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.
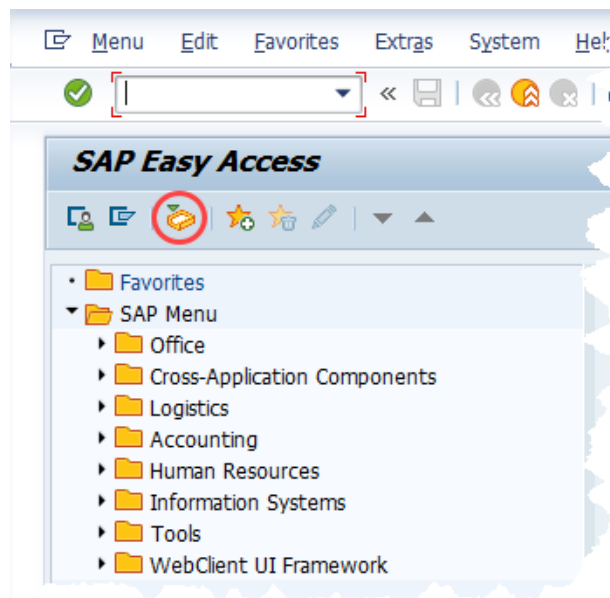
Access Transaction:

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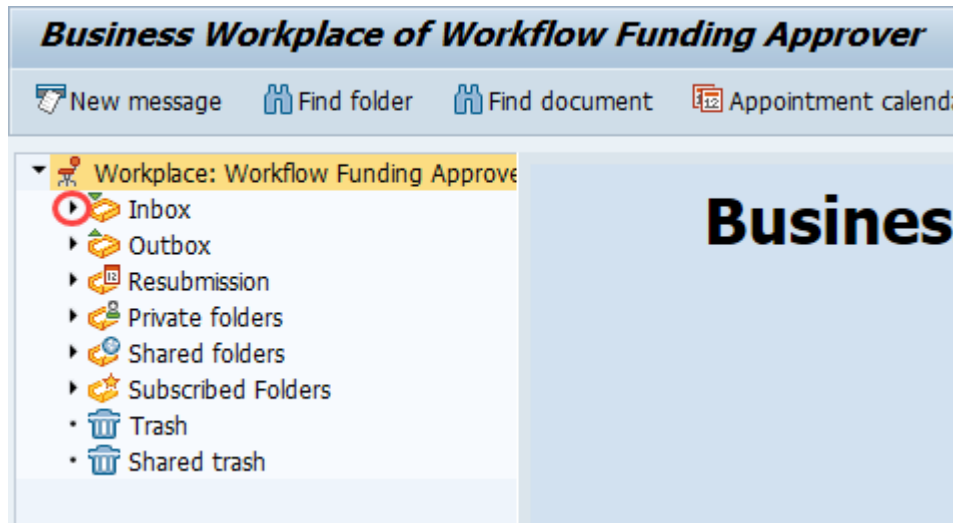
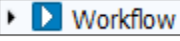**Via Transaction Code:** SAP Business Workplace (SBWP)
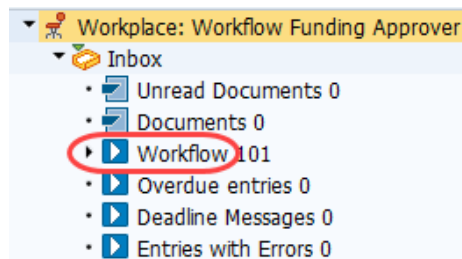
Procedure

1. On the SAP Easy Access screen, click the **SAP Business Workplace (Ctrl+F12)** button.
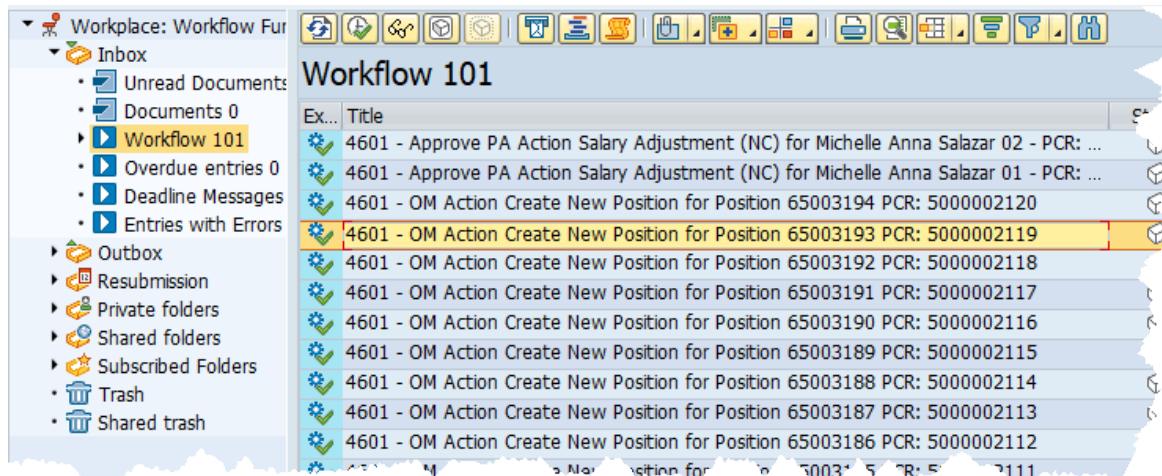
2. Click the node (▸) next to the **Inbox** folder to see its subfolders.

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.

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.*

	COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
	NC01	4610000000	100000005371		ADMINISTRATION	100.00	4601121

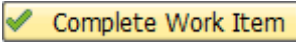Entry 1 / 0

New entries   Entry 1 of 1
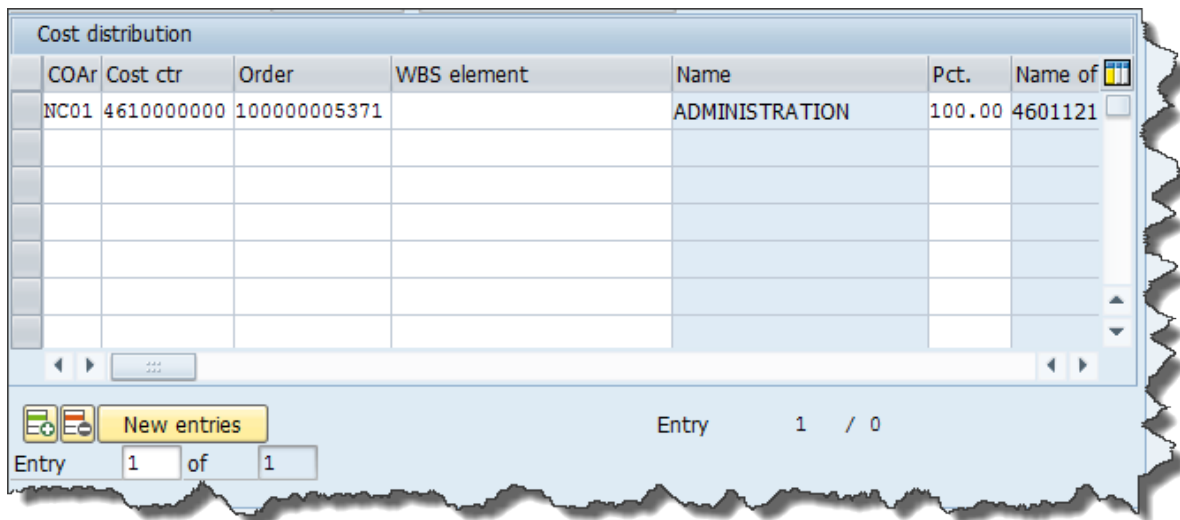
8. Press **Enter**. The Budget Distribution screen displays.

Budget Distribution

Total Budgeted Amount [   ]   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	G000000000000001	
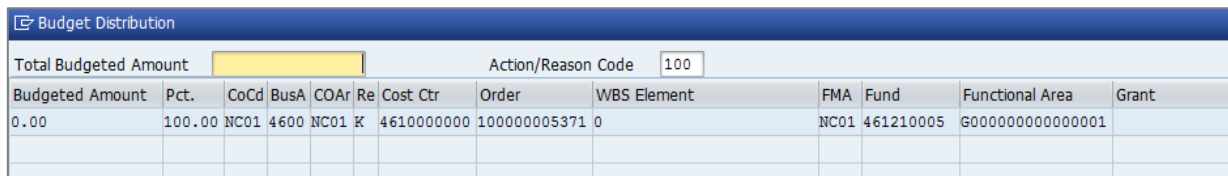
9. Enter the salary information in the **Total Budgeted Amount** field.

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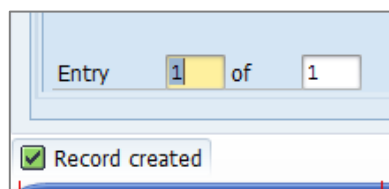
14. Click the **Back (F3)** ⏪ button on the toolbar at the top of the screen. A pop-up screen requires you to take action to complete this workflow item.

15. Click the **Complete Item** ✅ Complete Work Item button.
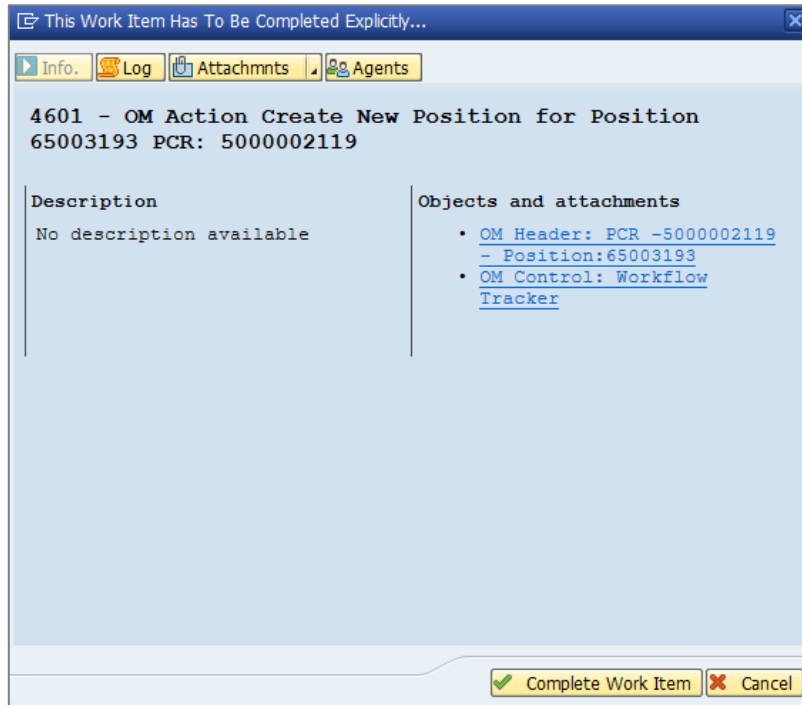
16. Click the **Approve Change** option to complete the fund approval process for the PCR.
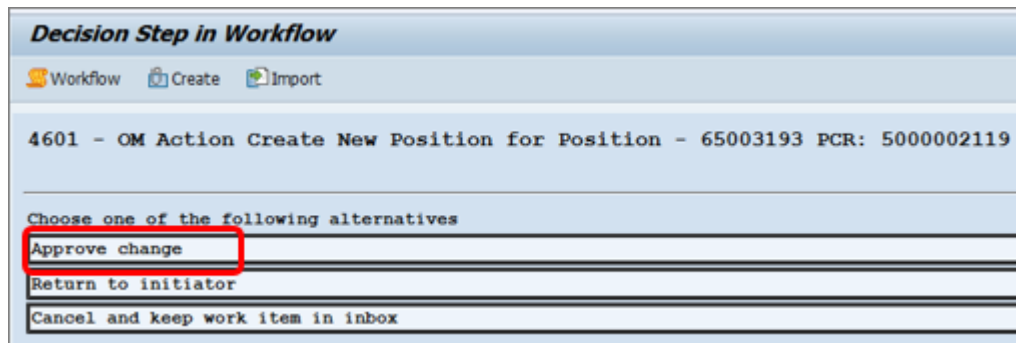
The process is complete!

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