L&T Infotech	Create Cost center	Sail But the set of th	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		



Create Cost center	KS01
Change Cost center	KS02
Display Cost Center	KS03
Delete Cost Center	KS04

### Tasks

Use the appropriate procedure and data provided to complete the following tasks:

- 1.Create Cost center
- 2.Change Cost center
- 3. Display Cost Center

#### 1. Create Cost center

2. To post Create Cost center, access the transaction using one of the options below:-

SAP R/3 Menu Path	SAP Easy Access->Accounting -> Controlling -> Cost Center Accounting ->Master Records-> Cost Center -> Individual Processing-> KS01 - Create
Transaction code	KS01

The following screen displays:

L&T Infotech	Create Cost center	Said Market Mark
Port Department	Accounts department	
Responsibility	Finance users	
Transaction Code	KS01	



The following screen displays:

L&T Infotech	Create Cost center	Said Barrier Said Barrier Barrier Market Barrier Barri	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		

C Program Edit Goto System Help
SAP
Enter Controlling area V/OCD & Proce
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Enter below screen comes
Cer Cost Center Edit Goto Extras System Help
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Create Cost Center: Initial Screen
Master Data
Cost Center         CB111181           Valid From         01.01.2000
Cost center
Controlling Area

Enter Cost center code for creating

By Press enter below screen comes

L&T Infotech	Create Cost center	Sail Entertained	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		

🖙 Cost Center Edit Goto	Extras Environment System Help
👳 🗾 Create Cost Ce	nter: Basic Screen
🖻 🕄 Drilldown	
Cost Center CB1111	81
Controlling Area VOCP	Controlling area-VOCP
Valid From 01.01.	2000 to 31.12.9999
Basic data Control T	emplates Address Communication History
Names	
Name	Traffic Dent-Est. 10%
Description	Traffic Dept Establishment 10 %
Basic data	
User Responsible	297876
Person Resp <mark>onsible</mark>	X
Department	
Cost Center Category	A
Hierarchy area	CB111000
Business Area	
Functional Area	
Currency Brofit Contor	
	3

1.Enter all fields as marked in red colour

2.Enter relevant Cost center group as by press F4

3.Enter Relevant Profit center code:PB1001

Click on Save icon and get message as cost center created

George L&T Infotech	Create Cost center	Sail Construction of the set of	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		

# 2.Change Cost center Master:KS02

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Activity Type Group	The second s
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The following screen displays:

L&T Infotech	Create Cost center	Sail But Interest and Participation	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		

Cost Center	Edit Goto Extras System Help - J III (全 会 会 日 ) III (日 沿 名 ) III III (日 日 )	
Change Co	ost Center: Initial Screen	
Master Data		
Cost Center		

### Enter Cost center : CB111181

By press enter to change master data and below screen comes

st Center CB111181 ntrolling Area VOCP 0 lid From 01.01.2000 1	Traffic Dept-Est.10% Controlling area-VOCP 0 31.12.9999
Basic data Control Templates	Address Communication History
Names	
Name Traffic D	ept-Est.10%
Description Traffic D	ept Establishment 10 %
Basic data	
User Responsible 297876	Thirupathaiah Muddapati
Person Responsible X	
Department	
Cost Center Category	Traffic Dept - 11
Hierarchy area CB1110	00 New group
Business Area	
Functional Area	
Currency	

Change any incorrect fields and click on save icon and get message as cost center CB111181 has been changed

George L&T Infotech	Create Cost center	Sail Number of the set of the se	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		

# 3. Display Cost Center:KS03

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Favorites     Maintain Transaction codes	On SAP easy access screen and
▶ □ Office	click on KS03-Display
<ul> <li>Cross-Application Components</li> </ul>	
<ul> <li>Collaboration Projects</li> </ul>	
<ul> <li>Logistics</li> <li>Construction</li> </ul>	
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<ul> <li>Cost Center Accounting</li> </ul>	
<ul> <li>Master Data</li> </ul>	
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Collective Processing	service a beaution and
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Display Co	ost Center	: Initial	Screen					
Master Data								
ost Center	ſc	8111181						
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Enter cost center code :CB111181 and press enter below screen comes

George L&T Infotech	Create Cost center	Sail Contraction of the set of t	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		

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st Center CB111	.181 Traffic Dept-Est.10	J%		
ntrolling Area VOCP	Controlling area-VC	DCP		
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Basic data Control	emplates Address (	Communication   History		1
Names				
Name	Traffic Dept-Est 10%	]		
Description	Traffic Dept Establishme	ent 10 %		
Basic data				
User Responsible	297876 Th	irupathaiah Muddapati		
Person Responsible	x			
Department				
Cost Center Category	A Tra	affic Dept - 11		
Hierarchy area	CB111000 Net	w group		
Business Area				
Functional Area				
Currency	INR			
Profit Center	PB1001 Har	ndling of cargo		

George L&T Infotech	Create Cost center	Sail Notes the second second Notes and the second second Notes and the second second Notes and the second seco	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		

# 4. Delete Cost Center:KS04

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Log Log ( ) And Uther menu   Kol Kong / V   V A   Log Create role   🔮 Ass	click on KS04-Delete
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Collaboration Projects	and the second
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Cost Element	
Cost Element Group     Enterprise Organization	
<ul> <li>Standard Hierarchy</li> </ul>	
✓	and the second
Individual Processing	antomatiles and a
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Collective Processing	bestouirthe Stol
Cost Center Group	Contraction of the second s
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<ul> <li>Statistical Key Figure Group</li> </ul>	Southerney and the second second
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The following screen displays

L&T Infotech	Create Cost center	Sail Constant of the set of the s
Port Department	Accounts department	
Responsibility	Finance users	
Transaction Code	KS01	

<u>C</u> ost Center List	<u>E</u> dit <u>G</u> oto Extras Environment System <u>H</u> elp
2	
Delete Cost Co	enter: Initial Screen
₽	
)Cost center	
Parameters	
/alid From	01.01.2000 to 31.12.9999
Processing	
Background Process Test Run	ing

### Enter Cost center code for deletion

Select check box for Test Run and Click on Execute Icon or press F8

By press enter below screen comes

🖙 List Edit Goto	<u>S</u> ettings System <u>H</u> elp
Ø	
Delete Cost C	enter: Basic Screen
3   🛱 🛆 🖄   [	3 1 H + ▼   B
Controlling Area Valid From Test Run	VOCP Controlling area-VOC 01.01.2000 to 31.12.9999
The following object	ts can be deleted:
Cost Center	Name
CB111181	Traffic Dept-Est.10%

System response object can be deleted

Click on back arrow button

Below screen comes

L&T Infotech	Create Cost center	Sail Et al loss at loss	
Port Department	Accounts department		
Responsibility	Finance users		
Transaction Code	KS01		

sst Center List Edit Goto Extras Environment System Help    I I I I I I I I I I I I I I I I I I I		
A B C C A B B B C Cancel	로 Cost Center List Edit	Goto Extr <u>a</u> s En <u>v</u> ironment System <u>H</u> elp
Selected Cost Center: Basic Screen         t center       CB111181         neters       From         From       01.01.2000         to       31.12.9999         ssing       Cr Delete Cost Centers         ckground Processing st Run       Are you sure you want to delete the selected cost centers?         Yes       No         Xest       Cancel	Ø	▾◁▯©©©©!▯װױןਃഈ₽₽
t center CB111181  heters From 01.01.2000 to 31.12.9999  ssing Cr Delete Cost Centers  ckground Processing Are you sure you want to delete the selected cost centers?  Yes No X Cancel	Delete Cost Cente	er: Basic Screen
t center CB111181  The ters  From 01.01.2000 to 31.12.9999  Exsing  CC Delete Cost Centers  Ckground Processing  Are you sure you want to delete the selected cost centers?  Yes No X Cancel	⊕	
Are you sure you want to delete the selected cost centers?         Yes       No	⊙Cost center	CB111181
From     01.01.2000     to     31.12.99999       ssing     Crockground Processing est Run     Are you sure you want to delete the selected cost centers?       Yes     No	Parameters	
Are you sure you want to delete the selected cost centers?       Yes	Valid From	01.01.2000 to 31.12.9999
ckground Processing       Are you sure you want to delete the selected cost centers?         Yes       No	Processing	C Delete Cost Centers
Yes     No     X Cancel	Background Processing	Are you sure you want to delete the selected cost centers?
		Yes     No     X Cancel

Click on YES icon for deleting cost center

Note: Deletion possible only at cost center level data not available.

Below screen comes with message as cost center deleted

<ul> <li>♥ □ ♥ ♥ ♥ ■ ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●</li></ul>	🖙 List Edit Got	o <u>S</u> ettings S <u>y</u> stem <u>H</u> elp
Delete Cost Center: Basic Screen         Image: Controlling Area       Image: Controlling area-VOC         Valid From       VOCP       Controlling area-VOC         The following objects were deleted:       Image: Cost Center         Name       Image: Cost Center	Ø [	
Image: Controlling Area       VOCP       Controlling area-VOC         Valid From       01.01.2000       to       31.12.9999         The following objects were deleted:       Cost Center       Name	Delete Cost (	enter: Basic Screen
Controlling Area       VOCP       Controlling area-VOC         Valid From       01.01.2000       to       31.12.9999         The following objects were deleted:       Cost Center       Name	3   🛱 🚊 🖄	
Cost Center Name	Controlling Area Valid From The following obje	VOCP Controlling area-VOC 01.01.2000 to 31.12.9999
	Cost Center	Name
CB11181 Traffic Dept-Est.10%	CB111181	Traffic Dept-Est.10%

System response object were deleted.