CATS_DA Time Display

IRIS
Integrated Resource
Information System

Process: This process is used to only display times that have been entered into CATS for one or multiple employees.	
Role: Authorized Personnel	**Frequency:** When Needed

SAP Easy Access	
Enter the transaction code	CATS_DA

Display Working Times	
Reporting Period	Click on the drop-down list icon 📋 and choose the desired option
Personnel Number	Enter the personnel number of the employee or use the Possible Entries icon 🔲 to search To view time for multiple employees, use the Multiple Selection icon ⬛ to the far-right side of this field.
Processing status	Select the appropriate option(s) which will retrieve the desired information
Click on the Execute icon	🕒

The employee's time will display:

Empl./appl.name	Pers.No.	Date	Status	F/S	AAR	AAtxt	Receiver	Σ Number	MU	A/AType	CoCode	Created on	Time	Created by	Last change	Time
Jean J Settles	10018	12/05/2005	✎					8	H	7170		12/06/2005	09:05:17	BMMCGI2	12/06/2005	09:21:00
		12/02/2005	✎					8	H	1005		12/06/2005	09:05:17	BMMCGI2	12/06/2005	09:21:00
		12/01/2005	✎					8	H	1005		12/06/2005	09:05:17	BMMCGI2	12/06/2005	09:21:00
		11/30/2005	✎					8	H	1005		12/06/2005	09:05:17	BMMCGI2	12/06/2005	09:21:00
		11/29/2005	✎					8	H	1005		12/06/2005	09:05:17	BMMCGI2	12/06/2005	09:21:00
		11/28/2005	✎					8	H	1005		12/06/2005	09:05:17	BMMCGI2	12/06/2005	09:21:00

Time status is shown in the **Status** column	Time released for approval ⚠ Time approved ✎

Click on the Additional Functions icon ➡ in the Application Toolbar for other options to view and analyze the time information (i.e. Sort, Filter, Sub-totals, Export to Excel, etc...)

Click on the Exit icon 🔼 twice to exit the transaction