What is PPOSE?

PPOSE is a SAP transaction that facilitates the display of Organization and its staff.

A user can choose to display details of specific:
- Org Unit
- Position
- Job
- Person

based on his/her authorization.

STEP 1: Login to BUworks portal by opening a browser and going to URL http://bu.edu/buworkscentral

STEP 2: Within the BUworks portal, click on the WebGUI tab and on the link to the ECC system. Type PPOSE as the name of SAP transaction in SAP Easy Access Menu and hit enter key to execute it. On your first login to PPOSE you will see the following screen with the title “Organization and Staffing Display” appear. The next time you login, your previous saved search will appear.

STEP 3: To search by Org Unit, in the left column, click on Find by: Organizational Unit and Structure Search. Type name of Org Unit (example: CAS) and double click on a specific row that appears in the HIT List with search results.

STEP 4: To search by Position, in the left column, click on Find by: Position. Type the name of Position (example: Provost). If the position is found, hit list is populated on the bottom of left column. Double click on the specific position that meets your requirement to see details of task assignment on the right hand column. Further detail on the specific position such as Basic data, Account Assignment, Description & Authorizations.

STEP 5: To search by Job, in the left column, click on Find by: Job. Type the name of the Job (example: Analyst) in the search window. If the job is found, the hit list is populated on the bottom of left column. Double click on the specific row that meets your requirement to see details of task assignment on the right hand column.

 Searching by Org Unit or Position

Four tabs are shown in the detail at the bottom of the column on the right. (Basic Data, Account Assignment, Description & Authorizations).

Click on each of the four tabs to display details.

Searching by Job or Person

STEP 6: To search by Person, in the left column, click on Find by: Person. Type the last name of Person (example: Smith) in the search window. If the name is found, the hit list is populated on the bottom of left column with all the staff members at BU with last name Smith. Double click on the specific row that meets your requirement to see details of task assignment on the right hand column. Further detail such as Basic data about a specific person is displayed on the bottom section of the screen.