

**Position Infotype Changes Report**

**Purpose** Use this procedure to view changes/updates made to a position unit within an agency.

**Trigger** Use this procedure to view/verify updates that have been made to a position.

**Prerequisites** An position has been created and 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

<b>Helpful Hints</b>	<ul style="list-style-type: none"> <li>• This report will show changes that were keyed on <b>June 26, 2012</b> and forward.</li> <li>• By entering a <b>Start</b> and <b>End</b> date of running the report by <b>user</b>, this will prevent the report from timing out.</li> </ul>
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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 interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Display Change Documents' and contains several sections:

- Data Source:** Contains two checkboxes: 'Read from Database' (checked) and 'Read from Archive' (unchecked).
- Object:** Contains fields for 'Plan Version' (01), 'Object Type', 'Object ID', and 'Search Term'. The 'Plan Version' field has a dropdown arrow and is labeled '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 radio buttons: 'Technical View' (selected), 'Summarized View', and 'Display Field Contents' (checked).


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 screenshot above. It shows the 'Read from Database' checkbox is checked, and this entire section 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 <b>01</b> has defaulted in.  <b>Example:</b> 01
Object Type	R	This is a type of object, such as a position, job, or organizational unit.  <b>Example:</b> S (Position)
Object ID	O	This is the system-assigned number of an object type.  State of Washington Position's object id number begins with a <b>7</b> <b>Example:</b> 71030250

**Object**

Plan Version	01	Current plan
Object Type	S	Position
Object ID	71030250	
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"> <li>(1001) Relationships- Select to view position changes within or out of an organizational unit.</li> <li>(1002) Description – Select to view changes to the description of the position.</li> <li>(1005) Planned Compensation – Select to view changes to the positions pay scale.</li> <li>(1007) Vacancy- Select to view status of a position (filed, or vacant)</li> <li>(1008) Account Assignment- Select to view where the</li> </ul>

		<p>position is being charged.</p> <ul style="list-style-type: none"> <li>• (1011) <i>Work Schedule</i> – Select to view changes made to the position.</li> <li>• (1013) <i>Employee Group/Subgroup</i> – Select to view changes made.</li> <li>• (1018) <i>Cost Distribution</i> – Select to display changes made to where the position is being charged (AFRARS coding)</li> <li>• (1028) <i>Address</i>- Select to view changes made to the location of a position.</li> <li>• (1660) <i>Job Attributes</i> - Select to view changes made to the position. For example: Position <b>now</b> requires drug testing or a background check.</li> </ul> <p> Depending on the infotype number entered in this field additional search criteria fields may appear.</p> <p><b>Example:</b> 1660 (Job Attributes)</p>
Subtype	O	<p>This is a way further define the data being stored on an infotype. Only certain infotypes have subtypes.</p> <p><b>Example:</b> A003 (Belongs to)</p>
Planning Status	O	<p>This is the status of an action.</p> <p><b>Example:</b> 1 (Active)</p>


Infotype	
Infotype	1001 Relationships
Subtype	
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	<p>Enter the Personnel Number, or Name of user who made the changes.</p> <p><b>Example:</b> 20000000</p>



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

**Change Data**

User	<input type="text" value="2000000"/>	
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 <b>not checked</b>, 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.

**Display Change Documents**

**Data Source**

Read from Database  
 Read from Archive

**Object**

Plan Version  Current plan  
 Object Type  Position  
 Object ID   
 Search Term

**Infotype**

Infotype  Job Attributes  
 Planning status

**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

Change Documents Edit Goto System Help

**Display Change Documents (Summarized View)**

OT	Object ID	Object name	Infoty.	Start date	End Date	Name	Date
	71030250	Test - Change Document Position 2	1660	03/01/2012	12/31/9999	<b>User Name removed for screen shot!</b>	04/30/2012
	71030250	Test - Change Document Position 2	1660	03/01/2012	12/31/9999		04/30/2012
	71030250	Test - Change Document Position 2	1660	03/01/2012	12/31/9999		05/02/2012

9. Screen shot 2 of 2:

SAP

Time	Long Field Label	Old value	New value	Change ID	Summ. View
11:21:10	Duty Station County		34		<input type="checkbox"/>
11:21:10	Duty Station State		WA		<input type="checkbox"/>
15:08:02	Duty Station County	34	28		<input checked="" type="checkbox"/>
15:10:26	Duty Station County	28	34		<input checked="" type="checkbox"/>
15:10:26	Security Clearance		1		<input checked="" type="checkbox"/>

10. You have completed this transaction.

Results
You have generated the <b>Display Change Documents</b> report for an Organizational Unit.