

## SISTEM SUMBER MANUSIA

**User Guide** 

### Organizational Management for Back End User (SAP GUI)

**View Report** 

VERSION: 1.0



#### INTRODUCTION

This user guide acts as a reference for **Organizational Management Department Users** (back-end user) to manage **Organizational Management.** All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk.** 

#### GLOSSARY

The following acronyms will be used frequently:

Term	Meaning				
SSM	Sistem Sumber Manusia				
SAP GUI	P GUI SAP Graphical User Interface/Back End				
FIORI	Front End/Web Portal				
ESS	Employee Self Service				
MSS	Manager Self Service				

#### FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.









**Backend User View Organization** Structure Report

**OM Department Auditor** 

#### The SAP Easy Access page will appear

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1. Navigate to Personnel Actions page by entering transaction code, S\_AHR\_61016528 in the Search Bar and press Enter button on the keyboard.



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#### 5. Select O Organizational Unit

6. Click on 🗸

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- 8. Select ORGEH Organizational Structure
- 9. Click on 🗹 icon.
- 10. Under Reporting period, select All.
- 11. Click Execute icon.



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13. Click icon to view the Organizational structure in Structural Graphic.



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Outcome: Organizational structure is displayed.



 
 View List of Organizational Unit
 Backend User

 OM Department Auditor

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- 4. Under **Reporting period**, select **All**.
- 5. Click Execute icon to run the report.

Outcome: List of Organizational Unit report will be displayed.

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9. Select format to download report			



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11. Click on 🗹 icon

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#### 12. Save Excel file



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Outcome: Excel file will be generated.



 
 View List of Current Positions
 Backend User

 OM Department Auditor

The SAP Easy Access page will appear

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- 2. Under Reporting period, select All.
- 3. Under Position, click on icon.

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5. Click Execute icon.

Outcome: List of Organizational Unit will be displayed.

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#### 9. Select format to download report

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s	01.01.2021	31.12.9999	1	Position A5	30000679	O Excel (in MHTML Format)							
s	01.01.2021	31.12.9999	1	Position A6	30000740	OpenOffice (in OpenDocument Format 2.0)							
s	01.01.2021	31.12.9999	1	Position A7	30000741								
S	01.01.2021	31.12.9999	1	Position A8	30000742	Select from All Available Formats							
s	01.01.2021	31.12.9999	1	Position A9	30000743	Excel - Office Open XML Format (XLSX)							
S	01.01.2021	31.12.9999	1	Position A10	30000744								
s	01.01.2021	31.12.9999	1	Position A2	30000755	Always Use Selected Format							
S	01.01.2021	31.12.9999	1	Position A11	30000761								
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5	01.01.2021	31.12.9999	1	Position A7	30000740	C:\Users\zakaria.zaini\Desktop\User Guide\OM\Activity 4.3\List of Positions.XLSX				
S	01.01.2021	31 12 9999	1	Position A8	30000741	in the directory				
S	01 01 2021	31 12 9999	1	Position A9	30000742	C:\Users\zakaria.zaini\Desktop\User Guide\OM\Activity 4.3\				
S	01.01.2021	31.12.9999	1	Position A10	30000744	Do you want to grant the permission to modify the parent directory and all its subdirectories?				
s	01.01.2021	31.12.9999	1	Position A2	30000755					
s	01.01.2021	31.12.9999	1	Position A11	30000761	y Decision				
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s	01.01.2021	31.12.9999	1	Position A7	30000741	with the command line					
S	01.01.2021	31.12.9999	1	Position A8	30000742	"C:\Users\zakaria.zaini\Desktop\User Guide\OM\Activity 4.3\List of Positions.XLSX"					
s	01.01.2021	31.12.9999	1	Position A9	30000743	Do you want to grant permission to execute this program?					
S	01.01.2021	31.12.9999	1	Position A10	30000744						
s	01.01.2021	31.12.9999	1	Position A2	30000755	V Decision					
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s	01.01.2021	31.12.9999	1	Position A12	30000762	Allow Deny					
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S	01.01.2021	31.12.9999	1	Position A15	30000845						

14. Click

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Outcome: Excel file will be generated.



View List of Vacant	Backend User
Position	OM Department Auditor

The SAP Easy Access page will appear

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V 🗷 🖻 📩 🔓 Other menu 🍂 🖈		Q, Q <sup>+</sup> 🖶 Exit

1. Navigate to **Personnel Actions** page by entering transaction code, **S\_AHR\_61016509** in the Search Bar and press **Enter** button on the keyboard.

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S_AHR_61016509 🗸 🗷 🖻 🖆 📇 Other menu 🗚	*	ı	~	^	E Create role	More ~	Q, Q <sup>+</sup> 🖶 Exit
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> 🗋 Connector for Multi-Bank Connectivity							
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2. Under Plan version, click on icon.

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4. Under **Objective type**, click on

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#### 5. Select O Organizational Unit

6. Click on 🗸

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7. Under **Objective ID**, click on icon.

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8. Select the respective **ministry**.

9. Click on

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- 10. Under Evaluation Path, click on icon.

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#### 11. Select PLSTE Position overview along organizational structure

12. Click Execute icon.

Outcome: List of vacant positions will be displayed.



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	Position A6	01.01	2021-3	31.12.9999	occup	ied until	31.05	5.2021						Office folders				_		
	Position A7	01.01	2021-3	31.12.9999	occupi	ied until	31.08	3.2021						Report tree						
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	Position A7	01.01.	2021-3	1.12.999	e occup	ied unti	l 31.08	8.2021	QUICK a	ICCESS												
	Position A8	01.01.	2021-3:	1.12.999	e occup	ied unti	l 31.12	2.2021														
	Position A9	01.01.	2021-3	1.08.202	L Unoco	cupied s	ince O	1.01.2021	Des	ktop												
	Position A13	01.01.	2021-3:	1.07.202	L Unoco	cupied s	ince O	1.01.2021														
Department B	Position B1	01.01.	2021-3:	1.12.999	Unoco	cupied s	ince O	1.01.2021	Libra	ries												
	Position B2	01.01.	2021-3:	1.12.999	Unoco	cupied s	ince 0	1.01.2021														
	Position B3	01.01.	2021-3	1.12.999	O Unoco	cupied s	ince 0	1.01.2021	This	PC												
	Position B4	01.01.	2021-3	1.12.999	) Unoco	cupied s	ince O	1.01.2021	_	1												
	Position B5	01.01.	2021-3	1.12.999	) Unoco	cupied s	ince O	1.01.2021	Nob													
Department C	Position C7	15.04.	2020-3	1.12.999	) Unoco	cupied s	ince 1	5.04.2021	Net	IOIK	$\mathbf{c}$							$\bigcirc$				
	Position C11	22.04.	2021-3	1.12.999	Unoco	cupied s	ince 2	2.04.2021			File <u>n</u> ame:		List of Vacant Pe	ositions		$\sim$	5	Save	1	9		
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#### 19. Save Excel file

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21. Click Allow

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Pa	Arial Arial B I U	<ul> <li>10 &lt; A</li> <li>↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓</li></ul>	A <sup>^</sup> A <sup>×</sup> ≡ ≡ ≡ ≫ × A <sup>×</sup> ≡ ≡ ≡ ± ±	22         General         ✓           E2         \$ ~ % \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Conditional I Formatting ~	ormat as Table ~ Sty	Cell yles ¥	Insert ~ Delete ~ Format ~	∑ ~ ; ↓ ~ ; ♦ ~ F	AZY Find a Sort & Find a ilter ~ Select	) Analyze V Data	Sensiti	S Vity	
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4	Department A	Position A7	01 01 2021-31 12 9999	occupied until 31 08 2021										
5	Department A	Position A8	01 01 2021-31 12 9999	occupied until 31 12 2021										
6	Department A	Position A9	01 01 2021-31 08 2021	Unoccupied since 01 01 2021										
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8	Department B	Position B1	01 01 2021-31 12 9999	Unoccupied since 01.01.2021										
q	Department B	Position B2	01 01 2021-31 12 9999	Unoccupied since 01.01.2021										
10	Department B	Position B3	01 01 2021-31 12 9999	Unoccupied since 01.01.2021										
11	Department B	Position B4	01 01 2021-31 12 9999	Unoccupied since 01.01.2021										
12	Department B	Position B5	01 01 2021-31 12 9999	Unoccupied since 01.01.2021										
13	Department C	Position C7	15 04 2020-31 12 9999	Unoccupied since 15.04.2021										
14	Department C	Position C11	22 04 2021-31 12 9999	Unoccupied since 22.04.2021										
15	Department C	SC000016	01 01 2021-31 12 9999	Unoccupied since 01 01 2021										
16	Department B II	Position B6	01 01 2021-31 12 9999	Unoccupied since 01 01 2021										
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19	Department B II	Position B9	01 01 2021-31 12 9999	Unoccupied since 01 01 2021										
20	Department B II	Position B10	01.01.2021-31.12.9999	Unoccupied since 01.01.2021										
21	Department A II	Position A22	01.05.2021-31.12.9999	Unoccupied since 01 05 2021										
22	Department A II	Position A23	01 01 2021-31 12 9999	Unoccupied since 01 01 2021										
23	Department A II	Position A24	01.01.2021-31.12.9999	Unoccupied since 01.01.2021										
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Outcome: Excel file will be generated.



 
 View List of Employee
 Backend User

 OM Department Auditor

#### The SAP Easy Access page will appear

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1. Navigate to **Personnel Actions** page by entering transaction code, **S\_AHR\_61016527** in the Search Bar and press **Enter** button on the keyboard.

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★ S_PH0_48000450 - Date Monitoring											
★ PA40 - Personnel Actions											
★ PA30 - Maintain HR Master Data											
∨ □ SAP Menu											
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PPMDT - Manager's Desktop											
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2. Under Plan version, click on icon.

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#### 3. Select 01 Current Plan

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4. Under **Objective type**, click on

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#### 5. Select P Person

6. Click on 🗹

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7. Under **Objective ID**, click on icon.

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#### 8. Select the respective **employee**.

9. Click on

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- 10. Under Reporting period, select All.
- 11. Click Execute icon

Outcome: List of Employee will be displayed.

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13. Click on List	
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#### 16. Click on Select from All Available Formats radiobutton

17. Click on 🗹 icon

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#### 18. Save Excel file

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19. Click Allow

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SAP GUI Security	×
The system is trying to execute the program C-Devocam EleckMicrosoft Officiate/EVEELEXE	
with the command line	
"C:\Users\zakaria.zain\Desktop\User Guide\OM\Activity 4.5\List of Employee.XLSX"	
Do you want to grant permission to execute this program?	
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20. Click Allow	



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Outcome: Excel file will be generated.



 
 View List of Position without Account Assignment
 Backend User

 OM Department Auditor

The SAP Easy Access page will appear

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1. Navigate to **Personnel Actions** page by entering transaction code, **S\_AHR\_61016532** in the Search Bar and press **Enter** button on the keyboard.

SAP       1       SAP Easy Access         SAHR_61016532       Image: Sap Easy Access       Image: Sap Easy Access       Image: Sap Easy Access         Image: Sap Easy Access       Image: Sap Easy Access       Image: Sap Easy Access       Image: Sap Easy Access         Image: Sap Menu         Image: Sap Menu       Image: Sap Menu       Image: Sap Menu       Image: Sap Menu       Image: Sap Menu         Image: Sap Menu       Image: Sap Menu       Image: Sap Menu       Image: Sap Menu       Image: Sap Menu         Image: Sap Menu       Image: Sap Menu       Image: Sap Menu       Image: Sap Menu       Image: Sap Menu       Image: Sap Menu         Image: Sap Menu       I	r ^
SAHR_61016532       Image: Second secon	
Spevorites       ★ S_PH0_48000450 - Date Monitoring       ★ PA40 - Personnel Actions       ★ PA30 - Maintain HR Master Data       ✓ T SAP Menu       > Connector for Multi-Bank Connectivity       > Office       > Office       > Cross-Application Components       > Construction       > Construction       > Accounting       ✓ Thuman Resources       @ PPMDT - Manager's Desktoo	xit
★ PA40 - Personnel Actions   ★ PA30 - Maintain HR Master Data   ♥ SAP Menu   > □ Connector for Multi-Bank Connectivity   > □ Office   > □ Office   > □ Logistics   > □ Logistics   > □ Accounting   ♥ □ Human Resources   @ PPMDT - Manaater's Desktop	
★ PA30 - Maintain HR Master Data       ✓ ⑤ SAP Menu       > ○ Connector for Multi-Bank Connectivity       > ○ Office       > ○ Office       > ○ Logistics       > ○ Logistics       > ○ Accounting       ✓ ⑤ Human Resources       @ PPMDT - Manaater's Desktop	
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PPMDT - Manager's Desktop	
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2. Under Plan version, click on icon.

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Search Term:	02 Alternative plan/tech.	5
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O Current month O Past		
Current Year Future		
Structure parameters		
Evaluation Path:		
Status vector:		
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		Execute

#### 3. Select 01 Current Plan

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Objects			
Reporting period	Plan version: 01 Current plan Object type: 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Data status	
<ul> <li>Today</li> <li>Current month</li> <li>Current Year</li> </ul>	<ul><li>All</li><li>Past</li><li>Future</li></ul>	Key date Other period	
Structure parameters	Evaluation Path: Status vector: Display depth:	Status overlap	Exec

4. Under **Objective type**, click on

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Objects			6 strictions	¢
	Plan version:	01 Currer		
	Object type:	<b>o</b> Organ	Ob Object type text	
	Object ID:		RS Object of Pers.Dplmt	
	Search Term:		RY_Responsibility	
	Object status:	All ex	S Position	
			S0_SAP Organizational object	
Reporting period			SR Planned staff requirement	
Today	O All		T Task	
O Current month	O Past		TB Talent Group	
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			TG Task Group	
Structure parameters			TN Training Need	
	Evaluation Path:		TP Training Plan	
	Ctatus vostori		TR Transaction	
	Status vector.		TS Standard task	
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- 5. Select S Position
- 6. Click on 🗹

icon

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bjects	Plan version: 01 Current plan Object type: 0 7 rganizationa Object ID: 7	unit	
Reporting period	Search Term: Object status: All existing	Data status	
<ul> <li>Today</li> <li>Current month</li> <li>Current Year</li> </ul>	<ul><li>All</li><li>Past</li><li>Future</li></ul>	Key date Other period	
Structure parameters	Evaluation Path: Status vector: Display depth:	Status overlap	

7. Under **Objective ID**, click on icon.

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	Name	ID	Code	V	<b>5.4</b>
	$\sim$ 🗂 Staff assignments along organizational s			0	EXIL
Ohlasta	> 🔳 SETIA USAHA	O 10001904	SFTEST 2222	08.0	÷
Objects	> CADMINISTRATION	O 10001765	SD05000001	06.0	
	> ADMINISTRATION OFFICE	O 10001821	ADMIN	08.0	
	> 🔳 Bahagian Pentadbiran Am	O 10001844	SA12	08.0	
	> 🔳 BAHAGIAN PENTADBIRAN DAN KEWANGAN	O 10001766	SD05A	06.0	
	> 🔳 Bahagian Sumber Manusia	O 10001822	New org unit	08.0	
	> 🔳 Bahagian Sumber Manusia,PB	O 10001794	New org unit	07.0	
	> 🔳 Cawangan dan Pengawasan	O 10002144	Kerani	24.0	
	>  Department	O 10002276	242	11.0	
	✓ ■ Government of Brunei	0 10	GOBRN	01.0	
Reporting period	V 🔲 Ministry A	0.10	SA	01.0	
Today	> 🔳 Department A	O 10002329	SA001	01.0	
O Current month	> 📼 Department A II	0 10002351	SA002	07.0	
Current month	🔳 Unit A	O 10002404	SA12345	28.0	
O Current Year	> Ministry B	O 10002327	SB	01.0	
	>  Ministry C	O 10002328	SC	01.0	
Structure parameters	> 🔳 Government of Brunei	O 10000000	GOBRN	01.0	
	> 🔳 Government of Brunei Darussalam (test)	O 90000000	GOBRN	01.0	
	> III HT	O 10002155	HT	24.0	
	> 🔳 Human Resource Management	O 10001853	HRM	08.0	
	> 💻 Human Resource Management	O 10001819	HRM	08.0	
	N 🔲 Institut Dandidikan Taknikal P	0 07000026	CENE	01.0	0
16 objects were selected.		/ 油 臼 紝 卧 ☷	a 9 C 🖬 🕸	a 🗙 🗙	Execute

- 8. Select the respective department.
- 9. Click on 🗹 icon.

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Unier penou		Ŷ			
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Infotype: 1008		- 1			
Subtype:		- 1			
Display		- 1			
Evaluation of infotype fields:		- 1			
Infotype field selection:		- 1			
All objects:		- 1			
Objects without this infotype: $\checkmark$		0			
		Execute			
10. Under <b>Reporting</b> , select <b>Infotype</b> and click on					

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Current tear O Future	E Infotype (1) 293 Entries found X Restrictions	Exit
Structure parameters 12 Evaluation Path: Status vector: Display depth:	Image: Constraint of the second s	
Reporting Infotype:	1003 Department/Staff 1004 Character 1005 Planned Compensation 1006 Restrictions 1007 Varancy	
Display Evaluation of infotype fields: Infotype field selection: All objects:	1008 Acct. Assignment Features         1009 Health Examinations         1010 Authorities/Resources         1011 Work Schedule         1013 Employee Group/Subgroup	
Objects without this infotype:	293 Entries found	13 Execute

- 11. Select 1008 Acct. Assignment Features
- 12. Click 🗹 icon.
- 13. Click Execute icon.

Outcome: Display list of Position without Account assignment will be displayed.



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< SAP Infotype R	eporting
✓ Q ≜ ╤ 7 2 2 2 4 3 1	Infotype Docu 追 職 職 More → 14 Q 😨 Exit Cancel 15
Plan Version: 01 Key date: 04.05.2021 Infotyne: 1008	Print Preview (Ctrl+Shift+F10) List
Dimlan Without infotoma only	
Object Object Name Description 16	Export > Word Processing (Ctrl+Shift+F8)
Position A1 Without Acct. Assignment	Send To > Spreadsheet 17
Position A3 Without Acct. Assignment	Exit (Shift+F3) Local File (Ctrl+Shift+F9)
Position A5 Without Acct. Assignment	Additional Functions of SAP Query
Position AG Without Acct. Assignment	XML Export
Position A8 Without Acct. Assignment	SAP GUI settings and actions
Position A9 Without Acct. Assignment	SAF GOI Settings and actions 7
Position A10 Without Acct. Assignment	
Position A2 Without Acct. Assignment	
Position A11 Without Acct. Assignment	
Position A12 Without Acct. Assignment	
Position A13 Without Acct. Assignment	
Acting Position A1 Without Acct. Assignment	
Position A14 Without Acct. Assignment	
Position A15 Without Acct. Assignment	
14. Click on More ~	
15. Click on List	

#### 17. Select format to download report

Export

16. Click on

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Plan Vers Key date: Infotype:	ion: 01 : 04.05.2021 1008 Without informe only			~					
Object _	Object Name	Description	= Select Spreadsheet X						
8	Position A1	Without Acct. Assignment							
8	Position A3	Without Acct. Assignment							
8	Position A5	Without Acct. Assignment	Formats:						
8	Position A6	Without Acct. Assignment	O Excel (in MHTML Format)						
8	Position A7	Without Acct. Assignment	OpenOffice (in OpenDocument Format 2.0)						
8	Position A8	Without Acct. Assignment	Select from All Available Formats 18						
8	Position A9	Without Acct. Assignment							
8	Position A10	Without Acct. Assignment	Excel - Office Open XML Format (XLSx)						
8	Position A2	Without Acct. Assignment							
8	Position A11	Without Acct. Assignment	Always Use Selected Format						
8	Position A12	Without Acct. Assignment							
8	Position A13	Without Acct. Assignment	19						
8	Acting Position A1	Without Acct. Assignment							
8	Position A14	Without Acct. Assignment							
8	Position A15	Without Acct. Assignment							
_									

#### 18. Click on Select from All Available Formats radiobutton

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19. Click on 🗹 icon



#### 20. Save Excel file

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Plan Ver Key date Infotype	rsion: 01 e: 04.05.2021 : 1008 Without informe only						< v
Object _	Object Name	Description	Select Spreadsheet				
8	Position A1	Without Acct. Assignment					
8	Position A3	Without Acct. Assignment					
8	Position A5	Without Acct. Assignmen	SAP GUI Security	×			
8	Position A6	Without Acct. Assignmen	The system is trying to create the file				
8	Position A7	Without Acct. Assignmen	C:\Users\zakaria.zaini\Desktop\User Guide\OM\Activity 4.6\List of Position without Accounting				
8	Position A8	Without Acct. Assignmen	Assignment.XLSX				
8	Position A9	Without Acct. Assignmen	in the directory				
8	Position A10	Without Acct. Assignmen	C:\Users\zakaria.zaini\Desktop\User Guide\OM\Activity 4.6\				
8	Position A2	Without Acct. Assignmen	Do you want to grant the permission to modify the parent directory and all its subdirectories?				
8	Position A11	Without Acct. Assignmen					
8	Position A12	Without Acct. Assignmen	My Decision				
8	Position A13	Without Acct. Assignmen					
Ä	Acting Position A1	Without Acct. Assignmen	Allow Deny Help				
ă	Position A14	Without Acct. Assignmen					
ä	Position A15	Without Acct. Assignment					

21. Click Allow

12



AutoSave 💽 Off	- E 9 · C · ▼	List of Position without Accounti	ng Assignment 🔻	∠ Sear	ch			Muh	ammad Za	karia Haji Z	aini MZ	æ	- 0	×
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A 1 Object Type	B	C	D E	F	G	н	1	J	к	L	М	N	0	F 🔺
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3 🚨	Position A3	Without Acct. Assignment												
4 🚨	Position A5	Without Acct. Assignment												
5 🚨	Position A6	Without Acct. Assignment												
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Outcome: Excel file will be generated.

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