

# PA30 Create Cost Distribution

**Process:** This transaction sets up cost distribution at the employee level. The cost distribution entered here will override the cost distribution on the position. Use this Infotype only when the cost distribution on the position is not applicable to the employee holding the position for any period of time. The infotype used for this cost distribution at the employee level is Infotype 0027 and is equivalent to HRS screen 036.

**Role:** Authorized Users


**Frequency:** When needed

## BEGINNING

Enter the transaction code PA30

## MAINTAIN HR MASTER DATA

**Person ID**

Enter the Person ID or use the Possible Entries icon  to select

**Direct Selection Infotype**

0027

Press Enter

Click on the Create icon



## CREATE COST DISTRIBUTION (0027)

**Start**

Enter the date the cost distribution will start

**To**

Enter the last day the cost distribution will be in effect

**Distrib.** (Distribution Type)

Choose Wage and Salary

STyp	Name
01	Wage/salary

**CoCd** (Company Code)

UK00

**Cost Center/Order/WBS Element**

Enter the correct cost object, either a cost center, an internal order, or a WBS Element

**Pct.** (Percent)

Enter the percentage, such as 20% is entered as 20.00

Enter the information for another cost object on the next line, if needed

**Remember:** The entries must add up to 100%!

Click on the Save icon



Click on the Back icon to exit the transaction



The following tools to help you are on the myHelp website.

Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>