

OM-53 Display Position Relationships (IT1001)

Purpose

The purpose of this Business Process Procedure is to explain how to display budgeted salary information for a position in the Integrated HR-Payroll System.

Trigger

The user wishes to display the relationships this position has with other organizational objects, such as organizational unit, job, person, or workflow approval relationships.

Business Process Procedure Overview

The relationships infotype (1001) provides the method to attach the position to other objects within the system. The following relationships are currently in use in BEACON:

- **A 002** - Reports to (position of this position's supervisor)
- **A 003** - Belongs to (organizational unit)
- **A 008** - Holder (individual who is in the position)
- **A 012** - Manages (this position manages these other positions)
- **A AA1** - Agency Approver for (approves OM/PA workflow items at the Agency level for this organizational unit and below)

- **A BA1** - OSBM Approver for (approves OM/PA workflow items at the OSBM level for this organizational unit and below)
- **A DA1** - Division Approver for (approves OM/PA workflow items at the Division level for this organizational unit and below)
- **A FA1** - Funding Approval for (approves OM/PA workflow items and enters/changes data on workflow items at the Funding level for this organizational unit and below)
- **A OA1** - OSP Approver for (approves OM/PA workflow items at the OSP level for this organizational unit and below)
- **A SOM** - BSS OM Activator for (BEST Shared Services OM activator for workflow)
- **A SPA** - BSS PA Activator for (BEST Shared Services PA activator for workflow)

Access Transaction

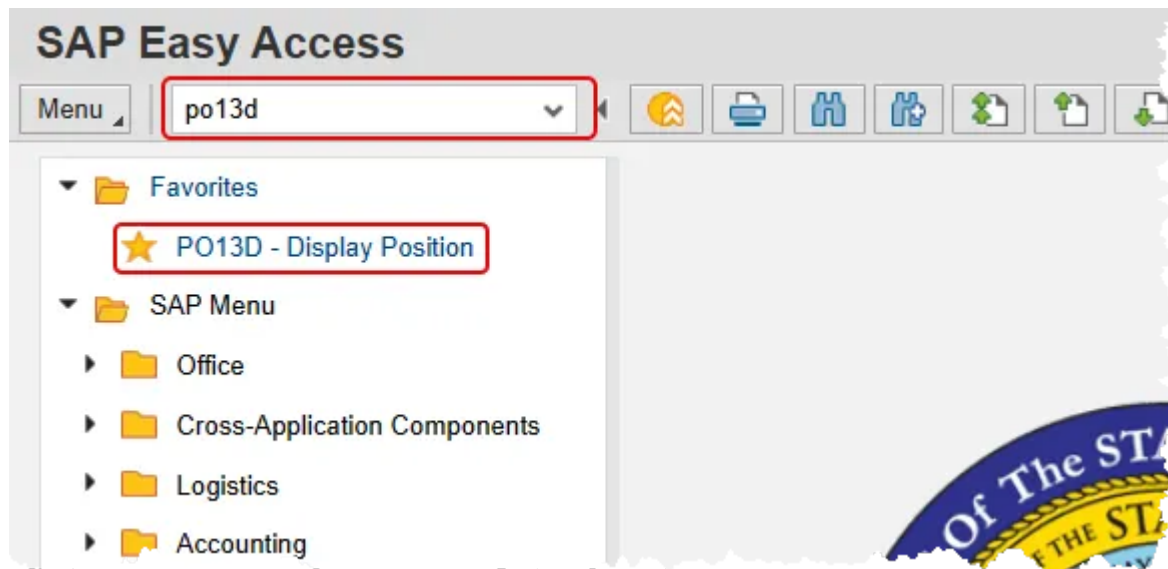
Via Transaction Code: PO13D

Procedure

There are 10 steps to complete this process.

Step 1. Enter **po13d** in the command field and press enter, or double click it from your [favorites folder](#) if you've previously saved it there.

Image



Step 2. Enter a position number and press **Enter**. Review the position title that appears to confirm that the correct position number has been input. This help document will use position 65001370 from the training environment.

Image

01 Current plan

65001370 INFORMATION & COMMUNICATIONS SPEC I

I & C SPEC 1

Approved Rejected

St..

Time period

☐ Period

From 01/01/1800 to 12/31/9999

☐ Today ☐ Current week

☒ All ☐ Current month

☐ From curr.date ☐ Last week

☐ To current date ☐ Last month

☐ Current Year

Select.

Step 4. Select the **Relationships** infotype by clicking the gray square to the left of the line.

Image

Position 65001370 INFORMATION & C...

Abbr. I & C SPEC 1

Active Planned Submitted Approved Rejected

Infotype Name	St...	Time period
Object	✓	☐ Period
Relationships	✓	From 02
Description		☐ Today
Department/Staff		☒ All
Planned Compensation		☐ From curr.
Vacancy	✓	☐ To curren
Acct. Assignment Features	✓	
Authorities/Resources		
Full Time Equivalent		
Employee Group/Subgroup	✓	

Image

Step 5. Click the **Overview** button to view a list of all **Relationships** within the time period selected.

Image

Display Position

Menu

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↷

↶

↷

6a

6a



Overview (Shift+F7)

Plan version
01 Current plan

Position
65001370
INFORMATION & COMMUNICATIONS SPEC I

Abbr.
I & C SPEC 1

Active
Planned
Submitted
Approved
Rejected

Infotype Name	St.	
Object	✓	↑
Relationships	✓	⋮
Description		

Time period

☐ Period

From
01/01/1800
to
12/31/9999

☐ Today
☐ Current week

Note: If you click **Display**, you will only receive one record at a time and will need to click on the Next record button to move throughout all relationship records.

Step 6. A list of **Relationships** subtypes is displayed. The subtypes for each record are seen in the 3rd, 4th, and 5th columns. You can view full details for any of the records. This help document will use the **A 002 Reports** record.

Select the subtype you wish to view by clicking the gray box on the left side of the line, then click the **Choose** button.

Image

List Display Relationships (1001)

Menu   

Position INFORMATION & COMMUNICATIONS Choose (F2)

Planning Status

Relationships 01 S 65001370 1

Start	End	R...	Relat...	Relat.text	R...	Rel'd object ID	Abbr.	% Rate	
07/01/2007	12/31/9999	A	002	Reports (I	S	60096888	480200000000	0.00	
07/01/2007	12/31/9999	A	003	Belongs to	O	20000236	480399999992	0.00	
01/01/2008	12/31/9999	A	008	Holder	P	80000406	Langford	100.00	
06/01/2018	12/31/9999	B	007	Is describ	C	32000424	I & C Spec 1	0.00	
07/01/2007	05/31/2018	B	007	Is describ	C	30001378	Edtrl Ast	0.00	

Step 7. Review the screen. When done, click the **Back** button to be returned to the **Overview** screen.

Image

Display Relationships (1001)

Menu

Back (F3)

Position
I & C S

Planning Status
Active

Valid from
07/01/2007
to
12/31/9999

Change Information

Relationships

01 S 65001370 1

Relationship type/relationship
A 002 Reports (line) to

Related Object

Type of related object
S Position

ID of related object
60096888

Abbreviation
480200000000

Name
Cultural Resources - Placeholder

Priority

Record 1 of 5

Step 8. Repeat steps 6 and 7 as needed to view other **Relationships** subtypes. When complete, click the **Back** button to return to the **Display Position** screen.

Image

List Display Relationships (1001)

Menu | [Dropdown] | [Back (F3)] [Home] [Cancel] [Print] [Print] [Print] [Print] [Search] [Info]

Position: I & C SPEC INFORMATION & COMMUNICATIONS SPEC I

Planning Status: Active

Relationships: 01 S 65001370 1

	Start	End	R...	Relat...	Relat.text	R...	Rel'd object ID	Abbr.	% Rate	
	07/01/2007	12/31/9999	A	002	Reports (I	S	60096888	480200000000	0.00	[Grid Icon] [Up Arrow]
	07/01/2007	12/31/9999	A	003	Belongs to	O	20000236	480399999992	0.00	
	01/01/2008	12/31/9999	A	008	Holder	P	80000406	Langford	100.00	
	06/01/2018	12/31/9999	B	007	Is describ	C	32000424	I & C Spec 1	0.00	
	07/01/2007	05/31/2018	B	007	Is describ	C	30001378	Edtrl Ast	0.00	

Step 9. Click the **Back** button to return to the SAP Easy Access Screen.

Image

Display Position

Menu | |      

Back (F3)

Plan version: 01 Current plan

Position: 65001370 INFORMATION & COMMUNICATION

Abbr.: I & C SPEC 1

Step 10. The system task is complete.

Below are the various Organizational Management relationships you may see. You will also see a list of security roles attached to the position. Your [agency's data owner](#) will have more information about these subtypes.

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- **A 003** - Belongs to (organizational unit)
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