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.