

Advanced Reporting

Create Change Reports Manually



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Manual method for Change Reporting

This document aims to guide a user through creating a “manual” Change Report (that is: without using the Change Reporting function made available in the new UI released in Q2 2015).

The current Change Reporting function allows for reporting changes on a single column only. Given this, the main benefit for manually creating these reports (over using the Change Reporting functionality) is to create a Change Report that shows changes in more than one column (which this guide will cover).

New vs Classic Advanced Reporting User Interfaces

This guide assumes a basic level of knowledge in Advanced Reporting and contains two sections, each one describing the manual Change Reporting method for each UI of Advanced Reporting:

- The 'new' Advanced Reporting UI was made available in the May 2015 release and most instances implemented since then will be on this UI, in addition to any existing instance that has requested to be moved to this new UI
- Most instances implemented prior to the May 2015 release will be using the 'classic' Advanced Reporting UI

If you are unsure which UI your instance is using, please refer to the screen shots in each section and choose the section which contains screen shots that match your instance.

This guide splits out how to duplicate the Change Reporting table in each of the UI's (new and classic) – the last section (applying necessary filters) applies to both UI's.

Initial Notes

The manual change reporting method works from the premise of a “base” or anchor table and then joining two instances of the table containing the change reporting columns onto this base table. Two separate instances of a table allows the query to apply a different date filter to each instance, which in turn retrieves the current and previous values.

Other tables unrelated to the change column can be pulled into the query for additional report data if required.

The following slides will refer to “current” and “previous” values – however the same method can apply for historical (rather than the current) values simply by adjusting the date filters on the relevant tables.

This method shows changes that occurred within a “day” timeframe. Should an employee have more than one change in a single day, only the last record in that day will be captured in the results.



Duplicating the Change Reporting table in the 'new' Advanced Reporting UI

*Please skip to the **Duplicating the Change Reporting table in the 'classic' UI** section if you are not using the b1505 UI.*

EC Job Information Changes

New UI

For this example we will look at the employee Marcus Hoff. He is currently in the *Enterprises* Department and the *Industries* Cost Center, having moved from *Industries* and *Industries Executive Office* respectively.

Back to: Employment Information

History of Job Information

History	Take Action
08/29/2011 Department: Enterprises (CORP) Industries (IND) Cost Center Change Cost Center Account: Industries (30000) Industries Execut...	
11/01/2008 Supervisor: No Manager Carla Grant Job Classification: Executive Vice-President (EXEC1) Vic... Pay Grade: Salary Grade 17 (GR-17) Standard Weekly Hours: 40 FTE: 1	
07/12/1995 Data Change	

Job Information: Marcus Hoff

Effective as of 08/29/2011

Blue indicates that the item changed on this date

Employee Status	Paid Leave
Event	Leave of Absence
Event Reason	Jury Leave (PLAJUR)

Organizational Information

Company	Ace USA (ACE_USA)
Business Unit	Industries (ACE_IND)
Department	Enterprises (CORP) Industries (IND)
Location	San Mateo (US_SFO)
Cost Center Account	Industries (30000) Industries Executive Office (30001)

Job Information

Timezone	No Selection
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Begin the query

New UI

To start, we will pull in data from the table which will be the 'anchor' table.

Typically this will be the Person > Personal Information table for queries that are Change Reporting on employee Job data, or reporting on employee Compensation data.

Select the **Person** category from the drop down and open the **Personal Information** table. Pull in the columns required from this table.

The screenshot shows the SAP Fiori query builder interface. At the top, there is a 'Home' header and a toolbar with various icons. Below the toolbar is a search bar with the text 'Person' and a search icon. Underneath is a tree view of tables, with 'Personal Information' selected and highlighted in blue. A callout box points to this table with the text: 'Select the **Person** category and pull **First Name & Last Name** from the **Personal Information** table into the query'. The 'Personal Information' table is expanded, showing a list of columns: Accommodation, Accommodation (External Code), Accommodation (Label), Birth Name, Country Of Birth, Created By (Biographical Info), Created By (Personal Info), Date Of Birth, Date of Death, Effective End Date, Effective Start Date, First Name, and Gender. At the bottom, there are three tabs: 'Results', 'Objects', and 'Columns'. The 'Objects' tab is active, and a red arrow points from the 'Personal Information' table in the tree view to a green-bordered box in the 'Objects' tab. This box contains a red 'X' icon, the text 'Personal Information', and the columns 'First Name' and 'Last Name'.

Pull in the first “change” table

New UI

Navigate to the **Global Job Information** table from the **Personal Information** table and pull in the columns required for change reporting.

In this example we are looking at changes on the **Department** and **Cost Center** columns. The **Effective Start/End Dates** have also been selected so that we can see the “timeline” in the finished report.

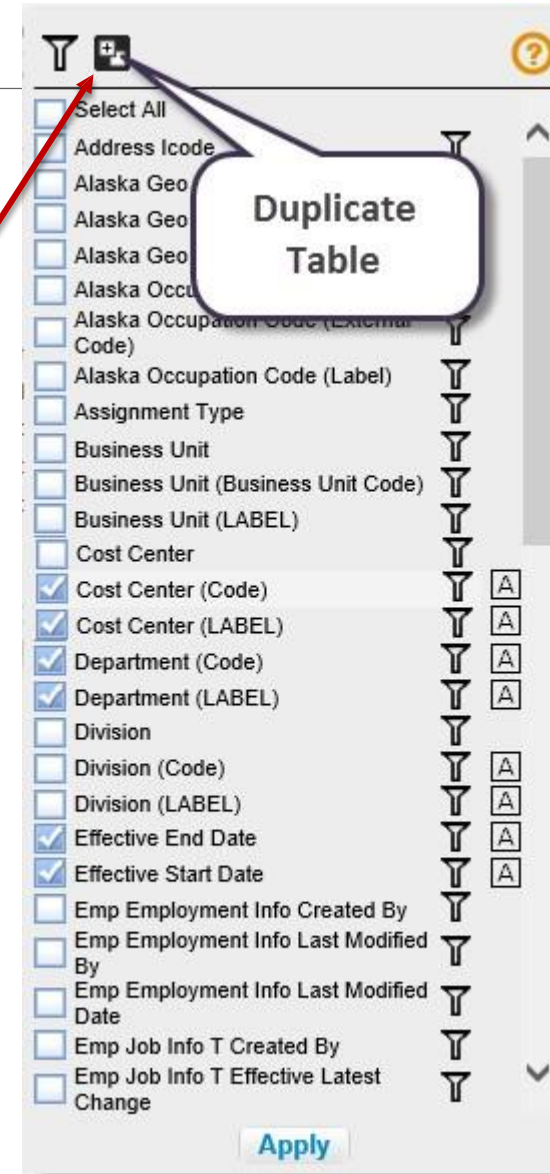
The screenshot displays the SAP Fiori 'Person' object browser. The 'Personal Information' table is expanded, and the 'Global Job Information' table is selected. A red arrow points from the 'Personal Information' table to the 'Global Job Information' table. A callout box contains the text: 'Expand Personal Information and navigate to the Global Job Information table to select the change reporting columns required'. Below the table list, the 'Columns' tab is active, showing a diagram of the data model. The 'Personal Information' table (highlighted in green) contains 'First Name' and 'Last Name'. The 'Global Job Information' table (highlighted in blue) contains 'Cost Center (Code)', 'Cost Center (LABEL)', 'Department (Code)', 'Department (LABEL)', 'Effective End Date', and a 'Show More' button. A red arrow points from the 'Global Job Information' table in the table list to the 'Global Job Information' table in the column selection diagram.

Duplicate the first “change” table

New UI

We now need to create a second instance of the table containing the “change” columns.

Open the column menu for the **Global Job Information** table and click **Duplicate Table**.

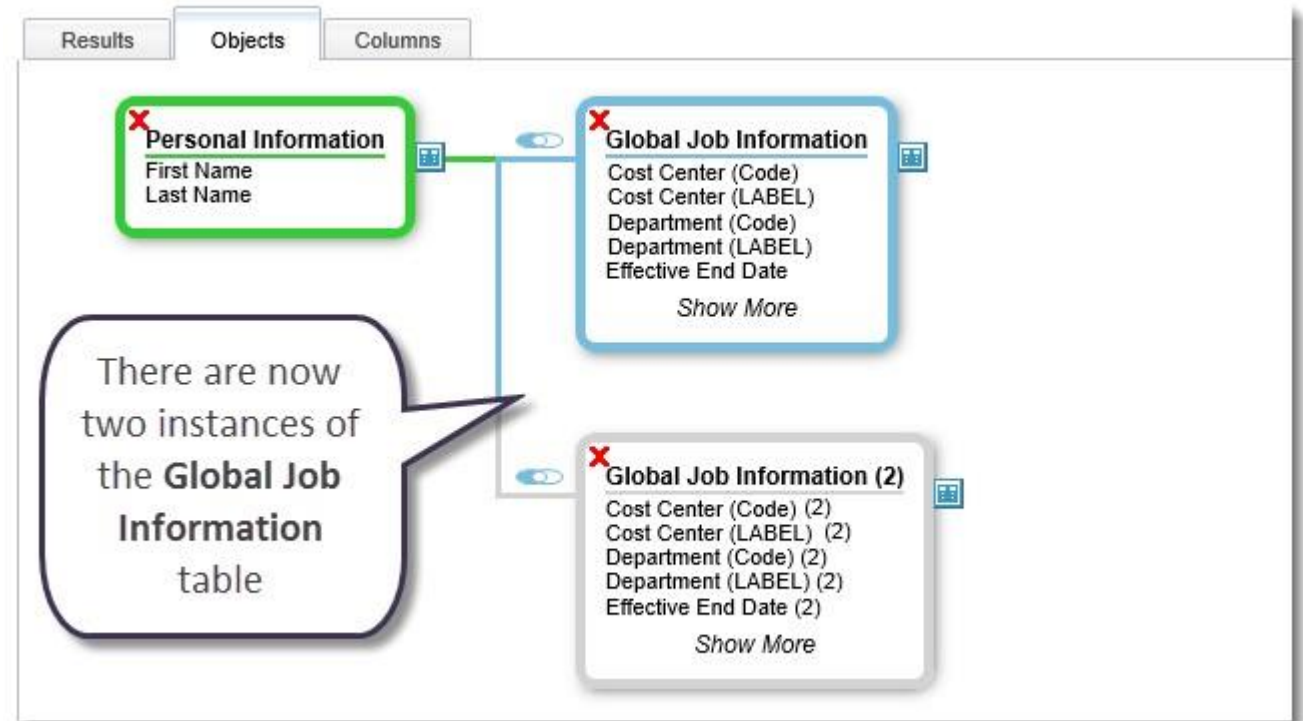


Second instance of the “change” table is now created

New UI

The **Global Job Information** table has been duplicated, with the identical column settings as the original.

Global Job Information will be the table retrieving the “current” Job information and **Global Job Information (2)** will be the table retrieving the “previous” Job information. So that we can more easily identify which **Department + Cost Center** is the current and which **Department + Cost Center** is the previous, we will rename the columns in each table appropriately.



Checkpoint

New UI

We now have a report output that is duplicating the current Department and current Division for each employee. This occurs because both instances of the **Global Job Information** table defaults to the “current date”. As you can see in the first record, the columns in Group 1 have identical results as the columns in Group 2.

Please jump to the **Finalize the manual Change Reporting query by adding the required filters** section where we will apply date filters to retrieve the proper current & previous results for Department and Cost Center.

zSF Test - Change Reporting Doco

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First Name	Last Name	Current Start Date	Current End Date	Current CC Code	Current CC Label	Current Dept Code	Current Dept Label	Previous Start Date	Previous End Date	Previous CC Code	Previous CC Label	Previous Dept Code	Previous Dept Label
Marcus	Hoff	8/29/2011	12/31/9999	30000	Industries	CORP	Enterprises	8/29/2011	12/31/9999	30000	Industries	CORP	Enterprises



Duplicating the Change Reporting table in the 'classic' Advanced Reporting UI

*Please jump back to the **Duplicating the Change Reporting table in the 'new' UI** section if you are using the b1505 UI.*

EC Job Information Changes

Classic UI

For this example we will look at the employee Marcus Hoff. He is currently in the *Enterprises* Department and the *Industries* Cost Center, having moved from *Industries* and *Industries Executive Office* respectively.

Back to: Employment Information

History of Job Information

History	Take Action
08/29/2011 Department: Enterprises (CORP) Industries (IND) Cost Center Change Cost Center Account: Industries (30000) Industries-Execut...	
11/01/2008 Supervisor: No Manager Carla Grant Job Classification: Executive Vice-President (EXEC1) Vic... Pay Grade: Salary Grade 17 (GR-17) Standard Weekly Hours: 40 ☺ FTE: 1 ☺	
07/12/1995 Data Change	

Job Information: Marcus Hoff

Effective as of 08/29/2011

Blue indicates that the item changed on this date

Employee Status	Paid Leave
Event	Leave of Absence
Event Reason	Jury Leave (PLAJUR)

Organizational Information

Company	Ace USA (ACE_USA)
Business Unit	Industries (ACE_IND)
Department	Enterprises (CORP) Industries (IND)
Location	San Mateo (US_SFO)
Cost Center Account	Industries (30000) Industries-Executive Office (30001)

Job Information

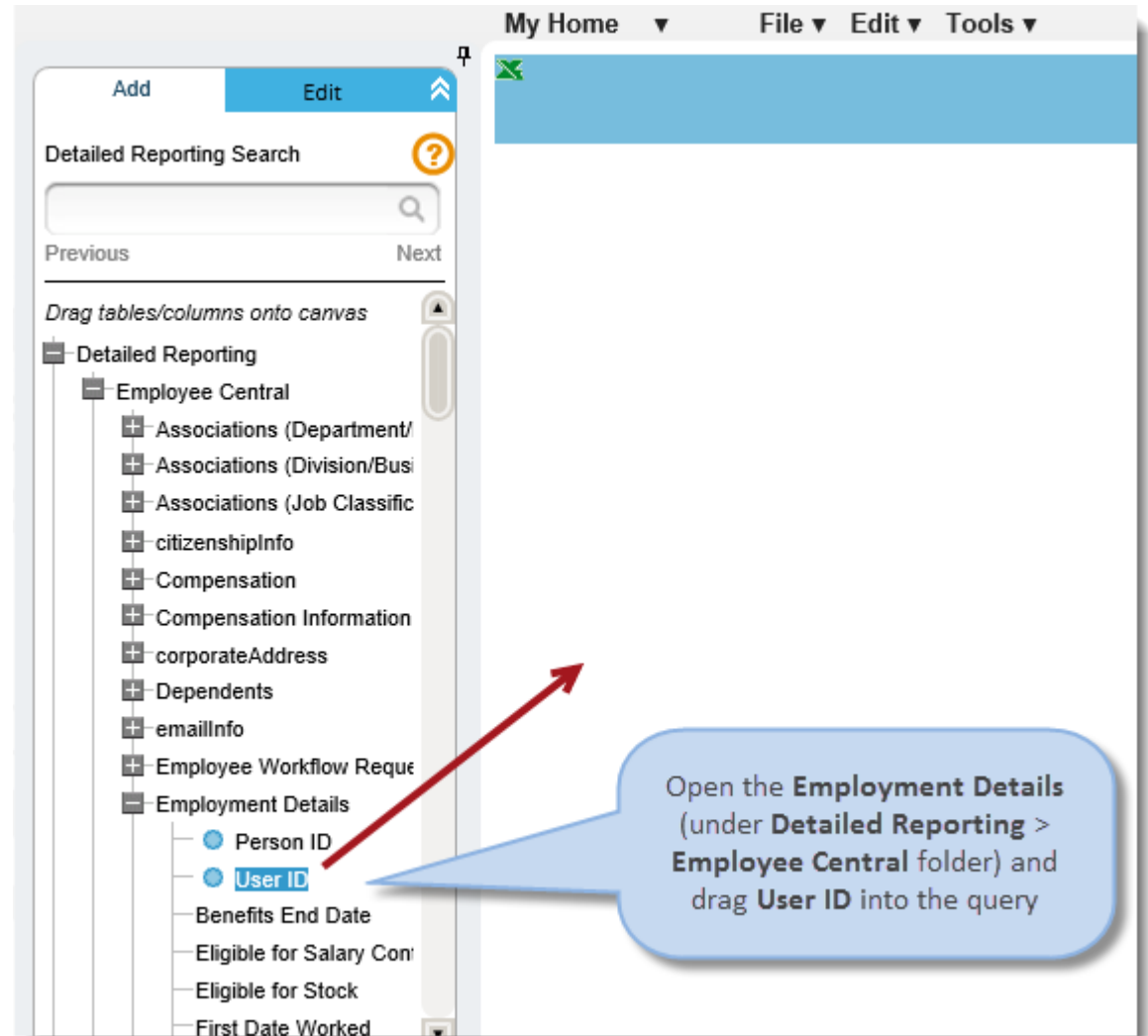
Timezone	No Selection
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Begin the query

Classic UI

To start, we will pull in data from the table which will be the 'anchor' table. Typically this will be the **Employment Details** table for queries that are Change Reporting on employee Job data, or reporting on employee Compensation data.

Open the **Employment Details** table under **Detailed Reporting > Employee Central** and drag on **User ID** (and any other required columns from this table).



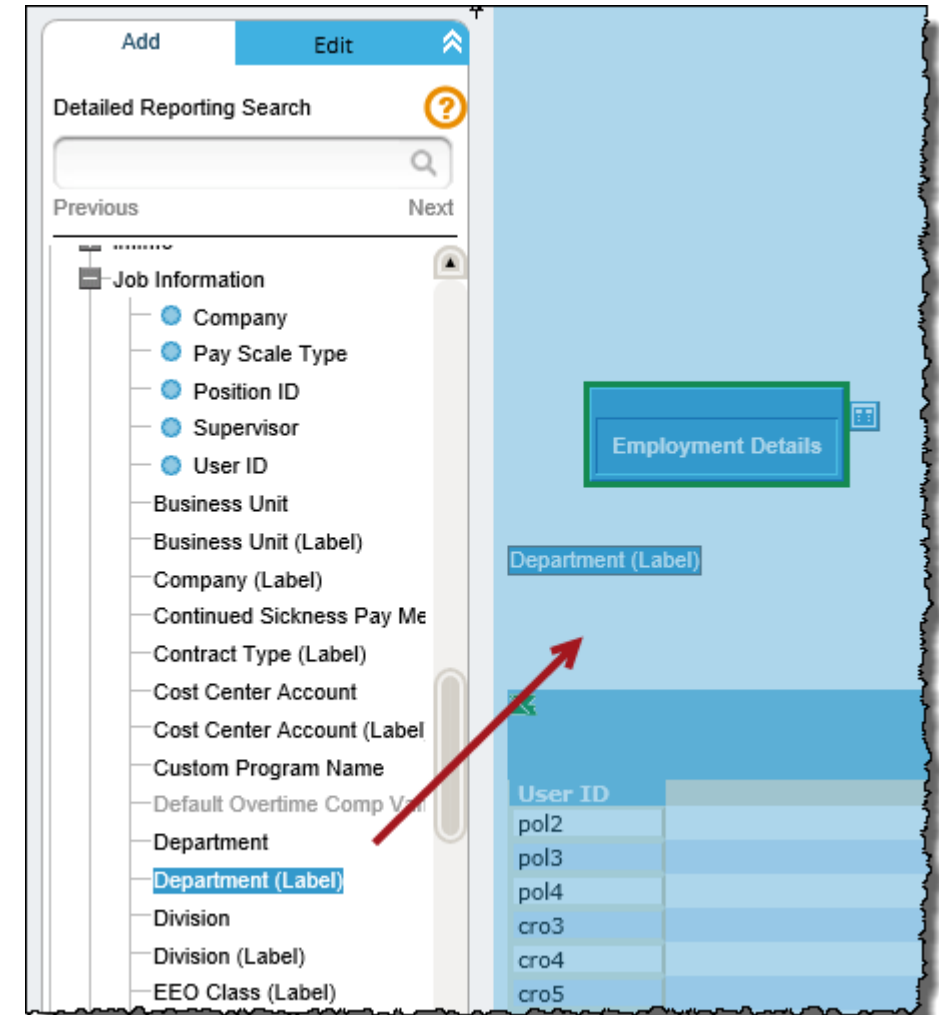
Pull in the first “change” table

Classic UI

Navigate to the **Job Information** table (also under **Detailed Reporting > Employee Central**).

In this example we are looking at changes on the **Department** and **Cost Center** columns.

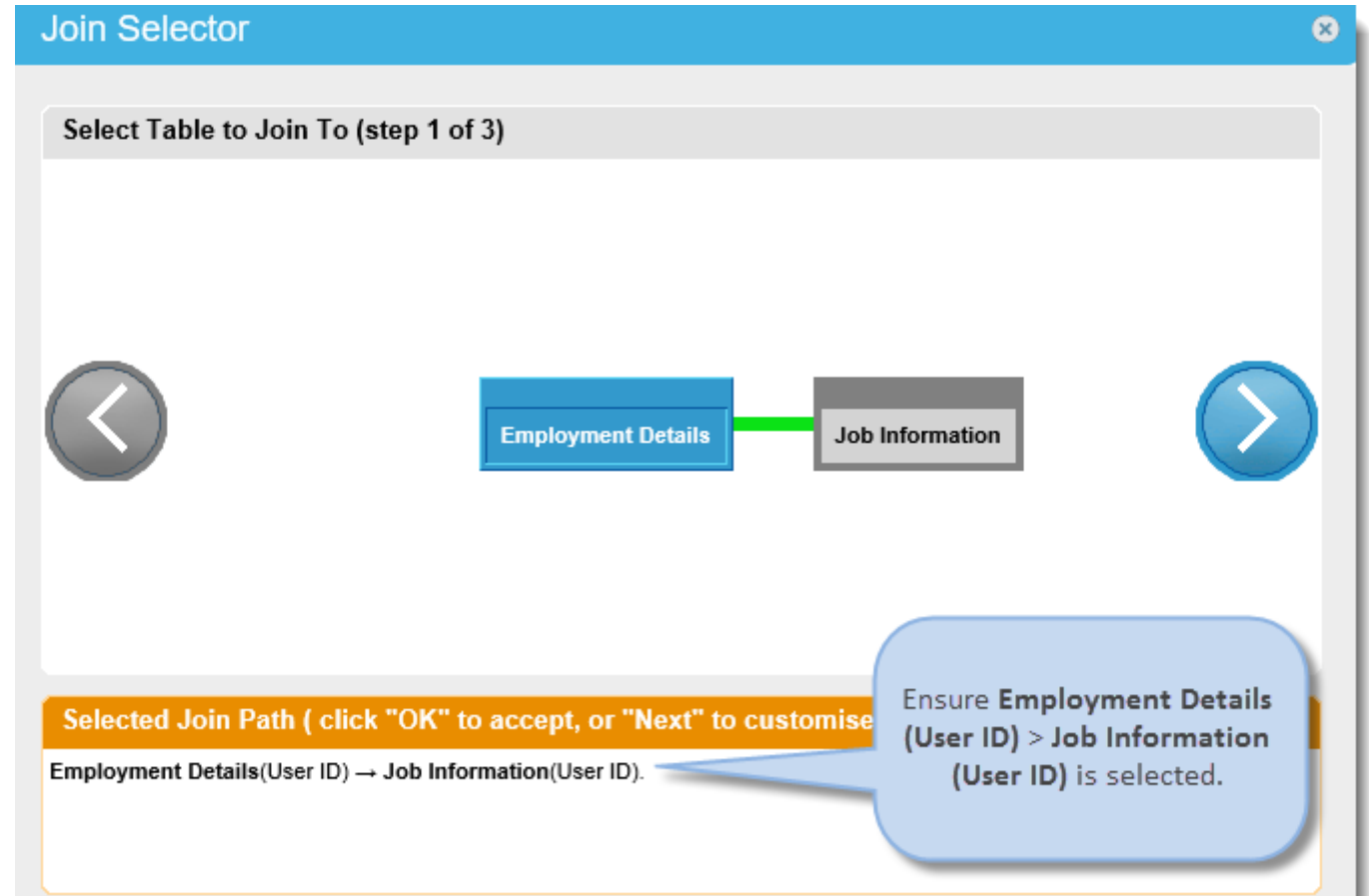
Ensure the **Advanced** view is enabled and pull the **Department (Label)** column onto the canvas to add the **Job Information** table into the query.



Configure the join for the first “change” table

Classic UI

As we are in **Advanced** view, the **Join Selector** dialog will open – ensure the **User ID > User ID** join is selected and click **OK**.



Configure the columns for the first “change” table

Classic UI

Enable the remaining required columns for the **Job Information** table:

- Effective Start Date
- Effective End Date
- Cost Center (Label)

The screenshot shows the SAP Classic UI configuration interface. On the left, a sidebar contains two sections: "Add" and "Edit". Under "Add", there are two sections: "Employment Details" (1 / 25 columns selected) and "Job Information" (4 / 79 columns selected). A blue callout bubble points to the "Job Information" section with the text: "Enable the remaining columns for the Job Information table". Below the sidebar is an "Applied Filters" section with a "Manage Filters" button. The main area shows a diagram with two boxes: "Employment Details" (highlighted with a green border) and "Job Information" (highlighted with a blue border), connected by a line. Below the diagram is a table with the following columns: "User ID", "Department (Label)", "Cost Center Account (Label)", "Effective Start Date", and "Effective End Date". The "Department (Label)", "Cost Center Account (Label)", "Effective Start Date", and "Effective End Date" columns are highlighted with a red border. The table data is as follows:

User ID	Department (Label)	Cost Center Account (Label)	Effective Start Date	Effective End Date
VidalV	Sales 01	Corporate	1/1/2014	12/31/9999
BaileyJ	Industries	Corporate	2/1/2013	12/31/9999
310	Emerging Markets	Corporate	4/1/2012	12/31/9999
WanadooF	Sales 01	Corporate	1/1/2014	12/31/9999
FischerC	Sales 01	Corporate	1/1/2014	12/31/9999
SchneiderV	Sales 01	Corporate	1/1/2014	12/31/9999

Duplicate the first “change” table

Classic UI

We now repeat the process of pulling in the **Job Information** table to create a second instance of the table containing the “change” columns.

Return to the column menu and drag the **Department (Label)** column again onto the canvas.

The screenshot displays the SAP Classic UI interface for a 'Detailed Reporting Search'. On the left, a column menu is visible with the following items: Company, Pay Scale Type, Position ID, Supervisor, User ID, Business Unit, Business Unit (Label), Company (Label), Continued Sickness Pay Me, Contract Type (Label), Cost Center Account, Cost Center Account (Label), Custom Program Name, Default Overtime Comp Vari, Department, Department (Label) (highlighted), Division, Division (Label), and EEO Class (Label). The main canvas shows a table with the following data:

User ID	Department (Label)	Cost Center Account (Label)
BonnaireK	Client Service	Corp
GieserH	Sales 01	Corp
MitchellM	Sales 01	Corp
BergmannE	Client Service	Corp
VidalV	Sales 01	Corp
BaileyJ	Industries	Corp
310	Emerging Markets	Corp

A red arrow points from the 'Department (Label)' column in the column menu to the 'Department (Label)' column in the table. Above the table, there are two blue boxes labeled 'Employment Details' and 'Job Information'.

Make a new instance (duplicate) of the “change” table

Classic UI

When columns from a table that already exists in the query are pulled into the query, you will be offered the choice to add those columns to the existing table – or to create a new instance of the table.

For Change Reporting purposes we need to create a new instance of the **Job Information** table, so in the **Join Selector** dialog click **Add to new table instance**.



Configure the join for the duplicate “change” table

Classic UI

Ensure the same join is configured as for the first change table. Here we will again ensure the User ID > User ID join is selected and click **OK**.

Note the table layout graphic is slightly different here, showing the first **Job Information** table that we have already pulled into the query.

Join Selector

Select Table to Join To (step 1 of 3)

Employment Details

Job Information

Job Information

Ensure **Employment Details (User ID) > Job Information (User ID)** is selected.

Selected Join Path (click "OK" to accept, or "Next" to customise):
Employment Details(User ID) → Job Information(User ID).

Second instance of the “change” table is now created

Classic UI

Another instance of the **Job Information** table is now available in the query, modify it's columns to switch on:

- Effective Start Date
- Effective End Date
- Cost Center (Label)

The screenshot shows the SAP Classic UI query editor. On the left, a sidebar lists selected columns: 'Employment Details' (1/25 columns selected), 'Job Information' (4/79 columns selected), and 'Job Information (2)' (4/79 columns selected). The main area displays a diagram with three tables: 'Employment Details', 'Job Information', and 'Job Information (2)'. A callout bubble points to 'Job Information (2)' with the text 'Enable the remaining columns for the Job Information (2) table'. Below the diagram is a data table with the following columns: User ID, Department (Label), Cost Center Account (Label), Effective Start Date, Effective End Date, Department (Label) (2), Cost Center Account (Label) (2), Effective Start Date (2), and Effective End Date (2). The last four columns are highlighted with a red box.

User ID	Department (Label)	Cost Center Account (Label)	Effective Start Date	Effective End Date	Department (Label) (2)	Cost Center Account (Label) (2)	Effective Start Date (2)	Effective End Date (2)
VidalV	Sales 01	Corporate	1/1/2014	12/31/9999	Sales 01	Corporate	1/1/2014	12/31/9999
BaileyJ	Industries	Corporate	2/1/2013	12/31/9999	Industries	Corporate	2/1/2013	12/31/9999
310	Emerging Markets	Corporate	4/1/2012	12/31/9999	Emerging Markets	Corporate	4/1/2012	12/31/9999
WanadooF	Sales 01	Corporate	1/1/2014	12/31/9999	Sales 01	Corporate	1/1/2014	12/31/9999
FischerC	Sales 01	Corporate	1/1/2014	12/31/9999	Sales 01	Corporate	1/1/2014	12/31/9999
SchneiderV	Sales 01	Corporate	1/1/2014	12/31/9999	Sales 01	Corporate	1/1/2014	12/31/9999

Pull in other tables as required

Classic UI

We would also like the **First** and **Last Name** in this query.

Pull these in from the **Personal Information** table, joining to the **Employment Details** table via the **Person** (or **Biographical**) **Info** table on the **Person ID**.

My Home ▾ Hide Advanced Hide Preview File ▾ Edit ▾ Tools ▾

Add Edit

Detailed Reporting Search

Previous Next

- payComponentGroup
- [-] Pension Payout Details
- [-] Personal Information
 - Person ID
 - A1 Test
 - Alt1 First Name
 - Alt1 Last Name
 - Alt1 Middle Name
 - CertificateEnd Date
 - Challenge Status
 - Company Name
 - Country Of Birth (Label)
 - Effective End Date
 - Effective Start Date
 - First Name

Job Information

Job Information (2)

personInfo

Personal Information

First Name

User ID	First Name	Last Name	Department (Label)	Cost Center Account (Label)	Effective Start Date	Effective End Date
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Checkpoint

Classic UI

We now have a report output that is duplicating the current Department and current Division for each employee. This occurs because both instances of the **Job Information** table defaults to the “current date”. As you can see in the first record, the columns in Group 1 have identical results as the columns in Group 2.

In the next section we will apply date filters to retrieve the proper current & previous results for Department and Cost Center.

The diagram illustrates the data source relationships for the report. It shows four data sources: 'Employment Details', 'Job Information', 'Job Information (2)', and 'Personal Information'. 'Employment Details' is connected to both 'Job Information' and 'Job Information (2)'. 'Personal Information' is connected to 'personInfo', which is in turn connected to 'Employment Details'. The report table below shows the output of these sources. The 'Current' columns (Group 1) and 'Previous' columns (Group 2) are highlighted with red and green boxes, respectively. Red circles with the numbers '1' and '2' are placed above the 'Current' and 'Previous' column groups. The data in the first row shows that the 'Current' and 'Previous' columns have identical values, indicating that both instances of the 'Job Information' table defaulted to the 'current date'.

User ID	First Name	Last Name	Current Start Date	Current End Date	Current CC Label	Current Dept Label	Previous Start Date	Previous End Date	Previous CC Label	Previous Dept Label
mhoff1	Marcus	Hoff	8/29/2011	12/31/9999	Industries	Enterprises	8/29/2011	12/31/9999	Industries	Enterprises



Finalize the manual Change Reporting query by adding the required filters

Please note that the following section contains screen shots from the xx UI, however the methodology remains the same when using the “classic” UI.

Apply the Date Filters for Current Values

Open the **Date Options** function and click on the **Overrides (Advanced)** tab.

Click **Edit** on the **Global Job Information** table and note that this table is currently set to **Current Date**. In this example we would like to report on the current Department and current Division from this table – so we will not make any changes here.

Note that should you wish to report on historical values, here is where you will apply the date or date range relevant to the history you wish to capture.

The screenshot shows the 'Date Options' dialog box with the 'Overrides (Advanced)' tab selected. The 'Overridden Table Options' section for 'Global Job Information' is highlighted with a red box, showing 'Date Type' set to 'Current Date'. A red arrow points from the 'Edit' button of the 'Global Job Information' table in the table list below to the 'Date Type' dropdown. A callout box at the bottom says 'Click Edit to show the Date Options set for Global Job Information'.

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Apply the Date Filters for Previous Values

Remain in the **Date Options** function on the **Overrides (Advanced)** tab.

Click **Edit** on the **Global Job Information (2)** table and note that this table is currently set to **Current Date**. Change this setting to **Show All** and click **Set** (note the **Set** button is obscured in this screen shot by the **Date Type** drop down).

The screenshot displays the 'Date Options' interface with the 'Overrides (Advanced)' tab selected. A red box highlights the 'Overridden Table Options' section for 'Global Job Information (2)'. Within this section, the 'Date Type' dropdown menu is open, showing options: 'Show All', 'Current Date', 'As Of Date', and 'Driving Table Start Date'. The 'Show All' option is selected. Below this, a table lists the following items:

Personal Information	
Global Job Information	Edit
Global Job Information (2)	Edit

A callout bubble points to the 'Edit' button for 'Global Job Information (2)'. The bubble contains the text: 'Click **Edit** to show the Date Options set for **Global Job Information (2)**'. At the bottom of the interface, there is a legend: 'No Override' (green dot), 'Overridden' (yellow dot), 'Driving Table' (green plus icon), and 'Date Options Disabled' (red dot).

Apply the Date Filters for Previous Values (continued...)

When the **Show All** override for the **Global Job Information (2)** table has been **Set**, the **Overrides (Advanced)** tab will show this table in red, with a **Clear** option next to **Edit**.

Click **Save** to exit the function.

The screenshot displays the 'Date Options' interface. At the top, there are two tabs: 'Date Options' and 'Overrides (Advanced)'. Below the tabs is a section titled 'Overridden Table Options' with a help icon. A table lists the overridden options:

Table Name	Status	Actions
Personal Information	No Override	
Global Job Information	No Override	Edit
Global Job Information (2)	Date Options Disabled	Clear Edit

At the bottom, a legend defines the status icons: a green circle for 'No Override', a yellow circle for 'Overridden', and a red circle for 'Date Options Disabled'. A green cross icon represents a 'Driving Table'.

Checkpoint

We now have a set of results that shows the current record (1) against all the previous records (2):

zSF Test - Change Reporting Doco													
First Name	Last Name	Current Start Date	Current End Date	Current CC Code	Current CC Label	Current Dept Code	Current Dept Label	Previous Start Date	Previous End Date	Previous CC Code	Previous CC Label	Previous Dept Code	Previous Dept Label
Marcus	Hoff	8/29/2011	12/31/9999	30000	Industries	CORP	Enterprises	7/12/1995	10/31/2008	30001	Industries Executive Office	IND	Industries
Marcus	Hoff	8/29/2011	12/31/9999	30000	Industries	CORP	Enterprises	11/1/2008	8/28/2011	30001	Industries Executive Office	IND	Industries
Marcus	Hoff	8/29/2011	12/31/9999	30000	Industries	CORP	Enterprises	8/29/2011	12/31/9999	30000	Industries	CORP	Enterprises

Find 'Previous' Record

We now need to identify the record that is "previous" to the current record.

Create a **Calculated Column** which uses the formula: *Current Start Date – Previous End Date*.

Ensure the **Data Type** is a number and click **OK** to save.

The screenshot displays the 'Calculated Column Designer' window. On the left, the 'Name' field is set to 'Date Check' and the 'Data Type' is set to 'Number'. Below these fields is a 'Format' button labeled 'Edit Format'. A list of data sources is visible, including 'Number', 'Date', 'Personal Information', 'Global Job Information', and 'Global Job Information (2)'. Two red arrows point from the 'Current Start Date' field in the 'Global Job Information' section and the 'Previous End Date' field in the 'Global Job Information (2)' section to the formula editor. The formula editor shows the expression: $\text{Current Start Date} - \text{Previous End Date}$. The formula is displayed in a green box with a blue minus sign between the two terms. A 'Show Condition Editor' button is located above the formula editor.

Find 'Previous' Record

Set a query filter where the **Calculated Column** = 1.

This will include any records in the query where there is one day between the beginning of the **Current** record and the end of the **Previous** record and ensures that we are only retrieving records that align on the timeline with no gaps.

The screenshot shows the 'Filter Designer' interface with three columns: 'Filter Field', 'Operator', and 'Value'. The 'Filter Field' column contains a tree view with 'Personal Information', 'Global Job Information', 'Global Job Information (2)', and 'Calculated Columns'. Under 'Calculated Columns', 'Date Check' is selected. The 'Operator' column has radio buttons for 'Equal to', 'Not equal to', 'Greater than', 'Greater than or equal to', 'Less than', 'Less than or equal to', 'Like', and 'Between'. The 'Value' column has tabs for 'Custom filter', 'Report values', and 'Field comparison'. The 'Custom filter' tab is active, showing a checkbox for 'Use Dynamic Number Variable' and a text input field containing '1'.

Filter Field	Operator	Value
Personal Information	<input checked="" type="radio"/> Equal to	Custom filter Report values Field comparison
Global Job Information	<input type="radio"/> Not equal to	<input type="checkbox"/> Use Dynamic Number Variable
Global Job Information (2)	<input type="radio"/> Greater than	1 x
Calculated Columns	<input type="radio"/> Greater than or equal to	
Date Check	<input type="radio"/> Less than	
	<input type="radio"/> Less than or equal to	
	<input type="radio"/> Like	
	<input type="radio"/> Between	

Ensure only final record in a day is captured

New UI

If an employee has had more than one change in a single day, they will appear with multiple records in the results. To ensure we only retrieve one record per employee per timeframe, set a filter on the **Effective Latest Change** column in each of the two table instances.

In this example, we are using two instances of the **Global Job Information** table to retrieve changes in columns in this table, so we have set this filter on the **Effective Latest Change** column in each of the instances of this table.

*Please Note! This filter is only applicable for the New UI. The **Effective Latest Change** column is not available in the Classic UI.*

The screenshot shows the 'Filter Designer' window with three columns: 'Filter Field', 'Operator', and 'Value'. The 'Filter Field' column contains a list of fields under 'Global Job Information', with 'Effective Latest Change' highlighted by a red box. The 'Operator' column has 'Equal to' selected. The 'Value' column has a text input field containing 'Y'. A blue callout bubble points to the 'Y' input with the text: 'Set a filter of Y on each instance of the Effective Latest Change column:'. At the bottom, a red box highlights the filter expression: 'Emp Job Info T Effective Latest Change equals to "Y"'. 'OK' and 'Cancel' buttons are at the bottom right.

Filter Field	Operator	Value
Personal Information	<input checked="" type="radio"/> Equal to	Custom filter Report values Field comparison
Global Job Information	<input type="radio"/> Not equal to	<input type="checkbox"/> Use Dynamic String Variable
Address Icode	<input type="radio"/> Greater than	Y
Assignment Type	<input type="radio"/> Greater than or equal to	
Business Unit	<input type="radio"/> Less than	
Business Unit (Business Unit Code)	<input type="radio"/> Less than or equal to	
Business Unit (MEMB_LABEL)	<input type="radio"/> Like	
Company		
Company (Legal Entity ID)		
Company (MEMB_LABEL)		
Cost Center		
Account		
Cost Center		
Account (Code)		

Emp Job Info T Effective Latest Change equals to "Y"

OK Cancel

Checkpoint

The results will now show the current record with the previous record (that is: the record dated one day prior to the current record):

zSF Test - Change Requesting Doco													
First Name	Last Name	Current Start Date	Current End Date	Current CC Code	Current CC Label	Current Dept Code	Current Dept Label	Previous Start Date	Previous End Date	Previous CC Code	Previous CC Label	Previous Dept Code	Previous Dept Label
Marcus	Hoff	8/29/2011	12/31/9999	30000	Industries	CORP	Enterprises	11/1/2008	8/28/2011	30001	Industries Executive Office	IND	Industries

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Reporting only on employees who have had a change

To more easily show the manual method to creating a change report, the example so far has been filtered on a single employee. If you wish to show a list of employees who (for example) have changed Job Classification the method remains the same with the addition of a filter to only show those employees whose Job Classification changed.

First generate a list of employees current and previous Job Classifications:

Results	Objects	Columns					
zSF Test - Change Reporting Doco							
First Name	Last Name	Current Start Date	Current End Date	Current Job Classification	Previous Start Date	Previous End Date	Previous Job Classification
James	Riba	7/11/2011	12/31/9999	Recruiter	4/1/2002	7/10/2011	
Marcus	Hoff	8/29/2011	12/31/9999	Executive Vice-President	4/1/2010	8/28/2011	Executive Vice-President
Grace	Griffin	5/9/2011	12/31/9999	Executive Vice-President	7/1/2008	5/8/2011	Executive Vice-President
Natalie	Cook	7/25/2011	12/31/9999	Executive Vice-President	4/1/2001	7/24/2011	Executive Vice-President
Admin	User	7/30/2011	12/31/9999	Director, Finance	7/26/2011	7/29/2011	Engineering Director
Rick	Bauer	7/11/2011	12/31/9999	Engineering Director	11/1/2010	7/10/2011	Mechanical Engineer
Richard	Maxx	7/11/2011	12/31/9999	Product Manager	5/14/2008	7/10/2011	Executive Vice-President
Carla	Grant	8/31/2009	12/31/9999	General Manager, Industries	6/15/2009	8/30/2009	General Manager, Industries
Brett	Colbert	12/1/2007	12/31/9999	Vice President of Marketing	12/1/2006	11/30/2007	Director, Marketing
Joseph	Selinger	9/28/2011	12/31/9999	Director, Marketing	9/26/2011	9/27/2011	Director, Marketing
Cheryl	Wang	5/7/2011	12/31/9999	Product Manager	10/1/2010	5/6/2011	Product Manager

Add Filter to check for a change

Using the **Field Comparison** option in the **Filter** function – set a filter where Current and Previous Job Classifications do not match:

The screenshot displays the SAP Filter configuration interface. It is divided into three main sections: **Filter Field**, **Operator**, and **Value**.

- Filter Field:** A list of fields is shown, including "Global Job Information" and "Job Classification (Job Title)".
- Operator:** Radio buttons are used to select the comparison operator. "Not equal to" is selected.
- Value:** A list of fields is shown, including "Job Classification (Job Title)" and "Previous Job Classification". The "Previous Job Classification" field is highlighted in blue.

A red arrow points from the "Not equal to" operator to the "Previous Job Classification" field. A red box at the bottom of the interface contains the text: "Current Job Classification is not equal to 'Previous Job Classification'".

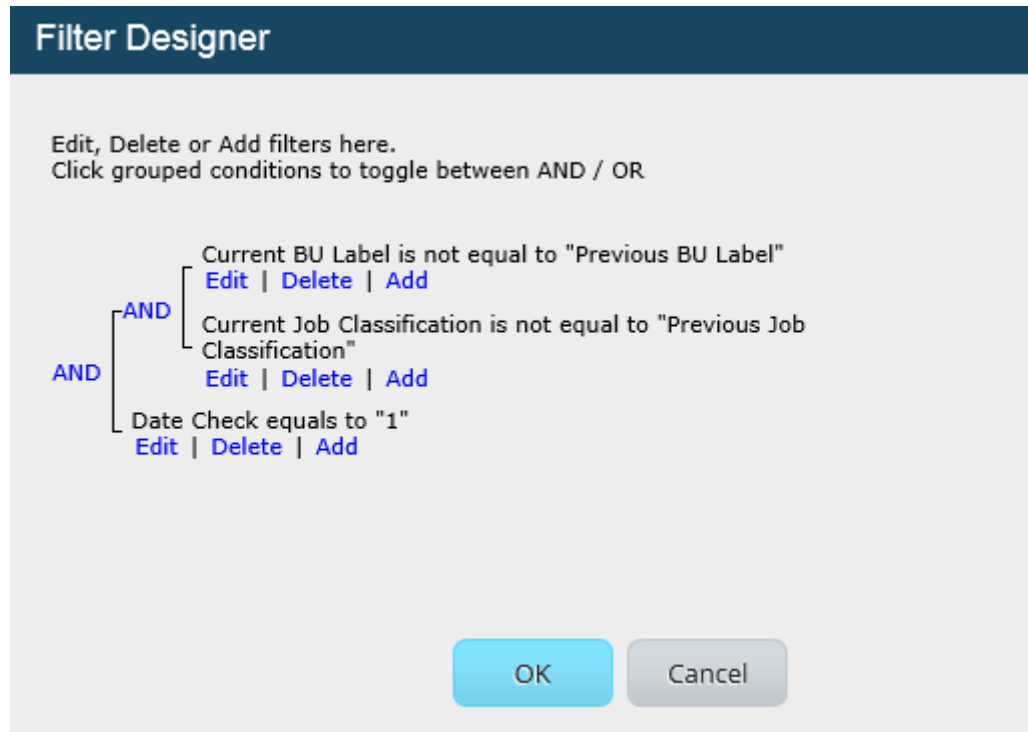
Reporting only on employees who have had a change

Our list is now filtered to only those employees who had a change between current and previous Job Classifications:

zSF Test - Change Reporting Doco							
First Name	Last Name	Current Start Date	Current End Date	Current Job Classification	Previous Start Date	Previous End Date	Previous Job Classification
Admin	User	7/30/2011	12/31/9999	Director, Finance	7/26/2011	7/29/2011	Engineering Director
Rick	Bauer	7/11/2011	12/31/9999	Engineering Director	11/1/2010	7/10/2011	Mechanical Engineer
Richard	Maxx	7/11/2011	12/31/9999	Product Manager	5/14/2008	7/10/2011	Executive Vice-President
Brett	Colbert	12/1/2007	12/31/9999	Vice President of Marketing	12/1/2006	11/30/2007	Director, Marketing

Reporting Changes on Multiple Columns

The same method can be used to report on changes across multiple columns by adjusting the filtering as appropriate. Here we are only showing employees who have had a change in both Business Unit **and** Job Classification:



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