

## Instructions for Cost Distribution Change Form (CD-01)

The Cost Distribution Change Form is the form used to change the distribution of salary and related fringe benefit charges after a payroll has been posted.

### How to complete CD-01 Form:

1. Personnel No. (PERNR) - This information can be found by persons with access to the T-code PA20 by using the search by name function. Note: In concurrent employment situations a person will have more than one PERNR. ONLY ONE PERNR PER FORM.
2. Home Cost Center - This is the person's main cost center assignment (Home Department).
3. Name - Full Name as it appears on the employee's Purdue University ID Card.
4. Pers. Area, EE Group, and EE subgroup - This information can also be found by persons with access to the T-code PA20 in SAP under the person's organizational assignments.
5. Effective Dates - This is the period of time for which the cost distribution specified is to apply. If the effective date of this action causes retroactivity (as indicated by the pop-up messages), forward the form to the Costing Office for approval and entry. Otherwise, the Business Office will key the changes in PA30, infotype 27.
6. Cost Center and Real/Statistical Internal Order - You may use both a cost center and a statistical internal order (if a statistical internal order is needed). However, if you enter a real internal order DO NOT ENTER A COST CENTER. The appropriate cost centers are derived for real orders in the SAP software.
7. Fund - Enter an appropriate fund. There is no validation of cost center to fund during entry; therefore, you will want to verify this yourself before entry.
8. Percent Charged - This is the percent of salary & related fringe benefits (effort) to be distributed on each account. The total percentage should always equal 100% even if the CUL does not equal 100.
9. Estimated Amount - THIS IS NOT A REQUIRED FIELD. This field is for information only. Percentages are entered. There is no field available to enter amounts on the cost distribution screen in SAP.
10. Explanation – please include an explanation for the changes. They must be carefully worded so that regardless of the passage of time, a person unfamiliar with the situation can fully understand why and how the error occurred, and why the correction was appropriate and necessary.
11. Make sure that all of the required signatures are obtained. The Business Office then keys the changes in SAP Tcode PA30, info type 27 before sending to the Costing Department. If changes are necessary before the retroactivity cutoff date, the Costing Office will key the changes.

### REFERENCE MATERIALS FOR REQUIRED SIGNATURES:

SIGNATURE AUTHORIZATION REFERENCE MATERIALS -

Signature Delegation - <http://www.purdue.edu/bs-ba/Training/SIGDELTR.html>

Signature Delegation Power Point - <http://www.purdue.edu/bs-ba/ppt/SignatureDelegationPowerpoint.ppt>

DEPARTMENTS TO BE CROSS CHARGED - Departments should be communicating with each other before cross charging to another department. E-mail or other documentation from the departments to be cross charged is acceptable in lieu of signature. A SIGNATURE IS NOT REQUIRED.

PRE-AUDITOR and SPS SIGNATURE REFERENCE MATERIALS-

Preauditor Checklist - <http://www.purdue.edu/bs-ba/doc/Preauditor%20Checklist.doc>