# Exercise 17: Create a Secondary Cost Account and an Activity Type

Follow this menu path:

**Accounting → Financial Accounting → General Ledger → Master Records → G/L Accounts → Individual Processing → Centrally**

Enter the following data:

|  |  |
| --- | --- |
| G/L Account | 1001### |
| Company Code | US00 |

Click Create .

Enter the following data:

|  |  |
| --- | --- |
| Type/Description Tab | |
| G/L Account Type | Secondary Costs |
| Account Group | Secondary Costs |
| Short Text | Int. work hrs. ### |
| G/L Acct Long Text | Int. work hrs. ### |
| Control Data Tab | |
| Account Currency | USD |
| CElem category | Internal activity allocation |
| Create/bank/interest Tab | |
| Field status group | Secondary costs |

|  |  |
| --- | --- |
| Which of these data elements are part of the Company Code segment of the record?: |  |

Click Save.

## Create the Activity Type

Return to the main menu and then following this menu path:

**Accounting → Controlling → Cost Center Accounting → Master Data → Activity Type → Individual Processing → Create**

Enter the following data:

|  |  |
| --- | --- |
| Activity Type | PERS## |
| Valid From | January 1 of the current year |

Hit Enter.

Enter the following data:

|  |  |
| --- | --- |
| Name | Pers. Hours ## |
| Activity Unit | Hour (not Hours) |
| CCtr Categories | All |
| ATyp category | Manual Entry, Manual Allocation |
| Allocation cost elem | 1001### |

Click Save.

## Enter a Price for the Activity Type

Return to the main menu and following this path:

**Accounting → Controlling → Cost Center Accounting → Planning → Activity Output/Prices → Change**

Enter the following data:

|  |  |
| --- | --- |
| Version | 0 |
| From Period | 1 |
| To Period | 12 |
| Fiscal year | Current year |
| Cost Center | SERV-### |
| Activity Type | PERS## |

|  |  |
| --- | --- |
| Why do you have to enter a cost center on this screen? |  |

Click Overview Screen.

Enter the following data:

|  |  |
| --- | --- |
| Plan Activity | 100000 |
| Variable Price | 120 |

Click Post.