

How to use ZCOSOBJ-Employees cost distribution objects

Purpose: The ZCOSOBJ-Employees Cost Distribution Objects t-code in SAP is used to verify cost distributions. The cost distributions need to be checked to verify that they are within the budget dates of the grant.

Procedures

Select the t-code of ZCOSOBJ – Employees cost distribution center in SAP

After you click on the t-code, you will see this screen

The screenshot shows the SAP interface for the transaction ZCOSOBJ - Employees cost distribution objects. The title bar reads "ZCOSOBJ - Employees cost distribution objects" and the main heading is "Employees Cost Distribution Objects".

At the top, there are three buttons: "Further selections", "Search helps", and "Sort order".

The "Period" section contains several radio button options: "Today", "Up to today", "Other period" (which is selected), "Current month", "From today", and "Current year". Below these are input fields for "Data Selection Period" (with a calendar icon), "Person selection period", and "Payroll period".

The "Selection" section lists several criteria with input fields and arrow buttons: "Personnel Number", "Employment status", "Company Code", "Payroll area", "Pers.area/subarea/cost center", and "Employee group/subgroup".

The "Additional Criteria (0027 or 1018)" section includes input fields for "Cost Center", "WBS Element", and "Fund", each with a "to" field and an arrow button.

At the bottom, there is a checkbox labeled "Display Output in ALV Grid".

Quick Reference Card – ZCOSOBJ Employees cost distribution objects

Enter the WBS Element and select the check box to display output in ALV Grid. The ALV Grid will produce the output into a table that can be downloaded to excel.

Employees Cost Distribution Objects

Further selections Search helps Sort order

Period

Today Current month Current year

Up to today From today

Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel Number

Employment status

Company Code

Personnel area

Personnel subarea

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup

Additional Criteria (0027 or 1018)

Cost Center to

WBS Element 3048113473 to

Fund to

Display Output in ALV Grid

This screen will show you the start and end dates of the payroll on both the grant fund and the cost share fund.

The end dates on this payroll are before the end date of the grant. If the dates are after the grant date, they will need to be corrected to the grant date.

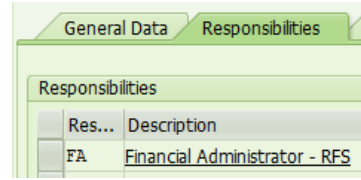
Cost Objects Report

User: SALUTIO
Date:09/26/2018
Time:10:53:33
Record Count: 14

Person ID	Pers.No.	First name	Last name	Cost Ctr	Fund	WBS Eleme	Percentage	Start Date	End Date	Pos. Desc.
12067319	20006191	Erin	Haramoto		0011890300	3048113473	5.00	07/01/2017	07/31/2017	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	08/01/2017	08/31/2017	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	09/01/2017	09/30/2017	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	10/01/2017	10/31/2017	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	11/01/2017	11/30/2017	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	12/01/2017	12/31/2017	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	01/01/2018	01/31/2018	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	02/01/2018	02/28/2018	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	03/01/2018	03/31/2018	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	04/01/2018	04/30/2018	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	05/01/2018	05/31/2018	F8501M0/Professor
	20006191	Erin	Haramoto		0011890300		5.00	06/01/2018	06/30/2018	F8501M0/Professor
12233355	20029843	Austin	Sherman		0226000050		0.50	12/01/2017	12/31/2017	N8251M0/Graduate Research Assistant
12276661	20033597	Levi	Miller		0226000050		70.00	07/01/2017		N8251M0/Graduate Research Assistant

Questions?

Please contact the assigned FA for that grant found under the Responsibilities tab in GMGRANTD.



Responsibilities	
Res...	Description
FA	Financial Administrator - RFS