

**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 **rarely** by the *Facilities Planner*. It should only be undertaken when instructed by PMICU, as **ALL** 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





Functional loc. CF20-HOME Cat. I RE Real Estate

Description Home\_Location-BINUCA

Status CRTE

General Location Organization Structure

General data

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.

General Location Organization Structure

Location data

MaintPlant

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

Status CRTE

General Location Organization Structure

Location data

MaintPlant CF20 UN Office in Central African

Location

Room

Plant section

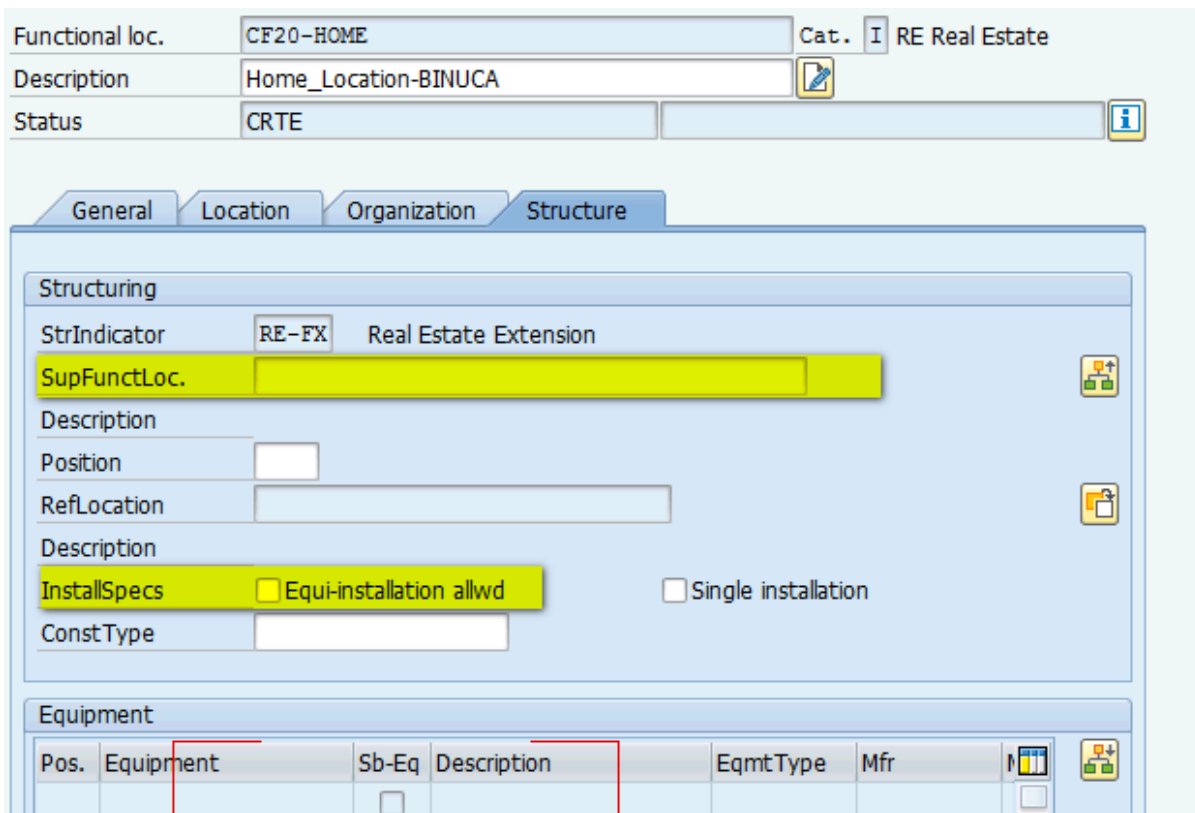
Work center

ABC indic. C Less Critical

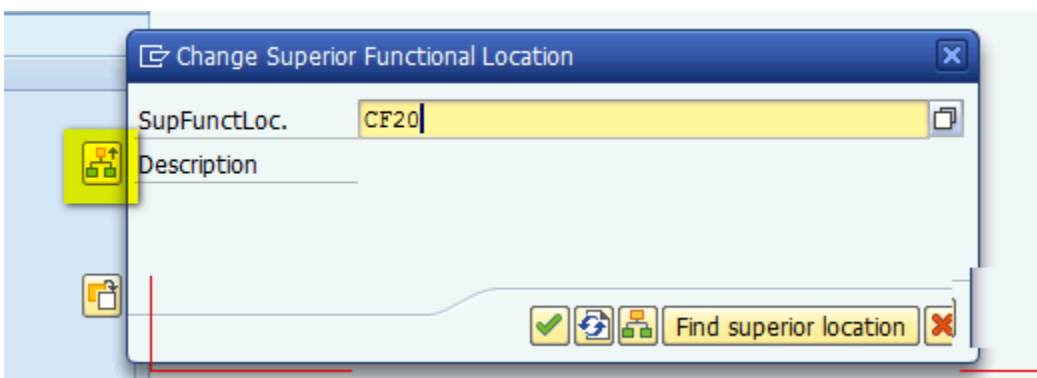
Sort field

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)



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.



Enter a tick in the equipment installation box.

General Location 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

Functional loc.	CF20	Valid From	01.12.2016
Description	UN Integ Peace-building Office - Central		
CF20	UN Integ Peace-building Office - Central		
200029	BINUCA HQ BANGUI		
200030	BINUCA HQ ANNEX BANGUI		
200031	REGIONAL OFFICE BOUAR		
200032	REGIONAL OFFICE BOSSANGOA		
200033	REGIONAL OFFICE BAMBARI		
200034	TRANSPORT WORKSHOP M'POKO		
<b>CF20-HOME</b>	<b>Home_Location-BINUCA</b>		