Report Selection Criteria: Key Terms

Cost Centers and Profit Centers:
- Created at each level within Duke where accountability of costs is required, usually at the department level.
- Identifies department “owners” of expenses and revenues, respectively.
- Nine digit numbers for DUHS companies (seven digits for University)
- Replaces term “fund code” at Duke.

Cost Center Groups:
- Groups one or more cost centers into reporting areas (known as nodes) which form a report hierarchy (organization chart for reporting).
- Two or eight digit numbers for DUHS companies (highest level of each company = last two digits of company code, e.g., 30 for Duke Hospital).
- Used as selection criteria in reports to generate a report at a division level.

Profit Center Groups:
- Groups one or more profit centers into reporting areas (known as nodes) which form a report hierarchy (organization chart for reporting).
- Two or Eight digit numbers for DUHS companies (highest level of each company = last two digits of company code, e.g., 30 for Duke Hospital).
- Used as selection criteria in reports to generate a report at a division level.

G/L Accounts and Cost Elements:
- Both terms basically mean the same thing in SAP.
- Six digit number (Duke’s old 4 digit object code + 2 extra digits)
- Defines “what” an amount is that is posted on the ledger (asset, liability, expense, or revenue).
- G/L (general ledger) account: used in financial accounting and on some reports to define assets, liabilities, expenses, or revenue.
- Cost element: used on cost center and profit center reports to define expenses or revenue.

Cost Element Group:
- Groups cost elements with similar characteristics together (examples include payroll costs, supplies and materials, etc.).
- Composed of primary cost elements, secondary cost elements, and even other groups of cost elements.
- Used as report selection to include multiple cost elements and provide subtotaling for certain groupings of cost elements.
Display a Cost Center Group (KSH3)

Via the User Menu: Financials → Financial Master Data → Cost Center Group (Transaction Code KSH3)

On the Display Cost Center Group: Initial Screen:

1. **Delete the value of DUKE_CCA in the Cost Center Group field.**
   
   *Note:* If you leave DUKE_CCA, then the hierarchy will include all Cost Center Groups with Cost Centers for all the Company Codes of Duke (and may take a few minutes to run).

2. **Enter the last two digits of the Company Code (e.g., 20, 30, or 50) in the Cost Center Group field to view all the groups for a company code.**
   
   *Note:* Another option is to enter the eight digit Cost Center Group to view only Cost Centers associated with a division or lower level within a company code.

3. **Click on the Hierarchy button (F6 or Enter button) to display the Display Cost Center Group: Structure screen (see below).**

4. **Click on the + folder icons to the left of higher level cost center groups until individual cost centers (nine digits) are displayed.**
Display Cost Center Group (cont.)

To drill down and view more details about a single cost center:

5. **Double-click** on a **nine-digit cost center** to display the *Display Cost Center: Basic Screen*.

![Display Cost Center: Basic Screen](image)

6. Review the general data about the Cost Center on the **Basic data** tab:
   - **Description** = longer name of the Cost Center (department or area).
   - **Person Responsible** of the cost center.
   - **Cost Center Category** = a one digit code that indicates the category for the cost center (use the drop-down to view the various categories).
   - **Hierarchy area** = the Cost center group (8 digits for DUHS) which is where the cost center rolls up in the report hierarchy.

   *Note:* While the Basic Data tab is the most useful tab, click on the other tabs for more details as needed. For instance, the Lock section under the Control tab displays if the Cost Center is blocked from postings of expenses (revenue is blocked). If all the boxes are checked, then the Cost Center cannot be used for posting of expenses.

7. When ready, click on the **Back** button (F3) to exit the Cost Center and return to the *Display Cost Center Group: Structure* screen.

To exit the transaction:

8. Click on the **Exit** button (Shift+F3) until the initial SAP screen is displayed.
Display a Cost Element Group (KAH3)

Via the User Menu: Financials → Financial Master Data → Cost Element Group (Transaction Code KAH3)

Note: If prompted, enter DUKE in the Controlling area field and click on the Enter button to display the Display Cost element group: Initial Screen.

On the Display Cost element group: Initial Screen:

1. Enter HSRPT in the Cost element group field.
   
   Note: HSRPT is the standard Cost Element Group for all the Health System company codes. The value can be found in a list via the field drop-down list if needed.

2. Click on the Hierarchy button (F6 or Enter button) to display the Display Cost element group: Structure screen (shown below).

3. Click on the + folder icons to the left of Cost Element Groups (like HS02_1) until the individual cost elements (six-digits) are displayed.
To drill down and view information about a single cost element:

4. **Double click** on a six-digit cost element to display the *Display Cost Element: Basic screen* (shown below).

5. Review the general data about the Cost Element on the **Basic data** tab:
   - **Description** = longer name of the Cost Element.
   - **CElem category** = a one digit code that indicates the category for the cost element (use the drop-down to view the various categories).

   *Note:* While the Basic Data tab is the most useful tab, click on the other tabs for more details as needed.

6. When ready, click on the **Back** button (F3) to return to the *Display Cost element group: Structure* screen.

**To exit the transaction:**

7. Click on the **Exit** button (Shift+F3) until the initial SAP screen is displayed.