Title: *Cost Distribution for Positions_Create and Maintain*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Position Formation*

HRMS Training Documents

Cost Distribution for Positions_Create and Maintain

PO13

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/10/2004	A Farrell	Script standards
11/29/05	Chylynn Hansel	Edits
12/20/05	Chylynn Hansel	Edits
8/1/2006	Chylynn Hansel	Edits

State of Washington HRMS

File name: | **Version:** SME Approved Script | SAP Parent
COST_DISTRIB_POSITIONS.DOC **Last Modified:** 12/19/2008 9:43:00 AM | Page 1 / 8
Reference Number:

Title: *Cost Distribution for Positions_Create and Maintain*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Position Formation*

HRMS Training Documents

Purpose

Use this procedure to assign more than one cost center to a Position.

Trigger

Perform this procedure when the Position's funding comes from different sources.

Prerequisites

The Position exists in HRMS.

Menu Path

- Human Resources → Organizational Management → Expert Mode → Position

Transaction Code

PO13

Helpful Hints

The Organizational Management Processor will use this to split funding for a Position.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error ❌	**Example**: ❌ Make an entry in all required fields. **Action**: Fix the problem(s) and then click ✅ (Enter) to proceed.
Warning ⚠️	**Example**: ⚠️ Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click ✅ (Enter) to proceed.
Confirmation ℹ️ or ✅	**Example**: ✅ Save your entries. **Action**: Perform the required action to proceed.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
COST_DISTRIB_POSITIONS.DOC   **Last Modified:** 12/19/2008 9:43:00 AM   Page 2 / 8
Reference Number:

Title: *Cost Distribution for Positions_Create and Maintain*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Position Formation*

HRMS Training Documents

Procedure

1.   You have started the transaction using the above menu path or transaction code **PO13**.

Maintain Position
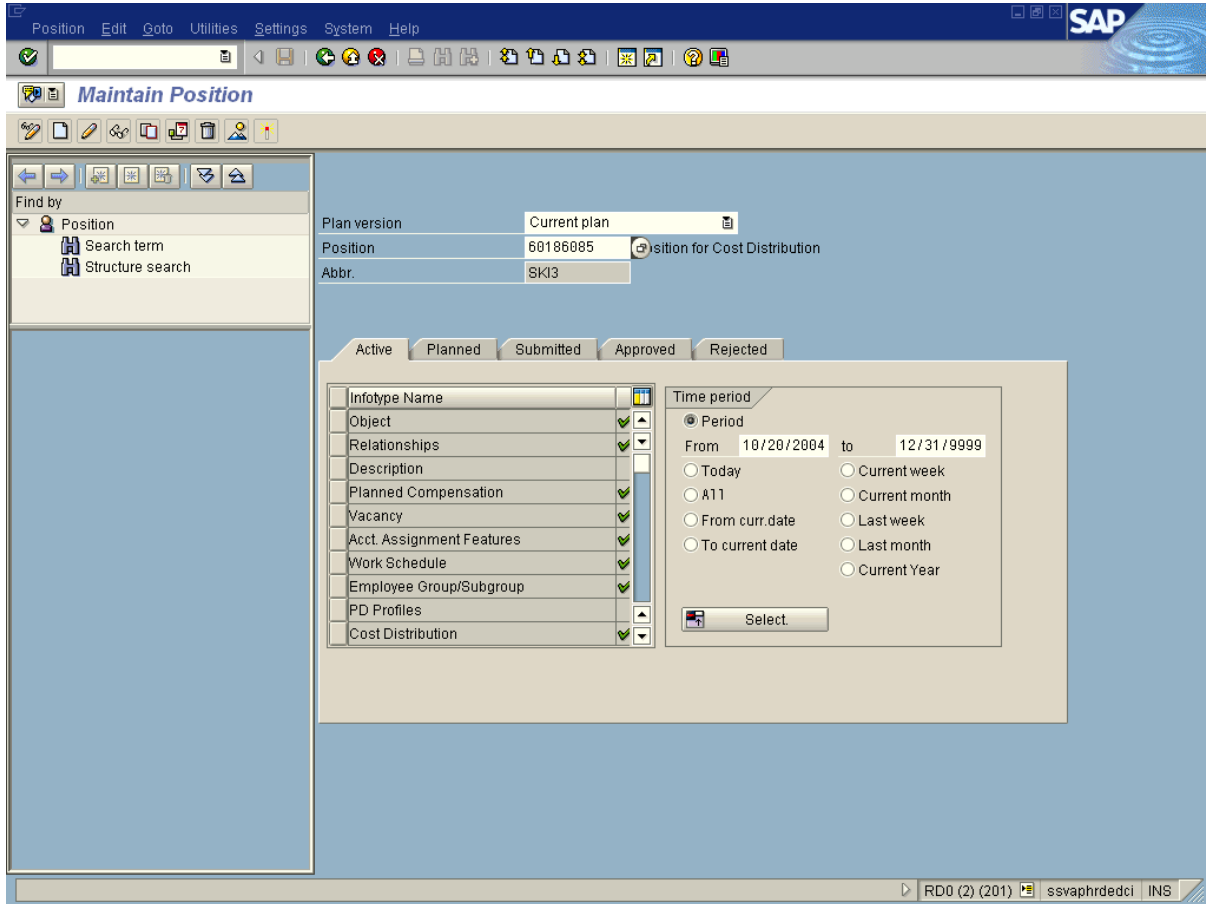
2.   As required, complete/review the following fields:

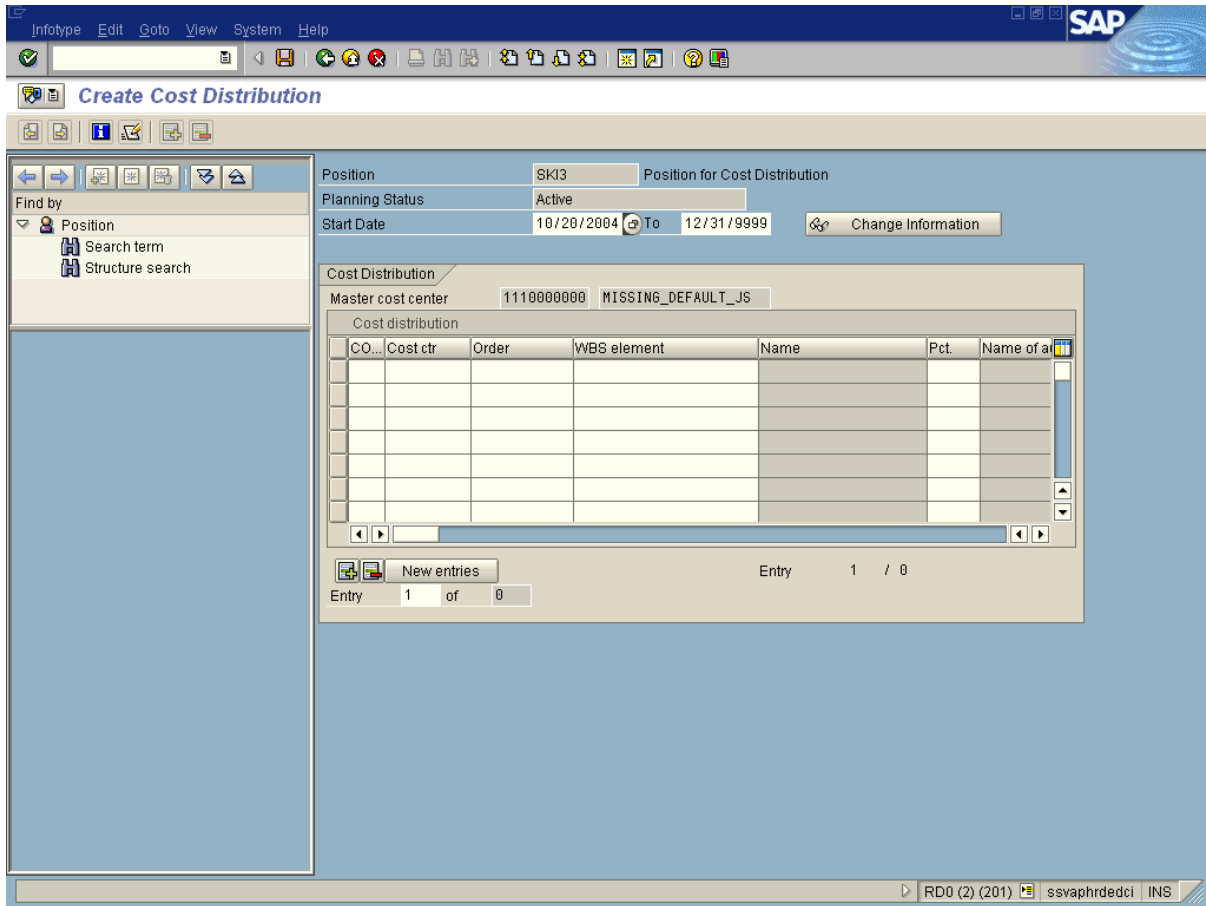| Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization. **Example:** 60186085

3.   Click **Cost Distribution** .

State of Washington HRMS

File name:
COST_DISTRIB_POSITIONS.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 12/19/2008 9:43:00 AM

SAP Parent
Page 3 / 8

Title: *Cost Distribution for Positions_Create and Maintain*
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Position Formation*

HRMS Training Documents

4. Perform one of the following:

If	Go To
You are creating the funding split for a new Position	Step 5
You are updating the funding for an existing Position	Step 11

5. Click ▢ (Create).

Create Cost Distribution

6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Start Date	R	The creation date of the new record. **Example:** 10/20/2004

HRMS Training Documents

Field Name	R/O/C	Description
CO	R	CO represents the controlling area. It is an organizational unit within financial accounting. It will be WA01 for all agencies. **Example:** WA01
Cost ctr	R	This is an object that represents a Organizational Index. **Example:** 111H110000
Pct.	R	This is a field used to store a percentage amount. **Example:** 100
Fund	R	This is used to represent the AFRS Funding Source. **Example:** 1110000000
Functional Area	R	This is used to represent the programmatic structure in AFRS. **Example:** 1110000000000000
Cost Object	R	This is used to represent any object to which you can assign or attribute personnel-related costs. **Example:** 111000000000
AFRS Project	R	This is mapped to the AFRS Project Structure. **Example:** 1110000000
AFRS Allocation	R	This is mapped to the AFRS Allocation Code and is equivalent to AFRS agency code + AFRS project + AFRS subproject + AFRS project phase. **Example:** 1110000

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
COST_DISTRIB_POSITIONS.DOC   **Last Modified:** 12/19/2008 9:43:00 AM   Page 5 / 8
Reference Number:

7.   Repeat step 6 for each cost center.

8.   Click ![Enter icon] (Enter).

9.   Click ![Save icon] (Save).

![info icon]   The system displays the message, "Record Created."

10.   You have completed this transaction.

11.   Click ![Copy icon] (Copy).

Copy Cost Distribution
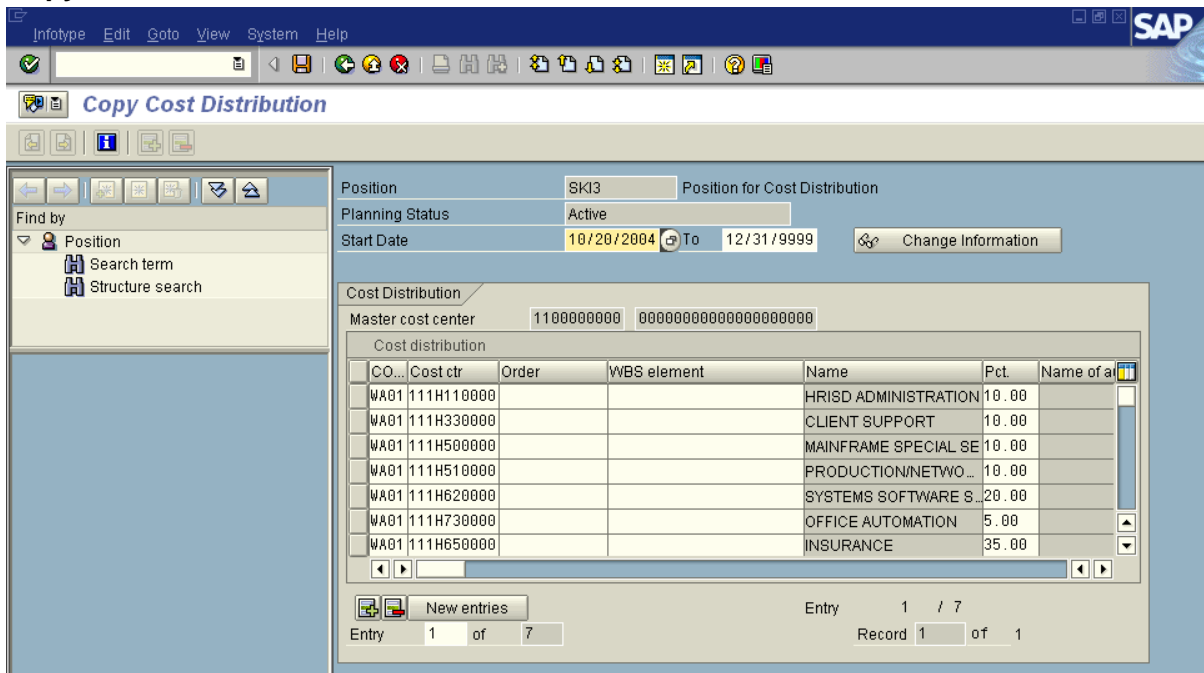
12.   As required, complete/review the following fields:

Field Name	R/O/C	Description
Start date	R	The creation date of the new record. **Example:** 10/20/2004
CO	R	CO represents the controlling area. It is an organizational unit within financial accounting. It will be WA01 for all agencies. **Example:** WA01

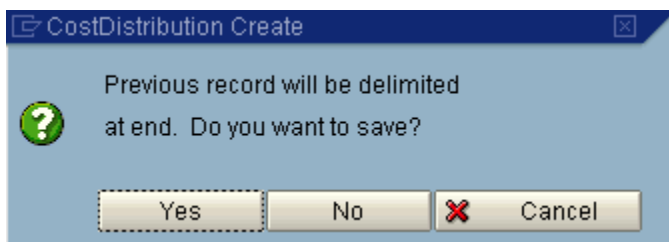State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
COST_DISTRIB_POSITIONS.DOC **Last Modified:** 12/19/2008 9:43:00 AM   Page 6 / 8
Reference Number:

Title: *Cost Distribution for Positions_Create and*
Maintain
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Position Formation*

HRMS Training Documents

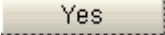| Field Name	R/O/C	Description
Cost ctr	R	This is an object that represents the Organizational Index.
		Example: 111H110000
Pct.	R	This is a field used to store a percentage amount. When splitting Cost Center -values should add up to 100%.
		. When splitting Cost Distribution -values should add up to 100%.
		Example: 50
Fund	R	This is used to represent the AFRS Funding Source.
		Example: 1110000000
Functional Area	R	This is used to represent the programmatic structure in AFRS.
		Example: 1110000000000000
Cost Object	R	This is used to represent any object to which you can assign or attribute personnel-related costs.
		Example: 111000000000
AFRS Project	R	This is mapped to the AFRS Project Structure.
		Example: 1110000000
AFRS Allocation	R	This is mapped to the AFRS Allocation Code and is equivalent to AFRS agency code + AFRS project + AFRS subproject + AFRS project phase.
		Example: 1110000

13. Repeat step 12 for each cost center.

14. Click (Enter)

15. Click (Save).

Cost Distribution Create

Title: *Cost Distribution for Positions_Create and*
Maintain
Processes : *Plan the Organization*
Sub-Processes : *Plan the Org: Position Formation*

HRMS Training Documents

16. Click [Yes] to maintain the history of the infotype.

The system displays the message, "Record created."

17. You have completed this task.

Result

You have assigned more than one cost center to a Position.

Comments

State of Washington HRMS

File name: **Version:** SME Approved Script SAP Parent
COST_DISTRIB_POSITIONS.DOC **Last Modified:** 12/19/2008 9:43:00 AM Page 8 / 8
Reference Number: