HRMS Organizational Management

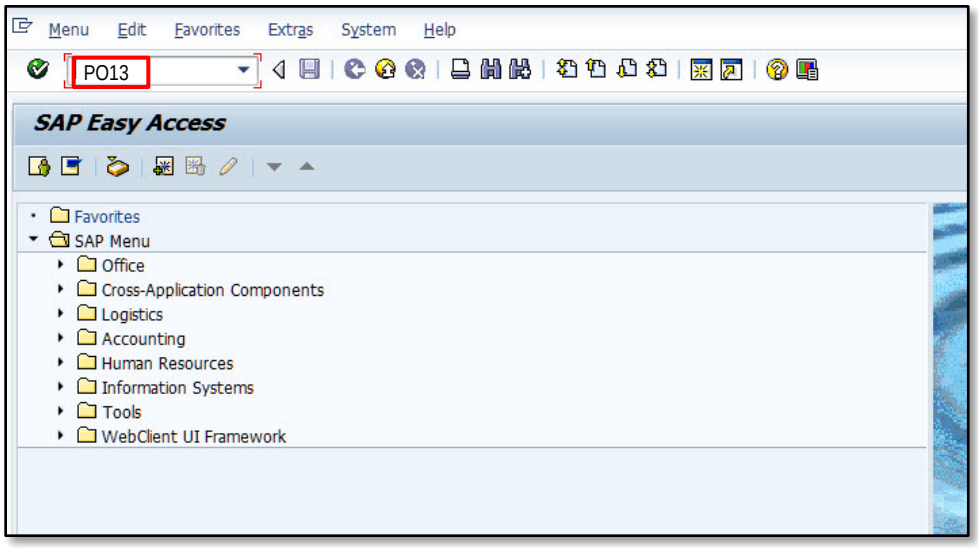
Create or Update WMS Position Description

Organizational Management Processor uses this procedure to create or update the description of an existing WMS position, using transaction code PO13.

1. Enter transaction code **"PO13"** in the Command field and press **Enter**,

   OR

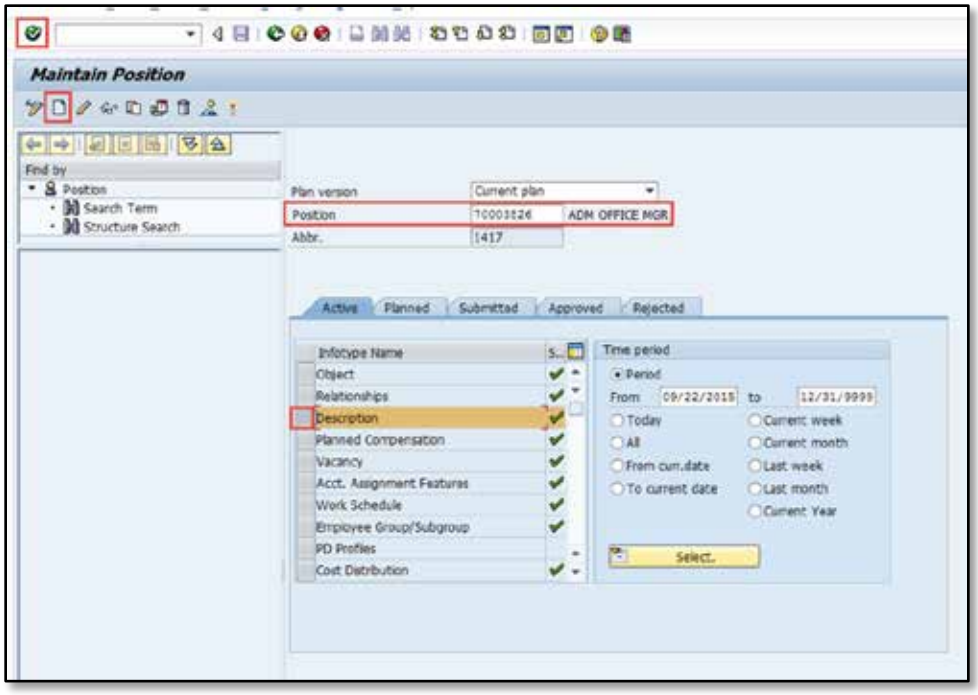
   Follow the menu tree: *Human Resources→ Organizational Management→ Expert Mode→ Position.*



2. Enter the position number in the **Position** field.
3. Click **Enter**.
4. Click the box to the left of infotype **Relationships**.
5. If you are ***creating a new*** Description subtype, click **Create**,

   OR

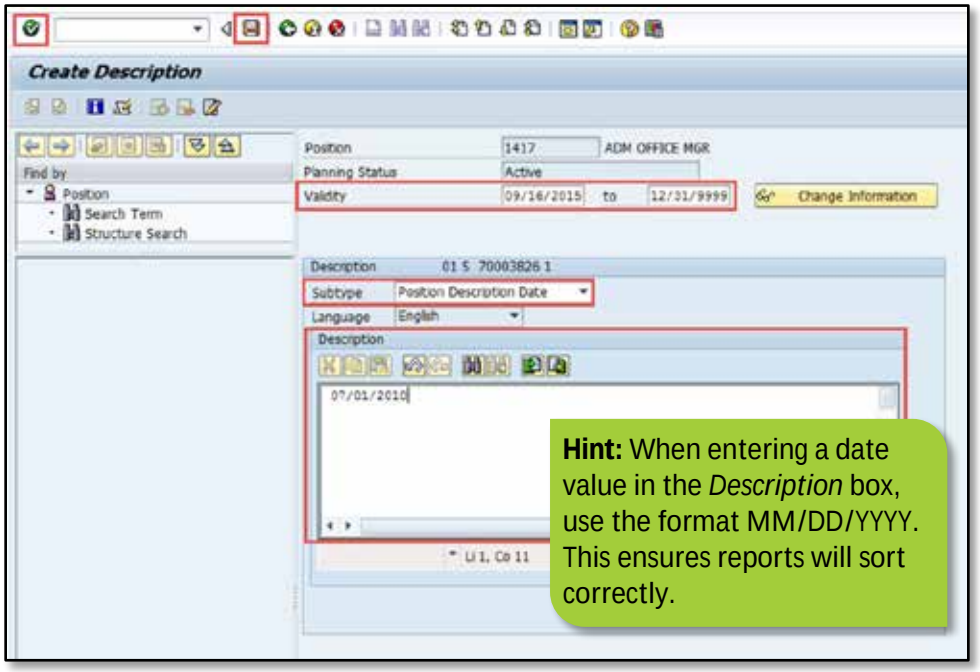
   If you are ***updating an existing*** Description subtype, go to Step 11.



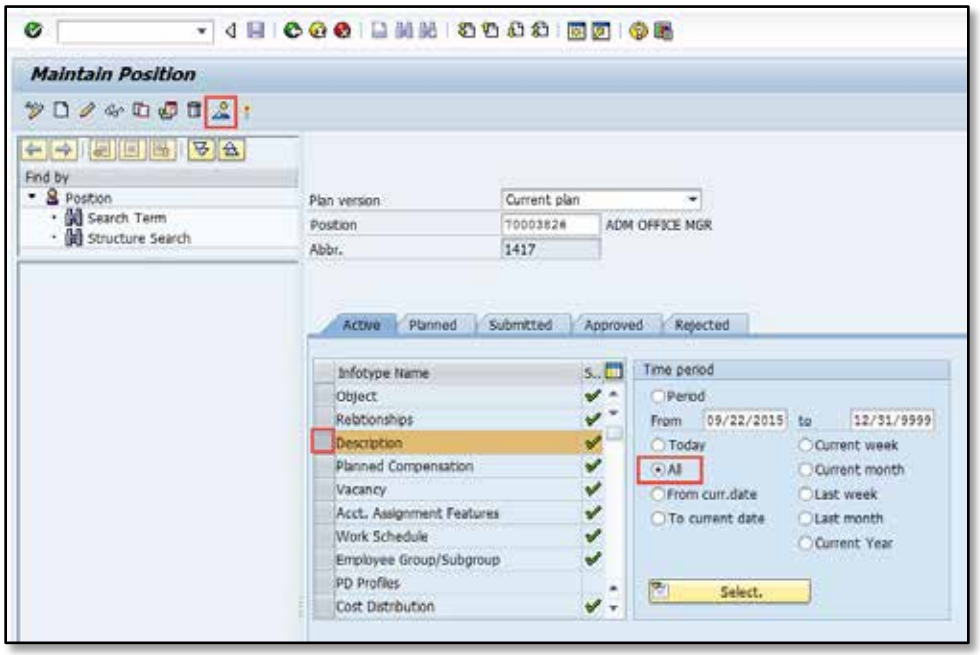
6. Verify the effective date in the **Validity** field. Verify that the **to** field contains 12/31/9999.
7. Choose the correct **Subtype** from the drop-down list.
8. In the **Description** box, enter specific attributes of the position and/or organizational unit.
9. Click **Enter**.
10. Click **Save**.

This completes the transaction to Create a WMS Position Description.

To update an existing Description subtype, continue to Step 11.



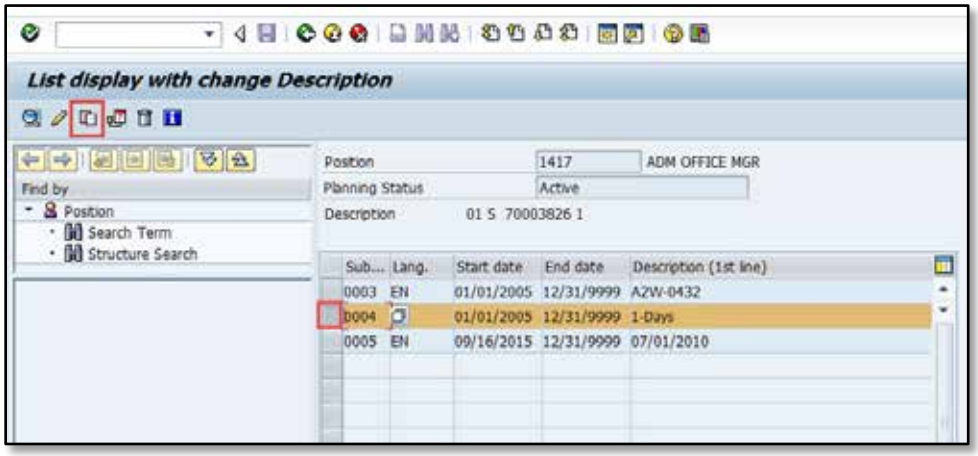
11. Verify that the box to the left of infotype **Description** is selected.
12. Click the radio button to the left of *Time period* **All**.
13. Click **Overview** to view the actions associated with the **Description** infotype.



Create or Update WMS Position Description (cont.)

14. Click the box to the left of the subtype you need to update.

15. Click **Copy**.



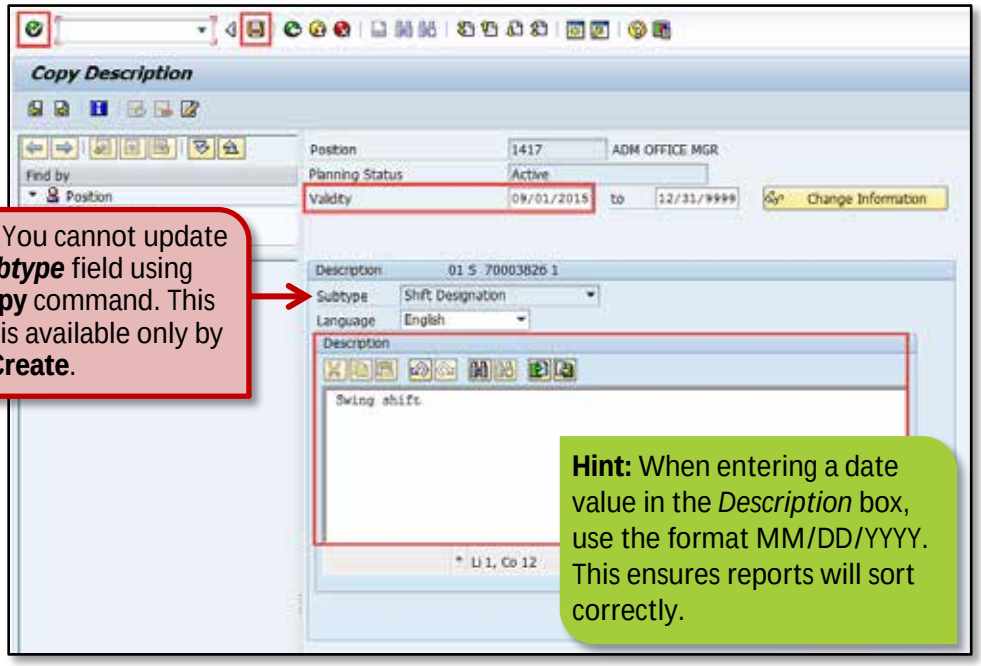
16. Enter the effective date in the **Validity** field. Verify that the **to** field contains 12/31/9999.

17. Update the **Description** box.

18. Click **Enter**.

19. Click **Save**.

This completes the transaction to Update a WMS Position Description.



NOTE: You cannot update the ***Subtype*** field using the **Copy** command. This action is available only by using **Create**.

Hint: When entering a date value in the *Description* box, use the format MM/DD/YYYY. This ensures reports will sort correctly.