

# Display/Change Cost Centers on Positions



**View Cost Center – PO13D or PPOSE**

**Change Cost Center – PO13**

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Cost centers are stored on positions and organizational units in SAP. Current Cost Center information on positions can be viewed through PPOSE or PO13D.


When creating or changing a position through the ePRB workflow, the default cost center for the organizational unit is applied to the position. *This cannot currently be changed through ePRB.* To change the cost center on a position, authorized users can use PO13 to modify the relationship for the cost center on a position.

Authorized employees with the roles below can view this information. Roles with listed in bold can also update this infotype:


- **HR Agency Budget Analyst**
- HR Liaison (1, 2 or 3)
- **HR OMB Cost Center Administrator**
- HR OMB Analyst
- HR Central Administrator
- HR Central Analyst

## **VIEW COST CENTER INFORMATION – PO13D**


Use these instructions display cost center information for a specific position.

1. Type PO13D into the Command field.
2. Click the Enter  button.

3. Enter the Position number.

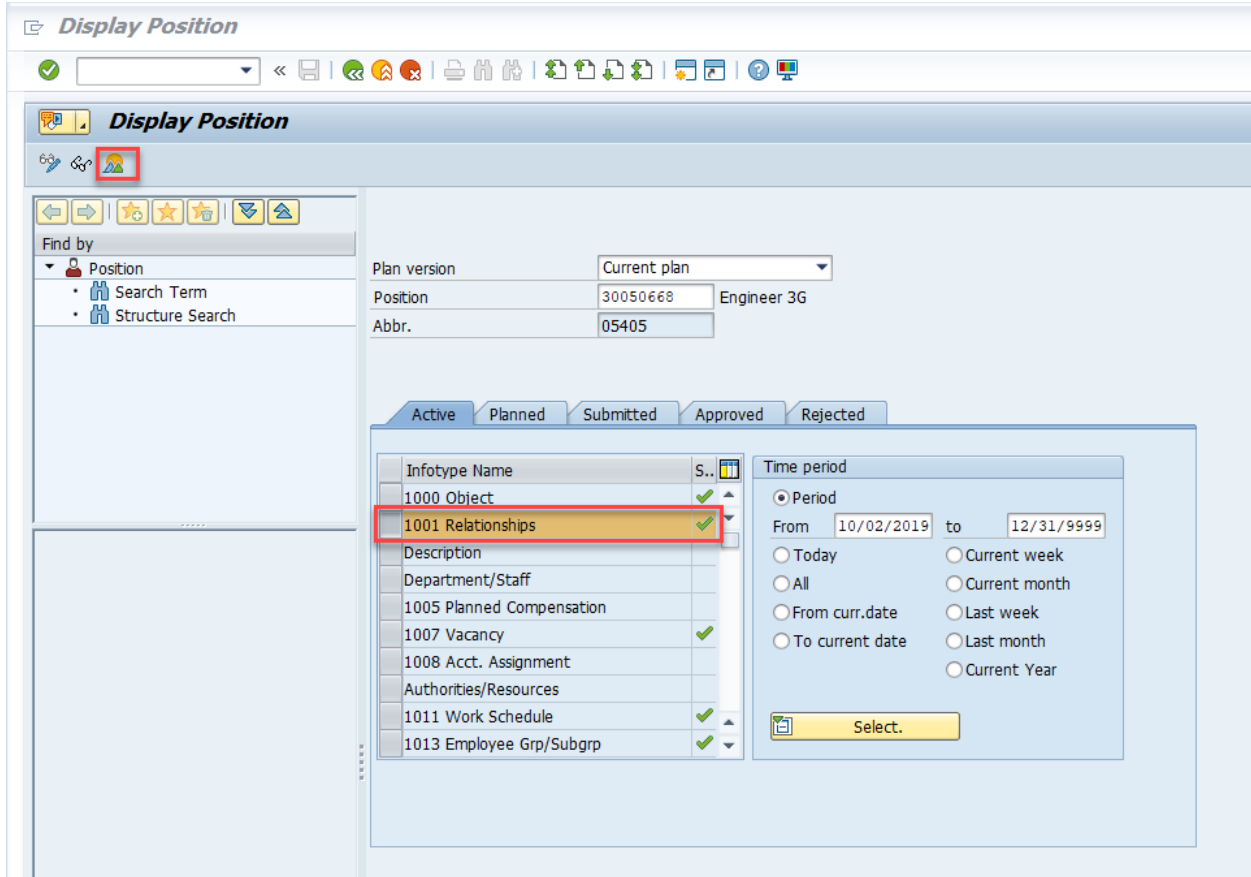
**NOTE:** If you need to look up the position number, click your cursor in the field and click on the matchcode search button  to the right of the field for search options.

4. Click the Enter  button.

5. Click the square in front of the 1001 Relationships button. 

**NOTE:** If a record exists, there will be a green check mark to the right of the infotype line.


6. To view the current Cost Center information for the position, click "Overview" .



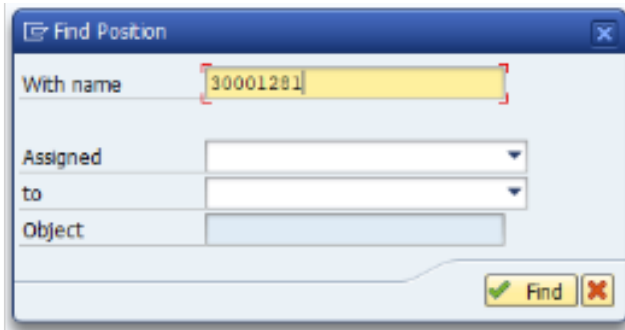
- View the displayed information. The A11 Cost Center relationship is displayed. In the example below, the position is charged to "1540035000."

Position	05405	Engineer 3G			
Planning Status	Active				
1001 Relationships					
Start	End	R.. Rel...	Relat.text	R.. Rel'd object...	Abbr.
07/22/2018	12/31/9999	A 003	Belongs to	O 10001011	DOERRLECS
09/01/2019	12/31/9999	A 008	Holder	P 00065060	Test
05/31/2015	12/31/9999	A 011	Cost cente	K 1540035000...	DISPOSAL OPE
01/02/2014	12/31/9999	A Z15	Is Funded	01 50069026	Funded
01/02/2014	12/31/9999	A Z16	Belongs To	02 50069040	Non Union-G
01/02/2014	12/31/9999	B 007	Is describ	C 20000835	05213G

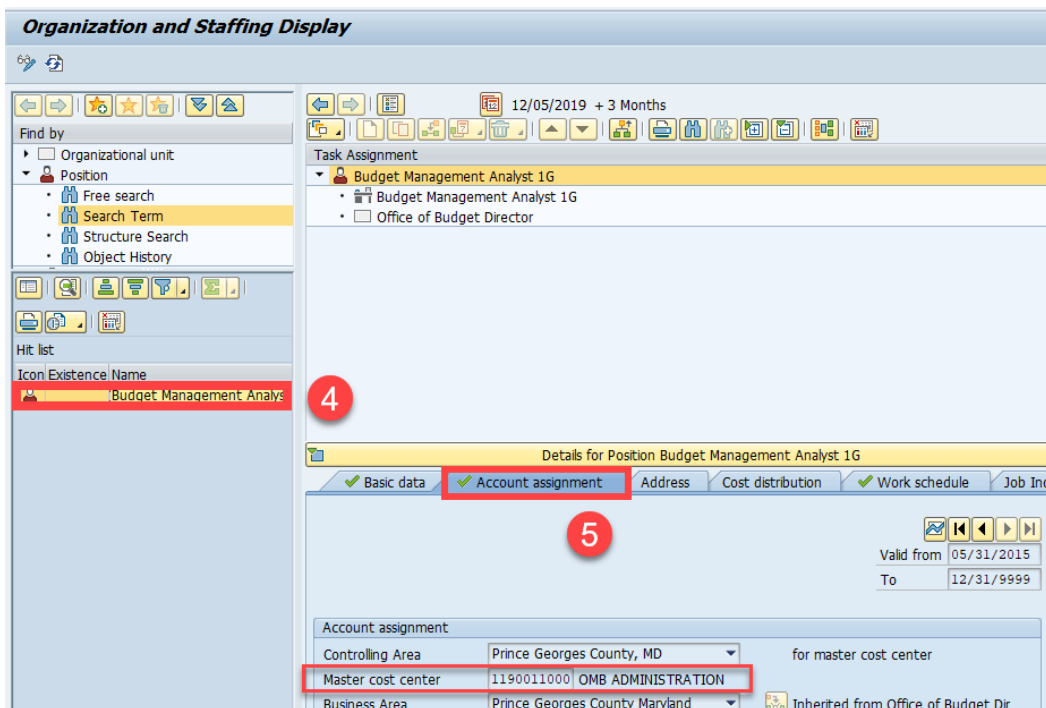
## VIEW COST CENTER INFORMATION – PPOSE (via Position)

1. Type PPOSE into the Command field.
2. Click the Enter  button.
3. Search for the position via Position

*If you know the position number, click on "Search Term" under "Position" and enter the position number in the "With Name" field and click "Find".*



4. Double-click on the position to display details.
5. Click on the "Account Assignment" tab.



**Organization and Staffing Display**

12/05/2019 + 3 Months

Task Assignment

- Budget Management Analyst 1G
  - Budget Management Analyst 1G
  - Office of Budget Director

Hit list

Icon Existence Name

**Budget Management Analyst** (4)

Details for Position Budget Management Analyst 1G


Basic data | **Account assignment** | Address | Cost distribution | Work schedule | Job Ind.

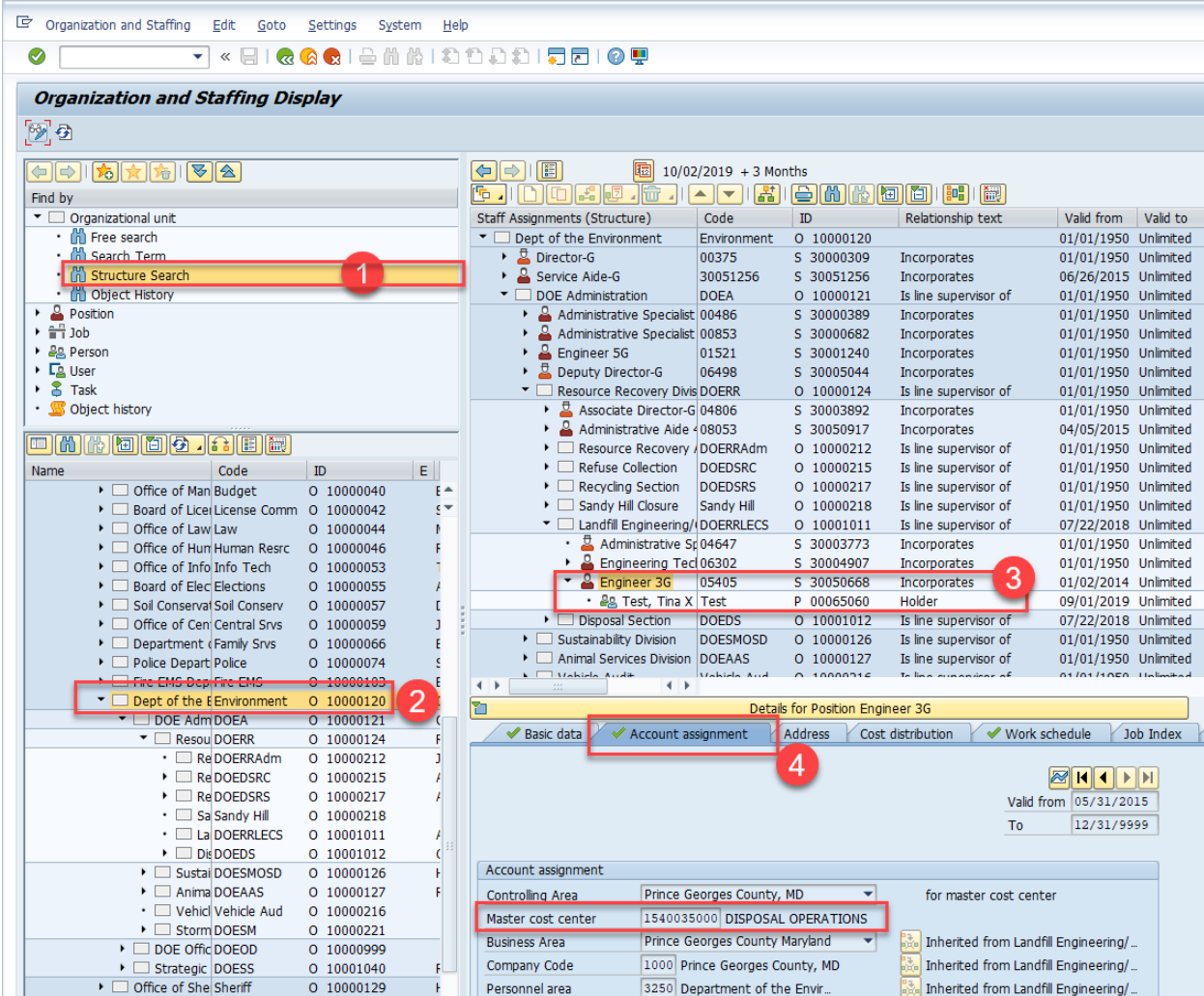
Valid from 05/31/2015  
To 12/31/9999

Account assignment

Controlling Area	Prince Georges County, MD	for master cost center
Master cost center	1190011000 OMB ADMINISTRATION	
Business Area	Prince Georges County Maryland	Inherited from Office of Budget Dir...

## VIEW COST CENTER INFORMATION – PPOSE (via Organizational Unit)

1. Type PPOSE into the Command field.
2. Click the Enter  button.
3. Search for the position via Organization Unit using the steps below.
  1. Use the structure search to view positions within each organizational unit.
  2. Double-click the organizational unit you want to search.
  3. Double-click the specific position you want to view.




The screenshot displays the 'Organization and Staffing Display' application. The interface is divided into several sections:


- Left Panel (Find by):** A tree view showing organizational units. The 'Structure Search' option is highlighted with a red box and a '1' (Step 1). The 'Dept of the Environment' unit is selected with a red box and a '2' (Step 2).
- Right Panel (Staff Assignments):** A table listing staff assignments. The 'Engineer 3G' position is highlighted with a red box and a '3' (Step 3).
- Bottom Panel (Details for Position Engineer 3G):** A tabbed interface showing account assignment details. The 'Account assignment' tab is selected with a red box and a '4' (Step 4). The 'Master cost center' field is highlighted with a red box, showing the value '1540035000 DISPOSAL OPERATIONS'.




Staff Assignments (Structure)	Code	ID	Relationship text	Valid from	Valid to
Dept of the Environment	Environment	O 10000120		01/01/1950	Unlimited
Director-G	00375	S 30000309	Incorporates	01/01/1950	Unlimited
Service Aide-G	30051256	S 30051256	Incorporates	06/26/2015	Unlimited
DOE Administration	DOEA	O 10000121	Is line supervisor of	01/01/1950	Unlimited
Administrative Specialist	00486	S 30000389	Incorporates	01/01/1950	Unlimited
Administrative Specialist	00853	S 30000682	Incorporates	01/01/1950	Unlimited
Engineer 5G	01521	S 30001240	Incorporates	01/01/1950	Unlimited
Deputy Director-G	06498	S 30005044	Incorporates	01/01/1950	Unlimited
Resource Recovery Divis	DOERR	O 10000124	Is line supervisor of	01/01/1950	Unlimited
Associate Director-G	04806	S 30003892	Incorporates	01/01/1950	Unlimited
Administrative Aide	08053	S 30050917	Incorporates	04/05/2015	Unlimited
Resource Recovery / DOERRAdm	DOERRAdm	O 10000212	Is line supervisor of	01/01/1950	Unlimited
Refuse Collection	DOEDSRC	O 10000215	Is line supervisor of	01/01/1950	Unlimited
Recycling Section	DOEDSRS	O 10000217	Is line supervisor of	01/01/1950	Unlimited
Sandy Hill Closure	Sandy Hill	O 10000218	Is line supervisor of	01/01/1950	Unlimited
Landfill Engineering/DOERRLECS	DOERRLECS	O 10001011	Is line supervisor of	07/22/2018	Unlimited
Administrative Sp	04647	S 30003773	Incorporates	01/01/1950	Unlimited
Engineer 3G	05405	S 30050668	Incorporates	01/02/2014	Unlimited
Test, Tina X	Test	P 00065060	Holder	09/01/2019	Unlimited
Disposal Section	DOEDS	O 10001012	Is line supervisor of	07/22/2018	Unlimited
Sustainability Division	DOESMOSD	O 10000126	Is line supervisor of	01/01/1950	Unlimited
Animal Services Division	DOEAAS	O 10000127	Is line supervisor of	01/01/1950	Unlimited
Vehicle Audit	DOEAAS	O 10000126	Is line supervisor of	01/01/1950	Unlimited

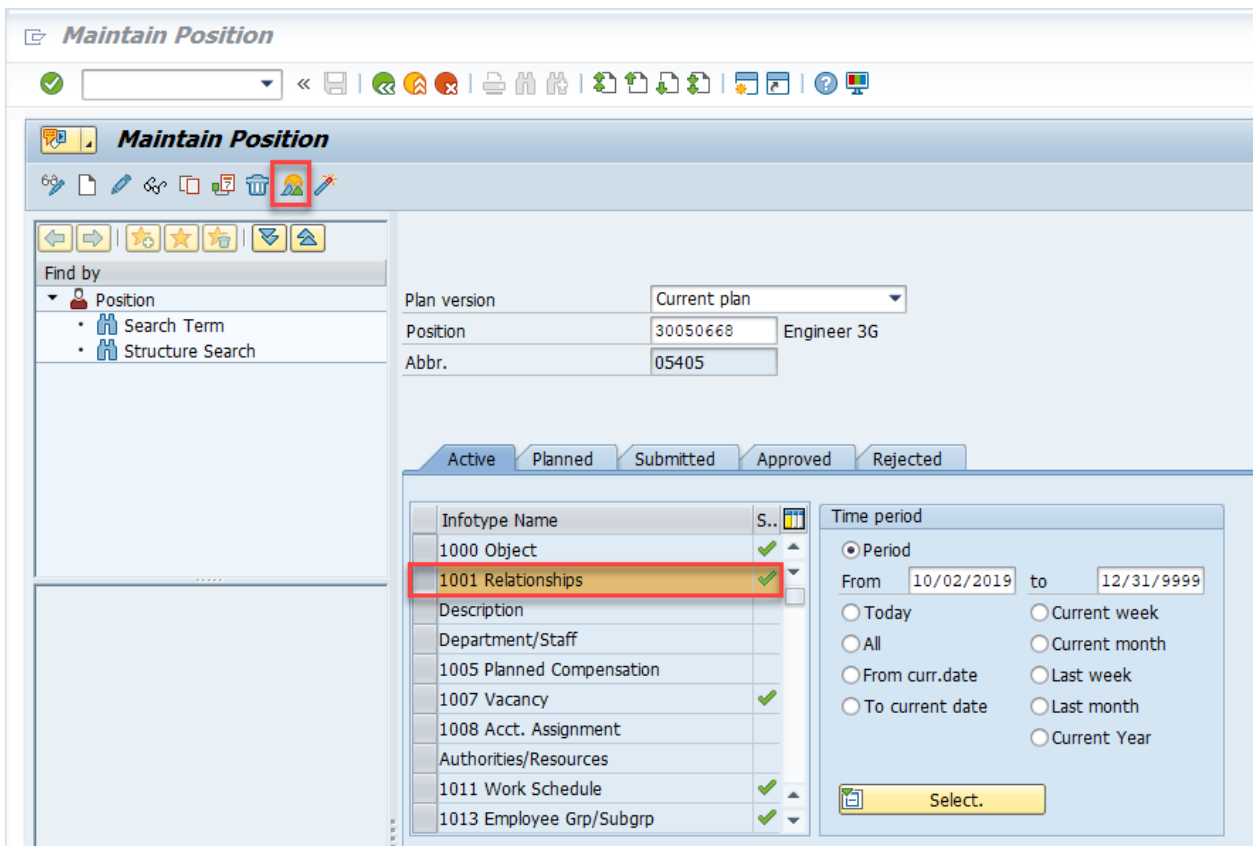
4. Click the "Account Assignment" tab to view the Cost Center information.

## CHANGE COST CENTER INFORMATION – PO13

1. Type PO13 into the Command field.
2. Click the Enter  button.
3. Enter the Position number.


**NOTE:** If you need to look up the position number, click in the field and click on the search button to the right  of the field for search options.

4. Click the Enter  button.
5. Click the square in front of the 1001 Relationships button. 
6. Click "Overview" to view the current Cost Center information for the position. 



The screenshot shows the 'Maintain Position' application window. The main area displays a list of relationships for a position. The '1001 Relationships' row is highlighted with a red box. To the right of the list is a 'Time period' section with radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select.' button is at the bottom of the time period section. The top toolbar contains various icons, including a search icon.

Infotype Name	S..
1000 Object	✓
1001 Relationships	✓
Description	
Department/Staff	
1005 Planned Compensation	
1007 Vacancy	✓
1008 Acct. Assignment	
Authorities/Resources	
1011 Work Schedule	✓
1013 Employee Grp/Subgrp	✓

7. Click the square next to the A 011 Cost Center Relationship to select it and Click "Copy." . Using "Copy" maintains the history of cost centers on the position, allowing you to easily see what previous cost center relationships were on the position.

List display with change 1001 Relationships

Position 05405 Engineer 3G  
 Planning Status Active

1001 Relationships

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.
07/22/2018	12/31/9999	A	003	Belongs to	O	10001011	DOERRLECS
09/01/2019	12/31/9999	A	008	Holder	P	00065060	Test
05/31/2015	12/31/9999	A	011	Cost centre	K	154003500...	DISPOSAL OPE

8. Enter the new cost center into the "ID of related object" field **AND change the "Valid from" date to the start date for the change.** If you make a retroactive change to this date, SAP will automatically move all compensation and fringe costs for the position back to this date.

The end date should remain 12/31/9999.

Position 05405 Engineer 3G  
 Planning Status Active  
 Valid from 05/31/2015 to 12/31/9999 [Change Information](#)

1001 Relationships

Relationship type/relationship A 011 Cost center assignment

Related Object

Type of related object Cost center  
 ID of related object 15400350001000  
 Abbreviation DISPOSAL OPE  
 Name DISPOSAL OPERATIONS

Priority

Record 3 of 6

9. Save the information and verify the change is correct.

Position	05405	Engineer 3G
Planning Status	Active	
Validity	09/30/2019	to 12/31/9999

Key fields for cost center	
Cost Center	1540045000 BULKY TRASH OPERATIONS
CO Area	1000 Prince Georges County, MD

- Click "Save" again and "Yes" to delimit the position at the end. (Delimiting the record means that you are stopping the previous cost center and starting a new one on the date you have indicated. In the example above, the old cost center is delimited on 9/29/2019 and the new one is effective on 9/30/2019.)

**Copy 1001 Relationships**

Position: 05405 Engineer 3G  
Planning Status: Active  
Validity: 09/30/2019 to 12/31/9999

Key fields for cost center  
Cost Center: 1540045000 BULKY TRASH OPERATIONS  
CO Area: 1000 Prince Georges County, MD

**1001Relationships Create**

Previous record will be delimited at end. Do you want to save?

Yes No Cancel

- The system may ask you to "Please check Basic Pay infotype (0008)". Review the data is correct and hit "Enter" to proceed through the notice.



**Create 0007 Planned Working Time**

Work schedule

Personnel No: 65060      Name: Test, Tina X  
 EE group: 1 Regular      Personnel ar: 3250      Department of the Environment  
 EE subgroup: 01 Permanent FT      Status: Active  
 Start: 09/30/2019      To: 12/31/9999

**Work schedule rule**

Work schedule rule: **FLEXIBLE** Flexible Stromberg  
 Time Mgmt status: 1 - Time evaluation of actual times  
 Working week: Working week Sunday  
 Part-time employee      Additional time ID:

**Working time**

Employment percent	100.00	<input type="checkbox"/> Dyn. daily work schedule	Min.	<input type="text"/>	Max.	<input type="text"/>
Daily working hours	8.00		Min.	<input type="text"/>	Max.	<input type="text"/>
Weekly working hours	40.00		Min.	<input type="text"/>	Max.	<input type="text"/>
Monthly working hrs	173.33		Min.	<input type="text"/>	Max.	<input type="text"/>
Annual working hours	2080.00		Min.	<input type="text"/>	Max.	<input type="text"/>
Weekly workdays	5.00					

**Attention: Please check Basic Pay infotype (0008)**

- A "Record Created" message should now appear at the bottom of the screen to indicate that the change was successfully saved.

**List display with change 1001 Relationships**

Position: 05405 Engineer 3G  
 Planning Status: Active

1001 Relationships

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
07/22/2018	12/31/9999	A	003	Belongs to	O	10001011	DOERRLECS	0.00
09/01/2019	12/31/9999	A	008	Holder	P	00065060	Test	100.00
09/30/2019	12/31/9999	A	011	Cost cente	K	154004500...	BULKY TRASH	0.00
01/02/2014	12/31/9999	A	Z15	Is Funded	01	50069026	Funded	0.00
01/02/2014	12/31/9999	A	Z16	Belongs To	02	50069040	Non Union-G	0.00
01/02/2014	12/31/9999	B	007	Is describ	C	20000835	05213G	100.00

Record created