

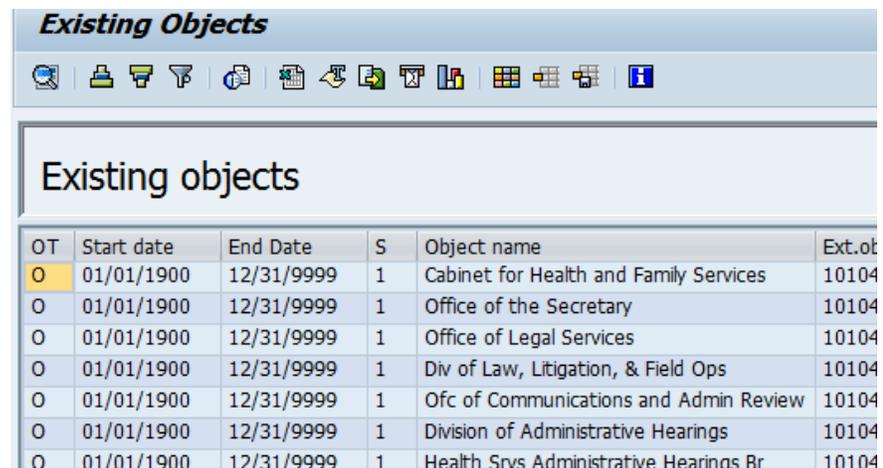
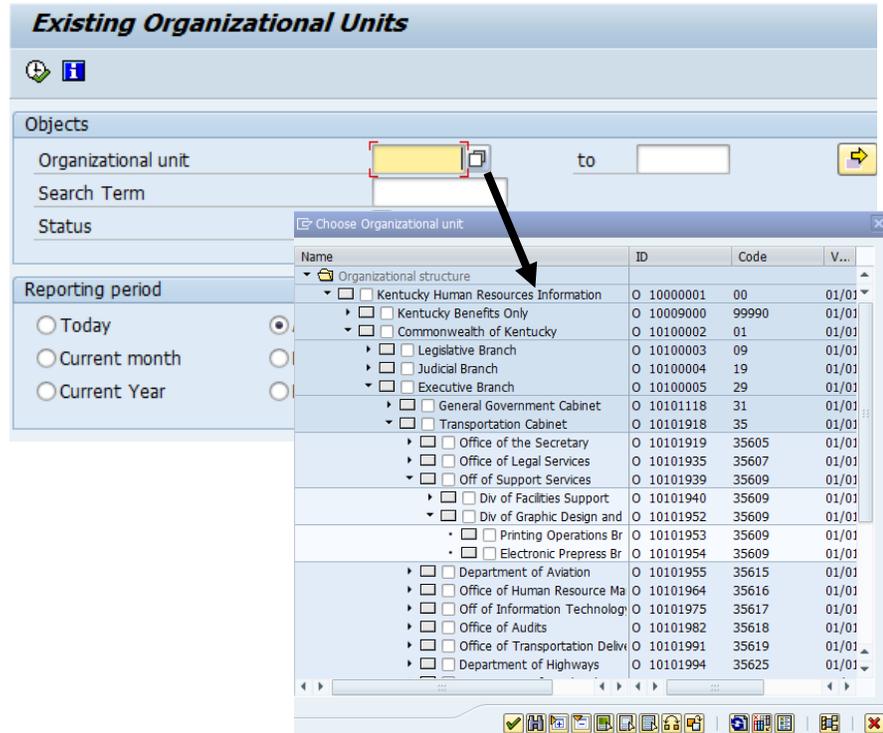


# EXISTING ORGANIZATIONAL UNITS



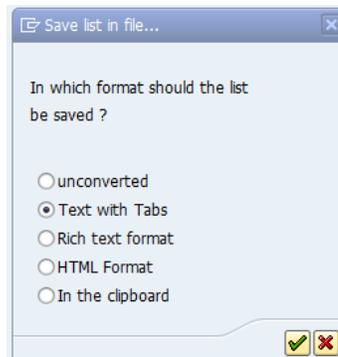
Use this report to display the validity period of an Organizational unit(s) and the Object ID of each organization.

1. From the main screen, type transaction code: S\_AHR\_61016491
2. Click the Enter button or press Enter to continue. ✓
3. Organizational Unit – Enter the 10 million Org Unit number. If you do not know the Org Unit number, click the match code button.
4. Drill down in the org tree to find the appropriate org and click the Enter button. ✓
5. Select the Reporting Period of your choice.
6. Click the Execute button



The Existing Organizational Units Report Displays.

7. Click the Print button OR You may want to download this report to Excel, to do so from the tool bar click the Local File button.
8. Choose Text with Tabs.
9. Choose Enter. ✓



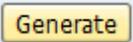


## EXISTING ORGANIZATIONAL UNITS

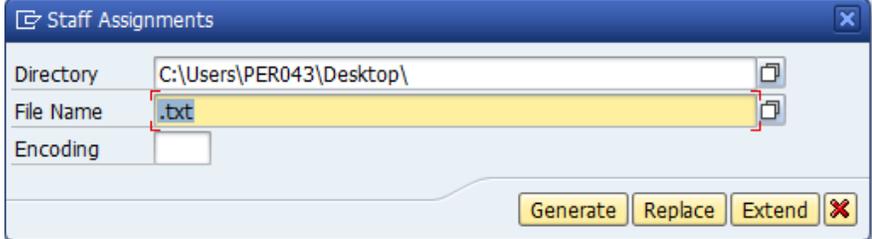
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10. Directory – Navigate to the location where you want to save the file.

11. File Name – Type the file name

12. Click Generate. 

13. Click the Back button to return to the previous screen. 



The screenshot shows a dialog box titled "Staff Assignments" with a close button (X) in the top right corner. It contains three input fields: "Directory" with the value "C:\Users\PER043\Desktop\", "File Name" with the value ".txt", and "Encoding" which is empty. Each input field has a small square icon to its right. At the bottom right of the dialog, there are four buttons: "Generate", "Replace", "Extend", and a red "X" button.