

Position – Maintain Cost Distribution

Purpose Use this procedure to maintain the position’s cost distribution.

Trigger Perform this procedure when maintaining the position’s cost distribution.


- Prerequisites**
- The position exists in HRMS.
 - Assigning more than one cost distribution to a position.
 - A change to the cost distribution has been identified.

End User Roles In order to perform this transaction you must be assigned the following role:
Organizational Management Processor

Change History	
Date	Change Description
7/30/2009	Procedure name change (Previous: Position-Create Cost Distribution). Procedure updated with new template and entire instructions have been modified.
9/18/2009	Update made to the Prerequisites, Helpful Hints, and changing of term from funding to cost distribution.










Menu Path Human Resources → Organizational Management → Expert Mode → Position

Transaction Code PO13

Helpful Hints	<ul style="list-style-type: none"> • The system allows you to store up to 12 cost distribution splits. • The cost distribution values in the various tables are loaded from an interface from the Agency Financial Reporting System (AFRS). <ul style="list-style-type: none"> ○ Example: Agencies enter the values in the AFRS tables on a daily basis and the information is sent to HRMS that evening and is available to use the next morning. • Cost distribution values that are not current in AFRS will contain a ZDNU in the beginning of the title. <div style="border: 1px solid black; padding: 2px; margin: 5px 0;"> 1110151000000000 ZDNU_CR ADMINISTRATION 1110152000000000 ZDNU_EMPLOYEE RELATIONS </div> <p>This is true for values in AFRS that have expired or have a future effective date.</p>  If these values are selected in HRMS and used before or after the effective date in AFRS, this may cause an error in the AFRS error file. <p>Example: On 02/01/2009, the Program Index: 01310 Title: PERSONNEL is added in AFRS with an AFRS effective date of 07/01/2009 through 06/30/2010.</p>
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	<ul style="list-style-type: none"> • The record in HRMS will display as ZDNU_PERSONNEL from 02/02/2009 through 06/30/2009. • On 07/01/2009 the title will change to PERSONNEL and will remain until 06/30/2010. Then on 07/01/2010 the title will change in HRMS back to ZDNU_PERSONNEL.
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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 validate and 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 validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the above menu path or transaction code **PO13**.

2. Complete the following fields:

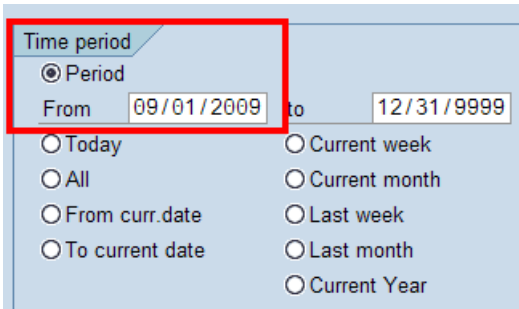
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	<p>This is a specific and concrete description of the responsibilities that one individual fulfills in an organization.</p> <p> State of Washington Position's object id number begins with a 7.</p> <p>Example: 70073660</p>

3. Click  (Enter) to validate the information.

4. Perform one of the following:


IF	Go To
You are splitting the Cost Distribution for a new position	Step 5
You are updating the Cost Distribution for an existing position	Step 11

5. In the Time period section, click Period and enter the From date as the effective date of the Cost Distribution.




If the date is not entered prior to creating the record, the funding (Fund) column will not appear in the cost distribution selection.

6. Click the box to the left of **Cost Distribution** to select.



7.  (Create) to create a **new record**.



When splitting Cost Distributions, the total percentage values must add up to 100%.

8. Complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start date	R	This is the date on which a record begins. Example: 08/01/2009
COAr	R	CO represents the controlling area. It is an Organizational Unit within financial accounting. For the State of Washington it will always be WA01 . Example: WA
Cost ctr	R	This field represents the AFRS Agency code (111) + AFRS Organizational Index (H110) + 3 zero filled (000) . Click the (Matchcode) to open the selection list. Example: 111H110000
Pct.	R	This is a field used to store a percentage amount. The total record must equal 100.00 percent. Example: 100.00
Fund	R	This field represents the AFRS Agency code (111) + Fund (001) + Appropriation Index (611) + 1 zero filled (0) . Click the (Matchcode) to open the selection list. Example: 1110016110
Functional Area	R	This field contains the AFRS Agency code (111) + Program Index (09300) + 8 zero filled (00000000) . Click the (Matchcode) to open the selection list. Example: 1110930000000000
Cost Object	R	This field is used to represent the AFRS Agency code (111) + Master Index (00011000) + 1 zero filled (0) . Click the (Matchcode) to open the selection list. Example: 11100011000
AFRS Project	R	This field represents the AFRS Agency code (111) + Project (0331) + Sub-Project (00) + Project Phase (00) . Click the (Matchcode) to open the selection list. Example: 1110331000

AFRS Allocation	R	This field is equivalent to AFRS Agency code (111) + Allocation (0000).  Click the  (Matchcode) to open the selection list. Example: 1110000
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This step will need to be repeated for adding additional cost distributions.



For ease of search when using the  (Matchcode) in the appropriate cost distribution field, enter your agency code (111) with an asterisk (*).

Cost Center (2)

Cost center Cost center name Standard Hierarchy Organizational u...

Cost Center

Controlling Area

Company Code

Cost Center Category

Person Responsible

User Responsible

Cost ctr short text

Language Key


Maximum No. of Hits

When making your selection, review the *cost distribution code* and *short text* value.

Cost Center (2) 15 Entries found


Cost center Cost center name Standard Hierarchy Organizational unit vi...

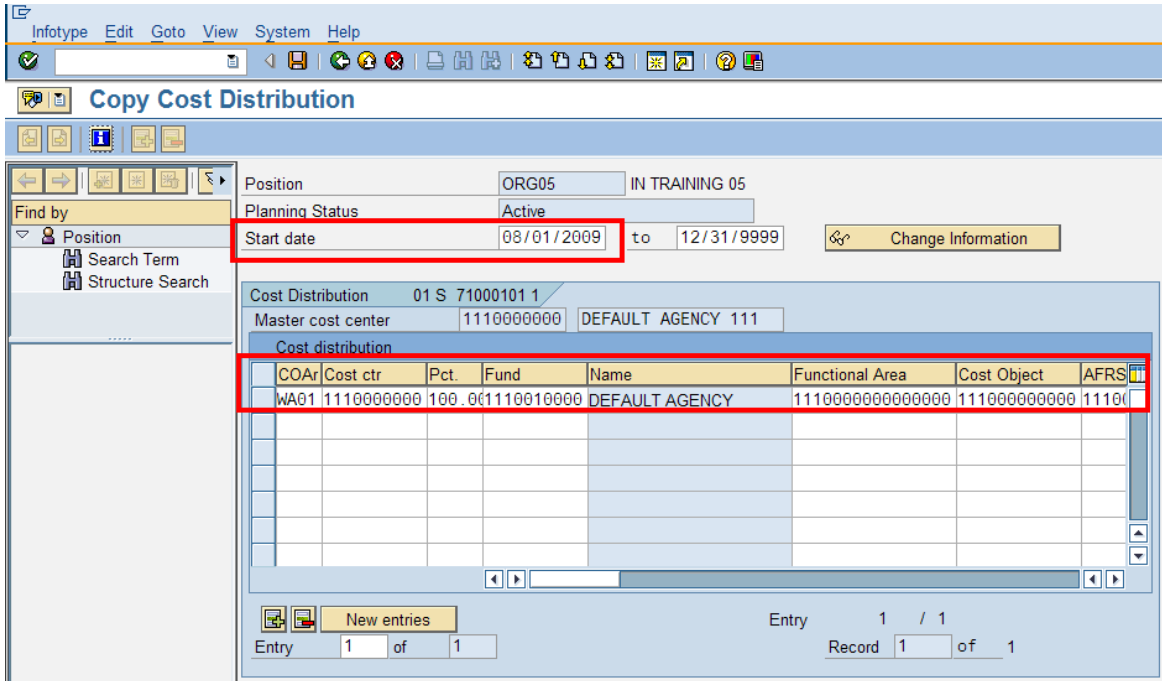
Cost Ctr	COAr	CoCd	CCtC	Person Responsible	User Re...	Short text	Langu...	Va
111001000	WA01	WA01	W	STATE OF WASHINGTON		LIC	EN	01
1110000000	WA01	WA01	W	STATE OF WASHINGTON		DEFAULT AGENCY 111	EN	01
111H110000	WA01	WA01	W	STATE OF WASHINGTON		HRISD ADMINISTRATION	EN	01
111H120000	WA01	WA01	W	STATE OF WASHINGTON		BUSINESS OFFICE	EN	01
111H240000	WA01	WA01	W	STATE OF WASHINGTON		TECHNOLOGY PLANNING	EN	01

9. Click  (Enter) to validate the information.




10. Click  (Save) to save.

















11. You have completed this transaction.


12. Click  (Copy) to **copy** and continue.

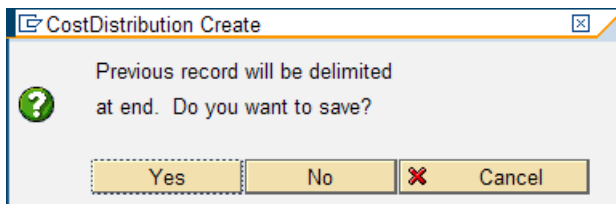


13. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Start date	R	This is the date on which a record begins. Example: 08/01/2009
COAr	R	CO represents the controlling area. It is an Organizational Unit within financial accounting.  For the State of Washington it will always be WA01 . Example: WA
Cost ctr	R	This field represents the AFRS Agency code (111) + AFRS Organizational Index (H110) + 3 zero filled (000) .  Click the  (Matchcode) to open the selection list. Example: 111H110000

Pct.	R	<p>This is a field used to store a percentage amount.</p>  <p>The total record must equal 100.00 percent. Example: 100.00</p>
Fund	R	<p>This field represents the AFRS Agency code (111) + Fund (001) + Appropriation Index (611) + 1 zero filled (0).</p>   <p>Click the  (Matchcode) to open the selection list. Example: 1110016110</p>
Functional Area	R	<p>This field contains the AFRS Agency code (111) + Program Index (09300) + 8 zero filled (00000000).</p>   <p>Click the  (Matchcode) to open the selection list. Example: 1110930000000000</p>
Cost Object	R	<p>This is used to represent the AFRS Agency code (111) + Master Index (00011000) + 1 zero filled (0).</p>   <p>Click the  (Matchcode) to open the selection list. Example: 111000110000</p>
AFRS Project	R	<p>This field represents the AFRS Agency code (111) + Project (0331) + Sub-Project (00) + Project Phase (00).</p>   <p>Click the  (Matchcode) to open the selection list. Example: 11103310000</p>
AFRS Allocation	R	<p>This field is equivalent to AFRS Agency code (111) + Allocation (0000).</p>   <p>Click the  (Matchcode) to open the selection list. Example: 1110000</p>

14. Click  (Enter) to validate the information.



15. Click  (Yes) to confirm and continue.

16. Click  (Save) to save.

17. You have completed this transaction.

Results
You have updated the Position's cost distribution.
Comments
Refer to the Financial Reporting Job Aids for additional information on Cost Distributions.