

Maintain Organizational Unit to Organizational Unit Relationship

PO10

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/17/2004	A Farrell	Script standards

Purpose

Use this procedure to maintain the Organizational Unit to Organizational Unit relationship.

Trigger

Perform this procedure when a department, division, project, etc. (Organizational Unit) needs to report to a different Organizational Unit.

Prerequisites

- The parent Organizational Unit must exist.

Menu Path

- Human Resources → Organizational Management → Expert Mode → Organizational Unit

Transaction Code

PO10

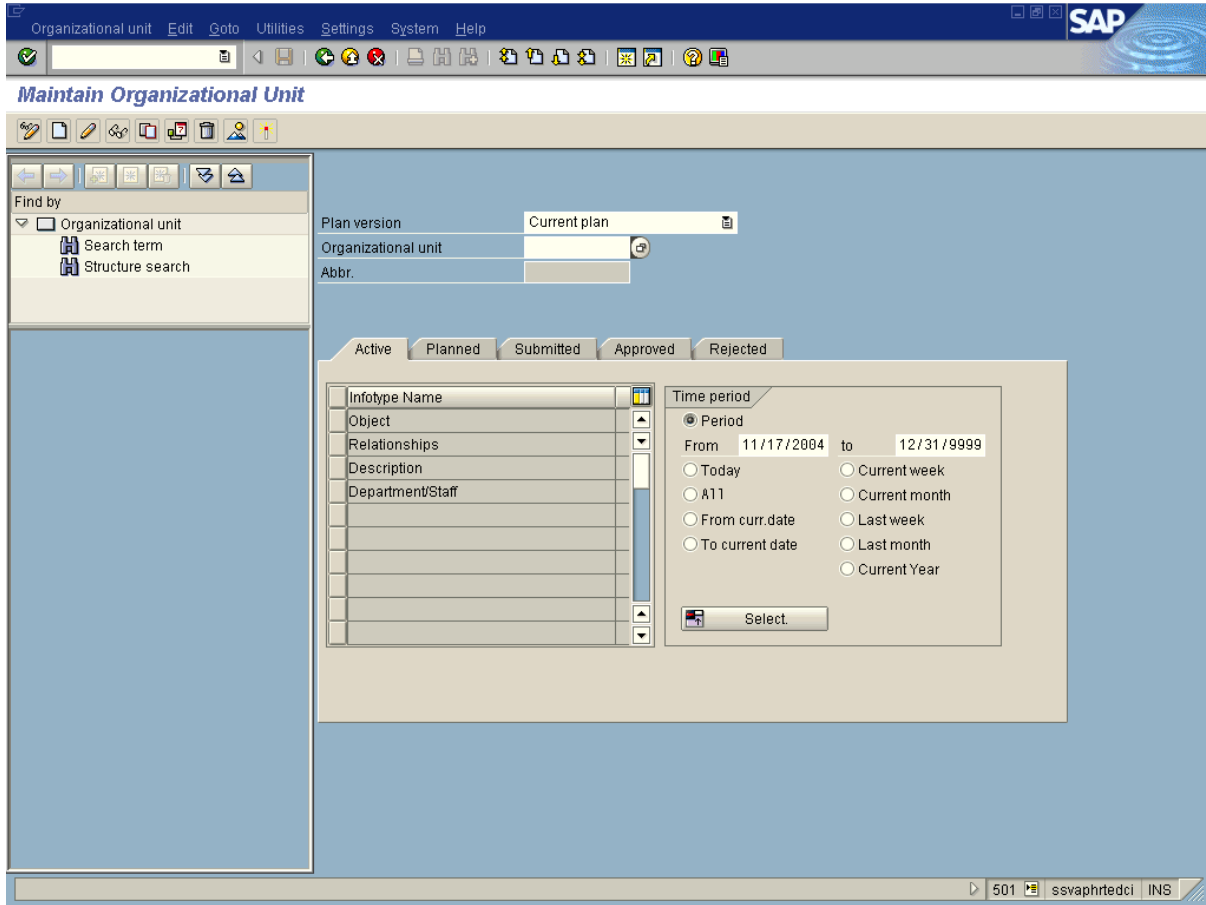
Helpful Hints

- The Organizational Management Processor and Organization Configuration Analyst will use this to maintain the Organizational Unit to Organizational Unit relationship.

Procedure

1. You have started the transaction using the menu path or transaction code.

Maintain Organizational Unit



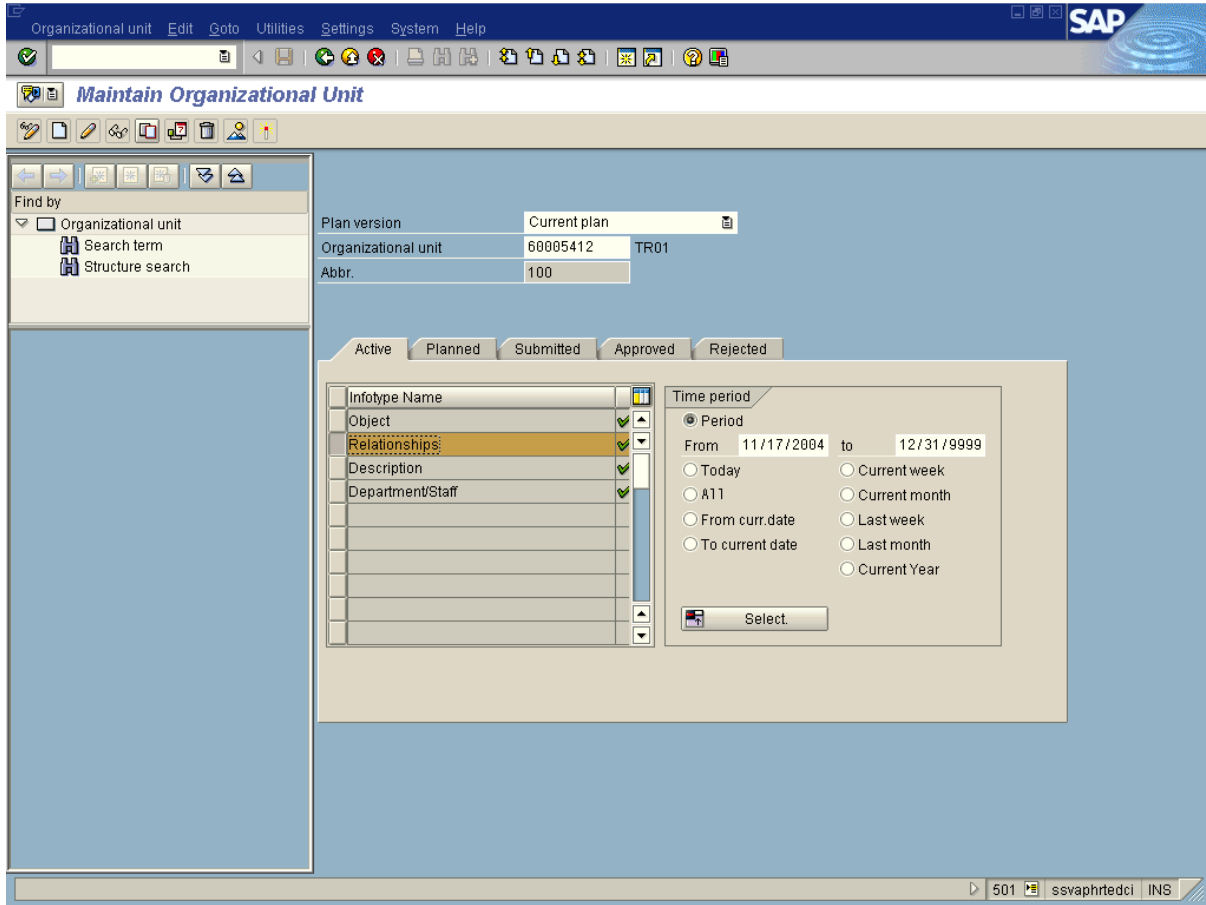
2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Organizational unit	R	It is an organizational grouping of employees which serves as functional units of an agency and defines organizational structure. Example: 60005412

3. Click .

4. Click .

Maintain Organizational Unit



5. Click  .

Copy Relationships

The screenshot shows the SAP 'Copy Relationships' dialog box. The main area contains the following fields and data:

- Organizational unit: 100 TR01
- Planning Status: Active
- Validity: 10/21/2004 to 12/31/9999
- Relationships: 01 O 60005412 1
- Relationship type/relationship: A 002 Reports (line) to
- Related object section:
 - Type of related object: Organizational unit
 - ID of related object: 60005412
 - Abbreviation: 2002
 - Name: HR
- Priority: []
- Status bar: Record 1 of 2

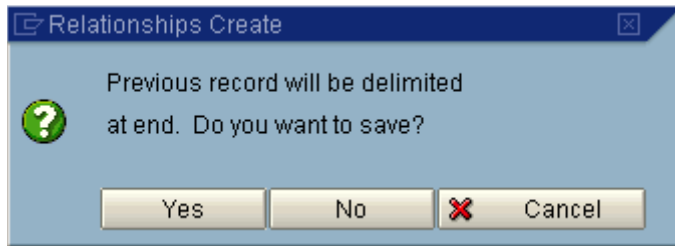
6. As required, complete/review the following fields:

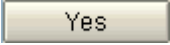
Field Name	R/O/C	Description
Validity	R	It is the date period during which a quota can be taken. The validity period is defined as beginning on the start date and ending on the end date. Example: 11/16/2004
Type of related object	R	It defines if the related object is an organizational unit, a job, or a position. Example: Organizational unit
ID of related object	R	This is the system-assigned number of an organizational object to which the original object is related. Example: 60005436

7. Click  .

8. Click  .

Relationships Create



9. Click  to delimit the old relationship and maintain the history of the infotype.



The system displays the message, "Record created"

10. You have completed this transaction.

Result

You have maintained the assignment of an Organizational Unit and maintained the history of the infotype.

Comments