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:

![ZCOSOBJ - Employees cost distribution objects](image)

- **Selection**
  - Personnel Number
  - Employment status
  - Company Code
  - Payroll area
  - Pers.area/subarea/cost center
  - Employee group/subgroup

- **Additional Criteria (0027 or 1018)**
  - Cost Center
  - WBS Element
  - Fund

- Display Output in ALV Grid
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.

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