

# Procedure for Generating the Report Listing with Online Vouchers

In order to execute the report to list all employees who have elected to use the online vouchers and discontinue receipt of paper statements, follow the steps noted below.




- 1) On the SAP transaction line, record ZHNOSTMNT and press enter.




- 2) The screen included below will appear. Click on the radio button labeled Other Period and record the **paydate** in the Data Selection Period fields.

The screenshot shows the 'ESS Print Settings' screen. At the top, there are icons for a clock, a document, and a printer. Below these are three buttons: 'Further selections', 'Search helps', and 'Org. structure'. The 'Period' section contains three radio buttons: 'Today' (selected), 'Up to today', and 'Other period'. To the right of these are two more radio buttons: 'Current month' and 'Current year'. Below the 'Other period' radio button, there are two date fields: 'Data Selection Period' and 'Person selection period'. The 'Data Selection Period' field contains the date '02/25/2008'. To the right of this field is a 'To' field, which also contains the date '02/25/2008'. Two arrows point to these date fields: arrow '1' points to the 'Data Selection Period' field, and arrow '2' points to the 'To' field. Below the 'Period' section is the 'Selection' section, which contains a list of selection criteria: 'Personnel Number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', and 'Employee subgroup'. Each criterion has a corresponding input field and a right-pointing arrow button. Below the 'Selection' section is the 'Program selections' section, which contains two rows of selection criteria: 'Payroll area' (with values 'UB' and 'UM') and 'Employee uses ESS - do not p' (with values 'X' and an empty field). Each row has a corresponding right-pointing arrow button. At the bottom is the 'Output format' section, which contains a radio button labeled 'SAP List Viewer' and a right-pointing arrow button.

- 3) The payroll area range should reflect UM to UM for monthly employees or UB to UB for biweekly employees.

Program selections			
Payroll area	<input type="text" value="UM"/> 	to	<input type="text" value="UM"/> 
Employee uses ESS - do not p	<input checked="" type="checkbox"/>	to	<input type="text"/> 

- 4) Execute by clicking on the  symbol in the upper left-hand corner.
- 5) The report listing the biweekly or monthly employees within your organizational unit(s) will be displayed. Please note that all employees who have elected online vouchers will be displayed. This includes those who did not receive a payment for the current period.