

# SAP Procedures for Checking Cost Centres

This is useful for generally checking cost centres set up by the Master Data team, to ensure that fields are as expected.

## 1. Access “Display Cost Centres” – KS13

## 2. Check cost centres

1. Always enter 1000

2. Click

4. Click

3. Select all cost centres

5. Scroll down the list of cost centres to review fields of interest

| Cost Center | Name                 | Person Responsible   | Dep. | CCtC | Cry | Actual... | Actual... | Actual... | Commit... | Plan. Pri... | Plan. Se... | Plan. Re... | Include... | Profit Center |
|-------------|----------------------|----------------------|------|------|-----|-----------|-----------|-----------|-----------|--------------|-------------|-------------|------------|---------------|
| AA00000     | Strategic Director   | Bill Robertson       | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AA00000       |
| AA00010     | Complaints           | Mary McElvaney       | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AA00010       |
| AA90000     | Strategic Director   | Bill Robertson       | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AA90000       |
| AB10000     | OP - Assessment      | Kieran Hickey        | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10000       |
| AB10110     | AV Assessment North  | Jane Glenn           | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10110       |
| AB10120     | AV Assessment South  | Yvonne Hobday        | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10120       |
| AB10130     | AV Re-ablement       | Bernadette Rhule     | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10130       |
| AB10210     | Bol Assessment North | Jill Ryalls          | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10210       |
| AB10220     | Bol Assessment South | Edith Balkwill       | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10220       |
| AB10230     | Bolsover - Int Care  | Karen Humphries      | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10230       |
| AB10240     | CM - Bolsover Hosp   | Paul Scrogie         | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10240       |
| AB10310     | C'field - Older West | Alexis Diouf         | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10310       |
| AB10320     | C'field - Older East | Christine Cameron    | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10320       |
| AB10330     | CM - Walton Hosp     | Teresa Bateman       | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10330       |
| AB10340     | SW/CCW - Ashgate     | Chris Teasel         | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10340       |
| AB10350     | C'field CM ICT       | Karen Humphries      | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10350       |
| AB10410     | CM - North Dales     | Carol Worthy         | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10410       |
| AB10420     | CM - South Dales     | New Post             | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10420       |
| AB10510     | CM - Erewash North   | Fareed Hussain / Cat | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10510       |
| AB10520     | CM - Erewash South   | Steve Davies / Gail  | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10520       |
| AB10530     | Lead Prac - Erewash  | Roger Miller         | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10530       |
| AB10610     | CM - Buxton          | Karen Palmer         | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10610       |
| AB10620     | CM - HP Central      | Phillip Stevenson    | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10620       |
| AB10630     | CM - Glossop         | Angela Pownall       | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10630       |
| AB10640     | Lead Prac-High Peak  | Phillip Stevenson    | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10640       |
| AB10710     | CM - Nth East North  | Tony Lloyd           | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10710       |
| AB10720     | CM - Nth East South  | Tony Lloyd           | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10720       |
| AB10730     | Clay Cross Int Sch   | Karen Humphries      | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10730       |
| AB10810     | CM - Sth Derbys Nth  | Alison Newcombe      | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10810       |
| AB10820     | CM - Sth Derbys Sth  | Thelma Quince        | AC   | Z    | GBP |           |           |           |           |              |             |             |            | AB10820       |

## SAP Procedures for Checking Cost Centres

### Tips

- Use drag and drop to rearrange the columns to make reviewing easier, e.g. drag profit centre next to profit centre to check they are the same.
- Alternatively, export into excel to manipulate further and use excel functions