

Job Class Infotype Changes Report

- Purpose** Use this procedure to view changes/updates made to Job Classes.
- Trigger** Use this procedure to view/verify updates that have been made to a job class.
- Prerequisites** A job class has 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	<ul style="list-style-type: none"> • 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**


The screenshot displays the SAP 'Display Change Documents' transaction interface. It features a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main content area is divided into several sections:

- Data Source:** Contains two checkboxes: Read from Database and Read from Archive.
- Object:** Contains fields for 'Plan Version' (value: 01), 'Object Type', 'Object ID', and 'Search Term'. A dropdown menu is set to 'Current plan'.
- Infotype:** Contains fields for 'Infotype', 'Subtype', and 'Planning status'.
- Change Data:** Contains fields for 'User', 'Start date' (06/15/2012), 'Clock Time (Start)' (00:00:00), 'End Date' (06/15/2012), and 'Clock Time (End)' (23:59:59).
- Output:** Contains three options: Technical View, Summarized View, and Display Field Contents.


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


This is a close-up view of the 'Data Source' section from the previous screenshot. It shows the 'Read from Database' checkbox is checked, and this entire section is highlighted with a red rectangular border.

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: C (Job)
Object ID	O	This is the system-assigned number of an object type.  Job classification system assigned numbers begin with a 5. Example: 51003126

Object

Plan Version	01	Current plan
Object Type	C	Job
Object ID	51003126	
Search Term		



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.  Place your cursor in the <i>Infotype</i> field and click on the  (matchcode) to display a list infotypes. <ul style="list-style-type: none"> (1000) Object- Select to view changes to the job. (1001) Relationships- Select to view position changes within or out of an organizational unit. (1005) Planned Compensation – Select to view changes to the positions pay scale.  Depending on the infotype number entered in this field additional search criteria fields may appear. Example: 1000 (Object)

Subtype	O	This is a way further define the data being stored on an infotype. Only certain infotypes have subtypes. Example:
Planning Status	O	This is the status of an action. Example: 1 (Active)







Infotype


Infotype Object

Planning status


Language Key

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.  System defaults to current date.  Only changes that were made on or after June 26, 2012 will display.  To view all changes leave this field blank. Example: 04/01/2012
Clock Time (Start)	C	Enter time changes were keyed.  To view all changes leave this field blank. Example:
End Date	C	Enter date of changes entered.  System defaults to current date.  To view all changes leave this field blank. Example: 12/31/9999

Clock Time (End)	C	Enter time changes were keyed.  To view all changes leave this field blank. Example:
------------------	---	---

Change Data

User	20000000 
Start date	<input type="text"/>
Clock Time (Start)	<input type="text"/>
End Date	<input type="text"/>
Clock Time (End)	<input type="text"/>

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.  If the box is checked, report results will display each infotype field that has been changed both new and old.  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

7. Click  (Execute) to generate the report.

Program Edit Goto System Help


 

Display Change Documents

Data Source

Read from Database
 Read from Archive

Object

Plan Version	01	Current plan
Object Type	C	Job
Object ID	51003216	
Search Term		

Infotype

Infotype	1000	Object
Planning status	<input type="checkbox"/>	
Language Key	<input type="checkbox"/>	

Change Data

User	20000000
Start date	<input type="text"/>
Clock Time (Start)	<input type="text"/>
End Date	<input type="text"/>
Clock Time (End)	<input type="text"/>

Output

Technical View
 Summarized View
 Display Field Contents

8. Screen shot 1 of 2

The screenshot shows the SAP 'Display Change Documents (Summarized View)' interface. The title bar includes 'Change Documents Edit Goto System Help'. The main content area displays a table with the following data:

OT	Object ID	Object name	Infoty.	Start date	End Date	Name	Date	Time
	51003126	Test - Chan...	1000	04/01/2012	12/31/9999	User	04/30/2012	11:14:05
	51003126	Test - Chan...	1000	04/01/2012	12/31/9999	Name	04/30/2012	11:14:05
	51003126	Test - Chan...	1000	04/16/2012	12/31/9999	deleted	04/30/2012	11:21:45
	51003126	Test - Chan...	1000	04/16/2012	12/31/9999	For	04/30/2012	11:21:45
	51003126	Test - Chan...	1000	04/16/2012	12/31/9999	screen	04/30/2012	11:31:27
	51003126	Test - Chan...	1000	04/16/2012	12/31/9999	shot	04/30/2012	11:31:27

9. Screen shot 2 of 2:

The screenshot shows the SAP 'Display Change Documents' interface with a detailed change log table. The table has the following data:

Long Field Label	Old value	New value	Change ID	Summ.View
Object abbreviation		Test - CDJ		<input type="checkbox"/>
Object name		Test - Change Document Job		<input type="checkbox"/>
Object abbreviation	Test - CDJ	Test - CDJ-1		<input checked="" type="checkbox"/>
Object name	Test - Chan...	Test - Change Document Job 1		<input checked="" type="checkbox"/>
Object abbreviation	Test - CDJ-1	Test - CDJ-2		<input type="checkbox"/>
Object name	Test - Chan...	Test - Change Document Job 2		<input type="checkbox"/>

10. You have completed this transaction.

Results
 You have generated the *Display Change Documents* report for a Job Class