

FN-08 Create Cost Distribution Infotype 1018 (Fund Approver)

Purpose

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

There are 16 steps to complete this process.

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

Image



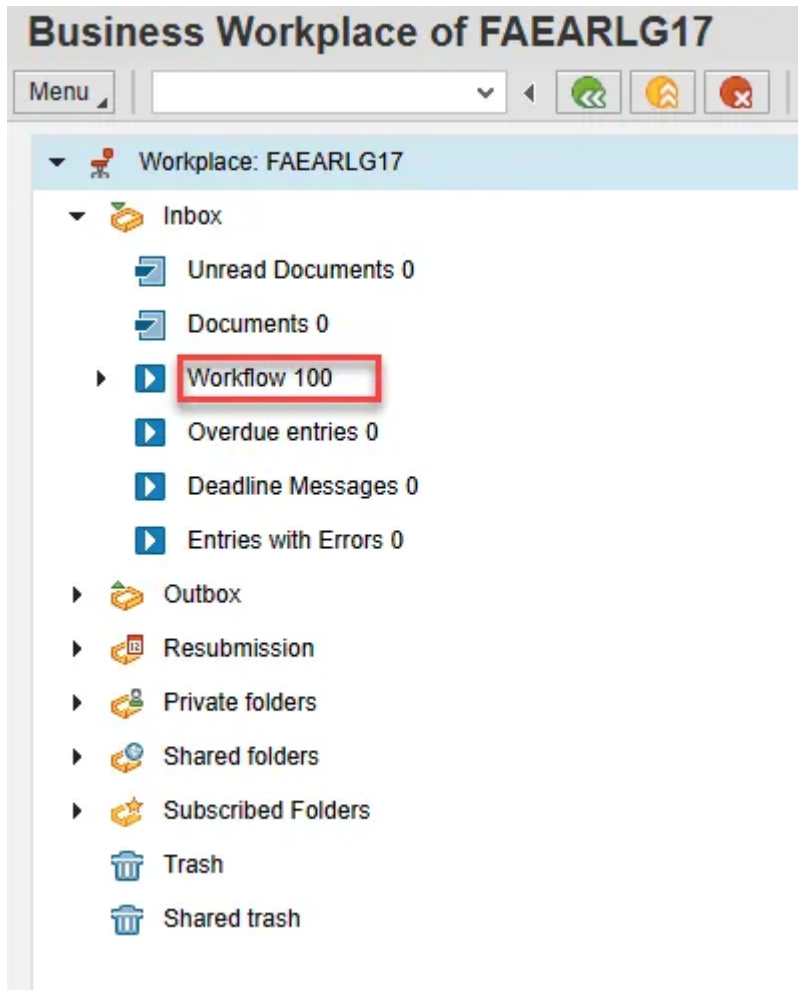
Step 2. Click on the **expand node** next to the Inbox folder to see its subfolders.

Image



Step 3. Click on the **Workflow** subfolder to the list of PCRs awaiting review.

Image



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

Image

Business Workplace of FAEARLG17

Menu [dropdown] [icons] [New message] [Find folder] [Find document] [Appointment calendar] [Distribution lists]

Workplace: FAEARLG17

- Inbox
 - Unread Documents 0
 - Documents 0
 - Workflow 100**
 - Overdue entries 0
 - Deadline Messages 0
 - Entries with Errors 0
 - Outbox
 - Resubmission
 - Private folders
 - Shared folders
 - Subscribed Folders
 - Trash
 - Shared trash

Workflow 100

Exe...	Title	Status	Creation Date	Creation ...	P...	Atta...	Con...	Wor...
[icon]	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...	[icon]	04/20/2024	10:44:11	5			
[icon]	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...	[icon]	04/20/2024	10:44:08	5			
[icon]	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...	[icon]	04/20/2024	10:44:04	5			
[icon]	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...	[icon]	04/20/2024	10:44:01	5			
[icon]	4601 - OM Action Create New Position for Position 65003220 PCR: 500...	[icon]	04/20/2024	09:11:38	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003221 PCR: 500...	[icon]	04/20/2024	09:11:31	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003222 PCR: 500...	[icon]	04/20/2024	09:11:26	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003223 PCR: 500...	[icon]	04/20/2024	09:11:20	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003224 PCR: 500...	[icon]	04/20/2024	09:11:16	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003225 PCR: 500...	[icon]	04/20/2024	09:11:11	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003226 PCR: 500...	[icon]	04/20/2024	09:11:03	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003227 PCR: 500...	[icon]	04/20/2024	09:10:57	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003228 PCR: 500...	[icon]	04/20/2024	09:10:50	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003229 PCR: 500...	[icon]	04/20/2024	09:10:42	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003230 PCR: 500...	[icon]	04/20/2024	09:10:36	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003231 PCR: 500...	[icon]	04/20/2024	09:10:17	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003232 PCR: 500...	[icon]	04/20/2024	09:10:12	5		[icon]	
[icon]	4601 - OM Action Create New Position for Position 65003233 PCR: 500...	[icon]	04/20/2024	09:10:05	5		[icon]	

Step 5. Click the **Cost** tab.

Image

Create New Position - FUND

Menu



General

Address

Time

Cost

Position

Position	65003220	Copy Special Assistant to Div Director		
Valid from	05/01/2024	to	12/31/9999	
Infotype status	2 Planned	Work Flow Status	N In Process	PCR Number 5000002182
Position abbr.	AdmAsstII	Position Name	Special Assistant to Div Director	
☒ Open ☐ Vacancy 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	A SPA Employees	EE subgroup	Y1 PT S-FLSAOT Perm	
Hours per Week	24.00			
SOC Code	436010 Secretaries & Administrative Assistants			
County Code	060 Mecklenburg			
Position Types:	☒ None ☐ Emergency ☐ Essential ☐ Mandatory On-Site ☐ Key ☐ Field/Home based			
	Non-Key Position			

Position Relationships

Org Unit	20010135	CR CDS A&H Historical Resources
Job	32000025	Administrative Specialist II
Reports To	60083302	ARCHIVES AND RECORDS DIVISION DIRECTOR

Pay Grade

Pay Scale

Salary structure data

Ctry Grouping	10 USA	Pay grade	NC09
Pay grade type	18 North Carolina	Level	NC
Area	01 Annual Salaries	Key Date for Display	05/01/2024
Currency key	USD		
Pay grade	38,516.00	To	67,404.00
Reference salary	52,960.00		

Step 6. Click the **Create/Update** button.

Image

Create New Position - FUND

Menu



General

Address

Time

Cost

Position

Position

65003220

Special Assistant to Div Director

Create / Update

Valid from

05/01/2024

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

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name

Entry

1

Frm 0

Entry

1 of

Record

1 of

0

The proper way to update positions for NCFS new data is to have a 3-way match between the Cost Center, Internal Order Description, and Fund in the HR/PY system.

To add the NCFS data we recommend you use as a guide the NCFS Internal Order Crosswalk (transaction ZNCFSXWLK) which is available to ensure that you have the correct information for the 3-way match on a position.

Reference the Job Aid link below which also illustrates the translation from NCFS to the Integrated HR/PY system:

Link: [FN-05 Conversion from NCFS to SAP](#)

Example:

NCFS Internal Order Crosswalk (Transaction - ZNCFSXWLK)

The crosswalk shows an internal order description (38 characters) which includes the NCFS Budget Fund and NCFS Agency Mgmt. Unit. These translate into the HR/PY Fund and HR/PY Cost Center which are added to the PO13 cost distribution transaction. The internal order number is connected to the internal order description; in this example is 100000066272.

Image

NCFS Internal Order Crosswalk												
Run Date: 07/10/2024 Effective Date: 07/10/2024												
Internal Order Description	Internal Order...	Age...	NCFS Budget Fund	NCFS Agency Mgmt Unit	Agency Program	Fund SRC	Project	Interfu...	User...	UserD...	User...	Budg...
4600105106460010000000000200000000000000	100000066272	4600	105106	4600100	0000000	2000	0000000000	000000	0000	000000	00000	14800

Step 7. Enter the following cost distribution data in the appropriate fields:

- Cost Center (Cost ctr) – (Two-digit Agency + NCFS Agency Management Unit + 0) **4646001000**
- Internal Order Number (the description field of the order (contains the NCFS company and full center))
100000066272
- Percentage (Pct)
- Fund (the SAP fund ends in **01** for appropriated, **04** for federal, **05** for receipts) and the appropriate SAP funding source should be chosen to coincide with the NCFS funding source on the internal order 1000 for appropriated, 3000 for federal, or 2000 for receipts. (Two-digit Agency + NCFS Budget Fund+(01, 04, or 05)
4610510605

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

Image

Menu

Planning Status	Planned
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Start date 05/01/2024 to 12/31/9999 ⓘ Change Information

Master cost center		
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[illegible]



 New entries
 Entry 1 of 1

Step 8. Press **Enter**. The Budget Distribution screen displays.

Image

The screenshot shows a 'Budget Distribution' form. At the top, there is a header bar with the text 'Budget Distribution'. Below this, there are two input fields: 'Total Budgeted Amount' and 'Action/Reason Code'. Below these fields is a table with the following columns: 'Budgeted Amount', 'Pct.', 'CoCd', 'BusA', 'COAr', 'Re', 'Cost Ctr', 'Order', 'WBS Element', 'FMA', 'Fund', 'Functional Area', and 'Grant'. The table contains one row of data with the following values: '100.00', 'NC01', '4600', 'NC01', 'K', '4610000000', '100000066272', '0', 'NC01', '4610510605', 'G0000000000000001', and an empty 'Grant' field.

Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr	Order	WBS Element	FMA	Fund	Functional Area	Grant
100.00	NC01	4600	NC01	K	4610000000	100000066272	0	NC01	4610510605	G0000000000000001		

Step 9. Enter the salary information in the **Total Budgeted Amount** field.

Step 10. The Action/Reason Code of **100** will default. **DO NOT** change it.

Step 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.

Step 12. Click the **Save (Ctrl+S)** button.

Step 13. Look at the bottom left section of the screen for confirmation that the record has been updated.

Step 14. Click the **Back** button.

Step 15. Click the Complete Work Item button in the pop-up.

Image

This Work Item Has To Be Completed Explicitly...



Info.

Log

Attachments

Agents

4601 - OM Action Create New Position for Position 65003220 PCR: 5000002182

Description

No description available

Objects and attachments

- [OM_Header: PCR -5000002182 - Position:65003220](#)
- [OM_Control: Workflow Tracker](#)

 Complete Work Item

 Cancel

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

Image

The screenshot displays a web-based workflow interface titled "Decision Step in Workflow". At the top, there is a header bar with a "Menu" dropdown and three icons: a red circle with a white 'X', a printer icon, and a document icon. Below the header, a toolbar contains buttons for "Workflow", "Create", and "Import". The main content area has a title "4601 - OM Action Create New Position for Position - 65003220 PCR: 5000002182". Underneath, a section titled "Choose one of the following alternatives" lists three options: "Approve change" (highlighted with a red rectangle), "Return to initiator", and "Cancel and keep work item in inbox". Below this list, a "Description" section provides instructions: "Workflow status: In Process", "Please review the information in this screen and make your choice as follows:", "Approve change - the request will continue onto the next approver or processor.", "Return to initiator - the request will be returned to the person creating the request.", and "If you choose Cancel and keep work item in inbox, the user decision remains in your inbox for processing." On the right side, an "Objects and attachments" section lists two items: "OM_Header: PCR-5000002182 - Position 65003220" and "OM_Control: Workflow Tracker".

The process is complete.

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