

ABC - SAP Project

User Manual Document- HR Organizational Management

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User Manual- <Module>

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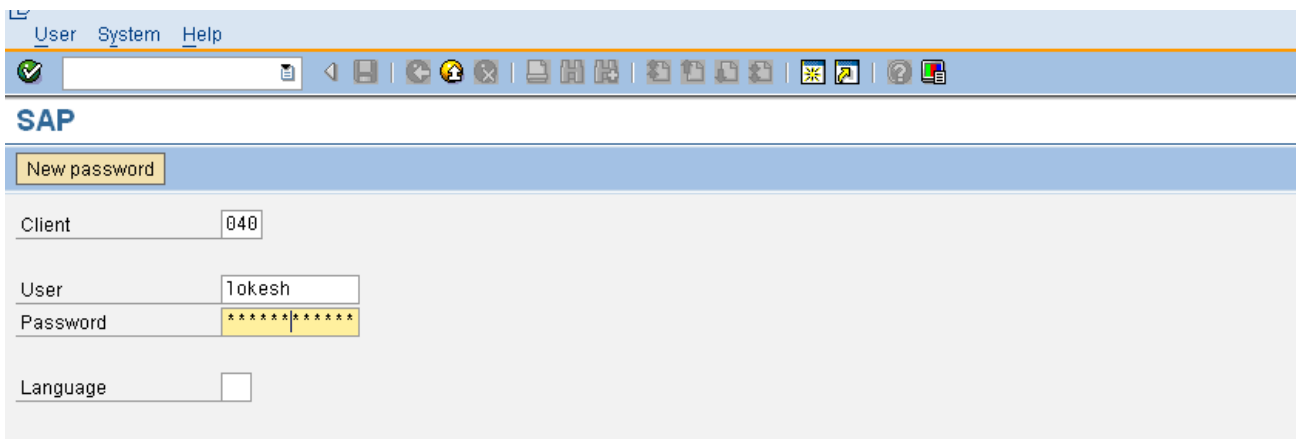
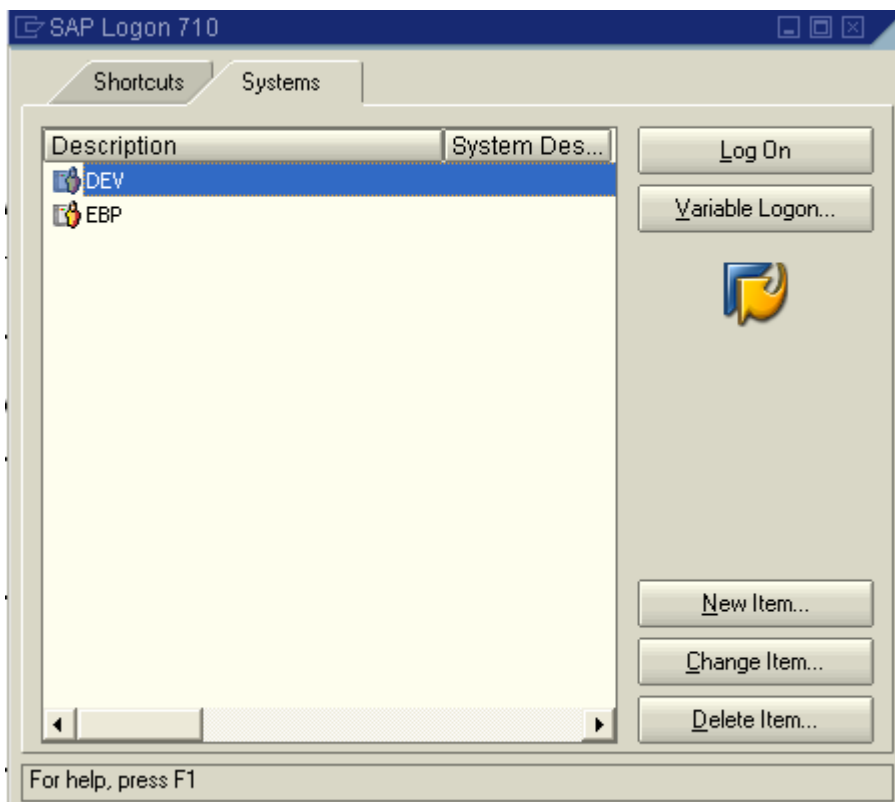
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1 Introduction

This Document is intended to explain the Organization Structure creation and Maintain organizational data.

2 SAP Logon



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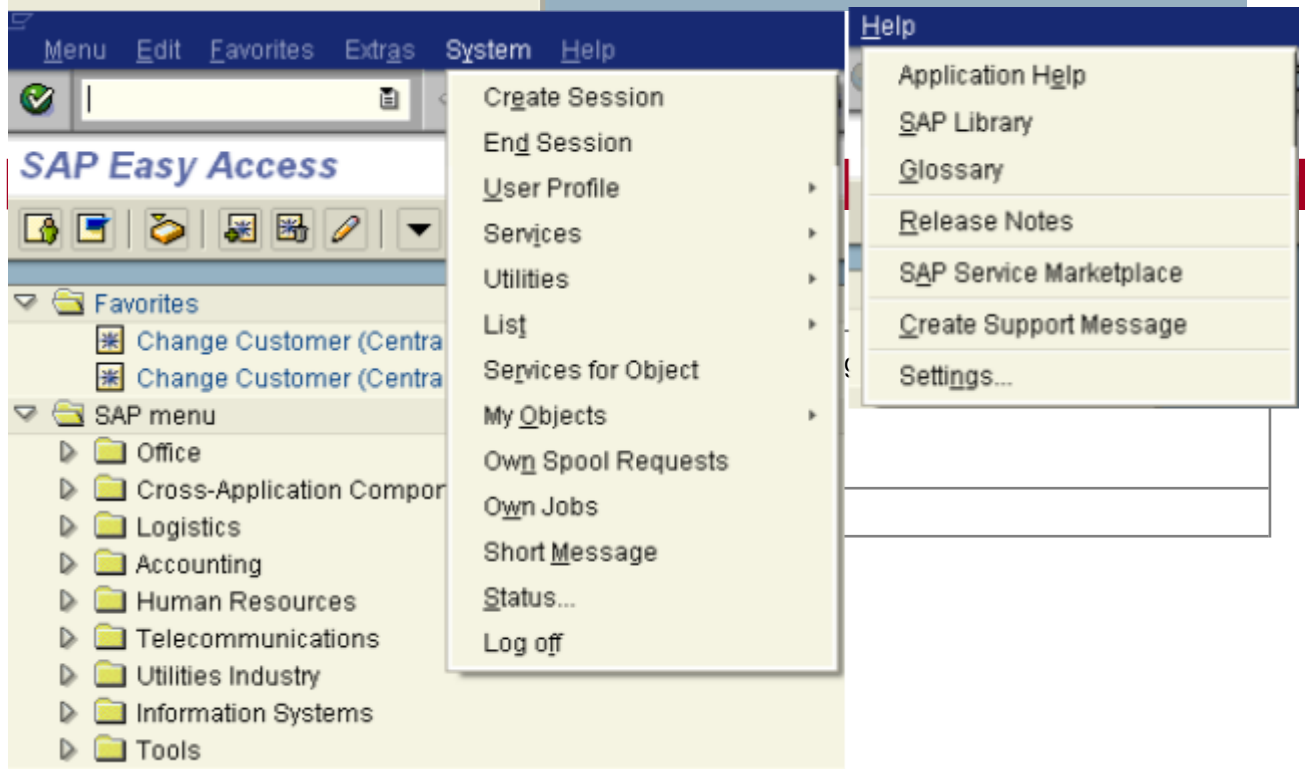
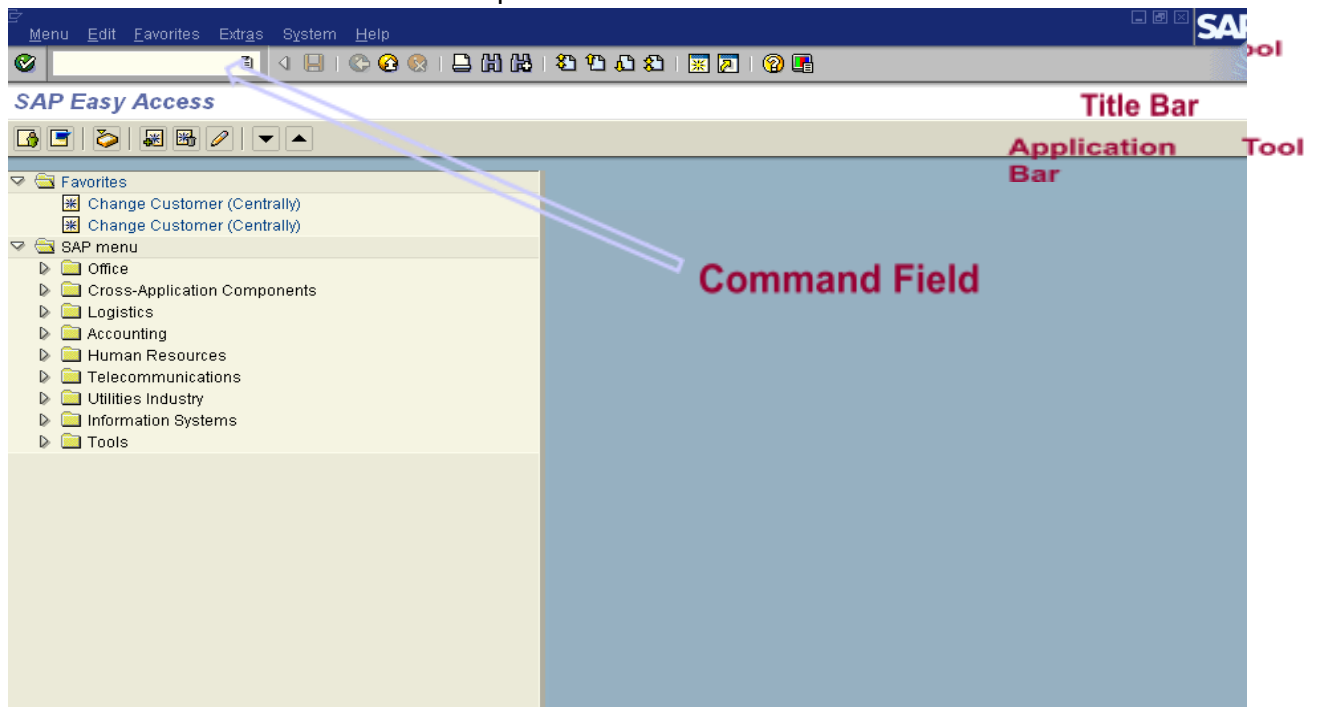
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Input Parameters	Values
Enter User Name	Lokesh
Enter Password	*****

Enter user Name and Password then press enter button



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The screenshot displays the SAP Easy Access interface. At the top, there is a menu bar with 'Menu', 'Edit', 'Favorites', 'Extras', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP Easy Access - User menu for LOKESH'. On the left, there is a 'Favorites' list with 'User menu for LOKESH' expanded, showing sub-items like 'Evaluate Authorization Check', 'Customizing - Edit Project', 'Logistics', 'Accounting', 'Human Resources', 'Information Systems', 'Tools', and 'Information Systems'. On the right, there is a text box with the label 'Enter TCODE:PPOC_OLD'. Below this, there is a 'Create Organizational Unit' screen. It has a 'View' section with 'Overall view' selected. The main form fields are: 'Organizational unit' (CCMC), 'Name' (Consolidated Can Manufacturing Company), and 'Validity period' (01.01.2009 To 31.12.9999). A red box highlights the 'Create' button in the top left corner of the 'Create Organizational Unit' screen, with the text 'Click on create button' next to it.

Menu Edit Favorites Extras System Help

PPOC_OLD

SAP Easy Access - User menu for LOKESH

Enter TCODE:PPOC_OLD

Favorites

User menu for LOKESH

- Evaluate Authorization Check
- Customizing - Edit Project
- Logistics
- Accounting
- Human Resources
- Information Systems
- Tools
- Information Systems

Organizational plan Edit Goto Settings System Help

Create Organizational Unit

Click on create button

Organizational unit Abbr. CCMC

Name Consolidated Can Manufacturing Company

Validity period 01.01.2009 To 31.12.9999

View

- ☒ Overall view
- ☐ Human Resources view

Click on Create Button

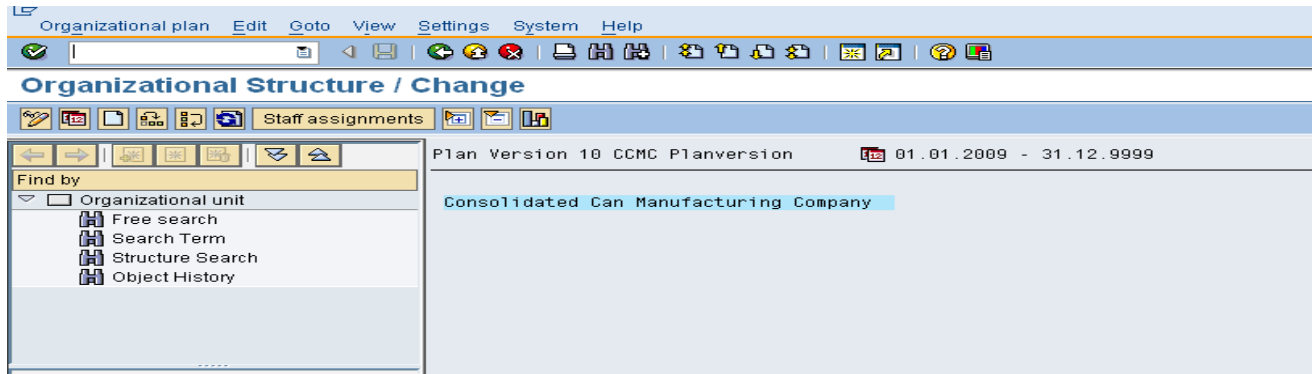
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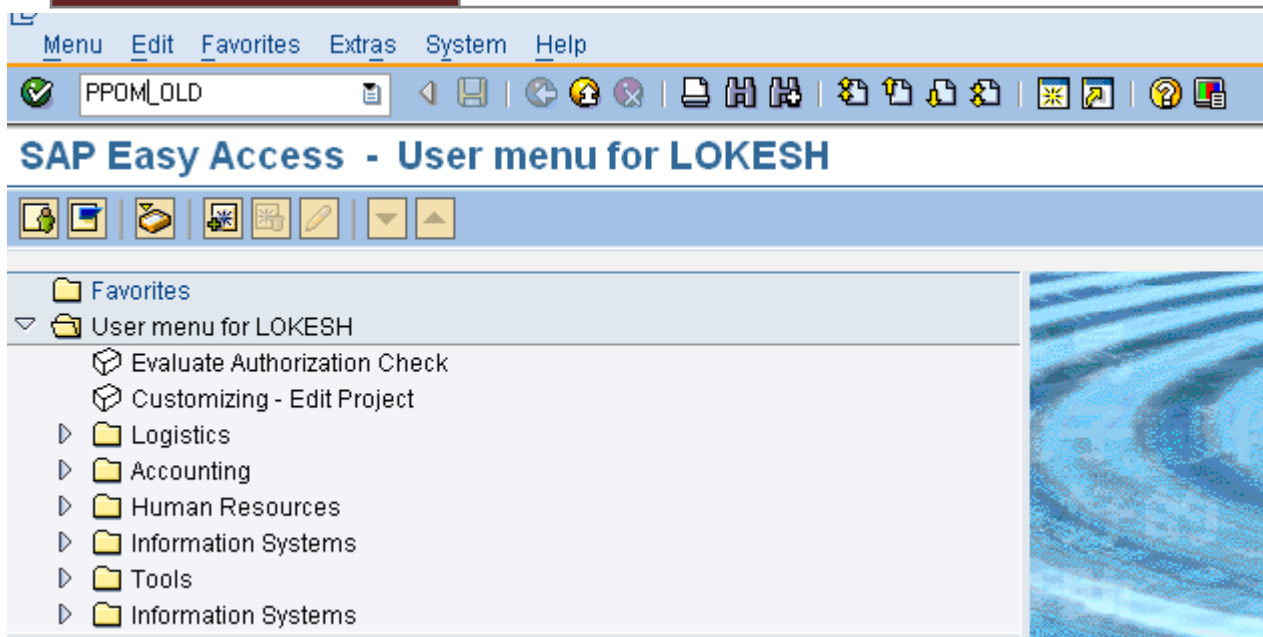
Created : 6-Feb-17
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Input Parameters	Values
Abbreviation	ABC
Name	Consolidated can manufacturing
Valid Period	01.01.2009 to 31.12.9999

3.2 Create/Change Org unit- PPOM_OLD

SAP R/3 Menu	Human Resources □ Org. Management □ Expert mode □ Simple maintenance □ Change
Transaction code	PPOM_OLD



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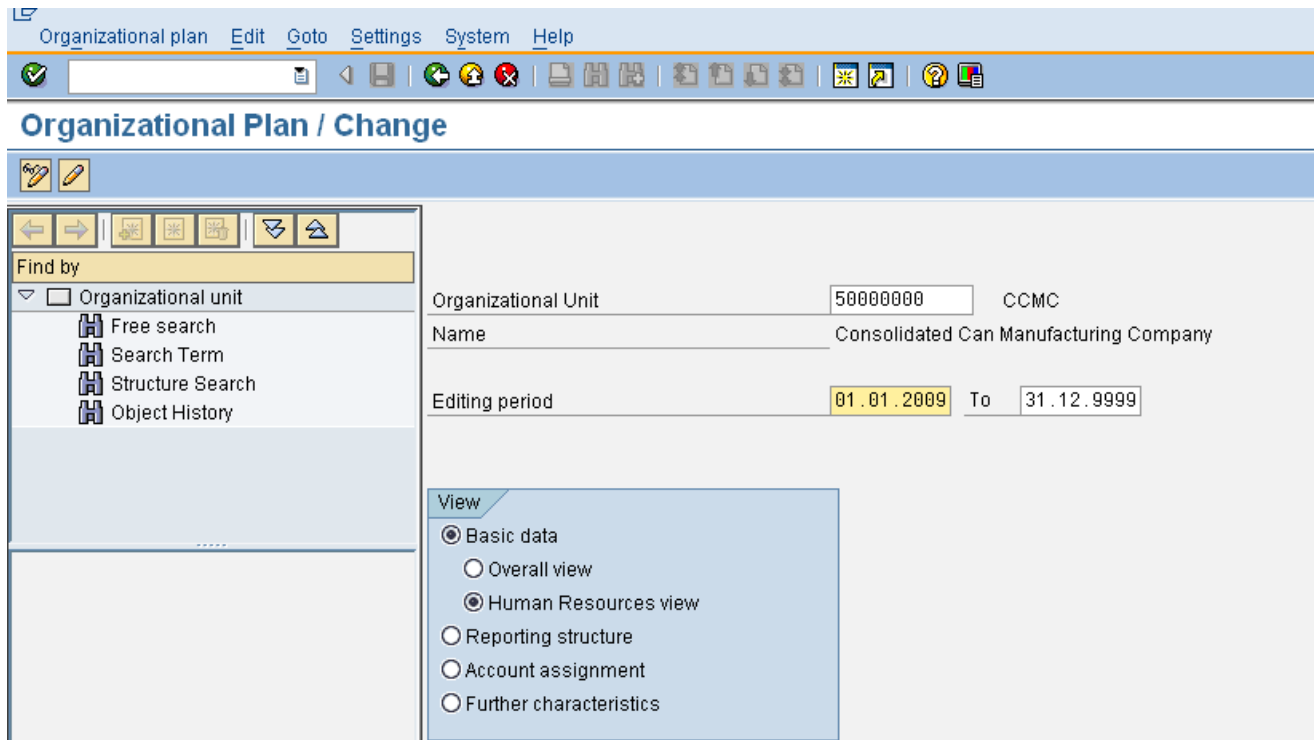
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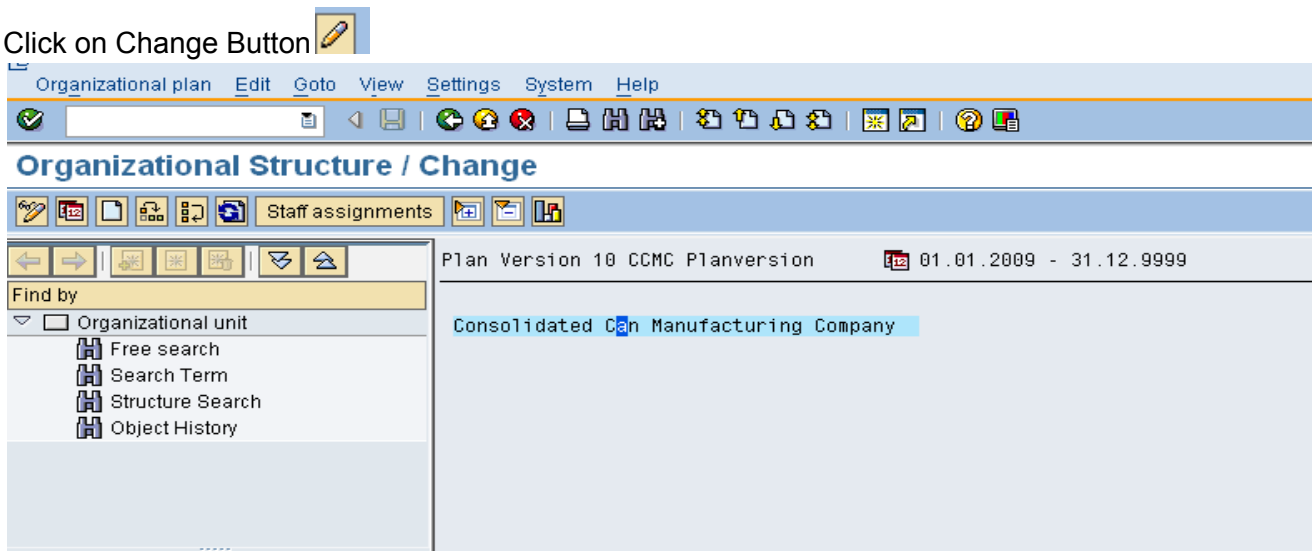
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Press enter



The screenshot shows the SAP 'Organizational Plan / Change' screen. The menu bar includes 'Organizational plan', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is divided into a left sidebar and a right main panel. The sidebar has a 'Find by' section with a dropdown menu set to 'Organizational unit'. Below this are four search options: 'Free search', 'Search Term', 'Structure Search', and 'Object History'. The main panel contains fields for 'Organizational Unit' (500000000), 'Name' (Consolidated Can Manufacturing Company), and 'Editing period' (01.01.2009 to 31.12.9999). A 'View' section on the right lists several options: 'Basic data' (selected), 'Overall view', 'Human Resources view', 'Reporting structure', 'Account assignment', and 'Further characteristics'.

Click on Change Button



The screenshot shows the SAP 'Organizational Structure / Change' screen. The menu bar includes 'Organizational plan', 'Edit', 'Goto', 'View', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is divided into a left sidebar and a right main panel. The sidebar has a 'Find by' section with a dropdown menu set to 'Organizational unit'. Below this are four search options: 'Free search', 'Search Term', 'Structure Search', and 'Object History'. The main panel contains a 'Plan Version 10 CCMC Planversion' field and a date range '01.01.2009 - 31.12.9999'. The 'Consolidated Can Manufacturing Company' is listed in the main area.

Select Root Orgunit: ABC

Click on Create button

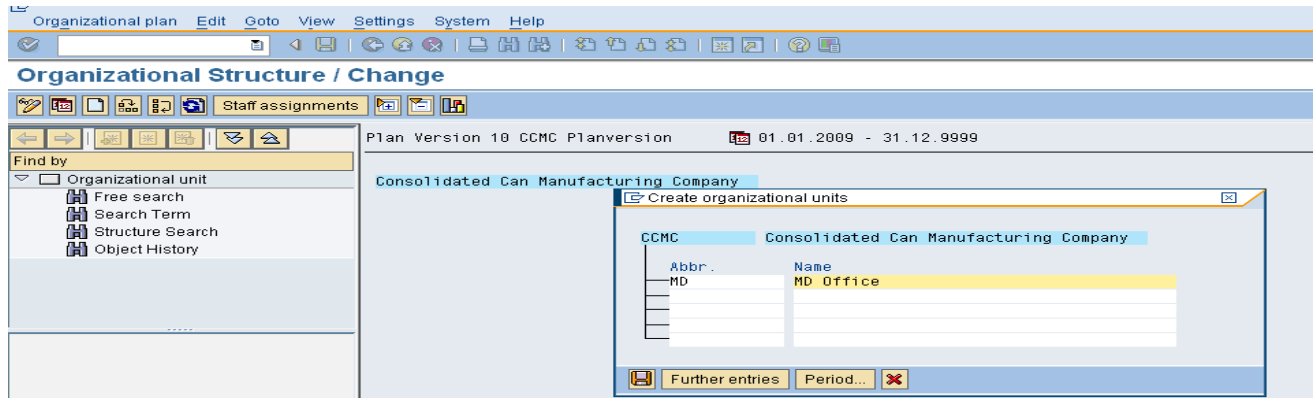
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Click on Save button



Needs to create all other Department s(Org units) as shown above

Input Parameters	Values
Org unit	50000000
Name	Consolidated can manufacturing
Valid Period	01.01.2009 to 31.12.9999
Abbr	MD
Name	MD Office

All ABC Departments are created as shown above. See the screen shot of Orgstructure

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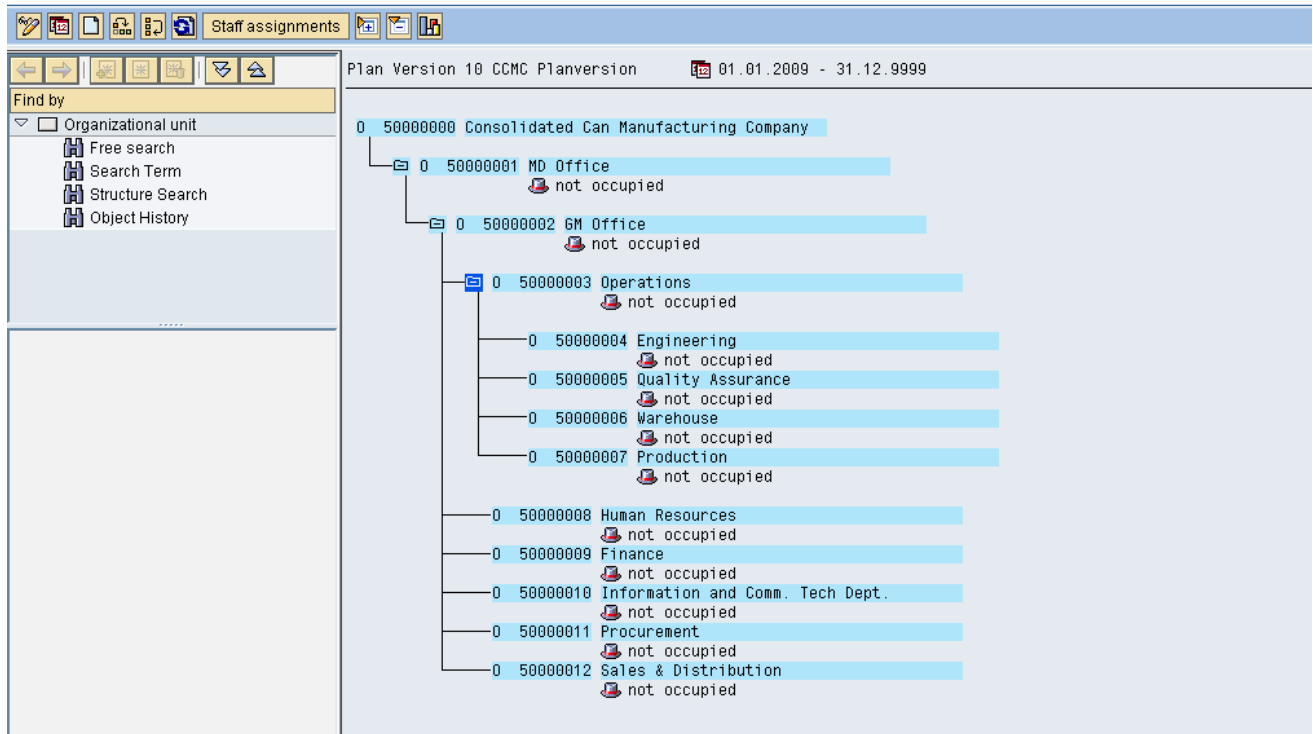
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Organizational Structure / Change



3.3 Change Org unit-PPOM_OLD

Here we will change the Name of the Department/Org unit and Validity

SAP R/3 Menu	Human Resources □ Org. Management □ Expert mode □ Simple maintenance □ Change
Transaction code	PPOM_OLD

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Organizational Structure / Change

Select any Orgunit then

Go to Edit □ Change □ Rename/Change Date

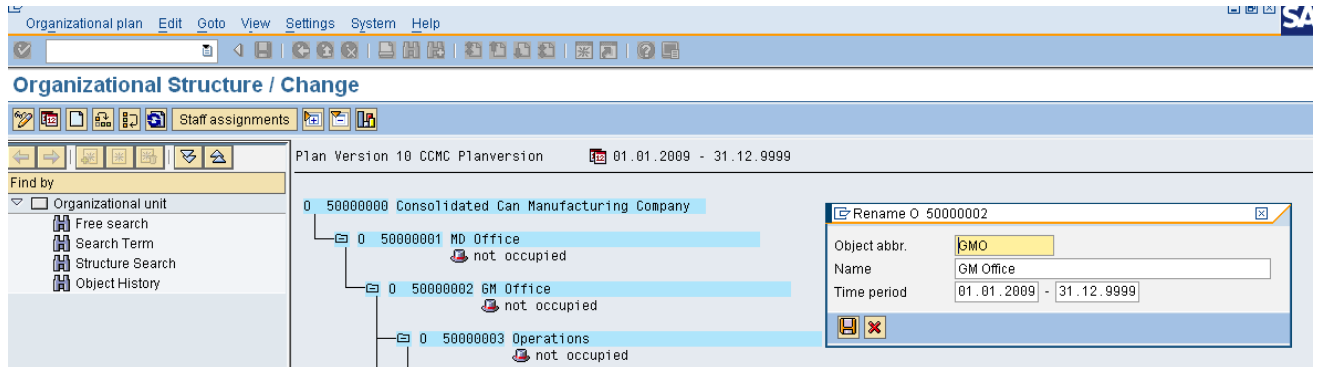
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Change the Name of the Department and Validity period then click on save  button

3.4 Change/Maintain Relationship between Org units-PO10

SAP R/3 Menu	Human Resource-->Org Management-->Expert mode-->Organization Unit
Transaction code	PO10

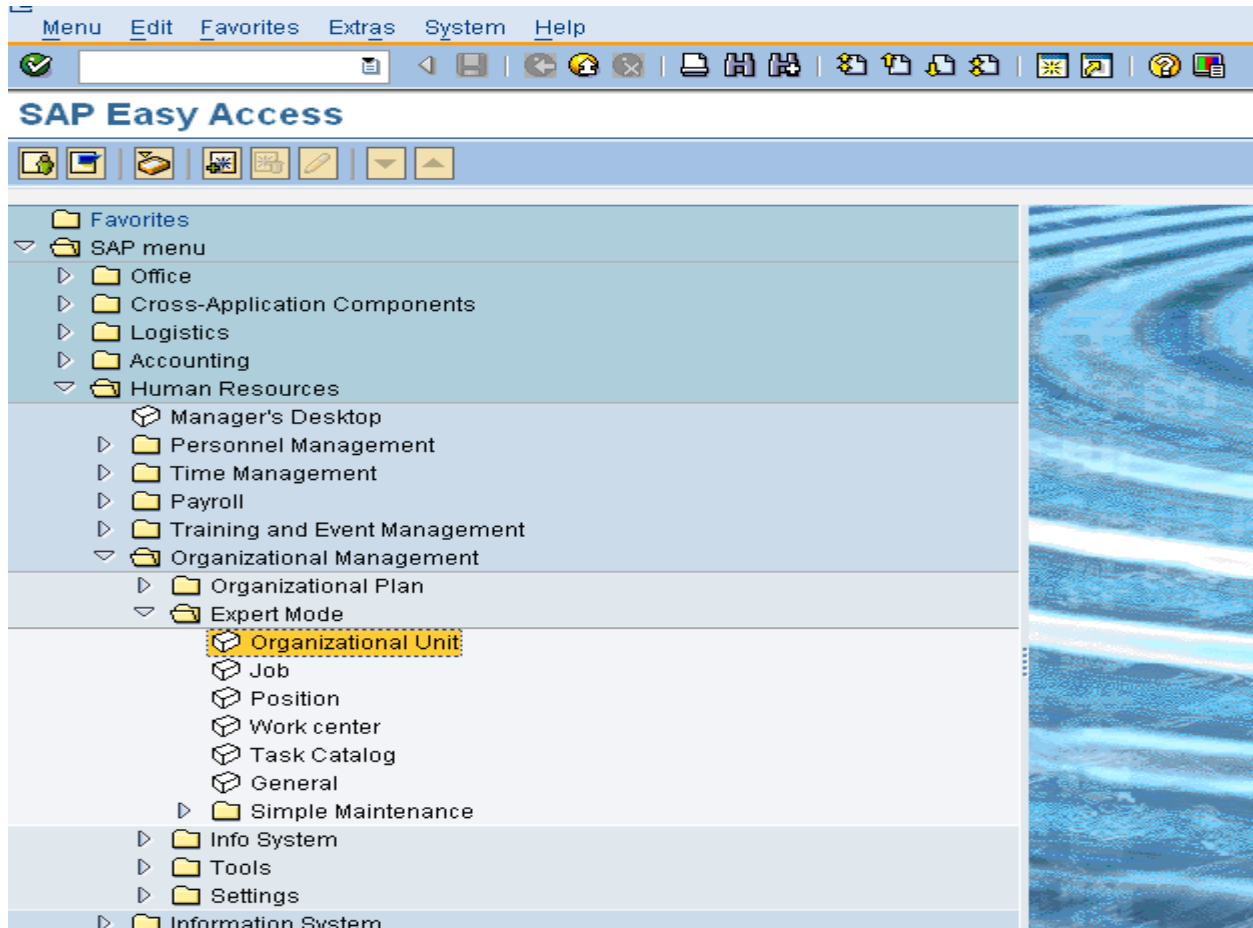
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OR Enter PO10

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Organizational unit Edit Goto Utilities(M) Settings System Help

Maintain Organizational Unit

Find by

☐ Organizational unit

Search Term

Structure Search

Plan version CCMC Planversion

Organizational unit 50000003 Operations

Abbr. OPR

Active Planned Submitted Approved Rejected

Infotype Name E

Object

Relationships

Description

Department/Staff

Acct. Assignment Features

Work Schedule

Cost Planning

Standard Profiles

PD Profiles

Cost Distribution

Time period

Period

From 25.05.2009 to 31.12.9999

Today

All

From curr.date

To current date

Current week

Current month

Last week

Last month

Current Year

Select.

Click on change

Infotype Edit Goto Extras View System Help

Change Relationships

Organizational unit OPR Operations

Planning Status Active

Valid from 01.01.2009 to 31.12.9999

Change Information

Relationships 10 O 50000003 1

Relationship type/relationship A 002 Reports (line) to

Related Object

Type of related object Organizational unit

ID of related object 50000002

Abbreviation GM0

Name GM Office

Priority

Record 1 of 8

Changed the ID Related object from 500001 to 5000002

Click on save button

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Input Parameters	Values
Org unit	50000003
Related Object ID	50000002

3.5 Display Structural Graphics-PPOS_OLD

SAP R/3 Menu	Human Resources□Org. Management□Expert mode□Simple maintenance□Display
Transaction code	PPOS_OLD

Organizational plan Edit Goto View Settings System Help

Organizational Structure / Display

Staff assignments

Plan Version 10 01.01.2009 - 31.12.9999

0 50000000 Consolidated Can Manufacturing Company

- 0 50000001 MD Office
not occupied
- 0 50000002 GM Office
not occupied

Click on structural graphic

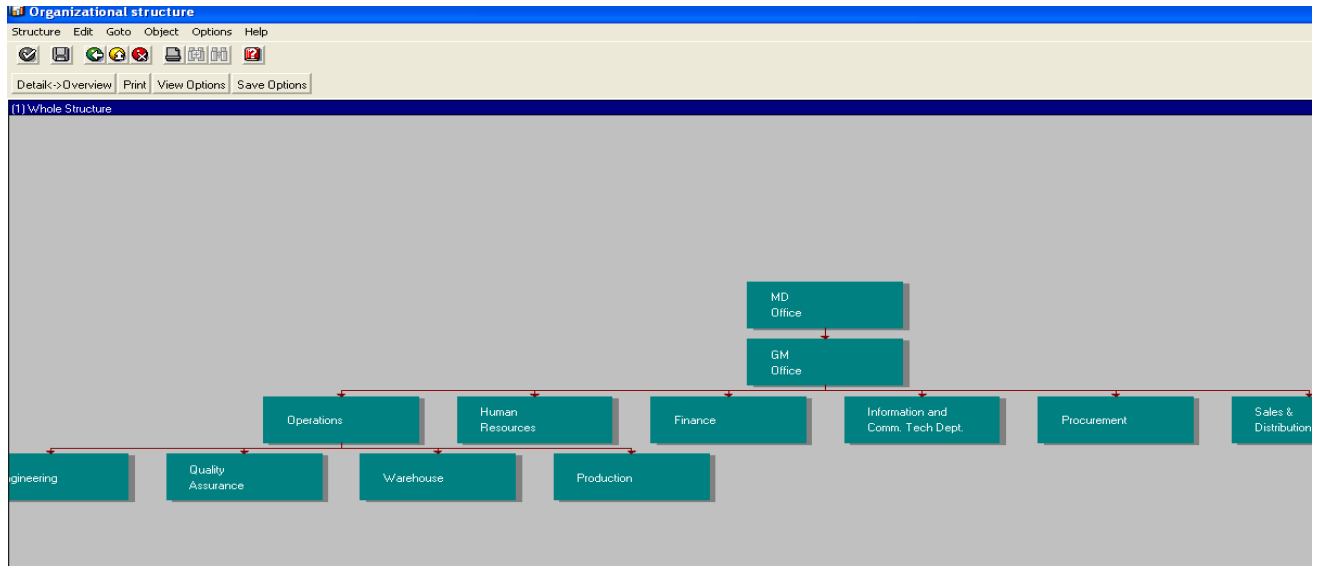
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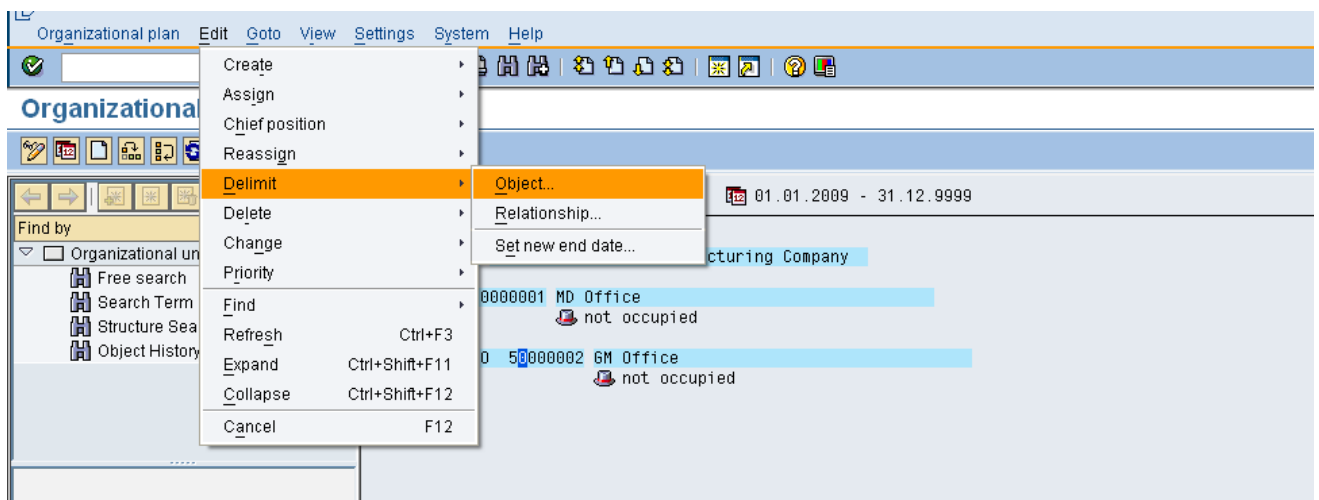
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3.6 Delimit Org unit-PPOM_OLD

SAP R/3 Menu	Human Resources □ Org. Management□ Expert mode□ Simple maintenance□ Change
Transaction code	PPOM_OLD

Select the orgunit which needs to be delimited
Ex: HR Department



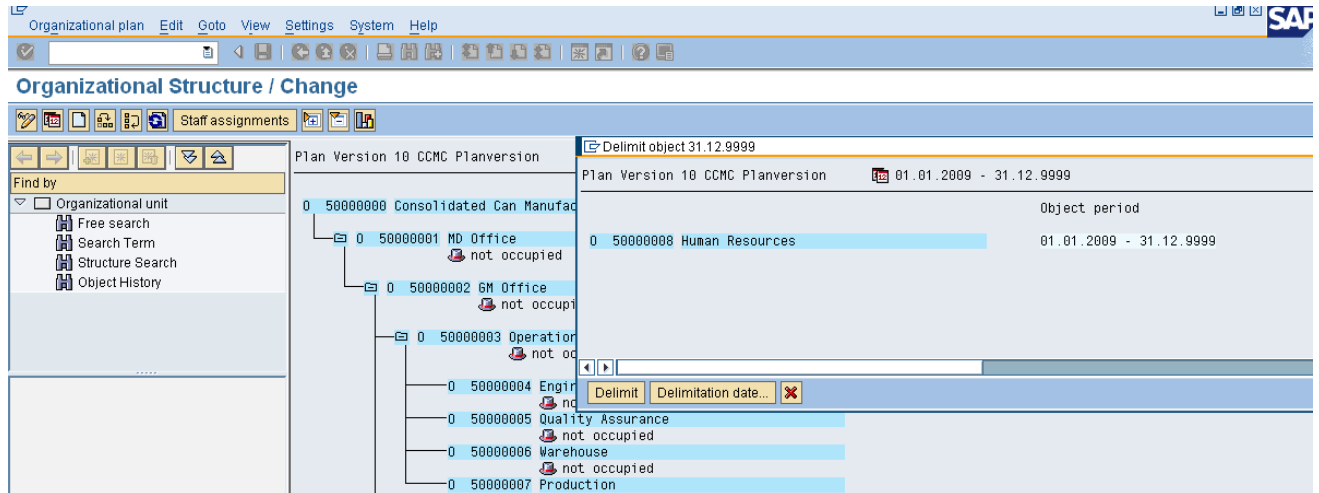
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Click on Delimit button.

3.7 Assign Cost center to Org unit –PO10

SAP R/3 Menu	Human Resource-->Org Management-->Exper tmode-->Organization Unit
Transaction code	PO10

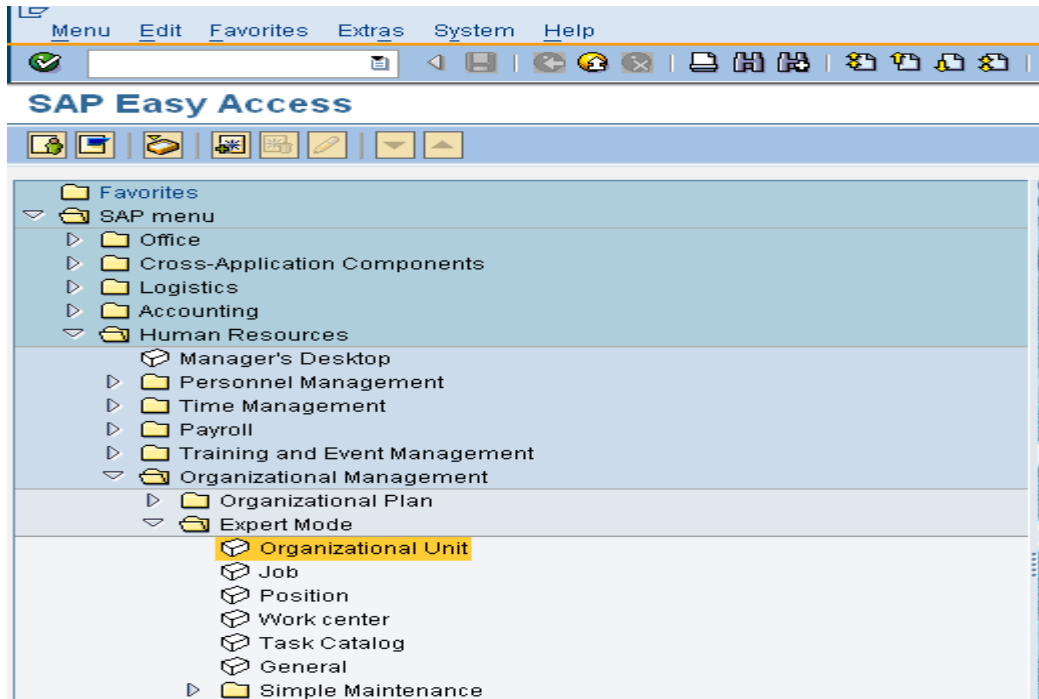
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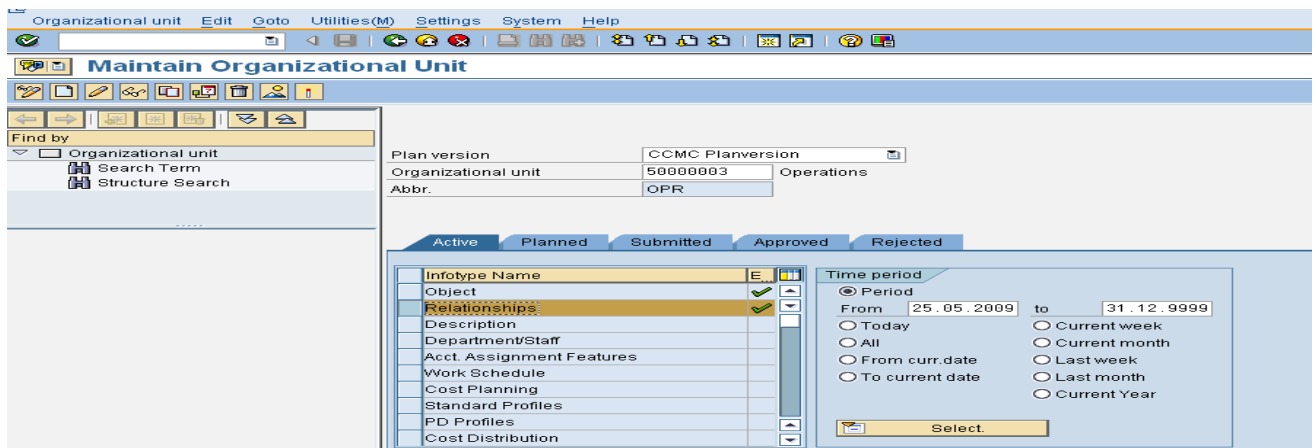
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Double click on Organization unit



Click on create button

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The screenshot shows the SAP 'Change Relationships' transaction. The organizational unit is 'OPR' (Operations). The planning status is 'Active' and valid from '01.01.2009' to '31.12.9999'. The relationship type is 'A' (Cost center assignment) with relationship '011'. The related object is 'Cost center' with ID '00000290001000'. The abbreviation is 'operation ge' and the name is 'operation general'. The priority is set to 2. On the right, a list of cost centers is displayed with columns: Cost C., COAr, CoCd, CCTC, Person Responsible, User Resp., and Show.

Cost C.	COAr	CoCd	CCTC	Person Responsible	User Resp.	Show
10000	1000	1000	V	sales manager	SAL	
20000	1000	1000	F	production manager	PRC	
21000	1000	1000	F	production manager	ENC	
22000	1000	1000	F	Quality dept	QUA	
23000	1000	1000	F	ware house dept	WAF	
29000	1000	1000	F	production	OPE	
30000	1000	1000	W	HR Manager	HUM	
31000	1000	1000	W	Finance manager	FIN	
32000	1000	1000	W	IT dept	INF	
33000	1000	1000	W	General manager	GM	
39000	1000	1000	W	Finance manager	ADM	

Input Parameters	Values
Org unit	50000003
Type of related object	Costcenter
ID Related Object	290000

Cost center was assigned to Department

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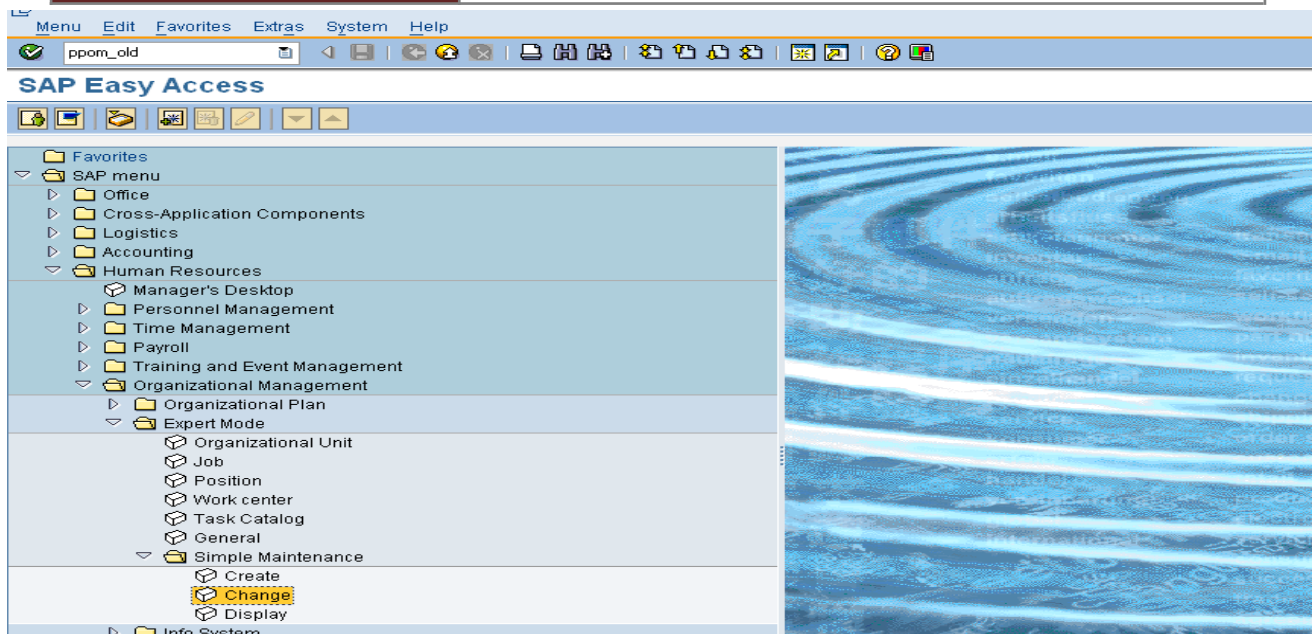
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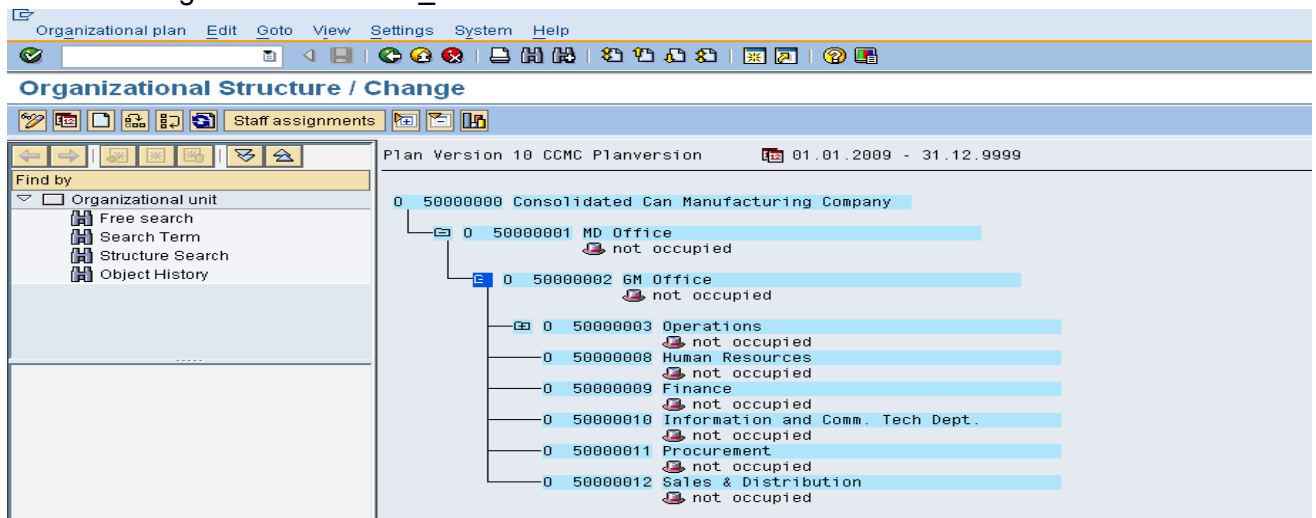
4 Positions and Jobs Maintenance

4.1 Create Positions – PPOM_OLD

SAP R/3 Menu	Human Resources ▢ Org. Management ▢ Expert mode ▢ Simple maintenance ▢ change
Transaction code	PPOM_OLD



Click on change or Enter PPOM_OLD-Tcode



Click on Push button staff assignment **Staff assignments**

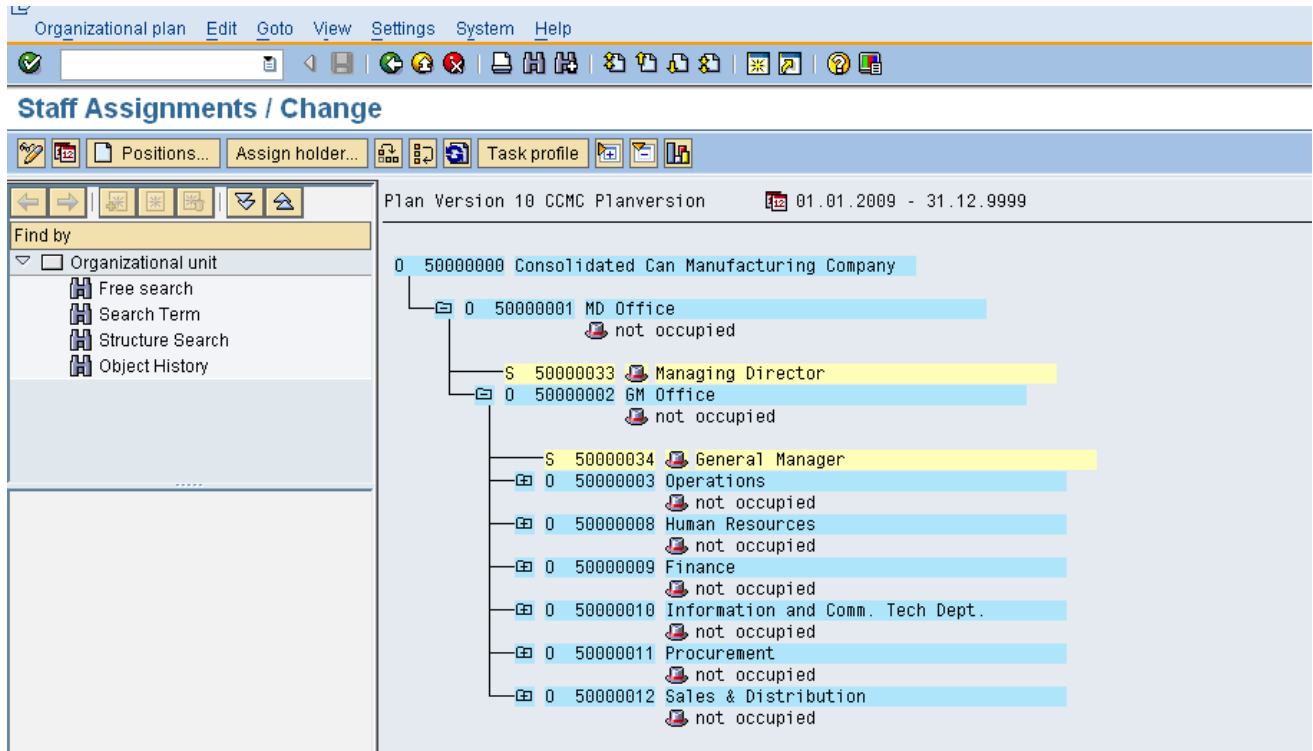
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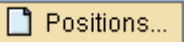
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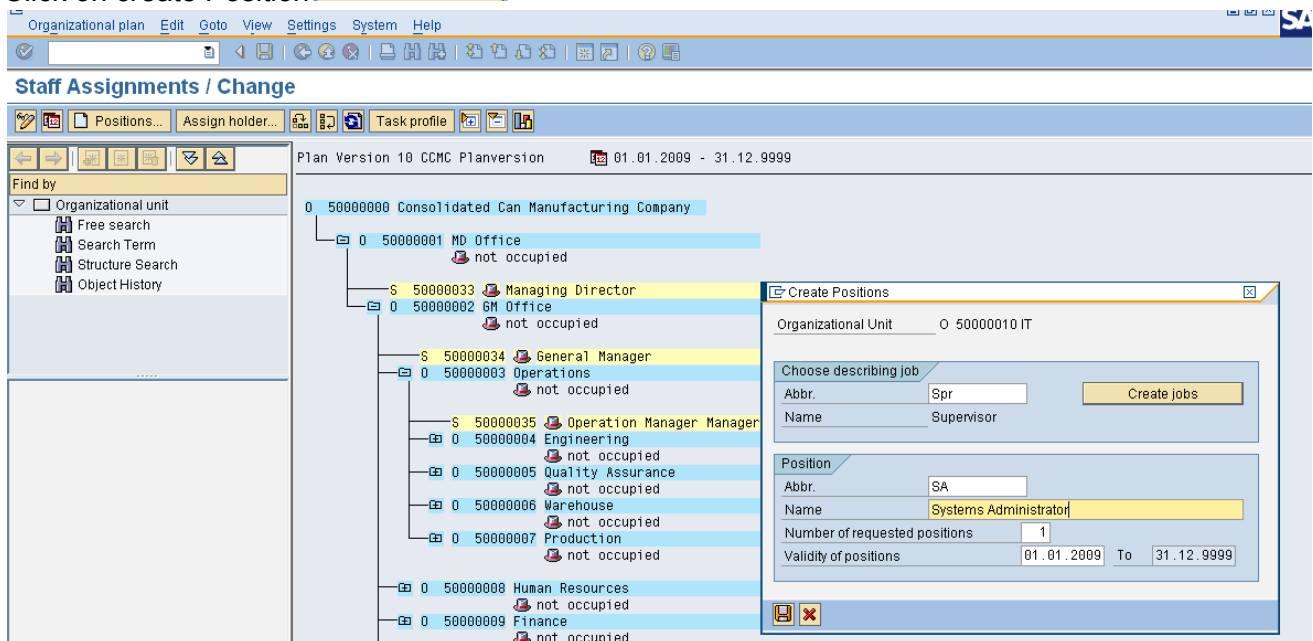
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Select the Department where we have to create position

Ex: IT Administrator position needs to create, So you have to select the IT Department

Click on create Position 



Click on Save button 

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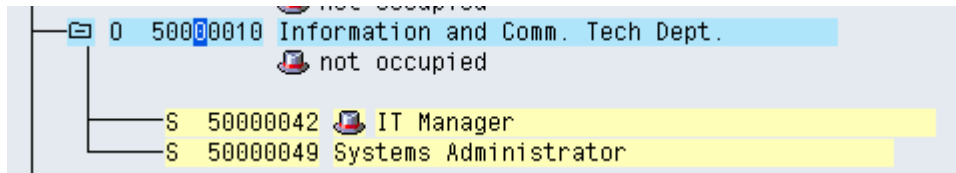
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System Administrator Position was created



Input Parameters	Values
Select Job Abr	Spr
Job Name	Supervisor
Position Abr	SA
Position Name	System Administrator
Number of Requested positions	1

4.2 Maintain Position Relationships

SAP R/3 Menu	Human Resources ☐ Org. Management ☐ Expert mode ☐ Position ☐ Change
Transaction code	PO13

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Position Edit Goto Utilities(M) Settings System Help

Plan version: CCMC Planversion
Position: 50000053 Chief Security
Abbr.: CSec

Active Planned Submitted Approved Rejected

Find by
Position
Search Term
Structure Search

Relationships

Time period
Period
From: 25.05.2009 to: 31.12.9999
Today Current week
All Current month
From curr.date Last week
To current date Last month
Current Year

Click on create button

Infotype Edit Goto Extras View System Help

Allowed relationships

Position: CSec Chief Security
Planning Status: Active
Valid from: 25.05.2009 to: 31.12.9999 Change Information

Relationships 10 S 50000053 1
Relationship type/relationship: A 002 Reports (line) to

Related Object
Type of related object: Position
ID of related object: 50000052
Abbreviation: ASpr
Name: Admin Supervisor
Priority:

Click on save button 

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Input Parameters	Values
Position	50000053
Relationship type/Relationship	A002
Type of related Object	Position
ID Related Object	50000052

4.3 Change Position

SAP R/3 Menu	Human Resources ☐ Org. Management ☐ Expert mode ☐ Simple maintenance ☐ Change
Transaction code	PPOM_OLD

Here we will change the Position Name and Validity period

Click on staff assignment Pushbutton

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The screenshot displays the SAP 'Staff Assignments / Change' interface. The top menu bar includes 'Organizational plan', 'Edit', 'Goto', 'View', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area shows a hierarchical organizational chart for 'Plan Version 10 CCMC Planversion' with a date range of '01.01.2009 - 31.12.9999'. The chart starts with '0 50000000 Consolidated Can Manufacturing Company'. Under this, there is '0 50000001 MD Office' (not occupied). Below the MD Office is 'S 50000033 Managing Director'. Under the Managing Director is '0 50000002 GM Office' (Youssef Ez-Zikhe). Below the GM Office are several positions: 'S 50000034 General Manager', 'S 50000117 Exec. Secretary', '0 50000003 Operations' (Geoffrey Prince), 'S 50000035 Operation Manager Manager', '0 50000004 Engineering' (Stephen Wilkinson), 'S 50000036 Engineering Manager', 'S 50000059 Leadman', 'S 50000060 Engineer', 'S 50000061 Engineer', 'S 50000062 Engineer', 'S 50000063 Engineer', 'S 50000064 Front/Back End (Engineering Dept)', 'S 50000065 Electrician', 'S 50000066 Electrician', 'S 50000067 Electrician', and 'S 50000068 Electrician'. On the left side, there is a 'Find by' section with options: 'Organizational unit', 'Free search', 'Search Term', 'Structure Search', and 'Object History'.

Select Position

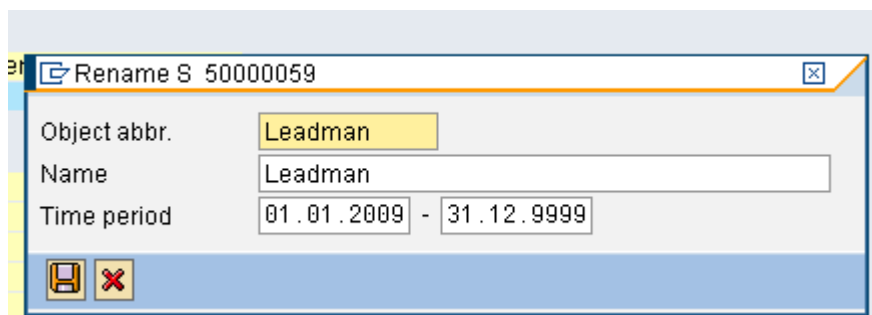
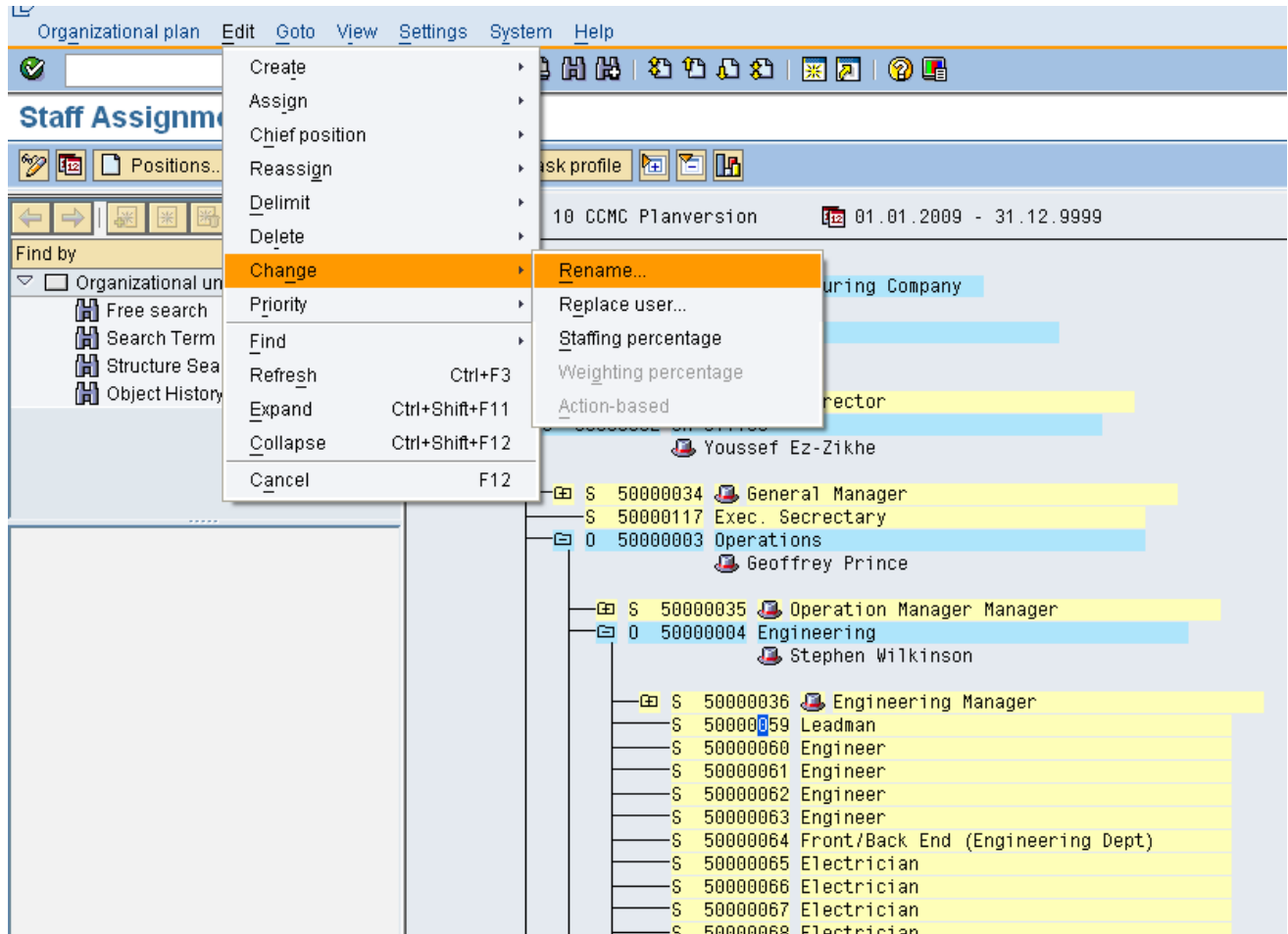
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Rename the Position and Change the Valid period

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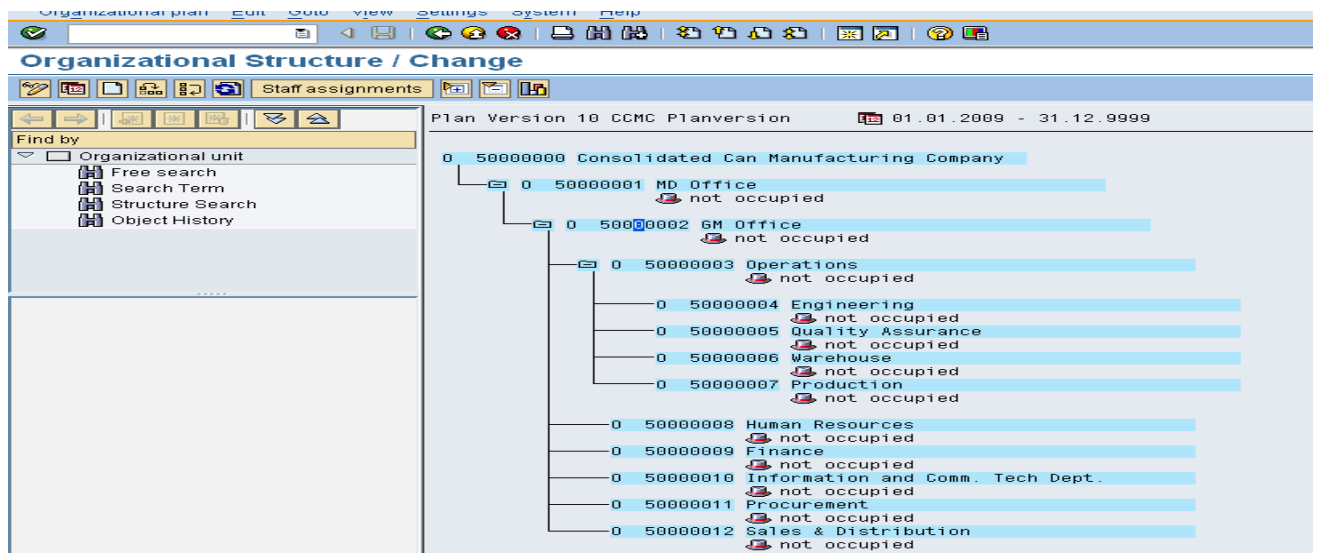
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4.4 Delimit Position

SAP R/3 Menu	Human Resources □ Org. Management□ Expert mode□ Simple maintenance□ Change
Transaction code	PPOM_OLD



Click on staff assignment Pushbutton

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Staff Assignments / Change

Plan Version 10 CCMC Planversion 01.01.2009 - 31.12.9999

0 50000000 Consolidated Can Manufacturing Company

- 0 50000001 MD Office (not occupied)
- S 50000033 Managing Director
- 0 50000002 GM Office (Youssef Ez-Zikhe)
- S 50000034 General Manager
- S 50000117 Exec. Secretary
- 0 50000003 Operations (Geoffrey Prince)
- S 50000035 Operation Manager Manager
- 0 50000004 Engineering (Stephen Wilkinson)
- S 50000036 Engineering Manager
- S 50000059 Leadman
- S 50000060 Engineer
- S 50000061 Engineer
- S 50000062 Engineer
- S 50000063 Engineer (highlighted)
- S 50000064 Front/Back End (Engineering Dept)
- S 50000065 Electrician
- S 50000066 Electrician
- S 50000067 Electrician
- S 50000068 Electrician
- S 50000069 Electrician
- S 50000070 Maintainer/Engineering Dept)

Select Position

Organizational plan Edit Goto View Settings System Help

Staff Assignments

Positions...

Find by

- Organizational unit
- Free search
- Search Term
- Structure Search
- Object History

Delimit

- Create
- Assign
- Chief position
- Reassign
- Delimit (highlighted)
- Delete
- Change
- Priority
- Find
- Refresh Ctrl+F3
- Expand Ctrl+Shift+F11
- Collapse Ctrl+Shift+F12
- Cancel F12

Delimit submenu:

- Object...
- Relationship...
- Set new end date...

Plan Version 10 CCMC Planversion 01.01.2009 - 31.12.9999

0 50000000 Consolidated Can Manufacturing Company

- 0 50000001 MD Office (not occupied)
- S 50000033 Managing Director
- 0 50000002 GM Office (Youssef Ez-Zikhe)
- S 50000034 General Manager
- S 50000117 Exec. Secretary
- 0 50000003 Operations (Geoffrey Prince)

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Delimit object 31.12.9999

Plan Version 10 CCMC Planversion 01.01.2009 - 31.12.9999

Object period

S 50000063 Engineer 01.01.2009 - 31.12.9999

Delimit Delimitation date...

Click on Delimitation Date button

Delimit object 31.12.9999

Plan Version 10 CCMC Planversion 01.01.2009 - 31.12.9999

Object period

S 50000063 Engineer 01.01.2009 - 31.12.9999

Delimit date 31.12.9999

Delimit Delimitation date...

Change Date 31.12.2009 and click on save button

Delimit object 31.12.2009

Plan Version 10 CCMC Planversion 01.01.2009 - 31.12.2009

Object period

S 50000063 Engineer 01.01.2009 - 31.12.2009

Delimit Delimitation date...

Click on delimit

4.5 Create Job

SAP R/3 Menu	Human Resources □ Org. Management□ Expert mode□ Simple maintenance□ Change
Transaction code	PPOM_OLD

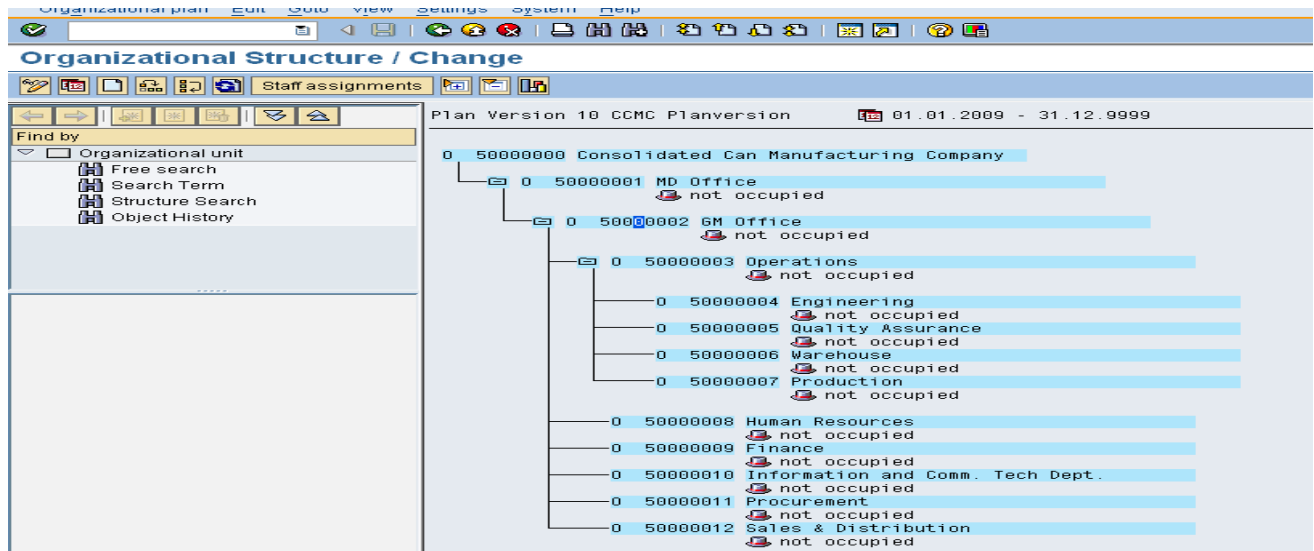
ABC - SAP Project

User Manual- <Module>

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Document : Template 16 - User Manual

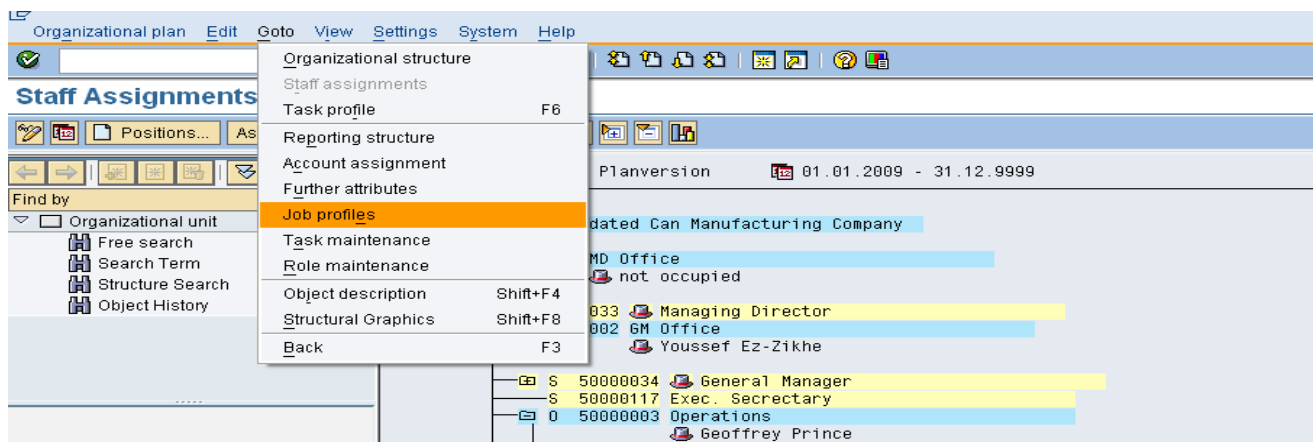
2/6/2017

Created : 6-Feb-17
UPDATED :

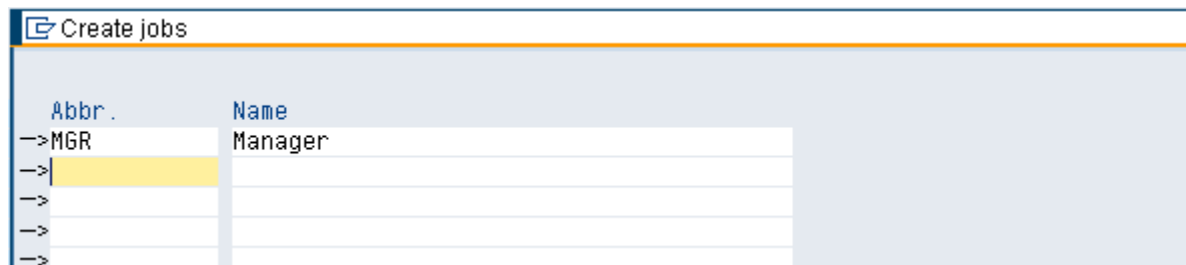


Click on staff assignments

Go to Job Profile



Click on create button



Click on Save Button

JOB Was created

The following jobs are created for ABC

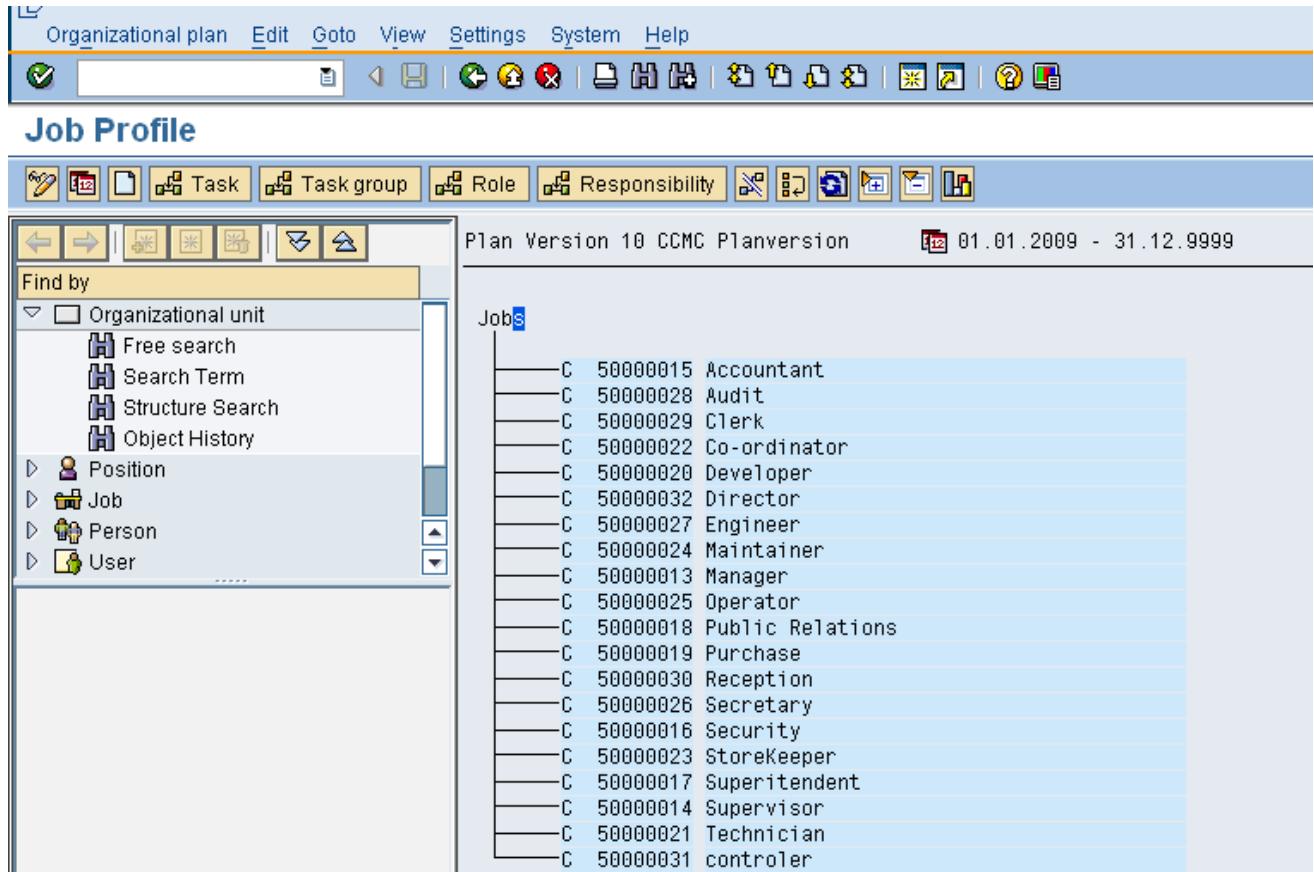
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UPDATED :



Input Parameters	Values
Job Abbr	MGR
Name	Manager

4.6 Change Job

SAP R/3 Menu	Human Resources □ Org. Management□ Expert mode□ Simple maintenance□ Change
Transaction code	PPOM_OLD

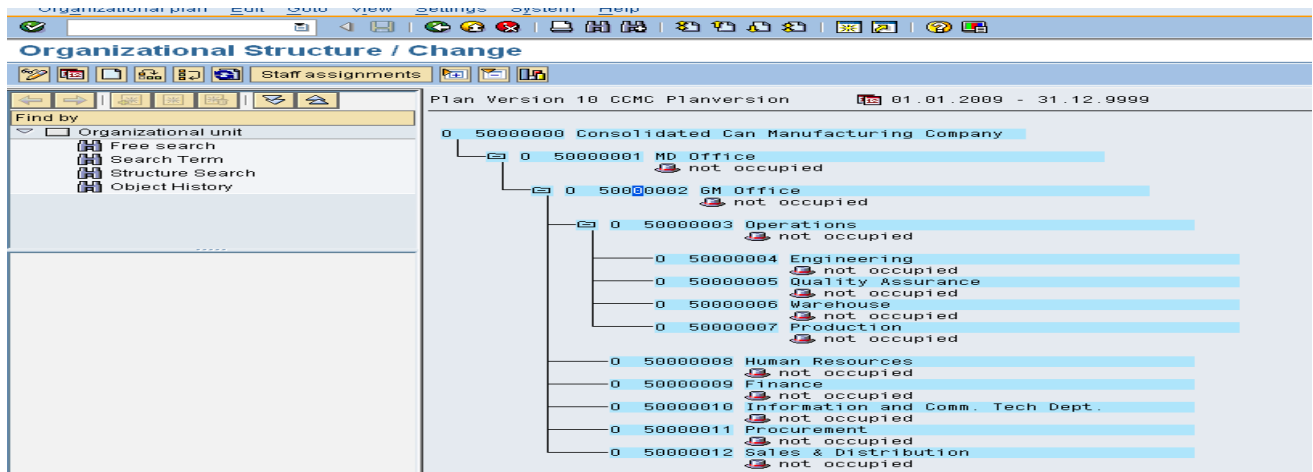
ABC - SAP Project

User Manual- <Module>

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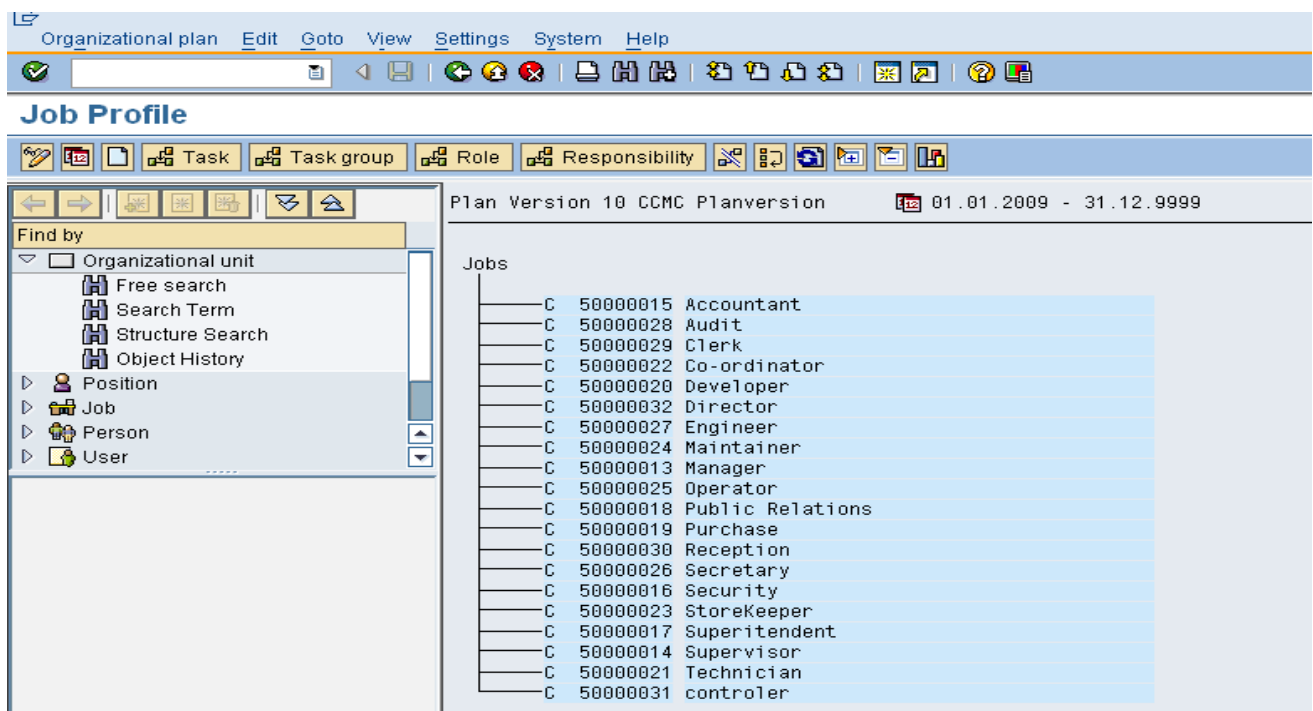
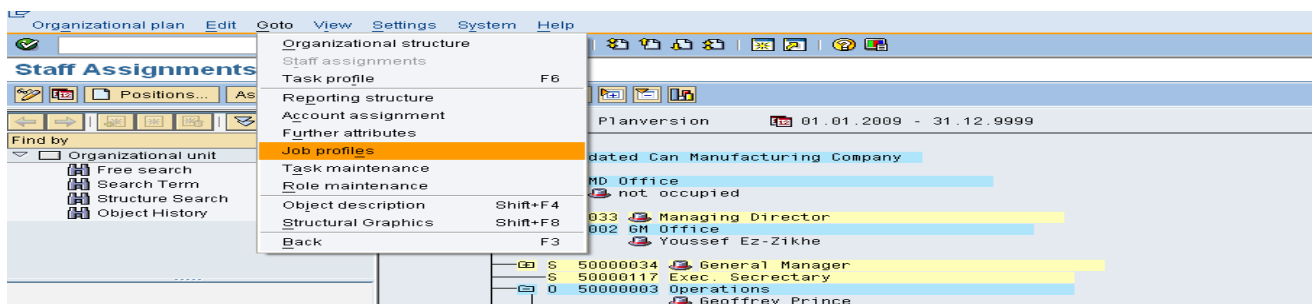
2/6/2017

Created : 6-Feb-17
UPDATED :



Click on staff assignments

Go to Job Profile



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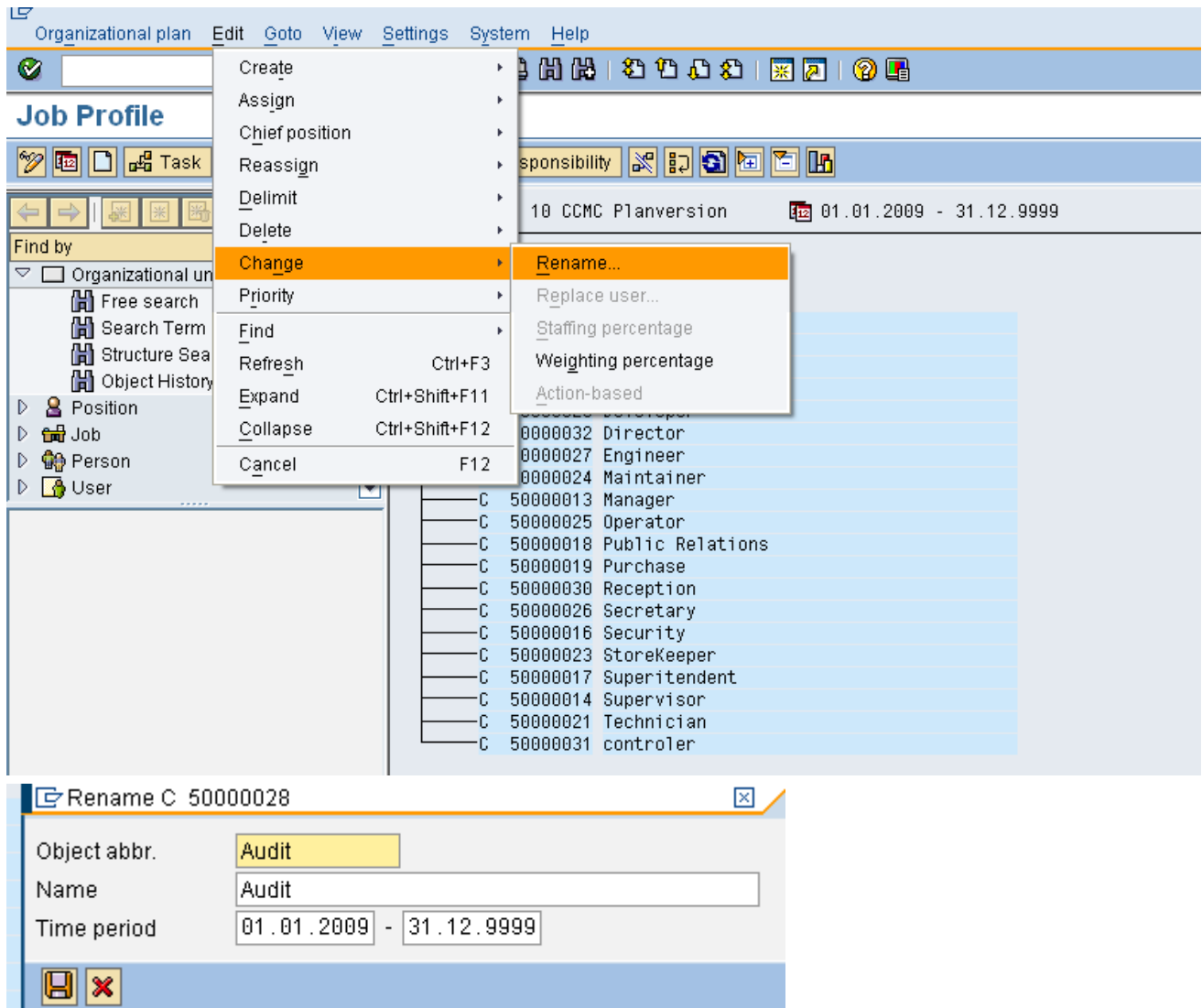
User Manual- <Module>

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Select Job then Goto ☐ Chngae ☐ Rename



Rename the Job and Click on Save button

4.7 Maintain Job

SAP R/3 Menu	Human Resources ☐ Org. Management ☐ Expert mode ☐ Job ☐
Transaction code	PO03

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By using this you can create New Job or You maintain the Relationships between Positions and Jobs

Start	End	R	Rel...	Relatext	R	Rel'd object	Abbr.	% Rate
01.01.2009	31.12.9999	A	007	Describes	S	50000034	GeneMgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000035	Oper Mgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000036	Engg Mgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000037	QA Mgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000038	WHMgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000039	PRD Mgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000040	HR Mgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000041	FI Mgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000042	IT Mgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000043	PRCMgr	0,00
01.01.2009	31.12.9999	A	007	Describes	S	50000044	Sls Mgr	0,00

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4.8 Assign Holder

SAP R/3 Menu	Human Resources ▢ Org. Management ▢ Expert mode ▢ Simple maintenance ▢ Change
Transaction code	PPOM_OLD

The screenshot displays the SAP 'Organizational Structure / Change' window. The title bar includes 'Organizational plan', 'Edit', 'Goto', 'View', 'Settings', 'System', and 'Help'. Below the title bar is a toolbar with various icons. The main area shows a hierarchical tree structure of organizational units. The left pane contains a 'Find by' section with options: 'Organizational unit', 'Free search', 'Search Term', 'Structure Search', and 'Object History'. The right pane shows the selected organizational unit hierarchy for 'Plan Version 10 CCMC Planversion' from '01.01.2009' to '31.12.9999'. The hierarchy starts with '0 50000000 Consolidated Can Manufacturing Company', which branches into '0 50000001 MD Office' (not occupied) and '0 50000002 GM Office' (Youssef Ez-Zikhe). The 'GM Office' further branches into several departments: '0 50000003 Operations' (Geoffrey Prince), '0 50000008 Human Resources' (Faisal Abdulaziz Al-Qahtani), '0 50000009 Finance' (Mohd El Laboudi), '0 50000010 Information and Comm. Tech Dept.' (Aldine Mina), '0 50000011 Procurement' (Abdul Sattar), and '0 50000012 Sales & Distribution' (not occupied).

Click on staff Assignment Push button

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Staff Assignments / Change

Plan Version 10 CCMC Planversion 01.01.2009 - 31.12.9999

- 0 50000000 Consolidated Can Manufacturing Company
 - 0 50000001 MD Office
 - not occupied
 - S 50000033 Managing Director
 - 0 50000002 GM Office
 - Youssef Ez-Zikhe
 - S 50000034 General Manager
 - S 50000117 Exec. Secretary
 - 0 50000003 Operations
 - Geoffrey Prince
 - 0 50000008 Human Resources
 - Faisal Abdulaziz Al-Qahtani
 - 0 50000009 Finance
 - Mohd El Laboudi
 - 0 50000010 Information and Comm. Tech Dept.
 - Aldine Mina
 - 0 50000011 Procurement
 - Abdul Sattar
 - 0 50000012 Sales & Distribution
 - not occupied

Select Position then click on Assign holder Pushbutton

Assign holder...

Organizational plan Edit Goto View Settings System Help

Person (2) 12 Entries found

Search Term Structure Search Last name - First name Personnel ID Nu...

Plan Version: 10
Object Type: P

ObjectID	Object abbr.	Object name	Start date	End Date
00000005	Ez-Zikhe	Youssef Ez-Zikhe	01.01.2009	31.12.9999
00000007	Prince	Geoffrey Prince	01.01.2009	31.12.9999
00000008	Wilkinson	Stephen Wilkinson	01.01.2009	31.12.9999
00000009	El Sayed	Salman El Sayed	01.01.2009	31.12.9999
00000010	Tadeo C. San	Errold Tadeo C. Santos	01.01.2009	31.12.9999
00000011	Fabri	Brian Fabri	01.01.2009	31.12.9999
00000012	Al-Qahtani	Faisal Abdulaziz Al-Qahtani	01.01.2009	31.12.9999
00000013	Al-Qahtani	Sakhr Nasser Al-Qahtani	01.01.2009	31.12.9999
00000014	Al -Tayb	Wagdi Ahmed Al -Tayb	01.01.2009	31.12.9999
00000015	Laboudi	Mohd El Laboudi	01.01.2009	31.12.9999
00000016	Mina	Aldine Mina	01.01.2009	31.12.9999
00000017	Sattar	Abdul Sattar	01.01.2009	31.12.9999

Select the person from the List then click on save button

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5 Reporting Structure and Vacancy Creation

5.1 Create Vacancy

SAP R/3 Menu	Human Resources ☐ Org. Management ☐ Expert mode ☐ Simple maintenance ☐ Change
Transaction code	PPOM_OLD

Plan Version 10 CCMC Planversion 30.05.2009 - 31.12.9999

0 50000000 Consolidated Can Manufacturing Company

- 0 50000001 MD Office
not occupied
- S 50000033 Managing Director
- 0 50000002 GM Office
Youssef Ez-Zikhe
- S 50000034 General Manager
- S 50000117 Exec. Secretary
- 0 50000003 Operations
Geoffrey Prince
- S 50000035 Operation Manager Manager
- 0 50000004 Engineering
Stephen Wilkinson
- 0 50000005 Quality Assurance
Salman El Sayed
- 0 50000006 Warehouse
Errold Tadeo C. Santos
- 0 50000007 Production
Brian Fabri

Select Position:50000117

Go to-->Object Description

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Object Edit Goto Utilities(M) Settings System Help

Maintain object

Plan Version CCMC Planversion
Object Type Position
Object ID 50000117 Exec. Secretary
Object abbr. ExSecretary

Active Planned Submitted Approved Rejected

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

Time period
Period
From 01.01.2009 to 31.12.9999
Today
All
From curr.date
To current date
Current week
Current month
Last week
Last month
Current Year
Select.

Click on create button

Infotype Edit Goto View System Help

Create Vacancy

Position ExSecretary Exec. Secretary
Planning Status Active
Valid from 01.01.2009 to 31.12.9999 Change Information

Vacancy 10 S 50000117 1
Open
Vacancy filled
Historical rec.

Click on save Button

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User Manual- <Module>

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Document : Template 16 - User Manual

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Created : 6-Feb-17
UPDATED :

Object Edit Goto Utilities(M) Settings System Help

  **Maintain object**

Plan Version CCMC Planversion

Object Type Position

Object ID 50000117 Exec. Secretary

Object abbr. ExSecretary

Active Planned Submitted Approved Rejected

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

Time period

☒ Period

From 01.01.2009 to 31.12.9999

☐ Today ☐ Current week

☐ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Current Year

 Select.

Limited selection

5.2 Delete Vacancy

SAP R/3 Menu	Human Resources ▢ Org. Management ▢ Expert mode ▢ Simple maintenance ▢ Change
Transaction code	PPOM_OLD

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Created : 6-Feb-17
UPDATED :

Plan Version 10 CCMC Planversion 30.05.2009 - 31.12.9999

0 50000000 Consolidated Can Manufacturing Company

- 0 50000001 MD Office
 - not occupied
 - S 50000033 Managing Director
 - 0 50000002 GM Office
 - Youssef Ez-Zikhe
 - S 50000034 General Manager
 - S 50000117 Exec. Secretary
 - 0 50000003 Operations
 - Geoffrey Prince
 - S 50000035 Operation Manager Manager
 - 0 50000004 Engineering
 - Stephen Wilkinson
 - 0 50000005 Quality Assurance
 - Salman El Sayed
 - 0 50000006 Warehouse
 - Errold Tadeo C. Santos
 - 0 50000007 Production
 - Brian Fabri

Select Position:50000118

Go to ☐ Object Description

Object Edit Goto Utilities(M) Settings System Help

Maintain object

Plan Version CCMC Planversion

Object Type Position

Object ID 50000118 Local Purchaser

Object abbr. LocalPUR

Active Planned Submitted Approved Rejected

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

Time period

Period

From 01.01.2009 to 31.12.9999

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

Select.

Select Vacancy Info type the click on Delete button

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Infotype Edit Goto View System Help

 **Delete Vacancy**

Position: LocalPUR Local Purchaser
Planning Status: Active
Valid from: 01.01.2009 to 31.12.9999  Change Information

Vacancy 10 S 50000118 1

☒ Open ☐ Historical rec.
☐ Vacancy filled

Record 1 of 1

Click delete 
Click save button

 **Delete Vacancy**

Position: LocalPUR Local Purchaser
Planning Status: Active
Valid from: 01.01.2009 to 31.12.9999  Change Information

Vacancy 10 S 50000118 1

☒ Open ☐ Historical rec.
☐ Vacancy filled

Vacancy: Delete

Do you want to delete the record?
01.01.2009 - 31.12.9999

of 1

Click yes
Vacancy was deleted

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UPDATED :

5.3 Create Reporting structure

| | |
|---------------------|--|
| SAP R/3 Menu | Human Resources □ Org. Management□ Expert mode□ Simple maintenance□ Change |
| | Transaction code PPOM_OLD |

The screenshot displays the SAP 'Staff Assignments / Change' (PPOM_OLD) transaction. The left sidebar shows search options: Organizational unit, Free search, Search Term, Structure Search, and Object History. The main area shows a hierarchical organizational chart for '50000000 Consolidated Can Manufacturing Company'. The chart includes nodes for MD Office, GM Office, and various departments like Operations, Human Resources, Finance, and Information and Comm. Tech. Dept. The 'Human Resources' node is expanded, showing a list of positions including '50000040 Human Resource Manager'.

Select Position: 50000040

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Reporting Structure / Change

Find by

- ☐ Organizational unit
 - Free search
 - Search Term
 - Structure Search
 - Object History

Elevate... (Ctrl+Shift+F6) CCMC Planversion 01.01.2009 - 31.12.9999

0 50000008 Human Resources

- S 50000040 Human Resource Manager
 - P 00000012 Faisal Abdulaziz Al-Qahtani
 - S 50000045 Personal Relation Officer
 - P 00000013 Sakhr Nasser Al-Qahtani
 - S 50000046 Govt.Relation Delegate
 - P 00000014 Wagdi Ahmed Al -Tayb
 - S 50000052 Admin Supervisor
 - S 50000053 Chief Security
 - S 50000055 Security Guard
 - S 50000056 Camp Supervisor
 - S 50000057 Office Boy
 - S 50000058 Receptionist

Click evaluate button

Reporting Structure / Change

Find by

- ☐ Organizational unit
 - Free search
 - Search Term
 - Structure Search
 - Object History

Plan Version 10 CCMC Planversion 01.01.2009 - 31.12.9999

0 50000008 Human Resources

- S 50000040 Human Resource Manager
 - P 00000012 Faisal Abdulaziz Al-Qahtani
 - S 50000045 Personal Relation Officer
 - P 00000013 Sakhr Nasser Al-Qahtani
 - S 50000046 Govt.Relation Delegate
 - P 00000014 Wagdi Ahmed Al -Tayb
 - S 50000052 Admin Supervisor
 - S 50000053 Chief Security
 - S 50000055 Security Guard
 - S 50000056 Camp Supervisor
 - S 50000057 Office Boy
 - S 50000058 Receptionist

Choose Positions for Subordination

Plan Version 10 CCMC Planversion 01.01.2009 - 31.12.9999

S 50000040 Human Resource Manager

- P 00000012 Faisal Abdulaziz Al-Qahtani
- S 50000045 Personal Relation Officer
 - P 00000013 Sakhr Nasser Al-Qahtani
- S 50000046 Govt.Relation Delegate
 - P 00000014 Wagdi Ahmed Al -Tayb
- S 50000052 Admin Supervisor
 - S 50000053 Chief Security
 - S 50000055 Security Guard
 - S 50000056 Camp Supervisor
 - S 50000057 Office Boy
 - S 50000058 Receptionist

Period... Relationship period on Key off

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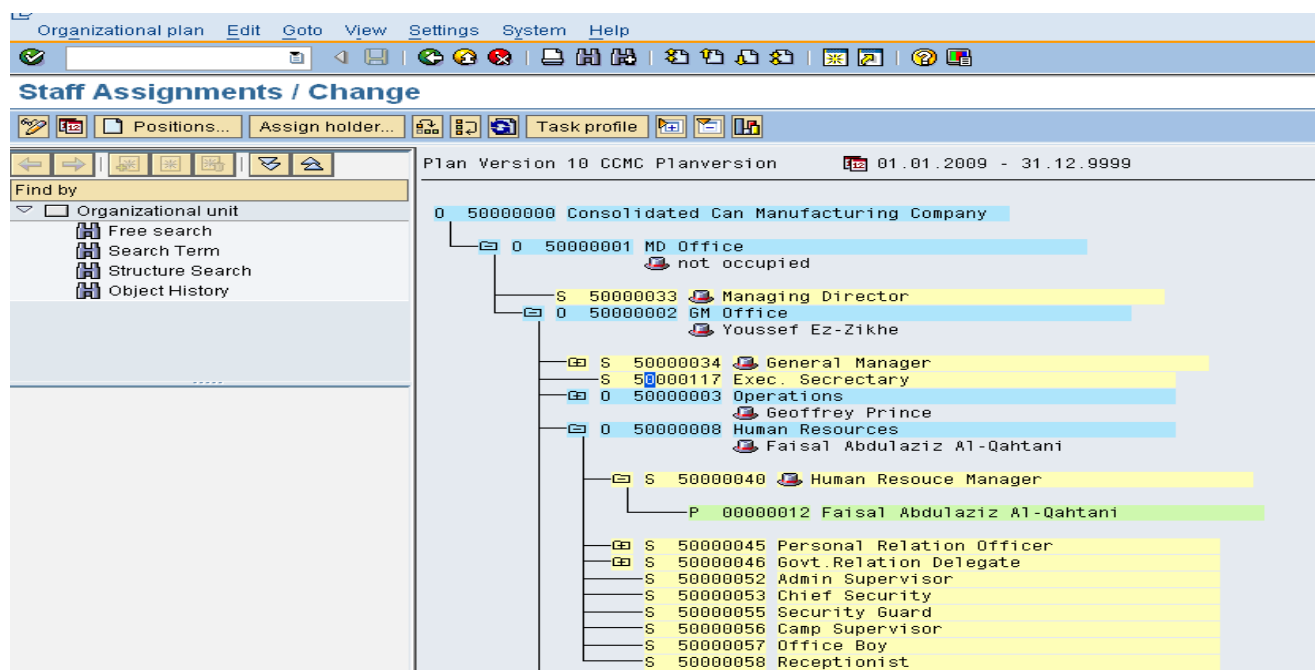
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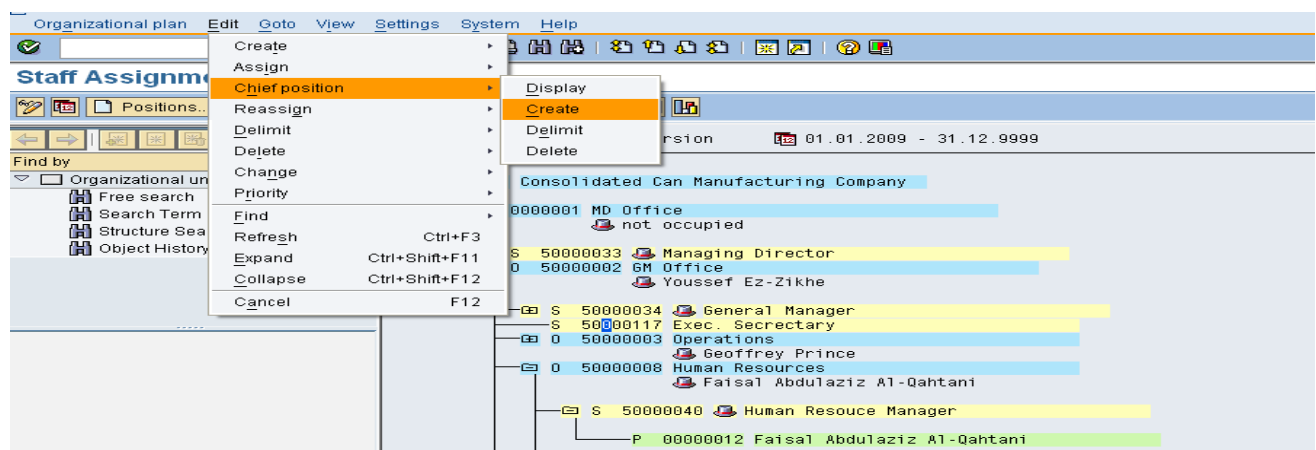
Created : 6-Feb-17
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5.4 Create Chief

| | |
|-------------------------|---|
| SAP R/3 Menu | Human Resources → Org. Management → Expert mode → Simple maintenance → Change |
| Transaction code | PPOM_OLD |



Select the Position



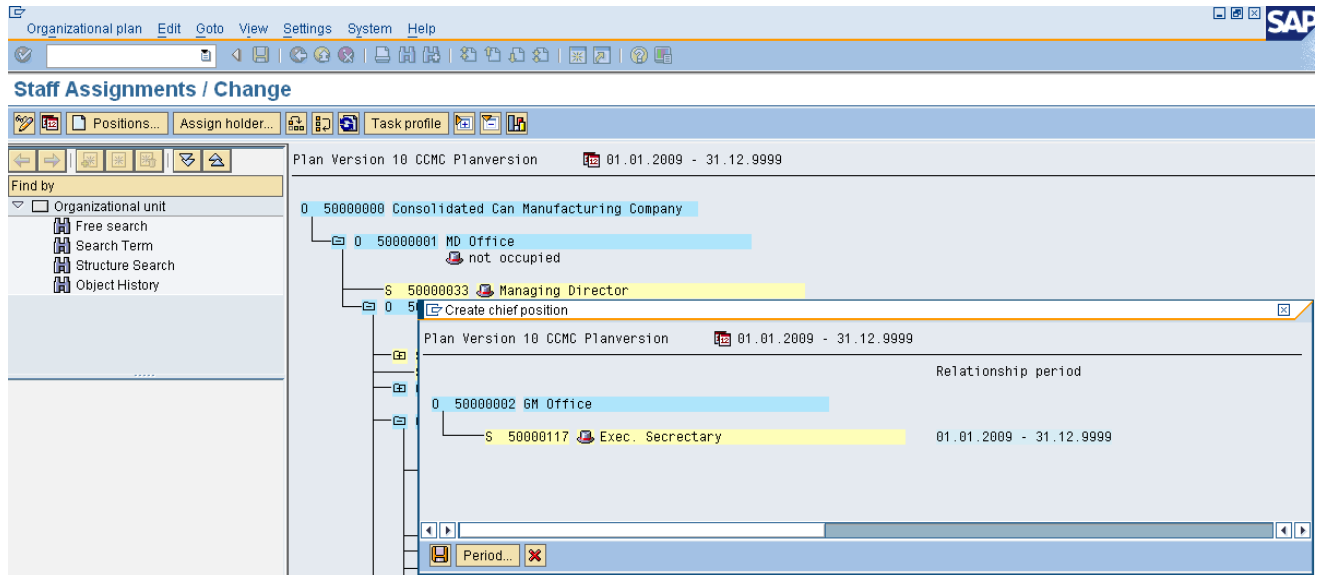
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Click on save button

6 Reports

6.1 Organization structure – S_HR_61016493

| | |
|--|--|
| SAP R/3 Menu | Human Resources □ Org. Management □ Info system □
Organization unit-->Organizational structure-->Organization structure |
| Transaction code | S_AHR_61016493 |
| Variant Selection (If applicable) | NA |

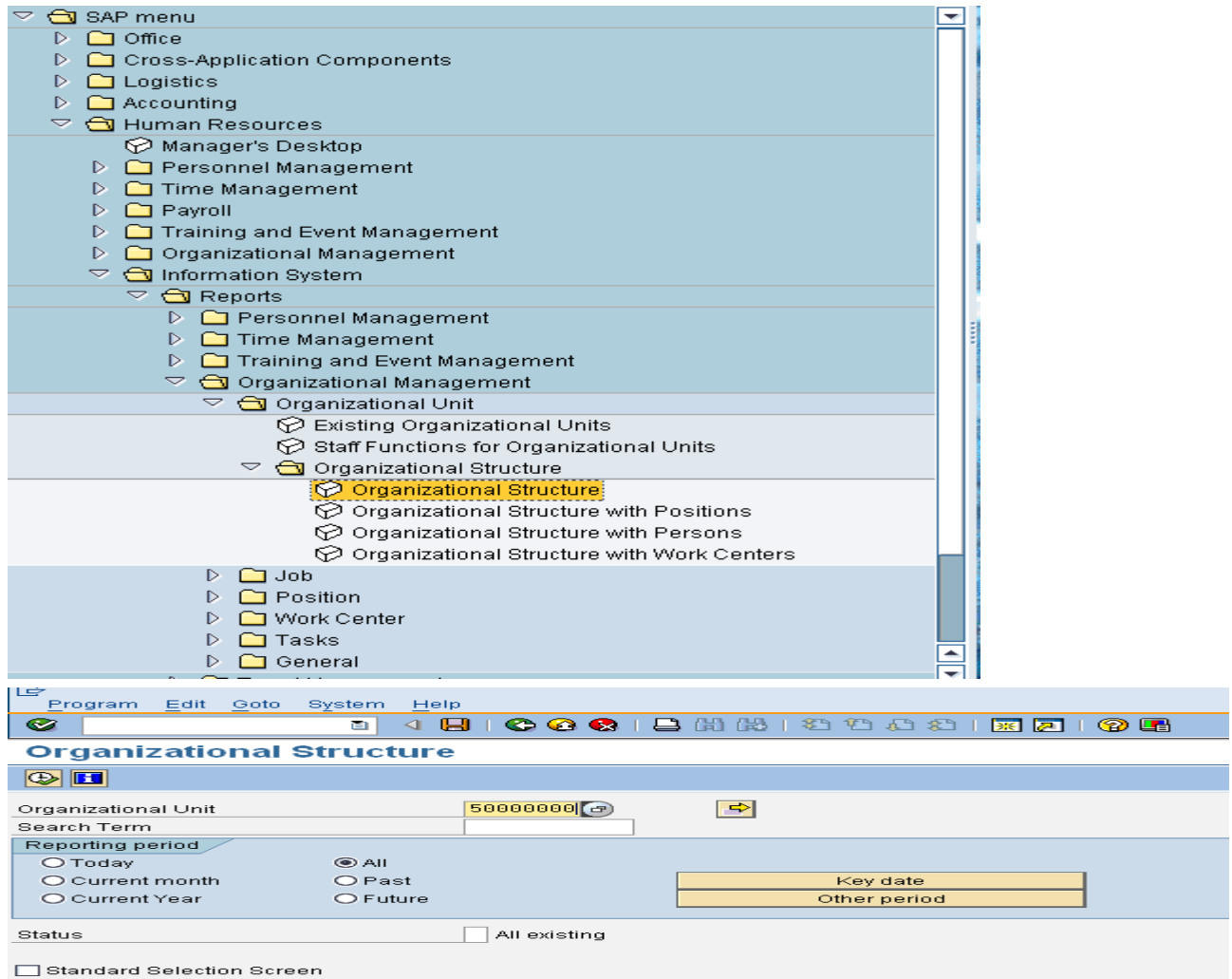
ABC - SAP Project

User Manual- <Module>

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The screenshot displays the SAP Organizational Structure (SAP SPRO) configuration screen. The top section shows a hierarchical tree view of the SAP menu, with 'Organizational Structure' highlighted under 'Organizational Management'. The bottom section is the 'Organizational Structure' configuration screen, which includes a search bar for 'Organizational Unit' with the value '500000000'. Below the search bar, there are radio buttons for 'Reporting period' (Today, Current month, Current Year) and 'Status' (All, Past, Future). A 'Key date' field is also present. The screen is titled 'Organizational Structure' and has a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'.

Organizational Unit: 500000000

Search Term:

Reporting period:

- ☐ Today
- ☐ Current month
- ☐ Current Year

Status:

- ☒ All
- ☐ Past
- ☐ Future

Key date:

Other period:

☐ All existing

☐ Standard Selection Screen

Enter Org unit then click on execute button

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UPDATED :

Structure Display/Maintenance

Plan Version: 10
Evaluation Path: ORGEH (Organizational structure)
Depth: 0
Status Vector: 1
Evaluation Period: 01.01.1900 - 31.12.9999

| Object Description | Object abbr. | Object Type | Extended object ID | Status (Object) | Start Date (Object) | End Date (Object) | Status (Relationship) | Sta |
|---|--------------|-------------|--------------------|-----------------|---------------------|-------------------|-----------------------|-----|
| ☐ Consolidated Can Manufacturing Company | CCMC | O | 50000000 | 1 | 01.01.2009 | 31.12.9999 | | |
| ☐ MD Office | MD | O | 50000001 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ GM Office | GMO | O | 50000002 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Operations | OPR | O | 50000003 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Engineering | ENG | O | 50000004 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Quality Assurance | QA | O | 50000005 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Warehouse | WH | O | 50000006 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Production | PRD | O | 50000007 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Human Resources | HR/Admin | O | 50000008 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Finance | FIN | O | 50000009 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Information and Comm. Tech Dept. | IT | O | 50000010 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Procurement | PROC | O | 50000011 | 1 | 01.01.2009 | 31.12.9999 | | 1 |
| ☐ Sales & Distribution | S&D | O | 50000012 | 1 | 01.01.2009 | 31.12.9999 | | 1 |

6.2 Orga structure by person – S_AHR_61016495

| | |
|--|--|
| SAP R/3 Menu | Human Resources ☐ Information System ☐ Reports ☐ Org. Management ☐ Org. Unit ☐ Org. Structure ☐ Org. Structure with person |
| Transaction code | COR1 |
| Variant Selection (If applicable) | NA |

Program Edit Goto System Help

Organizational Structure with Persons

Objects

Organizational Unit

Search Term

Reporting period

☐ Today
 ☒ All
 ☐ Current month
 ☐ Past
 ☐ Current Year
 ☐ Future

Status ☐ All existing

☐ Standard Selection Screen

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User Manual- <Module>

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Document : Template 16 - User Manual

2/6/2017

Created : 6-Feb-17
UPDATED :

Click on execute button



Structure Display/Maintenance



Plan Version: 10
Evaluation Path: PERS-O (Persons along an organizational structure)
Depth: 0
Status Vector: 1
Evaluation Period: 01.01.1900 - 31.12.9999



| Object Description | Object abbr. | Object Type | Extended object ID | Status (Object) | Start Date (Object) | End Date (Object) |
|--|--------------|-------------|--------------------|-----------------|---------------------|-------------------|
| Consolidated Can Manufacturing Company | CCMC | O | 50000000 | 1 | 01.01.2009 | 31.12.9999 |
| MD Office | MD | O | 50000001 | 1 | 01.01.2009 | 31.12.9999 |
| GM Office | GMO | O | 50000002 | 1 | 01.01.2009 | 31.12.9999 |
| Youssef Ez-Zikhe | Ez-Zikhe | P | 00000005 | 1 | 01.01.2009 | 31.12.9999 |
| Operations | OPR | O | 50000003 | 1 | 01.01.2009 | 31.12.9999 |
| Geoffrey Prince | Prince | P | 00000007 | 1 | 01.01.2009 | 31.12.9999 |
| Engineering | ENG | O | 50000004 | 1 | 01.01.2009 | 31.12.9999 |
| Stephen Wilkinson | Wilkinson | P | 00000008 | 1 | 01.01.2009 | 31.12.9999 |
| Quality Assurance | QA | O | 50000005 | 1 | 01.01.2009 | 31.12.9999 |
| Salman El Sayed | El Sayed | P | 00000009 | 1 | 01.01.2009 | 31.12.9999 |
| Warehouse | WH | O | 50000006 | 1 | 01.01.2009 | 31.12.9999 |
| Errold Tadeo C. Santos | Tadeo C. San | P | 00000010 | 1 | 01.01.2009 | 31.12.9999 |
| Production | PRD | O | 50000007 | 1 | 01.01.2009 | 31.12.9999 |
| Brian Fabri | Fabri | P | 00000011 | 1 | 01.01.2009 | 31.12.9999 |
| Human Resources | HR/Admin | O | 50000008 | 1 | 01.01.2009 | 31.12.9999 |
| Faisal Abdulaziz Al-Qahtani | Al-Qahtani | P | 00000012 | 1 | 01.01.2009 | 31.12.9999 |
| Sakhr Nasser Al-Qahtani | Al-Qahtani | P | 00000013 | 1 | 01.01.2009 | 31.12.9999 |
| Wagdi Ahmed Al -Tayb | Al -Tayb | P | 00000014 | 1 | 01.01.2009 | 31.12.9999 |
| Finance | FIN | O | 50000009 | 1 | 01.01.2009 | 31.12.9999 |
| Mohd El Laboudi | Laboudi | P | 00000015 | 1 | 01.01.2009 | 31.12.9999 |
| Information and Comm. Tech Dept. | IT | O | 50000010 | 1 | 01.01.2009 | 31.12.9999 |
| Aldine Mina | Mina | P | 00000016 | 1 | 01.01.2009 | 31.12.9999 |
| Procurement | PROC | O | 50000011 | 1 | 01.01.2009 | 31.12.9999 |

6.3 Staff Assignments- S_AHR_61016503

| | |
|-----------------------------------|--|
| SAP R/3 Menu | Human Resources □ Organizational Management □ Info System
□ Position □ Staff Assignment |
| Transaction code | S_AHR_61016503 |
| Variant Selection (If applicable) | NA |

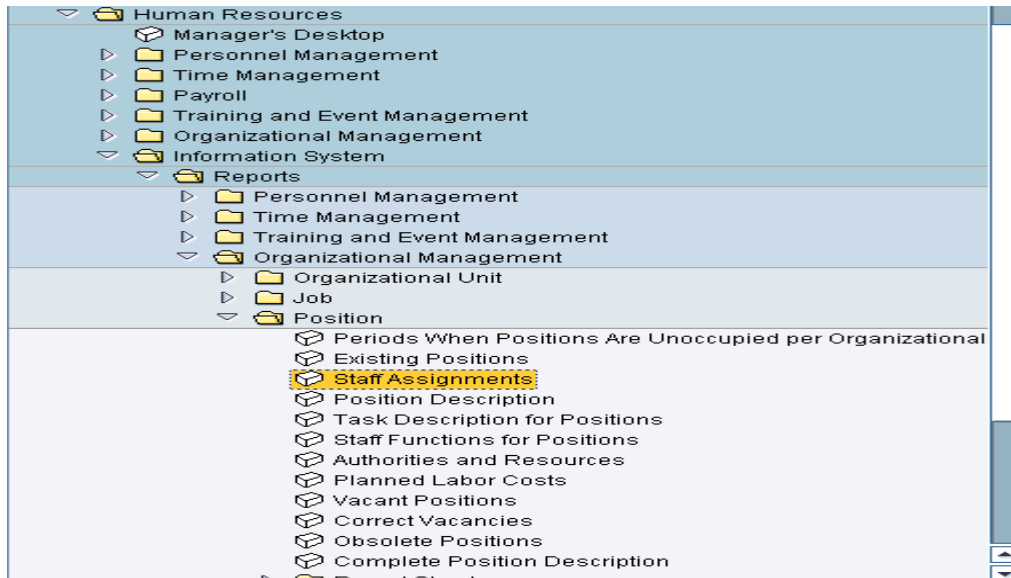
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Double click on staff assignment

The screenshot shows the 'Staff assignments' selection screen in SAP. The screen has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into two sections: 'Selection' and 'Selection options'.

Selection

| | | |
|--|------------|--------|
| Organizational unit | 500000000 | [Copy] |
| Search Term | | |
| Key date | 30.05.2009 | |
| Status | | |
| ☒ Org. structure reporting | | |

Selection options

| | | |
|---|---|---------|
| Basic working hours | M | Monthly |
| ☐ Display position holder only | | |
| ☐ Include persons w/o position | | |

☐ Standard selection screen

Click on execute button

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6.4 Vacant Position report- S_AHR_61016509

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The screenshot shows the SAP Organizational Management Reports menu on the left, with 'Vacant Positions' highlighted. The main window displays the 'Vacant positions' report form. The form includes fields for Plan version (10), Object type (0), Object ID (50000000), Search Term, and Object status (All existing). It also has a Reporting key date (31.05.2009) and Structure parameters (Evaluation Path: PLSTE, Status vector: 1, Display depth:). The form is titled 'Vacant positions' and has a 'Data status' button.

Vacant positions

Objects

Plan version: 10 CMC Planversion

Object type: 0 Organizational unit

Object ID: 50000000

Search Term:

Object status: All existing

Data status

Set structure conditions

Reporting key date

Today: 31.05.2009

Structure parameters

Evaluation Path: PLSTE

Status vector: 1

Display depth:

Position overview along organization

Status overlap

Click on execute button



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 List Edit Goto Settings System Help

Vacant positions

    Choose Save     Print preview 

Vacant positions

Key date 31.05.2009

| Organizational unit | Position | vacant from/to | Staffing status |
|---------------------|-----------------|-----------------------|-----------------------------|
| GM Office | Exec. Secretary | 01.01.2009-31.12.9999 | Unoccupied since 01.01.2009 |