

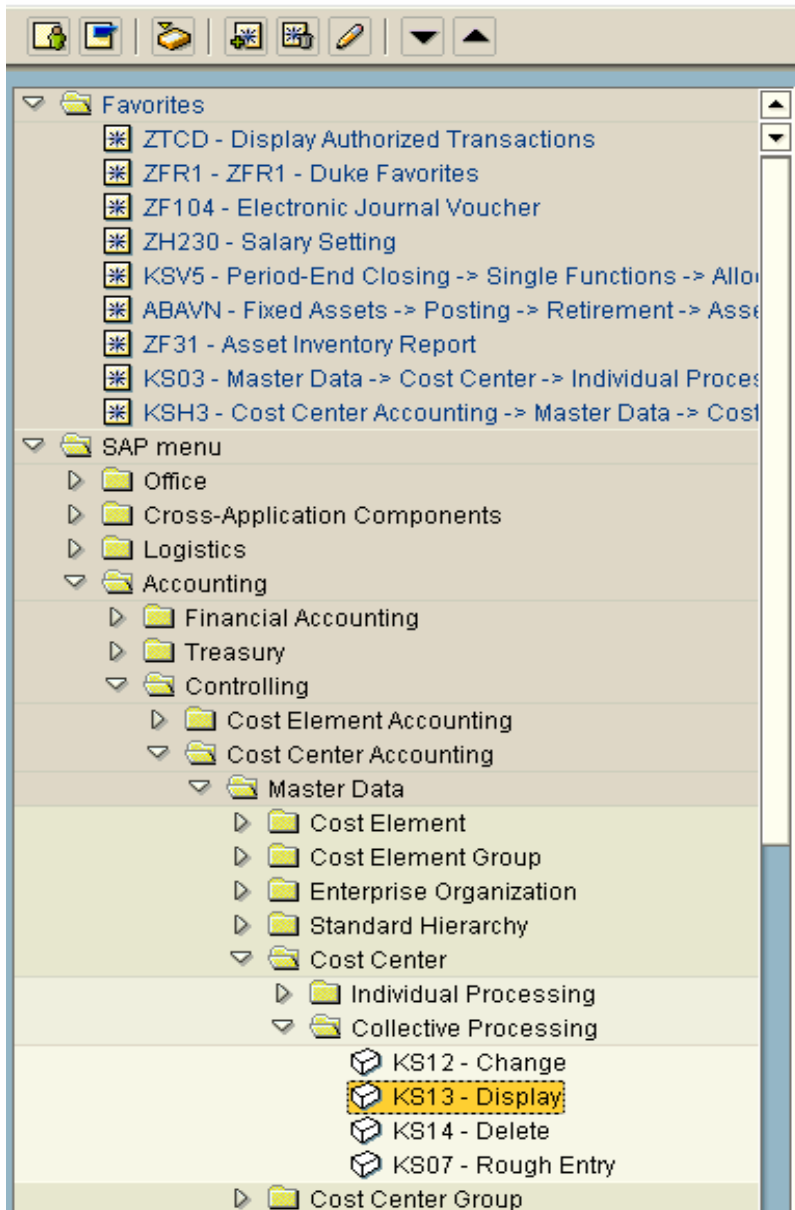
Importing Cost Centers for R3 Reports

Executing reports in R/3 (for Company 10) is a bit more challenging than it is for the Health System. All company 10 assets are assigned 1569000 as their cost center. Therefore, in company 10, reports cannot be executed using the cost center as search criteria. For assets within company 10, the responsible cost center is the distinguishing code. If a particular department only has a hand full of responsible cost centers, entering each code in the dynamic selection is not an issue. However, for larger departments, *importing* all the responsible cost centers is more efficient. The following example explains how to import all cost centers for a particular department.

From the Main SAP menu, follow this path:

Accounting -> Controlling -> Cost Center Accounting -> Master Data -> Cost Center -> Collective Processing -> Display (Transaction code = **KS13**).

SAP Easy Access



Display Cost Centers: Initial screen

Cost center list Edit Goto Extras Environment System Help

Cost centers

☐ Cost center to

☒ Cost center group Capital Asset & Space Accounting

☐ All cost centers

☐ Selection variant

Parameters

Valid from to

Enter the department's cost center group.

Click green check w/ clock to execute.

Display Cost Centers: Basic Screen

Controlling Area DUKE
Date 01/01/1900 To 12/31/9999
Cost Center Group 3224000301

Cost Center	Name	Person Responsible	Department	CCtC	Crcy	Actual:...
1573170	PLANT ACCOUNTING			G	USD	
4573170	SPACE INFORM SYSTEM			G	USD	
4573171	CAP ASSET/S-PTY MGT			G	USD	

After the results are displayed, click the spreadsheet icon.

Green check past filter criteria ->
Select Table -> Green Check ->
Microsoft Excel -> Green Check.

Microsoft Excel - Worksheet in Basis (1)

File Edit View Insert Format Tools Data Window Egbase Help

Zoom

	A	B	C	D	E	F	G
1	Cost Ctr Name		Person Responsible	Department	CCIC	Crcy	Actual Primary Costs (Lock Indicator)
2	1573170	PLANT ACCOUNTING			G	USD	
3	4573170	SPACE INFORM SYSTEM			G	USD	
4	4573171	CAP ASSET/S-PTY MGT			G	USD	
5							
6							
7							
8							
9							
10							
11							
12							

When excel spreadsheet pops up, select file/ save copy as/ save 'Worksheet in Basis (1)' in preferred location.

File Edit View Insert Format Tools Data Window Egbase Help

Zoom

	A	B	C	D	E	F	G	H
1	1573170							
2	4573170							
3	4573171							
4								
5								

Delete all data except for the cost center column.

Save the excel file as a **text (tab delimited) file**.

Going back to the Asset Balance Report (refer to the Asset Balances Report handout for entering specific cost centers in Co 10 {dynamic selections}):

Asset Balances

Dynamic selections
Time-dependent data
Resp. cost center

Multiple Selection for Resp. cost center

3Single vals Ranges Single vals Ranges

1573170
4573170
4573171

Click on the 'Import from Text File' green button.

Company code 0010
Asset number
Sub-number

Settings
Report date 06/30/2005
Depreciation area 01
Sort version 0001

List assets
... or main numbers only
... or group totals only

Display options
Display variant
☒ Use ALV grid

Multiple selection... Import from Text File (Shift+F11)

Select the text file recently saved from above instructions. Select 'Open'.

The cost centers should drop into the multiple selection box. Click green check with clock to copy. At this point, the report may be executed and all assets in the cost centers listed will be displayed.

NOTE:

- To drill down to asset detail while using dynamic selection, you **MUST** select the 'List assets' radio button.
- This report lists all the assets in a department, not just the assets with a unit cost of \$5,000 or more.