
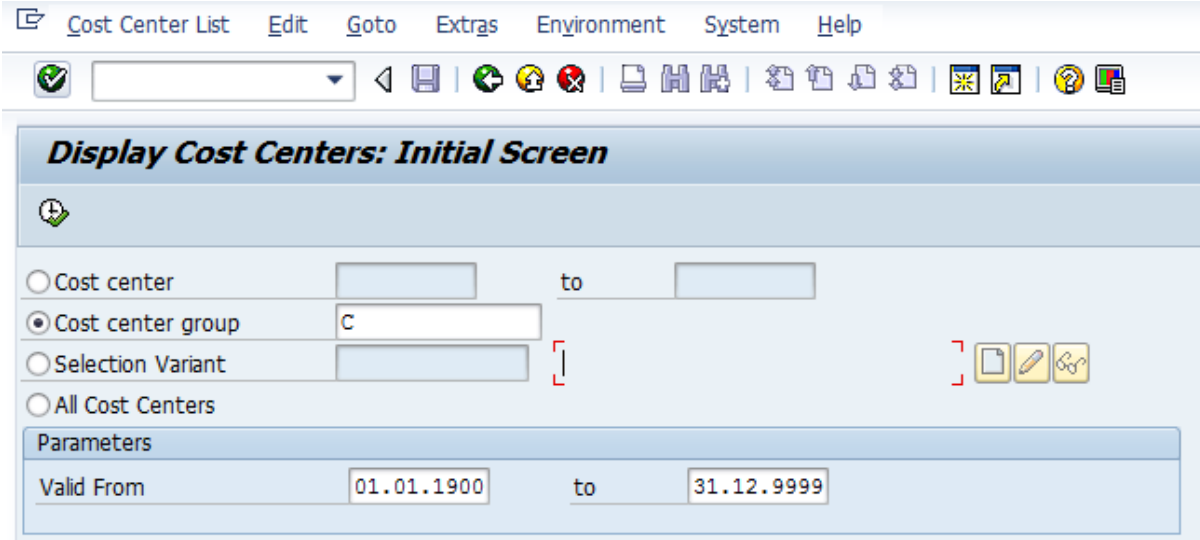


## How to obtain a list of Cost centres to check User/Person responsible.

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



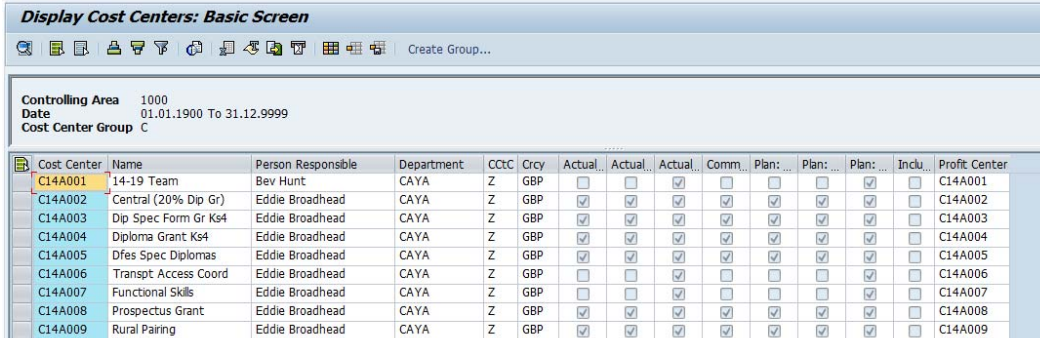
**Display Cost Centers: Initial Screen**

Cost center  to   
 Cost center group   
 Selection Variant   
 All Cost Centers

Parameters

Valid From  to

3. The below data will then appear.

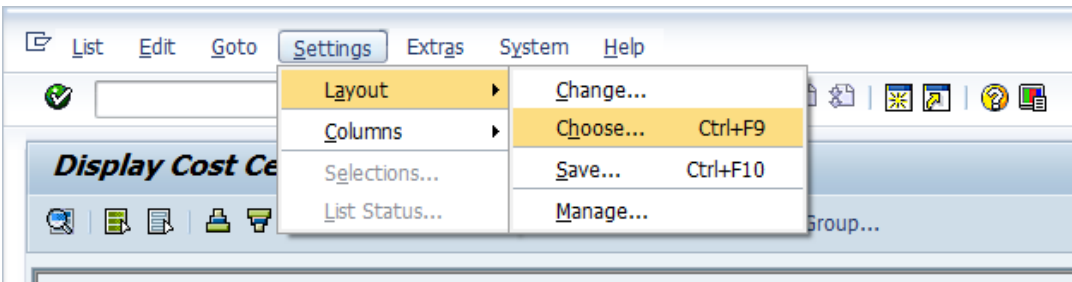


**Display Cost Centers: Basic Screen**

Controlling Area 1000  
Date 01.01.1900 To 31.12.9999  
Cost Center Group C

Cost Center	Name	Person Responsible	Department	CCTC	Cry	Actual...	Actual...	Actual...	Comm...	Plan...	Plan...	Plan...	Inclu...	Profit Center
C14A001	14-19 Team	Bev Hunt	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A001
C14A002	Central (20% Dip Gr)	Eddie Broadhead	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A002
C14A003	Dip Spec Form Gr Ks4	Eddie Broadhead	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A003
C14A004	Diploma Grant Ks4	Eddie Broadhead	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A004
C14A005	Dfes Spec Diplomas	Eddie Broadhead	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A005
C14A006	Transpt Access Coord	Eddie Broadhead	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A006
C14A007	Functional Skills	Eddie Broadhead	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A007
C14A008	Prospectus Grant	Eddie Broadhead	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A008
C14A009	Rural Pairing	Eddie Broadhead	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A009
C14A010	Skills Festival	Andrew Marsh	CAYA	Z	GBP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	C14A010


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

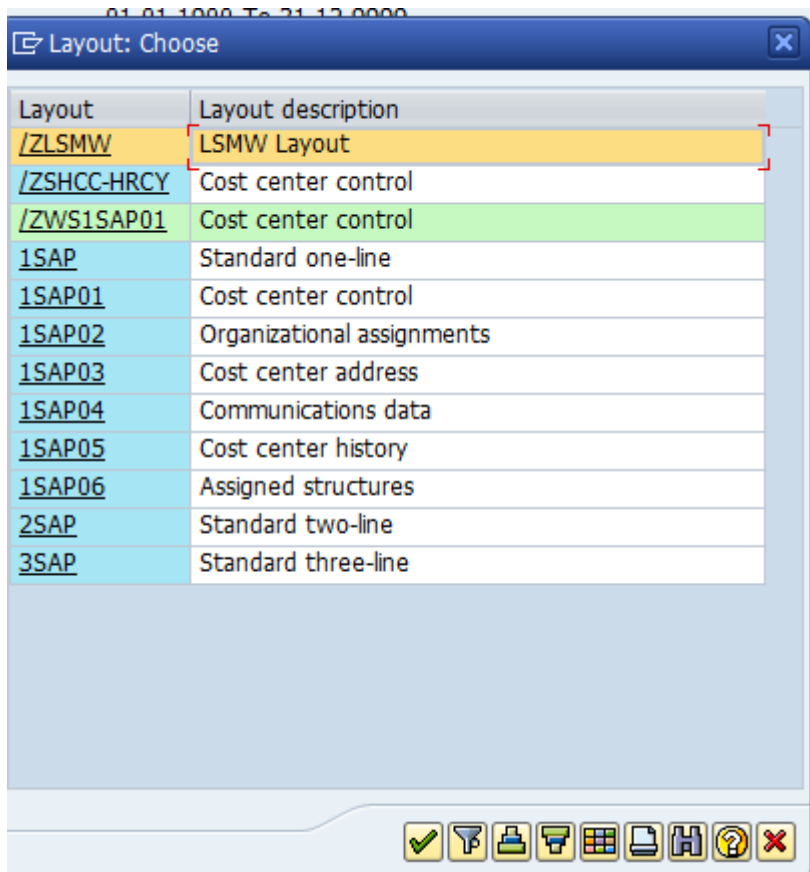


**Display Cost Centers**

Settings

- Layout **Choose...** Ctrl+F9
- Columns
- Selections...
- List Status...

5. Select /ZLSMW and continue 



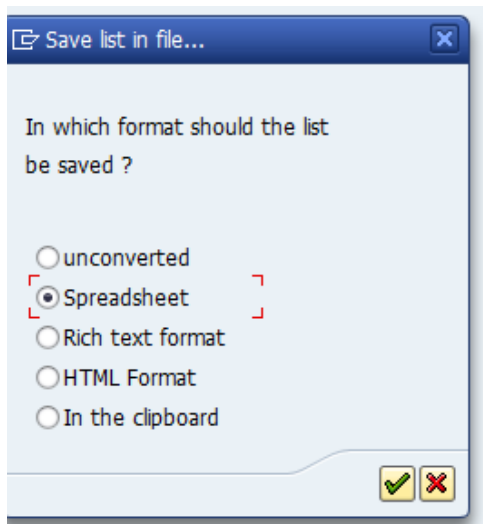
- You will then be presented with the whole list of cost centres in the range or group that you selected.



**Display Cost Centers: Basic Screen**

Controlling Area 1000  
 Date 01.01.1900 To 31.12.9999  
 Cost Center Group C

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	<input type="checkbox"/>
C14A002	Central (20% Dip Gr)	Central (20% Dip Gr)	38602686	Eddie Broadhead	CAYA	C1419-NDSG	1000	C14A002	31.12.9999	<input checked="" type="checkbox"/>
C14A003	Dip Spec Form Gr Ks4	Dip Spec Form Gr Ks4	38602686	Eddie Broadhead	CAYA	C1419-NDSG	1000	C14A003	31.12.9999	<input checked="" type="checkbox"/>
C14A004	Diploma Grant Ks4	Diploma Grant Ks4	38602686	Eddie Broadhead	CAYA	C1419-NDSG	1000	C14A004	31.12.9999	<input checked="" type="checkbox"/>
C14A005	Dfes Spec Diplomas	Dfes Spec Diplomas	38602686	Eddie Broadhead	CAYA	C1419-NDSG	1000	C14A005	31.12.9999	<input checked="" type="checkbox"/>
C14A006	Transpt Access Coord	Transpt Access Coord	38602686	Eddie Broadhead	CAYA	C1419-NDSG	1000	C14A006	31.12.9999	<input type="checkbox"/>
C14A007	Functional Skills	Functional Skills	38602686	Eddie Broadhead	CAYA	C1419-NDSG	1000	C14A007	31.12.9999	<input type="checkbox"/>
C14A008	Prospectus Grant	Prospectus Grant	38602686	Eddie Broadhead	CAYA	C1419-NDSG	1000	C14A008	31.12.9999	<input checked="" type="checkbox"/>

- 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 [sap.finance@derbyshire.gov.uk](mailto:sap.finance@derbyshire.gov.uk).