



## Change Budget and Split Funding (IT9018)

### Change Record:

Change Date: 9/11/2013	Changed by: m. kendall & d. lyle
Changes:	<p>New file name</p> <p>New format and screen captures</p> <p><b>Steps 4 &amp; 5:</b></p> <ul style="list-style-type: none"> <li>• Expanded text for added instruction</li> </ul> <p><b>Step 6:</b></p> <ul style="list-style-type: none"> <li>• Screen capture: Added Arrow indicator for Add/Delete line</li> </ul> <p><b>Step 11:</b></p> <ul style="list-style-type: none"> <li>• Field descriptions added for:             <ul style="list-style-type: none"> <li>• COAr</li> <li>• Cost ctr</li> <li>• Order</li> <li>• Functional Area</li> </ul> </li> </ul>

### 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.

### Tips and Tricks:

See the OM Tips and Tricks Job Aid for a fuller listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Organizational Management > Job Aids*.

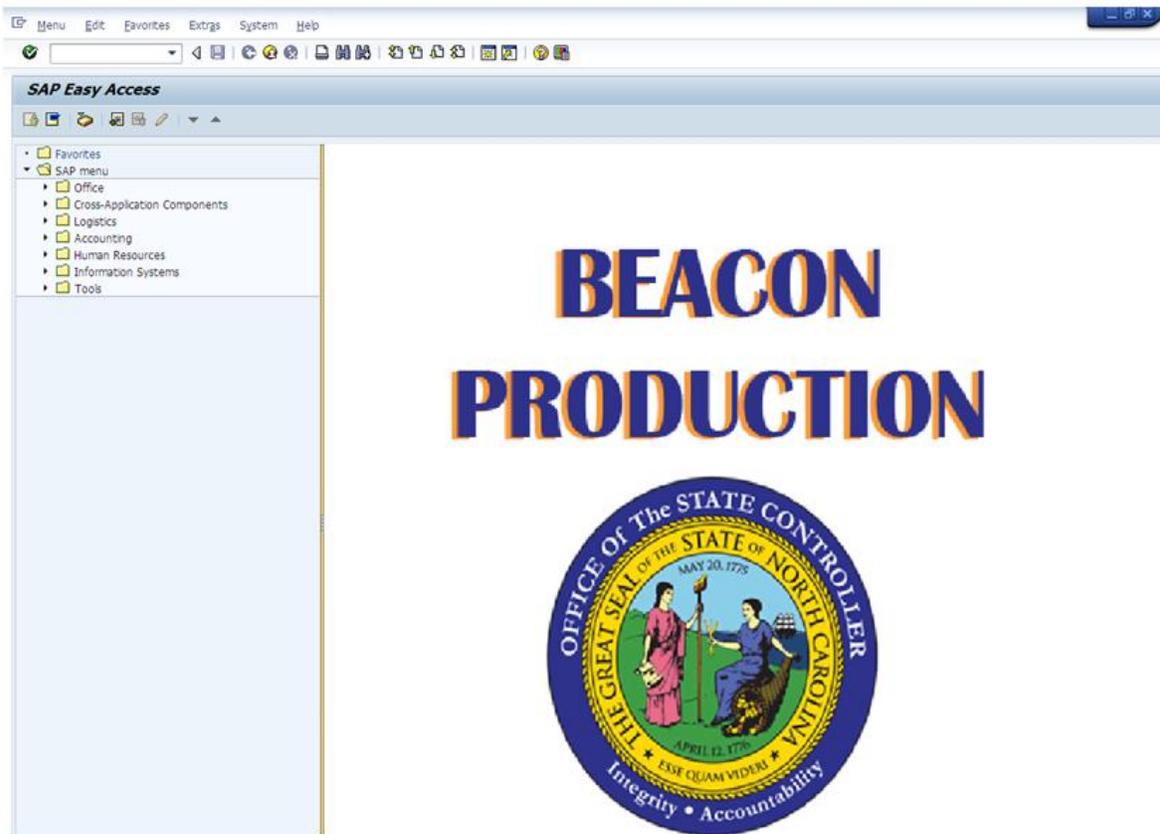
- **Copy**  is to be used most of the time. This will delimit the existing record and create a new record with the start date given. Copying keeps a history of what the record used to be.

- **Change**  is only to be used 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:**

<b>Via Menu Path:</b>	Human Resources > Organizational Management > Expert Mode > PO13 - Position
<b>Via Transaction Code:</b>	PO13

**PROCEDURE**



1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. <b>Example:</b> PO13

2. Click the **Enter**  button.

 **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**.

3. Update the following field:

Field Name	Description	Values
Position	Eight digit unique number identifying the characteristics and attributions of a position	Enter value in Position.  <b>Example:</b> 60032190

4. Click the **Enter**  button and verify the position displayed is the one you wish to change.

5. Scroll down through about a fourth of the list of position infotypes and click the square in front of the **Cost Distribution**  row.
6. Click the **Copy infotype (Shift+F9)**  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.



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

7. Update the following field:

Field Name	Description	Values
Start date	Effective date of the personnel action	Enter value in Start date. <b>Example:</b> 09/01/2013

8. Click in the **COAr** column on the first line entry.

9. Update the following fields:

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:</b> NC01 (may have defaulted)
Pct.	Percent	Enter value in the Percent column.  <b>Example:</b> 40.00

10. Click in the **Pct.** Column on the second row.

11. Update the following fields:

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:</b> NC01
Cost ctr	Key uniquely identifying a cost center.	Enter value in the Cost ctr column.  <b>Example:</b> 1624010000
Order	Number which identifies an order within a client.	Enter value in the Order column.  <b>Example:</b> 100000000356
Pct.	Percent	Enter value in the Percent column.  <b>Example:</b> 60.00
Fund	Fund is a strategic organizational unit for identifying the origin or source of funds in the SAP system.	Enter value in Fund column.  <b>Example:</b> 161120004
Functional Area	Only one Functional Area set up for the system. G0000000000000001 will default into this field.	Enter value in Functional Area.  <b>Example:</b> G0000000000000001

12. Click the **Enter**  button.

Budgeted Amount	Pct.	Col'd	BUSA	COAR	Re	Cost Ctr	Order	WBS Element	FMA	Fund	Functional Area	Grant
15,046.00	40.00	NC01	1600	NC01	K	1624010000	1000000000356	0	NC01	161210001	G0000000000000001	
22,569.00	60.00	NC01	1600	NC01	K	1624010000	1000000000356	0	NC01	161120004	G0000000000000001	

13. Update the following fields:

Field Name	Description	Values
Action/Reason Code	Defines/identifies the circumstances which have initiated a personnel action	Enter value in Action/Reason Code.  <b>Example:</b> 110
Total Budgeted Amount	Total amount of dollars budgeted for the position or activity	Enter value in Total Budgeted Amount. (it may default)  <b>Example:</b> 37,615.00

14. Click the **Continue (F8)**  button.

Pct.	Name of aux. account	Fund	Name	Functional Area
40.00	160112102401	161210001	DFR -FORESTRY-FIELD	G0000000000000001
60.00	160112102401	161120004	-ENVIRONMENTAL E	G0000000000000001

**NOTE:** If you press the **Enter** key on the keyboard, the system will update the detail amounts without returning you to IT1018.

You need to return to IT9018 to verify detail amounts are in whole dollars.

15. Click the **Enter**  button.

Budget Distribution

Total Budgeted Amount: 37,615.00      Action/Reason Code: 110

Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr	Order	WBS Element	FMA	Fund	Functional Area	Grant
15,045.38	40.00	NC01	1600	NC01	K	1624010000	1000000000356	0	NC01	161210001	G0000000000000001	
22,569.62	60.00	NC01	1600	NC01	K	1624010000	1000000000356	0	NC01	161120004	G0000000000000001	

16. Click the Toggle  button.

The Toggle button will open the details Budgeted Amount line for input.

Budget Distribution

Total Budgeted Amount: 37,615.00

Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost
15,045.38	40.00	NC01	1600	NC01	K	1624010000
22,569.62	60.00	NC01	1600	NC01	K	1624010000

17. Click in the first **Budgeted Amount** column.

18. Update the following field:

Field Name	Description	Values
Budgeted Amount	Amount of dollars budgeted for the position or activity related to a specific fund	Enter value in Column Budgeted Amount.  <b>Example:</b> 15,045.00

19. Click in the second **Budgeted Amount** column.
20. Update the following field:

Field Name	Description	Values
Budgeted Amount	Amount of dollars budgeted for the position or activity related to a specific fund	Enter value in Column Budgeted Amount.  <b>Example:</b> 22,570.00

21. Click the **Continue (F8)**  button.

22. Click the **Save (Ctrl+S)**  button.

**IMPORTANT NOTE:** Do not return to IT9018 or the amounts will change back to dollars with cents. Use the maintain overview button from PO13 to review.

23. Click the **Yes**  button.

**Maintain Position**

Plan version: 01 Current plan  
Position: 60032190 Section Secretary  
Abbr.: 400000004716

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..	
PD Profiles	✓	
Cost Distribution	✓	
Address	✓	
Mail Address		
Job Evaluation Results		
Survey Results		
Qualification Management		
SAP Organizational Object		
General Attribute Maint.		
CIC Profile		

Time period

Period

From: 08/27/2013 to: 12/31/9999

Today  Current week  
 All  Current month  
 From curr.date  Last week  
 To current date  Last month  
 Current Year

Select.

24. Click the **Back (F3)**  button.

The system task is complete.