

FN-12 Internal Order Crosswalk Report

Purpose

The purpose of this Job Aid is to demonstrate the use of transaction code ZNCFSXWLK to produce an Internal Order Crosswalk Report.

T-Code ZNCFSXWLK (Internal Order Crosswalk Report)

The ZNCFSXWLK transaction code used in the Integrated HR-PY System to run the Internal Order Crosswalk Report. The transaction code will generate an online report that will provide the crosswalk of the current and new Internal Order Descriptions to the NCFS segments. The Internal Order Description is the link between the NCFS General Ledger Account Segment postings, and the payroll expenses generated from HR-PY Integrated System. This information will aid users in reconciling payroll data between the Integrated HR-PY System and NCFS.

Access to the ZNCFSXWLK t-code is controlled by Security. Agencies will only be able to view their Agency's specific Internal Order Descriptions.

There are 6 steps to complete this process.

Step 1. Select **ZNCFSXWLK**.

Image

SAP Easy Access - User Menu for INPAULM17

Menu 

▼ Favorites

★ ZNCFSXWLK - NCFS Internal Order Crosswalk Report

▼ User Menu for INPAULM17

📁 SARA - Archive Administration

TRAINING



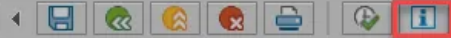
Integrated HR-Payroll System

Step 2. The Information button will provide details about what data should be entered into each field on the initial screen.

Image

Internal Order Crosswalk - NCFS

Menu



Agency Selection

Business Area

Additional Parameters

Internal Order

Budget Fund

Agency Management Unit

Budget Code

Performance Assistant



Short text

Internal Order Crosswalk - NCFS

Purpose

ZNCFSXWLK – NCFS Crosswalk – will provide an NCFS Translation for internal order descriptions created before NCFS (e.g., NCAS), and after NCFS Go Live 10/2023.

Agency Selection

Agency business area

Choice only provides all internal order information for the business area.

Additional Parameters

Internal Order

Search available to find internal order. If internal order is used, business area is not required and no other search parameter parameter (e.g., budget fund, agency management unit, or budget code) should be chosen.

Budget Fund

NCFS budget fund. Business area is required to be filled when the budget fund field is used.

Agency Management Unit

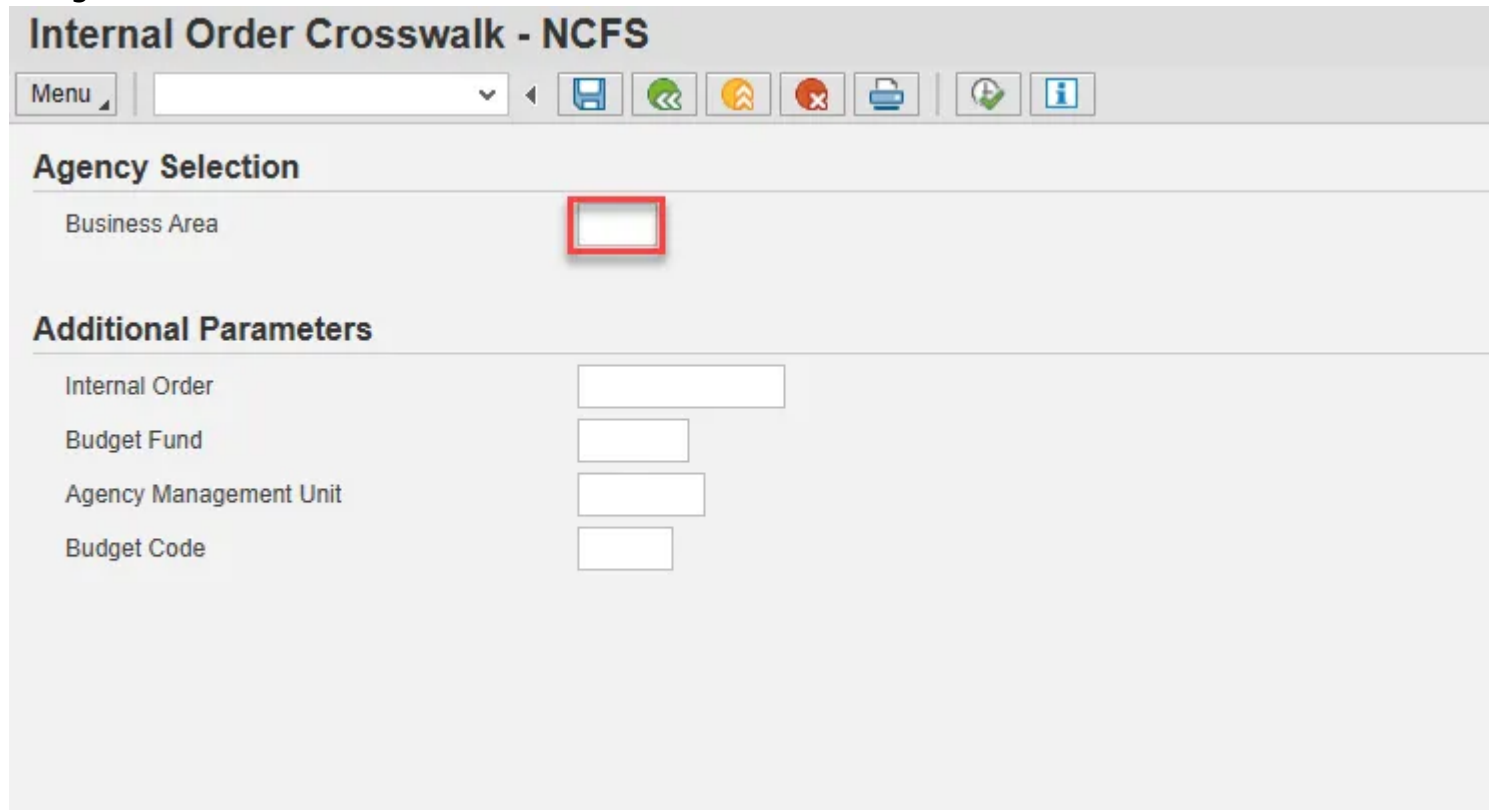
NCFS Agency Management Unit. Business area is required to be filled when the Agency Management Unit field is used.

Budget Code

NCFS Budget Code. Business area is required to be filled when the Budget Code field is used.

Step 3. Update the **Business Area** field and choose **Enter** on the keyboard.

Image



Internal Order Crosswalk - NCFS

Menu [Dropdown] [Icons]

Agency Selection

Business Area

Additional Parameters

Internal Order

Budget Fund

Agency Management Unit

Budget Code

Note: The Business Area and/or Internal Order are required fields. If more than one parameter is attempted in the Additional Parameters section of the Input screen, a pop-up error message will display.

Step 4. To view a specific line detail, choose the **Magnifying Glass** button.

Image

Run Date: 02/03/2026
Effective Date: 02/03/2026

[illegible]

Step 5. The **Print Preview** button will produce a report in table form.

Image

Menu

Run Date: 02/03/2026
Effective Date: 02/03/2026

[illegible]

Step 6. The report can be exported by selecting the **Local File** button.

Image

[illegible]

Special note for Business Area NC02 Companies: There is no Internal Order information maintained on the Crosswalk Table for DOT and ESC Business Areas 1500 and 4400.

Potential Error Messages from the Crosswalk Report input screen:

- Message: You are not authorized to view Business Area xxxx

- Resolution: Contact [BEST Shared Services](#)
- Message: Please choose only 1 input parameter
 - Resolution: Remove all but 1 input parameter and re-execute the report
- Message: Internal Order not found xxxxxxxxxxxx, Budget Fund xxxxxx is invalid for Agency xxxx, AMU xxxxxxxx is invalid for Agency xxxx, Budget Code xxxxxx is invalid for Agency xxxx
 - Resolution: Check input data for accuracy and re-execute the report
- Message: Internal Order xxxxxxxxxxxx is invalid for Agency xxxx
 - Resolution: This message is generated because it does not exist on the Crosswalk Table

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