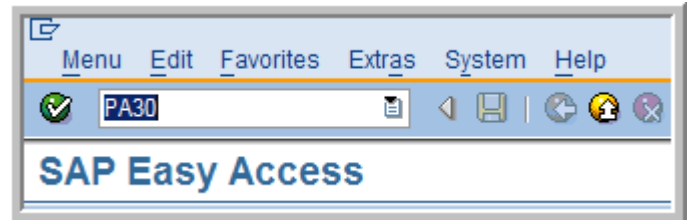


Step by Step Instructions for Updating and Correcting Cost Distribution.

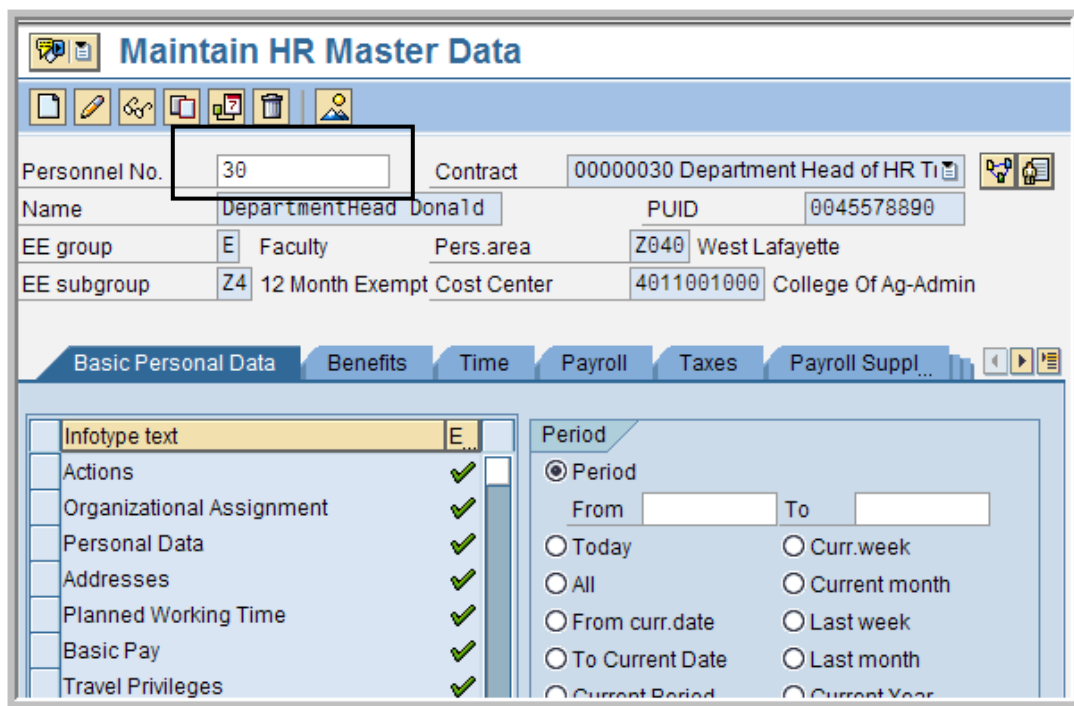
Entering the Transaction Code

To begin the update process, holders of the Cost Distribution Administrator or Time Administrator roles will enter transaction code **PA30** in the SAP Easy Access Screen, then click the Enter button.



Finding the Employee Record

A new screen titled Maintain HR Master Data is displayed (below). The user will select the employee record to update the cost distribution information.



Step 1: Enter the personnel number in the field labeled Personnel No. (displayed above). The user may also search the database if they do not know the personnel number.

After finding the appropriate person, click the **Green Check icon** located in the upper left corner of the screen or press the **Enter** key.. Information about the employee will be displayed.

Updating or Correcting Cost Distribution

Step 1: Next, the user will review the existing distribution data for the employee.

The screenshot shows the 'Maintain HR Master Data' application window. The title bar reads 'Maintain HR Master Data'. Below the title bar is a toolbar with several icons. The main area contains a form with the following fields:

Personnel No.	30	Contract	00000030	Department Head of HR Ti
Name	DepartmentHead	Donald	PUID	0045578890
EE group	E	Faculty	Pers.area	Z040 West Lafayette
EE subgroup	Z4	12 Month Exempt Cost Center	4011001000	College Of Ag-Admin

Below the form are several tabs: 'Basic Personal Data', 'Benefits', 'Time', 'Payroll', 'Taxes', and 'Payroll Suppl...'. The 'Basic Personal Data' tab is active. In this tab, there is a list of categories with checkmarks:

Infotype text	E
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	✓
Planned Working Time	✓
Basic Pay	✓
Travel Privileges	✓
Residence Status (I-9)	✓
Internal Data	✓

To the right of this list is a 'Period' section with several radio buttons:

- Period
- Today
- All
- From curr.date
- To Current Date
- Current Period
- Curr.week
- Current month
- Last week
- Last month
- Current Year

Below the 'Period' section is a 'Choose' button. At the bottom of the window, there is a 'Direct selection' section with an 'Infotype' field containing the value '27' and an 'STy' field.

To review the distribution, the user will complete the following steps:

- Enter 27 in the Direct Selection Infotype field.
- Select the **All** radio button.
- Click the **Overview** button.

Step 2: After clicking the Overview button, a new window titled *List Cost Distribution* will be displayed (below). The user may review all cost distribution data stored for the employee.

In the screen shot above, the employee has three lines of distribution. Each distribution period has a unique start and end date.

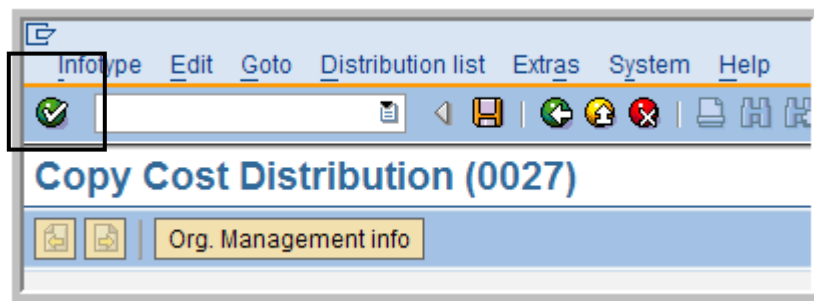
Step 3: To update cost distribution for current or future periods, the user will complete the following steps.

- Highlight the appropriate cost distribution record.
- Click the **COPY** button.
- A new window titled Copy Cost Distribution is displayed (below).

The user may update the following fields:

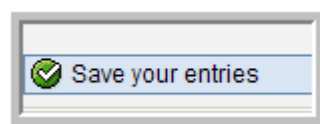
- Start Date (this is critical if a new record is desired)
- End Date (If necessary)
- Cost Center and/or Internal Order
- Percentage
- Fund

After updating the data, the user will click the **Green Check** located in the upper right corner of the screen.



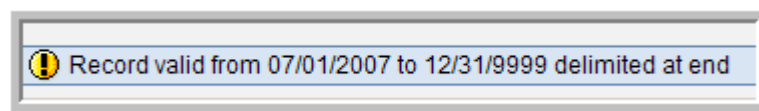
Note: After clicking the Green Check, it is critical that the user watch the messages displayed in the lower left corner of the screen! Errors and warnings will be displayed that may require corrections.

The user should continue to click the **Green Check** until all warnings and errors have been reviewed and corrected. After all audits and checks have been reviewed, the user will receive the following message:



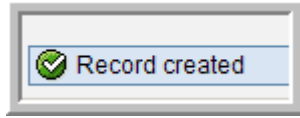
The message above indicates that all checks have been complete. The user will click the **SAVE** button located on the toolbar.

Next, if the user changed the start or end date of the copied record, the system will display the warning message below:



This message informs the user that the previous record is now delimited on 7/31/2007 and a new record has been created effective 8/1/2007. **SAVE** the record again or click the **Green Check**.

After the record is saved, the user will receive the message below:



It is critical that users verify the messages to ensure that the record was created.

Step 4: If the user changed the start and/or end dates of the record, the user may return to the list view and review the new record. Per the screen shot below, the employee has a new cost distribution record with an effective date of 8/1/07.

List Cost Distribution (0027)

Icons: [New] [Edit] [Copy] [Delete] [Lock]

Pers. No. Pers.Assgn Department Head of HR [Help] [Print]

Name PUID Security

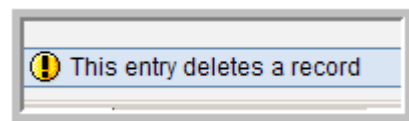
EE group Faculty Pers.area West Lafayette Payr.area

EE subgroup 12 Month Exempt Org.unit HR Training Org extra positions

STy.

Dist	Name	Start Date	End Date	Co...	BusA	Cost Center	CCTR text	Prcnt
01	Wage/salary	08/01/2007	12/31/9999	PUR	40	4016001000	Col Of Pharm-Ac	100.00
01	Wage/salary	07/01/2007	07/31/2007	PUR	40	4025001000	Office Of Engage	60.00
01	Wage/salary	06/11/2007	06/30/2007	PUR	40	4011001000	College Of Ag-A	60.00
01	Wage/salary	03/01/2006	06/10/2007	PUR	40			50.00

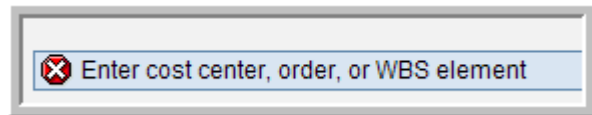
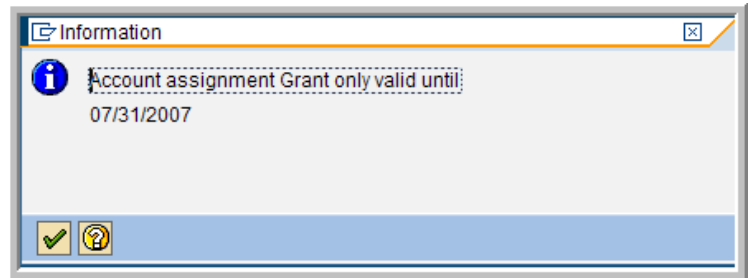
Note: If the user *did not* change the start or end date of the copied record, the system will display the warning message below:



This message informs the user that the previous record is being overwritten by the newly entered information. Since the dates were not changed, the old record is being completely replaced with the new record. No history will be stored.

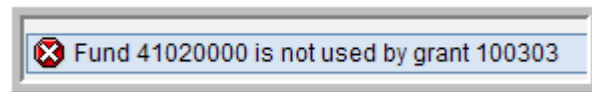
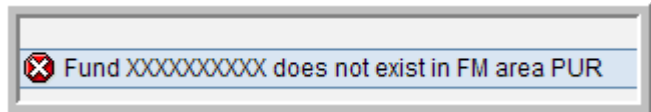
Common Warning or Error Messages on Infotype 0027

Warning: The grant validity period will end on the date specified. Since the message is a warning, users may either correct the information or continue to save the data.



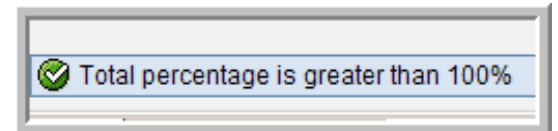
Error: The user attempted to update a record but failed to enter the cost center or order. Since this is an error, the user will be required to enter the cost center or order before saving the record.

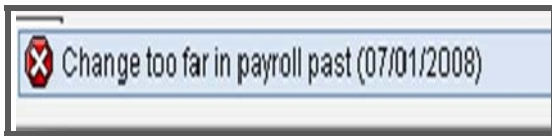
Error: The user attempted to update a record with an invalid fund. Since this is an error, the user must correct the fund.



Error: The fund entered by the user is not a valid combination for the grant. Since this is an error, the user must correct the fund.

Error: The total percent of effort is more than 100%. The user will need to correct the percent of effort. *Please note that the system will NOT warn the user if the total percent of effort is less than 100%.*





Error: The User will *not* be able to enter the CD-01 because payroll has locked retroactivity prior to the date shown in the message. The User will need to send a filled out CD-01 to the Costing office to be entered.

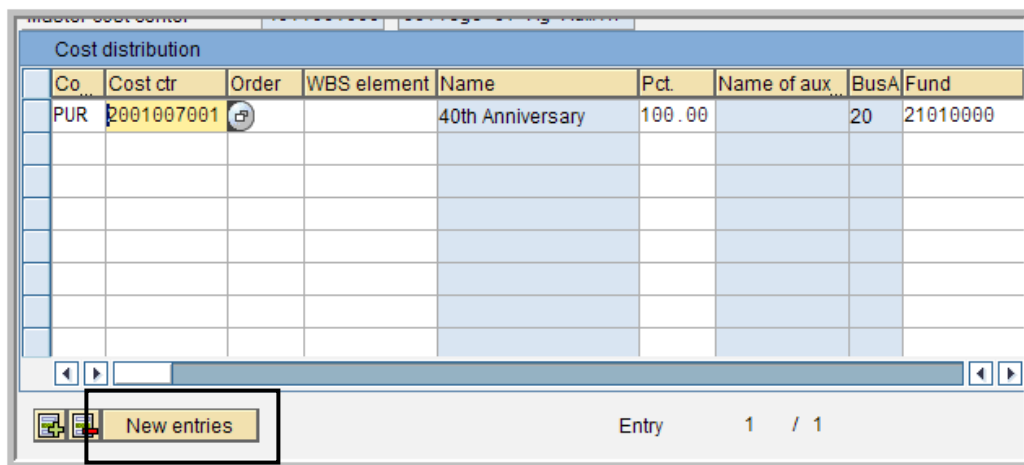
Miscellaneous Features on Infotype 0027

Opening Fields for Data Entry

Occasionally, the data entry fields will be locked (grayed over) and data entry isn't allowed (see below).

Cost distribution									
Co...	Cost ctr	Order	WBS element	Name	Pct.	Name of aux...	BusA	Fund	
PUR	2001007001			40TH ANNIVERSARY	100.00		20	21010000	

To open the data entry fields, the user may click the **New entries** button in the lower left corner of the screen.



The fields will now allow data entry.

Note: The user may also click the Green Check located in the upper left corner of the screen to open the data entry fields.

Deleting a Row of Distribution

Copy Cost Distribution (0027)

Org. Management info

Pers. No. 30 Pers.Assgn 00000030 Department Head of HR

Name DepartmentHead Don PUID 0045578890 Security Display

EE group E Faculty Pers.area Z040 West Lafayette Payr.area FY

EE subgroup Z4 12 Month Exempt Org.unit 50030998 HR Training Org extra positions

Start 09/01/2007 To 12/31/9999

Distrib. 01 Wage/salary

Master cost center 4011001000 College Of Ag-Admin

Co.	Cost ctr	Order	WBS element	Name	Pct.	Name of
PUR	4016001000			Col Of Pharm-Adm	25.00	
PUR	2001007001			40th Anniversary	25.00	
PUR	34008001			Adv Marketing Commun	25.00	
PUR	4009036004			Admin - General	25.00	

New entries

Entry 1 / 4

To delete a row of distribution, the user will complete the following steps.

- Highlight the row of distribution to be deleted.
- Click the Delete button.
- Click the New entries button.

Adding a Row of Distribution

Copy Cost Distribution (0027)

Org. Management info

Pers. No. 30 Pers.Assgn 00000030 Department Head of HR

Name DepartmentHead Don PUID 0045578890 Security Display

EE group E Faculty Pers.area Z040 West Lafayette Payr.area FY

EE subgroup Z4 12 Month Exempt Org.unit 50030998 HR Training Org extra positions

Start 09/01/2007 To 12/31/9999

Distrib. 01 Wage/salary

Master cost center 4011001000 College Of Ag-Admin

Co.	Cost ctr	Order	WBS element	Name	Pct.	Name of
PUR	4016001000			Col Of Pharm-Adm	25.00	
PUR	2001007001			40th Anniversary	25.00	
PUR	034008001			Adv Marketing Commun	25.00	
PUR	4009036004			Admin - General	25.00	

New entries

Entry 1 / 4

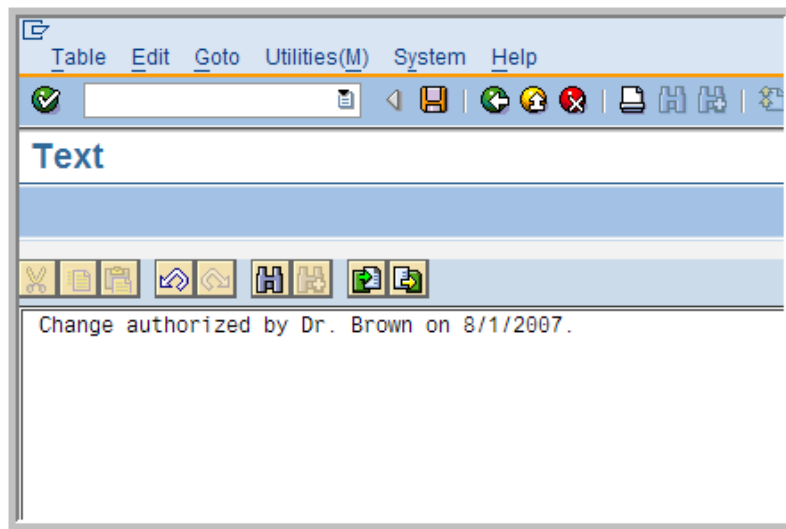
To add a row of distribution, the user will complete the following steps.

- Highlight the row where the new line should be inserted.
- Click the Add button.
- Click the New entries button.

Adding a Comment to the Infotype Record

To store a comment on the cost distribution record, the user may click the Edit menu item, then scroll to Maintain text.

Infotype	Edit	Goto	Distribution list	Extra
✓	Create			F5
Copy C	Change			F6
	Copy			
	Delete			Shift+F2
Pers. No.	Lock/unlock			Shift+F12
Name	Maintain text			F9
EE group	Display text			
EE subgroup	Cancel			F12



A new window titled Text will open. The user may enter a comment, then click the **SAVE** button.

Note: The text is not currently available to query. It can only be viewed by opening the cost distribution record.

Trash Can



The Trash Can icon **should not** be used. Please do not “trash can” any Infotype 0027 records.