



JOHNS HOPKINS
UNIVERSITY

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.

Title ^	Type
Finance	Folder
Human Resources	Folder
Sponsored Projects	Folder
Supply Chain	Folder
Technical Files	Folder
BW Query to Analysis Crosswalk	Analysis Workspace
BW Security Role Details	Analysis Workspace
BW User Authorizations by Reporting Folder	Analysis Workspace

- Select your criteria. There are several options.
- Reporting Area is required. Personnel Admin is the folder where the Pending I-9 report is stored.

The screenshot shows the 'Prompts : BW User Authorizations by Reporting Folder' window. The 'Reporting Area (Single Value, Mandatory)' prompt is selected. A callout box points to the 'Select a value' dropdown menu with the text: 'Click the radio button to choose from the menu'. Another callout box points to the 'Employee' field with the text: 'Type in the user's perrn in the Employee field'. A third callout box points to the 'Human Resources - Personnel Admin' entry in the 'Find Members...' dialog box.

Prompt Summary

- * ZBW_M02_Q0001 [SAP Business Warehouse]
- * Reporting Area (Single Value, Mandatory) :
- Username :
- Employee (Selection, Optional) :
- Org Unit(Select Option - Opt) :
- Personnel Area (optional) :
- Cost Center (Selection Option, Optional) :
- Internal Order (Selection Option, Optional) :
- WBS Element (Selection Option, Optional) :
- Business Area(Selection Options, Optional) :
- Performing Business Area :
- H1 Structure :

Reporting Area (Single Value, Mandatory)

Select a value

Employee (Selection, Optional)

Include values

No values selected

Org Unit(Select Option - Opt)

Personnel Area (optional)

Cost Center (Selection Option, Optional)

Internal Order (Selection Option, Optional)

WBS Element (Selection Option, Optional)

Business Area(Selection Options, Optional)

Performing Business Area

Find Members...

Find Members...

Display Hierarchy Show Selected

Member (Text)

- Finance - Accounts Payable
- Finance - Asset Accounting
- Finance - BCS - Financial Statements
- Finance - Controlling
- Finance - Funds Management
- Finance - General Ledger Accounting
- Finance - Project Systems
- Finance - Special Ledger
- Human Resources - Benefits
- Human Resources - Finance Admin
- Human Resources - Finance Admin II
- Human Resources - Payroll Admin
- Human Resources - Personnel Admin**
- Human Resources - Time Management
- Supply Chain - Procurement - Purchase Orders
- Supply Chain - Procurement - Shopping Carts

Save prompt values with workspace

* Required prompts

Validate OK Cancel

Results will look something like this:

Reporting Area	Employee (non HR)	Personnel Area	Personnel Subarea	Organizational Unit
Human Resources - Personnel Admin		# : Not assigned	# : Not assigned	10001355 : Chemistry 60004977 : Carey Students

You can remove and add fields like you would in any other Analysis report, but you probably don't need to.

This user can run Personnel Admin reports for two org units.

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