

Introduction:

Functional locations in general are created automatically by the system when Real Estate objects are created (sites, buildings, floors, rooms, etc.).

In specific cases, and only instructed by PMICU, users can create functional locations that are not linked to Real Estate objects.

This task should be undertaken <u>rarely</u> by the *Facilities Planner*. It should only be undertaken when instructed by PMICU, as <u>ALL</u> functional locations should be created via Real Estate Functionality in Umoja. This document covers the process steps to create functional locations when PMICU have deemed a specific need.

Updating functional locations to allow for equipment installation needs to be done every time RE architectural objects are created, and this is covered in another job aid titled "Enrichment of Functional Locations"

Off Dating an Architectural Object in Umoja RE is covered in detail in job aid titled "Expire RE Object". This job aid MUST be followed when a Real Estate Object is expired to ensure the corresponding Functional Location is decommissioned.

Trigger

You would use these steps in the following circumstances: PMICU requests your area to create a generic or virtual functional location that is not linked to a physical Real Estate object and needs equipment to be assigned to this Functional Location (for example home of staff of PK missions)

Roles

The role that performs these steps is the RE01 – Facilities Planner.

Prerequisites

Instructions or agreement of PMICU for the creation of the Functional Location

Transaction Codes

IL01 – Create Functional Locations IH01 – Display Functional Locations



Step-by-Step Instructions

1. Access transaction code: IL01

🕆 📄 SAP menu	
🕨 🧀 Office	
Cross-Application Components	
🕨 🧰 Organization	
Logistics	
Materials Management	
Sales and Distribution	
Logistics Execution	
Production	-
Production - Process	22
Plant Maintenance	
Management of Technical Objects	
Functional Location	
• 🛇 IL01 - Create	
• 🛇 ILO2 - Change	
• 🛇 ILO3 - Display	

2. Ensure that the following values are populated in to the fields on the initial screen:

Functional Loc.	
Edit mask	SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS
HierLevels	1
StrIndicator	RE-FX Real Estate Extension
FunctLocCat.	I RE Real Estate
Copy from	
FunctLocation	
RefLocation	
Default value for s	superior functional location
SupFunctLoc.	
Description	



- Structure Indicator RE-FX
- Functional Location Category I
- Functional Location identifier (this is NOT the description but the reference code):

Functional Loc.	CF20-HOME
Edit mask	SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS
HierLevels	1
StrIndicator	RE-FX Real Estate Extension
FunctLocCat.	I RE Real Estate

*Note – It is possible to copy from a reference Functional Location if there is one "close" enough to the values you require.

3. On the General Screen enter the functional location description and the authorization group.

*Note - The authorization group is a NUMERIC value.

Functional loc.	CF20-HOME	Cat.	I RE Real Estate
Description			
Status	CRTE		i
General Loc	ation Organization Structure		
Chas			
Object type			
AuthorizGroup			
Weight		Size/dimension	
Inventory no.		Start-up date	
Deference data			



Functional loc.	CF20-HOME	Cat	. I RE Real Estate
Description	Home_Location-BINUCA		
Status	CRTE		i
General Loc	ation Organization Structure		
Class			
Object type			
AuthorizGroup	0003		
Weight		Size/dimension	
Inventory no.		Start-up date	

- 4. Navigate to the Location tab and enter
- Maintenance Plant (the plant where this location resides)
- ABC Indicator Set to C

*Note in some cases an address of the location can be maintained. This will not normally be updated.



Location data MaintPlant Location Room Plant section Plant section Work center ABC indic. Sort field Address Name Street Location Telephone Functional loc. CE20-BOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
MaintPlant Location Room Plant section Work center ABC indic. Sort field Address Name Street Location Location Telephone Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
MaintPlant Location Room Plant section Plant section Work center ABC indic. Sort field Address Name Street Location Location Telephone Fax Functional loc. CE20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Location Room Plant section Work center ABC indic. Sort field Address Name Street Location Telephone Fax Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Cat. Strues CRTE	
Room Plant section Work center ABC indic. Sort field Address Name Street Location Telephone Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Plant section Work center ABC indic. Sort field Address Name Street Location Telephone Functional loc. CE20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Work center ABC indic. Sort field Address Address Name Street Location Telephone Fax Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
ABC indic.	
Sort field Address Name Street Location Telephone Fax Functional loc. CE20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Address Name Street Location Telephone Functional loc. CE20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status	
Name Street Location Telephone Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Street Location Telephone Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Street Location Telephone Functional loc. CE20-HOME Description Home_Location-BINUCA Status CRTE	
Street Location Telephone Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Telephone Fax Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Status CRTE	
Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Image: CRTE Status CRTE	
Functional loc. CF20-HOME Cat. I RE Real Estate Description Home_Location-BINUCA Image: CRTE Image: CRTE	
Description Home_Location-BINUCA Status CRTE	
Status CRTE	
General Location Organization Structure	
Location data	
MaintPlant CF20 UN Office in Central African	Base
Location	
Room	
Plant section	
Work center	
ABC indic. C Less Critical	
Sort field	





- 5. Navigate to the Structure Tab (skip the organization tab) and complete:
- Superior Functional Location to which this new one should be attached
- The equipment installation flag (if equipment is to be installed in this location)

Functional loc.	CF20-HOME	Cat. I RE Real Estate
Description	Home_Location-BINUCA	
Status	CRTE	i
General Loc	cation Organization Structure	
Structuring		
StrIndicator	RE-FX Real Estate Extension	
SupFunctLoc.		
Description		
Position		
RefLocation		
Description		
InstallSpecs	Equi-installation allwd	Single installation
ConstType		
Equipment		
Pos. Equipment	Sb-Eq Description	EqmtType Mfr M

To add the superior location select the icon first, then enter the **REFERENCE** of the location to which the new one is to be attached.

-	🔄 Change Superior Functional Location						
_	SupFunctLoc.	CF20					
8	Description	_					
_							
P	1						
		Find superior location					

Enter a tick in the equipment installation box.



General Loca	ation Organization Structure
Structuring	
StrIndicator	RE-FX Real Estate Extension
SupFunctLoc.	CF20
Description	UN Integ Peace-building Office - Central
Position	
RefLocation	
Description	
InstallSpecs	Equi-installation allwd Single installation
ConstType	

6. Now select save 🖽 .

The location has now been created and attached to the superior functional location, and is now available for use.

7. You can review with transaction code IH01 and input the superior functional location

Function	nal loc		CF20		Valid From	01.12.2016
Description UN Integ Peace-building Office - Central						
- 7	CF	20		UN Integ Pe	ace-building Office ·	– Central ቭ 📎
• 6	7	200029		BINUCA H	IQ BANGUI	₽ 📀
٠ د	7	200030		BINUCA H	IQ ANNEX BANGUI	a 🖓 🖉
٠ (7	200031		REGIONAL	OFFICE BOUAR	₽ 📀
•	7	200032		REGIONAL	OFFICE BOSSANGOA	₽ 📀
٠.	7	200033		REGIONAL	OFFICE BAMBARI	₽ 📀
• 6	7	200034		TRANSPOR	AT WORKSHOP M'POKO	₽ 📀
• 6	a ^r –	CF20-HOME		Home_Loc	ation-BINUCA	