



**Title:** PO10 - Maintain Charge Object Assignments  
**Functional Area:** Human Resources  
**Sub Area:** Time Management

Last Update:

04/09/13 10:02 AM

## PO10 - Maintain Charge Object Assignments

PO10

### Publisher Information

**File Name**

r\_PO10 - Maintain Charge Object Assignments.doc

**Link 1**

**Link 2**

**Link 3**

**Link 4**

**Job Role**

Insert Job Role rows as necessary.

Transaction	User Data		Description
PO10			PO10 - Maintain Charge Object Assignments
Client	Language	Doc Type	Job Role
		BPP	



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**Trigger:**

A charge object assignment to an Organizational Unit needs to be maintained.

**Business Process Procedure Overview**

Charge Objects can be assigned to an Organizational (Org) Unit or Position in BEACON. Charge Object assignments are created/loaded to the Org Unit or Position via a load file selected in transaction ZPTA030. After the initial load, a Charge Object assignment to an Org Unit is displayed or maintained using transaction PO10. Similarly, a Charge Object assignment to a Position is displayed or maintained using transaction PO13. Transactions PO10 and PO13 are identical with the exception of the organizational level at which Charge Object assignment maintenance can be performed.

A Charge Object Maintainer will have access to the Charge Object Assignment Infotype (OM Infotype 9015) in PO10 and PO13.

This BPP will detail:

- 1) Maintaining a Charge Object Assignment for an Org Unit
- 2) Displaying a Charge Object Assignment for an Org Unit

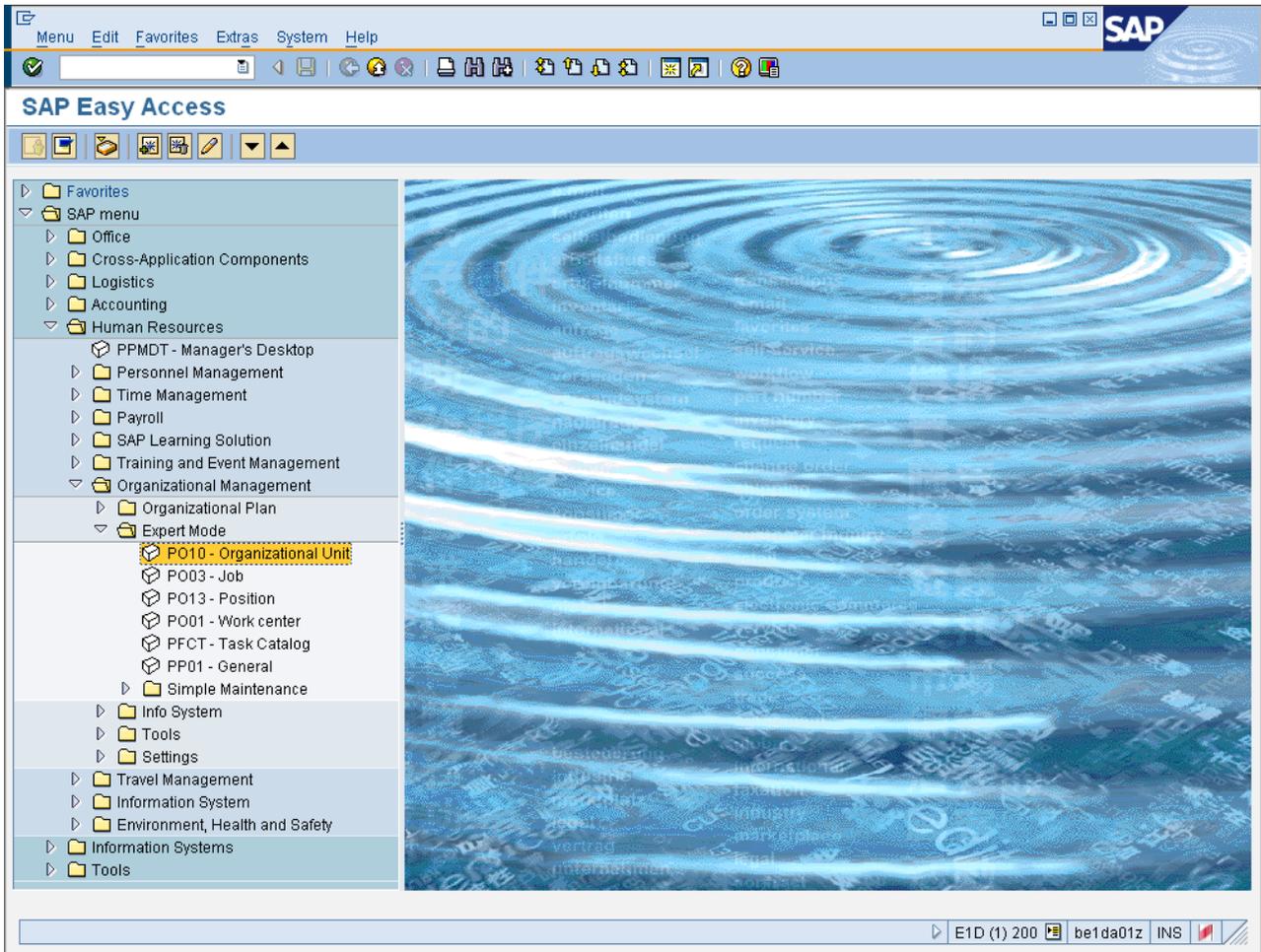
**Access Transaction:**

<b>Via Menu Path</b>	Human Resources >> Organizational Unit >> Expert Mode
<b>Via Transaction Code</b>	PO10



**Procedure:**

**SAP Easy Access**



1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. <b>Example:</b> PO10



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**Tip:** To display or maintain a Charge Object Assignment at the Position level, select transaction PO13.

2. Press **ENTER**.



### Maintain Organizational Unit

3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Organizational unit	Code identifying the organizational unit.	R	Enter value in Organizational unit. <b>Example:</b> 14200642



**Tip:** If the Org Unit or Position Identifier is not known, select the matchcode on the field to search for the desired identifier.

4. Press **ENTER**.



**Information:** Scroll down in the *Infotype selection* area to access the Charge Object Assignment Infotype.

5. Click **Charge Object Assignment**  button.

6. Click **All**  radio button.



**Tip:** Select **All** in the *Time Period* selection area to view all Charge Object Assignments for the Org Unit or Position.

7. Click **Change infotype (F6)**  button.



**Tip:** Select the **Display** button instead of the **Change** button if no maintenance to the Infotype is needed.



**Information:** In the example provided, there are 85 charge objects assigned to Org Unit 14200642. The number of charge object assignments is displayed in the bottom right of the *Charge Object Assignment* area.



**Tip:** Use the *Previous Record* and *Next Record* buttons to navigate to the Charge Object Assignment that needs to be maintained.



## Change Charge Object Assignment

8. Click **Next record (Shift+F7)**  button.



**Information:** When the desired Charge Object Assignment is displayed, make the appropriate changes to displayed fields. In the example, the end date is delimited so that the charge object is valid only until the end of calendar year 2007.



### Change Charge Object Assignment

9. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
to	Ending date of the specified date range	R	Enter value in to. <b>Example:</b> 12/31/2007

10. Click **Save (Ctrl+S)**  button.

11. The system task is complete.

### Launch WEB HELP



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