How to obtain a list of Cost centres to check User/Person responsible.

- 1. Access transaction KS13 in SAP.
- 2. Enter the cost centre range or group or variant. Then press execute Φ .

| Cost Center List | <u>E</u> dit | <u>G</u> oto | Extr <u>a</u> s | En <u>v</u> ironment | S <u>v</u> stem | <u>H</u> elp |
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| Display Cost Centers: Initial Screen | | | | | | | | | | |
|---------------------------------------|------------------------|----|--|--|--|--|--|--|--|--|
| ⊕ | | | | | | | | | | |
| ○ Cost center | to | | | | | | | | | |
| Cost center group | С | | | | | | | | | |
| O Selection Variant | | | | | | | | | | |
| ○ All Cost Centers | | | | | | | | | | |
| Parameters | | | | | | | | | | |
| Valid From | 01.01.1900 to 31.12.99 | 99 | | | | | | | | |

3. The below data will then appear.

| Display Cost Centers: Basic Screen 3 昆 昆 各 マ マ の 目 冬 頃 団 囲 亜 蛭 Create Group | | | | | | | | | | | | | | |
|--|--|--------------------|------------|------|------|----------|----------|----------|------|----------|-------|-------|-------|---------------|
| Controlling Ar Date Cost Center G | rea 1000 01.01.1900 To 31 roup C | .12.9999 | | | | | | | | | | | | |
| Cost Center | Name | Person Responsible | Department | CCtC | Crcy | Actual. | Actual | Actual | Comm | Plan: | Plan: | Plan: | Inclu | Profit Center |
| C14A001 | 14-19 Team | Bev Hunt | CAYA | Z | GBP | | | V | | | | 1 | | C14A001 |
| C14A002 | Central (20% Dip Gr) | Eddie Broadhead | CAYA | Z | GBP | | ~ | V | 1 | 1 | 1 | 1 | | C14A002 |
| C14A003 | Dip Spec Form Gr Ks4 | Eddie Broadhead | CAYA | Z | GBP | 1 | 1 | V | ~ | V | 1 | 1 | | C14A003 |
| C14A004 | Diploma Grant Ks4 | Eddie Broadhead | CAYA | Z | GBP | 1 | V | V | 1 | 1 | 1 | 1 | | C14A004 |
| C14A005 | Dfes Spec Diplomas | Eddie Broadhead | CAYA | Z | GBP | V | V | | | | 1 | ~ | | C14A005 |
| C14A006 | Transpt Access Coord | Eddie Broadhead | CAYA | Z | GBP | | | 1 | | | | | | C14A006 |
| C14A007 | Functional Skills | Eddie Broadhead | CAYA | Z | GBP | | | | | | | 1 | | C14A007 |
| C14A008 | Prospectus Grant | Eddie Broadhead | CAYA | Z | GBP | | | | | | | | | C14A008 |
| C14A009 | Rural Pairing | Eddie Broadhead | CAYA | Z | GBP | | | ~ | | 1 | 1 | 1 | | C14A009 |
| C14A010 | Skills Festival | Andrew Marsh | CAYA | Z | GBP | | | | | | | | | C14A010 |

4. To get the full Cost centre data go to Settings – Layout - Choose

| ট List Edit Goto | Settings Extras | S | ystem <u>H</u> elp | | _ |
|------------------|---------------------|---|--------------------|----------|-----------------|
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| | <u>C</u> olumns | × | C <u>h</u> oose | Ctrl+F9 | |
| Display Cost Ce | S <u>e</u> lections | | <u>S</u> ave | Ctrl+F10 | |
| | List Status | | <u>M</u> anage | | Group |
| | | | | | |
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5. Select /ZLSMW and continue

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|----------------|----------------------------|
| 🖻 Layout: Choo | ose 🛛 🗙 |
| Lavout | Lavout description |
| ZLSMW | LSMW Layout |
| /ZSHCC-HRCY | Cost center control |
| /ZWS1SAP01 | Cost center control |
| 1SAP | Standard one-line |
| 1SAP01 | Cost center control |
| 1SAP02 | Organizational assignments |
| 1SAP03 | Cost center address |
| <u>1SAP04</u> | Communications data |
| 1SAP05 | Cost center history |
| 1SAP06 | Assigned structures |
| 2SAP | Standard two-line |
| <u>3SAP</u> | Standard three-line |
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6. You will then be presented with the whole list of cost centres in the range or group that you selected.

| D | Display C | ost Centers: Basi | c Screen | | | | | | | | |
|-------------|-------------------------------------|--|----------------------------|------------|--------------------|------------|----------------|------|---------------|------------|--------|
| Q | | ₩ 69 % | 🖑 🞝 📅 🇮 🖷 🖷 Create Gro | oup | | | | | | | |
| C D C | ontrolling A ate ost Center (| Area 1000 01.01.1900 To 31 Group C | .12.9999 | | | | | | | | |
| B | Cost Ctr | Name | Description | User Resp. | Person Responsible | Department | Hierarchy Area | CoCd | Profit Center | Valid To | Actual |
| | C14A001 | 14-19 Team | 14-19 Team | 38630036 | Bev Hunt | CAYA | C1419-NDSG | 1000 | C14A001 | 31.12.9999 | |
| | C14A002 | Central (20% Dip Gr) | Central (20% Dip Gr) | 38602686 | Eddie Broadhead | CAYA | C1419-NDSG | 1000 | C14A002 | 31.12.9999 | V |
| | C14A003 | Dip Spec Form Gr Ks4 | Dip Spec Form Gr Ks4 | 38602686 | Eddie Broadhead | CAYA | C1419-NDSG | 1000 | C14A003 | 31.12.9999 | V |
| | C14A004 | Diploma Grant Ks4 | Diploma Grant Ks4 | 38602686 | Eddie Broadhead | CAYA | C1419-NDSG | 1000 | C14A004 | 31.12.9999 | V |
| | C14A005 | Dfes Spec Diplomas | Dfes Spec Diplomas | 38602686 | Eddie Broadhead | CAYA | C1419-NDSG | 1000 | C14A005 | 31.12.9999 | V |
| | C14A006 | Transpt Access Coord | Transpt Access Coord | 38602686 | Eddie Broadhead | CAYA | C1419-NDSG | 1000 | C14A006 | 31.12.9999 | |
| | C14A007 | Functional Skills | Functional Skills | 38602686 | Eddie Broadhead | CAYA | C1419-NDSG | 1000 | C14A007 | 31.12.9999 | |
| | C14A008 | Prospectus Grant | Prospectus Grant | 38602686 | Eddie Broadhead | CAYA | C1419-NDSG | 1000 | C14A008 | 31.12.9999 | |

Export to a spreadsheet by selecting the icon.



- 8. Select Spreadsheet and continue
- 9. Input your file destination and then press 🥙.
- 10. All those with a tick in the end column headed Actual: Primary costs (lock indicator); identifies the cost centre as being blocked so these should be discarded.
- 11. Once those that need updating have been identified and updated forward your spreadsheet, displaying only those that need updating, to <u>sap.finance@derbyshire.gov.uk</u>.