



KSH1 Create Cost Center Group

Purpose

Use this procedure to create a Cost Center Group.

Trigger

Perform this procedure when a Cost Center Group is required for reporting, allocation, or other maintenance.

Prerequisites

Know the cost centers you need to group.

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.
- You can group as many cost center ranges as appropriate within the same transaction. In this exercise we enter only a single range.



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Procedure

1. Start the transaction using the menu path or transaction code. The *Create Cost Center Group: Initial Screen* displays.

Create Cost Center Group: Initial Screen

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

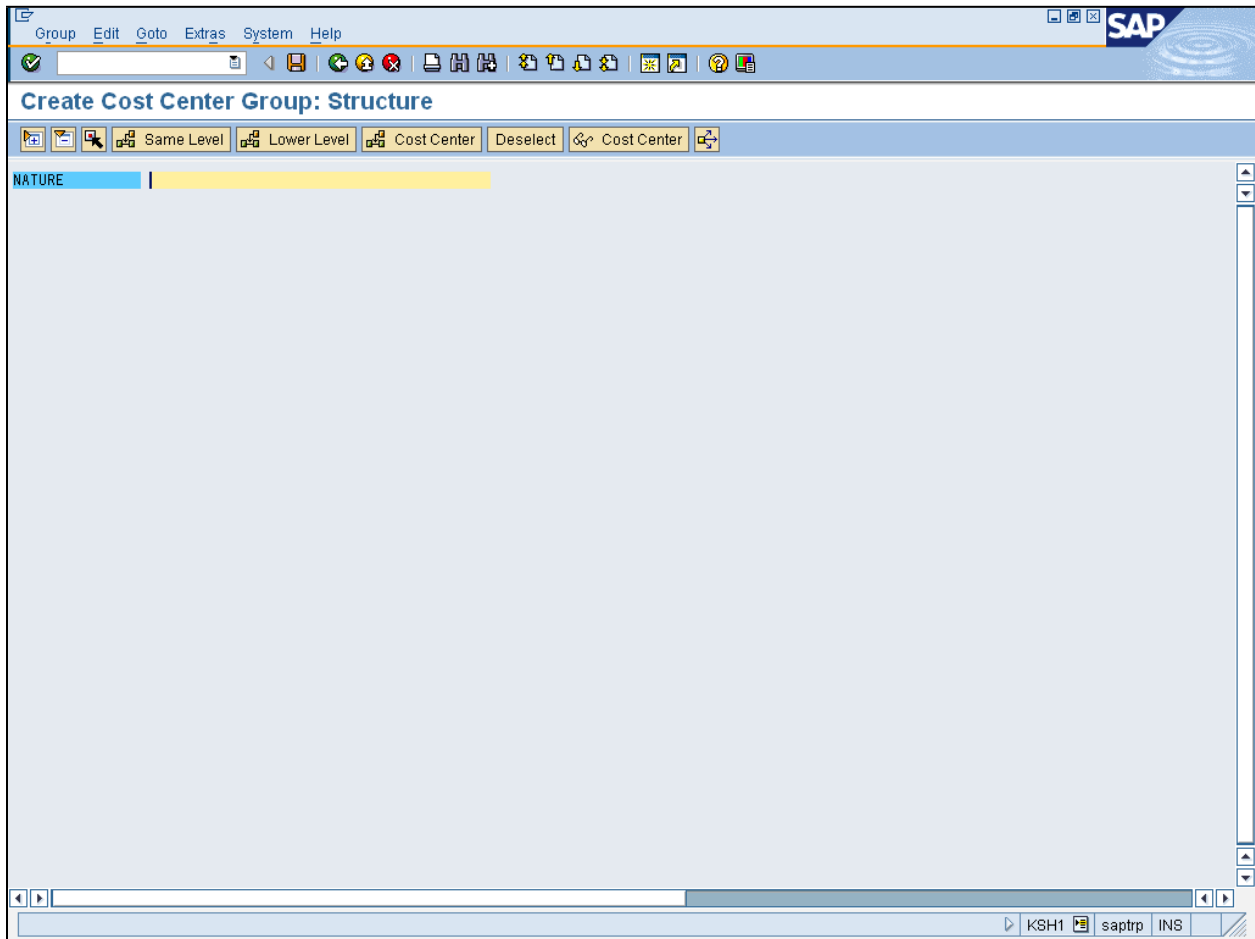
Field	R/O/C	Description
Cost Center Group	R	Hierarchical grouping of cost centers created to facilitate data entry and reporting. Example: NATURE



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3. Click **Enter** . The *Create Cost Center Group: Structure* screen displays.

Create Cost Center Group: Initial Screen



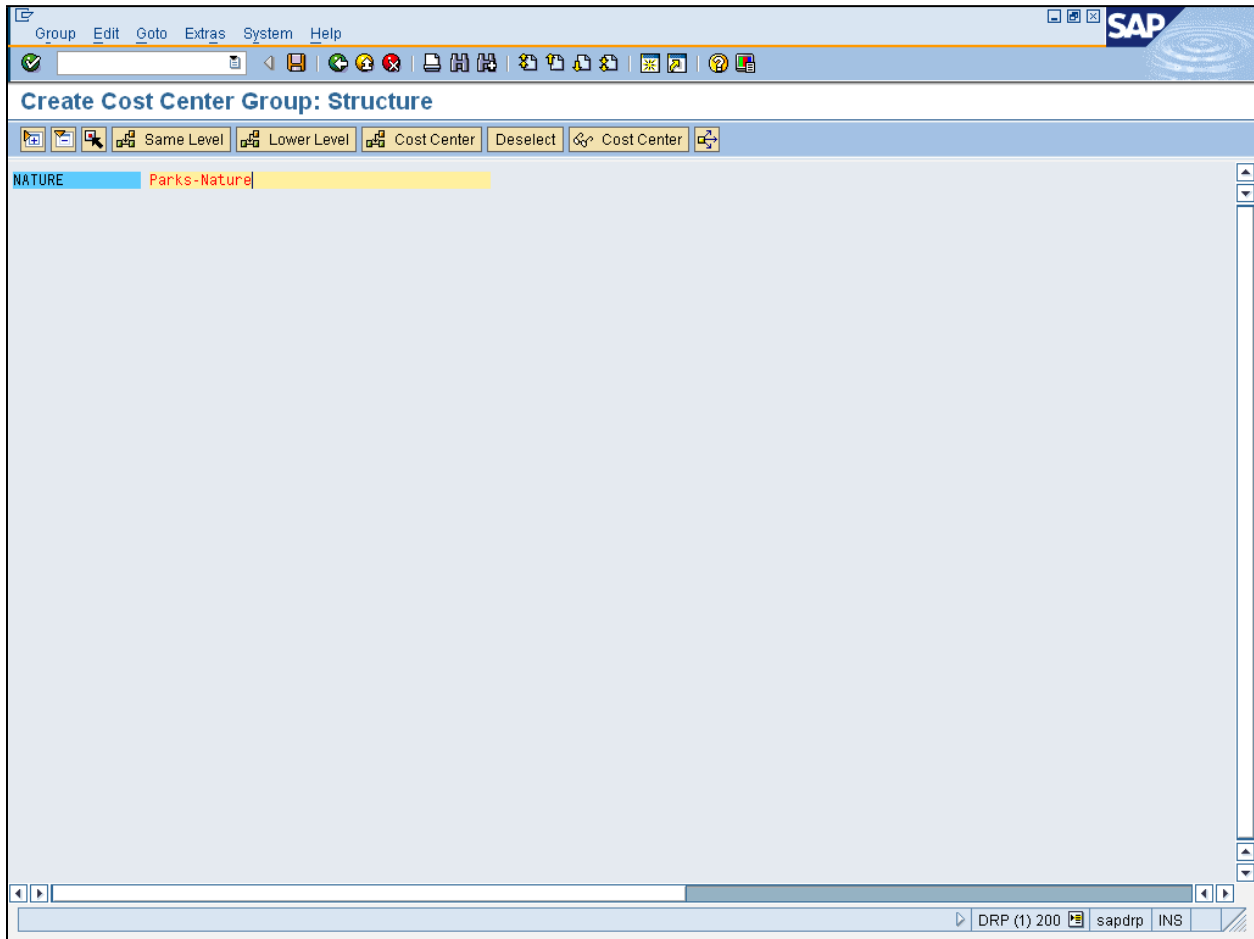
4. As required, complete/review the following fields:



Field	R/O/C	Description
Description	R	Free text field used to provide additional information or a description. Example: Parks-Nature



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Create Cost Center Group: Structure



5. Click **Insert Cost Center**  **Cost Center** . A tree structure displays.
6. Click **From value** field  .
7. As required, complete/review the following fields:

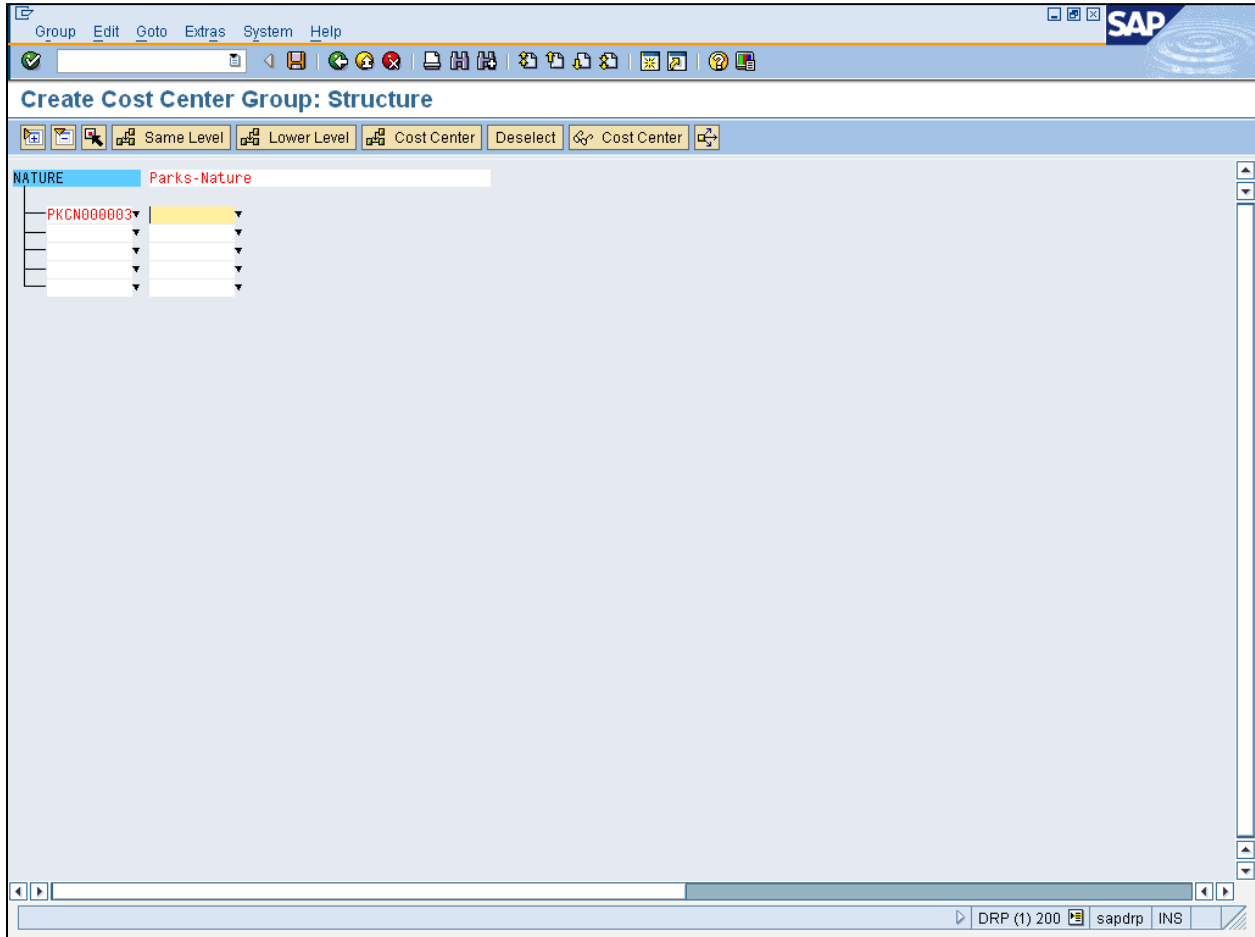
Field	R/O/C	Description
	R	Example: PKCN000003

8. Click **To value** field  .



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Create Cost Center Group: Initial Screen



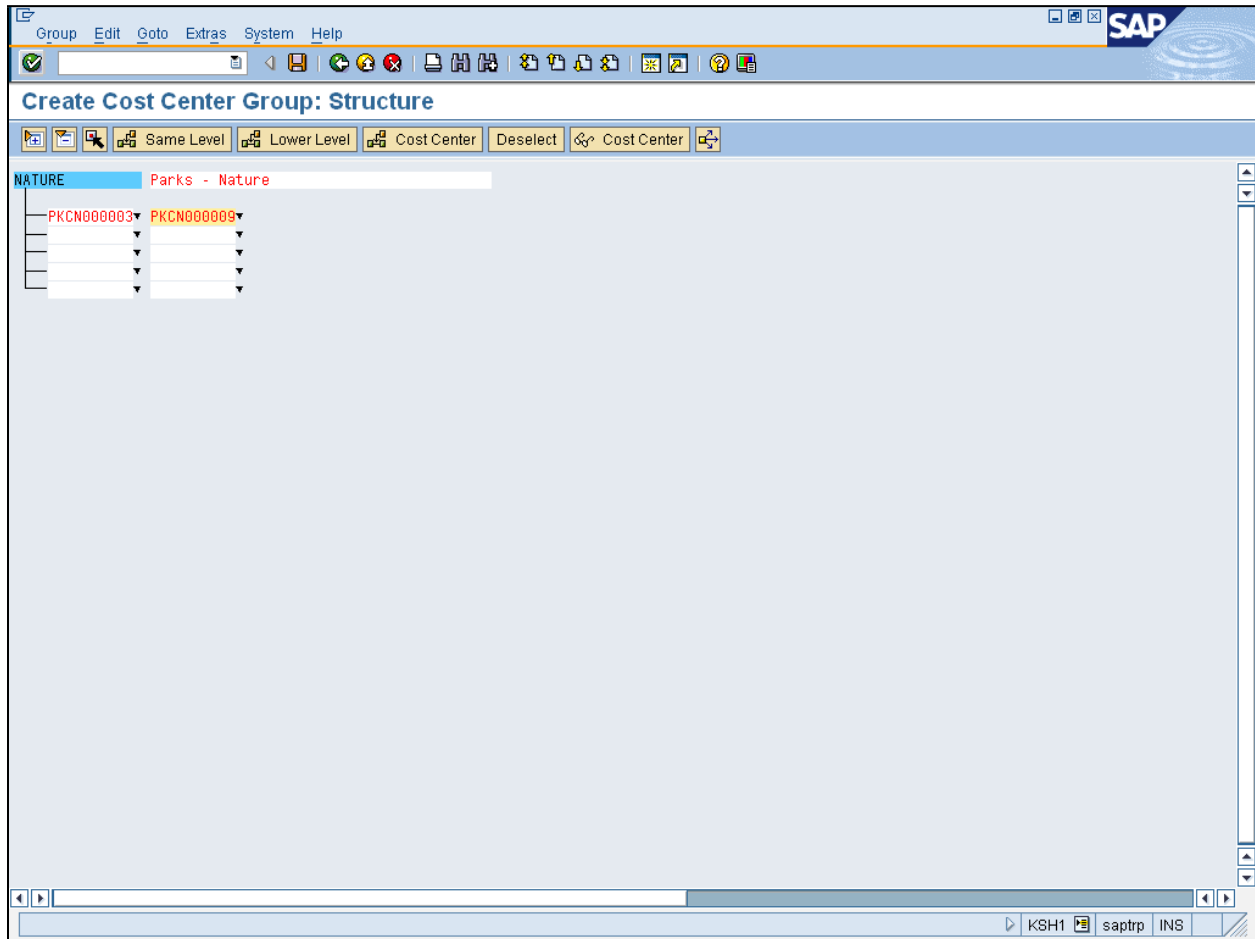
9. As required, complete/review the following fields:



Field	R/O/C	Description
to	R	Upper limit of the range of time covered in the report. Example: PKCN000009



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Create Cost Center Group: Structure

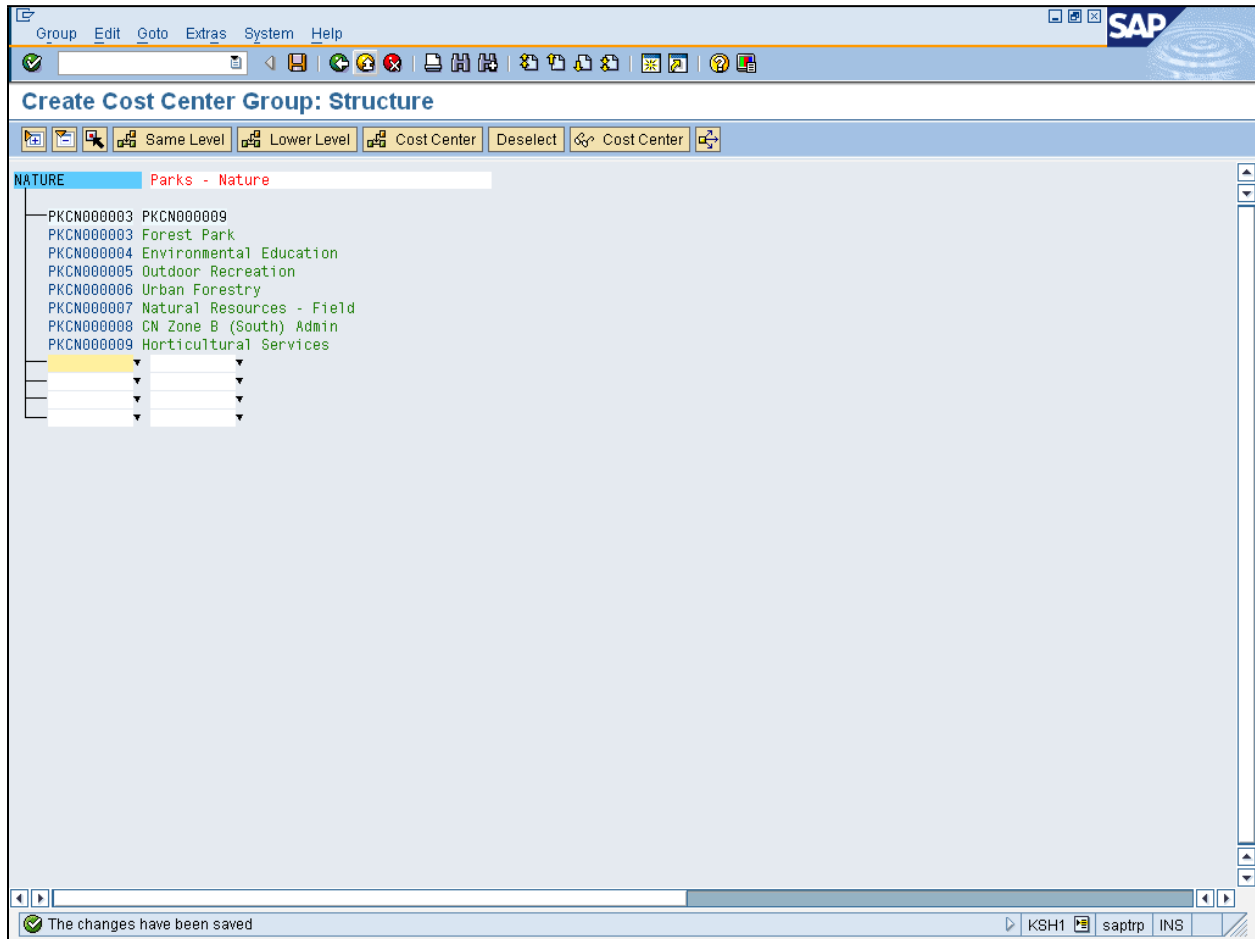


10. Click **Confirm Changes**  . The screen updates to display the new cost center group list.
11. Click **Save**  .



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Create Cost Center Group: Structure



12. Click **Exit** . The *Create Cost Center Group: Initial Screen* displays.



The system displays the message, "The changes have been saved".



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Work Instruction

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Result

You have created a cost center group.