



Updated: 7/1/2014

During the life of Internal Orders (IOs), there might be a need to increase CO plans and budget allocations to allow additional commitments and actuals to post against the IO. The following are the steps to increase budget allocations to IOs:

1) Access KPF6 (Update Planned Amounts for Internal Orders); go to "Adjustment" layout (version "0"); and, fill in pertinent information.

Planning Cost Elements/Activity Inputs Change: Initial screen

<u></u> 2 6 6							
Layout	Z-401JC04 Adj - Cos	tElement					
Variables							
From Period		July					
To Period	12	June					
Fiscal Year	2014						
Order	808000056485	Def2537-SC iFace - SN - #2					
to							
or group							
Fund	010-3010	GF-NCLB:TIA. Basic Grts Low-Inc&Neglect					
Functional Area	1110-8100-75046	CE-NCLB T1 Schools					
to		CE HOLD IT CONTONS					
Functional Area Grn							
Cost Element							
to							
	COPLAN						
orgroup	COFLAN	FLANNING COST ELEMENT GROUP					
Entry							
Free	O Form-Based						

## 2) Select your entry method and click "Overview". Planning Cost Elements/Activity Inputs Change: Initial screen

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Layout	Z-401JC04 Adj - C	ost Element
Variables		
From Period	1	July
To Period	12	June
Fiscal Year	2014	
Order	808000056485	Def2537-SC iFace - SN - #2
to		
or group		
Fund	010-3010	GF-NCLB:TIA, Basic Grts Low-Inc&Neglect
Functional Area	1110-8100-7S046	CE-NCLB T1 Schools
to		
Functional Area Grp		
Cost Element		
to		
or group	COPLAN	PLANNING COST ELEMENT GROUP
Entry		
Free	○ Form-Based	







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 Increase amount in one or more cost elements so that the total is the amount you want the plan to increase to. Click "Save".

Planning Cost Elements/Activity Inputs Change: Overview screen

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🖉 🗠 🔍 🛍 📲 🛃 🛃 🖉 🔚 Line Items 📑								
Period	1	To 1	12					
Fiscal Year	2014							
Order	808000056485 Def2537-SC iFace - SN - #2							
Functional Area	Functional Area 1110-8100-7S046 CE-NCLB T1 Schools							
Fund	Fund 010-3010 GF-NCLB:TIA, Basic Grts Low-Inc&Neglect							
Cost Elem Text		Operational		Dist	Original	Budget	Opr/Orig Variance	Opr/Bu
430007 M&O-Job	Cost-Mat	2,00	0.00	1	0.00	83.33	2,000.00	
*Cost Elem Total		2,00	0.00		0.00	83.33	2,000.00	
				1				
				1				

4) Execute ZPIF\_RUN > ZCOEH1012 (Budget Planning Tool) to write the CO plan to FMa) In ZCOEH1012, populate the "additional selection" screen first.

Execute Object						
🚱 🔁 File Manager						
Interface ID Additional Selection						
Fiscal Year	2014					
Order	808000056485	to		\$		
Order Group						
WBS Element		to				
WBS element group						
Project Definition		to				
Commitment Item	430008		]			
Group by CO Objects						
O Group by Program						

b) Populate the "interface ID" tab noting the date you entered the change in CO plan; uncheck "Test Run"; and, hit "Enter".

Execute Object	
🕒 🔁 File Manager	
Interface ID Additional Selection	
Additional Selections	
Last Run Time	06:00:00
Last Run Date	09/19/2013
Nightly Job	
Execute Object	
Test Run	
Input File Options	
Interface ID	ZC0EH1012
O Presentation Server File	
Application Server File	
File Name	/interfaces/QR1/CO/outbound/ZCOEH1012/work/





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c) Click "Execute".

-	LICK EXECUL	е.						
	Execute Object							
ĺ	C File Manager							
	Interface ID	Additional Selection						
	Additional Selections							
	Last Run Time		06:00:00					
	Last Run Date		09/19/2013					
	Nightly Job							

d) Save the report by going to List>Save>Local File.

List Edit Goto System Help								
Ø		Create Session	Ctrl+N		10003   <b>6</b> 11	81   🛒 🎮	🔞 🖪	
Execute	Obje	En <u>d</u> Session User Profile Serv <u>i</u> ces Utilities( <u>M</u> )	> >	g 🗎	Display Error Log	👤 Display V	Varnings Log	n Display Audit Log
Program Name	: ZCOE	Lis <u>t</u>	•	Print	Ctrl+P			
1 SvsID/Client	: 0R1/	Services for Object		<u>F</u> ind	. Ctrl+F			
09/19/2013 User name: MESP, 15:55:47 SUCCESS LOG		My Objects	۲	Save	•	Office Fold	lers	
		Ow <u>n</u> Spool Requests O <u>w</u> n Jobs S <u>h</u> ort Message		Send	<u>R</u> eport Tree		e	
				List Header		Local File		
GM :		Status Log off						
Document#	Grant	Fund	Sponsored	C1ass	Sponsored Prog	Doc Typ	Order No	WBS
2000185260	110001	010-3010	430000		75046			
						JC	808000056485	
2000185261	110001	010-3010	430000		75046			
						JC	808000056485	

e) When the pop-up for file types comes up, choose "unconverted" then select a file name and location and save

🖙 Save list in file	$\times$	
In which format should the list be saved ?		
O Spreadsheet		If there are any errors that come up, have
O Rich text format		those resolved and then re-process
O HTML Format		7СОЕЦ1012
O In the clipboard		2CUEN1012.
<ul><li>✓ ×</li></ul>		

For additional Costing literature, please click the links below to visit:

The BTS Help Zone

The BASE Training Center