

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).

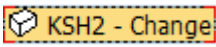
There are different possibilities for this transaction:

Unable to render {include}

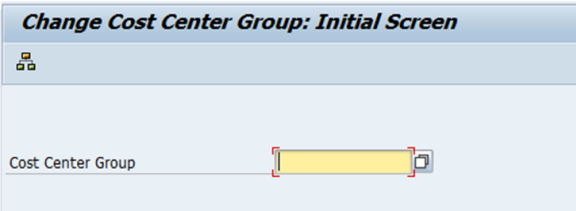
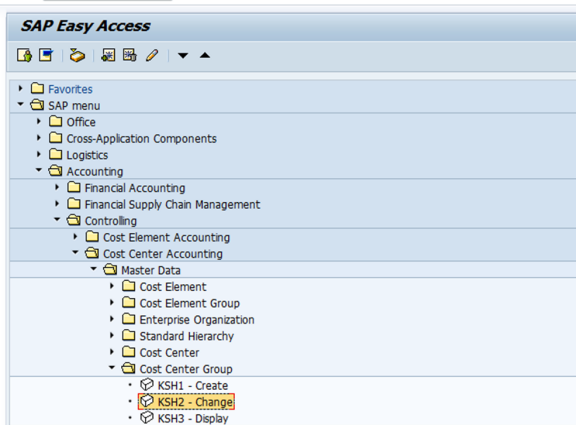
 The included page could not be found.

STEP 1

Start the transaction using the menu path or transaction code KSH2

Double-click 

 Change Cost Center Group : Initial Screen

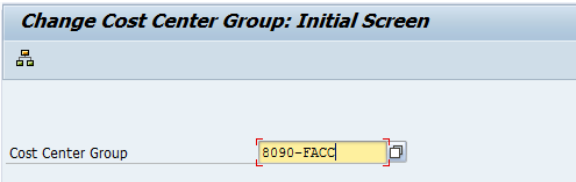


STEP 2

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

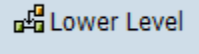
In our example, we create a group to include commercial cost centers or the GBU Novecare in WP2 - Legal entity

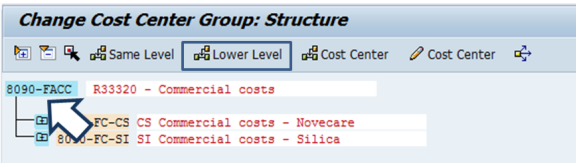
and 



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

Change Cost Center Group: Structure

Same Level Lower Level Cost Center

8090-FACC R33320 - Commercial costs

- 8090-FC-SD SD Commercial costs - Soda Ash
- 8090-FC-CS CS Commercial costs - Novocare
- 8090-FC-SI SI Commercial costs - Silica

SAP

New password

Client 400

User user1

Password *****

Language FR

STEP 1

Start the transaction using the menu path or transaction code KSH2

Double-click

 KSH2 - Change



Change Cost Center Group
: Initial Screen

SAP Easy Access

- Favorites
- SAP menu
 - Office
 - Cross-Application Components
 - Logistics
 - Accounting
 - Financial Accounting
 - Financial Supply Chain Management
 - Controlling
 - Cost Element Accounting
 - Cost Center Accounting
 - Master Data
 - Cost Element
 - Cost Element Group
 - Enterprise Organization
 - Standard Hierarchy
 - Cost Center
 - Cost Center Group
 - KSH1 - Create
 - KSH2 - Change
 - KSH3 - Display

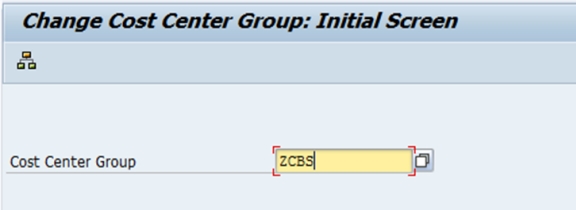
Change Cost Center Group: Initial Screen

Cost Center Group

STEP 2

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

and 

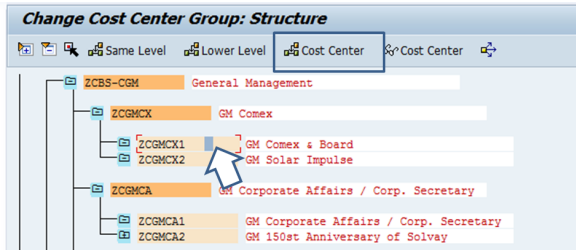


STEP 3

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

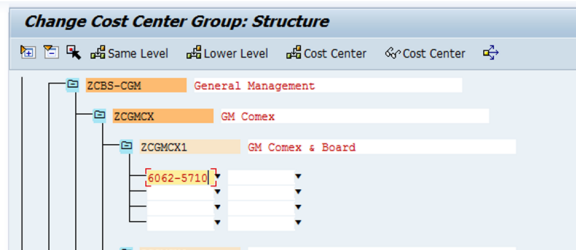


STEP 4

Enter the code of the cost center you want to include

then  and 

There is a message at the bottom of the page



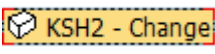
 The changes have been saved

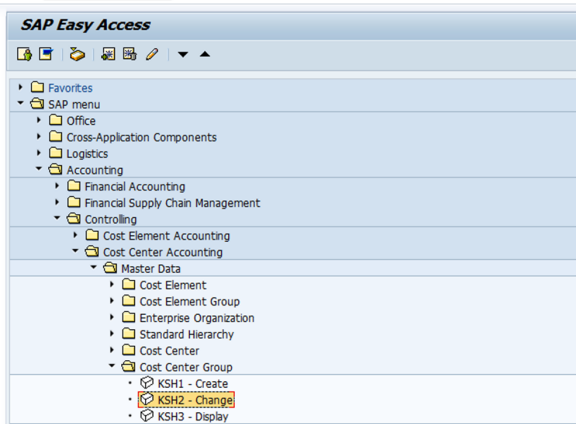
You can leave the transaction 

 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

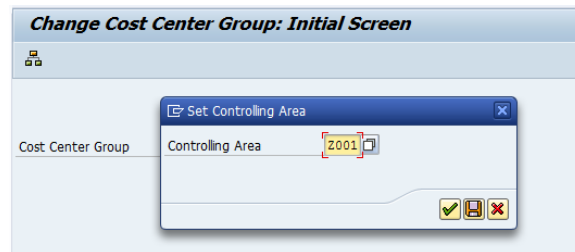
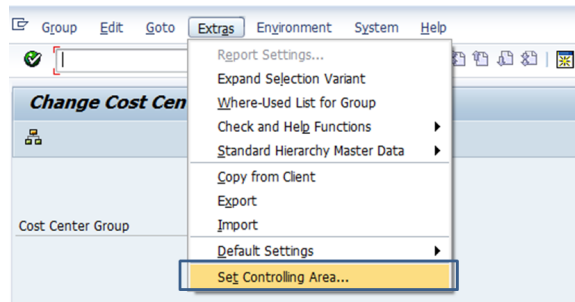
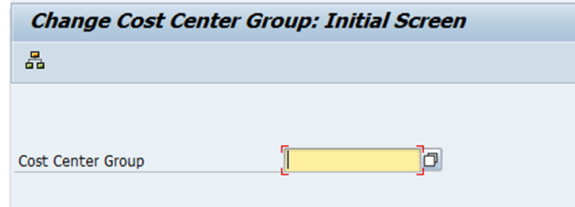
In WP1, the structure needs to be amended in each controlling area. **Start by setting the controlling area and click on "Extras" then "Set Controlling Area"**

Enter ↵

and

Enter the first controlling area and

Enter ↵

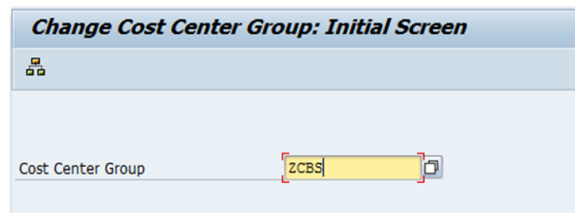


STEP 3

Enter the group ZCBS or one of its

subgroup and

Enter ↵

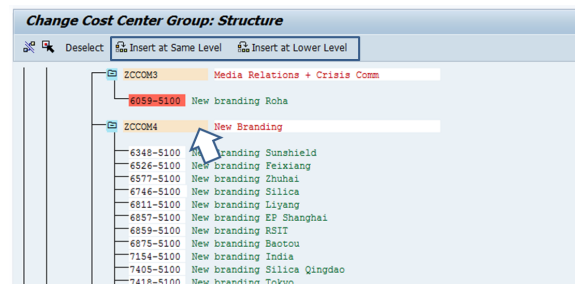


STEP 4

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 Resources
 - 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
 - RHXXX RHODIA TECHNICAL COST CENTERS