

SAP HR Reports

Using Mail Merge

If you would like to use mail merge with results obtained from SAP, you can do so after having run a report in SAP.

- Once you have the results on the screen, choose the download --> Word Processor option.
- A dialogue will then prompt you to enter certain choices. Choose the form processing option.
- Choose new Word document or existing Word document if you have one already set up.
- Change the password option to "No password" unless of course you really do wish to have a password set.
- Word should then be opened up and the data source transferred to Word. Enter your text for the letter and insert the mail merge fields from the drop-down button on the top left hand side.
- Click on the <> button to toggle between the data fields and the actual data.

You can now print or email off the results of the mail merge.

Key Reports within SAP HR

This table contains commonly used SAP HR Reports

Report Name	Report Description
RPCDTFG0	Data Medium Exchange: Cancelling Transfers
RFBVALL_0	Loads bank sort codes, branches etc
RHBEGDA0	The report sets a new start date for the records found using the selection screen. It primarily serves to correct the start date of records retrospectively. To access the correct selection of records, enter the old start date. All records with the old start date are given the new start date. All other records remain unchanged.
RHINTE00	Transfer Org Assignment from PA to PD
RHINTE10	Prepare Integration (OM with PA)
RHINTE20	Check program for PA-OM Integration
RHINTE30	Creates batch input session for IT 0001 - using PD relationships.
RHMARP00	Returns the material requirements per business event
RHMOVE00	Outputs a sequential file - PD_DATASET
RHMOVE30	Used to manually transport objects in Org Mgt
RHMOVE40	Display and edit sequential PD Dataset
RHSTRU00	useful report for displaying all related objects in a structure (hierarchy) according to the defined evaluation path. Can be used for any PD object in any database HRPnnnn.
RPCDTFG0	DME - cancelling transfers
RPCGTNG0	New Gross to Net Control Report for the UK
RPCSC000	Payroll batch scheduler for breaking up the payroll run into jobs allowing payroll to be processed in parallel as a number of batches
RPDASC00	Explodes the whole schema - ctrl+F to find items. For PCR's and sub-schemas use 0000 to zzzz as the "from" and "to" values.
RPDKON00	Assignment of wage types to G/L accounts (chart of accounts)
RPDLGA00	Wage type statement - shows the permissibility of wage types.
RPDLGA20	Use of wage types in payroll accounting - very useful. Shows the inner workings of how all the wage types are passed through the PCR's and what processing classes are accessed. Enter your country version. I always find it easier to use the "tree" option rather than the "table" option.

RPDLGA40	Similar to RPDLGA20. Gives each wage type and shows each PC, EC and CC for each.
RPDSYS00	Takes you to all the documentation in the SAP system
RPIBRT00	Evaluation of Appraisals - creates a batch session to update IT 0008 based on the employees IT 0025 record.
RPIBRT01	Group value of Appraisal criterion
RPINCL10	Search for specific text in any report
RPLEAT00	Starters and Leavers Report
RPLINFC0	Infotype overview for an employee - very useful and much better than using the Personnel File on PA10. Shows all the infotypes for an employee.
RPLNHRU0	New Hire Report
RPLNICG0	Displays NI and CNIC values from the payroll results
RPPCUPG0	Batch update for infotype 0071 - pensions GB
RPSDEV00	Headcount report - quite good. Gives EE numbers per organisation entity
RPSEEOU1	Equal Employment Opportunities - US driven report for statutory legislation
RPTIME00	Time Evaluation
RPTKOK00	Used to identify inconsistencies with absence quotas
RPTBPC10	Used to correct inconsistencies - takes ages to run - rather correct them manually
RPTQTA00	Used to generate absence quotas
RPU12W0S	Saves backup and allows you to restore T512W from a previously saved copy
RPU51000	Updates the values in table T510 - pay scale data
RPUAUD00	Logged Changes in Infotype Data
RPUAUDDL	Deletes documents from the database that were created
RPUAUDW0	Allows you to view the records created from the above reports - have to have table T585A maintained as well
RPUCC000	Check PCRs - allows you to run checks on PCR's
RPUCCCQ0	Check Personnel Calculation Rules
RPUCCCX0	Check Personnel Calculation Rules (International Version)
RPUCCOSE	Allows you to search for text in any PCR
RPUCTC00	Lists PCR's for any ESG and the associated processing steps
RPUCTE00	Environment Analyzer: Functions, Operations, Schemas, PCR's
RPUCTER3	Environment Analyzer: Functions, Operations, Schemas, PCR's
RPUCTF00	Change attributes for schemas and PCR's (especially if you have executed the IMG step by mistake)
RPUCTI00	Lists subschemas not called up in any other schema
RPUCTJ00	Lists PCR's not called up in the schemas or PCR's
RPUCTP00	Generation of payroll periods
RPUCTP10	Generates calendars
RPUCTP20	Generate further date specifications
RPUCTX00	Copy PCR's from client 000 to other clients on the same server
RPUDEL20	Delete payroll results. After deletion you must perform at least one retroactive accounting run for the earliest deleted payroll run
RPUDELPN	Allows you to delete personnel numbers as a batch
RPUDIR00	Restores the payroll results directory

RPUDNIG0	Update table T5G_DTONI. Format can be a pain to get right. Rather maintain the table directly or cut and paste from Excel. Another alternative is to use a CATT procedure or LSMW to update the table.
RPUDPSM0	Download source text of a program (type "PROG" in TADIR)
RPUDRQQ0	Payroll Results (RQ) - originals and differences from retro periods
RPUDTEM0	Downloads table entries
RPUDTSM0	Downloads table structures
RPUGCC00	Generates calculation rule check
RPUMKD00	Features Directory - lists all available features
RPUMKG00	Generates features
RPUMKS00	Feature structure
RPUPROTD	Log of report starts
RPUPROTU	Maintain log
RPUPRRM0	Pension report
RPUREP00	Submit country-specific report in the info system
RPUSCC00	Compare schemas
RPUSCD00	Schema directory
RPUSCD10	Schema directory
RPUSCG00	Generate/check schemas
RPUSCGT0	Generate/check schemas
RPUSTD00	Used to transfer master data
RPUTAXU0	Delete/insert tax table entries
RPUTCUG0	HR-GB: Batch Input: Tax code uplift
RPUTMSE0	TemSe files display
RPUTMSG0	HR-GB: TemSe view and download program
RPUTMSI0	Program for TEMSE catalog display
RPUTRBK0	Update any field on IT 0003 - payroll status
RPUTSD00	Download a TemSe object to presentation server
RPUTSV00	List of HR TemSe objects
RPUTSVDD	Download from data medium to Disk
RPUTTUU0	Wage type update program
RPUTXT00	Comparison of text elements
RPUWGTX0	Used to create/delete new wage types
RSAQR3TR	Transports queries, user groups & functional areas
RSCLCCOP	Offers slightly more functionality than the transaction SSC1. You can run jobs in background mode - using SCC1 for a really big transport causes the system to time-out after a certain period
RSCMPADJ	View / table comparison
RSTXTRAN	Allows you to transport SAP Scripts - eg letters in Recruitment
RSUSR006	List users last login