

Position – Display Relationship (1001)

- Purpose** Use this procedure to view a position’s relationship information.
- Trigger** Perform this procedure when viewing a position’s Relationship (1001) infotype.
- Prerequisites**
- The position exists.
- End User Roles** In order to perform this transaction you must be assigned the following role:
Organizational Management Processor, Personnel Administration Processor

Change History	
Date	Change Description
7/14/2011	New procedure created.

Menu Path Human Resources → Organizational Management → Expert Mode → Personnel Administration Inquirer, Payroll Inquirer, Organizational Management Inquirer

Transaction Code PO13D

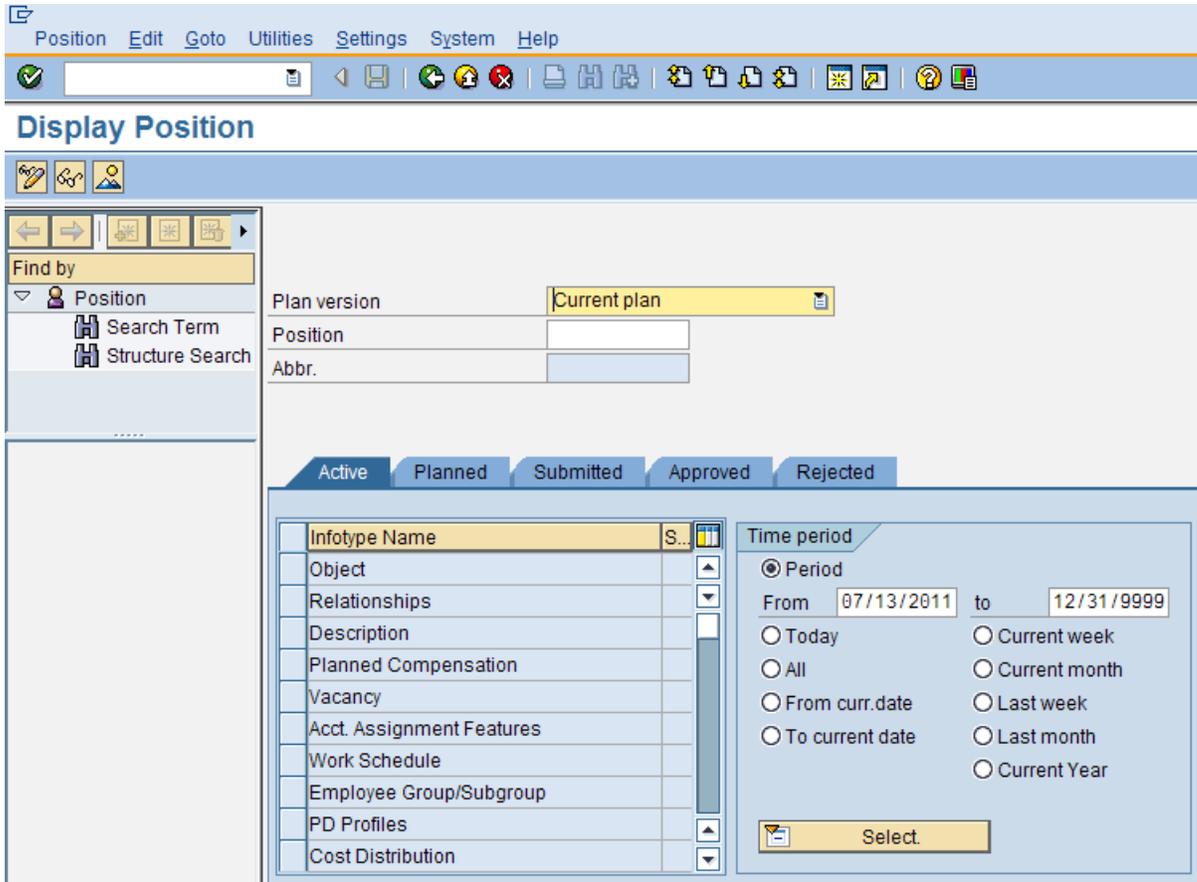
Helpful Hints	When viewing a position’s relationship, it’s important to understand the different type of Object Types to assist in identifying its relationships.	
	Object Type	Object Type Text / Description
	S	Position – is held by an employee and reflects their duties and responsibilities.
	P	Person – is an employee of the agency.
	O	Organizational Unit – represents the departments, regions, divisions, units, etc. within an agency.
	C	Job Classification – general task of similar purpose and knowledge requirements.
	K	Cost Center – represents a defined location of cost incurrence.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

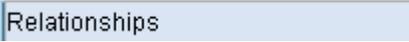
Procedure

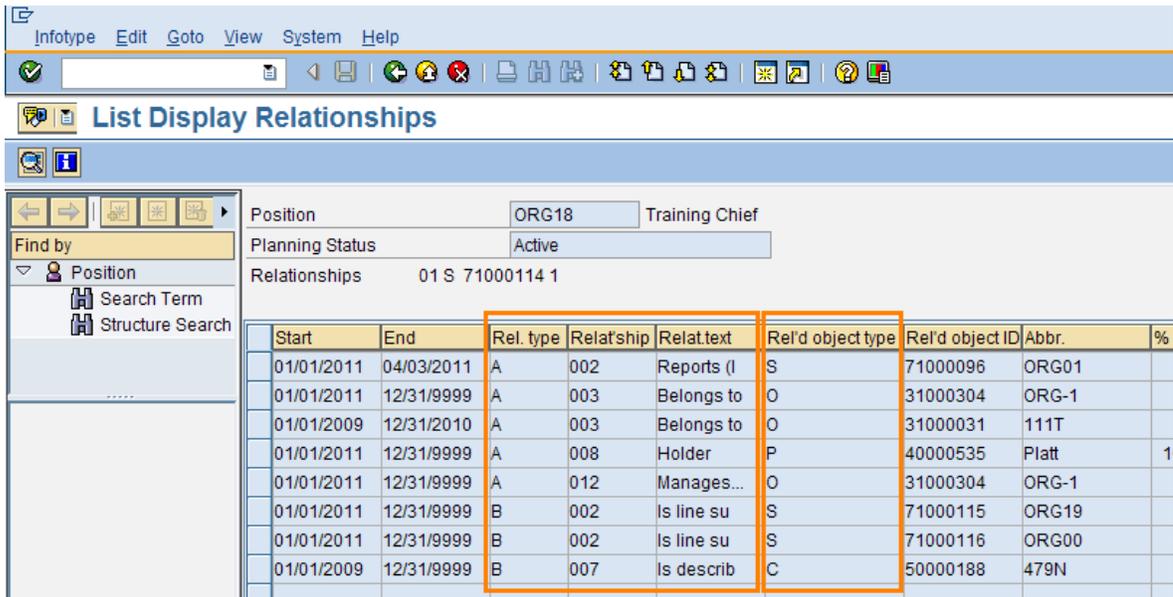
1. Start the transaction using the above menu path or transaction code **PO13D**.



2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Position	R	This is a specific and concrete description of the responsibilities that one individual fulfills in an organization. Each employee in HRMS is assigned to a position, which contains information about where the employee fits in the organization. Example: 71000114

3. Click  (Enter) to validate the information.
4. Click  to select.
5. In the Time period area, click  to select.
6. Click  (Overview) for an overview of all actions associated with the Relationships infotype.



The screenshot shows the SAP 'List Display Relationships' interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays the following information:

- Position: ORG18 Training Chief
- Planning Status: Active
- Relationships: 01 S 71000114 1

Start	End	Rel. type	Relationship	Relat.text	Rel'd object type	Rel'd object ID	Abbr.	%
01/01/2011	04/03/2011	A	002	Reports (I	S	71000096	ORG01	
01/01/2011	12/31/9999	A	003	Belongs to	O	31000304	ORG-1	
01/01/2009	12/31/2010	A	003	Belongs to	O	31000031	111T	
01/01/2011	12/31/9999	A	008	Holder	P	40000535	Platt	1
01/01/2011	12/31/9999	A	012	Manages...	O	31000304	ORG-1	
01/01/2011	12/31/9999	B	002	Is line su	S	71000115	ORG19	
01/01/2011	12/31/9999	B	002	Is line su	S	71000116	ORG00	
01/01/2009	12/31/9999	B	007	Is describ	C	50000188	479N	

 The relationship type and object type describes the type of relationship.

For example: A 012 – ‘Manages...’ indicates this position is the chief relationship, which is used for ESS Leave Reporting. The object type O represents the organizational unit.

7. Click  to select and to view the details of the record.

8. Click  (Display) to display the selected information.

 In the above screenshot, the *Valid from* identifies the effective date of the record and the *ID of related object* identifies the object details.

- You have completed this transaction.

Results
You have viewed a position’s relationship record.
Comments
None