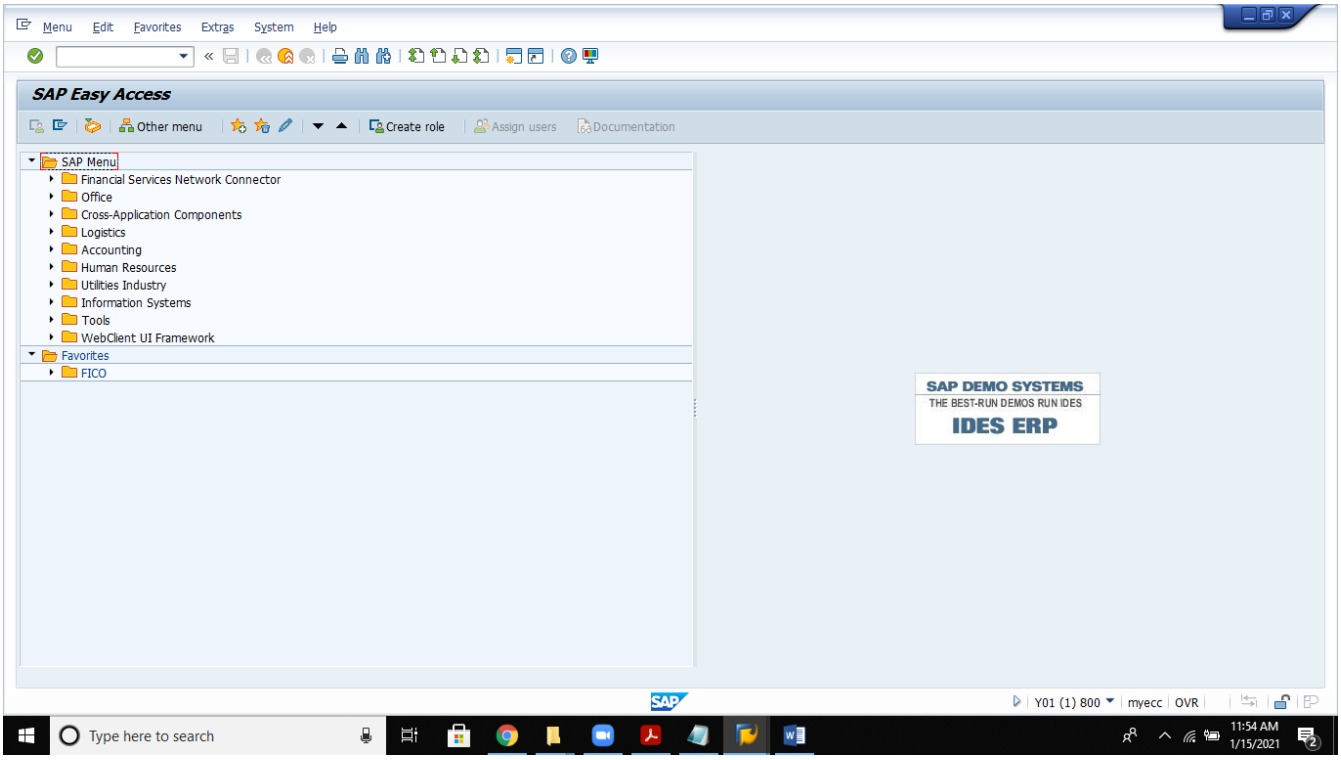
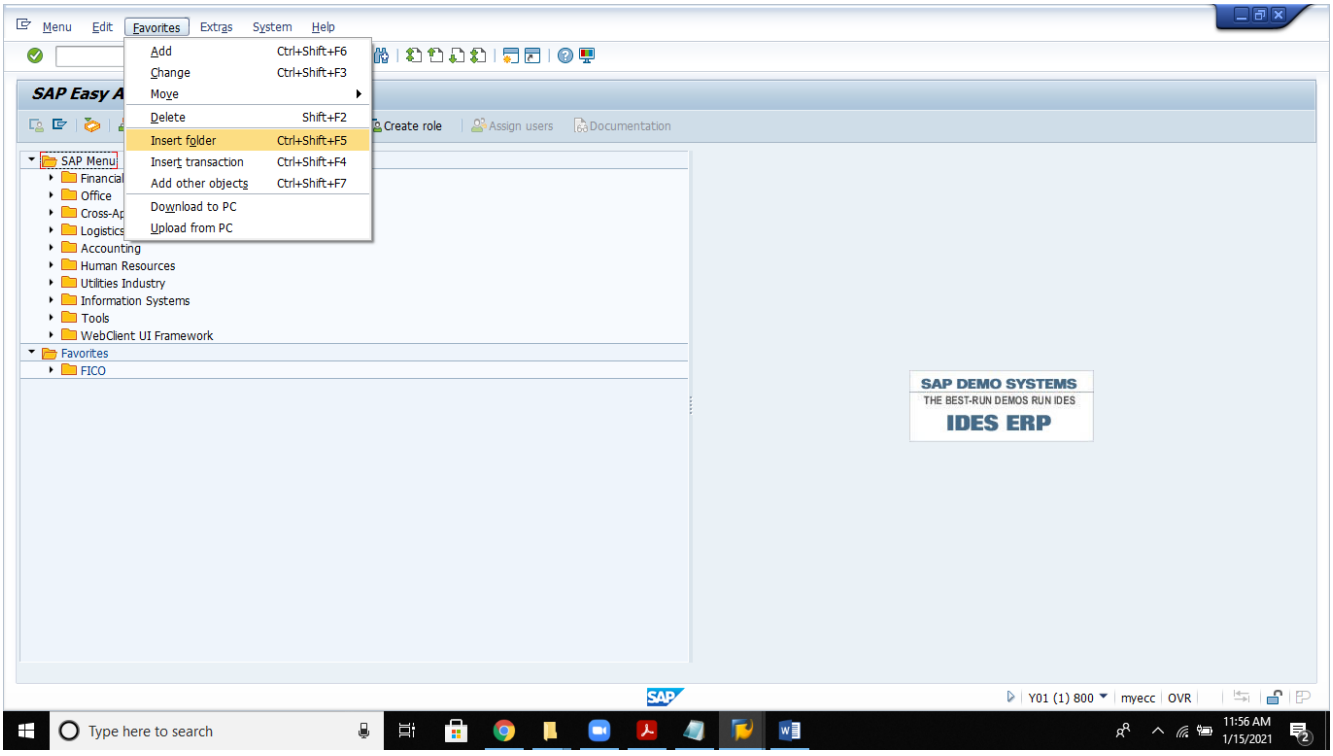
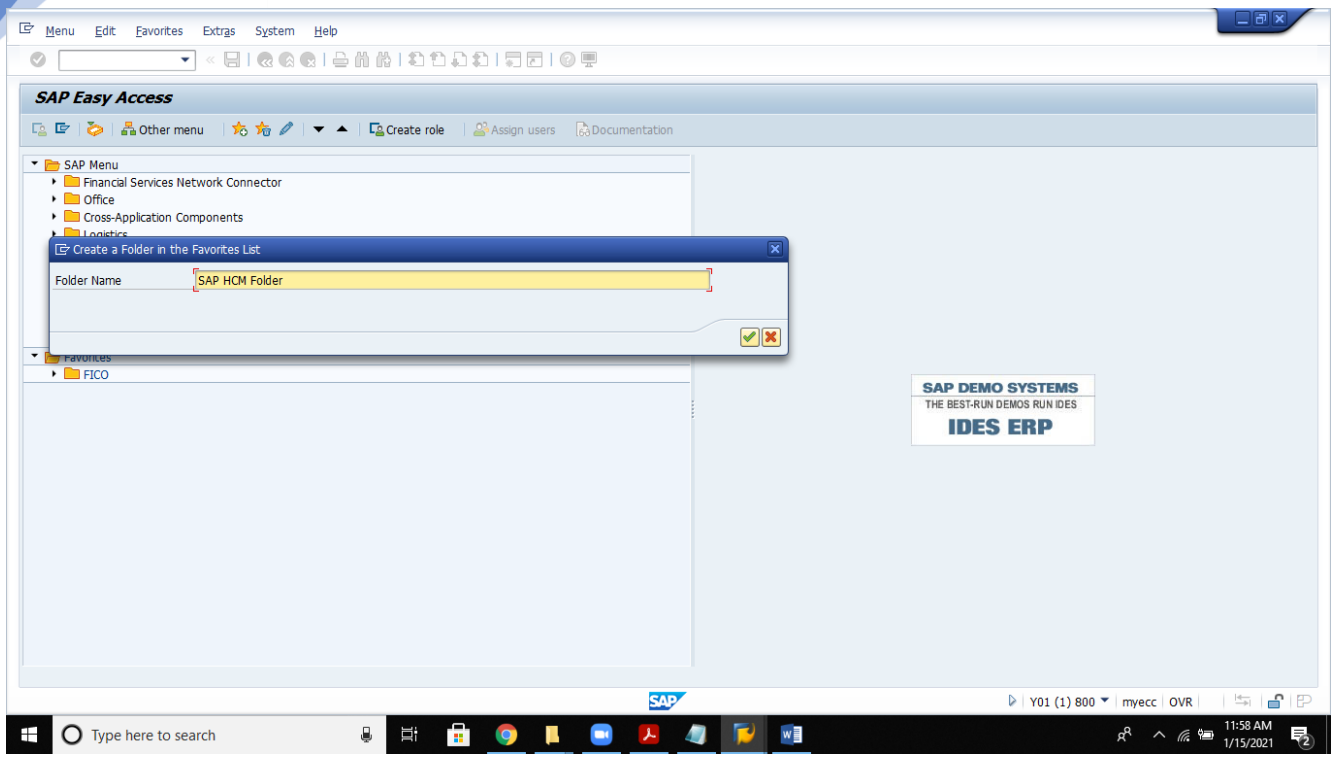
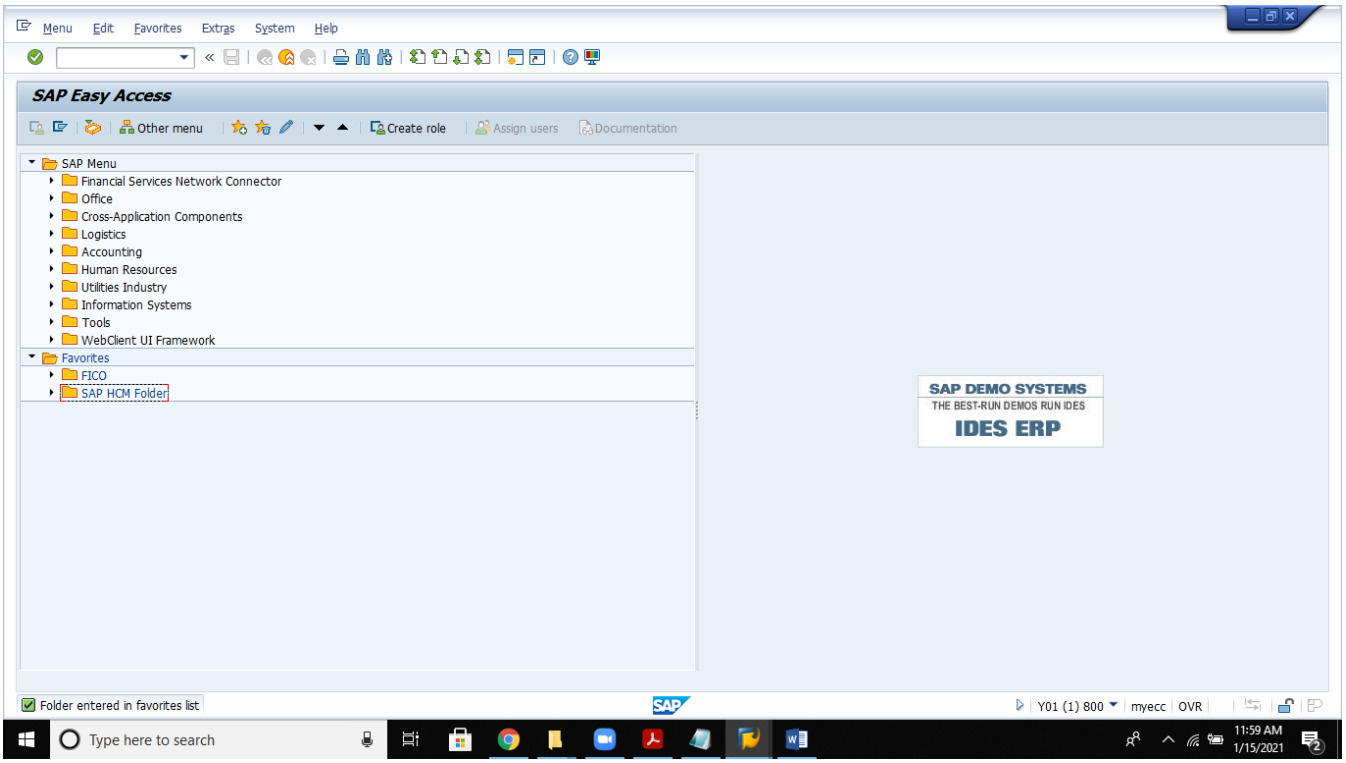
Creation of Folders, Transaction codes on sap easy access:







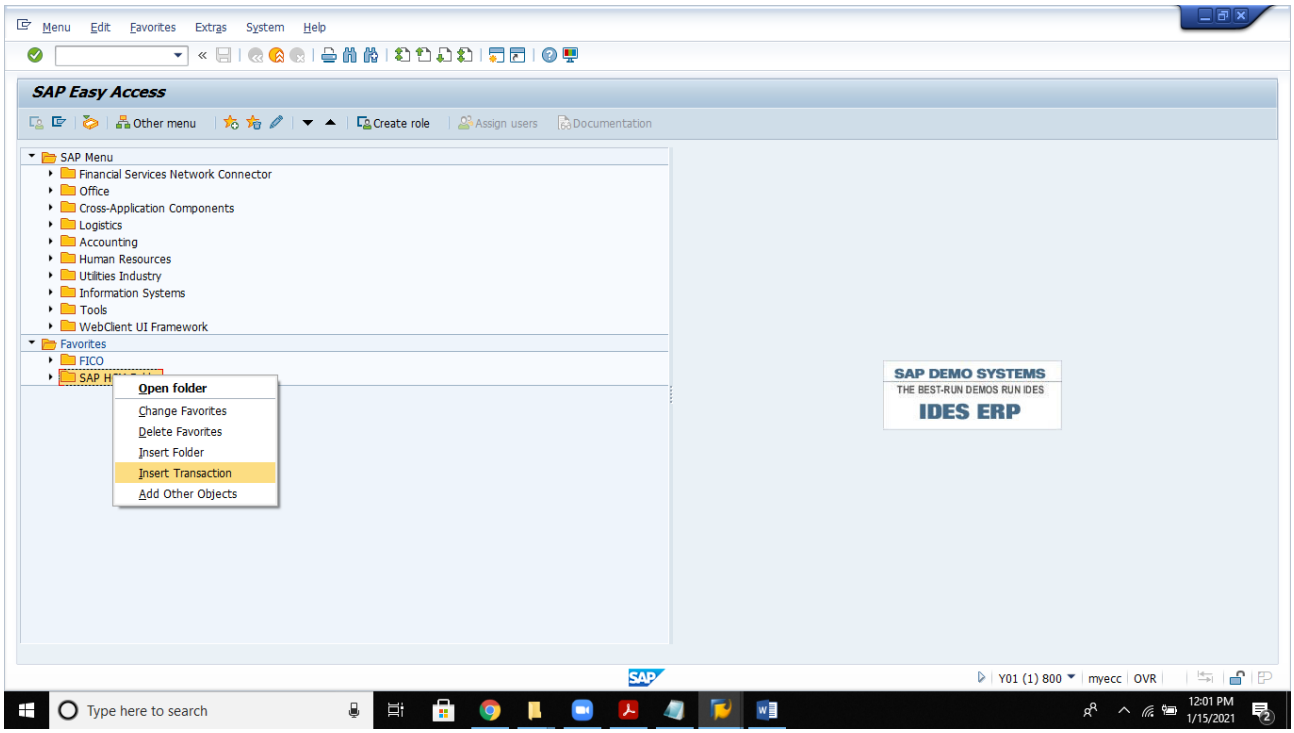
Hit enter



Folder is created

2. Create Transaction codes in Folders

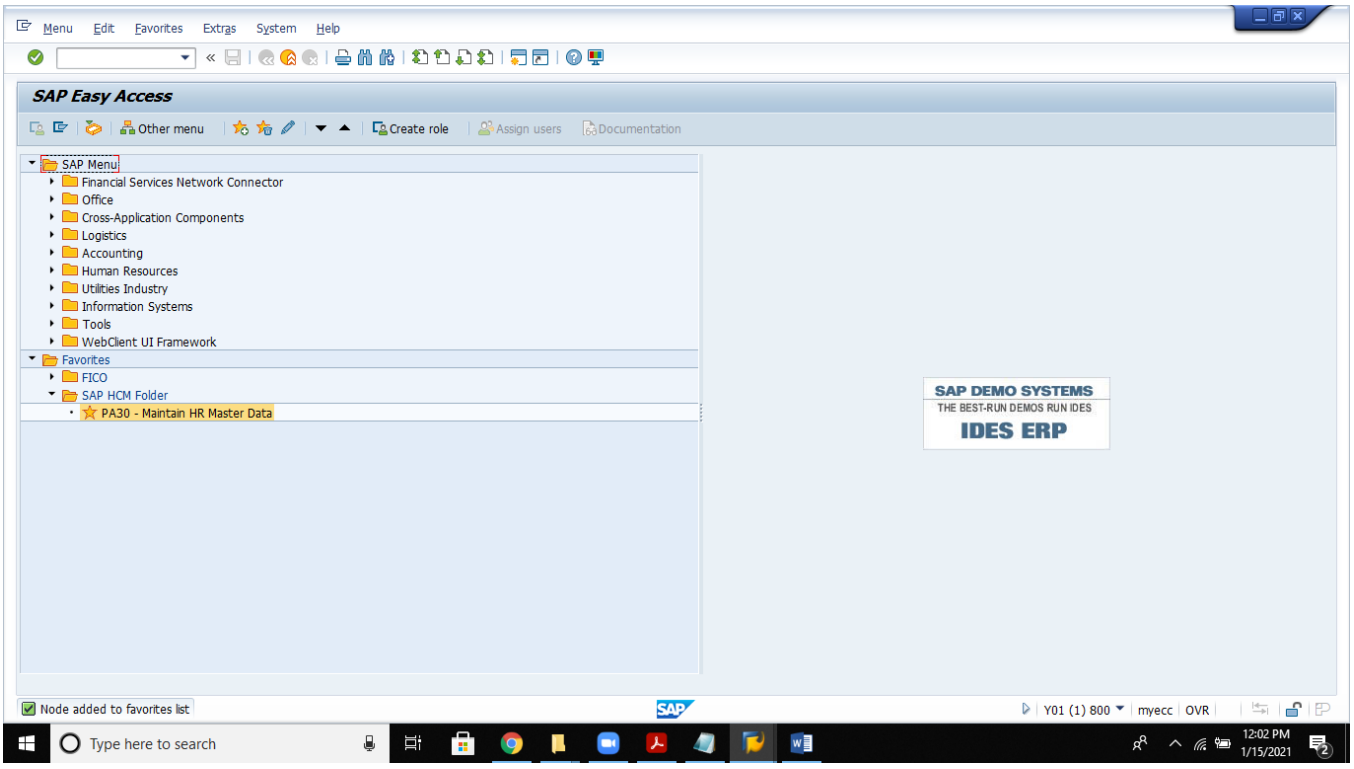
Open the Folder by right clicking on ii



Select Insert Transaction

Insert the required transaction codes

For ex: PA30



ORGANISATIONAL MANAGEMENT

Organizational Management

In this step, you make the necessary system settings for the implementation of the "Organizational Management" component.

“Organizational Management" forms the base for the Personnel Planning and Development area (as well as Organizational Management, this includes the Personnel Development, Personnel Cost Planning and Training and Event Management components) and allows you to analyze and adjust your organizational plan as well as maintain structure data.

Enterprise Structure

We will learn how to portray the specific organizational structure of business in the R/3 System.

To help you portray your company structure, different Accounting, Logistics and Human Resources organization units are provided.

First analyze the structures and procedures in your company, and then match them to the SAP structures. There are various organization elements defined as examples in the standard version. Normally these would not cover all your needs. Extend the elements as required.

During the clarification stage, work with the structures delivered by SAP. In order to obtain a high degree of identification and acceptance from project members and user departments from the start, you may have to change some of SAP's terminology.

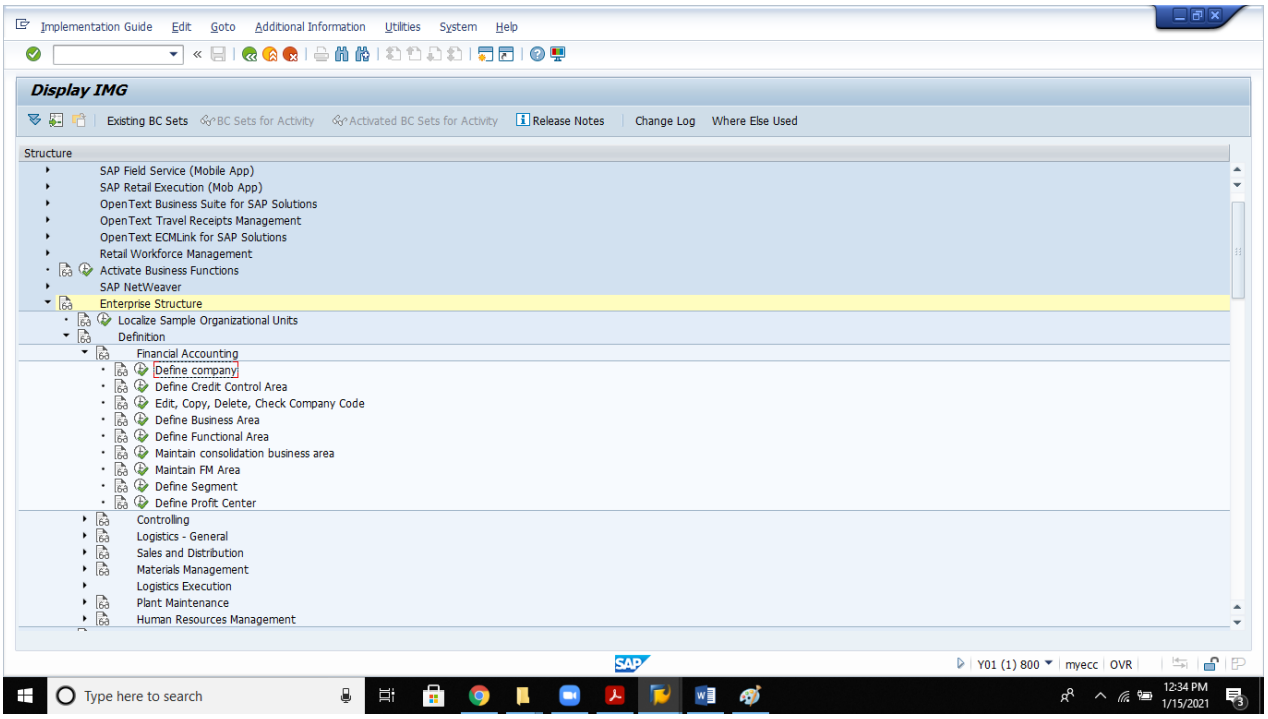
Enterprise structure shows the relation between 2 organizational units created.

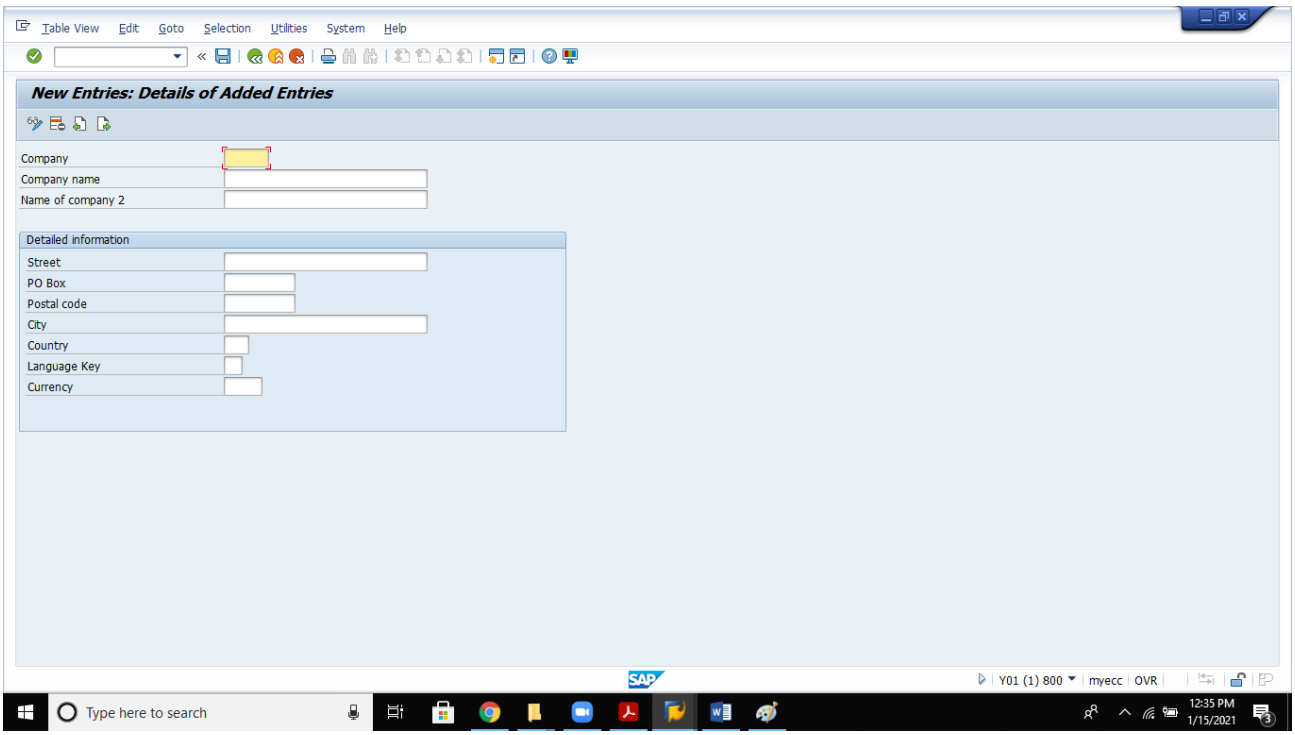
It is the base line for every functional consultant.

Configurations for Enterprise structure

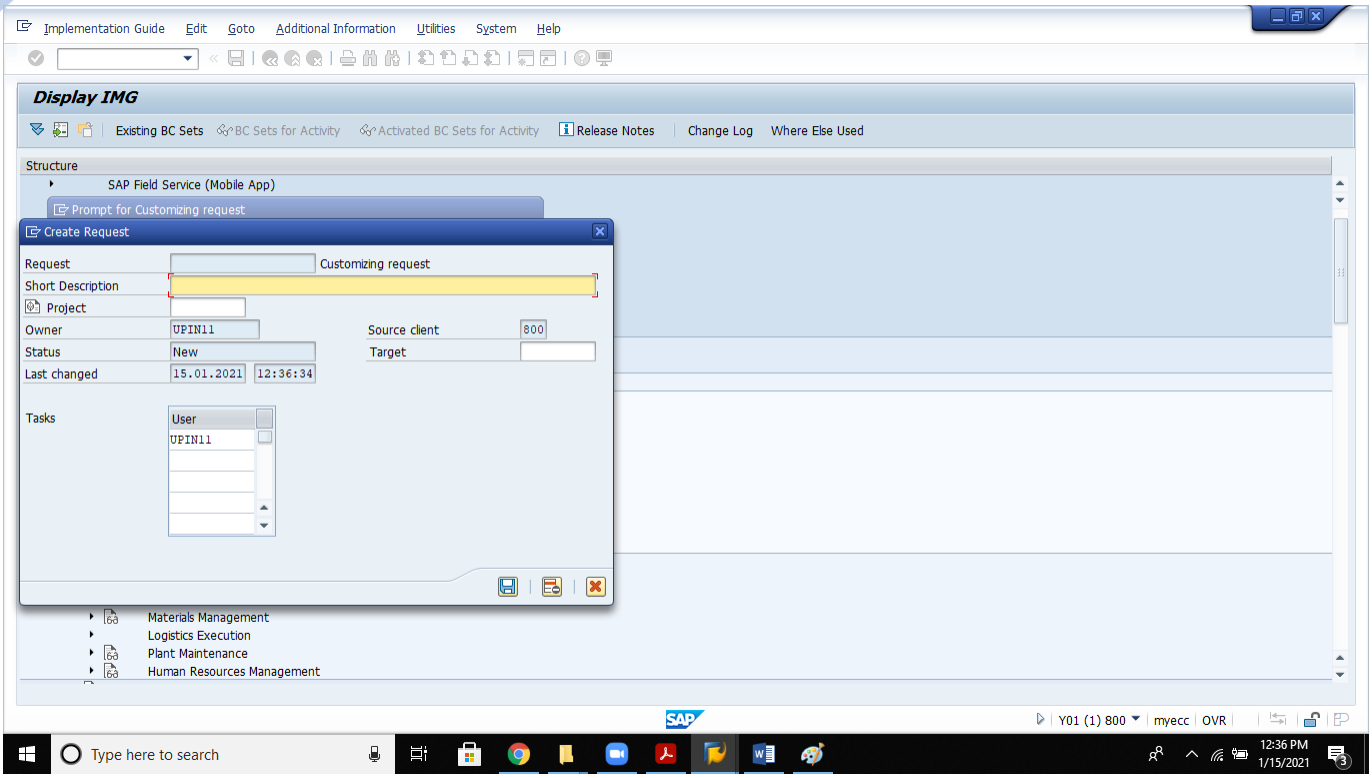
Definitions:

1. Define Company





Update the required fields enter and save



Save in Customising request.(TR- Transport Request)

2. Edit, Copy , delete , check company code

The **company code** is an organizational unit used in accounting. It is used to structure the **business organization** from a financial accounting perspective.

We recommend that you copy a company code from an existing company code. This has the advantage that you also copy the existing company code-specific parameters. If necessary, you can then change certain data in the relevant application. This is much less time-consuming than creating a new company code. See "Recommendations" for more details about copying a company code.

If you do not wish to copy an existing company code, you can create a new company code and make all the settings yourself. You define your company codes by specifying the following information:

- Company code key

  You can select a four-character alpha-numeric key as the company code key. This key identifies the company code and must be entered when posting business transactions or creating company code-specific master data, for example.

- Company code name

- Address data

  The address data is necessary for correspondence and is printed on reports, such as the advance return for tax on sales/purchases.

- Country currency

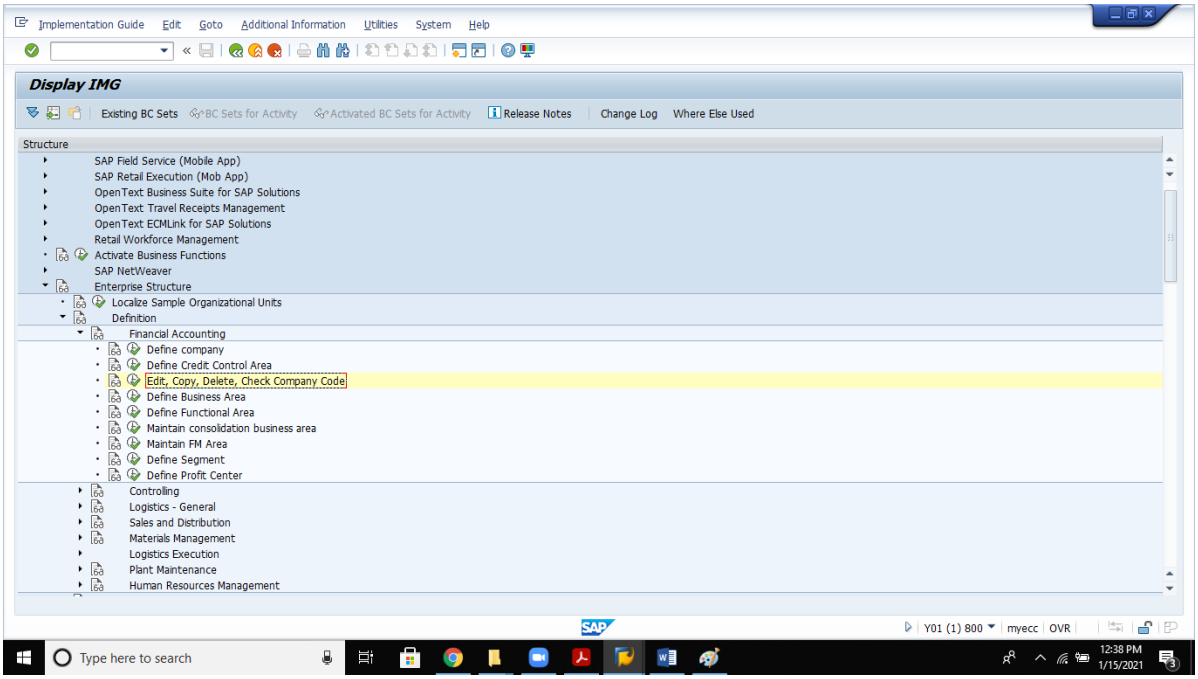
Your accounts must be managed in the national currency. This currency is also known as the local currency or the company code currency. Amounts that are posted in foreign currency are translated into local currency.

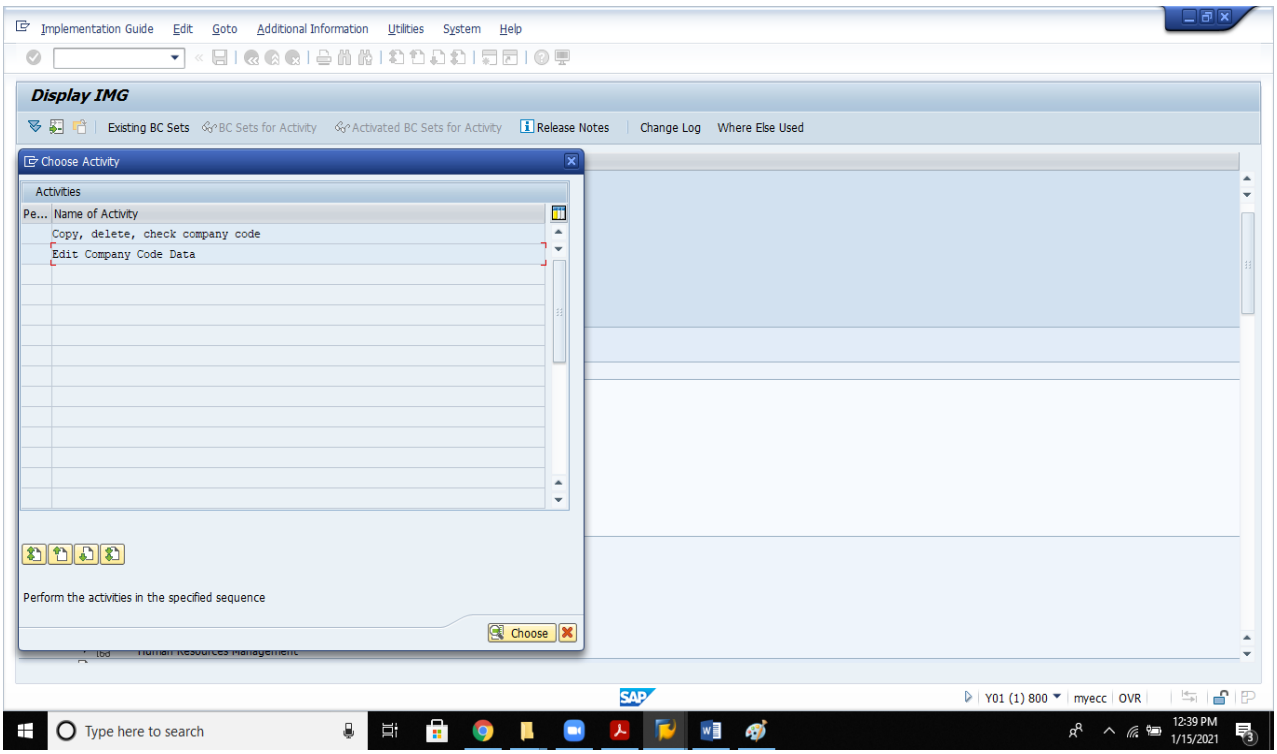
- Country key

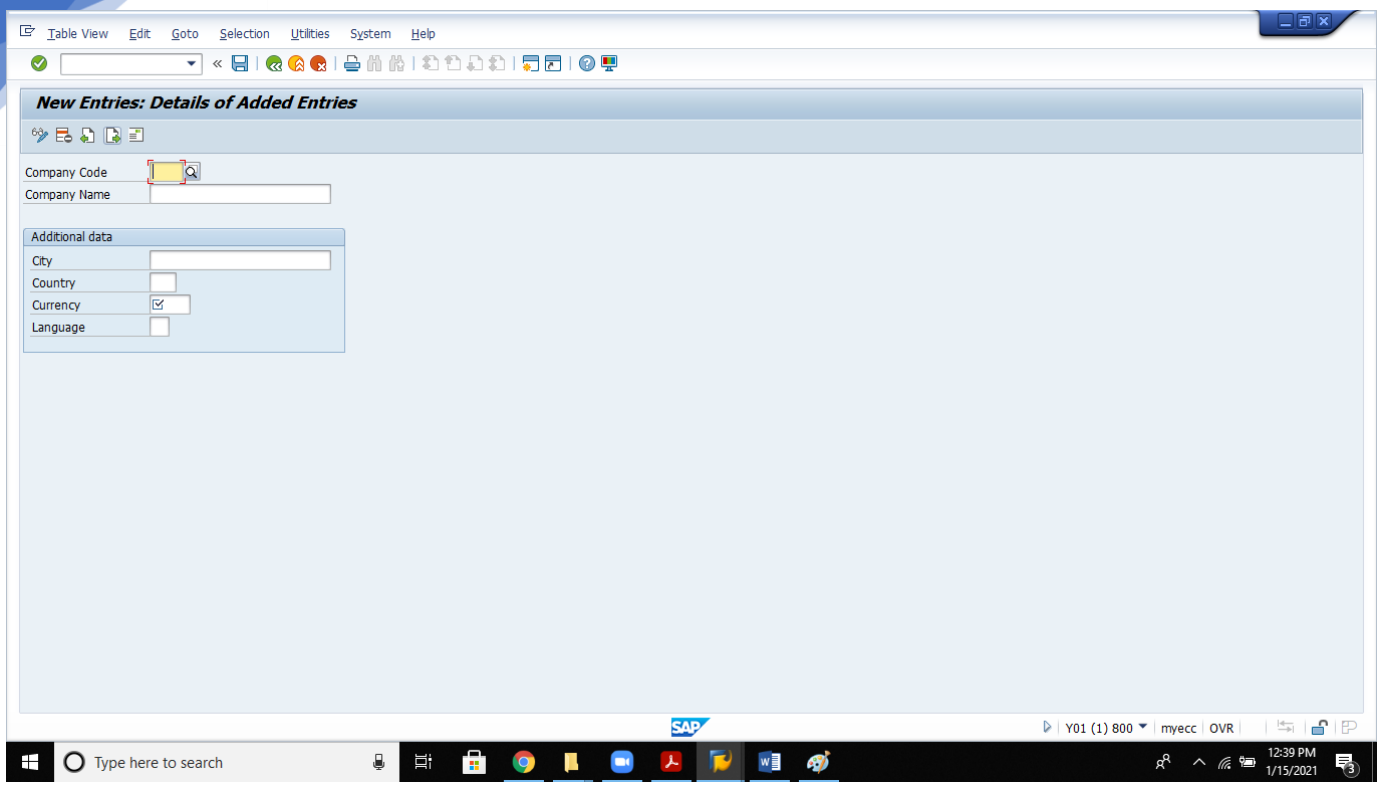
  The country key specifies which country is to be seen as the home country; all other countries are interpreted as "abroad". This is significant for business and payment transactions because different forms are used for foreign payment transactions. This setting also enables you to use different address formatting for foreign correspondence.

- Language key

  The system uses the language key to determine text automatically in the language of the relevant country. This is necessary when creating checks, for example







Update the required details and save.

3. Define Personnel Area

The personnel area is an organizational unit that represents a specific area of the enterprise and is organized according to aspects of personnel, time management and payroll. A personnel area is divided into several personnel subareas. the personnel subareas contain the business characteristics. To assign the business characteristics, you must have set up at least one personnel subarea for each of your personnel areas even if you do not use personnel subareas in your enterprise structure.

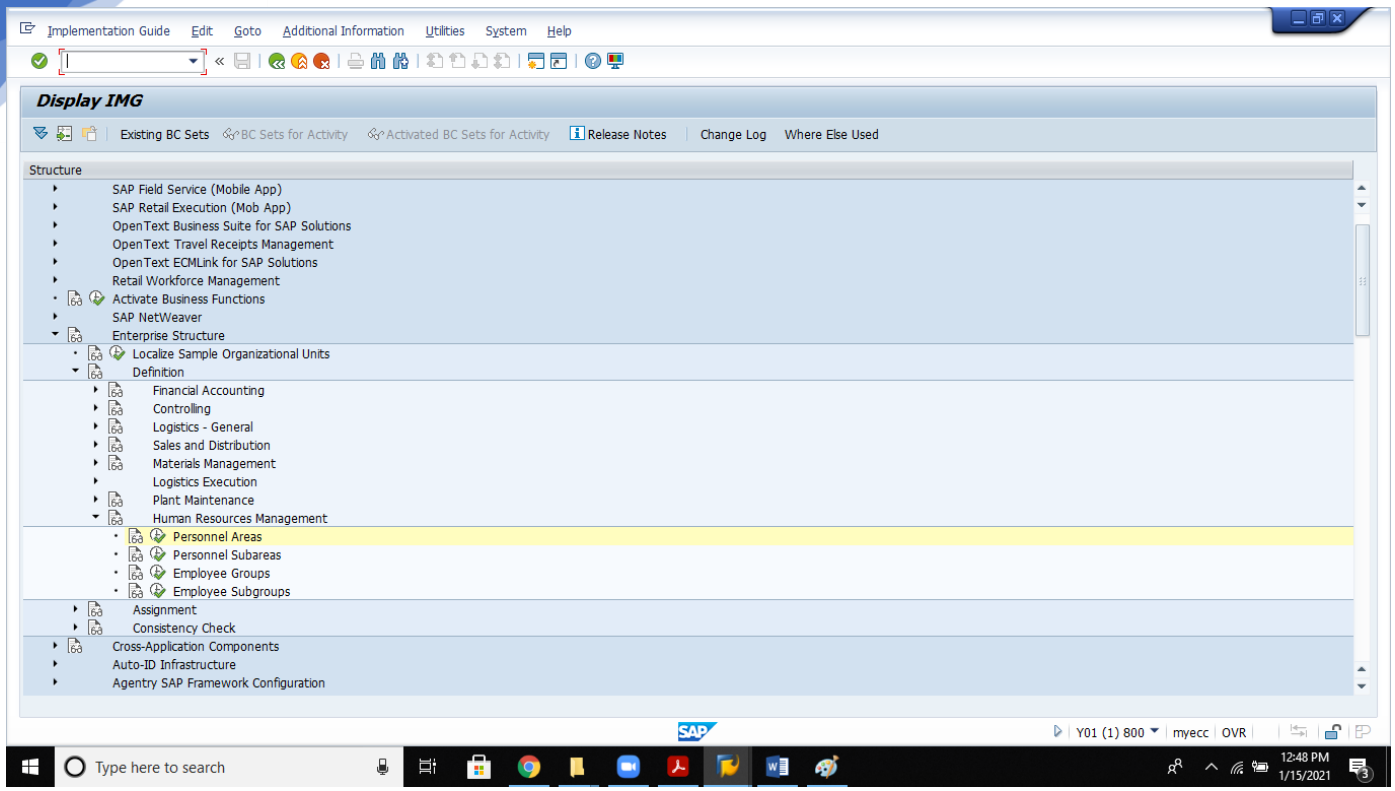
Example

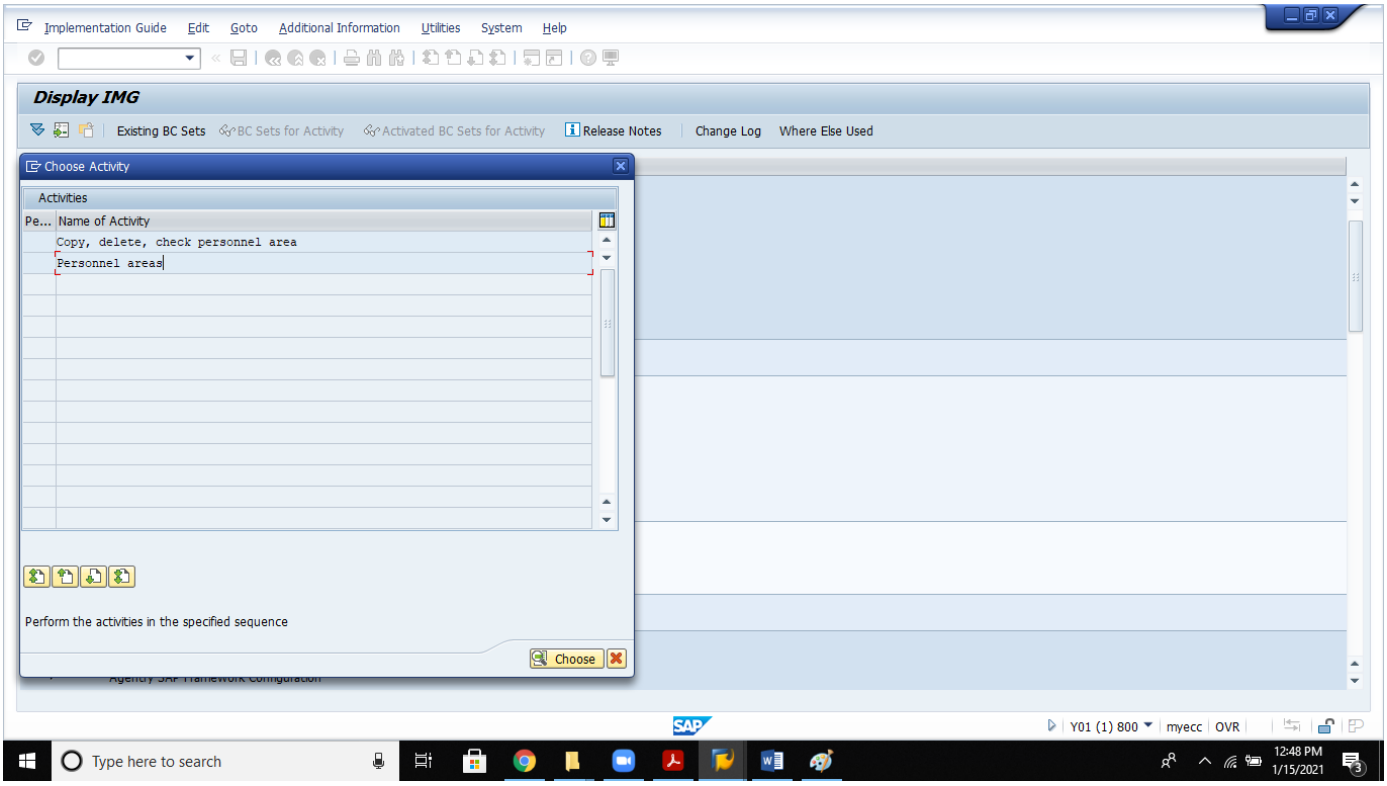
Company Ford has three production plants in

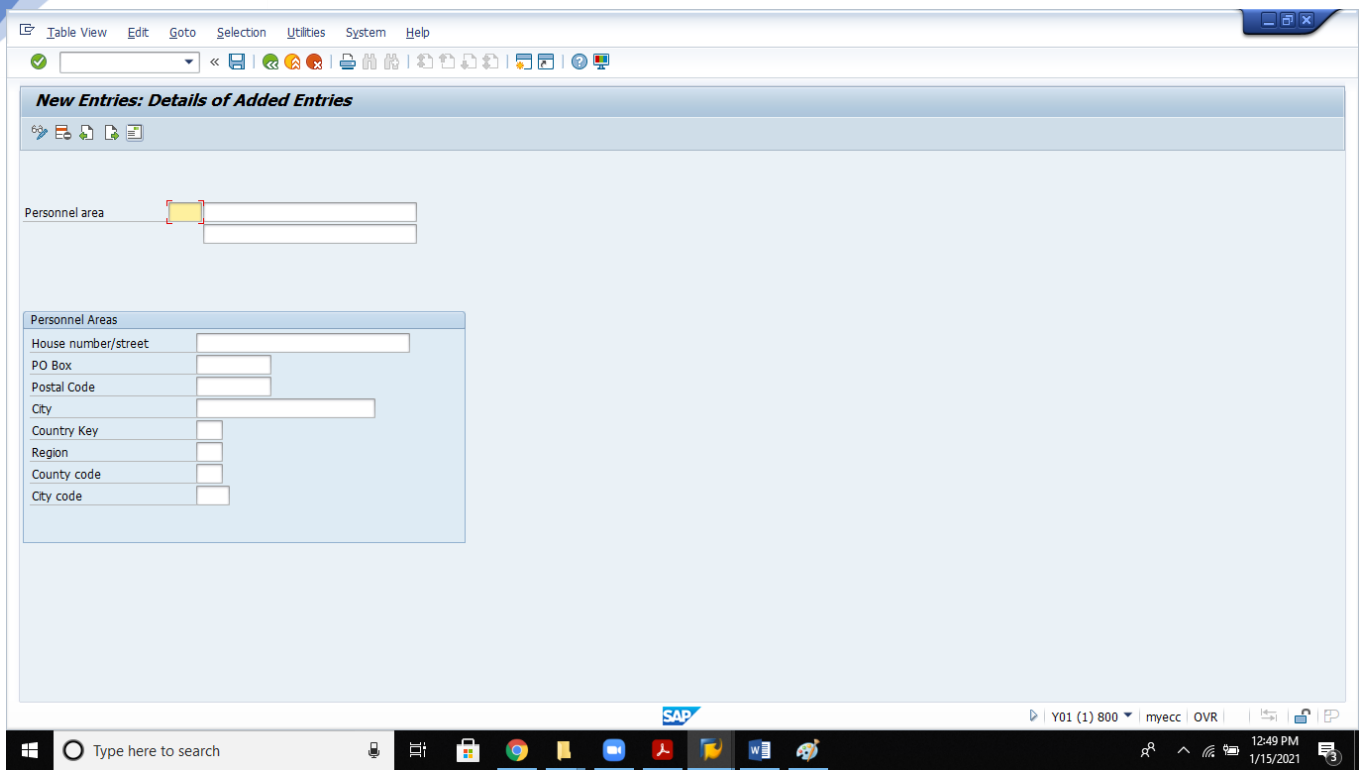
Germany:

Hamburg,

Cologne and Berlin.


Implementation Guide
Edit
Goto
Additional Information
Utilities
System
Help
Display IMG
Existing BC Sets
BC Sets for Activity
Activated BC Sets for Activity
Release Notes
Change Log
Where Else Used
Structure
SAP Field Service (Mobile App)
SAP Retail Execution (Mob App)
OpenText Business Suite for SAP Solutions
OpenText Travel Receipts Management
OpenText ECMLink for SAP Solutions
Retail Workforce Management
Activate Business Functions
SAP NetWeaver
Enterprise Structure
Localize Sample Organizational Units
Definition
Financial Accounting
Controlling
Logistics - General
Sales and Distribution
Materials Management
Logistics Execution
Plant Maintenance
Human Resources Management
Personnel Areas
Personnel Subareas
Employee Groups
Employee Subgroups
Assignment
Consistency Check
Cross-Application Components
Auto-ID Infrastructure
Agentry SAP Framework Configuration
Y01 (1) 800
myecc
OVR
Type here to search
12:48 PM
1/15/2021


Implementation Guide
Edit
Goto
Additional Information
Utilities
System
Help
Display IMG
Existing BC Sets
BC Sets for Activity
Activated BC Sets for Activity
Release Notes
Change Log
Where Else Used
Choose Activity
Activities
Pe...
Name of Activity
Copy, delete, check personnel area
Personnel areas
Perform the activities in the specified sequence
Choose
Y01 (1) 800
myecc
OVR
Type here to search
12:48 PM
1/15/2021



Update the personnel areas, enter and save

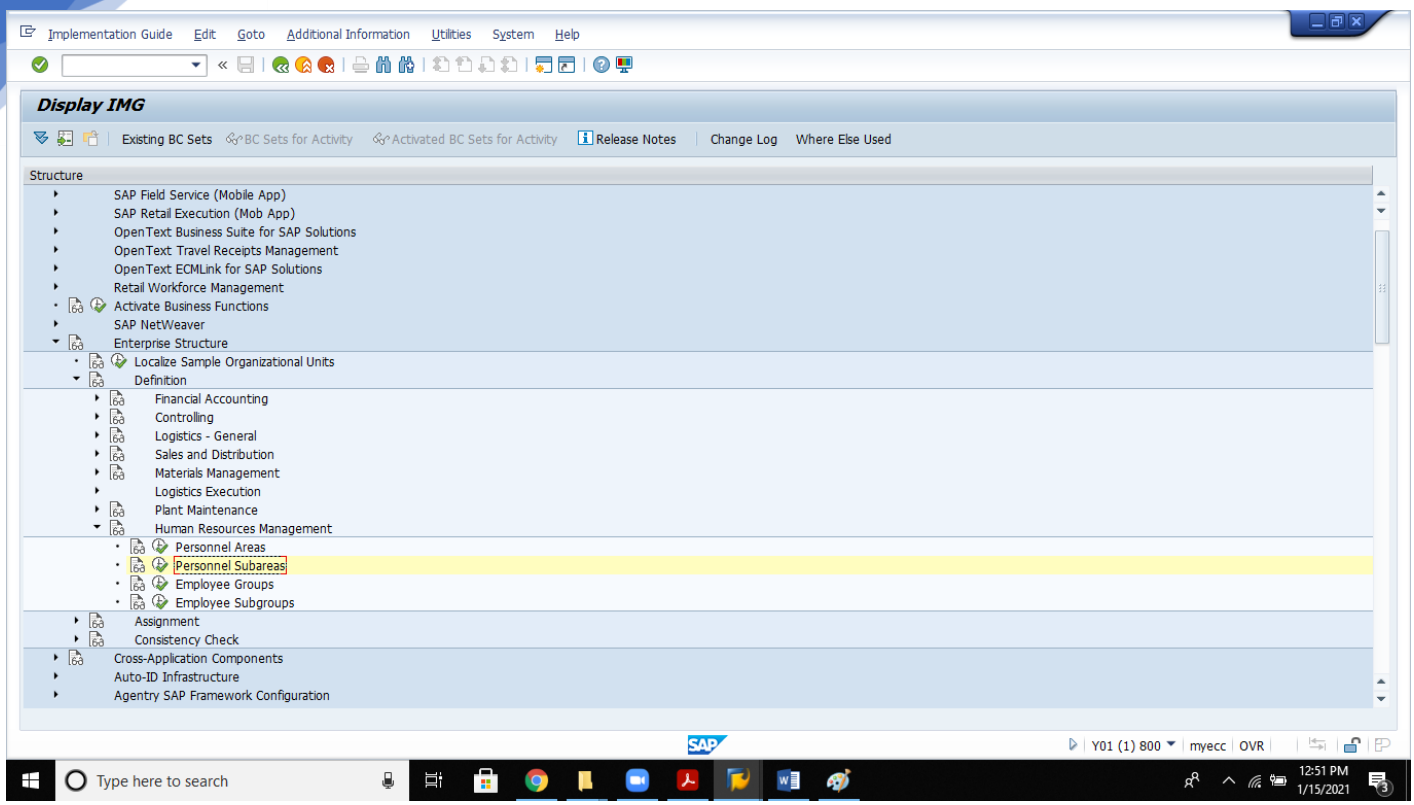
4. **Define Personnel sub areas**:

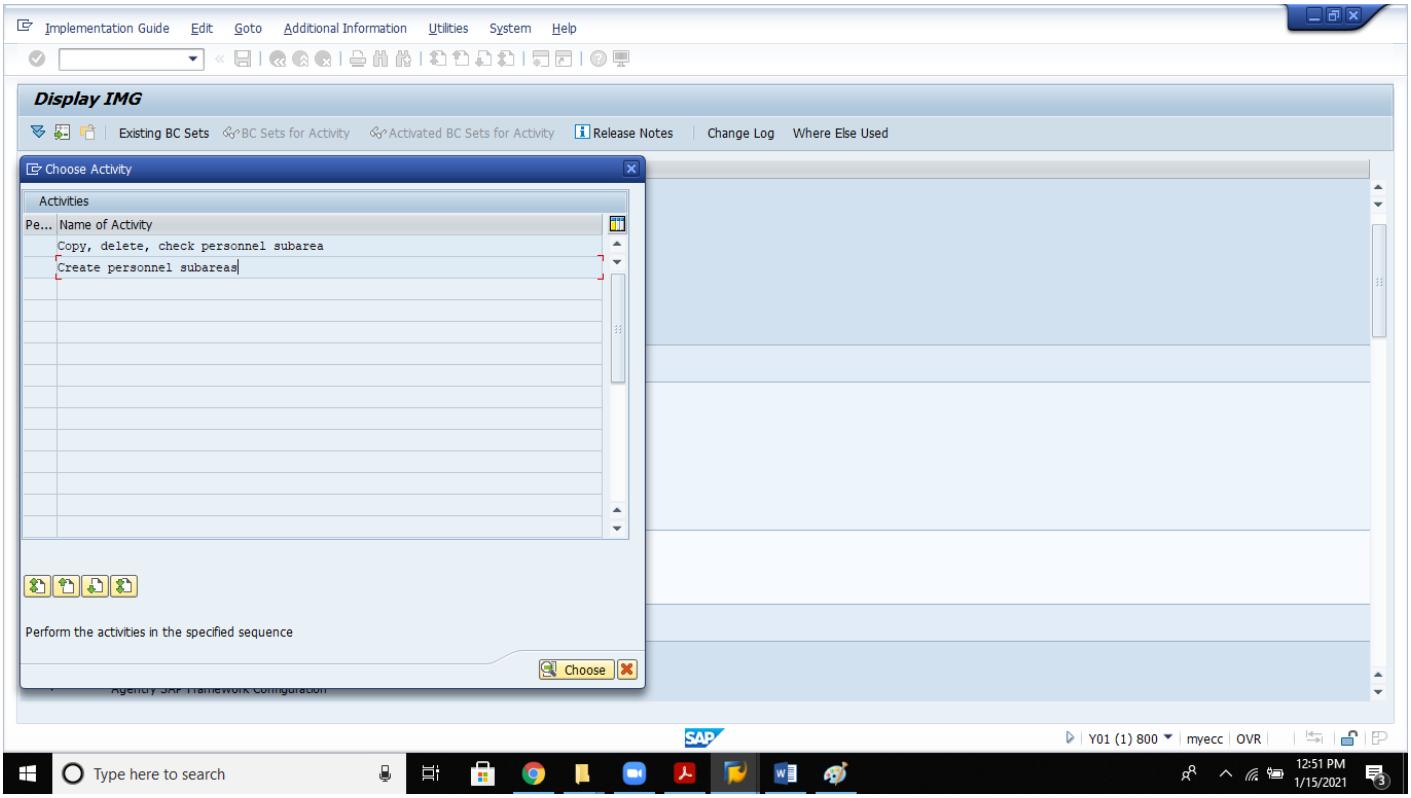
A personnel subarea is an organizational unit that represents a specific area of the company organized according to certain aspects of personnel, time management and payroll. The following business subtasks belong to the personnel subarea:

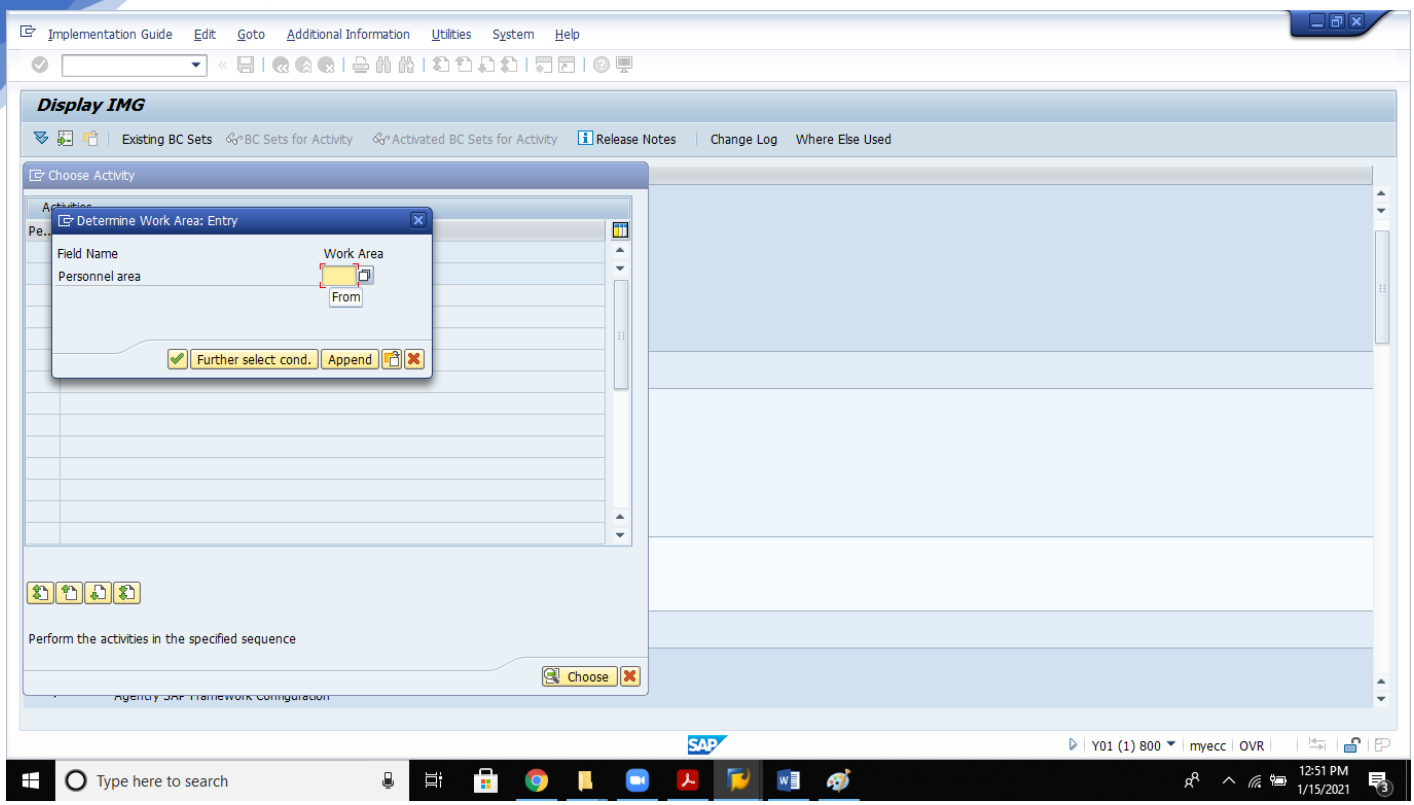
- Defining of pay scale and wage type structure
- Defining planned working hours
- Defining appraisal criteria

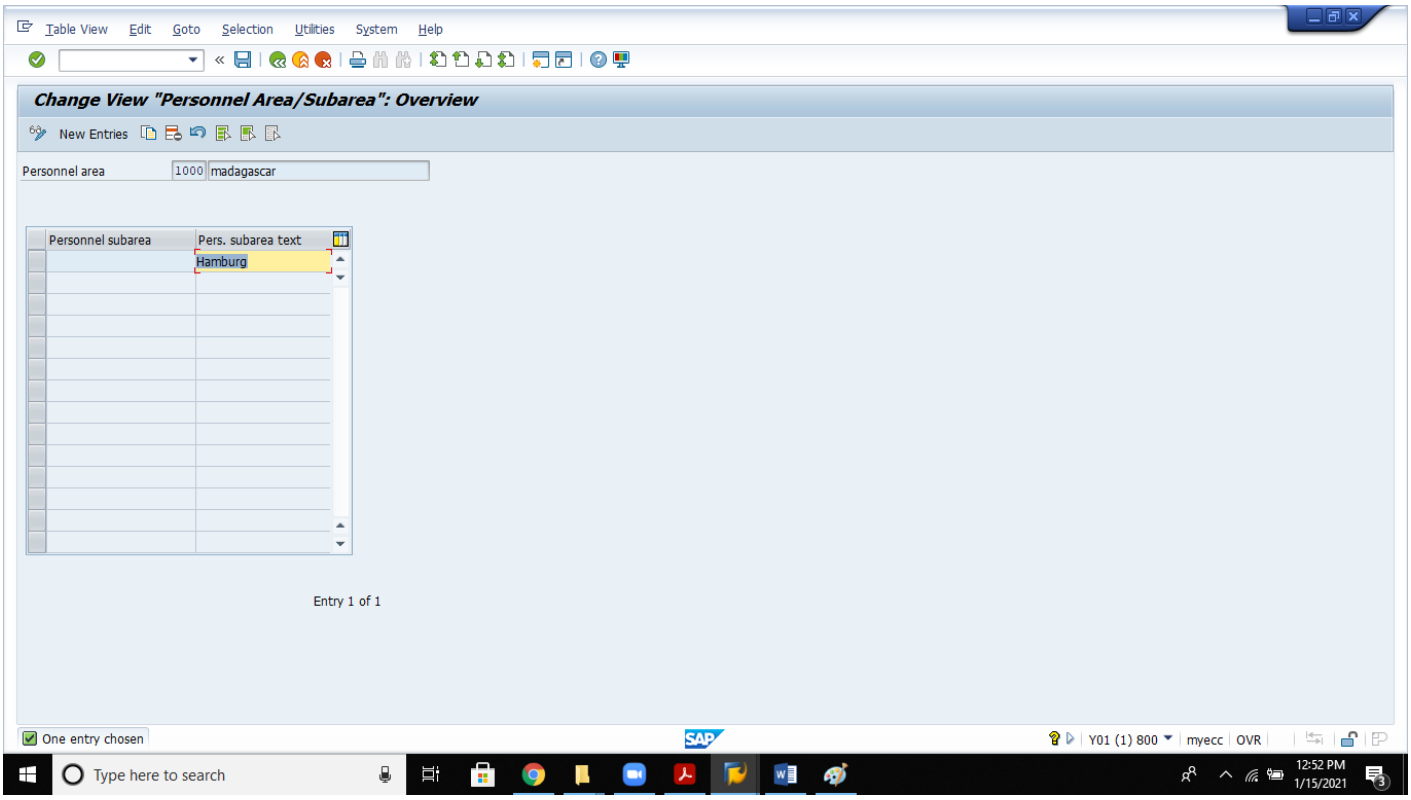
Example

The Germany site of Company Ford is physically separated by a railroad line. This could mean that two different tax or employment offices are responsible for the respective areas. In this case, you would define a personnel area "Berlin" and two personnel subareas.


Implementation Guide
Edit
Goto
Additional Information
Utilities
System
Help
Display IMG
Existing BC Sets
BC Sets for Activity
Activated BC Sets for Activity
Release Notes
Change Log
Where Else Used
Structure
SAP Field Service (Mobile App)
SAP Retail Execution (Mob App)
OpenText Business Suite for SAP Solutions
OpenText Travel Receipts Management
OpenText ECMLink for SAP Solutions
Retail Workforce Management
Activate Business Functions
SAP NetWeaver
Enterprise Structure
Localize Sample Organizational Units
Definition
Financial Accounting
Controlling
Logistics - General
Sales and Distribution
Materials Management
Logistics Execution
Plant Maintenance
Human Resources Management
Personnel Areas
Personnel Subareas
Employee Groups
Employee Subgroups
Assignment
Consistency Check
Cross-Application Components
Auto-ID Infrastructure
Agentry SAP Framework Configuration
Y01 (1) 800
myecc
OVR
Type here to search
12:51 PM
1/15/2021


Implementation Guide
Edit
Goto
Additional Information
Utilities
System
Help
Display IMG
Existing BC Sets
BC Sets for Activity
Activated BC Sets for Activity
Release Notes
Change Log
Where Else Used
Choose Activity
Activities
Pe...
Name of Activity
Copy, delete, check personnel subarea
Create personnel subareas
Perform the activities in the specified sequence
Choose
Y01 (1) 800
myecc
OVR
Type here to search
12:51 PM
1/15/2021





Update the personnel areas enter and save.

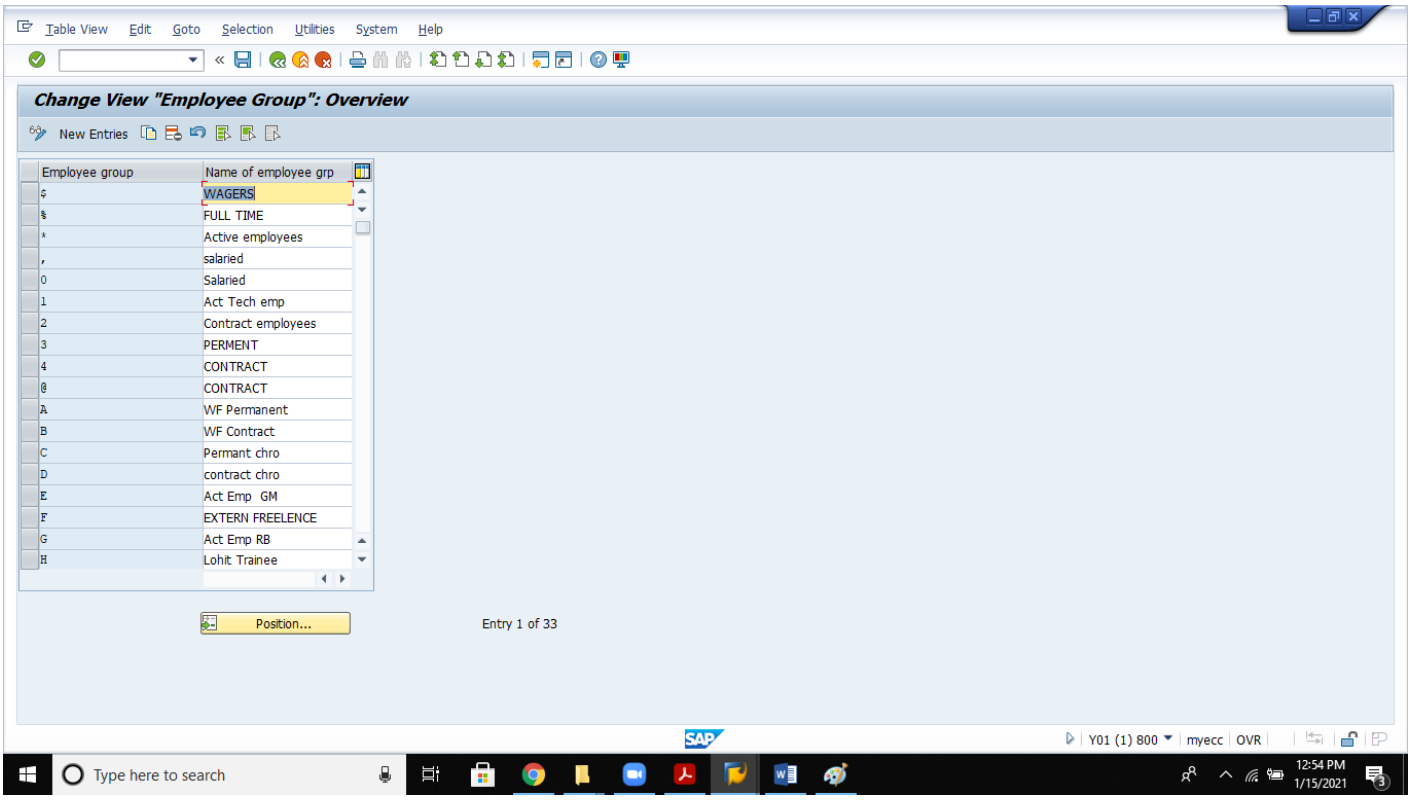
5. Define Employee groups:

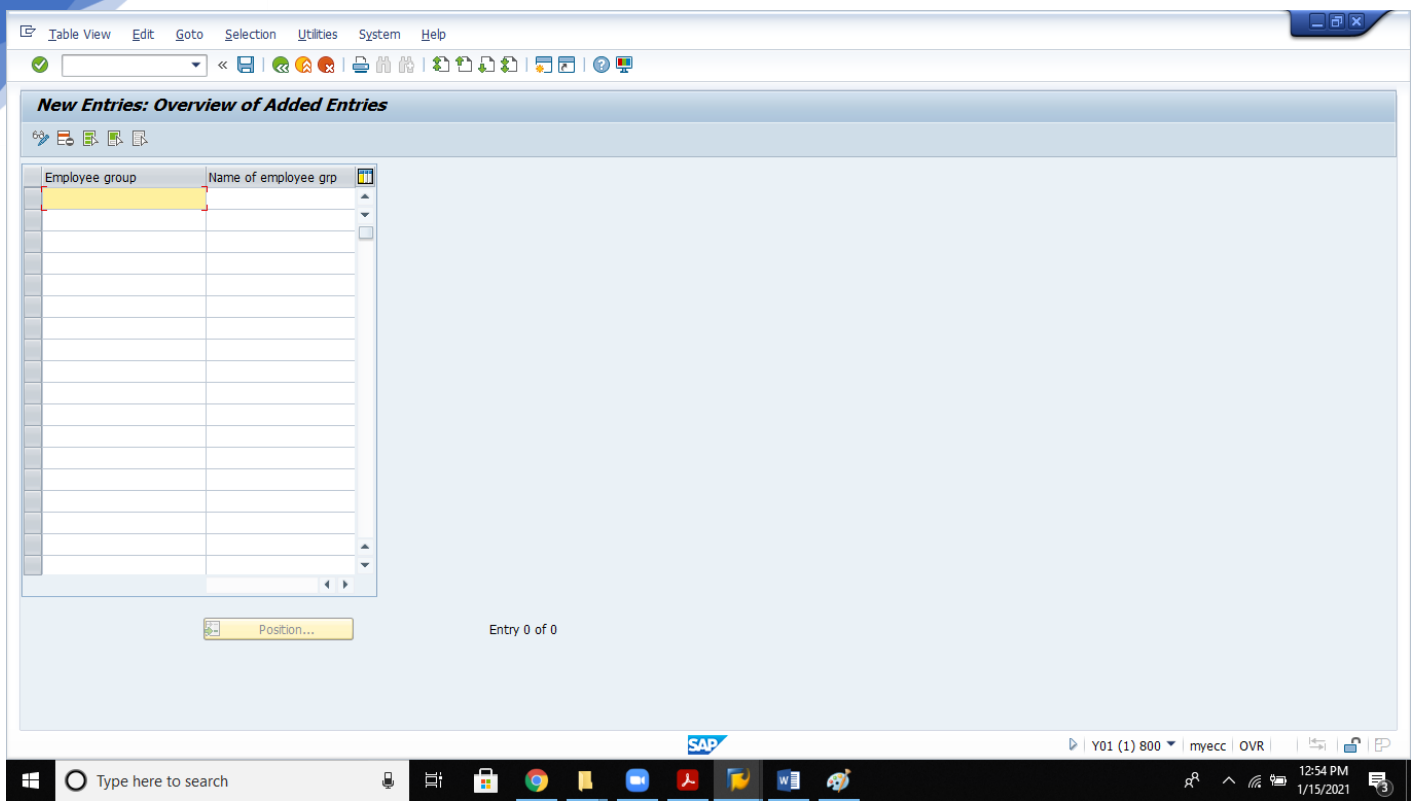
The employee group allows you to divide your employees into groups and allows you to define their relationship to the enterprise. The following essential organizational functions can be carried out using the employee group:

- generating default values when entering data; for example, for the payroll accounting area or for the basic pay of the employee
- generating a selection criterion for evaluations
- generating a unit for the authorization check

Example

You want to distinguish your employees between persons actively employed, pensioners and early retirees





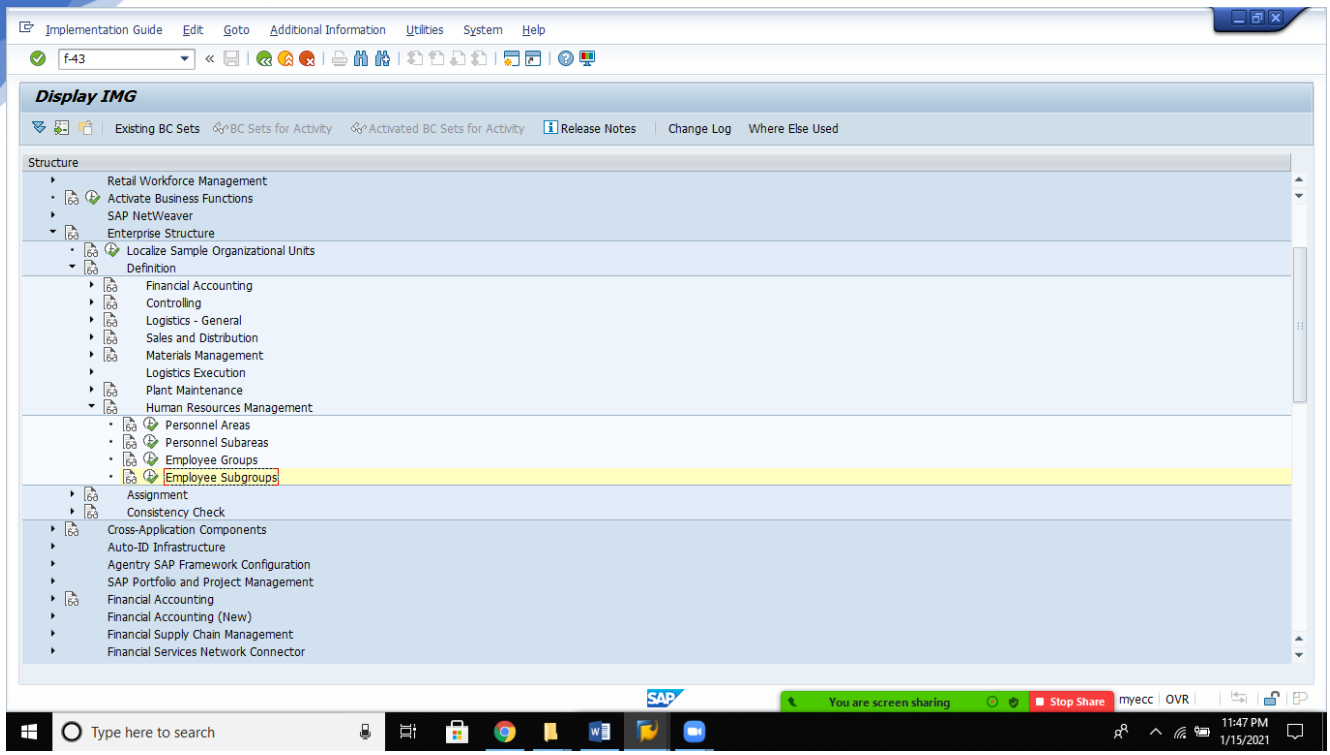
ENTER THE EMPLOYEE GROUP CODES AND DESCRIPTION, SAVE.

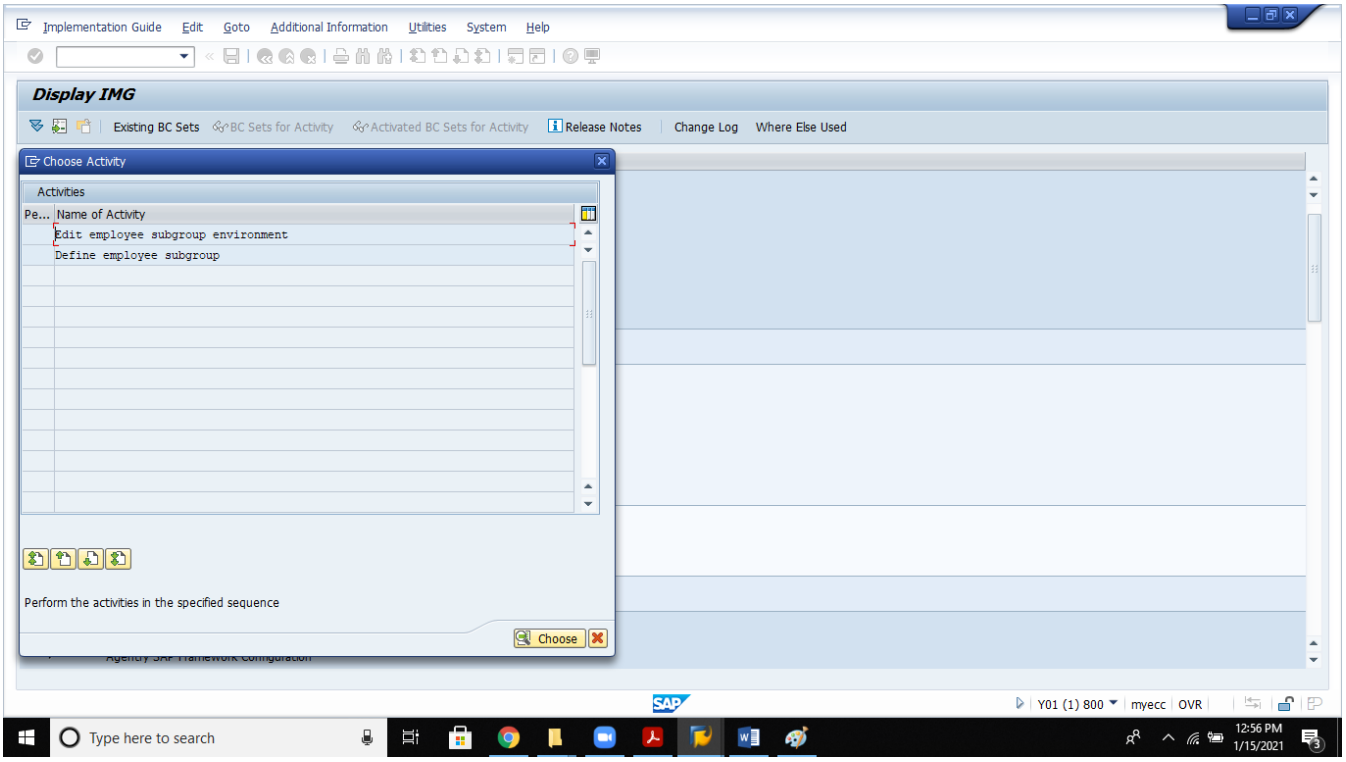
6. **Define Employee sub group:**

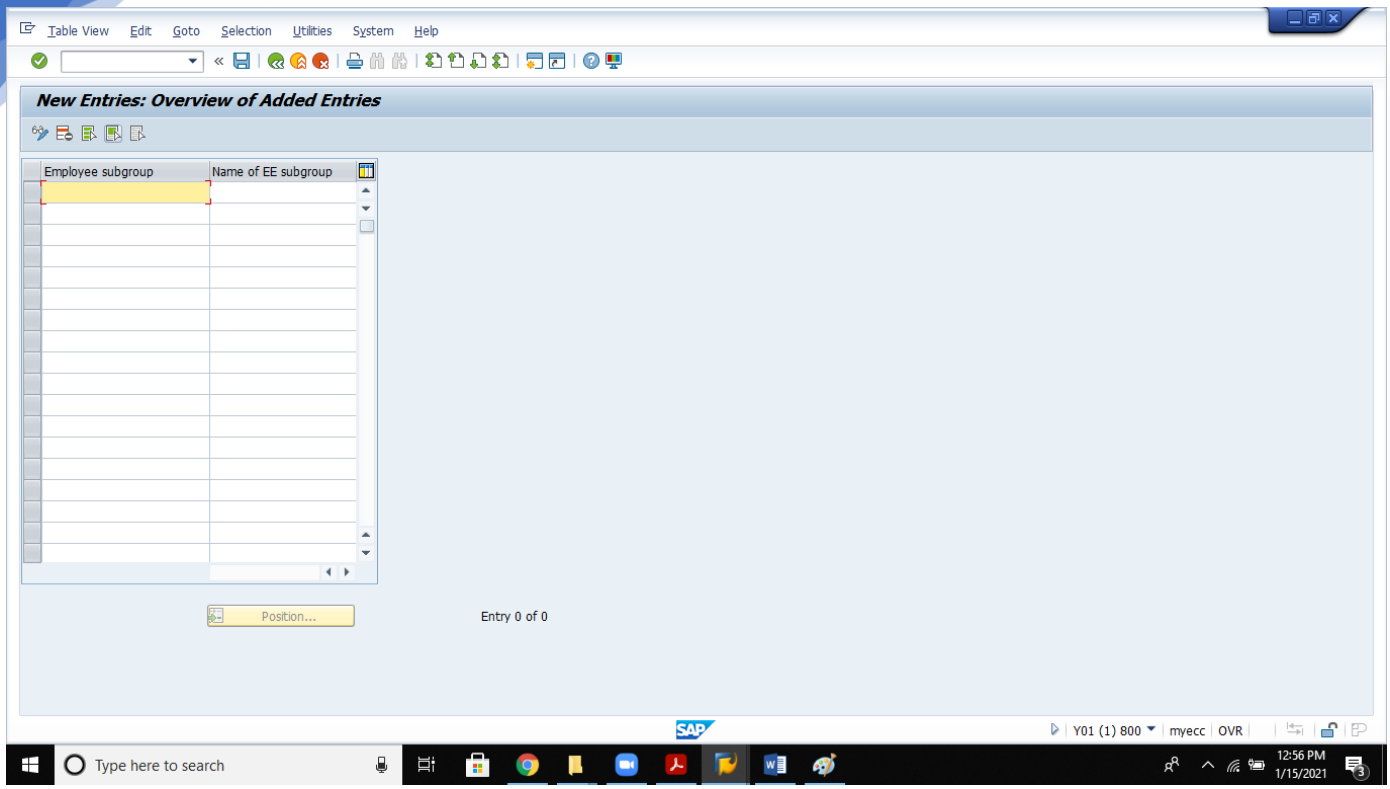
The employee subgroup represents a subdivision of the employee group. When you define employee subgroups, you are essentially begun to set up your personnel structure. Features are allocated to this in later steps. These steps are dealt with at the spot where they are established in a business sense.

The following business subtasks are provided among other things:

- specification of processing in payroll accounting
- specification of validity of primary wage types
- specification of validity of work schedules
- specification of validity of pay scale groups
- specification of validity of time quota types


Implementation Guide
Edit
Goto
Additional Information
Utilities
System
Help
f-43
Display IMG
Existing BC Sets
BC Sets for Activity
Activated BC Sets for Activity
Release Notes
Change Log
Where Else Used
Structure
Retail Workforce Management
Activate Business Functions
SAP NetWeaver
Enterprise Structure
Localize Sample Organizational Units
Definition
Financial Accounting
Controlling
Logistics - General
Sales and Distribution
Materials Management
Logistics Execution
Plant Maintenance
Human Resources Management
Personnel Areas
Personnel Subareas
Employee Groups
Employee Subgroups
Assignment
Consistency Check
Cross-Application Components
Auto-ID Infrastructure
Agentry SAP Framework Configuration
SAP Portfolio and Project Management
Financial Accounting
Financial Accounting (New)
Financial Supply Chain Management
Financial Services Network Connector
You are screen sharing
Stop Share
myecc
OVR
Type here to search
11:47 PM
1/15/2021

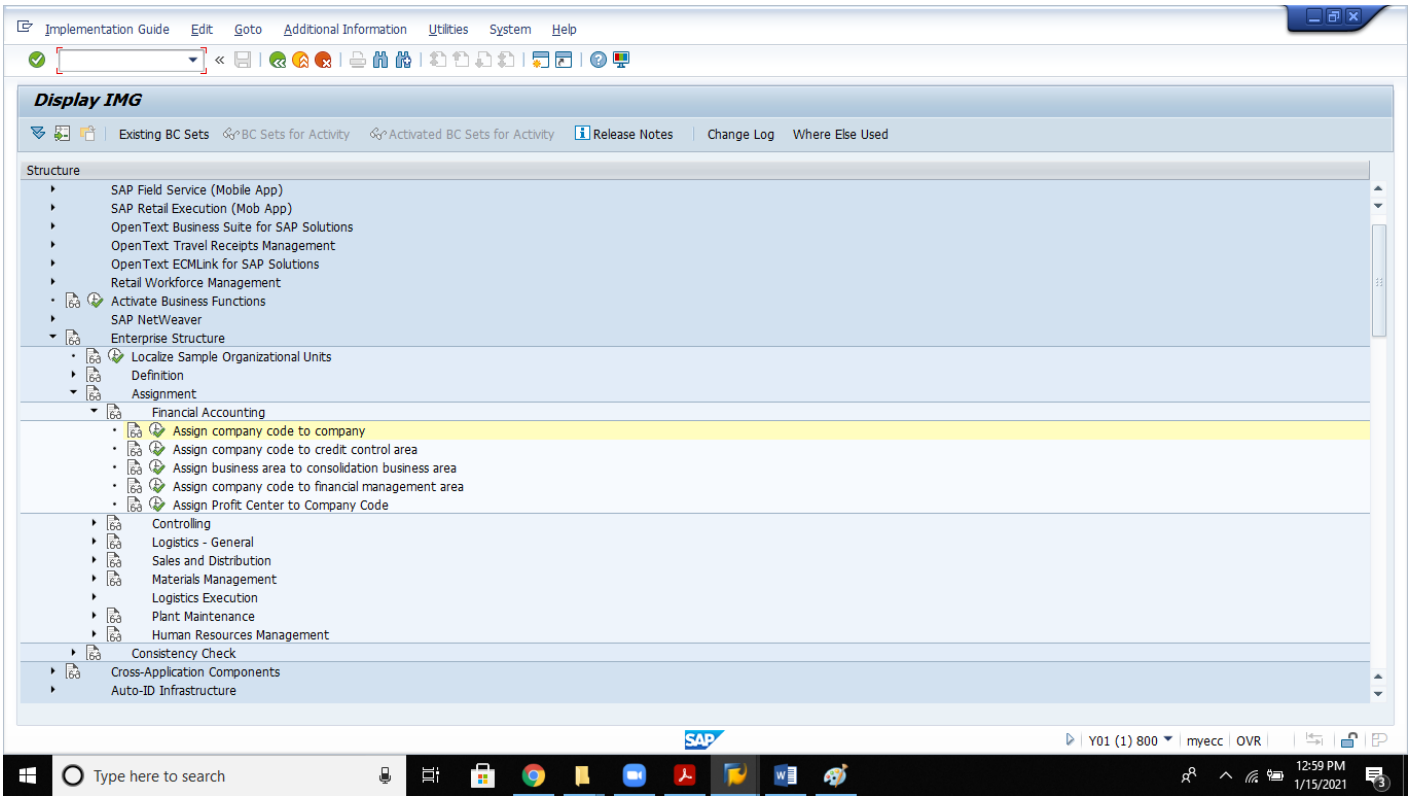

Implementation Guide
Edit
Goto
Additional Information
Utilities
System
Help
Display IMG
Existing BC Sets
BC Sets for Activity
Activated BC Sets for Activity
Release Notes
Change Log
Where Else Used
Choose Activity
Activities
Pe...
Name of Activity
Edit employee subgroup environment
Define employee subgroup
Perform the activities in the specified sequence
Choose
Y01 (1) 800
myecc
OVR
Type here to search
12:56 PM
1/15/2021

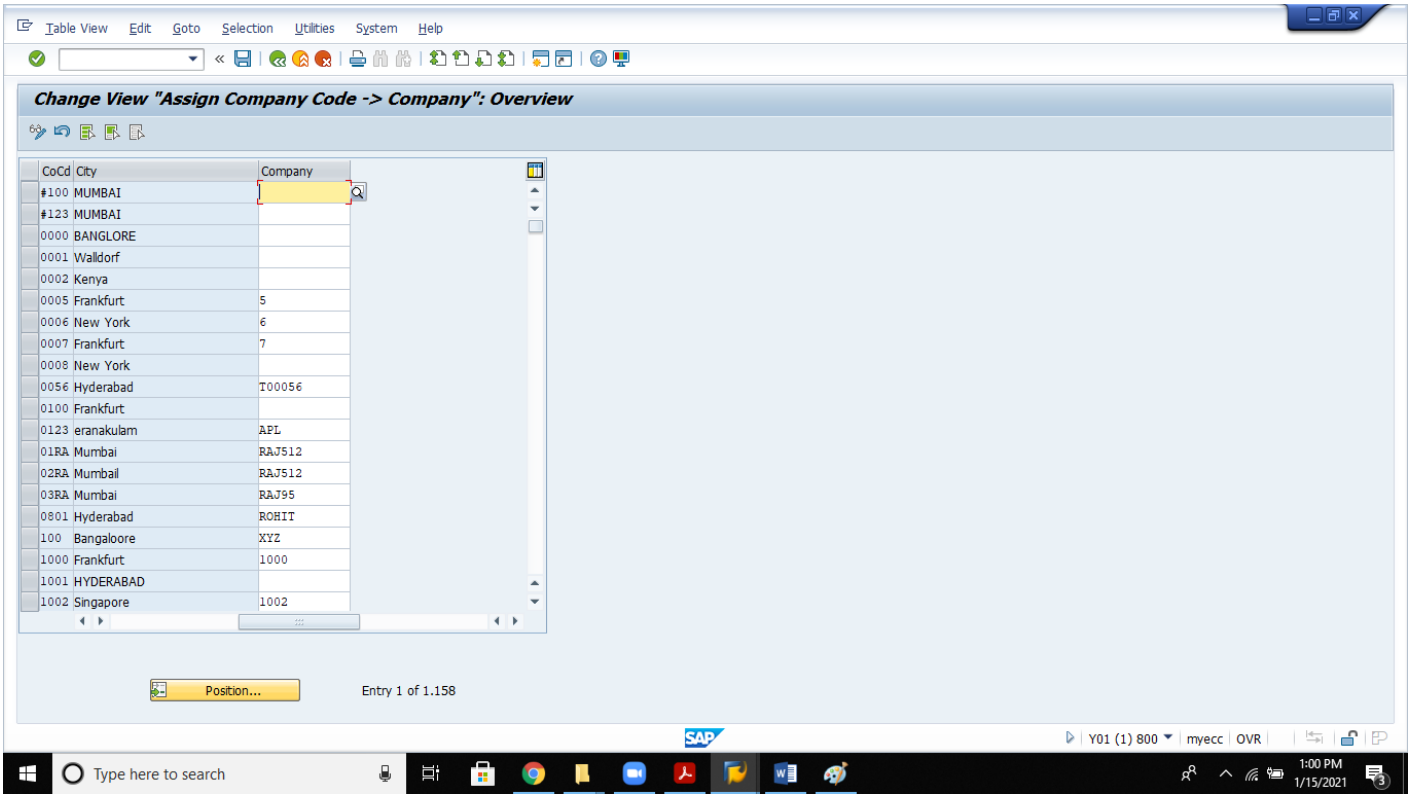


Enter the sub group codes, enter and save.

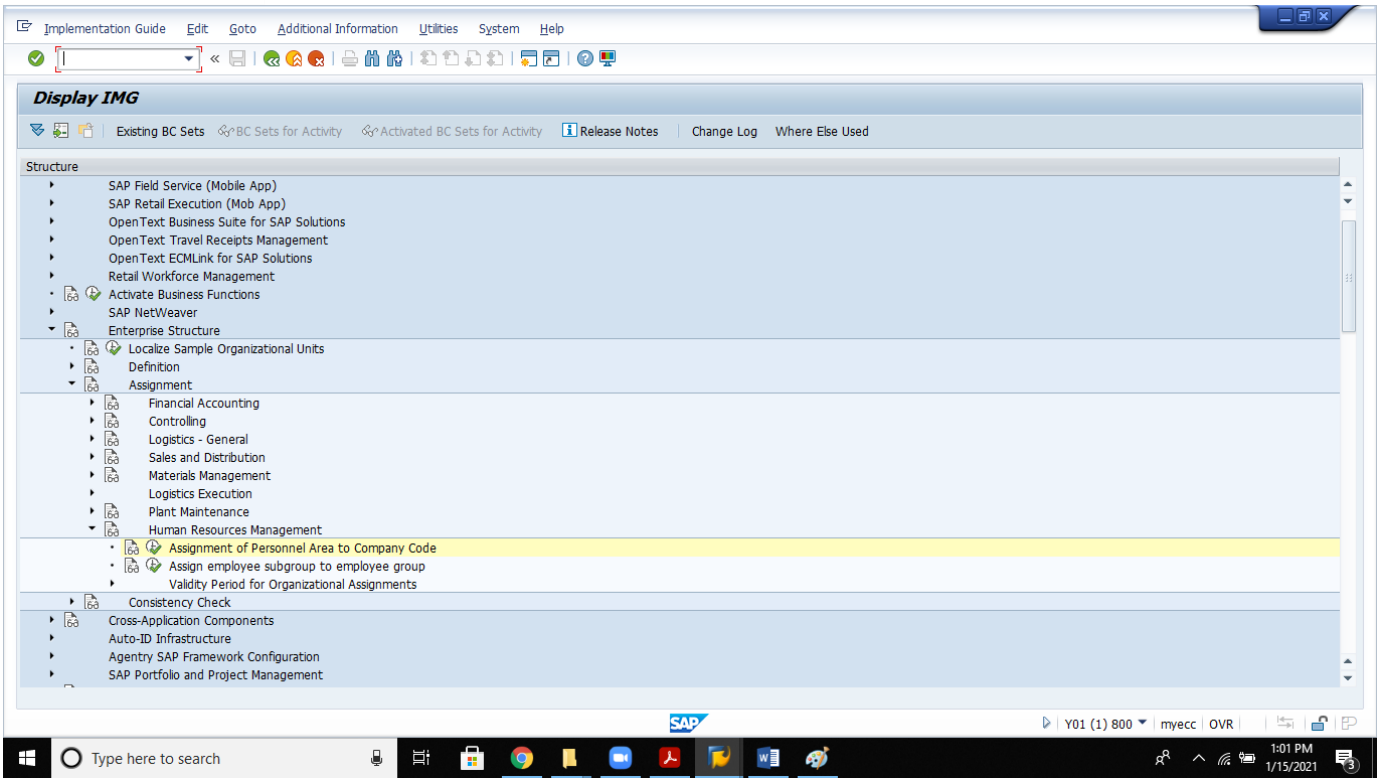
ASSIGNEMENTS:

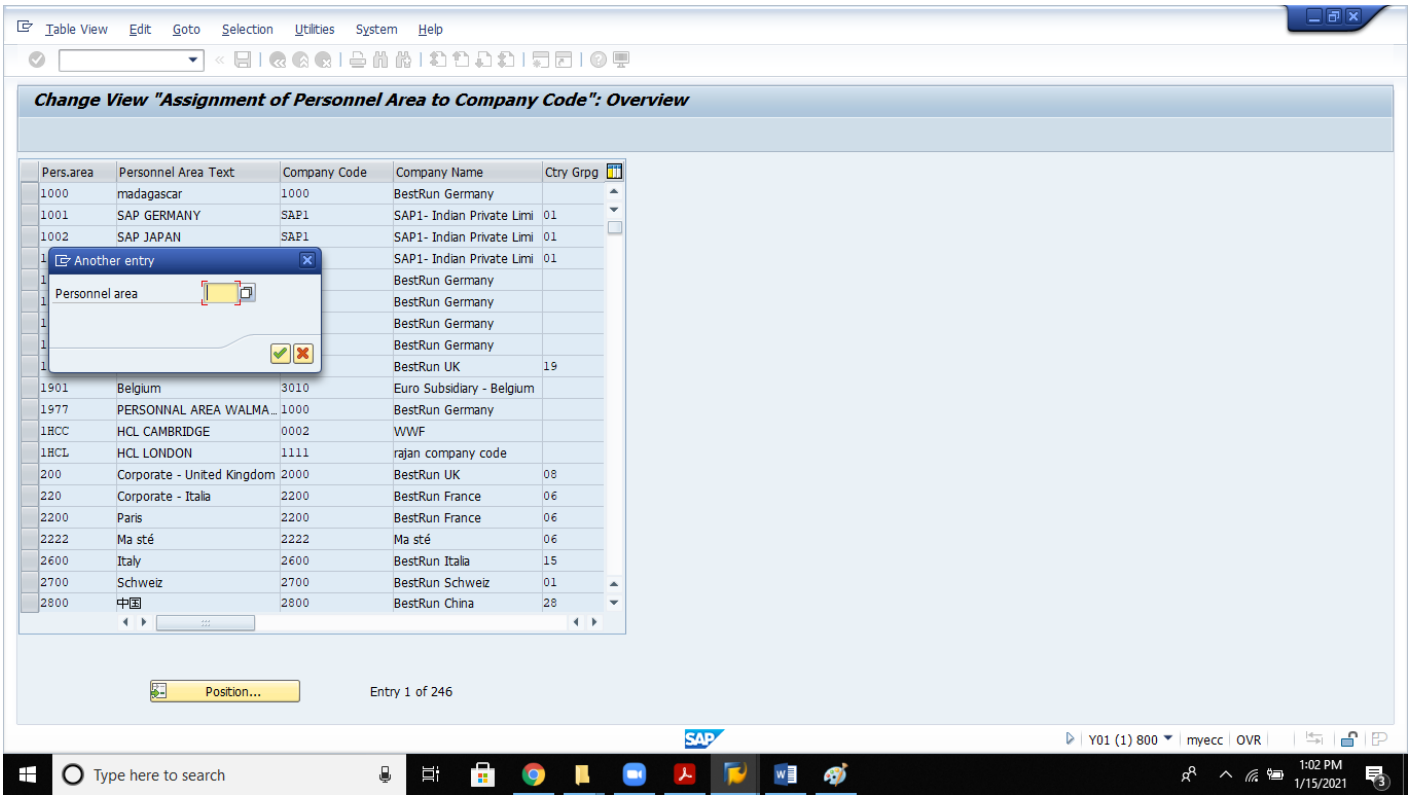
1.Assign Company code to company



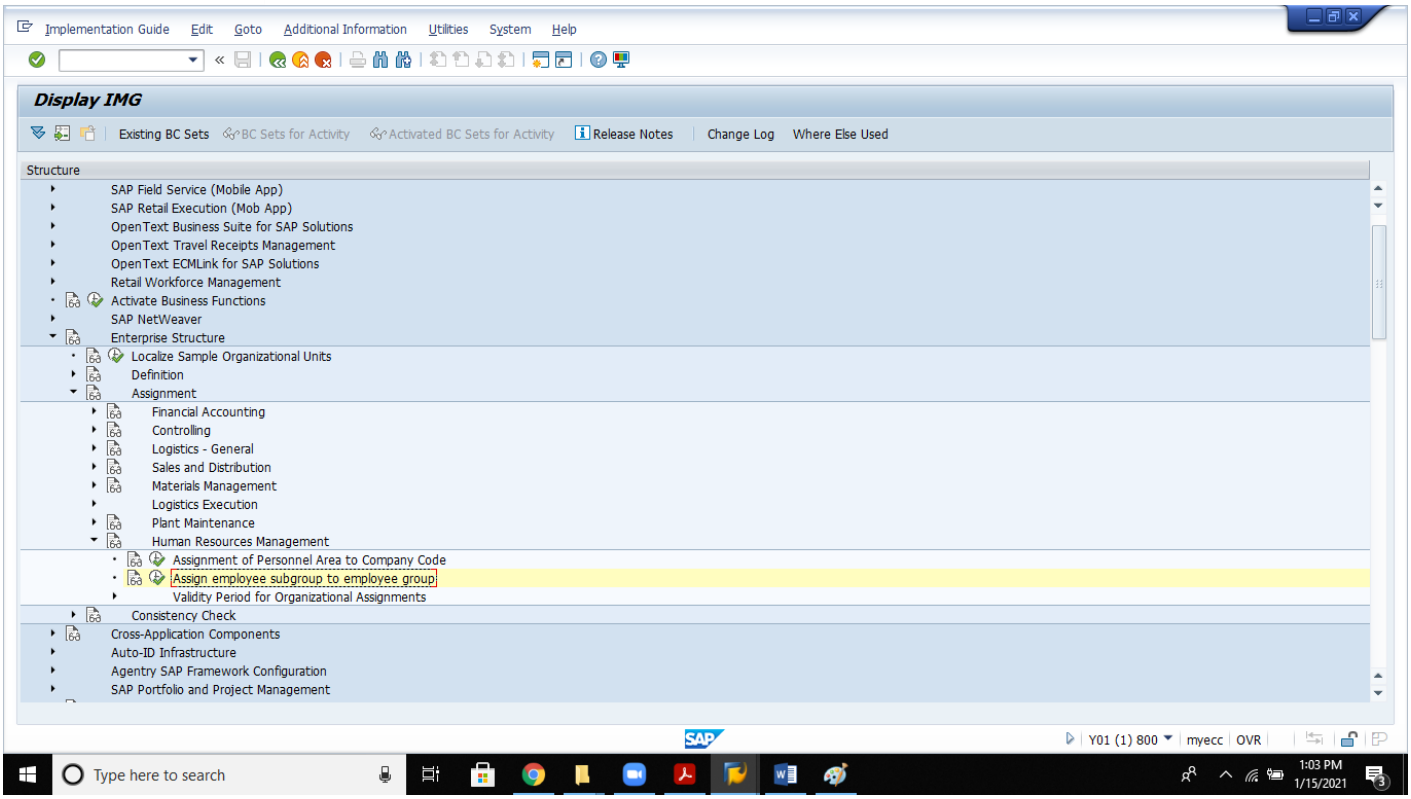


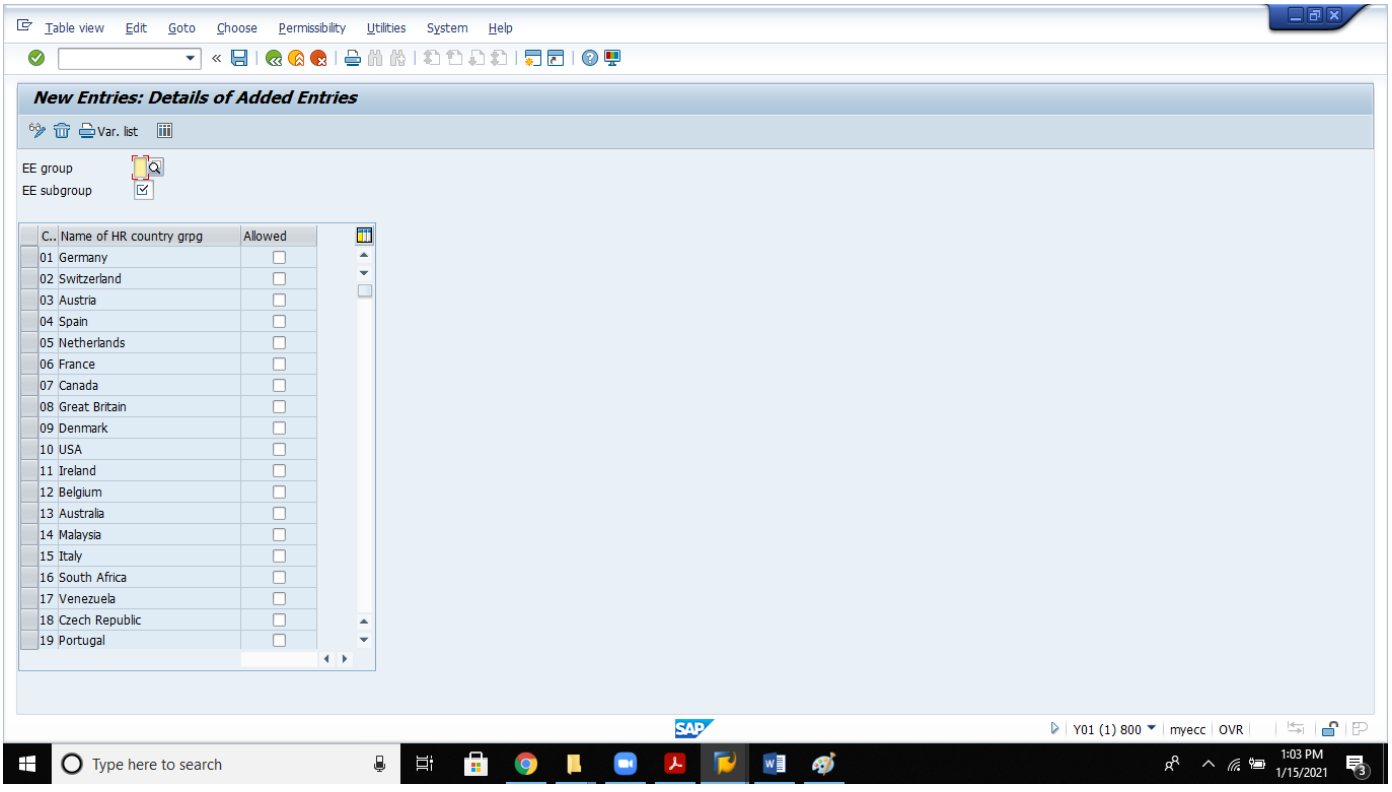
2. Assignment of personnel area to company code





3. **Assignement of Employee group to Employee subgroup:**

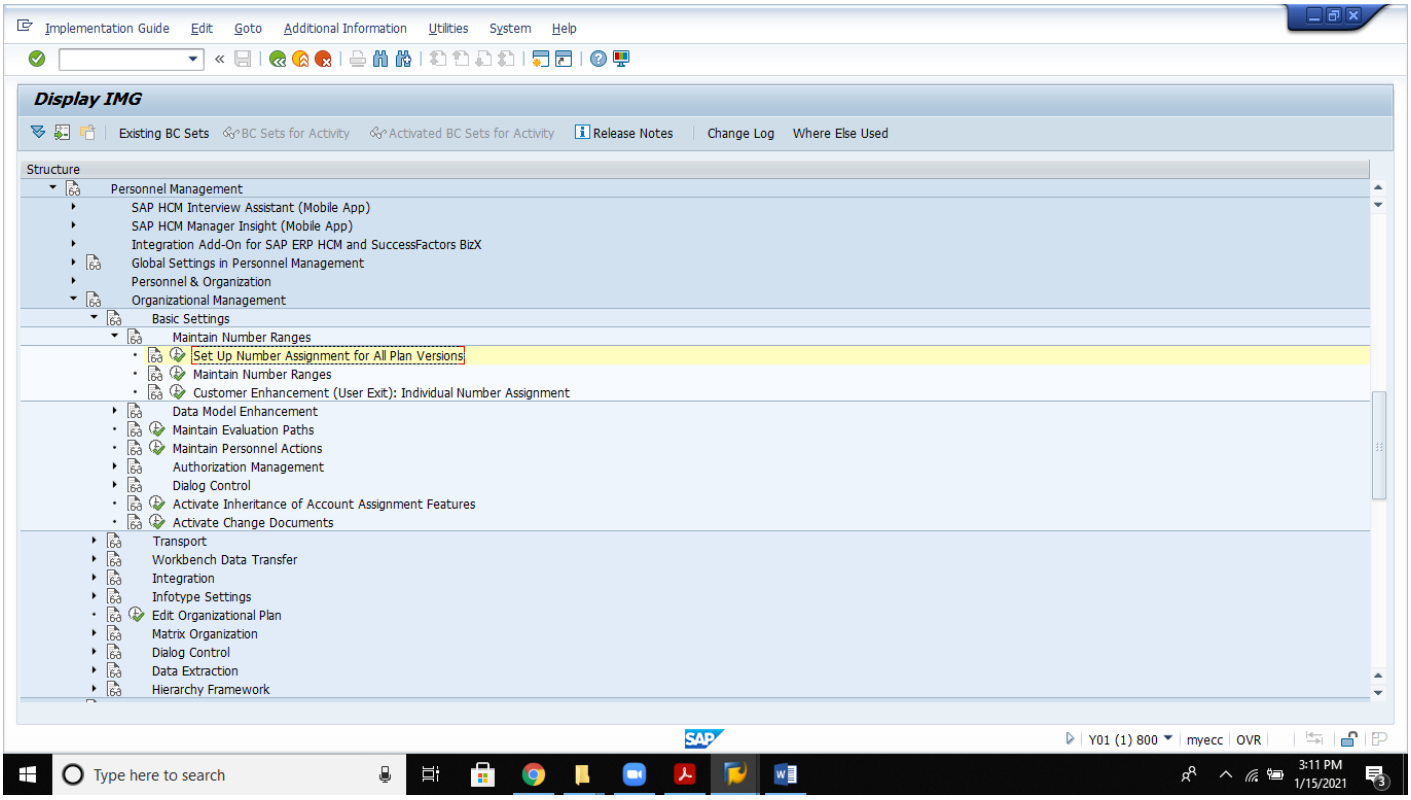


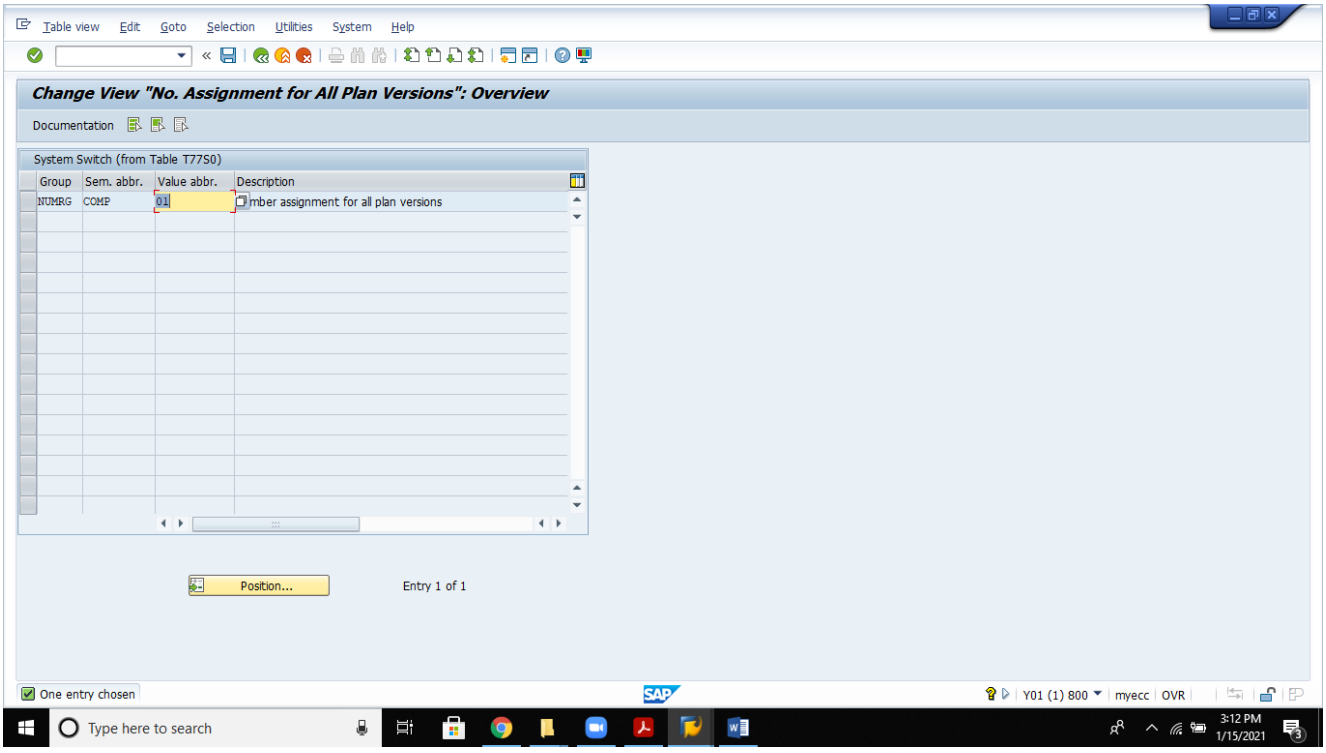


Enter and save.

ORGANISATIONAL MANAGEMENT

1.Set up number assignment for all plan versions

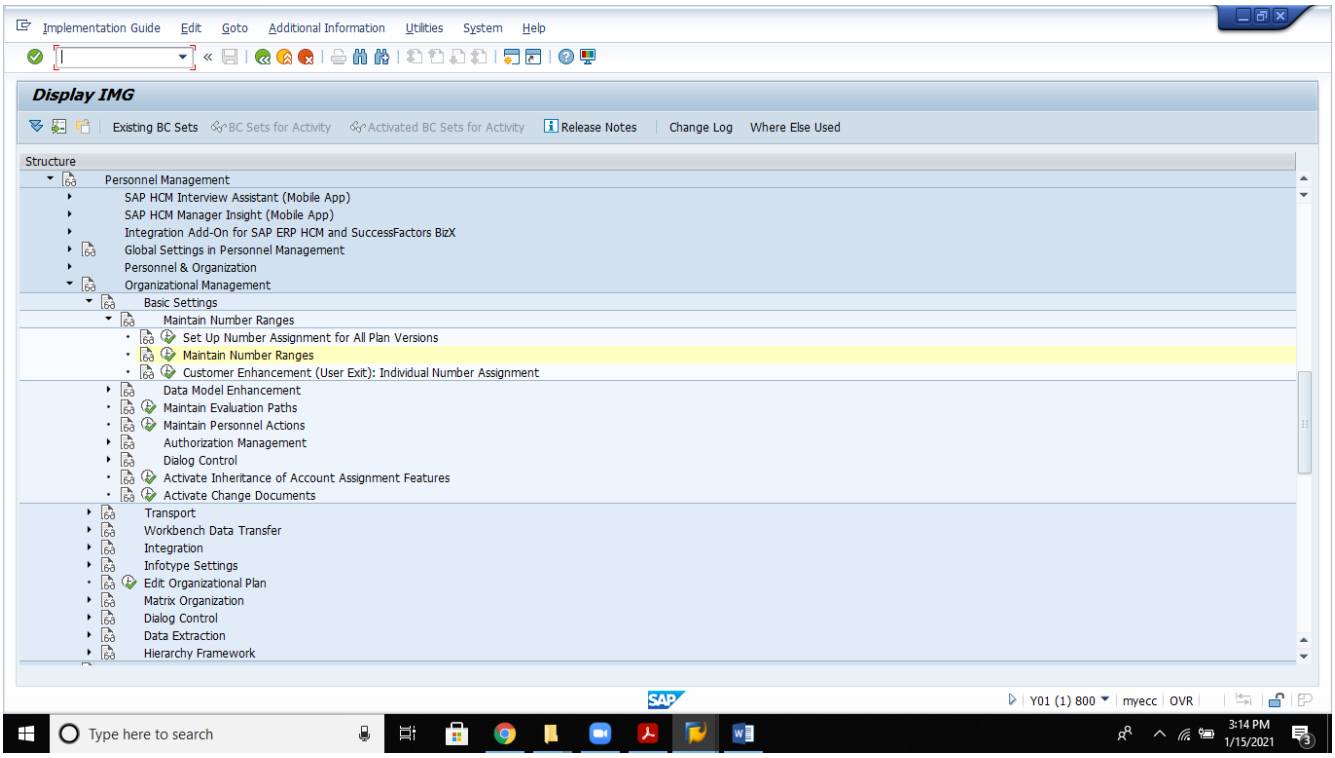


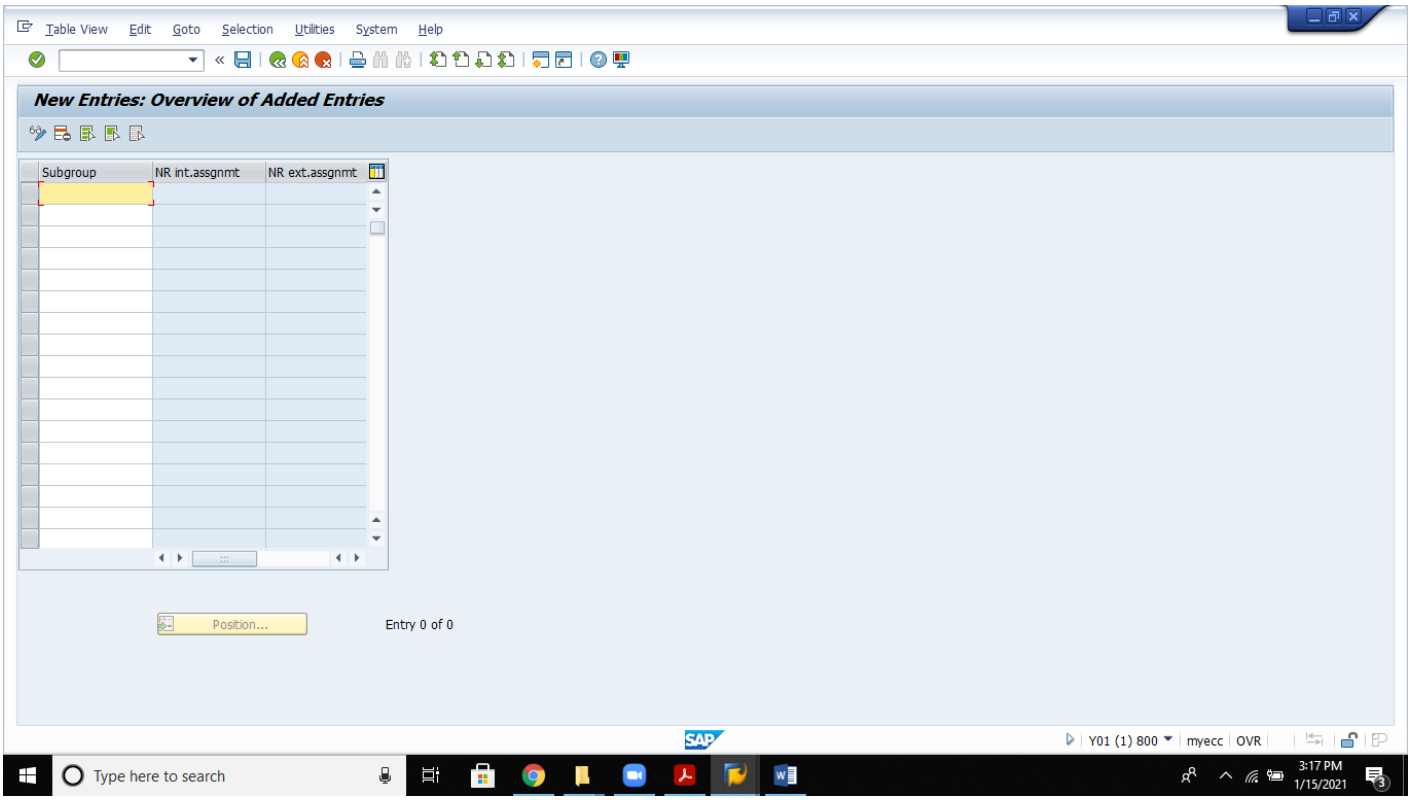


See that value abbreviation as 01

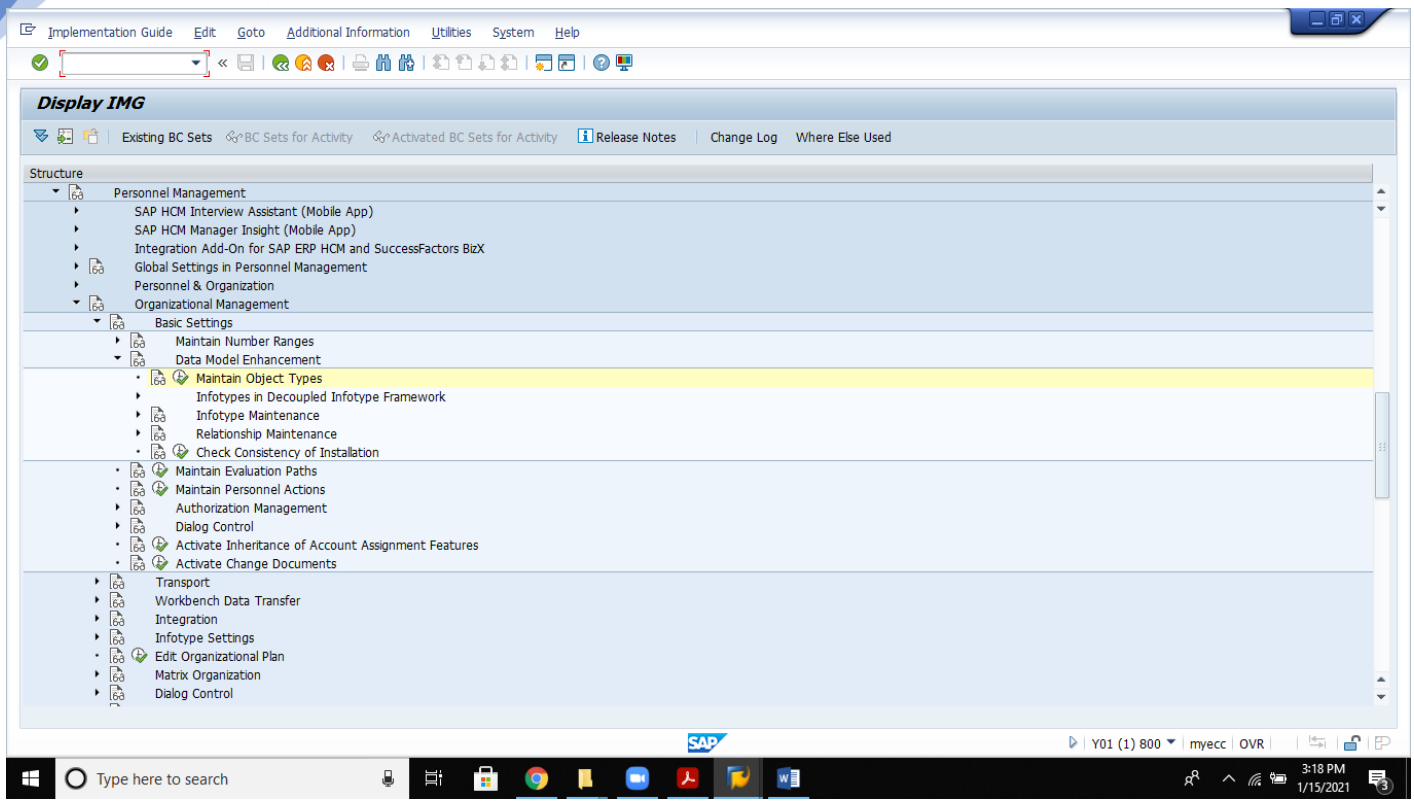
Enter and save.

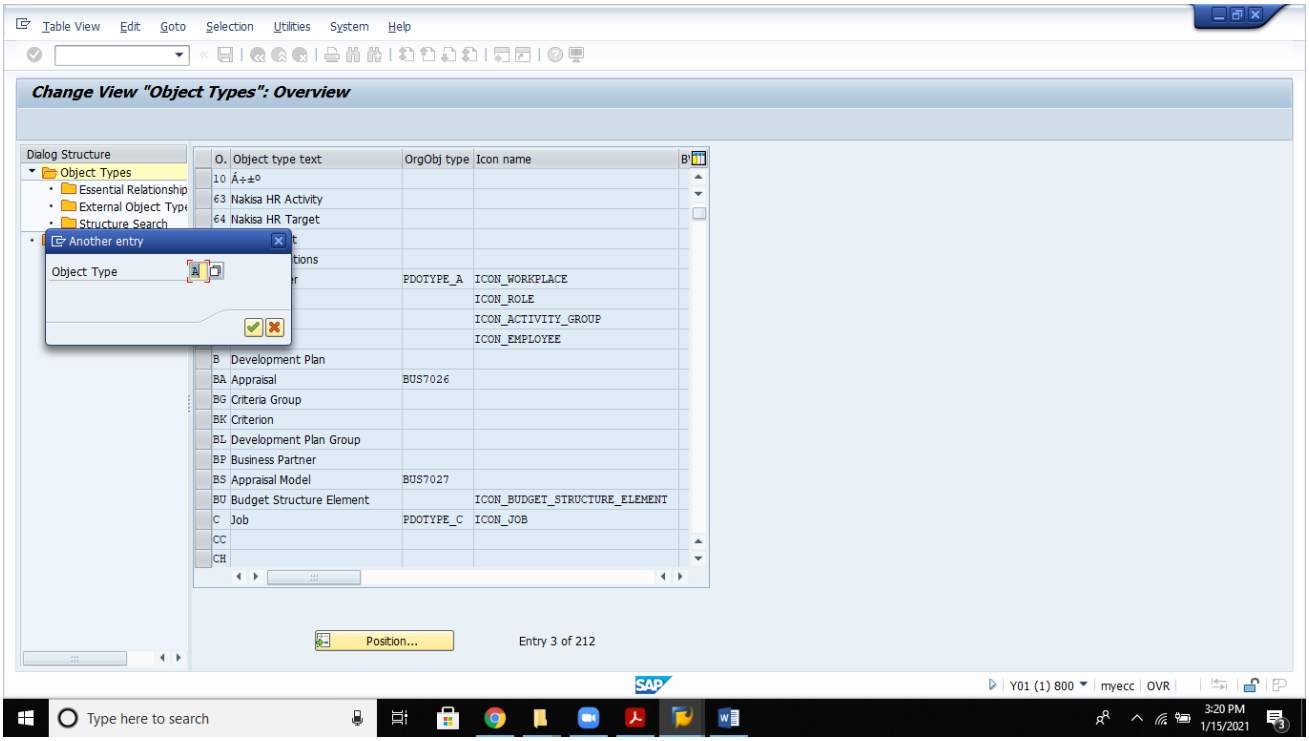
2. **Maintain number ranges**



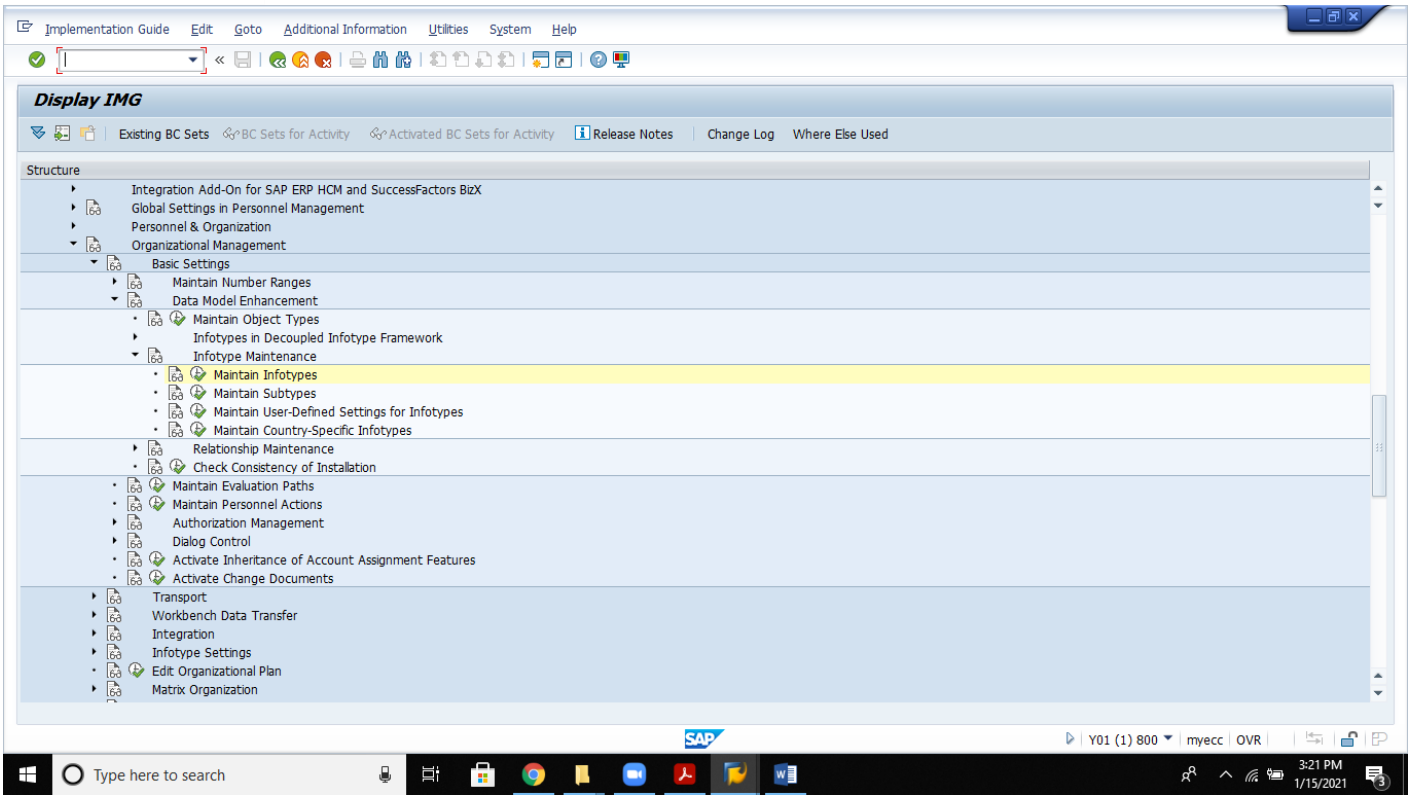


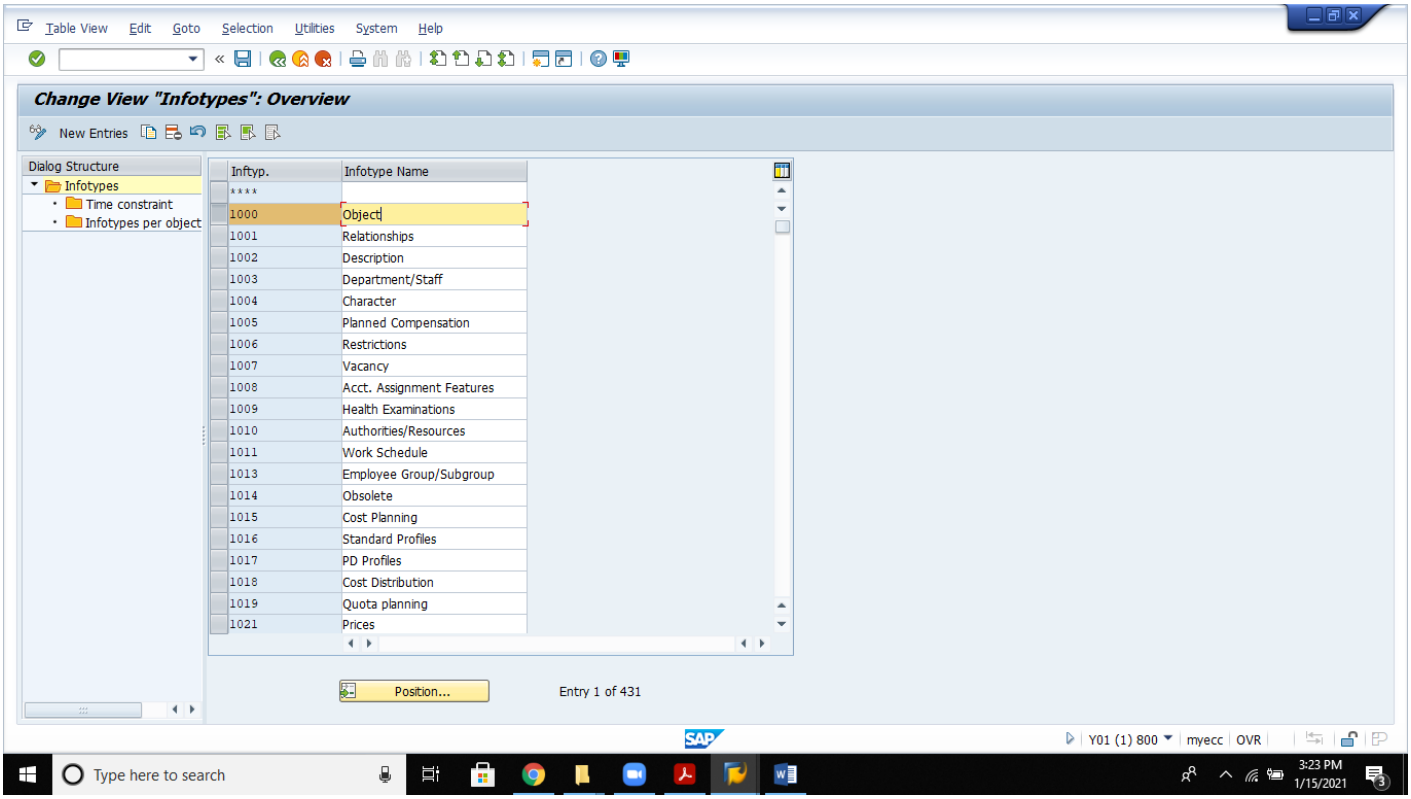
3. Maintain object types



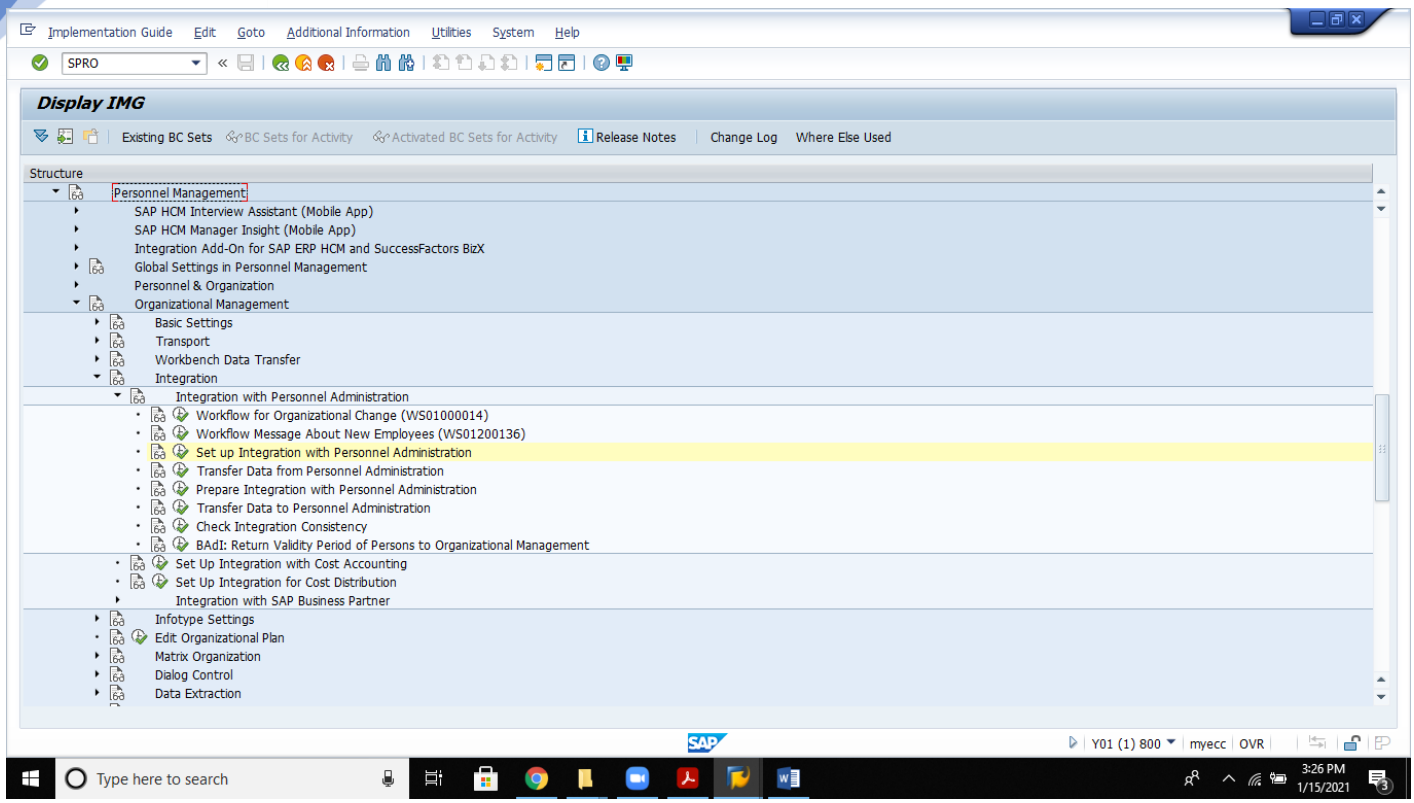


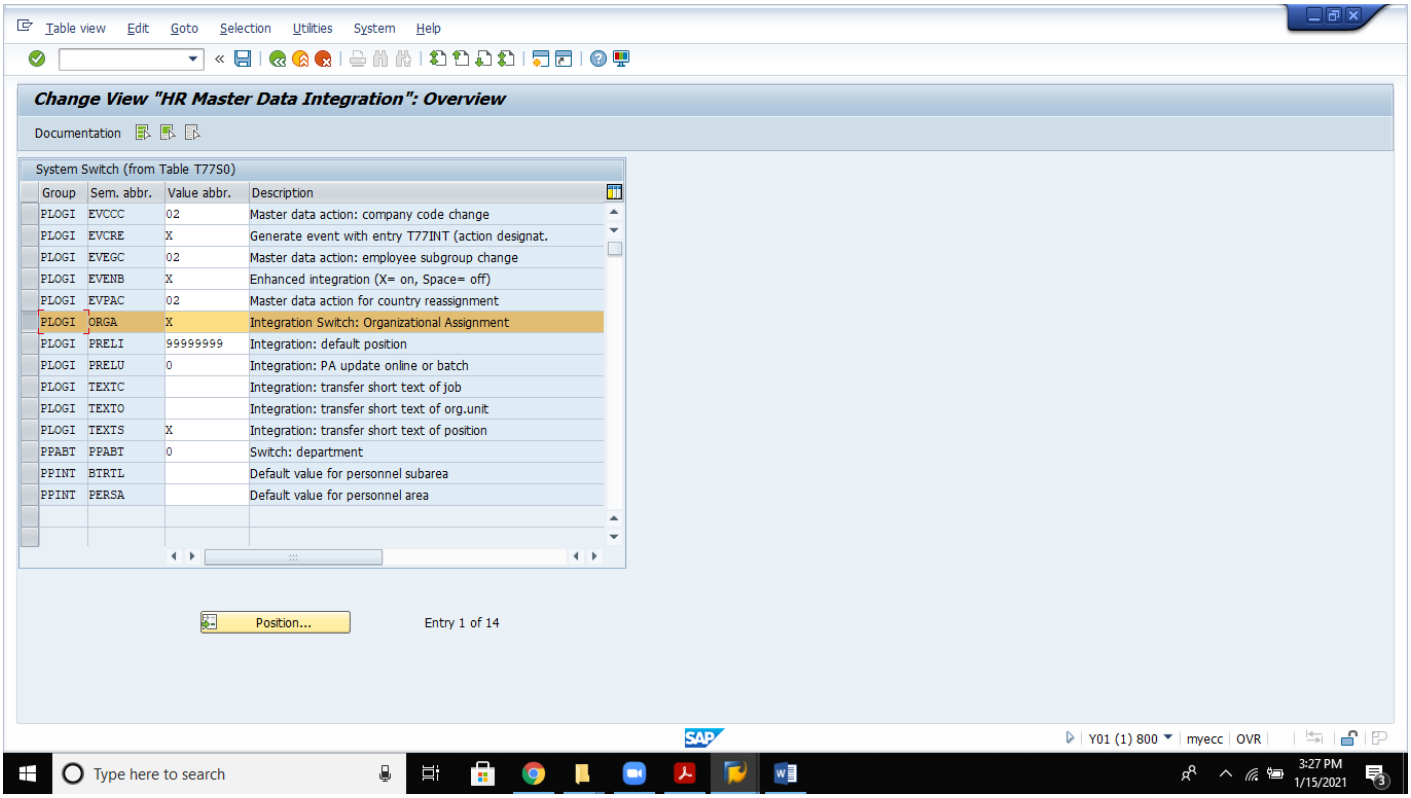
3. Maintain Info type:



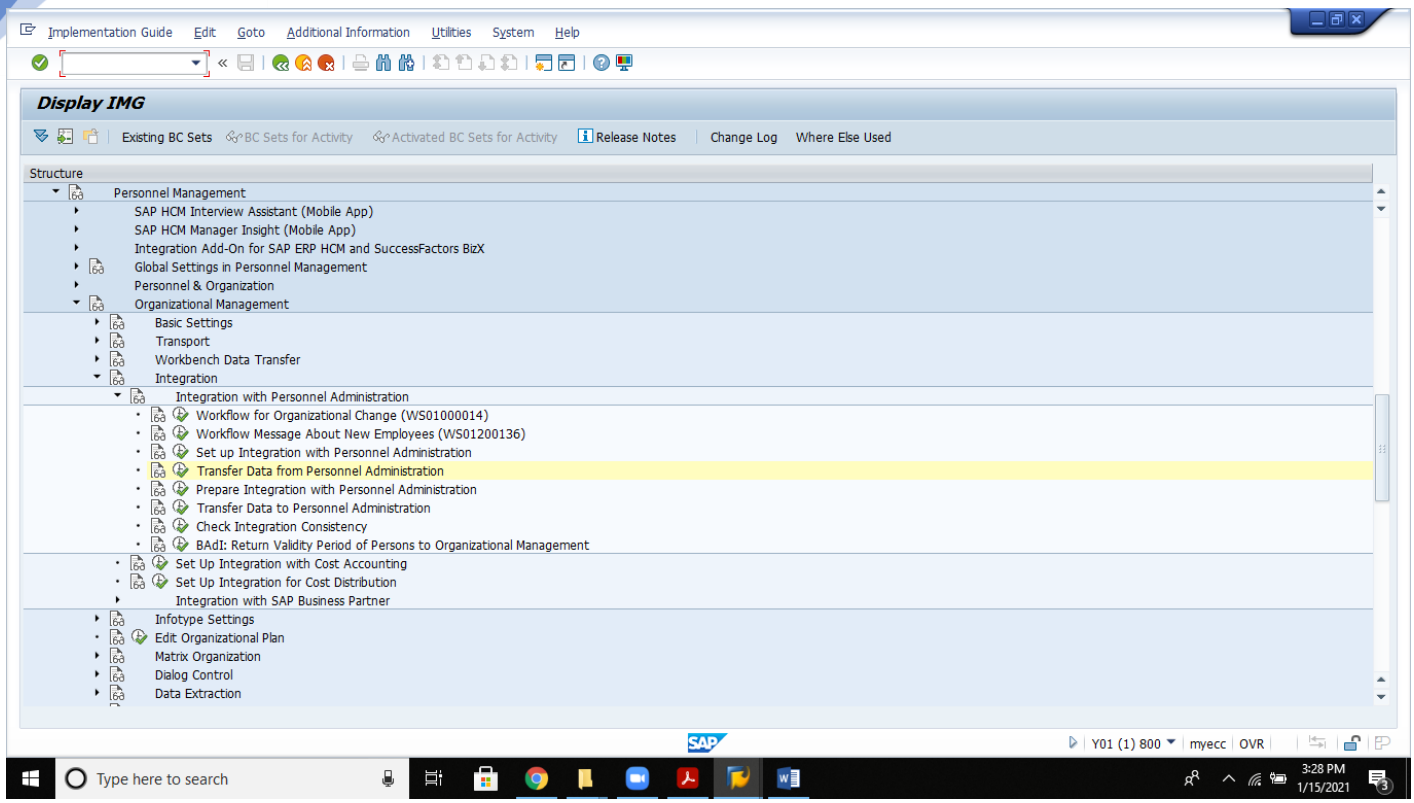


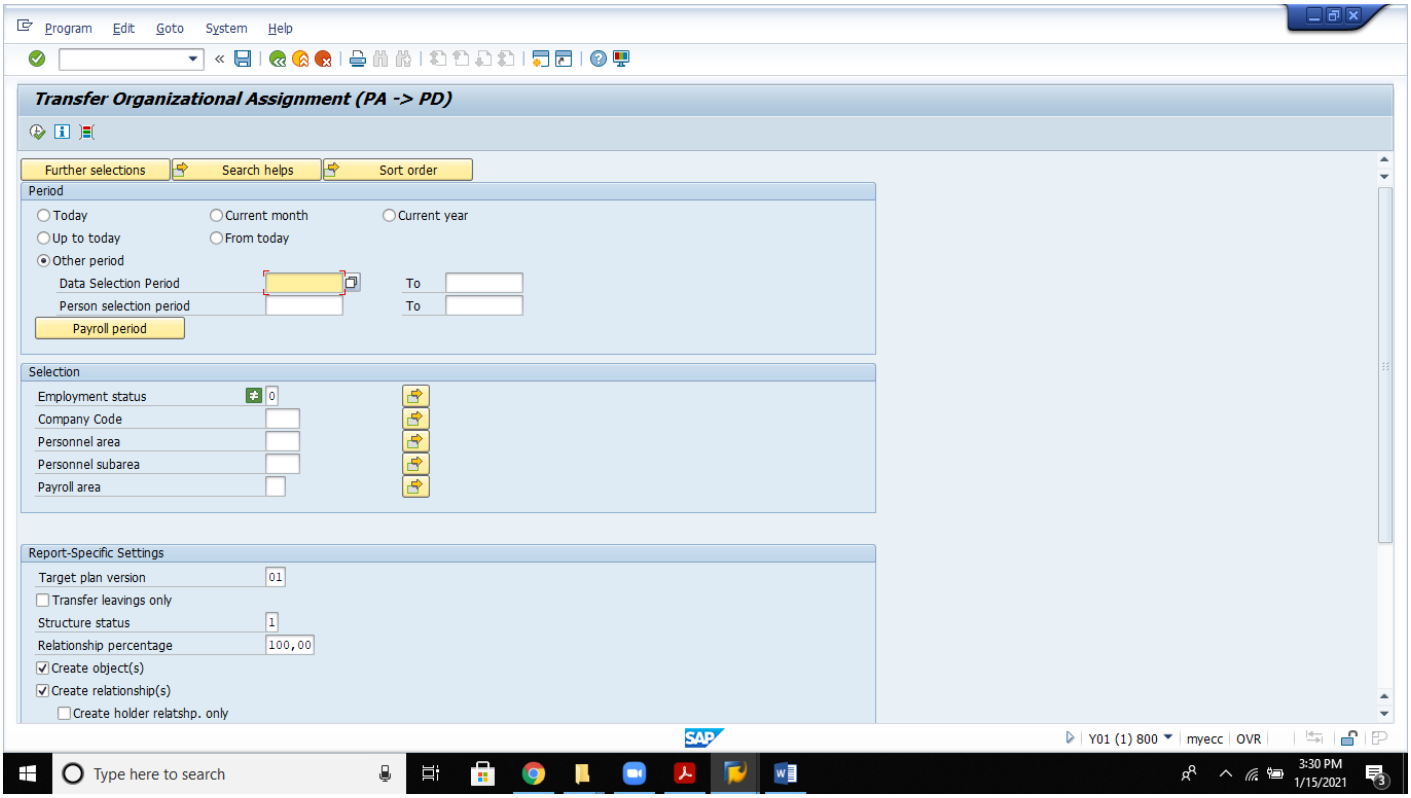
4. Set up integration with Personnel Administration



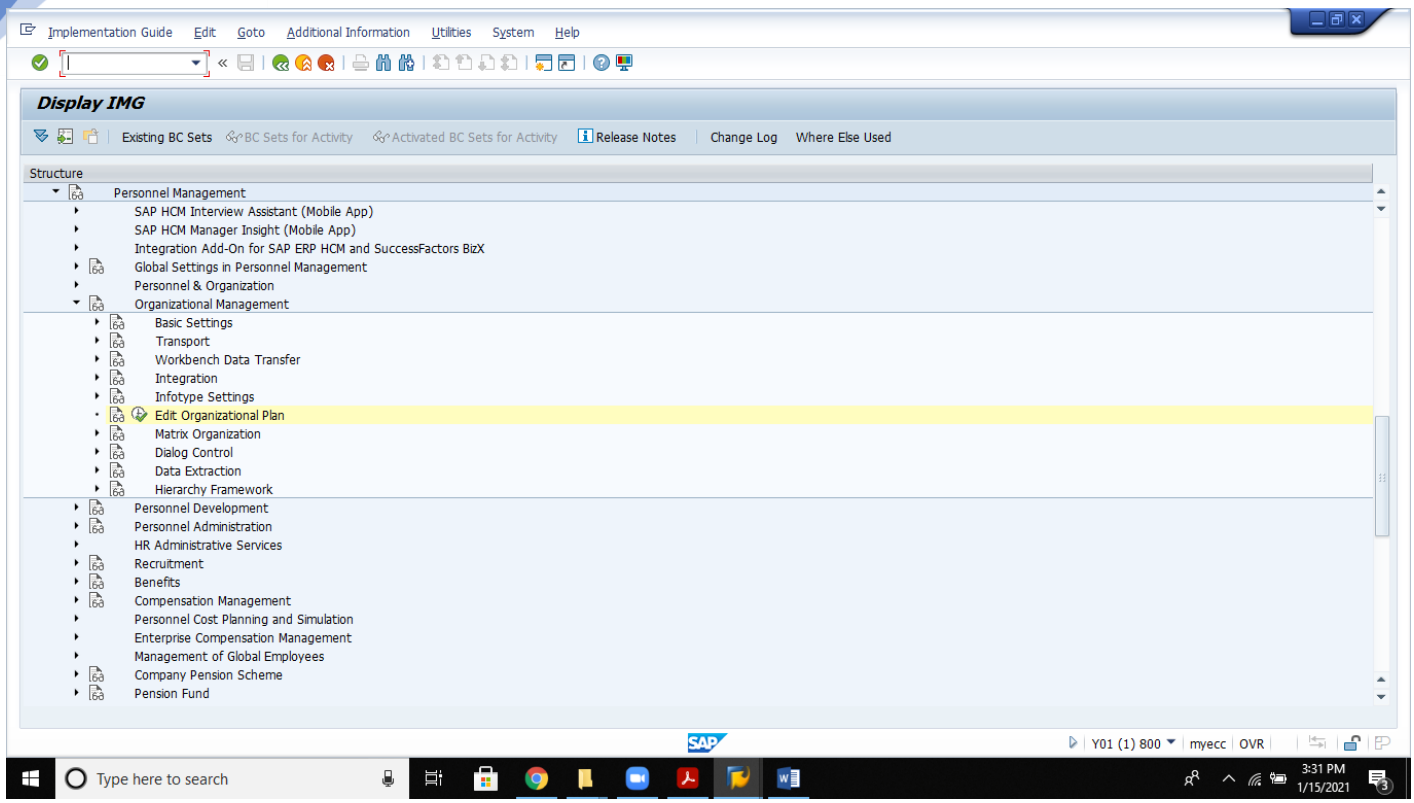


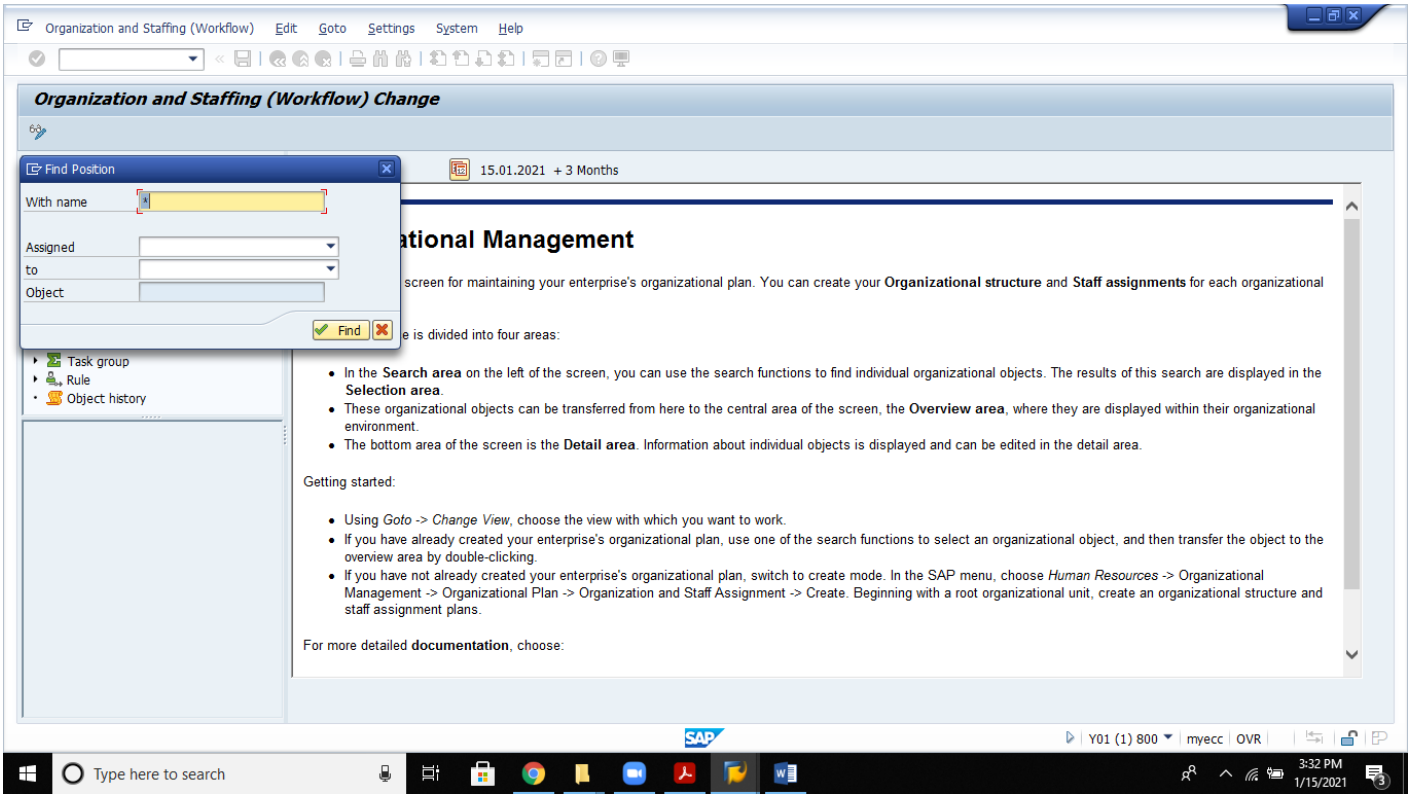
5. Transfer data from Personnel administration:



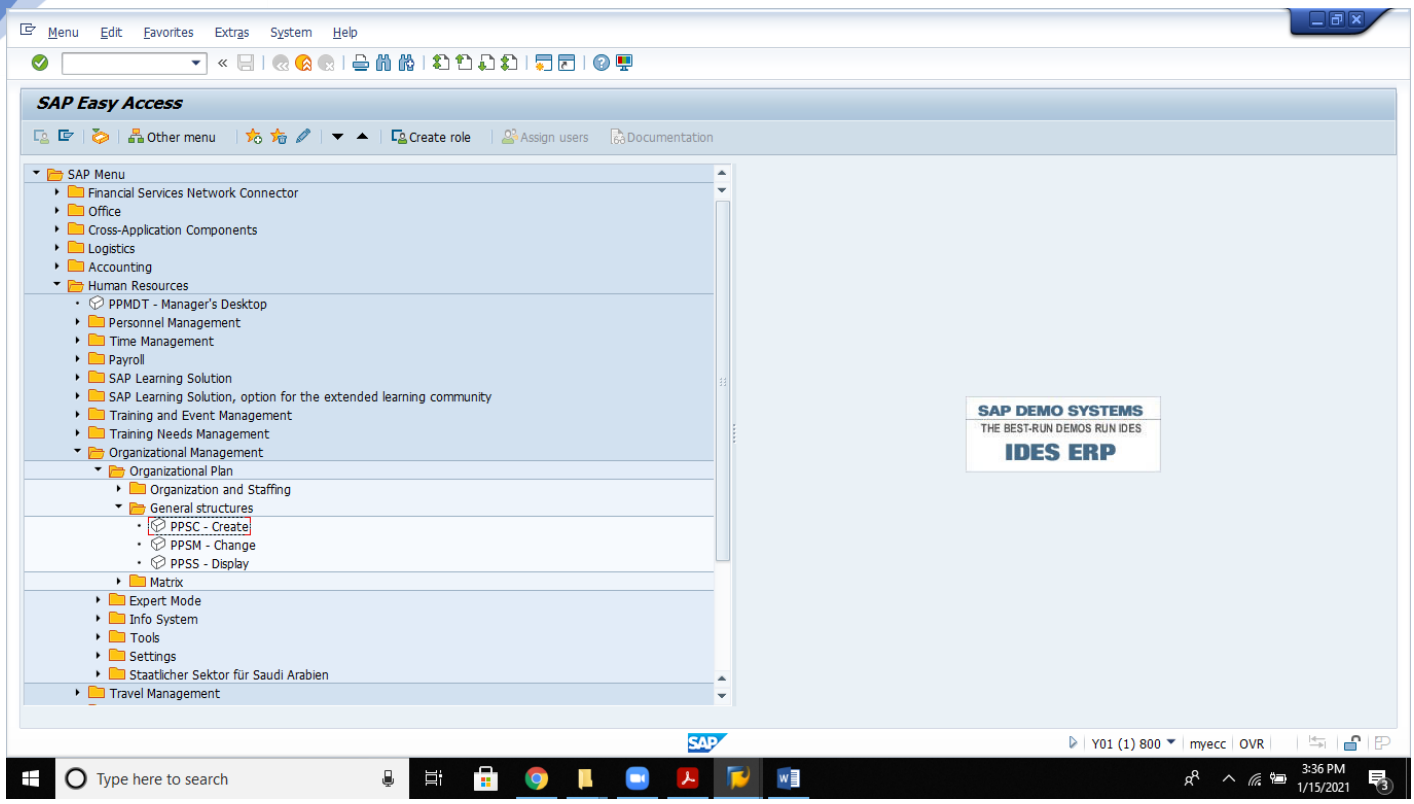


7. Edit Organizational Plan

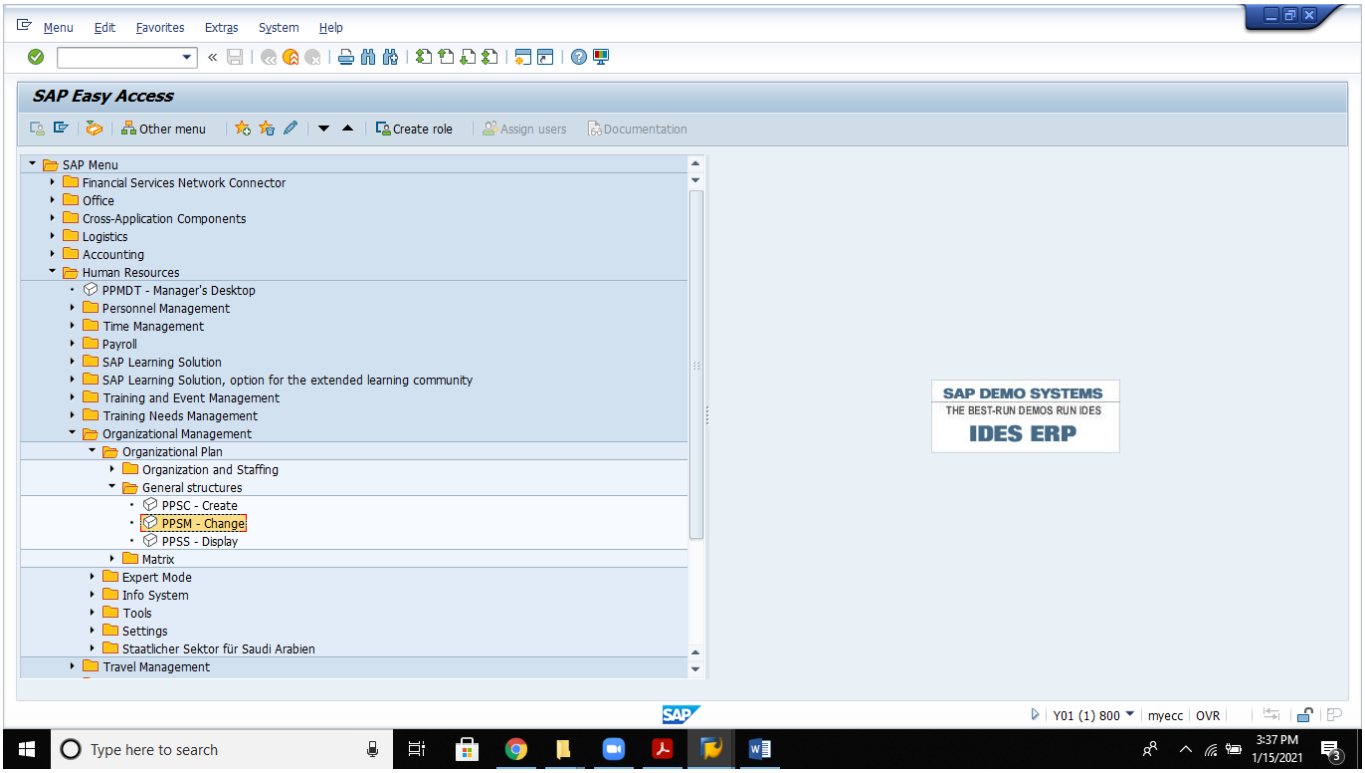




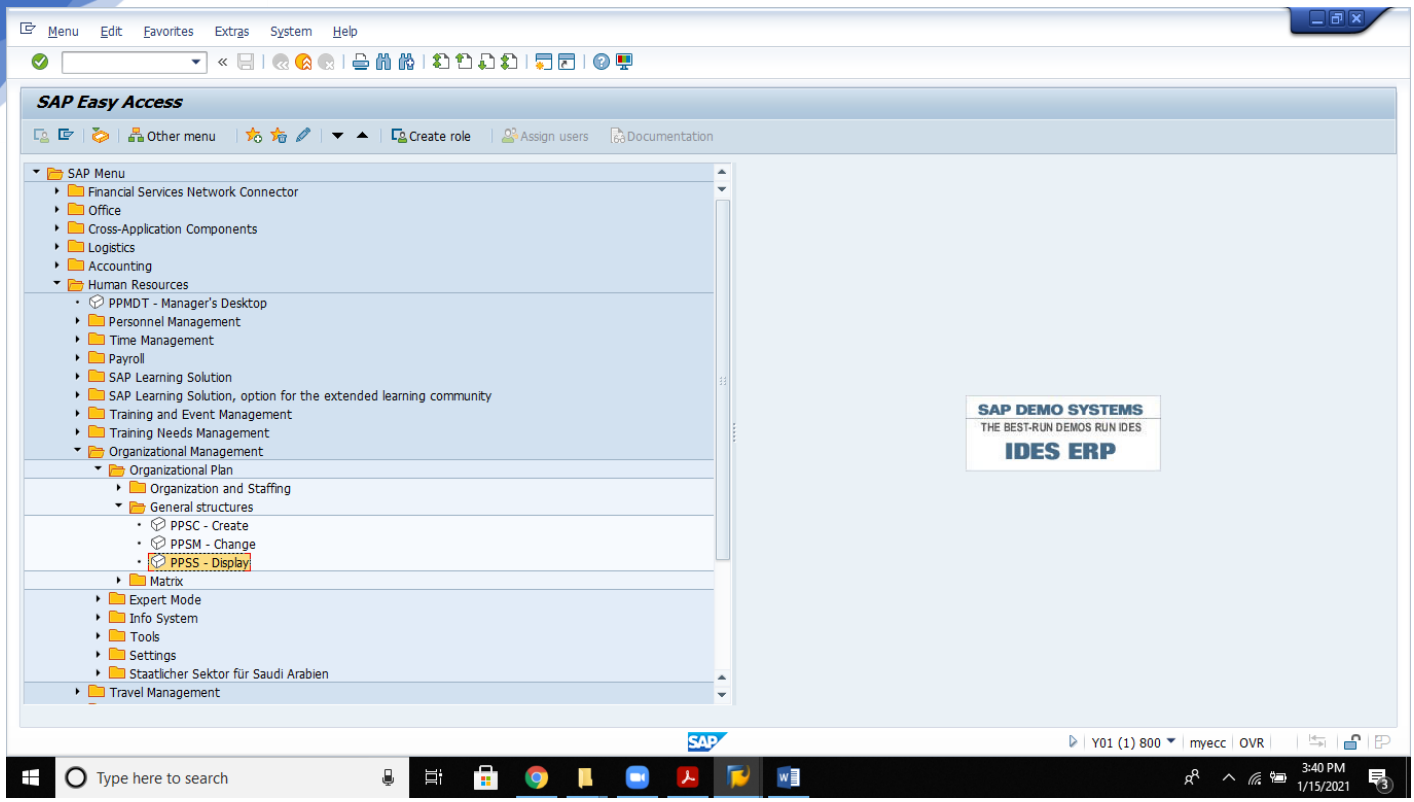
8.Create General Structures:



9. Change structure



8. Display Structure


Menu
Edit
Favorites
Extras
System
Help
SAP Easy Access
Other menu
Create role
Assign users
Documentation
SAP Menu
Financial Services Network Connector
Office
Cross-Application Components
Logistics
Accounting
Human Resources
PPMDT - Manager's Desktop
Personnel Management
Time Management
Payroll
SAP Learning Solution
SAP Learning Solution, option for the extended learning community
Training and Event Management
Training Needs Management
Organizational Management
Organizational Plan
Organization and Staffing
General structures
PPSC - Create
PPSM - Change
PPSS - Display
Matrix
Expert Mode
Info System
Tools
Settings
Staatlicher Sektor für Saudi Arabien
Travel Management
SAP DEMO SYSTEMS
THE BEST-RUN DEMOS RUN IDES
IDES ERP
Y01 (1) 800
myecc
OVR
Type here to search
3:40 PM
1/15/2021

SIMPLE MAINTENANCE

In SAP HCM Structure can be created in 2 ways:

1. Expert Mode
2. Simple maintenance

Expert mode is all about the organizational structure creation with the unique numbers

Simple Maintenance is all about organizational structure in a tree format

We work with object types

1. O – Organizational units
2. S – Position
3. C – Job
4. A – Work center
5. X – Cost center
6. P – Person
7. US- User

We will learn how to configure Structure and show relationships. There are standard relationships

For ex: A003, B003, B007…..

Further **Organizational units** are categorized into 4 sub units

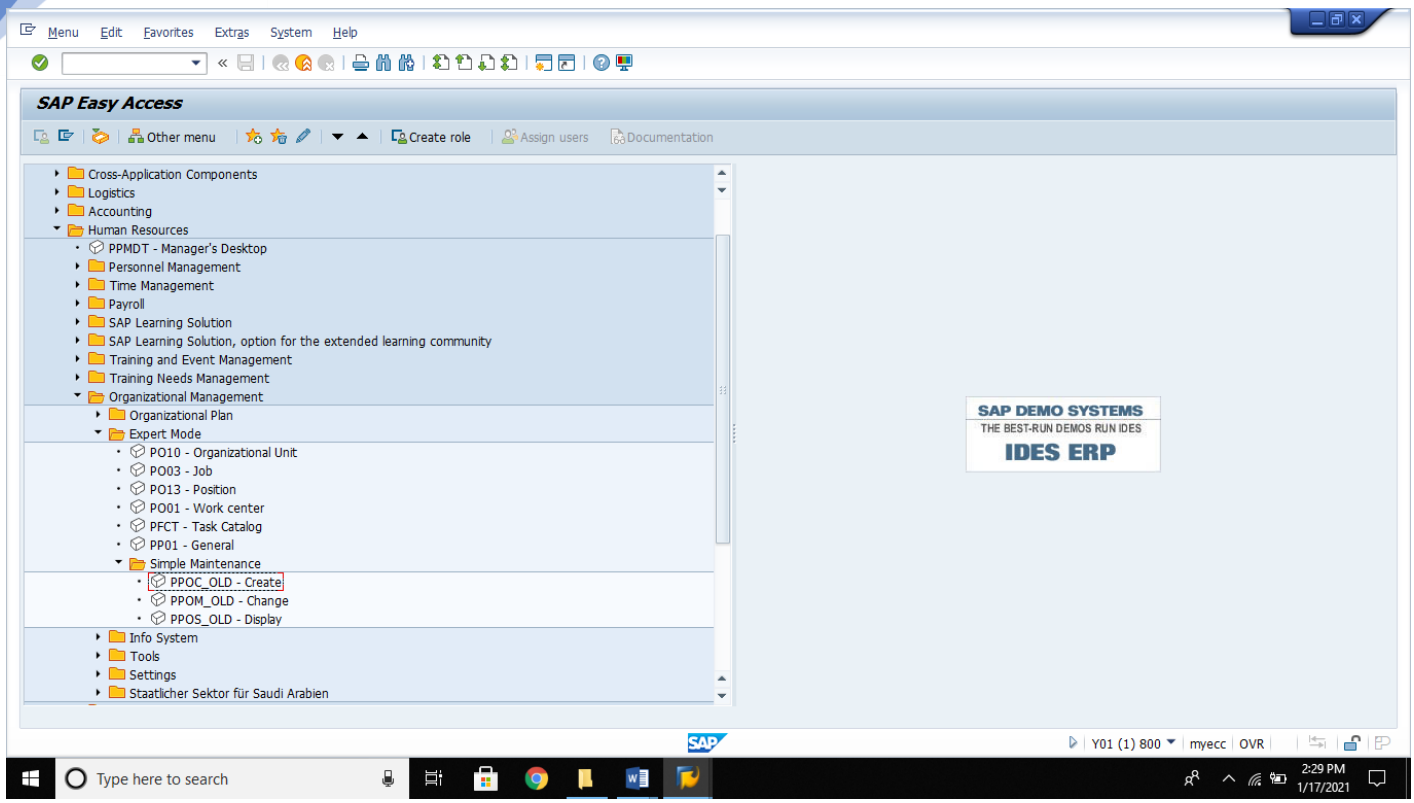
a) **Root of the company**:
Name of the organization

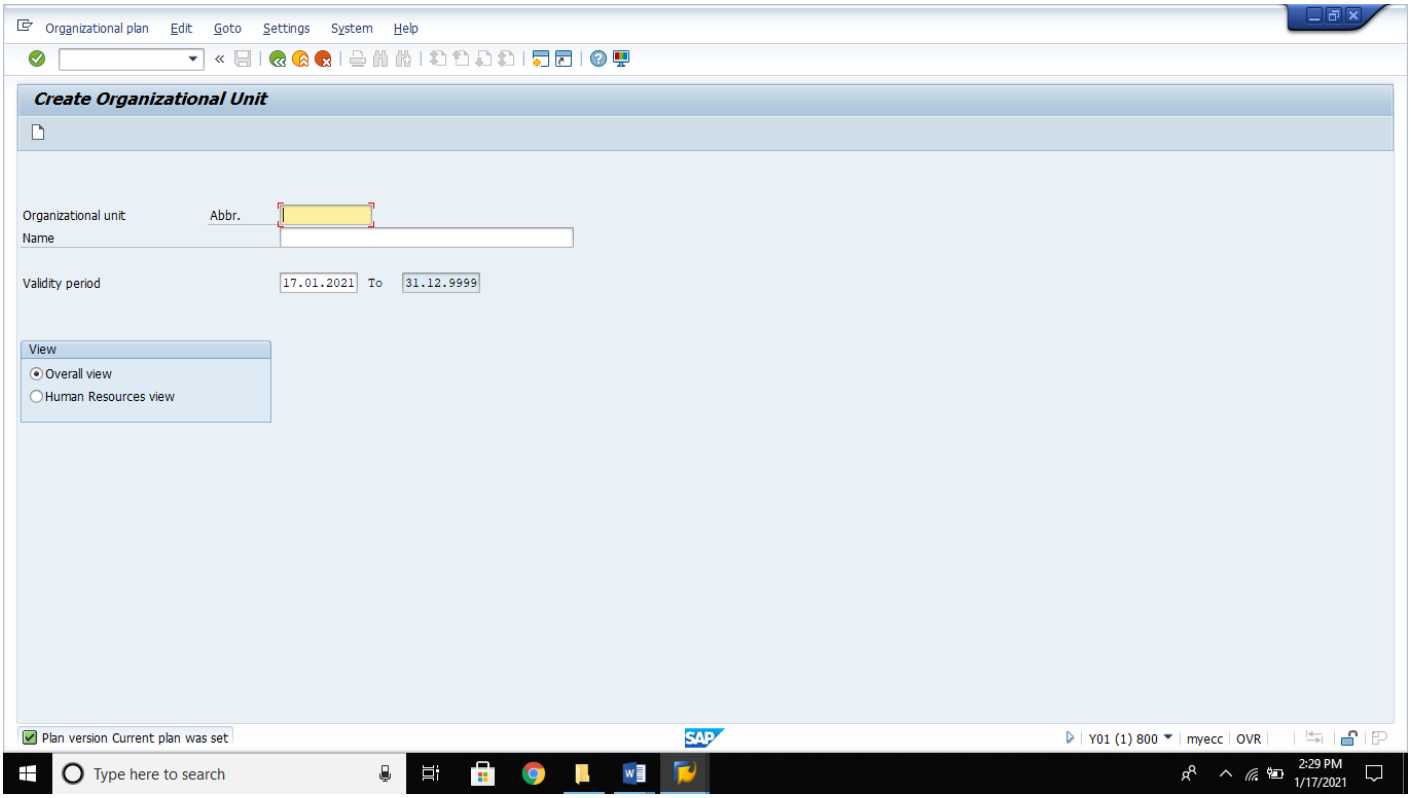
b) Parent location:
Main branch of the organization (Headquarter)

c) Geographical location
Locations or branches of the organization

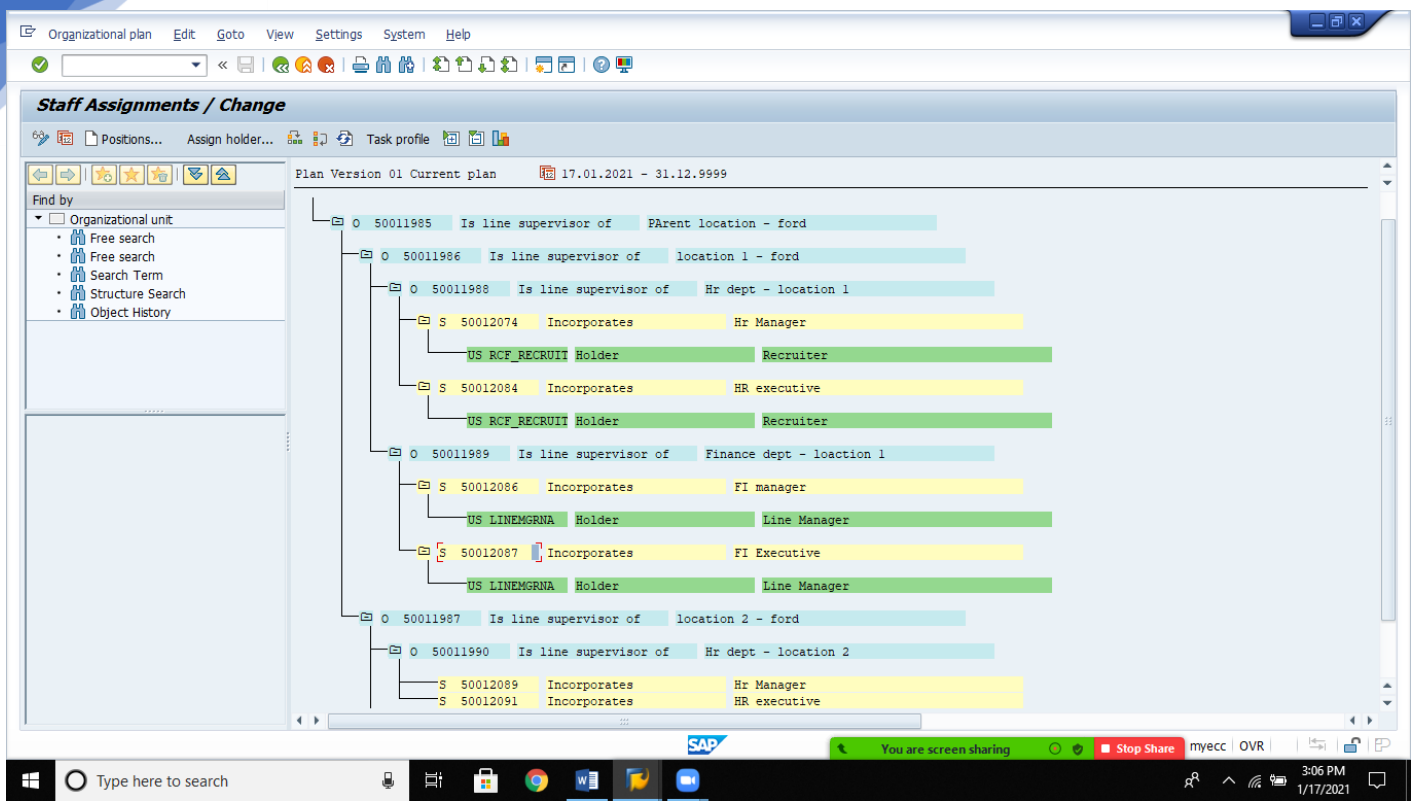
d) Sub- Geographical location
Departments in the Geographical location

1. Create Structure:

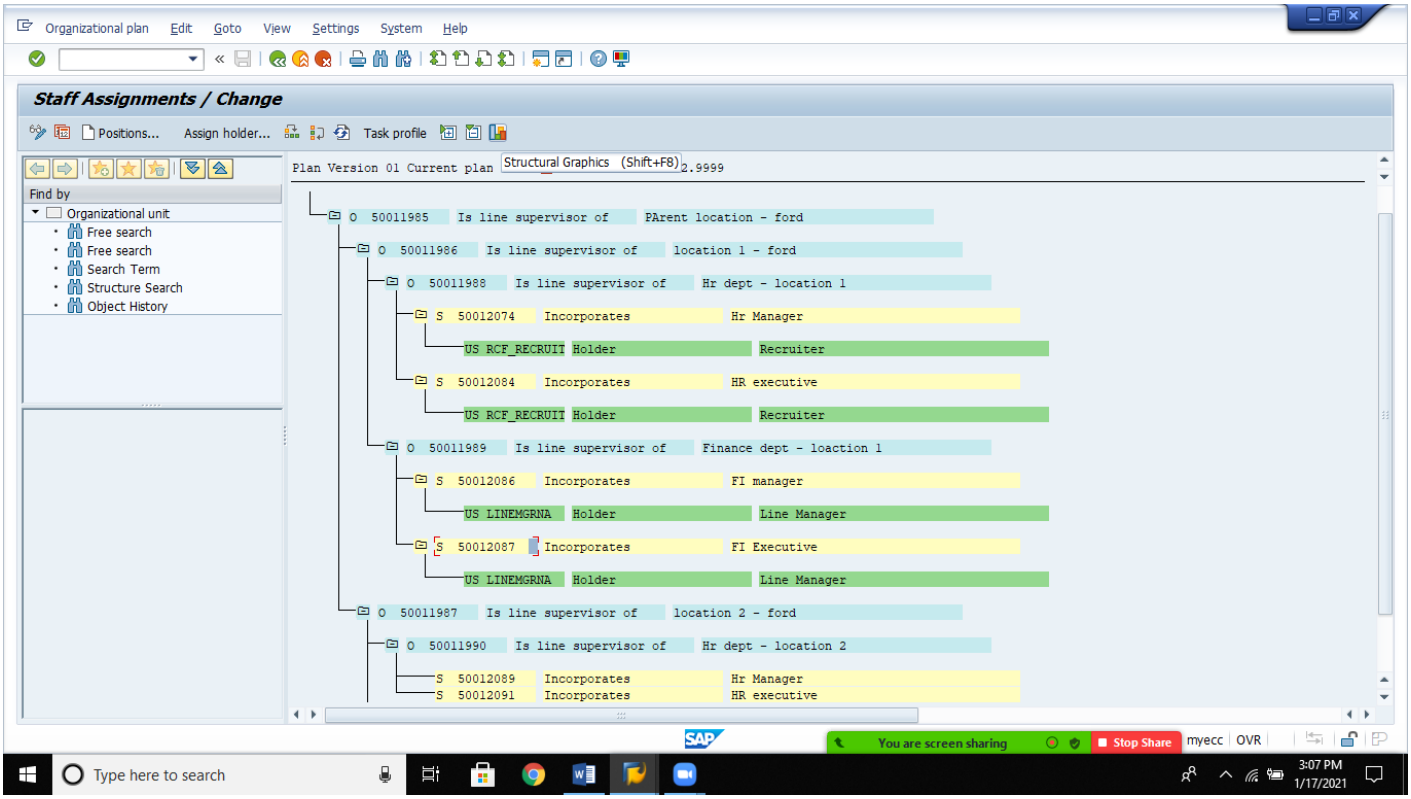




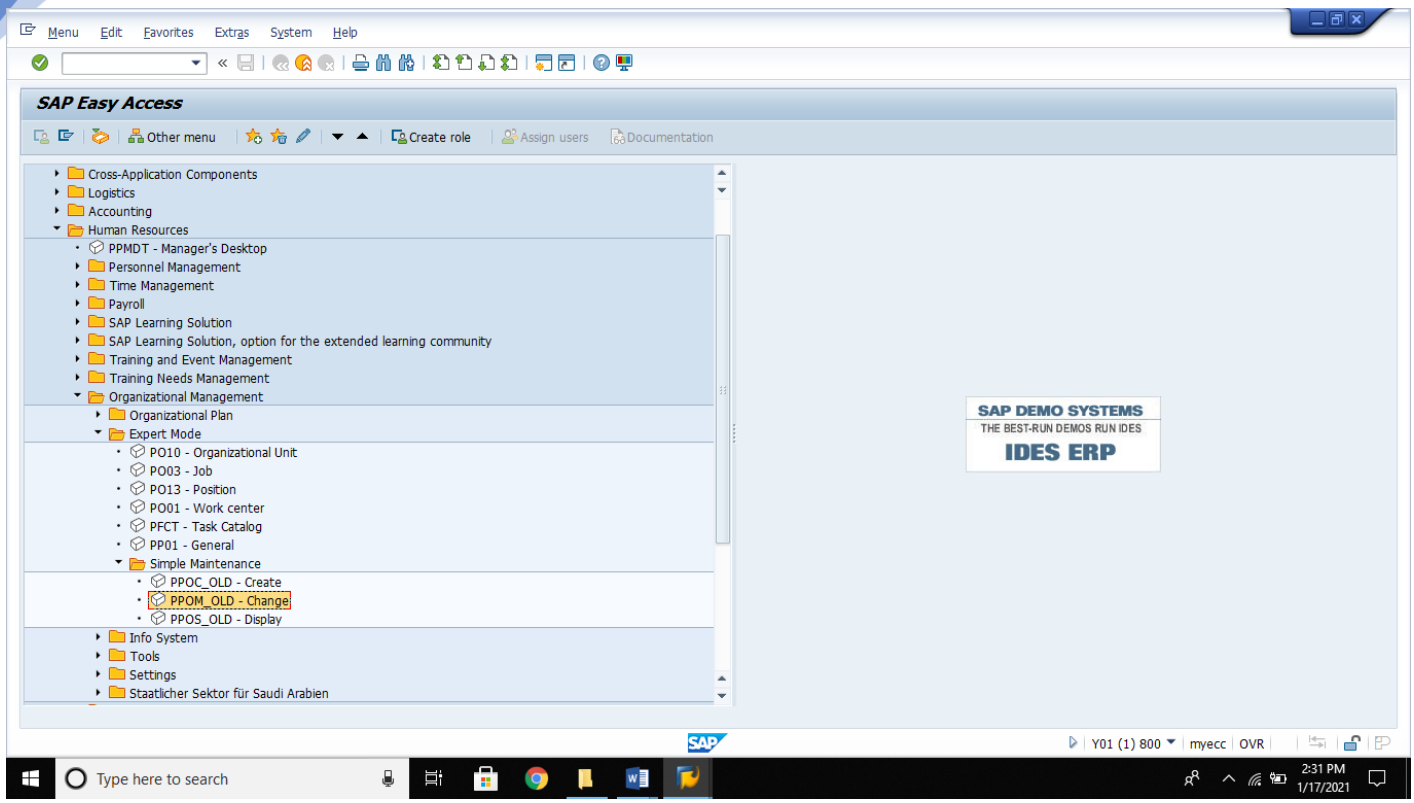
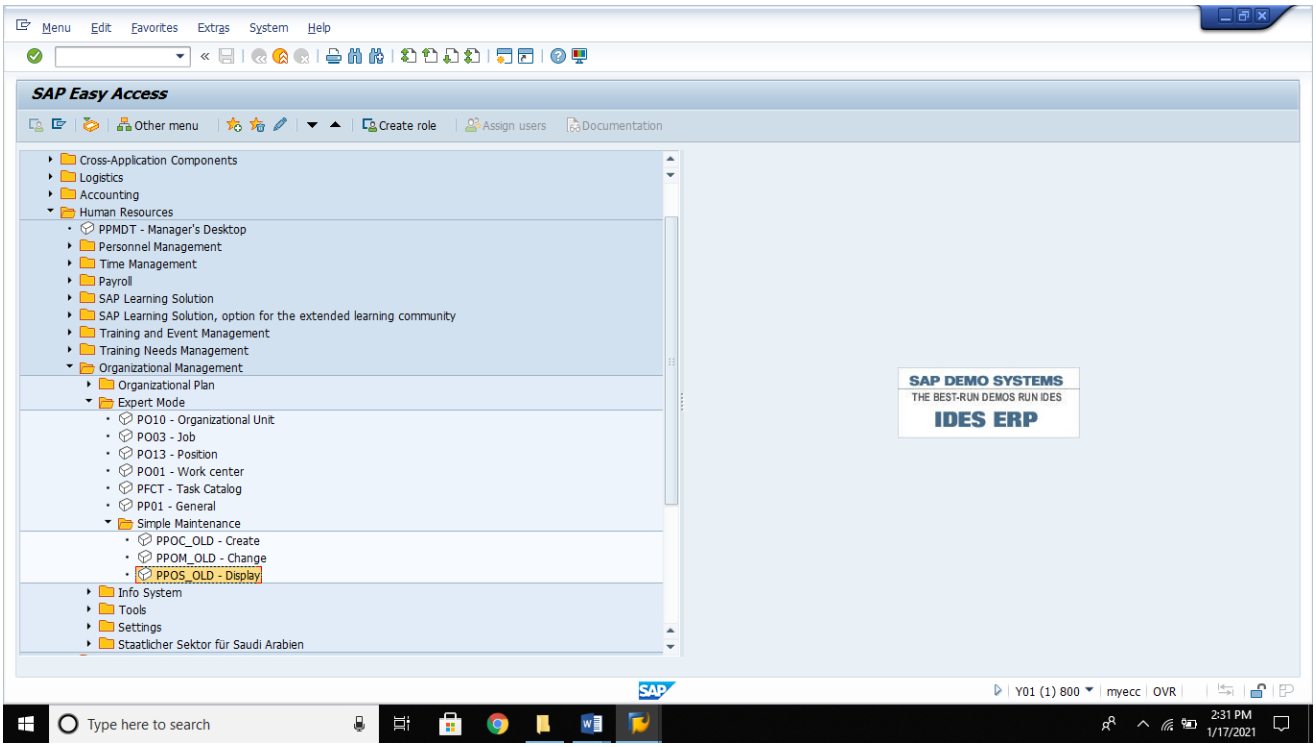
Fill up the required details like organistational unit and name . Enter and save.


Organizational plan Edit Goto View Settings System Help
Staff Assignments / Change
Positions... Assign holder... Task profile
Find by
Organizational unit
Free search
Free search
Search Term
Structure Search
Object History
Plan Version 01 Current plan 17.01.2021 - 31.12.9999
O 50011985 Is line supervisor of PArent location - ford
O 50011986 Is line supervisor of location 1 - ford
O 50011988 Is line supervisor of Hr dept - location 1
S 50012074 Incorporates Hr Manager
US RCF_RECRUIT Holder Recruiter
S 50012084 Incorporates HR executive
US RCF_RECRUIT Holder Recruiter
O 50011989 Is line supervisor of Finance dept - loaction 1
S 50012086 Incorporates FI manager
US LINEMGRNA Holder Line Manager
S 50012087 Incorporates FI Executive
US LINEMGRNA Holder Line Manager
O 50011987 Is line supervisor of location 2 - ford
O 50011990 Is line supervisor of Hr dept - location 2
S 50012089 Incorporates Hr Manager
S 50012091 Incorporates HR executive
You are screen sharing Stop Share myecc OVR
Type here to search
3:06 PM
1/17/2021

•


Organizational plan Edit Goto View Settings System Help
Staff Assignments / Change
Positions... Assign holder... Task profile
Find by
Organizational unit
Free search
Free search
Search Term
Structure Search
Object History
Plan Version 01 Current plan Structural Graphics (Shift+F8) 2.9999
O 50011985 Is line supervisor of PArent location - ford
O 50011986 Is line supervisor of location 1 - ford
O 50011988 Is line supervisor of Hr dept - location 1
S 50012074 Incorporates Hr Manager
US RCF_RECRUIT Holder Recruiter
S 50012084 Incorporates HR executive
US RCF_RECRUIT Holder Recruiter
O 50011989 Is line supervisor of Finance dept - loaction 1
S 50012086 Incorporates FI manager
US LINEMGRNA Holder Line Manager
S 50012087 Incorporates FI Executive
US LINEMGRNA Holder Line Manager
O 50011987 Is line supervisor of location 2 - ford
O 50011990 Is line supervisor of Hr dept - location 2
S 50012089 Incorporates Hr Manager
S 50012091 Incorporates HR executive
You are screen sharing Stop Share myecc OVR
Type here to search
3:07 PM
1/17/2021

2. Change structure



3. Display structure