

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	<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.
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Procedure

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


The screenshot shows the SAP 'Display Change Documents' transaction. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The title bar reads 'Display Change Documents'. Below the title bar are several icons for navigation and actions. The main content area is divided into several sections:



- Data Source:** Contains two radio buttons: Read from Database and Read from Archive.
- Object:** Contains four input fields: 'Plan Version' (value: 01), 'Object Type' (empty), 'Object ID' (empty), and 'Search Term' (empty). There is a 'Current plan' label next to the Plan Version field and a search icon next to the Object ID field.
- Infotype:** Contains three input fields: 'Infotype' (empty), 'Subtype' (empty), and 'Planning status' (empty).
- Change Data:** Contains five input fields: 'User' (empty), 'Start date' (value: 06/15/2012), 'Clock Time (Start)' (value: 00:00:00), 'End Date' (value: 06/15/2012), and 'Clock Time (End)' (value: 23:59:59).
- Output:** Contains three radio buttons: 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 of the 'Data Source' section from the screenshot above. It shows the 'Data Source' header and the Read from Database checkbox, which is highlighted with a red rectangular box.

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.  State of Washington Organizational Units' object ID number begins with a 3 . Example: 31009300

Object		
Plan Version	<input type="text" value="01"/>	Current plan
Object Type	<input type="text" value="0"/>	Organizational unit
Object ID	<input type="text" value="31009300"/> 	
Search Term	<input type="text"/>	





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 Organizational Unit. • (1001) Relationships- Select to view position changes within or out of an organizational unit. • (1002) <i>Description</i> – Select to view changes to the description of the position. • (1003) Department/Staff – Select to view changes made.  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.  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	<p>Enter date of changes entered.</p> <p> System defaults to current date.</p> <p> To view all changes leave this field blank.</p> <p>Example: 12/31/9999</p>
Clock Time (End)	C	<p>Enter time changes were keyed.</p> <p> To view all changes leave this field blank.</p> <p>Example:</p>

Change Data

User	<input type="text" value="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	<p>Verify this box is check.</p> <p> If the box is checked, report results will display each infotype field that has been changed both new and old.</p> <p> If the box is not checked, report results will show a single line will display the change made.</p>

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	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

OT	Object ID	Object name	Subtyp	Infoty.	Start date	End Date	OT	ID of related object	Name of Related Object
<input type="checkbox"/>	31009300	Test - Chang...	A002	1001	03/01/2012	12/31/9999	<input type="checkbox"/>	31007726	DEPT OF ENTERPRISE ...
<input type="checkbox"/>	31009300	Test - Chang...	A002	1001	03/01/2012	12/31/9999	<input type="checkbox"/>	31007726	DEPT OF ENTERPRISE ...
<input type="checkbox"/>	31009300	Test - Chang...	A011	1001	03/01/2012	12/31/9999	<input checked="" type="checkbox"/>	1790000000WA01	DEFAULT AGENCY 179
<input type="checkbox"/>	31009300	Test - Chang...	A011	1001	03/01/2012	12/31/9999	<input checked="" type="checkbox"/>	1790000000WA01	DEFAULT AGENCY 179
<input type="checkbox"/>	31009300	Test - Chang...	B003	1001	03/01/2012	12/31/9999	<input type="checkbox"/>	71030250	Test - Change Document..

9. Screen shot 2 of 2:

Date	Time	Long Field Label	Old value	New value	Change ID	Summ. View
04/30/2012	11:17:32	Type of related object		O	<input type="checkbox"/>	<input type="checkbox"/>
04/30/2012	11:17:32	ID of related object		31007726	<input type="checkbox"/>	<input type="checkbox"/>
04/30/2012	11:17:40	Type of related object		K	<input type="checkbox"/>	<input type="checkbox"/>
04/30/2012	11:17:40	ID of related object		1790000000WA01	<input type="checkbox"/>	<input type="checkbox"/>
04/30/2012	11:18:34	Type of related object		S	<input type="checkbox"/>	<input type="checkbox"/>

10. You have completed this transaction.

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