

**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. Ie '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.

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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. Ie '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.

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	Active Planned Submitted Approved Rejected Infotype Name Object Relationships Description Department/Staff Active Planned Submitted Approved Rejected Time period From 11.01.2012 to 31.12.9999 Today Current week Active Planned Submitted Approved Rejected				
	Active Planned Submitted Approved Rejected  Infotype Name Object Relationships Description Department/Staff Acct. Assignment Features				
	Active       Planned       Submitted       Approved       Rejected         Infotype Name       S       Time period         Object <ul> <li>Period</li> <li>From 11.01.2012 to 31.12.9999</li> <li>Today</li> <li>Current week</li> <li>All</li> <li>Current month</li> <li>From curr.date</li> <li>Last week</li> <li>To current date</li> <li>Last worth</li> </ul>				
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	Active       Planned       Submitted       Approved       Rejected         Infotype Name       S       Time period         Object       Image: Second Seco				

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 abbr.	Zone					
	Object name	Patna Zone					
	Language Key	English	•				

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

Created Suborg unit 10000004 and relationship.



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	Relationship type/relationship     A     002     Reports (line) to       Related Object     Type of related object     Type of related object
	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.





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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	Work Schedule	Select.

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



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	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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	Related Object		
	Type of related object	Organizational unit	<b>_</b>
	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.





Select the ObjectInfotype and set the Period.

2) Click on Create button.



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) Enter the Object abbr.

4) Enter the Object name

5) Click on save button.



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

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	Relationship type/relationship	A 003 Belongs to	
	Related Object		
	Type of related object	Organizational unit	<b>•</b>
	ID of related object	50000222	
	Abbreviation		
	Name		
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Relationship created.

Enter po13





Enter position and select relationship. Click on create.



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



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





Enter position and select relationship. Click on create.



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	Vacancy			○ To current date	O Last month
	Authorities/Resources				OCurrent Year
	Work Schedule			Fill Select.	
	Employee Group/Subgroup		-		

Enter relationship and related object person. Enter save.



Assignment of Cost Center Transaction code PO10 and press enter.

# **4.** COST CENTER ASSIGNEMENT

Access Transaction:

Transaction code: PO10

Procedure:

Enter po10 and Press enter.





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



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	Work Schedule O To current date Last month		
	Cost Planning Current Year		
	DD Profiles		
	Cost Distribution		

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



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	Type of related object	Cost center	
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Press enter and save. Cost center assigned to org unit.