

HR/PR Shared Services Analysis – BW Reports Overview

Updated 11/30/15



What is Analysis?

Analysis is the tool that allows us to access the Business Warehouse (BW) reports. BW is a data storage and reporting software that consists of various reports from data in SAP.

There are four functional areas of Analysis – BW to report:

- Finance
- Sponsored Projects
- Supply Chain
- Human Resources

Analysis – BW Security and Roles

What roles do I need?

The SMART application is a tool designed to help employees identify appropriate roles for their positions based on an Interactive Interview process or a Role Explanation Lookup. Refer to the following link to access SMART:

<http://webapps.jhu.edu/smart/>

How do we add roles?

Roles are assigned to users via ZSR. Most departments have ZSR Initiators to add and/or delete roles. For information about ZSR, refer to the following link:

<http://www.sapathopkins.org/support/sap-security-and-workflow/how-do-i-get-access/adding-and-removing-roles/#1>

Helpful Tip: You can view your role assignment in ECC by using transaction code: ZZWF_SU01D

1. Enter ZZWF_SU01D in the transaction box
2. Enter your JHED ID
3. Execute (select glasses)

Getting Started

➤ Log into SAP

➤ Click on your SAP JH icon on your desktop **OR**

➤ Open your internet browser and go to:

<https://sap.erp.johnshopkins.edu/irj/portal>

➤ Log in with your JHED ID and Password

Accessing BW Reports in Analysis

- Access Enterprise Reporting from your SAP NetWeaver Portal.
- Click on the Enterprise Reporting tab.



Accessing Analysis – Welcome Page

The Enterprise Reporting Welcome Page consists of:

- **SAP BW News** – Display information on Daily/Special Loads, News, and System Requirements.
- **BW Reports** – Click [Open Analysis](#) to access reports
- **Documentation** – Provides links to training information and user guides for JHHS and JHU.
- **Notifications** – Alerts users of changes, updates, tips, and tricks in Analysis.
- **Archives** – Organizes SAP BW News by Month and Year.
- **Search Posts** – Allows users to perform free text searches

Welcome Jessica Newton

JOHNS HOPKINS
UNIVERSITY & MEDICINE

Help | Log off

Welcome Enterprise Reporting Knowledge Network ECC ECC - Web BW Report Center Travel Reimbursement Requester

BW Reports

BW Reports

SAP BW NEWS DAILY LOADS

Daily Loads

Monday, October 5, 2015

Please Note: The BusinessObjects production system (including Analysis) will be taken offline on Friday October 9, 2015 at 5:00 PM for planned maintenance. The system will be returned on Sunday October 11, 2015 at 8:00 AM. Access to BW

BW REPORTS

Open Analysis

DOCUMENTATION

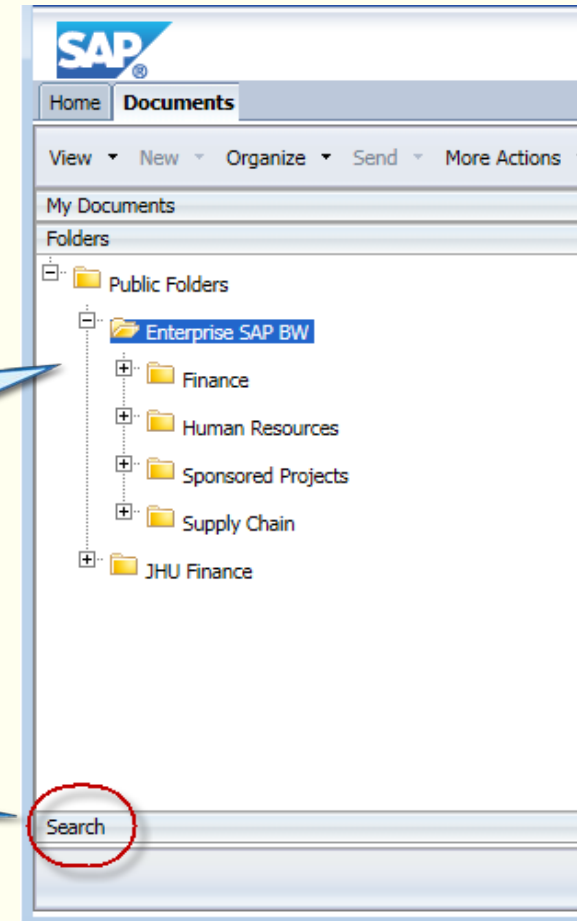
Navigation Pane – Drilldown & Search

Reports are accessible through:

- Drilldown navigation –OR–
- Search Feature

Start by selecting from the four main menu categories by clicking the “+” symbol or by double clicking the category name.

Type all or part of the report name in the Search Box that populates when you select “Search”



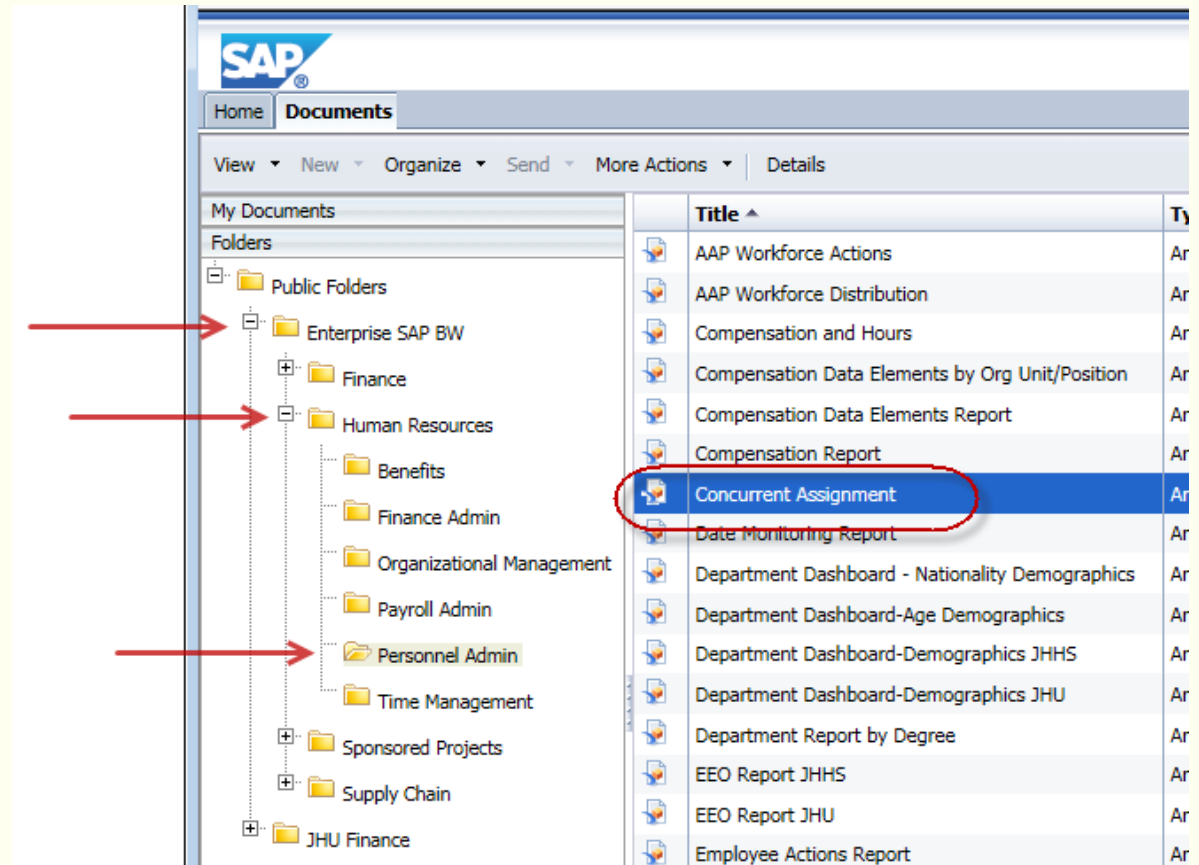
Folders – Drilldown Navigation

As an example, select the “**Concurrent Assignments**” report:

Select the following path:

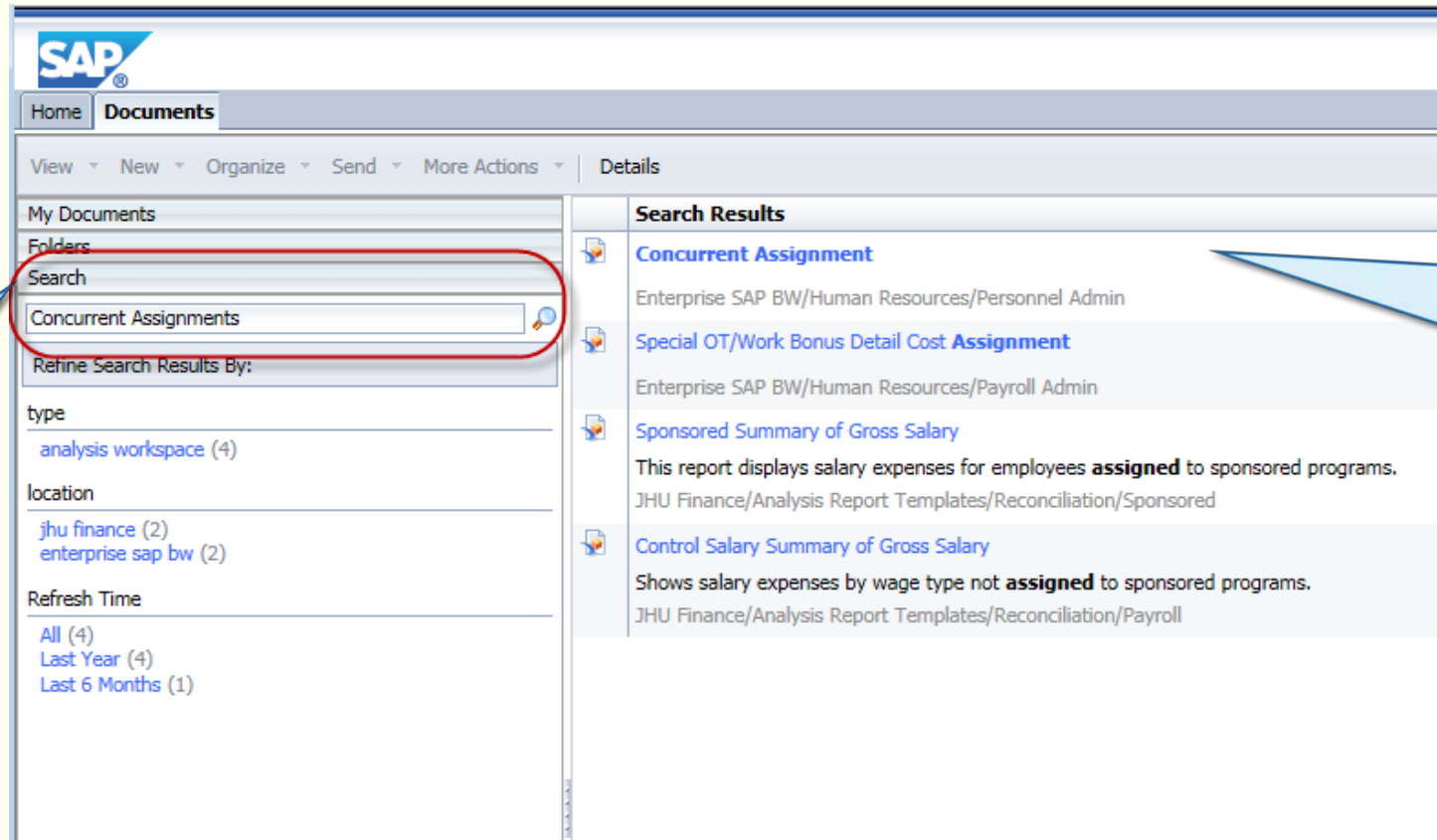
- Enterprise SAP BW
 - > Human Resources
 - > Personnel Admin
 - > Concurrent Assignment

*Note: Reports are listed in alphabetical order



Navigation Pane – Search Feature

As an example, search for “**Concurrent Assignments**” report.



The screenshot shows the SAP navigation pane with the search feature active. The search box contains the text "Concurrent Assignments" and is highlighted with a red oval. The search results pane on the right displays a list of reports, with "Concurrent Assignment" at the top. The search results pane also includes a "Refresh Time" section with options for "All (4)", "Last Year (4)", and "Last 6 Months (1)".

Report Name	Path
Concurrent Assignment	Enterprise SAP BW/Human Resources/Personnel Admin
Special OT/Work Bonus Detail Cost Assignment	Enterprise SAP BW/Human Resources/Payroll Admin
Sponsored Summary of Gross Salary	This report displays salary expenses for employees assigned to sponsored programs. JHU Finance/Analysis Report Templates/Reconciliation/Sponsored
Control Salary Summary of Gross Salary	Shows salary expenses by wage type not assigned to sponsored programs. JHU Finance/Analysis Report Templates/Reconciliation/Payroll

Type all or part of the report name in the Search Box and click the magnifying glass.

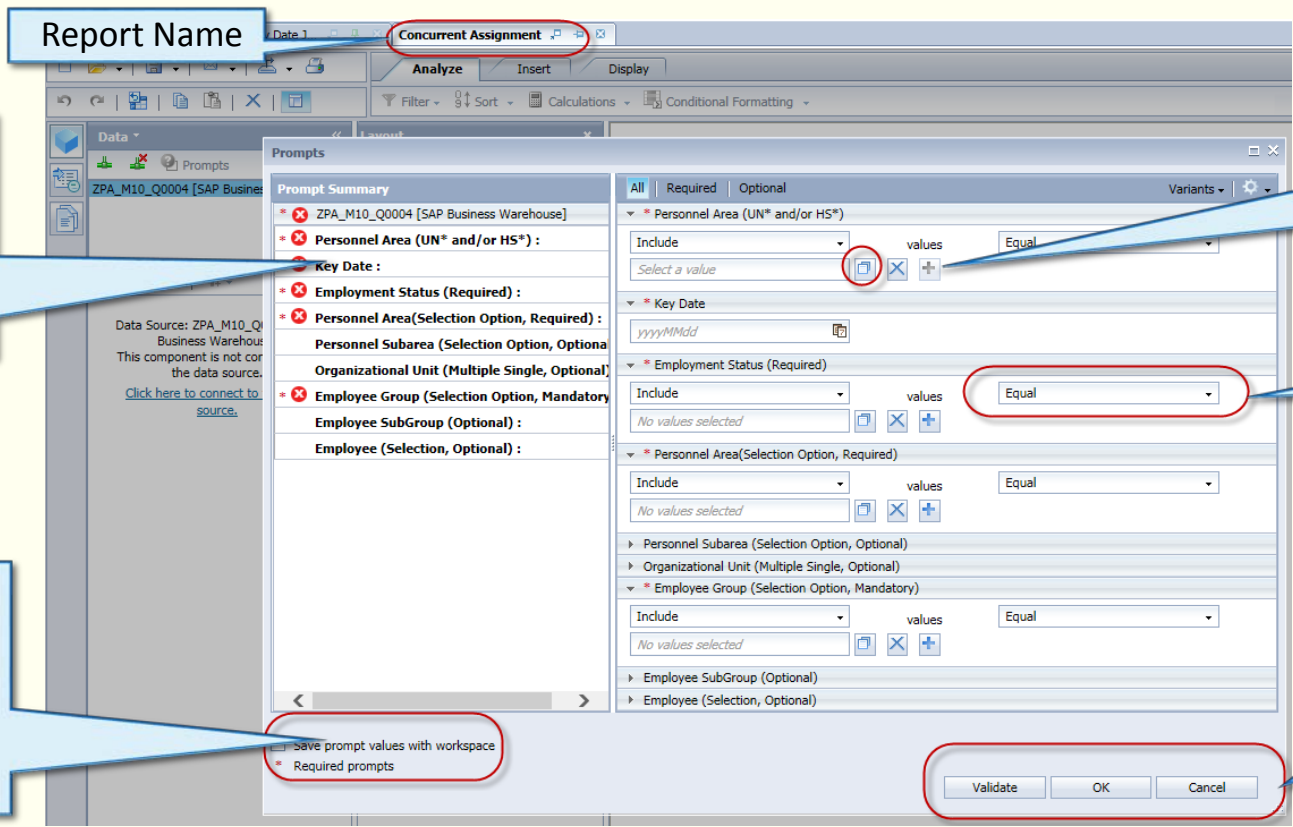
The Search Results window will display all matches found. Double Click on the report you want to see.

Prompts Overview

Once you select the report from the navigation pane, the Prompts screen will appear.

After populating the required fields, click **Validate** to check prompt values for validity. Once validity is confirmed, red 'x' will change into a green check.

If you want to save the report as a favorite and include the variables you have selected, click **Save prompt values with workplace** check box.

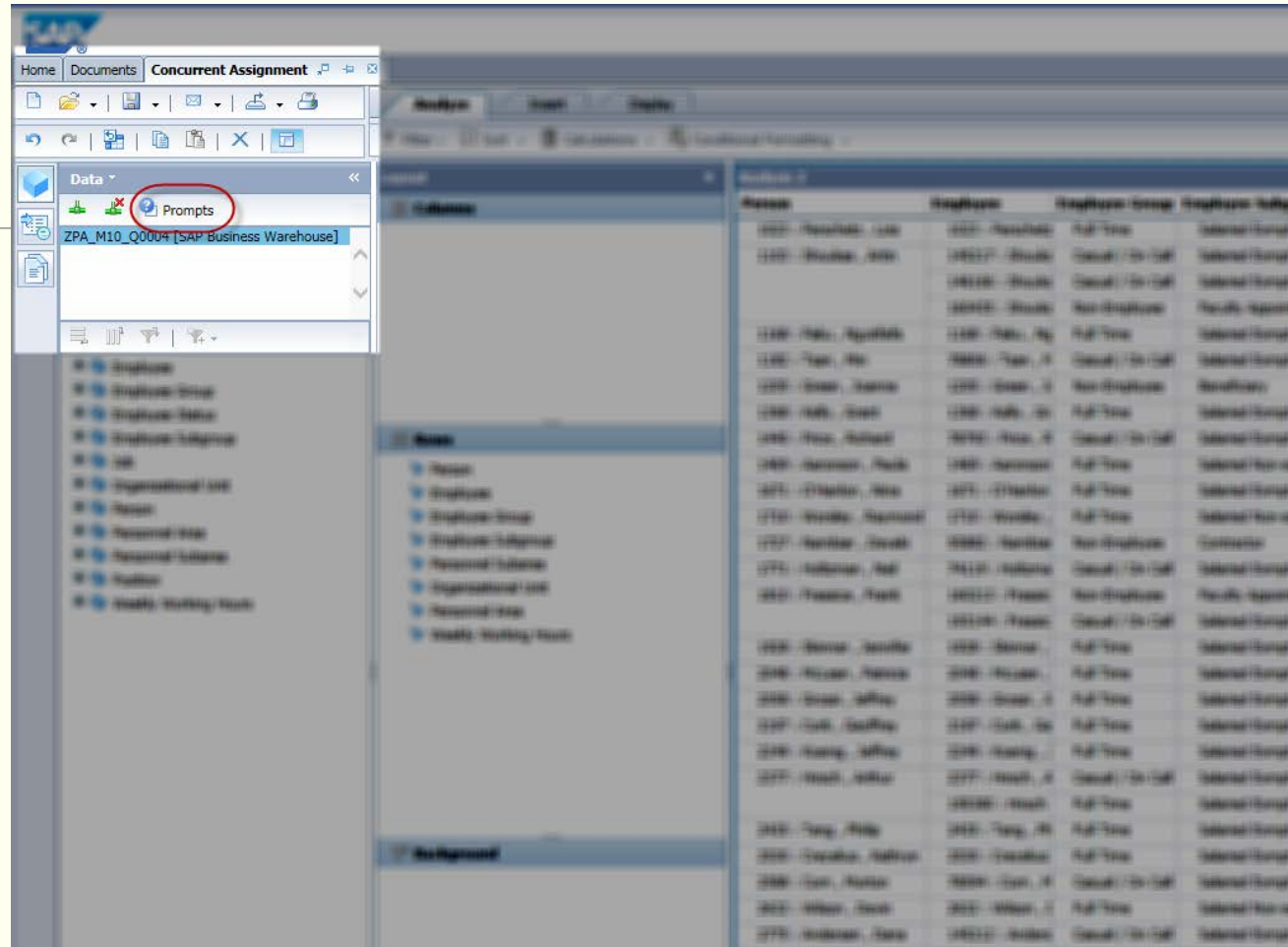


Click on the **Display Member Selector** button to select available options.

Click on the drop down arrow to select options to define the variable.

After populating the required fields, the "OK" button will now become active. Select **OK** to run report.

The report will populate in the same tab.

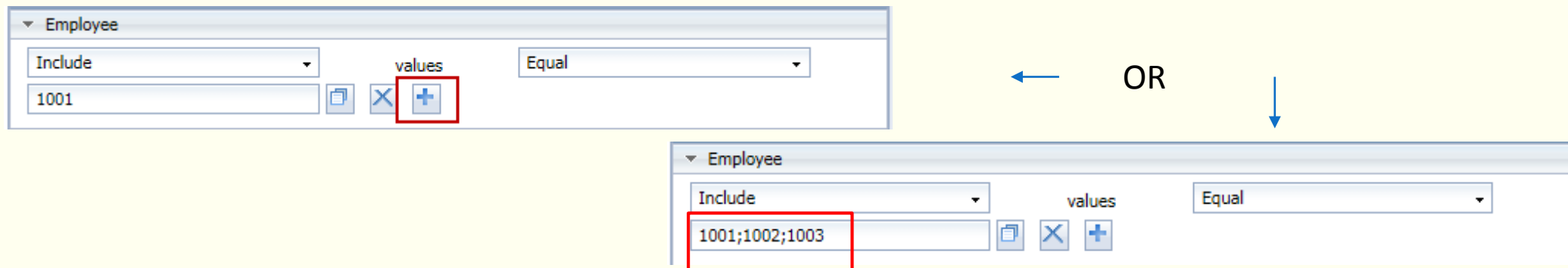


Tip

To make any changes to the variables used to run the report, click the **Prompts** button in the **Data** section. This is the only way to keep the current variables and allow for easy changes. This can allow you to be more specific in the variables section. The smaller the query, the quicker the response time.

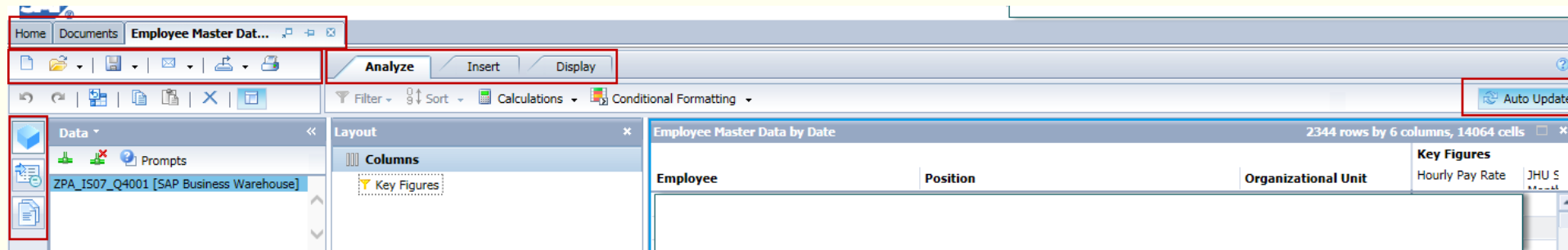
Prompt Screen Tips


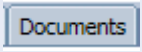
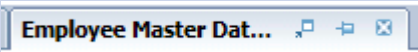
- Start out small
 - Enter one or two employees' personnel number
 - Limit the Personnel Area or Organizational Unit
- When possible, limit reports to one pay period for faster response.
- Date formats vary, use the drop down key to select the date when possible.
- If you need to add an additional variable for the same field (i.e. multiple employees) click the **Add** button or list multiple variables using a semi-colon to separate.






Analysis Report Navigation

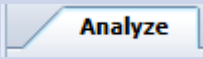
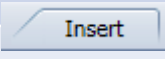
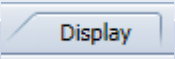
There are a variety of navigation bars and tabs within Analysis reports.



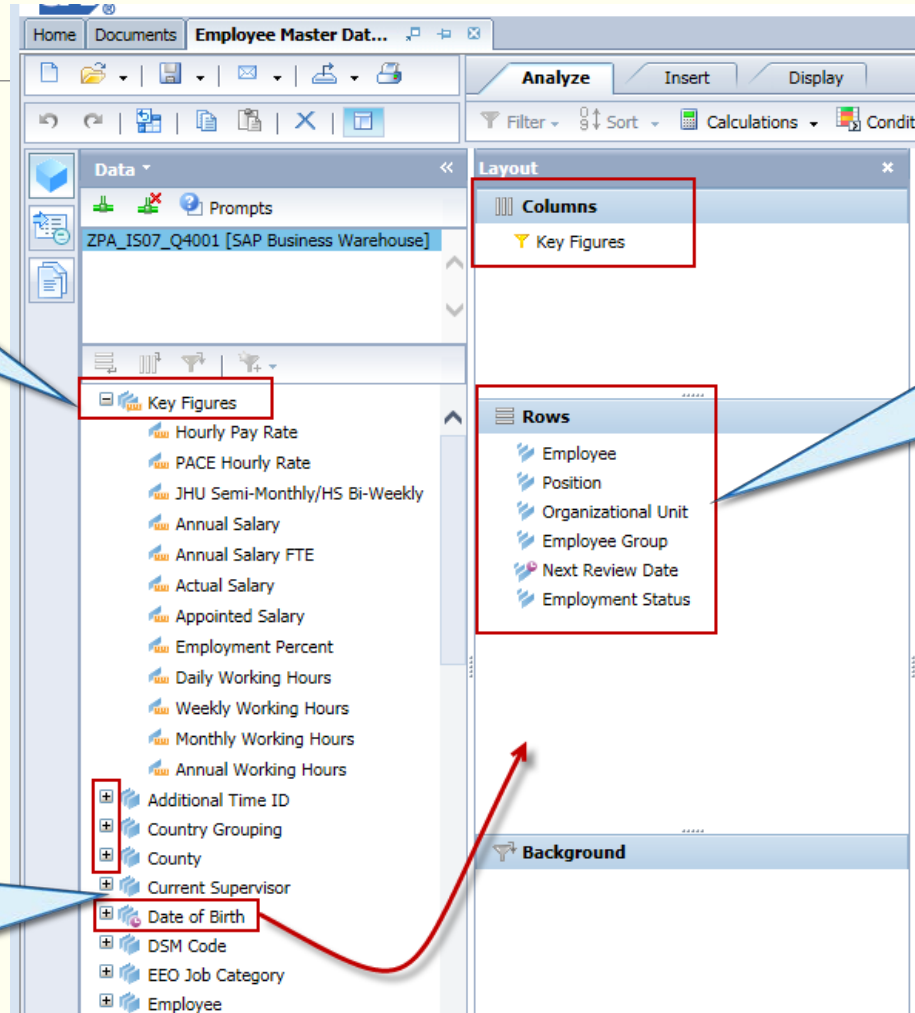
Navigation tabs – Top, left corner	Explanation
	The Home tab will take you to the Analysis Inbox. It will also take you to your recently view documents.
	The Documents tab will take you back to the BW Report folders and allow you to run additional reports in new tabs, while you still keep your current report.
	The report you are in will be named in the tab and will be noted in white. There are three icons. The first is to Open in a new window . The second icon is to Pin this tab or Unpin this tab . Pinning the report will keep the tab on your Analysis each time you open it. The third icon is to Close this tab .

Analysis Report Navigation Cont.

Other Important Navigation Icons	Icon Name	Explanation
	Save	Save a report as a favorite. Use the dropdown and select Save As . The report will save in your Favorites folder and you have the ability to rename it. You can also add additional folders if you want to organize your favorites.
	Send To	Send the report. Use this option if you want someone to open the report in Analysis. They will need the proper security to access it this way. This option sends reports to the SAP BusinessObjects Inbox . This will be sent to their Analysis Inbox. They <u>will not</u> receive an Outlook notification. The second and third options to Email and Document Link are not available.
	Export to Excel	Export data. The default if you click the button is to Excel . If you are sending to Excel, the best practice is to click the Repeat outer header members and Export Key and Text values as separate columns check boxes and click OK . This will open an Excel document and allow you to save from there. The dropdown also gives the option of exporting to PDF .

Tabs across report	Explanation
	Analyze is the default tab. You can filter or sort the data. You can add calculations or setup conditional formatting to highlight certain data.
	The Insert tab will allow you to chart the data. This is best with small amounts of data.
	The Display tab will allow you to change the display of your report. For example, you could swap the data on the axes, hide nulls and zeroes, move totals to the top of the data, change the format of the data to a percentage, and compact a hierarchy.

Adding Data to a Report



To create conditions on **Key Figures**, filter by **Member** or by **Measure**.

To add pieces of data, find the data on the left hand bar and drag and drop it where you want it in the rows and columns layout section.

Fields listed under **Columns** and **Rows** are currently displayed on the report.

Tip

To add several pieces of data at one time, first click the **Auto Update** button in the top right corner. This will prevent the changes from being incorporated until you click the button again. This is beneficial to save processing time by having all changes processed at once instead of waiting for each one to be processed before you make another change.

Adding Employee Attributes

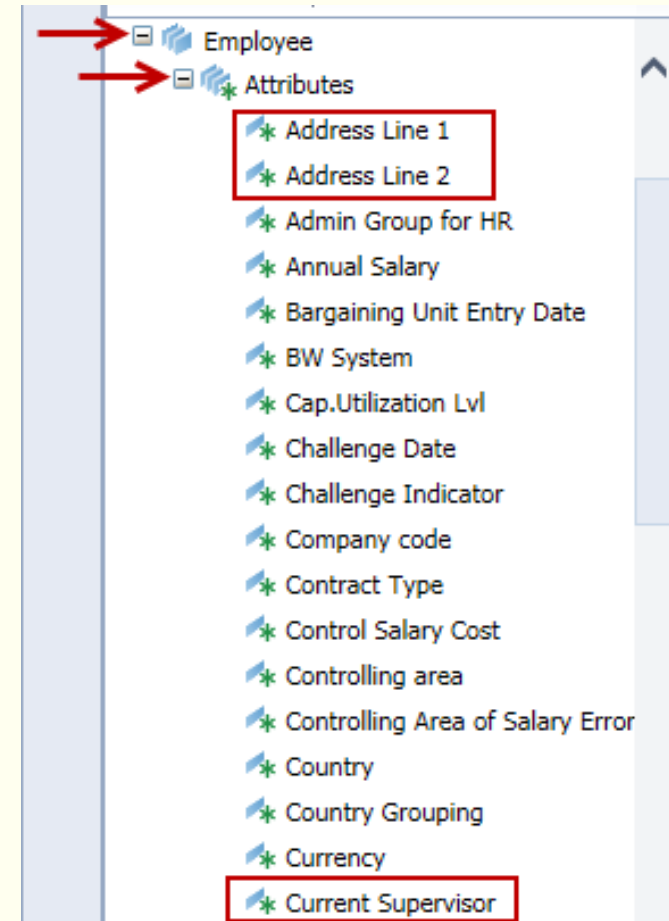
Drilling down by **Employee** allows you to add and display characteristics that are not found in the available data. It is important to note that:

- Employee Attributes are as of today – not time dependent
- You can not filter by Employee Attributes – for display only

Example:

- The **Hours Worked** report does not list employee address or current supervisor in the available data in the **Data** pane.
- This information is in the Employee Attributes and can be displayed on the report by drilling down:

Employee → **Attributes** → Drag and drop desired fields into the **Rows** section in the **Layout** pane.

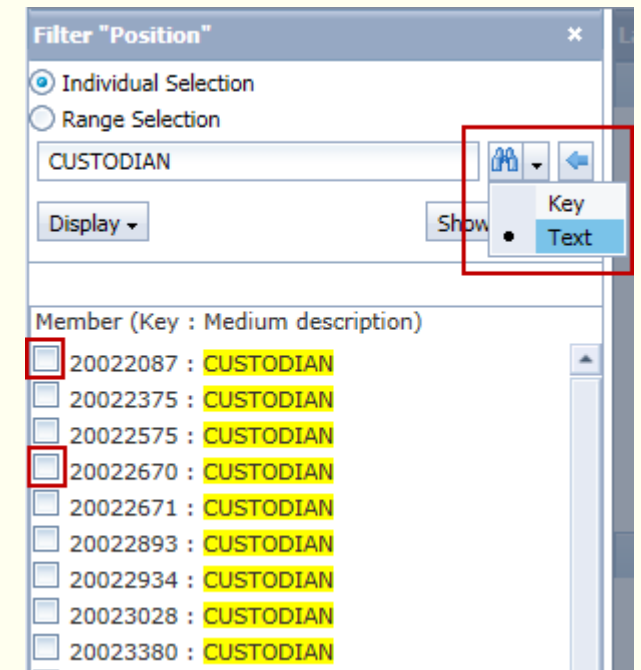


Filter Data in Reports

Report data can be filtered to only show necessary information.

➤ After the report is run, to filter data:

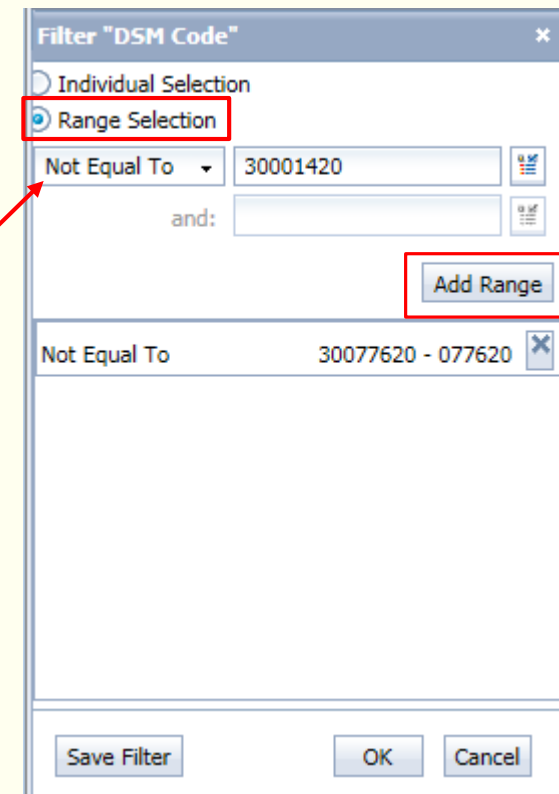
1. Double click on the name of the data you want to filter in the **Layout** section.
2. A Filter section will populate on the left hand side. Deselect the **Select Everything** check box.
3. From here, select the items needed directly or run a search.
4. To search, type a keyword or part of a keyword in the search box. (*The search is case sensitive.*)
5. Click the dropdown for the **Find Members** binoculars icon and select the **Text** option.
6. Click the **Find Members** binoculars icon, then select items to filter.
7. Click **OK**.



Use Filter to Exclude Data in Report

Report data can also be filtered to exclude unnecessary information.

- After the report is run, to filter data:
 1. Double click on the name of the data you want to filter in the **Layout** section.
 2. A Filter section will populate on the left hand side.
 3. From here, select the **Range Selection** option
 4. Select **Not Equal To** from the dropdown, and enter the key associated with the item that you want to exclude.
 5. Click **Add Range**.
 6. Repeat Steps 4 and 5 to exclude multiple items.
 7. Click **OK**.



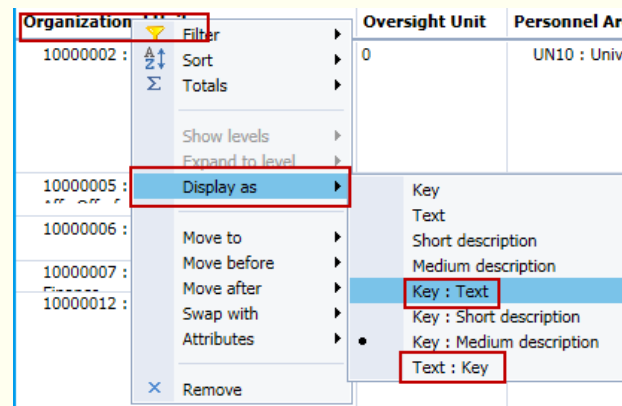
The screenshot shows a dialog box titled "Filter 'DSM Code'". It has two radio buttons: "Individual Selection" (unselected) and "Range Selection" (selected). Below the radio buttons is a dropdown menu set to "Not Equal To" and a text input field containing "30001420". To the right of the input field is a small icon. Below this is an "and:" label followed by another empty text input field and icon. A red box highlights the "Range Selection" radio button, and another red box highlights the "Add Range" button. Below these fields is a list box containing one entry: "Not Equal To 30077620 - 077620" with a close icon. At the bottom of the dialog are three buttons: "Save Filter", "OK", and "Cancel". A red arrow points from the text in step 4 of the list to the "Not Equal To" dropdown.

Tips & Tricks

- Filters that you use again and again can be saved by selecting **Save Filter** before selecting **OK**.



- If the data doesn't provide both a name and number, and you want both displayed, you can add the name and the number. Right click on the header that you want to change. Select **Display as**, then change the display to **Key : Text** or **Text : Key**.



Additional Resources

➤ JHHS Analysis Training Documentation

https://sapbwnews.johnshopkins.edu/blog/?page_id=350

➤ JHU Analysis Website

http://finance.jhu.edu/reports_guides/analysis/overview.html