



## **Display Position (PO13D)**

### **Purpose**

Use this procedure to view infotypes for a specific position.

### **Trigger**

Perform this procedure when you need to ensure the position infotypes are correct.

### **Prerequisites**

Position in "active" status

### **Menu Path**

Use the following menu path to begin this transaction:

N/A

### **Transaction Code**

PO13D

### **Helpful Hints**

- R/O/C column in tables represents Required, Optional, or Conditional entry
- Search by term or organizational structure
- Enter validity date range as required for the data you need to view
- The Relationship infotype stores the following types of data:
  - A003 Belongs to (organizational unit)
  - A008 Holder (Employee)
  - A011 Master Cost Center
  - A012 Manages (Chief of organizational unit)
  - B007 Is described by (job)
  - AZ98 Is doublefilled by (names doublefill position)
  - BZ87 Is doublefilling (names budgeted position)
  - BZ98 Doublefill
  - AZ97/AZ97 Job Share
- Organizational Management object abbreviations used in the relationship infotype:
  - O - Organizational Unit
  - S - Position
  - K - Cost Center
  - P - Person
- The Relationship infotvpe should be read from top to bottom.



**PO13D**

**Work Instruction**

## **Display Position (PO13D)**

header and read the position name, then the relationship text (belongs to) then the related object "o" (organizational unit) then the related object name "Logistics." Therefore you know that this position belongs to the logistics organizational unit for this bureau.



## Display Position (PO13D)

### Procedure

1. Start the transaction using the menu path or transaction code. The *Display Position* screen displays.

### Display Position

2. Click the **Position** field  .
3. Click the **Position** matchcode  . The *Position (XXXX)* dialog box displays.




## Display Position (PO13D)

### Position (XXXX)

4. As required, complete/review the following fields:

Field	R/O/C	Description
Search Term	R	Alphanumeric string used to search and sort data. <b>Example:</b> *office sup*

5. Click the **Enter (continue)** button  .



### Display Position (PO13D)

Position (XXXX) YYYY Entries found

Object ab...	Object name	OrgUnit abbr	Start date	End Date
Nbr Ofc Spv	Neighborhood Office Supervisor	EPNO-NRC	01/01/2007	12/31/9999
Nbr Ofc Spv	Neighborhood Office Supervisor	NPNS-NRC	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Buildings	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Business Ops	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Kerby Grg	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Logistics	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	LUS P&Z	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	LUS Records	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Neighborhood	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Office Sppt	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Site Develop	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Trade Permit	01/01/2007	12/31/9999
OSS I	Office Support Specialist I	Trade Permit	01/01/2007	12/31/9999
OSS II	Office Support Specialist II	Accounting	01/01/2007	12/31/9999
OSS II	Office Support Specialist II	Accounting	01/01/2007	12/31/9999
OSS II	Office Support Specialist II	Admin	01/01/2007	12/31/9999
OSS II	Office Support Specialist II	Admin	01/01/2007	12/31/9999
OSS II	Office Support Specialist II	Admin	01/01/2007	12/31/9999
OSS II	Office Support Specialist II	Admin	01/01/2007	12/31/9999




- Double-click the **Office Support Specialist I Logistics** list item  
 Office Support Specialist I      Logistics



## Display Position (PO13D)

### Display Position

The screenshot shows the SAP 'Display Position' interface. At the top, there is a menu bar with 'Position', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Position' and contains a search panel on the left with 'Find by' options: 'Position', 'Search Term', and 'Structure Search'. To the right of the search panel are input fields for 'Plan version' (01 Current plan), 'Position' (40000430), and 'Abbr.'. Below these fields are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table is displayed with columns for 'Infotype Name', 'E.', and 'Time period'. The 'Relationships' row is highlighted. The 'Time period' section includes a 'Period' radio button, a date range from '06/11/2009' to '12/31/9999', and several other radio button options: 'Today', 'Current week', 'All', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', and 'Current Year'. A 'Select.' button is located below the 'Time period' options. At the bottom right of the screen, there is a status bar showing 'PO13D', 'sapprpa2', and 'INS'.

7. Click the **Enter** button  . The screen updates.
8. Select the **Relationships** record indicator  . The row highlights.
9. Click the **Document Overview** button  . The *List Display Relationships* screen displays.



### Display Position (PO13D)

#### List Display Relationships

Position: OSS I Office Support Specialist I  
Planning Status: Active

Start	End	R	Rel.	Relat.text	R	Rel'd object	Abbr.	% Rate
01/01/2007	12/31/9999	A	003	Belongs to	O	20000081	Logistics	0.00
01/01/2007	12/31/9999	A	011	Cost cente	K	FRMS000005	Logistics Ad	0.00
01/01/2007	12/31/9999	B	007	Is describ	C	30000011	OSS I	0.00

Entry 1 of 3

- 10. Select the **A011 Cost Center relationship** record indicator . The row highlights.
- 11. Click the **Details** button . The *Display Relationships* screen displays.



## Display Position (PO13D)

### Display Relationships

The screenshot shows the SAP 'Display Relationships' interface. The main data area displays the following information:

Position	OSS 1	Office Support Specialist I
Planning Status	Active	
Valid from	01/01/2007	to 12/31/9999

Relationships:

Relationship type/relationship	A 011	Cost center assignment
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Related Object:

Type of related object	K Cost center
ID of related object	FRMS000005COP1
Abbreviation	Logistics Ad
Name	Logistics Administration

Record 1 of 3

12. Click the **Back** button .





## Display Position (PO13D)

### List Display Relationships

The screenshot shows the SAP 'List Display Relationships' window. The title bar includes 'Infotype Edit Goto View System Help' and the SAP logo. The main content area displays the following information:

Position: OSS I Office Support Specialist I  
Planning Status: Active

Relationships

Start	End	R	Rel.	Relat.text	R	Rel'd object	Abbr.	% Rate
01/01/2007	12/31/9999	A	003	Belongs to	O	20000081	Logistics	0.00
01/01/2007	12/31/9999	A	011	Cost cente	K	FRMS000005	Logistics Ad	0.00
01/01/2007	12/31/9999	B	007	Is describ	C	30000011	OSS I	0.00

At the bottom of the window, it shows 'Entry 1 of 3' and the system status bar with 'PO13D sapprpa2 INS'.




13. Click the **Back** button



## Display Position (PO13D)

### Display Position

The screenshot shows the SAP 'Display Position' interface. At the top, there is a menu bar with 'Position', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Position' and contains a search panel on the left with 'Find by' options: 'Position', 'Search Term', and 'Structure Search'. The main display area shows search results for 'Office Support Specialist I' with Plan version '01 Current plan', Position '40000430', and Abbr. 'OSS I'. Below this, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table of infotypes is displayed, with 'Relationships' highlighted. To the right of the table is a 'Time period' section with radio buttons for 'Period', 'Today', 'Current week', 'Current month', 'All', 'From curr.date', 'Last week', 'To current date', 'Last month', and 'Current Year'. A 'Select.' button is located below the time period options. The status bar at the bottom shows 'PO13D', 'sapprrpa2', and 'INS'.

14. Click the **Down Arrow** button  to view additional infotypes.
15. Select the **Cost Distribution** record indicator . The row highlights.
16. Click the **Display** button . The *Display Cost Distribution* screen displays.



## Display Position (PO13D)

### Display Cost Distribution

The screenshot shows the SAP 'Display Cost Distribution' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. The title bar reads 'Display Cost Distribution'. On the left, a navigation pane shows 'Find by' with options for 'Position', 'Search Term', and 'Structure Search'. The main area displays the following data:

Position: OSS 1 Office Support Specialist I  
Planning Status: Active  
Start date: 01/01/2007 to 12/31/9999 [Change Information](#)

Cost Distribution

Master cost center: FRMS000005 Logistics Admin

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
COP1	FRMS000005			Logistics Admin	100.00	

Entry 1 / 1  
Record 1 of 1

At the bottom right, the status bar shows 'PO13D', 'sapprrpa2', and 'INS'.

17. Click the **Back** button .



## Display Position (PO13D)

### Display Position

The screenshot shows the SAP 'Display Position' interface. At the top, there is a menu bar with 'Position', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Position' and contains a search panel on the left with 'Find by' options: 'Position', 'Search Term', and 'Structure Search'. The search results are displayed in a table with columns for 'Infotype Name', 'E', and 'I'. The 'Cost Distribution' row is highlighted. To the right of the table, there are input fields for 'Plan version' (01 Current plan), 'Position' (40000430 Office Support Specialist I), and 'Abbr.' (OSS I). Below the table, there are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A 'Time period' dialog box is open, showing 'From 06/11/2009 to 12/31/9999' and several radio button options: 'Period', 'Today', 'Current week', 'All', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', and 'Current Year'. A 'Select.' button is at the bottom of the dialog. The status bar at the bottom right shows 'PO13D', 'sapprrpa2', 'INS', and a refresh icon.

18. Click the **Up Arrow** button  .
19. Select the **Authorities/Resources** record indicator  . The row highlights.
20. Click the **Display** button  . The *Authorities/Resources* screen displays.



## Display Position (PO13D)

### Display Authorities/Resources

Infotype Edit Goto View System Help

SAP

### Display Authorities/Resources

Position: OSS 1 Office Support Specialist I  
Planning Status: Active  
Valid from: 01/01/2007 to 12/31/9999 [Change Information](#)

Authorities/Resources

Subtype: 9998 Position Type

Res	Resource name
010	Regular

Entry 1 of 1 Record 1 of 1

PO13D sapprpa2 INS

21. Click the **Back** button .



## Display Position (PO13D)

### Display Position

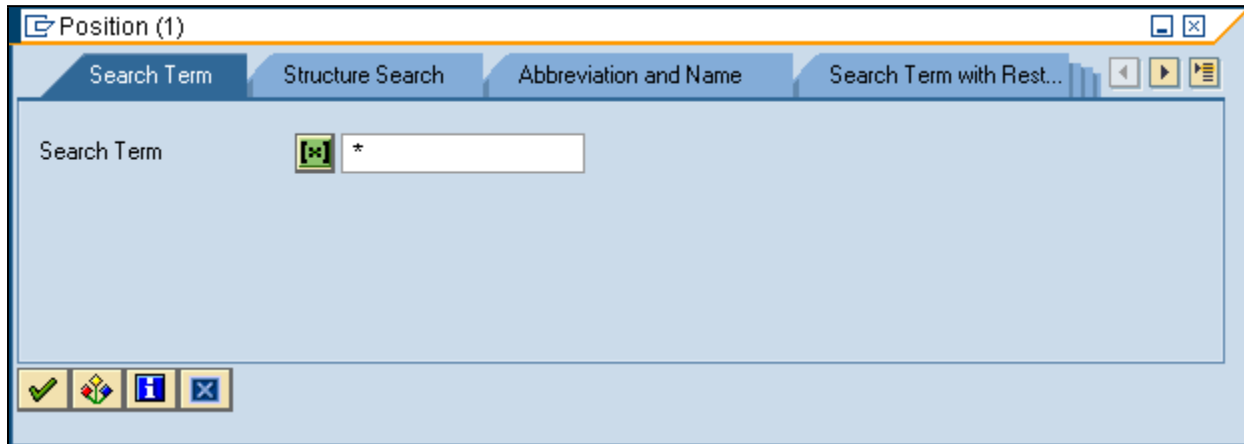
The screenshot shows the SAP 'Display Position' dialog box. The 'Position' field contains '40000430' and the 'Abbr.' field contains 'OSS I'. The 'Plan version' is '01 Current plan'. The 'Position' description is 'Office Support Specialist I'. The 'Active' tab is selected, showing a list of infotypes with 'Authorities/Resources' highlighted. The 'Time period' section shows 'Period' selected with dates '06/11/2009' to '12/31/9999'. Other time period options include 'Today', 'Current week', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', and 'Current Year'. A 'Select.' button is present at the bottom of the time period section.

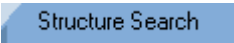
- 22. Click the **Position** field  .
- 23. Click the **Position** matchcode . The *Position (XXXX)* dialog box displays.



## Display Position (PO13D)

### Position (XXXX)

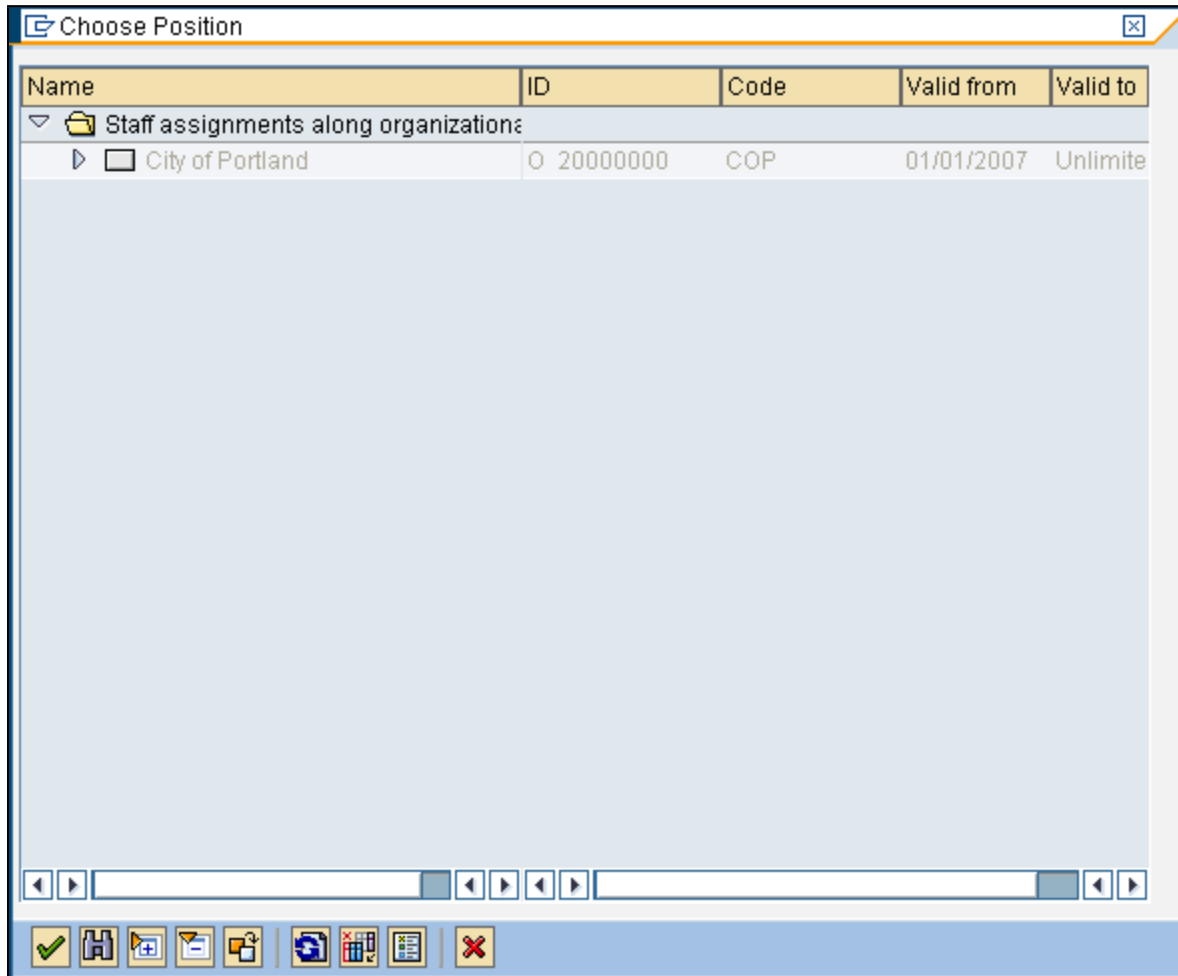





24. Click the **Structure Search** tab . The *Choose Position* dialog box displays.



## Display Position (PO13D)

### Choose Position



25. Click the **City of Portland** tree item  **City of Portland** . The tree expands.
26. Click the **Mayor** tree item  **Mayor** . The tree expands.
27. Double-click the **Mayor** tree item  **Mayor** .









## Display Position (PO13D)

### Display Position

The screenshot shows the SAP 'Display Position' interface. At the top, there is a menu bar with 'Position', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Position' and contains a search panel on the left with 'Find by' options: 'Position', 'Search Term', and 'Structure Search'. The search criteria are: Plan version: 01 Current plan; Position: 40000001 Office Support Specialist I; Abbr.: OSS I. Below the search criteria are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table of infotypes is displayed with columns for 'Infotype Name', 'E', and a grid icon. The 'Authorities/Resources' row is highlighted. To the right of the table is a 'Time period' section with a 'Period' radio button selected, and date fields for 'From' (06/11/2009) and 'to' (12/31/9999). Other options include 'Today', 'Current week', 'All', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', and 'Current Year'. A 'Select.' button is at the bottom of the time period section. The status bar at the bottom right shows 'PO13D', 'sapprrpa2', 'INS', and a refresh icon.

28. Click the **Enter** button  . The screen updates.
29. Click the **Down Arrow** button  to view additional infotypes.
30. Select the **Cost Distribution** record indicator  . The row highlights.
31. Click the **Display** button  . The *Display Cost Distribution* screen displays.



## Display Position (PO13D)

### Display Cost Distribution

The screenshot shows the SAP 'Display Cost Distribution' interface. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'View', 'System', and 'Help'. The title bar reads 'Display Cost Distribution'. On the left, a navigation pane shows 'Find by' with options for 'Position', 'Search Term', and 'Structure Search'. The main area displays the following data:

Position: Mayor Mayor  
Planning Status: Active  
Start date: 01/01/2007 to 12/31/9999 [Change Information](#)

Cost Distribution

Master cost center: MYMY000001 Admin/Executive

COAr	Cost ctr	Order	WBS element	Name	Pct.	Name of
COP1	MYYM000001			Admin/Executive	100.00	

Entry 1 / 1  
Record 1 of 1

At the bottom right, the status bar shows 'PO13D sapprpa2 INS'.

32. Click the **Back** button .



## Display Position (PO13D)

### Display Position

The screenshot shows the SAP Display Position (PO13D) interface. The title bar includes 'Position Edit Goto Utilities(M) Settings System Help' and the SAP logo. The main window has a toolbar and a 'Display Position' title. On the left, there is a 'Find by' section with 'Position' selected, and options for 'Search Term' and 'Structure Search'. The main area contains a search form with fields for 'Plan version' (01 Current plan), 'Position' (40000001 Mayor), and 'Abbr.' (Mayor). Below this are tabs for 'Active', 'Planned', 'Submitted', 'Approved', and 'Rejected'. A table lists infotypes: 'Infotype Name', 'Cost Distribution', 'Address', and 'Monitoring of Tasks'. To the right of the table is a 'Time period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To current date', 'Current week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Select.' button is at the bottom of the time period section. The status bar at the bottom right shows 'PO13D sapprpa2 INS'.

33. Click the **Exit** button  .



**PO13D**

**Work Instruction**

## **Display Position (PO13D)**

### **Result**

You have reviewed the infotypes for a specific position.