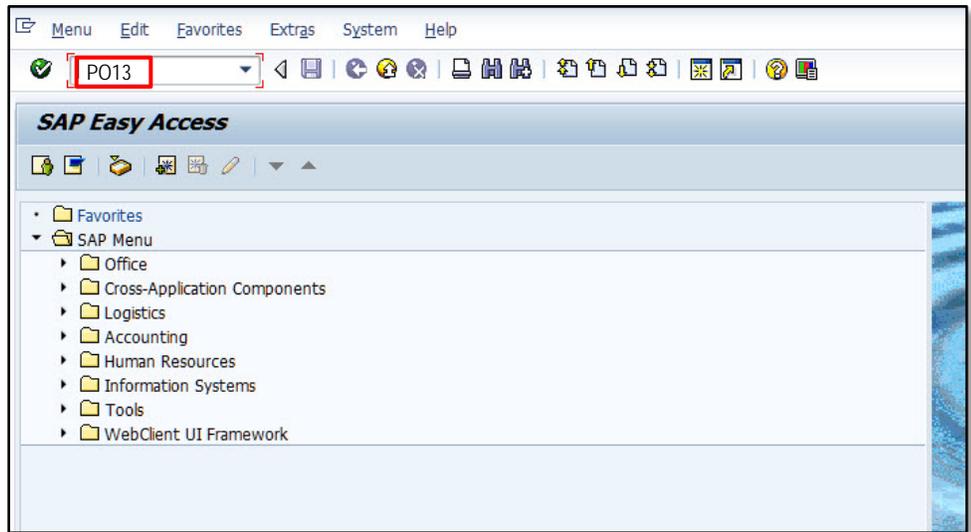


HRMS Organizational Management

Create or Update Position Cost Distribution

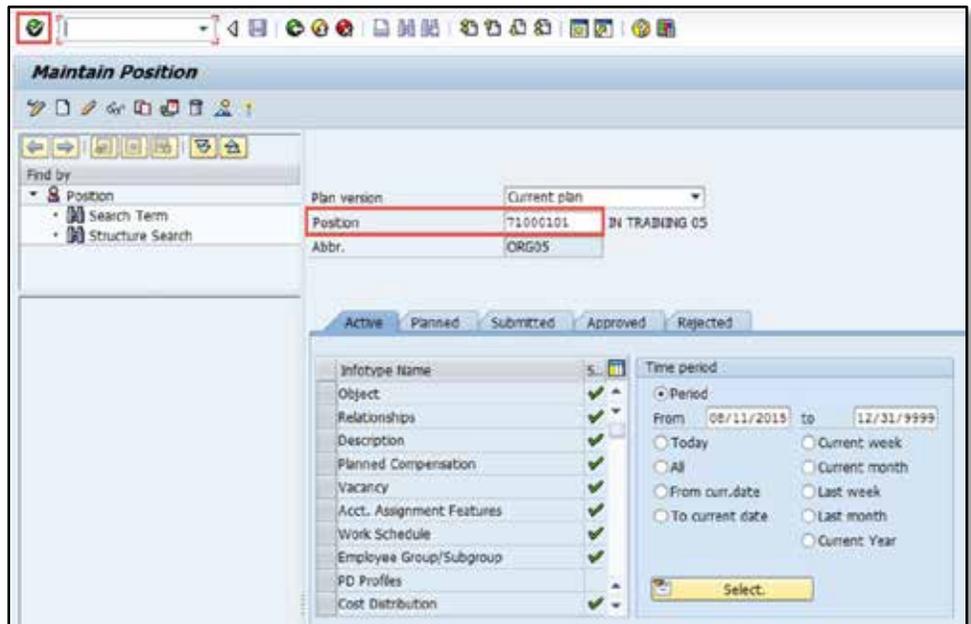
Organizational Management Processor uses this procedure to create or update a Position's cost distribution, using transaction code PO13.

1. Enter transaction code **"PO13"** in the Command field and press **Enter**,
OR
Follow the menu tree:
Human Resources→
Organizational Management→*Expert Mode*→*Position*.



2. Enter the position number in the **Position** field and press **Enter**.
3. Perform one of the following:

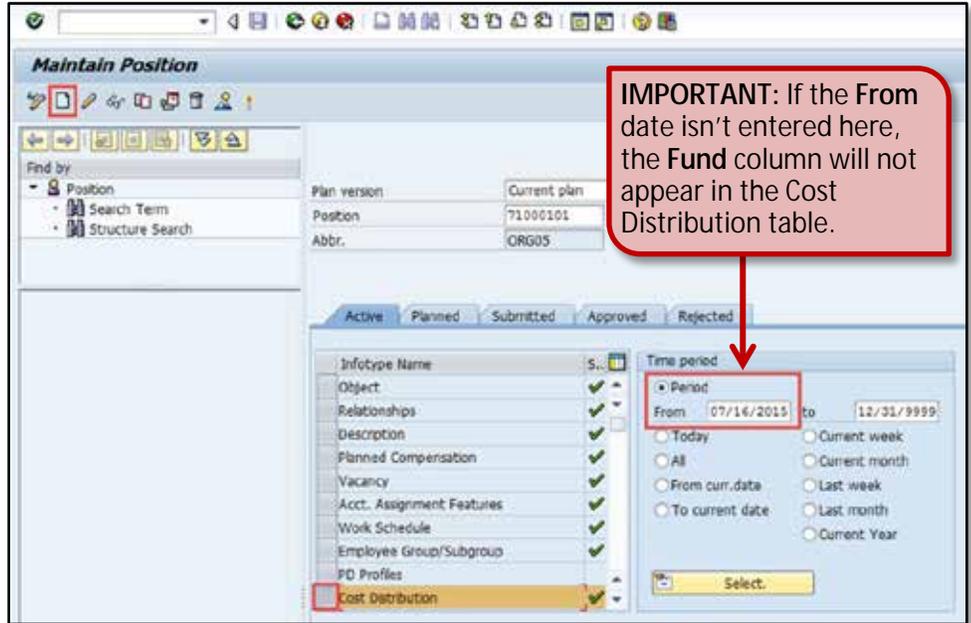
If	Then
You are creating the Cost Distribution for a <i>new</i> position,	Go to Step 4.
You are updating the Cost Distribution for an <i>existing</i> position,	Go to Step 10.



Hint: For cost coding questions, please contact your agency accounting office.

Create or Update Position Cost Distribution (cont.)

4. Enter the effective date of the Cost Distribution in the **From** field.
5. Click the box to the left of infotype **Cost Distribution**.
6. Click  **Create**.



7. Enter **WA01** in the **COAr** (Controlling/Business Area) field.
8. Use the table to the right for information on how to complete the required **Cost Distribution** fields. Repeat for each additional Cost Distribution (up to 12 total).

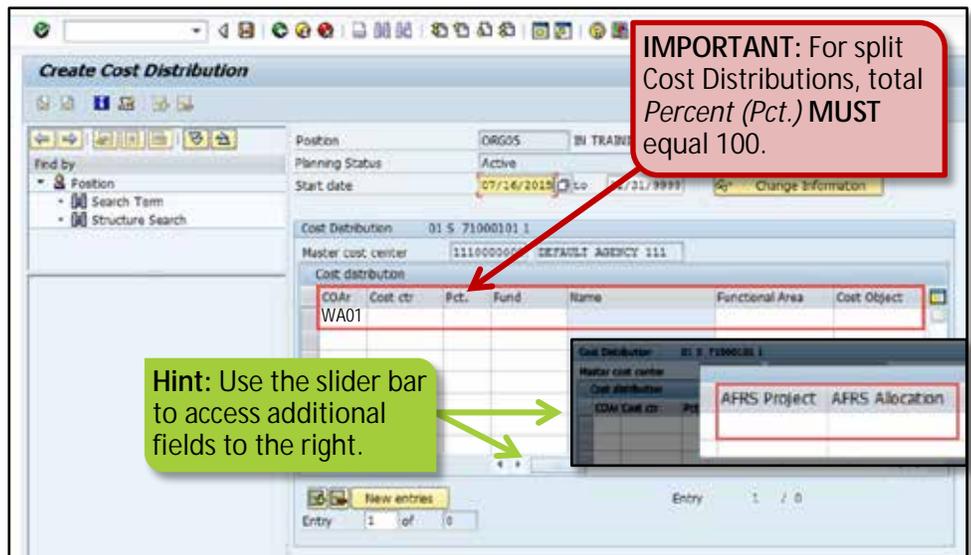
HRMS Field Name	Code Calculation	Legend
Cost Center	AFRS Agency + AFRS Org Index + 000	AAAXXXX000
Fund	AFRS Agency + AFRS Fund + AFRS Appn Index + 0	AAAXXXXXX0
Functional Area	AFRS Agency + AFRS Program Index + 00000000	AAAXXXXX0000000
Cost Object	AFRS Agency + AFRS Master Index + 0	AAAXXXXXXXXX0
AFRS Allocation	AFRS Agency + AFRS Allocation	AAAXXXX
AFRS Project	AFRS Agency + AFRS Project + AFRS Sub Project + AFRS Project Phase	AAAXXXXXXX

LEGEND:
 'AAA' – Business Area (AFRS Agency Code)
 'X' – The AFRS accounting object embedded within the field
 '0' – Filler characters, usually 0

The Master Index** is an eight character AFRS account input field that agencies routinely use as an input coding reduction technique, instead of providing the full account code combination for each transaction.

9. Click  **Enter**.
10. Click  **Save**.

This completes the transaction to create the Cost Distribution for a New Position.

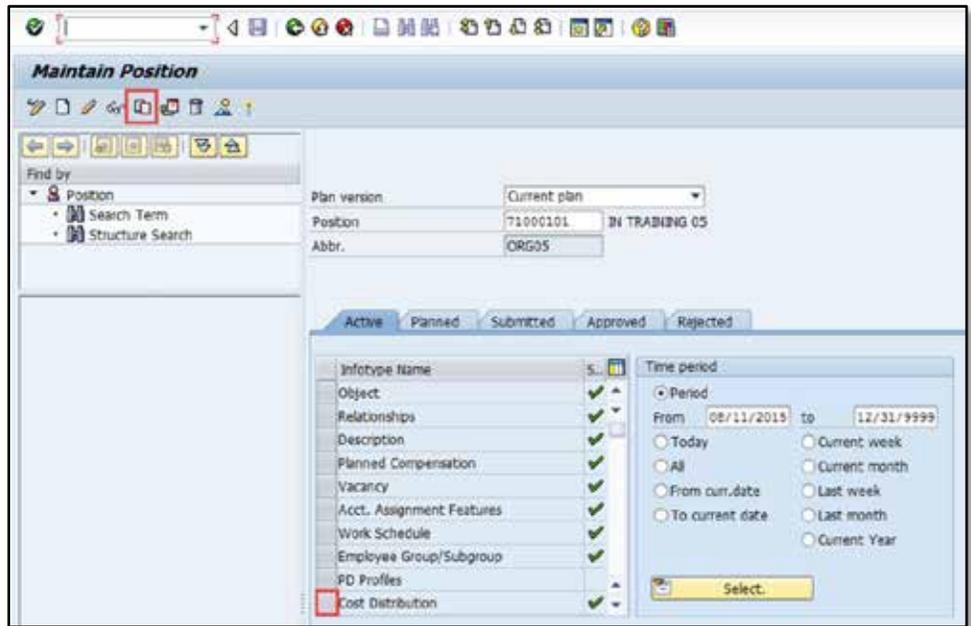


COAr	Cost ctr	Pct.	Fund	Name	Functional Area	Cost Object
WA01						

Create or Update Position Cost Distribution (cont.)

11. Click the box to the left of infotype **Cost Distribution**.

12. Click  **Copy**.



13. Enter the effective date of the Cost Distribution in the **Start Date** field.

14. Enter **WA01** in the **COAr** (Controlling/Business Area) field.

15. Use the table in Step 8 for information on how to complete the required **Cost Distribution** fields. Repeat for each additional Cost Distribution (up to 12 total).

16. Click  **Enter**.

17. The *CostDistribution Create* box will appear. Click **Yes**.

18. Click  **Save**.

This completes the transaction to update the Cost Distribution for an Existing Position.

