

Cost Center Line Items Report (KSB1) – HR Clearing

1. Enter your cost center and applicable dates.

Display Actual Cost Line Items for Cost Centers : Initial Screen

(Further Selection Criteria...)

Cost Center to

or

Cost Center Group

Cost Element to

or

Cost Element Group

Posting Data

Posting Date to

Settings

Layout ksb1 transactions

2. Hit the Execute button .
3. Your report will look like this (in G/L account order), and you'll be able to see if any salaries or benefits have posted to your HR clearing cost center.

*Note: You may then **change the layout** by clicking on the button, or you may **select a layout** that someone else has already saved by clicking on the button, to suit your needs.*

Display Actual Cost Line Items for Cost Centers													
Document Master Record													
Layout		AG_KSB1		Primary cost posting									
Cost Center		1012813810		HRS CLEARING - CE									
Report currency		USD		US Dollar									
Cost Center	Fund	Cost ...	Per	Cost element name	RefDocNo	Posting Date	Doc. Date	Do...	D/C	Σ	Val.in rep.cur.	User Name	Name
1012813810	0011	Fund	512031	4	Clerical - Regular	31421	10/06/2012	10/09/2012	ZD	D	775.20	DMHAYNO	Bi-weekly (09/23/2012...
											775.20		
1012813810	0011020100	520405	4	FICA-Clerical	31421	10/06/2012	10/09/2012	ZD	D		53.15	DMHAYNO	Bi-weekly (09/23/2012...
											53.15		
1012813810	0011020100	520406	4	FICA-Tech/Paraprofes	31419	10/06/2012	10/09/2012	ZD	C		0.01	DMHAYNO	Bi-weekly (09/23/2012...
1012813810	0011020100	5205...	4	FICA-Tech/Paraprofes	31669	10/20/2012	10/23/2012	ZD	D		0.01	DMHAYNO	Bi-weekly (10/07/2012...
											0.00		
1012813810	0011020100	520505	4	Retmt-Clerical	31421	10/06/2012	10/09/2012	ZD	D		77.52	DMHAYNO	Bi-weekly (09/23/2012...
											77.52		
1012813810	0011020100	520720	4	MFB - Staff	31421	10/06/2012	10/09/2012	ZD	D		29.46	DMHAYNO	Bi-weekly (09/23/2012...
											29.46		
											29.46		

4. If salary/benefit charges have posted to your HR clearing cost center, you will then need to run the report [BW Labor Distribution Report - HR Clearing](#) to determine the employee(s) whose salary/benefits need to be moved off of the HR clearing cost center and onto another account via a 0027 cost distribution entry (if it is within the Payroll earliest retro date).