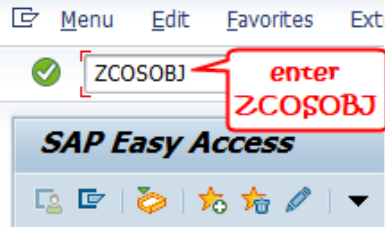# How to run ZCOSOBJ – Employees Cost Distribution Objects

Process: An IRIS report used to view the cost object distribution for an employee. This report can be run for cost centers and/or grants. The report returns employee name, person ID, position, distribution percentage, start and end date of distribution percentage, cost object and fund. No variant is needed to run this report.

Procedure

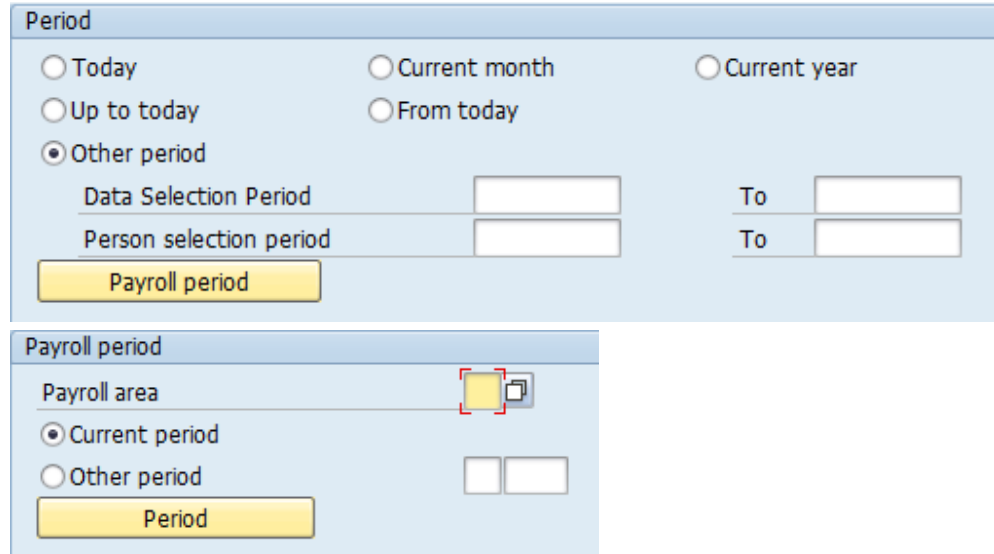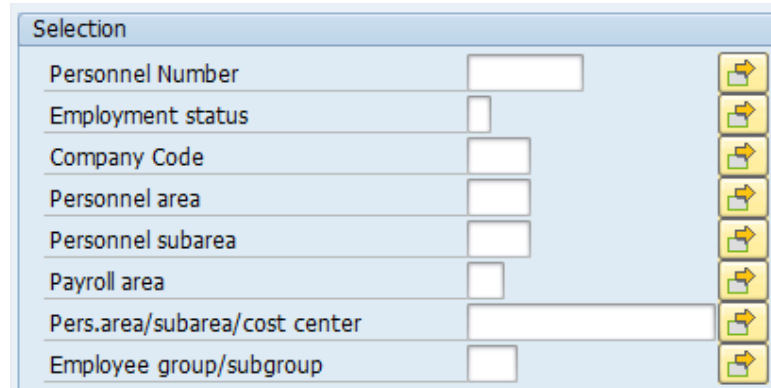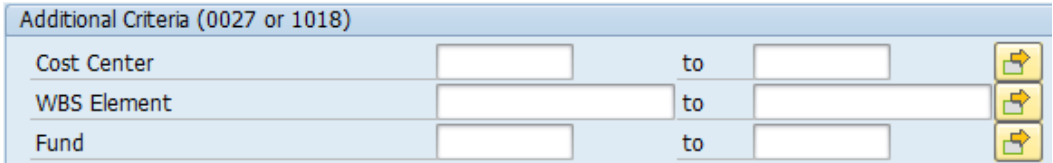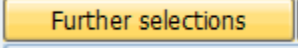|	
Enter t-code ZCOSOBJ in SAP	
Filters	This report has a number filter options and can be used in comibination to narrow results based on need.
Period provides filters based on a time frame. Bullet a period or enter a date range. Payroll period provides additional filters.	
Selection provides filters based on person and payroll area. Enter information as needed. Use the boxed arrow to include or exclude multiple entries.	

Additional Criteria provides filters based on cost object and fund. Use the boxed arrow to include or exclude multiple entries.	**Additional Criteria (0027 or 1018)** Cost Center _____ to _____ WBS Element _____ to _____ Fund _____ to _____
Check Display Output in ALV Grid to change the default layout to a spreadsheet type of format	Display Output in ALV Grid ☐ **Note:** Grid layout can be sorted and exported to excel. Grid layout can also be changed to include department number and name by selecting change layout ▦ and including OU Desc.
Click execute for results	⊕ ▭ ▭ **Click execute for results**
EXAMPLE: Return distribution for all employees charging cost object X	Period = ⦿ Other period (no dates) Selection = (no entries) Additional Criteria = Cost Center or WBS Element number Display Output in ALV Grid checked depending on layout needed
EXAMPLE: Return distribution for all employees charging cost object X in FY 20XX	Period = ⦿ Other period Data Selection Period 7/1/20 To 6/30/21 Selection = (no entries) Additional Criteria = Cost Center or WBS Element number Display Output in ALV Grid checked depending on layout needed **Note:** ○ Current year Current year is calendar year, not fiscal year
EXAMPLE: Return distribution for employee X charging cost object X in FY 20XX	Period = ⦿ Other period Data Selection Period 7/1/20 To 6/30/21 Selection = Personnel Number 12345678 Additional Criteria = Cost Center or WBS Element number Display Output in ALV Grid checked depending on layout needed
Note: Further selections provides additional filter options	Further selections Further selections includes variables such as employee group, business area, organizational unit, position, and more that can be used to customize results

Questions?

For questions on distribution, please contact the responsible payroll personnel within the department or payroll area of the employee or department. For additional assistance, contact the assigned FA for that grant.