

Reporting in Human Resources Management



HELP.HRRREPORTING

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Icons

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Reporting in Human Resources Management

Purpose

Efficient Human Resources Management constantly requires complete, up-to-the-minute information on employees at the enterprise. The R/3 System's *Human Resources* (HR) component contains all relevant employee data. With its multitude of reporting and analysis options, HR helps you process data quickly. This provides you with the information you require, and supports your decision-making processes.

As well as more than 200 standard reports, SAP HR provides you with a reporting tool (HIS) that enables you to report on data along hierarchical structures, and access standard reports easily. Cross-application SAP reporting tools enable you to create your own reports (InfoSet Query and SAP Query), and format and analyze HR data from SAP and non-SAP systems (Business Information Warehouse), **without having to spend time on programming**.

For many enterprises, the sheer wealth of standard reports and reporting options is the real challenge to reporting on HR data. That is the reason why SAP provides the HR Reporting manual, which

- Helps you find standard reports
- Gives you an overview of standard reports in HR
- Helps you decide which reporting tool to use
- Includes complete instructions on how to use the reporting tools

See:

[Finding Standard Reports \[Seite 26\]](#)

[Standard HR Reports \[Seite 32\]](#)

[Selecting a Reporting Tool \[Seite 28\]](#)

[HR Reporting Tools \[Seite 937\]](#)

[Overview: HR Reporting \[Seite 1402\]](#)

Target Groups

- Occasional users of HR Reporting
 - You see at a glance which standard reports and reporting tools are available to help you meet your daily work responsibilities, and quickly learn how to use them.
- Consultants, project teams, implementation and support
 - You can use this information to quickly discover
 - Which of your HR reporting requirements have already been met in the standard system
 - Which requirements can be met using a reporting tool
 - Which existing reports can be used as templates for an enhancement
 - Which requirements can only be met by new developments (for more information, see [Programming Reports in HR \[Extern\]](#)).
- Sales

Reporting in Human Resources Management

The HR Reporting manual enables you to present an overview of HR Reporting.

Working With the HR Reporting Manual

Structure

- In the first section, you discover
 - How to work with this manual
 - Where to search for standard HR reports
 - How to select the right tool for creating reports yourself
- The second section gives you an overview of standard reports in Human Resources. Arranged in accordance with the component hierarchy, it provides you with the following information for each report: a detailed description of functions, a list of selection and output fields, and usually an example of how the report is used.
- The third section describes the reporting tools that can be used to report on HR data. It also gives you an overview of which tools are capable of meeting which requirements.

Navigation

The HR Reporting manual is part of the SAP Library. Once you have accessed the HR Reporting manual, an overview tree is displayed on the left side of the screen. It acts as a table of contents. You can use this structure to acquire an overview of the contents.

If you want to find specific information objects, you can also use the integrated **full-text search** or **index** functions.



You are advised to use the full-text search function in HTML Help as the most effective means of finding standard HR reports.

Plain HTML

If the plain HTML display variant is supported at your enterprise, you can execute a full-text search for the entire SAP Library using a Verity® search engine. Click on the search icon, enter a search term or string, and choose *Find*. You can then choose the topic you require from the hit list that is displayed.

HTML Help

If the HTML Help display variant is supported at your enterprise, you can execute a full-text search for the HR Reporting manual. Choose *Search*, enter a term or search string, and choose *List topics*. You can then choose the text segment you require from the hit list that is displayed. The full-text search function is particularly useful if, for example, you need to search for specific fields to be reported on by a report. (The HTML Help user interface is only available in English.)

You can also search using the index. Choose *Index*, enter a keyword or search string, and choose *Display*. If the keyword links to just one text segment, it is displayed immediately. If the keyword links to more than one text segment, they are displayed in a hit list from which you can select the text segment that you require.

Finding Standard Reports

Finding Standard Reports

Purpose

You can search for standard reports in individual applications, or across several applications. Application-specific standard reports are available in the info systems of individual HR components. In addition, standard HR reports are grouped together in comprehensive info systems in the SAP Easy Access menu.

- Info systems for components

All of the reports for a specific HR component are grouped together by content in that component's info system. For example, *Recruitment* reports are arranged in groups according to whether they report on applicant, vacancy, or advertisement data.

To access the info system of individual HR components, choose the following:

Human Resources → <component> → *Info system* → *Reports*

Human Resources → *Payroll* → <continent> → <country> → *Info system*

Human Resources → *Time Management* → <component> → *Info system*

- HR Information System

The HR Information System contains the reporting tools and all HR-specific reports. Its structure is determined by the components in HR. To make it easier for you to find individual reports, they are grouped together within the components according to their content. For example, the reports in *Organizational Management* are sorted according to the objects for which they report on data.

To access the HR Information System, choose the following:

Human Resources → *Information system* → *Reports*

- SAP info system

By far the largest collection of standard reports is contained in the SAP info system. The standard HR reports can be accessed in one of two ways:

Info systems → *Human Resources* → *Reports* → <component>

Info systems → *General report selection* → *Human Resources* → <component>

In both cases, the reports are arranged according to the components in which they are used.



Depending on your role as user in the R/3 System, you might only be able to view specific sections of the SAP menu. Different roles, therefore, might require you to search for existing standard reports in different places.

And If The Required Report Does Not Exist?

- If you require a report that is not included in the standard system, you can use the HR reporting tools to create reports yourself. Depending on the data you want to report on, you can use the following reporting tools in Human Resources:

Finding Standard Reports

- InfoSet Query
- SAP Query
- The Business Information Warehouse
- If the HR reporting tools do not enable you to create the report you require without having to program, you can consider undertaking your own customer development.



If you want to develop a report yourself, you can use a similar standard SAP report as a programming template, which considerably reduces the amount of time and money involved.

Selecting a Reporting Tool

Selecting a Reporting Tool

Purpose

To enable you to report on HR data, the R/3 System provides you with numerous standard reports and, in addition, reporting tools that give you easy access to existing reports (HIS) or enable you to create your own reports, even if you have no programming skills (InfoSet Query, SAP Query).

- **HIS**

HIS is used to report on HR data along hierarchical structures (organizational structure, business event hierarchy, or customer hierarchies). You can select the structure you want to report on, and the objects you want to display. The structure is displayed in SAP Structural Graphics. In the standard system, a separate window lists all of the reports that exist for the root object. They correspond to the standard reports in Human Resources. Customizing also enables you to add your own reports.

Use HIS to report on HR data along hierarchical structures. HIS is particularly useful if you want to report on data from different HR components because you can start all reports from HIS, which means you do not have to switch from one component to another. Another advantage of HIS is that you are not required to enter data in a selection screen when a report is started because HIS uses the parameters that are most frequently set in practice.

See [HIS \[Seite 938\]](#)

- **InfoSet Query**

InfoSet Query is a general SAP reporting tool that is particularly easy to use and intuitive. By selecting selection fields and output fields directly, you can access data stored anywhere within the Human Resources System. You do not require programming skills to create reports using InfoSet Query. Provided that you have the appropriate authorizations, you can save and reuse reports defined in InfoSet Query.



When InfoSet Query is accessed from Human Resources (HR), the *Query area* and *User group* parameters already contain values and you can only perform *ad hoc reporting*. If InfoSet Query is accessed this way, it is called **Ad Hoc Query** in HR.

Use InfoSet Query if the system does not include a suitable standard report. InfoSet Query is particularly suitable for

- Defining specific or seldom required reports on an ad-hoc basis
- Defining specific reports that need to be reused

InfoSet Query is also suitable for cross-component reporting within HR because it can access data from Personnel Administration and person-related data from Payroll, Time Management, and Personnel Planning, for example. Furthermore, you can use InfoSet Query to report on data for objects in Personnel Planning.

See [InfoSet Query \[Seite 944\]](#) and [HR in InfoSet Query \[Seite 990\]](#).

- **SAP Query**

Selecting a Reporting Tool

SAP Query is a cross-application reporting tool in the R/3 System. Just like InfoSet Query, it is used to create reports that are not included in the standard system. You do not require programming skills to work with SAP Query.

In the context of HR reporting, SAP Query has the following functions:

- It provides additional options for reporting on data and formatting output. You can
 - Use control levels. Use this output option if you want to put different [infotype \[Extern\]](#) fields into groups; for example, all of the addresses pertaining to one person. This is particularly relevant to infotypes with [subtypes \[Extern\]](#) and/or time constraint 3. See [Output Options for Control Levels \[Seite 1118\]](#)
 - Define one basic list, up to nine statistics, and up to nine ranked lists per report (query). This enables you to prepare data for the output list in a number of different ways.
 - Format output lists using colors.
 - Define and use local fields.
- It is used to manage the [user groups \[Extern\]](#) and [InfoSets \[Extern\]](#) that are required for InfoSet Query, assuming you do not use the InfoSets included in the standard system.

Use SAP Query if you cannot use InfoSet Query to meet your requirements, or to refine queries from InfoSet Query. You could, for example, enhance a query by outputting control levels.

See [SAP Query \[Seite 1014\]](#).

• Business Information Warehouse

The Business Information Warehouse (SAP BW) is an independent Data Warehouse solution that can be used to retrieve data from SAP systems and the vast majority of external systems. BW provides you with specialized reporting technology and *HR Business Content*, which means it contains business content, reports, and key figures from all areas of Human Resources.

An important BW focus is on the retrieval of key figures and time series comparisons (for example, headcount with regard to organizational characteristics during the past three years). Operational data from various areas within an enterprise is prepared using predefined standard queries and report templates. You can break comparative key figures down to individual employees. BW also enables you to create different views of queries by exchanging free characteristics.

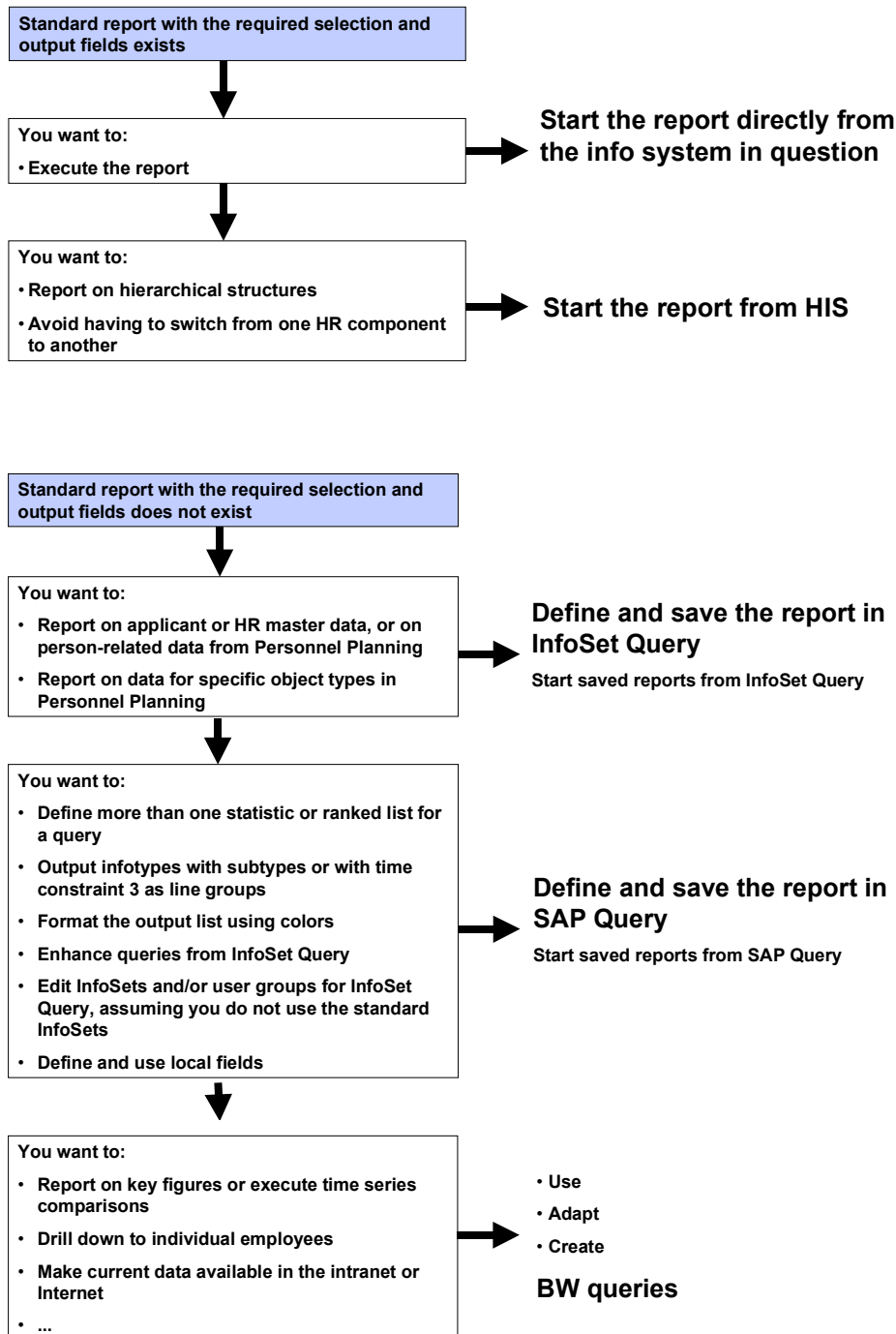
BW can provide data in an intranet/Internet environment, where it can be viewed at any time by persons with the appropriate authorizations. It supplies you with data for decision-making and information purposes. Standard calculation of key figures also facilitates benchmarking.

If you require further information on BW Queries for Human Resources Management, refer to the documentation on the Business Information Warehouse and see the section on *queries with HR Business Content*.

Process Flow

When deciding which tool to use, refer to the following schema.

Selecting a Reporting Tool



You're still unsure? See [Overview: HR Reporting \[Seite 1402\]](#), which contains a table summarizing the purposes, advantages, and limitations of standard reports and reporting tools in HR.

Standard HR Reports

Standard HR Reports

Use

SAP Human Resources provides you with more than 200 standard reports. They enable you to perform standard reporting simply, and without you having to spend time and money on development. This section gives you an overview of the standard reports that are available in the following areas of Human Resources Management:

[Personnel Management \[Seite 59\]](#)

[Time Management \[Seite 219\]](#)

[Payroll \[Seite 271\]](#)

[Training and Event Management \[Seite 815\]](#)

[Organizational Management \[Seite 904\]](#)

The term **report** is used in the HR Reporting manual to mean executable programs that read data from the database and then report on the data without changes being written to the database. Reports in HR can be ABAP reports or queries.

Activities

A report is usually executed as follows:

1. You start the report from the SAP Easy Access menu, an info system, an application, or the ABAP Editor, for example.
2. This takes you to the selection screen, in which you enter the required selection parameters. By doing so, you determine the conditions that apply when the report is executed. If you only want to report on a specific group of employees, for example, you enter an organizational unit.
3. You start the report.
4. The system reads data from the database, processes it in accordance with the report you specified, and outputs the result.
5. Depending on how the data is output, you can continue processing, print, and export the data.

If you require further information on how reports are executed, access the introduction to the R/3 System and see [Reports \[Extern\]](#). If you require further information on the report selection screen and its functions, see [Report Selection Screen in Human Resources Management \[Seite 33\]](#).

Report Selection Screen in Human Resources Management

Definition

An input screen for a report. It enables you to specify selection criteria which the report then uses to report on the database, and generate a list of results.

Use

The report selection screen (abbreviated to: selection screen) contains a series of selection fields that are arranged in group boxes according to content. These fields enable you to specify the criteria that determine how a report is executed in *Human Resources Management*. As a rule, you can also use additional functions, such as search helps, to enter selection criteria. They are executed by choosing pushbuttons. Selection criteria enable you to determine which set of data is read, and which data is output.

The selection screen structure is similar for all reports in *Human Resources Management*, which means the reports have a similar format and usually include the same additional functions. The report-specific selection options, however, differ from one report to another.

The following additional selection screen functions help you determine the selection criteria for reports in *Human Resources Management*:

- **Further selections**

If the fields included in the selection screen do not meet your requirements, you can add additional selection fields to the selection screen by choosing *Further selections*. This function also enables you to remove any selection fields you do not require from the selection screen.

- **Search helps**

If the information you have on the persons you require is incomplete, you can use search helps to select the employees to be included in the report.

- **Sort**

If you want to determine how the output list is sorted before you execute a report, choose *Sort*.

- **Org. structure**

If you want a report to run for employees assigned to specific organizational units only, choose *Org. structure*. A dialog box enables you to select one or more organizational units. When you execute the report, it only runs for employees who belong to the selected organizational units, or an underlying organizational unit.

- **Multiple selection**

If you need to enter more than one value or a range of values for a selection field, or if you need to exclude values, you can do so by choosing *Multiple selection*.

- **Selection options**

If you want to specify a single value or range of values in more detail, use a selection option (for example, personnel number >1000).

Report Selection Screen in Human Resources Management

You can also work with report variants (abbreviated to: variants). They enable you to reuse selection criteria that you have already specified for a report. You enter the values, and then save a variant. Every time you retrieve the variant, the system automatically writes the values stored in the variant to the individual selection fields. You can also set attributes for variants. For example, you can set an attribute that prevents a variant from being changed.

See also:[Concatenated Fields \[Seite 35\]](#)[Further Selections \[Seite 36\]](#)[Search Helps \[Seite 38\]](#)[Sort \[Seite 40\]](#)[Organizational Structure \[Seite 43\]](#)[Working With Variants \[Seite 45\]](#)[Multiple Selection \[Seite 48\]](#)[Selection Options \[Seite 50\]](#)

Concatenated Field

Definition

A field consisting of two or more fields that can be used as a selection field for reports in *Human Resources*. Concatenated fields can consist of key fields and/or data fields.

Use

Just like ordinary fields, concatenated fields can be used as selection criteria for executing reports. You can enter the values you require in full, using a generic search (that is, using *), or using a masked search (that is, using +).

If you want to use a concatenated field as a selection field, choose *Further selections* and insert it in the selection screen.

Example

You use the *personnel area/personnel subarea/cost center* concatenated field as a selection field on the report selection screen.

- **Complete entry**

If you enter 100022221234567890, the report runs for all of the persons who belong to personnel area 1000, personnel subarea 2222, and cost center 1234567890.

- **Generic entry**

If you enter 1000*, the report runs for all of the employees in personnel area 1000.

- **Masked entry**

If you enter 1000++++1234567890, the report runs for all of the employees who belong to personnel area 1000 and – irrespective of the personnel subarea – cost center 1234567890.

Further Selections

Further Selections

Use

The *Further selections* function enables you to determine the selection fields that are included in the report selection screen. If the default selection fields do not meet your requirements, you can insert additional selection fields. If you do not require some of the default selection fields, you can remove them from the selection screen.

A list of all selection fields available for the report in question enables you to select the selection fields that meet your requirements; for example, *payroll administrator*, *business area*, or *job*. The list of selection fields usually includes [concatenated fields \[Seite 35\]](#), such as *action type/action reason* or *personnel area/personnel subarea/cost center*, as well as single fields.










The *Further selections* function has no effect on the specific selection options of a particular report.

See also:

[Use Further Selections \[Seite 37\]](#)

Use Further Selections

Procedure

1. On the selection screen, choose *Further selections*.
 This takes you to the *Choose Selection Fields* dialog box. It contains a list of available selection fields, and a list of selection fields that are currently used in the report.
2. Select the selection fields that you require. To accelerate your search for the fields you require, you can put the list in ascending order by choosing  or into descending order by choosing .
3. To include the fields you have selected with the selection fields, choose . To remove existing selection fields from the report selection screen, select them and choose . You cannot do this for selection fields for which you have already entered values. They are displayed in a different color in the list of selection fields.
 To include all of the selection options with the selection fields, choose . To remove all of the selection fields, choose .
4. Choose .

Result

The selection screen is displayed again. The selection fields you have selected are displayed on the report selection screen.



If you select all of the available selection fields, the *Further selections* function is replaced by the *Selections from* function on the selection screen.

Search Helps

Search Helps

Use

Search helps enable you to restrict selections using a variety of criteria. They are particularly useful if you want to report on data for persons for whom the information at your disposal is incomplete. If you choose *Search helps*, the system displays a variety of search helps (such as *last name – first name* and *organizational assignment*) which can be used to select personnel numbers efficiently.

After you have selected the search help for which you have the most information, enter the information. When the report is executed, it only runs for the employees who meet the criteria specified.

Features

The *Search helps* function enhances the search helps included in the selection screen with the *employee's application number*, *system user name*, and *free search* search helps, for example. *PDC error indicator* and *payroll correction run* are also important search helps. These search helps enable you to select personnel numbers for which errors occurred when a time evaluation report or payroll run was executed.

See also:


[Using the PDC Error Indicator Search Help \[Extern\]](#)

[Using the Payroll Correction Run Search Help \[Extern\]](#)




[Use Search Helps \[Seite 39\]](#)

Use Search Helps

Use

By choosing  *Search helps*, you can search by personnel number in numerous *Human Resources Management* reports. For example, you can use a search help if you do not know the exact personnel numbers. When the report is executed, an output list is created using the search help criteria (such as *last name – first name*, *PDC error indicator*, or *payroll correction run*) and the other criteria you entered.

Procedure

1. On the selection screen, choose  *Search helps*.
This takes you to a *Hit List* of available search helps. A key and short text is displayed for each search help.
2. Select the required search help, and choose .
This takes you to the *Restrict Value Range* dialog box. It enables you to specify value restrictions for the search help you selected.
3. Enter your information.
4. Choose .

Result

The selection screen is displayed again. The search help you selected is displayed on the pushbutton (for example, *Search help K* for the *organizational assignment* search help).

Sort

Sort

Use

This function enables you to select a maximum of seven sort fields. The sort fields enable you to determine the criteria used to sort the hit list of persons. All of the specific fields of infotype 0001 *Organizational Assignment* are available as sort criteria.

You can also select a *sort type*, which enables you to determine which of an employee's infotype records are taken into account (for example, the first to occur - that is, the oldest infotype record).

If a report is executed for a period, the same employee can be taken into account just once, or more than once in accordance with the selected sort type and the number of existing data records.

The following sort types are available:

- **First occurrence**

The system always takes the first data record that was created (that is, the oldest data record) into account for each employee. It then sorts the data records of all employees in accordance with the specified sort criteria.

- **Every occurrence**

The system takes all of the data records created into account for each employee. It then sorts the data records of all employees in accordance with the specified sort criteria.



We advise you not to use this sort type for certain reports, particularly payroll reports. An employee could be included in the sort more than once, which could lead to the employee being included in the payroll more than once.

- **Last occurrence**

The system always takes the last data record that was created (that is, the most recent data record) into account for each employee. It then sorts the data records of all employees in accordance with the specified sort criteria.



The system suggests this sort type as a default.

If you specify more than one sort criterion, the system always sorts data in the order that you selected the sort criteria.

Determining a sort type has no effect on the contents of output in the output list. For example, you can specify that the most up-to-date data record is always output for individual reports, even if several infotype data records are taken into account for each employee when data is sorted (during data selection).

See also:





[Sort: Example \[Extern\]](#)

[Use the Sort Function \[Seite 42\]](#)

Use the Sort Function

Use the Sort Function

Procedure

1. On the selection screen, choose  *Sort*.
This takes you to the *Standard Sort Options* dialog box, which lists the sort options available to you.
2. Select the fields that you want to use for sorting.
3. Choose  .
The sort fields are added to the *Sort Fields* list. You can select a maximum of seven sort fields.
4. To remove a sort field, select it and choose  .
5. Choose  .

Result

The selection screen is displayed again.

Organizational Structure

Use

The *Organizational structure* function enables you to restrict the set of employees included in a report to members of specific organizational units or parts of an organizational structure.

Prerequisites

You use Organizational Management, and have reproduced your enterprise structure in the system.

Features

You can select the following parts of an organizational structure in a dialog box:

- A complete organizational structure
- Entire branches of the organizational structure
- Several selected organizational units
- Individual organizational units

When the report is executed, it runs for the employees who belong to the selected organizational unit(s). A distinction is made between the following situations:

- You have only selected organizational units without underlying organizational units. The employees directly assigned to these organizational units are taken into account.
- You have selected one (or more) organizational units with underlying organizational units. The employees assigned to a selected organizational unit or an underlying organizational unit are taken into account.
If you select the uppermost node of an organizational structure, all of the employees assigned to this organizational structure are taken into account.



See also:

[Select Persons Using Organizational Structure \[Seite 44\]](#)

Select Persons Using Organizational Structure

Select Persons Using Organizational Structure

Procedure

1. On the selection screen, choose  *Org. structure*.
This takes you to the *Choose Organizational Unit* dialog box.
2. Navigate to the required organizational unit, and then select it. You can select one or more organizational units, entire branches of an organizational structure, or a complete organizational structure.
3. Choose .

Result

The report selection screen is displayed again. When the report is executed, it runs for all of the employees who belong to the selected organizational units or their underlying organizational units.

Working With Variants

If you regularly execute a report using extremely complex selection criteria, you can save a lot of time by working with variants.

To create a variant, customize the report so that it meets your requirements. This means that you

- Select the required selection fields, and enter the required values
- Use a search help, if necessary, or make a selection using the organizational structure
- Enter sort criteria, if necessary

You then save the variant, and assign it a unique name. If you want to reuse the variant later, start the report and access the variant. The system automatically writes the values stored in the variant to the fields on the selection screen, and you can execute the variant immediately without having to enter the selection criteria again.

You can maintain specific attributes for each variant. For example, you can hide individual fields or prevent them from being overwritten.

See also:

[Save Variants \[Seite 46\]](#)

[Get Variants \[Seite 47\]](#)

Save Variants


Save Variants

Procedure

1. Start the report for which you want to define a variant.
2. On the selection screen, enter the selection values you require.



When you define a variant, you can also use the functions on the selection screen, such as *Further selections* and *Org. structure*. However, it is not possible to use the *Search helps* and *Org. structure* functions at the same time.

3. Choose .

This takes you to the *ABAP: Save as Variant* screen. This screen enables you to enter a variant name, which must be as unique as possible, and to determine the variant attributes. You can maintain the following fields:

Variant name and description

These fields enable you to enter a technical name and description for the variant.

Only for background processing

If you select this indicator, the report variant can only be executed in the background, and the result can only be printed later.

Protect variant


If you select this indicator, other users are prevented from changing the variant.

Only display in catalog

If you select this indicator, the variant name is included in the variant catalog/directory, but is not included in general input help.

Field attributes

This section of the screen enables you to determine attributes for each field on the selection screen. For example, you can select the *Protect field* indicator to ensure that a field cannot be overwritten. A selection field with the *Hide field* attribute is not displayed on the selection screen. Fields with the *Selection variable* indicator are provided with values by a table variable or function module.



4. Make the entries that you require.
5. Choose .

Result


The report variant is saved, and can be accessed and executed again later.

Get Variants

Procedure

1. On the selection screen, choose .
2. When the *Get Variant* dialog box is displayed (for *Flexible Employee Data* report RPLICO10, for example), enter the information on the variant you require, and choose .

This takes you to the *ABAP: Variant Directory of Program <report name>* dialog box.

3. Select the required variant.
4. Choose .

Result

The system displays the report selection screen with the appropriate data. You can change the selection criteria as required, or you can execute the report immediately.

Multiple Selection

Multiple Selection

Use

The report selection screen enables you to enter a single value or value range for each selection field, which you can then restrict still further using the selection options.

Multiple selection also enables you to enter

- Several single values or value ranges to be taken into account when the report is executed
- Several single values or value ranges to be excluded when the report is executed


You can also use a selection option for each value and range; for example, *greater* or *less* than a single value, and *within* or *not within* a range.



See also:




[Use Multiple Selection \[Seite 49\]](#)

Use Multiple Selection

Procedure

1. On the selection screen, choose  for the selection option that needs more data to be entered.

This takes you to the *Multiple Selection for <selection option>* dialog box. The tab pages enable you to enter the single values or ranges that you want to include in () or exclude from () the selection.

2. Enter the required selection values and ranges.
3. If you also want to specify a selection option for a value or range, place the cursor in the appropriate field, choose , select the required selection option, and choose  Copy.
4. Choose .

Result

The report selection screen is displayed again. The selection values and ranges you specified are taken into account when the report is executed.

Selection Options











Selection Options

Use

Selection options enable you to specify the values and ranges you have entered in more detail. For example, if you enter 1000 as a single value in the *Personnel area* selection field and use the > selection option, the report runs for all of the employees assigned to personnel area 1000 or a personnel area greater than 1000 (such as 1002, 2000, and 2002).

You can use a selection option for each single value and value range, irrespective of whether you entered them using a selection field or multiple selection.

The table lists the selection options that you can use when entering single values or value ranges:

Input value	Selection option	Value(s) included in reporting
Single value		Equal to the value entered
		Not equal to the value entered
		Greater than the value entered
		Less than the value entered
		Greater than or equal to the value entered
		Less than or equal to the value entered
		All values that include the pattern
		All values that do not include the pattern
Value range		All values that are within the range
		All values that are not within the range

See also:

[Use Selection Options \[Seite 52\]](#)

Use Selection Options


Use Selection Options

Procedure

1. On the selection screen, enter the values you require.

If you need more selection fields in addition to those already displayed, you can insert them by choosing [Further selections \[Seite 36\]](#).


2. Place the cursor in the selection field for which you want to specify a selection option.

Choose , or access the dialog box that enables you to select selection options by double-clicking on the appropriate field.

3. Select the required selection option.



The selection options displayed by the system depend on whether you entered a single value or value range for the selection field.

4. Choose .

Result

The selection screen is displayed again. The selected selection option is displayed as an icon in front of the appropriate field, and is taken into account when the report is executed.



If you work with a report variant, this function cannot be used for protected selection fields. If you choose *Selection options*, an appropriate message is displayed.

Dynamic Selections

Use

Dynamic selections considerably improve report performance because the system retrieves data very quickly when these fields are used. Dynamic selections also provide you with increased flexibility with regard to defining reporting criteria because they enable you to use additional selection fields to define reports in the standard system (for example, *City* and *Country key*).

A dialog box that displays all available dynamic selections enables you to select the dynamic selections (fields) that you want to use. The same dialog box enables you to enter the values required for individual fields.

Integration

The fields that are available as dynamic selections are determined using the report category to which a report is assigned. For information on how to define your own dynamic selections, see [Enhancing the Selection Screen - Dynamic Selections \[Seite 55\]](#).


See also:





[Use Dynamic Selections \[Seite 54\]](#)

Use Dynamic Selections

Use Dynamic Selections

Procedure

1. On the selection screen, choose .

This takes you to the *Dynamic Selections* dialog box. It displays all available fields in an overview tree. The *Dynamic selections* group box contains the fields for which you can enter values directly. You can copy additional fields to this group box as dynamic selections, or remove fields that are not required.
2. To include a field in dynamic selections, select it in the overview tree and choose  *Adopt selected items*.
3. To remove a field from dynamic selections, select it in the overview tree and choose  *Delete selected objects*.
4. Enter the required selection values.
5. To check your entries, choose .
6. To save dynamic selections, choose .

Result

The selection screen is displayed again. The dynamic selections you entered are taken into account when the report is executed.

Enhancing the Selection Screen - Dynamic Selections

Use

Dynamic selections are used to *enhance* reports with selection criteria that are not included in the standard selection screen of logical database PNP. They are also used to *improve the performance* of reports and queries. For more information on the distinction between the two, see the notes under *Integration*.

By *enhancing* reports using *dynamic selections*, you supplement standard reports or reports you programmed yourself with selection fields that are not included in the standard selection screen of the logical database. Enhancing an SAP report this way is not the same as modifying it because the report is enhanced by assigning the report category. The actual program object is not changed.

Performance is improved when queries are executed because *dynamic selections* often ensure that the database is accessed more effectively than when selection fields are added to standard selection fields when the query is defined.

For example, you use your system to manage data on 10,000 employees, but frequently use queries to output data on just a few of them. For example, you only want to output employees whose nationality is French, and only 120 of your employees satisfy this condition. (Let us assume in this example that you use this condition as your only selection criterion.)

Without dynamic selections, data (persons) is retrieved in two steps. First, all 10,000 employees are read from the database and transferred to your program. Second, the 120 employees in question are selected from these 10,000 employees.

With dynamic selections, your condition is transferred straight to the database. Just 120 employees are read from the database, and transferred to your program. This more effective method of accessing data improves performance considerably. It often enables you to execute reports and queries directly which, without dynamic selections, could only be executed in batch operations.

If you require more information on how to use dynamic selections in a query, see [Dynamic Selections \[Seite 53\]](#).

Integration

Dynamic selections are defined by creating an appropriate *selection view*. They are assigned to reports (ABAP reports) or queries (SAP Query) via a *report category* that uses this *selection view*.

These two options can be distinguished one from the other as follows:

- If dynamic selections are used for reports (ABAP reports), new selection fields become available without programming and the database is accessed in a way that is conducive to good performance.
- If used for queries (SAP Query), your main benefit is improved performance because SAP Query enables you to enhance queries with additional selection fields in the standard system.

Prerequisites

If you want to use *dynamic selections* in a report or query, the following prerequisites must be met:

Enhancing the Selection Screen - Dynamic Selections



- You must define a selection view that contains the required field (by doing so, you determine that the field in question can generally be used as a *dynamic selection*).
- You must use Customizing for the Human Resources Information System to define a report category to which you assign the selection view.
- You must assign the report to a report category. Queries are always assigned to report category `___X2001`. This means you must adjust the report category accordingly if you want to use dynamic selections in queries. They are then valid for all of the queries in the system.



This fast method of accessing data has already been implemented in the standard system for the standard selection fields of logical database PNP. This means that defining dynamic selections to improve performance is only relevant to fields that are not standard selection fields.

If you require information on the standard selection fields of logical databases PNP and PAP, see the *Logical Database Builder* (Tools → ABAP Workbench → Development → Programming Environment → Logical Databases).

Displaying Standard Selection Fields for Logical Database PNP

- a. In the *Logical database* field, enter **PNP**.
- b. In the *Subobjects* group box, select *Structure*.
- c. Choose  *Display*.
- d. Place the cursor on the **PERNR** node, and choose .

The system displays all of the fields that are included in the standard selection screen of logical database PNP in the standard system.





See also:

[Create Dynamic Selections \[Seite 57\]](#)

Create Dynamic Selections

Procedure

Create Selection View

1. Choose *Tools* → *ABAP Workbench* → *Overview* → *Object Navigator*.
2. In the *Development class* field, enter the development class to which the selection view must be assigned (= customer development class).
3. Choose  *Edit object*.
4. Select *Selection view*.
5. Choose .
6. Select *For any tables*, and enter a name that starts with PNP in the *Name of view* field (for example, PNP_CUS_01).
7. Choose .
8. In the *Tables* dialog box, enter the database tables of the infotypes from which the fields for your *dynamic selections* are taken (for example, PA0002 for infotype 2).
9. Choose .
10. In the *Functional groups* group box, enter a number and name for the functional group (for example, 01 and *Dynamic Selections*).

You can group your dynamic selections together in a functional group, or you can group them together by infotype. If you choose the latter option, dynamic selections are sorted by infotype when queries are executed.

11. In the *Tables/Nodes* group box, select an infotype for processing by double clicking on it.
12. In the *Table fields/Node fields* group box, enter the number of the functional group or groups in the input fields displayed in front of the fields you want to use as dynamic selections (for example, 01).

If you want a field to be immediately available as a dynamic selection when a query is executed, select its *Preselection* checkbox.

If fields are not included in the preselection, you can use them as dynamic selections as required.

13. Choose .

Define Report Category With Selection View

1. Access Customizing for the Human Resources Information System (by choosing *Tools* → *AcceleratedSAP* → *Customizing* → *Edit Project* → *SAP Reference IMG: Personnel Management* → *Human Resources Information System*).
2. Choose *Reporting* → *Adjusting the Standard Selection Screen* → *Create Report Categories*.
3. Create a report category. When you do so, enter the name of the selection view that you created in the *Name of selection view* field.

Create Dynamic Selections

If you require general information on how to create report categories, see the documentation on the Customizing activity. If you create report categories for *dynamic selections*, SAP advises you to make a copy of a standard report category (whose other properties meet your requirements), and to then use your selection view in the new report category.

4. Save your report category.

Reports in Personnel Management

Purpose

This section gives you an overview of the standard reports that are available in the following Personnel Management components:

[Recruitment \[Seite 60\]](#)

[Personnel Administration \[Seite 92\]](#)

[Personnel Development \[Seite 160\]](#)

[Benefits \[Seite 197\]](#)

[Compensation Management \[Seite 138\]](#)

Recruitment Reports

Recruitment Reports

Use

There are numerous reports available to you in the *Recruitment* component. Using these reports, you can create statistical reports or lists on the following data:

- Applicants
- Vacancies
- Advertisements

Features

The following standard reports can be found in the *Recruitment* information system.

- Reports on Applicants
 - [Variable Applicant List \(Report RPAPL012\) \[Seite 64\]](#)
 - [Applicants by Name \(Report RPAPL001\) \[Seite 65\]](#)
 - [Applicants by Action \(Report RPAPL004\) \[Seite 67\]](#)
 - [Applicants' Education and Training \(Report RPAPL011\) \[Seite 69\]](#)
 - [Applications \(Report RPAPL002\) \[Seite 70\]](#)
 - [Applicant Statistics \(Report RPAPL005\) \[Seite 72\]](#)
 - [Planned Activities \(Report RPAPRT08\) \[Seite 74\]](#)
- Reports on Vacancies
 - [Vacancy Assignments \(Report RPAPL003\) \[Seite 77\]](#)
 - [Vacancies \(Report RPAPL010\) \[Seite 79\]](#)
- Reports on Advertisements
 - [Job Advertisements \(Report RPAPL006\) \[Seite 82\]](#)
 - [Recruitment Instruments \(Report RPAPL008\) \[Seite 84\]](#)

You may create your own reports in addition to these. Generic reporting tools can be found in the *Human Resources* component. For information on how to create reports, see the Human Resources Information System documentation under [HR in the InfoSet Query \[Seite 990\]](#).

Activities

To execute standard reports from the *SAP Easy Access* screen, choose

- *SAP Menu* → *Human Resources* → *Personnel Management* → *Recruitment* → *Information System* → *Reports*
- *SAP Standard Menu* → *Information Systems* → *General Report Selection* → *Human Resources* → *Personnel Management* → *Recruitment*

Standard Recruitment Selection Fields

Standard Recruitment Selection Fields

Use

The *Recruitment* component contains standard selection fields, which are available in all *Recruitment* reports.

You can use these fields to select applicants' data from the SAP System according to various criteria, such as organizational or administrative aspects.

Features

The *Period* section contains the following selection fields:

- *Receipt of application*
- *Data selection period*

You enter data in these fields to determine the period for which you want to evaluate the data. You can restrict the selection according to the date on which the application was received or any other period.



If you enter a period in the *Receipt of application* field, the system selects applicants whose applications were received by your enterprise during the specified period. If you enter a period in the *Data selection period* field, the system selects all data records that are valid within the specified period.

The *Selection* section contains the following selection fields:

- *Applicant number*
- *Applicant name (sortable)*
- *Advertisement*
- *Unsolicited application group*
- *Company code*
- *Personnel area*
- *Personnel subarea*
- *Applicant group*
- *Applicant range*
- *Status (overall)*
- *Status reason (overall)*
- *Applicant event*
- *Personnel officer*

Reports on Applicants

Use

You can use these reports to create lists of applicant data based on different aspects. For example, you can output a variable applicant list (report RPAPL012) according to your reporting needs, or predefined lists sorted according to applicants' names.

The reports on applicant data also enable you to evaluate applicant actions performed (report RPAPL004) or educational data (report RPAPL011).

The *Planned Activities for Personnel Officer* report (RPAPRT08) also offers administrative support. As a personnel officer, you can use this report to generate a worklist for the applicant activities that you still have to process.

Variable Applicant List (Report RPAPL012)

Variable Applicant List (Report RPAPL012)

Use

You can use this report to generate a list containing applicant data from various sources, according to your own requirements.

Features

You can access this report in the information systems (for example, the *Recruitment* information system or the *Human Resources* information system).

On the selection screen, you can determine which applicant data is to be displayed in the list.

Selection

The *Period* and *Selection* areas contain the [standard Recruitment selection fields \[Seite 62\]](#).

In the *Reference* section you specify whether you want applicants who have been assigned reference personnel numbers to be taken into account, and if so, which ones.



If you define a reference personnel number, the output list displays only the applicants who have been assigned a reference personnel number.

The *Additional data* section contains a field selection, which you can use to add up to twenty fields from various infotypes. Your selection determines the report's output fields.

Output

The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control.

Activities

The output list contains interactive functions that you can use to process and pass on the list. For details on the procedure, see the *Getting Started* documentation, by choosing *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Applicants by Name (Report RPAPL001)

Use

You can use this report to generate a list of the names of applicants.

Features

You can use this report to display an overview of applicants' overall status. You can also use it to generate a worklist for yourself. The output list contains several interactive functions that you can use to further process applicant data.



If you want to take advantage of the full range of functions available, run the report in the *Recruitment* application. To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources* → *Personnel Management* → *Recruitment* → *Appl.master data* → *Bulk processing* → *Applicants by Name*.

If you access the report from information systems (for example, the *Recruitment* information system or the *Human Resources* information system), the range of functions available is restricted. Please also note that you can only use the interactive functions in the output list if you run the report from the *Recruitment* application.

Selection

The *Period* and *Selection* areas contain the [standard Recruitment selection fields \[Seite 62\]](#).

In the *Reference* section you specify whether you want applicants who have been assigned reference personnel numbers to be taken into account, and if so, which ones.



If you define a reference personnel number, the output list displays only the applicants who have been assigned a reference personnel number.

You can use the following selection criteria in the *Further data* section:

- *Last name*
- *Name at birth*
- *First name*
- *Nationality*

You can use the fields under *Gender* to select for a specific gender.

Output

The output list contains the following columns:

- *App.no.* (applicant number)
- *Name*
- *Overall status*

Applicants by Name (Report RPAPL001)

- *Since*

This field specifies the date from which the overall status for an applicant is valid.

Activities

If you run the report from the application, you can perform additional functions for individual applicants. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 87\]](#).

Example

In the personnel screening process, you want to view the applications you have received so that you can present your line manager with a list of interesting applicants.

As personnel officer, you are responsible for all applicants whose names begin with the letters A-K. The *Applicants by Name* report enables you to select all the applicants in this group.

Applicants by Action (Report RPAPL004)

Use

This report enables you to generate a list displaying the last applicant actions performed for each applicant.

Features

You can use this report to display a receipt of application (*Initial Entry of Basic Data* action) or other lists displaying applicant actions, for example. From the output list, you can carry out additional processing for applicants.

This report is located in the *Recruitment* application:

- *Receipt of application*

To access this report, choose from the *SAP Easy Access* menu: *Personnel Management* → *Recruitment* → *Appl.master data* → *Bulk processing* → *Receipt of application*.

In the standard system, the report displays the applicant actions that have been carried out for applicants with the overall status *In process*.

- *List*

To access this report, choose from the *SAP Easy Access* menu: *Personnel Management* → *Recruitment* → *Selection procedure* → *Applicant pool* → *List*.

In the standard system, the report displays the applicant actions that have been carried out for applicants with the overall status *On hold*.

The report is also located in the Information Systems. To access it from the menu, choose *Applicants by Action*.



If you want to take advantage of the full range of functions available, run the report in the *Recruitment* application.

If you access the report from Information Systems (for example, the *Recruitment* information system or the *Human Resources* information system), the range of functions available is restricted. Please also note that you can only use the interactive functions in the output list if you run the report from the *Recruitment* application.

Selection

The *Period* and *Selection* areas contain the [standard Recruitment selection fields \[Seite 62\]](#).

In the *Reference* section you specify whether you want applicants who have been assigned reference personnel numbers to be taken into account, and if so, which ones.



If you define a reference personnel number, the output list displays only the applicants who have been assigned a reference personnel number.

Applicants by Action (Report RPAPL004)**Output**

The output list contains the following columns:

- *App.no.* (applicant number)
- *Name*
- *Action*
- *Ov.status* (overall status)
- *POf* (personnel officer)

Activities

If you run the report from the application, you can perform additional functions for individual applicants. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 86\]](#).

Example

It is your job as a personnel officer to enter additional data on all applicants who are assigned to you, and who are 'in process'. The *Applicants by Action* report enables you to select all applicants currently being processed who are assigned to you. You can then access individual applicants directly from the list to enter additional data.

Applicants' Education and Training (Report RPAPL011)

Use

This report enables you to generate a list of data on applicants' education and training.

Features

You can access this report in the information systems (for example, the *Recruitment* information system or the *Human Resources* information system).

Selection

The *Period* and *Selection* areas contain the [standard Recruitment selection fields \[Seite 62\]](#).

In the *Reference* section you specify whether you want applicants who have been assigned reference personnel numbers to be taken into account, and if so, which ones.



If you define a reference personnel number, the output list displays only the applicants who have been assigned a reference personnel number.

You can also enter the following data in the selection screen:

- *School type*
- *Certificate*
- *Education*
- *Branch of study*

Output

The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control.

Activities

The output list contains interactive functions that you can use to process and pass on the list. For details on the procedure, see the *Getting Started* documentation, by choosing *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Example

You would like to know which of the applicants who applied in response to a certain job advertisement have a chemistry diploma. The *Applicants' Education and Training* report enables you to select the relevant applicants.

Applications (Report RPAPL002)

Applications (Report RPAPL002)

Use

You can use this report to generate a list of the applications received and entered in the SAP System.

Features

You can use this report to display applications such as:

- Current applications
- Applications in response to an advertisement
- All applications from one applicants

In addition, you can perform interactive functions from the output list. You can, for example, create additional data for an applicant or go directly to an applicant's short profile.



If you want to take advantage of the full range of functions available, run the report in the *Recruitment* application. To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources* → *Personnel Management* → *Recruitment* → *Appl.master data* → *Bulk processing* → *Applications*.

If you access the report from Information Systems (for example, the *Recruitment* information system or the *Human Resources* information system), the range of functions available is restricted. Please also note that you can only use the interactive functions in the output list if you run the report from the *Recruitment* application.

Selection

The *Period* and *Selection* areas contain the [standard Recruitment selection fields \[Seite 62\]](#).

In the *Reference* section you specify whether you want applicants who have been assigned reference personnel numbers to be taken into account, and if so, which ones.



If you define a reference personnel number, the output list displays only the applicants who have been assigned a reference personnel number.

Output

The output list contains the following columns:

- *Name*
- *Date rec'd* (date received)
- *Advertisement*
- *Unsol.app.group* (unsolicited application group)

Activities

If you run the report from the application, you can perform additional functions for individual applicants. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 87\]](#).

Example

You have published a job advertisement. Four weeks after publication, you would like to know which applications have been received. The *Applications* report enables you to select all applicants who have replied to an advertisement by a certain key date.

Applicant Statistics (Report RPAPL005)

Applicant Statistics (Report RPAPL005)

Use

You can use this report to generate a list showing the number of applicants for each overall status.

Features

You can process the output list further. You can display details, or go directly to the activity statistics for each overall status displayed.

You can perform the report in the *Recruitment* application by choosing the following path from the *SAP Easy Access* screen: *Human Resources* → *Personnel Management* → *Recruitment* → *Appl.master data* → *Bulk processing* → *Applicant statistics*.

You can also access this report from the Information Systems (for example, the *Recruitment* information system or the *Human Resources* information system).

In both cases, the report's full range of features is available.

Selection

The *Period* and *Selection* areas contain the [standard Recruitment selection fields \[Seite 62\]](#).

In the *Reference* section you specify whether you want applicants who have been assigned reference personnel numbers to be taken into account, and if so, which ones.



If you define a reference personnel number, the output list displays only the applicants who have been assigned a reference personnel number.

You can use the following selection fields in the *Further data* section:

- *Priority*
- *Vacancy*
- *Status (vacancy)*
- *Status reason (vacancy)*

Output

The output list contains the following columns:

- *Applicant status (overall)*
- *Number*

A total of the results is displayed at the end of the list.

Activities

You can perform various interactive functions in the output list. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 86\]](#).

Example

You are to ensure that all applicants whose overall status is *Rejected* receive a letter of rejection. The *Applicant Statistics* report enables you first of all to create statistics showing the number of applicants per overall status. You can then create activity statistics for all applicants whose overall status is *Rejected*, and then maintain these activities. If an applicant does not have a *Letter of rejection* activity, you can create one. You can also change the activity data (such as performance deadline, person responsible for activity) for applicants who already have such an activity.

Planned Activities (Report RPAPRT08)

Planned Activities (Report RPAPRT08)

Use

You can use this report to display a list of all planned activities that a particular personnel officer is to perform by a certain date.

Features

You can send e-mails to the personnel officer and, if required, to the persons responsible for the activity and the reference activity. You can set planned activities to *Completed*.



If you want to take advantage of the full range of functions available, run the report in the *Recruitment* application. To access the report, choose the following path from the *SAP Easy Access* screen: *Human Resources* → *Personnel Management* → *Recruitment* → *Applicant Activity* → *Planned Activities*.

If you access the report from information systems (for example, the *Recruitment* information system or the *Human Resources* information system), the range of functions available is restricted. Please also note that you can only use the interactive functions in the output list if you run the report from the *Recruitment* application.

Selection

The *Period* and *Selection* areas contain the [standard Recruitment selection fields \[Seite 62\]](#).

In the *Reference* section you specify whether you want applicants who have been assigned reference personnel numbers to be taken into account, and if so, which ones.



If you define a reference personnel number, the output list displays only the applicants who have been assigned a reference personnel number.

You can use the following selection criteria in the *Further data* section:

- *Performance date*
- *Vacancy*
- *Person responsible*
- *Activity type*
- *Activity last changed by*

Output

The output list contains the following columns:

- *POf* (personnel officer)
- *Name of applicant*
- *Activity txt* (activity text)

Planned Activities (Report RPAPRT08)

- *Date*
- *Mail on*

Activities

If you run the report from the application, you can perform additional functions for individual applicants. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 87\]](#).

Reports on Vacancies

Use

You can use the reports on vacancies to output existing vacancy assignments (RPAPL003) with detailed data such as applicant name, applicant's overall status, status of the vacancy assignment, and so on.

The *Vacancies* report (RPAPL010) generates a list of all existing vacancies, from which you can perform additional interactive functions (such as search for suitable applicants for a position, display a requirements profile, and so on).

Vacancy Assignments (Report RPAPL003)

Use

You can use this report to generate a list of vacancy assignments.

Features

You can use this report to display an overview of vacancy assignments. You can also use it to generate a worklist for yourself. The output list contains several interactive functions that you can use to further process applicant data.



If you want to take advantage of the full range of functions available, run the report in the *Recruitment* application. To access the report, choose the following path from the *SAP Easy Access* screen: *Human Resources* → *Personnel Management* → *Recruitment* → *Appl.master data* → *Bulk processing* → *Vac.assignment list*.

If you access the report from Information Systems (for example, the *Recruitment* information system or the *Human Resources* information system), the range of functions available is restricted. Please also note that you can only use the interactive functions in the output list if you run the report from the *Recruitment* application.

Selection

The *Period* and *Selection* areas contain the [standard Recruitment selection fields \[Seite 62\]](#).

In the *Reference* section you specify whether you want applicants who have been assigned reference personnel numbers to be taken into account, and if so, which ones.



If you define a reference personnel number, the output list displays only the applicants who have been assigned a reference personnel number.

You can use the following selection fields in the *Further data* section:

- *Priority*
- *Vacancy*
- *Status (vacancy)*
- *Status reason (vacancy)*

Output

The output list contains the following columns:

- *Name*
- *Overall status*
- *Vacancy*
- *Vac.status*

Vacancy Assignments (Report RPAPL003)**Activities**

If you run the report from the application, you can perform additional functions for individual applicants. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 87\]](#).

Example

You would like to know which applicants are still being processed for a particular vacancy. The *Vacancy Assignments* report enables you to select the relevant applicants.

See also:

[Maintenance of Vacancy Assignments \(Report RPAPUT00\) \[Extern\]](#)

Vacancies (Report RPAPL010)

Use

You can use this report to generate a list of vacancies.

Features

You can process the vacancies in the output list further.



If you access the report from the *SAP Easy Access* menu by choosing *Human Resources* → *Personnel Management* → *Recruitment* → *Selection Procedure* → *Applicant Pool* → *Via positions*, the output list only displays vacancies that were created in *Organizational Management*. For these vacancies, you can use the requirements profile to find a suitable applicant, for example.

If you access the report from the *SAP Easy Access* menu by choosing *Human Resources* → *Personnel Management* → *Recruitment* → *Advertising* → *Advertisement* → *Evaluate* or in one of the information systems (for example, the *Recruitment* information system or the *Human Resources* information system), all vacancies are available. For these vacancies, you can find suitable applicants by choosing *Find candidate* from the output list, for example.

Selection

In the *Period* section, you can enter a data selection period. The system selects all data records that are valid in the selected period.

The *Selection* section contains the following selection fields:

- *Vacancy*
- *Personnel officer*
- *Line manager*
- *Staffing status*

Output

The output list contains the following columns:

- *Vacancy*
- *Activity*
- *From*
- *To*
- *Line manager*
- *POf* (personnel officer)
- *St.* (staffing status)
- *OM* (Organizational Management)

Vacancies (Report RPAPL010)

This column indicates whether the vacancy was created in *Organizational Management* or in *Recruitment*. Vacancies that were created in Organizational Management are denoted with a **P**.

- *Req.profile*

This column indicates whether a requirements profile was created for the position. If a vacancy has a requirements profile, you can go directly to it.

Activities

If you run the report from the application, you can perform additional functions for individual applicants. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 87\]](#).

Reports on Advertisements

Use

You can use these reports to output and evaluate lists of published advertisements or the recruitment instruments used (such as the press, Internet).

The advertisement list (report RPAPL006) displays details (such as publication date, published vacancies, number of applications received for an advertisement) for individual advertisements. The list of recruitment instruments (report RPAPL008) enables you to evaluate the effectiveness of individual recruitment instruments.

Job Advertisements (Report RPAPL006)

Job Advertisements (Report RPAPL006)

Use

You can use this report to generate a list of job advertisements.

Features

You can create the list of advertisements according to various criteria. For example, you can display all advertisements that your enterprise has placed for one vacancy, or all advertisements published within a particular period in a particular recruitment instrument (for example, in a daily newspaper).

You can access the report in the *Recruitment* application by choosing in the SAP Easy Access menu: *Human Resources* → *Recruitment* → *Advertising* → *Advertisement* → *Evaluate* or in one of the information systems (or example, the *Recruitment* information system or the *Human Resources* information system).

You can perform various interactive functions in the output list.

Selection

You can use the following selection criteria for the report:

- *Advertisement*
- *Recruitment instrument*
- *Publication date*
- *Advertisement end*
- *Vacancy*

Output

The output list contains the following columns:

- *Date*
- *To*
- *Job ad.* (advertisement)
- *Instrument*
- *Vacancies published*
 - *From*
 - *Name*
- *St.* (staffing status)
- *App.* (applications)

Activities

If you run the report from the application, you can perform additional functions for individual applicants. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 87\]](#).

Example

You would like to know which advertisements your company has published in the past six months. The *Job Advertisements* report enables you to select all advertisements published within a specific period.

Recruitment Instruments (Report RPAPL008)

Recruitment Instruments (Report RPAPL008)

Use

You can use this report to evaluate the effectiveness of recruitment instruments.

Features

The system can determine the effectiveness of recruitment instruments in the following ways:

- Evaluation of an individual recruitment instrument (for example, a particular daily newspaper)
- Evaluation of recruitment instruments with one medium (for example, initiatives such as recruitment workshops, recruitment fairs, and graduate fairs, which are grouped into the *Trade fairs* medium).

You can perform various interactive functions in the output screen. For example, you can go directly to [Applicant Statistics \(Report RPAPL005\) \[Seite 71\]](#) or [Advertisements \(Report RPAPL006\) \[Seite 82\]](#).

To access the report from the *Recruitment* application, choose from the *SAP Easy Access* menu: *Human Resources* → *Recruitment* → *Advertising* → *Recruitment instrum.* → *Evaluate*.

You can also access this report from one of the Information Systems (for example, the *Recruitment* information system or the *Human Resources* information system) by choosing *Recruitment instruments*.

In both cases, the report's full range of features is available.

Selection

The selection screen contains the fields *Recruitment instrument* and *Medium*.

Output

The output list contains the following columns:

- *Instrument*
- *Number of adverts*
- *Number of applications*
- *Total cost*
- *Cost per application*

Activities

If you run the report from the application, you can perform additional functions for individual applicants. For details on the procedure, see [Perform Interactive Functions in Recruitment Reports \[Seite 87\]](#).

Example

You would like to know which of the recruitment instruments used by your company have resulted in the most applications. The *Recruitment Instruments* report enables you to display the number of applications per recruitment instrument.

Interactive Functions in Recruitment Reports

Use

When you run Recruitment reports from within the *Recruitment* application, several interactive functions are available in the report's output list. You can use these functions to process applicant data further.

Prerequisites

You have accessed a report from the *Recruitment* application.

In some reports you can also access the interactive functions when you run the report from one of the information systems (for example, the *Recruitment* information system or the *Human Resources* information system). The reports are available in the information systems primarily for information purposes; processing of applicant data is intended to take place in the application.



Please note that some of the interactive functions access functions from *Personnel Development*, which means that you can only perform them if your system is integrated with *Personnel Development*.

Features

The required interactive functions are available in each report.

For information on how to use the individual functions, see [Perform Interactive Functions in Recruitment Reports \[Seite 87\]](#).

Perform Interactive Functions in Recruitment Reports

Prerequisites




You have run a report from the *Recruitment* component and the report's output list is displayed.









In most cases, the interactive functions are only available if you access the report from within the *Recruitment* component. However, in some cases you can also process applicant data when you run a *Recruitment* report from one of the information systems (for example, the *Recruitment* information system or the *Human Resources* information system).

Please note that some of the interactive functions access functions from *Personnel Development*, which means that you can only perform them if your system is integrated with *Personnel Development*.





Procedure

If you want to:	do the following:
display all applicants who are assigned to one vacancy,	select an applicant, and choose <i>App.list</i> . the output list of the Vacancy Assignment report (RPAPL003) [Seite 77] appears. The system displays whether other applicants are assigned to a vacancy, and if so, which applicants.
select all rows of the output list,	choose  or  .
display the requirements profile for a vacancy,	select a vacancy for which a requirements profile has been maintained (indicated in the list) and choose <i>Req.profile</i> . The system displays the <i>Position:Display Profile</i> screen from <i>Personnel Development</i> .
refresh the output list,	choose  .
call the <i>Job Advertisements</i> report,	select a recruitment instrument, such as a newspaper, and choose <i>Evaluate advert</i> . The <i>Evaluate Advertisements</i> screen appears.







Perform Interactive Functions in Recruitment Reports

carry out applicant actions,	<p>select an applicant, and choose <i>Actions</i>.</p> <p>The <i>Applicant Actions</i> screen appears.</p> <p>select an action, and choose .</p> <p>The screen for the applicant action appears.</p> <p>Enter the required data, and save your entries.</p>
create or change applicant master data,	<p>select an applicant, and choose <i>Master data</i>.</p> <p>The <i>Maintain Applicant Master Data</i> screen appears.</p> <p>Select an infotype, and choose  or .</p> <p>The infotype screen appears.</p> <p>Enter the required data or change existing data, and save the data.</p>
access applicant statistics,	<p>select applicants, and choose <i>App.statistics</i>.</p> <p>The output list of the Applicant Statistics report (RPAPL005) [Seite 72] appears.</p> <p>The system displays the number of applicants for each vacancy assignment status.</p>
set applicant activities to <i>Completed</i> ,	<p>select the relevant applicants, and choose .</p> <p><i>Complete activity</i>.</p> <p>The system sets the activities automatically to <i>Completed</i>.</p>
display details,	<p>select an applicant and choose .</p>
send e-mails about planned activities to the persons responsible (such as the person in charge of the activity or of the reference activity),	<p>select the relevant activities and choose .</p> <p>The <i>Planned Activities</i> screen appears, which displays the e-mails that you have sent successfully.</p>
create labels,	<p>choose <i>Print labels</i>.</p> <p>For information on how to proceed, see Print Labels (Report RPAPRT06) [Extern].</p>
find a suitable applicant for a vacancy,	<p>select a vacancy and choose <i>Find candidate</i>.</p> <p>The <i>Personnel Development</i> screen <i>Find Objects for Qualifications</i> appears.</p> <p>For information on how to proceed, see Perform a Search for Qualifications [Extern].</p>

Perform Interactive Functions in Recruitment Reports

create planned or completed individual activities for one or more applicants simultaneously,	<p>select the relevant applicants and choose <i>Planned indiv.activities</i> or <i>Completed indiv.activities</i>.</p> <p>For information on how to proceed, see the section <i>Create planned or completed individual activities</i> under Create Activities in Bulk Processing (Report RPAPRT07) [Extern].</p>
create planned or completed mass activities for one or more applicants simultaneously,	<p>select the relevant applicants and choose <i>Planned mass activities</i> or <i>Completed mass activities</i>.</p> <p>For information on how to proceed, see the section <i>Create planned or completed mass activities</i> under Create Activities in Bulk Processing (Report RPAPRT07) [Extern].</p>
change an applicant's overall status,	<p>select an applicant and choose  <i>overall status</i>.</p> <p>The <i>Change Overall Status</i> dialog box appears.</p> <p>Enter the new overall status and, if required, a status reason, and choose .</p>
change the overall status for several applicants simultaneously,	<p>choose <i>Bulk processing</i>.</p> <p>The report's output screen displays the required pushbuttons (<i>Reject</i>, <i>Put on hold</i>, and so on).</p> <p>Select the applicants whom you want to assign the same overall status and choose the new overall status you require (<i>Put on hold</i>, for example).</p> <p>The <i>Change Overall Status</i> dialog box appears.</p> <p>Enter the new overall status and, if required, a status reason, and choose .</p>
display a short profile,	<p>select the relevant applicant, and choose <i>Short profile</i>.</p> <p>The <i>Display Text</i> screen appears, which displays the short profile.</p>
display a recruitment instrument,	<p>select an advertisement and choose  <i>Instrument</i>.</p> <p>The <i>Display View "Recruitment Instrument": Overview</i> screen appears.</p>

Perform Interactive Functions in Recruitment Reports

display a position description,	<p>select a vacancy and choose <i>Descrip.of position</i>.</p> <p>The <i>Position Description</i> screen appears.</p>
access statistics for applicant activities,	<p>select an overall status (such as <i>Contract offered</i>) and choose <i>Activity statistics</i>.</p> <p>The <i>Activity Type</i> dialog box appears.</p> <p>Select an activity type (such as <i>Work contract</i>) and choose .</p> <p>The <i>Applicant Statistics</i> screen appears.</p>
change the vacancy assignment status,	<p>select one or more applicants and choose .</p> <p>The <i>Change Vacancy Assignment Status</i> dialog box appears.</p> <p>In the <i>Vac.assign.stat</i> field, specify the new status, and if required, enter a reason for the change in status in the <i>Status reason</i> field.</p> <p>Choose .</p>
evaluate a vacancy,	<p>select an applicant, and choose <i>Evaluate vacancy</i>.</p> <p>the output list of the Vacancies report (RPAPL010) [Seite 79] appears.</p> <p>The system displays detailed data on the selected vacancy (such as start and end dates, line manager).</p>
display a vacancy,	select an applicant, and choose  or  .
assign vacancies,	select the applicants you want to assign to a vacancy, and choose <i>Assign vacancy</i> .
delimit a vacancy assignment,	<p>select an applicant and choose <i>Delimit assignment</i>.</p> <p>The system delimits the vacancy assignment to the current date.</p> <p>Choose .</p>
create or change activities,	<p>select an applicant and choose <i>Activity</i>.</p> <p>The <i>Maintain Applicant Activities</i> screen appears.</p> <p>For information on how to proceed, see Create and Change an Applicant Activity [Extern] .</p>

Perform Interactive Functions in Recruitment Reports

create additional data,	<p>select an applicant and choose <i>Additional data</i>.</p> <p>The <i>Enter Additional Data</i> screen appears.</p> <p>For information on how to proceed, see Entering Additional Data on an Applicant [Extern].</p>
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Reports in Personnel Administration

Use

There are numerous standard reports in the *Personnel Administration* component. You can use these to access statistical evaluations that read employee data or organizational data and carry out these evaluations.

Features

You can run the following standard reports using the information system for *Personnel Administration*:

- Reports that refer to employee data
 - [Task Overview \[Seite 95\]*](#)
 - [Anniversaries \[Seite 97\]*](#)
 - [Powers of Attorney \[Seite 99\]*](#)
 - [Education \[Seite 101\]*](#)
 - [Employees who have Entered/Left the Company \[Seite 103\]*](#)
 - [Family Members \[Seite 105\]*](#)
 - [Birthday List \[Seite 107\]*](#)
 - [Vehicle Search List \[Seite 109\]*](#)
 - [Telephone Directory \[Seite 111\]*](#)
 - [Length of Time in Pay Scale \[Seite 144\]*](#)
 - [Proposals for Pay Scale Reclassification \[Seite 142\]*](#)
 - [Reference Personnel Numbers \[Seite 116\]*](#)
 - [HR Master Data Sheet \[Seite 118\]*](#)
 - HR Master Data Sheet SAPscript
 - [Flexible Employee Data \[Seite 120\]*](#)
 - List of Employees
 - [Maternity Overview \[Seite 121\]*](#)
- Reports that refer to organizational units
 - [Staff Changes \[Seite 123\]*](#)
 - Headcount Developments
 - Nationalities
 - List of Salaries According to Seniority
 - [Pay Scale Classification \[Seite 150\]*](#)
- Reports that refer to the age or gender of the employee

Reports in Personnel Administration

- [Statistics: Gender Sorted According to Age \[Seite 127\]*](#)
- [Statistics: Gender Sorted According to Seniority \[Seite 129\]*](#)
- Reports for creating documents for infotype changes
 - [Logged Changes in the Infotype Data \[Seite 133\]*](#)
- Reports for creating documents for report starts
 - [Log of Report Starts \[Seite 137\]*](#)



You can find the documentation about the reports marked with an * in the relevant sections.

You can read the documentation on the remaining reports when you run the reports.

As well as the predefined reports, you can create your own reports. There are generic reporting tools within the *Human Resources* component to support you whilst creating your own reports. To find out how to create reports, see [InfoSet Queries in Human Resources \[Seite 989\]](#).

Activities

To execute standard reports follow the menu path below, starting at the *SAP Easy Access* screen:

- *SAP Menu → Human Resources → Personnel Management → Administration → Info System → Reports*
- *SAP Menu → Information Systems → General Report Selection → Human Resources → Personnel Management → Administration*

Reports per Employee

Reports per Employee

Use

Using a report based on employees enables you to statistically evaluate data for different employees.

For example, you could display the age structure within your company, education/training data, and data about the number of people leaving your company. The individual reports call up personal data for employees (date of birth, family members). Such data is stored in infotypes and subtypes (for example, the *Powers of Attorney* infotype (0030)). The individual evaluations also access data on personnel actions that have been carried out for employees (hiring and those leaving the company).

Task Overview (Query DATE_MONITOR)

Use

This report enables you to create a list of tasks that an employee has during a selected period.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*



Note: You can also use search help *M (tasks)* for selection.

The following fields are available under *Program selections*:

- *Task*
- *Reminder date*
- *Task type*
- *Processing indicator*
- *Administrator for person*

You can restrict the selection according to the entries in the *Monitoring of Tasks* infotype (0019) by making entries in these fields.

Under *Output options*, specify the output format that the system is to use for the list.

Task Overview (Query DATE_MONITOR)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Output

Depending on the selected output option, the evaluation results are displayed.

The list contains the following columns:

- *Task*
- *Reminder*
- *First name*
- *PI* (processing indicator as numerical value)
- *TT* (task type as numerical value)
- *Task type* (text)
- *PersNo.* (Personnel number)
- *First name*
- *Last name*
- *Comments*

Note: the list can only display the first line of comments from the *Monitoring of Tasks* infotype (0019).

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

You want to know which of your employees are taking maternity leave in the next quarter. Enter the desired period, and restrict the selection by entering 25 in the *Task type* field.

Anniversaries (Query JUBILEE_LIST)

Use

This report creates a list of employees who have a seniority anniversary within a year.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

Selection

Under *Period*, you determine the dates or person selection period for which you want to evaluate employee data.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel number that you want to include in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

In the *Anniversary in years* field under *Program selections*, specify which anniversary you want to evaluate. If you use this, you can restrict the selection to certain anniversaries (for example, 01 for first year anniversaries or 10 for a ten year anniversary of years of service)

You define the output list form under the section *Further processing options*.

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Output

The evaluation results are formatted according to the selected output option. The following columns can be used when formatting the evaluation results:

- *PersNo. (Personnel number)*
- *Last name*
- *First name*
- *Entry*

Anniversaries (Query JUBILEE_LIST)

- *Year*

Example

You want to create a company wide list of all employees who celebrate their ten year anniversary of service within the current year. You delimit the evaluation in the *Anniversary in service years* field with the anniversary desired (=10); the system will then display the employees according to the restrictions you have entered.

Powers of Attorney (Query AUTHORIZATIONS)

Use

This report creates a list describing the powers of attorney of your employees.

It also evaluates the different subtypes of the *Powers of Attorney* infotype (0030).

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Prerequisites

The data that the system is to evaluate is stored in the *Powers of Attorney* infotype (0030).

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You define the specifications for the education/training data evaluation under *Program selection*. You can also delimit the search to certain entry and leaving types in the *Powers of Attorney* infotype (0030).

You define the output list form under the section *Further processing options*.

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench* (BC-DWB) → *SAP Query and the Quickviewer* → *SAP Query* → *Application* → [Interactive Functions for Further List Processing \[Seite 1056\]](#).

Output

The evaluation results are formatted according to the selected output option. The following columns can be used when formatting the evaluation results:

- *PersNo.* (Personnel number)

Powers of Attorney (Query AUTHORIZATIONS)

- *Last name*
- *First name*
- *Powers of Attorney*
- *Powers of Attorney Key*
- *OrgUnit* (Organizational unit)
- *Description of the organizational unit*

Education (Query EDUCATION)

Use

This report creates a list describing the education and training of your employees.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Prerequisites

The employee's education and training data (schooling, professional, and further training) must be stored in the *Education* (0022) infotype.

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel number that you want to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You define the specifications for the education/training data evaluation under *Program selection*. You can also delimit the search to certain education/training data. The following fields are available:

- *Cost center*
- *Education and training*
- *School leaving certificate*
- *Type of school*
- *Branch of study*

You define the output list form under the section *Further processing options*.

Education (Query EDUCATION)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1054\]](#)*.

Output

Depending on the selected output option, the evaluation results are displayed. The following columns can be used when formatting the evaluation results:

- *PersNo.* (Personnel number)
- *First name*
- *Last name*
- *Type of school text*
- *School leaving certificate text*
- *Education/Training text*
- *Branch of study*
- *Institute/Place*
- *Cost center*

Example

You want to find out the number of employees within your company who have an economics degree. You specify the corresponding data in the *Education/Training*, *School leaving certificates*, and *Branch of study* fields.

Fluctuations (Query FLUCTUATIONS)

Use

You use this report to create a list of people who either left or entered a company for a certain defined time.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Make entries under *Other period* and *Period selection period* to ensure that only employees who have a valid data record in the *Actions* infotype (0000) are selected for the desired period. This infotype has time constraint 1. In other words, an action remains valid until a new action is performed. To ensure that the system can take all employees into account for whom an entry or leaving action was performed in the specified period, you must make entries under *Program selections* (*Entry date* and *Leaving date* fields). Select *Other period*, and do not enter a date.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

Make entries in the *Entry date* and *Leaving date* fields under *Program selections* to define the period in which an entry and/or leaving action was performed.



If you make an entry in either the *Entry date* or the *Leaving date* field, the system selects the employees who have a start date in the selected period for a performed entry or leaving action.

If you make an entry in both fields, the system selects all employees who fulfill the following condition: The start date of an entry action falls within the specified entry period (*Entry date* field) **and** the start date of a leaving action falls within the specified leaving period (*Leaving date* field).

You define the output list form under the section *Further processing options*.

Fluctuations (Query FLUCTUATIONS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Output

The evaluation results are formatted according to the selected output option. The following columns can be used when formatting the evaluation results:

- *PersNo.* (Personnel number)
- *First name*
- *Last name*
- *Entry*
- *Leaving*
- *OrgUnit* (Organizational unit)
- *Description of the organizational unit*

Example

You want to get an overview of the people entering your company based on financial quarters.

Family Members (Query FAMILY_MEMBERS)

Use

This report creates a list of employees who have information about their family members stored in the system.

You determine the employees using the subtype in the *Family/Related Persons* (0021) infotype.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Prerequisites

The data about an employee's family and related persons must be stored in the *Family/Related Persons* infotype (0021).

Features

Selection

You determine what data and who is to be taken into account during the evaluation under *Period*.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

In the *Type of family membership* field; determine the subtype of the *Family/Related Person* infotype (0021). This will then be evaluated. You can delimit the selection to certain subtypes of infotype 0021 (*Family/Related Persons*) - for example, 1 for *Spouse* or 2 for *Child*.

You define the output list form under the section *Further processing options*.

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Output

The evaluation results are formatted according to the selected output option. The following columns can be used when formatting the evaluation results:

Family Members (Query FAMILY_MEMBERS)

- *Personnel number*
- *Name of employee or applicant*
- *Entry*
- *Family relationship*
- *First name*
- *Last name*
- *Date of birth*

Example

You want to create a list of people who you have to contact in case of an emergency. On the *Type of Family Membership* selection screen, select the *Emergency contact* subtype (=07).

Birthday List (Query BIRTHDAY_LIST)

Use

You use this report to create an overview of employee's birthdays. You can modify such overviews to your own company specific requirements. For example, you can create an overview list for each month, or determine coming anniversary birthdays.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

Determine the type of birthday list that the system should output under *Program selections*.

- Annual overview or monthly overview
If you want to print such a list, enter data in the fields *Year of birth* or *Birthday (within a month/year)*.
- List of coming anniversary birthdays
Should you want to create such a list, there are entries in the *Year of birth* or *Employee's age* fields which assist you.
- List related to key date
Use the *Date of birth* or *Day and month of birthday* fields to create this list.
- List according to employee gender
If you want to draw up a gender-specific list of employee's birthdays, enter 1 for men and 2 women in the *Gender key* field.

The following fields are also available:

Birthday List (Query BIRTHDAY_LIST)

- *Cost center*
- *Organizational unit*

You define the output list form under the section *Further processing options*.

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Output

Depending on the selected output option, the evaluation results are displayed.

The following columns can be used when formatting the evaluation results:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Entry*
- *Leaving*
- *Date of birth*
- *Day*
- *Birthday* (Birthday within current year)
- *Year*
- *Age*
- *Gender*
- *Cost center*
- *OrgUnit* (Organizational unit)

Example

You want to generate a list of all employees within a certain cost center whose birthday falls within the next quarter. Select *Other period* under the *Period* section and enter the specific dates for the quarter that is to be evaluated. In the *Cost center* field, enter the appropriate cost center. The system creates a list of birthdays based on cost center.

Car Search (QUERY CAR_SEARCH)

Use

This report creates a list of employee's car license plate numbers.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Prerequisites

The vehicle license plate numbers must be stored in the *Internal Control* infotype (0032).

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

Enter any data you know in the field *License plate number* under *Program selections* or delimit the selection using the *Last name* and/or *First name* fields. You also have the following selection possibilities:

- *Building number*
- *Internal telephone number*
- *Office number*

You define the output list form under the section *Further processing options*.

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Car Search (QUERY CAR_SEARCH)**Output**

Depending on the selected output option, the evaluation results are displayed. The following columns can be used when formatting the evaluation results:

- *PersNo.* (Personnel number)
- *First name*
- *Last name*
- *Car license number*
- *Tel* (Telephone number)
- *BuiNo* (Building number)
- *OfficeNo* (Office number)
- *PayArea* (Payroll area)
- *CoCode* (Company code)
- *Cost center* (Cost center)

Example

You create a list of all the car license numbers in your company for company cars. On the selection screen, enter all the personnel numbers that you can access via the selection criteria company car.

Telephone Directory (Report RPLTEL00)

Use

This report allows you to create lists of employee telephone numbers:

- internal lists
- external lists

Prerequisites

To be able to use the whole range of functions provided in this report, you must ensure that communications data is recorded in the following infotypes:

- *Addresses* (0006)
- *Internal Control* (0032)
- *Communication* (0105)

Features

Selection

Under *Key date*, specify whether the communications data from today is to be evaluated, or whether another keydate is to be used.

Specify the employees to be evaluated under *Selection*. You can specify a range of personnel numbers in the *Personnel number* field. You can also make an entry in the *Employment status* field, which will determine which employment status is to be evaluated in the report.

You can define additional *Selection criteria* and *Output options* under *Additional data*.

The fields *Communications numbers* and *Postal code* are available under *Selection criteria*. You can specify the type of connection (such as fax number, telephone number or mobile telephone number) in the *Communications numbers* field. You can limit the selection of external employee numbers by making an entry in the *Postal code* field.

Under *Output options*, select which kind of connection the system is to evaluate:

- *External connections*
You can further restrict an evaluation of external connections by making entries under *Selection criteria*. The system evaluates all telephone numbers stored in the *Addresses* infotype (0006).
- *Extensions*
The system evaluates all telephone numbers stored in the *Internal Control* infotype (0032).
- *Internal communications*
The system evaluates all connections stored in the *Internal Control* (0032) and *Communication* (0105) infotypes.
- *Only known telephone numbers*

Telephone Directory (Report RPLTEL00)

The system evaluates all telephone numbers stored in the *Addresses* (0006) and *Internal Control* (0105) infotypes. If you have selected *Internal communications*, the system ignores a flag set in the *Only known telephone numbers* field.

- *With personnel number*

The personnel numbers of employees are also displayed in the list that is created.

- *With address*

The addresses of employees are also displayed in the list that is created.

- internal addresses

If you select either *Extensions* or *Internal communications*, the internal addresses (office numbers) of employees are also displayed in the list.

- external addresses

If you select *External connections*, the external addresses of employees are also displayed in the list.

- *As a directory*





If you select this option, the system automatically sorts the list according to the last names of the employees. The list is formatted in separate pages, which you can insert into a standard telephone book.

If you want the results to be in the form of a directory, you can not use the *Sort* search help.

Output

The results of the report are displayed in a list, in accordance with your own selection criteria.

Activities

- You can display more information on lines with there is an > displayed at the end of the line. Select the line, and choose .
- If you want to print the list, choose .
This takes you to the *Print Screen List* screen. Enter the desired print format, and choose *Continue*.
- If you want to search within the list for a certain name or parts of names, choose .
This takes you to the *Find* dialog box. Enter the desired character string in the *Find* field, and choose . The results of your search are displayed in a new dialog box.

Time Spent in Pay Scale Group/Level (Report RPLTRF00)

Use

This report displays the pay scale classification together with the length of time spent in the pay scale group/level per employee.

Integration

If your collective agreement stipulates that an employee is moved into a different pay scale group or level on reaching a certain age or after spending a specified amount of time in his/her current pay scale group or level, then you can run the [Defaults for Pay Scale Reclassification \[Seite 142\]](#) report (RPLTRF10) to display suggestions for the pay scale reclassification for individual employees.

If you want the system to automatically reclassify your employees once they have reached a certain age or once they have spent a specified amount of time in a pay scale group or level, then you can use the Pay Scale Reclassification According to Age and/or Time Spent in Pay Scale (RPITUM00) to do this.

Prerequisites

The relevant employees must be assigned to a pay scale structure. The employees cannot be directly valuated nor can they be assigned to a pay scale structure.

A valid Basic Pay infotype record (0008) must exist for the relevant employees.

Features

Selection

By making entries under *Selection* and *Further selections* you can determine which employees' pay scale data is displayed.

Output

This report displays the names of the employees in a table together with the following data per employee:

- Personnel number
- Pay scale type, area, group and level
- Date as of which the employee has been in the current classification
- Length of time spent in the current pay scale group or level in years and months

This data is taken from the Basic Pay infotype (0008).

If errors occur, you can also display an error list for each of the employees. To display the error list, choose *List* → *Display error list*.

Defaults for Pay Scale Reclassification (Report RPLTRF10)

Defaults for Pay Scale Reclassification (Report RPLTRF10)

Use

This report displays the next standard pay scale reclassification for individual employees. You can use this report to determine whether you have forgotten to reclassify an employee or to determine when and who is due for a reclassification.

Integration

If your collective agreement stipulates that an employee is moved into a different pay scale group or level on reaching a certain age or after spending a specified amount of time in his/her current pay scale group or level, then you can run the [Time Spent in Pay Scale Group/Level \[Seite 144\]](#) report (RPLTRF00) to display the current pay scale classification of your employees as well as the length of time spent in the pay scale group or level.

If you want the system to automatically reclassify your employees once they have reached a certain age or once they have spent a specified amount of time in a pay scale group or level, then you can use the Pay Scale Reclassification According to Age and/or Time Spent in Pay Scale (RPITUM00) to do this.

Prerequisites

The relevant employees must be assigned to a pay scale structure. These employees cannot be directly valuated nor can they be assigned to a pay grade structure.

These employees are in a pay scale grouping that is defined as being relevant for automatic reclassification. For more information on how to set up automatic pay scale reclassifications, see Pay Scale Changes in the Compensation Management or the Personnel Administration Implementation Guide.

Features

Selection

By making entries under *Period*, *Selection* and *Further selections* you can determine which employees' pay scale reclassification is displayed.

Output

This report displays the names of the employees in a table together with the following data per employee:

- Personnel number
- Social insurance or tax number
- Pay scale type, area, group and level
- Period of current classification
- New pay scale group and level
- Period of new classification

Defaults for Pay Scale Reclassification (Report RPLTRF10)

This data is taken from the Basic Pay infotype (0008).

This report only specifies a suggestion for reclassification if the date of the next standard pay scale reclassification lies within the validity period of the corresponding pay scale group or level.

You can also display an error list for each of the employees. To display the error list, choose *List* → *Display error list*.

Reference Personnel Numbers (Report RPLREF00)

Reference Personnel Numbers (Report RPLREF00)

Use

This report creates a list of reference personnel numbers.

Prerequisites

If an employee in your enterprise has more than one work relationship, you can assign a reference personnel number for each relationship. You can then record this, for example, in the *Actions* infotype (0001) when an employee is hired. You can also create reference personnel numbers in the *Reference Personnel Numbers* infotype (0031) at a later point in time.

If you have assigned a reference personnel number in the *Actions* infotype (0000), the system automatically makes this record available in the *Reference Personnel Numbers* infotype (0031). The report uses data stored in the *Reference Personnel Numbers* infotype (0031).

Features

Selection

You can run the report for any period you choose.



You can also use a payroll period for the report, by selecting *Payroll period*. The *Payroll period* entry screen is then displayed, where you can make entries for the desired payroll period. If you choose *Period* again, you return to the initial report selection screen.

Specify the employees to be selected under *Selection*. The following fields are available:

- Personnel number
- Payroll area
- Pers.area/subarea/cost center
- Employee group/subgroup

You can determine how the selected employees are evaluated, and how the data is output under *Additional data*. Any flags set in this section have the following affect on selection:

- *Group by employee*

An output list is displayed for each employee.

- *Display detailed information*

Detailed information in an output list contains the following:

- EmplStatus (employment status)
- *Company code*
- *PersArea* (personnel area)

Reference Personnel Numbers (Report RPLREF00)

- *EmplGroup* (employee group)
- *EmplSubg* (employee subgroup)
- *CapLevel* (capacity utilization level)
- *Highlight changes*
Changes within an evaluation period are highlighted in a different color.
- *Highlight incorrect data*
Incorrect data is highlighted in a different color.
- *Display error list*
An error list, containing the personnel numbers that were not selected, is also displayed.
- *Display statistics list*
The statistics list is displayed along with the report list. The statistic list displays the following:
 - *Number of selected personnel numbers*
 - *Number of defective personnel numbers*
 - Number of defective table entries

Output

The output takes place in the form of a list in accordance with the indicators that you set.

HR Master Data Sheet (Report RPPSTM00)

HR Master Data Sheet (Report RPPSTM00)

Use

This report creates an HR master data sheet for one or more employees.

Prerequisites

You must record all bonuses that do not belong to Basic Pay in form *XP02* in the *Form-Related Control of Wage Types* table (T512E).

If you use standard form *XP02* for the report, you must not make any more modifications.

If you use your own form, you must also make your own entries in the following tables:

- *Form Background* (T512P)
- *Information in Fixed Positions* (T512Q)
- *Form Windows* (T512P)

Features

This report uses data from the following international infotypes:

- *Actions* (0000)
- *Organizational Assignment* (0001)
- *Personal Data* (0002)
- *Addresses* (0006)
- *Planned Working Time* (0007)
- *Basic Pay* (0008)
- *Bank Details* (0009)
- *Recurring Payments/Deductions* (0014)
- *Contract Elements* (0016)
- *Family/Related Person* (0021)
- *Education* (0022)
- *Date Specifications* (0041)

Selection

Under *Period*, specify whether data is to be selected from today, or from another date.

Enter the employees for whom the HR master data sheet is to be created under *Selection*.

You can further restrict the selection, under *Further entries*:

- *Field Country grouping (default)*: Select employees who have an organizational assignment to a country
- *Field Form ID in T512P*: Use standard form, or your own form

HR Master Data Sheet (Report RPPSTM00)

- Field *Print one/more page(s)*: How master data sheet is to be printed
- Field *Number of test forms*: whether (and how) test forms are printed

Output

The data is output in accordance with the form you use, and displays the selected infotype fields for each chosen employee.

Flexible Employee Data (Report RPLICO10)

Flexible Employee Data (Report RPLICO10)

Use

This report displays employee data in a flexible manner. In other words, the report only displays data on employees who meet your own selection criteria.

Features

This report contains up to twenty (20) fields for displaying employee data. This means that you can choose to display personal or organizational data, for example.

Selection

The evaluation is based on key dates. You can record a key date in the *Key date* field. If you select *Other key date*, you can run the report on any other day. In this case, simply enter the required date in the corresponding field.

Specify the personnel numbers to be evaluated under *Selection*.

You can choose the employee data that you want to display under *Further entries*. If you choose *Field selection*, you branch to the *HR Field Selection* screen. You can then choose up to twenty (20) fields from the field catalog in this screen.

Output

The results of the report are displayed as a list in ALV Grid Control Format. The fields selected from the field catalog are displayed in the columns in the sequence specified, along with the relevant data.

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

You want to create a list of employees, in which data on basic pay and work schedules is included. Enter the personnel numbers of the employees to be included in the list, and under *Field selection*, choose the fields *Personnel number*, *Work schedule rule*, and *Basic pay*. Run the report. The system creates a list, in which data is displayed in the *PersNo*, *WSRule* and *Total Basic Pay* columns.

List of Maternity Data (Report RPLMUT00)

Use

The list gives an overview of maternity cases stored and the accompanying absences.

Features

You can also output a list of maternity cases that have not yet been reported to the authorities.

Activities

Output unreported maternity cases

To output a list of the unreported maternity cases, select the *Display date reported list* field under *Additional data*.

Reports per Organizational Unit

Use

Reports based on organizational units enable you to evaluate, for example, headcount changes within an organizational unit or within a company. You can also run numerous other reports to give you an overview of organizational data (overview of national distribution, salary, and pay scale structure).

Staff Changes (Query STAFF_CHANGES and Query STAFF_CHANGES2)

Use

This report creates a list of personnel actions that have been carried out for employees for the selected time period.



This report evaluates either the *Actions* infotype (0000), or the *Additional Actions* infotype (0302), depending on the settings made in Customizing for *Personnel Administration*.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Make entries under *Other period* and *Period selection period* to ensure that only employees who have a valid data record in the *Actions* infotype (0000) are selected for the desired period. This infotype has time constraint 1. In other words, an action remains valid for the next day. In this report, you must make entries under *Program selection* (*Date of action* field) to ensure that the system identifies all actions with an action start date within the specified period. Select *Other period*, and do not enter a date.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You define those personnel action types to be evaluated in the field *Action type* under *Program selection*. You can also delimit the selection to certain personnel action types. Furthermore, you must also enter a date or a date selection period in the *Date of action* field, so the system is able to identify all employees, for whom the start date of a performed action falls within the specified period.

You define the output list form under the section *Further processing options*.

Staff Changes (Query STAFF_CHANGES and Query STAFF_CHANGES2)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Output

Depending on the selected output option, the evaluation results are displayed. The following columns can be used when formatting the evaluation results:

- *PersNo.* (Personnel number)
- *First name*
- *Last name*
- *Entry*
- *Actions*
- *Description of the action type*
- *Start*
- *OrgUnit* (Organizational unit)
- *Description of the organizational unit*

Example

You want to get an overview of all the new employees in your company according to financial quarters. Select *Other period* in the *Period* section and enter the specific dates for the quarter that is to be evaluated. Enter the *Hiring* (=01) in the *Personnel action type* field under the *Program selections* section.

Assignment to Wage Level (Report RPSTRF00)

Use

This report creates a list of the pay scale classification of employees.

Features

The report evaluates the *Basic Pay* infotype (0008) with the *Basic Contract* subtype (0).

Selection

Enter which employees are to be included in the evaluation under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*

You can determine how the selected data is evaluated under *Additional data*. The following fields are available:

- *Nationality*
- *Country grouping*
- *Pay scale area*
- *Pay scale type*
- *Pay scale group*
- *Pay scale level*
- *New entries in time interval*

If you want an overview of the pay scale classification of new employees, select this field.

You can also run the report for one gender, or more generically.

Output

The results of the report are displayed in a table.

A separate table is output for each pay scale area. The system uses a separate line for each pay scale type. In a generic report, the list contains the columns *Male*, *Female*, and *Both*. The results are displayed in absolute figures and percentages.

The last column shows how long the employee has spent in this pay scale type.

If a selected employee belongs to more than one pay scale area, the system displays an extra table with all the relevant results for this employee after the separate tables have been displayed. The list also displays how many employees were selected for the report.

If the report could not include certain personnel numbers in the report, the system displays an error list at the end, which contains the relevant personnel numbers, and the reason for rejection.

Reports by Age/Gender

Reports by Age/Gender

Use

Within an report per organizational unit, you can create statistics that give you of the age or seniority of your employees based on the gender of employees.

Statistics: Gender Sorted According to Age (Query GENDER_PER_AGE)

Use

This report creates a list of employees' age according to gender.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You define the output list form under the section *Further processing options*.

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Output

Depending on the selected output option, the evaluation results are displayed.

The following columns can be used when formatting the evaluation results:

- *Age*
- *Gender*
- *Number share in %*

Statistics: Gender Sorted According to Age (Query GENDER_PER_AGE)**Example**

You want to know the ages of the men and women in the employee subgroup *Salaried employee*. Enter the employee subgroup *Salaried employee (=AH)* in the *Employee subgroup* field in the *Selection* section.

Statistics: Gender Sorted According to Seniority (Query GEND_P_SENIOR)

Use

This report creates a list of employees' seniority according to gender.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Features

Selection

You determine who is to be evaluated and what data is to be evaluated under the *Period* section.



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

In the *Personnel number* field under *Selection*, enter the personnel numbers to be included in the evaluation. If you want to get an overview of many employees, enter the corresponding personnel numbers or the personnel number range in the field *Personnel number* under the *Selection* section. You can also restrict the selection using the following fields:

- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can delimit the selection to certain lengths of service using the *Length of service* field in the *Program selections* section (for example, 01 for employees who have only worked in your company for one year).

You define the output list form under the section *Further processing options*.

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1056\]](#)*.

Output

Depending on the selected output option, the evaluation results are displayed. The following columns can be used when formatting the evaluation results:

- *Year*
- *Gender*
- *Number*

Statistics: Gender Sorted According to Seniority (Query GEND_P_SENIOR)

- *Share in %*

Example

You want to know the percentage of male and female employees for all employees who have acquired 10 years of seniority. Enter 10 years anniversary in the *Length of service* field under the *Further processing options*.

Reports for Creating Documents

Use

With these reports, you can create documents of the following types:

- Documents for infotype changes
- Documents for report starts

Logs of Changes to Infotype Records

Use

You can create a log of all changes that have been made to infotype records. The log contains information on who (which employee) made changes to infotype records, and when.

The following section contains information on how to create a log of changes made to infotype records.

Logged Changes in Infotype Data (Report RPUAUD00)

Use

This report is used to display all changes that were made using infotype change documents (short: [change documents \[Extern\]](#)).

Prerequisites

So that changes to infotype fields (change, create, delete) are recorded as documents, you must make sure that these fields are maintained in the views *HR Documents: Infotypes to be Logged* (V_T585A), *HR Documents: Field Group Definition* (V_T585B) and *HR Documents: Field Group Characteristics* (V_T585C).

An archive can only be displayed if it has been created with Archive Administration (transaction SARA).

Features

You can create the following types of documents with this report:

- Long-term documents

Long-term documents are created for revision purposes. Changes made to infotypes are written to the database or can be archived. Long-term documents remain available until you delete them. The archiving object is called **PA_LDOC**.

Long-term documents evaluate data according to personnel numbers and infotypes. For this reason, the columns PersNo (personnel number) and Inftyp (infotype) are displayed at the top of the drilldown list.
- Short-term documents

Short-term documents are stored in the database. The data for short-term documents is selected according to date and time. In contrast to long-term documents, the columns *Date* and *Time* are displayed at the top of the drilldown list.

Selection

Specify the type of documents that you want to create under *Read documents from database*. To specify a document type, set the relevant indicator.

Under *Selection*, specify:

- which transaction classes are to be included in the selection with the relevant indicators
- which employees are to be selected, in the *Personnel number* field
- which data the system is to evaluate, in the *Infotype* field
- whether a specific change date, or a certain interval period is to be considered, in the *Change date* field
- whether you want to display the changes made by a specific user, in the *User name* field



As a rule, the system reads the data from the database.

Logged Changes in Infotype Data (Report RPUAUD00)

If you want additional archived data to be read, select *Read from archive*. Additional selection options are displayed under *Archive selection*:

- Also read from database
The documents currently in the database that belong to the archived data and meet the selection criteria are also displayed.
- Archive selection by user
This takes you to the *Archive Administration: Read Data Selection* screen. Select the required archive.

Specify how the documents are to be output, under *Output options*.

- *Direct output of docs*
- *Output program selections*
- *New page per doc.*

Only set this indicator if you have selected *Direct output of docs*.

- Sort

If you set one of the following indicators, the data is sorted in accordance with the indicators:

- *Time*
- *Personnel number*
- *Infotype*
- *User*
- *Default currency*

Output

The results are displayed in accordance with your *Output options*:

- Drilldown list

If you have not made any selections under *Output options*, the list contains an overview of the documents.

- Long-term documents

The columns at the head of the long-term documents are always displayed in this sequence: *PersNo (personnel number)*, *Infotyp (infotype)*, *Date*, *Time*, *SqNo (sequence number)* and *Changed by*.

- Short-term documents

The columns at the head of the short-term documents are always displayed in this sequence: *Date*, *Time*, *SqNo (sequence number)*, *PersNo (personnel number)*, *Infotyp (infotype)*, and *Changed by*.

- *Display program selections*

If you have made a selection here, the output is in the form of a drilldown list. The selection options are also output.

Logged Changes in Infotype Data (Report RPUAUD00)

- Detail List

- Documents

If you have selected *Direct output of docs*, the documents are displayed. The documents contain the information taken from the head of the drilldown table, and details on the changes made in an infotype.

If you have also selected *New page per doc.*, each document is printed on a separate page.

Logs of Report Starts

Logs of Report Starts

Use

You can output the log of report starts that the system creates in the form of a list. For information on how to create this list, refer to [Log of Report Starts \(Report RPUPROTD\) \[Seite 137\]](#).

Log of Report Starts (Report RPUPROTD)

Use

This report creates a list of logs that were created when a report was started.

Prerequisites

Report start logs are only created for a report, if the report is entered in the HR Report Attributes table (V_T599R), and if the *Record at start required online* is flagged.

Features

Selection

The following fields are available:

- *Reports*
- *User*
- *Date*
- *Time*

If you want detailed information to be displayed for each initial log, select *All logs with detail info*.

You can also specify the sort sequence in the selection screen. The following fields are available:

- *Sort: Report*
- *Sort: User*
- *Sort: Date, time*

Output

The standard output displays *Report, Title, User, Date and Time* in the selected sequence.

Activities

You can change the sequence of columns by selecting:

- *Sort: User*
- *Sort: Date*
- *Sort: Report*

You can also access detail info in the output list, by choosing *Select*.

Reports in Compensation Management

Use

Numerous standard reports are available in *Compensation Management*. Using these reports, you can carry out statistical evaluations which access employees' compensation data, the pay scale/pay grade structure of your company or data from external salary surveys.

Features

You can execute the following standard reports in the *Compensation Management* infosystem.

- Reports relating to employees' compensation data
 - [Total Compensation Statement \[Seite 140\]](#)
 - [Total Compensation Statement – Mass Printing \[Seite 141\]](#)
 - [Defaults for Pay Scale Reclassification \[Seite 142\]](#)
 - [Time Spent in Pay Scale Group/Level \[Seite 144\]](#)
 - [Compa Ratio \[Seite 145\]](#)
 - [Compare Actual Base Salaries with Planned Compensation \[Seite 147\]](#)
- Reports relating to the pay scale/pay grade structure
 - [Pay Grade Structure for Jobs \[Seite 149\]](#)
 - [Displaying Pay Grade Structure \[Seite 150\]](#)
 - [Display Pay Scale Structure \[Seite 151\]](#)
 - [Planned Labor Costs \[Seite 152\]](#)
- Reports relating to salary surveys
 - [Data Extraction for Participation in Salary Surveys \[Seite 154\]](#)
 - [Hay PayNet: Data Extraction for Participation in Salary Surveys \[Seite 157\]](#)

You can also create your own reports in addition to these. The generic reporting tool in *Human Resources* is available for this purpose. For more information on how to create reports, see the Human Resources Information System documentation under [HR in the InfoSet Query \[Seite 990\]](#).

Activities

To execute the standard reports from the *SAP Easy Access* menu, choose

- *SAP Menu* → *Human Resources* → *Personnel Management* → *Compensation Management* → *Infosystem* → *Reports*
- *SAP Menu* → *Infosystems* → *Human Resources* → *Reports* → *Personnel Management* → *Compensation Management*
- *SAP Menu* → *Human Resources* → *Information System* → *Reports* → *Personnel Management* → *Compensation Management*

Employee Compensation Data

Use

Using these reports, you can report on employees' compensation data.

You can display, for example, how long the employee has been at his or her pay scale level. This will help you to decide which pay level to move the employee to. You can display suggestions as to which pay scale level to move the employee to.

You can also display the employee's compa-ratio within the salary band. You can compare the employee's actual base salary and the planned compensation assigned to the employee's job or position.

Total Compensation Statement

Total Compensation Statement

Use

This report enables you to display *Total Compensation Statements* for individual employees in your company.

Prerequisites

- The *Total Compensation Statement* is set up in the *Compensation Management* IMG.
- You have installed the *Adobe Acrobat® Reader*.

Features

Selection

Select an employee using the *Object manager* search functions and enter a date and period for the *Total Compensation Statement*.

Output

The report displays the selected employee's *Total Compensation Statement*.

Activities

Displaying an Employee's Total Compensation Statement

1. Choose *Settings* → *Date and preview period...*
The *Specify date and preview period* dialog box appears.
2. Enter a *start date* and a *period* or an *end date*.
3. Choose *Execute*.
4. Select an employee in the *Search area*
For more information, see [Using Search Functions \[Extern\]](#)
5. Select the person from the *Selection area* by double clicking on him/her.
The system displays this employee's *Total Compensation Statement* in the *Overview area*.

Displaying an Error List

1. Select several employees.
2. Choose *Goto* → *Error list*.

Printing the Total Compensation Statement

1. Select one or more employees.
2. Choose *Total Compensation Statement* → *Print*.

Total Compensation Statement – Mass Printing (Report RHCMPTCS_PRINT)

Use

Using this report, you can print out *Total Compensation Statements* for several employees so that you can send individually by mail. The report is intended to enable you to print a very large number of *Total Compensation Statements*.

Prerequisites

The *Total Compensation Statement* is set up in the *Compensation Management* IMG.

Features

Selection

Select a period for the *Total Compensation Statement* and an employee for whom you wish to print the *Total Compensation Statement*.



We recommend that you carry out a test run of the report by selecting the *Test run with error log* field. By doing this, you avoid the risk of printing out the *Total Compensation Statement* with incorrect information.

You can also execute the report in the background, as it can take a very long time. To do this, choose *System → Services → Jobs → Job Definition*.

Output

The report prints out *Total Compensation Statements* for the selected employees.

If you executed a test run of the report in which errors occurred, the system displays an error log. You can correct the errors and restart the report.

Defaults for Pay Scale Reclassification (Report RPLTRF10)

Defaults for Pay Scale Reclassification (Report RPLTRF10)

Use

This report displays the next standard pay scale reclassification for individual employees. You can use this report to determine whether you have forgotten to reclassify an employee or to determine when and who is due for a reclassification.

Integration

If your collective agreement stipulates that an employee is moved into a different pay scale group or level on reaching a certain age or after spending a specified amount of time in his/her current pay scale group or level, then you can run the [Time Spent in Pay Scale Group/Level \[Seite 144\]](#) report (RPLTRF00) to display the current pay scale classification of your employees as well as the length of time spent in the pay scale group or level.

If you want the system to automatically reclassify your employees once they have reached a certain age or once they have spent a specified amount of time in a pay scale group or level, then you can use the Pay Scale Reclassification According to Age and/or Time Spent in Pay Scale (RPITUM00) to do this.

Prerequisites

The relevant employees must be assigned to a pay scale structure. These employees cannot be directly valuated nor can they be assigned to a pay grade structure.

These employees are in a pay scale grouping that is defined as being relevant for automatic reclassification. For more information on how to set up automatic pay scale reclassifications, see Pay Scale Changes in the Compensation Management or the Personnel Administration Implementation Guide.

Features

Selection

By making entries under *Period*, *Selection* and *Further selections* you can determine which employees' pay scale reclassification is displayed.

Output

This report displays the names of the employees in a table together with the following data per employee:

- Personnel number
- Social insurance or tax number
- Pay scale type, area, group and level
- Period of current classification
- New pay scale group and level
- Period of new classification

Defaults for Pay Scale Reclassification (Report RPLTRF10)

This data is taken from the Basic Pay infotype (0008).

This report only specifies a suggestion for reclassification if the date of the next standard pay scale reclassification lies within the validity period of the corresponding pay scale group or level.

You can also display an error list for each of the employees. To display the error list, choose *List* → *Display error list*.

Time Spent in Pay Scale Group/Level (Report RPLTRF00)

Time Spent in Pay Scale Group/Level (Report RPLTRF00)

Use

This report displays the pay scale classification together with the length of time spent in the pay scale group/level per employee.

Integration

If your collective agreement stipulates that an employee is moved into a different pay scale group or level on reaching a certain age or after spending a specified amount of time in his/her current pay scale group or level, then you can run the [Defaults for Pay Scale Reclassification \[Seite 142\]](#) report (RPLTRF10) to display suggestions for the pay scale reclassification for individual employees.

If you want the system to automatically reclassify your employees once they have reached a certain age or once they have spent a specified amount of time in a pay scale group or level, then you can use the Pay Scale Reclassification According to Age and/or Time Spent in Pay Scale (RPITUM00) to do this.

Prerequisites

The relevant employees must be assigned to a pay scale structure. The employees cannot be directly valuated nor can they be assigned to a pay scale structure.

A valid Basic Pay infotype record (0008) must exist for the relevant employees.

Features

Selection

By making entries under *Selection* and *Further selections* you can determine which employees' pay scale data is displayed.

Output

This report displays the names of the employees in a table together with the following data per employee:

- Personnel number
- Pay scale type, area, group and level
- Date as of which the employee has been in the current classification
- Length of time spent in the current pay scale group or level in years and months

This data is taken from the Basic Pay infotype (0008).

If errors occur, you can also display an error list for each of the employees. To display the error list, choose *List* → *Display error list*.

Compa-Ratios (Report RHCMPR0)

Use

You can use this report to calculate the compa-ratio, that is where individual employees sit in their respective salary bands. You can then use the compa-ratio to check to see whether your employees' salaries are still within the salary band or whether in individual cases, an employee needs to receive a salary adjustment or be moved into a different pay grade or level.

Prerequisites

The relevant employees and their salaries must be assigned to a pay grade structure (not pay scale structure).

A valid [Basic Pay \[Extern\]](#) infotype record (0008) must exist for the relevant employees.

Features

Selection

You can either use the *Selection* or *Further selections* functions to select the employees or you can choose *Org. structure*. If you want to select your employees via the organizational structure, then you must enter a root organizational unit. The system then selects all the employees from this organizational unit and all its subordinate organizational units.

The system calculates an employee's compa-ratio by taking an employee's base or annual salary and comparing it to the midpoint of the salary band or level. The system takes the employee's capacity utilization level into account.

Compa-ratio = (100/employment level) * (Basic salary or annual salary/midpoint)



Whether the system uses the midpoint of the pay grade group or the reference value to calculate the compa-ratio depends on the settings you make in the Implementation Guide (IMG) for *Compensation Management* under *Set System Parameters* for the *CRCAL* switch.

Whether the system uses the base salary or the annual salary to calculate the compa-ratio depends on the settings you make in the Implementation Guide (IMG) for *Compensation Management* under *Set System Parameters* for the *CRSAL* switch.

Whether the system uses the midpoint of the pay grade group or level to calculate the compa-ratio depends on the settings you make in the Implementation Guide (IMG) for *Compensation Management* under *Set System Parameters* for the *CRVAR* switch.

Output

The report lists the names of the employees in table together with the following data per employee:

- Country grouping
- Pay scale type, area, group and level
- Midpoint of pay grade or level

Compa-Ratios (Report RHCMPR0)

- Basic or annual salary
- Compa-ratio

You can also display an *error list* for each of the employees. To display the error list, choose *List* → *Display error list*.

Comparing Actual Basic Salaries and Planned Compensation

Use

You can use this report to compare the actual base salary that an employee receives, that is the salary entered in an employee's Basic Pay infotype (0008) record and the planned compensation assigned to the job or position in the Planned Compensation infotype (1005) record.

Prerequisites

A [Basic Pay infotype \[Extern\]](#) (0008) record must exist for the relevant employees and a [Planned Compensation infotype \[Extern\]](#) (1005) record must exist for the jobs or positions held by the employees.

Features

Selection

You can either use the *Selection* or *Further selections* functions to select the employees or you can choose *Org. structure*. If you want to select your employees via the organizational structure, then you must enter a root organizational unit. The system then selects all the employees from this organizational unit and all its subordinate organizational units.

Output

This report displays the names of the selected employees in a table along with the following data per employee:

- Actual base salary and where they are in the pay scale or pay grade structure.
This data is taken from the Basic Pay infotype (0008).
- Position's planned compensation. If the system cannot find any planned compensation data for the position, then it displays the planned compensation data for the job.
This data is taken from the Planned Compensation infotype (1005)

If errors occur, you can also display an error list for each of the employees. To display the error list, choose *List* → *Display error list*.

See also:

[Planned Compensation Infotype \(1005\) \[Extern\]](#)

Pay Structure

Pay Structure

Use

Using these reports, you can display the pay structure for your company or for particular areas of your company.

You can also display planned compensation for the positions and jobs in your company.

Salary Structure for Jobs (Report RHCMPJOBPLCOMP)

Use

This report lists the planned compensation amounts assigned to jobs.

Prerequisites

A [Planned Compensation \[Extern\]](#) infotype (1005) record must exist for the jobs. The planned compensation for the jobs is assigned to a salary structure.

Features

Selection

You can either run this report for **all** the jobs in your organization or just for the jobs in an organizational unit. If you want to run this report for a particular organizational unit, enter the root organizational unit. The system then searches for all the jobs for the positions in this organizational unit and all subordinate organizational units.

Output

The report lists the names of the jobs in a table together with the following information per job:

- Country grouping
- Pay grade type and area
- Pay grade group
- Lowest and highest pay grade level per pay grade
- Reference salary of pay grade
- Minimum and maximum salary paid in a pay grade level

The currency and unit of time are the same for each job and correspond to the values that you entered on the report selection screen. If the jobs have different currencies and different units of time in their respective Planned Compensation infotype (1005) records, the system converts the values so that all the jobs have the same currency and unit of time so that you can compare them.

Activities

By clicking on the job names in the list, you can branch into the infotype maintenance for the jobs and maintain the following data:

- Evaluation – [Job Evaluation Results infotype \(1050\) \[Extern\]](#)
- Survey data – [Survey Results infotype \(1051\) \[Extern\]](#)
- Planned Compensation – [Planned Compensation infotype \(1005\) \[Extern\]](#)
- Description – [Description infotype \(1002\) \[Extern\]](#)

Display Pay Grade Structure (Report RPLCMP01)

Display Pay Grade Structure (Report RPLCMP01)

Use

This report displays the pay grades and levels in your organization.

Prerequisites

Pay grades and levels must exist.

Features

Selection

By making an entry under *Further selection*, you specify which pay grade groups you wish to display. You can enter a particular country grouping, for example. In so doing, you can display pay grade groups for the individual countries in which your company has subsidiaries.

Output

This report displays pay grades. This information is organized according to country grouping, pay grade type and pay grade area. The following data is also output:

- Reference salary of the pay grade (table T710A)
- Minimum and maximum salary of the pay grade levels (T710A)
- Currency and unit of time (T710A)

Activities

In the output table, you can display the following additional data by changing the display variant:

- Midpoint of the pay grade (table T710)
$$(\text{Total of the minimum} + \text{maximum divided by } 2) = (\text{minimum} + \text{maximum}) / 2$$
- Range of the pay grade (table T710)
$$(\text{Difference between minimum value and the midpoint as a percentage of the midpoint})$$
$$= ((\text{maximum} - \text{minimum}) / \text{midpoint}) * 100$$
- Differential (level n) of pay grade level (table T710)
$$(\text{Difference from the next lowest level as a percentage of the current average. This remains empty for the lowest pay grade level.})$$
$$= (\text{Average}(n) - (\text{Average}(n-1) / \text{Average}(n)) * 100$$

Display Pay Scale Structure (Report RHPAYSC0)

Use

This report displays the pay scale groups in your organization.

Prerequisites

Pay scales must exist.

Features

Selection

By making an entry under *Further selection*, you specify which pay scale groups you wish to display. You can enter a particular country grouping, for example. In so doing, you can display pay scale groups for the individual countries in which your company has subsidiaries.

Output

This report lists the pay scale groups in a table together with the following data per pay scale group:

- Pay scale type and area
- Grouping for collective agreement provision
- Pay scale level
- Amount
- Currency and unit of time

Planned Labor Costs (Report RHXSOL00)

Planned Labor Costs (Report RHXSOL00)

Use

This report calculates the planned compensation per position for one or several organizational units.

Integration

If you want to use selection criteria, you can navigate to the detailed [Planned Labor Costs \[Extern\]](#) report, by selecting the *Standard selection screen* field and choosing *Execute*. This detailed report enables you to, amongst other things, select a different evaluation path which includes jobs and transfers the amount from the job, if there is no planned compensation amount maintained for the position.

Prerequisites

A [Planned Compensation \[Extern\]](#) infotype (1005) record must exist for the positions or at least for the jobs in the organizational units.

Features

Selection

Enter one or several root organizational units. The system selects all the positions from these organizational units and their subordinate organizational units.

Output

The report provides you with a list of planned compensation amounts per position together with the position's organizational unit.

If the system does not find a Planned Compensation infotype (1005) record for the positions using the standard evaluation path, then this report does not display an amount.

When you exit the list display, the system displays the error log, if an error has occurred.

Activities

In the output list, you can double click on the position text or on the job text to branch into the infotype maintenance for these positions or jobs.

Salary Surveys

Use

Using these reports, you can gather information available in the R/3 system on salary survey providers in general, or for the Hay Group in particular and participate in their salary surveys.

Once you have gathered all the necessary data, you can correlate it into a list or table. You can then download this information and send it to the salary survey providers.

Data Extractor for Salary Surveys(Query SALSURVEY_EXT)

Data Extractor for Salary Surveys(Query SALSURVEY_EXT)

Use

This report enables you to collect data available in the R/3 System for providers of salary surveys and take part in their salary surveys.

Once you have gathered all the necessary data, you can correlate it into a list or table. You can then download this information and send it to the salary survey providers.

This query is assigned to the *HR: Compensation Management (/SAPQUERY/H0)* user group within the *Global Area*.

Prerequisites

To provide the salary survey providers with as much information as possible, the following data needs to be available in the system:

- [Job Evaluation Results Infotype \(1050\) \[Extern\]](#) record per job
- [Survey Results Infotype \(1051\) \[Extern\]](#) record per job
- [Planned Compensation Infotype \(1005\) \[Extern\]](#) record per job
- Job codes and survey data per survey
- [Address infotype \(1028\) \[Extern\]](#) record at the position
- Pay grades and levels

Features

Selection

Your entries under *Period*, *Selection* and *Program Selections* determine the employee for which you want to gather salary data.

Output

The report outputs the following data:

Column	Definition
Organizational unit	Is the internal code that identifies the organizational unit
Organizational unit text	Is the name of the organizational unit, for example, Human Resources Department
Job ID	Is the internal code that identifies the job
Job name	Is the name of the job, for example, Market Researcher
Job code from survey	Is the code given to the job by the survey. Is the means of linking the jobs in the SAP R/3 System to those listed in the survey
Name of job from survey	Is the name given to the job in the survey

Data Extractor for Salary Surveys(Query SALSURVEY_EXT)

Average salary from survey	Average salary to be paid for this job, which you specified in <i>Compensation Management</i> Customizing under <i>Basic Settings</i> → <i>Define System Settings</i> .
Currency key	Currency of average salary
Unit of time for compensation	Identifies whether this amount is a monthly, weekly, annually, etc. paid amount
Evaluation points	Represents the number of evaluation points that have been assigned to the job in the Job Evaluation Results infotype (1050)
Benchmark job	Specifies whether job is a Benchmark job [Extern]
Number of employees	Specifies the number of incumbents (employees) that hold the job being reported
Personnel number	Represents the unique identifier for each incumbent (employee) reported
Previous year's annual salary from survey	Annual salary which was paid for job last year, based on salary survey.
Currency key	Currency of previous year's salary.
Current salary from salary survey	Annual salary paid for job in current year, based on salary survey.
Currency key	Currency of current annual salary.
Minimum of pay grade	Represents the minimum amount paid for a particular pay grade
Currency key	Currency of minimum of pay grade.
Unit of time for amount	Identifies whether this amount is a monthly, weekly, or annual, etc. amount
Midpoint of pay grade	Midpoint between the lowest amount in the pay grade and the highest.
Currency key	Currency of the midpoint of the pay grade.
Unit of time for amount	Identifies whether this amount is a monthly, weekly, or annual, etc. amount
Maximum of pay grade	Represents the maximum amount paid for a particular pay grade
Currency key	Currency of maximum of pay grade.
Unit of time for amount	Identifies whether this amount is a monthly, weekly, or annual, etc. amount

Data Extractor for Salary Surveys(Query SALSURVEY_EXT)

Total incentives paid in a given period	<p>Represents the total of all the payments recorded in the Additional Payments infotype (0015) in a given period of time.</p> <p>You can specify this period when you configure your system. For information on how to set this parameter, in Customizing choose <i>Personnel Management</i> → <i>Compensation Management</i> → <i>Basic Settings</i> → <i>Set System Parameters</i> and refer to the documentation for the switch PCOMP SSINT.</p> <p>If you did not specify a period in Customizing, the system determines a period of a year from the date you entered on the selection screen. For example, if you entered May 12 1999, the system would define the period as May 12 1998 to May 11 1999.</p>
Currency key	Currency of the sum of all premiums
City	Is the name of the city in which the incumbent's place of work is located
Postal code	Identifies where the incumbent's place of work is located
Country	Identifies the country in which the incumbent's place of work is located

Activities

1. The user starts the relevant query.
2. The system gathers all the data and outputs it in a list
3. The user determines how he/she wants to display the information by choosing one of the display options
4. The user can now download and send the information to the salary survey provider

See also:

[Hay PayNet: Data Extraction for Participation in Salary Surveys \(Query SALSURVEY_HAY\)](#)
[\[Seite 157\]](#)

Hay PayNet: Data Extraction for Salary Surveys (SALSURVEY_HAY)

Use

This report enables you to collect data available in the R/3 System for the Hay Group (providers of salary surveys) and take part in their salary surveys.

Once you have gathered all the necessary data, you can correlate it into a list or table. You can then download this information and send it to the salary survey providers.

This query is assigned to the *HR: Compensation Management (/SAPQUERY/H0)* user group within the *Global Area*.

Prerequisites

To provide the salary survey providers with as much information as possible, the following data needs to be available in the system:

- [Job Evaluation Results Infotype \(1050\) \[Extern\]](#) record per job
- [Survey Results Infotype \(1051\) \[Extern\]](#) record per job
- [Planned Compensation Infotype \(1005\) \[Extern\]](#) record per job
- Job codes and survey data per survey
- [Address infotype \(1028\) \[Extern\]](#) record at the position
- Pay grades and levels

Features

Selection

Your entries under *Period*, *Selection* and *Program Selections* determine the employee for which you want to gather salary data.

Output

The report outputs the following data:

Column	Definition
Organizational unit	Is the internal code that identifies the organizational unit
Job ID	Is the internal code that identifies the job
Job name	Is the name of the job
Job code from survey	Specimen job from Hay Paynet® survey catalog. Assign the job to the specimen job.

Hay PayNet: Data Extraction for Salary Surveys (SALSURVEY_HAY)

Hay match level	Identifies the level of the match between your organization's job and the Hay Model Job. This information is not available in the SAP R/3 System and must be entered manually. The system displays NP (not provided) in the output.
Hay job family number	Identifies the Hay job family for jobs that you could not match to a specific model job. This information is not available in the SAP R/3 System
Hay discipline code	Further identifies your professional/managerial positions in the Engineering family. This information is not available in the SAP R/3 System
Personnel number	Represents the unique identifier for each incumbent (employee) reported
Postal code	Identifies where the incumbent's place of work is located
Number of employees	Specifies the number of incumbents that hold the job being reported
Evaluation points	Represents the number of evaluation points that have been assigned to the job in the Job Evaluation Results infotype (1050)
Midpoint of pay grade	Midpoint between the lowest amount in the pay grade and the highest.
Currency key	Currency of the midpoint of the pay grade.
Annual salary from salary survey	Annual salary paid for the job based on the salary survey.
Currency key	Currency of annual salary from survey
Total incentives paid in a given period	<p>Represents the total of all the payments recorded in the Additional Payments infotype (0015) in a given period of time.</p> <p>You can specify this period when you configure your system. For information on how to set this parameter, in Customizing choose <i>Personnel Management</i> → <i>Compensation Management</i> → <i>Basic Settings</i> → <i>Set System Parameters</i> and refer to the documentation for the switch PCOMP SSINT.</p> <p>If you did not specify a period in Customizing, the system determines a period of a year from the date you entered on the selection screen. For example, if you entered May 12 1999, the system would define the period as May 12 1998 to May 11 1999.</p>
Currency key	Currency of the sum of all premiums

Activities

1. The user starts the relevant query.

Hay PayNet: Data Extraction for Salary Surveys (SALSURVEY_HAY)

2. The system gathers all the data and outputs it in a list
3. The user determines how he/she wants to display the information by choosing one of the display options
4. The user can now download and send the information to the salary survey provider

See also:

[General Salary Survey Data Extractor \(Query SALSURVEY_EXT\) \[Seite 154\]](#)

Reports Available in Personnel Development

Reports Available in Personnel Development

Use

The *Personnel Development* component comes with a wide range of standard reports that allow you to evaluate employee data and organizational data.

Features

The following standard reports are available in the *Personnel Development* component:

Area	Name of Report	Technical Name
	Profile Matchups [Seite 162]	RHPEPLWR
	Profiles [Seite 165]	RHXPDV_PROFILE_LIST
Find objects:	For Qualifications [Seite 166]	RHPEPPQ0
	For a Development Plan [Seite 169]	RHPE_SEARCHPEOPLE_FOR_D PLAN
	For a Development Plan Item [Seite 171]	RHPE_SEARCHPEOPLE_FOR_D STATION
	Appraisals [Seite 173]	RHPE_APP_SEARCH
Catalog	Qualifications [Seite 177]	RHXPEQCD
	Development Plans [Seite 180]	RHXPEECATS
	Appraisals [Seite 181]	RHXPEACD
	Careers [Seite 182]	RHPECPAS
Organizational unit	Profile Matchup: Position/Holder [Seite 184]	RHXPEP01
	Profiles [Seite 185]	RHXPEP02
	Succession Overview [Seite 186]	RHXPE_SPLAN_FOR_O
	Qualifications That Have Expired [Seite 188]	RHXPE_EXPIRED_QUALI
	Qualifications Overview [Seite 189]	RHXPE_QUALI_PRO_ORGUNIT
Profile	Objects With No Qualifications or Requirements [Seite 191]	RHXPEP20
	Objects With Unevaluated Qualifications [Seite 192]	RHXPEP21
Other	Vacant/Obsolete Positions [Seite 193]	RHVOPOS0
	Prebookings per Attendee [Seite 194]	RHXVORM1
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	List of Alternative Qualifications [Seite 195]	RHXPEP30
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Please note that, in addition to these standard reports, you can also create reports of your own. The *Human Resources* component comes with a range of generic reporting tools to help you do just this. For more information on creating reports, refer to [HR in the InfoSet Query \[Seite 990\]](#).

Activities

To call up the standard reports in *Personnel Development*, go to the *SAP Easy Access* screen, and choose

- *SAP Menu → Human Resources → Personnel Management → Personnel Development → Information System → Reports*
- *SAP Menu → Information Systems → Human Resources → Reports → Personnel Management → Personnel Development*

Profile Matchup

Profile Matchup

Use

This function enables you to compare the qualifications and requirements of objects (persons, applicants, jobs, positions, and so on) against each other. The required and existing proficiency of each qualification is also taken into account. This means, for example, that you can compare an employee's qualifications with the requirements of the position this employee holds to see how suited the employee is to this position. You can include an unlimited number of objects in a profile matchup.

Use this evaluation if you want to:

- Find out how suitable one or more persons are for a position
- Identify persons who are over-qualified or under-qualified
- Identify suitable applicants for a vacancy
- Identify appropriate training options for persons
- Check the current level of qualification in an organizational unit
- Check the need for training in an organizational unit

Features

The following options are available for selecting the objects to be included in a profile matchup:

- The objects to be included in the matchup are specified individually
- The profile matchup is executed directly from the profile of a person/position for the position the person holds/person who holds the position
- The profile matchup is executed for all persons in an organizational unit and the positions they currently hold (see [Matching Up Positions With Their Holders for an Organizational Unit \[Seite 184\]](#))

Selection

The following selection options are available:

- Select objects whose qualifications are to be included in the profile matchup
- Select objects whose requirements are to be included in the profile matchup
- Restrict the selection to qualification deficits (in other words, the proficiency of the qualification held is lower than the proficiency required)
- Determination of training proposals for qualification deficits (that is, development measures that impart the qualifications required) – in this case, you must also have implemented one of the following components: *Training and Event Management* or [Development Plans \[Extern\]](#).



The training proposals displayed are development measures that “refresh” or improve the current proficiency of the qualification – in other words, the development

measure imparts a proficiency that is greater than or equal to the proficiency required.

- Key date for the evaluation
- The settings you made with regard to essential requirements and depreciation meter values are taken into account in the evaluation (see [User-Specific Settings \[Extern\]](#)). Essential requirements and alternative qualifications are identified as such in the list.

Output

Every requirement is compared with every existing qualification. The results are displayed in graphic form in a list.



You can change the selection options for qualification deficits and training proposals.

From this list, you can switch to the following output formats:

- Table Control List (display using ABAP List Viewer)



Any additional qualifications that are not required are not displayed in this format.

- SAP Presentation Graphics (for more information on this option, refer to [BC – SAP Graphics: User Guide \[Extern\]](#)). The graphic can only be called up from one of the two list displays.

The Table Control List can contain any of the following fields:

Field	Meaning
Name	Name of qualification
Essential requirement	Flag showing that this is an essential qualification
Proficiency required	Proficiency required for the qualification
Current proficiency	Proficiency that currently exists for the qualification
Difference between scale proficiencies	Difference between the proficiency required and the existing proficiency
Training proposals	An icon here means that training proposals have been generated
<i>When you call up the training proposals, the following fields can be displayed:</i>	
Type	Object type of the development measure
Name of development measure	

Profile Matchup

Proficiency imparted	Proficiency of the qualification imparted by the development measure
Involvement in development measure	Function for booking or planning participation in a training measure

Example

Name	Essential requirement	Proficiency required	Current proficiency	Difference between scale proficiencies
English	✓	Fluent	Fluent	0
ABAP		Very good	Good	-1

See also:

[Performing Profile Matchups \[Extern\]](#)

[Performing a Profile Matchup \(Starting Out from the Structural Display for an Organizational Unit\) \[Extern\]](#)

[Matching Up Positions With Their Holder for an Organizational Unit \[Seite 184\]](#)

Profile Evaluations

Use

This function enables you to display in graphic form an overview list of profiles for persons, positions, and so on.

Features

The following functions are available:

- You can evaluate an unlimited number of planning objects.
- You can evaluate planning objects of different object types at the same time.
- You can specify which subprofiles you want to display for each object type.
- By changing the evaluation period, you can run evaluations for the past, present, or future.
- The profile evaluation is displayed in graphic form in a list. You can save this list to file, and print it out.



For information on how to evaluate the *Appraisals Where Appraisee* and *Appraisals Where Appraiser* subprofiles, see [Evaluating Appraisals Profiles \[Extern\]](#).

See also:

[Evaluating Profiles \[Extern\]](#)

[Evaluating a Profile \(Starting Out From the Structural Display for an Organizational Unit\) \[Extern\]](#)

Finding Objects for Qualifications

Finding Objects for Qualifications

Use

You can use this evaluation to find objects (persons, applicants, companies, and so on) with specific qualifications. You can specify the exact proficiencies required for each qualification, and define criteria to restrict the search to fewer objects. You can also check the availability of persons.

Use this evaluation if you want to:

- Find persons with specific qualifications
- Select applicants with the appropriate qualifications
- Identify companies or customers that fulfill specific criteria
- Identify members in a team in a specific organizational unit who would be suitable and available for a particular project: see [Finding Qualified Employees for Working on a Specific Project: Example \[Extern\]](#)
- Identify employees in a personnel area who are overqualified or underqualified in certain respects

Features

Selection

The following selection options are available:

- Qualifications for which objects are to be found - you can select qualifications in various ways:
 - You can select the qualifications you are looking for from the qualifications catalog.
 - You can use the qualifications and requirements profiles of objects as copy templates, and change the specifications as required.



You can also call up this search function from the structural display for an organizational unit. When you select an object, its qualifications/requirements are written to the search criteria directly.

- The proficiency of each qualification required
 - You can specify a proficiency range or individual values.
 - You can specify an operator and in this way impose more conditions on proficiencies - for example, \geq (standard setting) or \leq for individual values.
- Whether the qualification is an essential qualification



If you flag this option, the system will only display objects that fulfill these essential requirements. The corresponding flag in the [User-Specific Settings \[Extern\]](#) is not taken into account here.

Finding Objects for Qualifications

- Key date for the evaluation
- Restrict your search to specific object types (for example, only persons and users, only applicants, and so on)



If you want to check availability (see below), the object type *Person* must be one of the object types allowed.

- Define more criteria to restrict your search even further (for example, only persons from a specific organizational unit or personnel area)
- Restrict your hit list to persons who are available for a specific number of days in a planning period



When you run the *Find Objects for Qualifications* search function, the system first of all looks to see which objects hold the qualifications in question on the reporting key date. The availability of the persons selected is then checked. An additional check is not run to see if the persons also hold the qualifications in the availability period. For this reason, check the relationship period of the qualification (you can do this by looking at the *Start date* and *End date* columns in the output list, or by looking in the person's *Qualifications* subprofile).

- The [user-specific settings \[Extern\]](#) will determine whether or not alternative qualifications are taken into account

You can save all your search criteria as a variant, and use this variant for future searches.

Output

The system outputs a list of objects that fulfill the selection criteria specified, and which are available (if applicable).



By double-clicking on a line in this list, you can go directly to profile maintenance for the object in question.

This list can contain the following fields:

Field	Meaning
Qualification fulfilled	Number of qualifications fulfilled
Name	Name of the object
Qualification	Name of qualification
Proficiency name	Name of the proficiency
Proficiency	Numeric value of proficiency
Alternative qualification fulfilled	Number of alternative qualifications fulfilled
Is qualification	The qualification is one of the qualifications specified in the selection criteria

Finding Objects for Qualifications

Is alternative qualification	The qualification is an alternative qualification for one of the qualifications specified in the selection criteria
Start date	Start date of the relationship to the qualification
End date	End date of the relationship to the qualification
Availability date	Date on which a person is available

Example

Qualification fulfilled	Name	Qualification	Proficiency name
2	Julia Drake	ABAP	Good
		English	Native speaker
	Robert Schwarz	ABAP	Very good
		English	Fluent
1	Martin Becker	ABAP	Good

Finding Objects for a Development Plan

Use

This report generates a list of all persons involved in a specific development plan. This list is sorted by the development status of these development plan participants.

You use this report to manage, evaluate, plan capacities for, and search for persons who are or who have been involved in a development plan. The report provides answers to the following questions:

- Who completed the development plan successfully?
- How many people completed the plan successfully, and how many were unsuccessful?
- Who is currently participating in the development plan?
- How many persons have been involved in the development plan in total?
- How many participants plan to take part in the development plan?
- To what extent is the development plan fully 'booked'?

Integration

You can go directly from any object in the results list to:

- [Individual development planning \[Extern\]](#), where you can display all the development items
- [Development plan history \[Extern\]](#), where you can display all development plans
- The [profile \[Extern\]](#), where you can display all subprofiles

You use the [Find Objects for a Development Item \[Seite 171\]](#) function to evaluate individual development plan items.

Features

Selection

You evaluate one specific development plan at a time.

Output

The system outputs the following fields:

Field	Meaning
Development state (status)	Status of the development plan
Number	Number of objects selected per development status
Name	Name of the object
Valid from	Start date of validity period of development plan
Valid to	End date of validity period of development plan

Finding Objects for a Development Plan

Example

<i>Development state (status)</i>	<i>Number</i>	
Name	Valid from	Valid to
<i>Planned</i>	<i>1</i>	
Christian Winter	03/01/2000	03/15/2000
<i>Current</i>	<i>3</i>	
Lisa Drake	07/01/1999	07/15/1999
Martin Becker	07/01/1999	07/15/1999
Lucy Wong	07/01/1999	07/15/1999
<i>Completed successfully</i>	<i>2</i>	
Henry Rosenbaum	02/01/1998	02/15/1998
Chris Allen	02/01/1998	02/15/1998

Finding Objects for a Development Item

Use

This report generates a list of all persons involved in a specific development item. This list is sorted by the development status of these development item participants.

You use this report to manage, evaluate, plan capacities for, and search for persons who are or who have been involved in a development item. The report provides answers to the following questions:

- Who completed the development item successfully?
- How many people completed the item successfully, and how many were unsuccessful?
- Who is currently participating in the development item?
- How many persons have been involved in the development item in total?
- How many participants plan to take part in the development item?
- To what extent is the development item fully 'booked'?

Integration

You can go directly from any object in the results list to:

- [Individual development planning \[Extern\]](#), where you can display all the development items
- [Development plan history \[Extern\]](#), where you can display all development plans
- The [profile \[Extern\]](#), where you can display all subprofiles

Features

Selection

You can choose from the following selection criteria:

- Development item
 - Object type
 - Object name or object ID
- Evaluation period (reporting period)
 - Start date
 - End date

Output

The system outputs the following fields:

Field	Meaning
Development state (status)	Status of the development item
Number	Number of objects selected per development status

Finding Objects for a Development Item

Name	Name of the object
Valid from	Start date of validity period of development item
Valid to	End date of validity period of development item

Example

<i>Development state (status)</i>	<i>Number</i>	
Name	Valid from	Valid to
<i>Planned</i>	1	
Christian Winter	03/01/2000	03/15/2000
<i>Current</i>	3	
Lisa Drake	07/01/1999	07/15/1999
Martin Becker	07/01/1999	07/15/1999
Lucy Wong	07/01/1999	07/15/1999
<i>Completed successfully</i>	2	
Henry Rosenbaum	02/01/1998	02/15/1998
Chris Allen	02/01/1998	02/15/1998

Appraisal Evaluations

Use

This evaluation enables you to manage, search for, and evaluate all appraisals that were created using the Appraisal System in *Personnel Development*. You can use the powerful search function to specify various combinations of selection criteria and in this way define complex search arguments and extremely precise database searches.

In the list that is generated, you can choose from a wide range of reporting and display options (see below). If you are in Edit mode, you can also go in and edit the appraisals directly.

You use this function if you want to:

- Determine whether an employee was appraised in a given period
- Determine which employees in an organizational unit have been appraised, and by whom
- Determine which appraisals were held for specific employees in a given period
- Determine which appraisers held appraisals in a given period
- Determine all the appraisals held by an appraiser in a given period
- Identify persons who have achieved a specific appraisal result
- Determine all the appraisals held within an organizational unit during the last appraisal period
- Determine which appraisals have not yet been completed
- Determine which appraisals were not approved
- Re-edit appraisals that were rejected (applies only in Edit mode)

You can also evaluate objects with no appraisal. For further information, please refer to [Evaluating Objects Without Appraisals \[Extern\]](#).



You can also evaluate data directly from the appraisals profiles. For further information, refer to [Evaluation of Appraisals Profiles \[Extern\]](#) and [The Appraisals Where Appraisee and Appraisals Where Appraiser Subprofiles \[Extern\]](#).

Features

Selection

You can choose from the following selection criteria:

Selection criterion:	Specify the following information:	Result - the following appraisals are displayed:
<i>Appraisal models</i>	One or more appraisal models	Appraisals of the appraisal model in question
<i>Period appraised</i>	Start date, end date, both, or neither	Appraisals created for the period in question (or for part of this period)

Appraisal Evaluations

<i>Creation period</i>	Start date, end date, both, or neither	Appraisals that were created during the period in question
<i>Further selection criteria</i>	<ul style="list-style-type: none"> One or more appraisal elements (if you specify more than one appraisal element, they are automatically linked by an AND operator) An operator for every appraisal element A rating for every appraisal element 	Appraisals in which the appraisal elements in question were rated accordingly
<i>Appraiser</i>	One or more appraisers (different object types possible)	Appraisals created by the appraiser(s) in question
<i>Appraisee</i>	One or more appraisees or appraised objects (different object types possible)	Appraisals that were created for the objects in question
AND operator	One or more appraisers, and one or more appraisees (appraised objects)	Appraisals involving both the appraisers and the appraisees specified (in those roles)
OR operator	One or more appraisers, and one or more appraisees (appraised objects)	<ul style="list-style-type: none"> Appraisals where the appraisees in question were appraised Appraisals where the appraisers in question were involved in holding the appraisal
<i>With no appraisal and Display existing flags</i>	See Evaluation of Objects Without Appraisals [Extern]	
<i>Appraisal status</i>	Select one or more flags	Appraisals with the status(es) in question
<i>Individual and overall appraisals and Subappraisals flags.</i>	Select one flag, or both flags	Appraisals that correspond to the flag(s) selected

Output

Field	Meaning
Appraiser	Name of appraiser
Appraisee	Name of appraisee(s)
Status	Status of the appraisal
Appraisal	Name of the appraisal

Appraisal Evaluations

Appraisal type	Appraisal type
Start date	Start date of period appraised
End date	End date of period appraised
Appraiser	Object type of appraiser
Appraisee	Object type of appraisee

Activities

You can access the following functions from the results list:

- [Displaying an Appraisal \[Extern\]](#)
- [Displaying Appraisals in a List or Graphic \[Extern\]](#)
- [Comparison of Appraisals \[Extern\]](#)
- [Average of Appraisals \[Extern\]](#)
- [Ranked List of Appraisals \[Extern\]](#)

If you are in "Edit" mode, you can use the following functions:

- [Changing an Appraisal in the Preparation Phase \[Extern\]](#)
- [Holding an Individual Appraisal \[Extern\]](#)
- [Holding a Subappraisal \[Extern\]](#)
- [Completion of an Appraisal \[Extern\]](#)
- [Creating an Appraisal By Copying \[Extern\]](#)
- [Planning a Recurring Appraisal \[Extern\]](#)
- [Renaming an Appraisal \[Extern\]](#)
- [Editing Archived Appraisals \[Extern\]](#)

Example

Appraiser	Appraisee	Status	Appraisal	Appraisal type	Start date	End date
Julia Schwartz	Robert Michel	Completed	Performance review for Michel (1998)	Individual appraisal	01/01/1998	12/31/1998
Julia Schwartz	Ruth Lang	In process	Performance review for Lang (1998)	Individual appraisal	01/01/1998	12/31/1998

Appraisal Evaluations

Qualifications Catalog

Use

The qualifications catalog contains all the qualifications that are of interest to an employer. The qualifications catalog forms the basis for working with the following subprofiles:

- *Qualifications*
 - *Potentials*
- *Requirements*
- *Preferences*
- *Dislikes*

Prerequisites

You need to have defined at least one proficiency scale before you can create qualification groups. For further information, refer to the Implementation Guide (IMG) for Personnel Development (step: [Edit Scales \[Extern\]](#)).

Features

- Qualification groups

In the qualifications catalog, you can group together qualifications into qualification groups. By specifying a generic term for each qualification group, you can classify qualifications so that those which are similar are assigned to the same group. You can also organize qualification groups hierarchically.
- User-Defined Information

You can record more detailed information on a qualification or qualification group in normal prose style.
- Proficiency Scales

You can assign a different proficiency scale to each qualification group.
- Prose-Style Proficiency Texts

You can store descriptive texts for the individual proficiencies of each qualification.
- Alternative Qualifications

You can assign one or more alternative qualifications to a qualification. In Career and Succession Planning and when you perform profile matchups, alternative qualifications are considered as being the equivalent of, or comparable with, the qualification in question. You can specify a percentage value and thus determine the extent to which an alternative qualification replaces a qualification.
- Depreciation Meter

You can specify a depreciation meter value for qualifications. The depreciation meter enables you to simulate scenarios whereby qualifications become outdated, or are forgotten if they are not used.

Qualifications Catalog

If you assign a person (or another planning object) a qualification for which depreciation meter information has been defined, the proficiency of the qualification in question is changed automatically as time passes. Of course, this information is only stored for qualifications that a person does not use in everyday working life.



If the qualification *Business English Skills* is not practiced or used by a person, you want the current proficiency of this qualification to be halved within three years. In this case, specify a depreciation meter value of three years for the qualification *Business English Skills*.



The proficiency of a qualification for which a depreciation meter value has been defined decreases exponentially.

- Validity

You can specify a validity period for qualifications. This validity information enables you to show that certain qualifications expire and have to be renewed at regular intervals (licenses, for example).

The validity is calculated separately on the basis of the relationship period. If you assign a person (or another planning object) a qualification for which a validity has been defined, the qualification is automatically deleted from the person's subprofile when the validity period expires.

- Qualifications Overview

You can display the historical record of each qualification. This record provides information on the qualification group, scale, and validity periods.

- Where-Used List

You can display a where-used list for each qualification group and for each qualification. This list supplies information on the objects related to the qualification (group) in question.

- Translation

You can translate the entries in your qualifications catalog, and their corresponding descriptions. This enables you to use the catalog in different languages.

You create the qualifications catalog in Customizing for *Personnel Development*. Once the customized component has been implemented, you can make changes to the qualifications catalog by choosing *Environment* → *Current settings* → *Edit qualifications catalog*.

For further information, refer to the Implementation Guide (IMG) for *Personnel Development* (step: [Edit Qualifications Catalog \[Extern\]](#)).

See also:

[Displaying the Qualifications Catalog \[Extern\]](#)

Development plan catalog

Development plan catalog

Use

You use the development plan catalog to define and manage development plans. You use these general development plans as templates and points of reference for personnel development measures within individual development plans.

Features

The functions available in the development plan catalog include:

- Create, change, display and delete development plans
- Group together entries
- Translate names and descriptions
- Graphical maintenance of development plans
 - Qualifications obtained are proposed automatically
- Reporting options for finding persons involved in a development plan

You create the development plan catalog in Customizing for *Personnel Development*. Once the customized component has been implemented, you can make changes to the development plan catalog by choosing *Human resources* → *Personnel management* → *Personnel development* → *Settings* → *Current settings* → *Edit development plan catalog*.

For further information, refer to the Implementation Guide (IMG) for *Personnel Development* (step: [Edit Development Plan Catalog \[Extern\]](#)).

Appraisals Catalog

Use

The appraisals catalog allows you to manage all the appraisal elements that are of interest to your company:

- Appraisal models
- Criteria groups
- Criteria
- Qualifications

You can then use these appraisal elements to map all kinds of appraisal systems in your system.

Prerequisites

You need to have defined at least one *form of appraisal* before you can create appraisal models. For further information, refer to the Implementation Guide (IMG) for Personnel Development (step: [Edit Form of Appraisal \[Extern\]](#)).

Features

The functions available in the appraisals catalog include:

- Create, change, display, and delete individual appraisal elements (in the case of qualifications, only attributes relevant to the appraisal can be changed)
- Translate names and descriptions
- Multiple use of appraisal elements
- Appraisal scale proposed automatically when dependent entries are created
- Sorting options for entries in catalog
- Weighting of appraisal elements
- List showing where appraisal elements are used within the appraisal catalog (where-used list)
- Preview of appraisal layout (test data can be entered)

You create the appraisals catalog in Customizing for *Personnel Development*. Once the customized component has been implemented, you can make changes to the appraisals catalog by choosing *Human resources* → *Personnel management* → *Personnel development* → *Settings* → *Current settings* → *Edit appraisals catalog*.

For further information, refer to the Implementation Guide (IMG) for *Personnel Development* (step: [Edit Appraisals Catalog \[Extern\]](#)).

Careers

Careers

Use

This function enables you to create and change careers. A career is a collection of jobs or positions, and describes a generally applicable career path within the organizational structure. By defining careers, you can portray the principal personnel development paths within your company.

You can use careers as a basis for career and succession planning. You can also use careers for human resource PR purposes, since they provide you with an easy means of showing (potential) employees the career opportunities that are open to them if they prove suitable and perform well.

Prerequisites

You need to have defined jobs or positions before you can create careers.

Features

The following functions are available:

- You can create an unlimited number of careers.
- A career can extend over all the organizational units in your company.
- You can portray vertical and horizontal movements within your organizational structure and thus model all kinds of careers (managerial careers, for example, or professional careers).
- A career can contain any constellation of jobs and positions.
- You can display and edit careers using SAP Network Graphics.



For further information on SAP Network Graphics, please refer to [SAP Network Graphics \[Extern\]](#).

- You can save the list of all careers to file and/or print it out.

You create careers in Customizing for *Personnel Development*. Once the customized component has been implemented, you can make changes to a career plan by choosing *Human resources* → *Personnel management* → *Personnel development* → *Settings* → *Current settings* → *Edit careers*.

For further information about creating careers, refer to the Implementation Guide (IMG) for *Personnel Development* (step: [Edit Careers \[Extern\]](#)).

See also:

[Evaluating Careers \[Extern\]](#)




Profile Matchup: Positions/Holders

Profile Matchup: Positions/Holders

Use

For further information on using this report, see [Profile Matchups \[Seite 162\]](#).

Procedure

1. Choose *Human resources* → *Personnel management* → *Personnel development* → *Information system* → *Reports* → *Organizational unit* → *Profile matchup: Position/Holder*
The *Match Up Positions With Holders for an Organizational Unit* screen appears.
2. Enter the object ID of an organizational unit in the *Organizational Unit* field, or the name of an organizational unit in the *Search string* field, and choose *Enter*.
3. To evaluate several organizational units, choose *Multiple selection*.
4. Enter the key date for your planning scenario in the *Key date* field.
5. To display the training courses proposed for any qualification deficits that might arise, select the *Generate training proposals* flag.
6. If you want the list to include only qualification deficits, select the *Qualification deficits only* flag.
7. Choose .
8. There are other options available for displaying the profile matchup. You can call these up as follows:
 - To display the profile matchup in a Table Control List with the ABAP List Viewer, choose .
 - To display the profile matchup using SAP Presentation Graphics, choose .

Result

The requirements of all the positions in the organizational units specified are matched up with the qualifications of the positions' holders.

See also:

[Performing Profile Matchups \[Extern\]](#)

[Performing a Profile Matchup \(Starting Out from the Structural Display for an Organizational Unit\) \[Extern\]](#)

Displaying the Profiles of an Organizational Unit

Use

For further information on using this report, please refer to [Reports \[Extern\]](#).

Procedure

1. Choose *Human resources* → *Personnel management* → *Personnel development* → *Information system* → *Reports* → *Organizational unit* → *Profiles*.
The *Profiles of an Organizational Unit* screen appears.
2. In the *Organizational unit* field, enter the organizational unit you want, and choose *Program* → *Execute*.
The *Profile Evaluation* screen appears. The system displays all the subprofiles of the planning objects that exist in the organizational unit.
3. If necessary, deselect any subprofiles you do not want to display, and choose *Execute*.
The *Profile Evaluation* screen appears.

Result

For each planning object, the system displays its subprofiles (if it has any), including information on the scale, and on the proficiency or validity.

Succession Overview for an Organizational Unit

Succession Overview for an Organizational Unit

Use

This report displays an overview of the succession scenarios for all the positions of an organizational unit. Potential successors are determined for every position. You can also use the planning criteria available for succession planning here.

Use this evaluation if you want to:

- Get an overview of the succession situation in an organizational unit at various times in the future
- Identify succession planning gaps in an organizational unit
- Estimate the need for training and development in an organizational unit
- Gather information for personnel planning

Features

Selection

The following selection options are available:

- Selection of one or more organizational units for which you want to generate a succession overview
- Key date for the evaluation
- Determination of suitability of potential successors (suitability percentage and suitability ranges)



The suitability of the best potential successor is always displayed in the succession overview.

Output

A list is output showing the number of potential candidates found for every position in the organizational unit. This list is broken down by planning criterion. This list can contain the following fields:

Field	Meaning
Object name	Name of the position
Qualification exists	Number of objects with suitable qualifications for this position
Potential exists	Number of objects with potential for this position
Preference expressed	Number of objects who have expressed a preference for this position
Designations	Number of objects designated for this position
Careers	Number of objects involved in the careers to which this position belongs

Succession Overview for an Organizational Unit

Number of candidates found	Total number of potential successors found for this position
Suitability percentage	
Suitability range	

For information on how to navigate from the results list, see [Generating a Succession Overview for an Organizational Unit \[Extern\]](#).

Example

Object name	Qualification exists	Potential exists	Number of candidates found
Head of sales dept.	3	1	3
CEO's assistant	5	2	5

See also:

[Generating a Succession Overview for an Organizational Unit \[Extern\]](#)

Finding Qualifications That Have Expired

Finding Qualifications That Have Expired

Use

For further information on using this report, please refer to [Reports \[Extern\]](#).

Procedure

1. Choose *Human resources* → *Personnel management* → *Personnel development* → *Information system* → *Reports* → *Organizational unit* → *Expired qualifications*.

The *Expired Qualifications* screen appears.

2. In the *Organizational unit* field, enter the organizational unit you want to evaluate.
3. If necessary, change the evaluation period.
4. If you want the system to propose training courses that will refresh the qualifications that have expired, select the *Training proposals* flag.
5. Choose *Program* → *Execute*.

The *Expired Qualifications* screen appears.

All planning objects in the organizational unit with qualifications that have expired are displayed.

6. From this list, you can perform the following actions:
 - Display the planning object's profile
 - Work through a career planning scenario for the planning object
 - To display training proposals

Proceed as follows:

To display a profile	To work through a career planning scenario	To display training proposals
Position your cursor in the header of the planning object in question, and choose <i>Goto</i> → <i>Profile</i> .	Position your cursor in the header of the planning object in question, and choose <i>Goto</i> → <i>Career planning</i> .	<ol style="list-style-type: none"> 1. Choose <i>View</i> → <i>Editing options</i>. The <i>Expired Qualifications</i> dialog box appears. 2. Select the <i>Generate training proposals</i> flag, and choose <i>Transfer</i>.

Qualifications Overview for an Organizational Unit

Use

This report generates a list of all the qualifications in an organizational unit, along with their average proficiencies. The objects that hold the qualifications in question also appear in this list.

Use this evaluation if you want to:

- Display an overview of the qualifications that exist in an organizational unit
- Display the average proficiency for each qualification, and use this value as a reference value for rating or appraising employees
- Estimate the potential performance of organizational units
- Track the performance of an organizational unit over a period of time

Integration

You can go direct from the list to the profiles of the persons who appear in the list.

Features

Selection

The following selection options are available:

- Organizational unit (you can select several organizational units if you wish)
- Key date for the evaluation

Output

The list can contain any of the following fields:

Field	Meaning
Organizational unit	Name of organizational unit
	Name of qualification group
	Name of qualification
Qualification fulfilled	Total number of objects with this qualification
	Average proficiency (numeric value)
	Average proficiency (name)
	Name of the object with qualification

Example

Organizational unit			Qualification fulfilled			Name
Software Development	Languages	English	2	3	Good	Julia Drake
						Martin Becker

Qualifications Overview for an Organizational Unit

	Programming Languages	French	1	5	Excellent	Sophie Vilain
		ABAP	2	4	Very good	Michael Winter
						Julia Drake
		C++	2	3	Good	Martin Becker

Displaying Objects With No Qualifications/Requirements Profile

Use

For further information on using this report, please refer to [Reports \[Extern\]](#).

Procedure

1. Choose *Human resources → Personnel management → Personnel development → Information system → Reports → Profile → Objects without qualifications or requirements*.
The *Objects Without Qualifications/Requirements Profiles* screen appears.
2. If you want to run the report for a different object type, choose *Change object type*.
The *Select Object Type* dialog box appears.
3. Position the cursor on the object type you want, and choose *Transfer*.
The *Objects Without Qualifications/Requirements Profiles* screen appears.
4. Choose *Program → Execute*.
The system displays a list of objects of the object type selected that do not have any qualifications or requirements. The following information is displayed for each object:
 - *Plan version*
 - *Object type*
 - *Object ID*
 - *Name*
6. To create a profile for an object, position the cursor on the object in question, and choose *Edit → Maintain profile*.

Displaying Objects With Unevaluated Qualifications or Requirements

Use

For further information on using this report, please refer to [Reports \[Extern\]](#).

Procedure

1. Choose *Human resources* → *Personnel management* → *Personnel development* → *Information system* → *Reports* → *Profile* → *Objects with unevaluated qualifications or requirements*.

The *Objects With Unevaluated Qualifications or Requirements* screen appears.

2. To change the object type, choose *Change object type*.

The *Select Object Type* dialog box appears.

- a) Position the cursor on the object type you want, and choose *Transfer*.

The *Objects Without Qualifications/Requirements Profiles* screen appears.

3. Choose *Program* → *Execute*.

The system displays a list of objects of the object type selected that have qualifications or requirements with the status *Unevaluated*. The following information is displayed for each object:

- *Plan version*
- *Object type*
- *Object ID*
- *Name*

5. To change an object's profile, position the cursor on the object in question, and choose *Edit* → *Maintain profile*.

Displaying Vacant/Obsolete Positions

Use

For further information on using this report, please refer to [Reports \[Extern\]](#).

Procedure

1. Choose *Human resources* → *Personnel management* → *Personnel development* → *Information system* → *Reports* → *Others* → *Vacant positions*.
The *Vacant/Obsolete Positions* screen appears. The default evaluation path is *PLSTE*.
2. Specify a plan version in the *Plan version* field.
3. If you want to evaluate the positions in an organizational unit, enter O in the *Object type* field.



If you change the evaluation path, you can evaluate other object types.

4. Enter the name or the object ID of the organizational unit (or the other object) you want to evaluate.
5. If you want the list to include vacant positions only or obsolete positions only, deselect the corresponding field.
6. Choose *Program* → *Execute*.
The *Vacant/Obsolete Positions* screen appears.
The system displays a list of all vacant and/or obsolete positions.
7. To display the holder(s) of a position, position the cursor on the line in question, and choose *Edit* → *Display holder(s)*.
The *Holder of Position on Key Date* dialog box appears.
8. To perform career planning for one of the persons displayed, select the line in question, and choose *Career planning*.

Attendee Prebookings

Attendee Prebookings

Use

For further information on using this report, please refer to [Reports \[Extern\]](#).

Procedure

1. Choose *Human resources* → *Personnel management* → *Personnel development* → *Information system* → *Reports* → *Others* → *Prebookings per attendee*.

The *Attendee Prebookings* screen appears.

2. Select the object type you want.
3. Enter the object name or the object ID of the object, and choose *Program* → *Execute*.

The *Prebookings per Attendee* screen appears.

Result

The system displays the prebookings for training courses of the attendees selected.

List of Alternative Qualifications

Use

This report generates a list of all qualifications for which alternative qualifications have been defined. This list gives you an overview of your qualifications catalog, restricted to alternative qualifications.



In the qualifications catalog itself, you can only display alternative qualifications for a given qualification at any time.

Use this evaluation:

- If you want to display an overview of the relationships between qualifications in the qualifications catalog
- For reference purposes when you edit your qualifications catalog
- For reference purposes when you interpret evaluations involving alternative qualifications



The relationship “*Replaces*” always applies in both directions when it is used for qualifications. In other words, if qualification A is an alternative (replacement) for qualifications B, then qualification B is also an alternative for qualification A. That is why each entry appears twice in the list - once as a qualification, and once as an alternative qualification.

Features

Selection

The qualifications catalog of the current plan version is proposed automatically.

Output

The list can contain any of the following fields:

Field	Definition
Qualification	Name of qualification
Alternative qualification	Name of alternative qualification
Replacement percentage	Percentage value showing the extent to which one qualification is an alternative for another.
Start date	Start date of the relationship to the alternative qualification
End date	End date of the relationship to the alternative qualification

Example

Qualification	Alternative qualification	Replacement percentage	Start date	End date
---------------	---------------------------	------------------------	------------	----------

List of Alternative Qualifications

ABAP	Java	100	01/01/1900	12/31/9999
	C++	100	01/01/1900	12/31/9999
C++	ABAP	100	01/01/1900	12/31/9999
Java		100	01/01/1900	12/31/9999
Word	WordPerfect	100	01/01/1900	12/31/9999
WordPerfect	Word	100	01/01/1900	12/31/9999

Benefits Reports

Use

The Benefits component contains a range of predefined reports that enable you to evaluate employee and benefit plan data. These reports are listed below, grouped according to the different types of data analysis that you may want to perform.

Standard Reports

Purpose	Reports
Participation analysis	Eligible Employees [Seite 199] Benefit Plan Participation [Seite 200] Changes in Benefit Elections [Seite 201] Changes in Eligibility [Seite 202] Changes in Default Values for General Benefits Information [Seite 203]
Cost and contribution analysis	Health Plan Costs [Seite 205] Insurance Plan Costs [Seite 206] Savings Plan Costs [Seite 207] Flexible Spending Account Contributions [Seite 208] Stock Purchase Plan Contributions [Seite 209] Costs/Contributions for Miscellaneous Plans [Seite 210] Vesting Percentages [Seite 212] Contribution Limit Check [Seite 213]
Statistical analysis	Employee Demographics [Seite 215] Benefits Election Analysis [Seite 216] Enrollment Statistics [Seite 217]

You can find these standard reports in the following SAP Easy Access menu paths:

- *Human Resources → Personnel Management → Benefits → Info system → Reports*

Benefits Reports

- *Information Systems* → *General report selection* → *Human Resources* → *Personnel Management* → *Benefits*

If these predefined reports do not meet your requirements, you can create your own using the generic reporting tools provided in the *Human Resources* component. For more information about how to create reports, see [HR in InfoSet Query \[Seite 990\]](#).

Other Reports

The following reports are contained in the Benefits Implementation Guide, and can be used to analyze the set-up of your benefits:

Purpose	Reports
Customizing analysis	Plan Overview [Extern] Plan Cost Summary [Extern]

You may also find some of the reports in the *Personal Administration* useful. For more information, see [Related Reports \[Extern\]](#).

Eligible Employees (Report RPLBEN01)

Use

This report shows the employees who are eligible for specified benefit plans on a given date.

Features

Selection

You run the report for a *Key date* (today's date or another date).

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists eligible employees per plan and also the following information:

- The employee's date of entry
- The calculated eligibility date

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Participation (Report RPLBEN02)

Participation (Report RPLBEN02)

Use

This report shows the employees who are participating in specified benefit plans on a given date or during a certain period of time.

Features

Selection

You run the report for the current day or a *Period* of your choice.

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists participating employees per plan and also the following information:

- The employee's date of entry
- The first date of participation in the relevant plan
- The start and end date of the plan infotype

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Changes in Benefits Elections (Report RPLBEN07)

Use

This report shows the changes made to benefit plan infotype records on a given date or during a certain period in time. These changes include new enrollment, termination, or changes in the employee elections for a plan.

Features

Selection

You run the report for the current day or a *Period* of your choice.

You restrict data selection using the following parameters:

- *Personnel number*
- *Provider*
- *Benefit plan*

Output

The report lists two sets of information per provider and plan:

- Employees whose infotype records were delimited during the reporting period
- Employees whose infotype records were changed during the reporting period

The following information is also displayed:

- Information about the type of change made (for delimited records)
- Validity of the infotype
- Date on which the infotype was last changed
- User who made the last change



Records whose validity starts after the election period, yet have been changed/delimited within it are NOT listed. Records whose validity ends on the last day of the election period ARE listed. In each case the report indicates whether a new record exists that renews the employee's enrollment.

Example

You can run this report for an open enrollment period to determine the volume of changes made by employees.

Changes in Eligibility (Report RPLBEN09)

Changes in Eligibility (Report RPLBEN09)

Use

This report shows employees who are no longer eligible for the plans in which they are participating. Employees can become ineligible in the following circumstances:

- If the plan in which they are participating is removed from the program for the benefit area and first/second program grouping to which they belong
- If, due to an organizational change, they become assigned to a different benefit area and first/second program grouping, and the plan in which they are participating is not in the applicable program
- If they no longer fulfill the requirements of the eligibility rule for the plan in that program
- If they are no longer enrolled in a plan defined as corequisite



For this report, the system assumes that the eligibility rule used to sort employees has **not** changed during the report period and it only shows ineligibility resulting from changes in **employee data**.

Features

Selection

You run the report for the current day or a *Period* of your choice.

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit plan*

Output

The report lists employees who are no longer eligible per plan and also the following:

- The date on which the employee became ineligible or the period in time during which the employee is not eligible
- The reason why the employee is not eligible

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Changes in Default Values for General Benefits Info (Report RPLBEN13)

Use

This report detects deviations from system-allocated default values in an employee's General Benefits Information (infotype 0171).

You can search for deviations due to either of the following:

- Manual override of default values in the infotype

When a General Benefits Information record (infotype 0171) is created for an employee, the default values for the benefit area, first program grouping, and second program grouping are automatically proposed by features set up in Customizing. These values can be overridden if, in exceptional cases, they are not valid for the employee in question.
- Changes in default values determined by the features

The default values for benefit area, first program grouping, and second program grouping that are used when a General Benefits Information record (infotype 0171) is created are determined using features. These features use values stored on other infotypes. A discrepancy occurs if these values change, since the values stored on the General Benefits Information record are not automatically updated.

Features

Selection

You run the report for the current day or a *Period* of your choice.

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*

Under *Reason for deviation from default values*, you specify the differences that you want to detect:

- If you select *Manual override*, the report finds the relevant default values for each employee on the begin date of their records. It then compares them with the values actually stored on the record in order to identify employees for whom exceptions have been made.
- If you select *Change in default values*, the report finds changes in default values for the benefit area, first program grouping, and second program grouping of each employee, in order to identify employees whose General Benefits Information record needs to be manually updated.

Changes in Default Values for General Benefits Info (Report RPLBEN13)**Output**

The report lists the employees for which a deviation from default values is detected and shows the following information:

- The values for the relevant parameters, as stored on the infotype
- The values for the relevant parameters, as determined by the feature for the report date/period
- The start and end date of the current infotype

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Health Plan Costs (Report RPLBEN03)

Use

This report shows the employee and employer costs for specified health plans on a given date.

Features

Selection

You run the report for a *Key date* (today's date or another date).

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists the following information, sorted according to payment frequency:

- Benefit plan
- Employee
- Plan option
- Dependent coverage
- Employee costs
- Employer costs/credits
- Provider costs

The total costs for each plan within each payment period, and also the grand total are displayed.

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

This report can be used to calculate the total cost of a plan for your organization.

Insurance Plan Costs (Report RPLBEN04)

Insurance Plan Costs (Report RPLBEN04)

Use

This report shows the employee, employer, and provider costs for specified insurance plans on a given date.

Features

Selection

You run the report for a *Key date* (today's date or another date).

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists the following information, sorted according to payment frequency:

- Benefit plan
- Employee
- Plan option
- Employee costs
- Employer costs/credits
- Provider costs
- Coverage

The total costs for each plan within each payment period, and also the grand total are displayed.

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

This report can be used to calculate the total cost of a plan for your organization.

Savings Plan Contributions (Report RPLBEN05)

Use

This report shows employee and employer contributions for specified savings plans on a given date.



The system shows precise amounts for contributions defined as amounts/units and **estimated** amounts for contributions defined as a percentage of employee salary. This is because it is not possible to determine the actual employee salary on the report date.

Features

Selection

You run the report for a *Key date* (today's date or another date).

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists the following information, sorted according to payment frequency:

- Benefit plan
- Employee
- Employee pre-tax contributions
- Employee post-tax contributions
- Total employee contributions
- Total employer contributions

The total contributions for each plan within each payment period, and also the grand total are displayed.

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

This report can be used to calculate the total contributions made by your organization to an employee's plan.

Flexible Spending Account Contributions (Report RPLBEN08)

Flexible Spending Account Contributions (Report RPLBEN08)

Use

This report shows **estimated** employee and employer contributions to specified FSAs per pay period.

Features

Selection

You run the report for a *Key date* (today's date or another date).

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists the following information, sorted according to payment frequency:

- Benefit plan
- Employee
- Total employee contributions
- Total employer contributions

The total contributions for each plan within each payment period, and also the grand total are displayed.

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

This report can be used to calculate the total contributions made by your organization to an employee's plan.

Stock Purchase Plan Contributions (Report RPLBEN16)

Use

This report shows employee and employer contributions for specified stock purchase plans on a given date.



The system shows precise amounts for contributions defined as amounts/units and **estimated** amounts for contributions defined as a percentage of employee salary. This is because it is not possible to determine actual employee salary on the report date.

Features

Selection

You run the report for a *Key date* (today's date or another date).

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists the following information, sorted according to payment frequency:

- Benefit plan
- Employee
- Employee pre-tax contributions
- Employee post-tax contributions
- Total employee contributions
- Total employer contributions

The total contributions for each plan within each payment period, and also the grand total are displayed.

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

This report can be used to calculate the total contributions made by your organization to an employee's plan.

Costs/Contributions for Miscellaneous Plans (Report RPLBEN15)

Costs/Contributions for Miscellaneous Plans (Report RPLBEN15)

Use

This report shows employee and employer costs/credits or employee/employer contributions for specified miscellaneous plans on a given date.



The system shows precise amounts for contributions defined as amounts/units and **estimated** amounts for contributions defined as a percentage of employee salary. This is because it is not possible to determine actual employee salary on the report date.

Features

Selection

You run the report for a *Key date* (today's date or another date).

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists the following information, sorted according to payment frequency:

- Benefit plan
- Employee
- Employee costs *
- Employer costs/credit *
- Provider costs *
- Employee pre-tax contributions *
- Employee post-tax contributions *
- Total employee contributions *
- Total employer contributions *

The amounts marked * are only displayed if supported by the plan.

The total contributions for each plan within each payment period, and also the grand total are displayed.

Costs/Contributions for Miscellaneous Plans (Report RPLBEN15)

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

This report can be used to calculate the total cost of a plan for your organization.

Vesting Percentages (Report RPLBEN06)

Vesting Percentages (Report RPLBEN06)

Use

This report shows the vesting percentages for plans with contributions according to the vesting rules defined in Customizing on a given date or during a certain period of time.

You need to run this report when employees leave the organization, in order to determine the amount of contribution to which they are entitled.



For retirement plans that use a calculation process to determine vesting service, the report reads the latest vesting percentage from the Retirement Plan Valuation Results infotypes (0565). If no value is available, the vesting percentage is zero.

Features

Selection

You run the report for the current day or a *Period* of your choice.

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Output

The report lists vesting percentages for employees per plan. It also displays the following information:

- The employee's date of entry
- The first date of participation in the relevant plan

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Contribution Limit Check (Report RPLBEN18)

Use

During enrollment, the system automatically takes the contribution limits defined in Customizing into account, and only allows employees to choose contributions that are within these limits. After enrollment, however, an employee's contributions can become invalid if a new different contribution rule becomes valid for an employee.

This report detects employee contributions (stored on the plan infotype as an amount, percentage of salary, or as units) that are not within the limits on a key date. It is particularly useful for checking the contributions of employees who become classified as highly compensated **after** enrolling in a plan that has different limits for highly compensated and non-highly compensated employees. You therefore need to run the check report after the annual process of identifying highly compensated employees in order to detect employees who must change their contributions.

Features

Selection

You run the report for a *Key date* (today's date or another date).

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Benefit plan*

Under *Plan category*, you indicate which plan categories you want to check.

Output

The report lists employees whose contribution is outside the allowed limits per plan. It also displays the following information:

- The relevant contribution period
- The reason why the contribution is invalid
- The plan validity dates

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

Different contribution rules for a plan apply depending on whether or not an employee is highly compensated. For highly compensated employees, a contribution of between 1% and 4% of salary are permitted. For all other employees contribution of between 3% and 6% of salary is permitted. If an employee chooses a contribution of 5% of salary on enrollment and is

Contribution Limit Check (Report RPLBEN18)

subsequently classified a highly compensated employee, this contribution is no longer within the valid range.

Employee Demographics (Report RPLBEN11)

Use

This report shows age and gender information for employees and indicates which employees are smokers and non-smokers. This information is required for health insurance purposes.

Features

Selection

You run the report for the current day or a *Period* of your choice.

You restrict data selection using the following parameters:

- *Personnel number*
- *Basis date*
- *Age group*

Output

The report uses a matrix to show the following:

- Number/percentage of employees in each age group
- Number/percentage breakdown of employees in each age group by gender
- Number/percentage of employees in each age group who are smokers/non-smokers
- Number/percentage breakdown of smokers/non-smokers by gender

Benefit Election Analysis (Report RPLBEN17)

Benefit Election Analysis (Report RPLBEN17)

Use

This report shows percentage changes in plan participation and eligibility for plans between two given dates. It enables you to assess the popularity of individual benefit plans offered by your organization in order to help you make decisions about the palette of benefits that will offer in future.

Features

Selection

You restrict data selection using the following parameters:

- *Personnel number*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Plan type*
- *Benefit plan*

Under *Key dates*, you specify the two dates for which elections are to be compared. The system date is the default for the second date, and the system date minus one year is the default for the first date.

Output

The report lists the following data, sorted by benefit area and benefit plan:

- Percentage increase/decrease in eligible employees
- Percentage increase/decrease in participation
- Adjusted % increase/decrease in participation

This is the difference between the first two columns. It shows weighted participation, which takes into account changes in headcount.

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

You can run this report at the end of an open enrollment period to determine differences in plan enrollments in comparison with the previous year.

Enrollment Statistics (Report RPLBEN19)

Use

This report counts employee enrollments made on each day in a series of days. For each day in the range you specify, the report counts the enrollments for which the infotype last changed (normally the creation date of the infotype).



The report shows enrollments made on the selected dates and **not** plan participation or employee benefits elections.

The results of this report are only accurate if you implement Employee Self-Service (ESS) Enrollment. If your employees enroll by means of forms that are processed by the Benefits department, any enrollments not yet entered in the system on the date you run the report will not be included.

The statistics generated by this report give you an indication of enrollment progress, and are therefore only useful when applied to a specific period of enrollment, for example an open enrollment period.

Features

Selection

You restrict data selection using the following parameters:

- *Personnel number*
- *Type of enrollment*
- *Plan category*
- *Benefit area*
- *1st Program grouping*
- *2nd Program grouping*
- *Plan type*
- *Benefit plan*

You run the report for the current day or a *Period* of your choice. If you enter a range greater than 100 days, the period will automatically be reduced to 100 days (from the start date).

Under *Count*, you select either *Persons* to count the number of persons who have enrolled in one or more plans or *Plans* to count the number of enrollments in each plan.

Under *Summary*, you select *Discreet* if you want to show the number of enrollments for each day or *Cumulative* if you want the total to-date.

Output

The report lists enrollments numbers for each day in the specified range, sorted by the following:

- *Benefit area*

Enrollment Statistics (Report RPLBEN19)

- Plan type
- Plan

If you selected *Count Persons*, the list is sorted by benefit area only.

The list is displayed in the ABAP List Viewer (ALV) Grid Control, which allows you to change the layout of the list interactively using any of the available fields. For information about the functions of this tool, see [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Example

You can use this report to monitor the volume of enrollments made in ESS during an open enrollment period.

Time Management Reports

Use

The *Time Management* component provides a number of standard reports, which you can use to read, process, and evaluate time management data.

Features

The *Time Management* information system contains the following types of reports:

- Reports on the work schedule
 - [Personal Work Schedule \(Report RPTPSH10\) \[Seite 221\]](#)
 - [Daily Work Schedule \[Seite 223\]](#)
- Reports on attendances
 - [Attendance/Absence Data: Overview \[Seite 244\]](#)
 - [Attendance/Absence Data: Calendar View \[Seite 248\]](#)
 - [Attendance/Absence Data: Multiple-Employee View \[Seite 252\]](#)
 - [Attendance Check \[Seite 238\]](#)
 - [Attendances/Absences Overview Graphic \[Seite 255\]](#)
- Reports on absences
 - [Attendance/Absence Data: Overview \[Seite 244\]](#)
 - [Attendance/Absence Data: Calendar View \[Seite 248\]](#)
 - [Attendance/Absence Data: Multiple-Employee View \[Seite 252\]](#)
 - [Attendances/Absences Overview Graphic \[Seite 255\]](#)
- Reports on time accounts
 - [Time Leveling \[Seite 258\]](#)
 - [Time Statement \[Seite 261\]](#)
 - [Cumulated Time Results - Time Balances and Time Wage Types \[Seite 263\]](#)
 - [Time Accounts \[Seite 265\]](#)
 - [Displaying Absence Quota Information \(Report RPTQTA10\) \[Seite 266\]](#)
 - [Displaying Time Evaluation Messages \[Seite 269\]](#)

Activities

To run the standard reports, choose the following menu path from the *SAP Easy Access* screen:

SAP Standard Menu → *Human Resources* → *Time Management* → *Information System* → *Report Selection* → *Work Schedule / Attendance / Absence / Time Accounts*.

Work Schedule

Work Schedule

Definition

The *work schedule reports* provide information on the planned specifications that stipulate employees' working time and on the various working time models that are defined using the work schedule.

Use

You can use the reports for displaying and evaluating work schedules to

- Create an overview for multiple employees for each day in any given period, which includes all essential planned specifications concerning the working time of an employee
- Create an overview of daily work schedules that meet certain criteria

Personal Work Schedules (Report RPTPSH10)

Use

This report creates an overview for multiple employees for each day in any given period, which includes all essential planned specifications concerning the working time of an employee. It can be accessed from the following Time Management functions, for example:

- From the *Time management* menu (multiple employees)
- From the *Time Management pool – Monthly calendar* (individual employees)
- Maintenance of time infotype records (individual employees)

You can use the report when maintaining substitutions for example, so that the working times and working time rules for employees as well as any existing infotype records can be provided for a specific date.

Features

Selection

You can restrict the data selection period even further from the selection screen. For example, you can display the planned specifications for working time only for the days on which the employee was active or receiving pension (*employment status* 3 or 2).

Output

- The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control.
- You can display a list to see whether time infotype records are entered for the employee on a particular day, and if so, how many. *Attendances* (2001), *Absences* (2002), *Substitutions* (2003), *Availability* (2004), and *Overtime* (2005) are taken into consideration. You can see detail information on employee time infotype records.
- You can also see detail information on the daily work schedule or planned working time (infotype 0007) of an employee.
- You can display a list of all errors (such as those occurring in Customizing). This list contains the type of error message (such as a yellow symbol for “W” = warning), the personnel number for which the error occurred and a text description.

Activities

Restrict Data Selection Period

By choosing *Display periods* you can restrict the day's output for planned specifications as follows:

- *On pension and active*
The planned specifications on working time only occur for the days on which the employee was active or on pension. (*employment status* 2 or 3).
- *Inactive, on pension and active*
The planned specifications on working time only occur for the days on which the employee was inactive, active or on pension. (*employment status* 1, 2, or 3).

Personal Work Schedules (Report RTPSH10)

- *Left the company, on pension and active*
The planned specifications on working time only occur for the days on which the employee left the company, was active, or on pension. (*employment status* 0, 1, 2 or 3).

Obtain Detail Information

From the list, you can jump to the following detail information:

- *Information on daily work schedule*
 - a. Select a line to view detail information on the daily work schedule, and select *DWS (daily work schedule)*.
The *Display Daily Work Schedule: Overview* appears.

In this screen, the following options are available:
 - Select the daily work schedule to view detail information and then choose *Details*.
The detail screen for the daily work schedule appears.
 - Choose *Work break schedules*.
The *Display Work Break Schedule: Overview* appears. *Overview* screen.
 - Choose *Daily work schedule selection rules*.
The *Rules for Determining Variants for Period Work Schedules* screen appears.
 - b. To return to the list, choose *Back*.
- *Information on planned working time*
 - a. Select the lines in the list to view detail information on the planned working time, and then choose *Planned working time*.
The detail screen for the *Planned Working Time* infotype (0007) appears for the first line you selected.
 - b. To see the detail screen for the *Planned Working Time* infotype (00007) for the next line you selected, choose *Back*.
 - c. To return to the list, choose *Back*.
- *Information on time infotypes*
 - a. Select the lines in the list to view detail information on the time infotypes, and then select *Time infotypes*.
An overview list displaying all of the infotype records and their respective employees that were recorded for the selected days appears.
 - b. Select the infotype record to view detail information and then choose *Details*.
The detail screen for the infotype record appears.
 - c. To return to the list, choose *Back*.

Edit output list

The output list contains interactive functions that you can use to process the list and pass it on. For details on the procedure, see the *Getting Started* section of the SAP Library, under *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Daily Work Schedules (Report RPTDSH20)

Use

This report creates an overview of daily work schedules possessing certain criteria. You can use this list to check the daily work schedules created in *Customizing*. Using the selection criteria, you can display all of the daily work schedules with less than eight planned hours, for example.

Features

Selection

You can predefine the *Grouping of personnel subareas for daily work schedules* (PS grouping field) or by the *daily work schedule short description* (Daily work schedule field). Using additional selection criteria, such as planned working time or break schedules, you can further restrict the selection of daily work schedules.

Output

- In the list screen, the description of the daily work schedule is displayed as well as its name. In addition, all of the existing variants of a daily work schedule are also displayed. By selecting a line, you can jump to the detail screen for the daily work schedule, to see more information regarding the planned working time and assigned break schedule, for example.
- You can print out the list of selected daily work schedules. All entries are listed for the daily work schedule in the printed version. You can also modify the contents of the list to suit your requirements.
- You can send the list as e-mail or download it to Microsoft Excel or Word to process further offline.

Activities

Restrict Selection of Daily Work Schedules

After you predefine the *Grouping for personnel subareas for daily work schedules* (PS grouping field) or the *daily work schedule short description* (Daily work schedule field), the *Daily Work Schedule: Overview* screen appears. *Overview* screen.

Here you can further restrict the selection of daily work schedules:

1. Choose *Selection* → *By contents...*
A dialog box appears listing additional selection criteria.
2. Select your selection criteria, and choose *Continue*.
Another dialog box appears in which you can further define the criteria you just selected.
 - In the *Co* field, enter a relational operator, such as <, >, or =. You can display a list of all possible operators using possible entries help (F4).
 - In the *Field contents* field, enter an appropriate value. For the selection criterion *Planned working hours*, for example, you must enter a number of hours.
 - If you have several selection criteria, enter the relationship type **AND** or **OR** in the *Relationships* field.

The dialog box also offers the following functions:

Daily Work Schedules (Report RPTDSH20)

- *Confirm*
This function confirms the entries you have made up until this point.
 - *Append*
Use this function to add selection criteria to the existing list. The criterion you select is appended to the existing entries with **AND**.
 - *Insert*
Use this function to insert selection criteria at any point in the list of existing entries. The selected criterion is inserted after the entry on which your cursor is located. Now enter the relationship type **AND** or **OR**.
 - *Delete*
This function deletes the selection criteria you have chosen up until this point.
3. Choose *Choose*.
The system then displays a list of the daily work schedules that match your selection criteria.

Display Detail Information on Daily Work Schedules

1. Select the relevant line in the list, and then choose *Goto* → *Details* or simply double-click on the line itself.
You then get detailed information on the selected daily work schedule, for example, information on working times.
2. To return to the list, choose *Back*.

Print Daily Work Schedules List

1. Choose *Table View* → *Print*.
An extended list of the selected daily work schedules is displayed containing all of the entries in the daily work schedule. You can modify the list to suit your requirements.
2. To print out the list, choose *List* → *Print*.

Send E-mail

1. Choose *Table View* → *Print*.
2. Choose *Lists* → *Send...*
3. Enter a user name as the receiver.
4. Choose *Document* → *Send...*

Example

You want to see all part-time daily work schedules containing less than 5 planned hours that also belong to the personnel subarea grouping for daily work schedules 01.

Procedure

1. Access the selection screen for report RPTDSH20.
2. Enter the value *01* in the *PS grouping* field in the selection screen.
3. Choose *Execute*.
4. Choose *Selection* → *By contents...* and then select the *Planned working hours* field.
5. Choose *Continue*.

Daily Work Schedules (Report RPTDSH20)

6. In the following dialog box, enter the symbol < in the *Co* field, and a **5** in the *Field contents* field.
7. Choose *Choose*.

Attendance

Attendance

Definition

The reports for attendances provide you with overviews of times when employees have worked or performed special activities. You can also use the reports to monitor employees' attendance.

Use

You can use the reports for displaying and evaluating attendances to

- Summarize or expand employees' attendance and absence data based on various criteria
- Display absences and attendances for each employee in a calendar view
- Display absences and attendances for each employee in a multiple-employee view
- Display employees' absences and attendances in graphical form
- Create a list of employees who are, at a specific time, at work, absent with reason, absent without prior notification, or late

Attendance/Absence Data: Overview (Report RPTABS20)

Use

This report allows you to summarize and classify your employees' attendances and absences from various points of view. The data is displayed in a list. You can display leave data for employees for a particular personnel area sorted according to personnel subarea and employee.

Integration

You can jump from the *Attendance/Absences Data: Overview* to the *Attendances/Absences: Calendar View* report (RPTABS50).

Prerequisites

You can also use the report to evaluate data according to attendance or absence category (that is, the abbreviation for the attendance or absence). To do this, you must first set up the abbreviations in Customizing for attendance and absence types.

Features

Selection

- This report creates different lists showing employees' attendances and absences. You can make specifications in the selection screen that determine the layout of the lists, such as which columns appear and in what order, and how the data is classified.
- For example, you can carry out time evaluation based only on attendances, on absences, or only on individual attendance and absence types.
- You can also enter a payroll period instead of a time period.
- You can also select employees without attendances and absences.

Output

- The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control.
- You can alternate between different views in the output list. You can display all available data, or different detail views.
- You can go directly from the output list to the *Attendances/Absences: Calendar View* report (RPTABS50) for an employee.
- From the output list, you can go directly to the infotype for the corresponding attendance or absence.

Activities

Determine Attendances/Absences to be Evaluated

- To evaluate absences only:
 - To evaluate all absences, leave the *Absence type* field blank on the selection screen.

Attendance/Absence Data: Overview (Report RPTABS20)

- To restrict the absence types, enter the corresponding absence types in the *Absence type* field.
- To evaluate attendances only:
 - To evaluate all attendances, leave the *Attendance type* field blank in the selection screen.
 - To restrict the attendance types, enter the corresponding attendance types in the *Attendance type* field.
- To evaluate attendances and absences:
 - To evaluate all attendances and absences, leave the *Attendance type* and *Absence type* fields blank on the selection screen.
 - To restrict the attendance and absence types, enter the corresponding attendance or absence types in the *Attendance type* and *Absence type* fields in the selection screen.
- To evaluate attendance/absence categories (abbreviations for attendance/absence types):
 - To evaluate all attendance and absence categories, leave the *Attendance/absence category* field blank in the selection screen.
 - To restrict the attendance/absence categories, enter the corresponding abbreviation for the attendance/absence types in the *Attendance/absence category* field. This means that only the abbreviations specified in Customizing are taken into account.

Group By Organizational Assignment

By choosing *Data format* → *Grouping by organizational assignment*, you determine which organizational data should be inserted as a column in the list. The default settings are *Personnel area* and *Personnel subarea*. You can select additional data in a dialog box. The order in which you choose additional data determines the order in which the columns appear in the list.

Select Data to Display

By choosing *List format* → *Data to be displayed*, you determine what additional data is to be inserted as a column in the list. Default settings are as follows:

- *Attendance/absence hours*
- *Planned Hours*
- *Attendance/absence hours by planned time (percentage)*
- *Attendance/absence days*
- *Planned days*
- *Attendance/absence days by planned days (percentage)*
- *Number of attendance/absence records*

You can select additional data in a dialog box. The order in which you choose additional data determines the order in which the columns appear in the list.

Select Classification of Data in Initial List

If you choose *Classifying data in the initial list* in the selection screen, you can choose the first view of the dataset. In the output list, you can go online to the other display options (see below).

Alternate Views in the Attendance/Absence Data: Overview

Attendance/Absence Data: Overview (Report RPTABS20)

- Choose *Change view* to alternate between the view of one employee's data to the attendance/absence data view.
- Choose *Expand all* to display all available data.
- Choose *Show <-> Hide* to show or hide data in a row.
- Choose *Layout* to choose between two different types of layout.
- Choose *Details* to select different detail views. Select a line and choose *Detail*. You can also display the following detail views:
 - By selecting a line containing summarized data for each attendance or absence, and then choosing *Details*, the *Display Attendance/Absence Data: Detail* view appears.
 - By selecting a line containing summarized data for each employee and then choosing *Details*, the *Display Attendance/Absence Data: Calendar View* appears (Report RPTABS50).
 - By selecting a line containing an employee's attendance/absence data for a particular absence type and then choosing *Details*, the infotype records for the data selection period appear. Here you can jump to the individual records or display an employee's personal work schedule.
- You can switch to a print preview by choosing *List* → *Print preview*.

Edit output list

The output list contains interactive functions that you can use to process the list and pass it on. For details on the procedure, see the *Getting Started* section of the SAP Library, under *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#)

Examples

1. You want to create a list of the most frequent absence types in your enterprise for the year 1997, according to *Personnel area* and *Personnel subarea*, and then document the ratio to planned working time.

Procedure

- a. Access the selection screen for report RPTABS20.
 - b. Choose *Other period* and then enter 01/01/1997 to 12/31/1997.
 - c. Choose the *Only evaluate absences* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
 - d. Choose *Organizational assignment - Attendance/absence types in the Classify data in the initial list* section.
 - e. Choose *Execute*. (You can also run the report in the background depending on the number of employees.)
2. You want to measure the success of a new company medical policy introduced for a certain cost center in June, 1997. To do so, select the employees who belonged to this cost center in June 1997, and compare absence hours to planned time for the periods directly before and after the policy was introduced.

Procedure

- a. Access the selection screen for report RPTABS20.

Attendance/Absence Data: Overview (Report RPTABS20)

- b. Enter the *Selection period* as 06/01/1997 to 06/30/1997.
- c. Insert the *Cost center* field by selecting it in the *Additional selections* section of the selection screen, and enter the cost center for which you want to display the employees.
- d. Choose the *Only evaluate absences* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
- e. Enter all of the absence types that denote illness in the *Absence types* field.
- f. Choose *Cost center* under *Grouping by organizational unit*.
- g. Under *Data to be displayed*, choose *Attendance/absence hours according to planned time (percentage)*.
- h. Choose *Organizational assignment - Attendance/absence types* in the *Classify data in the initial list* section.
- i. Choose *Execute*.
- One time for selection period **01/01/1997 to 06/30/1997** (before company medical policy)
- Second time for selection period **07/01/1997 to 12/31/1997** (after company medical policy)

If other cost centers appear in your list in addition to the cost center you entered, employees presently in the cost center you entered have apparently changed cost centers within the data selection periods. If necessary, you can create the lists again, specifically excluding those employees who changed cost centers from the selection.

Attendance/Absence Data: Calendar View (Report RPTABS50)

Use

This report displays attendances and absence for each employee in a calendar. For example, you can view an employee's leave and business trips for a specific period. In addition, you can produce statistics as well as a legend for both the calendar and the statistics.

Integration

You can branch from the *Attendance/Absences Data: Calendar View* to the *Attendances/Absences: Multiple-Employee View* report (RPTABS60).

Prerequisites

- Attendances/absences are indicated in the output list by their abbreviation (attendance/absence category). These abbreviations must first be set up when you customize attendance and absence types.
- You can also choose alternative periods for the calendar view. These periods, such as a two-weekly period, must be defined in the *Define time evaluation* Customizing step in the Implementation Guide (IMG) for Time Evaluation. Permitted periods include those that do not overlap, those that cover the person selection period without any gaps, and those that do not exceed 40 characters in length.

Features

Selection

- You can run the report to evaluate only attendances, only absences, or individual attendance or absence types, for example. You can also enter a payroll period instead of a time period.
- The calendar can be set up for various display periods, such as monthly or weekly. The period can only be specified using the selection screen.
- You can determine which organizational data is to be displayed in the header of the list and whether the technical keys or text is also to be displayed.
- In addition, you can also display statistics as well as a legend for both the calendar and the statistics.

Output

- The selected attendance/absence types are displayed in the list with their abbreviation. In addition to the abbreviations defined in Customizing, the system may add the symbols "*", "?", "<", ">", or "/".
- From the calendar display, you can generate a multiple-employee view (report RPTABS60) to see which employees have leave in a specified month.
- From the calendar, you can jump to the infotype that belongs to the corresponding attendance or absence.

Attendance/Absence Data: Calendar View (Report RPTABS50)**Activities****Determine Attendances/Absences to be Evaluated**

- To evaluate absences only:
 - To evaluate all absences, leave the *Absence types* field blank in the selection screen.
 - To restrict the absence types, enter the corresponding absence types in the *Absence types* field.
- To evaluate attendances only:
 - To evaluate all attendances, leave the *Attendance types* field blank in the selection screen.
 - To restrict the attendance types, enter the corresponding attendance types in the *Attendance types* field.
- To evaluate attendances and absences:
 - To evaluate all attendances and absences, leave the *Attendance types* and *Absence types* fields blank on the selection screen.
 - To restrict the attendance and absence types, enter the corresponding attendance or absence types in the *Attendance types* and *Absence types* fields on the selection screen.
- To evaluate attendance/absence categories (abbreviations for attendance/absence types):
 - To evaluate all attendance and absence categories, leave the *Attendance/absence category* field blank in the selection screen.
 - To restrict the attendance/absence categories, enter the corresponding abbreviation for the attendance/absence types in the *Attendance/absence category* field. This means that only the abbreviations specified in Customizing are taken into account.

Determine Display Period

Here you determine the selection period for which you want the calendar to be displayed. The period can only be specified using the selection screen. You can choose from the following display periods:

- Monthly period
- Weekly period
- Alternative period

You can only specify those *Alternative periods* defined in Customizing (see **Prerequisites** section).

Display Organizational Assignment

You can specify which organizational data you want to be displayed in the header by selecting *List format -> Display organizational assignment*. The default settings are *Personnel area* and *Personnel subarea*. You can select additional data in a dialog box. This data is then output in the header in the sequence of your selection.

Display Texts for Organizational Assignment

Here you can decide whether you want the organizational data to be displayed in the header with their texts or just their technical keys.

Attendance/Absence Data: Calendar View (Report RPTABS50)

Generate Statistics

Here you decide whether you want to generate statistics for each employee.

If you select a monthly or weekly period, statistics are printed for the month. If you choose an alternative period, the statistics are generated for that period.

Statistics cumulate the hours per month for a particular attendance or absence category, for example, as well as the percentage ratio of these hours to the employee's planned hours.

Attendance or absence records assigned to the previous day count for the period in which the previous day falls.

Display Legend

Here you choose whether you want to display a legend for all attendance or absence categories selected for an employee (abbreviation and attendance/absence category). This information is then displayed/printed on each page.

Interpret Calendar Display

Attendances/absences are displayed in the list by their attendance or absence category (abbreviation). In addition to the abbreviations defined in Customizing, the following symbols may also appear:

- An asterisk (*) indicates that there are several attendances or absences on that day.
- A question mark (?) indicates that no abbreviation exists in Customizing for the corresponding attendance/absence type.
- A "less than" symbol (<) indicates that one of the attendances/absences of the following day is assigned to this day (previous day assignment).
- A slash (/) indicates that the employee is not active on this day.

Obtain detailed information on attendances/absences

1. Double-click on the abbreviation for the attendance/absence in the calendar to display more detailed information.
The relevant infotype record appears.

2. To return to the calendar, exit the infotype record.

If attendances and absences occur on one day (indicated by an asterisk), you can choose in a dialog the infotype record to which you want to branch.

Generate Multiple-Employee View

If you have chosen a *monthly* or *alternative* period in the report selection screen, you can generate a multiple-employee view from the calendar display as follows:

1. Select a period (a month, for example) in an employee's calendar.
2. Choose *Multiple employee view* (report RPTABS60).
A list appears with all selected employees and attendances/absences for the period entered. You can also jump from this list to the abbreviation for attendance/absence in the corresponding infotype record.
3. To return to the calendar, choose *Back*.

 **Example**

You want to see an overview of an employee's leave for the current year.

Attendance/Absence Data: Calendar View (Report RPTABS50)**Procedure**

1. Choose *Current year* as the period.
2. Enter the personnel number of the employee in the *Personnel no.* field.
3. Select the *Only evaluate absences* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
4. Enter all of the absence types that reflect leave in the *Absence types* field.
5. Choose *Execute*.

**Example**

You want to display a list of employees from a specific organizational unit who are teaching a training course in the current year.

Procedure

1. Access the selection screen for report RPTABS50.
2. Choose *Current year* as the period.
3. Insert the *Organizational unit* field by selecting it in the *Additional selections* section of the screen, and enter the organizational unit for the employees you want to display.
4. Select the *Only evaluate attendances* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
5. Enter the attendance type *Instructor* in the *Attendance type* field.
6. Choose *Execute*.

Attendance/Absence Data: Multiple Employee View (Report RPTABS60)

Use

You can use this report to display the attendances and absences for each employee in a view for multiple employees. For example, you can display the employees who have leave in a particular month.

Integration

You can also access this report from report RPTABS50 (Attendance/Absence Data: Calendar View). If you call report RPTABS60 (Attendance/Absence Data: Multiple Employee View) directly, it evaluates one month. If, however, you access it from report RPTABS50, you can also evaluate alternative periods (for example, a period of 14 days).

Prerequisites

Attendances/absences are indicated in the output list by their abbreviation (attendance/absence category). These abbreviations must first be set up when you customize attendance and absence types.

Features

The selection period is defined as one month; the report evaluates the month in which the key date lies.

Selection

You can run the report to evaluate only attendances, only absences, or individual attendance or absence types, for example.

Output

- The selected attendance/absence types are displayed in the list with their abbreviation. In addition to the abbreviations defined in Customizing, the system may add the symbols “*”, “?” “<”, “>”, or “/”.
- From the multiple-employee view, you can branch to the infotype for the corresponding attendance or absence.

Activities

Determine Attendances/Absences to be Evaluated

- To evaluate absences only:
 - To evaluate all absences, leave the *Absence types* field blank in the selection screen.
 - To restrict the absence types, enter the corresponding absence types in the *Absence types* field.
- To evaluate attendances only:

Attendance/Absence Data: Multiple Employee View (Report RPTABS60)

- To evaluate all attendances, leave the *Attendance types* field blank in the selection screen.
- To restrict the attendance types, enter the corresponding attendance types in the *Attendance types* field.
- To evaluate attendances and absences:
 - To evaluate all attendances and absences, leave the *Attendance types* and *Absence types* fields blank on the selection screen.
 - To restrict the attendance and absence types, enter the corresponding attendance or absence types in the *Attendance types* and *Absence types* fields on the selection screen.
- To evaluate attendance/absence categories (abbreviations for attendance/absence types):
 - To evaluate all attendance and absence categories, leave the *Attendance/absence category* field blank in the selection screen.
 - To restrict the attendance/absence categories, enter the corresponding abbreviation for the attendance/absence types in the *Attendance/absence category* field. This means that only the abbreviations specified in Customizing are taken into account.

Interpret multiple-employee view

Attendances/absences are displayed in the multiple-employee view by their attendance or absence category (abbreviation). In addition to the abbreviations defined in Customizing, the following symbols may appear:

- An asterisk (*) indicates that there are several attendances or absences on that day.
- A question mark (?) indicates that no abbreviation exists in Customizing for the corresponding attendance/absence type.
- A “less than” symbol (<) indicates that one of the attendances/absences of the following day is assigned to this day (previous day assignment).
- A slash (/) indicates that the employee is not active on this day.

Obtain detailed information on attendances/absences

1. Double-click on the abbreviation for the attendance/absence in the multiple-employee view to display more detailed information.
The relevant infotype record appears.
2. To return to the multiple-employee view, exit the infotype record.

If attendances and absences occur on one day (indicated by an asterisk), you can choose in a dialog the infotype record to which you want to branch.

Example

You want an overview of the employees in a particular personnel area who have leave in the current month.

Procedure

1. Access the selection screen for report RPTABS60.
2. Choose *Today* as the key date.

Attendance/Absence Data: Multiple Employee View (Report RPTABS60)

3. In the *Selection* section of the screen, enter the relevant personnel area in the *Personnel area* field.
4. Select the *Only evaluate absences* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
5. In the *Absence types* field, enter all absence types that concern leave.
6. Choose *Execute*.

Attendance Check (Report RPTEAB00)

Attendance Check (Report RPTEAB00)

Use

This report creates a list of employees who are at work, absent with reason, absent without prior notification, or late at a specific time. Using this list, you can determine which employees are absent at the time of evaluation who need other employees to fill in for them as substitutes. You can also display employees who should be at work according to their personal work schedule, but who are neither at work nor are absent with reason.

Prerequisites

- This report takes into account time events recorded by a time recording system as well as those recorded in the *Attendances* (2002) and *Absences* (2001) infotypes.
- If you use time recording terminals, then you must first upload the time events to the SAP System before starting evaluation. Only the time event types “clock-in or clock-out,” “Start or end of off-site work,” “Start or end of off-site work at home,” or “Start or end of break” require pair formation to be carried out in time evaluation. These time events can only be interpreted in pairs with other time events.

Features

Selection

- You can select employees according to their attendance status to display all employees who were late on a certain day, for example.
Attendance status is determined as follows:
 - a. The last posting prior to the point of evaluation determines whether an employee is *at work*, working *off-site* or on a *break*. If the *Evaluate by work schedule* field is activated, then the system determines whether an employee was *late*, was *late according to normal working time* (this status is assigned without core time in a flextime schedule), or if a *core time violation* occurred in addition to checking the last posting.
 - b. If the last posting determines that an employee is not at work, working off-site, or on a break from the last posting, then the system checks if an *absence* (infotype 2001), or a manually entered *attendance* (infotype 2002) exists for this employee. Then, the attendance status is determined as partial-day attendance, partial-day absence, full-day attendance, or full-day absence.
 - c. If no entered attendances or absences exist, and you still want to evaluate the daily work schedule, then the system checks if the employee should be at work according to his or her daily work schedule. The attendance status *absent* or *absent according to normal working time* (this status is assigned without core time in a flextime schedule) is determined if required.
- In addition to entering the time for the evaluation, you should enter the maximum number of hours required between this time and the last posting. Only these postings are taken into account for the determination of the attendance status.
- If you evaluate according to the work schedule, you find the employees who should be at work at the time of evaluation according to their personal work schedules, but are neither at work, nor have given any reason for their absence.

Attendance Check (Report RPTEAB00)

Output

- The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control.
- In the output list, the time event type and time of the last posting or the attendance/absence type is displayed according to the attendance status.
- In the case of employees with *Time Management status* 0 (no time evaluation), 7 (time evaluation without payroll integration), or 9 (time evaluation of planned times) the system checks whether an attendance or absence has been recorded for the employee in the evaluation period. If there is no attendance or absence and if the *Evaluate work schedule* field is activated, the system checks whether the employee's work schedule stipulates that he or she should be at work. If so, the system assigns the attendance status *at work*. The system only processes employees with *Time Management status* 8 (external services) if there is a recorded attendance or absence for them. The system does not check the daily work schedule for these employees.

Activities

Evaluate According to Work Schedule

If you activate the *Evaluate work schedule* field on the report selection screen, you also obtain a list of employees who should be at work at the time of evaluation according to their personal work schedules, but are neither at work, nor have given any reason for their absence. The planned working time and the core times (for flextime schedules) are also displayed in the list.

In the case of employees with *Time Management status* 0 (no time evaluation), 7 (time evaluation without payroll integration), or 9 (time evaluation of planned times) the system assumes that they are at work according to the daily work schedule. The system only processes employees with *Time Management status* 8 (external services) if there is a recorded attendance or absence for them in the evaluation period.

For daily work schedules that include midnight (12:00 a.m.), full-day absences are only recognized correctly if the *Evaluate by work schedule* field is activated.

If you only want to see a report of the employees at work, then leave the *Evaluate by work schedule* field blank, because determining the daily work schedule will take a longer time to calculate.

Edit output list

The output list contains interactive functions that you can use to process the list and pass it on. For details on the procedure, see the *Getting Started* section of the SAP Library, under *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#)

Example

You want to display which employees in your supervisory area are absent so that, if necessary, you can reassign employees to certain machines or request employees from other departments.

Procedure

1. Access the selection screen for report RPTEAB00.
2. Insert the *Supervisory area* field by selecting it in the *Additional selections* section of the screen, and enter the supervisory area for which you want to display employees.
3. Activate the *Evaluate by work schedule* in the *Evaluation time* section.

Attendance Check (Report RPTEAB00)

4. Choose *Execute*.
5. Using this list, you can determine which employees had full-day absences (were ill or on vacation, for example), which employees had full-day attendances (attending a training course), or which employees were absent without prior notification.

Attendances/Absences Overview Graphic (Report RPTLEA40)

Use

This report creates a planning table that represents recorded employee attendances and absences. The graphical interface helps in the leave scheduling process or when checking personnel capacities for a group of employees. The evaluation is carried out for each individual employee. You can also evaluate locked records.

Features

Selection

You can evaluate individual attendances and absences when scheduling leave (vacation).

Output

- In the graphic, attendances and absences are represented by color bars (attendances = yellow; absences = red). If locked records are evaluated, their corresponding attendances and absences are displayed with other colors (locked attendances = blue; locked absences = green). You can also enter a text for the applicable attendance or absence type that is also displayed in the color bars.
- Evaluation can be presented in various periods, such as daily or weekly. You can specify the timeframe even further in the graphic itself.
- After evaluation, you can change the graphic layout (color assignments or grid density, for example).
- From the graphic, you can jump to the displayed infotypes or to the *Display time data* function. For example, you can display additional infotype records or find out more details on the employee's work schedule.
- You can also send the graphic as an e-mail, after exiting.

Activities

Determine Attendances/Absences to be Evaluated

- To evaluate all attendance and absence types, leave the *Attendance types* and *Absence types* fields blank on the selection screen.
- To restrict the attendance and absence types, enter the corresponding attendance or absence types in the *Attendance types* and *Absence types* fields on the selection screen. To evaluate only all absences, for example, leave the *Absence types* field blank and exclude all attendances using multiple selection.

Change Settings for Graphic

- Degree of time information
Enter the timeframe type for display in the *Time unit* field on the selection screen. In this way, you can choose between daily, weekly, or an annual period, for example. You can change the period within the graphic by choosing the *Time unit* menu option.

Attendances/Absences Overview Graphic (Report RPTLEA40)

- Layout
Choose the *Settings* menu option to change the format of the graphic in the following ways:
 - Improve clarity of graphic (vertical or horizontal grid, grid density, timeline, or print mode)
 - Display attendance/absence type (event block text)
 - Change colors (color assignment)

Obtain Detail Information on Attendances/Absences

1. Select (click on) the attendance/absence in the graphic to obtain more information.
The relevant infotype record appears.
2. To return to the attendance/absence overview, exit the infotype record.
3. Select the graphic with the cursor.

Obtain Information on an Employee's Time Data

1. Select (click on) the employee's name to obtain more information.
The *Display Time Data* function appears and here you can jump to additional time infotypes.
2. To return to the attendance/absence overview, exit infotype processing.
3. Select the graphic with the cursor.

Send E-mail

1. Choose *Back* to exit the graphic.
2. Choose *Send SAP Office*.
3. Enter a user name as the receiver.
4. Choose *Document* → *Send*.

**Example**

You want to see the leave overview for employees in a specific organizational unit for the current month.

Procedure

1. Access the selection screen for report RPTLEA40.
2. Choose *Current month* as the period.
3. Insert the *Organizational unit* field by selecting it in the *Additional selections* section of the selection screen, and enter the organizational unit for which you want to display the employees.
4. Enter all absence types that reflect leave in the *Absence types* field in the *Additional entries* section of the screen.
5. Exclude all attendance types in the *Attendance types* field using multiple selection.
6. Choose *Execute*.

Absence

Definition

The *reports for absences* provide overviews of times when employees have not worked, having given prior notification, for example, if they are on leave or are unable to work due to illness.

Use

You can use the reports for displaying and evaluating absences to

- Summarize or expand employees' attendance and absence data based on various criteria
- Display absences and attendances for each employee in a calendar view
- Display absences and attendances for each employee in a multiple-employee view
- Display employees' absences and attendances in graphical form
- Create a list of employees who are, at a specific time, at work, absent with reason, absent without prior notification, or late

Attendance/Absence Data: Overview (Report RPTABS20)

Attendance/Absence Data: Overview (Report RPTABS20)

Use

This report allows you to summarize and classify your employees' attendances and absences from various points of view. The data is displayed in a list. You can display leave data for employees for a particular personnel area sorted according to personnel subarea and employee.

Integration

You can jump from the *Attendance/Absences Data: Overview* to the *Attendances/Absences: Calendar View* report (RPTABS50).

Prerequisites

You can also use the report to evaluate data according to attendance or absence category (that is, the abbreviation for the attendance or absence). To do this, you must first set up the abbreviations in Customizing for attendance and absence types.

Features

Selection

- This report creates different lists showing employees' attendances and absences. You can make specifications in the selection screen that determine the layout of the lists, such as which columns appear and in what order, and how the data is classified.
- For example, you can carry out time evaluation based only on attendances, on absences, or only on individual attendance and absence types.
- You can also enter a payroll period instead of a time period.
- You can also select employees without attendances and absences.

Output

- The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control.
- You can alternate between different views in the output list. You can display all available data, or different detail views.
- You can go directly from the output list to the *Attendances/Absences: Calendar View* report (RPTABS50) for an employee.
- From the output list, you can go directly to the infotype for the corresponding attendance or absence.

Activities

Determine Attendances/Absences to be Evaluated

- To evaluate absences only:
 - To evaluate all absences, leave the *Absence type* field blank on the selection screen.

Attendance/Absence Data: Overview (Report RPTABS20)

- To restrict the absence types, enter the corresponding absence types in the *Absence type* field.
- To evaluate attendances only:
 - To evaluate all attendances, leave the *Attendance type* field blank in the selection screen.
 - To restrict the attendance types, enter the corresponding attendance types in the *Attendance type* field.
- To evaluate attendances and absences:
 - To evaluate all attendances and absences, leave the *Attendance type* and *Absence type* fields blank on the selection screen.
 - To restrict the attendance and absence types, enter the corresponding attendance or absence types in the *Attendance type* and *Absence type* fields in the selection screen.
- To evaluate attendance/absence categories (abbreviations for attendance/absence types):
 - To evaluate all attendance and absence categories, leave the *Attendance/absence category* field blank in the selection screen.
 - To restrict the attendance/absence categories, enter the corresponding abbreviation for the attendance/absence types in the *Attendance/absence category* field. This means that only the abbreviations specified in Customizing are taken into account.

Group By Organizational Assignment

By choosing *Data format* → *Grouping by organizational assignment*, you determine which organizational data should be inserted as a column in the list. The default settings are *Personnel area* and *Personnel subarea*. You can select additional data in a dialog box. The order in which you choose additional data determines the order in which the columns appear in the list.

Select Data to Display

By choosing *List format* → *Data to be displayed*, you determine what additional data is to be inserted as a column in the list. Default settings are as follows:

- *Attendance/absence hours*
- *Planned Hours*
- *Attendance/absence hours by planned time (percentage)*
- *Attendance/absence days*
- *Planned days*
- *Attendance/absence days by planned days (percentage)*
- *Number of attendance/absence records*

You can select additional data in a dialog box. The order in which you choose additional data determines the order in which the columns appear in the list.

Select Classification of Data in Initial List

If you choose *Classifying data in the initial list* in the selection screen, you can choose the first view of the dataset. In the output list, you can go online to the other display options (see below).

Alternate Views in the Attendance/Absence Data: Overview

Attendance/Absence Data: Overview (Report RPTABS20)

- Choose *Change view* to alternate between the view of one employee's data to the attendance/absence data view.
- Choose *Expand all* to display all available data.
- Choose *Show <-> Hide* to show or hide data in a row.
- Choose *Layout* to choose between two different types of layout.
- Choose *Details* to select different detail views. Select a line and choose *Detail*. You can also display the following detail views:
 - By selecting a line containing summarized data for each attendance or absence, and then choosing *Details*, the *Display Attendance/Absence Data: Detail* view appears.
 - By selecting a line containing summarized data for each employee and then choosing *Details*, the *Display Attendance/Absence Data: Calendar View* appears (Report RPTABS50).
 - By selecting a line containing an employee's attendance/absence data for a particular absence type and then choosing *Details*, the infotype records for the data selection period appear. Here you can jump to the individual records or display an employee's personal work schedule.
- You can switch to a print preview by choosing *List* → *Print preview*.

Edit output list

The output list contains interactive functions that you can use to process the list and pass it on. For details on the procedure, see the *Getting Started* section of the SAP Library, under *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#)

Examples

2. You want to create a list of the most frequent absence types in your enterprise for the year 1997, according to *Personnel area* and *Personnel subarea*, and then document the ratio to planned working time.

Procedure

- f. Access the selection screen for report RPTABS20.
 - g. Choose *Other period* and then enter 01/01/1997 to 12/31/1997.
 - h. Choose the *Only evaluate absences* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
 - i. Choose *Organizational assignment - Attendance/absence types in the Classify data in the initial list* section.
 - j. Choose *Execute*. (You can also run the report in the background depending on the number of employees.)
3. You want to measure the success of a new company medical policy introduced for a certain cost center in June, 1997. To do so, select the employees who belonged to this cost center in June 1997, and compare absence hours to planned time for the periods directly before and after the policy was introduced.

Procedure

- j. Access the selection screen for report RPTABS20.

Attendance/Absence Data: Overview (Report RPTABS20)

- k. Enter the *Selection period* as 06/01/1997 to 06/30/1997.
- l. Insert the *Cost center* field by selecting it in the *Additional selections* section of the selection screen, and enter the cost center for which you want to display the employees.
- m. Choose the *Only evaluate absences* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
- n. Enter all of the absence types that denote illness in the *Absence types* field.
- o. Choose *Cost center* under *Grouping by organizational unit*.
- p. Under *Data to be displayed*, choose *Attendance/absence hours according to planned time (percentage)*.
- q. Choose *Organizational assignment - Attendance/absence types* in the *Classify data in the initial list* section.
- r. Choose *Execute*.
 - One time for selection period **01/01/1997 to 06/30/1997** (before company medical policy)
 - Second time for selection period **07/01/1997 to 12/31/1997** (after company medical policy)

If other cost centers appear in your list in addition to the cost center you entered, employees presently in the cost center you entered have apparently changed cost centers within the data selection periods. If necessary, you can create the lists again, specifically excluding those employees who changed cost centers from the selection.

Attendance/Absence Data: Calendar View (Report RPTABS50)

Use

This report displays attendances and absence for each employee in a calendar. For example, you can view an employee's leave and business trips for a specific period. In addition, you can produce statistics as well as a legend for both the calendar and the statistics.

Integration

You can branch from the *Attendance/Absences Data: Calendar View* to the *Attendances/Absences: Multiple-Employee View* report (RPTABS60).

Prerequisites

- Attendances/absences are indicated in the output list by their abbreviation (attendance/absence category). These abbreviations must first be set up when you customize attendance and absence types.
- You can also choose alternative periods for the calendar view. These periods, such as a two-weekly period, must be defined in the *Define time evaluation* Customizing step in the Implementation Guide (IMG) for Time Evaluation. Permitted periods include those that do not overlap, those that cover the person selection period without any gaps, and those that do not exceed 40 characters in length.

Features

Selection

- You can run the report to evaluate only attendances, only absences, or individual attendance or absence types, for example. You can also enter a payroll period instead of a time period.
- The calendar can be set up for various display periods, such as monthly or weekly. The period can only be specified using the selection screen.
- You can determine which organizational data is to be displayed in the header of the list and whether the technical keys or text is also to be displayed.
- In addition, you can also display statistics as well as a legend for both the calendar and the statistics.

Output

- The selected attendance/absence types are displayed in the list with their abbreviation. In addition to the abbreviations defined in Customizing, the system may add the symbols "<", ">", or "/".
- From the calendar display, you can generate a multiple-employee view (report RPTABS60) to see which employees have leave in a specified month.
- From the calendar, you can jump to the infotype that belongs to the corresponding attendance or absence.

Attendance/Absence Data: Calendar View (Report RPTABS50)

Activities

Determine Attendances/Absences to be Evaluated

- To evaluate absences only:
 - To evaluate all absences, leave the *Absence types* field blank in the selection screen.
 - To restrict the absence types, enter the corresponding absence types in the *Absence types* field.
- To evaluate attendances only:
 - To evaluate all attendances, leave the *Attendance types* field blank in the selection screen.
 - To restrict the attendance types, enter the corresponding attendance types in the *Attendance types* field.
- To evaluate attendances and absences:
 - To evaluate all attendances and absences, leave the *Attendance types* and *Absence types* fields blank on the selection screen.
 - To restrict the attendance and absence types, enter the corresponding attendance or absence types in the *Attendance types* and *Absence types* fields on the selection screen.
- To evaluate attendance/absence categories (abbreviations for attendance/absence types):
 - To evaluate all attendance and absence categories, leave the *Attendance/absence category* field blank in the selection screen.
 - To restrict the attendance/absence categories, enter the corresponding abbreviation for the attendance/absence types in the *Attendance/absence category* field. This means that only the abbreviations specified in Customizing are taken into account.

Determine Display Period

Here you determine the selection period for which you want the calendar to be displayed. The period can only be specified using the selection screen. You can choose from the following display periods:

- Monthly period
- Weekly period
- Alternative period

You can only specify those *Alternative periods* defined in Customizing (see **Prerequisites** section).

Display Organizational Assignment

You can specify which organizational data you want to be displayed in the header by selecting *List format -> Display organizational assignment*. The default settings are *Personnel area* and *Personnel subarea*. You can select additional data in a dialog box. This data is then output in the header in the sequence of your selection.

Display Texts for Organizational Assignment

Here you can decide whether you want the organizational data to be displayed in the header with their texts or just their technical keys.

Attendance/Absence Data: Calendar View (Report RPTABS50)**Generate Statistics**

Here you decide whether you want to generate statistics for each employee.

If you select a monthly or weekly period, statistics are printed for the month. If you choose an alternative period, the statistics are generated for that period.

Statistics cumulate the hours per month for a particular attendance or absence category, for example, as well as the percentage ratio of these hours to the employee's planned hours.

Attendance or absence records assigned to the previous day count for the period in which the previous day falls.

Display Legend

Here you choose whether you want to display a legend for all attendance or absence categories selected for an employee (abbreviation and attendance/absence category). This information is then displayed/printed on each page.

Interpret Calendar Display

Attendances/absences are displayed in the list by their attendance or absence category (abbreviation). In addition to the abbreviations defined in Customizing, the following symbols may also appear:

- An asterisk (*) indicates that there are several attendances or absences on that day.
- A question mark (?) indicates that no abbreviation exists in Customizing for the corresponding attendance/absence type.
- A "less than" symbol (<) indicates that one of the attendances/absences of the following day is assigned to this day (previous day assignment).
- A slash (/) indicates that the employee is not active on this day.

Obtain detailed information on attendances/absences

3. Double-click on the abbreviation for the attendance/absence in the calendar to display more detailed information.

The relevant infotype record appears.

4. To return to the calendar, exit the infotype record.

If attendances and absences occur on one day (indicated by an asterisk), you can choose in a dialog the infotype record to which you want to branch.

Generate Multiple-Employee View

If you have chosen a *monthly* or *alternative* period in the report selection screen, you can generate a multiple-employee view from the calendar display as follows:

4. Select a period (a month, for example) in an employee's calendar.
5. Choose *Multiple employee view* (report RPTABS60).
A list appears with all selected employees and attendances/absences for the period entered. You can also jump from this list to the abbreviation for attendance/absence in the corresponding infotype record.
6. To return to the calendar, choose *Back*.

**Example**

You want to see an overview of an employee's leave for the current year.

Attendance/Absence Data: Calendar View (Report RPTABS50)

Procedure

6. Choose *Current year* as the period.
7. Enter the personnel number of the employee in the *Personnel no.* field.
8. Select the *Only evaluate absences* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
9. Enter all of the absence types that reflect leave in the *Absence types* field.
10. Choose *Execute*.



Example

You want to display a list of employees from a specific organizational unit who are teaching a training course in the current year.

Procedure

7. Access the selection screen for report RPTABS50.
8. Choose *Current year* as the period.
9. Insert the *Organizational unit* field by selecting it in the *Additional selections* section of the screen, and enter the organizational unit for the employees you want to display.
10. Select the *Only evaluate attendances* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
11. Enter the attendance type *Instructor* in the *Attendance type* field.
12. Choose *Execute*.

Attendance/Absence Data: Multiple Employee View (Report RPTABS60)

Attendance/Absence Data: Multiple Employee View (Report RPTABS60)

Use

You can use this report to display the attendances and absences for each employee in a view for multiple employees. For example, you can display the employees who have leave in a particular month.

Integration

You can also access this report from report RPTABS50 (Attendance/Absence Data: Calendar View). If you call report RPTABS60 (Attendance/Absence Data: Multiple Employee View) directly, it evaluates one month. If, however, you access it from report RPTABS50, you can also evaluate alternative periods (for example, a period of 14 days).

Prerequisites

Attendances/absences are indicated in the output list by their abbreviation (attendance/absence category). These abbreviations must first be set up when you customize attendance and absence types.

Features

The selection period is defined as one month; the report evaluates the month in which the key date lies.

Selection

You can run the report to evaluate only attendances, only absences, or individual attendance or absence types, for example.

Output

- The selected attendance/absence types are displayed in the list with their abbreviation. In addition to the abbreviations defined in Customizing, the system may add the symbols “*”, “?” “<”, “>”, or “/”.
- From the multiple-employee view, you can branch to the infotype for the corresponding attendance or absence.

Activities

Determine Attendances/Absences to be Evaluated

- To evaluate absences only:
 - To evaluate all absences, leave the *Absence types* field blank in the selection screen.
 - To restrict the absence types, enter the corresponding absence types in the *Absence types* field.
- To evaluate attendances only:

Attendance/Absence Data: Multiple Employee View (Report RPTABS60)

- To evaluate all attendances, leave the *Attendance types* field blank in the selection screen.
- To restrict the attendance types, enter the corresponding attendance types in the *Attendance types* field.
- To evaluate attendances and absences:
 - To evaluate all attendances and absences, leave the *Attendance types* and *Absence types* fields blank on the selection screen.
 - To restrict the attendance and absence types, enter the corresponding attendance or absence types in the *Attendance types* and *Absence types* fields on the selection screen.
- To evaluate attendance/absence categories (abbreviations for attendance/absence types):
 - To evaluate all attendance and absence categories, leave the *Attendance/absence category* field blank in the selection screen.
 - To restrict the attendance/absence categories, enter the corresponding abbreviation for the attendance/absence types in the *Attendance/absence category* field. This means that only the abbreviations specified in Customizing are taken into account.

Interpret multiple-employee view

Attendances/absences are displayed in the multiple-employee view by their attendance or absence category (abbreviation). In addition to the abbreviations defined in Customizing, the following symbols may appear:

- An asterisk (*) indicates that there are several attendances or absences on that day.
- A question mark (?) indicates that no abbreviation exists in Customizing for the corresponding attendance/absence type.
- A “less than” symbol (<) indicates that one of the attendances/absences of the following day is assigned to this day (previous day assignment).
- A slash (/) indicates that the employee is not active on this day.

Obtain detailed information on attendances/absences

3. Double-click on the abbreviation for the attendance/absence in the multiple-employee view to display more detailed information.
The relevant infotype record appears.
4. To return to the multiple-employee view, exit the infotype record.

If attendances and absences occur on one day (indicated by an asterisk), you can choose in a dialog the infotype record to which you want to branch.

Example

You want an overview of the employees in a particular personnel area who have leave in the current month.

Procedure

7. Access the selection screen for report RPTABS60.
8. Choose *Today* as the key date.

Attendance/Absence Data: Multiple Employee View (Report RPTABS60)

9. In the *Selection* section of the screen, enter the relevant personnel area in the *Personnel area* field.
10. Select the *Only evaluate absences* checkbox in the *Attendance/absence types to be evaluated* section of the screen.
11. In the *Absence types* field, enter all absence types that concern leave.
12. Choose *Execute*.

Attendances/Absences Overview Graphic (Report RPTLEA40)

Use

This report creates a planning table that represents recorded employee attendances and absences. The graphical interface helps in the leave scheduling process or when checking personnel capacities for a group of employees. The evaluation is carried out for each individual employee. You can also evaluate locked records.

Features

Selection

You can evaluate individual attendances and absences when scheduling leave (vacation).

Output

- In the graphic, attendances and absences are represented by color bars (attendances = yellow; absences = red). If locked records are evaluated, their corresponding attendances and absences are displayed with other colors (locked attendances = blue; locked absences = green). You can also enter a text for the applicable attendance or absence type that is also displayed in the color bars.
- Evaluation can be presented in various periods, such as daily or weekly. You can specify the timeframe even further in the graphic itself.
- After evaluation, you can change the graphic layout (color assignments or grid density, for example).
- From the graphic, you can jump to the displayed infotypes or to the *Display time data* function. For example, you can display additional infotype records or find out more details on the employee's work schedule.
- You can also send the graphic as an e-mail, after exiting.

Activities

Determine Attendances/Absences to be Evaluated

- To evaluate all attendance and absence types, leave the *Attendance types* and *Absence types* fields blank on the selection screen.
- To restrict the attendance and absence types, enter the corresponding attendance or absence types in the *Attendance types* and *Absence types* fields on the selection screen. To evaluate only all absences, for example, leave the *Absence types* field blank and exclude all attendances using multiple selection.

Change Settings for Graphic

- Degree of time information
Enter the timeframe type for display in the *Time unit* field on the selection screen. In this way, you can choose between daily, weekly, or an annual period, for example. You can change the period within the graphic by choosing the *Time unit* menu option.

Attendances/Absences Overview Graphic (Report RPTLEA40)

- Layout
Choose the *Settings* menu option to change the format of the graphic in the following ways:
 - Improve clarity of graphic (vertical or horizontal grid, grid density, timeline, or print mode)
 - Display attendance/absence type (event block text)
 - Change colors (color assignment)

Obtain Detail Information on Attendances/Absences

4. Select (click on) the attendance/absence in the graphic to obtain more information.
The relevant infotype record appears.
5. To return to the attendance/absence overview, exit the infotype record.
6. Select the graphic with the cursor.

Obtain Information on an Employee's Time Data

4. Select (click on) the employee's name to obtain more information.
The *Display Time Data* function appears and here you can jump to additional time infotypes.
5. To return to the attendance/absence overview, exit infotype processing.
6. Select the graphic with the cursor.

Send E-mail

5. Choose *Back* to exit the graphic.
6. Choose *Send SAP Office*.
7. Enter a user name as the receiver.
8. Choose *Document* → *Send*.

**Example**

You want to see the leave overview for employees in a specific organizational unit for the current month.

Procedure

7. Access the selection screen for report RPTLEA40.
8. Choose *Current month* as the period.
9. Insert the *Organizational unit* field by selecting it in the *Additional selections* section of the selection screen, and enter the organizational unit for which you want to display the employees.
10. Enter all absence types that reflect leave in the *Absence types* field in the *Additional entries* section of the screen.
11. Exclude all attendance types in the *Attendance types* field using multiple selection.
12. Choose *Execute*.

Time Accounts

Definition

The *reports for time accounts* provide an overview of your employees' current time accounts.

Use

You can use the reports for displaying and evaluating time accounts to

- Perform time leveling for employees
- Create and, if required, send a time statement for each employee
- Create an overview of the results determined by time evaluation, for example, an overview of time balances and time wage types for each employee.
- Create an overview of employees' absence quotas using various criteria
- Create an overview of messages issued during time evaluation

Time Leveling (Report RPTCMP00)

Time Leveling (Report RPTCMP00)

Use

This report creates a list of employees for time leveling. You can use the *time leveling* report to compare employees' actual working times to the times documented for them in the form of time or incentive wage data. You can then make corrections or new entries so that the time data corresponds to the actual time worked. You can monitor, for example:

- Which time data is documented with special times
- Whether employees have completed their planned working hours
- Whether there are sufficient time tickets for employees who work on an incentive wage basis.

You can adjust the times, if required.

Determining the comparison times

- Determining the daily *working time*
In *time leveling*, the term *working time* refers to actual working time, as opposed to planned working time in infotype 0007.

An employee's daily working time is determined according to whether actual times are recorded and evaluated (*Time Management status* in the *Planned Working Time* infotype (0007)).
 - Case 1: No recording of actual times (*Time Management status* field has a value of 0 or 9). The working time is determined from the employee's personal work schedule. *Absences* from infotype 2001 reduce the working time, and *overtime* from infotype 2005 increase the working time.
 - Case 2: Recording of actual times (*Time Management status* field has a value between 1 and 8).
The working time is calculated from the results of time evaluation (report RPTIME00). The time type flagged as productive time can be specified as a parameter for the report (for example, time transfers can be included in the cumulation of working time via this time type).

For absences of more than one day, the working time is reduced each day by the time specified in the work schedule. For overtime over more than one day, the number of hours specified in the overtime record is added in equal proportions to the working time of the individual days.
- Determining the *documented time*
An employee's *documented time* is calculated as follows:
 - The actual labor time from incentive wage time tickets increases the documented time.
 - The actual setup time from incentive wage time tickets increases the documented time.
 - The actual teardown time from incentive wage time tickets increases the documented time.
 - *Attendances* from infotype 2002 increase the documented time.
For attendances of more than one day, the documented time is reduced each day by the time specified in the work schedule.

Time Leveling (Report RPTCMP00)

- *Employee remuneration specifications* from infotype 2010 increase the documented time.
- Time remunerated by a bonus wage type is not taken into account, however.
- Determining the *planned time*
Planned time refers to the time worked in incentive wages. The planned time is calculated from the planned labor time, the planned setup time, and the planned teardown time.

Prerequisites

If actual times are recorded for employees, their working time is calculated from the results of time evaluation. The *Time Leveling* report only produces appropriate results if these employees have been evaluated without errors in time evaluation.

Features

- In the period view, the report displays for each employee the working time, the documented time, and the difference between the two. You can branch from the period view to the day view, and from the day view to the document view.
- In each view, you can add to or correct data using the maintenance transaction. For example, you can create new infotype records or incentive wage data (for an overtime approval, for example).
- In the standard selection screen, you can specify in the *Minimum* field a value as of which the difference between the documented time and the working time is highlighted in color. On the list screen, the differences are highlighted as follows:
 - If documented times exceed working time, the differences are *green*
 - If documented times fall short of working time, the differences are *red*.

The planned times and the incentive wages results are highlighted as follows, depending on the Customizing settings:

 - Slight excesses or shortfalls in the minimum/maximum results are *yellow*
 - Significant excesses or shortfalls in the minimum/maximum results are *red*
- You can hide employees for whom the difference between the documented time and the working time is less than the value in the *Minimum* field.
- If you evaluate employee who participate in incentive wages, you can also display the planned times for the time tickets and the incentive wages results (labor utilization rates, premiums), in addition to the working time, documented time and the difference. In the *Planned time* and *Result* columns for the period and day views, only values from employee-related time tickets are taken into account. Group results are displayed in the time tickets in the document view.
- If you record all employee attendances in the *Attendances (2002)* or *Employee Remuneration Information (2010)* infotypes, you can use the *time leveling* function to check whether your employees have completed their planned working times.
- The *time leveling* report allows you to compare the specifications in the employee's personal work schedule to the confirmed times from Logistics. This is useful for employees who do not record their actual times at a time recording terminal.
- If you select employees according to the time recording administrator (in the selection screen or using matchcode L), the system displays all employees for whom the administrator is

Time Leveling (Report RPTCMP00)

responsible on the current date (system date). If the administrator was previously responsible for an employee, but is no longer, the employee is not displayed.

For a better system performance, use matchcode L for the selection.

Activities

Switching between the different views

The report has the following views:

- Period view
- Day view
- Document view

Period view

In the standard system, the report first displays a list of the totaled values for the period. For each employee, an overview of the total working time, documented time, and the difference between the two is displayed.

Day view

In the period view, select a line and choose *Choose*. The day view appears. It displays the totaled values for each day of the selection period for the selected employee.

Document view

You can branch from the day view to the document view as follows:

1. Select a line and choose *Choose*.
The document view appears. It displays the employee's personal work schedule and, if the employee participates in incentive wages, the time tickets.
2. To display the time documents and specified times for the day, choose *Display all*.
3. Select a line and choose *Choose*.
The corresponding infotype or incentive wage record appears. You can supplement or correct the entries directly.

You can branch to the maintenance function for time or incentive wages data from all the views by choosing *Goto* and *Create*.

If you change records or create new ones for an employee whose actual times are recorded, you must run time evaluation again (choose *Time evaluation*). You can then choose *Refresh* in the period or day view to access the up-to-date data. Changes are continuously updated in the document view.

The Time Statement (Report RPTEDT00)

Use


Report RPTEDT00 creates an overview of the results determined by time evaluation, for example, an overview of time balances and time wage types for each employee. You can use the report to check the time evaluation results, for example, or to send time statements to employees. Employees can use the self-service application for the time statement to view the current status of their time balances and time wage types in the Internet or intranet.

Integration

You have the option of outputting the time statement at the same time as the time evaluation report (RPTIME00). To do this, enter a variant in the *Time statement variant* field in the RPTIME00 selection screen. After time evaluation has run, you can display the time statement by choosing *Display form*. To print the form, choose *Display* → *Print*.

Prerequisites

- Before a time statement can be created, the time data of the selected employees must be evaluated by time evaluation (RPTIME00), that is, the time data must be stored in [cluster B2 \[Extern\]](#). The time statement is only output for days that have already been evaluated. This may also include days in the future that have been evaluated provisionally.
- In the selection screen, you can specify which form you want to use for the time statement. You can enter a standard form, or a form that you have created in Customizing. If you form customer-specific time balances and wage types in time evaluation, you are recommended to display them on a customized form.
- Sample forms that represent the most important views of the dataset are supplied in the standard system. You can use them as templates for customer-specific forms. The following forms are provided in the standard system:

TF00	Day-by-day list of principal time balances
TF01	Day-by-day list of principal time balances, header with address, additional information
TF02	Day-by-day list of principal time balances, header with address, additional information in a detailed data display
TFL1	Overview list of cumulated time balances
TFL2	<p>Overview list of the cumulated time balances. Form is only printed under particular conditions. For example, the flextime surplus or deficit is only printed if it is < 0. The conditions can be specified in Customizing.</p>  <p>Only balances of employees with more than 15 hours of excess flextime should be printed.</p>

The Time Statement (Report RPTEDT00)**Features**

- Time data and the time balances and wage types formed by time evaluation are output on a daily basis. If you create the time statement for an entire period that has already been accounted, you obtain an overview of the balances calculated for the evaluated period, in addition to the daily balances.

Please note that the total of daily balances and the balances for the period can be different, depending on period-end processing. This is the case if certain balances are transferred at the end of a period (for example, the flextime balance is converted to overtime).

- You can also output a time statement for periods for which time evaluation triggers a recalculation. The earliest recalculation date for the time statement form defines the first date for which the time statement form is output.

See also: [Setting the Earliest Recalculation Date for the Time Statement Form \[Extern\]](#)

- You can also output a time statement for employees who have errors in time evaluation.
- You can branch from the list screen to the time data records to obtain detailed information.
- You can display compressed views of the results, such as weekly totals and summarized time wage types (that is, a time wage type only appears once for each day on the time statement).
- You can add a letterhead to the form so that you can send time statements to your employees. Alternatively, you can allow employees to access information on the time statement in the Internet/intranet in the Employee Self-Service application.

See also: [Internet Time Statement \(PA-TIM-EVA Time Statements\) \[Extern\]](#)

- You can specify an output language for the time statement. For example, if you choose *Employee's lang.*, the time statement is displayed in the employee's language.
- You can use SAP enhancement HRPTIM04 to modify information from tables in cluster B2 before the time statement is output. You may want to do this if you only want to output one time pair each day, for example.

Activities

To obtain detailed information on time data records:

1. In the selection screen, activate the *Branch to time data info* field (under *Parameters for time statement*).
2. Choose *Execute*.

In the time statement, single results for which detailed information is available are indicated by a magnifying glass icon.

3. Select a line for which you want to view detailed information, and choose *Choose*.

Cumulated Time Results – Time Balances and Time Wage Types (Report RPTBAL00)

Use

This report creates a list of the day balances, cumulated balances, or time wage types from cluster B2. You can check, for example, what balances were formed for each organizational unit. The report can also be used to check value limits set for time and wage types in Customizing.

Prerequisites

If you want to check the value limits for your time and wage types, then you can use the feature LIMIT (hourly value limits for cumulated balances) to define threshold values for individual time or wage types. The feature is divided into 3 subfeatures, as follows:

- LIMIE: Hour value limits for daily balances
- LIMIS: Hour value limits for cumulated balances
- LIMIZ: Hour value limits for time wage types

The threshold values can be specified based on organizational and payscale-related criteria, such as personnel area or pay scale type.

Make the required settings to specify value limits in the *Determine value limits for cumulated evaluation results* Customizing section of the Implementation Guide (IMG) for Time Evaluation.

Features

This report allows you to compare daily balances determined in time evaluation, cumulated balances, or time wage type for various organizational units of the same category (personnel subarea or supervisor area).

Selection

In the *Other parameters – Selection criteria* section, you can specify balances or wage types as selection criteria.

Output

- The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control. You can modify the list online to suit your requirements. The modified list can be saved as a display variant and then called up again by selecting the *Display variants* field in the selection screen.
- You define threshold values for individual time types or wage types when you customize Time Evaluation. If the threshold value is exceeded, the applicable number of hours field appears in red in the list.

Activities

The output list contains interactive functions that you can use to process the list and pass it on. For details on the procedure, see the *Getting Started* section of the SAP Library, under *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Cumulated Time Results – Time Balances and Time Wage Types (Report RPTBAL00)**Example**

You want to see how much excess flextime (time type 0006) was worked by employees last year (1998) from cost center 12345, as opposed to employees from cost centers 12344 and 12343.

Procedure

1. Access the selection screen for report RPTBAL00.
2. Choose *Other period* and then enter **01/01/1998 to 12/31/1998** as the interval.
3. Insert the *Cost center* field by activating in the *Additional entries* section of the selection screen, and enter cost centers **12345**, **12344**, and **12343** as single values in the *Multiple entries* section.
4. Select *Cumulated balances* in the *Selection conditions* section, and enter the value **0006**.
5. Choose *Execute*.
6. Choose *Settings* → *Display variants* → *Current...* and transfer the *Cost center* field in the list.
7. Select the *Cost center* column in the list and then choose *Edit* → *Subtotals...*

Time Accounts (Report RPTDOW00)

Use

This report creates an overview of the current time balances for each individual employee. The time balances are calculated in time evaluation. You can also use this report as an alternative to report RPTEDT00 (Time Statement), to inform employees quickly about their current balances, for example.

Integration

If you use time recording terminals, some of the balances displayed are the balances that are to be downloaded to the terminals.

In the *Specify data to be displayed at the terminal* Customizing step in the Implementation Guide (IMG) for **Personnel Time Events**, you can determine which balances are to be downloaded.

Prerequisites

- Time balances must first be generated in time evaluation.
- Time balances must be available for downloading to the time recording terminals. To do so, complete the *Define time types* Customizing step in the IMG for Time Evaluation. Here you activate the *Store for time accounts* field in the *Time Types* view.

Make sure that that balances reflect the last error-free run during the time evaluation report (RPTIME00).

Features

- In the standard selection screen, you can choose payroll area in addition to personnel number as selection criteria.
- You can also send the list as an e-mail.

Activities

Send E-mail

1. Choose *List* → *Save/Exit* → *Office*.
2. Enter a user name as the receiver.
3. Choose *Document* → *Send*.

Displaying Absence Quota Information (Report RPTQTA10)

Displaying Absence Quota Information (Report RPTQTA10)

Use

This report creates overviews of employee absence quotas in various aspects. You can display or print out employee quotas, for example, for those who have remaining entitlement during a specified period.

Features

Selection

- You can also use additional selection criteria to restrict the absence quotas to be included in evaluation. You can choose which quota types with what time units and deduction periods are to be available for evaluation.
- You can not only display or print current quota status, but also quota statuses from the past or in the future. To do so, specify the *Key date for deduction* and a *Key date for entitlement* in the selection screen. This data is used in evaluation in the following ways:
 - If a selected employee has an absence quota available for evaluation, then...
 - Entitlement for this quota is calculated up to the *Key date for entitlement*, and
 - Deduction, remaining entitlement, and compensation for this quota is calculated up to the *Key date for deduction*.
- You can carry out a *projection of quota status* for the future so that your employees are informed of expected leave entitlement. If the key dates (for entitlement and/or deduction) for a selected employee are the same or greater than the earliest calculation date for Plant Data Collection (PDC) in the *Payroll Status* infotype (0003) and the projection switch is activated, then the system triggers a time evaluation for this employee (RPTIME00 run in simulation mode).
- You can further restrict employee selection from the selection screen. You can display or print out a list at the end of a year that shows the remaining and compensated entitlement for each employee.

Output

- The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control. The list contains the following data:
 - Personnel number
 - Name
 - Quota
 - Unit
 - Entitlement (total entitlement)
 - Quota used up to key date for deduction
 - Quota compensated up to key date for deduction

Displaying Absence Quota Information (Report RPTQTA10)

- Total quota remaining (= quota remaining up to key date for deduction - quota used from the key date for deduction - quota compensated from the key date for deduction)

You can modify the list online to suit your requirements. The modified list can be saved as a display variant and then called up again by selecting the *Display variants* field in the selection screen.

- If there are transfer pools (that is, absence quota records that have not yet been transferred to the *Absence Quotas* infotype (2006)) for the selected employees and quota types on the *key date for entitlement*, you can choose the *Transfer pools* button to display a list showing the complete transfer pool for each employee and quota type on the *key date for entitlement*.

Activities

Restrict Employee Selection

In the *Display* mode, you can restrict the number of employees as follows:

- *All selected employees*
The output list also contains employees without selected absence quota records
- *Only employees with selected absence quota records*
The output list contains only those employee who were assigned at least one of the selected quota records.

You can restrict the selection further:

- *Only employees with entitlement*
Only the employees whose total entitlement does not equal zero or lies within the specified interval are selected.
- *Only employees with remaining entitlement*
Only the employees whose remaining entitlement does not equal zero or lies within the specified interval are selected.
- *Only employees with compensated entitlement*
Only the employees whose compensated entitlement does not equal zero or lies within the specified interval are selected.
- *Only employees with used entitlement*
Only the employees whose used entitlement does not equal zero or lies within the specified interval are selected.

If the conditions for both quota entitlement and the remaining quota are set, then only the employees who satisfy *both conditions simultaneously* are selected.

Edit output list

The output list contains interactive functions that you can use to process the list and pass it on. For details on the procedure, see the *Getting Started* section of the SAP Library, under *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#)

Example

You want to see an overview of the current amount of deductible absence quotas for employees in a certain personnel subarea. Furthermore, you want to know how much total entitlement results from these absence quotas, broken down according to cost centers.

Procedure

Displaying Absence Quota Information (Report RPTQTA10)

1. Access the selection screen for report RPTQTA10.
2. Choose *Current year* as the period.
3. Enter the relevant *Personnel subarea* in the *Selection* section of the screen.
4. Enter the current year as the *Deduction period* in the *Quota selection* section.
5. Choose *Execute*.
6. Choose *Current display variant* and then transfer the *Cost center* field to the list.
7. Select the *Cost center* column in the list and then choose *Subtotals...*

Displaying Time Evaluation Messages (Report RPTERL00)

Use

This report creates a list of messages issued during time evaluation. The report reads table FEHLER in cluster B2.

Prerequisites

This report is recommended only if:

- Employees participate in time evaluation, and
- Time evaluation report (RPTIME00) is run for the specific day

Features

Selection

By using additional selection criteria, such as the *category of message type* or *number of message type*, you can further restrict the selection of messages from the selection screen.

Output

- The output is an interactive list in the format that is usual for the SAP List Viewer (ALV) Grid Control. You can modify the list online to suit your requirements. The modified list can be saved as a display variant and then called up again by selecting the *Display variants* field in the selection screen.
- Different types of messages (number of message type and message long text) in the output list are indicated by specific colors:
 - Messages indicating a *note* are gray
 - Messages requiring a confirmation are pink
 - Messages that caused time evaluation to terminate are dark red

Activities

The output list contains interactive functions that you can use to process the list and pass it on. For details on the procedure, see the *Getting Started* section of the SAP Library, under *Lists* → [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#)

Example

You want to check a certain cost center to see what messages with message type 1 (error set during operation COLER in time evaluation) have been issued during the current month.

Procedure

1. Access the selection screen for report RPTERL00.
2. Choose *Current month* as the period.
3. Enter the cost center in the *Selection* section for *Pers. area/subarea/cost center*.

Displaying Time Evaluation Messages (Report RPTERL00)

4. Enter message **1** in the *Message type* field in the *Error attributes* section.
5. Choose *Execute*.

Payroll Reports

Purpose

This section gives you an overview of payroll reports that exist for various countries. It includes descriptions of reports for the following countries:

• Argentina	• Great Britain	• Portugal
• Australia	• Hong Kong	• Singapore
• Austria	• Indonesia	• South Africa
• Brazil	• Japan	• Switzerland
• Canada	• Malaysia	• Taiwan
• Denmark	• Netherlands	• Thailand
• France	• New Zealand	• USA
• Germany	• Philippines	•

To access the reports in the SAP menu, choose *Human Resources* → *Payroll* → <continent> → <country> → *Info system*.

Country-specific reports that are required for statutory reasons, such as statements of contributions, are not included in the HR Reporting manual. If you require information on these reports, access the SAP Library and refer to the documentation on each payroll country version.

Argentina**Argentina****Objective**

In this section you will find general information about the evaluation reports used in the Argentinean payroll processes.

These reports evaluate data on Personnel Management, Time Management, Payroll, as well as different payroll results.

Implementation Considerations

You are recommended to consult the Implementation Guide (IMG), in the section *Payroll Argentina*, especially the sub-sections *Forms* and *Lists*.

Settings relating to the configuration of these reports are detailed in these sections. Some of these settings are mandatory and guarantee correct report generation and legal list issue.

Legal Payroll Payments Book (HARLIBR0 report)

Use

You use this report to print the Legal Payroll Payments Book 20.744 every month. The printout is made via a form defined in SAPscript.

Integration

To print Legal Payroll Payments Book you can only use wage types set according to the Implementation Guide in activity *Payroll Argentina → Lists → Legal Payroll Payments Book 20.744 Art.52 → Define Wage Types for Legal Payroll Payments Book 20.744*.

Functional Features

You edit separately the various payroll periods and/or off-cycle payroll runs that an employee can have in a month.

Activities

To obtain more information on this report, display the documentation of report through function *Help → Extended Help* in the selection screen.

Annual Income Tax Declaration (report HARCF649)

Annual Income Tax Declaration (report HARCF649)

Use

You use this report to print form 649 of the employee Annual Income Tax Declaration. The printout is made via a form defined in SAPscript.

Functional Features

Month 13 corresponds only to the final Income Tax settlement.

If the employee has been absent during the selected period, you extract the corresponding data from the last normal payroll.

Activities

To obtain more information on this report, display the documentation of the same through the function *Help -> Extended Help* in the selection screen.

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Payments and Deductions (Report RPLPAY00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type

You can only evaluate certain wage types.

- Infotype number

As a rule, this report evaluates the following infotypes:

- *Basic Pay* (0008)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)
- *Recurring Payments and Deductions* (0014)
- *Additional Payments* (0015)
- *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Bank Details (Report RPLBNK00)

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Welfare Fund (OS) Listing (report HAROS00)

Welfare Fund (OS) Listing (report HAROS00)

Use

This report generates a monthly list of contributions made to the various Welfare funds with which the specified company works.

Requirements

For an employee to appear on this list, you must execute the payroll period without errors for the employee in the specified period.

You also need to specify a Welfare Fund for the employee in the Social Insurance infotype (0392).

Functional Features

You edit a page per Welfare Fund, representing partial totals for each Welfare Fund and Welfare Fund Plan.

Apart from name, CUIL and employee registration number the list displays the following payroll results (if they exist):

- Social Insurance gross amount
- Social Insurance gross amount with limit
- Welfare Fund contribution
- Contribution to the Welfare Fund
- Contribution per next of kin
- Welfare fund plan voluntary contribution
- Welfare fund plan voluntary contribution

Activities

To obtain more information on this report, display the documentation of the same through the function *Help* -> *Extended Help* in the selection screen.

Contributions to Unions List (HARCSI00 report)

Use

This report generates a monthly list of the contributions employees make to unions.

Requirements

This report evaluates both Membership Fees infotype (0057) and payroll results. Therefore, to guarantee that the Membership Fees infotype data and the payroll results correspond you should perform this report immediately after payroll calculation for the corresponding period.

If you work with more than one union, you must store a wage type for each union in the Membership Fees infotype (0057). You must store this wage type in the internal payroll results table RT and it must contain the amount of union dues in the Amount field and the percentage to be applied in the Number field.

Functional Features

Given that this report evaluates the Membership Fees infotype (0057), you can also generate the list for all types of association that receive contributions, stored in the Membership Fees infotype (0057). To this effect, in the Union field on the report selection screen you can indicate the Membership Fees infotype subtype for which you want to generate the list. If you do not make any entries into this field, the system generates a list for all existing subtypes with all contributions made according to the other selection options indicated.

Activities

To obtain more information on this report, display the documentation of the same through the function *Help -> Extended Help* in the selection screen.

Service and Remuneration Statements (report HARCSRV0)

Service and Remuneration Statements (report HARCSRV0)

Use

This report generates a support list per employee and per company code with all the necessary information to complete the ANSeS form PS.6.2. The printout is made via a form defined in SAPscript.

Functional Features

This report selects the last ten active years of the employee in each Company Code.

For each employee you detail the last five service characters together with start and end dates and the total time in each. You also edit the total number of days, months and years in all the service characters and the total interruptions in them all.

For each corresponding year you specify what the remuneration received was for each of the twelve corresponding months of that year. This remuneration is expressed in the original currency in force on the last day of the year and in the currency in force on the issue date of the report.

You also enter the employee occupation or position, the service character and the time effectively worked, in months, days and hours.

At the end of each year you enter the total payments received, in the original currency in force on the last day of the year and in the currency in force on the issue date of the report.

At the end of each Company Code in which the employee worked you detail the absences and unpaid leave for each of the service characters listed at the start of the report, together with the total deductible time, in days, months and years.

Activities

To obtain more information on this report, display the documentation of the same through the function *Help -> Extended Help* in the selection screen.

Payroll Account (Report RPCKTOx0; HxxCKTO0)

Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x	number of wage types
x	number of imported payroll results
x	record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Australia (PY-AU-RP)

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

1. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

2. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

1. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
2. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Superannuation Reporting

Superannuation Reporting

Use

This function displays and prints reports that provide information on compulsory and voluntary superannuation contributions made by employers and employees to superannuation guarantee contribution (SGC) funds and other superannuation funds.

The data can be broken down according to user-defined criteria such as company code and personnel number, and can be grouped into key data that is displayed in the following reports:

- Superannuation report
- ATO notification report

Prerequisites

In the [Superannuation \[Extern\]](#) section of Customizing for *Payroll Australia*, you must define whether your superannuation wage type(s) are reported as employer or employee contributions.

You must create a record for each employee in the *Superannuation* infotype (0220), and have payroll results for your employees.

Features

The reports list superannuation details per fund. You can run the reports for several payroll periods. If the start and end dates of a report do not coincide with a payroll period, the report considers all the payroll periods that overlap with the start and end dates of the report.

If you run a report for more than one payroll area and each area has a different payroll period, the SAP System processes each payroll area separately and prints a separate page for each payroll area.

Superannuation report

From within this report, you can trigger three separate reports:

- **Superannuation report**
 - The report displays subtotals based on user-defined selection criteria, and provides the following key data:
 - “For” period and “In” period
 - “For” period and “In” period end dates
 - Payroll type
 - Fund code and name
 - Employee number and name
 - Employee fund membership number
 - Company contributions
 - Employee contributions
 - Employee ordinary time earnings

Superannuation Reporting

- Wages and salary
- Super guarantee contribution amount
- Messages
- Hiring and termination dates (if they take place within the current payroll period)

- **Super guarantee contribution (SGC) report**

This report only produces figures as at the end of a calendar month. You must therefore run the report only in the last payroll period of the month. If the report is run at any other time, a message appears reminding you to run the report at the end of the month.

The report displays subtotals based on user-defined selection criteria, and provides the following key data:

- “For” period and “In” period
- “For” period and “In” period end dates
- Payroll type
- Fund code and name
- Employee number and name
- Employee fund membership number
- Employee ordinary time earnings
- Wages and salary
- Super guarantee contribution amount
- Company super guarantee contributions
- Messages
- Hiring and termination dates (if they take place within the current payroll period)

- **Non-SGC report**

This report displays subtotals based on user-defined selection criteria, and provides the following key data:

- “For” period and “In” period
- “For” period and “In” period end dates
- Payroll type
- Fund code and name
- Employee number and name
- Employee fund membership number
- Company contributions
- Employee contributions
- System messages

Superannuation Reporting

- Employee hiring and termination dates (if they take place within the current payroll period).

ATO notification report

The Australian Taxation Office (ATO) notification report calculates company superannuation guarantee contributions (SGC) for a specified period, and compares the statutory SGC amount with the actual amount contributed by the company. If the company contribution is less than the statutory minimum, the shortfall is printed on this report.

The *ATO notification* report displays SGC shortfall information for all employees or a group of employees. The report displays the employee name, address, date of birth and tax file number, as well as the amount of the shortfall in SGC and the nominal interest calculated on the shortfall. The administration and per employee administration charges are also printed on this report.

If there is no SGC shortfall, a message is displayed on the report.

See also:

[Executing Superannuation Reports \[Extern\]](#)

[Executing ATO Notification Reports \[Extern\]](#)

[Printing Superannuation Reports \[Extern\]](#)

Group Certificate Listing 1997/1998

Use

The function generates a *Group Certificate Listing* that allows you to verify and detect errors in year-to-date amounts and personnel data, such as an employee's name, address and tax file number, and to correct errors before issuing group certificates. The listing also identifies employees who already have a group certificate issued to them.

Integration

The *Group Certificate Listing* report reads data from the *Personal Data* (0002) and *Tax Australia* (0188) infotypes. In addition, the program accesses tax and salary data for the payroll period you want to verify.

Prerequisites

You must have processed, but not necessarily completed, at least one payroll run.

Features

The program allows you to generate:

- Group certificate listings
 - These provide an overview of all the payment-related data printed on an employee's group certificate.
- Separate group certificates on change of company code
 - The SAP System issues a separate group certificate when an employee changes both payroll area and company code. This report allows you to verify separate group certificates issued when there is a change in payroll area and company code.
- An exception report
 - If you select the *Report by exception* field, you can list group certificate details for employees given the following situations:
 - An employee does not have a tax file number
 - An employee has an ATO exemption code set up in their *Tax File Number* infotype (0227)
 - An employee does not receive a group certificate because all of his or her values are set to zero
 - A group certificate has already been issued to the employee

See also:

[Executing a Group Certificate Listing \[Extern\]](#)

[Employee Allowances Report \[Extern\]](#)

Group Certificate Listing 1997/1998

Group Certificate Listing 1998/1999

Use

The function generates a *Group Certificate Listing* that allows you to verify and detect errors in year-to-date amounts and personnel data, such as an employee's name, address and tax file number, and to correct errors before issuing group certificates. The listing also identifies employees who already have a group certificate issued to them.

Integration

The *Group Certificate Listing* report reads data from the *Personal Data* (0002) and *Tax Australia* (0188) infotypes. In addition, the program accesses tax and salary data for the payroll period you want to verify.

Prerequisites

You must have processed, but not necessarily completed, at least one payroll run.

Features

The program allows you to generate the following data for the last updated payroll period or a selected period and year for one or more payroll areas:

- Group certificate listings
 - These provide an overview of all the payment-related data printed on an employee's group certificate.
- Separate group certificates on change of group tax employer
 - The SAP System issues a separate group certificate when an employee changes group tax employer. This report allows you to verify separate group certificates issued when there is a change in group tax employer. You can sort the data by group employer or by company code.
- An exception report
 - If you select the *Report by exception* field, you can list group certificate details for employees given the following situations:
 - An employee does not have a tax file number
 - An employee has an ATO exemption code set up in their *Tax File Number* infotype (0227)
 - An employee does not receive a group certificate because all of his or her values are set to zero
 - A group certificate has already been issued to the employee

See also:

[Executing a Group Certificate Listing \[Extern\]](#)

[Employee Allowances Report \[Extern\]](#)

Group Certificate Listing 1999/2000

Group Certificate Listing 1999/2000

Use

The function generates a *Group Certificate Listing* that allows you to verify and detect errors in year-to-date amounts and personnel data, such as an employee's name, address and tax file number, and to correct errors before issuing group certificates. The listing also identifies employees who already have a group certificate issued to them.

Integration

The *Group Certificate Listing* report reads data from the *Personal Data* (0002) and *Tax Australia* (0188) infotypes. In addition, the program accesses tax and salary data for the payroll period you want to verify.

Prerequisites

You must have processed, but not necessarily completed, at least one payroll run.

Features

The program allows you to generate the following data for the last updated payroll period or a selected period and year for one or more payroll areas:

- Group certificate listings
These provide an overview of all the payment-related data printed on an employee's group certificate.
- Separate group certificates on change of group tax employer
The SAP System issues a separate group certificate when an employee changes group tax employer. This report allows you to verify separate group certificates issued when there is a change in group tax employer. You can sort the data by group employer or by company code.
- An exception report
If you select the *Report by exception* field, you can list group certificate details for employees given the following situations:
 - An employee does not have a tax file number
 - An employee has an ATO exemption code set up in their *Tax File Number* infotype (0227)
 - An employee does not receive a group certificate because all of his or her values are set to zero
 - A group certificate has already been issued to the employee

See also:

[Executing a Group Certificate Listing \[Extern\]](#)

[Employee Allowances Report \[Extern\]](#)

Payroll Reporting

Use

This function lets you display and print a number of reports that provide payroll data for your employees.

Prerequisites

You must perform all the necessary configuration steps in Customizing for *Payroll Australia*, *Personnel Administration* and *Personnel Time Management*.

You must have run payroll for your employees and have payroll results. For some reports, you may have to maintain specific infotypes first.

Features

In addition to regular payroll data, the payroll reports display data on off-cycle bonus and adjustment runs. If an employee changes group tax employer, the reports also display separate results for each group employer under the appropriate company code.

After payroll has been run for your employees, the system reads the payroll data from the payroll results. You can then run the following reports:

Employee pay details report

This displays your employees' total hours, earnings, allowances, taxes and deductions for the current payroll period, the month-to-date and the year-to-date. The amount paid, retroactive calculations and gross pay are only displayed for the current payroll period.

Employee summary report

This displays your employees' total hours, taxed and untaxed earnings, a total for gross earnings, a total for each deduction, a total for all deductions and a total for net pay for the current payroll period, the month-to-date and the year-to-date. Adjustments are shown in the period they were paid. The report is sorted and subtotalled by company code and location, and can be scheduled to run automatically after a payroll run.

Run-to-run reconciliation report

This reconciles the year-to-date figures for the last payroll period with the figures for the current payroll period, and generates new year-to-date figures for gross pay, tax, untaxed deductions and the number of employees paid. The report can be scheduled to run automatically after a payroll run.

If you adjust a payment after running the report, the adjusted amount is displayed on the report for the subsequent period.



In period 01, a new employee earns \$2000. You run the *Run-to-Run Reconciliation* report for period 01, and the report displays the following results for the employee:

Period 01		
Last YTD	This pay in AUD	Current YTD in AUD

Payroll Reporting

0	2000	2000
---	------	------

The employee subsequently receives a pay increase of \$200 backdated to period 01. Since you have already run the *Run-to-Run Reconciliation* report for period 01, the new figure is displayed on the report for period 02 as follows:

Period 02		
Last YTD	This pay in AUD	Current YTD in AUD
2200	2200	4400

Deduction listing report

This lists your employees' deductions in amounts and units for the current payroll period, the month-to-date and the year-to-date.

See also:

[Executing Payroll Reports \[Extern\]](#)

[Printing Payroll Reports \[Extern\]](#)

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types
 x number of imported payroll results
 x record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Leave Reporting

Use

This function provides leave liability data on long-service leave (LSL), recreational leave and other leave types. The data can be broken down according to user-defined criteria such as company code and personnel number, and can be grouped into key data that is displayed in various leave reports.

Prerequisites

- To process leave based on leave and absence quotas in the SAP *HR Personnel Time Management* component, you must configure the [Leave Provisions and Payments \[Extern\]](#) section of Customizing for *Payroll Australia*, and the relevant sections in Customizing for *Personnel Time Management*.
- To process leave provisions, you must activate the *EOM Leave Provisions* subschema in Customizing for *Payroll Australia*, and successfully complete the last payroll run of the calendar month.
- You must have run payroll for your employees and have payroll results.

Features

If you process leave based on leave accruals, the *Leave report* screen displays the *Leave selection* group box, and requires entries in either the *Leave type* or the *Leave group* field.

If you process leave based on leave and absence quotas, the *Leave report* screen displays the *Quota selection* group box, and requires you to enter absence quota types in the *Quota selection* field or absence quota groupings in the *Quota group* field.

This function produces the following reports:

Recreational leave provision report

The report displays subtotals based on user-defined selection criteria, and provides the following key data:

- Cost center
- Weekly earnings
- Credit entitlement hours
- Pro rata accrual hours
- Credit entitlement dollar value
- Pro rata accrual dollar value
- Leave loading pro rata accrual dollar value
- Total dollar value of liability
- Escalation dollar value
- Final total dollar value after escalation on-cost has been applied

Leave Reporting

Only one [leave provision factor \[Extern\]](#) is applied to the result. This factor is the escalation rate for 10+ years of service. Leave loading pro rata is calculated using the leave loading percentage in the leave rules table. If an employee has more than one cost center, the employee's pay is split between cost centers.

Long-service leave provision report

The report displays subtotals based on user-defined selection criteria, and provides the following key data:

- Cost center/personnel number
- Years of service
- LSL liability dollar value calculated using the LSL probability factor
- Escalation factor
- Escalation dollar value
- Subtotal after escalation on-cost has been applied
- Inflation rate
- Inflation dollar value
- Subtotal after inflation on-cost has been applied
- Bond rate
- Bond rate dollar value
- Final total dollar value after the bond rate on-cost has been applied

A different [leave provision factor \[Extern\]](#) is applied to each year of service.

Leave projection/liability report

The report displays subtotals based on user-defined selection criteria, and provides the following key data:

- Entitlement and accrual hours
- Liability hours
- Hourly rate
- Liability dollar value
- Estimated leave loading figures
- Total dollar value of liability

The *Leave Projection/Liability* report can be produced at a given cut-off date. If the cut-off date is before the last completed payroll run, the SAP System determines the end date of the payroll period closest to the cut-off date and triggers evaluation as per this date. If the cut-off date is after the last completed payroll run, it performs a leave projection.

When projecting recreational or other leave data, the report projects leave types to a future date and displays leave entitlement and accrual hours, leave values and estimated leave loading figures. If the leave type changes, the report displays subtotals for the leave type specified. If the company code changes, it displays the total number of employees that have had leave processed for them.

Leave Reporting

When projecting LSL data, the report determines the employer's liability to provide LSL for an employee. The report projects a specific LSL type or a range of LSL types to a future date and displays leave entitlement and accruals hours, the total leave value, and the employer's liability value calculated on a percentage based on the number of years the employee has been with the company. If the employer has no liability to the employee, the SAP System will not issue a report for that employee.

See also:

[Executing Leave Reports \[Extern\]](#)

[Printing Leave Reports \[Extern\]](#)

[Leave Provisions Based on Leave Accruals \[Extern\]](#)

[Leave Provisions Based on Leave Quotas \[Extern\]](#)

Bank Details (Query BANK_DETAILS)

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

Payments and Deductions (Report RPLPAY00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type

You can only evaluate certain wage types.

- Infotype number

As a rule, this report evaluates the following infotypes:

- *Basic Pay* (0008)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)
- *Recurring Payments and Deductions* (0014)
- *Additional Payments* (0015)
- *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Brazil Assessment Reports

Brazil Assessment Reports

Purpose

This application provides all reports required by Brazilian labor laws, such as, for example:

- Current and Former Employees Roll (HBR CAGED)
- Withholding Income Tax Declaration (DIRF)
- Collection Form for Severance Premium Reserve Fund (FGTS, Fundo de Garantia do Tempo de Serviço) and Information to Social Security (GFIP)
- List of Wages Contributing to the INSS

These reports permit an efficient analysis of the payroll data and ensure perfect compliance with the relevant government regulations.

Other reports are available for management purposes, such as, for instance, Employee Admission File and Vacation Notice Issue.

Implementation

All legal report configuration procedures must be adopted during the implementation of the system. For example, some reports use forms that must be configured in the Implementation Guide (IMG). If customization is not properly performed, some data required by law may not be generated. As the laws regulating these reports are constantly changing, you must be aware of the need for periodic IMG reviews, in order to enter/alter the data affected by those possible amendments.

Integration

Payroll reports access all data entered in the Human Resources infotypes and also assess data contained in the Time Management, Personnel Management and Organizational Management modules.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans**Statistics**

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDLGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDGLA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

3. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

4. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

3. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
4. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System* → *Employee Grouping/Symbolic Accounts* → *Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System* → *Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Personnel Management

Personnel Management

Definition

All legal reports relating to Personnel Management are listed under this topic. The purpose of this sub-division is to facilitate the location of these reports in the structure, grouping them under a general subject.

Use

Reports listed under this topic are used to meet the labor inspection requirements set by the Brazilian legal authorities.

Structure

All reports relevant to Personnel Management are listed under this topic.

Integration

This subject is included in [Payroll \[Seite 343\]](#) in structuring the component [Brazil Assessment Reports \[Seite 320\]](#).

General Current and Former Employee Roll (HBRCAGED)

Use

This report can be used to issue the monthly document containing all employee admissions and severance according to the CLT system (Consolidated Labor Laws) of your company. The records in this document form the Current and Former Employee Roll (CAGED).

CAGED data is used by the government Unemployment Allowance program to check data of employees dismissed from their job, before releasing the benefit. The federal government also uses the data in CAGED to undertake research and prepare statistics relating to job policy and the labor market.

Federal authorities permit the data to be supplied on diskette or a standard form (aerogram). Submitting a diskette must be accompanied by the Diskette Receipt Slip.

Integration

For further information also go to documentation [Infotype 0398: Agreement Components: Add. Info. \[Extern\]](#)

Requirements

Customization of the following chapters of the Implementation Guide (IMG):

- *Personnel management → Personnel management → Organizational data → Branches and construction site : Brazil → Legal and general data → Maintain information on branches.*
- *Personnel management → Personnel management → Contractual and internal agreements → Contract elements → Maintain Brazilian Job Occupation Code - CBO.*
- *Personnel management → Personnel management → Contractual and internal agreements → Contract elements → Maintain employment relationship.*

Features

This report generates a TemSe file to issue monthly data on **diskette** for the Current and Former Employees Roll (CAGED) by reading employee data contained in various infotypes, such as, for instance, those with numbers 0000, 0001, 0008, 0016 and 0185.

Activities

1. Choose the menu option *Human resources → Payroll → America → Brazil*
2. *Subsequent Activities → Monthly.*
3. Select *Analysis → Current and Former Employees Roll.*
4. The selection screen of the HBRCAGED report is accessed and you must complete the fields with the requested data.
5. The following must be indicated on the selection screen:
 - a. Occupation status - define whether the employee is or is not working for the company
 - b. Company code data

General Current and Former Employee Roll (HBRCAGED)

- c. Month to which the stored data refers
- d. Type of statement – state if this is or is not the first time the company declares
- e. File amendment - inform changes in the corporate data
- f. Storage mode – indicate the type of media in which the file is generated

When running the report, the TemSe file is generated for the selected employees and period. If no error is found, you can export the generated data to a local file and save it later on diskette.



If you leave the personnel number selection option **blank**, all personnel numbers are processed by the system.

Prior Notice (HBRAVPR0)

Requirements

The SAPscript HR_BR_AVPR form must be configured in advance in the chapter in the Implementation Guide: *Payroll → Payroll for Brazil → Legal forms → Prior Notice*.

Procedure

1. Choose the menu option *Human Resources → Payroll → America → Brazil*
2. *Subsequent Activities → Period-independent*.
3. Select *Analysis → Termination → Prior Notice*.
4. The report's selection screen appears.
5. Complete the data requested, including the dates on prior notice that must be included in the document.
6. If you wish to view the list of processed data, mark "View log".
7. Run the report.



If you leave the personnel number selection option **blank**, all personnel numbers are processed by the system.

Result

The legal document "Prior Notice" is generated.

Test Period Agreement (HBRCONTR)

Use

This report is used to run the document "Test Period Agreement," one of the possible forms of an employment agreement between employer and employee.

This report is printed on a form defined in SAPscript.

Requirements

- Customization of the chapter on the Implementation Guide: *Personnel management* → *Personnel management* → *Adaptation of work performances* → *Measures* → *To determine type of personnel measures*.
- The SAPscript HR_BR_CONTR_EXP form must be configured in advance To make changes in the form, use the IMG *Payroll* → *Payroll Brazil* → *Legal forms* → *Test Period Agreement*.

Procedure

From the Brazil payroll menu:

1. *Information System* → *Employees* → *Test Period Agreement*
2. Enter the data requested on the report's selection screen:
3. Run the report for the selected employee(s).

Result

The "Test Period Agreement" form is generated by the system and contains all clauses included in this type of employment agreement.

Dependents Statement for Child Allowance (HBRTERM0)

Dependents Statement for Child Allowance (HBRTERM0)

Use

This report is used to prepare the statement of undertaking that permits the employee to receive a child allowance according to the number of dependents eligible for this benefit.

Requirements

- You must have run the payroll
- The information about dependents contained in Infotype 0021 (Family/Related Persons) must be duly entered
- The SAPscript HR_BR_TERMO form must be configured in advance

Procedure

1. Choose the menu option *Human Resources → Payroll → America → Brazil*
2. *Subsequent Activities → Period-independent.*
3. *Analysis → Hiring → Dependents Statement for Child Allowance*
4. Report's selection screen: you must complete the selection fields in accordance with the desired results.
5. Run your report.

Result

The system generates the legal document "Statement of Undertaking for Child Allowance" with a list of the name(s) and date(s) of birth of the employee's dependent(s), in addition to the employee's data.

See also:

For further information also see documentation of the function [Child Allowance \[Extern\]](#).

Vacation Notice (HBRAVFE0)

Use

This report is used to run the “Vacation Notice” document and is printed on the HR_BR_AV_FERIAS form defined in SAPscript.

Procedure

Follow the following menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Period-independent* → *Vacation* → *Vacation Notice*
3. The report's selection screen contains the following data:
 - a. Employee's personnel number
 - b. Printing options for the SAPscript form
 - c. Form title
 - d. Printing all employees
 - e. Possibility of viewing error log for each processed employee



If you wish to expand your selection field possibilities, press **Other selections** and choose the desired options.

Result

The printed page of the form contains the following data:

- name of employee
- acquisition period
- on-vacation period
- vacation premium

Vacation Notice (HBRAVFE0)

- on-vacation period
- vacation premium

Wage Alteration Tag (HBRETQCP)

Use

This report is used to issue tags for information on any alteration in the employee's wage and is printed on a form defined in SAPscript.

Requirements

The SAPscript HR_BR_ETQCP form must be configured in IMG in advance: *Payroll* → *Payroll for Brazil* → *Legal forms* → *Wage Alteration Tag*.

Procedure

Follow the following menu options on the Payroll for Brazil screen:

1. *Information System* → *Employees* → *Wage Alteration Tag*
2. Enter the requested data on the selection screen of the report and run it.



If you wish to expand your selection field possibilities, press **Other selections** and choose the desired options.

On Vacation Tag (HBRETQFER)

On Vacation Tag (HBRETQFER)

Use

This report is used to issue tags for employee on-vacation information that must be included in the CTPS (Social Security Work Book).

Requirements

The SAPscript HR_BR_ETQFER form must be configured in advance

Procedure

Follow the following menu options:

1. *Human Resources → Payroll → America → Brazil*
2. *Subsequent activities → Period-independent → Analysis → Vacation → Vacation Tag for CTPS*
3. Complete the report's selection fields. If you wish to have other selection fields available, press **Other selections**.
4. Run the HBRETQFER report for the entered data.

Employee Admission Card (HBRFICHA)

Use

This report is used to run the Employee Admission Card which is printed on a form defined in SAPscript.

Requirements

The SAPscript HR_BR_FICHA_REG form must be configured in advance

Procedure

Follow the following menu options:

1. *Human Resources → Payroll → America → Brazil*
2. *Subsequent activities → Period-independent → Analysis → Hiring → Employee Admission Card*
3. Complete the data on the selection screen and run the report. If necessary, choose other selection fields in **Other selections**.

Result

The system generates an Employee Admission Card according to the data entered in the report's selection screen.

Unemployment Allowance (HBRSEGDE)

Unemployment Allowance (HBRSEGDE)

Use

This report is used to run the “Unemployment Allowance Request - UA” document and is printed on the HR_BR_SEGDE form defined in SAPscript.

Requirements

The SAPscript HR_BR_SEGDE form must be configured in advance.

Procedure

Menu options:

1. *Human resources → Payroll → America → Brazil*
2. *Subsequent activities → Period-independent → Analysis → Termination → Dismissal Notice*
3. Enter the data requested on the report's selection screen:
4. Run the report HBRSEGDE.

Result

Output SAPscript form with the following blocks of data:

- Personal data of employee: name, address, names of parents, etc.
- Documents: PIS/PASEP, workbook number, occupation, etc.
- Information on employment relationship: admission date, dismissal date, last wages, etc.

Payroll

Definition

All legal reports relating to the payroll are listed under this topic. The purpose of this sub-division is to facilitate the location of these reports in the structure, grouping them under a general subject.

Use

Reports listed under this topic are used to meet the labor inspection requirements set by the Brazilian legal authorities.

Structure

The reports required by any one entity are grouped in a common process.



*All documents required by the Inland Revenue are listed in the item **Income Tax** and all reports considered mandatory for the National Social Security Institute (INSS - Instituto Nacional do Seguro Social) are grouped in the **Social Security** process.*

Integration

This subject is included in [Personnel Management \[Seite 330\]](#) in structuring the component [Brazil Assessment Reports \[Seite 320\]](#).

Remuneration Statement (HBRCEDT0)

Remuneration Statement (HBRCEDT0)

Use

This report generates the employee's remuneration statement as often as the payroll is run. That is, the remuneration statement can be printed whenever the HBRCALC0 report is issued.

The remuneration statement reflects all payments and deductions made to the employee, together with the corresponding sums. If retroactive calculation is made at any time, the differences (positive and/or negative) from the previous periods are also recorded

Requirements

The user must have configured the following standard payroll forms provided by the R/3 System:

- BRF1 – Remuneration Statement
- BRF2 – Vacation remuneration statement
- BRF3 - PLR remuneration statement (the employee's share in company profits or income)

These forms can be copied and modified according to company requirements.

Procedure

Follow the menu options:

1. *Human Resources → Payroll → America → Brazil*
2. *Payroll → Remuneration statement*
3. Complete the selection screen for the HBRCEDT0 report and run it.



If you leave the personnel number selection option **blank**, all personnel numbers are processed by the system.

Result

The following forms can be generated, depending on the selection made:

- Remuneration statement
- Vacation remuneration statement
- PLR remuneration statement (the employee's share in company profits or income)

Adiantamento de Férias (HBRCFER0)

Adiantamento de Férias (HBRCFER0)

Utilização

Este relatório possibilita a execução de um pagamento especial (off-cycle), que realiza:

- cálculo do montante relativo aos dias de férias do empregado antes do gozo das mesmas
- recálculo das férias já pagas em adiantamento

A execução online do programa HBRCFER0 traz como resultado uma lista de todos os empregados no período que atendem à opção de seleção assinalada, ou seja, férias não pagas, férias pagas com os mesmos dados indicados na execução em curso e ambas as opções.

Pré-requisitos

Registro de informações da tela de seleção do relatório para adiantamento de férias:

Dados de pagamento especial

1. Razão de pagamento especial. Neste caso, a opção são **férias**.
2. Identificador de folha de pagamento. Recomenda-se que seja utilizado o identificador da folha "A" para a razão do pagamento especial "FERI". Isso é conveniente porque:
 - diferencia pagamentos especiais realizados na mesma data
 - diminui a possibilidade de erro quando o mesmo identificador é indicado para dois pagamentos especiais distintos, mas que são executados no mesmo dia

Também pode ser indicada variante para o [Comprovante de Remuneração \(HBRCEDT0\) \[Seite 343\]](#). Essa variante possibilita ao usuário utilizar valores próprios para cada uma das execuções.

Quando este relatório é acionado, executa-se o relatório HBRCALC0. Se o processo ocorreu de forma correta, os seguintes dados do pagamento especial para adiantamento de férias são gravados no Infotipo Ausências (IT2001):

- Motivo do pagamento off-cycle
 - Data do pagamento
 - Identificação da folha de pagamento
 - Categoria da folha de pagamento
3. Log de erros por funcionário - se estiver assinalada, é exibida a lista de erros corridos para cada empregado durante a execução
 4. Número de dias pagamento antecipado - limite de dias permitidos por lei para que o pagamento do adiantamento de férias seja efetuado.

Atividades

Opções do menu:

1. *Pessoal* → Cálculo das folhas de *pagamento* → *América* → Brasil
2. *Off-cycle* → Cálculo de *Adiantamento de Férias*
3. Execução do relatório:

Adiantamento de Férias (HBRCFER0)

- a. A lista obtida na execução deste relatório permite a visualização da data do pagamento. Esta é a data de referência para a execução do pagamento especial (off-cycle). Geralmente toma-se como referência o início da ausência.
A data do pagamento das férias representa o último dia de trabalho antes da data de referência para a execução do pagamento especial (data de início da ausência).
- b. A opção "Executar processo" efetiva o pagamento especial para o registro marcado.
- c. A opção "Test/Visualizar log" permite a execução do pagamento em modo de teste e torna possível obter um log da mesma.

Assim que o pagamento especial é executado, visualiza-se um ícone na coluna correspondente, que indica se os resultados estão ou não corretos.

Ver também

[Férias \[Extern\]](#)

Income tax

Income tax

Purpose

This process describes how the income tax reports created for the federal authorities are prepared and used.

Requirements

The payroll for all employees and end results of calculations must have been effectively run. Some reports require customization through the Implementation Guide (IMG) and/or maintenance of some specific infotypes.

Process Flow

The flow described hereunder applies to most income tax reports, although the frequency (monthly or annual, for example) may vary according to legal requirements.

1. **Preparation:** The payroll results must be prepared before creating a legal report. This means that you must specify the data to be used to generate the report. The system uses its entries to filter the results (of the payroll) and store the data in internal tables.
2. **Execution:** Here you must specify which report you wish to run, the processing area and period for which it must be created. You can choose to issue the form on paper, diskette or magnetic medium.



Some reports can be submitted to the authorities on paper, diskette or magnetic tape. SAP provides at least one of the three formats but not necessarily all three.

Result

Issue of the report in the format required by the legal authority.

Dependents Statement for Income Tax (HBRDEPD0)

Dependents Statement for Income Tax (HBRDEPD0)

Requirements

- You must have run the payroll
- The data on dependents contained in Infotype 0021 (Family/Related Persons) must be duly completed
- The SAPscript HR_BR_DECL_DEP form must be configured in advance

Procedure

1. Choose the menu option *Human Resources → Payroll → America → Brazil*
2. *Subsequent Activities → Period-independent.*
3. *Analysis → Hiring → Decl. Dependents for Income Tax.*
4. The report's selection screen appears.
5. Complete the fields with the requested data.
6. Select the View log option (*Other settings → SAPscript settings*) if you wish to see a list with the personnel numbers in which some kind of error was found.



If you leave the personnel number selection option **blank**, all personnel numbers are processed by the system.

Result

The end result after running this report is the document "Dependents Statement for Discount on Withheld Income Tax", listing the dependents of each employee, with the respective mention of eligibility for an income tax discount.

Dependents Statement for Income Tax (HBRDEPD0)

See also:

For further information also see documentation [Infotype 0397: Dependents Information \[Extern\]](#).

Withheld Income Tax Return - DIRF (HBRDIRF0)

Withheld Income Tax Return - DIRF (HBRDIRF0)

Use

This report is mandatory for companies and must be submitted to the Inland Revenue every year. It must include all employees who have had withholding income tax deducted.

Requirements

You must have recorded the data to be used to complete the DIRF in the Implementation Guide section: *Personnel management* → *Personnel management* → *Organizational data* → *Branches and construction site: Brazil* → *Legal and general information* → *Maintain branch information for DIRF*.

Features

The following fields of the report must be duly completed on its selection screen:

- Employee data
- Data on filing company
- Year to which the data refers
- Type of return

Activities

A TemSe file is generated to issue the legal report Withheld Income Tax Return using the following menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent Activities* → *Annual*.
3. *Year end* → *Income Tax at Source Return*.

When you run this report, all data required for employees, employers and others is read from a number of sources, such as, for instance, master data infotypes. The data used to generate the output document is determined on the report's selection screen.

Inland Revenue Collection Document - DARF (HBRDARF0)

Use

This report can be used to edit the "Inland Revenue Collection Document - DARF", used for the monthly payment due by individuals or companies to the central government active debt.

This document is used by the employer, among others, to pay the income tax withheld from the pay of the employees.

Requirements

- If applicable, customization of the section of the Implementation Guide *Personnel management* → *Personnel management* → *Organizational data* → *Brazil branches and construction sites* → *Legal and general information*
- The SAPscript HR_BR_DARF98 form must be configured in advance

Features

The following fields must be duly completed on the report's selection screen:

- Name of company, branch and/or construction site
- Specific DARF data

Activities

The HBRDRF0 report is run by choosing the option on the menu Payroll for Brazil:

1. *Subsequent Activities* → *Monthly*.
2. *Analysis* → *Docum. Inland Revenue Collection*.
3. The report's selection screen appears. Complete all fields with the data relating to your company.
4. If you wish the list of detected errors to appear in the statistics, select the View log option .
5. Run the report.



If you leave the personnel number selection option blank, all personnel numbers are processed by the system.

Earnings Report (HBRCCED0)

Use

This report contains data on the annual earnings of employees, specifying the amounts withheld for income tax. The employer is obliged to provide the employees with this data.

Requirements

The SAPscript HR_BR_CEDULA_CO form must be configured in advance.

Procedure

1. Choose from the Brazil payroll menu *Subsequent activities* → *Annual* → *Year end* → *Earnings Report*.
2. The report's selection screen appears.
3. Complete the fields with the requested data.
4. Run the report.

Result

Edition of the legal document "Statement of Earnings Paid and Income Tax Withheld at Source", containing all information required by government authorities.

Standard Instruction 68 - IN68 (HBRIN680)

Standard Instruction 68 - IN68 (HBRIN680)

Use

Standard Instruction 68 (IN68) is defined as a legal document that must be submitted to the competent authority. The HBRIN680 program generates the following TemSe files.

- Payroll file
- Employee roll file
- Code table file

Reports are also generated that must be printed and submitted together with the files. There are four reports for each file generated:

- Follow-up report
- Dump of the first 30 and last 30 file entries
- Identification tag of the file volume(s)
- File layout

Requirements

1. Customization of the chapter in the Implementation Guide (IMG): *Payroll for Brazil → Legal forms → Standard Instruction 68 - IN68 → Mark discount and gain wage indications.*
2. The SAPscript HR_BR_IN68 form (Follow-up Report) must be configured
3. The SAPscript HR_BR_IN68_DUMP form (Entry Dump) must be configured in advance
4. The SAPscript HR_BR_IN68_LOUT form (File Layout) must be configured in advance

Activities

Follow the following menu options:

1. *Personnel → Payroll calculation → America → Brazil*
2. *Subsequent activities → Period-independent → Analysis → Standard Instruction 68*
3. Enter the data requested on the report's selection screen:
4. Run the report.



Option **Do not print reports** on the selection screen (Exit) allows for filing without printing reports.

View of Simple TemSe Files (HBRUTMS4)

View of Simple TemSe Files (HBRUTMS4)

Use

This report permits the view of the TemSe files generated by the report [Standard Instruction 68 - IN68 \(HBRIN680\)](#) [\[Seite 356\]](#).

Requirements

Customization of the chapter in the Implementation Guide (IMG): *Payroll for Brazil* → *Legal forms* → *Normative Instruction 68 - IN68* → *Mark discount and gain wage types*.

Procedure

Menu options:

1. *Human resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Period-independent* → *Analysis* → *Normative Instruction 68* → *View of TemSe files*
3. Indicate the name of the TemSe file, selecting first the type (identification) of subject and then its number.
4. Run the report.

Result

This report views the contents of the fully formatted TemSe file.

The file is processed directly when exiting the generation program by means of a button that appears on the exit screen when a magnetic support option has been selected.

It is also possible to recover and view in detail each entry that makes up the file by pressing the selection button **Choose detail**.

PIS – Payment via Magnetic Medium (HBRPISCA)

Use

This report reads the Social Integration Program (PIS - Programa de Integração Social) file in magnetic medium prepared by the legal authority and generates a new file for batch input that will load the amount referring to the PIS of each employee in Infotype 0015.

Requirements

The following data must be entered on the selection screen:

1. Company code and employee data.
2. Data on PIS payment.
3. Options for data maintenance:
 - a. **Batch input** – After selecting to keep the data in batch input, you must access the SM35 transaction for them to be processed.
 - b. **Online** – If you select this option, the amounts are loaded directly into Infotype 0015. This means that, if any errors occur when entering the amounts, the corrections must be made by hand for each amount entered.
 - c. **Test** – Changes are not implemented in the database.

Procedure

Menu options:

5. *Human resources → Payroll → America → Brazil*
6. *Subsequent activities → Annual → Year end → PIS - Magnetic Registration*
7. Enter the data requested on the selection screen:
8. Run the report.

Result

This report can be issued as:

- Infotypes 0015 loaded with the PIS figure for each employee, if the option chosen is **Online**.
- A file for batch input if the option selected is **Create batch input**.

Social Security - INSS

Purpose

This process describes how all legal reports required by the Social Security Institute (INSS - Instituto Nacional do Seguro Social) are used and edited

Requirements

The payroll must have been run for all employees. Some reports require customization in the Implementation Guide (IMG) and entries must be kept mandatorily in some specific infotypes.

Process Flow

The flow described hereunder applies to most reports for social security inspection, although the frequency (monthly or annual, for example) may vary according to the type of document and legal requirements.

1. **Preparation:** The payroll results must be prepared before creating a legal report. This means that you must specify the data to be used to generate the report. The system uses its entries to filter the results (of the payroll) and store the data in internal tables.
2. **Execution:** Here you must specify which report you wish to run, the processing area and period for which it must be created. You can choose to issue the form on paper, diskette or magnetic media.



Some reports may be submitted to the authorities on paper, diskette or magnetic media. SAP provides at least one of the three formats but not necessarily all three.

Result

Issue of the legal report in the format demanded by the authorities.

Social Security Collection Form - GRPS (HBRGRPS0)

Social Security Collection Form - GRPS (HBRGRPS0)

Use

This report enables you to issue the legal report Social Security Collection Form (GRPS - Guia de Recolhimento da Previdência Social) used by companies to pay the monthly social contributions to the National Social Security Institute (INSS - Instituto Nacional do Seguro Social).

Each contributing company is obliged to issue separate forms for each establishment or civil construction works identified by the CGC or CEI number respectively.

Requirements

1. Customization of the section of the Implementation Guide *Personnel management* → *Personnel management* → *Organizational data* → *Brazil branches and construction sites* → *GRPS information*
2. The SAPscript HR_BR_GRPS00 form must be configured in advance
3. Complete the following data on the selection screen:
 - a. Occupation status - define the type of employment relationship between employee and employer
 - b. Identification code of filing company
 - c. Further options, in the event of a branch or works
 - d. Definition of the type of collection: normal or past due
 - e. Month and year to which the filed information refers
 - f. Indicate the INSS collection on the Christmas bonus. In this case, a specific collection form is generated for this purpose.

Activities

Menu options:

1. *Human Resources* → *Payroll* → *America* → *Brazil*
2. *Subsequent activities* → *Monthly* → *Analysis* → *Social Security Collection Form*
3. Complete the data on the selection screen and run the report.

The legal report Social Security Collection Form (GRPS) is generated for the selected period.



If any error occurs while running the report, a list of errors is shown in the results.

FGTS Termination Collection Form - (HBRGRR00)

FGTS Termination Collection Form - (HBRGRR00)

Use

This report is used to run the FGTS Termination Collection Form - GRR, issued by the employer when terminating an employee's employment agreement

Requirements

The SAPscript HR_BR_FGTS_GRR form must be configured in advance

Procedure

Menu options:

4. *Human Resources → Payroll → America → Brazil*
5. *Subsequent activities → Period-independent → Analysis → Termination → FGTS Termination Collection Form*
6. Complete the data on the selection screen and run the report.

Result

The FGTS Termination Collection Form is generated for the selected period.

Annual Employee Information Report (HBRRRAIS0)

Use

Report HBRRRAIS0 generates a TemSe file for issuing the legal report Annual Employee Information Report (RAIS).

The following data must be indicated on the selection screen:

- Date to which the data refers
- Occupation status - define whether the employee is or is not working for the company
- Identification of branch(es)
- If applicable, date of correcting RAIS
- Corresponding indicator (receipt)
- Indicator of delivery of RAIS in advance
- Indicator of rectifying the report filed
- Data about the person responsible for the information

Requirements

Customization of the following chapters of the Implementation Guide (IMG):

1. *Personnel management → Personnel management → Organizational data → Branches and construction sites : Brazil → Legal and general data → Maintain branch information for RAIS.*
2. *Personnel management → Personnel management → Contractual and internal agreements → Contract elements → Maintain Brazilian Occupations Code - CBO.*

Activities

Menu options:

1. *Human resources → Payroll → America → Brazil*
2. *Subsequent activities → Anual → Year end → Annual Employee Information Report*
3. Enter the required data on the selection screen and run the report.

When applicable, the system issues a list of errors after running the report.

List and Details of Contribution Wages (HBRALC0)

List and Details of Contribution Wages (HBRALC0)

Use

This report is used to run the following documents, essential when making the necessary calculations in the event of the employee's retirement:

- List of INSS Contribution Wages
- List of the payments of the INSS Contribution Wage

Requirements

1. Customization of the section in the Implementation Guide IMG: *Payroll → Payroll for Brazil → Social Security - INSS → Maintain type groupings to differentiate contribution wage.*
2. The SAPscript HR_BR_RD_SAL form must be configured in advance

Activities

Menu options:

4. *Human resources → Payroll → America → Brazil*
5. *Subsequent activities → Other periods → Analysis → List and Differentiation of Contributing Wages*
6. Enter the required data on the selection screen and run the report.

FGTS Collection Form and Info. to Social Security (HBRSEFIP)

Use

This report generates a TemSe file for later issue of the following legal documents:

- Collection Form for Severance Premium Reserve Fund (FGTS - Fundo de Garantia por Tempo de Serviço) and Information to Social Security (GFIP)
- Social Security Collection Form - GRPS

Integration

For further information see [Infotype 0398: Contract Elements: Add. Info. \[Extern\]](#)

Requirements

1. Customization of the following chapters of the Implementation Guide (IMG):
 - a. *Personnel management* → *Personnel management* → *Contractual and internal agreements* → *Contract elements* → *Maintain Brazilian Occupations Code - CBO.*
 - b. *Personnel management* → *Personnel management* → *Contractual and internal agreements* → *Contract elements* → *Attribute CBO to employee position.*
 - c. *Payroll* → *Payroll for Brazil* → *Severance Premium Reserve Fund - FGTS* → *Maintain FGTS movement code for SEFIP.*
 - d. *Payroll* → *Payroll for Brazil* → *Severance Premium Reserve Fund - FGTS* → *Maintain FGTS movement code for SEFIP.*
 - e. *Payroll* → *Payroll for Brazil* → *Severance Premium Reserve Fund - FGTS* → *Maintain FGTS movement code for SEFIP.*
2. Enter information in Infotype 0016 (Contract Elements)

Activities

Follow the following menu options:

7. *Human resources* → *Payroll* → *America* → *Brazil*
8. *Subsequent activities* → *Monthly* → *Analysis* → *FGTS and Social Security Magnetic List*
9. Enter the required data on the selection screen and run the report.

When applicable, the system issues a list of errors after running the report.

Travel Voucher List (HBRCVTR0)

Use

This report is used to run travel voucher calculations, as follows:

- Value of vouchers given to the employee in advance
- Discount of the value of vouchers

Requirements

1. Customization of the chapter in the Implementation Guide (IMG): *Personnel Management* → *Personnel Management* → *Payroll data* → *Travel voucher*
2. Complete the following data on the selection screen:
 - a. Data on the selected employee
 - b. Exit option in list or organization chart
 - c. Option for entering employee absences, according to subtypes listed in Infotype 2001
 - d. Processing options in batch input to update Infotype 0015 or in test mode (in this case, the selection field must not be marked)

Procedure

Follow the following menu options:

7. *Human Resources* → *Payroll* → *America* → *Brazil*
8. *Subsequent activities* → *Monthly* → *Analysis* → *Travel Voucher List*
9. Run the report for the selected period

Result

List of all employees who have the right to receive the travel voucher benefit and the respective sum.

See also:

[Infotype 0410: Travel Voucher \[Extern\]](#)

[Process of Integrating Travel Voucher into Payroll \[Extern\]](#)

Employment Agreement Termination

Purpose

This process describes how all legal reports relating to employment termination are used and edited

Requirements

The payroll must have been run for all employees. Some reports require customization in the Implementation Guide (IMG) and entries must be kept mandatorily in some specific infotypes.

Process Flow

The flow described hereunder applies to most reports relating to employment termination, although the frequency (monthly or annual, for example) may vary according to the type of document and legal requirements.

1. **Preparation:** Payroll results must be prepared before creating a legal report. This means that you must specify the data to be used to generate the report. The system uses its entries to filter the results (of the payroll) and store the data in internal tables.
2. **Execution:** Here you must specify which report you wish to run, the processing area and period for which it must be created. You can choose to issue the form on paper, diskette or magnetic media.



Some reports may be submitted to the authorities on paper, diskette or magnetic media. SAP provides at least one of the three formats but not necessarily all three.

Result

Issue of the legal report in the format demanded by the authorities.

Employment Agreement Termination (HBRRTER0)

Employment Agreement Termination (HBRRTER0)

Use

This report is used to run the legal document Employment Agreement Termination with a list of the sums received by the employee in the event of severance pay for agreement termination. It is also used as a receipt for severance pay.

Requirements

The SAPscript HR_BR_TERMO_RES form must be configured in advance.

Procedure

Follow the following menu options:

1. *Human resources → Payroll → America → Brazil*
2. *Subsequent activities → Period-independent → Analysis → Termination → Termination Agreement*
3. Enter the required data on the selection screen and run the report.

Calculation of Employment Agreement Termination (HBRCTER0)

Use

This report can be used to make a special payment, which:

- calculates the compensation due to the employee in the employment agreement termination
- recalculates a payment already made

If the HBRCTER0 report is run online, a list is obtained of all employees who no longer work for the company during the desired period and according to the selected options.

Requirements

Enter the following data on the report's selection screen:

- employment agreement termination still to be calculated
- termination calculated using the same calculation data as the off-cycle payroll shown on the selection screen
- both options above

The following data must be indicated with regard to the off-cycle payroll calculation data:

- payment date of special payroll (off-cycle)
- off-cycle motif: use of the **RESC** motif is recommended

Variants may also be indicated for the remuneration statement (variant of the HBRCEDT0 report), which allows the user to use his/her own figures for each run.

Activities

Follow the following menu options:

4. *Human resources → Payroll → America → Brazil*
5. *Off-cycle → Calculation of Employment Agreement Termination*
6. Enter the required data on the selection screen and run the report.

The calculation date can be viewed on the list obtained after running this report and is the off-cycle payroll reference data. The base date adopted is generally that shown on infotype 0000 (Measures). The payment date is indicated on the selection screen.

If the starting date of the special payroll calculation is in a period already calculated, the payroll calculation is marked as already run.

The payroll results are recorded in the BR cluster for each period and employee. The user can view these results on the payroll log.

Calculation of Employment Agreement Termination (HBRCTER0)

Data exchange for different payments (HBRCDTA0)

Use

This report is used to generate a set of payroll transfer data that, in its turn, is used as input for the RFFOBR_U payment document printing program.

The source-material for HBRCDTA0 is the data from the PCL2 cluster, especially from the BT transfer table.

This program can also be used by users who need to run two or more payment processings for a payroll period at different dates.

When the "Mark transfers" parameter is marked, enter the transfer time (date and time are activated when the payment process is run) in the BT transfer table in the PCL2 database for each transfer made. With this data, later transfer processes can recognize the entries already transferred to the BT table. Payment processing can also be differentiated in this way, by specifying a wage type. For example, wages can be transferred before the other transfers.

Payment methods in table T042Z are allowed.

In this report, the following steps are run for each transfer:

1. Reading the currency codes in table T001.
2. Any future key conversions of the receiver, using table T521B.
3. Reading text key for the C of ISD registration.
4. Determining bank agency data and sender's account number using the DTAKT characteristic (PE03 transaction):
 - a. Specify a decision tree for the DTAKT field and then define &DTAKT=nnnnn/mmmmm, where:

nnnnn is the Bank ID in table T012

mmmmm is the Account ID in table T012K
5. Use the "Application of funds" field
 - a. If the field ZWECK is specified (for example, for external transfers or capital formation), it will be copied to ISD Application field.
 - b. If the field ZWECK is not specified (for example, for bank details) and the type of investment for capital formation is not completed, the following text is used in the ISD entry: 'Wage/pay', personnel number, payroll processing period

In the case of pensioners, the following text is printed: 'Pension', personnel number, payroll period

The "application of funds" field is printed on the account statement. If the text is not satisfactory, it can be changed in the main RPCDTAX0 program.

6. Reading the BNKA file: the bank code is set by using the BNKA file.

If the 'Test' mode is marked ('X'), the read transfers and SETH entries derived from them are viewed for all selected employees.

If it is not marked (' '), all transfer errors and corresponding application are entered. If a person has a wrong transfer, then no other transfer will be made for that person.

Data Exchange for different payments (HBRCDTA0)

The created entries are transferred to the RFFOXXU program, whose function is to create the data support. The following parameters are completed as soon as HBRCDTA0 is transferred:

- a. Date when program is run – indicates transfer date
- b. Identification characteristic – indicates the time of transfer . The letter P must be set in the last position of this parameter.



If the parameter “mark transfers” is not marked, running report HBRCDTA0 is **repeated** automatically.

Otherwise (if it is marked), you must take into consideration:

- a. If it is necessary to repeat the HBRCDTA0 report, the parameters "Run repetition date" and "Time" must be completed. In this way, the entries identified as transferred are selected again. The date and time stored in the transfer must also be specified in the corresponding parameters.
- b. If it is necessary to specifically run the HBRCDTA0 report, the parameter "marked entries only" must be marked.
- c. If HBRCDTA0 has to be repeated due to an interruption, the parameter "marked entries only" must not be marked. In this way, entries for which no transfer time has been stored and entries whose transfer time coincides with the time of the parameters are selected.

Report HBRCDTA0 can also be used to process external transfers. The requirement for this to occur has been indicated in Infotype 0009 (Bank details):

- a. Registration of an international bank in the “bank key” field
- b. Option for code “L” in the “payment method” field

If the local monetary unit is different from that indicated, the amount transferred is converted during the payroll calculation, so that the transfer is made in the correct foreign currency. In general, for external transfers, a different bank account must be defined in the DTAKT characteristic. External transfers are made through report RFFOXXXL.

Requirements

Parameters:

Wage type

Here the payment process may be limited to certain wage types. In this way, several payment processes can be made for each payroll period.

Test

When marked:

- No data transferred to RFFOXXXU
- No PCL2 update
- Printing of transfers to be made

When not marked:

- Data transfer to RFFOXXXU
- PCL2 update

Mark transfers

When this parameter is marked, the transfers are entered in file PCL2. Thus, the transfer date (day when HBRCDTA0 is run) is entered for transfers. If payroll (HBRCALC0) is repeated, the data marked with a date are not overwritten. Instead, the payroll makes a differential calculation.

Run repetition date

Entries are made here only when wishing to make repeated runs. If a date is entered, entries still to be transferred as well as those whose date and time of transfer coincide with the date and time of the parameters' transfer are selected for payment processes.

Marked entries only

This parameter must be marked for repeat run only. If the repetition date has been entered and this parameter has been marked, only entries whose transfer date coincides with the repetition date indicated are selected.

Procedure

Follow the following menu options:

7. *Human resources → Payroll → America → Brazil*
8. *Payroll → Transfer → Preliminary program – data exchange*
9. Enter the required data on the selection screen and run the report.

View of Payroll Results: BR Cluster (HBRCLSTR)

View of Payroll Results: BR Cluster (HBRCLSTR)

Use

This report provides a view of the Brazilian cluster contents.

Requirements

The data to be entered on the selection screen must comply with the following criteria:

1. Personnel number
2. Interval (top and bottom limit) for the relevant period
3. Update code for entering results
4. Entries selected from the payroll can be viewed as follows:
 - a. **List** and **Select tables** options marked: a list of the selected entries is provided and, by choosing an entry, you can view the contents of each table from a list of internal tables.
 - b. Only the **List** option marked: an entry can be selected from the list of selected entries. All contents in the table existing for this payroll entry are edited.
 - c. When **No** previous options are marked: all existing table contents of the selected entries are viewed.
 - d. When using option **Activate table selection/Deactivate table selection** you can differentiate, in the list of selected payroll entries, between the command "Selection of individual tables" and editing all completed tables.

Procedure

Follow the following menu options:

10. *Human resources* → *Payroll* → *America* → *Brazil*
11. *Subsequent activities* → *Per period* → *Tools* → *Result of payroll*
12. Enter the required data on the selection screen and run the report.

Payroll Accounting (HBRCKT00)

Use

This report creates the monthly payroll results report.

Several periods can be edited at the same time. The number of periods for viewing is determined by selecting the period (such as, for example, "another period", "this year"). The number of periods per page can be set using the parameter "number of columns per page".

Wage types are edited in the monthly payroll results report in individual "sections" that can be classified according to different criteria. The total or average sum can be edited in a special column in each wage type according to the criteria shown on the selection screen.

You can select to view details of each column attributed to one period (remuneration statement).

Requirements

The following criteria must be duly completed on the selection screen:

- Usual data for employee recruitment
- Form to be used
- Control and output formats

Activities

Follow the following menu options:

13. *Human resources* → *Payroll* → *America* → *Brazil*

14. *Subsequent activities* → *Period-independent* → *Analysis* → *Financial Data Sheet*

15. Enter the required data on the selection screen and run the report.

Monthly Payroll Report (HBRPAYR0)

Monthly Payroll Report (HBRPAYR0)

Use

This report creates a monthly summary of payroll results, in which all wage types used in the company's branches and/or construction sites and cost centers are listed.

By selecting the option "Analytical report", a list of employees with the due specification of wage types attributed to it is printed. These employees are grouped by checking the following data:

- corporate matriculation number in the corporate taxpayers roll (CGC - Cadastro Geral de Contribuintes)
- number of branch and/or construction sites
- cost center

The total amount of the listed wage types is shown at the end of each grouping (or classification) listed above.

Requirements

Customization of wage types in table T512W by using the 06 analysis class.



Only the types that have marked some specification of this analysis class are considered for this report.

Procedure

1. *Human Resources → Payroll → America → Brazil*
2. *Subsequent activities → Monthly → Analysis → Monthly Payroll Report*
3. Run the report for the selected period. The system issues a list of errors after running the report, if applicable.

Canada

Canada

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Pensionable and Insurable Earnings Review (PIER)

Pensionable and Insurable Earnings Review (PIER)

Use

The Pensionable and Insurable Earnings Review Report (PIER) performs an accuracy check on employer and employee Canada Pension Plan/Quebec Pension Plan (CPP/QPP) contributions and Employment Insurance (EI) premiums. If shortages or overpayments exist in these areas, the generated report highlights these. This report only detects deficiencies and overpayments that were entered in SAP Payroll; it will not find deficiencies or overpayments that were entered in a legacy system.

Features

As delivered, SAP Payroll ensures balanced and accurate remittance of statutory deductions. However, customers who opt to calculate employee payments manually may incur deficiencies or overpayments. Consequently, SAP provides the *Payroll Results Adjustment* Infotype (Infotype 0221) to enter these manual payments into the employee's payroll results, including gross, statutory deductions and net amounts.

When you create an adjustment with Infotype 0221 and run a retrocalculation, the SAP Payroll Driver calculates how much the employee and employer should have contributed for CPP/QPP and EI. The system compares these amounts to the actual contributions entered in Infotype 0221 and stores them. Differences are cumulated in the Payroll Results File Table TCRT in six technical wage types. These technical wage types are:

- **/5K1** EE CPP contribution deficiency
- **/5K2** EE QPP contribution deficiency
- **/5K3** EE EI contribution deficiency
- **/5K4** ER CPP contribution deficiency
- **/5K5** ER QPP contribution deficiency
- **/5K6** ER EI contribution deficiency



The system only performs this calculation and creates these wage types for regular Infotype 0221 records (subtype space) and for adjustments with tax calculation (subtype YAWA). No calculation is performed for adjustments without tax calculation (subtype YANA).

When you run the PIER Report, the system reads the values of these six technical wage types in the TCRT to see if any deficiencies/overpayments exist. It then compares these amounts to the actual total contributions made year-to-date.



These special wage types are not cleared from the payroll cluster even after the maximum contribution amounts have been reached for the employee. This means that an employee's cluster results and the output of the PIER Report will not always match (i.e. the employee will still have 'deficiency' wage types in the cluster, although no deficiency exists).

Activities

The PIER Report should be run periodically throughout the year to determine whether deficiencies or overpayments in CPP/QPP contributions or EI premiums.

To access the program from the Payroll Canada menu, choose *Subsequent activities* → *Period-independent* → *Reporting* → *P.I.E.R. report*.

See also:

[Payroll Results Adjustment Infotype \(Infotype 0221\) \[Extern\]](#)

Pensionable and Insurable Earnings Review (PIER)**Activities**

The PIER Report should be run periodically throughout the year to determine whether deficiencies or overpayments in CPP/QPP contributions or EI premiums.

To access the program from the Payroll Canada menu, choose *Subsequent activities* → *Period-independent* → *Reporting* → *P.I.E.R. report*.

See also:

[Payroll Results Adjustment Infotype \(Infotype 0221\) \[Extern\]](#)

Employment Equity Act (EEA) Reporting

Use

This report generates all data required for fully compliant Employment Equity Computerized Reporting System (EECRS) processing.

Integration

Employment Equity Act (EEA) Reporting is closely integrated with the Payroll component, as the salary information it generates is read from payroll results. EEA Reporting also relies on Master Data for employee-related information, such as disabilities and minority status (from Infotype 0077) and geographic locations (from Infotype 0224). Moreover, it relies upon information from the Personnel Development component, such as job codes, NOC codes and organizational unit codes that are needed to file the EEA Report.

Prerequisites

In order to run EEA Reporting, payroll results must exist for employees in the organizational units for which you are submitting the EEA Report. You must also perform the following configuration activities, found within the Payroll Canada Implementation Guide (IMG) under **Reporting and Statistics → Employment Equity Act (EEA) Reporting**:

- Assign industry sector codes to personnel subareas
- Assign NOC codes/EEA categories to organizational structure
- Assign wage types for EEA Reporting

Features

EEA Reporting is fully compatible with EECRS. The output is a set of ASCII text (*.txt) files that can be processed by EECRS to produce the forms required to submit the EEA Report in Canada. In addition, the report features an output log that simplifies the error handling process by indicating where data was missing for employees the program rejected, and providing drilldown access to the relevant infotype maintenance screens and tables where the data can be entered. This feature ensures that the files downloaded for EECRS processing are complete and accurate.

Activities

EEA Reporting is executed by following these steps:

1. From the main Payroll Canada menu, choose *Subsequent activities → Annual → Start of year → Employment Equity Act → EEA evaluation run*.
2. Make your selections on the initial screen, then choose *Execute*.

The summarized report output screen appears

3. On this screen, you can display the report output and download the EECRS files.

Employee Equity Act (EEA) Reporting

If you execute the *Evaluation run* in the background, you can extend the expiration date of the EEA TemSe files and download them at a later time.

To do so, follow this procedure after executing the EEA evaluation run in the background:

1. From the Payroll Canada menu, choose *Subsequent activities* → *Annual* → *Start of year* → *Employment Equity Act* → *EEA TemSe file handling*.
2. If you want to extend the expiration date of a file, select the relevant TemSe file and choose *Extend expiring dates*.

To download the files, select the relevant TemSe file and choose *Export EECRS files*.

Record of Employment (ROE)

Use

Human Resources Development Canada (HRDC) requires all Canadian employers to issue a Record of Employment (ROE) to employees who cease to receive earnings for seven consecutive calendar days for a variety of reasons (e.g. shortage of work, dismissal, leave of absence, illness or injury). Within SAP Payroll, Record of Employment (ROE) functionality enables you to generate ROE forms containing all form data mandated by HRDC.

Prerequisites

Before you may generate ROE forms, it is required that you have performed the configuration activities found within the Payroll Canada Implementation Guide (IMG) under **Reporting and Statistics** → **Record of Employment (ROE)**.

Activities

To execute Record of Employment functionality, select the following menu path from the main Personnel Administration Canada menu: *Info System* → *Reports* → *Compliance* → *Record of Employment*.

Short/Long-Term Disability Status Report

Short/Long-Term Disability Status Report

Definition

The Short/Long-Term Disability Status Report extracts data stored in the *Absences* infotype (Infotype 2001) for a selected group of employees, a selected time period, or a combination of both. It then generates a list of employees who are on short- or long-term disability leave.

Use

The Short/Long-Term Disability Status Report enables your enterprise to monitor employees on short-term disability leave and to plan more effectively the transfer of employees to long-term disability. To access this report from the Canada Payroll menu, choose *Subsequent activities* → *Period-independent* → *Reporting* → *STD/LTD report*.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

5. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

6. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

5. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
6. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Overview of Company Loans (Report RPCLOG00)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Denmark

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Payroll Account (Report RPCKTOx0; HxxCKTO0)

Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

7. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

8. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

7. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
8. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Germany

Germany

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Anzeige von Pfändungsergebnissen

Im Rahmen der Auswertung von Abrechnungsergebnissen bietet das SAP-System die Möglichkeit, mittels eines Reports eine Anzeige über die in einer Abrechnungsperiode angefallenen Pfändungsergebnisse zu erstellen. Hierzu werden die Infotypen *Pfändung Deutschland* (Infotyp 0111 bis 0117) sowie die entsprechenden Abrechnungsergebnisse ausgewertet.

Das System erzeugt wahlweise verschiedene Listen, die über Ergebnisse und Verlauf der selektierten Pfändungen Auskunft geben. Inhalt und Art der Liste können über einen Parameter bestimmt werden.

Lesen Sie:

[Liste mit Pfändungsergebnissen erstellen \[Seite 416\]](#)

Liste mit Pfändungsergebnissen erstellen

Liste mit Pfändungsergebnissen erstellen

Gehen Sie wie folgt vor, um eine Liste der Pfändungsergebnisse einer Abrechnungsperiode zu erstellen:

1. Wählen Sie den Menüpfad *Abrechnungszusatz* → *Pfändung* → *Pfändungsergebnisse*.
2. Geben Sie in dem Block [Abrechnungsperiode \[Extern\]](#) den Abrechnungskreis und die Periode an.
3. Füllen Sie in dem Block [Selektion \[Extern\]](#) das Feld *Personalnummer*, indem Sie einen Einzelwert oder ein Intervall angeben.
4. Geben Sie im Feld *Pfändungsart* gegebenenfalls die Art der Pfändungen an, die Sie selektieren möchten. Zulässige Eingaben sind 1 für *Gewöhnliche Pfändung*, 2 für *Bevorrechtigte Pfändung* und 3 für *Abtretung*.
5. Geben Sie im Feld *Pfändungsnummer* gegebenenfalls eine einzelne Pfändungsnummer oder ein Intervall von Pfändungsnummern an, die Sie selektieren möchten. Die Pfändungsnummer ist die fortlaufende Nummer der jeweiligen Pfändung aus dem Infotyp *Pfändung/Abtretung* (Infotyp 0111).



Eine Eingabe im Feld *Pfändungsnummer* macht nur Sinn, wenn Sie eine ganz bestimmte Pfändung einer Personalnummer selektieren möchten. In einem solchen Fall müssen Sie die *Personalnummer*, die *Pfändungsart* und die *Pfändungsnummer* eingeben.

6. Geben Sie im Feld *Auswertungsart* ein Kennzeichen zur Bestimmung der Art der Listausgabe an.
7. Geben Sie im Feld *Tilgungsauswahl* ein Kennzeichen zur Auswahl von Pfändungen mit oder ohne Tilgung an.
8. Geben Sie im Feld *Periodenauswahl* ein Kennzeichen für die Auswahl von Pfändungen aus allen (Kennzeichen 2) oder nur aus der letzten Abrechnungsperiode (Kennzeichen 1) an.



Zu den Feldern *Auswertungsart*, *Tilgungsauswahl* und *Periodenauswahl* gibt Ihnen das System Vorschlagswerte, die Sie gegebenenfalls überschreiben können.

9. Geben Sie im Feld *Beginn mit Periode* eine Periode und ein Jahr ein, ab dem die Selektion beginnen soll.



Falls Sie an dieser Stelle eine Beginn-Periode eingeben, werden Pfändungsergebnisse von Beginn der hier eingegebenen Abrechnungsperiode bis zur in Punkt 2. angegebenen Abrechnungsperiode selektiert. Zusätzlich müssen Sie im Feld *Periodenauswahl* das Kennzeichen 2 für die Auswahl aus allen Perioden angeben.

10. Markieren Sie gegebenenfalls den Parameter *Getilgte auswählen*. Dadurch bewirken Sie, daß auch Pfändungen selektiert werden, die zum Stichtag bereits getilgt sind.

Liste mit Pfändungsergebnissen erstellen

11. Geben Sie im Feld *Sortierung* ein Kennzeichen zur Sortierung der auszugebenden Liste an, wahlweise nach zeitlicher Reihenfolge oder nach Pfändungsart und Pfändungsnummer.
12. Wählen Sie den Menüpfad *Programm → ausführen* beziehungsweise *Programm → ausführen + drucken* beziehungsweise *Im Hintergrund ausf.*

Übersicht Vermögensbildung (Report RPLVBAD0)

Übersicht Vermögensbildung (Report RPLVBAD0)

Verwendung

Dieser Report erstellt eine Liste aller Verträge zur Vermögensbildung, die im nachfolgenden Monat auslaufen.

Voraussetzungen

Im Customizing der *Abrechnung Deutschland* müssen die erforderlichen Einstellungen unter *Vermögenswirksame Leistungen* vorgenommen sein.

Aktivitäten

Um eine Liste aller Verträge zur Vermögensbildung zu erstellen, die im nachfolgenden Monat auslaufen, wählen Sie vom Bild *SAP R/3* aus *Personal* → *Personalabrechnung* → *Europa* → *Deutschland* → *Folgeaktivitäten* → *Periodenunabhängig* → *Auswertung* → *Vermögensbildung* → *Übersicht auslaufende Verträge*.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Schwerbehindertenverzeichnis und Schwerbehindertenanzeige (Report RPLEHAD0)

Schwerbehindertenverzeichnis und Schwerbehindertenanzeige (Report RPLEHAD0)

Verwendung

Gemäß dem Schwerbehindertengesetz sind Sie als Unternehmen verpflichtet, zu Beginn jeden Jahres eine Statistik über die Anzahl der Arbeitsplätze im Unternehmen sowie die Anzahl der beschäftigten Schwerbehinderten zu erstellen. Aufgrund dieser Angaben wird eine eventuell zu zahlende Ausgleichsabgabe berechnet.

Der Report erstellt die geforderte Statistik, unterteilt in Schwerbehindertenverzeichnis und Schwerbehindertenanzeige.

Schwerbehindertenanzeige

Die Schwerbehindertenanzeige wird für das zuständige Arbeitsamt und die Hauptfürsorgestellten erstellt. Die Schwerbehindertenanzeige umfaßt:

- die Gesamtzahl der Arbeitsplätze
- die Zahl der beschäftigten Schwerbehinderten, Gleichgestellten und sonstigen anrechenbaren Personen
- eventuelle Mehrfachanrechnungen
- die Höhe der Gesamt-Ausgleichsabgabe

Schwerbehindertenverzeichnis

Das Schwerbehindertenverzeichnis wird für das zuständige Arbeitsamt erstellt. Es werden sämtliche schwerbehinderten Mitarbeiter samt Grad und Einstufung der Behinderung aufgeführt.

Voraussetzungen

Customizing

- Die Schwerbehindertenanzeige und das Schwerbehindertenverzeichnis erstellt der Report RPLEHAD0 pro Betrieb im Sinne des Betriebsverfassungsgesetzes. Personalbereiche, die nach dem Betriebsverfassungsgesetz einen Betrieb darstellen, müssen Sie zu einem Berichtsbetrieb zusammenfassen. In der Standardauslieferung steht Ihnen hierzu das Merkmal DSBZU (Zusammenfassung von Betriebsstätten zu einem Betrieb) zur Verfügung.
- Die Anzahl der Schwerbehinderten insgesamt ermittelt der Report RPLEHAD0 pro Arbeitgeber. Die einzelnen Berichtsbetriebe müssen Sie daher einem Arbeitgeber zuordnen. In der Standardauslieferung steht Ihnen hierzu das Merkmal DSBAG (Zuordnung von Betrieben zu Arbeitgebern) zur Verfügung).



Weitere Informationen finden Sie im IMG *Abrechnung Deutschland* → *Auswertungen und Statistiken* → *Schwerbehinderung* in den Abschnitten [Betriebe definieren \[Extern\]](#) und [Arbeitgeber definieren \[Extern\]](#).

Schwerbehindertenverzeichnis und Schwerbehindertenanzeige (Report RPLEHAD0)

Stammdaten

- Sie haben im Infotyp *Behinderung* (0004) die betroffenen Mitarbeiter entsprechend ihrer Behinderung gekennzeichnet.
- Bei der Zählung von Arbeitsplätzen und mit Schwerbehinderten besetzten Pflichtplätzen dürfen bestimmte Personengruppen laut Schwerbehindertengesetz nicht berücksichtigt werden. Mitarbeiter, die zu einer dieser Personengruppen zählen, haben Sie im Infotyp *Statistik* (0033) entsprechend gekennzeichnet.

Funktionsumfang

Selektion

Über die Felder *Personalnummer* und *Mitarbeiterkreis* bestimmen Sie, für welche Mitarbeiter die Statistik erstellt wird. Falls Sie keine Angaben machen, werden alle Mitarbeiter selektiert.

Erhebungsjahr

Hier geben Sie das Jahr ein, für das Sie die Statistik erstellen möchten.

Angaben zur Gestalt der Auswertung

Hier bestimmen Sie die *Absenderangaben*, die *Ausgabeart der Anzeigen* sowie die *Art Arbeitgeber* (privater Arbeitgeber, Bundesbehörde etc.). Weitere Informationen erhalten Sie in der Feldhilfe.

Zusammenfassungsregeln zur Definition von Betrieben und Arbeitgebern

Hier geben Sie die Merkmale zur Zusammenfassung von Betriebsteilen zu Berichtsbetrieben und von Berichtsbetrieben zu Arbeitgebern an. In der Standardauslieferung stehen hierfür die Merkmale DBZU (Zusammenfassung von Betriebsstätten zu einem Betrieb) und DSBAG (Zuordnung von Betrieben zu Arbeitgebern) zur Verfügung.

Aktivitäten

1. Wählen Sie *Personal* -> *Personalabrechnung* -> *Deutschland* -> *Folgeaktivitäten* -> *Jährliche* -> *Listen/Statistik* -> *Schwerbehindertenverzeichnis und -anzeige*.
2. Geben Sie die erforderlichen Daten ein und führen Sie den Report aus.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Laufende u. jährliche Verdiensterhebung (Report RPLEHBD0)

Verwendung

Die statistischen Landesämter bestimmen sogenannte Berichtsbetriebe, die über ihre Mitarbeiter Entgeltstatistiken erstellen müssen. Falls Sie hiervon betroffen sind, steht Ihnen im System R/3 ein Report zur Verfügung, der diese Entgeltstatistiken gemäß den Anforderungen der statistischen Landesämter erstellt.

Die Daten werden in einem Verdiensterhebungsbogen angedruckt.

Es wird unterschieden zwischen Monatsstatistiken und Jahresstatistiken.

Monatsstatistik

Bei der Monatsstatistik wird alle vier Monate eine Verdiensterhebung über einen bestimmten Berichtsmonat durchgeführt.

Jahresstatistik

Bei der Jahresstatistik wird am Anfang eines Jahres eine Verdiensterhebung für das gesamte abgelaufene Jahr erstellt.

Voraussetzungen

Im Customizing der *Abrechnung Deutschland* müssen die erforderlichen Einstellungen unter *Auswertungen und Statistiken* → *Verdiensterhebung* vorgenommen sein.

Aktivitäten

Beide Statistiken werden mit demselben Report erstellt. Über einen Parameter im Reportselektionsbild können Sie bestimmen, ob eine Monats- oder eine Jahresstatistik erstellt werden soll.

Um eine Monats- oder Jahresstatistik zu erstellen, wählen Sie vom Bild *SAP R/3* aus *Personal* → *Personalabrechnung* → *Europa* → *Deutschland* → *Folgeaktivitäten* → *Sonstige Perioden* → *Listen/Statistik* → *laufende und jährliche Verdiensterhebung für Industrie und Handel*.

Um weitere Informationen zu diesem Report zu erhalten, wählen Sie auf dem Reportselektionsbild *Hilfe* → *Hilfe zur Anwendung*.

Evaluation Programs - France

Evaluation Programs - France

Purpose

Implementation Considerations

Integration

Features

Constraints

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Payroll Account (Report RPCKTOx0; HxxCKTO0)**Purpose**

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

9. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

10. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

9. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
10. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Individual Statement for Current Profit Sharing (RPLPARF0 Prog.)

Use

This program generates and outputs an individual statement for current profit sharing valid on a given date.

Integration

Prerequisites

The only profit sharing taken into account by this program is profit sharing which is still outstanding when the statement is drawn up, i.e. the '*Profit sharing*' (0098) infotype records whose end date is after this date.

Interest is calculated according to the interest rates in table T5F3B (view V_5F3B_2).

The CSG, CRDS and NPS on the interest are calculated on the basis of the contribution fund codes and contributions contained in table T5F3C.

Features

For each employee, contribution year and contribution modifier chosen, the program generates a table which details the development of the contributions from the start date (creation of the 0098 'Profit sharing' infotype) until the date given on the statement (specified in the selection screen).

This table also represents the interest accumulated on the capital up to and including the date of the statement and lists any withdrawals (interest, part of capital).

The program only calculates the general French social security contributions (CSG), the contribution to reimbursement of social debt (CRDS) and the new social contribution (NPS) on interest gathered on profit sharing which is subject to tax option °1 (interest capitalized with the amount allocated to profit sharing).

These contributions are deducted from the gross sum of profit sharing to obtain the net sum to be paid.

For profit sharing subject to tax option 02, with CSG, CRDS, and NPS payments collected by the various tax departments, the employer has no role to play.



EURO: The currency in which the statement is drawn up is the currency given in table T500C on the date given on the statement.



The RPLPADF0 program lets you create a statement of paid profit sharing

Activities

Statement for Paid Profit Sharing (RPLPANF0 program)

Use

This program generates a short list of all profit sharing valid on a given date.

Integration

Prerequisites

The only profit sharing taken into account by this program is profit sharing which is still outstanding when the statement is drawn up, i.e. the 'Profit sharing' (0098) infotype whose end date is after this date.

Interest is calculated according to the interest rates in table T5F3B (view V_5F3B_2).

The CSG, CRDS and NPS on the interest are calculated on the basis of the contribution fund codes and contributions contained in table T5F3C.

Features

The program outputs a standard list containing the main information on current contributions. Each line of this list corresponds to the employee's contribution for a given year and modifier. The information provided depends on the display options that are checked on the selection screen (cf. the online help for the selection screen).

From this list you can obtain:

- A list of messages generated during the execution of the program (notification, warning, or error messages).
- A list showing the totals of current contributions.

This lists can simply be transferred into MS Excel and MS Word using the corresponding button on screen.



EURO: The currency in which the list is drawn up is the currency given in table T500C on the date given on the statement.

Activities

Statement for Paid Profit Sharing (RPLPANF0 program)

Statement for Paid Profit Sharing (RPLPANF0 program)

Use

This program generates a short list of all profit sharing paid between two dates.

Integration

Prerequisites

Interest is calculated according to the interest rates in table T5F3B (view V_5F3B_2).

The CSG, CRDS and NPS on the interest are calculated on the basis of the contribution fund codes and contributions contained in the T5F3C.

Features

The program outputs a standard list containing the main information on current contributions. Each line in this list corresponds to the employee's contribution for a given year and modifier.

The information provided depends on the display options that are checked on the selection screen (cf. the online help for the selection screen).

From this list you can obtain:

- A list of messages generated during the execution of the program (notification, warning, or error messages);
- A list showing the totals of current contributions.

This lists can simply be transferred into MS Excel and MS Word using the corresponding button on screen.



To obtain a list of the profit sharing paid on a given date, this date must be entered as the start and end date of the interval.

EURO: The currency in which the list is drawn up is the currency given in table T500C on the date on which the program was run.

Activities

Great Britain (PY-GB-RP)

Payments and Deductions (Report RPLPAY00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type

You can only evaluate certain wage types.

- Infotype number

As a rule, this report evaluates the following infotypes:

- *Basic Pay* (0008)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)
- *Recurring Payments and Deductions* (0014)
- *Additional Payments* (0015)
- *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Bank Details (Query BANK_DETAILS)

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Payroll Account (Report RPCKTOx0; HxxCKTO0)

Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Maternity Payments (Report RPCMPYG0)

Maternity Payments (Report RPCMPYG0)

Use

This report provides you with an overview of the SMP payments made to employees during their maternity leave.

You only need to run this report when the Contributions Agency (CA) requests certain information. If you wish, you can also run it on a regular basis, such as after each payroll run.

The report gathers the information provided by the payroll run, as well as information from the employees' *SMP Record* (infotype 0088). It provides a weekly or monthly overview of a particular period.

Features

The report provides you with all the data required by the Contributions Agency:

- Employee's name
- National Insurance number
- Payroll period
- Split
- Details of maternity absence
- Amount of SMP paid
- Running total of SMP

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Payroll Results Check Tool (Report RPCRECG0)

Payroll Results Check Tool (Report RPCRECG0)

Use

The Payroll Results Check Tool has been superseded by the [Gross to Net Control Report \[Extern\]](#).

This function allows payroll results to be checked for a particular payroll area and period.

From within this display, you may move backwards and forwards to display the data generated for preceding and subsequent periods.

Wage type selection

You may either display payroll results check data for specific wage types, as long as they are included in the data generation, or use the default wage types. These wage types are already defined under *Payroll Results Check Tool* in Customizing for *Payroll: Great Britain*. The wage types that are defined in the R/3 System for this report are also available as the standard variant SAP_STANDARD. You may wish to use this variant if the default wage types delivered in the standard system were changed during customizing.

Leavers

You can retain data in the system for inclusion and not include it in the payroll results check data until the end of the year for employees who leave during a particular tax year. Data on employees who leave during a particular tax year may be kept in the system and may not be included in the payroll results check data until the end of the year.

Features

The function provides four basic analyses:

Payroll results check

This analysis is the first to be displayed by the payroll results check tool. From here you may display the other analyses listed further below.

The report contains the following columns:

- *Brought Forward from Last Period* (or *Year to Date Last Period* if the *Keep leavers until end of year* option is selected)
- *This Period Results*
- *Retroaction*
- *Adjustments*

The figures in these columns should equal those in the column *Carried Forward this Period* (or *Year to Date This Period* if the *Keep leavers until end of year* option is selected).

Leavers' and starters' data is included in the *Adjustments* data. You can see the reasons for adjustments by choosing *Adjustments*. If you then choose *Employees*, the names and personnel numbers of the employees are displayed whose data caused the adjustment.

You can display detailed retroaction information in the same way, including individual employee data.

Payroll Results Check Tool (Report RPCRECG0)

Payroll summary

The payroll summary contains a list of gross payments. If the *Total Payment* and *Total to be Paid* columns do not match, a warning message is displayed.

Collector of Taxes

This contains the data that is used to complete a paying-in slip for the Collector of Taxes.

Breakdown of payments

This displays the amount that will or has been paid to employees, broken down by method of payment. If the *Amount Pending/Paid* does not match the *Total Payment* displayed in the *Payroll Summary*, a warning message is displayed.

For more information, see the online report documentation (RPCRECG0).

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping

Here, you specify the country for which you want to create the wage type use list.
- Wage type

Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity

All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views

If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

11. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

12. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

11. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
12. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Hong Kong (PY-HK-RP)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System* → *Employee Grouping/Symbolic Accounts* → *Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System* → *Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDLGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

13. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

14. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

13. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
14. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x	number of wage types
x	number of imported payroll results
x	record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Bank Details (Report RPLBNK00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

PY-HK Payroll Results Checking

Purpose

The payroll results check tool lets you evaluate the different payments made to and on behalf of employees in a particular payroll area for a particular payroll accounting period.

This allows you to check for inconsistencies in the payroll results prior to the final release of that period's payroll.

Implementation Considerations

You must set up additional user wage types that are used in the payroll results check tool.



For more information in customizing, choose *Payroll Hong Kong* → [Payroll Result Checking \[Extern\]](#) from the implementation guide (IMG).

PY-HK Evaluation of Payroll Results

PY-HK Evaluation of Payroll Results

Purpose

Evaluating the payroll results prior to releasing the payroll enables you to check for inconsistencies that can arise from errors. You can correct these errors and re-run the payroll for that period, before releasing the payroll.

Prerequisites

Ensure that the payroll for the payroll area and period has been run before you can evaluate the payroll results.

Process Flow

When the payroll has been run for a particular payroll area and period, you can evaluate the payroll results as follows:

1. Generate the payroll results check data to prepare the data for the payroll results check tool. You can use a batch job to generate results for more than one payroll area or period.
2. Run the payroll results check tool. The system displays a number of reports that you can use to analyze the payroll results for that period.

Result

From the reports of the payroll results check tool, you can compare the payroll results for different periods and check for inconsistencies. If you find an inconsistency, you can run a check to see if it is an accounting error.

When you are sure that there are no inconsistencies, you can release the payroll results.

PY-HK Preparation of Payroll Results Check Data

Use

Before you can use the payroll results check tool, you must prepare the payroll results check data. This is done by generating the payroll results check data for the appropriate payroll areas and periods.

Integration

You can display the generated payroll results check data at a later stage without regenerating the data. This is useful if you generate a number of payroll results check data as an overnight batch job. You can then view the generated payroll results data later.

Prerequisites

You must run the payroll before you can generate the payroll results check data.

Activities

You must generate the payroll results check data for each period sequentially. Changes made to data in one period affect data in subsequent periods. If you change data in one period, you must regenerate the payroll results check data for all subsequent periods. This only applies to the payroll results check data in one tax year.



For performance reasons, create a batch input file to run this report during off-peak time.

PY-HK Generating Payroll Results Check Data

Prerequisites

You must run the payroll for this period before you can generate the payroll results check data.

Procedure

1. Choose *Human resources* → *Payroll* → *Asia/Pacific* → *Hong Kong* → *Subs. activities* → *Per payroll period* → *Evaluation* → *Payroll results check tool* → *Preparation* → *Data generation*.
The *Payroll results check tool: Generation* screen appears.
2. Enter the relevant payroll area and period.
3. If you want the results to be written to the cluster, set the *Data update required* indicator.
4. To display the results of the generation, set the *Results display required* indicator.
5. Choose *Execute*.

Result

The payroll results check data is generated for the period selected. If you set the *Result display required* indicator, the results of the generated data appear.

See also:

[Displaying the Payroll Results Check Data \[Seite 493\]](#)

[Evaluating the Payroll Results Check Data \[Seite 495\]](#)

PY-HK Displaying the Payroll Results Check Data

Use

You can use this function to display the generated payroll results check data for a particular payroll area and period. This is useful if you generated the payroll results check data using an overnight batch job.

Prerequisites

You must generate the payroll results check data for the period before you can display the generated results.

Procedure

6. Choose *Human resources* → *Payroll* → *Asia/Pacific* → *Hong Kong* → *Subs. activities* → *Per payroll period* → *Evaluation* → *Payroll results check tool* → *Preparation* → *Data display*.

The *Payroll results check tool: Display* screen appears.

7. Enter the relevant payroll area and period.
8. Choose *Execute*.

Result

The summarized results of the payroll results check data appears.

See also:

[Generating Payroll Results Check Data \[Seite 492\]](#)

[Evaluating the Payroll Results Check Data \[Seite 495\]](#)

PY-HK Payroll Results Check Tool

PY-HK Payroll Results Check Tool

Use

When you have generated the payroll results check data for all relevant payroll areas and periods, you can use the payroll results check tool to analyze payroll data.

Prerequisites

You must generate the payroll results check data before you can run the payroll results check tool.

Features

When running the payroll results check tool, you can restrict the check to specific wage types. Otherwise, the default list of wage types is used. You can customize this list of wage types in the payroll customizing IMG for Hong Kong.



In customizing, choose *Payroll Hong Kong* → *Payroll Results Checking* → [Set up wage type for payroll results checking \[Extern\]](#).

You can also exclude data of employees who have left the company (leavers) from the payroll results check tool until the end of the tax year.

Activities

When you execute the payroll results check tool, the system provides the following:

Payroll reconciliation report	Contains a list of all incoming and outgoing payments (in terms of wage types) for the period From this report, you can move back and forth to view data from preceding and subsequent periods
Payroll summary report	Contains period and year-to-date amounts for the following wages: <ul style="list-style-type: none"> • Gross payment • Other payment • Total deductions • Net payment
Breakdown of payments report	Contains a list of payments that will be paid or has been paid to employees, categorized by methods of payment
Retroaction details report	Contains a list of retroactive payments for the period
Adjustment details report	Contains a list of the adjustments for the period

PY-HK Evaluating Payroll Results Check Data

Prerequisites

You must generate the payroll results check data before you can run the payroll results check tool.

Procedure

9. Choose *Human resources → Payroll → Asia/Pacific → Hong Kong → Subs. activities → Per payroll period → Evaluation → Payroll results check tool → Evaluation*.

The *Payroll results check tool* screen appears.

10. Enter the relevant payroll area and period.
11. If you want to analyze specific payments, enter the wage types that represent these payments. To use the default list of wage types, leave the *Wage Type* option blank.
12. If you want the data of employees who have left the company to be included, set the *Keep leavers until end of year* indicator.
13. Choose *Execute*.

Result

The *Payroll reconciliation report* appears.



The screen includes options to display the other reports evaluated by the payroll results check tool.

See also:

[Generating Payroll Results Check Data \[Seite 492\]](#)

[Displaying the Payroll Results Check Data \[Seite 493\]](#)

Indonesia (PY-ID-RP)

Indonesia (PY-ID-RP)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System* → *Employee Grouping/Symbolic Accounts* → *Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System* → *Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

15. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

16. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

15. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
16. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Overview of Company Loans (Report RPCLOG00)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Wage Type Statement (Report RPCLGA00)

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)

The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Bank Details (Report RPLBNK00)

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Payments and Deductions (Report RPLPAY00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type

You can only evaluate certain wage types.

- Infotype number

As a rule, this report evaluates the following infotypes:

- *Basic Pay* (0008)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)
- *Recurring Payments and Deductions* (0014)
- *Additional Payments* (0015)
- *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Bank Details (Query BANK_DETAILS)

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

Japan (PY-JP-RP)

Japan (PY-JP-RP)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Running a Life/Accident Insurance Deduction List

Use

Life/Accident insurance deduction is an element both of monthly payroll and syoyo calculation.

After each monthly or syoyo payroll, you can output the insurance fee list, so that you can compare with the amounts notified by the insurance companies.

You use the following two reports for such purpose:

- *Life/Accident Insurance Deduction List (Payroll)* report (*RPCIDPJ0*) for deduction in monthly payroll
- *Life/Accident Insurance Deduction List (Syoyo)* report (*RPCIDSJ0*) for deduction in Syoyo payroll

Procedure

1. Select *Subs.activities* → *Per payroll period* → *Reporting* → *Deduction list* → *Life/accident ins.* after monthly payroll

or

Select *Subs.activities* → *Other periods* → *Reporting* → *Shoyo payroll* → *Deduction list* → *Life/accident ins.* after syoyo payroll.

2. Specify the payroll accounting area and payroll period.

You may designate an individual payroll area or range of payroll areas in the field *Payroll accounting area*.

3. Specify an individual personnel number or range of personnel numbers in the field *Personnel number*.



If you use both the *Personnel number* and the *Payroll accounting area* fields, only the employees that match the values in both fields are selected.

4. If you flag *List type*, the list output is sorted by insurance companies and insurance type.
5. If necessary, change the default values in the field *Ins. type*.
6. Specify the date of payment in the field *Bonus date* for deduction list from Syoyo payroll.
6. Select *Program* → *Execute* or alternatively *Program* → *Execute + print* or alternatively *Program* → *Execute in background*.

Running Property Accumulation Savings deduction

Running Property Accumulation Savings deduction

Use

After you perform monthly payroll or syoyo, you can run the following reports to output the saving fee deduction list:

- *Property Accumulation Savings Deduction List (Payroll) report (RPCPAPJ0)*
or
- *Property Accumulation Savings Deduction List (Syoyo) report (RPCPASJ0).*

Procedure

1. Select *Info system* → *Organizational entity*, you can either choose:
 - *Property Accumulation Savings Deduction (Payroll)*
or
 - *Property Accumulation Savings Deduction (Shoyo)*
2. Specify payroll area and payroll period.
3. Specify an individual personnel number or range of personnel numbers in the field *Personnel number*.



If you use both Personnel number and Payroll area as the selection criteria, only employees match the values in both fields are selected.

4. If you run *Property Accumulation Savings Deduction (Shoyo)* report, you must specify the pay date of regular SHOYO in *Bonus date* field.
5. Select *Program* → *Execute* or alternatively *Program* → *Execute + print* or alternatively *Program* → *Execute in background*.

Result

The property accumulation savings deduction list is executed.

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

17. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

18. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

17. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
18. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Overview of Company Loans (Report RPCLOG00)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x	number of wage types
x	number of imported payroll results
x	record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Bank Details (Report RPLBNK00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Malaysia (PY-MY-RP)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

19. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

20. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

19. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
20. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers
 x number of wage types
 x number of imported payroll results
 x record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Bank Details (Report RPLBNK00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

New Zealand (PY-NZ-RP)

Payroll Reporting

Payroll Reporting

Use

This function enables you to display and print a number of reports that provide payroll data about your employees.

Prerequisites

You must have run payroll for your employees and have payroll results.

Features

When you have run payroll for your employees, you can run the following reports:

- **Employee pay details report**

This displays each employee's total hours, earnings, allowances, taxes and deductions for the current payroll period, the month-to-date and the year-to-date by wage type. The amount paid, retroactive calculations and gross pay are only displayed for the current period.

A total is displayed for each payroll area and a grand total for all the employees specified in the report.

- **Employee payroll summary report**

This displays your employees' total hours, taxed and untaxed earnings, a total for gross earnings, a total for each deduction, a total for all deductions and a total for net pay for the current payroll period, the month-to-date and the year-to-date per payroll area.

- **Reconciliation report**

This report reconciles per payroll area the year-to-date figures for the last payroll period with the figures for the current period including any retroactive payments and generates new year-to-date figures for earnings and allowances, retroactive payments from previous periods, income tax, deductions, claims, total amount paid and number of employees paid.

In addition, you can display a list of employees who were:

- Transferred from one payroll area to the specified payroll area
- Hired on the specified date
- Transferred to another payroll area from the specified payroll area
- Terminated on the specified date
- Not selected in the comparison

- **Payroll exception report**

This displays the personnel number of employees who were rejected by the payroll run for a particular month and the reasons why - for example, because an employee has no IR number.

- [ACC Employer Premium Report \(HNZLACC0\) \[Extern\]](#)

See also:

[Executing a Payroll Report \[Extern\]](#)

Superannuation Report (HNZLSUP0)

Superannuation Report (HNZLSUP0)

Use

The superannuation report enables you to display the superannuation funds and the employees who contribute to those funds. In addition, it provides information about the contributions made by the employer and employees as well as the Specified Superannuation Contribution Withholding Tax (SSCWT) amount paid.

Prerequisites

You must have

- Carried out the Customizing steps for superannuation
- Set up a *Superannuation* infotype (0310) for each participating employee
- Generated payroll results

Features

You can choose to display the list by:

- Employee
- Fund

If you choose to display by employee, the SAP System lists the superannuation funds in which each employee participates.

If you choose to display by superannuation fund, it lists the personnel numbers of the employees who participate in a particular fund.

In both cases, totals are displayed for each payroll area selected and the company as a whole. In the fund list, a total per superannuation fund is also listed.

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Payroll Account (Report RPCKTOx0; HxxCKTO0)

Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Wage Type Statement (Report RPCLGA00)

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)

The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

21. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

22. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

21. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
22. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Netherlands

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Payroll Account (Report RPCKTOx0; HxxCKTO0)

Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Bank Details (Query BANK_DETAILS)

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans**Statistics**

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

23. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

24. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

23. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
24. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Overzicht van stamgegevens infotype Loonheffing (Rep.RPLLHBN0)

Overzicht van stamgegevens infotype Loonheffing (Rep.RPLLHBN0)

Gebruik

Dit report toont per werknemer de laatstbekende gegevens uit infotype *Loonheffing NL (0060)*. Afhankelijk van de ingegeven selecties worden verschillende overzichtsschermen getoond. Door een regel te selecteren ziet u vervolgens alle detailinformatie. De selectiecriteria zijn als volgt gegroepeerd:

- Overzichtsscherm 1:
SoFi-nummer, tabel, tariefgroep, herleidingsregel, tijdvak, uitzonderingstabel, inkomenscode
- Overzichtsscherm 2:
Code beschikking
- Overzichtsscherm 3:
Code gemoedsbezwaarde, speciale aanduidingen
- Overzichtsscherm 4:
Dit scherm verschijnt er indien meerdere groepen selecties zijn gebruikt, of als er geen selectie is ingevuld.

Overzicht infotype Afdrachtkortingen 0303 (Report RPLAKHN0)

Gebruik

Via dit report kunt u een overzicht maken van gegevens i.v.m. de afdrachtvermindering loonheffing zoals verwerkt via infotype **Afdrachtvermindering NL** (0303).
Het report is bedoeld als controle-overzicht voor de werkgever en geeft aan welke medewerker deelneemt aan welke regeling (afdrachtvermindering lage lonen / langdurig werklozen / onderwijs).

Als selectiecriteria worden de selectiegegevens van de database PNP genomen.

Features

Het overzicht vermeldt per persoon de gegevens van alle records van infotype **Afdrachtvermindering NL** (0303) die geldig zijn in de geselecteerde periode.
De gegevens behorende bij een infotype-voorkomen worden altijd samen op een blad afgedrukt.
Als afsluiting van het overzicht wordt er een totaalstelling van de geselecteerde personen, de personen met afdrachtkorting en de deelnames aan de afzonderlijke afdrachtkortingen getoond.

Overzicht afdrachtkortingen (Report RPCAKHN0)

Overzicht afdrachtkortingen (Report RPCAKHN0)

Gebruik

Via dit report kunt u een overzicht maken van gegevens i.v.m. de afdrachtvermindering loonheffing zoals verwerkt via infotype **Afdrachtvermindering NL** (0303). Er wordt rekening gehouden met de gegevens die zijn opgeslagen als afrekeningsresultaat bij het uitvoeren van de afrekening.

Het report is bedoeld als controle-overzicht voor de salarisadministrateur en de belastingdienst en bevat gegevens zoals naam, geboortedatum en sofinummer van de medewerkers die deelnemen aan één of meerdere afdrachtkortingen, verder worden de bedragen loon/salaris en de bijbehorende kortingen vermeld.

Als selectiecriteria worden de selectiegegevens van de database PNP genomen. Bovendien is er een selectie-mogelijkheid op juridische persoon.

Voorafgaande stappen

De afrekeningsresultaten voor de te beschouwen periode moeten opgeslagen zijn, omdat anders de benodigde gegevens niet gelezen kunnen worden.

Features

Het overzicht is gesorteerd op juridische persoon, personeelsnummer, afrekeningsperiode. Indien bij een persoon meer dan één afrekeningsperiode aanwezig is, wordt er ook voor die persoon een totaalregel afgedrukt.

Er worden ook totaalregels afgedrukt per juridische persoon en als totaal-generaal.

Per juridische persoon wordt op een nieuw blad begonnen.

Activities

Overzicht bereiken van loongrens ziekenfonds (Report RPLZFWN0)

Gebruik

Dit report stelt een overzicht samen van werknemers die :

- O op dit moment ziekenfonds-verzekerd zijn en volgend jaar particulier verzekerd zouden moeten worden
- O op dit moment particulier verzekerd zijn en volgend jaar weer ziekenfonds-verzekerd zouden moeten worden.

Het overzicht kan samengesteld worden als de afrekening heeft gedraaid over de afrekenperiode waarin de peildatum ligt. In de regel is de peildatum 1 november, die u als parameter met het betreffende jaar ingeeft. Voor iedere werknemer is een bruto jaarloon berekend, opgeslagen in looncomponent /430 in de resultaat tabel (RT). Deze berekende waarde wordt vergeleken met de ziekenfondsgrens: constante DJRZF in tabel T511K.

In het standaard selectiescherm dient u aan te geven om welk peiljaar het gaat.

Overzicht infotype Speciale regelingen 0317 (Report RPLSPRN0)

Overzicht infotype Speciale regelingen 0317 (Report RPLSPRN0)

Gebruik

Via dit report kunt u een overzicht maken van gegevens i.v.m. de speciale regelingen loonheffing zoals verwerkt via infotype **Speciale Regelingen NL** (0317). Het report is bedoeld als controle-overzicht voor de werkgever en geeft aan op welke medewerker welke regelingen van toepassing zijn (regels gegroepeerd per werknemer of werknemers gegroepeerd per regel).

Als selectiecriteria worden de selectiegegevens van de database PNP genomen. Daarnaast kunnen ook een of meerdere regels geselecteerd worden.

Features

Het overzicht vermeldt per persoon alle regelingen toepasbaar op deze persoon of per regeling alle personen die onder deze regel vallen **Speciale Regeling NL**(0317).

De gegevens behorende bij een infotype-voorkomen worden altijd samen op een blad afgedrukt.

Als afsluiting van het overzicht wordt er een totaalstelling van de geselecteerde personen, de personen vallend onder een speciale regeling en per speciale regeling het aantal records weergegeven.

Activities

CBS-bestand (Report RPLCBSN0)

Gebruik

Via dit report kunt u de aanlevering loon- en werkgelegenheidsstatistieken aan het **Centraal Bureau voor de Statistiek (CBS)** verzorgen.

Voor alle **actieve** medewerkers dient periodiek een opgave te worden gestuurd aan het CBS. Mogelijk zijn periodes van een maand, van vier weken of van een kwartaal.

De rapportage kan alleen worden uitgevoerd direct na een salarisverwerking. Indien u de salarisverwerking maandelijks of vierwekelijks uitvoert, kunt u kiezen uit een aanlevering per maand of per kwartaal.

De gegevens dienen in een bepaalde volgorde te worden aangeleverd. Deze volgorde is:

RECORD 1 (instelrecord, inzender gegevens)
 RECORD 3 (inhoudingsplichtige record)
 RECORD M, P of K (werknemer record)
 RECORD 7 (sluitrecord inhoudingsplichtige)
 RECORD 9 (afsluitrecord)

De records M, P of K zijn afhankelijk van de frequentie van de aanlevering.

Per inhoudingsplichtige kunnen meerdere sets werknemerrecords voorkomen.

-> **patroon 1 3 M M M 7 9**.

Per instelrecord kunnen de gegevens van meerdere inhoudingsplichtigen voorkomen.

-> **patroon 1 3 M 7 3 M 7 9**.

Per aanlevering kunnen de gegevens van meerdere inhoudingsplichtigen met de bijbehorende persoonsgegevens aangeleverd worden.

-> **patroon 1 3 M M 7 3 M M 7 9**.

Indien het gekozen medium een magneetband of cartridge betreft worden de gegevens naar een dataset geschreven. In de andere gevallen dat het een diskette betreft, worden de gegevens gedownload naar het betreffende medium.

Voorafgaande stappen

Indien dit report gebruikt wordt voor de aanlevering van gegevens aan het CBS moet u rekening houden met het volgende:

- O De tabel met adressen van instanties (T5N9A) moet minimaal 4 records bevatten met de gegevens van de volgende soorten:
 - **'Bedrijfsvereniging'** (01)
 - **'Belastingdienst'** (02)
 - **'Aanleverende instantie'** (04)

CBS-bestand (Report RPLCBSN0)

- **'Juridische persoon'** (05)
- O De eerste instantiesoort dient ter vastlegging van het aansluitnummer bij de bedrijfsvereniging en moet verbonden zijn aan de SV groep uit infotype 0059 en tabel T5N1O. Dit aansluitnummer komt uiteindelijk in het inhoudingsplichtige record te staan.
De overige instantie soorten moeten vastgelegd worden met instantiecode '000'. Het loonbelastingnummer voor het instelrecord wordt aldus opgeslagen bij de **'Belastingdienst'** en de overige gegevens voor dit record bij de **'Aanleverende instantie'**.
- O Bij de selectie van de loon overwerk looncomponenten dient u de looncomponenten in te vullen die u invult in infotypes 'Eenmalige beloningen' en 'Productieve uren' voor overwerk. Bovendien dient u de looncomponenten op te geven die de brutotoeslag weergeeft.
- O Indien uw werknemers bij ziekte volledig doorbetaald worden dient u de velden ziekengeld en ziektedagen leeg te laten.
- O Ten aanzien van het veld 'Postcode standplaats' geldt de volgende hiërarchie:
 - 1. Infotype 0408 (CBS NL) veld postcode standpl.
 - 2. Infotype 1028 (Adressen) van de formatieplaats die de werknemer volgens infotype 0001 (Organisatorische indeling) bezet. Aan de formatieplaats is een gebouw gekoppeld (Landcode 'NL') en vanuit tabel T777a kan dan een postcode opgehaald worden.
 - 3. De postcode van het personeelsgebied waartoe de werknemer volgens infotype 0001 (Org. indeling) behoort. Met dit personeelsgebied wordt in tabel T500p de juiste postcode opgehaald.
- O Voor de categoriebepaling geldt de volgende hiërarchie:
 - 1. Infotype 0408 (CBS NL) veld categorie.
 - 2. Infotype 0016 (Arbeidsovereenkomst) veld contracttype. Zorg ervoor dat de default waarden van het data element P05_CATGO ook opgenomen zijn in tabel T547V.

Features

Als hulpmiddel voor het bepalen van de inhoud van de rubrieken in het rapport is een variant **SAP&MODEL_COMP** aanwezig. De exacte inhoud van bepaalde rubrieken is afhankelijk van de inrichting van de salarisverwerking. De inrichting bepaalt welke looncomponenten deze rubrieken vormen. Dit dient aangegeven te worden op het selectiescherm.

NB: Opgegeven looncomponenten dienen in het RT-cluster voor te komen.

Indien u vragen heeft over de betekenis en de selectie van de looncomponenten, kunt u zich wenden tot de helpdesk van het CBS te Voorburg.

CBS-bestand (Report RPLCBSN0)

Het gaat om de volgende rubrieken met daarbij een voorstel voor de looncomponenten, zoals gebruikt in de variant **SAP&MODEL_COMP** :

- O Aantal dagen loontijdvak **/374**
- O contractueel loon **M100**
- O betaald brutoloon **/101**
- O loon overwerk **MM10, MM11, MM20, MM21, MM30, MM31**
- O brutoloon sociale verz. **/306 + /307**
- O eenmalige beloningen **M600, M605, M610, M620**
- O vrijgestelde premies **/3VA t/m /3YM**
- O spaarloon **/5S2, /5SB, /5SD, /5SJ**
- O ziekengeld **/393**
- O ziektedagen **/371**
- O overwerkuren **MM10, MM11, MM20, MM21, MM30, MM31**

De rubrieken soort dienst en arbeidsduur zijn afhankelijk van het werkrooster. Om de selectie te kunnen maken dient vooraf bekend te zijn welke roosters leiden tot welke waarde van de genoemde rubrieken. Op het selectiescherm dienen twee kaders te worden ingevuld met de roosters. Een voorstel hiervoor is:

- O Voltijddienstverband **VAST/38 + VAST/40**
- O Deelt.dienstv. vaste wekelijks arb.duur **HALF 5D**
- O Deelt.dienstv. geen vaste wekelijks arb.duur ...
- O Regelmatige dienst **VAST/38 + VAST/40**
- O Onregelmatig dienst **VARIABEL**
- O Ploegendienst **3PLG-1 + 3PLG-2 + 3PLG-3**
- O Verlofdagen/uren **Verlofsoort '01' en '17'**
- O ADV-dagen/uren **Verlofsoort '50'**

Rapportage Wet Samen (Report RPLWBAN0)

Gebruik

Via dit rapport kunt u het jaarverslag verzorgen zoals voorgeschreven is door de wet SAMEN (Stimulering Arbeidsdeelname Minderheden).

Het jaarverslag geeft u inzicht in uw personeelsbestand en het aandeel van minderheden daarin. Ook geeft het rapport het verloop aan van het personeelsbestand, zowel in het algemeen als voor het aandeel van minderheden. Daarnaast beschrijft u welke maatregelen u het afgelopen jaar hebt genomen om evenredigheid binnen uw onderneming te bevorderen en welke maatregelen het komende jaar zullen worden genomen. Elk jaar bent u als werkgever verplicht om uiterlijk 1 juni een openbaar verslag uit te brengen over het voorafgaande kalenderjaar.

De in het jaarverslag opgenomen gegevens omvatten uitsluitend verhoudingen, aantallen en percentages. Het gaat dus om anonieme gegevens.

Volgens de wet SAMEN is de medewerker verplicht om vereiste gegevens te verstrekken. De invoer van deze gegevens vindt plaats in infotype **SAMEN** (0177). Wel kan de werknemer daar schriftelijk bezwaar tegen maken. In dit geval dient u in het veld **Bezwaar aangetekend** aan te kruisen.

In alle andere gevallen moet u de velden **Geboorteland medewerker**, **Geboorteland moeder** en **Geboorteland vader** invullen. Een medewerker behoort tot de allochtone doelgroep als tenminste één van de opgegeven geboortelanden voorkomt in de vastgestelde landenlijst. De landenlijst is opgenomen in tabel T5N05. Via de IMG kunnen landen in de tabel worden toegevoegd en/of verwijderd. Indien door de medewerker niet alle geboortelanden zijn opgegeven, wordt het al dan niet behoren tot de allochtone doelgroep bepaald aan de hand van de wel bekende landen.

Gegevens over het personeelsbestand naar functieniveau worden bepaald door kenmerk **Functie niveau indeling t.b.v. wet SAMEN** kenmerk NFNCL. Met behulp van de IMG kunt u de instellingen van dit kenmerk aanpassen.

Voorafgaande stappen

Het rapport houdt alleen rekening met medewerkers die in de geselecteerde periode een geldig record bezitten voor infotype **SAMEN** (0177).

Features

Het rapport geeft een overzicht van diverse kengetallen en gegevens, deze zijn:

- gegevens over de onderneming;
- gegevens over het personeelsbestand;
- gegevens over het personeelsverloop;

- O evenredigheidscijfers, streefcijfers en maatregelen;
- O toelichting;
- O conclusie;
- O het oordeel van de ondernemingsraad.

Voor de niveaubepaling van het rapport kunnen zich twee situaties voordoen.

- U bent een werkgever waarbij tenminste 35 personen werkzaam zijn en uw onderneming behoort niet tot een concern of een groter verband van ondernemingen. In dat geval voert u de wet zelfstandig uit voor uw onderneming.
- U bent werkgever waarbij tenminste 35 personen werkzaam zijn en er is sprake van een concern of een groter verband van ondernemingen, bijvoorbeeld filialen of nevenvestigingen. In dat geval is het van belang te bezien of u voor uw onderneming de wet zelfstandig dient uit te voeren. Dat kunt u bepalen door te bezien of uw vestiging/onderdeel/ filiaal een zelfstandige eenheid is. Dat wil zeggen een onderneming in de zin van de wet.

Wanneer u voor een bepaalde regio het rapport wilt uitvoeren kunt u door middel van het opgeven van een aantal variabelen een selectie maken voor een bepaalde groep medewerkers, of aparte onderdelen binnen uw bedrijf. U bent vrij in uw selectie van doelgroep. Daarnaast kunt u aanvullende gegevens opvoeren welke later voor het rapport noodzakelijk zijn.

Na het uitvoeren van het programma wordt er een tekstbestand aangemaakt. Dit bestand kan vervolgens met een tekstverwerker worden aangepast (bijvoorbeeld Word). Hierdoor bent u in staat om het rapport van aanvullende informatie te voorzien die nodig is voor een juiste rapportage. Deze informatie kan niet uit het systeem gegenereerd worden en zal handmatig aangevuld dienen te worden.

U kunt door in het veld WORD de vink aan te zetten een automatische koppeling maken met het tekstverwerkingsprogramma Word. (Indien aanwezig)

Standenregister (Report RPCSRHN0)**Standenregister (Report RPCSRHN0)****Gebruik**

Via dit report kunt u de afrekeningsresultaten die voor de huidige periode zijn berekend vergelijken met de resultaten van de vorige periode. De verschillen worden gepresenteerd middels een totaalijst.

Selectie uit PCL2, DIR2 en RT is mogelijk op de volgende criteria:

- ☐ Personeelsnummer
- ☐ Afrekeningseenheid
- ☐ Afrekeningsperiode
- ☐ Juridische persoon
- ☐ Looncomponenten
- ☐ Weergave waardes in bedragen of aantallen

Selectie uit de WPBP is mogelijk op de volgende criteria:

- ☐ Bedrijf
- ☐ Personeelsgebied
- ☐ Personeelssubgebied
- ☐ Medewerkersgroep
- ☐ Medewerkerssubgroep
- ☐ Organisatiecode
- ☐ Organisatorische eenheid
- ☐ Kostenplaats

Voorafgaande stappen

Voor de huidige afrekeningsperiode kan dit report meerdere keren worden uitgevoerd, voor de vorige afrekeningsperiodes is dit echter niet mogelijk.

Als gevolg van een herberekening kan er een verschil ontstaan tussen de waarden van de vorige afrekeningsperiode vs. de waarden van de huidige afrekeningsperiode (overzicht

Standenregister (Report RPCSRHN0)

standenregister huidige periode vs. overzicht standenregister vorige periode).
Indien er geen herberekeningsoverzicht wordt weergegeven, heeft er geen herberekening plaatsgevonden voor de geselecteerde looncomponenten.

In de hieronder vermelde overzichten worden alleen de looncomponenten weergegeven die voldoen aan het volgende criterium:
Verwerkingsklasse 67, optie 1 (T512W). De geselecteerde looncomponenten worden als voorstelwaarde meegegeven aan de selectieparameter 'Looncomponent'.

Features

Totaaloverzicht

Het totaaloverzicht geeft het verschil weer tussen de huidige afrekeningsperiode en de vorige afrekeningsperiode.

Kolom *Aantal personen*:

Per looncomponent wordt een medewerker maar één keer geteld.

Kolom *Bedrag vorige periode*:

Dit bedrag wordt bepaald aan de hand van het meest recente bedrag (actual). Indien er echter een bedrag van de vorige afrekening (previous) aanwezig is, dan wordt deze opgenomen.

Eerste kolom *Aantal personen*:

Aantal personen betrekking hebbende op voorliggende periodes.

Kolom *Herberekeningsverschil*:

Vermeldt alle herberekeningen die bij elkaar zijn opgeteld, vanaf begin periode van het huidige jaar tot en met de vorige periode.

Kolom *Bedrag huidige periode*:

Meest recent bedrag (actual).

Tweede kolom *Aantal personen*:

Aantal personen betrekking hebbende op huidige periode.

Vershil tussen de vorige en huidige periode:

Uitgedrukt in een absolute waarde.

Kolom *Vershil percentage*:

Aan de hand van het op het selectiescherm ingevoerde percentage (parameterveld ***Verschillen-percentage***) wordt de kolom 'Vershil percentage' vergeleken met de opgegeven waarde. Deze vergelijking vindt plaats na somming op looncomponent, niet op plaats, per medewerker.

De mogelijke waarden in deze kolom zijn:

- Tekst 'Nieuw': De looncomponent is in de vorige periode niet aanwezig.

Standenregister (Report RPCSRHN0)

- O Negative waarde: Het bedrag van de vorige periode is groter dan het bedrag van de huidige periode.
- O Positieve waarde: Het bedrag van de vorige periode is kleiner dan het bedrag van de huidige periode.

In het totaaloverzicht is een totaal generaal opgenomen voor de kolommen **Bedrag vorige periode** en **Bedrag huidige periode**.

De sommeringsvelden en hun betekenis staan hieronder vermeld:

- O **Aantal verschillende personen:** Hier worden voor de betreffende periodes alle geselecteerde werknemers weergegeven. Elke werknemer wordt maar een keer geteld.
- O **Maximum aantal herberekeningsperiode:** Maximum aantal herberekeningsperiodes van een persoon.

Detailoverzichten

Om een detailoverzicht te kunnen selecteren, plaats de cursor op een looncomponent en druk vervolgens op de functietoets F7 of F8.

Het detailoverzicht, gesorteerd op personeelsnummer en looncomponent, geeft alle personen weer die de geselecteerde looncomponent bevatten. Daarbij worden ook de overige looncomponenten van de geselecteerde personen getoond. Hierbij verschijnen alleen de personen en looncomponenten met een **Verschil percentage** ongelijk aan nul. De andere looncomponenten van de uitgekozen personen worden echter niet weergegeven. Bij dit overzicht verschijnt alleen de medewerker met een verschil percentage ongelijk aan nul.

Kolom **Herberekeningsverschil:** Deze kolom is gesplitst in de subkolommen **Bedrag** en **Aantal periode**. Subkolom **Bedrag** bevat het totale bedrag over de herberekeningsperiode, sub-kolom **Aantal periode** bevat het aantal herberekeningsperiodes.

De overige kolommen komen overeen met de corresponderende kolommen uit het totaaloverzicht.

Het gemeenschappelijke sommeringsveld bij de detailoverzichten is **Aantal personen met looncomp. x periode y**. Dit sommeringsveld verschijnt twee keer op deze overzichten. Daarbij is looncomponent x de geselecteerde looncomponent; op de plaats van y komt de vorige en huidige periode te staan.

Het detailoverzicht, gesorteerd op looncomponent en personeelsnummer, bevat als extra sommeringsveld **Aantal personen herberekend**. Bij dit veld wordt het aantal herberekende personen vermeld. Verder heeft dit overzicht een totaal generaal op **Bedrag van de vorige en huidige periode** en **Herberekeningsverschil bedrag**.

Herberekeningsoverzicht

Vanuit de detailoverzichten kunt u door middel van de functietoetsen F17 en F18 een herberekeningsoverzicht selecteren.

Standenregister (Report RPCSRHN0)

Een herberekeningsoverzicht, gesorteerd op personeelsnummer en looncomponent, geeft een overzicht van alle herberekende personen, die een verschil hebben in het oude en nieuwe bedrag van een herberekeningsperiode voor de geselecteerde looncomponent. Daarbij verschijnen de andere looncomponenten van de geselecteerde personen echter niet. Met andere looncomponenten wordt bedoeld: looncomponenten met optie 1 bij verwerkingsklasse 67.

Kolom **Personeelsnummer**: Herberekende personen met de geselecteerde looncomponent.

Kolom **Looncomponent**: Alle looncomponenten van de herberekende personen.

Kolom **Periode**: Herberekeningsperiodes.

Kolom **Bedrag oud**: Vorige bedrag voor de aangegeven herberekeningsperiode (ofwel previous).

Onder **Bedrag nieuw**: Bedrag dat in de huidige afrekeningsperiode is gewijzigd voor de aangegeven herberekeningsperiode (actual).

Kolom **Herberekeningsverschil**: Berekening door middel van **Bedrag nieuw** minus **Bedrag oud**.

Bij beide overzichten zijn geen sommeringsvelden opgenomen.

Ziekte- en betermeldingen (Report RPTZKMN0)**Ziekte- en betermeldingen (Report RPTZKMN0)****Gebruik**

Via dit report kunt u formulieren afdrukken die door de UVI's en de arbodiensten zijn vereist met betrekking tot ziekte- en herstelmeldingen. De volgende formulieren kunnen via dit rapport worden afgedrukt:

- Ziekmelding Arbodienst
- Aangifte arbeidsongeschiktheid
- Voorlopig reïntegratieplan
- Herstelmelding Arbodienst
- Herstelmelding UVI

Het formulier Ziekmelding Arbodienst

- ☐ Gegevens werkgever
De gegevens werkgever zijn afkomstig uit de tabel *Adressen van instanties* (T5N9A) instantiesoort 'Juridische persoon' (05). Het veld juridische persoon wordt gelezen uit het infotype *Org.indeling* (0001).
- ☐ Gegevens werknemer
De gegevens werknemer zijn afkomstig uit de infotypes *Persoonsgegevens* (0002), *Belastinggegevens* (0060), *Adressen* (0006) subtype 'permanent adres' (1) en *Familie* (0021) subtype 'partner' (1).
- ☐ Gegevens arbeidsverhouding
De gegevens arbeidsverhouding zijn afkomstig uit de infotypes *Maatregelen*(0000), *Org.indeling* (0001) en *Arbeidstijd* (0007).
- ☐ Gegevens ziekmelding
De gegevens ziekmelding zijn afkomstig uit de infotypes *Afwezigheden* (2001) subtype ziek en *Zwangerschap*(0080).
- ☐ Gegevens verpleegadres
De gegevens verpleegadres zijn afkomstig uit infotype *Adressen* (0006) subtype 'verpleegadres' (6).

Het formulier 'Ziekmelding Arbodienst' wordt afgedrukt als aan de volgende twee voorwaarden voldaan wordt:

- De begindatum van het ziekterecord uit infotype *Afwezigheden*(2001) subtype ziek ligt binnen het selectietijdvak.
- De status van het ziekterecord in infotype *Afwezigheden* (2001) is gelijk aan 'Ziektemelding gecreëerd'(1).

Het formulier Herstelmelding Arbodienst

- ☐ Gegevens werkgever
De gegevens werkgever zijn afkomstig uit de tabel *Adressen van instanties* (T5N9A) instantiesoort 'Juridische persoon' (05). Het veld juridische persoon wordt gelezen uit het infotype *Org.indeling* (0001).

Ziekte- en betermeldingen (Report RPTZKMN0)

- ❑ **Gegevens werknemer**
De gegevens werknemer zijn afkomstig uit de infotypes *Persoonsgegevens*(0002), *Belastinggegevens*(0060).
- ❑ **Gegevens herstel melding**
De gegevens ziekmelding zijn afkomstig uit de infotypes *Afwezigheden* (2001) subtype ziek.
- ❑ **Gegevens adressering**
De adresgegevens van de arbodienst zijn afkomstig uit de tabel Adressen van instanties(T5N9A) subtype Arbodienst (06) en het veld juridische persoon (p0001-juper) in infotype Org.indeling.

De herstel melding wordt afgedrukt als aan de volgende twee voorwaarden voldaan wordt:

- De einddatum van het ziekterecord (p2001-endda) ligt binnen het selectietijdvak.
- De status van het ziekterecord (p2001-zkmt) is ongelijk aan '4' *Betermelding verstuurd* of '5' *Ziektegeval heeft gevolg*.

Het formulier Aangifte arbeidsongeschiktheid

- ❑ **Gegevens werkgever**
De gegevens werkgever zijn afkomstig uit de tabel *Adressen van instanties* (T5N9A) instantiesoort '05' en het veld juridische persoon (p0001-juper) in het infotype *Org.indeling*.
- ❑ **Persoonsgegevens werknemer**
De gegevens werknemer zijn afkomstig uit de infotypes *Persoonsgegevens* (0002), *Belastinggegevens*(0060), *Adressen*(0006) subtype '1' en '6'.
- ❑ **Gegevens arbeidsongeschiktheid**
De gegevens arbeidsverhouding zijn afkomstig uit infotype *Afwezigheden* (2001) subtype ziek.
- ❑ **Gegevens dienstverband**
De gegevens dienstverband zijn afkomstig uit de infotypes *Maatregelen*(0000), *Org.indeling*(0001) en *Externe instanties*(0409).
- ❑ **Gegevens vangnetters**
De gegevens ziekmelding zijn afkomstig uit de infotypes *Externe instanties*(0409) en *Zwangerschap*(0080) en de constanten *DUKZG* en *DMWCT* in de tabel voor afrekeningsconstanten (T511K).
- ❑ **Loongegevens**
De loongegevens zijn afkomstig uit de infotypes Arbeidstijd (0007)', Belastinggegevens(0060), Soc. Verzek.(0059), Org. indeling(0001) en Bank gegevens(0009).
- ❑ **De looncomponenten:**
 - /3Z1: Bruto Loon ziektem. GAK
 - /3Z2: Ov. loon ziektem. GAK PP
 - /3Z3: Ov. loon ziektem. GAK MOP
 - /3Z4: Provisie In ziektem.GAK
worden opgehaald uit het afrekeningscluster van de laatste afrekening.

De aangifte arbeidsongeschiktheid wordt afgedrukt als aan de volgende drie voorwaarden voldaan wordt:

Ziekte- en betermeldingen (Report RPTZKMNO)

- De begindatum van het ziekterecord (p2001-begda) ligt binnen het selectietijdvak.
- De status van het ziekterecord (p2001-zkmkt) is gelijk aan '1' *Ziektemelding gecreerd*.
- De ziekmelding betreft een zogeheten 'vangnet'-geval. Voor informatie over vangnetgevallen zie het desbetreffende veld in het infotype *externe instanties*(0409).

Het formulier Voorlopig reïntegratieplan

- ❑ *Gegevens werkgever*
De gegevens werkgever zijn afkomstig uit de tabel Adressen van instanties (T5N9A) instantiesoort '05' en het veld juridische persoon (p0001-juper) in het infotype Org.indeling.
- ❑ *Gegevens arbodienst*
De gegevens arbodienst zijn afkomstig uit de tabel Adressen van instanties (T5N9A) instantiesoort '06' en het veld juridische persoon (p0001-juper) in het infotype Org.indeling.
- ❑ *Gegevens werknemer*
De gegevens werknemer zijn afkomstig uit de infotypes Persoonsgegevens(0002), Belastinggegevens(0060), Adressen(0006) subtype 'permanent adres'(1).
- ❑ *Periode arbeidsongeschiktheid*
De gegevens voor de periode arbeidsongeschiktheid zijn afkomstig uit de infotypes Afwezigheden subtype ziek.
- ❑ *Diagnose en reïntegratie*
De gegevens voor diagnose en reïntegratie uit de infotypes Afwezigheden (2001) subtype ziek.

Het voorlopig reïntegratieplan afgedrukt als aan de volgende drie voorwaarden voldaan wordt:

- De begindatum van het ziekterecord (p2001-begda) ligt binnen het selectietijdvak.
- De status van het ziekterecord (p2001-zkmkt) is ongelijk aan '3' *Voorlopig reïntegratieplan verstuurd* of '4' *bertermelding verstuurd*.
- De werknemer heeft een ziekteperiode die gelijk of langer is dan de constante MAX13 in tabel *Afrekeningscontanten*(T511K) en de werknemer is geen zogeheten 'vangnet'-geval. De ziekteperiode kan een aaneengesloten periode zijn maar voorgaande ziekteperiodes kunnen meetellen in de berekening indien de werknemer zich binnen een tijdsbestek van 28 dagen nadat hij zich beter heeft gemeld, zich wederom ziek meldt.

Het formulier Herstelmelding/wijziging loonwaarde

- ❑ *Gegevens werkgever*
De gegevens werkgever zijn afkomstig uit de tabel Adressen van instanties (T5N9A) en het veld juridische persoon (p0001-juper) in het infotype Org.indeling.
- ❑ *Gegevens arbodienst*
De gegevens arbodienst zijn afkomstig uit de tabel Adressen van instanties (T5N9A) instantiesoort Arbodienst(06) en het veld juridische persoon (p0001-juper) in het infotype Org.indeling.
- ❑ *Gegevens werknemer*
De gegevens werknemer zijn afkomstig uit de infotypes Persoonsgegevens(0002) en Belastinggegevens(0060).

De herstmelding wordt afgedrukt als aan de volgende twee voorwaarden voldaan wordt:

- De einddatum van het ziekterecord (p2001-endda) ligt binnen het selectietijdvak.

Ziekte- en betermeldingen (Report RPTZKMN0)

- De status van het ziekterecord (p2001-zkmt) is ongelijk aan '4' *Bettermelding verstuurd*, of '5' *Ziektegevak heeft vervolg*.

De formulieren zijn in SAP-script geprogrammeerd en hebben de lay-out van de door de UVI en arbodiensten gebruikte formulieren. Het report houdt rekening met nagenoeg alle gegevens die door het instanties worden gevraagd voor de verschillende aangiftes. Een klein aantal gegevens wordt niet in SAP geregistreerd en moet handmatig op het formulier worden ingevuld.

Alle ziekmeldingen die in het geselecteerde tijdvak geldig zijn worden in beschouwing genomen. De status van de melding (veld p2001-zkmt) bepaalt welke formulieren zullen worden afgedrukt.

Naast de formulieren wordt ook een batch input map aangemaakt die de status wijzigt van de ziekterecords. Zo kan worden voorkomen dat reeds verstuurd formulieren nogmaals worden afgedrukt.

Als u op het voorlopig reïntegratieplan diagnosecode en omschrijving van de aandoening wil doorgeven moeten deze voldoen aan het classificatiesysteem voor Arbo en SV (CAS-code).

Overige gegevens

- ☐ *Subtype code voor ziekte*
In dit veld moet het subtype van het infotype Afwezigheden(2001) worden opgegeven waarin de ziektegevallen worden geregistreerd.
- ☐ *PsG (Personensubgroep) voor oproepkrachten*
In dit veld moet de personensubgroep worden vermeld waaronder oproepkrachten worden ingedeeld in het systeem.

Ziekteverzuimanalyse (Report RPTZKSN0)**Ziekteverzuimanalyse (Report RPTZKSN0)****Gebruik**

Via dit report kunt u statistieken opmaken van afwezigheden gedurende één jaar. Dit is voornamelijk relevant voor ziekteverzuimanalyses.

Voorafgaande stappen

Door de gewenste soorten afwezigheden op te geven kunt u o.m. bepalen of de statistiek inclusief of exclusief zwangerschapsverlof moet zijn.

Voor de bepaling van de rapportageperiode moet de eindmaand worden opgegeven. De statistiek omvat het gehele voorafgaande jaar.

Voor de bepaling van het aantal ziektegevallen en de ziekteduur worden ziektes die aaneensluiten als één ziekte beschouwd.

Parameter 'Eindmaand/jaar'

Laatste maand van het overzicht; voorstelwaarde is de afgelopen maand.

Parameter 'Selectiesoort'

Groeperingscriterium voor ziektestatistiek

- F = Functie
- G = Geslacht
- I = Individuele medewerker (pers.nummer)
- J = Individuele medewerker (naam)
- K = Kostenplaats
- L = Leeftijd
- O = Org. eenheid
- P = Personeelsgebied
- Q = Personeelssubgebied
- S = Salarisschaal
- U = Medewerkersgroep
- V = Medewerkerssubgroep
- Y = Ziekte omschrijving
- Z = Afwezigheidsoort
- D = Ziekteduur (kort/ middellang/ lang)
- = Geen selectie

Parameter 'Absoluut/relatief/gevallen'

- A = Absolute aantallen (ziektedagen)
- R = Relatieve gevallen (percentages)
- G = Aantal ziektegevallen

Parameter 'Werkdagen/kalenderdagen'

Berekeningsmethode voor het aantal ziektedagen

- K = Kalenderdagen
- W = Werkdagen

Ziekteverzuimanalyse (Report RPTZKSN0)

De optie 'Kalenderdagen' houdt dan vanzelfsprekend in dat het aantal kalenderdagen wordt geteld tussen het begin en het einde van een ziekte.

De optie 'Werkdagen' daarentegen gaat uit van het werkrooster van de betrokken werknemer. Alleen de dagen die aangemerkt zijn als werkdag worden geteld voor de berekeningen onafhankelijk van het aantal uren op zo'n dag.

In geval van een part-timer zal een werkdag waarop 4 uur ingeroosterd is gelden als een volledige werkdag en dus eventueel ook als volledige ziektedag.

Parameter 'Inlezen tekstvelden Org. eenheid/ Functie'

(Alleen bij selectiemethode org. eenheid of functie.)

Indien dit veld is aangekruisd worden teksten van org. eenheid en functie direct gelezen uit de korte tekst van het PD object (infotype P1000). Anders komt de tekst uit de bijbehorende teksttabel.

Parameter 'Selectie ziekteduur'

De te evalueren ziektes kunnen met behulp van deze parameter beperkt worden tot bepaalde ziekteduurcategoriën (kort, middellang, lang) of combinaties hiervan.

Parameter 'Ziekteduur kort / middellang'

De maximale lengte voor een ziekte om in de categorie 'kort' resp. 'middellang' te worden ingedeeld.

Parameter 'Vervolgziekte (aantal dagen)'

De aantal dagen voor koppelen van vervolgziektes

Parameter 'Volledig ziek bij % vanaf'

Bij een percentage van bijv. 60% geldt elke ziektedag als een volledige (werk)dag wanneer voor de werknemer geldt dat deze tot 39% arbeidsgeschikt (P2001-PSARB) is.

De kalender- of werkdagen waarop de werknemer ziek is zullen ofwel voor volledig meegerekend worden ofwel worden vermenigvuldigd met het arbeidsongeschiktheidspercentage (100% minus P2001-PSARB).

Features

Het report levert een overzichtstaat waarvan vervolgens een 3D-grafiek kan worden getoond.

Austria

Austria

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Payroll Account (Report RPCKTOx0; HxxCKTO0)**Purpose**

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Bank Details (Report RPLBNK00)

Occurrence of Absence Types in Per. Calendar (RPCPCNA0)

Use

Using the report RPCPCNA0 you can evaluate the occurrences of two-digit absence types in your employees' [Personal calendars \[Extern\]](#).

The two-digit absence symbols stand for the individual absence types for [continued remuneration \[Extern\]](#). These include first illness, second illness, partial remuneration, quarterly remuneration and so on.

Prerequisites

The following are prerequisites for evaluating your employees' personal calendars:

- You have already created the particular personal calendar using the report [Generate Personal Calendar \[Extern\]](#) (RPTGENA0).
- The company's system administration team has made the required settings in Customizing for *Payroll Austria* under *Absences*.

Features

The report RPCPCNA0 offers you several possibilities to evaluate the reasons for continued remuneration. You use this report, for example, to determine employees who are no longer entitled to receive continued remuneration from the employer.

Activities

To display your employees' personal calendars, choose from the [Area Menu for Payroll Austria \[Extern\]](#) the following path: *Subsequent Activities* → *Period-Independent* → *Reporting* → *Absence Calendar* → *Occurrence of Absence Types in Personal Calendar*.

For more information on this report, choose from the report selection screen the following path: *Help* → *Application Help*.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x	number of wage types
x	number of imported payroll results
x	record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System* → *Employee Grouping/Symbolic Accounts* → *Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System* → *Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Creation of Economic Statistics (Report RPCISTA0)

Use

All companies and co-ops in the building sector and all economic suborganizations involved in mining, production of goods, production of energy and water, and construction, as well as those companies that provide services in these fields, are required to put together and submit official economic statistics. The Austrian Federal Office on Statistics (*OESTAT*) requires this information in order to fulfill requirements set by the European Union.

To create these statistics for the *OESTAT*, you use the report RPCISTA0.

Integration

The report reads data that is stored in the following infotypes:

- *Actions* (0000)
- *Organizational Assignment* (0001)
- *Personal Data* (0002)
- *Planned Working Time* (0007)
- *Absences* (2001)

Prerequisites

The following are prerequisites for creating the economic statistics for a certain month:

- You have successfully closed out the payroll run for the payroll period to be evaluated.
- Your company's system administration team has made the following necessary settings in Customizing:
 - In Customizing for *Personnel Administration* under *Organizational Data* → *Organizational Assignment* in the section *Additional Organizational Assignment Austria*. The section includes the following topics:
 - Data for your personnel subareas
 - Data for your [employer assignment units \[Extern\]](#)
 - In Customizing for *Payroll Austria*, under *Accounting with Administrations and Institutions* in the section *Evaluations for the Austrian Federal Office on Statistics*.

Features

Depending on the selection in the report selection screen, the report creates either the form for single companies (form type **B**) or the form for multiple companies (form type **U**). The following data is included in these forms:

Form entries	Type B	Type U
Status of employees at the end of the evaluation month: Classification of employees according to sex, employment status, and part-time employment	X	X

Creation of Economic Statistics (Report RPCISTA0)

Currency	X	X
Earnings in evaluation month: Gross, net, and special payments along with severance pays in the various employment classes	X	X
Work volume during evaluation month: Paid hours (worked hours and lost hours) in the various employment classes	X	

The data display follows the *OESTAT*'s print type templates.

If errors occur during processing, the report issues an error log at the end of the forms.

Activities

To create the economic statistics, choose from the [Area Menu for Payroll Austria \[Extern\]](#) the following path: *Subsequent Activities* → *Per Payroll Period* → *Lists/Statistics* → *Economic Statistics*

For more information on this report, choose from the report selection screen the following path: *Help* → *Application Help*.

List of Sickness Certificates Issued (Report RPCKSGA0)

Use

The employer must register and keep a lists of [sickness certificates \[Extern\]](#) and dental treatment certificates. These must be kept until the next contribution check. In the list, certain minimal data is required for each person and each quarter.

To create the list of sickness certificates issued, use the report *List of Sickness Certs/Sickness Cert Fees Issued* (RPCKSGA0). This way, you can create a list of sickness certificates that you issued to your employees in a certain period of time. The report creates statistics on the number of sickness certificates that you issued with or without fees.

Prerequisites

The following are prerequisites for creating a list of sickness certificates issued:

- You have successfully closed out the payroll run for the payroll period to be evaluated.
- You system administration has made the necessary settings in Customizing:
 - In Customizing for *Personnel Administration* under *Personal Data* → *Family* → *Edit Specifications for Sickness Certificate* and under *Personal Data* → *Sickness Certificates*
 - In Customizing for *Payroll Austria* under *Social Insurance* → *Check Sickness Certificate Fee*
- You have stored data for the sickness certificate in infotype [Sickness Certificates A infotype \(0056\) \[Extern\]](#).
- You have represented the sickness certificate fee in the system using the wage type /3ZC (*Sickness cert. fee*).
- If you have cancelled sickness certificates, you have represented this by using the /3ZD (*Exempt from sickness cert. fee*) in *Additional Payments* infotype (0015).
- Using report [Batch Input Session for Sickness Cert. Fees A \[Extern\]](#) (RPIKSGA0) you have created a batch input session for the fees.

Activities

To create a list of sickness certificates issued, choose from the [Area Menu for Payroll Austria \[Extern\]](#) the following path: *Subsequent Activities* → *Period-Independent* → *Reporting* → *Sickness Certs* → *List of Sickness Certificates Issued*.

For more information on this report, choose from the report selection screen the following path: *Help* → *Application Help*.

Philippines (PY-PH-RP)

Philippines (PY-PH-RP)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x	number of wage types
x	number of imported payroll results
x	record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Use of Wage Types in Payroll (Report RPDLGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping

Here, you specify the country for which you want to create the wage type use list.
- Wage type

Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity

All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views

If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

25. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

26. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

25. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
26. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System* → *Employee Grouping/Symbolic Accounts* → *Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System* → *Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration* (/SAPQUERY/H2) within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type

You can only evaluate certain wage types.

- Infotype number

As a rule, this report evaluates the following infotypes:

- *Basic Pay* (0008)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)
- *Recurring Payments and Deductions* (0014)
- *Additional Payments* (0015)
- *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Portugal

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

27. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

28. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

27. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
28. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Overview of Company Loans (Report RPCLOG00)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Payroll Account (Report RPCKTOx0; HxxCKTO0)**Purpose**

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Switzerland

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Payroll Account (Report RPCKTOx0; HxxCKTO0)**Purpose**

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Bank Details (Report RPLBNK00)

AHV Employee List (Report RPLAHVC0)

Use

The report issues a list of all AHV-liable employees. The list contains the AHV number, the AHV code, and the entry and leaving dates.

The AHV employee list is created independent of the period. Through the multiple selection, the report allows you to display the AHV employee list according to different organizational criteria.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources → Payroll → Europe → Switzerland → Period-independent → Reporting → Social Insurance → AHV Employee List*.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDLGA20)

Use of Wage Types in Payroll (Report RPDLGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

29. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

30. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

29. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
30. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

ASM Wage and Salary Statistics (RPLASMC0)**ASM Wage and Salary Statistics (RPLASMC0)****Use**

The report helps you issue the wage and salary statistics according to the guidelines specified by the Employers' Association for Swiss Engineering Industry. These statistics are compiled each year in August.

The list contains the following items:

- Detail list for adult employees
- Detail list for minors
- Detail list for apprentices/trainees
- Summary

The lists are separated according to sex.

Structure of the list:

For the detail list, the categories of professions are grouped according to the following criteria:

- Activity group, for example, superior; foundry
- Subareas, for example, production; secondary area of production
- Main areas, for example, technology; business administration; marketing

Activities

To run the report, choose the following path from the *SAP R/3* screen: *Human Resources -> Payroll -> Europe -> Switzerland -> Other Periods -> Lists/Statistics -> ASM-Statistic -> ASM Wage Stat.*

For more information, see *Help -> Application Help* in the report selection screen.

BFS Quarterly Employment Statistics (Report RPLBGAC0)

Use

This report supports the creation of the employment statistics according to the guidelines defined by the Federal Office on Statistics (*BFS*).

The report identifies the number of employees in your company for a predetermined date. Employees are categorized according to capacity utilization level and sex. Usually, the date is set as the last day of the reporting quarter.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources* → *Payroll* → *Europe* → *Switzerland* → *Other Periods* → *Lists/Statistics* → *BFS-Statistics* → *BFS Emp. Stat.*

BFS Statistics on Scale and Structure of Wages (Report RPLBGAC1)

BFS Statistics on Scale and Structure of Wages (Report RPLBGAC1)

Use

You use this report to create *Statistics on the Scale and Structure of Wages in Switzerland* for the Swiss Federal Office of Statistics (BFS).

These statistics must be created annually – usually in October.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources -> Payroll -> Europe -> Switzerland -> Other Periods -> Lists/Statistics -> BFS-Statistics -> BFS Scale and Structure of Wages*

For more information on this report, see *Help -> Application help* in the Report Selection screen.

Singapore (PY-SG-RP)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping

Here, you specify the country for which you want to create the wage type use list.
- Wage type

Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity

All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views

If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

31. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

32. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

31. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
32. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x	number of wage types
x	number of imported payroll results
x	record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Bank Details (Report RPLBNK00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

South Africa

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Use of Wage Types in Payroll (Report RPDLGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

33. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

34. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

33. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
34. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Overview of Company Loans (Report RPCLOG00)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Bank Details (Report RPLBNK00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Taiwan (PY-TW-RP)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Wage Type Reporter (Report H99CWTR0)

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

35. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

36. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

35. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
36. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)



The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x	number of wage types
x	number of imported payroll results
x	record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Bank Details (Report RPLBNK00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type
 - You can only evaluate certain wage types.
- Infotype number
 - As a rule, this report evaluates the following infotypes:
 - *Basic Pay* (0008)
 - *Capital Formation* (0010)
 - *External Bank Transfers* (0011)
 - *Recurring Payments and Deductions* (0014)
 - *Additional Payments* (0015)
 - *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Payments and Deductions (Report RPLPAY00)

Thailand (PY-TH-RP)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Payroll Account (Report RPCKTOx0; HxxCKTO0)

Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Payments and Deductions (Report RPLPAY00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type

You can only evaluate certain wage types.

- Infotype number

As a rule, this report evaluates the following infotypes:

- *Basic Pay* (0008)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)
- *Recurring Payments and Deductions* (0014)
- *Additional Payments* (0015)
- *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Bank Details (Query BANK_DETAILS)

Bank Details (Query BANK_DETAILS)

Use

This report is used to display employee bank details.

This query is assigned to user group *HR: Personnel Administration (/SAPQUERY/H2)* within the *global area*.

Features

The report displays all bank details that have been recorded in the *Bank Details* infotype (0009) and its subtypes.

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*
- *person selection period*



Note: You can only make an entry in the *Person selection period* if you have selected *Other period*.

Enter which employees are to be included in the evaluation under *Selection*.

The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the selection to include just certain reports, under *Program selections*. You can use the *Bank number* field for this.

You define the format of the output list in the *Output format* section.

Bank Details (Query BANK_DETAILS)

For more information on printing lists, see the *Basis* documentation under *ABAP Workbench (BC-DWB) → SAP Query and the Quickviewer → SAP Query → Application → [Interactive Functions for Further List Processing \[Seite 1065\]](#)*.

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list contains the following columns:

- *PersNo.* (Personnel number)
- *Last name*
- *First name*
- *Street and house number*
- *Postal code*
- *City*
- *Bank number*
- *Bank*
- *Account number*
- *Country*
- *Postal code*
- *City*
- *BDType* (Type of bank detail as a numerical value of subtype)
- *Payee*

Activities

You can also edit and import this list. To do so, use the functions available in the SAP List Viewer. For more information on the functions available in the Grid Control variant of the SAP List Viewer, and how to implement them, refer to the documentation on *Introduction to the SAP system* under [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

See also:

[Bank Details \(report RPLBNK00\) \[Seite 804\]](#)

Generating Income Tax Reconciliation Worksheet

Use

The reconciliation report is a worksheet that reports details of tax deducted to date as against the tax that should be deducted for income paid to date. It also contains details of the year-end re-computed tax on the final income figures of wages/salary and other payments at the end of the year.

This report is used by the employee in filling the PIT90/PIT91 forms with the tax authorities. This report is also used to obtain information as to whether an employee has paid excess tax or a lesser amount than required in the whole tax year.

Procedure

1. Choose *Human Resources → Payroll Accounting → Asia/Pacific → Thailand → Subsequent Activities → Annual → Reporting → Income Tax Reconcil. Worksheet (PIT91)*.

The *Income Tax Reconciliation Worksheet (PIT91)* screen appears.

2. In the selection box, you may select any one of the criteria, or a combination of different criteria as per your requirement.
3. If required, enter the employee's personnel number, or a range of employees, or leave blank to generate for all employees.
4. If required, enter the personnel area, or a range of personnel areas, or leave blank for all personnel areas.
5. If required, enter the personnel subarea, or a range of personnel subareas, or leave blank for all personnel subareas.
6. If required, enter the payroll area, or a range of payroll areas, or leave blank for all payroll areas.
7. Enter the assessment year.
8. Select the page format of the report.
9. Execute the report.

The report is generated and the *Print* screen appears. You can either preview the report on the screen or, choose to print it directly.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Wage Type Statement (Report RPCLGA00)

Wage Type Statement (Report RPCLGA00)

Use

The Wage Type Statement enables you to display wage type distribution information based on the payroll data for the selected personnel numbers. The report shows the current values (number and amount) for each wage type. The wage type statement uses data from the Results Tables RT and CRT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

You have the following options:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Only wage types that occur in the RT table or the CRT table can be evaluated.
- **New page per wage type**
If you flag this parameter, each wage type in an individual evaluation is displayed on a separate page. This parameter is not used in totals evaluation.
- **Evaluation type**
The following evaluation types are available:
 - Individual evaluation
Number and amount per wage type are displayed.
 - Totals evaluation
The selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.

In the **Reference period** field, you can enter a payroll period as a comparison period to the specified evaluation period. The list then displays the relevant comparative results and the absolute and relative differences. Note that this mode requires a list width of 132 characters. When printing, select an appropriate format. If you use a small monitor, you may have to use the vertical scroll bars.

The selection options enable you to restrict the data displayed. You can, for example, decide to display only wage types with a total of more than 5%. Note, however, that the totals displayed still include the values of any hidden wage types.

Wage Type Statement (Report RPCLGA00)

The overall total and the subtotals are also displayed for the organizational assignment in each case.

The comparative values are not available for form use, for CRT evaluation, or for the file that you save on your computer.

If you flag the parameter **Read cumulated results**, the system reads the cumulated annual values from the CRT table instead of the period values from the RT table.

- **Sorting sequence**

This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:

- Company codes
- Personnel areas
- Personnel subarea
- Cost center
- Employee group
- Employee subgroup

- **Organizational unit**

The values for the sort criteria are taken from the WPBP table.

If you want to sort and evaluate according to cost center, the employee's last work center data from the WPBP table is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Totals formation**

This parameter enables you to change the standard display by changing the sort criteria. You have the following options:

- Total per sort group
- Total after change of wage type
- Total after change of personnel number

- **Form**

When you enter the ID of an existing form, the wage types that have been defined for a particular form are displayed according to sort criteria. This enables you to display the wage types in a sequence that is different from the sequence in the totals list.

You must enter the ID of an existing form.

Values from the CRT table cannot be displayed in the form.

- **PC-Download Filename**

You can save the wage type statement on your PC by specifying a valid target directory on your PC and entering a valid file name without a file extension. The standard setting is <BLANK>, whereby nothing is saved.

Wage Type Statement (Report RPCLGA00)

The wage type statement requires the following programs or includes:

RPCLGA00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Example: You want to run the wage type statement for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Wage Type Distribution (Report RPCLGV00)

Use

The Wage Type Distribution report enables you to display wage types for several payroll periods. It does not take into consideration differences resulting from retroactive payroll. The report shows the current values (number and amount) for each wage type. The report evaluates the payroll records that are marked with update indicator 'A' when the report is run. Subsequent reporting runs may not give the same result if - in the intervening period - retroactive payroll has taken place for the evaluation period. The wage type distribution uses the data from the results table RT for the relevant payroll result. The employee's organizational assignment is also evaluated from the payroll result. This data is taken from the *Work Center Basic Pay* table (WPBP).

The wage type distribution offers you the following options for evaluation:

- Individual reporting for a specific personnel number or name.
- Totals evaluation without specifying a personnel number or name.



You cannot use wage type distribution to run a report for several countries. You can only select payroll areas from one country for reporting.

Scope of Function

You use the following parameters to determine how the appearance of the wage type statement:

- **Wage type for evaluation**
Enter all wage types that are to be evaluated. If you do not make an entry here, the system selects all wage types. Note that you can only select wage types that occur in the RT table.
- **Evaluation start date**
Evaluation start date and evaluation end date define the evaluation period. Enter the year and payroll period for the start of the evaluation.
- **Evaluation end date**
This parameter delimits the evaluation period. If you do not make an entry here, only the period from the period from the parameter **Evaluation start date** is evaluated.
- **Sorting sequence**
This parameter determines the sorting sequence in the display. You can control the display using the following selection criteria:
 - Company codes
 - Personnel areas
 - Personnel subarea
 - Cost center
 - Employee group
 - Employee subgroup
- **Organizational unit**
The values for the sort criteria are taken from the WPBP table.

Wage Type Distribution (Report RPCLGV00)

If you sort and evaluate by cost center, the employees most recent work center data (WPBP table) is relevant for the assignment of wage types. There is no evaluation of cost accounting data. The report does not consider cost distribution or cost assignment. It only considers the employee's last master cost center in the evaluation period.

- **Sort names**

The employees' names are printed in the case of individual evaluation. These are sorted by personnel number in ascending order. If you flag this parameter, the data is sorted by surname.

- **Evaluation type**

The following evaluation types are available:

- Individual evaluation
- Number and amount per wage type are displayed.
- Totals evaluation
Only the selected wage types are displayed for all selected personnel numbers. The totals evaluation displays a compact version of the individual evaluation without specifying the personnel numbers or name of employees.
- **Totals formation**
This parameter enables you to change the standard display by changing the sort criteria. You have the following options:
 - Total per sort group
 - Total after change of wage type
 - Total after change of personnel number



The wage type statement requires the following programs or includes:

RPCLGV00 Run Wage Type Statement

RPCLGA10 Read Routines

RPCLGA20 Print Routines

RPCLGA30 Main Routines

RPCLGAx0 Read Program for Database PCL2 (Payroll Cluster)

The Read Program for Database PCL2 is different for each country version. For example, for the USA, the program RPCLGAU0 is used, for Germany RPCLGAD0.

The wage type statement writes the imported payroll results (RT, CRT, WPBP) to a sequential dataset. This is saved as an extract. The following formula represents the memory requirements:

Memory in bytes = Number of personnel numbers

x number of wage types

x number of imported payroll results

x record length (approx. 100 bytes)

Wage Type Distribution (Report RPCLGV00)

Example: You want to run the wage type distribution for 3,000 employees for one period. For each employee there are about 500 wage types. For this extract, you require memory space of approx. 150 MByte (3 000 x 500 x 1 x 100).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use of Wage Types in Payroll (Report RPDLGA20)

Use of Wage Types in Payroll (Report RPDLGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

37. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

38. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

37. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
38. To access the IMG activity, double click the red-highlighted description of the IMG activity.

USA

USA

Wage Type Reporter (Report H99CWTR0)

Use

The Wage Type Reporter evaluates wage types from the payroll results for a particular period. The report uses data from the tables RT (Results Table) and WPBP table (Work Center Basic Pay). At the moment, no other tables are evaluated and no data is taken from infotype records.

Scope of Function

The standard selection fields for the logical database PNP are displayed in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur, in particular, with retroactive master data changes. SAP recommends that you also include the objects used as the selection criteria in the object selection.

In the *Period determination* group, you define the evaluation period and the required view of payroll results.



Period selected is 01.01.1998 to 31.03.1998

If the in-period view is selected, all results that were created **in** that period are selected, whereby the period end date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would be included, however, a payroll run **in** May 1998 **for** February 1998 would not be used.

If the for-period view is selected, all results that were created **for** that period are selected, whereby the period payment date is used for the period assignment. In the above example, a payroll run **in** February 1998 **for** December 1997 would not be included, however, a payroll run **in** May 1998 **for** February 1998 would be used.

In the *Other selections* group, you can restrict the selection to particular wage types. You use the *Object Selection* function to define which columns are displayed in the list and which objects are summarized.



You select company code, wage type, and in-period. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you specify whether you want to create the wage type list using the [ABAP List Viewer \[Extern\]](#) or with [Microsoft Excel \[Extern\]](#).



The report can only run in batch processing mode if used with the List Viewer.

To use the Excel option, your system must have at least SAP GUI version 4.5A, Windows 95 or NT4.0, and Excel 97.

US Workers' Compensation Summary Report

US Workers' Compensation Summary Report

Use

The US Workers' Compensation Summary Report provides you with a summary of the workers' compensation information for a given organizational unit, as well as detailed workers' compensation information per employee. This information serves as a basis for calculating workers' compensation insurance premiums.

Integration

This report reads data defined for your employees and/or organizational units defined in the *Workers' Compensation* chapter of the *Personnel Administration Implementation Guide* under *Organizational Data*. You can also make workers' compensation code assignments and other settings using the *WC State and Code* PD infotype for organizational units and the *WC State, Code, Attribute* PD infotype for positions.

Features

The report generated contains the following information:

- Workers' compensation state
- Organizational unit number and name
- Workers' compensation code
- Total number of employees
- Workers' compensation wage
- Detailed employee workers compensation information
- Employee name
- Personnel number
- Organizational unit
- Position
- Workers' compensation state, code, and wage

Period-related parameters:

You can specify any calendar period for which you want the workers' compensation data to be selected for the report.

Selection parameters: Organizational unit/Personnel number

Report-specific selection: Include workers' compensation wages in report

Show detail list in background

Activities

To access this report from the Personnel management menu choose *Administration* → *Info System* → *Reports* → *Administration US* → *Workers' compensation* → *US workers' compensation report*.

US Workers' Compensation Summary Report

For more information, see the application help for the report. It contains details on output options and required configuration.

New Hire Reporting

New Hire Reporting

Use

The Personal Responsibility and Work Opportunity Act of 1996 requires reports to be generated and sent to state tax authorities after new employees are hired. Companies that operate in multiple states can also choose to file their new hire reports for all states centrally to one state. The New Hire Report generates these reports, which include all federal and state requirements.

Prerequisites

Depending on the state or states in which your company operates, the New Hire Reporting frequency may vary. Determine the required reporting frequency prior to running the New Hire Report.

Features

The report contains the following *federally* mandated information for each new hire in the reporting period:

- Employee name
- Social Security Number
- Employee address
- Employer name
- Employer address
- Employer Identification Number (EIN)

Some states require additional types of information, such as employee date of birth, hire/rehire date, and employer SUI account number.

The report allows employers to choose any state in which they operate as the one to which they report all new hires. Based upon that choice, the system automatically selects the appropriate information required by that state and produces a data file for all newly hired and rehired employees for the period specified.

The report results can be output on magnetic media or printed and saved.

Activities

To run the New Hire Report from the Personnel administration menu choose *Administration → Reporting → Reports → Administration US → Compliance → New Hire Reporting*. When you run this report, it reads all needed employer and employee data from various sources, including the tax interface tables and employee master data from infotypes 0000, 0001, 0002, 0006, 0007, 0167, 0209, and 0210. The program also determines which information is necessary for each new employee in the reporting period selected, depending on the employee's Unemployment Insurance (UI) state.

Running the New Hire Report

Prerequisites

Determine the reporting period required by the states in which your company operates prior to running the New Hire Report. Also ensure that all required data has been entered in the relevant infotypes.

If you choose to submit the combined report on magnetic media, you also need to choose which state you will be submitting the report to.

Procedure

1. From the Personnel administration menu choose *Administration* → *Reporting* → *Reports* → *Administration US* → *Compliance* → *New hire reporting*.
2. Specify your selection criteria under *Report-specific selections*.



The report only selects active employees (employees with employment status '3'). If necessary, you can make additional selections for the report under the *Selection* section.

3. Choose the type of output you want (paper or magnetic media).

If you choose to output the report on magnetic media, select which state you are reporting to and specify the path and name of the file.

4. Choose *Execute*.

Result

A summary of the required data for the employer and each new employee is displayed. The report results can be printed and saved. If you chose to output the report on magnetic media, the file is saved to the path and file name you specified.

NC-9901: Report of Organization

NC-9901: Report of Organization

Use

Federal law requires US business to submit payroll data to the Bureau of the Census for the previous calendar year in the form of Form NC-9901: Report of Organization. This program generates the data required for the form and outputs it to a file. This file can be imported into special software available from the Bureau of the Census and edited and submitted from there.

Prerequisites

You have maintained worksite data for your employees in Infotype 0209 (Unemployment State).

You have defined activity codes for Form NC-9901 in the Personnel Administration IMG under step *Define activity codes* and have defined additional data for your worksites in the US Payroll IMG under step *Define unemployment worksites*.

You must obtain specific software from the Bureau of the Census (Computerized Self-Administered Questionnaire - CSAQ) to complete and file the NC-9901 report.

Features

The report output contains the following information for each establishment:

- NC-9901 establishment number
- Employer Identification Number (EIN)
- Name, address and zip code
- Annual payroll (in thousands)
- First quarter payroll (in thousands)
- Number of employees that worked during the pay period included in March 12 of the census year
- Major activity
- Date opened (or date closed)

Activities

To access this report from the Personnel management menu choose *Administration → Info System → Reports → Administration US → Compliance → NC-9901 Report: Generate Importable*.

Running the NC-9901: Report of Organization

Use

Federal law requires US business to submit payroll data to the Bureau of the Census for the previous calendar year in the form of Form NC-9901: Report of Organization. This program generates the data for this report.



You must obtain special software from the Bureau of the Census (Computerized Self-Administered Questionnaire - CSAQ) to complete the information on the file output by this program and submit the file to the Bureau.

Prerequisites

- You have maintained worksite data for your employees in Infotype 0209 (Unemployment State).
- You have defined the activity codes for Form NC-9901 in the Payroll Administration Implementation Guide under step *Define activity codes* and defined additional data for your worksites in the US Payroll Implementation Guide under step *Define unemployment worksites*.

Procedure

1. Choose *System* → *Services* → *Reporting* and execute Program **RPLNCU00**.

The *NC-9901 Report: Generate Importable File* screen appears.

2. Define the selection period for the report.



The system recognizes the current date and defaults the selection period to the previous year.

3. Choose *Org. structure* and select the organizational units for which you want to run the report, or enter your selection criteria in the *Selection* section.
4. Define the complete file path and file name for your output in the *Local output file name* field.
5. Choose *Execute*.



You can also execute the program in the background by choosing *Program* → *Execute in background*.

Result

You have generated a file with the data for the report. You can now import this file into the software from the Bureau of the Census, complete the necessary information and submit it.

Running the NC-9901: Report of Organization

The program outputs the annual and quarterly payroll amounts in thousands. For example, if the annual payroll amount for the company were \$100,000, then 100 would appear as the annual payroll amount in the output.

HIPAA Reporting

Use

This report generates a letter to any employee who has recently lost a medical benefit. You can configure a feature that allows you to generate similar letters when other benefits are lost. The report ensures compliance with the Health Insurance Portability and Accountability Act (HIPAA).

Prerequisites

SAPscript form *HR_HIPAA_FORM_F* and feature PLTIP should be configured as needed prior to running the report.

Features

This letter outlines the medical coverage data, including the beginning and end dates of the coverage and dependent information. The employee/former employee can then show this letter to his or her next employer in order to ensure continuous coverage under HIPAA guidelines.

Activities

The HIPAA reporting process begins whenever an employee or dependent loses a medical benefit. This is triggered by a personnel action such as a termination. Whenever an employee loses a medical benefit, start the HIPAA. This report checks table T5UB1 to see whether a benefit plan type MEDI exists for the employee. It then generates a letter to the employee.

Running the HIPAA Report

Running the HIPAA Report

Prerequisites

Make sure that feature PLTYP checks table T5UB1 for plans with benefit type MEDI within country grouping 10. This will ensure that the report will comply with regulatory requirements by generating letters to all employees who have lost a medical benefit.

Procedure

Periodically run the HIPAA Report to generate letters to your employees who have lost a medical benefit. To access this report from the Personnel administration menu choose *Administration* → *Reporting* → *Reports* → *Administration US* → *Compliance* → *HIPAA Reporting*.

Result

The system generates letters for all affected employees.

401(k) Nondiscrimination Testing

Use

The 401(k) Nondiscrimination Testing program can be used to alert you to potential year-end problems, thus allowing time to make adjustments to participants' deferred contributions that might be necessary to maintain the plan within published guidelines. The 401(k)-nondiscrimination test identifies the number and/or identity of HCEs (highly compensated employees) within the company. It also outputs an evaluation of your 401(k) plan and indicates whether the plan is in compliance with current regulations. You can also use this program to update the HCE indicator in master data for employees it identifies as HCEs.

Prerequisites

You must be using both the Benefits and Payroll modules to run this test.

Features

The 401(k) Nondiscrimination Testing program evaluates the 401(k) plans at your company, and determines whether they comply with current regulatory guidelines. The program also identifies HCEs within your organization.

Activities

The 401(k) Nondiscrimination Test report has two selection screens. You can switch between selection screens using the following menu bar pushbuttons:

- *General info*
- *Tests*

After all selections have been made, the program evaluates benefit plan data, master data and payroll results for the relevant employee population. Finally, it outputs the results to a list screen.

Running the 401(k) Nondiscrimination Test

Running the 401(k) Nondiscrimination Test

Prerequisites

You must be using the Benefits Integration component with US Payroll to perform this test. Payroll results must be available in the system for your selected test population. Also, all Benefits plan data must have been maintained in the Benefits component.

Procedure

There are two selection screens for the 401(k) nondiscrimination test report:

1. General Information
2. Tests

This procedure describes how to make selections and execute the 401(k) nondiscrimination test.

Step 1: Start the test report

1. Select *System-> Services-> Reporting*.
2. Enter program RPSBENU1.
3. Execute the program. The *Benefits: 401(k) Non-discrimination Testing* selection screen for General Information appears.

Step 2: Set general test parameters

1. In the *Date Selection* area of the first (General Info) selection screen, enter the plan year to be tested (required). The default is the year prior to the current system year.
2. The report automatically uses the information from Box 1 of the W-2 Federal Tax and Wage Statement form. Box 1 uses the last payroll result of the testing year as the compensation to be used in testing. You can customize this compensation by including and/or excluding additional wage types in the *Define Compensation Adjustment* area.
3. In the *Choose Benefit Plan(s) for Testing* area, enter the benefit area and benefit plan(s) to be tested. (This is a required field when you run nondiscrimination testing. It is optional when you are simply identifying HCEs.)
4. To automatically run all tests necessary to determine whether chosen plans qualify for tax exemption, select *Perform All Necessary Tests*. Do not select it if you want to run tests individually on subsequent screens.

Step 3: Describe, restrict, and determine the HCE population

1. Enter the minimum annual taxable compensation your company uses to define HCEs for the testing year selected. This is a required field in the first (General Info) selection screen.
2. Select a method for determining HCEs. You can use either of two methods:
 - The first method includes employees who own at least 5% of the company, or whose compensation exceeds the minimum annual taxable compensation you defined in the previous step

Running the 401(k) Nondiscrimination Test

- The second method includes the top 20% of employees whose compensation exceeds the minimum annual taxable compensation you defined, *plus* those employees who own at least 5% of the company (but whose compensation is below that of the top 20% of employees)

You can also run the test under both options to compare the results.

If you select the second (top 20%) method, there are three places where you can identify certain employees as exempt from classification as HCEs:

- Select *General Exclusions As Permitted By Law*, for a list of some exclusionary categories. Choose all applicable categories.



If you choose *Have Not Completed 6 Months of Service*, then you must also enter the *Date Type Indicating First Day Of Work*, and you must maintain the Date Specifications Infotype (Infotype 0041) for that date type.

If you choose *Have Terminated*, then you must also enter the *Date Type Indicating Last Day Of Work*, and you must maintain the Date Specifications Infotype (Infotype 0041) for that date type.

- Exclude by criteria entered in the *Master Data Exclusion* area.
- Exclude by criteria entered in the *Benefit Data Exclusion* area.

Step 4: Select the test(s) to run

1. In the Update Database area in the first (General Info) selection screen, select either to:
 - Run the test as *Testing Only, Do Not Update*. This is the default.
 - Allow the program to update the HCE indicator in the HCE Information infotype (infotype 0375), using a batch-processing session, by selecting *Batch Input Information*.
2. If you did *not* choose *Perform All Necessary Tests* on the *General Information* screen, you may perform the Ratio Percentage Test and/or Average Benefit Test. To run these tests, choose *Tests* from the application toolbar to access the second selection screen. If you chose to perform all necessary tests or run the Ratio Percentage Test, check to see whether you can exempt certain employees from ratio percentage testing. There are two places where you can identify these employees as exempt:
 - On the second (Tests) selection screen, choose *General Exclusions As Permitted By Law* for a list of some exclusionary categories. Choose all applicable categories.



If you choose *Have Not Completed 6 Months of Service*, then you must also enter the *Date Type Indicating First Day Of Work*, and you must maintain the Date Specifications Infotype (Infotype 0041) for that date type.

If you choose *Have Terminated*, then you must also enter the *Date Type Indicating Last Day Of Work*, and you must maintain the Date Specifications Infotype (Infotype 0041) for that date type.

- Exclude by criteria entered in the *Master Data Exclusion* area of the second (Tests) selection screen.

Running the 401(k) Nondiscrimination Test

3. If you chose to perform all necessary tests or run the Average Benefit Test, and if the benefit plan(s) you are testing are designed to integrate with Social Security, then you may enter the appropriate Social Security Wage Types to include in the testing.
4. Enter the *Maximum Annual Compensation* value appropriate for the testing year selected previously. This is a required field in the second (Tests) screen.
5. If you did *not* choose *Perform All Necessary Tests* on the *General Information* screen, you may select and run the *Actual Deferral Percentage (ADP) Test* and/or *Actual Contribution Percentage (ACP) Test*.
 - If you chose to perform all necessary tests or run the *ADP Test*, then you may select certain contributions to include in the testing.
 - If you chose to perform all necessary tests or run the *ACP Test*, then you may select certain contributions and/or an elective deferral or to include in the testing.
6. Select *Execute* to run the test(s).

Result

The program outputs a list screen containing the test results. It also provides additional information about the testing population and the HCEs. You can save this list to a local file, or print it.

ERISA 5500 Testing

Use

You can run program RPSBENU2 whenever you need to file an ERISA 5500 for an employee benefit plan.

Prerequisites

You must be using the Benefits Integration component to use this report. It requires benefit plan data and payroll results to be available in the system.

Features

The ERISA 5500 form is used to determine whether employee benefit plans are operated according to governmental regulations. Program RPSBENU2 assists in the completion of the ERISA 5500 form by providing information needed for the following sections of the form:

- 7 - number of participants in the plan
- 21 - check if substantiation guidelines from Revenue Procedure 93-42 are being applied
- 32 - plan income, expenses, and changes in net assets for the plan year

Activities

This report features multiple selection screens:

- Population
- Plan info
- Items 7, 21

Use these selection screens to tell the program which plan to examine, for which employee population, and also which features to use to derive the info needed for items 7 and 21.

Running the ERISA 5500 test

Running the ERISA 5500 test

Prerequisites

You must be using the Benefits Integration component with U.S. Payroll to perform this test. Payroll results must be available in the system for your selected test population. Also, all Benefits plan data must have been maintained in the Benefits component.

Procedure

To run this report, you have to carry out the following steps using two separate screens:

- Start the program and enter benefit plan information
- Specify features for identifying active/deceased/highly compensated participants (needed for items 7 and 21 of ERISA form 5500)

The information below describes how to make these selections, and run the ERISA 5500 test program.

Step 1: Start the program and enter benefit plan information

1. Select System-> Services-> Reporting.
2. Enter program RPSBENU2.
3. Execute the program.
4. In the first section of the screen (Plan information), select the benefit area, benefit plan, and type of plan.
5. In the second section of the screen (Date selection), enter the plan year begin and end dates for the plan you are testing.
6. Continue making selections by choosing Items 7, 21.

Step 2: Specify features for items 7 and 21 of ERISA form 5500

1. In the first section of the screen (Information related to Item 7), specify the features you wish to use for the following tasks:
 - Define active participants (default feature ACTIV)
 - Define deceased participants (default feature DECEA)
 - Define terminated participants (default feature TERMI)
2. Also in the first section of the screen, you can enter wage types to identify retired or separated participants receiving benefits. Enter any relevant wage types in this field.
3. In the second section of the screen (Information related to Item 21), specify the method for identifying Highly Compensated Employees to be used in the ERISA 5500 test. You can enter the minimum annual taxable compensation and select one of the following two methods for identifying HCEs:
 - 5% Company Owner Or Compensation Exceed Limit Entered Above

Running the ERISA 5500 test

- Top 20% Employees Whose Compensation Exceed Above Limit Plus 5% Owner

Once you have completed making selections on the three selection screens, choose *Execute* to run the report.

Result

The report outputs data in a format, which allows results to be easily transferred to the corresponding sections of the ERISA 5500 form. You can save the output to a file, or print it.

Garnishment Reports

Garnishment Reports

Definition

Garnishment reports retrieve garnishment data from the system. Three of these reports display relevant garnishment data, and one manipulates data to change the status of garnishments in the infotypes via batch input.

Structure

The garnishment reports are the following:

- **The Garnishment History Report**

The garnishment history report displays the garnishment history for a specified employee. You will be able to see the corrections and deductions for the history of the employee, as well as remaining balances and the total to date. You can see the service charges, if any, that were rendered by the company, as well as remittance information.

- **The Garnishment Review Report**

The garnishment review report displays all customizing parameters that are used in processing garnishments. These parameters include the tables in which the information is stored.

- **The Garnishment Statistics Report**

The garnishment statistics report displays the total number of employees with garnishments and without garnishments by personnel area, personnel subarea, employee group and employee subgroup.

- **The Garnishment Batch Input Reports**

A garnishment batch input report should be run after every payroll run to change garnishment status. These reports will do one of the following:

- a) Change all expired garnishments with the status of *Active* to *Inactive*.
- b) Change all relevant garnishments from *Pending* to *Active*.
- c) Delimit all chosen garnishments.

The information is then updated automatically in the infotypes using batch input.

- **Garnishment Letters**



There are two types of garnishment letters that you can create and print using the SAP System. These are Answer Letters and Notice Letters. You can create each of them, either for an individual employee or a group of employees. The mechanism used for creating letters for a group of employees is automatic, depending on different events in the system. Depending on these events a flag is stored that is read by the report that creates the letter. The mechanism used for creating a letter for an individual employee is the employee's garnishment infotype.

Executing the Garnishment History Report

Prerequisites

The garnishment history report displays the garnishment history for a specified employee. You can see the corrections and deductions for the history of the employee, as well as remaining balances and the total to date. You also see the service charges, if any, that were rendered by the company, and *Remittance* information can be displayed.

Procedure

1. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
2. Enter the employee's personnel number.
3. Specify *Garnishment Document* (Infotype 0194) in the *Infotype* field.
4. Choose .
5. Select the desired garnishment case from the displayed list.
6. Choose .
7. Choose *History*.

Result

The garnishment history is displayed.



The system defaults the present calendar year for the parameter of this report. If you would like to display employee information for different dates, choose *New Dates*.

To display *Remittance* information for the specified employee, choose *Edit* → *Remittance info*. Here you can see if a check is already in the *Third-Party Remittance* table. You can make changes to the dates or stop a payment as long as the *Remittance* status is set to *Evaluated*.

You can sort by release date or by order type by choosing *Sort by Release Date* or *Sort by Order Type* on the toolbar.



Executing the Garnishment Review Report

Executing the Garnishment Review Report

Prerequisites

The garnishment review report displays all customizing parameters that are used in processing garnishments. These parameters include the tables in which the information is stored.

Procedure

8. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
9. Enter the employee's personnel number.
10. Specify *Garnishment Document* (Infotype 0194) in the *Infotype* field.
11. Choose .
12. Select the desired garnishment case from the displayed list.
13. Choose .
14. Choose *Extras* → *Customizing review*

Result

You see the customizing entries.



If you access the review report from *Garnishment Document* (Infotype 0194), you receive the list of garnishment document customizing tables. If you access from *Garnishment Order* (Infotype 0195), you receive the list of garnishment order customizing tables.

Executing the Garnishment Statistics Report

Procedure

1. From the US Payroll menu, choose *Subsequent activities* → *Period-independent* → *Payroll supplement* → *Garnishment statements*.
2. Select the reporting parameters.
3. Choose *Execute*.

Result

You see the garnishment statistics report which displays the number of employees with garnishments and without garnishments sorted by personnel area, personnel subarea, employee group and employee subgroup.



Select a personnel subarea by placing the cursor on the appropriate line and by choosing *Choose*. This displays the names of the employees in the specified personnel subarea that have garnishments, as well as the number of garnishments that are outstanding. This function is only available when garnishments exist for the subarea.

Further, if you place the cursor on an employee's name and choose *Choose*, the system will display all garnishments for the particular employee.

You can sort by status and priority or by garnishment numbers.

Next to each garnishment, a traffic light displays the status. A red light means the garnishment is either *Inactive* or *Released*, a green light means that a garnishment is *Active*, and a yellow light means that a garnishment is *Pending*.

Short-Term Disability Status Report

Short-Term Disability Status Report

Use

Short/Long-Term Disability Status Report extracts data from absence data stored on the *Absences* infotype (2001) for the group of employees selected for the desired time period and displays a list of employees who are on short-term disability leave. This report enables you to track employees on short-term disability leave from work and more effectively plan an employee's transfer to long-term disability.

Activities

To access this report from the US payroll menu, choose *Period-independent* → *Payroll supplement* → *STD/LTD Report*. For further information, see the Application help for this report.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System → Maintain Wage Types → Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System → Employee Grouping/Symbolic Accounts → Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System → Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans**Statistics**

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Use of Wage Types in Payroll (Report RPDGA20)

Use of Wage Types in Payroll (Report RPDGA20)

Use

The function enables you to obtain an overview of the [wage type characteristics \[Extern\]](#) for all [primary \[Extern\]](#)- and [secondary wage types \[Extern\]](#) that you use in your system. This enables you to compare the wage type characteristics of various wage types.

Scope of Function

The report only evaluates the wage types that affect the **behavior of a wage type in payroll**, and not the characteristics that determine the **behavior of a wage type when used on-line**.

The report displays the following:

- The meaning of the wage type characteristics
- Wage types for which a wage type characteristic is applied
- Wage types that have the same specification for a wage type characteristic
- Personnel areas that belong to the selected country grouping.

Selection

The following functions are available:

- Country grouping
Here, you specify the country for which you want to create the wage type use list.
- Wage type
Here, you can restrict the evaluation to one or several relevant wage types.
- Wage type validity
All wage types that are valid in the period that you have selected are displayed in the wage type use list.
- Display logical views
If you flag this field, when the results are shown as a table or as a tree structure for the processing classes, the evaluation classes and the cumulation wage types, the logical view appears enabling you to edit the relevant wage type characteristic. If the logical view can be maintained in the Implementation Guide (IMG), the corresponding IMG activity is displayed in the list. If required, you can navigate to the activity directly from the table or tree structure.

Output

The display is in the form of tables, a tree structure or a continuous list.

If you want to obtain a complete where-used-list, you should use the tree structure or continuous list as the output form for the results. It takes longer, however, if you use the tree structure and the continuous list, because the system has to determine all the information for the sub-nodes and levels before it can display the results.

Use of Wage Types in Payroll (Report RPDLGA20)

If, for example, you are only interested in the use of individual processing classes in wage types, we recommend you use a table as the output form for the results. Displaying the results in table form takes less time, because the system only determines the relevant information when it accesses the next level.

Activities

If you have chosen to display the results in table form, you can double click a table entry to navigate to the next level.

In the tree structure, you can expand and collapse the relevant branch.

To edit a logical view from the wage type use:

Tables

39. Place the cursor on a processing class, evaluation class or cumulation wage type. Choose *Logical view*.

You access the screen *Maintain Wage Types in the IMG*.

40. To access the relevant IMG activity, double click the line *Access IMG...*

Tree Structure

39. For a processing class, evaluation class or cumulation class, expand the entry *Logical Views - Maintenance in the IMG*
40. To access the IMG activity, double click the red-highlighted description of the IMG activity.

Overview of Company Loans (Report RPCLOG00)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Other Countries

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Creating Remuneration Statements

Procedure

1. In the *SAP Menu* choose *Human Resources → Payroll → International → Information System → Employee → Remuneration Statement*.
2. Enter the appropriate values in the fields, and set the indicators required.



The system enters a default value in the *Payroll Area* field. This corresponds to your entries in the initial payroll or to the settings under *Tools → Set Modifiers → Payroll Area*. You can overwrite this default value.

3. Choose *Program → Execute* or *Execute + Print* or *Execute in Background*.

Notifications Infotype (0128)

Notifications Infotype (0128)

Definition

In the Notifications Infotype (0128) you define the additional information that should be printed on your employee's remuneration statement. For example, messages from management and birthday congratulations.

Structure

The *Notifications* infotype (0128) has the following subtypes in the standard system.

- Subtype 1: *General notifications*
In this subtype you assign a text module to a personnel number. You have created the text module previously using the function *Tools → SAPscript → Standardtext*. You cannot edit the text module directly in the *Notifications* Infotype (0128).
- Subtype 2: *Personal notifications*
In this subtype you edit an individual text module for the personnel number in question. You can **only** edit and display this text directly in the infotype.

Creating a General Notification

Procedure

1. Choose *Tools* → *Form Printout* → *SAPscript* → *Standard Text*.
2. In the *Text Name* and *Language* fields, enter the required data.
3. In the *Text ID* field, enter **HR_G**.
4. Choose *Create*.
5. Choose *Goto* → *Header*.
6. Enter a short title for the new text module.



Maintain the short title for the text modules you have used. This provides you with a better overview within the *Notifications* infotype (0128), because the short title, not the text name, is displayed in the list screen or overview screen for the infotype.



A change to a text module affects all of the personnel numbers to which the text is assigned in subtype 1 (*General Notifications*).

7. Enter the text for the general notification.



The system does not support formatting within the remuneration statement.

8. Choose *Save*.

Assigning a Notification to a Remuneration Statement

Assigning a Notification to a Remuneration Statement

Prerequisites

You have created a general notification by choosing *Tools* → *Form Printout* → *SAPscript* → *Standard Text*.

Procedure

1. Choose *Human Resources* → *Personnel Management* → *Administration* → *HR Master Data* → *Maintain*.
2. Enter the employee's personnel number.
3. In the *Infotype* field, enter 0128 and in the *Subtype* field, enter 1 for a *General Notification*.
4. Choose *Create*.
5. Enter the text name.
6. Enter any other necessary data, if and when required.



You should define the beginning and end date of the notification, as the notification will be printed in every payroll period otherwise.

7. Choose *Save*.

Result

You have assigned a general notification to an employee's remuneration statement.

Editing Personal Notifications

Procedure

1. Choose *Human Resources* → *Personnel Management* → *Administration* → *HR Master Data* → *Maintain*.
2. Enter the employee's personnel number.
3. Enter **0128** in the *Infotype* field and **2** in the *Type* field for a *Personal Notification*.
4. Choose *Create*.
5. Enter a short title for the personal notification.
6. In lower part of the window, enter the personal notification. If this area is too small, you can access the SAPscript editor by choosing *Maintain Notification*. You can now edit the text again.



The system does not support formatting within the remuneration statement.

You should define the beginning and end date of the notification, as the notification will be printed in every payroll period otherwise.

7. Choose *Save*.

Editing Personal Notifications

Payroll Account (Report RPKCKTOx0; HxxCKTO0)

Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 794\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Extern\]](#); the payroll account displays a [For-period view \[Extern\]](#). If you select a [For-Period \[Extern\]](#), the remuneration statement for the corresponding [In-Period \[Extern\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

Creating a Payroll Account

Prerequisites

You have made the settings required for the *payroll account*, in *Payroll* Customizing under *Forms* → *Payroll account*.

Payroll results exist.

You are in the initial screen for *Payroll*.

Procedure

1. In the *SAP Menu* choose *Information Systems* → *Human Resources* → *Payroll* → *Payroll (Country)* → *Employee* → *Payroll Accounts*.
2. Enter the appropriate values in the fields and set the indicators required.



You can specify a period of time or a payroll period as data selection criteria. The *Employee selection period* field is also available on some occasions. If you also specify an employee selection period, only the personnel numbers that have a valid infotype record for the *Organizational Assignment* infotype (0001), on at least one day in the specified period are selected.

You can control the output of a remuneration statement using the fields in the *Edit output when accessing remuneration statement* group box.

3. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.

Result

You create a payroll account.



If you require information on a payroll result, you place the cursor in the column for the period in which the payroll result was created, and choose *Detail*.

Payments and Deductions (Report RPLPAY00)

Payments and Deductions (Report RPLPAY00)

Use

This report creates a list of an employee's payments and deductions.

Features

Selection

Select the employees to be evaluated under *Selection*. The following fields are available:

- *Personnel number*
- *Employment status*
- *Personnel area*
- *Personnel subarea*
- *Employee group*
- *Employee subgroup*

You can further restrict the evaluation, under *Further entries*:

- Wage/salary type

You can only evaluate certain wage types.

- Infotype number

As a rule, this report evaluates the following infotypes:

- *Basic Pay* (0008)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)
- *Recurring Payments and Deductions* (0014)
- *Additional Payments* (0015)
- *Wage Maintenance* (0052)

You can restrict the report to certain infotypes by entering the relevant infotype numbers. The report then only evaluates the infotypes that you have specified.

- Currency for Output

Output

The system creates a list for each employee. All payments and deductions of an employee are sorted by infotype in this list, and are displayed in the currency you have selected. The percentage deviation from the amount from the previous period is always displayed for each amount. The totals columns group together the payments and deductions for each employee.

Bank Details (Report RPLBNK00)

Bank Details (Report RPLBNK00)

Use

This report is used to display employee bank details.

Features

You can display bank details that are recorded in the following infotypes (and their subtypes):

- *Bank Details* (0009)
- *Capital Formation* (0010)
- *External Bank Transfers* (0011)

Selection

You determine the validity period to be taken into account in the report under *Period*. To select a period, select one of the following fields:

- *today*
- *current month*
- *current year*
- *until today*
- *from today*
- *other period*

Enter which employees are to be included in the evaluation under *Selection*. If you want to restrict the evaluation to certain employees, you can enter the relevant personnel numbers, and/or restrict the selection to specific employment statuses.

You can further restrict the selection to include just certain reports, under *Further entries*. The following fields are also available:

- *Infotype*
- *Subtype*
- *Bank country*
- *Bank number*

Output

The output takes place in the form of a list in accordance with your own selection criteria. The list is sorted according to employees. If you have included more than one infotype, the system lists bank data separately for each infotype and subtype. The list includes the following data for each bank detail:

- Employee's address
- Payee data
- Bank data

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Track the development of data over several payroll periods
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Extern\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Extern\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Creating a Payroll Journal

Prerequisite

You have made the necessary settings for the payroll journal in Customizing for *Payroll*, under *Forms* → *Payroll Journal*, and have ended the payroll run successfully.

You are in the initial screen for Payroll.

Procedure

1. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information System* → *Organizational Entity* → *Payroll Journal*.
2. Enter the appropriate values in the fields, and set the indicators required.



You can specify a period of time or a payroll period as data selection criteria.

Fill in the *Payroll Type* and *Payroll Identifier* fields, if these are available in your country version, to restrict the payroll results that are to be evaluated.

You use *Delimitation* to determine the sorting sequence and the way in which the values for the totals pages should be cumulated.

You use *Format Retroactive Accounting* to determine how retroactive accounting should be displayed on the payroll excerpts.

You use *Format Retroactive Accounting* to determine how current periods are printed and whether superlines are printed.

3. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.

Result

The payroll journal was created. According to the settings you have made, you only obtain information concerning the personnel area, or additionally you obtain information concerning the individual employees.

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Use

You can use the *Posting to Accounting: Display Assignment of Wage Types to G/L Accounts* program (RPDKON00) to display the assignment of wage types to G/L accounts.

The assignment is not made directly, but uses a [symbolic account \[Extern\]](#) and the [employee grouping for account determination \[Extern\]](#).

The posting wage types must be assigned to the G/L accounts in *Financial Accounting* to enable the evaluation of payroll results for posting to Accounting.

Prerequisites

You assign the wage types to the G/L accounts in Customizing for *Payroll* under *Reporting for Posting to Accounting*.

- To assign symbolic accounts to the wage types, choose *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*.
- To define the employee grouping for account determination, choose *Activities in the HR System* → *Employee Grouping/Symbolic Accounts* → *Define Employee Grouping*.
- To assign G/L accounts to the symbolic accounts based on the account assignment, choose *Activities in the HR System* → *Assign Accounts*.

Scope of Function

Selection

You can restrict the data used in the evaluation using the following selection criteria:

- Country grouping
- Wage type
- Company codes

Since Customizing for wage types is time-based, you must enter a key date for the evaluation.

If you set the indicator *Evaluate Add. Modif.* indicator, the settings made Customizing for *Posting to Accounting* for [Account Determination for Specific Service Types \(KHBV/PBV\) \[Extern\]](#) are taken into account in the evaluation.

Output

You can either display the results of the evaluation as a variable list (table) or as a tree structure.

The list display offers you the *ABAP List Viewer* functions (for example, display variants, sort functions) that can be used to modify the display to suit your requirements. For example, you may want to check which wage types are assigned to the symbolic account 1310 *ER Share of Social Insurance*. You can set a filter so that only the table lines with value 1310 in the *SymAc* column are displayed.

For more information on the calculation of partial periods see [factoring \[Extern\]](#).

Assignment of Wage Types to G/L Accounts (Report RPDKON00)

Wage Type Reporter (H99CWTR0)

Wage Type Reporter (H99CWTR0)

Use

You use the wage type reporter to evaluate wage types that are contained in the payroll results. Data from the *Results Table* (RT) and the *Work Center Basic Pay* table (WPBP) is used in the evaluation.



Data from the *Personnel Administration* application component (PA-PA) (for example, infotypes), or from other tables in the R/3 System is not included in this evaluation.

Prerequisites

Payroll has been run successfully.

Scope of Function

Evaluation options

- Evaluation of wage types for a selected period
- Overview of the wage types from an [in-period view \[Extern\]](#) or a [for-period view \[Extern\]](#).
- Variable column selection for the list (for example, company code, wage type, and [in-period \[Extern\]](#))
- Selection of wage types to restrict the evaluation
- Summarized output of selected wage types
- Summarized output of selected wage types

List display

- Output and display in
 - [SAP List Viewer \[Extern\]](#)
 - [Microsoft Excel Table \[Extern\]](#)

Overview of Company Loans (Report RPCLOG00)

Use

The report RPCLOG00 provides an overview of the available company loans in the form 'start status - credit entry - repayment - end status' for a specific evaluation period.

The evaluation lists the results from the point of view of the evaluation period, in other words, it includes all of the changes made during the evaluation period, even if they affect periods prior to the evaluation period, due, for example, to retroactive accounting runs. This does not necessarily indicate the current state of the loan for the affected periods.

Prerequisites

The loans must have been processed using the HR loan processing function.

Scope of Function

In the group header *Selection*, you specify the employee subgroup that is to be evaluated.

In the group header *Additional data*, you can also specify the period that is to be evaluated.

In the group header *List format*, you specify how the results are to be displayed.

Example

In December 1992, the employee receives a loan of 10,000.00. The repayment was accidentally entered as 100.00 and was processed in December 1992. The error is noticed in January. The repayment was changed retroactively to 200.00. In January, the employee repays a difference of 100.00 and the usual 200.00 for January.

Viewed today, there are two payments, each of 200.00. Depending on the period selected for the evaluation, the following results are obtained:

Start	End	Status at start	Credit entry	Repayment	Status at end
01.12.92	31.12.92	0,00	10 000,00	100,00	9 900,00
01.12.92	31.01.93	0,00	10 000,00	400,00	9 600,00
01.01.93	31.01.93	9 900,00	0,00	300,00	9 600,00

If you display loans and periods, you can see the composition of the amount 300.00 in the third result; 100.00 comes from 12/92 (marked with an asterisk (*)) and 200.00 from 01/93.

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Calculation of the Present Value of Company Loans (Report RPCLOH00)

Use

Generally, loans count as 'low interest' if the loan's debit interest rate is lower than the reference interest rate that is used for the calculation of imputed income. At present, this stands at 6% in Germany.

The report RPCLOH00 calculates the current value of loans. The current value is its cash value. The cash value of a loan is the sum of the discounted planned repayments.

Discounting is the multiplication of an amount by a discounting factor. When i is the discount rate in %, the discounting factor for an amount that is counted in t years is:
 $(1 + i/100)^{-t}$.

Prerequisites

The loans must already have been processed using the HR loan processing function.

Scope of Function

The report RPCLOH00 calculates the cash value of loans and takes interest due into account with repayments.

Example

An interest free loan of 10,000.00 is awarded and paid on January 01 1995. The repayment was set at 500.00 per month beginning from the 01.08.1995, with the result that 2,500.00 was paid back by the period 12/1995.

The loan is to be valued with its current value on 31.12.95. On 31.12.95, the loan balance is 7,500.00. Discounting is 6%. The repayment schedule is as follows:

Year	Period	Balance after repayt.	Repayt	Discount	Cash val. Repayt
1996	01	7 000,00	500,00	0,9952	497,58
1996	02	6 500,00	500,00	0,9903	495,17
1996	03	6 000,00	500,00	0,9855	492,77
1996	04	5 500,00	500,00	0,9808	490,38
1996	05	5 000,00	500,00	0,9760	488,01
1996	06	4 500,00	500,00	0,9713	485,64
1996	07	4 000,00	500,00	0,9666	483,29
1996	08	3 500,00	500,00	0,9619	480,95
1996	09	3 000,00	500,00	0,9572	478,62
1996	10	2 500,00	500,00	0,9526	476,30
1996	11	2 000,00	500,00	0,9480	473,99
1996	12	1 500,00	500,00	0,9434	471,70

Calculation of the Present Value of Company Loans (Report RPCLOH00)

1997	01	1 000,00	500,00	0,9388	469,41
1997	02	500,00	500,00	0,9343	467,14
1997	03	0,00	500,00	0,9298	464,88

The cash value of the loan is the total of the cash values for the individual periods and amounts to 7,215.83.

Depending on the parameter settings, the following is displayed: The repayment schedule for individual loans, the listing of cash values for each personnel number, and a grouping of the cash values for various loan types. The depreciation value describes the difference between the credit entry and the cash value.

If, for a loan of 10,000 with loan type 0100, you run the report RPCLOH00 with the selection parameters for the relevant personnel numbers using a discount rate of 6% and the option *List with loan per personnel no.*, the following is displayed:

Calculation of the present value of low interest company loans

Pers. no.	Loans	Credit entry	Depreciation	Book value
11220002	0100 01	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Loan wage type	Credit entry	Depreciation	Book value
0100	7 500,00	284,17	7 215,83
****	7 500,00	284,17	7 215,83

Calculation of the present value of low interest company loans

Statistics

Total of open loans after last payroll run:	7 500,00
Number of personnel numbers selected:	1
Number of personnel numbers selected with loans:	1
Number of loans selected:	1

Account Statement for Company Loans (Report RPCLOF00)

Account Statement for Company Loans (Report RPCLOF00)

Use

The report RPCLOF00 enables you to create account statements for company loans that have been processed in *Payroll*.

Scope of Function

In the group header *Selection*, you specify the employees for whom you want to create an account statement.

In the group header *Additional data*, you specify the loan type and the evaluation period.

In the group header *Account type*, you can determine how the information is displayed. You have the following options:

- Transaction - status
- Debit memo - credit memo

In the group header *Output options*, you determine the lines and columns the address is to begin and whether a new page is to be started for each new year (this is the standard).

Reports in Training and Event Management

Use

Training and Event Management offers extensive and comprehensive reporting functions. You can request a wide variety of reports for business events, resources, and attendees quickly and efficiently, be it for training and event costs, business event appraisals, attendee appraisals, or missing resources.

Integration

You start reporting from the *Training and Event Management dynamic information menu*. From here, you can directly access the *business event menu* or the *attendance menu*.

You can also access all reports on the *SAP Easy Access* screen in the *SAP Standard Menu* under *Human Resources → Training and Events → Information System → Reports*.

See also:

[Dynamic Information Menu \[Seite 818\]](#)

Features

- You can request reports on the three key areas of *Training and Event Management*:

For attendance:

[Attendee List \[Seite 823\]](#)

[Attendance List \[Seite 825\]](#)

[Employee list \[Seite 827\]](#)

[Bookings per Attendee \[Seite 829\]](#)

[Attendee's Training History \[Seite 831\]](#)

[Attendance Prerequisites \[Seite 833\]](#)

[Attendee's Qualifications \[Seite 835\]](#)

[Prerequisites Matchup \[Seite 837\]](#)

[Attendee Appraisal \[Seite 839\]](#)

[Prebookings per Business Event Type \[Seite 842\]](#)

[Prebookings per Attendee \[Seite 844\]](#)

[Attendees to Be Rebooked \[Seite 846\]](#)

[Attendance Statistics \[Seite 885\]](#)

[Attendance and Sales Statistics \[Seite 850\]](#)

[Cancellations per Business Event \[Seite 852\]](#)

[Cancellations per Attendee \[Seite 854\]](#)

[Budget Comparison \[Seite 856\]](#)

For resources:

Reports in Training and Event Management

[Resource Equipment \[Seite 860\]](#)

[Resource Reservation \[Seite 862\]](#)

[Instructor Information \[Seite 864\]](#)

[Graphical Resource Reservation \[Seite 866\]](#)

[Available/Reserved Resources \[Seite 868\]](#)

[Resource Reservation Statistics \[Seite 870\]](#)

[Resources Not Yet Assigned per Resource Type \[Seite 872\]](#)

For business events:

[Business Event Demand \[Seite 876\]](#)

[Business Event Schedule \[Seite 878\]](#)

[Business Event Appraisal \[Seite 880\]](#)

[Business Event Hierarchy \[Seite 883\]](#)

[Attendance Statistics \[Seite 885\]](#)

[Business Event Brochure \[Seite 887\]](#)

[Business Event Information \[Seite 891\]](#)

[Business Event Dates \[Seite 893\]](#)

[Resource List per Business Event \[Seite 895\]](#)

[Resources Not Yet Assigned per Business Event \[Seite 897\]](#)

[Material Requirements per Business Event \[Seite 899\]](#)



[Business Event Prices \[Seite 902\]](#)

- You can specify the selection criteria for each report.
- You can download the report output into WinWord.
- Graphical reporting is also available, for example, the *Graphical Resource Reservation* report.
- You can integrate your own, customer-specific reports with ease and efficiency.
- You can specify whether reporting is started via a selection screen by choosing *Settings* in the *dynamic information menu*.

See also: [Switching the Selection Screen On and Off \[Extern\]](#)

Activities

From the *Training and Event Management dynamic information menu*, under *Information* choose which of the three areas you want to request reports for: *business events*, *resources*, or *attendance*. A dialog box appears listing the reports available in the selected area.

Select the required report and choose . The report's selection screen appears (if you have set the *Display selection screen* option under *user-specific settings*). Enter selection parameters as required and choose . The report output is displayed in list form or graphically.

Reports in Training and Event Management

If the selection screen option is not active, you select the data you want included in the report using the cursor. In the event of an invalid selection, the report starts via the selection screen.

Dynamic Information Menu

Definition

[Dynamic menu \[Extern\]](#) you use to request reports for attendance, resources, and business events.

Use

The *dynamic information menu* lets you request reports for business events, resources, or attendance directly from any level of the structure.

The following reports are available:

For attendance:

- [Attendee List \[Seite 823\]](#)
- [Attendance List \[Seite 826\]](#)
- [Employee list \[Seite 827\]](#)
- [Bookings per Attendee \[Seite 829\]](#)
- [Attendee's Training History \[Seite 831\]](#)
- [Attendance Prerequisites \[Seite 833\]](#)
- [Attendee's Qualifications \[Seite 835\]](#)
- [Prerequisites Matchup \[Seite 837\]](#)
- [Attendee Appraisal \[Seite 839\]](#)
- [Prebookings per Business Event Type \[Seite 840\]](#)
- [Prebookings per Attendee \[Seite 844\]](#)
- [Attendees to Be Rebooked \[Seite 846\]](#)
- [Attendance Statistics \[Seite 885\]](#)
- [Attendance and Sales Statistics \[Seite 850\]](#)
- [Cancellations per Business Event \[Seite 852\]](#)
- [Cancellations per Attendee \[Seite 854\]](#)
- [Budget Comparison \[Seite 856\]](#)

For resources:

- [Resource Equipment \[Seite 860\]](#)
- [Resource Reservation \[Seite 862\]](#)
- [Instructor Information \[Seite 864\]](#)
- [Graphical Resource Reservation \[Seite 866\]](#)
- [Available/Reserved Resources \[Seite 868\]](#)

- [Resource Reservation Statistics \[Seite 870\]](#)
- [Resources Not Yet Assigned per Resource Type \[Seite 872\]](#)

For business events:

- [Business Event Demand \[Seite 876\]](#)
- [Business Event Schedule \[Seite 878\]](#)
- [Business Event Appraisal \[Seite 880\]](#)
- [Business Event Hierarchy \[Seite 883\]](#)
- [Attendance Statistics \[Seite 885\]](#)
- [Business Event Brochure \[Seite 887\]](#)
- [Business Event Information \[Seite 891\]](#)
- [Business Event Dates \[Seite 893\]](#)
- [Resource List per Business Event \[Seite 895\]](#)
- [Resources Not Yet Assigned per Business Event \[Seite 897\]](#)
- [Material Requirements per Business Event \[Seite 899\]](#)
- [Business Event Prices \[Seite 902\]](#)

A major advantage of the *dynamic information menu* is that the data extracted by the reports is transferred directly from the structure, which saves you the trouble of entering it manually on a report selection screen.



For example, you want to check resource reservations for a certain business event date. You simply position the cursor on the event date and choose the report *Resource List per Business Event*.

You can also enter report data manually by starting a report without making any selection beforehand.

You can specify whether you want to start reports from the selection screen or not using the *user-specific settings*. You can make a variety of other settings regarding data display and maintenance in the dynamic menus under *user-specific settings*.

See also:

[User-Specific Settings \[Extern\]](#)

Integration

You can branch to the [business event menu \[Extern\]](#) or the [attendance menu \[Extern\]](#) directly from the *information menu*. Data is automatically updated when you access one of these options. You access the same level of the structure as the one you leave.



You access the *information menu* on the *SAP Easy Access* screen in the *SAP Standard Menu* under *Human Resources* → *Training and Events* → *Info Systems* → *Information Menu*.

Dynamic Information Menu

Since the *information menu* gives you optimum access to frequently used reporting functions in *Training and Event Management*, it is a good idea to add it to your *Favorites*.

See also:

[Dynamic Menus \[Extern\]](#)

Reports for Attendance

Use

The reports you can request for attendees in *Training and Event Management* give you access to a wide range of important data regarding attendance bookings. Generally speaking, the reports fall into three categories:

- Reports that support the business event process (*Attendance Lists*)
- Reports that support the training administrator in the day-to-day business of *Training and Event Management* (e.g. *Attendees to Be Rebooked*)
- Reports that are requested purely for information or statistical purposes (e.g. *Cancellations per Business Event*)

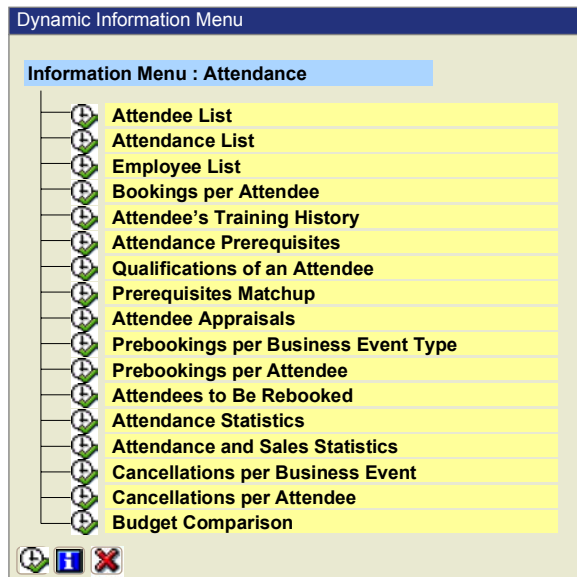
Integration


You access attendance reports from the *dynamic information menu* under *Attendance*, where they are displayed in a dialog box as illustrated below.

You can find the same reports under *Information System* → *Reports* → *Resources*.


Features


The following reports are available:



You can call up documentation for each of these reports simply by selecting a report in the list and clicking .


Reports for Attendance

Click  to directly access the simplified selection screen of the pre-report (if you have set this option under *user-specific settings*. See also [Switching the Selection Screen On and Off \[Extern\]](#)). You can access a detailed explanation of the report under *Help* → *Application Help*.

If you want to access the main report with its more detailed selection screen, select the option *Standard selection screen* and choose . As a rule, it is not necessary to go to the main report.

Activities

Execute the report of your choice by choosing  and call a detailed description of the report using the *Help* function.

Set the required selection parameters and choose  again. A list screen appears with the results of the report you selected.

Attendee List (Report RHTEILN0)

Use

This report creates a list of internal and external attendees of business events.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.


Normal / essential / waiting-list bookings

You can specify whether you want reporting done for attendees with normal, essential, or waiting list priority bookings.


Business event location

If you enter a valid location, the report only displays resource data at the specified location. No input is interpreted as all locations.

Standard selection screen (only pre-report RHXTEILN)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHTEILN0 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Attendee name
- Organizational unit or company (for external attendees)
- Booking priority (essential, normal, or waiting list)
- Booking date
- Cost center debited
- Attendance price
- Business event dates
- Number of bookings received for event date

Attendee List (Report RHTEILN0)

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

You can execute the following functions from the list screen:



- Display and maintain business event prices



If you want to use this function, the value maintained for the SEMIN CCOST switch in Customizing for *Training and Event Management* under *Day-to-Day Activities* - >Booking: *Fee Handling* must be = 1.

- Display and edit any notes that have been created for attendance bookings, and create new notes.
- Generate an [attendance list \[Seite 825\]](#)

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.
3. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Attendance List (Report RHXTEILA)

Use

This report generates a list of attendees of a business event with a column for signatures. You can use the signed list to check who actually attended an event and also to decide who is to receive attendance confirmation notifications.

Features


Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.


Standard selection screen (only pre-report RHXTEILA)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHTEILN0 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .



If you want to start the *Attendance List* report from the selection screen of the main report, you have to select the option *Format as attendance list* before you choose .

Output

The list output contains attendees' names, organizational assignment data, and a column for signatures.




- Attendees on the waiting list are not included in the list.
- Object IDs are not displayed.
- When you execute a report, you directly access the selection screen of its pre-report.

You can execute the following functions from the list screen:

- Download the attendance list into Microsoft WinWord.
- Sort attendees' surnames alphabetically.
- Sort attendees alphabetically by organizational assignment.

Attendance List (Report RHXTEILA)**Activities**

1. Set the required options on the selection screen.
2. Choose  to start the report.
3. Sort attendees as required.
4. Download the list if required.
5. Print the list.

Employee List (Report RHEMPL00)

Use

This report generates a list of employees of an internal or an external organizational structure. An internal organizational structure refers to employees of an organizational unit, while an external one refers to the object types *company*, *customer*, or *interested party*.

This report is useful when you are replacing attendees of N.N. (unnamed) bookings of a company. N.N. bookings can only be replaced by named attendees.

Features

Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.


Indirect employees too

If you select this indicator, the report displays employees in subordinate organizational units too.

Standard selection screen (only pre-report RHXFIRMA)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHEMPL00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .


Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:


- Organizational assignment
- Employee name
- Employee abbreviation

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

4. Set the required options on the selection screen.
5. Choose  to start the report.

Employee List (Report RHEMPL00)

6. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Bookings per Attendee (Report RHBUCH00)

Use

This report generates a list of business events for which an internal or external attendee (group or individual) is booked in a given period.

Integration

You can also start this report from the *Manager's Desktop* component (PPMDT). You access it in the *Employee* area under *Booking with History* (reports for training and education).

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Business event types

If you specify a business event type, the report lists all bookings of an attendee for events of the type specified.


With employee bookings

If you select this indicator, the report displays bookings of the individual attendees in a group booking (attendee types *organizational unit*, *company*, *customer*, or *interested party*).


Without employee bookings

If you select this indicator, the report displays the total number of bookings for group attendees, not broken down by individual employee.

Standard selection screen (only pre-report RHXBUCH0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHBUCH00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your selection specifications:

- Attendee name
- Organizational unit or company (for external attendees)

Bookings per Attendee (Report RHBUCH00)



- Booking priority (essential, normal, or waiting list)
- Booking date
- Attendance fee
- Business event

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

You can execute the following functions from the list screen:

- Display and edit any notes that have been created for attendance bookings.
- You can maintain attendance fee data
- You can cancel attendance bookings

Activities

7. Set the required options on the selection screen.
8. Choose  to start the report.
9. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Attendee's Training History (Report RHTHIST0)

Use

This report generates a training history for internal or external attendees. A training history is a list of all the training and education events attended by an attendee or for which an attendee is booked.

Integration

You can also start this report from the *Manager's Desktop* component (PPMDT). You access it in the *Employee* area under *Booking with History* (reports for training and education).

Features


Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.

Standard selection screen (only pre-report RHXTHIST)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHTHIST0 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:



- Name of business event types attended
- Name of business events attended
- Business event dates
- Business event prices
- Individual prices per person
- Training and education costs per attendee

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

10. Set the required options on the selection screen.

Attendee's Training History (Report RTHIST0)

11. Choose  to start the report.
12. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Attendance Prerequisites (Report RHKVOR00)

Use

This report generates a list of the prerequisites required for events of one or more event types in a give period.

Attendance prerequisites can be:

- Previous attendance at events of a specific type
- Qualifications such as specific skills or knowledge in a certain area (languages, word processing, or R/3 application)

Features


Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.

Standard selection screen (only pre-report RHXKVOR0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHKVOR00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:



- Prerequisite qualifications
- Alternative qualifications (where available)
- Validity period of qualifications
- Prerequisite event types
- Validity period of event types

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

13. Set the required options on the selection screen.

Attendance Prerequisites (Report RHKVOR00)

14. Choose  to start the report.
15. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Qualifications of an Attendee (Report RHQALIF0)

Use

This report generates a list of an attendee's qualifications.

By qualifications, we mean:

- Previous attendance at events of a specific type
- Qualifications and skills such as language skills or PC skills.

Features


Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.

Standard selection screen (only pre-report RHXQALIF)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHQALIF0 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list that contains the following information:


- The types of events attended
- Valid qualifications and their depreciation meter data
- Expired qualifications and their depreciation meters (display *dimmed*)



The list only displays event types of events that have taken place up to the key date specified for which the attendee had a booking with *normal* or *essential* priority. Waiting list bookings are not displayed in the list.

If the attendee has the same qualification multiple times (by attending an event several times), the report displays the most recent of these only.

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.

Qualifications of an Attendee (Report RHQALIF0)

Prerequisites Matchup (Report RHQANF00)

Use

You can use this report to compare the prerequisites for event attendance with the actual qualifications of an attendee.



By qualifications, we mean:

- Attendance at events of a specified event type.
- Qualifications and skills such as language skills or PC skills.

Features


Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.

Standard selection screen (only pre-report RHXQANF0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHQANF00 before it is executed.





On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output


The report generates a list of prerequisites in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Business event type
- Attendee name
- Prerequisite (qualification or business event type)
- Name of prerequisite
- *Legend:* The following color-coding is used to indicate missing or expired qualifications of an attendee:

: Attendee fulfills the prerequisites in full.

: Attendee has the prerequisite qualification but it is no longer valid. In other words, the validity date of the attendee's event attendance lies before the allowed validity date.



Prerequisites Matchup (Report RHQANF00)

: Attendee does not have the required qualifications.

To display an explanation of the different colors, click on the traffic light (see above).

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.
3. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Attendee Appraisals (Report RHXEVALP)

Use

This report generates a list of appraisals created for attendees of business events. You can also request the report to display attendees that have not yet been appraised.

See also:

[Appraisals \[Extern\]](#)

Features

If there are multiple appraisal models for the [form of appraisal \[Extern\]](#) *attendee appraisal*, you can select an [appraisal model \[Extern\]](#) for the report. If you want to select an appraisal model that is not assigned to the form of appraisal, choose *Further appraisal models*.

You can select one or more [appraisal elements \[Extern\]](#) for the appraisal model by choosing *Further selection criteria*. (If you select more than one appraisal element, there is a logical AND link between them.) You can assign a valuation to each appraisal element.

In this way, the report only selects attendees that have a pre-defined appraisal element valuation (for example, attendees that have the valuation 2 = *good* for the appraisal element *specialist knowledge*).



If you chose *Further selection criteria*, then in the dialog box *Catalog: Display Appraisal Model*, you must select appraisal elements for the same appraisal models that you set under *Appraisal Model* on the selection screen. Otherwise, the report will not function correctly.

Selection

You can set parameters to determine the data output by the report.

Period appraised

You can specify any period for the reporting.

Period created

You can specify the period when the appraisal was created.

Appraiser:

Since you are reporting on attendee appraisals here, the *business event* is selected by default. . Enter the business event(s) whose attendee appraisals you want included in the report.

Appraisee

Enter the attendee type(s) and the relevant attendee(s) to be included in the report.



Depending on what data you are reporting on, specify either *Appraiser* or *Appraisee*. If you are interested in all of the attendee appraisals of a business event, enter only the business event. On the other hand, if you are interested in the appraisals made

Attendee Appraisals (Report RHXEVALP)

of a certain attendee for all business events in a given period, specify the attendee only.

AND/OR

This parameter links the entries made for *appraiser* and *appraisee*. These entries are only significant if you have specified both *appraiser* and *appraisee*.

. The parameters let you define certain constellations for the search for appraisers and appraisees.

How the link affects selection:

- Appraiser A **and** appraisee B
 - All appraisals in which A is the appraiser and B the appraisee
- Appraiser A **or** appraisee B
 - All appraisals in which A is the appraiser
 - All appraisals in which B is the appraisee

Without appraisal/Display existing

If you select this indicator, the report only considers attendees of events that have not yet been appraised.

Do not select this indicator if you want to see existing appraisals.

If you select both of these indicators, the report considers both existing appraisals and attendees not yet appraised.

Appraisal status

You can specify an appraisal status for the report:

Individual/Overall/Subappraisals

Here you can select one or both [appraisal types \[Extern\]](#).

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Appraiser (business event)
- Appraisee (attendee)
- Appraisal
- Status of appraisal
- Appraisal type

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).



You can execute the following functions from the list screen:

- Create average valuations
- Display the ranking

Attendee Appraisals (Report RHXEVALP)

- Compare appraisals
- Display, change, create, delete, rename appraisals and reset appraisal status to *in process*

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.
3. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Prebookings per Business Event Type (Report RHVORM00)

Prebookings per Business Event Type (Report RHVORM00)

Use

This report generates a list of all of the prebookings received for one or more business event types in a given period. You can use the report as a means of determining the demand that exists for a business event type.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.


Location

If you specify a valid location, the report only lists prebookings for events held at the location specified. No input is interpreted as all locations.


Language

If you specify a valid language, the report only lists prebookings for events held in the specified language.

Standard selection screen (only pre-report RHXVORM0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHVORM00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Attendee name
- Organizational assignment
- Business event location
- Business event language
- Prebook period
- Sum total of prebookings



Prebookings per Business Event Type (Report RHVORM00)

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

You can execute the following functions from the list screen:

- Display and edit any notes that have been created for attendance bookings.
- Change prebookings
- Delete prebookings

Activities

16. Set the required options on the selection screen.
17. Choose  to start the report.
18. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Prebookings per Attendee (Report RHPREBO0)

Prebookings per Attendee (Report RHPREBO0)

Use

This report generates a list of prebookings and the expected costs per attendee received for all business event types in a given period. Expected costs are derived from the values stored with the *Prices* infotype as internal or external prices depending on the attendee type.

Integration

You can also start this report from the *Manager's Desktop* component (PPMDT). You access it in the area *Employees* under *Attendance Prebookings* (reports for training and education).

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Location

If you specify a valid location, the report only lists prebookings for events held at the location specified. No input is interpreted as all locations.

Language

If you specify a valid language, the report only lists prebookings for events held in the specified language.


With employee cancellations

If you select this indicator, the report displays the bookings of the named attendees in a group booking (Attendee types *organizational unit*, *company*, *customer*, or *interested party*).


Without employee cancellations

If you select this indicator, the report displays the total number of bookings for group attendees, not broken down by individual employee.

Standard selection screen (only pre-report RHXVORM1)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHPREBO0 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Prebookings per Attendee (Report RHPREBO0)

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:



- Attendee name
- Business event type
- Business event location
- Business event language
- Prebooking date
- Sum total of prebookings

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

You can execute the following functions from the list screen:

- Display and edit any notes that have been created for attendance bookings.
- Change prebookings
- Delete prebookings

Activities

19. Set the required options on the selection screen.
20. Choose  to start the report.
21. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Attendees to Be Rebooked (Report RHUMBU00)

Attendees to Be Rebooked (Report RHUMBU00)

Use

This report generates a list of attendees that still have to be rebooked. That is, attendees that did not receive a place on the business event when it was firmly booked or canceled. These attendees are on the waiting list of the business event.

See also:

[Firmly Book Business Event \[Extern\]](#)

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period


You can specify any period for the reporting.

Language


If you specify a valid language, the report only lists rebookings for events held in the specified language.

No input is interpreted as all events.

Standard selection screen (only pre-report RHXUMBU0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHUMBU00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .



Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Business event name
- Business event dates
- Business event language
- Indicator for locked events
- Attendee name

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

22. Set the required options on the selection screen.
23. Choose  to start the report.
24. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Attendance Statistics (Report RHKURS20)

Attendance Statistics (Report RHKURS20)

Use

This report generates attendance statistics of all business events for one or more event types in a given period.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Language

If you enter a valid language key, the report only displays statistics for events held in the specified language.

Catalog

If you select this indicator, the report only considers events for which bookings may still be made.

Locked only

If you select this indicator, the report only displays statistics for events that are locked.

With historical records only

If you select this indicator, the report only displays statistics for events that have a historical record flag appended.

Business event location

If you select this indicator and enter a valid location, the report only displays statistics for event dates held at the specified location.

Status

If you enter a status, the report only considers bookings for events in the status specified.



You can use the status option as a reminder to firmly book events. If you enter status **2** here (*planned*), the report lists events still in planned status that have to be either firmly booked or canceled.

On the list screen, you then have the option of choosing the *firmly book* or *cancel* functions for events in the list (report RHFIXK00).

External only

If you select this indicator, the report only displays statistics for external events.

Canceled only


If you select this indicator, the report only displays statistics for canceled events.

Attendance Statistics (Report RHKURS20)




It is possible to select multiple options simultaneously provided that you do not select options that logically contradict each other. For example, you cannot simultaneously select *Catalog* and *Canceled only* or *Locked only* since you cannot make bookings for events in the latter two statuses. The combination *Locked only* and *Canceled only* is equally impossible.

Standard selection screen (only pre-report RHXKURS2)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHKURS20 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:



- Business event name
- Business Event Dates
- Business event language
- Sum total of attendees
- Indicator for locked (L), canceled (D for deleted) and historically recorded (H) events

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

You can execute the following functions from the list screen:

- Display the attendee list
- Firmly book or cancel business events
- Follow up business events

Activities

25. Set the required options on the selection screen.
26. Choose  to start the report.
27. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Attendance and Sales Statistics (Report RHKURS30)

Attendance and Sales Statistics (Report RHKURS30)

Use

This report generates statistics of attendee numbers and business event sales (sales = number of attendees multiplied by the price) for events of one or more event types or groups in a given period.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Organizer data

If you enter a valid organizer and organizer type, the report only displays statistics for events organized by the organizer specified.


Business event location

If you select this indicator and enter a valid location, the report only displays statistics for events held at the specified location.


Currency

If you specify a valid currency, sales figures are displayed in this currency if the pertinent exchange rate has been maintained in table TCURC.

Standard selection screen (only pre-report RHXKURS3)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHKURS30 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:



- Business event name
- Business Event Dates
- Total sales per event type
- Billed sales
- Internally allocated sales

Attendance and Sales Statistics (Report RHKURS30)

- Sum total of attendees

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

28. Set the required options on the selection screen.
29. Choose  to start the report.
30. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Cancellations per Business Event (Report RHSTOR00)

Cancellations per Business Event (Report RHSTOR00)

Use

This report generates a list of business events that have been canceled by attendees for the business event groups, types and/or business events you specify in the selection period. Any cancellation fees that were levied are also displayed in the list.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.


Cancellation reason (only main report RHSTOR00)

If can select a cancellation reason here, the report only considers business events that were canceled for the selected reason.


Currency

If you specify a valid currency, cancellation fees are displayed in this currency.

Standard selection screen (only pre-report RHXSTOR0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHSTOR00 before it is executed.



On the selection screen of the main report, you can select objects by cancellation reason, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Business event name
- Business event dates
- Status of business event (planned/firmly booked)
- Number of bookings canceled per business event
- Cancellation fees per business event
- Sum total of bookings canceled
- Sum total of cancellation fees



Cancellations per Business Event (Report RHSTOR00)

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

You can execute the following functions from the list screen:

- Display and edit any notes that have been created for attendance bookings.
- Maintain cancellation fee data

Activities

31. Set the required options on the selection screen.
32. Choose  to start the report.
33. On the list screen that is output, change the list layout to display data that interests you. Do so by choosing .

Cancellations per Attendee (Report RHSTOR10)

Cancellations per Attendee (Report RHSTOR10)

Use

This report generates a list of cancellations for one or more attendees for a given selection period.

Integration

You can also start this report from the *Manager's Desktop* component (PPMDT). You access it in the area *Employee* under *Attendance Prebookings* (reports for training and education).

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.


Cancellation reason (only main report RHSTOR00)

If can select a cancellation reason here, the report only considers business events that were canceled for the selected reason.


Currency

If you specify a valid currency, cancellation fees are displayed in this currency.

Standard selection screen (only pre-report RHXSTOR1)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHSTOR10 before it is executed.



On the selection screen of the main report, you can select objects by cancellation reason, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Attendee name
- Organizational assignment
- Number of cancellations per attendee
- Sum total of cancellation fees per attendee
- Sum total of cancellation fees

Cancellations per Attendee (Report RHSTOR10)

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).


You can execute the following functions from the list screen:

- Display and edit any notes that have been created for attendance bookings.
- Maintain cancellation fee data

Activities

34. Set the required options on the selection screen.

35. Choose  to start the report.

36. On the list screen that is output, change the list layout to display data that interests you. Do so by choosing .

Budget Comparison (Report RHBUDG00)

Budget Comparison (Report RHBUDG00)

Use

This report lets you compare the budget allocated to an organizational unit with the actual training and education costs accrued up to a certain key date in *Training and Event Management*.

The reporting period covers the current fiscal year up to the key date you specify.



Only budgets with the status *released* are included in the reporting.

Integration

You can also start this report from the *Manager's Desktop* component (PPMDT). You access it in the area *Employees* under the same name *Budget comparison* (reports for *training and education*).

Features

Selection

You can set parameters to determine the data output by the report.


Incl. organizational structure

If you select this indicator, the report also considers any underlying organizational units assigned to the object you enter and outputs the budgets and training costs of these as well.


Incl. cancellations

If you select this indicator, the report also considers the cancellation fees levied.

Standard selection screen (only pre-report RHXBUDG0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHBUDG00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output


The report outputs a list that can contain any of the following data depending on what selection parameters you set:

- Reporting period
- Organizational unit name
- Budget totals

- Actual costs

Activities

Set the required options on the selection screen.

Choose  to start the report.

Reports for Resources

Reports for Resources

Use

These reports give you access to a wide range of important data regarding resources in *Training and Event Management*. Generally speaking, the reports fall into two main categories:

- Reports that support the training administrator in the day-to-day business of *Training and Event Management* (for example, *Resources Not Yet Assigned per Resource Type*).
- Reports that are requested purely for information purposes (for example, *Graphical Resource Reservation*).

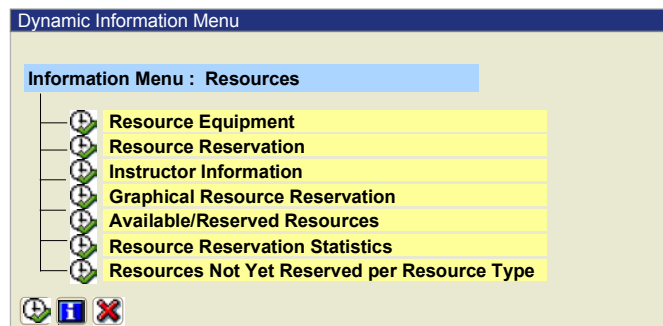
Integration

You access resource reports from the *dynamic information menu* under *Resources*, where they are displayed for selection in a dialog box as illustrated below.

You can find the same reports under *Info system* → *Reports* → *Resources*.

Features

The following reports are available for resources:



You can call up documentation for each of these reports simply by selecting a report in the list and clicking

Click to directly access the simplified selection screen of the pre-report (if you have set this option under *user-specific settings*. See also [Switching the Selection Screen On and Off \[Extern\]](#)). You can access a detailed explanation of the report under *Help* → *Application Help*.

If you want to access the main report with its more detailed selection screen, select the option *Standard selection screen* and choose . As a rule, it is not necessary to go to the main report.

Activities

Execute the report of your choice by choosing and call a detailed description of the report using the *Help* function.

Set the required selection parameters and choose again. A list screen appears with the results of the report you selected.

Resource Equipment (Report RHRESA00)

Resource Equipment (Report RHRESA00)

Use

This report displays the resources with which another resource (usually a room) is equipped in a given period. The report lists objects of type R (resource type) which are related with objects of type G (resource).

Room Reservation Management can use this report, for instance, to obtain an overview of what equipment (object type R) is available in the training rooms (object type G).

Features


Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.

Standard selection screen (only pre-report RHXRESA0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHRESA00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .



Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Resource
- Equipment
- Quantity of equipment
- Equipment period

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

37. Set the required options on the selection screen.
38. Choose  to start the report.
39. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Resource Reservation (Report RHRBEL00)

Resource Reservation (Report RHRBEL00)

Use

This report generates a tabular list of resource reservations for a specified resource type and displays the business events that have reserved them.

You can display reservations in daily, weekly, or hourly period split as required.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Period split

The table displays resource reservation times according to the period split you select (hourly, daily, or weekly).

Firmly booked events

If you select this indicator, the report displays resource reservations for events in firmly booked status.

Planned events

If you select this indicator, the report displays resource reservations for events in planned status.

Business event type

If you enter a business event type here, the report only displays resource reservations for events of the specified type.

Location

If you select this indicator and enter a valid location, the report only displays resource reservations at the specified location.

Minimum reservation per resource

If you specify a number here, the report only displays resources that have been reserved at least *N* times.

If you enter zero (0), the report displays resources that are not reserved as well.

Display IDs

If you select this indicator, the report displays object IDs.

Display days off (with daily period split)

If you select this indicator together with the parameter *Day*, the report displays days off.

Display one reservation per resource only

If you select this indicator, the report displays one reservation per resource only.

Output

The table generated by the report displays the following information:

- Resource type name




If you start the report with a resource, the resource type is NOT displayed.

- Selection period
- Weekday/date/time (depending on your period split specifications)
- Resource name
- Business event short name

The list screen contains the following *functions*:

- Change the period split from the table.
- Choose *Edit* to switch between display of single or multiple reservations of a resource.
- Display the list of attendees of an event by selecting a business event in the list and choosing *Attendee list*.
- Display the time schedule of an event by selecting a business event in the list and choosing *Schedule*.
- Call a graphical display of resources and their reservations by choosing *Graphic*.

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.

Instructor Information (Report RHSSREF0)

Instructor Information (Report RHSSREF0)

Use

This report displays the instructor activities of individual persons in *Training and Event Management*.

Integration

The report has a pre-report *Instructor Function* (RHXSSREF) with a simplified selection screen.

Features

Selection

You can set parameters to determine the data output by the report.

Under *Objects* you can specify the object type and instructors for whom you want to request the report.

In addition, under *Reporting period* you can specify the exact time period for the reporting.



Output

The report generates a list in SAP List Viewer(ALV) Grid Control that can contain any of the following information (depending on your layout specifications):

- Reporting period
- Resource (instructor's name)
- Business event ID
- Start date of business event
- End date of business event
- Start time on the first day
- End time on the last day
- Number of event days
- Business event duration per day in hours
- Total business event duration in hours

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

40. On the selection screen, you enter the instructor(s) (object type and object name) and the reporting period.
41. Choose  to start the report.
42. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Graphical Resource Reservation (Report RHRBEL10)

Graphical Resource Reservation (Report RHRBEL10)

Use

This report generates a graphical display of resource reservations for a selected resource type in the selection period. The graphic also displays the business events for which resources have been reserved.

You can display reservations in daily, weekly, or hourly period split as required.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Period split

The table displays resource reservation times according to the period split you select (hourly, daily, or weekly).

Firmly booked events

If you select this indicator, the report displays resource reservations for events in firmly booked status.


Planned events

If you select this indicator, the report displays resource reservations for events in planned status.


Location

If you select this indicator and enter a valid location, the report only displays resource reservations at the specified location.

Standard selection screen (only pre-report RHXRBEL1)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHRBEL10 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The **graphic** contains the following information:

- Resource type name
- Selection period
- Date/time (depending on your period split specifications)

Graphical Resource Reservation (Report RHRBEL10)

- Resource name
- Business event short name


You can execute the following functions from the graphic:

- Display attendee list of an event by selecting the event and choosing *Attendee list*.
- Display the time schedule of an event by selecting the event and choosing *Business event schedule*.
- Display the list of resources reserved for an event by selecting the event and choosing *Resource list*.
- Display the resource list as a table.



If you double click a resource or a business event, you can display the pertinent data screen.

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.

Available/Reserved Resources (Report RHRFRE00)

Available/Reserved Resources (Report RHRFRE00)

Use

This report generates a list of available and reserved resources of a selected resource type per day in the selection period.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Business event location

If you enter a valid location, the report only displays resource data at the specified location.

No input is interpreted as all locations.

Available resources

If you select this indicator, the report only displays resources that are available per day in the selection period.

Reserved resources

If you select this indicator, the report only displays resources that are reserved per day in the selection period.

Output


The list output contains the following information:

- Resource type name
- Selection period
- Resource name

You can execute the following functions from the list screen:

- Display resource reservations of a resource by selecting the resource and choosing the relevant function.
- Display resource reservations on a given day by selecting the resource and choosing the relevant function. The report displays the exact times on that day for which the resource has been reserved.
- Switch between the display of available and reserved resources on the list screen.

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.

Resource Reservation Statistics (Report RHRESO00)

Resource Reservation Statistics (Report RHRESO00)

Use

This report displays the reservation of resources (such as instructors) for business events in the selection period. The report output displays a list of resources, their reservations, and reservation times.

Integration

You can also start this report from the *Manager's Desktop* component (PPMDT). You access it in the area *Employees* under *Instructor function* (reports for training and education).

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period


You can specify any period for the reporting.

Business event location


If you enter a valid location, the report only displays resource data at the specified location.

No input is interpreted as all locations.

Standard selection screen (only pre-report RHXRESO0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHRESO00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .



Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Resource name
- Sum total of reservation days per business event type
- Sum total of reservation hours per business event type
- Reservation date per business event
- Business event name

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

43. Set the required options on the selection screen.
44. Choose  to start the report.
45. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Resources Not Yet Assigned per Resource Type (Report RHORES00)

Resources Not Yet Assigned per Resource Type (Report RHORES00)

Use

This report generates a list of business events that still require a selected resource type.

Features

Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.


Business event location

If you enter a valid location, the report only displays resource data at the specified location. No input is interpreted as all locations.

Standard selection screen (only pre-report RHXORES2)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHORES00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output



The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Resource type name
- Selection period
- Name of the business event that requires the resource type.
- Reservation period for the business event
- Status of business event (planned/firmly booked)
- Number of reservations required
- Times of reservation.

You can find information on the features and display options of the List Viewer in the documentation of the [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Resources Not Yet Assigned per Resource Type (Report RHORES00)

Activities

46. Set the required options on the selection screen.
47. Choose  to start the report.
48. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Reports for Business Events

Reports for Business Events

Use

These reports give you access to a wide range of important data regarding business events. Generally speaking, the reports fall into three main categories:

- Reports that trigger activities or business processes (*Material Requirements per Business Event*) or that generate objects (*Business Event Brochure*)
- Reports that support the training administrator in the day-to-day business of *Training and Event Management* (e.g. *Resources Not Yet Assigned per Business Event*).
- Reports that are requested purely for information or statistical purposes (*Business Event Dates*).

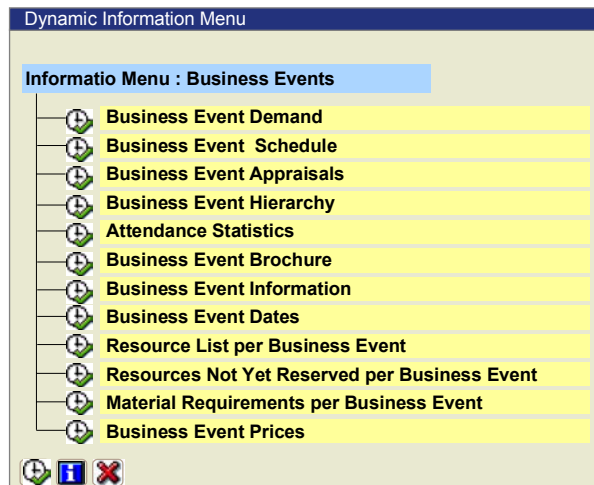
Integration


You access business event reports from the *dynamic information menu* under *Business events*, where they are displayed for selection in a dialog box as illustrated below.


You can find the same reports under *Info system* → *Reports* → *Business Events*.


Features

The following reports are available for business events:




You can call up documentation for each of these reports simply by selecting a report in the list and clicking .

Click  to directly access the simplified selection screen of the pre-report (if you have set this option under *user-specific settings*. See also [Switching the Selection Screen On and Off \[Extern\]](#)). You can access a detailed explanation of the report under *Help* → *Application Help*.

If you want to access the main report with its more detailed selection screen, select the option *Standard selection screen* and choose . As a rule, it is not necessary to go to the main report.

Activities

Execute the report of your choice by choosing  and call a detailed description of the report using the *Help* function.

Set the required selection parameters and choose  again. A list screen appears with the results of the report you selected.

Business Event Demand (Report RHKBED00)

Business Event Demand (Report RHKBED00)

Use

This report generates a list displaying the demand that exists for business event of a given type. You can run the report to determine demand for a planning year, or for individual quarters of a year.

You can set parameters to determine demand by language and by location separately.

The report can also display details of whether the demand is covered or not by the number of events scheduled.

Features

Selection

You can set parameters to determine the data output by the report.

Annual demand

Enter the calendar year for which you require demand statistics.

1st quarter, 2nd quarter, 3rd quarter, 4th quarter

The report considers any quarter or quarters you select.

Business event location

If you select this indicator and enter a valid location, the report only determines demand for events at the specified location. No input is interpreted as all locations.

Language

If you enter a valid language key, the report only displays statistics for events held in the specified language. No input is interpreted as all languages.

Table Control

If you select this indicator, the list is output in Table Control. On the list screen, you can switch between Table Control and ABAP list format.


Split by language

If you select this indicator, demand per business event type is split by language. You can use the function keys to switch between detailed display and summarized view.


Split by location

If you select this indicator, demand per business event type is split by location. You can use the function keys to switch between detailed display and summarized view.

Standard selection screen (only pre-report RHXKBED0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHKBED00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The list output contains the following information:

- Business event type name
- Business event location
- Business event language
- Outstanding demand by quarter
- Covered demand by quarter
- Sum total of outstanding demand per business event type
- Sum total of covered demand per business event type




If events for which no demand has been determined have been scheduled for a quarter, information on these event dates is not included in the list.

You can execute the following functions from the list screen:

- Display existing event dates for event types.
- Plan event dates.
- Create demand statistics or change existing demand figures.
- Split the display by business event language.
- Split the display by business event location.

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.

Business Event Schedule (Report RHABLAUF)

Business Event Schedule (Report RHABLAUF)

Use

This report displays the time schedule of a business event.

If the *Schedule* infotype (1035) has not been stored for the event, the report terminates with a message to this effect.

Features

Selection

Select the event whose schedule you want to display by entering one of the following:

Business event ID

Enter the numerical key or ID of the event.

Search string business event

You can initiate a search for the relevant event by entering a search string or term.



If you enter a wild card (*), the system displays all existing events.

If you enter *RP* for example, the system finds all events that have the string *RP* in their long or short name.

Output

The report generates a list in ALV (ABAP List Viewer) Grid Control that can contain any of the following information (depending on your selection specifications):

- Business event name
- Business Event Dates
- Business event date
- Day number
- Current date
- Weekday
- Start and end time
- Indicator for day off

You can find information on the features and display options of the List Viewer in the documentation of the [ABAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Activities

Set the required options on the selection screen.

Choose *Execute*.

On the list screen output, change the display options as required.

Business Event Appraisals (Report RHXEVALV)

Business Event Appraisals (Report RHXEVALV)

Use

This report generates a list of appraisals created by attendees of business events. You can also request the report to display events that have not yet been appraised.

See also:

[Appraisals \[Extern\]](#)

Features

If there are multiple appraisal models for the [form of appraisal \[Extern\]](#) *business event appraisal*, you can select an [appraisal model \[Extern\]](#) for the report. If you want to select an appraisal model that is not assigned to the form of appraisal, choose *Further appraisal models*.

You can select one or more [appraisal elements \[Extern\]](#) for the appraisal model by choosing *Further selection criteria*. (If you select more than one appraisal element, there is a logical AND link between them.) You can assign a valuation to each appraisal element.

In this way, the report only selects business events that have a pre-defined appraisal element valuation (for example, business events where the appraisal element *training materials* received the valuation *Contents 1 = very good*).



If you chose *Further selection criteria*, then in the dialog box *Catalog: Display Appraisal Model*, you must select appraisal elements for the same appraisal models that you set under *Appraisal Model* on the selection screen. Otherwise, the report will not function correctly.

Selection

You can set parameters to determine the data output by the report.

Period appraised

You can specify any period for the reporting.

Period created

You can specify the period when the appraisal was created.

Appraiser:

Enter the attendee type(s) and the relevant attendee(s) that created the appraisals.

Appraisee

Since you are interested in a business event appraisal (appraisal of an event by an attendee), the *business event* option is selected by default. Enter the business event(s) whose appraisals you want included in the report.



Depending on what data you are reporting on, specify either *Appraiser* or *Appraisee*. On the other hand, if you are interested in the appraisals made by a certain attendee

Business Event Appraisals (Report RHXEVALV)

of all business events in a given period, specify the attendee only. On the other hand, if you are interested in appraisals of a specific event created by its attendees, enter only the business event.

AND/OR

This parameter links the entries made for *appraiser* and *appraisee*. These entries are only significant if you have specified both *appraiser* and *appraisee*.

. The parameters let you define certain constellations for the search for appraisers and appraisees.

How the link affects selection:

- Appraiser A **and** appraisee B
 - All appraisals in which A is the appraiser and B the appraisee
- Appraiser A **or** appraisee B
 - All appraisals in which A is the appraiser
 - All appraisals in which B is the appraisee

Without appraisal/Display existing

If you select this indicator, the report only considers events that have not yet been appraised.

Do not select this indicator if you want to see existing appraisals.

If you select both of these indicators, the report considers both existing appraisals and business events not yet appraised.

Appraisal status

You can specify an appraisal status for the report:

Individual/Overall/Subappraisals

Here you can select one or both [appraisal types \[Extern\]](#).

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Appraiser (attendee)
- Appraisee (business event)
- Appraisal
- Status of appraisal
- Appraisal type

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).



You can execute the following functions from the list screen:

- Create average valuations
- Display the ranking

Business Event Appraisals (Report RHXEVALV)

- Compare appraisals
- Display, change, create, delete, rename appraisals and reset appraisal status to *in process*

Activities

49. Set the required options on the selection screen.
50. Choose  to start the report.
51. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Business Event Hierarchy (Report RHXCGRP0)

Use

This report displays the business event hierarchy underlying a selected event group or event type.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Business event type

If you select this indicator and enter an event type (ID or a search string), the report displays the event type and all underlying event dates that have been scheduled and any existing attendee lists.

Business event group

If you select this indicator and enter an event group (ID or a search string), the report displays the event group, all underlying event groups, event types, event dates scheduled and any existing attendee lists.

Standard selection screen (only pre-report RHXCGRP0)

Output

The following information is output as a rule:

- Selection period
- Business event language
- Business event group name
- Business event name (event type)
- Business event dates
- Business event status
- Attendee lists
- Bookings for the events
- Booking priorities
- Date of booking


You can access the following display variants and functions from the hierarchy display:

- Display the hierarchy in graphical format using *Structural graphics*.
- Create a brochure containing the event groups and types in the hierarchy by choosing *Brochure*.

Business Event Hierarchy (Report RHXCGRP0)

Activities

Set the required options on the selection screen.

Choose  to start the report.

Attendance Statistics (Report RHKURS20)

Use

This report generates attendance statistics of all business events for one or more event types in a given period.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Language

If you enter a valid language key, the report only displays statistics for events held in the specified language.

Catalog

If you select this indicator, the report only considers events for which bookings may still be made.

Locked only

If you select this indicator, the report only displays statistics for events that are locked.

With historical records only

If you select this indicator, the report only displays statistics for events that have a historical record flag appended.

Business event location

If you select this indicator and enter a valid location, the report only displays statistics for event dates held at the specified location.

Status

If you enter a status, the report only considers bookings for events in the status specified.



You can use the status option as a reminder to firmly book events. If you enter status **2** here (*planned*), the report lists events still in planned status that have to be either firmly booked or canceled.

On the list screen, you then have the option of choosing the *firmly book* or *cancel* functions for events in the list (report RHFIXK00).

External only

If you select this indicator, the report only displays statistics for external events.


Canceled only

If you select this indicator, the report only displays statistics for canceled events.


Attendance Statistics (Report RHKURS20)

It is possible to select multiple options simultaneously provided that you do not select options that logically contradict each other. For example, you cannot simultaneously select *Catalog* and *Canceled only* or *Locked only* since you cannot make bookings for events in the latter two statuses. The combination *Locked only* and *Canceled only* is equally impossible.

Standard selection screen (only pre-report RHXKURS2)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHKURS20 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Business event name
- Business Event Dates
- Business event language
- Sum total of attendees
- Indicator for locked (L), canceled (D for deleted) and historically recorded (H) events

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).


You can execute the following functions from the list screen:

- Display the attendee list
- Firmly book or cancel business events
- Follow up business events

Activities

52. Set the required options on the selection screen.

53. Choose  to start the report.

54. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Business Event Brochure (Report RHKBRO00)

Use

This report creates a brochure containing selected business event types, groups, and where relevant, business event dates. The business event brochure lists details of the events currently offered in your catalog.

The following information on event groups and event types can be printed in the brochure:

- Extended business event type text (Infotype 1002 Subtype 0004)
- Business event duration in days (Infotype 1042 Subtype 0001)
- Prerequisites (relationship A029 *presupposes*)
- Follow-up event (relationship B029 *is presupposed by*)
- Business event contents (Infotype 1002 Subtype 0002)
- Objectives (relationship A028 *imparts*)
- Target group (relationship A033 *is planned for*)
- Notes (Infotype 1002 Subtype 0003)
- Business event information: External or internal price (from infotype 1021) and organizer (relationship A036 *is organized by*)
- Dates and event location: Business event date (relationship A020 *is a specialization of*) and business event location (relationship A024 *takes place in*)



You can maintain this information for the event type in the master data catalog and for event dates and event location in the dynamic *Business Event* menu.

Prerequisites

If you want to include certain event types only in the brochure, you must specify this when you create the event type. You do so in the *Business event type info* (1029) by setting the indicator for inclusion in the brochure.

You can also set this indicator at a later date by access object maintenance for the event type in the master data catalog.

Features

You can download the brochure into WinWord and create a table of contents.

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Language

Business Event Brochure (Report RHKBRO00)

If you specify a language, only event types are output in the brochure that are held in the language specified.

Selected event types only

If you select this indicator, the brochure will only feature the event types that are actually flagged for inclusion in the *Business event type info* (1029).

If you do not select this indicator, all of the event types you selected for the report will be output in the brochure.

Display dates

If you select this indicator, the brochure displays all of the event dates scheduled for the event types.

External price

If you select this indicator, you specify that the external price for attendance fees is listed in the brochure.

Internal price

If you select this indicator, you specify that the internal price for attendance fees is listed in the brochure.





You can only display one of these prices in the brochure.

Generate table of contents

If you select this indicator, the report automatically generates a table of contents in the brochure, that is, a list of event types with page numbers.

Extended formatting options

Choose  to access the *Business Event Brochure: Extended Formatting Options* dialog box where you can specify what information is included in the brochure for event types and event groups. Choose  to delete information that you do not want published in the brochure.

You can rename the box texts by overwriting the titles.


If you select the option *Frame*, you can specify that an empty frame is output for infotypes that have not been maintained for an event type. This feature also makes it easy to check and, where relevant, supply what information has not been stored for an event type. If you do not select this indicator, only information is output that has actually been maintained for an event type.

Choose  to save your formatting specifications for the brochure.




You can revoke your settings and return to the standard settings by choosing *Set default values*.

Standard selection screen (only pre-report RHXKBRO0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHKBRO00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

In the standard system, the following items of information can be included in the *brochure*:

For business event groups:

- Extended business event type text (Infotype 1002 Subtype 0004)
- Description (Infotype 1002 Subtype 0001)
- Business event contents (Infotype 1002 Subtype 0002)
- Notes (Infotype 1002 Subtype 0003)

For business event types:

- Extended business event type text (Infotype 1002 Subtype 0004)
- Business event duration in days (Infotype 1042 Subtype 0001)
- Prerequisites (A029)
- Follow-up events (B029)
- Business event contents (Infotype 1002 Subtype 0002)
- Objectives (A028)
- Target group (A033)
- Notes (Infotype 1002 Subtype 0003)
- Where required, other user-defined information (Infotype 1002 Subtype 9*** - customer name space)
- Business event dates (A020)
- Business event location (A024 for event date)
- Business event prices (Infotype 1021)
- Organizer (A036)


You can execute the following functions after the report has been executed:

- Download the brochure into WinWord for further editing
- Display and edit the data screen of a business event type
- You can, for example, maintain any missing infotypes for an event type that you identified by selecting the *Frame* indicator.
- Display event dates scheduled per event type.
- Refresh the brochure after you have made changes.
- Print the brochure.

Business Event Brochure (Report RHKBRO00)

Activities

Set the required options on the selection screen.

Choose  to start the report.

Business Event Information (RHSEMI60)

Use

This report lets you display detailed information stored for business event dates such as event location, instructor, room, telephone number of room, event owner, availability of places on the event, or duration of the event.

In addition to providing you with speedy access to a wide range of important information about an event, the report can also be used to help you determine what events still need to be firmly booked or followed up, or what events are currently locked and so on.

Features

Selection

You can set parameters to determine the data output by the report. In addition to specifying the events you want displayed and the selection period, you can specify multiple other attributes under *Output*.



The option *All* which is available for all parameters is selected by default so that you can run the report without making any specific selection yourself if required.

The following options are available for event dates:

- Only firmly booked / Only planned
- No historical record / Only hist. record
- Not canceled / Only canceled
- Not locked / only locked
- Only available / only reserved
- Only internal / Only external
- Not followed up / only followed up


Output

The report's list screen can contain the following information:


- Business event name
- The start and end date of the business event
- Business event language
- Business event location
- Building
- Room information (such as room number, telephone number)
- Booking information (such as free places or number of waiting list bookings)
- Business event duration



Business Event Information (RHSEMI60)

- Instructors

You can specify what data you want output in the list under .



When you choose this function, a dialog box appears with the columns that are hidden on the list screen in the right table, and the columns that are displayed in the left table.

By marking columns and moving the arrows, you can determine what columns are displayed. You can display your changes by choosing .

To save the layout, choose . You can call this layout as required by choosing .

You can find more information about display options on the list screen under [SAP List Viewer \(ALV\)\) Grid Control \[Extern\]](#)

Activities

1. Select the event dates you want displayed by specifying one or more business event groups, types or event dates.
2. Enter the *reporting period*.
3. Under *Output* select one or more parameters.
4. Choose .
5. If required, choose  to change the layout to display other data that interests you.

Business Event Dates (Report RHKBRO10)

Use

This report generates a list of event dates scheduled for selected event types in a given period.



Events that have been canceled, locked, followed-up, or historically recorded are not displayed.

If you enter an event group, the report displays all dates scheduled for all of the underlying event types.

Features

Selection

You can set parameters to determine the data output by the report.

Reporting period

You can specify any period for the reporting.

Location

If you select this indicator and enter a valid location, the report only displays event dates held at the specified location.

No input is interpreted as all locations.

Language

If you specify a valid language, the report only lists events held in the specified language.

No input is interpreted as all languages.


Selected event types only

This parameter is only relevant if you want to use the *Brochure* function for the list generated by the report, or if you want to print a list of event dates that are aimed at external attendees only.


The indicator lets you specify that only event types are included in the brochure that actually have the *inclusion in brochure* indicator set in the *Business Event Type Info* infotype (1029).

If you do not select this indicator, all of the event types you selected for the report will be output in the brochure.

Standard selection screen (only pre-report RHXKBRO1)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHKBRO10 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Business Event Dates (Report RHKBRO10)**Output**

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Business event type name
- Selection period
- Number of event dates
- Business event dates
- Business event locations
- Business event languages

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).


You can execute the following *functions* from the list screen:

Display the attendee list of the business event.

Activities

55. Set the required options on the selection screen.

56. Choose  to start the report.

57. On the list screen that is output, change the list layout to display data that interests you. Do so by choosing .

Resource List per Business Event (Report RHERES00)

Use

This report creates a list of required resources (rooms, instructors, and other resources such as training materials that are not managed in the Material Master) for all business events in the period specified.

Features

Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.


Location

If you select this indicator and enter a valid location, the report only considers event dates held at the specified location.

Standard selection screen (only pre-report RHXERES0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHERES00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .



Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Business event name
- Selection period
- Resource name
- Sum total of reservation days per business event
- Period of resource reservation in days
- Sum total of reservation time of resources in hours
- Period of resource reservation with times

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Resource List per Business Event (Report RHERES00)**Activities**

58. Set the required options on the selection screen.
59. Choose  to start the report.
60. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Resources Not Yet Assigned per Business Event (Report RHXORES1)

Use

This report generates a list of the resource types that are still required per business event, in other words, resource types that have been flagged as *required* for events of a given event type.

Features

Selection

You can set parameters to determine the data output by the report.


Reporting period

You can specify any period for the reporting.


Location

If you enter a valid location, the report only displays data for events held at the specified location.

Standard selection screen (only pre-report RHXORES1)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHORES00 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output

The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:



- Business event name
- Selection period
- Name of required resource types
- Reservation period for resource types
- Number of reservations
- Times of reservation

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

61. Set the required options on the selection screen.

Resources Not Yet Assigned per Business Event (Report RHXORES1)

62. Choose  to start the report.
63. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Material Requirements per Business Event (Report RHMARP00)

Use

This report lets you display what resources of the type *material* (from the material master) are required for business events. You can also use the report to trigger a material reservation for in-stock material or a purchase requisition for non-stock material if required.

If no material is required for a business event, a message to this effect is output.



This report evaluates the amount of material that is available using the assigned resource type. This information is stored for the resource type in the *Availability Indicators* infotype. This infotype specifies whether a material is required per attendee or per business event.

See also:

[Materials Procurement \[Extern\]](#)

Features

Selection

You can set parameters to determine the data output by the report.

Business event selection


There are a number of ways to start the report:

- a. Enter one or more *business event groups*. The system finds all of the business events belonging to the specified group(s) and displays the material requirements.
- b. Enter one or more *business event types*. The system finds all of the business events belonging to the specified type(s) and their material requirements.
- c. Enter one or more *business events*.


Reporting period

You can specify any period for which you want to determine material requirements. The report only includes business events whose start date lies within the selection period.

Standard selection screen (only pre-report RHXMARP0)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHMARP00 before it is executed.




On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .


Material Requirements per Business Event (Report RHMARP00)**Output**



The report's *list screen* can contain the following information, depending on your layout specifications:

- Business event name
- Controlling area
- Cost center
- Start and end date of the business event
- Capacity of the business event (minimum, optimum, maximum)
- Bookings
- Material name
- Material number
- Requirement per business event
- Requirement per attendee
- Total requirements (requirements per attendee are multiplied by the number of attendees booked)
- Status of the reservation
- Reference document number for the material reservation (when it has been executed)
- Reference document number for the material order (when it has been executed)

You can specify what data you want output in the list under .

When you choose this function, a dialog box appears with the columns that are hidden on the list screen in the right table, and the columns that are displayed in the left table.

By marking columns and moving the arrows, you can determine what columns are displayed. You can display your changes by choosing .

To save the layout, choose . You can call this layout as required by choosing .

You can find more information about display options on the list screen under [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#)

On the list screen, you can trigger a material reservation or a purchase requisition for the materials displayed by choosing *Reserve Material*.

The following process flow takes place:


1. When you choose *Reserve Material*, a dialog box appears in which you can decide whether the required amount should be derived from the number of attendees booked or the optimum number capacity of the business event.
2. When you trigger the material order, an availability check is carried out for the material to see if it is in stock. Depending on availability, a material reservation and/or a purchase requisition is generated. These are further processed in Materials Management.
3. When the order transaction has been completed, you select the reference number on the *Material Requirements per Business Event* screen to update the requisition or reservation. If you are using distributed systems, it may be necessary to monitor the transaction via ALE

Material Requirements per Business Event (Report RHMARP00)

Monitoring. If relevant information is missing for the material order, such as organizational data, purchasing data, plant data and so on, an error dialog is generated. You must follow the instructions in the dialog.

4. If the reservation or purchase requisition runs without errors, you can double-click the reference number to display the original reservation document in *Materials Management* or the original purchase requisition document in *Purchasing*.

Activities

1. Set the required options on the selection screen.
2. Choose  to start the report.
3. Choose *Reserve Material*.
4. Check the material order.



If you are performing material procurement in distributed systems (HR and LO in different systems), please note the information contained in [Material Order in Training and Event Management \[Extern\]](#).

See also:

[Business Process Flow of Material Order \[Extern\]](#)

[Ordering Material \[Extern\]](#)

[Checking a Material Order \[Extern\]](#)

Business Event Prices (Report RHKBRO20)

Business Event Prices (Report RHKBRO20)

Use

This report generates a list of internal and external prices for business events of all event types in a given period.

Prerequisites

Internal and external prices must be maintained in the *Prices* infotype (1021) for the event types, otherwise the report cannot output any values.

Features

Selection

You can set parameters to determine the data output by the report.

Selected business event types

If you select this indicator, you specify that the report should only consider event types that have been flagged for inclusion in the event brochure in the *Business Event Type Info* infotype (1029).


This indicator lets you determine that event types only aimed at internal attendees are not listed in the brochure or in the price list.

If you do not select this indicator, the report lists all event types.


Currency

This parameter lets you specify the currency in which internal and external prices are output. If you make no input here, prices are output in the currency in which they were maintained for the event type.

Standard selection screen (only pre-report RHXKBRO2)

If you select this indicator and choose , the report branches to the more detailed selection screen of the main report RHKBRO20 before it is executed.



On the selection screen of the main report, you can select objects by status, for example. As a rule, you need not access the standard selection screen since the pre-report has sufficient data selection options. If you do not want to go to the standard selection screen, do not activate this parameter before you choose .

Output



The report generates a list in the SAP List Viewer (ALV) Grid Control that can contain any of the following information depending on your layout specifications:

- Business event type short name
- Business event type name
- Internal price for allocation
- External price for billing

Business Event Prices (Report RHKBRO20)

You can find information on the features and display options of ALV in the documentation of the [SAP List Viewer \(ALV\) Grid Control \[Extern\]](#).

Activities

64. Set the required options on the selection screen.
65. Choose  to start the report.
66. On the list screen that is output, change the list layout to display data that interests you as required. Do so by choosing .

Reports in Organizational Management

Use

The *Organizational Management* component offers numerous reports, with which you can access data on your most important questions concerning the organizational plan.

Features

When you access a report, a screen containing **selection parameters** appears. As well as report-specific parameters, additional selection fields are provided:

- **<Object type>** (depending on report: organizational unit, job, position, work center or task)
You can specify the object with which you want to start the report.
- **Search Term**
You can search for an object.
- **Status**
You can specify that only objects with a certain status can be reported on.
- **Reporting Period / Reporting Key Date**
Depending on the report, there are various criteria for determining a key date or a reporting period.

You can switch to the **standard selection screen** in many reports that you access via the SAP menu. This offers additional selection parameters.

Standard Selection Screen

- **Plan Version**
You can specify the plan version for which you want to start a report.
- **Object Type**
You can specify the object type for which you want to start a report.
- **Object ID**
You can specify the object with which you want to start a report.
- **Object Status**
You can specify that only objects with a certain status can be reported on.
- **Data Status**
You can specify that only data with a certain status can be reported on.
- **Set Structure Conditions**
You can set various structure conditions.
- **Evaluation Path**
Via the evaluation path, you can specify the objects in a structure that are to be reported on.

- **Status Vector**

You can specify that only objects whose relationship infotypes (assignments) have a certain status can be reported on.

- **Status Overlap**

You can execute a simulation that displays the results as though all relationship infotypes were active.

- **Display Depth**

You can specify the level of a structure to which the report is to be executed.

Existing Organizational Units (Report RHXEXI00)

Use

This report provides an overview of all existing organizational units.

Integration

This report is also accessed by other reports and transactions.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all organizational units, with information on

- validity period
- status
- name
- object ID

Staff Functions for Organizational Units (Report RHXSTAB0)

Use

This report displays all organizational units and their staff functions.

Prerequisites

So that you can report on organizational units with staff functions, you must have flagged them with the staff indicator.

- Select the *Staff* field for the organizational unit in the *Organization and Staffing* view. For more information, see [Basic Data \(Organizational Unit\) \[Extern\]](#).
- Create a record for infotype 1003 for the organizational unit in *Expert Mode*. For more information, see [Department/Staff \(Infotype 1003\) \[Extern\]](#).

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all organizational units and their staff functions, with information on

- status
- validity

Activities

Once the report is started, the number of objects found is displayed. To display individual objects, choose *Organizational Unit* by double-clicking on it.

Organizational Structure with Persons (Report RHXSTR02)

Use

This report displays the persons who belong to each organizational unit.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

A structure tree appears, which displays the organizational structure and the persons who belong to it. The hierarchy levels are shown by corresponding indentations in the tree structure.

Organizational Structure with Work Centers (Report RHXSTR02)

Use

This report displays the work centers which belong to each organizational unit.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

A structure tree appears, which displays the organizational structure and the work centers which belong to it. The hierarchy levels are shown by corresponding indentations in the tree structure.

Existing Jobs (Report RHXEXI02)

Existing Jobs (Report RHXEXI02)

Use

This report provides an overview of all existing jobs.

Integration

This report is also accessed by other reports and transactions.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all jobs, with information on

- validity period
- status
- name
- object ID

Job Index (Report RHSTEL00)

Use

This report enables you to display all existing jobs.

Features

Selection

In addition to the [general selection parameters \[Seite 904\]](#), the following selection parameters are available:

- **Directly assigned persons**

You can specify whether you want to display the persons directly assigned to the jobs.

Output

The list contains all jobs, with information on

- the positions assigned to them
- the holders of the positions assigned
- staffing percentage of the assigned positions

Job Description (Report RHXDESC0)

Job Description (Report RHXDESC0)

Use

This report lists all jobs and their job descriptions.

Integration

This is a preliminary report for general report *Object description* (RHDESC20).

The [complete job description \[Seite 913\]](#) report provides a complete job description.

Prerequisites

So that you can report on job descriptions, you must have created descriptions for jobs.

- You can create a description in the *Organization and Staffing* view. For more information, see [Basic Data \(Job\) \[Extern\]](#).
- Create a record for infotype 1002 for the job in *Expert Mode*. For more information, see [Description \(Infotype 1002\) \[Extern\]](#).

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all jobs, with information on

- name
- validity
- description

Activities

Use the buttons ◀ and ▶ to navigate through the list.

Complete Job Description (Report RHXSCRPO)

Use

This reports lists all jobs along with specifications on their description, requirements profile, task profile and resources and authorities.

Prerequisites

So that you can report on descriptions, you must have created descriptions for jobs.

- You can create a description in the *Organization and Staffing* view. For more information, see [Basic Data \(Job\) \[Extern\]](#).
- Create a record for infotype 1002 for the job in *Expert Mode*. For more information, see [Authorities/Resources \(Infotype 1010\) \[Extern\]](#).

To report on authorities and resources, you must have maintained a record for infotype infotype 1010. For more information, see [Description \(Infotype 1002\) \[Extern\]](#).

You can only report on the requirements profile for jobs if the *Personnel Development* component is installed.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all jobs, with information on

- name
- description
- authorities and resources
- requirements profile
- task profile

Activities

Use the buttons  and  to navigate through the list.

Periods for Unoccupied Positions (Report RHFILLPOS)

Periods for Unoccupied Positions (Report RHFILLPOS)

Use

This report displays the periods in which assigned positions are unoccupied per organizational unit.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).



Use the evaluation path SBESX if you want to report on all the positions in an organizational structure. The system starts the report for the organizational unit you enter and reports accordingly on all the organizational units below it.

If you are, however, using the evaluation path SBES, only the positions belonging to the organizational unit you have entered are reported on.

Output

The list contains all relevant positions by organizational unit, with information on

- the period for which the position is unoccupied
- new holder
- number of unoccupied days
- average of unoccupied days per organizational unit

Existing Positions (Report RHXEXI03)

Use

This report provides an overview of all existing positions.

Integration

This report is also accessed by other reports and transactions.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all positions, with information on

- validity period
- status
- name
- object ID

Staff Assignments (Report RHSBES00)

Staff Assignments (Report RHSBES00)

Use

This report enables you to display the staff assignments (positions and persons) for one or more organizational units.

Features

Selection

In addition to the [general selection parameters \[Seite 904\]](#), the following selection criteria are available:

- **Organizational unit**
You enter the organizational unit for which you want to start the report.
- **Status**
You can specify whether active, planned, submitted, approved or rejected objects are to be displayed.
- **Report on Organizational Structure**
You can specify whether only the selected organizational unit is to be reported on, or whether all the organizational units assigned to it are to be taken into account as well.
- **Basis for Working Time**
You can display working times in hours per day, per week, per month or per year.
- **Display Holders Only**
You can either display the position holders or the holders and their substitutes.
- **Persons without Positions**
You can also display persons who are not assigned a position.

Output

The list contains all positions by organizational unit, with information on

- the persons assigned to the positions
- chief positions
- staffing status
- actual working times
- planned working times
- staffing percentages
- assignment to employee groups
- assignment to employee subgroups

Position Description (Report RHXDESC1)

Position Description (Report RHXDESC1)

Use

This report lists all positions and their position descriptions.

Integration

This is a preliminary report for general report *Object description* (RHDESC20).

The [complete position description \[Seite 924\]](#) report provides a complete position description.

Prerequisites

So that you can report on position descriptions, you must have created descriptions for positions.

- You can create a description in the *Organization and Staffing* view. For more information, see [Basic Data \(Position\) \[Extern\]](#).
- Create a record for infotype 1002 for the position in *Expert Mode*. For more information, see [Description \(Infotype 1002\) \[Extern\]](#).

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all positions, with information on

- name
- validity
- description

Activities

Use the buttons ◀ and ▶ to navigate through the list.

Staff Functions for Positions (Report RHXSTAB1)

Use

This report displays all positions and their staff functions.

Prerequisites

So that you can report on positions with staff functions, you must have flagged them with the staff indicator.

- Select the Staff field for the position in the *Organization and Staffing* view. For more information, see [Basic Data \(Position\) \[Extern\]](#).
- Create a record for infotype 1003 for the position in *Expert Mode*. For more information, see [Department/Staff \(Infotype 1003\) \[Extern\]](#).

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all positions and their staff functions, with information on

- status
- validity

Activities

Once the report is started, the number of objects found is displayed. To display individual objects, choose *Position* by double-clicking on it.

Authorities and Resources (Report RHXHFMT0)

Authorities and Resources (Report RHXHFMT0)

Use

This report lists all positions or work centers with the resources and authorities entered for them.

Prerequisites

To report on authorities and resources, you must have maintained the subtypes of infotype 1010 for positions/work centers in *Expert Mode*. For more information, see [Authorities/Resources \(Infotype 1010\) \[Extern\]](#).

Features

Selection

In addition to the [general selection parameters \[Seite 904\]](#), the following selection parameters are available:

- **Authorities/Resources**

You can choose between the two subtypes of infotype 1010, *Authorities/Powers of Attorney* and *Technical Resources*.

Output

The list contains all positions or work centers, with information on

- name
- status
- authorities and resources

Planned Labor Costs (Report RHSOLO00/RHXSOLO00)

Use

This report enables you to determine the planned labor costs per position or work center for one or more organizational units.

Prerequisites

The [Planned Remuneration \(1005\) \[Extern\]](#) infotype is valid for the positions/work centers belonging to the organizational unit concerned or for the relevant jobs.

Features

Selection

In addition to the [general selection parameters \[Seite 904\]](#), the following selection parameters are available:

- **Currency**
You can select the currency in which you want the data to be displayed.
- **Conversion type It. TCURR**
You can enter an exchange rate type.
- **Values**
You can decide how the planned remuneration band widths are to be set up.
- **Periods**
You can specify the unit of time that is to be used to calculate or display the amount in compensation administration.

Output

The list contains all positions or work centers per organizational unit, with information on

- amount
- currency

Vacant Positions (Report RHVOPOS0)

Vacant Positions (Report RHVOPOS0)

Use

This report enables you to display all positions that are flagged as vacant. A vacant position is a position that has no holder during a particular period and is flagged as vacant.

Prerequisites

So that you can report on vacant positions, you must have flagged them as vacant:

- Flag a position as *Vacancy open* in the *Organization and Staffing* view. For more information, see [Position \[Extern\]](#).
- Create a record for infotype 1007 for the position in *Expert Mode*. For more information, see [Vacancy \(Infotype 1007\) \[Extern\]](#).

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all vacant positions by organizational unit, with information on

- period of vacancy
- staffing status

Obsolete Positions (Report RHVOPOS1)

Use

This report enables you to display all positions that are flagged as obsolete. An obsolete position is a position that is removed at a particular time.

Prerequisites

So that you can report on obsolete positions, you must have flagged them as obsolete:

- Flag a position as *obsolete* in the *Organization and Staffing* view. For more information, see [Position \[Extern\]](#).
- Create a record for infotype 1014 for the position in *Expert Mode*. For more information, see [Obsolete \(Infotype 1014\) \[Extern\]](#).

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all obsolete positions by organizational unit, with information on

- the period in which the position is obsolete
- staffing status

Complete Position Description (Report RHXSCR1)

Complete Position Description (Report RHXSCR1)

Use

This report lists all positions and the numerous characteristics which describe them.

Prerequisites

So that you can report on these characteristics, the relevant infotypes must be maintained and the corresponding relationships available.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all positions, with information on

- description
- staffing (holder of a position)
- superior and subordinate positions
- activity profile of the position
- requirements profile (only if the *Personnel Development* component is installed)
- describing job
- activity profile of the job
- requirements profile of the job (only if the *Qualifications/Requirements* component is installed)
- work center assigned to the position
- integration of the position in the organization

Using the object description function, you can display further information, such as Resources/Authorities etc.

Activities

Use the buttons ▼ and ▲ to navigate through the list.

You can edit infotypes by choosing *Goto → Object description*.

Reporting Structure without Persons (Report RHSTR05)

Reporting Structure without Persons (Report RHSTR05)

Use

This report lists the subordinate positions for each position selected.

Integration

Report RHDTRU04 enables you to display a [Reporting Structure with Persons \[Seite 927\]](#).

Prerequisites

To report on a reporting structure, you must have created a reporting structure. To do this, you must subordinate positions to one another:

- You can create a hierarchy in the *Organization and Staffing* view. For more information, see [Hierarchy \(Position\) \[Extern\]](#).
- You can create a reporting structure in *Expert Mode*. For more information, see [Reporting Structures \[Extern\]](#).

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

A structure tree appears, which displays the subordination and superordination of positions. The hierarchy levels are shown by corresponding indentations in the tree structure.

Reporting Structure with Persons (Report RHSTR04)

Use

This report lists the subordinate positions for each position selected. All position holders are also displayed.

Integration

Report RHDTRU05 enables you to display a [Reporting Structure without Persons \(Report\) \[Seite 926\]](#).

Prerequisites

To report on a reporting structure, you must have created a reporting structure. To do this, you must subordinate positions to one another:

- You can create a hierarchy in the *Organization and Staffing* view. For more information, see [Hierarchy \(Position\) \[Extern\]](#).
- You can create a reporting structure in *Expert Mode*. For more information, see [Reporting Structures \[Extern\]](#).

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

A structure tree appears, which displays the subordination and superordination of positions as well as the assignment of persons to positions. The hierarchy levels are shown by corresponding indentations in the tree structure.

Existing Work Centers (Report RHXEXI05)

Existing Work Centers (Report RHXEXI05)

Use

This report provides an overview of all existing work centers.

Integration

This report is also accessed by other reports and transactions.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all work centers, with information on

- validity period
- status
- name
- object ID

Work Centers per Organizational Unit (Report RHXSTRU06)

Use

This report lists the work centers assigned to each organizational unit.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

A structure tree appears, which displays the assignment of work centers to organizational units. The hierarchy levels are shown by corresponding indentations in the tree structure.

Existing Tasks (Report RHXEXI04)

Existing Tasks (Report RHXEXI04)

Use

This report provides an overview of all existing tasks.

Integration

This report is also accessed by other reports and transactions.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all tasks, with information on

- validity period
- status
- name
- object ID

Activity Profile of Positions (Report RHXSTR07)

Use

This report displays the positions belonging to an organizational unit, as well as the directly or indirectly (via job) assigned tasks and the assigned persons.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

A structure tree appears, which displays the assignment of tasks and persons to positions. The hierarchy levels are shown by corresponding indentations in the tree structure.

Activity Profile of Positions with Persons (Report RHXSTR08)

Activity Profile of Positions with Persons (Report RHXSTR08)

Use

This report displays the positions belonging to an organizational unit, as well as the directly or indirectly (via job) assigned tasks.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

A structure tree appears, which displays the assignment of tasks to positions. The hierarchy levels are shown by corresponding indentations in the tree structure.

Existing Objects (Report RHEXIST0)

Use

This report provides an overview of all existing objects.

Integration

This report is also accessed by other reports and transactions.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

The list contains all objects, with information on

- validity period
- status
- name
- object ID

Structure Display/Maintenance (RHSTRU00)

Structure Display/Maintenance (RHSTRU00)

Use

This report displays a section of the organizational plan according to the initial object and evaluation path entered.

Prerequisites

The evaluation path you enter must appear in table T778A.

Features

Selection

For more information on the selection parameters, see [Reports in Organizational Management \[Seite 904\]](#).

Output

A structure tree appears, which displays the assignment of organizational objects to one another. The hierarchy levels are shown by corresponding indentations in the tree structure.

Reporting on an Infotype (Report RHINFAW0)

Use

This report enables you to report on any infotype. This can be executed structurally or sequentially (in other words, along a structure using an evaluation path according to table T77AW/T778A). The report can also be used for infotypes that you have created yourself.

Features

Selection

In addition to the [general selection parameters \[Seite 904\]](#), the following selection parameters are available:

- **Infotype**
You can specify the infotype that you wish to report on.
- **Subtype**
You can specify the subtype that you wish to report on.
- **Reporting on an Infotype Field**
You can specify the field entries of the infotype records that are to be displayed.
- **Selecting an Infotype Field**
You can select the fields, whose entries you wish to display.
- **All Objects**
You can specify that the objects for which there is no record for the infotype be displayed as well.
- **Objects without this Infotype**
You can specify that only those objects for which there is no record for the infotype be displayed.

Starting an HR Report (Report RHPNPSUB)

Starting an HR Report (Report RHPNPSUB)

Use

Using this program, you can start various reports for a number of personnel numbers. The reports will draw on information from the structures in the organizational plan.

Features

Selection

The following selection parameters are available in addition to the [general selection parameters \[Seite 904\]](#):

- **HR Reporting**
Enter the name of the report you want to start.
- **Report Variants**
You can select a report variant.
- **Enhanced HR Selection**
You can use additional selection parameters.
- **Sort by Personnel Number**
Sorting is possible.

Output

The output depends on the report you select.

HR Reporting Tools

Use

To enable you to report on HR data, the R/3 System provides you with numerous standard reports and, in addition, reporting tools that give you easy access to existing reports (HIS) or enable you to create your own reports, even if you have no programming skills (InfoSet Query, SAP Query).



When InfoSet Query is accessed from Human Resources (HR), the *Query area* and *User group* parameters already contain values and you can only perform *ad hoc reporting*. If InfoSet Query is accessed this way, it is called **Ad Hoc Query** in HR.

This section provides you with documentation on the following reporting tools:

[HIS \[Seite 938\]](#)

[InfoSet Query \[Seite 944\]](#)

[SAP Query \[Seite 1014\]](#)

If you require information on BW Queries for Human Resources Management, refer to the documentation on the Business Information Warehouse and see the section on *queries with HR Business Content*.

HIS

HIS

Purpose

HIS constitutes a simplified method of requesting reports by letting you start them directly from structural graphics. HIS always displays two windows for processing. In the first window, structural graphics is active and you can select an object. In the second window, a list of available reports is displayed. You use the second window to start a report for the selected object. This procedure has the following advantages:

- You are not required to enter data in a report selection screen.

If you want to start a report anywhere other than HIS, you must enter data in the report selection screen before starting the report. In HIS, the system sets the required selection parameters automatically whenever possible.

The parameters set by the system correspond to the selection parameters that are most commonly used when the reports are run. In other words, they are an efficient method of presetting reports. You can check and change these settings at any time by using the [Change/Display Standard Settings \[Seite 939\]](#) function.

HIS also enables you to start a report from the selection screen, if required.
- You are not required to switch between applications to access different reports.

The reports included in HIS belong to different HR components (such as *Organizational Management*, *Personnel Administration*, and *Personnel Development*). Accessing these reports usually requires you to follow specific menu paths in a particular component. In HIS, this is not the case. You can start and execute reports that belong to different components from a single, central function.

The reports on offer are a selection from all areas of Human Resources Management. If you want to add more reports to those offered by HIS, access Customizing, choose *Human Resources Information System* → *HIS* → *Define Task Functions*, and add them to the required area.

A description of the reports is included in application help. If you require further information, see [Request Report Documentation \[Seite 941\]](#).

Standard Settings

Use

In the Human Resources Information System, reports are started directly. For this reason, certain parameters must be set automatically by the system. The *Standard settings* function enables you to display and, if necessary, change these parameter settings.

Features

The parameters in questions are as follows:

- **Start**
This parameter enables you to determine whether the report is executed directly, or whether the report selection screen is displayed first.
- **Reporting depth**
This parameter enables you to determine whether the report only runs for the object selected in structural graphics, or whether the report also runs for all of the underlying objects.
- **Data retrieval**
This parameter enables you to determine whether the report only retrieves data for the selected objects, or whether the report also retrieves data for all of the underlying objects.
- **Object selection and period indicator**
These parameters enable you to restrict the number of objects selected for the report according to their periods of validity.
 - **Object selection**
The object selection parameter enables you to enter a period for the required periods of validity. If you do not make an entry in this field, the restriction is made in accordance with the validity period using the value selected for the validity indicator.
 - **Period indicator**
This parameter enables you to select the following values for a restriction according to validity period: D (current day), M (month), Y (year), P (past), F (future).
- **Data selection**
This parameter enables you to determine data output depending on data validity. If you enter a period, for example, several data records are displayed if changes were made to data during this period.

Change Standard Settings

Change Standard Settings

You can change the standard settings at two points within the Human Resources Information System.

- On the initial Human Resources Information System screen
- In structural graphics.

Prerequisites

If you want to change or display the standard settings, you must first enter a root object in the initial Human Resources Information System screen. In other words, you need to enter an organizational unit for the *Standard* view, or a business event group for the *Training* view.

Procedure

If you have accessed the initial *Human Resources Information System* screen, proceed as follows:

1. Choose *Settings* → *Defaults*.
This takes you to the defaults dialog box.
2. The procedure from this point is the same as when accessing from structural graphics.

If you have accessed *Structural Graphics*, proceed as follows.

1. In the *Reporting* group box, choose *Defaults*.
Under task functions, choose *Defaults*.
2. This takes you to the *Defaults* dialog box.
3. Make the settings that you require for the *Start*, *Reporting depth*, *Data retrieval*, *Object selection*, *Period indicator*, and *Data selection* parameters. For more information on the meaning of these parameters, see [Standard Settings \[Seite 939\]](#).
4. To save your entries, choose *Continue*.

Request Documentation

Procedure

In HIS structural graphics:


1. On the *Reporting* screen, select an area.



Your selection determines which reporting options are available under *Task functions*.

2. Under *Task functions*, select a report.

3. Choose *Help*.

A description of the selected report is displayed.

4. To print the report documentation, choose .

5. To exit the report documentation, choose  or .

Perform Reporting Using HIS

Perform Reporting Using HIS


Procedure

1. In the SAP Easy Access menu, choose *Human resources* → *Information system* → *Reporting tools* → *HIS*.

This takes you to the initial screen for HIS.

2. In the *View* field, select the **standard** entry. If you want to report on data from Training and Event Management, use the *Training* view.
3. In the *Graphical display* group box, select the required display option for structural graphics. These options enable you to determine the objects that are displayed in structural graphics, and the objects that you can use as root objects for reporting.

For more information on the standard settings in HIS and their meaning, see [Standard Settings \[Seite 939\]](#).

4. In the *Organizational unit* field, enter the organizational unit as of which the organizational structure must be displayed.
5. Choose .

Structural graphics starts, and the *Reporting* screen is displayed. The upper section of this screen enables you to determine the area within Human Resources from which reports are offered. The list of reports available for this area is displayed in the lower *Task functions* section.

6. Select an organizational unit, position, or person in structural graphics.
7. To start the report you require, double-click on it in the *Task functions* section.



Note that you cannot print reports from HIS if you work with the *Latin 2* character set.

SAP Query (BC-SRV-QUE)

The InfoSet Query, the SAP Query and the QuickViewer allow you to define reports without having to program them yourself.

InfoSet Query

The InfoSet Query is a useful tool for maintaining queries within the SAP Query that is suitable for developing queries and for ad-hoc reporting.

All query information, meaning the selection criteria and output, are available on a single screen. The clear and concise arrangement of screen areas means that even the novice user can soon generate queries with confidence. Graphical interface elements and drag&drop make the tool easy to use.

InfoSet Query is suitable for reporting in all areas of the SAP R/3 system. A special feature is the **Human Resources (HR)** component. When InfoSet Query is used in HR for ad-hoc reporting, the name Ad-hoc Query is used instead of InfoSet Query. Due to the data model in HR, the InfoSet Query also contains the *Object Selection* function with which you should work in order to evaluate HR data.

SAP Query and Quick Viewer

To define a report with the SAP query, you first have to enter individual texts, such as titles, and select the fields and options which determine the report layout. You then assign a particular sequence by numbering the fields. Then you can edit list display in WYSIWYG mode whenever you want using drag and drop and the other toolbox functions available.

SAP Query is a comprehensive tool for defining reports in different forms such as basic lists, statistics, or ranked lists. In contrast, the QuickViewer is a simplified tool for generating basic lists. The QuickViewer is especially useful for beginning users and occasional use.

QuickView definitions are user-dependent. You can transfer a QuickView into SAP Query in order to make it accessible to other users, or to use the other output forms and functions available in SAP Query.

Reports created using the QuickViewer or SAP Query may also be used to pass data to external programs (Excel or MS Word, for example).

InfoSet Query

InfoSet Query

Purpose

The InfoSet Query is a useful tool for maintaining queries within the SAP Query and is suitable for developing queries and for ad-hoc reporting.

InfoSet Query is suitable for reporting in all areas of the SAP R/3 system. A special feature is the **Human Resources (HR)** component. When InfoSet Query is used in HR for ad-hoc reporting, the name **Ad-Hoc Query** is used instead of InfoSet Query. In addition, due to the data model in HR, the InfoSet Query contains the *Object Selection* function with which you should work in order to evaluate HR data. You can find further information under [HR in the InfoSet Query \[Seite 990\]](#).

All query information, meaning the selection criteria and output, is available on a single screen. The clear and concise arrangement of screen areas means that even an inexperienced user can quickly get to grips with the process of generating queries. Graphical interface elements and drag&drop make the tool easy to use.

Integration

InfoSet Query is designed in such a way that it can be called directly from roles with a relevant InfoSet and be used directly by the end-user for reporting within his/her roles. This also means that the end-user does not have to carry out any SAP Query administration functions, for example assigning him/herself to a user group.

The queries created by InfoSet Query can also be processed with other SAP Query tools. Conversely, queries that have been generated with other SAP Query tools can be processed with InfoSet Query.

Features

When you call InfoSet Query, you are first provided with a more or less detailed template (an InfoSet or an available query) that you can change or adjust however you like. You can change the selection fields and selection values used as well as the output fields and output format. These changes are temporary, meaning that all changes are lost when you leave the query (ad-hoc reporting). The advantage is that several users can use the query as a template at the same time without locking each other out. If you require further information, see [Saving Queries \[Seite 972\]](#).

It is also possible to save changes thereby overwriting the available query or creating a new query (development). The process of creating queries is always the same. An explanation of the differences between using InfoSet Query as an ad-hoc reporting tool or as a development tool can be found in the section [Calling the InfoSet Query \[Seite 984\]](#).

InfoSet Query uses the SAP List Viewer (ALV) as its standard output medium. This means that after executing a query, the output list is displayed in the ALV. There is a whole range of formatting and export options available to you, for example, sorting, filtering, export for word processing and spreadsheet programs. For more information see [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

You can log the execution of queries in the InfoSet query if you want to. You can find more information under [Logging \[Seite 979\]](#).

Restrictions

Because InfoSet Query uses ALV as its standard output,

- every query can only output one list. Queries created by SAP Query that use a single-level list for output can contain a basic list, up to nine ranked lists, and up to nine statistics per query.
- output can only be in single-level lists. This means that you cannot distribute output fields over several lines.

You cannot define and use local fields with InfoSet Query either.

For this reason you should not process an available query with InfoSet Query if it contains the following objects:

- several lists (only the first list is displayed)
- a basic list with line groups (the first line of each is displayed)
- local fields (local fields are not displayed)

If you do use a query with one of these properties in InfoSet Query, then the parts of the output are shown as described above. These properties are lost if you overwrite the query. These properties are not lost as long as you do not save the query, and you can continue to call and execute the query with all properties using the SAP Query maintenance transaction.

See also:

[Maintaining Queries \[Seite 946\]](#)

[Calling up InfoSet Query \[Seite 984\]](#)

[HR in InfoSet Query \[Seite 990\]](#)

Maintaining Queries

Use

The overview presents the initial screen of InfoSet Query in the form of a diagram and describes the general process of generating queries.

Prerequisites

To be able to use **all** the functions of InfoSet Query, you should have started InfoSet Query from a role with the reporting type development and must be authorized to change queries.

Features

After calling InfoSet Query, you will see a screen with three areas giving you all the information you need on creating and executing a query. Apart from a few dialog boxes, this screen is the only screen of InfoSet Query.

Maintaining Queries

The screenshot displays the SAP InfoSet Query interface for the query 'QUE_SCHUHM_01'. The interface is divided into several sections:

- Top Bar:** Contains menu items (Query, Bearbeiten, Springen, Zusätze, System, Hilfe) and a toolbar with various icons.
- Title Bar:** Displays the query name: 'InfoSet Query (InfoSet BCS1, Query QUE_SCHUHM_01, Benutzergruppe MI)'.
- Left Panel (Field Selection):** A tree view showing field groups and individual fields. The 'Flugverbindungen' group is expanded, showing fields like 'Name einer Fluggesellschaft', 'Ankunftszeit', 'Kurzbezeichnung der Flugge', 'Startort', 'Zielort', 'Code der Flugverbindung', 'Abflugzeit', 'Entfernung', 'Masseinheit der Entfernung', and 'Flugzeit'. The 'Ausgabe' column shows the number of fields selected for each group.
- Right Panel (Field Values):** A table showing the values for the selected fields. The fields are 'Startort', 'Zielort', 'Flugdatum', and 'Geschäfts-/Privatkunde'. The values are 'NEW YORK', 'SAN FRANCISCO', '01.11.1999', and 'P' respectively.
- Bottom Panel (Data Table):** A table displaying the results of the query. The columns are 'Flugdatum', 'Abflug', 'Airline', and 'Flugzeit'. The data is as follows:

Flugdatum	Abflug	Airline	Flugzeit
18.07.1999	14:07:20	Airline8	0:12
29.07.1999	14:07:20	Airline11	0:12
06.08.1999	14:12:20	Airline10	0:04
	14:11:20	Airline6	0:01
08.08.1999	14:07:20	Airline5	0:08
09.08.1999	14:10:20	Airline11	0:06
27.08.1999	14:08:20	Airline1	0:12
30.08.1999	14:12:20	Airline7	0:09
01.09.1999	14:06:20	Airline7	0:03
12.09.1999	14:13:20	Airline2	0:13
10.09.1999	14:14:20	Airline15	0:07

The current InfoSet is displayed in the top left-hand corner of screen. You can choose between three display options:

- Overview tree of the InfoSet with its field groups (default setting)
- Structure of the logical database
- Field catalog

You can open another screen area under the InfoSet display, to display technical information on a selected field.

The selections used as options for reading the dataset are displayed in the top right-hand corner of the screen. You have two options for displaying the selections:

- Selection control (ALV grid ready for input)
- Selection screen

The output preview is displayed in the lower area of the screen, as long as output fields have been selected. You can edit the output at this point. For example, you can change the order of the columns, form totals and subtotals or display the results list of the query.

What the sub-screens contain after InfoSet Query is called depends on the template with which you started InfoSet Query. Depending on the parameters used during call-up (see [Calling InfoSet Query \[Seite 984\]](#)) you can use a certain InfoSet or query with selection and output fields. If InfoSet Query was started with an InfoSet, you will only see the InfoSet displayed in the top left-hand corner of the screen. If InfoSet Query was started with a query, all areas of the screen are filled according to the query definition, and the defined query settings apply (for example, output as a statistic).

If no parameters were used when InfoSet Query was called, the steps so far (via the SET/GET parameters) determine which InfoSet or query was last used and InfoSet Query will be started with the relevant values. If InfoSet Query is started for the first time without parameters, a dialog box appears in which you can select the user group and an InfoSet.



Reading a query as a template does not lock the query. So, there is no restriction as to the number of users using the query as a template at the same time.

Choose *Goto* → *Variant maintenance* to maintain a query variant. The *Goto* → *Report assignment* function can be used to maintain entries in the Report-Report-Interface.



The query loaded as a template (and not saved) or the last one used is always the one to be maintained. This means that you can make the entries straight after loading a query.

See also:

[Editing the InfoSet Display \[Seite 955\]](#)

[Output List Display \[Seite 961\]](#)

[Creating New Queries \[Seite 968\]](#)

[Settings \[Seite 976\]](#)

[Calling Other Reports \[Seite 1063\]](#)

Starting InfoSet Query

Starting InfoSet Query

Use

You can start InfoSet Query from role menus, from the SAP menu or via the maintenance transaction for queries in SAP Query.

Procedure: Starting from SAP Easy Access/Role Menu

You are working with a role menu or the Standard Easy Access Menu. You have already decided in which context you want to start InfoSet Query (this is necessary because InfoSet Query can be used in the role menus as well as in the standard menu in several info systems).

1. Start *InfoSet Query* from the *Easy Access* menu with a double-click.

If you are assigned to a role that supports Reporting with InfoSet Query and you have started InfoSet Query from the role menu, InfoSet Query starts with an InfoSet and possibly a query. This means you can start directly to create or edit a query.

If you are not assigned to a role and have started InfoSet Query from a menu, you get to a dialog box first, where you have to select the query area, a user group and an InfoSet. This brings you to the InfoSet Query screen in which the InfoSet Query is displayed but no selections have been made. However, it is possible for InfoSet Query to start directly with an InfoSet or a query. If this is the case, you can start working on it straight away.




Calling InfoSet Query has been set up in HR so that InfoSet Query starts with fixed values for the parameters *Query Area* and *User Group*, and only Ad hoc Reporting can take place. This means that a user who starts InfoSet Query over HR's information systems either goes straight to the assigned InfoSet in the initial screen of InfoSet Query or can choose between several assigned InfoSets. In this context, InfoSet Query is known in this type of call-up as **Ad Hoc Query**.

Procedure: Starting from SAP Query

You are assigned to a minimum of one user group, to which, in turn, a minimum of one InfoSet is assigned.

1. In the SAP Easy Access menu, choose *Tools* → *ABAP Workbench* → *Utilities* → *SAP Query* → *Queries*.

You get to the initial screen of the maintenance transaction for maintaining queries in SAP Query.

2. To start InfoSet Query with a query, select a query.
3. Choose  InfoSet Query.

InfoSet Query is called.

If you are starting InfoSet Query for the first time since logging on the system, the dialog box for selecting InfoSets is displayed. Here, select a user group and an InfoSet.

If you have already used InfoSet Query after logging on, the user group and the InfoSet that were used last are displayed.

Starting InfoSet Query

If you have selected a query, this is used as a template.

If you have called InfoSet Query from the standard area, you have the opportunity to use Ad hoc Reporting. If you have called InfoSet Query from the global area, you can develop queries. If you require further information, see [Type of Reporting \[Seite 986\]](#).



Please note that the selected query is not locked when you use this type of call-up for InfoSet Query. This only happens when you select a query in the maintenance transaction for queries and edit this with the *Change* function.

See also:

[Type of Reporting \[Seite 986\]](#)

[Calling up InfoSet Query \[Seite 984\]](#)

[Rights to Access InfoSet Query \[Seite 985\]](#)

InfoSet Display

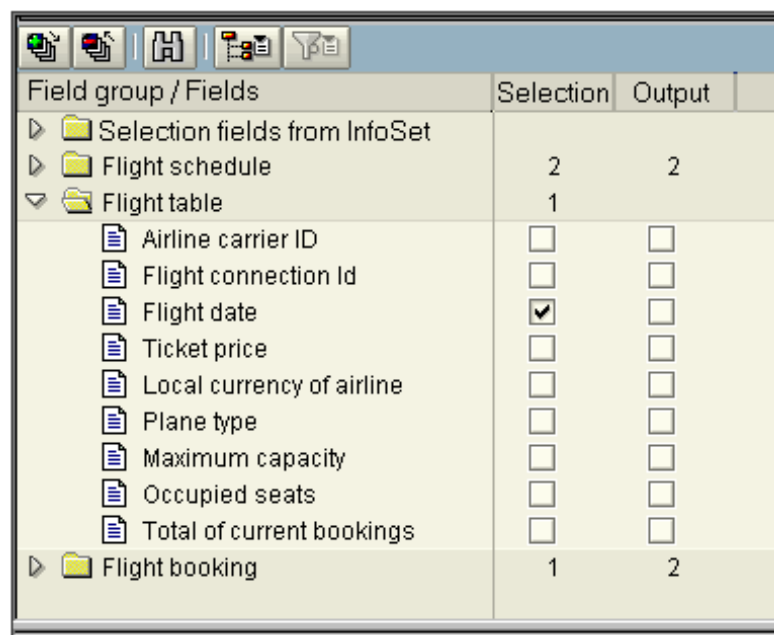
InfoSet Display

Use

The current InfoSet is displayed in the top left-hand corner of the InfoSet Query. You can choose between three display options:

- Overview tree of the InfoSet with its field groups (default setting)

In addition to the InfoSet field groups, the additional field group *Selection fields from InfoSet* is automatically displayed. This contains the fields that were defined as selection fields in the InfoSet or in the logical database.



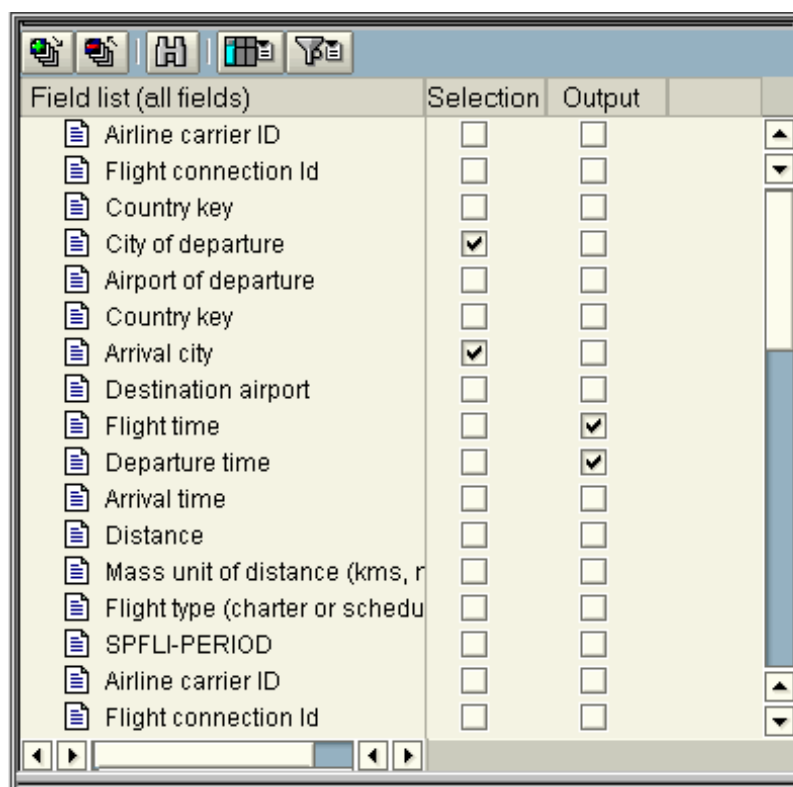
Field group / Fields	Selection	Output
▶ Selection fields from InfoSet		
▶ Flight schedule	2	2
▼ Flight table	1	
Airline carrier ID	<input type="checkbox"/>	<input type="checkbox"/>
Flight connection Id	<input type="checkbox"/>	<input type="checkbox"/>
Flight date	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ticket price	<input type="checkbox"/>	<input type="checkbox"/>
Local currency of airline	<input type="checkbox"/>	<input type="checkbox"/>
Plane type	<input type="checkbox"/>	<input type="checkbox"/>
Maximum capacity	<input type="checkbox"/>	<input type="checkbox"/>
Occupied seats	<input type="checkbox"/>	<input type="checkbox"/>
Total of current bookings	<input type="checkbox"/>	<input type="checkbox"/>
▶ Flight booking	1	2

- Structure of the logical database

Logical database structure			Selection	Output
▶ Selection fields from InfoSet				
▼ Flight schedule			2	2
▶ Fields				
▼ Flight demo table			1	
▼ Fields				
Airline carrier ID			<input type="checkbox"/>	<input type="checkbox"/>
Flight connection Id			<input type="checkbox"/>	<input type="checkbox"/>
Flight date			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ticket price			<input type="checkbox"/>	<input type="checkbox"/>
Local currency of airline			<input type="checkbox"/>	<input type="checkbox"/>
Plane type			<input type="checkbox"/>	<input type="checkbox"/>
Maximum capacity			<input type="checkbox"/>	<input type="checkbox"/>
Occupied seats			<input type="checkbox"/>	<input type="checkbox"/>
Total of current bookings			<input type="checkbox"/>	<input type="checkbox"/>
▼ Flight booking			1	2
▶ Fields				

- Field catalog

InfoSet Display



Every InfoSet field is indicated with an icon that tells you if field values have corresponding texts. The following icons are displayed:

- You can only use values for selection and output with these fields. You can use this field for selection as well as for output.
- A text can be automatically determined for every possible value of the field. When selecting a field like this for selection or for output you can decide whether you want to use the field value or the text that belongs to the value or both. You can set the default by using the function [Settings \[Seite 971\]](#). If you want to make a selection that is different to the default, select the field and make the selection required in the context menu.

There are two columns for every InfoSet field in the tree, which each has one selection field. Selecting a field in the first column copies that field to the selection field list. Selecting a field in the second column turns that field into an output field.

Editing the InfoSet Display











Use

This general procedure describes the different ways of displaying InfoSets and the editing options for these display options.

Prerequisites

You are in the initial screen of the InfoSet Query. An InfoSet Query is displayed in the top left-hand corner of the screen.

Procedure

Function	Procedure/Icon	What you need to know
<i>Expand subtree</i>	Select a field group or a node of the logical database and choose  .	You cannot use this function for the display option <i>Field Catalog</i> .
<i>Compress subtree</i>	Select a field group or a node of the logical database and choose  .	You cannot use this function for the display option <i>Field Catalog</i> .
<i>Find</i>	<p>You can search for fields within the InfoSet.</p> <p>Choose .</p> <p>Enter all or part of the name of the field in the dialog box.</p> <p>Choose  in the dialog box.</p> <p>The cursor stays on the first field that contains the term you are searching; the dialog box is still on the screen. You can continue the search by choosing  in the dialog box.</p>	<p>If you are looking for parts of a field name, just enter that part in the <i>Search</i> dialog box. Do not use a masked entry, such as flight*</p> <p></p> <p>The entry flight will give you, for example, the fields <i>Flight Connections</i>, <i>Flight Details</i> or <i>Percentage of Seats Occupied Per Flight</i>.</p>
<i>Display options</i>	<p>Depending on the current settings, choose either ,  or .</p> <p>In the menu that appears select one of the display options <i>Field groups</i>, <i>Structure of logical database</i> or <i>Field catalog</i>.</p>	
<i>Display all/certain fields of a field catalog</i>	<p>Choose .</p> <p>To restrict the field catalog to fields of a certain field group, select one of the field groups in the dialog box that appears. To display all the fields, choose <i>All fields</i>.</p>	You can only use this function for the display option <i>Field Catalog</i> .

Editing the InfoSet Display

<i>Technical names on/off</i>	<p>You can display the technical names of the fields in an additional column.</p> <p>To do this, in the context menu of the InfoSet display title choose <i>Technical Names on/off</i>.</p>	
<i>Display field properties</i>	<p>You can display the properties (such as data type and length) of any field you want in an additional area of the screen.</p> <p>Select the field you want.</p> <p>Choose <i>Display field properties</i> in the context menu.</p>	

Selection Display

The query selections are displayed in the top right-hand corner of InfoSet Query. The following displays are possible:

- Editable ALV Grid Control (set by default at the start of InfoSet Query)
- Selection screen (can be used as an alternative)

You can switch between the two display options by choosing *Extras → Standard Selection Screen* or *Extras → Selection Control On*. The two display options are described in more detail below.

ALV Grid Control



	Field name	Option	Wert	
	City of departure		NEW YORK	
	Arrival city		SAN FRANCISCO	
	Flight date		01.11.1999	
	Business/private customer		P	

If you use the ALV grid to display the selections and choose a selection field, a new line appears in the selection field list. The selection field list contains six columns as follows:

- Selection column, click in this column to select the line required. You can select one or more lines. You can move selected lines to another position within the list using drag & drop, or you can delete the selected lines.
- Column 2





This column specifies whether the value or the text for value is used for the selection. You can subsequently switch between *Text*, *Value* and *Text and Value* in the text field context menu.
- *Field name*

Contains the field names.
- *Option*

Contains the selection option. You can use the pushbutton in this column to call up a selection screen for the selection options and select the option required (for example, < or >). If you do not select a selection option, = is used by default.
- *Value*

Is there for entering a selection value. If you only need one value (when using selection options = or *), you can enter that value here.
- Is there for entering multiple selections, for example, several single values or intervals.

Selection Display

You can also use the functions  and . You can use  to delete selected selection fields. You can use  to check the entries you made for selection values.

Selection screen

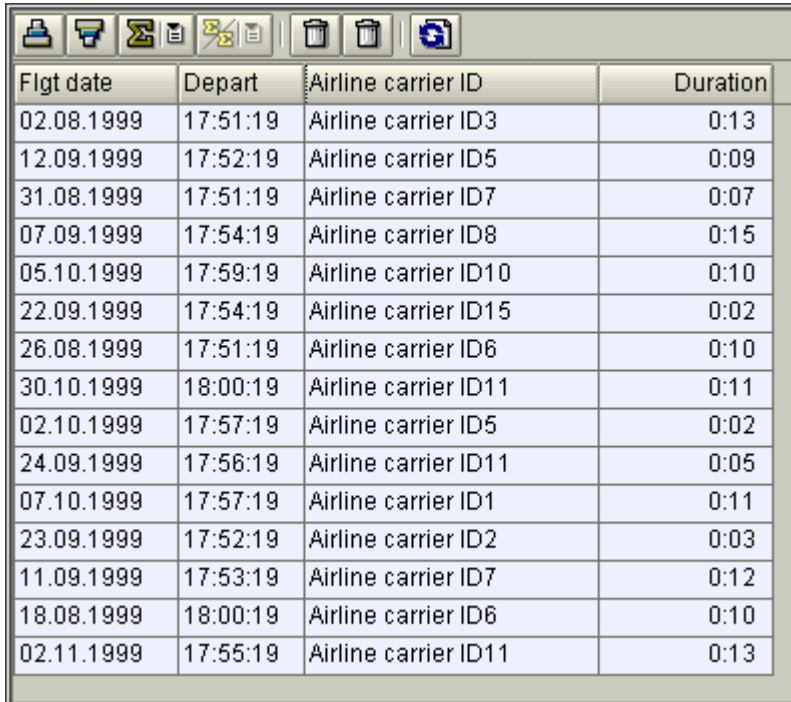
Connections			
Airline carrier		to	
➔			
Bookings			
Booking number		to	
Posting date		to	
➔			
<input type="checkbox"/> Display cancellations as well			
Depart. city	NEW YORK		➔
Arrival city	SAN FRANCISCO		➔
Date of flight	01.11.1999		➔
B/P customer	P		➔

Selection Display

If you use the selection screen instead of the ALV Grid Control, the selection fields are displayed in the grouping determined by the logical database. Radio buttons and pushbuttons can be displayed only on a selection screen. The selection screen has the advantage that a check is run as soon as the values are entered.

Output List Display

The output list is displayed in the lower area of the InfoSet Query screen in the SAP List Viewer or in full screen. If you have selected an output field, you will first see an output preview that contains example data.



Flgt date	Depart	Airline carrier ID	Duration
02.08.1999	17:51:19	Airline carrier ID3	0:13
12.09.1999	17:52:19	Airline carrier ID5	0:09
31.08.1999	17:51:19	Airline carrier ID7	0:07
07.09.1999	17:54:19	Airline carrier ID8	0:15
05.10.1999	17:59:19	Airline carrier ID10	0:10
22.09.1999	17:54:19	Airline carrier ID15	0:02
26.08.1999	17:51:19	Airline carrier ID6	0:10
30.10.1999	18:00:19	Airline carrier ID11	0:11
02.10.1999	17:57:19	Airline carrier ID5	0:02
24.09.1999	17:56:19	Airline carrier ID11	0:05
07.10.1999	17:57:19	Airline carrier ID1	0:11
23.09.1999	17:52:19	Airline carrier ID2	0:03
11.09.1999	17:53:19	Airline carrier ID7	0:12
18.08.1999	18:00:19	Airline carrier ID6	0:10
02.11.1999	17:55:19	Airline carrier ID11	0:13

You can format the output preview. This enables you to determine how data is arranged when output (for example, the sequence of columns and output list sorting), and whether data is also aggregated (for example, summation of numerical columns).


Furthermore, you can select a *Type of Output List* by choosing *Edit* → *Settings*. This determines if and how data is aggregated when output. You can select one of the following options:

- Basic list
- Statistics
- Ranked list


The settings and formatting are visualized in the output preview, and apply to the data output in the InfoSet Query screen, as well as to the data output in full screen.

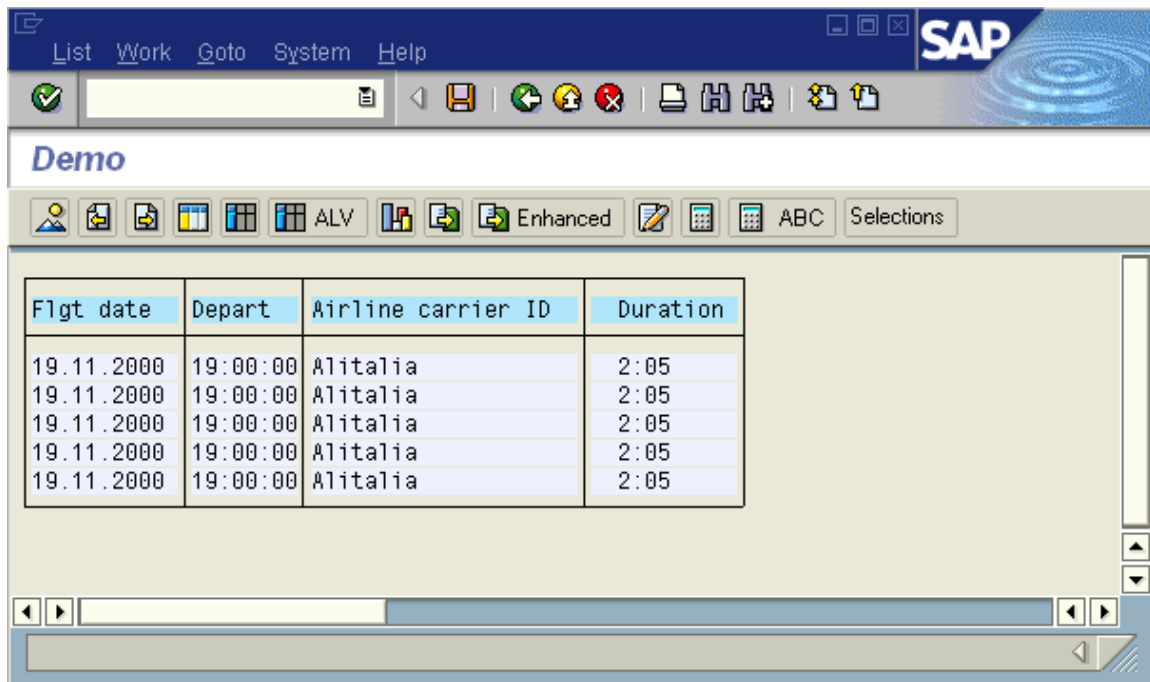
You can display the real data in this area of the screen by choosing the *Refresh* function. You can then use the SAP List Viewer functions. For more information see [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Output List Display



Flgt date	Depart	Airline carrier ID	Duration
19.11.2000	19:00:00	Alitalia	2:05
20.11.2000	19:00:00	Alitalia	2:05
21.11.2000	19:00:00	Alitalia	2:05
22.11.2000	19:00:00	Alitalia	2:05
23.11.2000	19:00:00	Alitalia	2:05

You can display the output list in full screen by using the  *Output* function. In full screen you can use other output formats in addition to those of the SAP List Viewer, for example, the default list.



The screenshot shows the SAP 'Demo' window. The title bar includes 'List', 'Work', 'Goto', 'System', and 'Help' menus, along with the SAP logo. Below the title bar is a toolbar with various icons. The main area displays a table with the following data:








Flgt date	Depart	Airline carrier ID	Duration
19.11.2000	19:00:00	Alitalia	2:05
19.11.2000	19:00:00	Alitalia	2:05
19.11.2000	19:00:00	Alitalia	2:05
19.11.2000	19:00:00	Alitalia	2:05
19.11.2000	19:00:00	Alitalia	2:05

Below the table, there is a status bar with navigation icons and a search field.



Formatting the Output

Formatting the Output

You can format the output preview in the InfoSet Query screen. When you execute the query, the formatting applies to the output list display in the InfoSet Query screen and to the output in the full screen. You can use the following options:

Function	Procedure/Icon	What you need to know
<i>Sort ascending</i> <i>Sort descending</i>	<p>Select a column, and sort ascending by choosing  or descending by choosing .</p> <p>You can use several sort criteria.</p> <p>To do so, do not select a column, and then choose  or . You reach the <i>Define Sort Order</i> dialog box. You can select any output fields as sort criterion, and decide whether to sort according to this criterion in ascending or descending order.</p>	
<i>Total</i>	<p>Select the column you want, and choose .</p> <p>A total is output at the end of the column.</p>	<p>You can create totals only for columns that contain numerical values.</p> <p>If you also want to output subtotals, you must first create totals using the numerical column.</p>
<i>Subtotals</i>	<p>Select the column that contains the criterion for subtotals, and choose .</p> <p>If the criterion for subtotals changes, a subtotal is output.</p>	<p>You can use columns as a criterion for subtotals only if they contain non-numerical values. The list is automatically sorted according to this criterion.</p> <p>If you report on the annual salaries of your employees, for example, you can create totals for the <i>Annual Salary</i> column and output a subtotal for each organizational unit.</p>
<i>Delete field(s)</i>	<p>Select the column you want to delete from the output list.</p> <p>Choose .</p>	<p>If you do not select a column, this function deletes all output fields.</p>

Formatting the Output

<i>Initialize formatting</i>	Choose  .	Resets output formatting to its original state. Use this function if you no longer need to create subtotals or totals. The column sequence is not reset.
<i>Update data</i>	Choose  The query is executed and the results list is displayed in the lower part of the InfoSet Query screen.	After the query has been executed, you can use the ALV functions from the output on the InfoSet Query screen, for example, Excel Inplace display or the export for text processing programs. If you change the output list in such a way that a new selection must take place (when you add a new field, for example,) you see the example dates in the output list again. You need to update the data again so that the query is executed again.
<i>Change column sequence</i>	Select the column whose position you want to change, and use drag & drop to move it to the required position.	
<i>Output / do not output currency or unit</i>	In the basic list, currencies or units are output automatically in an additional column after the value column. Choose the following in the context menu of the value column, to change the position of this column: <i>Currency → Before the value or After the value</i> <i>Unit → Before the value or After the value</i> Choose the following in the context menu of the value column, to prevent the currency or unit column from being output: <i>Currency → Do not output</i> <i>Unit → Do not output</i>	An additional column for currencies or units is not output in statistics or ranked lists. Choose <i>Edit → Settings</i> on the tabstrip <i>Statistics/Ranked List</i> if you want to enter a reference currency to which all currency fields are converted.

Formatting the Output

<i>Enhance statistics</i>	<p>You can enhance statistics with the following columns:</p> <ul style="list-style-type: none">• Mean values• Percentage-based distributions• Number of processed data records <p>Choose <i>Output mean value</i>, <i>Output share in %</i>, or <i>Output total number</i> in the context menu of the value column.</p>	<p>These enhancements are only possible for numerical columns.</p>
---------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

The various output lists include further options to enable you to edit output. For more information on how to edit output lists, see [Interactive List Display Functions \[Seite 1056\]](#) and [Interactive Functions for Further List Processing \[Seite 1065\]](#). For more information on how to output data in the SAP List Viewer, see [SAP List Viewer \(ALV\): Grid Control \[Extern\]](#).

Reusing Queries

Use

You can save queries that you need frequently. You can then open, and execute them again in InfoSet Query.

- If you frequently use a query with the same selection fields but different values, you should save it **without** values.
- If you frequently use a query with the same selection fields and values, you should save it with a variant, that is, **with** values and selection options.

You can also use saved queries as templates for new queries. To do this, start InfoSet Query with a query, or open an existing query, edit it, and save it with a new name.

You can find more information on the functions *Save* and *Save as* in InfoSet Query under [Saving Queries \[Seite 972\]](#).

Integration

SAP Query enables you to access and process queries defined in InfoSet Query.

Creating New Queries

Creating New Queries

Use

You can use InfoSet Query for flexible data analysis that you cannot carry out with standard reports. By simply choosing selection and output fields, you can define the report you need, and display a results list. You can repeat this process as often as you like. You do not require programming skills to create reports using InfoSet Query.

You can also save queries, make queries you have saved available for other users to use, and transport queries, providing you have the relevant authorization.

Prerequisites

You are in the initial screen of InfoSet Query. Depending on how you have started InfoSet Query,

- an InfoSet is available
- a query with selections and output fields is available
- you first have to select a user group and an InfoSet from a popup

Procedure

1. In the column *Selection*, select the relevant selection fields and, if necessary, remove the selection fields you do not need by clicking the relevant check box.

The system transfers the selected fields to the selection field list. The selection fields that you have removed are no longer in the list.

2. In the column *Output*, select the relevant output fields and, if necessary, remove the output fields you do not need by clicking the relevant check box.

The system transfers the selected fields to the output preview. The output fields that you have removed are no longer in the output preview.





You can also add the fields to the relevant area (selection or output area) using drag & drop. If you use drag and drop, you can insert the fields directly into the correct position in the output preview.



Depending on the default settings, fields with texts have only their text or their value transferred when you select them by ticking the check boxes or by using drag & drop. However, you can also select fields by using the context menu of the relevant field. Here, you can choose whether you want to use the value, the text, or both.

3. Enter the relevant selection values for the selection fields in the column *Value*.

The value types (numeric, alphanumeric, date) that you can enter for the selection fields depend on the type of selection field.

4. In the *Options* column, choose selection options (such as < or =).
5. To execute the query, choose  or  *Output*.

Result

The query is executed. If you started it by choosing , the results list is displayed in the lower part of the screen. If you started it by choosing  *Output*, the results list is displayed in full screen.



The default output works as follows; no selection screen is displayed and the specified selections are taken into account when outputting. You can, however, change these standard settings. You can find more information under [Settings \[Seite 976\]](#).

You can save the query, if you are authorized to do so. You can find more information under [Saving Queries \[Seite 972\]](#), [Type of Reporting \[Seite 986\]](#) and [Rights to Access InfoSet Query \[Seite 985\]](#).


Loading Queries

Loading Queries


Use

InfoSet Query enables you to access saved queries.


Procedure

1. Choose .

This takes you to the *Open Query* dialog box. It contains a list of all queries and variants that are assigned to the current user group.

2. If you want to load a query that was created under a different user group, change the user group.
3. Select the required query.
4. Choose .

Result

The query is opened. You can now execute the query. You can also change and save the query as required. If you want to overwrite the original version, choose *Query* → *Save* or . If you want to assign a new name to the changed version, choose *Query* → *Save as*.



The last five queries that you saved during an R/3 session are listed in the *Query* menu and you can load them from there.

Deleting Queries

Use

InfoSet Query enables you to delete queries that are no longer required.



The query that you delete is always the query you loaded as a template.

Prerequisite

You have loaded a query. You can check this in the header of the InfoSet Query. If you have loaded a query, the name of the query is displayed here.

Procedure

1. Choose *Query* → *Delete*.
2. To confirm, choose *Yes*.

Result

The query that you loaded into the InfoSet Query is deleted. However, the current InfoSet, selections and output fields are still displayed after the query is deleted.

Saving Queries

Saving Queries

After starting InfoSet Query you can change a template as often as you like and execute the corresponding query. If and where you can save a query depends on your authorizations and on the reporting you are authorized to carry out. If you require further information, see [Rights to Access InfoSet Query \[Seite 985\]](#) and [Type of Reporting \[Seite 986\]](#).

If you are authorized to save queries (authorization object `S_Query` with the value `02` for the field `Actvt`) you can use the functions `Save` and `Save as`. The way these functions work depends on your previous work with InfoSet Query.

- **Save (first usage)**

This function will take you to a dialog box where you can enter a new query name and a description. The system proposes a new name if the template you called up was an InfoSet; if it was a query, then the system proposes the query name. If you save a query under the same name again (meaning, overwrite it) then it is locked for other users. That is, other users of InfoSet Query can continue to use the locked query as a template, but cannot overwrite it.

If you are working in a context, which uses the SAP Query user groups, you can also select, from the dialog box, a user group to which you want to assign the query. At this point, you can switch between user groups to which you are assigned **and** which have access to the current InfoSet.

- **Save (if not the first time)**

If you are using the function again with a changed query during a session with InfoSet Query, the query you saved before is overwritten. The dialog box is not shown again. Locks that already exist remain valid.

- **Save as**

This function primarily exists for you to copy queries and edit them afterwards. With this function the dialog box is always shown to enter the query name and a description. The system proposes the name of the query that you used as template. The query is saved and locked under the name entered. If you have already saved and therefore locked the template, this lock is removed.

If you are working in a context, which uses SAP Query user groups, you can also select, from the dialog box, a user group to which you want to assign the query. At this point, you can switch between user groups to which you are assigned **and** which have access to the current InfoSet.



If you select an existing query from the list, it is overwritten when you confirm.

The query is locked when you save it. This means that other users, who may be working on the query at the same time, can continue to use the old version as a template in the current session with InfoSet Query, but they can no longer save the query under its original name. This also means that you can only save a query under a certain name if this query is not locked by another user.

If you have locked a query by saving it and then select a new template for InfoSet Query (InfoSet or query) the lock on the query used before is removed and another user can save the query in a changed version.

Saving Queries

If you are not authorized to change queries, you can start the InfoSet with templates, change and execute queries, but you cannot save the changes.

See also:

[Saving a Query \[Seite 974\]](#)

Saving a Query

Saving a Query


Use

You can use InfoSet Query to save queries that you want to use again.

Prerequisites

You have defined a new query. You are authorized to save queries.

Procedure

1. Choose .
2. If you are saving the query for the first time, the dialog box *Save Query* is displayed. A new name is proposed for the query if you started the InfoSet Query with an InfoSet. The name of the query is proposed if you started the InfoSet Query with a query. You can change the names as required.
3. If necessary, change the name or title of the query.
4. If necessary, choose the *User Group* to which the new query is to be assigned. At this point, you can switch between user groups to which you are assigned **and** which have access to the current InfoSet.

Result

The query is saved and locked for other users.



You can save a changed query under the same name by choosing *Query → Save*, or under a new name by choosing *Query → Save as*. If you require further information, see [Saving Queries \[Seite 972\]](#).

Change InfoSet



Use

While working with InfoSet Query, you can access a different InfoSet as a template for queries provided that you have the appropriate authorizations.

Prerequisites

You are on the InfoSet Query screen. You have access to more than one InfoSet.

Procedure

1. Choose .
This takes you (possibly via a confirmation prompt) to the *Create New Query - InfoSet Selection* dialog box. The *User Groups* selection list contains all of the user groups to which you are assigned.
2. Select the user group that has access to the required InfoSet.
The *InfoSets* area lists all of the InfoSets that can be accessed by the selected user group.
3. Select the InfoSet that you want to use for the query.
4. Choose .

Result

This takes you back to the InfoSet Query screen. You can use the InfoSet to create queries.

Settings

Settings

Use

With the settings, you can determine:

- whether the data is displayed as a list (basic list) or aggregated before output (statistics, ranked lists) and which output form is used,
- whether the query is started using a selection screen,
- which reference currency and which reference unit is used for statistics and ranked lists,
- how many data records are displayed in a ranked list,
- how data is exported to Crystal Reports,
- which default settings should apply for using fields with texts.

Prerequisites

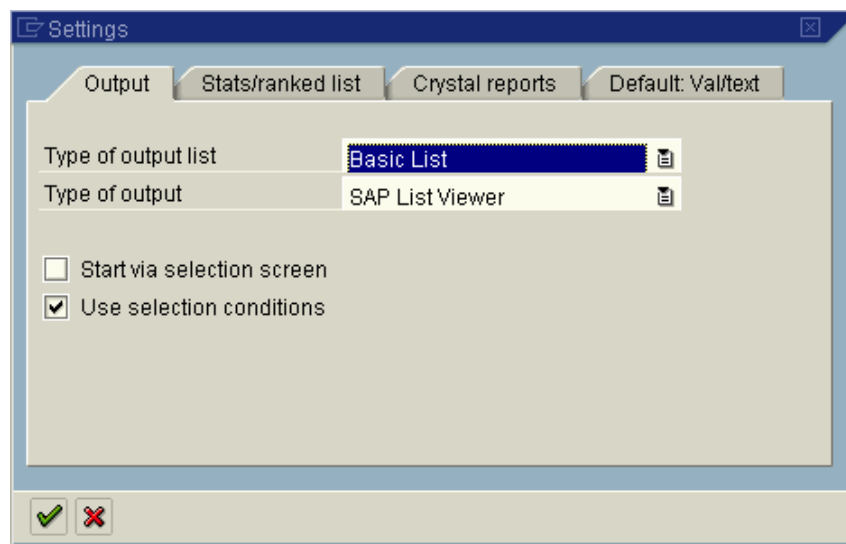
If you want to export the data to Crystal Reports, you must have them installed on your local PC.

Activities

1. On the InfoSet Query screen, choose *Edit* → *Settings*.

You get to the dialog box *Settings*.

On the *Output* tabstrip, you can determine the type of output list and the output format as well as whether the query is to be started via a selection screen.



On the *Statistics/Ranked List* tabstrip you can determine the reference currency for the conversion of currency fields as well as the reference unit for converting units of measurement. Also in this tabstrip, you can determine how many ranks are displayed in a ranked list.

The screenshot shows the 'Settings' dialog box with the 'Crystal reports' tab selected. The 'Add counter' checkbox is checked. The 'Reference currency' is set to 'USD'. The 'Currency translation date' is '29.02.2000'. The 'Type' is 'M'. The 'Reference unit' is empty. The 'Number of rankings' is '10'. There are 'OK' and 'Cancel' buttons at the bottom.

The tabstrip *Crystal Reports* allows you to determine how the Crystal Reports Export runs if Crystal Reports start directly from InfoSet Query. You can create a new Crystal Report every time you export, or export the data to an existing Crystal Report on the local PC.

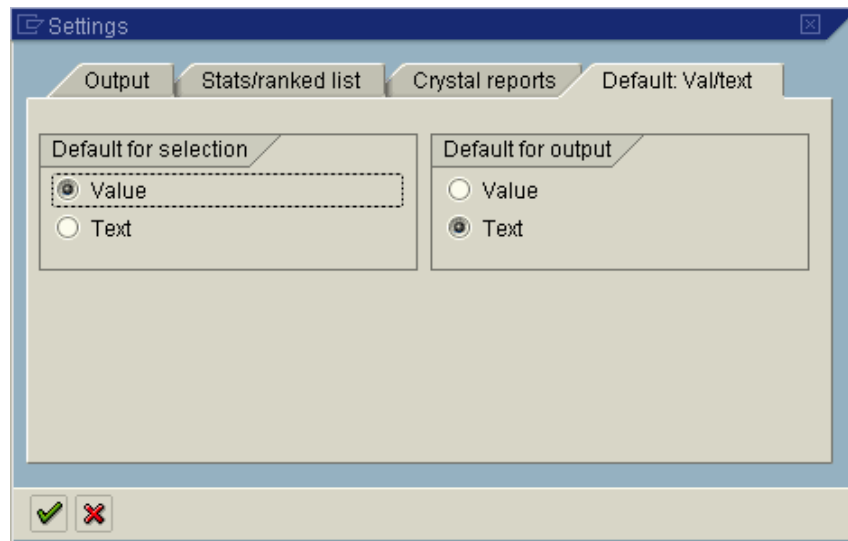



If you export the results list of the query over the output list (ALV) to Crystal Reports, these settings are overridden and those settings that were made in the ALV apply.

The screenshot shows the 'Settings' dialog box with the 'Default: Val/text' tab selected. The 'Regenerate report automatically' radio button is selected. The 'Template' radio button is unselected, with an empty text field next to it. There are 'OK' and 'Cancel' buttons at the bottom.

The tabstrip *Default: Value/Text* allows you to determine whether the value or the text is used when you select a field using either drag & drop or the check boxes. You can override these proposals by choosing the context menu when you select a field.

Settings



2. Enter the required options.
3. Choose .

Result

The entries are transferred for the current query.

When you have set up the Crystal Reports Export, the path for the *Crystal Report* template is saved with the query. Whereas the template itself is not saved with the query.



It you want the query **and** the Crystal Reports template to be available for other users, save the template in a directory that can also be accessed by these users. Otherwise, other users are not able to use the query and the template because the template is not saved with the query.

Logging

Use

You can log the execution of queries with InfoSet Query. This enables you to determine which InfoSet Query users have analyzed system data when, and with which selection criteria.

Prerequisites

The log is activated and the query is started in InfoSet Query. This means you use one of the following functions in InfoSet Query:

- *Refresh Data* (in the output preview)
- *Output*
- *Select* (only with HR queries)

The log is not used in other cases, that is, if you start the query as an executable program over a menu entry or via the maintenance transaction for queries in SAP Query.

Features

The following information is logged when you execute an InfoSet:

- the query area
- the InfoSet used
- the user
- the date
- the time
- all selection fields including the selection values and selection options
- all output fields

The output is not included in the log.

With the help of the Badi AQ_QUERY_PROT, you can attach your own log, where you can create a filter or another folder for the log.

You can find further information on logging and on the Badi in the Basis IMG under *Basis Components* → *SAP Query* → *Logging*.

Activities

You can activate the log by choosing the relevant function in Customizing of the SAP Query or via the maintenance transaction for InfoSets of the SAP Query (see [Activating Logging \[Seite 981\]](#)).

When you execute an InfoSet Query, the specified data from the system is logged.

You can analyze the logs using a Query or by using the Data Browser (see [Analyzing Logs \[Seite 982\]](#)).

Logging

You can delete log data no longer required by choosing the relevant function in Customizing of the SAP Query or via the maintenance transaction for InfoSets of the SAP Query (see [Deleting Logs \[Seite 983\]](#)).

Activating Logging

Use

Logging serves to log the execution of queries with InfoSet Query. You can determine for which query areas of the query and for which InfoSets a log should be carried out.

Prerequisites

You are in SAP Query, in the initial screen of the maintenance transaction for InfoSets.

Procedure

1. Choose *Extras* → *Set Log*.

You get to the screen *Change Query Log Control: Overview*. You can maintain entries for the database table AQPROTCUST in this screen.

2. Choose *New entries*.
3. Enter the data required.

If you want to log query execution within a certain query area for certain InfoSets only, enter a record for every InfoSet.

If you want to log query execution within a certain query area for all InfoSets, enter the identification for the work area and * for the InfoSet.

You cannot use the entry * for the query area. If you want to log the use of all InfoSets on execution of queries with the InfoSet Query in the standard as well as in the global area, for example, enter each query area in a separate line. For the InfoSets enter * respectively.

4. Choose .

Result

The logging is active according to what you have entered. If you start queries within InfoSet Query, their execution is logged from now on. You can analyze the logs with specific queries or by using the *Data Browser*. You should regularly delete logs that you no longer need.

See also:

[Analyzing Logs \[Seite 982\]](#)

[Deleting Logs \[Seite 983\]](#)

Analyzing Log Data

Analyzing Log Data



Use

You can analyze the InfoSet Query log data with specific queries or by using the data browser of the ABAP Workbench. In the global area, SAP delivers the user group /SAPQUERY/SQ and the InfoSet /SAPQUERY_LOGGING as well as some queries with which you can analyze log data. You can, of course, create queries of your own for analyzing the log data if you wish.

Prerequisites



The system contains logs on the execution of queries with InfoSet Query.

Procedure: Log analysis with a query

1. In the SAP Easy Access menu, choose *Tools* → *Utilities* → *SAP Query* → *Queries*.
You reach the screen *User Group Queries <User Group>: Initial Screen*.
2. Make sure that you are working in the global area with the user group /SAPQUERY/SQ and the InfoSet /SAPQUERY_LOGGING.
3. Select the required query.
4. Choose .
5. Enter the data required for selecting the log data.
6. Choose .

The log data corresponding to your criteria is displayed.

Procedure: Log analysis using the data browser

1. In the SAP Easy Access menu, choose *Tools* → *ABAP Workbench* → *Overview* → *Data Browser*.
You reach the screen *Data Browser: Initial Screen*.
2. Enter the table name **AQPROT**.
3. Choose .
4. Enter the data required for analyzing the log.
5. Choose .

The log data corresponding to your criteria is displayed.

Deleting Log Data

Use

You can delete log data that is no longer required for working with InfoSet Query. We recommend that you regularly delete log data that you no longer require. This ensures that space is not wasted on the database.

Prerequisites

You are in InfoSet Query, in the initial screen of the maintenance transaction for InfoSets.

Procedure

1. Choose *Extras* → *Manage log*.

This takes you to the *Deleting Logged Query Activities* screen. This screen lets you determine which logs you want to delete. You can determine, for example, whether you want just the log data to be deleted that is created for a certain InfoSet or a certain user.

2. Enter the data required.

3. Choose .

Result

The log data that corresponds to the criteria entered is deleted from the database.

Calling the InfoSet Query

Calling the InfoSet Query

Purpose

The Administrator can make the InfoSet Query available to users in a number of ways.

- For example, the call can be implemented using four reports that determine the particular call parameters. These reports decide which access rights the user has, for example, from which role and with which InfoSet the InfoSet Query can be started and which reporting type can be used (development or ad-hoc reporting).
- The InfoSet Query can also be started from the maintenance transaction for queries in the SAP Query.

See also:

[Type of Reporting \[Seite 986\]](#)

[Rights to Access InfoSet Query \[Seite 985\]](#)

[Modules for Calling the InfoSet Query \[Seite 987\]](#)

[Starting InfoSet Query \[Seite 950\]](#)

Rights to Access InfoSet Query

The Administrator can control access rights to the InfoSet Query using roles or SAP Query user groups.

- **Roles**

The technical background to controlling access authorization using roles is as follows:

- Exactly one SAP Query user group must be assigned to a role.
- InfoSets have to be assigned to this user group. Users from the user group, and now also the role, can use these InfoSets for reporting.
- It is not necessary to enter the users into the user group as they are assigned in the role assignment. This means that a user who is assigned to a role is automatically copied into the user group assigned to the role. This assignment is only valid, however, if the user uses the role to call the InfoSet Query. If InfoSet Query is accessed in any other way, then the general access authorization implemented using SAP Query user groups applies.
- To be able to save queries, a user needs the relevant 'change' authorization for queries (authorization object `S_QUERY`, for the field `ACTVT` value 02). If the user does not have this authorization, he or she is able to use the available InfoSets and queries within the role, but is not able to save queries.

You can find further information under [Including InfoSet Query in Roles \[Seite 989\]](#).

- **User groups**

The procedure for controlling access rights using user groups is exactly the same as with the SAP Query. This means that, per user group, you determine which InfoSets can be accessed and which users belong to a user group. Users allowed to create and change queries, must be given the 'change' authorization (authorization object `S_QUERY` for field `ACTVT` value 02). You can find further information under [SAP Query Authorizations \[Seite 1023\]](#).

Type of Reporting

Type of Reporting

The following types of reporting are available in the InfoSet Query:

- Development

The reporting type *Development* is used for creating queries that are going to be used on a long-term basis. This means that queries can be saved (as executable programs), incorporated into menus, or distributed. Technically speaking, this means that the global area is always used, and a connection to the Workbench Organizer exists whenever you call up the InfoSet Query for the *Development* reporting type.

- Ad-hoc Reporting

The reporting type *Ad-hoc reporting* is used primarily as a quick and simple way of creating specific reports that, as a rule, are not needed more than once. Ad-hoc reporting is possible in both query areas (global and standard), and you can also save your queries. In the global area, they are always saved in a temporary development class, and there is no dialog with the Workbench Organizer. In the standard area, queries can only be transported with the tools intended for the task. You can find further information on creating and transporting queries in the SAP Query documentation under the section [Transporting Query Objects \[Seite 1288\]](#) and its subsections.



Calling up the InfoSet Query has been set up in Human Resources (HR), so that the InfoSet Query has default values in the specified *query area* and *user group* parameters, and only ad-hoc reporting can take place. This means, that a user, who starts the InfoSet Query using HR's information systems, either goes straight to the initial screen of the InfoSet Query, where the assigned InfoSet is displayed, or can choose between several assigned InfoSets. In this type of call in HR, the InfoSet Query is called **Ad-hoc Query**.

The type of reporting depends on the report used to start the InfoSet Query. You can find further information on the reports for starting the InfoSet Query under [Modules for Calling the InfoSet Query \[Seite 987\]](#).

Modules for Calling the InfoSet Query

To call the InfoSet Query, the SAP System provides you with four reports and four function modules of the same name, which implement the InfoSet Query call and determine access rights and reporting type for the InfoSet Query.

The following reports/function modules are available:

- **SAP_QUERY_DEVELOPMENT_ROLE: Access using role, development**

Parameter

- Role (input necessary)
- InfoSet (optional)
- Query (optional)

A user group from the global area has to be assigned to the role. If you specify an InfoSet, then it has to be assigned to the user group. If you specify a query, then it has to be assigned to the user group.

- **SAP_QUERY_AD_HOC_ROLE: Access using role, ad-hoc reporting**

Parameter

- Role (input necessary)
- InfoSet (optional)
- Query (optional)

A user group from either the global or standard area has to be assigned to the role. If you specify an InfoSet, then it has to be assigned to the user group. If you specify a query, then it has to be assigned to the user group.

- **SAP_QUERY_DEVELOPMENT: Access using user group, development**

Parameters (all optional)

- User group
- InfoSet
- Query

The user group has to come from the global area. If you specify more than one parameter, then they must match, meaning that the InfoSet has to be assigned to the user group and the query must be based on the specified InfoSet. Input help can support you with the entries.

- **SAP_QUERY_AD_HOC: Access using user group, ad-hoc reporting**

Parameters (all optional)

- Query area (standard setting: Standard area)
- User group
- InfoSet
- Query

Modules for Calling the InfoSet Query

First, decide which query area you want to work in with the InfoSet Query (standard setting: Standard area). To enable you to work in the global area, select the *Global Area* indicator. Enter the remaining parameters.

If you specify more than one parameter, then they must match, meaning that the InfoSet has to be assigned to the user group and the query must be based on the specified InfoSet. Input help can support you with the entries.



Calling up the InfoSet Query has been set up in Human Resources (HR), so that the InfoSet Query has default values in the specified *query area* and *user group* parameters, and only ad-hoc reporting can take place. This means, that a user, who starts InfoSet Query using HR's information systems, either goes straight to the initial screen of the InfoSet Query, where the assigned InfoSet is displayed, or can choose between several assigned InfoSets. In this type of call in HR, the InfoSet Query is called **Ad-hoc Query**.

The optional parameters are used to prepare an InfoSet or a query when calling the InfoSet Query. These "templates" can be processed directly. If no parameters are used for the call, then the system tries to come up with a suitable proposal for starting the InfoSet Query from those objects (role, user group, InfoSet) last used by the user.

The reports call the function modules with the same name directly. When calling the InfoSet Query, it does not matter if the reports or the function modules are used. To implement the call using menu entries, however, you have to use the reports.

Including InfoSet Query in Roles

Purpose

By including the InfoSet Query in a role, you ensure that the InfoSet Query is started with an InfoSet (and a query), and can therefore be easily used for appropriate reporting within the role.

Process Flow


1. Select a user group that is to be connected to the role, or create a new user group. Assign all InfoSets that are to be made available to the role user for reporting, to this user group.



If you want the role to support the development of queries (no ad-hoc reporting), then you have to use a user group assigned to a non-temporary development class from the global area. The InfoSets assigned to the user group must also have non-temporary development classes. This way you ensure that it is possible to develop queries that can be transported.



You can change the assignment of InfoSets to user groups at any time. It is not necessary to assign users.

2. Depending on the reporting type you want to use, create a variant for the report `SAP_QUERY_DEVELOPMENT_ROLE` or `SAP_QUERY_AD_HOC_ROLE`, by entering the name of the relevant role in the field *Role*. You can use the other parameters as and when you need them.
3. Assign the relevant user group to the role. To do this, call role maintenance (transaction PFCG) and select *Change*. Select the key `SAP_QUERY_USER_GROUP` by double clicking on the tabstrip *Personalization*. You get to a dialog box where you enter the user group.
4. Include the report `SAP_QUERY_DEVELOPMENT_ROLE` or `SAP_QUERY_AD_HOC_ROLE` along with the variant you created previously in the role menu. To do this, call role maintenance (transaction PFCG), select the relevant role, and choose *Change*. Select  *Report* from the *Menu* tabstrip. Insert the relevant report into the role menu (as an ABAP report) with the variant you created earlier. You should always set the indicator *Skip selection screen*.

Result

The InfoSet Query is available as a menu entry for the role. The available InfoSets are determined using the user group assigned to the role. Using the other report parameters, you determined the specifications used to start the query.

HR in InfoSet Query

Purpose

You can use InfoSet Query to report on data from Human Resources (HR) by using InfoSets based on HR logical databases (PNP, PCH, PAP).

InfoSet Query is used in HR to create reports to meet requirements that are not satisfied by standard reports. By selecting selection fields and output fields, you can access data stored anywhere within the Human Resources System. You do not require programming skills to create reports using InfoSet Query.

InfoSet Query supports two types of reporting:

- For ad-hoc reporting
- For query development

InfoSet Query has been integrated with HR information systems to enable you to perform ad-hoc reporting; that is, you can create and save queries in the standard query area. However, there is no transport link to the Workbench Organizer. In this context, InfoSet Query is known in HR as **Ad Hoc Query**.

There are two ways of using InfoSet Query in HR:

- With object selection

Before data is output, a set of objects is selected for which you can output data as required. You can edit the selected set of objects before output. For example, you can display the list of objects, display details on individual objects, use the set of objects as a new reporting set, or relate two sets to each other.

This method of working has the advantage of good system performance because objects are selected using a selection routine that is particularly suitable for Human Resources.

- In basic mode (object selection is switched off)

In basic mode, the report's list of results is output immediately without a hit list being generated first.

This method of working has the advantage of enabling you to use all InfoSet fields for selection purposes. Working with object selection restricts these options.

The following sections describe how to work with object selection. Always use object selection to create reports for HR. If you require further information on how to work with InfoSet Query in basic mode, see the documentation on [maintaining queries \[Seite 946\]](#).

Integration

- You can use InfoSet Query to continue processing and report on sets of persons selected using Manager's Desktop or HIS. You can start InfoSet Query directly from these applications. The selected set of persons is transferred to InfoSet Query as a reporting set.
- You can branch from InfoSet Query to general reporting. In this case, you only use the first InfoSet Query level, that is, you select an object set. To report on this hit list, you use a standard report.

- You can enhance queries created using InfoSet Query by adding features that are only supported by SAP Query. If you require further information, see [InfoSet Query \[Seite 944\]](#).

Features

If object selection is switched on, working with InfoSet Query consists of two steps:

- In the first step, you select a set of objects (= hit list) in accordance with selection criteria that you can specify as required. You can then process the hit list. You can also use InfoSet Query to create two hit lists. You can add them together, subtract one from the other, or use them to create intersections.
- In the second step, you output data as required for the objects selected in the first step. You can display and forward reporting results using the following options: you can choose a type of output list (basic list, statistics, or ranked list), and you can determine how data is output to the full screen (for example, *SAP List Viewer*, *standard list*, *spreadsheet*, *word processing*). On the InfoSet Query screen, data is always output to SAP List Viewer. Furthermore, the preview of output includes formatting options such as summation and sorting.

See also:

[HR Logical Databases \[Seite 1249\]](#)

[InfoSets in the HR Application \[Seite 1245\]](#)

Switch Object Selection On/Off

Switch Object Selection On/Off

Use

You are advised to use object selection in InfoSet Query when working with HR InfoSets. The advantage of object selection is that it ensures good selection performance. Furthermore, the following functions can only be used in InfoSet Query if you choose to work with object selection:

- Hit list determination
- Hit list editing
- Set operations
- Restriction of the reporting set

In basis mode, you can make selections according to all of an InfoSet's fields. These options are restricted when object selection is used.






The "*Object selection* switched on" setting is saved as a user setting so that you do not have to enter it time and time again. The next time you use InfoSet Query, this setting is loaded.

Switch Object Selection On

You have started InfoSet Query. The object selection is switched off.




1. Choose *Extras* → *Switch on object selection*.

The object selection is switched on. The additional *Reporting set* group box, and the  *Hit list*,  and  pushbuttons are added to the InfoSet Query screen.

Switch Object Selection Off

You have started InfoSet Query. The object selection is switched on.

1. Choose *Extras* → *Switch off object selection*.

The object selection is switched off. The *Reporting set* group box, and the  *Hit list*,  and  pushbuttons are removed from the InfoSet Query screen.

Overview of Functions

Use

Unlike SAP Query with its broader range of functions, InfoSet Query is also suitable for end users with little experience of HR Reporting. Even beginners are quickly able to use it, thanks to its clear list of available fields and preview of output function.

Prerequisites

The object selection is switched on.



If you start InfoSet Query from the SAP Easy Access menu, an appropriate InfoSet is used automatically in the information systems of several HR components (for example, the information system for Personnel Administration). Provided that you are assigned to the appropriate user group, you can start creating queries immediately. You can also save the created queries, but you cannot transport them using the Workbench Organizer.

If you want to start InfoSet Query in this way, you must be assigned to the appropriate user group. You can set up this assignment in SAP Query (see [Functions for User Group Administration \[Seite 1268\]](#)).

Features

- In the top left section of the initial screen, the current InfoSet is displayed with its field groups in an overview tree. Each field group corresponds to an HR infotype. This overview tree enables you to choose selection fields and output fields. If you require further information, see [InfoSet Display \[Seite 952\]](#).



The InfoSet that you use determines the object type that can be selected with InfoSet Query. If you use an InfoSet from Personnel Administration (logical database PNP), for example, the result of a selection is always a set of persons. However, if you use an InfoSet from Personnel Planning, the result of a selection is always a set of objects of a specific object type. The object type, such as business event or position, is determined when the InfoSet is created. If you require further information, see [HR InfoSets for InfoSet Query \[Seite 1012\]](#) and [InfoSets in the HR Application \[Seite 1245\]](#).

- In the top right section of the screen, the system displays the reporting period, reporting set, list of selection fields and options, and number of hits in the hit list. This screen section is used to determine selection criteria, and execute object selections. You can open and close the *Reporting period* and *Reporting set* screen sections. If you require further information, see [Selection Display \[Seite 957\]](#).
- Once output fields have been selected, a preview of output with example data is displayed in the lower section of the screen. You can format output at this point. For example, you can change the order of columns. Furthermore, this screen section enables you to start outputting real data. If you require further information, see [Output List Display \[Seite 961\]](#).

Overview of Functions

The screenshot displays the SAP Ad-hoc-Query interface. On the left, a tree view shows 'Field group/fields' with 'Selection' and 'Output' columns. Under 'Actions', 'Personnel Number' is selected for output. Under 'Organizational Assignment', 'Company Code', 'Personnel Area', 'Employee Group', and 'Employee Subgroup' are selected for both selection and output. On the right, the 'Reporting period' is set to 'Today' (02/16/2000). The 'Reporting set' is 'Unrestricted'. A table below shows selected fields: 'Personnel Area' with value '1000' and 'Age of Employee' with value '35'. At the bottom, a 'Hit list' shows '17 Persons'. The main table at the bottom displays the following data:

PA	Personnel Area	Personnel Number	First name	Last name	Kms
200	Personnel Area1	Personnel Number3	First name11	Last name11	14
1900	Personnel Area10	Personnel Number7	First name13	Last name15	2
1100		Personnel Number4	First name7	Last name3	9
2100		Personnel Number3	First name6	Last name8	15
0001		Personnel Number6	First name6	Last name6	15

Activities

The numbering represents the principle of reporting using InfoSet Query with object selection. For detailed instructions, see the specific sections.

1. Selection fields and output fields are chosen from field groups
2. Values and selection options are entered for the selection fields, or a reporting period is selected

Overview of Functions

3. All of the objects that meet the selection criteria are selected (for example, persons)
4. Output is formatted, and output starts in this screen section if necessary
5. The required data is output to a full screen

See also:

[Selection \[Seite 997\]](#)

[Output \[Seite 1007\]](#)

Selection

Use

When the selection is made, the system determines which objects meet the specified selection criteria in the reporting period. The result of the selection is a set of objects. After the selection has been made, you can continue processing this set or output data on the objects as required.



InfoSet Query only enables you to select one object type. The InfoSet you use determines which object type can be selected. If you use an InfoSet from Personnel Administration, for example, the result of a selection is always a set of persons. InfoSets from Personnel Planning can only be used to select an object type, such as business events or positions. If you require further information, see [HR InfoSets for InfoSet Query \[Seite 1012\]](#) and [InfoSets in the HR Application \[Seite 1245\]](#).

This section gives you an overview of options available for selecting objects, and continuing to process this set.

Activities

Selection Using One Or More Selection Criteria

In the simplest of cases you can use a selection criterion. But you can use as many selection fields as you want. To do so, choose the selection fields from the overview tree, choose a selection option, and enter a value. You then start the selection. The result of the selection is the objects that meet the selection criteria and those that lie within the specified reporting period (such as all of the business events taking place in New York in March 2001).



You can also make a selection without any selection criteria whatsoever. The result of the selection is all of the objects in the system that can be selected with the InfoSet you have used, and which are valid in the specified reporting period.

Restriction of the Reporting Set

Unless you restrict the reporting set, the selection is made for all of the objects in the system that can be selected with the InfoSet you have used. However, reporting is often required for a specific set of objects only, such as the employees in a particular department or the business events taking place in a particular period. To achieve this aim, you must restrict the reporting set accordingly.

You can restrict the reporting set as follows:

- Using the current hit list, which you obtained by making a specific selection
- Using a set of persons, which you selected using the organizational structure



In addition to the options described here, your system can include other, customer-defined restriction options. If you require further information on the restriction options for the reporting set, access Customizing for the Human Resources Information

Selection

System and see [Selections IDs \[Extern\]](#), [Define Selection IDs \[Extern\]](#), and [Define Groupings \[Extern\]](#).

If you require more detailed information, see [Restrict the Reporting Set \[Seite 1002\]](#).

Processing the Selected Set of Objects

Once the selection has been made, you can continue processing the selected set of objects. You can:

- Display the list of selected objects
- Delete objects from the list
- Branch to HR master data or detail maintenance

If you require further information, see [Process the Selected Set of Objects \[Seite 1011\]](#).

Make Selection

Prerequisites

The object selection is switched on.



If you start InfoSet Query from the SAP Easy Access menu, an appropriate InfoSet is used automatically in the systems of several HR components (for example, the system for Personnel Administration). Provided that you are assigned to the appropriate user group, you can start creating queries immediately. You can save the created queries, but you cannot transport them using the Workbench Organizer.

If you want to start InfoSet Query in this way, you must be assigned to the appropriate user group. You can set up this assignment in SAP Query (see [Functions for Managing User Groups \[Seite 1268\]](#)).

Procedure

Before working with InfoSet Query for the first time, read the [Overview of Functions \[Seite 993\]](#) to get a basic idea of how InfoSet Query is used.

1. Start InfoSet Query as described in the section [Starting InfoSet Query \[Seite 950\]](#).

This brings you to the InfoSet Query screen.

If you are assigned to a role that supports Reporting with InfoSet Query, and you have started InfoSet Query from the role menu, InfoSet Query starts with an InfoSet, and a query. This means, you can start to determine a new query or to execute or edit the loaded query straight away.

If you are not assigned to a role and have started InfoSet Query from SAP Query or from a menu, you have the following options:

- First you reach a dialog box in which you can select a query area, a user group and an InfoSet. This brings you to the InfoSet Query screen in which the InfoSet Query is displayed, but no selections have been made.
- InfoSet Query is started directly with an InfoSet or a query. You can start working straight away.

2. Expand the field groups you want in the overview tree.
3. Put a tick in the *Selection* column, use drag & drop or choose the context menu to select one or more fields as selection fields.

The system transfers the selection fields to the list of selection fields on the right of the screen. The corresponding value field can be maintained.

4. In the *Value* field, enter selection values for the selection field you have chosen. If necessary, use input help for selecting selection values.

The value types (numeric, alphanumeric, date) that you can enter for the selection fields depend on the type of selection field.

5. In the *Options* field, choose selection options (such as < or =).
6. Choose a reporting period.

Make Selection

7. Choose  *Hit list*.

Result

In the *Hit list* field, the system displays the number of objects that meet your selection criteria.

You can now

- [edit the selected object set \[Seite 1001\]](#)
- use the set of objects selected as a reporting set for further selections (see [Restrict the Reporting Set \[Seite 1002\]](#))
- output information on the objects selected (see [Output \[Seite 1007\]](#)).

Edit Selected Set of Objects

Use





You can display a hit list, which you have generated with InfoSet Query, in a list. You can delete objects from this list and execute a detail display function for individual objects. If you select a set of persons, you branch to HR master data. If you select different objects, you branch to detail maintenance for Personnel Planning. If you remove objects from the set, they are not included in output.

The same editing options are available for all other sets of objects that you can use in InfoSet Query, such as the reporting set and the set of objects for set operations.

Prerequisites

A set of objects exists.

Procedure

1. Choose  for the set that you want to display.
This takes you to the list of objects.
2. To branch to HR master data, select a person and choose *HR master data* (this is only possible if you select a person). To branch to detail maintenance, select an object and choose *Detail maintenance* (only if you selected objects from Personnel Planning)
3. To delete an object from the list (because you do not want it to be included in the following report, for example), select the object and choose .
4. To accept changes, choose . To cancel changes, choose .

Result

You go back to the InfoSet Query screen. If you deleted objects, the set of objects is reduced by the corresponding number.

Restrict the Reporting Set

Restrict the Reporting Set

Use


Restrict the reporting set if you only want to report on a specific set of objects, such as a specific group of persons.



In addition to the options described here, your system can include other, customer-defined restriction options. If you require further information on the restriction options for the reporting set, access Customizing for the Human Resources Information System and see [Selection IDs \[Extern\]](#), [Define Selection IDs \[Extern\]](#), and [Define Groupings \[Extern\]](#).

Procedure (Restriction Using Organizational Structure)

You use an InfoSet from Personnel Administration, that is, an InfoSet based on logical database PNP.

1. Under *Restrict reporting set by*, choose the *Organizational structure* entry.
2. To access the organizational structure, click on the *Organizational structure* entry.
3. Select the required organizational unit(s). You can select one or more organizational units, entire branches of an organizational structure, or a complete organizational structure.
4. Confirm by choosing .

The persons who belong to the selected organizational units are transferred as the reporting set. The number of persons is displayed in the *Reporting set* field.



If you make your selection by using the organizational structure, the system selects the persons who belong to the selected organizational unit or one of the underlying organizational units. However, if you use the *Organizational unit* as a selection field, you must enter the upper-level and underlying organizational units as values to select the same hit list.

Procedure (Restriction Using Current Hit List)

You use an InfoSet as required.

1. Make your selection as described in [Make Selection \[Seite 999\]](#).
2. Under *Restrict reporting set by*, choose the *Hit list* entry.
3. To transfer the current hit list as a reporting set, click on the *Hit list* entry.

The current hit list is transferred as a reporting set, and can be used for further selections. The number of objects is displayed in the *Reporting set* field.

Set Operations

Set Operations

Use

You can use set operations to relate two sets of objects to each other. You can use the resulting set for output, as a reporting set for further selections, or for further set operations.

Prerequisites

You are working with object selection.

Features

You can show the *Set operations* tab page for the set operations. The set operations process the sets from the *Object set A* and *Object set B* fields, and write the result to the *Resulting set* field.

You can perform one of the following set operations:

- Create intersection
- Create union
- Set A minus set B
- Set B minus set A

If you want to use the resulting set for output, you must copy it to the *Hit list*. If you want to use the resulting set as a reporting set for further selections, you must copy it to the *Reporting set*. If you want to use the resulting set for further set operations, you must copy it to set A or set B.

If you require further information, see [Execute Set Operations \[Seite 1005\]](#).

Example

You want to run a report to determine which employees at your enterprise do not have a temporary residence. You cannot select non-existent data records, so you implement the report according to the following logic:

- First, you select all of the employees at your enterprise and copy this set to *Object set A*.
- You select all of the employees with a temporary residence and copy them to *Object set B*.
- Set operation *Set A minus set B* enables you to subtract all of the persons with a temporary residence from the set of all employees. The resulting set contains all of the persons who do not have a temporary residence.

Execute Set Operations

Use

You can use set operations to relate two selection results (create intersection, create union, subtract sets).

Prerequisites



You are working with object selection. You have made a selection, and the system has displayed a hit list.




The "Set operations shown" setting is saved as a user setting so that you do not have to enter it time and time again. The next time you use InfoSet Query, this setting is loaded.

Procedure


1. Choose *Extras* → *Show set operations*.

The additional *Set operations* tab page is provided by the system. Both of the additional  and  pushbuttons are added to the *Selection* tab page.

2. On the *Selection* tab page, choose .

The hit list is copied to the *Object set A* field.


3. Make a second selection.

4. On the *Selection* tab page, choose .

The hit list is copied to the *Object set B* field.


5. Choose the *Set operations* tab page.

The *Object set A* field contains the hit list from your first selection. The *Object set B* field contains the hit list from your second selection.

6. To perform the required set operation, select it and then confirm by choosing  *Perform operation*.

The *Resulting set* field contains the result of the set operation. You can now process the resulting set as follows:

- Copy to the hit list for output
- Copy to *Object set A* or *Object set B* for further set operations
- Copy to the reporting set, and then use it for further selections

7. To copy the resulting set, select one of the transfer options for the resulting set and choose  *Copy resulting set*.

Result

The resulting set is transferred to the specified set, where you can continue to process it.

Output

Use

InfoSet Query enables you to output data on selected objects as required. You can start output directly on the InfoSet Query screen, or as a full screen. On the InfoSet Query screen, the results list is output to SAP List Viewer. If you want to output data to a full screen, you can choose between different types of output.

Features

You can choose a type of output list for output. This determines if and how data is aggregated when output. You can select one of the following options:

- Basic list
- Statistics
- Ranked list

You can also choose the type of output. This determines how data is displayed when output:

- SAP List Viewer
- Standard list
- Table control
- Word processing
- Spreadsheet
- Private folder
- Graphic
- Crystal Reports
- Info Zoom

You can also format output in the preview of output. This enables you to determine how data is arranged when output (for example, the sequence of columns and output list sorting), and whether numerical columns are totaled.

Activities

1. You determine the *settings* (see [Settings \[Seite 976\]](#))
 - Which type of output list is used
 - Which type of output is used for outputting data to a full screen
 - Whether a selection screen is displayed before output
 - Whether the selection conditions are taken into account when data is output
 - How many ranks are output to a ranked list
 - How data is exported to Crystal Reports

Output

- Whether the value or text is used when output fields are selected using drag & drop or checkboxes
2. You select output fields from the overview tree by selecting the appropriate checkboxes in the *Output* column, by using drag & drop, or by using the appropriate context menu. You can determine the output fields at the same time as the selection fields, or after you have made your selection. You can choose output fields from the field groups as required.



You can output all data on the selected persons as a *Value*, and you can also output some of the data as a *Text*. For example, the *form-of-address key*: value: 01, text: Mr; value: 02, text: Ms.

The icon used to flag a field indicates whether the field has a text. The context menu for each field with a text enables you to determine whether the text, the value, or both are output. If you select fields by using the checkboxes or drag & drop, the standards determined under *Settings* apply.

3. You use the preview of output to format output as required (see [Format Output \[Seite 964\]](#)).
4. You start output in the InfoSet Query screen, or as a full screen.

Output Data for Selected Objects

Prerequisites

Maybe you have made a selection and edited the hit list. If you do not want to edit the hit list, you can start output without a prior selection. The selection is made automatically before data is output.

You are advised to use data output after you have entered selection criteria. It is possible to start output without selection criteria, but this means that all of the objects that can be selected using the current InfoSet are indeed selected and output. This can result in extremely long runtimes.



Procedure

1. If necessary, determine the output settings (see [Settings \[Seite 976\]](#)).
2. In the overview tree, navigate to the required field groups and fields.
3. Select the required output fields by setting flags in the *Output* column.

You can also determine output fields by drag & drop. To do so, select one or more fields and drag them to the preview of output.

You can also determine output fields using the context menu. To do so, select a field and use the right mouse button to access the context menu. In the *Output* context menu, select one of the output options. (If a field has a text, the options are *Text only*, *Value only*, and *Value and text*. If a field does not have a text, the option is *Value only*.)

The system transfers the fields to the preview of output as columns. If fields have already been selected for output, the new columns are added to the list after the selected fields.

4. Format output as required (by changing the order of columns, for example; see [Format Output \[Seite 964\]](#)).
5. To start output in the InfoSet Query screen, choose  from the application toolbar in the preview of output.
6. To start output in a full screen, choose  *Output*.

Result

The information on the selected objects is output in accordance with your entries.

In the standard system, the data records that meet the selection conditions are output for each selected object. However, if you want to output all of the records that exist for each selected object, choose *Edit* → *Settings*, select the *Output* tab page, and deselect the *Use selection conditions* indicator.



In the first step, you select all persons whose permanent residence is New York. The result is the set of all persons whose permanent residence is New York.

If the *Use selection conditions* indicator has been set, all records are output whose permanent residence is New York. If the indicator has not been set, all other places of residence are also output for the selected persons (for example, Tokyo and Munich as well as New York).

Output Data for Selected Objects

Process Selection Result in General Reporting

Use

You can continue to process the selected set of objects with standard reports that are in the same logical database as the InfoSet used in InfoSet Query, and which process the same object type that you selected in InfoSet Query.

Procedure

1. Make a selection (see [Make Selection \[Seite 999\]](#)).
2. Choose *Goto* → *Start report*.

This takes you to a dialog box in which you can enter a report name, or choose a report using input help.



You can only process the set of objects in reports that are based on the same logical database as the InfoSet used. Furthermore, you can only use reports that can process the same object type as the one you selected in InfoSet Query.

3. Enter a report name in the *Report* field, or choose a report.
4. If you want to carry out the report with variants, choose a *Variant*.
5. If you want to start the report via the selection screen so you can restrict particular values, for example, you must select the *Start via selection screen* indicator.
6. Choose .

Result

The report you have chosen is executed for the selected objects.

HR InfoSets for InfoSet Query

To access data stored in the system, InfoSet Query uses an InfoSet. It provides you with a view of data in specific parts of HR that is structured by infotype. On the initial InfoSet Query screen, the InfoSet is displayed with its field groups as an overview tree. This overview tree enables you to choose selection fields and output fields.

The InfoSets used in InfoSet Query are created and managed in SAP Query. When you create an InfoSet, you select a logical database on which the InfoSet is based, and determine which infotypes are included in the InfoSet. They are displayed in the InfoSet as field groups. After you have selected the infotypes, you can determine which fields are included in the field groups for each infotype.



In the standard system, all infotype-specific fields of the selected infotypes are included in the InfoSet. You are advised to check the selection of fields carefully, and adapt the selection to your reporting concept. Appropriately adjusted InfoSets are user-friendly, which makes working with InfoSet Query much simpler.

The InfoSet determines the objects that you can select with InfoSet Query. The following scenarios are possible:

- The InfoSet is based on logical database **PNP**

InfoSets based on this logical database enable you to use InfoSet Query to select **employees**. You can use data from Personnel Administration and Time Management and payroll infotypes as selection criteria. From a technical perspective, this means you can use fields from infotypes 0000 to 0999 and 2000 to 2999 and payroll infotypes as selection criteria. For example, you can use the InfoSet to run a report that determines which employees have a particular place of residence.

Furthermore, you can create InfoSets on the basis of this logical database that enable you to report on the infotypes of related objects using InfoSet Query. For example, you can select persons who participated in a particular business event, and output the qualifications of the persons selected. To do this, you must select infotypes from Personnel Planning as well as infotypes from Personnel Administration when you create the InfoSet.

- The InfoSet is based on logical database **PAP**

InfoSets based on this database enable you to use InfoSet Query to select **applicants**. You can use data from Recruitment as selection criteria and for output. From a technical perspective, this means you can use fields from specific Personnel Administration infotypes (such as 0001 and 0002) and fields from infotypes 4000 to 4999 as selection and output fields.

- The InfoSet is based on logical database **PCH**

Provided that object selection is switched on, InfoSets based on this database enable you to use InfoSet Query to select **objects of one object type**, such as business events, qualifications, and positions. You can use all of the fields of infotypes allowed for the object in question, and all of the object types and their allowed infotypes that can be related with the selected object type, as selection criteria and for output.

HR InfoSets for InfoSet Query

When you create an InfoSet, you determine the object type that you can select using an InfoSet. The generated InfoSet can only be used to select this particular object type. If you want to create reports for business events, qualifications, or positions, for example, you must create three separate InfoSets. This means the reports can only be executed separately.

If you do not select an object type when you create the InfoSet, you can only use the InfoSet for InfoSet Query if object selection has been switched off.

See also:

[InfoSets in the HR Application \[Seite 1245\]](#)

SAP Query

SAP Query

Purpose

The application SAP Query is used to create lists not already contained in the SAP standard. It has been designed for users with little or no knowledge of the SAP programming language ABAP. SAP Query offers users a broad range of ways to define reporting programs and create different types of reports such as basic lists, statistics, and ranked lists.

Features

SAP Query's range of functions correspond to the classical reporting functions available in the system. Needs in this area like list, statistic, or ranked list creation can be met using queries.

All necessary data can be selected from various R/3 tables.

To define a report, you first have to enter individual texts, such as titles, and select the fields and options which determine the report layout. Then you can edit list display in WYSIWYG mode whenever you want using drag and drop and the other toolbox functions available.

List of Components

SAP Query consists of four components. The following overview lists these components and the menu options you select to access them.

- Query Maintenance:
Tools → ABAP Workbench → Utilities → SAP Query → Queries
- Maintaining InfoSets:
Tools → ABAP Workbench → Utilities → SAP Query → InfoSets
- User Group Maintenance:
Tools → ABAP Workbench → Utilities → SAP Query → User Groups
- Language Comparison (Translation):
Tools → ABAP Workbench → Utilities → Translation → SAP Query

Each screen of each component includes the *Environment* option on the menu bar. Any of the other components can be accessed via this option.

Groups of Query Users

Groups of Query Users

SAP Query is used by three different groups of people. Each of these groups works with different SAP Query components.

- Departmental users
These are end-users who create new queries and generate lists by executing queries.
- System administrators
System administrators set up the necessary environment for end users and carry out transports.
- Translators
Translators perform a language comparison for the different texts.

Maintaining Queries

The component *Maintain Queries* is aimed at end users who want to define and modify queries, as well as generate lists by executing queries.

Maintaining User Groups

Maintaining User Groups

System administrators use the component *Maintain User Groups* to set up the appropriate environment for end-users. Users working within the same application are thus assigned to the same user group.

Within a user group, it is irrelevant who has defined a certain query, since anyone who belonging to that group can execute it. However, only users with the appropriate authorization can change queries or define new ones. Users are not allowed to modify queries from other user groups, although they may, under certain circumstances, copy and execute them (see [Copying Queries \[Seite 1045\]](#)). Each user can be assigned to several user groups.

Maintaining InfoSets

System administrators use the component *Maintain InfoSets* to set up the appropriate working environment for end users.

InfoSets provide special views of data sources, i.e. they determine which fields of a data source can be evaluated in queries. InfoSets are assigned to user groups.

By creating InfoSets and assigning them to user groups, the system administrator determines the range of reports the individual application departments or end-users can generate using SAP Query.

A certain number of InfoSets are available to an end-user for each user group of which he is a member. These InfoSets are those applicable to the work area that is characterized by the user group. An InfoSet can be assigned to several user groups.



Vendor master data can be relevant for Purchasing as well as for Accountancy. The corresponding InfoSet is then assigned to the two user groups. This means that queries based on this InfoSet can be copied and executed by both groups.

Query Areas

Query Areas

A query area contains a set of query objects (queries, InfoSets, and user groups) that are discrete and consistent.

You can differentiate between two different query areas, the standard area and the global area

- Standard Area

The standard query area is primarily designed for 'ad-hoc queries,' that is for queries that are created to fulfill a one-time demand and never used again. Standard area queries are client-specific. They are not connected to the Workbench Organizer.

- Global Area

In the global query area, queries are developed that are used throughout the entire system (that is, they are cross-client). These queries are also intended for transport into other systems.

Query objects created in the global area are registered in the Workbench Organizer. They can be created and transported using the normal correction and transport procedure.

All query objects delivered by SAP (from Release 4.0) are located in the global area. You can tell which objects have been delivered by SAP and which objects are customers objects by looking at their prefixes (see [Query Areas \[Seite 1281\]](#)).

Both query areas provide you with a full range SAP Query functions.

Transports

- Global Area

Global area objects are created and transported via the Workbench Organizer.

- Standard Area

The components *Maintain InfoSets* and *Maintain User Groups* contain utilities for transporting standard area objects (user groups, InfoSets and Queries). This enables you, for example, to transfer tested queries to the production system.

Language Comparison

Language Comparison

Defining queries, InfoSets and user groups involves entering a lot of text. Some of this contributes to the internal organization of SAP Query, while the rest is used in the generated ABAP programs.

A language comparison facility exists for all these text elements. This means that, for each text, there is an equivalent text in one (or more) other languages. The texts you see in your SAP R/3 System are usually displayed in the logon language.

You perform this language comparison with the component *Language Comparison*.

SAP Query Authorizations

End users, system administrators, and translators must all have appropriate authorizations to use SAP Query. For example, it would not make sense for end-users to have the authorization to maintain InfoSets.

Also, it can be desirable to set up authorizations within a user group in such a way that some end-users can maintain and execute queries, while others can only execute existing queries.

SAP Query has two means of assigning authorizations to individuals:

- User groups

To be able to use the component *Maintain Queries*, you must be a member of at least one user group. In all other user groups, maintenance may only be performed after your user name has been explicitly assigned to them. This means that you can only access certain InfoSets.

- Authorizations

You can also assign authorizations using the authorization object S_QUERY.

This authorization object contains a field ACTVT, which can accept the values **Change** (02), **Maintain** (23) and **Translate** (67). You can assign authorizations for this authorization object.

Authorizations for this object always refer to both work areas. If a user has authorization to change queries, this means that he or she can initially create and change queries in all user groups within the standard and global areas for which he or she has been entered.

Action:	Authorization:
Maintaining Queries	<p>To be able to create new queries or modify existing ones in the component <i>Maintain Queries</i>, users must have an authorization for the authorization object S_QUERY with the value Change (02). This authorization must also be confirmed for the corresponding user group, that is, not revoked.</p> <p>Authorization to change objects can, however, in addition be explicitly restricted to individual user groups (see Assigning Users and InfoSets [Seite 1273]).</p>
Executing Queries	<p>If a query accesses a certain table when it is run, the user needs display authorization for authorization object S_TABU_DIS. Field DICBERCLS must contain the table's authorization groups.</p> <p>This authorization object protects all tables from unauthorized access. If you are accessing tables that are part of a logical database, authorization for data access can be set up using the logical database. Further information can be found under Logical Databases [Extern]</p> <p>This is the same authorization that you need in order to be able to display tables using either the Data Browser (transaction SE16) or the initial table maintenance screen (transaction SM31).</p>

SAP Query Authorizations

Maintaining InfoSets	<p>The component <i>Maintaining InfoSets</i> can only be accessed by users with authorization for the authorization object S_QUERY and the appropriate value for Maintenance (23)</p> <p>The authorization for maintaining InfoSets is restricted in such a way that a user wanting to store some ABAP code in an InfoSet can do this only if s/he has authorization for maintaining the authorization object S_DEVELOP with value 'PROG' for field OBJTYPE and with value 'AQ*' for field OBJNAME.</p> <p>This is the same authorization that you need in order to be able to use the ABAP Editor to create or change programs whose names begin with 'AQ'.</p> <p>If s/he does not have this authorization, then s/he can only select fields, connect additional tables or structures and define parameters and selection criteria.</p>
Maintaining User Groups	<p>The component <i>Maintain User Groups</i> can only be accessed by users with authorization for the authorization object S_QUERY and the appropriate value for Maintenance (23)</p>
Language Comparison	<p>The component <i>Language Comparison</i> can only be accessed by users with authorization for the authorization object S_QUERY and the appropriate value for Translation (67).</p>

Users who have authorization for the authorization object S_QUERY with both the values **Change** and **Maintain**, can access all queries of all user groups without being explicitly entered in each user group.

Release Notes: Changes to SAP Query

All changes and enhancements to SAP Query are detailed in the Release Notes documentation. Choose *Help* → *Release notes* from any screen.

Application

Application

The following sections are directed towards the end user: This chapter explains how to administer, run, create, and change queries.

Functions for Managing Queries

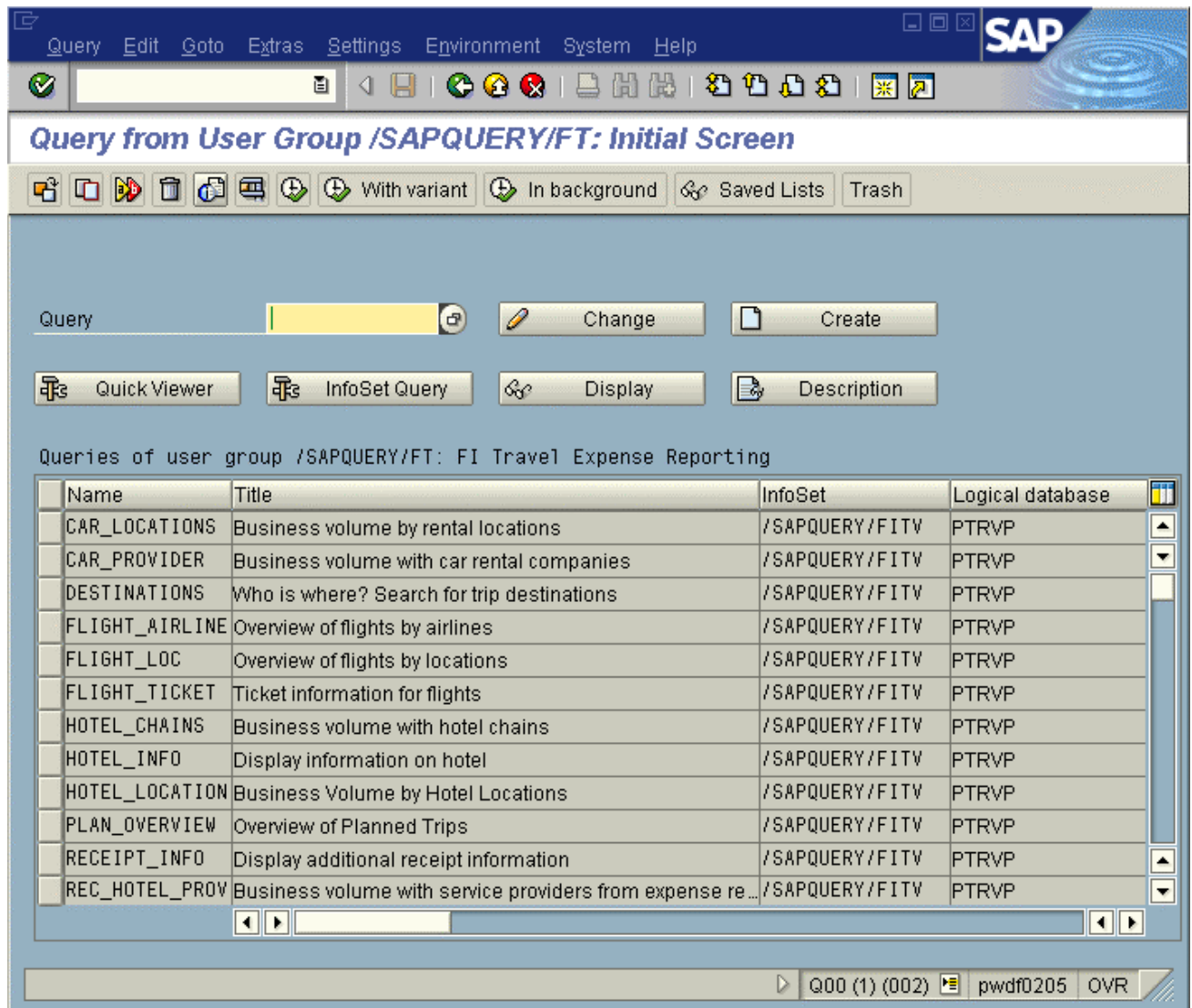
To manage queries, you use the component *Maintain Queries*. For further information, refer to the following sections.

Choosing a Query for Execution or Maintenance

Choosing a Query for Execution or Maintenance

The initial screen of the component *Maintain Queries* looks similar to the one below.

Choosing a Query for Execution or Maintenance



If you are not authorized to change queries, the *Change* and *Create* functions do not appear on this screen. You can, however, display a query at any time.

When you start the component, the system takes a user group to which you are assigned and displays the names and titles of any queries already defined for this user group in the lower part of the screen. By selecting *Other user group*, you can display the user groups to which you are assigned and choose one for further processing.

A range of display and maintenance functions is available to you for manipulating these queries.

To select a query for processing by one of these functions, proceed in either of the following ways:

- Enter the name of the query in the appropriate input field, or
- Select the list entry for the query on the lower part of the screen.

You can now execute the function.



All the examples in this manual are based on a flight reservation system. The data for this system is stored in a number of tables and in a logical database. (see *Logical Database F1S - Evaluating Flight Bookings* in the appendix)

Displaying Directories

Displaying Directories

The following sections explain how to display information about user groups, queries, and InfoSets:

User Group Directory

To display a directory of the user groups to which you are assigned, select *Other user group*.

You then see a list of two-character user group names together with their long text descriptions. The long text is intended to help you choose a user group:

Name	User group name
/SAPQUERY/AM	Asset manager
/SAPQUERY/AU	Audit
/SAPQUERY/DL	Service
/SAPQUERY/FB	FI Document Analysis
/SAPQUERY/FD	FI Customer Analysis
/SAPQUERY/FK	FI Vendor Analysis
/SAPQUERY/FP	FI General Ledger Evaluations
/SAPQUERY/FS	FI General Ledger Analysis

You can scroll through this display and choose a user group. The system subsequently returns to the initial screen and displays the chosen user group in the lower part of the screen. You can then choose a query you want to execute or edit.

Directory of Queries

Directory of Queries

When you have chosen a user group, you see the names and titles of any queries already defined there in the lower part of the screen.

Directory of Queries for a User Group

If you need more information before selecting a query, you can display a list of queries for your current user group. To do this, proceed as follows:

- Select *Environment* → *Directories* → *Queries/user group*.
- Place the cursor on the input field for the query name and display a list of possible entries.

For each query, the resulting list contains the name, the title and up to three lines of notes. The title and notes are intended to help you find the query you require.

Directory of Queries

Queries of User Group FB	
Query	Title and notes
G1	Flight connections (1st example) Overview of all existing flight bookings
G2	Flight connections (2nd example) Display of all possible flight connections, sorted by point of departure, destination and departure time
G3	Flight connections (3rd example) Display of all possible flight connections, (sort criterion at the beginning of the control level)
G4	Flight connections (4th example) Display of all possible flight connections, (sort criterion in the header line)
G5	Flights (sorted by flight connection) Overview of all available flights
G6	Flight bookings Overview of all existing flight bookings with subtotals per flight
G7	Totals (sales per airline/connection) Bookings by airline and connection
G8	Flight connections (alternate display) Display of all possible flight connections (with field positioning and texts)
R1	Descending list of free seats Ranked list: the 10 flights with the most free seats
S1	Sales per airline

You can scroll through this display. You can also place the cursor on a query name and call one of the functions offered in the bottom part of the dialog window for the chosen query.

You can use the *Delete* function only if you have change authorization for queries.

Directory of All Queries

If you want a list of queries for all user groups, choose *Environment* → *Directories* → *All queries*. However, you should be aware that the system displays only the queries which your current user group is allowed to copy and execute. In this directory, there is one page for each user group:

Query	: G9	Flight bookings
User group	: FB	Flight bookings
General specifications		
Author	ABAP	31.08.1999
Last changed by	ABAP	31.08.1999
Notes		
Overview of all existing flight bookings with subtotals per flight		
Functional area		
FLBU	Flight bookings	
Origin of data		
Logical database F1S		
Generated lists		
Additional selections		
None		
Standard variant		
None		

Directory of Queries

You can also scroll through this display. You can position the cursor on a query and call one of the functions *Choose*, *Description*, *Execute* (and so on), for the chosen query.

You can use the *Copy* function only if you have a change authorization for queries.



The list of all queries is often very long. If, therefore, you are interested in the queries of one particular user group, you can use the *user groups* function to choose a user group and display the associated queries.

InfoSet Directory

If you have authorization to change queries, you can display a list of all InfoSets which are assigned to the user group you have chosen. You are allowed to create queries based on these InfoSets.

To display the directory, choose *Environment* → *Directories* → *InfoSets*.

Managing Queries

Managing Queries

The following sections describe what kinds of query management functions are available to the user.

Displaying Queries

To display information about the structure of a query, first enter the user group and the name of the specific query you are interested in. Now you can either choose *Description* or *Display*. If you want to see all of the details of the query's definition, choose *Display*. All screens are displayed in the same manner as if the query were being changed, however no new entries can be made.

If you are interested in an overview of the query, without wanting details about its list layout, choose *Description*.

First, you see an overview containing general information about a query. This includes:

- Title of the query
- Author and last person to make changes
- Notes about the query
- InfoSet used to define the query
- Origin of the selected data
- Generated list types (sublists)
- Additional selections

Information about individual sublists is also displayed on the screen. If the query contains a combination of these, the basic list is displayed first, followed by the statistics and, finally, by any ranked lists. For each sublist, the information specifies which fields are output in which order, and the options used to achieve this.

Displaying Queries

Description of basic lists:

Query	: G1	Flight connections (1st example)
User group	: FB	Flight bookings
Basic list		
Displayed fields		
Line	No.	Field
01	01	From city
	02	Destination
	03	Airline carrier Id
	04	Flight connection Id
	05	Departure time
	06	Arrival time
Sort sequence		
None		
Summation		
None		
Inventory count		
None		

Description of statistics:

Query	: S2	Sales per airline and flight connection		
User group	: FB	Flight bookings		
Statistic no. 1 Sales per airline and flight connection				
Displayed fields				
No.	Field	Format		
		Number	Average %	Round
01	Airline carrier Id			
02	Flight connection Id			
03	Total of current bookings	X	X	X
	Reference unit: DEM			
Sort sequence				
Level	Sort field			
01	Airline carrier Id (ascending)			
02	Flight connection Id (ascending)			

Description of ranked lists:

Query	: R1	Descending list of free seats
User group	: FB	Flight bookings
Ranked list no. 1 Free seats per flight		
The following are output: 10 Seats		
Displayed fields		
No.	Field	Ranked list criterion
01	Airline carrier Id	
02	Flight connection Id	
03	Flight date	
04	Free seats	X (descending)
05	Maximum capacity	

You can call the *Description* function from the query directory (to display this, select *Environment* → *Directories* → *All queries* or *Queries/user group*).



If you select *Layout display*, the system displays the basic layout of the generated list. This function is of particular interest if you are maintaining queries. You can call this function anywhere within the component *Maintain Queries*.

Copying Queries

You can copy queries only if you have the authorization to make changes. Within your current user group, you can copy all queries. However, queries of other user groups can only be copied if the InfoSet used to define the query is assigned to both user groups.

To copy a query, proceed as follows:

1. Choose the name of the query you want to copy on the initial screen.
If you do not know the name, use the directory functions to display the query directories and then choose a query to copy from there.
2. Choose *Copy*.
3. Enter the name and the user group of the query that you want to copy in the dialog box. Furthermore, you must enter a name for the copied query. The system proposes values for this.

	Query	User group
From	G1	FB
To		FB

4. Choose *Continue*.

This takes you to the initial screen. The query is added and appears in the query directory. You can now continue.



You can also copy queries from the query directory by selecting *Environment* → *Directories* → *All queries*. To do this, place the cursor on the desired query and select *Copy*. In the dialog box, enter the name of the copy.

Renaming Queries

Renaming Queries

To rename a query, proceed as follows:

1. Choose the name of the query you want to rename on the initial screen.
2. Choose *Rename*.
3. Enter the new name to be given to the selected query in the dialog box.
4. Choose *Continue*.

This takes you to the initial screen. The query has been given a new name and will appear in the query directory.

The following objects have to be locked when a query is being renamed:

- The query catalog of the user group affected
- The query itself
- The query list catalog.

The function is executed only if all these were able to be set. As long as these locks are set, other users may be prevented from continuing their work.

Deleting Queries

You can delete queries only if you have the authorization to make changes. To delete a query, proceed as follows:

1. Choose the name of the query you want to delete on the initial screen.
2. Choose *Delete*.

You then see a dialog box where you have to decide once again whether you want to delete the query or not. If you confirm the deletion, the system deletes the query and outputs an appropriate message.



You can also delete queries from the query directory. To do this, place the cursor on the desired query and choose *Delete*. Then, follow the steps described above.

Queries and InfoSets are placed in a temporary storage buffer (trash can) when you delete them. You can retrieve them from there when you want. Every deleted object remains in the trash can for 30 days. After 30 days, all items in the trash can are deleted automatically.

The trash can is administered for each user group. If at least one query from a user group has been deleted, a *Trash can* pushbutton appears in the application tool on its initial screen. When you execute the *Trash* function, a list is displayed of all queries from that user group that have been deleted. From this list it is then possible to select a query with your cursor and either *Retrieve* the query or *Delete* it.

The *Retrieve* function reads the query from the trash and places it back in the user group. The system checks whether the retrieval is possible. If, for example, the corresponding InfoSet has been deleted, retrieval is not possible, at least not until the deleted InfoSet has also been retrieved from the trash. Successful retrieval is documented in a log.

The *Delete* function allows you to permanently delete a query from the trash before thirty days are up.

The *Retrieve* and *Delete* functions both lead to a query's subsequent removal (disappearance) from the trash.

Comparing Queries

Comparing Queries

Sometimes, differences in the definition of individual fields may occur between a query and the associated InfoSet.



Suppose you have created a query using an InfoSet and have already executed it frequently. Your system administrator then modifies the InfoSet by changing the type of a field which you use in the query. When you next want to use the query, you get a message informing you that differences exist between the query and the InfoSet.

If differences occur between queries and InfoSets, you should terminate the processing and perform a comparison between the query and the InfoSet. This is possible only if you are authorized to change queries.

To perform a comparison, select *Query* → *More functions* → *Compare*. You then see a list of all the fields defined differently, together with information about how the field definition has changed and where in the query the field is used. The system gives you an automatic adjustment option for individual fields. At the end of the list, there are some notes telling you what to look out for in an automatic adjustment and what you must do, if you want to carry out the adjustment yourself.



Differences between queries and InfoSets can also occur after transports.

Executing Queries

When you have chosen a query and a user group on the initial screen, you can execute the query online or in the background. Further information about this is contained in the following sections.

Executing Queries Online

Executing Queries Online

To execute a query online, select *Query* followed by *Execute* or *Execute with variant*. If you select *Execute with variant*, you see a dialog box where you can enter the variant name.



A variant is a saved set of selection criteria for a query or the report generated by the query. If you specify a variant when starting a query, the system uses the values in the variant for the query selection criteria.

You enter variants on the selection screen and save them under any name. For each query, you can create any number of variants. To create a variant, select *Goto* → *Maintain variants*.

With queries from the global query area you can create system variants. For further information, see [Query Areas \[Seite 1281\]](#).

For further information about variants, please refer to the appropriate sections in the *ABAP User Manual* or to the online documentation *Getting started with R/3*.

You can create one standard variant per query. This standard variant is always used when you choose *Execute*. If you select *Exec. with variant*, the system sets the standard variant as the default value (see [Assigning Title, Format, and Notes \[Seite 1087\]](#)).

In addition to the functions *Execute* and *Execute with variant*, the function *Test* is also available on query maintenance screens. This function allows you to determine the maximum number of read accesses to the database and thus is especially useful for test purposes.

When you execute this function, a window appears where you can determine the maximum number of data records you want to read. Each individual record is considered a database access. If you are using a logical database to select data from multiple tables, all records from all tables used are counted. The system terminates data selection when the maximum number of selections has been reached. You can also enter a variant in this same window if you want to execute with variant.

After you choose one of the functions described above, the selection screen is sent. Here you may enter selection criteria, just as if you were starting a report. Below is an example of a selection screen.

Customer name		to		➡
Carrier		to		➡
Flight date		to		➡
Order date		to		➡

Program selections

Output format

☒ SAP List Viewer
☐ ABAP list
☐ Graphics
☐ ABC analysis
☐ Executive Info System (EIS)
☐ File store
☐ Save with ID
☐ Display as table
☐ Word processing
☐ Spreadsheet
☐ Private file

Selection screens normally consist of two parts:

- The upper part of the screen contains the database selections. These are determined by the underlying logical database and are automatically displayed on the screen.
- The lower part of the screen contains program parameters that come either from defining the InfoSet or the query, or that were automatically generated by the query.

Executing Queries Online



These program parameters may consist of any of the following:

- Parameters and selection criteria defined in the InfoSet used.
- Parameters used to define the values of local fields (see [Defining Local Fields \[Seite 1082\]](#)).
- Additional selection criteria specified when defining the query.
- A parameter for the currency conversion date, if required by the query.
- Several radio buttons allowing you to send the list for further processing (see [Interactive Functions for Further List Processing \[Seite 1065\]](#)).



The radio button SAP List Viewer is set in the selection screen under *Output type*. Many of the query-specific output functions mentioned in the following sections are available to you if you choose *ABAP List* as an output form.

When you have entered the selections, choose *Execute* to display your list.

Overview of flights by airlines							
ID	Flight	Departure	DepartTime	From	Departure Location	to	Flight arrival location
AC	0482	26.01.2000	06:30:00	YYZ	Toronto, Pearson Intl	YUL	Montreal, Dorval
	0137	27.01.2000	16:00:00	YUL	Montreal, Dorval	YYZ	Toronto, Pearson Intl
	0482	28.01.2000	06:30:00	YYZ	Toronto, Pearson Intl	YUL	Montreal, Dorval
	0137	29.01.2000	16:00:00	YUL	Montreal, Dorval	YYZ	Toronto, Pearson Intl
	0400	30.01.2000	07:00:00	YYZ	Toronto, Pearson Intl	YUL	Montreal, Dorval
	0137	01.02.2000	16:00:00	YUL	Montreal, Dorval	YYZ	Toronto, Pearson Intl
	0140	03.02.2000	16:30:00	YYC	Calgary	YYZ	Toronto, Pearson Intl
LH	6502	20.01.2000	08:10:00	FRA	Frankfurt	ORD	Chicago, O'hare Intl
SK	0944	24.01.2000	22:00:00	ORD	Chicago, O'hare Intl	CPH	Copenhagen
	0633	25.01.2000	14:25:00	CPH	Copenhagen	FRA	Frankfurt
UA	3383	02.02.2000	10:00:00	YYZ	Toronto, Pearson Intl	YYC	Calgary
	3521	03.03.2000	10:20:00	FRA	Frankfurt	LAX	Los Angeles
	3373	02.08.2000	11:00:00	YYZ	Toronto, Pearson Intl	YVR	Vancouver
	3378	02.09.2000	22:45:00	YVR	Vancouver	YYZ	Toronto, Pearson Intl
	3375	02.10.2000	13:00:00	YYZ	Toronto, Pearson Intl	YVR	Vancouver
	3378	02.11.2000	22:45:00	YVR	Vancouver	YYZ	Toronto, Pearson Intl

Whenever a query is started and no entries are made on the selection screen, a dialog box appears asking you to limit the number of database accesses. Here you can either enter a number of your choice or confirm the default value (100). This dialog box prevents you from starting queries and mistakenly reading the entire dataset contained within an InfoSet.

All selection criteria and parameters from your selection screen are checked to see if the number of database accesses should be limited. The following parameters are NOT checked:

- all parameters automatically added to the selection screen by the query (date of currency conversion, direct interaction specifications, and so on).

- all invisible parameters, and
- all parameters that appear as either radio buttons or checkboxes on the selection screen.

The query is executed without further testing as soon as the system comes across a single parameter or selection criteria in any of the other fields. If this is not the case, the dialog box asking you to restrict the number of database accesses appears, much the same as the dialog box that appears during the *Test* function. (Exception: this does not occur if you are executing the query with variants or in the background).

If you want to output the list to a printer instead of the screen, choose *Program → Execute and Print* from your selection screen. You then see a screen where you can specify the print options.

For a description of the different options, refer to the *ABAP User Manual* and the online documentation *Getting started with R/3*.



You can also display the list on the screen first and then select *Print*.

If a query contains multiple sublists, a dialog box appears with checkboxes allowing you to select which sublists you want to be printed.

Executing Queries in the Background

Executing Queries in the Background

If you want to execute the query as a background job, choose *Exec. in background*.

When scheduling a job, you must define a variant and specify the start time.



Please remember that background processing always requires a variant. If you have still not created a variant for the query, you can do this on the initial screen for background processing.

For information on all other options and processes, refer to the online documentation *Getting started with R/3*.

Improving Response Times

Response times depend largely on the type of system you have and the system load at the time, although the number of database accesses needed to process your query also plays a part. The actual processing of the data is virtually irrelevant as far as the runtime is concerned.

Reducing Database Accesses

The InfoSet you choose (see [Creating and Changing Queries \[Seite 1081\]](#)) determines the database to be evaluated. Each database has an associated selection screen which is automatically displayed when you start a query. Any selections you enter on this screen directly affect the response time. Therefore, the more precisely you select your data, the shorter the response time will be.

Please also make use of the dynamic selections facility. Dynamic selections also directly affect response times.

Interactive List Display Functions

Interactive List Display Functions

There is a range of interactive functions for every list that is displayed in the screen. The list can be displayed differently with some of these functions.



You can use these functions if you choose *ABAP List* in the query output selection screen.

List Overview

If your list consists of several parts, e.g. a basic list, two statistics and a ranked list, SAP Query allows you to choose one of these list types directly. To do this, proceed as follows:

1. Select *List overview*. You then see an overview of the sublists.
2. Place the cursor on the desired sublist and select *Choose*. You then return to the list display screen that contains the sublist you selected.

Selections

If you want to know what selections were entered on the selection screen, use the *Selections* function. This is particularly useful with saved lists (see [Saving and Redisplaying Lists \[Seite 1060\]](#)).

Drilldown Functionality for Multiple-Line Basic Lists

With multiple line basic lists, you can sometimes choose between an expanded format and a compressed format.



A multiple line basic list is a list containing several lines with a different structure.



Suppose a basic list is defined with four lines. The first three lines contain information about a single flight and the fourth line contains information about a booking. In the expanded format of the basic list, the flight information is followed by all the bookings for this flight. The compressed format of the same list would contain the flight information, but not the bookings.

The *Expand basic list* and *Compress basic list* functions allow you to switch between a full display and a compressed display. You can completely display the information that belongs to lines of a compressed basic list using the menu path *Edit → Detailed view*.



In terms of the basic list in the above example, choosing *Detailed view* for a specific flight would produce a details list for the flight containing all the relevant bookings.

By selecting *Back*, you can return to the original list.

Compression may extend over several levels. Whether and to what extent this is possible, and which lines of a multiple line basic list are output in a compressed list, depends on the structure

Interactive List Display Functions

of the logical database to which the query refers. You cannot influence this when defining a query unless you modify the structure of individual lines.



Compression can only be used on basic lists with numerous entries. However, a multiple line definition of a basic list is still not sufficient on its own to permit compressed display, that is there are also multiple line basic lists which cannot be displayed in compressed format.

Displaying Totals in Basic Lists

If you are summing fields in a basic list, the overall total is always output. Sub-totals are also output for the different sort levels, if defined. You can suppress the individual values used to generate the totals with the *Display totals only* function. To return to the original list, select *Back*. This is also valid for the counter (see [Sorting and Sub-totals \[Seite 11 \]](#)).

Compressing Statistics

By selecting *Compress statistic*, you can reduce the output of a statistic to the (overall) totals line, which is always the last line, plus any sub-total lines you may have defined. Depending on how many sort levels with sub-totals exist, you can gradually suppress the sub-total lines of the lowest sort level (i.e. the sort level with the greatest sort number) by repeatedly activating the *Compress statistic* function. Conversely, by activating the *Expand statistic* function in the same way, you can redisplay the complete statistic.



The function always manipulates the statistic, which is either indicated by the cursor or appears first on the screen.

Display as Table

The *Display as table* function allows you to display [Interactive Basic Lists \[Seite 1 \]](#), statistics and ranked lists in tabular form with the help of the table view control facility. This type of display does not include totals lines, sub-totals line and lines with control level texts.



The function always manipulates the statistic, which is either indicated by the cursor or appears first on the screen.

The advantage of this display over the list is that it gives you access to a range of interactive functions. These include functions, which are automatically provided by the table view control facility (e.g. column switching, storage of settings, etc.). With other functions, you can manipulate the displayed dataset by selecting lines and columns. The functions are:

- Convert

This function allows you to convert currency amounts or quantity specifications to a reference currency or reference unit by marking the column containing the amounts to be converted. The currencies or units must also be in the table.

- Sort

Two important functions are those allowing you to sort in ascending or descending order. The sort proceeds from left to right and depends on the column(s) you select; i.e. the marked column on the extreme left of the display becomes the highest sort criterion. The

Interactive List Display Functions

sorted columns are highlighted in the display. By switching and selecting columns, you can thus sort the data any way you like.

- Summing

The *Sum* function allows you to calculate totals. It calculates an overall total for each numeric column and sub-totals for all selected and sorted columns. So, to obtain sub-totals for a particular sort criterion, you must first sort by selecting the relevant column (and, if necessary, other columns) and calling one of the sort functions. You then select the column again and call the *Sum* function.

All totals lines are highlighted. By using the *Display totals only* function, you can restrict the display to sub-totals and the overall total. To remove all totals lines, select *Switch off totals*.

- Find

The *Find* and *Continue search* functions allow to scan selected columns. It is not possible to search in numeric columns. Neither is a search carried out in the totals columns.

The *Find* function first requires you to enter a search criterion and then begins the search in the first visible line or in the first line in the table. If a match is found, the cursor is placed on the found term. The table is then scrolled so that the found term is displayed in the first visible line.

The *Continue search* function always searches for a previously entered search criterion. If the cursor is somewhere in the table, the search always starts from the cursor position. Otherwise, it starts from the first visible line of the table. By using the *Find* function and then repeatedly pressing *Continue search*, you can scan a table for each occurrence of a particular term.

If the term is not found or no more occurrences are found, you get an appropriate message.

- Show/hide lines and columns

The *Hide lines/columns* function allows you to hide lines and columns. You can thus restrict a display to relevant sections and make it easier to read. The sort, sum, search and print functions always refer to the visible dataset; i.e. hidden lines and columns are ignored.



You can store settings with hidden lines as a variant of the table view control.

The *Show lines/columns* function allows you to redisplay hidden lines and columns.

- Fixing columns

Two further functions allow you to make certain column positions fixed or to cancel the fixing. Although not all columns of wide lists are visible in the table view control, you can use the horizontal scroll bar to display those columns, which cannot be seen. Initially, all fields are moved when you scroll horizontally. If you then select the *Fix column* function, the selected column and all those columns to the left of it are fixed; i.e. horizontal scrolling has no effect on them. Before you use this function, all columns to be fixed must be in their original positions. To release columns from their fixed positions, select *Cancel fixing*.

Interactive List Display Functions

- Print

The *Print* function allows you to print the table as it appears on the screen. This means that when you print out a screen list, only the visible lines and columns, as well as the sorting, totals lines, column switches and changes in column width are taken into account.

- Display list in its original form

The *Initial display* function allows you to display the table in its initial form that is exactly as when it was first called. Any subsequent steps (such as sorting, summing, hiding of lines and columns, etc.) are reversed or discarded.

Display in SAP List Viewer

An interactive function called *SAP List Viewer* is now available for all sublists in a query list ([Interactive Basic Lists \[Seite 1 1\]](#) , statistics, and ranked lists). This function transfers data to the SAP List Viewer from the sublist you have selected.

The *SAP List Viewer* function works in the same manner as other interactive functions that pass data. The system passes either the sublist the user has selected with the cursor, or, if this is not the case, the first sublist visible on the screen. Whenever passing the initial sublist is allowed, an additional radio button for this function exists on the selection screen, allowing you to branch directly to the SAP List Viewer.

Further information about the List Viewer can be found in the documentation under *Introduction to the R/3 System*.

Saving and Redisplaying Lists

Saving and Redisplaying Lists

When you execute a query, SAP Query evaluates the data from a database and outputs the results in a list. This list disappears as soon as you exit the list display. If you want to redisplay the same list later, you have to execute the query again with the same selections. And the system has to re-evaluate the database. This is unsatisfactory, especially if you are dealing with lists such as year-end closings, which do not change, but you need to display them often.

SAP Query allows you to save any lists you have generated and to redisplay them later. When you display a list, which has already been saved, no more database accesses are necessary. For this reason, the response time is considerably faster than recreating a list by executing the query again.

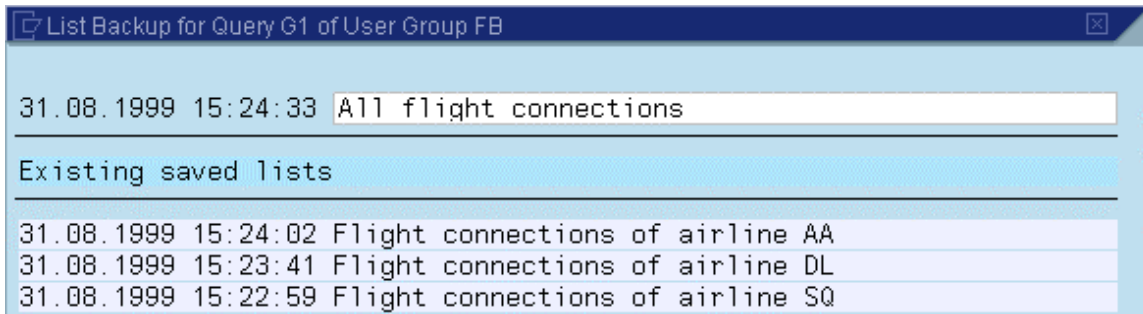
Saving Lists

Execute a query of your choice. For example, suppose you want to start the query G1 from the user group FB (for information about how to create this query, see the next chapter). After you have entered your selections and selected *ABAP List* for the list output, a list similar to the one below is displayed.

Display of all possible flight connections					
From city	Dest.	Flg	Nr	Depart.	Arrival
NEW YORK	SAN FRANCISCO	AA	0017	13:30:00	16:31:00
FRANKFURT	NEW YORK	AA	0026	08:30:00	09:50:00
SAN FRANCISCO	NEW YORK	AA	0064	09:00:00	17:21:00
NEW YORK	SAN FRANCISCO	DL	1699	17:15:00	20:37:00
SAN FRANCISCO	NEW YORK	DL	1984	10:00:00	18:25:00
FRANKFURT	NEW YORK	LH	0400	10:10:00	11:34:00
FRANKFURT	NEW YORK	LH	0402	13:30:00	15:05:00
FRANKFURT	SAN FRANCISCO	LH	0454	10:10:00	12:30:00
SAN FRANCISCO	FRANKFURT	LH	0455	15:00:00	10:30:00
FRANKFURT	BERLIN	LH	2402	10:30:00	11:35:00
BERLIN	FRANKFURT	LH	2407	07:10:00	08:15:00
BERLIN	FRANKFURT	LH	2415	09:25:00	10:30:00
FRANKFURT	BERLIN	LH	2436	17:30:00	18:35:00
FRANKFURT	BERLIN	LH	2462	06:30:00	07:35:00
BERLIN	FRANKFURT	LH	2463	21:25:00	22:30:00
ROM	FRANKFURT	LH	3577	07:05:00	09:05:00
NEW YORK	SAN FRANCISCO	UA	0007	14:45:00	17:55:00
FRANKFURT	SAN FRANCISCO	UA	0941	14:30:00	21:06:00
SAN FRANCISCO	FRANKFURT	UA	3504	15:00:00	10:30:00

To save this list, choose **Save**.

You then see an overview of all the lists already saved for this query:



On this screen, you identify each list by the date and time it was created. There is also an explanatory text for each to help you locate the right list.

Your current list is the first entry. The system shows the date it was created. You have to add the explanatory text.

To save the text and the list, select *Continue*. This returns you to the display of your current list.

Redisplaying Lists

To redisplay a list, which has already been saved, select *Goto* → *Saved lists* on the initial screen.

You then see an overview of the lists already saved for that query.

Query G1	User group FB	Records
<input type="checkbox"/> 31.08.1999 15:24:02	Flight connections of airline AA	1
<input type="checkbox"/> 31.08.1999 15:23:41	Flight connections of airline DL	1
<input type="checkbox"/> 31.08.1999 15:22:59	Flight connections of airline SQ	1

To choose and display a list from the overview, place the cursor on the desired list and choose *Display*. The saved list is then displayed on your screen.



If you want to know which selections were used to create the list, use the *Selections* function.



When saved lists are displayed, not all conditions may be reproduced as you remember them. Colors, for example, are not always the same. Also, symbols and

Saving and Redisplaying Lists

icons are not displayed in saved lists. To get the original display, you must generate the list by executing the query again.

To delete any lists you no longer need, select them in the first column and use the *Delete sel. lists* function.

For each saved list, you can see how many records are occupied in background storage. Each record contains about 2900 bytes.

If you want to execute one of the interactive functions described in the section [Interactive Functions for Further List Processing \[Seite 1054\]](#), the system requires certain parts of the generated query report. If any changes you make between saving the list and redisplaying it affect the structure of the sublists by altering the sequence of the fields displayed, you may not be able to execute these interactive functions. However, you can still display the list.



You cannot use interactive functions to display saved lists (see [Interactive List Display Functions \[Seite 1045\]](#)) except for when using the function *Interactive list*.

Calling Other Reports

Reports residing in different applications can call each other in the R/3 System across the Report-Report-Interface RRI. The term 'report' is used here to include all of the following: ABAP reports (including query reports), transactions, Report Writer reports, EIS drill-down reports and report portfolio reports.

The query is integrated into this interface. This means that query reports can both be called via this interface (as recipient) and can themselves call other reports (as sender). Before a query can be used as a sender or a recipient it has to be made known to the interface. You should refer to the remarks on using the Report-Report-Interface in [Assigning Title, Format, and Notes \[Seite 1076\]](#).

For query lists there are two interactive functions in the *Goto* menu which allow access to the Report-Report-Interface.

- Call report

Reports are called using the interface either over the menu path *Goto → Call report* or by double-clicking (F2) on the appropriate line. Before a further report can be called successfully, the query (or query report) has to be entered in the interface as sender together with the recipient reports assigned to it. If only one report has been entered as recipient in the interface for this query, then this report will be called automatically. If more than one report has been entered, a pop-up window will appear in which one of the reports has to be selected.

The data which is to be passed to the recipient report is prepared in the *Call report* function. This data includes all the selection criteria and parameters which were entered in the selection screen of the query. Other data is determined from the position of the cursor in the query list. The cursor must always be positioned on a field. In the case of a single-line list (single-line basic list, statistics, ranking list) all the fields in the line on which the cursor is positioned are passed together with their values. If the list is a multiple line basic list then only the field on which the cursor is positioned is passed together with its field value.



Data is passed only if the corresponding field has a Dictionary reference, so that either a data element or a domain can be allocated to the data.

The data determined as above is passed across the interface as selection data to the report which was called. The data is allocated to the selection criteria of the report according to the data elements and domains. The recipient report is then executed with these selection criteria.

- Calling sequence

The function *Goto → Calling sequence* allows the user to navigate through a sequence of reports that have been called via the interface. A window appears containing a list of all reports in the calling sequence. A report can be chosen out of this list and marked as a return point.

The Report-Report-Interface also implements a quite different type of drill-down technique to that described in [Interactive List Display Functions \[Seite 1045\]](#). Since this interface sees every query as a report, it is possible to combine several queries with each other quite simply via the interface.

Calling Other Reports

Interactive Functions for Further List Processing

SAP Query also provides a range of interactive functions allowing you to pass lists (or, more precisely, data retrieved by a query and displayed in lists) to other software products for further processing: Further information is contained in the following sections.

[Common Principles when Passing Lists for Further Processing \[Seite 1066\]](#)

[Download to File \[Seite 1067\]](#)

[Table Calculation \[Seite 1068\]](#)

[Graphics \[Seite 1069\]](#)

[Word Processing \[Seite 1071\]](#)

[ABC Analysis \[Seite 1072\]](#)

[EIS \[Seite 1076\]](#)

[Private File \[Seite 1077\]](#)

[Additional Function Pool \[Seite 1078\]](#)

[Direct Interaction \[Seite 1080\]](#)

Common Principles when Passing Lists for Further Processing

Common Principles when Passing Lists for Further Processing

The interactive functions for further processing lists are governed by certain common principles:

- These functions can handle any statistics and ranked lists, and can also be used with most basic lists as well. For more information, please refer to the section on [Interactive Basic Lists \[Seite 1341\]](#).
- You can also call these interactive functions from the display with the table control. However, it is important to remember here that hidden columns are always passed on for further processing, but hidden lines are not.
 - If a list in SAP Query consists of several sublists (a basic list, statistics and ranked lists), you can pass only one of these for further processing. This is always the sublist where the cursor is when you call the function or the first sublist to be displayed on the screen.

Download to File

The *Download to file* function allows you to download the data retrieved by the query to a local file on the presentation server. The function module DOWNLOAD performs this process. When you activate the function, you see a dialog box where you can specify the file name and the data format. The system uses the contents of the input field located next to the radio button *Download to file* on the selection screen as a default for your file name.

If no file name was entered on the selection screen, the system chooses a default name for you.

You can choose the check box *With column header* in the dialog box. This will save your data with column headers if its data format so allows (DAT and DBF).



Whereas the *Download* function available in the *System* menu (choose *System* → *List* → *Save* → *Local file*) stores the list on the presentation server as an ordinary text file without structured list lines, the *Download to file* function also takes the line structure into account.

You may enter a default file name for the file created. The system uses the contents of the input field located next to the radio button *Download to file* on the query's selection screen as a default for your file name. This default value will always be as the file name whenever you call the *Download to file* function, regardless of whether the *Download to file* radio button is set on the selection screen or not.



Be aware that by entering a suggested file name, you ARE NOT suppressing the dialog that is run through when the *Download to file* function is called.

The ability to suggest names for *Download to file* files on the selection screen is especially useful when variants have been defined for your query or QuickView.

Table Calculation

Table Calculation

This function exports data via the XXL interface. If you activate it, you see a dialog box where you can decide how you want to proceed further with the data. You can

- pass the data to a table calculation program (Excel, for example) and start the program using this data or
- store the data as a file for a table calculation program or
- store the data as a SAPoffice document.

The connection to table calculation programs described here requires these programs to be installed according to the XXL interface guidelines. For further information on how to perform this installation, refer to the relevant documentation.

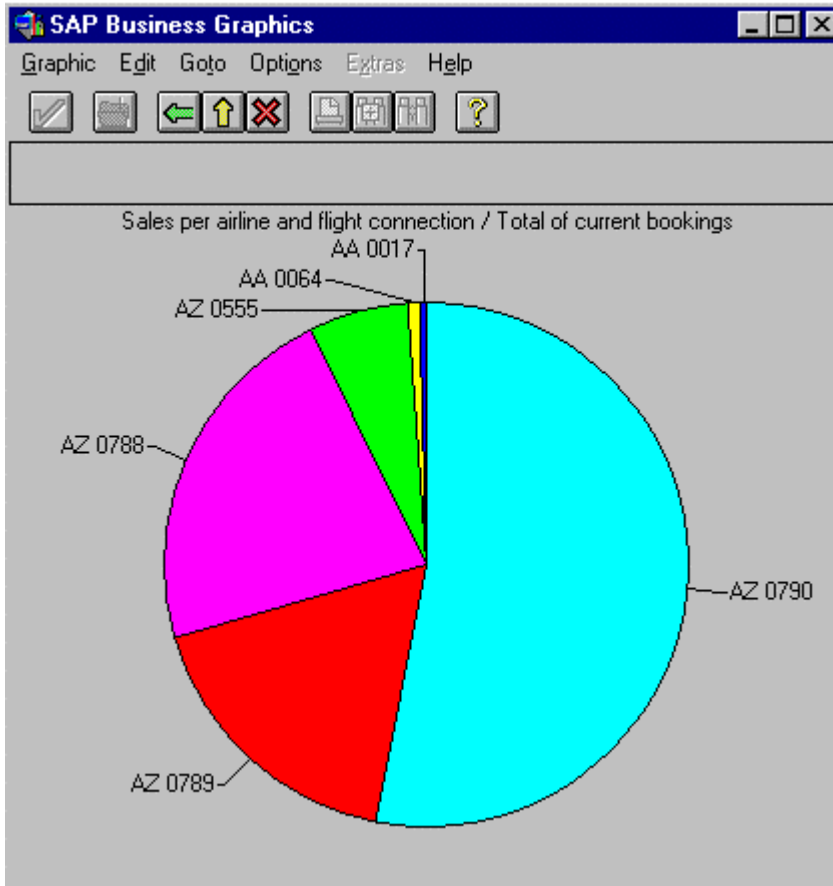
The option to start the table calculation program is not available if the start itself is not possible.



If you pass a basic list, the lines at the beginning of the control level and all sub-totals lines and overall totals lines are not taken into account. If you pass a statistic, the totals line is not taken into account.

Graphics

This function allows you to display the information from your list using SAP Business Graphics.



In contrast to the other functions described in this section, the *Graphics* function can only handle an extract from one column of your sub-list and the column must contain numeric values.

You can choose which values you want to display by placing the cursor on them when activating the function. Position the cursor on the column of the partial list whose values you want to display in graphic format. You should note here that SAP Business Graphics can handle only a limited number of values (between 6 and 32). Since the cursor position determines the first value to be processed, place the cursor directly on that value. The function then processes the value together with all the subsequent values in the same column. You can define the type of graphic in the query definition, but you can only modify the display type on the graphics screen.



If you do not position the cursor as described above when activating the function, the system itself determines a start value somewhere near the cursor position. For this reason, you should always place the cursor so that you make clear which values you want to display in graphic format.

Graphics

The type of graphic can be specified in the query definition (see [Graphics \[Seite 1114\]](#)). The display style can be changed in the graphics screen. In the query definition it is possible to specify that the number of values to be displayed should be decided at runtime.

If this kind of graphic call has been defined for a partial list of a query, then when the *Graphic* function is called at runtime a window appears in which the number of values to be displayed can be entered (type of graphic, text and color display, or the number of values to be displayed). Those options chosen on the graphics screen while the query was being defined are used as defaults.



If you want display QuickView data graphically, you enter the appropriate graphical specifications at runtime.

In addition, you can also graphically display any remainder. This remainder is the sum of all values from the selected column that were not chosen for graphic display. Since only 32 values can be displayed, you may only select up to 31 individual values if you want to display your remainder as well.



If you call the *Graphics* function from the display with the table control, the handling is different from that in the list display. To pass a sequence of values for display in graphic format, you must first select the column from which the numeric values for graphical display are to be taken. You then select all the lines from which the values for graphical display are to be taken. Remember that you can only select up to 32 lines.

Word Processing

The word processing functions can be called from the list display and from the table display (display with the help of the table control). There are two different functions available:

- Form letters using MS WORD

A WORD file is created using the data from the current partial list and is linked to another WORD document. Substitution variables can be incorporated into the WORD document and these can be filled with values from the created WORD file. Special functions are made available to MS WORD via OLE2 for this purpose.

This form letter functionality can be used only if MS WORD has been installed on the PC.

- Creating a document

The current partial list can be stored on the presentation server as a file in RTF format. The use of this format allows the file to be used as a WORD document. One can specify whether the colors in the list should be taken into account. The filename (the complete path) must be specified in the dialog. If MS WORD is installed on the PC then it can be used immediately for editing the file created.



Only the form letter functionality can be called from the table display. Suppressed lines and columns will not appear in the WORD document.

ABC Analysis

ABC Analysis

The *ABC Analysis* function can be used for any interactive basic list, all statistics and any ranked list that contains at least one numeric field.

For the ABC analysis the data records of a dataset are divided into three groups (A segment, B segment, C segment). Each of the data records must include a key figure (a numeric field) and an arbitrary number of other characteristics (non-numeric fields). The dataset is initially sorted on the key figure in either descending or ascending order. The data records can then be divided into groups according to one of four strategies:

- **Key figure (percentage)**

The data records are divided into groups according to the size of the partial sum of the key figures considered as a percentage of the sum of all the key figures. For example, if the following distribution is chosen: A=50%, B=30% and C=20%, then the data records are allocated to segment A as long as the sum of the key figures does not exceed 50% of the total. The data records will then be allocated to segment B until the partial sum of the key figures reaches 80% (50+30) of the sum of all the key figures. All other data records will be allocated to segment C.
- **Key figure (absolute)**

The data records are divided into groups on the basis of the absolute values of the key figures. Two boundary values have to be specified, one to mark the boundary between the A and B segments, and one to mark the boundary between the B and C segments. These boundary values are used to determine the segment to which each data record should be allocated.
- **Characteristics (percentage)**

The data records are divided into groups so that a specific percentage of the data records are allocated to each group. For example, if the following distribution is chosen: A=50%, B=30% and C=20%, then the data records are allocated to segment A until 50% of the total number of data records have been allocated. The data records will then be allocated to segment B until the partial sum of the key figures reaches 80% (50+30) of the sum of all the key figures. All other data records will be allocated to segment C.
- **Characteristics (absolute)**

A specific number of data records are allocated to each group. For example, if the following distribution is chosen: A=10, B=20 and C=... , then the first 10 data records are allocated to segment A, the next 20 to segment B and all remaining data records are allocated to segment C.

When the *ABC Analysis* function is called the column containing the key figures must be determined first. This depends on whether the ABC analysis is called from the list display or from the table display (display using the table view control).
- **Calling from the list display**

Position the cursor on the column whose values are to be used as key figures. If you have placed the cursor on a non-numeric column then the next numeric column will be used.



The ABC analysis cannot be carried out for additional fields in statistics and ranked lists (number of records read, percentage of total, average value, position in sequence).

- Calling from the table display

Select the column whose values are to be used as key figures.

All non-numeric values to the left of the key figure are regarded as characteristics. This is especially important when the analysis is called from the table display, since columns can be moved around in this display and it is therefore possible to change the number of values regarded as characteristics.

When the *ABC Analysis* is first called a dialog window appears. The sort order for the key figure (i.e. ascending or descending) and the analysis strategy to be employed have to be specified in this window. This window also contains the names of the fields which are to be used for the key figure and the characteristics.

The analysis strategy is defined in two steps:

1. Select the strategy required using a selection button (see above).
2. Supply the other information required to implement the chosen strategy (percentages, boundary values or numbers of data records, as required in the strategy). When specifying percentages or absolute numbers of data records you only need to supply two values, since the third value will be calculated from the first two.

If the key figure is a currency field or quantity field, then a check is made in single line basic lists that the currencies or quantities have been specified in the same currency or unit of measurement. This check can be made only if the currency or unit of measurement is also output in the list. When different currencies or units of measurement are present, these are first converted into a reference currency or unit of measurement. This reference currency or unit of measurement can be entered in a dialog window. If errors occur in the conversion, then the ABC analysis cannot be carried out.

The result of the ABC analysis is a list. The first column of this list shows the segment (A, B or C). Then come the characteristics and finally the key figure. Next to each key figure there are two percentages: the percentage of the total sum of all key figures represented by this key figure and the cumulative total to this point. The list also includes the total sum and the intermediate sums related to the individual segments as well as the sums of the A and B segments and of the B and C segments.

ABC Analysis

Analysis strategy: Key figures (percentage)					
A segment: 50%		B segment: 30%		C segment: 20%	
ABC	Flg	Nr	Total of curr. booking DEM	%	Cumulative %
A	AZ	0790	20.032.523,16	47,0	47,0
A	AZ	0788	8.399.937,22	19,7	66,6
A			28.432.460,38	66,6	
B	AZ	0789	6.486.909,39	15,2	81,8
B			6.486.909,39	15,2	
A+B			34.919.369,77	81,8	
C	AZ	0555	2.357.373,43	5,5	87,4
C	QF	0005	988.885,74	2,3	89,7
C	UA	0941	925.427,34	2,2	91,9
C	UA	3504	560.876,22	1,3	93,2
C	LH	0402	526.259,88	1,2	94,4
C	QF	0006	428.745,50	1,0	95,4
C	SQ	0158	305.263,75	0,7	96,1
C	AA	0064	265.781,25	0,6	96,7
C	SQ	0002	237.847,49	0,6	97,3
C	DL	1699	202.427,71	0,5	97,8
C	DL	1984	200.678,57	0,5	98,2
C	SQ	0866	168.083,96	0,4	98,6
C	LH	2407	159.186,70	0,4	99,0
C	AA	0017	153.822,21	0,4	99,4
C	SQ	0988	153.782,85	0,4	99,7
C	LH	2402	112.253,25	0,3	100,0
C	LH	0400	0,00	0,0	100,0
C			7.746.695,85	18,2	
B+C			14.233.605,24	33,4	
A+B+C			42.666.065,62	100,0	

The following interactive functions can be used on the result list of the ABC analysis.

- *Hide columns*

The *Hide columns* function can be used to remove chosen characteristics columns from the display. Place the cursor on the characteristics column to be hidden and then call the function.

- *Show columns*

The *Show columns* function can be used to re-display columns which were hidden with the *Hide columns* function.

- *All characteristics*

This function is of use if a list or table contains further characteristic columns (non-numeric fields) to the right of the key figure column when the ABC analysis is called. Normally these characteristics are not included in the result list of the ABC analysis. The *Edit → All characteristics* function can be used to include these characteristics in the result list. They will, however, appear to the left of the key figure.

- *Convert*

This function allows you to convert currencies and quantities into reference currencies or units of measurement. Conversion is, however, only possible if a currency or unit of measurement exists for all currencies and quantities in the dataset. The conversion is always based on the values in the dataset, so that it is also possible to perform multiple conversions.

- *Print*

The *Print* function can be used to print the result list of the ABC analysis. The printed form of the list will correspond to the current screen display, so that hidden columns will also not appear in the printed list.

- *New Analysis*

This function can be used to start a new ABC analysis on the same dataset.

The *Back* function takes you back to the list.

EIS**EIS**

This function provides a link to the Executive Information System (EIS). It transfers the data in your query to the EIS database via an interface and you can then perform further analyses. When you activate the function, you specify various options for storing the data in a dialog box. For further information, see the EIS implementation guidelines.

Private File

If you are using the version of SAP Query supplied by SAP, you do not have this function. However, the delivery system includes an enhancement (SQUE0001) which allows all customers to add their own interactive functions. The *Private file* function appears on your screen only if you take advantage of this enhancement option. To do this, you (or your system administrator) must take the necessary steps and activate the enhancement. For further information, see [Enhancement SQUE0001: Private Files \[Seite 1326\]](#).

Generally, this function works in the same way as the other standard interactive functions. It gathers the data from your query together in a table and then passes it to a function module written in the course of the enhancement. What actually happens to the data is up the customer.



The *Private file* function has largely been made obsolete with the introduction of the *Additional function pool* (see [Additional Function Pool \[Seite 1078\]](#)). SAP will continue to support the *Private file* function for reasons of compatibility. It is, however, recommended that you gradually re-define those functions that you have in the *Private file* so that you can add them to the *Additional function pool*.

Be aware that additional function pool functions can only be processed online in the foreground and thus CANNOT be called during background processing. In contrast, contents of the private file CAN be called during background processing.

Additional Function Pool

Additional Function Pool

All interactive functions for adjusting query lists (*Display as table*, *Download to file*, *ABC analysis*, etc.) work according to the same principles: Data from a sublist together with a description of this data is passed to another program (function module) using an interface. The number of functions that can be attached to query lists in this way is not limited. The *Additional function pool* acts as a container for these functions.

The *Additional function pool* function bundles an arbitrary number of interactive functions for single-line sublists together. Each of these functions must be implemented using a function module with a defined interface. Which and how many of the functions you want to make available to the user can be determined by using the maintenance component for the *Additional function pool*. For further information, refer to the section on [Maintaining the Additional Function Pool \[Seite 1285\]](#).

The following functions are delivered in the *Additional function pool*:

1. Crystal Reports
Allows you to save a query that you have created as a file on your PC (in Dbase format). You can subsequently generate a Crystal Report from the query. The report generated from your query can be formatted in numerous ways using the large number of analysis and visualization functions that are put at your disposal. You can design the report's layout and include such things as a company logo or graphics. You then save the report and can subsequently open the template you have created each time you call a query. (Note: Field names are restricted to a maximum of 10 characters in Dbase format).
2. InfoZoom
This function allows you to connect the external PC tool InfoZoom for displaying reports and altering their layout. You must also install InfoZoom on your frontend and make sure that the file name extension '.foc' (name extension for InfoZoom files) is registered. This function formats sublist data so that InfoZoom can read it and writes the data to a temporary folder on your PC. This folder is created in the directory defined in either environment variable TMP or environment TEMP. If neither TMP nor TEMP has been defined, then the folder is created in your main directory. InfoZoom is then subsequently started with the folder that has been created.
3. Display Chart
This function allows you to create two dimensional representations of sublist data. The *Display chart* function allows you to interactively choose the fields you want to represent. In the first dimension you can include any sublist field desired, in the second dimension only numeric fields.

You can also enter as many new functions of your own to the *Additional function pool* as you like. See [Maintaining the Additional Function Pool \[Seite 1285\]](#).

If the *Additional function pool* contains at least one function, the *List → Additional function pool* function (and its corresponding pushbutton) is/are activated on all single-line sublists. If the *Additional function pool* contains exactly one function, then this function is automatically executed whenever the *Additional function pool* is called. If the *Additional function pool* contains more than one function, a dialog box appears listing all of the functions at your disposal with their corresponding long texts. From this list you can both choose and execute functions.



All *Additional function pool* functions delivered by SAP can be found in the list of additional functions, but are not yet active. You must activate these functions during *Additional function pool* maintenance in order to be able to use them.

Each function has a name and a corresponding long text (description). The function module found in the list is called each time you call its corresponding function.



When executing a query in the background, you can no longer use direct passing to call these functions.

Direct Interaction

Direct Interaction

It is possible to execute queries without displaying the query list on the screen. You can instead run interactive further processing functions, display the list as a table or interactive list, or save the list automatically. The section below refers to this process as direct interaction or direct further processing of the list. When using direct interaction, you should bear in mind the following points:

- The radio buttons for the interactive functions *Display as table*, *SAP List Viewer*, *Download to file*, *Word processing*, *Table calculation*, *Graphics*, *ABC analysis*, *EIS*, *Private file*, and *Additional function pool* appear on the query selection screen only if the first sub-list is a basic list, a statistic or a ranked list. The option *Download to file* allows you to include a suggested name for your file as well.
- You cannot enter the name of an *Additional function pool* function directly; it must be inserted in the field with the help of the possible entries pushbutton on the selection screen. A dialog box appears with all the available functions. You can then choose a function from this list. This function name is then automatically transferred to the selection screen.
- The checkbox for *Save with ID* is always available. There is also a text field where you can enter a description of the list to be saved. Direct further processing of the list by saving always refers to the whole list.
- With all other functions apart from *Save*, the further processing always applies to the first sub-list. When generating graphics, the text-value pairs are determined from the first line of the sub-list, where the values used are those in the first numeric column. In the ABC analysis the values of the first numeric column are used as key figures.
- You can preset radio buttons – with the exception of the *Additional function pool* - when defining a query. In the QuickViewer, use the dropdown box available in basis mode. This means that a radio button is already selected when you execute a query. You can, however, cancel the selection.
- Direct interactions are possible only if you execute the query as if the list is displayed on the screen. If you use *Execute and print* or start the report in the background, no direct interactions are allowed. The *Save*, *EIS*, and *Private file* functions are exceptions to this rule, since you can use them when executing the query in the background.
- Using one of the functions *Download to file*, *Table calculation*, *Word processing*, *EIS*, *Additional function pool* or *Private file* to pass a list on to one of the software products mentioned above is a means of data retrieval. If you execute the query in the background when using the *EIS* function, only transaction data can be transferred.
- Direct saving of a list when executing the query in the background allows you to perform extensive analyses in the background and to display the result later online. When saving the list directly in the background, the generated list is not written to the spool file and consequently cannot be printed out.

Creating and Changing Queries

This chapter explains how to create and change queries.

There are two ways to define queries:

1. The Query Painter allows you to define lists in WYSIWYG mode (What You See Is What You Get). The Query Painter can be used to construct basic lists.

Further information can be found under [Creating Basic Lists with the Query Painter \[Seite 1082\]](#).

2. The system takes you through several screens. Here you can define the structure of basic lists, statistics, and basic lists by making entries in the appropriate fields.

Further information can be found under [Creating Queries \[Seite 1084\]](#).



The graphical Query Painter uses various controls. It can only be used when certain hardware and software requirements have been fulfilled. The function *Settings* → *Settings...* in query maintenance allow you to choose the query construction procedure you want. If the appropriate software requirements are fulfilled, the graphical Painter always appears as the standard setting.

Creating Basic Lists with the Query Painter

Creating Basic Lists with the Query Painter

If you want to create a new query, you have to enter particular information so that the system can generate your report: The following information is required:

- InfoSet
- Title and list format
- Field selection (fields used in the list)
- List layout

To create a new query, proceed as follows:

1. Call the component *Maintain Queries*.
2. Choose the user group to which you want to assign the new query.
3. Enter the desired query name.

Query names can be up to 14 characters long and should not already exist in the user group.

4. Choose *Create*.

You then see a list of the InfoSets assigned to your current user group.

5. To select the InfoSet you require, place the cursor on the InfoSet and choose *Select*.

For further information about creating InfoSets, refer to [Creating and Changing InfoSets \[Seite 1188\]](#).



If many InfoSets with multiple fields are assigned to one user group, you can use the search function to find the right InfoSet. Within the specified InfoSets it is possible to perform any number of searches. The result is a displayed list of all InfoSets and fields, which satisfy the search criterion.

You may now begin to define your report. The system first takes you to a screen for [Assigning Title, Format, and Notes \[Seite 1087\]](#).

Branch to the Query Painter by choosing *Basic list*. You can select the fields you want in the Query Painter.

Or choose *Next screen* before you start the Query Painter and choose the fields you want to structure your query with. This procedure is useful if you want to define local fields.



The definition of local fields allows you to generate new information from the fields in an InfoSet, without having to include an additional field.

Consult the section [Layout Mode/The Graphical Query Painter \[Seite 1364\]](#) if you want to choose your fields using the Query Painter.

If you want to create local fields and include them in your query before you call the Query Painter, consult the following sections:

[Selecting Fields for Processing \[Seite 1090\]](#)

Creating Basic Lists with the Query Painter

[Assigning Short Names \[Seite 1092\]](#)

[Defining Local Fields \[Seite 1093\]](#)

[Extending the Selection Criteria \[Seite 1101\]](#)

You can find further information in the section [Layout Mode/The Graphical Query Painter \[Seite 1364\]](#). You can then skip over the section on field selection and selection criteria, since you will have already done this in advance.

Creating Queries

Creating Queries

To create a new query, proceed as follows:

6. Call the component *Maintain Queries*.
7. Choose the user group to which you want to assign the new query.
8. Enter the desired query name.

Query names can be up to 14 characters long and should not already exist in the user group.

9. Choose *Create*.

You then see a list of the InfoSets assigned to your current user group.

10. To select the InfoSet you require, place the cursor on the InfoSet and choose *Select*.

For further information about creating InfoSets, refer to [Creating and Changing InfoSets \[Seite 1188\]](#).



If many InfoSets with multiple fields are assigned to one user group, you can use the search function to find the right InfoSet. Within the specified InfoSets it is possible to perform any number of searches. The result is a displayed list of all InfoSets and fields, which satisfy the search criterion.

All the examples in this chapter are based on a flight reservation system and evaluate flight bookings. You should therefore choose the InfoSet FLBU.

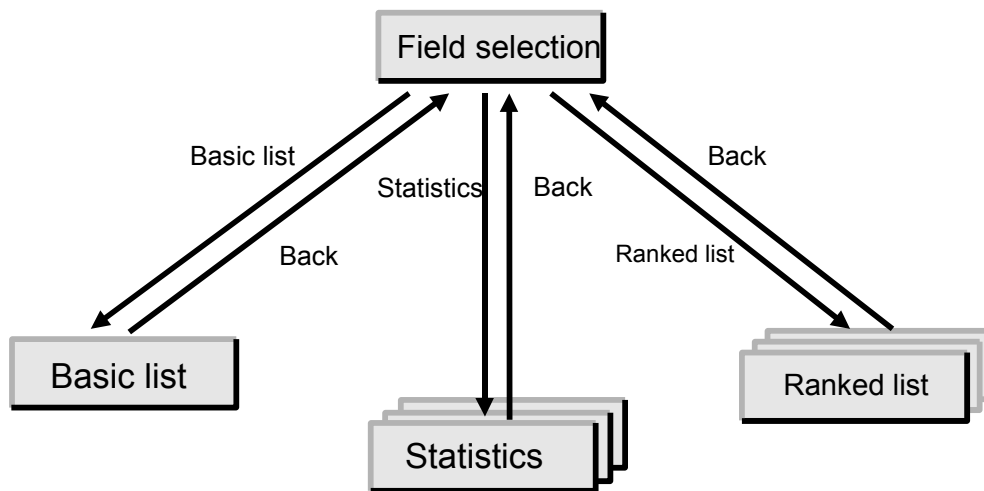
You may now begin to define your report. The system takes you through several screens. Four different screen sequences are possible:

- Field selection (including assignment of title and list format)
- Basic list (define layout of basic list)
- Statistics (define layout of statistics)
- Ranked list (define layout of ranked lists).

Within each of these screen sequences, you have the following navigation options:

- Use the *Next screen* and *Previous screen* functions.
- Use the functions in the *Goto* menu to access individual screens directly.
- Use the *Back* function to return
 - to the first screen in the sequence, if you are not already on this screen or
 - to another screen sequence, if you are on the first screen in the sequence.

If you want to switch from one screen sequence to another (for example, go from one of the basic list screens to the field selection), you can use the appropriate function in the *Goto* menu. The following screen shows the most important navigation options.



Within a query, you can define one basic list, up to 9 statistics and up to 9 ranked lists. These different list types may be combined in any permutation you like. You can also extend existing queries by adding more sub-lists. Unless you have specified otherwise, you see the basic list first, followed by the statistics and finally the ranked lists when you execute a query.

Selecting Fields

Selecting Fields

The following section describes how to make some general definitions for your query.

Assigning Title, Format, and Notes

The first attributes you must define when creating or changing a query are the title and page format. This is the first screen of the *Field selection* sequence.

The screenshot shows the 'Assigning Title, Format, and Notes' screen in SAP. It has a blue header bar and a light gray background. The main content area is divided into several sections:

- Title:** A text field containing 'Display of all possible flight connections'.
- Notes:** Three empty text lines for entering notes.
- List format:** A section with two input fields: 'Lines' (empty) and 'Columns' (83).
- Table format:** A section with one input field: 'Columns' (200).
- Special attributes:** A section with a 'Standard variant' input field and two checkboxes: 'Execute only with variant' (unchecked) and 'Change lock' (unchecked).
- Print list:** A section with a checked checkbox 'With standard title' and a 'No. of characters left margin' input field.
- Output format:** A section with two columns of radio buttons. The left column contains: 'SAP List Viewer' (selected), 'ABAP list', 'Graphic', 'ABC analysis', 'Executive Information System EIS', and 'File store'. The right column contains: 'Display as table', 'Word processing', 'Spreadsheet', and 'Private file'.

SAP Query uses the title you define in this screen later as the title of the screen or, when printing, as the first line of the heading for the lists generated by the query.

Additionally, there are three lines where you can enter notes that are used to document the query. When you request the query directory, the system displays these notes with the title.

There is a standard format for lists displayed on the screen, but you can always overwrite this. Unless you specify otherwise, the system automatically adapts the standard format to the output device used. For output to the screen, the default is a dynamic page size (i.e. no fixed number of lines) and 83 columns. In the case of output to a printer, the system proposes a standard format on the print option screen, but you can also overwrite this.

With the number of columns, you define how wide list lines can be. Regardless of this, however, the width of each sublist is no more than is actually required. The number of columns determines when a line break occurs in basic lists. With statistics and ranked lists, the number of columns must be large enough to avoid line breaks.

Assigning Title, Format, and Notes



If you define statistics or ranked lists at a later stage, the number of columns may increase automatically. In this case, you get a warning message.

The advantage of dynamic page size is that the system adapts the dimensions of your list to the size of the window. You should therefore usually use the dynamic page size. Each of the different sublists (basic list, statistics and ranked lists) always begins on a new page.

If you want to display a list as a table, you can define the size of the table view control with the table format specifications.

Special attributes allow you to define some other properties for the query or the report that it generates.

- Assigning a standard variant

You can create one standard variant per query. This variant is always used when you start the query with the help of the function *Execute*. The name of this standard variant is also the default value for the *Execute with variant* function. Any query with a standard variant is thus always executed with a variant.



Remember that you can only maintain query variants on the initial screen. For this reason, defining a standard variant is possible only when you have already defined a query to the extent that you can generate a report.

For further information about working with variants, refer to [Executing Queries Online \[Seite 1050\]](#).

- Executing queries only with a variant

Besides the standard variant, there is also the attribute *Execute only with variant*. You use the standard variant only if you execute the query in the component *Maintain Queries*. However, the attribute *Execute only with variant* applies to the generated report and is therefore also effective when you start this report directly.

- Change lock

If you want to set a change lock for your query to protect it against changes by other users, you can achieve this by selecting the appropriate field. Then, only the person who set the attribute can make further changes.

By choosing *Goto* → *Query directory* in the component *Maintain InfoSets*, the system administrator can cancel the lock for selected queries.

- Printing lists with or without a standard title

This option allows you to decide whether you want to output a standard title, which does not appear in the screen display, for each page when printing a list. The standard title contains the date, the query title and the page numbering.



A standard title is also generated if you execute the query in the background.

If you do not want the standard title, but need the date or the page numbering, you must maintain your headers accordingly (see [Changing Headers \[Seite 1110\]](#)).

Assigning Title, Format, and Notes

- Left Margin

This option allows you to designate the size of the left margin when printing the list. This option does not affect the screen output of the list.

- Forwarding the list directly

The radio buttons on the selection screen of the generated report are pre-set as a result of the options for forwarding a list (see [Interactive Functions for Further List Processing \[Seite 1065\]](#)).

The *Goto → Report assignment* function can be used to integrate the query into the Report-Report-Interface. This means that the query both can be called via this interface (as recipient) and can itself call other reports (as sender). The term 'report' is a collective term referring to ABAP reports (including queries), transactions, Report Writer reports, EIS drill-down reports and report portfolio reports.

When the *Goto → Report assignment* function is called, a window appears. The other reports that can be called from the query (if the query is the sender) are specified in this window. Since every query is also a report, this technique can be used to combine several queries with each other. This represents a new type of drill-down technique in SAP Query. The way that data is exchanged is described in [Calling Other Reports \[Seite 1063\]](#).

If multiple sublists (basic lists, statistics, ranked lists) are defined for a query, you can use the function *Edit → Output sequence* to designate the order in which these sublists should be displayed. When you call this function, a dialog box appears in which all sublists that have been defined up until this point are listed in the order that they are displayed. An input field appears in front of each sublist, where a number between 1 and 90 can be entered. This sequence determines the output sequence of the sublists. Sublists with no sequence number (the standard setting) will be displayed in the order they appear in this list after those sublists with sequence numbers have already been displayed.

If two or more sublists have the same sequence number or no number at all, the order basic lists before statistics before ranked lists is used.



The function *Edit → Output sequence* is available on all maintenance screens.

To go to the next screen, select *Next screen*.

Selecting Fields for Processing

Selecting Fields for Processing

On the *Select Field* screen, you now select the fields you want to process in your basic list, statistic or ranked list, or those you want to use as additional selections.

Selecting Field Groups

To facilitate pre-selection, the InfoSets are divided into field groups. If you want to generate a list of existing flight connections, you do not need any detailed information about individual flights and associated bookings. By selecting the field group *Flight connections*, you restrict the number of fields offered to those belonging to this group.

If you are editing an existing query, the *Edited* column contains all those field groups from which fields have already been selected.

Selecting Fields

On the following screen, you now select the fields you want to display in your list from the field groups selected. Select the desired fields.

Fields	
	Flight connections
<input type="checkbox"/>	Airline name
<input type="checkbox"/>	Departure airport
<input type="checkbox"/>	Destination airport
<input checked="" type="checkbox"/>	Arrival time
<input checked="" type="checkbox"/>	Airline carrier Id
<input checked="" type="checkbox"/>	From city
<input checked="" type="checkbox"/>	Destination
<input checked="" type="checkbox"/>	Flight connection Id
<input checked="" type="checkbox"/>	Departure time
<input type="checkbox"/>	Distance
<input type="checkbox"/>	Flight time

You can extend or reduce the selection of field groups and fields at any time, even if you have already defined sublists.

You can change the column headers for selected fields on this screen by placing the cursor on one of the fields and selecting *Edit ### Column headers ### Maintain* (see [Changing Headers \[Seite 1110\]](#)). You then see To do this, place the cursor on the desired query and choose *Delete*. You then see a dialog box where you can change the column header or set the standard value.

By selecting *Edit → Find*, you can search for field names of the InfoSet. The result of the search is a list of all fields with names which contain the search criteria. Even here, you can select fields.

Selecting Fields for Processing

Using the function *Extras* → *Field documentation*, you can obtain more information about a field. To do this, place the cursor on a field name and choose this function. You then see a dialog box containing the documentation and some other technical information about the field.



This function is available on all screens where the field names are listed.

Assigning Short Names

Assigning Short Names

Each field made available through an InfoSet can have a short name. You need these short names if you want to place the value of a field in a header (see [Changing Headers \[Seite 1110\]](#)) or calculate a local field (see [Defining Local Fields \[Seite 1093\]](#)).



Only in these cases do you need to assign a short name.

You assign a short name to a field from an InfoSet by entering the short name in the appropriate input field. If you do not see such a field on the *Select Field* screen, choose *Edit ### Short names ### Switch on/off*.

A short name can consist of up to 10 characters. It must always begin with a letter and can contain only letters, digits and the underscore character ('_').

If you want to know whether a short name is needed, place the cursor on the field concerned or on the short name and select *Edit → Short names → References*. You then see a list of all the places in the query definition where the short name is used.



This function only returns a where-used list for the short names. It does not indicate which sublists of the query use the associated field.

Since the next section describes how to define a local field, which uses the fields *Distance* and *Flight time*, short names are assigned for both these fields.

Fields		Short name	Local
Flight connections			
<input type="checkbox"/>	Airline name		
<input type="checkbox"/>	Departure airport		
<input type="checkbox"/>	Destination airport		
<input checked="" type="checkbox"/>	Arrival time		
<input checked="" type="checkbox"/>	Airline carrier Id		
<input checked="" type="checkbox"/>	From city		
<input checked="" type="checkbox"/>	Destination		
<input checked="" type="checkbox"/>	Flight connection Id		
<input checked="" type="checkbox"/>	Departure time		
<input checked="" type="checkbox"/>	Distance	DISTANCE	
<input checked="" type="checkbox"/>	Flight time	TIME	

Defining Local Fields

The definition of local fields allows you to generate new information from the fields in an InfoSet, without having to include an additional field.



The InfoSet FLBU contains a field for the distance and a field for the flight time. A local field is used to calculate the speed.

To define a local field, choose *Edit* → *Local field* → *Create* on the *Select Field* screen. The local field for the speed can be used as an example.

Defining Local Fields

Defining Local Fields

Change Query G1: Select Field

Short name: SPEED

Field description: Speed

Heading: Speed
per hour

Functional group: Flight connections

Attributes:

- ☒ Same attributes as field: DISTANCE
- ☐ Text field: No. of characters: []
- ☐ Calculation field: Number of digits: [] Decimal places: []
- ☐ Date field
- ☐ Time field
- ☐ Symbol
- ☐ Icons

Calculation formula:

- ☒ Distance / (TIME / 3600)
- ☐ Input on selection screen: []

Condition: []

☐ Mandatory

Buttons: [Complex calculation] [Fields] [Symbols] [X]

When making this definition, the following information is needed:

- Short name
- Field name

Here, you enter a text, which describes the field contents. On all subsequent screens, the local field is identified via this name.
- Header

This is used when calculating column headers. Please note that headers are only taken into account for the output length of the field. The header can be divided over two rows.
- Field group

The local field is included in the field group.
- Attributes

When defining the technical attributes of the local field, you can use any of the following options:

 - Refer to an existing field (i.e. use it as a reference field)

Defining Local Fields

The advantage of this option is that the local field can accept the same values as the reference field. If the reference field is a currency amount field or a quantity field, the local field inherits the currency or unit assignment of the reference field. In our example, the field *Distance* with the short name *DISTANCE* is a quantity field, since it contains a distance specification and a measurement unit. Therefore, the local field *SPEED* is also a quantity field and has the same measurement unit as the field *DISTANCE*.

- Define the field as a text, calculation, date or time field.

With text and calculation fields, you must specify the field size (number of characters/digits and number of decimal places).

- Define the field as a symbol or icon

With these fields, the contents are interpreted as a symbol or icon and output is consequently in graphical format. You could do this if you wanted to emphasize particular values or lines in the list.

- Calculation formula

You can determine the value of a field in either of the following ways:

- By using a calculation formula.

In the simplest case, a calculation formula consists of a single formula. All formulae conform to the usual mathematical rules and contain operands and operators.

- Valid operands include the short names of fields as well as numeric constants (10 or 1.5, for example) and character strings ('ABC', for example).
- Certain special fields are also available. These are:
 %NAME(the name of the user processing the query)
 %DATE(the current date when the query is being processed)
 %TIME (the current time when the query is being processed).
- If an operand is a text field, you can use the notation *textfield* [*n:m*] to access part of this field. Here, *n* is the position of the first character and *m* is the position of the last character.



If you were accessing the 2nd character to the 5th character of the field, the notation would be text[2:5].

- If an operand is a date or time field, you can use the following notation to access the individual components of this field:

date field [YEAR].....year

date field [MONTH].....month

date field [DAY].....day

time field [HOUR].....hours

time field [MINUTE].....minutes

time field [SECOND].....seconds

Defining Local Fields

- Valid operators include the basic arithmetic operations plus DIV and MOD. DIV is the operator for whole number division and MOD is the operator for the remainder in whole number division.
- You can use parentheses in the usual way.



Please note in the example that time specifications (TIME) in calculations are always quoted in seconds.

To define the values of symbol and icon fields, you can specify the names of symbols and icons in formulae. These names begin with SYM_ or ICON_ and can be determined by pressing the appropriate pushbutton. A formula, which contains a symbol or icon, can consist only of this symbol or icon; i.e. symbols and icons cannot be linked with other operands.

You can make the calculation of the value of a field dependent on a condition. In this case, the value according to the calculation formula is only made available if the condition is satisfied. If the condition is not satisfied, the field is set to its initial value.



These types of fields are required when calculating special statistics (see [Defining Statistics \[Seite 1141\]](#)).

To formulate conditions, you use Boolean formulae. These formulae consist of comparisons (e.g. AMOUNT +5 > LIMIT) which can be linked with the operators NOT, AND and OR. Parentheses may also be used in the usual way.

In more complex cases, you can make the calculation of the values of a field dependent on any number of conditions, i.e. the value is calculated differently, depending on which condition is satisfied. You can even specify a calculation formula to be used when none of the conditions is satisfied. For any of these complex cases, you use the *Complex calculation* function on the screen for maintaining local fields.

When defining the calculation formula, you can make use of different functions, which allow you to display existing short names, symbols and icons. You can also choose a symbol or an icon from the short name display and place it in the position within the formula where the cursor stands.

- By entering a value on the selection screen

In this case, the local field is treated like a parameter whose value is determined once by an entry on the screen. This is not possible for symbol and icon fields.

If you want to force input of a value on the selection screen, select the field *Obligatory*.



You can use these types of fields in conditions for calculating other local fields. This means that it is possible to influence these calculations when the query is processed. For an example of this, see below in this chapter.

When you have made all the necessary specifications for defining a local field on the screen, select *Continue* to return to the *Select field* screen. The field you have defined is now included in the specified field group and can be used on all screens, just like any other field from the InfoSet.

Defining Local Fields

An example of a complex calculation is the local field *Long text flight class*. It determines a long text for the field *Flight class* with the short name CLASS. The field is defined as a text field with 15 characters. To specify the calculation formula, you use the *Complex calculation* function to branch to the appropriate editor for such calculations.

Defining Local Fields

Define Field: Complex Calculation

Condition	CLASS='C'
Formula	'Business Class'
Condition	CLASS='Y'
Formula	'Economy Class'
Condition	Class='F'
Formula	'First Class'
otherwise	

+, -, *, /, DIV, MOD, (), [...] %NAME, %DATE, %TIME
=, <, >, <>, <=, >=, AND, OR, NOT SYM_..., ICON_...

Buttons: [Check] [Add] [Delete] [Lock] Fields Symbols [Help] [Close]

To change or delete a local field on the *Select Field* screen, place the cursor on the local field and choose the relevant function from the *Edit* menu.



Local fields are only known within the query where they are defined.

Extending the Selection Criteria

On the *Selections* screen, you can choose the selection criteria you require when executing the query. If, for example, you select the field *Flight connection code*, you can specify in the program selections area that you only want to display flights with certain flight numbers.

If you want to make an additional selection for a field, you must select it on this screen. As a result, the selection screen is extended by one selection criterion for this field. You can also change the text for this selection criterion if you do not like the text proposed by the query.

Texts for selection criteria can only be changed after the appropriate field has been selected and *Enter* chosen.

You should use selection criteria of this type only if they cannot be implemented using dynamic selections. The advantage of dynamic selections is that the number of database accesses is reduced.

In our example (selection by *Flight connection code*), you should use dynamic selections since they are supported by the logical database.



If selection criteria are defined for InfoSet fields and local fields and these fields contain character strings (type C), then the ABAP Dictionary definition of this field determines whether case sensitivity is maintained when the selection criteria are input or if all input values are converted to capital letters (uppercase).

With additional fields and local fields whose data type definitions do not use a LIKE reference to a Dictionary field, that is with fields that have no Dictionary reference, all input values were previously capitalized by default. This meant that selections based upon case sensitivity, upon a mixture of upper and lowercase letters, could not be made in the past.

From Release 4.5A, the selection criteria for those character strings with no ABAP Dictionary reference are no longer automatically converted to capital letters. This means that when inserting selection criteria, you must now pay attention to the exact manner in which they have been written.

Defining Basic Lists

Defining Basic Lists

The following sections use sample lists to demonstrate the different basic list processing options that SAP Query provides.

Defining a Single-Line Basic List

A directory of flight connections is created. The query name is G1.

On the initial screen, you specify this name and select *Create*. Then, you choose the InfoSet FLBU (flight bookings) and assign a title and list format.

Since you just want to generate a list of flight connections, you only need fields from the field group *Flight connections*.

You select the fields you require (*Arrival time*, *Short description of airline*, *Point of departure*, *Destination*, *Flight connection code*, *Departure time*) by marking them.

Then, choose *Basic list*. On the next screen, you start to define the basic list.

The following sections explain how you proceed when defining a simple basic list:

[Defining the Line Structure \[Seite 1104\]](#)

[List Line Output Options \[Seite 1107\]](#)

[Defining Output Options for Each Field \[Seite 1108\]](#)

[Changing Headers \[Seite 1110\]](#)

[Graphics \[Seite 1114\]](#)

Defining the Line Structure

Defining the Line Structure

On the *Basic List Line Structure* screen, you specify the lines in which you want to display and the order in which you want the fields to appear.

The following basic list contains all the fields on one line.



This basic list is also known as a single-line basic list.

☒ Basic list with box Frame width

☒ Columns separated by | ☐ Compressed display

Define basic list

Field	Line	Sequence	Sort	Total	Counter
From city	1	1	<input type="checkbox"/>		<input type="checkbox"/>
Destination	1	2	<input type="checkbox"/>		<input type="checkbox"/>
Airline carrier Id	1	3	<input type="checkbox"/>		<input type="checkbox"/>
Flight connection Id	1	4	<input type="checkbox"/>		<input type="checkbox"/>
Departure time	1	5	<input type="checkbox"/>		<input type="checkbox"/>
Arrival time	1	6	<input type="checkbox"/>		<input type="checkbox"/>

Line structure

No.+....1....+....2....+....3....+....4....+....5....+....6....+....7....+

1 |From_city_____|Destination_____|Air|Flig|Departur|Arrival_|

There are three variants of the *Basic List Line Structure* screen. The lower part of the screen for each of these variants contains different information:

1. The line structure of the basic list.

Defining the Line Structure

If you make changes in the upper part of the screen, these are reflected at once below (that is, after you press ENTER). To display the complete list layout, choose *Query* → *Layout display*.

2. The individual options.
3. The field display.

By using one of the functions *Settings* → *With help texts*, *Settings* → *Without help texts* or *Query* → *Line structure* and then choosing the appropriate pushbutton on the screen, you can switch between these three screens.



All the screens for defining basic lists, statistics and ranked lists have these three screen variants. Navigation between the variants is always the same.

By selecting *Settings* → *Settings...*, you can define which of the three variants you want to display first when calling a screen. Normally, the screen containing the line structure is always displayed first.

There are two additional options for improving the layout of basic lists:

- Basic list with box

Here, the basic list appears in a box. When defining the line width, you must remember that each line requires two extra characters for the box. When you leave the Frame width input field blank, the system only frames the part of the basic list actually used. Otherwise, you may input the width of frame you desire here. If the width you enter is too big or too small, the system automatically corrects your entry to reflect the next acceptable value.

- Columns separated by |

With this option, a vertical bar is output after each field. It ensures that indented lines (for example, for sub-totals) are framed and that no lines are left open.

With multiple line basic lists, different lines usually have a different structure, so that no straight vertical lines are created when the *Column separation with |* option is selected. You can deselect the *Columns with |* option on the *List Line Output Options* screen. Further information can be found under [List Line Output Options \[Seite 1107\]](#)

The section [Interactive List Display Functions \[Seite 1056\]](#) describes how you can switch between a complete display and a compressed display with multiple line basic lists. The *Compressed display* option allows you to define whether the first list to be displayed when starting the query should be complete or compressed.



If you use this option, you specify that you want to enable a compressed display. This is then determined by SAP Query itself.

Select the options *Basic list with box* and *Columns separated by |*:

You can now execute the query by selecting *Execute*.

You then see the selection screen and get the following list after entering your selection criteria.

The *Back* function returns you to the screen where you started the query.


Defining the Line Structure

When you execute the query from a definition screen as explained above, the query definition is not saved. This allows you to test the list which will be generated by the specifications you have already entered. To save the query definition, choose *Save*.

If you now continue through the normal sequence of screens, you next see a screen where you can define output options for the lines of the basic list.

Defining Output Options for Each Line

On the *List Line Output Options* screen, you can define output options for each line.

List line output options										
Line	Color	Header line	Ref.	Slash Bef / To		Blank line Bef / Aft		Columns with	Page header	New Page
1	List line	 <input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The column *Color* allows you to define an output format for each line. These output formats (colors) are described by terms which identify their purpose according to the SAP standard. You can only change the color for a line with the possible entries key. This shows you the color palette from which you can choose a new format.

If you select the column *Header*, the system makes column headers available for this line. These headers are displayed in a later screen. You can change the headers here too. In order to allow for better layout in basic lists using both diagonal and vertical lines, the new options *Slash before/after* and *Columns with |* have been added.

The options *Slash before* and *Slash after* can be set for each line and determine where a diagonal line is inserted when it is displayed. This function can only be used in conjunction with the *Basic list with border (frame)* option on the *Basic list line structure* screen. (See [Defining the Line Structure \[Seite 1104\]](#)) This option is activated automatically whenever the options *Slash before* and *Slash after* are selected.

The option *Columns with |* allows you to determine whether or not the various columns of a particular row should be separated by vertical lines. This option can only be used in conjunction with the *Column separation with |* option on the *Basic list line structure* screen. If this option is not activated, then all *Columns with |* options are set to inactive and cannot be reactivated. If this option is activated, then all *Columns with |* options are initially active and can be individually deactivated.

You can also specify whether you want to output blank lines before or after a line. This option and others are described in more detail later.

In our example, the output format *List line* has been chosen and *Header* selected.

If you now continue through the normal sequence of screens, you next see a screen where you can define output options for individual fields.

Defining Output Options for Each Field

Defining Output Options for Each Field

On the *Field Output Options* screen, you can define output options for individual fields. This allows you to change the layout of your list radically.

Field output options									
Field	Length	Pos	Rnd	Unit	Format	Tmpl.			
	Std/New			< * >		<>0			
From city	20 20				Line color		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Destination	20 20				Line color		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Airline carrier Id	3 3				Line color		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flight connection Id	4 4				Line color		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departure time	8 8				Line color		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arrival time	8 8				Line color		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Beside each field name, SAP Query displays the standard output length of a field. If you wish to modify this, enter the new output length in the column *New*.

Increasing the output length may be particularly important if you are summing over a field and the output length required by the total is greater than that of the individual field.

In the column *Pos*, you can specify an explicit output position for a field. To determine the correct position, use the ruler provided below in the part of the screen showing the line structure.

In the column *Unit*, you can specify whether you want to output the relevant currency or quantity unit before or after currency amount fields and quantity fields, or not at all.



Currency amount fields and quantity fields are numeric fields which each have an assigned currency field or unit field. The correct interpretation of the values of one of these fields depends on the currency or unit.

The assignment of amount fields to unit fields is defined in the ABAP Dictionary and evaluated by SAP Query.

In the column *Color*, you can assign a color to each field. This may differ from the color of the line defined on the previous screen.

Defining Output Options for Each Field

As with assigning a color to a line, you assign a color to a field with the possible entries key. The standard color value assigned to each field is the *Line color*. This means that the field is output with the color defined for the line.



You only have to maintain values in the column *Color* if you want to output a field with a different color from that defined for the line. If you select *Query* → *Layout display*, you can display the line structure and the color attributes.

The color *Key* has a special meaning. It ensures that any field output with this color can never be shifted horizontally in the display. With lists which are wider than the window where they are displayed on the screen, it is therefore easy to define key columns which always remain in the visible part of the screen when the list is scrolled horizontally.

Please note that, in internal processing terms, the fixed area of a list is defined for each page. Within a page, the fixed area cannot vary from line to line. SAP Query uses the key column specifications to calculate a maximum character position up to which you can go when scrolling horizontally in the visible area of the screen. With multiple line basic lists, it is possible that only part of a field belongs to the fixed area of a page.

You can define special output templates for individual fields. This is demonstrated in a later example.

The *<>0* option allows you to suppress the output of numeric fields containing 0. With non-numeric fields (character strings), leading zeros are not displayed.

On the next screen, you can change the headers.

Changing Headers

Changing Headers

On the *Basic List Header* screen, you can define the page header and the page footer for the pages of the basic list.

Page header (headers and column headers)

Display of all possible flight connections					
From city	Dest.	Flg	Nr	Depart.	Arrival

Line structure

From_city_____	Destination_____	Air	Flig	Departur	Arrival_
----------------	------------------	-----	------	----------	----------

Page footer

--

This screen shows the general structure of the basic list. It contains the header line (page header), the line structure and the footer line (page footer). The header lines include fixed headers and column headers. Column headers are generated for lines for which you selected the column *Header* on the *List Line Output Options* screen.

Fixed Headers

Fixed header lines depend on the structure of the query. You can define any number of header lines.

On the maintenance screen, the header lines are ready for input and can accept any entries you make. The *Edit* menu contains functions which allow you to insert or delete lines. Blank header lines are not output in the list.

You can define fixed header lines and footer lines so that when you generate the query list, they can receive current values of certain fields. When defining a header line or footer line, this means that you must specify a character string of the type **&field**, where **field** is the short name of a field.

This functionality allows you (for example) to place a sort criterion in the header line.

You can use the following fields directly as variables:

%NAME	Name of the user processing the query
%DATE	Current date
%TIME	Current time
%PAGE	Current page number (6 characters)
%P	Current page number (3 characters)

They can be used in the short forms N,D,T and P. If these letters also occur as short names for query fields, the field values from the query is used as a replacement.

Column Headers

SAP Query proposes standard column headers for all lines. Here, the column header for one line of the basic list can consist of one or two lines, since the column header for a field can cover one or two lines.

If you do not want column headers for a column, place the cursor on the relevant line in the *Column header* area or in the *Line structure* area and select *Edit* → *Column header* → *Delete line*. If you require column headers for a line of your query, place the cursor on the appropriate line in the *Line structure* area and select *Edit* → *Column header* → *Insert line*. Additionally, you can also specify column headers on the *List Line Output Options* screen.

You maintain column headers field by field. If you do not want to use the header proposed by the InfoSet, you can define a query-specific header for each field.

The advantage of field by field maintenance is that column headers can always be updated automatically whenever the line structure changes.

The column header for one field can cover one or two lines.

Since the column header for each field is changed individually, the area for column headers is not ready for input on the maintenance screens. If you want to change a field header, place the cursor on the relevant field in the *Column header* area and select *Edit* → *Column header* → *Maintain*. You then see a screen where you can maintain the column header for the selected field.

Changing Headers

Page header (headers and column headers)

Display of all possible flight connections

From	Column Header of a Field	Arrival
Line	Field: Destination	
	Heading: Dest.	
From		Arrival_
Page	Standard: Dest.	
	header:	

☒ Standard header ☐



Even with the column header for a field, you can substitute the value of another field using **&field** in the header. However, please note that the column header may be no wider than the output length of the field. If substitution of the field value results in this length being exceeded, the end of the value will be truncated.

In queries, fields may only have one header. This header is always used if a column header is to be provided in the query for this field.

Footer Lines

The same rules apply for footer lines as for fixed header lines. These lines are ready for input and can be changed by making entries. You can insert and delete lines using the functions in the *Edit* menu. Blank lines are not output in the list.



For technical reasons, it is not possible to define a different number of footer lines in the different sublists. If you have defined four footer lines for a basic list and one footer line for a statistic, the statistic is output with five footer lines. The first line of the page footer is always an underscore.

Even within a footer line, you can access the values of fields from the query.



Please note that, although the number of header lines in the page header and footer is unrestricted, the total number of these lines must be smaller than the number of lines per page. You can only check this partially in the query definition, since the number of lines per page may change at processing time (for example, when printing or when processing in the background). If this condition is violated at processing time, the program is terminated.

On the last screen in the sequence for defining a basic list, you can set the graphics parameters.

Graphics

Graphics

As mentioned in [Executing Queries \[Seite 1038\]](#), one-line basic lists, statistics and ranked lists can be displayed in graphical format. On the *Graphics*, you can define this graphical output depending on the values you choose to display and the graphic type you use.

☐ Define graphic settings at runtime

Graphic types

- ☒ Vertical bars
- ☐ Horizontal bars
- ☐ Perspective horizontal bars
- ☐ Vertical triangles
- ☐ Stepped areas
- ☐ Lines
- ☐ Shaded areas
- ☐ Polar diagram
- ☐ Perspective pie chart

Graphic attributes

No. of displayed values: 20

☐ Multi-color graphics

☐ Alternative text format

By specifying the *Graphic type*, you can determine in which format the graphic is to be displayed.



Remember that some graphic types (for example pie charts) cannot display negative number values.

To generate a graphic, text/value pairs are passed to SAP Business Graphics. When calling the graphic, you choose the values by placing the cursor accordingly (see [Executing Queries \[Seite 1049\]](#)). The relevant texts are generated automatically. The text for a particular value derives from the contents of the non-numeric fields in the line of the list where this value occurs.

Under *No. of displayed values*, you specify how many number values you want to display in the graphic. SAP Business Graphics can display up to 32 text/value pairs. All the specifications you make on this screen are initial values for the graphic display. You can change these values using the functions in the SAP Business Graphics menu.

If you mark the field as *Define at runtime* then you can specify the number of values to be displayed when the query is executed (type of graphic, text and color display, or the number of values to be displayed). Those options chosen on the graphics screen are used as defaults.

The option *Define at runtime* is always set to default every time a basic list, statistic or ranked list is re-defined.

Sorting

Sorting

Suppose you want to generate a list of flight connections sorted by *Point of departure*, *Destination* and *Departure time*.

To do this, you can use the existing query G1. Copy G1 and assign to it the name G2. You can now change the copy. Enter a note to document the difference to G1, for example: **Sorted by point of departure, Destination and Departure time.**

You can select more field groups and fields. The fields, that have already been selected, suffice for the directory, however. On the screen where the basic list line structure is defined, you specify the sort sequence by entering it after the corresponding fields (Point of departure: 1, Destination: 2, Departure time: 3) in the column *Sort*.

Field	Line	Sequence	Sort	Total	Counter
From city	1	1	1		<input type="checkbox"/>
Destination	1	2	2		<input type="checkbox"/>
Airline carrier Id	1	3			<input type="checkbox"/>
Flight connection Id	1	4			<input type="checkbox"/>
Departure time	1	5	3		<input type="checkbox"/>
Arrival time	1	6			<input type="checkbox"/>
Distance				<input type="checkbox"/>	<input type="checkbox"/>
Flight time				<input type="checkbox"/>	<input type="checkbox"/>
Speed				<input type="checkbox"/>	<input type="checkbox"/>

This concludes the definition of a sorted list.

You can now execute the Query. When you have entered your criteria on the selection screen, you can display the list.

Display of all possible flight connections					
From city	Dest.	Flg	Nr	Depart.	Arrival
BERLIN	FRANKFURT	LH	2407	07:10:00	08:15:00
BERLIN	FRANKFURT	LH	2415	09:25:00	10:30:00
BERLIN	FRANKFURT	LH	2463	21:25:00	22:30:00
FRANKFURT	BERLIN	LH	2462	06:30:00	07:35:00
FRANKFURT	BERLIN	LH	2402	10:30:00	11:35:00
FRANKFURT	BERLIN	LH	2436	17:30:00	18:35:00
FRANKFURT	NEW YORK	AA	0026	08:30:00	09:50:00
FRANKFURT	NEW YORK	LH	0400	10:10:00	11:34:00
FRANKFURT	NEW YORK	LH	0402	13:30:00	15:05:00
FRANKFURT	SAN FRANCISCO	LH	0454	10:10:00	12:30:00
FRANKFURT	SAN FRANCISCO	UA	0941	14:30:00	21:06:00
NEW YORK	SAN FRANCISCO	AA	0017	13:30:00	16:31:00
NEW YORK	SAN FRANCISCO	UA	0007	14:45:00	17:55:00
NEW YORK	SAN FRANCISCO	DL	1699	17:15:00	20:37:00
ROM	FRANKFURT	LH	3577	07:05:00	09:05:00
SAN FRANCISCO	FRANKFURT	LH	0455	15:00:00	10:30:00
SAN FRANCISCO	FRANKFURT	UA	3504	15:00:00	10:30:00
SAN FRANCISCO	NEW YORK	AA	0064	09:00:00	17:21:00
SAN FRANCISCO	NEW YORK	DL	1984	10:00:00	18:25:00

Output Options for Control Levels

Output Options for Control Levels

When you specify a sort sequence, the next screen in the sequence of query screens allows you to define the sort order and the output options for control levels.

If, for example, you want to sort in descending order, you must select the column *Desc* (descending).

To specify output of a blank line or a new page, you select the appropriate columns (*BlnkLn*, *NewPg.*). You can also display a complete control level, meaning all the associated lines, in a box. To do this for each of the flight connections between two places in our example, the column *Box* is selected for the *Destination* and *From city*.

Control levels	Desc	Text	Total	Cnt.	Box	BlnkLn	NewPg.
From city	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departure time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You now execute the query which generates the following list:

Output Options for Control Levels

Flight connections					31.08.1999
From city	Dest.	Flg	Nr	Depart.	Arrival
BERLIN	FRANKFURT	LH	2407	07:10:00	08:15:00
BERLIN	FRANKFURT	LH	2415	09:25:00	10:30:00
BERLIN	FRANKFURT	LH	2463	21:25:00	22:30:00
FRANKFURT	BERLIN	LH	2462	06:30:00	07:35:00
FRANKFURT	BERLIN	LH	2402	10:30:00	11:35:00
FRANKFURT	BERLIN	LH	2436	17:30:00	18:35:00
FRANKFURT	NEW YORK	AA	0026	08:30:00	09:50:00
FRANKFURT	NEW YORK	LH	0400	10:10:00	11:34:00
FRANKFURT	NEW YORK	LH	0402	13:30:00	15:05:00
FRANKFURT	SAN FRANCISCO	LH	0454	10:10:00	12:30:00
FRANKFURT	SAN FRANCISCO	UA	0941	14:30:00	21:06:00
NEW YORK	SAN FRANCISCO	AA	0017	13:30:00	16:31:00
NEW YORK	SAN FRANCISCO	UA	0007	14:45:00	17:55:00
NEW YORK	SAN FRANCISCO	DL	1699	17:15:00	20:37:00
ROM	FRANKFURT	LH	3577	07:05:00	09:05:00
SAN FRANCISCO	FRANKFURT	LH	0455	15:00:00	10:30:00
SAN FRANCISCO	FRANKFURT	UA	3504	15:00:00	10:30:00
SAN FRANCISCO	NEW YORK	AA	0064	09:00:00	17:21:00
SAN FRANCISCO	NEW YORK	DL	1984	10:00:00	18:25:00

Control levels increase the options you have for varying the layout of your list. You can, for example, output a list with the following format:

Output Options for Control Levels

Flight connections from BERLIN 31.08.1999				
Dest.	Flg	Nr	Depart.	Arrival
Departure BERLIN				
FRANKFURT	LH	2407	07:10:00	08:15:00
FRANKFURT	LH	2415	09:25:00	10:30:00
FRANKFURT	LH	2463	21:25:00	22:30:00
Departure FRANKFURT				
BERLIN	LH	2462	06:30:00	07:35:00
BERLIN	LH	2402	10:30:00	11:35:00
BERLIN	LH	2436	17:30:00	18:35:00
NEW YORK	AA	0026	08:30:00	09:50:00
NEW YORK	LH	0400	10:10:00	11:34:00
NEW YORK	LH	0402	13:30:00	15:05:00
SAN FRANCISCO	LH	0454	10:10:00	12:30:00
SAN FRANCISCO	UA	0941	14:30:00	21:06:00
Departure NEW YORK				
SAN FRANCISCO	AA	0017	13:30:00	16:31:00

The sort criterion *From city* no longer appears on one line, but at the beginning of a control level.

To generate this list, you first copy the query G2 and call it G3. You can then change the query G3. The field *From city* is not assigned to a line, but the sort is performed by this field.

☒ Basic list with box Frame width

☒ Columns separated by | ☐ Compressed display

Define basic list

Field	Line	Sequence	Sort	Total	Counter
From city			1		<input type="checkbox"/>
Destination	1	2	2		<input type="checkbox"/>
Airline carrier Id	1	3			<input type="checkbox"/>
Flight connection Id	1	4			<input type="checkbox"/>
Departure time	1	5	3		<input type="checkbox"/>
Arrival time	1	6			<input type="checkbox"/>

If you select the column *Text* for the appropriate level on the *Control Levels* screen, the (control level) text is displayed at the beginning of the control level.

Control levels

	Desc	Text	Total	Cnt.	Box	BlnkLn	NewPg.
From city	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departure time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this case, you generate the list shown above.

Another useful variant of this query would be one which has the sort criterion *From city* in the header. To do this, you can copy the query G3 and call it G4. To achieve this, you select the column *NewPg.* for the control level *From city* so that, when a control break occurs, (that is, the sort criterion changes), a new page is started.

Control levels

	Desc	Text	Total	Cnt.	Box	BlnkLn	NewPg.
From city	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departure time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You must also assign a short name (for example, CITY) to the field *From city* (see [Assigning short names \[Seite 1092\]](#)). This short name is then used as a replacement variable (&CITY) in the header (see [Changing Headers \[Seite 1110\]](#)). This displays the following list.

Output Options for Control Levels

Flight connections from BERLIN 31.08.1999				
Dest.	Flg	Nr	Depart.	Arrival
FRANKFURT	LH	2407	07:10:00	08:15:00
FRANKFURT	LH	2415	09:25:00	10:30:00
FRANKFURT	LH	2463	21:25:00	22:30:00

Flight connections from FRANKFURT 31.08.1999				
Dest.	Flg	Nr	Depart.	Arrival
BERLIN	LH	2462	06:30:00	07:35:00
BERLIN	LH	2402	10:30:00	11:35:00
BERLIN	LH	2436	17:30:00	18:35:00
NEW YORK	AA	0026	08:30:00	09:50:00
NEW YORK	LH	0400	10:10:00	11:34:00
NEW YORK	LH	0402	13:30:00	15:05:00
SAN FRANCISCO	LH	0454	10:10:00	12:30:00
SAN FRANCISCO	UA	0941	14:30:00	21:06:00

Flight connections from NEW YORK 31.08.1999				
Dest.	Flg	Nr	Depart.	Arrival
SAN FRANCISCO	AA	0017	13:30:00	16:31:00

The advantage of this variant is that the sort criterion *From city* remains visible when you scroll in the generated list.

Defining Multiple Line Basic Lists

Defining Multiple Line Basic Lists

Suppose you want to generate a list showing, for each flight connection, the actual flights together with the date, price and information about occupied and free seats.

To do this, you can copy the query G2 and call it G5. Then, change the title of G5 and enter a new note.

On the *Select Field Group* screen, which is displayed next, choose the field group *Flights*. This is followed by the *Select Field* screen where you select the field that contains the required flight information. You can see these fields in the screen shown below.

Now, determine the output lines. To do this, branch to the screen for defining the basic list.

<input checked="" type="checkbox"/> Basic list with box	Frame width	83
<input type="checkbox"/> Columns separated by	<input type="checkbox"/> Compressed display	

Field	Line	Sequence	Sort	Total	Counter
City of departure	1	1	1		<input type="checkbox"/>
Arrival city	1	2	2		<input type="checkbox"/>
Airline carrier ID	1	3			<input type="checkbox"/>
Flight connection Id	1	4			<input type="checkbox"/>
Departure time	1	5	3		<input type="checkbox"/>
Arrival time	1	6			<input type="checkbox"/>
Flight date	2	1			<input type="checkbox"/>
Airfare	2	2		<input type="checkbox"/>	<input type="checkbox"/>
Maximum capacity	2	3		<input type="checkbox"/>	<input type="checkbox"/>
Occupied seats	2	4		<input type="checkbox"/>	<input type="checkbox"/>



In this basic list, two different lines are defined. This means that the list is a two-line basic list.

With a two-line basic list, you should cancel the *Columns separated by |* option. You also want to include every individual flight connection. For this, select the column *Frame* in the following screen for the group level *Departure time*.

You can now execute your query. When you have entered your selections on the selection screen, you generate the following list:

Depart. city Flgt date	Arrival city FlgtPrice	ID No. Capacity	Depart Occupied	Arrive
FRANKFURT 28.02.1995	NEW YORK 849,00 DEM	SQ 0026 380	08:30:00 2	09:50:00
FRANKFURT 28.02.1995	NEW YORK 899,00 DEM	LH 0400 350	10:10:00 3	11:35:00
FRANKFURT	NEW YORK	LH 0402	13:30:00	15:05:00
FRANKFURT 17.11.1995	SAN FRANCISCO 1.499,00 DEM	LH 0454 350	10:10:00 2	12:30:00

This list is still insufficient. Because you only want to output a flight connection if flights exist for the selected period.

The *Back* function returns you to the query definition. Then, following the normal sequence of query screens, you go to the *List Line Output Options* screen.

In the column *Ref.*, you can specify in connection with which line you want to output the data. Since the flight connections (line 1) are only meant to be displayed in connection with the flights (line 2), you must enter a **2** for line 1 in the column *Ref.*

List line output options									
Line	Color	Header line	Ref.	Slash Bef / To	Blank line Bef / Aft	Columns with	Page header	New Page	
1	List line	<input checked="" type="checkbox"/>	2	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	List line	<input checked="" type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

With these options, you can generate a list containing only those flight connections for which flights exist in the selected period.



To output the price of a flight in the relevant currency, you must set the appropriate radio button for the field *Price* in the column *Unit* on the *Field Output Options* screen.

Defining Multiple Line Basic Lists

On the *List Line Output Options* screen, there are further list layout options, which have not so far been discussed.

For each line, you can specify whether you want to output blank lines before and after outputting this line. To do this, you enter the number of blank lines in the relevant columns.

If you select the column *New page* for a line, SAP Query starts a new page before outputting this line. In this way, you can ensure in the above example that information about a flight connection always begins on a new page. However, when displaying lists with a dynamic page size on the screen, starting a new page can be more of a hindrance (for more about "page size", please refer to [Assigning Title, Format, and Notes \[Seite 1087\]](#)).

The *Page header* option is only of significance if you are defining your query with a fixed page size or want to print your query lists. This option allows you to repeat certain lines in every page header. In the above example (query G5), each flight connection (line 1) is followed by several flights (line2). This means that if you are working with a fixed page size (which is always the case when printing), one page may contain only lines with flights. However, if you select the column *Page header* for line 1 (flight connection information), the line containing the flight connection will be output on each new page. Therefore, it is always easy to see to which flight connection the flights on each page belong.

Sorting and Subtotals

In this example, suppose you want to generate a list which contains booking information for each flight. You want to display a subtotal giving the amounts paid per booking in each case and an overall total at the end of the list.

In addition, you want to determine how many bookings per flight and the total number of bookings made.

You can use G5 as the basis for this: Copy it and call it G6. Then, change the title and note.

You must now extend the field selection by a few fields from the InfoSet *Bookings*.

On the *Basic List Line Structure* screen, you extend the definition of the basic list. You also specify which field you want to sum. Since you want to sum the *Booking price in foreign currency* field, you select the column *Total* for this field.

In order to count the number of bookings, select the checkbox for this entry in the *Counter* column.

Field	Line	Sequence	Sort	Total	Counter
From city	1	1	1		<input type="checkbox"/>
Destination	1	2	2		<input type="checkbox"/>
Airline carrier Id	1	3			<input type="checkbox"/>
Flight connection Id	1	4			<input type="checkbox"/>
Departure time	1	5	3		<input type="checkbox"/>
Arrival time	1	6			<input type="checkbox"/>
Flight date	2	1	4		<input type="checkbox"/>
Ticket price	2	2		<input type="checkbox"/>	<input type="checkbox"/>
Occupied seats	2	3		<input type="checkbox"/>	<input type="checkbox"/>
Free seats	2	4		<input type="checkbox"/>	<input type="checkbox"/>
Booking number	3	1			<input type="checkbox"/>
Customer name	3	2			<input type="checkbox"/>
Flight class	3	3			<input type="checkbox"/>
Smoker	3	4			<input type="checkbox"/>
Booking price in foreign currency	3	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you continue with the normal sequence of screens, you now branch to the screen where you can specify output options for each control level. Since you want to display a sub-total and the number of bookings for each flight, you select the columns *Total* and *Counter* for the field *Flight date*.

Sorting and Subtotals

On this screen, you cannot determine the field you want to sum or count, but only at which level you want to display a sub-total or number of bookings for the fields you have defined on the *Basic List Line Structure* screen for summing or counting respectively.

In addition, you have chosen the *Box* option for the field *Flight date*.





Control levels							
	Desc	Text	Total	Cnt.	Box	BlnkLn	NewPg.
From city	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Destination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departure time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flight date	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the *Field Output Options* screen, you also specify that you want to display the price per booking, including the currency.

Sorting and Subtotals

Field output options

Field	Length	Pos	Rnd	Unit	Format	Tmpl.
Std/New	< * >					<=>0
From city	20	20			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Destination	20	20			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Airline carrier Id	3	3			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Flight connection Id	4	4			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Departure time	8	8			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Arrival time	8	8			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Flight date	10	10			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Ticket price	20	20		<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Occupied seats	10	10			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Free seats	10	10			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Booking number	8	8			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Customer name	25	25			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Flight class	1	1			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Smoker	1	1			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Booking price in foreign currency	20	20		<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/>	Line color	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

To execute the query, select *Execute*. You then see a list with an overall total and number of bookings at the end:

Sorting and Subtotals

Bookings					01.09.1999	
From city	Dest.	Air Nr	Depart.	Arrival		
F1. date	Ticket price	Occupied	Free			
Booking	Customer name	C S	Amount (for.curren)			
00000034	Ballmann, G.	F X	1.485,56	USD		
00000035	Radetzky, P.	Y	2.469,13	DEM		
00000036	Zielcke, E.	Y X	1.455,24	USD		
00000037	SAP France SA	C	1.349,13	USD		
00000038	SAP Canada	C	2.077.771	ITL		
00000039	Brucher, K.	F	1.485,56	USD		
00000040	Brucher, F.	Y	1.424,93	USD		
00000041	Francke, E.	Y X	2.320,98	DEM		
00000042	Dampf, Hans	F	1.515,88	USD		
00000043	Becker, Boris	Y X	1.394,61	USD		
Total F1-Date 10.05.1999			16.197,47	DEM	*	
			15.791.045	ITL		
			41.838,26	USD		
Number F1-Date			43		*	
00000001	Bond, James	Y	2.248.879	ITL		
00000002	Zielcke, E.	F	1.455,24	USD		
00000003	Tillinger, Hans	Y	1.485,56	USD		
00000004	SAP Asia	C X	2.419,74	DEM		
00000005	Sterk, O.	Y X	1.470,40	USD		
00000006	Ruthenberg, K.	F X	1.455,24	USD		
00000007	SAP AG	C	2.102.218	ITL		
00000008	SAP Australia Pty. Ltd	C	1.409,77	USD		
00000009	Meyer, K.	Y	1.485,56	USD		
Total F1-Date 11.05.1999			2.419,74	DEM	*	
			4.351.097	ITL		
			8.761,77	USD		
Number F1-Date			9		*	
Overall total			35.259,11	DEM	**	
			36.422.063	ITL		
			91.862,27	USD		
Total number			95		**	

If you are totaling a particular field, the total is output in the same column as the field, that is with the same output length. For this reason, the output length may be too short for the total and cause overflow. ABAP identifies these overflows by placing an asterisk in front of the affected value when it is output.

To avoid overflows like this when outputting totals, you can simply increase the output length of the field. This is possible on the screen *Output Options Field*.

In the above example, summing is performed on a field which contains currency amounts. Here, a currency distribution is generated automatically, that is, the individual currency amounts are summarized depending on their currencies.

Sorting and Subtotals

Currency-specific summation also applies when you specify the output of the currency amount field without a unit. Then, several currencies (without a currency) appear in the totals lines. For this reason, you should always output currency amounts with a currency.

The same applies to quantity fields. If you specify summation for a quantity field, this is performed according to the units involved and results in a distribution in the totals lines.

Finally, the options *Total* and *Counter* should be compared one more time.

The *Total* option causes the grand total of a specified numeric field to be calculated. This means that each time the field is read in a dataset, the field's value is added to the sum total. The grand total is displayed at the end of the basic list. With control levels, you can also display subtotals. A subtotal contains all values of a field that are assigned to a particular control level, that is a particular sort string.

The *Counter* option causes the counter number for a particular field to be increased by 1 every time that this field is found within the data set currently being read. The resulting counter total is displayed in much the same manner as a grand total at the end of the basic list. Just as with sum totals, counter subtotals can be displayed for individual control levels. These counter subtotals show how many values have been assigned to a particular control level.



If the both the *Total* and *Counter* checkboxes have been selected for a numeric field, the counter number is always equal to the number of addends for that field. The *Counter* option can also be selected for non-numerical fields.

Changing Control Level Texts

Changing Control Level Texts

The previous examples demonstrated how you can design the layout of your list if you select the columns *Text*, *Total* and *Counter* when you are on the *Control levels* screen.

- Text

If you select the column *Text*, a (control level) text containing the field contents is output at the start of the control level that is whenever the contents of the affected field change.

- Total

If you select the column *Total*, the sub-total for all summed fields is output at the end of the control level. Here again, a (control level) text is also displayed. This describes the control level and contains the contents of the control level field.

- Counting

If you select the column *Counter*, this displays the number the of times the selected fields appeared in that particular dataset at the end of the control level. Here a text is displayed that describes the control level and contains the contents of the control level field.

In the examples so far, always those texts available as standard for the query have been used as control level and sub-total texts. You can, however, change these texts. When you leave the *Control levels* screen and continue with the sequence of query screens, you reach a series of screens where you can define these texts for each control level. Below is the first screen in the sequence for the query G6:

Control level Flight date

Standard texts Standard header

Total Flight date < _____ >

Number of Flight date < _____ >

Subtotal Text

Total FI-Date < _____ >

Subtotal text

Number FI-Date

On this screen, there is a sub-total text and a counter text for the control level *Flight date*, because you selected the columns *Total* and *Counter* for this control level on the *Control levels* screen. If you had also selected the column *Text*, the control level text would also be displayed on the screen. Apart from this, you see the standard texts provided by SAP Query.

You can now change the control level texts as you like. The templates in the texts (with "<" and ">" as delimiters) are placeholders for the contents of the control level field, that is, in the list, the template is replaced by the field contents. The characters "<" and ">" are not part of the template and are ignored when outputting the field. Each underscore in the template represents a character of the field contents. If you insert other characters in the template or change the number of underscores, the field contents are re-formatted accordingly.

Changing Control Level Texts

If you have already changed the texts and then decide you want to use the standard texts after all, you can reinstate them with the *Standard header* function.

Totals Lists

Totals Lists

The sections above described how to define lists which contain control totals. However, it is also possible to generate lists which output only control totals and overall totals.



You can always display control totals and overall totals in a secondary list by using the *Display totals only* function in the list display.

Suppose you want the query G7 to generate a list which contains the revenues, i.e. the total bookings, for each airline carrier and flight connection.

You first define the sort sequence and the fields to be summed:

<input checked="" type="checkbox"/> Basic list with box	Frame width	<input type="text"/>			
<input checked="" type="checkbox"/> Columns separated by	<input type="checkbox"/> Compressed display				
Define basic list					
Field	Line	Sequence	Sort	Total	Counter
Airline carrier Id	<input type="text"/>	<input type="text"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
Flight connection Id	<input type="text"/>	<input type="text"/>	2	<input type="checkbox"/>	<input type="checkbox"/>
Total of current bookings	<input type="text"/>	<input type="text"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

On the *Control levels* screen, you specify that you want to output sub-totals for each airline carrier and each flight connection. The column *Total* must be selected for this control level on the screen. Furthermore, the column *Frame* is selected for the *Airline Carrier ID*.

This definition generates the following list:

Totals Lists

	Total of curr. booking			
Total Flight connection Id 0017	369.450,12	USD	*	
Total Flight connection Id 0026	368.779,32	USD	*	
Total Flight connection Id 0064	276.299,33	USD	*	
Total Airline carrier Id AA	1.014.528,77	USD	**	
Total Flight connection Id 1699	369.450,12	USD	*	
Total Flight connection Id 1984	307.875,10	USD	*	
Total Airline carrier Id DL	677.325,22	USD	**	
Total Flight connection Id 0400	401.182,72	DEM	*	
Total Flight connection Id 0402	650.712,05	DEM	*	
Total Flight connection Id 0454	601.774,08	DEM	*	
Total Flight connection Id 0455	702.069,76	DEM	*	
Total Flight connection Id 2402	802.365,44	DEM	*	
Total Flight connection Id 2407	450.960,21	DEM	*	
Total Airline carrier Id LH	3.609.064,26	DEM	**	
Overall total	3.609.064,26	DEM	***	
	1.691.853,99	USD		

Totals lists also generate an automatic currency distribution, if the summed field is a currency amount field. In contrast to single item output, however, the currency always appears after the totals. Logically, the same applies to quantity fields.

Just as in the example above, you can define a list where only the results of counter operations are displayed. You can combine both types of lists as well.

Output Positions of Fields

Output Positions of Fields

Until now, we have only specified the output line and the sequence of fields when determining the output position of fields. It is, however, also possible to position fields in a screen. You can add texts to your lists too.

For example, you can format the list of flight connections G1 as follows:

Flight connections			01.09.1999
Flight AA 0017	NEW YORK	SAN FRANCISCO	
	Depart.	13:30	
	Arrival	16:31	
Flight AA 0026	FRANKFURT	NEW YORK	
	Depart.	08:30	
	Arrival	09:50	
Flight AA 0064	SAN FRANCISCO	NEW YORK	
	Depart.	09:00	
	Arrival	17:21	
Flight DL 1699	NEW YORK	SAN FRANCISCO	
	Depart.	17:15	
	Arrival	20:37	
Flight DL 1984	SAN FRANCISCO	NEW YORK	
	Depart.	10:00	
	Arrival	18:25	

After copying the query G1 to G8, you can first change the output lines and the sequence of fields:

Output Positions of Fields

☒ Basic list with box
 Frame width

☐ Columns separated by |
 ☐ Compressed display

Define basic list

Field	Line	Sequence	Sort	Total	Counter
Airline carrier Id	1	1	1		<input type="checkbox"/>
Flight connection Id	1	2	2		<input type="checkbox"/>
From city	1	3			<input type="checkbox"/>
Destination	1	4			<input type="checkbox"/>
Departure time	2	1			<input type="checkbox"/>
Arrival time	3	1			<input type="checkbox"/>

You then sort by the individual flight connections and specify on the *Control levels* screen that you want each control level to be displayed in a box. No column headers are necessary in the new list. We can therefore delete the option *Header* in the *Output Options List Line* screen.

If you now proceed to the next screen in the sequence, you branch to the *Field Output Options* screen.

You specify a fixed output position for the fields *From city*, *Departure time* and *Arrival time*. This means they are always output from this position. The fields *Short name*, *Departure time* and *Arrival time* are output specially formatted or with text. The *Template* option is therefore selected.

Field output options

Field	Length	Pos	Rnd	Unit	Format	Tmpl.
	Std/New					<>0
Airline carrier Id	3	10			Line color	<input checked="" type="checkbox"/> <input type="checkbox"/>
Flight connection Id	4	4			Line color	<input type="checkbox"/> <input type="checkbox"/>
From city	20	20	20		Line color	<input type="checkbox"/> <input type="checkbox"/>
Destination	20	20			Line color	<input type="checkbox"/> <input type="checkbox"/>
Departure time	8	15	20		Line color	<input checked="" type="checkbox"/> <input type="checkbox"/>
Arrival time	8	15	20		Line color	<input checked="" type="checkbox"/> <input type="checkbox"/>

The *Tmpl.* option allows you to include formatting characters in a field. You can make your specifications for the template on the next screen. For example, you can insert a text or enter separators.

Output Positions of Fields

Field templates	
Fields	
Airline carrier Id	<Flight ____>
Departure time	<Depart. __:__>
Arrival time	<Arrival __:__>

The system replaces each underscore by the contents of the relevant field.

The output length of the field is increased by the number of formatting characters. When you return to the *Field Output Options* screen after entering a template, you see the new output length in the column *New*.



When you change the output length of a field, whether directly by defining a length on the *Field Output Options* screen or indirectly by defining a template, ensure that the line length defined on the *Title, Format* screen is not exceeded. If a field is too long for the line, it is displayed on a new line. When calculating the line length, do not forget the blank characters between the fields assigned by the program.

The query defined in this way generates the above list.

Defining Statistics

SAP Query also allows you to define statistics. In contrast to basic lists, the data in statistics and ranked lists is always output in compressed form. For further information, refer to the following sections.

Generating Statistics

Generating Statistics

Below is a statistic showing the sales figures for each airline carrier.

Sales per airline				
Flg	Total of curr. booking DEM	Total Number	Proportion in %	Average Value
AA	1.652.505,34	24	26,0 %	68.854,39
DL	1.103.254,57	16	17,3 %	68.953,41
LH	3.609.064,26	48	56,7 %	75.188,84
	6.364.824,17	88	100,0 %	72.327,55

Conversions in statistics/ranked lists		
From -> To	Exchange rate/conversion factor	Date
USD -> DEM	P1,62884 1:1	01.09.1999

For this purpose, you can create a query S1 for the InfoSet FLBU (flight bookings). After assigning a title, format and note, you then choose the field groups *Flight connections* and *Flights*.

The only fields you need are *Airline carrier ID* and die *Total of current bookings*. You select these on the following screen. Then, you call the *Statistics* function to branch to the definition of statistics.

Each statistic must have its own title, since there can be several statistics.

You can specify the sequence in which you want to output the fields and whether they should be in ascending or descending order.

Totals are always calculated for numeric fields. For this reason, you can also determine average values, the number of selected records (summands) and percentages.

Title													Sales per airline												
Define statistic																									
Field	No	Srt	De	Su	NS	No	Av	%	Len	Rnd	Unit	Text													
Airline carrier Id	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input checked="" type="checkbox"/>													
Total of current bookings	2		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			DEM	<input checked="" type="checkbox"/>													

To calculate average values and percentages, you must sum over currency fields.

You must also convert the amounts to one currency - the reference currency. There are two reasons for this. Firstly, the individual currency amounts to be summed may be in several different currencies. Secondly, a statistic is only meaningful when the values in a column can be compared. The same applies when using quantity fields in statistics.

The reference currency for currency amount fields and the reference unit for quantity fields are defined for each currency amount field or quantity field. On the screen for defining statistics or ranked lists, you can define a reference currency or reference unit for each individual field.

You define the conversion date for currency amounts yourself when you execute a query by using the parameter *Date of currency conversion* on the selection screen. You may also enter an *Exchange rate type* here. All conversions are then undertaken according to this exchange rate type. If multiple lines containing currency values exist, all conversions are made according to the exchange rate type.

In addition, you can also enter a reference currency on the selection screen. Whenever multiple columns with currency values exist, all conversions are made on the basis of the reference currency. If you do not enter a reference currency, conversions are made using the reference currency entered during query definition.

You can define up to 9 statistics for each query. The *Next statistic* allow you to proceed to the statistics screen where you can define another statistic.

The annual sales in DM were output in the first statistic. We can change this by entering a number in the column *Rnd*. If you enter a **3**, the amounts are converted to amounts in thousands.

When you execute the query, the statistics you have defined are displayed one after the other.

After the statistics, you get an overview stating which currency conversions were performed, as well as the date and exchange rate on which the conversions were based.

The overview also provides information about quantity conversions and the conversion factor.

You select these on the next screen and then use the *Statistics* function to branch to definition of a statistic. They are determined by SAP Query itself. The color attribute *Key* is automatically assigned to all non-numeric fields. When you scroll horizontally, these fields always remain in the visible part of the screen.

Generating Statistics

When defining statistics, you can change the output length of fields. This may be necessary, for example, when overflows occur as a result of summing numeric fields. To do this, specify the desired output length in the column *Len* on the *Statistic Structure* screen.

Sorting Statistics

You can sort statistics both independently of each other and independently of a basic list defined in the same query. You can also generate sub-totals for sort criteria.

The following example defines a statistic showing sales figures for each airline carrier and flight connection. It outputs a sub-total for each airline carrier.

Title: Sales per airline and flight connection

Define statistic

Field	No	Srt	De	Su	NS	No	Av	%	Len	Rnd	Unit	Text
Airline carrier Id	1	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>							<input checked="" type="checkbox"/>
Flight connection Id	2	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input checked="" type="checkbox"/>
Total of current bookings	3		<input type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			DEM	

This generates the following list:

Sales per airline and flight connection					
Flg	Nr	Total of curr. booking DEM	Total Number	Proportion in %	Average Value
AA	0017	601.775,22	8	9,5 %	75.221,90
AA	0026	600.682,64	8	9,4 %	75.085,33
AA	0064	450.047,48	8	7,1 %	56.255,94
AA	*	1.652.505,34	24	26,0 %	68.854,39
DL	1699	601.775,22	8	9,5 %	75.221,90
DL	1984	501.479,35	8	7,9 %	62.684,92
DL	*	1.103.254,57	16	17,3 %	68.953,41
LH	0400	401.182,72	8	6,3 %	50.147,84
LH	0402	650.712,05	8	10,2 %	81.339,01
LH	0454	601.774,08	8	9,5 %	75.221,76
LH	0455	702.069,76	8	11,0 %	87.758,72
LH	2402	802.365,44	8	12,6 %	100.295,68
LH	2407	450.960,21	8	7,1 %	56.370,03
LH	*	3.609.064,26	48	56,7 %	75.188,84

As already shown, apart from the overall total at the end of the statistic, you can output sub-totals lines by selecting the field *Su* on the *Statistic Structure* screen. When switching a sort string a sub-total line is created for this sort string respectively. The following three conditions must, however, be met:

- Sub-totals lines are only possible for fields by which you are sorting.
- the fields in the statistics must likewise be fields with sorting. the sort sequence must be ascending

Sorting Statistics

- None of the subsequent fields in the statistic may have a smaller sort number.



You can also set the option *New page* with sort fields. A page break is then inserted after each change of sort field. The same restrictions apply to the *New page* option that apply to the option *Subtotal*.

The next example demonstrates how you can use local fields with calculations which depend on conditions in a sorted statistic. The statistic contains quarterly sales figures of individual airline carriers for a year which you specify on the selection screen.

Quarterly sales 1999				
ID	1st quarter 1999 DEM	2nd quarter 1999 DEM	3rd quarter 1999 DEM	4th quarter 1999 DEM
AA	95.410,25	167.227,05	204.368,63	578.932,00
DL	13.890,70	290.420,43	258.682,05	420.296,74
LH	155.837,18	864.842,42	1.069.144,76	2.736.026,06
UA	125.642,60	588.623,14	485.843,76	2.218.718,68
	390.780,73	1.911.113,04	2.018.039,20	5.953.973,48

Conversions in statistics/ranked lists		
From -> To	Exchange rate/conversion factor	Date
USD -> DEM	1,81240 1:1	14.09.1999

You first need to define some local fields for this statistic.

Sorting Statistics

<input checked="" type="checkbox"/>	Airline carrier Id		
<input type="checkbox"/>	From city		
<input type="checkbox"/>	Destination		
<input type="checkbox"/>	Flight connection Id		
<input type="checkbox"/>	Departure time		
<input type="checkbox"/>	Distance		
<input type="checkbox"/>	Flight time		
	Flights		
<input type="checkbox"/>	Price in local currency		
<input type="checkbox"/>	Free seats		
<input type="checkbox"/>	Flight date	FD	
<input type="checkbox"/>	Total of current bookings	PAYMENT	
<input type="checkbox"/>	Plane type		
<input type="checkbox"/>	Ticket price		
<input type="checkbox"/>	Maximum capacity		
<input type="checkbox"/>	Occupied seats		
<input type="checkbox"/>	Year	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bookings for the 1st quarter	Q1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bookings for the 2nd quarter	Q2	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bookings for the 3rd quarter	Q3	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bookings for the 4th quarter	Q4	<input checked="" type="checkbox"/>

The field Year is a local field which you specify on the selection screen. Its value determines the year for which quarterly sales figures are required.

Sorting Statistics

Field definition

Short name: Y

Field description: Year

Heading: Year

Functional group: Flights

Attributes:

- ☐ Same attributes as field
- ☒ Text field: No. of characters: 4
- ☐ Calculation field: Number of digits: , Decimal places:
- ☐ Date field
- ☐ Time field
- ☐ Symbol
- ☐ Icons

Calculation formula:

- ☐
- ☒ Condition:
- ☒ Input on selection screen: ☒ Mandatory

Complex calculation Fields Symbols

There are two things to take into account with the fields for quarterly sales figures. The InfoSet retrieves per flight (flight date) the total existing bookings. Using the flight date, you can thus determine to which quarter this total is to be assigned. Furthermore, only the quarters of a pre-given year should be determined according to the task. A quarterly sales figure is, therefore, the same as the booking total if the flight data lies in the pre-given year and in the correct quarter. As an example, we can use the definition of the field for bookings in the 2nd quarter.

Sorting Statistics

The screenshot shows the 'Field definition' dialog box in SAP. The 'Short name' is 'Q2', 'Field description' is 'Bookings for the 2nd quarter', and 'Heading' is '2nd quarter &Y'. The 'Functional group' is 'Flights'. Under the 'Attributes' tab, 'Same attributes as field' is selected, with 'PAYMENT' chosen from the dropdown. Below this, there are input fields for 'No. of characters', 'Number of digits', and 'Decimal places'. Under the 'Calculation formula' tab, 'PAYMENT' is selected as the formula. The 'Condition' is 'FD[YEAR]=Y AND 4<=FD[MONTH] AND FD[MONTH]<=6'. There is a checkbox for 'Input on selection screen' and a checkbox for 'Mandatory'. At the bottom, there are buttons for 'Complex calculation', 'Fields', 'Symbols', and a red 'X' button.

Short name	Q2		
Field description	Bookings for the 2nd quarter		
Heading	2nd quarter &Y		
Functional group	Flights		
Attributes			
<input checked="" type="radio"/> Same attributes as field	PAYMENT		
<input type="radio"/> Text field	No. of characters		
<input type="radio"/> Calculation field	Number of digits		Decimal places
<input type="radio"/> Date field			
<input type="radio"/> Time field			
<input type="radio"/> Symbol			
<input type="radio"/> Icons			
Calculation formula			
<input checked="" type="radio"/> PAYMENT			
Condition	FD[YEAR]=Y AND 4<=FD[MONTH] AND FD[MONTH]<=6		
<input type="radio"/> Input on selection screen	<input type="checkbox"/> Mandatory		

Complex calculation Fields Symbols

Please note that this example uses a replacement variable (&Y) in the column header.

The definition of the statistic itself is simple:

Sorting Statistics

Title

Define statistic

Field	No	Srt	De	Su	NS	No	Av	%	Len	Rnd	Unit	Text
Airline carrier Id	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input checked="" type="checkbox"/>
Bookings for the 1st quarter	3		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18		DEM	
Bookings for the 2nd quarter	4		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18		DEM	
Bookings for the 3rd quarter	5		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18		DEM	
Bookings for the 4th quarter	6		<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18		DEM	

Defining Headers in Statistics

On the *Statistic Header* screen, you can define your own headers for the statistic. To do this, you choose *Next screen* to go to the next screen in the sequence.

Page header (headers and column headers)

Quarterly revenues for &Y				
Air	1st quarter &Y DEM	2nd quarter &Y DEM	3rd quarter &Y DEM	4th quarter &Y DEM

Line structure

Air	Bookings_for_the_1	Bookings_for_the_2	Bookings_for_the_3	Bookings_for_the_4
-----	--------------------	--------------------	--------------------	--------------------

Page footer

--

In general terms, maintaining headers for statistics is exactly the same as for basic lists (see [Changing Headers \[Seite 1110\]](#)).

The maintenance screen shows the basic structure of the statistic. It contains the header lines followed by the line structure and then the footer lines.

Fixed header lines depend on the structure of the query. These header lines can accept input on the screen and you can maintain them simply by entering your own values. The *Edit* menu contains functions which allow you to insert or delete lines.

At least one fixed header line is available with statistics. The statistics title is output in this header line.

You can define fixed header lines and footer lines so that when you generate the query list, they can receive current values of certain fields.

Defining Headers in Statistics

You maintain column headers field by field. If you do not want to use the header proposed by the InfoSet, you can define a query-specific header for each field. If you want to change a header for a particular column, place the cursor on the relevant field in the column header area and select *Edit* → *Column header* → *Maintain*.

With currency amount fields and quantity fields, you always use the second line of the column header for specifying the reference unit. When entering your own headers, you should therefore ensure that the headers only cover one line.



You can also set graphics parameters for each statistic. This works in exactly the same way as for basic lists (see [Graphics \[Seite 1114\]](#)).

Error Analysis with Conversion Errors

Using quantity fields can sometimes result in conversion errors, since quantities are not easy to convert from one to the other.

At the end of the query list, there is an overview of all the conversions which have been performed. In the case of conversion errors, the table also indicates in which statistic and in which field the error occurred. Other possible causes of error are:

- no exchange rate found (with currency amounts)
- unknown unit (with quantities)
- dimension (with quantities, no conversion possible)

.

In the statistic itself, values which cause a conversion error are highlighted.

Defining Ranked Lists

Defining Ranked Lists

This section describes how ranked lists are used and how they can be created.

What are Ranked Lists?

In the last section you familiarized yourself with statistics. With statistics, numerical values (for example, sales) belonging to particular key terms (for example, an airline carrier or a charter flight) are summed. The result is displayed in a table and thus returns an overview of the distribution of numeric values across the individual key terms.

Ranked lists are special types of statistics. Here, numeric values are also summed for key terms and displayed in a table. Sorting always takes place using a numerical value. This value is described as a ranked list criterion. Additionally, only a certain number of items are output. Ranked lists are therefore useful for asking questions such as: "Which 10 flight connections have the highest sales?"



When you choose a numeric value as the only sort criterion in a statistic, the result is practically a ranked list. With statistics, however, you cannot restrict the number of items to be output.

Creating Ranked Lists

Creating Ranked Lists

We can explain the definition of a ranked list by means of a simple example. Suppose you want to find out the 10 flights which have the most free seats.

Free seats per flight					
Sequence	Flg	Nr	Fl. date	Free	Max. cap.
1.	AA	0017	19.11.1999	660	660
2.	AA	0017	21.12.1999	650	660
3.	AA	0017	19.12.1999	643	660
4.	AA	0017	29.11.1999	612	660
5.	AA	0017	22.11.1999	564	660
6.	LH	0400	29.12.1999	380	380
7.	UA	0941	29.12.1999	370	380
	LH	0402	22.11.1999	370	380
9.	LH	0402	19.11.1999	364	380
	UA	0941	09.12.1999	364	380

To define this list, you create a query R1 via the InfoSet FLBU. From the field groups *Flight connections* and *Flights*, you choose the fields *Airline carrier ID*, *Flight connection ID*, *Flight date*, *Free seats* and *Total of current bookings*. Then, you call the *Ranked list* function to branch to the definition of a ranked list.

Title	Free seats per flight							
No. of places	10							
Define ranked list								
Field	No	Crit	Asc	Len	Rnd	Unit	Text	
Airline carrier Id	1						<input checked="" type="checkbox"/>	
Flight connection Id	2						<input checked="" type="checkbox"/>	
Flight date	3						<input checked="" type="checkbox"/>	
Free seats	4	<input checked="" type="radio"/>	<input type="checkbox"/>					
Maximum capacity	5	<input type="radio"/>	<input type="checkbox"/>					
Total of current bookings		<input type="radio"/>	<input type="checkbox"/>				<input type="checkbox"/>	

First, you must assign a title to the ranked list. This is necessary, since one query can contain several ranked lists. You can then specify how many entries (i.e. output lines) you want the ranked list to have. The proposed value here is always 10.



Entries in ranked lists with the same value for the ranked list criterion are always given the same ranked list number (first column). The ranked list number is only displayed at the first entry. In addition, more rankings may be displayed than are defined in the ranked list definition. This is the case when entries with the same ranked list criterion values occur at the end of the ranked list. Here, all entries found to fulfill this same criterion are displayed.

Subsequently, you must define which fields are to be output and in what order. To do this, enter sequence numbers in the first column. You select one of these fields as the ranked list criterion. In our example, it is the field *Free seats*.

The ranked list criterion is the sort criterion of the ranked list. The default sort sequence for the sort criterion is descending order, but ascending order is sometimes necessary. This would apply, for example, to vendor sales figures which are stored as negative amounts. In such cases, you can specify ascending order for the ranked list criterion by selecting the column *Asc*.

You can also specify an output length and a rounding factor. As with statistics, currency fields and quantity fields require you to specify a reference currency or a reference unit which is used

Creating Ranked Lists

to convert all the amounts. Conversion errors also have the same procedure as statistics (see [Error Analysis with Conversion Factors \[Seite 1155\]](#)).

All ranked lists contain lead columns. They are determined by SAP Query itself. The color attribute *Key* is automatically assigned to all non-numeric fields. When you scroll horizontally, these fields always remain in the visible part of the screen.

As with statistic, you can access the screens for maintaining the header and setting graphics parameters by following the normal sequence of query screens. The same rules apply for both these screens.

If you want to define another ranked list, you choose the *Next ranked list* function.

Changing Queries

To change an existing query, proceed as follows:

1. Choose the component *Maintain Queries*.
2. On the initial screen, choose a user group and enter the query name. The query you specify must already exist in the user group.
3. Choose *Change*.

This takes you to the *Title, Format* screen. You then proceed as described above.

If you want to know who created the query or who last made changes, choose *Extras → Status info...*

Maintaining Queries in the Human Resources Application (HR)

When you create queries via InfoSets which use logical databases from the Human Resources (HR) application (for example PNP or PCH), you should be aware of certain special features on the *List Line Output Options* screen. The following sections explain these features:

Line Groups

On the *List Line Output Options* screen, you can group different lines together to form line groups. Lines which belong to a common line group are always output together as a block.



Suppose a person has several addresses. Usually, the name of the person is output on the first line. The second line contains the house number and street, and the third line displays the postal code and the city. By grouping lines two and three together to form a line group, you ensure that they are always treated as a block and output at the same time. Otherwise, for a person with more than one address, you would get a list with all the streets and then all the cities.

The example below shows the formatting of an address list in the application HR:

Line Groups

Line Groups

List line output options

Line No.	Color Gr	Header line	Ref.	Slash Bef / To	Blank line Bef / Aft	Columns with	Page header	New Page
1	1	List line	1	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	List line		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	2	List line		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line structure

No.+....1....+....2....+....3....+....4....+....5....+....6....+....7....+

1 |First_Name_____ |

1 |Last_Name_____ |

2 |House_Number_and_Street_____ |

3 |Postal_Cod City_____ |

With HR queries, you must also remember that the output in the column *Ref.* on this screen always refers to line groups. Thus, if you want to output lines only under certain conditions, you must define line groups.



The assignment of lines to line groups must be complete. This means that you must either assign all lines or to line groups or assign none at all. In the latter case, however, all lines are considered as belonging to a line group.

Evaluations According to a Company's Organizational Structure

Evaluations According to a Company's Organizational Structure

To generate evaluations of HR master data according to a company's organizational structure in the HR Planning area, you must use an InfoSet from the database PCH. This contains info types from HR master data and HR Planning, for example 0001 - 0007 and 1000 - 1002.

To clarify the structure, the HR Planning application area includes additional fields for the info type *Object name*. These fields use periods to show the object levels.

You want to create a query that gives a list of employee addresses per organizational unit. Select the relevant fields and arrange as follows:

List line output options

Line No.	Color Gr	Header line	Ref.	Slash Bef / To	Blank line Bef / Aft	Columns with	Page header	New Page
1	1	List line	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	List line	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	3	List line	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	3	List line	<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line structure

```

No. ....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+
1 |Object_ID_With_Lev Object_Abbreviation_Wi |
1 |Object_Name_With_Level_Display_____ |
2 |First_Name_____ |
3 |House_Number_and_Street_____ |
4 |Postal_Cod City_____ |
  
```

Evaluations According to a Company's Organizational Structure

In order to make the list easier to read, you are recommended not to output lines 2,3 and 4 until column 15.

When you execute the query, you see the selection screen for HR Planning. You have to execute the query with an evaluation path that evaluates associated people. SAP delivers the evaluation path 'person' that you could use here. You specify all the other parameters as you would for normal HR Planning reports.

The query then produces the list.



You cannot specify a sort sequence with analyses based on a company's internal organization.



You cannot evaluate factoring in a query.

When you select persons and info type records, the conditions of the underlying logical database apply. The time period selection refers only to the validity period of the info type records. If the beginning or end of the validity period falls within the selected period, the length of the validity is given when you output the data. In other cases, the period selected is displayed.

System Administration

System Administration

The following sections are directed towards the system administrator. Here you will learn how to create work environments for the end user.

Managing InfoSets

This chapter describes why InfoSets are useful and shows how to gain an overview of existing InfoSets and how to manage them.

SAP Query allows you to evaluate data in the R/3 System. But since the R/3 System contains several hundred thousand fields in logical databases, tables and sequential datasets, it is simply not practical to offer all these fields for selection when creating queries. Therefore, before starting to create queries (using the component *Maintain Queries*), you create InfoSets (using the component *Maintain InfoSets*). Functional areas provide the user with a framework for defining a query quickly and without difficulty.

When you create an InfoSet, you select a logical database from an application system. However, since one logical database can still contain a very large number of fields, you combine fields together in logical units known as field groups.

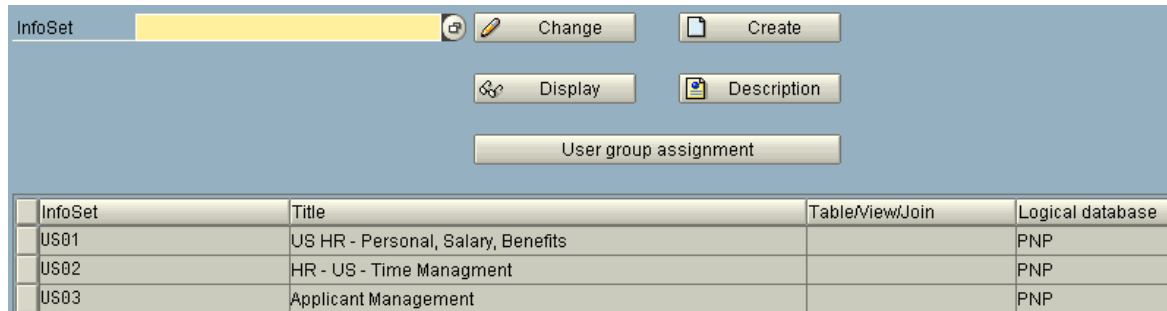
An InfoSet not only allows you to restrict the number of fields and group them together in meaningful units, but also to define auxiliary fields and then process them like database fields. You can also read the long texts in additional tables (for example the long text of an airline carrier in the table SCARR) and perform any necessary preliminary work. This means that you can evaluate sequential datasets just as easily as SAP databases. For further information, refer to [Creating and Changing InfoSets \[Seite 1188\]](#).

The initial screen of the component *Maintain InfoSets* offers you a range of functions for maintaining InfoSets.

Selecting InfoSets for Processing

Selecting InfoSets for Processing

This is what the initial screen for the InfoSet maintenance component looks like:



InfoSet	Title	Table/View/Join	Logical database
US01	US HR - Personal, Salary, Benefits		PNP
US02	HR - US - Time Managment		PNP
US03	Applicant Management		PNP

When you start the component, the system displays the names and titles of the InfoSets that have already been defined in the lower part of the screen.

A range of display and maintenance functions is available to you for these InfoSets.

There are two possible ways of selecting an InfoSet for processing by one of these functions:

- Enter the name of the InfoSet in the appropriate input field, or
- Select the list entry for the InfoSet in the lower part of the screen.

You can now execute the function.



Whenever you call value help for the *InfoSet* input field, a list of InfoSets that have already been defined is displayed. There are several different functions available:

Choose the *Search* function if you are looking for particular terms. In the directory, you can use the *Database structure* function to retrieve detailed information about the logical database underlying an InfoSet. This information includes specifications

Selecting InfoSets for Processing

about the database structure as well as any select options and parameters that appear on the logical database selection screen.

You can choose *Extras* → *Status info...* to display information about a particular InfoSet including who its author is and who altered it last. Up to 10 previous alterations are displayed with their date and the name of the user who made the changes.

Displaying the InfoSet Directory

This section describes the functions for displaying InfoSets and associated queries:

Directory of Queries for an InfoSet

To display the directory of queries defined for the specified InfoSet, choose *Environment* → *Directories* → *Queries for InfoSets*.

You then see the names of the user groups as well as the name and long text of the queries.

Query Directory Functions

Query Directory Functions

With *Goto → Query Directory*, you start a report which you can operate in the query directory. You can control the resetting of change locks, the generation of query reports and the deletion of queries from the directory. In any of these cases, the report selection screen allows you to restrict the section of the query directory shown to the relevant extracts.



You can search for a particular query which is locked against changes by other users or for queries locked by a particular user.

The following example shows such a query directory.

Functional area FLBU		
User group	Query	Records for sa
FB	G1	Flight connections (1st example)
	G2	Flight connections (2nd example)
	G3	Flight connections (3rd example)
	G4	Flight connections (4th example)
	G5	Flights (sorted by flight connection)
	G6	Flight bookings
	G7	Totals (sales per airline/connection)
	G8	Flight connections (alternate display)
	R1	Descending list of free seats
	S1	Sales per airline
	S2	Sales per airline and flight connection
	S3	Quarterly sales per airline for one year
FR	00	Contents of F1/S (without additional tables)
	01	Contents of F1/S (with additional tables)
	02	Contents of F1/S (with local fields)
	03	Quarterly sales (with local fields)
	04	Flight connections

You can see from the above list that there is a checkbox for each query. Select the checkboxes of the queries you want to delete and then choose *Delete sel. queries*. Before deleting a query, the system always requests confirmation. Afterwards, it refreshes the query list.

You proceed in exactly the same way, if you reset the change locks of queries or want to force the generation of query reports.



It can be useful to generate query reports after making changes in an InfoSet, if you want to ensure that the changes have really been adopted in the queries.



The *Generate sel. queries* function does not regenerate query reports, but sets a flag to indicate that the report is to be regenerated before the query is next executed.

For each query, the list also indicates how many records of background memory (file AQDB) are occupied by the saved lists of this query. Each record contains about 2900 bytes.

Saved Lists Directory

Saved Lists Directory

After calling the *Goto → List directory* function in the initial screen of the *InfoSet maintenance* component, an overview is displayed showing the total number of records per user group that are occupied by saved lists belonging to the queries of this user group. Each record contains about 2900 bytes.

Overview		
User group		Records for saved lists
MI	Master data	4
MMTEST	Materials Management, Local	9
RX	Personnel planning	13
Total records for saved lists		26

A user group can be selected for closer examination from this overview. You will then see another overview which shows the total number of records containing saved lists for each query in the user group. From this overview a specific query can then be selected for closer examination. The individual saved lists are displayed together with their creation date and time, long text and the number of data records used. This is in fact the same screen as that displayed when the *Goto → Saved lists* function is called for a specific query in the *Query maintenance* component. It is also possible to delete a list from this screen.

You can find further information on working with lists in [Saving and Redisplaying Lists \[Seite 1060\]](#).

Maintaining InfoSets

This section describes the functions for maintaining InfoSets.

Displaying InfoSets

Displaying InfoSets

To display information about the structure of an InfoSet, first select the name of the InfoSet you are interested in. Now you can either choose *Description* or *Display*. If you want to see all of the details for the InfoSet definition, choose *Display*. All screens are displayed in the same manner as if the InfoSet were being changed, however no new entries can be made.

By selecting *Description* on the initial screen, you can display all the relevant information about an existing InfoSet.

The resulting list consists of a header common to all InfoSets and one or two sections containing information about each version of the InfoSet, which exists at any one time.

There may be two versions - a generated version and a corrected version. For each of these versions, the list contains information about the InfoSets and the fields assigned to them as well as about other components. For further information, refer to [Creating and Changing InfoSets \[Seite 1188\]](#).

Copying InfoSets

If you want to copy an InfoSet, choose the *Copy...* function on the initial screen.

In the dialog box, enter the name of the InfoSet you want to copy. The InfoSet currently being processed is the InfoSet that the system proposes. You can overwrite this proposal. Then, enter the name you want to give the copy and proceed with the copying process. The copy is saved automatically.



SAP Query always copies the generated version of an InfoSet. If no generated version of the InfoSet exists, you are requested to generate the InfoSet before copying.

Renaming InfoSets

Renaming InfoSets

To rename an InfoSet, select the *Rename* function on the InfoSet maintenance initial screen. In the dialog box, enter the name of the InfoSet that you want to rename. The InfoSet currently being processed is the InfoSet that the system proposes. Enter the new name for the InfoSet in the lower entry field.

The following objects have to be locked before this function can be executed:

- User group catalog
- InfoSet catalog
- Query catalogs for user groups to which the InfoSet you are renaming is allocated
- Queries with this InfoSet.

The function is executed only if you were able to set all these locks. As long as these locks remain set, other users may be prevented from continuing in their work. Renaming an InfoSet can be very time-consuming!

Deleting InfoSets

To delete an InfoSet, enter the InfoSet name on the initial screen and choose the *Delete* function. Confirm that you want to delete the InfoSet on the next screen that appears.

The system then checks to see if any queries exist for that InfoSet. If queries do exist, then the system asks you if you want to delete them. If you confirm this, you go to the list of queries to be deleted. The InfoSet itself cannot be deleted until no more queries are attached to it.



If you delete an InfoSet, you also delete it from the user groups to which it is assigned. Since you cannot lock user groups for this purpose, InfoSets can be deleted only if the user groups are not being edited by another user (see [Functions for Managing User Groups \[Seite 1268\]](#)).

Saving InfoSets

Saving InfoSets

When you save an InfoSet, all the information and properties for the InfoSet are written to the query database. These are stored in the query database as a corrected version of the InfoSet. If a corrected version already exists, it is overwritten.

If you want to change an InfoSet, the system always offers you the corrected version, if one exists in query database. If no corrected version is available, it retrieves the generated version.

You can use the *Save* function on most screens for processing InfoSets. It is not available on the initial screen, in dialog boxes, or in lists.

Generating InfoSets

If you want to store a generated version of an InfoSet in the query database, use the *Generate* function.

The existence of a generated InfoSet version is a prerequisite for

- assigning user groups to the InfoSet,
- creating queries for the InfoSet,
- copying the InfoSet and
- transporting the InfoSet.

The generated version is derived from the corrected version. If the generation is successful, the system deletes the corrected version from the query database.

When generating an InfoSet, the system produces a log. From this, you can check whether there are any errors or warning messages. The generation process involves the following steps:

- Comparison with the ABAP Dictionary

If, for example, you include a field from a logical database table in an InfoSet field group when you are processing the InfoSet, or you establish a link to an additional table, the system transfers the field or table field properties from the ABAP Dictionary to the InfoSet at the point it is created. When you save for the first time, these properties become an integral part of the corrected InfoSet version. During the generation process, the system performs a comparison with the ABAP Dictionary and reports any differences detected.

If there are differences such as changes in the structure of a table defined in the ABAP Dictionary, the system does not automatically modify the InfoSet, since it is not always possible - and meaningful - to do this. Deviations are reported in detail in the log list. For more information see the section on [Adjusting InfoSets \[Seite 1187\]](#).

- Global Syntax Check

Several sections of ABAP code can belong to an InfoSet. When you create a query for an InfoSet, the system places these sections of code in the query report according to fixed rules (for example, depending on the hierarchy level of a logical database table).

The global syntax check determines whether all the InfoSet components contain syntax errors in any of the query reports. A successful InfoSet syntax check is an absolute prerequisite for running query reports.

Although SAP Query automatically performs a syntax check when you maintain an InfoSet which contains a section of ABAP code (for example, in the case of an additional field), this check can only verify the syntax of the code for this InfoSet component within its environment at the time of maintenance.



If the global syntax check detects errors, you can use the generation log to determine which InfoSet components contain ABAP code that could result in syntactically incorrect query reports. You must eliminate these errors if the generation is to run successfully.

Generating InfoSets



You can use the function *Goto → More functions → Check and generate* to check and generate more than one InfoSet at a time. Initially, this function calls a selection screen where you can enter the InfoSets you want to check and generate. In addition, you must designate whether these InfoSets are simply to be checked, or if they should be generated as well. The function generates a log as part of its results, listing the errors found or informing you that the checking and generation process has been successfully completed.

Assigning InfoSets to User Groups

You can only define queries for those InfoSets assigned to your current user group. On the initial screen of the component *Maintain InfoSets*, you can use the *Assign to user groups* function to specify which user groups you want to assign to a particular InfoSet.

To assign an InfoSet, proceed as follows:

1. Enter the InfoSet name in the field *InfoSet* on the initial screen.
2. Select *Assign to user groups*.

This generates a list of all the user groups. You can assign the InfoSet to the user groups you want by selecting.



You can also use the *Assign to user group* function if you have already assigned the InfoSet to some user groups, but you now want to change the assignment. The user groups to which the InfoSet has already been assigned are flagged.

Checking InfoSets

Checking InfoSets

The *Check* function performs the global syntax check described above but does not create a generated version in the query database. When maintaining an InfoSet component which contains ABAP code, you can also perform a global syntax check in addition to the automatic local syntax check.



You can use the function *Goto → More functions → Check and generate* to check and generate more than one InfoSet at a time. Initially, this function calls a selection screen where you can enter the InfoSets you want to check and generate. In addition, you must designate whether these InfoSets are simply to be checked, or if they should be generated as well. The function generates a log as part of its results, listing the errors found or informing you that the checking and generation process has been successfully completed.

Adjusting InfoSets

Use *InfoSet* → *More functions* → *Adjust* to find out if the technical properties of fields from database tables are used in a particular InfoSet have been changed (for example, type, length, output length, use as a currency amount or quantity field). Changes like this should, however, be the exception.

If, however, these kinds of changes have been made, a warning is displayed when the InfoSet is generated in which the differences between fields in the InfoSet and Dictionary fields are described. *InfoSet* → *More functions* → *Adjust* allows you to copy these technical property changes for your InfoSet if you so wish.

Initially, the screen is displayed with the same warning that appeared when it was generated. This screen also contains an *Adjust* function that you can use to copy the appropriate Dictionary entries for your InfoSet.



Immediately after 'adjusting' an InfoSet, all queries that use this InfoSet should also be 'adjusted' so that all new properties can be changed within each query's definition.

Creating and Changing InfoSets

Creating and Changing InfoSets

The following sections explain how to create and change InfoSets. The information is intended primarily for system administrators.

[Creating InfoSets \[Seite 1189\]](#)

[Assign Data Source \[Seite 1190\]](#)

[InfoSet Display \[Seite 1193\]](#)

[Definition of Field Groups \[Seite 1198\]](#)

[Obtaining Additional Information \[Seite 1205\]](#)

[Creating Selections \[Seite 1227\]](#)

[Further Codes \[Seite 1236\]](#)

[Application-specific Enhancements \[Seite 1243\]](#)

Creating InfoSets

If you want to create an InfoSet, you should first discuss the requirements for the InfoSet with the appropriate application department.

You must clarify the following points:

- Which data source corresponds to the requirements?
Example: Material evaluations in materials management or document evaluation in financial accounting.
- Which fields do you need to include in the InfoSet?
- Do you need additional information which is not available in the data source? (This calls for the linking of additional tables and the definition of additional fields).
- Do you need parameters and selection criteria? (parameters and selection criteria appear on the selection screen of queries which are created using the InfoSet).
- Do you have to take any special measures such as access protection?
- Do you have to change the long texts and headers of the selected fields?

The last two points are rather less important, since you can add these components to an existing InfoSet at any time. However, the choice of data source determines the reports you can produce with this InfoSet.

When you have resolved these questions, you can create the InfoSet. Proceed as follows:

1. Call the component *Maintain InfoSets*.

This takes you to the initial screen for editing InfoSets.

2. Enter a name in the *InfoSet* field.

InfoSet names can contain up to 24 characters. The lower half of the screen displays all of the InfoSets that already exist.

3. Choose *Create*.

You then go to the *Title and Database* screen. For further information, read the following sections.

Assigning Data Sources

Assigning Data Sources

On the *Title and Database* screen, you enter a description of the InfoSet. The end user sees this name when creating a query. It should, therefore, allow for an InfoSet to be identified.

The field *Authorization group* allows you to enter an authorization group up to eight characters long. If you specify an authorization group, it is inherited as an attribute by every report generated for a query via this InfoSet. This means that only users authorized in their user master records to execute programs from this authorization group can execute these queries. Authorization groups thus provide a way of protecting reports generated by the query from unauthorized execution.






Please do not confuse authorization groups with user groups.

Authorization groups can be assigned for any reports and determine a user's right to execute a program. Authorization groups can be entered in user master records using the authorization object S_PROGRAM. (You can find more detailed information on this authorization object in transaction AUTH_DISPLAY_OBJECTS. Choose here the authorization class *Basis Development Environment* and then the documentation for the authorization object S_PROGRAM).

User groups help you to control access and change authorizations for queries in the SAP Query environment.

The following five options are open to you when selecting the data source:

Assigning Data Sources

Table join using Basis table	<p>A table join always takes in several tables that are read with the aid of special forms of the SELECT instructions. Enter in the entry field the first table in the join. The additional tables can be entered after choosing the <i>Continue</i> pushbutton.</p> <p>You can find more information in Table Join Definition Procedures [Seite 1252].</p>
Read table directly	<p>The data is read directly from an SAP table. The table must be entered in the ABAP Dictionary and must exist in the database.</p> <p>Further information can be found under Reading Directly [Seite 1260].</p>
Logical database	<p>Enter the name of the logical database. The input help allows you to get a list of all logical databases. From this list, you can request detailed information about individual logical databases. The logical database structure, that is the hierarchical relationship of logical database tables to each other, is particularly important for creating InfoSets.</p> <p></p> <p>Pay attention to the remarks contained in the appendix: Logical Databases with Different Node Types [Seite 1339].</p> <p>If you have already entered a logical database, you can request detailed information about it by using the  function.</p> <p>In the <i>Selection screen version</i> field, you can enter an ID for the version of the selection screen you want to use for queries in this InfoSet. If you leave the field blank, the system calls the standard selection screen when the query is executed. The version consists of a three-character ID. The chosen selection screen version must be supported by the logical database. You can use the <i>Possible values</i> help to find which selection screen versions are available.</p>
Retrieving data with programs	<p>Using an ABAP Report you can make evaluations on datasets, for which the automatic data retrieval of the query is not sufficient. You can find more information under Data Retrieval by a Program [Seite 1262]</p>
Sequential Datasets	<p>Select this field if you wish to allow evaluations on a sequential dataset, without having to take care of the data retrieval in query reports yourself. Then, enter the sequential dataset file name you want to read. Its record structure should correspond to the structure specified. Further information can be found under Sequential Dataset [Seite 1261].</p> <p></p> <p>The option <i>Sequential Dataset</i> is shown under <i>Data Retrieval by Program</i> if you choose the pushbutton <i>Additional Options</i> in the dialog box displayed above.</p>

Assigning Data Sources

If a text field exists for a particular field then this is displayed in the InfoSet maintenance with a corresponding icon. When creating queries using the InfoSet, you can choose between displaying the value and displaying the relevant text in the report. Choose the option *No automatic text recognition* if this is not required.

You can use the field *Fixed point arithmetic* to specify whether queries defined via this InfoSet should work with fixed point arithmetic switched on or off. The contents of this field are thus an attribute of the generated reports. In the standard system, fixed point arithmetic is always switched on.



You can change the fixed point arithmetic status for an existing InfoSet. When doing this, however, you must check all the code relating to the InfoSet. If this code contains calculations with values of type P, you must adapt these calculations to the modified fixed point arithmetic status.

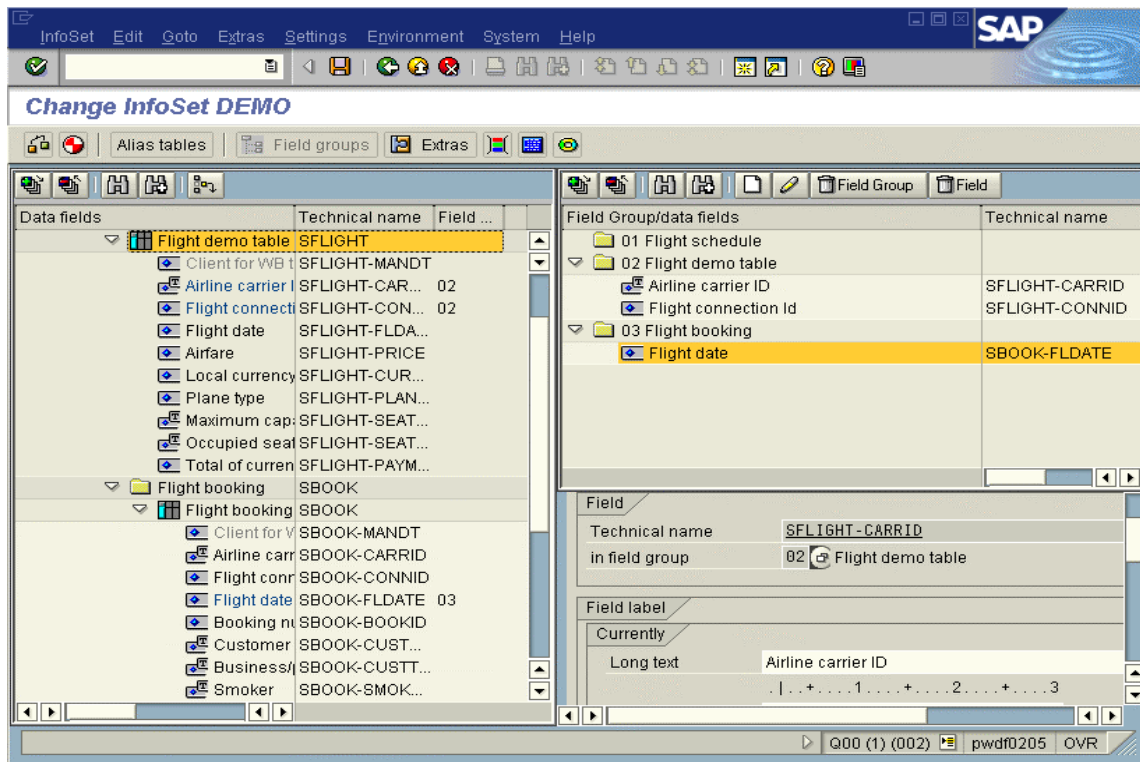
If you choose the pushbutton *Additional Options* then the entry fields *Class for Text Identification* and *InfoSet Generator* appear. Compare here the actions in the section [Application-specific Enhancements \[Seite 1243\]](#).

The example in this section refer to InfoSets using the logical database F1S (flight bookings).

InfoSets using a logical database and InfoSets without any underlying database are, to a large extent, made in the same way so that the actions in the following units both refer to logical databases as well as to other options for retrieving data. For this, read the section entitled [Special Features \[Seite 1265\]](#) under *InfoSets without a Logical Database*, or the actions in the sections that are referred to in the table above.

InfoSet Display

You can see the InfoSet Display on the following screen.



If you select *Change* on the initial screen, the screen above is subsequently displayed. Although you can still return to the title screen by choosing *Goto* → *Title, database*, you can only make changes which do not affect the structure of the InfoSet data.

The data source structure (logical database, table join, table) with the corresponding enhancements (additional tables, additional structures, additional fields) is displayed as a tree in the left half of the screen. Each field is marked with an icon. The icons *Simple Field* and *Field with Text* are possible. In the first case, a field can only be provided with its own values. In the second case, a text can be automatically created for each field value. You can find more

InfoSet Display

information under [Text fields \[Seite 1197\]](#). Two columns containing the technical names and assignment for a field group are assigned to each field.

With logical databases this tree mirrors the logical database's structural tree and contains all its tables along with the hierarchical relationships that have been defined between them. With InfoSets using logical databases from the HR application, the tree contains all info types that have been copied into the InfoSet by the InfoSet Generator. These information types also appear next to each other on the same level.

The fields defined by the dictionary for a certain table, as well as additional fields that have been explicitly assigned to the table, hang underneath every table.






- Fields from an additional table assigned to the database table (see [Assigning Additional Tables \[Seite 1208\]](#)).
- Additional fields assigned to the database table (see [Creating Additional Fields \[Seite 1216\]](#)).
- Additional structures (see [Creating Additional Structures \[Seite 1224\]](#)).

These fields appear behind the actual table fields and represent an enhancement of the original table.

The field groups are displayed as a tree in the upper right part of the screen. The same icons as found in the data source (left) and the technical names are assigned to each field in a separate column. The tree display makes it possible here, as well we in the data source, to expand and collapse to the section you want to see on the screen.

Creating and changing field groups is possible using special functions that can be found as pushbuttons above the field groups. To select fields for field groups, first select the fields you want with a single mouse click in the data source. These fields can then be transferred using drag&drop into the field group of your choice. It is also possible to select the relevant field group with a single mouse click and call the function *Add Fields to Field Groups*.

Double-clicking on a field in the data source or in the field group displays all the technical information for this field in the lower right part of the screen. You can change long texts and headers as and when necessary here. It is possible to mark every numerical field as one that 'cannot be summed'.

When you call the functions  *Extras*,  (*Selection*),  (*Coding*) and  (*Enhancements*), corresponding maintenance screens are shown in the right part of the screen. With  *Field groups* you can display field group maintenance again. The following sections tell you about the options that are available to you when you use these functions.

Text Fields

Every data source field is indicated with an icon that tells you if it is a normal field or a text field.

You can use different processes (check tables, fixed values, and so on) to automatically define texts to field values. When using a field like this in a Query, you can decide whether you want to use the value or the assigned text. For further information, see [InfoSet Display \[Seite 952\]](#).

During the InfoSet maintenance, the data source of each field is inspected to see whether a text can be provided for a text field or not. The result of this check is displayed as an icon in front of the field.



You can only use values for selection and output with these fields.



A text can be defined automatically for every possible value of the field.

If a text field is transferred to a field group, the InfoSet user can always use values and texts. If a field like this is removed from a field group you can use neither the value nor the text. This means that you cannot only transfer the text of the field to a field group, for example.

You can use the technique of automatically providing texts for InfoSets that already exist. To do this, you have to choose *InfoSet → More functions → Update Text fields* for each InfoSet from the initial screen of the transaction SQ02. Texts exist for all possible fields after the InfoSet is regenerated.

Under some circumstances, it may be that you do not require the automatic provision of texts. In this case, you can switch off the automatic text identification when you create the InfoSet, in the first dialog box by selecting the relevant checkbox. Otherwise, you can switch off the text identification function for an existing InfoSet by choosing *InfoSet → More functions → Delete text fields* from the initial screen of the transaction SQ02. This procedure only works if none of the text fields has been used in a query.

The standard procedure for identifying texts is relatively extensive and complicated. There will still be cases, though, for which this procedure is insufficient. It is therefore possible to use other procedures for text identification. You can find more information under [Application-specific Enhancements \[Seite 1243\]](#).

Definition of Field Groups

Definition of Field Groups

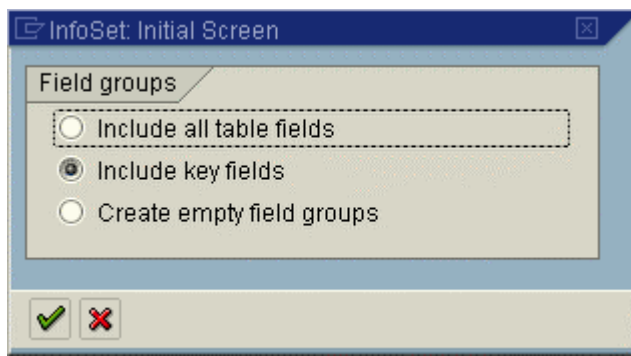
A field group combines related fields together into a meaningful unit. It provides you with a preselection, so that you do not have to search through all fields of a data source just to produce a simple list.

This means that the end-user only has access to precisely those fields assigned to a field group. Fields must be assigned to a field group before they can be used in queries.

Preassigning Field Groups

If you made your entries in the dialog box *Title and Database*, then field groups are prepared.

If the InfoSet is created using a single table or using a table join, then the following dialog box appears:



You can choose here which fields should be assigned to field groups.

If the InfoSet is created using a logical database then the following applies:

Where the logical database contains a maximum of four nodes, exactly one field group will be created for each node. If the logical database contains more than four nodes then you can determine first, in a dialog, for which nodes a field group should be prepared. For this, the structure tree of the logical database is displayed in a dialog box. Each node, that should have a field group prepared for it, can be selected here with a checkbox.

The prepared field groups have the same long texts as the corresponding nodes. They are empty, meaning that no fields have been assigned to them.



The logical database F1S consists of three hierarchically-arranged tables. Three field groups are generated in advance accordingly:

Logical database F1S		
Flight schedule	SPFLI	01 Flight schedule
Flight schedule	SPFLI	02 Flight demo table
Flight demo table	SFLIGHT	03 Flight booking
Flight demo table	SFLIGHT	
Flight booking	SBOOK	
Flight booking	SBOOK	

The predefined and perhaps preassigned field groups can be changed in any way you like. Long text can be changed. Field groups can be deleted or taken up afresh. You are recommended, however, to use and keep the preset 1:1 relationship between field groups and tables, or nodes.



The technology of retrieving predefined content has already been previously realized in the framework of InfoSet maintenance using the InfoSet generator for HR InfoSets (logical databases PNP, PCH and PAP). The existing generation shows a generalization of this technology. The InfoSet generator for HR InfoSets, however, still remains active, meaning that if InfoSets are created using logical databases PNP, PCH, or PAP, then this generator is used for retrieving the predefined content.

There are two different generators for InfoSets with this. You can also use additional generators, some can either be used generally for all InfoSets and others just for certain data sources. You can find information on connecting additional generators in the section [Application-specific Enhancements \[Seite 1243\]](#).

For an InfoSet with a data retrieval program, a field group is created with all fields of the data structure.

Creating a New Field Group

To create a field group, proceed as follows:

1. Choose the symbol *Create* from the function toolbar (or function *Edit* → *Field Group* → *Create Field Group*). A window appears where you can define single or multiple new field groups.
2. Enter an abbreviation and a long text for each field group.
The abbreviation for a field group can consist of any character that you want. The abbreviation only serves a technical purpose within an InfoSet when fields are being assigned to field groups.
3. Choose *Continue*.

For further information, refer to the following sections.

Definition of Field Groups

Assigning Fields to a Field Group

You can assign fields of different tables to one field group. In this way, you can treat fields of linked additional tables, additional structures and additional fields in the same way as true logical database fields.

To assign a field to a field group, proceed as follows:

1. Click on the field you want to select in the data source.
 2. Use drag&drop to move the field into the field group of your choice.
- or;
1. Click on the field and on the field group of your choice.
 2. Choose the function *Add fields to field groups* or the relevant function from the context menu.

If you want to change the assignment of a field to a field group, click on the field to be changed and move it into the field group you want by using drag&drop, or double-click on the field and use the value help to change the field group in the screen in the bottom right-hand corner.

Double-clicking on a field in the data source or in a field group displays all the technical information for this field in the lower right part of the screen. You can change long texts and headers as and when necessary here.



The assignment between the field and the long text is not always unique, for example when several fields refer to the same data element. Therefore, you can overwrite all the field texts and should in any case always do this in the interests of the end-user.

There is a field header for every field. With fields defined in the ABAP Dictionary, the header text is used. The field headers are needed to determine the column headers for queries (see [Changing Headers \[Seite 1110\]](#)). With fields defined in the ABAP Dictionary, you may want to replace the field header with a different text.

Headers can contain up to 30 characters. But they should not contain more characters the field's output length, seeing as these will then be cut off during subsequent display of the query. A ruler is displayed above the header input fields allowing you to see how long your header can be. The output length of the field is also displayed.

If you have currency amount fields or quantity fields in an InfoSet, it is not necessary to include the associated currency or unit fields. The query takes care of the assignment between currency amount and currency fields, or quantity and unit fields itself.

You can use the functions *Find* or *Find next* to search for a text or technical name in both trees.



Client fields of client-specific tables are not included in the selection offered in the field groups, since cross-client reading is not supported by the query. If the value of the client field is required in special cases, an additional field has to be used. The client field can be accessed in the coding of an additional field, even if the client field is not part of the selection offered.

Assigning Fields to a Field Group

Deleting Field Groups/Fields from Field Groups

Deleting fields from a field group or an entire field group is easy if you have just created the InfoSet or, at least, not yet used it to define queries.

To delete a field group, place the cursor on the field group in the tree and call *Delete field group*. Deleting this field group means that the field assignments for this field group are lost.

To delete a single field from a field group, click on the field and choose *Delete field*.

In the left-hand tree you can select more than one field (with the control or shift button) and remove fields from the field group over the context menu.

If you want to change an InfoSet for which queries have already been defined, you must avoid inconsistencies between the InfoSet and existing queries. Adding individual fields or even entire field groups to the InfoSet of no significance for existing queries. Deleting individual fields or entire field groups means that queries requiring access to them can no longer be processed correctly. Therefore, you can only delete those fields and field groups that are not used in queries.

You can also determine in which queries a field is used. To do this, double-click on the field and choose the function *Environment* → *Directories* → *Queries for field* or choose *Queries for field* in the lower right-hand box. ABAP Query then displays all the user groups and queries that process the selected field.

If you still want to delete either a field from a field group or an entire field group, you must first delete or change all the queries affected by this. Otherwise, the system responds with an error message and refers you to the queries concerned.

Displaying a List of Assigned Fields

Displaying a List of Assigned Fields

You can get an overview of the fields that are assigned to an InfoSet in the InfoSet maintenance screen by choosing the function *Expand All* in the right side of the screen.

If you choose *InfoSet* → *Description* on the InfoSet maintenance initial screen, you get a complete overview of the InfoSet, including a list of all field groups with assigned fields. You can also print this overview. You can also display a list of all field groups and assigned fields by choosing *Environment* → *Directories* → *Fields/field groups*.

If you are not sure whether to assign a field to a field group, you can request documentation. To do this, place the cursor on the field and choose *Extras* → *Field description*. You then see the field documentation. This also contains a technical description (type, length and so on).



This function is also contained in the lower right dialog box used for changing field texts.

Currency amounts are stored in the logical database as pairs of fields. The first field contains the amount and the second field the currency or unit. Although the fact that the logical database itself always ensures that the (amount, unit/currency) pair contains the correct values means that it is not necessary to know which reference fields belong to which amount fields when maintaining an InfoSet over a logical database, in the case of an InfoSet that is not based on a logical database, the InfoSet itself has to ensure that the values in the amount and unit fields belong together (for example, by reading another table). This means that the correspondence between the amount fields and unit fields has to be known.

The reference field is always displayed in the lower right box for changing field texts.

Obtaining Additional Information

In some cases, the information that a data source supplies is insufficient. In this way, for example, new information could be gained by simple calculations. If, for example, the maximum number of seats and the number of bookings for a particular flight are known, the number of unoccupied seats can be calculated easily. Such information can be useful for different queries evaluations.

Three options are open to you for obtaining additional information during InfoSet maintenance: additional tables, additional structures and additional fields

Additional tables read a record from a table. This table's fields can then be evaluated. The keywords that will allow you to choose the record must be provided by the data source. Additional fields allow you to calculate new values from existing information. With this, additional fields have the limitation that they must have a simple (scalar) data type. Additional structures are actually additional fields with a non-scalar type of data. This data type must always be a (flat) structure from the ABAP Dictionary.

In every case it is important to choose the right time for either reading the record or performing the calculation. Here, the 'right time' stands for a table in the logical database. At this time all information necessary to read the record or run the calculation must be available to the system.

Obtaining additional information is thus very much dependent upon these 'times', that is upon the logical databases tables. You can assign as many additional tables, additional structures and additional fields to a logical database table as you want.

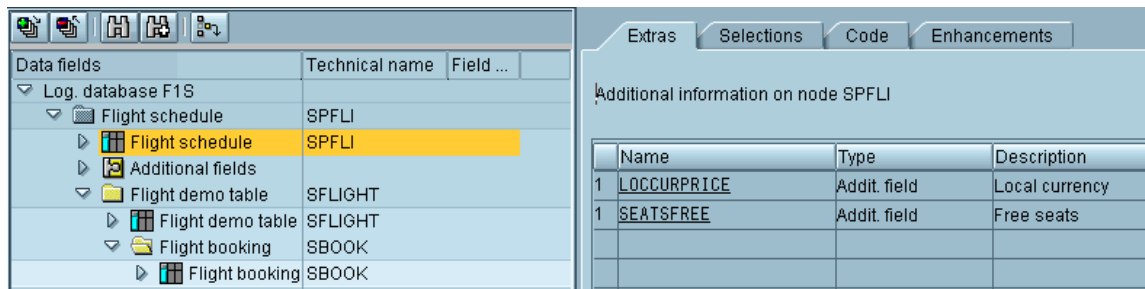
The fields from these additional tables and the additional fields themselves are retrieved when the logical database table is filled. Thus they are also contained in the field list that corresponds to the logical database table and can be assigned to a field group just like the table's fields.

Proceed as follows when creating or changing additional information:

1. On the screen for maintaining InfoSets, choose the table of the data source, for which you wish to maintain additional information, by double-clicking.
2. Choose *Extras*. Alternatively, you can use the context menu.

The additional information on the selected node is displayed in the top right window.

Obtaining Additional Information



This window contains the name of the additional information, its type (additional table, additional structure, additional field, code) and a long text.

The window's first column contains a number. This number determines the order in which the code for each individual additional piece of information within the query is executed.



The sequence numbers of the various individual pieces of additional information do not have to be different. You can find more information about sequence numbers in [Creating Additional Fields \[Seite 1216\]](#)

This window also allows you to *Define*, *Create*, *Change* or *Delete* additional information. When using *Change and Delete*, you must place your cursor on the appropriate additional information entry. If you are trying to change an entry's attributes, double-click on it to branch to the additional information maintenance screen.

When connecting additional tables, additional fields and additional structures to logical databases, you must bear in mind the following points:

- Queries read linked additional tables using the ABAP statement
SELECT SINGLE * FROM <table> WHERE...

You have to specify when to read the additional table.

Obtaining Additional Information

You determine this by assigning the additional table to a particular logical database table. For example, it makes no sense to assign the table SCUSTOM (customer data) to the table SPFLI (flight connections) of the logical database F1S, since no meaningful values can be assigned to the key field SCUSTOM-ID (customer number) during the event that processes SPFLI data. Only when processing data from the database table SBOOK (bookings) can you use the customer number and then, for example, retrieve the customer name.

- You must fill all key fields.
- Finally, you must assign all additional table fields used in queries to a field group in the same way as table fields for a data source of a field group.

You can link any tables as additional tables, provided they are defined in the ABAP Dictionary and can be read with ABAP Open SQL.

Pay attention to the following when defining additional fields:

- You must specify when the calculation is to be performed.
You do this by assigning the calculation to a logical database table. It makes no sense to calculate the number of free seats on a flight from the fields SFLIGHT-SEATSMAX (maximum occupancy) and SFLIGHT-SEATSOCC (occupied seats) when processing the data of the table SPFLI because these fields only contain values at the level of processing for table SFLIGHT.
- You must specify the ABAP code for the field.
- You must assign the field to a field group.

Pay attention to the following when defining additional structures:

- Assign the structure to a node of the data source. You can find all individual fields from the additional structure in this node of the data source. Additional fields offer a simple way of calculating more than one additional field at the same time.
- Enter a calculation formula.
- You must assign the fields to a field group.

The following topics provide information on linking additional tables and the definition of additional structures and fields:

If you wish to provide an InfoSet with extras, that was not created using a logical database, then please take note of the actions in the following topics:

[Definition of a Table Joins \[Seite 1256\]](#), [Reading Directly \[Seite 1260\]](#), [Sequential Dataset \[Seite 1261\]](#) and [Data Retrieval by a Program \[Seite 1262\]](#)

Assigning Additional Tables

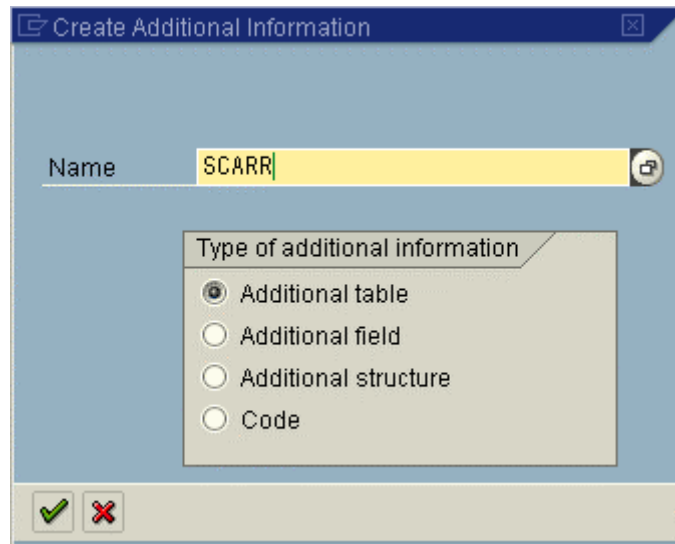
Assigning Additional Tables

To define an additional table for a data source table, proceed as follows:

Double-click on a table that you want to assign to an additional table and choose the function *Extras*.

1. Choose the function *Create* (in the lower right half of the screen).

A dialog box appears where you must first choose to define either an additional table, an additional field, an additional structure or code.



The *Change* function then automatically displays the appropriate maintenance screen. It can also be triggered by a simple double-click.

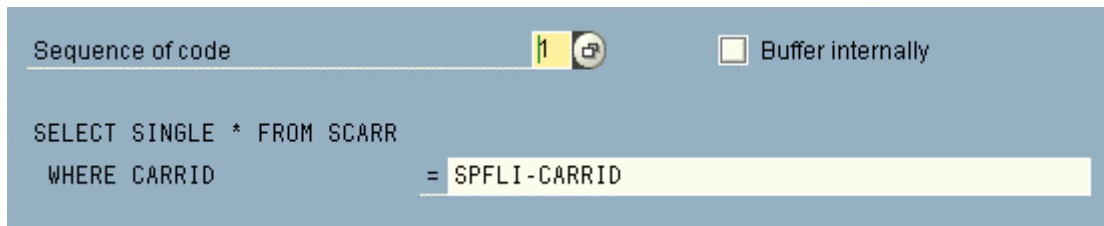
2. Choose *Additional table* and enter a name for the table. You can use all table names found in the ABAP Dictionary or those already declared as alias tables for your InfoSet (see *Multiple Additional Table Assignments* below).

The system then creates the corresponding SELECT statement in another dialog box, if you selected a logical database as a data source. It then proposes a range of the assignment of this SELECT statement in the code section of the generated query report for the GET event of the logical database table. This sequence is important where, for example, you use a table field that derives its value from a SELECT statement as a key in the SELECT statement of another table assigned to the same logical database table.

The system shows you the key fields for the specified table. The system often also gives you a proposal as to how the key field could be filled. For example, it always proposes SY-LANGU as the language key. However, such default values often serve no useful purpose and you must specify values for the key field yourself.

The following shows a SELECT statement using a default value:

Assigning Additional Tables



Sequence of code 1 ☐ Buffer internally

SELECT SINGLE * FROM SCARR
WHERE CARRID = SPFLI-CARRID

Decide whether or not you want to use the *Buffer internally* option for the additional table.

This option can be used to improve the performance of your query. If you choose this option, then all queries that use this additional table will save the records they read from it in an internal table. If a record from the table is needed, the system first checks to see if the record already exists in the internal table. If the record does not exist in the internal table, then a SELECT SINGLE statement is used to read the record from the database and insert it into the internal table. Internal buffering prevents additional table records from being read more than once each time a query is executed.

Buffer internally should only be used when you expect an additional table record to be read numerous times during query processing. Otherwise you should avoid using this option because the internal table takes up memory space. In addition, with very large tables with numerous fields you should check to see if the time saved by using the internal table justifies the amount of memory space needed to store it.



In logical database F1S, which is used for examples in this handbook, two fields exist in the table SPFLI for departure and arrival airport. Both fields contain a key for the table SAIRPORT, which contains the long texts for airports. In a case like this, you should buffer the additional table internally, since it is safe to assume that records in SAIRPORT will be read multiple times.

You must now specify values for all key fields that do not contain a default value. You can, of course, overwrite the defaults.

For this purpose, you can use fields (for example SY-LANGU), number literals (for example 34), text literals (for example 'D') or parameters.

You should check carefully that any fields you assign to key fields contain valid values when the additional table is read. SAP Query helps you to do this by allowing only the following fields:

- Parameters (see [Creating Parameters \[Seite 1229\]](#))
- Data from the DATA code (see [Further Code \[Seite 1236\]](#)).
- Fields of the logical database table, to which the additional table is assigned, and fields from hierarchically superior tables of the logical database. In the case of the latter, any additional fields and additional table fields assigned there are also allowed.



If, for example, you assign the additional table to the table SFLIGHT of the logical database F1S, you can use fields from the tables SPFLI and SFLIGHT. It is also possible to access the fields of additional tables as well as additional fields assigned to the table SPFLI.

- Fields of another linked additional table assigned to the same logical database table.

Assigning Additional Tables

In this case, you must ensure that SAP Query reads the additional tables in the correct sequence.

- Additional fields assigned to the same logical database table.

Here, you must ensure that any calculations involving additional fields are performed before accessing the additional table.

You can choose *Check additional table* to check your SELECT statement for syntax errors. Otherwise it can only be corrected when you use the functions *Check* and *Generate* for the InfoSet as a whole.

Whenever you are on the screen for editing additional tables, you can change the following settings:

- the sequence of the SELECT within the processing of data for the logical database table.
- the *Buffer internally* option.
- the key field setting.

However, you cannot change the assignment to a logical database table. To assign an additional table to a different logical database table, you must delete it first and then assign it again.

Multiple Additional Table Assignments (Alias Tables)

The procedure described above allows you link a table to an InfoSet as an additional table exactly once. Whenever you attempt to link the table a second time as an additional table you receive an error message informing you that the table may only be used once. The following example demonstrates, however, that multiple linking of a table may be useful.



In logical database F1S, which is used for examples in this handbook, two fields exist in the table SPFLI for departure and arrival airport. Both fields contain a key for the table SAIRPORT, which contains the long texts for airports. If table SAIRPORT could only be linked to SPFLI as an additional table once, then only the long texts for one of these two types of airport entries could be accessed. The long text for the other airport entry would have to be determined in another manner (using an additional field).

A similar problem occurs when a table that you want to link as an additional table belongs to a logical database. Here you once again receive an error message stating that this table may only be used once.

You can, however, use alias tables to allow you to link your table more than once.

You can use several different alias names for a table. The table can be referred to more than once using the different names.

To define an alias name for a table, proceed as follows:

1. Choose *Alias Tables*.

A window appears displaying all existing alias names including the Dictionary table definitions to which the alias names refer. Alias names may not be repeated within an InfoSet. They must always refer directly to a Dictionary table definition and may not be identical to the name of any Dictionary definition.



Assigning Additional Tables

The *Alias Tables* function also appears as a pushbutton in many dialog boxes.

2. In the lower left-hand corner of your screen choose *Create*.

Another window appears where you can enter the alias name and the name of the assigned table from the Dictionary.

In order to delete an alias name, place your cursor on the appropriate entry in the list of alias names and choose *Delete*. You can delete only if the alias table is not used in the InfoSet.

In order to link a table as an additional table within an InfoSet more than once, proceed as follows:

1. Link the table once using its original name.
2. Define an alias name for the table.
3. Link the table a second time as an additional table using this alias name.

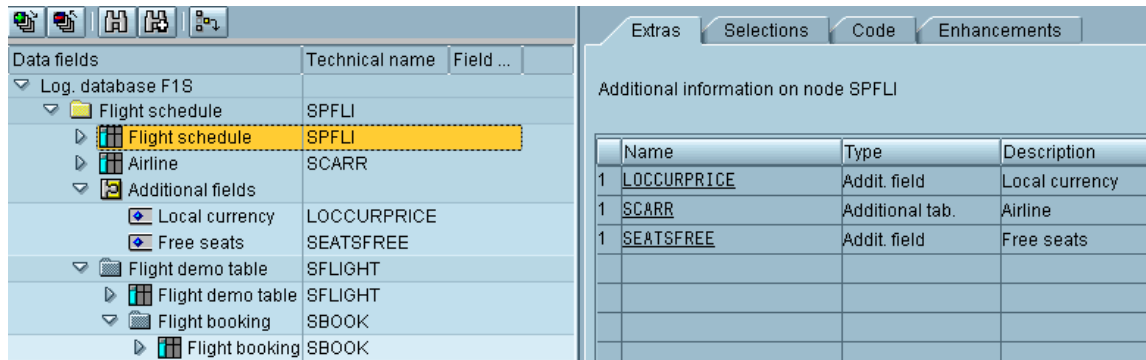


Note that the fields from this table will now appear twice within the InfoSet with the same long texts and headers. Hence, when a table is linked multiple times, the long texts and headers of its fields must normally be changed whenever they are assigned to a single field group.

Assigning Table Fields to a Field Group

Assigning Table Fields to a Field Group

The fields for the inserted additional table are displayed at the end of the field list of the respective table, as follows.



Name	Type	Description
1 LOCCURPRICE	Addit. field	Local currency
1 SCARR	Additional tab.	Airline
1 SEATSFREE	Addit. field	Free seats

They can be assigned to a field group using the method already described.



Do not forget to assign the fields you need from a linked additional table to a field group. These fields can only be viewed by the end-user in the InfoSet and be used for defining queries after you have completed this assignment.

Displaying a List of Assigned Additional Tables

Displaying a List of Assigned Additional Tables

Otherwise, the system responds with an error message and refers you to the queries concerned. For each assigned additional table, the display lists the data source table assignment and the processing sequence for the table data. The subsequent lines contain the key field setting.

Deleting the Assignment of Additional Tables

If you want to delete an additional table, you must first call the additional information screen for the corresponding database table. In this context, deleting an additional table means removing the assignment to a data source table. To do this, place the cursor on the additional table and choose the appropriate function.

You can delete only if the fields of the table are not used in a query. That is always the case where fields of the table have not yet been included in any field groups of the InfoSet.

However, the system rejects any attempt to delete an additional table which has already been used in queries, as long as those queries still exist.

You can determine whether and in which queries a table field is used. To do this, place the cursor on a table field and choose *Environment* → *Directories* → *Queries for field* or choose *Queries for field* in the lower right-hand box. Change the queries such that the additional table fields are no longer used.

Creating Additional Fields

Creating Additional Fields

To create an additional field, proceed as follows:

1. Double-click on a data source and choose the function *Extras*.
2. Choose *Create*.

Another dialog box appears where you must first choose to define either an additional table, an additional field, an additional structure or code.

3. Choose *Additional field* and enter a field name. The field name must begin with a letter. The field name HEADER is reserved.

Additional Field SEATFREE

Long text: Free seats

Header: Free

Format

Type: C Length: 004 OutputLength: 010 Decimals:

LIKE Reference: SFLIGHT-SEATSOCC

Text identification

☐ Determine LIKE reference using text field

Text field:

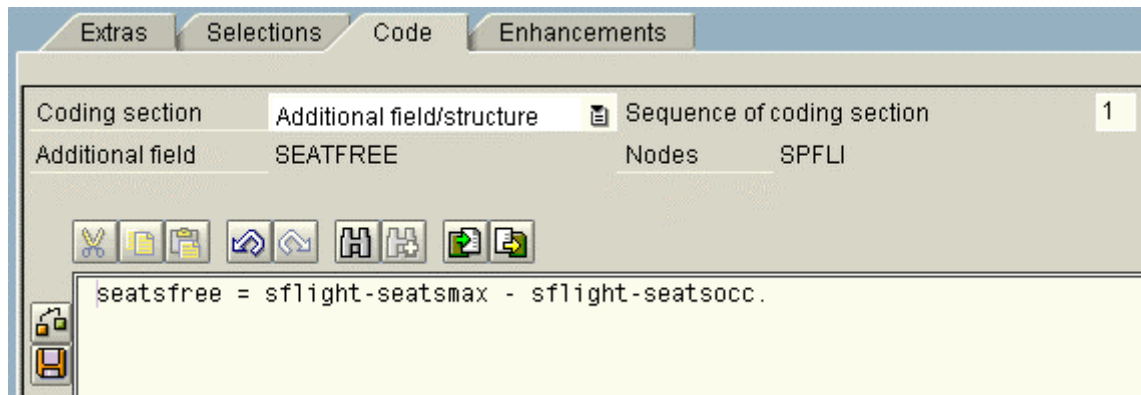
Sequence of code: 1 ☐ Code exists

✓ ✗

You can enter field definitions in the additional field maintenance screen. If required, you can also change the proposed sequence of the ABAP code for the additional field within the section of code for GET of the logical database table in the generated query report. This sequence could be important, for example, if you need the value of another additional field of the same logical database table for a calculation.

Finally, you must specify how you want to determine the value of the additional field. To maintain codes for this, choose *Codes for Extras* in the *Extras* tabstrip. This brings you to an Editor. All commands normally available in ABAP editors are also available here.

Creating Additional Fields



Note the editor function *Check*, which checks your code for syntax errors. Otherwise it can only be corrected when you use the functions *Check* and *Generate* for the InfoSet area as a whole.

You should check carefully that the fields used in the code all contain valid values at the time the ABAP code is executed. The system helps you to do this by allowing the following fields:

- Parameters (see [Defining Parameters \[Seite 1229\]](#))
- Data from the DATA code (see [Further Code \[Seite 1236\]](#)).
- Fields of the data source table, to which the additional field is assigned and fields of superior logical database tables. In the case of the latter, any additional fields and additional table fields assigned there are also allowed.



If, for example, you have assigned the additional field to the SFLIGHT table of the logical database F1S, fields of the SPFLI and SFLIGHT tables are allowed. It is also possible to access the fields of additional tables as well as additional fields assigned to the table SPFLI.

- Other additional fields assigned to the same data source table.
In this case, you must ensure that the additional fields are processed in the correct sequence.
- Fields of a linked additional table assigned to the same data source table.
Here, you must ensure that the additional table is accessed before the additional field is processed.

Whenever you are on the screen for editing additional fields, you can change the following:

- the sequence of the ABAP code within the processing of data from the logical database table,
- description and header texts,
- format specifications, and
- Check box field *Generate text field using like-reference*. An attempt is made here to generate a text, used for reports, using the like-reference for the field.

However, you cannot change the assignment to a logical database table. To assign the additional table to a different data source table, you must delete the field and recreate it.

The example below shows the meaning of sequence numbers.

Additional Field SEATSFREE_PERCENTAGE

Long text: Free seats in percentages

Header: Free

Format

Type: P Length: 003 OutputLength: 006 Decimals: 00

LIKE Reference:

Text identification

☐ Determine LIKE reference using text field

Text field:

Sequence of code: 2 ☐ Code exists

The value of the additional field SEATSFREE_PERCENTAGE is calculated with the predefined additional field SEATSFREE. This is why SEATSFREE_PERCENTAGE must have a higher number (2) than SEATSFREE (1), so that the correct value is in SEATSFREE when calculation takes place. In the ABAP Editor the calculation looks like this:

```
seatsfree_percentage = seatsfree / sflight-seatsmax *100.
```

If you were to access fields of a linked additional table when performing calculations, the procedure would be similar.

Creating Additional Fields

To ensure that query reports can be generated without problems, it is important that it is clear which fields are accessed in every piece of code. If some code contains ABAP statements that access certain fields implicitly, then an ABAP FIELDS statement must also be used in the code to ensure that all fields used are explicitly named. You can find an example of this and further information in [Access Optimization in Queries \[Seite 1335\]](#)

Assigning Additional Fields to a Field Group

The defined additional fields are displayed on the screen for maintaining InfoSets at the end of the field list and can be assigned to a field group.



Do not forget to assign the defined additional fields to a field group. These fields can only be viewed by the end-user in the InfoSet and be used for defining queries after you have completed this assignment.

Displaying a List of Existing Additional Fields

Displaying a List of Existing Additional Fields

To request a list of defined additional fields, select *Environment* → *Directories* → *Additional fields*. For each additional field, this list contains the data source table assignment and the specified sequence of the codes for processing data in the data source table. Subsequent lines contain the description and the ABAP code.

Deleting Additional Fields

If you want to delete an additional field, you must first call the additional information screen for the corresponding database table. To do this, place the cursor on the additional field and choose *Delete*.

This is possible only if the additional field is not used by any queries. If you want to delete an additional field, even if it is used in a query, you must first change all the queries affected. To do this, follow the steps described in [Deleting the Assignment of Additional Tables \[Seite 1215\]](#).

Creating Additional Structures

Creating Additional Structures

To create an additional structure, proceed as follows:

3. Double-click on a data source and choose the function *Extras*.
4. Choose *Create*.

Another dialog box appears where you must first choose to define either an additional table, an additional field, an additional structure or code.

5. Choose *Additional Structure*. Enter the name of the additional structure and then the name of a structure from the ABAP Dictionary.

Additional structures are actually additional fields with a non-scalar type of data. This data type must always be a (flat) structure from the ABAP Dictionary.

An additional structure must be assigned to a node of the data source in the same way as an additional field. However, you can find all individual fields from the additional structure in this node of the data source. So, additional structures offer a simple way of calculating more than one additional field at the same time.

Assigning Structure Fields to Field Groups

The fields for the inserted structure are displayed at the end of the fields list.

The screenshot shows the SAP Data Field Explorer interface. On the left, a tree view displays the hierarchy of data fields. The 'Flight demo table' is selected, and its fields are listed in the 'Data fields' pane. The 'Additional fields' pane shows the 'SEATSFREE' field. The 'Personnel data' pane shows the 'PERSDATA' field. The 'Flight booking' pane shows the 'SBOOK' field. On the right, the 'Extras' tab is active, showing 'Additional information on node SFLIGHT'. A table lists the fields and their descriptions:

Name	Art	Bedeutung
1 PERSDATA	Add. structure	Personnel data
1 SEATSFREE	Addit. field	Seats free

They can be assigned to a field group using the method already described.



Do not forget to assign the relevant fields from a linked structure to a field group. These fields can only be viewed by the end-user in the InfoSet and be used for defining queries after you have completed this assignment.

Deleting the Assignment of Additional Structures

Deleting the Assignment of Additional Structures

If you want to delete an additional structure, you must first call the additional information screen for the corresponding database table. In this context, deleting an additional structure means removing the assignment to a data source table. To do this, place the cursor on the structure and choose *Delete*.

You can only delete if the fields of the structure are not used in a Query. That is always the case where fields of the structure have not yet been included in any field groups of the InfoSet.

However, the system rejects any attempt to delete a structure that has already been used in Queries, as long as those Queries still exist.

You can determine whether and in which queries a table field is used. To do this, place the cursor on a structure field and choose *Environment* → *Directories* → *Queries for field* or choose *Queries for field* in the lower right-hand box. Change the Queries so that the additional structure fields are no longer used.

Creating Extra Selection Fields

All queries have a selection screen that is called when a query is run. With the entries he or she makes on this selection screen, the user determines which data should be read from the dataset. As described in [Executing Queries Online \[Seite 1050\]](#) selection screens are divided into several parts. In the case of InfoSets associated with logical databases, part of the selection possibilities on the screen are determined by the logical database. Another portion of what appears on the selection screen can be determined when defining the query (see [Extending the Selection Criteria \[Seite 1101\]](#)) or is automatically retrieved for you. In addition to these two possibilities, you can also define additional selection fields (parameters and selection criteria) in an InfoSet. These selection fields appear on the selection screens of all queries created using the InfoSet and form a set of standard selection fields for these queries.

When using InfoSets associated with logical databases, you should check to see if the logical database's dynamic selections can be used for selections of this sort, seeing as they are a much more efficient way of selecting data. When using InfoSets without an underlying database (see *Creating and Changing InfoSets without an Underlying Database*), selection fields defined for a InfoSets are the only way to provide standard selections.

To define or change selection fields for a particular InfoSet, call up *Selections* on the functional group creation screen. A window is displayed containing all selection fields for the InfoSet.

This window contains the sequence number, the names of the selections and a checkbox respectively, in order to determine whether the selection is to appear on the selection screen of the InfoSet query.

In the case of InfoSets associated with logical databases, all selections for that logical database are also displayed. You cannot change these selections.

The window's first column contains a number. This number determines the order in which the code for each individual selection field will appear on the selection screen. This number only affects those selection fields that have been defined using the InfoSet. These are displayed on the selection screen after selection fields from the logical database and before all query specific selection fields.



If two selection fields have the same sequence number, then the order they appear in on the selection screen is uncertain.

This window also allows you to *Create*, *Change* or *Delete* selection fields. When using *Change* and *Delete*, you must place your cursor on the appropriate selection field entry. You can also trigger the *Change* function with a double-click.

For every selection that is defined by the InfoSet or provided by the logical database, you can create code at the AT SELECTION-SCREEN in order to carry out checks. For this, the cursor must be placed on a selection, and then the function *Check Code for Element* should be called.

The code at AT SELECTION-SCREEN has to be made separately for each selection. When generating a query report, you ensure that the check coding for all selections is grouped together at a joint time AT SELECTION-SCREEN.

Parameters which are defined for an InfoSet belong to every query in the InfoSet. They are, however, not fields which you can assign to a logical database table. For this reason, they cannot appear as fields in a query list.

Creating Extra Selection Fields

You can use parameters in InfoSets wherever ABAP code occurs, that is in any of the following situations:

- when specifying values for the key fields of linked additional tables
- the code of additional fields
- the code for the events GET/GET LATE
- the code for the events START/END

Parameters are not associated with particular logical database tables.

As with parameters, selection criteria defined for an InfoSet belong to every query of that InfoSet and appear on the selection screen.

You can use selection criteria wherever ABAP code occurs, for example, in any of the following:

- the code of additional fields
- the code for the events GET/GET LATE
- the code for the events START/END



Selection fields must always be backed up by ABAP code to ensure that they function properly.

Further information can be found in the following explanations of parameters and selection criteria.

Creating Parameters

To create a parameter, proceed as follows:

1. Choose *Selections* in the InfoSet maintenance screen.
2. Choose *Create*.
3. In the dialog box that appears, determine whether you are defining a parameter or a selection criterion and enter a name for the selection containing up to eight characters.
4. Define the parameter.

Creating Parameters

Parameter DEPART

Sequence on selection screen 1

Definition

Description	Departure airport		
Selection text	Departure airport		
Format	Type	C	Length 003
	LIKE	SPFLI - AIRPFROM	
	Extras	OBLIGATORY	

Error message

✓ Check code ✗

By specifying a sequence on the selection screen, you can determine the arrangement of the parameters. This is generally in ascending order. If two parameters have the same sequence specification, the order in which they appear on the selection screen is uncertain.



The sequence number applies equally to parameters and selection criteria.

The text you enter on the *Description* line serves as documentation and should describe the selection criterion as well as possible. It should describe the parameter. The *Selection text* appears on the selection screen of every query report within that InfoSet. If you do not enter a selection text, the system uses the description as the selection text.

When defining parameters, you have the same options as when you define additional fields.

If you want to assign attributes such as type and length specifications to the parameter, use the field *Additns*. There, you can specify all the additions allowed with the ABAP statement `PARAMETERS`. If required, you can use several additions, one after the other.

The system then performs a syntax check.

For every selection that is defined by the InfoSet or provided by the logical database, you can create code at the AT SELECTION-SCREEN in order to carry out checks. Ensure that the cursor is positioned on a selection in the overview screen for the available selections, and then call the *Check code for element* function.

The code at AT SELECTION-SCREEN has to be made separately for each selection. When you generate a query report, checks are made to ensure the check code for all selections is collected at the same AT SELECTION SCREEN and that only those selections that appear on the selection screen are referred to.



You should also evaluate parameters that you define. A typical example would be `CHECK <parameter>` to evaluate parameters in a GET event, in order to allow only certain table lines to be processed.

Creating Selection Criteria

Creating Selection Criteria

Selection criteria are created in much the same way as parameters (see [Creating Parameters](#) [\[Seite 1229\]](#).)

Selection Criterion DATE

Sequence on selection screen
1

Definition

DescriptionFlight date

Selection textFlight date

FormatFORSPFLI

ExtrasOBLIGATORY

Error message

☒ Check code ☐

Creating Selection Criteria

By specifying the sequence, you can control the arrangement of selection criteria on the selection screen. This is always in ascending order.



The sequence number applies equally to parameters and selection criteria.

The text you enter on the *Description* line when defining a selection criteria serves as documentation and should describe the selection criterion as well as possible. The selection text is displayed on the selection screen of every query report for the InfoSet. If you do not enter a selection text, the system uses the description as the selection text.

Selection criteria assignment for a data source node takes place using the FOR field that has to be assigned to each selection criterion. The selection criterion is set on the query selection screen if the corresponding data source node is in any way relevant to the query.

If you want to assign special attributes to the selection criterion, use the *Additns* line. There, you can specify all the additions allowed with the ABAP statement SELECT-OPTIONS. If required, you can use several additions, one after the other.

The system then performs a syntax check.

For every selection that is defined by the InfoSet or provided by the logical database, you can create code at the AT SELECTION-SCREEN in order to carry out checks. Ensure that the cursor is positioned on a selection in the overview screen for the available selections, and then call the *Check code for element* function.

The code at AT SELECTION-SCREEN has to be made separately for each selection. When you generate a query report, checks are made to ensure the check code for all selections is collected at the same AT SELECTION SCREEN and that only those selections that appear on the selection screen are referred to.

Displaying a List of Existing Parameters

To display a list of existing parameters for an InfoSet, select *Environment* → *Directories* → *Selections*. You then see the defined parameters and selection criteria, the sequence in which they appear on the query selection screen, the descriptions, the selection texts and the type definition specifications.

Further Code

Further Code

Previous sections described how to use additional tables, additional structures and additional fields to extend the scope of a query for evaluating data from a data source when you create an InfoSet. Additional tables, additional structures and additional fields have two common features:

- The point (event) at which SAP Query reads an additional table or performs a calculation on an additional field depends on the logical database table, since the associated ABAP code becomes part of the GET event processing that table.
- Any query for the InfoSet can address both additional fields and additional table fields, provided they are assigned to a field group of that InfoSet.

The previous sections also discussed parameters and selection criteria which you use to create selection options.

This topic discusses additional options which make additional tables, additional structures, additional fields, parameters and selection criteria more flexible and give you more room to move, but cannot be addressed in queries for the InfoSet. These options generate ABAP code for all queries of an InfoSet, but this is transparent to the end-user.

- **DATA Code**

This code declares data to be used in a report (for example, variables for calculations).

- **START Code**

This code appears under the event START-OF-SELECTION which precedes the first database access.

- **GET code**

This code appears under the event GET for a logical database table, but does not depend on a particular additional field.

- **GET LATE code**

This code appears under the event GET LATE for a logical database table.

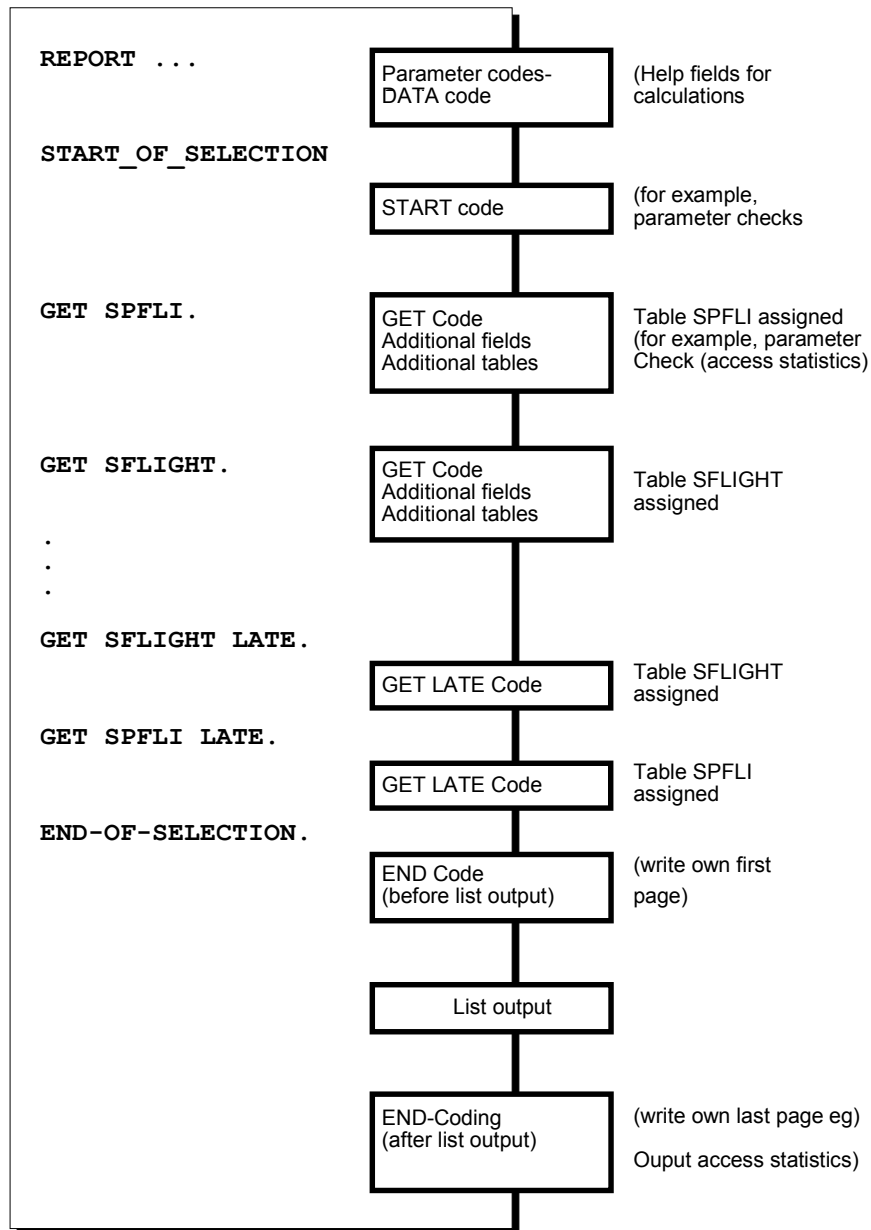
- **END Code**

This code appears under the event END-OF-SELECTION either before or after output of the list.

- **TOP-OF-PAGE code**

This code is copied into every generated report and appears at TOP-OF-PAGE just before the instructions for output of the page header.

The diagram below shows how the structure of sections of code you can amend in a query report for the InfoSet FLBX (using the logical database F1S).



To request a list of defined codes of the InfoSet, select *Environment* → *Directories* → *Codes*.

The following sections describe the different sections of code in more detail.

DATA Code

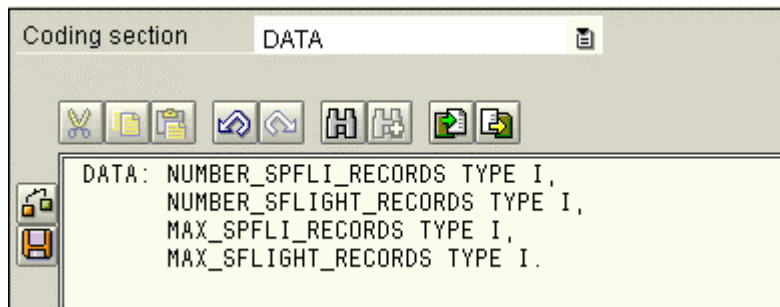
DATA Code

The DATA section allows you to declare data used in other sections of code. In query reports, this section appears before all other event key words, so that the declared data is known to, and available in, all other sections of code.

You use the DATA section mainly to declare variables (e.g. number variables, counters, additional field strings, field symbols) which are required for performing calculations in other sections of code or specifying values for key fields of a linked additional table.

You are strongly recommended to declare all such variables in the DATA section rather than "hiding" them in any other sections. Otherwise, resolving syntax check errors becomes an unnecessarily complicated procedure. The DATA section is transparent to the end-user.

To create or maintain DATA code from the InfoSet maintenance screen, choose the symbol *Code*. With the aid of F4 help, you can then choose the code type. An editor is called where you see an existing DATA section or you can create a new one.



You can choose *Check* to check your code for syntax errors.

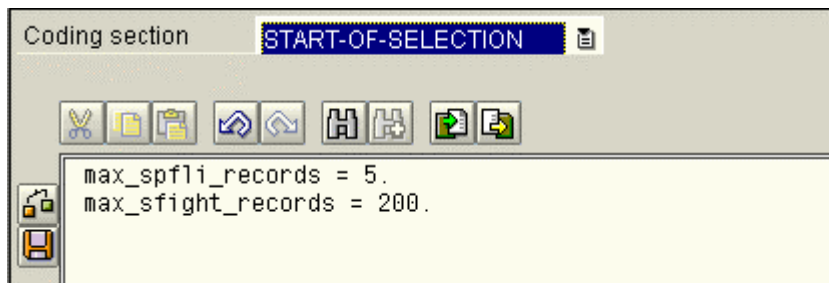
When declaring data, you can use LIKE to refer to any objects defined in the ABAP Dictionary. You cannot refer to additional fields.

If you want to delete DATA code, you can do this from within the editor for DATA definition.

START Code

The code for the START-OF-SELECTION event in a report is executed before starting any database accesses, meaning before the first data record of the highest table in the logical database hierarchy is read. The code's purpose is to initialize all the variables used when reading data from the database. Particularly additional fields or help variables that are used for filling key fields from connected additional tables can also be initialized here. Selection screen entries can also be checked. The START code is transparent to the end-user.

Choose the pushbutton *Code* in the InfoSet maintenance screen and the *START Code* field help to create or maintain START Code.

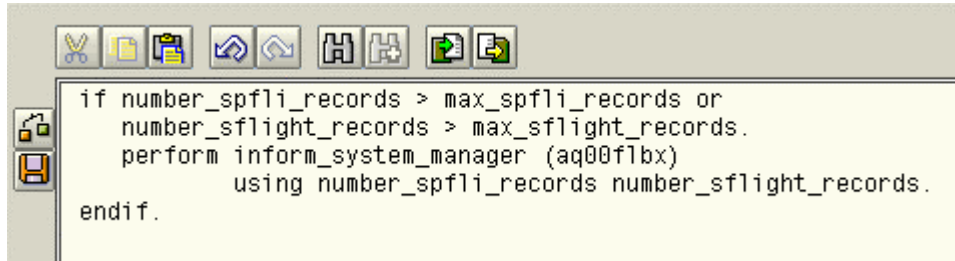


Choose *Check* to check your code for syntax errors.

END Code

END Code

The END-OF-SELECTION code consists of two parts (*Before list output* and *After list output*). The first part is processed before the list is output and the second part afterwards. Choose the pushbutton *Code* and, with the aid of F4 help, END-OF-SELECTION (before list output) or (after list output).



This division means that you can make your own additions to the list created by the query both before and after the list is output. Since your own additions are always output on a separate page, you can use this to generate a first and a last page that are output independently of the query definition. You should, however, note that these special additions to the output cannot be displayed by the layout display in the query maintenance component.

The difference between the code for START-OF-SELECTION and that for END-OF-SELECTION (before the list is output) is that whilst the START-OF-SELECTION code is processed before the first database access, the END-OF-SELECTION code (before the list is output) is processed after the last database access, but before the list is output.

If a first page is to be generated via code, this should not be done in the START-OF-SELECTION code. In this case the page initially would be created when the query is executed, but it would not be created in interactive functions that rebuild the list (printing, reduction and compression of basic lists). If the first page is created in END-OF-SELECTION code (before the list is output), this error does not occur.

Any ABAP statements may be used in the code. Any data objects may be accessed. However, it is better to restrict to the following objects:

- Parameters from the InfoSet and the logical database
- Selection criteria for the InfoSet and the logical database
- global data from the DATA code

Fields in logical database tables or additional tables and additional fields do not have a defined value at this point.

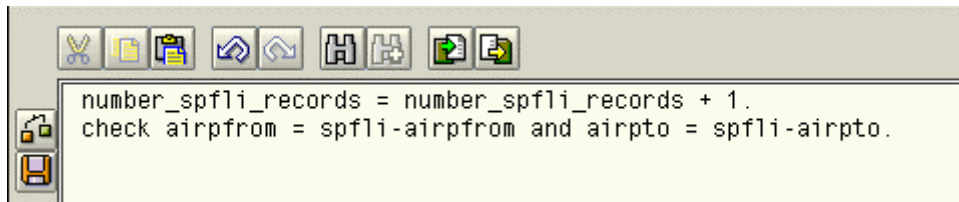
GET/GET LATE Code

If you want to perform calculations or other operations which are not associated with certain additional fields, you can formulate ABAP code for the GET and GET LATE events of a logical database table when creating an InfoSet. The code for GET events is particularly important if you have defined parameters or selection criteria for the InfoSet. It is here that you must define the code to check whether a table line is to be evaluated or not.

As far as linking to logical database tables is concerned, ABAP code for the GET and GET LATE events is treated in each case like an additional field. The code becomes part of every query report generated for an InfoSet. Since that code is not assigned to any InfoSet, it is transparent to the end-user.

To create or maintain GET/GET LATE code for a logical database table from the InfoSet maintenance screen, choose the symbol *Code*, and *GET*, or *GET LATE*, with the F4 help.

If you chose one of these functions then first enter in an entry field, at the top right of the screen, a number for the sequence.



The sequence is only relevant for the code for the GET event. This code appears together with the code for additional fields and SELECT statements for linked additional tables in the GET event for the logical database table concerned.

Usually, the GET event code is used for initialization and precedes additional fields and additional tables in the sequence.



To ensure that query reports can be generated without problems, it is important that it is clear which fields are accessed in every piece of code. If some code contains ABAP statements that access certain fields implicitly, then an ABAP **FIELDS** statement must also be used in the code to ensure that all fields used are explicitly named. You can find an example of this and further information in [Access Optimization in Queries \[Seite 1335\]](#)



If you want to assign the code to a different logical database table, you must delete the code and then redefine it.

TOP-OF-PAGE Code

TOP-OF-PAGE Code

The TOP-OF-PAGE code is copied into every generated report and appears at TOP-OF-PAGE just before the instructions for output of the page header. If this code includes WRITE statements, then the output will appear in the list before the page header that is created by the query. If the list is printed with a standard page header, then the output appears between the standard page header and the page header created by the query. You should note that these additions to the output cannot be displayed by the layout display in the query maintenance component.



When outputting using the SAP List Viewer, the code at TOP-OF-PAGE has no significance.

The TOP-OF-PAGE code is maintained by selecting the symbol *Code*. Choose TOP-OF-PAGE using the F4 help. Any ABAP statements may be used in the code. Any data objects may be accessed. However, it is better to restrict to the following objects:

- Parameters from the InfoSet and the logical database
- Selection criteria for the InfoSet and the logical database
- global data from the DATA code

Fields in logical database tables or additional tables and additional fields do not have a defined value at this point.

The %HEAD variable can be used to specify which page header should be output. This variable is available in the standard settings and takes one of the following values:

AAA	Output at END-OF-SELECTION (before the list is output)
GGG	Output the basic list
Txx	Output the statistics xx (xx=01-99)
Rxx	Output the ranked list xx (xx=01-99)
WWW	Output the conversion table
ZZZ	Output at END-OF-SELECTION (after the list is output)

The value of the %HEAD variable may be queried but may not be changed, since it is an internal runtime system variable.

The use of TOP-OF-PAGE code allows the standard page header to be extended. However, it is important to note that if this is done then the changes will take effect on all queries that work with this functional area.

Application-specific Enhancements

SAP Query is a generic tool that can be used with all applications within SAP systems for reporting tasks. This generic approach has, until now, prevented SAP Query from utilizing specific application knowledge (specific application logic).

The application HR is, however, an exception. There is a range of specific HR solutions integrated into SAP Query (InfoSet generation, query target groups, and so on). These solutions are strictly coded, meaning that changes or enhancements are only possible if you modify SAP Query.

From the current Release, work has begun on enhancing SAP Query so that it is possible to evaluate application-specific logic without having to modify SAP Query itself. The procedure for setting up these enhancements is similar to that for defining and implementing [Business Add-Ins \[Extern\]](#).

Specific interface methods are called at different times, for example, when creating an InfoSet or during a query runtime. These interface methods are either implemented by a basis class (standard) or from a special class containing additional application logic. If you want your queries to use application-specific functionality rather than basis functionality for a particular service using an InfoSet, then you can deposit the class that implemented the corresponding interface in the InfoSet. The InfoSet then becomes a carrier for all the information on application-specific logic.

A practical example should help explain the procedure:

The interface methods `IDENTIFY_TEXT` or `READ_TEXT` for the `IF_TEXT_IDENTIFIER` interface are called for automatic text identification when creating an InfoSet and for reading relevant texts on query runtimes. This interface is implemented by the basis class `CL_TEXT_IDENTIFIER` and this implementation in turn is used by default. Texts that cannot be identified by the basis class could possibly be determined by additional logic in a particular application context. For example, the `CL_HR_TEXT_IDENTIFIER` class in the HR environment. In principle, the application classes can either re-implement the `IF_TEXT_IDENTIFIER` interface or be derived from the basis class. The relevant class for text identification is specified in the InfoSet; corresponding implementation for the interface method is called for reading texts in all queries for this InfoSet.


You can use the program `RS_TEXT_IDENTIFY_TEXT` to test text identification. Essentially, the class `CL_TEXT_IDENTIFIER` evaluates the ABAP dictionary. It can happen that texts exist for particular fields, but the link between value field and text field is not apparent in the ABAP dictionary. If this occurs, you can define exceptions in SAP reference IMG (*Basis* → *SAP Query*): You can, for example, specify a function module for creating a text, or create a text for a field in a table directly. The procedure for defining exceptions is described in the documentation for the `IF_TEXT_IDENTIFIER` interface.

The following interfaces are defined for Release 4.6C:

Automatic text identification	Interface: <code>IF_TEXT_IDENTIFIER</code> Methods: <code>IDENTIFY_TEXT</code> , <code>READ_TEXT</code> Basis class: <code>CL_TEXT_IDENTIFIER</code>
InfoSet generator (generation and preassignment of field groups)	Interface: <code>IF_QUERY_INFOSET_GENERATOR</code> Methods: <code>MODIFY_INFOSET</code> Basis class: <code>CL_QUERY_DATASOURCE_GENERATOR</code>

Application-specific Enhancements

You can enter a special class in the dialog box when creating an InfoSet (*More Options*).

The specified service classes are displayed in InfoSet maintenance in the *Application-specific Enhancements* tabstrip ()

InfoSets in the HR Application

You can use SAP Query in HR to report on HR data. Queries are maintained as described in [Creating Queries \[Seite 1084\]](#). The special features of queries created for HR are described in [Maintaining Queries in the Human Resources Application \[Seite 1162\]](#). The maintenance procedure for HR InfoSets differs from the described procedure inasmuch as HR data fields are grouped together in infotypes.

InfoSet management in SAP Query is also used for InfoSet Query. For further information, see [Functions for Managing InfoSets \[Seite 1169\]](#).

If you want to create InfoSets for HR, you can use logical databases PNP, PAP, and PCH (see [HR Logical Databases \[Seite 1249\]](#)). The database you must use to create your InfoSet depends on the component in which the data you want to report on is stored.

The reports you can execute using InfoSets based on logical databases PNP or PCH are similar, but differ in that they can select different objects. The following table describes the connection between the logical database, and the infotypes you can include in an InfoSet. It also provides you with one or two examples of reports that you can execute using the appropriate InfoSets.


Logical database	PNP	PCH	PAP
Selection of	Persons	Objects from Personnel Planning	Applicants
Infotypes that can be included in the InfoSet	Infotypes for <ul style="list-style-type: none"> Personnel Administration (0000-0999) Time Management (2000-2999) Payroll infotypes Infotypes for Personnel Planning objects that can be related to persons 	If the object type is specified: <ul style="list-style-type: none"> Infotypes for the object type Infotypes for objects that can be related to the specified object type If the object type is not specified: <ul style="list-style-type: none"> All infotypes 	<ul style="list-style-type: none"> Infotypes for Recruitment (4000-4999) Some infotypes for Personnel Administration (such as 0001 and 0002)
	<ul style="list-style-type: none"> Customer infotypes 		

InfoSets in the HR Application

Reporting examples	<ul style="list-style-type: none"> • Selection of all persons who participated in a specific business event, output of prices for reserved business events • Selection of all persons assigned to a specific personnel area, output of qualifications held by these persons 	<ul style="list-style-type: none"> • Selection of all business events held in London in March, output of all persons who participated in these business events • Selection of all positions assigned to a specific organizational unit, output of all persons assigned to the positions 	<ul style="list-style-type: none"> • Selection of all applicants hired last year to work on special projects, output of addresses for the applicants selected
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Creating InfoSets

The maintenance procedure for HR InfoSets differs from the procedure described so far in this section inasmuch as HR data fields are grouped together in infotypes. To set up an InfoSet for the HR application, proceed as follows:

1. On the initial screen for maintaining InfoSets, enter a name for the InfoSet and choose  *Create*.
2. On the next screen, enter a name for the InfoSet and select one of the HR logical databases in accordance with your reporting requirements.



Customer infotypes can be created on all HR logical databases. In each individual case, therefore, you must decide which database to select so that you can report on customer infotypes.

This screen enables you to enter an [authorization group \[Extern\]](#). All of the queries that are subsequently created using this InfoSet can only be executed by persons who have this authorization group.

3. Choose .

This takes you to the *Infotype Selection for InfoSet <InfoSet name>* dialog box. It contains all of the infotypes that you can access using the selected logical database.

- If you use **logical database PCH** to create an InfoSet with which to select objects in InfoSet Query, select the object type first.

InfoSets in the HR Application

Once you have selected the object type, you can select the object type's infotypes. Furthermore, all of the object types that can be related to the selected object type are listed below *Infotypes of related objects*. The next level in this tree outputs all of the relationships that can exist between the object type in question and the object type that can be selected. All of the selected object type's infotypes are displayed on the last level.

- If you use **logical database PNP** to create an InfoSet, you can use the infotypes from Personnel Administration. They are grouped together according to the current user group in Personnel Administration.

Furthermore, all of the object types that can be related to the *persons* object are listed below *Infotypes of related objects*. The next level in this tree outputs all of the relationships that can exist between the respective object type and the *person* object type. The following relationships, for example, can exist between persons and qualifications: *fulfils*, *has potential for*, *interests and preferences*, and *dislikes*. All of the selected object type's infotypes are displayed on the last level.

- If you use **logical database PAP** to create an InfoSet, you can use the infotypes from Recruitment and some infotypes from Personnel Administration.

4. Choose the infotypes that are required in the InfoSet.

A field group is created in the InfoSet for each infotype that you select. The name of the field groups corresponds to the name of the infotype or consists of the object name, relationship name, and infotype name (for example, *qualification/fulfils/object*).

5. Choose .

This takes you to the *Change InfoSet <InfoSet name>* screen. You now have the option of creating field groups and assigning fields as required for non-HR InfoSets. Field groups that correspond to infotypes and already contain fields, however, are always created for HR InfoSets. The field groups are displayed in an overview tree in the top right section of the screen.

The infotypes that you included in the InfoSet are displayed in an overview tree on the left of the screen. The infotype fields that are already included in field groups are displayed in a different color, and the field group ID is displayed.



In the standard system, a field group is created automatically for each infotype that you included in the InfoSet (a field group corresponds to an infotype).

In the standard system, each field group contains the infotype-specific fields. To ensure that working with the InfoSet is as easy as possible, you are advised to restrict your use of fields in each field group to those you really require. This means you should remove fields that are not required.

An infotype's fields must only be assigned to the pertinent field group. Make sure this assignment is correct. If the assignment is incorrect, the InfoSet could be rendered unusable.

When an InfoSet is created, the following fields are transferred automatically to the first field group:

- Logical database PNP *Personnel number*
- Logical database PAP *Applicant number*

InfoSets in the HR Application

- Logical database PCH *Object ID, plan version, and object type*
6. Determine the fields that must be included in the field groups of your InfoSet. If you require further information, see [Assigning Fields to a Field Group \[Seite 1201\]](#).



If you want, you can change the default sequence of field groups and fields as required using drag & drop.

7. To save the InfoSet, choose
8. To generate the InfoSet, choose .



On the *Change InfoSet (InfoSet name)* screen, you can choose *Edit → Change infotype selection* to add more infotypes to the InfoSet, or to remove infotypes from the InfoSet. Remember to regenerate the InfoSet afterwards.

This screen also enables you to update InfoSets if, for example, the system contains new additional fields for specific key values. To do so, choose *InfoSet → Additional functions → Update additional HR fields*.

9. Go back to the initial screen for InfoSet maintenance.
10. Choose *User group assignment*.
11. Select a user group, and save your entry.

HR Logical Databases

In Human Resources (HR), the following logical databases can be used as a data source for HR InfoSets:

- PNP
- PAP
- PCH

By selecting a logical database, you determine the HR data that can be reported on using an InfoSet.

Logical Database PCH

This logical database generally enables you to report on all HR infotypes. However, you are advised not to use this logical database unless you want to report on Personnel Planning data.

Logical Database PNP

Use logical database PNP to report on HR master data. It is possible to use logical database PCH to access this data, but PNP meets such reporting requirements more quickly because it is best suited to the task of selecting persons.

Logical database PNP enables you to access HR master data and infotypes from Personnel Planning. For example, you have the following options:

- Reporting on the costs, number of attendees booked, and instructor for a business event on which an employee is booked
- Reporting on working time and planned compensation for a position that an employee occupies
- Reporting on the validity and proficiency of a qualification that an employee fulfils

From a technical perspective, this means you can use PNP to report on all of the infotypes that exist for objects (infotype 1000) that have a direct relationship (infotype 1001) with the *Person* object.



The ability to access infotypes from Personnel Planning using logical database PNP is a special feature that you can only use in the context of SAP Query and Ad Hoc Query. You cannot use this functionality for ABAP reports you programmed yourself.

You can also use logical database PNP to report on data from Personnel Time Management (infotypes 2000 to 2999) and Payroll (special payroll infotypes for the USA and customer infotypes; for more information, access Customizing for the *Human Resources Information System* and see *Payroll Results*).

Logical Database PAP

Logical database PAP enables you to access data from Recruitment.

See also:

[HR InfoSets for InfoSet Query \[Seite 1012\]](#)

[InfoSets in the HR Application \[Seite 1245\]](#)

Creating InfoSets without an Underlying Logical Database

As well as producing reports on logical databases, you can also use SAP Query for reports whose data did not come from a logical database.

There are four ways of executing reports without any underlying database: You can evaluate sequential datasets.

- You can execute a report with the help of a table join. The result set of a table join is a table, each of the lines of which contains all the fields of all the tables used in the join.
- You can read the contents of tables directly. Here, the system uses a SELECT statement to retrieve data.
- You can evaluate any dataset. To do this, you must write a data retrieval program yourself and store it as a model program.
- In this case, the system retrieves data as it would for a report using a logical database.

Select one of the four data retrieval methods specified.

These evaluations use largely the same methods as those described in [Creating and Changing InfoSets \[Seite 1188\]](#).

If the InfoSet is based on a table join, then you should specify the name of the first table of the join in a table join.

If you opt for data retrieval using a program, you must specify the name of the data retrieval program.

If you decide to read a sequential dataset, you must specify a file name. The selection button *Sequential dataset* is shown when you choose the pushbutton *Further options*.

With the last two options, also enter the name of a structure listed in the ABAP Dictionary. This structure must reflect the record structure of the dataset you want to evaluate.



The structure must be defined before you can use it. For further information about creating structures in the ABAP Dictionary, refer to the ABAP Dictionary documentation.

Graphical Table Join Definition

Graphical Table Join Definition

If several tables are all linked within a SELECT statement, this is known as a join. The result set is a table, each of the lines of which contains all the fields of all the tables used in the join. The links between the various tables used in the join are all specified separately. These specify the exact combinations of records from the individual tables that become part of the result set.



The result of a table join is also a (flat) table! Therefore hierarchical relationships between tables cannot be analyzed using a table join. This requires logical databases.

For more detailed information about table joins you should refer to the online documentation for the ABAP SELECT statement.

You can also define table joins in a graphic design mode if certain technical software requirements have been fulfilled. The system then simulates the join including the relationships between its individual tables.

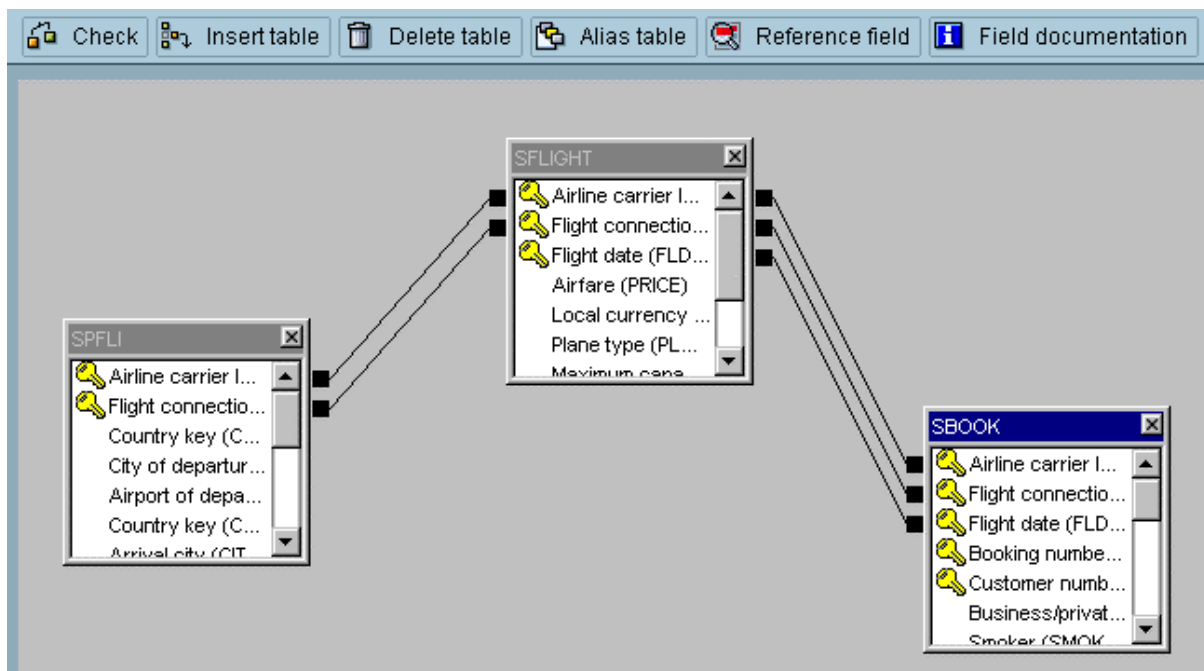


Table joins must already be defined before you maintain InfoSets and QuickViews. With InfoSets, you can switch off graphical join definition under *Settings* → *Settings...* and create joins using the procedures described in [Classical Table Join Definition \[Seite 1256\]](#) instead.



If certain technical software requirements are fulfilled, graphical join definition always appears as the standard setting.

Graphical Table Join Definition

The following functions are available on the *Join Definition* screen (Note: Those functions available in pushbutton form are written in italics):

<i>Insert table</i>	Enter the name of the table you want to insert in the dialog box. The table is then displayed in a window, that is the table fields and their long texts are displayed. Key fields are marked with a relevant icon. The dialog box can be moved if you so wish.
<i>Propose join conditions</i>	The system inserts standard proposals for joining two tables. The defaults suggested are derived based on the foreign key dependencies stored in the Dictionary or on the key fields of the tables used in the join.
Create links	The join conditions for your tables are displayed in line form. In order to create such a line, click on a starting field. Then, leaving your left mouse button depressed, drag your cursor to the field that you want to link to. If linking of the two fields is allowed, the system creates a line after you have released the left mouse button.
Define link type	Place the cursor on the line and depress the right mouse button. A context menu appears where you can choose to display or delete join conditions. If you choose to display the join conditions, a dialog box appears where you can set the join type to either inner join or left outer join. You can find further information Classical Table Join Definition [Seite 1256] .
<i>Delete table</i>	A dialog box appears where you can enter the name of the table you want to delete. Alternatively, you can select the corresponding pushbutton in the table window (<i>Closebox</i>).
<i>Alias table</i>	Choose <i>Alias table</i> if you want to include the same table in a join twice. Define an alias name for the appropriate table as described in Assigning Additional Tables [Seite 1208] . You can include the table in your join under both its original name and its alias.
<i>Check</i>	The system checks to see if the links between tables make sense, or if tables have been inserted, but not joined.
<i>Reference field</i>	Placing your cursor on a quantity or currency field and choosing <i>Reference field</i> causes the system to display the reference table containing that field's corresponding unit of measure or currency.
<i>Field documentation</i>	Place your cursor on a field for which you wish to display documentation. Information about the field's technical definition is displayed. Two fields can be linked only if both fields have the same data type in the Dictionary (including the length attribute). This means that two fields can be linked if they have the same domain.

You can find out about further restrictions and rules on how to use joins in the section on [Classical Table Join Definition \[Seite 1256\]](#).

When you are done defining a table join for a QuickView, choose *Back* from the *Join Definition* screen to continue maintaining QuickViews. Your join definition is then saved together with your QuickView.

If you are using the graphical join definition while maintaining an InfoSet, choose *Back* to return to InfoSet maintenance and save manually.

Definition of a Table-Join without Graphics

Definition of a Table-Join without Graphics

If several tables are all linked within a SELECT statement, this is known as a join. The result set is a table, each of the lines of which contains all the fields of all the tables used in the join. The links between the various tables used in the join are all specified separately. These specify the exact combinations of records from the individual tables that become part of the result set.



The result of a table join is also a (flat) table! Therefore hierarchical relationships between tables cannot be analyzed using a table join. This requires logical databases.

More detailed information about table joins you should refer to the online documentation for the ABAP SELECT statement.

If you want to allow the user of the query to run reports, you should create an InfoSet for which you enter the name of the first table in the join in the *Table* field on the *Title, Database* screen and select the *Table join* field.

The table must be entered in the ABAP Dictionary and must exist in the database.

For technical reasons the first table in a join cannot be changed later. Choosing *Continue* takes you to the *Tables in the join* screen. Other information needed for the table join can be entered here.

All the tables to be included in the join are entered on the left-hand side of this screen. The type of link to be used between each pair of tables must be specified:

Definition of a Table-Join without Graphics

- inner join (default setting):

A record is included in the result set for each record in the first table for which a record in the second table exists satisfying the link conditions (see below).

- left outer join

Each record of the first table is included in the result set. If there is no record in the second table satisfying the link conditions for a record in the first table, then a record containing fields with initial values is used for the second table.



If you want to include a table in a join more than once, you have to use an alias table. Define an alias name for the appropriate table as described in *Assigning Additional Tables*. You can then include the table in your join under both its original name and its alias.

Link conditions must be defined between each pair of tables in the join. Two steps are needed to do this. If just two tables are being linked in a join, then the first step is simply to call the *Define condition* function. The two tables will then appear on the right hand side of the screen in a list of table pairs. If more than two tables are being linked together in a join, then two tables should be selected before the *Define condition* function is called. Then when the function is called these two selected tables will appear on the right hand side of the screen in the list of table pairs.

The *Define condition* function simply determines the tables between which link conditions are to be defined. The second step is to specify each individual condition.

A link condition is specified by calling the *Specify condition* function. This function can be called for each table pair using the pushbutton on the screen to the right of the table pair. When the function is called another screen appears in which the link conditions for this table pair are specified. Although any conditions are possible in a table join, the query supports only the case that two fields from the two tables each have the same value (equality relationship).

The first time that the *Specify condition* function is called for a table pair, defaults can be defined for the condition. A suggested default is derived based on the foreign key dependencies stored in the Dictionary or on the key fields of the tables used in the join.

Definition of a Table-Join without Graphics

SPFLI			SFLIGHT		
Airline carrier ID	CARRID	00	00	CARRID	Airline carrier ID
Flight connection Id	CONNID	01	01	CONNID	Flight connection Id
Country key	COUNTRYFR			FLDATE	Flight date
From city	CITYFROM			PRICE	Ticket price
Departure airport	AIRPFROM			CURRENCY	Local currency of airline
Country key	COUNTRYTO			PLANETYPE	Plane type
Destination	CITYTO			SEATSMAX	Maximum capacity
Destination airport	AIRPTO			SEATSOCC	Occupied seats
Flight time	FLTIME			PAYMENTSUM	Total of current bookings
Departure time	DEPTIME				
Arrival time	ARRTIME				
Distance	DISTANCE				
Mass unit of distance (k...	DISTID				
Flight type (charter or sc...	FLTYPE				

All fields contained in the two tables being used are listed with their technical name and long text in the *Link conditions* screen. The two field lists can be scrolled through independently of each other. If two fields are to be linked with the equality relationship, then the same code must be entered for both fields into an entry field assigned to both fields. This code consists of two arbitrary characters (though digits are recommended). This code is similar to the code used for field groups in that its purpose is simply to ensure a unique correspondence between fields.

There are certain restrictions in the database system, which mean that totally arbitrary combinations of fields cannot be linked together. Two fields can be linked only if both fields have the same data type in the Dictionary (including the length attribute). This means that two fields can be linked if they have the same domain. There are separate search functions for each table to assist in the search for suitable fields. Text, domains and data types can be searched for. The text search operates across the technical names of the fields as well as over the long texts. The *Field documentation* function can be used to find information about the technical definition of a field, so as to allow a specific search for suitable fields.

If the same code has been entered for two compatible fields, these two fields are placed in the same line (at the start of the field list) and the fact that they have been successfully linked is indicated by an equals sign. The relationship can be canceled by placing the cursor on one of two fields and calling the *Remove relationship* function, which is to be found on a pushbutton immediately above the equals sign.

When you have finished defining the link conditions for a table pair, you can return to the *Tables in the join* screen by using the *Back* function. When you have finished specifying all the link conditions that you have defined, you can use the *Field groups* function to enter the field group maintenance.

Here you have access to all the functionality that you can use for InfoSets via logical databases, e.g. inclusion of additional tables, definition of additional fields and definition of parameters and

Definition of a Table-Join without Graphics

selection criteria. Please take note of the remarks made at the end of the [Sequential Datasets \[Seite 1261\]](#) section.

On the field group maintenance screen, all tables in the second sub-tree are arranged next to each other at the same level.

It is important to note an important difference to the logical databases: The table join results in a flat table and therefore does not permit an analysis of hierarchical relationships! For this reason additional tables, additional structures and additional fields are always connected to the first table of a join and the only code that exists is for record processing. However, all fields contained in the tables used in the join can be accessed in the WHERE conditions of connected additional tables or the code for additional fields, even through the connection is always made to the first table of the join.

The field group screen contains a *Join* function. This function can be used to call the table join maintenance again, so that changes may be made at any time to the definition of a join or of the link conditions. The only restrictions are that the first table of the join cannot be removed and that other tables can be removed from the join only if none of the fields of these tables are allocated to field groups.

Direct Read

Direct Read

If you want to allow the end-user to generate reports by performing a direct reading on the contents of a table without having to worry about data retrieval, proceed as you would for creating an InfoSet. On the *Title and Database*, specify the table name in the field *Table* and select *Direct read*.

The table must be entered in the ABAP Dictionary and must exist in the database.

Here, you can also choose any of the options available when maintaining InfoSets that use logical databases, for example linking additional tables, as well as defining additional fields, parameters and selection criteria. Please take note of the remarks made at the end of the [Sequential Datasets \[Seite 1261\]](#) section.



To read an additional table directly, use an ABAP Open SQL loop of the form

```
SELECT * FROM <table>.  
...  
ENDSELECT.
```

In the following cases, a WHERE condition is automatically appended to the SELECT statement:

1. In InfoSets where selection criteria are defined to refer to the table.
2. In queries where additional selections are defined for fields of the table.

Sequential Datasets

If you want to generate reports from a sequential dataset without having to worry about data retrieval, create an InfoSet by selecting the *Sequential dataset* field on the *Title and Database* screen, enter a file name and a structure created in the ABAP dictionary.

Then, enter the sequential dataset file name you want to read. Its record structure should correspond to the structure specified. You can specify any file name acceptable to the ABAP statement READ DATASET. If you generate a query in this InfoSet and start it online, the file name you specify is displayed as a default value on the selection screen.

Reading from a sequential dataset is performed in binary mode.

You can define field groups on the following screen. Here, you can choose any of the options available when maintaining InfoSets which use logical databases, for example linking additional tables, as well as defining additional fields and structures, parameters and selection criteria, DATA code and START/END code.

When linking additional tables, additional structures and defining additional fields, however, you should be aware of the following special features:

- If you define the InfoSet without a logical database, you cannot make any assignments to a database table.
- The sequence you specify for sections of code involving additional fields, additional structures and additional tables is important.

When defining an InfoSet without a logical database, it obviously makes no sense to specify code for the GET and GET LATE events of a logical database table. Instead, you specify code for record processing. This option is described in the section [Special Features \[Seite 1265\]](#).

Retrieving Data with Programs

Retrieving Data with Programs

If you want to make evaluations for datasets, but SAP Query automatic data retrieval is not sufficient for the task, create an InfoSet by selecting the field *Data Retrieval with Program* in the *Title and Database* screen, then specify a program name and the name of a structure. This structure must reflect the record structure of the dataset you want to evaluate.

If you use the component *Maintain Queries* to create a query for this InfoSet, SAP Query uses the report as a model when generating the query report; the model report itself thus remains unchanged.

Before generating the InfoSet for the first time, you must create the model report yourself in the ABAP editor. The model report has to be syntactically correct and have the same definition for fixed point arithmetic as the InfoSet. It is not, however, intended that the model report itself be executed.

The structure of this model report and the sequence of its parts are regular. The main structure of a model report is given below.

Report xxxxxxxx.	
Tables tab.	Definition of Dictionary structure used to set up the InfoSet. This structure must contain the records you want to evaluate.
Parameters.	Definition of parameters, selection criteria, and fields.
Select-Options:...	
DATA:...	
DATA: BEGIN OF itab OCCURS xxx. INCLUDE STRUCTURE tab. DATA: END of itab.	Definition of an internal table <itab> with structure <tab> which provides the records you want to evaluate.
* <Query_head>	This comment must always appear after your data declarations.
* Code to define the table itab, if such a table is used. * Beginning of a loop to retrieve each record and place it in the structure tab (SELECT, DO, LOOP, ...) * Code for formatting data (if necessary)	
* <Query_body>	This comment must always be the last 'statement' in the loop. The data must be available in structure tab.

Retrieving Data with Programs

<pre>* End of data retrieval loop for individual records (ENDSELECT, ENDDO, ENDLOOP;...)</pre>	
------------------------------------------------------------------------------------------------	--



If the model report components are in the wrong sequence, SAP Query may generate meaningless reports. The character strings of the two comment lines *<QUERY_HEAD> and *<QUERY_BODY> are fixed to start immediately after the character "<", but the system does not distinguish between upper and lower case.



Generating the InfoSet is possible only if the model report exists, conforms to the above conventions, is free of syntax errors and has the correct fixed point arithmetic setting.

When you generate query reports which use a model report, the generated reports inherit the attributes of the model report. In the end, this allows you to retrieve data by using a logical database. However, you should only make use of this option in special cases, since if you are using a logical database, it is better to set up the InfoSet this way also.

Below is a model report which uses the SELECT statement:

```
*-----*
*      data retrieval program for functional area FLDP      *
*-----*

report aq00fldp.

tables saplane.

select-options type for saplane-planetype.

*<Query_head>

select * from saplane where planetype in type.

*<Query_body>

endselect.
```

Below is a model report which uses the LOOP statement:

Retrieving Data with Programs

```
*-----*
*      data retrieval program for functional area FLDX      *
*-----*

report aq00fldx.

tables: saplane, indx.

data: planedata like saplane occurs 100 with header line.

select-options type for planedata-planetype.

*<Query_head>
import planedata from database indx(pl) id 'PLANEDAT'.
loop at planedata where planetype in type.
  move-corresponding planedata to saplane.

*<Query_body>
endloop.
```

The data is retrieved and placed in an internal table which is filled by an import from the INDX. In the LOOP structure, each line must be read from PLANEDATA into SAPLANE because the InfoSet was created via the structure SAPLANE and the query expects the data in a field string called SAPLANE.

You can see all the options available for you to use with InfoSets using logical databases in the screen for InfoSet maintenance, for example connecting additional tables and the definition of additional fields, and so on. Make a special note of the special features called [Sequential Datasets \[Seite 1261\]](#) at the end of the section.

InfoSets which retrieve data using a program, offer you a wide range of options. In a model report, there are no restrictions on how you should organize the retrieval of your data. Therefore you can use very complex algorithms. SELECT statements that read on a cross-client basis can also be used (option CLIENT SPECIFIED).

Special Features

InfoSets using logical datasets and InfoSets without underlying datasets have largely the same structure. Differences only occur if the situation absolutely demands it. A logical database is a hierarchical structure of tables, whereas an InfoSet without an underlying database is based on a single (sequential) table. You can think of an InfoSet without an underlying database as a special kind of InfoSet which uses a logical database consisting of a single table.

The facilities and options available for creating both types of InfoSet are also the same, apart from the structure of the data to be processed. They include:

- Field group structure
- Options for modifying texts
- DATA Code
- START-OF-SELECTION code
- END-OF-SELECTION code
- Parameter
- Selection criteria

The facilities for InfoSets without an underlying database are simpler as a result of the simpler structure of the data to be processed. This applies to:

- Additional fields

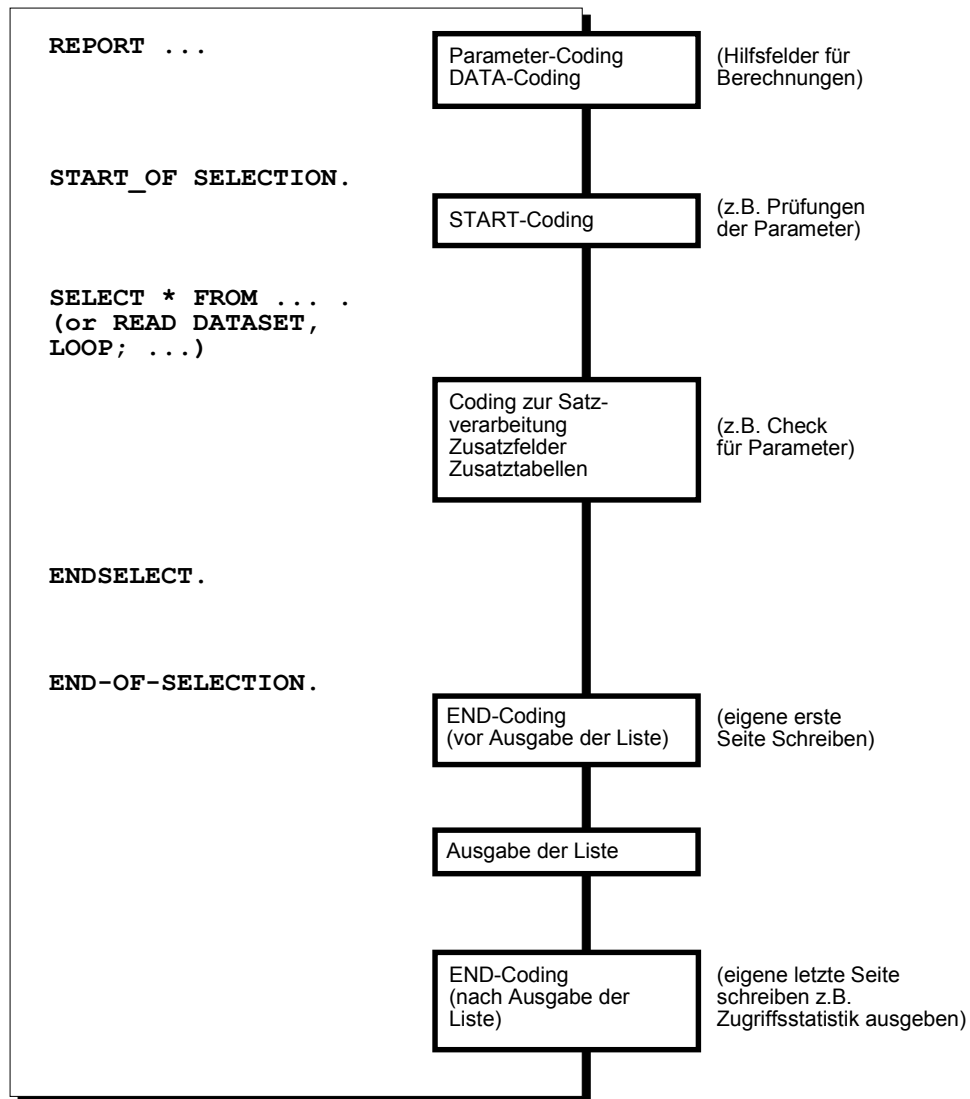
Additional fields do not need to be assigned to a particular table. However, the sequence you specify is important because it allows you to control the flow. The code lines for an additional field should appear in the section of a generated query report used to process each data record (table entry) read.
- Additional tables

Additional tables are not assigned to a particular table either. The sequence is just as important as it is with additional fields.
- GET and GET LATE code

Since the events GET and GET LATE are closely associated with logical database tables, they do not occur at all in query reports for InfoSets without an underlying database. Instead, there is record processing code. This is inserted in generated query reports at the point (event) where loop processing of data records (table entries) usually takes place. The position it occupies depends on the sequence you specify. There is no equivalent to the GET LATE code, since no data hierarchy exists in this case.

The diagram below shows the sequence of sections of code you can modify in a query report for an InfoSet without an underlying database.

Special Features



Code for Record Processing

If you want to perform calculations or other operations not associated with additional fields when processing data records in a loop, use the code for record processing.



The code contains statements which check whether the record just read is to be processed according to the parameters or selection criteria.

The code is a standard component of every query report generated for an InfoSet without an underlying database. It is transparent to the user when maintaining queries.

If you are on the field group maintenance screen, choose *Goto* → *Code* → *Record processing*. This takes you to a screen which displays any existing code for record processing. It also displays or proposes (if new) the allocated sequence.



You can also reach record processing code using the *Extras* function (see [GET/GET LATE Code \[Seite 1241\]](#)).

The code for record processing is placed, together with the code for additional fields and SELECT statements for additional tables, in the section of the generated query report containing the loop processing of data records. The sequence specifications control the order within this section. Usually, the code for record processing is used for initialization purposes and appears before the additional fields and SAP tables. For this reason, the system proposes 0 as the sequence number.

On the screen for defining the code for record processing, you can thus perform the same operations as when you define the GET/GET LATE code (see [GET/GET LATE Code \[Seite 1241\]](#)).



To ensure that query reports can be generated without problems, it is important that it is clear which fields are accessed in every piece of code. If some code contains ABAP statements that access certain fields implicitly, then an ABAP FIELDS statement must also be used in the code to ensure that all fields used are explicitly named. You can find an example of this and further information in [Access Optimization in Queries \[Seite 1335\]](#)

Functions for Managing User Groups

Functions for Managing User Groups

Within a team or department, the problems you solve using SAP Query reports are fairly similar and involve the same InfoSets. For this reason, SAP Query has been designed to allow you to combine users with similar concerns together in user groups.



The information is intended for system administrators.

The characteristics of a user group include:

- Grouping together users with similar tasks to perform

Each member of a user group can execute any queries within that group. However, only those user group members possessing the required authorization can maintain the queries (see [SAP Query Authorizations \[Seite 1023\]](#)).

- Assigning InfoSets

All InfoSets covering one task area are assigned to one user group. The members of this user group can define only those queries in the InfoSets assigned to their group.

As a rule, a user is part of one user group. But it is also possible that users with several work areas are also members of several user groups.

To manage user groups, you use the component *Maintain User Groups*.

Displaying User Group Directories

User Group Directory

For a list of existing user groups, select *Environment* → *Directories* → *User groups* or display a list of possible entries for the relevant input field. The resulting output contains the user group ID and description for each user group.

If you choose a user group from this list, the system returns you to the initial screen and displays the user group you have selected in the appropriate field.

Directory of Users per User Group

For a list of users and the user groups to which they are assigned, select *Environment* → *Directories* → *Users/user groups*. The selection screen of this report allows you to restrict the list to individual users or user groups. If you do not specify any restrictions, the system generates a list of all users belonging to any user groups.

You can scroll through the list and choose a user group with the *Choose* function.

InfoSet Directory

For a list of existing InfoSets, select *Environment* → *Directories* → *InfoSets* or display a list of possible entries for the relevant input field. This is the same list you see when you call the corresponding function in the component *Maintain InfoSets*. If you use the choose an InfoSet from the list, the system returns you to the initial screen and displays the InfoSet in the field *InfoSet*. If you want to know which InfoSets are assigned to a particular user group, display the user group. See [Managing User Groups \[Seite 1270\]](#) for more information.

Managing User Groups

Managing User Groups

This section describes the functions available in SAP Query for managing user groups.

Displaying User Groups

Whenever you need information about an existing user group, enter the name of the user group on the initial user group maintenance screen and choose *Display*. A long text describing the task area for which the user group is intended. The author and the person who made the last set of changes to the user group are also displayed.

To see which users belong to a user group, choose *Description*. The resulting list also shows you which InfoSets are assigned to the user group.

Creating User Groups

Creating User Groups

To create a user group, proceed as follows:

1. Enter a name in the field *User group*.

A user group name can contain up to 12 characters. This must be a user group name which does not already exist.

2. Choose *Create*.

You then see a screen where you enter a long text for the user group. Since the long text of a user group is seen by all end-users, it should reflect the nature of that user group more precisely than the group's name.

The screenshot shows a SAP dialog box titled "User Group FLIGHT: Create or Change". It contains the following fields and values:

User group	FLIGHT	Flight data evaluations
Author	ABAP	02.09.1999
Last changed by		

At the bottom of the dialog box, there are two buttons: a green checkmark icon followed by the text "Save", and a red X icon.

3. Save your entries.

Assigning Users and InfoSets

1. Enter a name in the field *User group*.
2. Choose *Assign users and InfoSets*.
3. Enter the names of those users that should belong to this user group.

User group		Flight data evaluations	
Users and change authorizations for queries			
BARZEWSKI	<input checked="" type="checkbox"/>	CUSHMAN	<input type="checkbox"/>
MAIER	<input type="checkbox"/>	SCHWINN	<input checked="" type="checkbox"/>
		EDINGERM	<input checked="" type="checkbox"/>
		KESSLERK	<input checked="" type="checkbox"/>

If you do not want to enter the names of users individually, choose *Settings → With selection*. You then see a list of all users with a user master record in your system. In this list, select the desired names.

If you want to enter the names yourself, select *Settings → Without selection*.

In order to change queries, a user needs an authorization for authorization object S_QUERY with the value Change (see [SAP Query Authorizations \[Seite 1023\]](#)). These change authorizations can be revoked for each individual user of a user group.

By de-selecting the checkbox behind a user's name you can revoke the change authorization of individual users. In order to revoke change authorization for all users, choose *Delete all change authorizations*.



Change authorization can, however, only be revoked, if the user in question actually has a corresponding authorization in the user master record. Checkboxes behind user names that have no change authorization according to S_QUERY are grayed out and cannot be selected.

4. Assign one or more InfoSets to the user group.



Assigning InfoSets to user groups is a requirement for defining queries. You can define queries only for those InfoSets assigned to user groups in which you are active.

Each InfoSet can be assigned to several user groups.

To display a list of all InfoSets, select *Assign InfoSets*.

You assign InfoSets to a user group, by selecting the ones you require.

5. Save your entries.

Assigning Users and InfoSets

Assigning Users to User Groups

To assign a user to one or more user groups, proceed as follows:

1. Enter the user name in the field *User* on the initial screen.
2. Choose *Assign user*.
3. In the list of user groups, select the groups to which you want to assign the user.
4. Save the assignment.



In user group lists you can revoke change authorization for queries from those user groups to which a particular user is assigned. For further information, see [Assigning Users and InfoSets \[Seite 1273\]](#).

Assigning InfoSets

Assigning InfoSets

You can only define queries for those InfoSets assigned to your current user group. If you want to assign new created InfoSets to several user groups, without having to edit each user group manually, you can use the *Assign InfoSet* function on the initial screen of the component *Maintain User Groups*.



There is a similar function in the component *Maintain InfoSets*.

To assign an InfoSet to several user groups, proceed as follows:

1. Enter the InfoSet name in the field *InfoSet* on the initial screen.
2. Choose *Assign InfoSet*.
3. In the list of user groups, mark the groups to which you want to assign the InfoSet.



You can also use the *Assign InfoSet* function if the InfoSet has already been assigned to some user groups, but you now want to change the assignment. The user groups to which the InfoSet has already been assigned are flagged.

Copying User Groups

To copy a user group, proceed as follows:

1. Enter the name of the user group in the field *User group* on the initial screen.
2. Choose *Copy*.
3. Enter the name of the new user group.
4. By selecting the relevant field, specify whether you want to copy the queries of the user group to be copied.

The copied user group contains the same users as the original. It is assigned to the same InfoSet. If you opted to copy the queries, it also contains all the queries from the original user group. Otherwise, it contains no queries.

Renaming User Groups

Renaming User Groups

To rename a user group, proceed as follows:

1. Enter the name of the user group in the field *User group* on the initial screen.
2. Choose *Rename*.
3. Enter the new name of the user group.

The following objects have to be locked before this function can be executed:

- User group catalog
- Query catalog of the user group being renamed
- Queries of this user group
- Query list catalog of the queries of the user group

The function is executed only if all these were able to be set. As long as these locks are set, other users may be prevented from continuing their work. Note that renaming a user group can be a very time-consuming activity!

Deleting User Groups

To delete a user group, proceed as follows:

1. Enter the name of the user group in the field *User group* on the initial screen.
2. Choose *Delete*.

First, the system asks you to confirm your intention to delete. It then checks whether any queries exist for the user group. If so, it gives you an opportunity to delete them.

Deletion is possible only if no further queries exist for the user group.

Changing User Groups

Changing User Groups

To change a user group, proceed as follows:

1. Enter the name of the user group on the initial screen.
2. Choose *Change*.

A dialog box appears where the user group's long text can be altered.

You can now change which user groups your users and InfoSets are assigned to by using the functions *Assign users and InfoSets*, *Assign Users* or *Assign InfoSet*.

Query Areas

Query areas were created to allow you to fulfill varying requirements with SAP Query.

A query area contains a set of query objects (queries, InfoSets, and user groups) that are discrete and consistent.

You can differentiate between two different query areas, the standard area and the global area. Both query areas provide you with a full range of SAP Query functions.

- Standard Area

In the standard query area, all query objects (queries, InfoSets, user groups) are created and managed specifically for each client. Query objects are not attached to the Workbench Organizer, this means that they cannot be created and transported according to standard correction and transport procedures. This is a big advantage for end users that want to develop queries (ad-hoc reports) in their own client that are not meant for use in the rest of the system. Query objects can still be transported, however the transport process requires manual preparation and is not automatically initiated (export and import takes place using Query transport tools). For further information, see [Transporting Standard Area Objects \[Seite 1292\]](#).

- Global Area

Query objects in the global area are cross-client, that is they are available throughout the whole system and in all clients. Query objects in the global area are connected to the Workbench Organizer. They can be created and transported using the normal correction and transport procedures.

Transport is initiated automatically and no manual preparation is required. The global query area is therefore well suited for centrally developing queries meant for use and distribution throughout the system. All query objects delivered by SAP (from Release 4.0) are located in the global query area.

Both the global and the standard query areas contain discrete and consistent numbers of query objects. No relationships of any sort can exist between objects from different query areas. For example, you cannot create a query in the standard area using an InfoSet from the global area.



Each query area can be viewed as a discrete namespace for query objects. This means that objects can exist in different query areas that have the same name but different meanings.

Global Area Naming Conventions

How to name queries, user groups, and InfoSets has already been discussed in the previous sections. When naming global area query objects, certain prefixes can be used.



You may only use a particular prefix after first having purchased its corresponding license.

A prefix is composed of '/prefix/' and precedes the actual object name. The / symbols before and after the prefix name are actually part of the prefix. A prefix can contain up to 10 characters including the two / symbols.

Query Areas

Pay attention to the following guidelines:

- InfoSet names can take the form '/prefix/InfoSet'.
The entire name of the InfoSet including prefix can contain up to 24 characters.
- User group names can take the form '/prefix/user_group'.
The entire name of the user group including prefix can contain up to 12 characters.
- Query names take the form 'query'.
Query names have no prefix of their own, instead they take the prefix of their user group.
A query name can contain up to 14 characters.
- Prefixes may only be used with InfoSets and user groups from the global area. The Workbench Organizer checks to see if prefixes are used correctly.

The individual query object maintenance transactions check the name syntax described above. You can only work using name prefixes with query objects in the global query area. This is significant because it is in this area that query objects from SAP are inserted at PUT if necessary. All query objects delivered by SAP have the prefix '/SAPQUERY/', which has been reserved for them.



When using prefixes in the global area, ensure that objects whose names begin with a prefix belong to the development class with the same prefix. The Workbench Organizer checks to see if this condition has been fulfilled.

When creating queries for a user group whose prefix belongs to SAP, a business partner or another R/3 customer, you must pay special attention to the fact that queries 'inherit' their prefixes from their user groups. These kinds of user groups can in turn be transported into your system using a PUT or other transport method. These queries then belong to the objects found in the namespace determined by the user group's prefix.

If, for example, a query is created in the user group '/SAPQUERY/xx', then this query inherits the prefix '/SAPQUERY/'. It seems, therefore, that the query belongs to those objects delivered by SAP. This in turn could lead to the query being overwritten during the next transport. Therefore, it is recommended that no new queries be created in these user groups and that you use your own user groups when creating new queries.

Changing Query Areas

You can change query areas from each query object maintenance component by choosing *Environment* → *Query areas*. A window appears containing both query areas and their long texts.

Use *Choose* to choose the query area that you want. If you choose to work in the global area, this is displayed on the initial screen of the maintenance component. In the standard area no such text is displayed. The same maintenance component functions are available in both query areas.

You can display technical information about a query area by choosing *Information* on the screen where you chose which query area you wanted to work in. A dialog box appears where a long text is displayed along with information about whether or not the objects are client specific or linked to the Workbench Organizer.

Assigning Development Classes in the Global Area

Due to the fact that query areas are linked to the Workbench Organizer, a development class must be designated when query objects are created. Query objects are entered into a correction request whenever they are created or changed.

In the global area, you can classify query objects as local objects (using a temporary development class, usually \$TMP). (This is the same as creating a query object in the standard area). There are several conditions that you should pay attention to when designating or changing development classes:

- All query objects in the global area have to be assigned to a development class (temporary development classes included). If the development class is not temporary, that is to say transportable, then the object must be entered in a correction request when it is being created or changed.
- User groups and InfoSets can be assigned to any development class you want.
- Queries can only be assigned to non-temporary development classes if their corresponding user groups and InfoSets are also assigned to non-temporary development classes. If, when you are creating a query, it is determined that either the InfoSet or user group assigned to that query is part of a temporary development class, then your query will automatically be assigned to development class \$TMP. Whenever this happens, no dialog box asking you to determine a development class will appear.



In order to simplify matters, it is recommended that you always assign user groups and InfoSets in the global area to transportable development classes. In this way, all queries can be assigned to any development class you want.

All query objects in the global area that are assigned to non-temporary development classes must be entered in a correction request when being created or changed. An exception occurs with customizing settings. Changes like assigning users to user groups and InfoSets to user groups can be made without having to be entered in a correction request. Transports made using the Workbench Organizer do include InfoSets' user group assignments, not however users' user group assignments.

You can change development classes in the various query object maintenance components by choosing either *Query* → *More functions* → *Change development class*, *InfoSet* → *More functions* → *Change development class* or *User group* → *Change development class*. However, in accordance with the rules for assigning development classes formulated above, the following restrictions apply:

- Changing a user group from a non-temporary development class to a temporary development class only makes sense if all of the user group's queries are assigned to a temporary development class.
- Changing an InfoSet from a non-temporary development class to a temporary development class only makes sense if all of the InfoSet's queries are assigned to a temporary development class.
- Changing queries from a temporary development class to a transportable development class only makes sense if the InfoSet areas and user groups they are assigned to are in a transportable development class themselves.

Query Areas

The function *Change development class...* checks to see if you are allowed to change an object's development class and displays a warning if this is not possible. You may then change the development class.



For technical reasons it is possible to make changes that conflict with the restrictions listed above. Therefore the system checks automatically to see if all changes made are acceptable. If a conflicting change has been made, a warning is displayed asking you to reconsider the change. If this were not the case, you would run the risk of having inconsistent datasets in all receiving systems after transport.

You can no longer change a development class when an object belongs to a transportable development class and has already been transported. This means that all development class changes described above must be made prior to transporting the object.

A development class change may also be necessary after a query object has been renamed. You must also ensure that the development classes of user groups and InfoSets that have been renamed still lie within the accepted name spaces for the new names. In this case it is advisable to choose an appropriate development class when you are renaming the object. With user groups the individual queries within the user group must also be assigned new development classes.

Renaming InfoSets and User Groups in the Global Area

When using the function *Rename* with InfoSets and user groups be aware of the fact that in addition to the InfoSet or user group, all dependent queries must also be renamed. If several InfoSets or user groups have been renamed, a series of queries must be included in a correction request in addition to the InfoSets and user groups. The renaming process is only actually finished when all objects necessary have been entered into a correction request.

Copying Query Objects between Different Query Areas

In order to copy query objects from one query area to another a special procedure must be followed to ensure that the datasets of each query area remain intact and consistent. During transfer you must check to see that the object being transferred can be inserted in the new dataset without upsetting the consistency of the latter. If you think of the global area as a single client, then the whole copying process, from the standard area to the global area and vice versa, corresponds to object transport from one client to the next. Thus, you copy query objects from one query area to the next in much the same manner as you copy objects within the standard area.



Only those users in possession of the necessary transport authorization (InfoSet and user group maintenance authorization) can copy query objects from one query area to another.

Global Area Query Variants

If you want to transport query variants within the global area, these variants must be created as system variants. System variant names begin with either SAP& or CUS&. Other kinds of variants cannot be transported. (Please see also the variant documentation available on the initial variant maintenance screen).

Maintaining the Additional Function Pool

All interactive functions for adjusting query lists (*Display as table*, *Download to file*, *ABC analysis*, and do on) work according to the same principles: Data from a sublist together with a description of this data is passed to another program (function module) using an interface. Enhancement SQUE0001, which is intended for customer use, also works according to this principle (see [Enhancement SQUE0001: Private File \[Seite 1326\]](#)).

The number of functions that can be attached to query lists in this way is not limited. The *Additional function pool* acts as a container for these functions.

The *Additional function pool* function bundles an arbitrary number of interactive functions for single-line sublists that work according to the principles for passing data outlined above. Each of these functions must be implemented using a function module with a defined interface. Which and how many of the functions you want to make available to the user can be determined by using the maintenance component for the *Additional function pool*. You call the additional function pool maintenance screen (transaction SQ09) from the initial screens of both the InfoSet maintenance component and the user group maintenance component by using either the function *Environment* → *Additional function pool* or its corresponding pushbutton.

When you call the additional function pool maintenance component, a screen appears listing all of the functions already contained in the additional function pool. For further information, refer to the section on the [Additional Function Pool \[Seite 1078\]](#).

You can also enter as many new functions or functions of your own to the *Additional function pool* as you like.

Each function that you want to call using the additional function pool must be:

1. Implemented as a function module with a fixed interface
2. Entered in specific tables in the R/3 System
3. Released for use in the additional function pool (activated)



The interface required for function modules used in the additional function pool is the same interface as used in function module RSAQ_XINT_DISPLAY_BASIC_LIST. This function module is one of the functions for the additional function pool delivered by SAP.

Whenever you want to use a function module with the additional function pool, you should proceed as follows:

1. Enter the function module as an additional function pool function in InfoSet maintenance using the *Additional function pool* pushbutton (*Create* pushbutton).
2. Activate the function for the additional function pool.



All *Additional function pool* functions delivered by SAP can also be found in the list of additional functions, but are not yet active. You must first activate these functions in order to be able to use them.

Each function contained in the additional function pool is characterized by the following entries:

Maintaining the Additional Function Pool

- Sequence number
- Name
- Activation checkbox
- Long text
- Name of function module

The sequence number you select for the activated functions in this list determines the order in which they are listed in the dialog box (see above).

Each function is identified by a (language independent) name and a (language dependent) long text. Both the name and the long text (description) appear in the aforementioned dialog box. The function module found in the list is called each time you call its corresponding function.

No changes can initially be made when you call the additional function pool maintenance component. In order to make changes, you must first call the *Additional function pool* → *Display* <=> *Change* function.

In change mode you can activate and deactivate those functions available on the overview screen and determine the sequence of those functions that are active. You activate a function by selecting the checkbox in the *Active* column and can deactivate it by deselecting the same checkbox. Once a function is active, the *No.* column is ready for input. You can enter sequence numbers (whole numbers) here.



Activating/deactivating functions and determining their sequence on this screen is actually a technical process similar to Customizing settings. No change request is made for these settings in the Change and Transport Organizer. This also means that these settings have to be remade in every SAP system.

In order to enter a new function in the additional function pool, choose *Create* on the overview screen. A dialog box appears where you enter the function name, long text, and the name of its function module. You may only enter the names of those function modules that have the right kind of interface. Function modules may only be entered once in the additional function pool.

Once a function has been entered in the pool, only its long text may be altered. To do this, select the function whose long text you want to change and choose *Edit* → *Change text*. The same dialog box is displayed that was displayed when you added the function to the function pool, however, now only the long text field is ready for input.

In order to delete a function from the additional function pool, select the function you want to delete and choose *Edit* → *Delete*. A dialog box appears asking you to confirm that you really do want to delete the entry from the additional function pool, choose yes to delete the entry. The function module, however, remains intact.

Each entry in the additional function pool constitutes a unique transport object (AQXI). The creation, change and deletion of this kind of entry are monitored by the Change and Transport Organizer. Thus, whenever you assign these entries to non-temporary development classes, they are distributed to other SAP systems according to normal transport procedure.



Because all additional function pool settings are valid in both query areas, all changes made to the additional function pool take effect in both the global area, and in all clients in the standard area of your SAP system.

Transporting Query Objects

Transporting Query Objects

Query objects are transported in different ways according to the query area in which they were created.

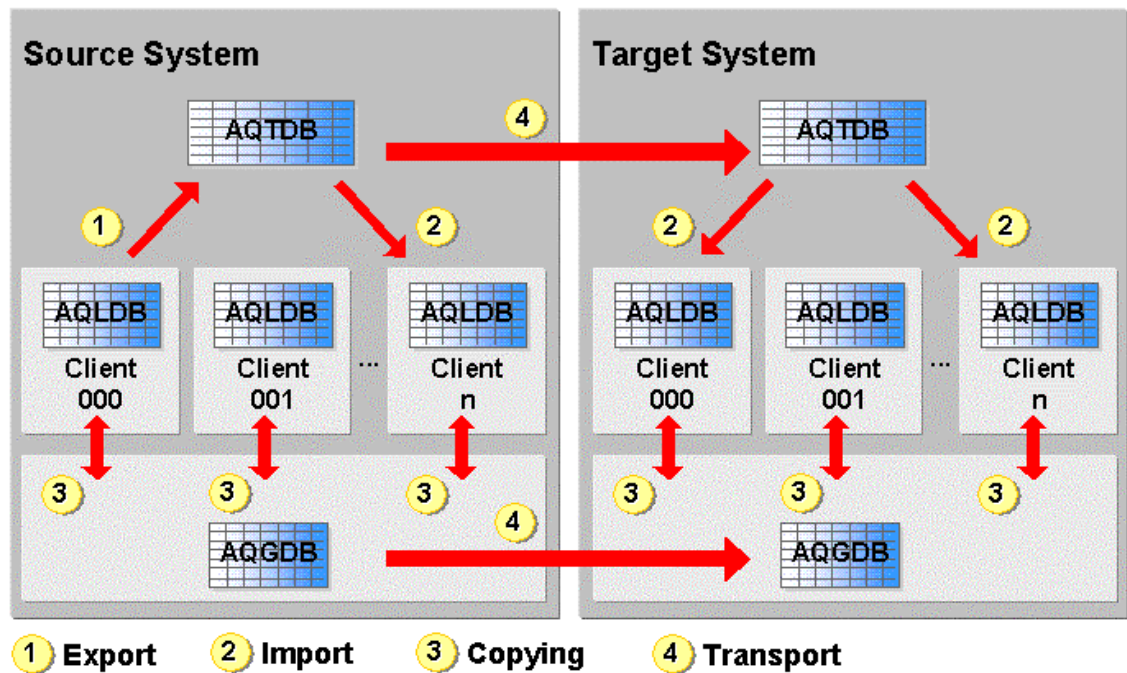
In order to know which transport options are available, you must first understand how query objects are created.

- Standard Area

Query objects are stored in the client-specific table AQLDB. They are not connected to the Change and Transport Organizer.

- Global Area

Query objects are stored in the cross-client table AQGDB. They are connected to the Change and Transport Organizer.



Global area objects can be transported into other systems. Standard area query objects can not only be transported to other clients within their own system, but into all clients of other systems as well. In addition, query objects can be transported from the global query area to the standard query area and back within the same system.



Transports are normally performed by the system administrator, not by end-users. For this reason, you need the appropriate authorizations (see [SAP Query Authorizations \[Seite 1023\]](#)).

For further information, refer to the following sections.

Transporting Global Area Objects

Transporting Global Area Objects

The global area contains cross-client objects. Therefore, transporting them always means moving them to another system.

In the global area, an object's development class determines whether or not it can be transported. Local objects (those in temporary development classes) cannot be transported. All other objects are entered into a correction request whenever they are created or changed. Transport then takes place in the normal manner using the Change and Transport Organizer (transport request release).

Whenever an object is transported using the Change and Transport Organizer, you are unable to check the Query objects being transported for compatibility with the target system. Thus it is possible for inconsistencies to crop up in the target system's Query datasets. A typical inconsistency of this sort would be transporting a Query, whose corresponding InfoSet does not exist in the target system. Therefore, when transporting Query objects in the global area, it is important to check and see if all current dependent objects already exist in the target system. If this is not the case then these objects must be transported as well.



Use the menu option *Goto → More functions → Consistency Check* in the InfoSet maintenance component to check Query datasets in the target system for consistency after transport. You can choose which objects to check and a log is generated containing a list of any inconsistencies discovered.

If inconsistencies are discovered, the action you take to eliminate them depends on the type of inconsistency. Some inconsistencies must be eliminated in the system, for example if users appear in a user group that no longer has a user master record. Other inconsistencies can only be eliminated by completely re-transporting the objects from the source system. A good example of this kind of inconsistency is the Query transport without its corresponding InfoSet, mentioned at the beginning of this section.

If no catalog entry is found during a consistency check or there are objects in the catalogs that no longer exist, you can use the *Goto → More functions → Reconstruct catalogs* function to reconstruct these catalogs. A selection screen is displayed where you can choose which catalogs you want to reconstruct.

Query variants can only be transported if these variants have been created as system variants (see *Global Area Query Variants* in [Query Areas \[Seite 1281\]](#)). All other variants cannot be transported.

The following entries are included in a correction request when any global area Query objects with transportable development classes are altered:

1. User groups

R3TR AQBQ bbbbbbbbbbbb

This transport object only contains the catalog entry for a user group. The user assignments and InfoSet assignments of this user group are neither recorded nor transported.

Changes to the user/user group assignment or the InfoSet/user group assignment can be made without having to be entered in a correction request. When the transport

[illegible]

3. Queries

R3TR AQQU bbbbbbbbbbqqqqqqqqqqqqqqq

4. System Variants of Queries

[illegible]

Changes to the user/user group assignment or the InfoSet/user group assignment can be made without having to be entered in a correction request. When the transport request is released, it includes InfoSet/user group assignments, not however users/user group assignments.

Transporting Standard Area Objects

Transporting Standard Area Objects

This chapter describes how to transport Queries, InfoSets and user groups found in the standard area. Standard area queries are client specific. Transporting these types of objects can mean that these objects are being transferred to another client within the same system or that they are being transported into a totally different system.

To access the standard area transport tool, call the component *Maintain InfoSets* or *Maintain User Groups* and choose *Transports*.

For further information, refer to the following sections.

General Transport Description

Queries, InfoSets and standard area user groups are usually stored in the client-specific table AQLDB. When transporting these objects, however, you use the transport table AQTDB, which is not client-specific.

You can transport objects either

- from one client (the source client) to another client (the target client) within the same SAP System
- or
- from one client (the source client) in one R/3 System (the source system) to another client (the target client) in another R/3 System (the target system).

In both cases, you use similar procedures. For a graphical overview, see [Transporting Query Objects \[Seite 1288\]](#).

There are two options for performing transports. The first of these involves using the transport table AQTDB and the transport actions *Export* and *Import*.

- You must first export the objects for transport from the table AQLDB to the transport table AQTDB.

This creates a transport request for the transport system that includes all entries created by the export from table AQTDB (transport dataset). The request covers all the entries from table AQTDB (transport dataset) generated by the export and has a name which corresponds to transport system conventions (sysKnnnnnnn).

The name of the transport request is given in the export log.

In the table AQTDB, the transport dataset is stored under a key which matches the name of the transport request.

- If you are transporting within one R/3 System (that is only from one client to another), you can also import the transport dataset from the target client.

In this case, you use the name of the transport request which is specified during the export and matches the key of the transport dataset in the table AQTDB.

During this import, the system reads the transport dataset from the transport table AQTDB into the table AQLDB. At the same time, it performs numerous checks which ensure that no inconsistencies occur in the table AQLDB.



Both export and import are functions of the SAP Query transport tool.

- If you are transporting from one R/3 System to another, you must use the transport system to release and export the transport request created by the export.

This procedure transfers the transport dataset from the transport table AQTDB of the source system to the transport table AQTDB of the target system. Then, you can perform an import from the target client of the target system, as described above.

General Transport Description



The transport datasets created in the transport table AQTDB by exports are not deleted after successful imports unless you specify this explicitly beforehand. For this reason, you cannot import a transport dataset several times, for example to transport an InfoSet to several clients.

The second transport option involves transferring files via the R/3 download/upload interface. To do this, you use the transport functions *Download* and *Upload*.

- You must first download the source client objects for transport from the table AQLDB to a file. When doing this, you specify the file name and exactly where it is stored in the file system. A file can only contain one transport dataset, meaning that any existing file is overwritten. Downloading a transport dataset to a file effectively means that it cannot be read back into the table AQLDB.
- Then, you can upload the transport dataset stored in the file. Here, the transport dataset is read and inserted in the table AQLDB. As with an import, the system performs numerous checks which ensure that no inconsistencies occur in the table AQLDB.

After this general overview, you can familiarize yourself more closely with the individual options offered by the transport tool. On the initial screen of the component *Maintain InfoSets* or *Maintain User Groups*, select *Transports*. You then see the following screen:

General Transport Description

Transport action	<input checked="" type="radio"/> Export	<input type="radio"/> Download	<input type="radio"/> Display
	<input type="radio"/> Import	<input type="radio"/> Upload	<input type="radio"/> Delete
	<input type="radio"/> Copy Standard Area -> Global Area		
	<input type="radio"/> Copy Global Area -> Standard Area		
<input checked="" type="checkbox"/> Test run	<input type="checkbox"/> Overwriting allowed (only with import/upload/copy)		
<input type="checkbox"/> Transport query variants (only with export/import/copy)			
<input type="checkbox"/> Transport the report-reprot interface for queries (only with export/import)			
<hr/>			
<input checked="" type="radio"/> Transport user groups	Import option	REPLACE	
User groups	<input type="text"/>	to	<input type="text"/>
<hr/>			
<input type="radio"/> Transport InfoSets	Import option	REPLACE	
InfoSets	<input type="text"/>	to	<input type="text"/>
<hr/>			
<input type="radio"/> Transport InfoSets and queries	Import option	REPLACE	
InfoSets	<input type="text"/>	to	<input type="text"/>
Queries	<input type="text"/>	to	<input type="text"/>
Import option queries		REPLACE	
<hr/>			
<input type="radio"/> Transport queries	Import option	REPLACE	
User groups	<input type="text"/>	to	<input type="text"/>
Queries	<input type="text"/>	to	<input type="text"/>
<hr/>			
Dataset with imports	<input type="text"/>	to	<input type="text"/>
<input type="checkbox"/> Delete after successful import			

You must make a number of entries here. First, you choose one of the following transport actions by selecting the appropriate radio button:

Transport action:	Description:
Export	Generates a transport dataset in the table AQTDB
Import	Reads in a transport dataset from the table AQTDB
Download	Generates a transport dataset in a file
Upload	Reads in a transport dataset from a file
Display	Displays the transport dataset in the table AQTDB
Delete	Deletes transport datasets from the table AQTDB

General Transport Description

Copy Standard Area → Global Area	Copies query objects from the standard area to the global area
Copy Global Area → Standard Area	Copies query objects from the global area to the standard area

When you have specified this field and, if necessary, other fields, you can start the transport action by selecting *Execute*. The system always generates a log containing details of the individual actions executed.

Generating Transport Datasets

Generating Transport Datasets

The following sections contain information about generating transport datasets:

[Transport Types \[Seite 1299\]](#)

[Transporting a User Group \[Seite 1302\]](#)

[Transporting an InfoSet \[Seite 1303\]](#)

[Transporting a Query \[Seite 1304\]](#)

To generate a transport dataset, choose one of the transport actions *Export* or *Download* on the initial screen of the transport tool.

If you want to run a test export first, select the checkbox *Test run*. The system then determines which queries, InfoSets and user groups would be transported for the selections entered below on the screen and generates a log. It does not generate a transport dataset in the table AQTDB or a file. You should always make use of this checking facility.

The check box labeled *Overwriting permitted* allows you to make sure that existing objects do not get accidentally overwritten when importing or uploading. If you are doing a test run for an import, then a note will be made in the log if an existing object would get overwritten at any point. If you are not doing a test run and the *Overwriting permitted* check box is not set, then the import of an object will be terminated if the object already exists in the target system and would get overwritten by the import. An existing object will be overwritten only if the check box has been set. A note will be made in the log that an object has been overwritten in this case too.

If you want the transport to include query variants, i.e. variants defined for the query reports, select the checkbox *Transport query variants*. The system then transports all the variants of all queries to the transport dataset. Please note that, to transport variants, you must always use the transport actions *Export* and *Import*. The actions *Download* and *Upload* cannot transport variants. The logs contain details of the variants transported.

Transport Types

There are four different ways you can select the objects (user groups, InfoSets, queries) to be transported. They are covered by the following transport types:

- Transport user groups
- Transporting InfoSets
- Transporting InfoSets and queries
- Transport queries

You first select no more than one of these transport types. Then, you make further specifications according to the transport type chosen. Each transport type has its own input fields.

For each transport dataset, you define an import option according to the relevant transport type. The import option determines the method used to insert the transport dataset in the table AQLDB of the target client during a later import.

There are four import options, each of which has a short form:

Import option:	Abbreviation:
REPLACE	R
MERGE	M
GROUP=ug (ug = User Group Name)	G=ug
UNASSIGN	U

With the transport type *Transport user groups*, all user groups are transported according to the select option *User groups* and the chosen *Import option*. Valid import options are REPLACE and MERGE.

With the transport type *Transport InfoSets*, all InfoSets are transported according to the select option *InfoSets* and the chosen *Import option*. Valid import options are REPLACE, MERGE, GROUP=ug and UNASSIGN.

With the transport type *Transport InfoSets*, all InfoSets are transported according to the select option *InfoSets* and the chosen *Import option*. Valid import options are REPLACE and MERGE. Furthermore, all queries are transported according to the select option *Queries*, which use the InfoSet, for each of the InfoSets selected in this way. The query user groups are of no relevance here. The only valid import option for these queries is REPLACE. This transport type facilitates the transport of a modified InfoSet and all associated queries.

With the transport type *Transport queries*, all queries are transported according to the select option *User groups* and the select option *Queries* as well as the chosen *Import option*. Valid import options are REPLACE and GROUP=ug.

If, for example, you want to export the InfoSet FLBU and all the associated queries, you must make the following entries:

Transport Types

Transport Types

Transport action	<input checked="" type="radio"/> Export	<input type="radio"/> Download	<input type="radio"/> Display
	<input type="radio"/> Import	<input type="radio"/> Upload	<input type="radio"/> Delete
	<input type="radio"/> Copy Standard Area -> Global Area		
	<input type="radio"/> Copy Global Area -> Standard Area		
<input checked="" type="checkbox"/> Test run	<input type="checkbox"/> Overwriting allowed (only with import/upload/copy)		
<input type="checkbox"/> Transport query variants (only with export/import/copy)			
<input type="checkbox"/> Transport the report-reprot interface for queries (only with export/import)			
<hr/>			
<input type="radio"/> Transport user groups	Import option REPLACE		
User groups		to	
<hr/>			
<input type="radio"/> Transport InfoSets	Import option REPLACE		
InfoSets		to	
<hr/>			
<input checked="" type="radio"/> Transport InfoSets and queries	Import option REPLACE		
InfoSets		to	
Queries		to	
	Import option queries REPLACE		
<hr/>			
<input type="radio"/> Transport queries	Import option REPLACE		
User groups	FLBU	to	
Queries	*	to	
<hr/>			
Dataset with imports		to	
<input type="checkbox"/> Delete after successful import			

You get an export log in the export result. The export log shows which objects (queries, InfoSets, user groups) are exported and which import option is used to import each object during a later import. If you export data to the table AQTDB, the export log still contains the name of the generated transport dataset which matches the name of the generated transport request.

Transporting a User Group

Transporting a User Group

When transporting a user group, the system transports all members of that group from the source client. It does **not** transport the assignment of InfoSets to this user group in the source client.

During an import, the import option REPLACE first deletes all members of that group in the target client and then enters the members of that group from the source client.

During an import, the import option MERGE merges all members of that group from the source client with all members of that group in the target client.

You can enter a new user group member in the target client only if a user master record exists.

The assignment of InfoSets to this user group remains the same in the target client.

Transporting InfoSets

When transporting an InfoSet, the system transports the InfoSet and the assignment of that InfoSet to user groups in the source client.

To import an InfoSet, the appropriate logical database must exist in the target client. Moreover, a thorough check is run on the logical database. This check highlights the there are inconsistencies between the InfoSet and the logical database.

During an import, the import option REPLACE first deletes the assignment of that InfoSet to user groups in the target client. It then transfers the InfoSet to the target client and copies the assignment of the InfoSet to user groups from the source client, if corresponding user groups exist in the target client.

During an import, the import option GROUP=bg first deletes the assignment of that InfoSet to user groups in the target client. It then transfers the InfoSet to the target client and assigns it to the user group ug of the target client, if such a user group exists.

During an InfoSet import, the import option MERGE makes sure the assignment of that InfoSet to user groups in the target client is maintained. It then transfers the InfoSet to the target client and copies the assignment of the InfoSet to user groups from the source client, if corresponding user groups exist in the target client.

During an import, the import option UNASSIGN first deletes the assignment of that InfoSet to user groups in the target client. The InfoSet is then copied to the target client. The InfoSet is not assigned to user groups.



As described above, the import options REPLACE, GROUP=ug and UNASSIGN delete the assignment of that InfoSet to user groups in the target client first. If, however, a user group in the target client still has queries that refer to the InfoSet, the assignment remains.

Transporting a Query

Transporting a Query

When transporting a query, only the query itself is transported.

If the checkbox *Transport query variants* is selected when you perform the transport action *Export*, all the query variants, i.e. all the variants of the associated query report are also transported to the transport dataset.

To import a query, an appropriate user group and an appropriate InfoSet must exist in the target client, and the InfoSet must be assigned to the user group.



The query has the name G1 and belongs to the source client for the user group FB.

During an import, the import option REPLACE overwrites the query G1 of the user group FB in the target client, if this user group exists.

During an import, the import option GROUP=FX overwrites the query G1 of the user group FX in the target client, if this user group exists. Through this import option, the query is explicitly assigned to a user group in the target client. The user group can be different from the user group in the source client.

In both cases, you must ensure that a suitable InfoSet exists in the target system and that this InfoSet is assigned to the user group FB or FX.



When transporting a query, the system does not transport the generated report at the same time. After the transport, it ensures that the report is regenerated in the target system as soon as the query is executed the first time. This means that variants can be transported, although the associated report is not transported.

Reading Transport Datasets

To read in a transport dataset, select one of the transport actions *Import* or *Upload* on the initial screen of the transport tool.

If you want to perform a test import first, select *Test run*. The system then carries out all the usual checks for an import and prepares an import log.

The import log also contains information on which locks need to be set during import. The test import enables you to check that importing a particular transport dataset will be successful and shows the changes that would be made in table AQLDB of the target client. Test runs never actual perform these changes themselves, however. You should always make use of this checking facility.

To perform an import (or test import), you must define the transport dataset(s) you want to import. The transport datasets in the table AQTDB have a key which matches the name of the transport request created for the transport system during the export. In the select option *Transport request*, you must specify the key of the transport datasets to be imported. The section [Managing Transport Datasets \[Seite 1307\]](#) below describes how you can get an overview of the transport datasets in the table AQTDB.

If, for example, you want to re-import the dataset exported in [Generating Transport Datasets \[Seite 1298\]](#), you must make the following entries:

Transport action	<input type="radio"/> Export	<input type="radio"/> Download	<input type="radio"/> Display
	<input checked="" type="radio"/> Import	<input type="radio"/> Upload	<input type="radio"/> Delete
	<input type="radio"/> Copy Standard Area -> Global Area		
	<input type="radio"/> Copy Global Area -> Standard Area		
<input checked="" type="checkbox"/> Test run	<input type="checkbox"/> Overwriting allowed (only with import/upload/copy)		
<input type="checkbox"/> Transport query variants (only with export/import/copy)			
<input type="checkbox"/> Transport the report-reprot interface for queries (only with export/import)			
<hr/>			
<input checked="" type="radio"/> Transport user groups	Import option	REPLACE	
User groups		to	
<hr/>			
<input type="radio"/> Transport functional areas	Import option	REPLACE	
Functional areas		to	
<hr/>			
<input type="radio"/> Transport functional areas and queries	Import option	REPLACE	
Functional areas		to	
Queries		to	
	Import option queries	REPLACE	
<hr/>			
<input type="radio"/> Transport queries	Import option	REPLACE	
User groups		to	
Queries		to	
<hr/>			
Dataset with imports	B20K901245	to	
<input type="checkbox"/> Delete after successful import			

Reading Transport Datasets

When the import is finished, the system outputs a detailed log of all the checks performed and all the changes made to the table AQLDB.

If you have selected the *Delete after successful import* parameter, the system deletes the transport dataset from the table AQTDB after importing it, if no error occurs. You should use this parameter only if you are sure that you no longer need the transport dataset. The following section describes other ways you can delete transport datasets.

Managing Transport Datasets

You can use the functions *Display* and *Delete* in the transport tool to manage transport datasets in table AQTDB.

Whenever you choose the transport option *Display*, all transport datasets contained in transport table AQTDB are displayed with their name (which is the same as the name of the transport request) and contents.

If you want to delete the transport datasets, choose the transport action *Delete* and fill out the select option *Transport request*. All transport datasets are then deleted according to this select option.



In order to avoid unintentional deletions, you cannot *Delete* unless a value has been entered for the select option *Transport request*.

A log is generated containing a list of those transport datasets that have been deleted.

Transporting Objects Between Query Areas

Transporting Objects Between Query Areas

Copying objects from one Query area to another is similar to transporting objects between different clients in a single system. Thus, you should go about copying objects between Query areas in much the same way as you would transport objects within the standard area. In principle, all objects may be copied to the other different Query area.

There are two transport options available on the initial screen of the Query transport tool that allow you to do this.

- *Copy Global Area → Standard Area*
- *Copy Standard Area → Global Area*

Both of these options are combinations made up of an export step and an import step. The only difference being that no transport dataset is created in transport table AQTDB and no transport request is generated in the Change and Transport Organizer. During import all of the usual checks are performed and a log is generated.

Copy Global Area → Standard Area copies Query objects from the global Query area to the standard Query area. This corresponds to object export out of the global area and object import into the standard area. The options *Test run*, *Overwriting allowed*, and *Transport Query variants* perform the same functions as described in [Generating Transport Datasets \[Seite 1298\]](#). You can choose which objects you want to transport by entering their names in the input fields on the transport maintenance screen.

The development classes of those objects copied from the global area are ignored, that is their copies in the standard area have no development class or are local objects.

Copy Standard Area → Global Area copies Query objects from the standard Query area to the global Query area. This corresponds to object export out of the standard area and object import into the global area.

Pay attention to the following concerns related to development classes of objects copied into the global area:

- If an object in the global area is overwritten, the new object copied in inherits the development class of the object overwritten.
- If the object being copied into the global area is a new object, a window appears asking you to assign the object a development class.
Depending on what kind of development class you assign, it may or may not be necessary to assign a correction request as well. If the object being copied into the global area is a new Query whose assigned InfoSet or user group has a temporary development class, then the Query will automatically be assigned to development class \$TMP. Whenever this happens, no dialog box asking you to assign a development class will appear.

Language Comparison

Previous sections have described how to generate queries as well as how to create InfoSets and user groups. These operations involve dealing with a number of different text elements. For example, you have to specify descriptions for a field group when setting up an InfoSet. The system proposes descriptions for fields, but you can modify these if you wish. When defining a query, you must specify a title and you can also enter notes as well as your own headers for the different sub-lists and selection texts. You enter all these text elements in your own language, i.e. the logon language.

If, however, another user logs on in a different language and wants to use the queries and InfoSets you have defined, all the text elements should preferably be displayed in that language.

SAP Query provides a language comparison for this reason. The language comparison allows you to enter all relevant texts in one or more languages for a query or InfoSet. You can then use that query or InfoSet in various logon languages.

SAP Query notes the language variants that exist for each text and checks that the individual variants match. If two language variants reveal differences, the system also notes which of the two variants contains changes and indicates which variant has the most up-to-date text.

The language comparison facility is not intended to be used constantly. A language comparison should first take place when the query or InfoSet is stable, meaning that no more essential changes are expected. You can of course still carry out changes at any time. If you change texts that have already been matched, you must then perform another comparison. SAP Query provides utilities to help you analyze these texts.

You perform language comparison with the component *Language Comparison*:

The following sections explain which texts you compare individually. It is important that non-specific references exist. To be able to edit a query in different languages, you must first perform a language comparison for the relevant InfoSet, since many InfoSet texts are either used as an aid when creating the query or are copied directly to the query.

This chapter contains the following sections:

[General Language Comparison Procedure \[Seite 1310\]](#)

[Language Comparison of an InfoSet \[Seite 1315\]](#)

[Language Comparison of a Query \[Seite 1319\]](#)

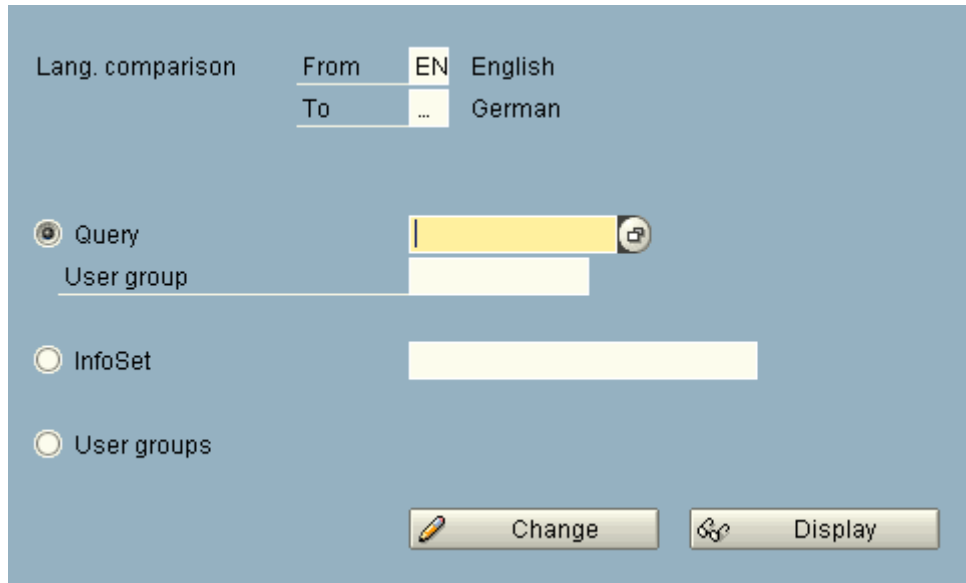
[Language Comparison for User Groups \[Seite 1322\]](#)

General Language Comparison Procedure

General Language Comparison Procedure

You can use the component *Language Comparison* to compare the language texts of the different SAP Query objects. The queries and the InfoSets, and also the user groups, count as these objects. Texts are contained in all of these objects. In principle, the language comparison runs in the same way for all objects. This section thus describes the general principles.

When you call the *Utilities* → *Translation* → *SAP Query* component, you see the following initial screen:



You must first specify the source and target languages. The source language will normally be the language in which the object was created or last changed. In this way, you ensure that the texts in the source language are always the latest versions.

You specify the source and target languages with identifiers, for example 'DE' for German and 'EN' for English. These identifiers must be different and supported by the system. For a list of supported languages, display the possible entries for the language fields.

You then specify whether you want to compare the texts of a query, an InfoSet or a user group. To do this, select the appropriate radio button on the initial screen. With queries and InfoSets, you must also specify which query or InfoSet area you want to process.



You can display a list of queries or InfoSets using the input help for the individual input fields. It is possible to select a query, or an InfoSet, from this list.

As an example for this section, we can use the query G6 of the user group FB. You can start the language comparison by choosing *Change*. You then see a screen which contains a list of the texts used in this query.

	Sub-object	Description
<input checked="" type="checkbox"/>	Title and notes	Flight connections (1st example)
<input type="checkbox"/>	Field headers	
<input type="checkbox"/>	SPFLI-CARRID	Airline carrier Id
<input checked="" type="checkbox"/>	Basic list	
<input checked="" type="checkbox"/>	Basic list headers	

You then see an overview screen which lists (in the column *Sub-objects*) all parts of the query definition where texts are used. The sub-objects are classified in text groups and even into sub-groups if several sub-objects of the same type may exist. The column *Description* column contains a more precise explanation of each sub-object.

The first column on the overview screen indicates whether the texts of a sub-object have been compared or not. If this column is flagged, compared texts exist. Therefore, you can easily tell which texts remain to be compared.



A text is considered as compared if the component *Language Comparison* has been used to generate the source and target languages and if no changes have been made to any of the texts by another SAP Query component.

You can also restrict the overview screen to the sub-objects which have not yet been compared. To do this, select *Only differences*. The overview now only displays those sub-objects whose texts still must be compared.



If the *Only differences* function concludes with the message that there are no more differences, all the texts have been compared. You can therefore use this function to check whether a language comparison is necessary at all.

If you want to return to the full overview screen containing all sub-objects, select *All texts*. To compare the texts of a sub-object, place the cursor on the sub-object and select *Choose*. You then see a window with all the texts of the selected sub-object.

General Language Comparison Procedure

Modify Sub-object

Title and notes

Title

EN Flight connections (1st example)

DE Flugverbindungen

Notes

EN Overview of all existing flight bookings

DE Bereitstellung aller möglichen Flugverbindungen

Close

The window contains details about the sub-object and also the individual texts. Each text exists in two versions, the source language version and the target language version. Since the text fields are ready for input, you can make any changes you like. If the text version in one language is missing, the input field is blank.

If two texts have not been compared, one of the texts is flagged. This is either the text which is still missing or the "older" text. It is thus easy to tell which text needs to be changed within the context of the language comparison.

Now you can either change the texts found in the system or create totally new ones. You can change or expand the either one or both existing text versions.



The component *Language Comparison* does not allow deletion of texts. If you attempt to do this by overwriting a text with blanks, the system re-inserts the text you have just overwritten.

To return to the overview screen, select *Close*. If you have compared all the texts of the sub-object, it is now flagged as compared. However, you can still call the preceding or following sub-object in the list by using the functions *Previous sub-object* and *Next sub-object*.

Before returning to the initial screen, you must save any changes (with the *Save* function). You do receive a warning from the system, however, if you have forgotten to save. You can then carry out a save.

Language Comparison of an InfoSet

To compare the language texts of an InfoSet, specify the source and target languages on the initial screen, select the radio button for InfoSets and enter the InfoSet name in the appropriate field. As an example, we can use the InfoSet **FLBU** (flight bookings).

Choose *Change* to start the language comparison. You then see the following overview screen.

	Sub-object	Description
<input checked="" type="checkbox"/>	Functional area	Flight bookings
	Functional group	
<input checked="" type="checkbox"/>	10	Flight connections
<input type="checkbox"/>	20	Flights
<input type="checkbox"/>	30	Bookings
	Database table	
<input type="checkbox"/>	SBOOK	
<input type="checkbox"/>	SFLIGHT	
<input type="checkbox"/>	SPFLI	
	Database field	
<input checked="" type="checkbox"/>	SBOOK-BOOKID	Booking number
<input checked="" type="checkbox"/>	SBOOK-CLASS	Flight class
<input checked="" type="checkbox"/>	SBOOK-CUSTOMID	Customer number
<input checked="" type="checkbox"/>	SBOOK-CUSTTYPE	Business/private customer
<input checked="" type="checkbox"/>	SBOOK-FORCURAM	Booking price in foreign currency
<input checked="" type="checkbox"/>	SBOOK-INVOICE	Invoice flag (yes/no)
<input checked="" type="checkbox"/>	SBOOK-LOCCURAM	Price of booking in local currency
<input checked="" type="checkbox"/>	SBOOK-LUGGWEIGHT	Weight of luggage
<input checked="" type="checkbox"/>	SBOOK-ORDER_DATE	Booking date
<input checked="" type="checkbox"/>	SBOOK-SMOKER	Smoker
<input checked="" type="checkbox"/>	SFLIGHT-FLDATE	Flight date
<input checked="" type="checkbox"/>	SFLIGHT-PAYMENTSUM	Total of current bookings
<input checked="" type="checkbox"/>	SFLIGHT-PLANETYPE	Plane type
<input checked="" type="checkbox"/>	SFLIGHT-PRICE	Ticket price
<input checked="" type="checkbox"/>	SFLIGHT-SEATSMAX	Maximum capacity
<input checked="" type="checkbox"/>	SFLIGHT-SEATSOCC	Occupied seats
<input checked="" type="checkbox"/>	SPFLI-AIRPFROM	Departure airport
<input checked="" type="checkbox"/>	SPFLI-AIRPTO	Destination airport
<input checked="" type="checkbox"/>	SPFLI-ARRTIME	Arrival time

Subsequent procedure is exactly the same as described in the previous section. Here, the list contains only the different sub-objects which can occur with InfoSets, which texts are assigned to the sub-objects and what (if anything) needs to be noted for the sub-objects. The sub-objects include:

- InfoSet name
- Field group name
- Database tables
- Database fields

Language Comparison of an InfoSet

Texts of database fields exist in two forms - the description (or long text) and the column header.

Modify Sub-object

Database field SPFLI-CITYFROM

Description

EN	From city
DE	Startort

Header

EN	From city
DE	Startort

Close

Language Comparison of an InfoSet

- **Table fields**
Table fields in this context are fields of linked additional tables included in a field group. As with database fields, the texts of table fields exist in two forms - the description and the header.
- **Additional fields**
Additional field texts exist in two forms - descriptions and headers.
- **Parameter**
There is a description for each parameter. If a special text has been specified for the selection screen when defining the InfoSet, this selection text is also offered for comparison.
- **Selection criteria**
As with parameters, there are descriptions and, in some cases, texts for the selection screen.

In InfoSets, you can reduce the translation effort considerably by choosing *Edit* ☐ *Get standard texts*. This function determines - for database tables, database fields and table fields - the existing target language texts in the Dictionary and copies them to the InfoSet, provided they are not already present. If a source language text in the InfoSet still matches the corresponding Dictionary text, the texts for the relevant sub-object are flagged as modified.

Language Comparison of a Query

To compare the language texts of a query, specify the source and target languages on the initial screen, select the radio button for queries and enter the query and user group names in the appropriate fields. As an example, we can use the queries G6 and S3 of the user group FB.

Choose *Change* to start the comparison. You then see the following overview screen.

	Sub-object	Description
<input checked="" type="checkbox"/>	Title and notes	Quarterly sales per airline for one year
	Local field	
<input checked="" type="checkbox"/>	Q1/%Z_0002	Bookings for the 1st quarter
<input checked="" type="checkbox"/>	Q2/%Z_0005	Bookings for the 2nd quarter
<input checked="" type="checkbox"/>	Q3/%Z_0006	Bookings for the 3rd quarter
<input checked="" type="checkbox"/>	Q4/%Z_0007	Bookings for the 4th quarter
<input checked="" type="checkbox"/>	Y/%Z_0001	Year
	Field headers	
<input checked="" type="checkbox"/>	SPFLI-CARRID	Airline carrier Id
	Statistics	
<input checked="" type="checkbox"/>	01	Quarterly revenues

Since the subsequent procedure is already known, the list here contains only the different sub-objects or texts which can occur, what (if anything) needs to be noted.

- Title and notes
- Local fields
 - Texts of local fields exist in two forms - a description (or long text) and headers. Please note that, with headers, replacement variables for field contents (**&field**) occur in every language version.

Language Comparison of a Query

Modify Sub-object

Local field Q1/%Z_0002

Description

EN	Bookings for the 1st quarter
DE	Buchungen im 1. Quartal

Header

EN	1st quarter &Y
DE	1. Quartal &Y

Close Save Cancel Delete

- Field headers

Language Comparison of a Query

Field headers are always offered for comparison if non-standard headers have been defined in the query definition. As with local fields, replacement variables for field contents (**&field**) occur in every language version.

- Selection texts

These are texts which identify the declared additional selections on the selection screen.
- Control level texts

If you have defined control level texts for sort criteria and these texts are to be output at the beginning of each control level, they are also offered for comparison. Please note here that the template in each control level text for the value of the control level field must occur in every language version. It is especially important that the delimiters for the template (< and >) and the number of underscores are retained.
- Sub-total texts

The same applies for sub-total texts, i.e. the texts which are output at the end of each control level if a sub-total has been requested, as for control level texts. The template for the value of the control level field must be retained in every language version.
- Field templates

Field output templates also need to be compared if they contain texts. However, it is very important that the delimiters (**LL<** and **>**) and the number of underscores are retained in every language version.
- Basic list headers

The fixed header and footer lines defined for a basic list can be compared. Please also note here that replacement variables for field contents (**&field**) occur in every language version.
- Statistics

The title, the fixed header lines and the footer lines must be compared for each statistic. As with basic list headers, replacement variables for field contents (**&field**) occur in every language version.
- Ranked lists

The same texts exist for ranked lists as for statistics and the language comparison procedure is similar.

Language Comparison for User Groups

Language Comparison for User Groups

The only texts generated with user groups are the user group long texts. These texts are also processed by the language comparison facility, i.e. there should be one long text for each user group.

To compare the language texts of user groups, specify the source and target languages on the initial screen and select the radio button for user groups.

Choose *Change* to start the language comparison.

Appendix

Overview of SAP Query Functions

Overview of SAP Query Functions

The SAP Query components contain a number of important and similar functions. In the list below, you can see the assignment of these functions to function keys. This is the same for all components and conforms to SAP standards.

F1:	Help
F2:	Choose
F3:	Back
F4:	Possible entries
F5:	Create; Previous screen
F6:	Change, Next screen
F7:	Description
F8:	Execute
F9:	Copy
F11:	Save
F12:	Cancel
F13:	Print, Layout display, Transports
F14:	Delete
F15:	Exit
F16:	Basic list, Generate
F17:	Statistics
F18:	Ranked list
F19:	Display help texts
F20:	Without help texts, Full screen
F21:	First page
F22:	Previous page
F23:	Next page
F24:	Last page

For a detailed explanation of the individual functions, refer to the online documentation, if the meaning is not immediately clear from the function name. There are, of course, other component-specific functions assigned to the function keys in the various SAP Query components. You can display the actual key setting on each screen.

Queries

A query definition generates an ABAP report with the name 'Aqmmb...bq q' where

- **mm** stands for the client in the standard area
For the clients 0 to 99, mm = 00 - 99.
For clients > 99, mm = a two-character key determined by the system. In the global area mm=ZZ
- **b...b** stands for your user group
- **q...q** stands for the query name
- Blank characters in names (for example when a user group contains less than 12 characters) are replaced by equals signs ('=').



Using queries as a foundation for your own developments is not recommended. Every query has a runtime system assigned to it whose interfaces can change from release to release. Therefore it is in no way guaranteed that queries developed 'by hand' can still be run after a new release has been implemented.

Enhancement SQUE0001: Private File

Enhancement SQUE0001: Private File

SAP Query has several options which allow you to pass on data generated in queries to other software products for further processing. These options include:

- Table calculation program (for example EXCEL) via the XXL interface
- SAP Business Graphics
- Executive Information System (EIS)
- Download to file

In each case, the procedure is the same. The generated data is placed in an internal table (the data table), where the field sequence and type corresponds to that in the query list. Another internal table (the description table) contains a description of the individual fields in the data table. Apart from the type and position in the list, the table also contains information about the field names. Both these tables are passed to the above-mentioned software products for further processing.

Through enhancement SQUE0001, SAP Query also allows you to use the same interface to access other software products. SQUE0001 consists of the following components:



The *Private file* function has largely been made obsolete with the introduction of the *Additional function pool* (see [Additional Function Pool \[Seite 1078\]](#)). SAP will continue to support the *Private file* function for reasons of compatibility. It is, however, recommended that you gradually re-define those functions that you have in the *Private file* so that you can add them to the *Additional function pool*.

Be aware that additional function pool functions can only be processed online in the foreground and thus CANNOT be called during background processing. In contrast, contents of the private file CAN be called during background processing.

SQUE0001 consists of the following two components:

- the function module EXIT_RSAQEXCE_001
- the menu enhancement RSAQEXCE+DAT

When you activate the enhancement in a project (using Transaction CMOD), an additional interactive function called *Private file* (function code: + DAT) is made available in each report generated by the SAP query, which calls the aforementioned function module when activated. The tables mentioned above (data table and description table) are then passed to the function module. The selection screen thus contains an additional parameter which, like the other interactive functions (EXCEL, Graphics, EIS, Download to file and Save), allows the user to execute the query without displaying the list beforehand. Since the name of this parameter on the selection screen is *Private file*, you are recommended to give the menu enhancement the same name. This corresponds to the SAP standard.



When you have activated the enhancement, you should regenerate all queries, so that the additional parameter appears on the selection screen. You can achieve this best by going into the component *Maintain InfoSets* and selecting *Goto → Query directory*.

Function module EXIT_RSAQEXCE_001

This section describes which parameters are passed to the function module EXIT_RSAQEXCE_001 and how the values they contain are interpreted or processed. The following example demonstrates this process.

In client 03, a user in user group RX has created a query X1 which consists of a one-line basic list, a statistic and a ranked list. The basic list outputs the following fields in order:

KNA1-KUNNR	Customer number
KNA1-NAME1	Name
KNC1-GJAHR	Fiscal year
KNC1-UM01U	Sales in posting period 1
T001-WAERS	Currency key

. The statistic outputs the following fields in order:

KNA1-LAND1	Country key
KNC1-UM01U	Sales in posting period 1

For the field KNC1-UM01U, details are also required about the number of records read, the percentage value and the average value. The ranked list outputs the following fields in order:

KNA1-KUNNR	Customer number
KNA1-NAME1	Name
KNC1-UM01U	Sales in posting period 1

Parameters of function module EXIT_RSAQEXCE_001

The function module EXIT_RSAQEXCE_001 has the following parameters:

PROGRAM	The program which passes the parameters
LIST_ID	The ID of the passed sub-list
LISTTEXT	The title of the passed sub-list
DATATAB	The data table
LISTDESC	The description table for the fields of the data table

PROGRAM parameter

The PROGRAM parameter contains the name of the query report which called the function module. From this name, you can determine which query has been processed, since the structure of the name is always as follows:

Aqmb...bq...q

cc	= client or ZZ in the global area
b...b	= user group name

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q...q	= query name
-------	--------------

In terms of our example, the name of the report is therefore

AQRX=====X1=====.

LIST_ID parameter

The LIST_ID parameter contains a three-character ID which specifies the data table passed. Each list generated by a query can comprise several sub-lists (a basic list, several statistics and several ranked lists). The data table (DATATAB) transferred to the function module contains only the data for one sub-list respectively. The description table (LISTDESC), however, always contains the description for the fields of all sublists.

The possible parameter values are

G00	if DATATAB contains the data of the basic list
Txx	if DATATAB contains the data of the statistic xx (01,02,...)
Rxx	if DATATAB contains the data of the ranked list xx (01,02,...)

The LIST_ID parameter thus has two functions. Firstly, it allows you to determine the sub-list type involved. Secondly, you can define the relevant entries in the description table.

In the current example, if the data of the basic list is transferred, the parameter LIST_ID contains the value G00. If the statistics data is transferred then the value is T01. If the ranked list data is transferred then the parameter contains the value R01.

LISTTEXT parameter

The LISTTEXT parameter contains a text which is assigned to the relevant list when you define the query.

DATATAB parameter

The DATATAB table contains the data of the sub-list passed. The sequence and type of the fields correspond to the sequence of the fields output in the sub-list. One table line corresponds to one list line respectively. Any existing line breaks in basic lists are ignored here (that is they always form one table line).

Since the structure of the data table depends on how you define the sub-list to be passed, you have to define this structure beforehand in the function module. For this purpose, you can use the description table LISTDESC. To access individual fields in the data table, you use field symbols and the ASSIGN COMPONENT statement.

If you pass the basic list in our example, one line of the data table consists of 5 fields with the following types, lengths and number of decimal places:

1. Field: Type C, Length 10	
2. :	(-)
3. Field: Type N, Length 04	(-)
4. Field: Type P, Length 08, Dec. 02	(-)
5. :	(-)

If you pass the statistic, one line of the data table consists of 5 fields with the following types, length and decimal places:

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1.	-
2.	.
3.	Field: Type I, Length 04
4.	,.
5.	.

If you pass the ranked list, one line of the data table consists of 4 fields with the following types, lengths and decimal places:

1.	
2.	
3.	
4.	

To define the type, length and number of decimal places, you use either the ABAP statement DESCRIBE FIELD or the description table LISTDESC (see below).

LISTDESC parameter

The LISTDESC description table contains a description of the fields in the data table DATATAB. This includes not only the type, length and number of decimal places, but also any information you cannot define with the DESCRIBE FIELD statement. If a query comprises several sub-lists (as in our example), the description table always contains a description of the fields in all data tables (that is all sub-lists) which can be passed by this query. You can use the LIST_ID parameter to retrieve the appropriate entries from the description table.

In our example then, the description table always contains the descriptions of fields of the data tables for the basic list, the statistics and the ranked list.

The description table has the structure RSAQLDESC. This structure is made up of the following fields:

FNAMENew	type C, length 70	field name (source field) (Rel.4.0)
FNAMEINT	type C, length 30	field name (data table)
FKEY	type C, length 1	flag for lead column
FGTYPE	type C, length 1	flag for graphic type
FNZERO	type C, length 1	flag for zero display
FSUM	type C, length 1	summation flag
FSONLY	type C, length 1	sorting flag
FSORT	type N, length 5	sorting level
FSODS	type C, length 1	sorting direction
FSUBT	type C, length 1	subtotal flag
FLPOS	type N, length 4	position of field (like FPOS)
FNUMB	type C, length 2	Field group ID

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FNUMBT	type C, length 24	Field group text
LID	type C, length 03	ID of the sub-list
FPOS	type N, length 02	position of field
FCONT	type N, length 01	number of continuation line
FCURPOS	type N, length 03	list position of field
FGRAF	type C, length 01	text flag for graphic
FTYP	type C, length 01	ABAP type of field
FLEN	type N, length 03	length of field
FDEC	type N, length 02	number of decimal places for field
FOLEN	type N, length 03	output length of field
FCUR	type C, length 01	currency flag
FADD	type C, length 01	flag for internal field
FDESC	type C, length 40	field description (long text)
FNAME	type C, length 30	field name (source field)
FCOL	type C, length 30	column header for field

LID	indicates to which query sub-list the field belongs. The parameter values can be the same as for the LIST_ID parameter (see above)
FPOS	describes the position of the field in the sub-list specified by the LID parameter. The positions are counted consecutively from 1 (for example 01, 02,...).
FCONT	describes the number of the continuation line in which the field is output (0,1,...). This can occur with basic lists that collapse due to a too small list width (LINE SIZE). Field numbering (as in FPOS) is not affected, since it is independent of the FCONT value. Normally, this field is not required for the <i>Private file</i> function.
FCURPOS	describes the start position of the field in the list line, if the field is numeric (FTYP = P, I, F). Otherwise, FCURPOS contains the value 000. Normally, this field is not required for the <i>Private file</i> function.
FGRAF	contains the value X, if you use the value of the non-numeric field as a help text for the graphic. Normally, this field is not required for the <i>Private file</i> function.
FTYP	describes the ABAP type of the field and can accept the values C, D, F, I, N, P, T, or X.
FLEN	describes the length of the field in bytes.
FDEC	describes the number of decimal places for the field. This specification is only significant if FTYP contains the value P. In all other cases, FDEC contains the value 00.

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FOLEN	describes the output length of the field in the sub-list, as specified when defining the query.
FCUR	identifies the field as F currency amount field W currency key or currency field M quantity field E unit field
FADD	indicates whether the field is an additional field generated by the query itself. The following values are allowed: R rank specification (only in ranked lists) C number of records read (only in statistics) P percentage specification (only in statistics) M average value (only in statistics)
FDESC	contains the field description which the user sees when defining the query.
FNAME	contains the field name from the query report from which the information for the data table is derived (up to Release 4.0)
FCOL	contains the one line column header for the data table field described by an entry in the LISTDESC table.
FNAMENEW	like FNAME (from Release 4.0)
FNAMEINT	contains the field name from the data table. Use this name together with the statement ASSIGN COMPONENT to dynamically access the field in the data table.
FKEY	contains the value X if the field has been output as a key field (lead column) in the list.
FGTYPE	identifies the field's contents as S a symbol I an icon
FNZERO	contains the value X if the field has been output with the option NO-ZERO in the list.
FSUM	contains the value X if the field has been totaled in the list.
FSONLY	contains the value X if the list has been sorted according to this field, but the field itself was not output.
FSORT	contains the sorting number if the list has been sorted according to the field.
FSODS	contains the value X if the list has been sorted in descending order according to the field.
FSUBT	contains the value X if the list has been sorted according to the field and sub-totals were generated during sorting.
FLPOS	like FPOS

Enhancement SQUE0001: Private File

FNUMB	field group of the field whose name is stored in FNAMENEW.
FNUMBT	Long text of the field group

Example

In our example, the table LISTDESC would have the following structure (the values of the FDESC fields are also listed).

FDESC		FNAME/FNAMENEW	FCOL	...
G00 01 0 000 X C 010 00 010	1)	KNA1-KUNNR	Number	
G00 02 0 000 X C 035 00 035	2)	KNA1-NAME1	Name	
G00 03 0 000 X N 004 00 004	3)	KNC1-GYEAR	Year	
G00 04 0 053 P 008 02 021 F	4)	KNC1-UM01U	Sales	
G00 05 0 000 X C 005 00 005 W	5)	T001-WAERS	Currency	
T01 01 0 000 X C 003 00 003	6)	T01-KNA1-LAND1	Land	
T01 02 0 005 P 016 02 021 F	7)	T01-KNC1-UM01U	Sales	
T01 03 0 027 I 004 00 008 C	8)	T01-C\$T-KNC1-UM01U	Total No.	
T01 04 0 036 P 004 03 009 P	9)	T01-P\$R-KNC1-UM01U	%	
T01 05 0 047 P 008 02 021 F M	10)	T01-A\$G-KNC1-UM01U	Average	
R01 01 0 000 C 006 00 008 R	11)	V01-RANGCT	Rank	
R01 02 0 000 X C 010 00 010	12)	V01-KNA1-KUNNR	Number	
R01 03 0 000 X C 035 00 035	13)	V01-KNA1-NAME1	Name	
R01 04 0 057 P 016 02 021 F	14)	V01-KNC1-UM01U	Sales	

- 1) Customer number
- 2) Name
- 3) Fiscal year
- 4) Sales in posting period 1
- 5) Currency key
- 6) Country key
- 7) Sales in posting period 1
- 8) Total amount
- 9) Share in %
- 10) Mean value
- 11) Rank
- 12) Customer number
- 13) Name
- 14) Sales in posting period 1

When you call the function module, the entries of significance in the table LISTDESC are all those where LISTDESC-LID = LIST_ID.

Example: Implementing EXIT_RSAQEXCE_001

In conclusion, a simple example demonstrates the implementation of the function module EXIT_RSAQEXCE_001. Here, the passed tables LISTDESC und DATATAB appear as a list and, in the case of the table LISTDESC, the fields FCONT, FCURPOS and FGRAF are omitted. The example also clearly shows how to interpret the individual parameters and how to access the data table.

```
***INCLUDE ZXQUEUE01.
```

```
FIELD-SYMBOLS <F>.
```

```
NEW-PAGE LINE-SIZE 132.
```

```
WRITE: / 'Query', PROGRAM+16(14), 'of user group', PROGRAM+4(12).
```

```
ULINE. SKIP 1.
```

Example

```
WRITE: / 'Fields of sub-list', LIST_ID.
ULINE.
LOOP AT LISTDESC WHERE LID = LIST_ID.
  WRITE: / LISTDESC-FDESC,
    LISTDESC-FNAME,
    LISTDESC-FPOS,
    LISTDESC-FTYP,
    LISTDESC-FLEN,
    LISTDESC-FDEC,
    LISTDESC-FOLEN,
    LISTDESC-FCUR,
    LISTDESC-FADD,
    LISTDESC-FCOL.
ENDLOOP.
SKIP 1.
WRITE: / 'Data table'.
ULINE.
LOOP AT DATATAB.
  NEW-LINE.
  DO.
    ASSIGN COMPONENT SY-INDEX OF STRUCTURE DATATAB TO <F>.
    IF SY-SUBRC <> 0. EXIT. ENDIF.
    WRITE <F>.
  ENDDO.
ENDLOOP.
ULINE.
```

Access Optimization in Queries

You can get considerably improved performance from ABAP reports thanks to enhancements made in OPEN SQL. SAP Query exploits these enhancements in order to achieve an improved runtime for query reports.

One important enhancement is that it is now possible in all SELECT statements to specify a list of fields that should be read from the database table. If '*' is used for the field list then all the fields are read. Since time-consuming conversions are often applied to fields when they are read from the database into program fields, this procedure is particularly ineffective if the database table contains several fields of which just a few are really needed in the program. This is in fact the usual case for query reports.

The GET statement has been enhanced, which also affects field lists in SELECT statements. It is also possible to specify here a list of fields that are required in a report. Only these fields are read from the logical database. The connection between the GET and SELECT statements is that in a database program the GET statement is ultimately implemented using the SELECT statement. However, it is possible to specify a field list in a GET statement only if the logical database being used supports these.

The term access optimization refers to the way that Query supports full usage of field lists in SELECT and GET statements. The procedure is as follows:

When an InfoSet is generated a list is created containing all the fields that are needed when the InfoSet is used in a query (the reference list). Additional tables and sections of code (additional fields, code that is called at GET, GET LATE and record processing) are particularly significant here, since other fields are accessed at these points. The purpose of the reference list is to ensure that the report generator of the query can determine all the fields that are implicitly required as a result of the use of an additional table or code from the directly needed fields contained in the list. Given this information, the report generator is then able to specify field lists for all SELECT and GET statements that are generated.

If an InfoSet has no additional fields and no sections of coding, the reference list can be created completely and without errors when the InfoSet is generated. Problems could arise if you use ABAP code. It is then possible that the InfoSet does not contain all the information needed for determining the required fields, making the reference list incomplete. This can mean that when query reports are processed some of the fields needed only ever get given their initial values.

If an InfoSet contains sections of code that could cause problems, a warning is output each time that it is generated. A check should then be made on whether any of the cases described below has occurred and the InfoSet must be corrected as appropriate.

It is necessary to know which fields are required for generating query reports in order to be able to draw up the reference list. These can be the following fields:

- Fields that were included in field groups
- Fields that are used for formulating the WHERE condition of connected additional tables
- Fields that are accessed from code belonging to additional fields
- Fields that are accessed from code called at GET / GET LATE or at record processing

The freedom to use any ABAP language construct at any point in a section of code means that it is possible to access fields without explicitly referring to these fields (field symbols, external Perform, DO... VARYING, ADD... THEN... UNTIL, etc.). However, in order to ensure that query reports can be generated without errors, it is essential that all fields accessed can be determined

Access Optimization in Queries

in EVERY section of code (additional fields, GET / GET LATE / record processing). This means that every field used in every section of code has to be named explicitly. If a section of code contains ABAP statements that access certain fields implicitly, then the ABAP FIELDS statement must be used in the code to ensure that all database fields, table fields and additional fields that are used are named explicitly.



The KNC1 table contains the UM01U, UM02U and UM03U fields. These fields contain the monthly sales figures for the first three months of a year. An additional field, Q1, is to be used for the sales figure for the first quarter. This field calculates the sum of the other three fields with an external Perform.

```
PERFORM QUARTAL1(pppppppp) USING Q1.
```

The KNC1-UM01U, KNC1-UM02U and KNC1-UM03U fields are accessed via the common memory for the KNC1 table in the query report and in the program pppppppp that gets called. However, it is not evident from the code fragment above that these fields are actually required. Therefore this code fragment needs to be modified as follows:

```
PERFORM QUARTAL1(pppppppp) USING Q1.
```

```
FIELDS: KNC1-UM01U, KNC1-UM02U, KNC1-UM03U.
```

It is important to note that all fields required must be explicitly named in every section of code. This is because each section of code is included in the query report only if it is really used, and therefore it has to be clear from individual section of code which fields are needed in that particular section of code.

Note also that only those fields that are directly used in a section of code need to be named there.



The additional fields F1 and F2 are defined in the following code:

```
F1:      F1 = TAB-FELD. "TAB-FELD is a database field
```

```
F2:      F2 = F1 + 2.
```

Even though F2 indirectly accesses TAB-FELD, it is not necessary to list TAB-FELD in the code of F2 as being one of the fields used. This kind of indirect reference is automatically resolved when the InfoSet is generated. The sections of code for both additional fields is therefore correct exactly as given above.

In exceptional cases the following statement can be used in code:

```
FIELDS TAB.
```

where TAB is a database table or an additional table. This has the effect of using all the fields of the TAB table in the query report. However, this means that the access to the TAB table is no longer optimized and that therefore a considerable loss of performance can be expected when processing queries.

If the advice given here on maintaining an InfoSet is carefully followed, it will always be possible to generate a complete reference list. However, the generation process itself cannot check whether the InfoSet has been maintained correctly, and therefore it is always possible for a faulty case to "slip through the net", resulting in an incomplete reference list being generated. If a reference list is incomplete for a query report, this could lead to fields that are needed not being

Access Optimization in Queries

read from the database and therefore always retaining their initial values. Therefore there is a special test available for queries.

If a query returns incorrect results and the suspected cause is an incomplete reference list, then a query report can be generated without access optimization. This is done by calling the *Extras* → *Optimization on/off* function on the *Title, Format* screen of the query maintenance component. After this function has been called the first time, a check box appears on the screen and is checked. This means that access optimization is no longer active for this query. All fields of all tables are then read. The access optimization can be reactivated either by calling the *Extras* → *Optimization on/off* function again or by deselecting the check box.

The access optimization should be deactivated only for test purposes. If the query works correctly when the access optimization is deactivated then the InfoSet must be investigated and corrected so that a complete reference list gets generated (see above). If the query does not work correctly even with the access optimization deactivated then the problem is being caused by something else.

Following a test without access optimization and any necessary processing of the InfoSet, you should always switch access optimization on again. If you do not do this you will see a considerable drop in performance.

InfoSets and Structural Changes in a Logical Database

There should be as few changes as possible made to a logical database. Those that are made should be upwards compatible. This means that tables may be extended to include new fields and that new tables may be incorporated into the tree in such a way that the existing structure does not get changed but forms a subset of the new structure.

When a new InfoSet is created over a logical database, the structure of the logical database (the arrangement of its tables in the tree) is read from the relevant system tables once and is stored in the InfoSet. Whenever relationships between tables have to be evaluated, for example when query reports are being generated, this structure is accessed. Each time that an InfoSet is generated or the InfoSet maintenance is called, the structure of the logical database is read again and is compared with the structure stored in the InfoSet. This means that an InfoSet can be adapted to changes in the structure at this point.

Changes to individual tables (for example new fields, deleted fields, changes to the technical properties of fields) are usually straightforward to handle, since they are easily recognized and evaluated. If necessary, the appropriate warnings and error messages are shown when the generation is taking place.

There are, however, rather more restrictions when it comes to adapting an InfoSet to a change in the structure of a logical database. As long as the change of structure is nothing more than the insertion of a new table in the tree, then this is also a straightforward adaptation that is performed without special messages being issued. But in the cases that are described in the following, a message is output and the InfoSet has to be checked and possibly revised

If a table is removed from the structure and the selected fields of this table have not been used in queries, then the table together with the selected fields are also removed from the InfoSet. It is, however, still important to make a check, since fields from this table may be accessed in sections of code or in WHERE conditions contained in connected additional tables. These references must also be removed.

In the case that the structure of tree is changed so that the relationships between individual tables change, then the sections of code and the WHERE conditions of the additional tables also have to be checked. It is particularly important to note that the access paths in the tree (the paths from the root node to the current node) will now have changed and that therefore the set of fields that can be accessed has also changed. These kinds of changes can be very critical. It is no longer possible to be sure that the queries over the InfoSet still work exactly as they used to. Therefore these must also be checked and revised where necessary.

If a table is removed from the structure and the fields of this table are in use in queries, then it is neither possible to generate nor to change the functional area. The InfoSet can no longer be used in its current form. The *Goto → Query directory* function on the initial screen of the InfoSet maintenance component should be called to determine which queries use the table that has been removed (note: this function has been extended to output the tables that are referenced by each query). These queries need either to be deleted or to be changed so that the table that has been removed is no longer referenced. The InfoSet can then be generated or changed again.

Logical Databases with Different Node Types

From Release 4.0A, you have the option of defining logical database nodes in various different ways.

1. Type T nodes (ABAP Dictionary tables); called type *Database tables* from 4.5A
This type of node corresponds to the only type of node that existed prior to Release 4.0A (a flat Dictionary structure).
2. Type S nodes (structure from the ABAP Dictionary), called *Dictionary Type* from 4.5A,
In Releases 4.0A and 4.0B, this node type makes it possible for a flat Dictionary structure to be provided with an alias name that can be chosen at will within the logical database. This is needed if the name of one of these structures is longer than the maximum length of 14 characters allowed for node names. In addition, this node type allows you to include a Dictionary structure in a logical database numerous times under different aliases.
From Release 4.5A you can define complex types, meaning nested structures and table types, in the Dictionary. This node type allows you to use nodes with this kind of complex Dictionary type.
3. Type C nodes (complex data objects); called type *Data type* from 4.5A
These types of nodes refer to an arbitrary number of complex types that are defined in a type pool. From Release 4.5A, types of this sort can be better represented using complex ABAP Dictionary types. It is therefore no longer recommended that you use them in logical databases, as this leads to certain disadvantages in ABAP Query.

When defining InfoSets in Releases 4.0A and 4.0B you may only use those logical databases containing type *Database table* (type T) nodes. From Release 4.5A logical databases containing both other types of nodes can also be used. There are, however, some restrictions to be taken into account.

When using nodes with complex types (*Dictionary type* or *Data type*), ABAP Query only allows you to evaluate those fields that can be addressed directly from the highest level of the type. If the complex type in question contains a table, the individual components that the table is made up of cannot be addressed. This is demonstrated in the following example.

Given: The following kind of complex type. ABAP Notation is chosen. This kind of type could also be depicted using a *Dictionary type*.

```
TYPES: BEGIN OF person,
      name(20),
      first_name(20),
      birthday(10),
    END OF person,
    BEGIN OF address,
      street(30),
      number(6),
      zipcode(10),
      city(30),
    END OF adress,
    adress_table TYPE address OCCURS 0.
```

```
TYPES: BEGIN OF personal_data,
      person TYPE person,
      first_adress TYPE address,
```

Logical Databases with Different Node Types

```
    other_addresses TYPE address_table,  
END OF personal_data.
```

If the logical database node PDATA is of type PERSONAL_DATA, the following fields of this node can be evaluated using ABAP Query:

```
PDATA-PERSON-NAME  
PDATA-PERSON-FIRST_NAME  
PDATA-PERSON-BIRTHDAY  
PDATA-FIRST_ADDRESS-STREET  
PDATA-FIRST_ADDRESS-NUMBER  
PDATA-FIRST_ADDRESS-ZIPCODE  
PDATA-FIRST_ADDRESS-CITY
```

Those fields containing information about additional addresses (OTHER_ADRESSES) cannot be evaluated because a table type is being used here.

Additional restrictions apply to nodes with type *Data type* (type C). Due to the fact that nodes of this type are not defined as ABAP Dictionary types, no long texts or headers exist for these fields. Therefore, when defining an InfoSet, you can only use the technical names of the fields as name suggestions (for example PERSON-NAME). In order for these fields to appear in the same way that all other database nodes do, you must maintain all texts for them.

Additionally, pay attention to the fact that reference field definition is not possible with nodes of type *Data type* since this is only allowed with Dictionary types. Because of this, ABAP Query cannot recognize values with units (currency sums or quantities), nor can it evaluate them accordingly within these nodes.

Interactive Multiple-Line Basic Lists

Up to Release 4.6A, you may only use SAP Query's interactive functions (EXCEL, table display, display as an interactive list, graphics, etc.) with single line basic lists, statistics, and ranked lists. From Release 4.6A, almost all multiple-line basic lists are interactive. This means that the system treats them as single line lists and allows you to use them in conjunction with all of the functions listed above. This also allows you to arrange direct interactions, that is to directly call one of these interactive functions without having to display the list first.

In order for multiple-line basic lists to be interactive, the data presented in the list must be entered into a flat internal table. This table's line structure is determined by attaching all fields of all lines from the basic list one to the next, one right after the other. Each time that a list line is output, the fields from that list line are transferred to their corresponding fields in the table line. New lines are only ever added to the internal tables when all fields within a table line are filled, or when it is apparent in the list that those fields still missing will not be displayed in the list.

If, for example, a basic list has been defined with two lines (line 1 and 2) and a random number of line 2s can belong to line 1, you must distinguish between the following cases:

- Exactly one line 2 belongs to every line 1 found in the list.
In this case, exactly one line is inserted in the internal table containing the values of both lines.
- Multiple line 2s belong to every line 1 found in the list.
In this case, multiple lines are added to the internal table; the fields found in line 1 repeat themselves and the fields from line 2 are new for each new table line.
- No line 2s whatsoever belong to every line 1 found in the list
In this case, exactly one line is added to the internal table; in it the fields for line 2 are initial.

If a basic list contains more than two lines, the process described above occurs at multiple levels.

In general, all basic lists that do not retrieve their data from a logical database are interactive. If a list's data comes from a logical database, all fields used in the list may lie on one path in the database. In other words, those multiple-line basic lists that process fields from parallel tables are not interactive.

Logical Database F1S

Logical Database F1S

The logical database F1S is used in this user guide to demonstrate the options available to users in SAP Query. Although it is a very simple model, this logical database contains all the important aspects of logical databases.

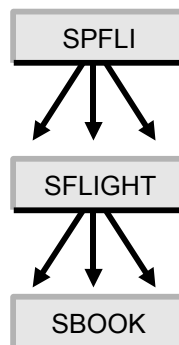
Logical database F1S contains data for flight bookings. The database contents are updated each time a booking is made. Any evaluation of this database therefore always reflects the current state of flight bookings.

Structure of the Logical Database

Logical database F1S contains three tables:

SPFLI	Information about individual flight connections
SFLIGHT	Information about individual flights for each flight connection
SBOOK	Information about bookings for a flight

These tables are arranged in a hierarchy as follows:



For each record (flight connection) in SPFLI, there are several records (flights for each flight connection) in SFLIGHT. For each record in SFLIGHT, the table SBOOK contains one record for each booking made.

Structure of Table SPFLI

The table SPFLI contains information about individual flight connections.

A flight connection is identified by the airline carrier (short name) and a flight number (code) which together form the table key. For each flight connection, the table contains information about departure and destination (city, airport, and time) distance and flight duration. A local currency is also specified for each flight connection. This is the currency which the airline carrier uses for its invoices.

Structure of Table SFLIGHT

The table SFLIGHT contains information about individual flights for each flight connection.

A flight is identified by the flight connection (airline carrier and flight number) and the flight date, which together form the table key. For each flight, the table contains information about the plane (type and number of seats), the price, and some other compressed data about bookings already made. The price of a flight is normally specified in the currency used at a flight connection's point of departure.

The data about bookings already made covers the number of bookings and the total amount taken. Since individual bookings can be made in different currencies, this total is always specified in the local currency of the airline carrier.

Structure of Table SBOOK

The table SBOOK contains information about individual bookings.

A booking is identified by the flight connection (airline carrier and flight number), the flight date, and a booking number, which together form the table key. For each booking, the table contains information about the customer (customer number, business or private customer, with or without invoice creation), the booked seat (class, smoker), the amount paid, and the weight of the luggage.

The amount paid for the booking is specified in two currencies - first in the currency in which payment was actually made and second in the local currency of the airline carrier. Discounts that can be negotiated when a booking is made can mean that the amount paid can be less than the fare specified in the table SFLIGHT.

Tables with Additional Information

The tables of logical database F1S also contain a range of information only in short form. Only short names are given for the airline carriers, for example LH for Lufthansa. Detailed information about an airline carrier (for example its full name) is stored in a table that is not part of the logical database.

The reason for this is as follows. The airline carrier is not the only key in table SPFLI. It occurs several times in this table - once for each flight connection it runs. Saving more detailed information in table SPFLI would be largely redundant. Only space-saving short codes are therefore used in table SPFLI. Whenever detailed information is needed, you can retrieve it by accessing an additional table. The key for this additional table is the short code of the airline carrier.

The same applies for a range of further information. Airport information, technical data about aircraft and customer information is also stored in this way. This is how logical databases usually operate. The query provides utilities that allow you to access all this information.

Listed below are the most important tables, which contain additional information to that in the logical database F1S.

Table SCARR

This table contains additional information about an airline carrier, particularly the full name (long text). The table key is the airline carrier short code, which is stored in all of the logical database tables.

Table SAIRPORT

This table contains additional information about airports, particularly a long text. The table key is the airport short code. These short codes for airports occur in the table SPFLI twice for each record (for departure airport and destination airport).

Table SAPLANE

This table contains the technical data of a plane such as number of seats, fuel capacity, fuel consumption, dimensions, manufacturer and the like. The table key is the plane type short code.

Logical Database F1S

This short code occurs in the table SFLIGHT for each record. It indicates which aircraft is used on particular flight.

Table SCUSTOM

This table contains data about the customer such as name, address, telephone number, and other information. The table key is the customer number. Each record in SBOOK contains the number of the customer who made the booking.

QuickViewer

Purpose

The QuickViewer allows you to define reports without having to program yourself. The QuickViewer is especially useful for new users and occasional use.

Integration

QuickViewer is a tool for generating reports. SAP Query offers the user a whole range of options for defining reports. SAP Query also supports different kinds of reports such as basic lists, statistics, and ranked lists. QuickViewer, on the other hand, is a tool that allows even relatively inexperienced users to create basic lists.

QuickView definitions are user-dependent. You can transfer a QuickView into SAP Query in order to make reports, for example, accessible to additional users, or to use the other functions available in SAP Query.

The following is a comparison of QuickViews and queries:

- QuickViews possess the same functional attributes as queries. However, only basic lists may be defined with QuickViews.
- In contrast to queries, no user group assignment is necessary with QuickViews. Each user has his/her own personal list of QuickViews. QuickViews cannot be exchanged between users. QuickViews may, however, be converted to queries and then be made available to other users in a specific user group.
- InfoSets are not required for QuickView definition. Whenever you define a QuickView, you can specify its data source explicitly. Tables, database views, table joins, logical databases, and even InfoSets, can all serve as data sources for a QuickView. You can only use additional tables and additional fields if you use an InfoSet as a data source.
- The QuickViewer uses various controls. Certain hardware and software requirements must also be fulfilled before you can use the QuickViewer.

Features

To define a QuickView, you select certain fields according to your data source that determine the structure of your report. The report can be executed in basis mode with standard layout or may be edited using drag and drop and the other toolbox functions available in WYSIWYG mode.






Reports created using the QuickViewer may also be passed to external programs (Excel, for example).

Functions for Managing QuickViews





Functions for Managing QuickViews

Call the QuickViewer using the menu path *System → Services → QuickViewer*.

Before you can execute one of the following functions, you must choose a QuickView, by either selecting it from the table control on your initial screen or entering its name in the appropriate input field.

Function:	Description:
 Display	Displays the QuickView definition details. All screens are displayed in the same manner as if the QuickView were being changed, however no new entries can be made.
 Description	You receive an overview containing general information about a QuickView and options. This includes: <ul style="list-style-type: none">• QuickView title• Author and last person to make changes• Remarks specific to that QuickView• Origin of the selected data• Saved lists• Additional selections
 Copy	Choose a name for the QuickView in the dialog box and confirm your entry.
 Rename	Choose another name for the QuickView in the dialog box and confirm your entry.
 Delete	Deletes the QuickView after asking you to confirm that this is what you want to do.

Functions for Managing QuickViews

<p><i>QuickView → More functions → Adjust</i></p>	<p>Adjusts differences between the QuickView and InfoSet.</p> <p>If you create QuickViews based on InfoSets, differences in individual field definitions may occur between a QuickView and its associated InfoSet.</p>  <p>Suppose you have created a QuickView using an InfoSet and have already executed it a number of times. Your system administrator then modifies an InfoSet field by changing the type of field you use in the QuickView. The next time you want to work with the QuickView, you get a message informing you that differences exist between the QuickView and the InfoSet.</p> <p>If differences occur between QuickViews and InfoSets, you should terminate processing and carry out a comparison between the QuickView and the InfoSet.</p> <p>When you carry out an adjustment you see a list of all the fields that are defined differently, together with information about how the field definition has changed and where the field is used in the QuickView. The system gives you an automatic adjustment option for individual fields. At the end of the list, there are some notes telling you what to look out for with automatic adjustment and what you must do, if you want to carry out the adjustment yourself.</p>
 Layout display	<p>The principle structure of the list created by the QuickView is displayed.</p>
 SAP Query	<p>This pushbutton takes you to query maintenance.</p>  <p>To edit a QuickView in SAP Query, choose <i>Query → Convert QuickView</i> from the initial screen in SAP Query. For further information, see Converting QuickViews to Queries [Seite 1356].</p>

Creating QuickViews

Creating QuickViews

To convert a QuickView into a query, proceed as follows:

1. Call the QuickViewer using *System* → *Services* → *QuickViewer* (or transaction SQVI).
2. Enter the name of the QuickView. QuickView names can contain a maximum of 14 characters.
3. Choose *Create*. The following dialog box appears:

Create QuickView QUICKVIEWDEMO: Choose Data Source

QuickView: QUICKVIEWDEMO

Title: Flight connections

Comments:

1. Data source:

Table

2. Data from table/database view:

Table/view

☒ Basis ... ☐ Layout mode

☒ ☐

4. Enter a title for the QuickView and remarks, if you think they are relevant.
5. If you do not want to base your list on a table, use the possible entries pushbutton in the *Data source* field to select another data source. You can choose logical databases or InfoSets. In addition, you may also create table joins. For further information, see [Selecting a Data Source \[Seite 1351\]](#).

Creating QuickViews

6. Choose [Basis mode \[Seite 1357\]](#) if you want to create the list directly with no list design.
Choose [Layout mode \[Seite 1361\]](#) if you want to define the layout of your list yourself.

Selecting a Data Source

The first step in creating a QuickView is selecting its data source. You can choose one of the following:

- Table
- Logical database
- InfoSet
- Table join

Logical databases, InfoSets, and table joins are all different techniques for consolidating data from multiple database tables. Logical databases are pre-defined paths for accessing database tables. These paths can be made available to various reports in code form. Logical databases are especially useful if the structure of the data you want to read corresponds to a hierarchical view. This can be realized using a logical database. More information on logical databases can be found under [Logical Databases \[Extern\]](#).

InfoSets are used in SAP Query. InfoSets can be based, among others, on logical databases. Since the number of fields in a logical database can be extremely large, you can also hide fields. In addition, you can define help fields that users can edit like database fields. You can attach additional tables to read long texts and store ABAP code, for example.

If you choose an InfoSet as your data source, the InfoSet must come from the standard query area. InfoSets from the global query area may not be used when creating a QuickView (consult the section on [Query Areas \[Seite 1020\]](#) for more information). Also consult the section *Creating and Changing InfoSets* found in the SAP Query documentation if you are thinking about using an InfoSet.

Multiple tables can be linked together to form a join. The result set is a table, each of the lines of which contains all the fields of all the tables used in the join. Hierarchical relationships between tables cannot be analyzed using a table join. Table joins must be defined before beginning with QuickView construction. You define joins using a control containing graphical representations of the tables you are joining and of existing relationships between them. Further information is found under [Graphical Table Join Definition \[Seite 1252\]](#).

Executing QuickViews

Executing QuickViews

To execute a QuickView online, select *Execute* or *Execute with variant*. If you select *Execute with variant*, you see a dialog box where you can enter the variant name.



Variants are blocks of selection criteria that have been saved in the system. If you specify a variant when starting a QuickView, the system uses the values in the variant as the QuickView's selection criteria on the selection screen that appears.

You enter variants on the selection screen and save them under any name. For each QuickView, you can create any number of variants. To create a variant, select *Goto* → *Maintain variants*. You can find information about variant maintenance under *Help* → *Application help*.

The system starts the QuickView and displays the selection screen. Here you may enter selection criteria, just as if you were starting a report. Below is an example of a selection screen.

Customer name		to		
Carrier		to		
Flight date		to		
Order date		to		

Program selections

Output format

☒ SAP List Viewer
 ☐ ABAP list
 ☐ Graphics
 ☐ ABC analysis
 ☐ Executive Info System (EIS)
 ☐ File store
 ☐ Save with ID

☐ Display as table
 ☐ Word processing
 ☐ Spreadsheet
 ☐ Private file

Selection screens normally consist of two parts:

- The upper part of the screen contains the database selections. These are determined by the underlying logical database and are automatically displayed on the screen.
- The lower part of the screen contains program parameters that come either from the QuickView's definition or that were automatically generated by the QuickView.

Executing QuickViews

These program parameters may consist of any of the following:

- Additional selection criteria specified when defining the QuickView.
- Parameters and selection criteria defined, for example, in the InfoSet used.
- A parameter for the currency conversion date, if such conversions are performed in the QuickView.
- Several radio buttons allowing you to send the list for further processing (see [Interactive List Display Functions \[Seite 1056\]](#)).

When you have entered the selections, choose *Execute* to display your list.

If you want to output the list to a printer instead of on the screen, proceed as follows:

1. Start the QuickView as described above.
2. On the selection screen, choose *Execute and print*.

You then see a screen where you can specify the print options.

You can also display the list on the screen first and then select *Print*.

Output Options

Data retrieved by QuickViews and output in list form may be passed to other software products.



The QuickViewer's output options correspond to those of SAP Query.

In the Query Painter, you can determine how a list is output when you execute its report by selecting one of the appropriate radio buttons on the selection screen. You also select an output option when creating a query. Further information is found under [Assigning Title, Format, and Notes \[Seite 1087\]](#).

In basis mode, you can use the possible entries help for field *Display as* prior to executing a QuickView to determine whether you want to export the report or display it directly.

For further information, refer to the following sections:

[Common Principles when Passing Lists for Further Processing \[Seite 1066\]](#)

[Download to File \[Seite 1067\]](#)

[Table Calculation \[Seite 1068\]](#)

[Graphics \[Seite 1069\]](#)

[Word Processing \[Seite 1071\]](#)

[ABC Analysis \[Seite 1072\]](#)

[EIS \[Seite 1076\]](#)

[Private File \[Seite 1077\]](#)

[Additional Function Pool \[Seite 1078\]](#)

[Direct Interaction \[Seite 1080\]](#)

Converting QuickViews to Queries

Converting QuickViews to Queries

Use

You can convert any QuickView into a query. More functions and report forms are available in SAP Query than in the QuickViewer. In addition, SAP Query allows you to re-use transfer queries to other systems and clients.

Prerequisites

In order to convert a QuickView into a query, first choose a user group that you are assigned to and that you will subsequently want to assign your query to. If the QuickView you want to convert is based on an InfoSet, then this InfoSet must be assigned to your user group.

Procedure

To convert a QuickView to a query, proceed as follows:

1. Choose *Utilities* → *SAP Query* → *Queries* in the ABAP Workbench.
2. Choose *Change user group*. Select the user group you want.
3. Choose *Query* → *Convert QuickView*. The following dialog box appears:

of	Quick View	User
	QUICKVIEWDEMO	LANFERMANN
To	Query	User group
		/SAPQUERY/FT
	InfoSet	

4. Enter a name for the query.
5. Enter a name of your choice for the InfoSet if the QuickView you want to convert has been created using a logical database, a table, or a table join. The InfoSet will then be generated automatically. Query functionality is based on InfoSets. In order to be able to proceed in SAP Query, an InfoSet must be defined for your query.

Basis Mode

Use

Use basis mode if you want to display or export your list in a standard format after field selection and sort sequence selection (if applicable).

Integration

You can choose between two modes in the QuickViewer:

1. Further processing in layout mode, or
2. List display in basis mode

Layout mode allows you to influence the graphical structure of your list, whereas basis mode immediately executes or passes your list to other tools.

Features

Basis mode offers you the following features:

- Field selection and sequence assignment
- Sort field selection
- Selection criteria selection (fields for the selection screen)
- List execution List display in standard format or list export (to Word, Excel, etc.)

Activities

If you want to create a QuickView in basis mode, follow the steps described in the section on [Creating QuickViews \[Seite 1348\]](#).

For further information about specific procedures, refer to the following sections:

[Selecting List Fields \[Seite 1358\]](#)

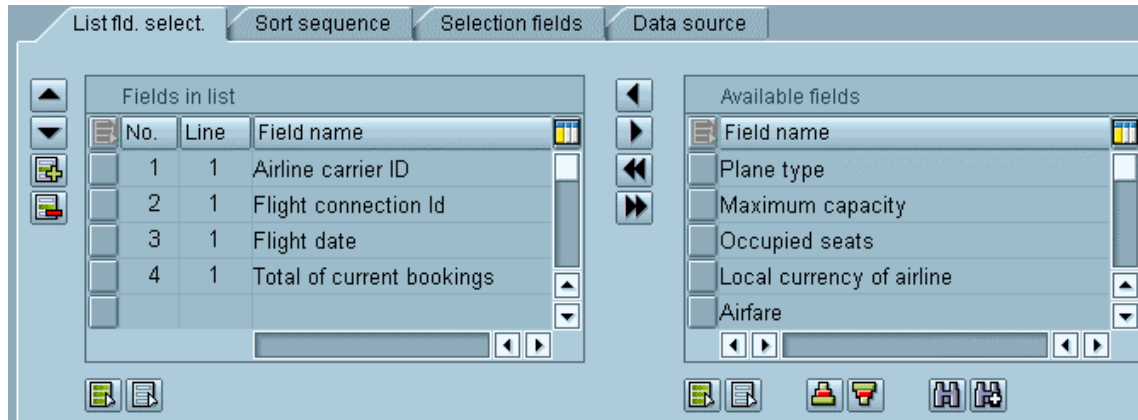
[Determining the Sort Sequencer \[Seite 1359\]](#)


[Selecting Selection Fields \[Seite 1360\]](#)

Selecting List Fields

Selecting List Fields

You choose what fields you want to appear on your list on the following screen.



Select *Available fields* that you need for your list from the table control on the right. The pushbutton  (*Column left*) allows you to transfer fields into the table control on the left.

If you want to accept all available fields in your list, use the *Page left* pushbutton (double-arrow). *Page right* allows you to reset this selection.

Determine in which order you want your fields to be output. If you want to move a field forward in the sequence, select it and choose the *Previous value* pushbutton (Arrow pointing upwards). Use the downward arrow to pass fields down the list.

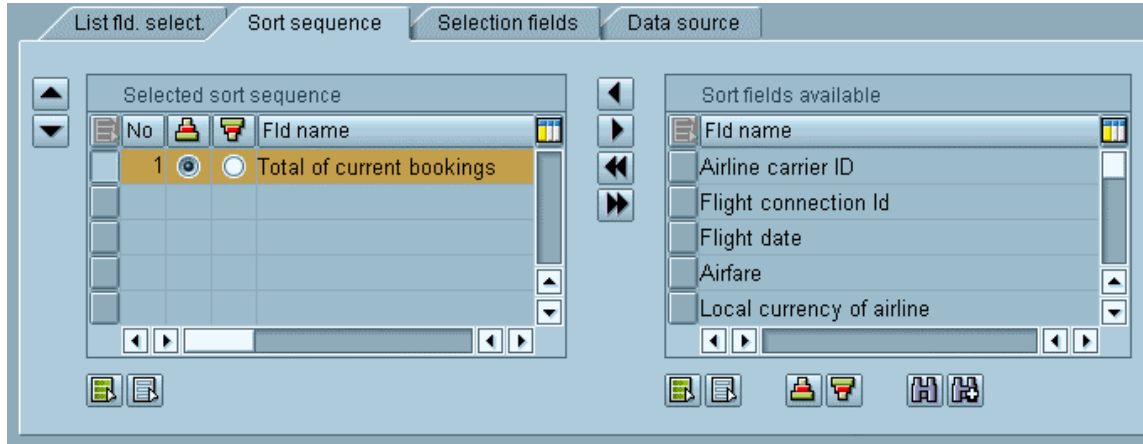
Insert line allows you to determine where a line should wrap in multiple-line basic lists.




The *Technical name <> Long text* pushbutton in the application toolbar allows you to switch between a field's technical name and long text whenever you want to.

Determining the Sort Sequence

Choose the tab *Sort sequence*. Here you can determine list sorting and output criteria.

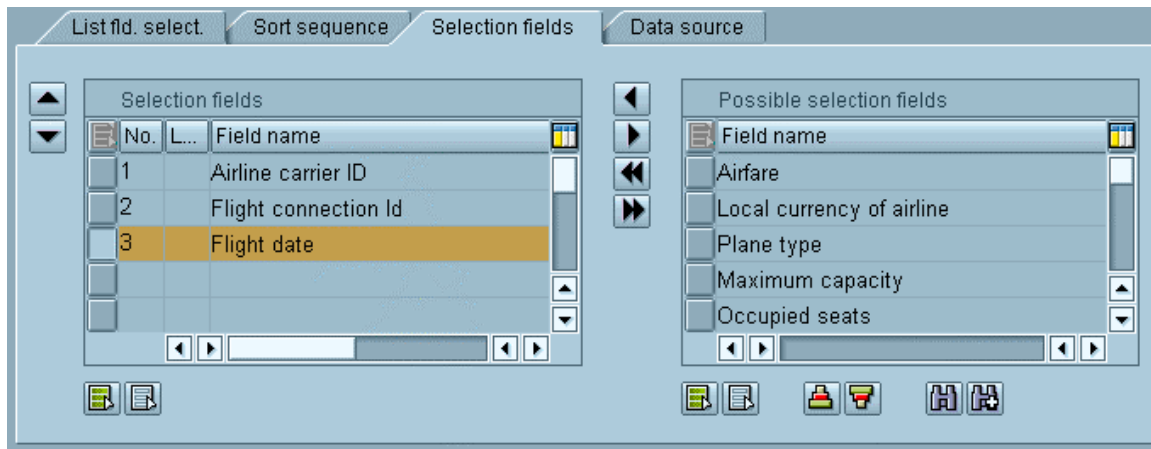


Select sort fields in the table control located on the right. You can sort and find fields in the *Available fields* table control with the appropriate pushbuttons. When you have found the fields you want to sort according to, use the  pushbutton (*Column left*) to transfer these fields to the table control on the left. Radio buttons allow you to determine if you want to sort ascending or descending.

Selecting Selection Fields

Selecting Selection Fields

Use the tab *Selection fields* to choose selection criteria in basis mode. Selection fields are displayed as input fields on selection screens before your report is executed. Users can reduce the amount of data output in the report by entering values in these fields. If, for example, you select *Flight connection code*, you can specify in the program selection area that you only want to display flights with certain flight numbers.











If you want to add a selection for a field, select that field in the right table control and transfer it to the table control on the left using the arrow key. Selection criteria for InfoSets or logical databases are already inserted in the left table control for you.

Example

You want to create a list in basis mode that displays information about airline ticket sales for specific airlines. This list should evaluate the data at hand and be displayed in the ABAP List Viewer. Proceed as follows:

1. First, create a QuickView with logical database F1S as its data source. Further information can be found under [Creating QuickViews \[Seite 1348\]](#).
2. Choose the following fields for your QuickView:

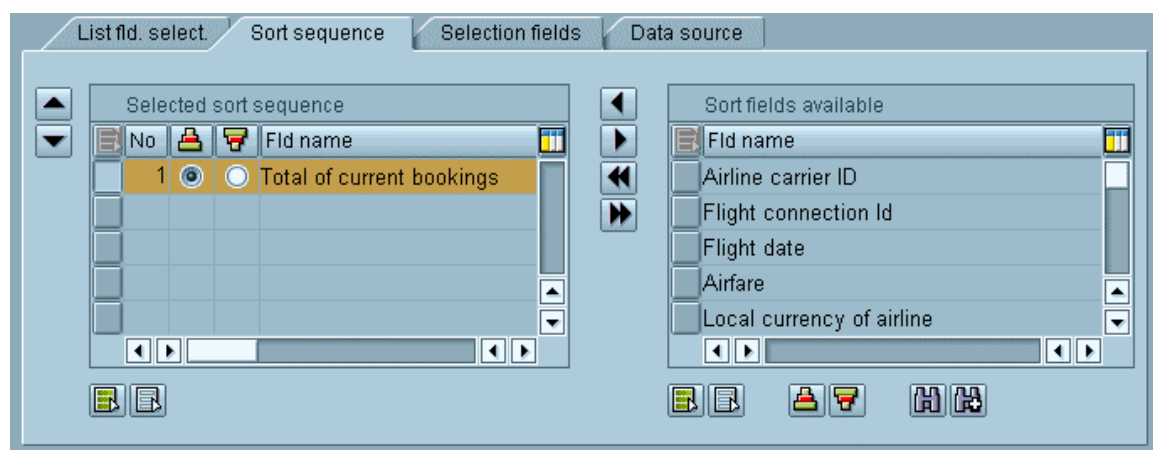
			Line 1
	1	1	Airline carrier ID
	2	1	Flight connection Id
	3	1	From city
	4	1	Destination
			Line 2
	5	2	Occupied seats
	6	2	Total of current bookings



Lines wrap automatically and are only relevant in layout mode.

3. Sort your list according to the fields *Flight connection ID* and *Total of current bookings*. To do so, choose the tab *Sort sequence* and transfer these two fields into the table control on the left.

Example



4. Enter *ABAP List Viewer* in the *Display as* field located above the tab by using the possible entries pushbutton.
5. Choose *Execute*.
6. Enter the name of the airline carrier you want to use in the *Airline carrier* field on your selection screen.

A list similar to the following one appears:

Example

Tickets Sold						
ID	No.	From city	Dest.	Occupied	Booking total	Curr.
LH	0400	FRANKFURT	NEW YORK	0	0,00	DEM
LH	0400	FRANKFURT	NEW YORK	19	23.456,52	DEM
LH	0400	FRANKFURT	NEW YORK	66	81.878,04	DEM
LH	0400	FRANKFURT	NEW YORK	140	175.664,16	DEM
LH	0400	FRANKFURT	NEW YORK	233	291.268,44	DEM
LH	0402	FRANKFURT	NEW YORK	10	12.294,36	DEM
LH	0402	FRANKFURT	NEW YORK	16	20.379,60	DEM
LH	0402	FRANKFURT	NEW YORK	51	63.416,52	DEM
LH	0402	FRANKFURT	NEW YORK	62	77.868,72	DEM
LH	0402	FRANKFURT	NEW YORK	74	92.613,96	DEM
LH	2402	FRANKFURT	BERLIN	0	0,00	DEM
LH	2402	FRANKFURT	BERLIN	9	4.137,05	DEM
LH	2402	FRANKFURT	BERLIN	30	13.570,30	DEM
LH	2402	FRANKFURT	BERLIN	48	21.844,40	DEM
LH	2402	FRANKFURT	BERLIN	97	43.669,40	DEM

Layout Mode/The Graphical Query Painter

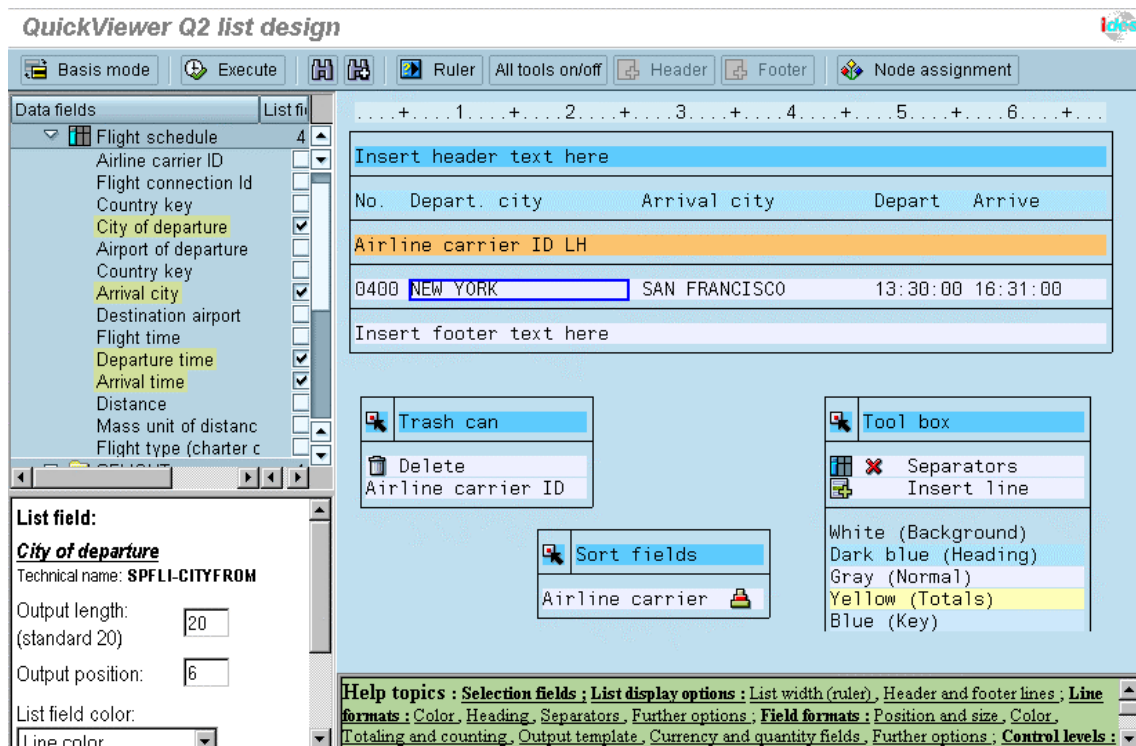
Use

The graphical Query Painter is called whenever you choose to define a QuickView in layout mode. It allows you to format a list according to your wishes and is used especially for constructing basic lists.

Features

In layout mode, you can:

- Define output options for lines
- Change the positioning and size of fields
- Create screen templates
- Edit headers, footers, and column headers
- Define control levels
- Sort
- Create totals lists etc.



The Query Painter is made up of screen divided into four windows whose size may vary according to wish. The individual windows contain

- Those fields at your disposal, organized on the left in tree form

- The list layout (on the right)
- Information about the list element currently selected (lower left)
- Links to the corresponding documentation as well as error messages and warnings (lower right)

The window on the upper left-hand side of your screen displays a list of all of the fields you can work with in this particular list. Further information can be found under [Selecting List Fields \[Seite 1358\]](#).

List layout is simulated in the upper right-hand part of the screen. Individual fields are represented by field values. Sample data records are read from the data source. If this is not possible, dummy field values are inserted. This layout simulation corresponds to the structure of the list that will be created later. It contains the same fields, headers, colors, totals lines, etc. in the same order they will be displayed. In order to simulate the structure of a multiple-line, hierarchical list, numerous sample data records are read from the database and inserted in the list.

In addition, the layout window contains several [Toolbars \[Seite 1401\]](#) for changing list layout and attributes.

Many of the elements that appear in the layout window can be moved and changed using drag and drop functionality. Your cursor changes from a pointer to an index finger when positioned on one of these elements. A simple left mouse click frames all moveable objects in blue and your cursor assumes a new shape (move cursor). Now you can move the element in question within the layout window by depressing your left mouse button and dragging the object to a new position. When you release the mouse button, your element assumes its new position (if the new position is allowed). Moveable elements include:

- All fields in the list layout
- Toolbars
- Fields appearing in toolbars
- Icons in toolbars

You may also change the width of certain selected elements (windows in the list layout, toolbars) by placing your cursor on the right edge of the element and increasing or decreasing its width with the left mouse button.

If an element is selected in the layout window, information about that element is displayed in the lower left window as soon as the blue frame appears around it in the layout window. With fields, long texts, technical names, and list attributes (display line, position, display length, sort number, etc.) are displayed. You may change these attributes directly in this window. Any entry you make in this window must be confirmed using the *Apply* pushbutton.

You may also call a context menu for an element using your right mouse button once that element has been selected in the layout window. This context menu allows you to display general list attributes or the attributes of specific list lines in the lower left window that cannot otherwise be simulated graphically. As with the other attributes, any entries or changes you make in this window must be confirmed using the *Apply* pushbutton.

For more information, see:

[Selecting List Fields \[Seite 1358\]](#)

[Selecting Selection Fields \[Seite 1368\]](#)

Layout Mode/The Graphical Query Painter

[List Display Options \[Seite 1369\]](#)

[List Line Output Options \[Seite 1374\]](#)

[Field Display Options \[Seite 1380\]](#)

[Output Options for Control Levels \[Seite 1392\]](#)

[Toolbars \[Seite 1401\]](#)

Selecting List Fields

You can select list fields in the upper left window of the Query Painter. The fields are displayed in a tree whose structure is derived from that of the data source. If your data source is a logical database, then the nodes of this tree are the same as the logical database nodes. With joins, each table's individual nodes make up the node of the tree. All fields are found under their corresponding node.

Two radio buttons are assigned to each field. When you select the first radio button, its field is selected and transferred to the layout window, and as a result of this to the list as well. You can also make this selection simply by double-clicking on the field name. Selecting the second radio button makes the field into an additional selection criterion.

Selected fields are highlighted in color. Depending on how many fields you select, they are either inserted one after the other in a single line or in multiple lines.

If you do not want to fill every line, but instead want to move to the next line and resume filling there, you can insert new lines using the *Insert line* symbol in the toolbox. Those lines you have selected are then placed in the new line inserted.

To delete selected fields, undo the field's selection, or drag the trash can icon from the appropriate toolbar to the field you want to delete. Deleted fields are stored in the trash and can be re-inserted into the list according to need. The fields attributes remain the same as when they were deleted.



The system empties the trash whenever you exit the program.



Be aware that example data is used when structuring the list. The factual consistency of data in the layout mode is, in contrast to data displayed at list execution, not guaranteed.

Selecting Selection Fields

Selecting Selection Fields

You can choose what selection fields you want to work with in the *Selection Fields* column of the upper left-hand window on your screen in the Query Painter. Select those fields that you want displayed as selection criteria on your selection screen by placing a check in their checkbox.

Selection fields are displayed as input fields on selection screens before your report is executed. Users can reduce the amount of data output in the report by entering values in these fields. If, for example, you select *Flight connection code*, you can specify in the program selection area that you only want to display flights with certain flight numbers.

Those selection fields mandated by your logical database or InfoSet are already selected.

List Display Options

Click on the ruler in the window on the upper right of your screen to determine list attributes. Several attributes may then be altered in the window on the lower left. You may also place your cursor on a list field and depress the right mouse button. The following context menu appears:

Flight connections				
ID	No.	Depart. city	Arrival city	
AA	0400	NEW YORK	SAN FRANCISCO	
Sum of Airline carr				
Overall total				

- Delete field
- List options
- List line options
- Format fields justified left
- Field template

Choose *List options* and maintain your options in the lower left window. You can change list attributes here by making entries directly. Any entry you make in this window must be confirmed using the *Apply* pushbutton.

For more information, see:

[Headers and Footers \[Seite 1370\]](#)

[List Width \(Ruler\) \[Seite 1373\]](#)

Headers and Footers

Headers and Footers

Basic lists are displayed in the Query Painter header first, followed by the line structures, and subsequently a footer.

Two types of header lines are available: page headers and column headers. Headers and footers are independent of query structure. You can define any number of header lines. Blank header lines are not output in the list.

Column headers are made available to you by the system by selecting the checkbox *Display header* under the [List Line Output Options \[Seite 1374\]](#). This checkbox is selected in the standard.

The following functions help you edit headers and footers:

- To insert text or parameters, click on the header or footer.
- To insert an additional line, double-click on the line. Each double-click inserts an additional line.
- To delete a line in your header, drag the trash can icon to that line.



If you have only a single header line and you delete it, you can re-insert a header by choosing *Additions* → *Insert header*.

You can define fixed header lines and footer lines so that when you generate the list, they receive current values. You can use the following fields directly as variables:

Function:	Abbreviation:	Description:
&%NAME	&N	Name of the user processing the query
&%DATE	&D	Current date
&%TIME	&T	Current time
&%PAGE		Current page number (6 characters)
&%P	&P	Current page number (3 characters)

Example

This is what a list formatted in the Query Painter looks like:

Flight connections				Date: &%DATE	
Depart. city	Arrival city	ID No.	Depart	Arrive	
NEW YORK	SAN FRANCISCO	AA 0017	13:30:00	16:31:00	
Time: &%TIME				&%PAGE	

At execution it looks like this:

Headers and Footers

Flight connections					Date: 06-01-1999	
Depart. city	Arrival city	ID	No.	Depart	Arrive	
NEW YORK	SAN FRANCISCO	AA	0017	13:30:00	16:31:00	
SAN FRANCISCO	NEW YORK	AA	0064	09:00:00	17:21:00	
NEW YORK	SAN FRANCISCO	DL	1699	17:15:00	20:37:00	
SAN FRANCISCO	NEW YORK	DL	1984	10:00:00	18:25:00	
FRANKFURT	NEW YORK	LH	0400	10:10:00	11:35:00	
FRANKFURT	NEW YORK	LH	0402	13:30:00	15:05:00	
FRANKFURT	SAN FRANCISCO	LH	0454	10:10:00	12:30:00	
SAN FRANCISCO	FRANKFURT	LH	0455	15:00:00	10:30:00	
FRANKFURT	BERLIN	LH	2402	10:30:00	11:35:00	
BERLIN	FRANKFURT	LH	2407	07:10:00	08:15:00	
BERLIN	FRANKFURT	LH	2415	09:25:00	10:30:00	
FRANKFURT	BERLIN	LH	2436	17:30:00	18:35:00	
FRANKFURT	BERLIN	LH	2462	06:30:00	07:35:00	
BERLIN	FRANKFURT	LH	2463	21:25:00	22:30:00	
ROME	FRANKFURT	LH	3577	07:05:00	09:05:00	
FRANKFURT	NEW YORK	SQ	0026	08:30:00	09:50:00	
NEW YORK	SAN FRANCISCO	UA	0007	14:45:00	17:55:00	
FRANKFURT	SAN FRANCISCO	UA	0941	14:30:00	21:06:00	
SAN FRANCISCO	FRANKFURT	UA	3504	15:00:00	10:30:00	
Time: 10:24:23					1	

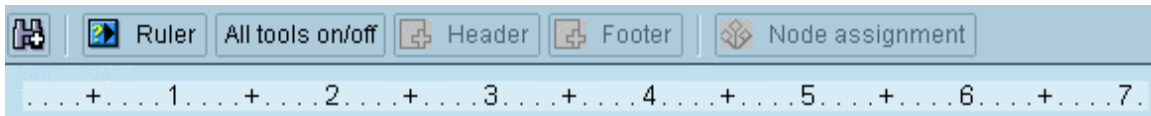


Please note that, although the number of header lines in the page header and footer is unrestricted, the total number of these lines must be smaller than the number of lines per page. You can only check this partially in the QuickView definition, since the number of lines per page may change at processing time (for example, when printing). If this condition is violated at processing time, the program is terminated.

List Width (Ruler)

The ruler is located on the edge of your screen at the upper right in the Query Painter. It is switched on in the standard.

You can hide or re-display the ruler on demand by using the appropriate pushbutton.



To set list width, proceed as follows:

- Place your cursor at the right end of the ruler. Once the frame appears, expand or contract it to the width you want. Alternatively, you may directly enter list width in characters in the *List width* field located in the lower left-hand part of your screen.



If you want to decrease list width so that it is smaller than the combined width of the fields on it, overhanging fields are inserted in a new line.

If you want to frame your list, select the checkbox *List with frame*.



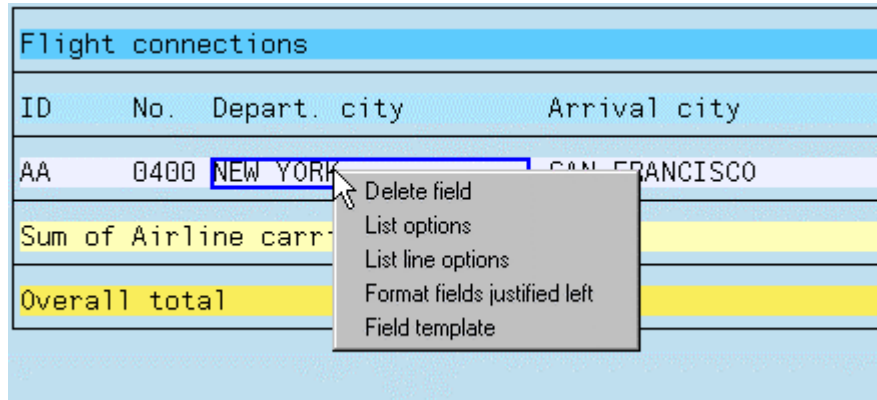
Your list must be framed if you want to use field separation.

List Line Output Options

List Line Output Options

There are two ways to define output options for a line:

- Place your cursor on the line in question and depress the right mouse button. The following context menu appears:



Choose *Line options* and maintain your line options in the lower left window.

or

- Double-click on an empty segment of the line (next to the list field). Those options that can be changed are now displayed in the lower left window on your screen.

For further information on line options, refer to the following sections:

[Color \[Seite 1375\]](#)

[Column Headers \[Seite 1376\]](#)

[Separators \[Seite 1377\]](#)

[Further Options \[Seite 1378\]](#)

Colors

You can use colors in lists to highlight specific information.

Select a color from the appropriate toolbox and drag it to the line you want (not to a list field). This line is now displayed in that color. In addition, you may also choose colors from the line options in the window in the lower left-hand corner using the possible values help. Selecting *Apply* then assigns the color to a line.

The Hierarchy Display

You may use the pushbutton *Node assignment* in the application toolbar of the Query Painter to highlight parts of your hierarchy display in color. When you choose this pushbutton, individual hierarchy levels are automatically displayed in different colors depending on their position in the logical database or functional area. This allows you to discern which fields belong to which level of the hierarchy and more easily order different lines these fields when creating multiple-line basic lists.

This highlighting is temporary and does not affect the colors you've selected for list display in any way. Choose *Node assignment* once again to switch off these colors. An example can be found in the section [Totaling and Counting Fields \[Seite 1383\]](#).

SPFLI	11	No.	ID	Airp	From city	Apt	Dest.
Flight schedule	6	Flgt date	Plane	Capacity	Occupied	Booking total	
SFLIGHT	5	Airline AA					
Flight demo table	5	0017	AA	JFK	NEW YORK	SFO	SAN FRANCISCO
Airline carrier ID	<input type="checkbox"/>	11/19/1999	747-400	660	0	0,00	USD
Flight connection	<input type="checkbox"/>	11/22/1999	747-400	660	96	0,00	USD
Flight date	<input checked="" type="checkbox"/>	11/29/1999	747-400	660	48	0,00	USD
Ticket price	<input type="checkbox"/>	Total - Flight connection 0402					
Local currency of	<input type="checkbox"/>	0,00 USD *					
Plane type	<input checked="" type="checkbox"/>	Total - Airline LH					
Maximum capaci	<input checked="" type="checkbox"/>	0,00 USD **					
Occupied seats	<input checked="" type="checkbox"/>						
Total of current b	<input checked="" type="checkbox"/>						
SBOOK	0						

Many examples found in this documentation (the one above as well) are based upon logical database F1S. This database contains the tables SPFLI, SFLIGHT, and SBOOK. For each record (flight connection) in SPFLI, there are several records (flights for each flight connection) in SFLIGHT. For each record in SFLIGHT, the table SBOOK contains one record for each booking made.

See also the section [Logical Database F1S \[Seite 1342\]](#).

Column Headers

Column Headers

You may display the structure of a basic list in the Query Painter: This display contains the header line (page header), the line structure, and the footer line (page footer).

Header lines are subdivided into page headers and column headers. The checkbox *Display header* is selected in the standard under [List Line Output Options \[Seite 1374\]](#); this means that column headers will be displayed.

If you want to hide a line, deselect the checkbox for the entire line.

The system uses the short descriptions of fields stored in the ABAP Dictionary as column headers. If you want to change this text in a QuickView, do so by simply clicking on the column header you want to modify.



In queries, fields may only ever have one header.

Whenever you alter the output length of a field, the width of its header is changed as well.

Separators

Using separators makes list display clearer and more readily understandable.

No.	ID	Airp	From city	Apt
Flgt	date	Plane	Capacity	Occupied
Airline AA				
0017	AA	JFK	NEW YORK	SFO
11/19/1999	747-400	660	0	
11/22/1999	747-400	660	96	
11/29/1999	747-400	660	48	

Whenever you create a list in the Query Painter, it is framed automatically and its header and footer are set off from the body of the list with underscores.

You can decide if you want to display slashes before and after lines and if column separators make sense. These options are available as [List Line Output Options \[Seite 1374\]](#).

You can also drag the separator icon from the toolbox to a specific line to insert column separators. Drag the *Undo* icon to that line to undo your choice.

Use this technique to undo the automatic selections mentioned above if you do not want your list's columns and lines to be separated. You can also delete the frame around your list on the [List Line Output Options \[Seite 1374\]](#) screen. However, be aware that separators can only be used between individual column fields and lines if the list itself is framed.

Further Options

Further Options

The following [List Line Output Options \[Seite 1374\]](#) are available:

- *Line color*

You can assign a line a color in the following way:

- Call the possible values help for *Line color* from list line output options in the left lower window and choose *Apply*.
- Select a color from the toolbar for additional functions (toolbox) and drag it to the line you want.

The colors available are described by terms which identify their use in SAP standard displays.



You can also assign specific colors to the individual fields in a line independent of the line color.

- *Blank space before/after this line*

You can determine if you want a blank line to be inserted in front of or after a line. To do so proceed as follows:

- Enter the number of empty lines you want to have before or after the line under [List Line Output Options \[Seite 1374\]](#) in the lower left-hand window on the screen. Confirm your entries using the *Apply* pushbutton.
- Select the *Insert line* icon from the toolbar for additional functions (toolbox) and drag it to the line you want. An empty line is inserted after each current line.

- *Redisplay line in header*

This option allows you to repeat certain lines in every page header.



For example, a query contains a flight connection (line 1) for multiple flights (line 2). This means that if you are working with a fixed page size (which is always the case when printing), one page may contain only lines with flights. However, if you select the option *Redisplay line in header* for line 1 (flight connection information), the line containing the flight connection will be output on each new page. Therefore, it is always easy to see to which flight connection the flights on each page belong.

- *New page*

If you select the option *New page* for a line, the system inserts a page break a new page before outputting this line.

- *Display only in connection with line n*

This option allows you to specify in connection with which line you want to output specific data. For example, flight connections (line 1) should only be displayed in connection with flights (line 2). In this case you must enter 2 in field *Display only in connection with line n* in the output options for line 1. You can now generate a list containing only those flight connections for which flights exist.

Field Display Options

Field Display Options

A field's display options are displayed in the lower left-hand window whenever you select a particular field. These options include a long text and the object's technical name, as well as its attributes in the list (display line, display position, etc.). You can change a field's attributes directly by making entries in this window. Choose *Apply* to adopt new values. More information about these and other display possibilities can be found in the following sections:

[Positioning and Sizing \[Seite 1381\]](#)

[Colors \[Seite 1382\]](#)

[Totaling and Counting Fields \[Seite 1383\]](#)

[Screen Templates \[Seite 1389\]](#)

[Currency Fields and Quantity Fields \[Seite 1390\]](#)

[Further Options \[Seite 1391\]](#)

Positioning and Sizing

Moving fields

To change a field's position, proceed as follows:

1. Select the field.
2. Drag the field to the new position you want it at (keeping the left mouse button depressed).

Insert mode is the standard Query Painter setting, this means that whenever you position a field between to others, the system automatically makes room for the new field (without overwriting any existing fields). Overwrite mode can be switched on at will (Edit → Overwrite). Fields overlap in overwrite mode and a corresponding warning is displayed in the window at lower right. Use the *Order fields left-justified* command in the context menu (right mouse button) to display all overlapping fields so that you can see them.

If you want to move a field within a line, select the field and enter a number in the field *Output position* in the lower left window. The line will be displayed at this position. Use the ruler to help you position your fields.

Changing the Output Length of a Field

To change a field's output length, proceed as follows:

1. Select the field.
2. Place your cursor on the right edge of the field. Change the display length of the field by dragging the edge of the field to the length you desire.

You may also enter a value in the appropriate field in the lower left window on your screen to determine the output length of a field.



Increasing the output length may be particularly important if you are totaling a field and the output length required by the total is greater than that of the individual fields themselves.

Colors

Colors

Use the *Colors* toolbar to select a color and drag it to a field you want to highlight.

Or select the field using your mouse and choose a color from the *List field color* window in the lower left-hand corner of your screen. Possible entries help helps you select a color. Once you have chosen a color and applied it to a line, you can undo this selection by choosing *Line color* once again.



The colors available are described by terms which identify their use in SAP standard displays.

Totaling and Counting

Totaling

Whenever you create a list in the Query Painter, all numeric fields are automatically totaled. These totals are displayed at the end of the list. All numeric fields are also placed in the *Totaling fields* toolbar. To undo totaling for specific fields, select the fields from the toolbar and drag them to the trash or drag the trash to them or to the corresponding total in your list layout.

If sort fields have been defined for your list, subtotals are automatically displayed at the end of each control level. If you want to undo subtotalling for a specific sort level, select the trash can and drag it to the appropriate subtotal on the list layout display. To suppress all subtotalling functions, deselect the field *Display totals* in the [Output Options for Control Levels \[Seite 1392\]](#).

If you are totaling a particular field, the total is output in the same column as the field, that is with the same output length. For this reason, the output length may be too short for the total and cause overflow. ABAP identifies these overflows by placing an asterisk in front of the affected value when it is output.

To avoid overflows like this when outputting totals, you can simply increase the output length of the field.

If you total fields containing values in different currencies, the totals are created according to currency.

Currency-specific summation also applies when you specify the output of the currency amount field without a unit. Then, several currencies (without a currency) appear in the totals lines. For this reason, you should always output currency amounts with a currency.

The same applies to quantity fields. If you specify summation for a quantity field, this is performed according to the units involved and results in a distribution in the totals lines.

Counting

In contrast to totals, counting fields are not automatically displayed. To count a field, proceed as follows:

1. Choose *Tools* → *Counting fields on/off*.

The *Counting fields* toolbar is not switched on in the standard.

2. Drag the field you want to count to the *Counting fields* toolbar.

The number of times this field appears is displayed at the end of the list. If sort fields have been defined for your list, preliminary counts are automatically displayed at the end of each control level. To suppress these preliminary counts, deselect the field *Display count* in the [Output Options for Control Levels \[Seite 1392\]](#).

Finally, the options *Total* and *Counter* should be compared one more time.

The *Total* option causes the grand total of a specified numeric field to be calculated. This means that each time the field is read in a dataset, the field's value is added to the sum total. The grand total is displayed at the end of the basic list. With control levels, you can also display subtotals. A subtotal contains all values of a field that are assigned to a particular control level, that is a particular sort string.

The *Counter* option causes the counter number for a particular field to be increased by 1 every time that this field is found within the data set currently being read. The resulting counter total is

Totaling and Counting

displayed in much the same manner as a grand total at the end of the basic list. Just as with totals, counter subtotals can be displayed for individual control levels. These counter subtotals show how many values have been assigned to a particular control level.

Example

You want to create a list that displays information about the airline ticket sales of a specific airline over a certain period of time. In addition, you want to display how many flights per flight connection are planned.

Proceed as follows:

- First, create a QuickView with logical database F1S as its data source. Further information can be found under [Creating QuickViews \[Seite 1348\]](#).
- Select the following fields in the upper left-hand window in the Query Painter. *Airline ID*, *Flight code*, *Departure airport*, *Departure city*, *Arrival airport*, *Destination (city)*, *Flight date*, *Airplane type*, *Maximum occupancy*, *Occupied seats*, and *Current total of revenues*.
- Use the trash can to delete all sum totals except for the sum total for the field *Current total of revenues*.
- Drag the fields *Airline ID* and *Flight code* to the *Sort Fields* toolbar.
- Hide the control level text for *Flight code* by clicking on it and undoing its field selection in the [Output Options for Control Levels \[Seite 1392\]](#).
- Drag the *Airline ID* field to the trash, since it is displayed in the control level text.
- Click on the control level text for *Airline ID* and change it to *Airline*.
- Switch on the *Counting fields* toolbar and drag the field *Flight date* to it.
- Choose *Node assignment*. The fields in the first line of the list have been taken from different levels of your logical database hierarchy.

SPFLI	11
Flight schedule	6
SFLIGHT	5
Flight demo table	5
Airline carrier ID	<input type="checkbox"/>
Flight connection	<input type="checkbox"/>
Flight date	<input checked="" type="checkbox"/>
Ticket price	<input type="checkbox"/>
Local currency of	<input type="checkbox"/>
Plane type	<input checked="" type="checkbox"/>
Maximum capaci	<input checked="" type="checkbox"/>
Occupied seats	<input checked="" type="checkbox"/>
Total of current b	<input checked="" type="checkbox"/>
SBOOK	0

No.	ID	Airp	From city	Apt	Dest.
Flgt date	Plane	Capacity	Occupied	Booking	total
Airline AA					
0017	AA	JFK	NEW YORK	SFO	SAN FRANCISCO
11/19/1999	747-400	660	0	0,00	USD
11/22/1999	747-400	660	96	0,00	USD
11/29/1999	747-400	660	48	0,00	USD
Total - Flight connection 0402					0,00 USD *
Total - Airline LH					0,00 USD **

This means that the list is displayed as follows:

No. Plane	Airp	From city Occupied	Apt	Dest.	Flgt date Booking total	Capacity
Airline LH						
0400	FRA	FRANKFURT	JFK	NEW YORK	11/29/1999	380
DC-10-10		19			23.456,52	DEM
0400	FRA	FRANKFURT	JFK	NEW YORK	12/02/1999	380
DC-10-10		140			175.664,16	DEM
0400	FRA	FRANKFURT	JFK	NEW YORK	12/09/1999	380
DC-10-10		66			81.878,04	DEM
0400	FRA	FRANKFURT	JFK	NEW YORK	12/29/1999	380
DC-10-10		0			0,00	DEM
0400	FRA	FRANKFURT	JFK	NEW YORK	12/31/1999	380
DC-10-10		233			291.268,44	DEM
Total - Flight connection 0400					572.267,16	DEM *
Number - Flight connection 0400					5	*
0402	FRA	FRANKFURT	JFK	NEW YORK	11/19/1999	380
DC-10-10		16			20.379,60	DEM
0402	FRA	FRANKFURT	JFK	NEW YORK	11/22/1999	380

The fields *Departure city*, *Destination (city)* etc. have to be displayed for each connection, even though appropriate positioning of the fields could make this unnecessary. Organize your fields in such a manner that only fields highlighted in red are found in the first line. Further information can be found under [Positioning and Sizing \[Seite 1381\]](#) and in [The Hierarchy Display \[Seite 1380\]](#).

10. Change the texts for subtotals and preliminary counter totals by clicking on them.
11. Insert separators (using the icon in the toolbox) and add additional slashes before and after list lines as you deem necessary. Further information can be found under [List Line Output Options \[Seite 1374\]](#)
12. Execute your QuickView. Enter an airline and a time period on the selection screen.

Totaling and Counting

A list similar to the following might appear:

No. Flgt date	Airp Capacity	From city Plane	Apt Occupied	Dest. Booking total		
Airline LH						
0400	FRA	FRANKFURT	JFK	NEW YORK		
11/29/1999	380	DC-10-10	19	23.456,52	DEM	
12/02/1999	380	DC-10-10	140	175.664,16	DEM	
12/09/1999	380	DC-10-10	66	81.878,04	DEM	
12/29/1999	380	DC-10-10	0	0,00	DEM	
12/31/1999	380	DC-10-10	233	291.268,44	DEM	
Total - Flight ID 0400				572.267,16	DEM	*
Number - Flight ID 0400						*
5						
0402	FRA	FRANKFURT	JFK	NEW YORK		
11/19/1999	380	DC-10-10	16	20.379,60	DEM	
11/22/1999	380	DC-10-10	10	12.294,36	DEM	
11/29/1999	380	DC-10-10	62	77.868,72	DEM	
12/19/1999	380	DC-10-10	51	63.416,52	DEM	
12/21/1999	380	DC-10-10	74	92.613,96	DEM	
Total - Flight ID 0402				266.573,16	DEM	*
Number - Flight ID 0402						*
5						
Total - Airline LH				838.840,32	DEM	**
Total number - Airline LH						**
10						

Screen Templates

1. Screen templates allow you to insert texts in your lists. To insert descriptive texts in your lists, proceed as follows: Select the field you want to create a screen template for in the window on the upper right.
2. Increase the field's display length in lower left-hand window so that the number of characters you want to insert fits into the field.



Most of the time it will make sense reserve the field's output length for those values that are to be replaced and to increase the field's output length by the number of characters needed to accommodate the descriptive text.

3. Depress your right mouse button.
4. Choose *Field template* from the context menu that appears.

The line is now ready for input and an underscore has been inserted below. The length of the underscore indicates the output length of the field, that is, the number of characters reserved for field value substitution.



In the example below, the airport codes have been inserted in parentheses. An output length of three characters has been provided for the airport code. These three characters are indicated by the underline (___) and may not be overwritten by additional entries.

5. Enter the text you desire.

Example

Several descriptive texts have been inserted in the following list:

Departures and Arrivals		
Flight - 0400		
Depart.: FRANKFURT	(FRA)	10:10:00
Arrival: NEW YORK	(JFK)	11:34:00
Flight - 0402		
Depart.: FRANKFURT	(FRA)	13:30:00
Arrival: NEW YORK	(JFK)	15:05:00
Flight - 2402		
Depart.: FRANKFURT	(FRA)	10:30:00
Arrival: BERLIN	(SXF)	11:35:00

Currency Fields and Quantity Fields

Currency Fields and Quantity Fields

Currency amount fields and quantity fields are numeric fields which each have a currency or unit field assigned to them. The correct interpretation of the values in these fields depends on its currency or unit of measure. Therefore, you can decide whether you want their corresponding currency/unit of measure to be displayed before or after the field, or not at all. Proceed as follows:

1. Select the field.
2. Choose one of the options from the window on the lower left (*before*, *No currency field/unit*, or *after*).
3. Choose *Apply*.



The assignment of amount fields to unit fields is defined in the ABAP Dictionary and evaluated by the QuickViewer.

Further Options

- *Display field only if <> 0*

Select this option if you want a field to be left empty instead of displaying a zero.

Output Options for Control Levels

Output Options for Control Levels

If you select a specific sort sequence for a particular list field, the system automatically provides you with a text at the start of your control level and creates subtotals for the control level's numeric fields.

For example, you have selected the following fields.

The screenshot shows the SAP QuickView interface. On the left, the 'Data fields' pane lists 'SPFLI' (6) and 'Flight schedule' (5). The 'Control level' configuration pane is titled 'Airline carrier ID' and includes options for sort direction (ascending or descending), start/end control level, and display options (totaling, counting). The 'Sort fields' toolbar shows 'Airline carrier' and 'Flight connection' fields. The main display area shows a table with columns 'No.', 'ID', 'Depart. city', and 'Arrival city'. The table content includes 'Airline AA', 'Flight connection Id 0400', and a row with '0400 AA NEW YORK SAN FRANCISCO'. A 'Time: &%TIME' label is also present.

This QuickView is sorted according to the fields *Airline ID* and *Flight connection code*. After you drag these two fields to the *Sort fields* toolbar, the control level texts automatically appear above your list fields. Subtotals are displayed below the list's numeric fields.

Whenever you choose a sort field in the toolbox, the display options of its corresponding control level are displayed in the window at the lower left-hand corner of your screen. Here you may also determine a sort direction for each sort field and select options for the beginning and end of the control level. For more information, see:

[Sorting \[Seite 1393\]](#)

[Control Level Text \[Seite 1394\]](#)

[Subtotals \[Seite 1395\]](#)

[Counting Fields \[Seite 1397\]](#)

[Further Options \[Seite 1400\]](#)

Sorting

To sort, proceed as follows:

1. Select the field you want to sort according to in the upper right-hand window.
2. Drag this field to the *Sorting fields* toolbox.

If multiple fields have been dropped into the toolbox, their order determines in which order sorting will take place. The system sorts according to the first field, then according to the second, and so on.

If you want to change the order in which fields are sorted, you can do so by selecting and moving fields within the toolbox.

An icon appears after each field indicating the direction in which the field is sorted (ascending/descending). You can change the sort direction simply by clicking on the icon.

Sorting can be undone by selecting the field in the toolbox and dragging it to the trash.

Whenever a field is identified as a sort field, a control level text is displayed the field in the Query Painter. Subtotals are displayed for numeric fields at the end of each control level. If a counter has been attached to the field, a partial counter value (subtotal) is recorded at the end of each control level. Further information can be found under [Totalling and Counting Fields \[Seite 1383\]](#) and in the section on [Control Level Texts \[Seite 1394\]](#).

Control Level Text

Control Level Text

Once the [Sorting \[Seite 1393\]](#) of a particular field has been determined, a control level text is created that appears above the fields in your list in layout mode.

This control level text is highlighted in purple ('lilac'). You cannot change this lovely color!

Insert header text here						
No.	ID	Depart.	city	Arrival city	Depart	Arrive
City of departure NEW YORK						
0400	AA	NEW YORK		SAN FRANCISCO	13:30:00	16:31:00
Insert footer text here						

Sort fields

City of departur

If you select a sort field, as in the example above, and want it to appear as the control level text, it makes sense to delete the field from the actual body of the list. If you do not want the sort field to be elevated to the control level text, delete the control level text using the trash can icon. To delete the control level text, click on the sort field in the *Sort fields* toolbox and deselect the option *Control level text* in the lower left window on your screen. This checkbox is selected in the standard.

Click on control level texts to edit them. The whole line (minus the sort field display length) can be filled with text.

Texts for subtotals and counting fields can be edited in the same manner.

Subtotals

Once the sorting of a particular field has been determined, a control level is created. At the end of this control level, subtotals appear for all numeric fields in the list. A subtotal contains all values of a field that are assigned to a particular control level, that is a particular sort string.

Delete those subtotals that you do not need using the trash can icon.

If you do not want subtotals to be displayed at the end of a control level, deselect the *Display subtotals* option under [Output Options for Control Levels \[Seite 1392\]](#).

Example

The list displayed below is sorted according to the fields *Airline ID* and *Flight connection code*. The subtotals are created and displayed accordingly.

Subtotals

No. Flgt date	Airp Capacity	From city Plane	Apt Occupied	Dest. Booking total
Airline LH				
0400	FRA	FRANKFURT	JFK	NEW YORK
11/29/1999	380	DC-10-10	19	23.456,52 DEM
12/02/1999	380	DC-10-10	140	175.664,16 DEM
12/09/1999	380	DC-10-10	66	81.878,04 DEM
12/29/1999	380	DC-10-10	0	0,00 DEM
12/31/1999	380	DC-10-10	233	291.268,44 DEM
Total - Flight ID 0400				572.267,16 DEM *
0402	FRA	FRANKFURT	JFK	NEW YORK
11/19/1999	380	DC-10-10	16	20.379,60 DEM
11/22/1999	380	DC-10-10	10	12.294,36 DEM
11/29/1999	380	DC-10-10	62	77.868,72 DEM
12/19/1999	380	DC-10-10	51	63.416,52 DEM
12/21/1999	380	DC-10-10	74	92.613,96 DEM
Total - Flight ID 0402				266.573,16 DEM *
Total - Airline LH				838.840,32 DEM **

Counting Fields

The *Counter* option causes the counter number for a particular field to be increased by 1 every time that this field is found within the data set currently being read. The resulting counter total is displayed in much the same manner as a grand total at the end of the basic list. Just as with sum totals, counter subtotals can be displayed for individual control levels. These counter subtotals show how many values have been assigned to a particular control level.

Unlike totaling, counting fields are not displayed automatically. Fields you want to display counting fields for must be dragged to the *Counter toolbar*. This toolbar can be displayed by choosing *Tools* → *Counting fields on/off*.



The *Counter* option can also be selected for non-numerical fields.

Example

In this example, suppose you want to generate a list which contains booking information for each flight. A subtotal of revenues per booking should be displayed for each flight and a line containing a sum total of everything should appear at the end of the list. In addition, you want to know how many bookings were made per flight.

1. Choose fields as shown below. Numeric fields are automatically totaled. Since you only want to total the field *Amount (in foreign currency)*, use the trash can to delete the totals for the other fields.
2. Sort the list according to the field *Flight date*. The flight date now appears at the beginning of each control level. Subtotals are displayed prior to each change of date.
3. In order to find out how many bookings have been made per flight, choose *Tools* → *Counting fields on/off*. The *Counting fields* toolbar appears. If the option *Control level end - Display counter* is selected in the [Output Options for Control Levels \[Seite 1392\]](#) (this is the setting in the standard), the number of bookings is displayed for each control level and the total number of bookings is displayed at the end of the list.

Counting Fields

Counting Fields

Bookings					01.06.1999
From city	Dest.	Air Nr	Depart.	Arrival	
F1. date	Ticket price	Occupied	Free		
Booking	Customer name	C S	Amount (for.crrncy)		
00000041	Ruthenberg, K.	Y	2.370,36	DEM	
00000042	Martin	Y	1.485,56	USD	
00000043	SAP Italy SPA	C X	2.469,12	DEM	
Total F1-Date	10.05.1999		67.456,38	DEM	*
			16.548.776	ITL	
			9.898,66	USD	
Number F1-Date			43		*
00000001	Becker, L.	F	2.271,59	DEM	
00000002	Mueller, A.	Y X	2.395,05	DEM	
00000003	Ratlos, Rudi	Y	2.322.202	ITL	
00000004	Starr	F	2.419,74	DEM	
00000005	Jackson, M.	Y	1.485,56	USD	
00000006	SAP Danmark	C	2.098,75	DEM	
00000007	SAP Oesterreich	C	2.395,05	DEM	
00000008	Brucher, F.	Y	2.320,97	DEM	
Total F1-Date	12.05.1999		13.901,15	DEM	*
			2.322.202	ITL	
			1.485,56	USD	
Number F1-Date			8		*
Overall total			146.641,09	DEM	**
			35.395.301	ITL	
			22.632,02	USD	
Total number			94		**

Further Options

Further Options

Other options available in conjunction with control levels include:


- *New line*
An empty line is displayed before the control level.
- *New page*
A page break is inserted after every control level change, for example after a change of sort string.
- *Frame control level*
Individual control levels are framed.

Toolbars

The layout window contains several toolbars for changing list layout and attributes. A toolbar is made up of a frame containing a header and other elements depending on the type of toolbar it is (icons, for example).

Notes on the functions available from individual toolbars are displayed in the lower left window on your screen whenever you click on a toolbar's header. Consult the corresponding passages in the online documentation on the Query Painter for more detailed information.

The following is a list of the functions available for switching toolbars on/off and altering their position on the screen:

Hiding all toolbars	Choose the pushbutton <i>All tools on/off</i> to hide or redisplay all toolbars at the same time.
Hiding individual toolbars	<p>Right click on a toolbar's header after have selected the toolbar as a whole. A deactivation pushbutton appears for hiding that toolbar. Alternatively, you can use the entries found in the <i>Tools</i> menu to activate/deactivate individual toolbars.</p> <p></p> <p>The toolbars <i>Toolbox</i> and <i>Trash can</i> can be displayed horizontally. Right click their headers and then choose <i>Horizontal</i>.</p>
Moving toolbars	Clicking on a toolbar's header changes your pointer into a move cursor (cross). You can now reposition this toolbar.



The *Counting fields* toolbar is not switched on in the standard. To do so, choose *Tools → Counting fields on/off*.

Overview: HR Reporting

Overview: HR Reporting

This section contains a table that gives you an overview of the purposes, advantages, and limitations of the various reporting options in HR.

Reporting tool	Purpose	Advantages	Limitations
Standard reports [Seite 32]	Provide solutions for your most frequent reporting requirements	Can be used immediately No developments required	Limited flexibility Output fields cannot be selected as required
HIS [Seite 938]	Hierarchies are displayed as graphics Reports are executed using selected structures or substructures, that is, using preselected sets of objects	User-friendly method of displaying hierarchical structures Integration with InfoSet Query and standard reports No need to switch from one HR application to another if you want to execute reports from different applications Little training required	Limited flexibility Tool is used to execute standard reports and customer reports It cannot be used to create reports
InfoSet Query [Seite 944]	Intuitive, general SAP reporting tool used to create customer reports Enables you to create reports for all areas of HR When InfoSet Query is accessed from Human Resources (HR), the <i>Query area</i> and <i>User group</i> parameters already contain values and you can only perform <i>ad hoc reporting</i> . If InfoSet Query is accessed this way, it is called Ad Hoc Query in HR (see HR in InfoSet Query [Seite 990]).	User-friendly interface Very easy to use No programming required If integrated with SAP Query, you can continue processing queries using SAP Query Set operations enable you to create sets of objects as required for which data must be output Can be included in roles using a suitable InfoSet	InfoSets and user groups must be defined in SAP Query before you can use InfoSet Query Multiline lists cannot be displayed

Overview: HR Reporting

<p>SAP Query [Seite 1014]</p>	<p>General SAP reporting tool used to create customer reports</p> <p>Individual definition of user groups, InfoSets, and queries</p>	<p>Extremely flexible</p> <p>No programming required</p> <p>Queries can be provided in the SAP Easy Access menu</p> <p>Includes numerous options for aggregating data, performing calculations, and displaying graphics</p> <p>Enables you to display multiline lists</p> <p>Enables you to define one basic list and several statistics and ranked lists for each query</p>	<p>Restricted to data from the R/3 System</p> <p>Each HR query can process data from just one HR logical database:</p> <p>PNP: Administration, Time Management, and Payroll</p> <p>PCH: Generally for all areas, but particularly suitable for reporting on data from Personnel Planning</p> <p>PAP: Recruitment</p> <p>Requires much more training than other options</p>
<p>Business Information Warehouse</p> <p>For more information, see the BW documentation</p>	<p>Analytical reporting tool used for information and decision-making purposes</p>	<p>Extremely flexible</p> <p>Facilitates complex calculations (calculation of averages, time series comparisons)</p> <p>Enables you to access non-SAP data</p> <p>Easy to use</p> <p>Uses OLAP technology</p> <p>Includes detailed Business Content (HR extractors, InfoCubes, key figures, and standard queries)</p>	<p>Data is extracted from OLTP systems, that is, real-time data is not accessed</p>