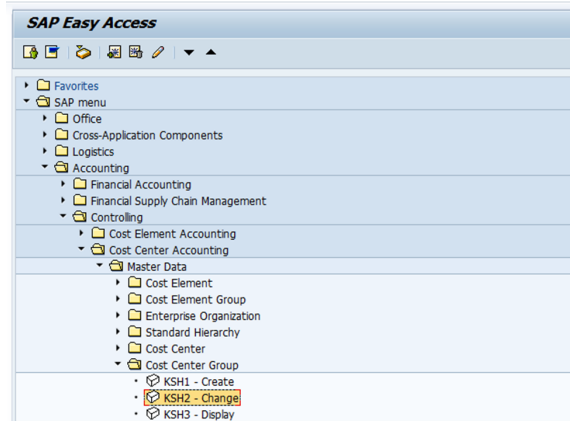
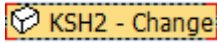


KSH2 - Create a group in a cost center hierarchy

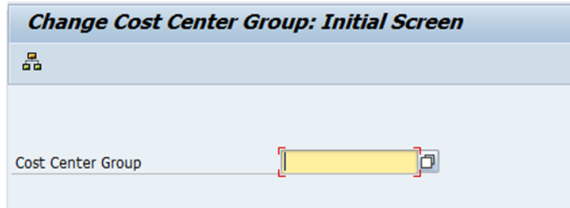
STEP 1

Start the transaction using the menu path or transaction code KSH2

Double-click



Change Cost Center Group : Initial Screen



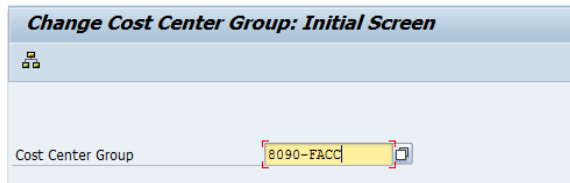
STEP 2

Enter the group in which you want to include a new group.

In our example, we create a group to include commercial cost centers or the GBU Novocare in WP2 - Legal entity

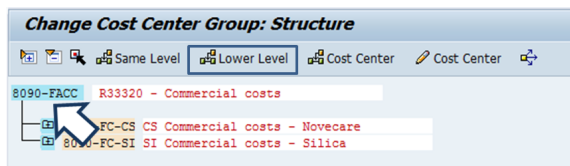
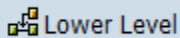
Enter ↵

and



STEP 3

Click on the group you want to include a new group. and click

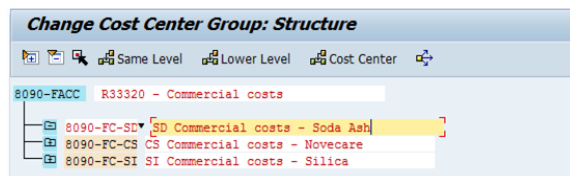


STEP 4

Enter the code & description of the new group in the blank row that


appeared and click . The group

is created. Save 



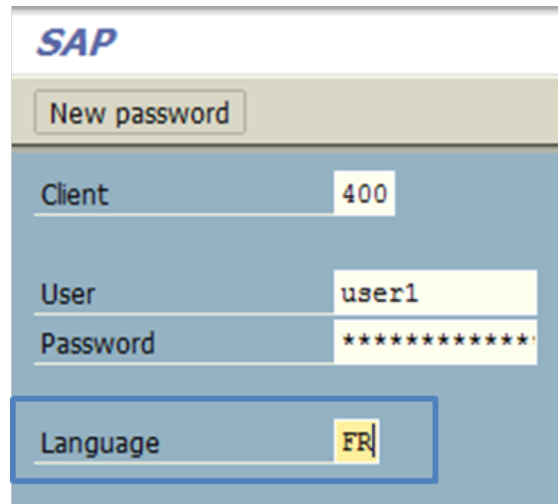
There is a message at the bottom of the page

The changes have been saved

You can leave the transaction 

STEP 5

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



The screenshot shows the SAP 'New password' form. The form has a title bar 'SAP' and a sub-header 'New password'. Below this, there are four input fields: 'Client' with the value '400', 'User' with the value 'user1', 'Password' with a masked value '*****', and 'Language' with the value 'FR'. The 'Language' field is highlighted with a blue border.

Workflow history

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

Oct 31, 2025	Actor	Type	Activity	Version
Published	TORRES, Joao	Edit	updated the page at 5:05 pm	
		State	changed state to Published at 4:05 pm	v5
Draft	TORRES, Joao	State	gave <i>Approvers</i> approval at 4:05 pm	
		State	changed state to Draft at 4:05 pm	v5
Jun 13, 2016				
Published	Sylvain Michel Alexandre Pingont	State	changed state to Published at 2:02 pm (Space Initialization)	v4
		State	gave <i>Approvers</i> approval at 2:02 pm	
Draft	Sylvain Michel Alexandre Pingont	State	changed state to Draft at 2:02 pm	v4
		State	changed state to Draft at 2:02 pm	v4
Mar 15, 2016				
	ROLLIER, Charlotte	Edit	updated the page at 6:41 pm	