



Function Group Report

This is the report gives you the Function Group assigned to positions within a certain org unit.

1. From your SAP Easy Access Screen type, transaction code: **ZOMR030**
 2. Click the **Enter** button or press **Enter** to continue
 3. Object type- Enter **O** to run the report by org unit or **P** to run it by a position.
 4. Object ID- If you entered **P** enter the 30 million position number you wish to run the report on. If You entered **O** Click the match code button. (our example will be for O)
 5. Drill down in the org tree to find and select the appropriate org.
 6. Then select the **Select Subtree** button .
 7. Click the **Enter** button .
 8. Reporting Period - Leave as today
- NOTE: You may choose to display past or future data to identify historical or upcoming changes by clicking the **Period** Button
9. Click the **Execute** button or press F8 to execute.
 10. The Function Group Report Displays

ZOMR030 - Function Group Report

Objects

Plan version: 01 Current plan

Object type: O Organizational unit

Object ID:

Reporting key date:

Choose Organizational unit

Name	ID	Code	Valid from
Organizational structure			
<input type="checkbox"/> Kentucky Human Resources Informat	O 10000001	00	01/01/1900 Ur
<input type="checkbox"/> Kentucky Benefits Only	O 10009000	99990	01/01/1900 Ur
<input type="checkbox"/> Commonwealth of Kentucky	O 10100002	01	01/01/1900 Ur
<input type="checkbox"/> Legislative Branch	O 10100003	09	01/01/1900 Ur
<input type="checkbox"/> Judicial Branch	O 10100004	19	01/01/1900 Ur
<input type="checkbox"/> Executive Branch	O 10100005	29	01/01/1900 Ur
<input type="checkbox"/> General Government Cabir	O 10101118	31	01/01/1900 Ur
<input type="checkbox"/> Transportation Cabinet	O 10101918	35	01/01/1900 Ur
<input type="checkbox"/> Economic Development Co	O 10102474	36	01/01/1900 Ur
<input type="checkbox"/> Finance and Administration	O 10102499	39	01/01/1900 Ur
<input type="checkbox"/> Tourism, Arts and Heritage	O 10102953	50	01/01/1900 Ur
<input type="checkbox"/> Education and Workforce	O 10104223	51	01/01/1900 Ur
<input type="checkbox"/> Cabinet for Health and Far	O 10104572	53	01/01/1900 Ur
<input type="checkbox"/> Justice & Public Safety Cat	O 10105330	54	01/01/1900 Ur
<input checked="" type="checkbox"/> Personnel Cabinet	O 10105869	55	01/01/1900 Ur
<input type="checkbox"/> Labor Cabinet	O 10105914	56	01/01/1900 Ur
<input type="checkbox"/> Energy and Environment C	O 10106000	57	01/01/1900 Ur
<input type="checkbox"/> Public Protection Cabinet	O 10106299	58	01/01/1900 Ur

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Program: ZOMR030_FUNGR_REPORT Variant: (None)

Run Date/Time: 06/14/2012 @ 01:37:19 PM System: ECQ-400

Reporting Period: 06/14/2012 - 06/14/2012

No. Records: 278

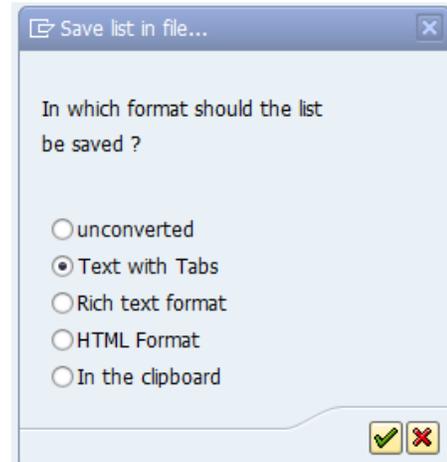
Org. Unit	Object abbr.	Name	Position	Name
101058...	55790	Pers Cabinet - Office of the Secretary	300436...	Cabinet Secretary
101058...	55790	Pers Cabinet - Office of the Secretary	300436...	Executive Secretary III
101058...	55790	Pers Cabinet - Office of the Secretary	300436...	Special Assistant
101058...	55790	Pers Cabinet - Office of the Secretary	300436...	Special Assistant
101058...	55790	Pers Cabinet - Office of the Secretary	300436...	Executive Secretary II
101058...	55790	Pers Cabinet - Office of the Secretary	300436...	Special Assistant
101058...	55790	Pers Cabinet - Office of the Secretary	300436...	Special Assistant
101058...	55790	Office of Administrative Services	300436...	Executive Director
101058...	55790	Office of Administrative Services	300436...	Special Assistant
101058...	55790	Office of Administrative Services	300436...	Executive's Staff Advisor



11. You may want to download this report
To Excel to do so from the tool bar click
The **Local File** button 

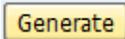
12. Choose **Text with Tabs**

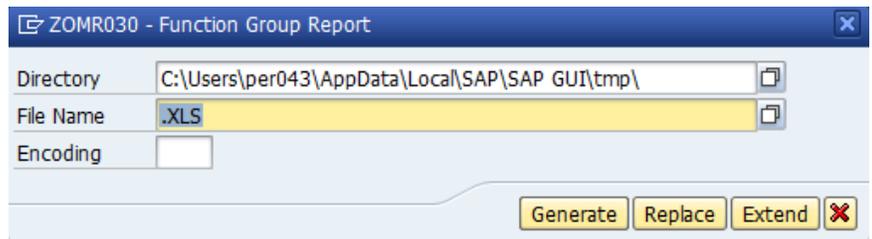
13. Chose **Enter** 



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

15. File Name – Type the file name

16. Click Generate 



17. Click the **Back** button  or **F3** to return to the previous screen