Position Cost Distribution Report (IT1018) **Transaction Code: ZHR_RPTFI1018**

Purpose Use this procedure to identify the *Cost Distribution* (1018) infotype for each position in your agency within the reporting period.

This report will also help identify vacancies, budgeted and retirement eligible positions.

Trigger Perform this procedure when viewing the funding source for the agency's positions.

Prerequisites

- none

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

Change History	
Date	**Change Description**
4/27/2010	New procedure created.

Transaction Code **ZHR_RPTFI1018**

Helpful Hints

- Department of Personnel has created various state-wide variants to help agencies with their reconciliations. Use the procedure ***Variants - Create and Retrieve*** for steps to access the state-wide variants. When accessing the variants remember to input your business or personnel area and update the report effective dates. There is no need to save your own variants.

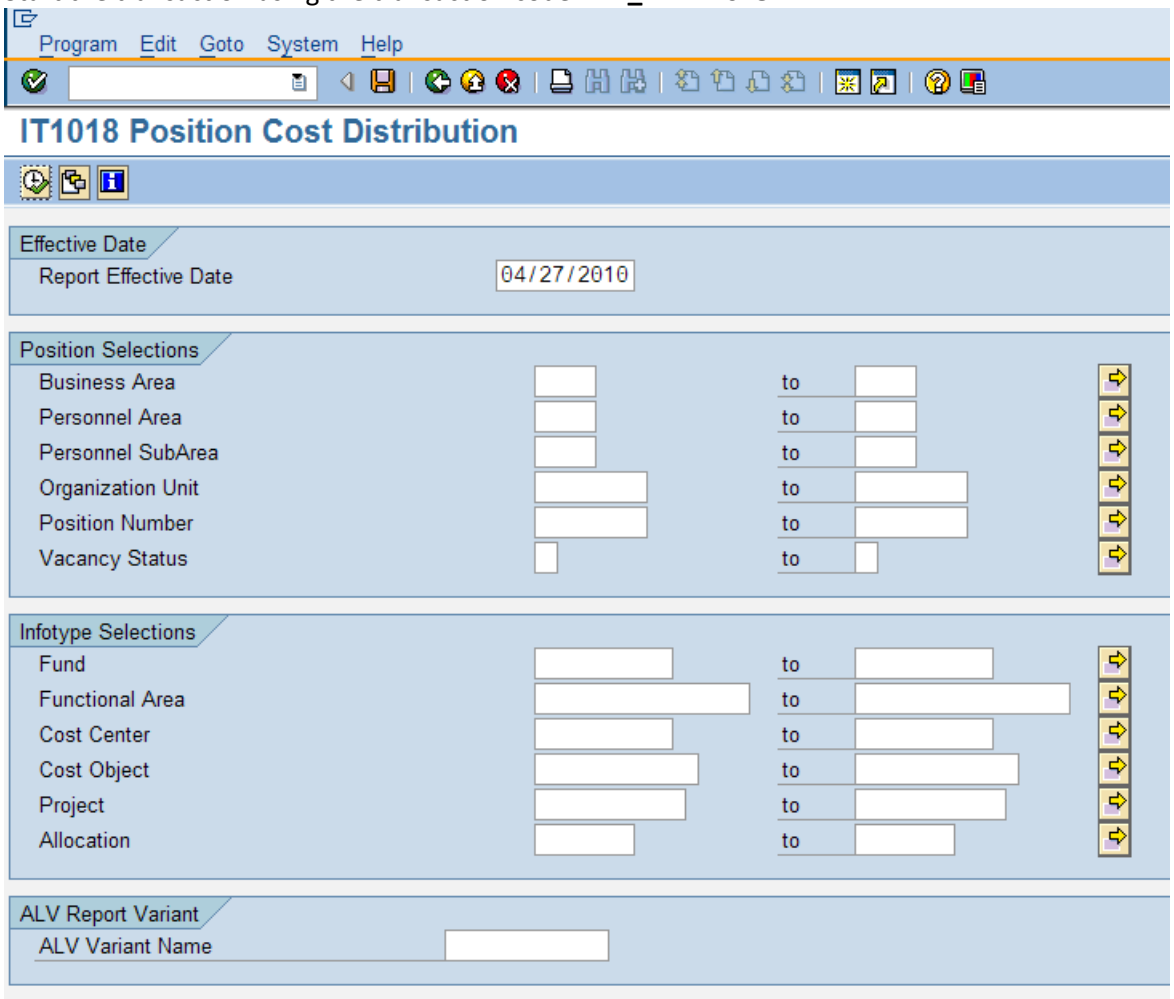
The state-wide variants/layouts are:

Variant Name	Description
SWV IFACE 39	Interface 39 Layout

State of Washington

Procedure

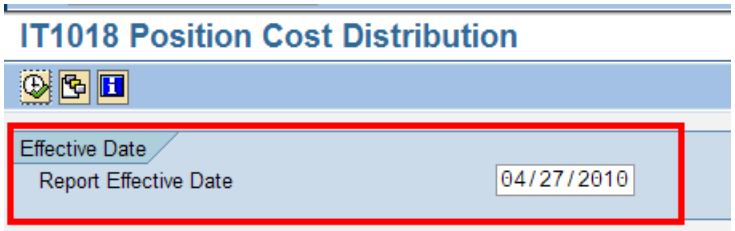
1. Start the transaction using the transaction code **ZHR_RPTFI1018**.



2. In the *Effective Date* area, complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Report Effective Date	R	This is the date for which the report, transaction, or program is being run. This date is based on the start date of the position's *Object* (1000) infotype.

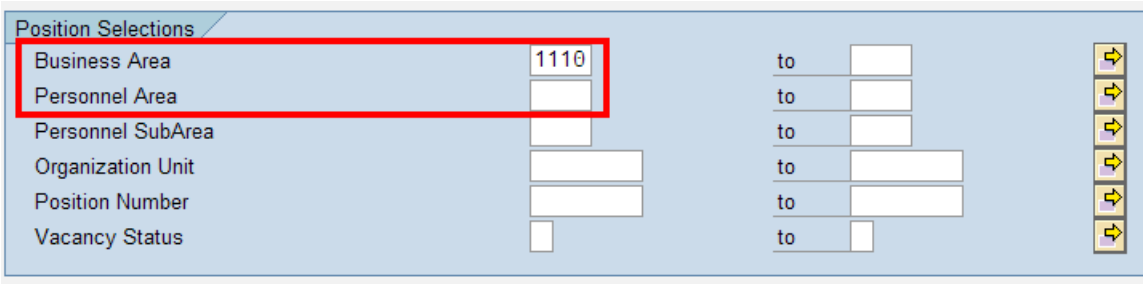
		Example: 04/27/2010



3. In the *Position Selections* area, complete the following fields:

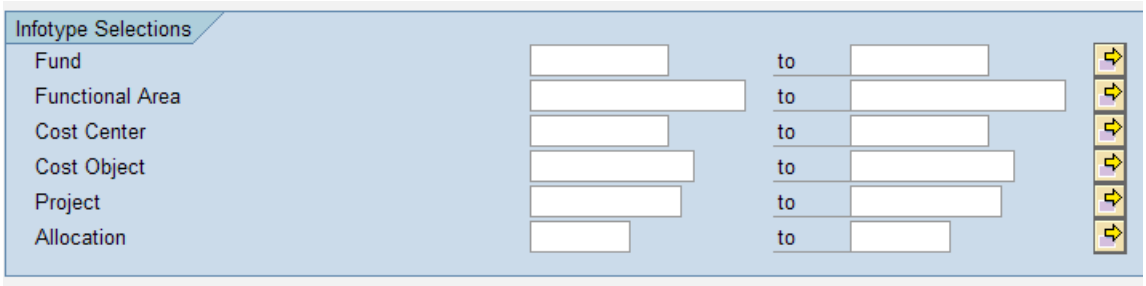
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Business Area	C	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Click the (Matchcode) to open the selection list. **Example:** 1110 (Department of Personnel)
Personnel Area	C	A specific agency/sub-agency in the State of Washington. Click the (Matchcode) to open the selection list. **Example:** 1110 (Department of Personnel)
Personnel Subarea	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Click the (Matchcode) to open the selection list. **Example:** Non Represented
Organizational Unit	C	Represents departments, regions, divisions, units or other groupings within an Agency. Click the (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. Be sure to select all your applicable organizational units. See the Helpful Hints section above for additional information. **Example:** 30000606
Vacancy Status	C	This is an indicator that denotes whether or not the position is filled by one or more employees. **Example:** Filled

Note: A selection is not required for each field.



4. In the *Infotype Selections* area, completed the following fields if applicable:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Fund	O	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	O	This field contains the AFRS Agency code (111) + Program Index (09300) + 8 zero filled (00000000). Click the (Matchcode) to open the selection list. **Example**: 111093000000000
Cost ctr	O	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
Cost Object	O	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
Project (AFRS)	O	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	O	This field is equivalent to AFRS Agency code (111) + Allocation (0000). Click the (Matchcode) to open the selection list. **Example**: 1110000



5. In the *ALV Report Variant* area, select the appropriate variant layout.

This is optional.

Here are a list of available layouts:

Layout Name	Description
/BUDGETED	Indicates whether the Position's Budget field contains a 'X'
/IFACE	Interface 39 layout
/VACANCY PI	Displays position vacancies with program index
/VACANT BUDG	Displays vacant and budgeted positions

6. Click (Execute) to execute a process or action.

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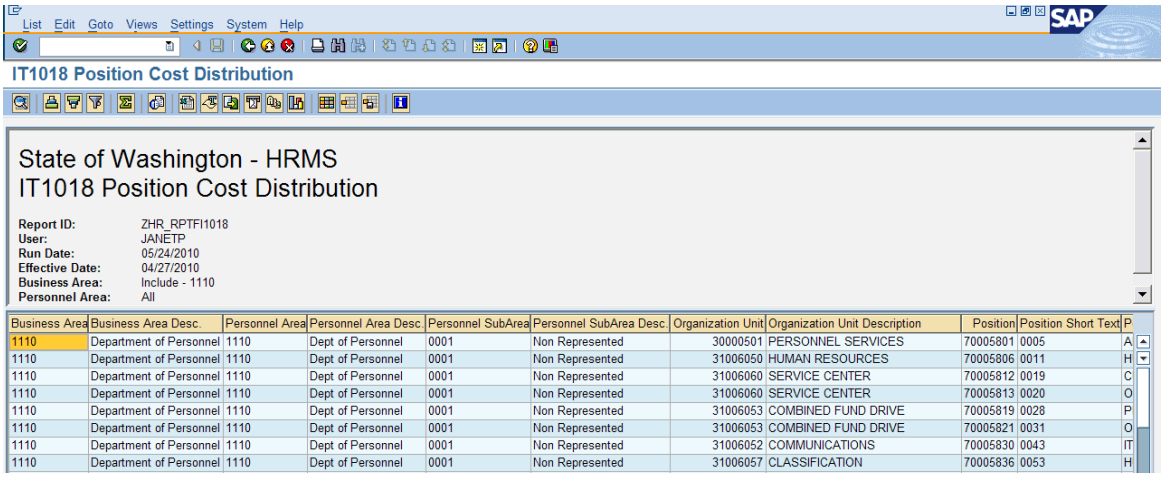
Note: Results are shown in three screenshots and some columns have been hidden. The left side of page and then right side.



List Edit Goto Views Settings System Help

IT1018 Position Cost Distribution

State of Washington - HRMS
IT1018 Position Cost Distribution

Report ID: ZHR_RPTFI1018
User: JANETP
Run Date: 05/24/2010
Effective Date: 04/27/2010
Business Area: Include - 1110
Personnel Area: All

Business Area	Business Area Desc.	Personnel Area	Personnel Area Desc.	Personnel SubArea	Personnel SubArea Desc.	Organization Unit	Organization Unit Description	Position	Position Short Text	P
1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	30000501	PERSONNEL SERVICES	70005801	0005	A
1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	31006050	HUMAN RESOURCES	70005806	0011	H
1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	31006060	SERVICE CENTER	70005812	0019	C
1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	31006060	SERVICE CENTER	70005813	0020	O
1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	31006053	COMBINED FUND DRIVE	70005819	0028	P
1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	31006053	COMBINED FUND DRIVE	70005821	0031	O
1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	31006052	COMMUNICATIONS	70005830	0043	IT
1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	31006057	CLASSIFICATION	70005836	0053	H

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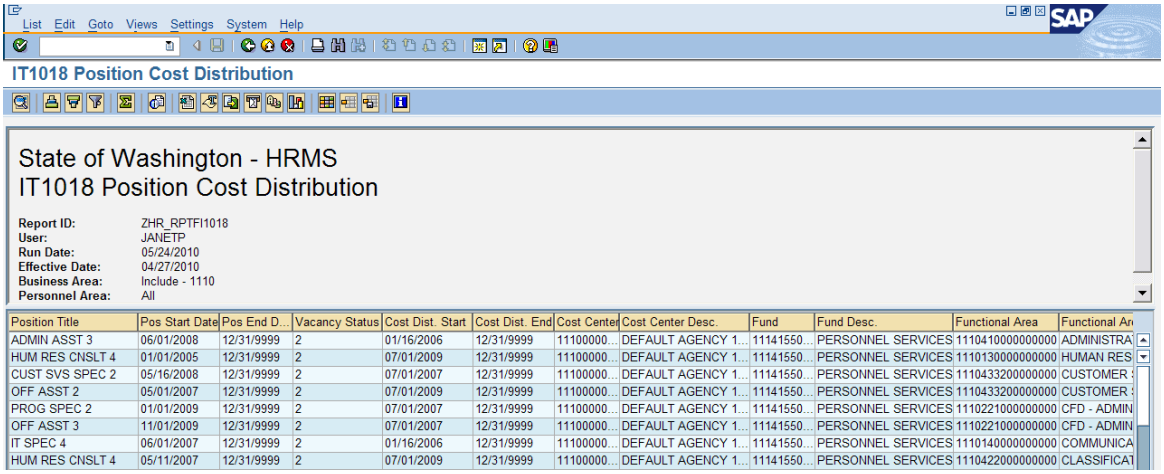

List Edit Goto Views Settings System Help

IT1018 Position Cost Distribution

State of Washington - HRMS
IT1018 Position Cost Distribution

Report ID: ZHR_RPTFI1018
User: JANETP
Run Date: 05/24/2010
Effective Date: 04/27/2010
Business Area: Include - 1110
Personnel Area: All

Position Title	Pos Start Date	Pos End D...	Vacancy Status	Cost Dist. Start	Cost Dist. End	Cost Center	Cost Center Desc.	Fund	Fund Desc.	Functional Area	Functional Ar
ADMIN ASST 3	06/01/2008	12/31/9999	2	01/16/2006	12/31/9999	11100000...	DEFAULT AGENCY 1...	11141550...	PERSONNEL SERVICES	1110410000000000	ADMINISTRA
HUM RES CNSLT 4	01/01/2005	12/31/9999	2	07/01/2009	12/31/9999	11100000...	DEFAULT AGENCY 1...	11141550...	PERSONNEL SERVICES	1110130000000000	HUMAN RES
CUST SVS SPEC 2	05/16/2008	12/31/9999	2	07/01/2007	12/31/9999	11100000...	DEFAULT AGENCY 1...	11141550...	PERSONNEL SERVICES	1110433200000000	CUSTOMER
OFF ASST 2	05/01/2007	12/31/9999	2	07/01/2009	12/31/9999	11100000...	DEFAULT AGENCY 1...	11141550...	PERSONNEL SERVICES	1110433200000000	CUSTOMER
PROG SPEC 2	01/01/2009	12/31/9999	2	07/01/2007	12/31/9999	11100000...	DEFAULT AGENCY 1...	11141550...	PERSONNEL SERVICES	1110221000000000	CFD - ADMIN
OFF ASST 3	11/01/2009	12/31/9999	2	07/01/2007	12/31/9999	11100000...	DEFAULT AGENCY 1...	11141550...	PERSONNEL SERVICES	1110221000000000	CFD - ADMIN
IT SPEC 4	06/01/2007	12/31/9999	2	01/16/2006	12/31/9999	11100000...	DEFAULT AGENCY 1...	11141550...	PERSONNEL SERVICES	1110140000000000	COMMUNICA
HUM RES CNSLT 4	05/11/2007	12/31/9999	2	07/01/2009	12/31/9999	11100000...	DEFAULT AGENCY 1...	11141550...	PERSONNEL SERVICES	1110422000000000	CLASSIFICAT

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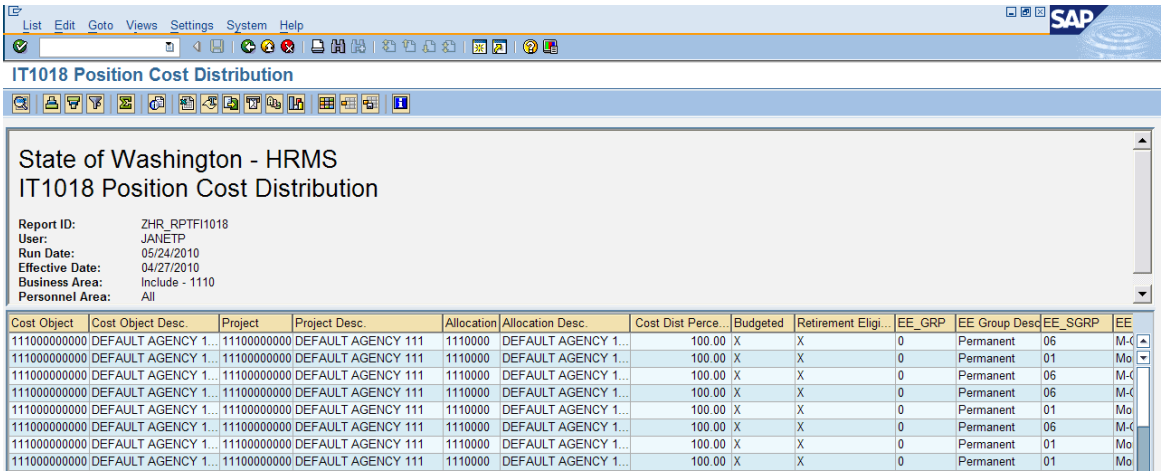

Cost Object	Cost Object Desc.	Project	Project Desc.	Allocation	Allocation Desc.	Cost Dist Perce...	Budgeted	Retirement Eligi...	EE_GRP	EE Group Desc	EE_SGRP	EE
111000000000	DEFAULT AGENCY 1...	11100000000	DEFAULT AGENCY 111	1110000	DEFAULT AGENCY 1...	100.00	X	X	0	Permanent	06	M-(
111000000000	DEFAULT AGENCY 1...	11100000000	DEFAULT AGENCY 111	1110000	DEFAULT AGENCY 1...	100.00	X	X	0	Permanent	01	Mo
111000000000	DEFAULT AGENCY 1...	11100000000	DEFAULT AGENCY 111	1110000	DEFAULT AGENCY 1...	100.00	X	X	0	Permanent	06	M-(
111000000000	DEFAULT AGENCY 1...	11100000000	DEFAULT AGENCY 111	1110000	DEFAULT AGENCY 1...	100.00	X	X	0	Permanent	06	M-(
111000000000	DEFAULT AGENCY 1...	11100000000	DEFAULT AGENCY 111	1110000	DEFAULT AGENCY 1...	100.00	X	X	0	Permanent	01	Mo
111000000000	DEFAULT AGENCY 1...	11100000000	DEFAULT AGENCY 111	1110000	DEFAULT AGENCY 1...	100.00	X	X	0	Permanent	06	M-(
111000000000	DEFAULT AGENCY 1...	11100000000	DEFAULT AGENCY 111	1110000	DEFAULT AGENCY 1...	100.00	X	X	0	Permanent	01	Mo
111000000000	DEFAULT AGENCY 1...	11100000000	DEFAULT AGENCY 111	1110000	DEFAULT AGENCY 1...	100.00	X	X	0	Permanent	01	Mo

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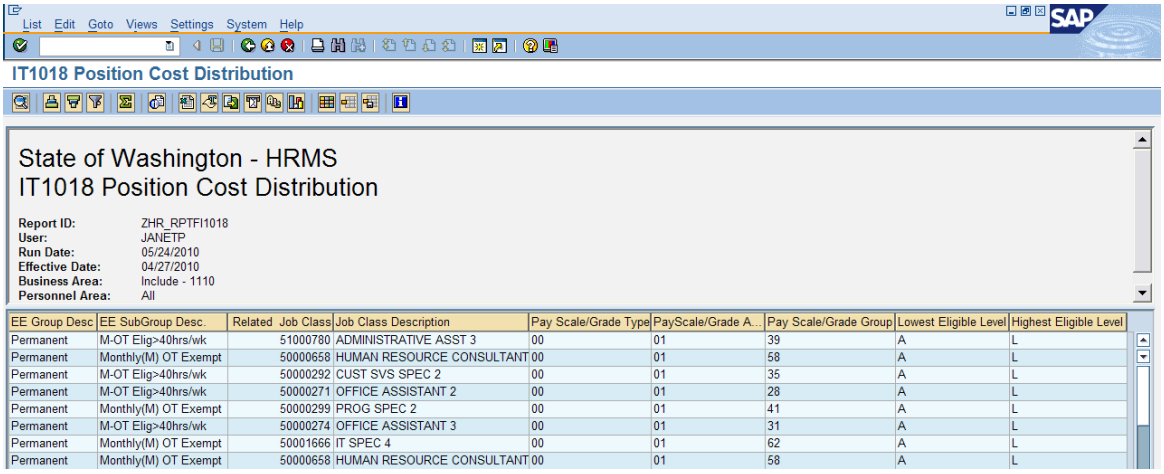

EE Group Desc	EE SubGroup Desc.	Related Job Class	Job Class Description	Pay Scale/Grade Type	PayScale/Grade A...	Pay Scale/Grade Group	Lowest Eligible Level	Highest Eligible Level
Permanent	M-OT Elig>40hrs/wk	51000780	ADMINISTRATIVE ASST 3	00	01	39	A	L
Permanent	Monthly(M) OT Exempt	50000658	HUMAN RESOURCE CONSULTANT	00	01	58	A	L
Permanent	M-OT Elig>40hrs/wk	50000292	CUST SVS SPEC 2	00	01	35	A	L
Permanent	M-OT Elig>40hrs/wk	50000271	OFFICE ASSISTANT 2	00	01	28	A	L
Permanent	Monthly(M) OT Exempt	50000299	PROG SPEC 2	00	01	41	A	L
Permanent	M-OT Elig>40hrs/wk	50000274	OFFICE ASSISTANT 3	00	01	31	A	L
Permanent	Monthly(M) OT Exempt	50001666	IT SPEC 4	00	01	62	A	L
Permanent	Monthly(M) OT Exempt	50000658	HUMAN RESOURCE CONSULTANT	00	01	58	A	L

The above screenshots displays the Business Area/Desc, Personnel Area/Desc., Personnel Subarea/Desc., Organization Unit/Description, Position #/Short Text, Position Title, Position Start and End Date, Vacancy Status, Personnel Number (column is hidden), Employee Name (column is hidden), Cost Dist Start and End Date, Cost Center, Fund, Functional Area, Cost Object, Project, Allocation, Cost Distribution Percentage, Budgeted/Retirement Eligible, Employee Group, Employee Sub-group, Job Class, Pay Scale /Grade type, Pay Scale/Grade Area, Pay Scale/Grade Group, and Pay Scale Level.

7. You have completed this transaction.

Results
You have generated the Cost Distribution Vacancy 1018 report.

Comments
This report is an ALV formatted report. Use the (Change Layout) to add, or remove the columns to the report. 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) Click( ) transfer to return to the report
Report results can be exported to Microsoft Excel. See OLQR Job Aids A-Z, General Reporting.
Related Procedures: • Employee Cost Distribution