

SAP Transaction Overview

HR Transactions

Role Needed	Transaction	Description
Time Admins and Supervisors	PA20	Retrieves personnel numbers, personal information
Time Admins and Supervisors	PT_QTA10	Displays departmental employees leave balances (vacation, sick, FLSA and comp time)
Time Admins and Supervisors	CATS_DA	Displays all working times (approved, rejected, pending and saved) YOU CANNOT APPROVE FROM THIS SCREEN
Time Admins and Supervisors	CATS_APPR_LITE	Provides the tools to approve or reject time
Time Admins Only	CAT2	To enter times for multiple employees
Time Admins and Supervisors	PT_EDT_TEDT	Time statement (gives a weekly time summary)
Everyone on campus	SU3	Maintains user information (correct name spelling, correct address, changing password)
Time Admins Only	PT50	Vacation accruals

FI Transactions

Role Needed	Transaction	Description
Purchasing Display	ZMK03	Displays vendor numbers
Purchasing Requisitioner	ME51N	Creates a purchase requisition
Purchasing Requisitioner or Approver	ME52N	Used to make changes to existing purchase requisitions
Purchasing Display/Requisitioner/Approver	ME53N	Displays a purchase requisition
Purchasing Requisitioner/Approver	ME9F	Prints a purchase requisition
Purchasing Approver	ZME55	Approves a purchase requisition (collective release)
Purchasing Approver	ZME54N	Approves a purchase requisition (individually)
Purchasing Requisitioner/Approver	ME23N	Prints a copy of a purchase order
Purchasing Display/Requisitioner/Approver	ZME2K	Open purchase order status report