

CREATE COST DISTRIBUTION INFOTYPE 1018 (FUND APPROVER)



BUSINESS PROCESS PROCEDURE FN-08

The purpose of this Business Process Procedure is to explain how to create the Cost Distribution tab (Infotype 1018) while approving a Create New Position action in the Integrated HR-Payroll System.

Trigger: The Fund Approver must approve a PCR for the creation of a new position that requires the Cost Distribution infotype to be created/updated.

Business Process Procedure Overview: The Cost Distribution tab (infotype 1018) must be created prior to Workflow approval by the Fund Approver so that a complete PCR goes to OSBM for approval. The HR Master Data Maintainer role does not have security access to this infotype.

Access Transaction:

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code: SAP Business Workplace (SBWP)

Procedure

1. On the SAP Easy Access screen, click the SAP Business Workplace (Ctrl+F12) 🥯 button.



2. Click the node () next to the **Inbox** folder to see its subfolders.



3. Click the **Workflow Workflow** button. A list of PCRs is displayed to the right of the folders you just opened. The number to the right is how many items are awaiting review.

🔻 📌 Workplace: Workflow Funding Approver
🕶 🧽 Inbox
• 🚽 Unread Documents 0
• 🗾 Documents 0
🕐 🕨 Workflow 101
 Dverdue entries 0
• ▶ Deadline Messages 0
 Entries with Errors 0

4. Double-click the Create New Position PCR that needs approval. Remember, cost distribution information must be added prior to approval so that the PCR moves through Workflow appropriately.



5. Click the cost tab on the new screen. Cost The Cost tab displays.

General Addr	ess Time Cost		
osition			
Position	65003193 Special Assistant to Div D	irector	
Valid from	01/01/2016 to 12/31/9999		
Infotype status	2 Planned Work Flow St	atus 🛛 🛛 In Process	PCR Number 5000002119
Position abbr.	AdmAsstII Position Name Special As	sistant to Div Directo	r
⊙Open ○Vacan	cy filled		
Company Code	NC01 STATE OF NC	Personnel area	4601 Natural and Cultural Resources
Business Area	4600 DNCR	Pers. subarea	NC01 7day Norm
Employee group	SPA Employees 🔻	EE subgroup	B1 FT S-FLSAOT Perm
Hours per Week	40.00		
SOC Code	436010 Secretaries & Administrative Assista	nts	
County Code	092 Wake		
Position Types:	None 🖌 Emergency 🗌 Essential 🗌	Mandatory On-Site	Key Non-Key Position
		Field/Home based	

6. Click the Create / Update button. The Create Cost Distribution infotype opens.

Create New Position - FUND
General Address Time Cost
Position
Position 65003193 Special Assistant to Div Director Create / Update Valid from 01/01/2016 to 12/31/9999 Infotype status 2 Planned Work Flow status N In Process
Total Budgeted Amount 0.00 Action/Reason Code
Master cost center
COAr Cost ctr Order WBS element Name Pct. Name

- 7. Enter the following cost distribution data in the appropriate fields:
 - Cost Center (Cost ctr)
 - Order (the description field of the order (contains the NCFS company and full center))
 - Percentage (Pct)
 - Fund (the fund ends in **01** for appropriated, **04** for federal, **05** for receipts)

NOTE: Remember to scroll to the right to add the appropriate fund.

Cost d	istribution						
COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of	:
NC01	4610000000	10000005371		ADMINISTRATION	100.00	4601121	
							Ŧ
- + F						F	
E0E0	New entrie	s		Entry 1 / 0			
Intry	1 of	1					
			man and a second	and a strength of	`		5

8. Press Enter. The Budget Distribution screen displays.

C Budget Distribution												
Total Budgeted Amo	ount						Action/Reason	Code 100				
Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr	Order	WBS Element	FMA	Fund	Functional Area	Grant
0.00	100.00	NC01	4600	NC01	K	4610000000	100000005371	0	NC01	461210005	G0000000000000000	

- 9. Enter the salary information in the Total Budgeted Amount field.
- 10. The Action/Reason Code of **100** will default. Do **NOT** change it.
- 11. Click the **Enter** button at the bottom right corner of the screen when the salary has been updated. You are returned to the Create Cost Distribution (1018) infotype.
- 12. Click the Save (Ctrl+S) 🔚 button.
- 13. Look at the bottom left section of the screen for confirmation that the record has been updated.

Entry	1 of	1
) Record c	reated	

- 14. Click the **Back (F3)** Constant button on the toolbar at the top of the screen. A pop-up screen requires you to take action to complete this workflow item.
- 15. Click the **Complete Item** Complete Work Item button.



16. Click the **Approve Change** option to complete the fund approval process for the PCR.

Decision Step in Workflow
SWorkflow Dreate Dimport
4601 - OM Action Create New Position for Position - 65003193 PCR: 5000002119
Choose one of the following alternatives
Approve change
Return to initiator
Cancel and keep work item in inbox

The process is complete!

Change Record

- 12/13/16 Created by Margaret Kendall
- 9/20/21 Updated format and assigned reference number Claire Ennis
- 9/27/21 Redesigned to show screen shots after instructions. Added alt-text.
- 7/06/23 Reviewed and updated references for NCFS. L. Kaull