




Organizational Management Transaction - PPOSE – Organization and Staffing Display

For SAP users who are assigned the Department Head role

Do you want to know what positions your department has?

Do you want know which employees are assigned to the position?

This transaction allows users to display/view all of the positions in their organization and the employees assigned to the positions.

- At SAP Easy Access Menu enter transaction PPOSE
- In the “Find by” box, click on the triangle  by “Organizational unit”
- Click on “Structure search”
- This will display one or more org units in the bottom left box on the screen (depending on which org units you have authority to work with).
- Click on the triangles to find the org unit you desire to view
- By double clicking on the selected org unit, a list of positions assigned to the organizational unit will be displayed on the upper right side of the screen.
- Click on the Column Configuration icon  and select additional information to be displayed for each position and holder
- Click on the triangle  by any position title to view the employee assigned to the position

NOTE: A Welcome message is displayed the first time you execute PPOSE. Thereafter, organizational units are automatically displayed when you execute the transaction.