

# Charter School Teacher Multiple Certification Report

## From the SAP Easy Access Menu Screen

Click the **Expand** Icon to the left of: **PCSB Menu >Human Resource>Human Resource Reports**

Double Click on **ZAHRA\_CHART\_SCH\_CERT** Charter School Teacher Multiple Certification Report



The **Comprehensive Certification Report** Screen is displayed. Click the **Get Variant** icon

Double Click the **Charter School EE's** variant

Variant name	Short descriptn.
CHARTER SCH...	Charter School EE's
REPORT/FILE	Create Certif Report/File

Type your four-digit location number followed by an asterisk in the Cost Center field  
Click the **Execute** icon.

**Selection**

Personnel number: [ ]  
Employment status: 1  
Company Code: [ ]  
Personnel area: \*  
Personnel subarea: 0050  
Employee group: [ ]  
Payroll area: [ ]  
Pers. area/subarea/cost cente: [ ]  
Employee group/subgroup: [ ]

**Selections**

Cost Center: 1721\* to [ ]  
Certification Type: [ ] to [ ]  
Employment Status: [ ] to [ ]  
File Name: C:\SAPFILE.XLS to [ ]

Create File

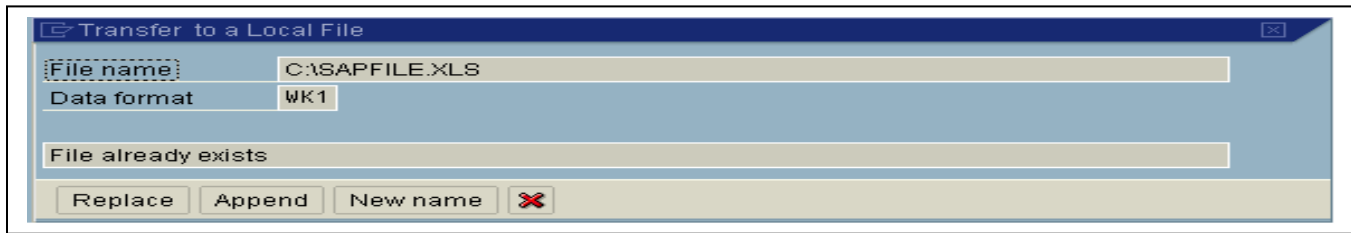
The **Transfer to a Local File** window is displayed

File name: C:\SAPFILE.XLS  
Data format: WK1

Transfer [X]

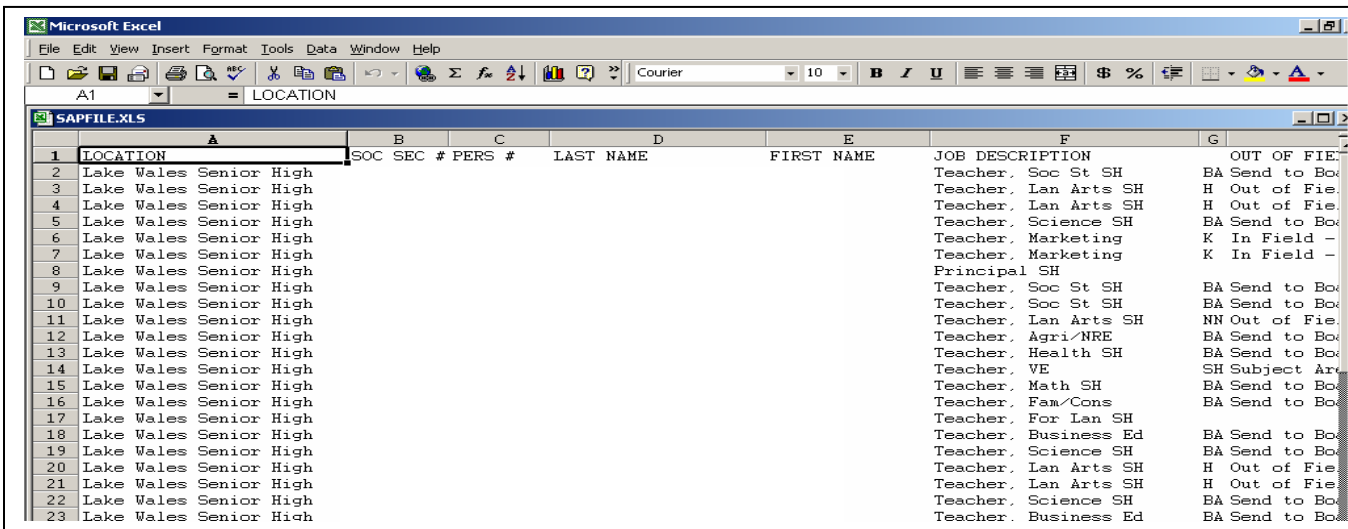
Click the **Transfer** button

If the Report does not display immediately, the **Transfer to a Local File** window is displayed stating that the **File already exists**



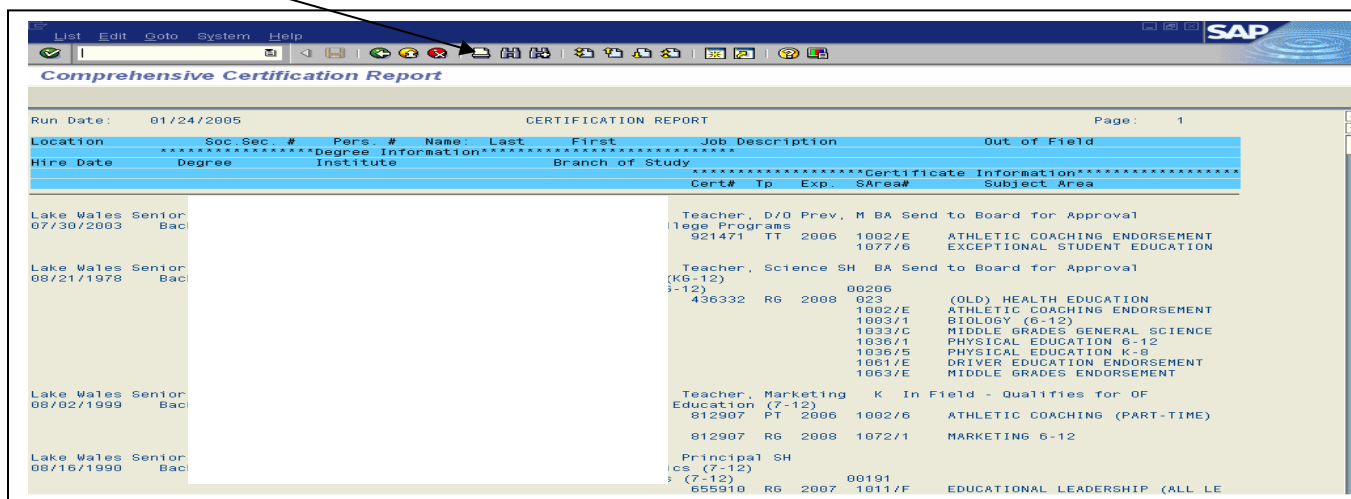
Click the **Replace** button

An **Excel** spreadsheet screen is displayed; it can be saved as a local file in **Excel**



After the **Excel** spreadsheet has been closed, the report is displayed in **SAP** and can be printed.

Click the **Print** icon on the Tool bar to print the report



Click the **green arrow** on the Tool Bar to **Close** the **SAP** report to return to the **Comprehensive Certification Report** screen