

## HRMS Reports

There are two types of HRMS reports: Standard and Customized. Standard reports came with the SAP Software and relate to the State of Washington's business. Additional customized reports were developed by the HRMS project team. Both are available to the end user.

## HRMS BW Reports

The Business Warehouse (BW) will eventually replace the current Data Warehouse that contains historical data. Standard reports will be available to BW end users. BW power users will have the ability to create ad hoc queries.

## Variants

A variant is a report created by the end user where selected criteria is saved as a parameter. Use variants to generate information needed on a regular basis (weekly, monthly, quarterly). This specific report is saved as a variant which enables non-repetitive entry of data each time the report is to be run or printed. Variants can be created for HRMS Standard and Customized reports.

When a report with specific criteria is saved, the user is prompted to save that report as a variant.

- This report, with the specific criteria can then be accessed by clicking the variant button or selecting **Goto → Variants → Get**, then choose the saved variant (report).

More information is available on the OLQR, HRMS Reports: **Variants\_Create and Retrieve**

## Additional Report Information

More information and a list of available HRMS Reports are located on the Internet site:

<http://www.dop.wa.gov/HRMS/Customersupport>

OLQR: <http://win-shrweb.dis.wa.gov/olqr/nav/index.htm>

# General Reporting

## Viewing Reports

View reports by typing the transaction code in the command field or by accessing the report through the *SAP Easy Access* menu.

Select the criteria for the report and click **Enter**  [F8] to display the information.

## Set Profile to print from HRMS (SAP)

From the *SAP Easy Access* Screen select **System → User Profile → Own Data**.

In the *Maintain User Profile* screen select the Defaults tab and verify that the Output Device field is set to "LOCL" and "Output Immediately" is checked. Save, the *SAP Easy Access* screen displays.

Select **System → Services → Output Control**. The *Output Controller: Spool request selection* screen displays. Select the **Further selection criteria** button. Change Basic Settings from "Standard" to "User-defined". Check the Print Immediately box and the Continue button . On the following screen, *Output controller: Spool request selection* screen click .

On the following screen, *Output controller: Spool request selection* screen select YES for Print immediately.

Your profile is now set to print HRMS documents directly to your local printer when you choose to print.

## Printing Report Data

To print a desired report, select **List → Print**. The *Print Screen List* appears. Select a printer, number of copies, then click **Continue**  [Shift +F1].

## Manipulating Report Data

**Sort** - Click the **Ascending/Descending Sort** button to organize report information accordingly.

**Filter** - Accessed under **Edit** or by clicking the **Filter** key.

## Excel Settings

To export reports to Excel, set the Excel attributes as follows from the toolbar: **Tools → Security → Trusted Publishers**, then **Activate Trust Access to Visual Basic Project**.

## Exporting Report Data to Excel

- Access the report
- Select **List → Save/Send**
- Select **Spreadsheet**, click  (**Enter**) button
- Select the location for the export file (e.g. Desktop)
- Name and save the spreadsheet
- Click  (**Execute**)

**Note:** Excel has a limitation of exporting 65,000 rows of data per report.

**Hint:** If the data limits are exceeded in Excel, customize your report to generate for only a specific division or unit.