

PER-34 PA Change Log

Purpose

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

Image

Logged Changes in Infotype Data

Menu        

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

Default currency

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

Sort order

- ☒ Time ☐ Personnel no. ☐ Infotype ☐ Last changed by (old record)

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.

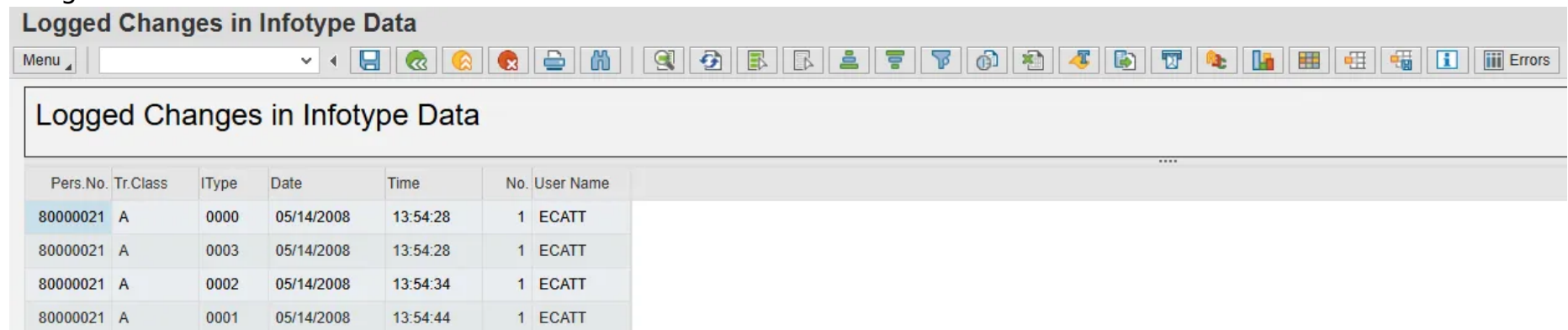
Result Screen

An overview list of changes is presented first. Double clicking on a row 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.

The modify layout button can be used to control the format of the results.

Image



Pers.No.	Tr.Class	IType	Date	Time	No.	User Name
80000021	A	0000	05/14/2008	13:54:28	1	ECATT
80000021	A	0003	05/14/2008	13:54:28	1	ECATT
80000021	A	0002	05/14/2008	13:54:34	1	ECATT
80000021	A	0001	05/14/2008	13:54:44	1	ECATT

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

Image

Logged Changes in Infotype Data

Menu



Logged Changes in Infotype Data

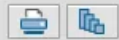
Pers. No. 80000021 Empl./Appl.Name Terrence Patel

Chgd By ECATT Archv. 0

Infotype 0000 Transaction Class A

Infotype Text Actions

Date 05/14/08 Time 13:54:28 Sequential Number 1



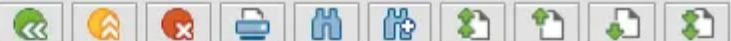
Subty	Obj	LI	Start Date	End Date	RNo	Last chang	Last chang	O	Field name	Old field contents	New field contents
			01/01/2008	12/31/9999				I	Text exists		
			01/01/2008	12/31/9999				I	Ref. exists		
			01/01/2008	12/31/9999				I	Conf.fields ex.		
			01/01/2008	12/31/9999				I	Screen control		
			01/01/2008	12/31/9999				I	Change Reason		
			01/01/2008	12/31/9999				I	Grouping Value		
			01/01/2008	12/31/9999				I	Action Type		Z0
			01/01/2008	12/31/9999				I	Reason f.Action		01
			01/01/2008	12/31/9999				I	Customer-specific		
			01/01/2008	12/31/9999				I	Employment		3
			01/01/2008	12/31/9999				I	Special payment		1

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).

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.

Image

Logged Changes in Infotype Data

Menu 

Logged Changes in Infotype Data

1

PersNo	80000305	Janet Thomas20
Infotype	A 0000	Actions
Doc.type	Long term	Changed b INPAULM17
Date	12/29/2025	Time 08:26:55 Seq. no. 0001

Subty Obj	Lck	From	To	No	Last change date (old reAction
		06/01/2018	12/28/2025	000	I

Field name	old field	New field
------------	-----------	-----------

Text ex.

*Act. Reason 07

*Action ZA

*Employment 3

*Spec. pymt. 1

Subty Obj	Lck	From	To	No	Last change date (old reAction
		12/29/2025	12/31/9999	000	I

Field name	old field	New field
------------	-----------	-----------

*Text ex. X

*Act. Reason 01

*Action Z3

*Employment 3

*Spec. pymt. 1

Subty Obj	Lck	From	To	No	Last change date (old reAction
		06/01/2018	12/31/9999	000	06/27/2019 00380197 D

Field name	old field	New field
------------	-----------	-----------

Text ex.

*Act. Reason 07

*Action ZA

*Employment 3

*Spec. pymt. 1

PersNo	80000305	Janet Thomas20
Infotype	A 0007	Planned working Time

Image

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.

Image

Logged Changes in Infotype Data

Menu



Logged Changes in Infotype Data

1

PersNo 80000305 Janet Thomas20
Infotype A 0000 Actions
Changed by INPAULM17
Date 12/29/2025 Time 08:26:55 Seq. no. 0001

Subty	Obj	Lck	From	To	No	Last change date (old reAction	
Field name			old field			New field	
			06/01/2018	12/28/2025	000		I
Text ex.							
*Act. Reason					07		
*Action					ZA		
*Employment					3		
*Spec. pymt.					1		
			12/29/2025	12/31/9999	000		I
*Text ex.					X		
*Act. Reason					01		
*Action					Z3		
*Employment					3		
*Spec. pymt.					1		
			06/01/2018	12/31/9999	000	06/27/2019 00380197	D
Text ex.							
*Act. Reason			07				
*Action			ZA				
*Employment			3				
*Spec. pymt.			1				

Logged Changes in Infotype Data

2

PersNo 80000305 Janet Thomas20
Infotype A 0007 Planned working Time

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

Image

Logged Changes in Infotype Data

Menu

▼



Logged Changes in Infotype Data

Pers.No.	Tr.Class	IType	Date	Time	No.	User Name
80000305	A	0000	12/29/2025	08:26:55	1	INPAULM17
80000305	A	0007	12/29/2025	08:28:30	1	INPAULM17
80000305	A	2001	12/29/2025	08:30:15	1	INPAULM17
80000305	A	2006	12/29/2025	08:30:15	1	INPAULM17
80000569	A	0000	12/29/2025	12:43:07	1	INPAULM17
80000569	A	0007	12/29/2025	12:44:04	1	INPAULM17
80000569	A	2001	12/29/2025	12:45:18	1	INPAULM17
80000569	A	2006	12/29/2025	12:45:18	1	INPAULM17
80000569	A	0416	12/29/2025	12:48:44	1	INPAULM17
80000569	A	2006	12/29/2025	12:48:44	1	INPAULM17
80000567	A	0000	12/30/2025	07:55:00	1	INPAULM17
80000567	A	0007	12/30/2025	07:55:50	1	INPAULM17
80000567	A	2001	12/30/2025	07:57:56	1	INPAULM17
80000567	A	2006	12/30/2025	07:57:56	1	INPAULM17
80000567	A	0416	12/30/2025	07:58:43	1	INPAULM17
80000567	A	2006	12/30/2025	07:58:43	1	INPAULM17

Double-clicking on a row will display a different presentation of the detail record data. Some consider this format to be less user-friendly.

Image

Logged Changes in Infotype Data

Menu



Logged Changes in Infotype Data

Pers. No. 80000305 Empl./Appl.Name Janet Thomas20

Chgd By INPAULM17 Archv. 0

Infotype 0000 Transaction Class A

Infotype Text Actions

Date 12/29/25 Time 08:26:55 Sequential Number 1

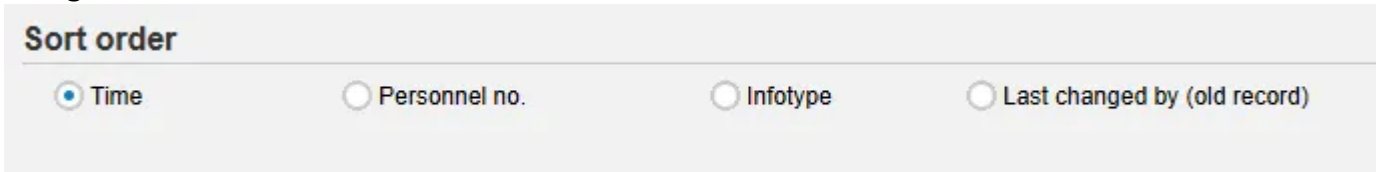


Subty	Obj	LI	Start Date	End Date	RNo	Last chang	Last chang	O	Field name	Old field contents	New field contents
			06/01/2018	12/28/2025				I	Text exists		
			06/01/2018	12/28/2025				I	Reason f.Action		07
			06/01/2018	12/28/2025				I	Action Type		ZA
			06/01/2018	12/28/2025				I	Employment		3
			06/01/2018	12/28/2025				I	Special payment		1
			12/29/2025	12/31/9999				I	Text exists		X
			12/29/2025	12/31/9999				I	Reason f.Action		01
			12/29/2025	12/31/9999				I	Action Type		Z3
			12/29/2025	12/31/9999				I	Employment		3
			12/29/2025	12/31/9999				I	Special payment		1
			06/01/2018	12/31/9999		06/27/2019	00380197	D	Text exists		
			06/01/2018	12/31/9999		06/27/2019	00380197	D	Reason f.Action	07	
			06/01/2018	12/31/9999		06/27/2019	00380197	D	Action Type	ZA	
			06/01/2018	12/31/9999		06/27/2019	00380197	D	Employment	3	
			06/01/2018	12/31/9999		06/27/2019	00380197	D	Special payment	1	

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

Image



The image shows a user interface for selecting a sort order. It features a light gray background with a title 'Sort order' in bold black text. Below the title, there are four radio button options arranged horizontally: 'Time' (which is selected, indicated by a blue dot), 'Personnel no.', 'Infotype', and 'Last changed by (old record)'.

First Published

Mon, 09/26/2011

Last Updated

Tue, 01/27/2026

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