The purpose of this Business Process Procedure is to explain how to display budgeted salary information for a position in the Integrated HR-Payroll System.

Trigger: Budgeted salary information on a position is needed.

Business Process Procedure Overview:

The Funding Approver is responsible for updating and maintaining Infotype 1018 (Cost Distribution infotype) and Infotype 9018 (Budget infotype). The Funding Approver is responsible for approving funds for positions.

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.

- **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.
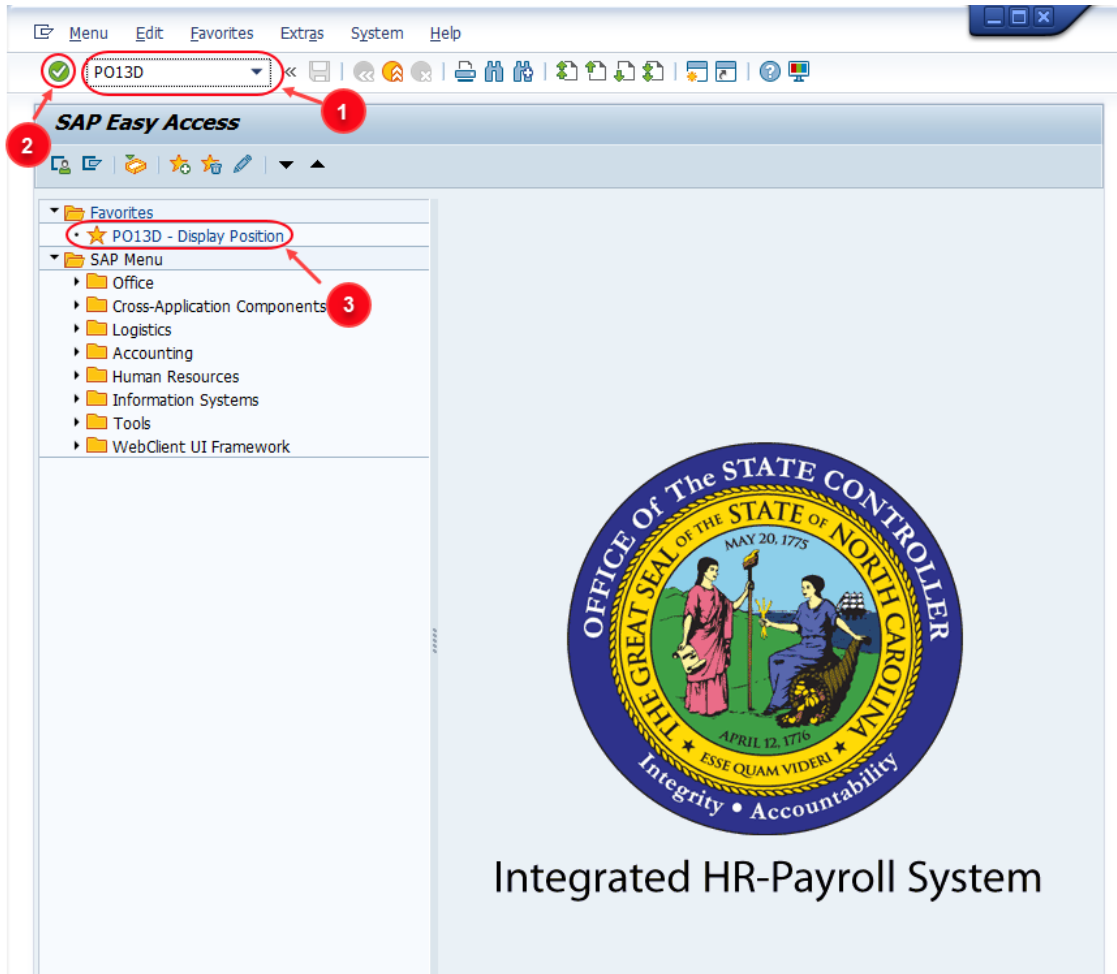
Access Transaction:

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

Via Transaction Code: PO13D

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.

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ℹ️ **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 **PO13D**. • 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 reviewing. This document will use 60083344 from the OSC training environment. Access client 899 to follow along in a "live" system.
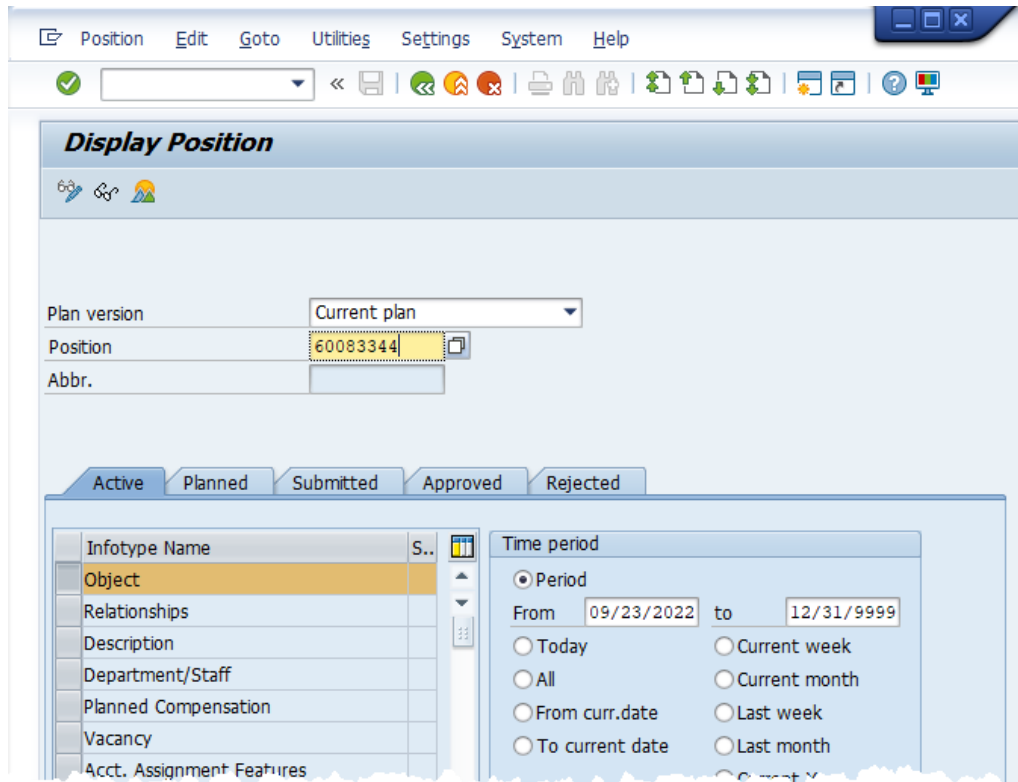

3. Click the **Enter** button and verify the position displayed is the one you need to display.

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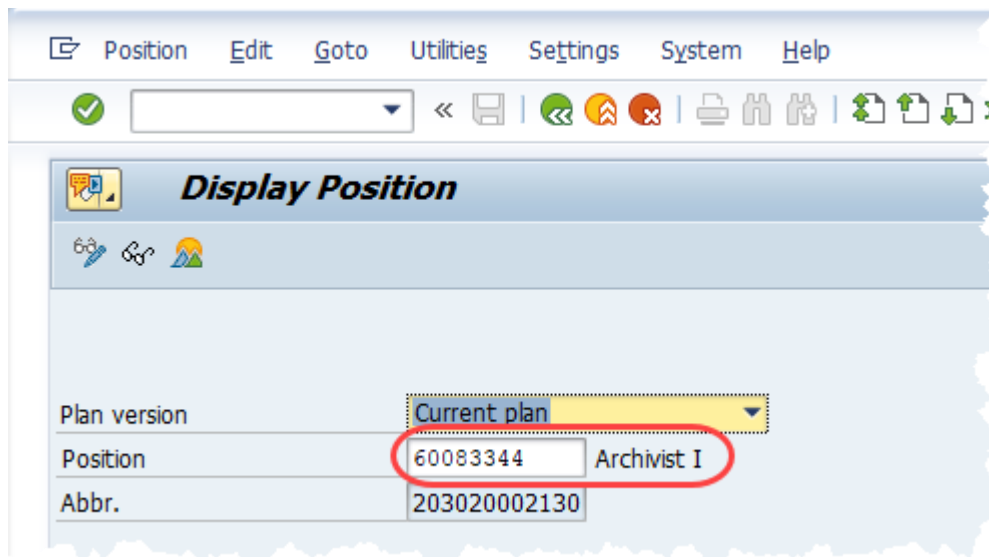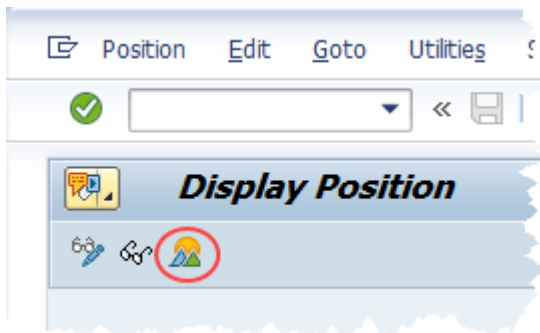
4. Within the Active tab:

    *   Scroll down the list of position infotypes and click the square ☐ in front of the **Display Budget** row.

    *   In the Time Period area click into the **All** radio button and then click **Select** ⊞ Select. .
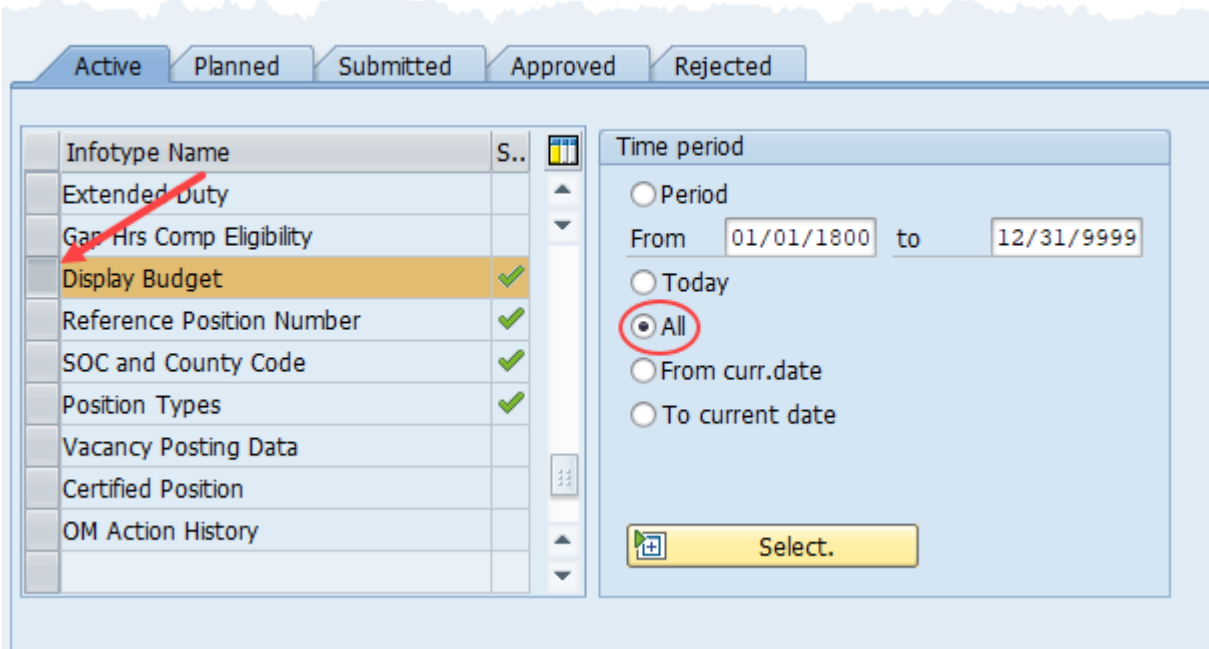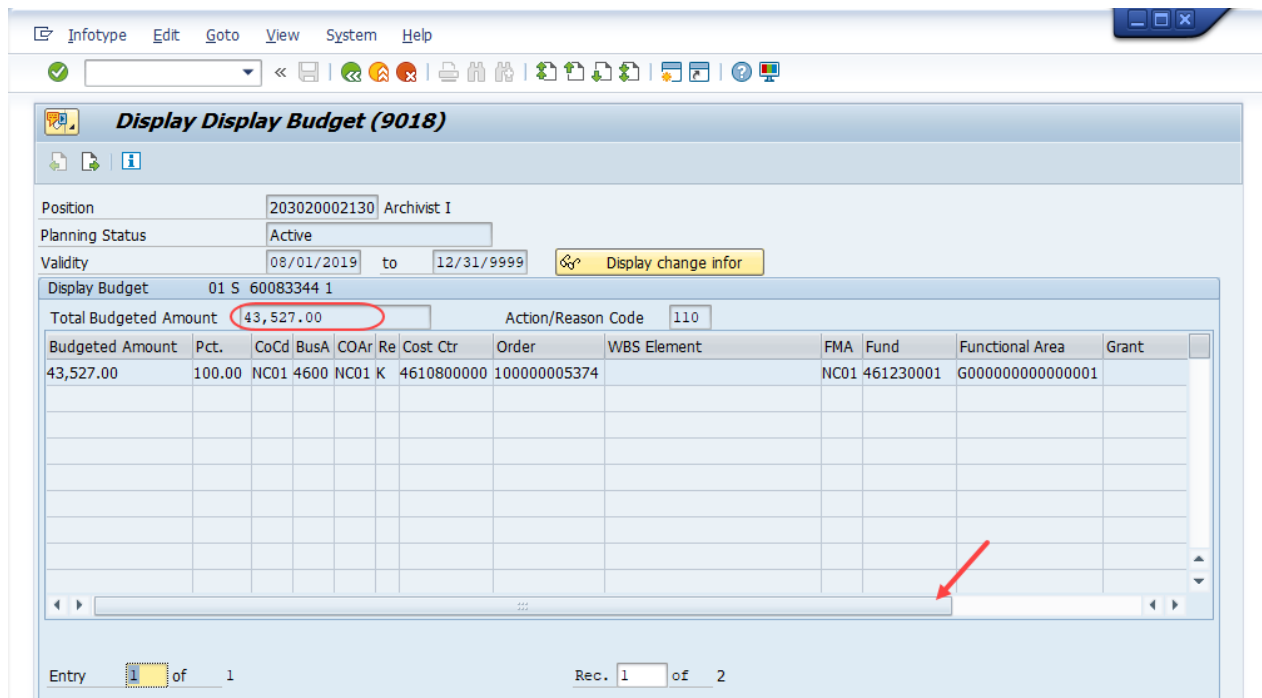

5. Click the **Overview** button ⛰.

6. A list of all **Display Budget** infotypes will be displayed with the current one being at the top of the list and having an end date of 12/31/9999.   Click on the record you wish to review and then click the **Choose** button .
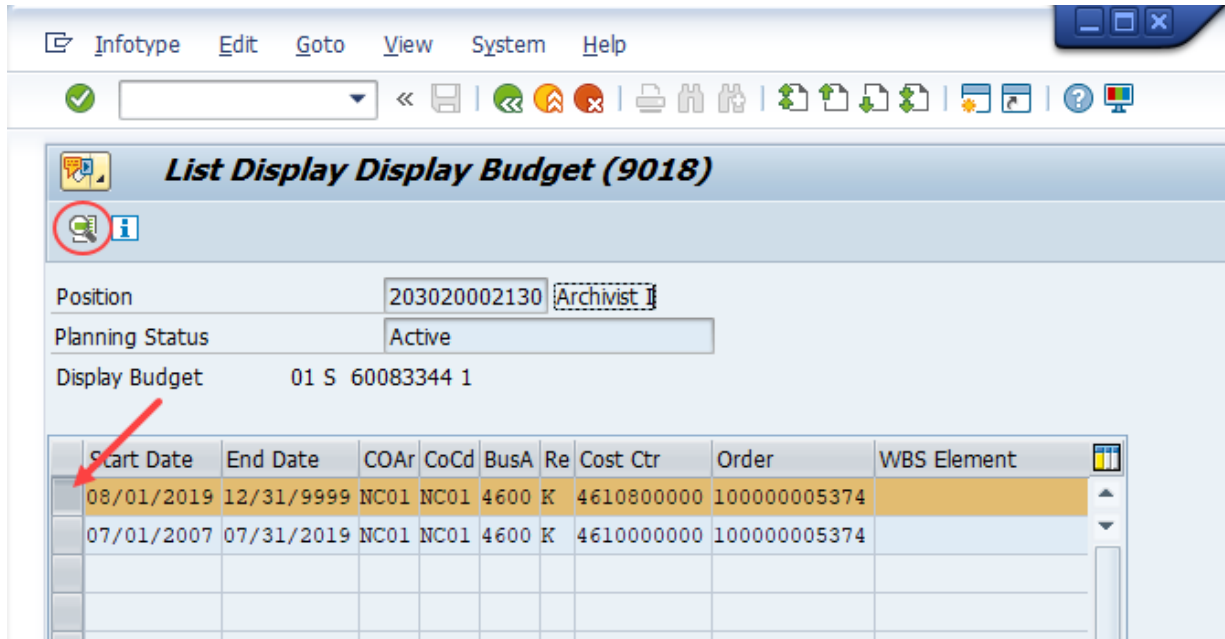
The budgeted salary information is displayed. Remember to scroll to the right if needed to view all the information.

7. Click the **Back** ⟨⟨ button.
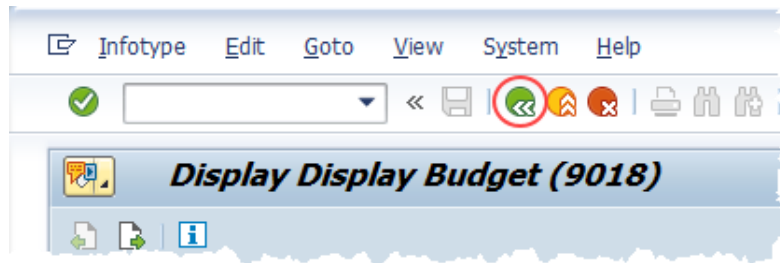
This system task is complete.

Change Record

- 9/11/13 – New file name, new format and screen captures – Margaret Kendall and Dana Lyle
- 12/21/21 – Updated format and assigned reference number – Claire Ennis
- 10/3/22 – Rewritten for accessibility, clarity and updated screen shots. – Doug Genzlinger