	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**
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BBP NUMBER AS PER BPML	**PROCESS NAME**	
	FICO	

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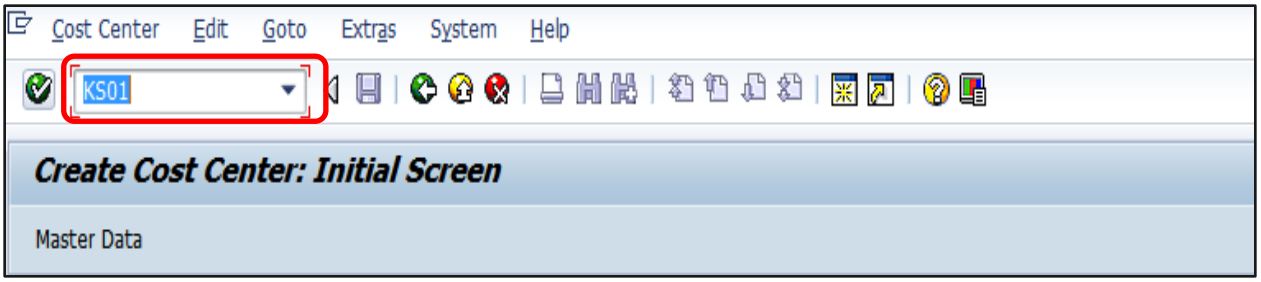
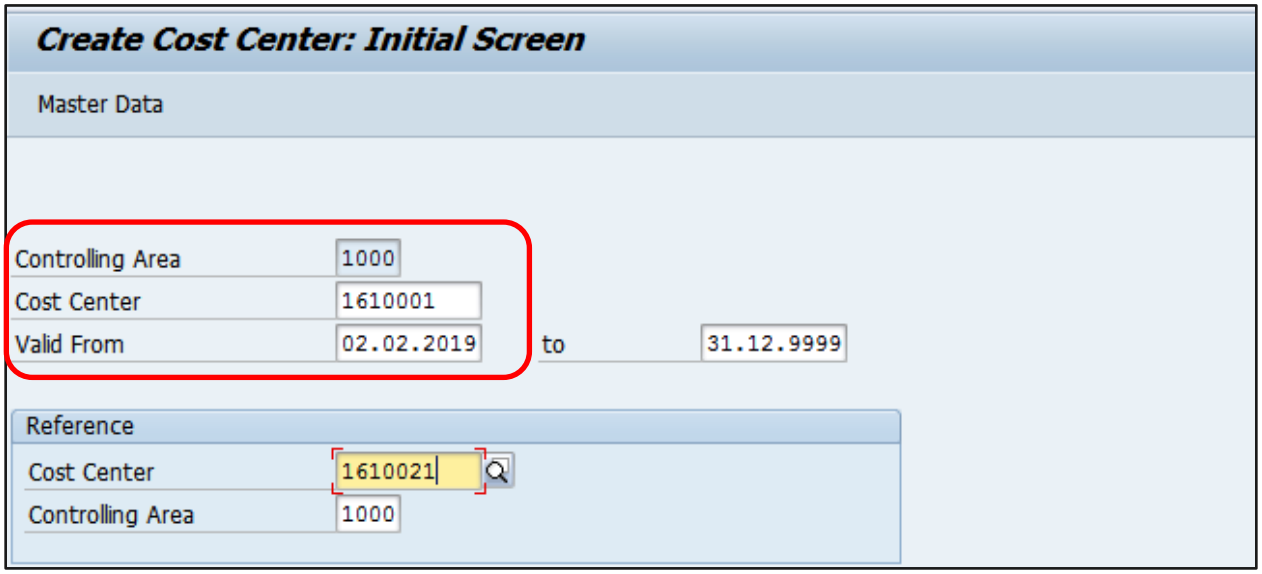
REVISION HISTORY				
Date	**Document Version**	**Document Revision Description**	**Author**	**Reviewer**
04.02.2019	0.1	User Manual Preparation	Vivek	Naveen

1.1. Creation of Cost Centre:

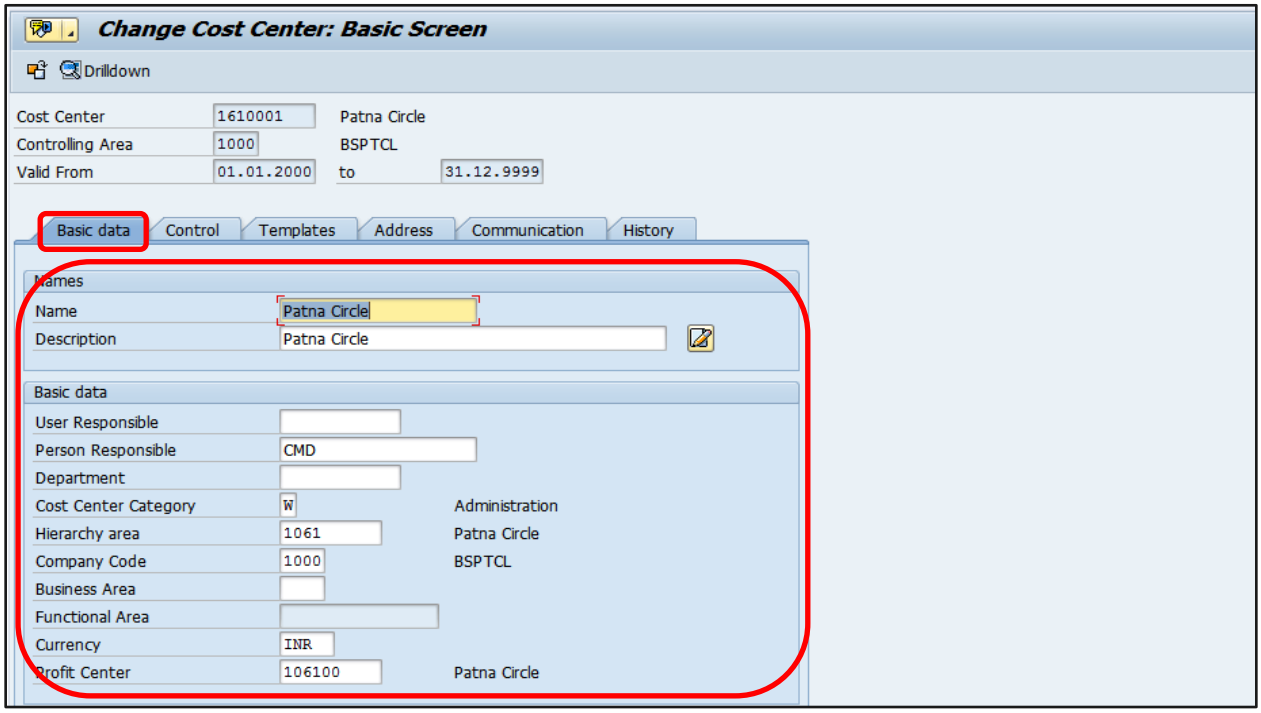
SAP T-code	KS01
Process	Enter KS01 in Transaction box and click Enter or Tick symbol



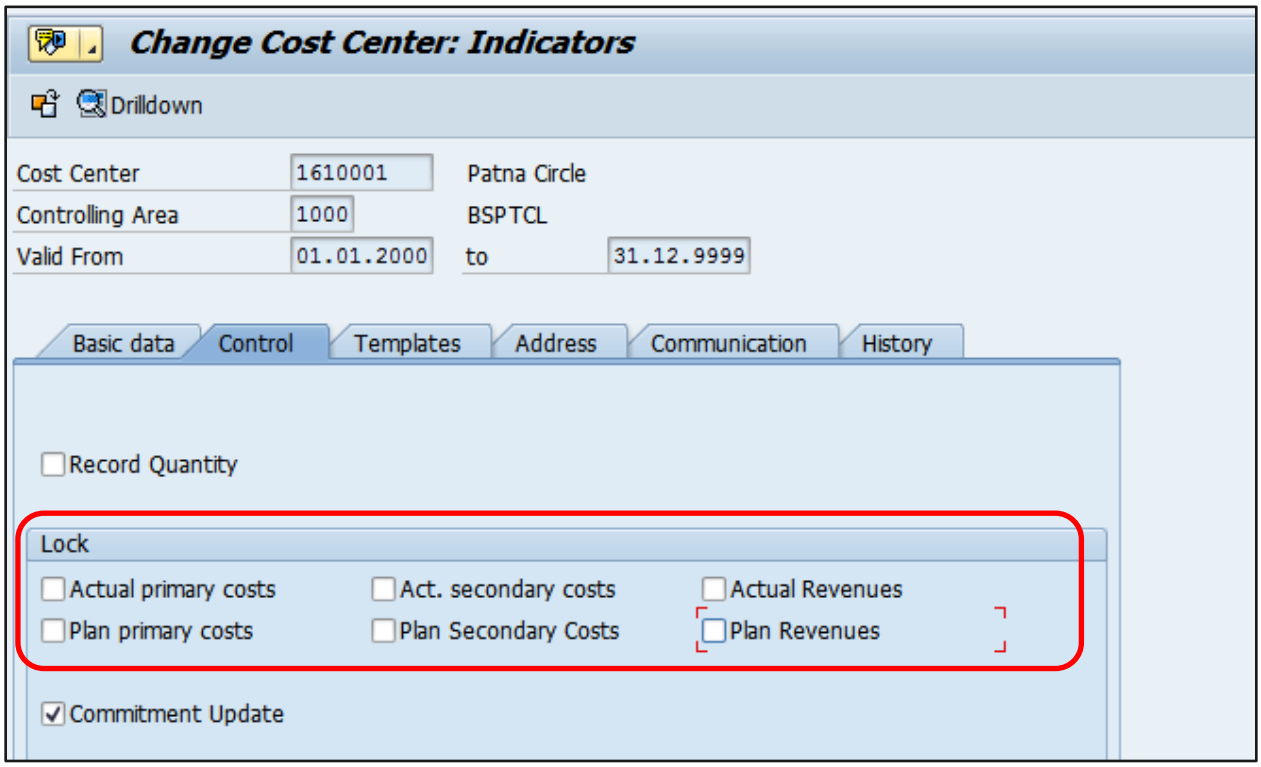
SAP T-code	KS01
Process	Enter the new cost center number - Enter the validity dates - Enter the reference cost center - Enter



SAP T-code	KS01
Process	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 - - The Currency will default based on the earlier selections - Give Profit Centre



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



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

Manual End