


## Employee Cost Distribution Report

Transaction Code:  
ZHR\_RPTFI0027

- Purpose** Use this procedure to identify employees within your agency who have an Infotype 0027 **Cost Distribution (IT0027)**.
- Trigger** Perform this procedure when identifying employees within your agency who have a **Cost Distribution (0027)** infotype.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned one of the following roles:  
Payroll processor, Payroll Analyst, Financial Reporting Processor, Personnel Administration Processor,

Change History	Change Description
5/3/2010	Procedure created

<b>Helpful Hints</b>	 This report can help identify employees based on cost distribution by program.
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**Transaction Code** ZHR\_RPTFI0027

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## Procedure

### Scenario:

You need to identify all employees within your agency who have a **Cost Distribution (0027)** Infotype, the start date to the employee's **Cost Distribution** Infotype, and the distribution percent. Execute the **IT0027- Employee Cost Distribution report** to gather this data.

1. Start the transaction using the transaction code **ZHR\_RPTFI0027**.









The screenshot displays the SAP transaction ZHR\_RPTFI0027. The main title is "IT0027 Employee Cost Distribution". The "Effective Date" section shows "Effective Date Start/End" with values "05/03/2010" and "05/03/2010". The "Employee Selections" section includes fields for "Payroll Area", "Employee Status", "Business Area", "Personnel Area", "Personnel Sub Area", and "Personnel Number", each with a "to" field and a selection arrow. The "Infotype Selections" section includes fields for "Fund", "Functional Area", "Cost Center", "Cost Object", "AFRS Project Structure", and "AFRS Allocation Code", each with a "to" field and a selection arrow. The "ALV Report Variant" section has a field for "ALV Variant Name".

2. Under the **Effective Date** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Effective Date Start/End	R	The actual start date of the Cost Distribution (0027) infotype. Defaults to date of entry.

		Example: <b>5/3/2010</b>
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3. Under the **Employee Selections** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	<p>A payroll area groups and designates the employees whose payroll is run on the same date.                      Payroll Area 11 is the default for the State of Washington.                      Payroll Area 10 is the default for the Board for Volunteer Firefighters only</p> <p>Example: <b>11</b></p>
Employment Status	C	<p>Describes the employee's employment status with the agency.</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p>Example: <b>3 (Active)</b></p>
Business Area	C	<p>A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p>Example: <b>5400 (Employment Security Department)</b></p>
Personnel area	C	<p>A specific agency/sub agency in the State of Washington</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p>Example: <b>5401</b></p>
Personnel subarea	C	<p>A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p>Example: <b>0001- Non represented</b></p>
Personnel Number	C	The employee's unique identifying number.


		Example: <b>400000129</b>
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3. Under the **Infotype Selections** complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Fund	O	<p>This is used to represent the AFRS Funding Source.                      AFRS Agency code (540) + Fund (001) + Appropriation Index (237) + 1 zero filled (0).</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p><b>Example: 540012730</b></p>
Functional Area	O	<p>This field contains the AFRS Agency code (540) + Program Index (06000) + 8 zero filled (00000000).</p> <p><b>Example: 5400006000000000</b></p>
Cost Center	O	<p>An object in HRMS that represents a defined location of cost incurrence. AFRS Agency code (540) + AFRS Organizational Index (1300) + 3 zero filled (000).</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p><b>Example: 5401300000</b></p>
Cost object	O	<p>This is used to represent any object to which you can assign or attribute personnel-related costs.                      AFRS Agency code (540) + Master Index (00000000) + 1 zero filled (0).</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p><b>Example: 540000000000</b></p>
AFRS Project Structure	O	<p>This is mapped to the AFRS Project Structure.                      AFRS Agency code (540) + Project (1100) + Sub-Project (01) + Project Phase (00).</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p><b>Example: 54011000100</b></p>
AFRS Allocation Code	O	<p>This is mapped to the AFRS Allocation Code and is equivalent to AFRS agency code + AFRS project + AFRS subproject + AFRS project phase. (AFRS Agency code (540) + Allocation (ASTF)).</p>

	 Click the  (Matchcode) or press F4 on the keyboard to open the selection list.  <b>Example: 540ASTF</b>
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6. Under the **ALV Report Variant** complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
ALV Variant Name	O	Select the appropriate layout for your agency needs. For an Interface 38 layout select the example below   Using this layout you will be able to <b>export</b> the report results into a spreadsheet, make the necessary changes, and submit changes to DOP via the Interface 38  <b>Example: /IFACE 38</b>

Program Edit Goto System Help

**IT0027 Employee Cost Distribution**

Effective Date  
 Effective Date Start/End: 05/03/2010 to 05/03/2010


Employee Selections

Payroll Area	11	to		→
Employee Status		to		→
Business Area	5400	to		→
Personnel Area		to		→
Personnel Sub Area		to		→
Personnel Number		to		→

Infotype Selections

Fund		to		→
Functional Area		to		→
Cost Center		to		→
Cost Object		to		→
AFRS Project Structure		to		→
AFRS Allocation Code		to		→

ALV Report Variant  
 ALV Variant Name: /IFACE 38

7. Click  (Execute) to generate the report


List Edit Goto Views Settings System Help

**IT0027 Employee Cost Distribution**


State of Washington - HRMS  
 IT0027 Employee Cost Distribution

Report ID: ZHR\_RPTFI0027  
 User: KELLYW  
 Run Date: 05/04/2010  
 Effective Date: Include - 05/03/2010 to 05/03/2010  
 Business Area: Include - 5400  
 Personnel Area: All


Personnel Number\SSN	Effective Start Date	Effective End D...	Functional Area	Cost Object	Fund	Cost Center	AFRS Project ...	AFRS All...	Cost Dist. Percentage
Personnel Numbers and SSN's have been removed to protect confidentiality.	12/16/2009	12/31/2050	5400000000000000	540998981200	5401190000	5405010000	540000000000	54000000	100.00
	10/16/2009	12/31/2050	5400000000000000	540998981200	5401190000	5405010000	540000000000	54000000	100.00
	05/16/2007	12/31/2050	5400000000000000	540998981000	5401190000	5401000000	540000000000	54000000	100.00
	05/16/2007	12/31/2050	5400000000000000	540210012400	5401190000	5401140000	540000000000	54000000	100.00


8 This report is an ALV formatted report. Use the  (Change Layout) to add or remove the columns to the report.

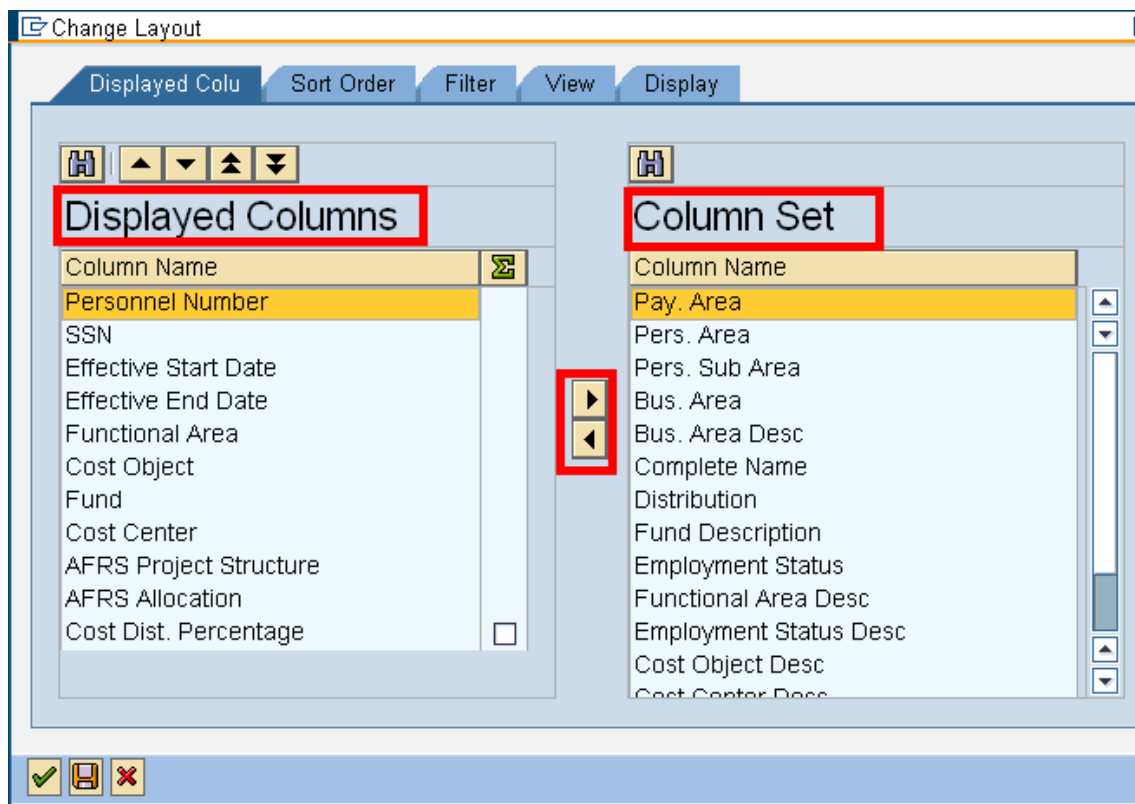
8.1 Columns listed under the **Displayed Columns** will display, in order as listed on the report.


You can reorder the columns using the . Columns listed in the **Column Set** will not display on the report unless they are moved into the **Displayed Columns**.

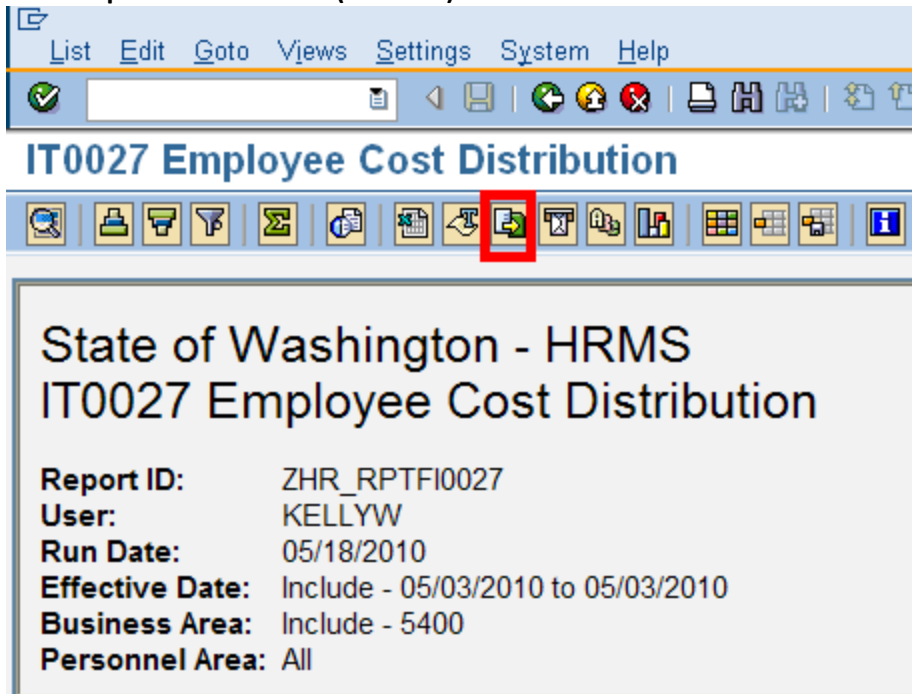


To move a column from one section to the next, highlight the column and press the  (depending on which action)

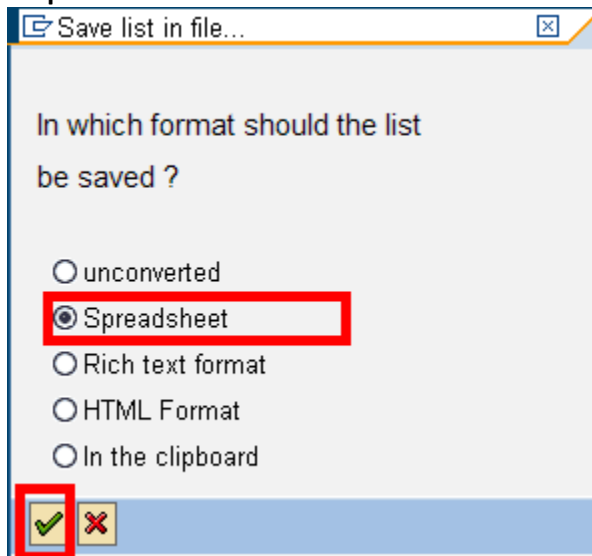
8.2 Click() transfer to return to the report



9. To **export** click the  (local file)



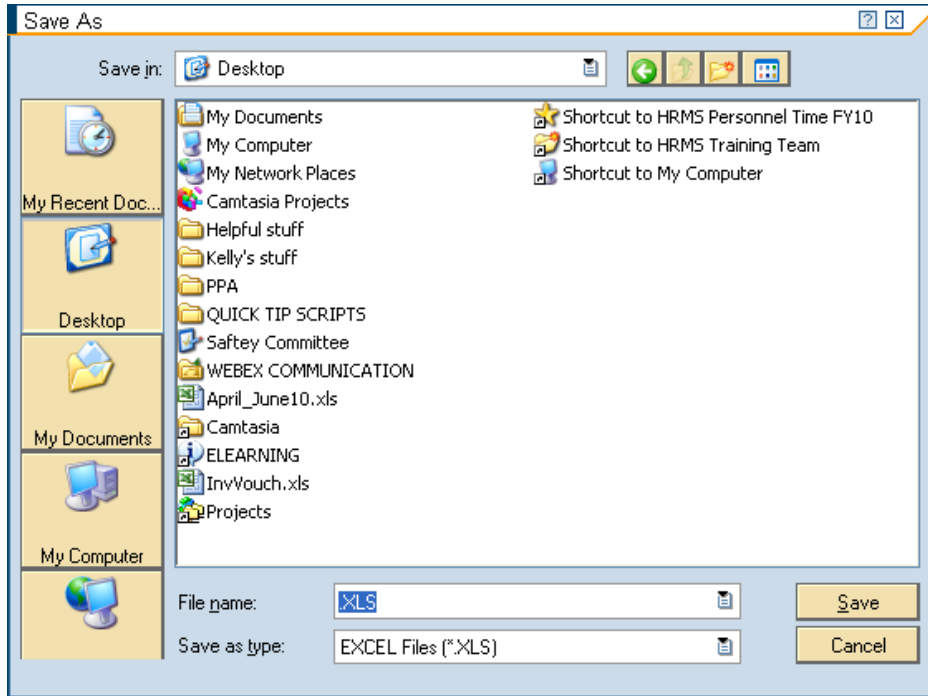
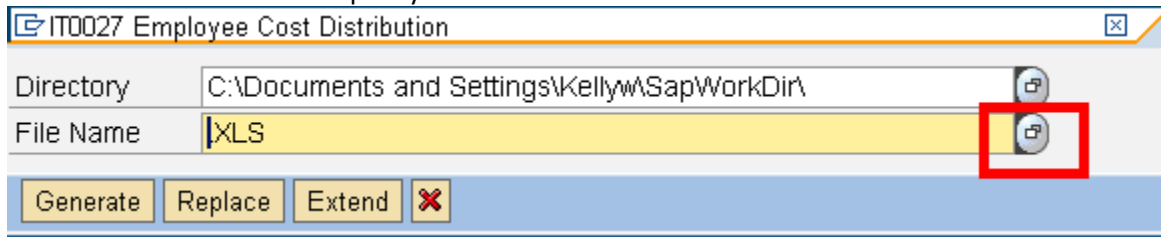
10. Select **Spreadsheet**



11. Click  (continue/enter) to continue

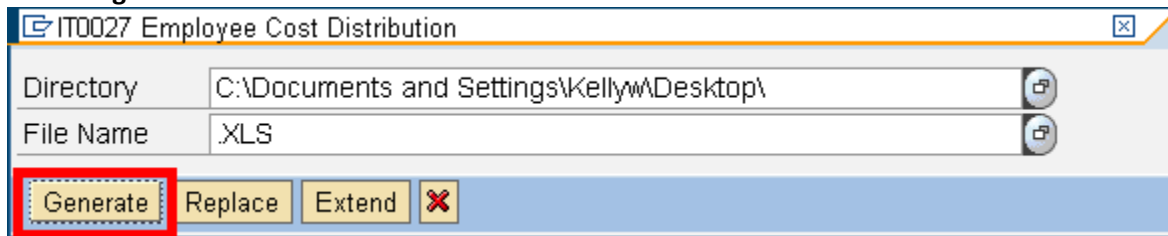


12. Click the Matchcode to specify the location to save the file



13. Name the file and save in the desired location and press **Save**

14. Click **generate**:



15. Open results in Excel.

Results
You have successfully generated the IT0027 Employee Cost Distribution report