

# Advanced Reporting – Guide to Change Reporting

Descriptions and examples of the Change Reporting function in Advanced Reporting



# Change Reporting in Advanced Reporting

The Change Reporting function in Advanced Reporting allows a user to retrieve before/after values for a selected column in their report results. This guide goes through in detail how to configure a Change Reporting column in an Advanced Reporting query and give examples of Change Reporting queries.

# Summary

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Show the previous value for a single column

Show up to the previous two values for the selected column

Show the start date for the previous value

Select previous values based on the main query filter

Previous columns can be used in sorting and re-labeled

- X Show previous values for more than one column
- X Show beyond the previous two values for the selected column
- X Show the end date for the previous value
- X Select previous values based on a filter that is different to the main query filter
- X Using previous columns in filters (query or runtime) Calculated and Aggregated Calculated Columns
- X Show other data that is applicable at the time of the Change column – only the Change column and it's Start Date is available

*Examples of what the Change Reporting does and doesn't support will be detailed in the following slides.*

# Setting Up a Main Query

The Change Reporting function works by using an existing query. Create one in the designer, or open pre-saved query, then click **Change Reporting Columns**:

The screenshot displays the SAP Query Designer interface. At the top, there is a 'Home' tab and a toolbar with various icons. Below the toolbar is a search bar containing the text 'Employment'. A red arrow points from the search bar to the 'Columns' tab in the 'Results' section. The 'Results' section is currently set to 'Columns' and displays a table of user data. The table has the following columns: Users Sys Id, Last Name, Effective Start Date, Effective End Date, and Department (LABEL). The data rows are:

| Users Sys Id | Last Name  | Effective Start Date | Effective End Date | Department (LABEL)         |
|--------------|------------|----------------------|--------------------|----------------------------|
| 20           | Baker      | 1/10/2013            | 12/31/9999         | FRA010003 - Administration |
| 1017         | Delon      | 11/28/2013           | 12/31/9999         | Head0724                   |
| AR0001       | EmployeeAB | 7/23/2014            | 12/31/9999         | ARGENTINA                  |
| 151268       | Schmitz    | 12/9/2013            | 12/31/9999         | DEU02 Department02         |

# Configuration – Change Reporting On

This is the column that you would like to show the previous value/s for. Ensure the column is selected in your query, then select it from this list.

The screenshot shows a dialog box titled "Change Reporting Configuration". The main field is "Change Reporting On", which is a dropdown menu. The dropdown is open, showing a search bar with the text "Please select a column" and a list of options: "Users Sys Id", "Department (LABEL)", and "Last Name". The "Department (LABEL)" option is currently selected. Below the dropdown, there are several other input fields, some with red error indicators. At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Delete".

# Configuration – Change Reporting For

This column is pre-defined based on the “key” or anchor of the query. Queries that are reporting on Employees will anchor on **User Sys ID**, whereas queries that are reporting on objects (for example: Position) will anchor on the **Object ID** (for example: Position ID).

Change Reporting Configuration

Change Reporting On: Department (LABEL)

Change Reporting For: Users Sys Id

Change Reporting Filter (optional):

Distance: 1

Show Start Date for previous value(s):

Filter records without a previous value:

OK Cancel Delete

# Configuration – Change Reporting Filter

This column allows you set the same filter to the previous value/s as has been applied in the query.

Set a column filter on the query and then select the same column here to apply the filter to the previous value/s.

**Change Reporting Configuration**

Change Reporting On: Department (LABEL)

Change Reporting For: Users Sys M

Change Reporting Filter (optional):

- Global Job Information
- Address Icode
- Assignment Type
- Business Unit
- Business Unit (Business Unit Code)
- Business Unit (LABEL)
- Company
- Company (LABEL)
- Company (Legal Entity ID)

Distance

Show Start Date for previous v

Filter records without a previous

OK Cancel Delete

# Configuration – Distance

Set how many previous values to show in the query – “1” to show the previous value, “2” to show both the previous and the previous previous values.

The screenshot shows the 'Change Reporting Configuration' dialog box with the following settings:

- Change Reporting On: Department (LABEL)
- Change Reporting For: Users Sys ID
- Change Reporting Filter (optional):
- \* Distance: 1
- Show Start Date for previous: 2
- Filter records without a previous value:

Buttons at the bottom: OK, Cancel, Delete



# Configuration – Show Start Date and Filter Records

## Show Start Date for previous value(s)

Check this box if the start date for the previous value/s is required in the query.

## Filter records without a previous value

Check this box to remove records that do not have a previous value from the results .

Change Reporting Configuration

Change Reporting On: Department (LABEL)

Change Reporting For: Weeks By M

Change Reporting Filter (optional):

Distance: 1

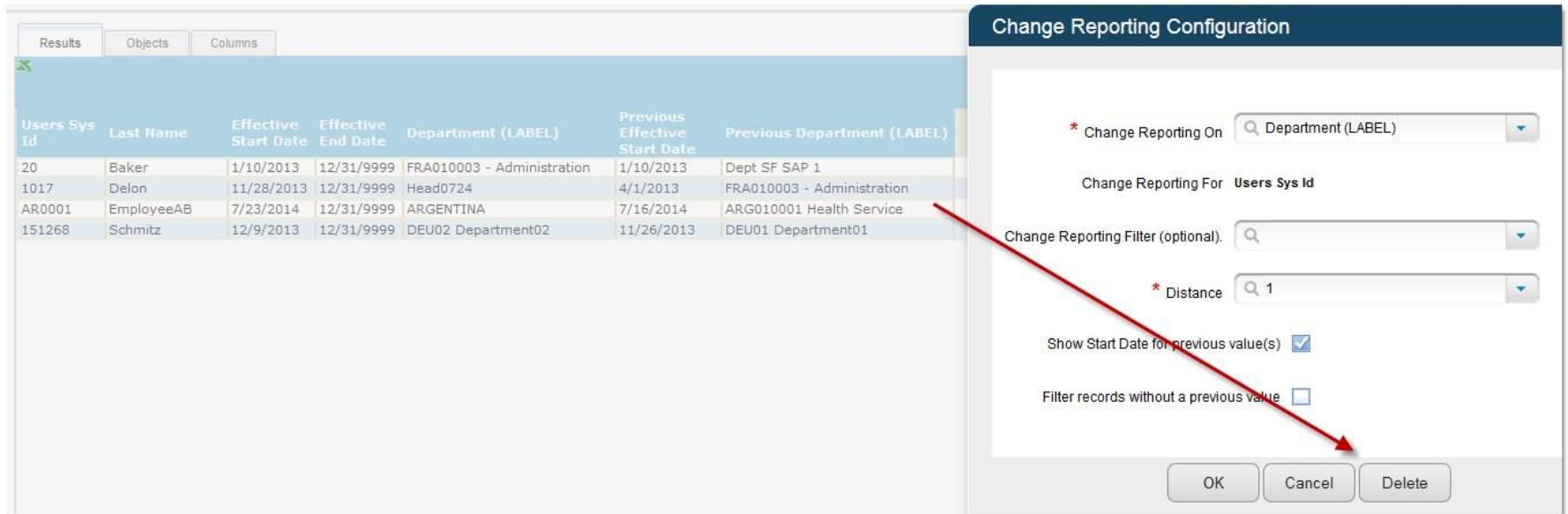
Show Start Date for previous value(s)

Filter records without a previous value

OK Cancel Delete

# Configuration – Deleting the CR Column

To remove the Change Reporting column, open Change Reporting Configuration and select **Delete**:



The screenshot shows the SAP Change Reporting Configuration dialog box overlaid on a data table. The table lists users with their system IDs, last names, effective dates, and departments. The dialog box has several fields: 'Change Reporting On' set to 'Department (LABEL)', 'Change Reporting For' set to 'Users Sys Id', 'Change Reporting Filter (optional)' empty, and 'Distance' set to '1'. There are checkboxes for 'Show Start Date for previous value(s)' (checked) and 'Filter records without a previous value' (unchecked). At the bottom are 'OK', 'Cancel', and 'Delete' buttons. A red arrow points from the 'Delete' button in the dialog to the 'Previous Department (LABEL)' column in the table.

| Users Sys Id | Last Name  | Effective Start Date | Effective End Date | Department (LABEL)         | Previous Effective Start Date | Previous Department (LABEL) |
|--------------|------------|----------------------|--------------------|----------------------------|-------------------------------|-----------------------------|
| 20           | Baker      | 1/10/2013            | 12/31/9999         | FRA010003 - Administration | 1/10/2013                     | Dept SF SAP 1               |
| 1017         | Delon      | 11/28/2013           | 12/31/9999         | Head0724                   | 4/1/2013                      | FRA010003 - Administration  |
| AR0001       | EmployeeAB | 7/23/2014            | 12/31/9999         | ARGENTINA                  | 7/16/2014                     | ARG010001 Health Service    |
| 151268       | Schmitz    | 12/9/2013            | 12/31/9999         | DEU02 Department02         | 11/26/2013                    | DEU01 Department01          |

# Configuration – Relabeling the CR Column/s

To change the default name for the “previous” columns, go to the **Columns** tab, select the column and click **Rename Selected Column**:



# Change Reporting Examples

Examples of reports that are possible with Change Reporting.

These examples assume that the user has a general level of designing queries in Advanced Reporting.

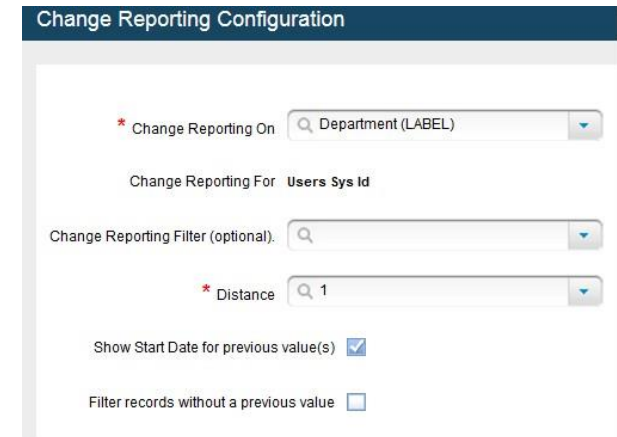


# Case #1 – Show a Basic Before/After Change

Create a list of employees' current Department, and their previous Department:

*Set the Change Reporting to show previous values for the **Department** column, including the previous **Start Date**:*

*Previous Start Date and Previous Department are shown in the query results:*



The screenshot shows the 'Change Reporting Configuration' dialog box. It has several fields and checkboxes:

- '\* Change Reporting On' is set to 'Department (LABEL)'.
- 'Change Reporting For' is set to 'Users Sys Id'.
- 'Change Reporting Filter (optional)' is empty.
- '\* Distance' is set to '1'.
- 'Show Start Date for previous value(s)' is checked.
- 'Filter records without a previous value' is unchecked.

| Users Sys Id | Last Name  | Effective Start Date | Effective End Date | Department (LABEL)         | Previous Effective Start Date | Previous Department (LABEL) |
|--------------|------------|----------------------|--------------------|----------------------------|-------------------------------|-----------------------------|
| 20           | Baker      | 1/10/2013            | 12/31/9999         | FRA010003 - Administration | 1/10/2013                     | Dept SF SAP 1               |
| 1017         | Delon      | 11/28/2013           | 12/31/9999         | Head0724                   | 4/1/2013                      | FRA010003 - Administration  |
| AR0001       | EmployeeAB | 7/23/2014            | 12/31/9999         | ARGENTINA                  | 7/16/2014                     | ARG010001 Health Service    |
| 151268       | Schmitz    | 12/9/2013            | 12/31/9999         | DEU02 Department02         | 11/26/2013                    | DEU01 Department01          |

*This query has been filtered on a small selection of employees that are known to have previous values – hence the **Filter Records without a Previous Value** setting is redundant here.*

# Case #2 – Show a Before/After Change for an Event

## Set up the query

Create a list of transferred employees' "from" (previous) Department, and their "to" Department. Start by creating a query that filters on the Event **Transfer**:

1 Use a filter to extract only **Transfer** Event records:

2 Set **Date Options** to extract all records:

The screenshot shows the 'Date Options' dialog box. It has a 'Date Options' tab and an 'Overrides (Add)' button. Under 'Driving Table Options', the 'Driving Table' is set to 'Global Job Information'. The 'Date Type' dropdown is set to 'Show All' and is highlighted with a red box. Under 'Related Table Options', the 'Date Type' is set to 'Current Date'. There is a checkbox for 'Use Driving Table Selection At Runtime' which is unchecked. A yellow circle with the number '2' is overlaid on the dialog.

The screenshot shows the 'Filter Designer' dialog box. It has a title bar 'Filter Designer' and a yellow circle with the number '1' overlaid on it. The main area contains the text: 'Edit, Delete or Add filters here. Click grouped conditions to toggle between AND / OR'. Below this, the filter is set to 'Event (Label) in Transfer'. There are links for 'Edit | Delete | Add'.

3 Report results:

The screenshot shows the 'Results' table with the following data:

| Users Sys Id | Last Name         | Effective Start Date | Effective End Date | Event (Label) | Department (Label)         |
|--------------|-------------------|----------------------|--------------------|---------------|----------------------------|
| 1013         | AutoTestODS4 - 05 | 10/22/2014           | 11/3/2014          | Transfer      | BR010002 - Industries      |
| sf11         | July18            | 7/10/2014            | 7/16/2014          | Transfer      | ARG010001 Health Service   |
| sf11         | July18            | 7/17/2014            | 12/31/9999         | Transfer      | ARG010001 Health Service   |
| 788          | Last - 27         | 7/18/2014            | 12/31/9999         | Transfer      | SF_IND_Dept1               |
| TestODS01    | ODS01             | 8/1/2014             | 8/3/2014           | Transfer      | ARG010001 Health Service   |
| TestODS01    | ODS01             | 8/4/2014             | 8/11/2014          | Transfer      | ARG010001 Health Service   |
| 14           | Wolf - 0924       | 5/8/2014             | 12/31/9999         | Transfer      | FRA010003 - Administration |
| 31           | Wolf - 0924       | 1/15/2013            | 1/15/2013          | Transfer      | Adobe Engineering          |

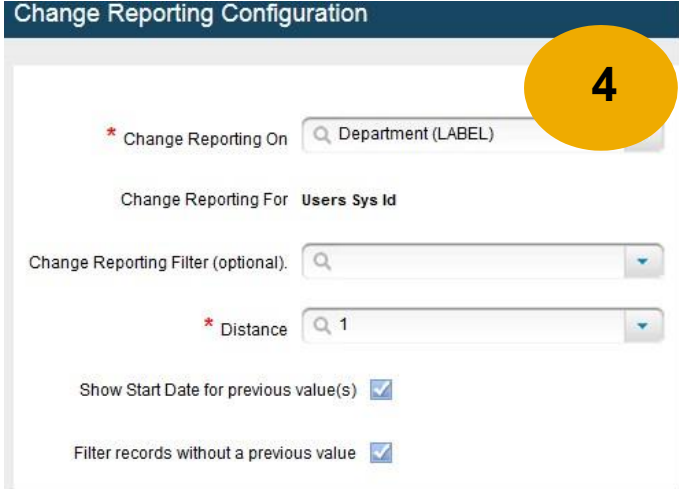
A yellow circle with the number '3' is overlaid on the table.

# Case #2 – Show a Before/After Change for an Event

Set up the Change Reporting column/s

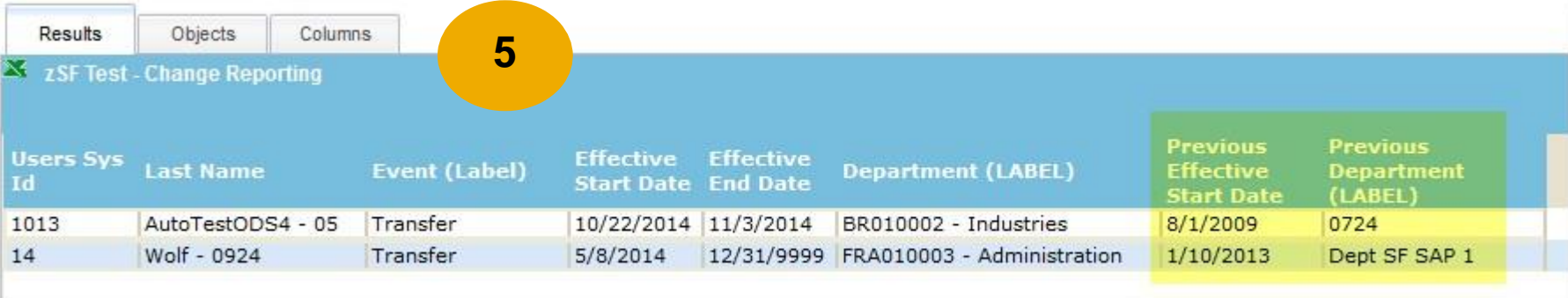
Add the Change Reporting column to the query to retrieve the previous Department:

**4** Set the Change Reporting for the **Department** column:



The image shows a 'Change Reporting Configuration' dialog box. A yellow circle with the number '4' is overlaid on the 'Change Reporting On' field, which contains the text 'Department (LABEL)'. Other fields include 'Change Reporting For' set to 'Users Sys Id', 'Change Reporting Filter (optional)' with a search icon and a dropdown arrow, '\* Distance' set to '1', 'Show Start Date for previous value(s)' checked, and 'Filter records without a previous value' checked.

**5** Data results, showing the previous Department and the previous Start Date for the Department:



The image shows a table titled 'zSF Test - Change Reporting'. A yellow circle with the number '5' is overlaid on the table header. The table has columns for 'Users Sys Id', 'Last Name', 'Event (Label)', 'Effective Start Date', 'Effective End Date', 'Department (LABEL)', 'Previous Effective Start Date', and 'Previous Department (LABEL)'. The first two rows of data are highlighted in yellow.

| Users Sys Id | Last Name         | Event (Label) | Effective Start Date | Effective End Date | Department (LABEL)         | Previous Effective Start Date | Previous Department (LABEL) |
|--------------|-------------------|---------------|----------------------|--------------------|----------------------------|-------------------------------|-----------------------------|
| 1013         | AutoTestODS4 - 05 | Transfer      | 10/22/2014           | 11/3/2014          | BR010002 - Industries      | 8/1/2009                      | 0724                        |
| 14           | Wolf - 0924       | Transfer      | 5/8/2014             | 12/31/9999         | FRA010003 - Administration | 1/10/2013                     | Dept SF SAP 1               |

# Case #2 – Show a Before/After Change for an Event

## Analyze results

- Employee **Wolf** (ID = 14) was transferred into the **FRA010003 – Administration** Department on 8<sup>th</sup> May 2014.
- Their previous department (the one they transferred from) is **Dept SF SAP 1**.
- They started in their previous department on 20<sup>th</sup> January 2013.
- In this example, using the *Change Reporting Filter* option was not necessary, as we needed to only retrieve the employees department immediately previous to their transfer record.

**Job Information: Christian Wolf - 0924** + Insert New Re

Effective as of 05/08/2014

Blue indicates that the item changed on this date

Employee Status Active

Event Transfer

Event Reason Lateral (no req) (TRANLATL)

Organizational Information

Company GLO France (GLO France)

Business Unit FRA02 Industries (FRA02 Industries) BU-USA (BU4)

Division FRA03 (FRA03) Division10 (Div 10)

Department FRA010003 - Administration (FRA010003 - Administration) Dept SF SAP 1 (Dept 1)

Location FRA010003 (FRA010003)

Timezone US/Alaska (GMT-09:00) No-Selection

Cost Center Argentina ARG003 (ARG003) BNG-Cost-Center (CC-16)

| Users Sys Id | Last Name         | Event (Label) | Effective Start Date | Effective End Date | Department (LABEL)         | Previous Effective Start Date | Previous Department (LABEL) |
|--------------|-------------------|---------------|----------------------|--------------------|----------------------------|-------------------------------|-----------------------------|
| 1013         | AutoTestODS4 - 05 | Transfer      | 10/22/2014           | 11/3/2014          | BR010002 - Industries      | 8/1/2009                      | 0724                        |
| 14           | Wolf - 0924       | Transfer      | 5/8/2014             | 12/31/9999         | FRA010003 - Administration | 1/10/2013                     | Dept SF SAP 1               |



# Case #3 – Show a Before/After Change for a Pay Component

*Set up the query*

Create a list of employees' current **Base Salary** and their previous **Base Salary**. Start by creating a query that retrieves a list of employees and their current **Base Salary**:

- 1 Use a filter to extract only **Base Salary Pay Component** records:
- 2 Set **Date Options** to extract the current record:

**Filter Designer** 1

Edit, Delete or Add filters here.  
Click grouped conditions to toggle between AND / OR

Pay Component (Name) in Base Salary  
[Edit](#) | [Delete](#) | [Add](#)

**Date Options** 2

Date Options Overrides (Adv)

Driving Table Options

\* Driving Table Global Job Information

\* Date Type Current Date

Use Custom Columns

Selectable At Runtime

- 3 Report results:

**Results** 3

| Users Sys Id | Last Name | Effective Start Date | Effective End Date | Pay Component (Name) | Amount |
|--------------|-----------|----------------------|--------------------|----------------------|--------|
| 1045         | Rossi     | 4/25/2013            | 12/31/9999         | Base Salary          | 4500   |
| 1066         | Villada   | 4/24/2013            | 12/31/9999         | Base Salary          | 100000 |

## Case #3 – Show a Before/After Change for a Pay Component

Set up the Change Reporting column/s

Add the Change Reporting column to the query:

**4** Set the Change Reporting for the **Amount** column and ensure that (since we are looking for the previous **Base Salary**), the Change Reporting Filter is set to the same column (**Pay Component**) as the query filter:

**5** Data results, showing the previous Amount for each employees **Base Salary**:

Change Reporting Configuration

\* Change Reporting On: Amount

Change Reporting For: Users Sys Id

Change Reporting Filter (optional): Pay Component (Name)

\* Distance: 1

Show Start Date for previous value(s)

Filter records without a previous value

| Users Sys Id | Last Name | Effective Start Date | Effective End Date | Pay Component (Name) | Amount | Previous Effective Start Date | Previous Amount |
|--------------|-----------|----------------------|--------------------|----------------------|--------|-------------------------------|-----------------|
| 1045         | Rossi     | 4/25/2013            | 12/31/9999         | Base Salary          | 4500   | 10/1/2012                     | 3500            |
| 1066         | Villada   | 4/24/2013            | 12/31/9999         | Base Salary          | 100000 | 10/1/2012                     | 10000           |

# Case #3 – Show a Before/After Change for a Pay Component

## Analyze results

- Employee **Villada** (ID = 1066) was receiving **Base Salary** of **10000** on 1<sup>st</sup> October 2012.
- Their **Base Salary** was increased to **100000** on 24<sup>th</sup> April 2013.
- In this example, using the *Change Reporting Filter* option was necessary, as we needed to retrieve the employees previous **Base Salary** pay component (filtering out any other pay components).

**Job Information: Christian Wolf - 0924** + Insert New Re

Effective as of 05/08/2014

**Blue** indicates that the item changed on this date

Employee Status Active

Event Transfer

Event Reason Lateral (no req) (TRANLATL)

Organizational Information

Company GLO France (GLO France)

Business Unit **FRA02 Industries** (FRA02 Industries) BU-USA (BU4)

Division **FRA03** (FRA03) Division10 (Div 10)

Department **FRA010003 - Administration** (FRA010003 - Administration) **Dept SF SAP 1** (Dept 1)

Location FRA010003 (FRA010003)

Timezone US/Alaska (GMT-09:00) No-Selection

Cost Center **Argentina ARG003** (ARG003) BNG-Cost-Center (CC-16)

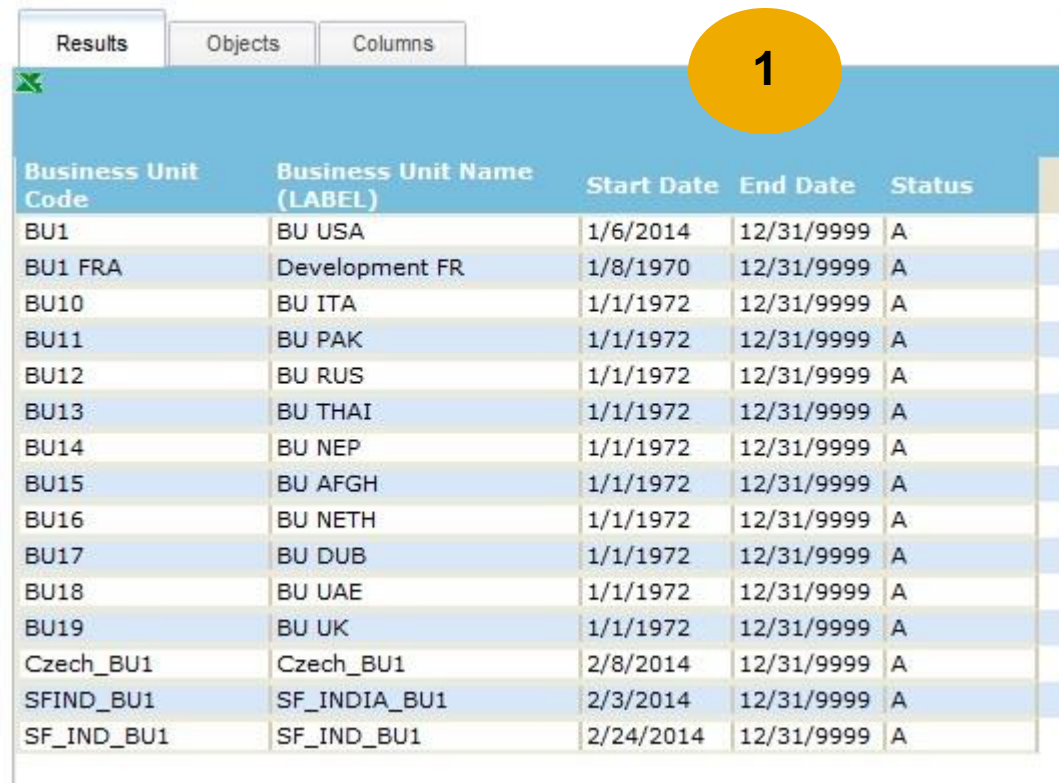
| Users Sys Id | Last Name | Effective Start Date | Effective End Date | Pay Component (Name) | Amount | Previous Effective Start Date | Previous Amount |
|--------------|-----------|----------------------|--------------------|----------------------|--------|-------------------------------|-----------------|
| 1045         | Rossi     | 4/25/2013            | 12/31/9999         | Base Salary          | 4500   | 10/1/2012                     | 3500            |
| 1066         | Villada   | 4/24/2013            | 12/31/9999         | Base Salary          | 100000 | 10/1/2012                     | 10000           |

# Case #4 – Show a Before/After Change for an Object

## Set up the query

Create a list of **Business Units** to see any change in their labels. Start by creating a query that retrieves a list of the Business Units:

**1** Create a basic list of Business Units:



| Business Unit Code | Business Unit Name (LABEL) | Start Date | End Date   | Status |
|--------------------|----------------------------|------------|------------|--------|
| BU1                | BU USA                     | 1/6/2014   | 12/31/9999 | A      |
| BU1 FRA            | Development FR             | 1/8/1970   | 12/31/9999 | A      |
| BU10               | BU ITA                     | 1/1/1972   | 12/31/9999 | A      |
| BU11               | BU PAK                     | 1/1/1972   | 12/31/9999 | A      |
| BU12               | BU RUS                     | 1/1/1972   | 12/31/9999 | A      |
| BU13               | BU THAI                    | 1/1/1972   | 12/31/9999 | A      |
| BU14               | BU NEP                     | 1/1/1972   | 12/31/9999 | A      |
| BU15               | BU AFGH                    | 1/1/1972   | 12/31/9999 | A      |
| BU16               | BU NETH                    | 1/1/1972   | 12/31/9999 | A      |
| BU17               | BU DUB                     | 1/1/1972   | 12/31/9999 | A      |
| BU18               | BU UAE                     | 1/1/1972   | 12/31/9999 | A      |
| BU19               | BU UK                      | 1/1/1972   | 12/31/9999 | A      |
| Czech_BU1          | Czech_BU1                  | 2/8/2014   | 12/31/9999 | A      |
| SFIND_BU1          | SF_INDIA_BU1               | 2/3/2014   | 12/31/9999 | A      |
| SF_IND_BU1         | SF_IND_BU1                 | 2/24/2014  | 12/31/9999 | A      |

# Case #4 – Show a Before/After Change for an Object

## Set up the Change Reporting column/s

Add the Change Reporting column to the query:

**2** We are looking for previous labels for a Business Unit, set the Change Reporting for the **Business Unit (Label)** column:

**Change Reporting Configuration**

**2**

\* Change Reporting On

Change Reporting For **Business Unit Code**

Change Reporting Filter (optional):

\* Distance

Show Start Date for previous value(s)

Filter records without a previous value

**3**

| Business Unit Code | Business Unit Name (LABEL) | Start Date | End Date   | Previous Business Unit Name (LABEL) | Previous Start Date |
|--------------------|----------------------------|------------|------------|-------------------------------------|---------------------|
| BU1                | BU USA                     | 1/6/2014   | 12/31/9999 | United States BU                    | 1/1/1960            |
| BU1 FRA            | Development FR             | 1/8/1970   | 12/31/9999 |                                     |                     |
| BU10               | BU ITA                     | 1/1/1972   | 12/31/9999 | Italy BU                            | 1/1/1960            |
| BU11               | BU PAK                     | 1/1/1972   | 12/31/9999 |                                     |                     |
| BU12               | BU RUS                     | 1/1/1972   | 12/31/9999 | Russia BU                           | 1/1/1960            |
| BU13               | BU THAI                    | 1/1/1972   | 12/31/9999 | Thai BU                             | 1/1/1960            |
| BU14               | BU NEP                     | 1/1/1972   | 12/31/9999 |                                     |                     |
| BU15               | BU AFGH                    | 1/1/1972   | 12/31/9999 |                                     |                     |
| BU16               | BU NETH                    | 1/1/1972   | 12/31/9999 | Netherlands BU                      | 1/1/1960            |
| BU17               | BU DUB                     | 1/1/1972   | 12/31/9999 | Dubai BU                            | 1/1/1960            |
| BU18               | BU UAE                     | 1/1/1972   | 12/31/9999 | Emirates BU                         | 1/1/1960            |
| BU19               | BU UK                      | 1/1/1972   | 12/31/9999 | United Kingdom BU                   | 1/1/1960            |
| Czech_BU1          | Czech_BU1                  | 2/8/2014   | 12/31/9999 |                                     |                     |
| SFIND_BU1          | SF_INDIA_BU1               | 2/3/2014   | 12/31/9999 | India BU                            | 1/1/1960            |
| SF_IND_BU1         | SF_IND_BU1                 | 2/24/2014  | 12/31/9999 |                                     |                     |

**3** Data results, showing the previous label for relevant Business Units:

# Case #4 – Show a Before/After Change for an Object

## Analyze results

- Business Unit **BU USA** (ID = BU1) had a label of **United States BU** from 1<sup>st</sup> January 1970.
- This label was updated to **BU USA** on 6<sup>th</sup> January 2014.
- In this example, we opted to include records that did not have a previous value, hence (see previous slide) there are Business Units (eg: **BU PAK**) that show with empty previous values. These records can be filtered out using the *Filter Records without a previous value* option.

Search :

### History <<

**01/06/2014**

Business Unit Name: BU USA  
 Description: Business Unit originated in USA  
 Head of Unit: 001\_26Nov 3:56 26Nov LN\_...  
 Legal Entity: Success Factors USA (SF1)...

**01/01/1970**

Business Unit: Record created

### Business Unit: BU USA (BU1)

\* Start Date 01/01/1970

\* Business Unit Code BU1

**Business Unit Name Business Unit USA** ⓘ

Description Business Unit originated in USA ⓘ

\* Status Active

Head of Unit

Legal Entity

SAP Labs USA (SAP2) ⓘ

### History <<

**01/06/2014**

Business Unit Name: BU USA  
 Description: Business Unit originated in USA  
 Head of Unit: 001\_26Nov 3:56 26Nov LN\_...  
 Legal Entity: Success Factors USA (SF1)...

**01/01/1970**

Business Unit: Record created

### Business Unit: BU USA (BU1)

\* Start Date 01/06/2014

\* Business Unit Code BU1

**Business Unit Name BU USA** ⓘ

Description Business Unit originated in USA ⓘ

\* Status Active

Head of Unit 001\_26Nov 3:56 26Nov LN\_26Nov (001)

Legal Entity

Success Factors USA (SF1) ⓘ

| Business Unit Code | Business Unit Name (LABEL) | Start Date | End Date   | Previous Business Unit Name (LABEL) | Previous Start Date |
|--------------------|----------------------------|------------|------------|-------------------------------------|---------------------|
| BU1                | BU USA                     | 1/6/2014   | 12/31/9999 | United States BU                    | 1/1/1970            |
| BU1 FRA            | Development FR             | 1/8/1970   | 12/31/9999 |                                     |                     |
| BU10               | BU ITA                     | 1/1/1972   | 12/31/9999 | Italy BU                            | 1/1/1960            |

# Case #5 – Show a Before/After Change across time

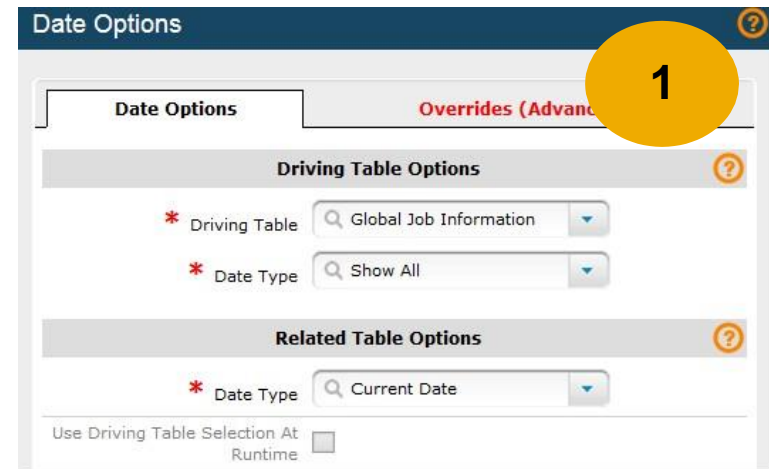
## Set up the query

Create a list of employees' current **Cost Center** and their previous **Cost Center**. Start by creating a query that retrieves a list of employees and all their Cost Center's back through history:

1 Set Date Options to retrieve all records:



| Users Sys Id | Last Name         | Effective Start Date | Effective End Date | Cost Center (LABEL) |
|--------------|-------------------|----------------------|--------------------|---------------------|
| 001          | LN_26Nov          | 6/1/2012             | 7/15/2014          | AUS Cost Center     |
| 001          | LN_26Nov          | 7/16/2014            | 12/31/9999         | ARgentina ARG005    |
| 1013         | AutoTestODS4 - 05 | 8/1/2009             | 8/31/2013          | BRA01               |
| 1013         | AutoTestODS4 - 05 | 9/1/2013             | 10/20/2014         | BRA01               |
| 1013         | AutoTestODS4 - 05 | 10/21/2014           | 10/21/2014         | BRA02               |
| 1013         | AutoTestODS4 - 05 | 10/22/2014           | 11/3/2014          | BRA02               |
| 1013         | AutoTestODS4 - 05 | 11/4/2014            | 12/31/9999         | CC Nov 1            |
| 1016         | Ash_25Nov         | 2/8/2013             | 11/24/2013         |                     |
| 1016         | Ash_25Nov         | 11/25/2013           | 12/10/2013         | Argentina 001       |
| 1016         | Ash_25Nov         | 12/11/2013           | 12/31/9999         | CC Oct 17           |
| 1017         | Delon             | 4/1/2013             | 11/27/2013         | FRA03               |
| 1017         | Delon             | 11/28/2013           | 12/31/9999         | Argentina ARG004    |



Date Options

Overrides (Advanced)

Driving Table Options

- \* Driving Table: Global Job Information
- \* Date Type: Show All

Related Table Options

- \* Date Type: Current Date

Use Driving Table Selection At Runtime

2 Report results:

# Case #5 – Show a Before/After Change across time

Set up the Change Reporting column/s

Add the Change Reporting column to the query:

**2** We are looking for previous labels for a Cost Center, set the Change Reporting for the **Cost Center (Label)** column:

**Change Reporting Configuration**

**3**

\* Change Reporting On

Change Reporting For

Change Reporting Filter (optional)

\* Distance

Show Start Date for previous value(s)

Filter records without a previous value

**4**

| Users Sys Id | Last Name         | Effective Start Date | Effective End Date | Cost Center (LABEL) | Previous Effective Start Date | Previous Cost Center (LABEL) |
|--------------|-------------------|----------------------|--------------------|---------------------|-------------------------------|------------------------------|
| 001          | LN_26Nov          | 6/1/2012             | 7/15/2014          | AUS Cost Center     |                               |                              |
| 001          | LN_26Nov          | 7/16/2014            | 12/31/9999         | ARgentina ARG005    | 6/1/2012                      | AUS Cost Center              |
| 1013         | AutoTestODS4 - 05 | 8/1/2009             | 8/31/2013          | BRA01               |                               |                              |
| 1013         | AutoTestODS4 - 05 | 9/1/2013             | 11/3/2014          | BRA02               | 8/1/2009                      | BRA01                        |
| 1013         | AutoTestODS4 - 05 | 11/4/2014            | 12/31/9999         | CC Nov 1            | 10/21/2014                    | BRA02                        |
| 1016         | Ash_25Nov         | 2/8/2013             | 11/24/2013         |                     |                               |                              |
| 1016         | Ash_25Nov         | 11/25/2013           | 12/10/2013         | Argentina 001       |                               |                              |
| 1016         | Ash_25Nov         | 12/11/2013           | 12/31/9999         | CC Oct 17           | 11/25/2013                    | Argentina 001                |
| 1017         | Delon             | 4/1/2013             | 11/27/2013         | FRA03               |                               |                              |
| 1017         | Delon             | 11/28/2013           | 12/31/9999         | Argentina ARG004    | 4/1/2013                      | FRA03                        |

**4** Data results, showing the previous label for relevant Business Units:



# Case #5 – Show a Before/After Change across time

## Analyze results

- Employee **AutoTestODS4** (ID = 1013) started in Cost Center **BRA01** when they were hired on 1<sup>st</sup> August 2009.
- They then moved to Cost Center **BRA02** when they took Early Retirement on 21<sup>st</sup> October 2014.
- They then moved to Cost Center **CC Nov 1** when they were Rehired on 4<sup>th</sup> November 2014.
- In the Advanced Reporting query results, the previous Cost Center for **CC Nov 1** is **BRA02**, and the previous Cost Center for **BRA02** is **BRA01**.

### History

11/04/2014

#### Rehire

Business Unit: BRA04 Sales (BRA04 Sales) BR02 (BR02)  
 Division: BR04 (BR04) BR02 (BR02)  
 Department: BR010003 - Industries (BR010003 - Industri...  
 Cost Center: CC Nov 1 (CC1101) BRA02 (BRA02)  
 Job Title: BR\_- Brazil Standard Job Classi QA Lead - Oct...  
 Pay Grade: Salary-Grade12 (GR-12)  
 Standard Weekly Hours: 44 40  
 FTE: 1 1,017

10/21/2014

#### Early Retirement

Business Unit: BR02 (BR02) BRA01 Healthcare (BRA01...  
 Division: BR02 (BR02) BR01 (BR01)  
 Department: BR010002 - Industries (BR010002 - Industri...  
 Location: SAP New York (BR010002) BR010001 (BR010...  
 Cost Center: BRA02 (BRA02) BRA01 (BRA01)  
 Supervisor: Agatha Carmen Carol Vera Lucia 15.05.201...  
 Job Title: QA Lead - Oct 17th 2:32 PM BR\_-Brazil Stand...  
 Local Job Title: QA Level 1 - Oct 17th 2:32 PM  
 Pay Grade: Salary Grade12 (GR-12)  
 Regular/Temporary: Regular  
 Standard Weekly Hours: 40 44  
 FTE: 1,017 1  
 Is Home worker: No  
 Is Fulltime Employee: No Yes  
 Employee Class: Assignee  
 Contract Type: Permanent

08/01/2009

#### New Hire

| Users Sys Id | Last Name         | Effective Start Date | Effective End Date | Cost Center (LABEL) | Previous Effective Start Date | Previous Cost Center (LABEL) |
|--------------|-------------------|----------------------|--------------------|---------------------|-------------------------------|------------------------------|
| 001          | LN_26Nov          | 6/1/2012             | 7/15/2014          | AUS Cost Center     |                               |                              |
| 001          | LN_26Nov          | 7/16/2014            | 12/31/9999         | ARgentina ARG005    | 6/1/2012                      | AUS Cost Cente               |
| 1013         | AutoTestODS4 - 05 | 8/1/2009             | 8/31/2013          | BRA01               |                               |                              |
| 1013         | AutoTestODS4 - 05 | 9/1/2013             | 11/3/2014          | BRA02               | 8/1/2009                      | BRA01                        |
| 1013         | AutoTestODS4 - 05 | 11/4/2014            | 12/31/9999         | CC Nov 1            | 10/21/2014                    | BRA02                        |
| 1016         | Ash_25Nov         | 2/8/2013             | 11/24/2013         |                     |                               |                              |
| 1016         | Ash_25Nov         | 11/25/2013           | 12/10/2013         | Argentina 001       |                               |                              |
| 1016         | Ash_25Nov         | 12/11/2013           | 12/31/9999         | CC Oct 17           | 11/25/2013                    | Argentina 001                |
| 1017         | Delon             | 4/1/2013             | 11/27/2013         | FRA03               |                               |                              |
| 1017         | Delon             | 11/28/2013           | 12/31/9999         | Argentina ARG004    | 4/1/2013                      | FRA03                        |

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