

Display Address

PA20

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/15/2004	Emilie Miller	Create / Edit 1
11/1/05	Chylynn Hansel	Training Update

Purpose

Use this procedure to display an employee's information.

Trigger

Perform this procedure when an employee's information needs to be reviewed.

Prerequisites

- The employee exists in HRMS with an assigned personnel number and information is contained on the infotype that is being reviewed.

Menu Path

- Human Resources → Personnel Management → Administration → HR Master Data → Display

Transaction Code

PA20

Helpful Hints

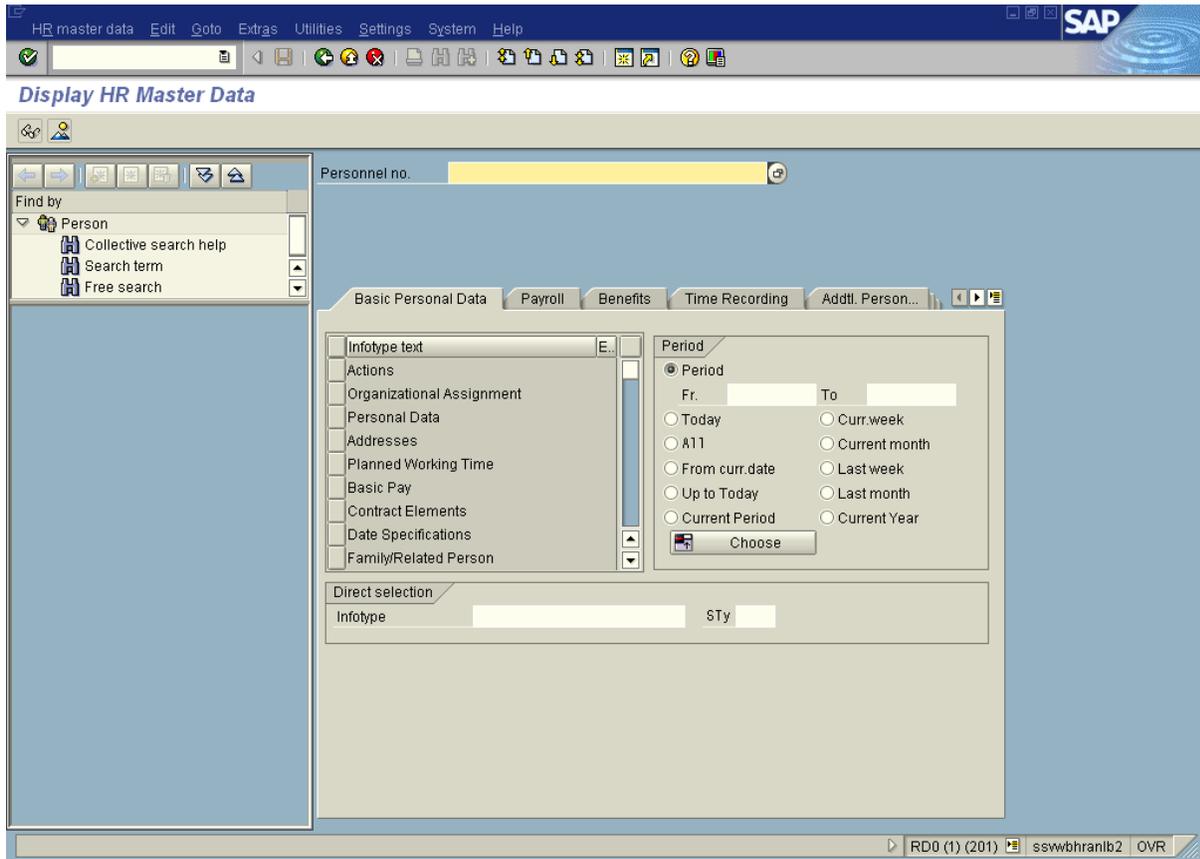
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. You have started the transaction using the menu path or transaction code.

Display HR Master Data



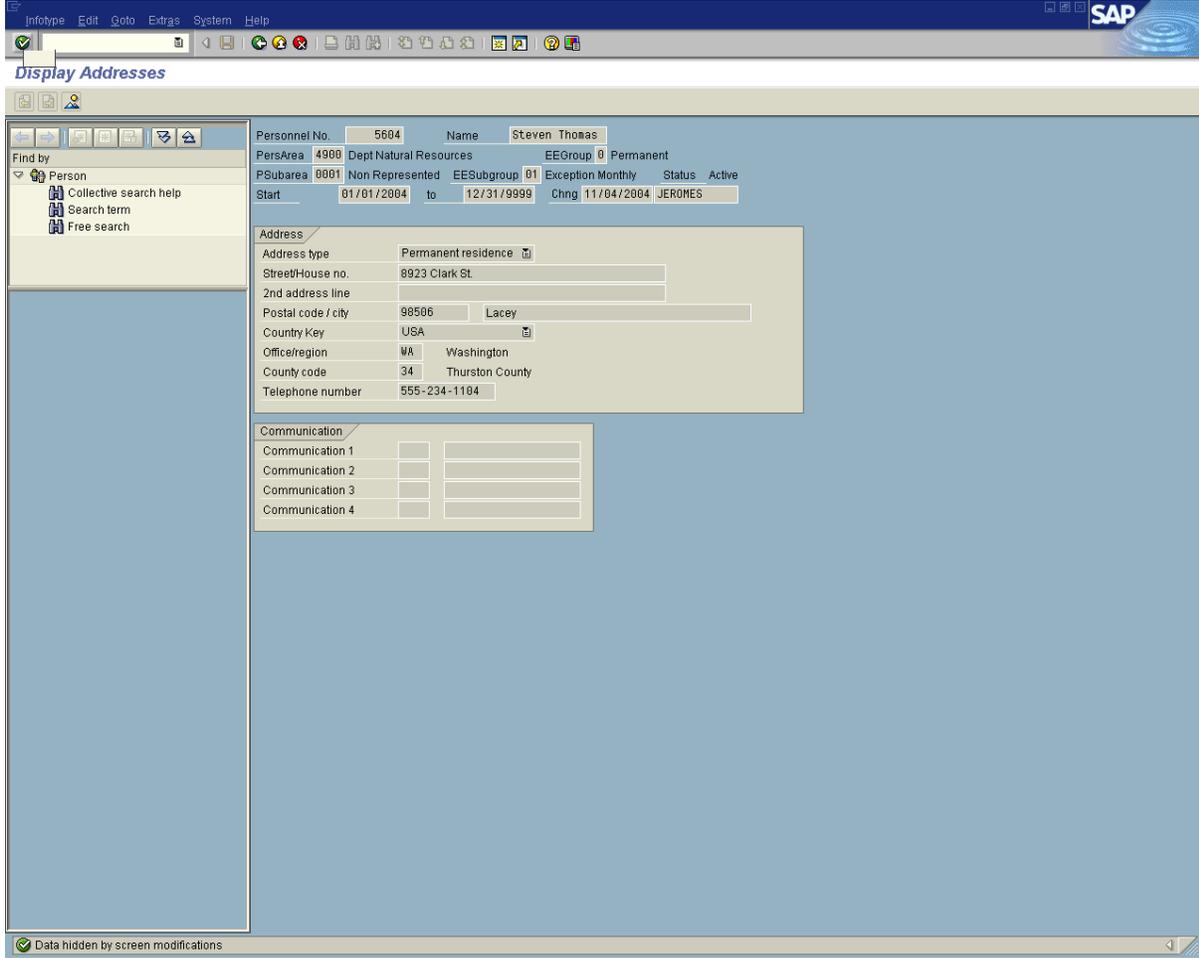
2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Personnel No.	R	The employee's unique, identifying number. Example: 00005604

3. Click  (Enter) to validate the information.
4. Click the gray box to the left of **Addresses** to select.

5. Click  (Display) to display the selected information.

Display Addresses



The screenshot shows the SAP 'Display Address' infotype for employee Steven Thomas (Personnel No. 5604). The interface includes a search sidebar on the left and a main data area. The data area is divided into sections: 'Personnel Data' (Personnel No., Name, PersArea, Dept, EESubgroup, Exception Monthly, Status, Active, Start, Chng), 'Address' (Address type, Street/House no., 2nd address line, Postal code / city, Country Key, Office/region, County code, Telephone number), and 'Communication' (Communication 1-4). The address details are: Permanent residence, 8923 Clark St, Lacey, WA 98506, USA, Thurston County, 555-234-1104.

6. Verify all information on the infotype, as desired.

7. Click  (Cancel) to cancel.

8. You have completed this transaction.

Result

You have accessed the *Address* infotype to verify an employee's information.

Title: Display Address

Processes :

Sub-Processes :

HRMS Implementation Training Documents

Comments

None.