

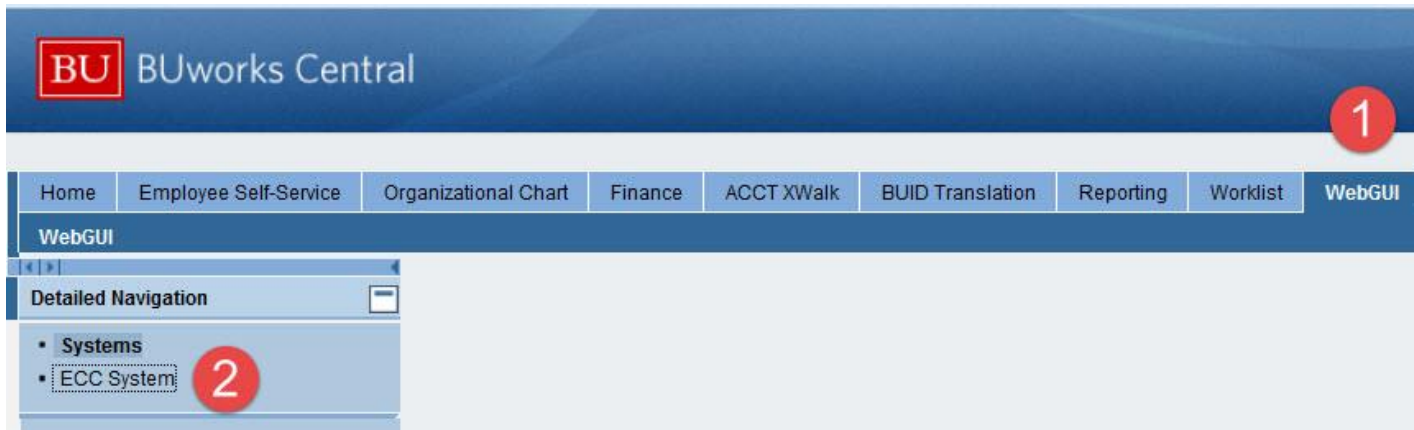
SAP PPOSE Transaction Tutorial

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:

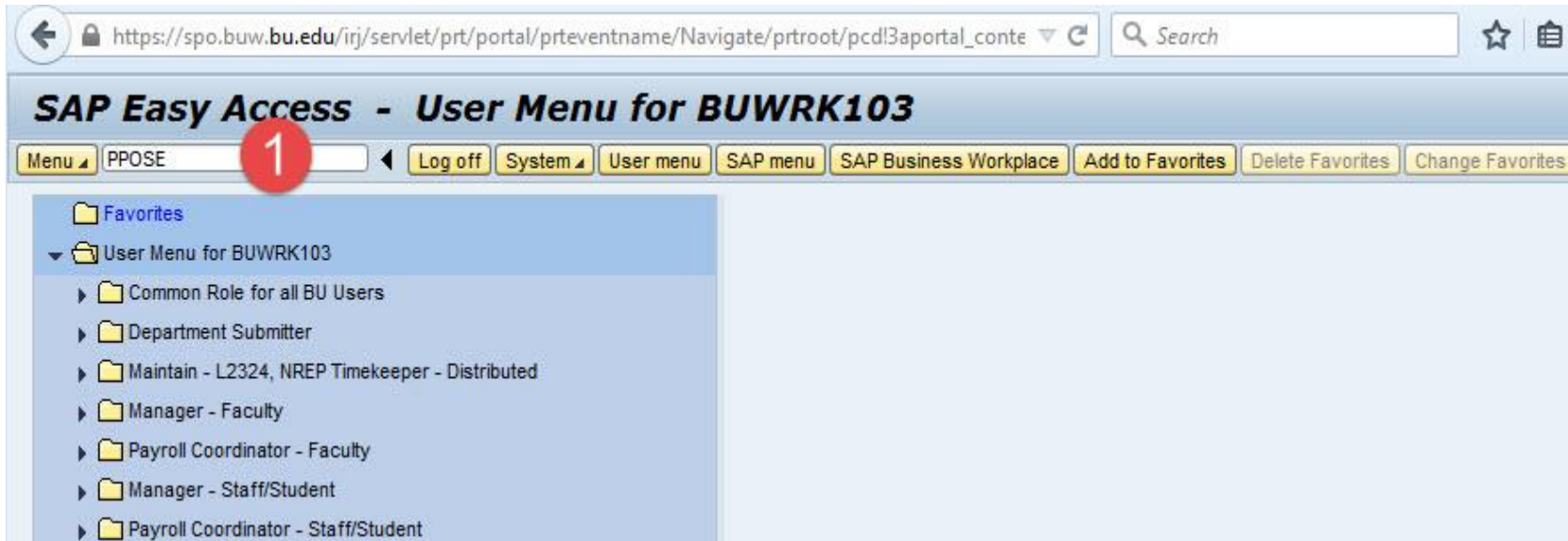
- *Getting Started with PPOSE*
- *How to Search by Org Structure, Position, Job or Person*

(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



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
<ul style="list-style-type: none"> <input type="checkbox"/> Human Resources <ul style="list-style-type: none"> 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 	Lynn Singer	
	Caitlin Holley	

Hit list

Existence	Name	Code
	Human Re	HR

Details for Organizational unit Human Resources

Basic data
 Account assignment
 Description
 Authorizations

Organizational unit:

Valid On:


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

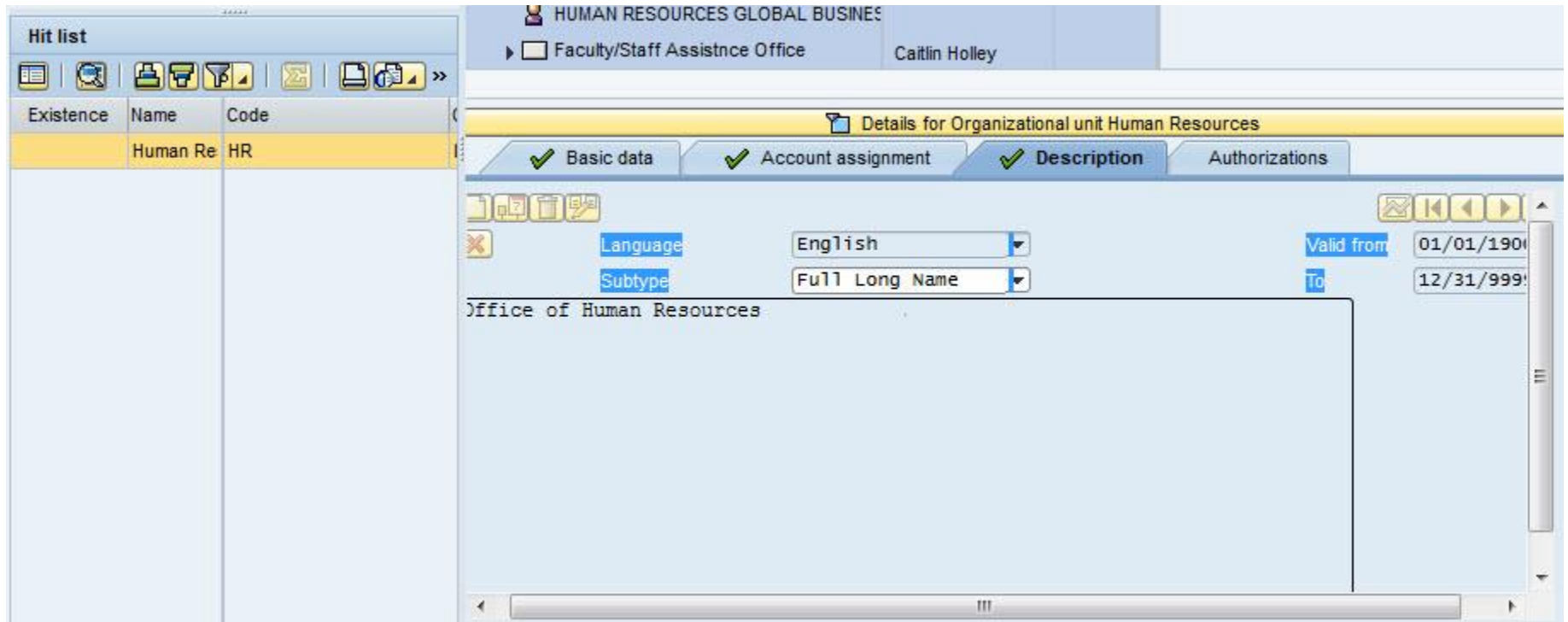
Subtyp:

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).

The screenshot shows a software interface with a 'Hit list' on the left and a 'Details for Organizational unit Human Resources' window on the right. The 'Hit list' has columns for Existence, Name, and Code, with a row for 'Human Re' and 'HR'. The 'Details' window has four tabs: 'Basic data', 'Account assignment', 'Description', and 'Authorizations'. The 'Account assignment' tab is selected and displays the following information:

Account assignment	
Controlling Area	Trustees of Boston Univ  for master cost center
Master cost center	1170120000 HUMAN RESS
Business Area	Charles River Campus
Company Code	TRBU Trustees of Boston Univ Inherited from Boston University Since 0...
Personnel area	1000 Charles River Campus
Pers. subarea	0002 NREP-Staff

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			3	
Payroll Coordinator	06/29/2011	12/31/9999	Edna			3	
Payroll Coordinator	01/01/2000	12/31/9999				7	
Payroll Coordinator	01/01/2000	12/31/9999	MARIA			1	

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

Organization and Staffing Display

Menu Back Exit Cancel System

Find by

- Structure Search
- Object History
- Position
- Free search
- Search Term
- Structure Search
- Object History
- Job

Task Assignment

- University Provost
 - Provost, University
 - University Provost Office
 - Lori Grubbs

Details for Position University Provost

- Basic data
- Account assignment
- Cost distribution
- Description

Position: Provost University Provost

Job: Provost, University Valid On: 09/25/20

Head of own organizational unit

Staffing status: [Dropdown]

Holder				
Icon	Holder	Percentage	Assigned as of	A
	Lori Grubbs	100.00	01/01/2011	U

Description

Subtyp: General Description

Hit list

Icon	Existence	Name
		Provost BUMC
		University Provost

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....

Find by

- Structure Search
- Object History
- Position
- Job
- Person
- Collective search help
- Search Term
- Structure Search

Organizational Assignment

Organizational Assignment	Chief	Workflow
Mr ANTONIA SMITH		
Weekly EE		
020205M-L615 Union	Joan Wall...	

Hit list

Existence	Employee	Code	ID
	Mr ANTONIA SMITH	SMITH	P
	Casey Smith	Smith	P
	Corey Smith	Smith	P
	DAVE SMITH	SMITH	P
	DONALD SMITH	SMITH	P
	Michale Smith	Smith	P
	TIAUNDRA SMITH	SMITH	P
	DANIELLE SMITH	SMITH	P
	Geraldo Smith	Smith	P
	Gregg Smith	Smith	P

Details for Person Mr ANTONIA SMITH

Basic data

Position assignment 09/25/2015

Icon	Existence	Position	Job	Organizational unit	Percent	Valid On
		Weekly EE	To Be Determined	020205M-L615 Union	10	09/25/20

Personnel No: 20400 Name: Mr ANTONIA SMITH

EE group: 8 Staff-NonExempt FT Personnel ar: 1000 Charles River Campus

EE subgroup: 13 Cler/Tech/Svc/RSCler Status: Active

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.

Organization and Staffing Display

Menu Back Exit Cancel System

09/25/2015 + 3 Months

Find by

- Organizational unit
 - Free search
 - Search Term
 - Structure Search
 - Object History
- Position
 - Free search
- Job
 - Free search

Task Assignment

Analyst I, Budget

Hit list

Existence	Name
	Analyst I, Budget
	Analyst II, Budget
	Analyst, Grants
	Analyst, Sponsored Programs
	Analyst, Grants & Contracts I
	Analyst, Finance
	Sr Analyst, Finance
	Analyst, Real Estate
	Analyst, Institutional Research
	Sr Analyst, Institutional Resea

Details for Job Analyst I, Budget

Basic data Description

Language: English Valid from: 01/01/19

Subtype: General Descripti To: 12/31/99

Support and provide assistance to all University units and departments in regards to budgetary and financial matters. Responsible for monitoring and providing controls that pertain to University income and expense commitments. Responsible for providing senior management the tools and information that will then help determine levels of expense funding and/or income changes. Acts as a liaison between various departments and the internal University units. May also be responsible for facilities management.

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”).

(Scenario: OME0) Organization and Staffing Display

Menu | Back | Exit | Cancel | System | Refresh Data

from 08/01/2016

Find by: Organizational unit, Free search, Search Term, Structure Search, Object History, Position, Job, Person

Hit list:

Existence	Name	ID
O	CAS Physics Shop	10000437
O	Case Center Management	10000495
O	CAS Pre-Med	10000686
O	CAS Finance & Administration	10001334
O	CAS/GRS Communications	10001340
O	CAS Student Programs	10001345
O	CAS Pre-Law	10001346
O	CAS Academic Services	10001347
O	CAS Student Life	10002087
O	CAS NEUROSCIENCE-UNDERGRAD	10002118
O	CAS FACULTY/PERSONNEL ADMIN	10003151
O	CAS FACULTY/PERSONNEL ADMIN	10003153
O	CAS FACULTY ACTIONS	10003176
O	MLCL - PT Lecturers	10003309

Details for Organizational unit CAS Student Life

Basic data | Account assignment | Description | Authorizations

Organizational unit: 020040E CAS Student Life Valid On: 08/01/2016

Holder:

Icon	Holder	Percentage Assigned	Assigned a
	STEVEN JARVI	100.00	01/01/2011

Description:

Subtyp: General Description

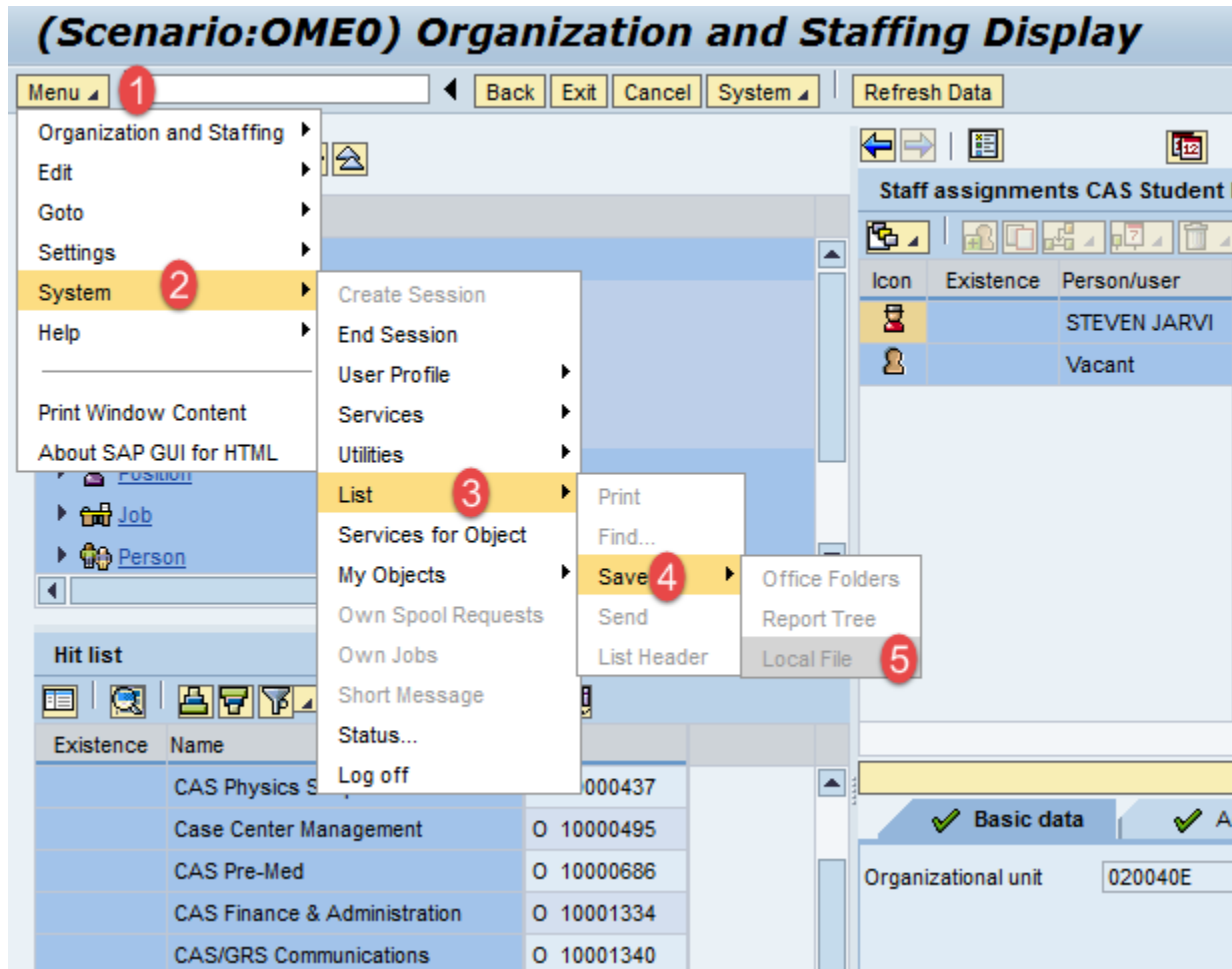
You will then see a display of Vacant Positions. To print, click on the Printer icon and print to your local printer.

Staff assignments CAS Student Life

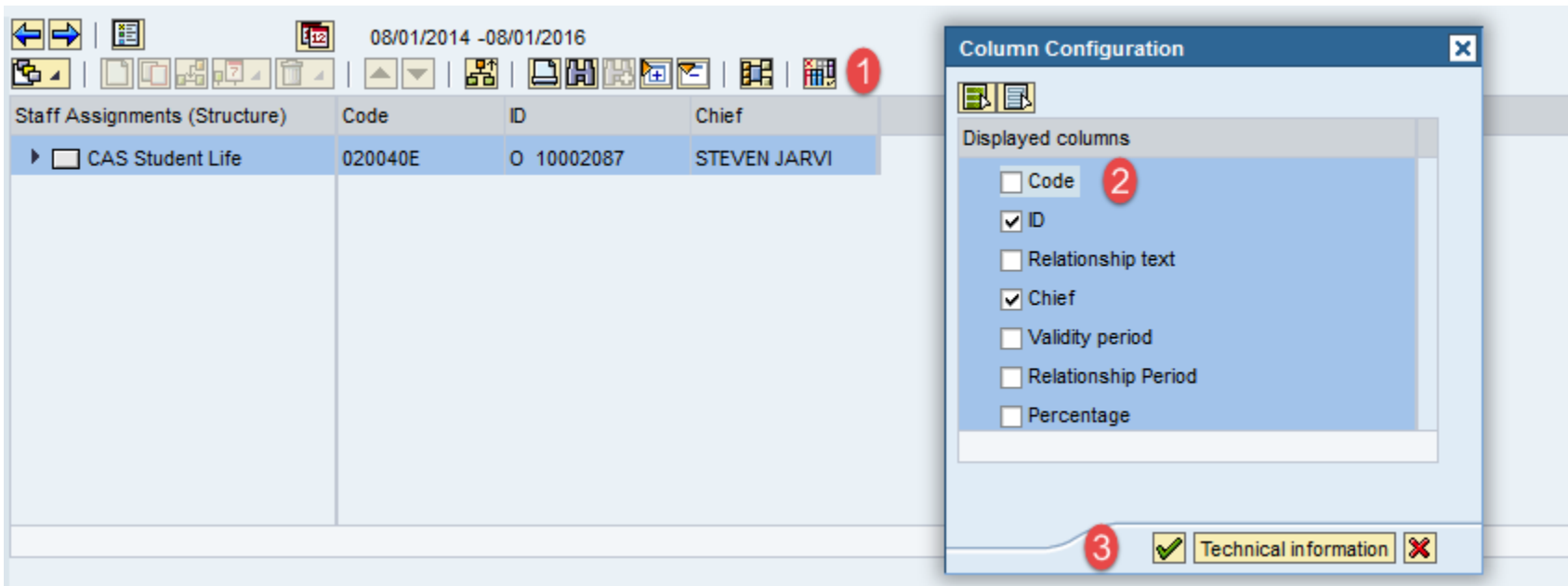
Printer icon highlighted in red box.

Icon	Existence	Person/user	Personnel number	being transferred	Position from	Position to
		STEVEN JARVI	P 00007085		01/01/1900	Unlimited
		Vacant			09/01/2011	Unlimited

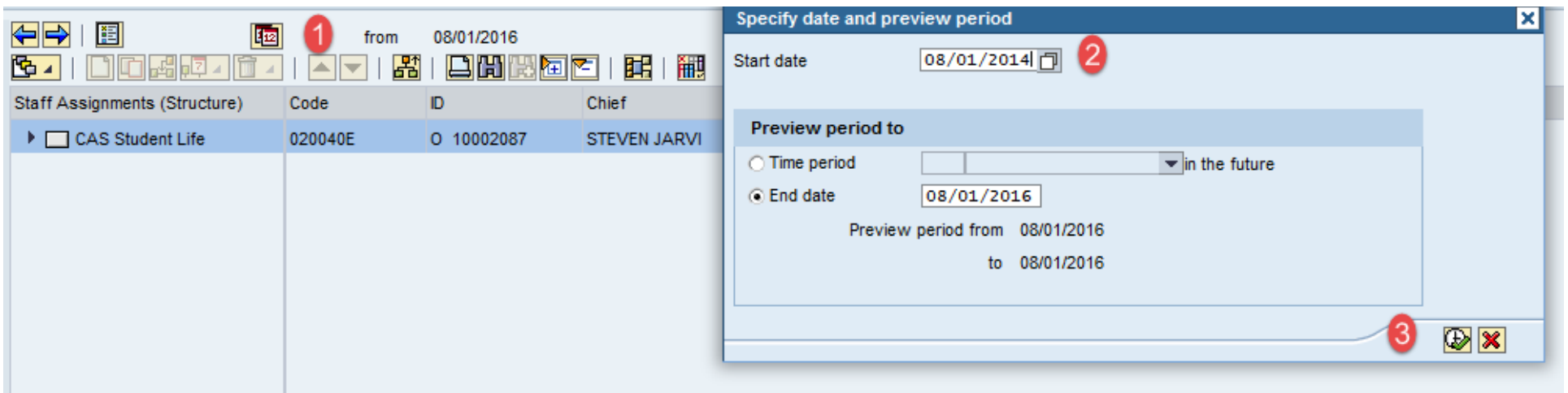
10. To Save, go to Menu → System → List → Save → Local File and choose the option “In the Clipboard”. You will then be able to paste a copy of the screen into a blank WORD document.



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.

Details for Organizational unit CAS Student Life

Basic data Account assignment Description Authorizations

Organizational unit 020040E CAS Student Life

Valid from 09/01/2013

To 12/31/9999

Holder

Icon	Holder	Percentage	Assigned a
	STEVEN JARVI	100.00	01/01/2011

Description

Subtyp General Description

Details for Organizational unit CAS Student Life

Basic data Account assignment Description Authorizations

Organizational unit 020040E CAS Student Life

Valid from 08/29/2011

To 08/31/2013

Holder

Icon	Holder	Percentage	Assigned a
	STEVEN JARVI	100.00	01/01/2011
	TESS VARNEY	100.00	08/29/2011

Description

Subtyp General Description

Details for Organizational unit CAS Student Life

Basic data Account assignment Description Authorizations

Organizational unit 020040E CAS Student Life

Valid from 09/01/2013

To 12/31/9999

Holder

Icon	Holder	Percentage	Assigned a
	STEVEN JARVI	100.00	01/01/2011

Description

Subtyp General Description