The purpose of this Business Process Procedure (**BPP**) is to explain how to access and change Infotypes 1018 & 9018 as necessary in the Integrated HR-Payroll System.

Trigger: Need to look up and change cost distribution information for a position.

Business Process Procedure Overview:

Infotypes 1018 and 9018 are accessed through transaction PO13. IT1018 is used 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.

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/training_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 – which is important for HR and Payroll data.

- **Change** is to be used only if you make a spelling or other simple error and need 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.
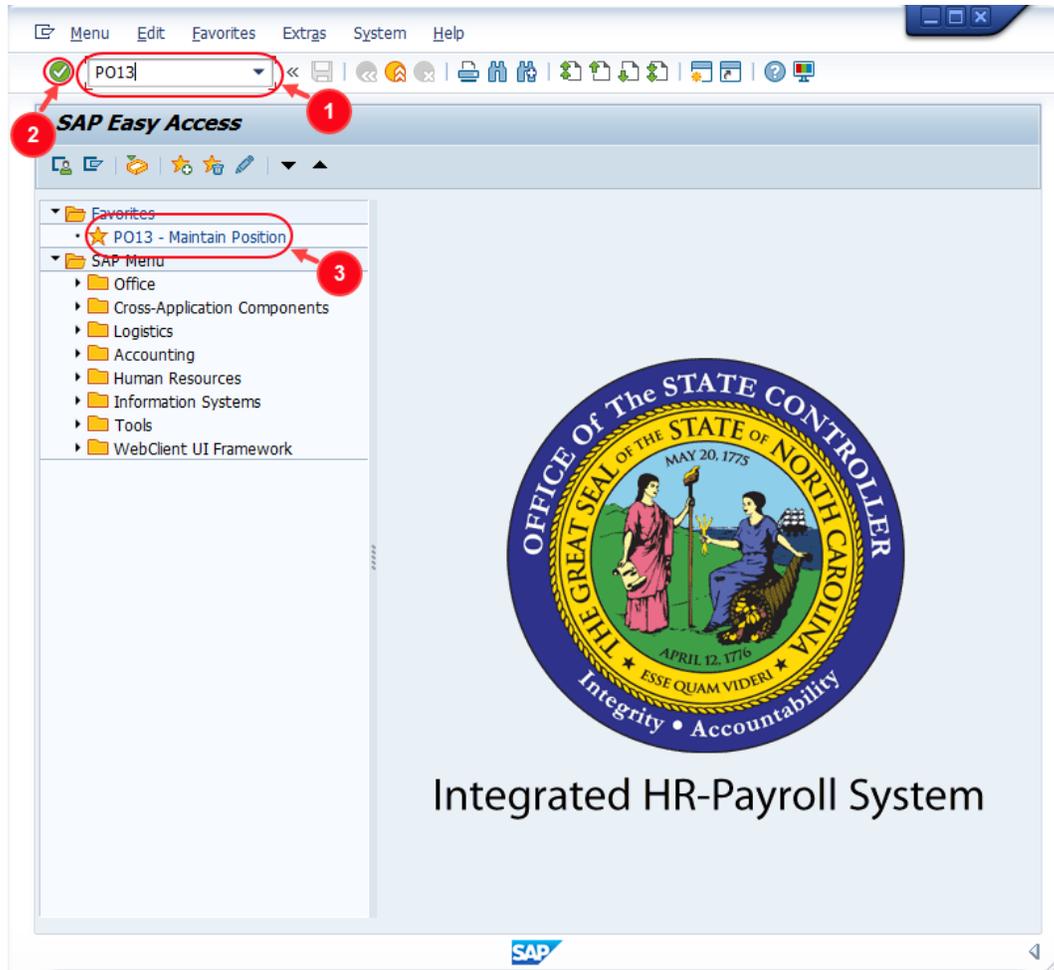
ℹ️	You may want to enter this transaction code in your Favorites folder.
Information	• From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
	• Type in **PO13**.
	• Click **Enter**.
	To see the transaction code displayed in front of the link in your favorites, from the menu 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!

2. Input the position number that needs updating. This document will use 60087190 from the Development Environment.

3. 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.
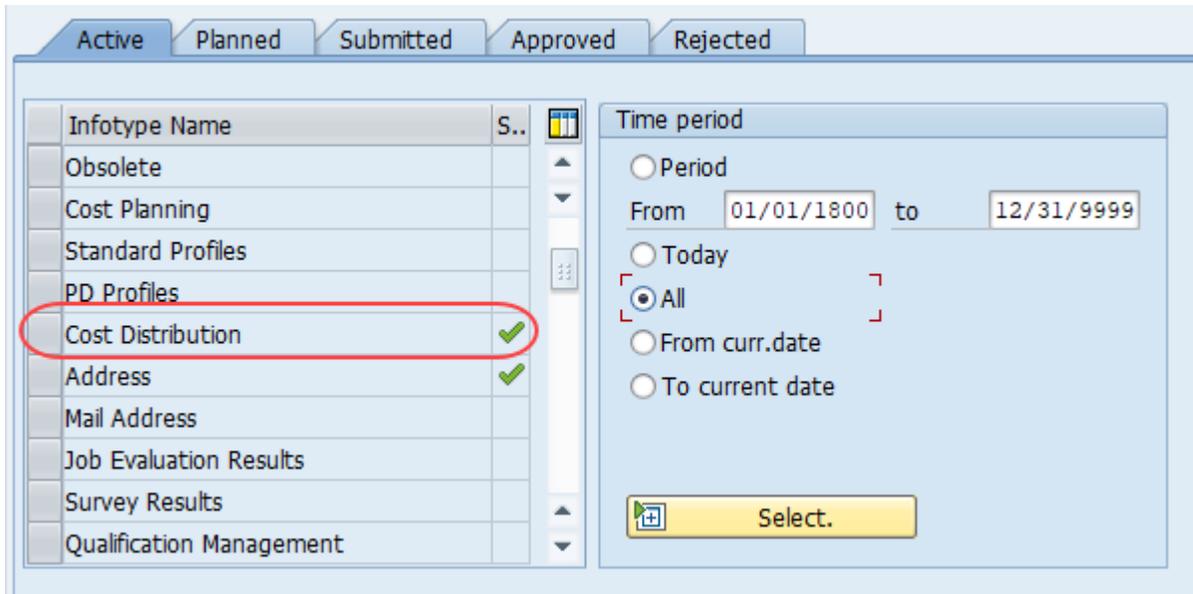
5. Click the **Copy infotype** button ⊡.

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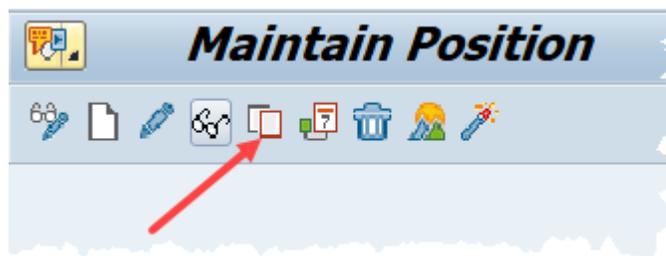
6. Review each of the current **Cost Distribution** fields for the position by utilizing the scroll bar at the bottom of the row(s) of data.

    Note: that the example shown below is a split-funded position, meaning that the funds to pay the salary for the position come from two different sources.

7. Update the **Start Date** field.

    CRITICAL: You must change the Start Date

8. Update the **Cost Center** field as appropriate. In this example we'll use: 1410020000. See chart at the end of this document for a description of the **Cost Center** field.

    NOTE: The system will suggest Cost Center numbers as you begin to type. Use this helpful feature to avoid typos!

9. Update the **Order** field as appropriate. In this example, we'll use 100000016631. See chart at the end of this document for a description of the **Order** field.

    NOTE: The **Order** value is a non-intelligent number assigned by the system. It may be beneficial to search by the Description.

- Click in the **Order** field.

- Click the Matchcode button .

- Enter the NCAS full company center in the **Description** field to search for the appropriate Order number. Using **1401*** as shown in the screen shot below will search for NCFS company 1401 (OSC) and all matches for fund 1000.

- Note that the Search results will display as shown below. Notice that the results will display both the older NCAS and new NCFS Internal Order Descriptions, which vary in length.

10. Click the **Enter** button ✅. Infotype 9018 (Budgeted Distribution) will appear.
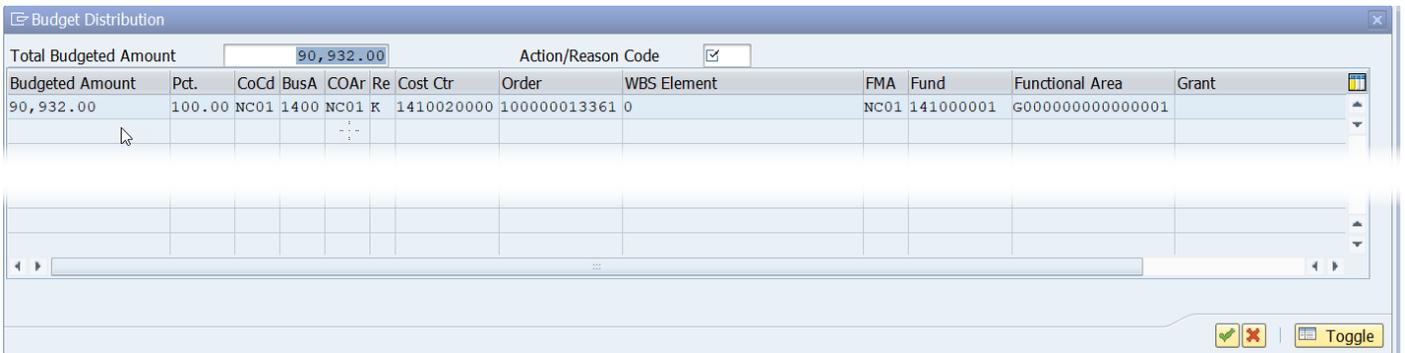
11. Update the **Action/Reason** field. In this scenario, the correct reason to choose is 110 – Source of Position's Funds Change. Click on the **Matchcode** button 🗇 to see a list of reasons to choose from.
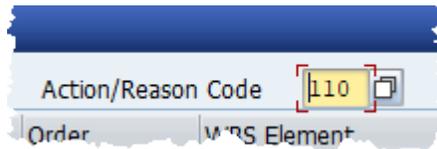
12. Click the **Continue** button ✅ to return to IT1018 (Cost Distribution).

13. Click the **Save** button 💾.

14. Click the **Yes** button [Yes].
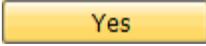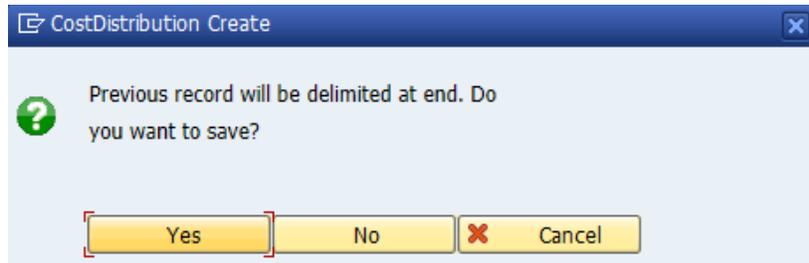
15. Click the **Back** button 📀.
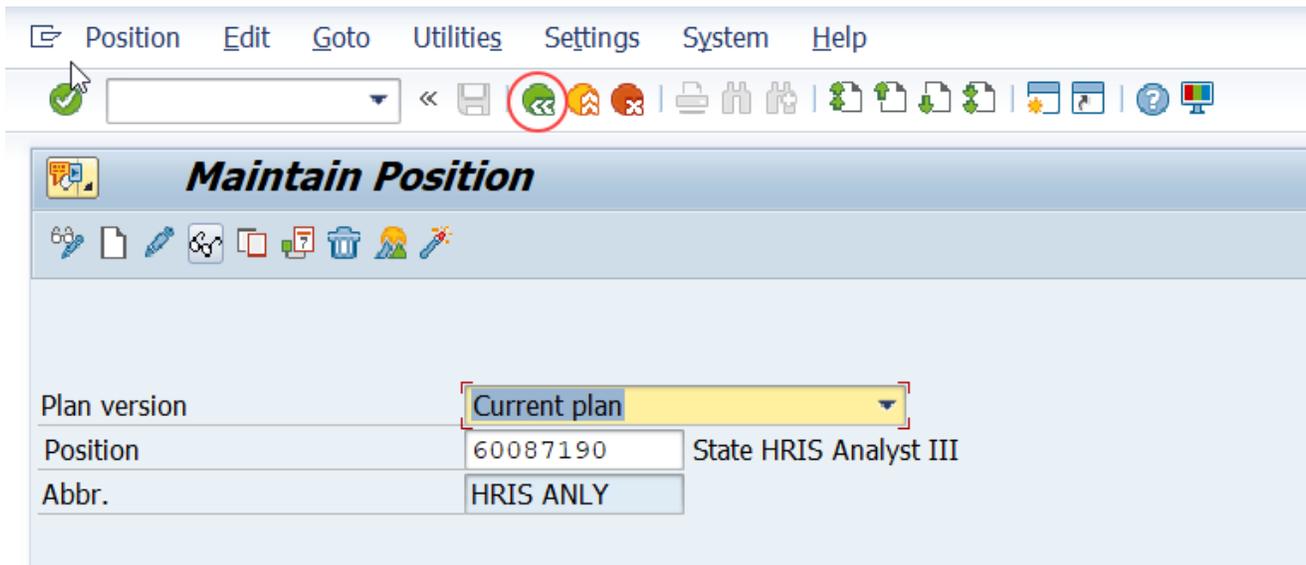
The system task is complete.

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. **Example used**: NC01
Cost ctr	Key uniquely identifying a cost center.	Enter value in the Cost ctr column. **Example used**: 1624010000
Order	Number which identifies an internal order number within a client. Note that the Internal Order Number is associated with an Internal Order Description, for which there will be 2 types: the older NCAS Description and the new (38 byte) NCFS Description.	Enter value in the Order column. **Example used**: 100000000162
Pct.	Percent. The sum of the rows must add up to 100%!	Enter value in the Percent column. **Example used**: 100.00
Fund	Fund is a strategic organizational unit for identifying the origin or source of funds in the SAP system. This is called Budget Fund in NCFS.	Enter value in Fund column. **Example used**: 161305001
Functional Area	Only one Functional Area set up for the system. G000000000000001 will default into this field.	Enter value in Functional Area. **Example used**: G000000000000001

Change Record

- 10/16/13 – New format with new screen captures; step 6 – added screen capture and text regarding drop-down screen of the Order Number field – Margaret Kendall/Dana Lyle
- 11/4/21 – Updated format and assigned reference number – Claire Ennis
- 4/22/22 – Updated for ease of use. Made accessible. – Doug Genzlinger
- 5/26/2023 – Updated for references to NCFS. – Lisa Kaull