
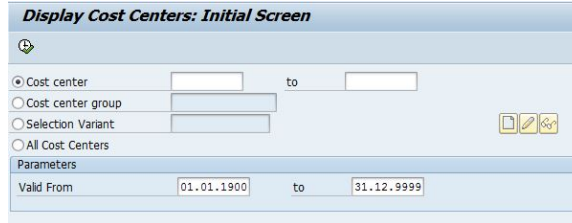


KS13 - Cost center: Master data report

STEP 1

Start the transaction using transaction code KS13

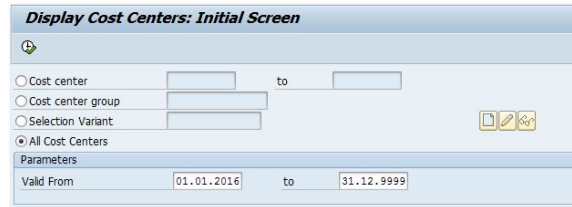
 Display Cost Centers: Initial Screen




STEP 2

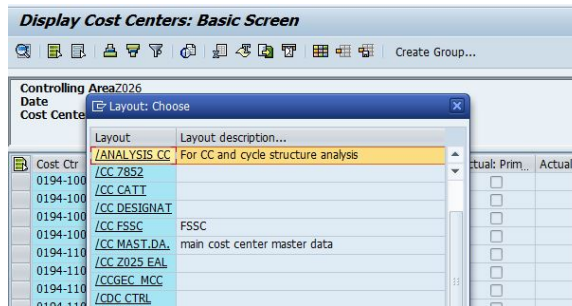
Select All Cost centers category to get all cost centers created in a controlling area. You can limit the selection to one cost center, a group or create your own variant.

and 




STEP 3

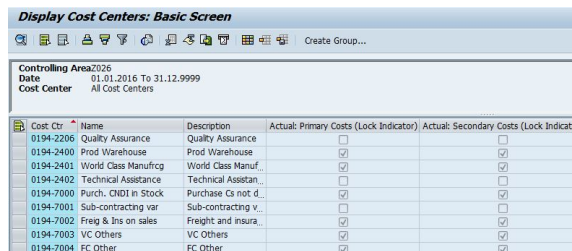
Choose the layout ANALYSIS CC by clicking on .



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.

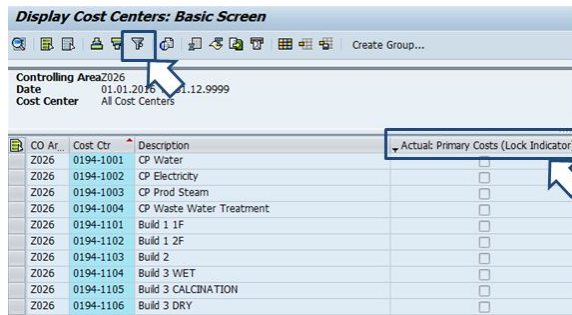


Cost Ctr	Name	Description	Actual: Primary Costs (Lock Indicator)	Actual: Secondary Costs (Lock Indicator)
0194-2206	Quality Assurance	Quality Assurance	<input type="checkbox"/>	<input type="checkbox"/>
0194-2400	Prod Warehouse	Prod Warehouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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

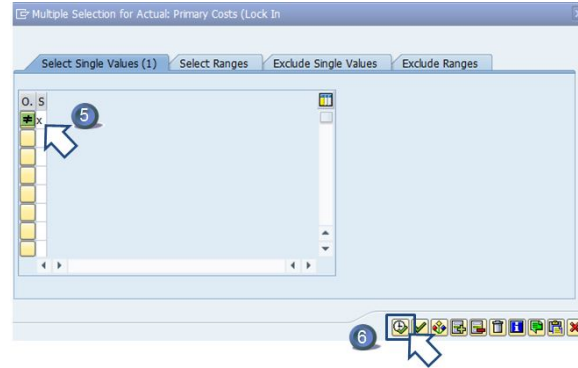
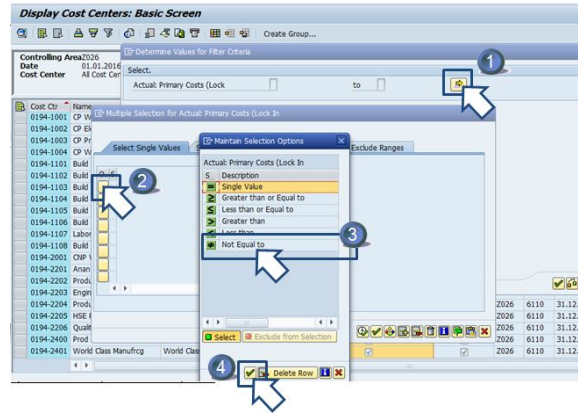
2. Click on the square to select the options

3. Select Not equal to

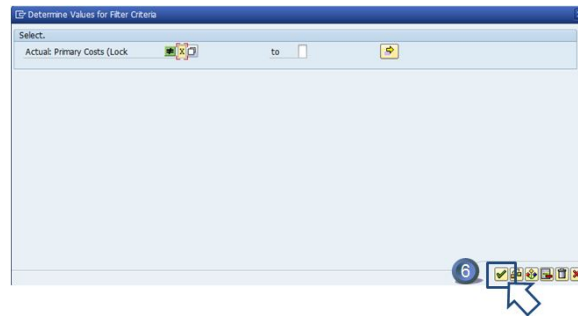
4. **ENTER** ↵

5. Enter the letter x in the box

6. Execute 

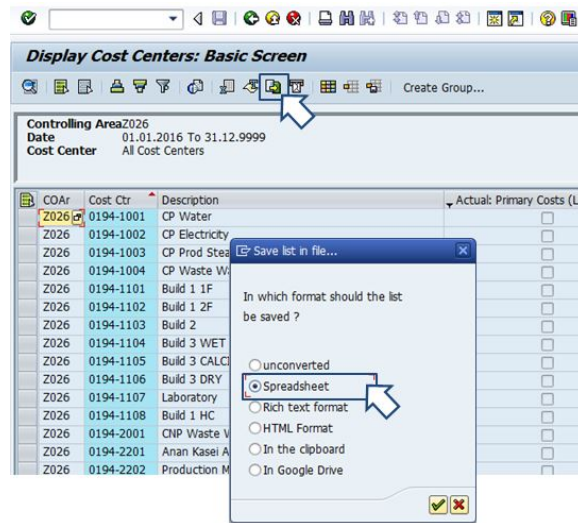


7. **Enter** ↵



STEP 7

Export the report in an Excel file.



Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jun 13, 2016	Actor	Type	Activity	Version
Published	Sylvain Michel Alexandre Pingont	State	changed state to Published at 2:02 pm (Space Initialization)	v8
Draft	Sylvain Michel Alexandre Pingont	State	gave <i>Approvers</i> approval at 2:02 pm	
		State	changed state to Draft at 2:02 pm	v8
From Jan 18, 2016 to Apr 28, 2016				
	Marielle MOINET , Alexandra Lepercq and ROLLIER, Charlotte	Edit	multiple updates from Marielle MOINET , Alexandra Lepercq and ROLLIER, Charlotte	
Jan 12, 2016				
	Marielle MOINET	Edit	created the page at 4:52 am	