Display a Cost Center Group (KSH3)

Via User Menu: Financials → Financial Master Data → Cost Center Group

1. Enter 10 in the **Cost center group** field to view all the groups for Duke University only (delete the value DUKE_CCA).

   *Note:* A *ten digit Cost Center Group, i.e. Org Unit or BFR Code,* may also be used in this field.

2. Click on the **Hierarchy** button or press **F6** to display the *Display Cost center group: Structure* screen.

   *Note:* If you receive the Master Data Information box, click yes to continue.

3. Click on the **+ folder icons** to the left of higher level cost center groups until individual cost centers are displayed.

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

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

5. View general data about the cost center on the **Basic data** tab:
   - **Description** = 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 matchcode search 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.
Display Cost Center Group (cont.)

6. Click on the Control tab to display the Display Cost Center: Indicators screen.

   **Note:** The Lock section shows if the cost center is blocked for postings of expenses (revenue is blocked). If all the boxes are checked, then the cost center cannot be used for posting of expenses.

7. Click on the Back button or press F3 to return to the Display Cost center group: Structure screen.

To exit the transaction:

8. Click on the Exit button or press Shift+F3 until the initial SAP screen is displayed.