The transaction is used to review reporting relationships (i.e., which position report to which positions)

1. At SAP Easy Access Menu enter transaction PPSS

2. Enter object type S

3. Enter object ID (i.e. the 8-digit position number) Example: 50001300

4. Enter evaluation path O-S-PHIE

5. The current date will be displayed in the editing period box. Change this date only if you desire to view past reporting relationships

6. Click on the green checkmark or press the Enter key on the keyboard

7. Click on the symbol to expand the information displayed

8. To display relationship text: Click on View; click on “Relationship text on”

9. Click on symbols for supervisory positions to display reporting relationships

10. Click on the other symbols to display holders

11. Positions without holders are vacant