
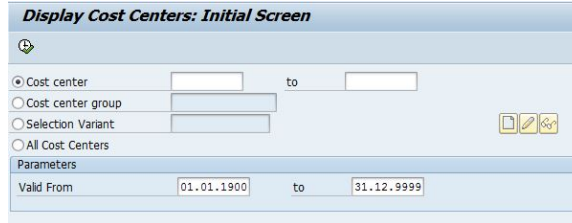


# KS13 - Cost center: Master data report

## STEP 1

Start the transaction using transaction code KS13

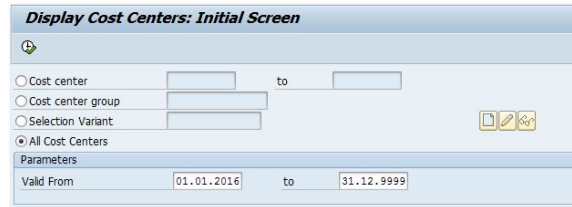
 Display Cost Centers: Initial Screen




## STEP 2

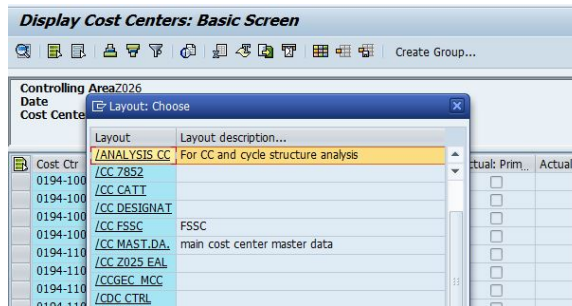
Select All Cost centers category to get all cost centers created in a controlling area. You can limit the selection to one cost center, a group or create your own variant.

and 




## STEP 3

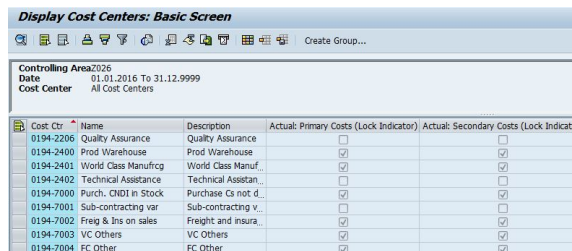
Choose the layout ANALYSIS CC by clicking on .



## STEP 4

There are 6 flags that are used to lock a cost center. But usually we consider that a cost center is locked when actual primary costs and actual secondary costs are locked. In this

report they have a flag  when they are locked.

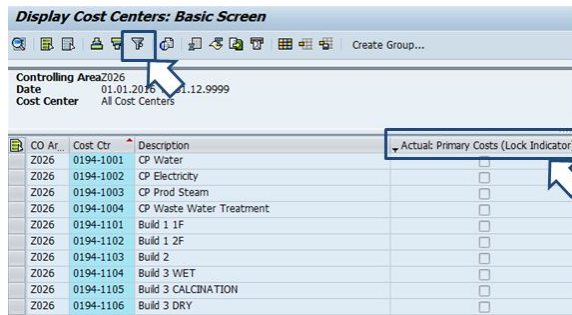


Cost Ctr	Name	Description	Actual: Primary Costs (Lock Indicator)	Actual: Secondary Costs (Lock Indicator)
0194-2206	Quality Assurance	Quality Assurance	<input type="checkbox"/>	<input type="checkbox"/>
0194-2400	Prod Warehouse	Prod Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0194-2401	World Class Manufcrg	World Class Manuf...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0194-2402	Technical Assistance	Technical Assistan...	<input type="checkbox"/>	<input type="checkbox"/>
0194-7000	Purch. CDDI in Stock	Purchase CDDI in Stock	<input type="checkbox"/>	<input type="checkbox"/>
0194-7001	Sub-contracting var	Sub-contracting v...	<input type="checkbox"/>	<input type="checkbox"/>
0194-7002	Freig & Ins on sales	Freight and insur...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0194-7003	VC Others	VC Others	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0194-7004	FC Other	FC Other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## STEP 5

Cost centers that are locked can be excluded by selecting the column "Actual: primary costs" and by clicking

on 



CO Ar...	Cost Ctr	Description	Actual: Primary Costs (Lock Indicator)
Z026	0194-1001	CP Water	<input type="checkbox"/>
Z026	0194-1002	CP Electricity	<input type="checkbox"/>
Z026	0194-1003	CP Prod Steam	<input type="checkbox"/>
Z026	0194-1004	CP Waste Water Treatment	<input type="checkbox"/>
Z026	0194-1101	Build 1 1F	<input type="checkbox"/>
Z026	0194-1102	Build 1 2F	<input type="checkbox"/>
Z026	0194-1103	Build 2	<input type="checkbox"/>
Z026	0194-1104	Build 3 WET	<input type="checkbox"/>
Z026	0194-1105	Build 3 CALCINATION	<input type="checkbox"/>
Z026	0194-1106	Build 3 DRY	<input type="checkbox"/>

**STEP 6**

To exclude cost centers that are blocked


1. Click on the arrow to carry out a multiple selection

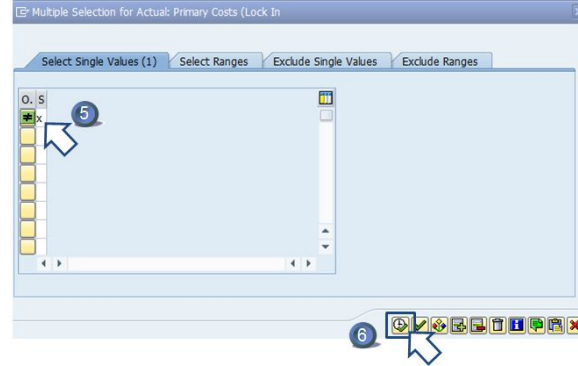
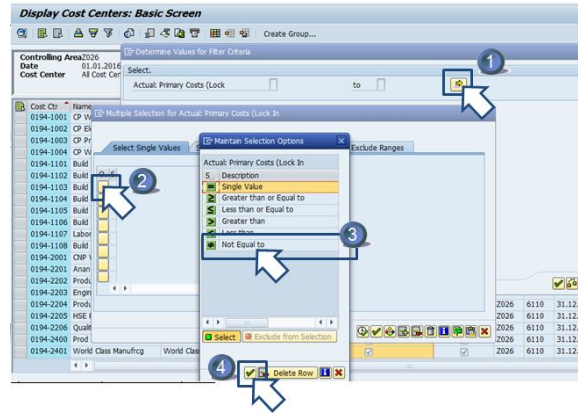
2. Click on the square to select the options

3. Select Not equal to

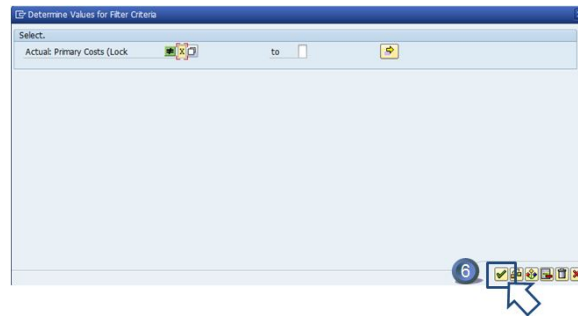
4. ENTER ↵

5. Enter the letter x in the box

6. Execute 



7. Enter ↵



**STEP 7**

Export the report in an Excel file.

