

SAP T-CODES and BW Reports/Views

Data in SAP is current; BW is updated each evening.

SAP Transaction Code	Purpose of Transaction	Notes / Comments
FI (Financial)		
FB02	Change Document	To change a completed JV
FB03	Display Document	To display/delete a completed JV
FB04	Document Changes	To display changes to an FI document
FBV0	Post Parked Document	For posting/deleting a parked pro card transaction Select Document List; enter a "P" plus six digits of pro card # in the Document Header Text field
FBV2	Change Parked Document	To change a parked JV
FBV3	Display Parked Document	To display a parked JV
FS03	G/L Account Master Record Maintenance	To find a G/L
FV50	Park G/L Account Items	To enter a JV
GR55 (Z101 - Actuals)	Execute Report Group - Budget Report	To view the current budget in a cost center (Z200 - Account Balance)
KO01	Create Internal Order	To create an internal order
KO02	Change Internal Order	To change an internal order
KO03	Display Internal Order Master Record	To display/delete an internal order
KOH1	Create Internal Order Group	To create an internal order group
KOH2	Change Internal Order Group	To change an internal order group
KOH3	Display Internal Order Group	To display/delete an internal order group
KS03	Display Cost Center	To view all the attributes of a cost center
KS13	Cost Center Master Data Report	To display cost centers (w/attributes) by dept Cost Center Group: P81
KSB1	Cost Center Actual Line Items	To view transactions on a cost center
ZSU01D	User Name Display	To find a user's name and to see their roles
ZFI_COBJ	Cost Object Associations Look-Up	To display all cost objects in a department
TRAVEL (TRIP)		
PR05	Travel Expense Manager	To search for an employee's trip and to display expense report statements
ZTR_WF_RPT	Travel Workflow Report	To search by person number or trip number to view all levels of workflow per trip
FM (Funds Management)		
FM_SETS_FICTR3	Display Fund Center Group	To display all fund centers in a department; also displays org unit name of department Enter "P" in front of the Dept #
FM5S	Display Fund	To view general ledger accounts (endowments)

FMBB	Budgeting Workbench	To enter a budget transfer or revision	
FMEDD	Display Entry Document	To print budget transfers; to see if BT has posted	
FMEDDW	Drilldown for Budget Entry Documents	To display budget entries (posted & preposted)	Enter 9F, fiscal year, and cost center
FMRP_RFFMEP1AX	Line Items - Commitments/Actuals	To view all postings on funds, including parked documents	User needs UK100, FI200, FI GU310
FMSC	Display Fund Center	To view attributes of a fund center	Click on "Additional Attributes" for more details
FMX1	Funds Reservation: Create Initial	To create a funds reservation	
FMX6	Funds Reservation: Reduce Manually	To reduce a funds reservation manually	
GR55 (Z200)	Detail Budget Screen for Fund/Cost Centers	To view the budget details for a fund/cost center	Same as ABR's in FRS system
S_KI4_38000038	Index of Fund Centers	To display fund centers	Run report; then filter
S_KI4_38000039	Index of Funds	To display fund centers (endowments)	Use BW → (COM Endowment Principle)
ZECM_BUDGETDOCS	Budget Entry Documents	To display supporting documents for budget transfers	
ZFM_DOC_ENTRY_REPORT	Budget Document Entry Info Report	To display who initially created a budget document and other information	
ZGL_TRBR1_CUM	Endowment and Loan Fund	To view endowment estimated spending	G/L 431101
MM (Materials Management)			
CJ03	Display Work Breakdown Structure	To display a WBS element	For grants and renovation projects
CJ13	Display Capital Projects	To display transactions on capital projects	For initial access, enter data profile 00000001
CN43N	Overview: WBS Elements	Project Info System - WBS Initial Screen	
FBL1N	Vendor Line Items	To search for payments to vendors	
FCHN	Check Register	To determine if a check has cleared	
FK10N	Vendor Balance Display	To determine balance owed to vendors	Includes list of payments to vendors, payment methods, etc.
XK03	Display Vendor	To display list of vendors	
ZFI_PROCARD_DETAIL	Display Pro Card Details	To display details of a pro card transaction	
ZMM_PROCARD_DISP	Display Pro Card Details	To display pro card parameters	
ZMM_APPROVED	Workflow Approver Display List	To display list of requisition approvers	Special User Access
ZMM_PROCARD_UPDATE	Update Pro Card Records	To display pro cards; to change editors	Special User Access
HR (Human Resources)			
CAT2, CATS_APPR_Lite, ZCAT6	Manual Time Entry	Time Sheet Entry	
ZVERXFER	Verify Transfer Time	Verify that all time was transferred	Check both "Display transferred time" and "Display time not transferred" to see everything
PC00_M10_CEDT	Payroll Remuneration Statement - 10	Displays remuneration statement (preview of pay stub)	The form name is ZFC1
PUOC_10_CE	Off-Cycle Workbench USA CE	Display lists of remuneration statements	

ZHR_PAYRESULTS	Payroll Infotype 9401	view payroll results for individuals or departments will include adjustments, claims, etc	
PA20	Display HR Master Data	View employee data	0040 displays pro card type; 0105 displays Link Blue ID of employee
PA30	Maintain HR Master Data	Update certain employee data (ex. 27 screen updates, name changes, address changes, one time payment entry, etc)	Caution should be used when using the pencil here, because it deletes historical data. The copy or create function should be used in most instances, and pay careful attention to the start date that you are using (back dating can also delete
PA40	Personnel Actions	Enter all personnel actions: new hires, transfers/promotions, FTE changes, changes in pay, etc	Either a zpar/separation sheet should be sent through the Business Office - following these entries
ZHR_PAR	HR PAR Report	To be generated, signed, and sent through the Business Office for any personnel action entered in PA40 (except those requiring the separation sheet) as well as one time payments/recurring payments entered through	Use the start date of the action, the correct personnel number, and utilize the "comment" when necessary
PT50	Quota Overview	View leave balances and accruals	On selection dates, select "All"; then click on "Display Absence Quota" tab. Then click "expand" to view if any of that time has expired.
Z_TIMERPT	Time Reporting	View leave balances	
PT_QTA10	Absence Quota Information	View leave balances for groups/departments	
ZHR_ATTENDANCE	Attendance Report	Extension's version of CATS_DA - Use to view attendances	
ZHR_LEAVEUSAGE	Leave Usage	Extension's version of CATS_DA - Use to view absences	
PP01	Maintain Plan Data (Menu-Driven)	Look up position and job information	Will need to choose object type and object id
PPOSE	Display organization and Staff	Look up occupied and vacant position information	
S_AHR_61018869	Periods of unoccupied positions	Vacancies report	
ZHR_ADDRESSES	Address Query	Look up addresses	
ZHR_SEPARATE	Separation Acton Report	View separations	
ZCOSOBJ	Employee Cost Distribution Objects	View employee cost distribution	Enter in period, org unit & WBS
ZCCWBS	Cost Center Report with WBS	To display labor distribution report	Displays only employees in your unit; BW Labor Distribution Reports include all employees (campus-wide)
ZHR_HIREREPORT	Hire Action Report	Look up personnel actions. Can be used for completing End of Probation forms, getting a list of employees on leave, list of new hires for the year. etc	

ZHRFLEX	Flexible Employee Data Report	User determines the employee data that they would like to view.	User must have the structural authorization for their department for this to work.
ZSU01D	User Name Display	To find a user's name and to see their roles	
ZHR_USER_ID	User ID and Email Report	Used to look up employee user IDs and email addresses	
ZCHKREG	Payroll Check Register	Run to see which employees are receiving paper stubs, paperless stubs, and checks	Use the BW CHECK REG or MO CHECK REG variant
SBWP	SAP Business Workplace	After the PA 40 entry of a Change in Base Pay action, this is used to review work, add comments/attachments, and initiate the routing for approvals	Currently only used for the Change in Base Pay action
/SPIN/ER - Employee With Supervisor	List of Employees With Supervisors	Displays employee information, with their supervisor's information	
/SPIN/ER - Timesheet	Approved Hrs and Leave	Displays all approved hours worked and leave for	
/SPIN/ER - Employee Pay To Pay Comparison	Current Pay to Previous Pay Comparison	Identifies the difference in Gross and Net pay between the current and previous pay period	
/SPIN/ER - Name History	Employee Name History	Allows the user to identify different names that an employee has been listed under in SAP.	
/SPIN/ER - Equity Report	Equity Comparison, Experience & Education	For comparing employees, within similar positions, experience and education for equity purposes.	
/SPIN/ER - Payroll Results Preliminary Report	Preview payroll posting results	To preview payroll posting results after the payroll preliminary and/or trial runs.	
/SPIN/ER - Pay Stub Paper Election	Employees With Paper Stub Election	Provides a listing of employees who have elected to receive a paper stub.	
/SPIN/ER - End of Orientation	Employees With End of Orientation Dates	Allows the user to generate a list of employees with upcoming End of Orientation dates.	
/SPIN/ER - IT 0008 Locked Report	Employees With Locked Workflows	Allows the user to monitor locked status of workflow personnel actions.	
/SPIN/ER - Locked Payroll Report	Employees With Locked Payroll	Allows the user to monitor locked status of new hires/rehires.	
GM (Grants Management)			
GM_CREATE_BUDGET	Create GM Budget Entries		Special User Access
GMAVCOVRW	Displays Grant Budget (AVC Values)	To obtain a balance on (304) grants only. For 235 grants, use BW	Variant: UK/Direct (PBrown2)
GMGRANT	Grant Master	To create and change grant data	Special User Access
GMGRANTD	Grant Display Only	To view grant attributes (for 304- and 235-grants)	
S_ALN_0100003	Annual Budget vs Commit/Actual Journal	To display all financial transactions on a grant	Variant: Exp Only PBrown

S_ALN_01000079	Master Data Index of Grants	To display non-financial information on a grant	Variant: AGLANDGRANT
S_PLN_16000269	Grants Management Line Item Display	To display expense postings on a grant	Variant: AG_SPLN
ZFES1	Display DOE	To display a DOE	
ZGM_LOOKUP	Get Grant Responsibility	To look up the responsibility for a grant	
ZGM_SWI6	Search for Internal Approval Form	To display electronic Internal Approval Forms	Reminder: Add * after the department number; faculty ID must be in all caps
ZPRIME	Scopes for Prime Grant	To look up the scopes for a prime grant	
SAP Reports / BW Saved Views			
SU53	Display Authorization Data for User	To trouble-shoot authorization issues/problems	(See detailed instructions attached)
zlswils00_0022	Unit Budget	To get available budget in positions	
zcssh02_0040	State Cost Center Balance	To determine cost center balance w/o benefits	