

Organizational Management Transaction Reports – Audit – All Positions, Org and Job Changes

Purpose Use this procedure to view a log of infotype updates made to your agency’s positions, organizational units or job classifications within a specified time frame. Information includes who and when the updates were made.

Note: This report will not show what changes were made, but will indicate what infotype has been updated.

Trigger Perform this procedure when viewing infotype updates made to your agency’s positions, organizational units or job classifications within a specific time frame.



Prerequisites

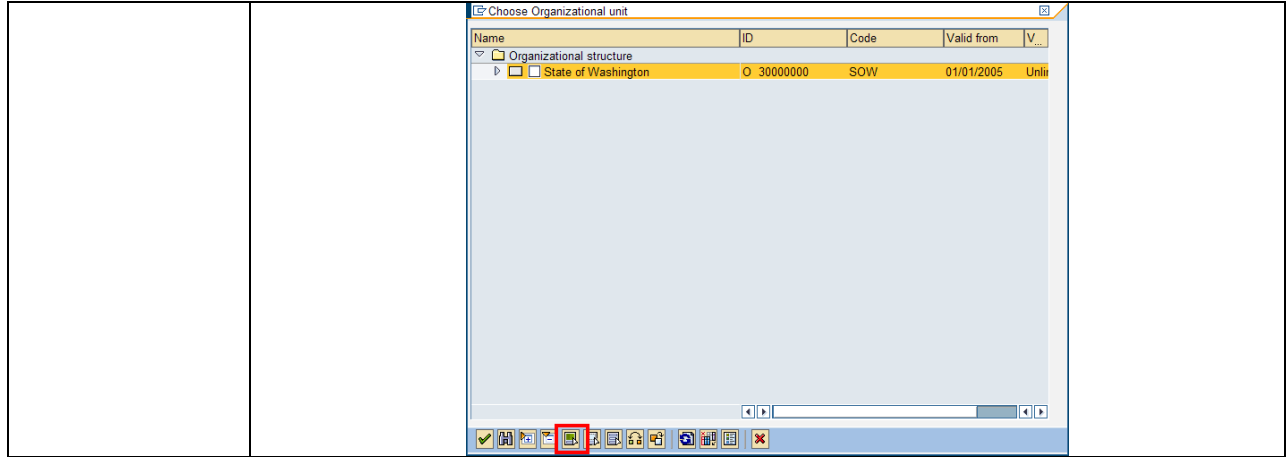
- The positions, organizational unit, or job classifications must exist.

End User Roles In order to perform this transaction you must be assigned the following role: Organizational Management Processor/Inquirer, Time and Attendance Supervisor

Change History	
Date	Change Description
11/4/2009	New procedure created.

Transaction Code ZHR_RPTOMN01

Helpful Hints	 This report does not indicate what exact changes have been made. It provides an indicator of what infotypes have been updated. <ul style="list-style-type: none"> • When searching by Structure Search, use the  (Select subtree option) found on the bottom of the Choose Organizational Unit window. Once your Business Area or Personnel Area has been selected, the <i>Select subtree option</i> will select all your applicable options from that subtree.
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Procedure

1. Start the transaction using the transaction code **ZHR_RPTOMN01**.

The screenshot shows the SAP Organizational Management Transaction Reports interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Organizational Management Transaction Reports'. Underneath, there is a 'Select Report' section with several radio button options: 'All Position, Org and Job Changes' (selected), 'Vacant Positions', 'Abolished Positions', 'New Positions', 'Positions transferred', and 'Positions reallocated'. Below this is a 'Selection' section with input fields for 'Object ID', 'Object Type', 'User Id', and 'Info Type', along with arrows for selection and a 'to' field. At the bottom is a 'Period' section with 'Changed Date' fields set to '01/01/2004' and '12/31/9999'.

2. In the *Select Report* area, select **All Position, Org and Job Changes**:

Program Edit Goto System Help

Organizational Management Transaction Reports

Select Report

- All Position, Org and Job Changes
- Vacant Positions
- Abolished Positions
- New Positions
- Positions transferred
- Positions reallocated

3. In the *Selection* area, complete the following fields:

Selection



Object ID

Object Type

User Id


Info Type to


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Object ID	C	This is the system-assigned number of an object type. Click the (Matchcode) to open the selection list. Search by Structure Search to view your entire agency's organizational structure. See the Helpful Hints section above for additional information. Example: 30000491
Object type	C	This is a type of object, such as position, job, or organization unit. Choose the appropriate radio button. Example: O (Organizational Unit) or S (Position)
User Id	C	This is the processor's personnel Id number. Example: 2000XXXX
Info Type	C	This is a screen that is used to enter employee information and to group related data fields together. It provides audit trails and data for reports and history.

 Click the  (Matchcode) to open the selection list.
Example: 1001 (Relationships)


Note: A selection is not required for each field.

Selection

Object ID 

Object Type 

User Id


Info Type to 

4. In the *Period* area, complete the following field:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Changed Date	R	This is the actual date in which data was maintained or created on. Example: 01/01/2008 to 12/31/9999

Period

Changed Date to

5. Click  (Execute) to execute a process or action.

State of Washington – HRMS All Position, Org and Job Changes

Note: Results are shown in two screenshots. The left side of page and then right side.

SAP

Organizational Management Transaction Reports

State of Washington - HRMS
All Position, Org and Job Changes

Report ID: ZHR_RPTOMN01
 User: JANEETP
 Run Date: 11/04/2009
 Changed On: 01/01/2008 through 12/31/9999
 Records reported: 2
 Run Time: 00:00:02

Info Type	Info Type Name	Object Type	Object Id Number	Object Abbr	Object Title	Effective Start Date	Effective End Date	Transaction Date
1001	Relationships	Organizational unit	30000497	AF	ORG & EMPL DEV SERVICES	05/01/2008	12/31/9999	05/14/2008
1001	Relationships	Organizational unit	30000497	AF	ORG & EMPL DEV SERVICES	05/01/2008	12/31/9999	05/14/2008

State of Washington – HRMS All Position, Org and Job Changes (cont'd)

The screenshot shows a software interface with a menu bar (List, Edit, Goto, Views, Settings, System, Help) and a toolbar. The main title is "Organizational Management Transaction Reports". Below this, the report title is "State of Washington - HRMS All Position, Org and Job Changes".

Report details:

- Report ID: ZHR_RPTOMN01
- User: JANETP
- Run Date: 11/04/2009
- Changed On: 01/01/2008 through 12/31/9999
- Records reported: 2
- Run Time: 00:00:02

To Relationship	To Object Type	To Object Id Number	To Object Abbr	To Object Title	Planning Status
Incorporates----->	Position	71013537	0447	HUM RES CNSLT 2	1 (Active)
<-----Belongs to	Position	71013537	0447	HUM RES CNSLT 2	1 (Active)



The above screenshot displays the Info Type (Number), Info Type Name, Object Type, Object ID Number, Object Abbr, Object Title, Effective Start Date, Effective End Date, Transaction Date, Created By (has been hidden for security purposes), To Relationship, To Object Type, To Object Id Number, To Object Abbr, To Object Title, and Planning Status.

- You have completed this transaction.

Results
You have generated the All Position, Org and Job Changes report.
Comments
None.