



Organizational Management Transaction PPSS – Display Structure

For SAP users who are assigned the Department Head role

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