



PA CHANGE LOG

JOB AID PER-34 | TRANSACTION ZPACHGLOG

PER

The purpose of this job aid is to explain the purpose of and how to use the PA Change Log.

The PA Change Log report transaction shows a log of changes that have been made to PA Infotypes. Changes are being logged for most of the commonly used PA Infotypes. These logs are available for changes made in the previous six (6) months. Change log data older than six months will be archived but is still available. Contact BEST for assistance in retrieving these records.

Transaction Code

The transaction code used for this report transaction is ZPACHGLOG.

Users with the following roles will be able to run ZPACHGLOG:

- HR Master Data Maintainer
- HR Master Data Approver
- HR Director Display

Initial Screen

Logged Changes in Infotype Data

Selection

Personnel number	<input type="text"/>	to	<input type="text"/>	
Infotype	<input type="text"/>	to	<input type="text"/>	
Changed on	<input type="text"/>	to	<input type="text"/>	
Changed by	<input type="text"/>	to	<input type="text"/>	

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

Sort order

Time Personnel no. Infotype User

SELECTION SECTION

- Entering specific selection criteria will help the program run quicker and give more targeted results.
- Enter the Personnel Number of the employee(s) for whom the change log data is needed.
- Enter the value of the Infotype(s) for which change log data is needed.

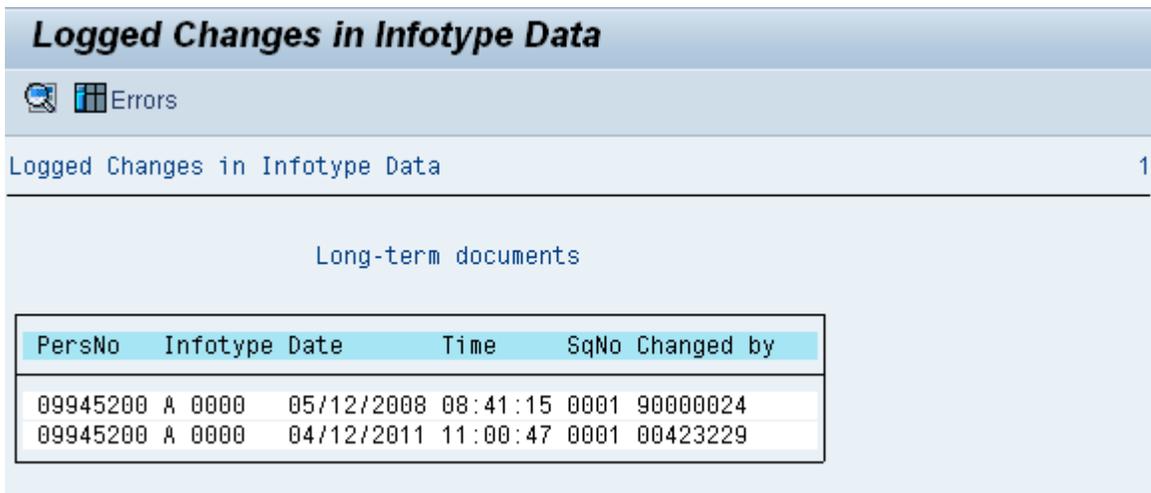
- Enter a date or date range if date change(s) were made is known.
- Enter the Personnel Number of the person who made the changes.

NOTE: The other settings on the initial screen affect how the results are formatted. These settings will be covered later in this job aid.

Result Screen

An overview list of changes is presented first. Clicking on a row and then clicking on the **Choose**  button will display the detail screen for that change.

NOTE: By default, the oldest changes are listed first. The Sort Order selection option on the initial screen can be used to change the sort order to display by Personnel Number, Infotype, or the User who made the change.



PersNo	Infotype	Date	Time	SqNo	Changed by
09945200	A 0000	05/12/2008	08:41:15	0001	90000024
09945200	A 0000	04/12/2011	11:00:47	0001	00423229

The detail screen has a header section and one or more record detail sections.

The header section displays the following information:

- Personnel Number and name of the employee;
- Infotype value and name; and
- Changed by and the Date and Time (who and when the change was made)

The record detail sections displays:

- The From and To validity dates of the record;
- The Type of change Action (Insert, Delete, or Update); and
- The Old and New values for the specific Fields on that Infotype

Logged Changes in Infotype Data							
PersNo	09945200	Winner Lottery					
Infotype	A 0000	Actions					
Changed by	00423229						
Date	04/12/2011	Time	11:00:47	Seq. no.	0001		
Subty	Obj	Lck	From	To	No	Old record changed	Action
Field name	Old field		New field				
			01/14/2008	05/31/2011	000		I
Text ex.							
*Act. Reason			01				
*Action			20				
*Employment			3				
*Spec. pymt.			1				
			06/01/2011	12/31/9999	000		I
Text ex.							
*Act. Reason			02				
*Action			28				
*Employment			3				
*Spec. pymt.			1				
			01/14/2008	12/31/9999	000	05/12/2008 90000024	D
Text ex.							
*Act. Reason	01						
*Action	20						
*Employment	3						
*Spec. pymt.	1						

Header section

Record detail sections

The change shown below caused an existing record (shown at the bottom; effective from 1/14/08 to 12/31/99) to be “Deleted” (indicated with the “D” Action indicator) and replaced by two “Inserted” records (indicated with the “I” Action). The two new inserted records span the same effective period as the old record.

Take note of the Action indicators circled in red.

Logged Changes in Infotype Data							
PersNo	09945200	Winner	Lottery				
Infotype	A 0000	Actions					
Changed by	00423229						
Date	04/12/2011	Time	11:00:47	Seq. no.	0001		
Subty	Obj	Lck	From	To	No	Old record changed	Action
Field name			Old field			New field	
			01/14/2008	05/31/2011	000		I
Text ex.							
*Act.Reason						01	
*Action						Z0	
*Employment						3	
*Spec.pymt.						1	
			06/01/2011	12/31/9999	000		I
Text ex.							
*Act.Reason						02	
*Action						Z8	
*Employment						3	
*Spec.pymt.						1	
			01/14/2008	12/31/9999	000	05/12/2008 90000024	D
Text ex.							
*Act.Reason			01				
*Action			Z0				
*Employment			3				
*Spec.pymt.			1				

An asterisk (*) to the left of the Field name in the record detail section indicates there is a difference between the Old and New values for that Field. This indicator will be most helpful in cases where an existing record has been Updated (by using the **Change**  button).

Logged Changes in Infotype Data

PersNo 09945200 Winner Lottery
 Infotype A 0007 Planned Working Time
 Changed by 00504028
 Date 09/23/2011 Time 11:15:02 Seq. no. 0001

Subty	Obj	Lck	From	To	No	Old record changed	Action
Field name			Old field			New field	
			06/01/2010	12/31/9999	000	09/23/2011 00504028	U
Work hrs			8.00			8.00	
Empl. %			100.00			100.00	
Text ex.							
Annual hrs			2,080.00			2,080.00	
Mthly hrs			173.33			173.33	
WS rule			D01N086N			D01N086N	
Part-time							
Workdays			0.00			0.00	
Work hrs			40.00			40.00	
OT Period			07			07	
*TM status			1			9	

The settings on the initial screen, outside of the Selection options box, can be used to control the format of the results.

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

Sort order

Time
 Personnel no.
 Infotype
 User

Checking the “Direct output of docs” checkbox will give the ability to skip the overview list screen and proceed directly to a sequential display of detail records.

Logged Changes in Infotype Data							
Logged Changes in Infotype Data							1
*WS rule	D01N086N						
Part-time							
*Workdays	0.00						
*Work hrs	40.00						
*OT Period	07						
*TM status	9						
PersNo	09945200	Winner Lottery					
Infotype	A 0007	Planned Working Time					
Doc.type	Long term	Changed b 00504028					
Date	09/23/2011	Time	11:15:02	Seq. no.	0001		
Subty	Obj	Lck	From	To	No	Old record changed	Action
			06/01/2010	12/31/9999	000	09/23/2011 00504028	U
Field name	Old field			New field			
Work hrs	8.00			8.00			
Empl. %	100.00			100.00			
Text ex.							
Annual hrs	2,080.00			2,080.00			
Mthly hrs	173.33			173.33			
WS rule	D01N086N			D01N086N			
Part-time							
Workdays	0.00			0.00			
Work hrs	40.00			40.00			
OT Period	07			07			
*TM status	1			9			
PersNo	09945200	Winner Lottery					
Infotype	A 0007	Planned Working Time					
Doc.type	Long term	Changed b 00504028					
Date	09/23/2011	Time	11:15:27	Seq. no.	0001		
Subty	Obj	Lck	From	To	No	Old record changed	Action
			06/01/2010	12/31/9999	000	09/23/2011 00504028	U
Field name	Old field			New field			
Work hrs	8.00			8.00			
Empl. %	100.00			100.00			
Text ex.							
Annual hrs	2,080.00			2,080.00			
Mthly hrs	173.33			173.33			
WS rule	D01N086N			D01N086N			
Part-time							
Workdays	0.00			0.00			
Work hrs	40.00			40.00			
OT Period	07			07			
*TM status	9			1			

Checking the “Output program selections” checkbox will display the selection criteria the results shown below.

Logged Changes in Infotype Data

 Errors

Logged Changes in Infotype Data 1

Program selections

Date : Single value: 09/23/2011
 PersNo: Single value: 09945200
 Infotype: Single value: 0007
 By: *
 Doc.type: L
 Transac.cl.: A
 Sort: TIME

Logged Changes in Infotype Data 2

Long-term documents

PersNo	Infotype	Date	Time	SqNo	Changed by
09945200	A	0007	09/23/2011 11:14:12	0001	00504028
09945200	A	0007	09/23/2011 11:15:02	0001	00504028
09945200	A	0007	09/23/2011 11:15:27	0001	00504028

Checking the “New page per doc” checkbox works only if the *Direct output of docs* checkbox is checked. It results in a more visible separation of the records for each change.

Logged Changes in Infotype Data

Logged Changes in Infotype Data 2

PersNo 09945200 Winner Lottery
 Infotype A 0007 Planned Working Time
 Changed by 00504028
 Date 09/23/2011 Time 11:15:02 Seq. no. 0001

Subty	Obj	Lck	From	To	No	Old record	changed	Action
Field name			Old field			New field		
			06/01/2010	12/31/9999	000	09/23/2011	00504028	U
Work hrs			8.00			8.00		
Empl. %			100.00			100.00		
Text ex.								
Annual hrs			2,000.00			2,000.00		
Mthly hrs			173.33			173.33		
WS rule			D01N086N			D01N086N		
Part-time								
Workdays			0.00			0.00		
Work hrs			40.00			40.00		
OT Period			07			07		
*TM status			1			9		

Logged Changes in Infotype Data 3

PersNo 09945200 Winner Lottery
 Infotype A 0007 Planned Working Time
 Changed by 00504028
 Date 09/23/2011 Time 11:15:27 Seq. no. 0001

Subty	Obj	Lck	From	To	No	Old record	changed	Action
Field name			Old field			New field		
			06/01/2010	12/31/9999	000	09/23/2011	00504028	U
Work hrs			8.00			8.00		
Empl. %			100.00			100.00		
Text ex.								
Annual hrs			2,000.00			2,000.00		
Mthly hrs			173.33			173.33		
WS rule			D01N086N			D01N086N		
Part-time								
Workdays			0.00			0.00		
Work hrs			40.00			40.00		
OT Period			07			07		
*TM status			9			1		

Checking the “Output in ALV” checkbox presents a different overview list format -- one that is in an ALV grid.

Logged Changes in Infotype Data

Logged Changes in Infotype Data

Pers.No.	Tr.Class	Infotype	Date	Time	No.	User
9945200	A	0007	09/23/2011	11:14:12	1	00504028
9945200	A	0007	09/23/2011	11:15:02	1	00504028
9945200	A	0007	09/23/2011	11:15:27	1	00504028

Double-clicking on a row will display a different presentation of the detail record data. Some consider this format to be less user-friendly.

Logged Changes in Infotype Data										
Logged Changes in Infotype Data										
Pers. No.	9945200		Empl./Appl. Name	Winner Lottery						
Chgd By	00504028		Archv.	0						
Infotype	0007		Transaction Class	A						
Infotype Text	Planned Working Time									
Date	09/23/11		Time	11:14:12			Sequential Number	1		

STy	Obj	LI	Start Date	End Date	No	Changed on	User	O	Field Name	Old field	New field
			05/01/2010	05/31/2010				I	Daily wkng hrs	8.00	
			05/01/2010	05/31/2010				I	Empl. %		100.00
			05/01/2010	05/31/2010				I	Text exists		
			05/01/2010	05/31/2010				I	Annual hours		2,080.00
			05/01/2010	05/31/2010				I	Monthly hours		173.33
			05/01/2010	05/31/2010				I	WS rule		D01N08GN
			05/01/2010	05/31/2010				I	Part-time empl.		
			05/01/2010	05/31/2010				I	Workdays		0.00
			05/01/2010	05/31/2010				I	Weekly work hrs		40.00
			05/01/2010	05/31/2010				I	OT Period		07
			05/01/2010	05/31/2010				I	Time Mgt status		9
			06/01/2010	12/31/9999				I	Daily wkng hrs		8.00
			06/01/2010	12/31/9999				I	Empl. %		100.00
			06/01/2010	12/31/9999				I	Text exists		
			06/01/2010	12/31/9999				I	Annual hours		2,080.00
			06/01/2010	12/31/9999				I	Monthly hours		173.33
			06/01/2010	12/31/9999				I	WS rule		D01N08GN
			06/01/2010	12/31/9999				I	Part-time empl.		
			06/01/2010	12/31/9999				I	Workdays		0.00
			06/01/2010	12/31/9999				I	Weekly work hrs		40.00
			06/01/2010	12/31/9999				I	OT Period		07
			06/01/2010	12/31/9999				I	Time Mgt status		1
			05/01/2010	12/31/9999		09/23/2011	00504028	D	Daily wkng hrs	8.00	
			05/01/2010	12/31/9999		09/23/2011	00504028	D	Empl. %	100.00	
			05/01/2010	12/31/9999		09/23/2011	00504028	D	Text exists		
			05/01/2010	12/31/9999		09/23/2011	00504028	D	Annual hours	2,080.00	
			05/01/2010	12/31/9999		09/23/2011	00504028	D	Monthly hours	173.33	
			05/01/2010	12/31/9999		09/23/2011	00504028	D	WS rule	D01N08GN	

The “Sort Order” selection radio buttons can be used to control the order in which changes or records are displayed in the overview list or direct output of documents list. The default sort order is by oldest change first. Other sort by options include:

- The Personnel Number;
- The Infotype; and
- The User who made the change

Sort order

Time
 Personnel no.
 Infotype
 User