Logged Changes in	Infotype Data	Transaction Code:	S_AHR_61016380
Purpose	Use this procedure to display a log of all char validate system changes and audit for suspic	nges made to master ious activity.	data records to
Trigger	Perform this procedure to evaluate data chan infotype and/or date and time. Data can be s infotype or the end-user entering the master	nges according to pe sorted by time, perso data change.	rsonnel numbers, nnel number,
	This procedure should be used by agencies o internal controls to monitor for unauthorized	n a regular basis as p d changes to HR Masi	art of their ter Data.
Prerequisites	Information has been entered into HRMS		
End User Roles	In order to perform this transaction you mus Personnel Administration Inquirer, Personne Administration Supervisor, Tax Reporter	t be assigned the foll I Administration Proc	owing role: cessor, Personnel

	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

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Logged Changes in Infotype Data	
😳 💁 🚺 Read from archive	
Read documents from database	
Long-term documents	
Short-term documents	
Selection	
Transaction class	
Master data All	
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Infotype	to 📄
Changed on	to 🔁
Changed by	to 🔁
Output options	
Default currency	
Direct output of docs	New page per doc.
Output program selections	✓ Output in ALV
Sort order	

2. Complete the following fields:

R	=Require	d Entry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Long-term	R	Select this box to view changes to all infotypes.
documents		Recommended to always select this box.
Short-term	С	Select this box to view changes made to an employee's Bank
documents		Recommended to always select this box.



☞ <u>P</u> rogram	<u>E</u> dit <u>G</u> oto Sy	stem <u>H</u>	elp			
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✓Long-term	n documents n documents	ר د				

3. Verify the Master Data radio button is selected.

Sele	ction			
Т	ransaction class			
	◉ Master data	○ Appl.data		

4. Complete the following fields:

	R=Require	ed Entry O=Optional Entry C=Conditional Entry
Field Name	R/O/C	Description
Personnel Number	0	Enter the personnel number of the employee whose records you want to audit. You may use the multiple selection arrow records to run this report for more than on personnel number. The <u>Flexible Employee Data Report (ZHR_RPTPAN02)</u> can be used to get a list of agency employee personnel numbers
		Example: 40000235
Infotype	0	Enter the Infotype four digit number to view changes made to an infotype or range of infotypes. Click on the match code to display a list of all infotypes You must enter all 4 digits of the infotype to view Example: 0041 (Date Specifications)
Changed on	0	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	Enter the personnel number of the employee to view changes made by that employee. You may use the multiple selection arrow Solution to run this report for more than on personnel number. 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.
		Example: 40000235

Personnel number		to		\$
nfotype		to		\$
hanged on	07/01/2015	to	07/15/2015	\$
Changed by		to		\$

7. Uncheck the *Output in ALV box*

Output options	
Default currency	
Direct output of docs	New page per doc.
Output program selections	Output in ALV

- 8. Click (Execute) to generate the report.
- 9.

The report Results Display



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



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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	

