**Update Position Funding**

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# PO13 – Update Cost Distribution

Is the fund one of the fields that needs to be updated? If yes, complement control infotype also needs updated (fund on 1018 and budget fund on 9104 need to match).

Is the effective date of the change prior to 7/1 of the current year? If yes, two records will need created:

1. Record for previous fiscal year: Start date = effective date from EPAR, end date = 6/30/xx. Characters 6 and 7 as of July 1, 2014 will be 00.
2. Current record: Start date = 7/1/xx, end date = 12/31/9999

|  |  |  |  |
| --- | --- | --- | --- |
| PO13 | Plan Version | Current Plan |  |
| Position | Enter position number  |  |
| Cost Distribution | Highlight Cost Distribution Infotype | Select copy  |

IT1018 – Cost Distribution

|  |  |  |  |
| --- | --- | --- | --- |
| 1018 – Cost Distribution | Start Date | Enter effective date of position funding change |  |
| Field updates | Update fields based on data provided on EPAR. | image001 image003 |

Updated February 10, 2016

# PO13 – Update Complement Control

|  |  |  |  |
| --- | --- | --- | --- |
| PO13 | Plan Version | Current Plan |  |
| Position | Enter position number  |  |
| Cost Distribution | Highlight Complement Control Infotype | Select copy  |

IT9104 - Complement Control

|  |  |  |  |
| --- | --- | --- | --- |
| 9104 - Complement Control | Start Date | Enter effective date of position funding change |  |
| Budget Fund | 10-digit code that defines fund within agency. **Must** be provided on PAR \* This value should match the fund on IT1018 | image001image003 |

**Remember if the position is filled you will also need to update the IT0027 on the employee side with the new funding.**