



Last Update:

02/25/13 4:02 PM

Infotype Reporting

S_AHR_61016532

Publisher Information

File Name

r_OM_S_AHR_61016532_Infotype Reporting_BPP.doc

Link 1

Link 2

Link 3

Link 4

[PA_S_AHR_61016532 Infotype Reporting.html](#)

Job Role

Insert Job Role rows as necessary.

Transaction	User Data		Description
S_AHR_61016532			Infotype Reporting
Client	Language	Doc Type	Job Role
	EN	BPP	



Title: Infotype Reporting
Functional Area: Human Resources
Sub Area: Organizational Management

Trigger:

A user would like to run a report for a given infotype for one or more positions. The user will select the Infotype and the fields used as part of the record output.

Business Process Procedure Overview

Tips and Tricks:

- Select the Infotype and fields within the Infotype you would like to use in this report
- Try to limit the number of fields for your selection

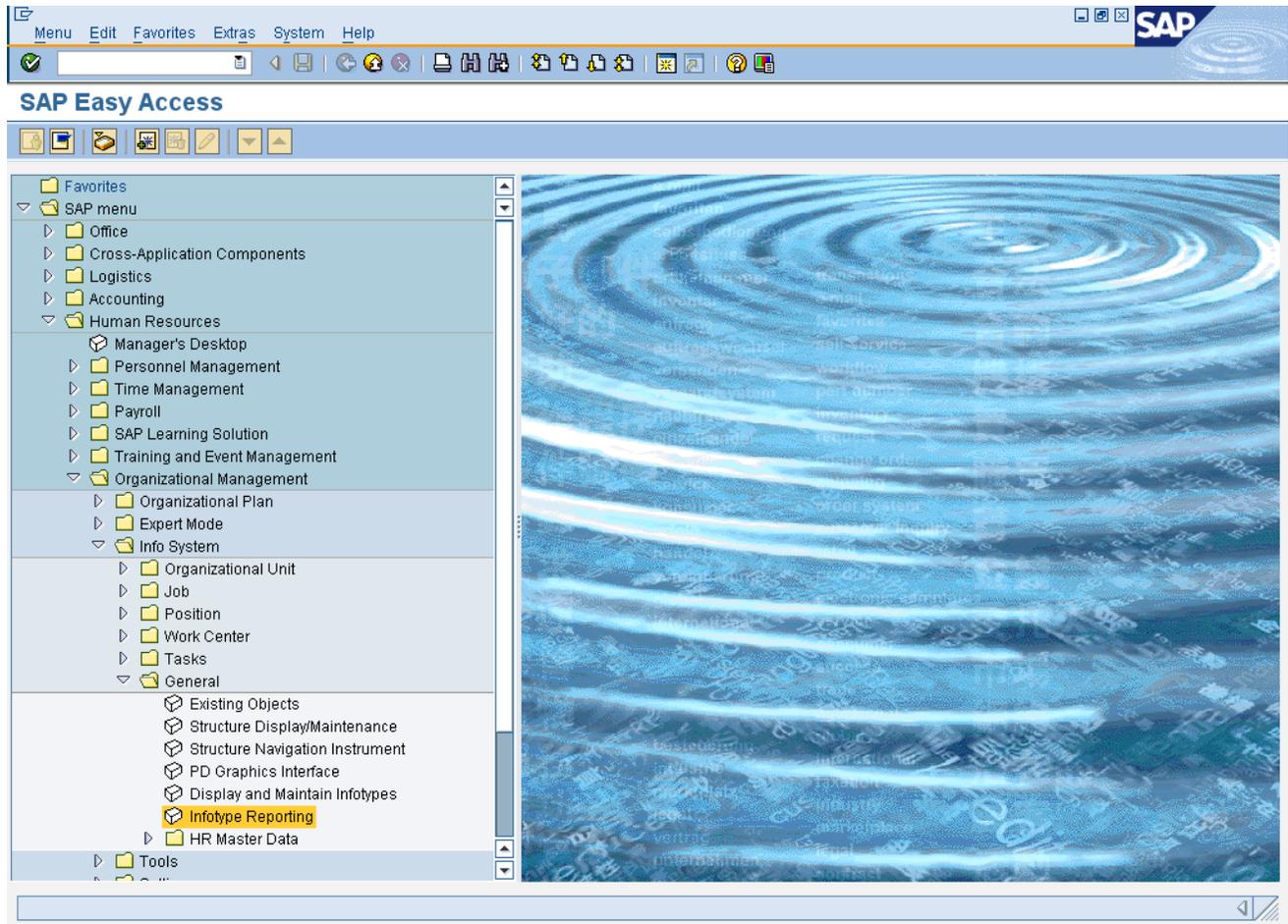
Access Transaction:

Via Menu Path	<i>Human Resources > Organizational Management > Info Systems > General > S_AHR_61016532 - Infotype Reporting</i>
Via Transaction Code	S_AHR_61016532



Procedure:

SAP Easy Access



1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: S_AHR_61016532

2. Click **Enter**  button.



Title: Infotype Reporting
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Infotype reporting

3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Plan version	This will always be 01 for current plan.	R	Enter value in Plan version. Example: 01
Object type	Type of object to be created.	R	Enter value in Object type. Example: S
Object ID	Code identifying the Object; leave blank if creating the object	R	Enter value in Object ID. Example: 50000447
Object status	Status of the identified object	R	Enter value in Object status. Example: 2



4. Click **Reporting Period All** All radio button.

5. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Infotype	Unique number identifying the type of data to be displayed.	R	Enter value in Infotype. Example: 9000

6. Click **Infotype field selection** Infotype field selection checkbox.



Information: Once you have entered the Infotype, select the option when you want to select a particular field(s) as part of your reporting analysis and output. This report will pull in data from all of the possible fields specific on the selection screen.



Choose Infotype Fields (Screen 6000)

Choose Edit Goto System Help

Choose Infotype Fields (Screen 6000)

Infoty. DeselectAll (Shift+F2)

Fld name to select

<input checked="" type="checkbox"/>	Priority
<input type="checkbox"/>	Type of Action
<input type="checkbox"/>	PCR ID
<input type="checkbox"/>	Delimit IT 9005
<input type="checkbox"/>	Delimit IT 9006
<input type="checkbox"/>	Delimit IT 9007
<input type="checkbox"/>	Delimit IT 9008
<input type="checkbox"/>	Delimit IT 9009
<input type="checkbox"/>	Delimit IT 9010
<input type="checkbox"/>	Delimit IT 9011
<input type="checkbox"/>	Delimit IT 9012
<input type="checkbox"/>	Delimit IT 9016
<input type="checkbox"/>	Workflow status

Logical relationship (AND or OR) **OR**

7. Click **Deselect All (Shift+F2)**  button.



Critical: Deselect all of the fields so the report will not list all available fields. By default, the system will select all of the fields for evaluation. **Only select the field(s)** that you want to use as the prior source of evaluation.



Information: In this example, "Type of Action", "PCR" and "Workflow Status" is selected to view data for this position. Each selection will produce a separate line on the output for this position.



8. Click **Type of Action**  button.

9. Click **PCR ID**  button.

10. Click **Workflow status**  button.

11. Click **Continue (Enter)**  button.



Infotype Reporting

The screenshot shows the SAP Infotype Reporting interface. At the top, there is a menu bar with options: List, Edit, Goto, Views, Settings, System, Help. Below the menu bar is a toolbar with various icons, including a 'Back (F3)' button. The main area displays the following information:

Plan version: 01
Key date: 10/17/2007
Infotype: 9000
Display: With infotype only

Obj...	Object Name	Description
	Accounting Specialist	With 1 OM Actions
	OM Actions	Type of Action 107
	OM Actions	PCR ID 5000000620
	OM Actions	Workflow status N

12. Click **Back (F3)**  button.



Information: The top record is the "lead" record. This record provides a description of the total number of records for the Infotype. For example, "With 1 OM Actions" means 1 "OM Actions" has occurred.

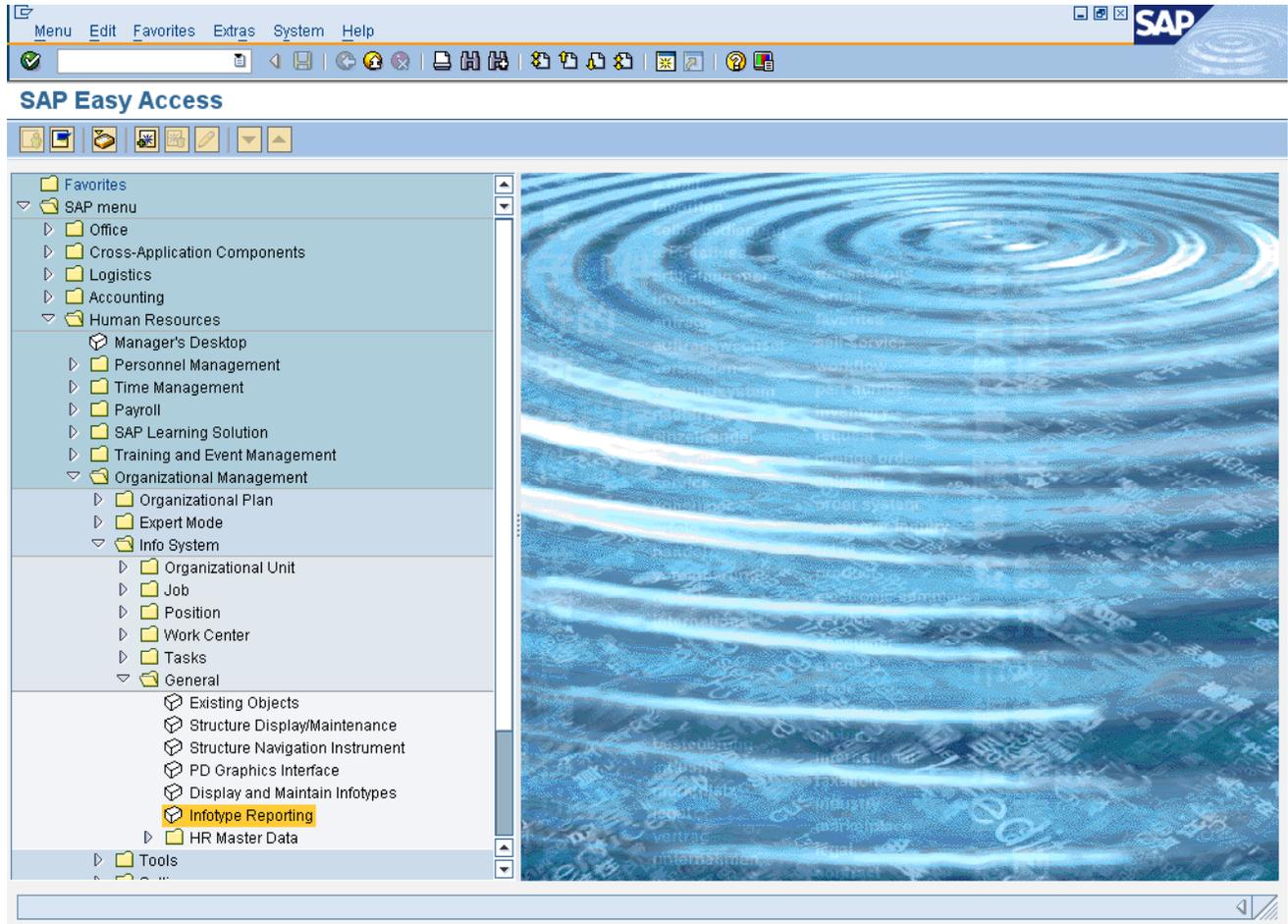


Infotype reporting

13. Click **Back** (F3)  button.



SAP Easy Access



14. The system task is complete.

Launch WEB HELP