



WORKFLOW BUSINESS PROCESS PROCEDURE

Create Cost Distribution Infotype 1018 (Fund Approver)

See **Change Record** at end of document for updates to this BPP.

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.

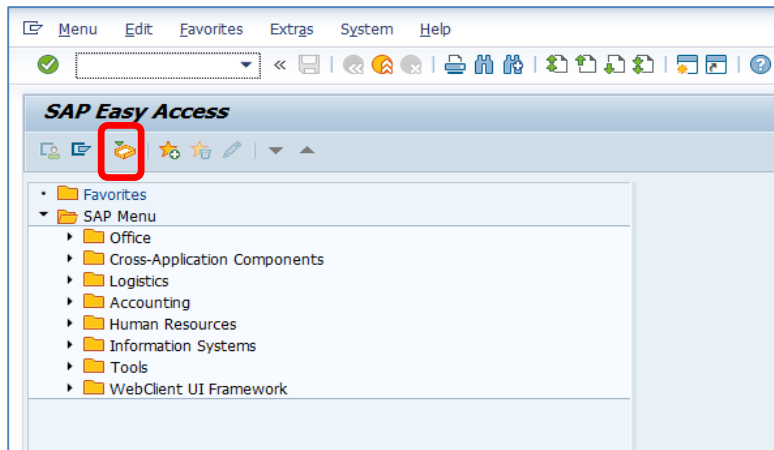
Business Process Procedure Overview:

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. HR does not have security access to this infotype.

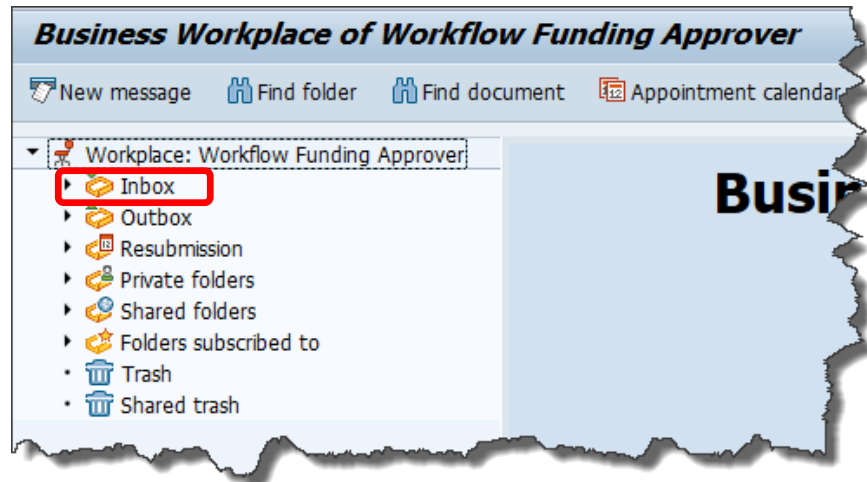
Access Transaction:

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

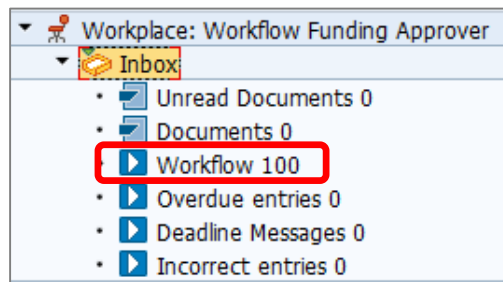
Procedure



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



2. Click the **Inbox**  button.



3. Click the **Workflow**  button. A list PCR is displayed to the right of the folders you just clicked.

The screenshot shows a table titled 'Workflow 100' with a toolbar at the top. The table has columns for 'Ex...', 'Title', 'Status', and 'Creation'. The entry for 'OM Action Create New Position' is highlighted in yellow.

Ex...	Title	Status	Creation
	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...		04/25/20
	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...		04/25/20
	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...		04/25/20
	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...		04/25/20
	4601 - Approve PA Action Salary Adjustment (NC) for Michelle Anna Sal...		04/25/20
	4601 - OM Action Create New Position for Position 65003193 PCR: 500...		03/31/20
	4601 - OM Action Create New Position for Position 65003192 PCR: 500...		03/31/20
	4601 - OM Action Create New Position for Position 65003191 PCR: 500...		03/31/20
	4601 - OM Action Create New Position for Position 65003190 PCR: 500...		03/31/20
	4601 - OM Action Create New Position for Position 65003189 PCR: 500...		03/31/20
	4601 - OM Action Create New Position for Position 65003188 PCR: 500...		03/31/20

4. Double-click the Create New Position PCR that needs cost distribution information added prior to approval.

Create New Position - FUND

General Address Time **Cost**

Position
 Position: 65003193 Special Assistant to Div Director
 Valid from: 01/01/2016 to 12/31/9999
 Infotype status: 2 Planned Work Flow Status: N In Process PCR Number: 5000002119
 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: SPA Employees EE subgroup: B1 FT S-FLSAOT Perm
 Hours per Week: 40.00
 SOC Code: 436010 Secretaries & Administrative Assistants
 County Code: 092 Wake
 Position Types: None Emergency Essential Key Non-Key Position

5. Click the **Cost** tab. The Cost tab displays.

Create New Position - FUND

General Address Time **Cost**

Position
 Position: 65003193 Special Assistant to Div Director
 Valid from: 01/01/2016 to 12/31/9999 Infotype status: 2 Planned
 Work Flow status: N In Process

Create / Update

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

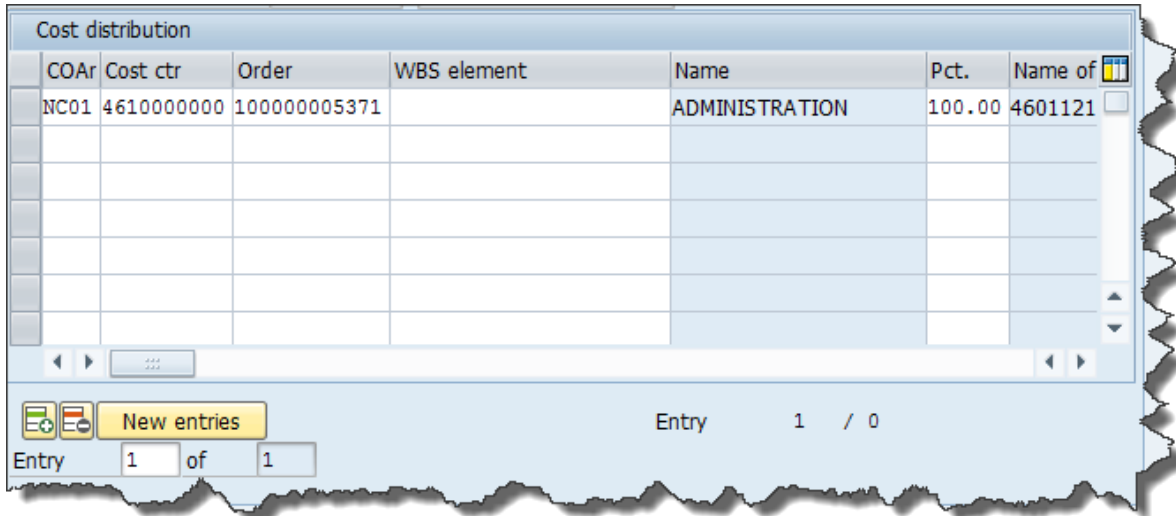
Cost Distribution 01 S 65003193 2

Master cost center

Cost distribution


COAr	Cost ctr	Order	WBS element	Name	Pct.	Name o

7. Enter the following cost distribution data in the appropriate fields:
- Cost Center (Cost ctr)
 - Order (the description field of the order)...contains the NCAS company and full center)
 - Percentage (Pct)
 - Fund (the fund ends in **01** for appropriated, **04** for federal receipts, **05** for receipts)
- 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 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	G0000000000000001	

- 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.

Create Cost Distribution (1018)


Position: AdmAsstII Special Assistant to Div Director
Planning Status: Planned
Start date: 01/01/2016 to 12/31/9999

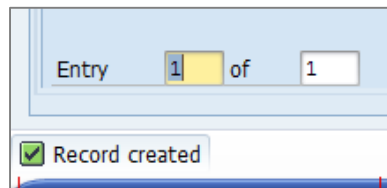
Cost Distribution 01 S 65003193 2

Master cost center: [] []


Pct.	Name of aux. account	Fund	Name	Functional Area
100.00	46011210100	461210005	ARCHIVES & HISTORY	G0000000000000001

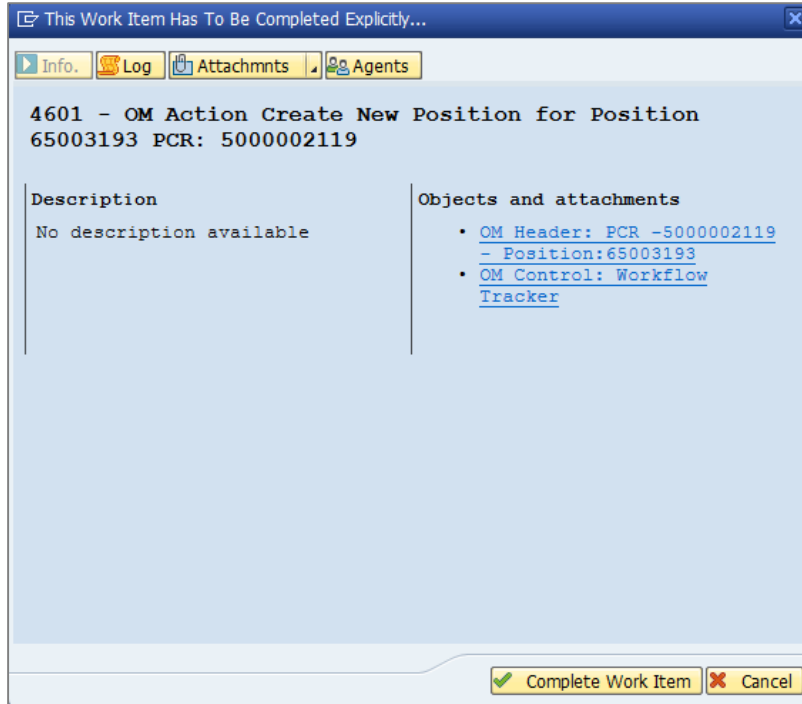
Entry 1 / 0
Entry 1 of 1

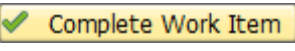
12. Click the **Save (Ctrl+S)**  button.

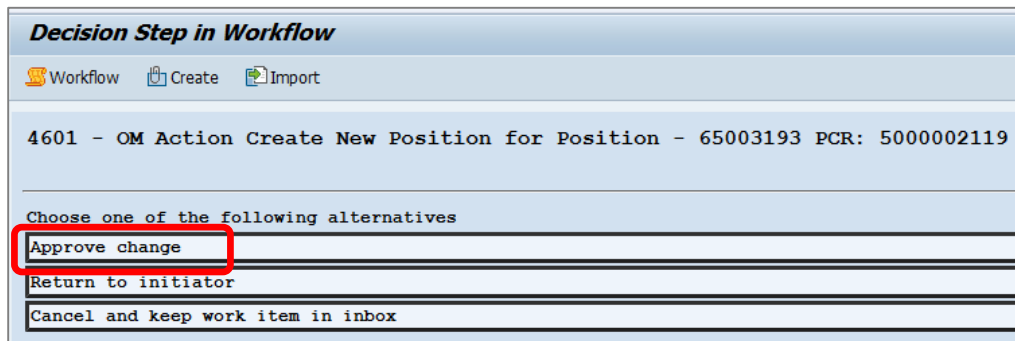


13. Look at the bottom left section of the screen for confirmation that the record has been updated.

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**  button.



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

The process is complete!

Change Record

Creation Date: 12-13-16	Created by: M Kendall
Changes:	New document