SAP BASIC TRAINING

ORGANIZATIONAL STRUCTURE
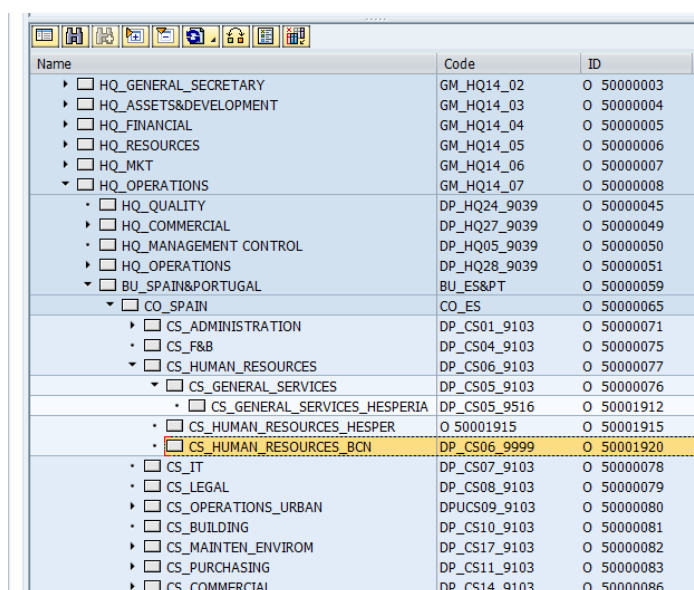
SAP Training Manual for end users

1. Organizational structure in SAP

The organizational structure is an updated organizational chart, where it is possible to navigate in order to see the work centers, departments and positions. It is the exact picture of the hierarchy in the organization.

There are a few concepts that need to be understood before starting to work with the structure:

Name	Code	ID
▸ ☐ HQ_GENERAL_SECRETARY	GM_HQ14_02	O 50000003
▸ ☐ HQ_ASSETS&DEVELOPMENT	GM_HQ14_03	O 50000004
▸ ☐ HQ_FINANCIAL	GM_HQ14_04	O 50000005
▸ ☐ HQ_RESOURCES	GM_HQ14_05	O 50000006
▸ ☐ HQ_MKT	GM_HQ14_06	O 50000007
▾ ☐ HQ_OPERATIONS	GM_HQ14_07	O 50000008
· ☐ HQ_QUALITY	DP_HQ24_9039	O 50000045
▸ ☐ HQ_COMMERCIAL	DP_HQ27_9039	O 50000049
· ☐ HQ_MANAGEMENT CONTROL	DP_HQ05_9039	O 50000050
▸ ☐ HQ_OPERATIONS	DP_HQ28_9039	O 50000051
▾ ☐ BU_SPAIN&PORTUGAL	BU_ES&PT	O 50000059
▾ ☐ CO_SPAIN	CO_ES	O 50000065
▸ ☐ CS_ADMINISTRATION	DP_CS01_9103	O 50000071
· ☐ CS_F&B	DP_CS04_9103	O 50000075
▾ ☐ CS_HUMAN_RESOURCES	DP_CS06_9103	O 50000077
▾ ☐ CS_GENERAL_SERVICES	DP_CS05_9103	O 50000076
· ☐ CS_GENERAL_SERVICES_HESPERIA	DP_CS05_9516	O 50001912
· ☐ CS_HUMAN_RESOURCES_HESPER	O 50001915	O 50001915
· ☐ CS_HUMAN_RESOURCES_BCN	DP_CS06_9999	O 50001920
· ☐ CS_IT	DP_CS07_9103	O 50000078
· ☐ CS_LEGAL	DP_CS08_9103	O 50000079
▸ ☐ CS_OPERATIONS_URBAN	DPUCS09_9103	O 50000080
· ☐ CS_BUILDING	DP_CS10_9103	O 50000081
▸ ☐ CS_MAINTEN_ENVIROM	DP_CS17_9103	O 50000082
▸ ☐ CS_PURCHASING	DP_CS11_9103	O 50000083
▸ ☐ CS_COMMERCIAL	DP_CS14_9103	O 50000086

- **Organizational Unit**: is the full name we can see in the structure represented by a box, that can be a Business Unit, a Work Center or a Department (i.e CS_HUMAN_RESOURCES_BCN).
- **Company code**: The company code represents the Society (i.e ES10, NH HOTELES ESPAÑA, S.L). Each society has its own code given by Finance.
- **Business Area**: represents the code for the Work Center in Finance (i.e 9103, ES10CS SPAIN MADRID).
- **Personnel Area**: It usually has the same code as Business Area and it represents the Work Center in HR (i.e. 9103, ES_CENTSERV_MADRID). Only a few exceptions have a different code.
- **Personnel Subarea**: is a department code which describes what type of department is. (i.e. CS06, CS_HUMAN_RESOURCES. (see the list at the page 9-11)
- **Cost center**: Every Organizational Unit reports its cost to a different cost center (ie. ES109103HR) – data given by Operations. (see cost center rules at the pages 9-11).
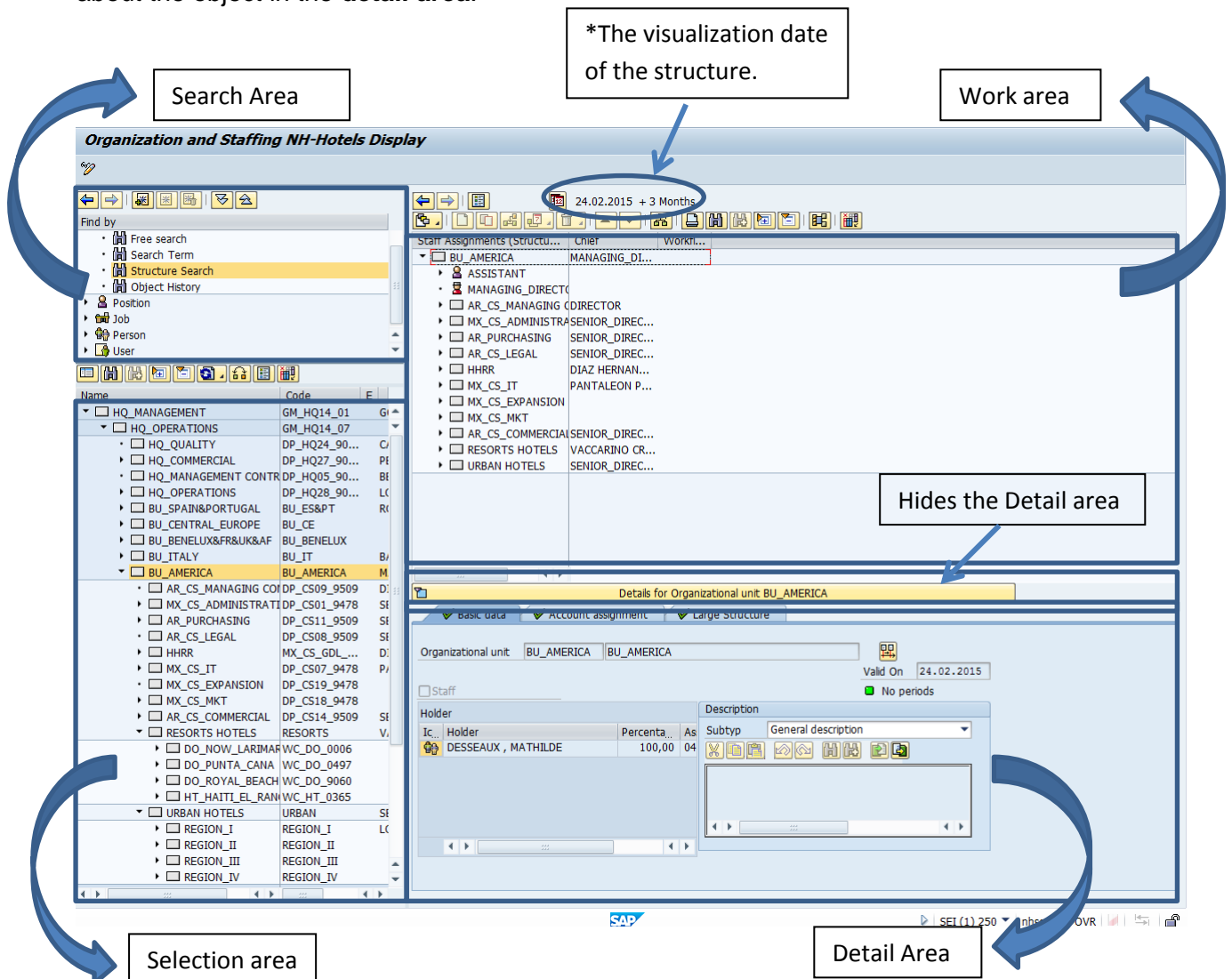
1.1. Display the company structure

In order to visualize the company´s structure, you need to use the **PPOSE** transaction – (*Organization and Staffing NH-Hotels Display).*

PPOSE transaction displays all the Company's objects (organizational units and positions) in an hierarchical order, allowing the user to view the structure.

The user interface is divided into various screen areas, each containing specific functions.

In the **search area**, it is possible to look for one or more objects whose data you want to display. The selected objects are listed in the **selection area**. You can double-click on an object to display it and its data will be shown in the **work area**. You can see more details about the object in the **detail area**.

(*) By setting this date, you can visualize how the structure is in this date. In order to see the updated structure, set the current date.

1.2. Changes in the company structure

To make changes in the structure we use the **PPOME** transaction – (*Organization and Staffing NH-Hotels Change*). This transaction allows the user to perform changes over the structure of the company. It has the same areas as the PPOSE transaction.
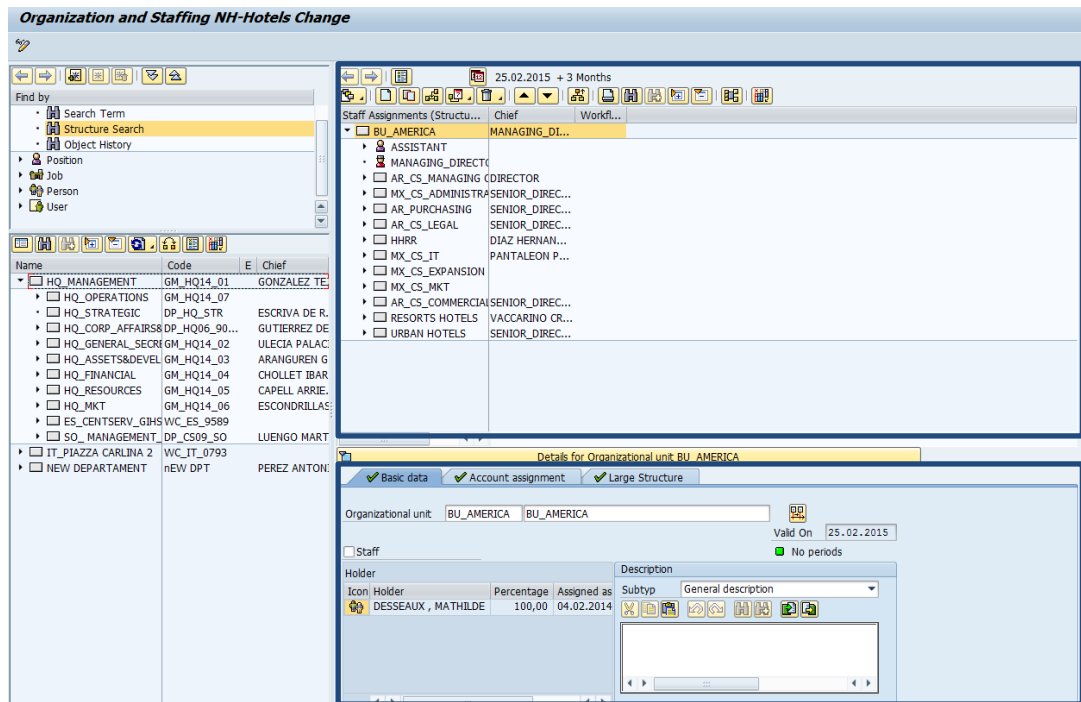
Changes in the Detail Area.

For an Organizational Unit, in the *BASIC DATA* infotype it is possible to:

- change the name of the object (abbreviation and name)
- set the validity period
- add comments about the Organizational Unit.
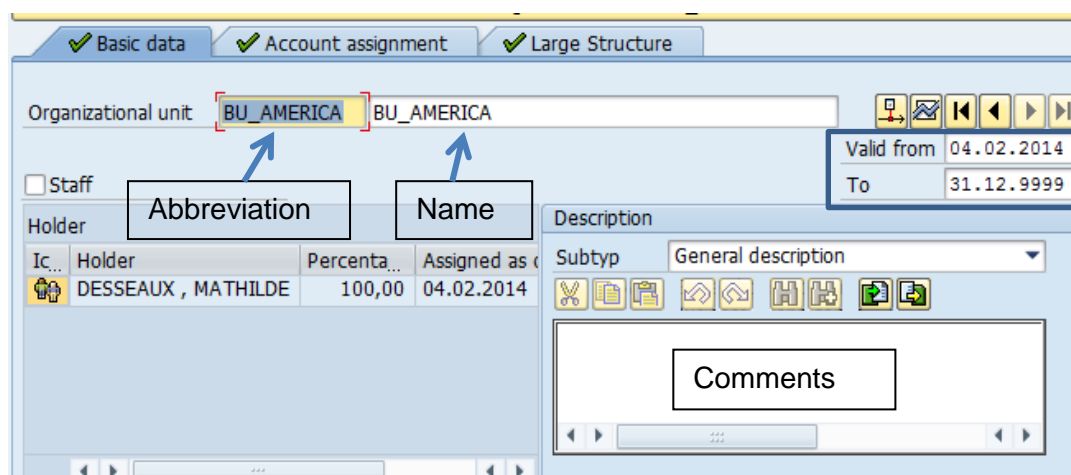
In the *ACCOUNT ASSIGNMENT* infotype it is possible to change:

- The cost center
- Business Area
- Company Code
- Personnel area
- Personnel Subarea
- The validity of the infotype.

In the *LARGE STRUCTURE* infotype, we can change the **type** of the Organizational Unit.

1.3. Export the Organizational Structure to EXCEL

If you want to export the structure to a file, there is the possibility to save the selected structure into one document.
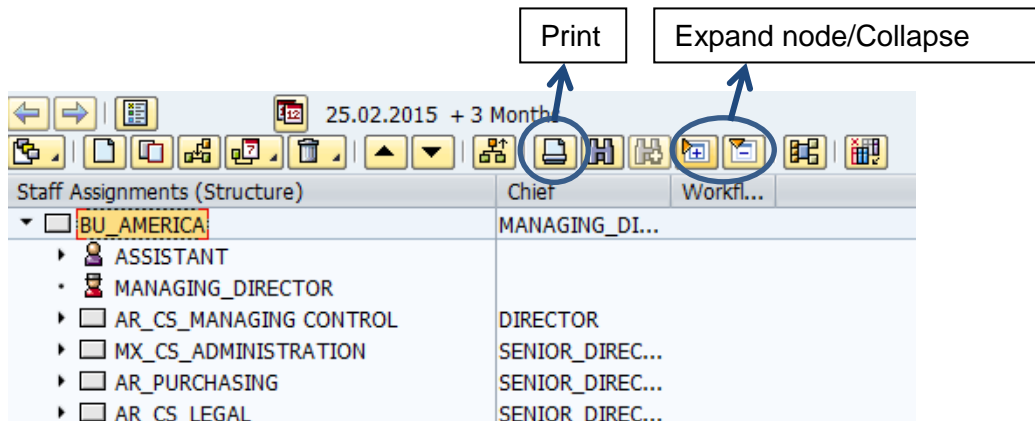
It is possible to export only the information that it is shown in the WORK AREA. There are two buttons designed to make the work easier in the process.

The **expand node** button will expand every single object in the Organizational Unit's structure. Selecting a big Organizational Unit will take a long time, so for the system to work smoothly, use it only when necessary.

The **collapse node** button will close all the nodes already opened in the selected Organizational Unit.

By clicking the **PRINT** button it will appear a new window with the information wanted to be exported. If the structure is the one wanted, go to **System –> List -> Save->Local** and select the favorite format.
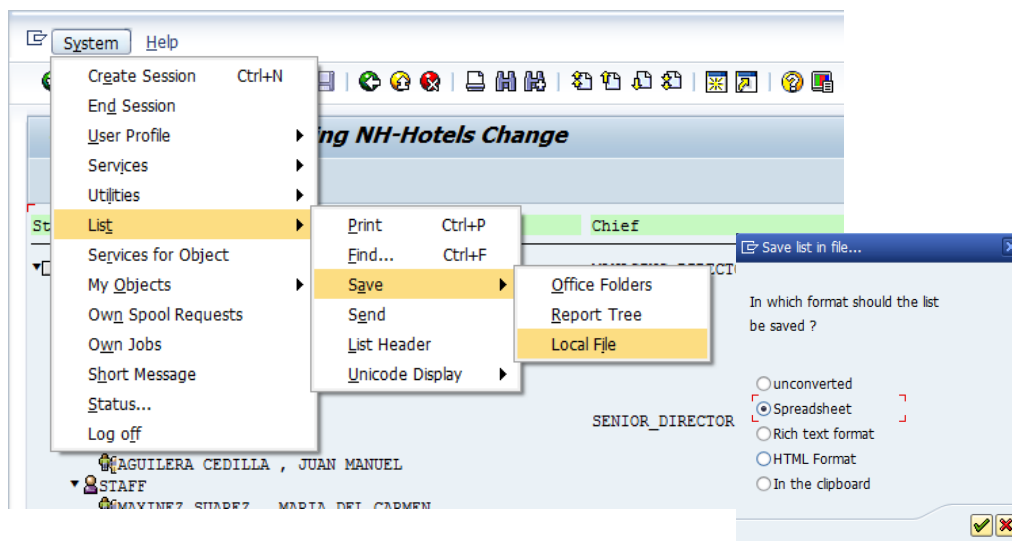
2. Create and maintain an Organizational Unit

2.1. Create a new Organizational Unit

2.1.1. Rules to create the name of the Organizational Units

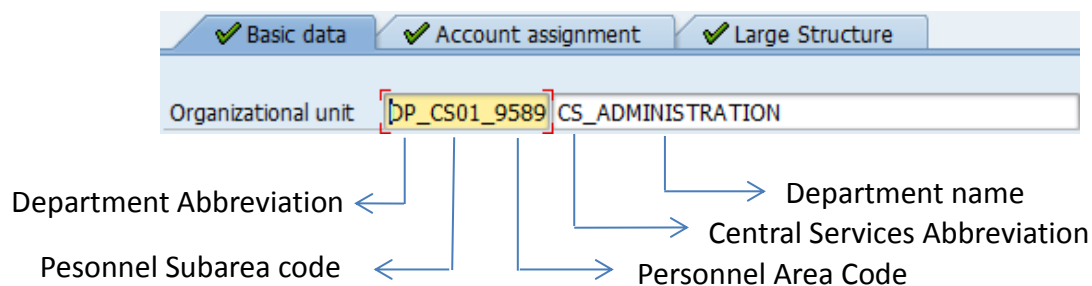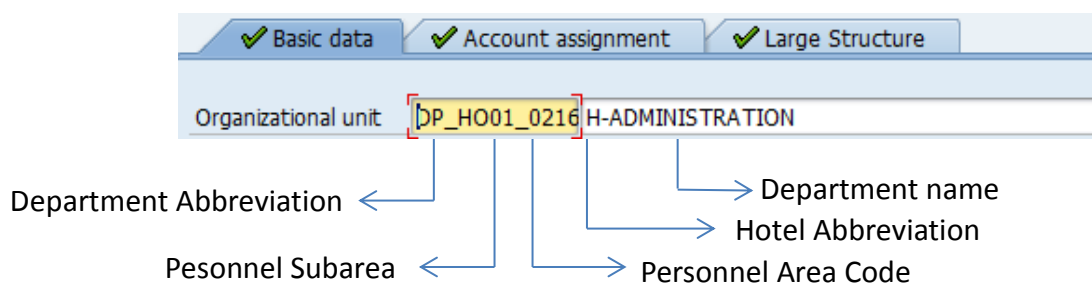In order to create an Organizational Unit, you need to set the name. As you already know what type of Organizational Unit you are going to create, follow the appropriate rule, search for the personnel subarea code (pages 9-11) and use the personal area code (of the work center or from Finance if it is a new work center).

1. Central Services Departments

Basic data   Account assignment   Large Structure

Organizational unit   DP_CS01_9589 CS_ADMINISTRATION

Department Abbreviation ←
Department name →
Central Services Abbreviation →
Pesonnel Subarea code ←
Personnel Area Code →

2. Hotels Departments

Basic data   Account assignment   Large Structure

Organizational unit   DP_HO01_0216 H-ADMINISTRATION

Department Abbreviation ←
Department name →
Hotel Abbreviation →
Pesonnel Subarea ←
Personnel Area Code →

3. Work Centers

Basic data   Account assignment   Large Structure

Organizational unit   WC_NL_0216 NL_BARBIZON

Work Center Abbreviation ←
Name →
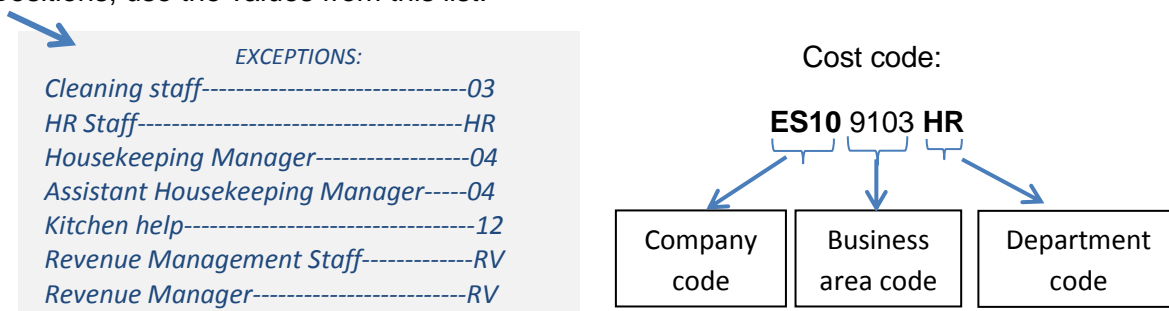Country Abbreviation →
Country Abbreviation ←
Personal Area Code →

2.1.2. Personnel Subareas and its generic cost code

Cost centers (ie.**ES10**9103**HR**) can be related to organizational units and positions, depending where their costs should be reported. The cost center code is composed by the **Company code** (ES10), **Business area code** (9103) and the **department code** (HR) **-** see the list at the pages 9-11.

There are a few exceptions for some positions. They report their costs to a different cost center from the department, so their cost code has a different department segment. For these positions, use the values from this list.

EXCEPTIONS:	
Cleaning staff	*03*
HR Staff	*HR*
Housekeeping Manager	*04*
Assistant Housekeeping Manager	*04*
Kitchen help	*12*
Revenue Management Staff	*RV*
Revenue Manager	*RV*

Cost code:

ES10 9103 **HR**

Company code	Business area code	Department code

Find a list with the department segments for the cost code in **Central Services.**

PERSONNEL SUBAREA CODE	DESCRIPTION	COST CODE
CS01	CS_ADMINISTRATION	AD
CS02	CS_CRO	RE
CS03	CS_ECOMMERCE	EC
CS04	CS_F&B	OP
CS05	CS_GENERAL_SERVICES	GS
CS06	CS_HUMAN_RESOURCES	HR
CS07	CS_IT	IT
CS08	CS_LEGAL	LE
CS09	CS_OPERATIONS	OP
CS10	CS_BUILDING	PM
CS11	CS_PURCHASING	PU

CS12	CS_REVENUE	RV
CS13	CS_SALES	SA
CS14	CS_COMMERCIAL	OC
CS15	CS_QUALITY	QC
CS16	CS_COMMUNICATION	RS
CS17	CS_MAINTEN_ENVIROM	PM
CS18	CS_MARKETING	MK
CS19	CS_EXPANSION	AR
CS20	CS_AUDIT	IA
CS21	CS_CRM	CL
CS22	CS_BUSINESS INTELLIGENCE	BI
CS23	CS_DEVELOPMENT	DE

Find a list with the department segments for the cost code in **Hotels.**

PERSONNEL SUBAREA CODE	DESCRIPTIÓN	COST CODE
HO01	H-ADMINISTRATION	AD
HO02	H-F&B	80
HO03	H-F&B/KITCHEN	10
HO04	H-F&B/RESTAURANT	11
HO05	H-GOLF_SERVICES	91
HO07	H-HEALTH&BEAUTY	90
HO08	H-MAINTENANCE	PM
HO09	H-MAINTENANCE_GOLF	91
HO10	H-MANAGEMENT	OP
HO11	H-ROOMS	01
HO12	H-ROOMS/FRONT OFFICE	01
HO13	H-ROOMS/HOUSEKEEPING	02
HO14	H-SALES	SA
HO15	H-SALES_SHOP	91
HO16	H-ENTERTAINMENT	99
HO17	H-IT	IT

Find a list with the department segments for the cost code in **Headquarters.**

PERSONNEL SUBAREA CODE	DESCRIPTIÓN	COST CODE
HQ01	HQ_ADMINISTRATION	AD
HQ02	HQ_ASSET_MGMT	AR
HQ03	HQ_AUDITING	IA
HQ04	HQ_BI	RV
HQ05	HQ_CONTROL_MANAG	OP
HQ06	HQ_CORP_AFFAIRS&COMM	CA
HQ07	HQ_CORP_RESPONSIB	CR
HQ08	HQ_CRO	RE
HQ09	HQ_DISTRIBUTION	SA
HQ10	HQ_ECOMMERCE	EC
HQ11	HQ_EXPANSION	DE
HQ12	HQ_F&B	OP
HQ13	HQ_FINANCE	FI
HQ14	HQ_GENERAL_MGMT	MC
HQ15	HQ_GENERAL_SERVICES	GS
HQ16	HQ_HUMAN_RESOURCES	HR

HQ17	HQ_INVESTM_ANALYSIS	II
HQ18	HQ_IT	IT
HQ19	HQ_LEGAL	LE
HQ20	HQ_ORGANIZATION	OR
HQ21	HQ_PRODUCT&BRAND	PB
HQ22	HQ_PRO CON ENG	PM
HQ23	HQ_PURCHASING	PU
HQ24	HQ_QUALITY	QC
HQ25	HQ_REVENUE	RV
HQ26	HQ_SALES	SA
HQ27	HQ_OTHER COMMER	OC
HQ28	HQ_OPERATIONS_MANAG	OP
HQ29	HQ_MAINTEN_ENVIROM	PM
HQ30	HQ_MARKETING	MK
HQ31	HQ_ PR&SOCIAL_M	RS
HQ32	HQ_CRM&LOYALTY	CL

2.1.3. Create an Organizational Unit

In order to create a new Organizational Unit (work center or department), it is necessary to use the **PQ10** transaction – (*Actions for Organizational Unit)* and follow the sequence:

To begin the creation, you must ensure that the following fields are correctly informed.

- Plan version: 01   Current plan
- Infotype status: 1   Active
- Action: ZO   Create organizational unit
- Validity*: the start date and the end date.

* The validity of the Organizational Unit will limit you to assign positions that have a starting date previous to the starting date of the Organizational Unit.

Once the fields contain the correct information, click on the button and access the first infotype of the sequence.
In this infotype it is necessary to inform the object abbreviation and name (see rules at page 8).
Click on the save button to go to the next infotype.

In the next infotype it is neccesary to inform the relationships that the new organizational unit might have with an already existing one.

The relationships are:

- **A 002**: to inform the organizational unit to which reports (in a higher level of the structure). You have to inform the code in the field **ID of related object**.

- **A 011:** the cost center to which the Organizational Unit reports its costs. You have to inform the code in the field **ID of related object.** (see the cost centers at the pages 9-11)

In the following infotype you will find some fields informed by default. Make sure to check if they are correct and to modify if needed. You have to inform the CO Area and save the infotype.

In the next infotype it is necessary to inform the type of the Organizational Unit we are creating.


After saving the last action, the Organizational Unit is created. To make changes over a certain Organizational Unit go to the **PO10** transaction – (Maintain Organizational Unit).

Another way to create an Organizational Unit is by using **PPOME** transaction. Go to the Work Area on the Organizational Unit where you want to create the organizational unit, right click and choose **Create.** Then, you have to select the option *Is line supervisor of – Organizational Unit* and click the button ☑️.

By using this option, it won´t be necessary to use the PQ10 transaction, but the system will ask for the same amount of information. The objects created are incorporated in the Organizational Unit and they will be subordinated to it.
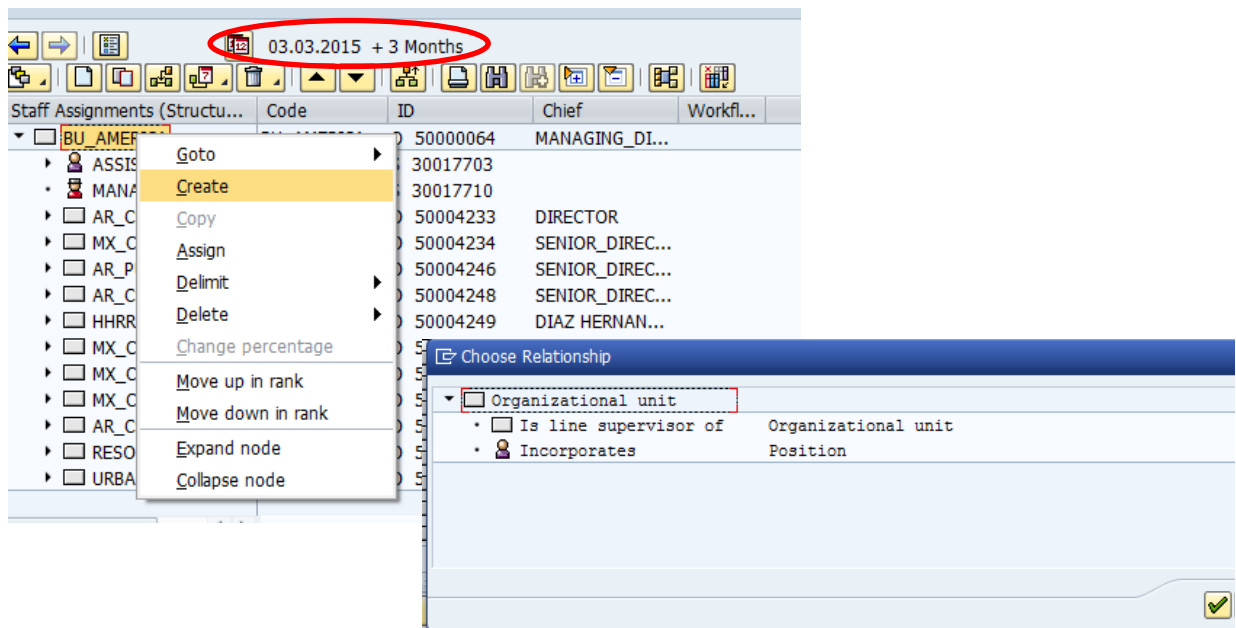
You have to inform the abbreviation and the name of the organizational unit you are creating in the *Basic data* infotype. See rules at the page 8.
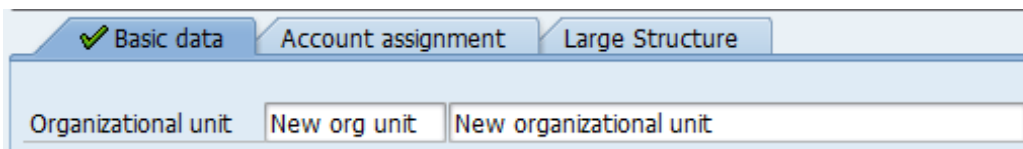
In the *Account assignment* infotype you can insert any specific information of the new Organizational Unit. Please note that all the information in this infotype is inherited from the main Organizational Unit. In order to modify any of it, you have to press the button 🔳.

After all the information is correctly informed, you need to save the changes by clicking on the button ![save] .

Attention! When you are using this method, make sure you change the validity dates as well (![03.03.2015 + 3 Months]) . If you are not doing so, the organizational unit will start on your current date.

2.2. Maintain an Organizational Unit

It is possible to modify any data related to an Organizational Unit, by using **PO10** transaction. This transaction also allows the user to view the existing information in the infotypes.

It is only necessary to fill in the Organizational Unit code, then select the infotype you want to work on and click on the appropriate button(**view**, **modify**, **create** etc.)

The tabs (*Active*, *Planned*, *Submitted*, *Approved* and *Rejected)* show the state in which the infotypes are, once they have been created. Usually, the infotypes are created in the status **Active**.

2.2.1. Generic email addresses

The generic emails, that are designed for Organizational Units and not for employees (ex. **HOUSEKEEPING@NH-HOTELS.COM**), must be informed in the **infotype 1032 – Mail Address** which belongs to an Organizational Unit. In order to access this infotype, you have to use the **PO10** transaction.

First, search for the code of the Organizational Unit to which you want to assign the email.

Then, select the **infotype 1032 - Mail Address** and click the **CREATE INFOTYPE** button.

In the new infotype select the option *Internet Mail* in the field **System ID**, and insert in the field **Internet Address** the generic email. Also, you need to make sure you inform the correct validity dates for this infotype.

After that, click on SAVE and the action is completed.

3. Create and maintain a Position

3.1. Personnel Subareas and their corresponding jobs

In order to create a position, it is necessary to know what positions are available in each department.

For the **Central Services**, make sure to assign just the position in the following list. If you need other positions, please open a ticket in LANDESK.

Central Services

Personal Subarea	Description
CS01	CS_ADMINISTRATION
CS02	CS_CRO
CS03	CS_ECOMMERCE
CS04	CS_F&B
CS05	CS_GENERAL_SERVICES
CS06	CS_HUMAN_RESOURCES
CS07	CS_IT
CS08	CS_LEGAL
CS10	CS_BUILDING
CS11	CS_PURCHASING
CS12	CS_REVENUE
CS13	CS_SALES
CS14	CS_COMMERCIAL
CS15	CS_QUALITY
CS16	CS_COMMUNICATION
CS17	CS_MAINTEN_ENVIROM
CS18	CS_MARKETING
CS19	CS_EXPANSION
CS20	CS_AUDIT
CS21	CS_CRM
CS22	CS_BUSINESS INTELLIGENCE
CS23	CS_DEVELOPMENT

SENIOR_DIRECTOR
DIRECTOR
MANAGER
EXECUTIVE
STAFF
ASSISTANT

+

Personal Subarea	Description
CS09	CS_OPERATIONS

MANAGING_DIRECTOR
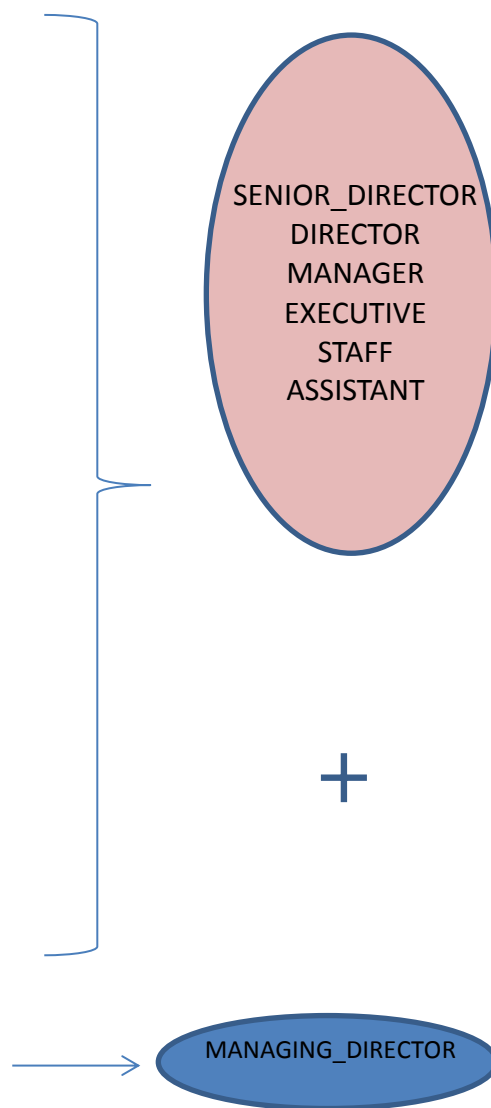
For **Hotels,** make sure to assign just the position in the following list according to each department.

Code	Department								
HO01	H-ADMINISTRATION	HR_STAFF	ADMINISTRATION_STAFF						
HO02	H-F&B	F&B_MANAGER	BANQUET_MANAGER	BANQUET_STAFF					
HO03	H-F&B/KITCHEN	EXECUTIVE_CHEF	SOUS_CHEF	COOKS	KITCHEN_HELP				
HO04	H-F&B/RESTAURANT	RESTAURANT_MANAGER	RESTAURANT_MANAGER_ASSIS	SOMMELIER	WAITER				
HO05	H-GOLF_SERVICES	CADDY_MASTER	BALL_BOY	GOLF_INSTRUCTOR_ASSISTANT	ACADEMY_STAFF	GOLF_MANAGER	GOLF_STAFF		
HO07	H-HEALTH&BEAUTY	H&B_MANAGER	H&B_STAFF						
HO08	H-MAINTENANCE	MAINTENANCE_MANAGER	MAINTENANCE_AUXILIARY	MECHANIC_OFFICIAL_1	OFFICIAL_1	OFFICIAL_1_PLUMBING	OFFICIAL_2	OFFICIAL_2_PLUMBING	
HO09	H-MAINTENANCE_GOLF	HEADGREENKEEPER	GARDEN_SPECIALIST	GARDEN_STAFF	GREENKEEPER	GARDEN_HEALTH_OFFICIAL	GARDEN_OFFICIAL_1	GARDEN_OFFICIAL_2	FOREMAN
HO10	H-MANAGEMENT	HOTEL_DIRECTOR	DEPUTY_HOTEL_DIRECTOR	ASSISTANT	STOREKEEPER	SECURITY_STAFF			
HO11	H-ROOMS	ROOMS_DIVISION_MANAGER	RESERVATION_MANAGER	RESERVATION_STAFF					
HO12	H-ROOMS/FRONT OFFICE	FRONT_OFFICE_MANAGER	ASS_FRONT_OFF_MANAGER	RECEPTIONIST	BELL_BOY	TELEPHONE_OPERATOR	PARKING_STAFF		
HO13	H-ROOMS/HOUSEKEEPING	HOUSEKEEPING_MANAGER	ASS_HOUSEKEEPING_MANAGER	HOUSEKEEPING	CLEANING_STAFF	LAUNDRY			
HO14	H-SALES	INHOUSE_SALES_EXECUTIVES	REV_MANAGEMENT_STAFF	REVENUE_MANAGER	SALES_EXECUTIVES				
HO15	H-SALES_SHOP	SHOP_ASSISTANT							
HO16	H-ENTERTAINMENT	ENTERTAINMENT_MANAGER	ENTERTAINMENT_STAFF						
HO17	H-IT	STAFF							

For **Headquarters,** make sure to assign just the position in the following list according to each department.

Personal Subarea	Description
HQ01	HQ_ADMINISTRATION
HQ02	HQ_ASSET_MGMT
HQ03	HQ_AUDITING
HQ04	HQ_BI
HQ05	HQ_CONTROL_MANAG
HQ06	HQ_CORP_AFFAIRS&COMM
HQ07	HQ_CORP_RESPONSIB
HQ08	HQ_CRO
HQ09	HQ_DISTRIBUTION
HQ10	HQ_ECOMMERCE
HQ11	HQ_EXPANSION
HQ12	HQ_F&B
HQ13	HQ_FINANCE
HQ15	HQ_GENERAL_SERVICES
HQ16	HQ_HUMAN_RESOURCES
HQ17	HQ_INVESTM_ANALYSIS
HQ18	HQ_IT
HQ19	HQ_LEGAL
HQ20	HQ_ORGANIZATION
HQ21	HQ_PRODUCT&BRAND
HQ22	HQ_BUILDING
HQ23	HQ_PURCHASING
HQ24	HQ_QUALITY
HQ25	HQ_REVENUE
HQ26	HQ_SALES
HQ27	HQ_COMMERCIAL
HQ28	HQ_OPERATIONS_MANAG
HQ29	HQ_MAINTEN_ENVIROM
HQ30	HQ_MARKETING
HQ31	HQ_ PR&SOCIAL_M
HQ32	HQ_CRM&LOYALTY

SENIOR_VICEPRESIDENT
VICEPRESIDENT
DIRECTOR
MANAGER
EXECUTIVE
STAFF
ASSISTANT

+

PRESIDENT
CHIEF_EXECUTIVE_OFFICER
CHIEF_OFFICER

HQ14	HQ_GENERAL_MGMT
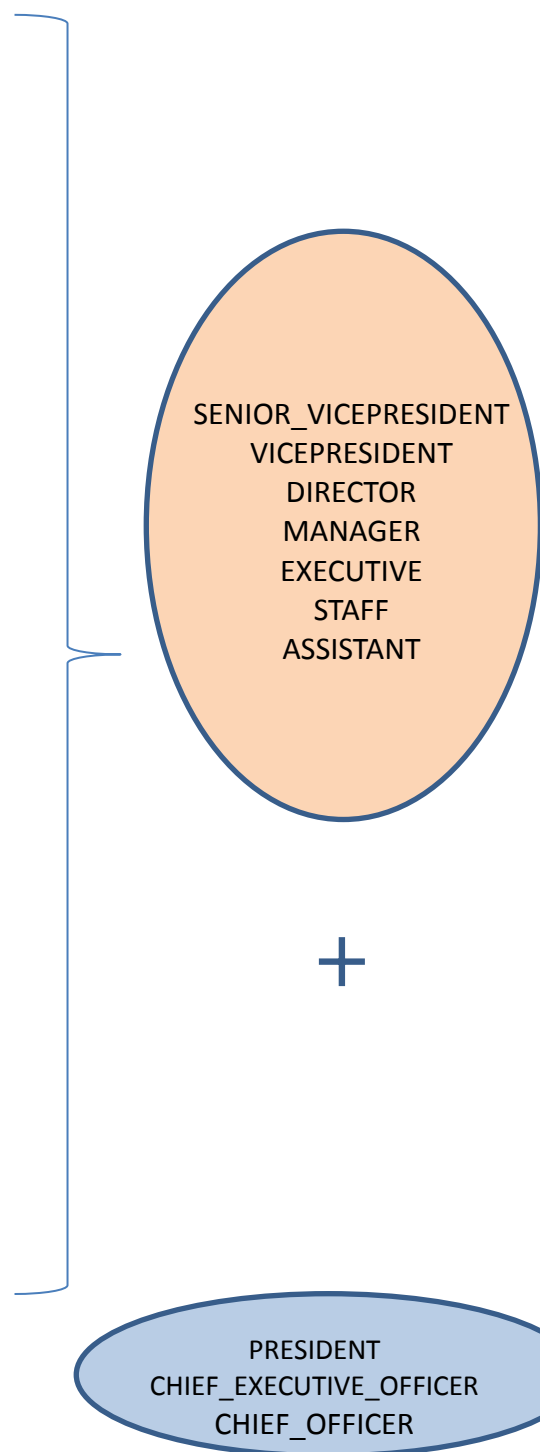
3.1.1. Possible functions & their abbreviations

When creating a new position, you will need to know the **abbreviation**, the **name** and the **job code** that describes this position. Make sure you use just the values from the list below.

JOB	ABBREVIATION	NAME
10000001	ACAD_STAFF	ACADEMY_STAFF
10000002	ADMIN_STAFF	ADMINISTRATION_STAFF
10000003	AS_FR_OF_MAN	ASS_FRONT_OFF_MANAGER
10000004	AS_HOUS_MAN	ASS_HOUSEKEEPING_MANAGER
10000005	ASSISTANT	ASSISTANT
10000006	BALL_BOY	BALL_BOY
10000007	BANQ_MAN	BANQUET_MANAGER
10000008	BANQ_STAFF	BANQUET_STAFF
10000009	BELL_BOY	BELL_BOY
10000010	CADDY_MASTER	CADDY_MASTER
10000011	CLEAN_STAFF	CLEANING_STAFF
10000012	COOKS	COOKS
10000013	CEO_SO	CHIEF_EXECUT_OFFICER_SOTO
10000014	CEO	CHIEF_EXECUTIVE_OFFICER
10000015	CHIEF_OFFI	CHIEF_OFFICER
10000016	DEP_HOT_DIRE	DEPUTY_HOTEL_DIRECTOR
10000017	DIRECTOR	DIRECTOR
10000018	EXECUTIVE	EXECUTIVE
10000019	EXEC_CHEF	EXECUTIVE_CHEF
10000020	F&B_MANAGER	F&B_MANAGER
10000021	FOREMAN	FOREMAN
10000022	FRON_OFF_MAN	FRONT_OFFICE_MANAGER
10000023	GAR_HEAL_OFF	GARDEN_HEALTH_OFFICIAL
10000024	GAR_OFFI_1	GARDEN_OFFICIAL_1
10000025	GAR_OFFI_2	GARDEN_OFFICIAL_2
10000026	GAR_SPECIAL	GARDEN_SPECIALIST
10000027	GAR_STAFF	GARDEN_STAFF
10000028	GOLF_INST_AS	GOLF_INSTRUCTOR_ASSISTANT
10000029	GREENKEEP	GREENKEEPER
10000030	H&B_MAN	H&B_MANAGER
10000031	H&B_STAFF	H&B_STAFF
10000032	HEADGREENKEE	HEADGREENKEEPER
10000033	HOTEL_DIRECT	HOTEL_DIRECTOR
10000034	HOUSEKEEPING	HOUSEKEEPING
10000035	HOUSEKE_MAN	HOUSEKEEPING_MANAGER
10000036	HR_STAFF	HR_STAFF

10000037	IN_SALES_EXE	INHOUSE_SALES_EXECUTIVES
10000038	KITCHEN_HELP	KITCHEN_HELP
10000039	LAUNDRY	LAUNDRY
10000040	MAINT_AUXIL	MAINTENANCE_AUXILIARY
10000041	MAINT_MAN	MAINTENANCE_MANAGER
10000042	MANAGER	MANAGER
10000043	MAN_DIRECTOR	MANAGING_DIRECTOR
10000044	MECHAN_OFF_1	MECHANIC_OFFICIAL_1
10000045	OFFICIAL_1	OFFICIAL_1
10000046	OFFI_1_PLUMB	OFFICIAL_1_PLUMBING
10000047	OFFICIAL_2	OFFICIAL_2
10000048	OFFI_2_PLUMB	OFFICIAL_2_PLUMBING
10000049	PRESIDENT	PRESIDENT
10000050	RECEPTIONIST	RECEPTIONIST
10000051	RESERV_MAN	RESERVATION_MANAGER
10000052	RESERV_STAFF	RESERVATION_STAFF
10000053	REST_MANAGER	RESTAURANT_MANAGER
10000054	REST_MAN_ASS	RESTAURANT_MANAGER_ASSIS
10000055	REV_MAN_STAF	REV_MANAGEMENT_STAFF
10000056	ROOM_DIV_MAN	ROOMS_DIVISION_MANAGER
10000057	SENIOR_DIREC	SENIOR_DIRECTOR
10000058	SENIOR_VICEP	SENIOR_VICEPRESIDENT
10000059	SHOP_ASSIST	SHOP_ASSISTANT
10000060	SOMMELIER	SOMMELIER
10000061	SOUS_CHEF	SOUS_CHEF
10000062	STAFF	STAFF
10000063	STOREKEEP	STOREKEEPER
10000064	TELEP_OPERAT	TELEPHONE_OPERATOR
10000065	VICEPRESID	VICEPRESIDENT
10000066	WAITER	WAITER
10000067	SALES_EXECUT	SALES_EXECUTIVES
10000068	REVENUE_MNGR	REVENUE_MANAGER
10000070	ENTERT_STAFF	ENTERTAINMENT_STAFF
10000071	ENTERT_MNGR	ENTERTAINMENT_MANAGER
10000072	GOLF_STAFF	GOLF_STAFF
10000073	GOLF_MANAGER	GOLF_MANAGER
10000074	PARK_STAFF	PARKING_STAFF
10000075	SECUR_STAFF	SECURITY_STAFF
10000076	EXTRA*	EXTRA
10000077	OUTSIDE*	OUTSIDE LABOUR

*These are generic functions for Extra and Outside labour employees, because they are generic employees (not nominative).
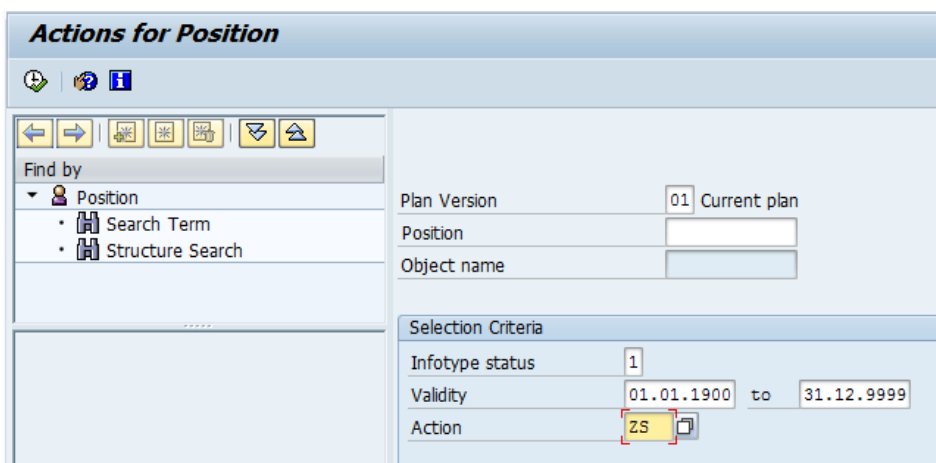
3.2. Create a new Position

By default, the positions are created through Click&Hire. But if, for whatever reasons it is needed to be created manually, there are three ways that allows you to do it:

1) Access **PQ13** transaction **-** (*Actions Position)* and follow the sequence, informing the requested dates.

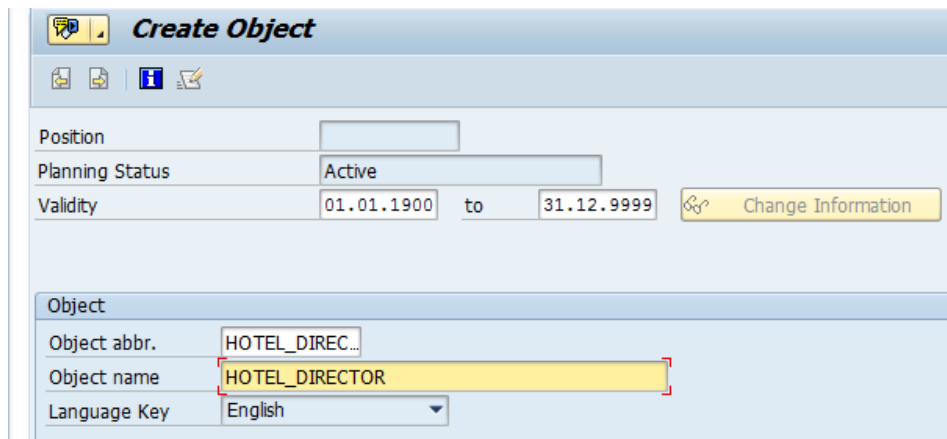To begin the creation, you must ensure that the following fields are correctly informed.

- Plan version: 01   Current plan
- Infotype status: 1   Active
- Action: ZS   Create position
- Validity*: the start date and the end date.

* The validity of the position will limit you to assign employees that have a starting date previous to the one of the position.

Once the fields are filled with the correct information, click on the button and access the first infotype of the sequence.

In this field it is necessary to inform the abbreviation and the name of the position you are going to create (See the possible positions with theirs associate abbreviations at the pages 22-23). Click on the save button to go to the next infotype.
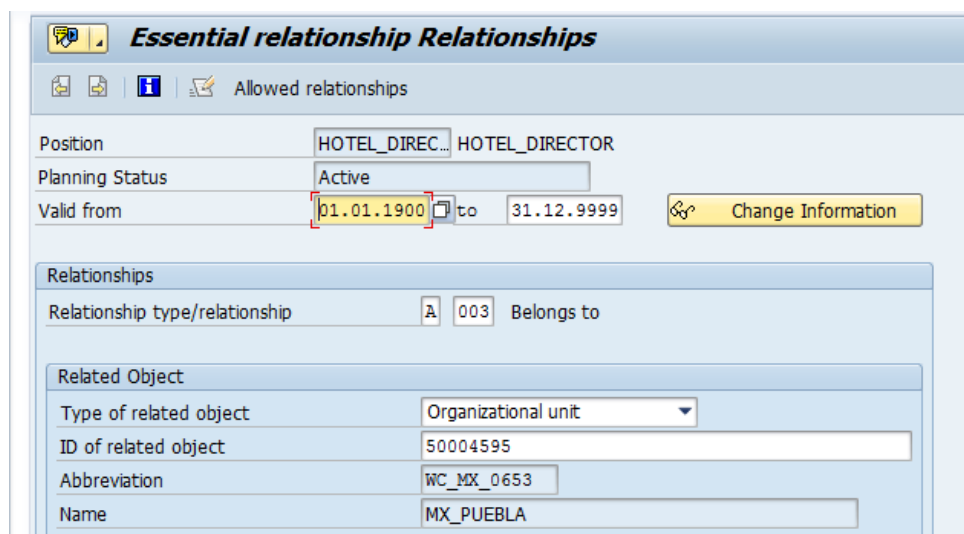
In the following infotypes it is necessary to inform the possible relationships that a position might have. The relationships are different for every type of employee.

The possible relationships are:

A 003 Belongs to
A 012 Manages *
A 011 Cost center assignment *
B 007 Is described by
A 005 Is subordinate to *
A 0Z7 is described by (workflows) *
*the relationships marked are not always applicable.

The relationship **A 003** (belongs to) is used to inform the **Organizational Unit** where the position is created.

If the position you are creating is for a **head of department**, you have to use the relationship **A 012** (Manages) to inform what Organizational Unit will manage the holder of this position.

By default, the **cost center** assigned to a position is the one of its Organizational Unit. If the position should have another one, you can inform it by using the relationship **A 011** (cost center assignment).

In order to **associate a job to a position**, you have to use the relationship **B 007** (is described by). You can find the associated jobs at the pages 22-23.

In order to associate a **functional supervisor** to an employee, you have to assign the relationship **A 005 (is subordinated to).** Note that only few positions require a functional supervisor. Be aware that the system assigns, by default, the hierarchical supervisor according to the structure.

In the next infotype it should be informed if the position we are creating is open or already occupied. As you are creating positions to be filled, you have to select the option **OPEN**.

After saving, it will show up again the first window, containing the position id and its name. This position it is already available in the company structure.

In order to create a 0Z7 relationship for SAP workflows, see the chapter 3.3.2 at the page 31.

2) Another way to create positions is by using the option **Create** in the PPOME transaction (see pages 15-16). You have to choose the option *Incorporates - Position,* inform the *Job*, by choosing one of the available options and click on the save button 🖫 . The *Position* fields will be automatically filled after choosing the *Job*.
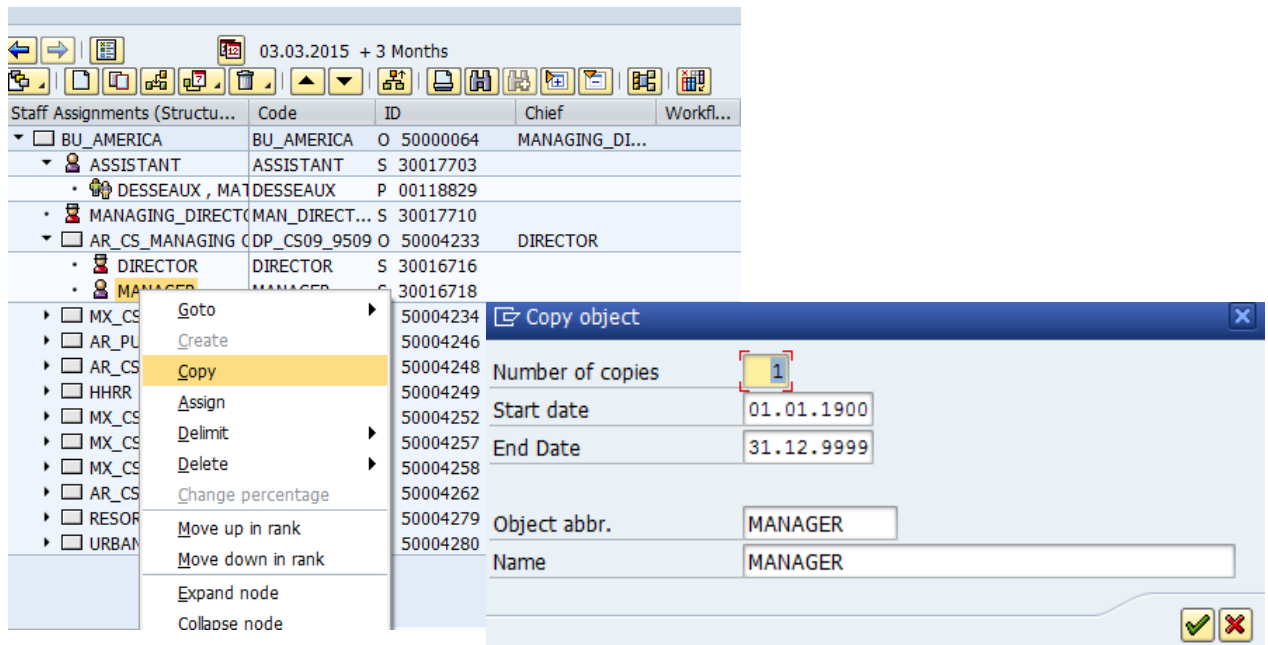
3) The system also allows you to copy positions by using **PPOME transaction**. You can select in the work area the Organizational Unit where you want to create the position, right click on an existing position and select **Copy**.

It will appear a new window where it is possible to select how many copies you want to make, the validity of these positions and the names.

Attention! If you are going to copy a Head of Organizational Unit Position, make sure you uncheck the box corresponding to this function in every position you are coping. Also, when you are copying a position, you are copying **all its data and every relationship** it has.

3.3. Maintain Position

It is possible to make changes on the already existing positions by using **PO13** transaction – (*Maintain Position*). This transaction allows the user to view and change the position infotypes and its relationships. It is only necessary to enter for the position code in the field *Position*, select the infotype and click the appropriate button (*view*, *modify*, *create* etc.)

Another way to make changes on an already existing position is by using the **PPOME** transaction**.** Make sure you select the position you want to modify in the Work Area and the BASIC DATA infotype in the Detail Area.

In the BASIC DATA infotype it is possible to change:

- The name of the object (abbreviation and name)
- Set the validity period.
- Position's status (***vacancy open, vacancy occupied, obsolete***)

Attention! When you are using this method, make sure you change the validity dates as well. If you are not doing so, the position will start on your current date.

3.3.1. Create a head of department

The safest way to create a head of department is to assign the relationship **A 012** (manages) to that position by using the PO10 transaction.

Another way is by using the PPOME transaction. You have to select the position and look in the Detail Area. In the BASIC DATA infotype, you have the option to indicate if the position is the head of his organizational unit or not, simply by checking this box.

Attention! When you are using this method, make sure you change the validity dates as well. If you are not doing so, the position will be the head of department starting on your current date.

3.3.2. Create workflow relationship

If the position you are creating will have an approval profile, you need to inform the relationship **B 0Z7** is described by (wf)**.**

As there are only a few position with this characteristic, this relationship is not included in the infotype sequence in the PQ13 transaction. For this reason, you need to go to the *PO13 transaction,* search for the position code, select the infotype *Relationship* and press the

button ⬜. Then you just have to inform the relationship type, and choose the appropriate value for the position you are creating.
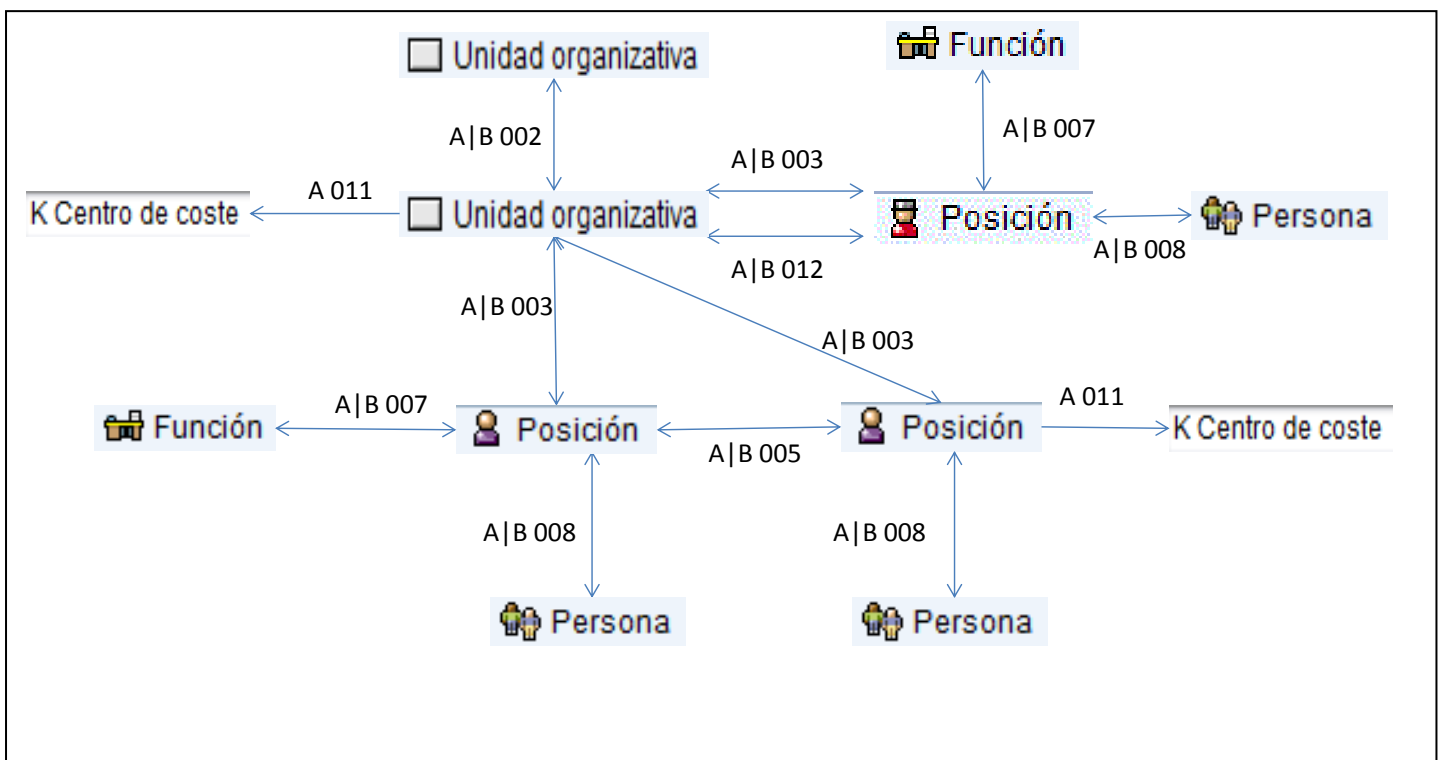
4. Relationship

Every element from the Company structure is an independent object with individual characteristics. These objects are created and maintained apart, but they are connected through relationships.

In SAP, an object is an element with individual information:

Object types	Object type keys
Organizational units	O
Jobs	C
Positions	S
Cost Centers	K
Persons	P
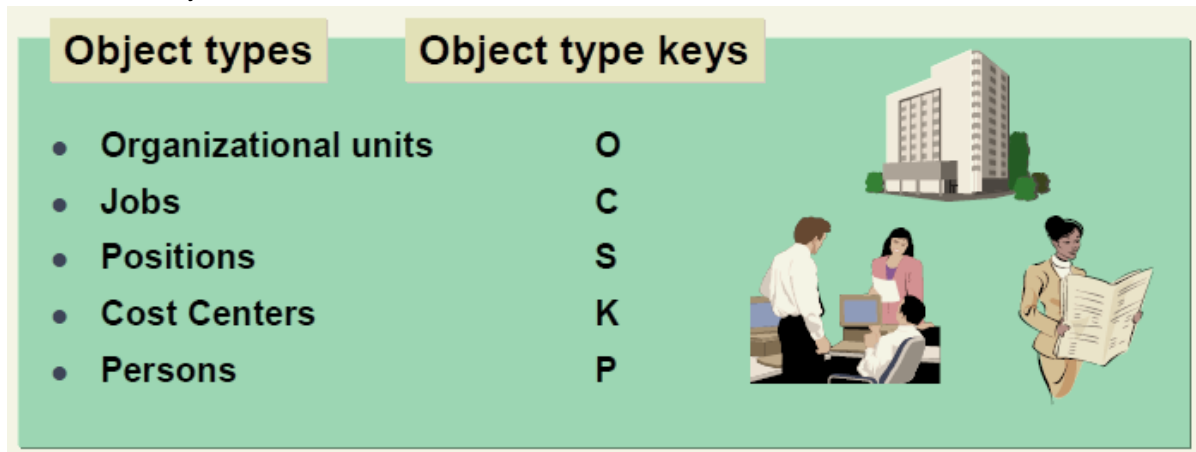
We can achieve a complex structure of the company by using relationships between the objects, as you can see in the diagram below.

Relationship diagram

The relationship will always be defined by a letter and a number, the number informs the type of relationships and the letter the direction. (see all the possible relationships at page 35)

In the example below we can see how the direction affects the result of the same relationship ➤**A 005 is subordinated to**
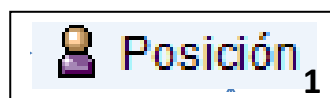
B 005 is supervisor of

If we inform the relationship in the 👤 Posición **1** we have the following results:

In the first example **(A 005)** the Position **2** is the supervisor of Position **1**.
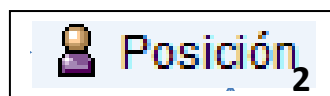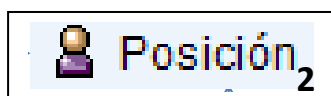In the second example **(B 005)** the Position **1** is the supervisor of Positon **2**.
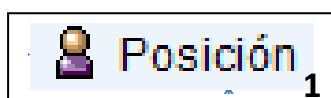
A 005

B 005

Possible relationships between the objects

When creating Objects, you will need to establish relationships with other objects in order to integrate it in the hierarchy.

| Allowed relationships	Direction	Code	Description
O_1 with O_2 (organizational unit with organizational unit)	**A** (O_1 reports to O_2)	002	Reports to
O_1 with O_2 (organizational unit with organizational unit)	**B** (O_1 is the supervisor of O_2)	002	Is supervisor of
S with O (position with organizational unit)	**A** (S belongs to O)	003	Belongs to
O with S (organizational unit with position)	**B** (O incorporates S)	003	Incorporates
C with S (job with position)	**A** (C describes S)	007	Describes
S with C (position with job)	**B** (S is described by C)	007	Is described by
S with O (position with organizational unit)	**A** (S manages O)	012	Manages
O with S (position with organizational unit)	**B** (O is managed by S)	012	Is managed by
S_1 with S_2 (position with position)	**A** (S_1 is subordinated to S_2)	005	Is subordinated to (functional supervisor)
S_1 with S_2 (position with position)	**B** (S_1 is the supervisor of S_2)	005	Is supervisor of
S with K (position with cost center)	**A** (K is associated to S)	011	Cost center assignment
O with K (organizational unit with cost center)	**A** (K is associated to O)	011	Cost center assignment
P with S (*) (person with position)	**A** (P is the holder of S)	008	Holder
ZC with S (job workflow with position)	**A** (ZC describes S)	0Z7	Describes (wf)
S with ZC (position with job workflow)	**B** (S is described by ZC)	0Z7	Is described by (wf)

5. Delimit or delete an object

There are functions to Delete or Delimit objects in the options menu. When you delete or delimit an object, all of the associated infotypes records are automatically deleted or delimited as well.

- You should use the DELETE function **ONLY** when there were made incorrect entries (creating to many positions for one job, or a department was planned to be created but then it wasn´t needed at all, etc.)

- Otherwise, you should use DELIMIT, to limit the validity, if an object is no longer valid for the stated period. When using delimit, the changes will be saved in the infotype's history.

Take into account that if you have to delimit an Organizational Unit, it is necessary to delimit **first** the organizational units subordinated and the positions associated to it. If there are employees holding these positions, make sure you perform an organizational change or a leaving action before.

You can use PPOME to delimit both Organizational Units and Positions and PO10 or PO13 to delimit Organizational Units or Positions, respectively.

To perform this action, click on ***Organizational Unit -> Delimit.*** (PO10/PO13 transaction)
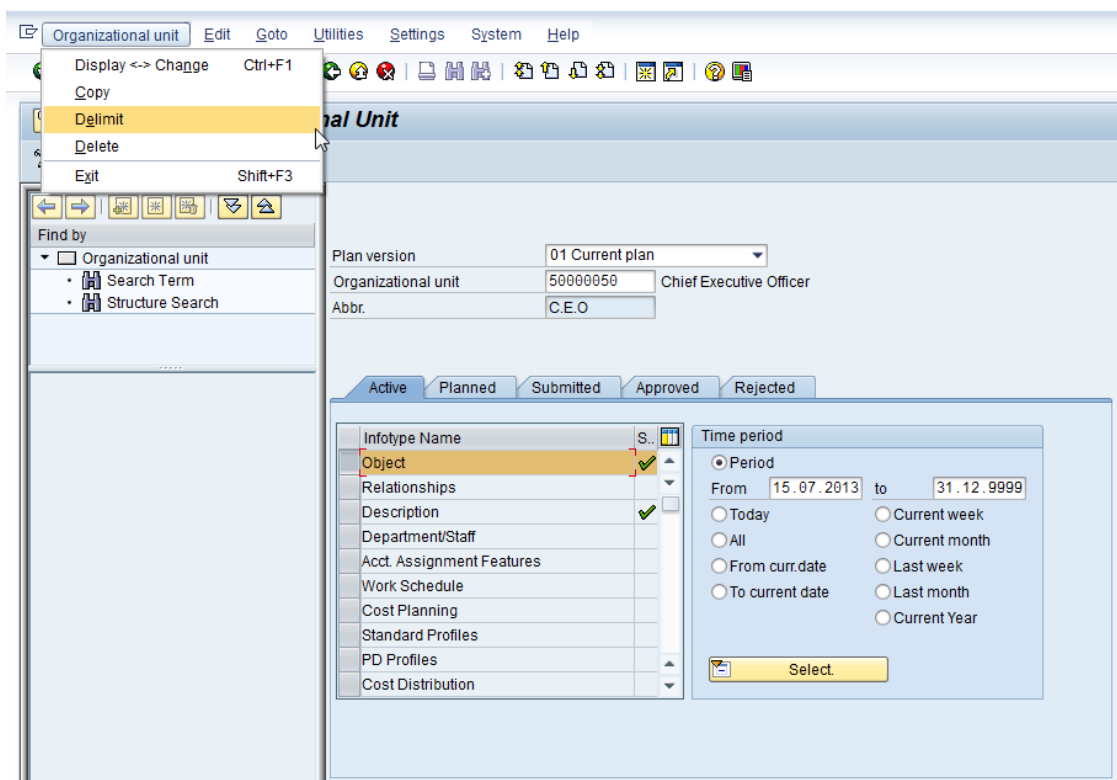
In the <u>PPOME transaction,</u> you need to search in the Work Area for the Organizational Unit or Position you want to delimit, right click and select Delimit Object.
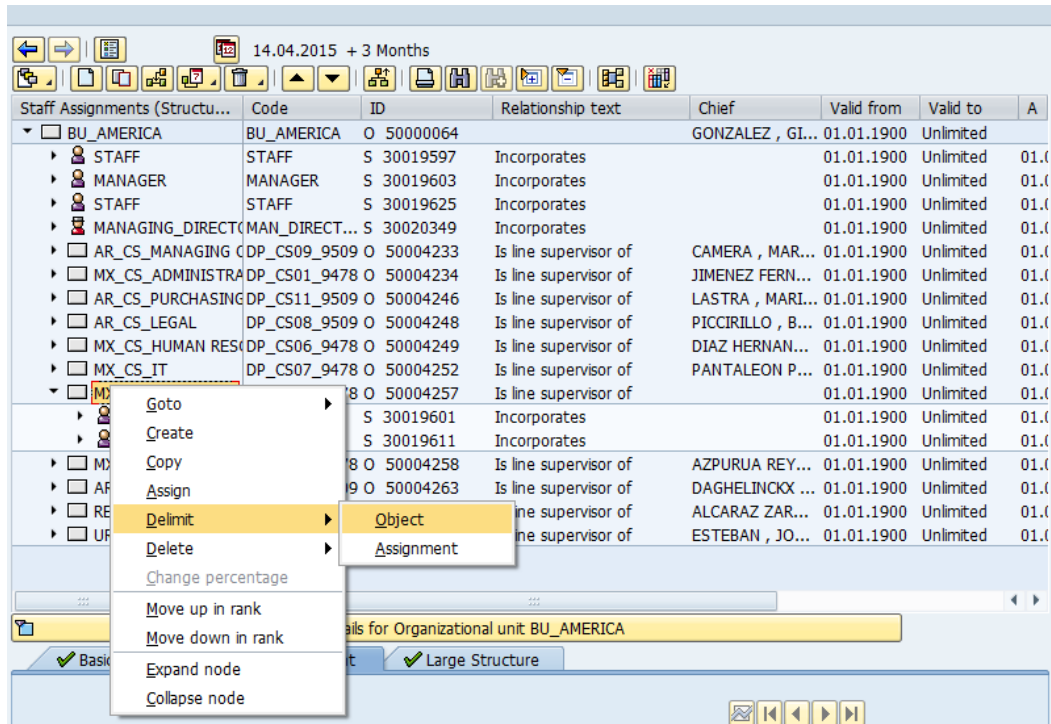
After that, make sure to inform the correct validity date. This will be the last active day of the delimited object.