

Logged Changes in Infotype Data

Transaction Code: S_AHR_61016380

Purpose Use this procedure to display a log of all changes made to master data records to validate system changes and audit for suspicious activity.

Trigger Perform this procedure to evaluate data changes according to personnel numbers, infotype and/or date and time. Data can be sorted by time, personnel number, infotype or the end-user entering the master data change.

This procedure should be used by agencies on a regular basis as part of their internal controls to monitor for unauthorized changes to HR Master Data.

Prerequisites Information has been entered into HRMS

End User Roles In order to perform this transaction you must be assigned the following role: Personnel Administration Inquirer, Personnel Administration Processor, Personnel Administration Supervisor, Tax Reporter

Change History	
Date	Change Description
7/22/15	Procedure Created

Transaction Code S_AHR_61016380

Scenario:

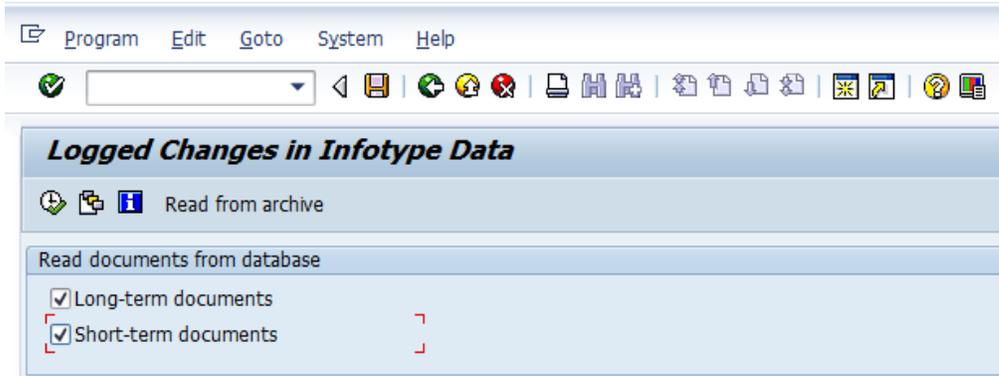
Use this report to identify changes made to employees' master data

Procedure

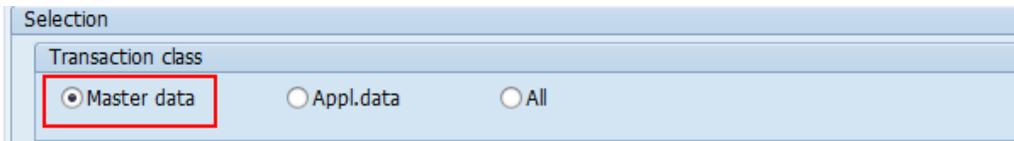
1. Start the transaction using the transaction code S_AHR_61016380

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Long-term documents	R	Select this box to view changes to all infotypes.  Recommended to always select this box.
Short-term documents	C	Select this box to view changes made to an employee's <i>Bank Details (0008)</i>  Recommended to always select this box.



3. Verify the **Master Data** radio button is selected.



4. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	O	<p>Enter the personnel number of the employee whose records you want to audit.</p> <p>You may use the multiple selection arrow  to run this report for more than one personnel number.</p> <p> The Flexible Employee Data Report (ZHR_RPTPAN02) can be used to get a list of agency employee personnel numbers</p> <p>Example: 40000235</p>
Infotype	O	<p>Enter the Infotype four digit number to view changes made to an infotype or range of infotypes.</p> <p> Click on the match code to display a list of all infotypes</p> <p> You must enter all 4 digits of the infotype to view</p> <p>Example: 0041 (Date Specifications)</p>
Changed on	O	Enter the date or date range to view all changes made on a

		specific date, or specific date range. Example: 7/1/2015 to 7/15/2015
Changed by	0	<p>Enter the personnel number of the employee to view changes made by that employee.</p> <p>You may use the multiple selection arrow  to run this report for more than on personnel number.</p> <p> The security report Users by Complex Selection Criteria (S_BCE_68001400) can be run users with the Agency Security Reporting Role to get a list of personnel numbers of agency employees who have access to HRMS.</p> <p>Example: 40000235</p>

Personnel number	<input type="text"/>	to	<input type="text"/>	
Infotype	<input type="text"/>	to	<input type="text"/>	
Changed on	07/01/2015	to	07/15/2015	
Changed by	<input type="text"/>	to	<input type="text"/>	

- Uncheck the *Output in ALV* box

Output options	
Default currency	<input type="text"/>
<input type="checkbox"/> Direct output of docs	<input type="checkbox"/> New page per doc.
<input type="checkbox"/> Output program selections	<input type="checkbox"/> Output in ALV

- Click  (Execute) to generate the report.
- The report Results Display

Goto System Help

Logged Changes in Infotype Data

Errors

Logged Changes in Infotype Data

Long-term documents

PersNo	Infotype	Date	Time	SqNo	Changed by
00403165	A	0041	02/28/2006 12:37:43	0001	011
00403165	A	0041	09/15/2006 15:12:47	0001	011
00403165	A	0041	07/31/2007 17:42:46	0001	004
00403165	A	0041	07/28/2008 16:14:48	0001	004
00403165	A	0041	08/01/2008 09:45:12	0001	004
00403165	A	0041	12/03/2008 13:21:20	0001	004
00403165	A	0041	09/02/2009 07:49:52	0001	002
00403165	A	0041	08/31/2010 15:46:27	0001	004
00403165	A	0041	09/16/2010 11:13:29	0001	002
00403165	A	0041	06/21/2011 16:03:22	0001	SYS
00403165	A	0041	07/26/2011 10:08:51	0001	004
00403165	A	0041	07/26/2011 10:15:05	0001	004
00403165	A	0041	09/13/2011 12:14:05	0001	002
00403165	A	0041	09/15/2011 15:01:59	0001	004
00403165	A	0041	09/15/2011 15:02:16	0001	004
00403165	A	0041	06/17/2013 08:46:04	0001	004
00403165	A	0041	10/02/2014 09:28:24	0001	004
00403165	A	0041	04/01/2015 16:40:42	0001	006
00403165	A	0041	04/03/2015 14:19:46	0001	006
00403165	A	0041	05/01/2015 15:17:32	0001	006
00403165	A	0041	07/09/2015 14:35:41	0001	WSUPD1



The most current change will be at the bottom of the report results. To view **double click** the line to view

Goto System Help

Logged Changes in Infotype Data

PersNo 00403165
 Infotype A 0041 Date Specifications
 Changed by WSUPD1
 Date 07/09/2015 Time 14:35:41 Seq. no. 0001

Subty	Obj	Lck	From	To	No	Old record changed	Action
			1 Old field		2 New field		3
			05/01/2015	06/30/2015	000		I
*Date						01	
*Date type						02	
*Date type						03	
*Date type						05	
*Date type						07	
*Date type						18	
*Date type						A1	
*Date type						A2	
*Date type						A3	
*Date type							
*Date type							
*Date type							
*Date						02/18/2001	
*Date						06/01/2013	
*Date						10/01/2011	
*Date						06/25/2002	
*Date						06/25/2002	
*Date						01/16/2006	
*Date						03/31/2015	
*Date						02/18/2015	
*Date						04/03/2015	
*Date						00/00/0000	
*Date						00/00/0000	

1. Old Field	Provides what data was prior to a change.
2. New Field	Provides new data keyed

3. Action	Identifies what action was used to make change to record.  I- Insert – Indicates record was created using the Create icon U- Update- Indicates a record was changed using the Pencil icon D- Delete- Indicates a record was deleted
4. (*)	Identifies a field on the infoype has been changed