

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 C	hanges in Im	fotype Dat	a			
🕀 🔁 🖬 🚺						
Selection						
Personnel nun	nber			to		P
Infotype				to		_
Changed on				to		_
Changed by				to		-
✓ Direct output of	fdocs		(New p	age per doc.	
🗌 Output program	n 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** substant 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.

Logged Chang	es in Info	otype Da	ata			
🕄 🎛 Errors						
Logged Changes in Ir	nfotype Data	a				1
	Long-terr	n document	ts			
PersNo Infotype	Date	Time	SqNo	Changed	by	
09945200 A 0000 09945200 A 0000	05/12/2008 04/12/2011	08:41:15 11:00:47	0001 0001	90000024 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 C	hanges in	Infotype	Data					
ersNo 099 ifotype A 0 ianged by 004 ite 047	945200 9000 923229 1272011	Winner Lot Actions Time	tery 11:00:47	Seq. no.	0001		Header	section
G <mark>ubty Obj L</mark> Tield name	<mark>.ck From</mark> Old field	То	No	Old record char New field	iged	Action		
	01/14/200	8 05/31/20	11 000			I		
Text ex. Act.Reason Action Employment Spec.pymt.				01 Z0 3 1				Recor
	06/01/201	1 12/31/99	99 000			I		sec
Text ex. Act.Reason Action Employment Spec.pymt.				02 Z8 3 1				
	01/14/200	8 12/31/99	99 000	05/12/2008 9000	0024	D		
Text ex. *Act.Reason *Action *Employment *Spec.pymt	01 Z0 3 1							

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.

ersNo 09945 nfotype 0.000	200	Winner Lot Actions	tery			
hanged by 00423 ate 04/12	229 /2011	Time	11:00:47	Seq.	no. 0001	
Subty Obj Lck Field name	From Old field	То	No	Old record New field	changed	Action
Text ex	01/14/2008	05/31/20	11 000			
*Act.Reason				01		
*Action *Employment				3		
*Spec.pymt.				1		_
Taxt av	06/01/2011	12/31/99	99 000			Ι
*Act.Reason				02		
*Action *Employment				Z8 3		
*Spec.pymt.				1		
	01/14/2008	12/31/99	99 000	05/12/2008	90000024	
Text ex. *Act.Reason	01					
*Action	ZO					
^Employment	3					

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	l Cha	nges in l	nfotyp	e Da	ta				
PersNo Infotype Changed by Date	099452 A 0007 005040 09/237	200 7 928 /2011	Winner Planned Time	Lotter <u>y</u> Workin 11	/ ng Time :15:02	Seq.	no.	0001	
Subty Obj Field nam	Lck ne	<mark>From</mark> Old field	То		No	Old record New field	chang	ged	Action
		06/01/2010	12/31	/9999	000	09/23/2011	00504	4028	U
Work hrs		8.00				8.00			
Empl. %		100.00				100.00			
Text ex.									
Annual hr	`S	2,080.00				2,080.00			
Mthly hrs	3	173.33				173.33			
WS rule		D01N08GN				D01N08GN			
Part-time	9								
Workdays		0.00				0.00			
Work hrs		40.00				40.00			
Fight Period	1	07				07			
A 7 4 4 1 1									

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

۵	Direct outp	ut of docs		New page per doc.
۵	Output pro	gram selections		Output in ALV
	Sort order			
	 Time 	OPersonnel no.	○ Infotype	OUser

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 l	nfotype E)ata			
ogged Chan	ges in Infotype	Data				
*WS rule	D01N08GN					
Part-time						
*Workdays	0.00					
*Work hrs	40.00					
*OT Period	07					
*TM status	9					
PersNo	09945200	Winner Lot	tery			
Infotype	A 0007	Planned Wo	rking Tim	e		
Doc.type	Long term	Changed b	00504028			
Date	09/23/2011	Time	11:15:02	Seq.	no. 0001	
Subty Obj	Lck From	То	No	01d record	changed	Action
	06/01/2010	12/31/999	9 000	09/23/2011	00504028	U
Field nam	e Old field			New field		
Work hrs	8.00			8.00		
Empl. %	100.00			100.00		
Text ex.						
Annual hr	s 2,080.00			2,080.00		
Mthly hrs	173.33			173.33		
WS rule	D01N08GN			D01N08GN		
Part-time						
Workdays	0.00			0.00		
Work hrs	40.00			40.00		
OT Period	07			07		
'TM status	1			9		
PersNo	09945200	Winner Lot	tery			
Infotype	A 0007	Planned Wo	rking Tim	е		
Doc.type	Long term	Changed b	00504028			
Date	09/23/2011	Time	11:15:27	Seq.	no. 0001	
Subty Obj	Lck From	То	No	01d record	changed	Action
	06/01/2010	12/31/999	9 000	09/23/2011	00504028	U
Field nam	e Old field			New field		
Work hrs	8.00			8.00		
Empl. %	100.00			100.00		
Text ex.						
Annual hr	s 2,080.00			2,080.00		
Mthly hrs	173.33			173.33		
WS rule	D01N08GN			D01N08GN		
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 Chai	nges in Info	otype Da	ata			
🕄 🛗 Errors						
Logged Changes in	Infotype Data	a				1
	Program :	selections	5			
Date : S PersNo: S Infotype: S By: * Doc.type: L Transac.cl.: A Sort: T	ingle value: ingle value: ingle value: IME	09/23/2011 09945200 0007	I			
Logged Changes in	Infotype Data	а				2
	Long-teri	m document	ts			
PersNo Infoty	pe Date	Time	SqNo	Changed	by	
09945200 A 0007 09945200 A 0007 09945200 A 0007	09/23/2011 09/23/2011 09/23/2011	11:14:12 11:15:02 11:15:27	0001 0001 0001	00504028 00504028 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 C	hanges in l	Infotype	e Data	1				
ogged Changes	in Infotype	Data						
ersNo 099 nfotype A 0 banged by 005	145200 1007 104028	Winner Lo Planned V	ottery √orking	Time				
ate 09/	23/2011	Time	11:1	5:02	Seq.	no.	0001	
Subty Obj L	.ck From	To		No	01d record	chang	ed	Action
Field name	Old field				New field			
	06/01/2010	12/31/9	9999	000	09/23/2011	00504	028	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	D01N08GN				D01N08GN			
Part-time								
Workdays	0.00				0.00			
Work hrs	40.00				40.00			
OT Period	07				07			
*TM status	1				9			
ogged Changes PersNo 099 nfotype A 0 banged by 005	in Infotype	Data Winner Lo Planned V	ottery √orking	Time				
ate 09/	23/2011	Time	11:1	5:27	Seq.	no.	0001	
Subty Obj L	.ck From	To		No	01d record	chang	ed	Action
Field name	Old field				New field			
	96/01/2010	12/31/0	0000	000	00/23/2011	00504	028	
Work hrs	8 00	/ 121011.	5555	000	8 00	00004	020	0
Empl. %	0.00				0.00			
	100.00				100.00			
Text ex	100.00				100.00			
Text ex. Annual hrs	2 080 00	1			100.00 2.080.00			
Text ex. Annual hrs Mthly hrs	100.00 2,080.00 173.33)			100.00 2,080.00 173.33			
Text ex. Annual hrs Mthly hrs WS rule	100.00 2,080.00 173.33 D01N086N)			100.00 2,080.00 173.33 D01N086N			
Text ex. Annual hrs Mthly hrs WS rule Part-time	100.00 2,080.00 173.33 D01N086N)			100.00 2,080.00 173.33 D01N086N			
Text ex. Annual hrs Mthly hrs WS rule Part-time Workdavs	100.00 2,080.00 173.33 D01N08GN 0.00)			100.00 2,080.00 173.33 D01N086N 0.00			
Text ex. Annual hrs Mthly hrs WS rule Part-time Workdays Work hrs	100.00 2,080.00 173.33 D01N086N 0.00 40.00)			100.00 2,080.00 173.33 D01N08GN 0.00 40.00			
Text ex. Annual hrs Mthly hrs Ws rule Part-time Workdays Work hrs OT Period	100.00 2,080.00 173.33 D01N086N 0.00 40.00 07)			100.00 2,080.00 173.33 D01N08GN 0.00 40.00 07			
Text ex. Annual hrs Mthly hrs WS rule Part-time Workdays Work hrs OT Period	100.00 2,080.00 173.33 D01N086N 0.00 40.00 07 9]			100.00 2,080.00 173.33 D01N08GN 0.00 40.00 07 1			

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

Logg	Logged Changes in Infotype Data											
3 3 🗟 🗟 🔁 🐬 🌾 🕼 🖓 🖑 🕼 📅 🔍 🚹 🖽 🖽 Errors												
	Logged Changes in Infotype Data											
- ^{ogs}	,04 C	mang	,00 m m	lotype	-							
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.

Log	Logged Changes in Infotype Data											
<u> </u>												
Logg	ed Cł	nanges in Ir	ntotyp	ie Data								
Pers	s. No		9946	5200	Er	npl./Appl.Name	e Winner	Lo	ttery			
Chg	id By		0050)4028	An	chv.	0					
Info	type		0007	7	Tr	ansaction Clas	s A					
Info	type 7	Fext	Plan	ned Working	; Tim	e						
Date	е	09/23/11			Tir	me	11:14:1	2	Sequent	ial Number	1	
		Otaut Diata		in al Dianta	bla	Observed an	Lines	0	Field Mense	Oldeald	b laura fi a la l	
STy. U	ים נמי	5tan Date 05/04/2010		10 Date	NU	changed on	User	0	Pielu Name Deiluulkog bro			
	_	05/01/2010	, ,	5/31/2010				1	Daily wkny nrs		0.00	
	_	05/01/2010	, ,	5/31/2010	_			1	Empl. %		100.00	
	_	05/01/2010	, ,	5/31/2010	_			1	Text exists		2 000 00	
	_	05/01/2010	, ,	5/31/2010	_			1	Annual nours		2,080.00	
	_	05/01/2010	, ,	5/31/2010				1	WORLINY HOURS		173.33 D04N000N	
	_	05/01/2010	, ,	5/31/2010				1	ws rule Dest first and a		DUTNU8GN	
	_	05/01/2010	, ,	5/31/2010				1	Part-time empi.		0.00	
	_	05/01/2010	, ,	5/31/2010	-			1	vvorkdays		0.00	
	_	05/01/2010) ()	5/31/2010				1	VVeekiy work hrs		40.00	
	_	05/01/2010	, ,	5/31/2010	_			1	OT Period		07	
	_	05/01/2010		5/31/2010				1	Time wgi status		9	
	_	06/01/2010	1	2/31/9999				1	Daily wkng nrs		8.00	
	_	06/01/2010	1	2/31/9999				1	Empl. %		100.00	
	_	06/01/2010	1	2/31/9999				1	l ext exists		2 000 00	
	_	06/01/2010	1	2/31/9999				1	Annual nours		2,080.00	
	_	06/01/2010		2/31/9999				1	WORLINY HOURS		173.33 D04N000N	
		06/01/2010) 1) 4	2/31/9999				1	WS rule Dort time empl		DUTNU8GN	
	_	06/01/2010))	2/31/9999	_			1	Part-ume empi.		0.00	
	_	06/01/2010		2/31/9999	_			1	Wooldwwork hro		40.00	
		06/01/2010	1	2/31/9999	-			1	OT Poriod		40.00	
		06/01/2010	7 1 1 4	2/31/8888	-			1	Time Matictatus		1	
		05/01/2010		2/31/9999	-	00/22/2014	00604022		Doily wkna bro	0.00	1	
		05/01/2010	7 1 1 4	2/31/9999	-	08/23/2011	00504028	D	Danywknynfs Emple	0.00		
		05/01/2010	1	2/31/9999	-	08/23/2011	00504028	D	Empl. %	100.00		
\vdash		05/01/2010	1	2/31/9999	-	08/23/2011	00504028	D	Appuel bours	2 000 00		
\vdash		05/01/2010	1	2/31/9999	-	08/23/2011	00504028	D	Annual nours	2,080.00		
		05/01/2010	7 1 1 4	2/31/9999	-	08/23/2011	00504028	D	Working hours	173.33 D01N00CN		
		05/01/2010		2/31/3333		00/20/2011	00504020	5		DOLLAGIN		

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 	OPersonnel no.	○ Infotype	OUser