

Enterprise Organization (CO)



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Enterprise Organization (CO)

Purpose

The [enterprise organization \[Ext.\]](#) is a uniform, integrated [user interface \[Ext.\]](#) for the different organizational units in the SAP system.

The structure of your enterprise is represented in the SAP system by means of different organizational units (controlling area, company code, cost center and so on). In the Human Resources (HR) [organizational structure \[Ext.\]](#) for example, a company is broken down into departments, each of which is responsible for performing particular tasks. By way of contrast, in the [standard hierarchy \[Ext.\]](#) for cost center accounting, companies are broken down with regard to responsibilities for costs.

The enterprise organization helps you process your organizational structures so that:

- These structures can be changed to reflect organizational changes within the enterprise.
- A company's organizational structure is more transparent since the links between the organizational units are visible and can be evaluated.
- The different business processes can be integrated optimally, and thus are more economical with resources.
- The data is for internal and external reporting

Implementation Considerations

You need to activate the enterprise organization to be able to use it. You do this in Customizing for the application component in question by choosing *Enterprise Organization* → [Enter Settings for the Enterprise Organization \[Ext.\]](#).

Integration

Enterprise organization is based on the organizational plan in HR, and contains additional functions and organizational units specific to accounting.

The following areas are currently integrated in enterprise organization:

- HR organizational plan
- Cost center standard hierarchy
- Profit center standard hierarchy



If the enterprise organization is active for a controlling area, you can no longer assign the organizational units (controlling area, company code, and cost center) in the HR organizational structure. Instead, use the functions in the enterprise organization.

Enterprise organization therefore provides an overview of the enterprise in terms of responsibilities for:

- Personnel
- Costs

Enterprise Organization (CO)

- Revenues

Features

Representing the structure of an enterprise

- The structure of an enterprise is displayed in a simple tree structure.
- You can change the enterprise organization per specific date.


This facility enables you to create past, present, and future organizational structures for your enterprise (see also [Time-Dependency of Enterprise Organizations \[Page 8\]](#)).
- The single maintenance screen for several organizational units or structures enables you to display and evaluate the links between the organizational units.
- Using the search function, you select the organizational units and then assign these to the organizational structure using *drag-and-drop* (see [Searching for Organizational Units \[Page 25\]](#)).

Processing organizational structures

- In the enterprise organization, you can create new organizational units (see [Creating Organizational Units \[Page 27\]](#)).

In so doing, the system transfers the data in accordance with the inheritance principle (see the [Inheritance Principle \[Page 15\]](#)).
- Using *drag-and-drop*, you can copy organizational units from the selection area into the tree structure (see [Assigning, Reassigning, or Moving Organizational Units \[Page 31\]](#)).
- Using *drag-and-drop*, you can copy organizational units from the selection area into the tree structure (see [Assigning, Reassigning, or Moving Organizational Units \[Page 31\]](#)).
- You can maintain the master data for the individual objects directly from the tree structure (see [Displaying or Changing Organizational Units \[Page 30\]](#)).
- You can activate or delete inactive master record versions from cost centers and profit centers (see: [Activating Inactive Master Data \[Page 35\]](#) or [Deleting Inactive Master Data \[Page 37\]](#)).
- Enterprise organization is a logical development of the HR organizational plan.

An enterprise structure is more detailed in HR than in CO. Therefore all CO objects (such as controlling area, cost center) are assigned to the [HR-Organizational Unit \[Ext.\]](#).



Note, however, that you can only assign **one** object type to a **single** HR organizational unit each time you are processing.
- When processing the enterprise organization, the system carries out a number of checks on consistency.

For example, you can enter a cost center in the enterprise organization only if you have already assigned a controlling area to this enterprise organization.



You can make checks on a particular key date. To do so, choose *Enterprise organization* → *Check*. You can make the following checks online or in a background job.

- Check that the enterprise organization is complete (see [Time-Dependency of Enterprise Organizations \[Page 8\]](#)).
- Consistency checks
- From the enterprise organization you go to the web form to request a cost center change by choosing *Extras* → *Change request for cost centers* (see [Requesting a Change to Master Data in the Intranet/Internet \[Ext.\]](#)).

Data from the **detail area** is also transferred to the form.

Constraints

From the enterprise organization you can only currently **display** master data for controlling areas and company codes.

Making mass changes to master data simultaneously as under [Change Management \[Ext.\]](#) is currently **not** possible.

For more information, see the SAP Library under *Human Resources* → *PA - Personnel Management* → [Organizational Management \[Ext.\]](#).

Time-Dependency of Enterprise Organizations

Time-Dependency of Enterprise Organizations



Use

You can change the [enterprise organization \[Ext.\]](#) per specific date. This enables you to display past, present, and future organizational structures of an enterprise.

Note however that this time-based facility is not used in all SAP application components that are connected to the enterprise organization. In accounting for example, organizational units such as the [company code \[Ext.\]](#) or [controlling area \[Ext.\]](#) are not time-dependent. In the case of [cost centers \[Ext.\]](#), the *period* is the only time factor of relevance. For each application, you can enter the time at which the changes to the organizational structure in question are to take effect.

Features

Validity of Organizational Units and Assignments

- A [key date and preview period \[Page 12\]](#) is set for processing the enterprise organization.
 - When you call this up for the first time, the following are standard settings:
 - Today's date is set as the **key date** which you can change as required.
 - A **preview period** of one year is set, which you can change as required.
 - The next time that you call this function up, the entries you selected for the key date and the preview period are set.
- If you create a new organizational unit in the **overview area** then:
 - The validity of the organizational unit starts with the set key date.
 - You can bring this forward in the **detail area**.
 - The assignment in the organizational unit starts with the set key date.
 - You can [end \[Page 13\]](#) the assignment if it should only have a limited validity.
- If you are looking for organizational units in the **search area**, the system selects all those that are possible, for which the set key date and preview period apply, and displays them in the **selection area**.
- In the structure tree in the **overview area** objects are indicated with  if their validity or assignment does not begin until the preview period. Objects are indicated with  if their validity or assignment ends in the preview period.



Assignments usually become valid on the selected key date. Alternatively you can use a dialog box to enter any validity dates required when you assign organizational units (see [Activating/Deactivating Timeframe Query \[Page 14\]](#)).

Transferring Changes in The Enterprise Organization in Organizational Structures

- The changes you make to the enterprise organization are **immediately** transferred to the organizational plan in Human Resources (HR).

Time-Dependency of Enterprise Organizations

- For the cost centers or profit center standard hierarchy, you can specify when and how changes in the enterprise organization are to be transferred to the appropriate standard hierarchy. You can also generate additional alternative hierarchies (for planning purposes for example).

For more information, see Customizing for the corresponding application and choose *Enterprise Organization* → [Generate Standard Hierarchy or Alternative Hierarchy \[Ext.\]](#).

- In Customizing for Cost Center Accounting or Profit Center Accounting, you can specify a range of fiscal years within which the system ensures that the standard hierarchy is **complete**. **Complete** means here that all cost centers or profit centers that are valid for all or part of this period (according to the start or end date) are contained in the standard hierarchy.

For more information, see Customizing for the corresponding application by choosing *Enterprise Organization* → [Enter Settings for Enterprise Organization \[Ext.\]](#).

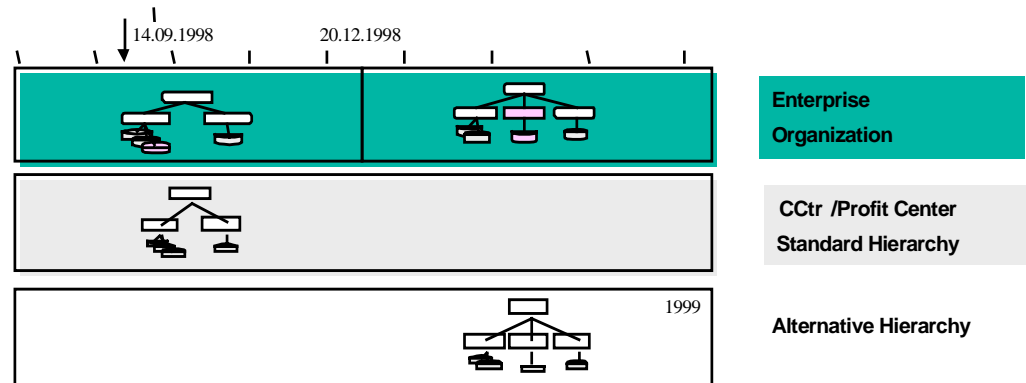


You can also generate the standard or alternative hierarchy from the application, by choosing *Enterprise organization* → *Generate*.

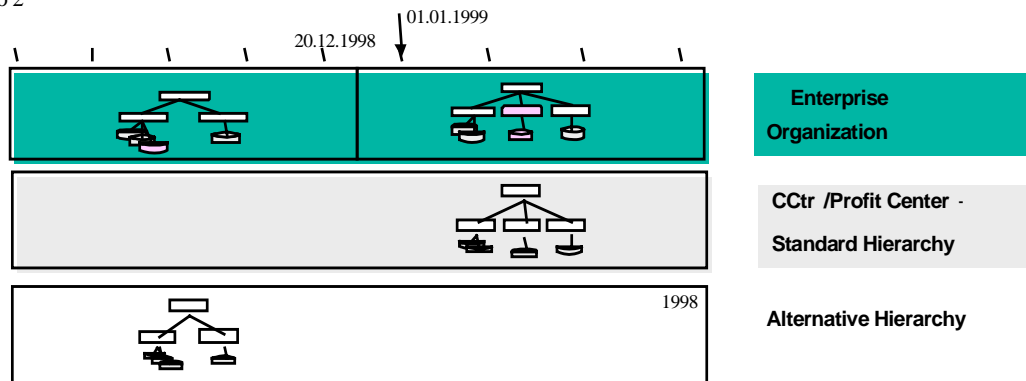
Time-Dependency of Enterprise Organizations



Scenario 1



Scenario 2



You make changes to your enterprise organization on *12/20/1998*.

In the **first instance** you generated your standard hierarchy on 09/14/1998. It follows that the standard hierarchy contains the previous status of the enterprise organization. To enable these changes to be incorporated in planning, you can generate an alternative hierarchy that contains the latest version of the enterprise organization as of *12/20/1998*. At the start of the new fiscal year, you can then replace the standard hierarchy with the more up-to-date alternative hierarchy.

In the **second instance** you generated your standard hierarchy on *01/01/1999*. It follows that the standard hierarchy contains the new status of the enterprise organization. If you need to be able to access the previous version of the standard hierarchy, you can generate an alternative hierarchy containing the old status of the enterprise organization prior to *12/20/1998*.

See also:

[Linking Enterprise Organizations and Standard Hierarchies \[Page 16\]](#)


Selecting a Date and Preview Period

Selecting a Date and Preview Period

Use

To display and edit data according to key dates and time periods, select a key date and preview period.

Procedure

1. Choose *Settings* → *Date and Preview period* (or )

The *Define Date and Preview Period* dialog box appears.

2. Enter the key date in the *Start Date* field.
3. In the *Preview period* field, enter the preview period.

When you confirm your entries with *Return*, the preview period you selected is displayed.
Correct your entries as required.

4. Confirm your entries by choosing .

Result

You have set a date and a preview period. You can change these settings at any time.

Terminating/Deleting HR Organizational Units Or Assignments

Use

- You can **terminate** the validity of an HR organizational unit, so reduce the timeframe, or you can **delete** it altogether, including its entire history.
- You can **terminate** the following assignments:
 - HR organizational unit <-> HR organizational unit
 - HR organizational unit <-> Cost center
 - HR organizational unit <-> Profit center
- You can **delete** the following assignments:
 - HR organizational unit <-> HR organizational unit
 - HR organizational unit <-> Cost center
 - HR organizational unit <-> Profit center
 - HR organizational unit <-> Company code

Procedure

Terminate HR Organizational Unit Or Assignment

1. In the **Overview area**, select the organizational unit or its assignment that you want to terminate.
2. Choose *Terminate* and choose the organizational unit or the corresponding assignment.
3. Enter the new *End date* for the organizational unit or the assignment.
4. Choose *Save*.

Delete HR Organizational Unit Or Assignment

1. In the **Overview area**, select the organizational unit or its assignment that you want to delete.
2. Choose *Delete* and choose the organizational unit or the corresponding assignment.
3. Choose *Save*.


Activating/Deactivating Query Time Period

Activating/Deactivating Query Time Period

Use

The validity of assignments normally begins on the key date you have specified. Alternatively, you can activate a dialog box, in which you can enter any validity date when assigning objects (this does not apply when you are assigning persons (employees) or users to positions).

Procedure

1. Choose *Settings* → *Query time for organizational changes*
The *Query time for organizational changes* dialog box appears.
2. Select the *Query time for organizational changes* field, if you want to enter a validity date when you are assigning objects. Otherwise, you can deselect this field.
3. Confirm your entries by choosing .

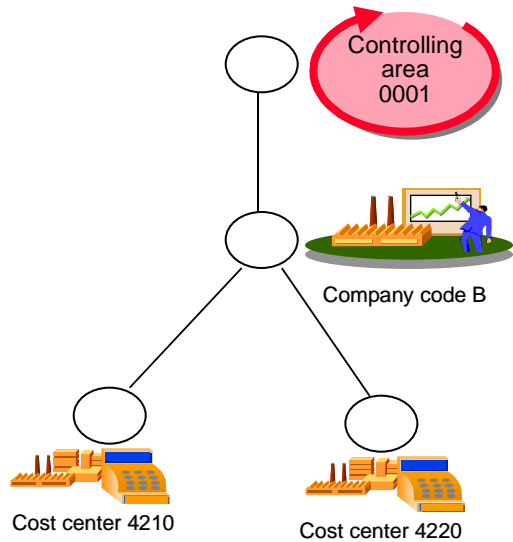
Result

If you have **activated** the time period query, a dialog box will appear when you move or assign objects, you can enter the validity of the assignment in this dialog box.

If you have **deactivated** the time period query, the validity of the assignment is determined according to the key date.

The Inheritance Principle

The organizational units in the [enterprise organization \[Ext.\]](#) are subject to the principle of inheritance.



[Company code \[Ext.\]](#) B is assigned to the higher level node. It follows that you must have assigned all those objects that lie below this node (in this case [cost centers \[Ext.\]](#) 4210 and 4220) to company code B.

If cost center 4220 is new, the master data for this cost center is displayed for processing in the detail area. In so doing, the system fixes the assignment to company code B (and therefore also to [controlling area \[Ext.\]](#) 0001). It is **not** possible for you to change this assignment.



The system checks if cost centers have been assigned to a profit center. The corresponding profit center is transferred to the master data.

For profit centers, the system transfers the assigned company code to the master data.

Enterprise Organizations and Standard Hierarchies

Use

For the cost centers or profit centers standard hierarchy, you can specify on what date changes in the [enterprise organization \[Ext.\]](#) the system is to transfer to the appropriate [standard hierarchy \[Ext.\]](#). You can also generate additional alternative hierarchies (for planning purposes for example).



Before you generate a hierarchy, first run the consistency checks on the enterprise organization. To do so, choose *Enterprise organization* → *Check*.

Features

Generating a standard hierarchy from the enterprise organization

You can generate your standard hierarchy for a controlling area at any given key date.

The system determines the current fiscal year from this key date. In Customizing you define the number of fiscal years (starting from the current fiscal year) to be taken into consideration in the past and in the future (for more information on this, see Customizing for the application component in question under *Enterprise Organization* → [Enter Settings For Enterprise Organization \[Ext.\]](#)).

The entries you make here are used by the system to determine a validity period that in turn controls which objects the standard hierarchy contains.

The system then determines all the organizational units and links from the enterprise organization that apply to the standard hierarchy and which lie within this validity period.



If the master records for the objects are different from the corresponding data in the enterprise organization, the system changes them to match the enterprise organization. This adaptation is a standard setting for when you generate the standard hierarchy from the enterprise organization (see [The Inheritance Principle \[Page 15\]](#)).

Generating an alternative hierarchy from the enterprise organization

In addition to the standard hierarchy, you can also generate alternative hierarchies to represent past or future organizational structures.

You can then for example make changes now for the coming fiscal year, but not incorporate these changes in the standard hierarchy until the start of the new fiscal year. Likewise, for reporting purposes you can compare the current organizational structure with that of the previous year.

Generating a standard hierarchy from an alternative hierarchy

During a fiscal year, you made changes to the enterprise organization that have **not yet** been incorporated into the standard hierarchy. However, for planning purposes, you generated an alternative hierarchy, which corresponds to the current status of the enterprise organization.

Enterprise Organizations and Standard Hierarchies

For the new fiscal year, you now want to incorporate these changes into the standard hierarchy. You can do so by generating the new standard hierarchy from the current alternative hierarchy.

Generating an enterprise organization from a standard hierarchy

To generate the enterprise organization for the first time, you can generate it for a controlling area from an existing standard hierarchy.

Using the functions in the enterprise organization, you can then edit this standard hierarchy.

Activities

- To generate a standard or alternative hierarchy from the enterprise organization, in Customizing for *Cost Center Accounting* or *Profit Center Accounting* choose *Enterprise Organization* → [Generate Standard or Alternative Hierarchy From The Enterprise Organization \[Ext.\]](#).
- To generate the enterprise organization from an existing standard hierarchy, in Customizing for *Cost Center Accounting* or *Profit Center Accounting* choose *Enterprise Organization* → [Generate the Enterprise Organization from the Standard Hierarchy \[Ext.\]](#).
- To generate the standard hierarchy from an alternative hierarchy, go to Customizing for *Cost Center Accounting* or *Profit Center Accounting* and choose *Enterprise Organization* → [Generate Standard or Alternative Hierarchy From The Enterprise Organization \[Ext.\]](#).



You can also generate the standard or alternative hierarchy from the application, by choosing *Enterprise organization* → *Generate*.

Generating an Alternative Profit Center Structure

Generating an Alternative Profit Center Structure

Use

It is necessary to generate an alternative profit center structure view if the organizational structure of your Profit Center Accounting is not identical to that of the organizational structure. If you generate this alternative profit center structure view, profit center and profit center groups can appear more than once in the organizational structure.



A controlling area contains a number of company codes. Each company code contains a "sales" cost center.

You have structured your Profit Center Accounting according to functions and want to assign all "sales" cost centers to the cross-company code "sales" profit center.

This means that the "sales" profit center must be inserted at various points in the organizational structure.

In the standard hierarchy, each profit center can be assigned to one node only. If a profit center is not explicitly assigned to just *one* other organizational unit of the same type in the organizational structure, an additional step is required in order to generate the standard hierarchy from the enterprise organization.

This additional step is the generation of an alternative profit center structure. In each structure view, you can assign all profit centers and profit center groups explicitly and generate the standard hierarchy from them.

Activities

- If you want to organize your Profit Center Accounting in such a way that profit centers / profit center groups appear more than once in the organizational structure, define this in Customizing for Profit Center Accounting, under *Enterprise Organization* → [Enter Settings for Enterprise Organization \[Ext.\]](#).

To generate the alternative profit center structure view, choose .




Once you have generated the alternative profit center structure view, you cannot reverse it. Once you have activated the alternative profit center structure view, the system always calls it up when generating the profit center standard hierarchy.

The system automatically carries over changes in the enterprise organization to the alternative profit center structure view. If these changes affect the standard hierarchy, it must be regenerated.

- You display and maintain the alternative profit center structure view from the enterprise organization, by choosing *Goto* → *Change View...*

When you generate the alternative profit center structure view from the enterprise organization, the only profit centers to be hierarchically structured are those which belong explicitly to just *one* other organizational unit of the same type in the assignment monitor. Profit centers and profit center groups which do not meet this criterion are

Generating an Alternative Profit Center Structure

offered in a list in the detail area (*Multiply assigned objects*). Enter these in the alternative profit center structure view using drag-and-drop. Once all profit centers are explicitly assigned, choose  to generate the profit center standard hierarchy,

The Enterprise Organization: Processing Options

Use

The functions provided under [enterprise organization \[Ext.\]](#) enable you to display and maintain different objects (cost centers, profit centers) and different organizational structure belonging to an enterprise (cost center [standard hierarchy \[Ext.\]](#), HR [organizational plan \[Ext.\]](#)).

Features

Using the functions under enterprise organization, you can

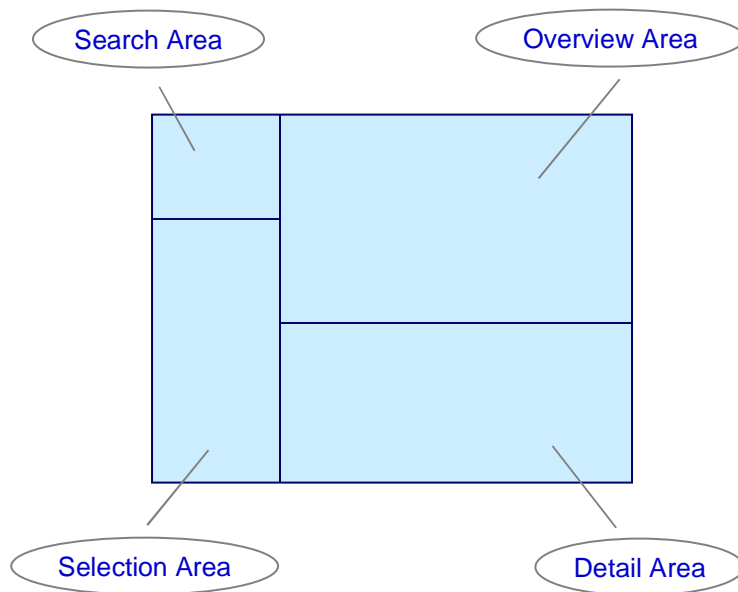
- Generate an organizational structure by creating organizational units and assigning them to one another (see [Creating Organizational Units \[Page 27\]](#))
- Display the organizational structure or individual organizational units (see [Displaying or Changing Organizational Units \[Page 30\]](#))
- Change the organizational structure by assigning organizational units to it for the first time, or by moving or deleting these units (see [Displaying or Changing Organizational Units \[Page 30\]](#), [Assigning or Moving Organizational Units \[Page 31\]](#))

The Screen Areas

Use

You use the [enterprise organization \[Ext.\]](#) maintenance screen to create, display or change organizational structures.

The maintenance screen is divided into different areas, each of which covers particular functions:



The combination of **search area** and **selection area** is called the *Object Manager*.

To display individual areas more clearly, you can hide other areas of the screen.

- To make the remaining areas of the screen larger, you can display/hide the *Object Manager*.
- If you display large lists in the **selection area**, you can hide the **search area**. To do so, choose *Result list large/small*.
- If you are processing large structures in the **overview area**, you can hide the **detail area**. To do so, click the pushbutton above the **detail area**.



Each time you start the functions belonging to enterprise organization, the system automatically calls up the data that you last processed and uses the size settings from your last session for the screen areas.

The Screen Areas

Features

Search area

In the **search area** you select one or more organizational units that you want to display or change, for example:

- [HR organizational units \[Ext.\]](#)
- [Cost centers \[Ext.\]](#)
- Inactive cost centers
- [Cost center groups \[Ext.\]](#)
- [Profit centers \[Ext.\]](#)
- Inactive profit centers
- Profit center groups
- [Company codes \[Ext.\]](#)
- [Controlling areas \[Ext.\]](#)

See also:

[Searching for Organizational Units \[Page 25\]](#)

Selection area

In the **selection area**, the organizational units you selected are displayed in a list.

- You can add extra columns by choosing *Column configuration*. These additional columns can be for any of the data available as master data.
- You can restrict the list using certain criteria by setting the *filter*. You can, for example, select all objects of an owner.
- You can display or change an organizational unit in its assignment to the organizational structure, and the corresponding detailed information, by using the following options:
 - Choose the organizational units by double-clicking on them.

The system transfers the organizational unit to the central **overview area** and displays the master data in the **detail area**.
 - Use *drag-and-drop* to move the organizational unit to the **overview area**.
- You can activate and delete inactive master data versions of cost centers or profit centers. You have the following options:
 - Select the objects in the selection list.

You can also select the objects in the structure tree of the **overview area** by selecting all of the corresponding rows.
 - Choose *Activate*.

A dialog box appears that contains a list of all *inactive objects*. The objects that you selected in the selection list or structure tree are already marked in this list.



If you have **not** yet selected any objects, you can select in this dialog box all the inactive objects that you want to activate.

- Choose *Activate* in the dialog box.
- You can call up the assignment overview for a cost center or profit center. Do this by selecting the right mouse button on the corresponding object.

In the **overview area** the system displays the time frame in which each object is and to which HR organizational unit it is/was assigned to.

Overview area

The **overview area** displays the selected organizational unit (with all the objects assigned to it) as a tree structure, in the [time frame set \[Page 12\]](#) The processing functions are provided in a clear manner in a function box.



You can also access the most important functions using the right mouse button.

You can:

- Display/hide additional columns using the *Column configuration*
- Print the structure
- Set the time interval in which the structure (including the CO objects it contains) is to be processed.
- Create new objects and assign them to existing objects.
- Move the objects within the tree structure using *drag-and-drop*.
- Select a new object.
- Copy an HR organizational unit more than once
- Reduce the length of time that a link between an object and the HR organizational unit exists.
- Delete a link between an object and the HR organizational unit.
- Go up a level in the overall hierarchy by using *One level up*.

You do **not** have to select the corresponding higher-level node to do so. The system automatically supplements it in the tree structure.

See also:

[Creating Organizational Units \[Page 27\]](#)

[Assigning, Reassigning, or Moving Organizational Units \[Page 31\]](#)

[Terminating or Deleting HR Organizational Units or Assignments \[Page 13\]](#)

[Selecting Key Date and Preview Period \[Page 12\]](#)

Detail area

In the **detail area**, you can display or process the master data for each object.

The Screen Areas

To display or process the master data for a particular object, choose the object by double-clicking on it in the tree structure.



In the **detail area**, you can do the following for the selected object:

- Change the validity period
- Change the processing period, which corresponds to the [preview period](#) [\[Page 12\]](#)

See also:

[Displaying or Changing Organizational Units \[Page 30\]](#)

Searching for Organizational Units

Use

In the **search area** you select one or more organizational units that you want to include in your organizational structure.

You can search for the following organizational units:

- [HR organizational units \[Ext.\]](#)
- [Cost centers \[Ext.\]](#)
- Inactive cost centers
- [Cost center groups \[Ext.\]](#)
- [Profit centers \[Ext.\]](#)
- Inactive profit centers
- Profit center groups
- [Company codes \[Ext.\]](#)
- [Controlling areas \[Ext.\]](#)

Prerequisites

- The HR organizational units that you are looking for must exist in the current plan version.
See Customizing for the relevant application component, under *Enterprise Organization* → [Setting Active Plan Variant \[Ext.\]](#).
- You have activated the enterprise organization for your application component.
See Customizing for the relevant application component, under *Enterprise Organization* → [Enter Settings for Enterprise Organization \[Ext.\]](#).

Procedure

Searching for Objects

1. Select the required organizational units.
The *Search for <Organizational Unit>* dialog box appears.
2. Enter a numeric key or a name.
To restrict the search further, choose an additional field.
You can also search by entering a *.
3. To transfer the hit list into the **selection area**, choose *Search*.
4. To supplement the list, choose the required organizational unit again, and then choose *Add*.
The organizational units that are found, are added to the list in the **selection area**.

Searching for Organizational Units



You can display more information in the hit list. You can do this to show the following columns for example:

- Assignment to enterprise organization

The system displays whether the object in question is already assigned to the enterprise organization.

- Link period

The system displays the period for which the object is assigned to the enterprise organization.

- Activation status

The system displays whether the object is active (green) or inactive (red).

If there is an [active and an inactive version \[Page 33\]](#) of the object, the system always displays the **inactive** version here. You can switch between versions in the detailed information for the object.

To display the additional columns, choose *Column configuration* and select the appropriate column. Choose *Continue*.

Creating/Displaying/Deleting Search Variants

1. Select the required organizational units.

The *Search for <Organizational Unit>* dialog box appears.

2. Enter the desired selection criteria for the search.
3. Choose *Create search variant* and enter a suitable name.
4. Choose *Enter*.

The system saves the selection criteria you enter as a search variant and assigns these to the appropriate organizational unit in the **search area**.

5. To check your entries, select the search variant and choose *Display search variant*.
6. To delete a search variant, select the variant and choose *Delete search variant*.



You can display the result of a search for a search variant directly in the **selection area**. To do so, choose the appropriate search variant by double-clicking on it.



You can scroll down/up the results of the search. Choose *Previous search result*, or *Next search result*.

Creating Organizational Units

Use

You create organizational units to create or change the organizational structure of your enterprise.

Prerequisites

You need to activate [enterprise organization \[Ext.\]](#) for your application component.

For more information, see Customizing for the relevant application component by choosing *Enterprise Organization* → [Enter Settings for Enterprise Organization \[Ext.\]](#).

Check the [key date and the preview period \[Page 12\]](#) and change the information if required. This time interval specifies the processing time frame for the enterprise organization, and is also set as the processing period for the contained CO objects.

Procedure

Creating a Root Organizational Unit

1. If you did **not** generate the enterprise organization from the standard hierarchy, you need to recreate the enterprise organization.

You do this in Customizing for the relevant application component by choosing *Enterprise Organization* → [Create Enterprise Organization \[Ext.\]](#)

The standard system contains a new [HR organizational unit \[Ext.\]](#) with the provisional title `New Organizational Unit`, which you can use as a root organizational unit.

2. In the **detail area**, overwrite the provisional entries.
3. Save your entries.

Creating Additional HR Organizational Units

1. To create further HR organizational units within an organizational structure, in the **overview area** select the organizational unit under which the new object is to be assigned.
2. Choose *Create* → *Organizational unit*



You can also [copy organizational units \[Ext.\]](#) that already exist. All of the characteristics of this organizational unit are copied also. You can adjust the data in the **detail area**.

3. To maintain the data for an HR organizational unit, double-click on the unit in the organizational structure.

Creating Cost Centers/Profit Centers

1. You can create more cost centers/profit centers:
 - a. In Customizing for the relevant application component by choosing *Enterprise Organization* → [Create Enterprise Organization \[Ext.\]](#)

Creating Organizational Units

- b. In the relevant application component by choosing *Master data* → *Enterprise organization* → *Change*.
2. To create cost centers/profit centers within an organizational structure, go to the **overview area** and select the HR organizational unit to which the cost center/profit center is to be assigned.
3. Choose *Create* → *Cost center/Profit center*.

The system displays the relevant master data in the **detail area**. Thus the system transfers the data using the inheritance principle (see the [Inheritance Principle \[Page 15\]](#)).



If a CO object is already assigned to an HR organizational unit, you **cannot** assign any additional CO objects.

4. Maintain the master data for the cost center or profit center.
5. Choose *Enter*.

The system saves the master data as [inactive \[Page 33\]](#).

The system displays the assignment of the cost center/profit center to the HR organizational unit of the structure in the **overview area**.



You can currently maintain **only cost center and profit center master data** in the enterprise organization. You can display the master data for controlling area and company code **only** from the organizational structure.

For more information about cost center master data, see [Cost Center Master Data \[Ext.\]](#).

For more information about profit center master data, see [Profit Centers \[Ext.\]](#).

Creating Cost Center Groups/Profit Center Groups

To generate a standard or alternative hierarchy from the enterprise organization, you must create the cost center groups or profit center groups first.

For more information, see Customizing for the relevant application under *Enterprise Organization* → [Generate Standard Hierarchy or Alternative Hierarchy \[Ext.\]](#).

1. You can create groups:
 - a. In Customizing for the relevant application component by choosing *Enterprise Organization* → [Create Enterprise Organization \[Ext.\]](#)
 - b. In the relevant application component by choosing *Master data* → *Enterprise organization* → *Change*.
2. To create groups within an organizational structure, in the **overview area**, select the HR organizational unit to which the group is to be assigned.

The **detail area** contains the data on the HR organizational unit for processing.

3. In the **detail area** on the tab strip *CO assignment*, choose either *Cost center group* → *Create*, or *Profit center group* → *Create*.

Creating Organizational Units

4. Enter the name of the group and a description.

The system transfers the group to HR organizational unit assignment to the structure in the **overview area**.



If you have **not** yet generated a **group** in the standard hierarchy from the enterprise organization, you can subsequently change the group name and the description.



If a group or an object is already assigned to an HR organizational unit, you **cannot** assign an additional group.

Displaying or Changing Organizational Units

Displaying or Changing Organizational Units

Use

You can display or change the master data on the individual organizational units.



You can currently change only **cost center and profit center master data** in the enterprise organization. You can display the master data for controlling area and company code **only** from the organizational structure.

Procedure

1. In the **selection area** or the **overview area** choose an organizational unit by double-clicking on it.

The **detail area** contains the master data on this object which you can display or edit.

- a. To select an organizational unit from the **selection area** you must already have searched for one or more organizational units (see [Searching for Organizational Units \[Page 25\]](#)).
 - b. To select an organizational unit in the **overview area**, you must already have transferred objects to this area or have created them there (see [Creating Organizational Units \[Page 27\]](#), [Assigning or Moving Objects \[Page 31\]](#)).
2. To display or change the master data, select the required tab strip in the **detail area**.
 3. Enter data as required.



In the **detail area**, you can do the following for the selected object:

- Change the validity period
 - Change the processing period, which corresponds to the [preview period \[Page 12\]](#)
4. Save your entries.

The system saves the master data as [inactive \[Page 33\]](#).

Assigning, Reassigning, or Moving Organizational Units

Use

To reflect changes to your organizational structure you can:

- **Assign** organizational units to the organizational structure.
- **Reassign** organizational units, by transferring them to a new position in the organizational structure.

This enables a time differentiation from the old assignment.

- **Move** organizational units, meaning they are moved to a new position on the same branch of the hierarchy.



Assignments normally become valid on the selected key date. Alternatively you can use a dialog box to enter any validity dates required when you assign organizational units (see [Activating/Deactivating Timeframe Query \[Page 14\]](#)).

Prerequisites

You have created an organizational structure; other organizational units may exist that have not yet been assigned to this structure.

From the structure, choose an organizational unit that you want to process. The organizational structure is displayed in the **overview area**. For more information, see [Searching for Organizational Units \[Page 25\]](#), and [Creating Organizational Units \[Page 27\]](#).

Procedure

Assigning organizational units

1. Search for an organizational unit (see [Searching for Organizational Units \[Page 25\]](#)).

The organizational unit is displayed in the **selection area**.

2. In the **selection area**, select the organizational unit.
3. In the **overview area**, assign the organizational unit to the superordinate organizational unit using *drag-and-drop*.

When you assign a cost center or profit center to an HR organizational unit using *drag-and-drop* the system makes the following comparisons:

- The profit center entered in the **cost center master data** with the one derived from the enterprise organization, and if required, changes the entry in the cost center master data.
- The controlling area entered in the **profit center master data** with the one derived from the enterprise organization, and if required, changes the entry in the profit center master data.

Assigning, Reassigning, or Moving Organizational Units

If the organizational unit was already assigned to the structure, the system differentiates the old assignment chronologically. This means that the organizational unit is assigned to the new item from the set key date.

4. Choose *Save*.

Reassigning or moving organizational units

1. In the **overview area**, select the organizational unit from the structure that you want to reassign or move.
2. To move the organizational unit within a hierarchy branch, choose *Move up* or *Move down*.
3. To reassign the organizational unit within the organizational structure, use *drag-and-drop* to assign it to the desired superordinate organizational unit.

This enables a time differentiation from the old assignment.



To navigate between activities, choose *Scroll forward* or *Scroll back*.

Active and Inactive Master Data

Use

A master record can be in an active and/or an inactive version. There are active/inactive master record versions for [cost centers \[Ext.\]](#), [business processes \[Ext.\]](#) and [profit centers \[Ext.\]](#).

Prerequisites

You are in the maintenance screen for the [Enterprise Organization \[Ext.\]](#).

Features

Active Master Data

The system works only with the **active** version of the master record. Therefore, only **active** master data is used for postings for example.

Inactive Master Data

If you change one or more of the values in a master record, the system initially saves these changes in a new **inactive** version without making the required consistency checks. This version is not used productively, for example, for postings.

When you create a new master record, the system initially creates an **inactive** version of the master record. To be able to use the master data productively, you need to activate the master record.



When you activate the master data, the system checks the data and if no inconsistencies, transfers it to the **active** version of the master record. The **inactive** version is deleted.

If there is an older **active** version of the corresponding master record, the system overwrites it.



Inactive master data is not transported, nor is it distributed via ALE. You cannot maintain **inactive** master data with either [single processing \[Ext.\]](#) or [collective processing \[Ext.\]](#).

Activities

You can activate or delete the corresponding inactive master data:

- In the [Enterprise Organization \[Ext.\]](#)
- In [standard hierarchy processing for cost centers \[Ext.\]](#)
- In the [standard hierarchy for profit centers \[Ext.\]](#)
- In [standard hierarchy processing for business processes \[Ext.\]](#)
- In Customizing for the relevant application, choose *Master Data* → <Object> → *Delete/activate inactive <objects>*.

Active and Inactive Master Data

See also

[Activating Inactive Master Data \[Page 35\]](#)

[Deleting Inactive Master Data \[Page 37\]](#)

Activating Inactive Master Data

Prerequisites

You are on the maintenance screen for the enterprise organization, and have already selected cost centers, business processes, or profit centers.



In the **search area** you can look for inactive cost centers, business processes, or profit centers.

Procedure

1. Select the inactive object that you want to activate,
 - a. In the list in the **selection area**, or
 - b. In the structure tree in the **overview area**.



You can select more than one object in the **selection area** and/or the **overview area**.

2. Choose *Activate*.

A dialog box appears that contains a list of all *inactive objects*. The objects that you selected in the selection list or structure tree are already marked in this list.



If you have not yet selected any objects, you can mark in this dialog box all the inactive objects that you want to activate.

3. In the dialog box choose *Activate*.

The system saves the objects as [active \[Page 33\]](#).



You can activate inactive master data in Customizing also. In Customizing for the relevant application component, choose *Master Data* → <Object> → *Activate inactive <object>*.

Result

The system changes the activation status in the **selection area** and in the **overview area** from inactive (red) to active (green).

In the **detail area** you see whether a master data was created, changed or deleted by looking at the status text.

Activating Inactive Master Data

If there is an active and an inactive master record version, you can switch between versions in the **detail area**. You can also trigger the checks for the inactive master record version.



You trigger activation and checking only after you have made all your changes. You can also select more than one object in the **selection area** and/or the **overview area** for this.

Deleting Inactive Master Data

Prerequisites

You are on the maintenance screen for the enterprise organization, and have already selected cost centers, business processes, or profit centers.



In the **search area** you can look for inactive cost centers, business processes, or profit centers.

Procedure

1. Select the inactive object that you want to delete,
 - a. In the list in the **selection area**, or
 - b. In the tree structure in the **overview area**.



You can select more than one object in the selection area and/or the overview area.

2. Choose *Delete inactive version*.

A dialog box appears that contains a list of all *inactive objects*. The objects that you selected in the selection list or structure tree are already marked in this list.



If you have not yet selected any objects, you can mark in this dialog box all the inactive objects that you want to delete.

3. In the dialog box, choose *Delete inactive version*.

The system deletes the marked inactive objects.



You can delete inactive master data in Customizing also. In Customizing for the relevant application component, choose *Master Data* → <Object> → *Delete inactive <objects>*.