

# S4HR58

## **Analytics and Reporting in HCM for S/4HANA**

### **COURSE OUTLINE**

Course Version: 2412

Course Duration:

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# Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation



Demonstration



Procedure



Warning or Caution



Hint



Related or Additional Information



Facilitated Discussion



User interface control

*Example text*

Window title

*Example text*



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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant
- Business Process Owner/Team Lead/Power User



# UNIT 1

# Understanding Human Capital Management (HCM) Reporting

## Lesson 1: Identifying the HCM Reporting Requirements and Toolsets

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline HR reporting roles
- List the differences between flat and analytical reporting levels
- Summarize the available reporting tools



## UNIT 2

# Exploring Standard SAP Reports

### Lesson 1: Executing Standard Reports

#### Lesson Objectives

After completing this lesson, you will be able to:

- Locate standard reports using the ABAP Workbench
- Execute a standard delivered report

### Lesson 2: Defining a User Menu

#### Lesson Objectives

After completing this lesson, you will be able to:

- Modify an existing user menu to include additional reports



## Lesson 1: Outlining Logical Databases

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline the concepts of the PNP, PNPCE and PCH

## Lesson 2: Setting Up Reporting Elements

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline the purpose of InfoSets
- Modify a user group
- Transport an InfoSet from the global area (cross-client) to the standard area (client-specific)

## Lesson 3: Creating InfoSets

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a new InfoSet to include the information required for reporting

## Lesson 4: Using InfoSet Switches

### Lesson Objectives

After completing this lesson, you will be able to:

- Outline InfoSet switches processed by the Query Generator



## Lesson 1: Identifying the Components of Ad Hoc Query

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the basic concepts of Ad Hoc Query

## Lesson 2: Creating Reports Using Ad Hoc Query

### Lesson Objectives

After completing this lesson, you will be able to:

- Create queries by using Ad Hoc Query

## Lesson 3: Creating Complex Queries with Ad Hoc Query

### Lesson Objectives

After completing this lesson, you will be able to:

- Create complex queries with additional options in Ad Hoc Query

## Lesson 4: Formatting Report Output

### Lesson Objectives

After completing this lesson, you will be able to:

- Create reports with enhanced reporting output results



## Lesson 1: Creating Queries with SAP Query

### Lesson Objectives

After completing this lesson, you will be able to:

- Generate a report by using SAP Query

## Lesson 2: Modifying SAP Query Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Execute reports that include specific and local fields using SAP Query



## Lesson 1: Setting Up Payroll Infotypes

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up a payroll infotype (PIT) to report on payroll cluster information

## Lesson 2: Simulating Time Infotypes

### Lesson Objectives

After completing this lesson, you will be able to:

- Review the setup and assignment of simulated time infotypes for enhanced time reporting