

OM-48 Display Position Cost Distribution

Purpose

The purpose of this Business Process Procedure is to explain how to display position cost distribution information on a position in the Integrated HR-Payroll System.

Trigger

Cost distribution 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: Your menu path may contain this custom transaction code depending on your security roles.
SAP menu > Human Resources > Organizational Management > Expert Mode > PO13D - Position

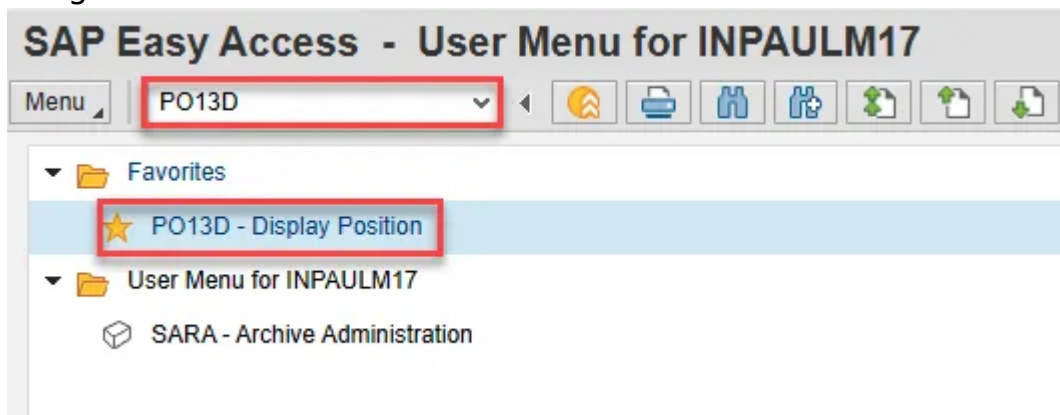
Via Transaction Code: PO13D

Procedure

There are 8 steps to complete this process.

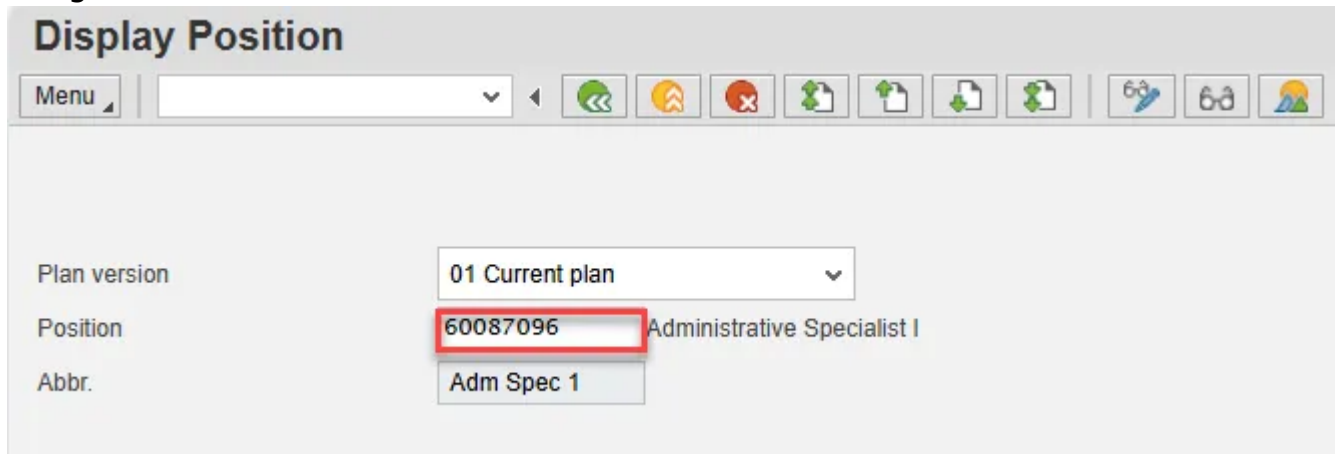
Step 1. Type **PO13** in the command field (1). Hit enter on your keyboard (2). Also, you can double click it from your favorites folder if you've previously saved it there.

Image



Step 2. Input the position number that needs updating. This document will use 60087096 from the OSC training environment.

Image



Display Position

Menu

Plan version: 01 Current plan

Position: 60087096 Administrative Specialist I

Abbr.: Adm Spec 1

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 **Cost Distribution** 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

60087096

Administrative Specialist I

Abbr.

Adm Spec 1

Active

Planned

Submitted

Approved

Rejected

Infotype Name

St.

Obsolete

Cost Planning

Standard Profiles

PD Profiles

Cost Distribution



Address

Mail Address

Job Evaluation Results

Survey Results

Qualification Management

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

60087096

Administrative Specialist I

Abbr.

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Time period

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☐ To current date

☐ Current week

☐ Current month

☐ Last week

☐ Last month

☐ Current Year



Select.

Step 6. A list of all **Cost Distribution** 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 Cost Distribution (1018)

Menu | [Dropdown] | [Icons: Back, Cancel, Save, Print, etc.] | **[Choose]** | [Info]

Position: Administrative Specialist I

Planning Status:

Cost Distribution: 01 S 60087096 1

	Start Date	End Date	COAr	Cost Center	Order	WBS Element	Nar
☒	07/01/2007	12/31/9999	NC01	1410000000	100000000151		ADI
☐							
☐							
☐							
☐							

The Cost Distribution information is displayed. Remember to scroll to the right if needed to view all the information.

Image

Display Cost Distribution (1018)

Menu 

Position Administrative Specialist I
Planning Status
Start date to

Cost Distribution 01 S 60087096 1

Master cost center

Cost distribution

COAr	Cost ctr	Order	WBS element	Name	Pct.	Nam
NC01	1410000000	100000000151		ADMINISTRATION - OS	100.00	1401

Entry of Entry 1 Frm 1
Record of 1

Step 7. **Optional:** If you wish to view the budget distribution information for the position (including the Total Budgeted Amount), click **Enter** on your keyboard.

The Budget Distribution information is displayed, including the **Total Budgeted Amount** and the **Action/Reason Code** for the change to the record. When your review is complete, click the **Cancel** button to return to the Cost Distribution screen.

Image

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20,112.00

200

[illegible]

Step 8. When your review of the data is complete, click the back button to return to the SAP easy access screen.

The system task is complete.

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