

<p style="text-align: center;">COST CENTER ACCOUNTING END USER TRAINING DOCUMENTS</p>

KS02 - Change Cost Center

Functionality

A cost centers is an organizational unit within a controlling area that represents a specific location where costs are incurred and monitored against a budget. It is normally a department of the organization. Changes to the cost center master data can be made.

Scenario

This Transaction is used to change the cost center master data. The system keeps a track of the changes made as time dependant data.

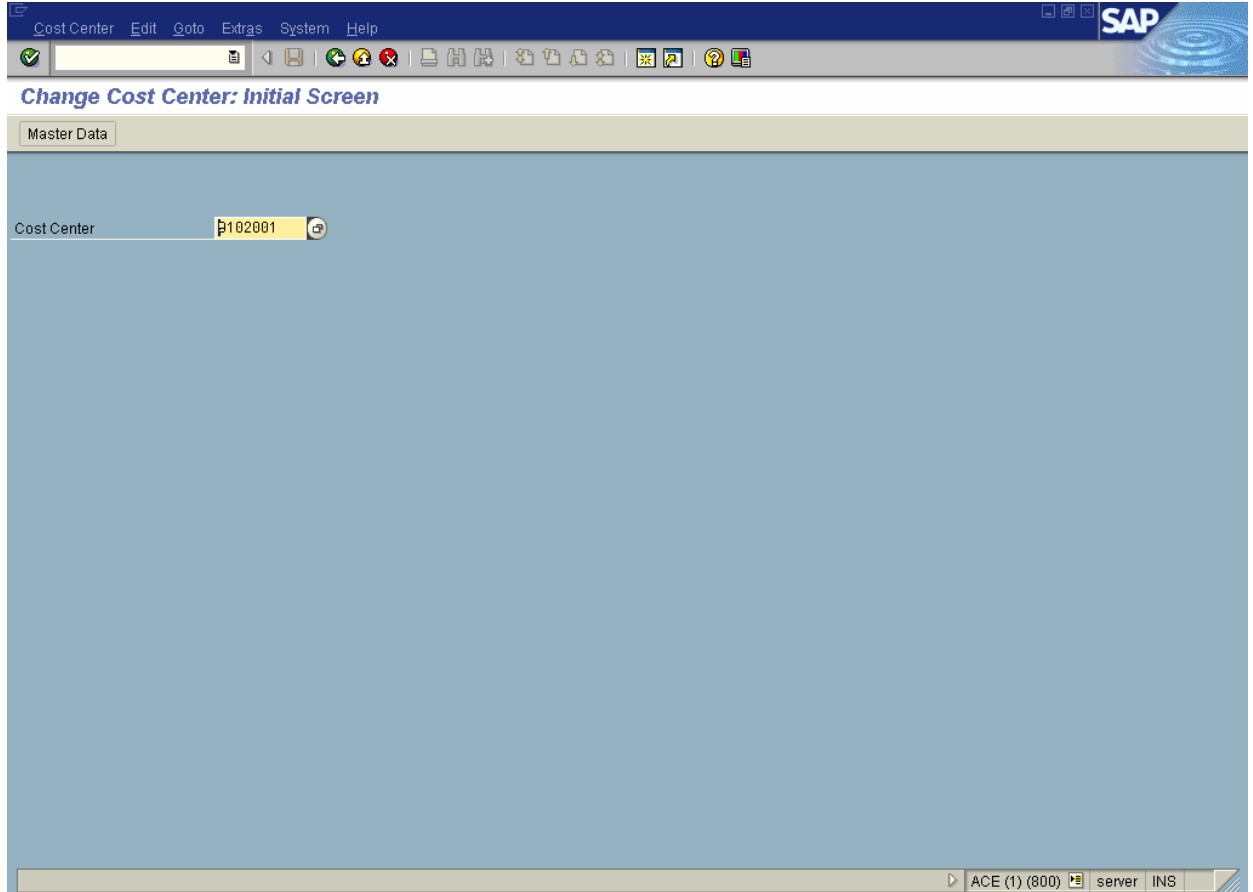
Requirements

Cost center must exist.

Menu Path	Accounting → Controlling → Cost Center Accounting → Master Data → Cost Center → Individual Processing → KS02 - Change
Transaction Code	KS02

1. Double Click on **KS02 - Change**

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2. Update the following fields:

Field Name	Field Description	Values
Cost center	Code identifying an organizational unit to which costs or assets are assigned	9102001

3. Click **Master data** Button 

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Cost Center: 9102001 Maintenance cca
 Controlling Area: 9100 A Grp Controlling area
 Valid From: 01.01.2006 to 31.12.9999

Basic data | Control | Templates | Address | Communication | History

Names

Name: Maintenance cca
 Description: Maintenance cost center

Basic data

Person Responsible: Joseph
 Department: Maintenance
 Cost Center Category: B Maintenance
 Hierarchy area: 9102 Maintenance
 Company Code: 9100 A Ltd.
 Business Area:
 Functional Area:
 Currency: INR
 Profit Center: 9999 Corporate Common

Note: All white fields can be changed. Grey fields cannot be changed.

- Update the following fields:

Field Name	Field Description	Values
Department	Department responsible for managing the cost center.	Maintenance

- Click **Enter** .
- Click <tab button> **Address** .

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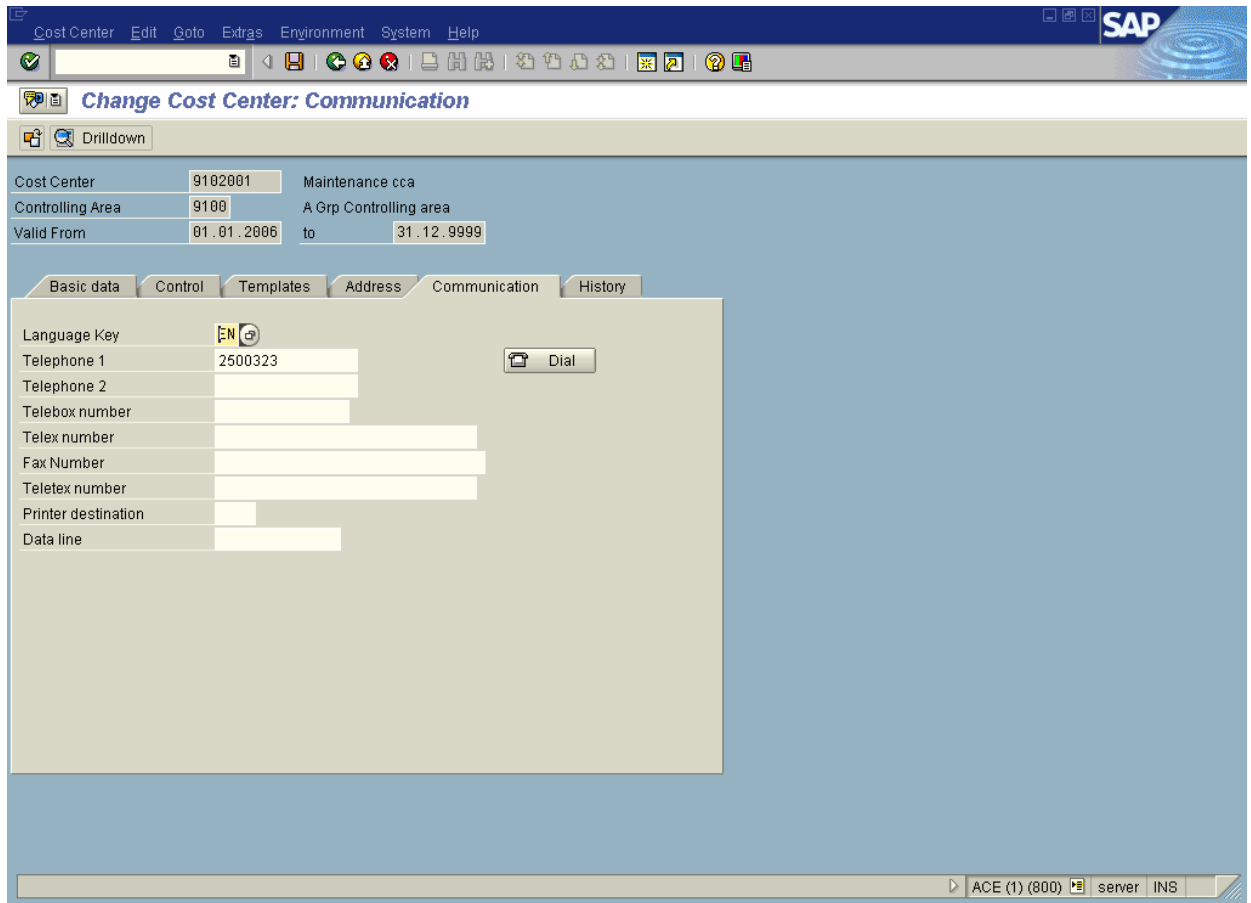
7. Update the following fields:

Field Name	Field Description	Values
Location	Code identifying a location in the company	Maintenance department

8. Click **Enter** 

9. Click <tab button> **Communication** .

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Note: Cost center owner contact details are entered on this screen.

10. Update the following fields:

Field Name	Field Description	Values
Telephone 1	Description of the Telephone 1.	2500323

11. Click **Enter** 
12. Click **Save** 