



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 <u>https://www.osc.nc.gov/training/training\_help\_documents</u>.

- **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

1. Type PO13 in the command field (1). Hit enter on your keyboard or click the **Enter** button (2). Also, you can double click it from your favorites folder if you've previously saved it there (3). See the information block below the screen shot for a quick tutorial on adding the transaction.



i You may want to enter this transaction code in your Favorites folder. From the menu at the top of the screen, choose Favorites > Insert • Information Transaction. Type in **PO13D**. • Click Enter. To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen: • Choose Extras > Settings. Place a check next to **Display Technical Names**. • Click Enter. Review the Favorites Folder training document for more tips and features!

2. Input the position number that needs reviewing. This document will use 60083344 from the OSC training environment. <u>Access client 899</u> to follow along in a "live" system.

Position <u>E</u> dit	<u>G</u> oto l	Utilitie <u>s</u>	Se <u>t</u> ti	ngs	System	<u>H</u> elp			
Ø	•	« 目	🔜		<mark>x</mark> I 🖨 K	1 <b>1 1</b> 1	1	📮 🛃   (	2 🖷
Display Positi	on								
🍄 & <u>s</u>									
Plan version		Current p		5	•				
Position		6008334	4	D					
	Ï								
Abbr.	[								
Active Planner	d Sul	bmitted		prove	ed Reje	cted			
Active Planner	d Sut	bmitted	Ар S	]	Time peri	od			
Active Planner	d Sul	bmitted		prove		od	to	12/31/999	9
Active Planner Infotype Name Object	d Sul	bmitted		prove	Time perio	od J 09/23/2022		12/31/999 nt week	9
Active Planner Infotype Name Object Relationships	d Sut	bmitted		prove	Time period Period From	od J 09/23/2022	OCurre		9
Active Planner Infotype Name Object Relationships Description		bmitted		prove	Time period Period From Today All	od J 09/23/2022	OCurre	ent week ent month	9
Active Planner Infotype Name Object Relationships Description Department/Staff		bmitted		prove	Time period Period From Today All From	od 1 09/23/2022 V	O Curre	ent week ent month week	9

3. Click the **Enter** button 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.

Position	<u>E</u> dit	<u>G</u> oto	Utilitie <u>s</u>	Se <u>t</u> tings	S <u>y</u> stem	<u>H</u> elp	
<b>Ø</b>			• « 🖯	🜏 🚫	🗙 I 🖨 ñ	1 64 1	1 D D
P. D	ispla	y Posi	ition				
6°) & 🔊							
						N	
Plan version			Current p	olan	•	ļ	
Plan version Position					nivist I	2000 Control of the second sec	

- 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 Select.

Infotype Name	S.,	<b></b>	Time period
Extended outy		*	○ Period
Gap Hrs Comp Eligibility		-	From 01/01/1800 to 12/31/9999
Display Budget	1		○ Today
Reference Position Number	<b>~</b>		
SOC and County Code	<b>~</b>		From curr.date
Position Types	<b>~</b>		O To current date
Vacancy Posting Data			
Certified Position		#	
OM Action History		-	Belect.

5. Click the **Overview** button  $^{12}$ .

¢	Position	<u>E</u> dit	<u>G</u> oto	Utilitie <u>s</u>	ę
<				• « 🖯	1
R	D.	ispla	y Posi	ition	E
6	🌶 & <u>@</u>	)			B

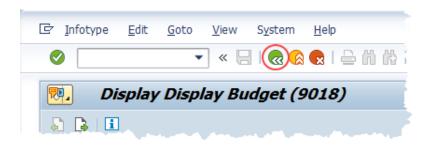
6. A list of all **Display Budget** infotypes will be displayed with the current one being at the top of the list and having an end date of 12/31/9999. Click on the record you wish to review and then click the **Choose** button **Section**.

로 <u>I</u> nfotype	<u>E</u> dit <u>G</u>	oto	Vie	w s	System	n	<u>H</u> elp			
Ø		•	- «	8	_∞(	8	👷 I 🖨 🕅	18 I 21 21 4	L L I 🗐 🗖	0 🖳
💀 List	t Displ	ay L	Disp	olay	Bud	lge	et (9018)	)		
<u> (1</u>										
Position			203	30200	02130	A	rchivist I			
Planning Status			Act	tive				]		
Display Budget	01	156	00833	344 1						
Scart Date	End Dat	e	COAr	CoCd	BusA	Re	Cost Ctr	Order	WBS Element	<b></b>
08/01/2019	12/31/9	999 1	NC01	NC01	4600	K	4610800000	100000005374		•
07/01/2007	07/31/2	2019 1	NC01	NC01	4600	K	4610000000	100000005374		<b>•</b>

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

📃 Displa	y Disp	lay l	Budg	get (	90	)18)									
🔉 🕼 i 🖬															
osition		203	30200	02130	Arc	thivist I									
lanning Status		Act	ive												
alidity		08/	/01/2	019	to	12/31/9	9999	68	Display o	hange infor					
Display Budget	01 S	60083	344 1												
Total Budgeted Am	ount 🌔	13,527	7.00		)		Action,	/Reason	Code	110					
Budgeted Amount	Pct.	CoCd	BusA	COAr	Re	Cost Ctr	Order		WBS Ele	ment	FMA	Fund	Functional Area	Grant	
43,527.00	100.00	NC01	4600	NC01	К 4	4610800000	1000000	05374			NC01	461230001	G0000000000000000001		
															-
												L 🎽	1	4 9	-

7. Click the **Back** dutton.



This system task is complete.

### **Change Record**

- 9/11/13 New file name, new format and screen captures Margaret Kendall and Dana Lyle
- 12/21/21 Updated format and assigned reference number Claire Ennis
- 10/3/22 Rewritten for accessibility, clarity and updated screen shots. Doug Genzlinger