SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Leave Balance Report

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Time Administrator** to manage **Time Management Leave Balance Report.** All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk.**

GLOSSARY

The following acronyms will be used frequently:

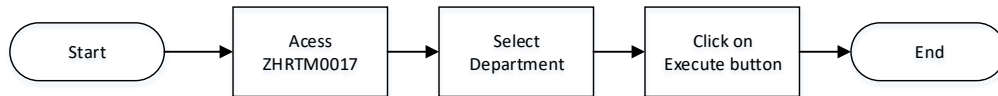| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End

FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.
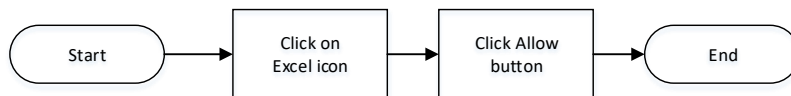
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Process Overview

Generate Leave Balance Report

Start → Acess ZHRTM0017 → Select Department → Click on Execute button → End

Export Report to Excel via Excel Button

Start → Click on Excel icon → Click Allow button → End

Export Report to Excel via Spreadsheet Selection

Start → Click on The report → Select Spreadsheet... → Click Allow button → Click Allow button → End

Sistem Sumber Manusia
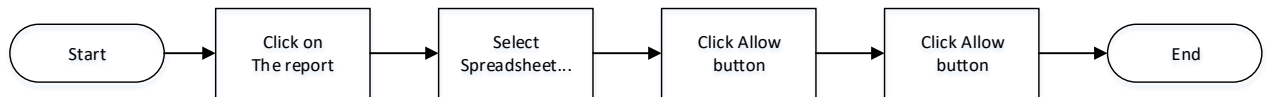
GENERATE LEAVE BALANCE REPORT	Backend User
	Department Time Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **ZHRTM0017** in the search bar and press **Enter** on keyboard.
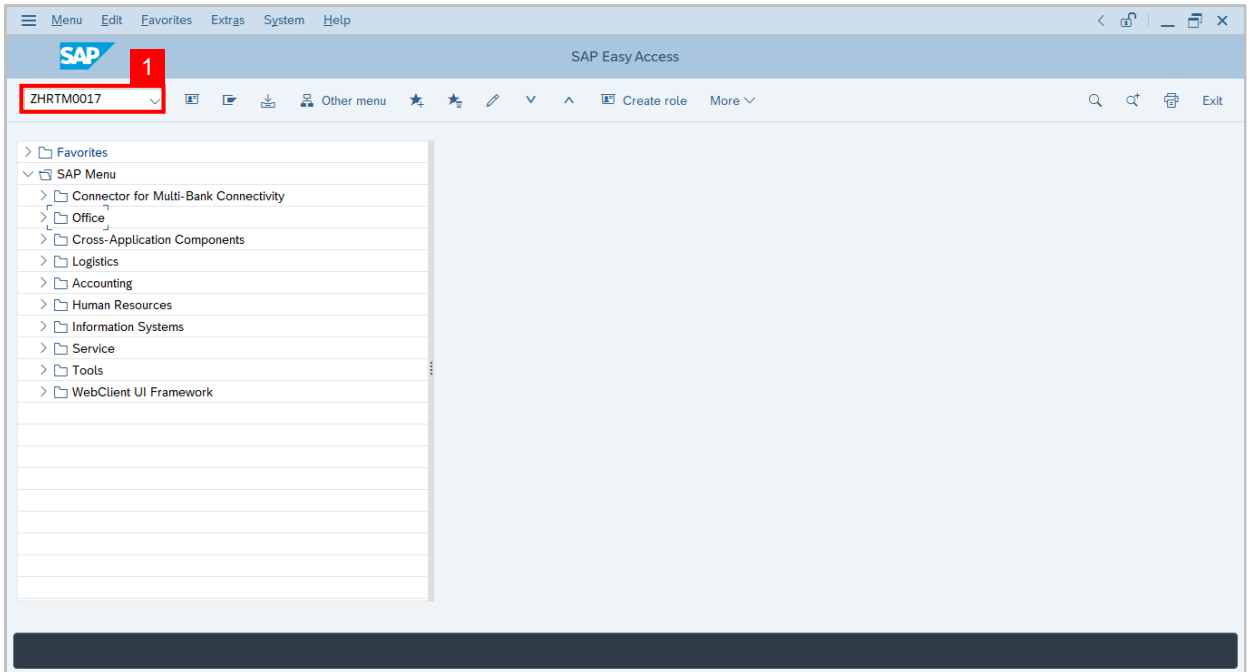
Note: Leave Balance Report page will be displayed.
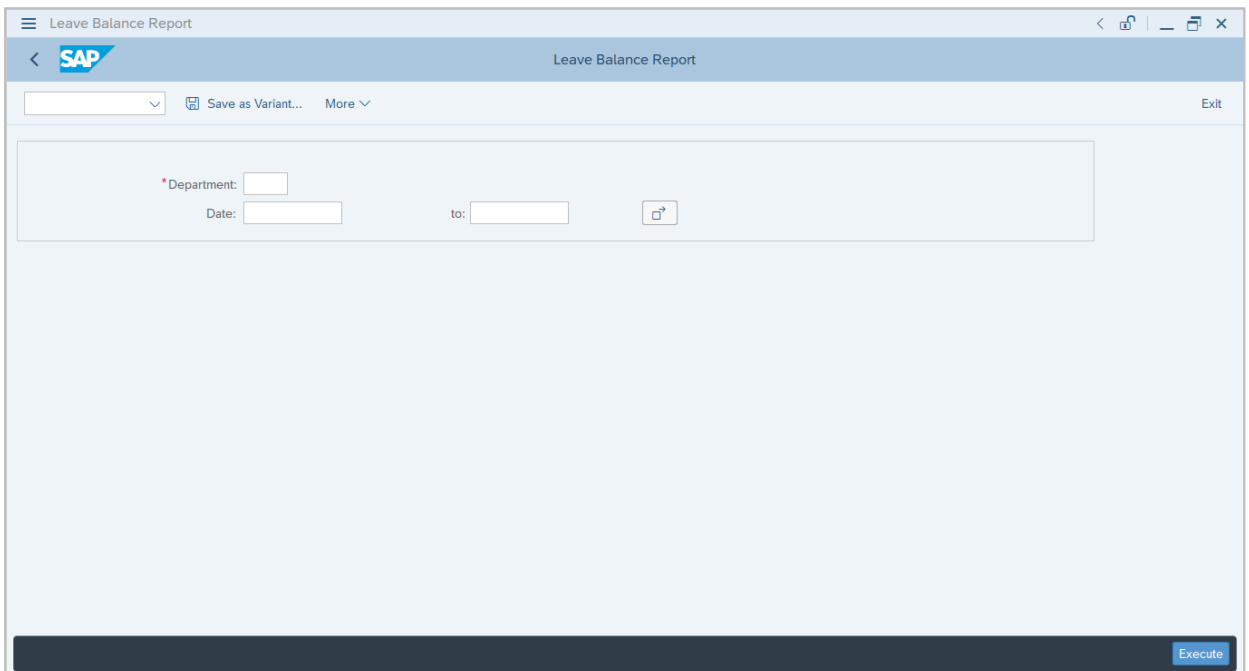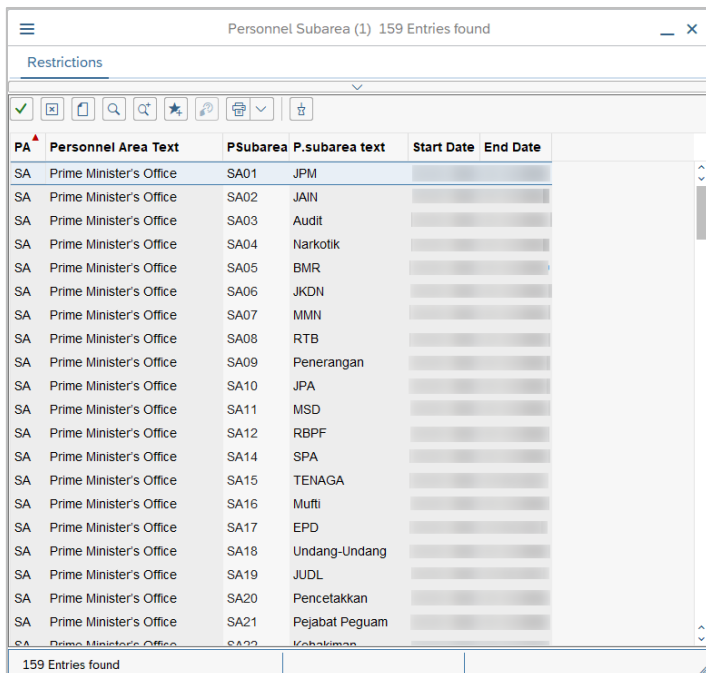
2. Fill in the **Department field** by clicking on the **selection value button**.
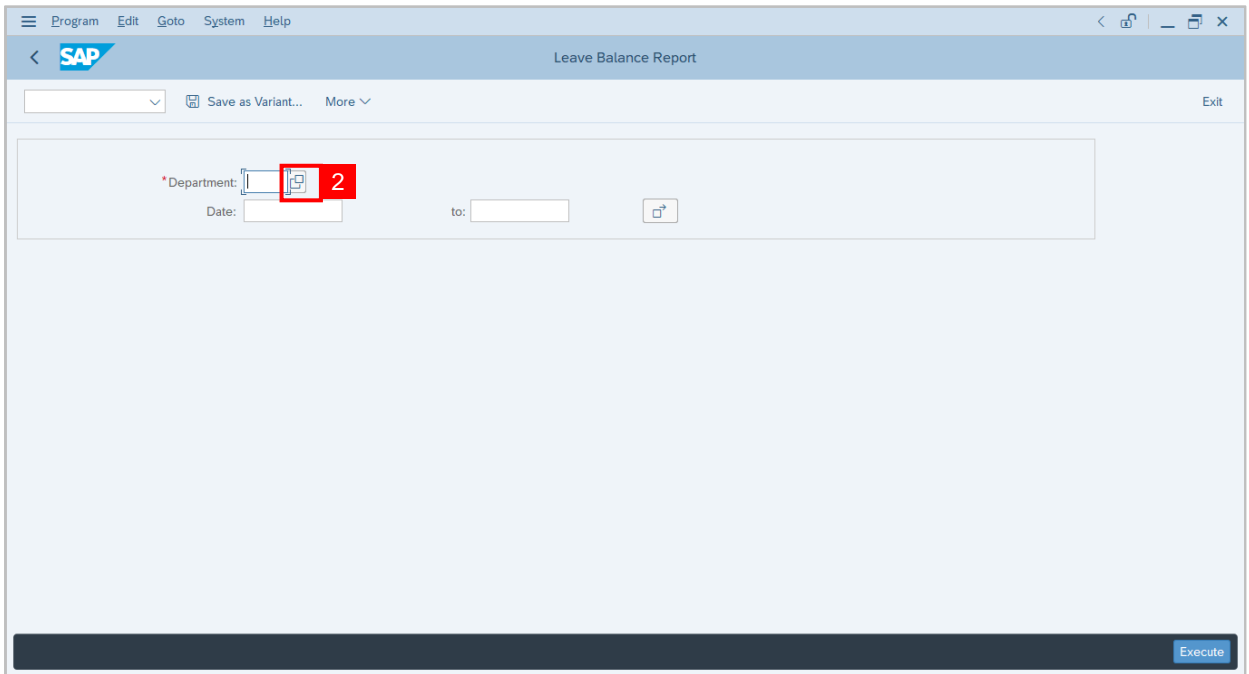
Note: Personnel Subarea window will be displayed.
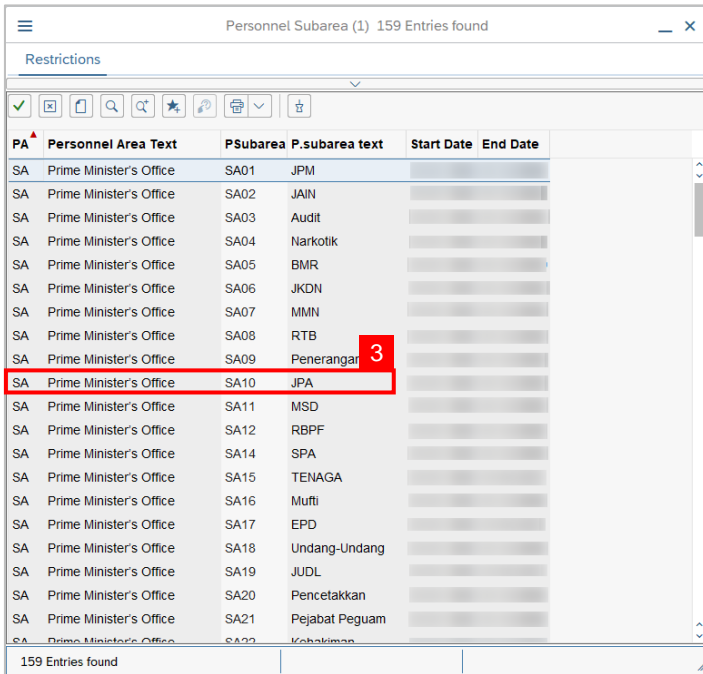
Time Administrators will only be able to generate and view their own department.

3. Select the department and double click on it.

4. Click on **Execute button**.

Note: Date fields are optional.

Outcome: Leave Balance Report will be generated.

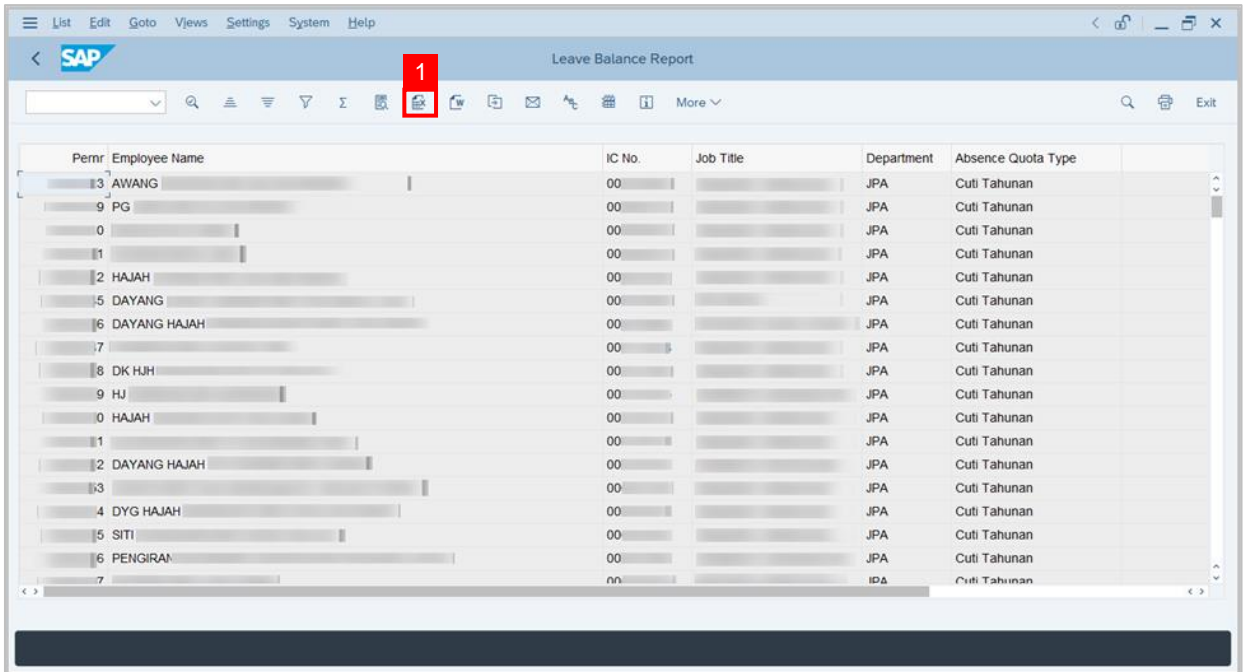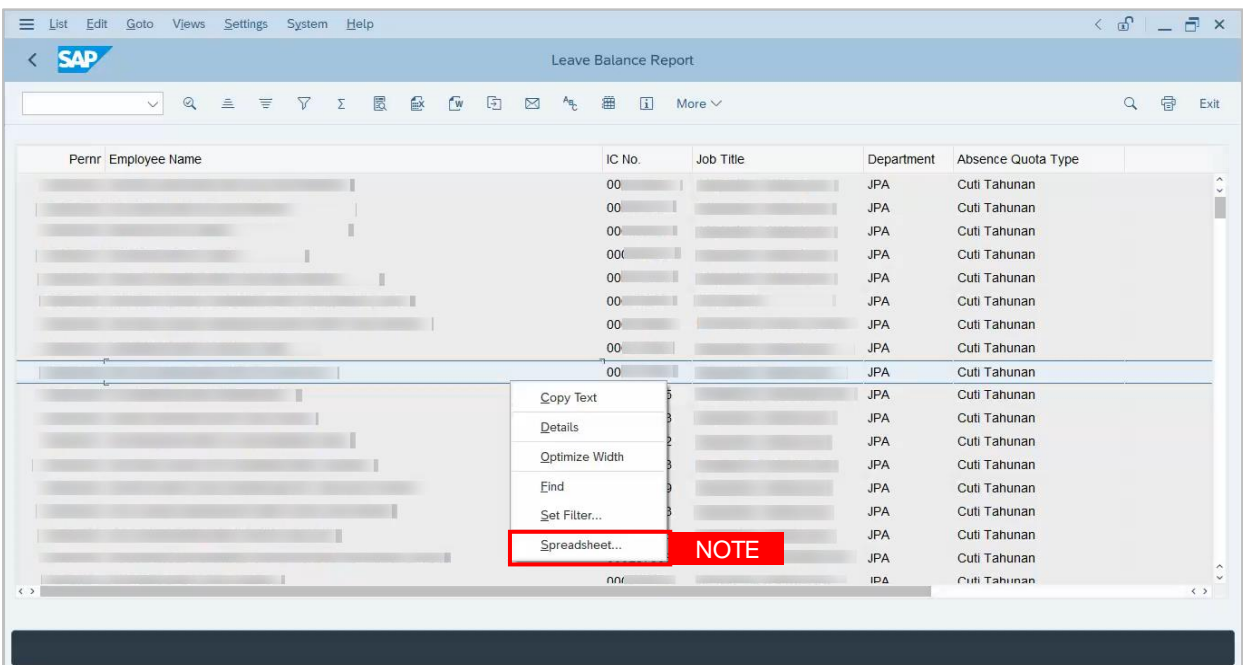| EXPORT TO EXCEL FILE	**Backend User**
	Department Time Administrator

After generating the report, proceed with the following steps:

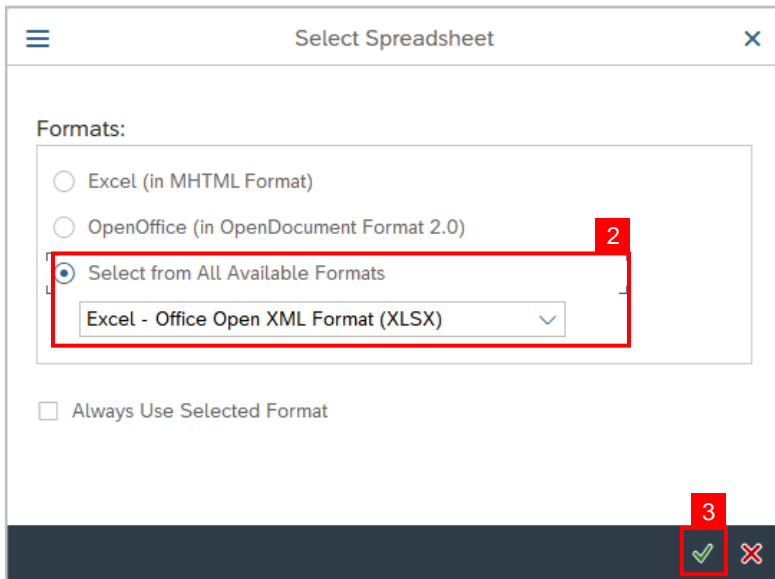1. Navigate to the top icon menu and click on **Excel icon.**

Note: Time Administrator can also right click anywhere on the report and click on
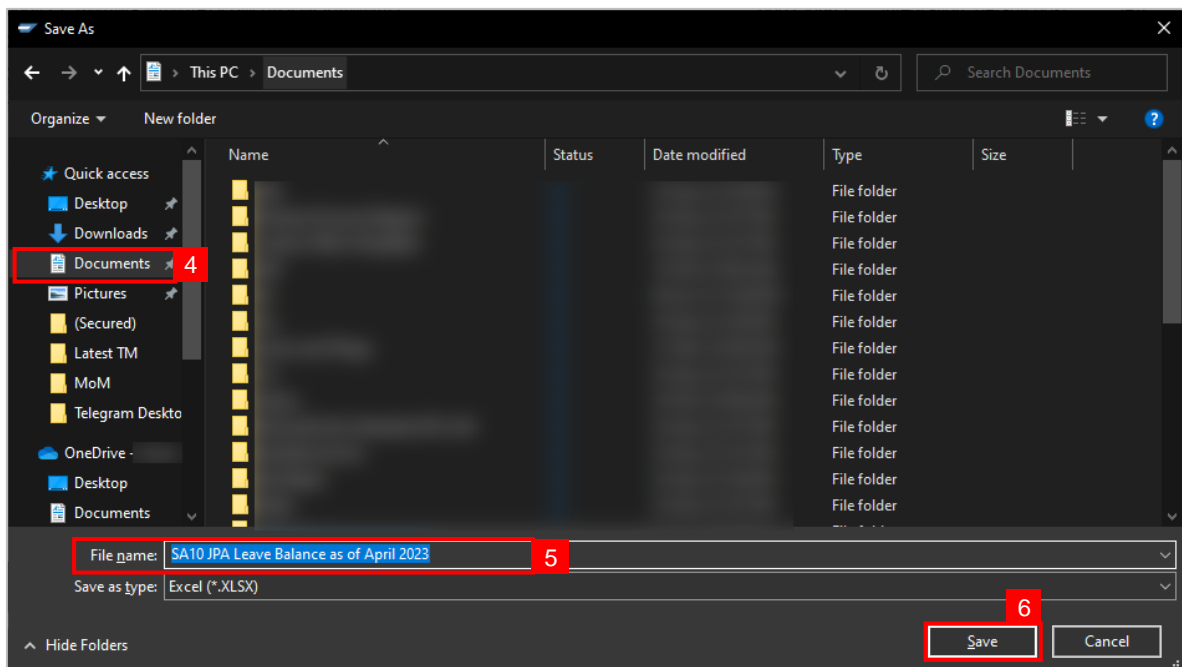
Spreadsheet

Note: A pop-up window will be displayed.

2. Select **Excel – Office Open XML Format (XLSX)**

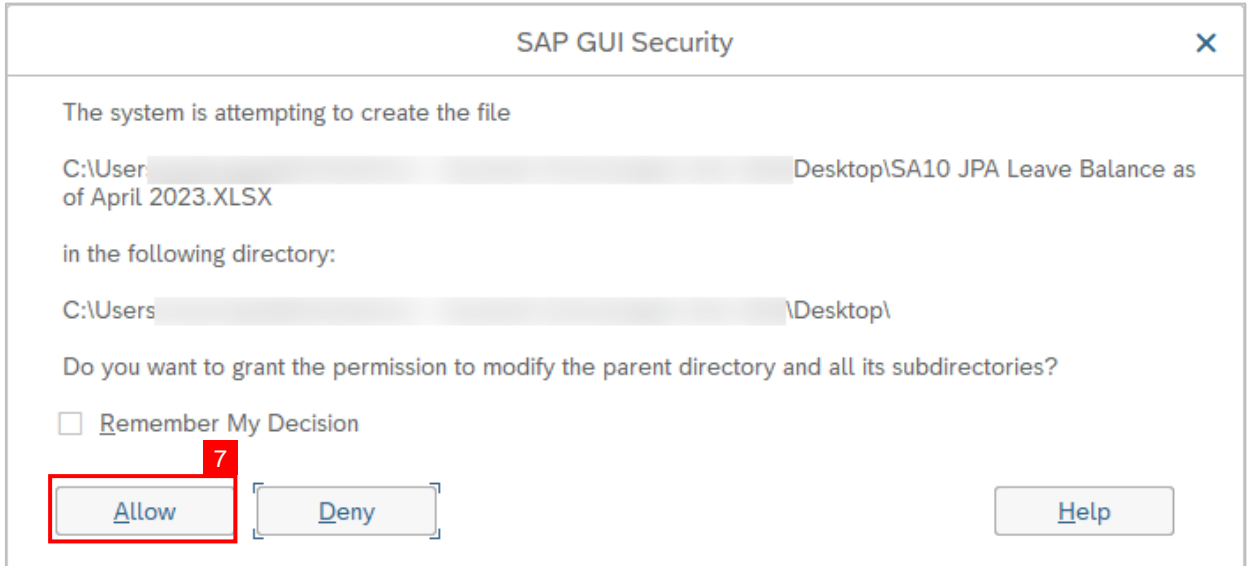3. Click on the **tick icon**.

Note: A pop-up window will be displayed.

4. Select the **preferred location** to save the Excel.

5. **Rename** the file.
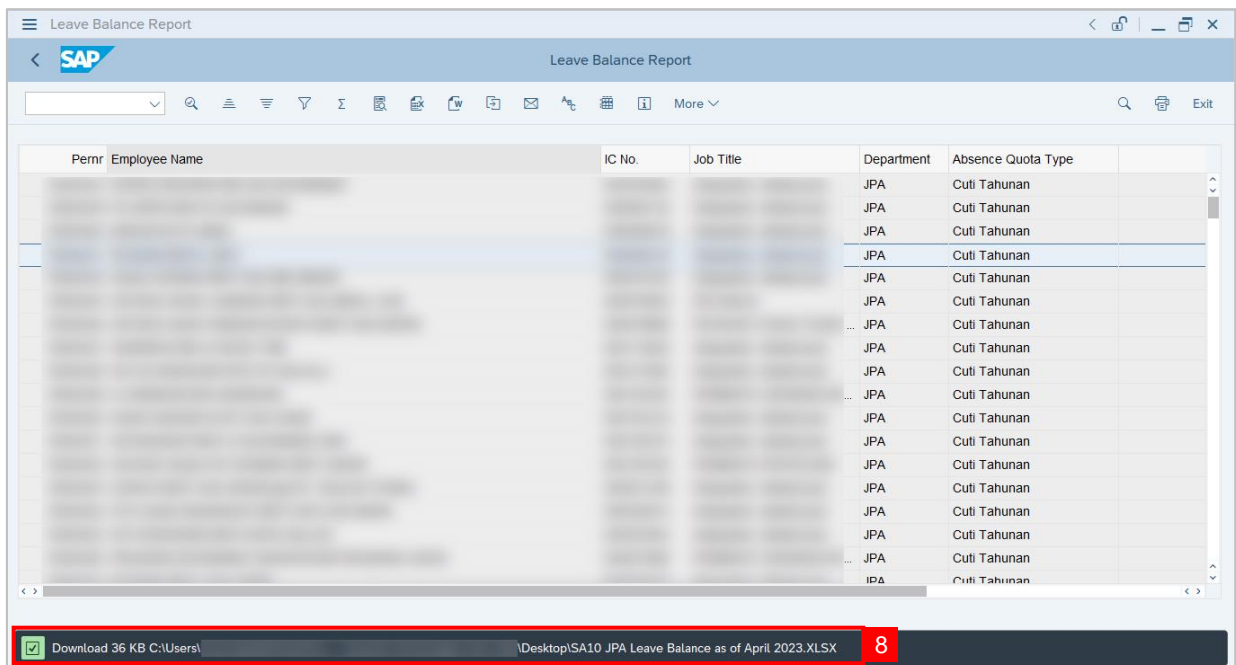
6. Click **Save button.**

Note: A pop-up window will be displayed.

7. Click **Allow** button to give access to SAP to save the file on your desktop.

Note: A similar security pop-up window will be displayed, and users can proceed to click allow button.

8. The Excel file is successfully downloaded.

Outcome: The Excel file will automatically be opened.