

Reports

Logged Changes in Infotype Data S_AHR_61016380 Overview

This section will provide you with an understanding of how to work within HRMS to execute the Logged Changes in Info type Data S_AHR_61016380. Use this report to evaluate data changes made to employee master data records in HRMS by personnel number, date, and time of such changes.

This report may be used as a tool within an agency's internal control system as a review of changes to an employee's master data in HRMS for accuracy or improprieties.

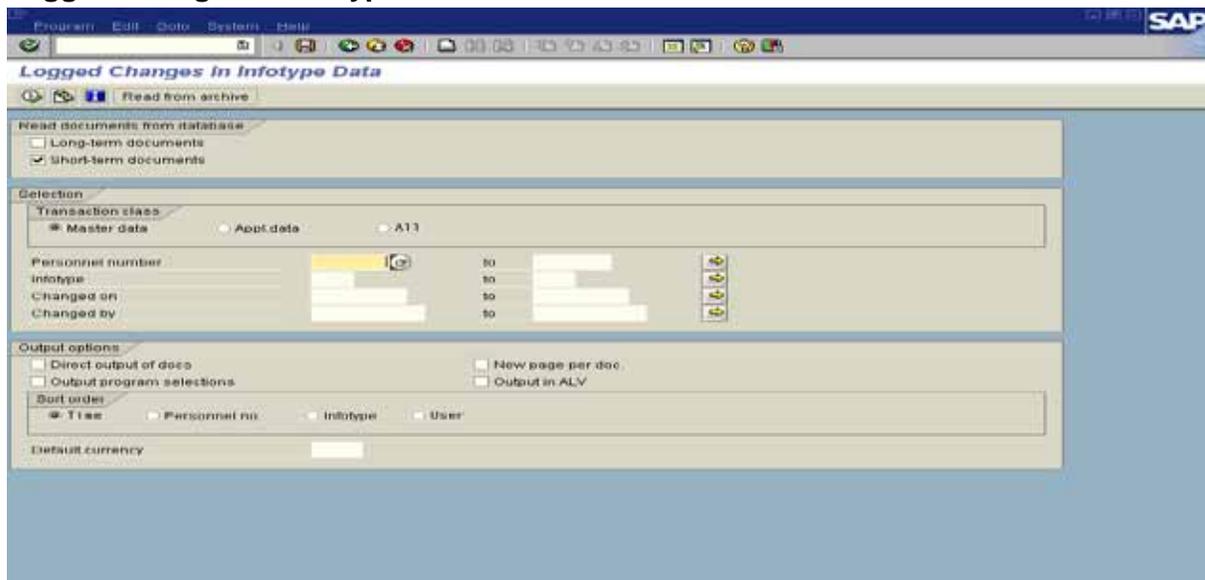
HRMS roles that have the ability to execute this report are the Personnel Administration Inquirer, Processor, and Supervisor. One use of this report might be for a Payroll or Human Resources supervisor to monitor their employees' activity to assure segregation of duties policies are being followed. A large agency might run the Logged Changes report centrally to monitor field offices' data.

Agencies should determine in their internal control processes when and how to use this report.

Step by Step Instructions for Logged Changes in Infotype Data S_AHR_61016380

1. Start the transaction using transaction code S_AHR_61016380.

Logged Changes in Infotype Data



2. Complete the following fields:

Field Name	R/O/C	Description
Long-term documents	<input type="radio"/>	Select to evaluate data according to personnel numbers and infotypes.
Short-term documents	<input type="radio"/>	Select to evaluate data according to date and time, or both personnel number, infotype or changed date.
Personnel Number	<input type="radio"/>	Enter employee personnel number or range of numbers to evaluate.
Infotype	<input type="radio"/>	Enter infotype number or range of numbers to evaluate.
Changed on	<input type="radio"/>	Enter date or date range to evaluate.
Changed by	<input type="radio"/>	Enter employee personnel number or range of numbers to evaluate.

2.1 Select an Output option:

2.2 Select a Sort order.

Logged Changes in Infotype Data

Program Edit Go System Help

Logged Changes in Infotype Data

Read from archive

Read documents from database

Long-term documents

Short-term documents

Selection

Transaction class

Master data Appl. data A11

Personnel number to

Infotype to

Changed on 01/01/2006 to 01/01/2006

Changed by to

Output options

Direct output of docs New page per doc.

Output program selections Output in ALV

Sort order

Time Personnel no. Infotype User

Default currency



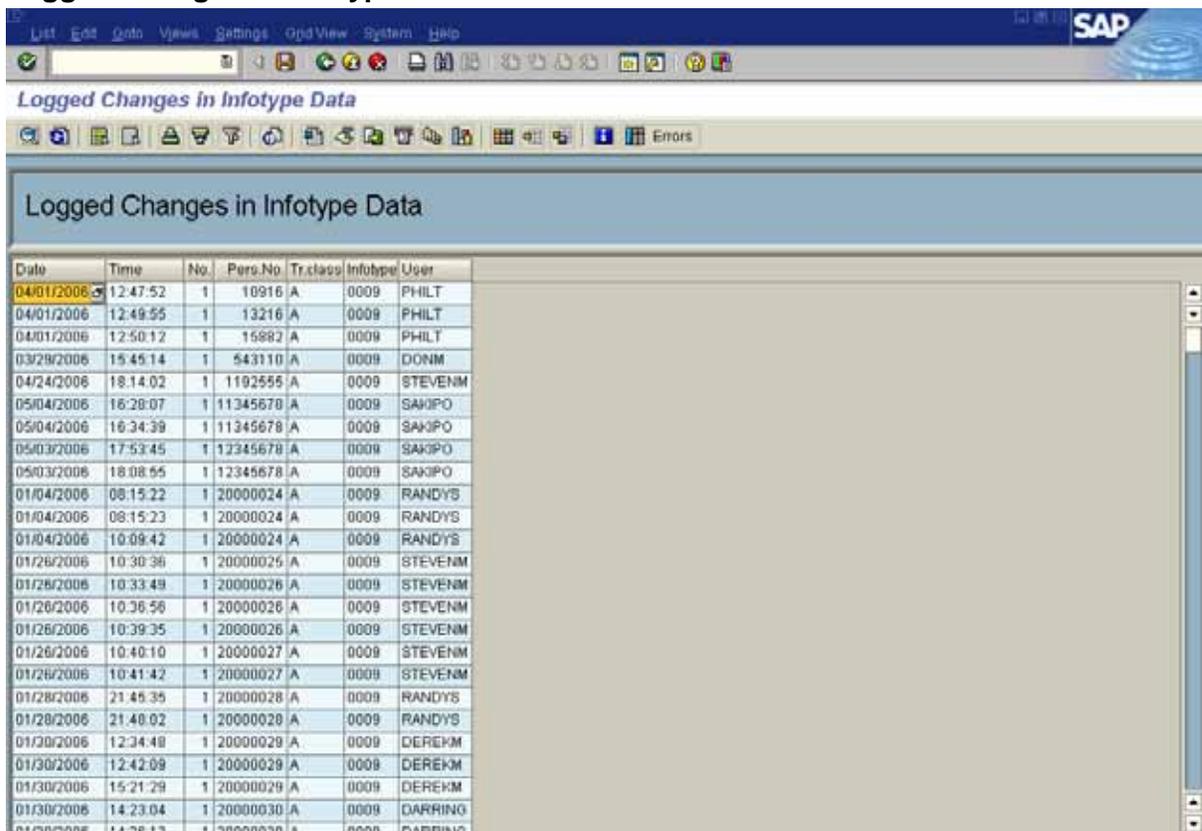
In the example above we are looking at all infotypes that have had master data changes during a specified date range. HRMS will produce a report in Automated List Viewer (ALV) format and sort by Infotype number.



If the user is storing this report on paper or electronically as proof of monitoring, the report criteria can be displayed on the face of the report by clicking the "Output Program Selections" checkbox under "Output Options."

- Click  (Execute) to execute the report.

Logged Changes in Infotype Data



Date	Time	No.	Pers.No	Tr.class	Infotype	User
04/01/2006	12:47:52	1	10916	A	0009	PHILT
04/01/2006	12:49:55	1	13216	A	0009	PHILT
04/01/2006	12:50:12	1	15982	A	0009	PHILT
03/28/2006	15:45:14	1	543110	A	0009	DONM
04/24/2006	18:14:02	1	1192555	A	0009	STEVENM
05/04/2006	16:20:07	1	11345678	A	0009	SAKPO
05/04/2006	16:34:39	1	11345678	A	0009	SAKPO
05/03/2006	17:53:45	1	12345678	A	0009	SAKPO
05/03/2006	18:08:55	1	12345678	A	0009	SAKPO
01/04/2006	08:15:22	1	20000024	A	0009	RANDYS
01/04/2006	08:15:23	1	20000024	A	0009	RANDYS
01/04/2006	10:09:42	1	20000024	A	0009	RANDYS
01/26/2006	10:30:36	1	20000025	A	0009	STEVENM
01/26/2006	10:33:49	1	20000026	A	0009	STEVENM
01/26/2006	10:36:56	1	20000026	A	0009	STEVENM
01/26/2006	10:39:35	1	20000026	A	0009	STEVENM
01/26/2006	10:40:10	1	20000027	A	0009	STEVENM
01/26/2006	10:41:42	1	20000027	A	0009	STEVENM
01/28/2006	21:45:35	1	20000028	A	0009	RANDYS
01/28/2006	21:48:02	1	20000028	A	0009	RANDYS
01/30/2006	12:34:48	1	20000029	A	0009	DEREKM
01/30/2006	12:42:09	1	20000029	A	0009	DEREKM
01/30/2006	15:21:29	1	20000029	A	0009	DEREKM
01/30/2006	14:23:04	1	20000030	A	0009	DARRING
01/00/2006	14:26:13	1	20000030	A	0009	DARRING



Using the ALV toolbar, this report can now be sorted by column and/or exported to Microsoft Excel.

- You have completed this transaction.

Result

You have generated the Logged Changes in Infotype Data report.

Configuring the Report for a Specific Area

One of the biggest challenges of running reports at an individual office is structuring the report to execute information on a specific group of employees. The solution is to use other reporting capabilities to produce a query, and to paste the results of that query into the Logged Changes dialog to find the data the user is seeking.

The HRMS user can run this report by multiple personnel numbers at a time. If the user has a file (usually excel) with all the desired personnel numbers, highlight the personnel numbers and use the CTRL Key on the keyboard with the "C" key to copy, or right click to copy the personnel numbers. Next, select the "multiple selections" button in the HRMS "Selection" area, with the yellow arrow next to the field for personnel numbers. Click on the "clipboard" icon shown below and this will copy all personnel numbers to the report. Click on the green check and execute the report as described above.

Program Edit Goto System Help

Logged Changes in Infotype Data

Read from archive

Read documents from database

Long-term documents
 Short-term documents

Selection

Transaction class

Master data Appl. data All

Personnel number [] to []

Infotype [] to []

Changed on [] to []

Changed by [] to []

Output options

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

Sort order

Time Personnel no. Infotype User

Default currency []

