

## 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**

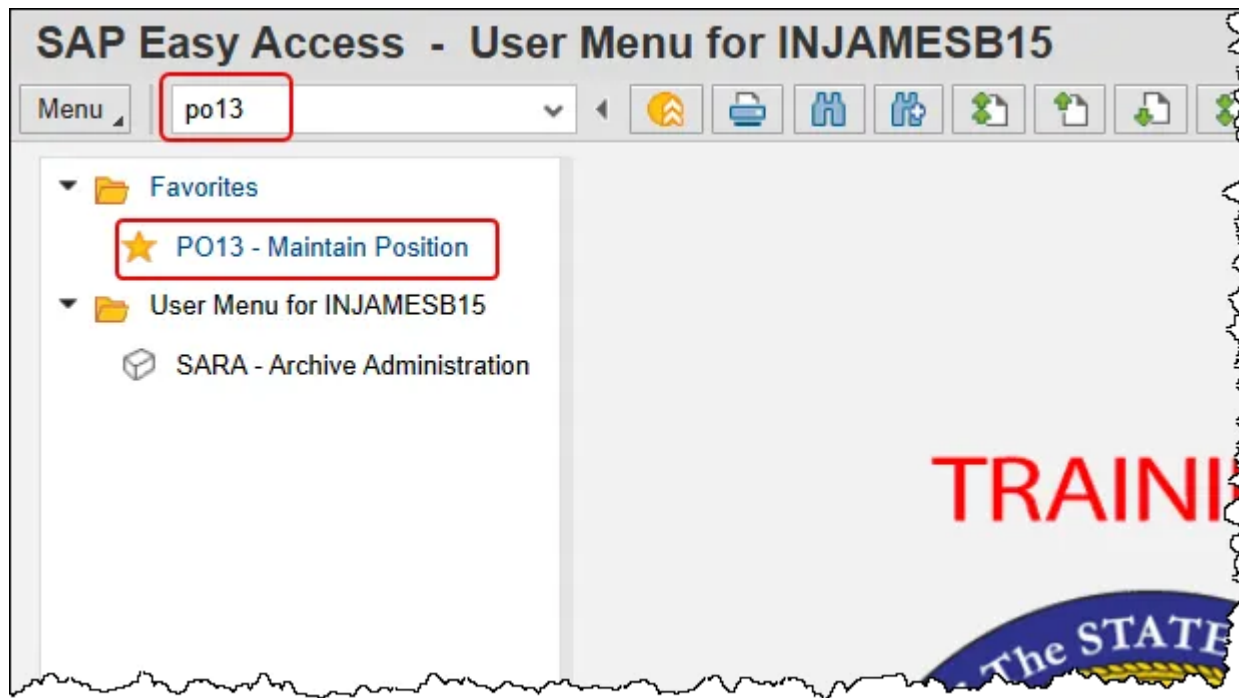
Need to look up and change cost distribution information for a position.

### **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                                                    |
|------------------|------|----------------------------------------------------------------|
| Object           |      | <input checked="" type="radio"/> Period                        |
| Relationships    |      | From: 01/01/1800 to: 12/31/9999                                |
| Description      |      | <input type="radio"/> Today <input type="radio"/> Current week |
| Department/Staff |      | <input type="radio"/> All <input type="radio"/> Current month  |

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

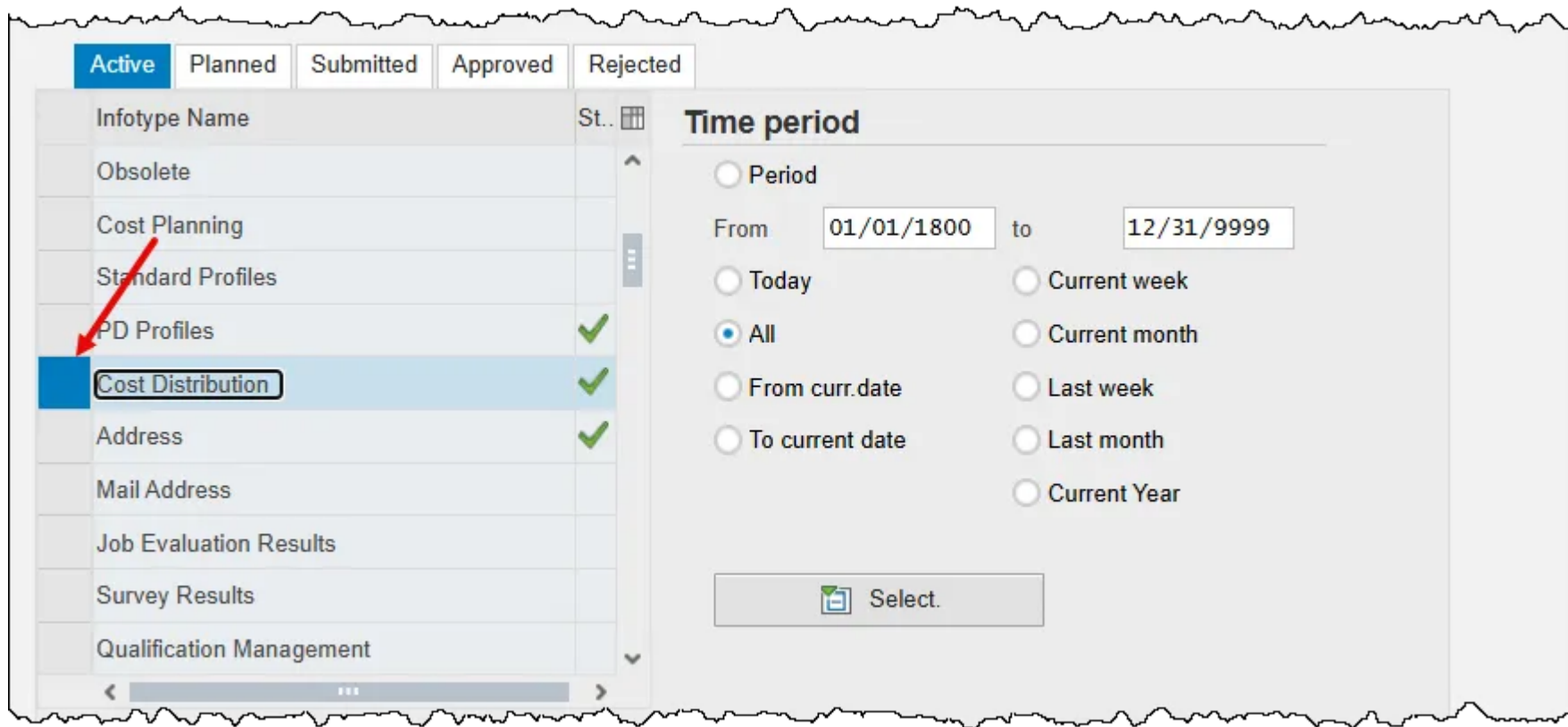
## Maintain Position

Menu |  |        | 63

|              |                                                                                  |
|--------------|----------------------------------------------------------------------------------|
| Plan version | <input type="text" value="01 Current plan"/>                                     |
| Position     | <input type="text" value="65002914"/> <span>Public Information Director I</span> |
| Abbr.        | <input type="text" value="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



# 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



E1T (805)

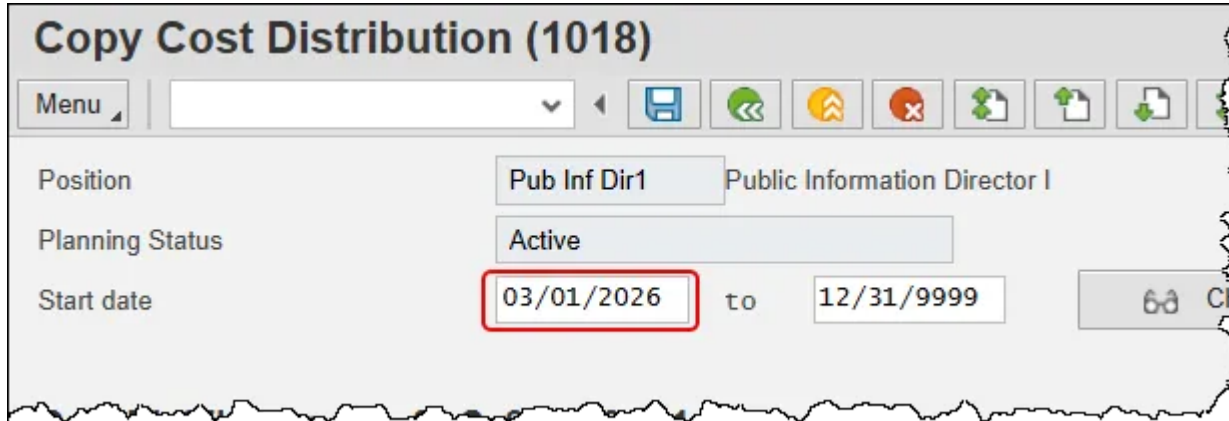


oschr-t1map01

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 series of icons. Below this, the form contains several fields: "Position" with the value "Pub Inf Dir1" and the full name "Public Information Director I"; "Planning Status" with the value "Active"; and "Start date" with the value "03/01/2026". The "Start date" field is highlighted with a red rectangular box. To the right of the "Start date" field is a "to" label followed by the date "12/31/9999". At the bottom right of the form, there is a button labeled "6d Ck".

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

✕

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 |
|                 |        |      |      |      |    |            |              |             |      |            |      |
|                 |        |      |      |      |    |            |              |             |      |            |      |
|                 |        |      |      |      |    |            |              |             |      |            |      |
|                 |        |      |      |      |    |            |              |             |      |            |      |
|                 |        |      |      |      |    |            |              |             |      |            |      |
|                 |        |      |      |      |    |            |              |             |      |            |      |
|                 |        |      |      |      |    |            |              |             |      |            |      |
|                 |        |      |      |      |    |            |              |             |      |            |      |

<

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Toggle

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

Image

### Budget Distribution

Total Budgeted Amount

70,000.00

Action/Reason Code

110

| 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)

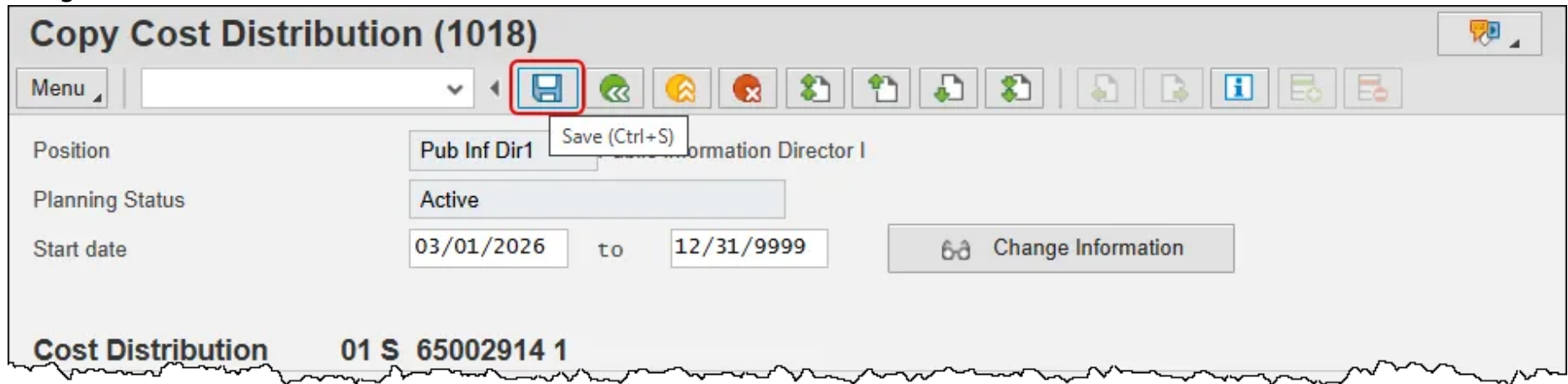
Restrictions

| 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.

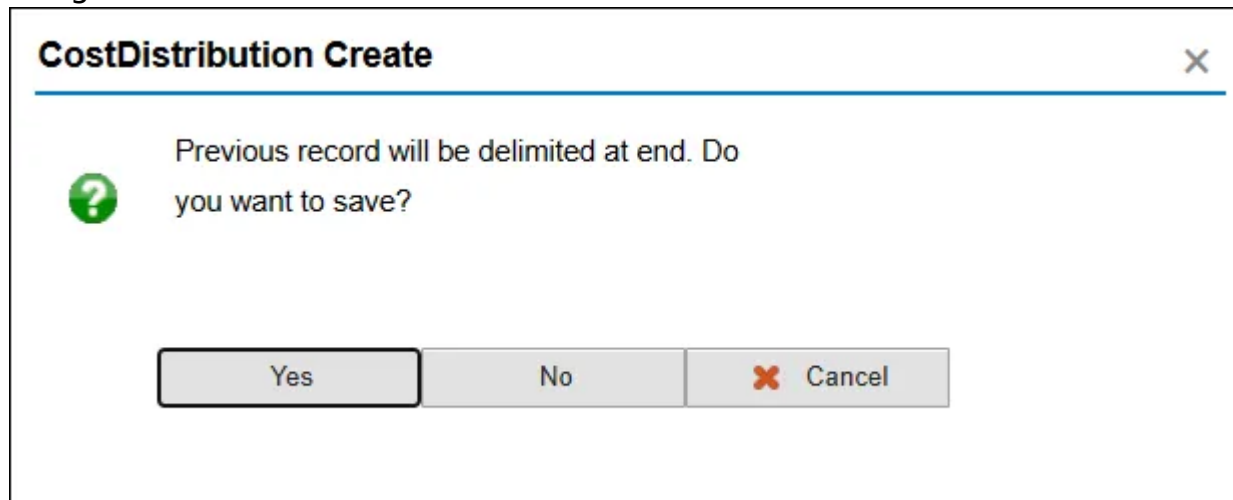
Image



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 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, 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, there are three buttons: "Yes", "No", and "Cancel" (with a red X icon).

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 which is highlighted with a red box. A tooltip 'Back (F3)' is shown below this icon. The main area contains three input fields: 'Plan version' with the value '01 Current plan', 'Position' with the value '65002914' and a description 'Public Information Director I', and 'Abbr.' with the value 'Pub Inf Dir1'. At the bottom left, a green checkmark icon and the text 'Record created' are highlighted with a red box. The bottom right corner shows the SAP logo, the user 'E1T (805)', and the session ID '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.

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