SAP PPOSE Transaction Tutorial

The PPOSE transaction in SAP facilitates the display of the staff within an Org Unit (Department) that ***the user is authorized to view***. PPOSE is accessed through the WebGUI tab in BUworks Portal or directly by logging into the SAP backend of BUworks.

The topics in this tutorial are as follows:

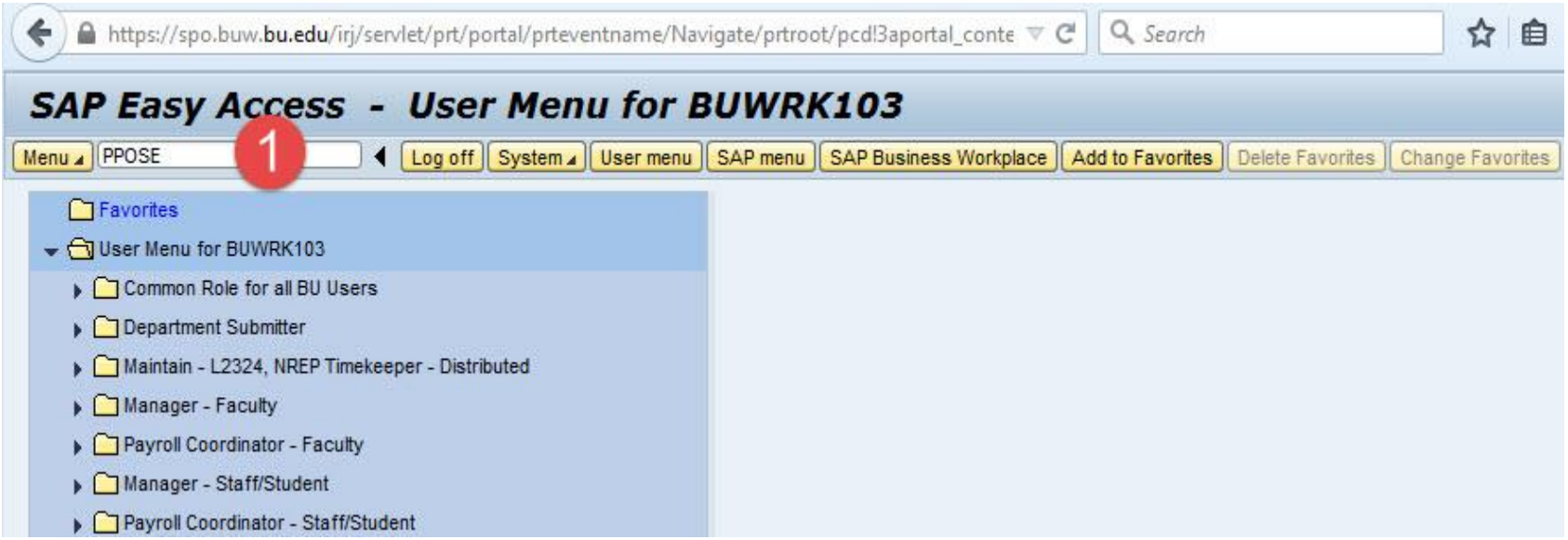
- *Getting Started with PPOSE*
- *How to Search by Org Structure, Position, Job or Person*

(For this tutorial, the employee who logs in(username: BUWRK103) is the payroll coordinator of the organization unit "College of Arts & Sciences").

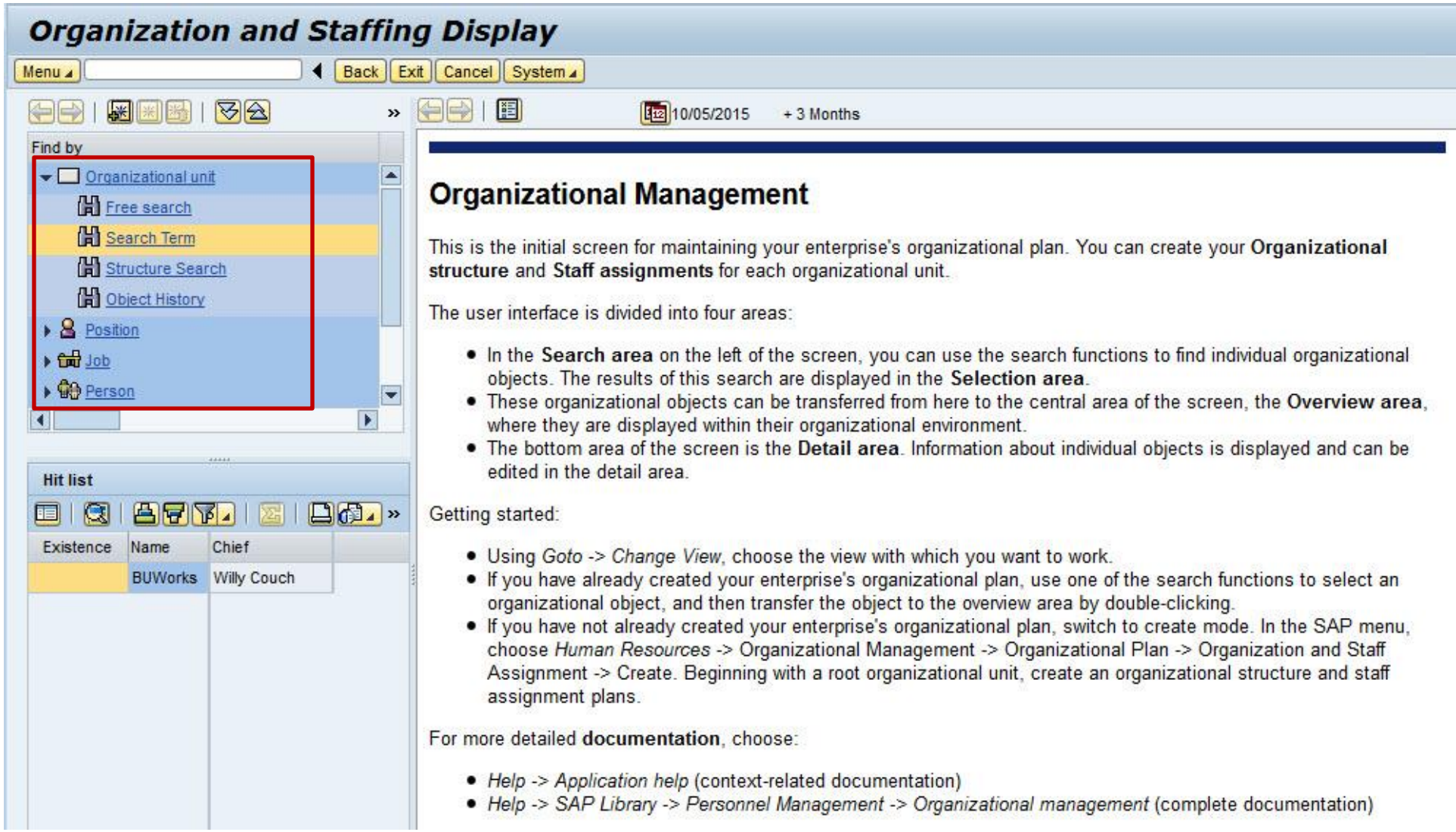
A. Getting Started

1. Log into the BUworks Portal. (https://ppo.buw.bu.edu) and click on WebGUI → ECC System.

2. Type PPOSE as your SAP transaction code



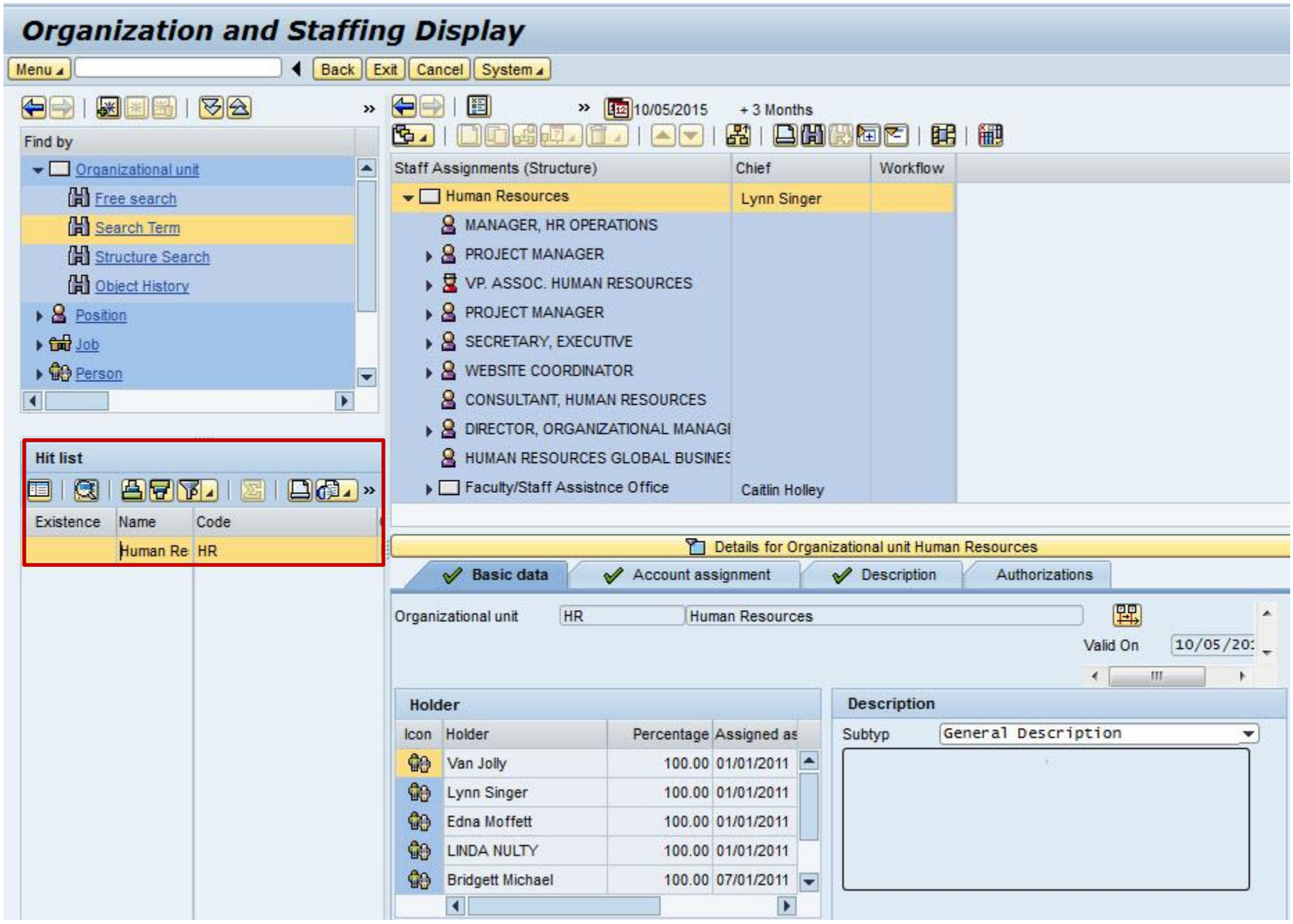
3. The initial screen of Organization and Staffing Display is presented when user BUWRK103 logs in for the very first time. In the highlighted Search Term, the user can select any of Search functions (Org Unit Structure Search, Position Search, Job Search or Person Search) to view further details.



B. How to Search. Let's explore the different types of searches available:

1. If you search by Organization, type in name of Org Id (example: Human Resources*) and click on FIND. If results of this search are successful, the hit list on the left column will be populated with results.

2. When you highlight a row in the Hit List and double click on it, you will see the structure as well as the details for the Organizational Unit , Human Resources displayed on the right hand side.


Organization and Staffing Display
Menu
Back
Exit
Cancel
System
10/05/2015
+ 3 Months
Find by
Organizational unit
Free search
Search Term
Structure Search
Object History
Position
Job
Person
Staff Assignments (Structure)
Chief
Workflow
Human Resources
Lynn Singer
MANAGER, HR OPERATIONS
PROJECT MANAGER
VP. ASSOC. HUMAN RESOURCES
PROJECT MANAGER
SECRETARY, EXECUTIVE
WEBSITE COORDINATOR
CONSULTANT, HUMAN RESOURCES
DIRECTOR, ORGANIZATIONAL MANAGI
HUMAN RESOURCES GLOBAL BUSINES
Faculty/Staff Assistnce Office
Caitlin Holley
Hit list
Existence
Name
Code
Human Re
HR
Details for Organizational unit Human Resources
Basic data
Account assignment
Description
Authorizations
Organizational unit
HR
Human Resources
Valid On
10/05/20
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Assigned as
Van Jolly
100.00
01/01/2011
Lynn Singer
100.00
01/01/2011
Edna Moffett
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LINDA NULTY
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Bridgett Michael
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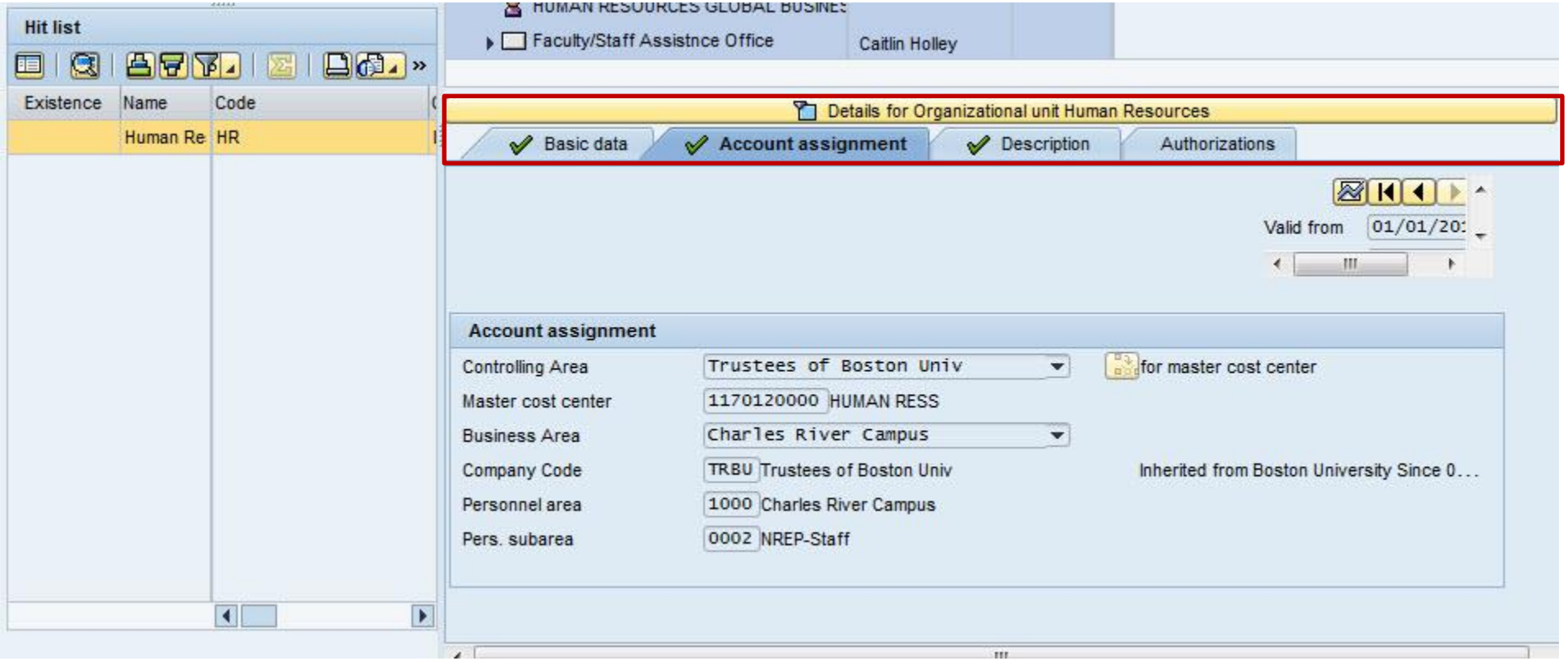
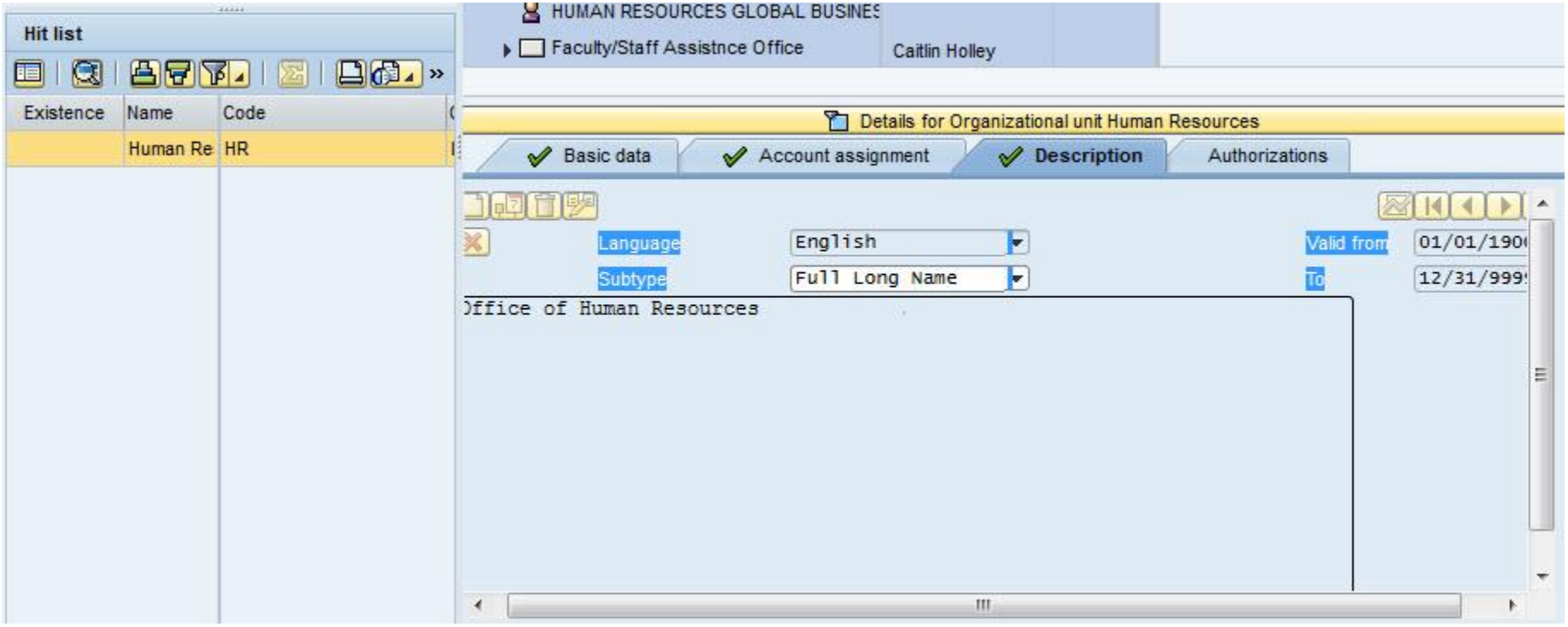
Description
Subtyp
General Description

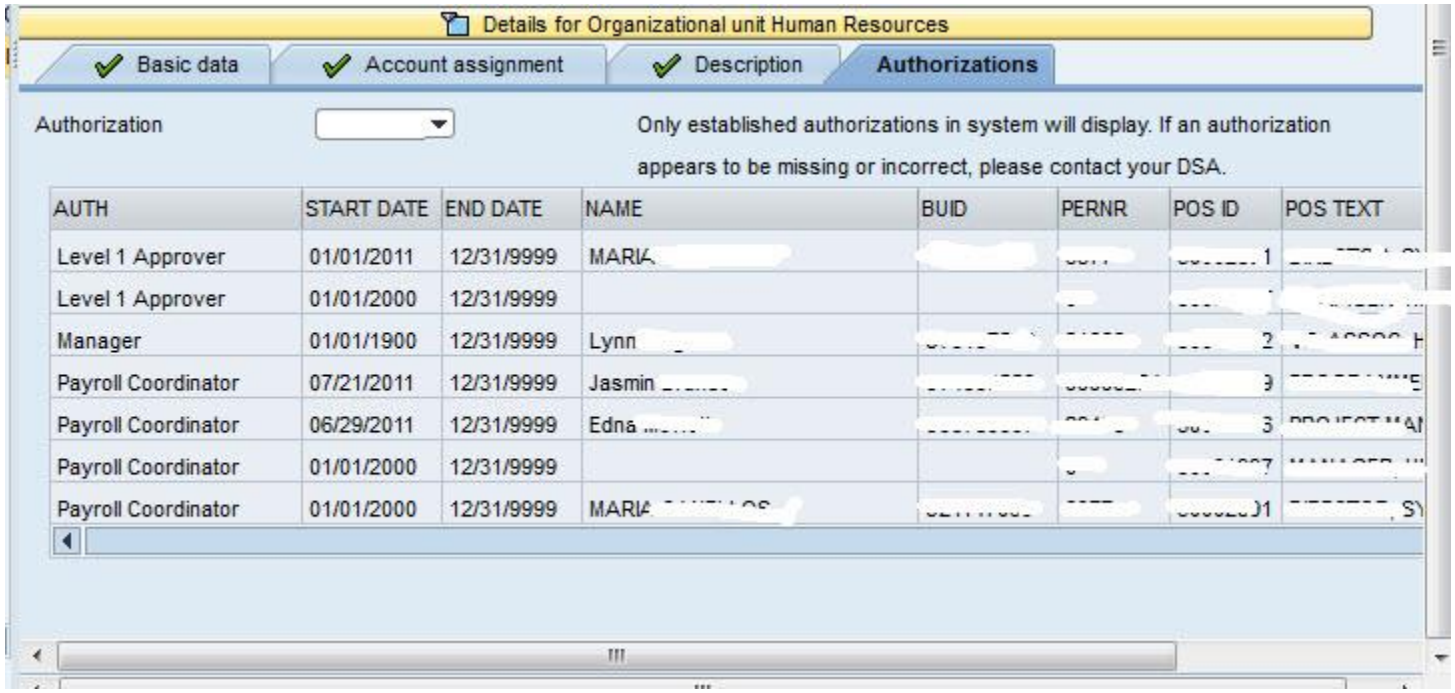
3. Notice four tabs in the detail: Basic Data, Account Assignment, Description and Authorizations. Click on any tab to see related data. Use scroll bar at the bottom of window to see all columns. For example, **Account assignment** tab displays the following information:(Controlling Area, Master Cost Center, Company Code, Personnel Area and Personnel Sub Area).



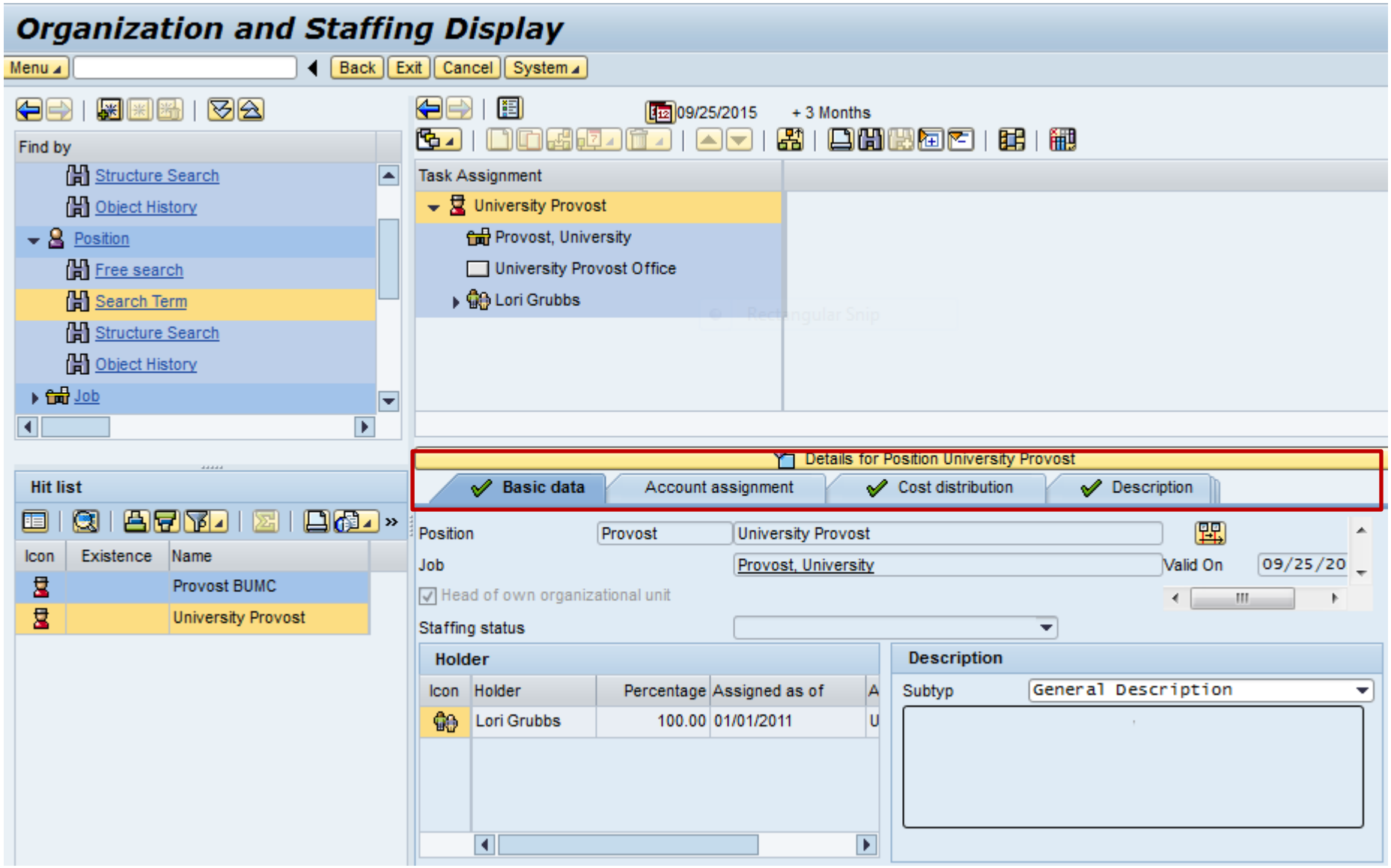
4. **Description** tab displays the following information: (Language, Subtype, Valid From Date and Valid To Date)



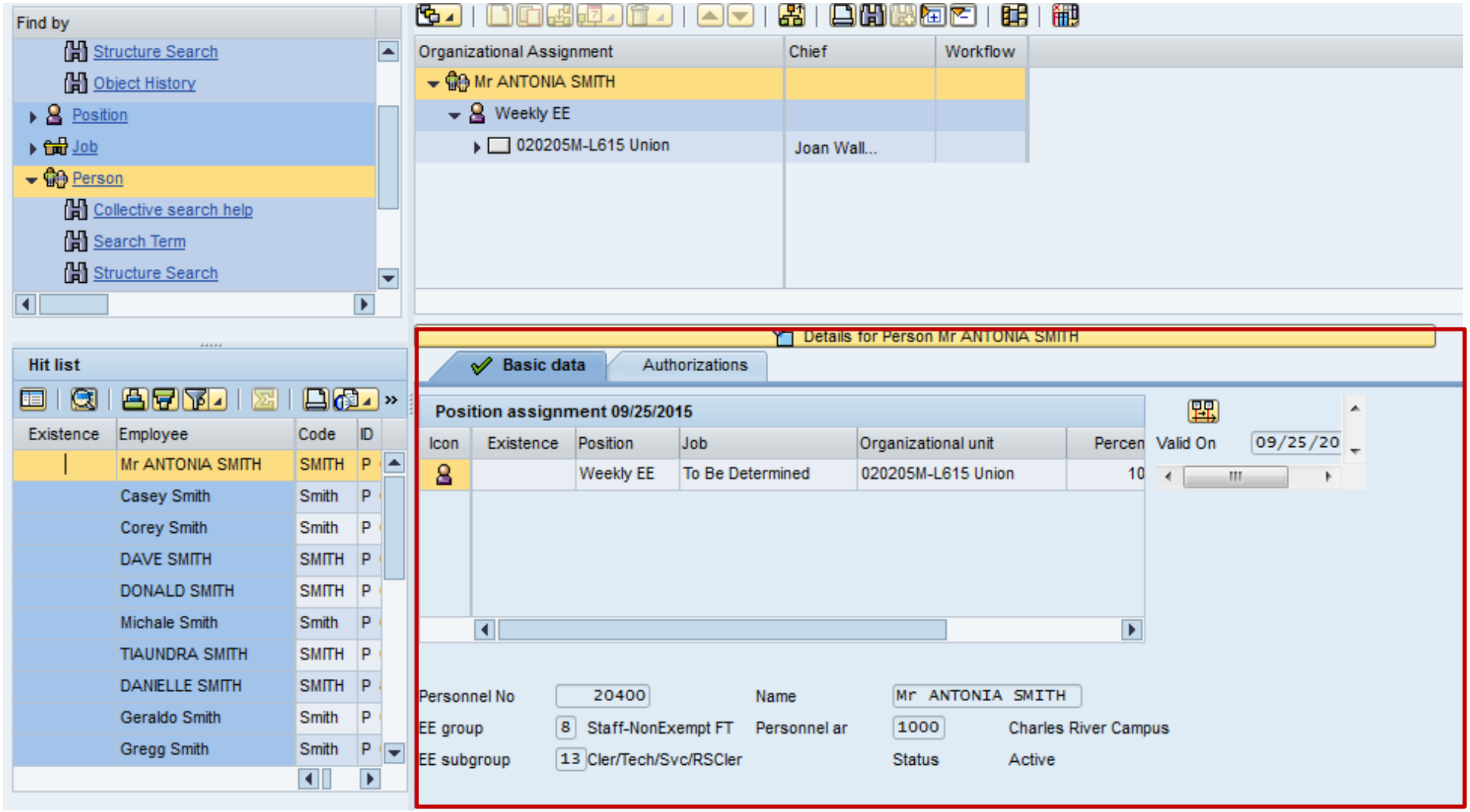
5. **Account Authorization** tab displays the following information: Authorizer, Start Date, End Date, Name, BUID, Pernr, Pos Id, Pos Text etc.



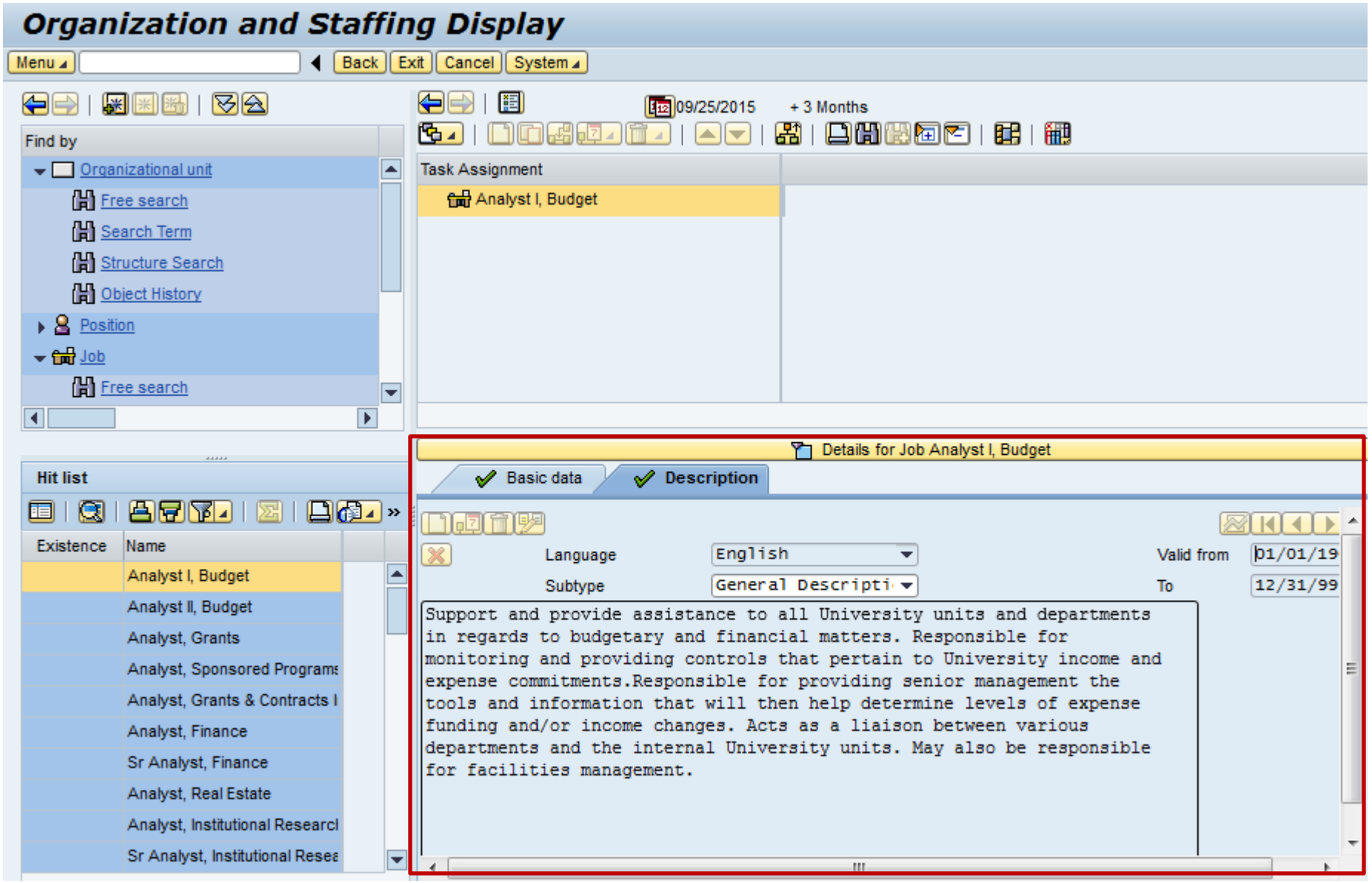
6. A user can also **search by Position. (Example: Provost)**. The task assignment as well as four tabs in detail are available: Basic Data, Account Assignment, Cost Distribution and Description). Basic data shows Job classification, name of the person holding the position, valid dates, percentage time



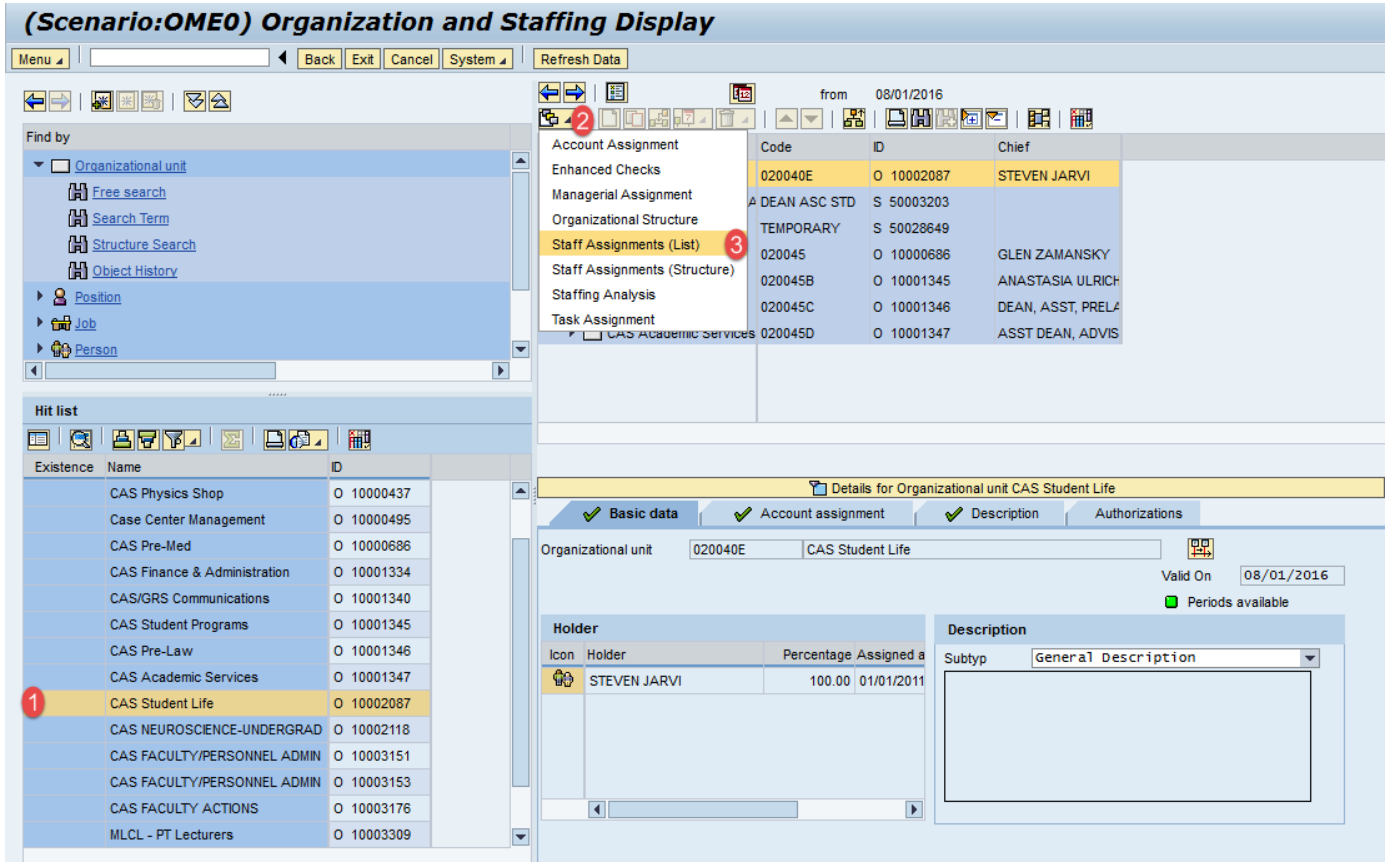
7. A user can also **search by Person (Example: Smith).** Click on Row in the Hit list that meets your requirement to expand on details such as Basic Data and Authorizations. The Basic data shows Name, Personnel Number, Personnel Area (such as CRC or BUMC), Personnel sub-area such as Represented or NREP status, Employee Group such as Exempt or Non-Exempt and Employee Subgroup (Temporary, Overseas, Executive etc). The Authorization tab shows if the employee is a Manager, Payroll Coordinator, Timekeeper etc….



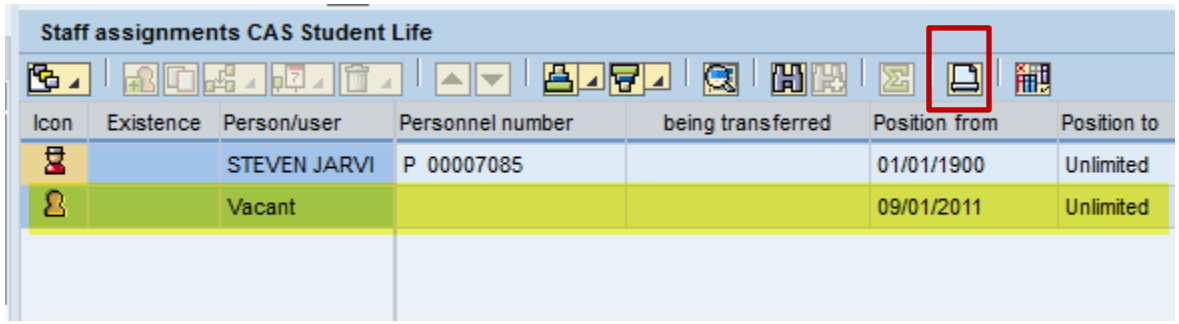
8. A user can also **search by Job (Example: Analyst)** and click on required row in hit list to get the task assignment, valid dates and details such as Basic Data and Description of the Job.



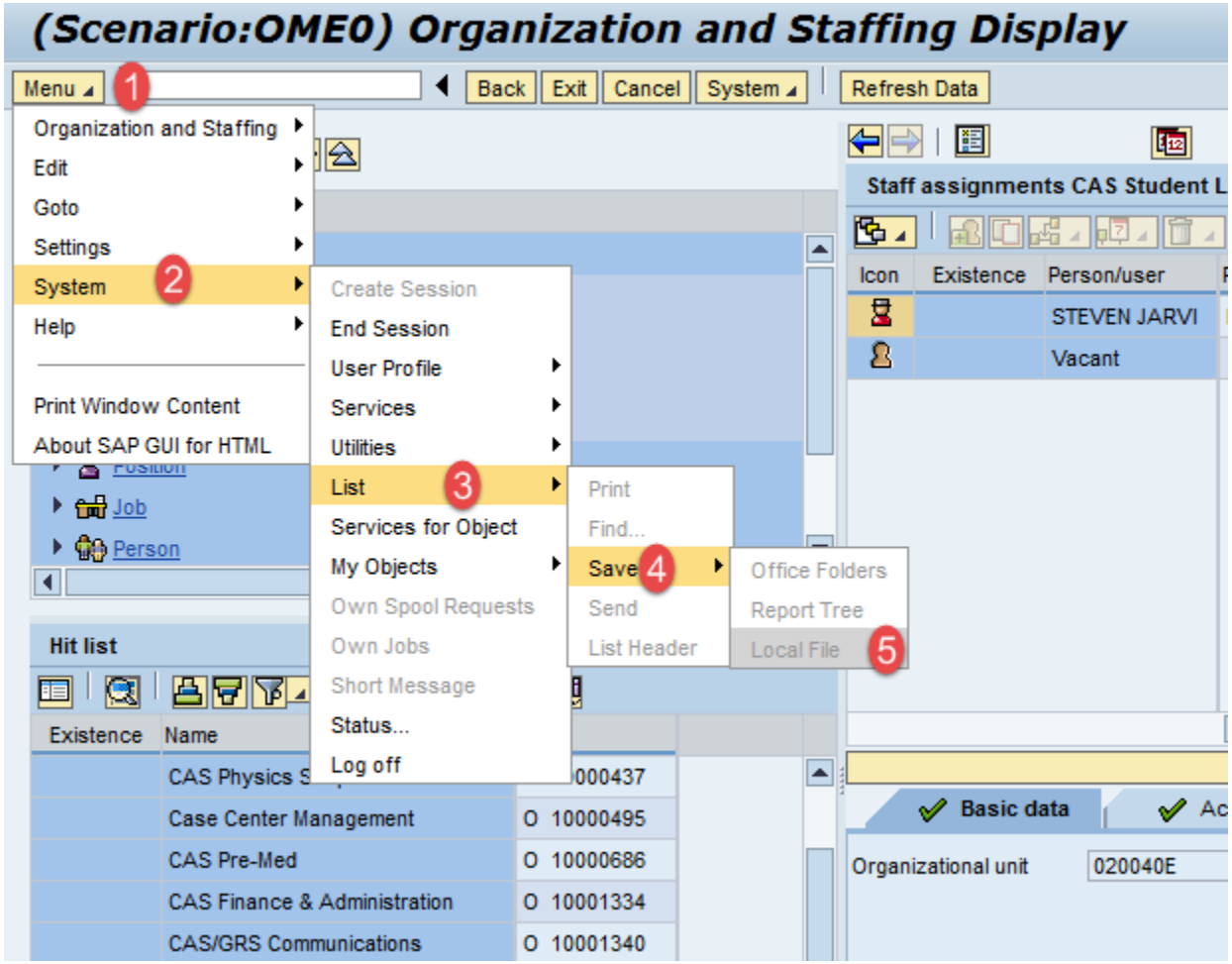
9. To look at VACANT positions in an organization, first, search by Organization. In this example, we search for CAS and double click on CAS Student Life displayed in the Hit list. IN the overview section, you will see Staff Assignments by Structure. Click on CAS – Student Life (numbered "1") in the Hit List, click on Go To (numbered "2") in the Overview for CAS Student Life and click on Staff Assignments → List (numbered "3").



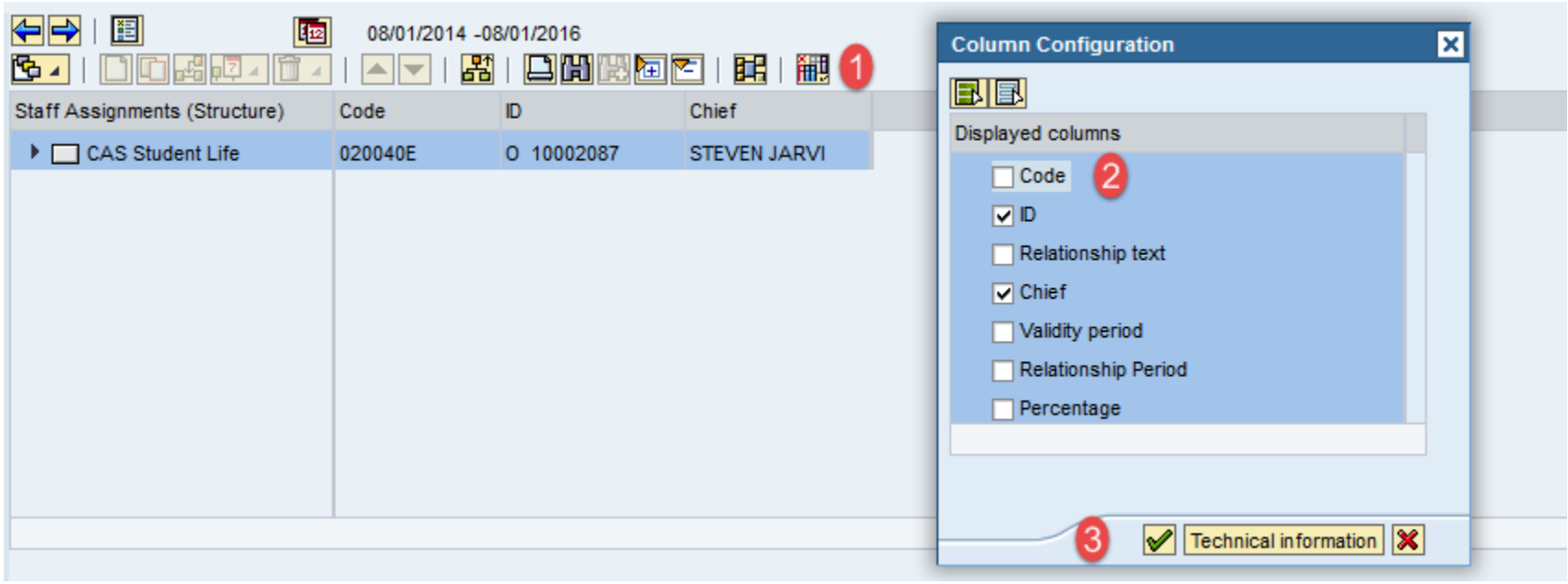
You will then see a display of Vacant Positions. To print, click on the Printer icon and print to your local printer.



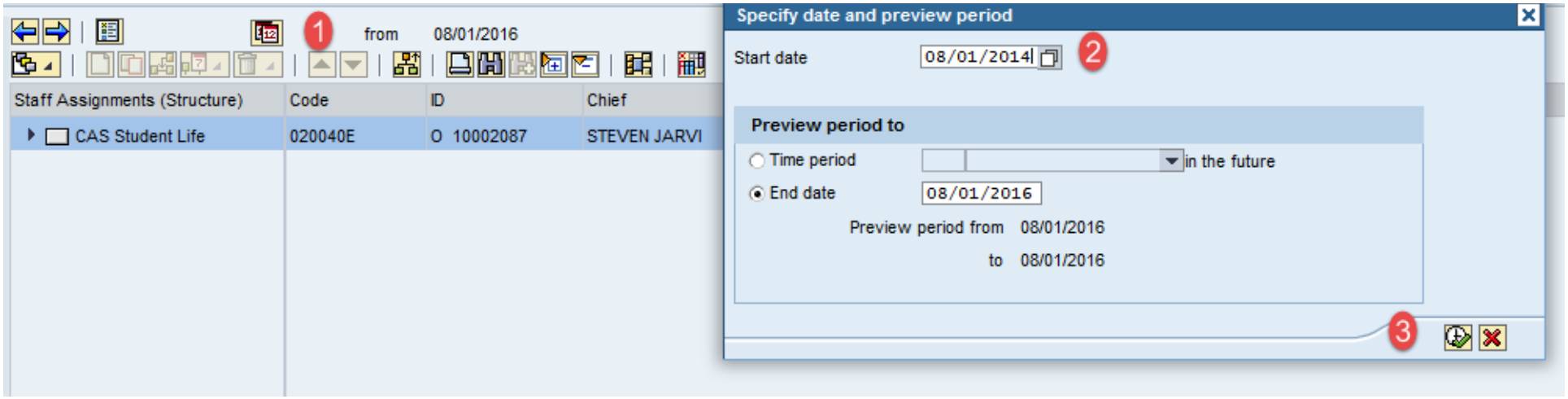
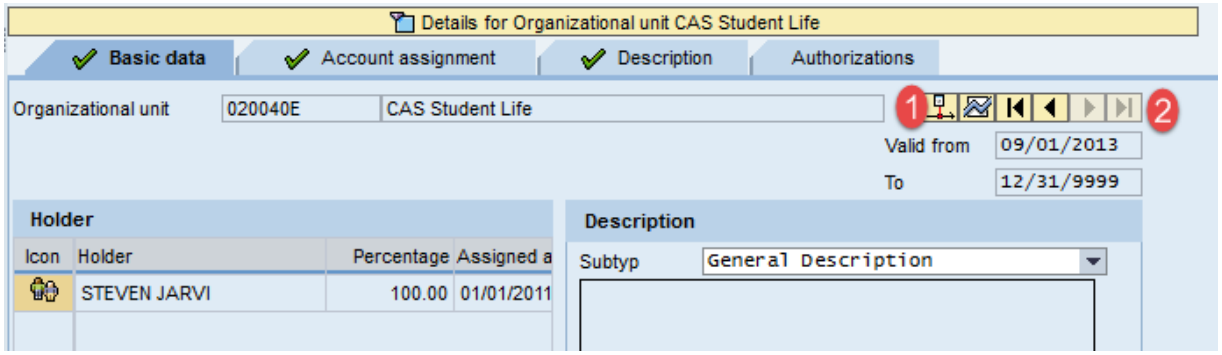
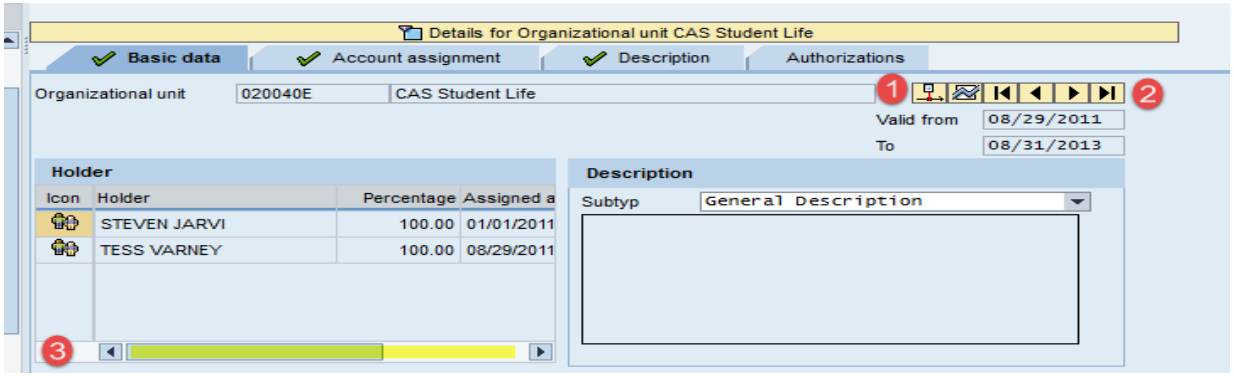
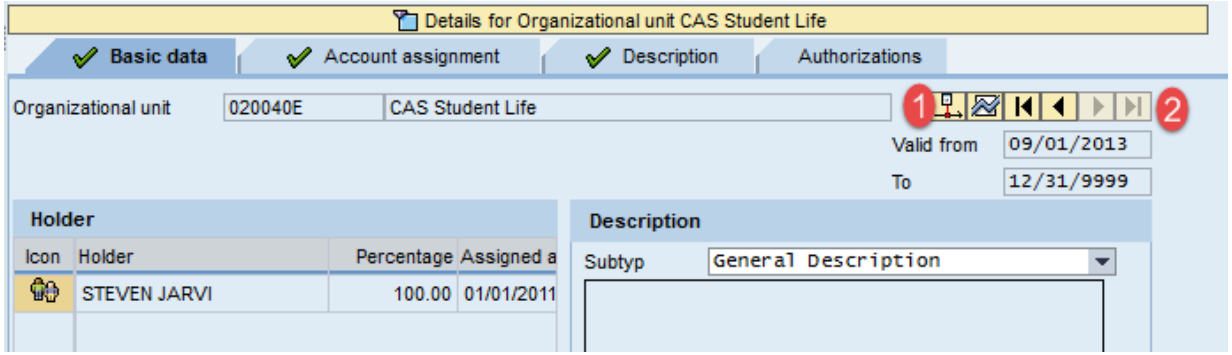
10. To Save, go to Menu → System → List → Save → Local File and choose the option "In the Clipboard". You will then be able to paste a copy of the screen into a blank WORD document.



11. To personalize the view in the Overview section, click on Column Configuration (Numbered "1"). You can add and remove columns of your choice by checking or unchecking columns provided in the list. In the example below, the column "Code" is being unchecked because the user is not interested in that piece of information. Click on the green check mark to execute.



12. To look at MOVEMENT within an organization over a period of time, click on the calendar icon (numbered "1") in the Overview and change the Start Date (numbered "2") to the Date you would like your search to begin at and End Date to the date you would like your search to end at. Click on Execute (numbered "3"). In the example below, we start at 08/01/2014



13. In the Detail section, click on the Display Key Date icon (numbered “1”) and on the fast forward and rewind buttons to look at the staffing history in the department. In the example below, we start with one employee(Steven Jarvi) and then in a subsequent period, we add another employee (Tess Varney). After that, the second employee leaves and we are left with one employee (Steven Jarvi).Use the horizontal scroll bar (numbered “3”) to look at “Assigned As of” and “Assigned Until” dates for start date and end date of the assignment for employees in the department.