

Subject: Now Available: Transaction Code KS13 - Display a List of Cost Centers
Audience: AST Leads, FI Directors, MM Directors

All users with the ability to display a Cost Center (transaction code KS03) now have the ability to display a list of Cost Centers using transaction code KS13 -Display a List of Cost Centers.

Below are instructions to display this list with full address and tax jurisdiction code.

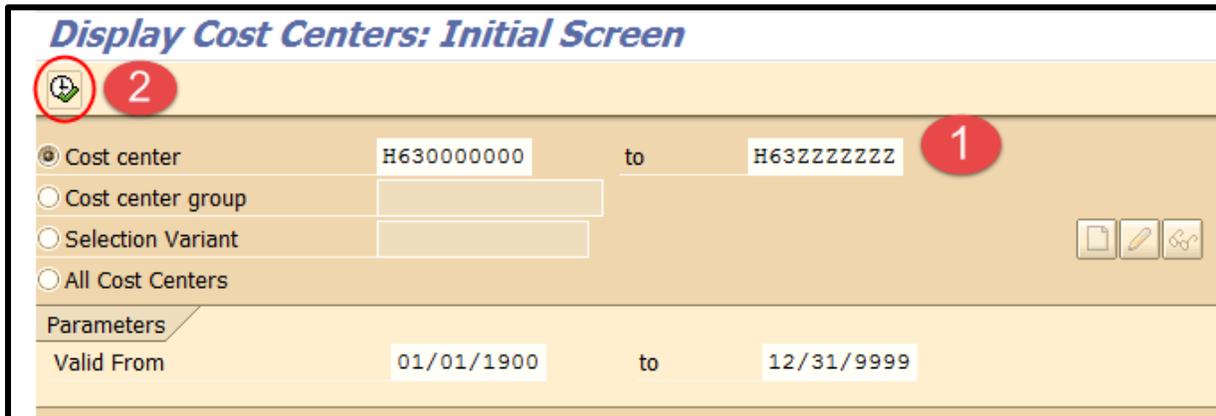
Users are asked to review this list and ensure that addresses, including county (district), 9 digit zip code and tax jurisdiction, are correct.

KS13 Cost Center (LIST) Display

Transaction code KS13 displays a LIST of Cost Centers and their master data record information. (KS13 includes the same information as available with KS03 – Display Cost Center, but makes it easier to review when looking a multiple records.)

Follow the steps as outlined below to view.

- 1) Enter the range of Cost Centers for the business area as shown below.
- 2) Click **EXECUTE** to see the list.

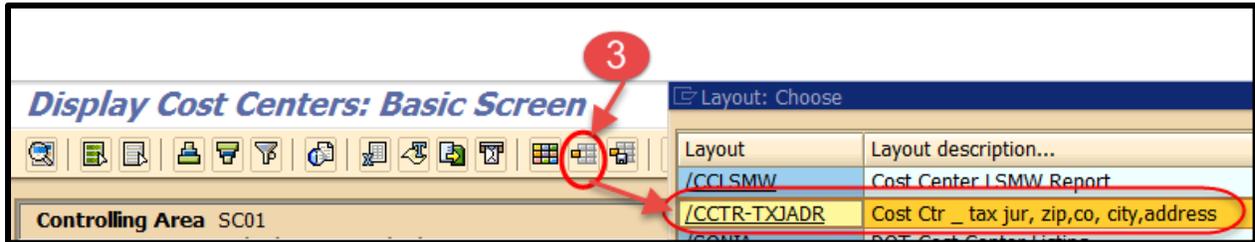


When the list appears, the default layout will probably NOT be the information you want to view.

Weekly Update

March 31, 2015

- Open the **CHOOSE LAYOUT** menu and **SELECT** the variant shown below to see tax jurisdiction and address fields in your report.



If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link: <http://www.sceis.sc.gov/requests/>.