

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.

T-Code: ZNCFSXWLK

Users can add the ZNCFSXWLK transaction code by first <u>right clicking</u> on their top-level Favorites folder or personal User Menu folder, then selecting Insert Transaction from the drop-down menu.



Then enter ZNCFSXWLK into the Transaction Code box and click the green check icon.



After the Transaction Code appears, click on it and the initial screen will appear as follows:

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Internal Order Crosswalk - I	VCFS	
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Additional Parameters		
Internal Order		
Budget Fund		
Agency Management Unit		
Budget Code		

Note that only the Business Area (under Agency Selection) and Internal Order field (under Additional Parameters) have match codes on screen.

Clicking the icon under the report name will assist the user in providing information about what data should be entered into each field on the initial screen.

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If the user inputs only their Business Area, they will get a complete listing of all Internal Order Numbers for that Business Area:

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These are the results after clicking the Enter icon:

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Internal Order	Crosswalk -	NCFS	1									
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4011000	10000005694	1400	101000	0000000	0000000	1000	0000000000	000000	0000	000000	00000	14150
4011000001	100000017124	1400	102000	000000	0000000	1000	0000000000	000000	0000	000000	00000	14160
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140110001002	10000000152	1400	107000	1401002	0000000	1000	0000000000	000000	0000	000000	00000	14100
140110001003	100000000003	3400	10/000	000000	0000000	1000	000000000	000000	0000	000000	00000	14150
40110001904	100000000004	1400	102000	0000000	0000000	1000	000000000	000000	0000	000000	00000	14100
40110001005	100000000005	1400	102000	0000000	0000000	1000	000000000	000000	0000	000000	00000	14160
40110001006	100000000005	1400	10/000	000000	0000000	1000	000000000	000000	0000	000000	00000	14150
40110001007	100000066007	1400	102000	000000	9000000	1000	000000000	000000	0000	000000	00000	14100
40110001008	10000000000	1400	102000	0000000	0000000	1000	000000000	000000	0000	000000	00000	14100
40110001009	1000000000000	1400	102000	0000000	0000000	1000	0000000000000	000000	0000	000000	00000	14100
40110002000	100000000153	1400	102000	1402000	0000000	1000	0000000000	000000	0000	000000	00000	14100
40110002451	10000000154	1400	102000	1402451	0000000	1000	000000000	000000	0000	000000	00000	14100
40110002452	100000039207	1400	102000	1402452	0000000	1000	00000000	000000	0000	000000	00000	14100
40110002454	100000018314	1400	102000	000000	0000000	1000	000000000	000000	0000	000000	00000	14160
40110002456	10000005674	1400	180000	1402456	0000000	1000	000000000	000000	0000	000000	00000	14150
40130002457	10000011345	1400	105000	000000	0000000	1000	000000000	000000	0000	000000	00000	14100
40110083000	10000000155	1400	102000	1403000	0000000	1000	0000000000	000000	0000	000000	00000	14160
40110003001	10000000158	1400	102000	1403001	0000000	1000	0000000000000	000000	0000	000000	00000	14160
40110083000	100000015678	1400	102000	1403003	0000000	1000	000000000	000000	0000	000000	00000	14160
40110006100	10000040527	1400	202000	1406100	0000000	1000	000000000	000000	0000	000000	00000	14160
14011022	100000044747	1400	102003	000000	0000000	1000	000000000	000000	0000	000000	00000	14160
40222001008	100000006010	1400	204901	0000000	8000000	2000	0000000000	000000	0000	000000	00000	24160
40222001420	10000000158	1400	204901	1404200	0000000	3000	0000000000	000000	0000	000000	00000	24360
40772502250	100000033290	1400	999934	000000	0000000	0000	0000000000	000000	0000	000000	00000	14150
40224002400	10000000159	1400	204902	0000000	0000000	2000	0000000000	000000	0000	000000	00000	24150
40224012451	10000000160	1400	204903	1405101	0000000	2000	0000000000	000000	0000	000000	00000	24160
40224042454	100000013482	1400	204906	1405400	0000000	5000	0000000000	000000	0000	000000	00000	24160
40224042457	100000015712	1400	204906	1402457	0000000	2000	000000000	000000	0000	000000	00000	24160
40224042459	100000029731	1400	204906	0000000	0000000	2008	000000000	000000	6000	000000	00000	24150
40225002500	100000038240	1400	204908	1402500	0000000	2000	0000000000	000000	0000	000000	00000	24160
40228002800	1000000132368	1400	204910	000000	0000000	2000	0000000000	000000	0000	000000	00000	24160
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The Business Area **and/or** Internal Order are required fields. Also, if the user wishes to use any of the following Additional Parameters: Budget Fund, Agency Management Unit or Budget Code, the Business Area must also be input. If the user tries to input more than one parameter in the Additional Parameters section of the Input screen, they will receive a pop-up error message to only input 1 Additional Parameter.

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To see a specific line detail, click the Magnifying Glass icon:

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14011000	10000005694	1400	102000	1000000	0000000	1000	9000000000	000000	0000	000000	00000	14160
40110000001	10000017124	1400	102000	000000	0000000	1000	000000000	000000	0000	000000	00000	14160
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4011022	100000044742	1400						1	0000	000000	00000	14160
40222001008	100000000010	1400						00	0000	000000	00000	24160
40222001420	10000000158	1400						1000	0000	000000	00000	24160
40722502250	100000033290	1400						000	0000	000000	00000	14160
40224002400	100000001510	1400						1000	0000	000000	000003	24160
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40224042459	100000029731	1400	204000	0000000	6000000	2000	0000000000	000000	0000	000000	00000	24160
40225082500	100000038249	1400	204908	1402500	0000000	2000	0000000000	000000	0000	000000	00000	24160
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Clicking on the Print Preview icon will bring up the report in a tabular format for a sharper visual presentation. This format can then be exported into Excel, if desired, by selecting the Local File icon.

Internal Order Crosswalk -	NCFS						
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Internal Order Description	Internal Order #	Agency	NCFS Budget Fund	NCFS Agency Mgmt Unit	Agency Program	Fund SRC	Project
14011000	10000005694	1400	102000	0000000	0000000	1000	0000000000
40110000001	100000017124	1400	102000	0000000	0000000	1000	0000000000
40110001000	10000000151	1400	102000	1401000	0000000	1000	0000000000
40110001002	10000000152	1400	102000	1401002	0000000	1000	000000000000000000000000000000000000000
40110001003	10000006003	1400	102000	0000000	0000000	1000	00000000000
40110001004	10000006004	1400	102000	0000000	0000000	1000	00000000000
40110001005	10000005005	1400	102000	000000	0000000	1000	000000000000000000000000000000000000000
40110001005	10000006006	1400	102000	000000	0000000	1000	00000000000
40110001007	10000006007	1400	102000	0000000	0000000	1000	00000000000
40110001008	10000006008	1400	102000	0000000	0000000	1000	000000000000000000000000000000000000000
40110001008	10000006009	1400	102000	0000000	0000000	1000	00000000000
40110002000	100000000152	1400	102000	1403000	0000000	1000	00000000000
40110002000	10000000153	1400	102000	1402451	0000000	1000	00000000000
40110002451	100000000134	1400	162000	1402452	0000000	1000	000000000000000000000000000000000000000
40110002456	100000039207	1400	102000	1405435	0000000	1000	000000000000
40110002454	100000018314	1400	102000	1403456	0000000	1000	00000000000
40110002456	10000005674	1400	102000	1402430	0000000	1000	00000000000
40110002457	100000013345	1400	102000	0000000	0000000	1000	00000000000
40110003000	10000000155	1400	102000	1403000	0000000	1000	0000000000
40110003001	10000000156	1400	102000	1403001	0000000	1000	0000000000
40110003003	100000015678	1400	102000	1403003	0000000	1000	000000000
40110006100	100000040527	1400	102000	1406100	0000000	1000	000000000
4011022	100000044742	1400	102003	0000000	0000000	1000	0000000000
40222001008	10000006010	1400	204901	0000000	0000000	2000	0000000000
40222001420	10000000158	1400	204901	1404200	0000000	2000	000000000
40222502250	100000033280	1400	999914	0000000	0000000	0000	000000000
40224002400	10000000159	1400	204902	0000000	0000000	2000	0000000000
40224012451	10000000160	1400	204903	1405101	0000000	2000	0000000000
40224042454	100000013482	1400	204906	1405400	0000000	2000	0000000000
40224042457	100000015712	1400	204906	1402457	0000000	2000	000000000
40224042459	100000029731	1400	204906	0000000	0000000	2000	000000000
40225002500	10000038240	1400	204908	1402500	0000000	2000	000000000
40228002800	100000032368	1400	204910	0000000	0000000	2000	000000000
40229011000	100000038280	1400	204912	1406200	0000000	1000	000000000
40229011000	100000018239	1400	204912	1406200	0000000	1000	000000000

A pop-up window will then display on screen where the user can select the format that they wish to use to download this information.

Internal Order Crosswalk -	NCFS									
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40110001002	10000000152	1400	102000	1401002	0000000	1,000	00000000000	000000	0000	00000
40110001003	100000006003	1400	102000	0000000	0000000	1000	00000000000	000000	0000	00000
40110001004	100000006004	1400	102000	0000000	0000000	1000	00000000000	000000	0000	00000
40110001005	100000000000	1400	102000	0000000	0000000	1000	0000000000000000	000000	0000	00000
0110001006	100000006006	1400	102000	0000000	0000000	1000	00000000000	000000	0000	00000
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0224012451	100000000160	1400	204903		000	2000	00000000000	000000	0000	00000
0224042454	100000013482	1400	204900	1405400	0000000	2000	00000000000	000000	0000	00000
0224042457	100000015712	1400	204606	1402457	0000000	2000	0000000000	000000	0000	00000
0224042459	100000029731	1400	204906	0000000	0000000	2000	0000000000	000000	0000	00000
0225002500	100000038240	1400	204908	1402500	0000000	2000	0000000000	000000	0000	00000
0228002800	10000032368	1400	204910	0000000	0000000	2000	0000000000	000000	0000	-00000
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<u>Special note for Business Area NC02 Companies</u>: There is no Internal Order information maintained on the Crosswalk Table for DOT and ESC Business Areas 1500 and 4400.

Message	How to Resolve It:
You are not authorized to view Business Area xxxx	Contact the BEST Call Center and ask them to route a HEAT ticket to <u>mailto:osc.beacon.fi@osc.nc.gov</u> .
Please choose only 1 input parameter	The user has input too many additional parameters on the input screen. Only 1 additional parameter is permitted. User should remove 1 additional parameter and re-execute the report.
Internal Order not found xxxxxxxxxxx or Budget Fund xxxxxx is invalid for Agency xxxx or	These messages are all related to the data input by the user in the Additional Parameters section of the input screen. These 4 different messages are due to the entry of invalid input. User needs to input the correct data.
AMU xxxxxx is invalid for Agency xxxx	
Budget Code xxxxxx is invalid for Agency xxxx	
Internal Order xxxxxxxxxx is invalid for Agency xxxx.	This message is generated because it does not exist on the Crosswalk Table.

Potential Error Messages from the Crosswalk Report input screen

Change Record

9/25/23 – Document created. – Lisa Kaull