



Change Cost Center and Internal Order (IT1018)

Change Record:

Change Date: 10/16/13	Changed by: m kendall / d lyle
Changes:	New format New screen captures Step 6 <ul style="list-style-type: none"> Added screen capture and text regarding the drop-down screen of the Order Number field.

Trigger:



Need to look up and change infotype 1018 and 9018 to check cost distribution.

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:

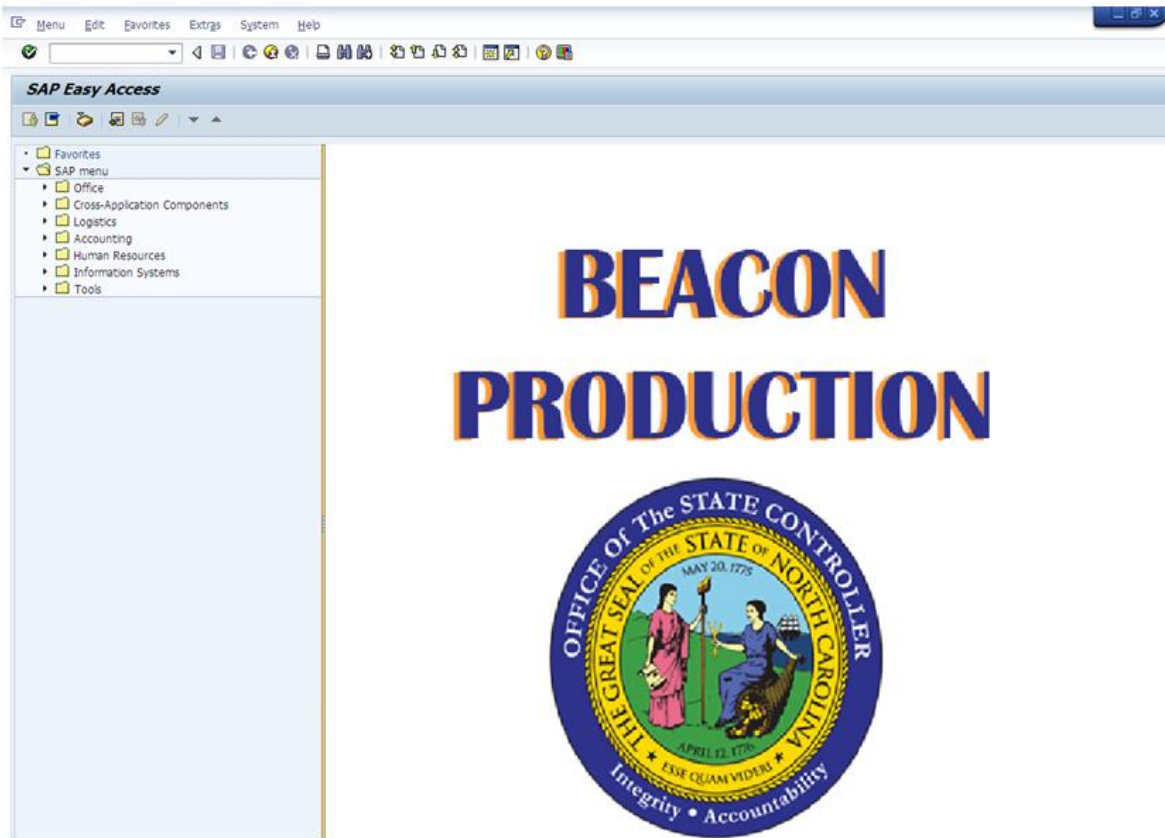
See the OM Tips and Tricks Job Aid for an extended listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Organizational Management > Job Aids*.

- **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:

Via Menu Path:	Human Resources > Organizational Management > Expert Mode > PO13 – Position
Via Transaction Code:	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. Example: 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. Example: 60033324

- Click the **Cost Distribution**  button.
- 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.

Copy Cost Distribution

Position: 00000010106 Medical Records Assistant IV
 Planning Status: Active
 Start date: 11/01/2013 to 12/31/9999 Change Information


Cost Distribution 01 S 60033324 1
 Master cost center: 1699999999 DENR

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of au
NC01	1624010000	100000000162		DFR -CENTRAL-ADMIN	100.00	160111201:

Entry 1 / 1
 Record 1 of 1

6. Update the following field:

Field Name	Description	Values
Start date	Effective date of the personnel action	Enter value in Start date. Example: 11/01/2013

 You must change the Start Date.
CRITICAL!

7. Click in the **Cost ctr** column.

Copy Cost Distribution

Position: 00000010106 Medical Records Assistant IV
 Planning Status: Active
 Start date: 11/01/2013 to 12/31/9999 Change Information

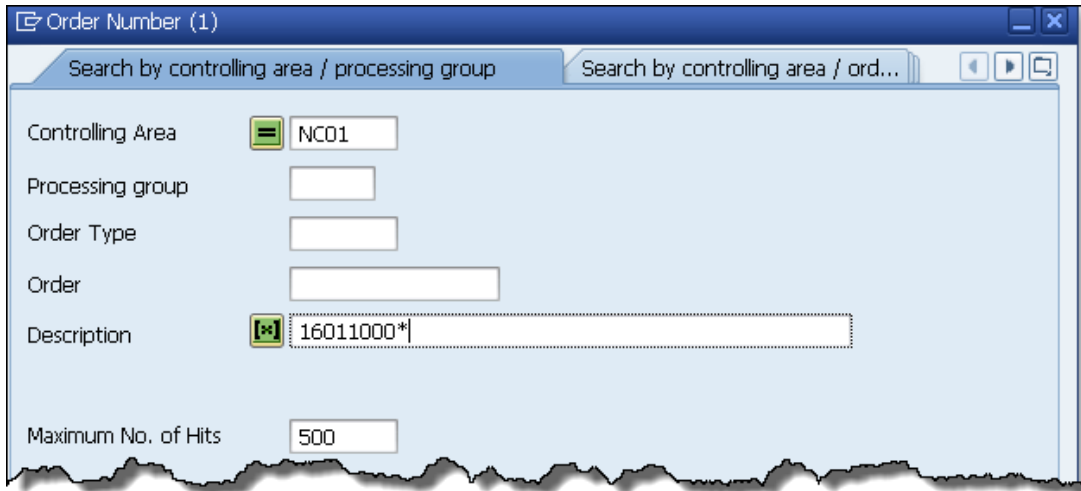
Cost Distribution 01 S 60033324 1
 Master cost center: 1699999999 DENR

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of au
NC01	1624010000	100000000162		DFR -CENTRAL-ADMIN	100.00	160111201

Entry 1 / 1
 Record 1 of 1

8. Update the following fields:

Field Name	Description	Values
Cost ctr	Assigned accounting object types in the work center hierarchy	Enter value in Cost ctr column. Example: 1624010000
Order	Code identifying the internal order to which the journal entry is posted, or the internal order from which costs were distributed	Enter value in Order column. Example: 100000000162



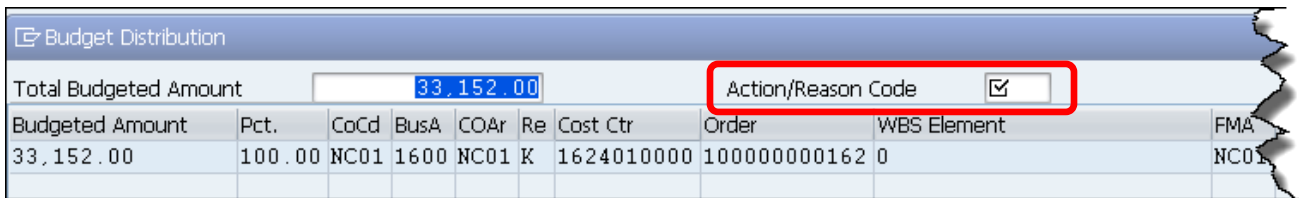
Note the screen capture above is of the screen that is displayed when you click on the Order Number drop-down screen. It allows you to search for the appropriate order number.

You should enter the NCAS full company and center in the description field to search for the appropriate order number.

The example above in the Description field type is **16111000***.

This is searching for NCAS company 1601 and all matches for fund 1000.

- Click the **Enter**  button.



- Update the following field:

Field Name	Description	Values
Action/Reason Code	Defines/identifies the circumstances which have initiated a personnel action	Enter value in Action/Reason Code. Example: 110

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


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

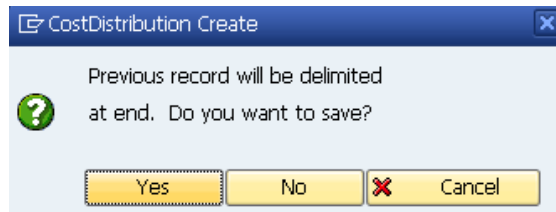
The screenshot shows the 'Copy Cost Distribution' dialog box in SAP. The title bar reads 'Copy Cost Distribution'. Below the title bar are several icons. The main area contains the following fields and data:

- Position: 00000010106 Medical Records Assistant IV
- Planning Status: Active
- Start date: 11/01/2013 to 12/31/9999
- Change Information button
- Cost Distribution: 01 S 60033324 1
- Master cost center: 1699999999 DENR
- Cost distribution table:

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of au
NC01	1624010000	100000000162		DFR -CENTRAL-ADMIN	100.00	160111201:

At the bottom, there are 'New entries' and 'Entry' buttons, and a status bar showing 'Entry 1 of 1' and 'Record 1 of 1'.

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



13. Click the **Yes**  button.