

File Name	Categories of Effective-Dated Rows.doc
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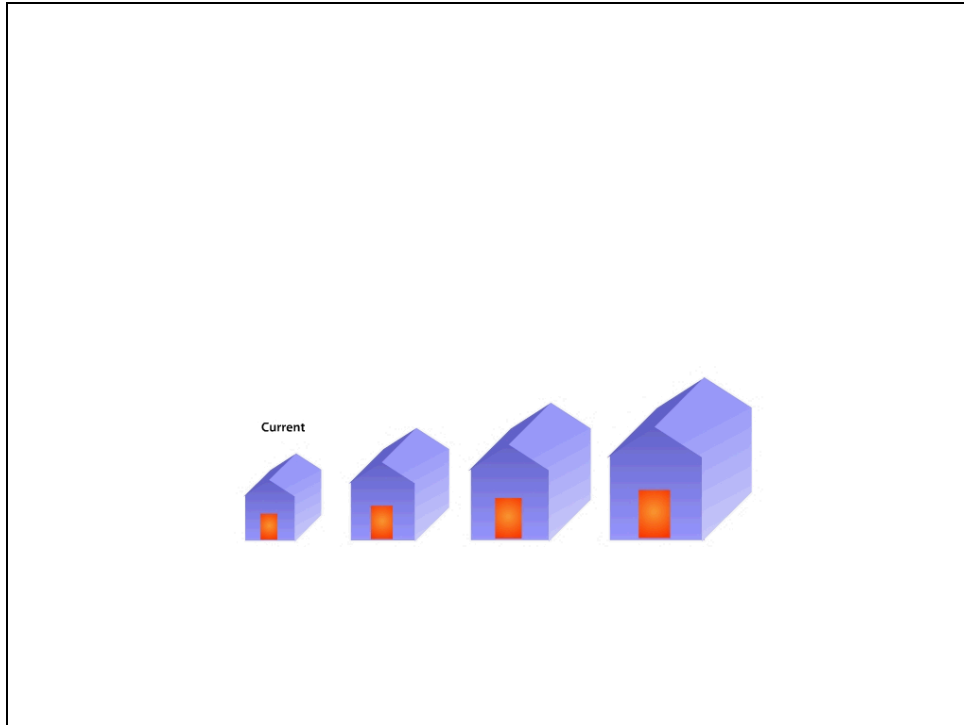
Categories of Effective-Dated Rows

Concept

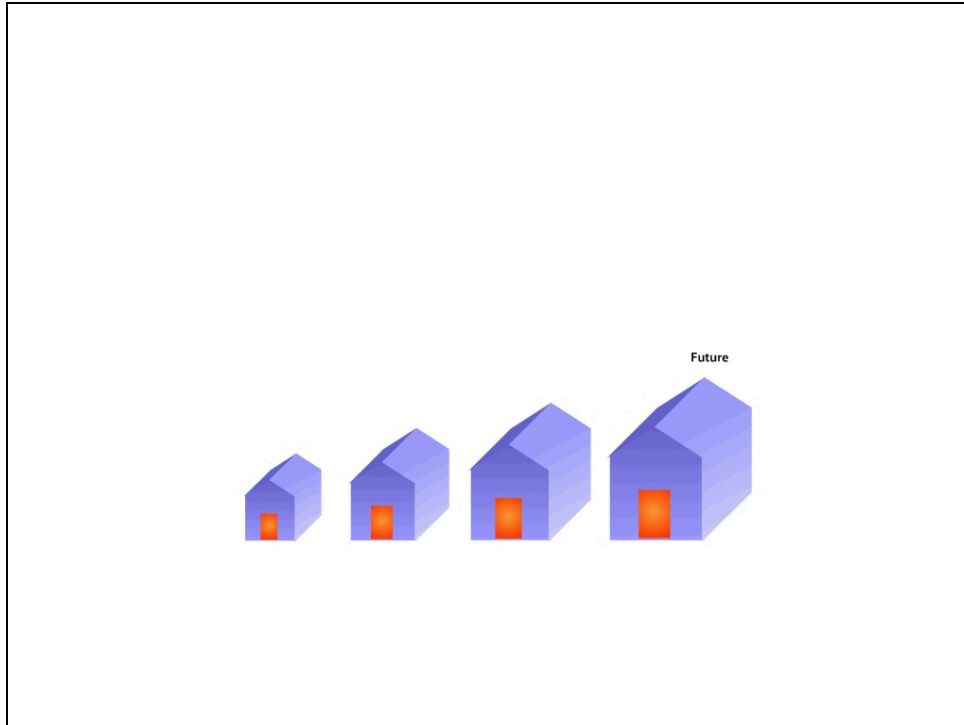
PeopleSoft uses **effective-dated** rows to retain historical data, view data changes over time, and store future data. Three categories of effective-dated rows are used to accomplish this task:

- Current
- Future
- History

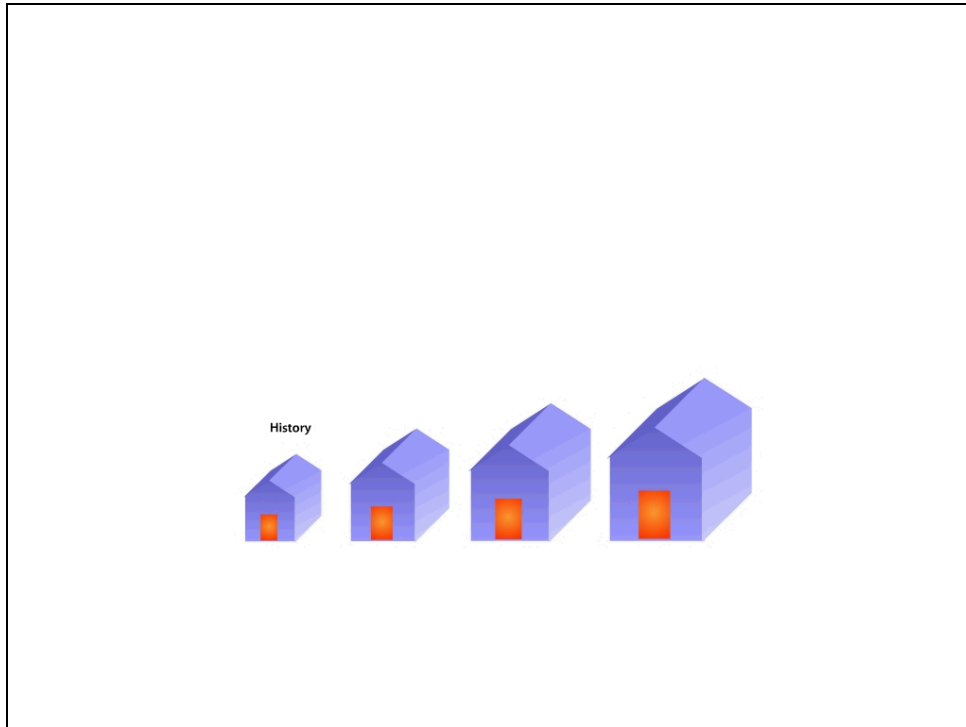
Procedure







Step	Action
1.	<p>A current row of data within PeopleSoft displays the most up-to-date information available, or what is currently affecting a change to the data.</p> <p>John Smith got married on September 12, 1997. Human Resources inserted a data row in his record that indicated a change of status from single to married, effective September 12, 1997. If you were to access John's record today, the current row would show September 12, 1997. Unless John has a status change in the future, September 12, 1997 will remain his current data row.</p>



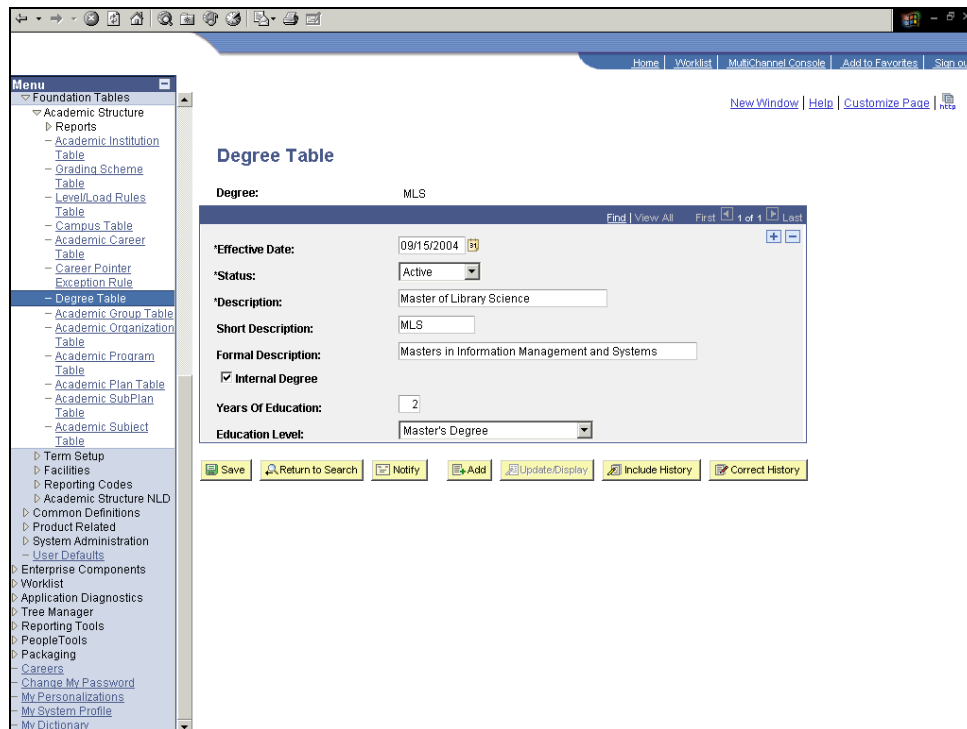
Step	Action
2.	<p> Future rows of data are categorized as rows of data that have not yet taken effect. They are future transactions. If John had advised Human Resources of his wedding prior to the date of the event, a row could have been inserted with an effective date of September 12, 1997. Until the effective date passed, the row would remain in the system as future. </p> <p> Future rows can eliminate paperwork stored for future transactions and avoid potential loss of records. </p>

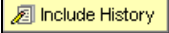







Step	Action
3.	<p>The last category, History, is fairly self-explanatory. History rows are what current and future rows eventually become.</p> <p>If John's marriage didn't work out and he got divorced, a row would be inserted to his status field indicating a divorce, with an effective date defined by John. The marriage date, which was the current row, would then become the history row.</p> <p>History rows enable you to maintain an accurate online history of your data. This data can then be incorporated into reports or viewed online.</p>

Page Action Symbol	Action Type	Rows to Retrieve	Rows to Insert	Rows to Update
 Add	Add	N/A	New high level key	N/A
 Update/Display	Update/Display	Current, Future	New EFFDT> Current Row EFFDT	Future only
 Include History	Update/ Display All	History, Current, Future	New EFFDT> Current Row EFFDT	Future only
 Correct History	Correction	History, Current, Future	Any EFFDT	All rows

Step	Action
4.	Actions determine the rows of an effective-dated table that can be retrieved or modified. The table below displays the categories of effective-dated rows, along with the action types and associated page actions used online to retrieve, insert, or update effective-dated rows.
5.	As an example, the Degree Table page is displayed. The records in this component are effective-dated.
6.	Notice that there is one row listed. This is the current row of information.



Step	Action
7.	This degree has changed its emphasis and name over the years. In order to see this information, you need to look at the history rows of data. Click the Include History button. 
8.	Notice that the scroll area now displays 1 of 3 between the scroll arrows.
9.	You are looking at the current active information. When this data was entered in the table, the previous data was stored as historic rows. You want to view the previous information for this degree. Click the Next Row button. 
10.	Notice the effective date on this page. This was the degree description in 2000. Click the Next Row button. 
11.	Now you can see the initial degree description in 1995. In addition to using the scroll arrows to view multiple rows of data individually, you can use the View All function to view all of the rows together. Click the View All link. 

Step	Action
12.	<p>As you can see, View All displays the current row of data at the top of the page followed by the history rows. Also notice that View All has changed to View 1 in the scroll area. When displaying data using View All, you may need to use the vertical scroll bar to see multiple effective-dated rows.</p> <p>Click the View 1 link.</p> <p></p>
13.	<p>You are returned to the last row that you were viewing before you clicked View All. You can scroll back, one page at a time, to the other data rows you were viewing by clicking the Previous Row arrow in the scroll area. However, if you wish to return to the current row immediately, you can simply click First in the scroll area.</p> <p>Click the First link.</p> <p></p>
14.	<p>You have successfully practiced navigating through effective-dated rows and have seen how they are used within PeopleSoft. By using effective dates in relation to other fields, you can keep a chronological history of data within the system.</p> <p>End of Procedure.</p>