

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

KB61 – Repost Line Items

Functionality

This transaction allows you to correct posting error occurring in the FI document. The FI document will remain the same and you will still be able to track the original posting from Financial Accounting (FI) through the reposting in Controlling.

Scenario

In the current example an incorrect cost center has been debited with electricity. This needs to be rectified (reposted) to the correct cost center. The rectification is done through a new CO document. The FI document will remain the same.

Requirements

An FI document with the incorrect cost center charged.

Menu Path	Accounting → Controlling → Cost Center Accounting → Actual Postings → Repost Line Items → KB61 - Enter
Transaction Code	KB61

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1. Double Click on **KB61** - Enter

2. Update the following fields:

Field Name	Field Description	Values
Document number	Number of the SAP R/3 document that is internally assigned by SAP R/3 when certain transactions are completed	5200000000
Company code	Code identifying the company purchasing the material	9100
Fiscal year	Period, 12 months as a rule, for which the company is to create its inventory and balance sheet.	2006
Cost element	Items in a chart of accounts that are relevant to cost, are referred to as cost elements.	470000
Cost center	Code identifying an organizational unit to which costs or assets are assigned	9119000

3. Click **Enter**  to validate your entries.

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The screenshot shows a 'Change receiver' dialog box with the following fields:

- Cost Center: 9113000
- Order: [Empty]
- WBS Element: [Empty]
- Sales Order: [Empty]
- Cost Object: [Empty]
- Network: [Empty]
- Profit. segment: [Empty]

Buttons: OK (green checkmark), Cancel (red X)

Note: Here you specify the new receiver of the cost. In this example a new cost center will receive the cost.

6. Update the following fields:

Field Name	Field Description	Values
Cost center	Code identifying an organizational unit to which costs or assets are assigned	9113000

7. Click **Enter** 

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The screenshot shows the SAP 'Enter Line Item Restorings: Document Row Selection' dialog box. The window title is 'Enter Line Item Restorings: Document Row Selection'. The menu bar includes 'Reposting', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. The SAP logo is visible in the top right corner. Below the menu bar, there are two buttons: 'Change Selection Parameters' and 'Save Field Selection'. The dialog is divided into three sections: 'Accounting Doc.', 'General Criteria', and 'Acct Assgt'. Each section contains input fields for various parameters and 'to' fields for range selection, with arrow buttons for navigation.

Section	Field	Value	to	Field
Accounting Doc.	Document Number	0200000000		
	Company Code	9100		
	Fiscal Year	2006		
General Criteria	Cost Element	470000		
Acct Assgt	Cost Center	9119000		
	Sales Order			

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