How to Review Responsible Individuals for SAP Cost Centers

Directions:

Use the COST CENTER MASTER DATA REPORT in SAP to find the individual assigned to a cost center. Please report any incorrect data to the Accounting Services office (x3707).

Type FMRA into the Transaction Code box:

Open the Master Data folder and double-click on the Cost Center Master Data report.
Enter the Cost Center number in the selection box (ex: 26430)

Execute the report using the green check mark in the upper left corner.

Tips:
- Review data for multiple cost centers in one report by using “Multiple Selection” box
- To review all cost centers an individual is responsible for enter either their Employee ID or a portion of their name in the box. You must use UPPER CASE letters and the * character as a wild card.

For example: Julia Montross; Employee ID 32448. You can enter any of the following in the Person Resp box:

32448*, *MONTROSS*, *MONTR*