Last Update:

ZPTA030 - Load Charge Objects   ZPTA030

Publisher Information

File Name

r_ZPTA030 - Load Charge Objects.doc

Link 1

Link 2

Link 3

Link 4

Job Role

Insert Job Role rows as necessary.

Transaction	User Data		Description		
ZPTA030			ZPTA030 - Load Charge Objects		
Client	**Language**	**Doc Type**	**Job Role**		
		BPP			

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Change History

Update the following table as necessary when this document is changed.

Date	Name	Change Description
3/18/08	Amy Blom	updated
12/11/07	Kate Bowman	BPP Created

Trigger:

An agency has a need to record and report on time entries related to agency specific charge objects.

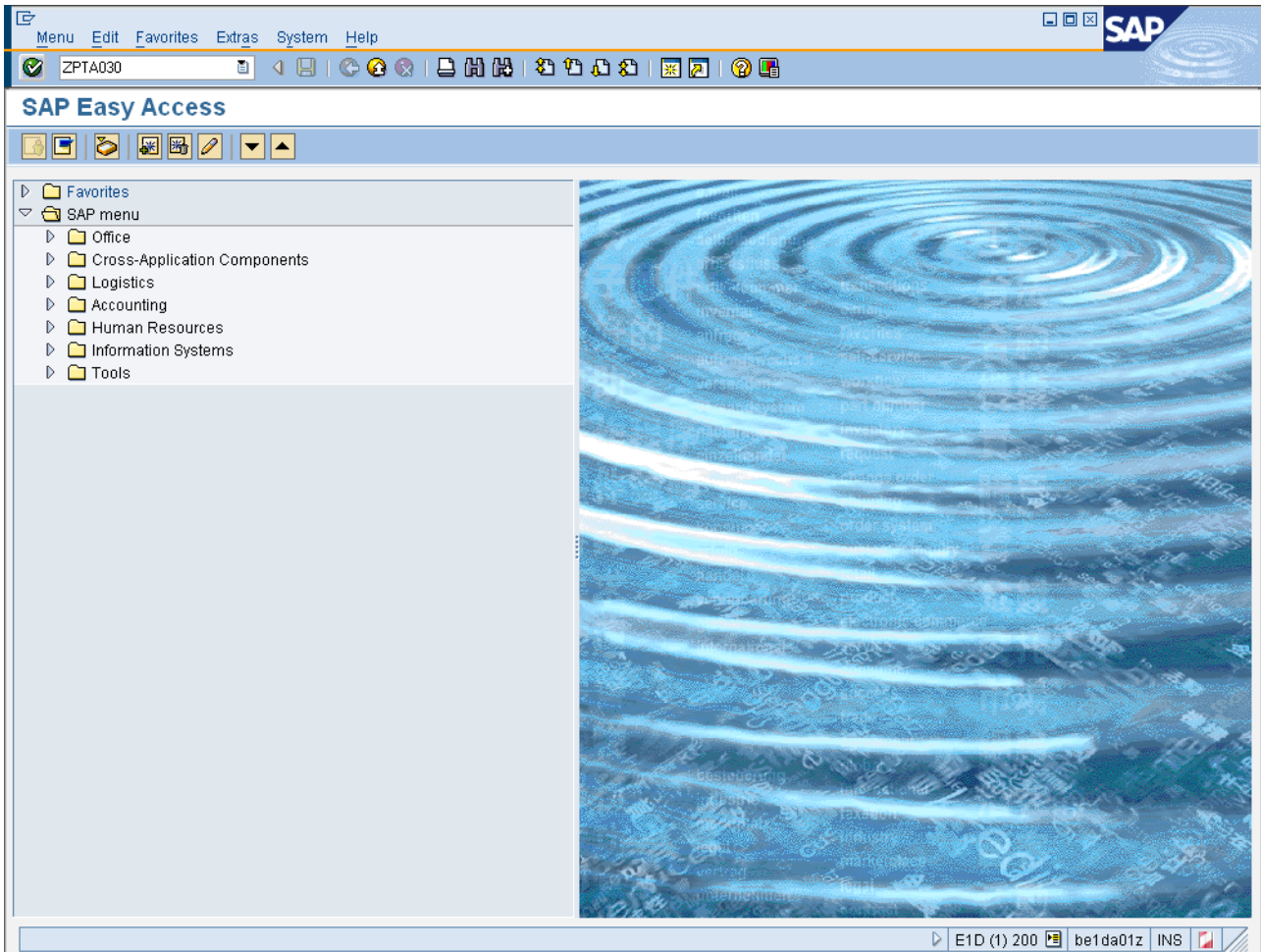| Business Process Procedure Overview |
|---|
| In BEACON, an agency may choose to report time related to agency specific charge objects. If there is a need to report work hours for a certain project or projects, unique charge objects for the project can be loaded into BEACON. The charge objects are then available to report time against in transaction CAT2 or ESS. Reports can also be run to total hours reported against specific charge objects using transaction CATS_DA. Charge objects can be created at the position or organizational unit level.
Transaction ZPTA030 is used to load charge objects in BEACON. ZPTA030 accepts a text file and uses the file to populate the Charge Object Assignment Infotype for an Org Unit or Position. ZPTA030 is only used to load new charge objects. Maintenance of pre-existing Charge Object Assignments is performed in transaction PO10 or PO13.
An individual assigned the Charge Object Maintainer role will have the ability to load charge object assignments using transaction ZPTA030.
This BPP will detail:
1) Uploading the Charge Object Assignments into BEACON
2) Creating the text file for upload in BEACON
The column layout for the upload file is:
1 char ID of O = Org Unit or S = Position
10 char Valid From date MM/DD/YYYY
10 char Valid To date MM/DD/YYYY
12 char Charge Object abbreviation
40 char Charge Object description
12 char Activity abbreviation
40 char Activity description
12 char Element abbreviation
40 char Element description
12 char Sub-element abbreviation
40 char Sub-element description

Can upload a file from local PC or from server directory.
File must be saved as a "tab delimited" text file.

This process creates an infotype 9015 record. Check for this record using transaction code [PP01], enter the infotype 9015 and the personnel number of the individual. Click the Overview button to view the charge object assignment details. |

Access Transaction:

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Via Menu Path	This transaction code is not on the menu path. Enter the transaction code in the Command Field (white field in the upper left hand corner of the screen - if not visible, click the gray triangle in this area to display the Command Field). Click ENTER once the transaction code has been entered.
Via Transaction Code	ZPTA030

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Procedure:

SAP Easy Access

1.   Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. **Example:** ZPTA030

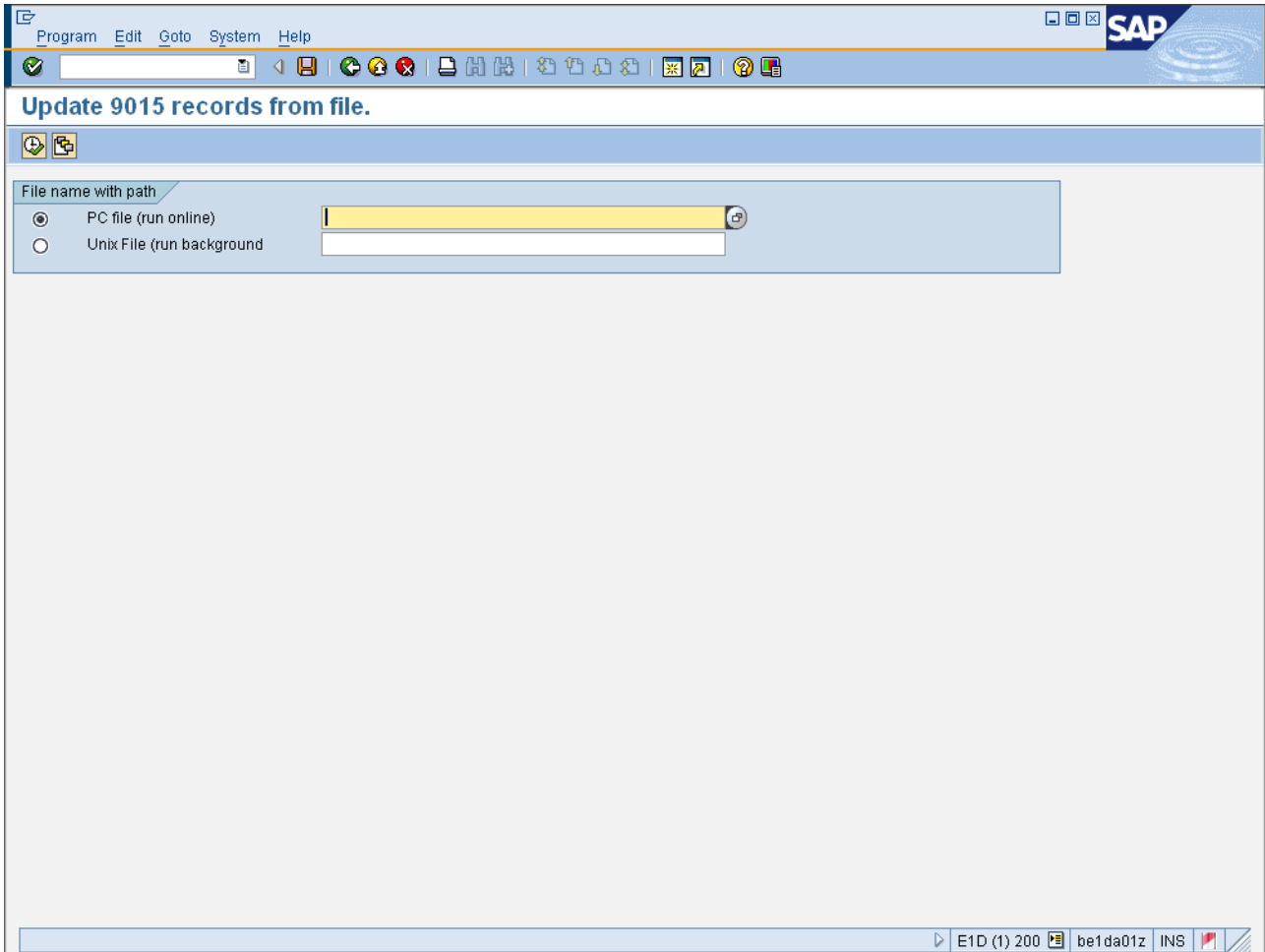2.   Click **Enter** ✅ button.

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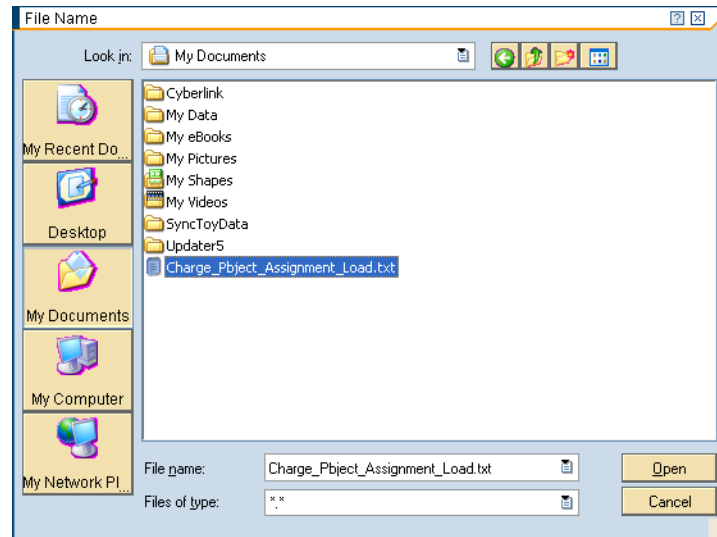**Update 9015 records from file.**

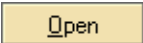3.   Click the **PC file (run online)** matchcode.

Information: After clicking the match code button, the *Open* pop-up window displays. Navigate through the file structure to the location where the desired upload file is stored. In this example, the desired file is stored on the Desktop and titled "Charge_Object_Assignment_Load.txt".
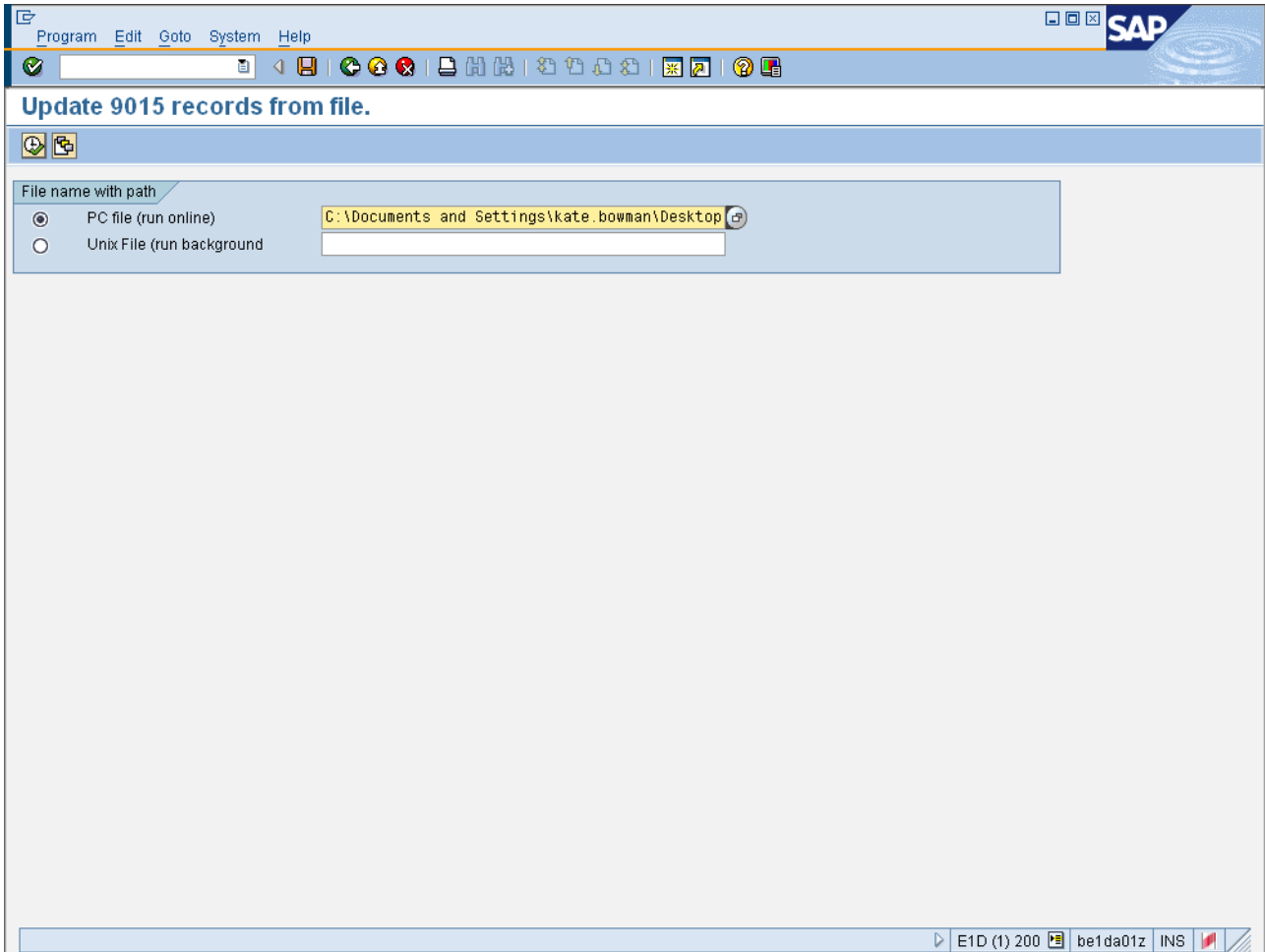
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Open

4.   Select **Charge_Object_Assignment_Load.txt** in the list box.

5.   Click **Open** [Open] button.

Information: Ensure the desired file was selected by double checking the file path and file name displayed in *PC file (run online)* field.

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Update 9015 records from file.

6. Click **Execute (F8)** button.

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Update 9015 records from file.

```
List  Edit  Goto  System  Help                                                    SAP

Update 9015 records from file.


Transaction: ZPTA030                          NORTH CAROLINA OFFICE OF THE STATE CONTROLLER
System    : E1D 200                                  Upload 9015 with charge objects
Crtd By   : KBOWMAN

Count of records       :        32
Count of errors        :        13




Record created                                          E1D (1) 200    be1da01z   INS
```
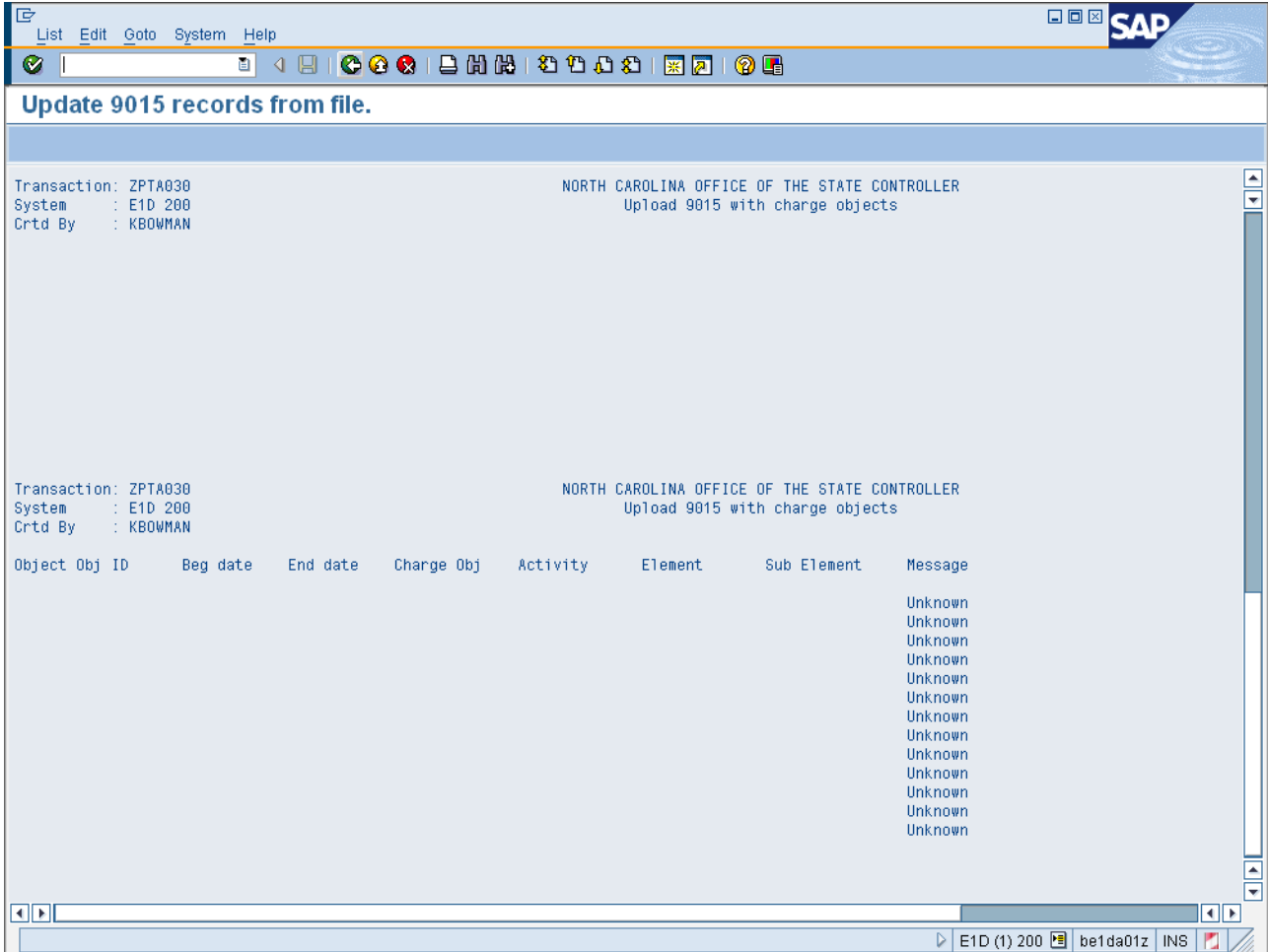
Information: The results screen displays the statistics of the upload. Scroll down on the results screen to view additional information about any identified errors (as shown below). In this example, 32 records loaded successfully and 13 records failed. The 13 records failed due to the Org Unit and/or Positions not existing in the system.

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Update 9015 records from file.

```
List  Edit  Goto  System  Help                                                    SAP

Update 9015 records from file.


Transaction: ZPTA030                        NORTH CAROLINA OFFICE OF THE STATE CONTROLLER
System     : E1D 200                                 Upload 9015 with charge objects
Crtd By    : KBOWMAN




Transaction: ZPTA030                        NORTH CAROLINA OFFICE OF THE STATE CONTROLLER
System     : E1D 200                                 Upload 9015 with charge objects
Crtd By    : KBOWMAN

Object Obj ID    Beg date   End date   Charge Obj   Activity   Element   Sub Element   Message

                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown
                                                                                       Unknown

                                                                        E1D (1) 200   be1da01z  INS
```

7.   Click **Back   (F3)** button.

Information: The following section details updating the Charge Object Assignment template, steps to open text files and saving the file as a text file (.txt) for upload into BEACON.

Information: An Excel (.xls) template is available on the BEACON help site that can be used when creating the Charge Object Assignment load file. The .xls template must be in
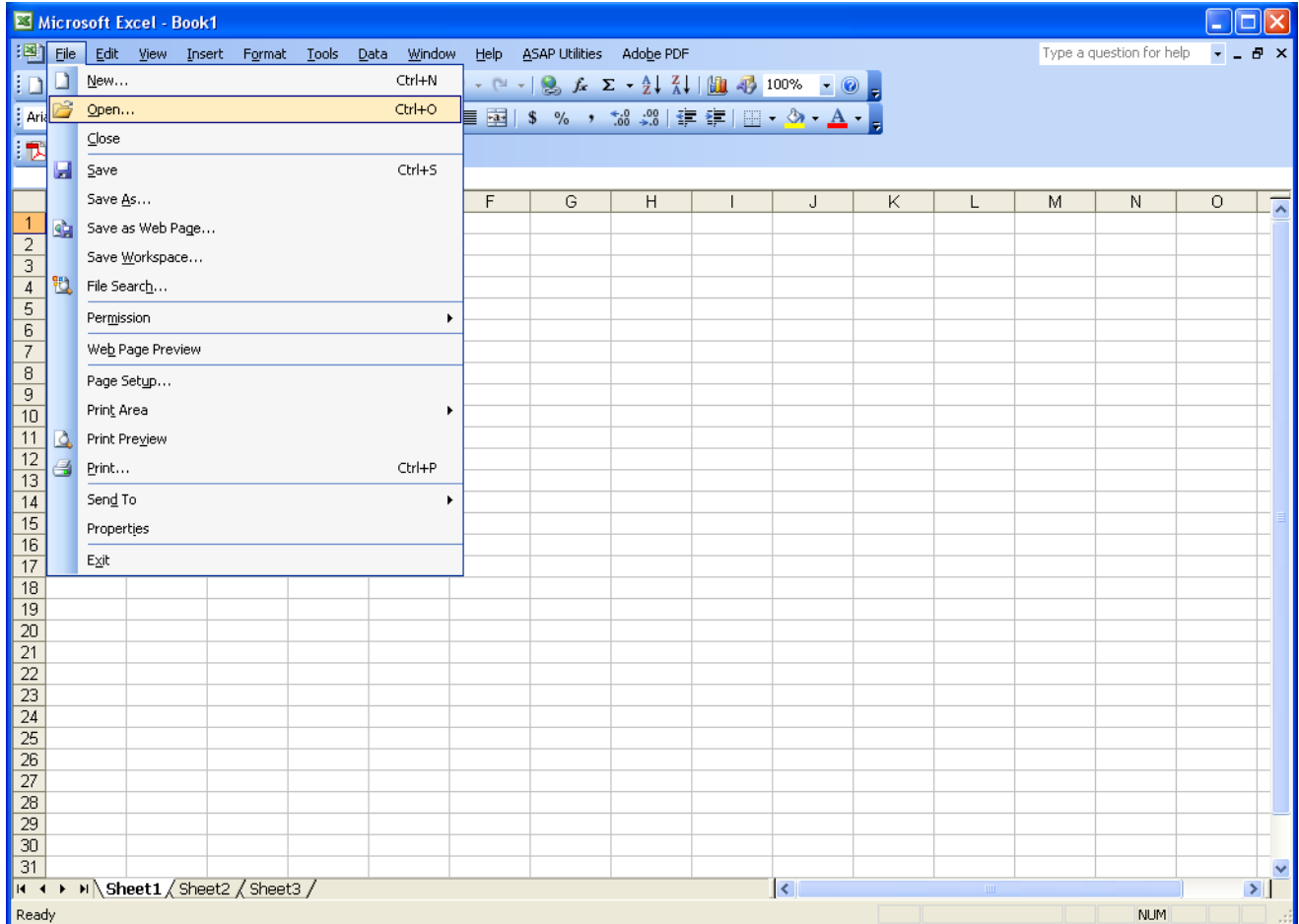
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the proper format and then saved as a .txt for the upload in transaction ZPTA030 to be successful.

8. Open the upload file in Excel.

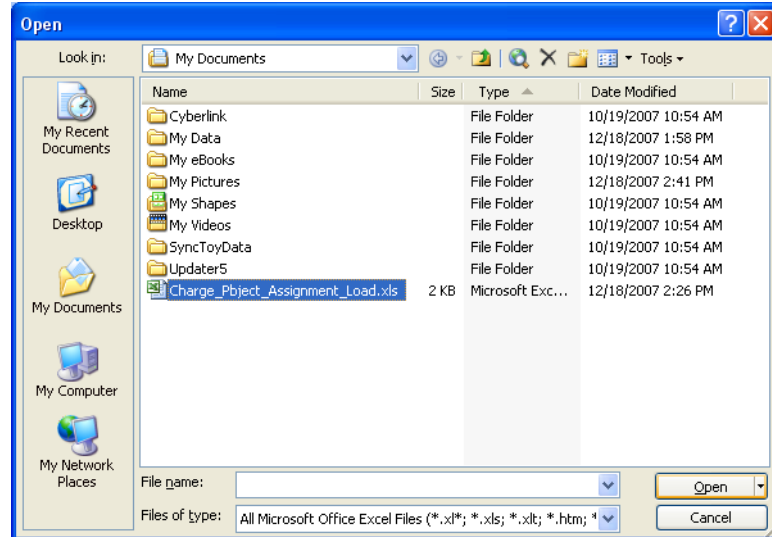**Version:**
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Microsoft Excel - Book1

9. Click File >> Open...

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Open

10. Select **Charge_Pbject_Assignment_Load.xls** in the list box.

11. Click **Open** [Open] button.

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Text Import Wizard - Step 1 of 3

12. Click **Next >** [Next >] button.

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Text Import Wizard - Step 2 of 3

13. Click **Next >** ![Next >] button.

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Text Import Wizard - Step 3 of 3

14. Press **right Arrow button to scroll to the last column**.

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Text Import Wizard - Step 3 of 3

15. Press **and hold Shift and click the last column**.

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Text Import Wizard - Step 3 of 3
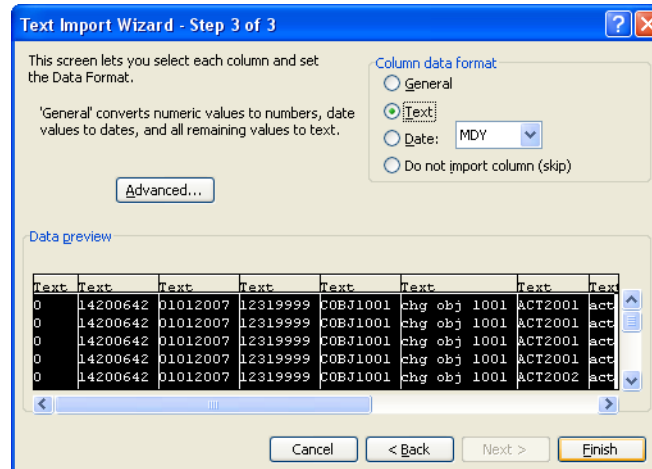
16. Click **Text** ⚪ Text radio button.

17. Click **Finish** [Finish] button.

ℹ️ **Information:** Upon completion of changes the file needs to be saved as text.

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Microsoft Excel - Charge_Pbject_Assignment_Load.xls

18. Click File >> Save As...

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Save As

19. Click the **Save as type:** dropdown.

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Screen Title
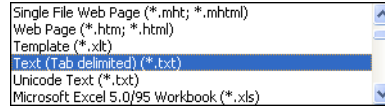
20.   Select **Text (Tab delimited) (*.txt)** in the **Save as type:** list box.

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Save As
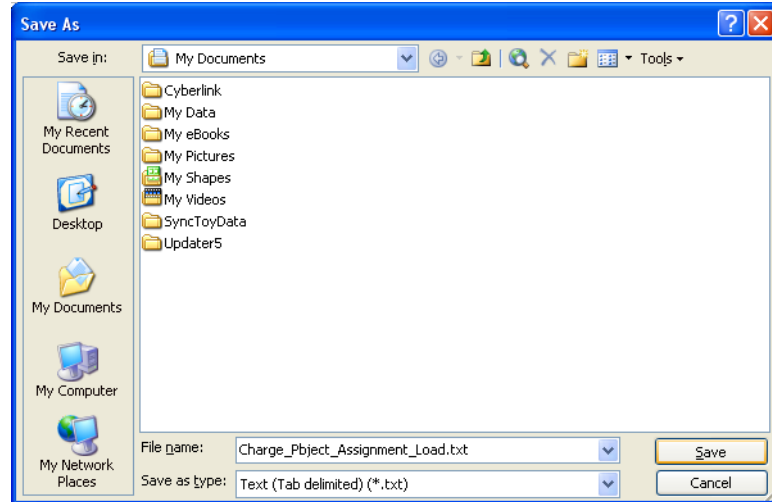
21.   Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
File name:	Enter a File name.	R	Enter value in File name:. **Example:** Charge_Pbject_Assign ment_Load.txt

22.   Click **Save** [Save] button.

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Microsoft Excel
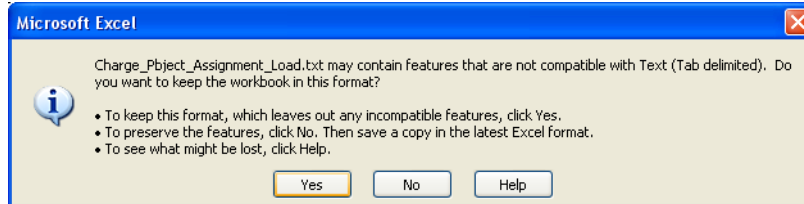
23. Click **Yes** [Yes] button.

24. The system task is complete.

Launch WEB HELP

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