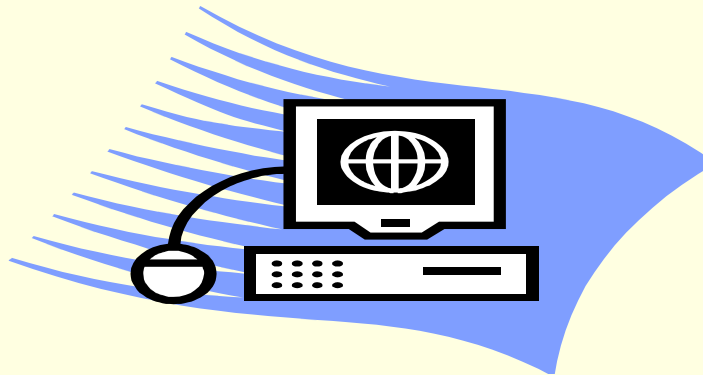


Business Warehouse (BW) Overview



Course Agenda

- What is BW?
- BW Security and Roles
- Getting Connected
- Accessing BW
- Basic Navigation
- Report Types
- Access Employee Master Data (without Pay) Report
- Variable Screen / Report Screen
- Context Menu / Download to Excel
- Access Date Monitoring Report
- Access Personnel Actions by Type Report

Objectives:

In this course you will learn how to use BW software to generate the following reports:

- Employee Master Data (without Pay)
- Date Monitoring Report
- Personnel Actions By Type

What is BW?

- Business Warehouse (BW) is data storage and reporting software.
- There are four functional areas in BW on which to report:
 - Finance
 - Sponsored Projects
 - Supply Chain
 - Human Resources

BW Security and Roles

- In order to access BW reports, SAP R/3 Roles are required. The system will return the message “**No Authorization**” if the required roles do not exist.
- For reports and required roles, refer to:
<http://www.jhu.edu/hopkinsone/Support/Security.htm>
- You can check your role assignment in R/3 by using transaction:
ZZWF_SU01D.
- The **ZSR Transaction** approach to assigning security and workflow has replaced the BW Security Role Access Request Form.
 - As of 3/10/08 all R/3 Initiators were assigned the one-stop-shop role:
ZRSE_ONE_STOP_SHOP_REQ
(If you do not have this role, submit a Position Maintain ISR to request the role)
 - To learn more about this new transaction, refer to:
<http://www.jhu.edu/hopkinsone/Support/documents/zsr.ppt>

Getting Connected

- Log into Hopkins One
 - Open your H1 icon on your desktop OR
 - Open your internet browser and go to <http://hopkinsone.johnshopkins.edu>
- Log in with your JHED ID and password

Accessing BW

- You access BW from your portal.
- Click on the BW Report Center tab.

Getting Started - SAP NetWeaver Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://hopkinsone.erp.johnshopkins.edu/irj>

Welcome PAMELA VADEN

JOHNS HOPKINS

Welcome R/3 Enterprise **BW Report Center**

Getting Started

**** Salary Commitment Change ** (3/13)**

We have implemented an enhancement to salary commitment updates in Funds Management and Grants Management. This enhancement will cause retroactive commitment activity for salaries to post in the current FM period. Prior to the change, retroactive salary postings occurred in the period where the commitment was created. The reports where you will see changes to the posting date are:

Non Sponsored - Financial Summary Report
All Funds Report

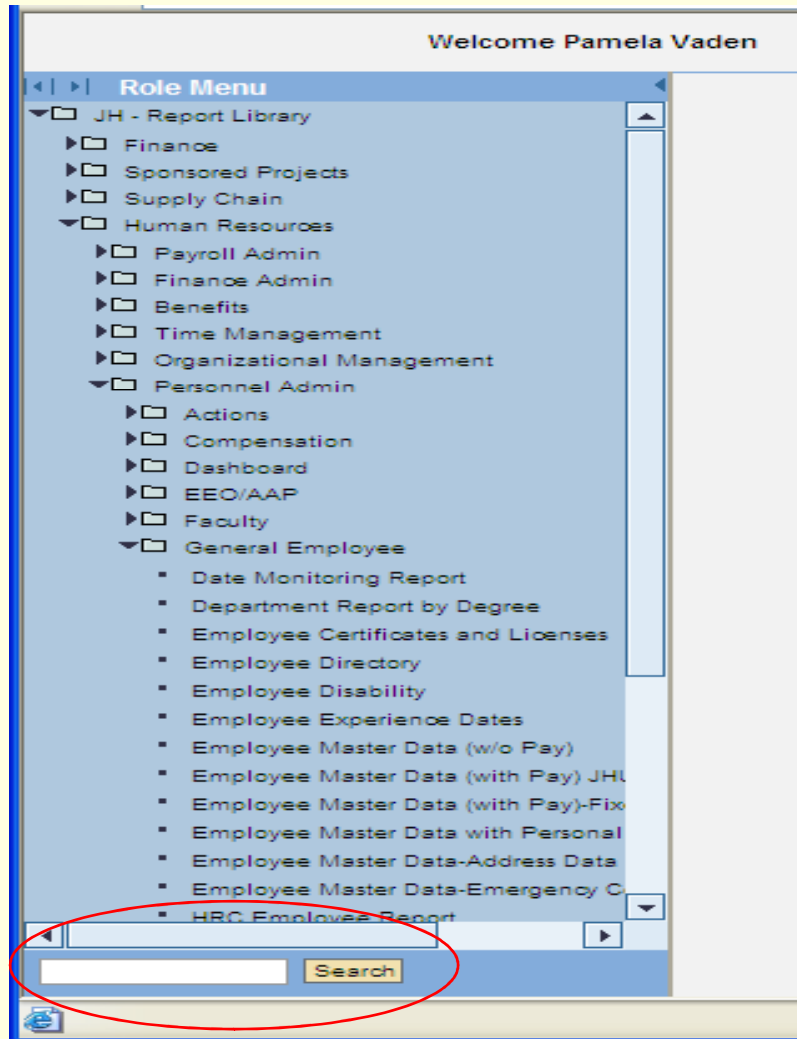
Accessing BW – Report Center Home Page

The Business Warehouse Report Center page consists of:

- Role Menu on the left
- Information, News and System requirements in the center
- Links to Home, Manage Favorites and Custom Help on the upper right hand corner

The screenshot shows a Microsoft Internet Explorer browser window displaying the BW Report Center Home Page. The browser title is "BW Report - Microsoft Internet Explorer". The address bar shows the URL: https://pr21xbw.erp.johnshopkins.edu/sap/bw/BEx?sap-language=EN&bsplanguage=EN&CMD=LDOC&TEMPLATE_ID=ZPMAP_BWREPORTFRAME. The page content includes a welcome message "Welcome Pamela Vaden" and the Johns Hopkins University logo. In the top right corner, there are links for "Home", "Manage Favorites", and "Help", which are circled in red. On the left side, there is a "Role Menu" section, also circled in red, containing a tree view with categories: "JH - Report Library", "Finance", "Sponsored Projects", "Supply Chain", and "Human Resources". The main content area features a "BW News" section, circled in red, with sub-sections for "Daily Loads" and "Special Loads". The "Daily Loads" section includes a date "03/13/08" and three news items: "10:57 AM - Sponsored Reporting data is now updated in BW.", "8:00 AM - Sponsored Reporting, F&A Calculations posted into BW on 3/12/08 are currently being loaded. Data is current through 3/11/08. This message will be updated when data becomes available.", and "8:00 AM - Payroll Postings to Finance data load has not yet posted for 3/12/08. This message will be updated when data becomes available." The "Special Loads" section shows a date "3/10/08".

Navigating BW



Reports can be accessed by:

- Role Menu drilldown navigation
- Role Menu Search

Navigating BW

The screenshot shows a web browser window titled "BW Report - Microsoft Internet Explorer". The address bar contains the URL "https://pr21xbw.erp.johnshopkins.edu/sap/bw/BEx?sap...". The page content includes a "Role Menu" on the left and a main content area on the right. The "Role Menu" is a tree view with folders and reports. The main content area displays "BW News" with sections for "Daily Loads", "Special Loads", "Special Notes", and "Report Information".

Callout 1: "Menu Categories have a folder" points to the "Role Menu" tree view.

Callout 2: "Clicking on this arrow hides the left menu bar" points to a small arrow icon in the top right corner of the menu area.

Callout 3: "Reports have a bullet" points to a report item in the "General Employee" folder.

Report Types

There are two report types:

■ **Actions**

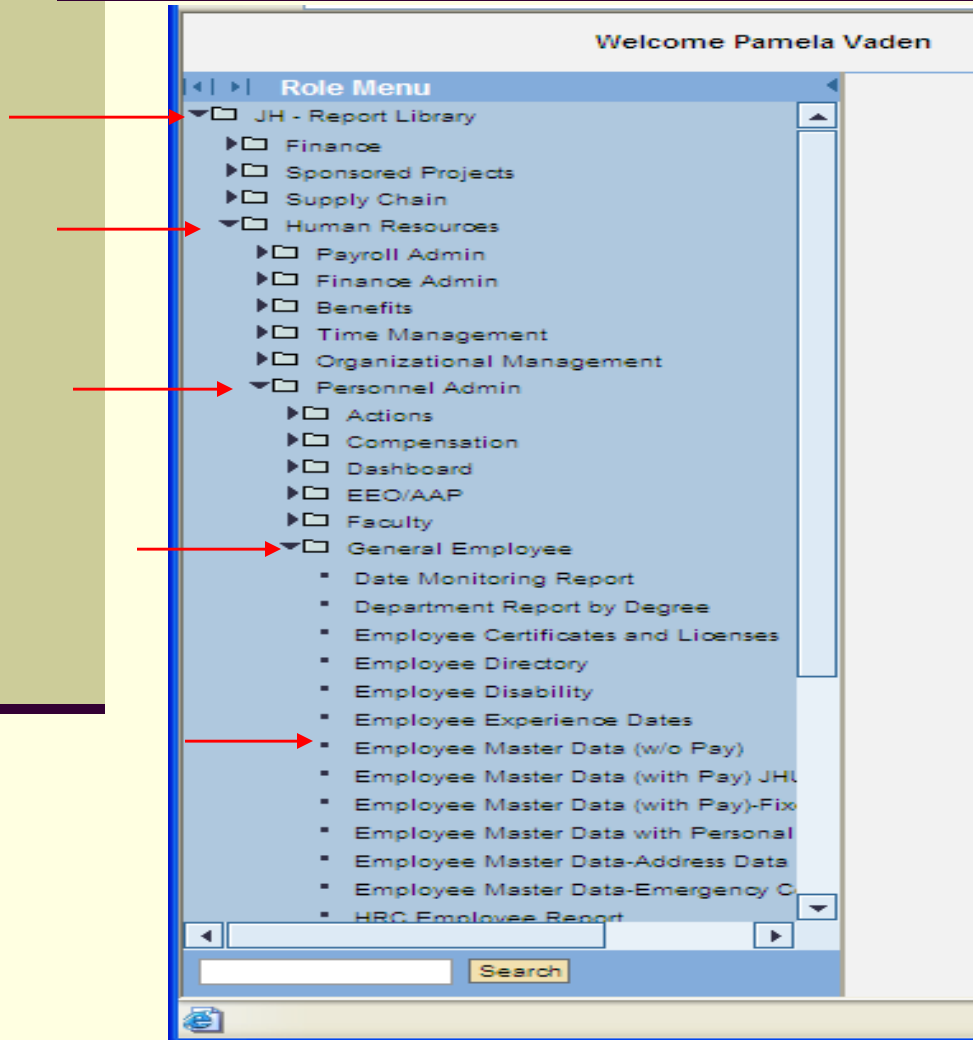
- Depend on ISR actions.
- Will NOT show all employees – only those with actions.
- Updated nightly.
- Examples = monthly hires, salary changes with reasons and amounts.

■ **Snapshot**

- Show all employees.
- Will not have reasons for actions.
- Updated less frequently.
- Examples = address report, annual salary report.

Employee Master Data (without Pay)

- This report displays various employee data.



Access the Employee Master Data (w/o Pay) report:

- JH Report Library
- Human Resources
- Personnel Admin
- General Employee
- Employee Master Data (without pay)

Employee Master Data (without Pay) Variable Screen

The screenshot shows the 'Employee Master Data (w/o Pay) Variable Screen' with several fields and callouts:

- Optional field – Variables are not required:** Points to the 'Employee (Selection Option, Optional)' field.
- Options:** A box listing comparison operators: =, [], *, <>, >, >=, <, <=.
- Look-up link:** Points to the small icon next to the 'Employee' field.
- (*) Required field – Variables are required:** Points to the 'Organizational Unit (Selection Option, Required) (*)' field.
- Click to run report:** Points to the 'Execute' button.
- Click to validate entries:** Points to the 'Check' button.

Field Name	Operator	Value	Look-up Link	Include	Insert Row
Employee (Selection Option, Optional)	=		Yes	Include	Insert Row
Employment Status (Sel. Optional)	=		Yes	Include	Insert Row
Organizational Unit (Selection Option, Required) (*)	=		Yes	Include	Insert Row
Personnel Area (Selection Option, Required) (*)	=		Yes	Include	Insert Row
Personnel Subarea (optional)	=		Yes	Include	Insert Row
Calendar Year/Month (Single Value, Required Entry) (*)			Yes	Include	Insert Row

- If you choose not to populate the optional fields, the system will return report results of all accounts to which you have access.
- Select the Look-up Link to select available options to define the variable.
- After populating the required fields, click “Check” to validate your entries then hit “Execute” to run the report.

Report Screen Menu Bar

Across the top of the screen are three tabs: Data Analysis, Graphical Display, and Information. By clicking these tabs, you are able to change the way the report is displayed.

The screenshot shows a web browser window displaying a report titled "Employee Master Data (with pay) JHU". The browser address bar shows a URL from Johns Hopkins University. The report interface includes three tabs: "Data Analysis" (selected), "Graphical display", and "Information". Below the tabs is a menu bar with the following options: "Toggle Nav Block", "Variable Screen", "Printing", "Bookmark", "No. of Rows", "No. of Columns", "EMail", "New Window", and "Exceptions/Conditions".

Callouts and their descriptions:

- Report Name**: Points to the report title "Employee Master Data (with pay) JHU".
- Hide left data fields**: Points to the "Toggle Nav Block" button.
- Return to Variable Screen**: Points to the "Variable Screen" button.
- Print Options**: Points to the "Printing" button.
- Change the number of Rows or Columns**: Points to the "No. of Rows" and "No. of Columns" buttons.
- Opens the report in a new window**: Points to the "New Window" button.
- Add to Favorites**: Points to the "Bookmark" button.
- Email report link**: Points to the "EMail" button.
- Advanced**: Points to the "Exceptions/Conditions" button.

Report Screen

The screenshot shows a software interface for generating reports. On the left, a list of fields is organized into sections: 'Rows', 'Columns', and 'Free Characteristics'. Each field has a set of icons for adding to the report, removing it, or filtering it. A 'Remove' callout points to the remove icon for the 'Employee' field. Two callouts on the left describe the 'Rows' and 'Free Characteristics' sections as fields currently displayed or available for addition. A callout at the bottom right explains the filter icon, stating that clicking it opens a window to select filter values. A 'Filter' callout points to the filter icon for the 'Gender' field.

Remove

Fields / Data that are currently displayed on the report

Fields / Data that can be added to the report

Add to Columns

Add to Rows

Filter – By clicking this filter icon a window will open and available filter values will be displayed. Select only those values you want displayed in the report.

Personnel Area	PS Group/Grade	Pay G
UN10 University Administration	OG/U/ATO 37.5	03
	O/U/ATO 40/E	03

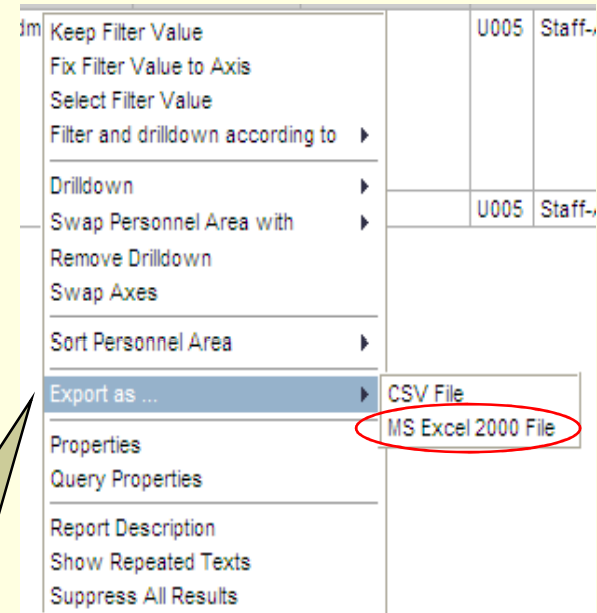
Context Menu

- The Context Menu is accessed by right clicking while in a report. It is context sensitive.
- Different options will appear depending on where you right click.
- The Context Menu can be used in addition to the navigation block to customize reports.



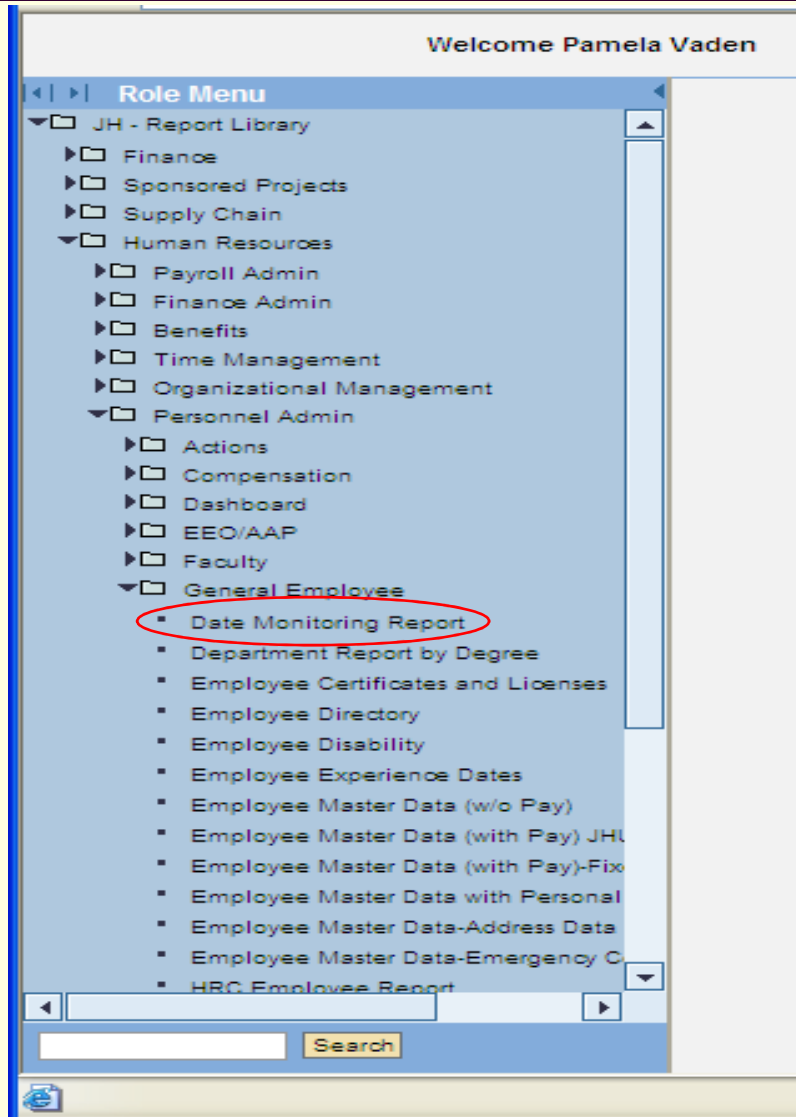
Download to Excel

- Once the Report is ready to download, select **Export as..MS Excel 2000 File**.
- The system will prompt you to Open, Save or Cancel. Choose your desired option.



Click on "Export As" and "MS Excel 2000 File" and the report file will move to Excel

Date Monitoring Report



The Date Monitoring Report can be used for:

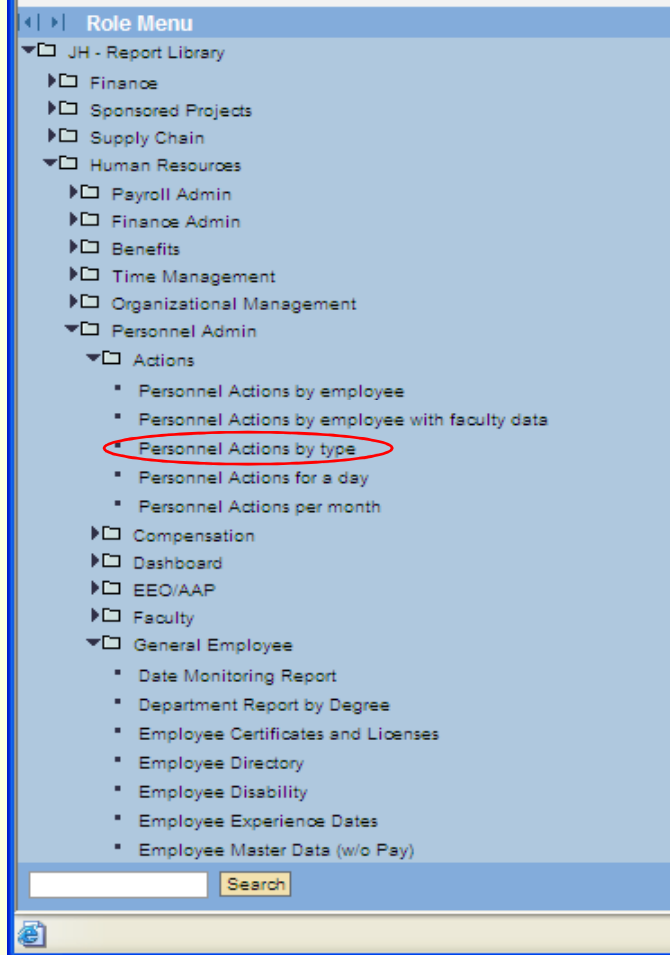
- Monitoring Annual Reviews
- Probation Dates
- LOA Expirations

Access the Date Monitoring Report:

- JH Report Library
- Human Resources
- Personnel Admin
- General Employee
- Date Monitoring Report

Personnel Actions By Type Report

- Displays actions for calendar month by action type.



Access the Personnel Actions By Type Report:

- JH Report Library
- Human Resources
- Personnel Admin
- Actions
- Personnel Actions by Type