

Running KSB1 for Clearing Cost Centers

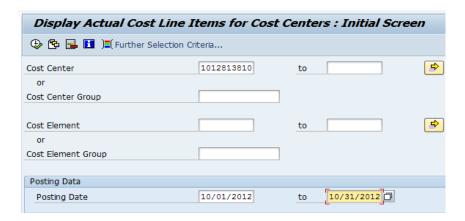
STANDARD OPERATING PROCEDURE

General Information

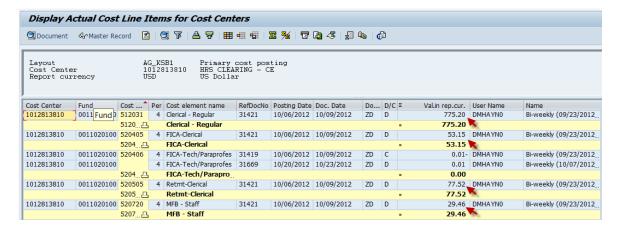
KSB1 should be used to find out what, or who, is being charged to your HR/Clearing Cost Center. Any item that originated from payroll (biweekly or monthly) will have a doc type of "ZD" and should be moved using the payroll system. All other doc types would indicate charges that were not payroll related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

Process

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



- 2. 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.



4. 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.