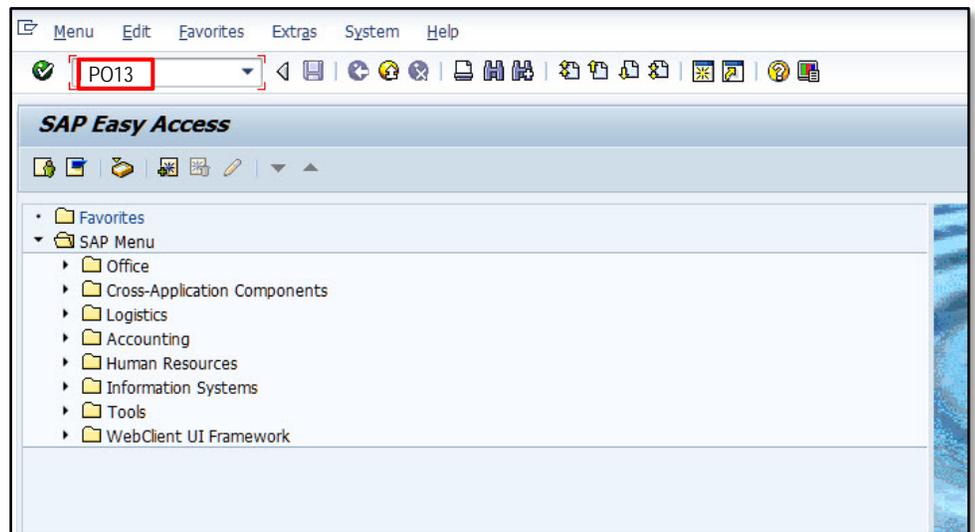


# HRMS Organizational Management

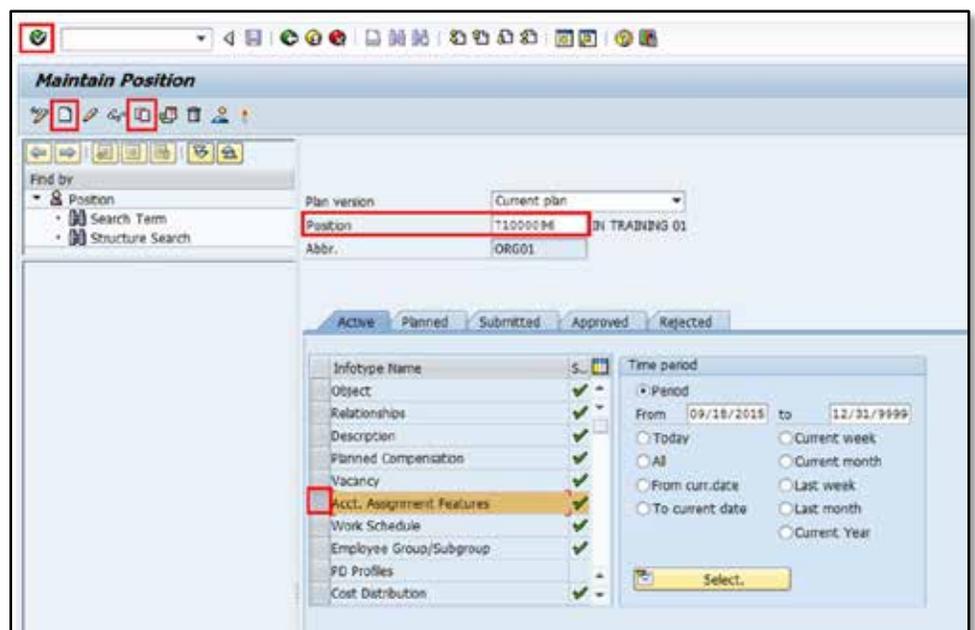
## Create or Update Account Assignment Features

Organizational Management Processor uses this procedure to create or update a position's account assignment features, using transaction code PO13.

1. Enter transaction code **"PO13"** in the Command field and press **Enter**,  
**OR**  
 Follow the menu tree:  
*Human Resources*→  
*Organizational Management*→  
*Expert Mode*→  
*Position*.



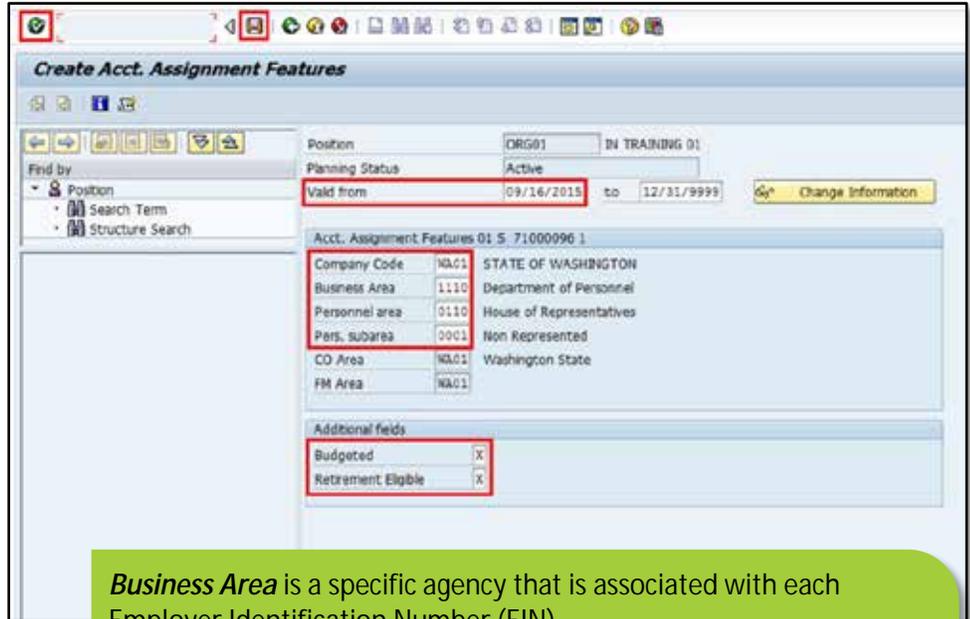
2. Enter the position number in the **Position** field.
3. Click  **Enter**.
4. Click the box to the left of infotype **Acct. Assignment Features**.
5. Click  **Create** to create a new record,  
**OR**  
 Click  **Copy** to update an existing record.



## Create or Update Account Assignment Features (cont.)

6. Enter the effective date in the **Valid from** field.
7. Enter **WA01** in the **Company Code** field.
8. Complete the following fields, using the matchcode if necessary:  
**Business Area**  
**Personnel area**  
**Pers. subarea**
9. Click inside the **Budgeted** and **Retirement Eligible** fields to access the matchcode to choose the correct entry.
10. Click  **Enter**.
11. Click  **Save**.

This completes the transaction to Create or Update Account Assignment Features.



Position	ORG01	IN TRAINING 01
Planning Status	Active	
Valid from	09/16/2015	to 12/31/9999
Change Information		
Acct. Assignment Features 01 S: 71000096 1		
Company Code	WA01	STATE OF WASHINGTON
Business Area	1110	Department of Personnel
Personnel area	0110	House of Representatives
Pers. subarea	0001	Non Represented
CO Area	WA01	Washington State
FM Area	WA01	
Additional fields		
Budgeted	X	
Retirement Eligible	X	

**Business Area** is a specific agency that is associated with each Employer Identification Number (EIN).

**Personnel area** is a specific agency or sub-agency in the State of Washington.

**Personnel subarea** is a subdivision of the Personnel area that identifies Bargaining Units, WMS, Exempt, and Non Represented positions.