

## STANDARD OPERATING PROCEDURE

- General Information**

KSB1 should be used to find out what, or who, is being charged to your HR/Clearing Cost Center. Any item that originated from payroll (biweekly or monthly) will have a doc type of “ZD” and should be moved using the payroll system. All other doc types would indicate charges that were not payroll related and should be moved via JV.

- Process**

- Using t-code **KSB1**, enter your HR clearing cost center and applicable dates.

The screenshot shows the initial screen for running transaction KSB1. It includes fields for Cost Center (1012813810), Cost Element, and Posting Date (10/01/2012 to 10/31/2012). There are also icons for navigation and execution.

- Click the Execute button
- Once results have been returned, click the “Select Layout” button and choose “AG\_KSB1”. This layout is subtotaled by GL and should match the details in the HR/Clearing Cost Center report.

The screenshot shows the results of the KSB1 transaction. The report is titled 'Display Actual Cost Line Items for Cost Centers' and includes a table of cost line items. The table has columns for Cost Center, Fund, Cost element name, RefDocNo, Posting Date, Doc. Date, Do..., D/C, Val.in rep.cur., User Name, and Name. The report is subtotaled by GL, with red arrows pointing to the subtotal values.

Cost Center	Fund	Cost element name	RefDocNo	Posting Date	Doc. Date	Do...	D/C	Val.in rep.cur.	User Name	Name
1012813810	0011	512031 Clerical - Regular	31421	10/06/2012	10/09/2012	ZD	D	775.20	DMHAYN0	Bi-weekly (09/23/2012...
								<b>775.20</b>		
1012813810	0011020100	520405 FICA-Clerical	31421	10/06/2012	10/09/2012	ZD	D	53.15	DMHAYN0	Bi-weekly (09/23/2012...
								<b>53.15</b>		
1012813810	0011020100	520406 FICA-Tech/Paraprofes	31419	10/06/2012	10/09/2012	ZD	C	0.01	DMHAYN0	Bi-weekly (09/23/2012...
1012813810	0011020100	520407 FICA-Tech/Paraprofes	31669	10/20/2012	10/23/2012	ZD	D	0.01	DMHAYN0	Bi-weekly (10/07/2012...
								<b>0.00</b>		
1012813810	0011020100	520505 Retmt-Clerical	31421	10/06/2012	10/09/2012	ZD	D	77.52	DMHAYN0	Bi-weekly (09/23/2012...
								<b>77.52</b>		
1012813810	0011020100	520720 MFB - Staff	31421	10/06/2012	10/09/2012	ZD	D	29.46	DMHAYN0	Bi-weekly (09/23/2012...
								<b>29.46</b>		

- Make note of any charges on 51XXXX or 52XXXX GL’s. These are payroll related and should be moved via the payroll system (see Labor Distribution Report to get details on who is being charged). All other charges are typically not payroll related and should be moved via JV.