

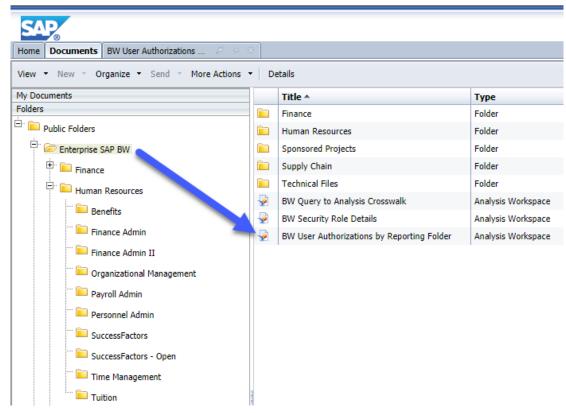
# BW User Authorizations by Reporting Folder

To Determine Access to Analysis Reports in SAP

Last revised: June 21, 2021

# BW User Authorizations by Reporting Folder

- Based on the data stored in SAP, this report will help you understand a user's access to BW Analysis reports.
- You will be able to see the personnel area(s) or org unit(s) for which a user can run reports in a particular report folder.



Select your criteria. There are several options.

Reporting Area is required. Personnel Admin is the folder where the Pending I-9

report is stored. Click the radio button to Prompts: BW User Authorizations by Reporting Folder choose from the menu Required | Optional - Reporting Area (Single Value, Mandatory) \* 🔼 ZBW\_M02\_Q0001 [SAP Business Warehouse] \* Reporting Area (Single Value, Mandatory) Reporting Area (Single Value, Mandatory): Select a value Username: Find Members... ûPû - ← Username Employee (Selection, Optional): Employee (Selection, Optional) Display + Hierarchy → Show Selected Org Unit(Select Option - Opt): Include Member (Text) Personnel Area (optional): Finance - Accounts Payable No values selected Cost Center (Selection Option, Optional): Finance - Asset Accounting Org Unit(Select ption - Opt) Finance - BCS - Financial Statements Internal Order (Selection Option, Optional): Personnel Ar optional) Finance - Controlling WBS Element (Selection Option, Optional): ection Option, Optional) Finance - Funds Management Cost Cente Business Area(Selection Options, Optional): Finance - General Ledger Accounting Internal Selection Option, Optional) Performing Business Area: Finance - Project Systems ▶ WBS Selection Option, Optional) Finance - Special Ledger H1 Structure: → Bu Selection Options, Optional) Human Resources - Benefits siness Area Human Resources - Finance Admin Human Resources - Finance Admin II Human Resources - Payroll Admin Human Resources - Personnel Admin Human Resources - Time Management Type in the user's pernr in Supply Chain - Procurement - Purchase Orders Supply Chain - Procurement - Shopping Carts the Employee field



Save prompt values with workspace

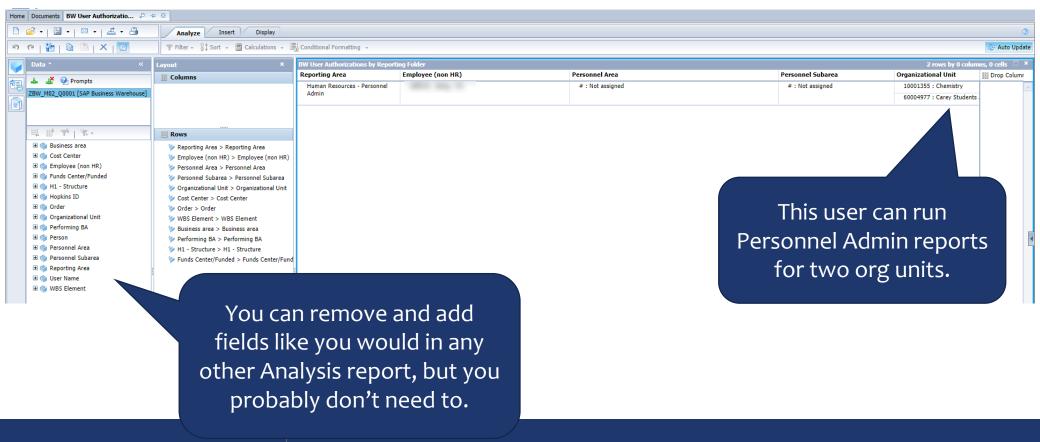
Required prompts

Validate

Cancel

Cancel

## Results will look something like this:





#### What if the user doesn't have access?

- Remember: there are many reports in each Reporting Folder. If you follow the steps to add roles to an SAP user they will be able to run every report in the folder where you grant access.
- For example, if you grant access to the Personnel Admin folder for three org units the report user can see salary data for every pernr in those three org units if they run Employee Master Data by Date.
- If you are sure that it's appropriate to add a role "ZSR Role Help" and "SMART Tool Role Selection" on the HRSS Metrics and Analysis Reporting website can walk you through choosing the right one(s).
  - https://ssc.jhmi.edu/hr\_payroll/reporting.html

### Who do I contact with questions?

#### Technical problems with Analysis/BW Reports:

- JHU IT Help & Support
- https://it.johnshopkins.edu/help/index.html

#### Questions about getting started with **HR reports**:

- HR Shared Services
- HRSS-Reporting@jhu.edu

