

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.

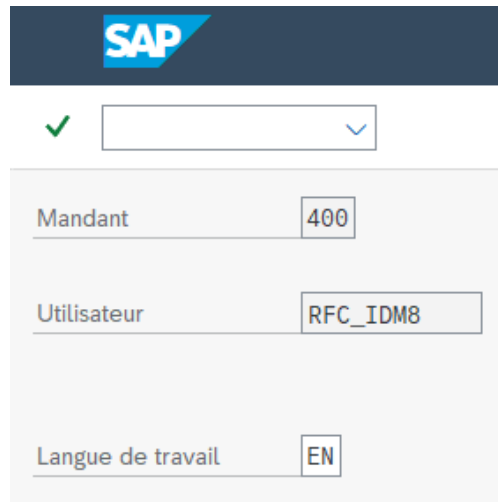
The only exception is to update the "standard hierarchy" of the cost center, when it has more than 1 interval period (valid date fields). In this case it is technically required to process the update manually (the "standard hierarchy" field must be linked with the entire validity period of the cost center).

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

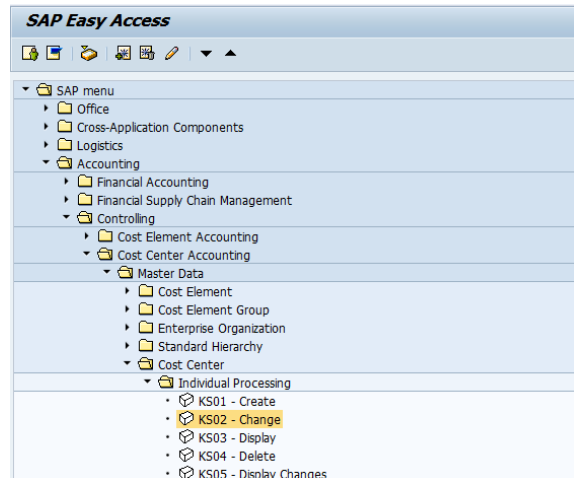
In order to process a manual update of the cost center description, you must log in English. For other changes you can log in your language but it is highly recommended to always log in English.



The SAP login screen shows a green checkmark and a dropdown arrow. Below are 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**



The SAP Easy Access menu shows the path: SAP menu > Accounting > Financial Accounting > Financial Supply Chain Management > Controlling > Cost Element Accounting > Cost Center Accounting > Master Data > Cost Center > Individual Processing > KS02 - Change. The 'KS02 - Change' option is highlighted.



Change cost center: Initial Screen

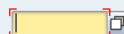


Make sure that you are in the right controlling area

Change Cost Center: Initial Screen

Master Data

Cost Center



A yellow input field with a magnifying glass icon, used for entering the cost center number.

STEP 2

Enter the code of the cost center you want to update

Enter ↵

and

Change Cost Center: Initial Screen

Master Data

Cost Center 7728-5100

STEP 3

Select the period by clicking on

Other Period

Change Cost Center: Initial Screen

Master Data

Cost Center 7728-5100

Analysis Time Frame: Select

Valid From	to	Name	T	Person Responsible
01.01.2015	31.12.9999	New branding SCH	W	50000257
01.06.2013	31.12.2014	New branding SCH	W	50000257

Choose Other Period

STEP 4

Enter the validity date of the change and click on Choose

Analysis Time Frame: Select

Valid From	to	Name	T	Person Responsible
01.01.2015	31.12.9999	New branding SCH	W	50000257
01.06.2013	31.12.			

Other Analysis Period

Valid From 01.10.2015 Valid To 31.12.9999

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-S100 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