Create Absences (IT2001) from Excel Spreadsheet

When to use: To create multiple absences from an Excel spreadsheet.

Step 1 – Update Excel Spreadsheet

Download the Excel (IT2001 - Absences) Fast Entry Upload Sheet spreadsheet located at:
http://www.ams.utoronto.ca/training/hris/fastentup.htm to your local drive.
The suggested naming convention format to save your document is: **USERPP01XXX.xls**
Where: **USER** : Represents the first **4** letters of your **USERID**) ; **PP01** : Indicates the **current pay period** {i.e. PP01=**Pay Period 01**} and **XXX**.xls :**3 character** file name chosen by yourself followed by the **.xls** excel file name extension. Once saved, enter the data on the spreadsheet and save. The follow the steps below to upload to HRIS.

Note: ***Please ensure that prior to preparing this spreadsheet for execution you must verify that all the employees you wish to process absences for are active and that all entries on the spreadsheet are correct (i.e. correct personnel number(s), dates, absence types and hours).***

Step 2 – Run Excel Spreadsheet IT2001 Update (Test Session)

SAP Menu Path	**Human Resources >> Personnel Management >>Administration >> HR Master Data >> Fast Entry Processing >>Fast Entry – Infotype 2001**

Create Infotype 2001 (Absences) from Excel Spreadsheet
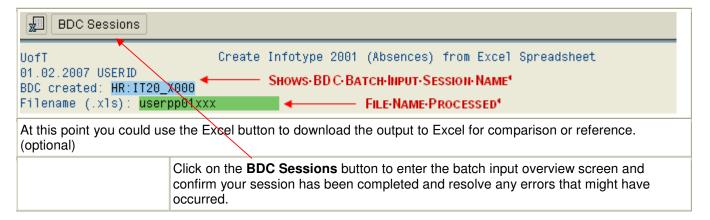
Excel file	Browse your local drive to find the file (with the **USERPP01XXX.xls** name that you have saved.)
Number of records	Defaults to 500 **Note:** You can leave the amount at 500 to run a spreadsheet with less than 500 records. Only change this amount to limit or extend the range of records which is selected from the spreadsheet.
Test (No BDC Created)	Default : Has a check *(Do not remove)*
	Click **Execute**

Note: A test session has run and will be displayed on screen.
Confirm that the output is correct Once the output has been verified and is correct you can then proceed to Step 3. If corrections are to be made, proceed back to your local excel file, correct the spreadsheet, save and repeat Step 2.

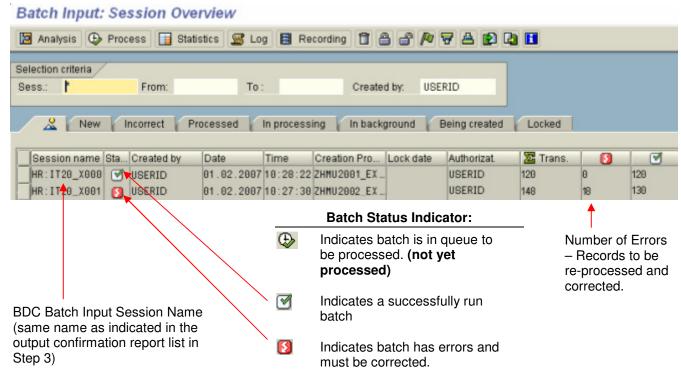|	
	Click on the **Back Arrow** to return to the Create Infotype 2001 (Absences) from Excel Spreadsheet input screen.

Step 3 – Run Excel Spreadsheet IT2001 Update

Create Infotype 2001 (Absences) from Excel Spreadsheet

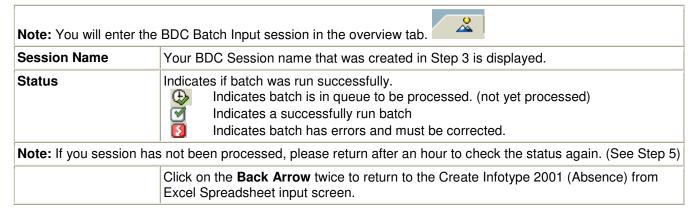|	
You may run this operation between the hours of 9:00am – 4:00pm.	
Excel file	Browse your local drive to find the file (with the **USERPP01XXX.xls** name that you have saved, and have confirmed from Step 2)
Number of records	Defaults to 500 **Note:** You can leave the amount at 500 to run a spreadsheet with less than 500 records. Only change this amount to limit or extend the range of records which is selected from the spreadsheet.
Test (No BDC Created)	**Remove check**
	Click **Execute**

Note: A BDC Batch Input session has now been created, which when run, will automatically update IT2001 for the specified employee records. An output confirmation report list will be displayed on screen for all employee records run.

BDC Sessions

UofT   Create Infotype 2001 (Absences) from Excel Spreadsheet
01.02.2007 USERID
BDC created: `HR:IT20_X000` ← **SHOWS·BDC·BATCH·INPUT·SESSION·NAME**
Filename (.xls): `userpp01xxx` ← **FILE·NAME·PROCESSED**

At this point you could use the Excel button to download the output to Excel for comparison or reference. (optional)	
	Click on the **BDC Sessions** button to enter the batch input overview screen and confirm your session has been completed and resolve any errors that might have occurred.

Step 4 – BDC Batch Input Session Status Confirmation

Batch Input: Session Overview

Analysis	Process	Statistics	Log	Recording

Selection criteria
Sess.: [ ]   From: [ ]   To: [ ]   Created by: USERID

	New	Incorrect	Processed	In processing	In background	Being created	Locked

	Session name	Sta...	Created by	Date	Time	Creation Pro...	Lock date	Authorizat.	Σ Trans.	🚫	☑
	HR:IT20_X000	☑	USERID	01.02.2007	10:28:22	ZHMU2001_EX...		USERID	120	0	120
	HR:IT20_X001	🚫	USERID	01.02.2007	10:27:30	ZHMU2002_EX...		USERID	148	18	130

BDC Batch Input Session Name (same name as indicated in the output confirmation report list in Step 3)

Batch Status Indicator:

🕐   Indicates batch is in queue to be processed. **(not yet processed)**

☑   Indicates a successfully run batch

🚫   Indicates batch has errors and must be corrected.

Number of Errors – Records to be re-processed and corrected.

Batch Input: Session Overview

Note: You will enter the BDC Batch Input session in the overview tab.	
Session Name	Your BDC Session name that was created in Step 3 is displayed.
Status	Indicates if batch was run successfully. 🕐 Indicates batch is in queue to be processed. (not yet processed) ☑ Indicates a successfully run batch 🚫 Indicates batch has errors and must be corrected.
Note: If you session has not been processed, please return after an hour to check the status again. (See Step 5)	
	Click on the **Back Arrow** twice to return to the Create Infotype 2001 (Absence) from Excel Spreadsheet input screen.

Step 5 – BDC Batch Input Session Confirmation / Error Correction

A)
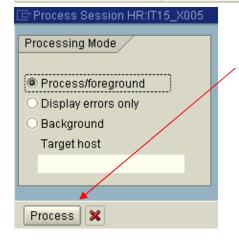## Create Infotype 2001 (Absences) from Excel Spreadsheet
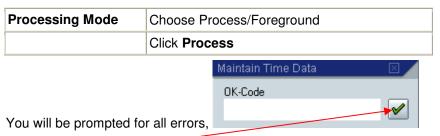

Note: Simply click on the **BDC Sessions** button to enter the batch input overview screen and confirm your session has been completed and resolve any errors that might have occurred.	

B)
Batch Input: Session Overview

Note: You will enter the BDC Batch Input session in the overview tab.	
Session Name	Your BDC Session name that was created in Step 3 is displayed.
Status	Indicates if batch was run successfully. Indicates batch is in queue to be processed. **(not yet processed)** Indicates a successfully run batch Indicates batch has errors and must be corrected.
Note: If your session still has not been processed, please return shortly after to check the status again.**(repeat Step 5)**	
If your batch has run successfully, you are complete. Click on the **Back Arrow** twice to return to the Main menu	
	If your batch has errors, follow the steps below to re-process the BDC session and correct the errors.
	Highlight the BDC Session name that you created and choose Process.

Processing Mode	Choose Process/Foreground
	Click **Process**

You will be prompted for all errors,

click all green check marks to get to your error. Once at the error, you correct it press enter to accept the correction and move forward to the next error. (and repeat the same process until complete).

If you need to skip the record and go to the next you can type /**n** in the command field at the top of the screen (just above the Screen title), or to exit session overview at any time type /**bend** in the command field.

Once you have completed all the errors you will receive a pop up window with the message "Processing of batch input session completed"	
	Select **Session Overview**
Now you should see the status indicator for the BDC session created in Step 3 has changed to indicate a successfully run batch. If the status indicator still has errors repeat Step 5 (b) until successfully run.	
	Click on the **Back Arrow** twice to return to the Main menu.