

Cost Distribution - Create

PA30

- Purpose** Use this procedure to create a Cost Distribution for an employee.
- Trigger** Perform this procedure when a new Cost Distribution needs to be created.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Payroll Processor

Change History	
Date	Change Description
01/14/2013	User procedure create

Menu Path Human Resources → Personnel Management → Administration → HR Master Data → Maintain

Transaction Code PA30

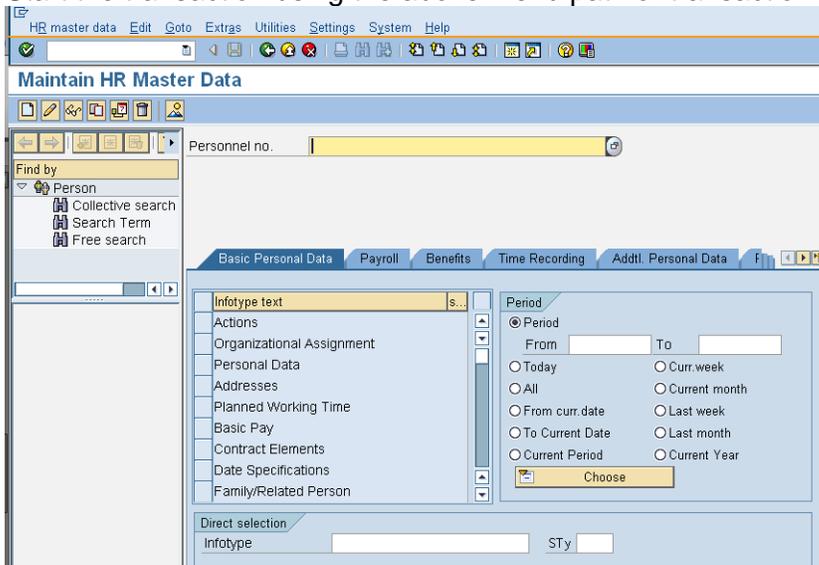
Helpful Hints	None.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PA30**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel no.	R	The employee's unique identifying number. Example: 40000235

3. Click  (Enter) to validate the information.
4. Click the **Payroll** tab to select.
5. Click the box to the left of **Cost Distribution** to select.
6. Click the radio button to the left of **Period** to select.
 Period

7. Enter the Start date of the New Cost Distribution **From** and To Date.

The screenshot shows the 'Maintain HR Master Data' application window. At the top, there is a menu bar with options: HR master data, Edit, Goto, Extras, Utilities, Settings, System, and Help. Below the menu is a toolbar with various icons. The main area displays the following information:

- Personnel no.: 40000225
- Name: RUTKOWERSKI WESLEY
- PersArea: 5400 Employment Security Dept EEGroup: 0 Permanent
- PSubarea: 00FT Agencywide EESubgroup: 01 Monthly(M) OT Exe... Status: Active

Below this information are several tabs: Basic Personal Data, Payroll, Benefits, Time Recording, Addtl. Personal Data, and F... The 'Benefits' tab is active. On the left side of the Benefits tab, there is a list of checkboxes with corresponding status icons (checkmarks or empty boxes):

- Infotype text s...
- Basic Pay ✓
- Recurring Payments/Deductions ✓
- Additional Payments ✓
- Cost Distribution ✓
- Bank Details ✓
- External Transfers
- Payroll Status ✓
- Residence Tax Area ✓
- Work Tax Area

On the right side of the Benefits tab, there is a 'Period' section with the following options:

- Period (selected)
- From: 01/01/2012 To: 03/31/2012
- Today
- Curr.week
- All
- Current month
- From curr.date
- Last week
- To Current Date
- Last month
- Current Period
- Current Year
- Choose

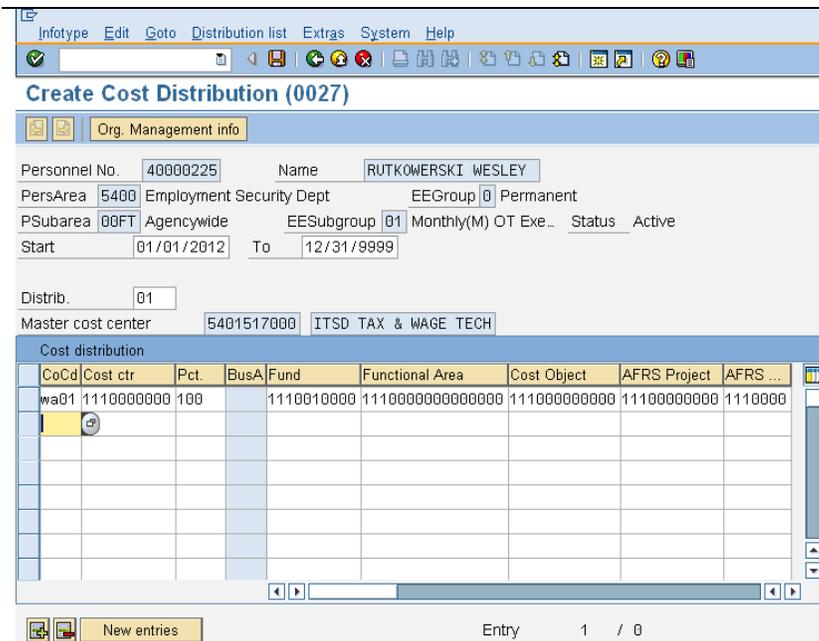
At the bottom of the window, there is a 'Direct selection' section with an 'Infotype' field containing 'Cost Distribution' and an 'STy' field.

8. Click  (Create) to create a new Cost Distribution.

Complete the following fields:

9.

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Distrib. (Distribution)	R	The distribution area. Example: 01- Wage/Salary
CoCd (Company Code)	R	It is an organizational unit within financial accounting. It will be WA01 for all agencies. Example: WA01
Cost ctr. (Cost Center)	R	An object in HRMS that represents a defined location of cost incurrence. Example: 1110000000
Pct. (Percent)	R	This field is used to store a percentage amount. Example: 100
Fund	R	This is used to represent the AFRS Funding Source. Example: 1114199020
Functional Area	R	This is a specific area of State of Washington that is organized according to aspects of personnel, time management and payroll. Example: 1110000000000000
Cost Object	R	This is used to represent any object to which you can assign or attribute personnel- related costs. Example: 111000000000
AFRS Project	R	This is mapped to the AFRS Project Structure. Example: 1110000000
AFRS Allocation	R	This is a computerized system controlled. Example: 1110000



You must have total of 100% on a line or a combination of lines totaling 100%.

10. Click  (Enter) to validate entries.

11. Click  (Save) to save entries.

12. Run the [Payroll Simulation](#) to verify the new cost distribution through the CO and C1 tables.



Once you have run the [Payroll Simulation](#) follow the below steps to access the C0 and C1 tables.

- a. Open the payroll period in the **Display Log Tree**
- b. Click on the folder to the left of  USPS Payroll to open results.
- c. Click on the folder to the left of  Final processing USA to open folder.
- d. Click on the folder to the left of  EXPRT RU to open folder.
- e. Click on the folder to the left of  Input to open.
- f. Double click on  C0 to display results.
- g. Double click on  C1 to display results.

Results

You have successfully created a Cost Distribution.