HR/PR Shared Services
Business Warehouse (BW)
Overview
What is BW?

Business Warehouse (BW) is a data storage and reporting software.

There are four functional areas in BW to report:

- Finance
- Sponsored Projects
- Supply Chain
- Human Resources
BW Security and Roles

What roles do I need?

The SMART application is a tool designed to help employees identify appropriate roles for their positions based on an Interactive Interview process or a Role Explanation Lookup. Refer to the following link to access SMART.

http://webapps.jhu.edu/smart/

How do we add roles?

Roles are assigned to users via ZSR. Most departments have ZSR Initiators to add and/or delete roles. For information about ZSR, refer to the following link:


Helpful Tip: You can view your role assignment in ECC by using transaction code: ZZWF_SU01D

1. Enter ZZWF_SU01D in the transaction box
2. Enter your JHED ID
3. Execute (select glasses)
Getting Connected

- Log into SAP
- Click on your SAP JH icon on your desktop OR
- Open your internet browser and go to https://sap.erp.johnshopkins.edu/irj/portal
- Log in with your JHED ID and Password
Accessing BW

- Access BW from your SAP NetWeaver Portal.
- Click on the BW Report Center tab.
Accessing BW – Home Page

The BW Report Center home page consists of:

- **Role Menu** – Display Favorites and JH Report Library (BW Reports)
- **Home; Manage Favorites; Help** – Links to help you manage BW
Role Menu – Drilldown & Search Feature

Use the Role Menu window to access reports by:

- Drilldown navigation  **-OR-**
- Search Feature

Start by clicking here – the four main menu categories will expand.

- OR -

Type all or part of the report name in the Search Box and click “Search”
Role Menu – Drilldown Navigation

As an example, select the “Employee Master Data by Date” report:

Select the following path:
- JH – Report Library
  > Human Resources
    > Personnel Admin
      > General Employee

Note: Paths to HR/Payroll popular reports can be found on the BW Reporting home page.

Double Click on the report
Role Menu – Search Feature

As an example, *Search* for “*Employee Master Data by Date*” report.

Type all or part of the report name in the Search Box and click “Search”

This window will appear with all the matches found in the JH-Report Library. Double Click on the report you want.

Scroll over the report name and a “Report Description” will display.
Report Screen Overview

Once you select the report from the role menu, the Variable Screen will appear on the right side. The Report Name will show above the variable screen.
Variable Screen

Required fields are denoted with an asterisk (*).

Click on the drop down box to select available options.

Click on the drop down arrow to select options to define the variable.

After populating the required fields, click "Check" to validate your entries then click "Execute" to run the report.
Variable Screen Tips

- Start out small
  - Enter one or two employee’s personnel number
  - Limit the Personnel Area
- When possible limit reports to one pay period for faster response.
- Remember Employment Status (Active, Terminated/Retired; LOA With Pay; LOA Without Pay; Temporarily Inactive)
- Date formats vary, use the drop down key to select the date.
- Click “Check” to validate your entries. If you have an error you will receive an error message at the top of the page identifying the field with the error.
Report Screen - Menu Bar

Report information can be displayed in 3 ways. Selecting one of these tabs will change the way the report is displayed. **Data Analysis** is the default tab.
Report Screen – Navigation Area

Fields listed under “**Rows**” and “**Columns**” are currently displayed on the report.

Fields listed under “**Free Characteristics**” can be added to the report.

**Legend:**
- To drilldown in the columns
- To drilldown in the rows
- To remove drilldown
- To apply or edit a filter
- To remove a filter
Context Menu

- Context Menus are accessed by right clicking on a characteristic (field name or value).

- Options on the Context Menu can vary depending on the characteristic.

- The Context Menu can be used in addition to the navigation block to customize reports.

Example of Org Unit Context Menu:

- Short cut to export report to an Excel or CSV file

- Useful options when exporting a report to an Excel file
Properties

Properties will allow you to add and display characteristics that are not found on the navigation block under Free Characteristics.

Right Click on a field name or on an actual text field to display the Context Menu. As an example, right Click on “Employee”

Select “Properties” from the Context Menu.
# Properties

Click on the attributes you want to display.

## Click transfer to execute.

### Sort Order
Click on the drop down arrow to select Key or Text or both.

### Note:
Some attributes may already appear under “Free Characteristics” and some may not be used at all. The attributes you select will populate directly after the field chosen.

<table>
<thead>
<tr>
<th>Display</th>
<th>Key and text</th>
<th>Medium-Length Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort by</td>
<td>Key</td>
<td>Key</td>
</tr>
<tr>
<td>Sort Direction</td>
<td>Ascending</td>
<td>Ascending</td>
</tr>
<tr>
<td>Suppress Results Rows</td>
<td>Never</td>
<td>Never</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>Key</th>
<th>Standard</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 2</td>
<td>Key</td>
<td>Standard</td>
<td>2</td>
</tr>
<tr>
<td>Admin Group for HR</td>
<td>Key</td>
<td>Standard</td>
<td>3</td>
</tr>
<tr>
<td>Annual Salary</td>
<td>Key</td>
<td>Standard</td>
<td>4</td>
</tr>
<tr>
<td>BW System</td>
<td>Key</td>
<td>Standard</td>
<td>5</td>
</tr>
<tr>
<td>Bargaining Unit Entry Date</td>
<td>Key</td>
<td>Standard</td>
<td>6</td>
</tr>
</tbody>
</table>