

iProConference:
SAP HCM Best Practise
London, 8th November 2012

Simply improving SAP® HR Reporting

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#HCMBP2012



Agenda



- Overview of reporting tools
- A proper approach to query
- Most unknown Query features
- Enhancing the info set
- Using Excel templates

Reporting Tools Overview



☐	Standard Reports	
☐	SAP Query	
☐	Ad Hoc Query / InfoSet Query	
☐	BI / BO	
☐	Custom Development	
☐	Custom LDB for query and custom reports	
☐	Delivery through ESS / MSS	

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Slide: 3

Standard Reports

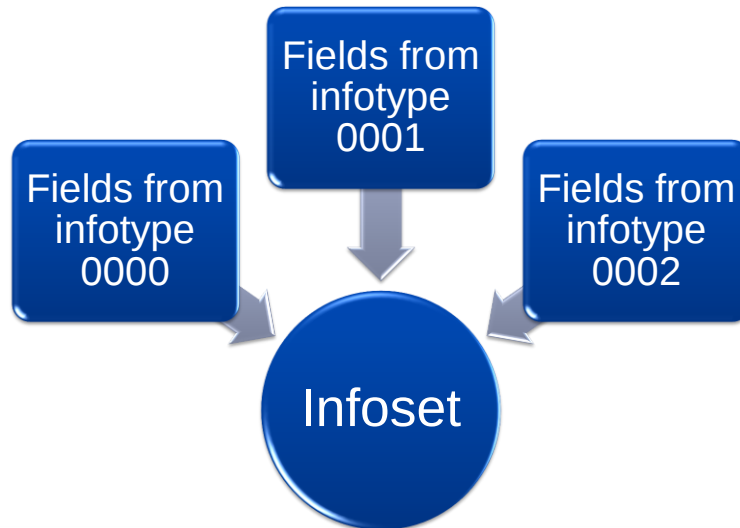


- A number of reports covering a limited range of questions
- Usually not enough, but few organisations get the most out of them
- Make full use by:
 - ▶ Training users in selection screen and features of the list viewer
 - ▶ Using variants and view variants and define naming conventions
 - ▶ Use options to export to Excel and Word
 - ▶ Opening specific report up to line managers and other users outside HR department

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Slide: 4

SAP Query: InfoSet



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Slide: 5

SAP Query: Logical Database (LDB)



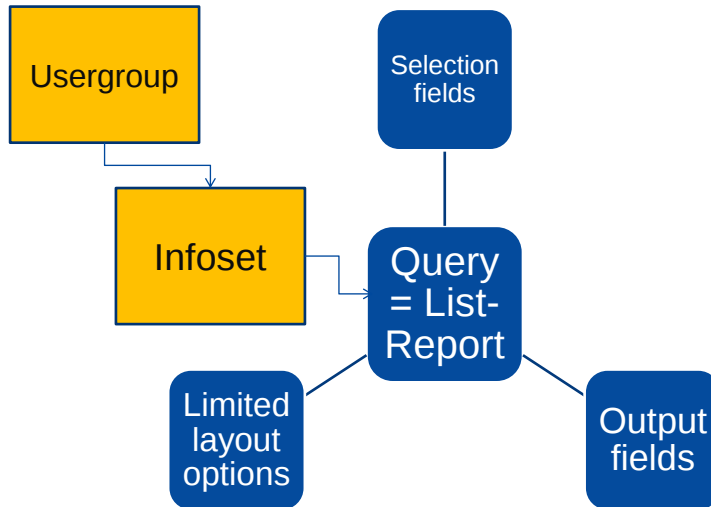
■ Infosets are usually built on a logical database:

- ▶ PNP: HR PA data (employee infotypes)
- ▶ PNPCE: like PNP, but for concurrent employment
- ▶ PHP: 'PD-data' (Orgmanagement, TEM, qualifications,...)
(*not very well suited for query*)
- ▶ PTRVP: Travel & Expense data
- ▶ PAP: Applicant data (old recruitment solution)

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Slide: 6

SAP Query: what it does



Why AdHoc Query?



- SAP Query not intuitive for business user and many steps to be set up
- Constraint of AdHoc Query (all lines = one level) is rarely a problem
- Layout options in SAP Query rarely relevant, because table view is preferred
- AdHoc Query very intuitive and quick to build
- Allows set operations and filtering to get to final result list

AdHoc Query User Interface



InfoSet Query (InfoSet: HR DATA)

Output

Field group/fields

Select...	Output
1	2
2	3

Reporting period

Current Year 01.01.2012 To 31.12.2012

Reporting set

Unrestricted

restrict by: No.of hits

Field name

Field name	Option	Value	Fur...
Employment status	◇		→
Personnel area	◇		→
Start date	◇		→

Hit list

Blank

Cost center	Last name First name	Start date	Wage ty...	Amount	Curr.
Cost center12	Last name First name13	15.05.2012	0020	3,00	USD
Cost center15	Last name First name9	22.06.2012	6033	14,00	USD
Cost center13	Last name First name7	20.06.2012	ASAL	10,00	USD
Cost center9	Last name First name15	18.03.2012	M320	8,00	USD

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Slide: 9

AdHoc Query: Result screen



SAP Query 01.10.2012/02:08:29 IPROCON_SR

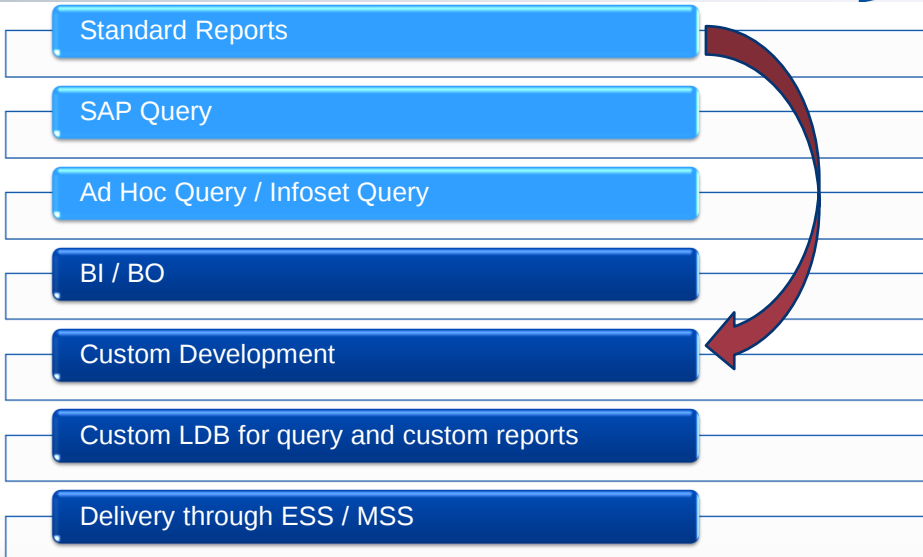
Cost center	Last name First name	Start date	Wage typ...	Amount	Curr.
Prod. Pharmac./Cosm.	LEUCHTER HELMUT	01.01.2002	M110	510,10	EUR
Prod. Pharmac./Cosm.	LEUCHTER HELMUT	01.01.2002	M110	1.530,30	EUR
Bulb Produ...				510,10	EUR
Bulb Produ...				530,30	EUR
Bulb Produ...				510,10	EUR
Bulb Produ...				1.530,30	EUR
Production PC I	QUARTZ KARL HEINZ	01.01.2002	M110	510,10	EUR
Production PC I	QUARTZ KARL HEINZ	01.01.2002	M110	1.530,30	EUR
	PLATTE RUDOLF	01.01.2002	M110	510,10	EUR
	PLATTE RUDOLF	01.01.2002	M120	1.530,30	EUR
Bulb Production I	GLUHER HELMUT	01.01.2002	M110	597,64	EUR
Bulb Production I	GLUHER HELMUT	01.01.2002	M120	1.792,93	EUR
Bulb Production I	KERZE OLAF	01.01.2002	M110	662,46	EUR
Bulb Production I	KERZE OLAF	01.01.2002	M120	1.987,38	EUR
Bulb Production I	KUNZE HEINER	01.01.2002	M110	627,33	EUR
Bulb Production I	KUNZE HEINER	01.01.2002	M120	1.881,99	EUR

Life Demo

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Slide: 10

Reporting Tools Overview



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Slide: 11

Agenda



- Overview of reporting tools
- A proper approach to query
- Most unknown Query features
- Enhancing the infoSet
- Using Excel templates

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Slide: 12

How to add value & gain acceptance



Purpose

- Identify target groups
- Define reporting requirements per group

Infoset

- Tailor infoset to target group
- Lean & easy to understand field list
- Move “hidden” fields (e.g. *working time opt-out*)
- Make use of “related objects” in PNP / PNPCE
- Use best practise shown later to add features

Procedures

- Define, who can change infosets and queries
- Clear transport procedure (use standard area for AdHoc)
- Naming conventions for queries and variants
- Separate queries for general use from individuals’ sandboxes

Train Users

Bad Example: Infotype 0002 Fields



Personal Data							
☐ Name prefix key	☐	☐	☐	☐	☐	☐	☐
☐ Number of children	☐	☐	☐	☐	☐	☐	☐
☐ Full Employee Name	☐	☐	☐	☐	☐	☐	☐
☐ Validity Start Date for Cur	☐	☐	☐	☐	☐	☐	☐
☐ Marital status key	☐	☐	☐	☐	☐	☐	☐
☐ First name (Katakana)	☐	☐	☐	☐	☐	☐	☐
☐ First name (Romaji)	☐	☐	☐	☐	☐	☐	☐
☐ Date of birth	☐	☐	☐	☐	☐	☐	☐
☐ State	☐	☐	☐	☐	☐	☐	☐
☐ Year of birth	☐	☐	☐	☐	☐	☐	☐
☐ Country of birth	☐	☐	☐	☐	☐	☐	☐
☐ Month of birth	☐	☐	☐	☐	☐	☐	☐
☐ Birthplace	☐	☐	☐	☐	☐	☐	☐
☐ Date of birth according to	☐	☐	☐	☐	☐	☐	☐
☐ Date of Birth (Within Mor	☐	☐	☐	☐	☐	☐	☐
☐ Gender key	☐	☐	☐	☐	☐	☐	☐
☐ Employee's Initials	☐	☐	☐	☐	☐	☐	☐
☐ Name format indicator for	☐	☐	☐	☐	☐	☐	☐
☐ Religious denomination ke	☐	☐	☐	☐	☐	☐	☐
☐ Last name (Katakana)	☐	☐	☐	☐	☐	☐	☐
☐ Last name (Romaji)	☐	☐	☐	☐	☐	☐	☐
☐ Middle name	☐	☐	☐	☐	☐	☐	☐
☐ Name at birth (katakana)	☐	☐	☐	☐	☐	☐	☐
☐ Name at birth (romaji)	☐	☐	☐	☐	☐	☐	☐
☐ Second name	☐	☐	☐	☐	☐	☐	☐
☐ Last name	☐	☐	☐	☐	☐	☐	☐
☐ Name connection	☐	☐	☐	☐	☐	☐	☐
☐ Name at birth	☐	☐	☐	☐	☐	☐	☐
☐ Title	☐	☐	☐	☐	☐	☐	☐
☐ Second nationality	☐	☐	☐	☐	☐	☐	☐
☐ Third nationality	☐	☐	☐	☐	☐	☐	☐
☐ Nationality	☐	☐	☐	☐	☐	☐	☐
☐ Last name (matchcode fi	☐	☐	☐	☐	☐	☐	☐
☐ Nickname (katakana)	☐	☐	☐	☐	☐	☐	☐
☐ Nickname (romaji)	☐	☐	☐	☐	☐	☐	☐
☐ Personnel ID number	☐	☐	☐	☐	☐	☐	☐
☐ Modifier for personnel ide	☐	☐	☐	☐	☐	☐	☐
☐ Known as	☐	☐	☐	☐	☐	☐	☐
☐ Language Key	☐	☐	☐	☐	☐	☐	☐
☐ Title	☐	☐	☐	☐	☐	☐	☐
☐ Second title	☐	☐	☐	☐	☐	☐	☐
☐ First name (matchcode fi	☐	☐	☐	☐	☐	☐	☐
☐ First name	☐	☐	☐	☐	☐	☐	☐
☐ Second name prefix	☐	☐	☐	☐	☐	☐	☐
☐ Name affix	☐	☐	☐	☐	☐	☐	☐
☐ Counter field	☐	☐	☐	☐	☐	☐	☐
☐ Age of employee	☐	☐	☐	☐	☐	☐	☐
☐ Age of employee (not nu	☐	☐	☐	☐	☐	☐	☐
☐ Day and month of date o	☐	☐	☐	☐	☐	☐	☐

Agenda

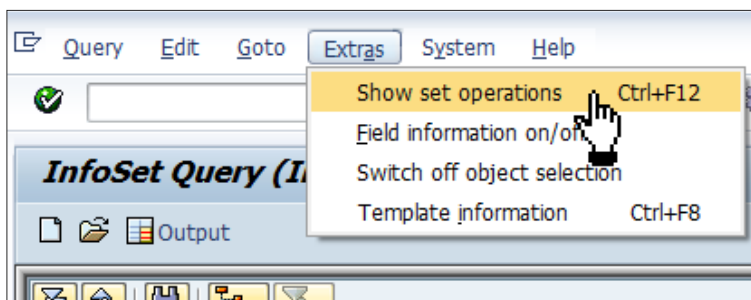


- Overview of reporting tools
- A proper approach to query
- Most unknown Query features
 - ▶ Set operations
 - ▶ Drill down
 - ▶ Additional field through formula
 - ▶ Multiple lines
 - ▶ Including PY data through Payroll infotypes
- Enhancing the infoSet
- Using Excel templates

Set operations



To evaluate who has not yet received ...
(e.g. instruction, bonus, ...)



Set operations: who should be evaluated?



Selection Set operations

Reporting period
Current Year 01.01.2012 To 31.12.2012

Reporting set
18 Persons restrict by: Persons along organizational structure

Selections
You can define selection conditions in this area.
Fields can only be selected by selecting them correspondingly from the field list.
In addition, fields can be moved to this area using Drag & Drop

Hit list 18 Persons 18 Blank

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Slide: 17

Set operations: who already has received ...



Selection Set operations

Reporting period
Current Year 01.01.2012 To 31.12.2012

Reporting set
18 Persons restrict by: Persons along organizational structure

T...	Field name	Option	Value	Fur...
	Wage Type	=	M120	→

Hit list 11 Persons 18 11

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Slide: 18

Set operations: carry out operation



Selection Set operations

Object set A: 18 Persons

Object set B: 11 Persons

Operations:

- ☐ Intersctn
- ☐ Union set
- ☒ Set A minus set B
- ☐ Set B minus set A

☒ Carry out operation

Resulting set: 7 Persons

Transfer resulting set:

- ☐ to object set A
- ☐ to object set B
- ☐ in reporting set
- ☒ in hit list

☒ Copy resulting set

Transfer result in hit list

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Slide: 19

Set operations: show result



Organizational

Personal Data

Addresses

Hit list: 7 Persons

18

11

Pers.No. Personnel Number

000010...	Olaf Paulsen
009000...	Irina Schur
009000...	Mister Nobody
009001...	Ed Schultz
009001...	Andreas Hermes
009001...	Stefan Hoferer
009001...	Michael Kern

Basic List

These 7 persons haven't received a holiday bonus yet.

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Slide: 20



Slide: 21



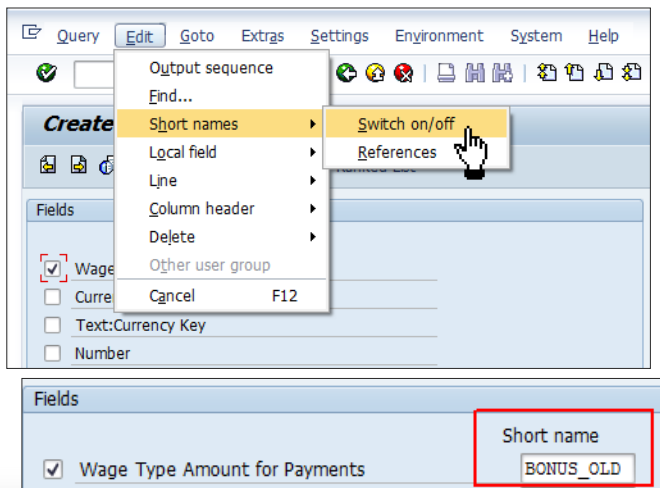
Double click at line starts PA30

Slide: 22

How to add custom local fields



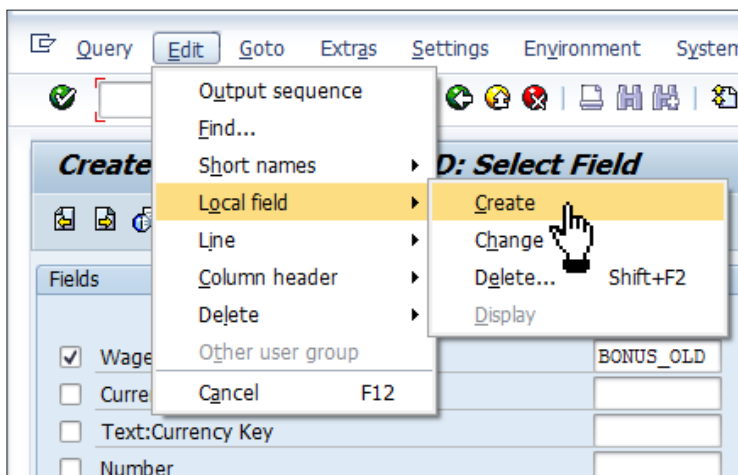
1. Assign short name for field that is used to calculate the additional local field



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Slide: 23

2. Create local field



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Slide: 24

3. Define local field



Field definition

Short Name: BONUS_NEW

Field Description: Increased Bonus Payment

Heading: Bonus new

Field group: Additional Payments

Properties

☒ Same attributes as field: BONUS_OLD

☐ Text field: No. of Characters

☐ Calculation field: Number of Digits, Decimal Places

☐ Date Field

☐ Time Field

☐ Symbol

☐ Icon

Calculation Formula

☒ BONUS_OLD * 1.05

Condition:

☐ Input on Selection Screen ☐ Mandatory

☒ Complex calculation ☐ Fields ☐ Symbols

define properties of the new field

increase the bonus by 5 %

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Slide: 25

Result with local field



Local Field: Increase of Bonus Payment

Personnel Area	Organizational Unit	Personnel Number	Wage ...	Wage Type	Σ Amount	Crcy	Σ Bonus new	Crcy
Frankfurt	Team 1	Anja Müller	M120	Holiday Bonus	550,00	EUR	577,50	EUR
Frankfurt	Travel expenses (D)	Michaela Maier	M120	Holiday Bonus	390,00	EUR	409,50	EUR
Frankfurt	Accounts Payable (D)	Dipl.Kfm. Ulrike Zaucker	M120	Holiday Bonus	810,00	EUR	850,50	EUR
Frankfurt	Accounts Payable (D)	Stefan Pfändli	M120	Holiday Bonus	420,00	EUR	441,00	EUR
					Σ 2.170,...	EUR	Σ 2.278,50	EUR

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Slide: 26

Multiple lines



Define basic list

Field	Line	Sequence	Sort
Personnel Number	1	1	1
Text:Personnel Number	1	2	
Text:Personnel Area	1	3	
Pay scale type	2	1	
Pay Scale Area	2		
Annual salary	2		
End Date IT8	2		

Output format

☐ SAP List Viewer

☒ ABAP List

☐ Graphic

List line output options

Line	Color	Header	Ref.	S
No. Gr		line		B
1	1	Title Line 2	☒	
2	2	List line	☒	

Pernr	Name	Personnel Area	PS type	PS area	Annual salary	End Date	Start Date
00001000	Anja Müller	Frankfurt					
40	02				108.297,72	DEM 30.06.1995	01.01.199
40	02				106.680,00	DEM 31.12.2001	01.07.199
40	02				54.544,56	EUR 31.12.9999	01.01.200
00001001	Michaela Maier	Frankfurt					
40	02				78.680,88	DEM 31.03.1998	01.01.199
40	02				82.824,12	DEM 31.12.2001	01.04.199
40	02				22.677,84	EUR 31.12.2010	01.01.200
40	02				24.988,20	EUR 31.12.9999	01.01.201
00001002	Dipl.Kfm. Ulrike Zaucker	Frankfurt					
40	02				106.680,00	DEM 31.12.1994	01.01.199
40	02				108.000,00	DEM 31.12.2001	01.01.199
40	02				55.219,56	EUR 31.12.9999	01.01.200
00001003	Stefan Pfändli	Frankfurt					
40	02				82.746,60	DEM 31.03.1998	01.01.199
40	02				88.851,72	DEM 31.12.2001	01.04.199

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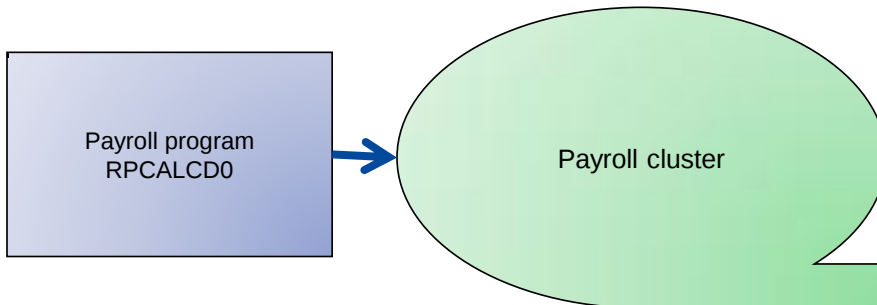
Slide: 27

Including payroll data



- Why is it difficult to report on payroll data?
- How to create payroll infotypes (see appendix)
- How to create Querys with payroll data

Problem: Payroll data stored in cluster

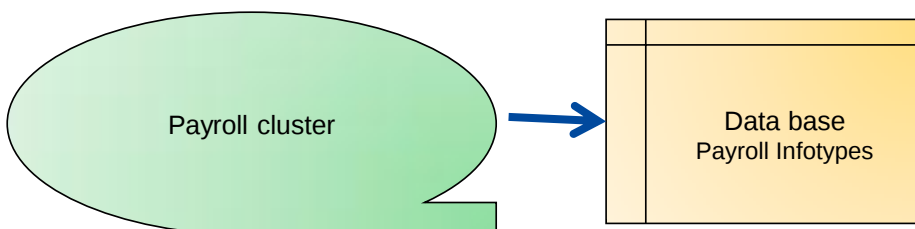


- Payroll program fills cluster tables
- Cluster = collection of unstructured data, saves space and has good performance
- Cluster can be evaluated with query, but very limited possibilities, i.e. not at the level of wage types

We need payroll infotypes



- Database = data in a structured format, ideal for quick access in reading and writing
- Payroll infotypes transfer data from the cluster in the database
- Payroll results = wage types can be evaluated with Query



Example payroll infotype



Pers. No.	1000	Pers.Assign	00001000 Chef vom Dienst Active
Pers.No.	1000	Name	Anja Müller
EE group	1 Active	Pers.area	1300 Frankfurt
EE subgroup	DS Executive employ...		
Start	01.05.2012	To	31.05.2012
		Chngd	14.09.2012 IPROCON_AJ

Payroll results (monthly)	
Sequence Number	520
Country Grouping	01
Payroll area	D2
Currency	EUR
For-period payroll	201205
Payroll type	☐
Payroll Identifier	☐
Payment date	28.05.2012

Total gross amount	4.185,26
Current Rem.	4.947,71
Earned Inc.	4.907,83
SI Exempt	802,33
SI Rel. Reg.	6.110,16
Average Bas	4.145,38

Records are written each month. In the transmission of new results for previous months (backward), the old records are overwritten.

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Slide: 31

Including payroll data



- Why is it difficult to report on payroll data?
- How to create payroll infotypes
- How to create Querys with payroll data

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Slide: 32

Enhance InfoSet



InfoSet Edit Goto Extras Settings Environment System Help

Change Info-Type Selection F12

Change InfoSet HR-MASTERDATA (Logi... databas...)

Infotypes

Infotypes	Info...	O...	Re...
Payroll Results	☐ 9402		
Infotype 9420	☐ 9420		
Home work center	☐ 9500		
Infotype 9510	☐ 9510		
Infotype 9511	☐ 9511		
Payroll results (monthly)	☐ 9600		
Payroll results (monthly)	☒ 9601		
Abrechnungsergebn./Payroll Result	☐ 9640		
Infotype 9701	☐ 9701		
Infotype 9725	☐ 9725		
Infotype 9741	☐ 9741		
Infotype 9742	☐ 9742		
Infotype 9825	☐ 9825		

Change InfoSet HR-MASTERDATA

Alias tables Field group

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Slide: 33

Create Query



InfoSet Query (InfoSet: HR Masterdata)

Output

Field group/fields

Field group/fields	Select...	Output
For-period for payroll	☐	☐
Payroll type	☐	☐
Payroll Identifier	☐	☐
Pay date for payroll result	☐	☒
Total gross amount	☐	☒
Current Rem.	☐	☒
Earned Inc.	☐	☒
SI Exempt	☐	☒
SI Rel. Reg.	☐	☒
Average Bas	☐	☒
EE Taxes	☐	☒

Reporting period

All 01.01.1800 To 31.12.9999

Reporting set

Unrestricted

restrict by: Persons along organizational structure

T... Field name Option Value Fur

Personnel Number 1000

Basic List

Pers.No.	Personnel Number	Pay date	Total gross amo...	Curr...	Current Rem.	Curr...	Earned Inc.	Curr...	SI Exempt	Curr...	SI Rel. Reg.	Curr...
000010...	Anja Müller	25.02.2011	4.585,26	EUR	5.347,71	EUR	5.307,83	EUR	802,33	EUR	6.110,16	EUR
000010...	Anja Müller	28.03.2011	4.585,26	EUR	5.347,71	EUR	5.307,83	EUR	802,33	EUR	6.110,16	EUR
000010...	Anja Müller	27.04.2011	4.585,26	EUR	5.347,71	EUR	5.307,83	EUR	802,33	EUR	6.110,16	EUR
000010...	Anja Müller	28.05.2011	4.585,26	EUR	5.347,71	EUR	5.307,83	EUR	802,33	EUR	6.110,16	EUR
000010...	Anja Müller	27.06.2011	6.100,39	EUR	5.347,71	EUR	5.307,83	EUR	802,33	EUR	6.110,16	EUR
000010...	Anja Müller	28.07.2011	4.585,26	EUR	5.347,71	EUR	5.307,83	EUR	802,33	EUR	6.110,16	EUR

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Slide: 34

Agenda



- Overview of reporting tools
- A proper approach to query
- Most unknown Query features
- Enhancing the infoset
 - ▶ Switches
 - ▶ Program additional fields
- Using Excel templates

General switches



Switch	Meaning
ALLOW_DUP_LINES	allow output of identical (duplicate) lines in the basic list
REPORT_CLASS	set up the report category (PNP and PNPCE)
PROCESS_LOCKED_RECORDS	process locked data records too (PNP and PNPCE)
PROC_PERNR_PARTIAL_AUT	process persons too for whom a mere partial authorization exists (PNP and PNPCE)
PERSON_ONLY_ONCE	process each person just once (PNPCE)

ALLOW_DUP_LINES



Allow output of identical (duplicate) lines in the basic list)

Pernr	Last name	First name	City	Street
1000	Smith	Philipp	Chicago	Wilshire Blvd.
1000	Smith	Philipp	Chicago	Lake Avenue
2000	Camino	Helena	New York	12th. Street
2000	Camino	Helena	San Francisco	Bay Street

dataset on the
database
(infotype 0006)

Pernr	Last name	First name	City
1000	Smith	Philipp	Chicago
2000	Camino	Helena	New York
2000	Camino	Helena	San Francisco

result with
inactive
switch
(standard)

Pernr	Last name	First name	City
1000	Smith	Philipp	Chicago
1000	Smith	Philipp	Chicago
2000	Camino	Helena	New York
2000	Camino	Helena	San Francisco

result with
active switch

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Slide: 37

Infotype-specific switches



Switch	Meaning
LAST_RECORD_ONLY	process the last data record only
PROVIDE	merge neighboring/overlapping data records
PROVIDE_FIELD	relevant fields when data records are merged (multiple-value switch)
PRIMARY_INFITY	relationship of infotype with primary infotype (for infotype views)
TIME_DEPENDENCE	time dependence
DATA_REQUIRED	existence of data records required
SPLIT_DATA_REQUIRED	existence of data records required in split period
NO_INDIRECT_EVALUATION	no calculation of indirectly valuated wage types
IGNORE_WAGE_TYPE_OPERA	ignore operation indicator (for deduction wage types)
NO_DUPLICATE_LANGU	output data records in one language only
CASE_SENSITIVE_SEL	case-sensitive selection (take upper/lowercase into account)
ADD_FIELDS_SPLIT_DEP	HR additional fields are calculated with split dependency

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Slide: 38

PROCESS_LOCKED_RECORDS



InfoSet Query (Query: Process Locked Records)

Field group/fields Select... Output

Field group/fields	Select...	Output
Challeng		
Basic Pay		
Start Date	☐	☐
End Date	☐	☐
Lock Indicator for HR Mas	☐	☒
Pay scale type	☐	☐
Pay Scale Area	☐	☐
Pay Scale Group	☐	☐
Dev. Scale Level	☐	☐

Reporting Period: Today

Reporting set: Unrestricted

restrict by: No. of hits

T...	Field name	Option	Value	Fur...
	Personnel Number		1000	
	Wage Type		MA90	

Basic List

Pers.No.	Personnel Number	Wage Type	Amount	Curr...	LI
00001000	Anja Müller	Non-Standard Salary	4.545,38	EUR	
00001000	Anja Müller	Non-Standard Salary	4.800,00	EUR	X

The switch „process locked records“ basically works out fine, but **not** in the Adhoc-Query with **activated object selection**.

How to implement switches



InfoSet Edit Goto Extras Settings Environment System Help

Global properties

Join

Field groups

Node Extras F5

Selections Shift+F7

Alias tables Ctrl+Shift+F4

Code Shift+F8

Enhancements Shift+F9

Assignment to UG

Query directory

List directory

More functions

Back F3

DATA

INITIALIZATION

AT SELECTION SCREEN OUTPUT

START-OF-SELECTION

GET

Extras Selections Code Enhancements

Code Section DATA

Pattern PrettyPrint

```

1  *$HR$ [COMMON]
2  L *$HR$ PROCESS_LOCKED_RECORDS = 'X'
    
```

Programmed field: e.g. infotype text



Infotype Edit Goto Extras System Help

Change

Pers. No. 00001000

Pers.No. Anja Müller

EE group 1300 Frankf

EE subgroup DU Salaried staff Cost Center 2200

Start 01.01.1995 to 31.12.9999 Chng 19.09

Contractual regulations

Menu: Create (F5), Change, Copy (Shift+F9), Delete (Shift+F2), Lock/unlock (Shift+F12), Maintain text (F9), Display text, Cancel (F12)



Text stored in cluster
→ not available in
query per SAP
standard

Infotype Text

1 AM, 19.9.12: individual agreement of continued pay

2

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Slide: 43

Solution: additional field in infoSet



InfoSet Query (Query: Evaluate infotype text of IT16)

Output

Field group/fields Select... Output

Bank Details

Family Member/Dependents

Challenge

Contract Elements 3

Text line ☒

Sideline Job ☐

Competition Clause ☐

Period of Continued Pay ☒

Period of Continued Pay ☐

Evaluate infotype text of IT16

Pers.No.	Personnel Number	Contract Typ...	PC...	Text IT0016
00001000	Anja Müller	Unlimited	42	AM, 19.9.12: individual agreement of continued pay

coding example in appendix

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Slide: 44

Agenda



- Overview of reporting tools
- A proper approach to query
- Most unknown Query features
- Enhancing the infocenter
- Using Excel templates

Excel downloads sent and amended manually



SAP Query 24.10.2011/12:12:43 MOELLERS

SAP Query

Mitarbeiterliste / FTE nach Kostenstellen **Stand: 24.10.2011**

Nachname	Vorname
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
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34	
35	
36	

Aktuelles Personalreporting 10/ 2011 - Nachricht (HTML)

Von: S.Moeller@iprocon.de

Betreff: Aktuelles Personalreporting 10/ 2011

Angelegt: exceltest1.xlsx (8 KB); exceltest2.xls (17 KB); exceltest3.xls (17 KB)

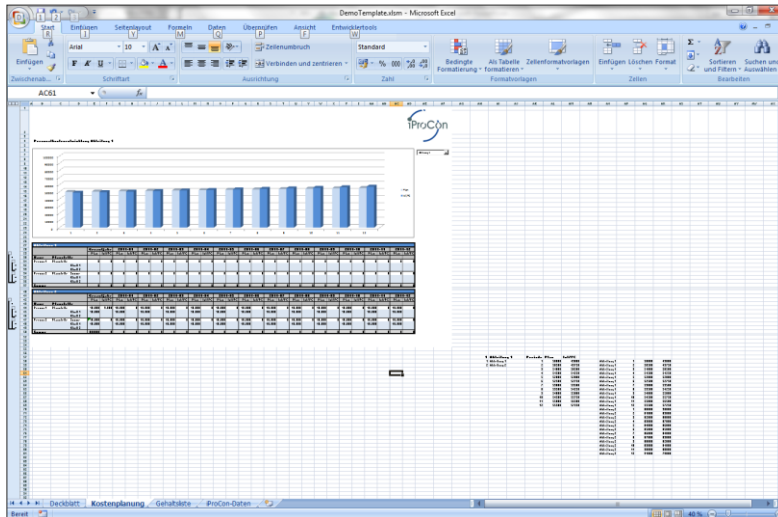
Sehr geehrte Damen und Herren,

in der Anlage erhalten Sie die aktuellen Zahlen mit Stand 24.10.2011

Mit freundlichen Grüßen,

Ihre Personalabteilung

Rather create excel templates



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Slide: 47

Store template in MIME Repository

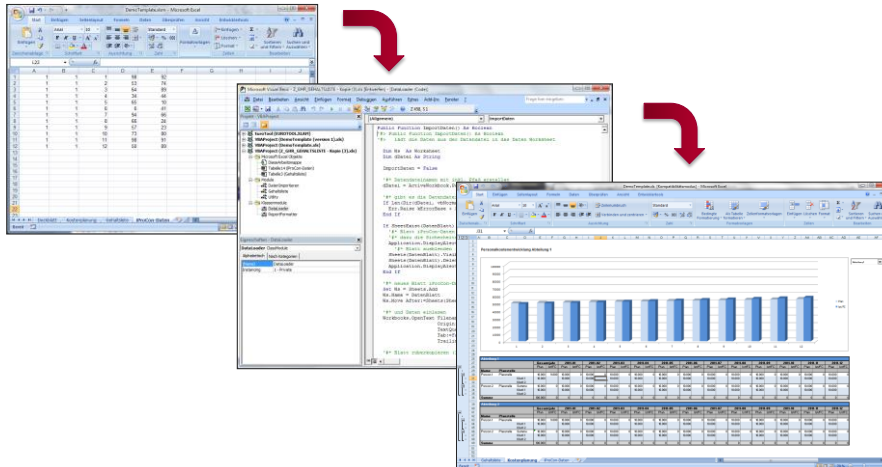


Web-Objekt Bearbeiten Springen Einstellungen System Hilfe				
SAP-Web Repository: Objektanzeige				
Objektart Binäre Daten für WebRFC				
Objektname	Paket	Datum	Beschreibung	
Z_HR_PC_TEMPLATE_EXCEL	Z001	25.11.2010	EXCEL-Template	

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Slide: 48

Data transfer from SAP report to Excel



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Slide: 49

Example Master data sheet



	A	B	C	D	E
1					
2	Stamm- und Vertragsdaten				
3					
4					
5					
6	Stichrag				
7					
8	Titel				
9	Name				
10	Vorname				
11	Personalnummer				
12					
13	Hauptfunktion (h. Vertrag)	Funktion	Gesellschaft	Land	
14					
15	Weitere Funktionen				
16					
17					
18					
19	Anschrift (privat)				
20					
21					
22					
23					
24	Mobil-Telefon				
25	Geburtsdatum		Alter		
26	Nationalität				
27	Kommunikationssprache				
28					
29	Eintritt Konzern		Eintritt Firma		
30					
31	Mitarbeiterkreis				
32	Vertragsart				

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Slide: 50

Example: Payroll overview (international)



AD11

Global HR Gehaltslisten

Division:
Region:
Gesellschaft:
Mitarbeiterkreis:
Personalnummer:

Division:
Region:
Gesellschaft:
Mitarbeiterkreis:
Personalnummer:



2010																			2011																			2012																		
Name	Geodiskart	Faktor	VName	VName	Einheits	Grundg	Grundg	Zu-	Sp-	Gesam-	Grundg	Grundg	Zu-	Sp-	Gesam-	Grundg	Grundg	Zu-	Sp-	Gesam-	Grundg	Grundg	Zu-	Sp-	Gesam-																															
Mitar1	Geodiskart	12	Frank	USD	100	10.000	10.000	5.000	5.000	10.000	USD	100	10.000	10.000	5.000	5.000	10.000	USD	100	10.000	10.000	5.000	5.000	10.000	USD	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				
Mitar2	Geodiskart	12	Frank	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				
Mitar3	Geodiskart	12	Frank	JPY	100	10.000	10.000	5.000	5.000	10.000	JPY	100	10.000	10.000	5.000	5.000	10.000	JPY	100	10.000	10.000	5.000	5.000	10.000	JPY	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				
Mitar4	Geodiskart	12	Frank	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				
Mitar5	Geodiskart	12	Frank	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				
Mitar6	Geodiskart	12	Frank	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				
Mitar7	Geodiskart	12	Frank	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				
Mitar8	Geodiskart	12	Frank	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				
Mitar9	Geodiskart	12	Frank	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																									
						EUR	100	100	104	3.423	4.206	3.74	10.30	10.30	10.30	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000	EUR	100	10.000	10.000	5.000	5.000	10.000																				

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Slide: 51

Appendix

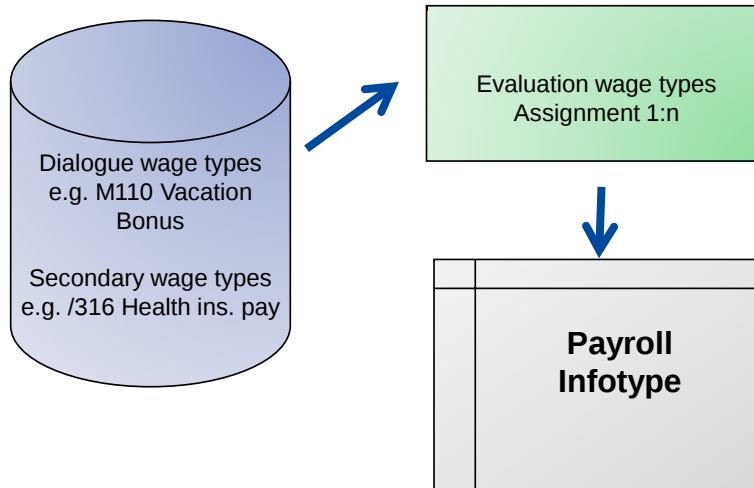


- How to set up payroll infotypes
- Coding example for additional field in infoset to evaluate infotype text

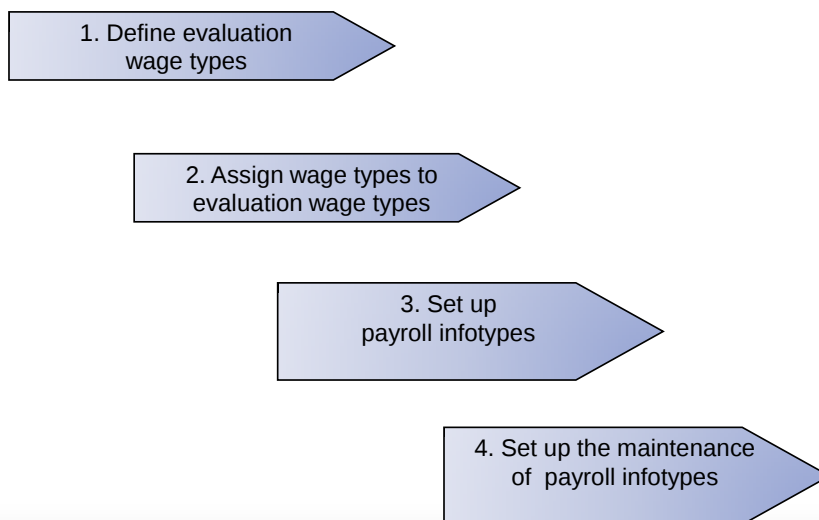
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Slide: 52

Customizing overview



Step by step customizing



1. Create reporting wage types



Ctry Grouping 01

View for T52IC

Eval. WT	C...	Amo...	Num...	Long text
Z147		☒	☐	Earned Inc.
Z157		☒	☐	SI Exempt
Z173		☒	☐	SI Rel. Reg.
Z201		☒	☐	Average Bas
Z260		☒	☐	EE Taxes
Z302		☒	☐	ER shares per period
Z302	M	☒	☐	ER shares monthly c.
Z302	Q	☒	☐	ER shares 1/4yr.cum.
Z302	Y	☒	☐	ER shares year cum.

- ✓ Create evaluation wage type (select any text)
- ✓ Choose a period for cumulations or deductions, for example M (monthly), Q (quarterly), Y (annually).
- ✓ You can also generate a 'Number' field on the payroll infotype screen when this evaluation wage is used

2. Assign wage types



Assign Wage Types to Evaluation Wage Types

Eval. WT	C...	EWT text	WTyp	Long text	Neg.
Z102		Current Rem.	/102	Current Remuneration SI	☐
Z147		Earned Inc.	/147	Earned Inc./Garn. Compar.	☐
Z157		SI Exempt	/157	SI-Exempt for 0 SI Days	☐
Z173		SI Rel. Reg.	/173	SI Rel.Reg.Notional Gross	☐
Z201		Average Bas	/201	Average Bases	☐
Z260		EE Taxes	/206	Average Incentive Wage	☐
Z302		ER shares per period	/262	Employer SI Expenses	☐
Z302		ER shares per period	/263	Employer Taxes	☐
Z302	Y	ER shares year cum.	/262	Employer SI Expenses	☐
Z302	Y	ER shares year cum.	/263	Employer Taxes	☐

- ✓ Assignment of dialogue and / or secondary wage types to evaluation wage type
- ✓ Wage types might be calculated negatively
- ✓ One evaluation wage type can be assigned to multiple dialogue and / or secondary wage types

3. Create payroll infotype



Payroll Infotypes						
Inf...	CGrpg	I...	C...	IT text	A..	G.. Inf...
9601	01			Payroll results (monthly)	☒	☒

Ctry Grouping

Generate payroll infotype

Assign Evaluation WTs

IT	Eval. WT	C...	Long text
9601	Z101		Total gross amount
9601	Z102		Current Rem.
9601	Z147		Earned Inc.
9601	Z157		SI Exempt
9601	Z173		SI Rel. Reg.
9601	Z201		Average Bas
9601	Z260		EE Taxes

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Slide: 57

4. Fill payroll infotype



Payroll ITs to Recei		
Infotype	Active	
9601	☒	
	☐	
	☐	

- ✓ Payroll infotypes can be automatically filled by payroll run
- ✓ You can also use report RPABRI00 to fill the payroll infotype

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Slide: 58

Result payroll infotype



Payroll results (monthly)

Sequence Number	520
Country Grouping	01
Payroll area	D2
Currency	EUR
For-period payroll	201205
Payroll type	
Payroll Identifier	
Payment date	28.05.2012
Total gross amount	4.185,26
Current Rem.	4.947,71
Earned Inc.	4.907,83
SI Exempt	802,33
SI Rel. Reg.	6.110,16
Average Bas	4.145,38

	Start Date	End Date	For-pe	P	P	Crcy	Total gross ...	Current Rem.	Earned Inc.	SI Ex
	01.05.2012	31.05.2012	201205			EUR	4.185,26	4.947,71	4.907,83	
	01.04.2012	30.04.2012	201204			EUR	4.585,26	5.347,71	5.307,83	
	01.03.2012	31.03.2012	201203			EUR	4.585,26	5.347,71	5.307,83	
	01.02.2012	29.02.2012	201202			EUR	4.585,26	5.347,71	5.307,83	
	01.01.2012	31.01.2012	201201			EUR	4.585,26	5.347,71	5.307,83	

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Slide: 59

Create additional field in infoset



Change InfoSet HR-MASTERDATA

Alias tables | Field groups | **Extras** | Icons

Extras | Selections | Code | Enhancements

Name	Type	Description
1 SYHR_A_P0016_AF_COUN..	Addnl Field	Counter Field
1 SYHR_A_P0016_AF_IDNO..	Addnl Field	ID Without Leading Zeros
1 SYHR_A_P0016_AF_TENU..	Addnl Field	Tenure Group
1 TEXTLINE1	Addnl Field	Text line

Additional Field TEXTLINE1

Long text:

Header:

Format:

Type: ☐ Length: 250 OutputLength: 001 Decimals: ☐

LIKE Reference:

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Slide: 60

Coding for additional field in infoset



Extras Selections Code Enhancements

Code Section DATA

Pattern PrettyPrint

```

1 TABLES: pcl1,
2         pcl2.
3
4 INCLUDE rpc1tx00.
5 INCLUDE rpc2cd00.
6 INCLUDE rpc2rdd0.
7 INCLUDE rpppxd00.
8
9 DATA: BEGIN OF COMMON PART BUFFER.
10
11 INCLUDE rpppxd10.
12
13 DATA: END OF COMMON PART BUFFER.
    
```

DATA-Declaration

Additional field TEXTLINE1 Nodes P0016

Pattern PrettyPrint

```

1 * Read text
2 CLEAR textline1.
3 MOVE-CORRESPONDING p0016 TO tx-key.
4 tx-key-infty = '0016'.
5 rp-imp-cl-tx.
6 IF sy-subrc = 0.
7     LOOP AT ptext.
8         CASE sy-tabix.
9             WHEN 1.
10                MOVE ptext-line TO textline1.
11             WHEN 2.
12             WHEN 3.
13             WHEN OTHERS.
14                 EXIT.
15             ENDCASE.
16         ENDOLOOP.
17     ENDIF.
    
```

Coding to add infotype text

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Slide: 61

In-house workshops & trainings



Designing an HR analytics strategy

Getting the most out of HR Query

- Training and train the trainer
- Infosets: review, redesign, enhancement

HR reporting fit for a rollout

- Incl. international rollout

Review of HR reporting

- Issue resolution, roadmap, enhancement

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