Position to Management Type Assignment Relationship_Create and Maintain

PO13

Change History

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

Date	Name	Change Description
08/01/2006	Chylynn Hansel/Nadine Cummings	Created

Purpose

Use this procedure to set up and maintain the Position to Management Type assignments.

Trigger

Perform this procedure when assigning Management Types to Positions.

Prerequisites

- A management position has been established.

Menu Path

Use the following menu path(s) to begin this transaction:

- Select Organizational Management ➔ Expert Mode ➔ Position to go to the Maintain Position screen.

Transaction Code

PO13

Helpful Hints

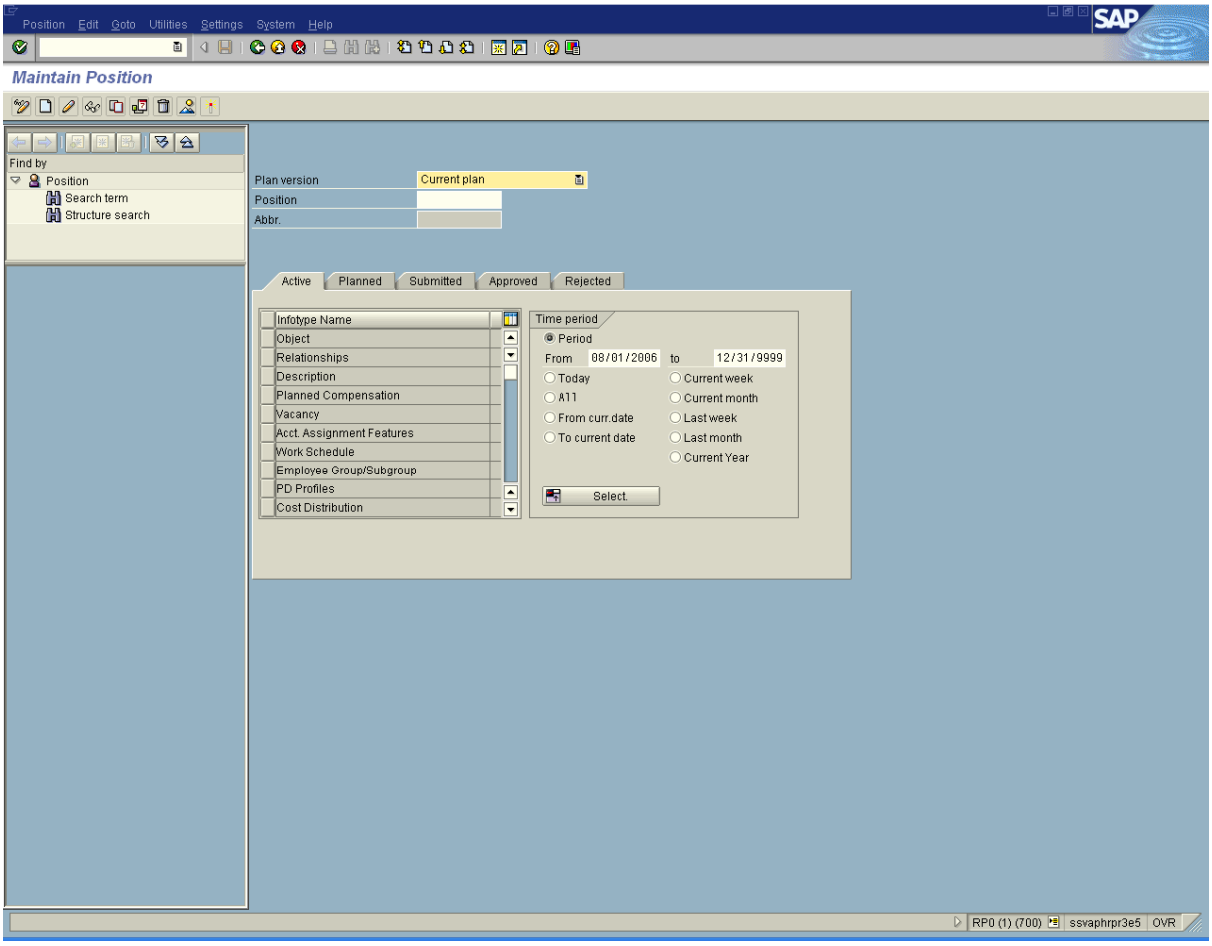
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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.

Procedure

1. Start the transaction using the menu path above or transaction code PO13.

Maintain Position



2. Complete the following fields:

Field Name	R/O/C	Description
Position	R	Position number to which Management Type should be assigned. **Example:** 70005817

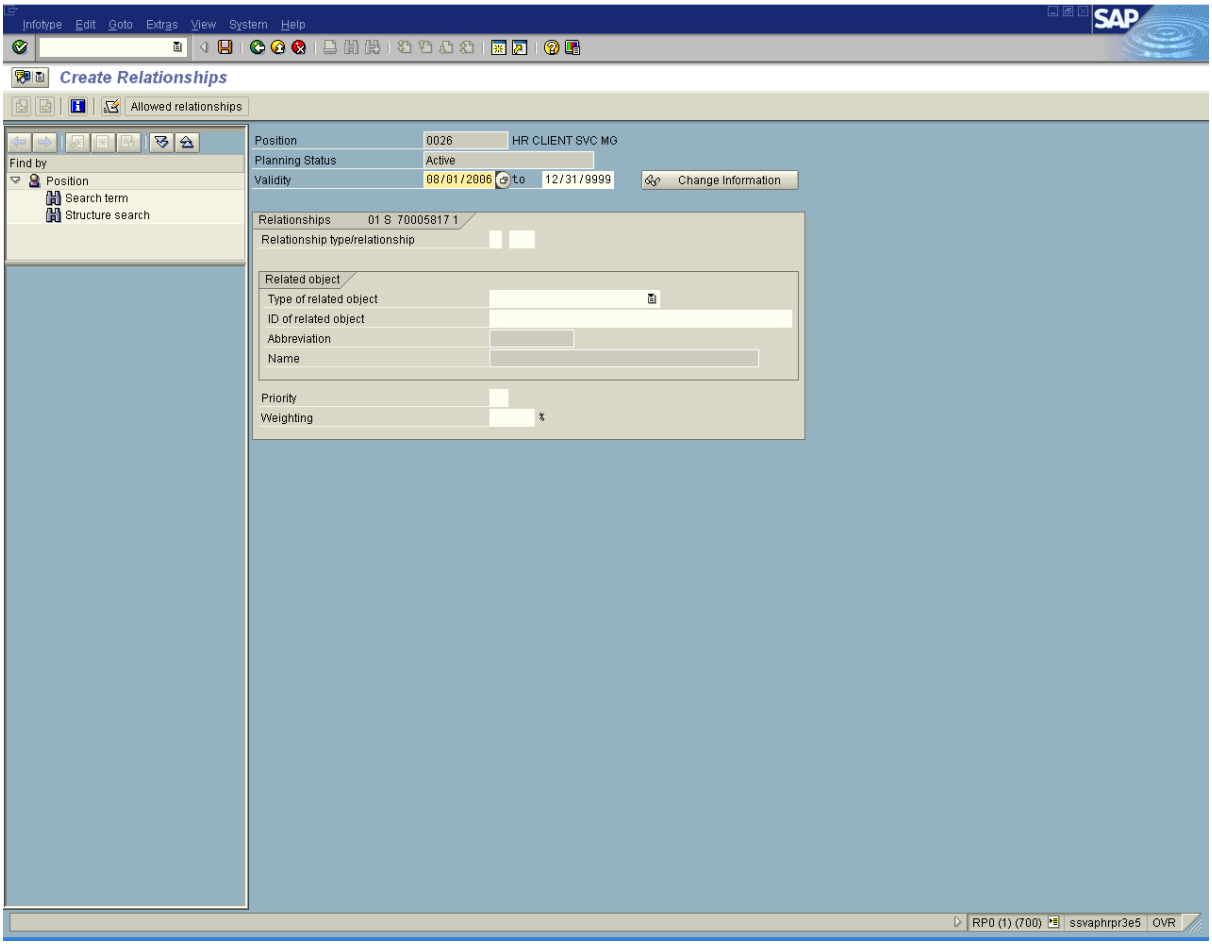
3. Click (Enter) to validate the information.

4. Click

.

5. Click (Create) a new record.

Create Relationships



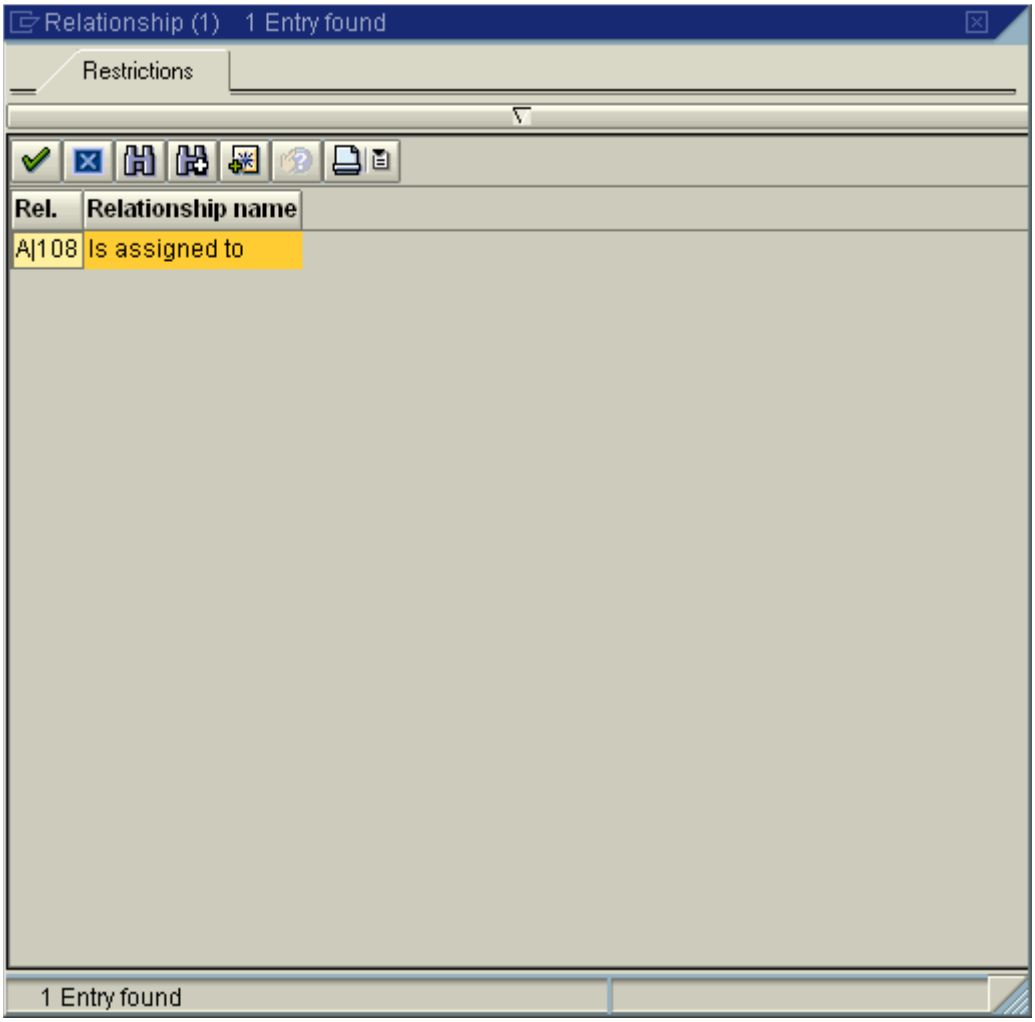
6. Complete the following fields:

Field Name	R/O/C	Description
Validity	R	Enter the date on which the Management Type becomes effective. **Example:** 9/1/2006
Type of related object	R	Enter the Type of related object. **Example:** Management Type

Field Name	R/O/C	Description
Relationship type/relationship	R	Enter the Relationship type/relationship. **Example:** A 108

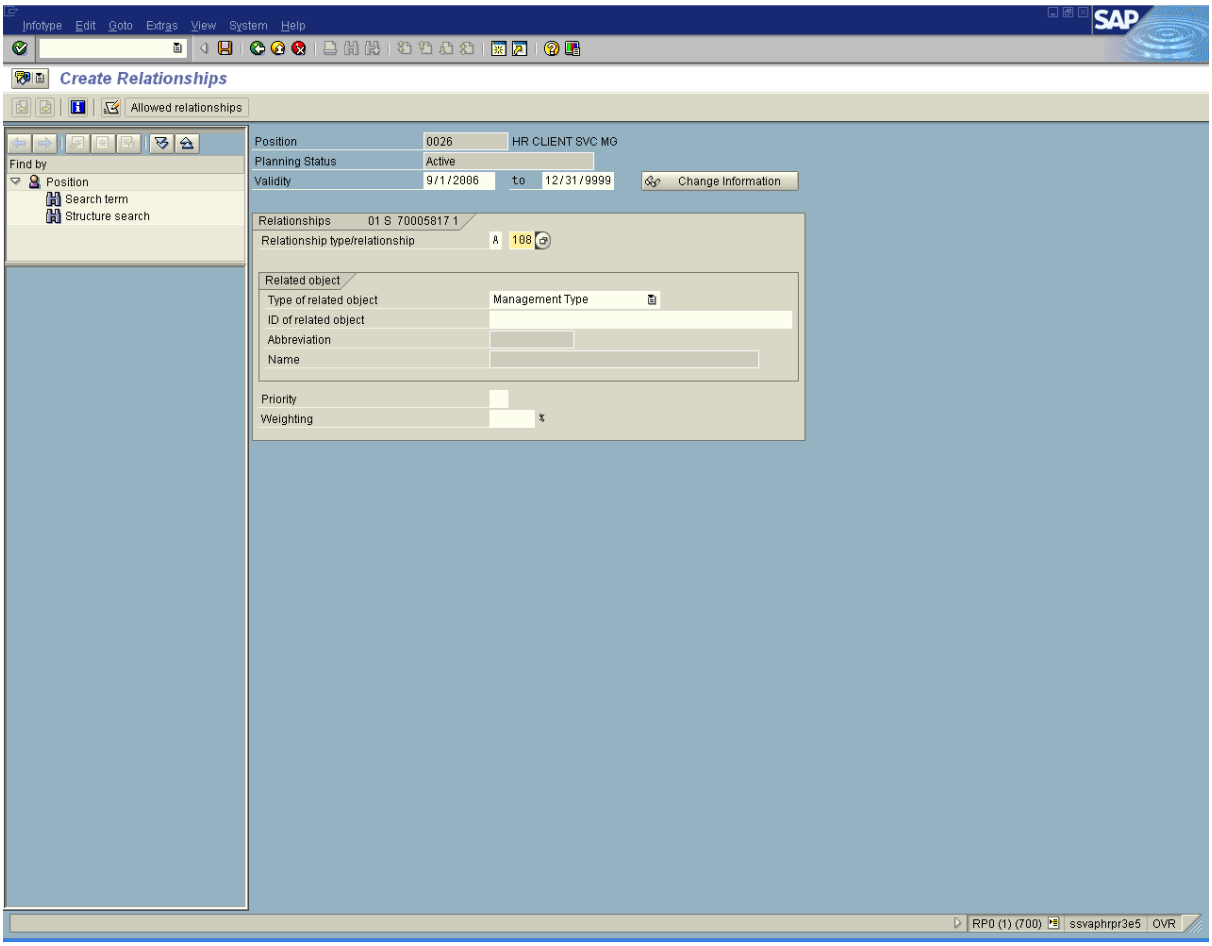
7. Click (Matchcode) to open the selection list.

Relationship (1) 1 Entry found



8. Double-click A|108 Is assigned to .

Create Relationships

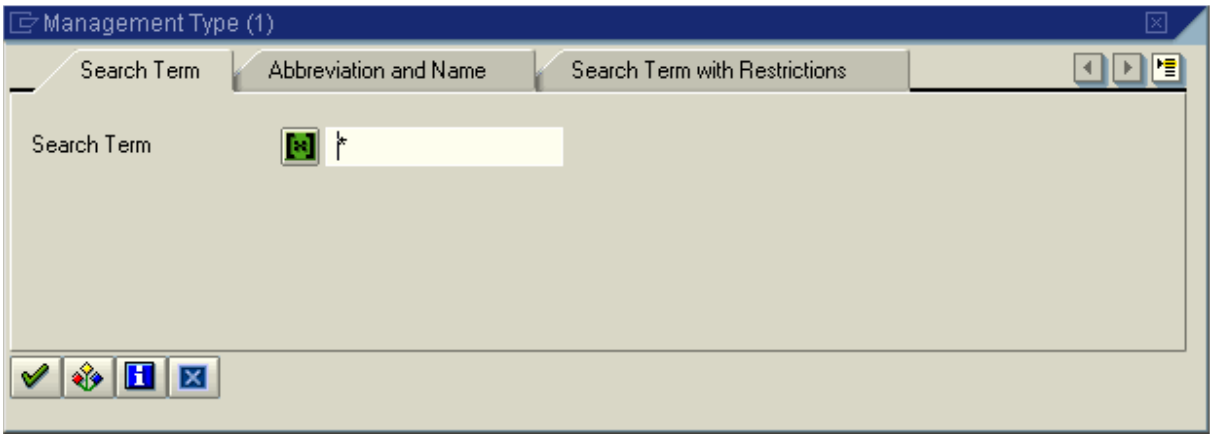


9. Complete the following fields:

Field Name	R/O/C	Description
ID of related object	R	Enter the ID of related object. **Example:** 80096312

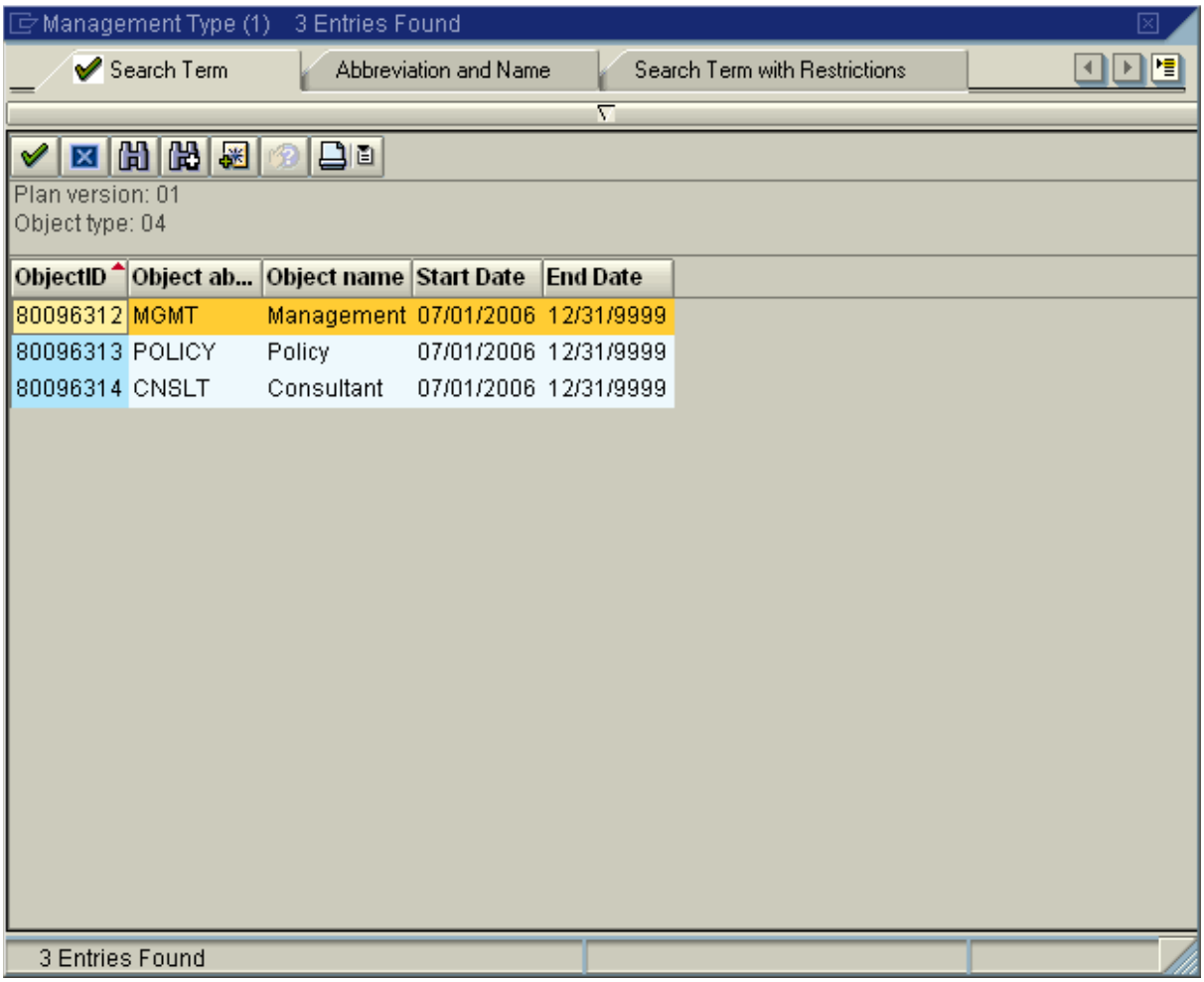
10. Click (Matchcode) to open the selection list.

Management Type (1)



11. Click (Copy) to accept.

Management Type (1) 3 Entries Found

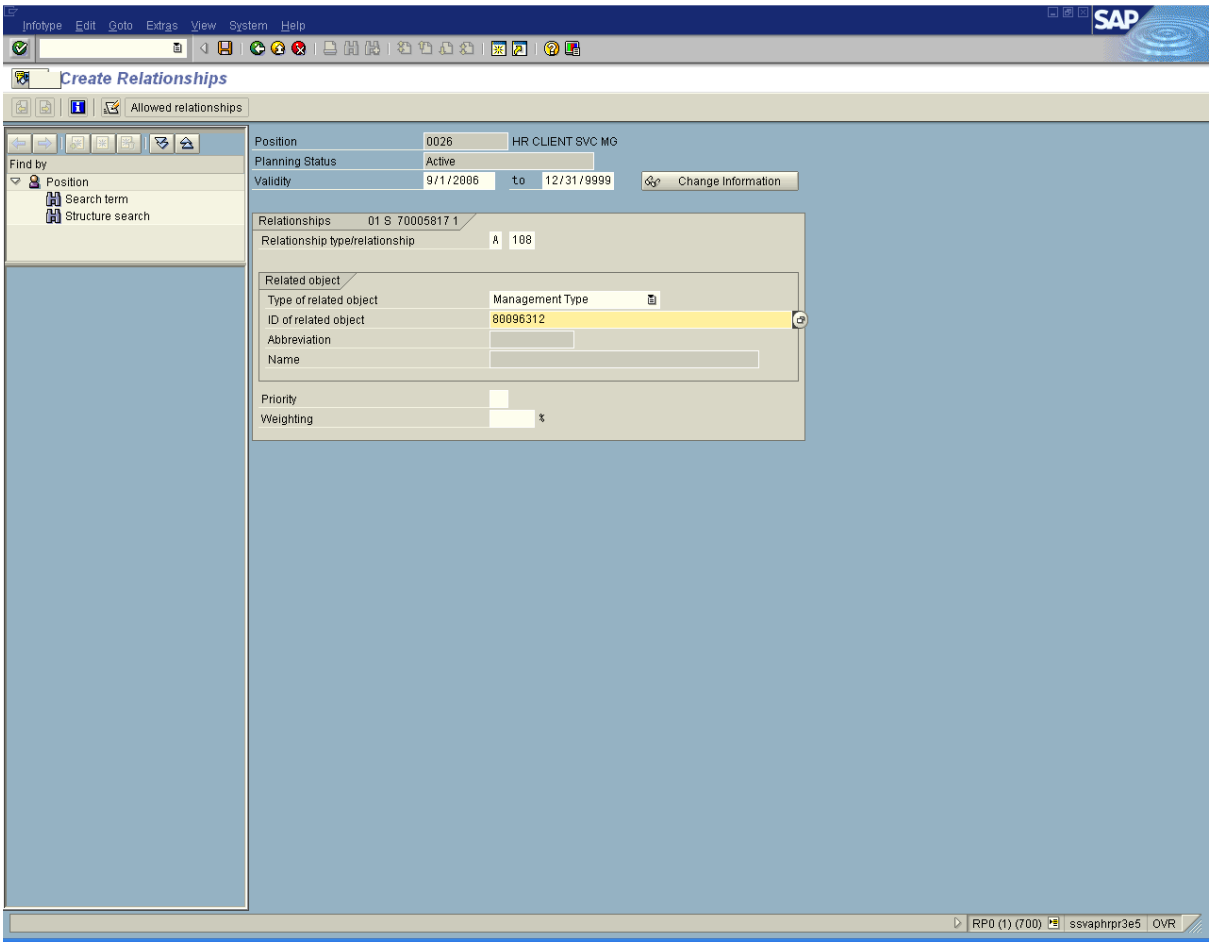


Select the appropriate Management type from the drop-down menu.

12. Click 80096312 MGMT Management 07/01/2006 12/31/9999 .

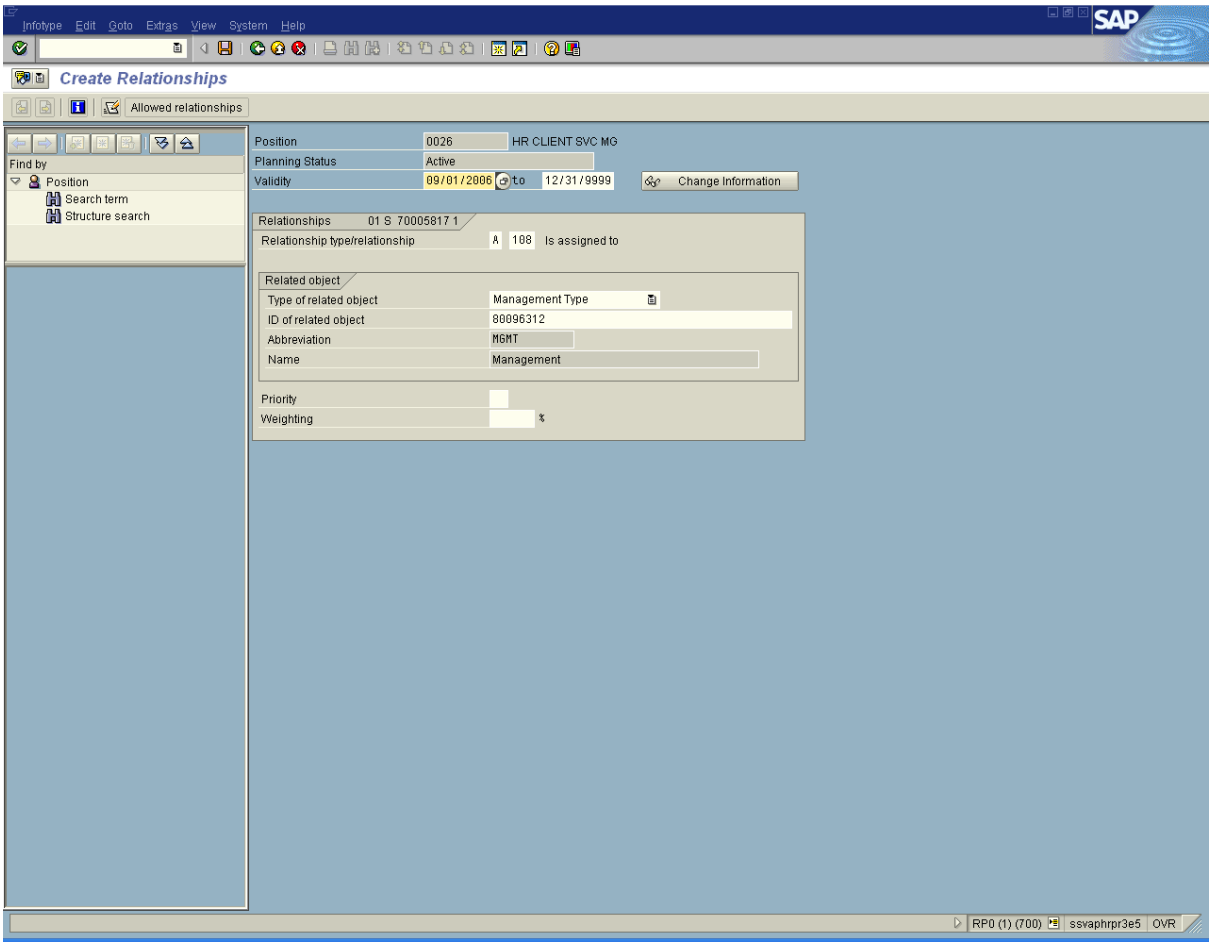
13. Click (Copy) to accept.

Create Relationships



14. Click (Enter).

Create Relationships



15. Click (Save) to save.

16. You have completed this transaction.

Result

You have assigned Management Type to Position.

Comments

None