



S_PH0_48000450

Work Instruction

Display Date Monitoring Report (S_PH0_48000450)

Purpose

Use this procedure to track upcoming personnel needs or actions.

Trigger

Perform this procedure when you need to monitor all open dates for an organization.

Prerequisites

Tasks exist in the system.

Menu Path

N/A

Transaction Code

S_PH0_48000450

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Be familiar with the Task Type codes.



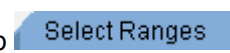


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Procedure

1. Start the transaction using the menu path or transaction code. The *Task Monitoring* screen displays.

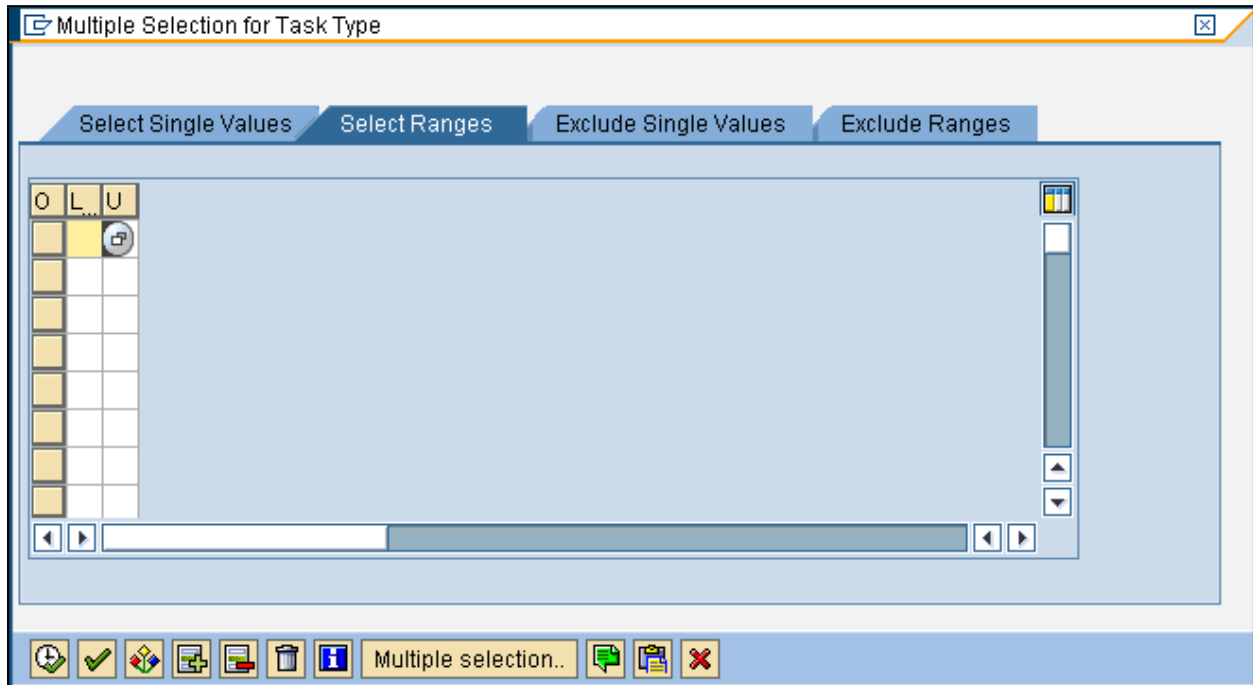
Task Monitoring


2. Select **Current year** radio button **Current year** for the full year task list.
 To view specific task dates, input from/to dates in the **Data Selection Period** or **Person selection period** fields.
3. Click **Task Type Multiple Selection** button . The *Multiple Selection for Task Type* dialog box displays.
4. Select **Select Ranges** tab .



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Multiple Selection for Task Type

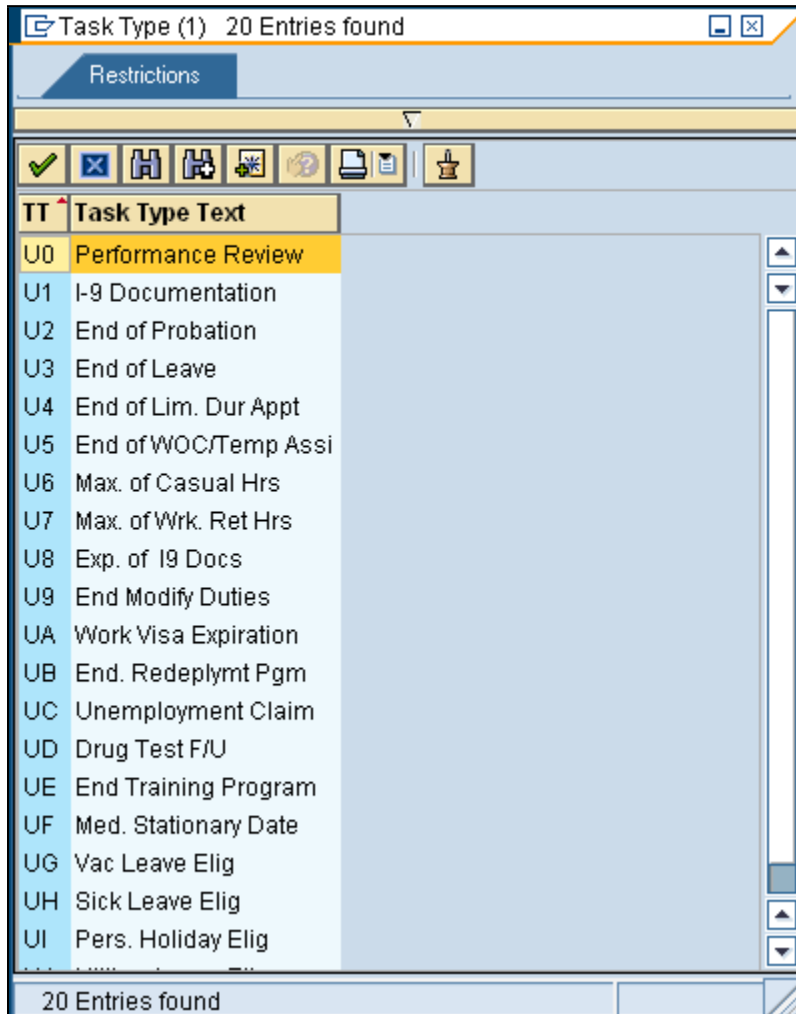




5. Click **Lower Limit** matchcode . The *Task Type (XXXX)* dialog box displays.



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Task Type (XXXX) YYYY Entries found

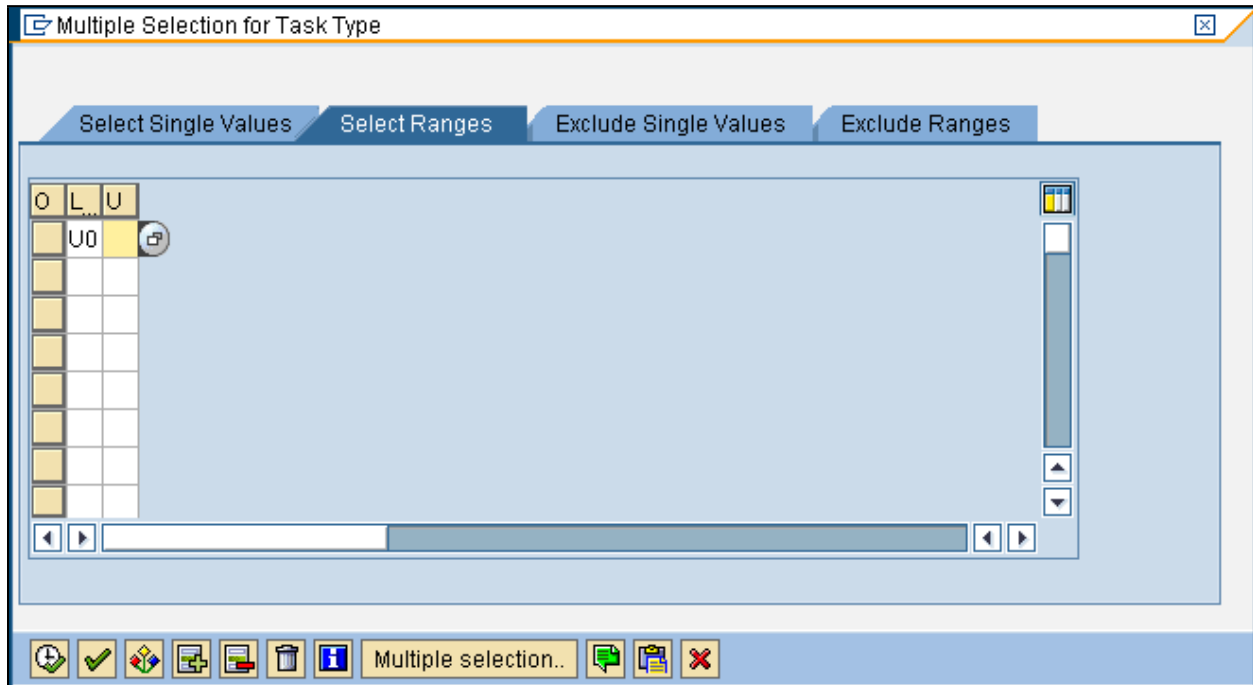



6. Select **U0 Performance Review** list item  .
7. Click **Enter (continue)** button  . The *Multiple Selection for Task Type* screen updates.



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Multiple Selection for Task Type

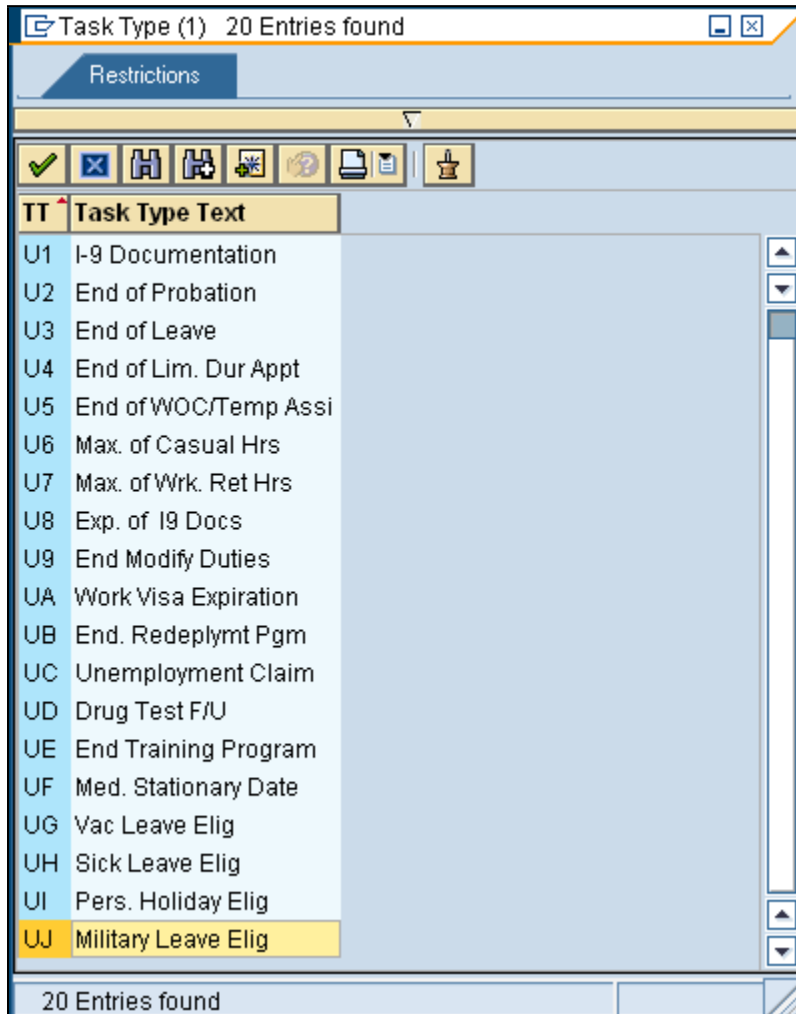


8. Click **Upper Limit** matchcode . The *Task Type (XXXX)* dialog box displays.
9. Select **UJ Military Leave Elig** list item **UJ** Military Leave Elig.



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Task Type (XXXX) YYYY Entries found

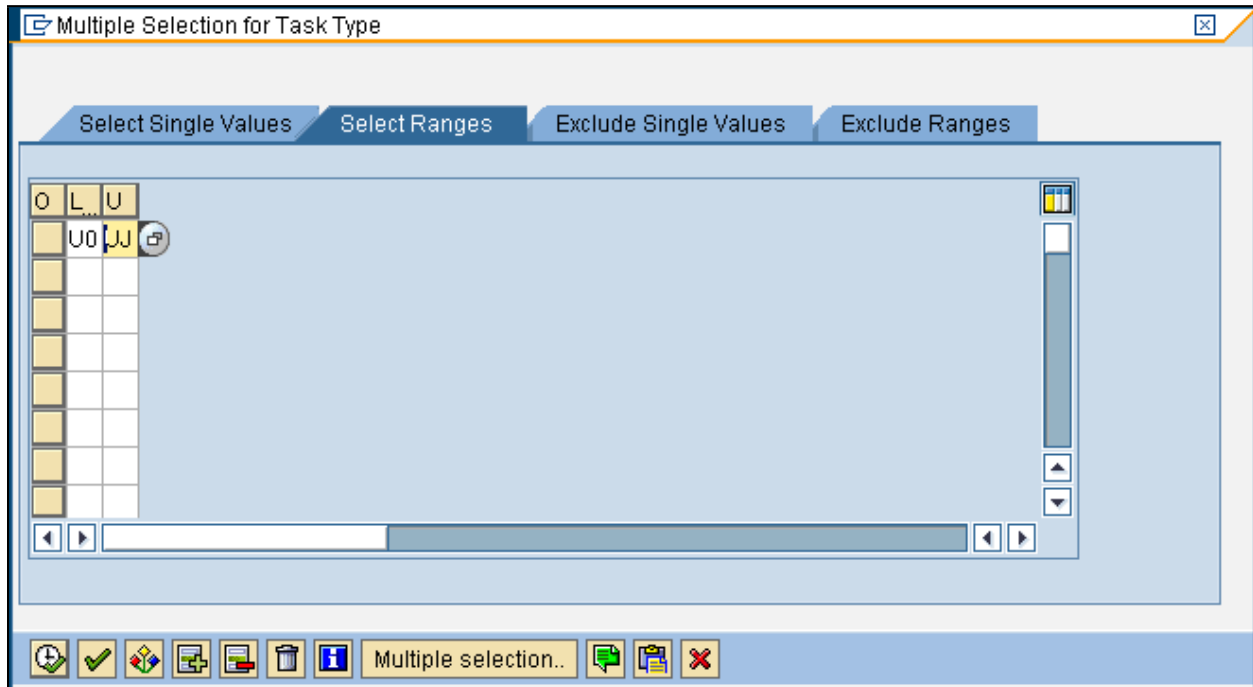



10. Click **Enter (continue)** button . The *Multiple Selection for Task Type* screen updates.



Display Date Monitoring Report (S_PH0_48000450)

Multiple Selection for Task Type



11. Click **Execute** button . The *Task Monitoring* screen updates.




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Task Monitoring

The screenshot displays the SAP Task Monitoring interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Task Monitoring' and contains several sections:

- Person selection period:** Two input fields for 'Person selection period' and 'To'.
- Selection:** A list of selection criteria with corresponding input fields and dropdown arrows:
 - Personnel Number
 - Employment status
 - Personnel area
 - Personnel subarea
 - Employee group
 - Employee subgroup
- Program selections:** A list of program selection criteria with corresponding input fields and dropdown arrows:
 - Task
 - Reminder Date
 - Task Type (U0)
 - Processing Indicator
 - Administrator for Person
- Output format:** A list of output format options with radio buttons:
 - SAP List Viewer
 - ABAP List
 - Graphic
 - ABC analysis
 - File store
 - Save with ID
 - Display as table
 - Word processing
 - Spreadsheet

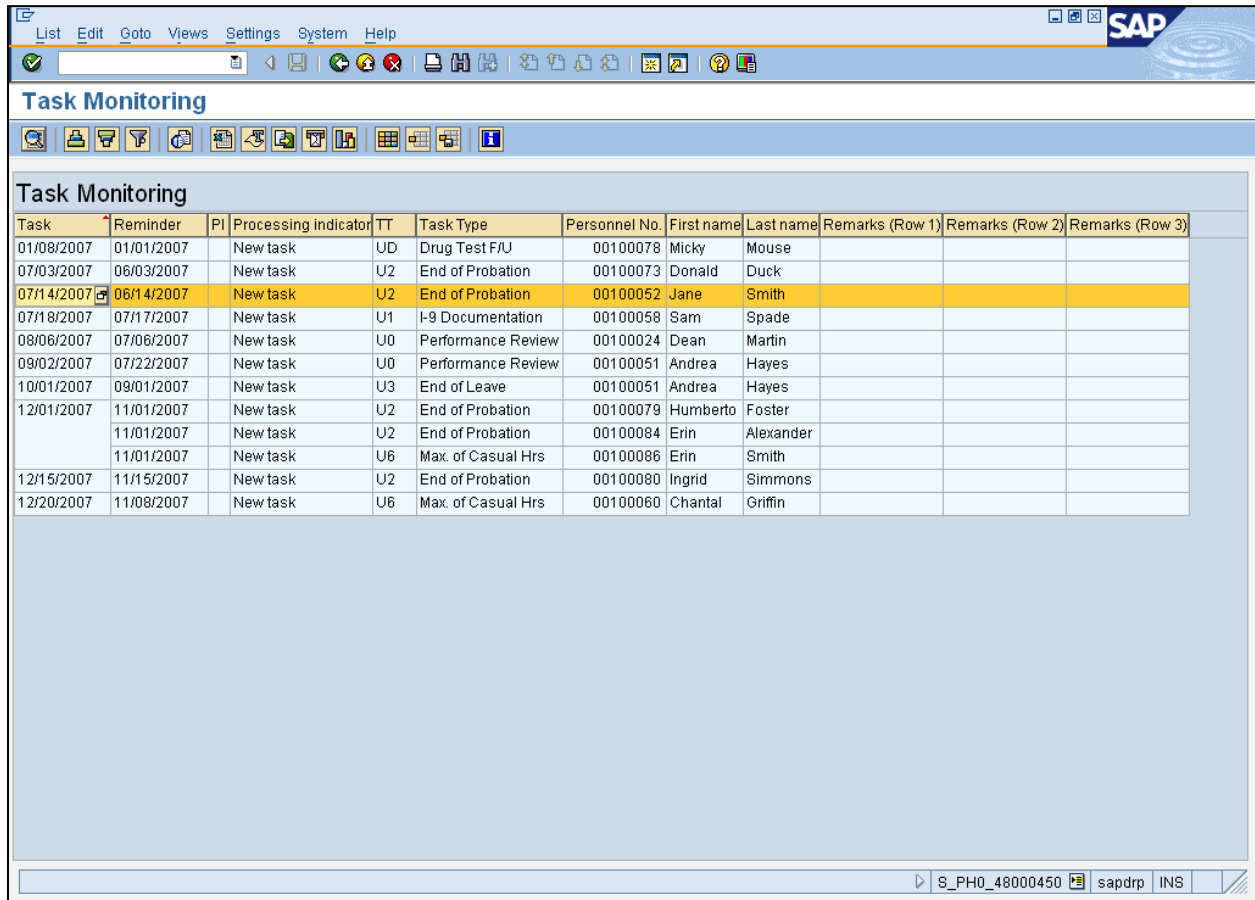
The status bar at the bottom of the window shows 'S_PH0_48000450', 'sapdrp', and 'INS'.

12. Click **SAP List Viewer** radio button SAP List Viewer .
13. Click **Execute** button  . The *Task Monitoring* screen updates.




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Task Monitoring



The screenshot shows the SAP Task Monitoring report for S_PH0_48000450. The interface includes a menu bar (List, Edit, Goto, Views, Settings, System, Help), a toolbar with various icons, and a main data table. The table has columns for Task, Reminder, PI, Processing indicator, TT, Task Type, Personnel No., First name, Last name, and three Remarks columns. The row for task 07/14/2007 is highlighted in yellow.

Task	Reminder	PI	Processing indicator	TT	Task Type	Personnel No.	First name	Last name	Remarks (Row 1)	Remarks (Row 2)	Remarks (Row 3)
01/08/2007	01/01/2007		New task	UD	Drug Test F/U	00100078	Micky	Mouse			
07/03/2007	06/03/2007		New task	U2	End of Probation	00100073	Donald	Duck			
07/14/2007	06/14/2007		New task	U2	End of Probation	00100052	Jane	Smith			
07/18/2007	07/17/2007		New task	U1	I-9 Documentation	00100058	Sam	Spade			
08/06/2007	07/06/2007		New task	U0	Performance Review	00100024	Dean	Martin			
09/02/2007	07/22/2007		New task	U0	Performance Review	00100051	Andrea	Hayes			
10/01/2007	09/01/2007		New task	U3	End of Leave	00100051	Andrea	Hayes			
12/01/2007	11/01/2007		New task	U2	End of Probation	00100079	Humberto	Foster			
	11/01/2007		New task	U2	End of Probation	00100084	Erin	Alexander			
	11/01/2007		New task	U6	Max. of Casual Hrs	00100086	Erin	Smith			
12/15/2007	11/15/2007		New task	U2	End of Probation	00100080	Ingrid	Simmons			
12/20/2007	11/08/2007		New task	U6	Max. of Casual Hrs	00100060	Chantal	Griffin			

14. Select **07/14/2007** list item  .

15. Click **Details** button  . The *Details* dialog box displays.





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Details

Group description	Cell Content
Task	07/14/2007
Reminder Date	06/14/2007
Text:Processing indicator	New task
Task Type	U2
Text:Task Type	End of Probation
Personnel number	00100052
First name	Jane
Last name	Smith

16. Click **Enter (continue)** button  .

17. Click **Back** button  .



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Task Monitoring

The screenshot shows the SAP Task Monitoring interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Task Monitoring' and contains several sections:

- Further selections**: Includes 'Search helps' and 'Org. structure' buttons.
- Period**: Contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year' (which is selected). Below these are input fields for 'Data Selection Period' and 'Person selection period', each with a 'To' field.
- Selection**: Contains input fields for 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup', each with a dropdown arrow.
- Program selections**: Contains input fields for 'Task', 'Reminder Date', 'Task Type' (with value 'U0'), 'Processing Indicator', and 'Administrator for Person', each with a 'to' field and a dropdown arrow.
- Output format**: Contains a radio button for 'SAP List Viewer' and an input field.

The status bar at the bottom right shows 'S_PH0_48000450', 'sapdrp', and 'INS'.

18. Click **Exit** button  .



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Result

You have reviewed upcoming personnel needs or actions.