

Display Change Documents

Purpose Use this procedure to view changes/updates made to an organizational unit, a position or job unit within an agency

Trigger Use this procedure to view/verify updates that have been made.

Prerequisites An organizational unit, position or job has been created and/or changes have been entered into HRMS.

End User Roles In order to perform this transaction you must be assigned the following role:

- Organizational Management Processor
- Organizational Management Inquirer
- Personnel Administration Processor
- Personnel Administration Supervisor
- Personnel Administrator Inquirer

Change History	
Date	Change Description
06/18/12	Procedure Created

Transaction Code ZHR_RPTOMN02

Helpful Hints	<ul style="list-style-type: none"> • This report will show changes that were keyed on June 26, 2012 and forward. • By entering a Start and End date of running the report by user, this will prevent the report from timing out.
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Scenario:

Changes have been made to an organizational unit, position or job. Run this report to view all changes by a specific user, or during a specific time frame

Procedure

1. Start the transaction using the above menu path or transaction code **ZHR_RPTOMN02**

Display Change Documents

Data Source

Read from Database
 Read from Archive

Object

Plan Version: 01 Current plan
 Object Type:
 Object ID:
 Search Term:

Infotype

Infotype:
 Subtype:
 Planning status:

Change Data

User:
 Start date: 06/15/2012
 Clock Time (Start): 00:00:00
 End Date: 06/15/2012
 Clock Time (End): 23:59:59

Output

Technical View
 Summarized View
 Display Field Contents

- Under the **Data Source** section, verify the Read from Database box is checked.

Data Source
 Read from Database

- Under the **Object** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Plan Version	C	Identifies the active version for the report. Verify that 01 has defaulted in. Example: 01
Object Type	C	This is a type of object, such as a position, job, or organizational unit. Example: S (Position)
Object ID	O	This is the system-assigned number of an object type.  State of Washington Position's object id number begins with a 7 Example: 71030250

Object

Plan Version	<input type="text" value="01"/>	Current plan
Object Type	<input type="text" value="S"/>	Position
Object ID	<input type="text" value="71030250"/>	
Search Term	<input type="text"/>	

- Under the **Infotype** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Infotype	O	This is a screen that is used to enter employee information and to group related data fields together.  Place your cursor in the <i>Infotype</i> field and click on the  (matchcode) to display a list infotypes. <ul style="list-style-type: none"> (1001) Relationships- Select to view position changes within or out of an organizational unit.

		<ul style="list-style-type: none"> • (1002) <i>Description</i> – Select to view changes to the description of the position. • (1005) <i>Planned Compensation</i> – Select to view changes to the positions pay scale. • (1007) <i>Vacancy</i>- Select to view status of a position (filed, or vacant) • (1008) <i>Account Assignment</i>- Select to view where the position is being charged. • (1011) <i>Work Schedule</i> – Select to view changes made to the position. • (1013) <i>Employee Group/Subgroup</i> – Select to view changes made. • (1018) <i>Cost Distribution</i> – Select to display changes made to where the position is being charged (AFRARS coding) • (1028) <i>Address</i>- Select to view changes made to the location of a position. • (1660) <i>Job Attributes</i> - Select to view changes made to the position. For example: Position now requires drug testing or a background check. <p> Depending on the infotype number entered in this field additional search criteria fields may appear.</p> <p>Example: 1660 (Job Attributes)</p>
Subtype	O	<p>This is a way further define the data being stored on an infotype. Only certain infotypes have subtypes.</p> <p>Example: A003 (Belongs to)</p>
Planning Status	O	<p>This is the status of an action.</p> <p>Example: 1 (Active)</p>

Infotype	
Infotype	1001 Relationships
Subtype	
Planning status	
Type of related object	
ID of related object	

5. Under the **Change Data** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
User	C	Enter the Personnel Number, or Name of user who made the changes. Example: 20000000
Start Date	C	Enter date of changes entered.  System defaults to current date.  Only changes that were made on or after June 26, 2012 will display.  To view all changes leave this field blank. Example: 03/01/2012
Clock Time (Start)	C	Enter time changes were keyed.  To view all changes leave this field blank. Example:
End Date	C	Enter date of changes entered.  System defaults to current date.  If a Start date is entered you must enter an end date . Example: 3/1/2012
Clock Time (End)	C	Enter time changes were keyed.  To view all changes leave this field blank. Example:

Change Data	
User	20000000 
Start date	3/1/2012
Clock Time (Start)	
End Date	3/1/2012
Clock Time (End)	

6. Under the **Output** section, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Technical View	O	Report results will display in technical form- displaying all changes deletes and creates for the given record.
Summarized View	O	Report results display a single document for multiple documents stored for a particular set of data.
Display Field Contents	R	<p>Verify this box is check.</p> <p> If the box is checked, report results will display each infotype field that has been changed both new and old.</p> <p> If the box is not checked, report results will show a single line will display the change made.</p>

Output

Technical View

Summarized View

Display Field Contents

7. Click  (Execute) to generate the report.

Display Change Documents

Data Source

Read from Database
 Read from Archive

Object

Plan Version Current plan
 Object Type Position
 Object ID
 Search Term

Infotype

Infotype Job Attributes
 Planning status

Change Data

User
 Start date
 Clock Time (Start)
 End Date
 Clock Time (End)

Output

Technical View
 Summarized View
 Display Field Contents

8. Screen shot 1 of 2

OT	Object ID	Object name	Infoty.	Start date	End Date	Name	Date
	71030250	Test - Change Document Position 2	1660	03/01/2012	12/31/9999	User Name removed for screen shot!	04/30/2012
	71030250	Test - Change Document Position 2	1660	03/01/2012	12/31/9999		04/30/2012
	71030250	Test - Change Document Position 2	1660	03/01/2012	12/31/9999		05/02/2012

9. Screen shot 2 of 2:

Time	Long Field Label	Old value	New value	Change ID	Summ. View
11:21:10	Duty Station County		34		<input type="checkbox"/>
11:21:10	Duty Station State		WA		<input type="checkbox"/>
15:08:02	Duty Station County	34	28		<input checked="" type="checkbox"/>
15:10:26	Duty Station County	28	34		<input checked="" type="checkbox"/>
15:10:26	Security Clearance		1		<input checked="" type="checkbox"/>

10. You have completed this transaction.

Results
You have generated the Display Change Documents report for an Organizational Unit.