

Acct. Assignment Features Infotype_Create and Maintain

PO13

Change History

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

Date	Name	Change Description
12/9	Farrell	Standards
12/20/05	Chylynn Hansel	Edits
8/1/2006	Chylynn Hansel	Edits
1/26/2007	Kelly Welsh	Edits

Purpose

Use this procedure to create or maintain the Account Assignment Features infotype.

Trigger

Perform this procedure if you have created a Position and create Account Assignment Features infotype has not been created or you need to update the infotype.

Prerequisites

- Position must exist.

Menu Path

- Human Resources → Organizational Management → Expert Mode → Position










Transaction Code

PO13

Date	Procedure Update Log
1/26/2007	Edits to icons, and field descriptions

Helpful Hints

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:

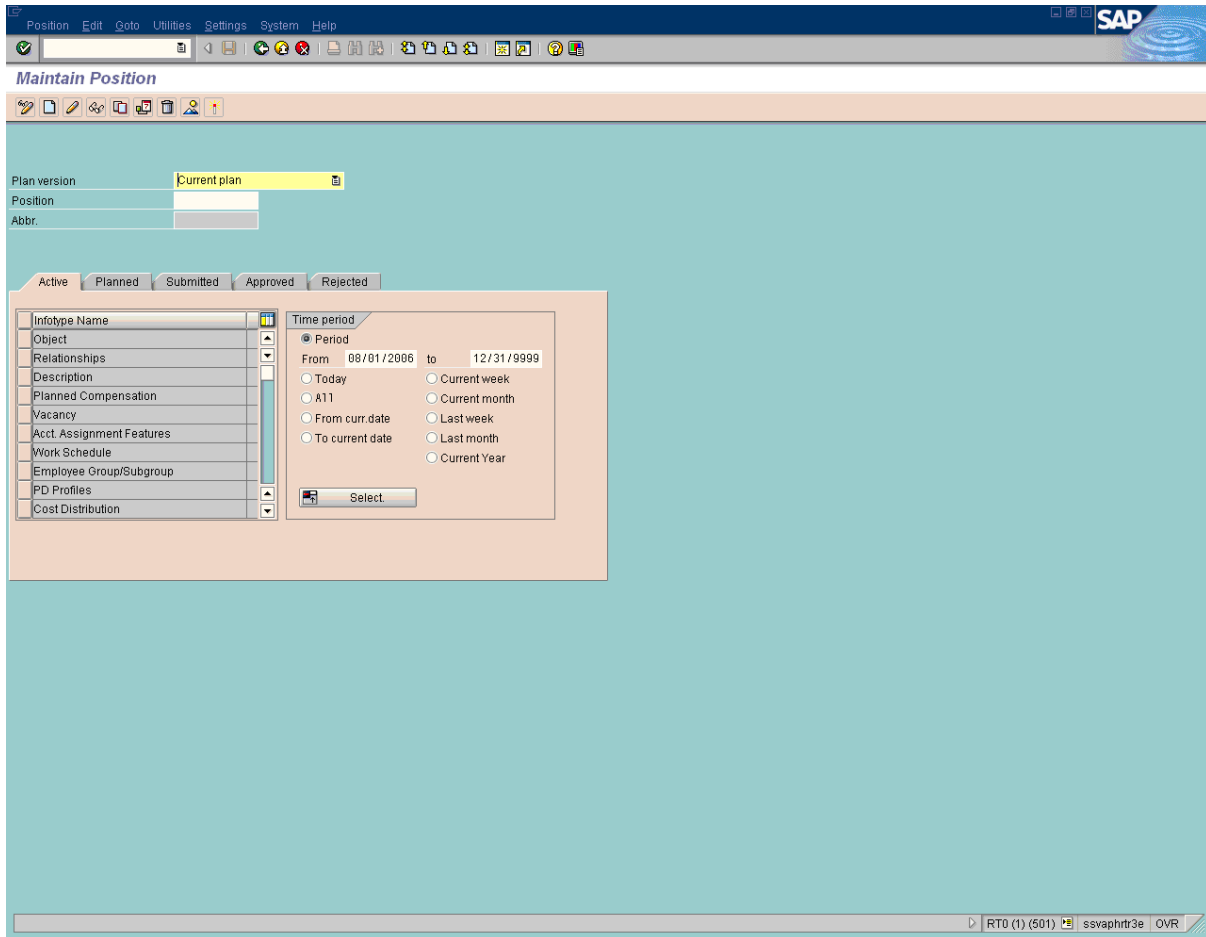
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter)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

State of Washington HRMS

Procedure


1. You have started the transaction using the menu path or transaction code **PO13**.

Maintain Position

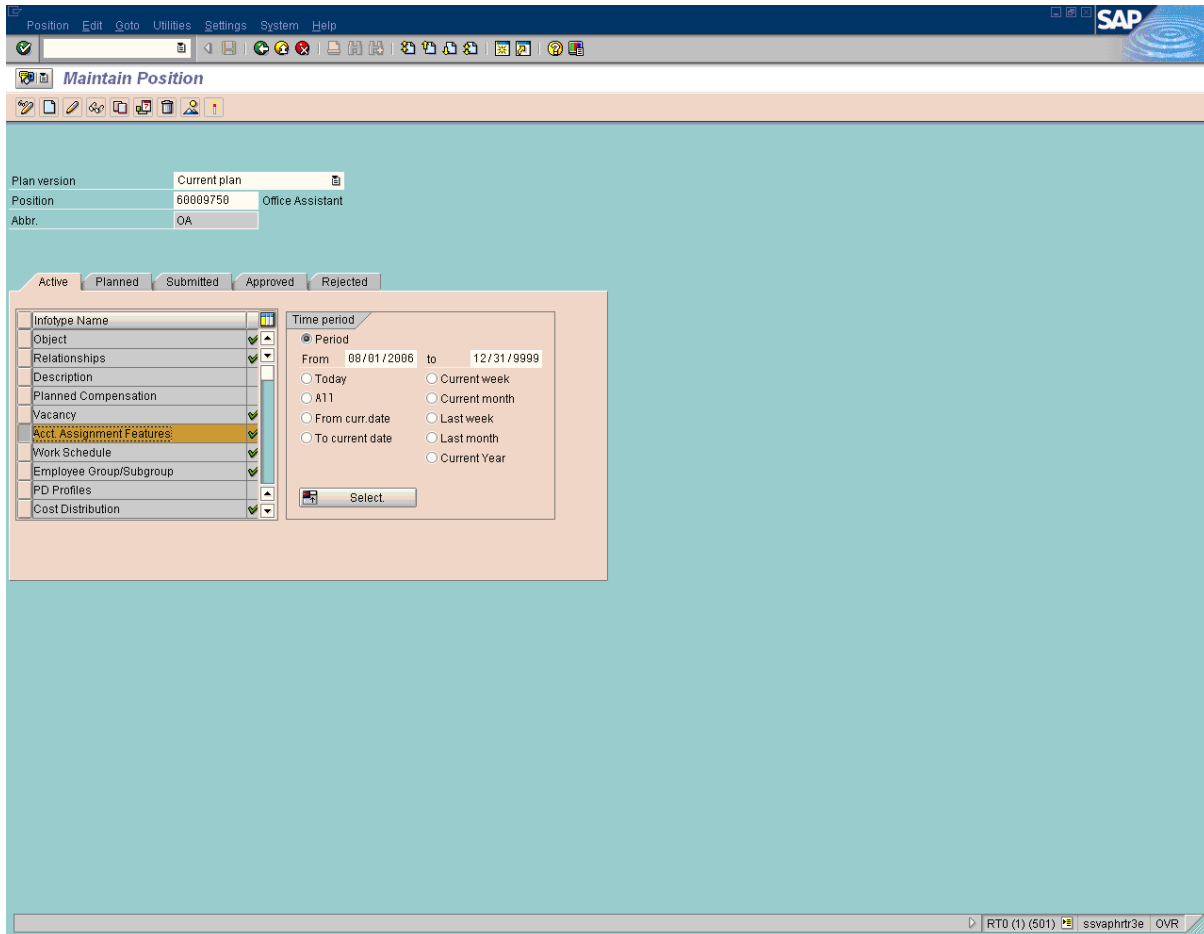


2. As required, complete/review the following fields:

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: Test Position

3. Click  (Enter) to validate the information.

Maintain Position





The screenshot shows the SAP 'Maintain Position' interface. At the top, there is a menu bar with 'Position', 'Edit', 'Quit', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays the following information:

- Plan version: Current plan
- Position: 60009750 Office Assistant
- Abbr.: OA

Below this information are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A pop-up window is open, showing a list of infotypes on the left and a 'Time period' selection area on the right. The 'Acct. Assignment Features' infotype is highlighted in the list. The 'Time period' section includes a 'Period' radio button, a date range 'From 08/01/2006 to 12/31/9999', and several other radio buttons for different time periods: Today, A11, From curr. date, To current date, Current week, Current month, Last week, Last month, and Current Year. A 'Select.' button is located at the bottom of the pop-up window.

4. Click  .

5. Click  (Create) to create a new position or Click  (Copy) to maintain an existing record.

Create Acct. Assignment Features


The screenshot shows the SAP 'Create Acct. Assignment Features' form. The fields are as follows:

- Position: OA Office Assistant
- Planning Status: Active
- Validity: 08/01/2006 to 12/31/9999 (with a 'Change Information' button)
- Acct. Assignment Features 01 S 60009750 1
- Company Code: WA01 STATE OF WASHINGTON
- Business Area: (empty)
- Personnel area: (empty)
- Pers. subarea: (empty)
- CO Area: WA01 Washington State
- Additional fields:
 - Budgeted:
 - Retirement Eligible:

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

Field Name	R/O/C	Description
Validity	R	The validity period is defined as beginning on the start date and ending on the end date. Example: 8/1/2006
Company Code	R	It is an organizational unit within financial accounting. It will be WA01 for all agencies. Example: WA01
Business Area	R	This is associated with each EIN. Example: Department of Personnel

Field Name	R/O/C	Description
Personnel Area	R	It is a specific agency or sub-agency in the State of Washington that is organized according to aspects of personnel, time management, and payroll. It divides the organization administratively. Example: 1110 Department of Personnel
Personnel Subarea	R	It is a sub-division of the personnel area which helps define pay scale structures and group employees for payroll and time processing rules. Example: 0001
Budgeted	C	This is an indicator assigned to a position to denote if the position has been included within the agency's budget. Example: X
Retirement Eligible	C	This field defines if the employee's position is eligible to receive retirement benefits. Example: X

7. Click  (Enter) to validate the information.


Create Acct.Assignment Features

Position: OA Office Assistant
Planning Status: Active
Validity: 08/01/2006 to 12/31/9999 [Change Information](#)

Acct. Assignment Features 01 S 60009750 1	
Company Code	WA01 STATE OF WASHINGTON
Business Area	Department of Personnel
Personnel area	1110 Dept of Personnel
Pers. subarea	0001 Non Represented
CO Area	WA01 Washington State

Additional fields

Budgeted	X
Retirement Eligible	X

8. Click  (Save) to save.
9. You have completed this transaction.

Result

You have associated a Created the Acct Assignment Features infotype.

Comments

None