

KSH2 - Change Cost Center Group



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).

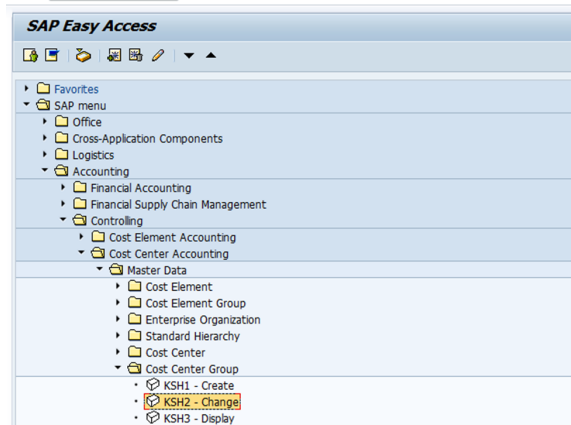
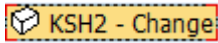
There are different possibilities for this transaction:

Unable to render {include} The included page could not be found.

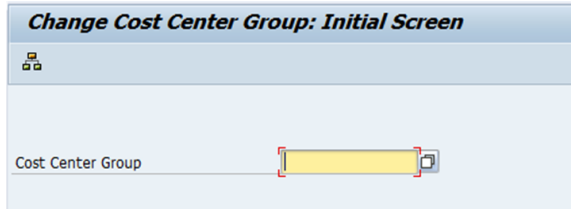
STEP 1

Start the transaction using the menu path or transaction code KSH2

Double-click



Change Cost Center Group : Initial Screen



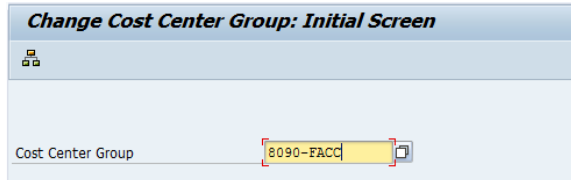
STEP 2

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

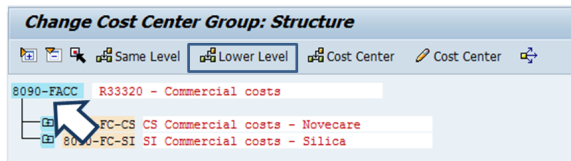
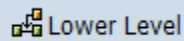
Enter ↵

and



STEP 3

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





STEP 4

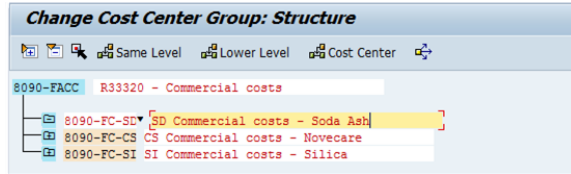
Enter the code & description of the new group in the blank row that

appeared and click . The group is created. Save 

There is a message at the bottom of the page

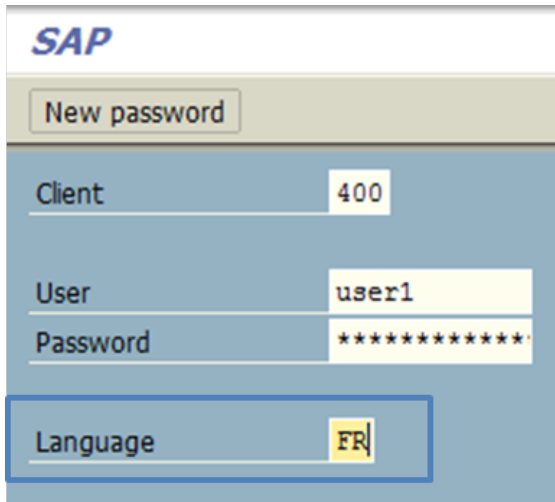
 The changes have been saved

You can leave the transaction 



STEP 5

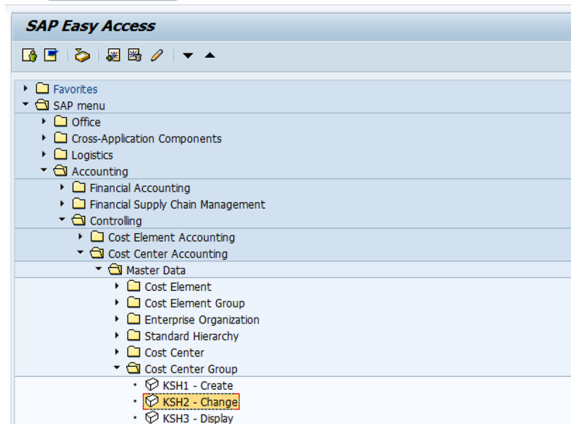
If you want to update the description in another language, you must log in the language requested




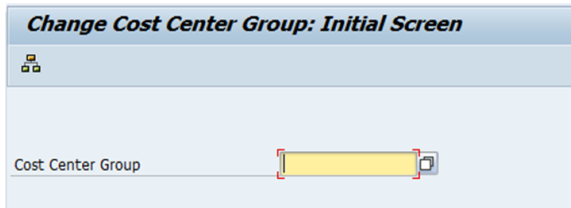
STEP 1

Start the transaction using the menu path or transaction code KSH2

Double-click 



 Change Cost Center Group : Initial Screen

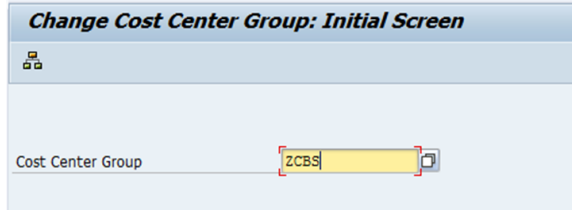


STEP 2

Enter the group ZCBS or a sub-group of the group ZCBS



and

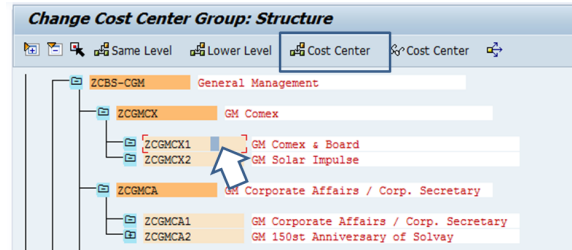


STEP 3

Click the group in which you want to include a new cost center

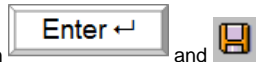
and then click

you can click several times if you want to include more than 5 cost centers



STEP 4

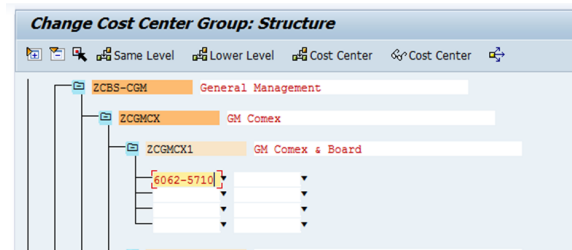
Enter the code of the cost center you want to include



then

and

There is a message at the bottom of the page



The changes have been saved

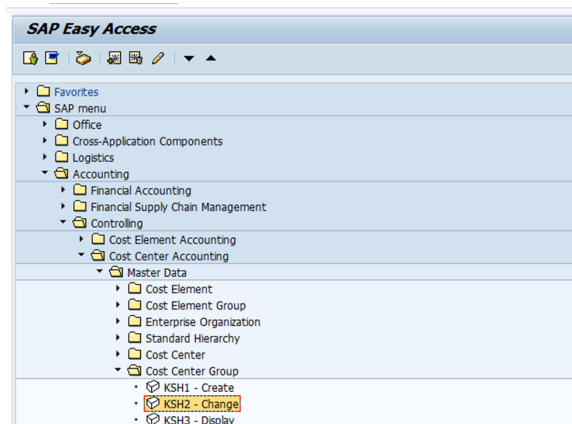
You can leave the transaction

When a change is done in the ZCBS hierarchy (creation/change/deletion) of group, it must be performed in all controlling areas (Rules - CO structure): 6 controlling areas in WP1 & 1 controlling area in PF1 + Acetow for the CBS part of the hierarchy.

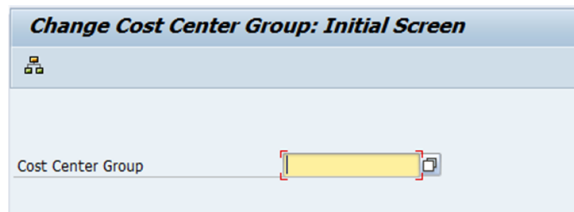
STEP 1

Start the transaction using the menu path or transaction code KSH2

Double-click



Change Cost Center Group : Initial Screen

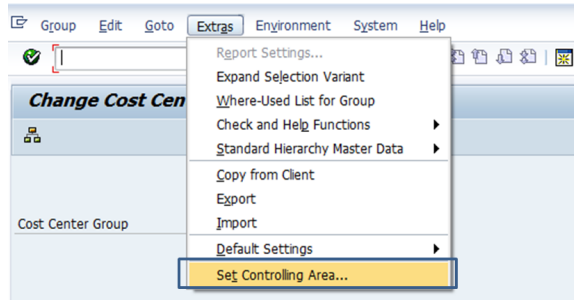


STEP 2

In WP1, the structure needs to be amended in each controlling area. Start by setting the controlling area and click on "Extras" then "Set Controlling Area"

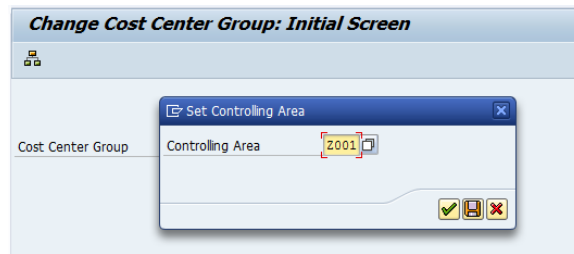
Enter ↵

and



Enter the first controlling area and

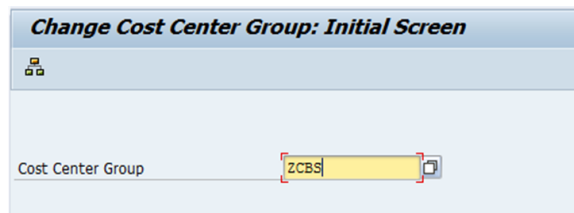
Enter ↵



STEP 3

Enter the group ZCBS or one of its subgroup and

Enter ↵

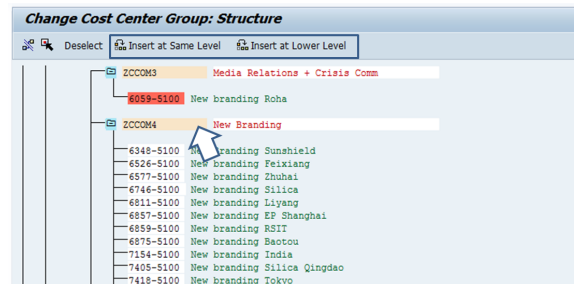


STEP 4

Perform changes in the hierarchy

- KSH2 - Create a group in a cost center hierarchy

And save



STEP 5

Perform the same changes in other controlling areas



The description used in the BW report comes from the controlling area Z013. Be careful when enter the description in this controlling area.

Change Cost Center Group: Structure

Same Level Lower Level Cost Center Cost Center

ZCBS 2013 - CBS STRUCTURE

- ZCBS-CORPO CORPORATE FUNCTION
 - ZCBS-CHR Human Ressources
 - ZCBS-CCO Communication
 - ZCBS-CFUR PURCHASING
 - ZCBS-CFI FINANCE
 - ZCBS-CIS IT SOLVAY LEGACY
 - ZCBS-CSI IT RHODIA LEGACY
 - ZCBS-CLG Legal & Compliance
 - ZCBS-CIND INDUS
 - ZCBS-CGM General Management
 - ZCBS-CRD R&I
- ZCBS-FUNCT FUNCTION SERVICES
- ZCBS-ICO INTERCOMPANIES
- ZCBS-PROJ SERVICES PROJECTS (OUT OF GUARANTEE)
- ZCBS-OTI CBS NON FUNCTION COSTS
- ENTRP ENTERPRISE FIXED COSTS FOLLOW UP
- REXXX RHODIA TECHNICAL COST CENTERS