



# CHANGE COST CENTER & INTERNAL ORDER (IT1018)

OM

## BUSINESS PROCESS PROCEDURE OM-29

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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.ncosc.gov/training/hr-payroll-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.

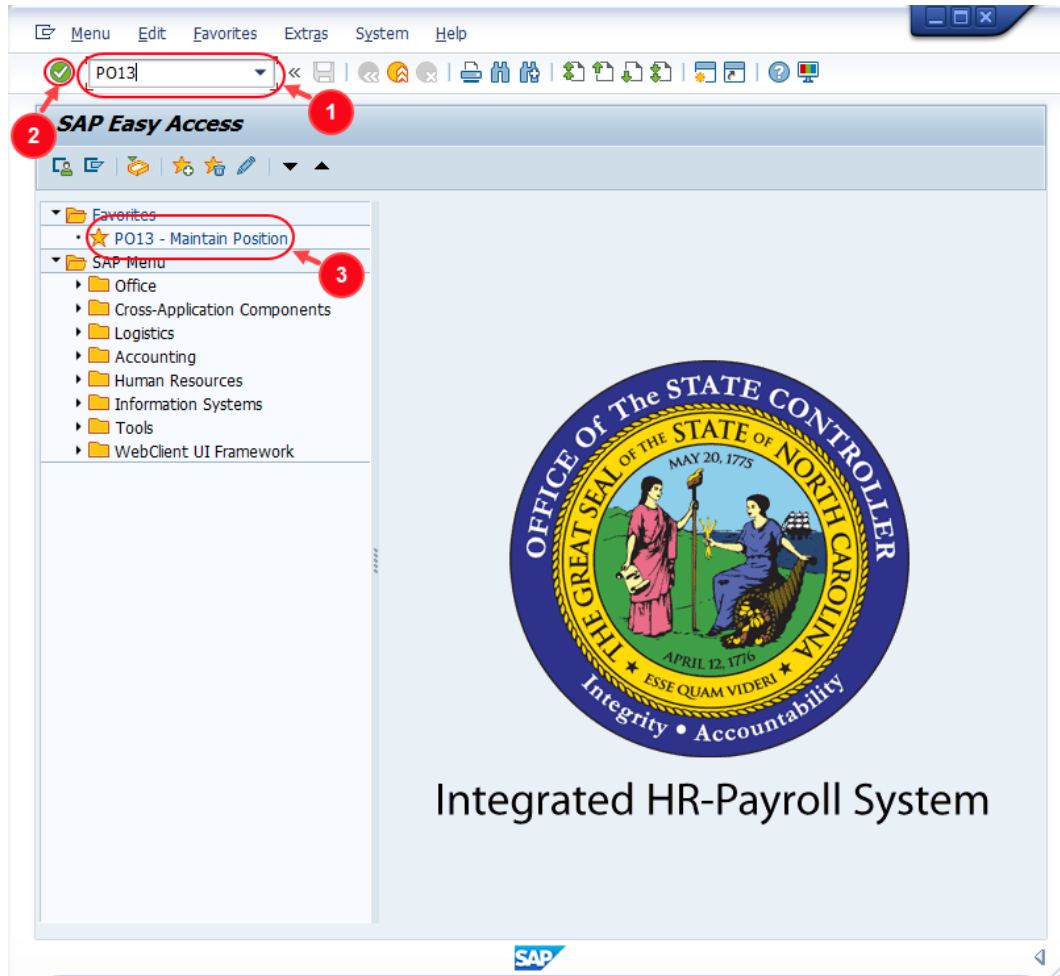
### **Access Transaction:**

**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.



### 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 **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**.

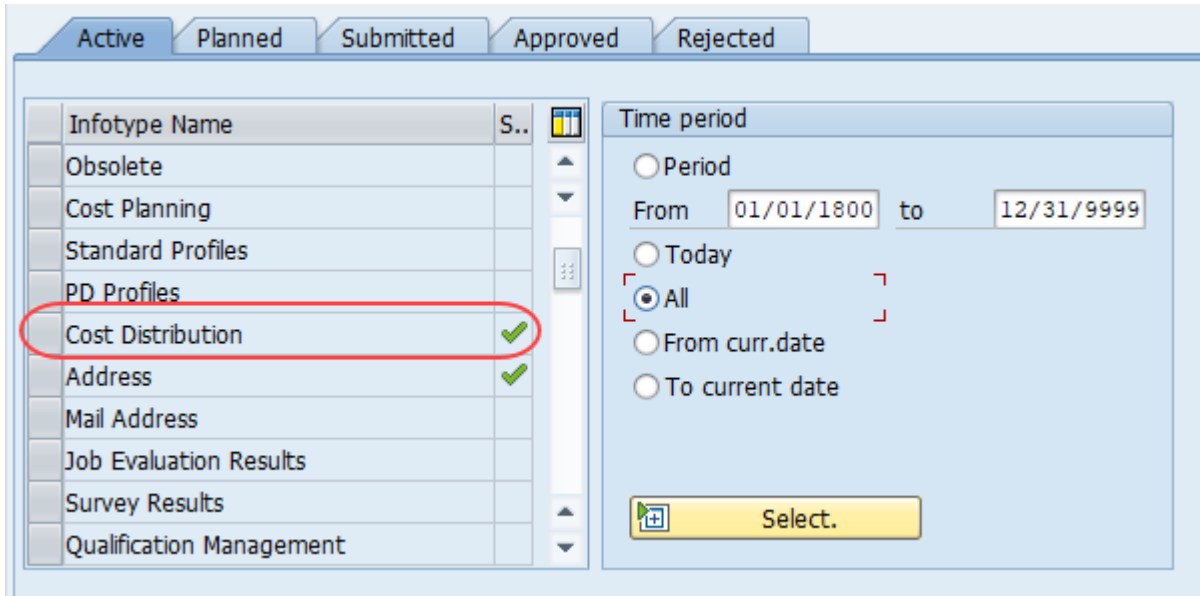
Review the [Favorites Folder](#) training document for more tips and features!

- Input the position number that needs updating. This document will use 60087190 from the Development Environment. [Access client 899](#) to follow along in a “live” system.

- Click the **Enter** button and verify the position displayed is the one you need to change.

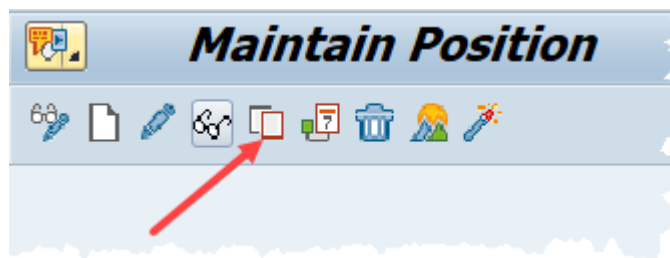
**Alert!** Be vigilant on this step. A position number may be present already when you access the transaction, so be sure to review the position number and name to ensure they are correct.

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.



- 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.

**Copy Cost Distribution (1018)**

Position: HRIS ANLY State HRIS Analyst III  
 Planning Status: Active  
 Start date: 11/16/2022 to 06/30/2023 Change Information

Cost Distribution 01 S 60087190 1  
 Master cost center: 1499999999 OSC

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
NC01	1420491100	100000013361		OSC TEST2 AMU PAYROL	50.00	1400204
NC01	1424000000	100000000159		BEACON - PROJECT DE	50.00	1402240

Entry 1 of 2      Record 3 of 15

- Update the **Start Date** field.

**CRITICAL:** You must change the Start Date

**Copy Cost Distribution (1018)**

Position: HRIS ANLY State HRIS Analyst III  
 Planning Status: Active  
 Start date: 11/16/2022 to 06/30/2023 Change In

- 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!

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of			
NC01	1410020000	13361		OSC TEST2 AMU PAYROL	100.00	1400204			
Cost Ctr	COAr	CoCd	CCIC	Person Responsible	User Resp.	Short text	Language	Valid From	to
1400000000	NC01	NC01	W	ABC		DEFAULT	EN	12/08/2022	12/31/9999
1410000000	NC01	NC01	W	NPB		ADMINISTRATION - OS	EN	01/01/1900	12/31/9999
1410020000	NC01	NC01	W	NPB		ADM - CENTRAL PAYRO	EN	01/01/1900	12/31/9999
1410030000	NC01	NC01	W	ABC		ADM - HUMAN RESOURCE	EN	12/29/2007	12/31/9999
1410040000	NC01	NC01	W	ABC		ADM - FISCAL MANAGEM	EN	12/29/2007	12/31/9999
1410050000	NC01	NC01	W	ABC		ADM - BUDGET & ANALY	EN	12/29/2007	12/31/9999
1410060000	NC01	NC01	W	ABC		ADM - PURCHASING	EN	12/29/2007	12/31/9999
1410070000	NC01	NC01	W	ABC		ADM - INTERNAL AUDIT	EN	12/29/2007	12/31/9999
1410080000	NC01	NC01	W	ABC		ADM - PUBLIC INFORMA	EN	12/29/2007	12/31/9999
1410090000	NC01	NC01	W	ABC		ADM - SECURITY	EN	12/29/2007	12/31/9999

- Update the **Order** field as appropriate. In this example, we'll use 10000016631. See chart at the end of this document for a description of the **Order** field.

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
NC01	1410020000	10000016631		OSC TEST2 AMU PAYROL	100.00	1400204

**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.

Order Number (1)

A: Search by controlling area / processing group      B: Search by controlling area / order type

Controlling Area

Processing group

Order Type

Order

Description

Maximum No. of Hits

- 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.

Order Number (1) 25 Entries found

A: Search by controlling area / processing group      B: Search by controlling area / order type


Controlling Area: NC01  
Processing group: 00

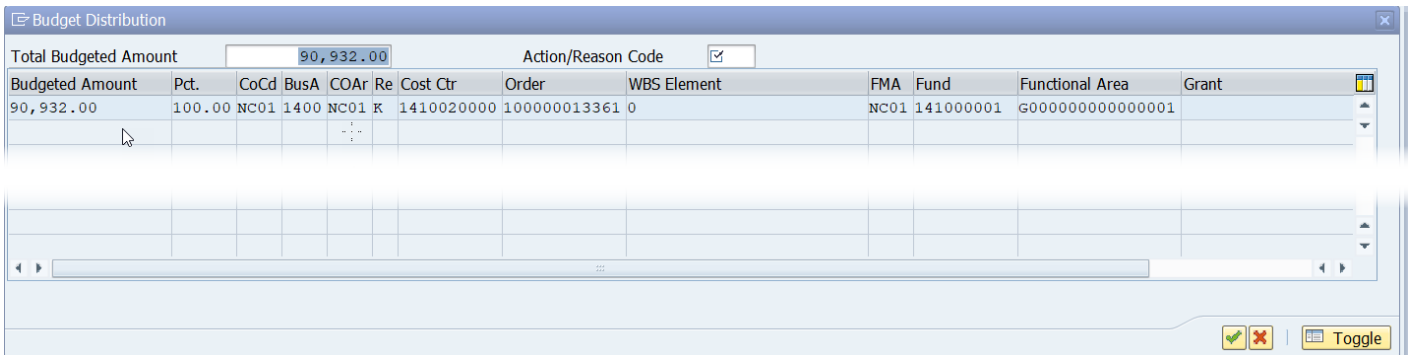
Type	Order	Description
1401	10000000151	140110001000
1401	10000000152	140110001002
1401	10000000153	140110002000
1401	10000000154	140110002451
1401	10000000155	140110003000
1401	10000000156	140110003001
1401	10000005674	140110002456
1401	10000005694	14011000
1401	10000006003	140110001003
1401	10000006004	140110001004
1401	10000006005	140110001005
1401	10000006006	140110001006
1401	10000006007	140110001007
1401	10000006008	140110001008
1401	10000006009	140110001009
1401	10000012540	14011000TEST
1401	10000012548	140124042457
1401	10000012841	14011000TEST2
1401	10000012901	14011000TESTer3
1401	10000013001	1401204911140T200
1401	10000013002	1401204911140T100
1401	10000013020	140110003003
1401	10000013381	1401204911140T200000000020000000000000
1401	10000013382	1401204911140T100000000020000000000000
DUMY	30000000012	14019999

Older NCAS Internal Order Descriptions


NCFs Internal Order Descriptions

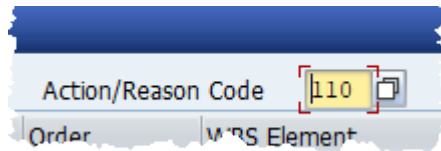
25 Entries found


10. Click the **Enter** button . Infotype 9018 (Budgeted Distribution) will appear.

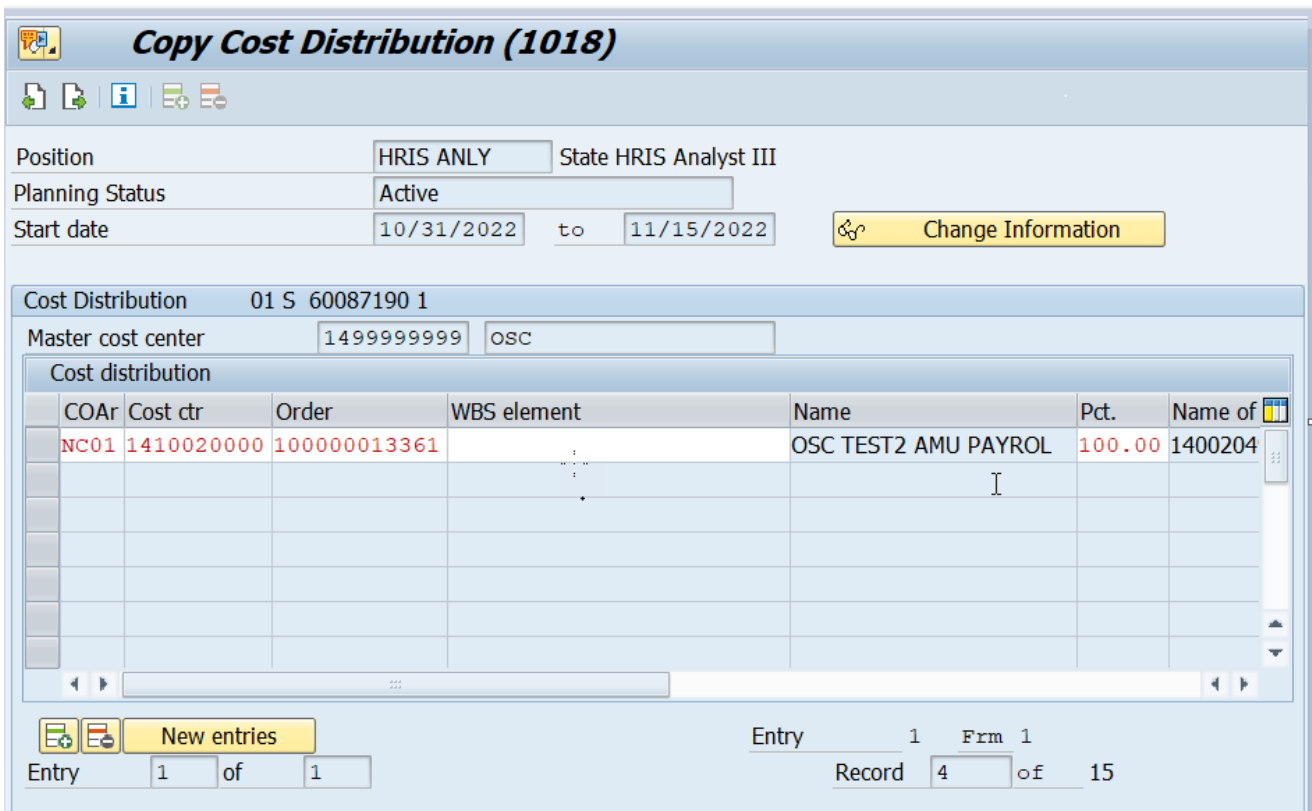


The screenshot shows the 'Budget Distribution' window. At the top, 'Total Budgeted Amount' is 90,932.00. Below is a table with columns: Budgeted Amount, Pct., CoCd, BusA, COAr, Re, Cost Ctr, Order, WBS Element, FMA, Fund, Functional Area, and Grant. The first row contains the following values: 90,932.00, 100.00, NC01, 1400, NC01, K, 1410020000, 100000013361, 0, NC01, 141000001, G0000000000000001, and an empty Grant field.

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).

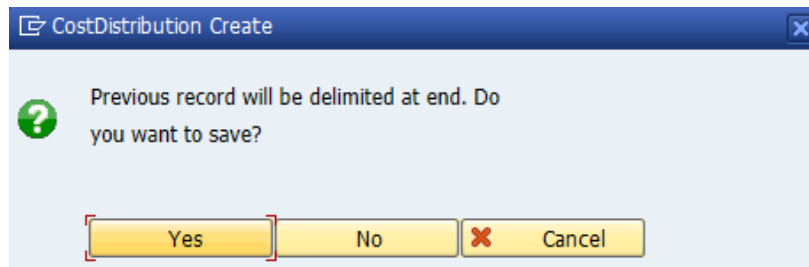


The screenshot shows the 'Copy Cost Distribution (1018)' window. It includes fields for Position (HRIS ONLY), State (HRIS Analyst III), Planning Status (Active), and Start date (10/31/2022 to 11/15/2022). Below these is a 'Change Information' button. The main section is 'Cost Distribution 01 S 60087190 1', showing 'Master cost center' 1499999999 and 'OSC'. A table titled 'Cost distribution' has columns: COAr, Cost ctr, Order, WBS element, Name, Pct., and Name of. The first row contains: NC01, 1410020000, 100000013361, OSC TEST2 AMU PAYROL, 100.00, and 1400204. At the bottom, there are 'New entries' and 'Entry' buttons, and a status bar showing 'Entry 1 of 1' and 'Record 4 of 15'.

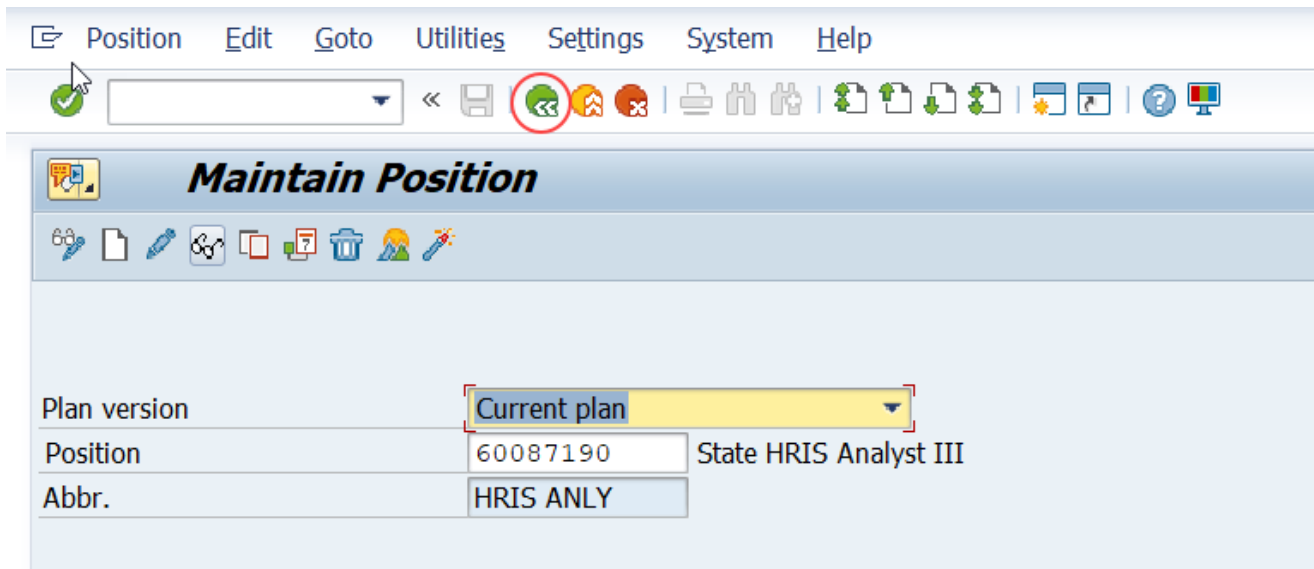
13. Click the **Save** button .



14. Click the **Yes** button .



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.  <b>Example used:</b> NC01
Cost ctr	Key uniquely identifying a cost center.	Enter value in the Cost ctr column.  <b>Example used:</b> 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.  <b>Example used:</b> 100000000162
Pct.	Percent. The sum of the rows must add up to 100%!	Enter value in the Percent column.  <b>Example used:</b> 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.  <b>Example used:</b> 161305001
Functional Area	Only one Functional Area set up for the system. G000000000000001 will default into this field.	Enter value in Functional Area.  <b>Example used:</b> 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
- 1/28/25 – Updated links to point to new OSC website – Doug Genzlinger