



KS13 Execute Cost Center Master Data Report

Purpose

Use this procedure to display a list of cost centers.

Trigger

Perform this procedure when you need to review existing cost centers for specified bureaus.

Prerequisites

You will need to determine the range of cost centers you wish to view.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Once the list is returned, details for any Cost Center can be retrieved by clicking on the row in the list.
- The cost center in this document begins with a numerical number for illustration and training purposes only.
- A cost center contains ten characters, an example of the numbering convention is "BBDD999999".
- BB are the first 2 characters of the cost center representing the major bureau.
- DD are the next 2 characters of the cost center representing the department.
- 999999 are the last 6 characters of the cost center that will be defined based on sequential numbers within the major bureau and department. These numbers will have no meaning in themselves, and only have meaning insofar as they are attached to a organizational unit.



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Procedure

1. Start the transaction using the menu path or transaction code. The *Display Cost Centers: Initial Screen* displays.

Display Cost Centers: Initial Screen

2. As required, complete/review the following fields:

Field	R/O/C	Description
Cost center	R	Organizational unit(s) that represents a revenue or cost collector. Example: 9999999998



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Field	R/O/C	Description
to	R	Upper limit of the range of time covered in the report. Example: 9999999999
Valid From	R	Beginning date when specifying a range of dates. Example: 01/01/1900

- Click **Execute (F8)** . The *Display Cost Centers: Basic Screen* displays.

Display Cost Centers: Basic Screen

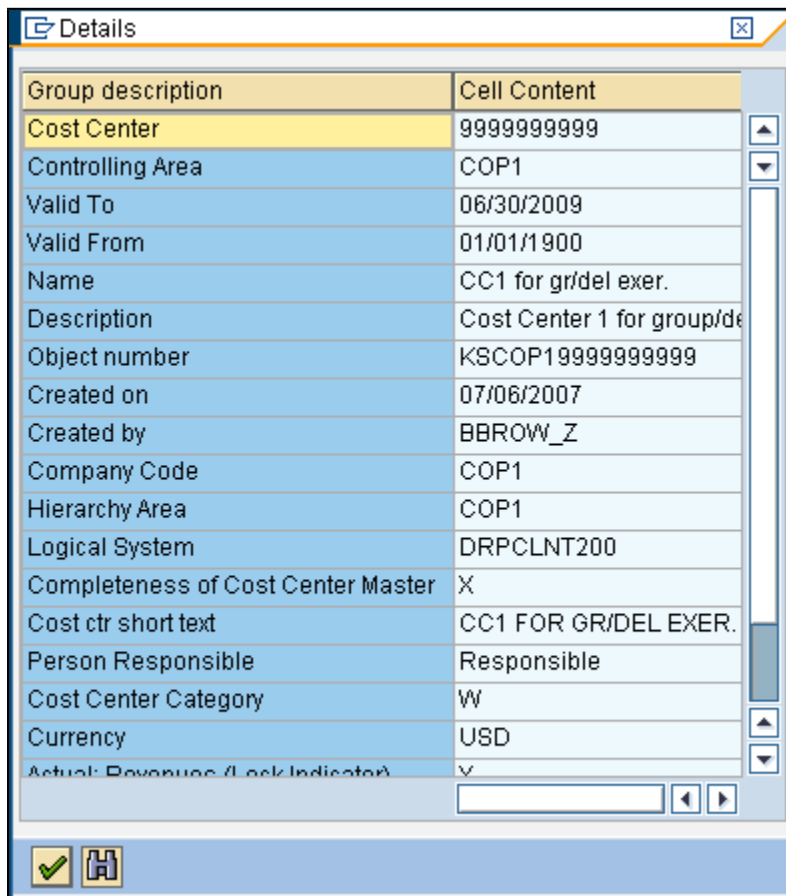
- Click the **Cost Center** record indicator beside the record you wish to view. The row highlights.



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5. Click **Details** . The *Details* dialog box displays.

Details



Group description	Cell Content
Cost Center	9999999999
Controlling Area	COP1
Valid To	06/30/2009
Valid From	01/01/1900
Name	CC1 for gr/del exer.
Description	Cost Center 1 for group/d
Object number	KSCOP19999999999
Created on	07/06/2007
Created by	BBROW_Z
Company Code	COP1
Hierarchy Area	COP1
Logical System	DRPCLNT200
Completeness of Cost Center Master	X
Cost ctr short text	CC1 FOR GR/DEL EXER.
Person Responsible	Responsible
Cost Center Category	W
Currency	USD
Actual Revenue (Lock Indicator)	v

6. Click **Close Window**  to close the dialog box.



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Display Cost Centers: Basic Screen

The screenshot shows the SAP 'Display Cost Centers: Basic Screen' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays the following information:

Controlling Area: COP1
Date: 01/01/1900 To 12/31/9999
Cost Center: 999999998 To 999999999

Cost Center	Name	Person Responsible	Department	CCIC	Crcy	Actual:...	Actual:...	Actual:...	Comm	Plan:...	Plan:...	Plan:...	Inclu...
999999998	CC2 for gr/del exer.	Responsible		W	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
999999999	CC1 for gr/del exer.	Responsible		W	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom right of the screen, there is a status bar showing 'DRP (1) 200', 'sapdrp', and 'INS'.

7. Double-click anywhere on the **CC1 for gr/del exer.** line item. The *Display Cost Center: Basic Screen* displays the master data screens.



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Display Cost Center: Basic Screen


The screenshot shows the SAP 'Display Cost Center: Basic Screen' interface. At the top, there is a menu bar with 'Cost Center', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is titled 'Display Cost Center: Basic Screen' and includes a 'Drilldown' button. The data fields are as follows:

Cost Center:	999999999	CC1 for gr/del exer.
Controlling Area	COP1	City of Portland
Valid From	01/01/1900	to 06/30/2009

Below the data fields are tabs for 'Basic data', 'Control', 'Templates', 'Address', 'Communication', and 'History'. The 'Basic data' tab is active and contains the following fields:

Names	
Name	CC1 for gr/del exer.
Description	Cost Center 1 for group/delete exercise
Basic data	
User Responsible	
Person Responsible	Responsible
Department	
Cost Center Category	W Administration
Hierarchy area	COP1 City of Portland
Business Area	
Functional Area	
Currency	USD
Profit Center	

At the bottom right of the screen, there is a status bar showing 'DRP (1) 200', 'sapdrp', and 'INS'.

8. Click **Back (F3)**  to return to the *Display Cost Centers: Basic Screen*.



You cannot edit the master data from this transaction. Use **KS02 - Change Cost Center** to edit.



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Display Cost Centers: Basic Screen

Controlling Area COP1
 Date 01/01/1900 To 12/31/9999
 Cost Center 999999998 To 999999999

Cost Center	Name	Person Responsible	Department	CCIC	Crcy	Actual...	Actual...	Actual...	Comm	Plan...	Plan...	Plan...	Inclu...
999999998	CC2 for gr/del exer.	Responsible		W	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
999999999	CC1 for gr/del exer.	Responsible		W	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Click **Cost Center** Cost Center to sort the report by cost center number. The column highlights.



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Display Cost Centers: Basic Screen

Control Panel: List Edit Goto Settings Extras System Help

Display Cost Centers: Basic Screen

Controlling Area: COP1
 Date: 01/01/1900 To 12/31/9999
 Cost Center: 9999999998 To 9999999999

Cost Center	Name	Person Responsible	Department	CCIC	Crcy	Actual...	Actual...	Actual...	Comm...	Plan...	Plan...	Plan...	Inclu...
9999999998	CC2 for gr/del exer.	Responsible		W	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9999999999	CC1 for gr/del exer.	Responsible		W	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Status Bar: DRP (1) 200 sapdrp INS

10. Click **Sort in Descending Order** . The *Display Cost Centers: Basic Screen* updates.



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Display Cost Centers: Basic Screen

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Controlling Area: COP1
Date: 01/01/1900 To 12/31/9999
Cost Center: 999999998 To 999999999

Cost Cent.	Name	Person Responsible	Department	CCIC	Crcy	Actual:..	Actual:..	Actual:..	Comm..	Plan:..	Plan:..	Plan:..	Inclu..
999999999	CC1 for gr/del exer.	Responsible		W	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
999999998	CC2 for gr/del exer.	Responsible		W	USD	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom right of the screen, there is a status bar showing 'DRP (1) 200', 'sapdrp', and 'INS'.

11. Click **Back (F3)** . The *Display Cost Center: Initial Screen* displays.
12. Click **Exit (Shift+F3)** . The *SAP Easy Access* screen displays.



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Work Instruction

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Result

You have displayed the *Cost Center Master Data Report*.