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.

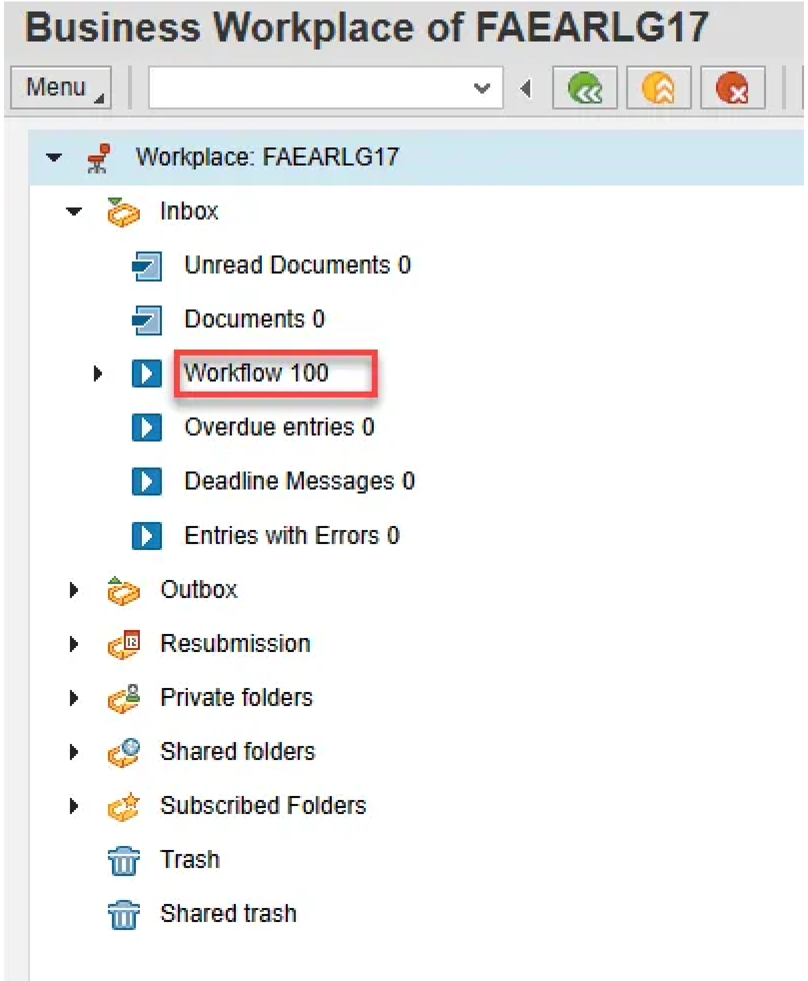
Image

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

Image

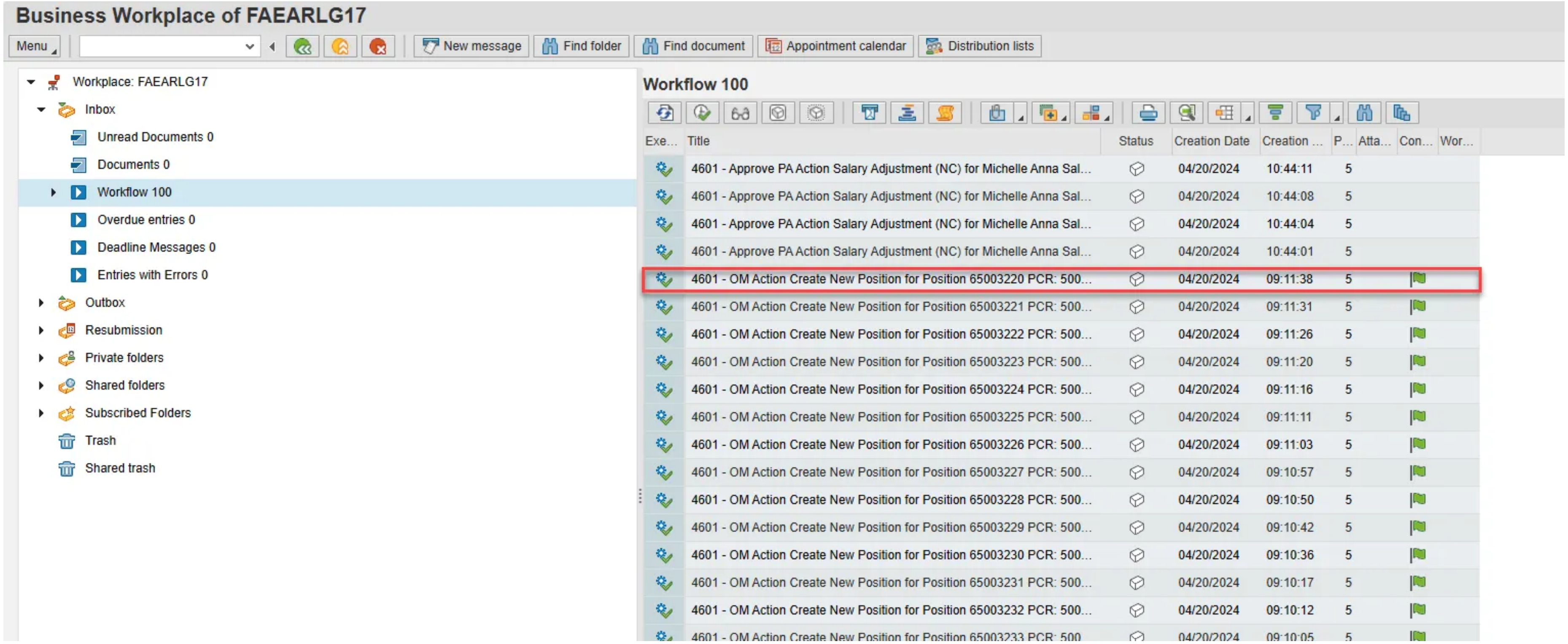
Step 3. Click on the **Workflow** subfolder to the list of PCRs awaiting review.

Image



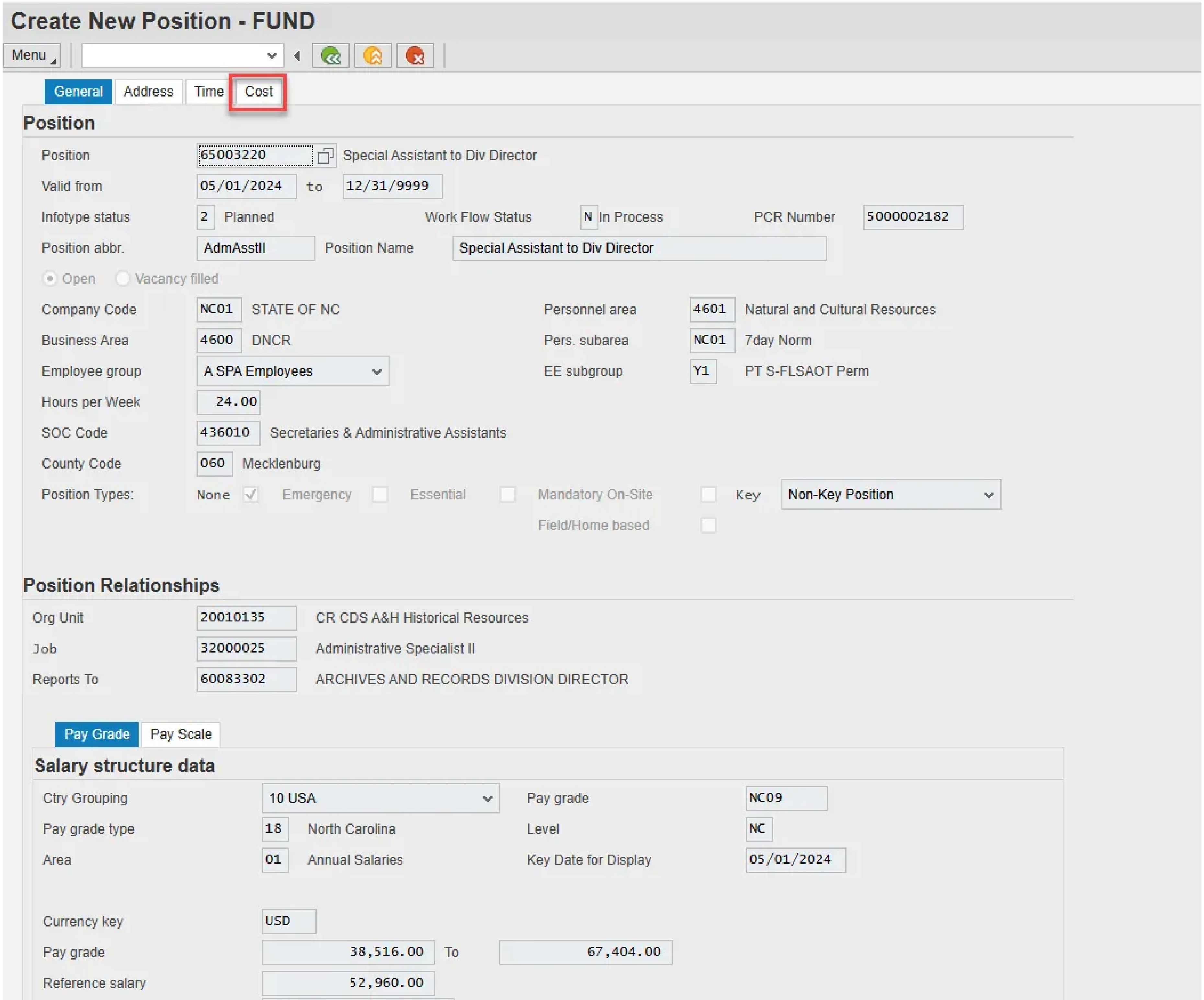
Step 4. Double-click the PCR that needs approval. Remember, cost distribution information must be added prior to approval so that the PCR moves through Workflow appropriately.

Image



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

Image



Create New Position - FUND

Menu

General | Address | Time | Cost

Position

Position: 65003220 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 Non-Key Position

Field/Home based

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

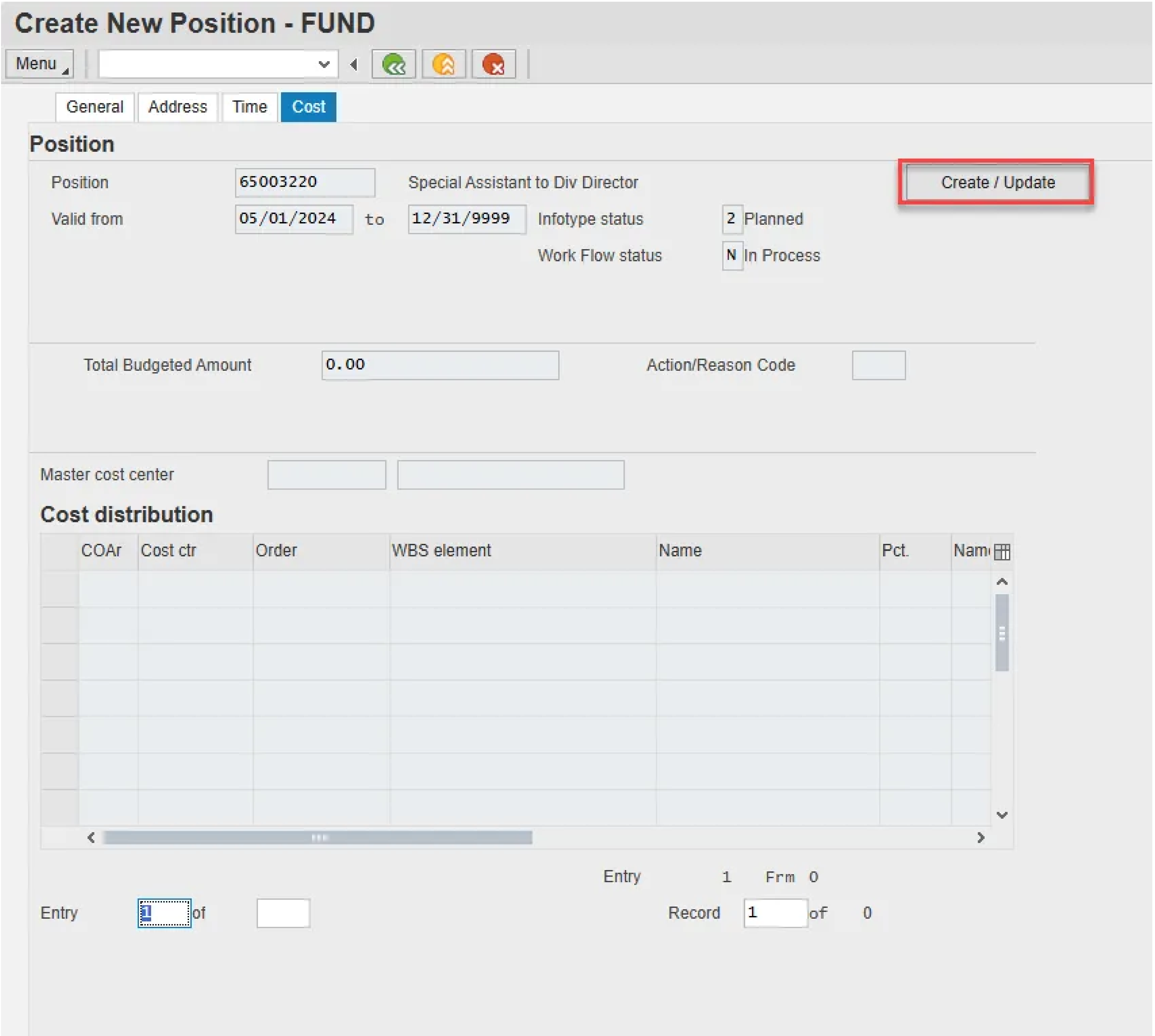
Currency key: USD

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.
Nam
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:

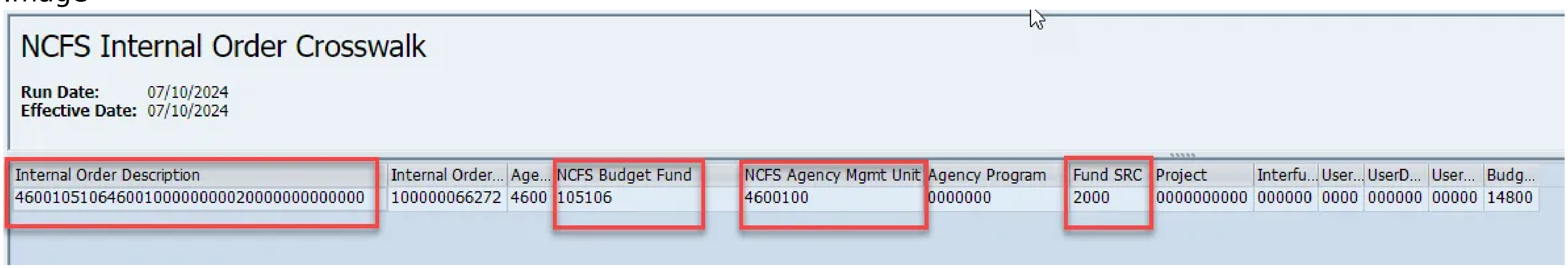
Link: [FN-05 Conversion from NCFS to SAP]

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

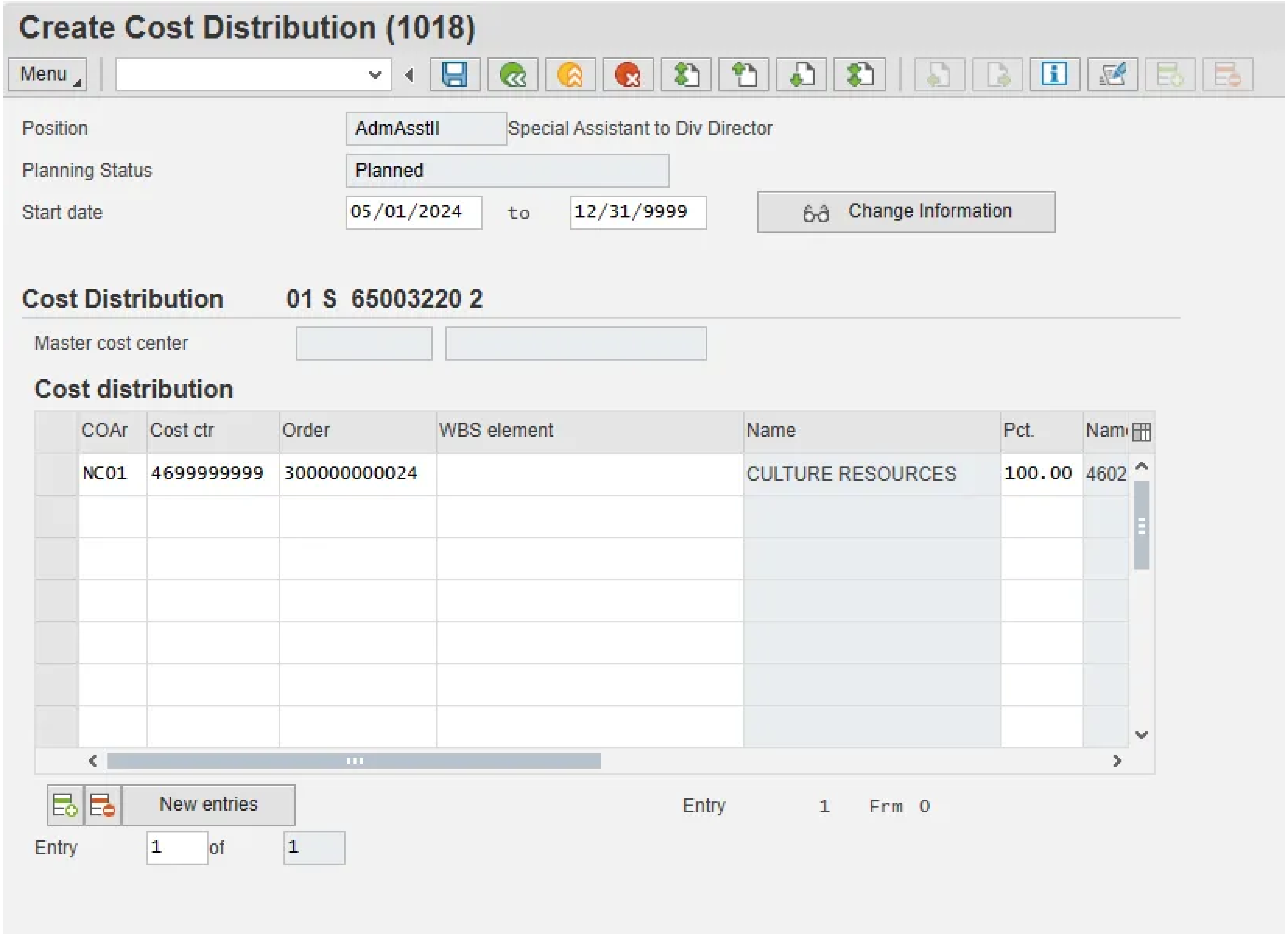


Step 7.   Enter the following cost distribution data in the appropriate fields:

- 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**

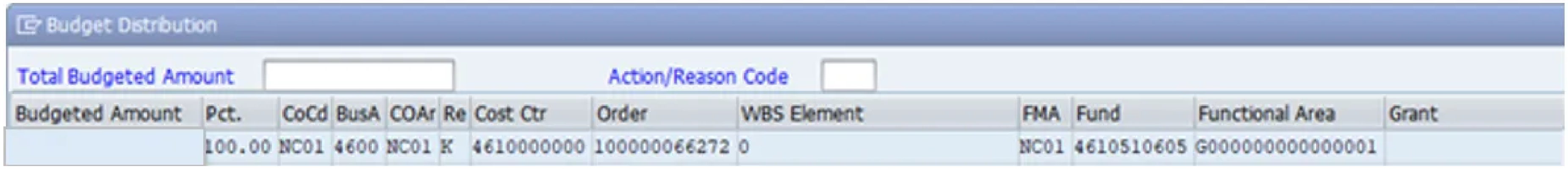
Note: Remember to scroll to the right to add the appropriate fund.

Image



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

Image



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.

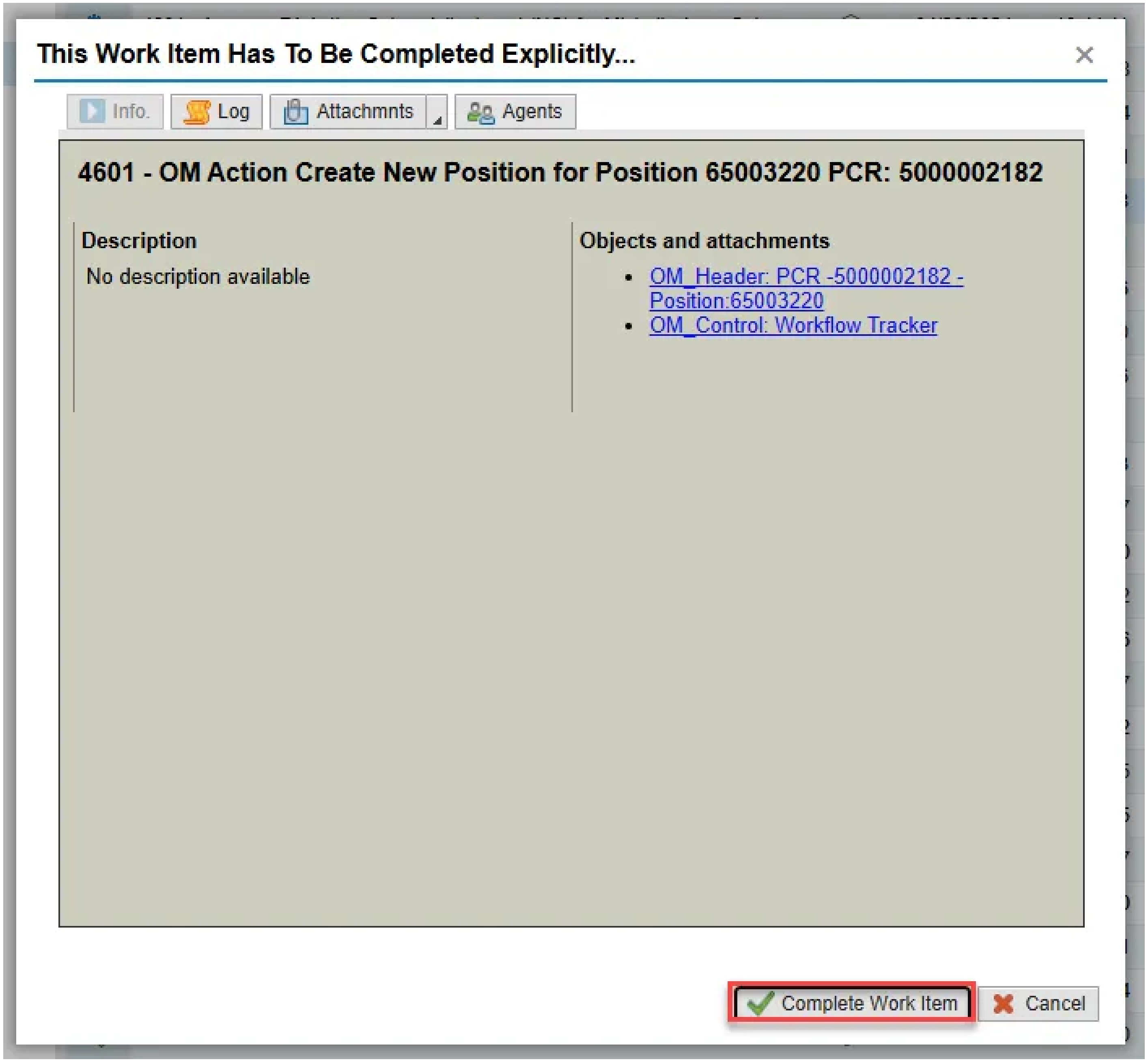
Step 12. Click the **Save (Ctrl+S)** button.

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.

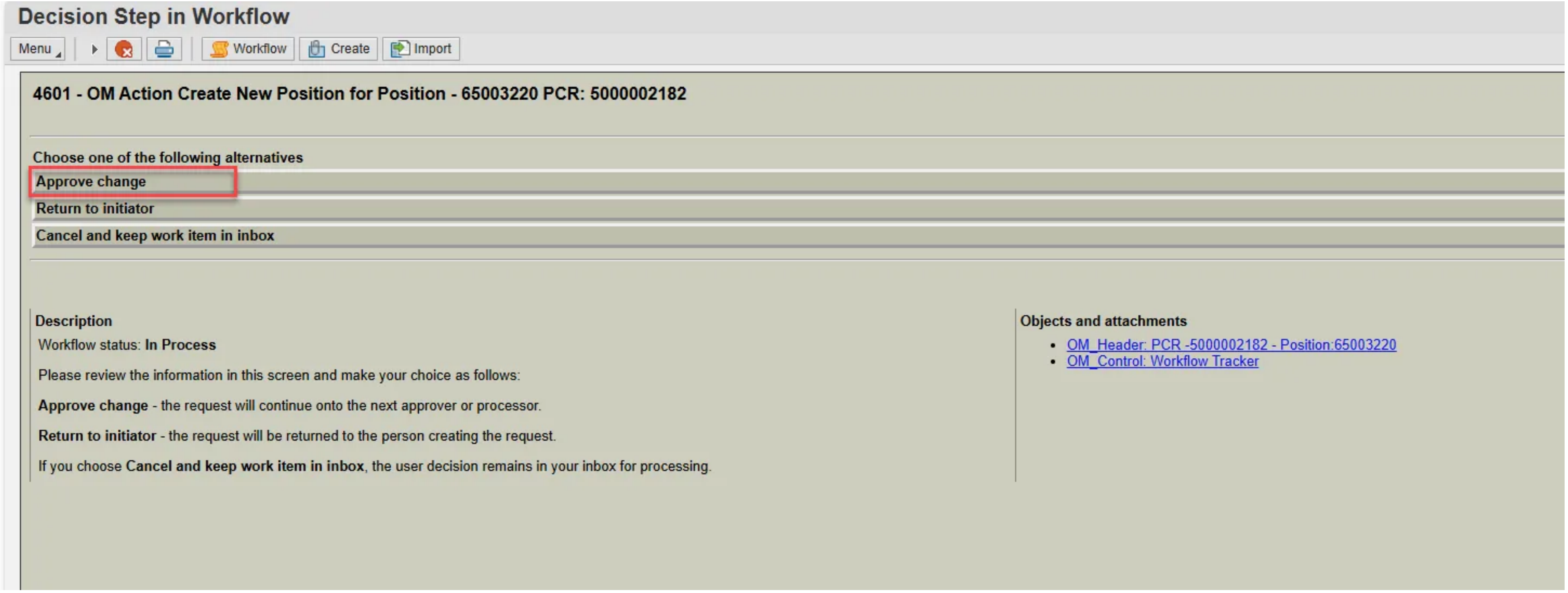
Step 15. Click the Complete Work Item button in the pop-up.

Image


This Work Item Has To Be Completed Explicitly...
Info.
Log
Attachmnts
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 process is complete.

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