CM Selection Methods Reports
SAP Screen Shots
The University of Mississippi
12/2014

SAP Support: 662.915.5222   SAP Web Site
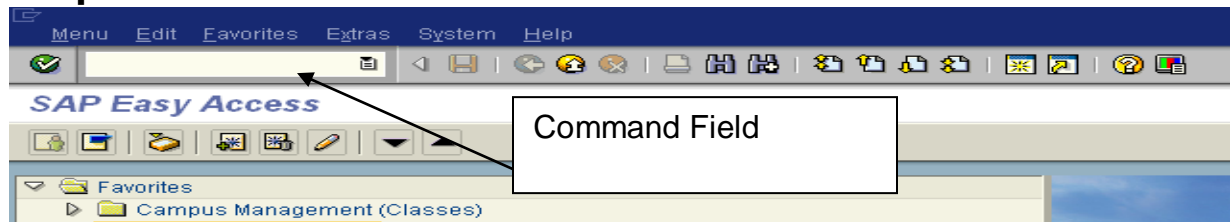E-Mail: sap@olemiss.edu   http://olemiss.edu/sap/

Selection Methods are a way of identifying a subset of objects, for example, all admitted students, all students in orientation session X, all enrolled students with a GPA greater than Y. Selection methods are used in transactions, reporting, correspondence, etc. The reports and transactions described here run using selection methods, making them very flexible in terms of who is included.
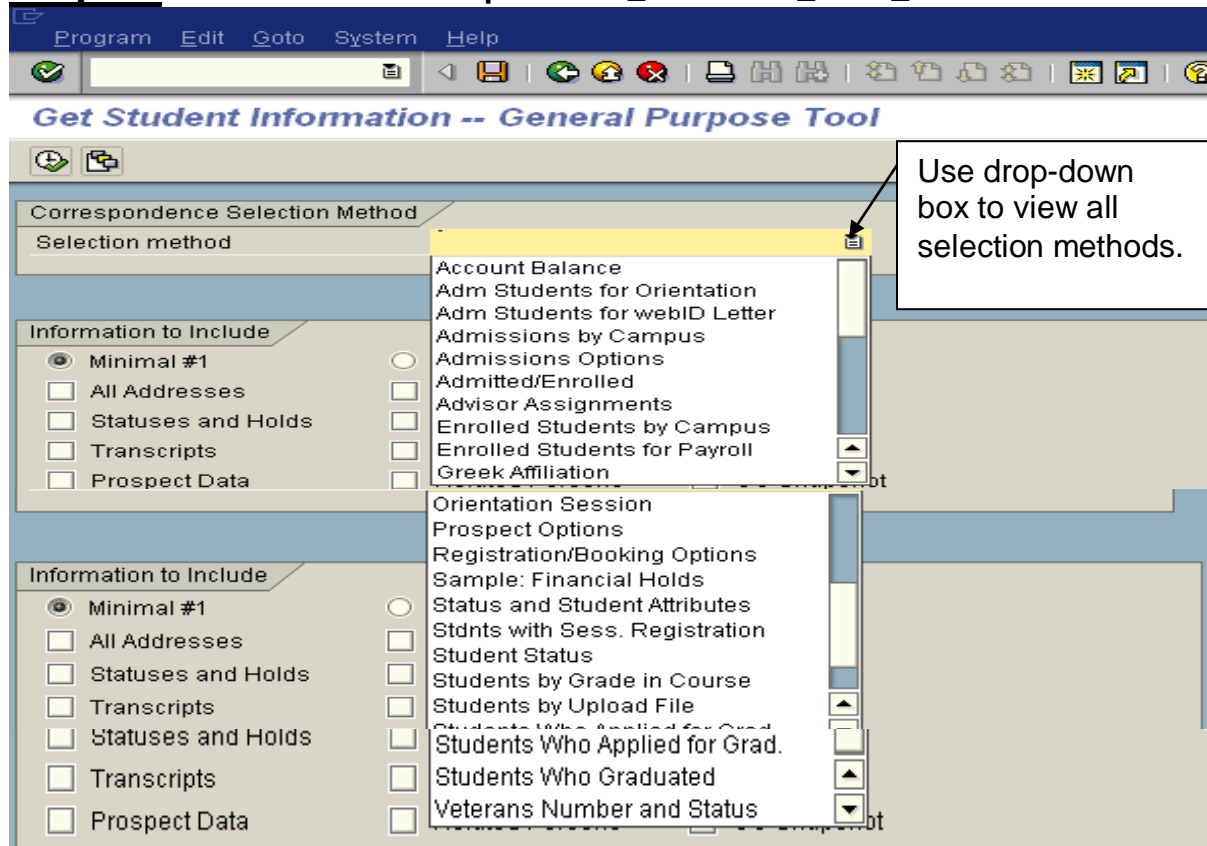
Transaction Code:	Description
ZCM_STUDENT_INFO_C	Best choice when you need to display numerous data fields on a student, such as Admission, Address, Advisor Assignment, Studies, Registration Window, Advisor Assignment, etc.
ZCM_SCHEDULE_ALV	Best choice when spreadsheet output of schedule or grade data is needed. Allows user to display who submitted the grades and when it was submitted. Pay attention to the "Appraisal Complete" flag. Instructors can save grades as complete or in-progress. This flag indicates if this grade was submitted as complete.
ZCM_MIDTERM_GRADES ZCM_GRADES	Best choice when print or display-oriented output of grades data is needed. Designed to match as closely as possible with what students and faculty advisors see via the web. Suppresses in-progress grades from being displayed by inserting a "*" for these as is done in the web interface.
ZCM_GPAS	Best choice when your report needs to include the actual GPA. Includes resident, transfer and overall GPAs.
ZCM_DEGREES	To view internal qualifications (Ole Miss degrees).
ZCM_STUD_HOLD_REPORT	View active holds

Access: Access to the data in these reports will be determined by what access you need to perform your job duties. It is very possible that you will not have access to all data. Example: Account Balance, if you do not have access to view account balance from the Student File/Student Master Data the access to zcm_student_info_c with **not** give you access to this data. You will be able to run the report, but should not receive any data back.

## Step # 1 - Transaction Code: Enter Transaction Code in Command Field

Menu   Edit   Favorites   Extras   System   Help

SAP Easy Access

Command Field

▽ 🗁 Favorites
  ▷ 📁 Campus Management (Classes)

Step #2 – Transaction Example: ZCM_STUDENT_INFO_C

Program   Edit   Goto   System   Help

Get Student Information -- General Purpose Tool

Use drop-down box to view all selection methods.

Correspondence Selection Method
Selection method

Account Balance
Adm Students for Orientation
Adm Students for webID Letter
Admissions by Campus
Admissions Options
Admitted/Enrolled
Advisor Assignments
Enrolled Students by Campus
Enrolled Students for Payroll
Greek Affiliation

Information to Include
◉ Minimal #1   ○
☐ All Addresses   ☐
☐ Statuses and Holds ☐
☐ Transcripts   ☐
☐ Prospect Data   ☐

Orientation Session
Prospect Options
Registration/Booking Options
Sample: Financial Holds
Status and Student Attributes
Stdnts with Sess. Registration
Student Status
Students by Grade in Course
Students by Upload File

Information to Include
◉ Minimal #1   ○
☐ All Addresses   ☐
☐ Statuses and Holds ☐
☐ Transcripts   ☐
☐ Statuses and Holds ☐
☐ Transcripts   ☐
☐ Prospect Data   ☐

Students Who Applied for Grad.
Students Who Graduated
Veterans Number and Status

| Selection Methods		
#	Selection Method	Description
1	Account Balance	Selects students based on selected minimum account balance. Used by the Bursar's Office.
2	Adm Students for Orientation	Selects admitted student for Orientation Sessions.
3	Adm Students for webID Letter	Selects admitted students according to admission status date. Used by IT Helpdesk.
4	Admissions by Campus	Selects admission status by campus. (Recommended for Tupelo and DeSoto -- not Oxford due to size)
6	Admissions Options	Selects students based by admission characteristics: term, year, application status, program type, classification, category, UM admission status, transcripts, test scores, residency, etc.
6	Admitted/Enrolled	Selects students based on whether they have been admitted for a specific or future term **or** are enrolled in a specific or current term.
7	Advisor Assignments	Selects students and advisor information by selecting an organization unit **or** by individual advisor.
8	Enrolled Students by Campus	Selects students by campus. (Recommended for Tupelo and DeSoto -- not Oxford due to size)
9	Enrolled Students for Payroll	Selects students according to payroll definition of enrolled. Used by HR/Payroll.
10	Greek Affiliation	Selects students according to their Greek Affiliation.
11	Orientation Session	Selects students who are enrolled in a specific orientation session.
12	Prospect Options	Selects students by target term and year, various UM infotypes that make up prospect data, test scores, transcripts, residency.
13	Registration/Booking Options	Selects students based on Sessional Registration record characteristics and optionally on whether they have/have not booked a class.
14	Sample: Financial Holds	Selects students by Hold type.
15	Status and Student Attributes	Selects students based on status, attributes and gender.
16	Stdnts with Sess Registration	Selects students by Sessional Registration.
17	Student Status	Selects information on one student.
18	Students by Grade in Course	Selects students based on course by grades. Enrollment in given course for a given term/year and/or grade in course.
19	Students by Upload File	Selects students by IDs stored in a spreadsheet to obtain additional information on those students, such as grades, admissions, etc.
20	Students Who Applied for Graduation	Selects students by year and session by Applied, Did Not Graduate or Graduated.
21	Students who Graduated	Selects students by degree type and graduation date.
22	Veterans Number and Status	Select students by Veterans status.

Step #3 - **Selection Variant:** See **Selection Variants handout.**
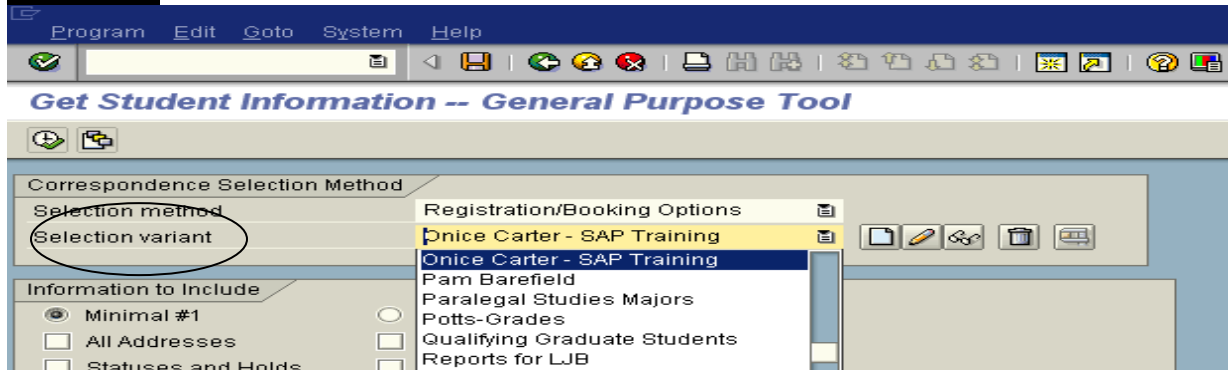
Note: As selection methods are modified to add additional functionality, End User selection variants may need to be trashed and re-created.

Step #4 - **Information to include:** Once you have selected you "Selection Method" and "Selection Variant" then you will need to select the information you want to include on your report.
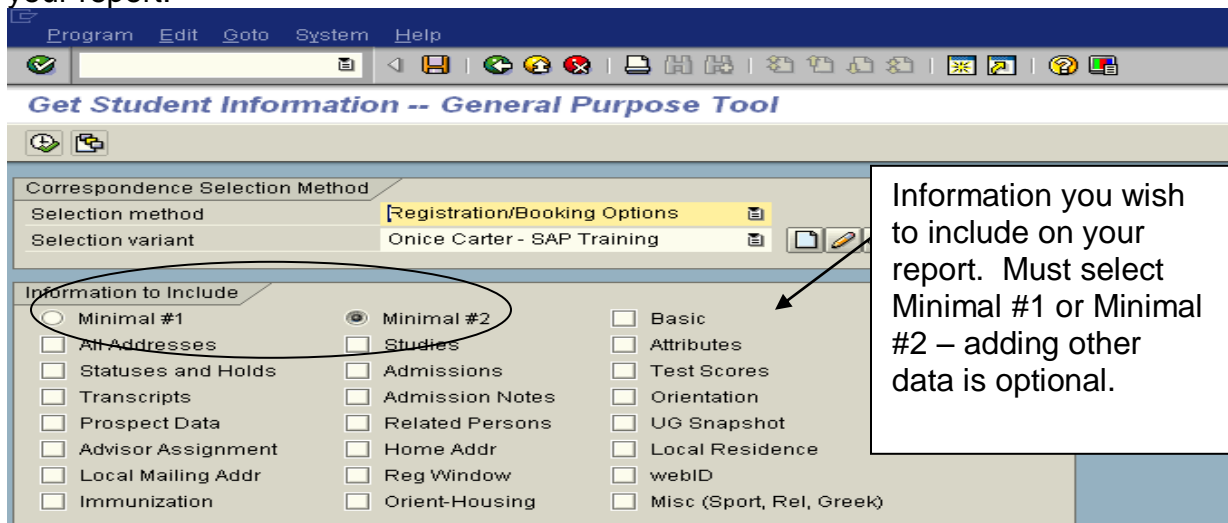
	Information to include on Report for zcm_student_info and zcm_student_info_c	
1	Minimal #1	Student #; Student Object ID; First, Middle, Last Name; Priv. Level (Code); Description (FERPA); Date of birth; ID number (ssn); Alt Student Number; ID Center; Lib Bar Code.
2	Minimal #2	Student #; Student Object ID; First, Middle, Last name; ID number (ssn); Alt Student Number; Gender Code (1=Male, 2=Female); Personnel number (only for University Employee); E-mail Address.
3	All Addresses	Add all Addresses that are stored on a student
4	Statuses and Holds	Add Statuses and Holds (up to 10)
5	Transcripts	Add Transcripts Data (up to 4)

6	Prospect Data	Add Prospect Data
7	Advisor Assignment	Add Advisor Assignment
8	Local Mailing Address	Add Local Mailing Address
9	Immunization	Add Immunization data
10	Studies	Add Program of Studies (2 most recent)
11	Admissions	Add Admissions Data (2 most recent)
12	Admission Notes	Add Admissions Notes
13	Related Persons	Add Related Persons
14	Home Address	Add Home Addresses
15	Registration Window	Add Registration Window
16	Orient-Housing	
17	Basic	Add Basic Data on Student (marital status, Eth. Origin, Residence status, Country, Org Unit, etc.)
18	Attributes	Add Student Attributes (Greek, Child of Alumni, Basketball, Football Scholarships, etc.)
19	Test Scores	Add Test Scores (ACT, GMAT, GRE, LSDAS, SAT, TOEFL, etc.)
20	Orientation	Add Orientation Session Information
21	UG Snapshot	Add UG Snapshot of data (ACT, SAT, Honors, Athlete, Developmental, etc.)
22	Local Residence	Add Residence Hall Information. Temp Address, usually dorm but could be Oxford.
23	Web ID	Used by IT Staff.
24	Misc (Sport, Rel, Greek)	Add Misc. Information such as sport, religion, greek.

Minimal # 1 Example

List   Edit   Goto   Views   Settings   System   Help

Get Student Information -- General Purpose Tool

Stdt no.	ST Objt ID	First name	Mid. name	Last name	Priv.le...	Desc.	Date of birth	ID number	Alt.ST No	ID Cent...	Lib Bar Cd
10116469	10440315	Stuart	William	Little	01	FERPA	11/26/1958	987654321	12345678		

Minimal # 2 Example

List   Edit   Goto   Views   Settings   System   Help

Get Student Information -- General Purpose Tool

| Stdt no.	ST Objt ID	First name	Mid. name	Last name	ID number	Alt.ST No	Ge...	Pers....	E-mail Address
10116469	10440315	Stuart	William	Little	987654321	12345678	1		stuart@olemiss.edu

Step #5 - **Execute Report OR Execute Report in Background:** See **Running jobs (Execute) in the Background handout .** Rule of thumb, if the report runs for more than 30 minutes it needs to be executed in the background.
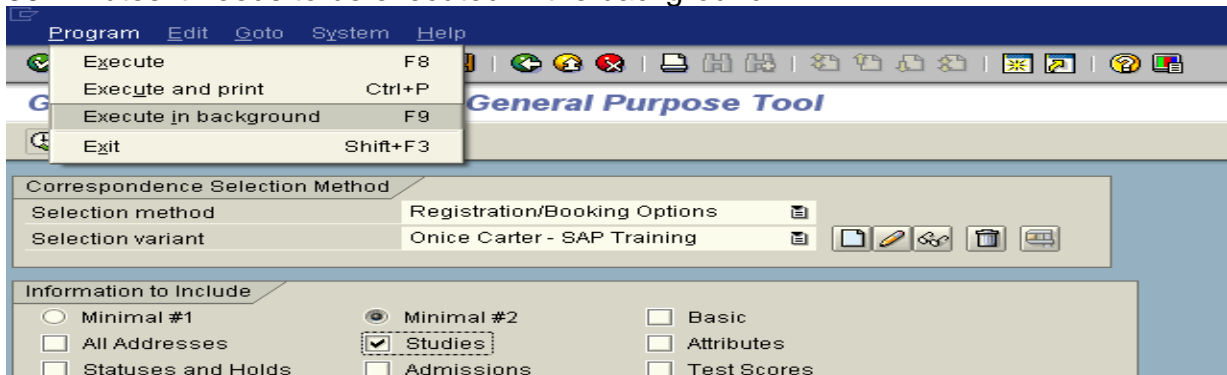
Step #6 - Spool Request: To view spool request
System > Own spool requests
or use Transaction Code: SP02
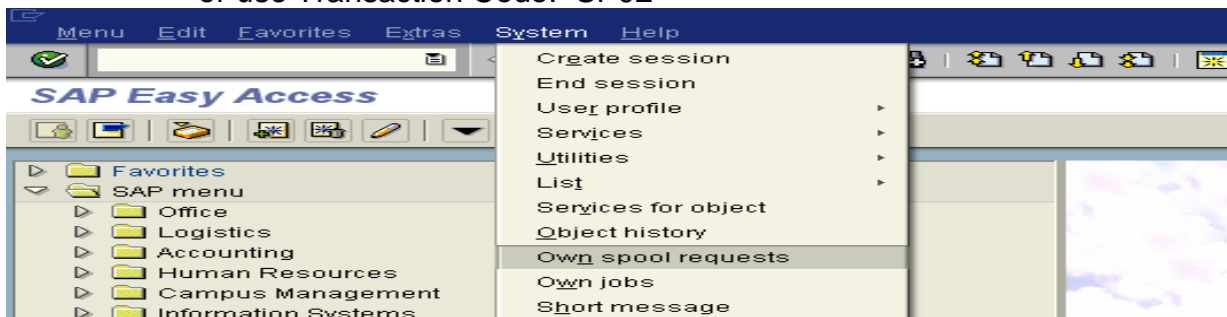
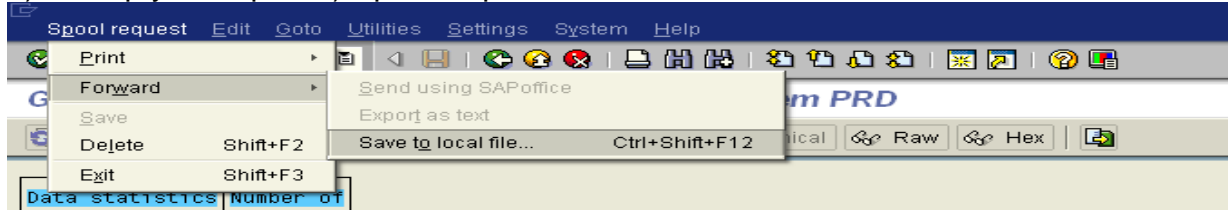Rule of thumb, reports stay in spool request for 7 days. However, if you have Spool option "Delete after output" checked, it will be deleted as soon as report has been printed.
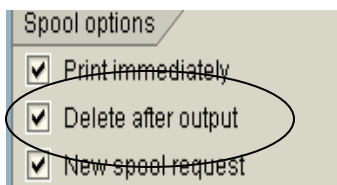
Note: To change layout of reports, use your **Display Variants (Layout) handout.**

Excel Spreadsheet:
To load data into an Excel Spreadsheet.

1) Pull up your report 2) Spool request > Forward > Save to local file

Spreadsheet: Select Spreadsheet
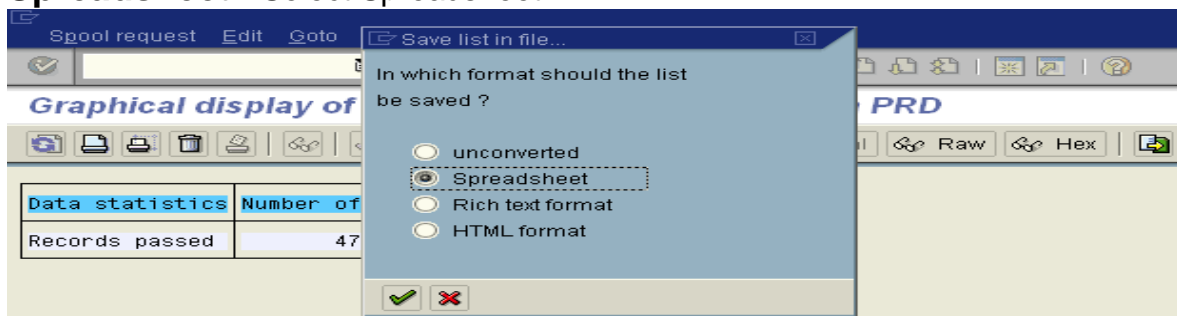
Save the File: Decide where you wish to save your file and give your file it a name. If you will use the extension of .xls, the system will automatically save in Excel Format. Choose 'Generate' if this is the first time you have used this file name. Use 'Replace' if you wish to overwrite the data in an existing file with the current data; use 'Extend' if you wish to add the current data to an existing file.
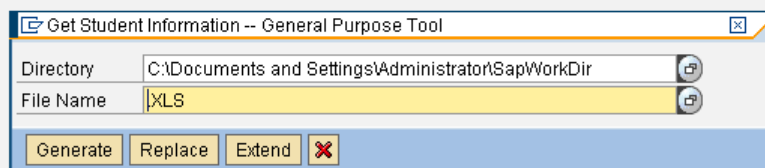
Step #4 for the other Selection Method Reports

ZCM_SCHEDULE_ALV

Program   Edit   Goto   System   Help

View Student Schedule and Grades as ALV

All Student Selection Methods
Selection method   Registration/Booking Options
Selection variant   Onice Carter - IT

Report Options
Academic Year   2004
Academic Session   20

Show All Students   ◉
Show Students with a Schedule ○

☐ Include Sport in Output
☐ Include Greek Info in Output
☐ Include Gender in Output
☐ Show Schedule Details
☐ Show Dropped Courses
☐ Show Midterm Grades
☐ Show Final Grades

Information you wish to include on your report

ZCM_MIDTERM_GRADES

Program   Edit   Goto   System   Help

View Midterm Grades

All Student Selection Methods
Selection method   Registration/Booking Options
Selection variant   Onice Carter - SAP Training

Midterm Grade Options
Academic Year
Academic Session
☐ Sort Students by Name

ZCM_GRADES

Program   Edit   Goto   System   Help

View Student Grades

All Student Selection Methods
Selection method   Registration/Booking Options
Selection variant   Onice Carter - SAP Training

Grade Options
◉ Show grades for all terms

○ Show grades for this term only:
Acad. Year   Acad. Session

☐ Sort students by name

ZCM_GPAS

Program Edit Goto System Help

View Student GPAs

All Student Selection Methods

Selection method	Registration/Booking Options
Selection variant	Onice Carter - SAP Training

Report Options

|	
Academic Year	2004
Academic Session	10

☐ Retrieve Stored GPAs
☐ Include Sport in Output
☐ Include Greek Info in Output
☐ Include Gender in Output
☐ Include E-mail in Output

ZCM_DEGREES

Program Edit Goto System Help

View Student Degrees (Internal Qualifications)

All Student Selection Methods

Selection method	Registration/Booking Options
Selection variant	Onice Carter - SAP Training

Report Options

Degrees for this Term and Year	◉
Academic Year	2004
Academic Session	20
All Degrees	○

☐ Include Gender in Output
☐ Include Ethnicity in Output
☐ Include E-mail in Output
☐ Include Residency in Output
☐ Include Sport in Output

Using Selection Method 'Students by Upload File'

This Method allows the user to upload a file of student IDs as input. It provides greater flexibility in retrieving large amounts of data. It is faster than using a Method such as Registration/Booking options and allows reports to run in foreground that may time out if run using another method.

Running in foreground preserves all the ALV features that are lost when output is sent to the Spooler.

The student numbers may be generated by another Selection Method and stored in a text file.

1) Run a selection method that will find the students you are interested in:

In this example, zcm_student_info_c for all undergraduate math majors with Overall GPA of at least 3.0 and 100 or more hours active during spring term 2007. Save the values in the variant.

Execute the Selection Method with only Minimal 1 or two. You may do this step in background if the students to be selected are a large group – for example all undergraduates with any program of study active during a specific term.

Program   Edit   Goto   System   Help

Get Student Information -- General Purpose Tool

Student

Selection Method   ZST6 Registration/Booking Options

Selection Variant   LSR Laurie's Variant

Information to Include

◉ Minimal #1   ○ Minimal #2   ☐ Basic
☐ All Addresses   ☐ Studies   ☐ Attributes
☐ Statuses and Holds ☐ Admissions   ☐ Test Scores
☐ Transcripts   ☐ Admission Notes   ☐ Orientation
☐ Prospect Data   ☐ Related Persons   ☐ UG Snapshot
☐ Advisor Assignment ☐ Home Addr   ☐ Local Residence
☐ Local Mailing Addr ☐ Reg Window   ☐ webID
☐ Immunization   ☐ Orient-Housing   ☐ Misc (Sport, Rel, Greek)
☐ Parent Labels   ☐ Parent Education   ☐ Additional Advisor Info.

Correspondence Options

◉ Do not record as part of outgoing correspondence
○ Record as part of outgoing correspondence
                            Form Key

Output Options

◉ Display Immediately   ○ Display Number of Entries Only

○ FTP Results To:

2) Save results to a text file. You may export using the 'Local File' icon. Follow the instructions on page 7 for saving the data to a local file.

List   Edit   Goto   Views   Settings   System   Help

Get Student Information -- General Purpose Tool

StudentNo.	St. Obj.ID	First name	Middle name	Last name
10001096	10213312	Yosemite		Samuel
10014012	10228253	Chad	Michael	French
10033717	10254777	Russell	Allen	Brown
10037658	10258745	Christopher	Louis	Peters
10049683	10270827	Super		Man
10080604	10301839	David	Albert	Thigpen
10081333	10302571	Corby	L	Usry
10087761	10309013	Adel	Mahmoud	Elsohly
10140288	10541046	Haley	Boyd	Winter
10178551	10624600	David	Wayne	Kimery

3) Open the file you just saved. Highlight the Student IDs and 'Copy'.
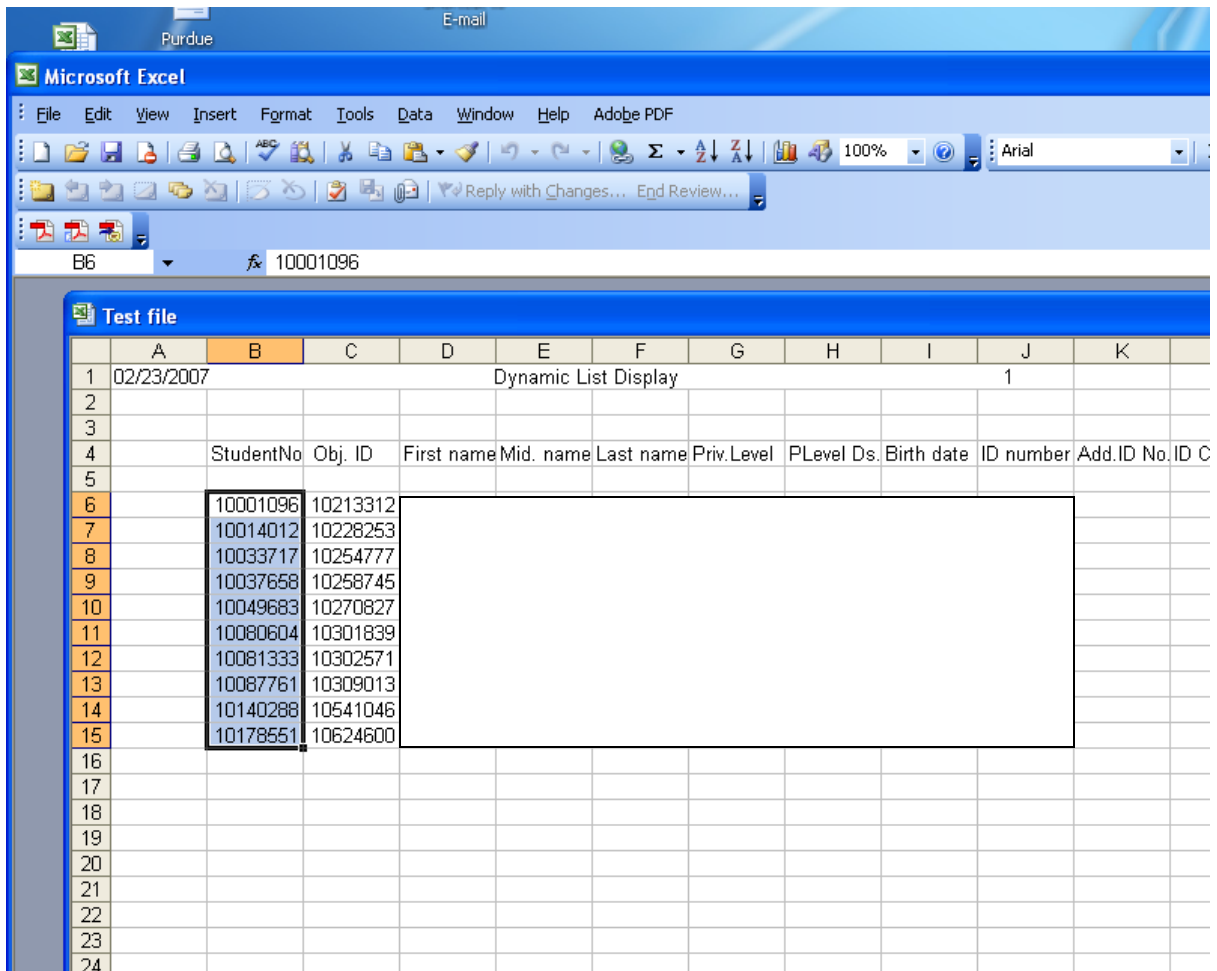
Open a new spreadsheet and 'Paste' the Student ID numbers in it. Save as .txt file on your C drive. Close the file.
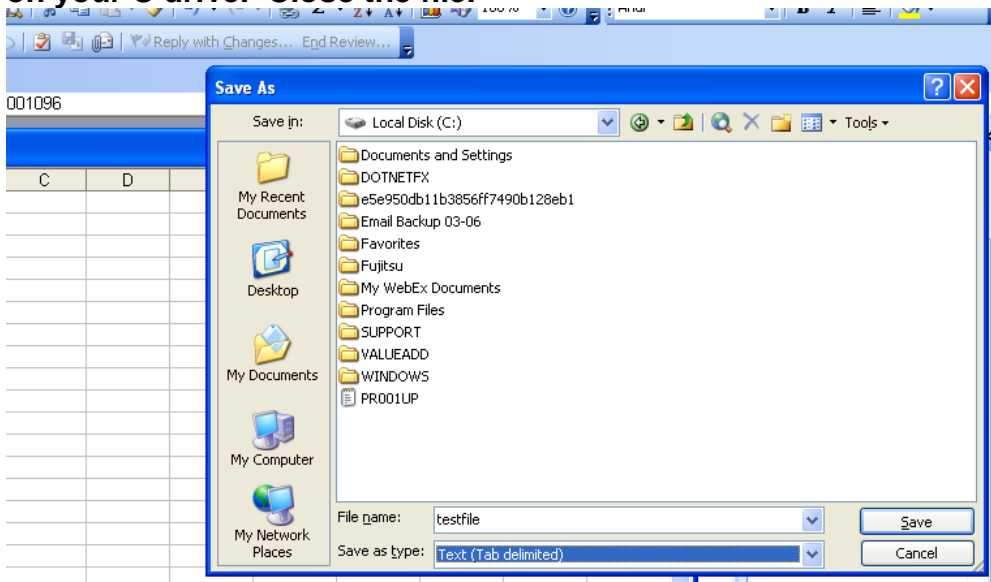
4) Go back to the report you wish to run. Choose Selection Method 'Students by Upload File'. Create or find your variant. Click on the Pencil icon.

Browse for the file in which you have stored your student ID numbers. Select 'Interpret as Student IDs'. Save. Return to the data selection screen.

5) Choose the items you would like returned for each student in your upload file. Execute.

Get Student Information -- General Purpose Tool

Program   Edit   Goto   System   Help

Student

Selection Method	ZST9 Students by Upload File
Selection Variant	LSR LSR for Upload

Information to Include

○ Minimal #1	◉ Minimal #2	☐ Basic
☐ All Addresses	☐ Studies	☐ Attributes
☐ Statuses and Holds	☐ Admissions	☐ Test Scores
☐ Transcripts	☐ Admission Notes	☐ Orientation
☐ Prospect Data	☐ Related Persons	☐ UG Snapshot
☐ Advisor Assignment	☐ Home Addr	☐ Local Residence
☑ Local Mailing Addr	☐ Reg Window	☐ webID
☐ Immunization	☐ Orient-Housing	☐ Misc (Sport, Rel, Greek)
☐ Parent Labels	☐ Parent Education	☐ Additional Advisor Info.

Correspondence Options

◉ Do not record as part of outgoing correspondence

○ Record as part of outgoing correspondence

Form Key

Output Options

◉ Display Immediately   ○ Display Number of Entries Only

○ FTP Results To:

IP Address:		Field Delimiter:	:
Username:			
Password:	***********		
Filename:		Prefix "cmdata-USERID-"	
FTP Subdirectory:		& post-fix ".txt" will	