

**PROJECT A-SURE**

# **User Training Manual**

## **Financial Accounting**

**CONTROLLING  
COST ELEMENT GROUP**

**CUSTOMER: PTCL**

**IMPLEMENTATION PARTNER: SIEMENS PAKISTAN**

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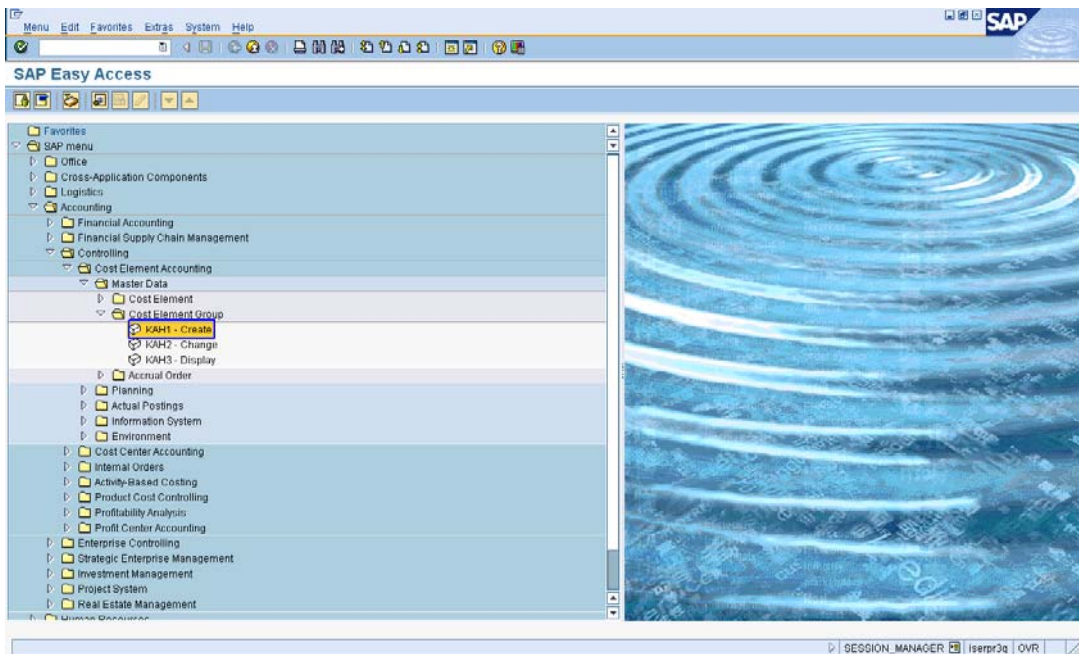
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## 1. SAP Easy Access

### 1.1. Required User Input

Click on "SAPTreeList - SAP's Advanced Treelist".

### 1.2. SAP Screen Snap



### 1.3. Description

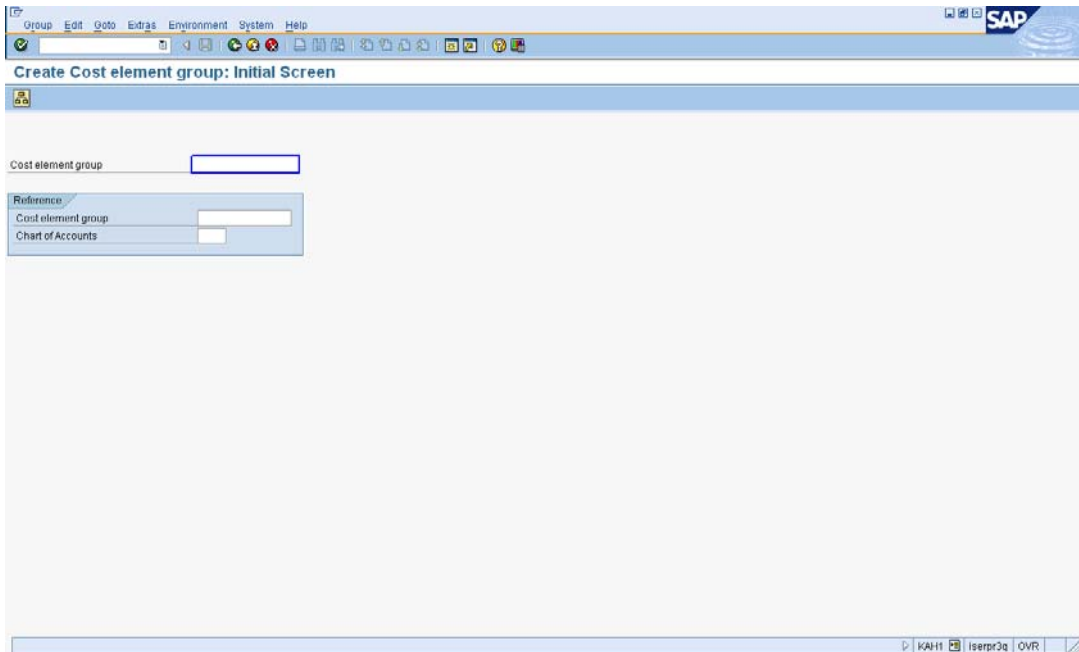
Either follow the Menu path and double click on "Create" OR type KAH1 in the command line.

## 2. Cost Element Group

### 2.1. Required User Input

Enter Cost Element Group.

### 2.2. SAP Screen Snap



### 2.3. Description

Summarizes objects created with master data maintenance.

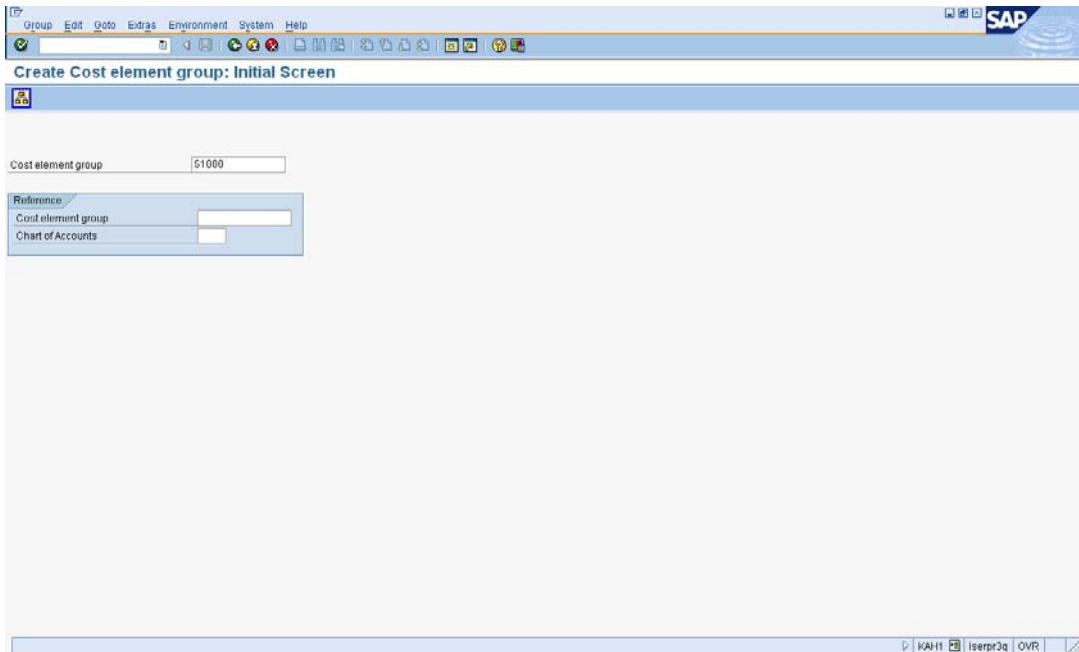
This term is also the name of a node in hierarchically structured groups. The group name must be unique in a class and contains a specified Maximum\_length.

### 3. Hierarchy Button

#### 3.1. Required User Input

Click on "Hierarchy button".

#### 3.2. SAP Screen Snap



#### 3.3. Description

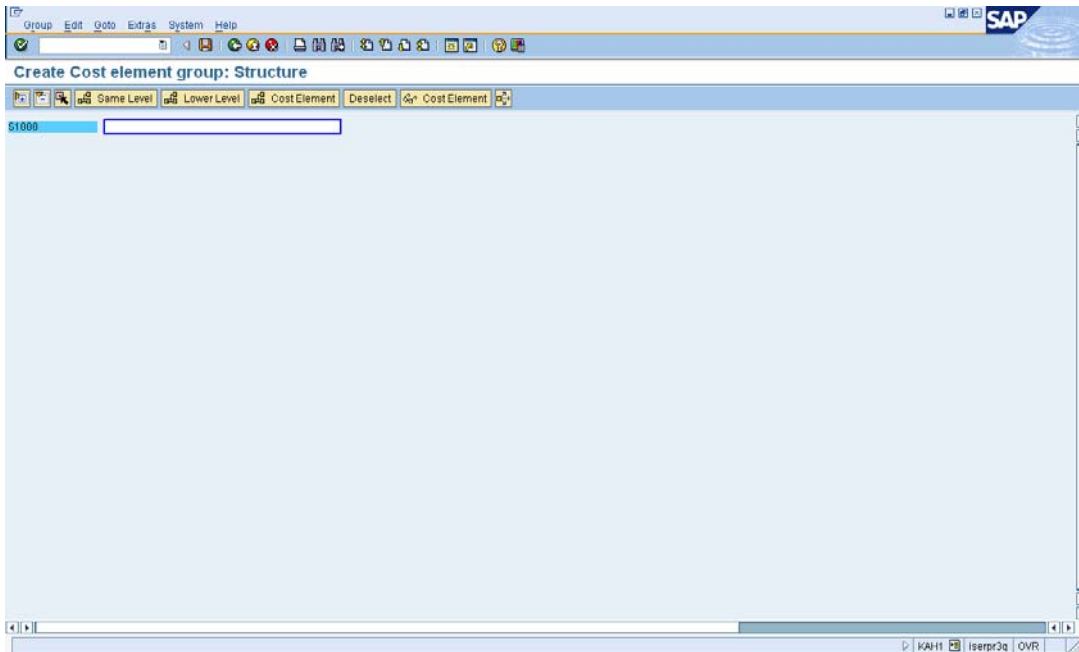
The groups are used to make work easier. Group names let you edit together objects of the same type within Controlling.

## 4. Name of Cost Element Group

### 4.1. Required User Input

Enter description then press Enter.

### 4.2. SAP Screen Snap



### 4.3. Description

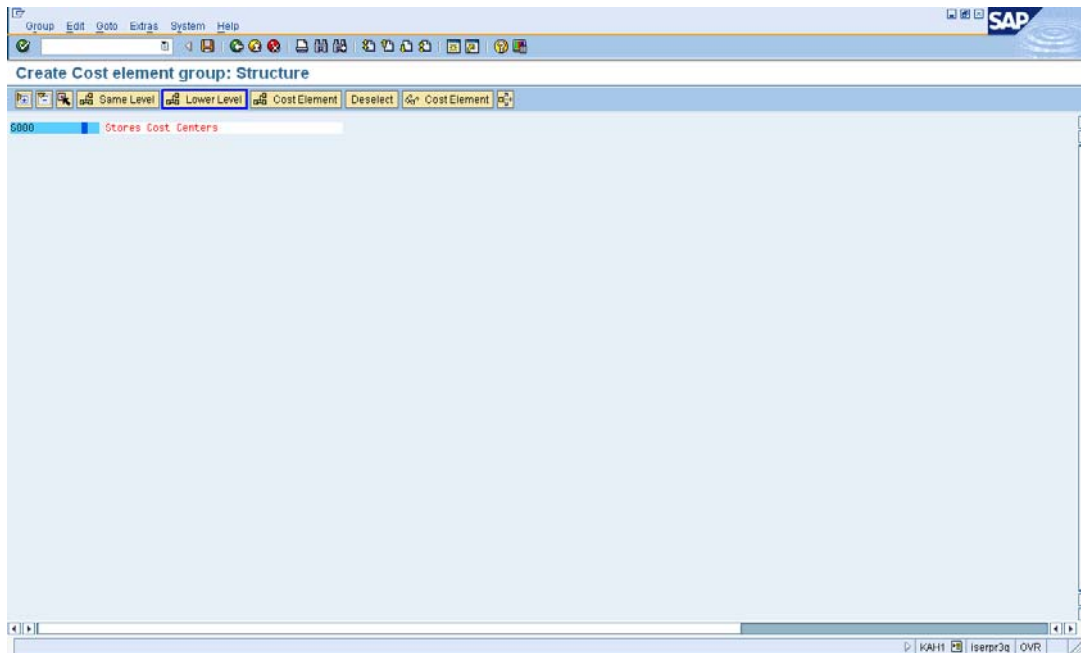
The set text describes the contents and meaning of the set and helps in set selection at several points in the SAP System. You can enter it or change it in the set header screen.

## 5. Create Sub Group

### 5.1. Required User Input

Click on "Lower level button".

### 5.2. SAP Screen Snap



### 5.3. Description

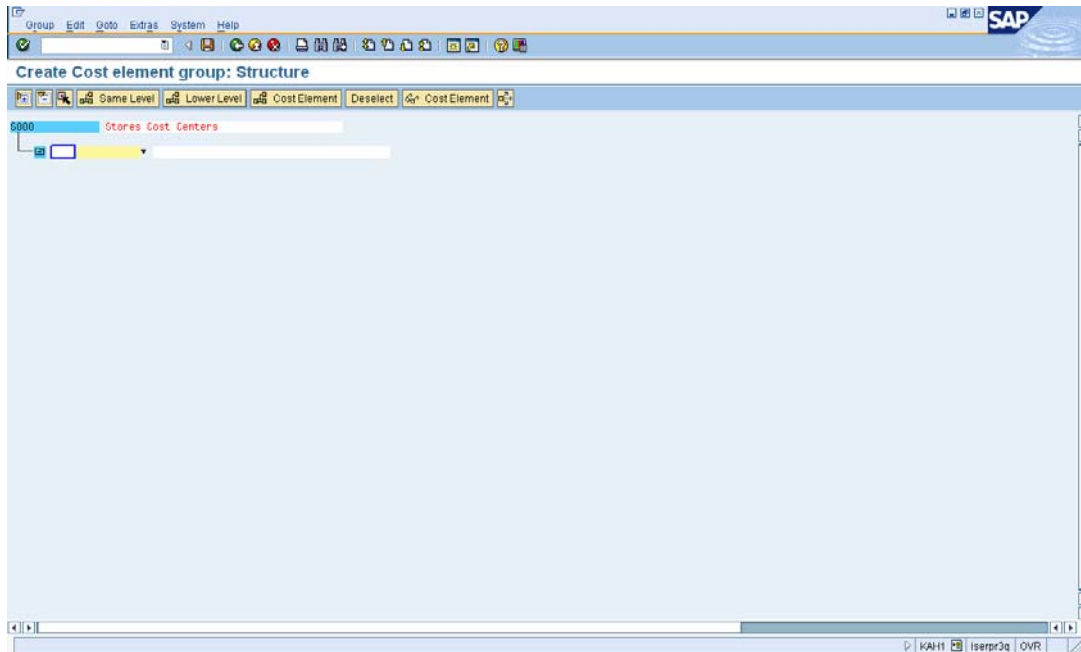
Click on Lower level button so the system will create Sub Group under the selected node.

## 6. Name of Sub Group

### 6.1. Required User Input

Enter Name of Lower level then press Tab.

### 6.2. SAP Screen Snap



### 6.3. Description

A set is a flexible structure for organizing hierarchies and quantities. You can group values or value intervals in a set and several sets into a hierarchy. Values in sets refer to a dimension of a database table.

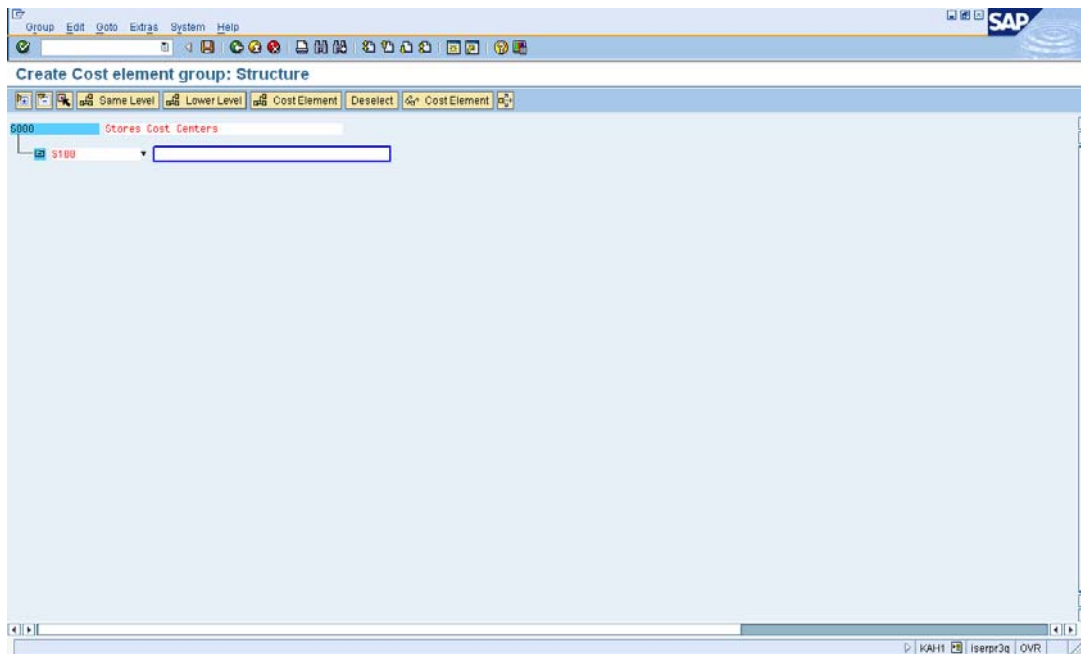
Groups that were created in controlling are also stored technically as sets. They can however, not be displayed or changed in set maintenance.

## 7. Description of Sub Group

### 7.1. Required User Input

Enter description of Lower level then press Enter.

### 7.2. SAP Screen Snap



### 7.3. Description

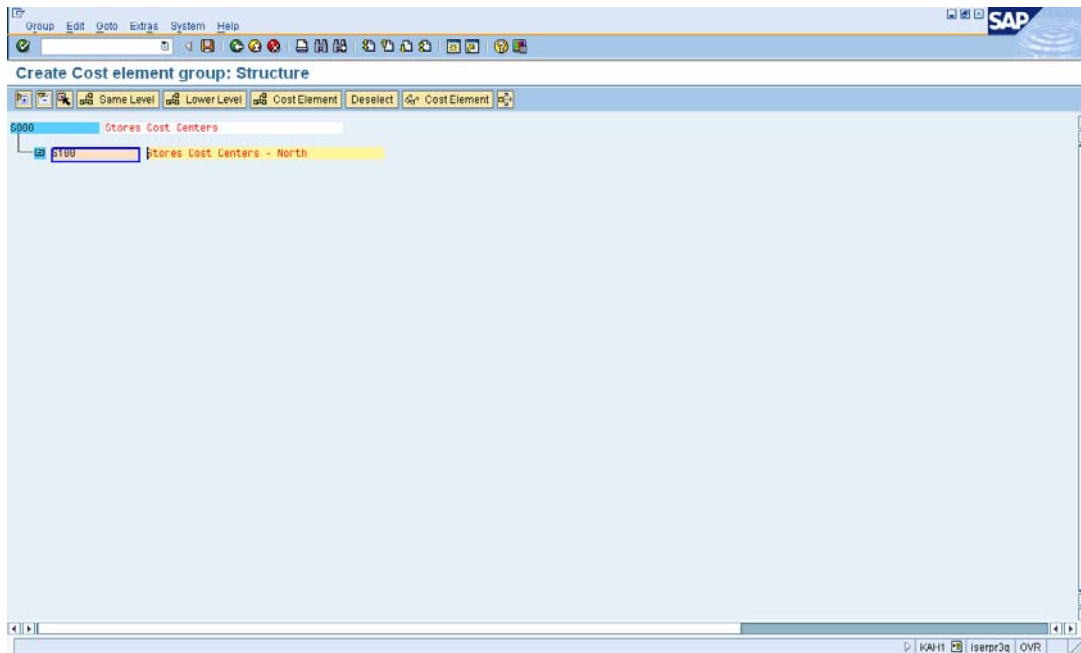
The set text describes the contents and meaning of the set and helps in set selection at several points in the SAP System. You can enter it or change it in the set header screen.

## 8. New Cost Element Group

### 8.1. Required User Input

Click on Cost element group for creating new Cost Element Group after that.

### 8.2. SAP Screen Snap



### 8.3. Description

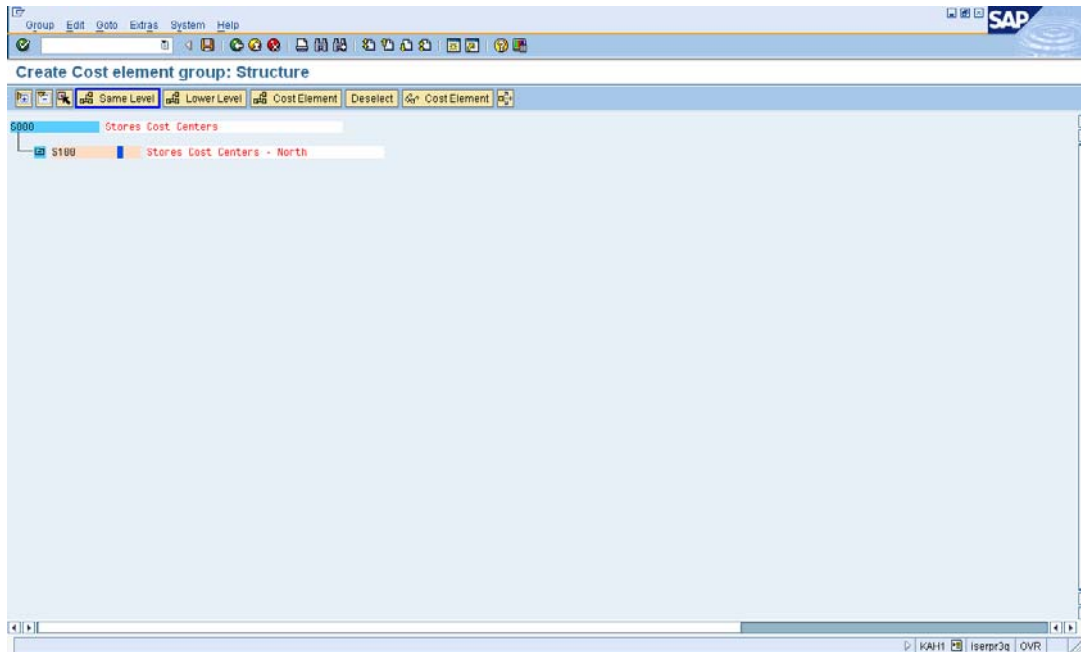
Select the Group name under which you want to create Sub Group.

## 9. Same Level

### 9.1. Required User Input

Click on Same Level button.

### 9.2. SAP Screen Snap



### 9.3. Description

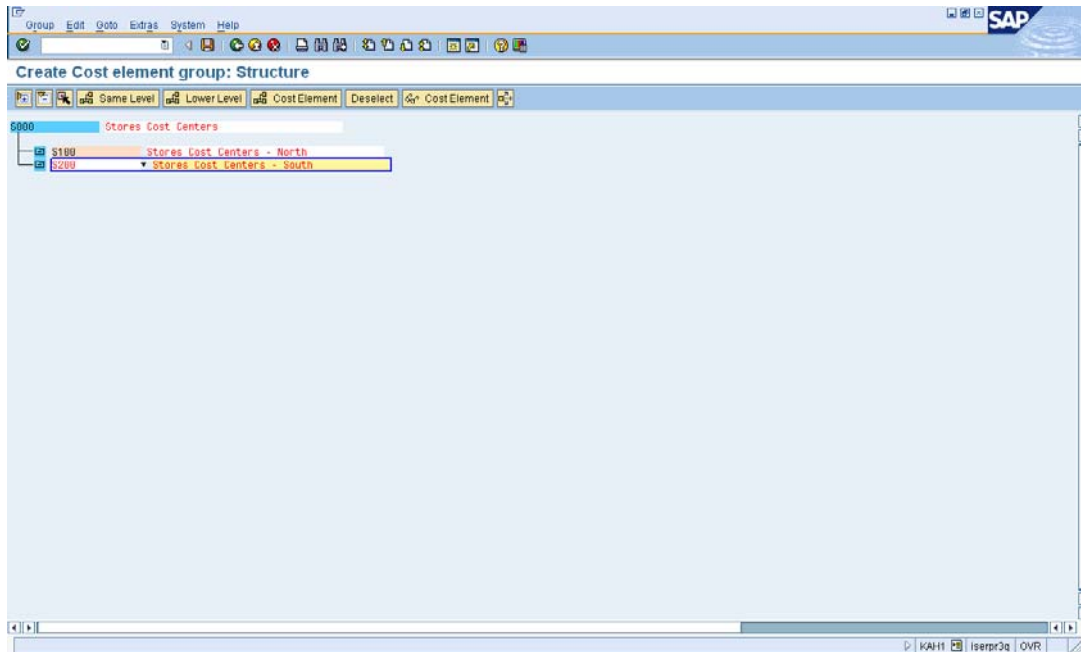
Click on Same Level button so the system will create the new group at the same level of selected node.

## 10. Name & Description of Cost Element Group

### 10.1. Required User Input

Enter Name & description of new Cost Element Group.

### 10.2. SAP Screen Snap



### 10.3. Description

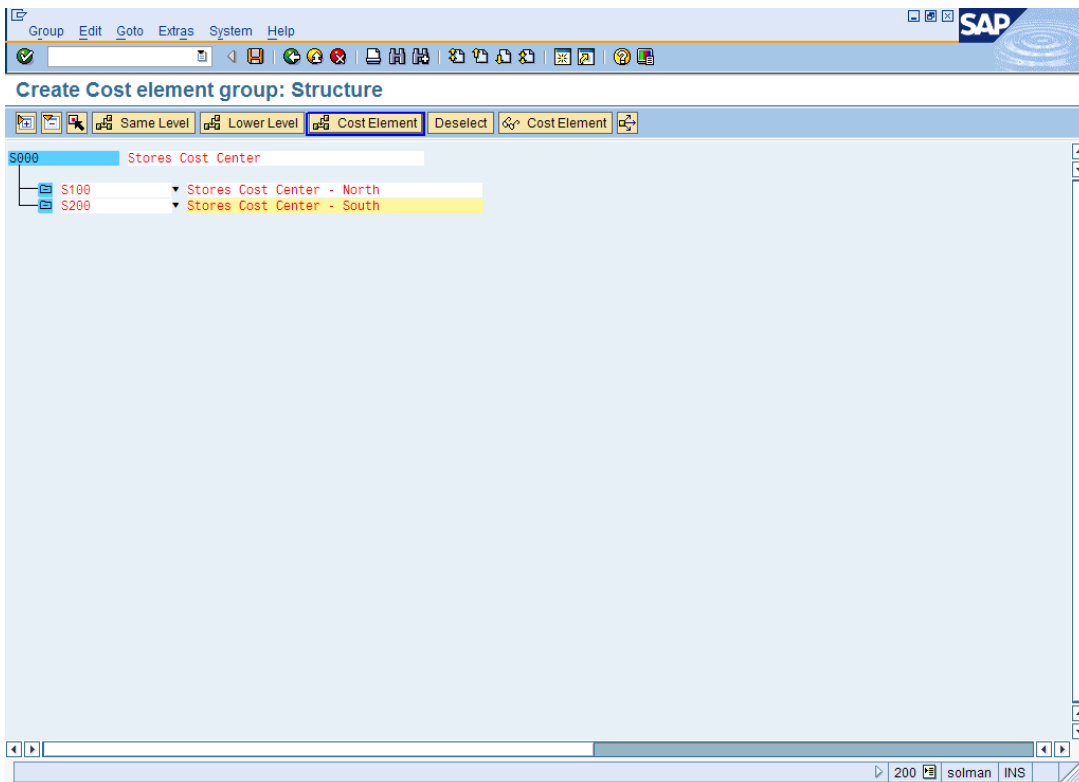
Provide name & description of new group.

## 11. Assignment of Cost Element

### 11.1. Required User Input

Click on Cost Element button.

### 11.2. SAP Screen Snap



### 11.3. Description

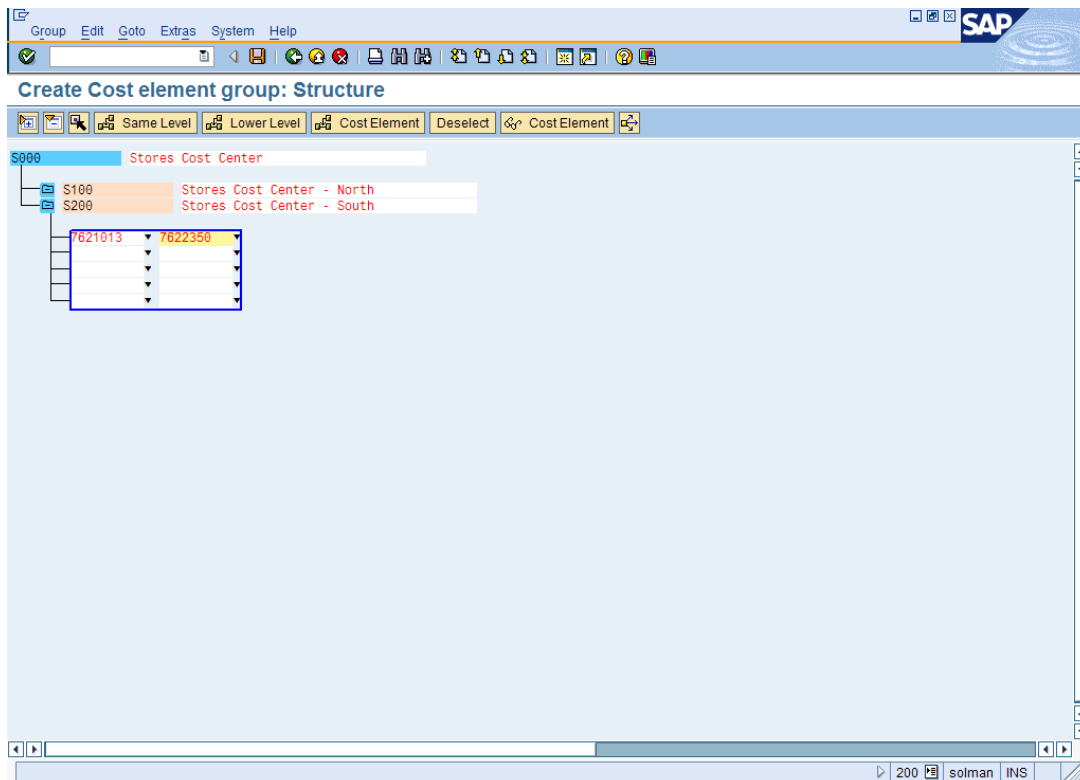
Assign no. of Cost elements or give the range so the system will assign the all Cost Elements for the provided range.

## 12. Cost Element Range

### 12.1. Required User Input

Enter the range of Cost Elements in the From & To fields.

### 12.2. SAP Screen Snap



### 12.3. Description

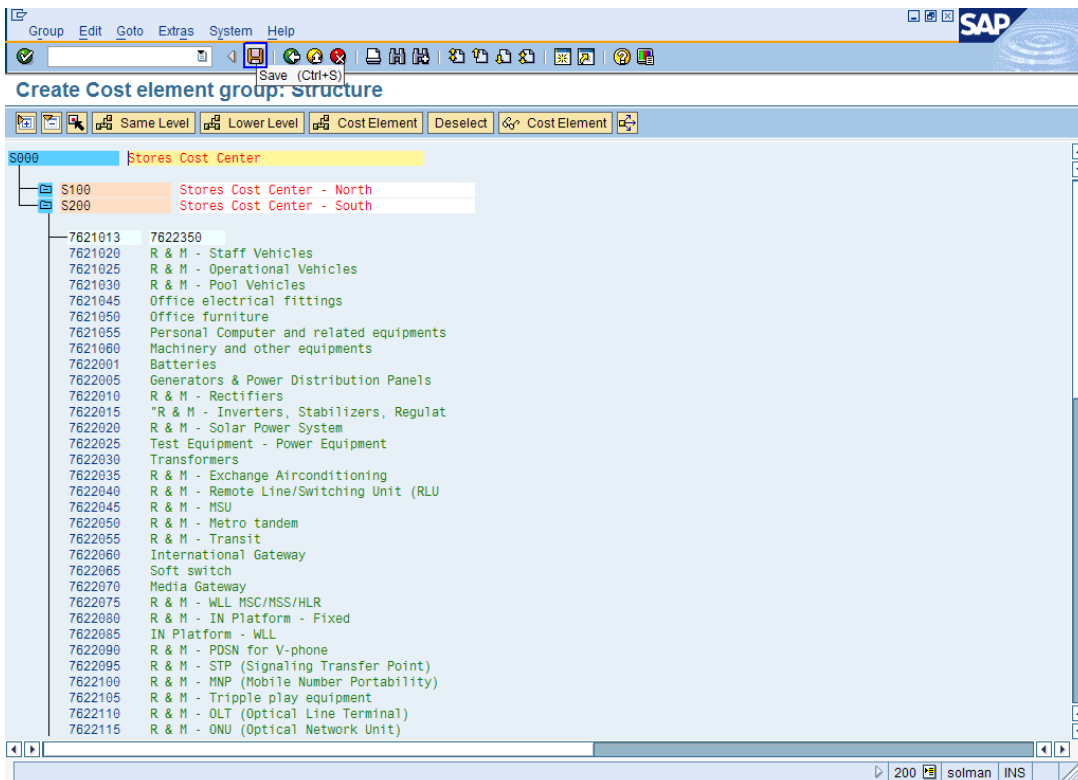
This field contains the lower/upper limit of the interval in the set line. If the set line only consists of one single value, the value appears in this column.

### 13. Save

#### 13.1. Required User Input

Click on Save button.

#### 13.2. SAP Screen Snap



#### 13.3. Description

Save button to store entries.