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

Exercise

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:

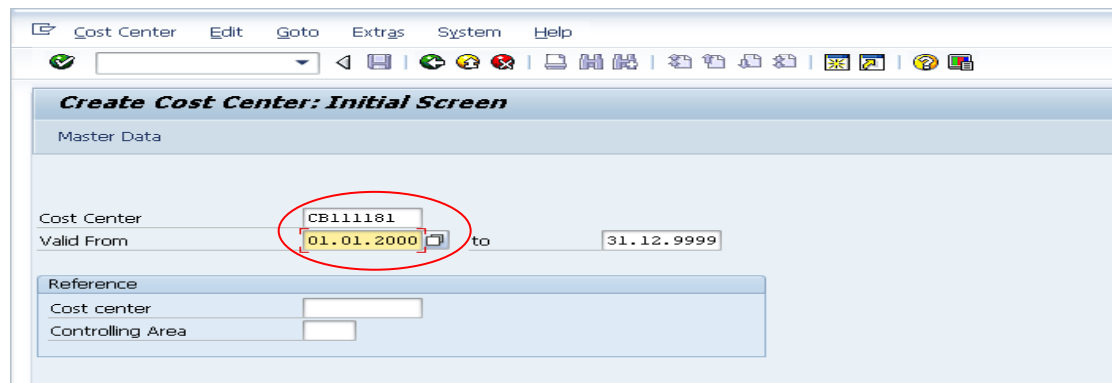
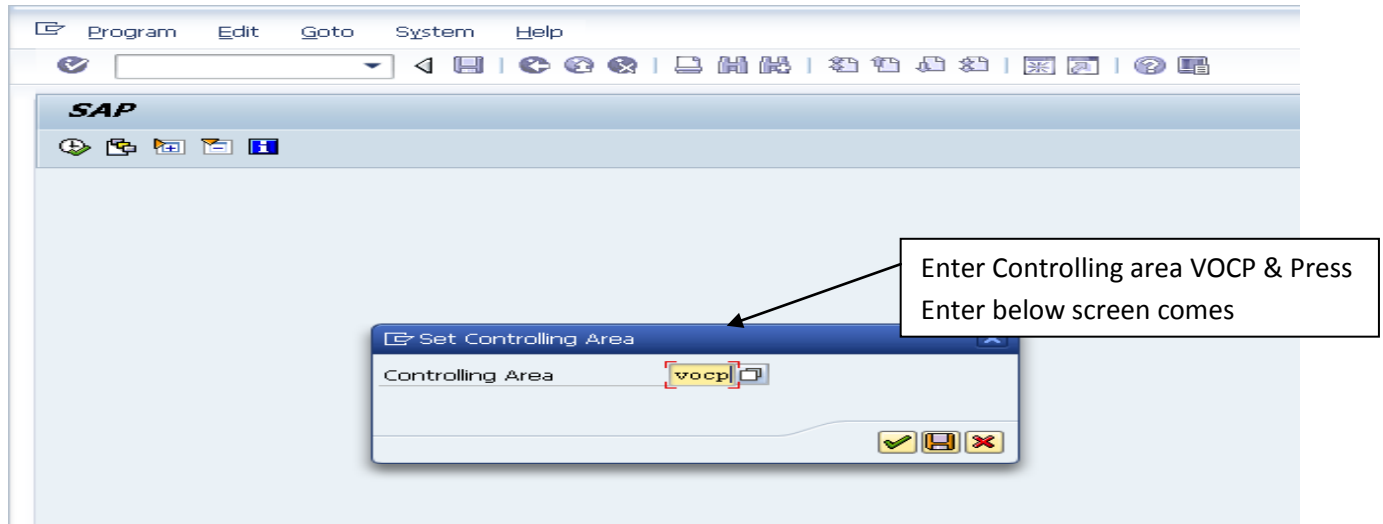
1. Create Cost center
2. Change Cost center
3. Display Cost Center

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

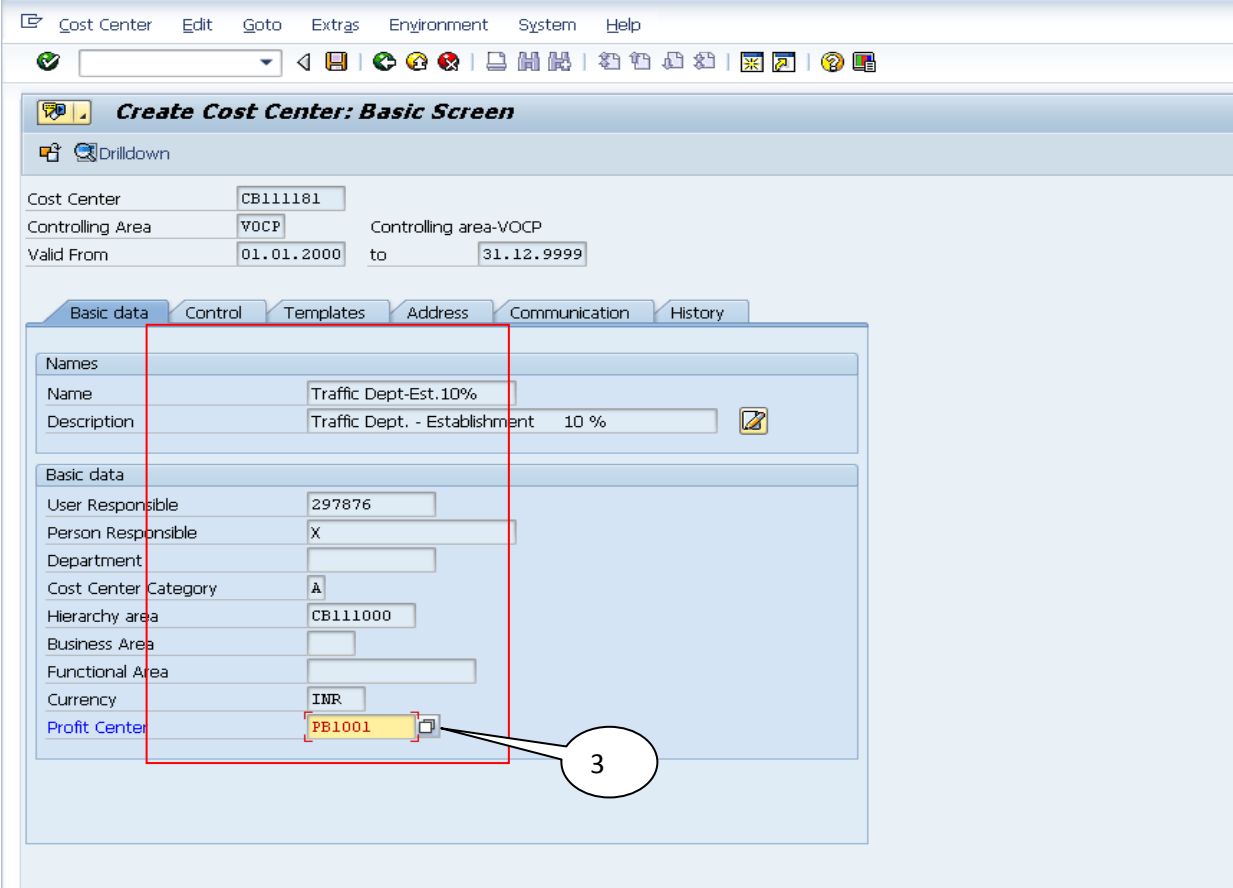
The following screen displays:

 L&T Infotech	Create Cost center	
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Enter Cost center code for creating
 By Press enter below screen comes

 <p>L&T Infotech</p>	<p>Create Cost center</p>	
<p>Port Department</p>	<p>Accounts department</p>	
<p>Responsibility</p>	<p>Finance users</p>	
<p>Transaction Code</p>	<p>KS01</p>	

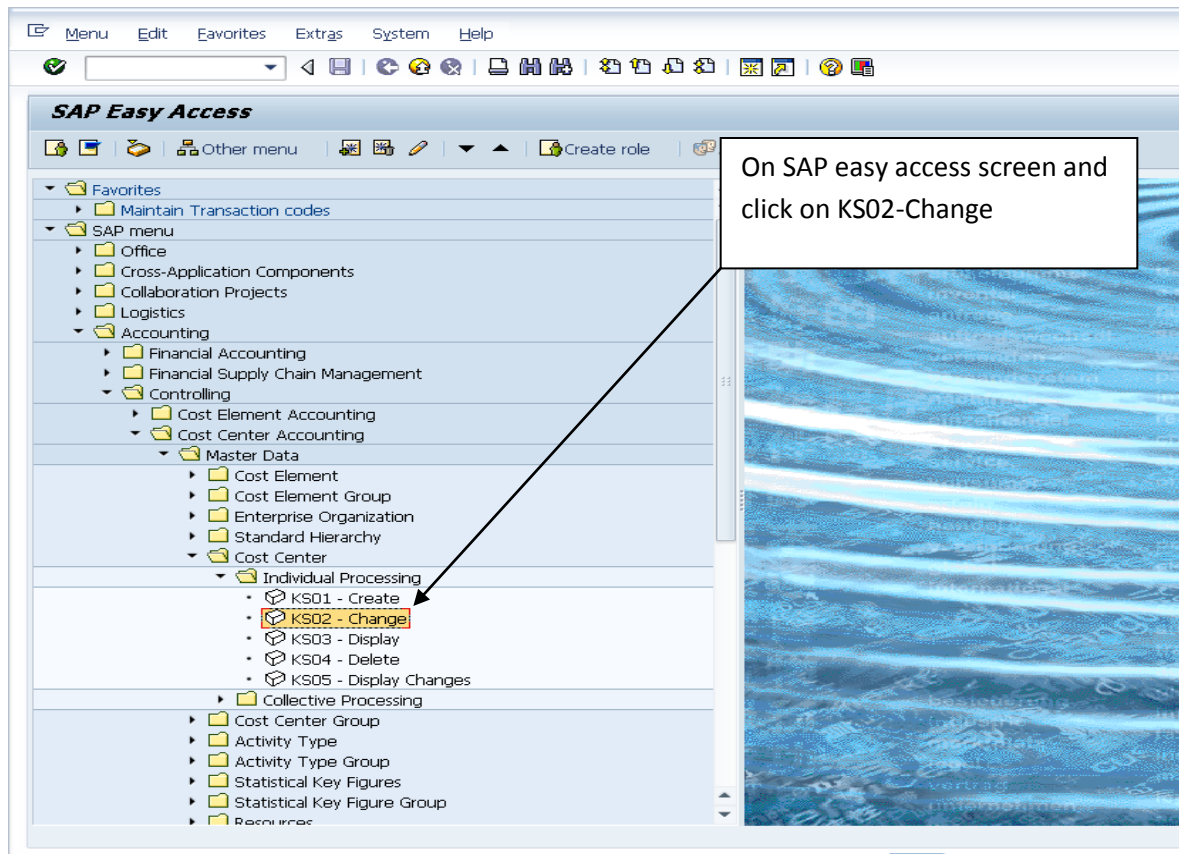


The screenshot shows the 'Create Cost Center: Basic Screen' in SAP. The 'Names' section contains 'Name: Traffic Dept-Est.10%' and 'Description: Traffic Dept. - Establishment 10 %'. The 'Basic data' section includes 'User Responsible: 297876', 'Person Responsible: X', 'Department: ', 'Cost Center Category: A', 'Hierarchy area: CB111000', 'Business Area: ', 'Functional Area: ', 'Currency: INR', and 'Profit Center: PB1001'. A red box highlights the 'Name', 'Description', and 'Profit Center' fields. A callout bubble with the number '3' points to the 'Profit Center' field.



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

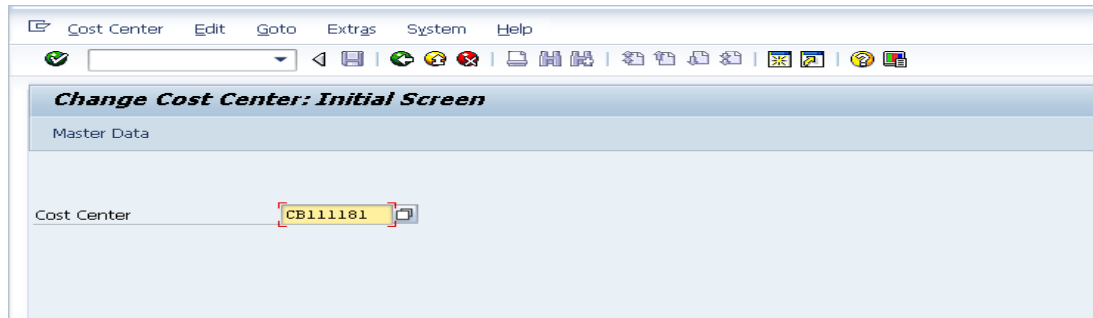
 L&T Infotech	Create Cost center	 <small>V.O CHIDAMBARAM PORT TRUST, TUTICORIN</small>
Port Department	Accounts department	
Responsibility	Finance users	
Transaction Code	KS01	

2.Change Cost center Master:KS02



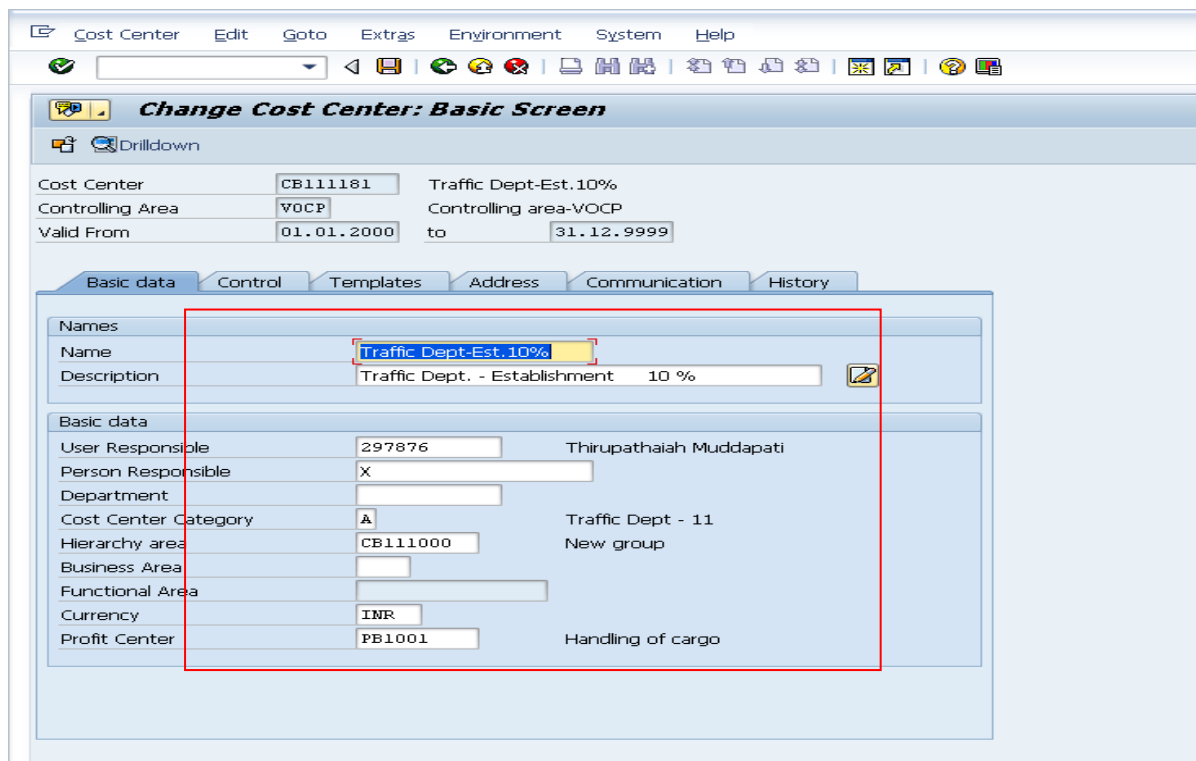
The following screen displays:

 L&T Infotech	Create Cost center	 Sail <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAM PORT TRUST, TUTUCORIN</small>
Port Department	Accounts department	
Responsibility	Finance users	
Transaction Code	KS01	





Enter Cost center : CB111181

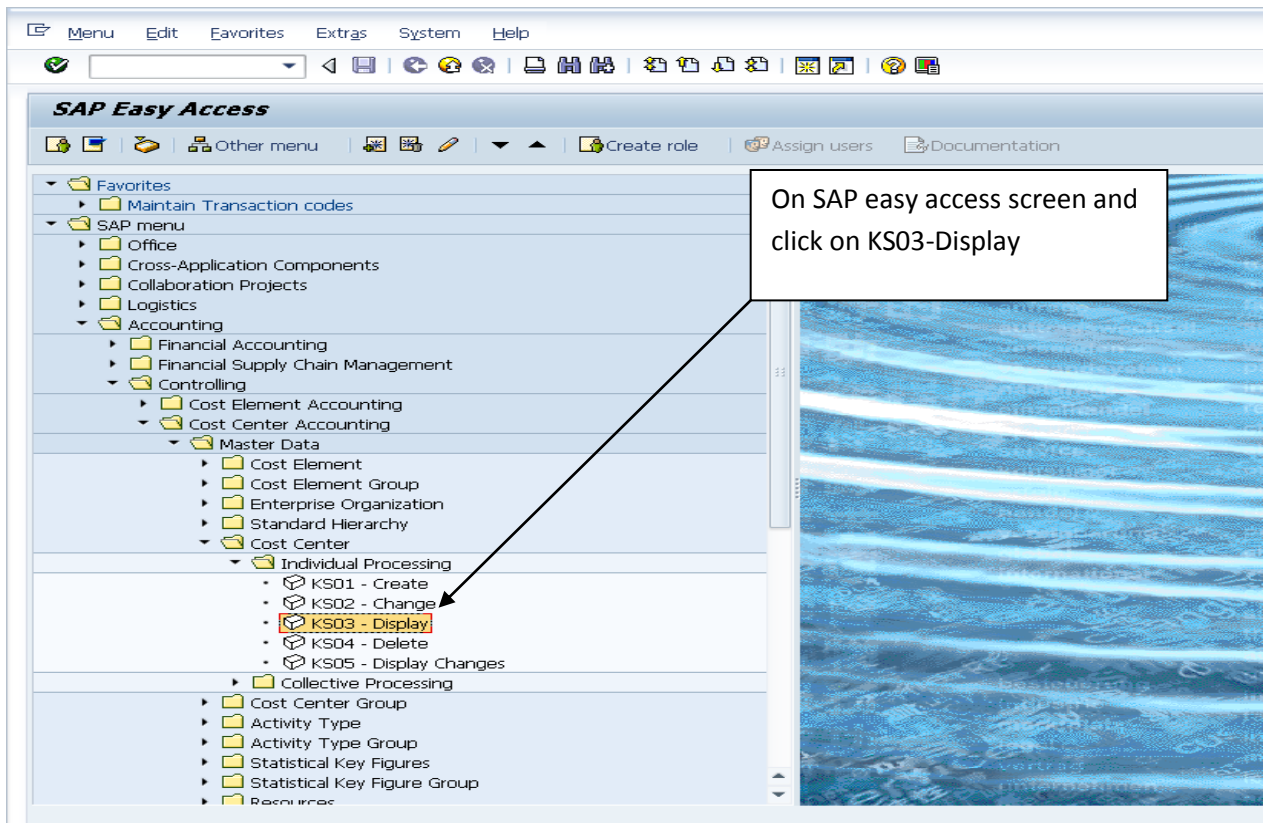
By press enter to change master data and below screen comes



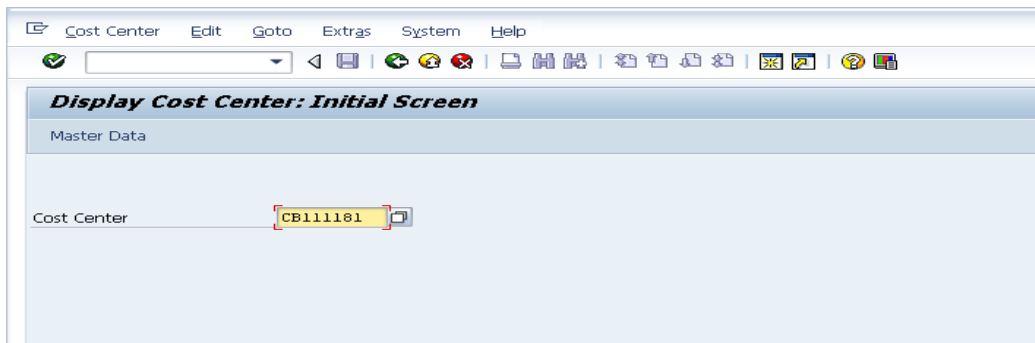
Change any incorrect fields and click on save icon and get message as cost center CB111181 has been changed

 <p>L&T Infotech</p>	<p>Create Cost center</p>	
<p>Port Department</p>	<p>Accounts department</p>	
<p>Responsibility</p>	<p>Finance users</p>	
<p>Transaction Code</p>	<p>KS01</p>	



3. Display Cost Center:KS03



The following screen displays;



Enter cost center code :CB11181 and press enter below screen comes

 <p>L&T Infotech</p>	<p>Create Cost center</p>	
<p>Port Department</p>	<p>Accounts department</p>	
<p>Responsibility</p>	<p>Finance users</p>	
<p>Transaction Code</p>	<p>KS01</p>	

Cost Center Edit Goto Extras Environment System Help

Display Cost Center: Basic Screen

Drilldown

Cost Center Traffic Dept-Est.10%


Controlling Area Controlling area-VOCP

Valid From to

Basic data Control Templates Address Communication History

Names

Name

Description 

Basic data

User Responsible Thirupathaiah Muddapati

Person Responsible

Department

Cost Center Category Traffic Dept - 11



Hierarchy area New group

Business Area

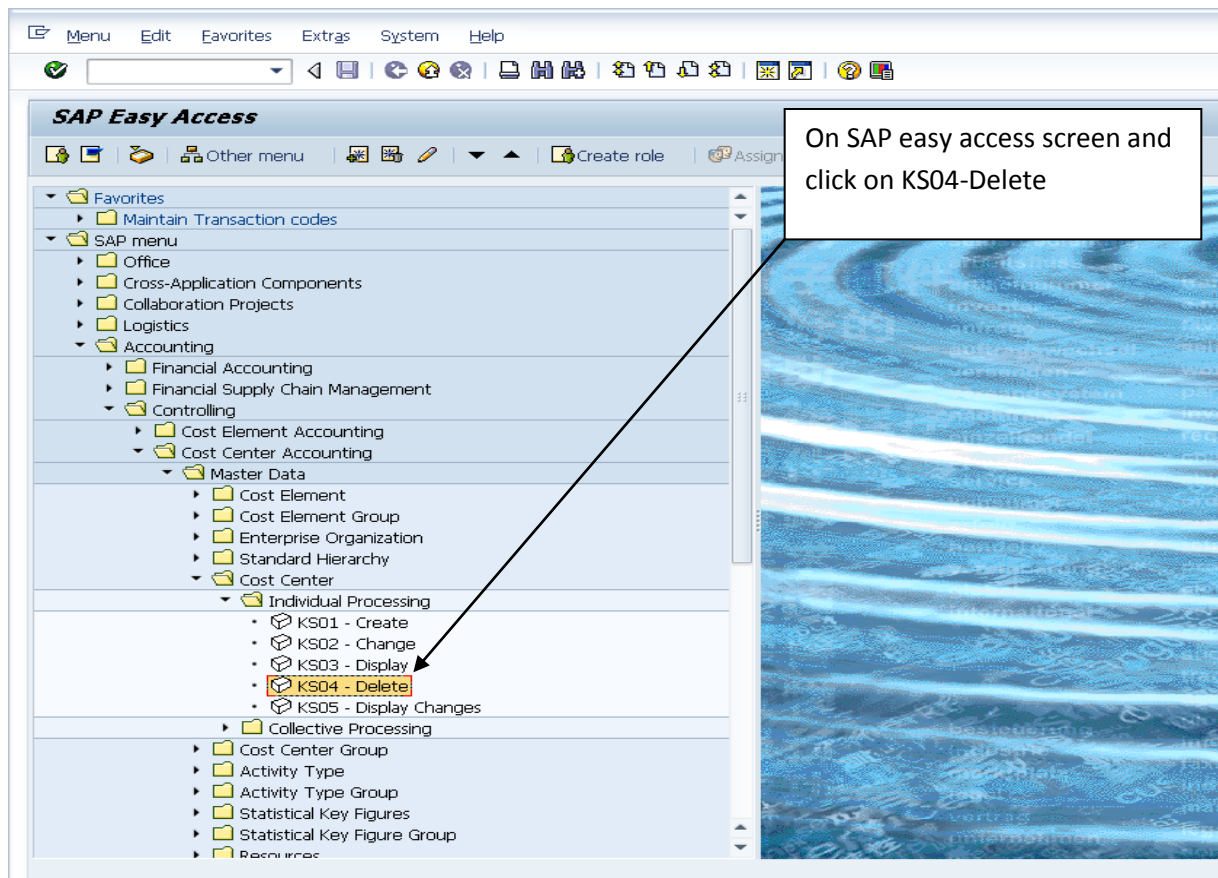
Functional Area

Currency



Profit Center Handling of cargo

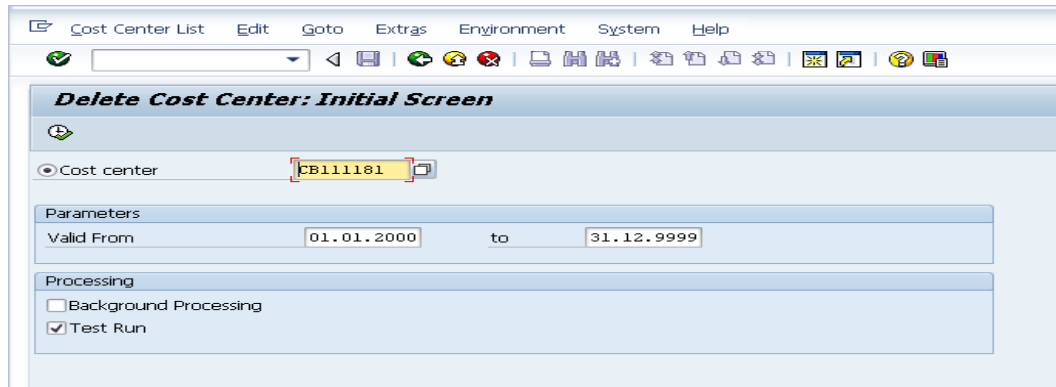
 <p>L&T Infotech</p>	<p>Create Cost center</p>	
<p>Port Department</p>	<p>Accounts department</p>	
<p>Responsibility</p>	<p>Finance users</p>	
<p>Transaction Code</p>	<p>KS01</p>	

4. Delete Cost Center:KS04



The following screen displays

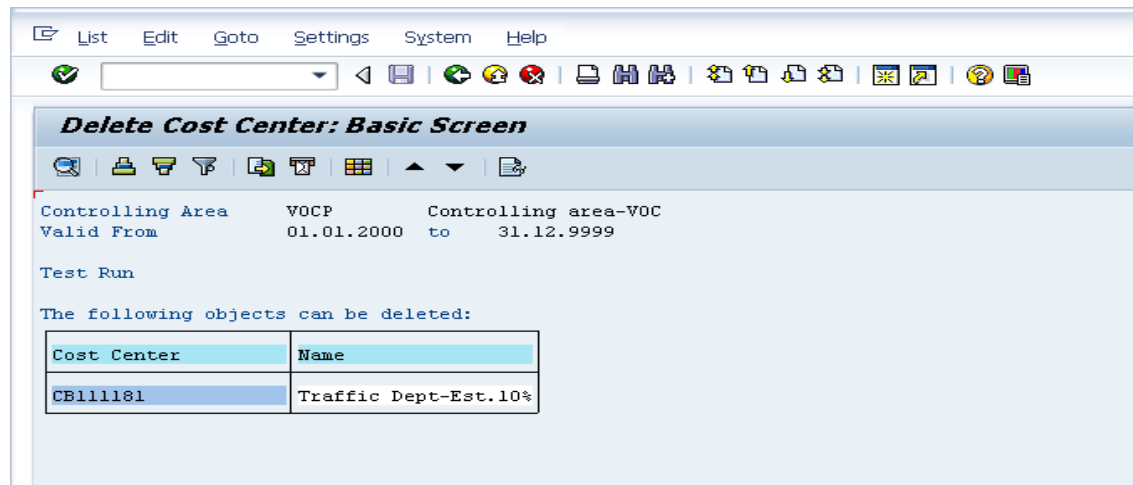
 L&T Infotech	Create Cost center	 <small>V.O. CHIDAMBARAM PORT TRUST, TUTICORIN</small>
Port Department	Accounts department	
Responsibility	Finance users	
Transaction Code	KS01	



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

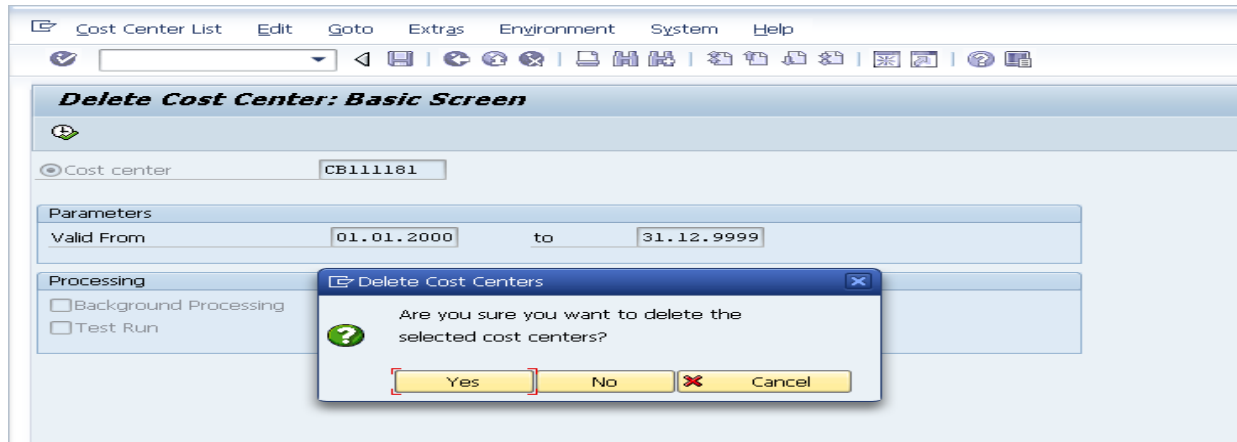


System response object can be deleted

Click on back arrow button

Below screen comes

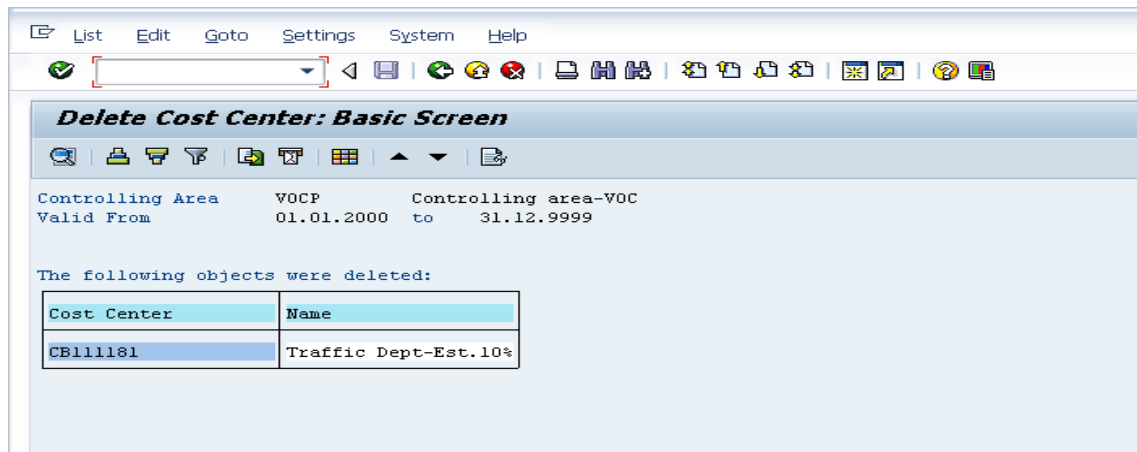
 L&T Infotech	Create Cost center	 <small>Electronic Systems and Information Logistics</small> <small>V.O. CHIDAMBARAMAN PORT TRUST, TUTUCORIN</small>
Port Department	Accounts department	
Responsibility	Finance users	
Transaction Code	KS01	



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



System response object were deleted.