



BUSINESS PROCESS PROCEDURE FIN-U8

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** 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
Vorkflow 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.

Canada Add				
General Add	ess Time Cost			
osition				
Position	65003193 Special Assistant to Div D	Director		
Valid from	01/01/2016 to 12/31/9999			
Infotype status	2 Planned Work Flow St	atus N In Process	PC	R Number 5000002119
Position abbr.	AdmAsstII Position Name Special As	ssistant to Div Directo		
⊙Open OVacar	icy filled			
Company Code	NC01 STATE OF NC	Personnel area	4601 Nat	ural and Cultural Resources
Business Area	4600 DNCR	Pers. subarea	NC01 7da	y Norm
Employee group	SPA Employees	EE subgroup	B1 FT	S-FLSAOT Perm
Hours per Week	40.00			
SOC Code	436010 Secretaries & Administrative Assista	ints		
County Code	092 Wake			
Position Types:	None 🖌 Emergency 🗌 Essential 🗌	Mandatory On-Site	🗌 Кеу	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
osition
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
Iaster cost center
COAr Cost ctr Order WBS element Name Pct. Name

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.

NCFS Internal Order Cross	valk			13						
Run Date: 07/10/2024 Effective Date: 07/10/2024										
Internal Order Description	Internal Order Age NCFS Bud	lget Fund	NCFS Agency Mgmt Unit	Agency Program	Fund SRC	Project	Interfu Use	rUserD	User	Budg
460010510646001000000002000000000000	10000066272 4600 105106		4600100	000000	2000	0000000000	000000 000	000000	00000	14800

- 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.

Cost d	istribution							
COAr	Cost ctr	Order	WBS element		Name	Pct.	Name	
NC01	4610000000	10000066272			ADMINISTRATION	100.00	46001	
								-
								Υ.
- + F							4 F	
Entry	1 of	1		Ent	ry 1 Frm 1 Record 1 of	_20		

8. Press Enter. The Budget Distribution screen displays.

🔄 Budget Distributi	on											
Total Budgeted Am	ount [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	G0000000000000000000000000000000000000	

- 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 Solution 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

- 14. Click the **Back (F3)** dutton 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 65003193 PCR: 5000002119	Position for Position
Description	Objects and attachments
No description available	- <u>OM Header: PCR -5000002119</u> <u>- Position:65003193</u> - <u>OM Control: Workflow</u> <u>Tracker</u>
	Complete Work Item X Cancel

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

Decision	Step in V	Vorkflow					
Workflow	🔁 Create	💽 Import					
4601 - 0	M Action	Create New	Position	for Position	- 65003193	PCR:	5000002119
Choose one	of the fo	ollowing alte	rnatives				
Choose one Approve c	a of the for hange	ollowing alte	rnatives				
Choose one Approve c Return to	of the fo hange initiator	ollowing alte	rnatives				

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