

OM-47 Display Position Budgeted Salary (IT9018)

Purpose

The purpose of this Business Process Procedure is to explain how to display budgeted salary information for a position in the Integrated HR-Payroll System.

Trigger

Budgeted salary information on a position is needed.

Business Process Procedure Overview

The Funding Approver is responsible for updating and maintaining Infotype 1018 (Cost Distribution infotype) and Infotype 9018 (Budget infotype). The Funding Approver is responsible for approving funds for positions.

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](#).

- **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.

- **Change** is to be used only 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: SAP menu > Human Resources > Organizational Management > Expert Mode > PO13 - Position

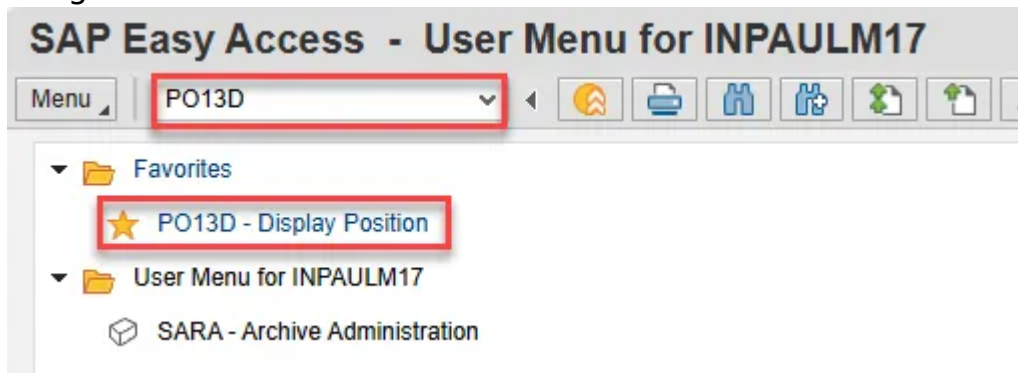
Via Transaction Code: PO13D

Procedure

There are 7 steps to complete this process.

Step 1. Type **PO13** in the command field (1). Hit enter on your keyboard (2). Also, you can double click it from your favorites folder if you've previously saved it there.

Image



Step 2. Input the position number that needs reviewing. This document will use 60083344 from the OSC training environment.

Image

Display Position

Menu



Plan version

01 Current plan

Position

60083344

Abbr.

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St...

Object

Relationships

Description

Department/Staff

Planned Compensation

Vacancy

Acct. Assignment Features

Authorities/Resources

Full Time Equivalent

Employee Group/Subgroup

Time period

☒ Period

From 01/20/2026 to 12/31/9999

☐ Today

☐ Current week

☐ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

Step 3. Click **Enter** and verify the position displayed is the one you need to display.

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

Step 4. Within the Active tab:

- Scroll down the list of position infotypes and click the square in front of the **Display Budget** row.
- In the Time Period area click into the **All** radio button and then click **Select**.

Image

Display Position

Menu



Plan version

01 Current plan

Position

60083344

Archivist I

Abbr.

203020002130

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St..

Callback

Time Off Balancing

Weekend Nurse

Charge Object Assignment

Extended Duty

Gap Hrs Comp Eligibility

Display Budget



Reference Position Number



SOC and County Code



Position Types



Time period

☐ Period

From 01/01/1800

to

12/31/9999

☐ Today

☐ Current week

☒ All

☐ Current month

☐ From curr.date

☐ Last week

☐ To current date

☐ Last month

☐ Current Year



Select.

Step 5. Click the **Overview** button.

Image

Display Position

Menu



Plan version

01 Current plan

Position

60083344

Archivist I

Abbr.

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☐ Current Year



Select.

Step 6. A list of all **Display Budget** infotypes will be displayed with the current one being at the top of the list and having an end date of 12/31/9999. Click on the record you wish to review and then click the **Choose** button.

Image

List Display Display Budget (9018)

Menu | [Dropdown] | [Icons]

Position: 203020002130 Archivist I

Planning Status: Active

Display Budget: 01 S 60083344 1

	Start Date	End Date	COAr	CoCd	BusA	Re	Cost Ctr	Order	WBS Element	
	07/01/2007	'31/9999	NC01	NC01	4600	K	4610000000	1000000005	374	

The budgeted salary information is displayed. Remember to scroll to the right if needed to view all the information.

Image

[illegible]

This system task is complete.

Wed, 09/11/2013

Last Updated

Tue, 01/27/2026

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