Display a Profit Center

Profit centers function as revenue receivers for the purpose of cost accounting within Duke. Profit centers are created at each level within Duke where cost accountability is required. They are an integral part of financial accounting.

Each profit center represents an independent operating unit that is a sub-section of the organization. A profit center may be linked to a cost center and/or WBS element (project). All financial transactions (revenues and expenses) from cost centers and WBS elements (projects) linked to a profit center are included in profit center reports. This facilitates cost/revenue comparisons. Therefore, a profit center is comparable to an existing financial reporting location.

Profit centers are contained in a hierarchy which groups the profit centers into reporting areas. For this reason each profit center created must be attached to a node which will enable this grouping to take place. Therefore the profit center is the lowest level in the profit center hierarchy.

The user will display a profit center when searching for relevant information or to ensure that the appropriate changes have been made. Two examples of items to display are the person responsible for the profit center or the profit center hierarchy.

To display a profit center, the following information is required:

- The profit center (9 digit number for Health System, 7 digit “fund code” for University)
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Accounting → Controlling → Profit center accounting
Master data → Profit center → Display

Note: If prompted, enter DUKE in the Controlling area field and click on the Enter button to see the Display Profit Center: Initial Screen.

1. Enter the Profit center (number).
   Note: You may also use the matchcode search for this field to find the cost center if the number is unknown.

2. Click on the Enter button or press Enter to display the Display Profit Center: Basic Screen.

3. Click on the Company code assignment button (in the Basic data dialogue box) to display the Company code assignment dialogue box.

4. Click on the Continue button to display the Display Profit Center: Basic Screen.

5. Click on the Indicators tab to display the Indicators dialogue box.
   Note: If the lock indicator is checked for a profit center, the profit center is locked for postings and can’t be used.

6. Click on the Information button to display the History dialogue box. The change document button can be used to see changes made to the account.

7. To exit the transaction, click on the Exit button until the initial R/3 screen is displayed.