Create an Org Unit

Learn how to create an **Org Unit**.

1. Navigate to **User Menu Settings All Settings Company Org Structure**.

2. Create a new org unit by selecting **Create** (▯).

3. Enter the **Valid From** date (today's date, or a future date, fixed date) and the **Valid To** date.

You can edit the **Valid From** and **Valid To** fields in the detailed view of the org unit.

4. Enter the **Address** details for the unit.

You can edit the **Address** field in the detailed view of the org unit under the **General** tab.

5. Select the appropriate functions for the unit.

Function	Description
Sales	The **Sales** function indicates that the org unit is responsible for the processing of documents, such as opportunities or sales quotes. In sales reporting, sales data is aggregated at the sales unit level. The sales organization is a specific type of sales unit, which is used to head complete areas or countries/regions. **Relevance** Select this function if employees assigned to this org unit will perform tasks in the areas described above or if sales data is to be aggregated at the level of this org unit.
Sales Organization	The **Sales Organization** function indicates that the org unit represents the top level of a sales hierarchy. **Note** **Example** For your domestic sales, you create a sales hierarchy and define the top-level org unit as a sales organization. Then below that org unit, you add additional units, defined as sales units, that represent regional sales groups and sales departments. The sales organization is also used for defining sales data in master data. ▪ Sales data in the product and account master can be defined in relation to the sales organization in combination with the

Function	Description
	distribution channel and division. ▪ Internal price lists can be defined based on the sales organization and distribution channels. ▪ The combination of the sales organization, distribution channel, and division is also included in sales documents, such as sales orders or service orders. **Relevance** Select this function if the org unit represents the top unit of a sales hierarchy. All sales-relevant master data and pricing must include a sales organization.
Service	The **Service** function indicates that the org unit is responsible for the managing, monitoring, and execution of services, such as the handling of product inquiries, providing recommendations, and pre- and post- sales support. Customer service can be provided by a service desk or by field or in-house service teams. **Relevance** Select this function if employees assigned to this org unit will perform tasks in the areas described above.
Service Organization	The **Service Organization** function indicates that the org unit represents the overall organization responsible for customer service. Below the service organization, you can define individual service units to represent the various service and support teams and departments within the service organization. **Tip** If the services provided are sold to your customers, you will also need to define a sales organization. **Relevance** Select this function if the org unit represents a fixed entity for service reporting that can be referenced by all service documents.
Company	In the context of organizational management, a **Company** represents an org unit that is financially and legally independent, that is not tied to a geographical location, and could be registered under business law.

Function	Description
	Each org structure must contain at least one org unit that is defined as a company. Saving the org unit as a company automatically creates an associated business partner which is used in the context of seller party or output form determinations. You set the default currency for the organization within the company org unit.

6. Save your entries.

7. To select the **Company** function for the org unit, open the unit details and make your selection in the header section.