

## Maintaining Text for an Infotype

SAP has the ability to enter text behind infotype records. It is free-text typing. It is used to put notes behind a record explaining why you have entered or changed this record. This should be done at the time of the original data entry is made.

Example: You are creating a one time payment or deduction (IT0015) for an employee. Why is this employee receiving an extra deduction on his/her paycheck?

1. Enter information needed to maintain this infotype using transaction PA30

The screenshot shows the SAP PA30 transaction interface. The title bar reads 'Create Additional Payments (0015)'. The main data area contains the following fields:

Personnel No	100074				
EE group	1 Regular	Pers. area	1120 Transportation		
EE subgroup	01 FT Covered, Negative	Pers. subarea	3000 Non Rep	Stat	Active

Additional Payments (0015)	
Wage Type	4C04
Amount	10.00 USD
Number/unit	
Date of origin	09/03/2008
Default Date	
Assignment Number	
Reason for Change	

2. Click **Edit** → **Maintain Text F9** from the main menu bar. This displays the *Text* screen.

The screenshot shows the same SAP PA30 transaction interface, but with the 'Edit' menu open. The 'Maintain text F9' option is highlighted in orange. The background data area is the same as in the previous screenshot.

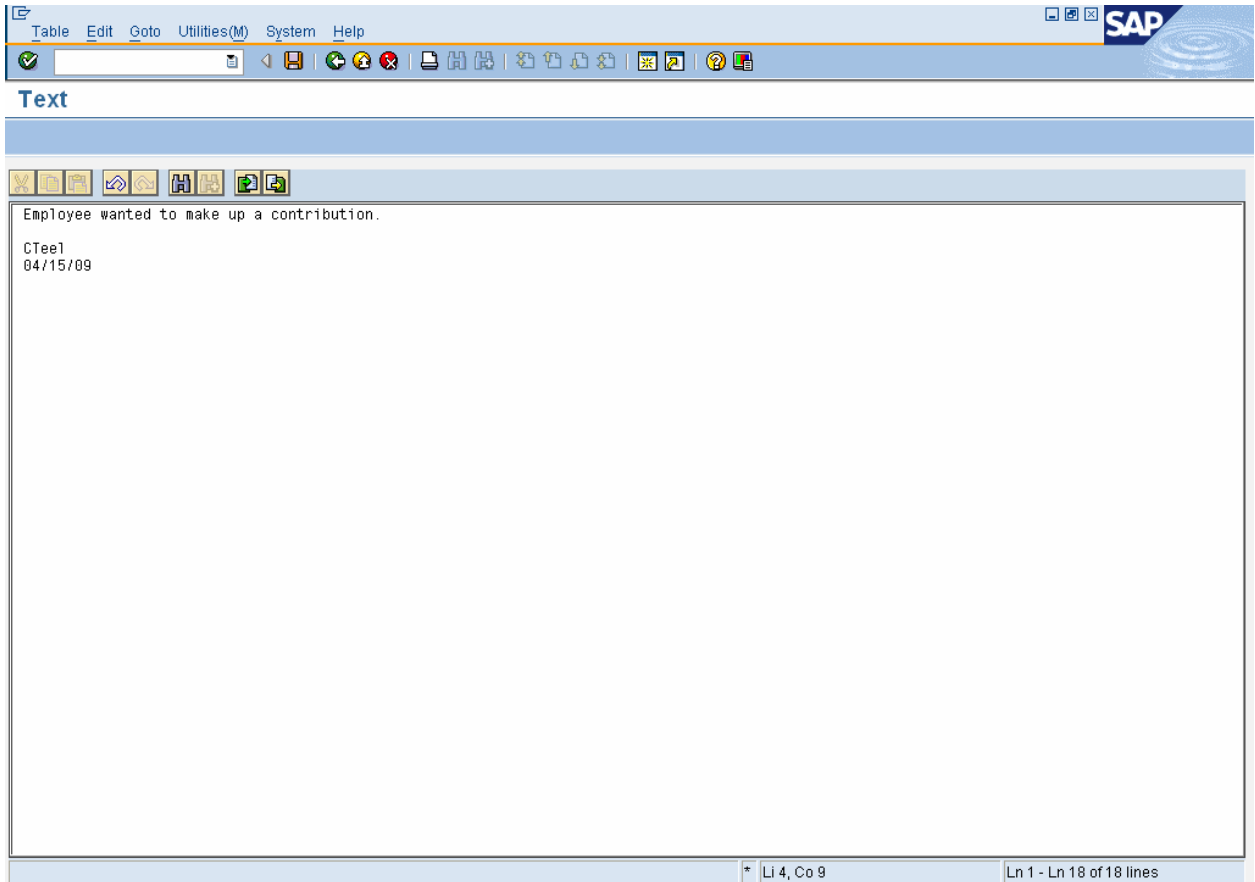
Menu items visible in the 'Edit' dropdown:

- Create
- Change
- Copy
- Delete
- Lock/unlock Shift+F12
- Maintain cost assignment Ctrl+F2
- Display cost assignment
- Maintain text F9**
- Display text
- Cancel F12



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3. Type the reason for entering or changing the record in the **Text** field. It is preferred that you sign and date the information entered. \*Note: Anyone with authorization to view the employee has the ability to see the text behind the record.



The screenshot shows the SAP Text field interface. At the top, there is a menu bar with 'Table', 'Edit', 'Goto', 'Utilities(M)', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Text' and contains a text input field. The text entered in the field is:

Employee wanted to make up a contribution.  
CTee1  
04/15/09

At the bottom of the text field, there is a status bar showing '\* Li 4, Co 9' and 'Ln 1 - Ln 18 of 18 lines'.



## Maintaining Text for an Infotype

4. Click **Save** button. This displays *Create Additional Payments* screen. The message “Save your entries” displays.

Infotype Edit Goto Extras System Help

**Create Additional Payments (0015)**

Personnel No 100074  
EE group 1 Regular Pers.area 1120 Transportation  
EE subgroup 01 FT Covered, Negative Pers. subarea 3000 Non Rep Stat Active

**Additional Payments (0015)**

Wage Type	4C04
Amount	10.00 USD
Number/unit	
Date of origin	09/03/2008
Default Date	
Assignment Number	
Reason for Change	

Save your entries PA30 saptrp OVR

Notice the **Maintain Text** icon displays on the right side of the record, indicating there is text stored behind this record.



## Maintaining Text for an Infotype

5. Click **Save** button. This displays the *Maintain HR Master Data* screen. The message “Record changed” displays.

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, the menu bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The title bar reads 'Maintain HR Master Data'. Below the title bar, there are icons for document, edit, delete, and other functions. The main area displays 'Personnel no.' as '00074'. Below this, there are fields for 'EE group' (1 Regular), 'Pers.area' (1120 Transportation), 'EE subgroup' (01 FT Covered, Negative), 'Pers. subarea' (3000 Non Rep), and 'Status' (Active). A tabbed interface is visible with 'Basic Personal Data', 'Addtl. Personal Data', 'Payroll Data', and 'Addtl. Payroll Data'. The 'Payroll Data' tab is active, showing a list of infotypes on the left and configuration options on the right. The 'Infotype text' field is set to 'E'. The 'Additional Payments (0015)' infotype is selected and has a green checkmark. The 'Period' section has radio buttons for 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. A 'Choose' button is present. Below the infotype list is a 'Direct selection' section with 'Infotype' set to 'Additional Payments (0015)' and 'STy' as an empty field. At the bottom left, a green checkmark and the text 'Record changed' are displayed. The bottom right shows the user ID 'PA30', the system 'saptrp', and the role 'OVR'.

6. Click **Exit** button.

