Manuel Gallardo

Configuring and Using CATS

- Provides a complete guide to configuring CATS
- Covers all essential CATS BAdIs and User-exits
- Includes user-exit sample code, a sample program for loading external time data, and a CATS configuration assistant tool on the website

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1 Introduction

The Cross-Application Time Sheet, commonly called CATS or the Time Sheet, is an SAP® component that enables you to capture and approve an employee’s time. The Time Sheet revolutionized the SAP time-entry process by consolidating time capturing for multiple processes into one screen. With CATS, you can capture time for Activity Allocations, Attendances and Absences, Work Order Confirmations, and much more—all in one screen.

In addition to the time-entry functionality, the Time Sheet also provides functionality to support the complete time-entry lifecycle, such as Reporting, Workflow, and Approvals. The first CATS implementation was completed more than 10 years ago. Since then, every major SAP release has delivered significant improvements to CATS, such as the Special Approvals and Manager’s Self-Service (MSS) approval functionality delivered in SAP ERP 6.0.

1.1 The Purpose of This Book

This book was written to help you get the most out of your CATS implementation. Chances are, you have already worked with CATS before and you would like to take your implementation to the next level by getting a better understanding of CATS customizations such as:

- **User-exits.** You want to know which User-exits are available in CATS, the functionality they provide, what triggers each User-exit, etc.

- **Special Approvals.** You would like to understand how Special Approvals work and how to configure them.

- **Actual Costing.** You have questions about how Actual Costing works and would like to identify the best customization settings for your specific needs.

- **Time Interfaces.** You need to build a time interface into CATS and you want to make sure you are using the proper technique.
In this book, we will discuss these areas and more. We will explain CATS functionality in great detail and provide real-life examples of how you can utilize the available functionality. We will show you how to take advantage of the flexibility provided by CATS to fulfill some of the more complex time-entry scenarios. And, we will provide valuable tips to help reinforce key concepts and other information that will help you better understand the capabilities of CATS.

To get the most out of this book you should have a core understanding of CATS functionality and customization. The book is divided into logical parts to make it easy for you to read the specific topics that interest you without getting lost. You can, for example, go directly to the Frequently Asked Questions (FAQ) section where we provide detailed answers to questions such as:

- How do I add a custom column to the Display or Approval reports?
- How can I default a Work Breakdown Structure (WBS Element) into the Time Sheet entry screen?
- How do I make a field mandatory without setting it to “Required” in the field customization?

Or you can decide to read the book from front to back. Whichever way you decide on, in every chapter you will find specific CATS customization techniques based on the experience of numerous CATS implementations on every major SAP release. Throughout the book we make reference to sample ABAP code for User-exits and programs you can implement in your own SAP system. You can download sample code, as well as the CATS Configuration Assistant for SAP ERP 6.0 from the book’s home page at www.sap-press.com.

We will also discuss the functionality available for the various CATS user interfaces, so becoming familiar with the CATS user interfaces will help you better understand the customization techniques described in the upcoming chapters. Let's start with a review of the CATS user interfaces.

1.2 CATS User Interfaces

Over time, the functionality provided by CATS has expanded to accommodate an increasing number of time-recording environments. For example, besides the SAP GUI time-recording screen, CATS now supports time entry via NetWeaver Portal, the telephone, and so on.
However, not all of the CATS user interfaces provide the same functionality. Some user interfaces are designed for quick time entry so they only support the creation of new time records, while other user interfaces provide full functionality, such as changing and deleting previously entered data. The full functionality (also known as “Independent”) CATS user interfaces are:

- **CATS Classic**: This user interface can be accessed via the SAP GUI and is traditionally known as “CAT2.” CATS Classic is the original CATS user interface and is best suited for users that regularly work in the SAP ERP system or make use of the advanced features available in the CATS menus. This is the best user interface for multiple employee (multikeyer) time entry.

- **CATS Regular**: This user interface is designed to support time entry via a web browser and is best suited to support employee self–time entry via a Portal, such as Employee Self-Service (ESS). For ESS implementations that use the Internet Transaction Server (ITS) this user interface is also known as “CATW.”

- **CATS for Service Providers**: Also known as “Extended CATS,” this user interface is accessed via the SAP GUI (Transaction CATSXT) and is designed to support time entry of individuals that perform billable services. The main objective of this user interface is to expedite time entry for activities that last more than one day. As such, it is a good fit for individuals that perform the same type of work for multiple days (such as consultants).

- **CATS Notebook**: This user interface is also referred to as “Mobile CATS” and is an offline time-entry solution that uses the Mobile Engine technology to synchronize time data with the SAP system. The CATS Notebook is a good fit for highly mobile employees because it allows them to capture their time without connecting to the network. The time data can be synchronized with the CATS database when the user connects to the network.

The quick entry (also known as “Enhancing”) CATS user interfaces utilize streamlined entry screens; therefore, they only support the creation of new time entries. The Enhancing CATS user interfaces are:

- **CATS Instant**: This user interface is available via the SAP NetWeaver Portal and it is best suited to users that need to record individual tasks throughout the day.

- **CATS Phone**: This offline mobile user interface is available for WAP-enabled mobile telephones and it is aimed at mobile users who have to record several billable tasks each day.
For more information on the different CATS user interfaces see the SAP Library ([http://help.sap.com](http://help.sap.com)) under **CROSS-APPLICATION COMPONENTS • TIME SHEET • USER INTERFACE**. Now that you are familiar with the CATS user interfaces we will discuss system enhancements. The various CATS system enhancements are discussed throughout the book and reviewed in detail in Chapter 5, so it is a good idea to become familiar with them before you go any further.

### 1.3 System Enhancements

Occasionally, the functionality delivered by the SAP system may need to be adjusted to accommodate the specific needs of your organization. The SAP system delivers **System Enhancements** in the form of Customer-exits (more commonly known as User-exits) and Business Add-Ins (BAdIs), which you can use to enhance the functionality of your SAP system. CATS delivers multiple User-exits and BAdIs you can use to adjust the time-recording process. These enhancements are fully supported by the SAP system and upward compatibility is assured.

#### 1.3.1 User-exits

User-exits allow you to enhance the functionality of the SAP system without having to perform a system modification. System modifications are not supported by SAP software and their upward compatibility is not assured. User-exits are functions contained in the standard SAP code that allow you to add your own logic to the system. You can access the User-exits available in the SAP system via menu path **TOOLS • ABAP WORKBENCH • UTILITIES • ENHANCEMENTS • PROJECT MANAGEMENT**. From the Project Management screen you can choose menu path **UTILITIES • SAP** and search through the catalog of available User-exits.

#### 1.3.2 BAdIs

BAdIs are a more flexible enhancement technique delivered by the SAP system as of release 4.6A. One of the main differentiators between a BAdI and a User-exit is that the BAdI supports a multisystem landscape where definitions and implementations for SAP software, Customer Solutions, Industry Solutions, Partner development, etc., are developed independently. Additionally, you can make BAdI implementations that are dependent on specific criteria. You can access BAdIs via menu path **TOOLS • ABAP WORKBENCH • UTILITIES • BUSINESS ADD-INS • DEFINITION**.
1.4 Conclusion

This concludes our overview of CATS user interfaces and system enhancements. In this chapter we learned that CATS delivers multiple user interfaces you can use to accommodate different time-recording environments. Additionally, we learned that User-exits and BAdIs are collectively known as System Enhancements and they can be used to enhance the functionality of your SAP system.
5 Deploying User-exits and BAdIs to Enhance CATS

The SAP system delivers a number of Customer-exits (more commonly known as User-exits) and Business Add-Ins (BAdIs) that allow you to enhance the functionality of the Cross-Application Time Sheet (CATS) to meet your custom requirements. Throughout this section we will refer to User-exits and BAdIs collectively as Enhancements.

In this section we will explore the most commonly used CATS Enhancements. For the purposes of this chapter, we will categorize the CATS Enhancements according to the processes they support:

- CATS Classic time entry
- Creation of the CATS Worklist
- Changes to the contents of CATS records
- Data Validation
- Population of Customer-specific text fields
- Time Approvals and Workflow
- CATS Reporting

We will review in detail more than a dozen different enhancements, and look at each of the following characteristics for each:

- **Enhancement Type** — CATS delivers two types of Enhancements: BAdIs and User-Exits. Though both of these enhancement types enable you to implement custom requirements, there are many differences between these two enhancement techniques, as explained in Chapter 1.

- **CATS User Interfaces** — The BAdIs and User-exits discussed in this section apply to one or more of the following CATS User Interfaces: Classic, Regular, Service Providers, Notebook, or Instant. We also included the Duet Time Management scenario in our analysis even though it is not technically considered a
CATS User Interface. The various CATS User Interfaces were explained in detail in Chapter 1.

- **Trigger Event** — This section delineates the conditions under which each Enhancement is triggered.
- **Functionality** — This section explains the capabilities of the User-exits and BAdls.

Let's begin by exploring how to locate User-exits and BAdls.

**How to Locate User-exits and BAdls**

User-exits and BAdls are only available if they have been added in the software to the transaction you wish to enhance. To identify the User-exits available in the SAP system you can perform your own search via menu path TOOLS • ABAP WORKBench • UTILITIES • ENHANCEMENTS • PROJECT MANAGEMENT. Once in the Project Management screen you can choose menu path UTILITIES • SAP ENHANCEMENTS. The ensuing selection screen allows you to perform your own search through the catalog of available User-exits.

For BAdls, the menu path to search is TOOLS • ABAP WORKBench • UTILITIES • BUSINESS ADD-INS • DEFINITION.

Keep these in mind as we work through the chapter. Now let’s look at how to enhance your Data Entry Process with User-exits and BAdls.

**5.1 Enhancements for the Data Entry Process**

CATS provides a number of User-exits and BAdls to assist the user during the data entry process. In fact, most of the enhancements available in CATS are designed to support this stage of the time entry process.

In this section we will first review the enhancement specific to the CATS Classic user interface. Then we will discuss enhancements used to compile the CATS Worklist, perform changes to the data, execute data validation and, finally, populate customer-specific fields.
5.1.1 CATS Classic Screen Enhancements

The ensuing list of User-exits has been delivered specifically to enhance the CATS Classic user interface. Let's look at each of these in detail.

CATS0004 — Deactivate Functions in the User Interface

Enhancement Type: User-exit

CATS User Interfaces: Classic

Trigger Event: Any time the CATS Initial Screen or Detail (Data Entry) Screen is accessed in Edit or Display mode.

Functionality: You can use User-exit CATS0004 to remove screen functions from the CATS Initial Screen or Detail Screens. You can take into account the CATS Data Entry Profile or the Personnel Number in your decision-making process. In order to hide the screen functions you must specifying the respective Function Code. You can find the Function Code by following these steps:

1. Find the option you wish to hide in the pull-down menu.
2. Highlight the menu option by placing your cursor over it (do not click on it).
3. While the menu option is highlighted, click function key F1 on your keyboard. As shown in Figure 5.1, the dialog window Technical Information will display the Function Code associated with the menu option you highlighted.

![Technical Information](image)

**Figure 5.1** Function Code for the Release View User-command

For illustrative purposes we will follow the steps required to hide the button and menu option for functions Release View and Variable View. This is necessary only
if the Data Entry Profile is configured to release the data on saving (hence making the Release View button unnecessary).

Our first step is to find the Function Code for the Release View button. The Release View menu option can be found under menu path **Goto • View • Release View**. With the Release View menu option highlighted (as previously discussed in Step 2) select function key F1 on your keyboard and the Technical Information window will display the user command: FREE. Following similar steps, we are able to determine that the user-command for the Variable View is STAT.

The second step in the process is to add function codes FREE and STAT to Table T_CUAF in User-exit CATS0004. The following Advanced Business Application Programming (ABAP) code illustrates this step:

* Is the Data Entry Profile customized to Release on saving?  
  IF TCATS-FREEATSAVE IS NOT INITIAL.
  * Release on Saving = Yes. Hide the “Release View” Function
    T_CUAFC-FCODE = ‘FREE’. APPEND T_CUAFC.
  * Hide the Variable View Function
    T_CUAFC-FCODE = ‘STAT’. APPEND T_CUAFC.
  ENDIF.

The third and last step is to add User-exit CATS0004 to your own Enhancement Customer Project (Transaction code CMOD) and activate the Project. As shown in Figure 5.2, the end result of this User-exit implementation is that the Release View and Variable View menu functions and screen buttons are inactive.
CATS0011 — Customer Functions

Enhancement Type: User-exit

CATS User Interfaces: Classic

Trigger Event: Every time the CATS Initial Screen or Detail (Data Entry) Screen are accessed in Edit or Display mode.

Functionality: This User-exit allows you to add custom functions to the CATS Initial Screen as well as the Data Entry Screen. The Initial Screen accommodates two custom functions (Figure 5.3) and the Data Entry Screen accommodates four. Two of these functions can be found under the Extras menu option and the other two appear under the Environment menu. The User-exit Internal Table SAP_CATSD contains the data in the data entry section. You can query which SAP_CATSD field the cursor is positioned in when the function is called using the SAP_CURSOR_FIELD and the SAP_CURSOR_CATSDLINe fields. You could, for example, utilize this User-exit to trigger a report that would show you an employee’s Quota balance.

![Time Sheet: Initial Screen](image)

**Figure 5.3** Custom Functions in the Initial Screen

Tip

All Customer Functions become visible when you activate this User-exit. You can use User-exit CATS0004 to hide any Customer Functions you do not wish to use.
CATS0005 — Customer Field Enhancements

Enhancement Type: User-exit

CATS User Interfaces: Classic

Trigger Event: Any time the CATS Detail Screen is accessed in Edit or Display mode.

Functionality: There are two different techniques for including customer fields in the CATS Data Entry screen. One of them requires the activation of User-exit CATS0005. This User-exit is available as of release 4.5a and it allows you to add a dialog window with custom fields to the CATS Data Entry screen as shown in Figure 5.4. The custom fields must first be created in Table Include CI_CATSDB.

![Figure 5.4](image)

The advantage of this method is that you can output context-sensitive information in the dialog window. For example, you could use this User-exit to capture data that correlates to the contents of the selected CATS record. This data is saved with the rest of the CATS data in table CATSDB. You must proceed as follows in order to implement this User-exit:

1. Define customer Include CI_CATSDB in the ABAP/4 Dictionary. Include only fields in the customer name range.
2. Create screen SAPLXCAT number 1000 and assign the custom fields to the screen. Make sure to create the screen as type Subscreen.
3. Define a Process Before Output (PBO) function module for the screen.
4. Define a Process After Input (PAI) function module for the screen.

Include ZXCATU06 is processed before the PBO processing for the custom dialog window. The Include contains information on the record selected in the CATS screen.

The second method for capturing data into custom fields is to include these fields in the Time Data section in the CATS Time Entry Screen (Figure 5.5).

![Figure 5.5 You Can Add Custom Fields to the Data Entry Area](image)

For example, you could use this User-exit to capture data that does not depend on the contents of the CATS data fields. This data is saved with the rest of the CATS data in table CATSDB. This method for including custom fields on the screen does not require you to activate User-exit CATS0005. In order to add the fields to the screen you can proceed as follows:

1. Define customer Include CI_CATSDB via Transaction SE11.
2. Add the custom field(s) to Include CI_CATSDB.
3. Assign the custom field(s) to the predefined CATS Customer Fields. You perform this action in the configuration Implementation Guide (IMG) (Transaction SPRO) via path Cross Application Components • Time Sheet • Settings for All User Interfaces • Customer-Specific Modifications • Create Customer Fields • Make field assignment.

4. Add the customer field to your CATS profile. You perform this action via the IMG. Access the IMG via Transaction SPRO and follow path Cross Application Components • Time Sheet • Settings for All User Interfaces • Customer-Specific Modifications • Create Customer Fields • Add customer fields to field selection.

**Tip**

Custom fields included in the CATS Data Entry Profile must be *Numeric* or *Character* type and have a length of 40 characters or less. Values from customer fields are saved in the CATS database but are not transferred to any of the target applications.

---

**CATS0007 — Subscreen on Initial Screen**

**Enhancement Type:** User-exit

**CATS User Interfaces:** Classic

**Trigger Event:** Any time the CATS Initial Screen is accessed in Edit or Display mode.

**Functionality:** This User-exit activates a subscreen at the bottom of the CATS initial screen (Figure 5.6), which you can use to display custom information. You can also use this enhancement in combination with User-exit CATS0002 to capture data you can subsequently use during the data entry process. For example, you could use the subscreen to capture receiving objects that you can use as default values during data entry.

In order to use this enhancement you must create screen number 2000 for program SAPLXCAT. The screen type must be *Subscreen* and the maximum dimensions are a length of 82 columns and a height of 4 lines.
5.1 Subscreen Activated Via User-exit CATS0007

**Figure 5.6** Subscreen Activated Via User-exit CATS0007

**CATS0012 — Subscreen on Data Entry Screen**

**Enhancement Type:** User-exit

**CATS User Interfaces:** Classic

**Trigger Event:** Each time the CATS Detail Screen is accessed in Edit or Display mode.

**Functionality:** This User-exit allows you to create a subscreen on the header of the CATS Time Entry screen (SAPLCATS numbers 2002, 2003, and 2500). The maximum dimensions of the customer subscreen (SAPLXCAT number 3000) are a length of 83 columns and a height of 3 lines.

You can use function module EXIT_SAPLCATS_012, which is an additional component of User-exit CATS0012, to feed custom data to the subscreen. Furthermore, as shown in Figure 5.7, you can hide the top row of the standard screen header
by setting return parameter NO_OTHER_HEADER_INFO to “X.” You can use this User-exit, for example, to display a person’s Vacation balance.

**Figure 5.7** Custom Subscreen on the Data Entry Screen

**CATP0001 — Determine Target Hours**

**Enhancement Type:** User-exit

**CATS User Interfaces:** Classic, Regular, Service Providers, Notebook, Instant

**Trigger Event:** In CATS Classic — each time a new time-entry screen is accessed (in Display or Edit mode). For all other applicable CATS interfaces, the system calls the User-exit at the start of the application.

**Functionality:** This User-exit populates the Target Hours row with a value you calculate based on your own business rules. For example, you could use this User-exit if you do not use the SAP Time Management module. Alternatively, you could implement this User-exit if the Work Schedule stored in Infotypes 0007 (Planned Working Time) or 2003 (Substitutions) does not meet your business needs.

**Tip**

In CATS Classic this User-exit is only triggered if the Target Hours are displayed on the CATS screen. Therefore, you may want to activate parameter With Target Hours in your Data Entry Profile.
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