



DISPLAY POSITION RELATIONSHIPS (IT1001)

Change Record:

Change Date: 10/1/13	Changed by: d. lyle
Changes:	<ul style="list-style-type: none"> • New document format and screen captures • Change from PO13 to PO13D transaction • New Additional Resource box at end of BPP

Trigger:


The user wishes to display the relationships this position has with other organizational objects, such as organizational unit, job, person, or the workflow approval relationships.

Business Process Procedure Overview:

The relationships infotype (1001) provides the method to attach the position to other objects within the system. The following relationships are currently in use in BEACON:

- **A 002** - Reports to (position of this position's supervisor)
- **A 003** - Belongs to (organizational unit)
- **A 008** - Holder (individual who is in the position)
- **A 012** - Manages (this position manages these other positions)
- **A AA1** - Agency Approver for (approves OM/PA workflow items at the Agency level for this organizational unit and below)
- **A BA1** - OSBM Approver for (approves OM/PA workflow items at the OSBM level for this organizational unit and below)
- **A DA1** - Division Approver for (approves OM/PA workflow items at the Division level for this organizational unit and below)
- **A FA1** - Funding Approval for (approves OM/PA workflow items and enters/changes data on workflow items at the Funding level for this organizational unit and below)
- **A OA1** - OSP Approver for (approves OM/PA workflow items at the OSP level for this organizational unit and below)
- **A SOM** - BSS OM Activator for (BEST Shared Services OM activator for workflow)
- **A SPA** - BSS PA Activator for (BEST Shared Services PA activator for workflow)

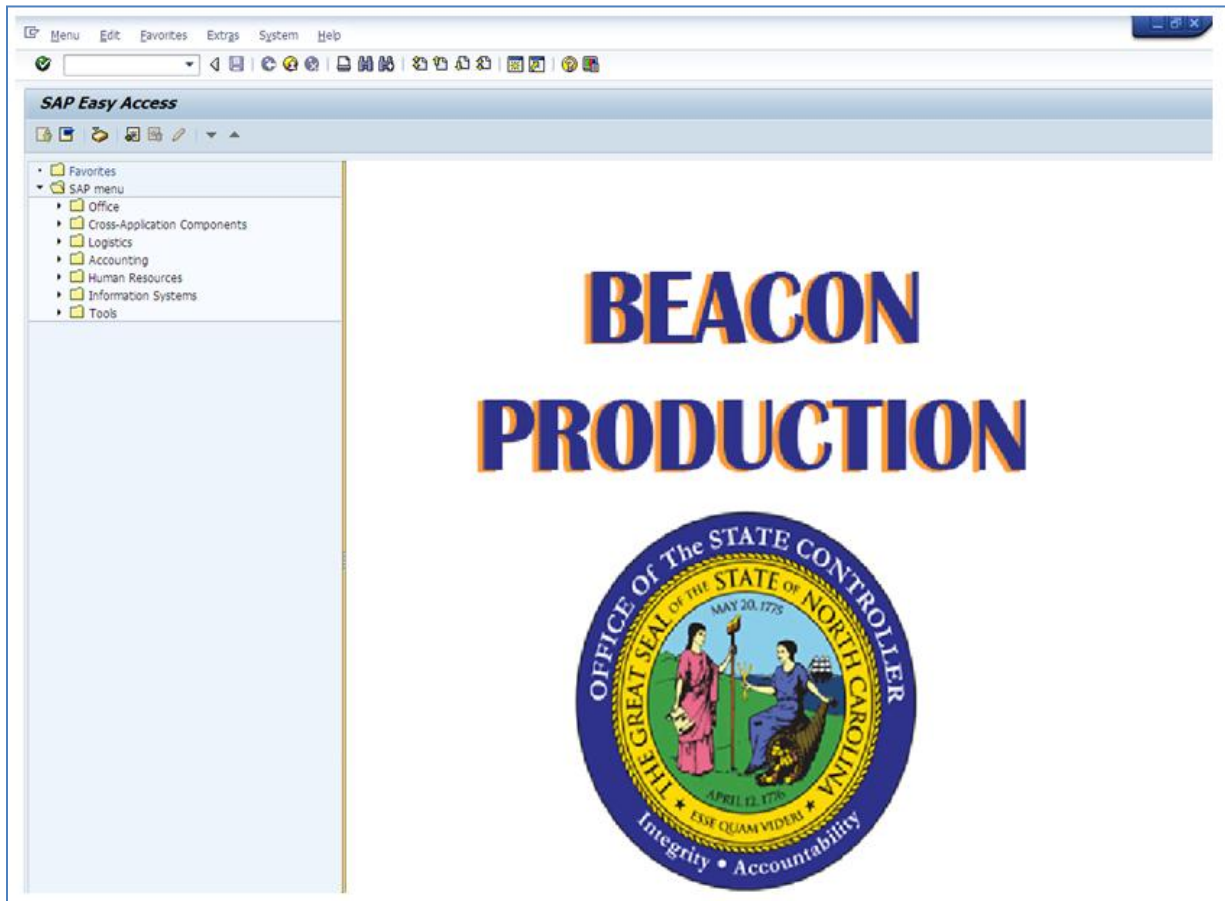
Tips and Tricks:

- The relationship record of a Position is held on Infotype 1001.
- **Display**  is used to access information for display purposes only. No changes can be made to the relationship records. Contact BEST Shared Services for changes.
- See the OM Tips and Tricks Job Aid for an expanded listing of Best Practices and Tips & Tricks. The job aid is located on the Training Help website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Organizational Management > Job Aids*.

Access Transaction:

Via Menu Path:	Your menu path may contain this custom transaction code depending on your security roles. <i>SAP menu > Human Resources > Organizational Management > Expert Mode > PO13D – Display Position</i>
Via Transaction Code:	PO13D


PROCEDURE



1. Update the following fields:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. Example: PO13D

2. Click the **Enter**  button.

 **Information**

You may want to enter this transaction code in your Favorites folder.

- Choose **Favorites > Insert Favorites**
- Type in **PO13D**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites:

- Choose **Edit > Settings**.
- Place a check next to **Display Technical Name**.
- Click **Enter**.

Plan version: 01 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	
Full Time Equivalent	
Employee Group/Subgroup	

Time period

Period

From: 09/30/2013 to: 12/31/9999

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

Select.

3. Update the following fields:

Field Name	Description	Values
Position	Eight-digit unique number identifying the position	Enter value in Position. Example: 65001370

4. Click the **Enter**  button.

Plan version	01 Current plan	
Position	65001370	Editorial Assistant
Abbr.	800904000635	

Active | Planned | Submitted | Approved | Rejected

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

Time period

Period

From 09/30/2013 to 12/31/9999

Today Current week

All Current month


From curr.date Last week


To current date Last month

Current Year

Select.

5. Click the gray square in front of the **Relationships** line.


 **Information** If you need to look up the position number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.



6. Click the **All** All button.
7. Click the **Overview (Shift+F8)**  button.

NOTE: Verify that the position on which you wish to display the relationships is displayed. Highlight the Object infotype by clicking on the gray square to the left of the line item, and click Overview. If a record exists there will be a green check mark to the right of the infotype line.

If you click Display, you will only receive one record at a time, and will need to click on the Next record button to move throughout all relationship records.

To view all records, choose the Time Period of All - if you don't, you will only see the records that are valid from today's date forward by default.

 **List Display Relationships**


 

Position Editorial Assistant

Planning Status

Relationships 01 S 65001370 1

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
07/01/2007	12/31/9999	A	002	Reports (l	S	60096888	480200000000	0.00
07/01/2007	12/31/9999	A	003	Belongs to	O	20000236	480399999992	0.00
01/01/2008	12/31/9999	A	008	Holder	P	80000406	Langford	100.00
07/01/2007	12/31/9999	B	007	Is describ	C	30001378	Edtrl Ast	0.00

8. Click the gray square in front of the **07/01/2007** button / Reports (line supervisor) row.
9. Click the **Choose (F2)**  button.

The list of records is displayed. Below are the various relationships you may see. To display more detail about any relationship, highlight the line by clicking on the gray square to the left of the line and click **Details**.

- **A 002** - Reports to (position of this position's supervisor)
- **A 003** - Belongs to (organizational unit)
- **A 008** - Holder (individual who is in the position)
- **A 012** - Manages (this position manages these other positions)
- **A AA1** - Agency Approver for (approves OM/PA workflow items at the Agency level for this organizational unit and below)
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- **A DA1** - Division Approver for (approves OM/PA workflow items at the Division level for this organizational unit and below)
- **A FA1** - Funding Approval for (approves OM/PA workflow items and enters/changes data on workflow items at the Funding level for this organizational unit and below)
- **A OA1** - OSP Approver for (approves OM/PA workflow items at the OSP level for this organizational unit and below)
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Display Relationships

Additional data

Position: 800904000635 Editorial Assistant
 Planning Status: Active
 Valid from: 07/01/2007 to 12/31/9999 Change Information

Relationships: 01 S 65001370 1

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

Related Object

Type of related object: S Position
 ID of related object: 60096888
 Abbreviation: 480200000000
 Name: Cultural Resources - Placeholder

Priority:

Record 1 of 4

10. Click the **Back (F3)**  button.

The details of the relationship to the other object (Report – Line Supervisor) is displayed.

List Display Relationships

Position: 800904000635 Editorial Assistant
 Planning Status: Active
 Relationships: 01 S 65001370 1

Start	End	R..	Rel...	Relat.text	R..	Rel'd obje...	Abbr.	% Rate
07/01/2007	12/31/9999	A	002	Reports (l	S	60096888	480200000000	0.00
07/01/2007	12/31/9999	A	003	Belongs to	O	20000236	480399999992	0.00
01/01/2008	12/31/9999	A	008	Holder	P	80000406	Langford	100.00
07/01/2007	12/31/9999	B	007	Is describ	C	30001378	Edtrl Ast	0.00

11. Click the **Back (F3)**  button.

When you have completed your review, click **Back** to go back to the main position screen.

Plan version: 01 Current plan
Position: 65001370 Editorial Assistant
Abbr.: 800904000635

Active | Planned | Submitted | Approved | Rejected

Field	Checked
Infotype Name	
Object	✓
Relationships	✓
Description	
Department/Staff	
Planned Compensation	
Vacancy	✓
Acct. Assignment Features	✓
Authorities/Resources	
Full Time Equivalent	
Employee Group/Subgroup	✓

Time period: Period
From: 09/30/2013 to: 12/31/9999
 Today Current week
 All Current month
 From curr.date Last week
 To current date Last month
 Current Year
Select.

12. Click the **Back (F3)**  button.

13. The system task is complete.

ADDITIONAL RESOURCES

Training HELP website: <http://www.osc.nc.gov/training/osctd/help/>

Job Aids	<i>OM Infotypes</i> <ul style="list-style-type: none">• Organizational Management > Job Aids
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