



## CHANGE BUDGET & SPLIT FUNDING IT9018 BUSINESS PROCESS PROCEDURE OM-28 | TRANSACTION PO13

OM

The purpose of this Business Process Procedure is to explain how to change budget information and split funds in the Integrated HR-Payroll System.

**Trigger:** Agency has received information that budget needs to be changed and that their funds need to be split.



### **Business Process Procedure Overview:**

Infotypes 1018 and 9018 are accessed through transaction PO13. IT1018 is for the Cost Distribution. The cost center, fund, and internal order are the key fields for cost distribution. On custom IT9018, the total budget for the position is shown. Also, there is a reason code for any changes made to IT1018/IT9018.

The Toggle button in IT9018 is used to open detail amount fields to be able to adjust the percentage splits into whole dollars.

### **Tips and Tricks:**

See the OM Tips and Tricks Job Aid for a full listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <https://www.osc.nc.gov/training/hr-payroll-help-documents>.

- **Copy**  is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of the old record.
- **Change**  is to be used only if you make a spelling or other simple error and want to change the record. There is no history tracked on what the record used to be if you use the change functionality.

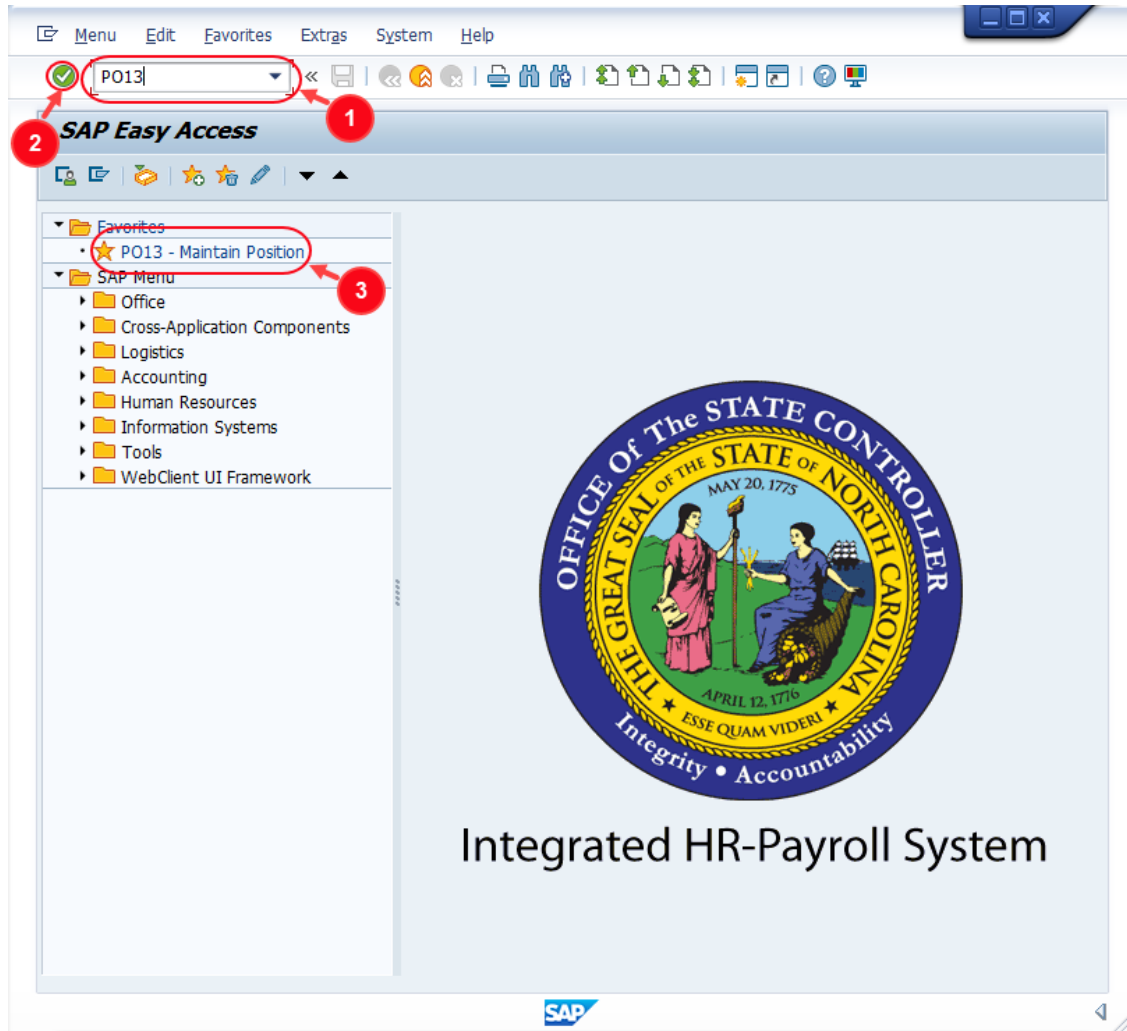
### **Access Transaction:**

**Via Menu Path:** Human Resources > Organizational Management > Expert Mode > PO13 – Position

**Via Transaction Code:** PO13

## Procedure

1. Type PO13 in the command field (1). Hit enter on your keyboard or click the **Enter** ✓ button (2). Also, you can double click it from your favorites folder if you've previously saved it there (3). See the information block below the screen shot for a quick tutorial on adding the transaction.



### Information

You may want to enter this transaction code in your Favorites folder.

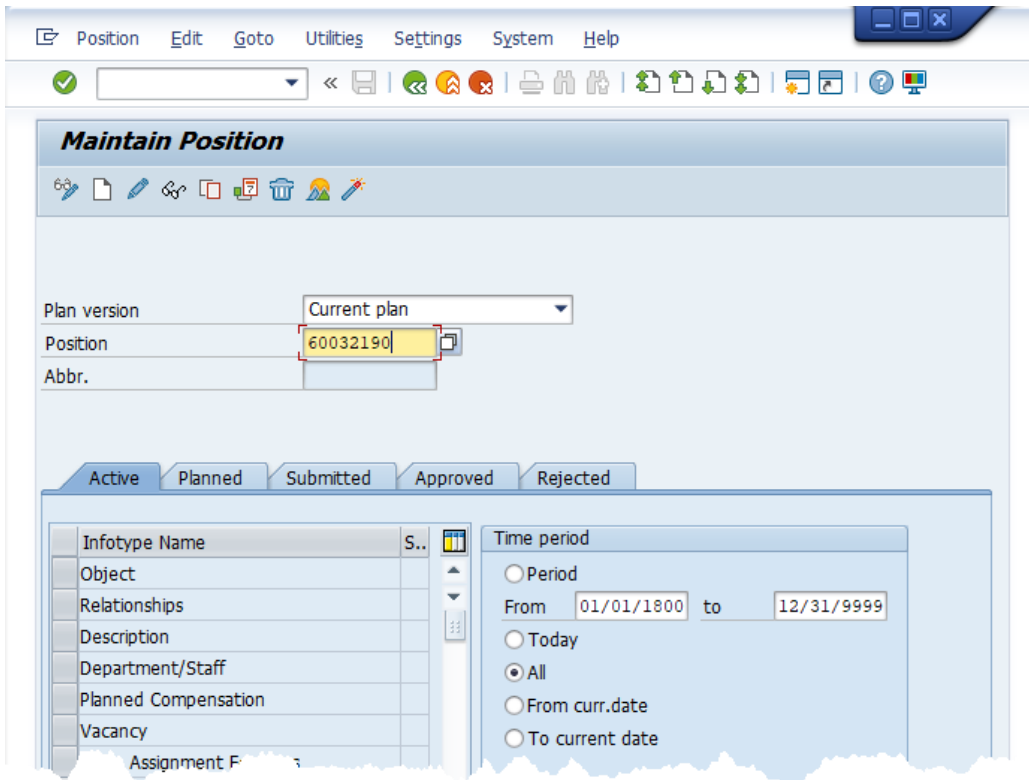
- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **PO13**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen:

- Choose **Extras > Settings**.
- Place a check next to **Display Technical Names**.
- Click **Enter**.

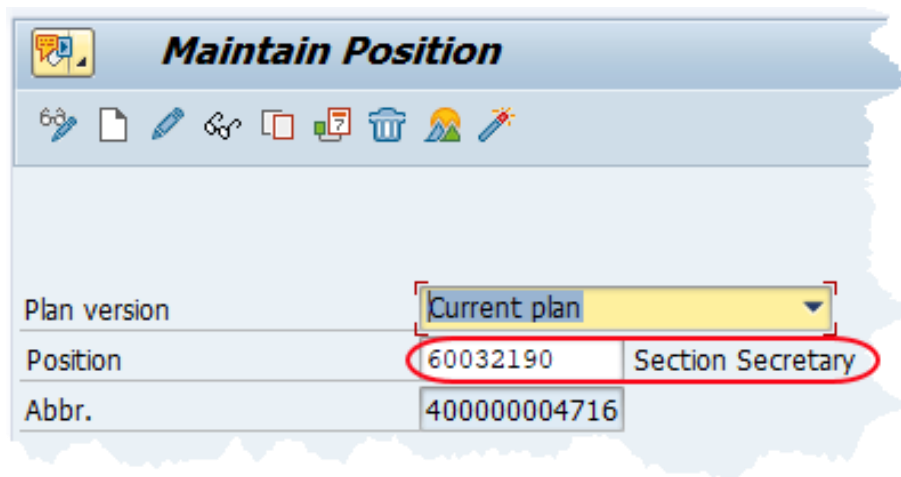
Review the [Favorites Folder](#) training document for more tips and features!


- Input the position number that needs updating. This document will use 60032190 from the OSC training environment. [Access client 899](#) to follow along in a “live” system.

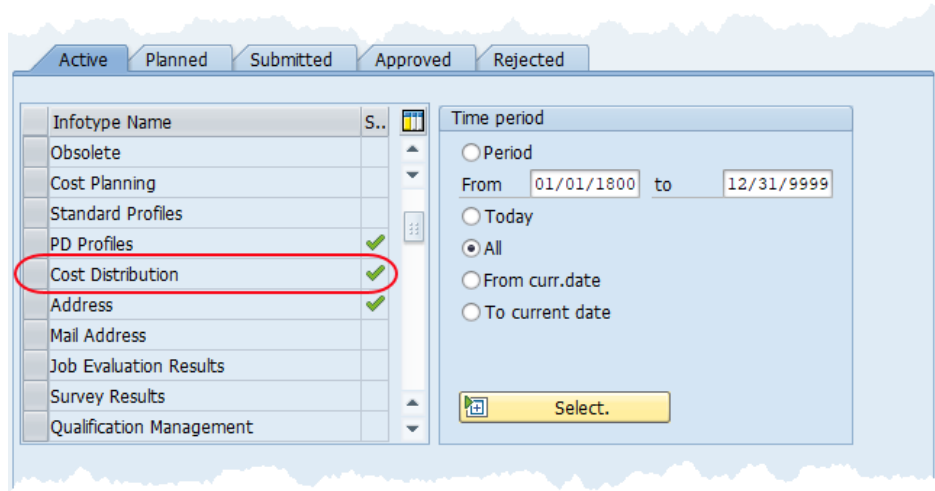


- Click the **Enter** button and verify the position displayed is the one you need to change.

**Alert!** Be vigilant on this step. A position number may be present already when you access the transaction, so be sure to review the position number and name to ensure they are correct.

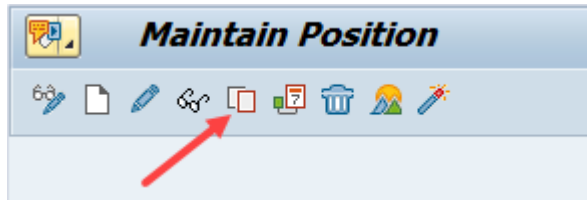


4. Scroll down the list of position infotypes and click the square  in front of the **Cost Distribution** row.



5. Click the **Copy infotype** button .

**BEST BUSINESS PRACTICE:** A good rule of thumb is to never use the Change (Pencil) button. If you try to use the Create button you will get an error.



- Review each of the current **Cost Distribution** fields for the position by utilizing the scroll bar at the bottom of the row(s) of data.

**Copy Cost Distribution (1018)**

Position: 400000004716 Section Secretary  
 Planning Status: Active  
 Start date: 07/01/2007 to 12/31/9999 Change Information

Cost Distribution 01 S 60032190 1  
 Master cost center: 1699999999 DENR

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
NC01	1624010000	1000000000356		DFR-CENTRAL-ADMIN	100.00	16011

Entry 1 of 1 Form 1 of 1 Record 1 of 1

- Update the **Start Date** field.

**CRITICAL:** You must change the Start Date.

**Copy Cost Distribution (1018)**

Position: 400000004716 Section Secretary  
 Planning Status: Active  
 Start date: 02/01/2022 to 12/31/9999 Change

Cost Distribution 01 S 60032190 1  
 Master cost center: 1699999999 DENR

- Click in the **Pct.** cell on the first line and change it to the new value; in this example we'll use 40%.

Cost Distribution 01 S 60032190 1

Master cost center 1699999999 DENR

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
NC01	1624010000	1000000000356		DFR -CENTRAL-ADMIN	40.00	16011

9. Click into the first open row and complete the fields listed. A description of each field is at the bottom of this BPP. You will need to use the scroll bar at the bottom to access the last two fields as pictured in the two screenshots below.

- COAr
- Cost ctr
- Order
- Pct.
- Fund
- Functional Area

**Note:** The COAr (NC01) and Functional Area (G000000000000001) fields are the same for every position, but the values for the other fields are specific to each situation.

Start date 02/01/2022 to 12/31/9999 Change Information

Cost Distribution 01 S 60032190 1

Master cost center 1699999999 DENR

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
NC01	1624010000	1000000000356		DFR -CENTRAL-ADMIN	40.00	16011
NC01	1624010000	1000000000356			60.00	

Scroll bar

New entries Entry 1 Frm 1

Start date 02/01/2022 to 12/31/9999 Change Information

Cost Distribution 01 S 60032190 1

Master cost center 1699999999 DENR


Pct.	Name of aux. account	Fund	Name	Functional Area
40.00	160112102401	161210001	DFR -FORESTRY-FIELD	G0000000000000001
60.00		161120004		G0000000000000001

Scroll bar

New entries



Entry 1 of 1 Form 1

Record 1 of 1

10. Click the **Enter** button . Infotype 9018 (Budgeted Distribution) will appear.


Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr	Order	WBS Element	FMA	Fund	Functional Area	Grant
15,046.00	40.00	NC01	1600	NC01	K	1624010000	100000000356	0	NC01	161210001	G0000000000000001	
22,569.00	60.00	NC01	1600	NC01	K	1624010000	100000000356	0	NC01	161120004	G0000000000000001	

Total Budgeted Amount 37,615.00 Action/Reason Code

  Toggle

11. Verify the **Total Budgeted Amount** and adjust as applicable.

Budgeted Amount	Pct.	CoCd	BusA	COAr	Re
15,046.00	40.00	NC01	1600	NC01	K
22,569.00	60.00	NC01	1600	NC01	K

12. Update the **Action/Reason Code** field. In this scenario, the correct reason to choose is 110 – Source of Position’s Funds Change. Click on the **Matchcode** button  to see a list of reasons to choose from.

Action/Reason Code

Order  MRS Element

13. Verify that the **Budgeted Amount** on each line is a whole dollar amount. The Integrated HR-PY System is programmed to calculate this way automatically, but always check its work. If an adjustment needs to be made, use the **Toggle** button **Toggle** to manually round the amounts.

Budget Distribution

Total Budgeted Amount

Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr
15,046.00	40.00	NC01	1600	NC01	K	16240100
22,569.00	60.00	NC01	1600	NC01	K	16240100

14. Click the **Continue** button to return to IT1018 (Cost Distribution).

**Copy Cost Distribution (1018)**

Position  Section Secretary

Planning Status

Start date  to

Cost Distribution 01 S 60032190 1

Master cost center

Pct.	Name of aux. account	Fund	Name	Functional Area
40.00	160112102401	161210001	DFR -FORESTRY-FIELD	G0000000000000001
60.00	160112102401	161120004	DEE -ENVIRONMENTAL E	G0000000000000001

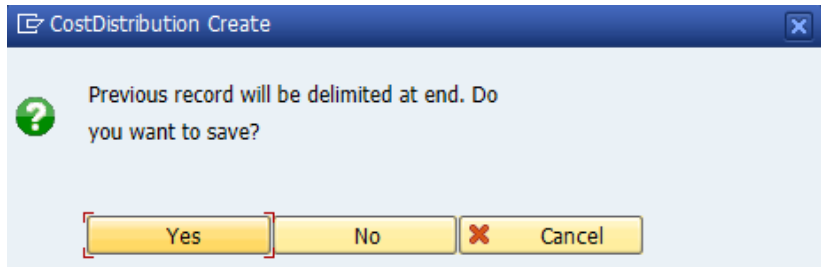
New entries

Entry  of  Entry 1 Frm 0  
 Record  of

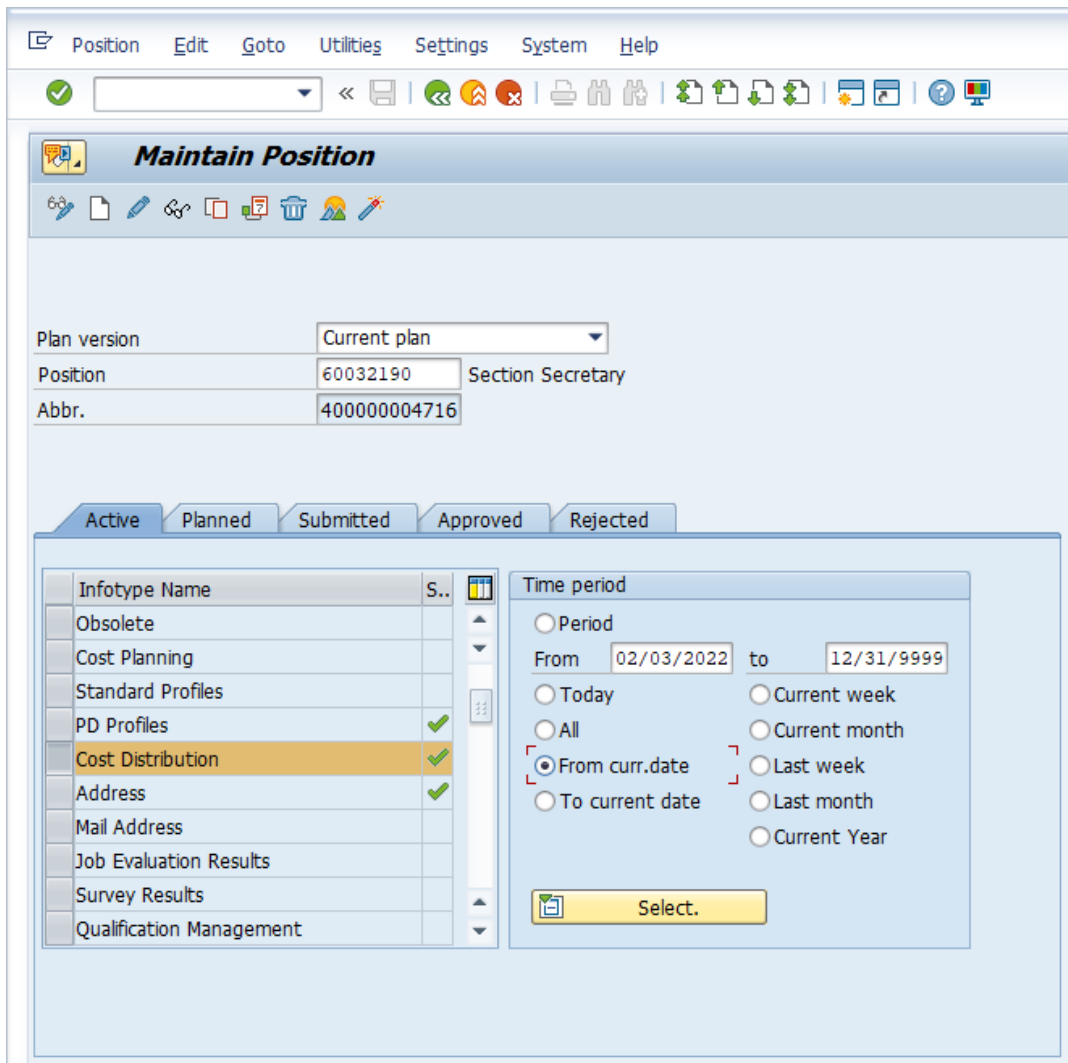
15. Click the **Save** button .



16. Click the **Yes** button .



17. Click the **Back** button .



The system task is complete.

Field descriptions for updating IT1018:

Field Name	Description	Values
COAr	Code identifying the highest level of the legal entity for which cost center accounting and profit center accounting can be consolidated	Enter value in COAr column.  <b>Example used:</b> NC01
Cost ctr	Key uniquely identifying a cost center.	Enter value in the Cost ctr column.  <b>Example used:</b> 1624010000
Order	Number which identifies an order within a client.	Enter value in the Order column.  <b>Example used:</b> 100000000356
Pct.	Percent. The sum of the rows must add up to 100%!	Enter value in the Percent column.  <b>Example used:</b> 40.00 & 60.00
Fund	Fund is a strategic organizational unit for identifying the origin or source of funds in the SAP system.	Enter value in Fund column.  <b>Example used:</b> 161120004
Functional Area	Only one Functional Area set up for the system. G000000000000001 will default into this field.	Enter value in Functional Area.  <b>Example used:</b> G000000000000001

**Change Record**

- 9/11/13 – New file name, new format and screen captures, Steps 4 & 5 expanded text for added instruction, Step 6 screen capture – added arrow indicator for Add/Delete line, Step 11 field descriptions added for COAr, Cost ctr, Order, Functional Area – Margaret Kendall/Dana Lyle
- 11/3/21 – Updated format and assigned reference number – Claire Ennis
- 4/22/22 – Redesigned document. Updated step 12 to reflect to current system behavior. Made accessible – Doug Genzlinger