

Free Search – Position Address

Transaction Code:
PPOSE

- Purpose** This procedure demonstrates how to use Free Search to obtain Position and the related address information.
- Trigger** Perform this procedure when searching for a position(s) in a specific geographic area.
- Prerequisites** None
- End User Roles** In order to perform this transaction you must be assigned the following role:
Organizational Management Processor

Change History	
Date	Change Description
02/02/2009	Procedure created.

Transaction Code PPOSE










Helpful Hints

This procedure describes how to run this report by Organizational area for a large agency. For a small agency, the steps below describe how to run this report by Personnel Area. Replace this with step 4 of the procedure.

Click the triangle by Account Assignment features to expand the list, and then select Personnel Area.

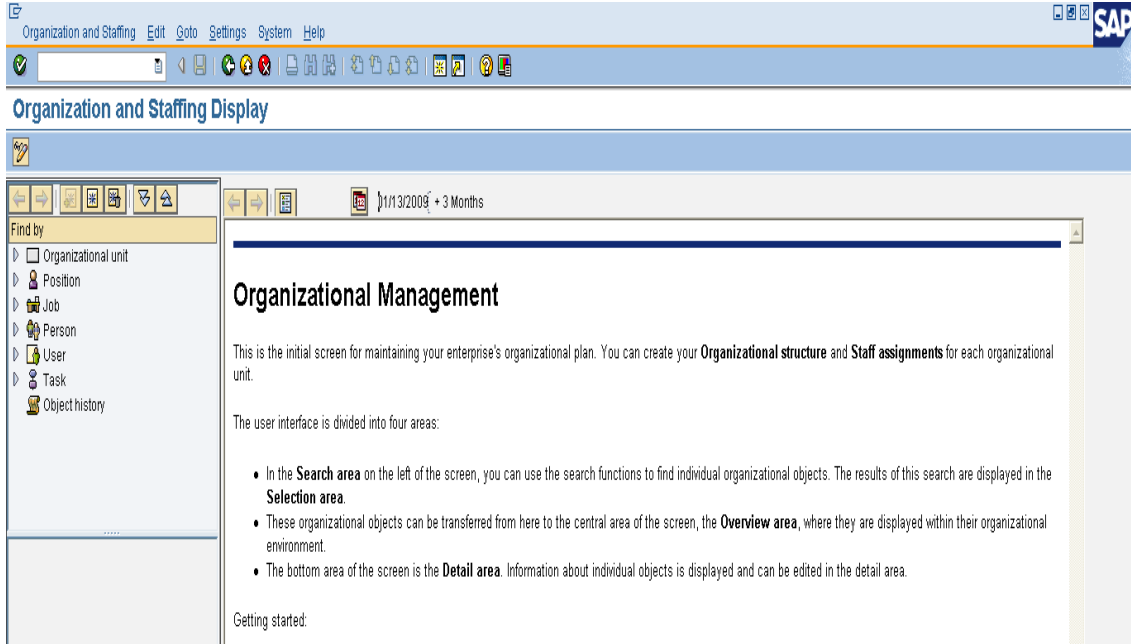
Account assignment feature	1			
Personnel subarea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Controlling Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

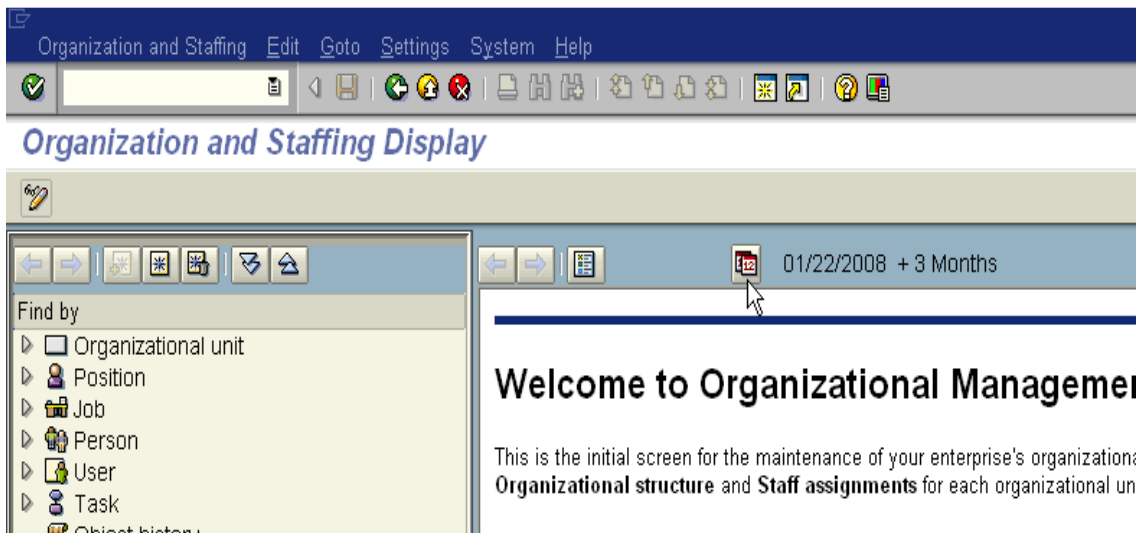
Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the transaction code **PPOSE**.

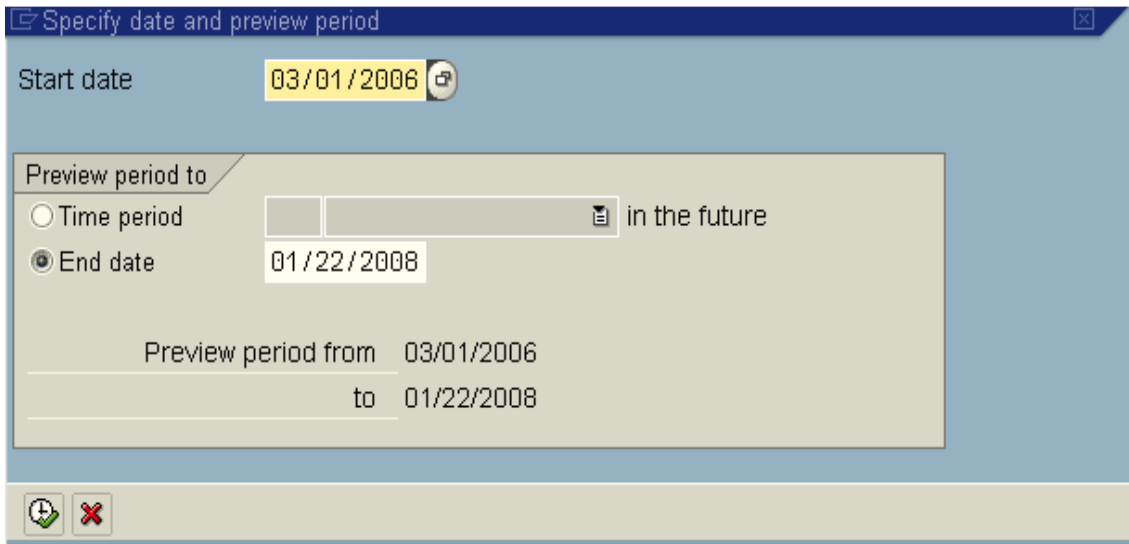


2. On the right side of the screen click the  (date and preview) button.

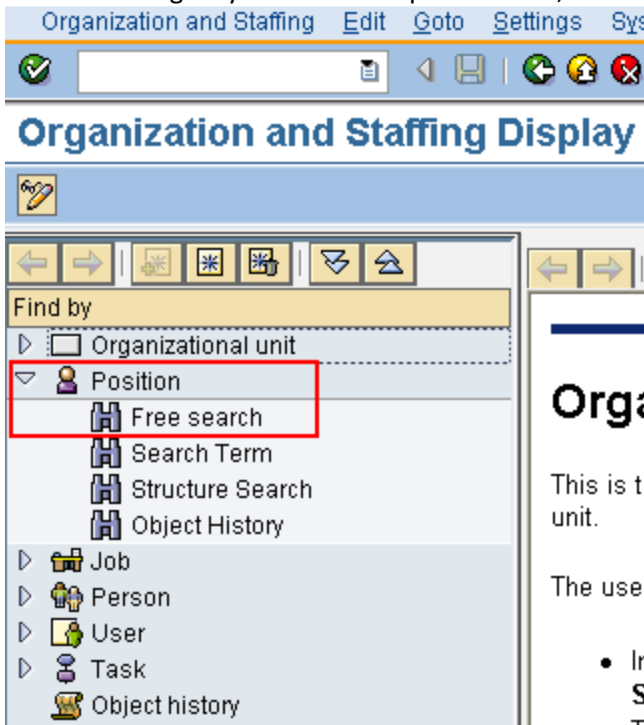


3. Enter start date of the period range you want in the start date field.
4. Enter end date of the period range you want in the end date field.

5. Click the  (execute) button.



6. Click the triangle by Position to expand the list, and then select Free Search.




7. Click the triangle by Object to expand the list, and then select Object abbreviation.

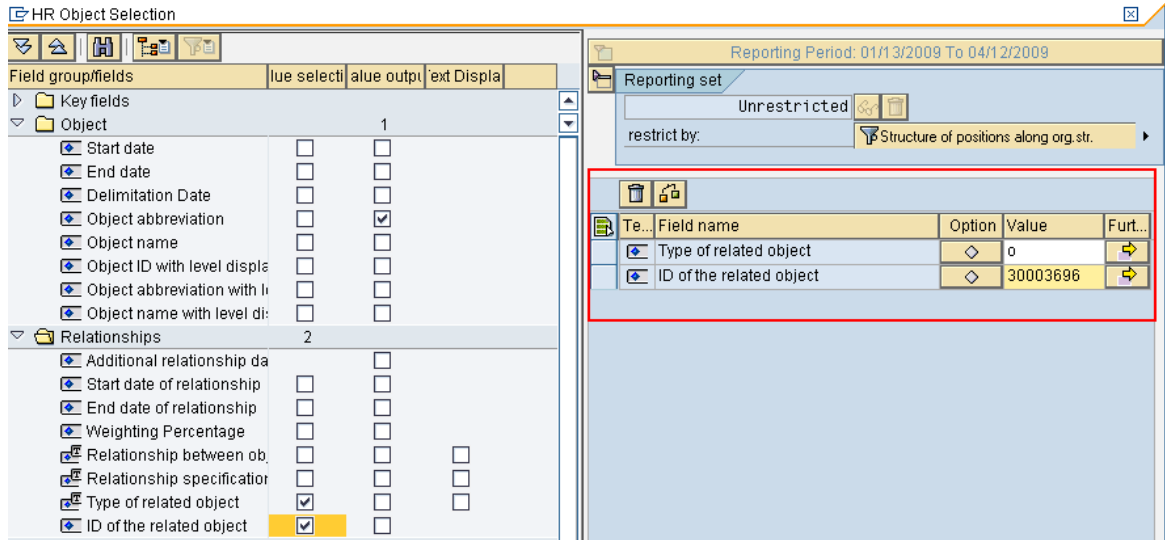
Field group/fields	Value selection	Value output	Text Display
Key fields			
Object		1	
Start date	<input type="checkbox"/>	<input type="checkbox"/>	
End date	<input type="checkbox"/>	<input type="checkbox"/>	
Delimitation Date	<input type="checkbox"/>	<input type="checkbox"/>	
Object abbreviation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Object name	<input type="checkbox"/>	<input type="checkbox"/>	
Object ID with level dis	<input type="checkbox"/>	<input type="checkbox"/>	
Object abbreviation wi	<input type="checkbox"/>	<input type="checkbox"/>	
Object name with leve	<input type="checkbox"/>	<input type="checkbox"/>	

8. Click the triangle by Relationships to expand the list, and then select Type of related object and ID of the related object.

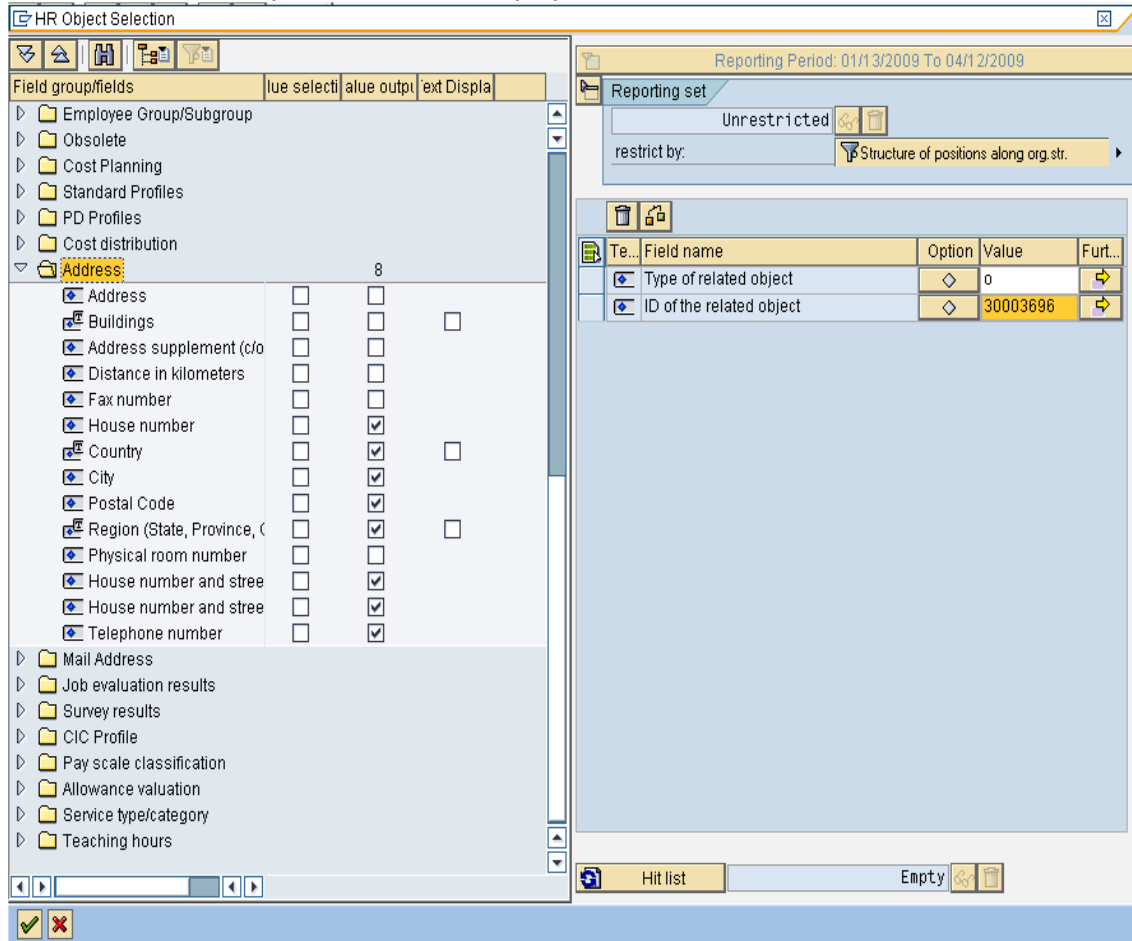
Field group/fields	Value selection	Value output	Text Display
Relationships		2	
Additional relationship		<input type="checkbox"/>	
Start date of relationsh	<input type="checkbox"/>	<input type="checkbox"/>	
End date of relationsh	<input type="checkbox"/>	<input type="checkbox"/>	
Weighting Percentage	<input type="checkbox"/>	<input type="checkbox"/>	
Relationship between	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship specifica	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of related object	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ID of the related object	<input checked="" type="checkbox"/>	<input type="checkbox"/>	


9. Complete the following fields:

Field Name	Description
Type of related object	It defines if the related object is an organizational unit, a job, or a position. Example: O
ID of related object	This is the system-assigned number of an organizational object to which the original object is related.  If an agency has a large personnel area, it is recommended to run this report by organizational unit. See the Help Hints area on how to run this report by Personnel Area. Example: 30003696



10. Scroll down to the Address folder and click the triangle by Address to expand the list, and then select the values that you would like to display.



11. Click  (Transfer hit list) to display the results.

12.

The screenshot shows the SAP Organizational Management interface. On the left, a search tree is expanded to 'Free search'. Below it, a 'Hit list' table displays search results. On the right, the 'Organizational Management' pane provides instructions and a 'Getting started' section.

Icon	Existence	Name	Object abbreviat...
		DATA COMPILER 3	PA024
		SPEC ASST	VJ96
		SOCIAL WORKER 3	VN17
		SOCIAL WORKER 3	VN18
		CHF PRG & POLICY	KF66
		IT SPEC 4	ML72
		NURSE CARE CNST	MY47
		OFF CHLD CR PL C	NF12
		CASE REVIEW SPEC	NS07
		WMS BAND 3	NS11
		IT SPEC 3	QX98
		IT SPEC 4	RW83
		IT SPEC 4	SJ95
		WMS BAND 2	SO69
		PROJECT MANAGER	SU08
		SOCIAL & HEALTH PROGRAM CONSULTANT 3	TF47
		SPC SDS PG MGMT	TS28
		WMS BAND 2	VC10
		PROGRAM MGR USENDING	VC22

Organizational Management

This is the initial screen for maintaining your enterprise's organizational plan. You can create your **Organi** 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 org are displayed in the **Selection area**.
- These organizational objects can be transferred from here to the central area of the screen, the **Or** their organizational environment.
- The bottom area of the screen is the **Detail area**. Information about individual objects is displayed

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 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 Organizational Management -> Organizational Plan -> Organization and Staff Assignment -> Create 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 documen

Drag to expand window to view more information

13.

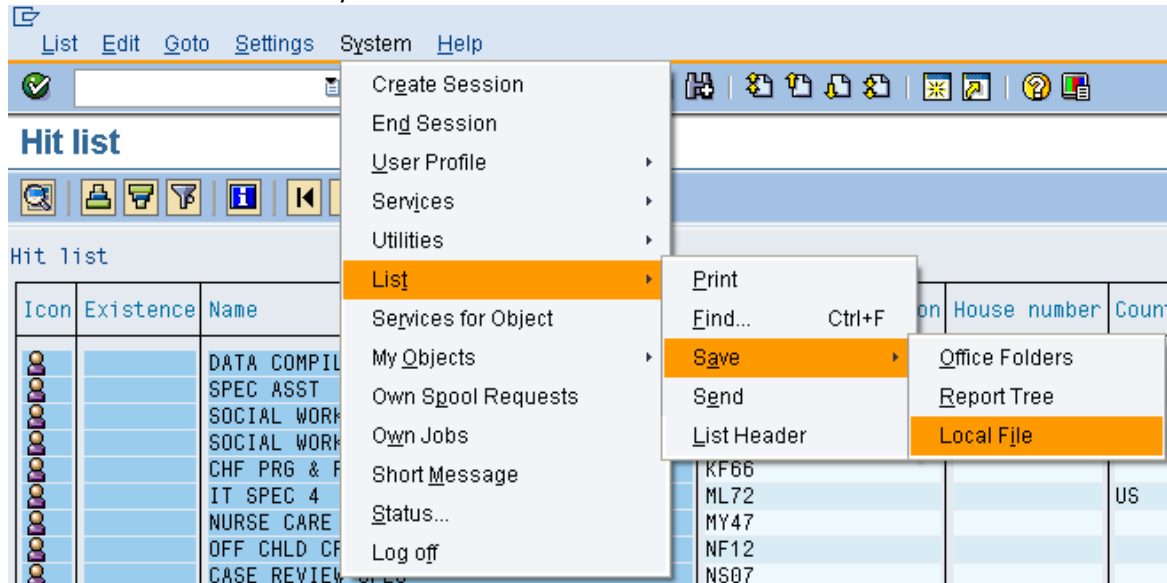
Click the  (Views) button and then List Output to see the full results in a report layout.

The screenshot shows a 'Views' menu with four options: 'List Output', 'Grid', 'Excel inplace', and 'Lotus Inplace'. A red arrow points to the 'List Output' option, which is highlighted in orange.

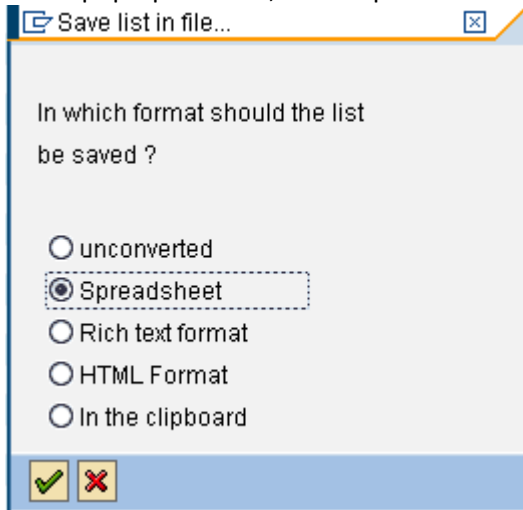
Report view:


Icon	Existence	Name	Object abbreviation	House number	Country	City	Postal Code	Region (State, Province, County)	House number and street	House number and street
		DATA COMPILER 3	PA024							
		SPEC ASST	VJ96							
		SOCIAL WORKER 3	YN17		US	YAKIMA		WA		
		SOCIAL WORKER 3	YN18		US	YAKIMA		WA		
		CHF PRG & POLICY	KF66							
		IT SPEC 4	ML72		US	SPOKANE		WA		
		NURSE CARE CNST	MY47							
		OFF CHLD CR PL C	NF12							
		CASE REVIEW SPEC	NS07							
		MNS BAND 3	NS11							
		IT SPEC 3	OX98							
		IT SPEC 4	RV93		US	TOPPENISH		WA		
		IT SPEC 4	SJ95		US	YAKIMA		WA		
		MNS BAND 2	SO69							
		PROJECT MANAGER	SU08							
		SOCIAL & HEALTH PROGRAM CONSULTANT 3	TF47							
		SPC SDS PG MGMT	TS28							
		MNS BAND 2	VC10							
		PROGRAM MGR-LICENSING	VD32							
		INFO TEC S/A S 6	VD56							
		MNS BAND 03	VF83							
		MNS BAND 3	VG68							
		IT SPEC 5	VH26		US	OLYMPIA		WA		
		MNSD2	VH52		US	LACEY		WA		
		MNS BAND 2	VH78							
		ICM ASSC PRG MGR	VH81		US	OLYMPIA		WA		
		INFO TEC S/A S 6	VJ01							
		IT SPEC 5	VJ89							
		FISCAL ANALYST 2	KJ62		US	OLYMPIA		WA		
		SPECIAL PROJECTS PROG MGR	VN31		US	OLYMPIA		WA		

14. To export the report to Excel:
From the Menu bar select System → List → Save → Local File

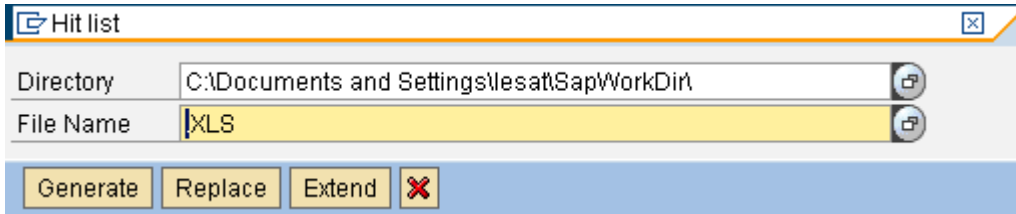


15. In the pop-up window, select Spreadsheet to create an Excel file.



Click  (Continue) to continue.

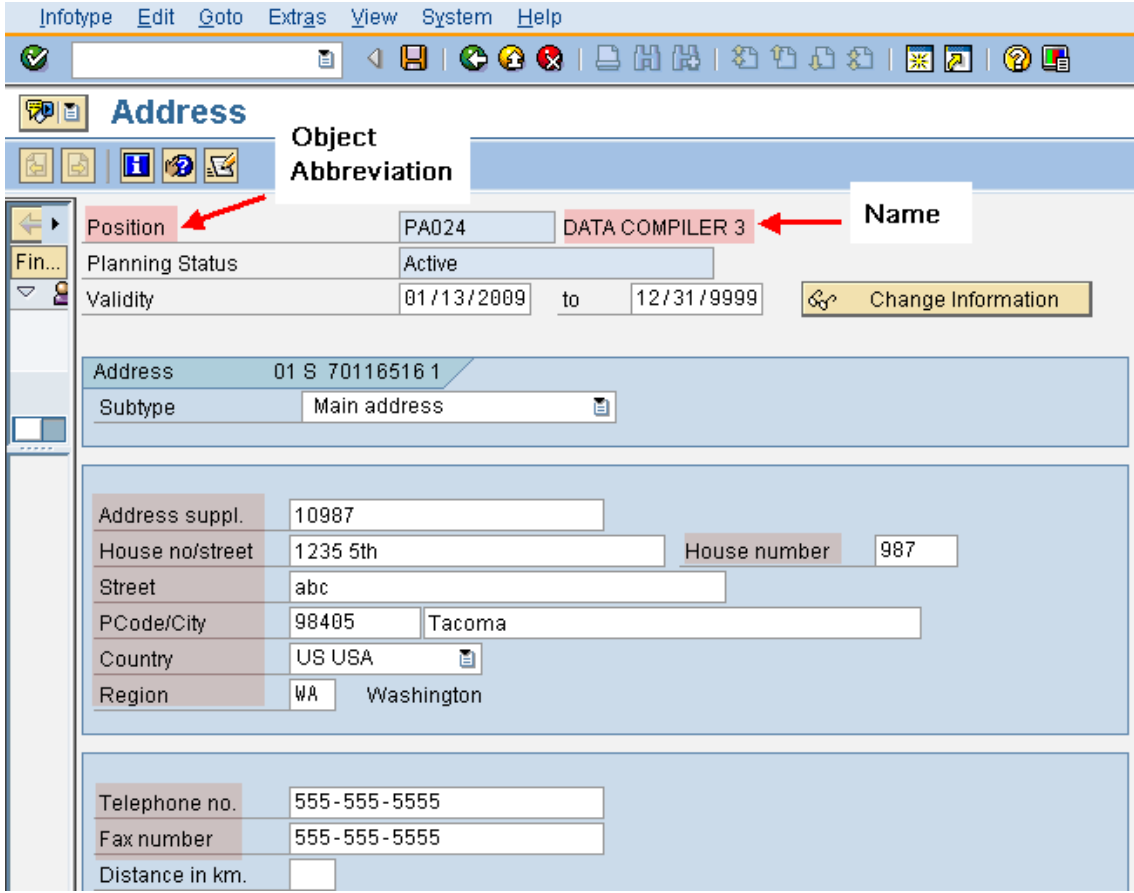
16. Select the Directory you want to save the file to and give the document a File Name. Click Generate to create the file.



17. Go to the location you saved your file and open as an Excel File.
18. You have completed this transaction.

Results
You have created a report that displays position and address information.

Comments
The information on the Free Search value output is coming from these fields on the Address (1028) infotype.



The screenshot shows the SAP Address (1028) infotype interface. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'View', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Address' and contains several sections:

- Object Abbreviation:** A blue bar with icons for search, print, and other actions.
- Position:** A field containing 'PA024' with a red arrow pointing to it.
- Name:** A field containing 'DATA COMPILER 3' with a red arrow pointing to it.
- Planning Status:** A field containing 'Active'.
- Validity:** A field containing '01/13/2009 to 12/31/9999' with a 'Change Information' button.
- Address:** A field containing '01 S 70116516 1'.
- Subtype:** A field containing 'Main address'.
- Address suppl.:** A field containing '10987'.
- House no/street:** A field containing '1235 5th' and a 'House number' field containing '987'.
- Street:** A field containing 'abc'.
- PCode/City:** A field containing '98405 Tacoma'.
- Country:** A field containing 'US USA'.
- Region:** A field containing 'WA Washington'.
- Telephone no.:** A field containing '555-555-5555'.
- Fax number:** A field containing '555-555-5555'.
- Distance in km.:** An empty field.