# Exercise 6: Create and Display Cost Centers

## Display the Standard Hierarchy

Follow this menu path:

**Accounting → Controlling → Cost Center Accounting → Master Records → Standard Hierarchy → Display**

Enter the following data:

|  |  |
| --- | --- |
| Controlling Area | NA00 |

Click Continue.

|  |  |
| --- | --- |
| What is the number of the Production cost center group: |  |
| What is the number for the NA Production Costs cost center: |  |

## Create a Cost Center

Follow this menu path:

**Accounting → Controlling → Cost Center Accounting → Master Records → Cost Center → Individual Processing → Create**

Enter the following data:

|  |  |
| --- | --- |
| Cost Center | SERV-### |
| Valid From | January 1 of the current year |

Click Master Data.

|  |  |
| --- | --- |
| Which fields are required: |  |

Enter the following data:

|  |  |
| --- | --- |
| Name | Service ### |
| Description | Service TS410 ### |
| Person Responsible | Your name |
| Cost Center Category | Production |
| Hierarchy area | Production |

Click Save.

Hit Enter when you see the warning about the profit center field.

Create a second cost center with the following data:

|  |  |
| --- | --- |
| Cost Center | ENGR-### |
| Name | Eng ### |
| Description | Eng TS410 ### |
| Person Responsible | Your name |
| Cost Center Category | Production |
| Hierarchy area | Production |

Return to the Standard Hierarchy. Your Cost Center is now included.