Transaction KSB1
Cost Center Line Item Cost Report

Introduction

This transaction displays the line-item costs that were charged or assessed to a cost center or cost center group during a specific period of time. The prerequisite for executing this report is the code for that cost center or cost center group. Once it is displayed, the content and layout of this cost report can be modified with a display variant. This job aid presents instructions on both displaying and modifying a cost center cost report.

Procedure

Step 1.   Enter the T-code **KSB1** in the command field (A) of the **SAP Easy Access screen**, then hit the **Enter key** on your keyboard.
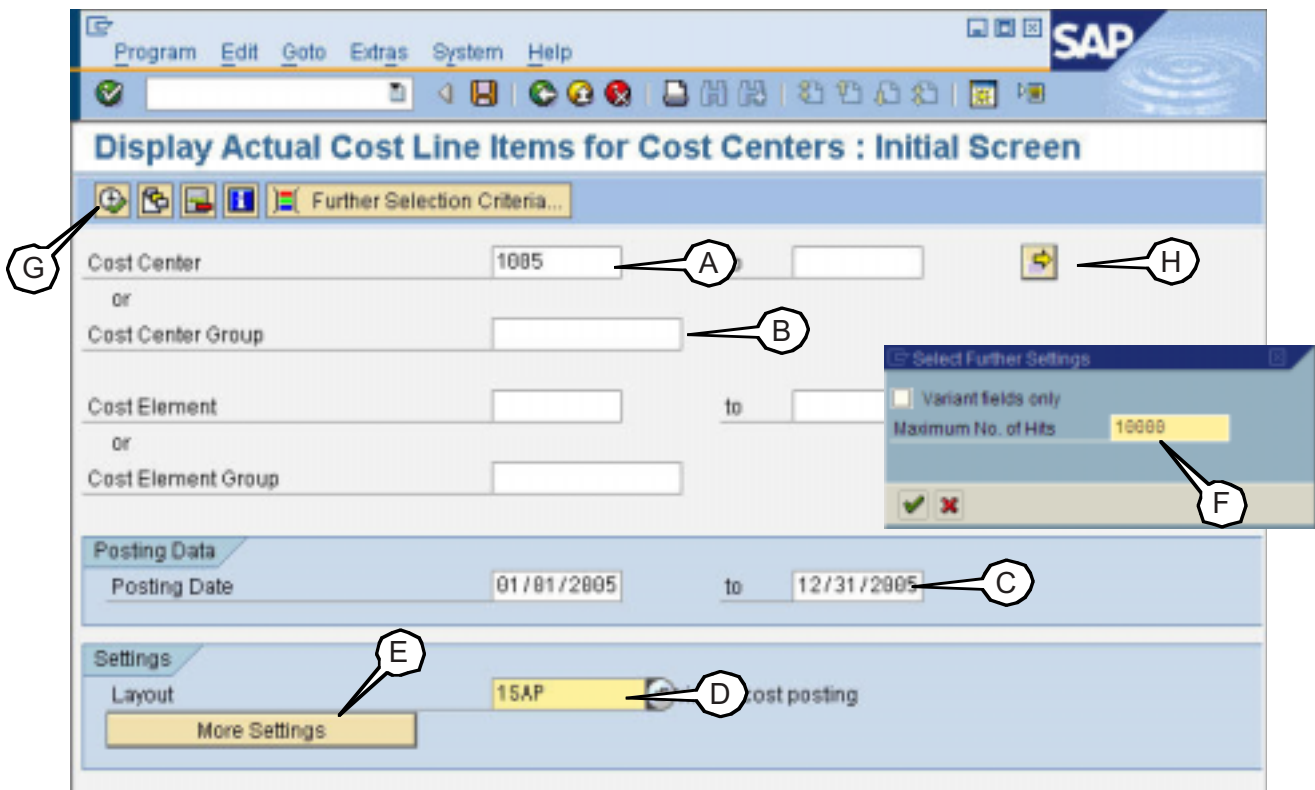
or   Follow the menu path:

Accounting > Controlling > Cost Center Accounting > Information Systems > Reports for Cost Center Accounting > Line Items > Cost Centers: Actual Line Items (B).

or   Open your **Favorites folder** and click the link to this transaction (if it is there).

FI/CO Job Aids
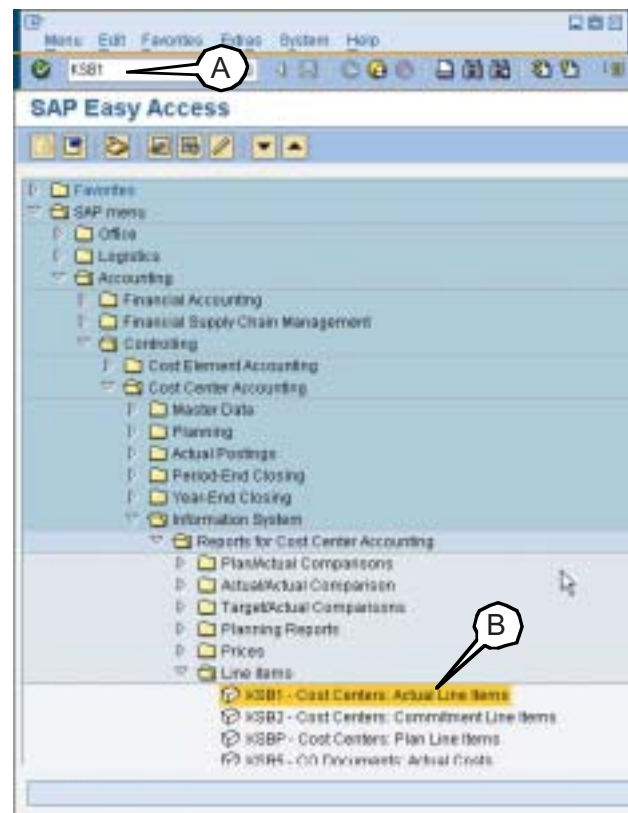
Step 2. The **Display Actual Cost Line Items for Cost Centers: Initial screen** appears.

a. Enter either a cost center code in the **Cost center field** (A) or a cost center group code in the **Cost Center Group field** (B). For this example, we entered *1005* in the first field.

b. Enter the reporting period dates in the **Posting date fields** (C).

c. *Option:* Enter your display variant for the output screen (if you have one) in the **Layout field** (D).

d. Click **More settings button** (E) to call up the **Select Further Settings popup screen**, and change the contents of the **Maximum no of Hits field** to *10000* (F).

e. Click the **Execute** button to run the report (G).

Maximum no. of hits field

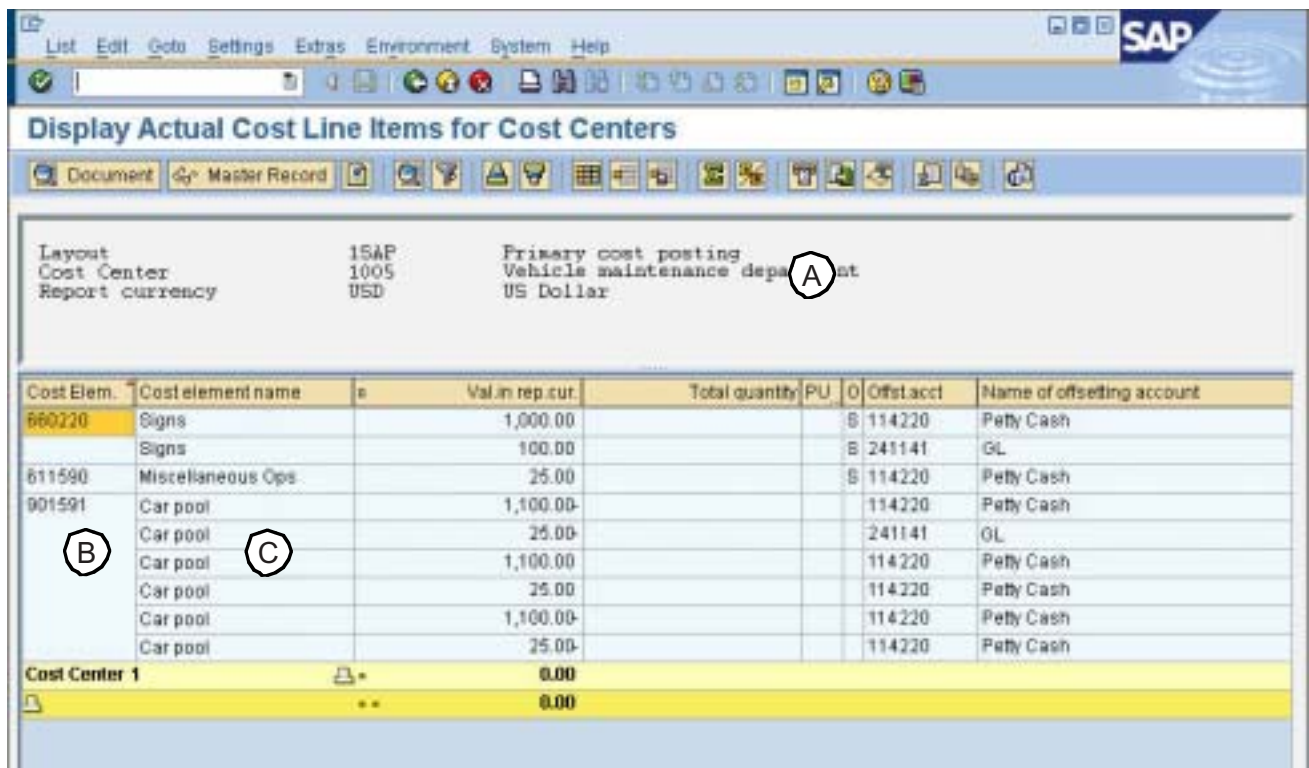This field defines the number of line items that appear in a line-item report such as KSB1.

Very often, these reports are set up to display a low number of line-items - for example, 5000. If there are more than 5000 line-items, you will not see all of them *unless* you enter a higher value in this field.

The initial screens of many line-item reports contain the **More Settings button**. Keep an eye out for it, and get into the habit of using it to raise the number of reported line items.

Step 3. The **Display Actual Cost Line Items for Cost Centers screen** appears with the cost report. The report starts with a **header** (A) that describes the cost center or cost center group and reporting period. The body of the report follows in a line-item format, where each line item is a single credit or debit to the cost center/cost center group. The line items are grouped by **cost element** (cost category), which is identified in the first two columns (B and C).

You have several options at this point (besides quitting):

¥   You can export the report to *MS Excel*. (See Lesson 17 in *SAP R/3 for Everyone* for instructions.)

¥   You can drill down into any line item for more data on the credit or debit by double-clicking it.

¥   You can customize the report so it shows other data in a different format by using a report variant. (See the next pages for instructions.)

| List Edit Goto Settings Extras Environment System Help | | | | | | | | SAP |

Display Actual Cost Line Items for Cost Centers

| Document | Master Record | | | | | | | | | | | | | | |

Layout	1SAP	Primary cost posting
Cost Center	1005	Vehicle maintenance department
Report currency	USD	US Dollar

(A)

Cost Elem.	Cost element name	≡	Val.in rep.cur.	Total quantity	PU	O	Offst.acct	Name of offsetting account
660220	Signs		1,000.00			S	114220	Petty Cash
	Signs		100.00			B	241141	GL
611590	Miscellaneous Ops		25.00			S	114220	Petty Cash
901591	Car pool		1,100.00-				114220	Petty Cash
	Car pool		25.00-				241141	GL
	Car pool		1,100.00				114220	Petty Cash
	Car pool		25.00				114220	Petty Cash
	Car pool		1,100.00-				114220	Petty Cash
	Car pool		25.00-				114220	Petty Cash
Cost Center 1			**0.00**					
			0.00					

(B)   (C)

Transaction is complete 🛑

Working with Display Variants

Line-item reports are generally set up or *configured* to display a small number of datatypes in a particular layout by default. The datatypes are usually chosen by a *subject matter expert* - in the case of the cost center line-item report, it might be an accountant - from a large number of datatypes that are stored in the SAP database.

The problem with this default report is that the interests of the subject matter expert may not coincide exactly with the interests of the end user, and so the default report might be deficient in its utility to the end user.

For example, the default format for the output report of the *KSB1* transaction has several deficiencies:

¥ It contains two columns, **Total quantity** and **PU**, that are not especially useful in a financial report (and which do not contain any data).

¥ It contains two columns that report the name and number of the offsetting account. This sort of data might be interesting to an accountant, but not necessarily to a cost center manager who is simply trying to keep track of their money and does not really care where that money is being stored.

¥ It does not contain specific data on who spent money on what, or any breakdown of costs per cost element - data that might not be interesting to an accountant, but which is of paramount importance to a cost center manager.

Fortunately, it is very easy to change the format of a line-item report by creating and applying a **display variant**: you can exclude data that you do not want to see, include data that you do want to see, and change the general layout of the data. For this example, we are going to create and apply a display variant for the output report of the *KSBI* transaction that shows these datatypes for each line item:

¥ Cost element number and name. The costs will also be grouped and subtotaled by cost element.

¥ Amount of money spent (called the *Value in representative currency*)

¥ Name of the person who charged the cost to the cost center, and the cost center (called the *Partner Cost Center*) to which they belong.

¥ The header text for the document that was created in SAP when the cost was charged, and which explains the charge in more detail.

¥ The SAP code for that document, so that the manager can pass it along to their accountant if they have some question about the charge.

¥ The date on which that document was filed and the cost was charged.

Creating a display variant

Step 1. Click the **Change layout** ⊞ **button** (A) in the **application toolbar**.
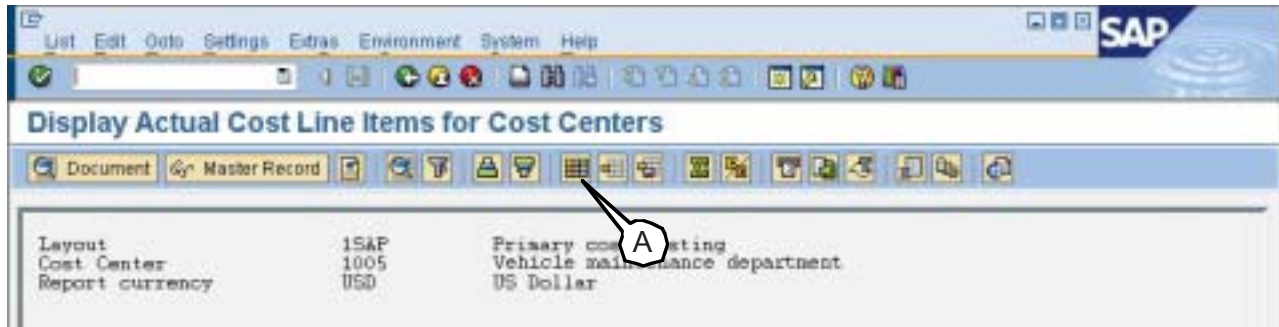
Step 2. The **Change Layout screen** appears with the **Displayed Colu tab** selected by default. It contains two windows: **Displayed Columns** (A), which lists the datatypes that appear in the default version of the line-item report, and **Hidden Columns** (B), which lists the other datatypes available for this report.

Examine the list of datatypes in the **Displayed Columns window**, and delete those datatypes that you do not want in the report in one of these ways:

¥ Double-click the name of a datatype.

¥ Click the name of a datatype to select and highlight it, then click the **right arrow** (C).

¥ Hold down the **Ctrl key** on your keyboard while you select and highlight several datatypes, then click the **right arrow** (C).
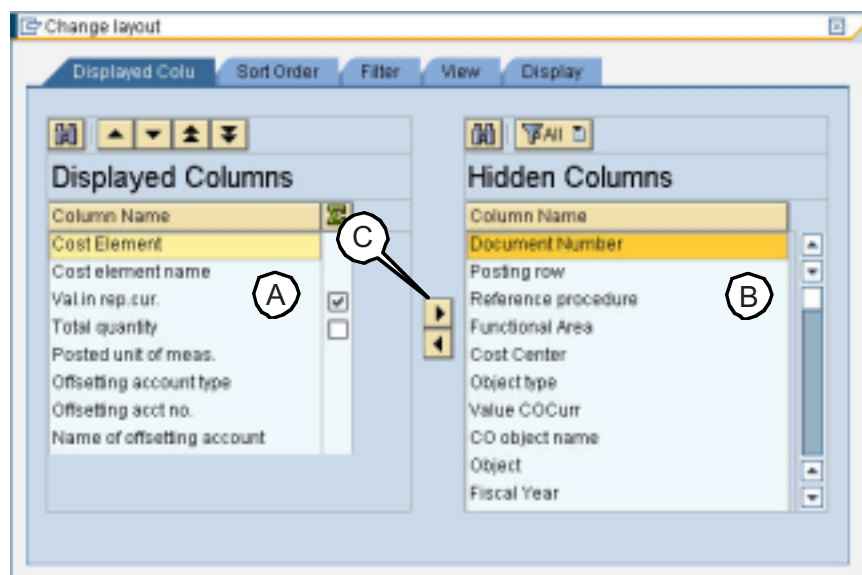
Step 3. The deleted datatypes are moved from the **Displayed Columns** to the **Hidden Columns window**.

The next step is to select new datatypes from the **Hidden Columns window** and transfer them to the **Displayed Columns window**. However, notice that the datatypes in the **Hidden Columns window** are not listed in alphabetical order (A). This might make it difficult to find the new datatypes.

¥ Click the **Column name header** (B) in the **Hidden Columns window** once, and its datatypes are alphabetized (C). Click it again, and the datatypes are reverse-alphabetized.

Now scroll through the list of datatypes in the **Hidden Columns window**, locate the datatypes you want in the report, and transfer them to the **Displayed Columns window** in one of these ways:

¥ Double-click the name of a datatype.

¥ Click the name of a datatype to select and highlight it, then click the **left arrow** (D).

¥ Hold down the **Ctrl key** on your keyboard while you select and highlight several datatypes, then click the **left arrow** (D).
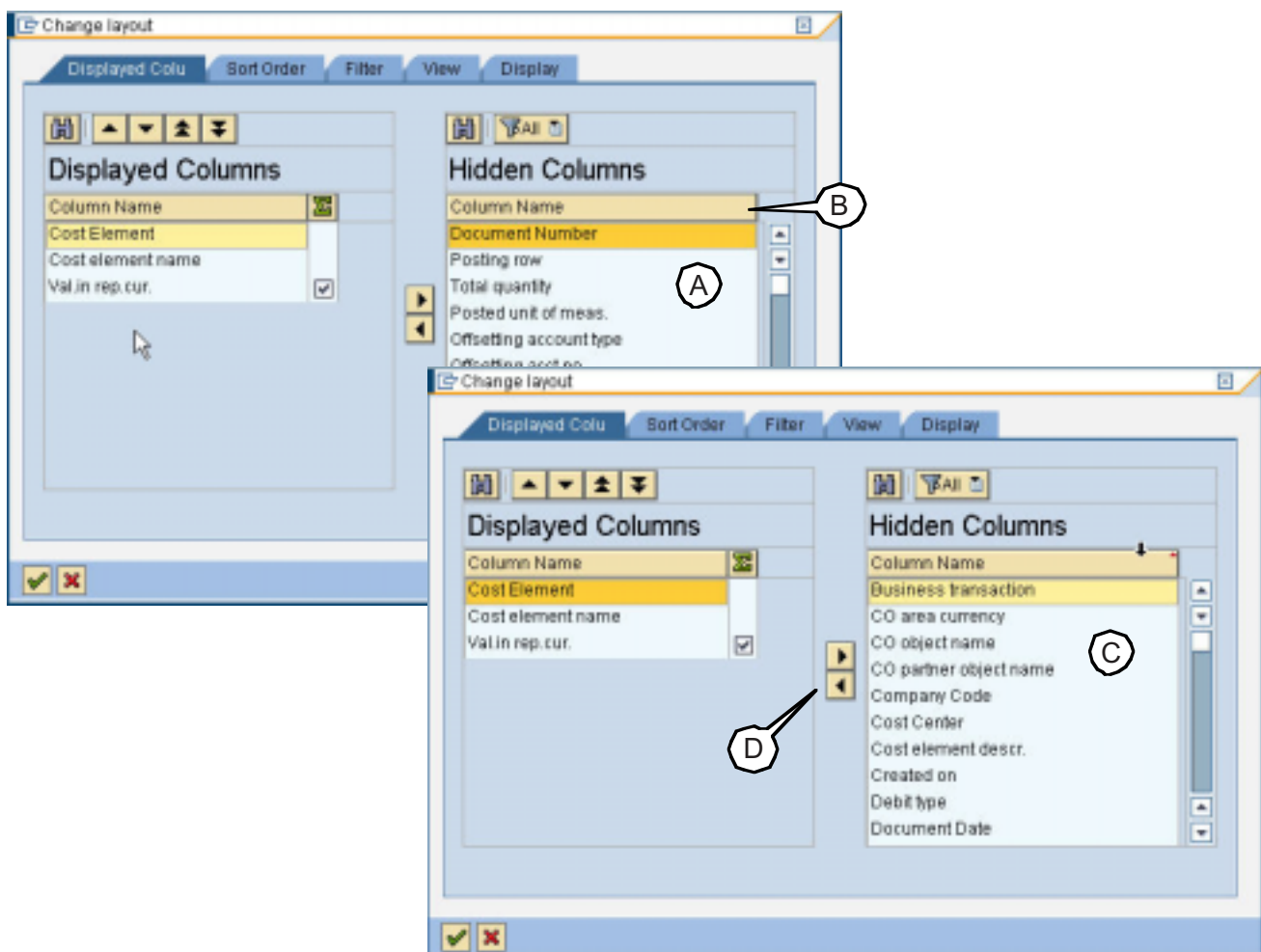
Step 4. The new datatypes are moved from the **Hidden Columns** to the **Displayed Columns window**.

The new datatypes are now listed in the **Displayed Columns window** (A) in the order in which you selected them. You can rearrange them into any order by clicking the name of a dataypte to select and highlight it (B), then clicking one of the four **position buttons** (C) above the **Displayed Columns window** to reposition it (D).

¥ Click ▲ to raise the datatype by one line in the list.

¥ Click ▼ to lower the datatype by one line in the list.

¥ Click ⬆ to raise the datatype to the top of the list.

¥ Click ⬇ to lower the datatype to the bottom of the list.
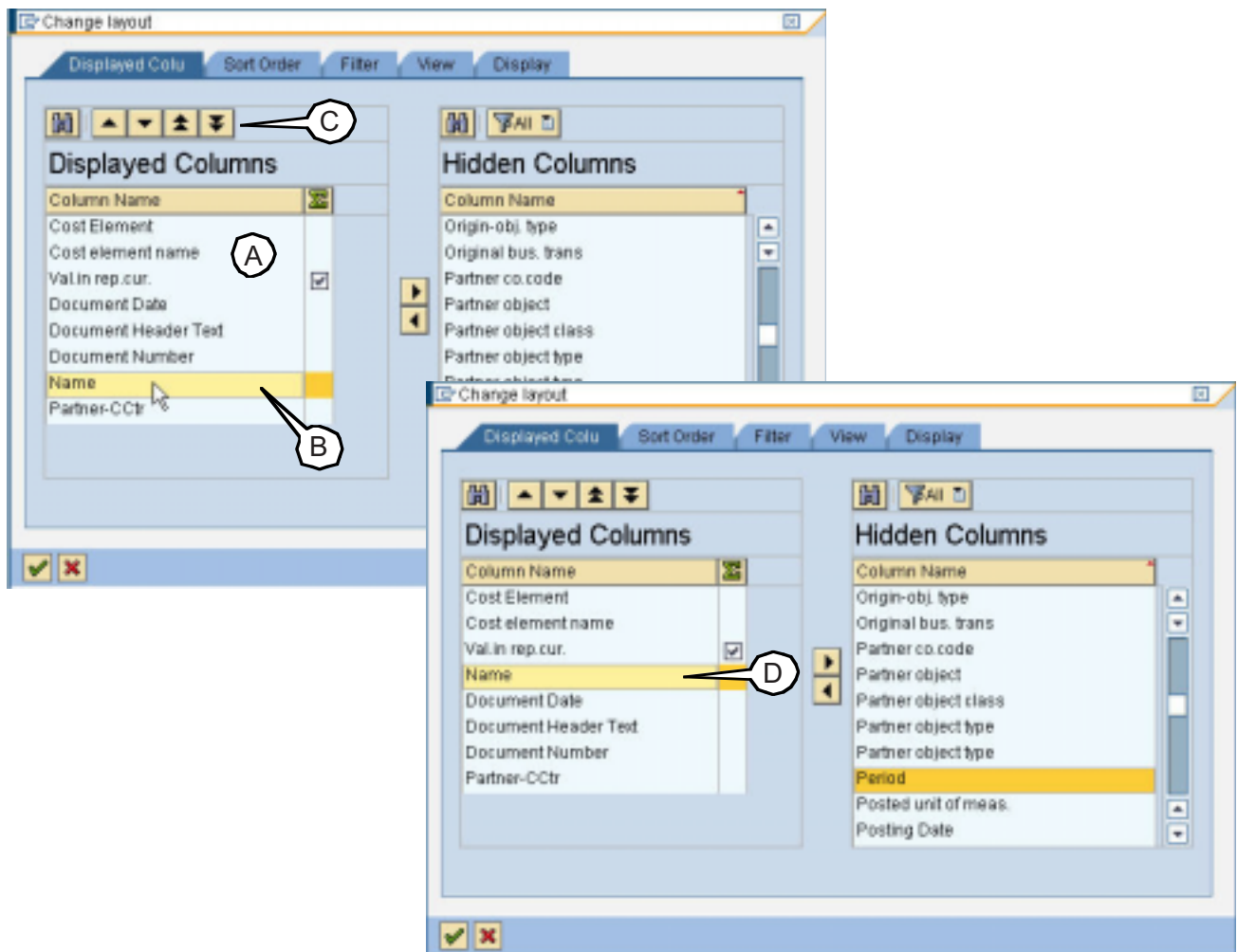
Step 5. The datatypes are now rearranged in the **Displayed Columns window.** Notice that we have arranged them so that related datatypes are placed together:

¥ The first two datatypes in the list are the cost element number and name.

¥ The next datatype is the cost.

¥ The next two datatypes are the name and affiliation of the person who charged the cost.

¥ The last three datatypes are the header text, number, and date of the document that was created in SAP when the cost was charged.

The **Displayed Columns window** of this screen contains the **Summation column**, and a selection box (A) appears in it to the right of the *Val in rep. cur.* datatype (in other words, the dollar amount of the charge). Click this selection box to place a check mark inside it. This action will place a grand total for the dollar amounts at the bottom of that datatype column in the report.

This completes the work on the **Change layout screen**. Click the **OK** button (B) at its bottom to save your changes and return to the line-item report.
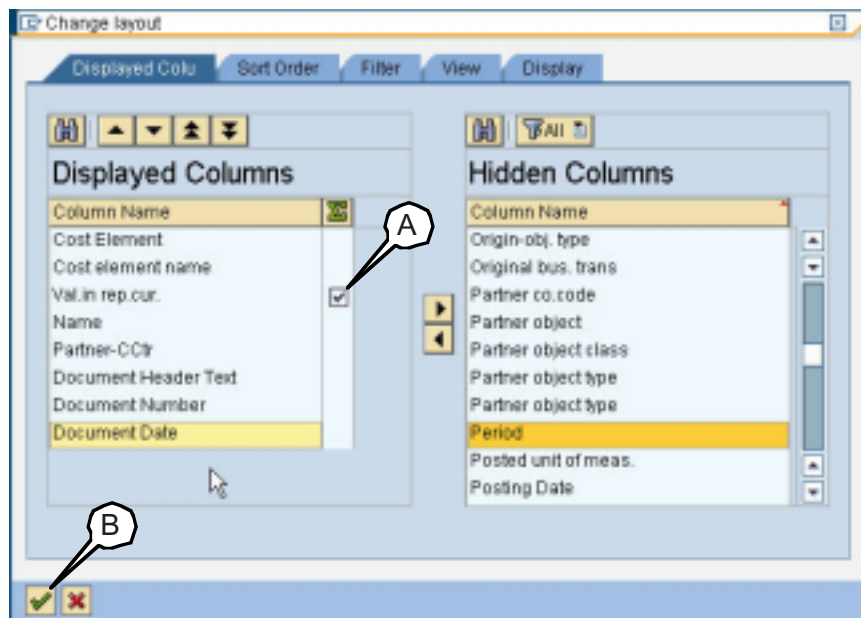
Step 6. The line-item report returns with the new datatypes. However, the data in the columns are misfit: that is, some columns are far wider, and others are much narrower, than the data values they contain. You can fix this flaw in two ways:

- You can adjust the widths of all the columns at once by following the menu path **Settings > Columns > Optimize Width** (A).

- You can adjust the widths of individual columns by clicking-and-dragging the right margins of their headers (B).

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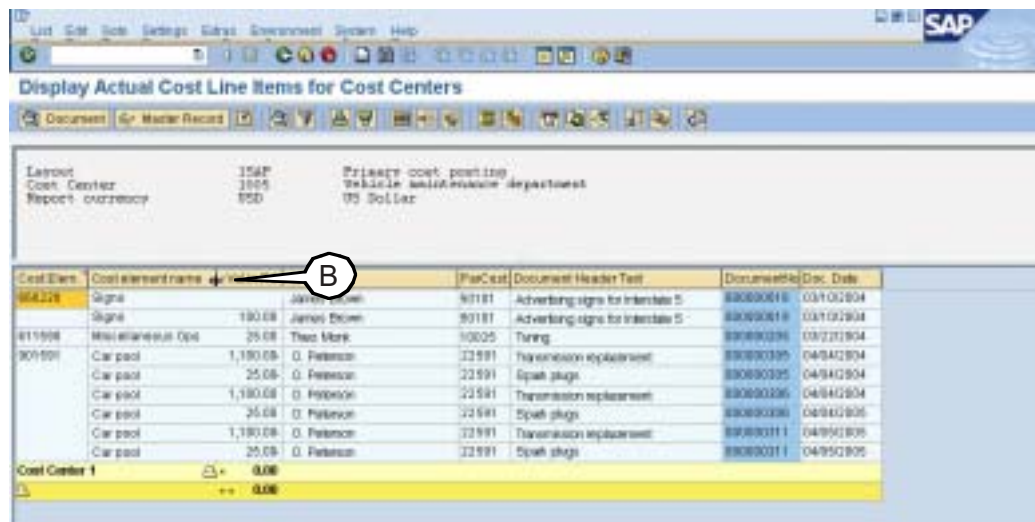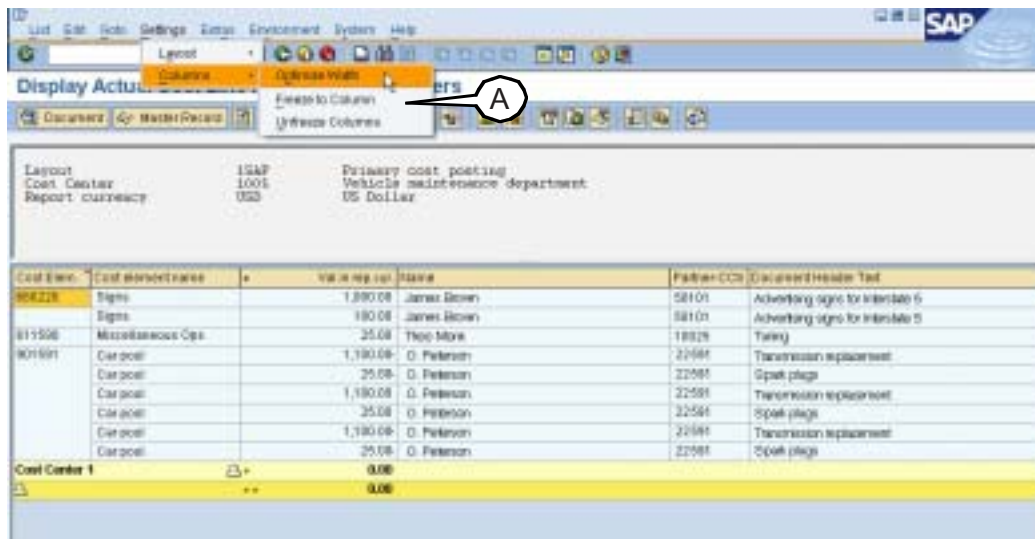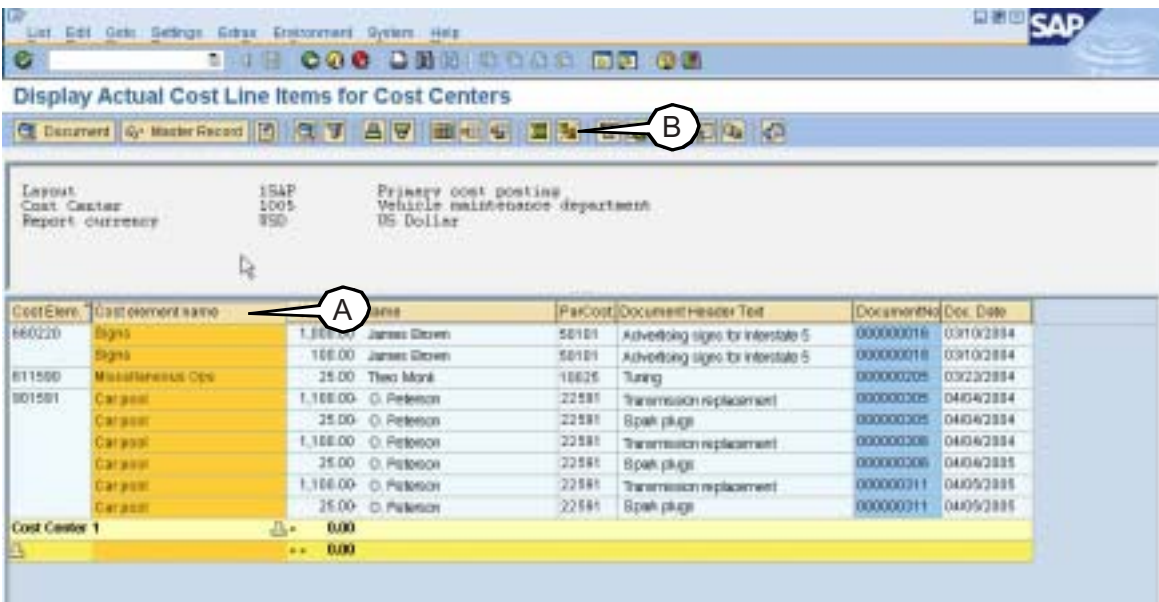
Step 7. The columns are now adjusted to fit the data.

This display variant is nearly finished. You can now apply filters and sorting criteria to the data in any column (see Lesson 14 in *SAP R/3 for Everyone*) and total and subtotal any columns with numerical data values.

This line-item report already contains a grand total at the bottom of the **Val in RC column** (A). We are now going to add subtotals for all the line items in each cost element to this column by these means:

¥ Click the header of the **Cost element name column** (A) to select and highlight it.

¥ Click the **Subtotal button** (B).

Step 8. Subtotals are now added to the **Val in RC column** for each cost element name (e.g., A). The process of creating the display variant is now complete.

Saving a display variant

Once you create a display variant for the line-item report, you will want to save it so that you can use it again when you generate this same report in the future. To do so, follow these steps:

Step 1. Click the **Save variant** ▦ button (B on the previous page) in the **application toolbar** *or*

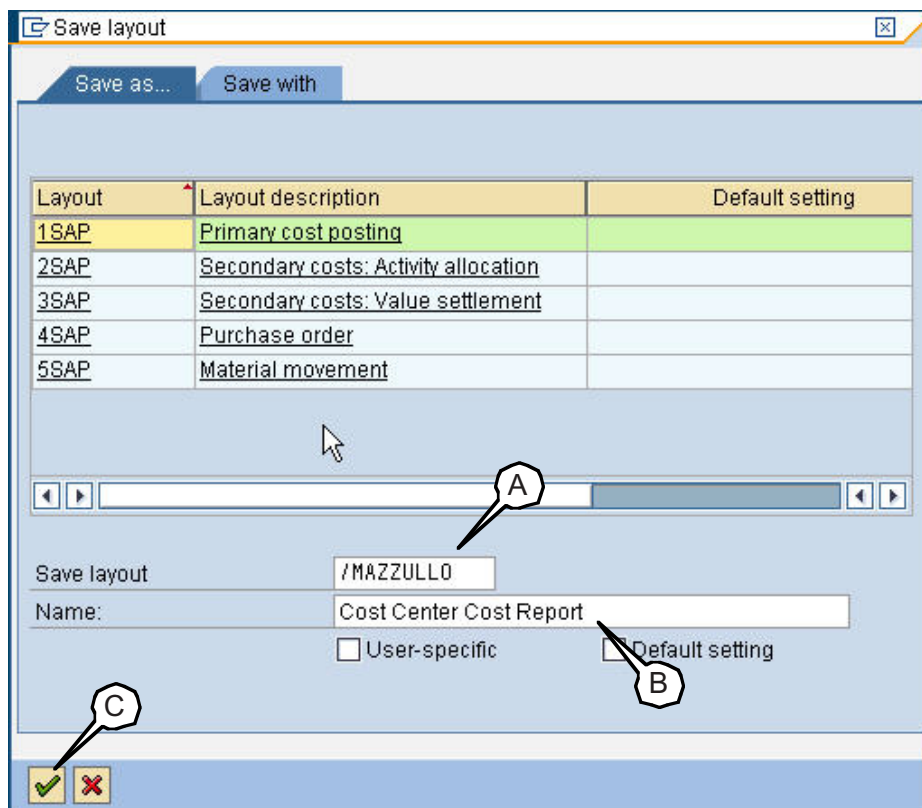Follow the menu path **Settings > Layout > Save** if this button does not appear in the toolbar.

Step 2. The **Save layout screen** appears. Enter the name of the new variant in the **Save layout field** (A). You have two options:

¥ Enter the name of the variant, preceded by a slash (/), and the display variant of the report will appear automatically whenever you execute the transaction.

¥ Enter the name of the variant without a slash (/), and you must choose to use the display variant each time you execute the transaction (by the methods described on the next pages).

Step 3. Enter a description of the display variant in the **Name field** (B).

Step 3. Click the **OK** ✔ button (C) at the bottom of the screen to save the display variant.
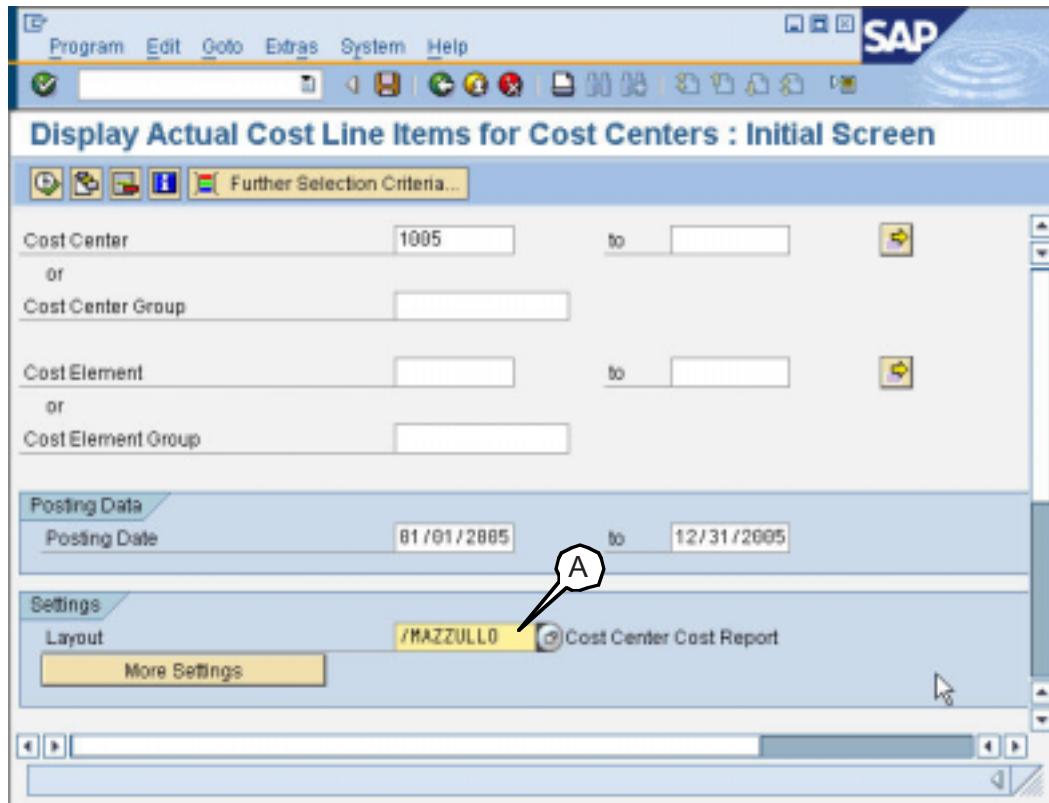
Using a display variant

Once you create and save a display variant for a line-item report, you can use it in one of two ways.

The first way is to enter the name of the display variant in the **Layout field** (A) of the initial screen of the transaction. The output report will then appear in the variant format.
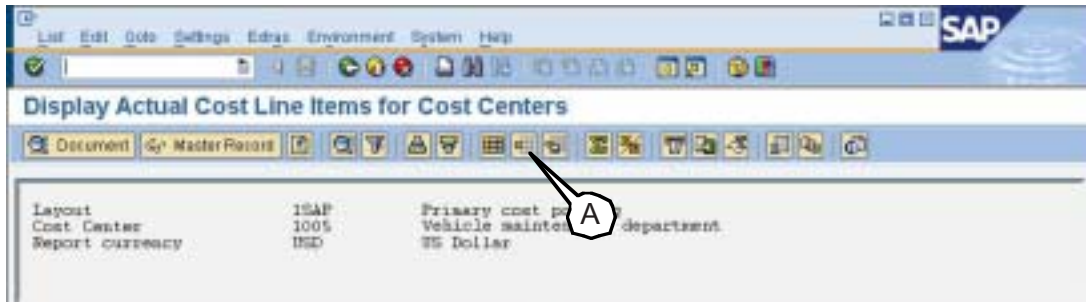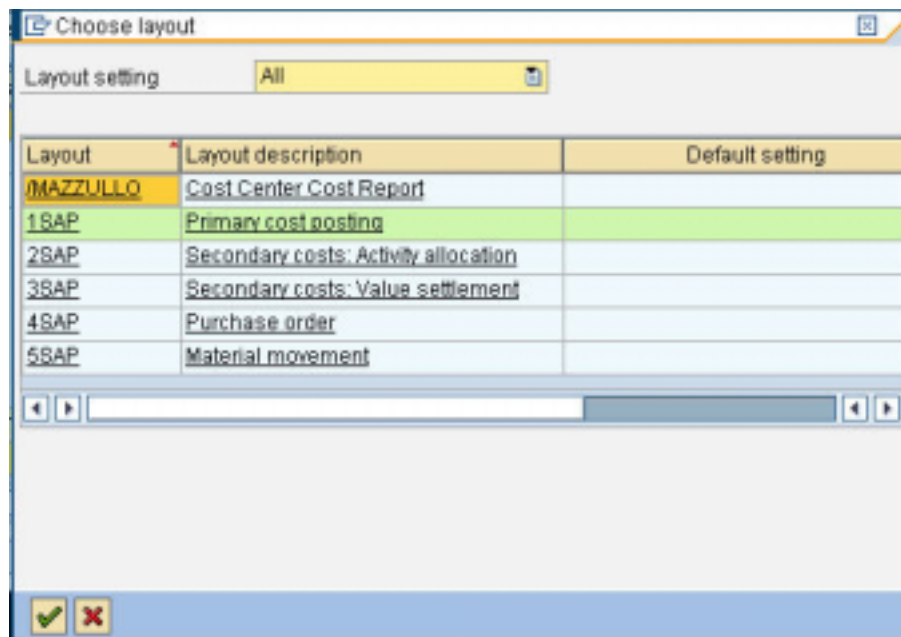
If you forget to enter the display variant s name on the initial screen of the transaction, or if the initial screen does not contain the **Layout field** (as is sometimes the case), execute the transaction and then follow these steps when the output screen appears:

Step 1.   Click the **Choose variant** button (A) *or*

Follow the menu path **Settings > Layout > Choose** *or* **Select**.

Step 2.   The **Choose layout screen** appears. Locate your display variant and double-click its name in the **Layout column**, and the report is reformatted in its style.

Job aid is complete