

OM-29 Change Cost Center and Internal Order (IT1018)

Purpose

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

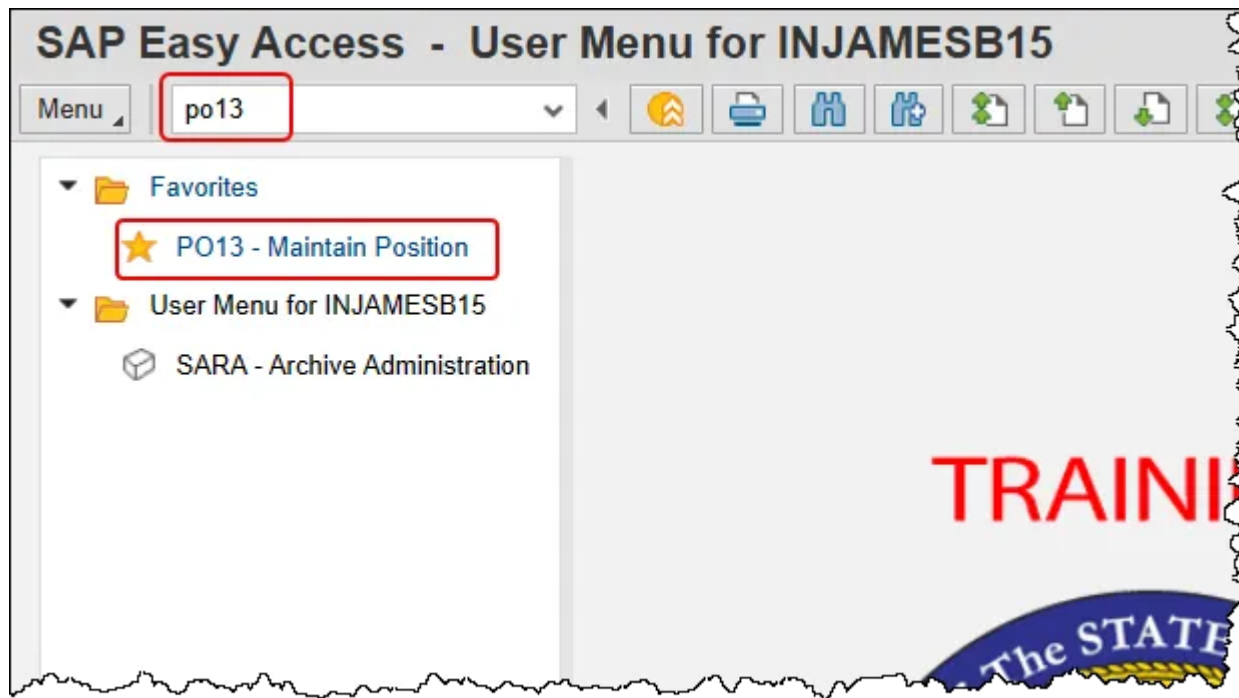
Need to look up and change cost distribution information for a position.

Procedure

There are 14 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 65002914 from the Development Environment. [Access client 899](#) to follow along in a “live” system.

Image

Maintain Position

Menu 

Plan version: 01 Current plan

Position: 65002914

Abbr.:

Active	Planned	Submitted	Approved	Rejected
Infotype Name		St..	Time period ☒ Period From 01/01/1800 to 12/31/9999 ☐ Today ☐ Current week ☐ All ☐ Current month	
Object				
Relationships				
Description				
Department/Staff				

Step 3. Press **Enter** 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.

Image

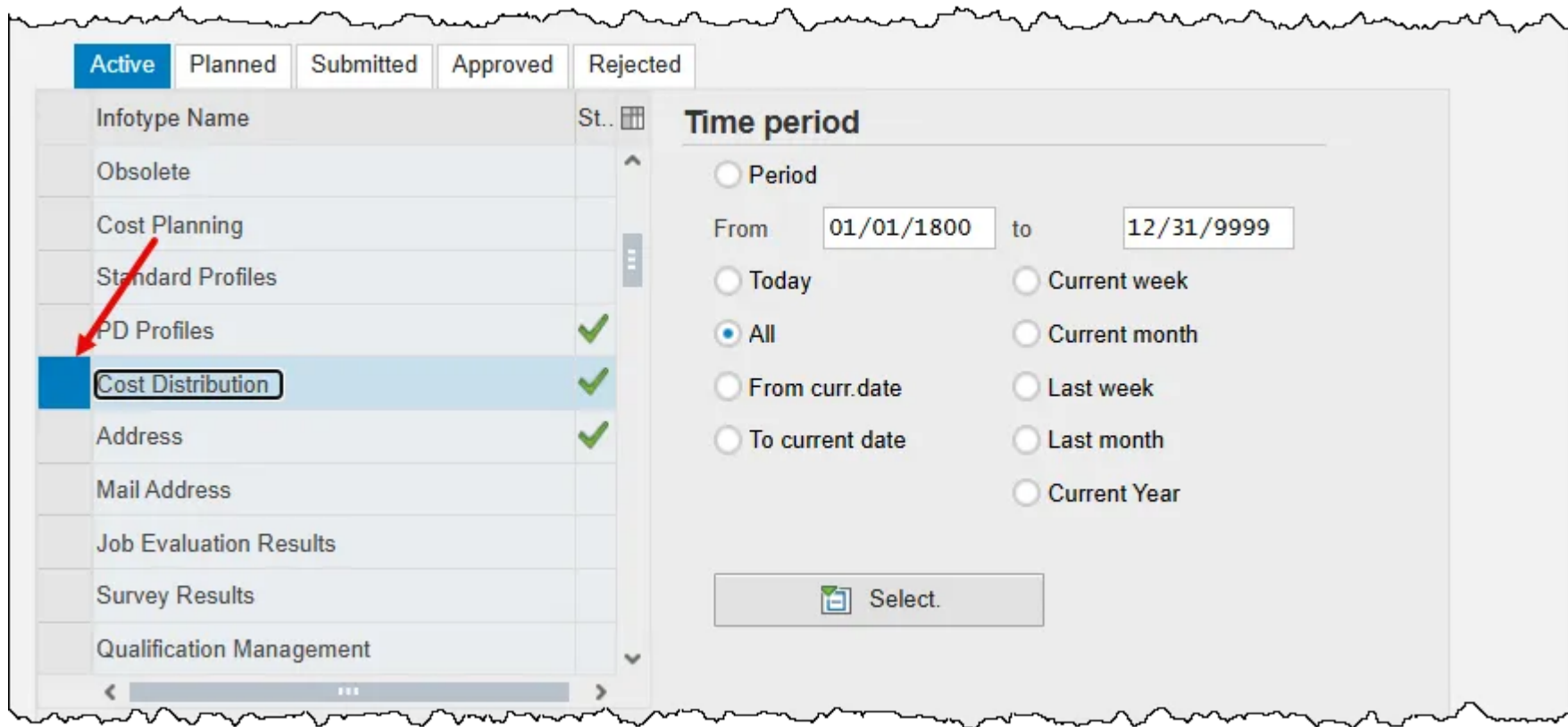
Maintain Position

Menu | | | 6

Plan version	01 Current plan
Position	65002914 Public Information Director I
Abbr.	Pub Inf Dir1

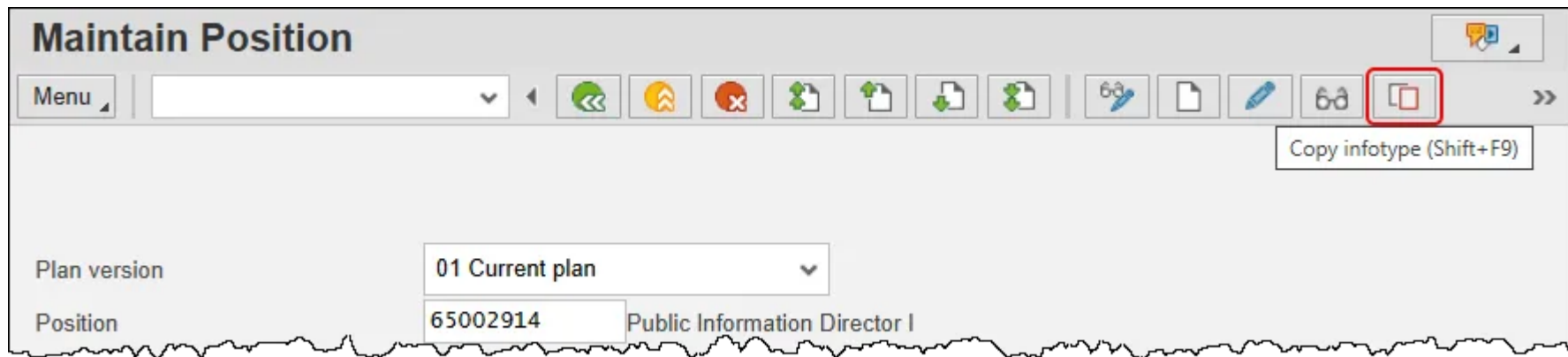
Step 4. Scroll down the list of position infotypes and click the square on the left of the **Cost Distribution** row.

Image



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

Image



Step 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.

Image

Copy Cost Distribution (1018)

Menu

Position

Pub Inf Dir1

Public Information Director I

Planning Status

Active

Start date

10/01/2024

to

12/31/9999

Change Information

Cost Distribution

01 S 65002914 1

Master cost center

46999999999

CULTURE RESOURCES

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
NC01	4646001290	100000010952		FISCAL MANAGEMENT	100.00	4600

New entries

Entry

1

Fr m 1

Entry

1

of

1

Record

1

of

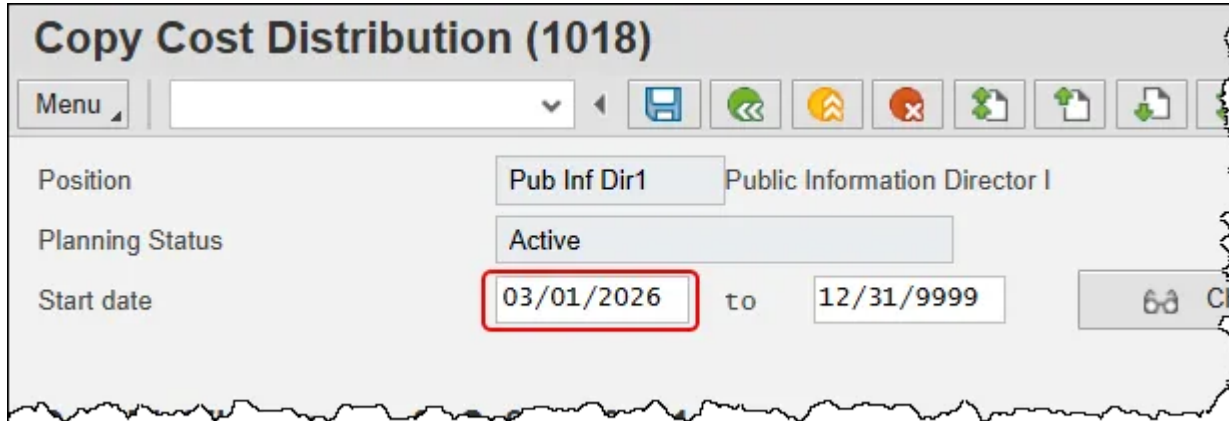
1



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

Critical: You must change the Start Date.

Image



The screenshot shows a software interface titled "Copy Cost Distribution (1018)". At the top, there is a "Menu" button and a dropdown menu. Below this, there are several icons for file operations. The main form area contains the following fields:

- Position:** Pub Inf Dir1 (Public Information Director I)
- Planning Status:** Active
- Start date:** 03/01/2026 to 12/31/9999

The "Start date" field is highlighted with a red rectangular box. To the right of the date range, there is a button labeled "6d C".

Step 8. Update the **Cost Ctr (Cost Center)** field as appropriate. In this example we'll use: 4646001790. 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!

Image

Cost Distribution U1 S 650025141

Master cost center 4699999999 CULTURE RESOURCES

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name
NC01	4646	000010952		FISCAL MANAGEMENT	100.00	4600

Search Results

Cost Ctr	COAr	CoCd	C...	Person Responsible	User Resp.	Short text	Language	Valid From	to
4646000000	NC01	NC01	W	NPB		BLIND & PHYS HDCPD	EN	01/01/1900	12/31/9999
4646001000	NC01	NC01	W	ABC		ADMINISTRATION	EN	07/01/2023	12/31/9999
4646001100	NC01	NC01	W	ABC		DIRECTOR'S OFFICE	EN	07/01/2023	12/31/9999
4646001200	NC01	NC01	W	ABC		RESEARCH	EN	07/01/2023	12/31/9999
4646001290	NC01	NC01	W	ABC		FISCAL MANAGEMENT	EN	07/01/2023	12/31/9999
4646001410	NC01	NC01	W	ABC		BUDGET AND ANALY...	EN	07/01/2023	12/31/9999
4646001790	NC01	NC01	W	ABC		O&M FOR PCI SERVI...	EN	07/01/2023	12/31/9999
4646001AC0	NC01	NC01	W	ABC		AMERICA'S 250TH A...	EN	07/01/2023	12/31/9999

Entry 1 of 1 Record 1 of 1

SAP E1T (805) oschr-t1map01

Step 9. Update the **Order** field as appropriate. In this example, we'll use 100000010958. See chart at the end of this document for a description of the **Order** field.

The system will suggest Order numbers as you type in this field.

Image

Cost Distribution 01 S 65002914 1

Master cost center 4699999999 CULTURE RESOURCES

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Na
NC01	4646001790	100000010958		FISCAL MANAGEMENT	100.00	460

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 that appears to the right. It looks like a magnifying glass.
- Enter the NCFS full company center in the **Description** field to search for the appropriate Order number. Using **46*** as shown in the screen shot below will search for NCFS company 4601 (DNCR) and all matches for fund 1000.
- Important Reminder: The screen shots below are taken from a training environment and may not reflect production data.

Image

Order Number (1)×

⌵

A: Search by controlling area / processing group📄

Controlling Area

NC01

Processing group

Order Type

Order

Description

46*

Maximum No. of Hits

500





- The Search results will display as shown below.

Image

×

	Cont...	Pro...	Type	Order	Description
	NC01	00	4600	100000010940	4600105101000000000000000010000000000000
	NC01	00	4600	100000010941	4600105101000000000000000030000000000000
	NC01	00	4600	100000010942	4600105101000000000000000020000000000000
	NC01	00	4600	100000010943	4600105101460010000000000010000000000000
	NC01	00	4600	100000010944	4600105101460010000000000030000000000000
	NC01	00	4600	100000010945	4600105101460010000000000020000000000000
	NC01	00	4600	100000010946	4600105102000000000000000010000000000000
	NC01	00	4600	100000010947	4600105102000000000000000020000000000000
	NC01	00	4600	100000010948	4600105102000000000000000030000000000000
	NC01	00	4600	100000010949	4600105104000000000000000010000000000000
	NC01	00	4600	100000010950	4600105104000000000000000020000000000000
	NC01	00	4600	100000010951	4600105104000000000000000030000000000000
	NC01	00	4600	100000010952	4600105104460012900000000010000000000000
	NC01	00	4600	100000010953	4600105104460012900000000020000000000000
	NC01	00	4600	100000010954	4600105104460012900000000030000000000000
	NC01	00	4600	100000010955	4600105104460014100000000010000000000000
	NC01	00	4600	100000010956	4600105104460014100000000020000000000000
	NC01	00	4600	100000010957	4600105104460014100000000030000000000000
	NC01	00	4600	100000010958	4600105104460017900000000010000000000000
	NC01	00	4600	100000010959	4600105104460017900000000020000000000000

Note: The results of this search will also return NCAS (North Carolina Accounting System) values which are easily discernible as their descriptions have far fewer numerals. They are there for research purposes only.

Step 10. Click the **Enter** key. The **Budget Distribution** pop-up will appear.

Budget Distribution

X

Total Budgeted Amount

70,000.00

Action/Reason Code

*

Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr	Order	WBS Element	FMA	Fund	Func
70,000.00	100.00	NC01	4600	NC01	K	4646001790	100000010958	0	NC01	4610510401	G000

<

...

>

✓

✗

Toggle

In this scenario, the correct reason to choose is 110 – Source of Position's Funds Change.

Image

Budget Distribution

Total Budgeted Amount70,000.00

Action/Reason Code119

Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr	Order	WBS Element	FMA	Fund	Func
70,000.00	100.00	NC01	4600	NC01	K	4646001790	100000010958	0	NC01	4610510401	G000

Type of Action (1)

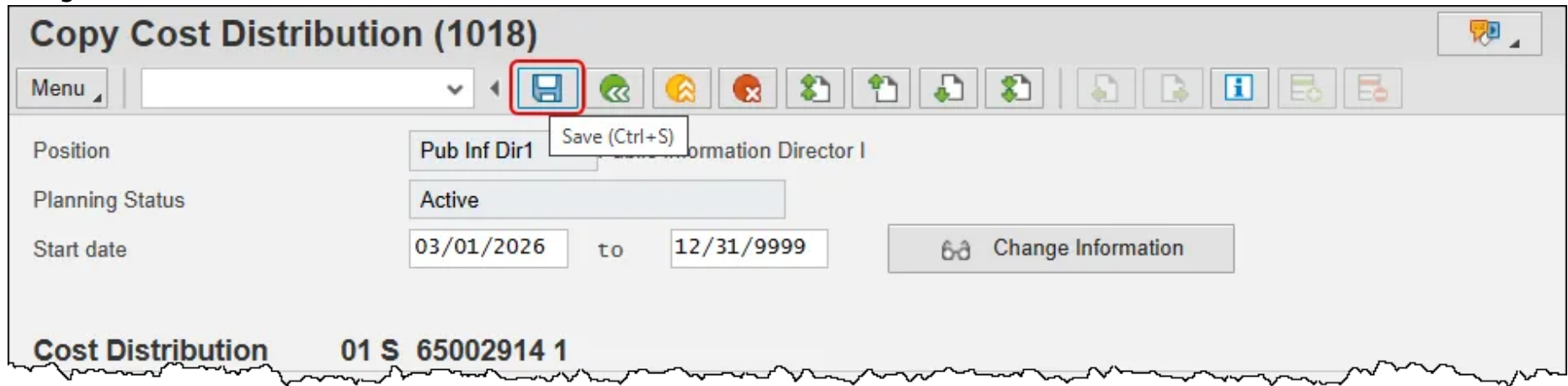
Restrictions

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

Continue (F8)

Step 12. Click the **Save** button.

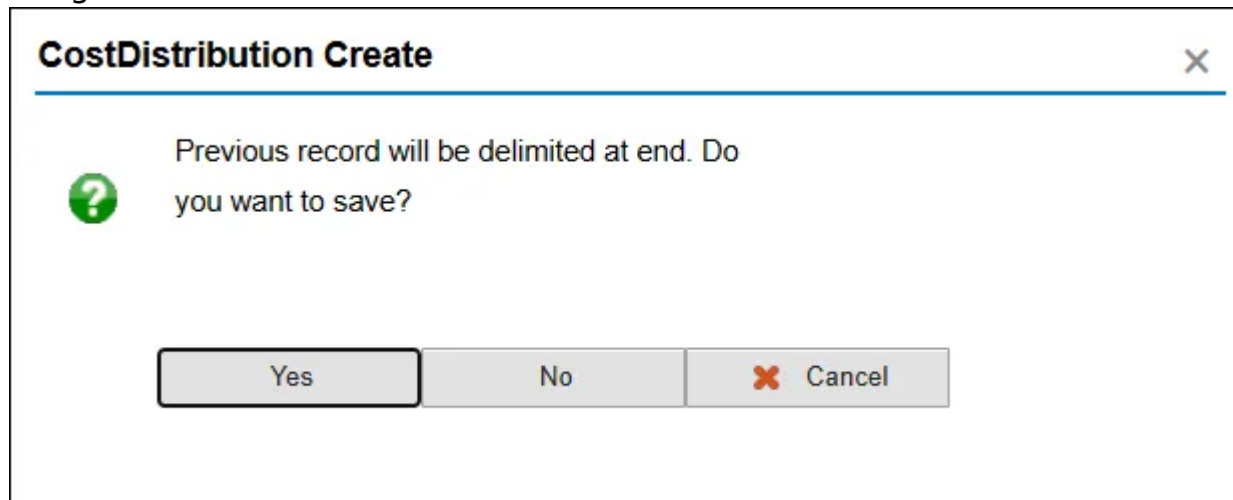
Image



The screenshot shows a software window titled "Copy Cost Distribution (1018)". The window has a menu bar with a "Menu" dropdown and a toolbar with various icons. The "Save" icon, which is a floppy disk, is highlighted with a red rectangle. A tooltip "Save (Ctrl+S)" is visible over the "Save" icon. Below the toolbar, there are fields for "Position" (Pub Inf Dir1), "Planning Status" (Active), and "Start date" (03/01/2026 to 12/31/9999). A "Change Information" button is also present. At the bottom of the window, the text "Cost Distribution 01 S 65002914 1" is displayed.

Step 13. In the **CostDistribution Create** pop-up window click the **Yes** button.

Image



The screenshot shows a pop-up window titled "CostDistribution Create" with a close button (X) in the top right corner. The window contains a green question mark icon and the text "Previous record will be delimited at end. Do you want to save?". At the bottom of the window, there are three buttons: "Yes", "No", and "Cancel". The "Yes" button is highlighted with a black border.

Step 14. Note that the message on the bottom of the screen that the record has been created. Click the **Back** button.

Image

The screenshot displays the SAP 'Maintain Position' interface. At the top, the title 'Maintain Position' is visible. Below it, a toolbar contains various icons, including a green double-left arrow icon (representing 'Back') which is highlighted with a red rectangle. A tooltip 'Back (F3)' is shown below this icon. The main area contains input fields for 'Plan version' (01 Current plan), 'Position' (65002914), and 'Abbr.' (Pub Inf Dir1). At the bottom left, a green checkmark icon and the text 'Record created' are enclosed in a red rectangle. The bottom right shows the SAP logo, user 'E1T (805)', and session 'oschr-t1map01'.

The system task is complete.

Field descriptions for updating IT1018:

- **COAr** – Only one Controlling Area set up for the system. NC01 will default into this field.
- **Cost ctr** – Key uniquely identifying a cost center.
- **Order** – Number which identifies an order 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 present (38 byte) NCFS Description.
- **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.
- **Functional Area** – Only one Functional Area set up for the system. G0000000000000001 will default into this field.

First Published

Wed, 10/16/2013

Last Updated

Mon, 02/09/2026

[Printable PDF](#)