



Project – SUGAM

User Manual Document

Process Name - HCM_OM HUMAN CAPITAL MANAGEMENT



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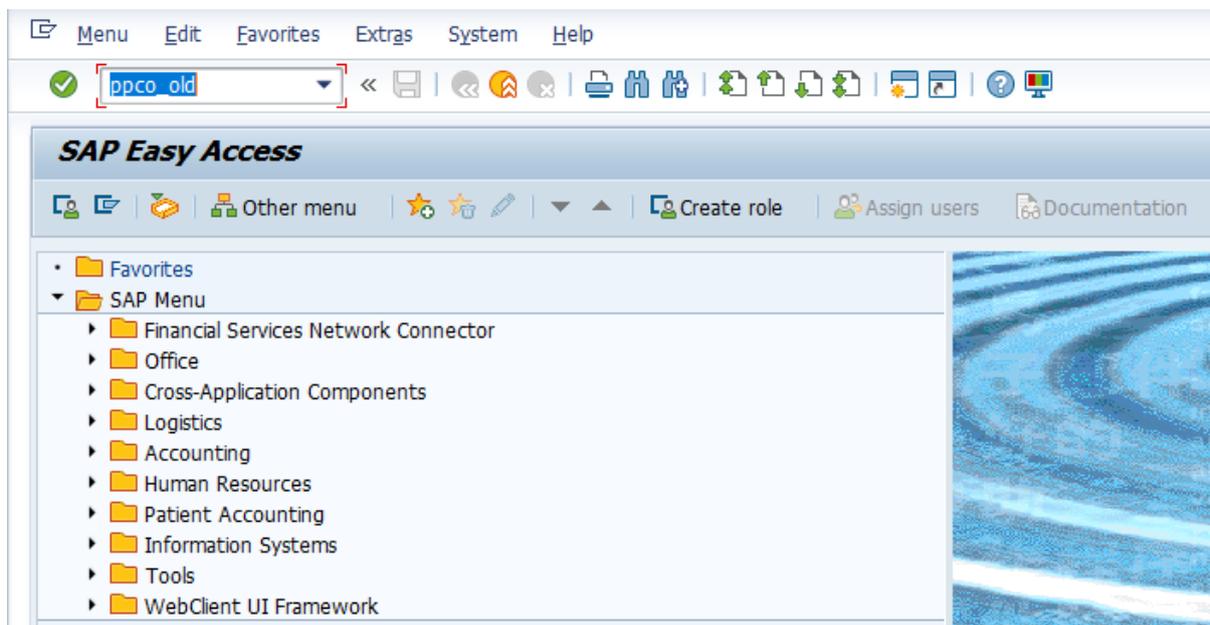
1. Creating Organizational Unit

Access Transaction:

To create the Organization structure. Enter transaction code PPOC_OLD or PO10

Procedure:

Press Enter.





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Then do the following steps.

- 1) Select the Object Infotype
- 2) Set the Period. I.e 'From' date is which date we want this object to be Appeared in the Organization structure and 'To' date is till which date we want this object to be appeared in Organization Structure.
- 3) Click on Create button.

Organizational plan Edit Goto Settings System Help

✓ [Dropdown] << [Icons]

Create Organizational Unit

Organizational unit Abbr. BSPTC

Name BSPTC Head Quarter PATNA

Validity period 11.01.2012 To 31.12.9999

View

- Overall view
- Human Resources view

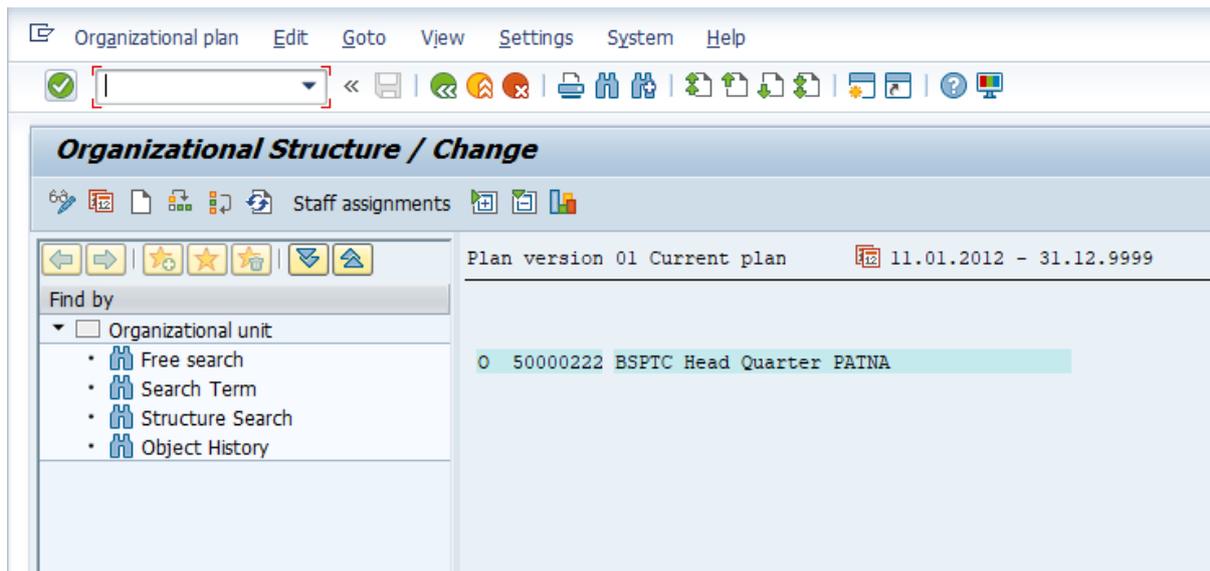
It will display the Organisational structure. Org unit 50000222



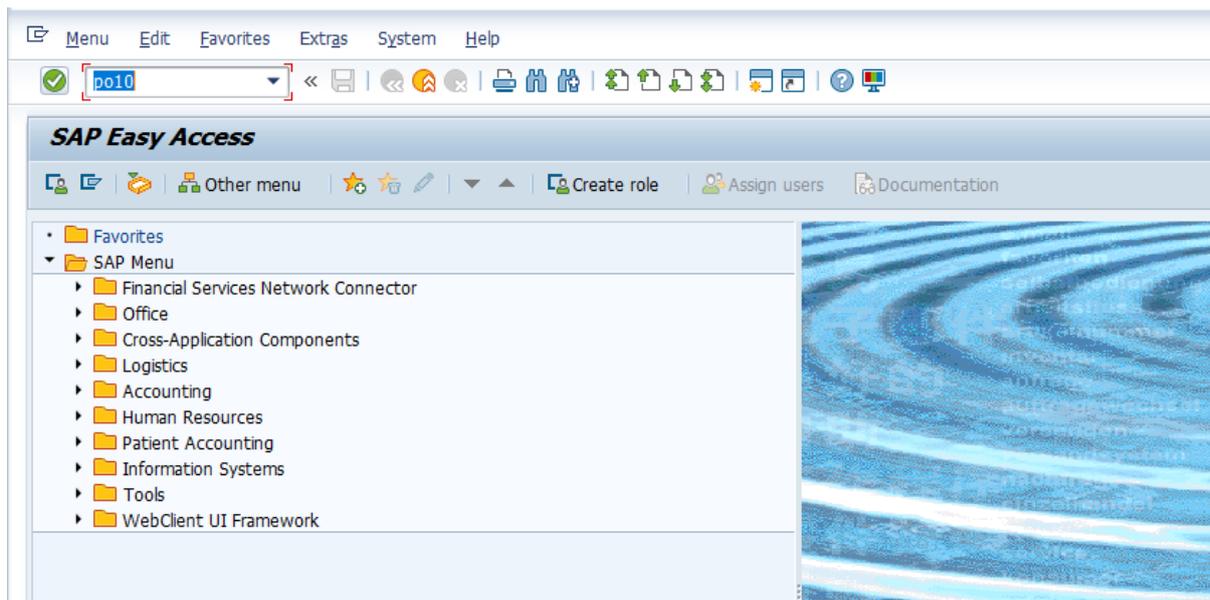
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Enter the Transaction code: PO10 –to create suborgunit.



Then do the following steps.



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- 1) Select the Object Infotype
- 2) Set the Period. I.e 'From' date is which date we want this object to be Appeared in the Organization structure and 'To' date is till which date we want this object to be appeared in Organization Structure.
- 3) Click on Create button.

Infotype Name	S..
Object	
Relationships	
Description	
Department/Staff	
Acct. Assignment Features	
Work Schedule	
Cost Planning	
Standard Profiles	
PD Profiles	
Cost Distribution	

Validity date as the date we entered in the Period Field of the Previous screen.

- 4) Enter the Object abbr. (Abbreviation of the Organization Unit that we are Going to create and this should not exceed more than 12 characters)
- 5) Enter Object name (A meaningful name for the Organization Unit and this Should not exceed more than 40 characters)
- 6) Click on save button.



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Object	Object abbr.	Object name	Language Key
01 O 00000000 1	Zone	Patna Zone	English

Once we click the Save button we will get the following screen.

Created Suborg unit 10000004 and relationship.



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Infotype Edit Goto Extras View System Help

Allowed relationships

Find by

- Organizational unit
 - Search Term
 - Structure Search

Organizational unit: ZONE Patna Zone

Planning Status: Active

Valid from: 01.11.2012 to 31.12.9999

Relationships: 01 O 10000004 1

Relationship type/relationship: A 002 Reports (line) to

Related Object

Type of related object: Organizational unit

ID of related object: 50000222

Abbreviation:

Name:

Priority:

2. Creating Positions

Once you are done creating the Organization Units you have to create all the Positions pertaining to that Organization Unit.

Access Transaction:

Enter the Transaction code PO13 to create the position.

Procedure:

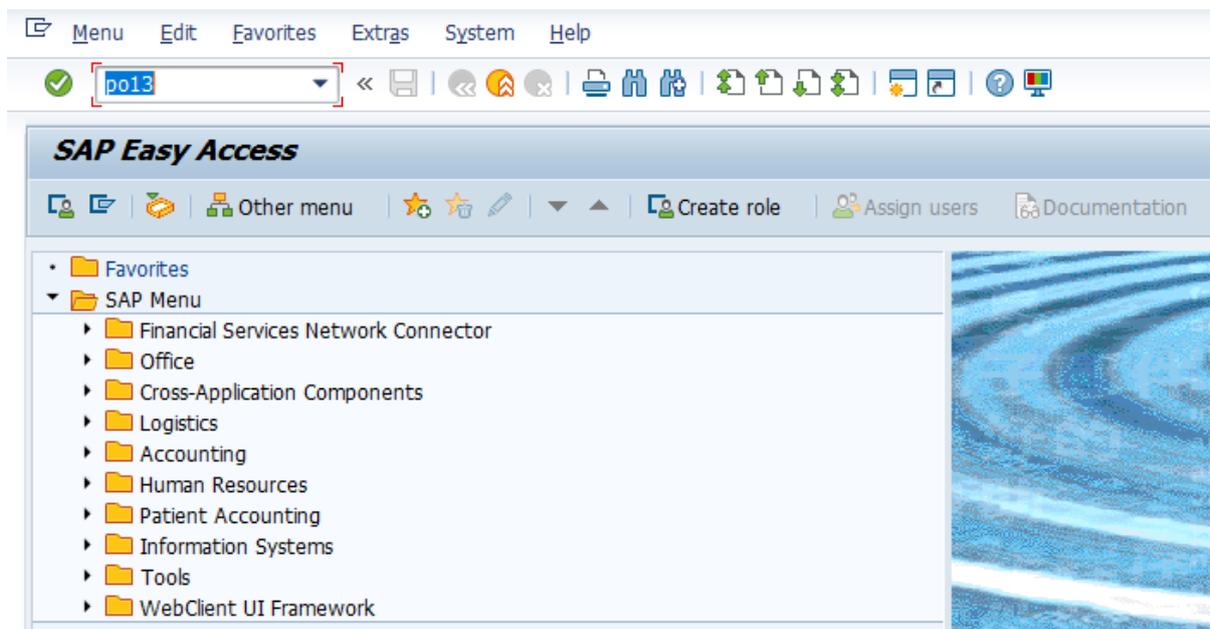
Press enter.



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Now do the following steps to create Position and attach it to Organization Unit.

- 1) As you have done for creating the Organization Unit, select the Object Infotype and set the Period.
- 2) Click on Create button.



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Position Edit Goto Utilities Settings System Help

✓ [Dropdown] << [Icons]

Maintain Position

[Icons]

Find by

Position

- Search Term
- Structure Search

Plan version: Current plan

Position: [Input]

Abbr.: [Input]

Active | Planned | Submitted | Approved | Rejected

Infotype Name S.. [Icons]

Object

Relationships

Description

Department/Staff

Planned Compensation

Vacancy

Acct. Assignment Features

Authorities/Resources

Work Schedule

Time period

Period

From 07.03.2019 to

Today Cur

All Cur

From curr.date Las

To current date Las

Cur

Select.

- 3) Enter the Object abbr.
- 4) Enter the Object name
- 5) Click on save button.



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Infotype Edit Goto View System Help

✓ [Dropdown] << [Icons]

Create Object

[Icons]

Find by

- Position
- Search Term
- Structure Search

Position [Text Box]

Planning Status Active

Validity 11.01.2012 to 31.12.9999 [Change Information](#)

Object 01 S 00000000 1

Object abbr. Eng

Object name Engineer

Language Key English

Once we click the Save button we will get the following screen.

Here you have to specify, the newly created Position 'Belongs to' which Organization Unit and click on Save button. Now the new Position is created and it is attached to the Organization Unit.

Position created 50000226.



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Infotype Edit Goto Extras View System Help

Essential relationship Relationships

Allowed relationships

Find by

- Position
- Search Term
- Structure Search

Position: Eng Engineer
Planning Status: Active
Valid from: 11.01.2012 to 31.12.9999 [Change Information](#)

Relationships 01 S 50000225 1

Relationship type/relationship: A 003 Belongs to

Related Object

Type of related object: Organizational unit
ID of related object: 50000222
Abbreviation:
Name:
Priority:

3. Relationship

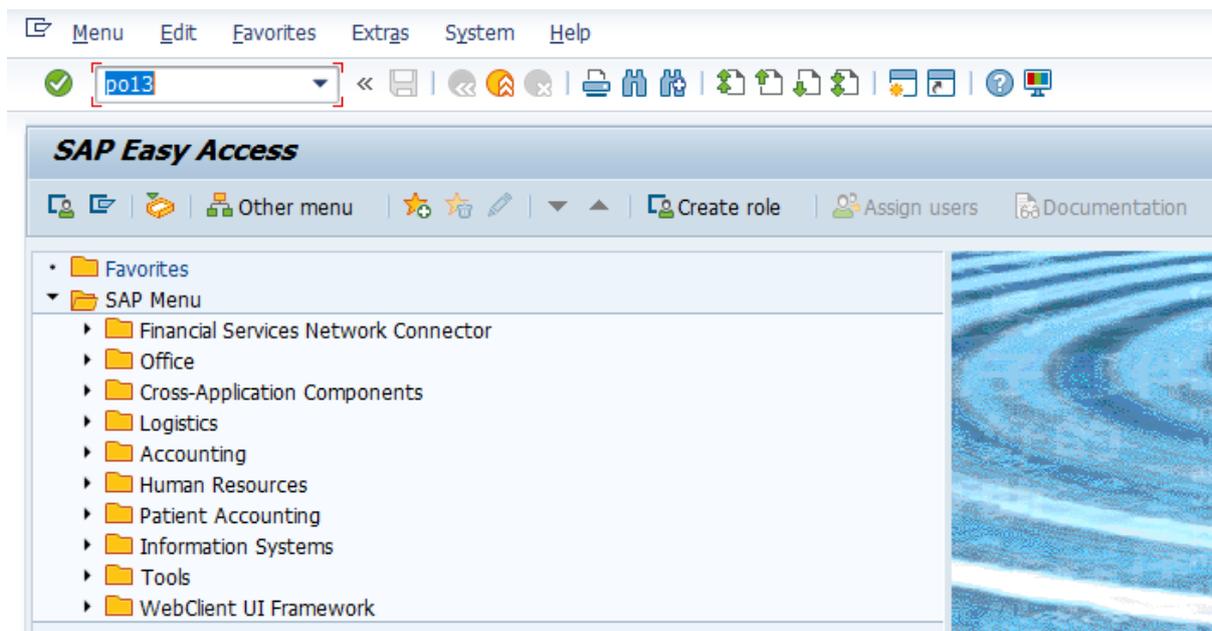
To create position enter transaction code Po13 and press enter. Here i am creating one more postion to maintain the relationship.



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Select the ObjectInfotype and set the Period.

2) Click on Create button.



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Position Edit Goto Utilities Settings System Help

Maintain Position

Find by
Position
• Search Term
• Structure Search

Plan version: Current plan
Position:
Abbr.:

Active Planned Submitted Approved Rejected

Infotype Name S..
Object
Relationships
Description
Department/Staff
Planned Compensation
Vacancy
Acct. Assignment Features
Authorities/Resources
Work Schedule
Employee Group/Subgroup

Time period
Period
From 01.01.2019 to 31.12.9999
 Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year
Select.

- 3) Enter the Object abbr.
- 4) Enter the Object name
- 5) Click on save button.



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Infotype Edit Goto View System Help

✓ [Dropdown] << [Icons]

Create Object

[Icons]

Find by

- Position
 - Search Term
 - Structure Search

Position: [Text Box]

Planning Status: Active

Validity: 01.01.2019 to 31.12.9999 [Change Information](#)

Object: 01 S 00000000 1

Object abbr.: opt

Object name: operator

Language Key: English



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Then the following screen will come. Enter A003 relationship and enter related object. Press enter and save

Essential relationship Relationships

Allowed relationships

Find by

- Position
 - Search Term
 - Structure Search

Position: opt operator

Planning Status: Active

Valid from: 10.03.2019 to 31.12.9999

Change Information

Relationships: 01 S 50000356 1

Relationship type/relationship: A 003 Belongs to

Related Object

Type of related object: Organizational unit

ID of related object: 50000222

Abbreviation:

Name:

Priority:

Relationship created.

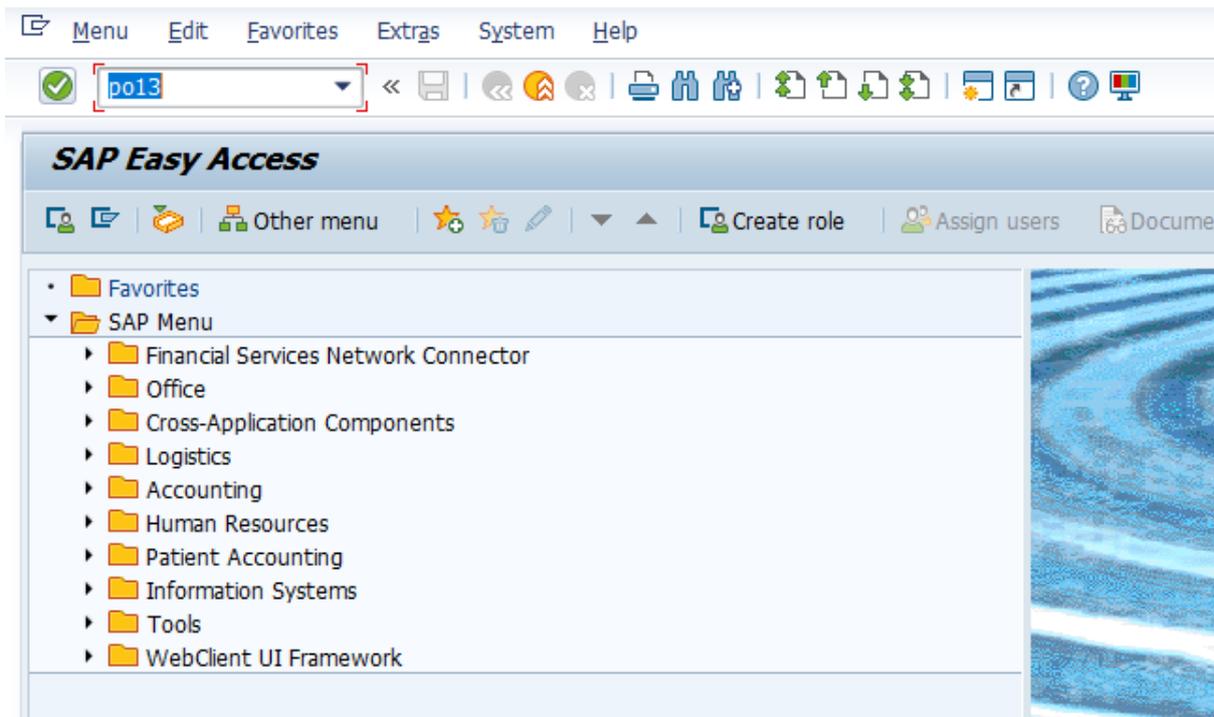
Enter po13



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Enter position and select relationship. Click on create.



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Position Edit Goto Utilities Settings System Help

Position

Maintain Position

Find by

- Position
- Search Term
- Structure Search

Plan version: Current plan

Position: 50000356 operator

Abbr.: opt

Active Planned Submitted Approved Rejected

Infotype Name	S..	
Object	✓	
Relationships	✓	
Description		
Department/Staff		
Planned Compensation		
Vacancy		
Acct. Assignment Features		
Authorities/Resources		
Work Schedule		
Employee Group/Subgroup		

Time period

Period

From: 10.03.2019 to: 31.12.9999

Today Current week

All Current month

From curr.date Last week

To current date Last month

Current Year

Select.

Enter relationship A002 and enter the related object. Enter save.



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Infotype Edit Goto Extras View System Help

Create Relationships

Allowed relationships

Position: opt operator
Planning Status: Active
Valid from: 01.01.2019 to 31.12.9999 [Change Information](#)

Relationships: 01 S 50000357 1
Relationship type/relationship: A 002

Related Object
Type of related object: Position
ID of related object: 20000008
Abbreviation:
Name:
Priority:
Weighting: %

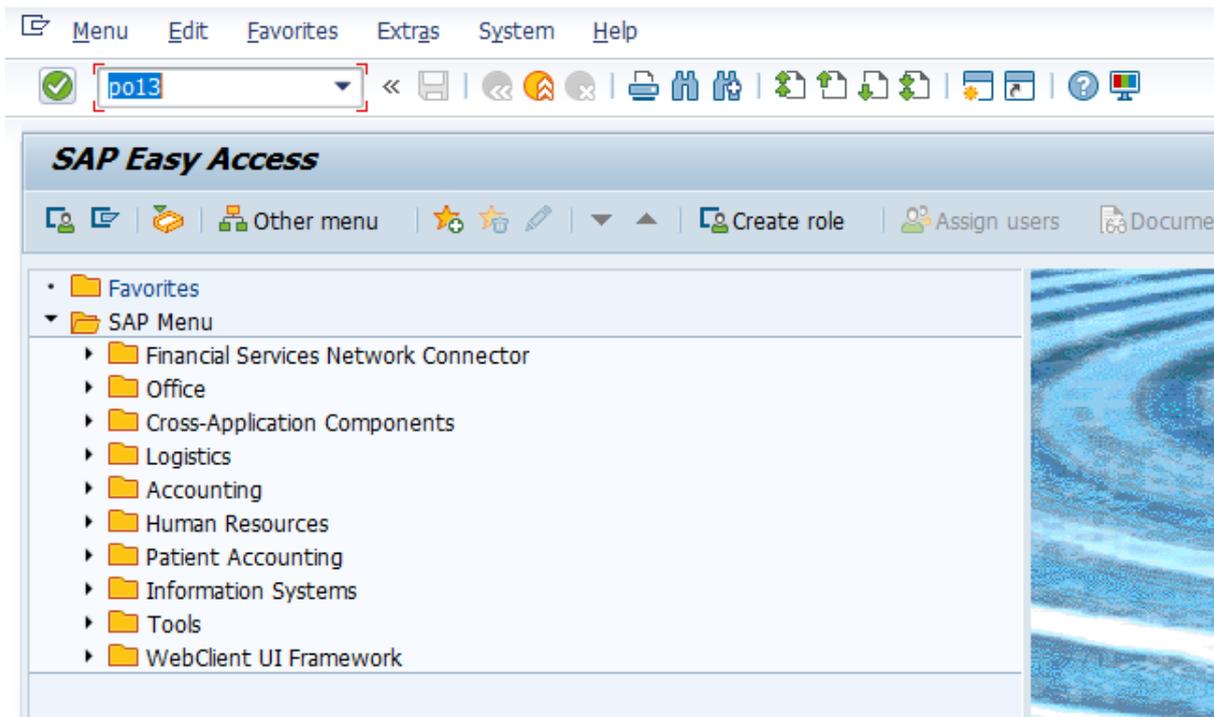
Enter po13 and press enter. Here we are creating the relationship between position to person.



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Enter position and select relationship. Click on create.



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Position Edit Goto Utilities Settings System Help

Maintain Position

Find by

- Position
 - Search Term
 - Structure Search

Plan version: Current plan

Position: 50000357 operator

Abbr.: opt

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..	Time period
Object	✓	Period From 01.01.2019 to 31.12.9999 <input type="radio"/> Today <input type="radio"/> Current week <input type="radio"/> All <input type="radio"/> Current month <input type="radio"/> From curr.date <input type="radio"/> Last week <input type="radio"/> To current date <input type="radio"/> Last month <input type="radio"/> Current Year
Relationships	✓	
Description		
Department/Staff		
Planned Compensation		
Vacancy		
Acct. Assignment Features		
Authorities/Resources		
Work Schedule		
Employee Group/Subgroup		

Select.

Enter relationship and related object person. Enter save.



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Infotype Edit Goto Extras View System Help

Allowed relationships

Find by

- Position
 - Search Term
 - Structure Search

Position: opt operator

Planning Status: Active

Valid from: 01.01.2019 to 31.12.9999 [Change Information](#)

Relationships 01 S 50000357 1

Relationship type/relationship: A 008 Holder

Related Object

Type of related object: Person

ID of related object: 01000001

Abbreviation: Kumar

Name: Ajith Kumar

Priority:

Staffing Percentage: %

Assignment of Cost Center Transaction code PO10 and press enter.

4. COST CENTER ASSIGNMENT

Access Transaction:

Transaction code: PO10

Procedure:

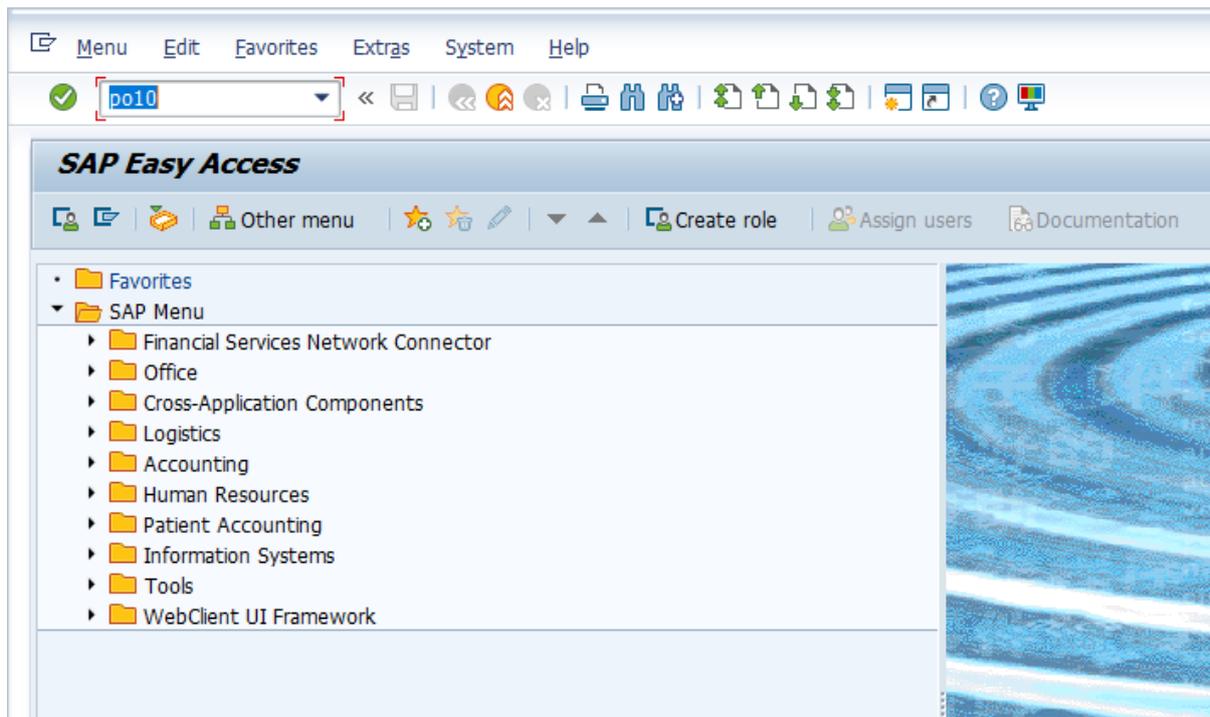
Enter po10 and Press enter.



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Select Org unit and enter object ID 50000222 and select the relationship. Click on create.



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Organizational unit Edit Goto Utilities Settings System Help

Maintain Organizational Unit

Plan version: Current plan
Organizational unit: 50000222
Abbr.:

Active | Planned | Submitted | Approved | Rejected

Infotype Name	S..
Object	
Relationships	
Description	
Department/Staff	
Acct. Assignment Features	
Work Schedule	
Cost Planning	
Standard Profiles	
PD Profiles	
Cost Distribution	

Time period

Period
From: 08.03.2019 to: 31.12.9999

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

Select.

Enter validity period, select relationship A011, select cost center, enter Id 00018204121000



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Infotype Edit Goto Extras View System Help

Allowed relationships

Organizational unit BSPTC BSPTC Head Quarter PATNA
Planning Status Active
Valid from 11.01.2019 to 31.12.9999 [Change Information](#)

Relationships 01 O 50000222 1
Relationship type/relationship A 011

Related Object
Type of related object Cost center
ID of related object 00018204121000
Abbreviation
Name

Priority
Weighting

Press enter and save. Cost center assigned to org unit.