Organizational Unit Infotype Changes Report

Purpose	Use this procedure to view changes/updates made to Organizational unit within an agency.
Trigger	Use this procedure to view/verify updates that have been made to an org unit.
Prerequisites	An org unit exists; changes have been entered into HRMS.
End User Roles	In order to perform this transaction you must be assigned the following role:

- Organizational Management Processor
- Organizational Management Inquirer
- Personnel Administration Processor
- Personnel Administration Supervisor
- Personnel Administrator Inquirer

Change History	
Date	**Change Description**
06/18/12	Procedure Created

Transaction Code   ZHR_RPTOMN02

Helpful Hints	- This report will show changes that were keyed on **June 26, 2012** and forward. - By entering a **Start** and **End** date of running the report by **user,** this will prevent the report from timing out.

Procedure

1. Start the transaction using the above menu path or transaction code **ZHR_RPTOMN02**

2. Under the Data Source section, verify the ☑ Read from Database box is checked.

3. Under the Object section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Plan Version	R	Identifies the active version for the report. Verify that **01** has defaulted in. **Example**: 01
Object Type	R	This is a type of object, such as a position, job, or organizational unit. **Example:** O (Organizational Unit)
Object ID	O	This is the system-assigned number of an object type. ℹ️ State of Washington Organizational Units' object ID number begins with a **3.** **Example:** 31009300

4. Under the [Infotype] section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Infotype	O	This is a screen that is used to enter employee information and to group related data fields together. ℹ️ Place your cursor in the *Infotype* field and click on the 🔲 (matchcode) to display a list infotypes. • *(1000)* Object – Select to view changes to the Organizational Unit. • *(1001)* Relationships- Select to view position changes within or out of an organizational unit. • *(1002) Description* – Select to view changes to the description of the position. • *(1003)* Department/Staff – Select to view changes made. ℹ️ Depending on the infotype number entered in this

		field additional search criteria fields may appear. **Example**: 1001 (Relationships)
Subtype	O	This is a way further define the data being stored on an infotype. Only certain infotypes have subtypes. **Example: A003** (Belongs to)
Planning Status	O	This is the status of an action. **Example:** 1 (Active)

Infotype
Infotype	1001	Relationships
Subtype	A003	Belongs to
Planning status		
Type of related object		
ID of related object		

5. Under the Change Data section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
User	C	Enter the Personnel Number, or Name of user who made the changes. **Example:** 20000000
Start Date	C	Enter date of changes entered. ℹ System defaults to current date. ⚠ Only changes that were made on or after **June 26, 2012** will display. ℹ To view **all changes** leave this field blank. **Example:** 04/01/2012
Clock Time (Start)	C	Enter time changes were keyed. ℹ To view **all changes** leave this field blank. **Example:**

State of Washington

End Date	C	Enter date of changes entered. ![i] System defaults to current date. ![i] To view **all changes** leave this field blank. **Example:** 12/31/9999
Clock Time (End)	C	Enter time changes were keyed. ![i] To view **all changes** leave this field blank. **Example:**

Change Data

User	2000000
Start date	
Clock Time (Start)	
End Date	
Clock Time (End)	

6. Under the Output section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Technical View	O	Report results will display in technical form- displaying all changes deletes and creates for the given record.
Summarized View	O	Report results display a single document for multiple documents stored for a particular set of data.
Display Field Contents	R	Verify this box is check. ![i] If the box is checked, report results will display each infotype field that has been changed both new and old. ![i] If the box is **not checked,** report results will show a single line will display the change made.

Output

- ○ Technical View
- ◉ Summarized View
- ☑ Display Field Contents

HR
State of Washington

7. Click ⏲ (Execute) to generate the report.

Display Change Documents

Data Source
☑ Read from Database
☐ Read from Archive

Object
Plan Version	01	Current plan
Object Type	0	Organizational unit
Object ID	31009300	
Search Term		

Infotype
Infotype	1001	Relationships
Subtype	A003	Belongs to
Planning status		
Type of related object		
ID of related object		

Change Data
User	
Start date	
Clock Time (Start)	
End Date	
Clock Time (End)	

Output
○ Technical View
◉ Summarized View
☑ Display Field Contents

8. Screen shot 1 of 2

9. Screen shot 2 of 2:

10. You have completed this transaction.

Results
You have generated the **Display Change Documents** report for an Organizational Unit.