

PUBLIC

Unbox and Implement Workforce Planning

ANA360

Exercises / Solutions
Product Management / SAP SE

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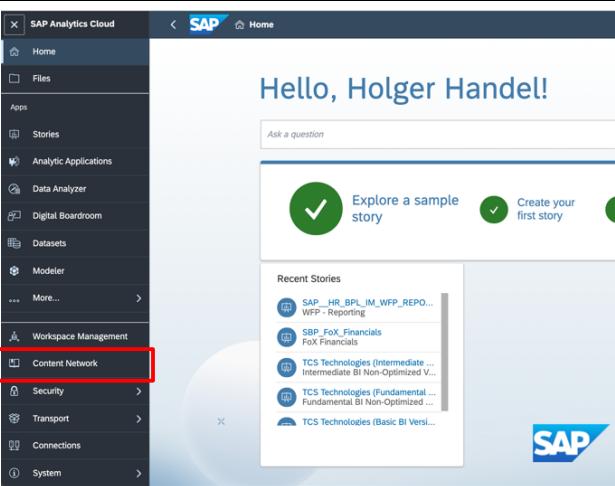
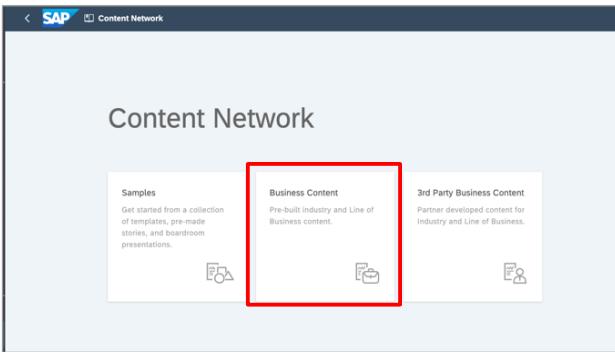
OVERVIEW

See new business content for operational workforce planning. Get an overview about the business processes that are covered with this content package and how the content can be used. Furthermore, potential custom specific adjustments and enhancements are explained.

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EXERCISES

Exercise 1 – Import from the Analytics Content Network

Explanation	Screenshot
1. In the main menu, navigate to Content Network .	 A screenshot of the SAP Analytics Cloud main menu. The left sidebar shows various options like Home, Files, Apps, Stories, Analytic Applications, Data Analyzer, Digital Boardroom, Datasets, Modeler, More..., Workspace Management, and Content Network. The 'Content Network' option is highlighted with a red box.
2. Click on Business Content to browse through the available business content offered by SAP.	 A screenshot of the Content Network page. It features three main sections: 'Samples' (Get started from a collection of templates, pre-made stories, and boardroom presentations), 'Business Content' (Pre-built Industry and Line of Business content), and '3rd Party Business Content' (Partner developed content for Industry and Line of Business). The 'Business Content' section is highlighted with a red box.

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3. The business content for Workforce Planning is delivered as two packages:
 - **SAP Human Experience Management (HXM) Workforce Planning:** Contains the main part of the workforce planning content
 - **SAP Human Experience Management (HXM) Workforce Planning Add-On:** Optional artefacts for integration with financial content
4. Click on the entry for **SAP Human Experience Management (HXM) Workforce Planning**

Name	Description	Created By
SAP Integrated Business Planning	Content for Line-of-Busin...	SAP
SAP Integration Suite	Content for SAP Integrati...	SAP
Add-on for Integrated Financial Planning for SAP S/4HANA	Content for Add-on for In...	SAP
SAP Cloud Platform Integration Reporting Dashboard	Content for SAP Cloud PL...	SAP
Group Reporting Planning for SAP S/4HANA	Content for Group Report...	SAP
SAP Retail: Replenishment Planning and Unified Demand Forecast Dashboard	Content for SAP Retail: R...	SAP
SAP Retail Unified Demand Forecast	Content for SAP Retail U...	SAP
SAP Retail Replenishment Planning	Content for SAP Retail R...	SAP
SAP Real Estate	Content for Industry Real...	SAP
Integrated Financial Planning for SAP S/4HANA	Content for Integrated FI...	SAP
Outcome-Based Business Insights	Outcome-Based Business...	SAP
SAP Procurement: Contract Management	Contract Management for ...	SAP
SAP Human Experience Management(HXM) Workforce Planning	SAP Human Experience ...	SAP
SAP Human Experience Management(HXM) Workforce Planning: Add-On	SAP Human Experience ...	SAP
SAP Sports One Analytics Version 2	Content for Industry Spor...	SAP
SAP SuccessFactors Workforce Planning (SAP Best Practices)	Content for SuccessFacto...	SAP
SAP Field Service Management	Content for Line of Busin...	SAP
SAP Ariba: Enterprise Analytics for Procurement	Content for SAP Ariba: E...	SAP

5. On the **Overview** tab you see some basic information about the content package and links to further documentation.
6. Click on **Import Options** to switch the tab.

Import Overview

Import Options

Import Preferences: Don't overwrite objects or data

Impacted Content: 0

Description: SAP Human Experience Management(HXM) Workforce Planning

Details: Descriptions: SAP Human Experience Management(HXM) Workforce Planning.

General Head Count Planning

- This module provides head count planning as well as bottom-up planning of headcount or full-time equivalents and calculates the resulting costs using the central assumptions as basis.
- Preparation of planning process: Set parameters for cost calculation including mid-point salaries and other cost drivers. Seed plan data with existing data if desired. Create versions for chart comparisons, including budgets from Strategic Financial Planning.
- Top-down planning: Planning individual actions on employee level (e.g. hire new employees, required new hires and contingent workers. Costs for workforce are re-calculated based on centrally maintained parameters.
- Bottom-Up detailed planning: Planning individual actions on employee level (e.g. maintain absence, adjust employment level, plan cost center change) and get an updated costs overview based on current plan. Plan detailed new positions for a team to increase workforce and assist resulting costs.
- Additional reports and analysis of current and planned total workforce to give insights during and after the planning cycle. Insights include ratio of external to internal workforce, and gender

Import Close

Commented [KS1]: Import needs to be done with overwrite objects mode

7. In the **Import Options** tab, you can see which objects are part of the package.
8. Click on **Import** to start the import of the content package.

Import Options

Overview Import Options

Analytical Application

- SAP_HR_BPL_IM_WFP_AGGREGAT... WFP - Aggregated External Plan My Files/Public/SAP_Content/SAP_HX...
- SAP_HR_BPL_IM_WFP_AGGREGAT... WFP - Aggregated Internal Plan My Files/Public/SAP_Content/SAP_HX...
- SAP_HR_BPL_IM_WFP_CENTRAL... WFP - Central Assumptions My Files/Public/SAP_Content/SAP_HX...
- SAP_HR_BPL_IM_WFP_DETAILED... WFP - Detailed FTE Plan My Files/Public/SAP_Content/SAP_HX...
- SAP_HR_BPL_IM_WFP_OVERVIEW... WFP - Overview page My Files/Public/SAP_Content/SAP_HX...

Stories

- SAP_HR_BPL_IM_WFP_REPORTING WFP - Reporting My Files/Public/SAP_Content/SAP_HX...

Modes

- SAP_HR_BPL_IM_WORKFORCE HFM (Human Experience Management) in... My Files/Public/Models

Dimensions

- Audit Audit
- Date Date

Import Close

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9. When the import is done, you will get a notification. If there were any issues you will also see additional information about errors or warnings.

The screenshot shows the SAP Fiori Home interface. At the top, there is a navigation bar with icons for search, help, and user profile. A red box highlights the notification icon (a bell) which has a red badge with the number '4'. Below the navigation bar is a search bar with dropdown menus for 'All Types' and 'Search'. A trash can icon is also present. The main area displays a list of notifications:

- New connections have been imported. Please enter your credentials to use these connections.**
- Importing SAP Human Experience Management(HXM) Workforce Planning has completed with warnings.** (24 sec ago)
- Importing SAP Human Experience Management(HXM) Workforce Planning** (Completed) (1 min ago)
- Importing SAP Human Experience Management(HXM) Workforce Planning** (Completed) (1 min ago)
- Import job for SAP Human Experience Management(HXM) Workforce Planning has been queued** (Success) (Aug 12, 2021 7:31)

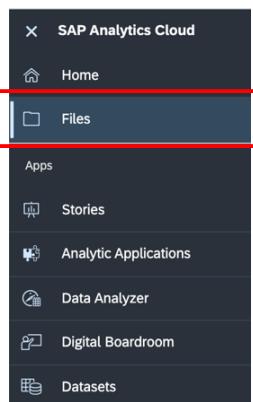
10. If you want to integrate Workforce Planning with financial planning (transfer the results of your workforce plan into cost center planning) you can import the content package **Integrated Financial Planning for SAP S/4HANA**.

The screenshot shows the SAP Content Network / Business Content page. At the top, there is a header with the SAP logo and the title 'Content Network / Business Content'. Below the header is a table listing various content packages:

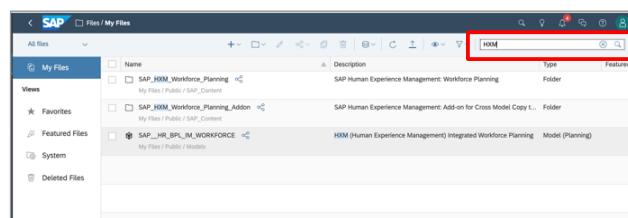
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SAP Integration Suite	Content for SAP Integrati...	SAP
Add-on for Integrated Financial Planning for SAP S/4HANA	Content for Add-on for In...	SAP
SAP Cloud Platform Integration Reporting Dashboard	Content for SAP Cloud PL...	SAP
Group Reporting Planning for SAP S/4HANA	Content for Group Report...	SAP
SAP Retail: Replenishment Planning and Unified Demand Forecast Dashboard	Content for SAP Retail R...	SAP
SAP Retail Unified Demand Forecast	Content for SAP Retail U...	SAP
SAP Retail Replenishment Planning	Content for SAP Retail R...	SAP
SAP Real Estate	Content for Industry Real...	SAP
Integrated Financial Planning for SAP S/4HANA	Content for Integrated Fi...	SAP
SAP Outcome-Based Business Insights	Outcome-Based Business...	SAP
SAP Procurement: Contract Management	Contract Management for...	SAP
SAP Human Experience Management(HXM) Workforce Planning	SAP Human Experience ...	SAP
SAP Human Experience Management(HXM) Workforce Planning: Add-On	SAP Human Experience ...	SAP
SAP Sports One Analytics Version 2	Content for Industry Spor...	SAP
SAP SuccessFactors Workforce Planning (SAP Best Practices)	Content for SuccessFacto...	SAP
SAP Field Service Management	Content for Line of Busin...	SAP
SAP Ariba: Enterprise Analytics for Procurement	Content for SAP Ariba: E...	SAP

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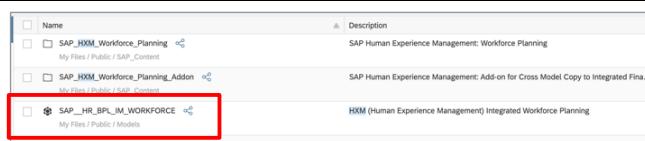
11. To investigate the imported objects of the workforce planning content, navigate to **Files** in the main menu.



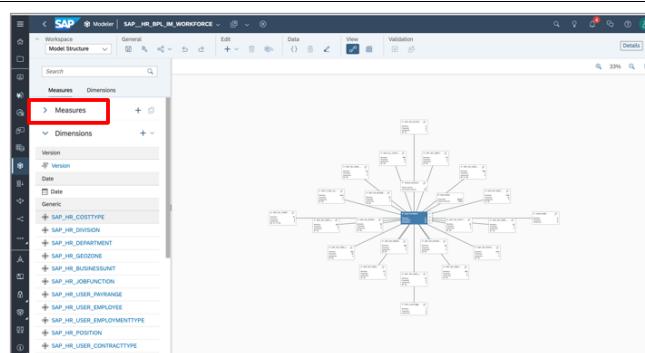
12. Type in HXM in the **search bar** to see the related objects in the file repository.



13. You can see two folders and the model. Click on the model.



14. The modeling environment is opened, and you can make yourself familiar with the model structure. Click on **Measures**.



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15. In the **Measures** section, you can see the existing measures of the model.

The screenshot shows a list of measures in a software interface. The list includes:

- AMOUNT
- FTE_Change
- HC_Change
- HC_EoP
- HC_BoP
- FTE_BoP
- FTE_EoP
- Rate_Percentage
- Change_Percentage
- Rate_Absolute
- Manual_Adjustment

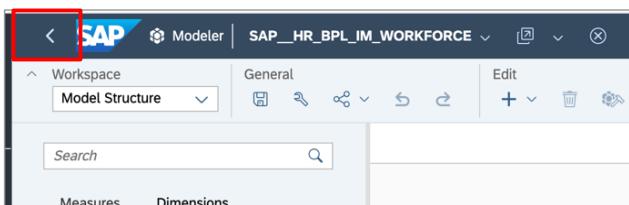
16. In the **Dimensions** section, you can see the available dimensions of the model.

The screenshot shows a list of dimensions in a software interface. The list includes:

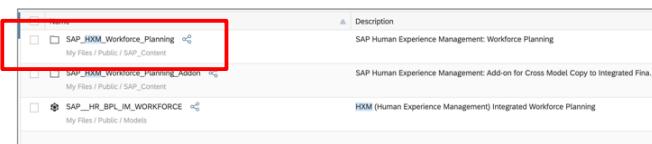
- Version
- Date
- Generic
 - SAP_HR_COSTTYPE
 - SAP_HR_DIVISION
 - SAP_HR_DEPARTMENT
 - SAP_HR_GEOZONE
 - SAP_HR_BUSINESSUNIT
 - SAP_HR_JOBFUNCTION
 - SAP_HR_USER_PAYRANGE
 - SAP_HR_USER_EMPLOYEE
 - SAP_HR_USER_EMPLOYMENTTYPE
 - SAP_HR_POSITION
 - SAP_HR_USER_CONTRACTTYPE
 - SAP_HR_USER_JOBLEVEL
 - SAP_HR_USER_EVENT

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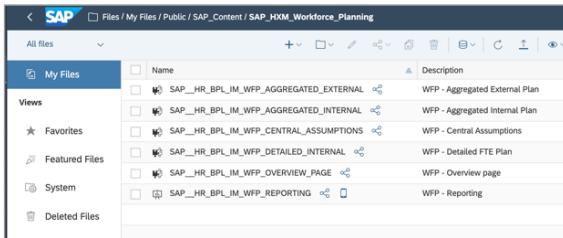
17. Click on the back icon to navigate back to the file repository.



18. Open the HXM Workforce Planning folder.

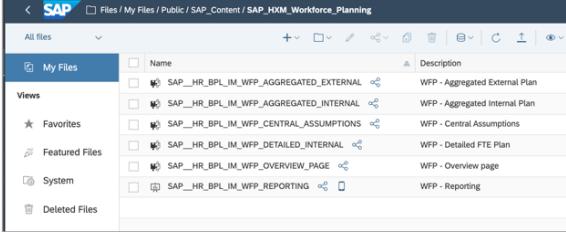
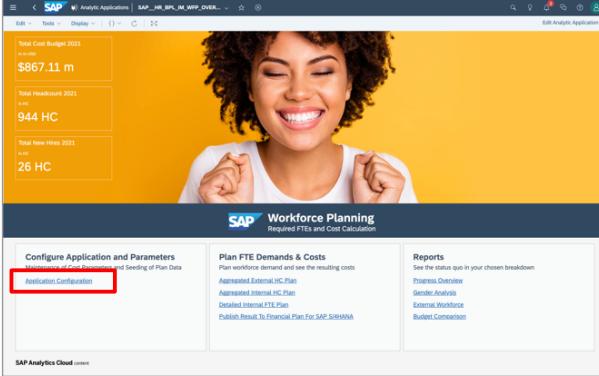
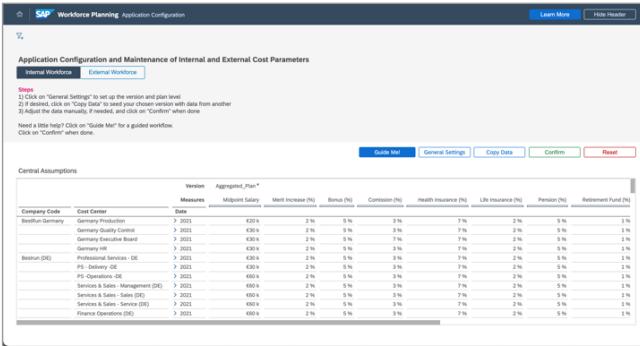


19. The folder contains several planning applications and a story which is used for reporting.



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Exercise 2 – Configure Planning Parameters

Explanation	Screenshot
1. Open the application WFP – Overview Page.	
2. The Overview Page contains some KPI's and allows to navigate to other applications: - Configuration - FTE & Cost Planning - Reports	
3. Click on Application Configuration to open the configuration	
4. In the main screen of the Application Configuration , you can adjust the values of the central planning parameters, e.g., midpoint salaries, merit increase or life insurance contributions. You can enter the values directly into the table.	
5. At the top, you can click on Learn More to get more information.	

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<p>6. You will be re-directed to the SAP Community pages for Enterprise Planning Content. There you can find more detailed information about the content Operational Workforce Planning.</p>	
<p>7. In the Application Configuration, click on Guide Me! This will start a wizard which helps you setting up the planning parameters.</p>	
<p>8. The central parameters which you can maintain are always related to a specific version and a planning level. The Planning Level defines the organizational granularity for which the planning parameters are stored.</p>	

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9. In the drop-down box Version select **Aggregated_Plan** and for Planning Level select **Company Code / Business Unit**.

Configure Application

Step 1: General Settings Step 2: Data Input

Please select the version and the level you wish to plan on.

Version	Aggregated_Plan
Planning Level	<input type="button" value="CompanyCode/CostCenter"/> <input type="button" value="CompanyCode/BusinessUnit/Division"/> <input checked="" type="button" value="CompanyCode/BusinessUnit"/> <input type="button" value="CompanyCode/CostCenter"/> <input type="button" value="CompanyCode/CostCenter (Detailed Planning)"/> <input type="button" value="CompanyCode/BusinessUnit/JobFamily"/>
€30 k	2 %
€60 k	5 %
	3 %

10. In the second step, **Data Input**, of the wizard, you can define how the parameter values are initialized:
- Manual**: Parameter values are manually initialized
 - Copy Data From**: Parameter values are copied from an existing version
11. Click **Done**.

Configure Application

Step 1: General Settings Step 2: Data Input

Manual

Copy Data From Aggregated_Plan

Prepare input table to maintain parameters for Internal Workforce

Done **Cancel**

12. The input table for the parameters will be adjusted according to the settings.
13. Click on the filter icon to apply filters to the table

Workforce Planning Application Configuration

Application Configuration and Maintenance of Internal and External Cost Parameters

Internal Workforce External Workforce

Help Me! Help Me! Help Me! Help Me!

Central Assumptions

Version: Aggregated_Plan*

Period: Q1 2021

Report Date: 2021-03-31

Notes:

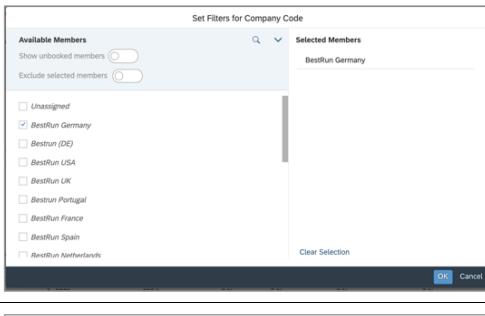
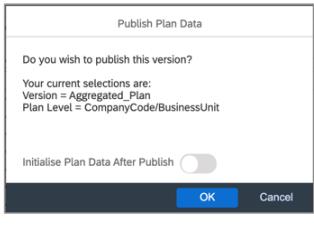
1) Click on "General Settings" to set up the version and planning level.
2) If the data is not available on "Copy Data From" then click on "Done" when done.
3) Adjust the data manually if needed, and click on "Confirm" when done.

Need a little help? Click on "Guide Me" for a guided assistance.
Click on "Confirm" when done.

Guide Me **General Settings** **Copy Data** **Confirm** **Reset**

Company Code	Business Unit	Date	Adjusted Salary	Merit Increase (%)	Bonus (%)	Commission (%)	Health Insurance (%)	Lif Insurance (%)	Parison (%)	Retirement Fund (%)	Social Insurance (%)	Travel Costs Allocation Rate	Car Charge (%)
Weltkraft Germany	Corporate	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft Germany	Product A	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft Germany	Sales	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft (NL)	Corporate	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft (NL)	Product A	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft Consulting Services	Corporate	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft Consulting Services	Product A	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft Consulting Services	Sales	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft Consulting Services	Customer & Sales	> 2021	500 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft Consulting Services	Urhvervsg	> 2021	500 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %
Weltkraft UK	Corporate	> 2021	400 K	2 %	5 %	3 %	7 %	2 %	5 %	3 %	8 %	64 %	1 %

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<p>14. Select Company Code from the list of available dimensions.</p>	
<p>15. From the member selector, pick BestRun Germany. Click on OK to confirm your selection.</p>	
<p>16. The table is filtered according to the filter settings. You can expand the hierarchy node for the Date dimension and drill down to the quarters or periods.</p>	
<p>17. Once you are done with your changes, you can click the Confirm button to publish your changes.</p>	<p style="text-align: center;">Confirm</p>
<p>18. You will see a confirmation dialog which summarizes the main settings. Click OK to publish the version.</p>	

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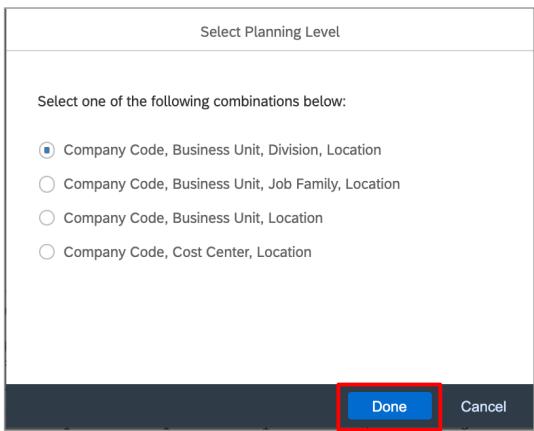
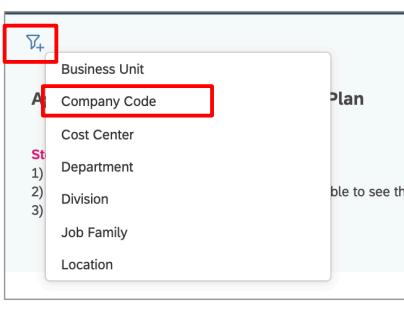
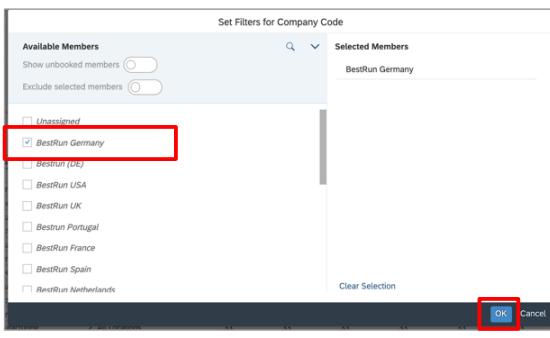
19. Click on the **Home** icon at the top left of the screen to return to the overview page.



Exercise 3 – Aggregated External HC Plan

Explanation	Screenshot
<p>1. On the overview page, click on Aggregated External HC Plan to open the planning application.</p>	
<p>2. On the main screen, you can see the planning table for entering planned headcount for external workers. The values represent the headcount at the end of the period.</p>	
<p>3. The values are shown for a certain planning level, meaning for a certain combination of dimensions of the planning model.</p>	
<p>4. Click on General Settings to adjust the planning level.</p>	<div style="text-align: center;"> General Settings Confirm Reset </div>

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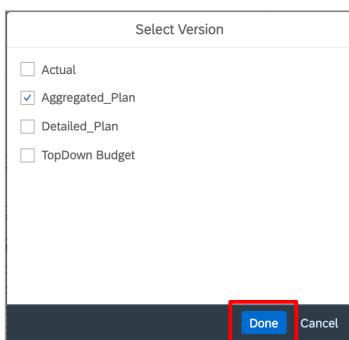
<p>5. You can select from the list of available planning levels. You will enter headcount values at the level of these dimension combinations. The costs are calculated from the central planning parameters which also need to be maintained at the selected planning level.</p> <p>6. Leave the given selection and click OK.</p>	
<p>7. Click on the filter icon at the top left of the page.</p> <p>8. Select Company Code from the list of available dimensions.</p>	
<p>9. Select BestRun Germany from the list of available members.</p> <p>10. Click on OK to confirm your selection.</p>	

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11. At the page header you see two charting widgets which you can use to compare different versions. One chart shows cost information the other one headcount.
12. Click on the **Version** to open the version selector.



13. Select the versions you want to compare. Typically, you compare your current plan version against your target, e.g., budget, or strategic plan.
14. Click on **Done**.



15. Click on **Hide Header** to hide the header section and save some screen space for the plan input table.



16. Navigate to the planning table and expand the node for **Location**.
17. Select a cell for Europe and P04 (2021).

Version	Aggregated_Plan*					
Date	P01 (2021)	P02 (2021)	P03 (2021)	P04 (2021)	P05 (2021)	P06 (2021)
Location	34	34	34	38	38	
> All Locations	1	1	1	5	5	
>All Locations	1	1	1	1	1	
Europe	1	1	1	1	1	
Berlin	1	1	1	1	1	
> All Locations	31	31	31	31	31	
>All Locations	1	1	1	1	1	

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18. Type in a new value to the cell.	<p>Version Aggregated_Plan *</p> <table border="1"> <thead> <tr> <th>Date</th><th>P01 (2021)</th><th>P02 (2021)</th><th>P03 (2021)</th><th>P04 (2021)</th><th>P05 (2021)</th></tr> </thead> <tbody> <tr> <td>Location</td><td>34</td><td>34</td><td>34</td><td>41</td><td>38</td></tr> <tr> <td>> All Locations</td><td>1</td><td>1</td><td>1</td><td>5</td><td>5</td></tr> <tr> <td> >All Locations</td><td>1</td><td>1</td><td>1</td><td>4</td><td>1</td></tr> <tr> <td> Europe</td><td>1</td><td>1</td><td>1</td><td>4</td><td>1</td></tr> <tr> <td> Berlin</td><td>1</td><td>1</td><td>1</td><td>4</td><td>1</td></tr> <tr> <td>> All Locations</td><td>31</td><td>31</td><td>31</td><td>4</td><td>31</td></tr> <tr> <td>> All Locations</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> </tbody> </table>	Date	P01 (2021)	P02 (2021)	P03 (2021)	P04 (2021)	P05 (2021)	Location	34	34	34	41	38	> All Locations	1	1	1	5	5	>All Locations	1	1	1	4	1	Europe	1	1	1	4	1	Berlin	1	1	1	4	1	> All Locations	31	31	31	4	31	> All Locations	1	1	1	1	1																																								
Date	P01 (2021)	P02 (2021)	P03 (2021)	P04 (2021)	P05 (2021)																																																																																				
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19. Drag this cell across the table row until P08 (2021)	<p>Version Aggregated_Plan *</p> <table border="1"> <thead> <tr> <th>Date</th><th>P01 (2021)</th><th>P02 (2021)</th><th>P03 (2021)</th><th>P04 (2021)</th><th>P05 (2021)</th><th>P06 (2021)</th><th>P07 (2021)</th><th>P08 (2021)</th><th>P09 (2021)</th><th>P10 (2)</th></tr> </thead> <tbody> <tr> <td>Location</td><td>34</td><td>34</td><td>34</td><td>41</td><td>38</td><td>38</td><td>34</td><td>34</td><td>34</td><td>34</td></tr> <tr> <td>> All Locations</td><td>1</td><td>1</td><td>1</td><td>5</td><td>9</td><td>5</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr> <td> >All Locations</td><td>1</td><td>1</td><td>1</td><td>4</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr> <td> Europe</td><td>1</td><td>1</td><td>1</td><td>4</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr> <td> Berlin</td><td>1</td><td>1</td><td>1</td><td>4</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> <tr> <td>> All Locations</td><td>31</td><td>31</td><td>31</td><td>31</td><td>31</td><td>31</td><td>31</td><td>31</td><td>31</td><td>31</td></tr> <tr> <td>> All Locations</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td><td>1</td></tr> </tbody> </table>	Date	P01 (2021)	P02 (2021)	P03 (2021)	P04 (2021)	P05 (2021)	P06 (2021)	P07 (2021)	P08 (2021)	P09 (2021)	P10 (2)	Location	34	34	34	41	38	38	34	34	34	34	> All Locations	1	1	1	5	9	5	1	1	1	1	>All Locations	1	1	1	4	1	1	1	1	1	1	Europe	1	1	1	4	1	1	1	1	1	1	Berlin	1	1	1	4	1	1	1	1	1	1	> All Locations	31	31	31	31	31	31	31	31	31	31	> All Locations	1	1	1	1	1	1	1	1	1	1
Date	P01 (2021)	P02 (2021)	P03 (2021)	P04 (2021)	P05 (2021)	P06 (2021)	P07 (2021)	P08 (2021)	P09 (2021)	P10 (2)																																																																															
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Date	P01 (2021)	P02 (2021)	P03 (2021)	P04 (2021)	P05 (2021)	P06 (2021)	P07 (2021)	P08 (2021)	P09 (2021)	P10 (2)																																																																															
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21. Click on the Calculate Costs button to recalculate the costs based on the changed headcount values.	<p>Calculate Costs</p>																																																																																								
22. Expand the lower table to show the costs.	<p>> Overview Costs (Reference only - except for adjustments)</p>																																																																																								

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23. You can see the new total amount for the planning year.

Overview Costs (reference only - except for adjustments)				Date	Measures		Total Amount	
Company Code	Business Unit	Division	Location		> 2021			
Totals					967.00			
Berlin Germany	Corporate	Information Technology	> All Locations		52.80	10.00	62.80	2.20
		Corporate Services	> All Locations		52.80	-	52.80	-
	Products	Manufacturing	> All Locations		814.40	-	814.40	-
	Sales	Direct Sales	> All Locations		26.40	2.20	26.40	2.20

24. Expand into the periods for the year.

Overview Costs (reference only - except for adjustments)				Date	Measures							Total Amount		
Company Code	Business Unit	Division	Location		v 2021	P01 (2021)	P02 (2021)	P03 (2021)	P04 (2021)	P05 (2021)	P06 (2021)	P07 (2021)	P08 (2021)	Total Amount
Totals					967.00	64.40	74.80	74.80	96.20	96.20	96.20	96.20	96.20	814.40
Berlin Germany	Corporate	Information Technology	> All Locations		52.80	12.20	2.20	2.20	12.20	12.20	12.20	12.20	12.20	2.20
		Corporate Services	> All Locations		52.80	-	-	-	52.80	52.80	52.80	52.80	52.80	52.80
	Products	Manufacturing	> All Locations		814.40	68.20	68.20	68.20	68.20	68.20	68.20	68.20	68.20	68.20
	Sales	Direct Sales	> All Locations		26.40	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20	2.20

25. You can manually adjust the calculated costs. Toggle-on Show Adjustment.

Show Adjustment

26. In the table, you can see additional columns with header Adjustment which can be used to manually add an adjustment value which is added to the automatically calculated costs.

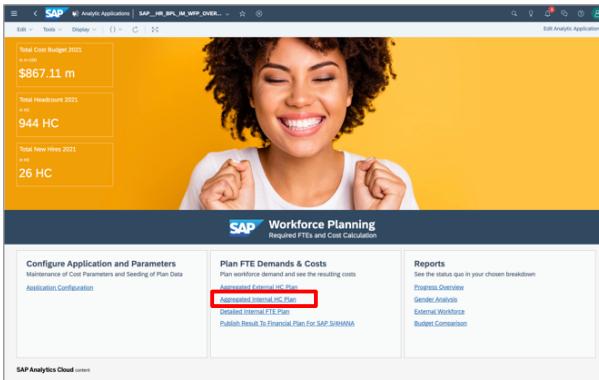
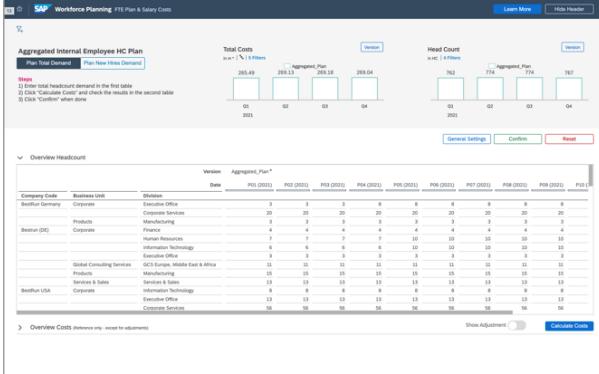
Overview Costs (reference only - except for adjustments)				Date	Measures							P01 (2021)	P02 (2021)	P03 (2021)
Company Code	Business Unit	Division	Location		v 2021	Amount	Adjustment	Total Amount	Amount	Adjustment	Total Amount	Amount	Adjustment	Total Amount
Totals					967.00	10.00	967.00	74.80	10.00	84.80	74.80	-	74.80	74.80
Berlin Germany	Corporate	Information Technology	> All Locations		52.80	10.00	62.80	2.20	10.00	12.20	12.20	-	12.20	12.20
		Corporate Services	> All Locations		52.80	-	-	52.80	52.80	52.80	52.80	-	52.80	52.80
	Products	Manufacturing	> All Locations		814.40	-	-	814.40	68.20	68.20	68.20	-	68.20	68.20
	Sales	Direct Sales	> All Locations		26.40	2.20	-	26.40	2.20	2.20	2.20	-	2.20	2.20

27. Navigate back to the overview page.

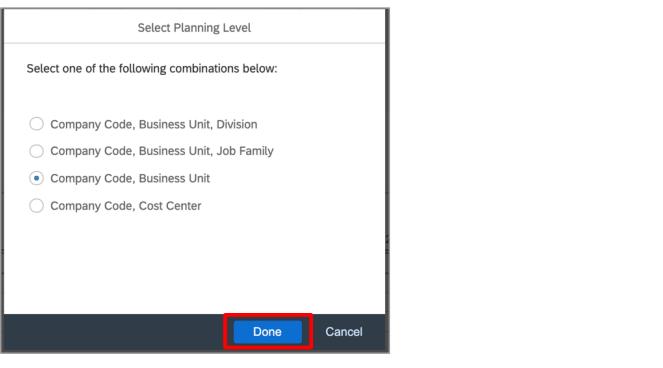
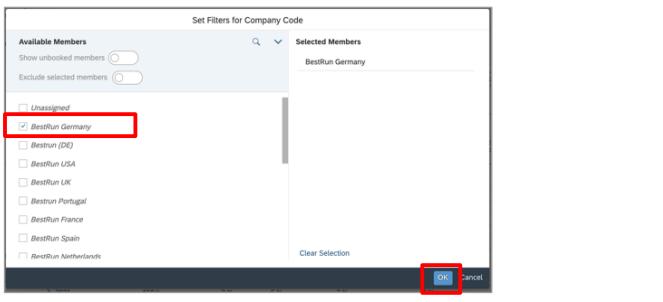


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Exercise 4 – Aggregated Internal HC Plan

Explanation	Screenshot
<p>1. On the overview page, click on Aggregated Internal HC Plan to open the planning application.</p>	
<p>2. On the main screen, you can see the planning table for entering planned headcount for internal workers. The values represent the headcount at the end of the period.</p> <p>3. The values are shown for a certain planning level, meaning for a certain combination of dimensions of the planning model.</p>	
<p>4. At the page header you see two charting widgets which you can use to compare different versions. One chart shows cost information the other one headcount.</p> <p>5. Click on General Settings to select a planning level.</p>	

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<p>6. Select Company Code, Business Unit. As a result, headcount and costs will be planned for combinations of company code and business unit.</p> <p>7. Click on Done to confirm your selection.</p>	
<p>8. Add a filter by clicking on the filter icon at the top left corner of the page.</p> <p>9. Select Company Code from the list of available dimensions.</p>	
<p>10. From the member selector, pick BestRun Germany. Click on OK to confirm your selection.</p>	

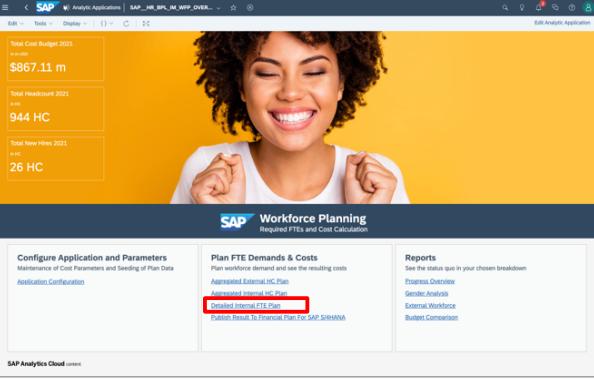
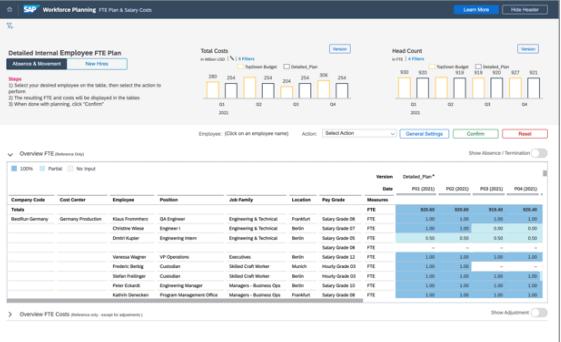
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<p>11. Check that the planning grid is filtered to the correct company and see how the planning level was adjusted to show company code and business unit.</p> <p>12. Similar to the application for external workforce planning you can adjust some headcount numbers.</p>	
<p>13. Click on Calculate Costs to re-calculate personnel costs based on your planned headcount and the central parameters.</p>	
<p>14. Expand the cost table to explore the cost structure.</p> <p>15. You can drill-down into the Cost Type dimension to see the break-down of the overall costs.</p>	
<p>16. Besides planning total headcount numbers at the end of each period you can also enter new hires. Click on Plan New Hires Demand.</p>	<p>Aggregated Internal Employee HC Plan</p> <p>Plan Total Demand Plan New Hires Demand (highlighted)</p> <p>Steps</p> <ol style="list-style-type: none"> 1) Enter total headcount demand in the first table 2) Click "Calculate Costs" and check the results in the second table 3) Click "Confirm" when done
<p>17. The table layout changes, and you can see three lines for each combination of company code and business unit:</p> <ul style="list-style-type: none"> a. HC: Planned end-of-period headcount b. Hires: Planned number of hires for the period c. Terminations: Planned number of terminations for the period <p>18. When you recalculate the costs, the system will also recalculate the correct number of end-of-period HC for the full year.</p>	

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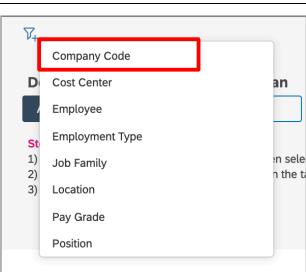
19. Navigate back to the overview page.	
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Exercise 5 – Detailed Internal HC Plan

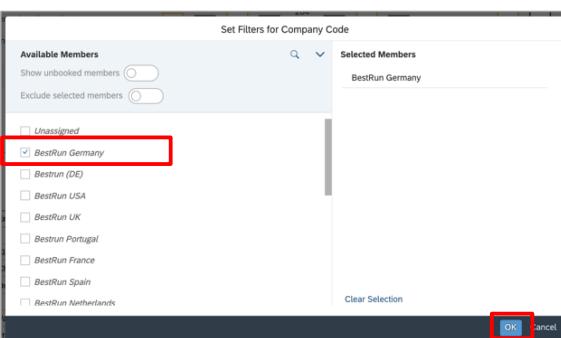
Explanation	Screenshot
1. On the overview page, click on Detailed Internal FTE Plan to open the planning application.	
2. The planning grid in the main view shows the FTE values for each individual employee. For the employees, additional information like Job Family , Location and Pay Grade are also shown. 3. At the bottom there is a second table showing cost information.	

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- Add a filter by clicking on the **filter** icon at the top left corner of the page.
- Select **Company Code** from the list of available dimensions.



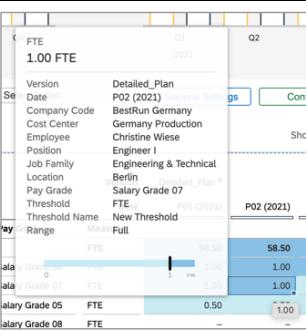
- From the member selector, pick **BestRun Germany**. Click on **OK** to confirm your selection.



- Click on a cell in the table.

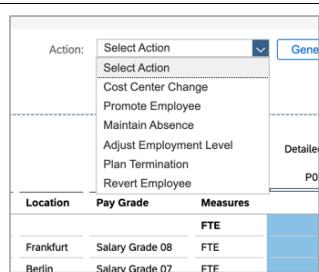
Overview FTE (reference info)									
Employee	Position	Job Family	Location	Pay Grade	FTE	Measures	P01 (2021)	P02 (2021)	P03 (2021)
Klaus Formmertz	GK Engineer	Engineering & Technical	Frankfurt	Salary Grade 08	FTE	1.00	10.00	20.00	20.00
Christine Wiese	Engineer I	Engineering & Technical	Berlin	Salary Grade 07	FTE	1.00	—	1.00	1.00
Oliver Schmitz	Engineering Intern	Engineering & Technical	Berlin	Salary Grade 07	FTE	0.50	0.50	0.50	0.50
Thomas Wagner	Software Developer	Engineering & Technical	Berlin	Salary Grade 08	FTE	—	—	—	—
Veronica Wagner	Software Developer	Engineering & Technical	Berlin	Salary Grade 12	FTE	1.00	1.00	1.00	1.00
Peter Eichinger	Controller	Sales Craft Worker	Munich	Hourly Grade 03	FTE	1.00	1.00	1.00	1.00
Stefan Eichinger	Custodian	Sales Craft Worker	Munich	Hourly Grade 03	FTE	1.00	1.00	1.00	1.00
Peter Eichinger	Engineering Manager	Manager - Business Ops	Berlin	Salary Grade 08	FTE	1.00	1.00	1.00	1.00
Kathrin Eichinger	Program Management Office	Manager - Business Ops	Frankfurt	Salary Grade 08	FTE	1.00	1.00	1.00	1.00

- If you keep the mouse pointer over the cell you will see additional information for that employee.

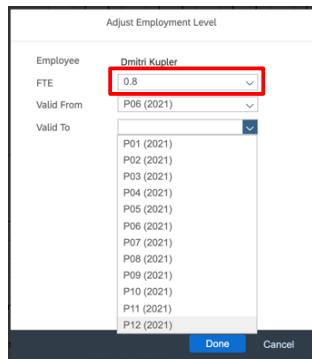


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9. From the drop-down box, you can select an activity which you want to apply to the selected employee.
10. Click on **Adjust Employment Level**.



11. In the popup window you can adjust the employment level (**FTE**) and select a time range for which this change is applied (**Valid From / Valid To**).
12. Click on **Done** to apply the change.



13. You can see the impact of the change in the planning table.

Location	Pay Grade	Measures	P01 (2021)	P02 (2021)	P03 (2021)	P04 (2021)	P05 (2021)	P06 (2021)	P07 (2021)	P08 (2021)	P09 (2021)	
all	Frankfurt	Salary Grade 08	FTE	58.50	58.50	57.30	58.20	56.30	56.60	56.40	57.80	57.80
all	Berlin	Salary Grade 07	FTE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
all	Berlin	Salary Grade 05	FTE	0.50	0.50	0.50	0.50	0.50	0.80	0.80	0.80	0.80
		Salary Grade 08	FTE	—	—	—	—	—	—	—	—	—
		Salary Grade 12	FTE	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

14. Expand the section **Overview FTE Costs** to analyze the costs for each individual employee.
15. The costs are calculated from the FTE values and the central parameters which can be maintained in the Configuration Application.

Overview FTE Employee List		Show Absence / Termination		
Overview FTE Costs (reference info - except elements)		Show Adjustment		
<input type="checkbox"/> Read Only <input type="checkbox"/> Adjustments (editable)		Date	2021	P01 (2022) P02 (2022) P03
Company Code	Cost Center	Employee	Position	Job Family
Totals				
Germany	Germany Production	Klaus Fröhlich	QA Engineer	Engineering & Technical
		Christine Wiese	Engineer I	Engineering & Technical
		Dmitri Kupler	Engineering Intern	Engineering & Technical
		Viviane Wagner	VP Operations	Executive
		Frederic Bering	Custodian	Soldad Craft Worker
		Barbara Müller	Secretary	Administrative
		Peter Exall	Engineering Manager	Managers - Business Ops
		Kathrin Dencken	Program Management Office	Managers - Business Ops

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16. Besides changes for existing employees, you can also plan new positions.
 17. Click on **New Hires**.

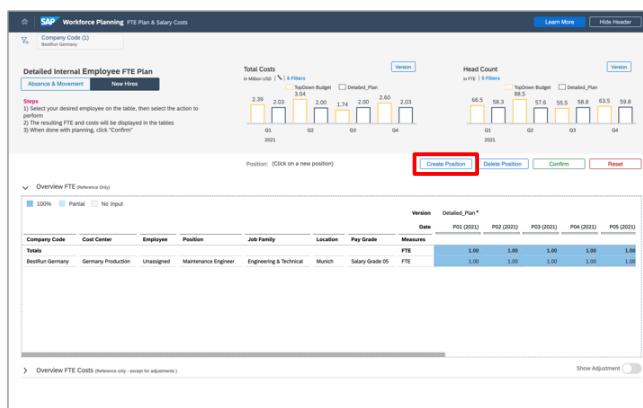
Detailed Internal Employee FTE Plan

Absence & Movement **New Hires** (highlighted with a red box)

Steps

- 1) Select your desired employee on the table, then select the action to perform
- 2) The resulting FTE and costs will be displayed in the tables
- 3) When done with planning, click "Confirm"

18. In the New Hires perspective, you will see open positions, i.e., planned positions which are not yet filled with an employee.
 19. To plan a new position, click on **Create Position**.



20. In the pop-up window, you can provide attributes for the new position.

Create New Position

Position Name:

Cost Center:

Company Code:

Business Unit:

Division:

Department:

Location:

Pay Grade:

Job Family:

FTE:

Valid From:

Done **Cancel**

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21. Fill in some reasonable values and click on **Done** to create the position.

Create New Position

Position Name	Maintenance Engineer 2
Cost Center	Germany Production
Company Code	BestRun Germany
Business Unit	Global Consulting Servi...
Division	Manufacturing
Department	Engineering DE
Location	Berlin
Pay Grade	Salary Grade 14
Job Family	Managers - Business Ops
FTE	1
Valid From	P06 (2021)

Done **Cancel**

22. The new position is created and the costs related to this position are calculated and shown in the cost overview at the bottom of the page.

Overview FTE (Reference Only)							Version	Detailed Plan *					
Company Code	Cost Center	Employee	Position	Job Family	Location	Pay Grade	Measures	Date	P03 (2021)	P01 (2021)	P03 (2021)	P04 (2021)	P05 (2021)
Total							FTE		1,00	1,00	1,00	1,00	1
Berlin Germany Germany Production Unsigned Maintenance Engineer Engineering & Technical Munich Salary Grade 05 FTE													
									1,00	1,00	1,00	1,00	1
Overview FTE Costs (Reference Only - except for adjustments)													
<input type="checkbox"/> Read Only <input type="checkbox"/> Adjustments (editable)							Date		P03 (2021)	P01 (2021)	P03 (2021)	P04 (2021)	P05 (2021)
							Measures	Total Amount	Total Amount	Total Amount	Total Amount	Total Amount	T
Company Code	Cost Center	Employee	Position	Job Family	Location	Pay Grade	Plan Cost Type						
Total									€514.00 k	€3.25 k	€3.25 k	€3.25 k	
Berlin Germany Germany Production Unsigned Maintenance Engineer Engineering & Technical Munich Salary Grade 05 Total Costs									€401.83 k	€3.35 k	€3.35 k	€3.39 k	
Maintenance Engineer 2 Managers - Business Ops Berlin Salary Grade 14 Total Costs									€33.45 k	—	—	—	

Show Adjustment

23. Navigate back to the overview page.



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Exercise 6 – Reporting

Explanation	Screenshot
<p>1. On the overview page, click on Progress Overview to open the first page of the reporting story.</p> <p>2. The story has four pages which you can directly open from the landing page.</p>	
<p>3. The page Progress Overview shows actual headcount numbers and the deviation to the plan.</p>	
<p>4. The page Gender Analysis shows KPI's and breakdowns related to male and female employees.</p>	

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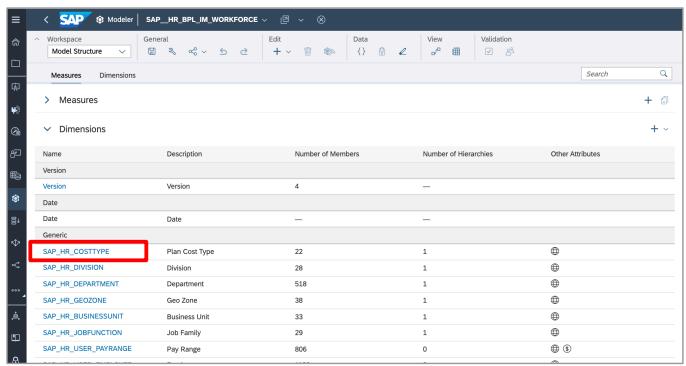
<p>5. The page External Workforce shows headcount information related to external workforce and variances between actual and plan data.</p>	
<p>6. The page Budget Comparison shows Plan/Budget comparisons.</p>	

Exercise 7 – Integration to Financial Planning

Explanation	Screenshot
<ol style="list-style-type: none"> 1. Navigate to Files in the main menu. 2. Type in HXM in the search field. 3. Click on the model HXM Integrated Workforce Planning. 	

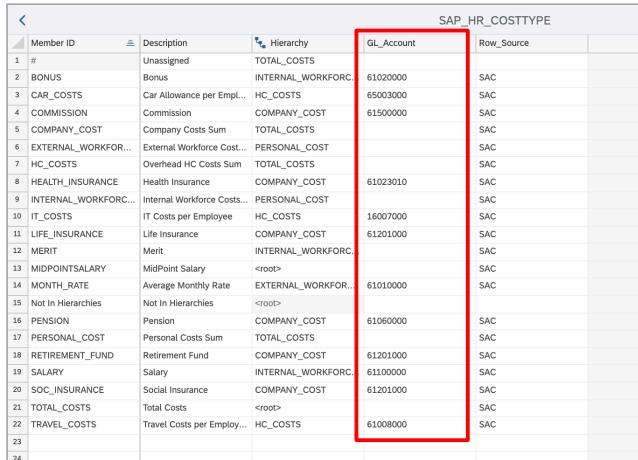
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4. Click on the **SAP_HR_COSTTYPE** to open the maintenance view for the dimension.



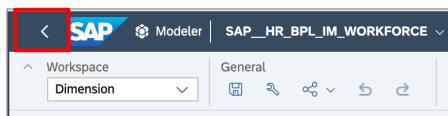
Name	Description	Number of Members	Number of Hierarchies	Other Attributes
Version	Version	4	—	
Date	Date	—	—	
Generic				
SAP_HR_COSTTYPE	Plan Cost Type	22	1	⊕
SAP_HR_DIVISION	Division	28	1	⊕
SAP_HR_DEPARTMENT	Department	518	1	⊕
SAP_HR_GEOZONE	Geo Zone	38	1	⊕
SAP_HR_BUSINESSUNIT	Business Unit	33	1	⊕
SAP_HR_JOBFUNCTION	Job Family	29	1	⊕
SAP_HR_USER_PAYRANGE	Pay Range	806	0	⊕

5. The dimension Cost Type has an attribute **GL_Account** which maps the cost type for HR planning to a GL account in the financial planning model. Make sure that you maintain the GL account attribute as shown in the screenshot.

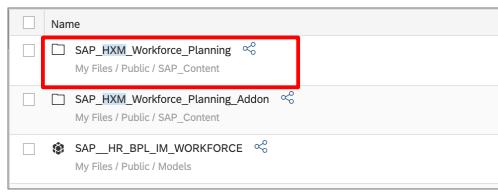
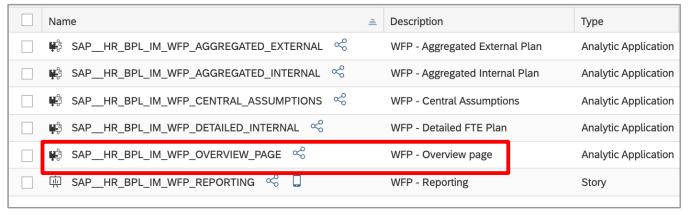
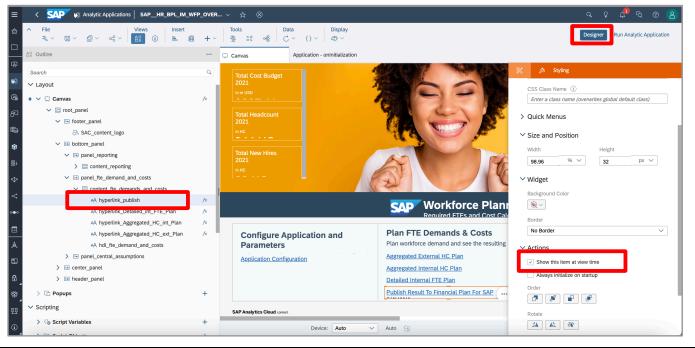


Member ID	Description	Hierarchy	GL_Account	Row_Source
1 #	Unassigned	TOTAL_COSTS	61020000	SAC
2 BONUS	Bonus	INTERNAL_WORKFORCE	65003000	SAC
3 CAR_COSTS	Car Allowance per Employee	HC_COSTS	61500000	SAC
4 COMMISSION	Commission	COMPANY_COST		SAC
5 COMPANY_COST	Company Costs Sum	TOTAL_COSTS		SAC
6 EXTERNAL_WORKFORCE	External Workforce Cost	PERSONAL_COST		SAC
7 HC_COSTS	Overhead HC Costs Sum	TOTAL_COSTS		SAC
8 HEALTH_INSURANCE	Health Insurance	COMPANY_COST	61023010	SAC
9 INTERNAL_WORKFORCE	Internal Workforce Costs	PERSONAL_COST		SAC
10 IT_COSTS	IT Costs per Employee	HC_COSTS	16007000	SAC
11 LIFE_INSURANCE	Life Insurance	COMPANY_COST	61201000	SAC
12 MERIT	Merit	INTERNAL_WORKFORCE		SAC
13 MIDPOINTSALARY	MidPoint Salary	<root>		SAC
14 MONTH_RATE	Average Monthly Rate	EXTERNAL_WORKFORCE	61010000	SAC
15 Not In Hierarchies		<root>		
16 PENSION	Pension	COMPANY_COST	61060000	SAC
17 PERSONAL_COST	Personal Costs Sum	TOTAL_COSTS		SAC
18 RETIREMENT_FUND	Retirement Fund	COMPANY_COST	61201000	SAC
19 SALARY	Salary	INTERNAL_WORKFORCE	61100000	SAC
20 SOC_INSURANCE	Social Insurance	COMPANY_COST	61201000	SAC
21 TOTAL_COSTS	Total Costs	<root>		SAC
22 TRAVEL_COSTS	Travel Costs per Employee	HC_COSTS	61008000	SAC
23				
24				

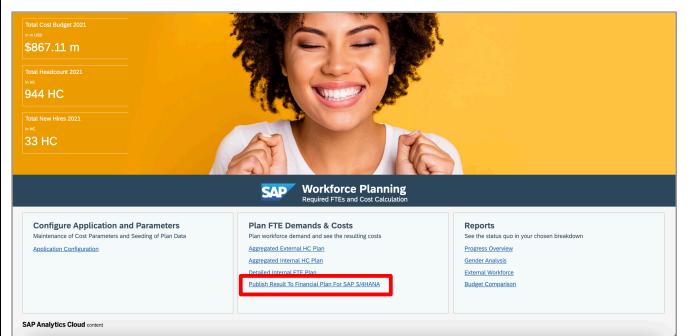
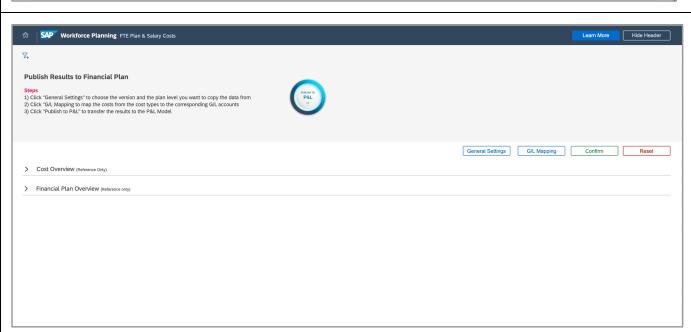
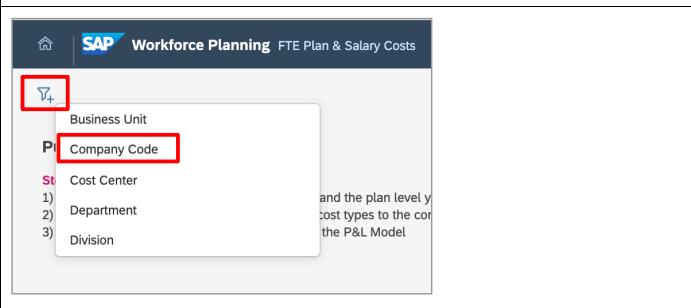
6. Click on the back icon to navigate back to the search results.



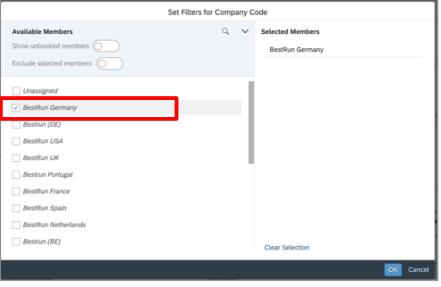
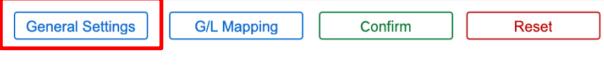
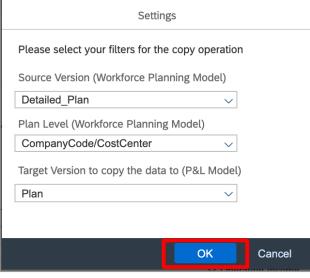
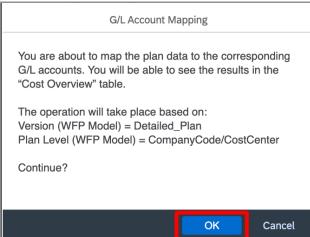
ANA360

<p>7. Click on SAP HXM Workforce Planning to open the folder.</p>	
<p>8. Click on the item WFP – Overview page to open the application in the analytics designer.</p>	
<p>9. Select the item hyperlink_publish in the Outline window. 10. Click on Designer to open the Styling panel. 11. Make sure that the check box Show this item at view time is active.</p>	
<p>12. Click on Run Analytic Application to start the application.</p>	

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<p>13. On the overview page, you will see the entry Publish Result To Financial Plan for SAP S/4HANA.</p> <p>14. Click on Publish Result To Financial Plan for SAP S/4HANA to open the application.</p>	
<p>15. In this application, you can derive the corresponding G/L accounts for the planned HR costs and transfer the data to the financial planning model.</p>	
<p>16. Add a filter by clicking on the filter icon at the top left corner of the page.</p> <p>17. Select Company Code from the list of available dimensions.</p>	

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<p>18. From the member selector, pick BestRun Germany. Click on OK to confirm your selection.</p>	
<p>19. Click on General Settings to set some parameters for the data transfer to the financial plan.</p>	
<p>20. In the settings dialog, you can specify the source version in the WFP model as well as the planning level. In addition, you can define the target version in the financial planning model. 21. Click on OK to confirm the settings.</p>	
<p>22. Click on G/L Mapping to derive the G/L accounts.</p>	
<p>23. Click on OK to confirm the mapping parameters and start the derivation.</p>	

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24. In the Cost Overview table, you will see the planned cost types together with the corresponding G/L accounts.

Cost Overview (reference org)			
Category Code	Cost Center	Plan Cost Type	G/L Account
			Measure
Beck&Co Germany	Germany Production	Total Costs	1 SAP Best Practices Financial Item for FPAK 887,400
	Germany Quality Control	Total Costs	2 SAP Best Practices Financial Item for FPAK 143,105
	Germany Executive Board	Total Costs	3 SAP Best Practices Financial Item for FPAK 741,515
	Germany HR	Total Costs	4 SAP Best Practices Financial Item for FPAK 3,234,561

25. Click on the button **PUBLISH TO P&L** to transfer the data to the financial planning model.



26. Click on **OK** to confirm the settings and start the transfer.

Transfer Results to the P&L Model

You are about to transfer the mapped results from your G/L accounts to the P&L Model.

Your currently selected target version on the P&L model is:
Version (P&L Model) = Plan

Continue?

OK Cancel

27. In the table **Financial Plan Overview** you can see the result of the transfer.

Financial Plan Overview (reference org)			
Category Code	Cost Center	G/L Account	Measure
			Version
Beck&Co Germany	Germany Production	1 SAP Best Practices Financial Item for FPAK	887,400
	Germany Quality Control	2 SAP Best Practices Financial Item for FPAK	143,105
	Germany Executive Board	3 SAP Best Practices Financial Item for FPAK	741,515
	Germany HR	4 SAP Best Practices Financial Item for FPAK	3,234,561
Beck&Co DE	Professional Services - DE	5 SAP Best Practices Financial Item for FPAK	201,000

Congratulations! You have finished the exercise.