



Title: Display Organizational Unit Infotypes (PPOSE)
Functional Area: Human Resources
Sub Area: Organizational Management

Last Update:

02/25/13 3:50 PM

Display Organizational Unit Infotypes (PPOSE)

PPOSE

Publisher Information

File Name

r_OM_PPOSE_Display Organizational Unit Infotypes

Link 1

Link 2

Link 3

Link 4

Job Role

Insert Job Role rows as necessary.

Transaction	User Data		Description
PPOSE			Display Organizational Unit Infotypes (PPOSE)
Client	Language	Doc Type	Job Role
		BPP	



Title: Display Organizational Unit Infotypes (PPOSE)
Functional Area: Human Resources
Sub Area: Organizational Management

Trigger:

There is a need to display various infotype data on an organizational unit.

Business Process Procedure Overview

This display view provides not only infotype display capability, but also hierarchical views of where the organizational unit sits on the entire organizational hierarchy.

Tips and Tricks

- None

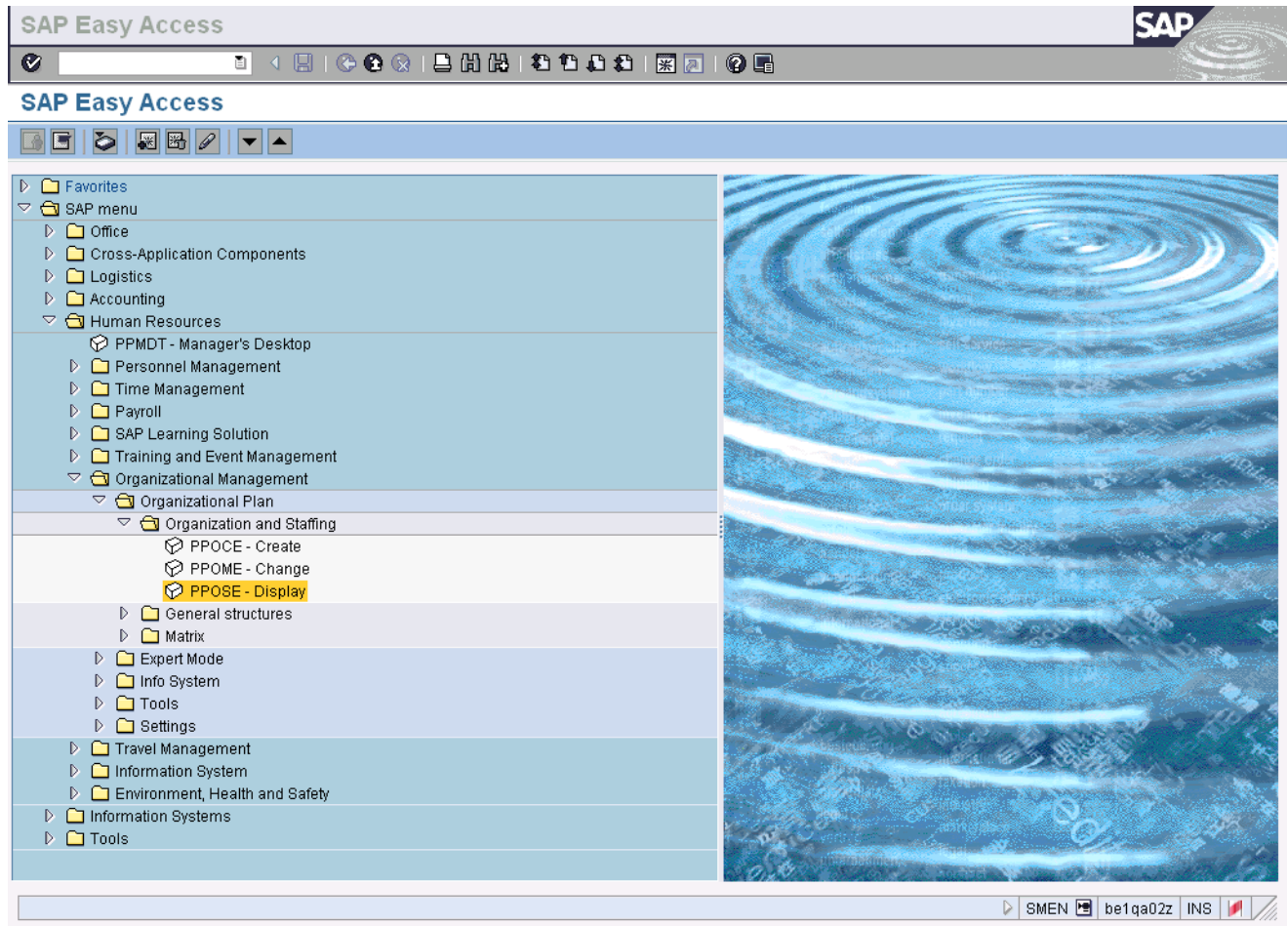
Access Transaction:

Via Menu Path	SAP menu >> Human Resources >> Organizational Management >> Organizational Plan >> Organization and Staffing >> PPOSE - Display
Via Transaction Code	PPOSE



Procedure:

SAP Easy Access



1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: PPOSE



Title: *Display Organizational Unit Infotypes (PPOSE)*
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2. Click **Enter**  button.



Organization and Staffing Display

Organizational Management

This is the initial screen for maintaining your enterprise's organizational plan. You can create your **Organizational structure** and **Staff assignments** for each organizational unit.

The user interface is divided into four areas:

- In the **Search area** on the left of the screen, you can use the search functions to find individual organizational objects. The results of this search are displayed in the **Selection area**.
- These organizational objects can be transferred from here to the central area of the screen, the **Overview area**, where they are displayed within their organizational environment.
- The bottom area of the screen is the **Detail area**. Information about individual objects is displayed and can be edited in the detail area.

Getting started:

- Using **Goto -> Change View**, choose the view with which you want to work.
- If you have already created your enterprise's organizational plan, use one of the search functions to select an organizational object, and then transfer the object to the overview area by double-clicking.
- If you have not already created your enterprise's organizational plan, switch to create mode. In the SAP menu, choose **Human Resources -> Organizational Management -> Organizational Plan -> Organization and Staff Assignment -> Create**. Beginning with a root organizational unit, create an organizational structure and staff assignment plans.

For more detailed **documentation**, choose:

- **Help -> Application help** (context-related documentation)

Existence	Name
	Office of the State Auditor
	Office of the State Controller
	Office of Administrative Hearings

3. Click the **Name** column.



Information: Within the **Object manager scenario** area (upper left window of screen), choose **Search Term** under the **Organizational unit** folder to search for an organizational unit by an open text search.

Notice that there are many other options in this window to search for various organizational hierarchy objects, such as organizational unit, job, and position.



Find Organizational unit

4. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
With name	Any part of the organizational unit's name to locate.	R	Enter value in With name. Example: Off*



Information: Use various options on the search window to search for the object you are looking for. You may use the wildcard [*] to enhance your search. For example, to search for the Office of the State Controller, search for [Off*], and the resulting list will show all objects that begin with [Off]. The wildcard can also be used as [*State*] or [*State] - you may need to try a few combinations to find the correct object you are looking for.

5. Click **Find**  button.



Organization and Staffing Display

Object manager scenario: OME000

06/20/2007 + 3 Months

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Existence	Name
	Office of the State Auditor
	Office of the State Controller
	Office of Administrative Hearings

PPOSE be1qa02z INS

Double-Click **Office of the State Controller** **Office of the State Controller** field.



Information: Notice the tabs in the lower right area of the screen. Each tab contains infotype information concerning the object displayed. If there is a green check mark on the tab title, there is infotype data populated on the tab. This transaction can be used to display various objects on the organizational hierarchy, not just organization units (such as positions and jobs).



Organization and Staffing Display

6. Click **Goto**  button.



Information: To use additional views of the data, click the **Goto** button (located under the blue left arrow).



Organization and Staffing Display

The screenshot shows the SAP 'Organization and Staffing Display' interface. The main window title is 'Organization and Staffing Display'. The left sidebar contains a tree view with 'Organizational unit' selected, and a 'Hit list' table below it. The 'Hit list' table has columns 'Existence' and 'Name', with three entries: 'Office of the State Auditor', 'Office of the State Controller', and 'Office of Administrative Hearings'. The 'Office of the State Controller' entry is highlighted. The main content area shows a menu with 'Organizational Structure' selected. Below the menu, there are tabs for 'Basic data', 'Account assignment', 'Cost distribution', 'Address', 'Work schedule', and 'Quota Plan...'. The 'Basic data' tab is active, showing 'Organizational unit' as '500000000000 Office of the State Controller' and 'Valid On' as '06/26/2007'. There are checkboxes for 'Staff' (unchecked) and 'Department' (checked). Below this, there is a table with columns 'Icon', 'Holder', 'Percentage', 'Assigned as...', and 'Assigned until'. To the right of this table is a 'Description' field with a 'Subtyp' dropdown menu. The bottom status bar shows 'PPOSE', 'be1qa01z', 'INS', and a red error icon.

7. Click Organizational Structure



Organization and Staffing Display

The screenshot displays the SAP 'Organization and Staffing Display' interface. The main window shows the organizational structure for the Office of the State Controller, including sub-organizations like OSC - Administration Division and various divisions. A 'Hit list' on the left shows search results for 'Office of the State Controller'. The bottom right shows details for the selected organizational unit, including 'Valid On' date and 'No periods' checkbox.

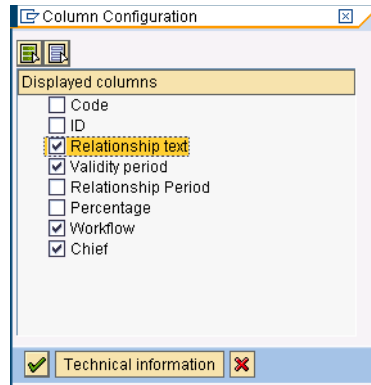
8. Click  button.




Information: To use additional column configuration options on the main screen, click the **Column Configuration** button (the last button to the right of the icon bar).



Column Configuration



9. Click **Continue** (Enter)  button.



Information: Choose the columns of data to display by checking various boxes.



Organization and Staffing Display

10. Click the **Basic data**  tab button.



Information: Review the data on the **Basic data** tab.



Organization and Staffing Display

11. Click the **Account assignment**  tab button.



Information: Review the data on the **Account assignment** tab.



Organization and Staffing Display

Organization and Staffing Display

Object manager scenario: OME000

06/20/2007 + 3 Months

Staff Assignments (Structure) Workflow Chief

- Office of the State Controller
 - OSC - Administration Division
 - OSC - Admin - Risk Mitigation
 - 50 - OSC 01 - Administration Division Bu
 - 50 - OSC 08 - Financial Systems Division
 - 50 - OSC 09 - Statewide Accounting Divis
 - 50 - OSC 10 - BEACON Division
 - 50 - OSC 10 - BEACON Division Functional
 - 50 - OSC 10 - BEACON Division

Details for Organizational unit Office of the State Controller

Basic data Account assignment Cost distribution Address Work schedule Quota Plan...

Valid from 01/01/1900
To 12/31/9999

Account assignment

Controlling Area	NC01 State of North Carolina	for master cost center
Master cost center	1400000000	OSC
Business Area	1400 Office of the State Controller	
Company Code	NC01 STATE OF NC	
Personnel area	1401 State Controller	
Pers. subarea	NC01 7day Norm	

PPOSE be1qa02z INS

12. Click the **Work schedule**  tab button.



Information: Review the data on the **Work schedule** tab.



Organization and Staffing Display

13. Click **Back** (F3)  button.

14. The system task is complete.

Launch WEB HELP