02 for Change Cost Center
- KS03 for Display Cost Center

Manual End