

SAP Query – Creating HR Personnel Administration Query



Applies to:

It is valid for release 4.7 up to ECC 6. For more information, visit the [Enterprise Resource Planning homepage](#).

Summary

The document details all steps to create an HR query for Personnel Administration, employee data.

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Table of Contents

Overview	3
Steps.....	3
Set Query Area	3
Creating User Group	4
Creating Info set.....	5
Creating Query	7
Assigning transaction to Query	9
Related Content	11
Disclaimer and Liability Notice.....	12

Overview

ABAP Query powerful features can be used to create dynamic and easily manageable HR reports, advantage of using ABAP query for HR Reports is that:

- Its Easily Manageable
- Supports variant configuration by default
- Supports Excel integration by default
- Supports ALV grid layout by default
- Supports ABAP List Feature By Default
- Supports Query Statistics Feature by Default
- Supports Search Helps and Organization reporting selection by default
- Etc...

Steps

Following Steps are involved in creating an HR query:

1. Set Query Area
2. Creating a user group
3. Creating info set
4. Creating Query
5. Assigning transaction code to Query

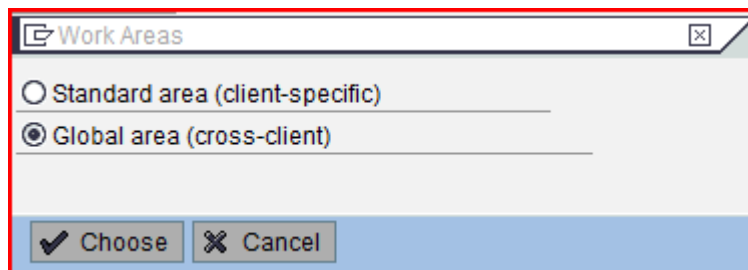
Set Query Area

There are two query areas, Standard area which is client dependant and Global area which is client independent.

For our exercise and development we would be using **“Global area”** because of following reasons:

- It requires transport request to create any object in Global area, means no separate process for transport request required.
- If any change is required in any component in future, it can only be done in development client and then moved along the landscape.
- It ensures that all queries under the info set created in global area will also have to be created in global area.

To set query area go to transaction SQ01, Environment and Query Areas: Select Global area and click Choose.



Creating User Group

Once query area is set as global, access transaction SQ03 to create a new user group.

The screenshot shows the 'User Groups: Initial Screen' in SAP. At the top, there are navigation icons and an 'Additional functions' button. Below this, the 'Query area' is set to 'Global Area (Cross-client)'. The 'User group' field is empty. To the right of the field are buttons for 'Change' (with a pencil icon) and 'Create' (with a document icon). Below these are buttons for 'Display' (with a magnifying glass icon) and 'Description' (with a document icon). A larger button labeled 'Assign users and InfoSets' is positioned below the 'Display' and 'Description' buttons. At the bottom of the screen, there is a section titled 'User group assignment' with fields for 'User' and 'InfoSet', each with a 'Change' button.

Enter a meaningful name in user group field, such as ZHRPA for users in HR and using Personnel Administration module.

This screenshot shows the same 'User Groups: Initial Screen' but with the 'User group' field now containing the text 'ZHRPA'. The 'Create' button is highlighted in yellow. A pop-up window titled 'User Group ZHRPA: Create or Change' is visible, showing the 'User group' field with 'ZHRPA' and a description field containing the text 'User Group for HR PA users'. The 'User group assignment' section at the bottom is partially visible.

Then click on create, Enter a description for the user group and press SAVE. Since you are in Global area it will ask for transport request right away, give the package and create a transport request.

The screenshot shows a confirmation message box with a green checkmark icon and the text 'User group ZHRPA saved'.

User ids are separately assigned to user groups once it's identified who will be the user of these queries or who will be using this user group for creating their own queries. Kindly note that this step is not required for users who only have to execute the report and not change and create new queries.

Right now only assign your own user id in this step.

Assign users and InfoSets

User Group ZHRPA: Assign Users

User Assign InfoSets

User group ZHRPA User Group for HR PA use

Overview

User and Change Authorization for Queries

Creating Info set

Next step is to create info set, an info set defines the data that needs to be used for building reports such as name of employee, position, salary, education etc.

Fortunately for HR Logical databases are used, which makes it fairly simple to have a query with a lot of data without much effort. Info set is created based on Logical database and all the data related to that logical database can be used in queries.

Go to transaction SQ02 for creating info set, even now you are still in the global area, which will not change unless you change it from step 1, however do ensure that it shows query area as Global.

Give a meaningful name in info set area in our exercise we will be using ZHRPA_INFOSET, click on create

Create

Query area Global Area (Cross-client)

InfoSet ZHRPA_INFOSET ⊞

✎ Change
📄 Create

🔍 Display
📄 Description

Role/User Group Assignment

Now give a meaningful name to the info set, and assign logical database as PNPCE, it's the logical data base for personnel administration and uses all info types mentioned in personnel administration. Now click OK Icon.

InfoSet : Title and Database

Name: Infoset for HR Data- Personnel Administration

Authorization group: []

Data Source

Table join using basis table

Direct read of table

Logical database: PNPCE

Selection screen version: []

Data retrieval by program

Data structure: []

Integrated program

External program: []

Options

no automatic text recognition

Fixed point arithmetic

[] Further options [X]

It will take you to the infotype selection area, select the ones required, in our case we will select Organizational Assignment and Personal Data. Click Ok Icon.

Infotype selection for InfoSet ZHRPA_INFOSET (Logical database PN...)

Infotypes	Infotype	Obj...	Rel...
Basic Data			
Actions	<input type="checkbox"/>	0000	
Organizational Assignment	<input checked="" type="checkbox"/>	0001	
Personal Data	<input checked="" type="checkbox"/>	0002	
Family Member/Dependents	<input type="checkbox"/>	0021	
Bank Details	<input type="checkbox"/>	0009	
Addresses	<input type="checkbox"/>	0006	

The screen will have two areas, one that shows complete set of fields and one on the right that shows fields that can be used in queries. Fields can be moved from Left to right side if not already available.

Change InfoSet ZHRPA_INFOSET

Data fields	Technical name	Fiel...
Log. database PNPCE		
Organizational Assignment	P0001	
Organizational Assignment	P0001	
Additional fields		
Personal Data	P0002	
Personal Data	P0002	
Additional fields		


Field Group/data fields	Technical name
01 Organizational Assignment	
02 Personal Data	

Save the infoset at this stage and provide with the same transport request used previously. Generate the infoset.

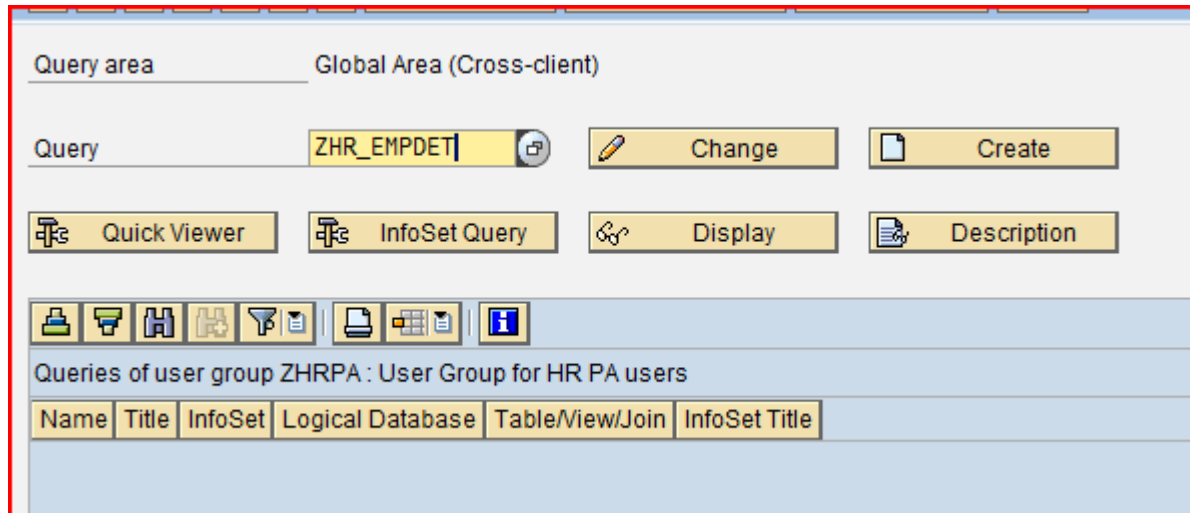
Go back to first screen of transaction SQ02 and this time enter the info set already created and click on Role/User Group Assignment. Select the user group that was create previously ZHRPA from the list click it and click save.

<input checked="" type="checkbox"/>	ZHRPA	User Group for HR PA users
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

Creating Query





Go to transaction SQ01, if it doesn't mention the user group that you just created than click on .











Now give a name for the query, in our case ZHR_EMPDET and click Create.



Query area Global Area (Cross-client)

Query ZHR_EMPDET   Change  Create

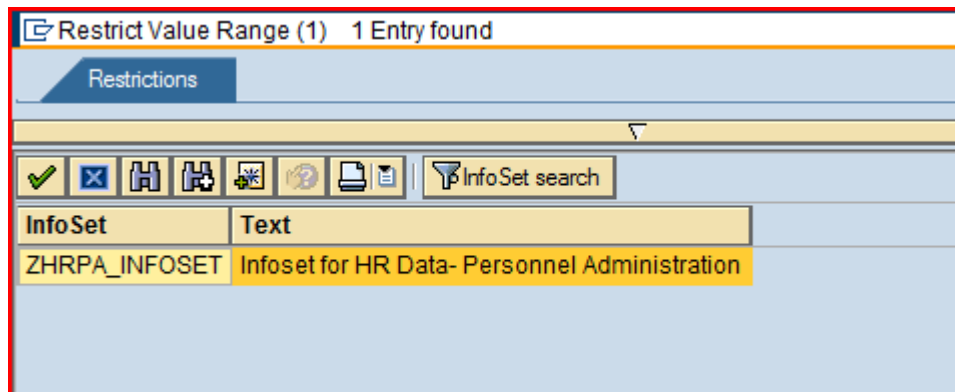
 Quick Viewer  InfoSet Query  Display  Description


         

Queries of user group ZHRPA : User Group for HR PA users











Name	Title	InfoSet	Logical Database	Table/View/Join	InfoSet Title

Select the infoSet that was created from the list and click Ok icon.

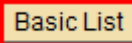


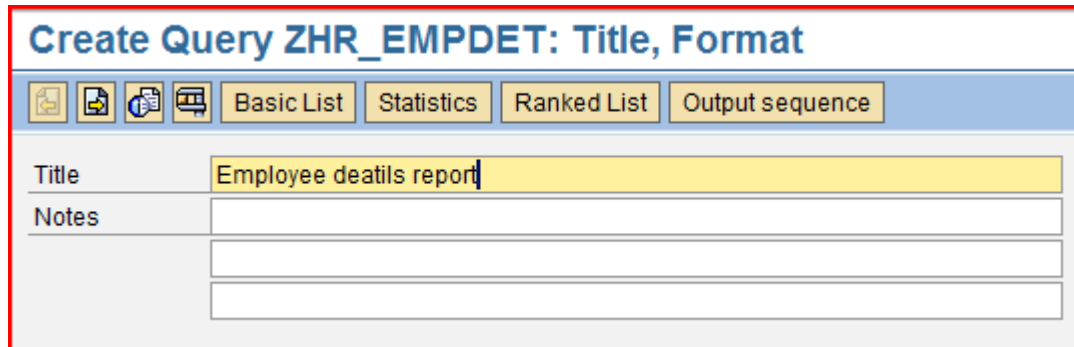
 Restrict Value Range (1) 1 Entry found

Restrictions
















          InfoSet search





InfoSet	Text
ZHRPA_INFOSET	InfoSet for HR Data- Personnel Administration

Give a meaningful title for your report. Click on .



Create Query ZHR_EMPDET: Title, Format

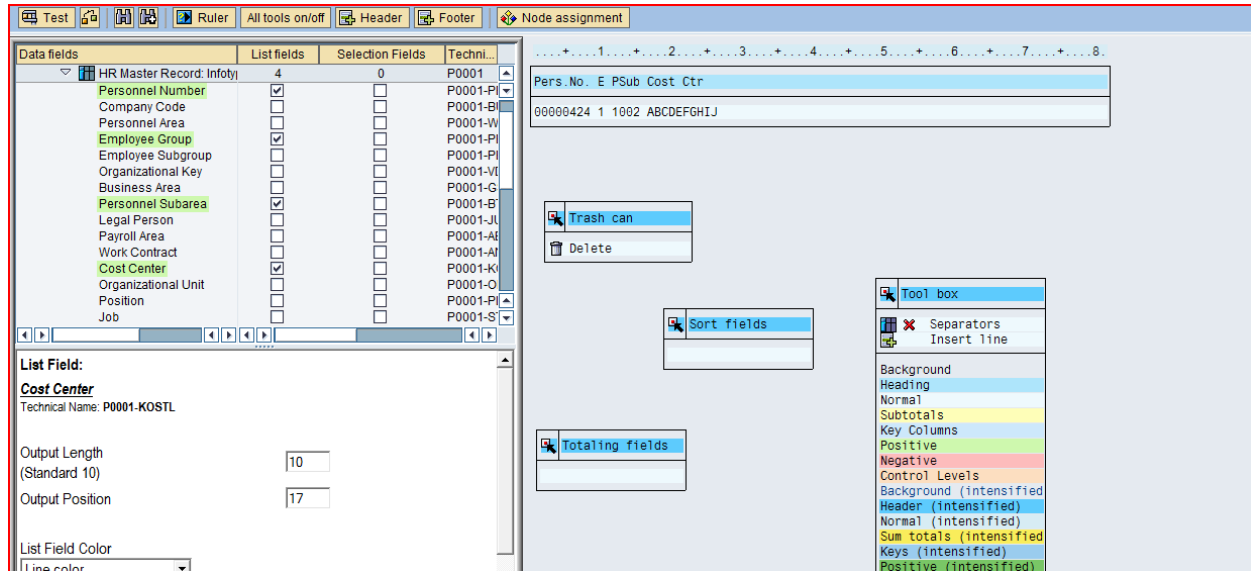
              

 Basic List  Statistics  Ranked List  Output sequence

Title Employee deatils report

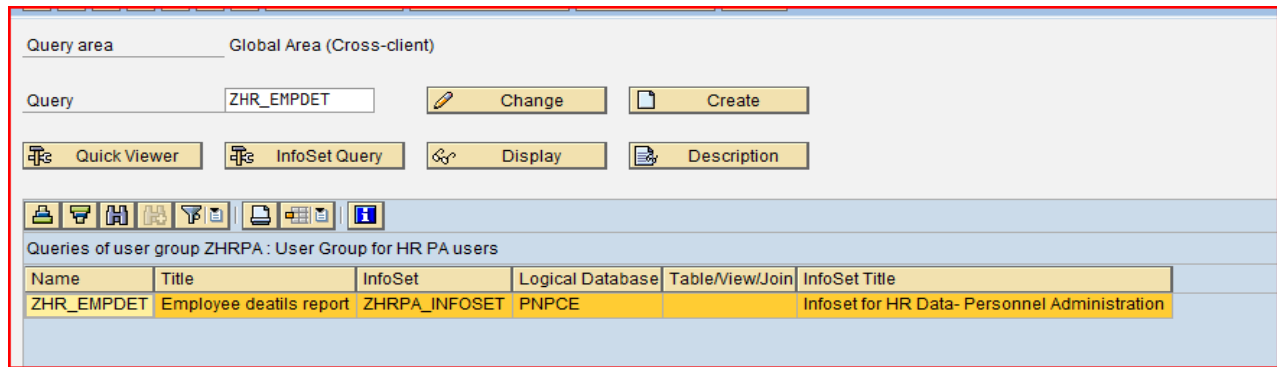
Notes

The fields that you require to be in the output of the report click on check box in List Column next to that field as shown below:

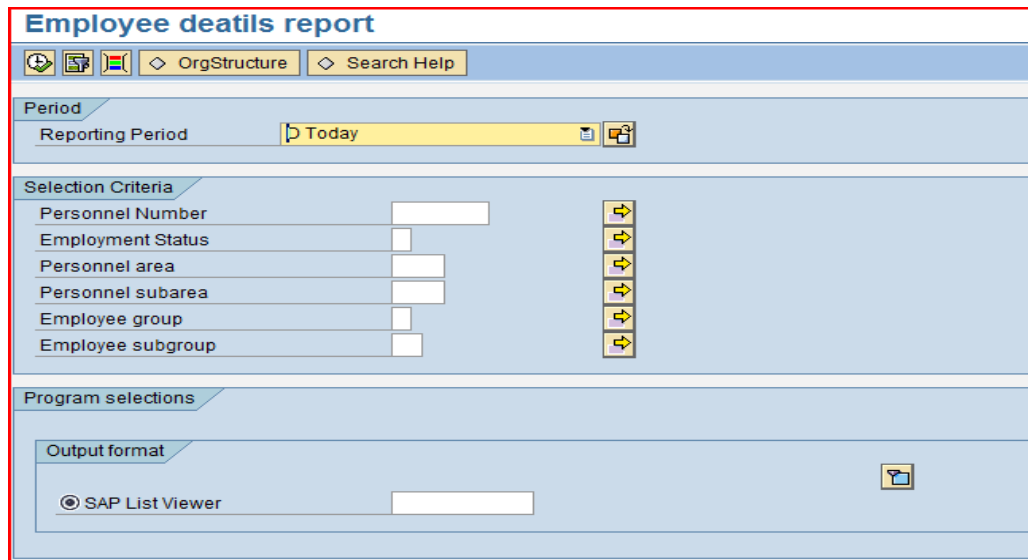


If any field is required in as selection criteria than click on check box in selection, in our scenario we won't be using it since we will be relying on standard selection screen provided with PNPCE logical database, press save.

Now go back to first screen of transaction SQ01, it will show the query that was just created, click on execute to test the query before we assign it a transaction code.



It shows the first screen, execute the report and see if data is appearing, if it is than our query creation is complete and now we have to assign it a transaction code for end-users.



Assigning transaction to Query

Go to Transaction se93, enter the transaction code that you want to use for the report, and click on create.

Transaction Code

Further select the following parameters as shown below.

Create Transaction

Transaction code

Transaction attributes

Short text

Start object

Program and screen (dialog transaction)

Program and selection screen (report transaction)

Method of a class (OO transaction)

Transaction with variant (variant transaction)

Transaction with parameters (parameter transaction)

Transaction code

Package

Transaction text

Default values for

Transaction

Skip initial screen

Obsolete: Use default values for transaction

Screen

From module pool

Classification

Inherit GUI attributes

Transaction classification

Professional User Transaction

Easy Web Transaction

Pervasive enabled

GUI support

SAPGUI for HTML

SAPGUI for Java

SAPGUI for Windows

Enter Following Parameters and values in parameter area:

Parameter	Value
D_SREPOVARI-REPORTTYPE	AQ
D_SREPOVARI-REPORT	ZHRPA
D_SREPOVARI-EXTDREPORT	ZHR_EMPDET
D_SREPOVARI-VARIANT	STANDARD

Make sure to create a variant using SQ01 for the report so that the report can be executed using transaction.

Related Content

[ABAP Query- A Quick Glance](#)

[SAP Query](#)

[Query Step By Step Guide](#)

For more information, visit the [Enterprise Resource Planning homepage](#).

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