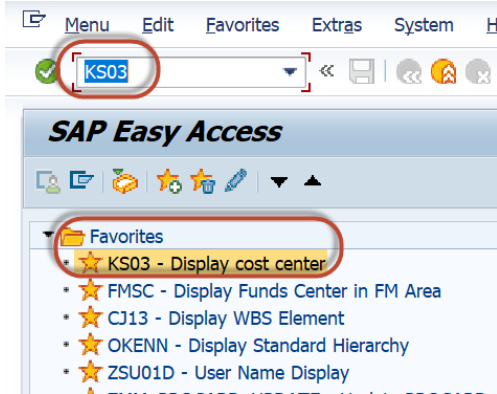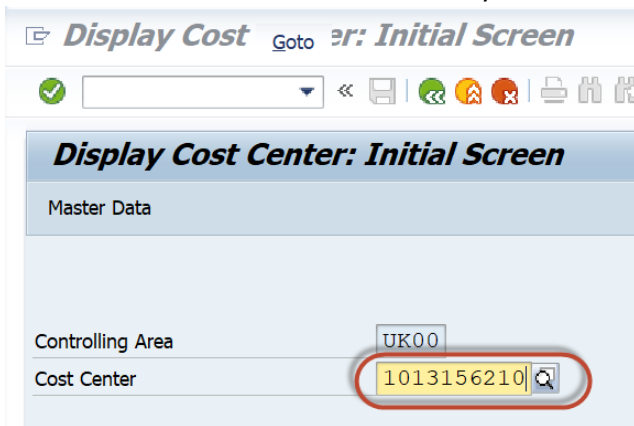1. Enter KS03 into the transaction box, or save it as a favorite.

2. Enter the cost center number for which you need information. Hit Enter or click on Master Data

3. Information about the cost center will populate.