FN-12 Internal Order Crosswalk Report

Purpose

The purpose of this Job Aid is to demonstrate the use of transaction code ZNCFSXWLK to produce an Internal Order Crosswalk Report.

T-Code ZNCFSXWLK (Internal Order Crosswalk Report)

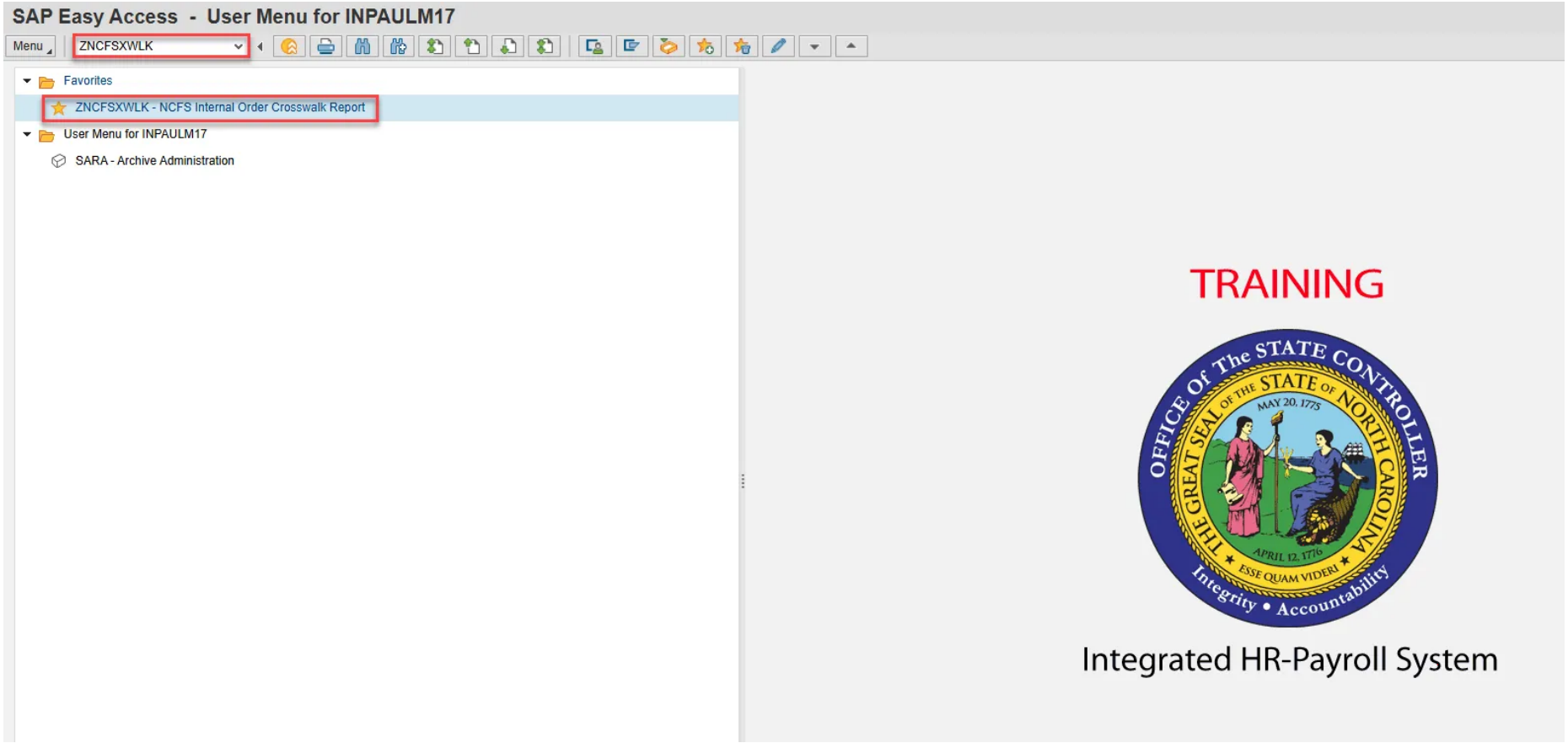
The ZNCFSXWLK transaction code used in the Integrated HR-PY System to run the Internal Order Crosswalk Report. The transaction code will generate an online report that will provide the crosswalk of the current and new Internal Order Descriptions to the NCFS segments. The Internal Order Description is the link between the NCFS General Ledger Account Segment postings, and the payroll expenses generated from HR-PY Integrated System. This information will aid users in reconciling payroll data between the Integrated HR-PY System and NCFS.

Access to the ZNCFSXWLK t-code is controlled by Security. Agencies will only be able to view their Agency's specific Internal Order Descriptions.

There are 6 steps to complete this process.

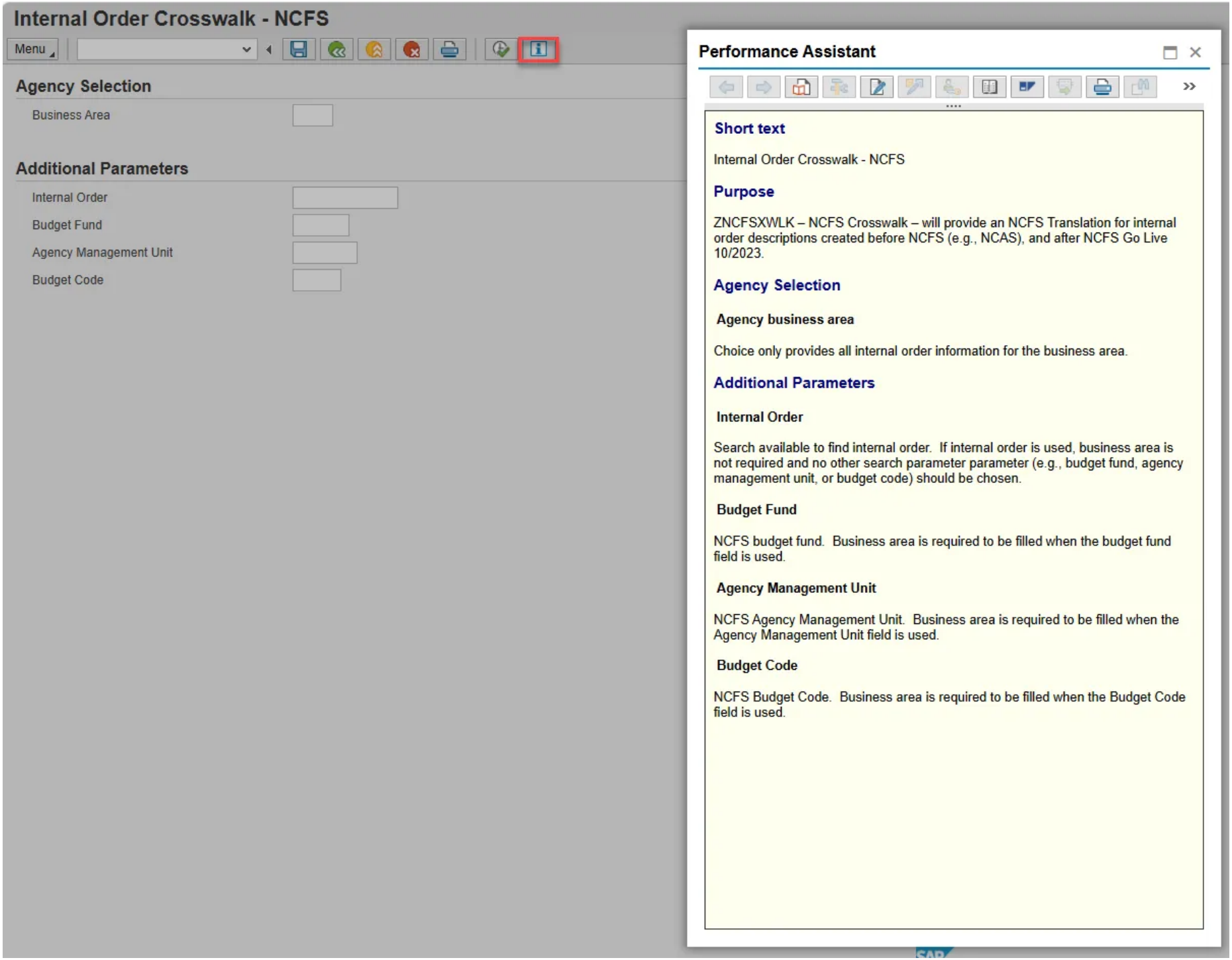
Step 1. Select **ZNCFSXWLK**.

Image



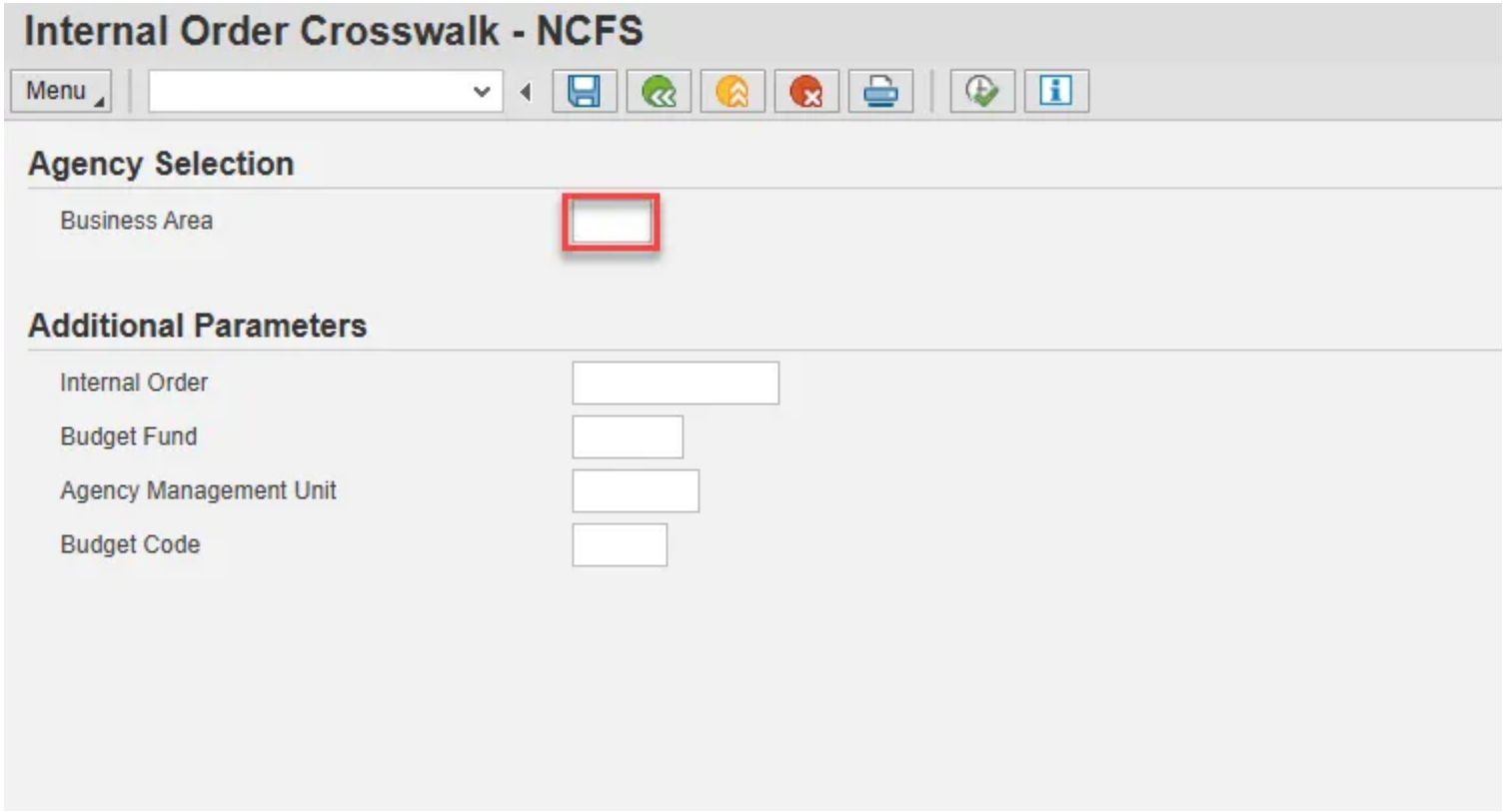
Step 2. The Information button will provide details about what data should be entered into each field on the initial screen.

Image


Internal Order Crosswalk - NCFS
Menu
Agency Selection
Business Area
Additional Parameters
Internal Order
Budget Fund
Agency Management Unit
Budget Code
Performance Assistant
Short text
Internal Order Crosswalk - NCFS
Purpose
ZNCFSXWLK – NCFS Crosswalk – will provide an NCFS Translation for internal order descriptions created before NCFS (e.g., NCAS), and after NCFS Go Live 10/2023.
Agency Selection
Agency business area
Choice only provides all internal order information for the business area.
Additional Parameters
Internal Order
Search available to find internal order. If internal order is used, business area is not required and no other search parameter parameter (e.g., budget fund, agency management unit, or budget code) should be chosen.
Budget Fund
NCFS budget fund. Business area is required to be filled when the budget fund field is used.
Agency Management Unit
NCFS Agency Management Unit. Business area is required to be filled when the Agency Management Unit field is used.
Budget Code
NCFS Budget Code. Business area is required to be filled when the Budget Code field is used.

Step 3. Update the **Business Area** field and choose **Enter** on the keyboard.

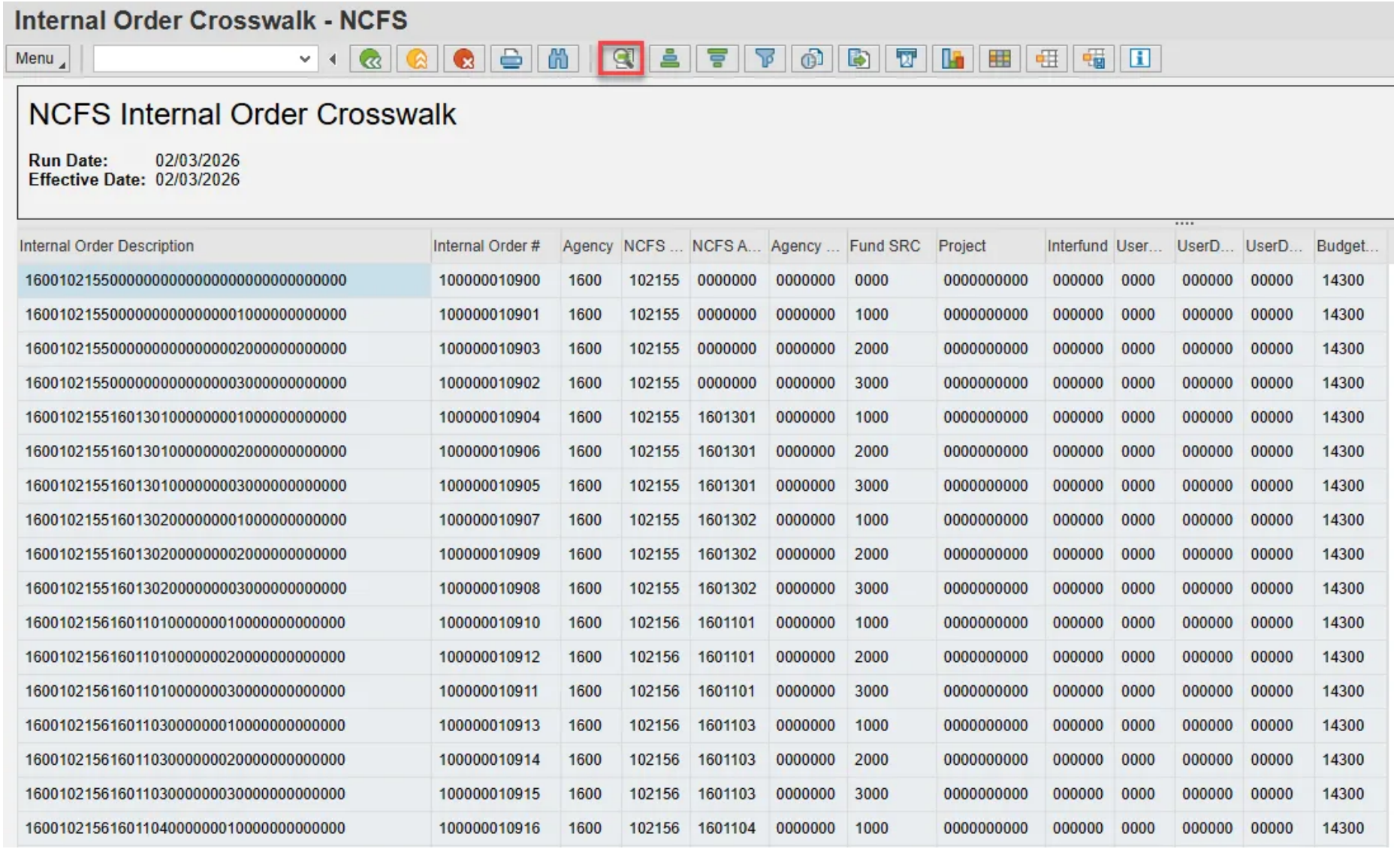
Image



Note: The Business Area and/or Internal Order are required fields. If more than one parameter is attempted in the Additional Parameters section of the Input screen, a pop-up error message will display.

Step 4. To view a specific line detail, choose the **Magnifying Glass** button.

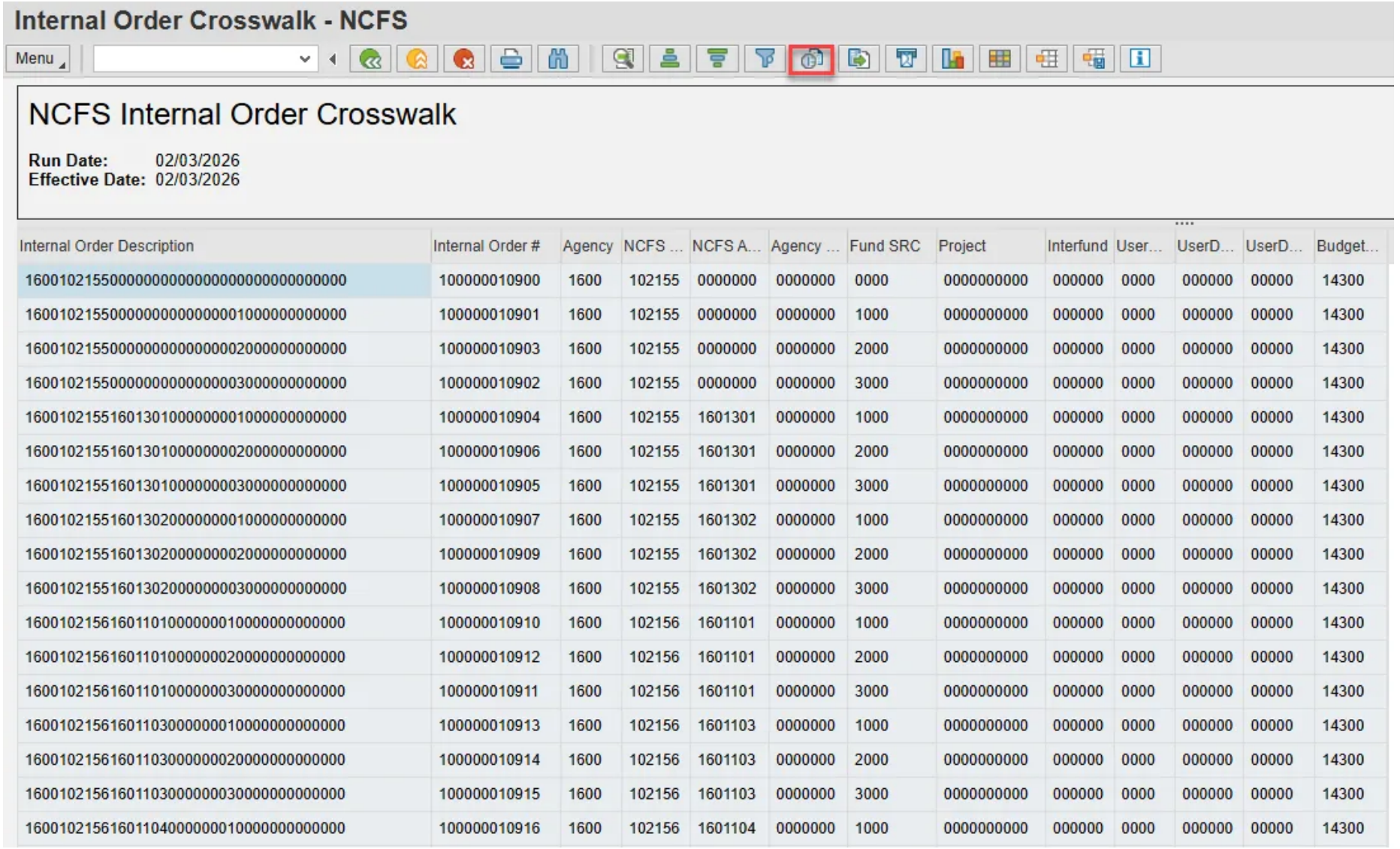
Image



Internal Order Description	Internal Order #	Agency	NCFS ...	NCFS A...	Agency ...	Fund SRC	Project	Interfund	User...	UserD...	UserD...	Budget...
16001021550000000000000000000000000000	100000010900	1600	102155	0000000	0000000	0000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000001000000000000	100000010901	1600	102155	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000002000000000000	100000010903	1600	102155	0000000	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000003000000000000	100000010902	1600	102155	0000000	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000001000000000000	100000010904	1600	102155	1601301	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000002000000000000	100000010906	1600	102155	1601301	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000003000000000000	100000010905	1600	102155	1601301	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000001000000000000	100000010907	1600	102155	1601302	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000002000000000000	100000010909	1600	102155	1601302	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000003000000000000	100000010908	1600	102155	1601302	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601101000000010000000000000	100000010910	1600	102156	1601101	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021561601101000000020000000000000	100000010912	1600	102156	1601101	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021561601101000000030000000000000	100000010911	1600	102156	1601101	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601103000000010000000000000	100000010913	1600	102156	1601103	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021561601103000000020000000000000	100000010914	1600	102156	1601103	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021561601103000000030000000000000	100000010915	1600	102156	1601103	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601104000000010000000000000	100000010916	1600	102156	1601104	0000000	1000	0000000000	000000	0000	000000	00000	14300

Step 5. The **Print Preview** button will produce a report in table form.

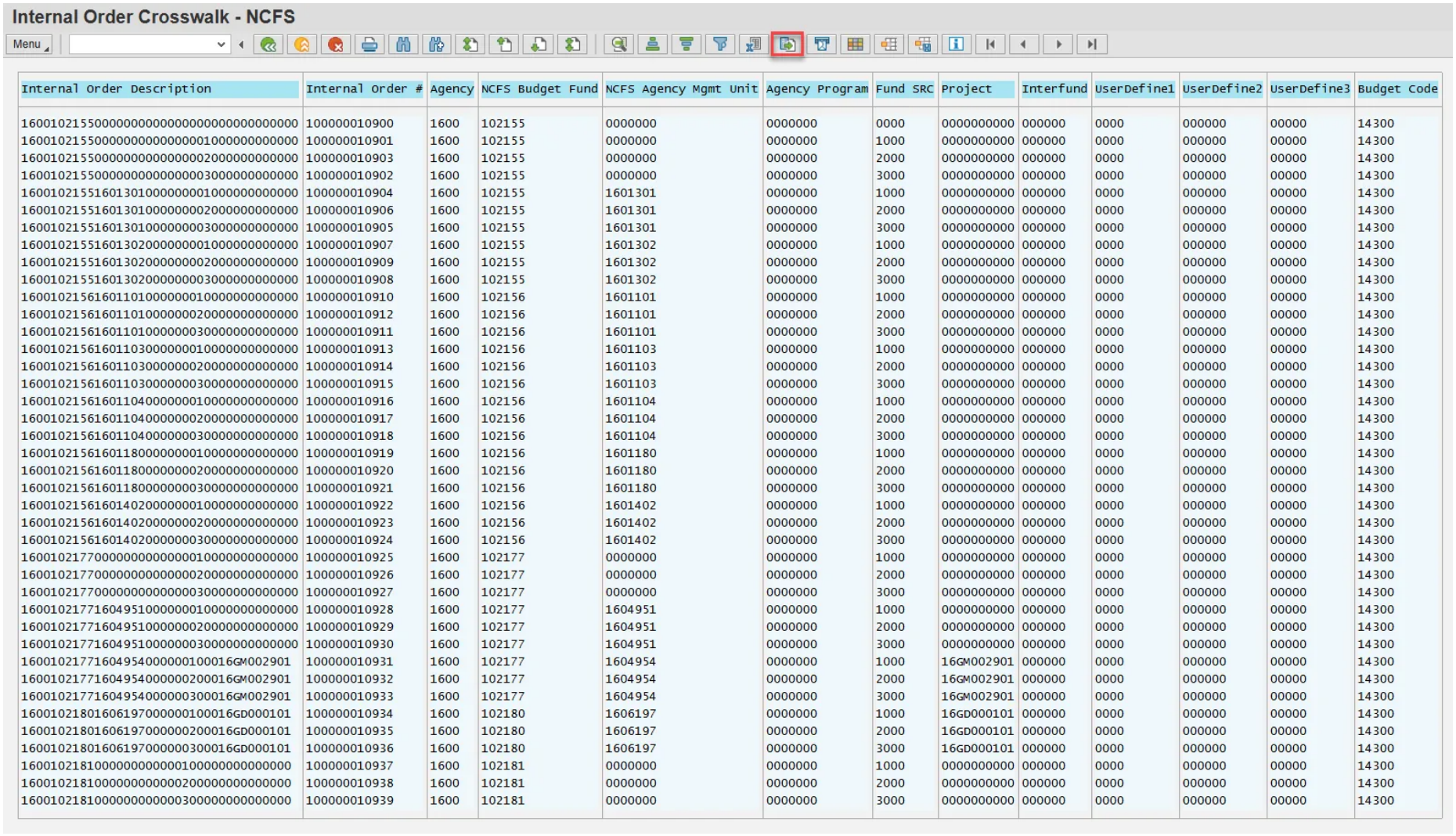
Image



Internal Order Description	Internal Order #	Agency	NCFS ...	NCFS A...	Agency ...	Fund SRC	Project	Interfund	User...	UserD...	UserD...	Budget...
16001021550000000000000000000000000000	100000010900	1600	102155	0000000	0000000	0000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000001000000000000	100000010901	1600	102155	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000002000000000000	100000010903	1600	102155	0000000	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000003000000000000	100000010902	1600	102155	0000000	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000001000000000000	100000010904	1600	102155	1601301	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000002000000000000	100000010906	1600	102155	1601301	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000003000000000000	100000010905	1600	102155	1601301	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000001000000000000	100000010907	1600	102155	1601302	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000002000000000000	100000010909	1600	102155	1601302	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000003000000000000	100000010908	1600	102155	1601302	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601101000000010000000000000	100000010910	1600	102156	1601101	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021561601101000000020000000000000	100000010912	1600	102156	1601101	0000000	2000	0000000000	000000	0000	000000	00000	14300
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16001021561601103000000020000000000000	100000010914	1600	102156	1601103	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021561601103000000030000000000000	100000010915	1600	102156	1601103	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601104000000010000000000000	100000010916	1600	102156	1601104	0000000	1000	0000000000	000000	0000	000000	00000	14300

Step 6. The report can be exported by selecting the **Local File** button.

Image



Internal Order Crosswalk - NCFS

Menu

Internal Order Description	Internal Order #	Agency	NCFS Budget Fund	NCFS Agency Mgmt Unit	Agency Program	Fund SRC	Project	Interfund	UserDefine1	UserDefine2	UserDefine3	Budget Code
16001021550000000000000000000000000000	100000010900	1600	102155	0000000	0000000	0000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000001000000000000	100000010901	1600	102155	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000002000000000000	100000010903	1600	102155	0000000	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021550000000000000003000000000000	100000010902	1600	102155	0000000	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000001000000000000	100000010904	1600	102155	1601301	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000002000000000000	100000010906	1600	102155	1601301	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021551601301000000003000000000000	100000010905	1600	102155	1601301	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000001000000000000	100000010907	1600	102155	1601302	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000002000000000000	100000010909	1600	102155	1601302	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021551601302000000003000000000000	100000010908	1600	102155	1601302	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601101000000010000000000000	100000010910	1600	102156	1601101	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021561601101000000020000000000000	100000010912	1600	102156	1601101	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021561601101000000030000000000000	100000010911	1600	102156	1601101	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601103000000010000000000000	100000010913	1600	102156	1601103	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021561601103000000020000000000000	100000010914	1600	102156	1601103	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021561601103000000030000000000000	100000010915	1600	102156	1601103	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601104000000010000000000000	100000010916	1600	102156	1601104	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021561601104000000020000000000000	100000010917	1600	102156	1601104	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021561601104000000030000000000000	100000010918	1600	102156	1601104	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601180000000010000000000000	100000010919	1600	102156	1601180	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021561601180000000020000000000000	100000010920	1600	102156	1601180	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021561601180000000030000000000000	100000010921	1600	102156	1601180	0000000	3000	0000000000	000000	0000	000000	00000	14300
16001021561601402000000010000000000000	100000010922	1600	102156	1601402	0000000	1000	0000000000	000000	0000	000000	00000	14300
16001021561601402000000020000000000000	100000010923	1600	102156	1601402	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021561601402000000030000000000000	100000010924	1600	102156	1601402	0000000	3000	0000000000	000000	0000	000000	00000	14300
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16001021810000000000002000000000000000	100000010938	1600	102181	0000000	0000000	2000	0000000000	000000	0000	000000	00000	14300
16001021810000000000003000000000000000	100000010939	1600	102181	0000000	0000000	3000	0000000000	000000	0000	000000	00000	14300

Special note for Business Area NC02 Companies: There is no Internal Order information maintained on the Crosswalk Table for DOT and ESC Business Areas 1500 and 4400.

Potential Error Messages from the Crosswalk Report input screen:

- Message: You are not authorized to view Business Area xxxx

    - Resolution: Contact BEST Shared Services
- Message: Please choose only 1 input parameter
    - Resolution: Remove all but 1 input parameter and re-execute the report
- Message: Internal Order not found xxxxxxxxxxxx, Budget Fund xxxxxx is invalid for Agency xxxx, AMU xxxxxxx is invalid for Agency xxxx, Budget Code xxxxxx is invalid for Agency xxxx
    - Resolution: Check input data for accuracy and re-execute the report
- Message: Internal Order xxxxxxxxxxxx is invalid for Agency xxxx
    - Resolution: This message is generated because it does not exist on the Crosswalk Table

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