Department of Posts

(Ministry of Communication and Information Technology)

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Document Release Note

Steps to maintain the Post to Post mapping in the backend:

1. Login to SAP with the User credentials

Post to Post mapping is having 3 activities

1. Identification of Post ID of Reportee/employee
2. Identification of Post ID of Approver/Sanctioning Authority
3. Mapping these Two ID with an appropriate relationship

**Identification of Post ID of Reportee/employee**

Enter transaction code (T-Code) “PA20” from the initial screen of SAP as shown in below screen.
Click on enter below shown screen will appear

Enter employee number (User ID) in Personnel No filed and enter 0001 in infotype field as shown below and click on enter employee details will be displayed.
Click on Display icon as shown below screen.

After clicking the display icon below screen will appear
In the same screen “POSITION FIELD” is available with an ID, i.e POST ID of that particular employee.

In this example POST ID is 30004929.
Identification of Post ID of Approver / Sanctioning Authority

Approving/Sanctioning authority is also an employee in SAP; repeat the same procedure for identification of Post ID. The difference is user needs enter the Approving/Sanctioning authority employee ID(User ID).

In this example Mr. Vasudev N's approving authority is Mr. Shivaiah D

Enter T-Code “PA20” from the initial screen of SAP as shown in below screen.

Click on enter below shown screen will appear

Enter employee number (User ID) in Personnel No filed and enter 0001 in infotype filed as shown below and click on enter employee details will be displayed.
Click on Display icon as shown below screen.

After clicking the display icon below screen will appear
In the same screen “POSITION FIELD” is available with an ID, i.e POST ID of that particular employee.

In this example POST ID is 30007706.
**Mapping these Two IDs with an appropriate relationship**

Enter T-code **PO13** in the command field of sap easy access/sap initial screen.

Click on enter below shown screen will appear.

Enter the reportee’s post ID in the Post field as shown below and click enter.
After enters Post ID select Relationships (1001) in Infotype Name and select the period and give from date (i.e. from which date mapping to be made) and give the end date as 31.12.9999.

After selection of Infotype and period click on create 🖥️.

After clicking on create 🖥️ below screen will appear.

Enter Relationship type/relationship, Type of related object and ID related object.
Relationship type/relationship: In the first field give always “A” for post to post mapping and in the second field by clicking F4 list of values are available with description. Select the appropriate relationship. In this example I am showing CL, RH approver.

Type of related object: Select “Post” from the dropdown.

ID related object: Here enter the approver/sanctioning authority “POST ID” which we have identified in the previous steps.
After selecting the Relationship type/relationship, Type of related object and ID related object click on save icon as shown below.

![Image of Create Relationships (1001)](image)

After saving the information below screen will appear with success message.

![Image of Maintain Position](image)
Mapping of Post to Post Relationships for Multiple Employees (Bulk Upload)

1. Identify the Position ID’s for all the employee you wish to upload.

2. Prepare the flat file for upload program in the below format. (in the excel file column A, C, E values are fixed, column G represent start date, column B represent Employee Post ID and column F represent Concerned Authority post ID and column D represent Relationship number.

   Note: a. System will not allow if column B and F are same.
   b. If you enter the same Post Id (Column B - OBJID) consecutively then you will get the error message like “Personal number locked by you”.

3. In SAP system use the Transaction code ZHR_REL_UPLOAD

4. Choose the Flat file from saved location.
5. Click on **Execute** button.

6. Click on **Allow** button.
7. After executing and uploading done “**Successfully Maintained**” message would appear as below.

![Upload Relationships]

```
Successfully Maintained  30019725  30019732
Successfully Maintained  30019728  30019732
Successfully Maintained  30019725  30019732
Successfully Maintained  30019728  30019732
Successfully Maintained  30019725  30018280
```