# 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").
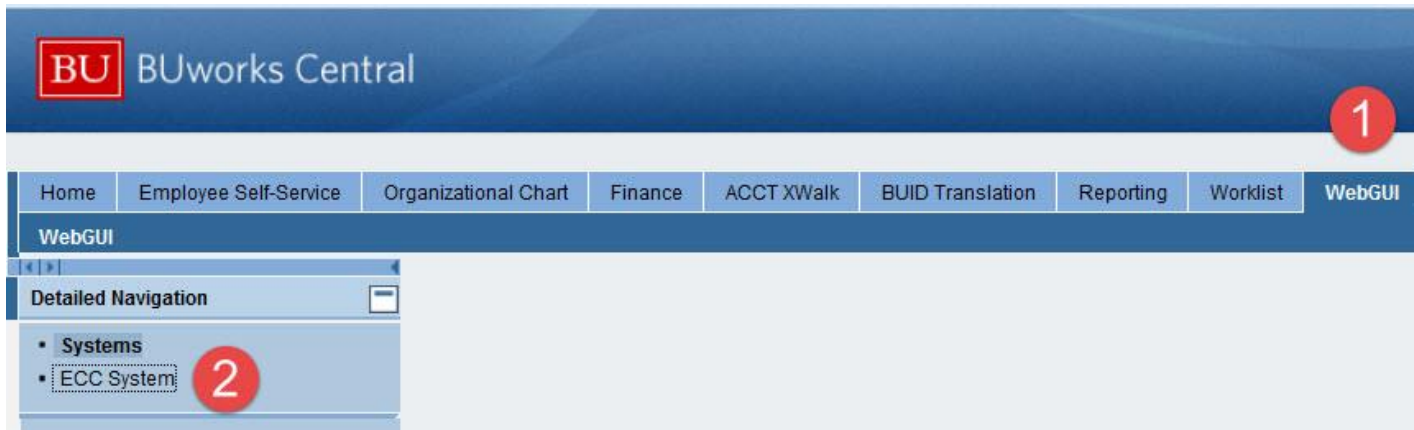
A. Getting Started

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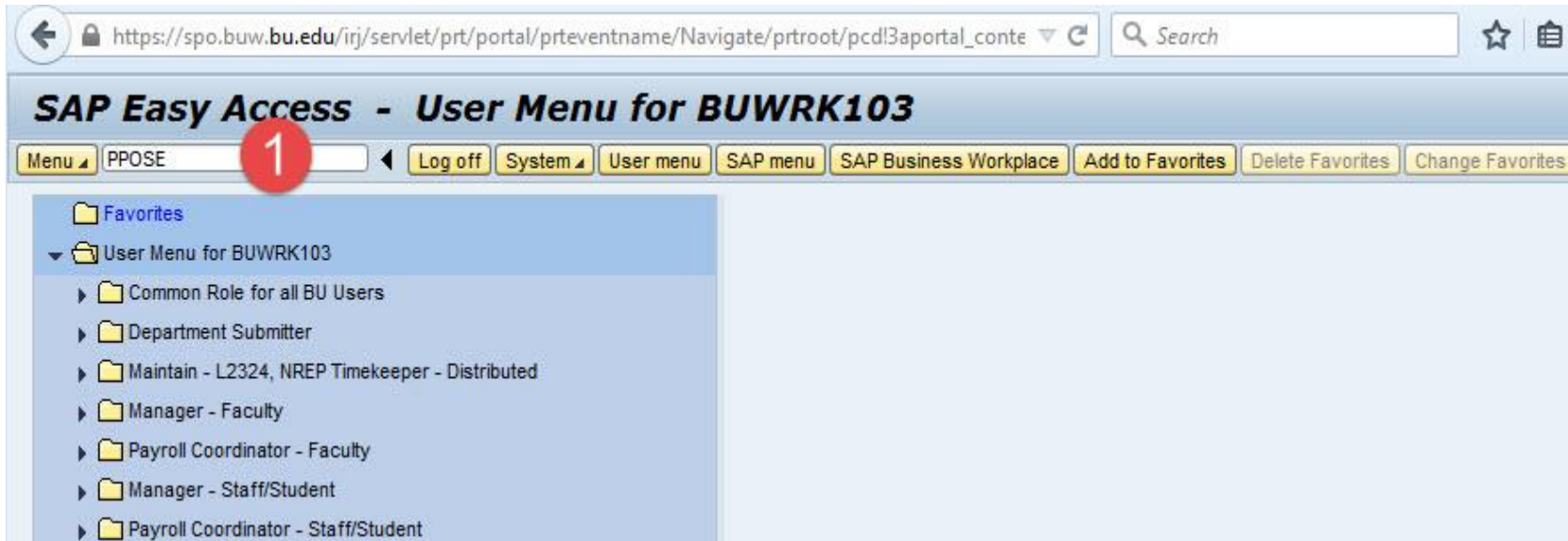
3. The initial screen of Organization and Staffing Display is presented when user BUWRK103 logs in for the very first time. In the highlighted Search Term, the user can select any of Search functions (Org Unit Structure Search, Position Search, Job Search or Person Search) to view further details.

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

Hit list

Existence	Name	Chief
	BUWorks	Willy Couch

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)
- *Help -> SAP Library -> Personnel Management -> Organizational management* (complete documentation)

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 ◢

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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

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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:

Holder

Icon	Holder	Percentage	Assigned as
👥	Van Jolly	100.00	01/01/2011
👥	Lynn Singer	100.00	01/01/2011
👥	Edna Moffett	100.00	01/01/2011
👥	LINDA NULTY	100.00	01/01/2011
👥	Bridgett Michael	100.00	07/01/2011

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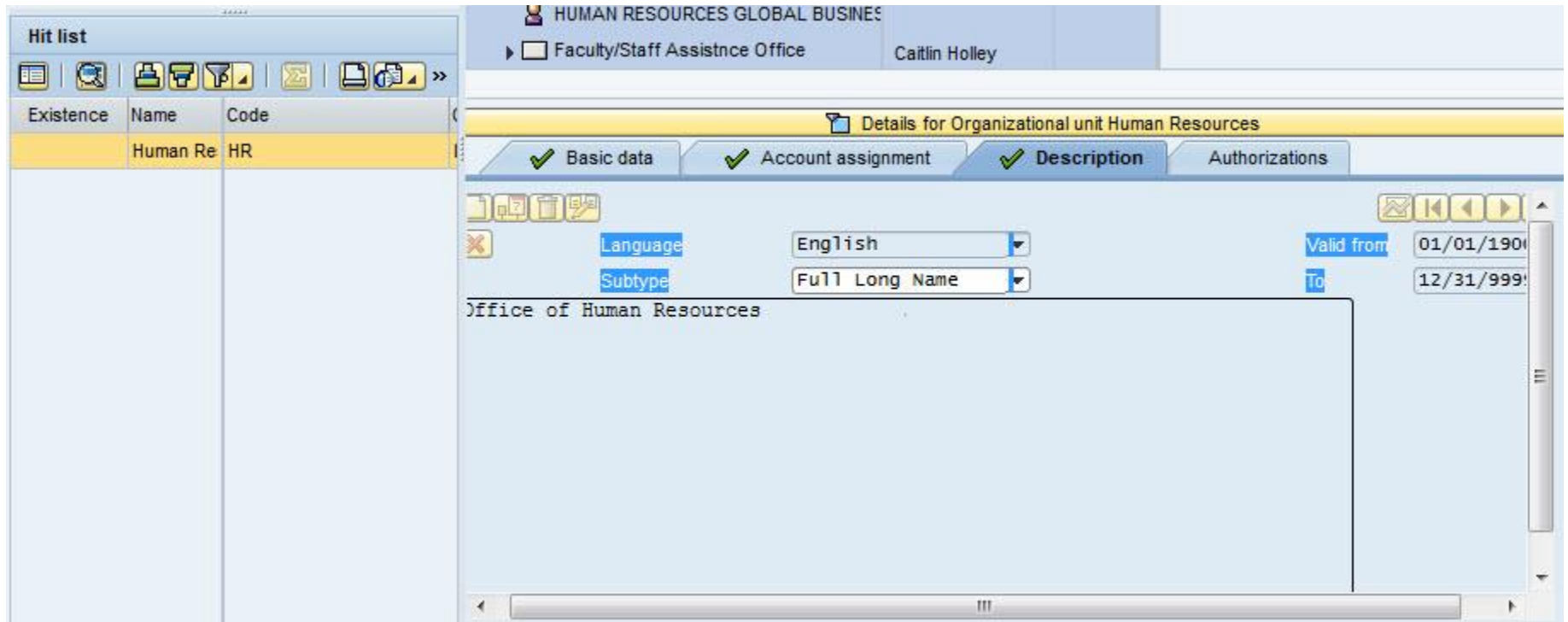
5. **Account Authorization** tab displays the following information: Authorizer, Start Date, End Date, Name, BUID, Pernr, Pos Id, Pos Text etc.

Details for Organizational unit Human Resources

| Basic data ✔ | Account assignment ✔ | Description ✔ | **Authorizations** |

Authorization [▾]

Only established authorizations in system will display. If an authorization appears to be missing or incorrect, please contact your DSA.

AUTH	START DATE	END DATE	NAME	BUID	PERNR	POS ID	POS TEXT
Level 1 Approver	01/01/2011	12/31/9999	MARIA			1	
Level 1 Approver	01/01/2000	12/31/9999					
Manager	01/01/1900	12/31/9999	Lynn			2	
Payroll Coordinator	07/21/2011	12/31/9999	Jasmin			9	
Payroll Coordinator	06/29/2011	12/31/9999	Edna			3	PROJECT MAN
Payroll Coordinator	01/01/2000	12/31/9999					
Payroll Coordinator	01/01/2000	12/31/9999	MARIA			1	SY

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

8

Organization and Staffing Display

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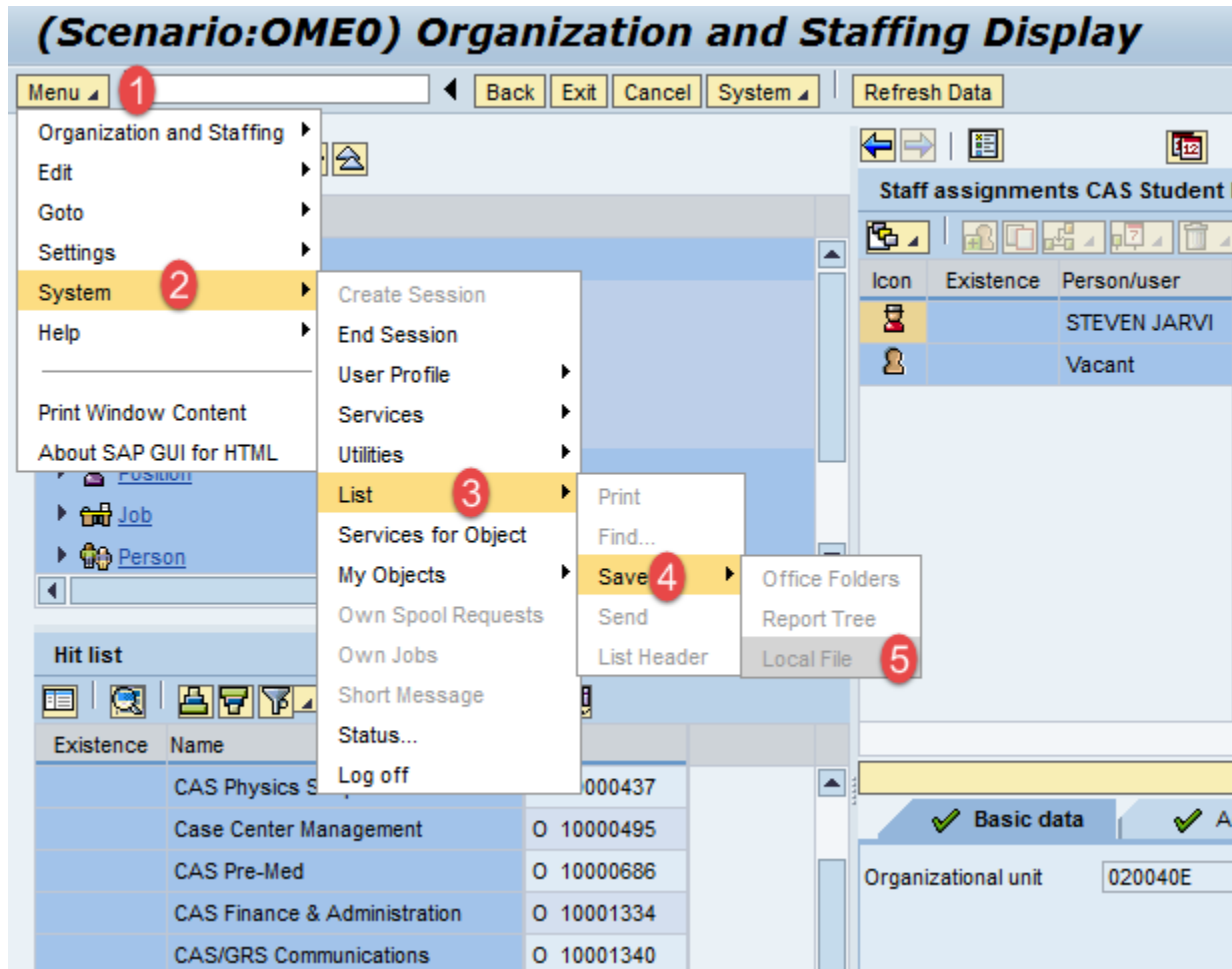
You will then see a display of Vacant Positions. To print, click on the Printer icon and print to your local printer.

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.
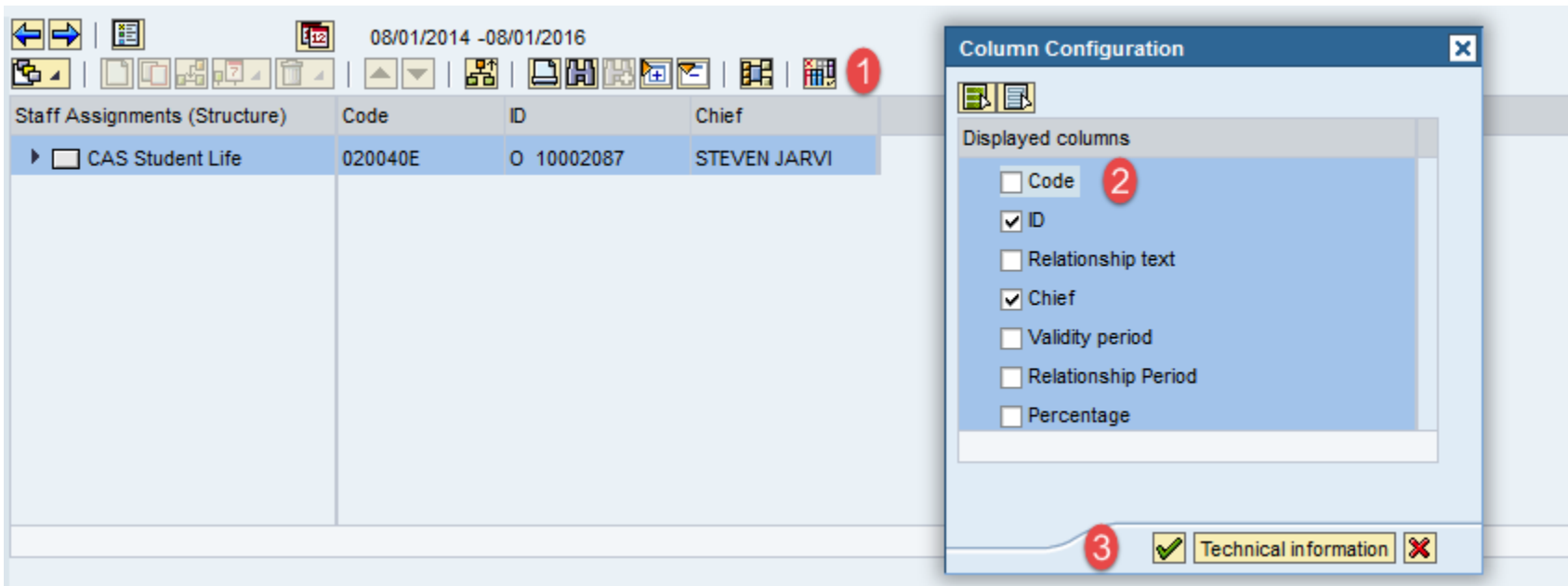
12. To look at MOVEMENT within an organization over a period of time, click on the calendar icon (numbered "1") in the Overview and change the Start Date (numbered "2") to the Date you would like your search to begin at and End Date to the date you would like your search to end at. Click on Execute (numbered "3"). In the example below, we start at 08/01/2014
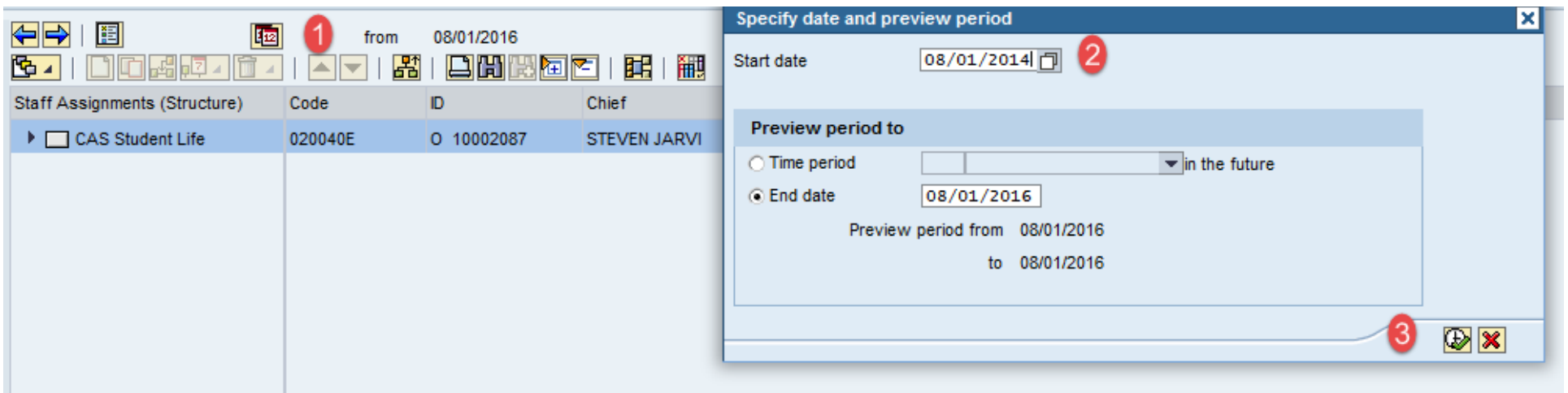
13. In the Detail section, click on the Display Key Date icon (numbered "1") and on the fast forward and rewind buttons to look at the staffing history in the department. In the example below, we start with one employee(Steven Jarvi) and then in a subsequent period, we add another employee (Tess Varney). 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.