

Last Update:

04/09/13 10:08 AM

ZPTA030

ZPTA030 - Load Charge Objects

Publisher Information

File Name

r_ZPTA030 - Load Charge Objects.doc

Link 1

Link 2			
Link 3			
Link 4			

Job Role

Insert Job Role rows as necessary.

Transaction		User Data	Description		
ZPTA030			ZPTA030 - Load Charge Objects		
Client	Language Doc Type		Job Role		
		BPP			



Change History

Update the following table as necessary when this document is changed.

Date	Name	Change Description
3/18/08	Amy Blom	updated
12/11/07	Kate Bowman	BPP Created

Trigger:

An agency has a need to record and report on time entries related to agency specific charge objects.

Business Process Procedure Overview
In REACON on agapay may abagag to report time related to agapay apositio abarga abigata. If there is a pood to report work beyre for a
certain project or projects, unique charge objects for the project can be loaded into BEACON. The charge objects are then available to report time against in transaction CAT2 or ESS. Reports can also be run to total hours reported against specific charge objects using transaction CATS_DA. Charge objects can be created at the position or organizational unit level. Transaction ZPTA030 is used to load charge objects in BEACON. ZPTA030 accepts a text file and uses the file to populate the Charge
Object Assignment Infotype for an Org Unit or Position. ZPTA030 is only used to load new charge objects. Maintenance of pre-existing Charge Object Assignments is performed in transaction PO10 or PO13
An individual assigned the Charge Object Maintainer role will have the ability to load charge object assignments using transaction
This BPP will detail:
1) Uploading the Charge Object Assignments into BEACON 2) Creating the text file for upload in BEACON
The column layout for the upload file is:
1 char ID of O = Org Unit or S = Position 10 char Valid From date MM/DD/YYYY
10 char Valid To date MM/DD/YYYY
12 char Charge Object abbreviation
12 char Activity abbreviation
40 char Activity description
12 char Element abbreviation
12 char Sub-element abbreviation
40 char Sub-element description
Can upload a file from local PC or from server directory.
File must be saved as a "tab delimited" text file.
This process creates an infotype 9015 record. Check for this record using transaction code [PP01], enter the infotype 9015 and the personnel number of the individual. Click the Overview button to view the charge object assignment details.

Access Transaction:



Via Menu Path	This transaction code is not on the menu path. Enter the transaction code in the Command Field (white field in the upper left hand corner of the screen - if not visible, click the gray triangle in this area to display the Command Field). Click ENTER once the transaction code has been entered.
Via Transaction Code	ZPTA030



Procedure:

SAP Easy Access



1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: ZPTA030

2. Click Enter Sutton.





Program Edit Goto System Help									
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Update 9015 records from file.									
File name with path PC file (run online) Unix File (run background									
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3. Click the PC file (run online) matchcode.



Information: After clicking the match code button, the *Open* pop-up window displays. Navigate through the file structure to the location where the desired upload file is stored. In this example, the desired file is stored on the Desktop and titled "Charge_Object_Assignment_Load.txt".



Open



- 4. Select Charge_Object_Assignment_Load.txt in the list box.
- 5. Click **Open** <u>Open</u> button.



Information: Ensure the desired file was selected by double checking the file path and file name displayed in *PC file (run online)* field.



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6. Click Execute (F8) 🔛 button.



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W Record created				▷ E1D (1) 20	10 🛅 be1da01z INS 🕍 🥢

Information: The results screen displays the statistics of the upload. Scroll down on the results screen to view additional information about any identified errors (as shown below). In this example, 32 records loaded successfully and 13 records failed. The 13 records failed due to the Org Unit and/or Positions not existing in the system.

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Image: Control of the state control of th	•
Update 9015 records from file. Transaction: ZPTA030 System : E1D 200 Crtd By : KBOWMAN NORTH CAROLINA OFFICE OF THE STATE CONTROLLER Upload 9015 with charge objects	•
Transaction: ZPTA030 NORTH CAROLINA OFFICE OF THE STATE CONTROLLER System : E1D 200 Upload 9015 with charge objects Crtd By : KBOWMAN	•
Transaction: ZPTA030 NORTH CAROLINA OFFICE OF THE STATE CONTROLLER System : E1D 200 Upload 9015 with charge objects Crtd By : KBOWMAN	▲ ▼
Transaction: ZPTA030 NORTH CAROLINA OFFICE OF THE STATE CONTROLLER System : E1D 200 Upload 9015 with charge objects Crtd By : KBOWMAN	
Object Obj ID Beg date End date Charge Obj Activity Element Sub Element Message Unknown	
	elda01z INS

7. Click Back (F3) Click Back (F3)

Information: The following section details updating the Charge Object Assignment template, steps to open text files and saving the file as a text file (.txt) for upload into BEACON.



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Information: An Excel (.xls) template is available on the BEACON help site that can be used when creating the Charge Object Assignment load file. The .xls template must be in



the proper format and then saved as a .txt for the upload in transaction ZPTA030 to be successful.

8. Open the upload file in Excel.



Microsoft Excel - Book1

	🛚 Microsoft Excel - Book1																		
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9. Click File >> Open...



Open

Open					? 🛛
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My Network Places	File <u>n</u> ame: Files of <u>typ</u> e:	All Microsoft Office Excel File	s (*, x *	: *.xls: *.xlt: *.htm	

- 10. Select Charge_Pbject_Assignment_Load.xls in the list box.
- 11. Click Open _____ button.



Text Import Wizard - Step 1 of 3

Text Import Wizard - Step 1 of 3	?×							
The Text Wizard has determined that your data is Delimited. If this is correct, choose Next, or choose the data type that best describes your data.								
Original data type Choose the file type that best describes your data: Delimited - Characters such as commas or tabs separate each field. - Fixed width - Fields are aligned in columns with spaces between each field. 								
Start import at row: 1 🗢 File grigin: 437 : OEM United States	~							
Preview of file C:\Documents and Settings\dwst\Charge_Pbject_Assignment_Load.xls.								
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Text Import Wizard - Step 2 of 3

Text In	ext Import Wizard - Step 2 of 3									
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p	14200642	01012007	12319999	COBJ1001	chg	obj l	001	ACT2001	act	
p	14200642	01012007	12319999	COBJ1001	chg	obj l	001	ACT2001	act	
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Text Import Wizard - Step 3 of 3

Text Import Wiza	rd - Step 3	l of 3							2 🗙
This screen lets you select each column and set the Data Format.									
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Cancel < Back Next > Finish									

14. Press right Arrow button to scroll to the last column.



Text Import Wizard - Step 3 of 3

Text	Impo	rt Wizard	- Step 3 o	of 3						? 🗙
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15. Press and hold Shift and click the last column.



Text Import Wizard - Step 3 of 3

Text In	nport Wiza	rd - Step 3	l of 3							? 🗙
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- **16.** Click **Text** O <u>Text</u> radio button.
- **17.** Click **Finish** button.



Information: Upon completion of changes the file needs to be saved as text.



Microsoft Excel - Charge_Pbject_Assignment_Load.xls

🛛 Microsoft Excel - Charge_Pbject_Assignment_Load.xls																	
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18. Click File >> Save As...



Save As



19. Click the **Save as type:** dropdown.



Screen Title

Single File Web Page (*.mht; *.mhtml) Web Page (*.htm; *.html)	>
Text (Tab delimited) (*.txt)	
Unicode Text (*.txt)	
Microsoft Excel 5.0/95 Workbook (*.xls)	~

20. Select Text (Tab delimited) (*.txt) in the Save as type: list box.



Save As



21. Update the following required and optional fields:

Field Name	Description	R/O/C	Values
File name:	Enter a File name.	R	Enter value in File name:.
			Example: Charge_Pbject_Assign ment_Load.txt

22. Click Save <u>Save</u> button.



Microsoft Excel



23. Click Yes button.

24. The system task is complete.

Launch WEB HELP