

HR Form Editor



HELP.PAXX

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HR Form Editor

Purpose

The HR Form Editor (or form editor) is a tool used in *Human Resources* and which enables you to create or edit forms.

Implementation Considerations

The form editor has the following advantages:

- It is a central tool: You can edit forms from different application components with the form editor.
- The form editor has a graphical interface which serves as an overview screen for the form to be structured, for example, complete representation of individual information levels.
- It can support creation of forms in several languages. If, for example, you delete a line, the form editor deletes this line in all available language variants.
- It offers additional plausibility checks: Your entries are compared with the permitted tables for the form class and the country. If you make an invalid entry, an error message is displayed immediately.
- It has an automatic transport connection.

Features

The form editor has the following functions:

- Copy, create, or change forms
- Copy, change, or delete the form language
- Create, change, or delete subobjects in the form
- Transport forms

Constraints

Forms are entered in form classes in the SAP system. You can only use the form editor for particular form classes (for example, CEDT, CKTO, CLJN). The form editor **does not** support the following form classes:

- [TELU \[Ext.\]](#) for time statements
- [TEDT \[Ext.\]](#) for time statements
- XXXX for wage type indicators
- DOST for statistics for the Public Sector
- CERH for data entry and statistics

Forms

Forms

Definition

Grouping of specific payroll results.

Structure

A form consists of a number of subobjects. The following form elements exist:

- Language-dependent:
 - Group text for a group in a window
 - Background
 - Text modules
 - Documentation
- Language-independent:
 - Attributes
 - Windows
 - Group and subgroups in a window
 - Individual fields
 - Line layout
 - Cumulation identifiers
 - Rules

If you use a form in several languages, you must define the language-independent subobjects for all [languages \[Page 80\]](#).

Structure of a Form

Purpose

The form is usually structured when the SAP System is set up.

Process flow

1. You create a form.
2. You edit the individual subobjects in the form.
 - You create the form background.
 - You define the individual fields. In doing this, you create rules, text modules, and cumulation identifiers.
 - You define the window and the accompanying line layout.
 - You create documentation on the form.
3. If required, you copy the form for other languages.

Calling the Form Editor**Calling the Form Editor**

1. In the command field, enter the transaction PE51.
2. Choose *ENTER*.

The *HR Form Editor: Initial Screen* is displayed. To edit subobjects, select the subobject and choose *Change*.

Editor Settings

Use

You can change the editor settings under *Settings* → *Editor settings*.

Features

You can make the following settings:

- **Insert mode**

Depending on whether you flag the *Before current line* field or the *After current line* field, you can insert blank lines at the start or end of the form background.
- **Standard display**

In this group, you define how information is displayed in the form editor.
- **Confirmation prompt**

If you want to display a confirmation prompt when, for example, you choose *Cancel* or *Delete* when editing a subobject, the *Confirmation prompt* field must be flagged. The confirmation prompt displayed before leaving the form editor cannot be deactivated.

Navigation Functions in the Form Editor

Navigation Functions in the Form Editor

Use

You can navigate within the form as follows:

- Choose *Goto* to directly access individual subobjects in a form.
- Choose *Previous screen* and *Next screen* to scroll between the subobjects.
- The ruler contains the *Left form margin* and *Right form margin* icons. If the form is wider than 100 columns, choose both these functions to access the corresponding part of the form.
- The lower part of the screen contains the *Line* and *Column* fields. To go to a particular position on the form, enter the values in these fields. The form is positioned so that you need only place the cursor in the upper left corner of the screen.
- The *Edit → New line* function is **not active** if the maximum number of lines in the form is equal to the current number of lines in the form. If this is the case, you must change the maximum size of the form in the *Attribute* subobject.
- To display details on particular entries, double-click the entry. In this way, you can access other subobjects without having to follow a menu path.

The following table shows where and how you can navigate with a single or double mouse click.

Screen	Double-click on	Dialog box appears
<i>Display/change window</i>	Any position within window	<i>Display/change groups in window ...</i>
<i>Window overview</i>	Any position in the line	<i>Display/change groups in window ...</i>
<i>Display/change groups in window</i>	Groups	<i>Display/change structure of group ...</i>
	Entries	<i>Display/change structure of group ...</i>
	Text lines	<i>Display/change group text: Group ...</i>
<i>Display/change structure of group</i>	<i>Line type</i> or <i>Column type</i> field	<i>Display/change line layout</i>
	<i>Rule</i> field	<i>Display/change rules</i>
	<i>Number of summands</i> field	<i>Display/change structure of total ...</i>
<i>Display/change individual field</i>	Any individual field	<i>Display/change individual field</i>
	<i>Text module</i> field	<i>Display/change text</i>

Navigation Functions in the Form Editor

	<i>Rule field</i>	<i>Display/change rules</i>
	Click on "Consists of"	<i>Display/change structure of total ...</i>
	<i>Output length field</i>	<i>Default value output length</i>
	<i>Conversion field</i>	<i>Default value conversion</i>
<i>Display/change line layout</i>	Any position (not line type or column type)	<i>Display/change individual field in line layout</i>
<i>Display/change cumulation identifiers</i>	Any field in the line	<i>Display/change structure of total ...</i>
<i>Display/change structure of total</i>	<i>Rule field</i>	<i>Display/change rule</i>

Creating or Changing Forms

Creating or Changing Forms

Use

You use this function to create a form. Alternatively, you can [copy \[Page 86\]](#) a standard HR form and modify it to suit your requirements. To change a form, call the initial screen of the *Form editor*, select the individual subobjects with <subobject> → *Change* and change the existing entries.

Prerequisites

You are in the initial screen of the *Form Editor*.

Procedure



When you edit a form, you can scroll between the subobjects with *Previous screen* and *Next screen*.

Choose *Goto* → <Subobject> to directly access individual subobjects in a form.

1. Enter the country grouping and a form name.



The form name should start with Z.

2. Choose *Form* → *Create*.
3. In the *Determine form class* dialog box, enter the required class for the form.



You cannot change the form class at a later point. If you still want to change the form class, you must delete the form and create it again.

4. Choose *Set form class*.
5. You access the *Change attributes* screen.
6. Enter data as required.
7. Save your entries.

Result

You have created a new form and the required attributes (for example, form name, form class, country indicator, and so on) in your clients. You can then edit the subobjects in the form.

Attribute

Definition

The attributes determine the processing parameters for the form. They specify where and how the form is used in the SAP System.

Use

When you create or copy a form, you must change the attributes for the form since, for example, a new form name is required. It may also be necessary to change the attributes for an existing form, for example, if the person responsible for a form has changed.

Structure

The attributes include information on the person responsible for the form and the size of the form. When you call the *Attributes* subobject, information on the country grouping and form class is displayed as well as the administrative information. You can change the attributes in the *Form Editor* under *Attributes* → *Change*. The system generates all other data.

Background

Background

Definition

The form background contains information that is usually included in a prepared form (for example, the name of the form, the name of the enterprise, or a graphic). This information is always printed in the same position in the form and does not vary.

Structure

The form background is set up using lines. You must define all lines in a form. This means that lines containing only individual fields or windows need to be defined as blank lines on the form background. If you are using form templates, a blank page **must** be set up with the corresponding number of line as the form background. You can edit the documentation in the *Form Editor* under *Background* → *Change*.

Integration

When you create a form, you must decide whether the information can be modified. If you need to change the information frequently, specify this in the individual fields.

Copying or Moving Several Lines

Use

You want to edit several lines in a form at the same time.

Procedure

1. Place the cursor on the first line that you want to copy or move.
2. Choose *Edit* → *Select block*.
3. Place the cursor on the last line that you want to copy or move.
4. Choose *Edit* → *Select end of block*.



The selected block does not change color.

5. Choose *Edit* → *Copy* or *Cut*.



The *Edit* → *Copy* function is not active if the maximum number of lines in the form has been reached. If this is the case, you must change the maximum size of the form in the *Attribute* subobject.

6. Place the cursor on the line from which the individual fields should be inserted.
7. Choose *Edit* → *Insert*.
8. Save your entries.

Result

You have copied or moved several lines.

Deleting Several Lines

Deleting Several Lines

Use

You would like to delete several lines in the form together.

Procedure

1. Place the cursor on the first line that you want to delete.
2. Choose *Edit* → *Select block*.
3. Place the cursor on the last line that you want to delete.
4. Choose *Edit* → *Select end of block*.



The selected block does not change color.

5. Choose *Edit* → *Delete*.

Result

You have deleted several lines at once.

Single Field

Definition

An single field contains information that is always printed in the same place on a form. This information can be variable (for example, the name of the employee or the number of pages in the form), or can remain the same (for example, the text "personnel number").

Structure

Single fields are given the following values:

- Constant

A constant is language-independent: It is printed on the form as it is entered in the *Constant* field. If you require the information in several languages, you must define it as a text module.
- Text modules

You can enter the name of a text module (01-99) in the *Text Module* field. You define the text module in the *Create text module* screen.
- Table field

By entering the table and table field, you can specify the exact information to be printed on the form.

The assigned page type determines where an individual field is printed. There are different page types for different form classes. The most important page types are:

- FP (first page)
- EP (each page)
- LP (last page)

Integration

If you set up information that is not variable, you can also set this up in the form background.

Deleting the Single Fields for a Page Type

Deleting the Single Fields for a Page Type

Prerequisites

You are in the *HR Form Editor: Change Single Fields* screen.

Procedure

1. Choose *Edit* → *Page type* → *Delete fields*.
2. Select the page type whose single fields you want to delete.



The deleted single fields can no longer be used to create a form.

3. Choose *Delete*.
4. Confirm by choosing *Yes*.

Result

You have deleted all individual fields assigned to a page type.

Showing or Hiding a Page Type

Use

When you create the form, it can be useful to display or hide particular page types and the accompanying individual fields. The form display is then clearer for complicated forms. The hidden page types and accompanying individual fields still exist in the R/3 System.

Prerequisites

You are in the *HR Form Editor: Change Single Fields* screen.

Procedure

1. Choose *Edit* → *Page type* → *Show/hide*.
You access the *Specify view of page type(s)* dialog box.
2. Remove the flag for the page types you want to exclude from the form display.
3. Choose *Show/hide page types*.

Result

You have displayed or hidden a page type and the accompanying individual fields for the form display.

Creating a Single Field

Creating a Single Field

Use

You want to print information in a particular place on your form.

Prerequisites

A form exists for which you can create a single field.

You are in the *HR Form Editor: Change Single Fields* screen.

Procedure

1. [Position \[Page 12\]](#) the cursor on the line and column number, after which you want to create the individual field.

2. Choose *Edit* → *Create*.

You access the *Insert single field* dialog box.

3. Enter data as required.



If you use a copy of a standard HR form, the individual fields are already defined and assigned to the corresponding page type. You can change this assignment at any time.

The width of the window determines the maximum output length of a field.

4. Choose *Transfer*.

Result

You have created an individual field.

Constant in an Individual Field: Example

Constant in an Individual Field: Example

You want to print the character / in line 2, column 80. This information should be printed on each page of the form.

When you set up the individual field, enter the following data:

Field	Value
<i>Page type</i>	EP
<i>Position</i>	3/80
Print information <i>Constant</i>	/

Text Module in Individual Field: Example

Text Module in Individual Field: Example

You want to print the created text module "Personnel number" in line 3 from column 1. The text module should be printed on each page of your form.

When you set up the individual field, enter the following data:

Field	Value
<i>Page type</i>	EP
<i>Position</i>	3/1
<i>Text Modules</i>	Use the possible entries function to select the required text module.

Table Content in Individual Field: Example

Table Content in Individual Field: Example

You want to print the personnel number for the employee in line 3 from column 16. The personnel number should be printed without leading zeros, and on each page of the form.

When you set up the individual field, enter the following data:

Field	Value
<i>Page type</i>	EP
<i>Position</i>	3/16
<i>Table</i>	PERNR
<i>Table field</i>	PERNR
<i>Conversions</i>	10

The conversion has the effect of suppressing the leading zeros for a personnel number. The personnel number is stored in table PERNR in field PERNR. The position and page type determine where the information is printed.

Editing a Single Field

Editing a Single Field

Use

You can use a number of functions to change an existing single field.

Features

On the *HR Form Editor: Change Single Fields*, you can

- Edit individual fields with *Edit* → *Details*
- Insert, copy, delete, cut, and move single fields
- Hide and show page types
- Delete the individual fields for a page type

Copying or Moving Several Single Fields

Use

You can copy or move several single fields belonging to a page type at the same time.

Prerequisites

You are in the *Change Single Fields* screen.

The page type for the single fields is not hidden.

Procedure

1. Place the cursor on the first single field that you want to copy or move.
2. Choose *Edit* → *Select block*.
3. Place the cursor after the last single field that you want to copy or move.
4. Choose *Edit* → *Select end of block*.



The selected block does not change color.

Only single fields that are completely selected are edited.

5. Choose *Edit* → *Copy* or *Cut*.
6. Place the cursor in the position after which the single fields should be inserted.



The insertion area must not intersect with single fields already existing in this area.

7. Choose *Edit* → *Insert*.
All single fields within the selected area are copied or moved.
8. Save your entries.

Result

You have copied or moved several single fields in a block.

Deleting Single Fields

Deleting Single Fields

Prerequisites

You are in the *Change Single Fields* screen.

Procedure

1. Place the cursor on the first single field that you want to delete.
2. Choose *Edit* → *Select block*.
3. Place the cursor on the last single field that you want to delete.
4. Choose *Edit* → *Select end of block*.



The selected block does not change color.

Only single fields that are completely selected are deleted.

5. Choose *Edit* → *Delete*.

Result

You have deleted several single fields in a block.

Line Layout

Definition

The line layout determines how individual lines are structured in a window. In the line layout, define the arrangement of the individual fields, and in doing this, you also define the

- Type of information (for example, text)
- How much information is in the line (for example, text and/or amount)
- Print information (for example, the conditions under which information be printed).

Use

Individual lines in a window can have an identical layout. For example, it is possible that a window contains several lines in which the information text and then the wage type amount appear in the same position. In this case, the information to be printed is not specified using printing data such as column and output length. Instead, layouts are defined for the structure of a line in a window.

Line layouts are used to avoid redundant entries. Line layouts can be used more than once and they are assigned to all the information to be printed according to a particular schema.

Creating a Line Layout

Creating a Line Layout

Use

You have created the window, groups, subgroups, and group text for a form, and you want to set up line layouts.



You can still set up line layouts if you have not yet set up the window, group, subgroup, and group text subobjects.

Prerequisites

You are in the *HR Form Editor: Change Window* screen.

Procedure

1. Choose *Edit* → *New line*.
2. Enter data as required.
3. Place the cursor on the column at the start of the information to be printed, for example, wage type text, or amount. Choose *Edit* → *Create*.

You access the *Insert single field in line layout* dialog box.

4. Enter data as required.
5. Choose *Transfer*.

Result

You have created a line layout in a window.

Editing a Line Layout

Use

You can use a number of functions to change an existing line layout.

Features

On the *HR Form Editor: Change Line Layout* screen, you can:

- Edit individual fields with *Edit* → *Details*
- Insert, copy, delete, cut, and move lines

Creating a Line Layout: Example

Creating a Line Layout: Example

You want to print the following wage type information in a line:

- Text, from column 1
- Number, from column 27
- Rate, from column 34
- Total amount, from column 43

The digits should be printed without leading zeros.

Prerequisites

You are in the *HR Form Editor: Change Line Layout* screen.

Procedure

1. Choose *Edit* → *New line*.
2. In the *LT* (line type) field, enter a sequential number.
3. In the *Column type* field, enter *x*.
4. Choose *Edit* → *Create*.

You access the *Insert single field in line layout* dialog box.

5. Create four individual fields:

Field	Individual field 1	Individual field 2	Individual field 3	Individual field 4
<i>Column</i>	1	27	34	43
<i>Table</i>	T512T	XRT	XRT	XRT
<i>Table field</i>	LGTXT	ANZHL	BETPE	BETRG
<i>Output length</i>	25	06	08	16
<i>Conversions</i>		10	10	10

6. Save your entries.

Result

You have created a line layout for a line containing only information on a wage type. The system reads the wage type long text from table T512T and prints it at the start of the line. The system reads the information on the number, rate, and amount from table XRT and prints it from the specified columns. The output length of the *Number* and *Rate* fields is less than the length stored in the system so that the information does not overlap when printed on the form. Conversion 10 ensures that the figures are printed without leading zeros.



If you want to create a line layout containing information on different wage types, you must specify in the *Column type* field that [superlines \[Page 34\]](#) must be printed.

Column Types for Line Layouts

Column Types for Line Layouts

Definition

Together with the line type, the column types identify a particular line layout.

Use

The column type is dependent on a form class.

If	Then use column type
Only one identifier is printed in a line	X
Different identifiers (1) are printed in a line (superlines (2))	1, 2, 3, 4, 5, 6, 7, 8, 9
The line is used for group text	T
The information in the totals column or the averages column for the payroll account is printed	S
The information in the period column for the payroll account is printed	1, 2

Point (1):

Different identifiers are, for example:

- Wage type /101 and wage type /106 from table RT
- Wage type /101 from table CRT and wage type /101 from table RT

Point (2):

The column type for superlines must always start with 1. The information on the first identifier must be stored with column type 1; all information on the second identifier must be stored with column type 2.

If the *Print superlines* indicator is flagged when the form is printed, the superline is only printed if the value for column type 1 is entered.



Line type	Column type	Wage types	Long text	Individual value	Cumulation
10	1	MA10	Remuneration	1 000.00	
10	2	MA10	Remuneration		5 000.00

Column Types for Line Layouts

If table RT contains the amount 1 000.00, the following data will be printed on the form if the *Print superlines* parameter is flagged:

MA10	Remuneration	1 000.00	5 000.00
------	--------------	----------	----------

If table RT **does not** contain the amount 1 000.00, the following data will be printed on the form if the *Print superlines* parameter is flagged:

5 000.00

Windows

Windows

Definition

A window is a particular area within a form. A window has the following characteristics:

- Information in a window is only printed on the form if there is a value in the data record at the time of evaluation.
- The information in a window is printed without blank lines. As a result, it may appear in different lines within a form.
- Information in a window can be printed over several pages if required. This is the case if the number of lines defined in a window is smaller than the amount of information you need to print. The information only appears in the defined window area on each page.
- The information for one identifier only is usually printed in each line.

These characteristics allow you to display the information on the form **without gaps**.

Use

The quantity of information can vary, depending on whether or not the required information exists at the time of the evaluation. For example, values for a wage type may exist in the payroll result for one personnel number but not for another. If the information was printed in a individual field, the form would therefore be printed with gaps. To avoid this, this type of information is usually printed in a window.

Structure

Groups and subgroups contain the information and define the sequence.

The information can be sorted on the remuneration statement in different ways, depending on which print parameters you have selected to start report RPCEDT00.

Parameter combination	Sort sequence
Retroactive accounting runs should not be printed	1. Window name 2. Group 3. Subgroup 4. Line type 5. Column type 6. Wage type
Retroactive accounting runs or differences should be printed on a separate page	1. Window name 2. Group 3. Subgroup 4. Line type 5. Column type 6. Wage type

Windows

<p>Retroactive accounting runs should be printed together with the accompanying wage type on the page for the payroll period</p>	<ol style="list-style-type: none"> 1. Window name 2. Group 3. Subgroup 4. (Retroactive accounting) date 5. Line type 6. Column type 7. Wage type
<p>Retroactive accounting runs should be printed together before the accompanying wage type on the page for the payroll period</p>	<ol style="list-style-type: none"> 1. Window name 2. (Retroactive accounting) date 3. Group 4. Subgroup 5. Line type 6. Column type 7. Wage type

Creating a Window

Creating a Window

Use

An HR form can contain one or more windows. The windows should not overlap, otherwise information may be lost.

Prerequisites

A form exists for which you can create a window.

You are in the *HR Form Editor: Change Window* screen.

Procedure

1. [Position \[Page 12\]](#) the cursor at the place in the form where the upper left corner of the window will be positioned.
2. Choose *Create*.
3. Place the cursor on the opposite corner of the window on the form.
4. Choose *Edit* → *Block* → *Select end of block*.
5. In the *Determine Window Name* dialog box, enter the name of the window.



For technical reasons, the window names UW, SW, and VB cannot be used.

6. Choose *Insert*.
7. Save your entries.

Result

You have created a new window for your form.



The window's appearance is based on the entries made in the *Standard display* group under *Settings* → *Editor settings*.

To display a detailed overview of the windows used in the form, choose *Goto ### Window overview*. You can check and modify the size and position of the window.

Creating a Window: Example

You want to create a window with the name F1. The following entries are to be displayed in this window:

Group 5 with group text:

<u>Remuneration elements</u>	<u>Number</u>	<u>Rate</u>	<u>Month</u>	<u>Annual total</u>	
MA10 (*E1)	Standard pay (*E2)			<amount> (*E3)	<amount> (*E4)
MA20	Standard bonus			<amount>	<amount>
MA50	Adjustment bonus			<amount>	<amount>
Y250 (*E5)	ER benefits (*E6)	<amount> (*E7)	<amount> (*E8)	<amount> (*E9)	<amount> (E*10)

Procedure

1. Create a [window \[Page 38\]](#) with the name F1.
2. Create a [group \[Page 43\]](#) with the number 5.
3. Choose *Detail*.
4. Create a subgroup with the following entries:

Table	Identifier	Line type	Column type	DSplits
RT	MA10	98	1	*
CRT	MA10	98	2	*
RT	MA20	98	1	*
CRT	MA20	98	2	*
RT	MA50	98	1	*
CRT	MA50	98	2	*
ZRT	Y250	99	1	*
ZRT	Y251	99	2	*

5. To create the line layout, select either the *Line type* or *Column type*.
The *HR Form Editor: Change Line Layout* screen appears.
6. Create the following [line layout \[Page 30\]](#):
 - a) Create the column types 1, 2, and T for the line types 98 and 99.
 - b) Create the following [individual fields \[Page 22\]](#) in the line layout:

Creating a Window: Example

Individual field	Line type	Column type	Column	Table	Table field	Output length	Conversions
*E1	98	1	1	XRT	LGART	4	
*E2	98	1	5	T512T	LGTXT	25	
*E3	98	1	60	XRT	BETRG	6	10
*E4	98	2	75	XRT	BETRG	6	10
*E5	99	1	1	XRT	LGART	4	
*E6	99	1	5	T512T	LGTXT	25	
*E7	99	1	30	XRT	ANZHL	6	10
*E8	99	1	45	XRT	BETPE	6	10
*E9	99	1	60	XRT	BETRG	6	10
*E10	99	2	75	XRT	BETRG	6	10

7. Choose *Transfer*.
8. Create a group text with the following data:

ID	No.	Text
B	1	Remuneration elements Day/hrs Rate Month Annual total
B	2	_____

9. Save your entries.

Editing a Window

Use

You can use a number of functions to change an existing window.

Features

On the *HR Form Editor: Change Window* screen, you can

- Delete a window
- Change the size of a window
- Change the name of a window
- Change groups and subgroups with *Edit → Details*
- Display an overview of all windows

Groups and Subgroups

Groups and Subgroups

Definition

Information that is displayed in a window can be entered in groups. A group can comprise several subgroups.

Use

Groups and subgroups define the sequence of information in a window. All information in a window belonging to the same group and subgroup is printed sequentially. Information groups with lower group numbers are printed before information groups with higher group numbers. The same applies for subgroups. You can use group texts to display the information in a clearer way.

Example

You want to print the following wage types in a window in the given sequence:

MA40

MA10

MA20

MA50

All wage types can be grouped together in one group. You determine the sequence of wage types with the following subgroups.

Wage types	Subgroup number
MA10	02
MA20	02
MA40	01
MA50	02

The subgroup number 01 has the effect of printing wage type MA40 before the other wage types. The remaining wage types with the subgroup number 02 are sorting in ascending order so that the wage types are printed on the form in the required sequence.

Creating Groups

Prerequisites

You have created a new window for your form.

You are in the *HR Form Editor: Change Window* screen.

Procedure

1. [Position \[Page 12\]](#) the cursor anywhere within the window.
2. Choose *Edit* → *Details*.
You access the *Change groups in window ...* dialog box.
3. Choose *Insert line*.
4. In the *Group* field, enter the number of the first group.



To be able to easily insert information later, enter the group numbers in intervals (for example, 05, 10, 15).

5. Choose *Transfer*.

Result

You have created a group in the window. You can then create subgroups and group text for this group.

A group must have at least one subgroup containing the information to be printed in the window.

Creating or Changing a Subgroup

Creating or Changing a Subgroup

Use

You use subgroups to determine the sequence of information in a group.

Prerequisites

You have created a group for a window.

You are in the *Change Groups in Window ...* dialog box.

Procedure

1. Select the group that you want to change.
2. Choose *Detail*.
 - The *Change Structure of Group ...* dialog box appears.
 - To create a subgroup, choose *New line* and enter the required data.
 - To change a subgroup, change the existing entries.
3. Choose *Transfer*.

Result

You have created or changed the subgroup for a group.

Group Text

Definition

Group texts are texts (for example, the text “Statutory deductions”), graphic elements (for example, lines), and/or blank lines.

Use

Group texts can be printed at the start and/or end of an information group. Each group text can consist of one or more lines.

Group texts are always assigned to a window and to a group.

Creating Group Text

Creating Group Text

Use

You want to use group text to group together information in a window.

Prerequisites

You have created a group and, if necessary, subgroups for your form.

A [line layout \[Page 47\]](#) must be defined for each group text. If the text is to be printed before a group, when the form is generated, the system checks whether a line layout with column type T exists for the first identifier printed in the window. If the text is to be printed after a group, when the form is generated, the system checks whether a line layout with column type T exists for the last identifier printed in the window. If the line layout for a group text is missing, blank lines will be printed instead.

You are in the *Change Groups in ...* screen.

Procedure

1. Choose *Group text*.
2. Choose *New line*.
3. Enter data as required.
4. Choose *Transfer*.

Result

You have created group text for a group in a window.

Creating a Line Layout for Group Text

Use

You must create a variant for the group text for each line layout.

Prerequisites

You are in the *HR Form Editor: Change Line Layout* screen.

Procedure

1. Choose *New line*.
2. Enter the following data:

Field	Value
<i>Line type</i>	01 (or any other number)
<i>Column type</i>	T

3. [Position \[Page 12\]](#) the cursor on the form column from which the group text will start.
4. Choose *Create*.

You access the *Insert single field in line layout* dialog box.

5. Enter the following data:

Field	Value
<i>Table</i>	T512G
<i>Table field</i>	TEXT
<i>Output length</i>	132



The width of the window determines the maximum output length of a field.

6. Choose *Transfer*.
7. Save your entries.

Result

You have defined the line layout for group text.

Cumulation Identifiers

Cumulation Identifiers

Definition

Cumulation identifiers group together [identifiers \[Ext.\]](#) of the same type. Cumulation identifiers are form-dependent.

Use

Cumulation identifiers are used in individual fields and windows.

If identifiers without splits are cumulated, they can be included in the total as a positive or negative amount. If split identifiers are cumulated, the splits must be deactivated for the cumulation. This takes place using the **DSplit** field (Delete Split). Different indicators can be used with this field and they can be selected according to the split.



You should use the placeholder * (asterisk) to deactivate all split indicators. You should only deactivate individual split indicators if individual split indicators have been removed and the wage type is to be printed in accordance with different criteria.

Example

You have already set up the cumulation identifier Z123 for your form. You want to add the total contained in cumulation identifier Z123 to another wage type.

The result of the totals formation should appear as follows:

Z456 = Z123 + MM10

To do this, create cumulation identifier Z456 with the following data:

Table	Identifier	Mathematical sign	DSplits
ZRT	Z123	+	*
RT	MM10	+	*

Creating Cumulation Identifiers



You can create cumulation identifiers even if you have not yet created a window, group, or subgroup, or group text for the form.

Prerequisites

You are in the *HR Form Editor: Change Cumulation ID* screen.

Procedure

1. Choose *Edit* → *New line*.
2. Enter data as required.
3. Choose *Edit* → *Details*.

You access the *Change layout of cumulation identifier* dialog box.

4. Choose *New line*.
5. Enter data as required.
6. Choose *Transfer*.

Result

You have created a cumulation identifier and defined which identifiers should be included in the cumulation identifier. You can use the cumulation identifier in the *Individual field* and *Window* subobjects.

Creating Cumulation Identifiers: Example

Creating Cumulation Identifiers: Example

You want to print the amounts for wage types MA10, MA20, and MA40 as a total, and create the cumulation identifier for this (total payments). You are in the *Form Editor: Change Cumulation Identifier* screen.

Procedure

1. Choose *Edit* → *New line*.
2. Enter the following data:

Field	Value
<i>ID</i>	1234
<i>Long text</i>	Total pay

3. Choose *Edit* → *Details*.

You access the *Change layout of cumulation identifier* dialog box.

4. Choose *New line*.
5. Enter the following data:

Field	Value
<i>Table</i>	RT
<i>ID</i>	MA10
<i>MS</i>	+
<i>DSplits</i>	*

6. Repeat steps 5 and 6 for the wage types MA20 and MA40.
7. Choose *Transfer*.

Result

You have created the cumulation identifier 1234, which contains three wage types.

Text Modules

Definition

Text modules contain at least one text element (for example, “personnel number”) that can be combined with a graphical element.

Use

Text modules are set up for information that meets the following criteria:

- The information does not belong to the form background.
- The information is printed in the same place on each form, and the information does not change.
- The information is longer than 10 characters.

In the following cases, text modules can also be set up for information that is shorter than 10 characters.

- The form is required in several languages.
Text modules belong to the language-dependent subobjects of a form and are maintained in all languages in which the form exists.
- The information appears in several places on the form and may possibly be changed at a later point.

In this case, the use of a text module reduces the work required when changing the form at a later point. Only the text module must be changed and not each entry, as would be the case if no text module were used.

Integration

Text modules are used in individual fields. The text must be created in each language. When the form is printed, the text is automatically printed in the correct language.

If the text is only printed in one language and is shorter than 10 characters, you can also define it as a constant.

Creating a Text Module

Creating a Text Module



You can still create text modules even if you have not yet created any other subobjects for the form.

Prerequisites

You are in the *HR Form Editor: Change Window* screen.

Procedure

1. Choose *Edit* → *New line*.
2. Enter data as required.
3. Save your entries.

Result

You have set up a text module for your form.

Creating a Text Module for Two Languages: Example

You want to create the text module “Personnel number” in your form in German and in English.

Prerequisites

You are in the *HR Form Editor: Change Texts* screen.

Procedure

1. Choose *Edit* → *New line*.
2. Enter a number for your text module and enter `personnel number`.
3. Choose *Edit* → *Language* → *Change*.



If your form is not created for the required languages, choose *Edit* → *Language* → *Copy*.

4. Enter the target language.
5. Enter the same number for the text module and the text in the required language.

Rule

Rule

Definition

Information can be printed on a form if certain conditions apply. These conditions are stored as rules. A rule controls the selection of information. For example, you can specify that particular information is only printed if its value exceeds a specific value, or that different information is printed under particular conditions.

Use

You can define and use rules for all variable information. If a rule is assigned to a piece of variable information, the system checks whether the condition defined in the IF component is met when the form is created. There are two possible outcomes:

- The condition is met. In this case, the THEN component is processed first. This means the replacement value stored there is taken into account. The subsequent component is then interpreted.
- The condition is not met. In this case, the subsequent component is interpreted immediately.

If several rule lines must be processed for a rule, the substitute values stored in the accompanying THEN component are taken into account for each condition met. To make sure that the substitute values for several filled conditions do not overlap, you must select the substitute values accordingly.

If the specified condition is not met in any rule line, the information assigned to the rule is **not** printed on the form.

Structure

A rule can contain one or more lines. A rule line consists of the following components.

- Identification component

This component contains the rule number and the number of lines. The rule is assigned to an individual field using the rule number.
- IF component

This component contains the condition for a rule.
- THEN component

This component contains the substitute values for the information. The replacement values are taken into account if the condition specified in the IF component is met.
- Subsequent component

This component controls the processing of additional rule lines. If an IF component condition is met, the subsequent rule indicator controls whether the system should look for an additional condition.

Creating a Rule

Prerequisites

You are in the *HR Form Editor: Change Rule* screen.

Procedure

1. Choose *Edit* → *New line*.
2. Enter data as required.



When you create the rule for an individual field, you can usually only enter the table that provides the information for the individual field.

If you must create a rule for variable information from table SCHLW, the field in which you enter the rule must be identical to the field from which the variable information comes.

Tables PN, SY, and VERSC are exceptions. All fields in these tables can be used in rules.

3. Choose *Form* → *Save*.

Result

You have created a rule which can be assigned to individual fields.

Creating a Rule: Example

Creating a Rule: Example

The leaving date stored in the system for each employee is December 31, 9999. You only want to print the leaving date on the form if the employee has left the company, in other words, if the leaving date is not December 31, 9999.

Prerequisites

You are in the *HR Form Editor: Change Rule* screen.

Procedure

4. Choose *Edit* → *New line*.
5. In the IF component of the rule, enter the following data:

Field	Value
<i>Rule</i>	03
<i>No.</i>	01
<i>Table</i>	SCHLW
<i>Field</i>	PFIRE
<i>Type</i>	N
<i>VO</i>	NE
<i>Value1</i>	'99991231

6. Choose *Form* → *Save*.

Result

You have created a rule with the following content:

The IF component states that you refer to information from the PFIRE field of table SCHLW. The system should run a numerical comparison to determine whether the information in the PFIRE field differs from the constant 99991231.

If this is the case, the correct leaving date is printed on the form. If the information in the PFIRE field is equal to 99991231, no date is printed on the form. This is because the THEN component contains no data.

The subsequent rule indicator has no entry. This means that the system only searches for a subsequent line if a condition is not filled. Since no subsequent line exists, processing is ended after the first line.

Wage Type Addition

Use

You use this method if you want to cumulate several subtotals for one or more wage types and then print the total on a form.

Features

You can add wage types in the following ways:

- Wage Type Summarization
If you want to add the subtotals for a **split wage type**, summarize the wage type.
- Wage Type Cumulation
If you want to add the amounts for **several different** wage types, cumulate the wage type.

Wage Type Summarization

Wage Type Summarization

Use

You use this function in the following cases:

- If the payroll results contain a [split wage type \[Ext.\]](#) and you want to print the total amount on a form.
- If you cumulate a split wage type with other wage types and then want to print the total as a cumulation wage type on the form.

To do this, delete the split indicator(s).



A summarized wage type can only be printed in a [window \[Page 36\]](#) on a remuneration statement.

Integration

If you want to [cumulate \[Page 67\]](#) split wage types without identical splits, you must first summarize these wage types.

Features

You can summarize wage types with one split or with several splits.

Summarizing Single-Split Wage Types

Use

You want to print a split wage type as a total amount on a form. To do this, you delete the split indicator so that the system adds together wage type amounts for the different partial periods.

Prerequisites

You are in the [Change Window \[Page 10\]](#) screen.

Procedure

1. Place the cursor on the window.
2. Choose *Edit* → *Details*.
3. Choose the group in which you want to summarize the single-split wage type.
4. Choose *Detail*.
5. In the *DSplit* field, specify which split indicator you want to delete.
6. Choose *Transfer*.

Result

You have deleted the wage type split. When the form is generated, the wage type is summarized and the total amount is printed on the form.

Example

An employee is assigned to a different cost center during a payroll period. Table RT contains the *Standard pay* wage type (MA10) with the cost accounting split (CA split). The CA split covers several partial periods which are identified by the split indicator in the CA column.

Table RT

Wage types	CA	Total amount
MA10	01	1 100.00
MA10	02	2 200.00

You want to print the split wage type as a total amount on the employee's remuneration statement.

To delete the split indicator, enter the following data in the *Change Layout of Group ...* dialog box:

Sgr	Table	ID	...	DSplits	...
	RT	MA10		K or *	

The wage type is printed on the remuneration statement as follows:

Summarizing Single-Split Wage Types

MA10 Standard wage 3 300.00

Summarization of a Multiple-Split Wage Type

Use

You want to print a multiple-split wage type as a total amount on a form. To do this, you delete the split indicator so that the system adds together wage type amounts for the different partial periods.

Features

To summarize a multiple-split wage type, use one of the following methods:

- If you want to add all subtotals for a wage type, choose method 1.
The system adds all wage type fields (*Rate*, *Number*, and *Amount*).
- If you only want add the subtotals with the same amount in the *Rate* field, choose method 2.
The values in the *Rate* field are not added.

Summarizing Multiple-Split Wage Types: Method 1

Summarizing Multiple-Split Wage Types: Method 1

Use

You use this method if you want to cumulate all subtotals for a multiple-split wage type and then print the total on a form. To do this, you delete the split indicator so that the system adds together wage type amounts for the different partial periods.

When the split has been removed, the system adds the following wage type fields:

- *Amount*
- *Rate*
- *Number*



If you do not want to remove all splits, you can retain one or more of the split indicators. If this is the case, you generate several subtotals which refer to the partial periods of the wage type split(s) you have retained instead of a total amount.

Prerequisites

You are in the [Change Window \[Page 10\]](#) screen.

Procedure

1. Place the cursor on the window.
2. Choose *Edit* → *Details*.
3. Choose the group in which you want to summarize the multiple-split wage type.
4. Choose *Detail*.
5. In the *DSplit* field, specify which split indicator you want to delete by entering an 'X'.
6. Choose *Transfer*.

Result

You have deleted the wage type splits. When the form is generated, the wage type is summarized and the total amount is printed on the form.



When the split has been deleted, the *Rate* field does not contain a value that can be used for any business administration activity. For this reason, the *Rate* field should not be printed on the form.

The *Number* field usually contains a suitable value. You can choose whether to print this field on the form.

Example

An employee is assigned to a different cost center during a payroll period. The work center and basic pay have also changed.

Summarizing Multiple-Split Wage Types: Method 1

Table RT contains the *Standard pay* wage type (MA10) with the cost accounting split (CA split) and work center/basic pay split (WPBP split). Both splits cover several partial periods. The CA split is identified by the split indicator in the CA column; the WPBP split is identified by the split indicator in the WC column.

Table RT

Wage types	CA	WC	Amount	Rate	Number
MA10	01	01	1 000.00	500.00	2
MA10	02	01	500.00	500.00	1
MA10	02	02	700.00	350.00	2
MA10	03	02	1 100.00	1 100.00	1

You want to print the split wage type as a total amount on the employee's remuneration statement.

To delete all split indicators, enter the following data in the *Change Layout of Group ...* dialog box:

Sgr	Table	ID	...	DSplits	...
	RT	MA10		KA or AK or *	

The wage type is printed on the remuneration statement as follows:

MA10 Standard wage 3 300.00

You can also print the *Number* field on the remuneration statement.

		Amount	Number
MA10	Standard wage	3 300.00	6

Summarizing Multiple-Split Wage Types: Method 2

Summarizing Multiple-Split Wage Types: Method 2

Use

You use this method if you only want to add the subtotals for the split wage type with the same value in the *Rate* field and print them on a form. To do this, you delete the existing split indicator so that the system adds together the wage type amounts for the different partial periods. The system takes the different values in the *Rate* field into account. This results in several total amounts that can be printed on the form.

When the split has been removed, the system adds the following wage type fields:

- *Amount*
- *Number*



The *Rate* field functions like a split indicator here.

The system transfers the data from table RT to the internal table XRT. This table contains a second *Rate* field, the field BETPC. The system enters the values from the *Rate* field (BETPE) in this field so that they are not added. The content of field BETPC corresponds to the field BETPE. The fields only differ because the amounts in field BETPE are added in the summarization. The amounts in field BETPC are **not** added in the summarization.

Prerequisites

You are in the [Change Window \[Page 10\]](#) screen.

Procedure

1. Place the cursor on the window.
2. Choose *Edit* → *Details*.
3. Choose the group in which you want to summarize the multiple-split wage type.
4. Choose *Detail*.
5. In the *DSplit* field, specify which split indicator you want to delete by entering an 'X'.
6. In the *Splits* field, enter the special character = (equal sign).

This means that the amounts in the *Rate* field are not added.

7. Choose *Transfer*.

Result

You have deleted the wage type splits. The wage type is summarized when the form is generated. The values in the *Rate* field are not added. This results in several total amounts that are printed on the form.

Summarizing Multiple-Split Wage Types: Method 2



When the split has been deleted, the BETPE field does not contain a value that can be used for any business administration activity. For this reason, this field should not be printed on the form.

The fields BETPC and *Number* usually contain suitable values. You can choose whether to print these fields on the form.

Example

An employee is assigned to a different cost center during a payroll period. The work center and basic pay have also changed.

Table XRT contains the *Standard pay wage type* (MA10) with the cost accounting split (CA split) and work center/basic pay split (WPBP split). Both splits cover several partial periods. The CA split is identified by the split indicator in the CA column; the WPBP split is identified by the split indicator in the WC column.

Table RT

Wage types	CA	WC	Amount	Rate	Number
MA10	01	01	1 000.00	500.00	2
MA10	02	01	500.00	500.00	1
MA10	02	02	700.00	350.00	2
MA10	03	02	1 100.00	1 100.00	1

You want to print the split wage type as a total amount on the employee's remuneration statement.

To delete the split indicators, enter the following data in the *Change Layout of Group ...* dialog box:

Sgr	Table	ID	...	Splits	DSplits
	RT	MA10		=	KA or AK or *

The system transfers the values from table RT to table XRT:

Wage types	CA	WC	Amount	Rate	BETPC	Number
MA10	01	01	1 000.00	500.00	500.00	2
MA10	02	01	500.00	500.00	500.00	1
MA10	02	02	700.00	350.00	350.00	2
MA10	03	02	1 100.00	1 100.00	1 100.00	1

The wage type is printed on the remuneration statement as follows:

Summarizing Multiple-Split Wage Types: Method 2

MA10 Standard wage 1 500.00

MA10 Standard wage 700.00

MA10 Standard wage 1 100.00

You can also print the BETPC and *Number* fields on the remuneration statement.

		Amount	Rate (BETPC)	Number
MA10	Standard wage	1 500.00	500.00	3
MA10	Standard wage	700.00	350.00	2
MA10	Standard wage	1 100.00	1 100.00	1

Wage Type Summarization

Use

You use this function if you want to group together several wage types in a [cumulation wage type \[Page 48\]](#) and then print it on a form.



A summarized wage type can only be printed in a [single field \[Page 19\]](#) or in a [window \[Page 36\]](#) on a remuneration statement.

Prerequisites

If you want to cumulate split wage types without identical splits, you must first [summarize \[Page 58\]](#) these wage types. You can do this in the same step as the cumulation.

Features

You can cumulate wage types with and without splits. The following variants can be used:

- Cumulating Wage Types Without Splits
- Cumulate wage types without splits and split wage types
- Cumulate split wage types

Activities

You must enter a mathematical symbol for each wage type to be included in a cumulation wage type:

- Plus (+) if the wage type is added to the other wage types
- Minus (-) if the wage type is subtracted from the other wage types

You must give a four-character name to each cumulation wage type.

Cumulating Wage Types Without Splits

Cumulating Wage Types Without Splits

Use

You use this function if you group several wage types without splits in a cumulation wage type and want to print this on a form.

Prerequisites

You are in the [Change Cumulation Identifiers \[Page 10\]](#) screen.

Procedure

1. Choose *Edit* → *New line*.
2. Create a cumulation identifier.
3. Choose *Edit* → *Details*.

You access the *Change Layout of Cumulation Identifier ...* dialog box.

4. Choose *New line*.
5. Enter the wage types to be added and set the appropriate mathematical sign.



Since you are cumulating wage types without splits, you do not have to delete any split indicators.

6. Choose *Transfer*.

Result

You have grouped together wage types without splits in a cumulation wage type. When the form is generated, the cumulation wage type is printed on the form.

Example

During a payroll period, the employee receives the standard wage as well as a standard bonus and a voluntary bonus. Table RT contains the amounts for the *Standard wage* (MA10), *Standard bonus* (MA20) and *Voluntary supplement* (MA40) wage types.

Table RT

Wage types	Amount
MA10	3 300.00
MA20	500.00
MA40	1 000.00

Cumulating Wage Types Without Splits

You want to group together these wage types in the *Total pay* cumulation wage type with the identifier 1234 and then print this cumulation wage type on the employee's remuneration statement.

In the *Change Cumulation ID* dialog box, enter the following data:

ID	Long text	Short text	Summands
1234	Total payments	Total	

In the *Change Layout of Cumulation ID* dialog box, enter the following data:

Table	ID	...	MS	...	Splits	DSplits	...
RT	MA10		+				
RT	MA20		+				
RT	MA40		+				

The cumulation wage type is printed on the remuneration statement as follows:

1234 Total payments 4 800.00

Cumulating Wage Types With and Without Splits

Cumulating Wage Types With and Without Splits

Use

You use this function if you group split wage types and wage types without splits in a cumulation wage type and want to print this on a form. To do this, you delete the split indicator so that the amounts for the split wage types for the partial periods are added together by the system. You then cumulate all wage types.

Prerequisites

You are in the [Change Cumulation Identifiers \[Page 10\]](#) screen.

Procedure

1. Choose *Edit* → *New line*.
2. Create a cumulation identifier.
3. Choose *Edit* → *Details*.

You access the *Change Layout of Cumulation Identifier ...* dialog box.

4. Choose *New line*.
5. Enter the wage types to be added and set the appropriate mathematical sign.
6. In the *DSplit* field, specify which split indicator you want to delete by entering an 'X'.
7. Choose *Transfer*.

Result

You have removed the splits from the split wage types and grouped together all wage types in a cumulation wage type. When the form is generated, the cumulation wage type is printed on the form.

Example

During a payroll period, the employee receives the standard wage as well as a standard bonus and a voluntary bonus. The employee is assigned to a different cost center during a payroll period.

Table RT contains the amounts for the *Standard wage* (MA10), *Standard bonus* (MA20) and *Voluntary supplement* (MA40) wage types. Wage type MA10 exists with a cost accounting split which covers several partial periods. This is identified by the split indicator in column CA.

Table RT

Wage types	CA	Total amount
MA10	01	1 100.00
MA10	02	2 200.00

Cumulating Wage Types With and Without Splits

MA20		500.00
MA40		1 000.00

You want to group together these wage types in the *Total pay* cumulation wage type with the identifier 1234 and then print this cumulation wage type on the employee's remuneration statement.

In the *Change Cumulation ID* dialog box, enter the following data:

ID	Long text	Short text	Summands
1234	Total pay	Total	

In the *Change Layout of Cumulation ID* dialog box, enter the following data:

Table	ID	...	MS	...	Splits	DSplits	...
RT	MA10		+			K or *	
RT	MA20		+				
RT	MA40		+				

The cumulation wage type is printed on the remuneration statement as follows:

1234 Total pay 4 800.00

Cumulation of Split Wage Types

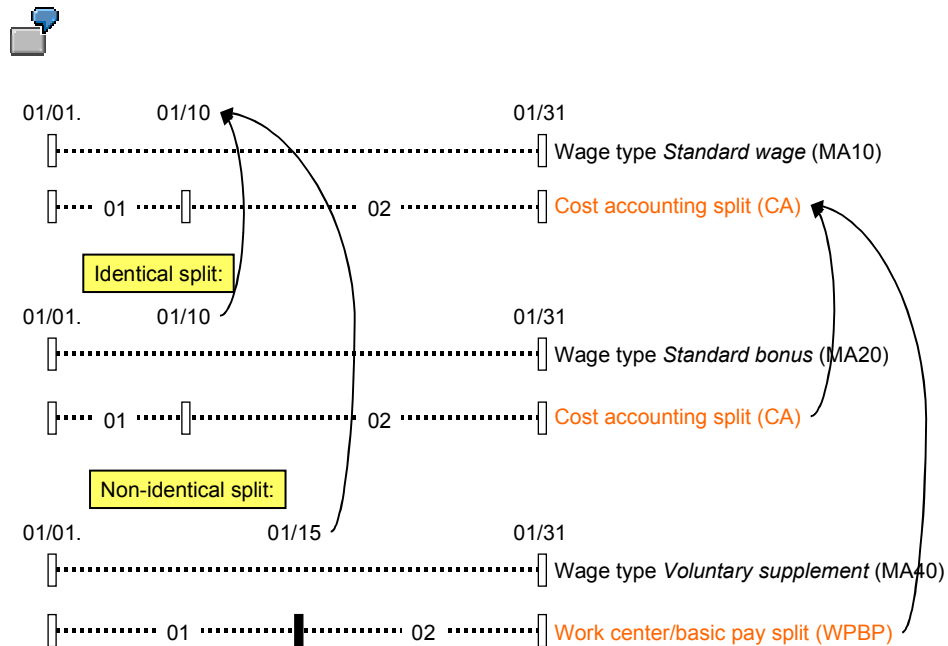
Cumulation of Split Wage Types

Use

You use this function if you group several split wage types in a cumulation wage type and want to print this on a form.

Prerequisites

Split wage types can be grouped together in a cumulation wage type if they have the same split indicator. An identical split exists if the time specifications and the split type are the same for both wage types.



The *Standard wage* (MA10) and *Standard bonus* (MA20) have identical splits. The split for the *Voluntary supplement* (MA40) wage type is not identical to those for the other wage types.

Features

The following variants can be used to cumulate split wage types:

- Cumulating Wage Types with Identical Splits
- Cumulating Wage Types with Different Splits

Cumulating Wage Types with Identical Splits

Use

You want to cumulate several split wage types. The splits are all identical. You do not want to remove the split indicator. This means that the wage types will not be summarized. In doing this, you generate several subtotals for a cumulation wage type. These subtotals refer to a definite part of a payroll period as defined by the split indicator. You can print these partial amounts on a form.



If you want to print all subtotals on the form, you must use a window. If you print the cumulation wage type in a single field, only the first subtotal for the cumulation wage type is printed.

Prerequisites

You are in the [Change Cumulation Identifiers \[Page 10\]](#) screen.

Procedure

1. Choose *Edit* → *New line*.
2. Create a cumulation identifier.
3. Choose *Edit* → *Details*.

You access the *Change Layout of Cumulation Identifier ...* dialog box.

4. Choose *New line*.
5. Enter the wage types to be added and set the appropriate mathematical sign.
6. Choose *Transfer*.

Result

You have cumulated several split wage types and retained the splits. When the form is generated, the resulting cumulation wage type is printed on the form with several amounts.

Example

During a payroll period, an employee receives the standard wage as well as a standard bonus and a voluntary bonus. An employee is assigned to a different cost center during a payroll period. The work center has also changed.

Table RT contains the amounts for the *Standard pay* wage type (MA10) and *Standard bonus* wage types (MA20) with the cost accounting split (CA split) and work center/basic pay split (WPBP split). Both splits cover several partial periods which are identified by the split indicator in the CA and WC columns.

Table RT

Wage types	CA	WC	Total amount
------------	----	----	--------------

Cumulating Wage Types with Identical Splits

MA10	01	01	1 100.00
MA10	02	02	2 200.00
MA20	01	01	300.00
MA20	02	02	500.00

You want to group together these wage types in the *Total pay* cumulation wage type with the identifier 1234 and then print this cumulation wage type on the employee's remuneration statement.

In the *Change Cumulation ID* dialog box, enter the following data:

ID	Long text	Short text	Summands
1234	Total pay	Total	

In the *Change Layout of Cumulation ID* dialog box, enter the following data:

Table	ID	...	MS	...	Splits	DSplits	...
RT	MA10		+				
RT	MA20		+				

The cumulation wage type is printed on the remuneration statement as follows:

1234 Total pay 1 400.00

1234 Total pay 2 700.00

The first amount is the total of the amounts from wage types MA10 and MA20 which refer to the **first** partial period in the payroll period. In this period, the employee was still assigned to the old cost center and had the former work center.

The **second** amount is the total of the amounts from wage types MA10 and MA20 which refer to the **second** partial period in the payroll period. In this period, the employee was assigned to the new cost center and had changed to the new work center.

Cumulating Wage Types with Different Splits

Use

You want to cumulate several split wage types and print them on a form. Some splits are identical, some are not. You want to retain the identical splits.

To do this, you first delete all split indicators and then reactivate the identical splits. For the wage types without identical splits, the system adds the amounts that exist for the different partial periods.

You then group together all wage types in a cumulation wage type. This cumulation wage type consists of several subtotals which you can then print on the form.



If you want to print all subtotals on the form, you must use a window. If you print the cumulation wage type in a single field, only the first subtotal for the cumulation wage type is printed.

Prerequisites

You are in the [Change Cumulation Identifiers \[Page 10\]](#) screen.

Procedure

1. Choose *Edit* → *New line*.
2. Create a cumulation identifier.
3. Choose *Edit* → *Details*.

You access the *Change Layout of Cumulation Identifier ...* dialog box.

4. Choose *New line*.
5. Enter the wage types to be added and set the appropriate mathematical sign.
6. In the *DSplit* field, specify which split indicator you want to delete.
7. In the *Splits* field, specify which split indicator you want to delete.
8. Choose *Transfer*.

Result

You have removed all split indicators and reactivated the splits that are identical for all wage types. When the form is generated, the wage types without identical splits are summarized. All wage types are then cumulated and the identical splits are retained. The resulting cumulation wage type is printed on the form with several amounts.

Example

During a payroll period, the employee receives the standard wage as well as a standard bonus. An employee is assigned to a different cost center during a payroll period. The work center has also changed.

Cumulating Wage Types with Different Splits

Table RT contains the *Standard pay* wage type (MA10) with the cost accounting split (CA split) which covers two partial periods. The amount for the *Standard bonus* wage type (MA20) exists with an identical CA split. In addition, wage type MA20 has a work center/basic pay split (WPBP split) which covers three partial periods. The partial periods are identified by the split indicators in the CA and WC columns.

Table RT

Wage types	CA	WC	Total amount
MA10	01	01	1 100.00
MA10	02	02	2 200.00
MA10	02	03	200.00
MA20	01		300.00
MA20	02		500.00

You want to group together these wage types in the *Total pay* cumulation wage type with the identifier 1234 and then print this cumulation wage type on the employee's remuneration statement.

In the *Change Cumulation ID* dialog box, enter the following data:

ID	Long text	Short text	Summands
1234	Total pay	Total	

In the *Change Layout of Cumulation ID* dialog box, enter the following data:

Table	ID	...	MS	...	Splits	DSplits	...
RT	MA10		+		K	*	
RT	MA20		+				

The cumulation wage type is printed on the remuneration statement as follows:

1234 Total pay 1 400.00

1234 Total pay 2 900.00

The first amount is the total of the amounts from wage types MA10 and MA20 which refer to the **first** partial period in the payroll period. In this period, the employee was still assigned to the **old** cost center.

The second amount is the total of the amounts from wage types MA10 and MA20 which refer to the **second** partial period in the payroll period. In this period, the employee was assigned to the **new** cost center.

The work center/basic pay split is not taken into account when the remuneration statement is printed because you have deleted the corresponding split indicator.

Cumulating Wage Types with Different Splits

Documentation

Documentation

Use

The documentation contains specific information on your form. You can use the documentation as follows:

- You have copied the documentation for a HR standard form from the SAP client to the customer clients. You can modify this documentation to suit your requirements.
- You have created a new form without any documentation. You can create new documentation for this form.

Activities

You can edit the documentation in the *Form Editor* under *Documentation* → *Change*.

See also:

[Documentation Maintenance \[Ext.\]](#)

Multilingual Forms

Definition

Form whose text is available in several languages.

Example

If, for example, your enterprise employs English speakers and also German speakers, and you want to print a form in the employee's native language, create a form in several languages. To do this, copy the German form and change the following objects for the copy:

- Background
- Group text
- Text modules
- Texts on cumulation identifiers

Copying a Form for a Different Language

Copying a Form for a Different Language

Prerequisites

The form that you want to create in a different language must already exist.

You are in the initial screen of the form editor.

Procedure

1. Enter the country grouping and the name of the form that you want to copy.
2. Choose *Background* → *Change*.

If your form already exists in more than one language, the *Select language* dialog box is displayed. Choose a language to be used as the source language when you copy the form to another language.
3. Choose *Edit* → *Language* → *Copy*.
4. Enter the new language.
5. Choose *Copy*.
6. Set up the following subobjects for the new language:
 - Background
 - Text modules
 - Texts on cumulation identifiers
 - Group text
7. Save your entries.

Result

You have copied your form to a new language.

Changing the Form Language

Use

You can change the form language for [language-dependent subobjects \[Page 8\]](#) in the form.

Procedure

1. Choose *Edit* → *Language* → *Change*.
2. Enter the required language.
Edit the language-dependent subobject in the chosen language.
3. Save your entries.

Result

You have changed the language in order to edit language-dependent subobjects in the form.

Deleting the Form Language

Deleting the Form Language

Use

If a form is no longer required in a particular language, you can delete the language version.

Prerequisites

You are in a language-dependent subobject in the form.

Procedure

1. Choose *Edit* → *Language* → *Delete*.
2. Choose the language that you want to delete.
3. Choose *Delete*.



The form must remain in at least one language. You can delete all language versions of the form as described under [Deleting a Form \[Page 84\]](#).

Result

You have deleted the language for a form.

Copying Forms Within a Client

Use

You usually only use this function if you copy an HR standard form to the customer name range, or if you want to use an edited form as the basis for an additional form.

Prerequisites

Your client contains a form that can be copied.

You have logged on in your client and are in the initial screen of the form editor.

Procedure

1. Enter the country grouping and the name of the form that you want to copy.
2. Choose *Form* → *Copy*.

The *Form <name>* dialog box appears.

3. Enter data as required.



If you copy a form to the customer name range, the customer name must start with Z.

4. Choose *Copy*.

The form and the accompanying documentation can be copied.

Result

You have copied a form and the accompanying documentation within a client.

Deleting Forms

Deleting Forms

Prerequisites

You have logged on to the customer client of the SAP System and want to delete one or more forms.

Procedure

1. Choose *Extras* → *Other tools*.

The *Form Data to be Imported* dialog box is displayed.

2. Check the entries in the *Client*, *Country Grouping*, and *Language* fields and enter a value in the *Form Class* field.



To delete the form in all existing languages, enter an asterisk (*) in the *Language* field.

The *Form Copier* dialog box appears.

3. In the table, select the forms that you want to delete from the customer client.
4. Choose *Delete Forms*.

Result

You have deleted forms from the customer client.

Transporting Forms

Prerequisites

You have finished editing the HR customer form in Customizing, or in the test clients, and you would like to transport the customer form to the live clients in the R/3 System.

You are in the initial screen of the *form editor*.

Procedure

1. Enter the name of the form you want to transport.
2. Choose *Form* → *Transport*.
3. You access the *Enter Change Request* dialog box.
4. Choose *Continue*.

Result

You have assigned your form and the accompanying documentation to a transport request so that you can transport it to another client.



For more information on transport requests, see [Working with the CTO \[Ext.\]](#).

Form Copier

Form Copier

Use

The *Other tools* menu option contains the functions which are not used when creating the form, but which may be used within the form editing environment.

Features

These functions are:

- Copy forms across clients

This form copy function differs from the form copy function in the initial screen of the HR form editor because it allows you to copy several forms at once. In doing this, the system checks whether the target client corresponds to the current client. You can only copy forms if this is the case.
- Delete forms

You can use this function to delete forms (for example, test forms) that you no longer require in your clients. If you enter the placeholder * (asterisk), the form will be deleted in **all** existing languages. If you have selected *Only delete language-dependent tables*, only the selected language will be deleted. If the form only exists in one language, it is deleted completely.

This form deletion function differs from the form deletion function in the initial screen of the HR form editor because it allows you to delete several forms at once.
- Compare forms

You can compare two forms with each other. A list is displayed showing whether the table entries belonging to these forms are identical or contain differences.
- Count entries for a form

You can count all table entries for a form. The table entries for a form are displayed in a list.
- Upload/download forms

You use this function to save forms from the SAP System to a PC (download) or to load forms from a PC to the SAP System (upload). This function can be used for transporting forms between different SAP Systems.

Copying a Standard HR Form Across Clients

Use

You want to use a standard HR form from the SAP client 000 as a template for your form. To do this, you must copy the standard HR form to your clients.

Prerequisites

You have logged on in the client to which you want to copy the form. You are in the initial screen of the *form editor*.

Procedure

1. Choose *Extras* → *Other tools*.

The *Form data to be imported* dialog box is displayed.

2. Enter data as required.
3. Choose *Continue*.

The *Form Copier* dialog box is displayed.

4. In the table, choose the standard HR form that you want to copy to the customer client, and enter the name of the form in the *Target* field.



To copy all standard HR forms in a form class to your clients, choose *Copy source forms*.

The system suggests the name for the new form in the *Target* field.



SAP recommends that you copy the copied HR standard form to your customer name range so that it cannot be overwritten during a release upgrade.

5. Choose *Copy*.

The *Form Copier for Form Class <name>* is displayed. The list contains information on the form (client, form name, country grouping, language) and the number of copied table entries.

Result

You have copied a standard HR form and the accompanying documentation from client 000 to your client.

Comparing Forms

Comparing Forms

Prerequisites

You are in the initial screen of the *Form Editor*.

Procedure

1. Choose *Extras* → *Other tools*.
2. In the *Form Data to Be Imported* dialog box, specify which form you want to compare.
3. Choose *Continue*.
4. Enter the target data.
5. Choose *Form* → *Compare*.

Result

A comparison of the tables used in the forms is displayed.