



S_AHR_61016504

Work Instruction

Display Position Description (S_AHR_61016504)

Purpose

Use this procedure to display an existing position description.

Trigger

Perform this procedure when you want to display a position description for an existing position.

Prerequisites

An existing position

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

S_AHR_61016504

Helpful Hints

R/O/C column in tables represents Required, Optional, or Conditional entry.



Display Position Description (S_AHR_61016504)

Procedure

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

Position Description

A screenshot of the SAP Position Description screen. The window title is "Position Description". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The SAP logo is in the top right corner. The main area contains a "Selection" section with the following fields:

Position	00000000	
Key date	12/16/2008	
Data status	<input checked="" type="checkbox"/> Activ	<input type="checkbox"/> Planned

Standard selection screen

None Position Selected: display all

S_AHR_61016504 sapdrp OVR





2. Click **Position** field .
3. Click **Position** matchcode . The *Choose Position* dialog box displays.



Display Position Description (S_AHR_61016504)

Choose Position

Name	ID	Code	Valid from	Valid to
Staff assignments along organizations				
City of Portland	O 20000001	CoP	01/01/1900	Unlimite

4. Select **City of Portland** tree item  . The tree expands.
5. Select **Office of the Mayor** tree item  . The tree expands.
6. Select **Mayor** tree item  . The row highlights.
7. Click **Enter (Continue)** button  .



S_AHR_61016504

Work Instruction


Display Position Description (S_AHR_61016504)

Position Description

The screenshot shows the SAP Position Description screen. The title bar includes "Program Edit Goto System Help" and the SAP logo. The main content area is titled "Position Description" and contains a "Selection" section with the following fields:

Position	40000001
Key date	12/16/2008
Data status	<input checked="" type="checkbox"/> Activ <input type="checkbox"/> Planned

Below the selection section, there is a checkbox labeled "Standard selection screen" which is currently unchecked. The status bar at the bottom right shows "S_AHR_61016504" and "sapdrp OVR".

8. Click **Execute** button  . The *Position Mayor* screen displays.



Display Position Description (S_AHR_61016504)

Position Mayor

The screenshot shows the SAP Position Description for the Mayor. The interface includes a menu bar (List, Edit, Goto, Settings, System, Help), a toolbar with various icons, and a main content area. The title bar reads "Position Mayor". Below the title bar, there are navigation buttons for "Infotypes" and "Person" icons. The main content area is divided into sections: "Basic data", "Integration in organizational structure", "Is head of organizational unit", and "Describing job".

Plan version: Current plan Page 1
Position Mayor Key date: 12/16/2008

Basic data

Name	
Name:	Mayor
Valid	From 01/01/2007

Integration in organizational structure

Organizational Structure	Text
Position	Mayor
Organizational Unit	Office of the Mayor
Superior Organizational Unit	City of Portland


Is head of organizational unit

Office of the Mayor

Describing job

S_AHR_61016504 sapdrp OVR

9. Click **Exit** button .

 Use the scroll bar to the right to view additional information.



S_AHR_61016504

Work Instruction

Display Position Description (S_AHR_61016504)

Result

You have displayed an existing position description.