

Payroll Posting Report

Purpose Use this procedure to display payroll funding/accounting transactions for employee's payroll.

Trigger Perform this procedure when the agency's payroll office has completed an Off-Cycle reversal in which employee(s) warrants of EFT payments are cancelled because of errors of discrepancies.

Prerequisites Run after Payroll is exited. This report reads payroll posting data after it has been processed including interfacing with the ALAS (financial) program. This report can also be run on Day 2 and/or Day 3 by including the Run ID and Sequential Number that is provide in the RPCIPE and ALAS Errors document on the Payroll and Financial Errors website.

End User Roles In order to perform this transaction you must be assigned the following role: Payroll Processor, Payroll Supervisor, Payroll Inquirer, Payroll Analyst, Financial Report Processor

Change History	
Date	Change Description
7/16/13	Procedure updated to match current system. Helpful hints added, note added to the retro column, all available fields within the report identified.

Transaction Code ZHR_RPTPY126

Helpful Hints

This report has numerous Statewide Variants which can be used.

ABAP: Variant Directory of Program ZHR_RPTPY126



Variant catalog for program ZHR_RPTPY126

Variant name	Short description	Environment	Protected
SWV DEF W/H	Deferred deductions by WT	A	X
SWV DOC PA	DOC Pers Area Selection	A	X
SWV DSHS PA	DSHS Pers Area Generic	A	X
SWV EXP BY WT	Salaries only sorted by WT	A	X
SWV GL 5124	Net pay and ded for GL 5124	A	X
SWV GL 5181	Health Insurance deductions	A	X
SWV GL 5187	Med Aid/Ind Ins deductions	A	X
SWV GL 5187 VN	Medical Aid/Ind Ins Deductions	A	
SWV GL 5188	Savings Bond deds and Purch	A	X
SWV GL 5189	Writ of Garnishment GL 5189	A	X
SWV MEDAID/IND	Recon for hrs and amount	A	X
SWV OT REPORT	OT by sub obj AU, by PA & WT	A	X
SWV PAYR + REL	Payroll and Related GL 6510*	A	X
SWV REV NETPAY	Warrant & EFT Cancellations	A	
SWV WT 3101	WT 3101 sub total by GL	A	

* Refer to [Variants- Create and Retrieve](#) to access the above list.

Procedure

1. Start the transaction using the above menu path or transaction code **ZHR_RPTPY126**.

The screenshot displays the SAP Payroll Posting Report (ZHR_RPTPY126) interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Payroll Posting Report' and contains several sections for data entry:

- Payroll Period:** Includes 'Payroll Area' (highlighted with a red box) and 'Pay Period' (with two input boxes).
- Select by Person:** Includes 'Personnel Number' and 'Organizational Unit', each with an input box and a 'to' field.
- Select by Data:** Includes 'Business Area', 'Remitting Business Area', 'Wage Type', and 'Warrant / EFT #', each with an input box and a 'to' field. There are also checkboxes for 'Display all Data for EE' and 'Display all Bus. Areas for EE'.
- Document:** Includes 'Run ID' with an input box.
- Sequence:** Includes 'Sequential Number' with an input box.
- ALV Variant:** Includes 'ALV Layout Variant' with an input box and a checked checkbox for 'Read only fields in layout'.

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	Description of Payroll Area.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.

		<p>Example: 11</p>
Pay Period	R	<p>The HRMS pay period for HRMS reporting.</p> <p> Designate the single or range of pay periods to report on. Large agencies should only run pay period at a time.</p> <p>Example: 10 / 2013</p>
Personnel Number	O	<p>The employee's unique identifying number.</p> <p> Run this report by the employee's Personnel Number to limit the amount of data displayed.</p> <p>Example: 40000235</p>
Business Area	R	<p>A specific agency in the State of Washington</p> <p>Example: 1790- Department of Enterprise Services</p>
Run ID	C	<p>This number is found on the Payroll & Financial Errors website on the spreadsheet for each of the payroll processing day.</p> <p> This is only needed on Day 2 and Day 3. Once Payroll has been exited, this field is not required.</p> <p>Example: 3415</p>
Sequential Number	C	<p>This number is found on the Payroll & Financial Errors website on the spreadsheet for each of the payroll processing day.</p> <p> This is only needed on Day 2 and Day 3. Once Payroll has been exited, this field is not required.</p> <p>Example: 3</p>

Program Edit Goto System Help

                    

Payroll Posting Report

  

Payroll Period

Payroll Area 

Pay Period to

Select by Person

Personnel Number to 

Organizational Unit to 

Select by Data

Business Area to 

Remitting Business Area to 

Wage Type to 

Warrant / EFT # to 

Display all Data for EE

Display all Bus. Areas for EE

Document

Run ID

Sequence

Sequential Number

ALV Variant

ALV Layout Variant

Read only fields in layout

3.  Click  (Execute) to generate the report.

Screen shot 1 of 3

PAR...	Pay Period	Run Number	Document	RNo	Line	Doc. L...	Detail Ln	ALAS I...	BusA	Business area description	Initi...	Fu...	Master Idx	App. Ind...	Prg. Index	Org. Index	Project/SubProj	Phase	Object	Sub...
11	201313	3415	15224	3	9172		1000001		1790	Dept of Enterprise Services		422	000E1160						A	AA
11	201313	3415	15224	3	9172		1000002			Dept of Enterprise Services		422	000E1160						A	AA
11	201313	3415	15224	3	160		1000006			Dept of Enterprise Services										



Names and Personnel Numbers have been removed from the screen shots.

Screen shot 2 of 3

Alloc	G/L Account	WT	Wage Type Long Text	Number of	Amount	CrCy	Retro	P Docnum	Sequence	Run Number	RT Line	AATyp	SymAc	Staff Mths	Cash	Trans	R Bus Area	For-peri...	In-Period
	5124000000	/403	TX EE Social Security Tax	0.00	14.36-				415			F	767S	0.000000			1790	201313	201313
	5124000000	/404	TX ER Social Security Tax	0.00	14.36-				415			F		0.000000			1790	201313	201313
	5124000000	/405	TX EE Medicare Tax	0.00	3.36-				415			F	767M	0.000000			1790	201313	201313



In the **Retro column**- there are two options which can appear. **'R'** indicates that a **retro**. The **'X'** indicates a wage type that is the opposite of its natural sign which can indicate a reversal, a back out of the previous entry, or any entry that is purposely entered as a negative to achieve the desired effect.

Screen shot 3 of 3

Payment date	Position	Object name	Warrant #	PM	Subarea	EE...	ESgrp	Job key	Org. Unit	ID number	EID number	Over. Grp	Medical Aid Group	Org. key
07/10/2013	71025338	MAIL CARRIER-DRIVER			00GE	6	05	50000337	31009042		45-2096870			GROUP 3
07/10/2013	71025338	MAIL CARRIER-DRIVER			00GE	6	05	50000337	31009042		45-2096870			GROUP 3
07/10/2013	71025338	MAIL CARRIER-DRIVER			00GE	6	05	50000337	31009042		45-2096870			GROUP 3



This report will display the following fields:

Personnel Number, Payroll area, Payroll Period, Number of Posting Run, Posting Document, Infotype record no., Document Line Number, Document Line ALAS, ALAS Indicator, Business Area, Business area description, Last name, First name, Initials, AFRS Fund, AFRS Master Index, Appropriation Index, Program Index, Organization Index, Project, Sub Project, Phase, AFRS Object, Sub Object, AFRS Allocation, G/L Account, Wage Type, Wage Type Long Text, Number of, Amount, Currency, Retro Indicator, Previous Docnum, Sequence Number, Number of Posting Run, RT Line Number, AcctAssign Type, Symbolic account, Staff Months, Cash Transfer Flag, Remitting Business Area, For-period payroll, In-period f. payroll, Payment Date, Position, Object name, Warrant/EFT Number, Payment Method, Personnel area, Personnel subarea, Employee group, Employee subgroup, Job Key, Organizational Unit, ID Number, Tax Company, Empl. Override Group, Medical Aid Group and Organizational key.

- You have completed this transaction.

Results
You have generated the Payroll Posting Report .
Comments
None.