

KS02 - Update a Cost Center

! All the cost centers updates must be processed through the [Finance Workflow](#), even if for any specific reason it is requested through other channel (Service One / email), the Data User must open a workflow to register and process the request.

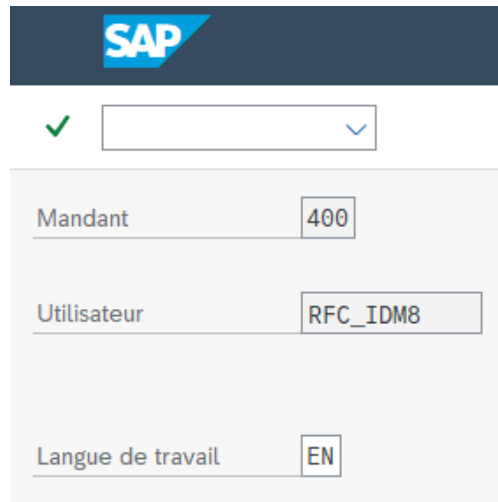
The only exception is to update the "standard hierarchy" of the cost center, when it has more than 1 interval period (valid date fields). In this case it is technically required to process the update manually (the "standard hierarchy" field must be linked with the entire validity period of the cost center).

It's not possible to change the business area field during a fiscal year once there are already postings or planned postings in that fiscal year (business area is only used in PF1).

You can check below an example of a cost center manual update, in this case, change the field "Description":


STEP 1

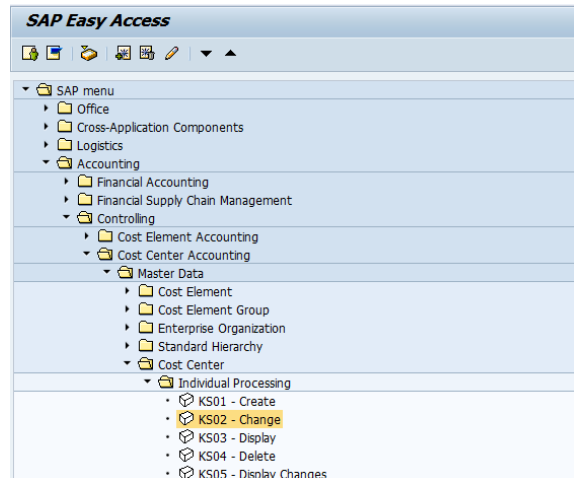
In order to process a manual update of the cost center description, you must log in English. For other changes you can log in your language but it is highly recommended to always log in English.



The screenshot shows the SAP login interface. At the top is the SAP logo. Below it is a green checkmark and a dropdown arrow. The main area contains three input fields: 'Mandant' with the value '400', 'Utilisateur' with the value 'RFC_IDM8', and 'Langue de travail' with the value 'EN'.

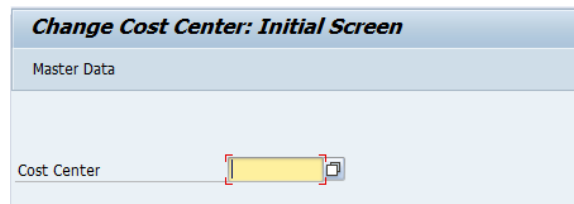
Start the transaction using the menu path or transaction code

 **KS02 - Change**



i Change cost center: Initial Screen

! Make sure that you are in the right controlling area



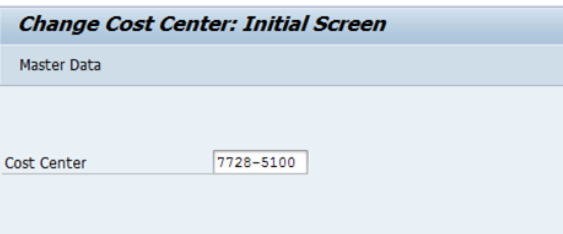
The screenshot shows the 'Change Cost Center: Initial Screen'. The title bar reads 'Change Cost Center: Initial Screen'. Below the title bar is the 'Master Data' section. In the 'Master Data' section, there is a field labeled 'Cost Center' with a yellow highlight and a dropdown arrow.

STEP 2

Enter the code of the cost center you want to update

Enter ↵

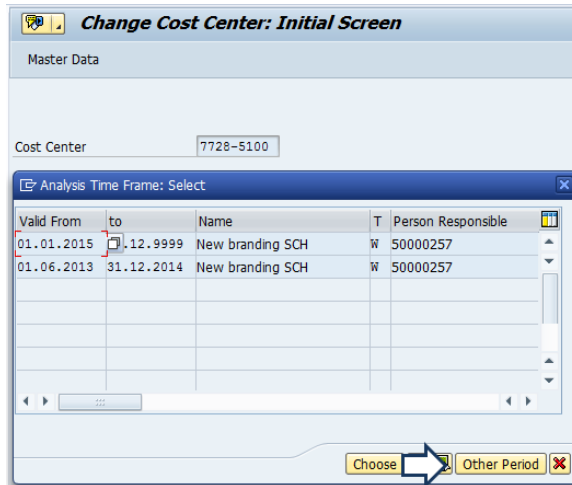
and



STEP 3

Select the period by clicking on

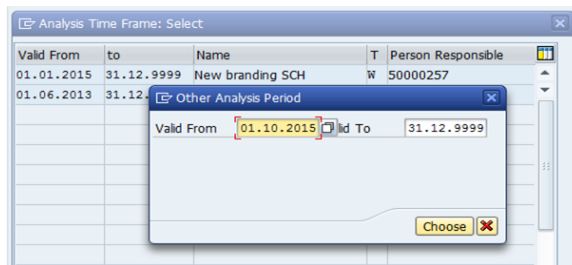
Other Period



STEP 4

Enter the validity date of the change and click on

Choose



? Unknown Attachment



Important

The "Valid from" must always be the 1st day of the month

Specifically for the field "**Hierarchy area**" (node of the **Standard Hierarchy**), the update can only be done for the full validity period of the cost center


This means that 2 situations can occur:

»If the cost center only has one validity period, it is possible to do this update through the [Finance Workflow](#)

»If the cost center has more than one validity period, the update must be done manually through transaction KS02

Same steps described but when you get to the period selection, change the Valid from to the first one chronological listed

STEP 5

Perform the change and save the cost center by clicking 

Change Cost Center: Basic Screen

Drilldown

Cost Center: 7728-5100 New branding SCH
Controlling Area: Z026 Rhodia Asia Pacific
Valid From: 01.10.2015 to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

Names

Name: New branding SCH
Description: New branding Solvay China

Basic data

User Responsible:
Person Responsible: 50000257
Department:
Cost Center Category: W Administration
Hierarchy area: 7728-CO Function - Communication
Company Code: 7728 Solvay China
Business Area:
Currency: CNY
Profit Center: 7728-10569 CB00 Corporate Busin

STEP 6

If you want to update the description in another language, you must log in the language requested

SAP

New password

Client 400

User user1

Password *****

Language FR