KSB1 for COST CENTERS

- **GENERAL INFORMATION**

  KSB1 should be used to find out what, or who, is being charged to your cost center. Any items that originated from payroll (biweekly or monthly) will have a doc type of "**ZD**" and should be moved using the payroll system. If the payroll is past the retro date (see payroll schedule for current fiscal year/period) then a Z4 JV will need to be completed to transfer the payroll expense. All other doc types would indicate charges that were not payroll related and should be moved via JV (with the exception of Environmental Charge GL 639305 and Strategic Services Fee GL 540990; these will be moved during a month-end process ran by central campus).

- **PROCESS**
  1. Using t-code KSB1, in SAP, enter your cost center number and applicable dates.
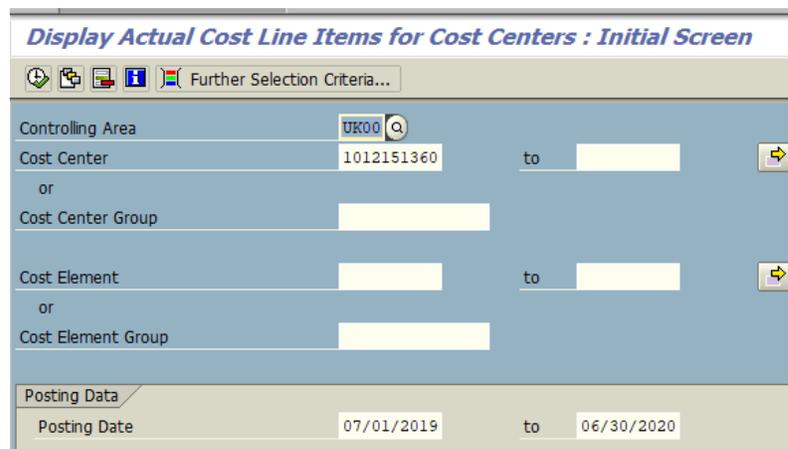
  2. Click the Execute button.

  3. Once results have been returned, click the "Select Layout" button and choose "AGKSB1RECON". This layout is subtotaled by GL and should match the details in the Ag Rollup report in BW (except this report included benefits for state cost centers).

Cost Center	Cost El.	Fund	Per	Cost element name	RefDocNo	Posting Date	Doc. Date	Doc.	D/C	Σ	Val.in rep.cur.	User Name	Name	Offst.acct	Doc. Text	Aux. acct a
1012151360	530402	0011020100	6	Post & Exp Mail Svc	7707503	12/01/2019	11/26/2019	YY	D		13.34	AWGEHR0	FEDEX 497484430	540348	P8750350	
	5304			Post & Exp Mail Svc						∎	13.34					
	530530	0011020100	5	Cell / Other Allow	63660	11/09/2019	11/13/2019	ZD	D		15.50	DMHAYN0	Bi-weekly (10/27/2	161100	PP0000018	
		0011020100	5	Cell / Other Allow	63800	11/29/2019	11/19/2019	ZD	D		31.00	DMHAYN0	Monthly (11/01/20	161100	PP0000018	
		0011020100	5	Cell / Other Allow	63828	11/29/2019	11/19/2019	ZD	D		62.00	DMHAYN0	Monthly (11/01/20	161100	PP0000018	
		0011020100	5	Cell / Other Allow	63829	11/29/2019	11/19/2019	ZD	D		31.00	DMHAYN0	Monthly (11/01/20	161100	PP0000018	
		0011020100	6	Cell / Other Allow	64122	12/07/2019	12/10/2019	ZD	D		15.50	DMHAYN0	Bi-weekly (11/24/2	161100	PP0000018	
		0011020100	6	Cell / Other Allow	64232	12/31/2019	12/17/2019	ZD	D		31.00	DMHAYN0	Monthly (12/01/20	161100	PP0000018	
		0011020100	6	Cell / Other Allow	64235	12/31/2019	12/17/2019	ZD	D		31.00	DMHAYN0	Monthly (12/01/20	161100	PP0000018	
		0011020100	6	Cell / Other Allow	64239	12/31/2019	12/17/2019	ZD	D		31.00	DMHAYN0	Monthly (12/01/20	161100	PP0000018	
		0011020100	6	Cell / Other Allow	64239	12/31/2019	12/17/2019	ZD	D		62.00	DMHAYN0	Monthly (12/01/20	161100	PP0000018	
		0011020100	6	Cell / Other Allow	64392	12/21/2019	12/23/2019	ZD	D		15.50	DMHAYN0	Bi-weekly (12/08/2	161100	PP0000018	
		0011020100	7	Cell / Other Allow	64492	01/04/2020	01/07/2020	ZD	D		15.50	DMHAYN0	Bi-weekly (12/22/2	161100	PP0000018	
		0011020100	7	Cell / Other Allow	64617	01/18/2020	01/22/2020	ZD	D		15.50	DMHAYN0	Bi-weekly (01/05/2	161100	PP0000018	
	5305			Cell / Other Allow						∎	356.50					
	531201	0011020100	6	Printing	7707508	12/09/2019	12/03/2019	YY	D		10.80	AWGEHR0	SQ *SOUTHLAND	540348	P8750350	
		0011020100	6	Printing	7707518	12/13/2019	12/09/2019	YY	D		7.20	AWGEHR0	IN *SOUTHLAND P	540348	P8750350	
	5312			Printing						∎	18.00					

4. Review all line items for accuracy. Editing actuals can be processed via payroll changes (0027 screen or FES), a Z4 JV for any payroll past the retro cut-off date, or JV's for other actuals.

5. JV's posted by AFRS before the third business day of the next month can be posted to the prior month for any clean-up. Example: JV's created and posted by AFRS on December 1st for period 5 (November) with a posting date of November 30th, will post in the month of November and will show up on the November BW report after the 4th business day of December when November is considered closed.

- **TIPS**
    1. Total will be for posting dates entered. Be mindful of dates when reviewing total expenditures or income.

    2. If report is ran for multiple fiscal years on cost centers with Prior Year Fund Balances posting on GL 480010; be mindful that each year's fund balance carry-forward will be included and will create an inaccurate total. Gift and endowment cost centers are best ran during one fiscal year because of this occurrence if reviewing balances.

    3. Each column or row can be filtered by right-clicking on the column or row needed and entering appropriate value.

    4. Double-click on actuals to go to original document created for postings. Remember: some documents are in other systems and cannot be accessed via SAP; ex: PRD documents.

    5. Click the "Choose Layout" button [icon] to add or delete any visible columns.

    6. Report can be exported to excel to create notations or additional calculations.