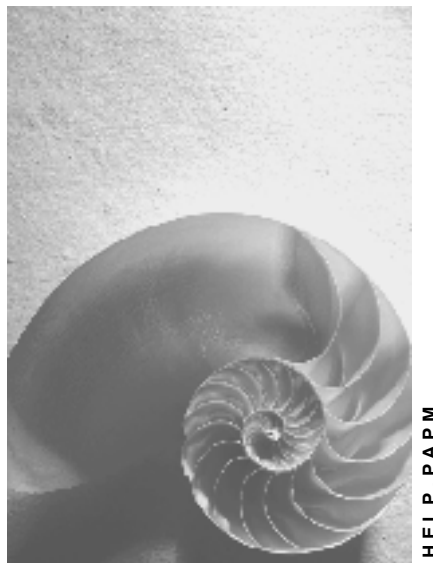


# HR Funds and Position Management (PA-PM)



**Release 4.6C**



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## Icons

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	Example
	Note
	Recommendation
	Syntax
	Tip

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## HR Funds and Position Management (PA-PM)

You have called up the Application Help. The following information is available for this R/3 context:

Two versions of the R/3 *HR Funds and Position Management* component are available: Please select the version used in your organization to call up the documentation for this version.

- [Standalone HR Funds and Position Management \[Page 11\]](#)
- [HR Funds and Position Management Integrated with Funds Management \[Page 192\]](#)

**See also:**

[Possible Uses/Scenarios \[Ext.\]](#)

## Standalone HR Funds and Position Management

### Purpose

The R/3 *HR Funds and Position Management* component gives you a detailed view of your overall personnel budget, and links this budget to the staff and positions in your organization.

*HR Funds and Position Management* allows you to finance and perform planning for persons and positions efficiently. One of the advantages of this is that you can use full-time equivalents (FTEs) to budget personnel expenditures.

*HR Funds and Position Management* is designed specially for:

- All types of public administrative bodies (federal, regional, or local)
- Public owned organizations
- Non-profit-making organizations such as universities, research centers, associations, and foundations
- Private-sector companies that wish to budget their personnel expenditure

### Implementation Considerations

The R/3 *Personnel Administration* component must also be available.

It is recommended that the R/3 *Organizational Management* component should also be implemented, since the *HR Funds and Position Management* component uses some of its functionality.

### Features

The R/3 *HR Funds and Position Management* component provides the following functionality:

- Create and execute an overall budget
- Define and manage an organizational structure
- Budget personnel expenditure
- Manage third-party funding for personnel expenditure
- Finance employees and positions for specific periods of time (monetary amounts or full-time equivalents)
- Define and activate budgeting rules
- Define and activate reclassification rules
- Earmark sections of the budget for sections of the organization
- Transfers
- Budget updates
- Manage the various execution phases of the personnel budget
- Carry forward the overall budget
- Reporting options

---

**Standalone HR Funds and Position Management**

**See also:**

[The Overall Budget Component \[Page 13\]](#)

[The Organization Component \[Page 274\]](#)

## The Overall Budget Component

### Definition

A component of *HR Funds and Position Management* where the personnel expenditure budget can be planned and executed.

### Use

You plan and execute your personnel budget in what is referred to as an overall budget. The *Overall Budget* component allows you to monitor and control the funds available for personnel expenditure in the overall budget. This gives you a clear overview of the positions and costs in your overall budget. It also enables you to see whether or not budget conditions are adhered to and met.

### Structure

The first stage of budget planning involves drawing up a draft overall budget. This overall budget contains objects. In *HR Funds and Position Management*, the objects in a budget hierarchy are referred to as *budget structure elements*.

You can allocate budgets (funds) to these budget structure elements so that they can be used for financing persons or positions. These budgets are expressed in the [budget currency \[Ext.\]](#).

You can also define additional information for the budget structure elements (e.g. who is responsible for the budget, an external budget number, or a plain text description). If required, you can also define budgeting rules for budget structure elements with FTE budgets.

If you want to manage third-party funding (funding from an external sponsor), you can create a separate overall budget for this purpose.

The various phases of the budget execution process are managed by means of budget statuses, which are assigned to the overall budget.

Once you have released the overall budget, you can start to execute it. An important part of this process involves allocating the individual budgets of the budget structure elements for the purposes of financing personnel expenditures. If you have defined an organizational structure, you can also finance persons via the positions that they hold.

The budget execution process might also involve creating transfers and budget updates so that the overall budget can reflect new circumstances. You can also define and activate budgeting rules and reclassification rules.

You can view and print out the overall budget and the interrelationships between the various budget structure elements, persons, and positions from a range of perspectives. This will provide you with the information you need, and allow you to monitor your budget more closely.

If you want to start planning your budget for the following year, you can carry forward the current overall budget to the next financial year and use it as a basis for planning.

#### See also:

[Overall Budget Creation \[Page 15\]](#)

[Budget Status \[Page 66\]](#)

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**The Overall Budget Component**

[Budget Execution \[Page 71\]](#)

[Carrying Forward of the Overall Budget \[Page 259\]](#)

[Reporting Options \[Page 340\]](#)

# Overall Budget Creation

## Purpose

This process describes how you create an overall budget for *HR Funds and Position Management*. An overall budget is a hierarchical structure containing so-called [budget structure elements](#) [Page 208]. You can structure the budget structure elements hierarchically (i.e. define the budget hierarchy) to suit your organization's individual needs.

Budgets are assigned to the budget structure elements contained in the budget hierarchy. You can then use these budgets for financing persons and positions. You can also create earmarkings, budgeting rules, reclassification rules, specify who is responsible for a budget, and display different views of the overall budget that you have created.

## Prerequisites

You must have defined financial years and a budget currency in Customizing (step: *Overall Budget* → *Overall Budget Basics*)

You must also have made all the necessary settings in the step *Overall Budget* → *Defining Budget Structure Elements* (especially the step *Define Budget Structure Element Types*) and in this way tailored the budget hierarchy to meet your own organizational requirements

## Process Flow

1. You define the budget hierarchy.
2. You assign budgets to the budget structure elements in the budget hierarchy.
3. If required, you create earmarkings, budgeting rules, and reclassification rules.
4. If applicable, you assign responsibility for a budget to a position.
5. You have the system check the overall budget to make sure that it does not contain any inconsistencies.
6. You can display the overall budget from a range of perspectives. This enables you to obtain the information you require, and allows you to monitor the budget more closely.

### See also:

[Definition of Budget Hierarchy](#) [Page 17]

[Budget Assignment](#) [Page 32]

[Earmarkings](#) [Page 218]

[Transferal of Responsibility for Budget](#) [Page 222]

[Processing of Budgeting Rules](#) [Page 78]

[Processing of Reclassification Rules](#) [Page 85]

[Overall Budget Check](#) [Page 224]

[Display: Overall Budget](#) [Page 226]

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**Overall Budget Creation**



## Definition of Budget Hierarchy

### Purpose

This process describes how you can define and edit a budget hierarchy for an overall budget that you want to set up in *HR Funds and Position Management*.

The budget hierarchy is used to define the [budget structure elements \[Page 208\]](#) and to show how they are linked hierarchically. Defining a budget hierarchy is the first step in setting up an overall budget.

Budgets (either monetary or FTE) are assigned to the budget structure elements in the budget hierarchy. These budgets can then be used to finance persons and positions.

In other words, the budget of a budget structure element contains the funding that is used to finance persons and positions in an overall budget.



In this process, you define the fundamental structure of the overall budget. This process does not, however, involve assigning budgets to budget structure elements.

### Prerequisites

You must have made the necessary settings in the *Overall Budget* section of Customizing (and, in particular, the section *Defining Budget Structure Element Types*). You can then tailor the budget hierarchy to your organization's individual needs.

### Process Flow

1. First, you specify basic information for a new overall budget (the financial year, and the top budget structure element).
2. You create more lower-level budget structure elements under this top budget structure element (root budget structure element), and in this way define a hierarchical structure for the overall budget.



[Example of a Budget Hierarchy \[Ext.\]](#)



The following [budget hierarchy \[Ext.\]](#) is used in the examples found in this documentation.

3. If required, you can specify additional information on the budget structure elements (e.g. who is responsible for a budget, the external budget number/name and a plain text description).
4. You can also assign the budget structure elements and their budgets to employee groups and subgroups, or to organizational units and positions (via earmarkings).

### Result

You have created a budget hierarchy containing budget structure elements to which you can now [assign budgets \[Page 32\]](#).

## Definition of Budget Hierarchy

If an overall budget already exists, you can follow the [Carrying Forward of Overall Budget \[Page 261\]](#) process to carry the budget hierarchy forward to the next financial year. This means that you do not have to re-enter budget structure elements that already exist.



It is possible to add [new budget structure elements \[Page 100\]](#) to an overall budget that has already been executed (e.g. because the government has approved additional budget funds).

### See also:

[Defining a Budget Hierarchy \[Page 19\]](#)


[Editing a Budget Hierarchy \[Page 21\]](#)

[Budget Structure Element \[Page 208\]](#)

## Defining a Budget Hierarchy

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall budget* → *Create*.

The *Create Overall Budget: Initial Screen* appears.

2. Select the tab page for the budget structure element type that you want to create as the **top** budget structure element (root object) in your overall budget.
3. Specify an abbreviation and name for the budget structure element.
4. If necessary, assign a different [validity period \[Page 25\]](#).
5. Specify the financial year for which you want to create the budget structure element.
6. Choose .

The budget structure element is created, and the *Change Overall Budget* screen appears.



You want to create the overall budget for the Department of the Environment:

<b>Abbreviation</b>	DE	<b>Budget structure element type</b>	Federal Office
<b>Name</b>	Dept. of Environment	<b>Financial year</b>	1999

7. Select the budget structure element for which you want to create further budget structure elements.




When you create budget structure elements, remember that budget structure elements with monetary budgets can only be broken down into budget structure elements with FTE budgets. You cannot, however, create a budget structure element with a monetary budget underneath a budget structure element with an FTE budget.

8. Choose .

The *Create Budget Structure Element* dialog box appears.

9. Select a *budget structure element type*.
10. Specify an abbreviation, name and, if applicable, a shorter validity period for the new budget structure element.



This step-by-step procedure does not deal with assigning budgets to the budget structure elements that you create (which you can do by choosing  *Details*). The assignment of budgets to budget structure elements is covered by the process entitled [Budget Assignment \[Page 32\]](#).

11. Choose  *Check*, and then choose .

The budget structure element you have just created is now visible on screen.

**Defining a Budget Hierarchy**

12. To break down a budget structure element further, repeat steps 6 through 9 above until you have defined the entire budget hierarchy.



You want to break the budget structure element *Dept. of Environment* down further into the budget structure elements *Regional Office*, *Personnel Expenditure*, *Personnel Expenditure for Civil Servants* and *Salaried Staff*.


By repeating steps 6 through 9, you create the following budget structure elements:

Budget Structure Element Type	Regional Office	Personnel Expenditure	Wages and Salaries	Wages and Salaries
Object Abbreviation	RO	PE	PEC	PES
Name	Regional Office	Personnel Expenditure	Personnel Expenditure for Civil Servants	Personnel Expenditure for Salaried Employees

## Editing a Budget Hierarchy

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose .
3. Click on the budget structure element that you want to edit.

The table below lists the options available to you.



The editing options available to you will depend on what the *budget status* is.

Function	Menu path	Comments
Rename budget structure element	<i>Edit → Rename</i>	
Reassign/move budget structure element	<i>Edit → Reassign</i>	You use this function to move a budget structure element somewhere else in the budget hierarchy.
Delete budget structure element	<i>Edit → Delete → Budget structure element</i>	You use this function to delete a budget structure element.
Copy budget hierarchy	<i>Edit → Copy → Budget hierarchy</i>	You use this function to create a copy of a budget hierarchy and all its budget structure elements.
Copy budget structure element	<i>Edit → Copy → Budget structure element</i>	You use this function to create a copy of a budget structure element.
Prioritize budget structure elements	<i>Edit → Prioritize budget structure elements</i>	You use this function to specify a sort sequence for budget structure elements.
Change budget structure element attributes	<i>Extras → Budget structure element attributes</i>	You use this function to change the classification of the budget of a budget structure element.
Store description	<i>Extras → Description → General description</i>	You use this function if you want to store a detailed description for a budget structure element.
Specify external number/name	<i>Extras → External number/name</i>	You can use the external number/name as a search term when accessing the overall budget.

**Editing a Budget Hierarchy**

Display budget structure element assignment	<i>Extras → Budget structure element assignment</i>	You use this function if you want to display where the budget structure element fits into the budget hierarchy.
---	---	---

# Budget Structure Element

## Definition

An HR budget structure element is an object in an HR budget hierarchy.

## Use

You can use budget structure elements to show the hierarchical relationships that exist in a budget hierarchy. Once you have defined the budget hierarchy, you can assign budgets to the budget structure elements in it.

These budgets represent preliminary estimates for personnel expenditure in a financial year. They are expressed in the [budget currency \[Ext.\]](#). You use the budgets of the budget structure elements to finance persons and positions.

## Structure

The attributes of a budget structure element are defined in Customizing by means of budget structure element types.

Budget structure element attributes defined by means of budget structure element types include:

- Budget units (full-time equivalents, or monetary values)
 

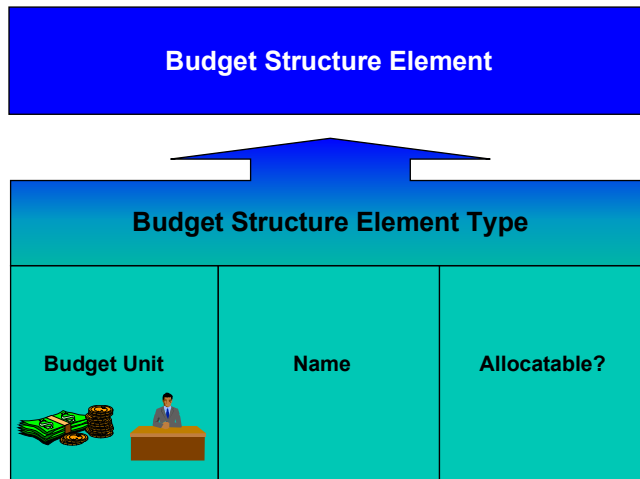
Budget units are the units in which the budgets assigned to a budget structure element are managed. The following [budget models \[Ext.\]](#) are available:

  - Pooling Model
  - Capacity Model (specific to Germany)
- Name
 

This refers to the name of the budget structure element (e.g. Personnel Expenditures, Salaries, Wages, Salaries for Civil Servants, etc.).
- Whether or not the budget can be allocated
 

This information determines whether the budget in question can be used to finance persons or positions, or whether it is merely a summarization unit.

Budget Structure Element





## Validity Period

### Definition

In this context, “validity period” refers to the period during which budget structure elements and rules are valid, regardless of the financial year.

### Use

When you create an overall budget or budget element, you might already know that the object in question (third-party funding, for example) will only exist for a specific period of time. Also, the rules you define for budgets (‘lock’ budgeting rules, for example) can sometimes extend over and beyond the current financial year. You can map this in the system by defining a validity period for the object in question.

When you carry forward an overall budget to the next financial year, the system takes the validity period into account.



You have received third-party funding for one of your research projects. This funding has been provided for the purposes of financing one researcher's position for a period of 3.5 years. When you create the budget structure element for this funding, you would define a validity period of 3.5 years. This will mean that the budget structure element in question will be carried forward from financial year to financial year for as long as it is valid. Once the validity period of the budget structure element expires, you will not be able to carry it forward to the subsequent financial year.

You can change the end date of a budget structure element's validity period as long as the budget structure element has not been carried forward to the financial year in which the previous validity end date fell.

### See also:

[Changing a Validity Period \[Page 26\]](#)

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Changing a Validity Period

## Changing a Validity Period

### Use

This procedure tells you how change the [validity period \[Page 25\]](#) of a budget structure element.

### Procedure

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.
2. Click the budget structure element whose validity period you want to change.
3. Choose *Extras* → *More* → *Validity period*.
4. Enter the new validity end date of the budget structure element.



You can change the end date of a budget structure element's validity period as long as the budget structure element has not been carried forward to the financial year in which the previous validity end date fell.

5. To have the system check your entries, choose *Check*.
6. To save your entries, choose .

### Result

You have changed the validity period of a budget structure element. The system will take this new validity period into account when the overall budget is carried forward.

## Defining Employee Groups and Employee Subgroups

You have called up the Application Help. The following information is available for this R/3 context:

- [Defining an Employee Group and Employee Subgroup for a Budget Structure Element \[Page 28\]](#)
- [Defining an Employee Group and Employee Subgroup for a Position \[Page 289\]](#)

## Defining an Employee Group and Employee Subgroup for a Budget Structure Element

## Defining an Employee Group and Employee Subgroup for a Budget Structure Element

### Use

If you assign an employee group and employee subgroup to a budget structure element, then the system proposes the *country grouping*, *pay scale type*, *pay scale area*, *grouping for pay scale provisions* and the *name of the pay scale group* for lower-level FTE budget structure elements when you assign budget to the budget structure element.

### Prerequisites





You must have worked through the Customizing step *Personnel management* → *Personnel administration* → *Payroll Data* → *Basic Pay* → *Determine Default for Pay Scale Data*.

The overall budget must have the budget status *Proposed*.


### Procedure

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose .
3. Select the budget structure element that you want to maintain.
4. Choose .
5. Select an *employee group* and *employee subgroup*.
6. Choose  *Check*.
7. If no errors are detected by the check, choose .



If you want to delete the employee group and employee subgroup defined for a budget structure element, choose .

## Overall Budget Access

You can access the overall budget in the following ways:

- [Via a budget structure element \[Page 212\]](#)
- [Via the position responsible \[Page 213\]](#)

If your *HR Funds and Position Management* component is integrated with the *Funds Management* component, you can also access the overall budget in the following way:

- [Via Funds Management account assignment \[Page 211\]](#)

### See also:

[Overall Budget \[Page 13\]](#) (HR Funds and Position Management)

[Overall Budget \[Page 194\]](#) (HR Funds and Position Management integrated with Funds Management)

## Accessing the Overall Budget Via a Budget Structure Element

## Accessing the Overall Budget Via a Budget Structure Element

1. Choose Human resources → *Personnel management* → *HR funds and position management* → *Overall budget* → *Change*.

The *Overall Budget: Initial Screen* appears.

2. Select the tab page of the *budget structure element type* that you require, and select *Overall budget* or *Allocation* in the *View* group box.



If you select the *Overall budget* view, the budget hierarchy is displayed. If you select the *Allocation* view, the allocations of the overall budget are displayed.

3. Select a *budget structure element*, and specify the appropriate *financial year*.



You can use the search functions provided to select a budget structure element.

4. Choose  .

The name of the budget structure element and the budget status are displayed.

5. Choose  .

The *Change Overall Budget* screen appears.

**See also:**


[Overall Budget \[Page 13\]](#) (HR Funds and Position Management)

[Overall Budget \[Page 194\]](#) (HR Funds and Position Management integrated with Funds Management)

## Accessing the Overall Budget via the Position Responsible

1. Choose Human resources → *Personnel management* → *HR funds and position management* → *Overall budget* → *Change*.

The *Overall Budget: Initial Screen* appears.

2. Choose .

The *Access Overall Budget via Position Responsible* screen appears.

3. Select the position that is stored in the system as the *position responsible*.
4. Enter the appropriate *financial year*, and select either *Overall budget* or *Allocation* in the *View* group box.



If you select the *Overall budget* view, the budget hierarchy is displayed. If you select the *Allocation* view, the allocations of the overall budget are displayed.

5. Choose *Overall budget* → *Change* or *Overall budget* → *Display*.



Alternatively, you can access the **area of responsibility** stored for you in the system, by choosing *Own area*. If you do this, the system takes your user name, and determines the budget structure elements for which you are responsible.

### See also:

[Overall Budget \[Page 13\]](#) (HR Funds and Position Management)

[Overall Budget \[Page 194\]](#) (HR Funds and Position Management integrated with Funds Management)

## Budget Assignments

# Budget Assignments

## Purpose

This process involves assigning budgets to the budget structure elements you have created.

You take a budget hierarchy, which you defined in the process [Definition of Budget Hierarchy \[Page 17\]](#), and assign the appropriate budgets (either monetary or full-time equivalent) to the individual budget structure elements contained in this hierarchy. In the case of FTE budgets, assigning budgets involves assigning the full-time equivalents, and also classifying the budget (i.e. assigning the appropriate pay scale characteristics).

Budget assignment provides a basis for executing the budget (e.g. for financing persons or positions).

## Prerequisites

You must have made the following Customizing settings for *HR Funds and Position Management*:

- In the Customizing step *Overall Budget → Defining Budget Structure Element Types → Define Budget Structure Element Types*, you specified how every budget structure element type in your budget hierarchy should be classified (i.e. whether the budget of a specific budget structure element should be defined in monetary amounts or full-time equivalents, and whether it is possible to allocate the budget of this budget structure element).
- If you want to work with FTE budgets, you must have defined the default values to be used for the various pay scale groups and special pay scale groups (step: *Overall Budget → Pay Scales and Pay Scale Classifications → Defining Default Values*).



The monetary pay scale classification (default value amount) stored for FTE budgets is always the average pay of the pay scale group in question. A person's actual pay is not used for classifying budgets.

You must also have defined a budget hierarchy (i.e. created individual budget structure elements), and the overall budget must have the budget status *Proposed* or *Being revised*.



If you create a new overall budget, or carry forward an existing budget, it is automatically given the status *Proposed*.

## Process Flow

1. You can use various search functions in the SAP System to help you find the budget structure element to which you wish to assign a budget.
2. There are two ways of assigning budget: *top-down* and *bottom-up*.

The top-down method allows you to display the budget still available, and to allocate this budget to lower-level budget structure elements.



## Budget Assignments

In the bottom-up method, the budgets at the lowest level of the budget hierarchy are processed first. The available budget for the higher-level budget structure element is flagged as *Exceeded* and can be assigned accordingly.

A combination of both methods is also possible.

The following budget assignment scenarios are possible:

- If the budget is a *monetary* budget, enter the appropriate monetary amount as the original budget.
- If the budget is a full-time-equivalent budget (FTE budget), enter the original budget as FTEs.

In all cases, the SAP System summarizes the budgets assigned at the various levels of the budget hierarchy. Any FTEs are converted into monetary amounts.

3. If necessary, you can change, copy, or delete budget structure elements after they have been assigned budgets.

## Result

You have assigned budgets to your budget structure elements. For information and monitoring purposes, you can use the [Display: Overall Budget \[Page 226\]](#) function to display and print out your overall budget and the individual budgets in it. You can also start a consistency check.

Once the [budget status \[Page 66\]](#) has been changed, you can start executing the overall budget (i.e. financing persons or positions with the budgets assigned to the budget structure elements).

### See also:

[Top-Down Budget Assignment \[Page 34\]](#)

[Bottom-Up Budget Assignment \[Page 40\]](#)

## Top-Down Budget Assignment

## Top-Down Budget Assignment

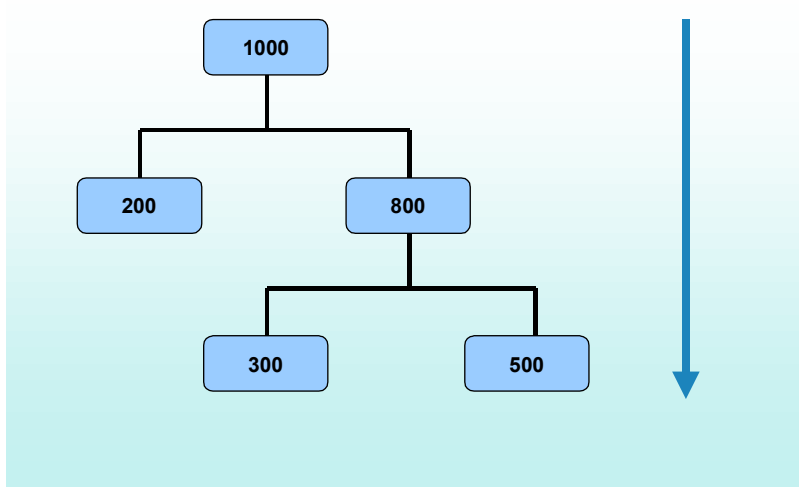
### Use

In top-down budget assignment, you can display the available budget of a budget structure element and distribute this among the lower-level budget structure elements.

You specify the budget that is to be assigned to the budget structure element in question using an *original budget* for monetary budgets (i.e. a monetary amount, say, \$ 110,000) or using a *budget classification* for FTE budgets (e.g. 1.5 full-time equivalents of a position in pay scale 12).



You define a budget for the top budget structure element. Before you assign budgets to lower-level budget structure elements, you can display how much of the budget you can still assign without exceeding the overall budget.



By assigning budgets to budget structure elements, you can finance employees, or the positions in your organizational structure. You do this in the processes [Financing \[Page 174\]](#) and [Budget Allocation \[Page 73\]](#).

### Features

The system summarizes the budgets already assigned at the various levels of the budget hierarchy. Based on whether a budget is a monetary budget or FTE budget, the system displays the budget amount that can still be assigned for a budget structure element.

#### See also:

[Assigning Budgets \(Top-Down\) \[Page 36\]](#)




## Assigning Budgets (Top-Down)

## Assigning Budgets (Top-Down)

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



Make sure that the budget status is *Proposed*.

2. Click on the *top budget structure element*, and choose .
3. Choose *View* → *Original budget*.

How you proceed from here will depend on whether the budget of the budget structure element is a monetary budget or an FTE budget:


If the budget is a...	See:
Monetary budget	<a href="#">Assigning a Monetary Budget (Top-Down) [Page 37]</a>
Full-time equivalent budget	<a href="#">Assigning a Full-Time Equivalent Budget (Top-Down) [Page 39]</a>

## Allocating a Monetary Budget (Top-Down)



1. Call up the dialog box for entering the budget amount by double-clicking the *highest* budget structure element in the budget hierarchy.
2. Enter the input amount for the budget, and specify a time base for the budget.
3. If necessary, enter *administrative information*.




The  button does not yet mean anything for the highest budget.

4. Choose  *Check*.

The system displays the total budget amount.

5. To save the budget, choose .
6. Call up the dialog box for entering the budget amount by double-clicking one of the budget structure elements at the next level down in the budget hierarchy.
7. Choose .



The system displays the budget amount that you can still assign to this budget structure element. The *available budget* is the funding that a budget structure element's budget can provide for other budget structure elements' budgets once the funding already made available has been deducted. It is the difference between the *current budget* (of the highest budget structure element) and *application of budget* (for other budget structure elements).

8. If you want to use the *available budget* amount shown, choose *Transfer*. To return to the input screen, choose .


If you chose *Transfer*, the system now displays the amount that was proposed.



Make sure that no more budget is available for other budget structure elements afterwards.

9. Either accept the amount proposed, or enter a different input amount.
10. Specify the *time base* for the budget.
11. To store administrative information, choose .
12. Choose  *Check*.

The system displays the total budget amount.

13. To save the budget, choose .



By repeating steps 6 through 13, you can allocate budgets to further monetary budget structure elements.

---

Allocating a Monetary Budget (Top-Down)

## Assigning FTE Budgets (Top-Down)

1. Call up the dialog box for entering the budget amount by double-clicking the budget structure element to which you want to assign a budget.



Please make sure that the budget of the budget structure element in question is a full-time-equivalent budget.

2. In the *Pay scale classification* box, enter the *pay scale classification* for the budget.



The procedure [Defining Employee Groups/Subgroups \[Page 28\]](#) shows you how to display default values at this point.

3. If the pay scale group that you want to enter is a special pay scale group, select *Special pay scale group*.
4. Choose *Check*.

The system displays the names of the pay scale fields, and the corresponding pay scale details.

5. Choose .

The system displays the *available budget* (i.e. how many FTEs can still be assigned to this budget from the budget of the higher-level budget structure element).

6. If you want to use the *available budget* amount shown, choose *Transfer*. To return to the input screen, choose .

If you chose *Transfer*, the system now displays the full-time equivalents that were proposed.



Make sure that no more budget is available for other budget structure elements afterwards.

7. Either accept the amount proposed, or enter a different number of full-time equivalents manually.
8. To store administrative information, choose .
9. Choose *Check*.
10. To save the budget, choose .

## Bottom-Up Budget Assignment

## Bottom-Up Budget Assignment

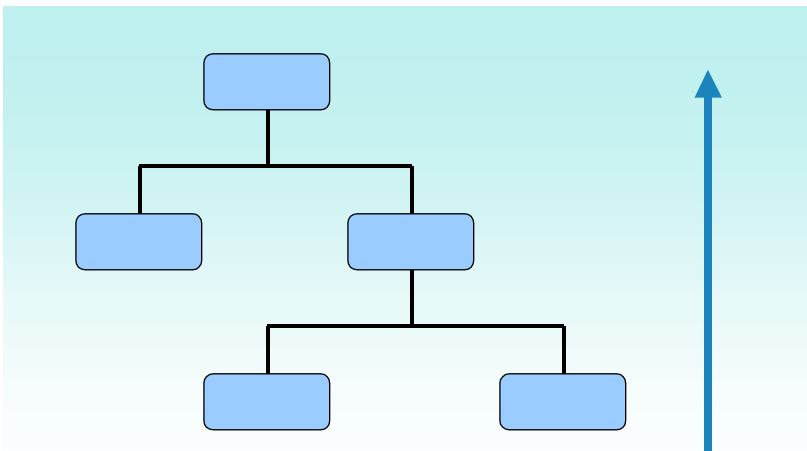
### Use

You can use this function to identify that the total budget assigned to a lower-level budget structure element has **exceeded** the overall budget, and you can balance this out.

Starting from the lowest-level budget structure element and working up, you assign budgets to the budget structure elements in your budget hierarchy. The system calculates and displays the budget required by each higher-level budget structure element.



You assign a budget to the lowest budget structure element in the budget hierarchy. The system flags the budget of the superordinate budget structure element as being exceeded, since no budget has been proposed there yet. You can balance out the overall budget again by assigning the corresponding amount of budget to the higher-level budget structure element.



By assigning budgets to budget structure elements, you can finance the persons and positions in your organizational structure. You do this in the processes [Financing \[Page 174\]](#) and [Budget Allocation \[Page 73\]](#).

### Features

The system summarizes the budgets already assigned at the various levels of the budget hierarchy. On the basis of whether the budget structure element has a monetary budget or FTE budget, the system displays the budget required by the budget structure element to which you want to assign a budget.

#### See also:

[Assigning Budgets \(Bottom-Up\) \[Page 42\]](#)






## Assigning Budgets (Bottom-Up)

## Assigning Budgets (Bottom-Up)

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



Make sure that the budget status is *Proposed*.

2. Click on the *top budget structure element*, and choose .
3. Choose *View* → *Available budget*.

The system displays the available budget for the individual budget structure elements.




4. Call up the dialog box for entering the budget amount by double-clicking the *lowest budget structure element* in the budget hierarchy that is to be assigned a budget.


The rest of the procedure depends on how the budget is classified.

If the budget is a...	See:
Monetary budget	<a href="#">Assigning a Monetary Budget (Bottom-Up) [Page 43]</a>
Full-time equivalent budget	<a href="#">Assigning a Full-Time Equivalent Budget (Bottom-Up) [Page 44]</a>

5. A negative available budget is displayed for the higher-level budget structure element in the *Change Overall Budget* screen. The system represents the negative available budget by highlighting it.
6. Process your budget hierarchy, starting at the bottom and working up. Balance out the negative available budget of each budget structure element by assigning the required budget as described in step 4.

## Allocating a Monetary Budget (Bottom-Up)

1. In the *Input amount* field, enter the original budget for the budget structure element.
2. In the *Time base* field, specify the *period* that applies to the budget.
3. To store administrative information, choose .
4. Choose  *Check*.
5. To save the budget, choose .  

The system informs you that the higher-level budget has been exceeded. Don't worry, this is absolutely normal when you start allocating budget from the bottom and work your way up the budget hierarchy. Confirm the warning by choosing .
6. Now continue by working through the procedure [Allocating a Budget \(Bottom-Up\) \[Page 42\]](#) (starting with step 4).

## Allocating a Full-Time Equivalent Budget (Bottom-Up)

## Allocating a Full-Time Equivalent Budget (Bottom-Up)

1. In the *Pay scale classification* box, enter the *pay scale classification* for the budget.



The procedure [Defining Employee Groups/Subgroups \[Page 28\]](#) shows you how to display default values at this point.

2. If the pay scale group that you want to enter is a special pay scale group, select *Special pay scale group*.
3. Choose *Check*.

The system displays the names of the pay scale fields, and the corresponding pay scale details.

4. Enter the original budget (i.e. the number of full-time equivalents) that the budget is to contain.
5. To store administrative information, choose .
6. Choose *Check*.
7. To save the budget, choose .

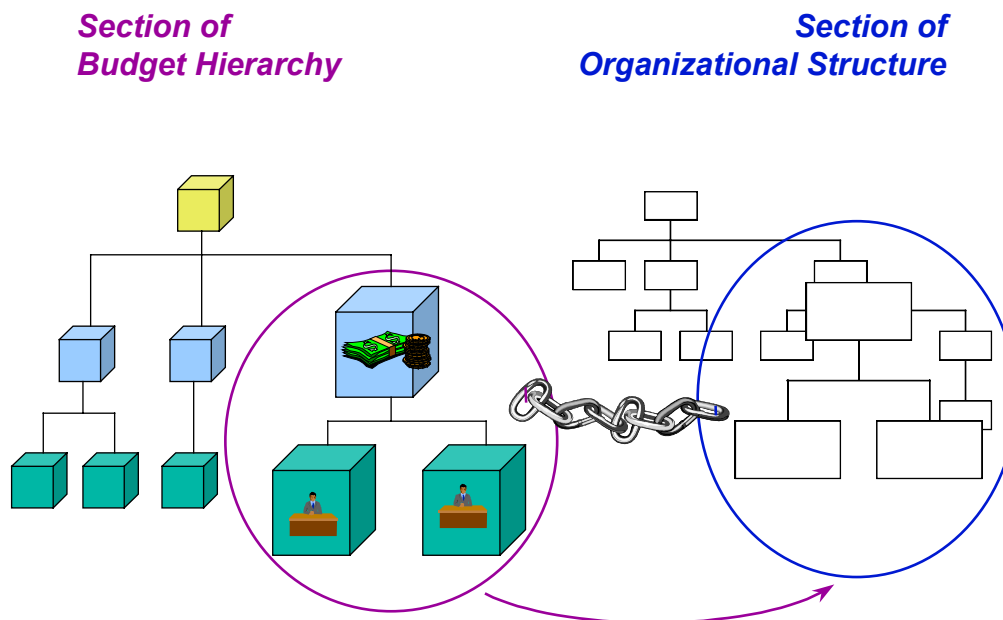
The system informs you that the higher-level budget has been exceeded. Don't worry, this is absolutely normal when you start allocating budget from the bottom and work your way up the budget hierarchy. Confirm the warning by choosing .

8. Now continue by working through the procedure [Allocating a Budget \(Bottom-Up\) \[Page 42\]](#) (starting with step 4).

## Earmarkings

### Use

You can use earmarkings to assign the budgets of budget structure elements to an organizational unit, or to a position. This means that, on the basis of your system settings, you can only use the earmarked budget to finance the organizational unit or position in question.



This means that, when you are financing persons or positions, you can use earmarkings to select the budgets structure elements that are allowed for the persons or positions in question.

If you assign funds using the budget of a budget structure element that is earmarked for a different organizational unit or position, the system issues a message telling you that you are violating an earmarking.

### Prerequisites

In Customizing, you must have specified how the system should react if an earmarking is violated (step: *Overall budget* → *Settings for Financing Persons/Positions* → *Define System Reactions for Financing*).

You must already have defined an organizational structure.

## Earmarkings

### Features

You can create an earmarking between a budget structure element (and, consequently, its budget) and an organizational unit or position.

If you define an earmarking for a budget structure element, this means that the system assigns the budget proposed for this budget structure element to a specific organizational unit or position, and uses this budget to finance the organizational unit or position in question.

#### See also:

[Creating an Earmarking \[Page 220\]](#)

[Editing Earmarkings \[Page 221\]](#)

## Creating an Earmarking


### Use

You can use earmarkings to assign the budgets of budget structure elements to an organization, a section of the organizational structure, or to a position.



### Prerequisites


1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose .
3. Select the budget structure element that you want to assign to an organization, a section of the organizational structure, or to a position.
4. Choose *Extras* → *Earmarking* → *Create*.

The *Create Earmarking* dialog box appears.

5. In the *Object type* and *Object ID* fields, enter data on the organizational unit or position for which you want to earmark the budget of the budget structure element in question.
6. Choose  *Check*.
7. To save the earmarking, choose .

If you have specified in your [user-specific settings \[Page 301\]](#) that an earmarking should be displayed, then the earmarking you have created is represented by the  icon on the *Change Overall Budget* screen.

### Result

You have earmarked the budget of a budget structure element for a specific organizational unit, section of the organizational structure, or position.

You can take this earmarking into account when you finance positions. If you want to select a budget structure element whose budget is permitted for financing, you can search in the system by using the *Find via earmarking* function. The system will then only display budget structure elements whose budgets are earmarked for the position in question.

### See also:

[Earmarkings \[Page 218\]](#)

[Editing Earmarkings \[Page 221\]](#)

## Editing Earmarkings

## Editing Earmarkings

### Prerequisites


You have created an [earmarking \[Page 218\]](#).


### Procedure

To edit an earmarking, proceed as follows:

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose .
3. In your [user-specific settings \[Page 301\]](#), specify that earmarkings should be displayed.

The icon  on the *Change Overall Budget* screen means that an earmarking exists for the object in question.

4. Place your cursor on the  icon.

The table below lists the options available to you.

Function	Menu path	Comments
Display earmarking	<i>Extras → Earmarking → Display</i>	You can specify that an existing earmarking should be displayed in your <a href="#">user-specific settings [Page 301]</a> .
Delete earmarking	<i>Extras → Earmarking → Delete</i>	You use this function to delete an existing earmarking.
Delimit earmarking	<i>Extras → Earmarking → Delimit</i>	You use this function to define an earlier end date for the earmarking (historical record is kept).

#### See also:

[Earmarkings \[Page 218\]](#)

[Creating an Earmarking \[Page 220\]](#)



## Transferal of Responsibility for Budget

### Use

You can use this function to define that a *position* is responsible for a budget structure element and its corresponding budget, or for a section of the budget hierarchy. This allows you to map responsibilities for budget execution. If the position is staffed, the responsibility for the budget is transferred to the holder of the position.



You assign responsibility for the *General Administration* budget to the position *Budget administrator* in the Internal Administration department. The holder of this position is Stephen Goldberg. Since responsibility for the budget has been assigned to this position, Stephen Goldberg is displayed as being responsible for the budget.

Since responsibility for a budget has been specified in the system, you can only display (in the *Overall Budget* component of HR Funds and Position Management) the section of the budget hierarchy that was assigned to a specific position ([Accessing a Budget Via the Position Responsible \[Page 213\]](#)).

You can specify that responsibility for a budget should be displayed permanently in the *Overall Budget* and *Organization* components of HR Funds and Position Management by making the necessary [user-specific settings \[Page 301\]](#).

### Features




Assigning responsibility for a budget to a position so that budget responsibilities can be mapped for budget execution.

#### See also:

[Assigning Responsibility for a Budget \[Page 223\]](#)

## Assigning Responsibility for a Budget


## Assigning Responsibility for a Budget

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.
2. Click on the *top budget structure element*, and choose .
3. Select the *budget structure element* to which you want to assign a position responsible.
4. Choose *Extras* → *Position responsible* → *Create*.
5. Select the *position* to which you want to assign responsibility for a budget.
6. Once you have selected a position, choose .
7. If necessary, specify a different *validity period* for the relationship by choosing  *Period*.



The system proposes a validity period that extends from today's date through to the last day of the current financial year.

8. Choose .

If you have specified in your [user-specific settings \[Page 301\]](#) that a *position responsible* should be displayed, then responsibility for the budget is represented by the  icon on the *Change Overall Budget* screen.

## Definition of Budgeting Rules

### Purpose

You can use [budgeting rules \[Ext.\]](#) to decrease the available budget of budget structure elements, or to freeze it for a specific period of time.

This process describes how you define budgeting rules for budget structure elements with FTE budgets in the budget hierarchy. Budgeting rules reduce the number of FTEs available in the overall budget. For this reason, you can only define budgeting rules for FTE budgets (and not for monetary budgets).



Your overall budget contains a specific budget structure element which has a budget of 1 FTE. You use this budget to finance the position of *Accounting clerk*. The holder of this position is Thor Nielsen. Mr. Nielsen is going to retire on June 30 this year. When he retires, the position will become obsolete, and the budget used to finance it can be saved. You define a budgeting rule that locks the corresponding budget as of July 1. This means that the budget of the budget structure element can no longer be allocated.

Since budgeting rules are entirely user-definable (Customizing), you should read through the following points:

- In a normal working environment, a distinction is drawn between “lock” rules and “remove” rules.  
When a budgeting rule that locks FTEs comes into effect, the budget of the budget structure element cannot be used within the validity period specified. When a budgeting rule that removes FTEs entirely comes into effect, the budget is no longer available and cannot be made available again. The original budget is reduced when the overall budget is carried forward to the next financial year.
- Budgeting rules that are triggered by an event are referred to as **event-driven budgeting rules**. You have to [activate \[Page 81\]](#) these budgeting rules in the current overall budget.
- Budgeting rules that are defined for specific dates are referred to as **date-driven budgeting rules**. These budgeting rules take effect in the validity period specified, and are converted by the system (i.e. the current budget is reduced by the number of FTEs defined in the budgeting rule).

### Prerequisites

You must have made the following settings in Customizing for *HR Funds and Position Management*:

- You must have defined budgeting rules in the step *Overall Budget → Rules Used for Budgets → Define Budgeting Rules*.
- You must have assigned budgeting rules to specific budget structure element types in the step *Overall Budget → Rules Used for Budgets → Assign Budgeting Rules to Specific Budget Structure Element Types*.

The overall budget must have the budget status *Proposed*, *Released*, *Released provisionally*, or *Being revised* when the budgeting rule is defined.

## Definition of Budgeting Rules

### Process Flow

1. You can define a budgeting rule for a budget structure element with an FTE budget.



In the system, defining budgeting rules is referred to as “creating” budgeting rules.

2. You flag the budgeting rule as an external rule or an internal rule.

Budgeting rules mentioned in the official documents that accompany budgets are regarded as binding, and are flagged as **external budgeting rules** in *HR Funds and Position Management*.

Any budgeting rules that you yourself define during budget execution are flagged as **internal budgeting rules**.

3. If required, you can store additional administrative information on budgeting rules.
4. If you need to, you can change or delete budgeting rules that have been created.
5. If applicable, you activate event-driven budgeting rules when the event in question occurs.

#### See also:

[Defining Budgeting Rules \[Page 80\]](#)


[Activation of Budgeting Rules \[Page 81\]](#)

[Processing of Budgeting Rules \[Page 83\]](#)




## Defining Budgeting Rules




1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose .
3. Select the *budget structure element* for which you want to define a budgeting rule.
4. Choose *Extras* → *Budgeting rules* → *Create*.

The *Create Budgeting Rule* dialog box appears. The number of FTEs available is displayed in the top part of the dialog box.

5. In the *Rule* box, select a type of budgeting rule, and, if necessary, assign a different *validity period* to the budgeting rule.
6. In the *Activ. budget* field, enter the number of full-time equivalents that the budgeting rule is to apply to.
7. If the budgeting rule is to appear in the official documents that accompany the budget, select *External rule*.
8. To store administrative information, choose .
9. To have the system check your entries, choose  *Check*.
10. To save the budgeting rule, choose .

The icon  appears beside the budget structure element on the *Change Overall Budget* screen. You can display the type of rule involved by clicking . If you click , the system displays detailed information on the budgeting rule you have defined.

## Processing of Reclassification Rules

# Processing of Reclassification Rules

## Purpose

When you define a [reclassification rule \[Ext.\]](#) for a budget structure element, you are in effect specifying that the pay scale classification of its budget will be changed.

This enables you to transfer FTEs from the budget of one budget structure element to a new budget structure element whose budget has a different pay scale classification.

This process describes how you define a reclassification rule for budget structure elements with FTE budgets in an overall budget.



You have a budget with 5 FTEs for Pay Scale 2. Due to organizational changes, you now only require 3 Pay Scale 2 FTEs, and 2 Pay Scale 1 FTEs. By defining a reclassification rule, you can convert 2 Pay Scale 2 FTEs into Pay Scale 1.

The attributes of reclassification rules are entirely user-definable (Customizing).

## Prerequisites

You must have made the appropriate settings in the following Customizing steps: *Overall Budget* → *Rules Used for Budgets* → *Define Reclassification Rules* and *Define Reclassification Rules to Specific BS Element Types*.

The overall budget must have the budget status *Proposed*, *Released*, *Released provisionally*, or *Being revised*.

## Process Flow

1. You can define reclassification rules for budget structure elements with FTE budgets.



In the system, defining reclassification rules is referred to as “creating” reclassification rules.

2. If required, you can store additional administrative information on reclassification rules.
3. If you need to, you can change or delete reclassification rules that have been created.
4. When reclassification rules are activated, a new budget structure element is created with the reclassified FTEs as its budget. You can assign this new budget structure element anywhere in the budget hierarchy, or have it automatically assigned beneath the donor budget structure element.
5. You can use the reclassified budget structure element and its budget to finance employees and positions.

### See also:

[Defining Reclassification Rules \[Page 87\]](#)

[Activating Reclassification Rules \[Page 89\]](#)

[Editing Reclassification Rules \[Page 91\]](#)

## Creating Reclassification Rules

## Creating Reclassification Rules

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



The overall budget must have the budget status *Proposed* or *Released*.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose
3. Click the *budget structure element* for which you want to define a reclassification rule.
4. Choose *Extras* → *Reclassification rule* → *Create*.  
The *Create Reclassification Rule* dialog box appears.
5. To display information on the budget of the budget structure element in question, choose
6. Select a type of reclassification rule, and, if necessary, assign a different *validity period* to it.
7. If the *reclassification rule* is to appear in the official documents that accompany the budget, select *External rule*.
8. In the *Classification* box, enter a pay scale classification for the budget of the budget structure element resulting from the reclassification.
9. Enter the *number of full-time equivalents* that the reclassification rule is to apply to.
10. To store administrative information, choose
11. Choose *Check*.



If you have defined a quantity-based conversion factor for conversions between these two pay scales in Customizing, they will have the *Quantity-based conversion* flag, and the *Conversion factor* pushbutton will be visible. If you choose *Conversion factor*, you can display the conversion factor defined in Customizing for conversions between these two pay scales. If you select the *Quantity-based conversion* flag, you can specify that the system should use this conversion factor when it activates the reclassification rule. Otherwise, the system will use the default values defined in Customizing for the pay scales to convert between the two pay scales.

12. If you want the system to use a quantity-based conversion to convert between the two pay scales when the reclassification rule is activated, select the *Quantity-based conversion* flag.
13. To save the reclassification rule, choose .

The icon appears beside the budget structure element on the *Change Overall Budget* screen. You can display the type of rule involved by clicking . If you click , the system displays detailed information on the reclassification rule you have defined.





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**Budget Check**

## Budget Check

### Use

You can use this function to check your planned overall budget for inconsistencies (e.g. budget structure elements with no budget classification, budget structure elements with no budget, budgets where no default values have been specified).

### Integration

Your overall budget must not contain any errors if you want to change its [budget status \[Page 66\]](#).

### Prerequisites

The overall budget must have the budget status *Proposed*.

### Features

The system checks your proposed budget for inconsistencies. If any inconsistencies are detected, these are written to an error log. You can branch directly from the error log into follow-up processing.

#### See also:

[Checking a Proposed Overall Budget \[Page 225\]](#)

## Checking a Proposed Overall Budget

### Procedure

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



The budget must have the budget status *Proposed*.

The *Change Overall Budget* screen appears.

2. Choose *Overall budget* → *Check*.

Any errors that are detected are displayed in an error log.

### Result

The errors contained in your overall budget are displayed in an error log. To rectify these errors, select an incorrect budget and branch from the error log to the budget in question.

**Display: Overall Budget**

## Display: Overall Budget

### Use

The *Display: Overall Budget* function enables you to view the budget hierarchy from a range of perspectives for the purposes of information and monitoring. This function provides a basis for maintaining the budget hierarchy and the information required for this (definition of budget hierarchy, budget assignment details, transfer postings, and so on).

You can use this function for overall budgets of all budget statuses.

As regards budget allocation, you can also use the function [Display Budget Allocation \[Page 256\]](#). You can use this function to display both the overall budget and the positions and persons that are financed by the budget of a budget structure element.

### Features

The *Display: Overall Budget* function provides the following functionality:

- Display budget hierarchy
- Display budget hierarchy from a range of perspectives
- Flag budget structure elements that can be used for financing


#### See also:

[Displaying the Overall Budget \[Page 227\]](#)


## Displaying the Overall Budget

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall budget* → *Display*.


The *Overall Budget: Initial Screen* appears.

2. Select the tab page of the *budget structure element* that you require, and select *Overall budget* in the *View* group box.
3. Select a *budget structure element*, and specify the appropriate *financial year*.
4. Choose .

The name of the budget structure element and the current budget status are displayed.

5. Choose .

The *Display Overall Budget* screen appears.

6. Click on the *top budget structure element*, and choose .

The system displays the budget hierarchy and the following information: hierarchical assignment, budget structure element type, budget structure element name and, if there are any, the budgeting rules and positions responsible.

The table below lists **further** display options available to you.

Function	Menu path	Comments
Display a <a href="#">color legend [Ext.]</a> for budget structure elements	<i>View</i> → <i>Color legend</i>	
Display original budget	<i>View</i> → <i>Original budget</i>	The original budget is the monetary amount / number of FTEs authorized for financing a budget structure element for a financial year.
Display budget assigned for persons/positions	<i>View</i> → <i>Assigned for persons/positions</i>	The <i>budget assigned for persons/positions</i> refers here to the funds made available by the budget of a budget structure element during the financial year for the purpose of financing lower-level positions or employees.

**Displaying the Overall Budget**

Display available budget	View → <i>Available budget</i>	The <i>available budget</i> refers here to the funds that the budget of a budget structure element can make available during the financial year for the purpose of financing persons or positions. Displayed in the left-hand column is the available amount of non-monetary budget units. Displayed in the right-hand column is the available budget for all monetary budgets. The system converts non-monetary budgets into monetary values.
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Depending on the budget status, you can switch from the display screen to the screen for overall budget maintenance.

## User-Specific Settings

### Use

You can use this function to define user-specific display settings in the *Overall Budget* and *Organization* components.

### Features

You can use this function to set up the system so that the following information is displayed permanently on the screens in the *Overall Budget* and *Organization* components:

- **Object display options**
  - Abbreviation
  - Name
  - Key
  - Object period
- **Relationship display options**
  - Relationship period
  - Percentage
- **General display options**
  - Position responsible
  - Budget structure element type
  - Administrative information
  - Earmarkings
  - Validity period
  - Substitutes
- For **accessing** the overall budget
  - via a budget structure element
  - via Funds Management account assignment
  - displaying the logo


**See also:**

[Defining User-Specific Settings \[Page 302\]](#)


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Defining User-Specific Settings

## Defining User-Specific Settings

1. Choose *Human resources* → *Personnel management* → *HR Funds and Position Management*.
2. Choose *Settings* → *User-specific settings*.  
The *User-Specific Settings* dialog box appears.
3. Select the appropriate tab page, and flag the *Display options* that you want to have on permanent display.
4. If applicable, select an access option on the *Access* tab page.
5. To save your personal settings, choose .



You can also change your user-specific settings in the *Overall Budget* and *Organization* components by choosing .



## Country-Specific Functionality

*HR Funds and Position Management* provides the following country-specific functionality:

### Germany

- [Maximum FTE Ranges \[Ext.\]](#)

## Budget Status

# Budget Status

## Definition

Indicates the current phase of an [overall budget \[Page 13\]](#).

## Use

You assign a budget status to the overall budget in order to show in the system what phase the execution of the overall budget has reached.

You can assign the following budget status to an overall budget:

- *Proposed* - used to define and set up the overall budget (planning phase)
- *Fixed* - used to monitor the budget and also used when the overall budget is being negotiated
- *Released* - phase when the budget is allocated



Once an overall budget has the status *Released*, its status cannot be changed back to *Proposed*.

- *Locked* - used to indicate that the overall budget is locked (frozen)
- *Completed* - used once the financial year of the overall budget has expired

You can also assign the following statuses in the time between the start of the financial year and the time when the overall budget is approved:

- *Released provisionally* – used for executing the overall budget in this interim period
- *Being revised* – used for adjusting the interim period overall budget so that it is in line with the approved overall budget

If you change the budget status, this action affects the entire budget hierarchy. In other words, if you change the budget status of a lower-level budget structure element, this change will also affect the top-level budget structure element.



If you create a new overall budget, or carry forward an existing budget, it is automatically given the status *Proposed*.

### Scenario 1:

It is October 1999, and you are planning your overall budget for the year 2000. Therefore, you create a new overall budget for the year 2000, or carry forward the current overall budget to the year 2000. The overall budget for the year 2000 has the status *Proposed*. This means that you can change the budget hierarchy, assign budgets to budget structure elements, and define budgeting rules, reclassification rules, and earmarkings.

You change the status of the budget to *Fixed* once you have completed planning of the overall budget and passed this draft overall budget on to the appropriate authority for authorization. You cannot make any changes to an overall budget that has the status *Fixed*. The authority in question rejects your draft overall budget. Since you need to make changes to your overall

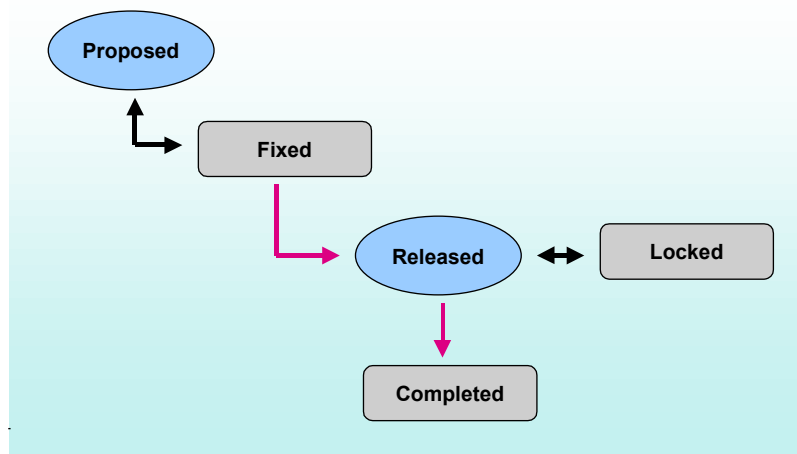
**Budget Status**

budget, you change the status of the budget to *Proposed*, and make the appropriate changes. Then, when you have resubmitted the new overall budget to the appropriate authority, you change the status to *Fixed*.

Once the overall budget has been authorized by the authority in question, and the financial year begins, you change the status of the budget to *Released*. If an overall budget has the status *Released*, you can use it to finance persons and positions, create earmarkings, define and activate budgeting rules and reclassification rules, carry out budget updates, and make transfer postings.

For example, the overall budget is frozen in November 1999 due to a reduction in funds received. In this case, you would change the budget status to *Locked*. If the budget status is *Locked*, you cannot use the overall budget to finance any new persons or positions.

Once the financial year expires, you change the budget status to *Completed*. You cannot make any changes to an overall budget that has this status.

**Scenario 2:**

You execute your overall budget for 1999, and start planning the overall budget for the year 2000. Therefore, you create a new overall budget for the year 2000, or carry forward the current overall budget to the year 2000. The budget status of the overall budget for the year 2000 is *Proposed*, and you can work through your planning activities in it.

You change the status of the overall budget for the year 2000 to *Fixed* once you have completed planning and passed this draft overall budget on to the appropriate authority for authorization. You cannot make any changes to an overall budget that has the status *Fixed*.

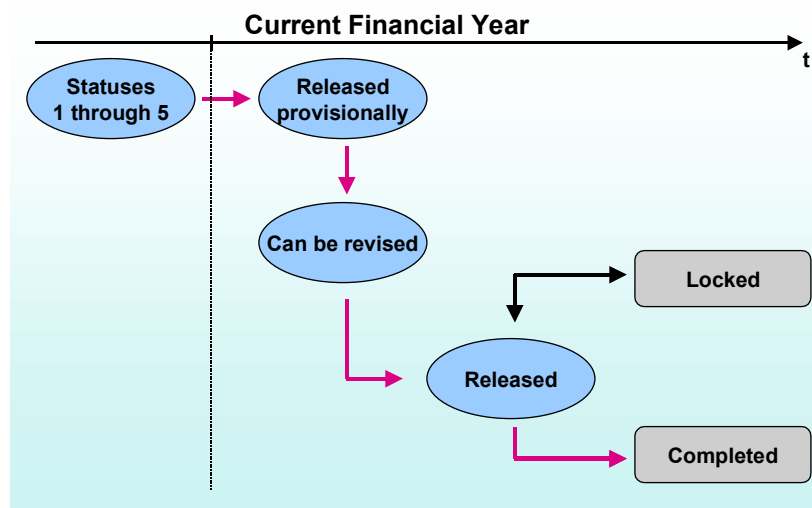
If the new financial year begins before the overall budget is approved, you change the status of the overall budget to *Released provisionally*. This status is practically the same as the status *Released*. However, if the status of the overall budget is *Released provisionally*, you cannot make any transfers, define any reclassification rules or create any new budgets.

Once the overall budget has been authorized by the authority in question, you change the status of the overall budget to *Being revised*. If the status of the overall budget is *Being revised*, you can make changes that have arisen due to recommendations by the approving authority. Once you

## Budget Status

have made the appropriate changes, you change the status of the overall budget to *Released* so that you can execute it.

If an overall budget has the status *Released*, you can use it to finance persons and positions, create earmarkings, define and activate budgeting rules and reclassification rules, carry out budget updates, and make transfer postings.



The functions you can use and the information you can display in *HR Funds and Position Management* are determined by the budget status.

The following table gives you an overview of what functions are available for the various budget statuses.

Functionality	Budget Status						
	1	2	3	4	5	6	7
<a href="#">Create Budget Structure Elements [Page 17]</a>	X		X				X
<a href="#">Assign Budgets to Budget Structure Elements [Page 32]</a>	X						X
<a href="#">Allocate Budget for Persons/Positions [Page 73]</a>			X			X	X
<a href="#">Create Earmarkings [Page 218]</a>	X		X			X	X
<a href="#">Define Budgeting Rules [Page 78]</a>	X		X			X	X
<a href="#">Activation of Budgeting Rules [Page 81]</a>			X			X	X
<a href="#">Define Reclassification Rules [Page 85]</a>	X		X			X	X
<a href="#">Activate Reclassification Rules [Page 89]</a>			X			X	

**Budget Status**

<a href="#">Create Transfers [Page 96]</a>			X				
<a href="#">Define Budget Updates [Page 92]</a>			X			X	
<a href="#">Carry Forward Overall Budget [Page 261]</a>	X	X	X	X	X	X	X

**1 = Proposed**

**2 = Fixed**

**3 = Released**

**4 = Locked (frozen)**

**5 = Completed**

**6 = Released provisionally**

**7 = Being revised**

**See also:**

[Changing the Budget Status \[Page 234\]](#)

## Changing the Budget Status

## Changing the Budget Status

### Prerequisites

You must have created at least one overall budget, or carried forward an existing one. This overall budget is automatically assigned the budget status *Proposed*.




You can create and change the budget hierarchy, and assign budgets to budget structure elements only if the budget status is *Proposed*. For this reason, always remember that, once you change the status, you will not be able to make any further changes to the budget hierarchy or the budgets of the budget structure elements.

Your overall budget must be consistent - otherwise, you will not be able to change the budget status. This is because the SAP System performs a consistency check before the budget status is changed.

### Procedure


1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall budget* → *Change budget status*.

The *Change Budget Status* screen appears.

2. Select the tab page with the *budget structure element type* that you require.
3. Select a *budget structure element*, and specify the appropriate *financial year*.
4. To display the name of the budget structure element, choose .
5. Enter the new *budget status* in the *Change budget status* box.



The system proposes the next logical budget status.

6. To have the system check the overall budget to make sure that it does not contain any inconsistencies, choose .

If the system detects any inconsistencies, these are displayed in an error log.



You will not be able to change the budget status until you have rectified all the inconsistencies contained in the error log.

7. If the system does not detect any inconsistencies, choose  *Change status*.

This changes the budget status.

## Budget Execution

### Purpose

This process describes how you can execute your overall budget, and adjust it to meet changes in circumstances. Budget execution is the principle core area in *HR Funds and Position Management*. This is the area where persons and positions are financed, and the overall budget is adjusted to take account of changes in circumstances.

### Process Flow

1. You can allocate the budgets of budget structure elements for the purposes of financing persons or positions.
2. You can carry out budget updates, and make transfers.
3. You can define and activate budgeting rules and reclassification rules.
4. For the purposes of information and monitoring, you can display and print out budget allocations.

#### See also:

[Budget Allocation \[Page 73\]](#)

[Definition of Budgeting Rules \[Page 78\]](#)

[Definition of Reclassification Rules \[Page 85\]](#)

[Budget Updates \[Page 92\]](#)

[Transfers \[Page 96\]](#)

[Creation of Budget Structure Elements During a Financial Year \[Page 100\]](#)

[Budget Monitoring \[Page 179\]](#)

[Display: Budget Allocation \[Page 256\]](#)

[Availability Check \[Page 72\]](#)

## Availability Check

## Availability Check

### Definition

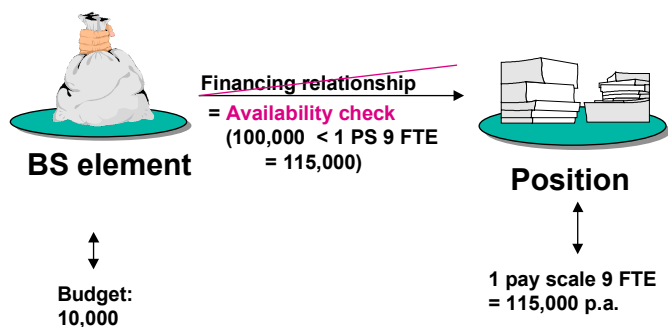
The availability check is an R/3-internal, active controlling validation that monitors budget allocations to see if excessive funding has been allocated.

### Use

In *HR Funds and Position Management*, the availability check is performed automatically for all transactions where the budget of a budget structure element is allocated or changed.



In *HR Funds and Position Management*, the budgets of budget structure elements can be allocated for the purpose of financing persons and positions. The *availability check* prevents persons and positions from being financed by budget structure elements that do not have sufficient budget funds. During the check, the system converts all FTEs into monetary values.





## Budget Allocation

### Purpose

This process describes how you allocate the budget of a budget structure element in your budget hierarchy for the purposes of financing a person or a position.

The budget allocation process is closely linked to the [Financing \[Page 174\]](#) process (since in both processes, budget is assigned to cover personnel expenditures).

However, in the *Budget Allocation* process, funding is supplied using a budget as the point of departure, whereas a position or person is the point of departure in the *Financing* process.



You can only use the *Budget Allocation* process for *allocatable* budget structure elements.











### Prerequisites

You must have defined a budget hierarchy with budget structure elements and budgets, an organizational structure with positions, HR master data, and (if applicable) relationships between positions and HR master data (staffing details).

The overall budget must have the budget status *Released*, *Released provisionally*, or *Being revised*.

You must also have specified how the financing required for specific employee groupings is to be determined (step: *Overall Budget* → *Settings for Financing Persons/Positions* → *Determining Financing Requirements*).

### Process Flow

1. You use the search functions available in the system to find the budget structure element that is to be used for financing.
2. Select the object (person or position) that you want to finance.
3. The system displays the financing status for the availability period in question (represented by means of the traffic-light icons    /    /   .
4. You assign the budget required for financing the person/position, or you use the *Financing Wizard* () to generate proposed values for the financing assignment.
5. If you create or change a financing relationship, the system performs an [availability check \[Page 72\]](#). This is to ensure that the budget of the budget structure element in question is not being required to provide more funds than it can supply.
6. You can display a where-used list to see where else the budget is used (application of budget).
7. The system performs a plausibility check for the financing. Depending on the outcome of this check (and any warnings that may be issued), the system saves the data.

**See also:**

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**Budget Allocation**

[Allocating Budgets \[Page 238\]](#)



## Allocating Budgets

1. [Access the overall budget \[Page 29\]](#) using the *Allocation* view.






The budget status must be *Released*.

The *Change Overall Budget: Allocation* screen appears.

2. Click on the *top budget structure element*, and choose .
3. Click on the *budget structure element* whose budget you want to use for financing.
4. Choose .

The *Allocate* dialog box appears.

5. To display what budget has been allocated to date, choose .
6. To monitor the budget you want to allocate, choose .
7. To display the attributes of a budget structure element, choose .

How you proceed from this point will depend on what you are allocating the budget to.

- [Allocating a Budget for a Person \[Page 239\]](#)
- [Allocating a Budget for a Position \[Page 240\]](#)

## Allocating a Budget for a Person

## Allocating a Budget for a Person

1. Select the object type *Person*.
2. In the *Object ID* field, select the *person* for whom the budget is to be allocated.



You can use a search function to find the person.

3. Choose *Check*.

The funds required are displayed in the *Allocation Periods* box. The color of the traffic-light icon indicates whether or not sufficient budget has been assigned for the entire allocation period.

4. In the *Allocation Periods* box, enter the *allocation period* and the *amount of budget assigned*.



To propose default values for a financing assignment, choose ([Financing Wizard \[Ext.\]](#)).

5. Choose *Check*.

The traffic-light icon changes to reflect the amount of budget assigned:

Not enough budget has been assigned to finance the person.

The budget assigned exceeds the funds required.

The person is adequately financed.

5. Allocate the appropriate *budget* until the traffic-light icon turns green ().
6. Choose *Check*.
7. To save the financing assignment, choose .

## Allocating Budget for a Position

1. Specify the object type *Position*, and, in the *Object ID* field, select the *position* for which the budget is to be allocated.



You can use a search function (e.g. structural search) to find the object ID.

2. Choose *Check*.

The funds required are displayed in the *Allocation Periods* box. The color of the traffic-light icon indicates whether or not sufficient budget has been assigned for the entire allocation period.

3. In the *Allocation Periods* box, enter the *allocation period* and the *amount of budget assigned*.



By clicking , you can use the [Financing Wizard \[Ext.\]](#) to propose default values for financing.

4. Choose *Check*.

The traffic-light icon changes to reflect the amount of budget assigned:



Not enough budget has been assigned to finance the position.



The budget assigned exceeds the funds required.



The position is adequately financed.

5. Allocate the appropriate *budget* until the traffic-light icon turns green ().
6. Choose *Check*.
7. To save the financing assignment, choose .

## Definition of Budgeting Rules

# Definition of Budgeting Rules

## Purpose

You can use [budgeting rules \[Ext.\]](#) to decrease the available budget of budget structure elements, or to freeze it for a specific period of time.

This process describes how you define budgeting rules for budget structure elements with FTE budgets in the budget hierarchy. Budgeting rules reduce the number of FTEs available in the overall budget. For this reason, you can only define budgeting rules for FTE budgets (and not for monetary budgets).



Your overall budget contains a specific budget structure element which has a budget of 1 FTE. You use this budget to finance the position of *Accounting clerk*. The holder of this position is Thor Nielsen. Mr. Nielsen is going to retire on June 30 this year. When he retires, the position will become obsolete, and the budget used to finance it can be saved. You define a budgeting rule that locks the corresponding budget as of July 1. This means that the budget of the budget structure element can no longer be allocated.

Since budgeting rules are entirely user-definable (Customizing), you should read through the following points:

- In a normal working environment, a distinction is drawn between “lock” rules and “remove” rules.  
When a budgeting rule that locks FTEs comes into effect, the budget of the budget structure element cannot be used within the validity period specified. When a budgeting rule that removes FTEs entirely comes into effect, the budget is no longer available and cannot be made available again. The original budget is reduced when the overall budget is carried forward to the next financial year.
- Budgeting rules that are triggered by an event are referred to as **event-driven budgeting rules**. You have to [activate \[Page 81\]](#) these budgeting rules in the current overall budget.
- Budgeting rules that are defined for specific dates are referred to as **date-driven budgeting rules**. These budgeting rules take effect in the validity period specified, and are converted by the system (i.e. the current budget is reduced by the number of FTEs defined in the budgeting rule).

## Prerequisites

You must have made the following settings in Customizing for *HR Funds and Position Management*:

- You must have defined budgeting rules in the step *Overall Budget → Rules Used for Budgets → Define Budgeting Rules*.
- You must have assigned budgeting rules to specific budget structure element types in the step *Overall Budget → Rules Used for Budgets → Assign Budgeting Rules to Specific Budget Structure Element Types*.

The overall budget must have the budget status *Proposed*, *Released*, *Released provisionally*, or *Being revised* when the budgeting rule is defined.

## Process Flow

6. You can define a budgeting rule for a budget structure element with an FTE budget.



In the system, defining budgeting rules is referred to as “creating” budgeting rules.

7. You flag the budgeting rule as an external rule or an internal rule.

Budgeting rules mentioned in the official documents that accompany budgets are regarded as binding, and are flagged as **external budgeting rules** in *HR Funds and Position Management*.

Any budgeting rules that you yourself define during budget execution are flagged as **internal budgeting rules**.

8. If required, you can store additional administrative information on budgeting rules.
9. If you need to, you can change or delete budgeting rules that have been created.
10. If applicable, you activate event-driven budgeting rules when the event in question occurs.

### See also:

[Defining Budgeting Rules \[Page 80\]](#)

[Activation of Budgeting Rules \[Page 81\]](#)


[Processing of Budgeting Rules \[Page 83\]](#)

## Defining Budgeting Rules




### Defining Budgeting Rules




11. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

12. Click on the *top budget structure element*, and choose .
13. Select the *budget structure element* for which you want to define a budgeting rule.
14. Choose *Extras* → *Budgeting rules* → *Create*.

The *Create Budgeting Rule* dialog box appears. The number of FTEs available is displayed in the top part of the dialog box.

15. In the *Rule* box, select a type of budgeting rule, and, if necessary, assign a different *validity period* to the budgeting rule.
16. In the *Activ. budget* field, enter the number of full-time equivalents that the budgeting rule is to apply to.
17. If the budgeting rule is to appear in the official documents that accompany the budget, select *External rule*.
18. To store administrative information, choose .
19. To have the system check your entries, choose  *Check*.
20. To save the budgeting rule, choose .

The icon  appears beside the budget structure element on the *Change Overall Budget* screen. You can display the type of rule involved by clicking . If you click , the system displays detailed information on the budgeting rule you have defined.



## Activation of Budgeting Rules

### Use

You can use this function to activate **event-driven** budgeting rules (e.g. a person leaves your organization, a position becomes vacant) defined for budget structure elements with FTE budgets.

Unlike date-driven budgeting rules, which are activated automatically as soon as their validity period start date occurs, event-driven budgeting rules have to be activated manually. They are **not** activated automatically when the event in question occurs.

When you activate a budgeting rule, it comes into effect. In other words, depending on the budgeting rule used, specific FTEs might be locked for a specific period, or might be removed entirely.

### Prerequisites

The overall budget must have the status *Released*, and you must have defined [an event-driven budgeting rule \[Page 78\]](#).

### Features

When a budgeting rule is activated, the available budget of the budget structure element in question is reduced as of the activation date.

#### See also:

[Activating Budgeting Rules \[Page 82\]](#)


## Activating Budgeting Rules




## Activating Budgeting Rules

### Procedure

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose .

The entire budget hierarchy is expanded. Budget structure elements for which a budgeting rule or reclassification rule has been defined are flagged with a  icon. To display the type of rule involved, click . All types of budgeting rules are represented by the icon .

3. Select the *budget structure element* whose budgeting rule you want to activate.
4. Choose *Extras* → *Budgeting rule* → *Activate*.

The *Activate Budgeting Rule* dialog box appears.




5. To activate the budgeting rule, choose .

The *Create Activation* dialog box appears.

6. Enter the *object type* and *object ID* that activate the budgeting rule.



An event-driven budgeting rule is to be activated when the position of *Administrator XYZ* becomes free. The position becomes free. This means that the object type *P* (for position) and the object ID of the position XYZ have to be entered as the activation reason.

7. Enter the activation date, and the number of *full-time equivalents* affected.
8. To store administrative information, choose .
9. To have the system check your entries, choose  *Check*.
10. To save activation of the budgeting rule, choose .

### Result

The available budget of the budget structure element is reduced by the number of FTEs in question as of the activation date.

## Processing of Budgeting Rules

### Use

You can use this function to *display*, *delimit*, and *delete* the budgeting rules defined in your overall budget.

### Features

The following functionality is available:

- *Display* function (to display a budgeting rule)
- *Delete* function (to delete a budgeting rule from the overall budget)



A “remove” rule is defined for the position of *Library Manager*. If you delete this budgeting rule, the job will continue to exist when it becomes free.

- *Delimit* function (to specify an earlier validity end date for budgeting rules)



A “lock” rule is defined for the position of *Library Manager*. You change the validity end date of this budgeting rule from December 31 to today’s date. By making this change, you have delimited the budgeting rule as of today. This means that the job is now available for the rest of the financial year.

### See also:

[Editing Budgeting Rules \[Page 84\]](#)




## Editing Budgeting Rules

## Editing Budgeting Rules

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose .

The entire budget hierarchy is expanded. Budget structure elements for which a budgeting rule or reclassification rule has been defined are flagged with a  icon. To display the type of rule involved, click . All types of budgeting rules are represented by the icon .

3. Select the *budget structure element* whose budgeting rule you want to edit.

The table below lists the options available to you.

Function	Menu path	Comments
Display budgeting rule	<i>Extras → Budgeting rule → Display</i>	You use this function to display the budgeting rule defined for a budget structure element.
Delete budgeting rule	<i>Extras → Budgeting rule → Delete</i>	You use this function to delete the budgeting rule from the overall budget.
Delimit budgeting rule	<i>Extras → Budgeting rule → Delimit</i>	You use this function to assign an earlier end date to the budgeting rule.

## Processing of Reclassification Rules

### Purpose

When you define a [reclassification rule \[Ext.\]](#) for a budget structure element, you are in effect specifying that the pay scale classification of its budget will be changed.

This enables you to transfer FTEs from the budget of one budget structure element to a new budget structure element whose budget has a different pay scale classification.

This process describes how you define a reclassification rule for budget structure elements with FTE budgets in an overall budget.



You have a budget with 5 FTEs for Pay Scale 2. Due to organizational changes, you now only require 3 Pay Scale 2 FTEs, and 2 Pay Scale 1 FTEs. By defining a reclassification rule, you can convert 2 Pay Scale 2 FTEs into Pay Scale 1.

The attributes of reclassification rules are entirely user-definable (Customizing).

### Prerequisites

You must have made the appropriate settings in the following Customizing steps: *Overall Budget* → *Rules Used for Budgets* → *Define Reclassification Rules* and *Define Reclassification Rules to Specific BS Element Types*.

The overall budget must have the budget status *Proposed*, *Released*, *Released provisionally*, or *Being revised*.

### Process Flow

6. You can define reclassification rules for budget structure elements with FTE budgets.



In the system, defining reclassification rules is referred to as “creating” reclassification rules.

7. If required, you can store additional administrative information on reclassification rules.
8. If you need to, you can change or delete reclassification rules that have been created.
9. When reclassification rules are activated, a new budget structure element is created with the reclassified FTEs as its budget. You can assign this new budget structure element anywhere in the budget hierarchy, or have it automatically assigned beneath the donor budget structure element.
10. You can use the reclassified budget structure element and its budget to finance employees and positions.

#### See also:

[Defining Reclassification Rules \[Page 87\]](#)

[Activating Reclassification Rules \[Page 89\]](#)

---

**Processing of Reclassification Rules**

[Editing Reclassification Rules \[Page 91\]](#)

## Creating Reclassification Rules

14. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



The overall budget must have the budget status *Proposed* or *Released*.

The *Change Overall Budget* screen appears.

15. Click on the *top budget structure element*, and choose
16. Click the *budget structure element* for which you want to define a reclassification rule.
17. Choose *Extras* → *Reclassification rule* → *Create*.
- The *Create Reclassification Rule* dialog box appears.
18. To display information on the budget of the budget structure element in question, choose
19. Select a type of reclassification rule, and, if necessary, assign a different *validity period* to it.
20. If the *reclassification rule* is to appear in the official documents that accompany the budget, select *External rule*.
21. In the *Classification* box, enter a pay scale classification for the budget of the budget structure element resulting from the reclassification.
22. Enter the *number of full-time equivalents* that the reclassification rule is to apply to.
23. To store administrative information, choose
24. Choose *Check*.



If you have defined a quantity-based conversion factor for conversions between these two pay scales in Customizing, they will have the *Quantity-based conversion* flag, and the *Conversion factor* pushbutton will be visible. If you choose *Conversion factor*, you can display the conversion factor defined in Customizing for conversions between these two pay scales. If you select the *Quantity-based conversion* flag, you can specify that the system should use this conversion factor when it activates the reclassification rule. Otherwise, the system will use the default values defined in Customizing for the pay scales to convert between the two pay scales.

25. If you want the system to use a quantity-based conversion to convert between the two pay scales when the reclassification rule is activated, select the *Quantity-based conversion* flag.
26. To save the reclassification rule, choose .

The icon appears beside the budget structure element on the *Change Overall Budget* screen. You can display the type of rule involved by clicking . If you click , the system displays detailed information on the reclassification rule you have defined.

---

**Creating Reclassification Rules**












## Activating Reclassification Rules

### Prerequisites

You must have defined a reclassification rule for a budget structure element. The overall budget must have the status *Released*.

### Procedure

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.  
The *Change Overall Budget* screen appears.
2. Click on the *top budget structure element*, and choose .  
The entire budget hierarchy is expanded. Budget structure elements for which a budgeting rule or reclassification rule has been defined are flagged with a  icon. To display the type of rule involved, click . All types of reclassification rules are represented by the icon .
3. Select the budget structure element for which you want to activate a reclassification rule, and choose *Extras* → *Reclassification rule* → *Activate*.  
The *Activate Reclassification Rule* dialog box appears. On this screen, you can see how many FTEs can be reclassified, and how many have already been reclassified.
4. To activate the reclassification rule, choose .  
The *Create Activation* dialog box appears. Full-time equivalents that have already been reclassified are displayed in the *Activated FTEs* column.
5. Select a *budget structure element type*, and, if necessary, change its *validity period*.
6. Specify an *abbreviation* and a *name* for the new budget structure element that you want to create for the reclassified FTEs.
7. Enter the *number of full-time equivalents* to be reclassified.
8. To assign the budget structure element to a different place in the budget hierarchy, choose .  
  
Otherwise, the system inserts the new budget structure element underneath the donor budget structure element.
9. To have the system check your entries, choose  *Check*.
10. To save your entries, choose .

### Result

You have activated a reclassification rule, and can now allocate the reclassified budget of the new budget structure element.


---




**Activating Reclassification Rules**

## Editing Reclassification Rules

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.


The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose .

The entire budget hierarchy is expanded. Budget structure elements for which a budgeting rule or reclassification rule has been defined are flagged with a  icon. To display the type of rule involved, click . All types of reclassification rules are represented by the icon .

3. Select the *budget structure element* whose reclassification rule you want to edit.

The table below lists the options available to you.

Function	Menu path	Comments
Display reclassification rule	<i>Extras → Reclassification rule → Display</i>	You use this function to display the reclassification rule defined for a budget structure element.
Delete reclassification rule	<i>Extras → Reclassification rule → Delete</i>	To delete a reclassification rule from the overall budget, choose  in the <i>Delete Reclassification Rule</i> dialog box.
Delimit reclassification rule	<i>Extras → Reclassification rule → Delimit</i>	You use this function to assign an earlier end date to the reclassification rule.

## Budget Updates

# Budget Updates

## Use

You can use this function to increase or decrease the budgets of budget structure elements defined in the overall budget during a financial year.



An additional budget for the budget structure element *Salaries for Civil Servants* means that the original budget for this budget structure element is increased by USD 100,000. You use a budget update to assign these additional funds to the budget of the budget structure element *Salaries for Civil Servants*.



Budget updates are entirely user-definable (returns/supplements, descriptions). You make your own customer-specific entries for this in Customizing.

Budget updates are different to the changes made to the original budget during the *Budget Allocation* process because the overall budget now has the budget status *Released*.

## Prerequisites

You must have made the appropriate settings in the following Customizing steps: *Overall Budget* → *Budget Updates* → *Define Budget Updates* and *Assign Budget Updates to Specific Budget Structure Element Types*.

## Features

A distinction is drawn between *supplements* (increases) and *returns* (decreases).

You specify a supplement or return either as a monetary amount or as full-time equivalents (depending on the budget structure element type) for a specific validity period.

The system calculates the total amount of the budget update on the basis of the number of full-time equivalents specified and the validity period. When you create a return, the active availability check checks whether the budget of the budget structure element is actually available.

### See also:

[Defining Budget Updates \[Page 93\]](#)

## Defining Budget Updates

### Procedure

[Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



Make sure that the budget status is *Released*.

The *Change Overall Budget* screen appears.

Click on the *top budget structure element*, and choose

The entire budget hierarchy is displayed.

Click on the *budget structure element* for which you want to define a budget update, and choose *Extras* → *Budget update* → *Create*.

Select a type of budget update, and choose

The *Create Budget Update* dialog box appears.

The rest of the procedure will depend on the budget structure element you have selected.

If the budget of the budget structure element is a **monetary** budget, proceed as follows:

- A. If necessary, enter a different *validity period*.
- B. Enter the *amount* of the budget update.
- C. Enter a time reference for this amount.

If the budget of the budget structure element is an **FTE** budget, proceed as follows:

- A. If necessary, enter a different *validity period*.
- B. Enter the *number of full-time equivalents* for the budget update.
5. To store administrative information, choose
6. To have the system check your entries, choose *Check*.
7. To create the budget update, choose



If you need to, you can delete the budget update from the overall budget by choosing *Extras* → *Budget update* → *Delete*. To display the budget update, choose *Extras* → *Budget update* → *Display*.

### Result

You have increased or reduced the budget of a budget structure element. If you double-click on the *budget structure element*, the *Monitor Budget* dialog box appears. You can display the budget updates by clicking the *Budget changes* tab page.

---

**Defining Budget Updates**

## Transfers

You have called up the Application Help. The following information is available for this R/3 context:

- **Standalone HR Funds and Position Management**
  - [Transfers \[Page 96\]](#)
  - [Creating a Transfer \[Page 98\]](#)
- **HR Funds and Position Management Integrated With Funds Management**
  - [Transfers \[Page 244\]](#)
  - [Creating a Transfer \[Page 245\]](#)

## Transfers

# Transfers

## Use

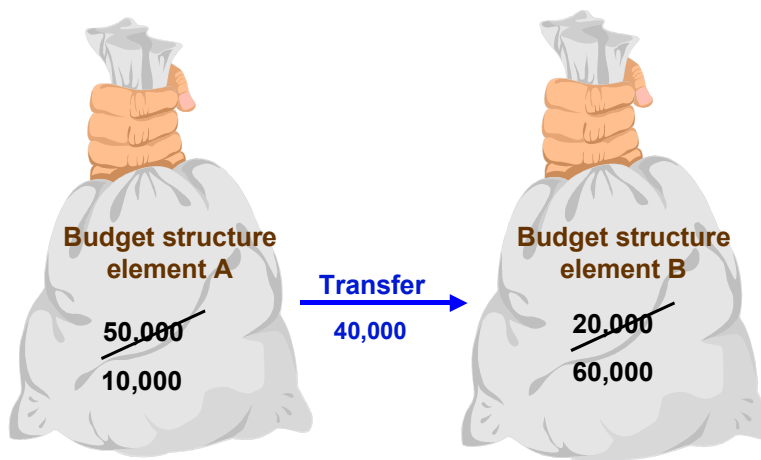
If the budget assigned to a budget structure element in the current financial year become critical, and the budget of another budget structure element has not been used up completely, you can transfer the budget from one budget structure element to another budget structure element by means of a *transfer*.

## Prerequisites

The overall budget must have the budget status *Released*.

## Features

During the course of the current financial year, you can transfer budget already approved from one budget structure element to the budget of another budget structure element. This transfer reduces the budget of the source budget structure element and increases the budget of the target budget structure element.



Based on the way in which the budget of the source budget structure element budget is managed (i.e. monetary values, or full-time equivalents), you specify the budget that you want to transfer, and a validity period.

The following combinations are allowed (these combinations apply in both directions):

- Monetary budget ↔ Monetary budget
- Monetary budget ↔ Full-time equivalent budget
- Full-time equivalent budget ↔ Full-time equivalent budget

When you are transferring a monetary budget to an FTE budget (or vice versa), a conversion takes place. A default value stored in the system is used to convert the budget unit of the source budget to the budget unit of the target budget.





You want to transfer \$100,000 from the monetary budget of a budget structure element to an budget structure element with an FTE budget. The default value stored in your system for a full-time equivalent is \$75,000 per annum. Consequently, 1.25 FTEs are transferred to the FTE budget.

If you create a transfer between two FTE budgets, you can specify whether you want a *value-based* conversion (using a default value) or a *quantity-based conversion*. If you specify that a quantity-based conversion is to take place, and the two FTE budgets in question have different pay scale classifications, a conversion factor stored in the system will be used for converting between these two budgets. Please note that the outcome of a quantity-based conversion can differ from the outcome of a value-based conversion.



You want to transfer one FTE from a pay scale 8 budget to a pay scale 5 budget.

In the system, you have defined a default value of \$100,000 for pay scale 5, and a default value of \$125,000 for pay scale 8. You have also define a conversion factor of 1.3 for converting between pay scale 8 and pay scale 5 (i.e. one pay scale 8 FTE is converted into 1.3 pay scale 5 FTEs).

If you use a value-based conversion for the transfer, one pay scale 8 FTE will result in 1.25 pay scale 5 FTEs being transferred to the other FTE budget. If you use a quantity-based conversion for the transfer, one pay scale 8 FTE will result in 1.3 pay scale 5 FTEs being transferred to the other FTE budget.

When you create a transfer, the active [availability check \[Page 72\]](#) checks whether the source budget is actually available.

**See also:**

[Creating a Transfer \[Page 98\]](#)

## Creating a Transfer

## Creating a Transfer

### Procedure

1. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



Make sure that the budget status is *Released*.

The *Change Overall Budget* screen appears.

2. Click on the *top budget structure element*, and choose

The entire budget hierarchy is displayed.

3. To display the available budget of the individual budget structure elements, choose *View* → *Available budget*.
4. Click on the *budget structure element* from which you want to transfer funds, and choose *Extras* → *Transfers* → *Create*.

The *Create Transfer* screen appears. The system displays the available budgets and their availability periods in the *Recipient* box.

5. In the *Recipient* box, enter the *budget structure element type* and *budget structure element* that are to receive the transfer.
6. If necessary, enter a different *validity period*.
7. Depending on whether the budget of the source budget structure element is a monetary budget or FTE budget, proceed as follows:
  - If the budget is a **monetary budget**, enter the *amount* to be transferred and the corresponding *time base*.
  - If the budget is an **FTE budget**, enter the *number of full-time equivalents* to be transferred, and choose . If you want the system to use a quantity-based conversion to convert between the two pay scales, select the *Quantity-based transfer* flag.



If you have defined a quantity-based conversion factor for conversions between these two pay scales in Customizing, they will have the *Quantity-based transfer* flag, and the *Conversion factor* pushbutton will be visible. If you choose *Conversion factor*, you can display the conversion factor defined in Customizing for conversions between these two pay scales. If you select the *Quantity-based transfer* flag, you can specify that the system should use this conversion factor for the transfer. Otherwise, the system will use the default values defined in Customizing for the pay scales to convert between the two pay scales.


6. To store administrative information, choose
7. To have the system check your entries, choose *Check*.
8. To create the transfer, choose

## Creating a Transfer



To display the transfer, choose *Extras* → *Transfer* → *Display*. To delete a transfer from the overall budget, choose *Extras* → *Transfer* → *Delete*.

## Result

You have transferred budget funds from one budget structure element to another. If you double-click on the *budget structure element*, the *Monitor Budget* dialog box appears. You can display the transfers made by clicking the  *Budget distributed* tab page.

## Creation of Budget Structure Elements During a Financial Year

## Creation of Budget Structure Elements During a Financial Year

### Use

You can use this function to create new budget structure elements in your released overall budget. This means you can adjust your overall budget to take the current situation into account.



You have received third-party funding to cover the personnel costs of a research project. You can create a budget structure element for these funds in your overall budget.

However, you cannot allocate budget funds because the current overall budget is in the execution phase (budget status *Released*). For this reason, you have to assign the budget to the budget structure element using *budget updates* and *transfers*.



A supplementary budget is awarded, meaning that you have a new budget structure element in your overall budget. You can use this function to insert the new budget structure element into your HR budget hierarchy, and assign it a budget by means of *budget updates* and *transfers*.

### Prerequisites

The overall budget must have the budget status *Released*.

### Features

You can add further budget structure elements to your budget hierarchy. Using [budget updates \[Page 92\]](#) and [transfers \[Page 96\]](#), you can assign budgets to the new budget structure elements.

### See also:






[Creating Budget Structure Elements During a Financial Year \[Page 101\]](#)

# Creating Budget Structure Elements During a Financial Year

## Prerequisites

[Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

## Procedure

1. Click on the *top budget structure element*, and choose .  
The entire budget hierarchy is displayed.
2. Click on the *budget structure element* under which you want to create the new budget structure element.
3. Choose Edit → Create → *Budget structure element...*  
The *Create Budget Structure Element* screen appears.
4. Select a *budget structure element type*.
5. Enter an *abbreviation* and a *name* for the budget structure element.
6. If necessary, assign a shorter validity period to the budget structure element.
7. To have the system check your entries, choose  *Check*.
8. If the budget structure element you selected has an FTE budget, then click , and, in the dialog box that appears, enter pay scale classification details for the budget.  
To have the system check your entries, choose  *Check*.
9. To create the budget structure element, choose .

## Result

You have created a new budget structure element in your released budget hierarchy. Using [budget updates \[Page 92\]](#) and [transfers \[Page 96\]](#), you can assign a budget to the budget structure element.

## Budget Monitoring

# Budget Monitoring

## Use

Budget monitoring enables you to display the budget of a budget structure element, and allows you to see how much of this budget has been used up and how much is still available.



If the budgets in question are FTE budgets, annual mean values are used to calculate these funds.

Example:

In Budget Monitoring, you see that a budget structure element with a budget of 4 full-time equivalents (FTEs) still has an available budget of 2.75 FTEs. This is calculated as follows:

Availability Period	FTEs	Annual Mean Values
01/01 – 03/31	4	1 (4 x 0.25)
04/01 – 09/30	2	1 (2 x 0.5)
10/01 – 12/31	3	0.75 (3 x 0.25)

## Prerequisites

The overall budget must have the budget status *Released*, *Completed*, *Locked*, *Released provisionally*, or *Being revised*.

## Features

You can use the *Budget Monitoring* function to display the following information on a budget structure element:

- Name of budget structure element
- Period being monitored
- Original budget
- Budget changes
- Current budget (original budget plus/minus budget changes)
- Distributed budget
- Application of budget
- Available budget (current budget minus budget distributed and application of budget)

### See also:

[Display: Budget Monitoring in the Overall Budget Component \[Page 255\]](#)

[Display: Budget Monitoring in the Organization and Employee Components \[Page 336\]](#)




## Displaying Budget Monitoring

## Displaying Budget Monitoring

1. [Access the overall budget \[Page 29\]](#) using the *Allocation* or *Overall Budget* view.



Make sure that the budget status is *Released*, *Completed*, or *Locked*.

2. Select the *top budget structure element*, and choose .

The system displays the budget hierarchy and all its budget structure elements.



3. Double-click the *budget structure element* whose budget you want to monitor.

The *Monitor Budget* dialog box appears.

4. Check over the information displayed on the budget of the budget structure element.



If you choose:

-  the system displays the attributes of the budget structure element.
-  the system displays the budget structure element's hierarchical context.



## Display: Budget Allocation

### Use

You can use this function to display and print out various views illustrating how the overall budget has been allocated. You use this information for the purposes of monitoring budgets.

Unlike the function [Display: Overall Budget \[Page 226\]](#), this function enables you to display both the budget hierarchy and also the positions and persons that are financed by the budget of a budget structure element.

### Prerequisites

The overall budget must have the status *Released* (or have previously had this status).

### Features

The following functionality is available:

- Display budget hierarchy
- Display budget hierarchy from a range of perspectives
- Flag budget structure elements that can be used for financing
- Display positions and persons to which the budgets of budget structure elements are allocated

#### See also:



[Display Allocation of Overall Budget \[Page 257\]](#)

## Displaying Budget Allocation

## Displaying Budget Allocation

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall budget* → *Display*.

The *Overall Budget: Initial Screen* appears.

2. Select the tab page of the *budget structure element type* you want, and select the *Allocation* option in the *View* box.
3. Select a *budget structure element*, and specify the appropriate *financial year*.
4. To display the name of the budget structure element and its budget status, choose .
5. Choose .

The *Display Overall Budget: Allocation* screen appears.

6. Click on the *top budget structure element*, and choose .

The system displays the budget hierarchy and the following information: hierarchical assignment, budget structure element type, budget structure element name and, if there are any, the budgeting rules and positions responsible.



You can specify more display options in your [user-specific settings \[Page 301\]](#).


The table below lists **further** display options available to you.

Function	Menu path	Comments
Display <a href="#">color legend [Ext.]</a> for objects in budget hierarchy	<i>View</i> → <i>Color legend</i>	
Display budget assigned for persons/positions	<i>View</i> → <i>Assigned per person/position</i>	The <i>budget assigned for persons/positions</i> in this case refers to the funds supplied during the financial year by the budget of a higher-level budget structure element for the purpose of funding the position (either directly, or indirectly via the holders of the position).
Display budget assigned for persons/positions	<i>View</i> → <i>Assigned for persons/positions</i>	The <i>budget assigned for persons/positions</i> refers here to the funds made available by the budget of a budget structure element during the financial year for the purpose of financing lower-level positions or employees.

Displaying Budget Allocation

Display available budget	View → <i>Available budget</i>	The <i>available budget</i> refers here to the funds still available for the purpose of funding positions or employees. Displayed in the left-hand column is the number of non-monetary budget units that are still available after the units that have been allocated for further budgets of budget structure elements of that type unit have been deducted. Displayed in the right-hand column is the monetary amount that a budget can supply to other budgets of budget structure elements (once funds already allocated have been deducted).
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Depending on the budget status, you can switch from the display screen to overall budget maintenance by choosing .

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Carry Forward Overall Budget to Next Financial Year

## Carry Forward Overall Budget to Next Financial Year

### Purpose

You can use this functionality to carry forward an overall budget to the next financial year. You can carry forward the budget hierarchy, rules, and financing details assigned for persons and positions.

### Prerequisites

If you want to carry forward *financing details*, the overall budget to be carried forward must have the [budget status \[Page 66\]](#) *Released* or *Released provisionally*.

### Process Flow

An overall budget is carried forward in three stages.

1. First of all, you carry forward the budget hierarchy to the subsequent financial year (stage 1). Here, the budget hierarchy (including its budget structure elements, the original budgets of budget structure elements, and the pay scale classifications of FTE budgets) are carried forward from the current financial year to the subsequent financial year. You can repeat this action as often as necessary and, in this way, include any new changes made to the current overall budget in the budget for the new financial year. Please note, though, that deleted budget structure elements are created again in the subsequent overall budget.
2. If necessary, you then change the budget hierarchy, the original budgets of budget structure elements, or the pay scale classification of the FTE budgets in the new financial year.
3. After you have carried forward the budget hierarchy, you can carry forward the rules used in the current overall budget to the subsequent financial year (stage 2). Please remember, though, that you can only carry forward rules once for each budget structure element and financial year.
4. If necessary, you change the rules in overall budget of the new financial year and/or you define new rules.
5. Finally, you carry forward the financing details of persons and positions from the current financial year to the subsequent financial year (stage 3). In this case, you must ensure that you have changed the status of the new overall budget from *Proposed* or *Being revised* to *Released* or *Released provisionally*. Once you have changed the budget status of the new overall budget, you can carry forward the financing details from the current overall budget to the new overall budget.

### Result

You have carried forward the current overall budget to the subsequent financial year. You can use the new overall budget for planning, and you can execute it when the new financial year commences.

#### See also:

[Carry Forward Overall Budget \[Page 261\]](#)



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Carry Forward Overall Budget

## Carry Forward Overall Budget

### Use

You can use this functionality to carry forward an overall budget to the next financial year.

In this case, the budget hierarchy, rules, and financing details assigned for persons and positions are carried forward.

If the budget currency of the new financial year is to be different, the original budgets of the budget structure elements and all the financing assignments are translated into the new budget currency.



[How and When To Carry Forward a Budget \[Page 270\]](#)

If your *HR Funds and Position Management* component is integrated with the *Funds Management* component, you must already have used the *Generate* transaction in the *Funds Management* component to generate budget structure elements for the next fiscal year.

**See also:**

[Generation of Budget Structure Elements for HR Funds and Position Management \[Page 199\]](#)

### Prerequisites

You must have made the following settings in Customizing for *HR Funds and Position Management*:

- In the step *Overall Budget → Budget Carry-Forward Method → Define Carry-Forward Method for Overall Budget*, you must already have specified which infotypes are to be extended or copied.
- If you want to inform those responsible by e-mail that something went wrong with the carry-forward, you must have made the necessary settings in the step *Dialog Control → Set Up E-mail Connection*.
- If your *HR Funds and Position Management* component is integrated with the *Funds Management* component, you must already have used the *Generate* transaction in the *Funds Management* component to generate budget structure elements for the next fiscal year.

### Features

The *Carry Forward Overall Budget* function comprises the following functionality:

- Carry forward the budget hierarchy (including its budget structure elements, the original budgets of budget structure elements, and the pay scale classifications of FTE budgets) from the current financial year to the subsequent financial year.
- Carry forward the rules used in the current financial year to the subsequent financial year.
- Carry forward the financing details of persons and positions from the current financial year to the subsequent financial year.

**Carry Forward Overall Budget**

- Check the consistency of the overall budget to be carried forward before this overall budget actually is carried forward.
- Write any errors that occurred during the carryforward to an error log from which the errors can be processed directly or an email can be sent to those responsible for the budgets in question.
- Translate the [budget currency \[Ext.\]](#) to a new budget currency if the new financial year is to use a different currency (for example, if your organization is switching over to euros).

**See also:**

[Carry Forward Overall Budget to Next Financial Year \[Page 259\]](#)

[Carrying Forward a Budget Hierarchy \[Page 263\]](#)

[Carrying Forward Rules Used in Budgets \[Page 265\]](#)

[Carrying Forward Financing Details \[Page 266\]](#)

[Editing the Error Log \[Page 268\]](#)

[Budget Currency \[Ext.\]](#)

## Carrying Forward a Budget Hierarchy

## Carrying Forward a Budget Hierarchy

### Use

When you carry forward the budget hierarchy of the current overall budget, the budget hierarchy (including its budget structure elements, the original budgets of the budget structure elements and the pay scale classifications of FTE budgets) is copied to the subsequent financial year.

### Prerequisites

In Customizing for *HR Funds and Position Management (Overall Budget → Budget Carry-Forward Method → Define Carry-Forward Method for Overall Budget)*, you can define which other infotypes (and subtypes) should be carried forward.

### Procedure


1. Choose *Human resources → Personnel management → HR funds and position management → Overall Budget → Carry forward → Carry forward budget*.

The *Carry Forward Overall Budget* screen appears.

2. Select the tab page with the *budget structure element type* that you require.



When you carry forward the overall budget, this affects the **entire** budget hierarchy (and not merely the object you used to access the overall budget).

3. Select the overall budget that you want to carry forward.
4. To display the name of the overall budget, choose .
5. Enter a carry-forward period (i.e. which financial year do you want to carry forward from, and which financial year do you want to carry forward to).




Financial years must run over into each other without any gaps in between.

6. In the *Carryforward level* box, select the budget hierarchy. In the *Data to carry forward* box, select the infotypes that you want to carry forward.



Some of the infotypes are always proposed for carrying forward. You cannot change the setting for these infotypes.

7. To start carrying forward the overall budget, choose .

The system carries the budget hierarchy of the overall budget in question forward to the following financial year.

8. If any errors occur when carrying forward, these are displayed in an error log. For more information on the error log, refer to [Editing the Error Log \[Page 268\]](#).



## Carrying Forward a Budget Hierarchy

**Result**

You have carried forward the budget hierarchy to the subsequent financial year. The status of the carried-forward budget is *Proposed* or *In process*. This means that the budget can be used as a basis for planning (i.e. you can change the budget hierarchy, the original budget, and the pay scale classifications of FTE budgets).



You can carry forward the budget hierarchy of the current overall budget again at any time in order to copy the latest developments in the current overall budget to the subsequent year. The system takes into account any resulting changes to the overall budget of the next financial year (e.g. new budget structure elements). Please note, though, that deleted budget structure elements are created again in the subsequent overall budget.

## Carrying Forward the Rules Used in an Overall Budget

## Carrying Forward the Rules Used in an Overall Budget

### Use

When you carry forward rules, you copy the budgeting and reclassification rules from the current financial year to the next financial year.



You can only carry forward rules **once** for each budget structure element and financial year.

### Prerequisites

You must already have carried forward the budget hierarchy from the current financial year to the new financial year (see also: [Carrying Forward a Budget Hierarchy \[Page 263\]](#)).

### Procedure

9. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall Budget* → *Carry forward* → *Carry forward budget*.

The *Carry Forward Overall Budget* screen appears.

10. Select the tab page with the *budget structure element type* that you require.



You can also carry forward rules for specific sections of your overall budget.

11. Select the overall budget that you want to carry forward.
12. To display the name of the overall budget, choose .
13. Enter a carry-forward period (i.e. which financial year do you want to carry forward from, and which financial year do you want to carry forward to).



Financial years must run over into each other without any gaps in between.

14. In the *Carryforward level* box, select *Budget rules*.
15. To start carrying forward the rules, choose *Carry forward*.

The system carries the rules of the overall budget in question forward to the following financial year.

16. If any errors occur when carrying forward, these are displayed in an error log. For more information on the error log, refer to [Editing the Error Log \[Page 268\]](#).

### Result

You have carried forward the current budgeting and reclassification rules in your current overall budget to the new financial year. You can edit these rules in the new financial year as required.

## Carrying Forward Financing Details

### Use

When you carry forward financing, you copy the current financing details of persons and positions from the current financial year to the next financial year.

### Prerequisites

You must already have carried forward the budget hierarchy from the current financial year to the new financial year (see also: [Carrying Forward a Budget Hierarchy \[Page 263\]](#)).

You must already have carried forward the rules of your current overall budget from the current financial year to the new financial year (see also: [Carrying Forward Rules Used in Budgets \[Page 265\]](#)).

The overall budget of the new financial year must also have the [budget status \[Page 66\]](#) *Released* or *Released provisionally*.



You should make sure that you have finished your budget planning before you change the status of the new overall budget to *Released* or *Released provisionally* since you cannot make any further changes to an overall budget with either of these statuses.

### Procedure


17. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall Budget* → *Carry forward* → *Carry forward budget*.

The *Carry Forward Overall Budget* screen appears.

18. Select the tab page with the *budget structure element type* that you require.




You can also carry forward financing details for specific sections of your overall budget.

19. Select the overall budget that you want to carry forward.
20. To display the name of the overall budget, choose .
21. Enter a carry-forward period (i.e. which financial year do you want to carry forward from, and which financial year do you want to carry forward to).



Financial years must run over into each other without any gaps in between.

22. In the *Carryforward level* box, select *Financing*. In the *Carryforward period* box, enter the *key date* on which you want to carry forward the financing details.
23. To start carrying forward the financing details of the overall budget, choose  *Carry forward*.

---

**Carrying Forward Financing Details**

The system carries the financing details of the overall budget in question forward to the following financial year.

24. If any errors occur when carrying forward, these are displayed in an error log. For more information on the error log, refer to [Editing the Error Log \[Page 268\]](#).

**Result**

You have carried the financing details of the overall budget in question forward to the following financial year.

## Editing the Carryforward Log

### Use

If any errors occur when the overall budget was being carried forward, these are displayed in an carryforward log. You can process the errors directly from this carryforward log, or you can send e-mails to the persons responsible for the budgets in question.

### Prerequisites

If you want to inform those responsible for budgets by e-mail that carryforward errors have occurred in their areas, you must have:

- Defined [persons responsible \[Page 222\]](#) for your overall budget or sections of it
- Set up the e-mail connection in Customizing for *HR Funds and Position Management* (step: *Dialog Control* → *Set Up Mail Connection*).

### Procedure

If any errors occur when the overall budget is being carried forward, these are written to a carryforward log. This carryforward error log contains a list of the errors that occurred. Each error is classified. The following icons are used to classify errors:

 Error


 Warning


 Information/action was successful

A description is also output for each error.

The processing status of each area is represented by means of traffic-light icons. The various traffic-light icons are:



 Message is open

 Message is being processed

 Message was processed, and is OK

At the end of the error message, you can see the name of the person responsible for the section of the budget in which the error occurred.

There are two ways of processing the error log:

1. You can go directly from the error log into error processing by choosing . In this case, a screen appears where you can correct the error.
2. You can send an e-mail to the person(s) responsible, and inform them of the errors by choosing . In this case, the system groups together all the errors that occurred in the areas for which the person(s) in question is/are responsible.

### Result

You have either processed the carryforward errors yourself, or you have sent an e-mail to those responsible.

---

Editing the Carryforward Log

## Example: Carry Forward Overall Budget

### 1. Process Flow

An overall budget is carried forward in three stages. These might be as follows:

When you start planning your budget for the next financial year, the first thing you do is carry forward the *budget hierarchy* (stage 1). This means that the budget hierarchy (including its budget structure elements and original budgets) for the next financial year is not available. You can change it (by creating new budget structure elements, for example, or by changing the original budget of budget structure elements).

Toward the end of the financial year, you carry forward the *rules* used in your budget (stage 2). You do this at the end of the current financial year so that you can carry forward as many rules as possible to the next financial year. Please remember, though, that you can only carry forward rules once for each budget structure element and financial year. If required, you can make changes to the rules in the overall budget for the subsequent financial year.

Once you have finished planning, you change the budget status of the new overall budget to *Released* or *Released provisionally*. The budget must have one of these statuses before you can carry forward financing details from the old budget.

You should carry forward the *financing details* of persons and positions (stage 3) either at the very end of the old financial year or at the start of the new financial year. This will ensure that the financing details in the overall budget for the new financial year are completely up to date.

### 2. When?

There is no generally applicable optimum time for carrying forward an overall budget. When you carry forward the *budget hierarchy* will usually depend on when you start planning for the next financial year.

You should normally carry forward the *rules* in your overall hierarchy one to two months before the start of the new financial year. This will mean that you carry forward as many as possible of the rules in the current financial year to the new financial year, where you can change them as required.

You should carry forward *financing details* on the last day of the old financial year, or at the very start of the new financial year, to ensure that the financing details for persons and positions are completely up to date.

Always choose the times at which you carry forward carefully! If you carry forward the overall budget too early, this might mean that you will have to enter a lot of data for the new financial year manually. If, on the other hand, you carry forward the overall budget too late, this might mean that you will not have enough time to adjust the overall budget of the new financial year.

---

Reporting Options

## Reporting Options

### Definition

You can use reports to retrieve and display information stored in the system.

### Structure

You can start the following reports in HR Funds and Position Management:



- Reports in the **Overall Budget** component
  - Budget in FTE
  - Budget available per budget structure element
  - Job chart
  - Financing by budgets of budget structure elements
  - Financial year/fiscal year comparison
  - Maximum FTE ranges
  - Enhanced budget in FTEs
  - Job index
  - Maximum FTE ranges
- Reports in the **Organization** component
  - Business distribution plan
  - Different service type/service category
  - Report on teaching hours
  - Financing within an organizational unit
- **General reports**
  - Infotype reporting
  - Start PA reporting via PD structures
  - Earmarking violations
  - Display earmarkings

#### See also:

[Creating Reports \[Page 341\]](#)



## Creating Reports

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Reporting* → *Report selection*.
2. Double-click on the report you want to run, and display **documentation** on the report in question by choosing .
3. Enter selection criteria for the report, and then choose .

The system runs the report in question, and displays the results.

---

## The Organization Component

# The *Organization* Component

## Definition

A component in *HR Funds and Position Management* where an organizational structure can be defined and managed.

## Use

You can map your organizational structure in the *Organization* component of *HR Funds and Position Management*. To do this, you create organizational units and positions, and show the hierarchical relationships between these objects. You decide which areas in your organization need to be mapped in an organizational structure.

In *HR Funds and Position Management*, you can link the positions defined in the organizational structure with persons (*Employee* component) and with budget structure elements for personnel expenditure (*Overall Budget* component). This helps make the tasks and structure of your organization more transparent.

In the *Employee* component, you can access *HR Funds and Position Management* via a specific employee. This allows you to see all the relationships that exist between a person and the budget structure elements that are used to finance him or her as well as the positions that he or she holds.

## Structure

To start with, an organization comprises a number of individual hierarchies, which are then linked to each other. These hierarchies are, in turn, mapped by creating relationships or lists of specific organizational objects. This enables you to map even the most complex of organizations.

## Definition of an Organization

### Purpose

This process describes how you can create an organizational structure in *HR Funds and Position Management* that meets your requirements. It also describes how to store additional information, and map organizational changes.

An organizational structure is a model of the structural and personnel-related environment within your organization.

You define the organizational structure by creating the appropriate organizational units and positions, and by arranging them in a hierarchical structure. You assign every organizational unit (apart from the top one) and every position to a superordinate organizational unit one level up.

Unlike overall budgets, the organizational structure that you create is **not** financial year-dependent. You do not create the link to the financial year until you start financing employees.

An organizational structure merely depicts the hierarchical interrelationships within an organization. For *HR Funds and Position Management*, however, you have to provide additional information on the individual objects within an organizational structure. For example, before you can finance [positions \[Page 282\]](#), you have to specify their pay scale classifications. Organizations are also subject to constant change - new positions are created, for example, or the people who staff a particular position change from time to time.

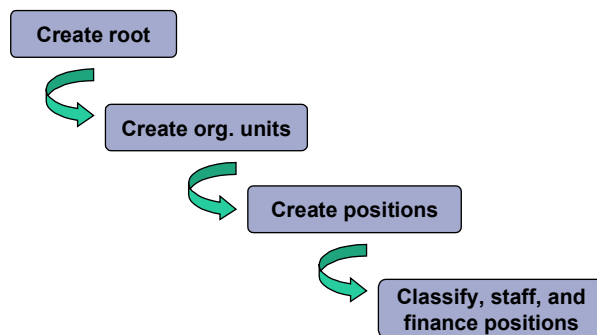
If you also use the *Organizational Management* component, you can use the organizational structure there for *HR Funds and Position Management* (i.e. you do need to define a new structure). You can maintain the following information in the organizational structure you transfer from *Organizational Management*:

- [Employee Groups and Subgroups \[Page 288\]](#)
- [Pay Scale Classification \[Page 134\]](#)
- [Working Times \[Page 295\]](#)

### Process Flow

1. You create the root organizational unit.
2. You structure the organization by creating further lower-level organizational units.
3. You create positions to depict the individual areas within the organizational units.
4. Once you have defined the organizational structure, you assign pay scale classifications to the positions. This information is required for staffing and financing the positions.
5. Once you have classified the positions, you can assign holders to them. By doing so, you map the distribution of functions and tasks in your organization.
6. If required, you can assign [working times \[Ext.\]](#) to the organizational units. You can also store administrative information and addresses.
7. If required, you can create new organizational units and positions, or change the existing organizational structure.

## Definition of an Organization



Note: "Root" refers to the top organizational unit in a hierarchical structure

## Result

You have defined your organization in the system. You can now use the overall budget to [finance](#) [\[Page 174\]](#) the employees in your organization.

### See also:

[Creating a Root Organizational Unit \[Page 277\]](#)

[Creating Organizational Units \[Page 278\]](#)

[Maintaining Organizational Units \[Page 127\]](#)

[Assigning Working Time Groups to an Organizational Unit \[Page 281\]](#)

[Position \[Page 282\]](#)

[Creating Positions \[Page 284\]](#)

[Copying Positions \[Page 285\]](#)

[Classifying Positions \[Page 134\]](#)

[Staffing Positions \[Page 290\]](#)

[Managing Positions \[Page 292\]](#)

[Maintaining Positions \[Page 293\]](#)

[Administration of Teaching Hours \[Page 296\]](#)

[Display: Organizational Plan \[Page 298\]](#)

## Creating a Root Organizational Unit

### Prerequisites

If you want to create a new organizational structure, the first thing you must do is create a root organizational unit. A root organizational unit is the highest (top) organizational unit in an organizational structure. You then define the rest of the organizational structure by starting out from this root organizational unit, and working down.

### Procedure

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Create*.

The *Create Organization: Initial Screen* appears.

2. Enter an abbreviation and name for the root organizational unit.
3. Specify a *validity period* for the organizational unit.



Once you have saved the start date for the organizational unit, you cannot change this date. You can change the end date by using the delimit function.

4. Choose .



You want to create the organizational unit *Department of the Environment*:

<b>Abbreviation</b>	DE
<b>Name</b>	Dept. of Environment
<b>Validity period</b>	01/01/1998 – 12/31/9999

### Result

The system saves the organizational unit. The *Change Organization* screen appears, where you can continue to define the rest of your organizational structure.

## Creating Organizational Units

## Creating Organizational Units

### Prerequisites


When you create organizational units, you are in effect adding new organizational units to your organizational plan (starting out from a root organizational unit or an existing organizational structure).

### Procedure

1. Choose *Human resources → Personnel management → HR funds and position management → Organization → Change*.

The screen *Organization: Initial Screen* appears.


2. Select an *organizational unit*, and then select the *Organization* view.

3. Choose .


The name of the organizational unit and its validity period are displayed.

4. Choose .

The *Change Organization* screen appears.

5. Click the organization/organizational unit to which you want to assign the new organizational unit, and choose .


The *Create Organizational Units* dialog box appears. The name of the organizational unit that you selected as the higher-level object is displayed at the top.

6. Enter an abbreviation and name for each new organizational unit.
7. If necessary, enter a different validity period for your organizational unit(s).
8. To save your entries, choose .




By repeating steps 5 through 8, you can break down your organizational units further.

## Maintaining Organizational Units

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.
2. Select an *organizational unit*, and then select the *Organization* view.
3. Choose .

The *Change Organization* screen appears.

4. Click the *root organizational unit*, and choose .
5. Select the organizational unit that you want to edit.

The table below lists the options available to you.

Function	Menu path	Comments
Create organizational units	<i>Edit</i> → <i>Create</i> → <i>Organizational unit</i>	Select the organizational unit for which you want to create a subunit.
Assign organizational units	<i>Edit</i> → <i>Assign</i> → <i>Organizational unit</i>	Use this function to assign an organizational unit to another organizational unit.
Rename organization/organizational units	<i>Edit</i> → <i>Rename</i>	Use this function to give an organizational unit a different name.
Move organizational units	<i>Edit</i> → <i>Move</i>	Use this function to reassign an organizational unit somewhere else within your organizational structure.
Delimit organizational units	<i>Edit</i> → <i>Delimit</i> → <i>Object</i>	You delimit organizational units if, when you change their validity period, you bring the end date of the validity period forward. You might do this if, for example, you intend to 'disband' an organizational unit on a specific date.
Delimit relationships between organizational units	<i>Edit</i> → <i>Delimit</i> → <i>Relationship</i>	You delimit relationships between organizational units if you specify an earlier validity end date for the relationship.
Delete organizational units	<i>Edit</i> → <i>Delete</i> → <i>Object</i>	You can only ever delete by starting at the bottom of the organizational structure and working up.
Deleting relationships to organizational units	<i>Edit</i> → <i>Delete</i> → <i>Relationship</i>	Use this function to delete the relationships between organizational units.
Enter localization data for organization/organizational unit	<i>Extras</i> → <i>Address</i>	Use this function to enter the addresses, telephone numbers, etc. of your organizational units.

**Maintaining Organizational Units**

Store general descriptions for organizational units	<i>Extras → Description → General description</i>	Use this function to define competencies and areas of responsibility in greater detail for organizational units.
Enter additional description for organizational units	<i>Extras → Description → Additional description</i>	Use this function to store area-specific information on organizational units.



## Assigning Working Time Groups to an Organizational Unit

### Use

A working time group is a subtype of the [Working Time \[Ext.\]](#) infotype (1011), and it can be assigned to an organizational unit.



Working time groups are based on *employee groups* and *employee subgroups*. You can group together different employee groups and employee subgroups into a working time group. You define working time groups in Customizing (see Prerequisites).

By assigning a working time group to an organizational unit, you are in effect defining a reference for the planned working time of the organizational unit in question.

If you assign a working time group to an organizational unit, this information will be passed on automatically to lower-level organizational units and positions, unless working times have been defined specifically for these lower-level objects.

### Prerequisites

You must already have created working time groups in Customizing (*Personnel Management* → *Organizational Management* → *Infotype Settings* → *Working Time* → *Maintain Working Time Groups*).

### Procedure

To assign a working time group to an organizational unit, proceed as follows:

1. [Access the organizational structure \[Page 300\]](#) using the *Organization* view.
2. Click the *root organizational unit*, and choose
3. Click the organizational unit to which you want to assign a working time group, and choose

The *Planned Working Time* dialog box appears.

4. Specify a *working time provision*, and select a *working time group* to which this provision is to apply.
5. If the working time provision is to apply to all lower-level objects, select the *General working time* option.
6. Choose *Check*.
7. To save your entries, choose

You can assign more working time provisions for working time groups to an organizational unit by repeating this procedure as of step 3. In each case, the system creates a new working time record.

## Position

# Position

## Definition

Organizational object (object type key S) that is used to distribute tasks to different posts in an organizational plan as well as to map the reporting chain between posts. Positions are concrete and are occupied by holders (employees or R/3 users): purchasing administrator, secretary in the marketing department, or budgeting manager, for example.

A distinction should be drawn between positions and jobs. A [job \[Page 283\]](#) is not concrete, but rather a resource used to create various positions with similar tasks and features.

## Use

You use positions to represent the individual posts in your organization. By mapping the assignment of these posts to organizational units, you can also show how the various tasks and functions are distributed in your organization.

In some organizations, the **reporting chain** can be represented by simply assigning positions to organizational units.

However, if the real-life reporting chain in your company is different (or is defined to a greater level of detail) than the reporting chain represented in the organizational structure, there are two ways of modeling this:

- If your positions can be organized into a one-dimensional hierarchical structure, use a **reporting structure**
- If your positions report on more than one dimension to several higher-level units, use a **matrix organization**

Matrix relationships can represent relationships between both functions and disciplines.

You link the positions in question by means of relationships, regardless of the organizational unit to which the positions belong.

You need positions in order to:

- Create **staff assignments**, i.e. the assignment of holders (employees or R/3 users) to positions and organizational units
- Define how tasks are distributed among the various posts in your organization
- **Run reports (evaluations)** along the reporting chain

You can use reports to map and document the reporting chain in your organization. The reporting chain that you create determines the evaluation paths that are possible.

## Job

### Definition

Organizational object (object type key C), that is used to create positions when you are creating an organizational structure.

Whereas [positions \[Page 282\]](#) are concrete and can be occupied by holders (secretary in the marketing department, for example), jobs are a general classification of functions in an enterprise (secretary, for example), that are defined by the tasks and characteristics assigned to them. Job descriptions apply to several different positions with similar tasks and characteristics.

### Use

When you create a new position (e.g. secretary of the budgeting department), you can relate this position to a job (e.g. secretary) already defined in your organization. In this case, the position will be assigned automatically the tasks and characteristics defined for the job.

If a suitable job has not yet been defined, create one now, and assign the appropriate tasks and characteristics to it. You will then be able to use this same job in future for creating more new positions.

The fact that you can relate positions to jobs means that it is easy to create positions that are identical or similar (since you do not have to assign the same tasks and characteristics individually to each position). You can also assign specific tasks and characteristics directly to a position.



There are 40 secretaries in your organization. Each of these secretaries is the holder of a position (e.g. secretary of the budgeting department). The positions in question are described by the job *Secretary* and the tasks and characteristics assigned to this job (e.g. the task “management of appointments”). In addition to these generally applicable tasks, you can also define specific tasks and characteristics (e.g. the task “take minutes at budgeting committee meetings”) for a specific position (e.g. secretary of the budgeting department) and in this way differentiate between the position in question and other positions (e.g. the secretary of the personnel department).

If you use the R/3 *Personnel Development* component, jobs also form an invaluable basis for defining qualifications.

## Creating Positions

## Creating Positions

### Procedure

To create [positions \[Page 282\]](#), proceed as follows:


1. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.

The *Organization: Initial Screen* appears.


2. Select an *organizational unit*, and then select the *Organization* view.

3. Choose .

The name of the organizational unit and its validity period are displayed.

4. Choose .

The *Change Organization* screen appears.


5. Click the *organizational unit* for which you want to create positions, and choose .

The *Create Positions* dialog box appears.

6. Select a *describing job* (this is the job that describes the position), or – if you want to create a new job for the position – choose *Create jobs*.



A [job \[Page 283\]](#) is a grouping together of *Organizational Management* tasks performed by employees. Each job is unique within the company (e.g. administrator). A position is the actual physical occurrence of a job (e.g. administrator of finances).

7. Enter an *abbreviation* and a *name* for the new position.
8. If necessary, specify a different *number* of jobs to be created and/or specify a different *validity period*.
9. To save your entries, choose .

### Result

You have created a position. By repeating steps 5 through 9, you can create more positions..

If you require several positions that are the same as a position that already exists, you can copy the existing position as described in the procedure [Copying Positions \[Page 285\]](#).

## Copying Positions

### Prerequisites

You must have created a [position \[Page 282\]](#) before you can copy it.

### Procedure

1. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.

The *Organization: Initial Screen* appears.

2. Select an *organizational unit*, and then select the *Organization* view.



3. Choose .

The *Change Organization* screen appears.

4. Click the *root organizational unit*, and choose .

5. Click the *position* you want to copy, and choose .

The *Copy Object* dialog box appears.

6. Select the *organizational unit* to which you want to copy the position.
7. If necessary, enter a different *number of copies*.
8. If you want to copy the pay scale classification of the position as well, select the *Classification* field.
9. To check your entries, choose  *Check*.
10. To copy the position, choose .



When you copy a *position* (object type S), you do **not** create a relationship to the *job* (object type C) that describes this position. You must create the corresponding relationship ("job describes position") in *Organizational Management*.



A [job \[Page 283\]](#) is a grouping together of *Organizational Management* tasks performed by employees. Each job is unique within the company (e.g. administrator). A position is the actual physical occurrence of a job (e.g. administrator of finances).

## Classifying Positions

# Classifying Positions


## Use

When you classify [positions \[Page 282\]](#), you assign pay scale information to them which is required for the financing and staffing of these positions.


## Prerequisites

In order to classify positions, you must first define default values for pay scale groups in Customizing for *HR Funds and Position Management (Overall Budget → Pay Scales and Pay Scale Classifications → Defining Default Values)*.

## Procedure

1. Choose *Human resources → Personnel management → HR funds and position management → Organization → Change*.
2. Select an *organizational unit*, and then select the *Organization* view.
3. Choose .

The *Change Organization* screen appears.

4. Select the *position* you want to classify, and choose  *Classification*.

The *Position: Change Classification* dialog box appears.






If you have worked through the procedure entitled [Maintaining the Employee Group/Subgroup for a Position \[Page 289\]](#), the system will propose default pay scale values at this point.

5. Enter a *country grouping*, *pay scale type*, *pay scale area*, *employee subgroup grouping for collective agreement provisions* (CAP grouping), and a *pay scale group* for the position.



On the basis of the pay scale details you specify, the system calculates the monetary amount required for funding.

6. To store administrative information, choose .
7. To have the system check your entries, choose  *Check*.
8. To save your entries, choose .

## Result

You have assigned a pay scale classification to a position. On the basis of this pay scale classification, you can staff the position with a suitable employee and/or finance the position from the overall budget.



---

Defining Employee Groups and Employee Subgroups

## Defining Employee Groups and Employee Subgroups

You have called up the Application Help. The following information is available for this R/3 context:

- [Defining an Employee Group and Employee Subgroup for a Budget Structure Element \[Page 28\]](#)
- [Defining an Employee Group and Employee Subgroup for a Position \[Page 289\]](#)



## Defining an Employee Group and Employee Subgroup for a Position

### Use

If you assign an employee group and subgroup to a position, this means that the system will automatically propose values for the *Country grouping*, *Pay scale type*, *Pay scale area*, and *Employee subgroup grouping for collective agreement provisions (ESG for CAP)* fields when the position is being classified.

At the same time, you are defining that the position in question may only be held by a specific employee group or subgroup.

### Prerequisites

*You must have worked through the Customizing step Personnel management → Personnel administration → Payroll Data → Basic Pay → Determine default for pay scale data.*

### Procedure

To define an employee group and employee subgroup for a position, proceed as follows:

1. [Access the organizational structure \[Page 300\]](#) with the *Organization* view.
2. Select the top organizational unit, and choose *View → Expand*.
3. Select the position for which you want to maintain an employee group and subgroup, and choose *Extras → Employee group/subgroup*.
4. Assign an employee group and an employee subgroup to the position.
5. Choose *Check*.
6. Choose *Save and close*.

### Result

You have maintained an employee group and an employee subgroup for a position. This will mean that the system will propose values for the position's pay scale details when you are [classifying the position \[Page 134\]](#).

## Staffing Positions

## Staffing Positions

### Use

The staffing of positions involves creating and maintaining relationships between [positions \[Page 282\]](#) and employees.

The staffing of positions also involves assigning employees (position holders) to their positions, and to specify a staffing period and staffing percentage. This action also implies that persons are assigned to organizational units (since the positions themselves are linked to organizational units).



Please note that a position can be (partially) staffed by several employees, and that an employee can (partially) staff several positions. However, the total staffing assignments may not exceed the working time defined for either the position or the employee in question. Various combinations are possible, although – generally speaking – one employee is assigned to one position.

### Prerequisites

In Customizing, you must have specified how the system should react if a position is staffed (step: *Organization* → *Define system reactions for staffing of positions*). For example, you can specify here that if an unclassified position is staffed, the system issues a warning.

### Procedure

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.

The *Organization: Initial Screen* appears.

2. Select an *organizational unit*, and then select the *Organization* view.
3. Choose .

The *Change Organization* screen appears.

4. Click on the *root organizational unit*, and choose .
5. Select the *position* you want to staff, and choose *Assign holder*.

The *Assign Holder* dialog box appears.

6. Enter the *personnel number* of the employee that you want to assign to the position.
7. If necessary, change the [staffing percentage \[Ext.\]](#) and the *staffing period*.
8. To see if the employee is assigned to any other organizational units, choose .
9. To have the system check your entries, choose *Check*.
10. To save the staffing assignment, choose .

The *Choose Financial Year* dialog box appears.

11. Choose , since in this procedure, the position is staffed without financing.

12. If any system messages are issued, choose .

## Result

You have staffed a position. You can link this person or position with the *Overall Budget* component by working through the process entitled [Financing \[Page 174\]](#).


## Managing Positions

## Managing Positions

### Use

By managing positions, you can store additional administrative information for a [position](#) [Page 282].



### Procedure

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.
2. Select an *organizational unit*, and then select the *Organization* view.
3. Choose .
4. Select the *position* you want to manage.

The table below lists the options available to you.

Function	Menu path	Comments
Store general description of a position	<i>Extras</i> → <i>Description</i> → <i>General description</i>	Use this function to store the tasks and responsibilities pertaining to a position.
Store additional description of a position	<i>Extras</i> → <i>Description</i> → <i>Additional description</i>	Use this function to store any additional area-specific information on a position.
Enter localization data for a position	<i>Extras</i> → <i>Address</i>	Use this function to store the address, telephone number, etc. of a position.
Assign service type/service category to a position	<i>Extras</i> → <i>Service category</i>	Use this function to distinguish a position (or the employees assigned to the position) on the basis of service type (e.g. physicians, nursing staff).
Specify substitute for position	<i>Extras</i> → <i>Substitute</i> → <i>Assign</i>	Use this function to assign a position to another position as a substitute.
Delete substitute for position	<i>Extras</i> → <i>Substitute</i> → <i>Delete</i>	Use this function to cancel the substitution arrangement created for a position.

## Maintaining Positions

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.
2. Select an *organizational unit*, and then select the *Organization* view.
3. Choose .
4. Click the *root organizational unit*, and choose .
5. Select the *position* you want to maintain.

The table below lists the options available to you.

Function	Menu path	Comments
Assign position to a new holder	<i>Edit</i> → <i>Assign</i> → <i>Holder</i>	Use this function to link (staff) a position with an employee.
Change staffing	<i>Edit</i> → <i>Change</i> → <i>Staffing</i>	Use this function to change the staffing percentage and/or funding. You must select the holder in question first.
Move positions	<i>Edit</i> → <i>Move</i>	Use this function to reassign positions somewhere else within your organizational structure.
Delete position	<i>Edit</i> → <i>Delete</i> → <i>Object</i>	Use this function to delete a position from the organizational structure.
Delete relationships to positions	<i>Edit</i> → <i>Delete</i> → <i>Relationship</i>	Use this function to delete the relationship between a position and its higher-level organizational unit (historical record not maintained).
Rename position	<i>Edit</i> → <i>Rename</i>	Use this function to change the name of a position.
Delimit position	<i>Edit</i> → <i>Delimit</i> → <i>Object</i> or <i>Relationship</i>	Use this function if you want to de-assign a position from a higher-level organizational unit at a specific point in time (history is maintained).
Create chief position	<i>Extras</i> → <i>Chief position</i> → <i>Create</i>	Use this function to specify an area of responsibility for a position.
Specify substitute for position	<i>Extras</i> → <i>Substitute</i> → <i>Assign</i>	
Delete substitute for position	<i>Extras</i> → <i>Substitute</i> → <i>Delete</i>	

---

**Maintaining Positions**

Display attributes of a position	<i>Extras → Attributes</i>	Use this function to display the classification of a position (e.g. validity, pay scale).
----------------------------------	----------------------------	---

## Defining the Working Time for a Position





### Use

By defining a [working time \[Ext.\]](#) for a [position \[Page 282\]](#), you are in effect providing a reference value for the time required to complete the tasks associated with the position in question.

When you define a working time manually for a specific position, this overrides the [working time provisions defined for a higher-level organizational unit \[Page 281\]](#).

### Procedure

To assign a working time to a position, proceed as follows:

1. [Access the organizational structure \[Page 300\]](#) using the *Organization* view.
2. Click the *root organizational unit*, and choose .
3. Click the position for which you want to define a working time, and choose .
- The *Planned Working Time* dialog box appears.
4. Enter a *working time* manually for the position, or select a *standard value* for the working time.
5. Choose  *Check*.
6. To save your entries, choose .

---

**Administration of Teaching Hours**

## Administration of Teaching Hours

### Use

This functionality is particularly useful in universities and other institutions where academic teaching hours have to be administrated.

You can use this functionality to compare a person's mandatory teaching hours with the seminars, lectures, etc. that have already been scheduled for this person.

### Prerequisites

You must have made the appropriate settings in Customizing (step: *Organization* → *Set Up Administration of Teaching Hours*).

### Process Flow

1. You define teaching hours for a position. The teaching hours you define specify the number of hours per week the holder of this position must teach.
2. The system proposes a value for the number of hours per week.
3. You can accept this proposed value, or change it.





### See also:

[Defining Teaching Hours for a Position \[Page 297\]](#)



## Defining Teaching Hours for a Position

### Procedure


1. [Access the organizational structure \[Page 300\]](#) with the *Organization* view.  
The *Change Organization* screen appears.
2. Click the *position* for which you want to define teaching hours.
3. Choose *Extras* → *Teaching hours*.  
The *Teaching Hours* dialog box appears.
4. To display the system proposal for teaching hours, choose *Standard values*.
5. To use this number of teaching hours, choose . To enter the number of teaching hours per week manually, choose .
6. If applicable, select a reason for reducing teaching hours.
7. To assign the full number of teaching hours to the person assigned to the position (regardless of the staffing percentage), select *Regardless of staffing*.
8. To have the system check your entries, choose  *Check*.
9. To save your entries, choose .

### Result

You have defined teaching hours for a position.

You can use the *Organization Teaching Hours* report to display the teaching hours defined within an organizational structure.



To delete the teaching hours defined for a position, choose .

---

**Display: Organizational Structure**

## Display: Organizational Structure

### Use

You can use this function to display and print out the organizational structure. You use this information for the purposes of monitoring budgets.

This function provides you with the information you require for maintaining the organizational structure. This information includes how the organization is structured, and how positions are managed and classified.

### Features

The information that you can display includes:

- Organizational structure
- Validity periods of objects
- Relationship periods and percentages
- Working times
- Positions responsible
- Position classifications

### See also:

[Displaying the Organizational Structure \[Page 299\]](#)

## Displaying the Organizational Structure

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Display*.

The screen *Organization: Initial Screen* appears.

2. Select an *organizational unit*, and then select the *Organization* view.
3. Choose *Organization* → *Display*.

The *Display Organization* screen appears.

The system displays the organizational structure and, depending on the settings you have made in [Settings](#) → [User-specific settings](#) [Page 301]), the following information:

- Names of organizational units
- Validity periods and object periods
- Relationship periods
- Relationship percentages

The table below lists **further** display options available to you.

Function	Menu path
Display color legend for objects in organizational structure	<i>View</i> → <i>Color legend</i>
Display employee group or subgroup for a specific position	<i>Extras</i> → <i>Employee group/subgroup</i>
Display classification of a position	<i>Extras</i> → <i>Classification</i> → <i>Pay scale</i>
Display address of a position	<i>Extras</i> → <i>Address</i>
Display service type or category of a position	<i>Extras</i> → <i>Service category</i>
Display planned working time for a position	<i>Extras</i> → <i>Working time</i>
Display object attributes	<i>Extras</i> → <i>Attributes</i>
Display description of an organizational unit	<i>Extras</i> → <i>Description</i>
Display area of responsibility for a chief position	<i>Extras</i> → <i>Chief position</i> → <i>Display assignment</i>
Print out organizational structure	<i>Organization</i> → <i>Print</i>



Depending on the budget status, you can switch from display mode to maintenance mode by choosing *Organization* → *Display* ↔ *Change*.

## Accessing the Organizational Structure

## Accessing the Organizational Structure


1. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.

The *Organization: Initial Screen* appears.


2. Select an *organizational unit*, and then select either the *Organization* or the *Allocation* view.



If you select the *Organization* option, the organizational structure will be displayed. If you select the *Allocation* view, you will see how the overall budget is allocated throughout the organization.

3. Choose  .



Alternatively, if chief positions or [positions responsible \[Page 222\]](#) are defined in the system, you can access the organizational structure via a chief position by choosing  on the *Organization: Initial Screen*.

## User-Specific Settings

### Use

You can use this function to define user-specific display settings in the *Overall Budget* and *Organization* components.

### Features

You can use this function to set up the system so that the following information is displayed permanently on the screens in the *Overall Budget* and *Organization* components:

- **Object display options**
  - Abbreviation
  - Name
  - Key
  - Object period
- **Relationship display options**
  - Relationship period
  - Percentage
- **General display options**
  - Position responsible
  - Budget structure element type
  - Administrative information
  - Earmarkings
  - Validity period
  - Substitutes
- For **accessing** the overall budget
  - via a budget structure element
  - via Funds Management account assignment
  - displaying the logo

**See also:**

[Defining User-Specific Settings \[Page 302\]](#)

---


Defining User-Specific Settings

## Defining User-Specific Settings


6. Choose *Human resources* → *Personnel management* → *HR Funds and Position Management*.

7. Choose *Settings* → *User-specific settings*.

The *User-Specific Settings* dialog box appears.

8. Select the appropriate tab page, and flag the *Display options* that you want to have on permanent display.
9. If applicable, select an access option on the *Access* tab page.
10. To save your personal settings, choose .



You can also change your user-specific settings in the *Overall Budget* and *Organization* components by choosing .

## Financing from the *Organization* Component

You have called up the Application Help. The following information is available for this R/3 context:

- **Standalone HR Funds and Position Management**
  - [Financing from the Organization Component \[Page 174\]](#)
  - [Financing Employees Directly \[Page 155\]](#)
  - [Financing Employees Indirectly \[Page 158\]](#)
  - [Deleting Existing Financing Assignments \[Page 315\]](#)
- **HR Funds and Position Management Integrated With Funds Management**
  - [Financing from the Organization Component \[Page 329\]](#)
  - [Financing Employees Directly \[Page 308\]](#)
  - [Financing Employees Indirectly \[Page 311\]](#)
  - [Deleting Existing Financing Assignments \[Page 315\]](#)

## Financing from the *Organization* Component

### Purpose

This process describes how you can finance employees in your organization using the budgets of [budget structure elements](#) [\[Page 208\]](#).

The financing process is closely linked to the [Budget Allocation](#) [\[Page 73\]](#) process (since both processes supply budget funds to cover personnel expenditures).

However, in the *Financing* process, funding is supplied using a position or person as the point of departure, whereas a budget structure element is the point of departure in the *Budget Allocation* process.

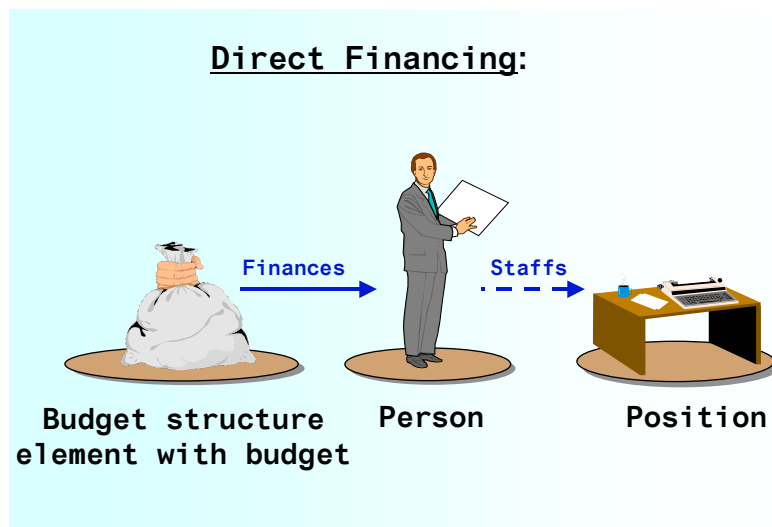
Basically, there are two ways of financing an employee in your organization:

- Directly from the budget of a budget structure element (direct financing)
- Indirectly, via a position financed by the budget of a budget structure element (indirect financing)

If you finance an employee *directly* using the budget of a budget structure element, you can allocate funds (monetary amounts and FTEs) to cover the personnel expenditures incurred by this employee. This type of financing is referred to as *direct financing* because funds are assigned directly to the employee (and not via a position). This means that you can finance employees who are not assigned to positions.



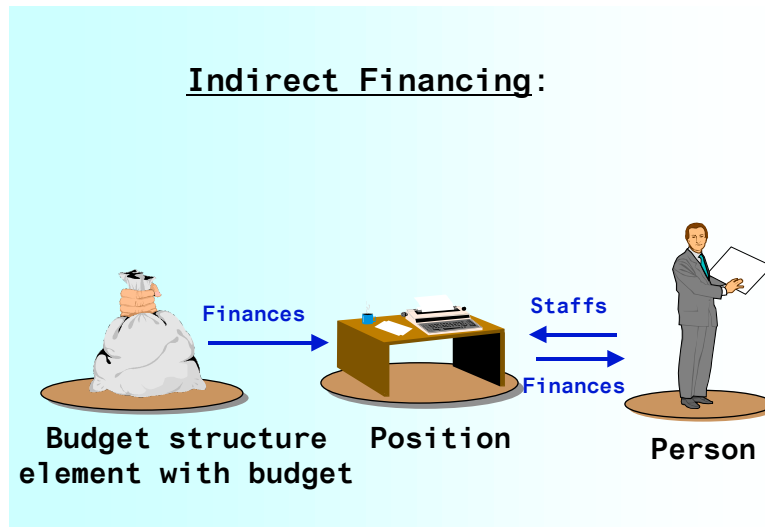
You have hired a temporary worker for 6 months. This worker is not assigned to a specific position. By financing the employee directly (in the [Employee component](#) [\[Page 171\]](#)), you can allocate funds to cover the personnel costs incurred by this worker.





## Financing from the Organization Component

If you finance employees *indirectly*, you allocate funds (monetary amounts and FTEs) from the budgets of budget structure elements to a position, and in this way cover the personnel expenditures incurred by the employees assigned to the position in question. This type of financing is referred to as *indirect financing* because funds are assigned via positions (and not directly to employees).



You can also use indirect financing to reserve funds for positions that have not yet been staffed.

You can combine both types of financing as you please (in other words, you can finance a portion of the personnel costs incurred by an employee directly, and a portion indirectly).



If you have already defined a financing assignment, and you want to change/supplement this, you can only use budgets of budget structure elements with the same budget unit as the object that already provides financing.

When you supply the funds required for an employee (i.e. finance the employee), the employee's absences (infotype 2001) are also taken into account. This means, for example, that no financing is required for an employee who has taken unpaid leave. In Customizing, you can define how absences are to be handled in *HR Funds and Position Management*.

## Prerequisites

Depending on the circumstances in your organization, you must have defined a budget hierarchy with budget structure elements and budgets, an organizational structure with positions, and relationships between positions and persons. You can only finance objects with the budgets of *allocatable* budget structure elements (i.e. the budget structure elements in question must not be summarization items).

In Customizing (step: *Overall Budget* → *Settings for Financing Persons/Positions* → *Define Financing Types for Each Object Type*), you must also have specified which types of financing (monetary values and FTEs) are allowed for positions and persons. Furthermore, you must have

## Financing from the Organization Component

defined how the employee's absences affect financing (step: *Overall Budget* → *Settings for Financing Persons/Positions* → *Define How Absences Are Handled*).

You must also have specified how the financing required for specific employee groupings is to be determined (step: *Overall Budget* → *Settings for Financing Persons/Positions* → *Determining Financing Requirements*).

## Process Flow

1. Depending on the situation, you can finance an employee directly or indirectly.
2. To help you determine the financing required, the system provides you with the information you need. On the basis of this information, you create a financing assignment, or change an existing financing assignment.
3. When you create or change a financing assignment, the system runs an availability check. This ensures that you can only allocate the budget of a budget structure element that still has available budget.

### See also:

[Financing Employees Directly from the Organization Component \[Page 155\]](#)

[Financing Employees Indirectly from the Organization Component \[Page 158\]](#)

[Financing Employees Directly in the Employee Component \[Page 177\]](#)

[Financing Employees Indirectly in the Employee Component \[Page 178\]](#)

[Financing Wizard \[Ext.\]](#)

[Deleting Existing Financing Assignments \[Page 315\]](#)

[Reconciling the Outgoing Funds of a Position That Has Been Financed \[Page 316\]](#)



[Displaying the Financing Overview \[Page 318\]](#)

[Display: Financing Details in the Organizational Structure \[Page 319\]](#)


## Financing Employees Directly

1. [Access the organizational structure \[Page 300\]](#) with the *Allocation* view.


The *Change Organization: Allocation* screen appears.


2. Click on the *top organizational unit*, and choose .
3. Click on the **person** you want to finance, and choose .

The *Financing* dialog box appears.


4. If you want to finance the person using FTEs (as opposed to a monetary budget), choose  *FTEs*.
5. The traffic-lights icon shows the current *financing status*.

The various colors mean the following:

 = the budget provided is less than the budget required.

 = the budget provided exceeds the budget required.

 = the budget provided is exactly the same as the budget required.

To view details of the funds required, choose  in the *Assignment periods* box. The system displays how the financing required was determined, and what type of financing is involved.

How you proceed from this point depends on the color of the traffic-light icon:

- [Procedure If Traffic-Light Icon Is Green \[Page 313\]](#)
- [Procedure If Traffic-Light Icon Is Yellow or Red \[Page 312\]](#)

## Procedure If Traffic-Light Icon Is Yellow or Red

## Procedure If Traffic-Light Icon Is Yellow or Red

In the *Financing Periods* table, the *Required* column displays the funds required, and the *Assigned* column displays the funds made available.

Since the funds assigned are not the same as the funds required, the traffic-lights icon is red or yellow (●●● or ●●●).

**To provide the required financing, you must allocate the appropriate budget in the *Financing Periods* table.**

1. Select the budget structure element type and the object ID of the budget structure element that is to provide the budget for financing.



The system proposes a list of possible budget structure element types. You can use a search function (e.g. structural search) to find the object ID.

2. Choose *Check*.

The system displays the *budget assigned* and the corresponding *validity period*. The system also displays the *object abbreviation* and the *name* of the source budget structure element.

Depending on the financing status, the traffic-lights icon in the *Financing Periods* table changes, and the financing made available is displayed in the *Assigned* column.

3. You can overwrite the funds (monetary values or FTEs) displayed in the *Assigned* column of the *Availability Periods* table.
4. If insufficient funds have been assigned, you must assign additional funds as described in steps 1 and 2 (i.e. you must select further budget structure elements for the purposes of financing).
5. To display where the source budget structure element appears in the overall budget hierarchy, choose *Hierarchical context*.
6. To have the system check your entries when the icon ●●● is displayed, choose ✓ *Check*.
7. To save your entries, choose

## Result




You have financed an employee directly or indirectly.

## Procedure If Traffic-Light Icon Is Green

1. Check whether the budget provided is exactly the same as the budget required.



The traffic-lights icon will also be green (●●●) if the employee or position does not require any financing, and if a budget structure element has not been selected for the purpose of financing it. In this case, find out why the employee or position does not require any financing.

2. If the funds assigned and the funds required are the same, choose  *Check*.
3. To display the pay scale details of the object you want to finance, choose .
4. To save your entries, choose .

## Result



You have financed an employee directly or indirectly.

## Financing Employees Indirectly


## Financing Employees Indirectly

1. [Access the organizational structure \[Page 300\]](#) with the *Allocation* view.


The *Change Organization: Allocation* screen appears.


2. Click on the *top organizational unit*, and choose .
3. Click on the **position** you want to finance, and choose .

The *Financing* dialog box appears.


4. If you want to finance the position using FTEs (as opposed to a monetary budget), choose  *FTEs*.
5. The traffic-light icon shows the *financing status*.

The various colors mean the following:

 = the budget provided is less than the budget required.

 = the budget provided exceeds the budget required.

 = the budget provided is exactly the same as the budget required.

To view details of the funds required, choose  in the *Assignment periods* box. The system displays how the financing required was determined, and what type of financing is involved.

How you proceed from this point depends on the color of the traffic-light icon:

[Procedure If Traffic-Light Icon Is Green \[Page 313\]](#)

[Procedure If Traffic-Light Icon Is Yellow or Red \[Page 312\]](#)

## Procedure If Traffic-Light Icon Is Yellow or Red

In the *Financing Periods* table, the *Required* column displays the funds required, and the *Assigned* column displays the funds made available.

Since the funds assigned are not the same as the funds required, the traffic-lights icon is red or yellow (🔴🟡 or 🟡🔴).

**To provide the required financing, you must allocate the appropriate budget in the *Financing Periods* table.**

8. Select the budget structure element type and the object ID of the budget structure element that is to provide the budget for financing.



The system proposes a list of possible budget structure element types. You can use a search function (e.g. structural search) to find the object ID.

9. Choose *Check*.

The system displays the *budget assigned* and the corresponding *validity period*. The system also displays the *object abbreviation* and the *name* of the source budget structure element.

Depending on the financing status, the traffic-lights icon in the *Financing Periods* table changes, and the financing made available is displayed in the *Assigned* column.

10. You can overwrite the funds (monetary values or FTEs) displayed in the *Assigned* column of the *Availability Periods* table.
11. If insufficient funds have been assigned, you must assign additional funds as described in steps 1 and 2 (i.e. you must select further budget structure elements for the purposes of financing).
12. To display where the source budget structure element appears in the overall budget hierarchy, choose *Hierarchical context*.
13. To have the system check your entries when the icon 🟡🔴 is displayed, choose ✅ *Check*.
14. To save your entries, choose 💾.

## Result

You have financed an employee directly or indirectly.

---




Procedure If Traffic-Light Icon Is Green

## Procedure If Traffic-Light Icon Is Green

5. Check whether the budget provided is exactly the same as the budget required.



The traffic-lights icon will also be green (●●●) if the employee or position does not require any financing, and if a budget structure element has not been selected for the purpose of financing it. In this case, find out why the employee or position does not require any financing.

6. If the funds assigned and the funds required are the same, choose  *Check*.
7. To display the pay scale details of the object you want to finance, choose .
8. To save your entries, choose .

## Result



You have financed an employee directly or indirectly.




## Deleting Existing Financing Assignments

1. [Access the organizational structure \[Page 300\]](#) with the *Allocation* view.


The *Change Organization: Allocation* screen appears.

2. Click on the *top organizational unit*, and choose .
3. Select the **position** or the **person** whose financing assignment you want to delete, and choose .

The *Financing* dialog box appears.

4. In the *Financing periods* box, select the financing assignment you want to delete, and choose *Delete line*.
5. To save your changes, choose .



If you want to delete financing for a position, you must choose , and [compare the financing assignment \[Page 316\]](#).

---

Updating of the Outgoing Funds of a Position

## Updating of the Outgoing Funds of a Position

### Use

The outgoing funds of a position have to be updated if the financing required by the person who is financed by this position changes.

This might, for example, be the case if the staffing period or staffing percentage of the position changes, if the person receives direct financing, or if the person is absent.

When you perform this function, the financing relationship between the position and the person (i.e. the outgoing funds) is updated.



In the current financial year, USD 80,000 are required to cover the personnel expenditure for an employee. You finance this employee via a position (indirect financing) for the period from January 1 through December 31.

#### Example 1:

As of February 5, you use budget structure element X to finance the employee directly (in other words, the personnel expenditure required for this employee is now provided by the budget of this budget structure element, and not by the position).

By updating the outgoing funds of the position, you can update the financing relationship between the position and the employee (in this case, the position's outgoing funds for the employee in question would be changed to zero).

#### Example 2:

As of February 5, the employee takes one year's unpaid leave (in other words, no financing for personnel expenditure is required for this employee for the rest of the year).

By updating the outgoing funds of the position, you can update the financing relationship between the position and the employee (in this case, the position's outgoing funds for the employee in question would be changed to zero).

### Features

By updating outgoing funds, you can check and update the financing relationships between a position and the persons financed via this position.

## Reconciling the Outgoing Funds of a Position


### Procedure

1. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.


The *Organization: Initial Screen* appears.

2. Select an *organizational unit*, and then select the *Allocation* view.
3. Enter the appropriate financial year.
4. Choose *Organization* → *Change*.

The *Change Organization: Allocation* screen appears.

5. Click on the **position** whose outgoing funds you want to reconcile, and choose .


The *Financing* dialog box appears.

6. To reconcile the financing assignment, choose .

### Result

You have reconciled the outgoing funds of the position.



To display the reconciled incoming and outgoing funds for the position, choose .

---

Displaying the Financing Overview

## Displaying the Financing Overview

### Use

In the Financing Overview, you can display the budget provided by a budget structure element for the purpose of financing a specific person or position.

### Procedure

1. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Display*.

The *Organization: Initial Screen* appears.

2. Select an *organizational unit*, and then select the *Allocation* view.
3. Enter the appropriate financial year.
4. Choose *Organization* → *Display*.

The *Display Organization: Allocation* screen appears.

5. Click on the *person* or *position* whose financing details you want to display, and choose .

The system displays the financing details of the person or position in question.

## Display: Financing Details in Organizational Structure

### Use

You can use this function to display and print out the financing assignments in an organizational structure. You use this information for the purposes of monitoring budgets. In particular, this function provides you with the information you require concerning the staffing of positions, and the financing of positions and employees.

Unlike the [Display: Organizational Plan \[Page 298\]](#) function, this function enables you to display the organizational structure **and also** the budget structure elements that are used to finance the positions and persons.

### Prerequisites

The overall budget must have the status *Released* (or have previously had this status).

### Features

When you execute this function, the system displays the following information:

- Organizational structure
- Holders of positions
- Budget structure elements whose budgets are used to finance positions or persons
- Budget assigned for individual positions and persons
- Incoming funds and their origin, as well as outgoing funds and their application in a separate financing overview

### See also:


[Displaying Financing Details in the Organizational Structure \[Page 320\]](#)

## Displaying Financing Details in the Organizational Structure

## Displaying Financing Details in the Organizational Structure

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Display*.

The *Organization: Initial Screen* appears.

2. Select an *organizational unit*, and then select the *Allocation* view.
3. Enter the appropriate financial year.
4. Choose *Organization* → *Display*.
5. Click on the *root organizational unit*, and choose .

The system displays the organizational structure and, depending on the settings you have made in *Settings* → *Display*, the following information:

- Names of organizational units
- Validity periods and object periods
- Relationship periods
- Relationship percentages

Also displayed are the budget structure elements whose budgets are used to finance the persons and positions. The relationships between the budget structure elements and persons/positions show whether direct or indirect financing is involved.

The *budget assigned* for the individual positions and employees is also displayed.

The table below lists **other** display options available to you.

Function	Menu path	Comments
Display <a href="#">color legend [Ext.]</a> for objects in organizational structure	<i>View</i> → <i>Color legend</i>	The color legend shows which objects are represented by which colors in the organizational structure.
Display classification of a position	<i>Extras</i> → <i>Classification</i> → <i>Pay scale</i>	The system displays the pay scale classification defined for the position.
Display the <b>financing overview</b> for a position	<i>Edit</i> → <i>Financing overview</i>	The system displays incoming and outgoing funds. You can also display the budget structure element allocations.
Budget Monitoring	<i>Edit</i> → <i>Monitor budget</i>	You use this function to monitor the budget of a budget structure element.

Displaying Financing Details in the Organizational Structure

Display <a href="#">planned working time [Ext.]</a> for a position	<i>Extras → Working time</i>	The system displays the planned working time defined for the position.
--	------------------------------	--



If the budget status permits, you can switch from display mode to change mode by choosing .

**Budget Monitoring**

## Budget Monitoring

### Use

Budget monitoring enables you to display the budget of a budget structure element, and allows you to see how much of this budget has been used up and how much is still available.



If the budgets in question are FTE budgets, annual mean values are used to calculate these funds.

Example:

In Budget Monitoring, you see that a budget structure element with a budget of 4 full-time equivalents (FTEs) still has an available budget of 2.75 FTEs. This is calculated as follows:

Availability Period	FTEs	Annual Mean Values
01/01 – 03/31	4	1 (4 x 0.25)
04/01 – 09/30	2	1 (2 x 0.5)
10/01 – 12/31	3	0.75 (3 x 0.25)

### Prerequisites

The overall budget must have the budget status *Released*, *Completed*, *Locked*, *Released provisionally*, or *Being revised*.

### Features

You can use the *Budget Monitoring* function to display the following information on a budget structure element:

- Name of budget structure element
- Period being monitored
- Original budget
- Budget changes
- Current budget (original budget plus/minus budget changes)
- Distributed budget
- Application of budget
- Available budget (current budget minus budget distributed and application of budget)

#### See also:

[Display: Budget Monitoring in the Overall Budget Component \[Page 255\]](#)

[Display: Budget Monitoring in the Organization and Employee Components \[Page 336\]](#)





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Displaying Budget Monitoring

## Displaying Budget Monitoring

1. [Access the Employee component \[Page 328\]](#) or [access the Organization component \[Page 300\]](#) using the *Allocation* view.
2. Double-click on the *budget structure element* whose budget you want to monitor.  
The *Monitor Budget* dialog box appears.
3. Check over the information displayed on the budget of the budget structure element.



If you choose:

-  the system displays the attributes of the budget structure element.
-  the system displays the budget structure element's hierarchical context.

## The *Employee* Component

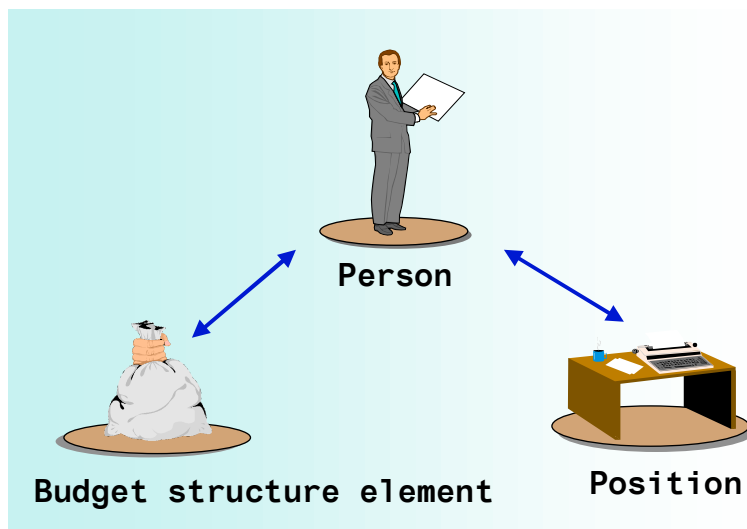
### Definition

In the *Employee* component, you can access *HR Funds and Position Management* via a specific employee.

### Use

This allows you to see all the relationships that exist between a person and the budget structure elements that are used to finance him or her as well as the positions that he or she holds.

You can also finance the person in question, or change existing financing assignments for the person. Furthermore, you can display information on the person, the budget structure elements that finance this person, and the positions that this person holds.



The *Employee* component contains the processes [Financing \[Page 174\]](#) and [Budget Allocation \[Page 73\]](#). Remember, though: the point of departure in this component is the **person** (and not the organization or overall budget).

You can view all the budget structure elements and positions to which a person is linked.

You can also finance the person in question, or check or change the person's financing assignments. Furthermore, you can delimit or delete the relationship between the person and a position. Similarly, you can change the way in which the person staffs the position.

In addition to all this, you can also display the following information:

- Information on the person
  - Employee group and subgroup to which the budget structure element is assigned
  - Pay scale classification of the person's basic pay
- Information on budget structure elements that finance the person

**The Employee Component**

- Budget monitoring
- Employee group and subgroup to which the budget structure element is assigned
- Pay scale classification of FTE budget
- Description
- Any budgeting or reclassification rules that have been defined
- Any earmarkings that have been defined
- Information on positions held by the person
  - Staffing percentage
  - Financing overview for position (incoming and outgoing funds)
  - Pay scale classification
  - Working time defined for the position
  - Description

**See also:**

[Financing from the Organization Component \[Page 174\]](#)

[Budget Monitoring \[Page 179\]](#)

[Displaying and Editing Information on a Position \[Page 338\]](#)

[Displaying Information on a Person \[Page 339\]](#)



[Displaying and Editing Information on a Budget Structure Element \[Page 337\]](#)

## Accessing the *Employee Component*

### Procedure

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Employee* → *Display* or *Change*.

The *Employee: Initial Screen* appears.

2. Select a *person*, and specify the appropriate *financial year*.
3. Choose  or .

### Result

The system displays any relationships that exist between the employee and positions to which he/she is assigned. Also displayed are relationships between the employee and the budget structure elements used to finance him/her. The rest of the information that you can display will depend on the status of the overall budget.



By choosing , you can toggle between display mode and change mode.

### See also:

[Employee Component \[Page 171\]](#) (HR Funds and Position Management)

[Employee Component \[Page 326\]](#) (HR Funds and Position Management integrated with Funds Management)

## Financing from the *Organization* Component

### Purpose

This process describes how you can finance employees in your organization using the budgets of [budget structure elements](#) [\[Page 208\]](#).

The financing process is closely linked to the [Budget Allocation](#) [\[Page 73\]](#) process (since both processes supply budget funds to cover personnel expenditures).

However, in the *Financing* process, funding is supplied using a position or person as the point of departure, whereas a budget structure element is the point of departure in the *Budget Allocation* process.

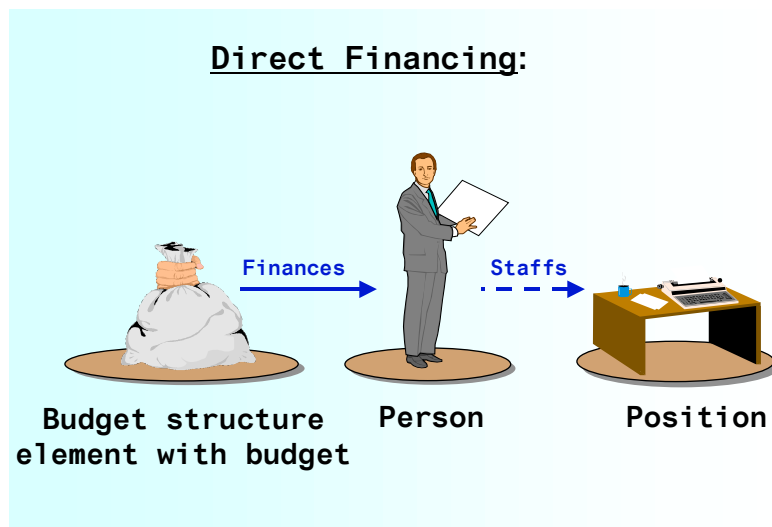
Basically, there are two ways of financing an employee in your organization:

- Directly from the budget of a budget structure element (direct financing)
- Indirectly, via a position financed by the budget of a budget structure element (indirect financing)

If you finance an employee *directly* using the budget of a budget structure element, you can allocate funds (monetary amounts and FTEs) to cover the personnel expenditures incurred by this employee. This type of financing is referred to as *direct financing* because funds are assigned directly to the employee (and not via a position). This means that you can finance employees who are not assigned to positions.

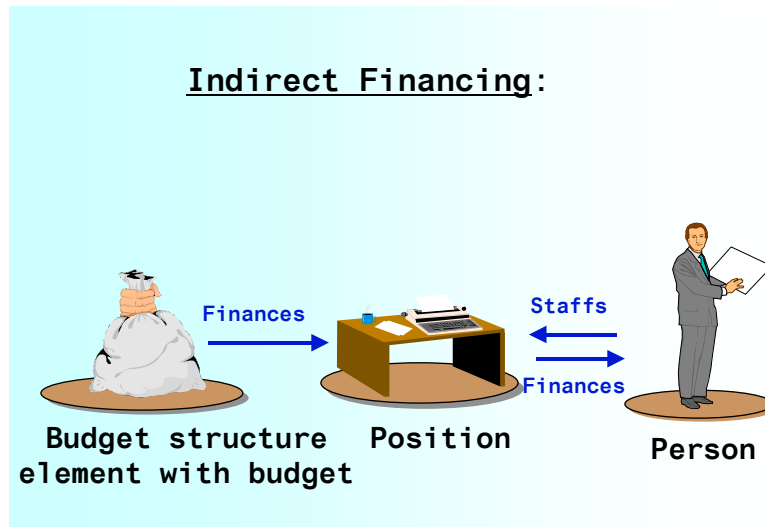


You have hired a temporary worker for 6 months. This worker is not assigned to a specific position. By financing the employee directly (in the [Employee component](#) [\[Page 171\]](#)), you can allocate funds to cover the personnel costs incurred by this worker.



## Financing from the Organization Component

If you finance employees *indirectly*, you allocate funds (monetary amounts and FTEs) from the budgets of budget structure elements to a position, and in this way cover the personnel expenditures incurred by the employees assigned to the position in question. This type of financing is referred to as *indirect financing* because funds are assigned via positions (and not directly to employees).



You can also use indirect financing to reserve funds for positions that have not yet been staffed.

You can combine both types of financing as you please (in other words, you can finance a portion of the personnel costs incurred by an employee directly, and a portion indirectly).



If you have already defined a financing assignment, and you want to change/supplement this, you can only use budgets of budget structure elements with the same budget unit as the object that already provides financing.

When you supply the funds required for an employee (i.e. finance the employee), the employee's absences (infotype 2001) are also taken into account. This means, for example, that no financing is required for an employee who has taken unpaid leave. In Customizing, you can define how absences are to be handled in *HR Funds and Position Management*.

## Prerequisites

Depending on the circumstances in your organization, you must have defined a budget hierarchy with budget structure elements and budgets, an organizational structure with positions, and relationships between positions and persons. You can only finance objects with the budgets of *allocatable* budget structure elements (i.e. the budget structure elements in question must not be summarization items).

In Customizing (step: *Overall Budget* → *Settings for Financing Persons/Positions* → *Define Financing Types for Each Object Type*), you must also have specified which types of financing (monetary values and FTEs) are allowed for positions and persons. Furthermore, you must have

## Financing from the Organization Component

defined how the employee's absences affect financing (step: *Overall Budget* → *Settings for Financing Persons/Positions* → *Define How Absences Are Handled*).

You must also have specified how the financing required for specific employee groupings is to be determined (step: *Overall Budget* → *Settings for Financing Persons/Positions* → *Determining Financing Requirements*).

## Process Flow

4. Depending on the situation, you can finance an employee directly or indirectly.
5. To help you determine the financing required, the system provides you with the information you need. On the basis of this information, you create a financing assignment, or change an existing financing assignment.
6. When you create or change a financing assignment, the system runs an availability check. This ensures that you can only allocate the budget of a budget structure element that still has available budget.

### See also:

[Financing Employees Directly from the Organization Component \[Page 155\]](#)

[Financing Employees Indirectly from the Organization Component \[Page 158\]](#)

[Financing Employees Directly in the Employee Component \[Page 177\]](#)

[Financing Employees Indirectly in the Employee Component \[Page 178\]](#)

[Financing Wizard \[Ext.\]](#)

[Deleting Existing Financing Assignments \[Page 315\]](#)

[Reconciling the Outgoing Funds of a Position That Has Been Financed \[Page 316\]](#)

[Displaying the Financing Overview \[Page 318\]](#)

[Display: Financing Details in the Organizational Structure \[Page 319\]](#)



## Financing Persons Directly


1. Click on the **person**, and choose .


The *Financing* dialog box appears.


2. If you want to finance the person using FTEs (as opposed to a monetary budget), choose  *FTEs*.


3. The traffic-lights icon shows the current *financing status*.

The various colors mean the following:

 = the budget provided is less than the budget required.

 = the budget provided exceeds the budget required.

 = the budget provided is exactly the same as the budget required.

To view details of the funds required, choose  in the *Assignment periods* box. The system displays how the financing required was determined, and what type of financing is involved.



How you proceed from this point depends on the color of the traffic-light icon:

- [Procedure If Traffic-Light Icon Is Green \[Page 313\]](#)
- [Procedure If Traffic-Light Icon Is Yellow or Red \[Page 312\]](#)


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
Financing Persons Indirectly

## Financing Persons Indirectly

1. Click on the **position** you want to finance, and choose .  
The *Financing* dialog box appears.
2. If you want to finance the position using FTEs (as opposed to a monetary budget), choose  FTEs.
3. The traffic-light icon shows the *financing status*.

The various colors mean the following:

 = the budget provided is less than the budget required.

 = the budget provided exceeds the budget required.

 = the budget provided is exactly the same as the budget required.

How you proceed from this point depends on the color of the traffic-light icon:

- [Procedure If Traffic-Light Icon Is Green \[Page 313\]](#)
- [Procedure If Traffic-Light Icon Is Yellow or Red \[Page 312\]](#)

## Budget Monitoring

### Use

Budget monitoring enables you to display the budget of a budget structure element, and allows you to see how much of this budget has been used up and how much is still available.



If the budgets in question are FTE budgets, annual mean values are used to calculate these funds.

Example:

In Budget Monitoring, you see that a budget structure element with a budget of 4 full-time equivalents (FTEs) still has an available budget of 2.75 FTEs. This is calculated as follows:

Availability Period	FTEs	Annual Mean Values
01/01 – 03/31	4	1 (4 x 0.25)
04/01 – 09/30	2	1 (2 x 0.5)
10/01 – 12/31	3	0.75 (3 x 0.25)

### Prerequisites

The overall budget must have the budget status *Released*, *Completed*, *Locked*, *Released provisionally*, or *Being revised*.

### Features

You can use the *Budget Monitoring* function to display the following information on a budget structure element:

- Name of budget structure element
- Period being monitored
- Original budget
- Budget changes
- Current budget (original budget plus/minus budget changes)
- Distributed budget
- Application of budget
- Available budget (current budget minus budget distributed and application of budget)

#### See also:

[Display: Budget Monitoring in the Overall Budget Component \[Page 255\]](#)

[Display: Budget Monitoring in the Organization and Employee Components \[Page 336\]](#)

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**Budget Monitoring**

## Displaying Budget Monitoring

4. [Access the Employee component \[Page 328\]](#) or [access the Organization component \[Page 300\]](#) using the *Allocation* view.
5. Double-click on the *budget structure element* whose budget you want to monitor.  
The *Monitor Budget* dialog box appears.
6. Check over the information displayed on the budget of the budget structure element.



If you choose:

-  the system displays the attributes of the budget structure element.
-  the system displays the budget structure element's hierarchical context.

## Displaying and Maintaining Information on a Budget Structure Element

## Displaying and Maintaining Information on a Budget Structure Element

Starting with the procedure [Accessing the Employee Component \[Page 328\]](#), you can select a *budget structure element* and perform the following functions:

Function	Menu path	Comments
Display employee group and subgroup	<i>Extras → Employee group/subgroup</i>	
Display pay scale classification	<i>Extras → Classification → Pay scale</i>	
Store description	<i>Extras → Description</i>	You use this function if you want to store a detailed description for a budget structure element.
Display budgeting rules	<i>Extras → Budgeting rules → Display</i>	You can only use this function for budget structure elements with FTE budgets.
Display reclassification rules	<i>Extras → Reclassification rules → Display</i>	You can only use this function for budget structure elements with FTE budgets.
Display earmarkings	<i>Extras → Earmarking</i>	

## Displaying and Maintaining Information on a Position

Starting with the procedure [Accessing the Employee Component \[Page 328\]](#), you can select a *position* and perform the following functions:

Function	Menu path	Comments
Financing overview	<i>Edit → Financing overview</i>	Use this function if you want to display incoming and outgoing funds for a position.
Change staffing percentage	<i>Edit → Change → Staffing</i>	Use this function if you want to change the staffing percentage of a position. The staffing percentage specifies the percentage of a person's working time that the person actually staffs the position.
Delimit position	<i>Edit → Delimit → Relationship</i>	Use this function if you want to de-assign a position from its superordinate organizational unit at a specific point in time (history is maintained).
Delete relationship between position and person	<i>Edit → Delete → Relationship</i>	The historical record is <b>not</b> maintained.
Display employee group and subgroup	<i>Extras → Employee group/subgroup</i>	
Display/change pay scale classification	<i>Extras → Classification → Pay scale</i>	
Display/change planned working time	<i>Extras → Working time</i>	The target working time is the working time that is required to perform the tasks of a position.
Store a description	<i>Extras → Description</i>	Use this function if you want to store a detailed description for a budget.
Display earmarkings	<i>Extras → Earmarking</i>	

## Displaying Information on a Person

## Displaying Information on a Person

Starting with the procedure [Accessing the Employee Component \[Page 328\]](#), you can select a *person* and perform the following functions:

Function	Menu path	Comments
Display the Financing Overview	<i>Edit → Financing overview</i>	Use this function if you want to see an overview of how the employee is financed.
Display employee group and subgroup	<i>Extras → Employee group/subgroup</i>	Use this function to display the employee group and subgroup assigned to the employee.
Display pay scale classification	<i>Extras → Classification → Pay scale</i>	Use this function to see pay scale details pertaining to the employee.



All changes to this information must be made in Personnel Administration (HR Master Data)!



## Reporting Options

### Definition

You can use reports to retrieve and display information stored in the system.

### Structure

You can start the following reports in HR Funds and Position Management:

- Reports in the **Overall Budget** component
  - Budget in FTE
  - Budget available per budget structure element
  - Job chart
  - Financing by budgets of budget structure elements
  - Financial year/fiscal year comparison
  - Maximum FTE ranges
  - Enhanced budget in FTEs
  - Job index
  - Maximum FTE ranges
- Reports in the **Organization** component
  - Business distribution plan
  - Different service type/service category
  - Report on teaching hours
  - Financing within an organizational unit
- **General reports**
  - Infotype reporting
  - Start PA reporting via PD structures
  - Earmarking violations
  - Display earmarkings



**See also:**

[Creating Reports \[Page 341\]](#)

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Creating Reports

## Creating Reports

4. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Reporting* → *Report selection*.
5. Double-click on the report you want to run, and display **documentation** on the report in question by choosing .
6. Enter selection criteria for the report, and then choose .

The system runs the report in question, and displays the results.

## IACs in *HR Funds and Position Management*

The following Internet Application Components (IACs) are available in *HR Funds and Position Management*:

[Budget Details \[Page 344\]](#)

## Budget Details

# Budget Details

## Use

The *Budget Details* service enables donors of third-party funds to see how the funds they have donated are being used in *HR Funds and Position Management*. These budget details are provided via the Internet.

The third-party donor can search for the budget structure elements in question on the basis of their external number and name, or they can display all of the budget structure elements for which they have display authorization. The donor can view the following information on a budget structure element:

- Validity period
- Original budget
- Budget changes
- Current budget
- Distributed budget
- Application of budget
- Available budget

This service can also be used internally as a quick way of finding out how the budget donated by a particular party has been distributed in an overall budget.

The advantage of this option is that the data managed in the R/3 System (budget structure elements, budgets) can be presented in a medium that is widespread (and, therefore, easily accessible). The cost of providing information can be minimized in this way. And, of course, the data presented is always up to date.

You can find out more about the functionality of this Internet Application Component by referring to the *Application help* for *HR Funds and Position Management*.

For more information, see [R/3 Internet Application Components \[Ext.\]](#).

## Type of Internet Application Component

Employee Self-Service (ESS)

Consumer to Business

## Prerequisites

If you wish to use this service, you must have implemented the R/3 *HR Funds and Position Management* component, and use this component to execute an overall budget.

You must have defined an external number and name for the budget structure elements to which the funds provided by the donor have been assigned.

If you wish to give the third-party donor access to the e-mail address of the person responsible for the budget, you must have assigned a position responsible to the budget structure element in question or to a higher-level budget structure element, and you must have defined an SMTP address for the holder of this position in the *Communications* infotype (0105, subtype 0010).

## Authorizations/Security

To make the *Budget Details* service available in the same way to all users, all you have to do is define an authorization profile for service PMB1I.

## Standard Settings and Default Data

You do not have to make any special Customizing settings for this service in the Implementation Guide for *HR Funds and Position Management*. The Implementation Guide for *HR Funds and Position Management* provides information on the data that you can configure in Customizing for *HR Funds and Position Management*.

## Customizing the IAC

The data for the *Budget Details* service is written from the R/3 System to the system in which the Internet Transaction Server (ITS) runs. There, the data is formatted, and displayed in an output screen written in HTML format.

You can change the appearance of the screen for this service by modifying the HTML templates accordingly.

For example, you can change the data displayed on the screen. You can also specify that your company's logo should be displayed, as well as change the background image, text colors, and so on.

The following HTML templates are available for this service:

SAPLRHB\_IAC\_1000.HTML

SAPLRHB\_IAC\_1010.HTML

SAPLRHB\_IAC\_1020.HTML

SAPLRHB\_IAC\_1030.HTML

SAPLRHB\_IAC\_1040.HTML

SAPLRHB\_IAC\_1050.HTML

SAPLRHB\_IAC\_1060.HTML

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Procedure for Obtaining Budget Details

## Procedure for Obtaining Budget Details

If you use the *Budget Details* service, you work through the following process:

1. A third-party donor would like to find out how the funds he/she has donated are being used.
2. This donor goes to the Web site containing the Self-Service offering, and starts the *Budget Details* service.
3. By entering the number and name that you have given the donor, the donor can view the funds that he/she has provided.

Note: By choosing the *Find* function, the donor can display all of the budgets in your overall budget for which he/she has display authorization.

4. A window appears displaying detailed information on how the funds the donor has provided are being used.

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**Example of Where the Budget Details Service Might Be Used**

## **Example of Where the *Budget Details* Service Might Be Used**

You have donated a sum of money to a university so that the university can finance the personnel expenditure incurred by a specific research project. The money you have donated appears in the budget published by the university. You can use the *Budget Details* service to find out how your money is being used in this budget. For example, you can find out which positions your donation has financed, and how much of your donation is still available.

## HR Funds and Position Management Integrated With Funds Management

### Purpose

The R/3 *HR Funds and Position Management* component gives you a detailed view of your budget for personnel expenditure, and links this budget to the staff and positions in your organization.

*HR Funds and Position Management* allows you to finance and perform planning for persons and positions efficiently. If it is integrated with the R/3 *Funds Management* component, you will be able to use the personnel expenditure section of the *Funds Management* budget in *HR Funds and Position Management*. In *HR Funds and Position Management*, you can then break down further the personnel expenditures defined in *Funds Management*.

In *HR Funds and Position Management*, you can finance employees for specific periods of time. You can determine the funds required for financing employees by reading data from default value tables, or by simulating a payroll accounting run. When you finance employees in *HR Funds and Position Management*, this generates fund commitments in *Funds Management*. These commitments are then “used up” gradually by the actual payroll data of the employees who were financed.

You can activate integration between *HR Funds and Position Management* and *Funds Management* for different employee groups at different times.

*HR Funds and Position Management* is designed specially for:

- All types of public administrative bodies (federal, regional, or local)
- Public owned organizations
- Non-profit-making organizations such as universities, research centers, associations, and foundations
- Private-sector companies that wish to budget their personnel expenditure

### Implementation Considerations

The R/3 *Personnel Administration* and *Funds Management* components must also be implemented.

It is recommended that the R/3 *Organizational Management* component should also be implemented, since the *HR Funds and Position Management* component uses some of its functionality.

### Features

- Define and manage your budget for personnel expenditure
- Define and manage organizational structures
- Budget personnel expenditure
- Finance persons and positions for specific periods of time
- Determine the financing required for an employee on the basis of simulated payroll runs or default values



### HR Funds and Position Management Integrated With Funds Management

- Transfer postings to the R/3 *Funds Management* component
- Earmark sections of the budget for sections of the organization
- Availability check on the budget for personnel expenditure
- Reporting
- Carry forward the overall budget
- Activate integration with *Funds Management* for various employee groups at various times

**See also:**

[The Overall Budget Component \[Page 194\]](#)

[The Organization Component \[Page 274\]](#)

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The Overall Budget Component

## The Overall Budget Component

### Definition

Component of *HR Funds and Position Management* where the personnel expenditure budget can be planned and executed.

### Use

The *Overall Budget* component in *HR Funds and Position Management* helps you to plan and execute your personnel budget. It enables you to budget your personnel expenditure, and monitor your budget funds. It also enables you to see whether or not budgeting regulations are adhered to.

### Structure

An overall budget is the budget hierarchy and the various objects contained within this hierarchy. In *HR Funds and Position Management*, the objects in a budget hierarchy are referred to as *budget structure elements*.

You can allocate budgets (funds) to these budget structure elements so that they can be used for financing persons or positions. The basic structure of the overall budget is generated in the *R/3 Funds Management* component and copied. You can then break down this structure further by creating budget structure elements for personnel expenditures. The monetary budgets for personnel expenditure generated in *Funds Management* are binding for *HR Funds and Position Management*.

You can also define additional information for the budget structure elements (e.g. who is responsible for the budget, an external budget number, or a plain text description).

Once you have released the overall budget, you can start to execute it. An important part of this process involves allocating the budgets of the individual budget structure elements for the purpose of financing persons. If you have defined an organizational structure, you can also finance persons via the positions that they hold.

#### See also:

[Overall Budget Creation \[Page 195\]](#)

[Budget Status \[Page 231\]](#)

[Budget Execution \[Page 235\]](#)

[Carrying Forward of the Overall Budget \[Page 261\]](#)

[Reporting Options \[Page 340\]](#)

## Overall Budget Creation

### Purpose

This process describes how you create an overall budget for *HR Funds and Position Management*. An overall budget is a hierarchical structure containing budget structure elements (budget hierarchy). The basic structure of the overall *HR Funds and Position Management* budget is based on the budget hierarchy generated in the *R/3 Funds Management* component.

Budgets are assigned to the budget structure elements contained in the budget hierarchy. You can then use these budgets for financing persons and positions. You can also create earmarkings, specify who is responsible for a budget, and display different views of the overall budget that you have created.

### Prerequisites

You must have made all the necessary Customizing settings in the *Overall Budget* and *Integration* sections of the Implementation Guide (IMG) for *HR Funds and Position Management*.

In Customizing for *Funds Management*, you must also have made the necessary settings in the section *Actual and Commitment Update/Integration* → *Integration* → *Integration with HR Funds and Position Management*.

### Process Flow

1. You define the overall budget by generating and copying the basic structure in the *R/3 Funds Management* component, and then adding budget structure elements for personnel expenditures.
2. You assign budgets to the budget structure elements for personnel expenditure contained in the overall budget.



In the case of budget structure elements generated in the *R/3 Funds Management* component (integrated budget structure elements), the budget is read from *Funds Management* (i.e. budgets have already been assigned to these budget structure elements).

3. If required, you create earmarkings.
4. If applicable, you assign responsibility for a budget to a position.
5. You have the system check the overall budget to make sure that it does not contain any inconsistencies.
6. You can display the overall budget from a range of perspectives. This enables you to obtain the information you require, and allows you to monitor the budget more closely.

#### See also:

[Budget Hierarchy Creation \[Page 197\]](#)

[Budget Assignment \[Page 214\]](#)

[Earmarkings \[Page 218\]](#)

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**Overall Budget Creation**

[Transferal of Responsibility for Budget \[Page 222\]](#)

[Overall Budget Check \[Page 224\]](#)

[Display: Overall Budget \[Page 226\]](#)

## Budget Hierarchy Creation

### Purpose

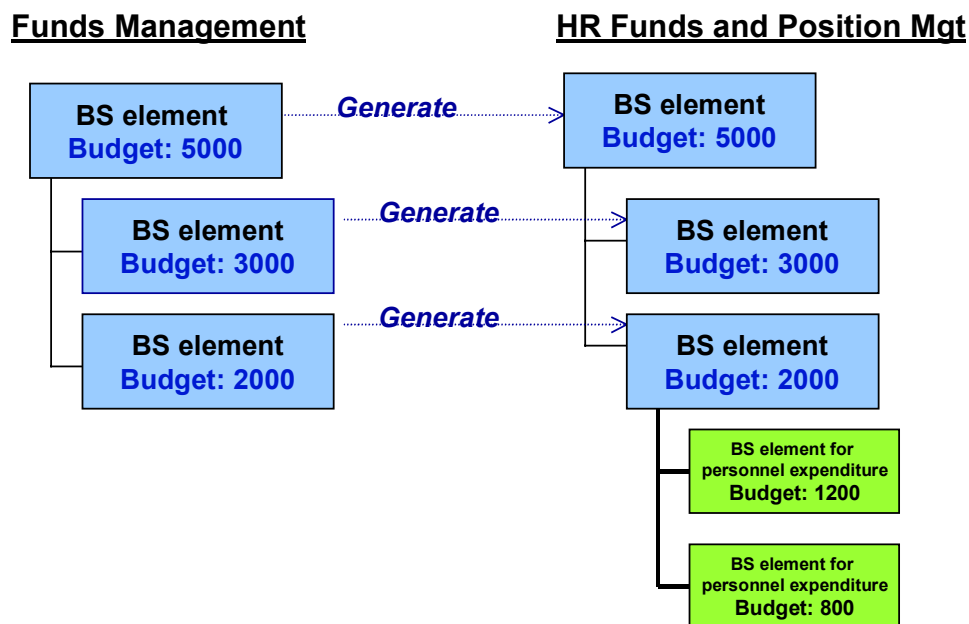
This process describes how to define and edit a budget hierarchy.

The budget hierarchy is used to define the budget structure elements and to show how they are linked hierarchically. The basic structure of the overall *HR Funds and Position Management* budget is based on the budget hierarchy generated in the R/3 *Funds Management* component.

The budget structure elements contained within the overall budget hierarchy are assigned budgets for the purposes of financing persons or positions.

You can break down this *Funds Management* budget hierarchy further for *HR Funds and Position Management* by creating budget structure elements for personnel expenditures.

In other words, the overall *HR Funds and Position Management* budget hierarchy can be seen as more detailed view of the budgets for personnel expenditures managed in *Funds Management*.



The structure of the overall budget is defined in this process. This process does not, however, involve assigning budgets for personnel expenditures to budget structure elements.

### Prerequisites

In Customizing for *HR Funds and Position Management*, you must already have

## Budget Hierarchy Creation

- Defined financial years and a budget currency (step: *Overall Budget → Overall Budget Basics*)
- Made all the necessary settings in the step *Overall Budget → Defining Budget Structure Elements* (especially the step *Define Budget Structure Element Types*) and in this way tailored the budget hierarchy to meet your own organizational requirements
- Made all the necessary settings in the step *Integration → Integration with Funds Management*

In Customizing for *Funds Management*, you must have made the necessary settings in the section *Actual and Commitment Update/Integration → Integration → Integration with HR Funds and Position Management*.

## Process Flow

1. You generate the budget hierarchy for *HR Funds and Position Management* in *Funds Management*. You can generate the budget structure elements for individual funds or for several funds.
2. The budget structure elements that are generated for *HR Funds and Position Management* contain the monetary *Funds Management* budgets for personnel expenditures.
3. You break down this budget hierarchy further for *HR Funds and Position Management* by creating budget structure elements for personnel expenditures.
4. If required, you can specify additional information on the budget structure elements (e.g. who is responsible for a budget, the external budget number and a plain text description).
5. You can also assign the budget structure elements and their budgets to employee groups and subgroups, or to organizational units and positions (via earmarkings).

## Result

You have defined an overall budget hierarchy for *HR Funds and Position Management*.

You can now distribute the budgets that come from *Funds Management* among the budget structure elements created for personnel expenditures.

You can then allocate the budgets of these budget structure elements for the purposes of financing persons or positions.

### See also:

[Generating Budget Structure Elements for Individual Funds \[Page 199\]](#)

[Generating Budget Structure Elements for Several Funds \[Page 204\]](#)

[Setting Up Budget Structure Elements for Personnel Expenditure \[Page 207\]](#)

[Budget Structure Element \[Page 208\]](#)

## Generating Budget Structure Elements for Individual Funds

### Use

You can use this function to generate budget structure elements for *HR Funds and Position Management* from the budget structure elements that exist in *Funds Management*. To achieve this, the *Funds Management* budget hierarchy is copied to *HR Funds and Position Management*.

### Integration

You can only use this function if you use both the *HR Funds and Position Management* and *Funds Management* components.

The prerequisites cited in the section [Budget Hierarchy Creation \[Page 197\]](#) must also be met.

### Prerequisites

The HR budget structure elements correspond to the elements in the *Funds Management* [budget structure \[Ext.\]](#).

HR budget structure elements can only be generated if the [FM budget structure elements \[Ext.\]](#) have the following attributes:

- They are identified as [posting objects \[Ext.\]](#) and/or [budget objects \[Ext.\]](#) in the FM budget structure
- Commitment item is identified as an HR item by defining a budget structure element type in its master record
- Commitment item has financial transaction 30
- Item category is 'expenditure item' (item category 3)

### Features

As well as using this function to generate HR budget structure elements, you can also use it to delete HR budget structure elements. You can also check that the components *HR Funds and Position Management* and *Funds Management* are consistent, and, if necessary, correct any inconsistencies.

#### I. Generation of HR Budget Structure Elements

In *Funds Management*, HR budget structure elements are generated in two consecutive steps:

1. In the FM structure, you identify the budget structure elements for which you want to generate HR budget structure elements for use in *HR Funds and Position Management*. Before the flag for this is set, the system checks whether the above-mentioned conditions for budgets are met, and whether the generation of HR budget structure elements is allowed in the *HR Funds and Position Management* component.
2. You save the budget structure elements flagged as HR budget structure elements in *Funds Management*. These HR budget structure elements are only generated in *HR Funds and Position Management* when they are **saved**.

There are various ways of flagging FM budget structure elements as HR budget structure elements:

### Generating Budget Structure Elements for Individual Funds

- You call up the detail screen of a funds center, and set the *HR budget object* flag for a single *commitment item*.
- You call up the detail screen of a funds center, select several *commitment items*, and choose *Generate HR budget structure elements*.
- On the initial screen, you select one, several or all *funds centers*, and choose *Generate HR budget structure elements*. By going to the detail screen of a *funds center*, you can deselect individual *commitment items*, and thus exclude them from the generation procedure.



The commitment items in the FM structure are Funds Management budget structure elements, and should always be regarded as a combination of fund, funds center, and commitment item.

### II. Deletion of HR Budget Structure Elements

Here, you also have the option of selecting one or more items, and of canceling the generation transaction by choosing *Delete HR budget structure elements*.

### III. Checking of HR Budget Structure Elements

Since *HR Funds and Position Management* and *Funds Management* are two separate R/3 components, this can lead to consistency problems in cross-component functionality. You can identify such inconsistencies by using the *Check HR budget structure elements* function. Once you have performed the appropriate actions, you can correct these inconsistencies by choosing *Reconcile components*.

If you change FM budget structure elements or commitment item attributes in *Funds Management*, this can lead to errors in the budget hierarchy in *HR Funds and Position Management*.



The attribute of a commitment item is changed in FM, even though a corresponding HR budget structure element exists in *HR Funds and Position Management*. This change is not recognized or adjusted automatically in *HR Funds and Position Management*, and results in inconsistencies.

If errors are detected in the budget structure, the system asks you to call up the error log. In the error log, you can call up a long text for every error. This long text contains detailed information on how to rectify the error.



## Generating HR Budget Structure Elements for *HR Funds and Position Management*

### Procedure: Generating HR Budget Structure Elements

1. Choose *Accounting* → *Financial accounting* → *Funds management* → *Master data* → *Assignments* → *HR Funds and Position Management* → *Generate budget structure elements*.

The initial screen of the generation transaction appears.

2. Specify the HR budget hierarchy by entering data on the *FM area*, *fiscal year* and *fund*.

If you also specify a *funds center*, then access to the hierarchy will be restricted to this funds center and its subordinate funds centers. You can also restrict the number of hierarchy levels.

3. Confirm your entries by clicking on .

An overview screen of the funds center hierarchy appears.


4. Place your cursor on a *funds center*, and choose .

A detail screen for this funds center appears. The system displays all the HR commitment items of the funds center in question. For each of these items, the system also displays information on the status *Budget object*, *Posting object*, and *HR budget structure element*.

5. Select one *commitment item*, a subtree, or go back to the overview screen and select the entire funds center structure. To do this, position the cursor, and, on the detail screen, choose *Select commitment item* or *Select subtree* or, on the overview screen, *Edit* → *Select commitment item* or *Select subtree*.



Even if you select an entire structure, you can still deselect individual items and thus exclude them from the generation transaction.

6. To generate the budget structure elements, choose .

All the commitment items that you selected are flagged as *HR budget structure elements* on the detail screen. If the *HR budget structure element* flag is not set for an item, then the item in question does not fulfill the prerequisites cited in the section [Generation of HR Budget Structure Elements for HR Funds and Position Management \[Page 199\]](#).


7. Choose .



The budget hierarchy is not generated in *HR Funds and Position Management* until it is **saved**.

**Generating HR Budget Structure Elements for HR Funds and Position Management****Procedure: Deleting HR Budget Structure Elements**

The procedure for deleting HR budget structure elements is similar to the procedure for generating HR budget structure elements:

1. If you are not already on the overview screen or detail screen of the funds center hierarchy, carry out steps 1 through 4 of the **Generating HR Budget Structure Elements** procedure.
2. Select one *commitment item*, a *subtree*, or the entire *funds center structure* by positioning the cursor accordingly, and, on the detail screen, choose *Select commitment item* or *Select subtree* or, on the overview screen, *Edit* → *Select commitment item* or *Select subtree*.
3. Choose .



If an HR budget structure element generated in Funds Management is assigned additional subordinate budget structure elements in HR Funds and Position Management, then the HR budget structure element cannot be deleted until the substructures are removed first.

4. Choose .

**Result**


A budget hierarchy is generated in *HR Funds and Position Management*. You might have modified this hierarchy. The hierarchy was then copied from *Funds Management*.

## Checking Budget Structure Elements

### Procedure

1. Choose *Accounting* → *Financial accounting* → *Funds management* → *Master data* → *Assignments* → *HR Funds and Position Management* → *Check budget structure elements*.

The initial screen of the check transaction appears.

2. Specify the HR budget hierarchy by entering data on the *FM area*, *fiscal year* and *fund*.
3. Choose .

An overview screen of the budget hierarchy appears.

4. Choose  *Check*.


The system checks the budget structure elements contained in the budget hierarchy. The system displays the outcome of the check in the status bar. If any inconsistencies have been detected, the system asks you to open the error log.

5. Choose  *Error log*.

This log contains a list of inconsistencies.

6. Place your cursor on an error listed in the log, and access the long text for this error.

Long texts like this one contain a detailed description of the error, and of how to correct it. Make the necessary changes in the system.

7. Choose  *Reconcile components*.

Any changes you have made are passed on to *HR Funds and Position Management*, where they are updated.

8. Repeat the check by carrying out steps 4 and 5 again.

### Result

If you corrected your errors in the proper way, the system will not display any further error messages.

## Generating Budget Structure Elements for Several Funds

### Use

You can use this function to generate [budget structure elements \[Ext.\]](#) for *HR Funds and Position Management* for several [funds \[Page 208\]](#) in *Funds Management* at the same time. This function automatically generates an HR budget structure element for all FM budget structure elements if the HR budget structure element fulfills certain criteria. To achieve this, the *Funds Management* budget hierarchy is copied to *HR Funds and Position Management*.

Unlike the [individual generation \[Page 199\]](#) function, this function allows you to generate HR budget structure elements for several FM funds at the same time.

### Integration

You can only use this function if you use both the *HR Funds and Position Management* and *Funds Management* components.

The prerequisites cited in the section [Budget Hierarchy Creation \[Page 197\]](#) must also be met.

### Prerequisites

The HR budget structure elements correspond to the elements in the *Funds Management* [budget structure \[Ext.\]](#).

HR budget structure elements can only be generated if the [FM budget structure elements \[Ext.\]](#) have the following attributes:

- They are identified as [posting objects \[Ext.\]](#) and/or [budget objects \[Ext.\]](#) in the FM budget structure
- Commitment item is identified as an HR item by defining a budget structure element type in its master record
- Commitment item has financial transaction 30
- Item category is 'expenditure item' (item category 3)

### Features

Once you have selected an FM area, fiscal year, and the funds to be generated, the system runs report *RFFMHR01* to generate budget structure elements for *HR Funds and Position Management*.

The system then displays a list of the funds that were generated successfully. If any errors occurred when funds were being generated, error messages are also displayed for the funds in question.

#### See also:

[Generating Budget Structure Element for Several Funds \[Page 206\]](#)



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Generating Budget Structure Element for Several Funds

## Generating Budget Structure Element for Several Funds

8. Choose *Accounting* → *Financial accounting* → *Funds management* → *Master data* → *Assignments* → *HR Funds and Position Management* → *Mass generation of budget structure elements*.

The *Generating Budget Elements from BS Elements for Several Funds* screen appears.

9. Specify the HR budget hierarchy by entering data on the *FM area*, *financial year* and *fund*.



You cannot select individual FM budget structure elements.

10. To generate the budget structure element for *HR Funds and Position Management*, choose .



The system then displays a list of the funds that were generated successfully, or error messages for funds where a generation error occurred.

# Setting Up Budget Structure Elements for Personnel Expenditure


## Prerequisites

You must have generated a budget hierarchy from the R/3 *Funds Management* component, and the [budget status \[Page 66\]](#) must be *Proposed*.



## Procedure

1. [Access the overall budget \[Page 210\]](#) using the *Overall budget* view.
2. Select the *top budget structure element*, and choose .  
The entire budget hierarchy is displayed.
3. Click on the *budget structure element* that you want to break down further, and choose .  
The *Create Budget Structure Element* dialog box appears.
4. Enter the *budget structure element type*, an *object abbreviation*, and the *name* of the budget structure element you want to create.



This step-by-step procedure does not deal with specifying budgets for the budget structure element that you intend to create (which you can do by choosing ). The process [Budget Assignments \[Page 214\]](#) describes how to assign budgets to budget structure elements.

If you break down a budget hierarchy further by creating *budgets for personnel expenditure*, then the budget distributed among these *budget structure elements for personnel expenditure* will not be taken into account by the availability check in *Funds Management*.

5. To have the system check your entries, choose  *Check*.
6. To save your entries, choose .  
The budget structure element you have just created is now visible on screen.
7. To break down the budget structure element further, repeat steps 3 through 6 until you have set up all the budget structure elements you require for personnel expenditures.

---

**Budget Structure Element**

## Budget Structure Element

### Definition

An HR budget structure element is an object in an HR budget hierarchy.

### Use

You can use budget structure elements to show the hierarchical relationships that exist in a budget hierarchy. Once you have defined the budget hierarchy, you can assign budgets to the budget structure elements in it.

These budgets represent preliminary estimates for personnel expenditure in a financial year. They are expressed in the [budget currency \[Ext.\]](#). You use the budgets of the budget structure elements to finance persons and positions.

### Structure

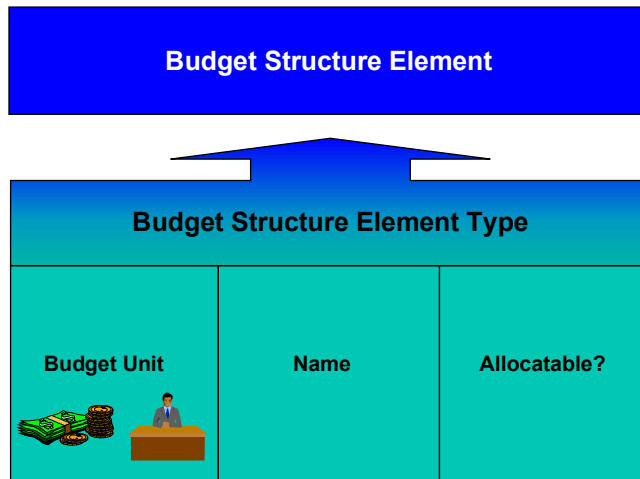
The attributes of a budget structure element are defined in Customizing by means of budget structure element types.

Budget structure element attributes defined by means of budget structure element types include:

- Budget units (full-time equivalents, or monetary values)
  - Budget units are the units in which the budgets assigned to a budget structure element are managed. The following [budget models \[Ext.\]](#) are available:
  - Pooling Model
  - Capacity Model (specific to Germany)
- Name
  - This refers to the name of the budget structure element (e.g. Personnel Expenditures, Salaries, Wages, Salaries for Civil Servants, etc.).
- Whether or not the budget can be allocated
  - This information determines whether the budget in question can be used to finance persons or positions, or whether it is merely a summarization unit.



Budget Structure Element



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**Overall Budget Access**

## Overall Budget Access

You can access the overall budget in the following ways:

- [Via a budget structure element \[Page 212\]](#)
- [Via Funds Management account assignment \[Page 211\]](#)
- [Via the position responsible \[Page 213\]](#)

## Accessing the Overall Budget Via Funds Management Account Assignment

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall budget* → *Change*.

The *Overall Budget: Initial Screen* appears.

2. Choose *Overall budget* → *Access via* → *Account assignment from Funds Management*.

The *Access via Funds Management Account Assignment* screen appears.

3. Enter a *FM area*, *fiscal year*, *fund*, *funds center* and *commitment item*.
4. Select either *Overall budget* or *Allocation* in the *View* group box.



If you select the *Overall budget* view, the budget hierarchy is displayed. If you select the *Allocation* view, the allocations of the overall budget are displayed.

5. Choose  .



In your [user-specific settings \[Page 301\]](#), you can define this as the default for accessing the overall budget.

### See also:

[Overall Budget \[Page 194\]](#)

## Accessing the Overall Budget Via a Budget Structure Element

## Accessing the Overall Budget Via a Budget Structure Element

6. Choose Human resources → *Personnel management* → *HR funds and position management* → *Overall budget* → *Change*.

The *Overall Budget: Initial Screen* appears.

7. Select the tab page of the *budget structure element type* that you require, and select *Overall budget* or *Allocation* in the *View group box*.



If you select the *Overall budget* view, the budget hierarchy is displayed. If you select the *Allocation* view, the allocations of the overall budget are displayed.

8. Select a *budget structure element*, and specify the appropriate *financial year*.



You can use the search functions provided to select a budget structure element.

9. Choose ✓ .

The name of the budget structure element and the budget status are displayed.

10. Choose ✎ .

The *Change Overall Budget* screen appears.

**See also:**


[Overall Budget \[Page 13\]](#) (HR Funds and Position Management)

[Overall Budget \[Page 194\]](#) (HR Funds and Position Management integrated with Funds Management)

## Accessing the Overall Budget via the Position Responsible

6. Choose Human resources → *Personnel management* → *HR funds and position management* → *Overall budget* → *Change*.

The *Overall Budget: Initial Screen* appears.

7. Choose .

The *Access Overall Budget via Position Responsible* screen appears.

8. Select the position that is stored in the system as the *position responsible*.
9. Enter the appropriate *financial year*, and select either *Overall budget* or *Allocation* in the *View* group box.



If you select the *Overall budget* view, the budget hierarchy is displayed. If you select the *Allocation* view, the allocations of the overall budget are displayed.

10. Choose *Overall budget* → *Change* or *Overall budget* → *Display*.



Alternatively, you can access the **area of responsibility** stored for you in the system, by choosing *Own area*. If you do this, the system takes your user name, and determines the budget structure elements for which you are responsible.

### See also:

[Overall Budget \[Page 13\]](#) (HR Funds and Position Management)

[Overall Budget \[Page 194\]](#) (HR Funds and Position Management integrated with Funds Management)

## Budget Assignments

# Budget Assignments

## Purpose

Budget assignment involves distributing budgets among the budget structure elements created in *HR Funds and Position Management*. The monetary original budget from *Funds Management* is read for HR budget structure elements that were generated there. In other words, it is not possible to assign budgets to these budget structure elements.

Assigning budgets involves distributing the monetary budgets of the HR budget structure elements generated in *Funds Management* among the lower-level budget structure elements created in *HR Funds and Position Management* for personnel expenditures. This type of budget assignment is referred to as 'top-down' budget assignment.

Budget assignment provides a basis for executing the budget (e.g. for financing persons or positions).

## Prerequisites

You must have defined a [budget hierarchy \[Page 197\]](#). You must also have worked through the following steps of the Implementation Guide (IMG) for *HR Funds and Position Management*:

- You have specified how each budget structure element type defined in your budget hierarchy is to be classified (step: *Overall Budget* → *Defining Budget Structure Element Types* → *Define Budget Structure Element Types*).
- If you want to work with FTE budgets, you must have defined the default values to be used for the various pay scale groups and special pay scale groups (step: *Overall Budget* → *Pay Scales and Pay Scale Classifications*).
- You have defined expenditure types (step: *Integration* → *Determining Funds Required* → *Define Expenditure Types*).

Furthermore, the overall budget must have the budget status *Proposed* or *Being revised*.

## Process Flow

1. You can use top-down budget assignment to distribute the budgets transferred from *Funds Management* among the HR budget structure elements for personnel expenditures. In other words, you display the budget funds that are available, and then distribute these funds among the lower-level budget structure elements for personnel expenditures.

The following budget assignment scenarios are possible:

- If the budget is a *monetary* budget, enter the appropriate monetary amount as the original budget.
- If the budget is a full-time-equivalent budget (FTE budget), enter the original budget as FTEs.

In all cases, the R/3 System summarizes the funds at the various levels of the budget hierarchy. Any FTEs are converted into monetary amounts.

2. If required, you can change, copy or delete the budgeted budget structure elements at a later stage.



These functions are only available if the budget status is *Proposed*.

## Result

You have assigned budgets to your budget structure elements. For information and monitoring purposes, you can use the *Display overall budget* function to display and print out your overall budget and the funds assigned to it. You can also start a consistency check.

Once the [budget status \[Page 66\]](#) has been changed, you can start allocating the overall budget (i.e. financing persons or positions with the budgets assigned to the budget structure elements).

### See also:

[Top-Down Budget Assignment \[Page 216\]](#)

## Top-Down Budget Assignment

## Top-Down Budget Assignment

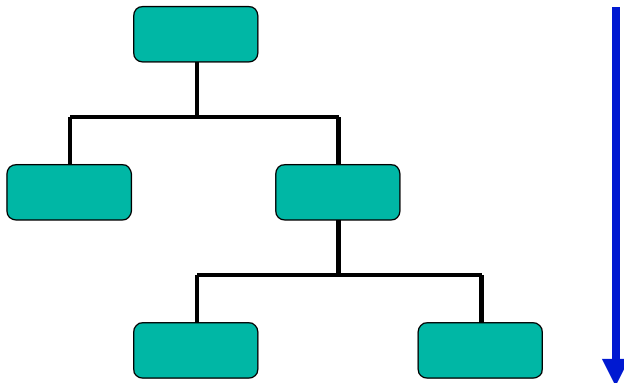
### Use

In top-down budget assignment, you can display the available budget of a budget structure element and distribute this among the lower-level budget structure elements.

You define how much budget is required by specifying an original budget (e.g. \$110,000.00)



You generate HR budget structure elements in *Funds Management*, and transfer these to *HR Funds and Position Management*. The budget for the budget structure elements you generate is defined in *Funds Management*. Before you assign budgets to lower-level personnel expenditure budget structure elements, you can display how much of the budget you can still assign without exceeding the overall budget.



By assigning budgets to budget structure elements, you can finance the persons and positions in your organizational structure. You do this in the processes [Financing \[Page 329\]](#) and [Budget Allocation \[Page 236\]](#).

### Features

The system takes the budgets already assigned, and summarizes these at various levels of the budget hierarchy. It also shows you how much funding can still be assigned to the budget structure element.



## Assigning Budget

1. [Access the overall budget \[Page 210\]](#) using the *Overall budget* view.



The budget must have the budget status *Proposed*.

2. Click on the *top budget structure element*, and choose
3. Double-click on the *budget structure element* to which you want to assign a budget.

The *Change Budget Structure Element Attributes* dialog box appears.



You cannot assign budgets to budget structure elements that were generated in *Funds Management*. The budget is read from *Funds Management*.

4. To display the *available budget*, choose

The system displays the amount of funding that you can still allocate to this budget structure element. The *available budget* is the funding that a budget structure element's budget can provide for other budget structure elements' budgets once the funding already made available has been deducted.

5. If you want to use the *available budget* amount shown, choose *Transfer*. To return to the input screen, choose

If you chose *Transfer*, the system now displays the amount that was proposed.



Make sure that no more funds are available for other budget structure elements afterwards.

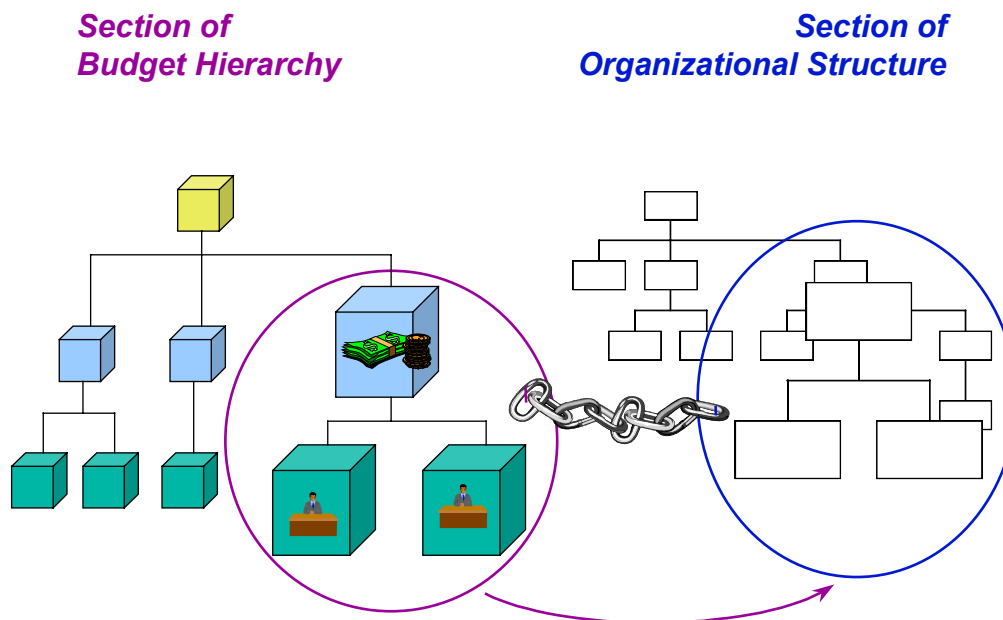
6. Either accept the amount proposed, or enter a different original budget manually.
7. Specify the *time base* for the budget.
8. To store administrative information, choose
9. To have the system check your entries, choose *Check*.
10. To save your entries, choose

## Earmarkings

## Earmarkings

### Use

You can use earmarkings to assign the budgets of budget structure elements to an organizational unit, or to a position. This means that, on the basis of your system settings, you can only use the earmarked budget to finance the organizational unit or position in question.



This means that, when you are financing persons or positions, you can use earmarkings to select the budgets structure elements that are allowed for the persons or positions in question.

If you assign funds using the budget of a budget structure element that is earmarked for a different organizational unit or position, the system issues a message telling you that you are violating an earmarking.

### Prerequisites

In Customizing, you must have specified how the system should react if an earmarking is violated (step: *Overall budget* → *Settings for Financing Persons/Positions* → *Define System Reactions for Financing*).

You must already have defined an organizational structure.

## Features

You can create an earmarking between a budget structure element (and, consequently, its budget) and an organizational unit or position.

If you define an earmarking for a budget structure element, this means that the system assigns the budget proposed for this budget structure element to a specific organizational unit or position, and uses this budget to finance the organizational unit or position in question.

### See also:

[Creating an Earmarking \[Page 220\]](#)

[Editing Earmarkings \[Page 221\]](#)

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Creating an Earmarking

## Creating an Earmarking


### Use

You can use earmarkings to assign the budgets of budget structure elements to an organization, a section of the organizational structure, or to a position.



### Prerequisites


8. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

9. Click on the *top budget structure element*, and choose .
10. Select the budget structure element that you want to assign to an organization, a section of the organizational structure, or to a position.
11. Choose *Extras* → *Earmarking* → *Create*.

The *Create Earmarking* dialog box appears.

12. In the *Object type* and *Object ID* fields, enter data on the organizational unit or position for which you want to earmark the budget of the budget structure element in question.
13. Choose  *Check*.
14. To save the earmarking, choose .

If you have specified in your [user-specific settings \[Page 301\]](#) that an earmarking should be displayed, then the earmarking you have created is represented by the  icon on the *Change Overall Budget* screen.

### Result

You have earmarked the budget of a budget structure element for a specific organizational unit, section of the organizational structure, or position.

You can take this earmarking into account when you finance positions. If you want to select a budget structure element whose budget is permitted for financing, you can search in the system by using the *Find via earmarking* function. The system will then only display budget structure elements whose budgets are earmarked for the position in question.

### See also:

[Earmarkings \[Page 218\]](#)

[Editing Earmarkings \[Page 221\]](#)

## Editing Earmarkings

### Prerequisites




You have created an [earmarking \[Page 218\]](#).

### Procedure

To edit an earmarking, proceed as follows:

5. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

The *Change Overall Budget* screen appears.

6. Click on the *top budget structure element*, and choose .
7. In your [user-specific settings \[Page 301\]](#), specify that earmarkings should be displayed.  
The icon  on the *Change Overall Budget* screen means that an earmarking exists for the object in question.
8. Place your cursor on the  icon.

The table below lists the options available to you.

Function	Menu path	Comments
Display earmarking	<i>Extras → Earmarking → Display</i>	You can specify that an existing earmarking should be displayed in your <a href="#">user-specific settings [Page 301]</a> .
Delete earmarking	<i>Extras → Earmarking → Delete</i>	You use this function to delete an existing earmarking.
Delimit earmarking	<i>Extras → Earmarking → Delimit</i>	You use this function to define an earlier end date for the earmarking (historical record is kept).

#### See also:

[Earmarkings \[Page 218\]](#)

[Creating an Earmarking \[Page 220\]](#)

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Transferal of Responsibility for Budget

## Transferal of Responsibility for Budget

### Use

You can use this function to define that a *position* is responsible for a budget structure element and its corresponding budget, or for a section of the budget hierarchy. This allows you to map responsibilities for budget execution. If the position is staffed, the responsibility for the budget is transferred to the holder of the position.



You assign responsibility for the *General Administration* budget to the position *Budget administrator* in the Internal Administration department. The holder of this position is Stephen Goldberg. Since responsibility for the budget has been assigned to this position, Stephen Goldberg is displayed as being responsible for the budget.

Since responsibility for a budget has been specified in the system, you can only display (in the *Overall Budget* component of HR Funds and Position Management) the section of the budget hierarchy that was assigned to a specific position ([Accessing a Budget Via the Position Responsible \[Page 213\]](#)).

You can specify that responsibility for a budget should be displayed permanently in the *Overall Budget* and *Organization* components of HR Funds and Position Management by making the necessary [user-specific settings \[Page 301\]](#).




### Features

Assigning responsibility for a budget to a position so that budget responsibilities can be mapped for budget execution.

#### See also:


[Assigning Responsibility for a Budget \[Page 223\]](#)


## Assigning Responsibility for a Budget

9. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.
10. Click on the *top budget structure element*, and choose .
11. Select the *budget structure element* to which you want to assign a position responsible.
12. Choose *Extras* → *Position responsible* → *Create*.
13. Select the *position* to which you want to assign responsibility for a budget.
14. Once you have selected a position, choose .
- The *Create Relationship* dialog box appears.
15. If necessary, specify a different *validity period* for the relationship by choosing  *Period*.



The system proposes a validity period that extends from today's date through to the last day of the current financial year.

16. Choose .

If you have specified in your [user-specific settings \[Page 301\]](#) that a *position responsible* should be displayed, then responsibility for the budget is represented by the  icon on the *Change Overall Budget* screen.

---

**Budget Check**

## Budget Check

### Use

You can use this function to check your planned overall budget for inconsistencies (e.g. budget structure elements with no budget classification, budget structure elements with no budget, budgets where no default values have been specified).

### Integration

Your overall budget must not contain any errors if you want to change its [budget status \[Page 66\]](#).

### Prerequisites

The overall budget must have the budget status *Proposed*.

### Features

The system checks your proposed budget for inconsistencies. If any inconsistencies are detected, these are written to an error log. You can branch directly from the error log into follow-up processing.

#### See also:

[Checking a Proposed Overall Budget \[Page 225\]](#)



## Checking a Proposed Overall Budget

### Procedure

3. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



The budget must have the budget status *Proposed*.

The *Change Overall Budget* screen appears.

4. Choose *Overall budget* → *Check*.

Any errors that are detected are displayed in an error log.

### Result

The errors contained in your overall budget are displayed in an error log. To rectify these errors, select an incorrect budget and branch from the error log to the budget in question.

Display: Overall Budget

## Display: Overall Budget

### Use

The *Display: Overall Budget* function enables you to view the budget hierarchy from a range of perspectives for the purposes of information and monitoring. This function provides a basis for maintaining the budget hierarchy and the information required for this (definition of budget hierarchy, budget assignment details, transfer postings, and so on).

You can use this function for overall budgets of all budget statuses.

As regards budget allocation, you can also use the function [Display Budget Allocation \[Page 256\]](#). You can use this function to display both the overall budget and the positions and persons that are financed by the budget of a budget structure element.

### Features

The *Display: Overall Budget* function provides the following functionality:

- Display budget hierarchy
- Display budget hierarchy from a range of perspectives
- Flag budget structure elements that can be used for financing


#### See also:

[Displaying the Overall Budget \[Page 227\]](#)


## Displaying the Overall Budget

7. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall budget* → *Display*.

The *Overall Budget: Initial Screen* appears.

8. Select the tab page of the *budget structure element* that you require, and select *Overall budget* in the *View* group box.
9. Select a *budget structure element*, and specify the appropriate *financial year*.
10. Choose .

The name of the budget structure element and the current budget status are displayed.

11. Choose .

The *Display Overall Budget* screen appears.

12. Click on the *top budget structure element*, and choose .

The system displays the budget hierarchy and the following information: hierarchical assignment, budget structure element type, budget structure element name and, if there are any, the budgeting rules and positions responsible.

The table below lists **further** display options available to you.

Function	Menu path	Comments
Display a <a href="#">color legend [Ext.]</a> for budget structure elements	<i>View</i> → <i>Color legend</i>	
Display original budget	<i>View</i> → <i>Original budget</i>	The original budget is the monetary amount / number of FTEs authorized for financing a budget structure element for a financial year.
Display budget assigned for persons/positions	<i>View</i> → <i>Assigned for persons/positions</i>	The <i>budget assigned for persons/positions</i> refers here to the funds made available by the budget of a budget structure element during the financial year for the purpose of financing lower-level positions or employees.

**Displaying the Overall Budget**

Display available budget	View → <i>Available budget</i>	The <i>available budget</i> refers here to the funds that the budget of a budget structure element can make available during the financial year for the purpose of financing persons or positions. Displayed in the left-hand column is the available amount of non-monetary budget units. Displayed in the right-hand column is the available budget for all monetary budgets. The system converts non-monetary budgets into monetary values.
--------------------------	--------------------------------	--



Depending on the budget status, you can switch from the display screen to the screen for overall budget maintenance.

## User-Specific Settings

### Use

You can use this function to define user-specific display settings in the *Overall Budget* and *Organization* components.

### Features

You can use this function to set up the system so that the following information is displayed permanently on the screens in the *Overall Budget* and *Organization* components:

- **Object display options**
  - Abbreviation
  - Name
  - Key
  - Object period
- **Relationship display options**
  - Relationship period
  - Percentage
- **General display options**
  - Position responsible
  - Budget structure element type
  - Administrative information
  - Earmarkings
  - Validity period
  - Substitutes
- For **accessing** the overall budget
  - via a budget structure element
  - via Funds Management account assignment
  - displaying the logo

**See also:**

[Defining User-Specific Settings \[Page 302\]](#)

---

Defining User-Specific Settings

## Defining User-Specific Settings


11. Choose *Human resources* → *Personnel management* → *HR Funds and Position Management*.

12. Choose *Settings* → *User-specific settings*.


The *User-Specific Settings* dialog box appears.

13. Select the appropriate tab page, and flag the *Display options* that you want to have on permanent display.

14. If applicable, select an access option on the *Access* tab page.

15. To save your personal settings, choose .



You can also change your user-specific settings in the *Overall Budget* and *Organization* components by choosing .

## Budget Status

### Definition

Indicates the current phase of an overall budget.

### Use

You can assign the following budget statuses to an overall budget:

- *Proposed* - used to define and set up the overall budget (planning phase)
- *Fixed* - used to monitor the budget and also used when the overall budget is being negotiated
- *Released* - phase when the budget is allocated



Once an overall budget has the status *Released*, its status cannot be changed back to *Proposed*.

- *Locked* - used to indicate that the overall budget is locked (frozen)
- *Completed* - used once the financial year of the overall budget has expired

You can also assign the following statuses in the time between the start of the financial year and the time when the overall budget is approved:

- *Released provisionally* – used for executing the overall budget in this interim period
- *Being revised* – used for adjusting the interim period overall budget so that it is in line with the approved overall budget

If you change the budget status, this action affects the entire budget hierarchy. In other words, if you change the budget status of a lower-level budget structure element, this change will also affect the top-level budget structure element.

In Customizing (step: *Integration* → *Integration with Funds Management* → *Define Budget Status Assigned During Generation in FM*), you specify which budget status should be assigned to the overall budget when budget structure elements are generated in *Funds Management*.



If you specify that all overall budgets should be assigned the status *Released* when the budget structure elements are generated in *Funds Management*, you can start executing the overall budget immediately.

#### Scenario 1:

It is October 1999, and you are planning your overall budget for the year 2000. Therefore, you create a new overall budget for the year 2000, or carry forward the current overall budget to the year 2000. The overall budget for the year 2000 has the status *Proposed*. This means that you can change the budget hierarchy, assign budgets to budget structure elements, and define budgeting rules, reclassification rules, and earmarkings.

You change the status of the budget to *Fixed* once you have completed planning of the overall budget and passed this draft overall budget on to the appropriate authority for authorization. You

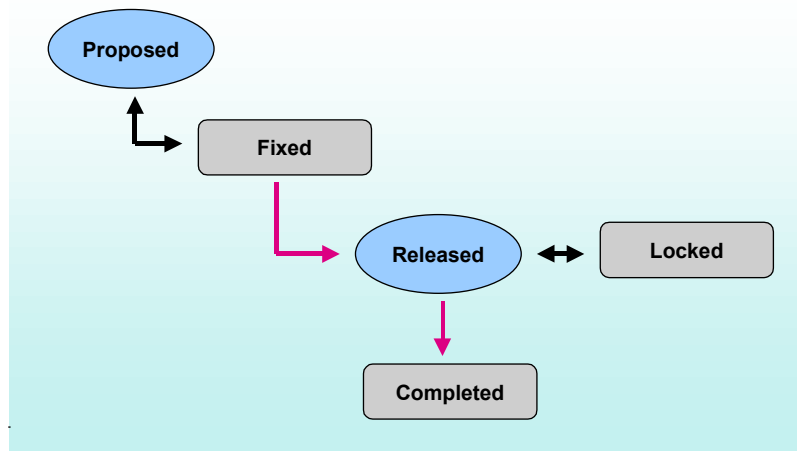
## Budget Status

cannot make any changes to an overall budget that has the status *Fixed*. The authority in question rejects your draft overall budget. Since you need to make changes to your overall budget, you change the status of the budget to *Proposed*, and make the appropriate changes. Then, when you have resubmitted the new overall budget to the appropriate authority, you change the status to *Fixed*.

Once the overall budget has been authorized by the authority in question, and the financial year begins, you change the status of the budget to *Released*. If an overall budget has the status *Released*, you can use it to finance persons and positions, create earmarkings, define and activate budgeting rules and reclassification rules, carry out budget updates, and make transfer postings.

For example, the overall budget is frozen in November 1999 due to a reduction in funds received. In this case, you would change the budget status to *Locked*. If the budget status is *Locked*, you cannot use the overall budget to finance any new persons or positions.

Once the financial year expires, you change the budget status to *Completed*. You cannot make any changes to an overall budget that has this status.



### Scenario 2:

You execute your overall budget for 1999, and start planning the overall budget for the year 2000. Therefore, you create a new overall budget for the year 2000, or carry forward the current overall budget to the year 2000. The budget status of the overall budget for the year 2000 is *Proposed*, and you can work through your planning activities in it.

You change the status of the overall budget for the year 2000 to *Fixed* once you have completed planning and passed this draft overall budget on to the appropriate authority for authorization. You cannot make any changes to an overall budget that has the status *Fixed*.

If the new financial year begins before the overall budget is approved, you change the status of the overall budget to *Released provisionally*. This status is practically the same as the status *Released*. However, if the status of the overall budget is *Released provisionally*, you cannot make any transfers, define any reclassification rules or create any new budgets.

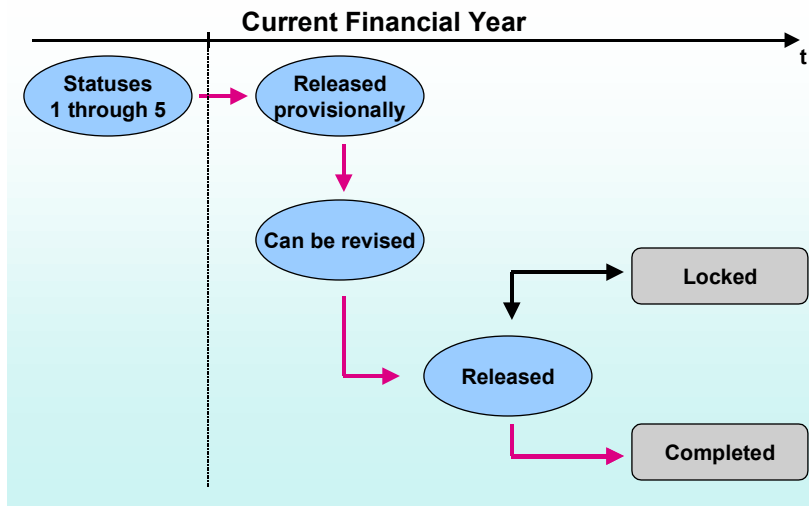
Once the overall budget has been authorized by the authority in question, you change the status of the overall budget to *Being revised*. If the status of the overall budget is *Being revised*, you can



**Budget Status**

make changes that have arisen due to recommendations by the approving authority. Once you have made the appropriate changes, you change the status of the overall budget to *Released* so that you can execute it.

If an overall budget has the status *Released*, you can use it to finance persons and positions, create earmarkings, define and activate budgeting rules and reclassification rules, carry out budget updates, and make transfer postings.



The functions you can use and the information you can display in *HR Funds and Position Management* are determined by the budget status.

## Changing the Budget Status

## Changing the Budget Status

### Prerequisites

You must have created at least one overall budget, or carried forward an existing one. This overall budget is automatically assigned the budget status *Proposed*.




You can create and change the budget hierarchy, and assign budgets to budget structure elements only if the budget status is *Proposed*. For this reason, always remember that, once you change the status, you will not be able to make any further changes to the budget hierarchy or the budgets of the budget structure elements.

Your overall budget must be consistent - otherwise, you will not be able to change the budget status. This is because the SAP System performs a consistency check before the budget status is changed.

### Procedure


8. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall budget* → *Change budget status*.

The *Change Budget Status* screen appears.

9. Select the tab page with the *budget structure element type* that you require.
10. Select a *budget structure element*, and specify the appropriate *financial year*.
11. To display the name of the budget structure element, choose .
12. Enter the new *budget status* in the *Change budget status* box.



The system proposes the next logical budget status.

13. To have the system check the overall budget to make sure that it does not contain any inconsistencies, choose .

If the system detects any inconsistencies, these are displayed in an error log.



You will not be able to change the budget status until you have rectified all the inconsistencies contained in the error log.

14. If the system does not detect any inconsistencies, choose  *Change status*.

This changes the budget status.

## Budget Execution

### Purpose

Budget execution involves allocating the budgets of budget structure elements for the purposes of financing persons or positions. You can also change the overall budget in *HR Funds and Position Management* to reflect new circumstances, and you can detect and correct inconsistencies between *HR Funds and Position Management* and *Funds Management*.

### Process Flow

1. You can allocate the budgets of budget structure elements for the purposes of financing persons or positions.
2. You can create new budget structure elements during the financial year, and assign budgets to these budget structure elements by means of transfers.
3. You start a consistency check with *Funds Management*, or you reconstruct the distributed values in *Funds Management* to reconcile any inconsistencies between the *HR Funds and Position Management* and *Funds Management* components.
4. For the purposes of information and monitoring, you can display and print out budget allocations.

#### See also:

[Budget Allocation \[Page 236\]](#)

[Transfers \[Page 244\]](#)

[Budget Structure Elements Created During a Financial Year \[Page 246\]](#)

[Consistency Check with Funds Management \[Page 248\]](#)

[Reconstruction of Distributed Values \[Page 250\]](#)

[Budget Monitoring \[Page 335\]](#)

## Budget Allocation

## Budget Allocation

### Purpose

This process describes how you allocate the budget of a budget structure element in your budget hierarchy for the purposes of financing a person or a position.

The budget allocation process is closely linked to the [Financing \[Page 329\]](#) process (since in both processes, budget is assigned to cover personnel expenditures).

However, in the *Budget Allocation* process, funding is supplied using a budget structure element as the point of departure, whereas a position or person is the point of departure in the *Financing* process.



You can only use the *Budget Allocation* process for *allocatable* budget structure elements.

The budget structure elements in *HR Funds and Position Management* correspond to a combination of fund, funds center and commitment item in an FM area (Funds Management account assignment) in *Funds Management*.

If you allocate the budget of a budget structure element for the purpose of financing a person or position, the system determines the financing required for the object you are trying to finance, and creates a funds reservation for the corresponding Funds Management account assignment.

The table below shows the various ways in which the system can determine the financing required. In Customizing, you can determine how the financing required should be determined.

Financing Object	Determine Financing Required Using	
	Default Value	Payroll Simulation
Person	X	X
Staffed position	X	X
Unstaffed position	X	





### Prerequisites

You must have defined a budget hierarchy with budget structure elements and budgets, an organizational structure with positions, HR master data, and (if applicable) relationships between positions and HR master data (staffing details).

The overall budget must have the budget status *Released*, *Released provisionally*, or *Being revised*.

You must also have specified how the financing required for specific employee groupings is to be determined (step: *Overall Budget* → *Settings for Financing Persons/Positions* → *Determining Financing Requirements*).

## Process Flow

1. You use the search functions available in the system to find the budget structure element that is to be used for financing.
2. Select the object (person or position) that you want to finance.
3. The system displays the financing status for the availability period in question (represented by means of the traffic-light icons  /  / ).
4. You assign the budget required for financing the person/position, or you use the *Financing Wizard* () to generate proposed values for the financing assignment.
5. If you create or change a financing relationship, the system performs an availability check. This is to ensure that the budget is not being asked to provide more funds than it can supply.
6. Depending on the type of financing involved, a commitment or precommitment is created in *Funds Management*.
7. You can display a where-used list to see where else the budget is used (application of budget).
8. The system performs a plausibility check for the financing. Depending on the outcome of this check (and any warnings that may be issued), the system saves the data.

## Allocating Budgets



## Allocating Budgets

8. [Access the overall budget \[Page 29\]](#) using the *Allocation* view.






The budget status must be *Released*.

The *Change Overall Budget: Allocation* screen appears.

9. Click on the *top budget structure element*, and choose .
10. Click on the *budget structure element* whose budget you want to use for financing.
11. Choose .

The *Allocate* dialog box appears.

12. To display what budget has been allocated to date, choose .
13. To monitor the budget you want to allocate, choose .
14. To display the attributes of a budget structure element, choose .

How you proceed from this point will depend on what you are allocating the budget to.

- [Allocating a Budget for a Person \[Page 239\]](#)
- [Allocating a Budget for a Position \[Page 240\]](#)

## Allocating a Budget for a Person

6. Select the object type *Person*.
7. In the *Object ID* field, select the *person* for whom the budget is to be allocated.



You can use a search function to find the person.

8. Choose *Check*.

The funds required are displayed in the *Allocation Periods* box. The color of the traffic-light icon indicates whether or not sufficient budget has been assigned for the entire allocation period.

9. In the *Allocation Periods* box, enter the *allocation period* and the *amount of budget assigned*.



To propose default values for a financing assignment, choose ([Financing Wizard \[Ext.\]](#)).

10. Choose *Check*.

The traffic-light icon changes to reflect the amount of budget assigned:

Not enough budget has been assigned to finance the person.

The budget assigned exceeds the funds required.

The person is adequately financed.

6. Allocate the appropriate *budget* until the traffic-light icon turns green ().
8. Choose *Check*.
9. To save the financing assignment, choose .

## Allocating Budget for a Position

## Allocating Budget for a Position

- Specify the object type *Position*, and, in the *Object ID* field, select the *position* for which the budget is to be allocated.



You can use a search function (e.g. structural search) to find the object ID.

- Choose *Check*.

The funds required are displayed in the *Allocation Periods* box. The color of the traffic-light icon indicates whether or not sufficient budget has been assigned for the entire allocation period.

- In the *Allocation Periods* box, enter the *allocation period* and the *amount of budget assigned*.



By clicking , you can use the [Financing Wizard \[Ext.\]](#) to propose default values for financing.

- Choose *Check*.

The traffic-light icon changes to reflect the amount of budget assigned:

Not enough budget has been assigned to finance the position.

The budget assigned exceeds the funds required.

The position is adequately financed.

- Allocate the appropriate *budget* until the traffic-light icon turns green ().

- Choose *Check*.

- To save the financing assignment, choose .



## Expenditure Types

### Definition

A means of categorizing personnel expenditure to a greater degree of detail.

### Use

Expenditure types are divided into 3 groups:

- Expenditure types that represent the basic pay of an employee group
- Expenditure types that represent allowances defined for specific positions
- Expenditure types that are neither of the above

Expenditure types are used to classify positions, and to finance persons and positions.



Expenditure types are only required if *HR Funds and Position Management* is integrated with *Funds Management*. If your *HR Funds and Position Management* component is not integrated with *Funds Management*, the expenditure type field will be initial.

#### A. Expenditure Types Defined for a Position

The pay scale classification of a position is determined on the basis of default values (expenditure type is initial). The classification of the position is derived from default value table T7PMG, or you can enter one manually.

You can also define an “allowance” expenditure type for a position, and in this way show that this position has special requirements. The allowance amount is derived from default value table T7PMG, or you can enter one manually.

#### B. Person/Employee

Expenditure types are not actually stored in HR master data.

During a payroll simulation for a person, this person’s wage types are determined. The amounts for the individual wage types are distributed among the expenditure types in accordance with the settings made in Customizing.

#### C. Financing Expenditure Types

A separate financing relationship is created for each expenditure type. The expenditure type *Basic pay* must always be financed for a person.

---

**Payroll: Transferring and Posting Data**

## **Payroll: Transferring and Posting Data**

Please read the following Accounting documentation:

- [Integration of Funds Management with HR Funds and Position Management \[Ext.\]](#)
- [Process Flow for Financing, Payroll and Posting \[Ext.\]](#)
- [Payroll Using HR Funds and Position Management \[Ext.\]](#)
- [Posting Using HR Funds and Position Management \[Ext.\]](#)
- [Special Cases \[Ext.\]](#)

## Transfers

You have called up the Application Help. The following information is available for this R/3 context:

- **Standalone HR Funds and Position Management**
  - [Transfers \[Page 96\]](#)
  - [Creating a Transfer \[Page 98\]](#)
- **HR Funds and Position Management Integrated With Funds Management**
  - [Transfers \[Page 244\]](#)
  - [Creating a Transfer \[Page 245\]](#)

## Transfers

# Transfers

## Use

You can use a transfer to move funds from an integrated budget structure element to a budget structure element for personnel expenditure.

You can only make transfers within a budget hierarchy that was generated in *Funds Management*. If you want to transfer budgets between two different budget hierarchies, you must do so in *Funds Management*, since this is where the budget is managed.

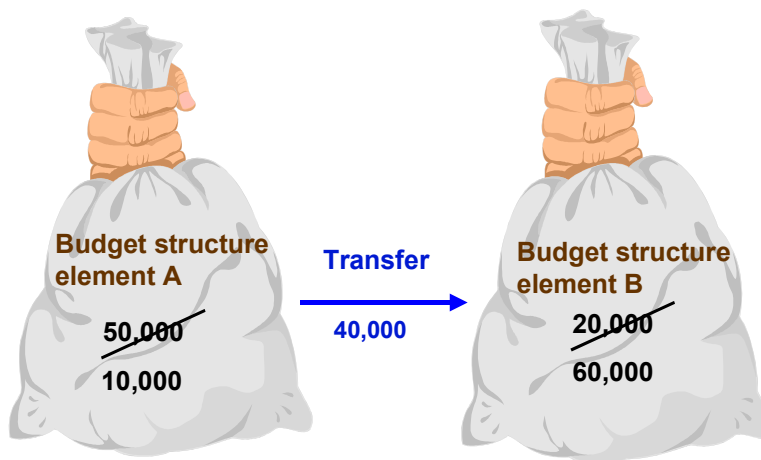
## Prerequisites

The overall budget must have the budget status *Released*.

## Features

During a financial year, you can transfer approved budget from one integrated budget structure element to the budget of a [budget structure element for personnel expenditure \[Page 207\]](#) within the same integrated budget hierarchy.

This transfer reduces the budget of the source budget structure element and increases the budget of the target budget structure element.



When you create a transfer, the active availability check checks whether the source budget is actually available.

### See also:

[Creating a Transfer \[Page 245\]](#)

## Creating a Transfer

### Procedure

8. [Access the overall budget \[Page 29\]](#) using the *Overall budget* view.



Make sure that the budget status is *Released*.

The *Change Overall Budget* screen appears.

9. Click on the *top budget structure element*, and choose

The entire budget hierarchy is displayed.

10. To display the available budget of the individual budget structure elements, choose *View* → *Available budget*.

11. Click on the *integrated budget structure element* from which you want to transfer funds, and choose *Extras* → *Transfers* → *Create*.

The *Create Transfer* screen appears. The system displays the available budgets and their availability periods in the *Recipient* box.

12. In the *Recipient* box, enter the *budget structure element type* and *budget structure element* that are to receive the transfer.

13. If necessary, enter a different *validity period*.

14. Enter the amount to be transferred and a time base.

9. To store administrative information, choose

10. To have the system check your entries, choose *Check*.

11. To create the transfer, choose



To display the transfer, choose *Extras* → *Transfer* → *Display*. To delete a transfer from the overall budget, choose *Extras* → *Transfer* → *Delete*.

### Result

You have transferred budget funds from one budget structure element to another. If you double-click on the *budget structure element*, the *Monitor Budget* dialog box appears. You can display the transfers made by clicking the *Budget distributed* tab page.

## Creating Budget Structure Elements for Personnel Expenditure During a Financial Year

### Use

You can use this function you create new budget structure elements for personnel expenditure in an overall budget that has already been released. This means you can adjust your overall budget to take the current situation into account.

However, you cannot allocate budget funds because the current overall budget is in the execution phase (budget status *Released*). For this reason, you have to *transfer* the budget to the budget structure element.



An supplementary budget is awarded, meaning that you have a new budget structure element for personnel expenditure in your overall budget. You can use this function to insert the new budget structure element into your HR budget hierarchy, and assign it a budget by means of a *transfer*.

### Prerequisites

The overall budget must have the budget status *Released*.

### Features




You can add further budget structure elements to your budget hierarchy. You can assign budgets to these new budget structure elements by means of [transfers \[Page 244\]](#).

## Creating Budget Structure Elements During a Financial Year

### Use

[Access the overall budget \[Page 29\]](#) using the *Overall budget* view.

### Procedure

10. Click on the *top budget structure element*, and choose .  
The entire budget hierarchy is displayed.
11. Click on the *budget structure element* under which you want to create the new budget structure element.
12. Choose Edit → Create → *Budget structure element...*  
The *Create Budget Structure Element* screen appears.
13. Select a *budget structure element type*.
14. Enter an *abbreviation* and a *name* for the budget structure element.
15. To have the system check your entries, choose  *Check*.
16. To create the budget structure element, choose .

### Result

You have created a new budget structure element in your released budget hierarchy. You can assign a budget to this budget structure element by means of a [transfer \[Page 244\]](#).

---

Consistency Check With Funds Management

## Consistency Check With Funds Management

### Use

You use this function to compare the postings in *HR Funds and Position Management* with those in *Funds Management*.

Postings in HR Funds and Position Management are made in *Funds Management* **before** they are made in *HR Funds and Position Management*.

If the connection to the *Funds Management* component is down at the time when the posting is to be made in *HR Funds and Position Management*, this can lead to the data inconsistencies in the two components.



In *HR Funds and Position Management*, you reserve a budget for a *position*. However, the connection to *Funds Management* was down when the posting was supposed to be made in *HR Funds and Position Management*. As a result, no funds were reserved for this position in *HR Funds and Position Management*. When you perform the consistency check, the postings in both components are reconciled against each other.

### Prerequisites

The *Funds Management* component must be available.

### Features

The *Consistency check* function reconciles the postings in *HR Funds and Position Management* with the postings in *Funds Management*.



## Running the Consistency Check With Funds Management

### Prerequisites

[Access the overall budget \[Page 210\]](#) using the *Overall budget* view.

### Procedure

Choose *Goto* → *Check consistency with Funds Management*.

The system reconciles the data in *HR Funds and Position Management* with the data in *Funds Management*.

---

Reconstruction of Earmarked Funds

## Reconstruction of Earmarked Funds

### Use

You can use this function to reconstruct the budget values (earmarked funds) transmitted from *HR Funds and Position Management* to *Funds Management*.

You need to do this if the *Funds Management* component was not available when you made postings in *HR Funds and Position Management*. This is because this situation can lead to inconsistencies between the two components.



You break down the budget of the budget structure element *Personnel Expenditures* in Funds Management (original budget \$1million) for HR Funds and Position Management by creating personnel expenditure budget structure elements for *Civil Servants* and *Salaried Employees*. You assign a budget of \$200,000 to each of the budget structure elements you have created. This results in a pre-commitment in Funds Management (i.e. from the original budget of \$1million, only \$600,000 can be allocated for other purposes). However, if the connection to Funds Management was down when the budgets were allocated, this distributed value will not be taken into account in Funds Management.

### Prerequisites

The *Funds Management* component must be available.

### Features

The function *Reconstruction of earmarked funds* reconciles the distributed budget values in *HR Funds and Position Management* with the funds reservations *Funds Management*.

#### See also:

[Reconstructing Earmarked Funds in Funds Management \[Page 251\]](#)

# Reconstructing Earmarked Funds in Funds Management

## Prerequisites

[Access the overall budget \[Page 210\]](#) using the *Overall budget* view.

## Procedure

Choose Edit → *Assignment in Funds Management* → *Reconstruct* → *Prebooking*.

The system reconstructs the funds commitments and funds precommitments.

---

Monitoring of Open Precommitments

## Monitoring of Open Precommitments

### Use

If you reserve budget for a position, a [funds precommitment \[Ext.\]](#) is created in *Funds Management*. If you then finance a person via this position, a new funds commitment is created in *Funds Management*. The funds precommitment is retained, though, due to the budget reservation defined for the position. You can use this function to display (and re-release) open precommitments in *Funds Management*, so that the budget in question is available again.

### Integration

The *Funds Management* component must be available.

#### See also:

[Monitoring Open Precommitments \[Page 253\]](#)

## Monitoring Open Precommitments

[Access the overall budget \[Page 210\]](#) using the *Overall budget* view.

### I. Displaying Open Precommitments

Choose *Overall budget* → *Edit* → *Assignment in Funds Management* → *Open precommitments* → *Display*.

The *Funds Precommitments* dialog box appears.

The tab pages show all the open funds precommitments in *Funds Management* for each expenditure type (i.e. if they are open because budget reservations have been made for positions).

### II. Releasing Open Precommitments


Choose *Overall budget* → *Edit* → *Assignment in Funds Management* → *Open precommitments* → *Release*.

The *Release Funds Precommitments* dialog box appears.

The tab pages show all the open funds precommitments in *Funds Management* for each expenditure type (i.e. if they are open because budget reservations have been made for positions).

You can release open precommitments by

- Shortening the validity period (start/end) of the funds precommitment
- Reducing the amount of the funds precommitment
- Deleting the entire funds precommitment

To save, choose . The funds precommitments are released, and the budget is available once again.

## Budget Monitoring

# Budget Monitoring

## Use

Budget monitoring enables you to display the current budget of a budget structure element, and allows you to see how much of this budget has been used up and how much is still available.


## Prerequisites

The overall budget must have the budget status *Released*, *Completed*, *Locked*, *Released provisionally*, or *Being revised*.

## Features

You can use the *Budget Monitoring* function to display the following information on a budget structure element:

- Name of budget structure element
- FM area, fund, funds center, and commitment item
- Period being monitored
- Current budget
- Allocatable budget
- Distributed budget
- Application of budget

If you choose , you can display details of funds blocks, open funds precommitments, open funds commitments, and actual postings in the R/3 *Funds Management* component.

- Available budget (distributable budget minus application of budget)

### See also:

[Display: Budget Monitoring in the Overall Budget Component \[Page 255\]](#)


[Display: Budget Monitoring in the Organization and Employee Components \[Page 336\]](#)

## Displaying Budget Monitoring

5. [Access the overall budget \[Page 29\]](#) using the *Allocation* or *Overall Budget* view.



Make sure that the budget status is *Released*, *Completed*, or *Locked*.

6. Select the *top budget structure element*, and choose .

The system displays the budget hierarchy and all its budget structure elements.



7. Double-click the *budget structure element* whose budget you want to monitor.

The *Monitor Budget* dialog box appears.

8. Check over the information displayed on the budget of the budget structure element.



If you choose:

-  the system displays the attributes of the budget structure element.
-  the system displays the budget structure element's hierarchical context.

**Display: Budget Allocation**

## Display: Budget Allocation

### Use

You can use this function to display and print out various views illustrating how the overall budget has been allocated. You use this information for the purposes of monitoring budgets.

Unlike the function [Display: Overall Budget \[Page 226\]](#), this function enables you to display both the budget hierarchy and also the positions and persons that are financed by the budget of a budget structure element.

### Prerequisites

The overall budget must have the status *Released* (or have previously had this status).

### Features

The following functionality is available:

- Display budget hierarchy
- Display budget hierarchy from a range of perspectives
- Flag budget structure elements that can be used for financing
- Display positions and persons to which the budgets of budget structure elements are allocated

**See also:**



[Display Allocation of Overall Budget \[Page 257\]](#)




## Displaying Budget Allocation

7. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall budget* → *Display*.

The *Overall Budget: Initial Screen* appears.

8. Select the tab page of the *budget structure element type* you want, and select the *Allocation* option in the *View* box.
9. Select a *budget structure element*, and specify the appropriate *financial year*.
10. To display the name of the budget structure element and its budget status, choose .
11. Choose .

The *Display Overall Budget: Allocation* screen appears.

12. Click on the *top budget structure element*, and choose .

The system displays the budget hierarchy and the following information: hierarchical assignment, budget structure element type, budget structure element name and, if there are any, the budgeting rules and positions responsible.



You can specify more display options in your [user-specific settings \[Page 301\]](#).


The table below lists **further** display options available to you.

Function	Menu path	Comments
Display <a href="#">color legend [Ext.]</a> for objects in budget hierarchy	<i>View</i> → <i>Color legend</i>	
Display budget assigned for persons/positions	<i>View</i> → <i>Assigned per person/position</i>	The <i>budget assigned for persons/positions</i> in this case refers to the funds supplied during the financial year by the budget of a higher-level budget structure element for the purpose of funding the position (either directly, or indirectly via the holders of the position).
Display budget assigned for persons/positions	<i>View</i> → <i>Assigned for persons/positions</i>	The <i>budget assigned for persons/positions</i> refers here to the funds made available by the budget of a budget structure element during the financial year for the purpose of financing lower-level positions or employees.

**Displaying Budget Allocation**

Display available budget	View → <i>Available budget</i>	The <i>available budget</i> refers here to the funds still available for the purpose of funding positions or employees. Displayed in the left-hand column is the number of non-monetary budget units that are still available after the units that have been allocated for further budgets of budget structure elements of that type unit have been deducted. Displayed in the right-hand column is the monetary amount that a budget can supply to other budgets of budget structure elements (once funds already allocated have been deducted).
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Depending on the budget status, you can switch from the display screen to overall budget maintenance by choosing .

# Carry Forward Overall Budget to Next Financial Year

## Purpose

You can use this functionality to carry forward an overall budget to the next financial year. You can carry forward the budget hierarchy, rules, and financing details assigned for persons and positions.

## Prerequisites

If you want to carry forward *financing details*, the overall budget to be carried forward must have the [budget status \[Page 66\]](#) *Released* or *Released provisionally*.

## Process Flow

An overall budget is carried forward in three stages.

6. First of all, you carry forward the budget hierarchy to the subsequent financial year (stage 1). Here, the budget hierarchy (including its budget structure elements, the original budgets of budget structure elements, and the pay scale classifications of FTE budgets) are carried forward from the current financial year to the subsequent financial year. You can repeat this action as often as necessary and, in this way, include any new changes made to the current overall budget in the budget for the new financial year. Please note, though, that deleted budget structure elements are created again in the subsequent overall budget.
7. If necessary, you then change the budget hierarchy, the original budgets of budget structure elements, or the pay scale classification of the FTE budgets in the new financial year.
8. After you have carried forward the budget hierarchy, you can carry forward the rules used in the current overall budget to the subsequent financial year (stage 2). Please remember, though, that you can only carry forward rules once for each budget structure element and financial year.
9. If necessary, you change the rules in overall budget of the new financial year and/or you define new rules.
10. Finally, you carry forward the financing details of persons and positions from the current financial year to the subsequent financial year (stage 3). In this case, you must ensure that you have changed the status of the new overall budget from *Proposed* or *Being revised* to *Released* or *Released provisionally*. Once you have changed the budget status of the new overall budget, you can carry forward the financing details from the current overall budget to the new overall budget.

## Result

You have carried forward the current overall budget to the subsequent financial year. You can use the new overall budget for planning, and you can execute it when the new financial year commences.

### See also:

[Carry Forward Overall Budget \[Page 261\]](#)

---

Carry Forward Overall Budget to Next Financial Year

## Carry Forward Overall Budget

### Use

You can use this functionality to carry forward an overall budget to the next financial year.

In this case, the budget hierarchy, rules, and financing details assigned for persons and positions are carried forward.

If the budget currency of the new financial year is to be different, the original budgets of the budget structure elements and all the financing assignments are translated into the new budget currency.



[How and When To Carry Forward a Budget \[Page 270\]](#)

If your *HR Funds and Position Management* component is integrated with the *Funds Management* component, you must already have used the *Generate* transaction in the *Funds Management* component to generate budget structure elements for the next fiscal year.

**See also:**

[Generation of Budget Structure Elements for HR Funds and Position Management \[Page 199\]](#)

### Prerequisites

You must have made the following settings in Customizing for *HR Funds and Position Management*:

- In the step *Overall Budget → Budget Carry-Forward Method → Define Carry-Forward Method for Overall Budget*, you must already have specified which infotypes are to be extended or copied.
- If you want to inform those responsible by e-mail that something went wrong with the carry-forward, you must have made the necessary settings in the step *Dialog Control → Set Up E-mail Connection*.
- If your *HR Funds and Position Management* component is integrated with the *Funds Management* component, you must already have used the *Generate* transaction in the *Funds Management* component to generate budget structure elements for the next fiscal year.

### Features

The *Carry Forward Overall Budget* function comprises the following functionality:

- Carry forward the budget hierarchy (including its budget structure elements, the original budgets of budget structure elements, and the pay scale classifications of FTE budgets) from the current financial year to the subsequent financial year.
- Carry forward the rules used in the current financial year to the subsequent financial year.
- Carry forward the financing details of persons and positions from the current financial year to the subsequent financial year.

**Carry Forward Overall Budget**

- Check the consistency of the overall budget to be carried forward before this overall budget actually is carried forward.
- Write any errors that occurred during the carryforward to an error log from which the errors can be processed directly or an email can be sent to those responsible for the budgets in question.
- Translate the [budget currency \[Ext.\]](#) to a new budget currency if the new financial year is to use a different currency (for example, if your organization is switching over to euros).

**See also:**

[Carry Forward Overall Budget to Next Financial Year \[Page 259\]](#)

[Carrying Forward a Budget Hierarchy \[Page 263\]](#)

[Carrying Forward Rules Used in Budgets \[Page 265\]](#)

[Carrying Forward Financing Details \[Page 266\]](#)

[Editing the Error Log \[Page 268\]](#)

[Budget Currency \[Ext.\]](#)

## Carrying Forward a Budget Hierarchy

### Use

When you carry forward the budget hierarchy of the current overall budget, the budget hierarchy (including its budget structure elements, the original budgets of the budget structure elements and the pay scale classifications of FTE budgets) is copied to the subsequent financial year.

### Prerequisites

In Customizing for *HR Funds and Position Management (Overall Budget → Budget Carry-Forward Method → Define Carry-Forward Method for Overall Budget)*, you can define which other infotypes (and subtypes) should be carried forward.

### Procedure


25. Choose *Human resources → Personnel management → HR funds and position management → Overall Budget → Carry forward → Carry forward budget*.

The *Carry Forward Overall Budget* screen appears.

26. Select the tab page with the *budget structure element type* that you require.



When you carry forward the overall budget, this affects the **entire** budget hierarchy (and not merely the object you used to access the overall budget).

27. Select the overall budget that you want to carry forward.
28. To display the name of the overall budget, choose .
29. Enter a carry-forward period (i.e. which financial year do you want to carry forward from, and which financial year do you want to carry forward to).




Financial years must run over into each other without any gaps in between.

30. In the *Carryforward level* box, select the budget hierarchy. In the *Data to carry forward* box, select the infotypes that you want to carry forward.



Some of the infotypes are always proposed for carrying forward. You cannot change the setting for these infotypes.

31. To start carrying forward the overall budget, choose .

The system carries the budget hierarchy of the overall budget in question forward to the following financial year.

32. If any errors occur when carrying forward, these are displayed in an error log. For more information on the error log, refer to [Editing the Error Log \[Page 268\]](#).

---

## Carrying Forward a Budget Hierarchy

### Result

You have carried forward the budget hierarchy to the subsequent financial year. The status of the carried-forward budget is *Proposed* or *In process*. This means that the budget can be used as a basis for planning (i.e. you can change the budget hierarchy, the original budget, and the pay scale classifications of FTE budgets).



You can carry forward the budget hierarchy of the current overall budget again at any time in order to copy the latest developments in the current overall budget to the subsequent year. The system takes into account any resulting changes to the overall budget of the next financial year (e.g. new budget structure elements). Please note, though, that deleted budget structure elements are created again in the subsequent overall budget.



## Carrying Forward the Rules Used in an Overall Budget

### Use

When you carry forward rules, you copy the budgeting and reclassification rules from the current financial year to the next financial year.



You can only carry forward rules **once** for each budget structure element and financial year.

### Prerequisites

You must already have carried forward the budget hierarchy from the current financial year to the new financial year (see also: [Carrying Forward a Budget Hierarchy \[Page 263\]](#)).

### Procedure

33. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall Budget* → *Carry forward* → *Carry forward budget*.

The *Carry Forward Overall Budget* screen appears.

34. Select the tab page with the *budget structure element type* that you require.



You can also carry forward rules for specific sections of your overall budget.

35. Select the overall budget that you want to carry forward.
36. To display the name of the overall budget, choose .
37. Enter a carry-forward period (i.e. which financial year do you want to carry forward from, and which financial year do you want to carry forward to).



Financial years must run over into each other without any gaps in between.

38. In the *Carryforward level* box, select *Budget rules*.
39. To start carrying forward the rules, choose *Carry forward*.

The system carries the rules of the overall budget in question forward to the following financial year.

40. If any errors occur when carrying forward, these are displayed in an error log. For more information on the error log, refer to [Editing the Error Log \[Page 268\]](#).

### Result

You have carried forward the current budgeting and reclassification rules in your current overall budget to the new financial year. You can edit these rules in the new financial year as required.

## Carrying Forward Financing Details

## Carrying Forward Financing Details

### Use

When you carry forward financing, you copy the current financing details of persons and positions from the current financial year to the next financial year.

### Prerequisites

You must already have carried forward the budget hierarchy from the current financial year to the new financial year (see also: [Carrying Forward a Budget Hierarchy \[Page 263\]](#)).

You must already have carried forward the rules of your current overall budget from the current financial year to the new financial year (see also: [Carrying Forward Rules Used in Budgets \[Page 265\]](#)).

The overall budget of the new financial year must also have the [budget status \[Page 66\]](#) *Released* or *Released provisionally*.



You should make sure that you have finished your budget planning before you change the status of the new overall budget to *Released* or *Released provisionally* since you cannot make any further changes to an overall budget with either of these statuses.

### Procedure


41. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Overall Budget* → *Carry forward* → *Carry forward budget*.

The *Carry Forward Overall Budget* screen appears.

42. Select the tab page with the *budget structure element type* that you require.




You can also carry forward financing details for specific sections of your overall budget.

43. Select the overall budget that you want to carry forward.
44. To display the name of the overall budget, choose .
45. Enter a carry-forward period (i.e. which financial year do you want to carry forward from, and which financial year do you want to carry forward to).



Financial years must run over into each other without any gaps in between.

46. In the *Carryforward level* box, select *Financing*. In the *Carryforward period* box, enter the *key date* on which you want to carry forward the financing details.
47. To start carrying forward the financing details of the overall budget, choose  *Carry forward*.

**Carrying Forward Financing Details**

The system carries the financing details of the overall budget in question forward to the following financial year.

48. If any errors occur when carrying forward, these are displayed in an error log. For more information on the error log, refer to [Editing the Error Log \[Page 268\]](#).

**Result**

You have carried the financing details of the overall budget in question forward to the following financial year.

## Editing the Carryforward Log

## Editing the Carryforward Log

### Use

If any errors occur when the overall budget was being carried forward, these are displayed in an carryforward log. You can process the errors directly from this carryforward log, or you can send e-mails to the persons responsible for the budgets in question.

### Prerequisites

If you want to inform those responsible for budgets by e-mail that carryforward errors have occurred in their areas, you must have:

- Defined [persons responsible \[Page 222\]](#) for your overall budget or sections of it
- Set up the e-mail connection in Customizing for *HR Funds and Position Management* (step: *Dialog Control* → *Set Up Mail Connection*).

### Procedure

If any errors occur when the overall budget is being carried forward, these are written to a carryforward log. This carryforward error log contains a list of the errors that occurred. Each error is classified. The following icons are used to classify errors:

 Error


 Warning


 Information/action was successful

A description is also output for each error.

The processing status of each area is represented by means of traffic-light icons. The various traffic-light icons are:



 Message is open

 Message is being processed

 Message was processed, and is OK

At the end of the error message, you can see the name of the person responsible for the section of the budget in which the error occurred.

There are two ways of processing the error log:

3. You can go directly from the error log into error processing by choosing . In this case, a screen appears where you can correct the error.
4. You can send an e-mail to the person(s) responsible, and inform them of the errors by choosing . In this case, the system groups together all the errors that occurred in the areas for which the person(s) in question is/are responsible.

### Result

You have either processed the carryforward errors yourself, or you have sent an e-mail to those responsible.



---

**Example: Carry Forward Overall Budget**

## Example: Carry Forward Overall Budget

### 3. Process Flow

An overall budget is carried forward in three stages. These might be as follows:

When you start planning your budget for the next financial year, the first thing you do is carry forward the *budget hierarchy* (stage 1). This means that the budget hierarchy (including its budget structure elements and original budgets) for the next financial year is not available. You can change it (by creating new budget structure elements, for example, or by changing the original budget of budget structure elements).

Toward the end of the financial year, you carry forward the *rules* used in your budget (stage 2). You do this at the end of the current financial year so that you can carry forward as many rules as possible to the next financial year. Please remember, though, that you can only carry forward rules once for each budget structure element and financial year. If required, you can make changes to the rules in the overall budget for the subsequent financial year.

Once you have finished planning, you change the budget status of the new overall budget to *Released* or *Released provisionally*. The budget must have one of these statuses before you can carry forward financing details from the old budget.

You should carry forward the *financing details* of persons and positions (stage 3) either at the very end of the old financial year or at the start of the new financial year. This will ensure that the financing details in the overall budget for the new financial year are completely up to date.

### 4. When?

There is no generally applicable optimum time for carrying forward an overall budget. When you carry forward the *budget hierarchy* will usually depend on when you start planning for the next financial year.

You should normally carry forward the *rules* in your overall hierarchy one to two months before the start of the new financial year. This will mean that you carry forward as many as possible of the rules in the current financial year to the new financial year, where you can change them as required.

You should carry forward *financing details* on the last day of the old financial year, or at the very start of the new financial year, to ensure that the financing details for persons and positions are completely up to date.

Always choose the times at which you carry forward carefully! If you carry forward the overall budget too early, this might mean that you will have to enter a lot of data for the new financial year manually. If, on the other hand, you carry forward the overall budget too late, this might mean that you will not have enough time to adjust the overall budget of the new financial year.

## Reporting Options

### Definition

You can use reports to retrieve and display information stored in the system.

### Structure

You can start the following reports in HR Funds and Position Management:

- Reports in the **Overall Budget** component
  - Budget in FTE
  - Budget available per budget structure element
  - Job chart
  - Financing by budgets of budget structure elements
  - Financial year/fiscal year comparison
  - Maximum FTE ranges
  - Enhanced budget in FTEs
  - Job index
  - Maximum FTE ranges
- Reports in the **Organization** component
  - Business distribution plan
  - Different service type/service category
  - Report on teaching hours
  - Financing within an organizational unit
- **General reports**
  - Infotype reporting
  - Start PA reporting via PD structures
  - Earmarking violations
  - Display earmarkings



**See also:**

[Creating Reports \[Page 341\]](#)

---

Creating Reports

## Creating Reports

7. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Reporting* → *Report selection*.
8. Double-click on the report you want to run, and display **documentation** on the report in question by choosing .
9. Enter selection criteria for the report, and then choose .

The system runs the report in question, and displays the results.



## Tools


You can use the following tools/reports in *HR Funds and Position Management*:

- Payroll simulation via organizational structure/budget hierarchy
- Payroll simulation via persons
- Validate financing of basic pay
- Consistency check with the *Funds Management* component

You will find these tools in the *HR Funds and Position Management* menu (under the menu option *Tools*).

You can call up the tool/report you want by double-clicking it.



For more detailed information on these tools/reports, call up the tool/report you want to use, and choose .

---

The Organization Component

## The *Organization* Component

### Definition

A component in *HR Funds and Position Management* where an organizational structure can be defined and managed.

### Use

You can map your organizational structure in the *Organization* component of *HR Funds and Position Management*. To do this, you create organizational units and positions, and show the hierarchical relationships between these objects. You decide which areas in your organization need to be mapped in an organizational structure.

In *HR Funds and Position Management*, you can link the positions defined in the organizational structure with persons (*Employee* component) and with budget structure elements for personnel expenditure (*Overall Budget* component). This helps make the tasks and structure of your organization more transparent.

In the *Employee* component, you can access *HR Funds and Position Management* via a specific employee. This allows you to see all the relationships that exist between a person and the budget structure elements that are used to finance him or her as well as the positions that he or she holds.

### Structure

To start with, an organization comprises a number of individual hierarchies, which are then linked to each other. These hierarchies are, in turn, mapped by creating relationships or lists of specific organizational objects. This enables you to map even the most complex of organizations.

## Creation of Organizational Structure

### Purpose

This process describes how you create the organizational structure for *HR Funds and Position Management* to suit your organization's special needs. It also describes how to store additional information on the structure, and shows you how to map organizational changes.

An organizational structure is a model of the structural and personnel-related environment within your organization.

You define the organizational structure by creating the appropriate organizational units and positions, and by arranging them in a hierarchical structure. You assign every organizational unit (apart from the top one) and every position to a superordinate organizational unit one level up.

Unlike overall budgets, the organizational structure that you create is **not** financial year-dependent. You do not create the link to the financial year until you start financing employees.

An organizational structure only represents the hierarchical relationships in an organization. However, additional information must be stored on the individual objects in the organizational structure if it is to be used for *HR Funds and Position Management*. For example, you will need to classify [positions \[Page 282\]](#) so that you can finance them in the overall budget. Of course, most organizations are constantly undergoing changes. New positions might be created, or existing positions restaffed by different persons.

If you also use the *Organizational Management* component, you can use the organizational structure there for *HR Funds and Position Management* (i.e. you do need to define a new structure). You can maintain the following information in the organizational structure you transfer from *Organizational Management*:

- [Employee group and employee subgroup \[Page 288\]](#)
- [Pay scale classification \[Page 286\]](#)
- [Working times \[Page 295\]](#)

### Process Flow

1. You create the [root organizational unit \[Page 277\]](#).
2. You structure the organization by [creating further lower-level organizational units \[Page 278\]](#).
3. You create [positions \[Page 284\]](#) to depict the individual work areas within the organizational units.
4. Once you have created the organizational structure, you assign [pay scale classifications \[Page 286\]](#) to the positions. These classifications are required for staffing and financing the positions.
5. Once you have classified the positions, you can [assign holders \[Page 290\]](#) to these positions. This maps the distribution of tasks in your organization.
6. You can now assign [working times \[Ext.\]](#) to the organizational units and positions. You can now also enter and store address and administrative information.
7. If necessary, you can create new organizational units and positions, or you can change the existing organizational structure.

---

**Creation of Organizational Structure****Result**

You have mapped your organization in the system. You can now use the overall budget to [finance \[Page 329\]](#) the employees in your organization.

## Creating a Root Organizational Unit

### Prerequisites

If you want to create a new organizational structure, the first thing you must do is create a root organizational unit. A root organizational unit is the highest (top) organizational unit in an organizational structure. You then define the rest of the organizational structure by starting out from this root organizational unit, and working down.

### Procedure

5. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Create*.

The *Create Organization: Initial Screen* appears.

6. Enter an abbreviation and name for the root organizational unit.
7. Specify a *validity period* for the organizational unit.



Once you have saved the start date for the organizational unit, you cannot change this date. You can change the end date by using the delimit function.

8. Choose .



You want to create the organizational unit *Department of the Environment*:

<b>Abbreviation</b>	DE
<b>Name</b>	Dept. of Environment
<b>Validity period</b>	01/01/1998 – 12/31/9999

### Result

The system saves the organizational unit. The *Change Organization* screen appears, where you can continue to define the rest of your organizational structure.

## Creating Organizational Units

## Creating Organizational Units

### Prerequisites


When you create organizational units, you are in effect adding new organizational units to your organizational plan (starting out from a root organizational unit or an existing organizational structure).

### Procedure


9. Choose *Human resources → Personnel management → HR funds and position management → Organization → Change*.

The screen *Organization: Initial Screen* appears.


10. Select an *organizational unit*, and then select the *Organization* view.

11. Choose .

The name of the organizational unit and its validity period are displayed.

12. Choose .


The *Change Organization* screen appears.

13. Click the organization/organizational unit to which you want to assign the new organizational unit, and choose .

The *Create Organizational Units* dialog box appears. The name of the organizational unit that you selected as the higher-level object is displayed at the top.

14. Enter an abbreviation and name for each new organizational unit.


15. If necessary, enter a different validity period for your organizational unit(s).

16. To save your entries, choose .




By repeating steps 5 through 8, you can break down your organizational units further.

## Maintaining Organizational Units

1. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.
2. Select an *organizational unit*, and then select the *Organization* view.
3. Choose .

The *Change Organization* screen appears.

4. Click the *root organizational unit*, and choose .
5. Select the organizational unit that you want to edit.

The table below lists the options available to you.

Function	Menu path	Comments
Create organizational units	<i>Edit</i> → <i>Create</i> → <i>Organizational unit</i>	Select the organizational unit for which you want to create a subunit.
Assign organizational units	<i>Edit</i> → <i>Assign</i> → <i>Organizational unit</i>	Use this function to assign an organizational unit to another organizational unit.
Rename organization/organizational units	<i>Edit</i> → <i>Rename</i>	Use this function to give an organizational unit a different name.
Move organizational units	<i>Edit</i> → <i>Move</i>	Use this function to reassign an organizational unit somewhere else within your organizational structure.
Delimit organizational units	<i>Edit</i> → <i>Delimit</i> → <i>Object</i>	You delimit organizational units if, when you change their validity period, you bring the end date of the validity period forward. You might do this if, for example, you intend to 'disband' an organizational unit on a specific date.
Delimit relationships between organizational units	<i>Edit</i> → <i>Delimit</i> → <i>Relationship</i>	You delimit relationships between organizational units if you specify an earlier validity end date for the relationship.
Delete organizational units	<i>Edit</i> → <i>Delete</i> → <i>Object</i>	You can only ever delete by starting at the bottom of the organizational structure and working up.
Deleting relationships to organizational units	<i>Edit</i> → <i>Delete</i> → <i>Relationship</i>	Use this function to delete the relationships between organizational units.
Change account assignment details in Organizational Management	<i>Goto</i> → <i>Account assignment</i> → <i>Change</i>	Use this function to change the account assignment details of an organizational unit.

**Maintaining Organizational Units**

Access Detail Maintenance in Organizational Management	<i>Goto → Account assignment → Detail maintenance</i>	Use this function to call up detail maintenance in Organizational Management.
Define target working time for organizational unit	<i>Extras → Working time</i>	The target working time is the working time that is required to perform the tasks in an organizational unit. If the <i>General working time</i> flag is set, it is passed on automatically to lower-level organizational units and positions.
Enter localization data for organization/organizational unit	<i>Extras → Address</i>	Use this function to enter the addresses, telephone numbers, etc. of your organizational units.
Store general descriptions for organizational units	<i>Extras → Description → General description</i>	Use this function to define competencies and areas of responsibility in greater detail for organizational units.
Enter additional description for organizational units	<i>Extras → Description → Additional description</i>	Use this function to store area-specific information on organizational units.



## Assigning Working Time Groups to an Organizational Unit

### Use

A working time group is a subtype of the [Working Time \[Ext.\]](#) infotype (1011), and it can be assigned to an organizational unit.



Working time groups are based on *employee groups* and *employee subgroups*. You can group together different employee groups and employee subgroups into a working time group. You define working time groups in Customizing (see Prerequisites).

By assigning a working time group to an organizational unit, you are in effect defining a reference for the planned working time of the organizational unit in question.



If you assign a working time group to an organizational unit, this information will be passed on automatically to lower-level organizational units and positions, unless working times have been defined specifically for these lower-level objects.

### Prerequisites



You must already have created working time groups in Customizing (*Personnel Management* → *Organizational Management* → *Infotype Settings* → *Working Time* → *Maintain Working Time Groups*).

### Procedure

To assign a working time group to an organizational unit, proceed as follows:

8. [Access the organizational structure \[Page 300\]](#) using the *Organization* view.
9. Click the *root organizational unit*, and choose .
10. Click the organizational unit to which you want to assign a working time group, and choose .

The *Planned Working Time* dialog box appears.

11. Specify a *working time provision*, and select a *working time group* to which this provision is to apply.
12. If the working time provision is to apply to all lower-level objects, select the *General working time* option.
13. Choose  *Check*.
14. To save your entries, choose .

You can assign more working time provisions for working time groups to an organizational unit by repeating this procedure as of step 3. In each case, the system creates a new working time record.

---

## Position

# Position

## Definition

Organizational object (object type key S) that is used to distribute tasks to different posts in an organizational plan as well as to map the reporting chain between posts. Positions are concrete and are occupied by holders (employees or R/3 users): purchasing administrator, secretary in the marketing department, or budgeting manager, for example.

A distinction should be drawn between positions and jobs. A [job \[Page 283\]](#) is not concrete, but rather a resource used to create various positions with similar tasks and features.

## Use

You use positions to represent the individual posts in your organization. By mapping the assignment of these posts to organizational units, you can also show how the various tasks and functions are distributed in your organization.

In some organizations, the **reporting chain** can be represented by simply assigning positions to organizational units.

However, if the real-life reporting chain in your company is different (or is defined to a greater level of detail) than the reporting chain represented in the organizational structure, there are two ways of modeling this:

- If your positions can be organized into a one-dimensional hierarchical structure, use a **reporting structure**
- If your positions report on more than one dimension to several higher-level units, use a **matrix organization**

Matrix relationships can represent relationships between both functions and disciplines.

You link the positions in question by means of relationships, regardless of the organizational unit to which the positions belong.

You need positions in order to:

- Create **staff assignments**, i.e. the assignment of holders (employees or R/3 users) to positions and organizational units
- Define how tasks are distributed among the various posts in your organization
- **Run reports (evaluations)** along the reporting chain

You can use reports to map and document the reporting chain in your organization. The reporting chain that you create determines the evaluation paths that are possible.

## Job

### Definition

Organizational object (object type key C), that is used to create positions when you are creating an organizational structure.

Whereas [positions \[Page 282\]](#) are concrete and can be occupied by holders (secretary in the marketing department, for example), jobs are a general classification of functions in an enterprise (secretary, for example), that are defined by the tasks and characteristics assigned to them. Job descriptions apply to several different positions with similar tasks and characteristics.

### Use

When you create a new position (e.g. secretary of the budgeting department), you can relate this position to a job (e.g. secretary) already defined in your organization. In this case, the position will be assigned automatically the tasks and characteristics defined for the job.

If a suitable job has not yet been defined, create one now, and assign the appropriate tasks and characteristics to it. You will then be able to use this same job in future for creating more new positions.

The fact that you can relate positions to jobs means that it is easy to create positions that are identical or similar (since you do not have to assign the same tasks and characteristics individually to each position). You can also assign specific tasks and characteristics directly to a position.



There are 40 secretaries in your organization. Each of these secretaries is the holder of a position (e.g. secretary of the budgeting department). The positions in question are described by the job *Secretary* and the tasks and characteristics assigned to this job (e.g. the task “management of appointments”). In addition to these generally applicable tasks, you can also define specific tasks and characteristics (e.g. the task “take minutes at budgeting committee meetings”) for a specific position (e.g. secretary of the budgeting department) and in this way differentiate between the position in question and other positions (e.g. the secretary of the personnel department).

If you use the R/3 *Personnel Development* component, jobs also form an invaluable basis for defining qualifications.

## Creating Positions

## Creating Positions

### Procedure

To create [positions \[Page 282\]](#), proceed as follows:


10. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.

The *Organization: Initial Screen* appears.


11. Select an *organizational unit*, and then select the *Organization* view.

12. Choose .

The name of the organizational unit and its validity period are displayed.

13. Choose .

The *Change Organization* screen appears.


14. Click the *organizational unit* for which you want to create positions, and choose .

The *Create Positions* dialog box appears.

15. Select a *describing job* (this is the job that describes the position), or – if you want to create a new job for the position – choose *Create jobs*.



A [job \[Page 283\]](#) is a grouping together of *Organizational Management* tasks performed by employees. Each job is unique within the company (e.g. administrator). A position is the actual physical occurrence of a job (e.g. administrator of finances).

16. Enter an *abbreviation* and a *name* for the new position.
17. If necessary, specify a different *number* of jobs to be created and/or specify a different *validity period*.
18. To save your entries, choose .

### Result

You have created a position. By repeating steps 5 through 9, you can create more positions..

If you require several positions that are the same as a position that already exists, you can copy the existing position as described in the procedure [Copying Positions \[Page 285\]](#).

## Copying Positions

### Prerequisites

You must have created a [position \[Page 282\]](#) before you can copy it.

### Procedure

11. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.


The *Organization: Initial Screen* appears.

12. Select an *organizational unit*, and then select the *Organization* view.

13. Choose .

The *Change Organization* screen appears.

14. Click the *root organizational unit*, and choose .

15. Click the *position* you want to copy, and choose .


The *Copy Object* dialog box appears.

16. Select the *organizational unit* to which you want to copy the position.

17. If necessary, enter a different *number of copies*.

18. If you want to copy the pay scale classification of the position as well, select the *Classification* field.

19. To check your entries, choose  *Check*.

20. To copy the position, choose .



When you copy a *position* (object type S), you do **not** create a relationship to the *job* (object type C) that describes this position. You must create the corresponding relationship ("job describes position") in *Organizational Management*.



A [job \[Page 283\]](#) is a grouping together of *Organizational Management* tasks performed by employees. Each job is unique within the company (e.g. administrator). A position is the actual physical occurrence of a job (e.g. administrator of finances).

## Classifying Positions

# Classifying Positions



## Use

When you classify positions, you assign pay scale information to them which is required for the financing and staffing of these positions.

## Prerequisites

In order to classify positions, you must first define default values for pay scale groups in Customizing for *HR Funds and Position Management (Overall Budget → Pay Scales and Pay Scale Classifications → Defining Default Values)*.






## Procedure

1. [Access the organizational structure \[Page 300\]](#) with the *Organization* view.
2. Click the *root organizational unit*, and choose .
3. Select the *position* you want to classify, and choose  *Classification*.

The *Position: Change Classification* dialog box appears.



If you have worked through the procedure entitled [Maintaining the Employee group/Subgroup for a Position \[Page 289\]](#), the system will propose values at this point.

4. Enter pay scale details for the **basic salary**, and choose  *Check*.  
The system automatically writes values to the *Amount* and *Time base* fields, and the *Indirect* flag is set (this means that the amount and the time base are read from the default value table).
5. To enter an amount of your own, deselect the *Indirect* flag, and choose  *Check*.  
You can now enter data in the *Amount* and *Time base* fields.
6. Enter the amount and time base.  
This means that the default value table will not be used to classify the position.
7. To store administrative information, choose .
8. To have the system check your entries, choose  *Check*.
9. To save your entries, choose .

## Result

You have assigned a pay scale classification to a position. On the basis of this pay scale classification, you can staff the position with a suitable employee and/or finance the position from the overall budget.



---

Defining Employee Groups and Employee Subgroups

## Defining Employee Groups and Employee Subgroups

You have called up the Application Help. The following information is available for this R/3 context:

- [Defining an Employee Group and Employee Subgroup for a Budget Structure Element \[Page 28\]](#)
- [Defining an Employee Group and Employee Subgroup for a Position \[Page 289\]](#)



## Defining an Employee Group and Employee Subgroup for a Position

### Use

If you assign an employee group and subgroup to a position, this means that the system will automatically propose values for the *Country grouping*, *Pay scale type*, *Pay scale area*, and *Employee subgroup grouping for collective agreement provisions (ESG for CAP)* fields when the position is being classified.

At the same time, you are defining that the position in question may only be held by a specific employee group or subgroup.

### Prerequisites

*You must have worked through the Customizing step Personnel management → Personnel administration → Payroll Data → Basic Pay → Determine default for pay scale data.*

### Procedure

To define an employee group and employee subgroup for a position, proceed as follows:

7. [Access the organizational structure \[Page 300\]](#) with the *Organization* view.
8. Select the top organizational unit, and choose *View → Expand*.
9. Select the position for which you want to maintain an employee group and subgroup, and choose *Extras → Employee group/subgroup*.
10. Assign an employee group and an employee subgroup to the position.
11. Choose *Check*.
12. Choose *Save and close*.

### Result

You have maintained an employee group and an employee subgroup for a position. This will mean that the system will propose values for the position's pay scale details when you are [classifying the position \[Page 134\]](#).

## Staffing Positions

# Staffing Positions

## Use

The staffing of positions involves creating and maintaining relationships between [positions \[Page 282\]](#) and employees.

The staffing of positions also involves assigning employees (position holders) to their positions, and to specify a staffing period and staffing percentage. This action also implies that persons are assigned to organizational units (since the positions themselves are linked to organizational units).



Please note that a position can be (partially) staffed by several employees, and that an employee can (partially) staff several positions. However, the total staffing assignments may not exceed the working time defined for either the position or the employee in question. Various combinations are possible, although – generally speaking – one employee is assigned to one position.

## Prerequisites

In Customizing, you must have specified how the system should react if a position is staffed (step: *Organization* → *Define system reactions for staffing of positions*). For example, you can specify here that if an unclassified position is staffed, the system issues a warning.

## Procedure

13. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.

The *Organization: Initial Screen* appears.

14. Select an *organizational unit*, and then select the *Organization* view.

15. Choose .

The *Change Organization* screen appears.


16. Click on the *root organizational unit*, and choose .


17. Select the *position* you want to staff, and choose  *Assign holder*.


The *Assign Holder* dialog box appears.

18. Enter the *personnel number* of the employee that you want to assign to the position.


19. If necessary, change the [staffing percentage \[Ext.\]](#) and the *staffing period*.

20. To see if the employee is assigned to any other organizational units, choose .

21. To have the system check your entries, choose  *Check*.

22. To save the staffing assignment, choose .

The *Choose Financial Year* dialog box appears.

23. Choose , since in this procedure, the position is staffed without financing.

24. If any system messages are issued, choose .

## Result

You have staffed a position. You can link this person or position with the *Overall Budget* component by working through the process entitled [Financing \[Page 174\]](#).


## Managing Positions

## Managing Positions

### Use

By managing positions, you can store additional administrative information for a [position](#) [Page 282].



### Procedure

5. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.
6. Select an *organizational unit*, and then select the *Organization* view.
7. Choose .
8. Select the *position* you want to manage.

The table below lists the options available to you.

Function	Menu path	Comments
Store general description of a position	<i>Extras</i> → <i>Description</i> → <i>General description</i>	Use this function to store the tasks and responsibilities pertaining to a position.
Store additional description of a position	<i>Extras</i> → <i>Description</i> → <i>Additional description</i>	Use this function to store any additional area-specific information on a position.
Enter localization data for a position	<i>Extras</i> → <i>Address</i>	Use this function to store the address, telephone number, etc. of a position.
Assign service type/service category to a position	<i>Extras</i> → <i>Service category</i>	Use this function to distinguish a position (or the employees assigned to the position) on the basis of service type (e.g. physicians, nursing staff).
Specify substitute for position	<i>Extras</i> → <i>Substitute</i> → <i>Assign</i>	Use this function to assign a position to another position as a substitute.
Delete substitute for position	<i>Extras</i> → <i>Substitute</i> → <i>Delete</i>	Use this function to cancel the substitution arrangement created for a position.

## Maintaining Positions

6. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.
7. Select an *organizational unit*, and then select the *Organization* view.
8. Choose .
9. Click the *root organizational unit*, and choose .
10. Select the *position* you want to maintain.

The table below lists the options available to you.

Function	Menu path	Comments
Assign position to a new holder	<i>Edit</i> → <i>Assign</i> → <i>Holder</i>	Use this function to link (staff) a position with an employee.
Change staffing	<i>Edit</i> → <i>Change</i> → <i>Staffing</i>	Use this function to change the staffing percentage and/or funding. You must select the holder in question first.
Move positions	<i>Edit</i> → <i>Move</i>	Use this function to reassign positions somewhere else within your organizational structure.
Delete position	<i>Edit</i> → <i>Delete</i> → <i>Object</i>	Use this function to delete a position from the organizational structure.
Delete relationships to positions	<i>Edit</i> → <i>Delete</i> → <i>Relationship</i>	Use this function to delete the relationship between a position and its higher-level organizational unit (historical record not maintained).
Rename position	<i>Edit</i> → <i>Rename</i>	Use this function to change the name of a position.
Delimit position	<i>Edit</i> → <i>Delimit</i> → <i>Object</i> or <i>Relationship</i>	Use this function if you want to de-assign a position from a higher-level organizational unit at a specific point in time (history is maintained).
Create chief position	<i>Extras</i> → <i>Chief position</i> → <i>Create</i>	Use this function to specify an area of responsibility for a position.
Specify substitute for position	<i>Extras</i> → <i>Substitute</i> → <i>Assign</i>	
Delete substitute for position	<i>Extras</i> → <i>Substitute</i> → <i>Delete</i>	

**Maintaining Positions**

Display attributes of a position	<i>Extras → Attributes</i>	Use this function to display the classification of a position (e.g. validity, pay scale).
----------------------------------	----------------------------	---

## Defining the Working Time for a Position





### Use

By defining a [working time \[Ext.\]](#) for a [position \[Page 282\]](#), you are in effect providing a reference value for the time required to complete the tasks associated with the position in question.

When you define a working time manually for a specific position, this overrides the [working time provisions defined for a higher-level organizational unit \[Page 281\]](#).

### Procedure

To assign a working time to a position, proceed as follows:

7. [Access the organizational structure \[Page 300\]](#) using the *Organization* view.
8. Click the *root organizational unit*, and choose .
9. Click the position for which you want to define a working time, and choose .
- The *Planned Working Time* dialog box appears.
10. Enter a *working time* manually for the position, or select a *standard value* for the working time.
11. Choose  *Check*.
12. To save your entries, choose .

---

Administration of Teaching Hours

## Administration of Teaching Hours

### Use

This functionality is particularly useful in universities and other institutions where academic teaching hours have to be administrated.

You can use this functionality to compare a person's mandatory teaching hours with the seminars, lectures, etc. that have already been scheduled for this person.

### Prerequisites

You must have made the appropriate settings in Customizing (step: *Organization* → *Set Up Administration of Teaching Hours*).

### Process Flow

4. You define teaching hours for a position. The teaching hours you define specify the number of hours per week the holder of this position must teach.
5. The system proposes a value for the number of hours per week.
6. You can accept this proposed value, or change it.

### See also:

[Defining Teaching Hours for a Position \[Page 297\]](#)



## Defining Teaching Hours for a Position

### Procedure

10. [Access the organizational structure \[Page 300\]](#) with the *Organization* view.


The *Change Organization* screen appears.

11. Click the *position* for which you want to define teaching hours.

12. Choose *Extras* → *Teaching hours*.


The *Teaching Hours* dialog box appears.


13. To display the system proposal for teaching hours, choose *Standard values*.

14. To use this number of teaching hours, choose . To enter the number of teaching hours per week manually, choose .

15. If applicable, select a reason for reducing teaching hours.

16. To assign the full number of teaching hours to the person assigned to the position (regardless of the staffing percentage), select *Regardless of staffing*.

17. To have the system check your entries, choose  *Check*.


18. To save your entries, choose .

### Result

You have defined teaching hours for a position.

You can use the *Organization Teaching Hours* report to display the teaching hours defined within an organizational structure.



To delete the teaching hours defined for a position, choose .

---

**Display: Organizational Structure**

## Display: Organizational Structure

### Use

You can use this function to display and print out the organizational structure. You use this information for the purposes of monitoring budgets.

This function provides you with the information you require for maintaining the organizational structure. This information includes how the organization is structured, and how positions are managed and classified.

### Features

The information that you can display includes:

- Organizational structure
- Validity periods of objects
- Relationship periods and percentages
- Working times
- Positions responsible
- Position classifications

### See also:

[Displaying the Organizational Structure \[Page 299\]](#)

## Displaying the Organizational Structure

4. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Display*.

The screen *Organization: Initial Screen* appears.

5. Select an *organizational unit*, and then select the *Organization* view.
6. Choose *Organization* → *Display*.

The *Display Organization* screen appears.

The system displays the organizational structure and, depending on the settings you have made in [Settings](#) → [User-specific settings](#) [Page 301], the following information:

- Names of organizational units
- Validity periods and object periods
- Relationship periods
- Relationship percentages

The table below lists **further** display options available to you.

Function	Menu path
Display color legend for objects in organizational structure	<i>View</i> → <i>Color legend</i>
Display employee group or subgroup for a specific position	<i>Extras</i> → <i>Employee group/subgroup</i>
Display classification of a position	<i>Extras</i> → <i>Classification</i> → <i>Pay scale</i>
Display address of a position	<i>Extras</i> → <i>Address</i>
Display service type or category of a position	<i>Extras</i> → <i>Service category</i>
Display planned working time for a position	<i>Extras</i> → <i>Working time</i>
Display object attributes	<i>Extras</i> → <i>Attributes</i>
Display description of an organizational unit	<i>Extras</i> → <i>Description</i>
Display area of responsibility for a chief position	<i>Extras</i> → <i>Chief position</i> → <i>Display assignment</i>
Print out organizational structure	<i>Organization</i> → <i>Print</i>



Depending on the budget status, you can switch from display mode to maintenance mode by choosing *Organization* → *Display* ↔ *Change*.

## Accessing the Organizational Structure

## Accessing the Organizational Structure

4. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.

The *Organization: Initial Screen* appears.


5. Select an *organizational unit*, and then select either the *Organization* or the *Allocation* view.



If you select the *Organization* option, the organizational structure will be displayed. If you select the *Allocation* view, you will see how the overall budget is allocated throughout the organization.

6. Choose  .



Alternatively, if chief positions or [positions responsible \[Page 222\]](#) are defined in the system, you can access the organizational structure via a chief position by choosing  on the *Organization: Initial Screen*.

## User-Specific Settings

### Use

You can use this function to define user-specific display settings in the *Overall Budget* and *Organization* components.

### Features

You can use this function to set up the system so that the following information is displayed permanently on the screens in the *Overall Budget* and *Organization* components:

- **Object display options**
  - Abbreviation
  - Name
  - Key
  - Object period
- **Relationship display options**
  - Relationship period
  - Percentage
- **General display options**
  - Position responsible
  - Budget structure element type
  - Administrative information
  - Earmarkings
  - Validity period
  - Substitutes
- For **accessing** the overall budget
  - via a budget structure element
  - via Funds Management account assignment
  - displaying the logo

**See also:**

[Defining User-Specific Settings \[Page 302\]](#)

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Defining User-Specific Settings

## Defining User-Specific Settings


16. Choose *Human resources* → *Personnel management* → *HR Funds and Position Management*.

17. Choose *Settings* → *User-specific settings*.


The *User-Specific Settings* dialog box appears.

18. Select the appropriate tab page, and flag the *Display options* that you want to have on permanent display.

19. If applicable, select an access option on the *Access* tab page.

20. To save your personal settings, choose .



You can also change your user-specific settings in the *Overall Budget* and *Organization* components by choosing .

## Financing from the *Organization* Component

You have called up the Application Help. The following information is available for this R/3 context:

- **Standalone HR Funds and Position Management**
  - [Financing from the Organization Component \[Page 174\]](#)
  - [Financing Employees Directly \[Page 155\]](#)
  - [Financing Employees Indirectly \[Page 158\]](#)
  - [Deleting Existing Financing Assignments \[Page 315\]](#)
- **HR Funds and Position Management Integrated With Funds Management**
  - [Financing from the Organization Component \[Page 329\]](#)
  - [Financing Employees Directly \[Page 308\]](#)
  - [Financing Employees Indirectly \[Page 311\]](#)
  - [Deleting Existing Financing Assignments \[Page 315\]](#)

## Financing from the Organization Component

## Financing from the *Organization* Component

### Purpose

This process describes how you can finance employees in your organization using the budgets of budget structure elements.

The financing process is closely linked to the [Budget Allocation \[Page 73\]](#) process (since both processes supply budget funds to cover personnel expenditures).

However, in the *Financing* process, budget funds are made supplied using a position or person as the point of departure, whereas the budget of a budget structure element is the point of departure in the *Budget Allocation* process.

Basically, there are two ways of financing an employee in the organizational structure:

- directly (using a budget structure element and the budget assigned to it)
- indirectly (via a position that is financed by a budget structure element and the budget of this budget structure element)

The budget structure elements in *HR Funds and Position Management* correspond to a combination of fund, funds center and commitment item in an FM area (Funds Management account assignment) in *Funds Management*.

If you allocate the budget of a budget structure element for the purpose of financing a person or position, the system determines the financing required for the object you are trying to finance, and creates a funds reservation for the corresponding Funds Management account assignment.

The table below shows the various ways in which the system can determine the financing required. In Customizing, you can determine how the financing required should be determined.

Financing Object	Determine Financing Required Using	
	Default Value	Payroll Simulation
Person	X	X
Staffed position	X	X
Unstaffed position	X	

If you finance an employee *directly* using the budget of a budget structure element, you supply funds to cover the personnel expenditures incurred by this employee. This type of financing is referred to as *direct financing* because funds are assigned directly to the employee (and not via a position). This means that you can finance employees who are not assigned to positions. Direct financing creates a funds commitment in *Funds Management*. This commitment is offset by the payroll accounting postings.



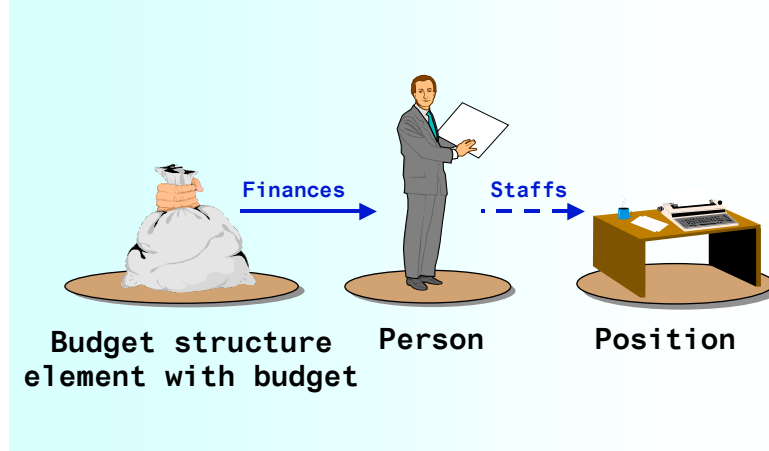
You have hired a temporary worker for 6 months. This worker is not assigned to a specific position. By financing the employee directly (in the [Employee \[Page 171\]](#))



Financing from the Organization Component

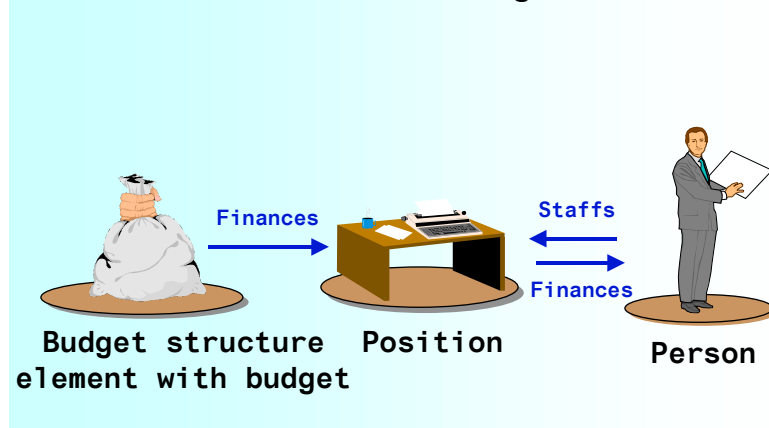
component), you can supply funds to cover the personnel costs incurred by this worker.

Direct Financing:



If you finance employees *indirectly*, you assign funds from the budget of a budget structure element to a position, and in this way cover the personnel expenditures incurred by the employees assigned to the position in question. This type of financing is referred to as *indirect financing* because funds are assigned via positions (and not directly to employees). Indirect financing creates a fund precommitment in *Funds Management*. If this position is subsequently staffed, and if the holder of the position is financed via the position, the precommitment is converted into a commitment for the employee in question. The amount of the precommitment is calculated on the basis of the default pay scale values defined for the position. The commitment, on the other hand, is calculated on the basis of the person's actual pay.

Indirect Financing:



## Financing from the Organization Component

You can also use indirect financing to reserve funds for positions that have not yet been staffed.

You can combine both types of financing as you please (in other words, you can finance a portion of the personnel costs incurred by an employee directly, and a portion indirectly).



If you have already defined a financing assignment, and you want to change/supplement this, you can only use budgets of budget structure elements with the same budget unit as the object that already provides financing.

When you supply the funds required for an employee (i.e. finance the employee), the employee's absences (infotype 2001) are also taken into account. This means, for example, that no financing is required for an employee who has taken unpaid leave. In Customizing, you can define how absences are to be handled in *HR Funds and Position Management*.

## Prerequisites

Depending on the circumstances in your organization, you must have defined a budget hierarchy with budget structure elements and budgets, an organizational structure with positions, and relationships between positions and persons. You can only finance objects with the budgets of *allocatable* budget structure elements (i.e. the budget structure elements in question must not be summarization items).

In Customizing (step: *Overall Budget → Settings for Financing Persons/Positions → Define Financing Types for Each Object Type*), you must also have specified which types of financing (monetary values and FTEs) are allowed for positions and persons. Furthermore, you must have defined how the employee's absences (infotype 2001) affect financing (step: *Overall Budget → Settings for Financing Persons/Positions → Define How Absences Are Handled*).

You must also have specified how the financing required for specific employee groupings is to be determined (step: *Overall Budget → Settings for Financing Persons/Positions → Determining Financing Requirements*).

Finally, you must have made **all** the necessary settings in the *Integration* section of Customizing for HR Funds and Position Management.

If you want to finance positions in *HR Funds and Position Management*, you must have defined a *company code* for these positions or for their superior organizational units in the *Account Assignment Details* infotype (1008) in the *Organizational Management* component.

If you have restricted integration between *HR Funds and Position Management* and *Funds Management* to specific employee groups and subgroups (see Customizing), then you must have assigned the appropriate employee groups and subgroups in the *Employee Group/Subgroup* infotype (1013) of the positions that are to be involved in integration.

## Process Flow

1. Depending on the situation, you can finance an employee directly or indirectly.
2. To help you determine the financing required, the system provides you with the information you need. On the basis of this information, you create a financing assignment, or change an existing financing assignment.
3. When you create or change a financing assignment, the system runs an availability check. This ensures that you can only allocate the budget of a budget structure element that still has funds available.

**Financing from the Organization Component**

4. Financing assignments in *HR Funds and Position Management* create a precommitment in *Funds Management* for the first FM triplet (fund, funds center, commitment item) which is assigned to a budget hierarchy and which is flagged as a budget object. These precommitments are “used up” gradually by the actual payroll data of the employee financed in *HR Funds and Position Management*.

**See also:**

[Financing Employees Directly from the Organization Component \[Page 308\]](#)

[Financing Employees Indirectly from the Organization Component \[Page 311\]](#)

[Mass Finance Tool \[Page 314\]](#)

[Financing Employees Directly in the Employee Component \[Page 333\]](#)

[Financing Employees Indirectly in the Employee Component \[Page 334\]](#)

[Financing Wizard \[Ext.\]](#)

[Deleting Existing Financing Assignments \[Page 315\]](#)

[Reconciling the Outgoing Funds of a Position That Has Been Financed \[Page 316\]](#)

[Financing Overview \[Page 318\]](#)

[Display: Financing Details in the Organizational Structure \[Page 319\]](#)



[Payroll Accounting and Data Transfer \[Ext.\]](#)

## Financing Employees Directly

## Financing Employees Directly

1. [Access the organizational structure \[Page 300\]](#) with the *Allocation* view.


The *Change Organization: Allocation* screen appears.


2. Click on the *top organizational unit*, and choose .
3. Click on the **person** you want to finance, and choose .


The system calculates how much budget is required for this person (financing requirements), and the *Financing* dialog box appears.


The traffic-lights icon shows the current *financing status*.

The various colors mean the following:

 = the budget provided is less than the budget required.

 = the budget provided exceeds the budget required.

 = The budget provided is exactly the same as the budget required.

To view details of the funds required, choose  in the *Assignment periods* box. The system displays how the financing required was determined, and what type of financing is involved.

How you proceed from this point depends on the color of the traffic-light icon:

- [Procedure If Traffic-Light Icon Is Yellow or Red \[Page 309\]](#)
- [Procedure If Traffic-Light Icon Is Green \[Page 313\]](#)



A person's *basic pay* must always be financed. Otherwise, payroll accounting might terminate when it is run for a person whose basic salary is not financed.

The company code of the person (*Organizational Assignment* - infotype 0001) must also be contained in the FM area of the FM account assignment (fund, funds center, commitment item). You cannot finance across FM areas.

## Procedure If Traffic-Light Icon Is Yellow or Red

In the *Financing Periods* table, the *Required* column displays the funds required, and the *Assigned* column displays the funds made available.

Since the funds provided are not the same as the funds required, the traffic-lights icon is red or yellow.

**To provide the required financing, you must allocate the appropriate financing in the *Financing Periods* table.**

1. Select the budget structure element type and the object ID of the budget structure element that is to provide the budget for financing.



The system proposes a list of possible budget structure element types. You can use a search function (e.g. structural search) to find the object ID.



When you are selecting the budget structure element that is providing the funds, make sure that the company code of the employee you want to finance is assigned to the same FM area as this budget structure element.

2. Choose *Check*.

The system displays the *budget assigned* and the corresponding *validity period*. The system also displays the *object abbreviation* and the *name* of the source budget structure element.

Depending on the financing status, the traffic-lights icon in the *Financing Periods* table changes, and the financing made available is displayed in the *Assigned* column.

You can overwrite the funds (monetary values or FTEs) displayed in the *Assigned* column of the *Availability Periods* table.

If insufficient funds have been assigned, you must assign additional funds as described in steps 1 and 2 (i.e. you must select further budget structure elements for the purposes of financing).

3. To display where the source budget structure element appears in the overall budget hierarchy, choose *Hierarchical context*.
4. If the traffic-lights icon is **green**, choose *Check*.
5. Choose *Save and close*.

## Result

You have financed an employee directly or indirectly.

---




Procedure If Traffic-Light Icon Is Green

## Procedure If Traffic-Light Icon Is Green

9. Check whether the budget provided is exactly the same as the budget required.



The traffic-lights icon will also be green (●●●) if the employee or position does not require any financing, and if a budget structure element has not been selected for the purpose of financing it. In this case, find out why the employee or position does not require any financing.

10. If the funds assigned and the funds required are the same, choose  *Check*.
11. To display the pay scale details of the object you want to finance, choose .
12. To save your entries, choose .



## Result

You have financed an employee directly or indirectly.

## Financing Employees Indirectly

1. [Access the organizational structure \[Page 300\]](#) with the *Allocation* view.


The *Change Organization: Allocation* screen appears.


2. Click on the *top organizational unit*, and choose .
3. Click on the **position** you want to finance, and choose .


The system calculates how much budget is required for this position (financing requirements), and the *Financing* dialog box appears.


4. The traffic-light icon shows the *financing status*.

The various colors mean the following:

 = the budget provided is less than the budget required.

 = the budget provided exceeds the budget required.

 = The budget provided is exactly the same as the budget required.

To view details of the funds required, choose  in the *Assignment periods* box. The system displays how the financing required was determined, and what type of financing is involved.

How you proceed from this point depends on the color of the traffic-light icon:

- [Procedure If Traffic-Light Icon Is Green \[Page 313\]](#)
- [Procedure If Traffic-Light Icon Is Yellow or Red \[Page 312\]](#)

## Procedure If Traffic-Light Icon Is Yellow or Red

## Procedure If Traffic-Light Icon Is Yellow or Red

In the *Financing Periods* table, the *Required* column displays the funds required, and the *Assigned* column displays the funds made available.

Since the funds assigned are not the same as the funds required, the traffic-lights icon is red or yellow (🔴🟡 or 🟡🟡).

**To provide the required financing, you must allocate the appropriate budget in the *Financing Periods* table.**

15. Select the budget structure element type and the object ID of the budget structure element that is to provide the budget for financing.



The system proposes a list of possible budget structure element types. You can use a search function (e.g. structural search) to find the object ID.

16. Choose *Check*.

The system displays the *budget assigned* and the corresponding *validity period*. The system also displays the *object abbreviation* and the *name* of the source budget structure element.

Depending on the financing status, the traffic-lights icon in the *Financing Periods* table changes, and the financing made available is displayed in the *Assigned* column.

17. You can overwrite the funds (monetary values or FTEs) displayed in the *Assigned* column of the *Availability Periods* table.
18. If insufficient funds have been assigned, you must assign additional funds as described in steps 1 and 2 (i.e. you must select further budget structure elements for the purposes of financing).
19. To display where the source budget structure element appears in the overall budget hierarchy, choose *Hierarchical context*.
20. To have the system check your entries when the icon 🟡🟡 is displayed, choose ✅ *Check*.
21. To save your entries, choose 💾.

## Result

You have financed an employee directly or indirectly.






## Procedure If Traffic-Light Icon Is Green

13. Check whether the budget provided is exactly the same as the budget required.



The traffic-lights icon will also be green (●●●) if the employee or position does not require any financing, and if a budget structure element has not been selected for the purpose of financing it. In this case, find out why the employee or position does not require any financing.

14. If the funds assigned and the funds required are the same, choose  *Check*.
15. To display the pay scale details of the object you want to finance, choose .
16. To save your entries, choose .

## Result

You have financed an employee directly or indirectly.

---

**Mass Finance Tool**

## Mass Finance Tool

### Use

In contrast to the individual financing of an employee or a position, the mass finance tool allows you to finance several employees or positions at one time, making it possible to provide or reserve the funds for those employees or positions.

### Prerequisites

You must have implemented all HR Support Packages up to and including HR SP 19.

### Features

You can use the mass finance tool to perform financing directly or indirectly on the basis of an organizational unit or a position. You can finance several positions on the basis of an organizational unit or choose them for financing directly. You can restrict the selection of employees or positions you want to finance by using employee attributes. You can finance all expenditure types or just one of them. The system automatically creates the financing.



### Activities

To use the mass finance tool, call transaction PMMF.


## Deleting Existing Financing Assignments

6. [Access the organizational structure \[Page 300\]](#) with the *Allocation* view.


The *Change Organization: Allocation* screen appears.

7. Click on the *top organizational unit*, and choose .
8. Select the **position** or the **person** whose financing assignment you want to delete, and choose .

The *Financing* dialog box appears.

9. In the *Financing periods* box, select the financing assignment you want to delete, and choose *Delete line*.
10. To save your changes, choose .



If you want to delete financing for a position, you must choose , and [compare the financing assignment \[Page 316\]](#).

---

Updating of the Outgoing Funds of a Position

## Updating of the Outgoing Funds of a Position

### Use

The outgoing funds of a position have to be updated if the financing required by the person who is financed by this position changes.

This might, for example, be the case if the staffing period or staffing percentage of the position changes, if the person receives direct financing, or if the person is absent.

When you perform this function, the financing relationship between the position and the person (i.e. the outgoing funds) is updated.



In the current financial year, USD 80,000 are required to cover the personnel expenditure for an employee. You finance this employee via a position (indirect financing) for the period from January 1 through December 31.

#### Example 1:

As of February 5, you use budget structure element X to finance the employee directly (in other words, the personnel expenditure required for this employee is now provided by the budget of this budget structure element, and not by the position).

By updating the outgoing funds of the position, you can update the financing relationship between the position and the employee (in this case, the position's outgoing funds for the employee in question would be changed to zero).

#### Example 2:

As of February 5, the employee takes one year's unpaid leave (in other words, no financing for personnel expenditure is required for this employee for the rest of the year).

By updating the outgoing funds of the position, you can update the financing relationship between the position and the employee (in this case, the position's outgoing funds for the employee in question would be changed to zero).

### Features

By updating outgoing funds, you can check and update the financing relationships between a position and the persons financed via this position.

## Reconciling the Outgoing Funds of a Position

### Procedure

7. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Change*.


The *Organization: Initial Screen* appears.

8. Select an *organizational unit*, and then select the *Allocation* view.


9. Enter the appropriate financial year.

10. Choose *Organization* → *Change*.

The *Change Organization: Allocation* screen appears.

11. Click on the **position** whose outgoing funds you want to reconcile, and choose .


The *Financing* dialog box appears.

12. To reconcile the financing assignment, choose .

### Result

You have reconciled the outgoing funds of the position.



To display the reconciled incoming and outgoing funds for the position, choose .

---

Displaying the Financing Overview

## Displaying the Financing Overview

### Use

In the Financing Overview, you can display the budget provided by a budget structure element for the purpose of financing a specific person or position.

### Procedure

6. Choose Human resources → *Personnel management* → *HR funds and position management* → *Organization* → *Display*.

The *Organization: Initial Screen* appears.

7. Select an *organizational unit*, and then select the *Allocation* view.
8. Enter the appropriate financial year.
9. Choose *Organization* → *Display*.

The *Display Organization: Allocation* screen appears.

10. Click on the *person* or *position* whose financing details you want to display, and choose .

The system displays the financing details of the person or position in question.

## Display: Financing Details in Organizational Structure

### Use

You can use this function to display and print out the financing assignments in an organizational structure. You use this information for the purposes of monitoring budgets. In particular, this function provides you with the information you require concerning the staffing of positions, and the financing of positions and employees.

Unlike the [Display: Organizational Plan \[Page 298\]](#) function, this function enables you to display the organizational structure **and also** the budget structure elements that are used to finance the positions and persons.

### Prerequisites

The overall budget must have the status *Released* (or have previously had this status).

### Features

When you execute this function, the system displays the following information:

- Organizational structure
- Holders of positions
- Budget structure elements whose budgets are used to finance positions or persons
- Budget assigned for individual positions and persons
- Incoming funds and their origin, as well as outgoing funds and their application in a separate financing overview

### See also:


[Displaying Financing Details in the Organizational Structure \[Page 320\]](#)

## Displaying Financing Details in the Organizational Structure

## Displaying Financing Details in the Organizational Structure

6. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Display*.

The *Organization: Initial Screen* appears.

7. Select an *organizational unit*, and then select the *Allocation* view.
8. Enter the appropriate financial year.
9. Choose *Organization* → *Display*.
10. Click on the *root organizational unit*, and choose .

The system displays the organizational structure and, depending on the settings you have made in *Settings* → *Display*, the following information:

- Names of organizational units
- Validity periods and object periods
- Relationship periods
- Relationship percentages

Also displayed are the budget structure elements whose budgets are used to finance the persons and positions. The relationships between the budget structure elements and persons/positions show whether direct or indirect financing is involved.

The *budget assigned* for the individual positions and employees is also displayed.

The table below lists **other** display options available to you.

Function	Menu path	Comments
Display <a href="#">color legend [Ext.]</a> for objects in organizational structure	<i>View</i> → <i>Color legend</i>	The color legend shows which objects are represented by which colors in the organizational structure.
Display classification of a position	<i>Extras</i> → <i>Classification</i> → <i>Pay scale</i>	The system displays the pay scale classification defined for the position.
Display the <b>financing overview</b> for a position	<i>Edit</i> → <i>Financing overview</i>	The system displays incoming and outgoing funds. You can also display the budget structure element allocations.
Budget Monitoring	<i>Edit</i> → <i>Monitor budget</i>	You use this function to monitor the budget of a budget structure element.



Displaying Financing Details in the Organizational Structure

Display <a href="#">planned working time [Ext.]</a> for a position	<i>Extras → Working time</i>	The system displays the planned working time defined for the position.
--	------------------------------	--



If the budget status permits, you can switch from display mode to change mode by choosing .

## Budget Monitoring

# Budget Monitoring

## Use

Budget monitoring enables you to display the current budget of a budget structure element, and allows you to see how much of this budget has been used up and how much is still available.


## Prerequisites

The overall budget must have the budget status *Released*, *Completed*, *Locked*, *Released provisionally*, or *Being revised*.

## Features

You can use the *Budget Monitoring* function to display the following information on a budget structure element:

- Name of budget structure element
- FM area, fund, funds center, and commitment item
- Period being monitored
- Current budget
- Allocatable budget
- Distributed budget
- Application of budget

If you choose , you can display details of funds blocks, open funds precommitments, open funds commitments, and actual postings in the R/3 *Funds Management* component.

- Available budget (distributable budget minus application of budget)

### See also:

[Display: Budget Monitoring in the Overall Budget Component \[Page 255\]](#)



[Display: Budget Monitoring in the Organization and Employee Components \[Page 336\]](#)

## Displaying Budget Monitoring

7. [Access the Employee component \[Page 328\]](#) or [access the Organization component \[Page 300\]](#) using the *Allocation* view.
8. Double-click on the *budget structure element* whose budget you want to monitor.  
The *Monitor Budget* dialog box appears.
9. Check over the information displayed on the budget of the budget structure element.



If you choose:

-  the system displays the attributes of the budget structure element.
-  the system displays the budget structure element's hierarchical context.

## Expenditure Types

# Expenditure Types

## Definition

A means of categorizing personnel expenditure to a greater degree of detail.

## Use

Expenditure types are divided into 3 groups:

- Expenditure types that represent the basic pay of an employee group
- Expenditure types that represent allowances defined for specific positions
- Expenditure types that are neither of the above

Expenditure types are used to classify positions, and to finance persons and positions.



Expenditure types are only required if *HR Funds and Position Management* is integrated with *Funds Management*. If your *HR Funds and Position Management* component is not integrated with *Funds Management*, the expenditure type field will be initial.

### A. Expenditure Types Defined for a Position

The pay scale classification of a position is determined on the basis of default values (expenditure type is initial). The classification of the position is derived from default value table T7PMG, or you can enter one manually.

You can also define an “allowance” expenditure type for a position, and in this way show that this position has special requirements. The allowance amount is derived from default value table T7PMG, or you can enter one manually.

### B. Person/Employee

Expenditure types are not actually stored in HR master data.

During a payroll simulation for a person, this person’s wage types are determined. The amounts for the individual wage types are distributed among the expenditure types in accordance with the settings made in Customizing.

### C. Financing Expenditure Types

A separate financing relationship is created for each expenditure type. The expenditure type *Basic pay* must always be financed for a person.

## Payroll: Transferring and Posting Data

Please read the following Accounting documentation:

- [Integration of Funds Management with HR Funds and Position Management \[Ext.\]](#)
- [Process Flow for Financing, Payroll and Posting \[Ext.\]](#)
- [Payroll Using HR Funds and Position Management \[Ext.\]](#)
- [Posting Using HR Funds and Position Management \[Ext.\]](#)
- [Special Cases \[Ext.\]](#)

## The Employee Component

## The *Employee* Component

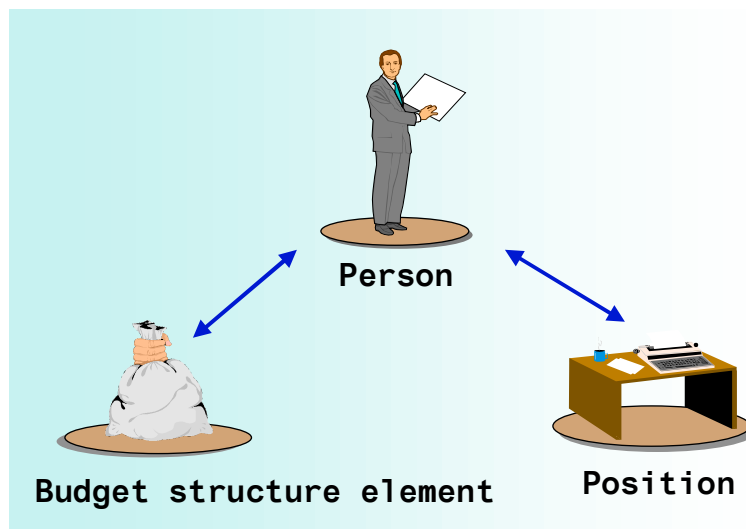
### Use

In the *Employee* component, you can access *HR Funds and Position Management* via a specific employee.

### Use

This allows you to see all the relationships that exist between a person and the budget structure elements that are used to finance him or her as well as the positions that he or she holds.

You can also finance the person in question, or change existing financing assignments for the person. Furthermore, you can display information on the person, the budget structure elements that finance this person, and the positions that this person holds.



The *Employee* component contains the processes [Financing \[Page 329\]](#) and [Budget Allocation \[Page 236\]](#). Remember, though: the point of departure in this component is the **person** (and not the organization or overall budget).

You can view all the budget structure elements and positions to which a person is linked.

You can also finance the person in question, or check or change the person's financing assignments. Furthermore, you can delimit or delete the relationship between the person and a position. Similarly, you can change the way in which the person staffs the position.

In addition to all this, you can also display the following information:

- Information on the person
  - Employee group and subgroup to which the budget structure element is assigned
  - Pay scale classification of the person's basic pay
- Information on budget structure elements that finance the person

The Employee Component

- Budget monitoring
- Employee group and subgroup to which the budget structure element is assigned
- Pay scale classification of FTE budget
- Description
- Any budgeting or reclassification rules that have been defined
- Any earmarkings that have been defined
- Information on Positions Held By the Person
  - Staffing percentage
  - Financing overview for position (incoming and outgoing funds)
  - Pay scale classification
  - Working time defined for the position
  - Description

**See also:**

[Financing from the Organization Component \[Page 329\]](#)

[Budget Monitoring \[Page 335\]](#)

[Displaying Information on a Person \[Page 339\]](#)

[Displaying and Editing Information on a Position \[Page 338\]](#)

[Displaying and Editing Information on a Budget Structure Element \[Page 337\]](#)



## Accessing the Employee Component

## Accessing the *Employee* Component

### Procedure

4. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Organization* → *Employee* → *Display* or *Change*.

The *Employee: Initial Screen* appears.

5. Select a *person*, and specify the appropriate *financial year*.
6. Choose  or .

### Result

The system displays any relationships that exist between the employee and positions to which he/she is assigned. Also displayed are relationships between the employee and the budget structure elements used to finance him/her. The rest of the information that you can display will depend on the status of the overall budget.



By choosing , you can toggle between display mode and change mode.

### See also:

[Employee Component \[Page 171\]](#) (HR Funds and Position Management)

[Employee Component \[Page 326\]](#) (HR Funds and Position Management integrated with Funds Management)



## Financing from the *Organization* Component

### Purpose

This process describes how you can finance employees in your organization using the budgets of budget structure elements.

The financing process is closely linked to the [Budget Allocation \[Page 73\]](#) process (since both processes supply budget funds to cover personnel expenditures).

However, in the *Financing* process, budget funds are made supplied using a position or person as the point of departure, whereas the budget of a budget structure element is the point of departure in the *Budget Allocation* process.

Basically, there are two ways of financing an employee in the organizational structure:

- directly (using a budget structure element and the budget assigned to it)
- indirectly (via a position that is financed by a budget structure element and the budget of this budget structure element)

The budget structure elements in *HR Funds and Position Management* correspond to a combination of fund, funds center and commitment item in an FM area (Funds Management account assignment) in *Funds Management*.

If you allocate the budget of a budget structure element for the purpose of financing a person or position, the system determines the financing required for the object you are trying to finance, and creates a funds reservation for the corresponding Funds Management account assignment.

The table below shows the various ways in which the system can determine the financing required. In Customizing, you can determine how the financing required should be determined.

Financing Object	Determine Financing Required Using	
	Default Value	Payroll Simulation
Person	X	X
Staffed position	X	X
Unstaffed position	X	

If you finance an employee *directly* using the budget of a budget structure element, you supply funds to cover the personnel expenditures incurred by this employee. This type of financing is referred to as *direct financing* because funds are assigned directly to the employee (and not via a position). This means that you can finance employees who are not assigned to positions. Direct financing creates a funds commitment in *Funds Management*. This commitment is offset by the payroll accounting postings.

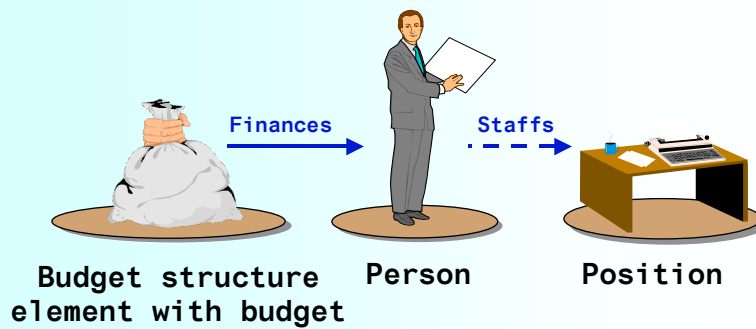


You have hired a temporary worker for 6 months. This worker is not assigned to a specific position. By financing the employee directly (in the [Employee \[Page 171\]](#))

## Financing from the Organization Component

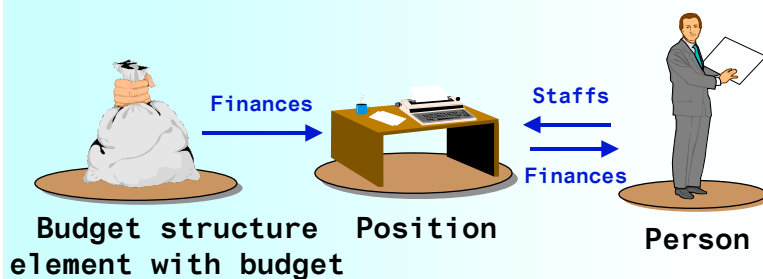
component), you can supply funds to cover the personnel costs incurred by this worker.

### Direct Financing:



If you finance employees *indirectly*, you assign funds from the budget of a budget structure element to a position, and in this way cover the personnel expenditures incurred by the employees assigned to the position in question. This type of financing is referred to as *indirect financing* because funds are assigned via positions (and not directly to employees). Indirect financing creates a fund precommitment in *Funds Management*. If this position is subsequently staffed, and if the holder of the position is financed via the position, the precommitment is converted into a commitment for the employee in question. The amount of the precommitment is calculated on the basis of the default pay scale values defined for the position. The commitment, on the other hand, is calculated on the basis of the person's actual pay.

### Indirect Financing:



## Financing from the Organization Component

You can also use indirect financing to reserve funds for positions that have not yet been staffed.

You can combine both types of financing as you please (in other words, you can finance a portion of the personnel costs incurred by an employee directly, and a portion indirectly).



If you have already defined a financing assignment, and you want to change/supplement this, you can only use budgets of budget structure elements with the same budget unit as the object that already provides financing.

When you supply the funds required for an employee (i.e. finance the employee), the employee's absences (infotype 2001) are also taken into account. This means, for example, that no financing is required for an employee who has taken unpaid leave. In Customizing, you can define how absences are to be handled in *HR Funds and Position Management*.

## Prerequisites

Depending on the circumstances in your organization, you must have defined a budget hierarchy with budget structure elements and budgets, an organizational structure with positions, and relationships between positions and persons. You can only finance objects with the budgets of *allocatable* budget structure elements (i.e. the budget structure elements in question must not be summarization items).

In Customizing (step: *Overall Budget → Settings for Financing Persons/Positions → Define Financing Types for Each Object Type*), you must also have specified which types of financing (monetary values and FTEs) are allowed for positions and persons. Furthermore, you must have defined how the employee's absences (infotype 2001) affect financing (step: *Overall Budget → Settings for Financing Persons/Positions → Define How Absences Are Handled*).

You must also have specified how the financing required for specific employee groupings is to be determined (step: *Overall Budget → Settings for Financing Persons/Positions → Determining Financing Requirements*).

Finally, you must have made **all** the necessary settings in the *Integration* section of Customizing for HR Funds and Position Management.

If you want to finance positions in *HR Funds and Position Management*, you must have defined a *company code* for these positions or for their superior organizational units in the *Account Assignment Details* infotype (1008) in the *Organizational Management* component.

If you have restricted integration between *HR Funds and Position Management* and *Funds Management* to specific employee groups and subgroups (see Customizing), then you must have assigned the appropriate employee groups and subgroups in the *Employee Group/Subgroup* infotype (1013) of the positions that are to be involved in integration.

## Process Flow

5. Depending on the situation, you can finance an employee directly or indirectly.
6. To help you determine the financing required, the system provides you with the information you need. On the basis of this information, you create a financing assignment, or change an existing financing assignment.
7. When you create or change a financing assignment, the system runs an availability check. This ensures that you can only allocate the budget of a budget structure element that still has funds available.

**Financing from the Organization Component**

8. Financing assignments in *HR Funds and Position Management* create a precommitment in *Funds Management* for the first FM triplet (fund, funds center, commitment item) which is assigned to a budget hierarchy and which is flagged as a budget object. These precommitments are “used up” gradually by the actual payroll data of the employee financed in *HR Funds and Position Management*.

**See also:**

[Financing Employees Directly from the Organization Component \[Page 308\]](#)

[Financing Employees Indirectly from the Organization Component \[Page 311\]](#)

[Mass Finance Tool \[Page 314\]](#)

[Financing Employees Directly in the Employee Component \[Page 333\]](#)

[Financing Employees Indirectly in the Employee Component \[Page 334\]](#)

[Financing Wizard \[Ext.\]](#)

[Deleting Existing Financing Assignments \[Page 315\]](#)

[Reconciling the Outgoing Funds of a Position That Has Been Financed \[Page 316\]](#)

[Financing Overview \[Page 318\]](#)

[Display: Financing Details in the Organizational Structure \[Page 319\]](#)

[Payroll Accounting and Data Transfer \[Ext.\]](#)


## Financing Persons Directly


1. Click on the **person**, and choose .


The system calculates how much budget is required for this person (financing requirements), and the *Financing* dialog box appears.

2. The traffic-light icon shows the *financing status*.

The various colors mean the following:

 = the budget provided is less than the budget required.

 = the budget provided exceeds the budget required.

 = the budget provided is exactly the same as the budget required.

How you proceed from here will depend on what color your traffic-lights icon is:

- [Procedure If Traffic-Light Icon Is Green \[Page 313\]](#)
- [Procedure If Traffic-Light Icon Is Yellow or Red \[Page 309\]](#)



A person's *basic pay* must always be financed. Otherwise, payroll accounting might terminate when it is run for a person whose basic salary is not financed.

The company code of the person (*Organizational Assignment* - infotype 0001) must also be contained in the FM area of the FM account assignment (fund, funds center, commitment item). You cannot finance across FM areas.

## Financing Persons Indirectly


## Financing Persons Indirectly


1. Click on the **position**, and choose .


The system calculates how much budget is required for this position (financing requirements), and the *Financing* dialog box appears.

2. The traffic-light icon shows the *financing status*.

The various colors mean the following:

 = the budget provided is less than the budget required.

 = the budget provided exceeds the budget required.

 = the budget provided is exactly the same as the budget required.

How you proceed from here will depend on what color your traffic-lights icon is:

- [Procedure If Traffic-Light Icon Is Green \[Page 313\]](#)
- [Procedure If Traffic-Light Icon Is Yellow or Red \[Page 312\]](#)



A person's *basic pay* must always be financed. Otherwise, payroll accounting might terminate when it is run for a person whose basic salary is not financed.

The company code of the person (*Organizational Assignment* - infotype 0001) must also be contained in the FM area of the FM account assignment (fund, funds center, commitment item). You cannot finance across FM areas.

## Budget Monitoring

### Use

Budget monitoring enables you to display the current budget of a budget structure element, and allows you to see how much of this budget has been used up and how much is still available.


### Prerequisites

The overall budget must have the budget status *Released*, *Completed*, *Locked*, *Released provisionally*, or *Being revised*.

### Features

You can use the *Budget Monitoring* function to display the following information on a budget structure element:

- Name of budget structure element
- FM area, fund, funds center, and commitment item
- Period being monitored
- Current budget
- Allocatable budget
- Distributed budget
- Application of budget

If you choose , you can display details of funds blocks, open funds precommitments, open funds commitments, and actual postings in the R/3 *Funds Management* component.

- Available budget (distributable budget minus application of budget)

#### See also:

[Display: Budget Monitoring in the Overall Budget Component \[Page 255\]](#)

[Display: Budget Monitoring in the Organization and Employee Components \[Page 336\]](#)

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Displaying Budget Monitoring

## Displaying Budget Monitoring

10. [Access the Employee component \[Page 328\]](#) or [access the Organization component \[Page 300\]](#) using the *Allocation* view.
11. Double-click on the *budget structure element* whose budget you want to monitor.  
The *Monitor Budget* dialog box appears.
12. Check over the information displayed on the budget of the budget structure element.



If you choose:

-  the system displays the attributes of the budget structure element.
-  the system displays the budget structure element's hierarchical context.



Displaying and Maintaining Information on a Budget Structure Element

## Displaying and Maintaining Information on a Budget Structure Element

Starting with the procedure [Accessing the Employee Component \[Page 328\]](#), you can select a *budget structure element* and perform the following functions:

Function	Menu path	Comments
Display employee group and subgroup	<i>Extras → Employee group/subgroup</i>	
Display pay scale classification	<i>Extras → Classification → Pay scale</i>	
Store description	<i>Extras → Description</i>	You use this function if you want to store a detailed description for a budget structure element.
Display budgeting rules	<i>Extras → Budgeting rules → Display</i>	You can only use this function for budget structure elements with FTE budgets.
Display reclassification rules	<i>Extras → Reclassification rules → Display</i>	You can only use this function for budget structure elements with FTE budgets.
Display earmarkings	<i>Extras → Earmarking</i>	

## Displaying and Maintaining Information on a Position

## Displaying and Maintaining Information on a Position

Starting with the procedure [Accessing the Employee Component \[Page 328\]](#), you can select a *position* and perform the following functions:

Function	Menu path	Comments
Financing overview	<i>Edit → Financing overview</i>	Use this function if you want to display incoming and outgoing funds for a position.
Change staffing percentage	<i>Edit → Change → Staffing</i>	Use this function if you want to change the staffing percentage of a position. The staffing percentage specifies the percentage of a person's working time that the person actually staffs the position.
Delimit position	<i>Edit → Delimit → Relationship</i>	Use this function if you want to de-assign a position from its superordinate organizational unit at a specific point in time (history is maintained).
Delete relationship between position and person	<i>Edit → Delete → Relationship</i>	The historical record is <b>not</b> maintained.
Display employee group and subgroup	<i>Extras → Employee group/subgroup</i>	
Display/change pay scale classification	<i>Extras → Classification → Pay scale</i>	
Display/change planned working time	<i>Extras → Working time</i>	The target working time is the working time that is required to perform the tasks of a position.
Store a description	<i>Extras → Description</i>	Use this function if you want to store a detailed description for a budget.
Display earmarkings	<i>Extras → Earmarking</i>	

## Displaying Information on a Person

Starting with the procedure [Accessing the Employee Component \[Page 328\]](#), you can select a *person* and perform the following functions:

Function	Menu path	Comments
Display the Financing Overview	<i>Edit → Financing overview</i>	Use this function if you want to see an overview of how the employee is financed.
Display employee group and subgroup	<i>Extras → Employee group/subgroup</i>	Use this function to display the employee group and subgroup assigned to the employee.
Display pay scale classification	<i>Extras → Classification → Pay scale</i>	Use this function to see pay scale details pertaining to the employee.



All changes to this information must be made in Personnel Administration (HR Master Data)!

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Reporting Options

## Reporting Options

### Definition

You can use reports to retrieve and display information stored in the system.

### Structure



You can start the following reports in HR Funds and Position Management:

- Reports in the **Overall Budget** component
  - Budget in FTE
  - Budget available per budget structure element
  - Job chart
  - Financing by budgets of budget structure elements
  - Financial year/fiscal year comparison
  - Maximum FTE ranges
  - Enhanced budget in FTEs
  - Job index
  - Maximum FTE ranges
- Reports in the **Organization** component
  - Business distribution plan
  - Different service type/service category
  - Report on teaching hours
  - Financing within an organizational unit
- **General reports**
  - Infotype reporting
  - Start PA reporting via PD structures
  - Earmarking violations
  - Display earmarkings

#### See also:

[Creating Reports \[Page 341\]](#)

## Creating Reports

10. Choose *Human resources* → *Personnel management* → *HR funds and position management* → *Reporting* → *Report selection*.
11. Double-click on the report you want to run, and display **documentation** on the report in question by choosing .
12. Enter selection criteria for the report, and then choose .

The system runs the report in question, and displays the results.

## Tools

### Tools


You can use the following tools/reports in *HR Funds and Position Management*:

- Payroll simulation via organizational structure/budget hierarchy
- Payroll simulation via persons
- Validate financing of basic pay
- Consistency check with the *Funds Management* component

You will find these tools in the *HR Funds and Position Management* menu (under the menu option *Tools*).

You can call up the tool/report you want by double-clicking it.



For more detailed information on these tools/reports, call up the tool/report you want to use, and choose .

## IACs in *HR Funds and Position Management*

The following Internet Application Components (IACs) are available in *HR Funds and Position Management*:

[Budget Details \[Page 344\]](#)

## Budget Details

# Budget Details

## Use

The *Budget Details* service enables donors of third-party funds to see how the funds they have donated are being used in *HR Funds and Position Management*. These budget details are provided via the Internet.

The third-party donor can search for the budget structure elements in question on the basis of their external number and name, or they can display all of the budget structure elements for which they have display authorization. The donor can view the following information on a budget structure element:

- Validity period
- Original budget
- Budget changes
- Current budget
- Distributed budget
- Application of budget
- Available budget

This service can also be used internally as a quick way of finding out how the budget donated by a particular party has been distributed in an overall budget.

The advantage of this option is that the data managed in the R/3 System (budget structure elements, budgets) can be presented in a medium that is widespread (and, therefore, easily accessible). The cost of providing information can be minimized in this way. And, of course, the data presented is always up to date.

You can find out more about the functionality of this Internet Application Component by referring to the *Application help* for *HR Funds and Position Management*.

For more information, see [R/3 Internet Application Components \[Ext.\]](#).

## Type of Internet Application Component

Employee Self-Service (ESS)

Consumer to Business

## Prerequisites

If you wish to use this service, you must have implemented the R/3 *HR Funds and Position Management* component, and use this component to execute an overall budget.

You must have defined an external number and name for the budget structure elements to which the funds provided by the donor have been assigned.

If you wish to give the third-party donor access to the e-mail address of the person responsible for the budget, you must have assigned a position responsible to the budget structure element in question or to a higher-level budget structure element, and you must have defined an SMTP address for the holder of this position in the *Communications* infotype (0105, subtype 0010).



## Authorizations/Security

To make the *Budget Details* service available in the same way to all users, all you have to do is define an authorization profile for service PMB1I.

## Standard Settings and Default Data

You do not have to make any special Customizing settings for this service in the Implementation Guide for *HR Funds and Position Management*. The Implementation Guide for *HR Funds and Position Management* provides information on the data that you can configure in Customizing for *HR Funds and Position Management*.

## Customizing the IAC

The data for the *Budget Details* service is written from the R/3 System to the system in which the Internet Transaction Server (ITS) runs. There, the data is formatted, and displayed in an output screen written in HTML format.

You can change the appearance of the screen for this service by modifying the HTML templates accordingly.

For example, you can change the data displayed on the screen. You can also specify that your company's logo should be displayed, as well as change the background image, text colors, and so on.

The following HTML templates are available for this service:

SAPLRHB\_IAC\_1000.HTML

SAPLRHB\_IAC\_1010.HTML

SAPLRHB\_IAC\_1020.HTML

SAPLRHB\_IAC\_1030.HTML

SAPLRHB\_IAC\_1040.HTML

SAPLRHB\_IAC\_1050.HTML

SAPLRHB\_IAC\_1060.HTML

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Procedure for Obtaining Budget Details

## Procedure for Obtaining Budget Details

If you use the *Budget Details* service, you work through the following process:

5. A third-party donor would like to find out how the funds he/she has donated are being used.
6. This donor goes to the Web site containing the Self-Service offering, and starts the *Budget Details* service.
7. By entering the number and name that you have given the donor, the donor can view the funds that he/she has provided.

Note: By choosing the *Find* function, the donor can display all of the budgets in your overall budget for which he/she has display authorization.

8. A window appears displaying detailed information on how the funds the donor has provided are being used.

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**Example of Where the Budget Details Service Might Be Used**

## **Example of Where the *Budget Details* Service Might Be Used**

You have donated a sum of money to a university so that the university can finance the personnel expenditure incurred by a specific research project. The money you have donated appears in the budget published by the university. You can use the *Budget Details* service to find out how your money is being used in this budget. For example, you can find out which positions your donation has financed, and how much of your donation is still available.