

Display an Organizational Plan (PPOS_OLD)

From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of: **PCSB Menu > Human Resources**

Double Click on **PPOS_Old – Display Organizational Plan**

Click in the Organizational Unit **data field**

Click the **Search help** icon to the right of the Organizational Unit data field

If the Folder, C: Abbreviation and Name does not display

Click the **left/right arrows** to display The selectable folders

Click on the **folder C: Abbreviation and Name**

Or

Click the **List box** icon to display Available Searches

Click on **C: Abbreviation and Name**

S: Search Term

T: Structure Search

✓ C: Abbreviation and Name

R: Search Term with Restrictions

Free search

To Search for a Schools Organizational Plan by Location Number:

Type your **4-digit School Location Number** with an **asterisk** in the Object abbreviation data field (**Example 1131***)

Click the **green check**

A **Hit list** for your location will *display*

Double Click on the **4-digit location number** without an extension

Or

| Abbreviation | Name | L | PV | Ob | ObjectID |
|--------------|-----------------|----|----|----|----------|
| 1131 | MULBERRY SENIOR | EN | 01 | 0 | 50000300 |
| 1131ASALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014741 |
| 1131ESALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014748 |
| 1131FFOODS | MULBERRY SENIOR | EN | 01 | 0 | 50014744 |
| 1131GSALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014745 |
| 1131IROTC | MULBERRY SENIOR | EN | 01 | 0 | 50014749 |
| 1131ISALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014740 |
| 1131MSALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014746 |
| 1131OSALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014743 |
| 1131VSALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014747 |
| 1161 | MULBERRY MIDDLE | EN | 01 | 0 | 50000303 |
| 1161ASALAR | MULBERRY MIDDLE | EN | 01 | 0 | 50014762 |
| 1161ESALAR | MULBERRY MIDDLE | EN | 01 | 0 | 50014769 |

To Search for a Schools Organizational Plan by School Name or Part of a Schools Name:

Type your **School Name** with an **asterisk** or Type a **portion** of the **School Name** with an **asterisk** in the Name data field (**Example Mulberry***)

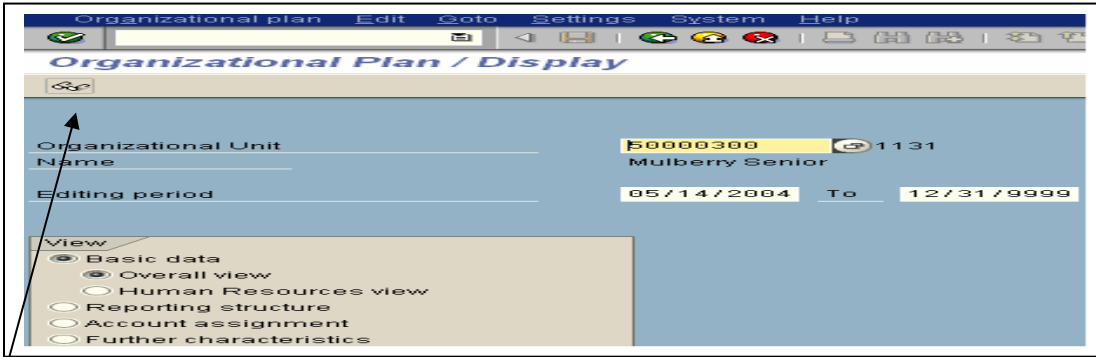
Click the **green check**

A **Hit list** for your search will *display*

Double Click on the **4-digit location number** without an extension

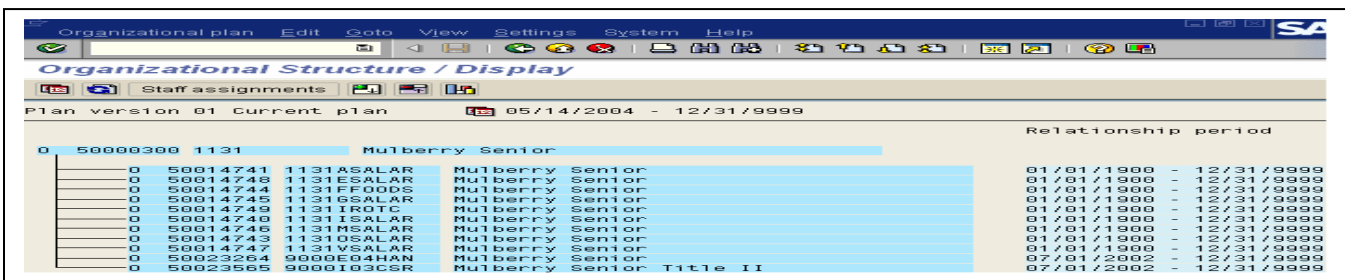
| Abbreviation | Name | L | PV | Ob | ObjectID |
|--------------|-----------------|----|----|----|----------|
| 1131 | MULBERRY SENIOR | EN | 01 | 0 | 50000300 |
| 1131ASALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014741 |
| 1131ESALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014748 |
| 1131FFOODS | MULBERRY SENIOR | EN | 01 | 0 | 50014744 |
| 1131GSALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014745 |
| 1131IROTC | MULBERRY SENIOR | EN | 01 | 0 | 50014749 |
| 1131ISALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014740 |
| 1131MSALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014746 |
| 1131OSALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014743 |
| 1131VSALAR | MULBERRY SENIOR | EN | 01 | 0 | 50014747 |
| 1161 | MULBERRY MIDDLE | EN | 01 | 0 | 50000303 |
| 1161ASALAR | MULBERRY MIDDLE | EN | 01 | 0 | 50014762 |
| 1161ESALAR | MULBERRY MIDDLE | EN | 01 | 0 | 50014769 |

The **Organizational Plan / Display** screen is *displayed*

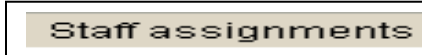


Click on the **Glasses** at the top left of the screen

The **Organizational Structure / Display** screen is *displayed*

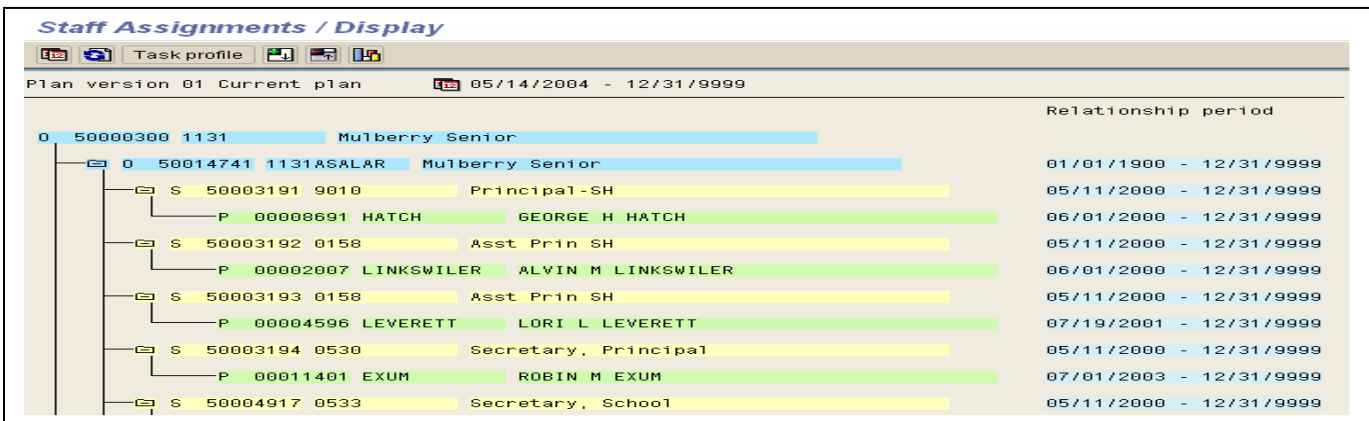


Click on the **Staff assignments** tab on the tool bar



Click the **4-digit School Location Number** to Highlight

Click on the **Expand** icon



The **Staff Assignment / Display** screen is *displayed* with the **Cost Center, Position Number, Personnel Number** and the **Name of the Individual** in the Position

Color Coding:

- Light blue line** - Cost Center (Example – 1131ASALAR)
- Yellow line** - Position Number (Example – 50003191)
- Green line** - Personnel Number/Person (Example – 00005691 George Hatch)

Click the **Red X Button** on the tool bar to return to the **SAP Easy Access** screen

