CREATE COST DISTRIBUTION INFOTYPE 1018 (FUND APPROVER)

BUSINESS PROCESS PROCEDURE FN-08

FN

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.
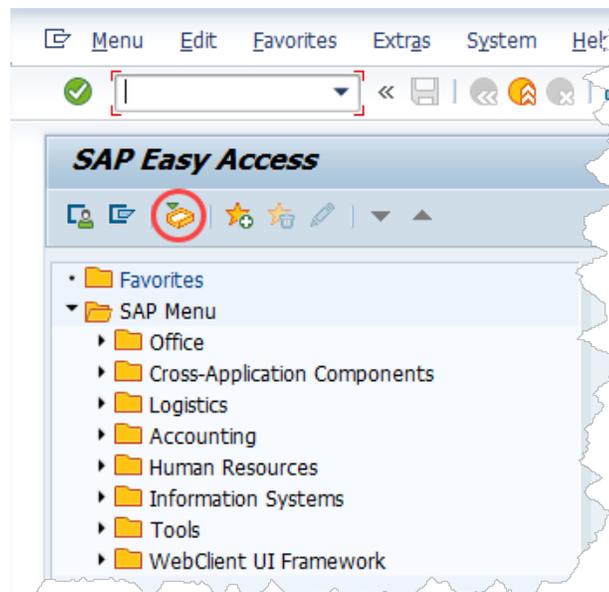
Access Transaction

Via Menu Path: Your menu path may contain this custom transaction code depending on your security roles.
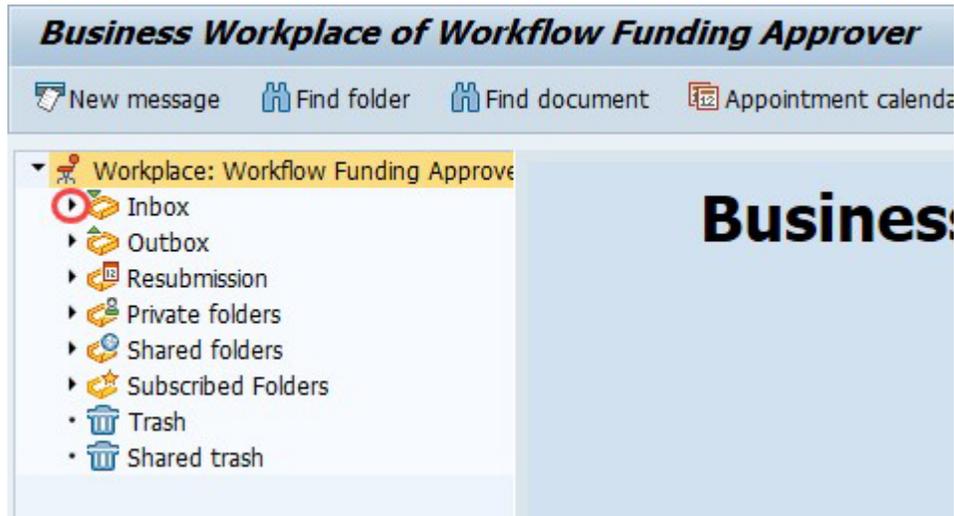
Via Transaction Code: SAP Business Workplace (SBWP).
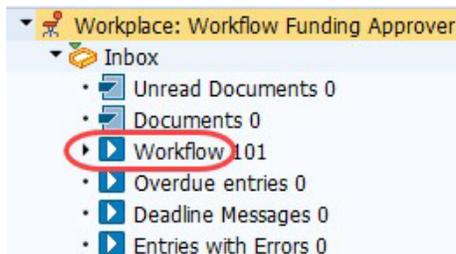
Procedure

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.

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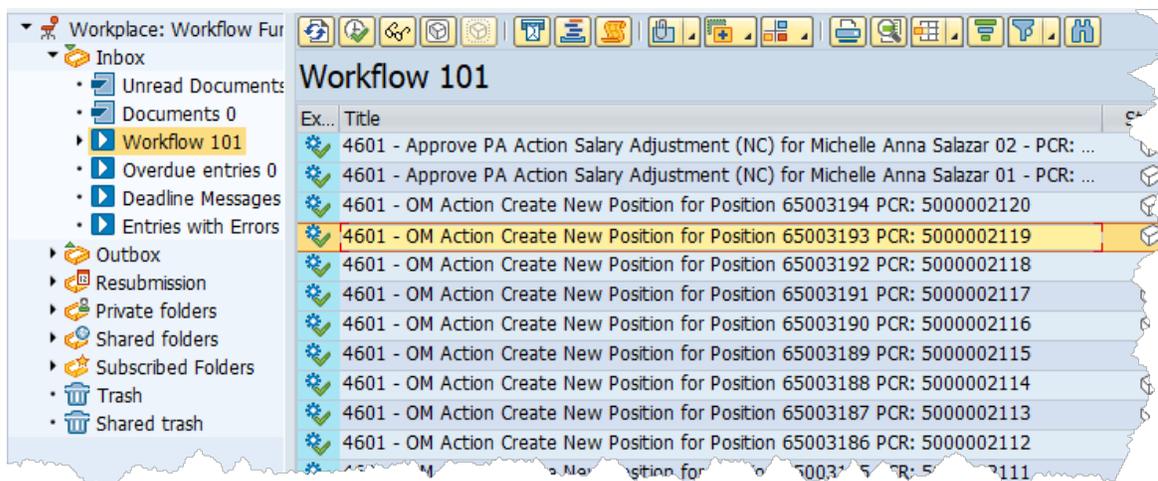
5. Click the cost tab on the new screen. Cost The Cost tab displays.

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

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 illustrates the translation from NCFS to 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.

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.*

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

| Budget Distribution												
Total Budgeted Amount					Action/Reason Code							
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	G000000000000001	

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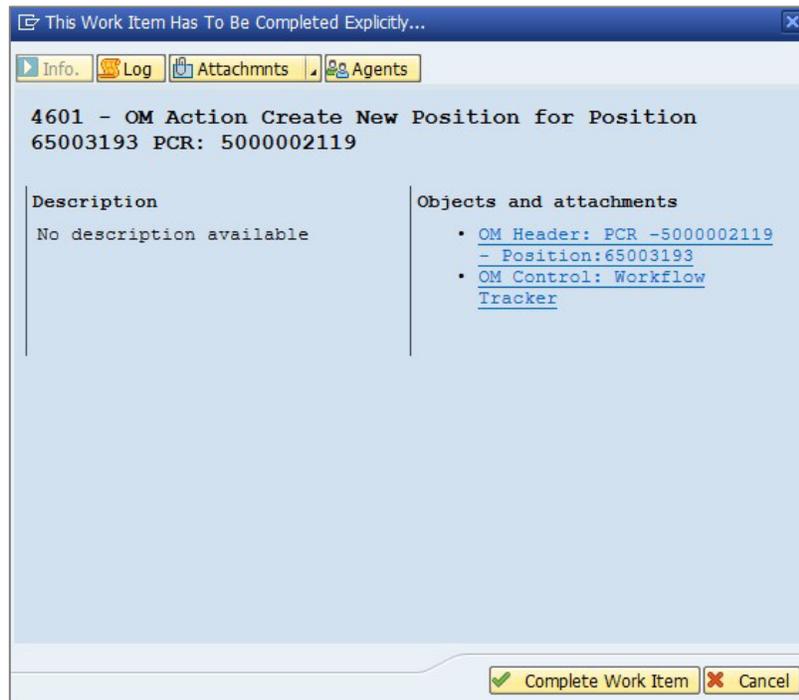
12. Click the **Save (Ctrl+S)** 💾 button.

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

> Entry   1   of   1
>
> ✅ Record created
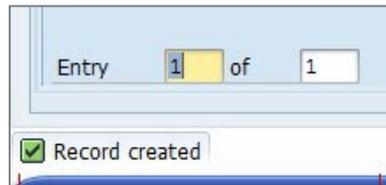
14. Click the **Back (F3)** ⏪ button on the toolbar at the top of the screen. A pop-up screen requires you to take action to complete this workflow item.

15. Click the **Complete Item** ✅ **Complete Work Item** button.

> **This Work Item Has To Be Completed Explicitly...**
>
> ▶ Info. 📒 Log 🖐 Attachmnts ▾ 👥 Agents
>
> 4601 - OM Action Create New Position for Position
> 65003193 PCR: 5000002119
>
> Description   Objects and attachments
> No description available   • OM Header: PCR -5000002119
>   - Position:65003193
>   • OM Control: Workflow
>   Tracker
>
> ✅ Complete Work Item ❌ Cancel

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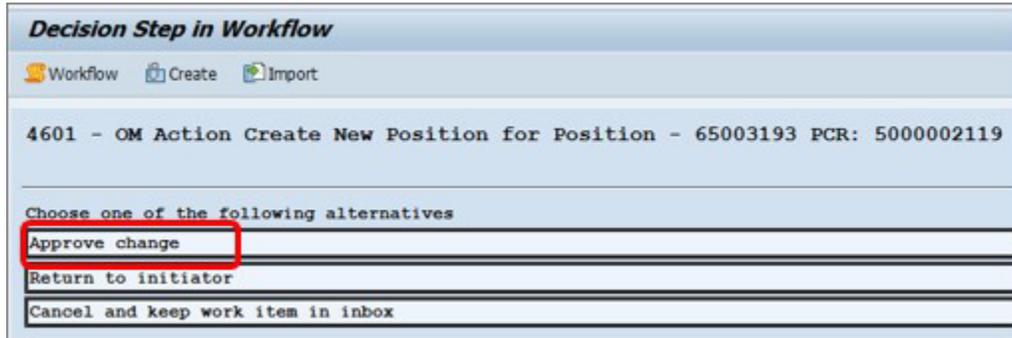
The process is complete!

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
- 7/10/24 – Reviewed and added NCFS position restriction information – L. Stubbs
- 7/17/24 – Updated screen shots for NCFS Internal Crosswalk and #8. – D.Parrish