

OM-28 Change Budget and Split Funding (IT9018)

Purpose

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.

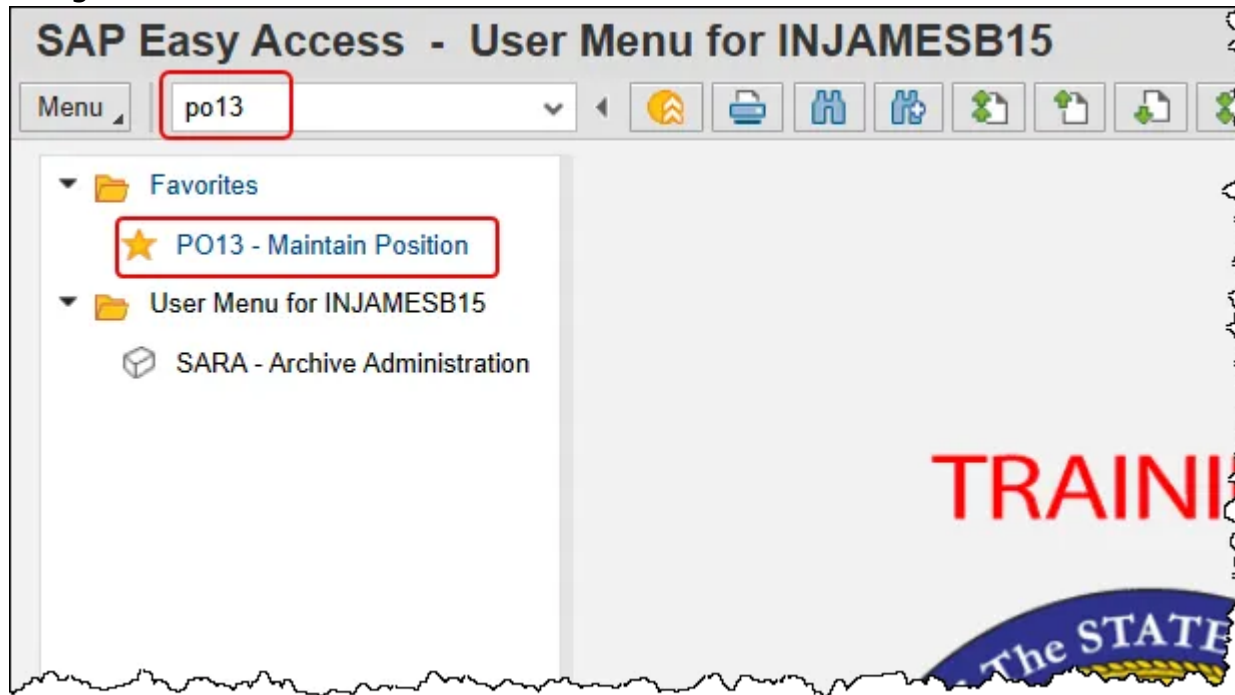
The Toggle button in IT9018 is used to open detail amount fields to be able to adjust the percentage splits into whole dollars.

Procedure

There are 16 steps to complete this process.

Step 1. Enter **PO13** in the command field and press the enter button. Or double click it from your [Favorites folder](#) if you've previously saved it there.

Image



Step 2. Input the position number that needs updating. This document will use 60081754 from the OSC training environment. [Access client 899](#) to follow along in a "live" system.

Image

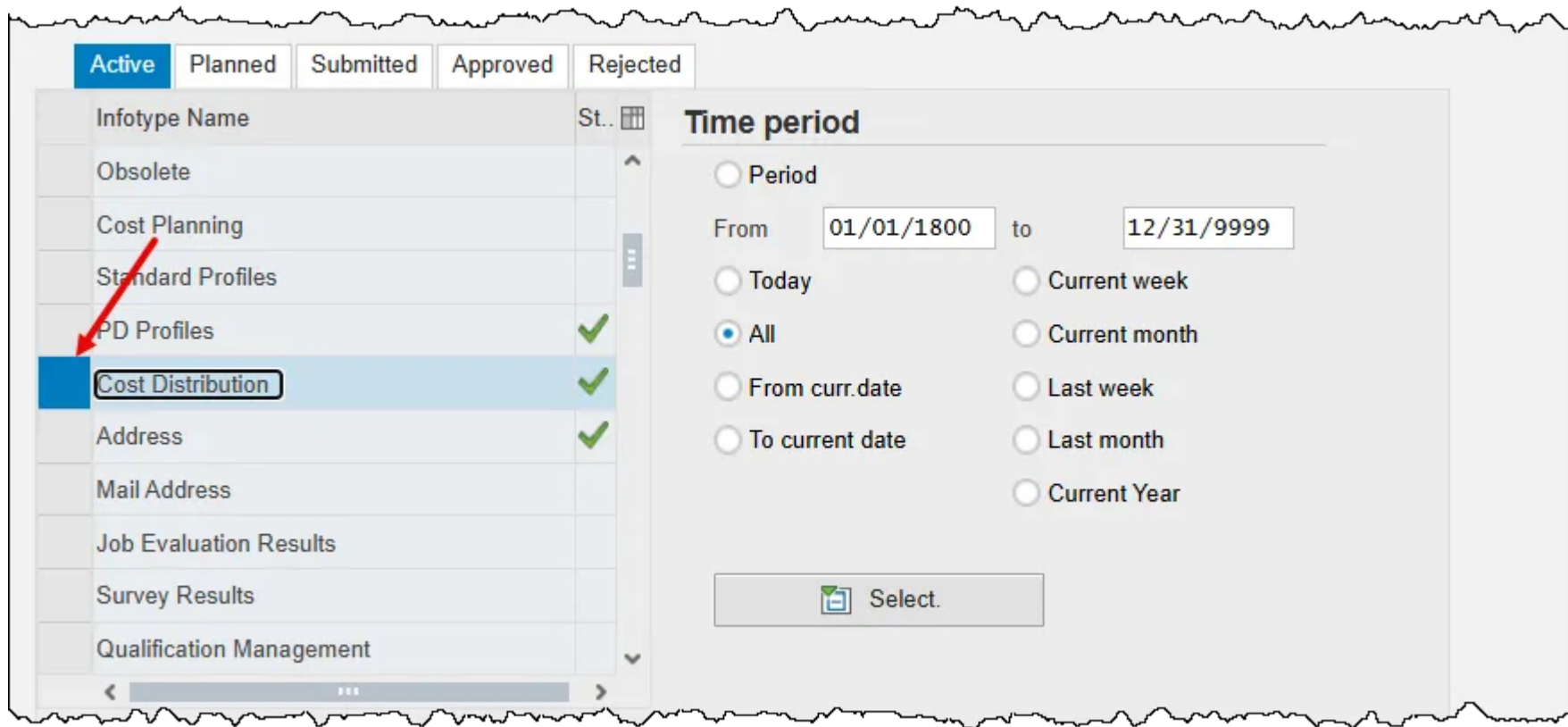
Maintain Position

Menu | |       

Plan version	01 Current plan
Position	60081754 Processing Assistant IV
Abbr.	200000066902

Step 4. Scroll down the list of position infotypes and click the square on the left of the **Cost Distribution** row.

Image



Step 5. Click the **Copy infotype** button. Using the copy button will delimit the previous record and ensure that history is retained.

Image

Copy Cost Distribution (1018)

Menu

Position 200000066902 Processing Assistant IV

Planning Status Active

Start date 10/01/2024 to 12/31/9999

Change Information

Cost Distribution 01 S 60081754 1

Master cost center 4699999999 CULTURE RESOURCES

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
NC01	4646001100	100000010967		DIRECTOR'S OFFICE	100.00	4600

New entries

Entry 1 of 1

Entry 1 Frm 1

Record 1 of 2



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

Critical: You must change the Start Date.

Image

The screenshot shows a web form titled "Copy Cost Distribution (1018)". At the top, there is a "Menu" dropdown and a series of icons. Below the icons, the form contains several fields: "Position" with the value "200000066902" and the text "Processing Assistant IV"; "Planning Status" with the value "Active"; and "Start date" with the value "03/01/2026" followed by "to" and "12/31/9999". The "Start date" field is highlighted with a red rectangular border. To the right of the date fields is a button labeled "Change Information". Below these fields, there is a section titled "Cost Distribution" with the identifier "01 S 60081754 1". Under this section, there is a "Master cost center" field with the value "4699999999" and the text "CULTURE RESOURCES". At the bottom of the form, there is a section titled "Cost distribution".

Step 8. Click in the **Pct.** cell on the first line and change it to the new value; in this example we'll use 40%.

Image

Master cost center 4699999999 CULTURE RESOURCES

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
NC01	4646001100	100000010967		DIRECTOR'S OFFICE	40.00	4600

Step 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 fund field as pictured in the two screenshots below.

- **Cost ctr** – Key uniquely identifying a cost center.
- **Order** – Number which identifies an order within a client.
- **Pct.** – Percent. The sum of the rows must add up to 100%!
- **Fund** – Fund is a strategic organizational unit for identifying the origin or source of funds in the SAP system.

Note: The COAr (NC01) and Functional Area (G0000000000000001) data is the same for every position, so there is no need to fill them out. The system will complete these values for you.

Note: The values in the screen shot are for illustration purposes only. You will enter data that is specific to your position.

Image

Cost Distribution

01 S 60081754 1

Master cost center

4699999999

CULTURE RESOURCES

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
NC01	4646001100	100000010967		DIRECTOR'S OFFICE	40.00	4600
	4646001790	100000010958			60.00	

Image

Cost Distribution 013-000017341

Master cost center 4699999999 CULTURE RESOURCES

Cost distribution

of aux. account	Fund	Name	Functional Area
05106460011046011001000000000000	4610510601	1210 ARCHIVES&HISTOR	G000000000000000001
	4610510401		

← ... →

Step 10. Press the **Enter** key. The Budgeted Distribution pop-up will appear.

Image

Step 12. Update the **Action/Reason Code** field. In this scenario, the correct reason to choose is 110 – Source of Position’s Funds Change. Clicking in the field will display the **Matchcode** button which can be clicked to see a list of reasons to choose from.

Image

×

Action/Reason Code

110

Cost Ctr

Order

WBS Element

FT

646001100

10

×

Type of Action (1)

Restrictions

Act.

Action text

10

Create Organizational Unit

100

Create New Position

102

Re-Establish Position

103

Reallocate Position Up

104

Reallocate Position Down

105

Reallocate Position Horizontal

106

Position Adjustment from Auth

107

Reallocate Position Differential

108

Remove Position Differential

109

Abolish Position

110

Source of Position's Funds Change

111

Position Budgeted Salary Change

112

Legislative Increase for Position

Step 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 on the bottom of the screen to manually round the amounts. Click the **Continue** button to return to IT1018 (Cost Distribution).

Image

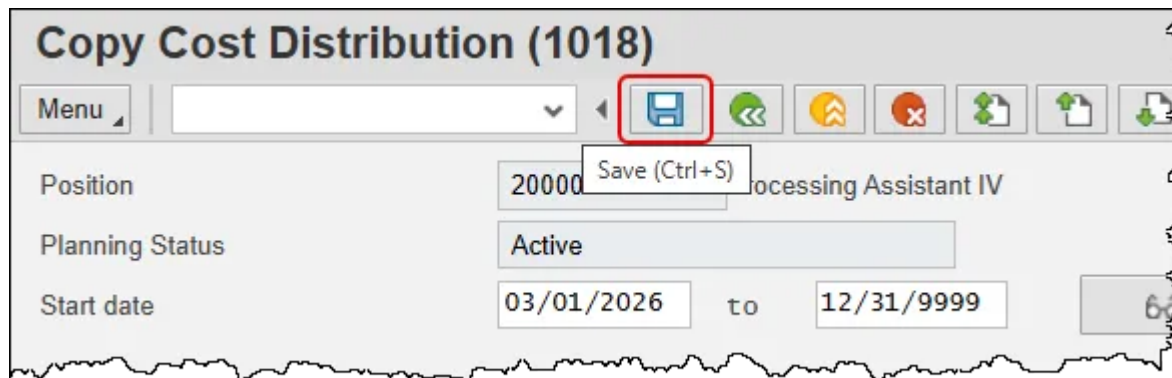
The screenshot shows a window titled "Budget Distribution" with a close button (X) in the top right corner. Below the title bar, there are two input fields: "Total Budgeted Amount" with the value "41,200.00" and "Action/Reason Code" with the value "110". Below these fields is a table with the following columns: "Budgeted Amount", "Pct.", "CoCd", "BusA", "COAr", "Re", "Cost Ctr", "Order", "WBS Element", and "FM". The table contains two rows of data:

Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr	Order	WBS Element	FM
12,480.00	40.00	NC01	4600	NC01	K	4646001100	100000010967	0	NC
18,720.00	60.00	NC01	4600	NC01	K	4646001790	100000010958	0	NC

At the bottom right of the window, there are three buttons: a green checkmark button (highlighted with a red box), a red X button, and a "Toggle" button (indicated by a red arrow). Below these buttons is a "Continue (F8)" button.

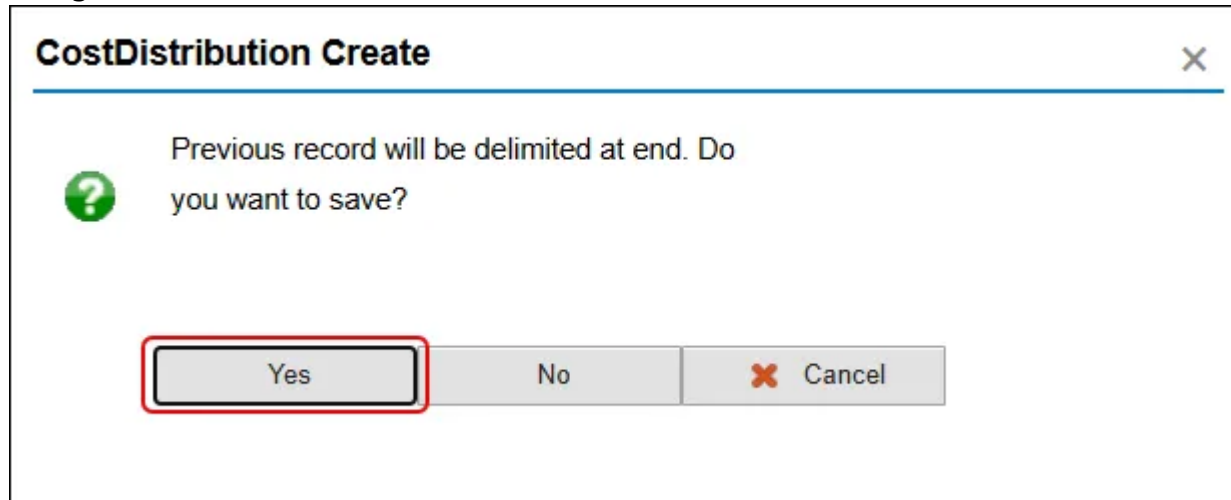
Step 14. Click the **Save** button.

Image



Step 15. Click the **Yes** button in the **CostDistribution Create** pop-up.

Image



Step 16. Click the **Back** button.

Image

Maintain Position

Menu | ◯ ◀      

Back (F3)

Plan version ◯

Position Processing Assistant IV

Abbr.

The system task is complete.

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