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

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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