Logged Changes in Infotype Data

Monitoring Strategies

Logged Changes in Infotype Data: SAP Transaction S_AHR_61016380

Challenges

- No apparent way to search by agency
- Difficult to read, if we're looking at the details
  - Most of what we want to know is in the summary
  - If someone changed her own salary Infotype, I should check out the record, no matter how she changed it
  - Once we know we can seek the detail data later, we can get some interesting overall monitoring done
- Not many other search criteria, either

How do we limit this report?
Use results from other, more flexible reporting options as criteria for Logged Changes

Flexible Employee Data Reports (FEDR)
- SAP Transaction **ZHR_RPTPAN02** SOW Flexible Employee Data Report
- **S_AHR_61016362** Flexible Employee Data

Limitations:
- "Snapshot" data on a particular "Key Date"
- Have to run multiple reports to find all our data

FEDRs: Getting our data set
- Other Key Date – Which one? (8/15/2010)
  - Beginning of period will catch all outgoing
  - End of period will catch all incoming
- Find some way to merge lists. Examples:
  - Excel "Unique Values" filter
  - Access Database (for larger datasets/agencies)

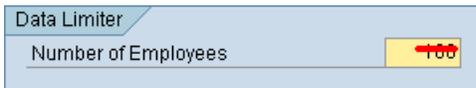### *How do we run this report?*
- Criteria: Further selections
- Select Personnel Area, or some other criterion below, move to Selection Fields, and hit the green check
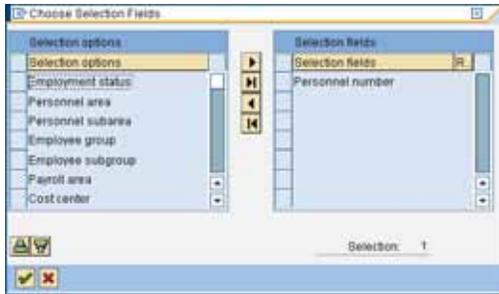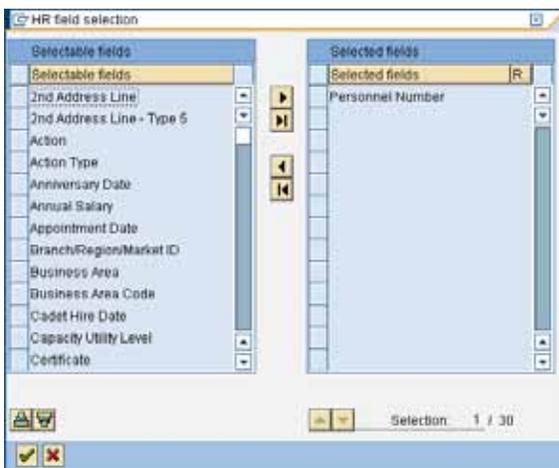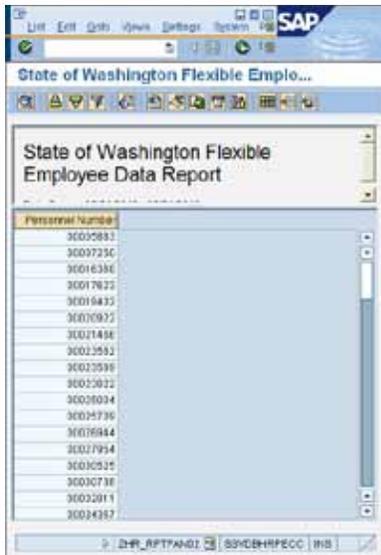
- Selection field appears on report dialog

- Remove Data Limiter: Number of Employees

- Choose "Personnel Number" (at a minimum) under Field Selection ⮕ Field selection dialog
- This gives your list of individual fields that will be in your report results

- Press Execute ⊕ button
- Sample Results:

- Use Excel export
- Copy/paste to move results to Logged Changes report dialog (later)

Payroll Posting Report:
HRMS Transaction **ZHR_RPTPY126**

Why Payroll Posting?
- We can pinpoint strange transactions *before* they create financial transactions!
- We can look at simulated Payroll Posting results for Day 1, 2, 3 processing, or actual Payroll Posting results after Day 4 processing
- We can check which employees were affected on a payroll, or series of payrolls before or after the final payroll run
- Also, faster and easier to run

Limitations:
- Only includes information if employee pay or employer costs are affected
- Financial in nature—limited personal data
- No direct way to get a one-line-per-employee list—have to use Excel filters to get employee list

Tips:
- Run by Personnel Area, too, if you want to check on individuals that may have had financial coding changed to other agencies
  - This is a little slower
  - Retroactive transactions (or "Retros") will be caught by a Business Area review, and appear as negative/opposite sign transactions or cancellations
  - Current period keying errors to other agencies' coding elements (Business Area) will *not* show up this way, so run Personnel Area to look for this issue on non-retro transactions

- Use FEDR and Payroll Posting together in your monitoring program to ensure you're getting the "full" data set

How do we run this report?
This is an example. You should refine your process to meet your agency's needs.

More straightforward selection criteria, so not illustrated in detail

- Payroll Area: 11 (12 for Agency 220-Board for Volunteer Firefighters monthly retiree payroll)
- Pay Period: Period (1-24) and Year for period you're interested in
    - Prior processing period (historical checks)
    - Current processing period (preemptive checks)
        - Get RunID and Sequential Number for Days 1 and 2 processing
        - http://www.dop.wa.gov/payroll/HRMS/PayrollCalendarSchedules/Pages/HRMSPayrollFinancialErrors.aspx
- Business Area: four-digit agency number—no subagencies!
- ALV Layout Variant: "/SMALLER 126" or something you've set up before, that includes Personnel Number
- Execute 🔲 button
- You'll receive a large set of results that needs to be distilled down to a list of people
    - Expenditures (GL Account 6510XXXXXX)
    - Payroll accrual wage types (Other GL Accounts)
- Export to Excel, and use that functionality to get a list of single Personnel Numbers
    - SAP Menu:
        - *List → Export → Local File → Spreadsheet,* gives plain-text Comma-Separated text file with *.xls* extension
        - Or hover over results, right-click, click *Spreadsheet,* opens MS Excel spreadsheet with *.mhtml* extension
    - Excel:
        - Filter:
            - Select all elements in Personnel Number Column, and use *Data → Filter → Advanced → Unique Values* to get a single list of items you can copy & paste
            - This method permits you to restore all data in the spreadsheet by simply removing the filter
        - Excel 2007: Remove Duplicates
            - Select only "Personnel Number" in dialog
            - This method does not preserve data—you can only restore with "undo" before saving data or closing spreadsheet. If you need the data for anything else, use the Filter method, or save another copy.
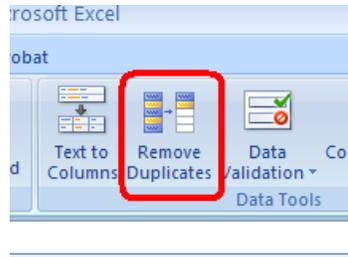
Bring results to Logged Changes in Infotype Data dialog

Whichever dataset you choose, run the preliminary report for period you want and save to Excel (or use copy/paste functionality). This example ran a Payroll Posting Report.
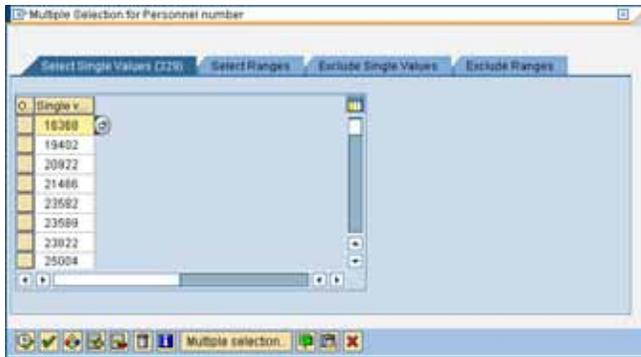
Request Logged Changes in Infotype Data report in SAP

SAP Transaction S_AHR_61016380

Fill out form

▪ Copy/paste Personnel Number values from previous report into criteria (from Excel or SAP)

- Short-term documents only include Bank Details (IT0009), so exclude them, and check separately. If we don't do that, we don't get the benefit of Automated List Viewer functionality in SAP, and our data will be harder to work with

- Don't select "direct output of docs" unless you're digging into details—that should happen later when you're researching what you find here

- Changed on (date range, day 4 to day 4, perhaps!)

- Output program selections if you want "proof" later that you looked for something in particular. *Limitation:* You will not see the full list of employees pasted: there is not enough room! However, use for individual item research. Plus, it'll prove you looked at "something" and your review notes will give assurance you reviewed "something." Have reviewer's data reviewed regularly by someone else, ESPECIALLY, if granted update access to the system.

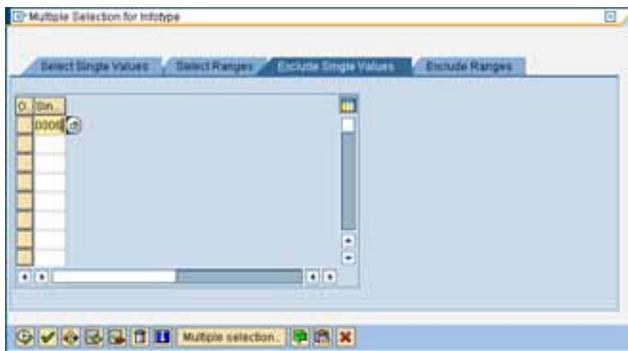## *Analyze*

Use Criteria to your advantage!

- Consider excluding DOP Named Users in "Changed By" field (include 00000000-99999999)
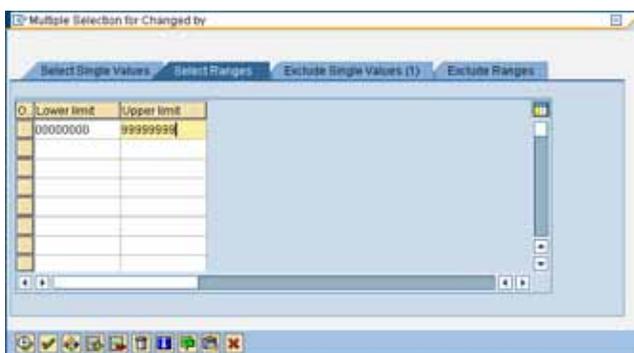
- Or, maybe, just exclude TIDALSAP batch user

- Exclude less useful Infotypes—who cares if someone changed his address in ESS?   Maybe we can exclude IT0006, for instance

- Be sure to use all 4 characters of the Infotype number when including/excluding
- Spread out the monitoring tasks—if I'm assigned a "Basic Pay" check, I'd only care about IT0008
    - Maybe your agency risk assessment only requires you to look at a particular set of infotypes?
    - It's up to agencies to determine how/what to look for! These are just ideas.

- Here's a sample of a completed LCID dialog, ready to run:
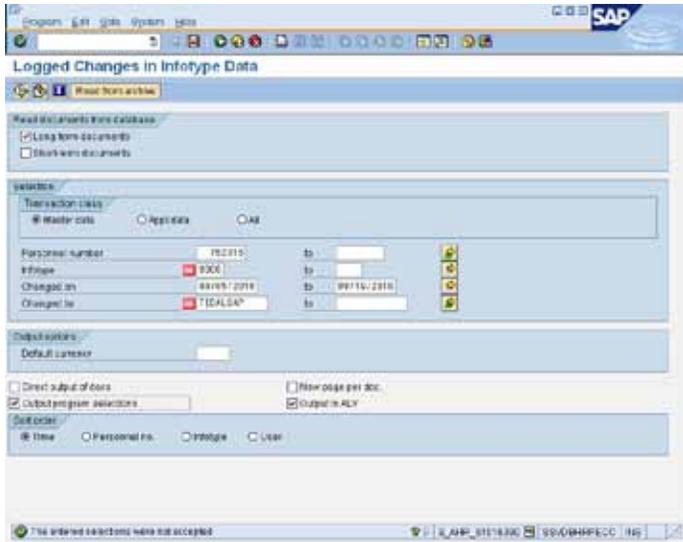
- Output in ALV gives you the most sort & filter options, plus drilldown and easy Excel export
- Check for oddities using analysis skills in Excel:
    - Copy/paste/export to excel
    - Changed own record? Quick formula outputting "OK" or "Check", and filter by results
    - Maybe...create a work list to externally validate all my pay changes? (IT0008)
    - Maybe...validate all my one-time payments? (IT0015)
    - Review all unique values on User/Changed by list, check if they all work for me?
    - If agency is on 1018 (position) coding, check for changes to 0027 (employee) coding!
- If you find something, don't release the hounds just yet... There may be a valid and documented reason. Check documentation, policy, and the "emergency" needs of the day.
- People can get frantic when deadlines are approaching. However, this does not excuse the requirement for following good internal control practices and agency policy—we don't get "carte blanche" on Day 3!
- Again, this is dependent upon your agencies identified risks/needs.
- What else might we check for?
    - Subtotal by user, Infotype: List of infotypes each user is accessing—is it appropriate for duties? (Great if you don't have good system separation, but have good policies, backed up by this monitoring you're now doing...)
- Other ideas?

Questions?
Contact OFM Statewide Accounting

Steven Ketelsen, Steven.Ketelsen@ofm.wa.gov, 360-725-0222

Steve Nielson, Steve.Nielson@ofm.wa.gov, 360-725-0226

Or your agency's accounting consultant