

# The Form Editor (PT-EV-FO)



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## The Form Editor (PT-EV-FO)

### Definition

The Time Management form editor is a Customizing tool that you can use to create forms for displaying the results of time evaluation.

### Use

You can create the following forms with the form editor:

- Time statements for your employees: You can display the time statements online in the SAP system or in an intranet application, or you can send printed statements to your employees.
- Totals overviews: Administrators can use this form to gain an overview of the status of particular balances for multiple employees.

### Structure

#### *Graphical user interface*

The Time Management form editor's graphical user interface provides you with a clear overview of the form details.

You determine the layout of the form in *windows*. This display closely resembles the subsequent layout of the form, and the printed version. When you enter text elements and table fields in the screen, it is as if you are writing directly onto the form.

#### *Form classes*

There are two form classes for the Time Management form editor:

- Form class TEDT: Creating time statements
- Form class TELU: Creating time totals overviews

#### *Country-specific forms and language versions*

The layout of addresses and the display of wage types make forms country-specific. You can create several language versions of one form to provide the time statement to your employees in their native language.

#### *Client-specific forms*

You can create different forms for each client in your SAP system.

### Integration

The Time Management form editor is used only for formatting the results of time evaluation. To create other Human Resources forms, use, for example, the [HR Form Editor \[Ext.\]](#).

---

**Sub-Objects of the Time Management Form Editor**

## Sub-Objects of the Time Management Form Editor

### Definition

The Time Management form editor is made up of several sub-objects.

### Structure/sub-objects

#### *Attributes*

The attributes of the time statement form contain general status information. You can specify the person responsible for the form, for example, and see the number of lines and columns in the form.

You specify the form class to which a form belongs. For forms of class TELU, you can enter the name of the corresponding TEDT form.

This function allows time data administrators to double-click the output list to branch from a TELU form to a TEDT form if they want to obtain detailed information on an employee.

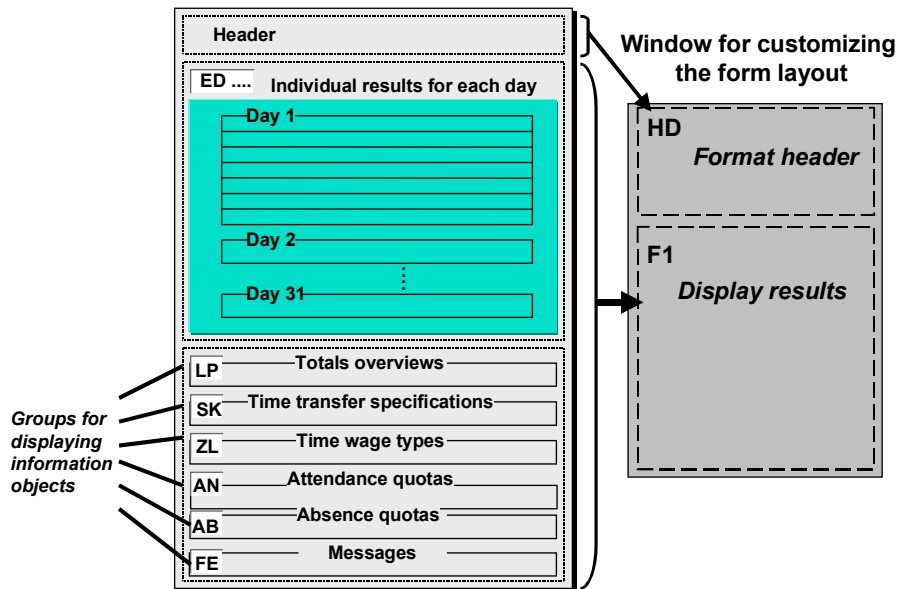
#### *Form layout*

You create the layout for the time statement or totals overview in two windows:

- In window HD, you set up the form header. General data such as the employee's name, address, personnel area, cost center, and so on, is maintained in the header.
  - The header is output once for each page of the time statement. Unlike window F1, the header always has the number of lines you have specified.
- In window F1, you create the information objects that are read from Cluster B2 when report RPTEDT00 is started. The information objects contain current employee time data. Groups have been defined for the different business objects. You create single results per day, totals overviews, and so on, in the groups.

See also: [Groups for Displaying Information \[Page 12\]](#)

## Form Layout



### Totals

You can display summarized time balances or time wage types. For more information, see [Displaying Totals for Time Balances and Wage Types \[Page 29\]](#)

### Text modules

If you want to display specific texts according to variables such as the date, day evaluated, and so on, you can create text conversions for a field in the form. For more information, see [Text Conversions \[Page 33\]](#).

### Documentation

You can create client-specific documentation for each form you have created or modified. You use HR documentation to document forms. To edit the documentation in the *form editor*, choose *Documentation* → *Change*.

---

**Creating a Time Management Form**

## Creating a Time Management Form

### Prerequisites

Given the complexity of the Time Management forms, we recommend that you always copy an existing sample form, then modify it to suit your requirements.

For an overview of the standard forms, see [The Time Statement \(RPTEDT00\) \[Ext.\]](#)

### Procedure

1. Choose *Human resources* → *Time management* → *Administration* → *Tools* → *Form editor* (or transaction PE50).
2. Copy an SAP sample form or a form you have created.  
For more information on how to copy forms, see [Copying a Time Management Form \[Page 9\]](#)
3. Choose *Attributes* → *Change*, and maintain the attributes of the form. Enter the person responsible, the form class, and so on, and save your entries.
4. Choose *Form layout* → *Change*.
5. Enter the language in which you want to create the form.
6. Double-click in the window HD, and change the form header as if required.  
For more information, see [Editing the Time Statement Form \[Page 10\]](#).
7. Double-click in the window F1, and change the form groups as required.  
For information on the groups of window F1, see [Groups for Displaying Information \[Page 12\]](#)
8. Choose *Transfer*.
9. Document the form you have created by choosing *Documentation* → *Change* in the initial screen.
10. Create another language version of the form.  
For more information, see [Creating Language Versions of the Time Management Form \[Page 35\]](#).
11. Transport the form to other systems, for example, to your productive clients.  
Choose *Form* → *Transport*, and enter a transport request.



## Copying a Time Management Form

### Use

When you create a new form, you should always copy an existing form to simplify the task.

You can delete fields or lines that are not required and create new fields in the new form.

### Prerequisites

There is an SAP sample form or a customer-specific form that you can use as a template. You can also use the function described here to copy forms from other clients to your client.

### Procedure

1. Choose *Human resources* → *Time management* → *Administration* → *Tools* → *Form editor* (or transaction PE50).
2. Choose *Extras* → *More*. Select an existing form.  
The *Form Data to be Imported* dialog box appears.
3. Enter the data of the form you want to copy.
4. Choose *Continue*.  
The *Form Class* screen appears.
5. Enter a name for the new form.
6. Select the entry.
7. Choose *Form* → *Copy forms*.  
A log of the copying procedure is displayed.
8. Exit the function.

---

**Editing the Time Statement Form**

## Editing the Time Statement Form

### Use

You use this function to edit the header area (window HD) and the single groups (window F1) of the time statement form.

The use of the editor in windows HD and F1 is generally the same, however you can represent specific requirements in individual groups.

### Prerequisites

You have created a form. We recommend that you always copy a sample form.



You should confirm each individual action that you perform during editing by choosing ENTER.

### Features

In windows HD and F1, you can perform the following activities:

- Create names and titles
- Convert texts
- Insert, delete, and copy lines
- Insert, delete, and copy fields
- Enter more detailed information on the information to be displayed, for example, the output length, conversion, and so on.
- Set conditions for the display of a field
- Specify the priority in which the information is displayed, that is, how information is overlaid, for the windows for the *day data*

You can use the NEW-PAGE parameter to determine that the time statement begins on a new page for each personnel number.

## Notes on Editing the Time Statement Form

This section provides notes and tips to assist you when you edit the time statement form.

### Cursor settings

When you edit the form, it is useful if the cursor always remains where you have positioned it. To achieve this, you can set the cursor setting in the R/3 System options:

1. Place the cursor on the colored button at the top right of the R/3 window.
2. Choose *Options*.
3. Choose *Cursor*.
4. Deselect the *Position Cursor to End of Text* field.
5. Choose *OK*.

### Possible-entries help

You can only install the graphical, modeless possible-entries help if you use a Microsoft platform and the latest 32-bit SAP GUI.

If you are unable to use the modeless possible-entries help, you can access the table fields for creating single fields using the possible-entries help for the *Table* and *Table fields* fields.

### Deactivating the modeless possible-entries help

The advantage of the modeless possible-entries help is that you always have access to help for the single fields when you are editing the form.

If, however, you want to deactivate the modeless possible-entries help, proceed as follows:

1. Choose *Help* → *Settings*.
2. Choose *Possible entries* ~~###~~ *Settings*.
3. Under *Display*, select *R/3 dialog (modal)*.

## Overview: Groups for Displaying Information

## Overview: Groups for Displaying Information

### Definition

Groups have been defined for the different business objects. You can display single results for each day, totals overviews, or summarized time wage types in the groups.

The information and single fields that you can display in each group is fixed.

### Structure

Groups in window F1 are sorted automatically.




In the first line of group E\* or P\*, use parameter NEW-PAGE to insert a page break between personnel numbers.

#### Groups for Displaying Information

Group	Meaning
<b>SINGLE RESULTS FOR EACH DAY</b>	
<b>ED</b>	<p><b>Single results, Time Management status 1-9</b></p> <p>The data for one day, such as the actual times, day balances, and so on, is displayed in this group.</p> <p>You can display the single results for each day with the date and weekday. You use feature LDAYW to determine the last day of the week.</p> <p>You use table TP to display the time pairs or the number of hours for the following types of time data:</p> <ul style="list-style-type: none"> <li>• Time pairs (table PT)</li> <li>• Attendances and absences (tables ANWES and AB)</li> <li>• Substitutions (table VERT)</li> <li>• On-call duties (table RUFB)</li> </ul> <p>You can use field TP-TEXT to display the text that corresponds to the subtype of the infotype.</p> <p>You can also display time wage types in this group if you want to display balances and time wage types in one line, for example. Otherwise you should use group ZT.</p>
<b>EP</b>	<p><b>Single results, Time Management status 1, 2</b></p> <p>See group ED</p> <p>You cannot set priorities in this group; all information is displayed.</p>

Overview: Groups for Displaying Information

<p>EN</p>	<p><b>Single results, Time Management status 9</b></p> <p>See group ED</p> <p>You cannot set priorities in this group; all information is displayed.</p>
<p>PD</p>	<p><b>Preliminary single results, Time Management status 1-9</b></p> <p>During time evaluation, situations may occur in which a recalculation date is set, but processing continues. After the day with errors, day balances are calculated, which may need to be corrected in the next time evaluation run.</p> <p>If necessary, you can display preliminary day results formed by time evaluation in this group.</p> <p>For more information, see group ED</p>
<p>PP</p>	<p><b>Preliminary single results, Time Management status 1, 2</b></p> <p>As in group PD. For more information, see group ED.</p> <p>You cannot set priorities in this group; all information is displayed.</p>
<p>PN</p>	<p><b>Preliminary single results, Time Management status 9</b></p> <p>As in group PD. For more information, see group ED.</p> <p>You cannot set priorities in this group; all information is displayed.</p>
<p>ZT</p>	<p><b>Daily time wage types</b></p> <p>In this group, you display the time wage types determined for each day. Group ZT is displayed for each day, within the header and footer of groups E*, PP, and PN.</p> <p></p> <p>If you devote one line to each time wage type,</p> <ul style="list-style-type: none"> <li>• You can display cost information from tables C1 and ALP</li> <li>• You can run report RPTEDT00 (time statement) with the <i>Display compressed wage types</i> parameter to display the summarized ZL entries for a day. In this case, you cannot display cost information.</li> </ul>

## Overview: Groups for Displaying Information

<b>ST</b>	<p><b>Daily time transfers</b></p> <p>In this group, you display the time transfers performed by time evaluation for each day.</p> <p>Group ST is displayed for each day, within the header and footer of group ED.</p>
<b>WS</b>	<p><b>Weekly totals</b></p> <p>In this group, you can display a weekly total of day balances at the end of each calendar week. The balances must have already been displayed in the single results before they are displayed in the weekly total.</p>
<b>TOTALS STATEMENTS and SINGLE STATEMENTS</b>	
<b>LP</b>	<p><b>Totals overview</b></p> <p>In this group, you can display period balances for each employee at the end of the time evaluation period. You must have already specified these period balances in Customizing. The time account statuses are read from table SALDO. You can also summarize these balances in other time types.</p> <p>This information is only displayed if you select at least one entire period when you start RPTEDT00 (<i>Time Statement</i>).</p> <p>See also: <a href="#">Displaying Totals for Time Balances and Wage Types [Page 29]</a></p> <p>Use field SCHLW-QUOTAA to display information on an absence quota, and field SCHLW-QUOTAP for information on an attendance quota.</p>
<b>SK</b>	<p><b>Time transfers</b></p> <p>In this group, you can display the time transfers from infotype 2012.</p> <p>Note that it is the infotype record that you display. The number field relates to each day of the validity period. For a validity period of several days, the number is therefore not totaled to reflect the real situation.</p> <p>In this case, you should display the time transfers in the <i>single results for each day</i> in group ST (daily time transfers).</p>

Overview: Groups for Displaying Information

<p><b>ZL</b></p>	<p><b><i>Time wage types</i></b></p> <p>In this group, you can display the time wage types determined for each day. If you display several time wage types in one line, the results are compressed for each time wage type.</p> <p>See also the note in group ZT.</p>
<p><b>ZM</b></p>	<p><b><i>Time wage types</i></b></p> <p>In this group, you can display cumulated time wage types for the time evaluation period. As in group ZT,</p> <ul style="list-style-type: none"> <li>• You can display several cumulated time wage types per line without text, or</li> <li>• You can display one time wage type per line with text.</li> </ul> <p>You cannot display cost information in this group, since it cannot be cumulated.</p>
<p><b>AN</b></p>	<p><b><i>Attendance quotas</i></b></p> <p>In this group, you can display all relevant information from the <i>Attendance Quotas</i> infotype (2007).</p>
<p><b>AB</b></p>	<p><b><i>Absence quotas</i></b></p> <p>In this group, you can display all relevant information from the <i>Absence Quotas</i> infotype (2006).</p>
<p><b>FE</b></p>	<p><b><i>Time evaluation messages</i></b></p> <p>In this group, you can display all time evaluation messages for the employees. You can limit the messages according to the error type and error number.</p> <p>You can define <a href="#">conditions [Page 27]</a> for displaying entire lines.</p>
<p><b>V1, V2 ..</b></p>	<p><b><i>Variable balances</i></b></p> <p>In this group, you can display variable balances from table VS of Cluster B2. You can specify these balances.</p> <p>You can define <i>conditions</i> for displaying entire lines.</p>
<p><b>C1, C2 ..</b></p>	<p><b><i>Cumulated variable balances</i></b></p> <p>In this group, you can display cumulated variable balances from table VS of Cluster B2.</p> <p>You can define <i>conditions</i> for displaying entire lines.</p>
<p><b>AV</b></p>	<p><b><i>On-call duties</i></b></p> <p>In this group, you can display on-call duties.</p> <p>You can define <i>conditions</i> for displaying entire lines.</p>

**Overview: Groups for Displaying Information**



## Adding New Groups to the Form

### Use

To add new groups to your form, you must copy lines from existing groups.

There are four types of lines in the form editor:

Text line for headers		
Gr	Pr	
XX		

Output line for groups ED and PD		
Gr	Pr	
XX	1	

Output line for all groups except E* and PD		
Gr	Pr	
XX	1	

Automatically generated lines to indicate a change of group		
Gr	Pr	

Groups in window F1 are divided into heading lines, lines that display single fields, and subheading lines.

### Prerequisites

You use a standard form as a template.

### Procedure

1. Choose *Human resources* → *Time management* → *Administration* → *Tools* → *Form editor* (or transaction PE50).
2. Enter the required form.
3. Choose *Form layout* → *Change*.
4. Call window F1.
5. Copy a text line.
  - a. Place the cursor on a text line of an existing group.

### Adding New Groups to the Form

- b. Choose *Edit* → *Copy line*.
  - c. Place the cursor on the last line of the group.
  - d. Choose *Copy line behind cursor line*.
- A text line is inserted at the end of the group.
- e. In the *Group* field, enter the new group name.
  - f. Choose ENTER.

The line is inserted automatically into the new group.

- g. Insert a heading.
6. Copy an output line from an existing group.
    - a. Place the cursor on an output line of an existing group. An output field is one where the *Priority* field is filled.
    - b. Choose *Edit* → *Copy line*.
    - c. Place the cursor on the last line of the existing group.
    - d. Choose *Copy line behind cursor line*.
    - e. An output line is inserted at the end of the existing group.
    - f. In the *Group* field, enter the new group name.
    - g. Choose ENTER.

The line is inserted automatically into the new group.

## Result

You have created a new group. You can insert single fields and names.

## Displaying Day Data in the Time Management Form

### Use

You can display single results for each day in the form, that is, single statements for employees' attendances and absences, and a daily view of time wage types and time transfers.

You can also display weekly totals for the balances.

### Features

#### **Taking account of the Time Management status**

You can use report RPTEDT00 (*Time Statement*) to display other single results for each day, according to the employee's *Time Management status*. The form editor provides different groups that you can use to customize the different views.

For an overview of all the groups that you can use for displaying day data, see [Groups for Displaying Information \[Page 12\]](#).

### Displaying preliminary day results

You can display preliminary day results, if required. Time evaluation generates preliminary results if there is an error for an employee that does not cause time evaluation to terminate.

You display preliminary day results in groups P\*.

#### **Overlay of competing information**

There may be several competing items of information on a day, which means that some information may be overlaid.

For more information, see [Prioritizing Displayed Information \[Page 21\]](#)

#### **Displaying the day and date**

You can display the single results for each day with the date and weekday. The form determines the weekdays using a number from 1-7. You use feature LDAYW to determine the last day of the week.

For more information, see [Text Conversions \[Page 31\]](#) .

#### **Displaying information only once per day**

You can display information on a day (for example, the weekday) only once for each day by assigning a *rule* to a text or to a single field.

For more information, see [Rules for the Form Layout \[Page 23\]](#).

#### **Displaying time data**

You use table TP to display the time pairs or the number of hours for the following types of time data:

Time pairs (table PT)	Attendances
Absences	Substitutions
On-call duties	

**Displaying preliminary day results**

You can use field TEXT from table TP to display the text that corresponds to the subtype of the infotype. If, on one day, there are several items of information in table TP, they are displayed in several lines.

***Displaying weekly totals***

At the end of each calendar week, you can display a weekly total in group WS. The balances must have already been displayed in the day balances group.

## Prioritizing Displayed Information

### Use

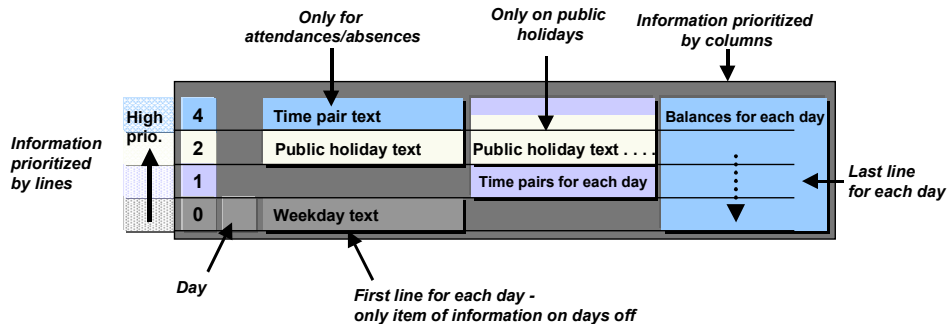
You use this function to determine which items of information are most relevant for a particular day. The form's technique of overlaying information enables you to specify exactly which items of information you want to display on a public holiday, a working day, and so on.

Recommendation: Before you use the time statement productively, test all possible situations that may occur in your enterprise.

### Features

What is the most important information for a particular day?

Day	Text	Iter	Oter	STime	ETime	rec.	PTime	STime	Flex	OTime	DWS
01	Public holiday			EE not at work			4.00	4.00	0.00	0.00	FLEX B
02	Thursday			07:45	09:55	2.17					
	Doctor's visit <1 day			10:00	14:00	4.00					
				14:06	17:05	2.98	8.00	8.00	0.23	0.00	FLEX



#### Line-by-line overlay of information

By assigning priorities within groups E\* and P\*, you determine which information is displayed on a particular day. You can set priorities of 1-9 and A-Z, where 9 has a higher priority than 1, and Z a higher priority than A.

You should assign a high priority to important information, such as the attendance/absence text. If, on one day, there is no information with a high priority (for example, on a public holiday there are no attendances or absences), the information with a lower priority is displayed.

#### Column-by-column overlay of information

Information for each day is overlaid column-by-column. This allows you to display information with a lower priority if no other fields are entered at this position in the form (see the *Day* column in the example.)

---

**Prioritizing Displayed Information**

When you create a form, you should position all information that may possibly be overwritten, in columns, exactly under each other, to prevent overlaps. This can be done by assigning all single fields the same length.

***Rules for displaying information***

You can also specify rules to limit the situations in which certain items of information are displayed (for example, only on public holidays, working days with absences). To do so, select a field, and specify the situation in the *rule* field.

For more information, see [Rules for the Form Layout \[Page 23\]](#).

## Rules for the Form Layout

### Use

You can use rules for single results to limit the situations in which particular items of information are displayed.

### Features

Rule	Information only to be displayed...
FL – First line/day	In the first line for each day Several lines are displayed for each day if: <ul style="list-style-type: none"> <li>• Several time pairs exist for each day</li> <li>• Different information (for example, time pairs, time transfers and so on) exist for each day</li> </ul> You are recommended to display the weekday or the date only in the first line of the day, for example.
LL – Last line/day	In the last line for each day
FD – Not full-day records	For a partial-day attendance/absence (for example, doctor's appointment)
TP – Only without time pairs/day	If there are no attendances/absences, time pairs formed from postings, and so on (for example, on a day off or public holiday)
SU – Substitution: not full-day	If a substitution exists for a day, but no full-day attendance/absence record (for example, for leave) has been created
HD – On public holidays	If the day is a public holiday
WD – On workdays	If the day is a workday for the employee
AB – If absence/day (line 1)	If a full-day absence exists on a day

### Activities

1. Double-click the required field.  
The field attributes are displayed in the lower part of the screen.
2. Select a rule.

## Inserting Single Fields and Descriptions

## Inserting Single Fields and Descriptions

### Use

To set up the form layout, you determine the information to be displayed in single fields. You can create an explanatory text or description for the single fields.



#### Descriptions and single fields

Description	Single field
Time data administrator	Andrea Miller
Cost center	12345

The text can be placed directly before a single field. If you want to display several items of information in one line, you can also group the data in a table. In this case, the descriptions are placed in the first line of the "table".



#### Table layout

Editing in the form

<i>Description</i>	Skeleton time	Flextime balance	Overtime
<i>Single field</i>	ANZHL__	ANZHL__	ANZHL__

Display in the time statement

<i>Description</i>	<b>Skeleton time</b>	<b>Flextime balance</b>	<b>Overtime</b>
<i>Single field</i>	8.50	0.50	0.00

If you want to identify separate areas in the form or structure the form, you can insert lines that contain only headings.



For more information, see [Adding New Groups to the Form \[Page 17\]](#)

### Procedure

1. Choose *Human resources* → *Time management* → *Administration* → *Tools* → *Form editor* (or transaction PE50).
2. Enter the required form.
3. Choose *Form layout* → *Change*.
4. Select the window to which you want to add a single field and description.



Inserting Single Fields and Descriptions

5. If you have selected window F1, scroll until you reach the group to which you want to add a single field or description.
6. Check that there is enough space in the line to insert the field or text.



You want to display the employee's time data administrator in window HD. You also want to display an explanatory text. You need at least 20 characters.

7. Create the necessary room by adding spaces or a new line.

To insert a new line, place the cursor on the line behind which you want to add the line, and choose *Edit* → *New line*.

8. If required, enter a text.



You enter *Time administrator*.

If you only want to enter a text, choose *Transfer*, and save the form. If you also want to create single fields, proceed as follows.

9. Select the required field from the *Input help single fields* window.

First choose the required table or block, and expand it. All fields contained in the table are displayed.

The screenshot shows the SAP Form Editor interface. The main window is titled 'Window' and contains a form for 'HD' (Time statement list). The form has several lines of text, including 'Employee : PERNR ENAME', 'Administrator: SACHZ', and 'Personnel area: VERK'. Below the form is a table with columns for 'Table', 'Table field', 'Output length', 'Conversion', 'Rule', 'Offset', and 'Selected field'. The 'Table' is 'P0001' (Org. assignment) and the 'Table field' is 'SACHZ' (Time data administrator). The 'Output length' is set to 20. The 'Selected field' is 'P0001 - SACHZ'. A dialog box titled 'Input help single fields' is open, showing a tree view of fields. The 'P0001-SACHZ' field is selected, and its description 'Administrator for time recording' is displayed.



The modeless window for input help on the single fields may not appear. For more information, see [Notes on Editing the Time Statement Form \[Page 11\]](#).

---

**Inserting Single Fields and Descriptions**

10. In the *Single fields* column, select the field that you want to display on the form.  
The field is displayed in the *Sel. field* field in the form editor.
11. Place the cursor at the position in the form where you want to insert the field.  
The field is inserted into the window.
12. If required, specify the output length, conversion, and so on, for the field.
13. Choose *Transfer*.
14. Save the form.

## Specifying Conditions in the Time Management Form

### Use

To display the number of a time wage type or time balance, you must specify which time wage type or balance you want to display. To do this, you use the *conditions* function:

### Features

Features are dependent on the form class you choose:

For forms of form class TEDT, you use the *condition* to specify the time balance or time wage type that you want to display.



You want to display the time balance *Productive hours* (0050) in the single results for each day.

#### Entry

		Condition		
Table	ZES	ZTART	EQ	0050
Table field	ANZHL			
...				

For forms of form class TELU, you also use the *condition* to specify the time balance or time wage type that you want to display. For this form class, you can also set an additional condition for the value to be displayed:

- The displayed value must not be less than (relational operator LT) the specified value
- The displayed value must not be greater than (relational operator GT) the specified value
- The displayed value must not be equal to (relational operator NE) the specified value



You want to run an evaluation at the end of the period. You want to display all employees who have a flextime deficit.

#### Entry

			Condition		
Table	SALDO		ZTART	EQ	0006
Table field	ANZHL	and	ANZHL	LT	0.00
...					

Only employees whose flextime balance is less than 0 at the end of the period are displayed.

---

**Specifying Conditions in the Time Management Form**

In groups FE, V\*, C\*, and AV, the specified conditions always apply to the entire line. You do not have to display the field carrying the condition on the time statement. To hide the field, enter an output length of 0. In the editor, the field is marked by a “^”.

## Displaying Totals for Time Balances and Wage Types

### Use

You can use the *Totals* function to summarize time balances or time wage types.



You want to display the flextime balance for the current period. You have specified in Customizing, however, that you want the previous period's flextime balance to be transferred. Therefore, to determine the current period's flextime balance, the previous period's balance must be deducted from the current balance.

### Prerequisites

You have set up the required time balances or time wage types in Customizing, and filled them in time evaluation.

You can use the function for [Specifying Conditions \[Page 27\]](#)

### Features

- As for the original data, you can display the summarized information in the single results for each day, the totals overview (group LP), and the time wage types (group ZL or ZM) in the time statement.
- You can use this procedure to form totals or differences, without having to customize the corresponding personnel calculation rules in the time evaluation schema.
- When you edit the form, you can create *totals identifiers*, in which you specify rules for determining the summarized time balances or time wage types. You can specify the totals identifiers in the form.
- The values calculated are temporary, and are not stored on the database.

### Activities

15. Choose *Human resources* → *Time management* → *Administration* → *Tools* → *Form editor* (or transaction PE50).
16. Enter the required form.
17. Choose *Totals* → *Change*.
18. Create a new totals identifier.
19. Give the totals identifier a name.
20. Specify table ZL if you want to summarize time wage types, or table SALDO if you want to summarize time balances.
21. Enter the time wage types or time balances that you want to summarize.
22. Use "+" and "-" to form totals or differences.
23. Save your entries.
24. Choose *Form layout* → *Change*.

---

**Displaying Totals for Time Balances and Wage Types**

25. Create the field in which you want to display the summarized time wage type or time balance.
26. Create the condition:
  - LGART EQ <totals identifier> for time wage types
  - LGART EQ <totals identifier> for time balances
13. Choose *Transfer*.
14. Save the form.

## Converting Display Data

### Use

In the *Conversion* field, you can determine how a specified field is formatted. For example, you can determine the date format, whether a long text is displayed for a field, or which quota statuses are displayed.

The form editor provides conversions for particular situations. Note that not all conversions are suited to all fields.

### Examples

**Date format: Single field SCHLW-CDATUM**

Conversion	Text displayed	Meaning
DM	05	Day of date
13	09/05/2000	Date in full

**Long text: Single field ZL-ANZHL, condition LGART EQ MM10**

Conversion	Text displayed	Meaning
BLANK	0.30	Number field
LT	Overtime 25%	Long text for field

**Absence quotas: Single field SCHLW-QUOTAA**

Conversion	Text displayed	Meaning
ET	20.00	Employee's total entitlement (for example, for each leave year)
DF	05.00	Quota from <i>Absence Quotas</i> infotype (2006) reduced by (= deducted and compensated)
OR	02.00	Quota from <i>Absence Quotas</i> infotype (2006) requested
RF	13.00	Future quota remainder (= total entitlement – deducted – compensated – requested)

### Prerequisites

You have already added the fields you want to display to your form.

### Activities

1. Double-click the field whose conversion you want to change.

---

**Converting Display Data**

2. Enter the required conversion in the *Conversion* field. In the possible entries help, you can view which special conversions you can use.



Conversions beginning with the letter "T" are used to convert texts. For more information, see [Text Conversions \[Page 33\]](#).



## Converting Texts

### Use

You can use this function to create predefined texts for particular fields and display them on the time statement form. This enables you to display texts for variables such as the weekday or pair type on the time statement form, for example.

### Prerequisites

You have already added the fields you want to display to your form.

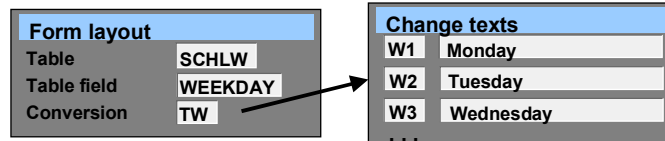
### Features

You create text conversions for single fields using the *Conversion* field in the *Change Form Layout* screen. You use the conversions beginning with "T" for text conversions.

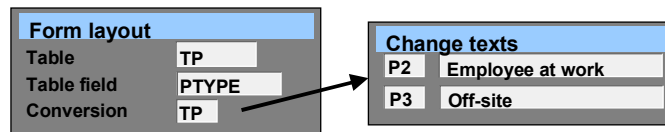
For text conversions, the first character of a field in a form table is evaluated. You can also use the function for table fields with more than one character, as long as the first character of the field is unique.



#### Display weekdays



#### Display pair type text



For weekday texts, the last day of the week is determined by feature LDAYW. In the standard system, it is Sunday, but you can modify the feature if required.

## Converting Texts

### Activities

1. Choose *Human resources* → *Time management* → *Administration* → *Tools* → *Form editor* (or transaction PE50).
2. Enter the required form.
3. Choose *Form layout* → *Change*. Double-click the window in which you want to create a text conversion.
4. Create a conversion for a field.
  - a. Double-click the field.
  - b. In the *Conversion* field, use the possible entries help to select an unused conversion beginning with "T".
5. Choose *Transfer*.
6. Choose *Goto* → *Text modules*.
7. Create text modules for your conversion. To do so, enter the second letter of the conversion, together with a sequence number, in the *No.* field.



You want to display the day type on the form, and have created text conversion TY in window F1. You now create the following text modules:

Y0 – Work/paid

Y1 – Off/paid

Y2 – Off/unpaid

Y3 – Off/special day

8. Save the data.

## Create Language Versions of the Time Management Form

### Use

Many enterprises have employees who have different native languages, even if they all work in the same country. For this reason, you can display and print the time statement in different languages so that employees receive their time statements in their native language.

To do this, you create different language versions of a form. You can use the *Output language* field on the report selection screen of the Time Statement (RPTEDT00) to specify how the employee's native language is determined.



The country grouping is independent of the output language. You specify the country grouping when you create a form.

### Prerequisites

You have already created a form.

### Procedure

1. Choose *Human resources* → *Time management* → *Administration* → *Tools* → *Form editor* (or transaction PE50).
2. Enter the form for which you want to create a new language version.
3. Choose *Form layout* → *Change*.
4. Select the source language (language to be translated from).  
The *Change Form Layout* screen appears.
5. Choose *Edit* → *Language* → *Copy*.
6. Enter the target language (language of the version you want to create).
7. In windows HD and F1, translate the text elements that are used as names of single fields.  
Note that the translation cannot be longer than the source language.
8. Choose *Transfer*.
9. Choose *Goto* → *Text modules*.
10. Translate all text modules whose key (*Field no.*) begins with a letter.
11. Save the data.

### Result

You have created a new language version of the time statement.