

Org Unit Undelimit

Purpose Use this procedure to undelimit an organizational unit.

Trigger Perform this procedure when an organizational unit has been delimited inadvertently.

Prerequisites Organizational Unit has been delimited.

End User Roles In order to perform this transaction you must be assigned the following role:

- Organizational Management Processor

Change History	
Date	Change Description
4/6/2009	New procedure created

Menu Path Human Resources → Organizational Management → Expert Mode → Organizational Unit










Transaction Code PO10

Helpful Hints Consider these Helpful Hints when following this procedure:

- If the Organizational Unit has been delimited a few years ago, then proceed to create a new Organizational Unit.
- Always start with the Object infotype when undelimiting an object.
- Ensure all infotypes with a green check are updated.

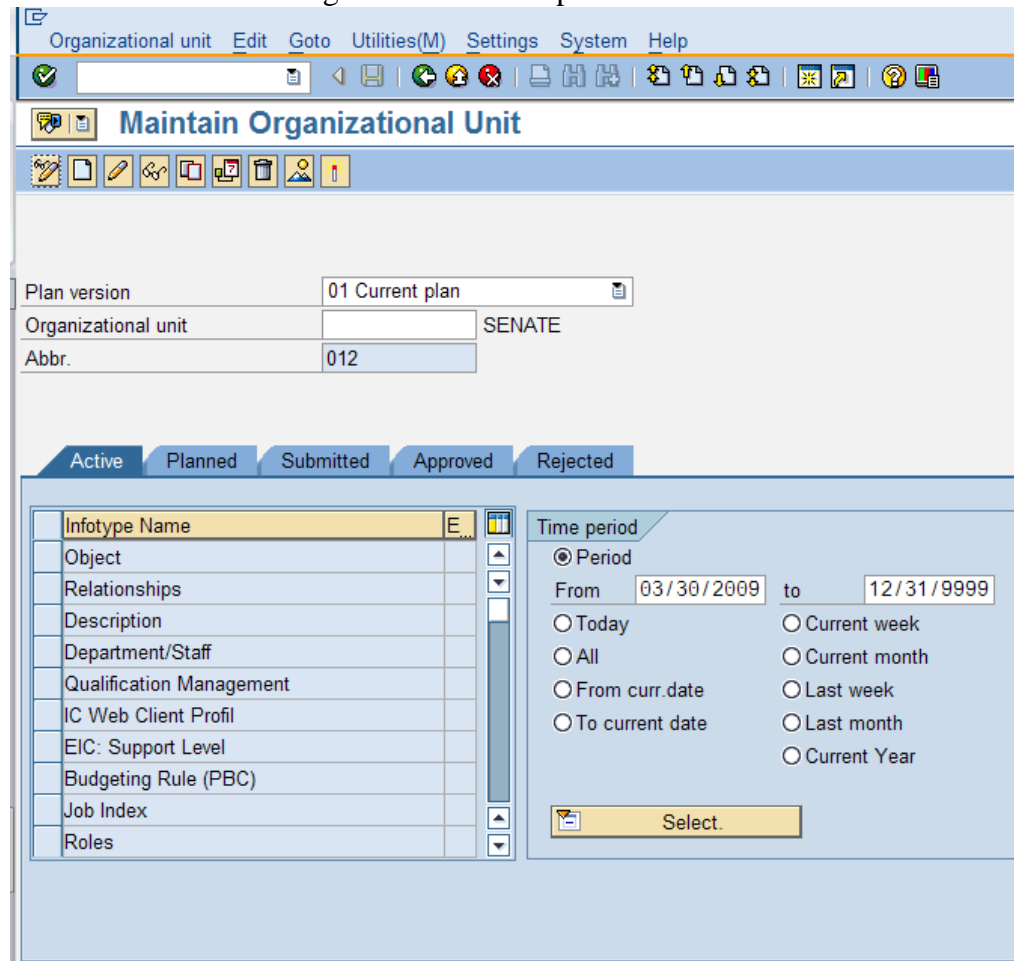
Types of Messages

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.


Procedure Follow the steps below to undelimit the organizational unit.

1. Start the transaction using the above menu path or transaction code **PO10**.




2.

Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Organizational Unit	R	<p>Represents the departments, regions, divisions, etc. within an Agency. Relationships between organizational units are used to determine the hierarchy within the organizational structure.</p> <p> State of Washington Organization Unit's object id number begins with a 3</p> <p>Example: 31000115</p>

3.

Click  (Enter) to validate the information.

Organizational unit Edit Goto Utilities(M) Settings System Help

Maintain Organizational Unit

Plan version 01 Current plan

Organizational unit 31000115 DELIMIT 00

Abbr. DEL00

Active Planned Submitted Approved Rejected

Infotype Name	E
Object	✓
Relationships	✓
Description	✓
Department/Staff	✓
Qualification Management	
IC Web Client Profil	
EIC: Support Level	
Budgeting Rule (PBC)	
Job Index	
Roles	

Time period

Period


From 04/08/2009 to 12/31/9999

Today Current week
 All Current month
 From curr. date Last week
 To current date Last month
 Current Year


Select.


4. In the area, click All to select.

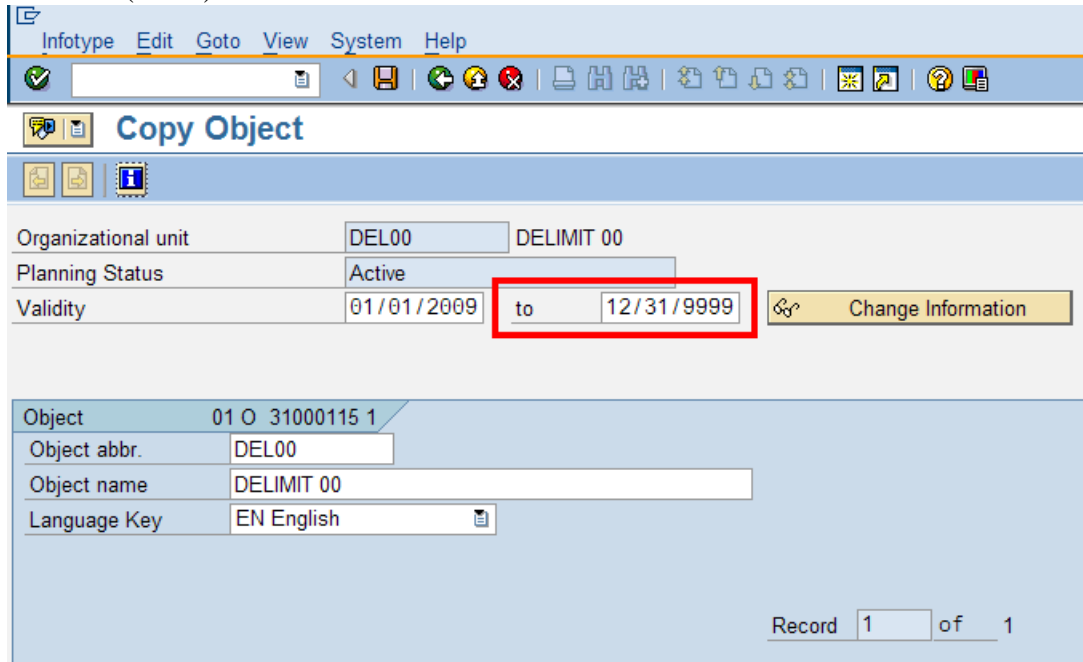
5. Click the box to the left of to select.


6. Click  (Copy) to copy and continue.

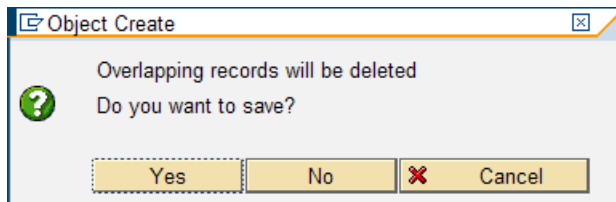
7. Complete the following fields:

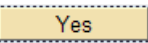
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	It specifies the end date of a record, transaction, or search.  The end date 12/31/9999 indicates the newest or recent record available. Example: 12/31/9999


8. Click  (Enter) to validate the information.




9. Click  (Save) to save.




10. Click  to continue.

11. Click the box to the left of  to select


12. Click  (Overview) for an overview of all actions associated with *Relationships* (1001).

Start	End	R	Rela	Relat.text	R	Rel'd object I	Abbr.	% Rate
01/01/2009	03/16/2009	A	002	Reports (l	O	30001137	195	0.00
01/01/2009	03/16/2009	A	011	Cost cente	K	1950000000W	DEFAULT AGEN	0.00


13. Click 


01/01/2009	03/16/2009	A	002	Reports (l	O	30001137	195	0.00
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 to select.

14. Click  (Change) to change the record.

15. Complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	<p>It specifies the end date of a record, transaction, or search.</p> <p> The end date 12/31/9999 indicates the newest or recent record available.</p> <p>Example: 12/31/9999</p>


16. Click  (Enter) to validate the information.

17. Click  (Save) to save.





Repeat steps 13-17 for the remaining relationships.

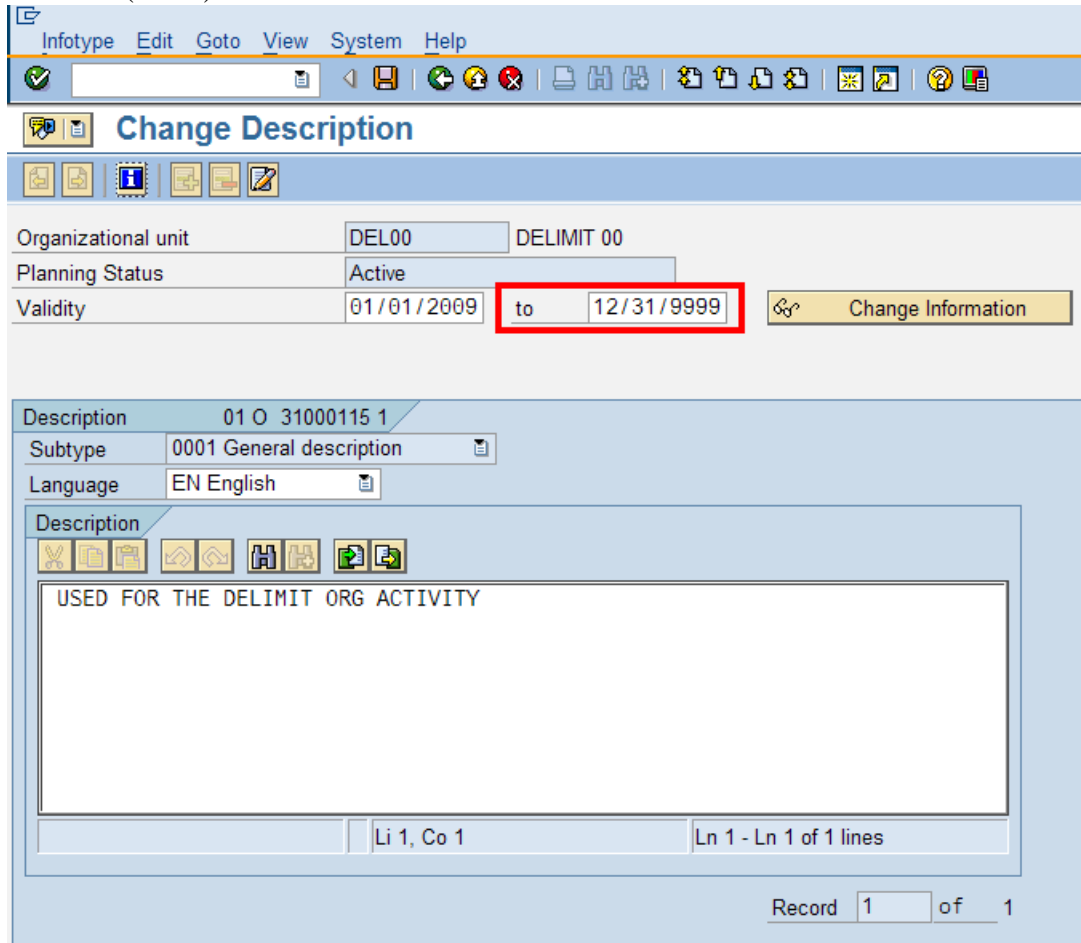
18. Click the box to the left of Description  to select.

19. Click  (Change) to change the record.















20. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	<p>It specifies the end date of a record, transaction, or search.</p> <p> The end date 12/31/9999 indicates the newest or recent record available.</p> <p>Example: 12/31/9999</p>






21. Click  (Enter) to validate the information.






Infotype Edit Goto View System Help







             

Change Description

Organizational unit DEL00 DELIMIT 00
Planning Status Active
Validity 01/01/2009 to 12/31/9999  Change Information

Description 01 O 31000115 1
Subtype 0001 General description 
Language EN English 

Description      


USED FOR THE DELIMIT ORG ACTIVITY

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines


Record 1 of 1


22. Click  (Save) to save.


23. Click the box to the left of  to select.

24. Click  (Change) to change the record.

25. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
To	R	<p>It specifies the end date of a record, transaction, or search.</p> <p> The end date 12/31/9999 indicates the newest or recent record available.</p> <p>Example: 12/31/9999</p>

26. Click  (Enter) to validate the information.

-
27. Click  (Save) to save.
 28. You have completed this transaction
-

Results You have undelimited an organizational unit.
