FN-03 Financial Report for Payroll Posting (ZFIR018)

Purpose

The purpose of this Business Process Procedure is to demonstrate how to use transaction ZFIR018 in the Integrated HR-Payroll System.

Trigger

As part of the validation process for posting payroll, the agency should run ZFIR018.

Business Process Procedure Overview

The summary version of ZFIR018 can be used to verify total dollar amount on the report with the (North Carolina Financial System) NCFS amount. The detail version of this report can be used to see the detail account, wage types, and cost distribution for each employee. ZFIR018 should be run after payroll post to General Ledger.

Variants have been set up to use when running the report. These variants are in the format of:

Image

/210330 CMCS	REQS POSTED 03 30 2021	A	X	00362121	03/30/2021

This includes the payroll runs for CMCS posting date of March 30, 2021.

Image

/2103MM TOTAL	TOTAL PAYROLL POSTINGS 03 2021	A	X	00362121	04/01/2021

This includes all payroll runs for month of March, 2021. Medical is excluded.

Image



This includes the medical expenditures for the March payroll which post on April 5, 2021. The output file that is created can be modified.

The following BPP will show how to make changes. It is also possible to save the file as a spreadsheet.

Access Transaction

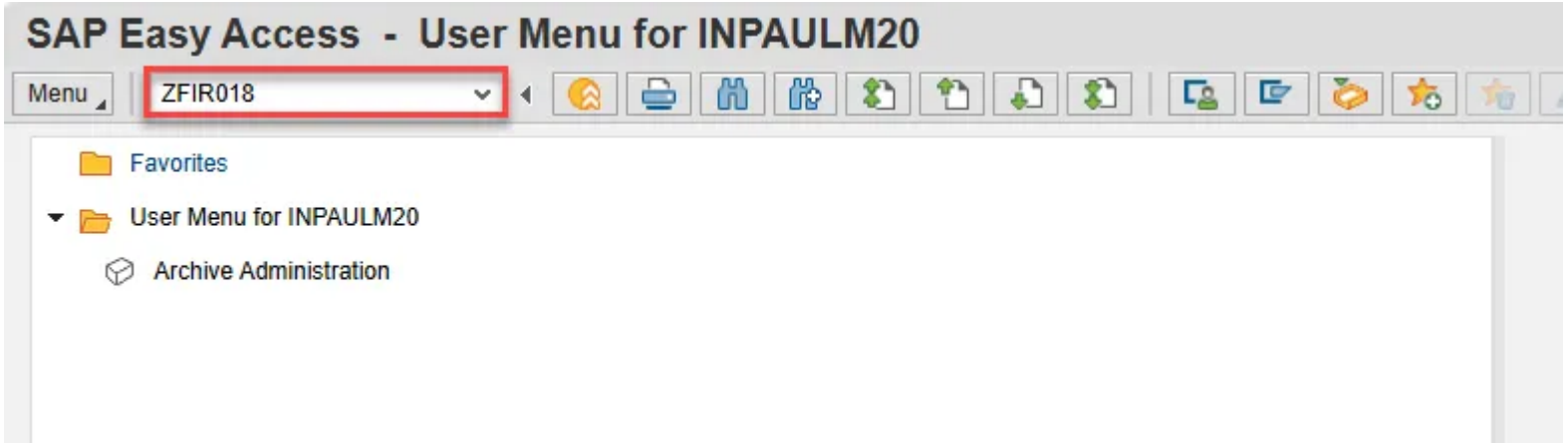
Via Transaction Code: ZFIR018

Procedure

There are 10 steps to complete this process.

Step 1. Enter **ZFIR018** in the command field and choose the **Enter** key.

Image



Step 2. Click the **Get Variant** button.

Image

Payroll Postings to FI/CO

Menu

Selection Criteria for Posting Documents

Run Type	PP		
Posting Run Number		to	
Posting Run Name		to	
Document Number		to	
Company Code		to	
Business Area		to	
Cost Center		to	
Internal Order		to	
GL Account		to	
Fund		to	
Funds Center		to	
Employee		to	
Sequence Number		to	
Symbolic account		to	
Amount		to	

Wage Types

Wage type application			
Wage type		to	

Output Options

Display Variant	

Step 3. In the Variant Catalog pop-up, select the variant to match the date you want to verify by single clicking it.

Note: The format is /YearMonthDay. You can use the Find button to search for specific results.

The monthly variants do not include medical expenses because they post in the next month. There are special variants created for the medical run:

Image

/2103MM TOTAL	TOTAL PAYROLL POSTINGS 03 2021	A	X	00362121	04/01/2021

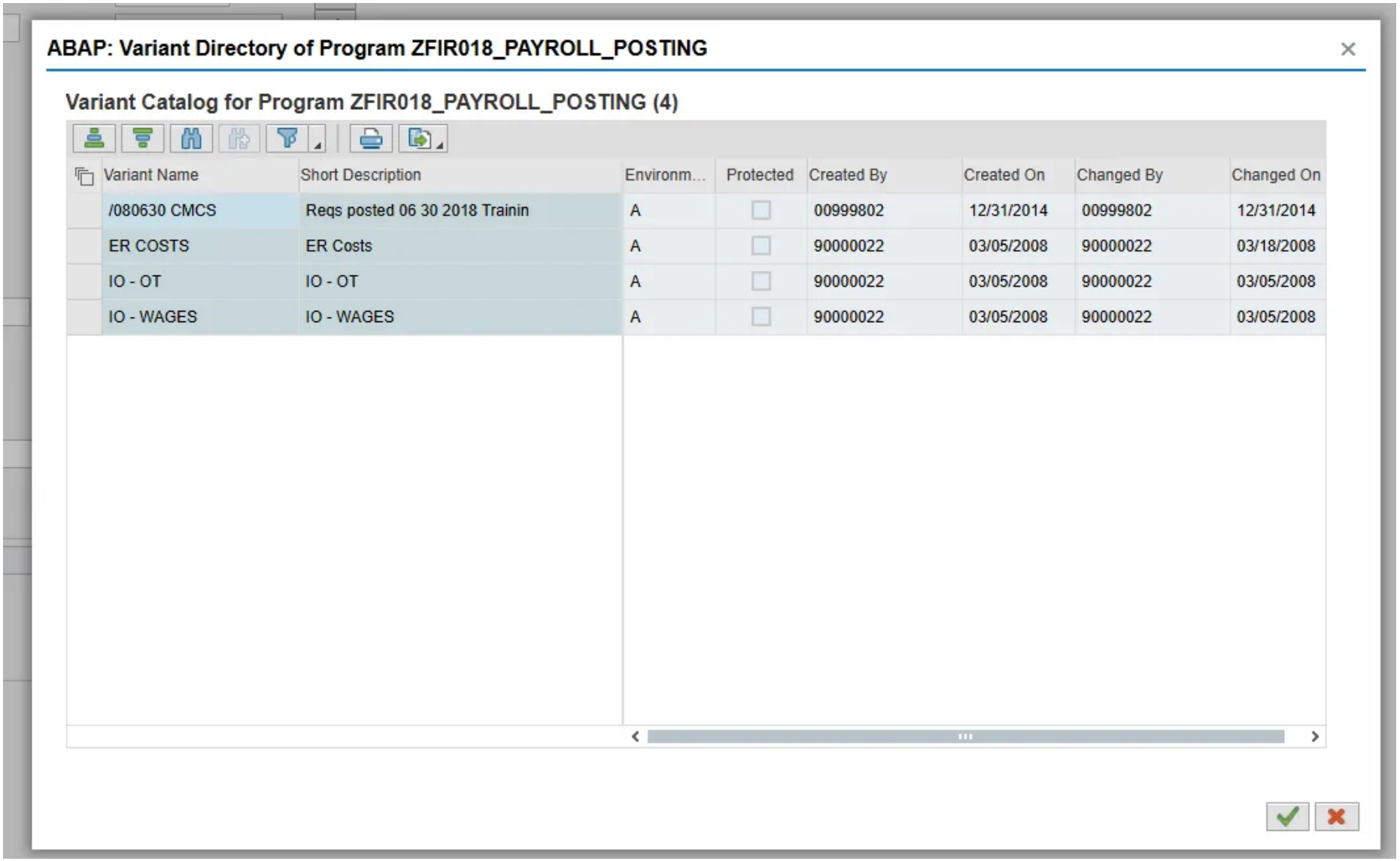
This includes all payroll runs for month of March, 2021. Medical is excluded.

Image

/210405 CMCS M	REQS POSTED 04 05 21 MEDICAL	A	X	00362121	04/05/2021

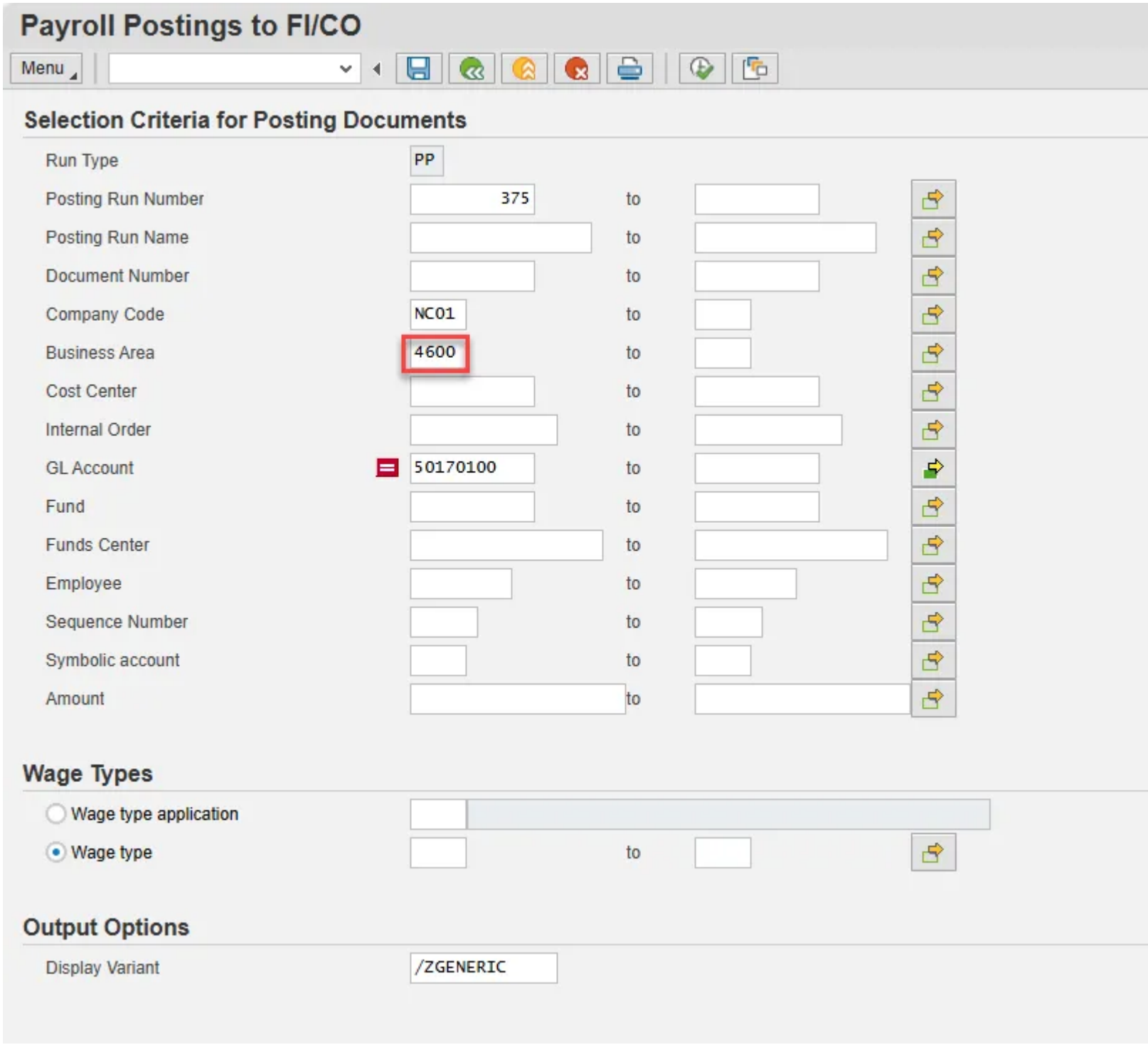
This includes the medical expenditures for the March payroll which post on April 5, 2021.

Image



Step 4. Complete the Business Area field to identify the Agency for which balance sheets and income statements are prepared.

Image


Payroll Postings to FI/CO
Menu
Selection Criteria for Posting Documents
Run Type
PP
Posting Run Number
375
to
Posting Run Name
to
Document Number
to
Company Code
NC01
to
Business Area
4600
to
Cost Center
to
Internal Order
to
GL Account
50170100
to
Fund
to
Funds Center
to
Employee
to
Sequence Number
to
Symbolic account
to
Amount
to
Wage Types
Wage type application
Wage type
to
Output Options
Display Variant
/ZGENERIC

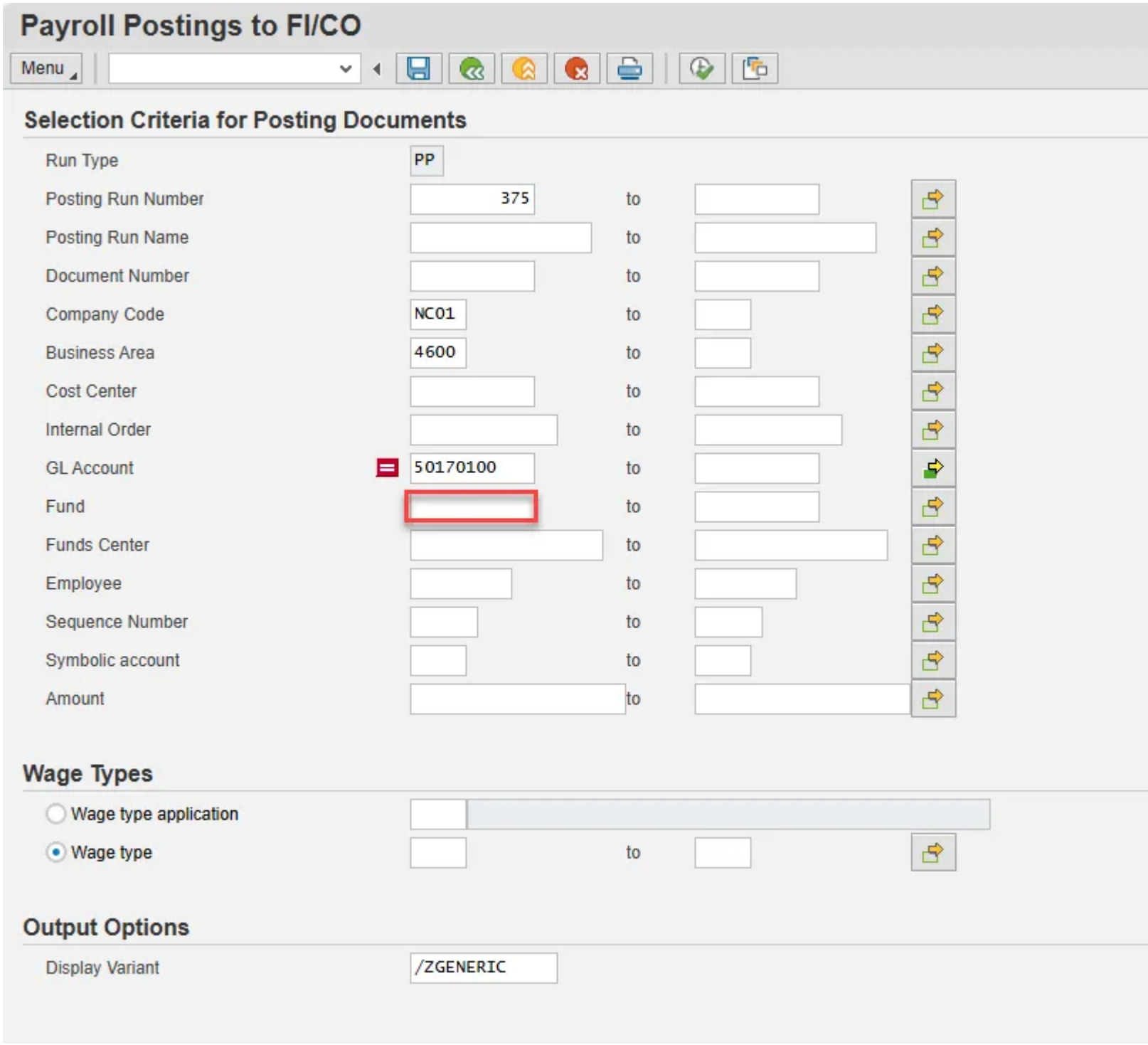
Step 5. Click on the **Multiple Selections** button for the GL Account field.

Step 6. Click the **Exclude Single Values** tab on the pop-up:

Note: These values will not be displayed in this run of the report. If any changes are entered, click the copy button once complete. Otherwise, click the Cancel button to close the window.

Step 7. Complete the Fund field. Budget funds are program numbers mandated by the Office of State Budget and Management.

Image


Payroll Postings to FI/CO
Menu
Selection Criteria for Posting Documents
Run Type
PP
Posting Run Number
375
to
Posting Run Name
to
Document Number
to
Company Code
NC01
to
Business Area
4600
to
Cost Center
to
Internal Order
to
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Employee
to
Sequence Number
to
Symbolic account
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Amount
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Wage Types
Wage type application
Wage type
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Output Options
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/ZGENERIC

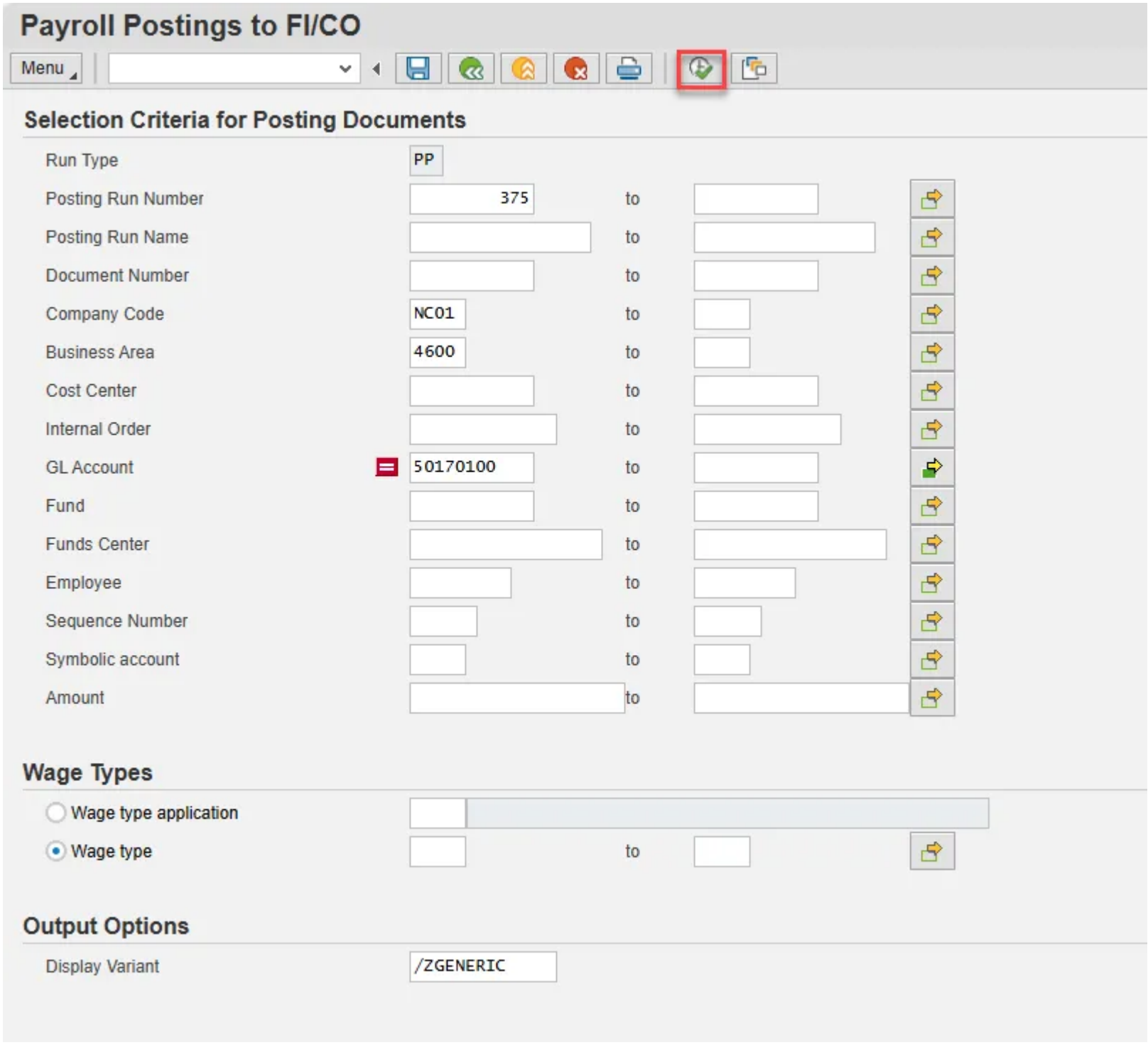
Note: Enter your agency identifier followed by an asterisk (*). This is a wildcard search, and all of your agency funds will be selected. Also, this will eliminate the liability accounts in the report which are not passed to NCAS.

Step 8. **Optional**: Click the matchcode button next to the Display Variant field in the Output Options section.

Note: /ZGENERIC is the normal layout used when the variants are created. You can create your own layout or use another from the list in the pop-up window that appears after clicking the matchcode button:

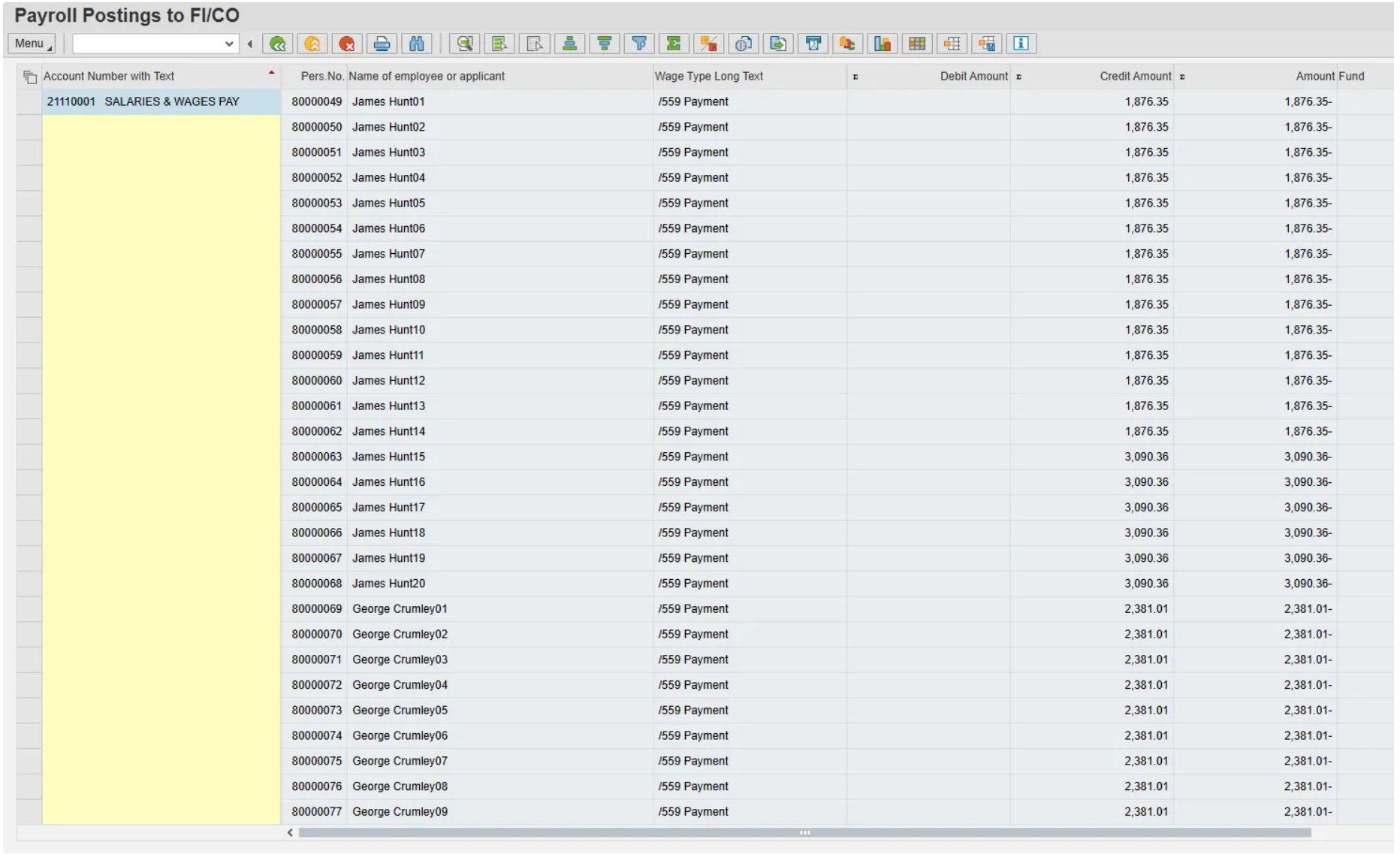
Step 9. Click the **Execute** button.

Image


Payroll Postings to FI/CO
Menu
Selection Criteria for Posting Documents
Run Type
PP
Posting Run Number
375
to
Posting Run Name
to
Document Number
to
Company Code
NC01
to
Business Area
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to
Cost Center
to
Internal Order
to
GL Account
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to
Fund
to
Funds Center
to
Employee
to
Sequence Number
to
Symbolic account
to
Amount
to
Wage Types
Wage type application
Wage type
to
Output Options
Display Variant
/ZGENERIC

Step 10. Review the results of the ZFIR018 report. The system task is complete.

Image



Payroll Postings to FI/CO

Menu

Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type Long Text	Debit Amount	Credit Amount	Amount	Fund
21110001 SALARIES & WAGES PAY	80000049	James Hunt01	/559 Payment		1,876.35	1,876.35-	
	80000050	James Hunt02	/559 Payment		1,876.35	1,876.35-	
	80000051	James Hunt03	/559 Payment		1,876.35	1,876.35-	
	80000052	James Hunt04	/559 Payment		1,876.35	1,876.35-	
	80000053	James Hunt05	/559 Payment		1,876.35	1,876.35-	
	80000054	James Hunt06	/559 Payment		1,876.35	1,876.35-	
	80000055	James Hunt07	/559 Payment		1,876.35	1,876.35-	
	80000056	James Hunt08	/559 Payment		1,876.35	1,876.35-	
	80000057	James Hunt09	/559 Payment		1,876.35	1,876.35-	
	80000058	James Hunt10	/559 Payment		1,876.35	1,876.35-	
	80000059	James Hunt11	/559 Payment		1,876.35	1,876.35-	
	80000060	James Hunt12	/559 Payment		1,876.35	1,876.35-	
	80000061	James Hunt13	/559 Payment		1,876.35	1,876.35-	
	80000062	James Hunt14	/559 Payment		1,876.35	1,876.35-	
	80000063	James Hunt15	/559 Payment		3,090.36	3,090.36-	
	80000064	James Hunt16	/559 Payment		3,090.36	3,090.36-	
	80000065	James Hunt17	/559 Payment		3,090.36	3,090.36-	
	80000066	James Hunt18	/559 Payment		3,090.36	3,090.36-	
	80000067	James Hunt19	/559 Payment		3,090.36	3,090.36-	
	80000068	James Hunt20	/559 Payment		3,090.36	3,090.36-	
	80000069	George Crumley01	/559 Payment		2,381.01	2,381.01-	
	80000070	George Crumley02	/559 Payment		2,381.01	2,381.01-	
	80000071	George Crumley03	/559 Payment		2,381.01	2,381.01-	
	80000072	George Crumley04	/559 Payment		2,381.01	2,381.01-	
	80000073	George Crumley05	/559 Payment		2,381.01	2,381.01-	
	80000074	George Crumley06	/559 Payment		2,381.01	2,381.01-	
	80000075	George Crumley07	/559 Payment		2,381.01	2,381.01-	
	80000076	George Crumley08	/559 Payment		2,381.01	2,381.01-	
	80000077	George Crumley09	/559 Payment		2,381.01	2,381.01-	

Additional Information

Your ZFIR018 report results can be reorganized, filtered, and exported. Following are some examples of such.

A. **Reorganizing results**

Most reports in the Integrated HR-Payroll system can be reorganized with the layout buttons.

- Change Layout
- Select Layout
- Save Layout

Additional information regarding this functionality can be found in the GN-01 How to Manage SAP Report Layouts help document.

B. **Filtering results (example 1)**

Scenario: You need to look for all of the data related to a specific employee.

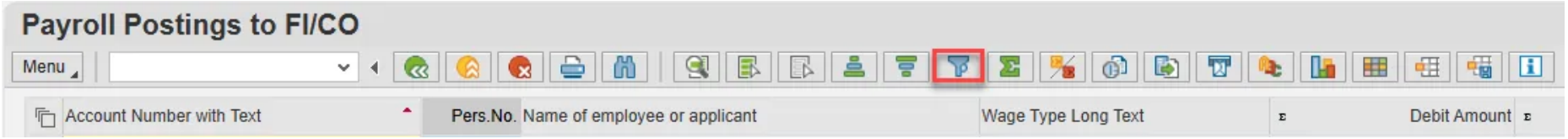
- Click on the **Pers.No.** column.

Image


Payroll Postings to FI/CO
Menu
Account Number with Text
Pers.No.
Name of employee or app
21110001 SALARIES & WAGES PAY
80000049 James Hunt01
80000050 James Hunt02
80000051 James Hunt03
80000052 James Hunt04
80000053 James Hunt05
80000054 James Hunt06
80000055 James Hunt07
80000056 James Hunt08
80000057 James Hunt09
80000058 James Hunt10
80000059 James Hunt11
80000060 James Hunt12
80000061 James Hunt13
80000062 James Hunt14
80000063 James Hunt15
80000064 James Hunt16
80000065 James Hunt17
80000066 James Hunt18
80000067 James Hunt19
80000068 James Hunt20
80000069 George Crumley01
80000070 George Crumley02
80000071 George Crumley03
80000072 George Crumley04
80000073 George Crumley05

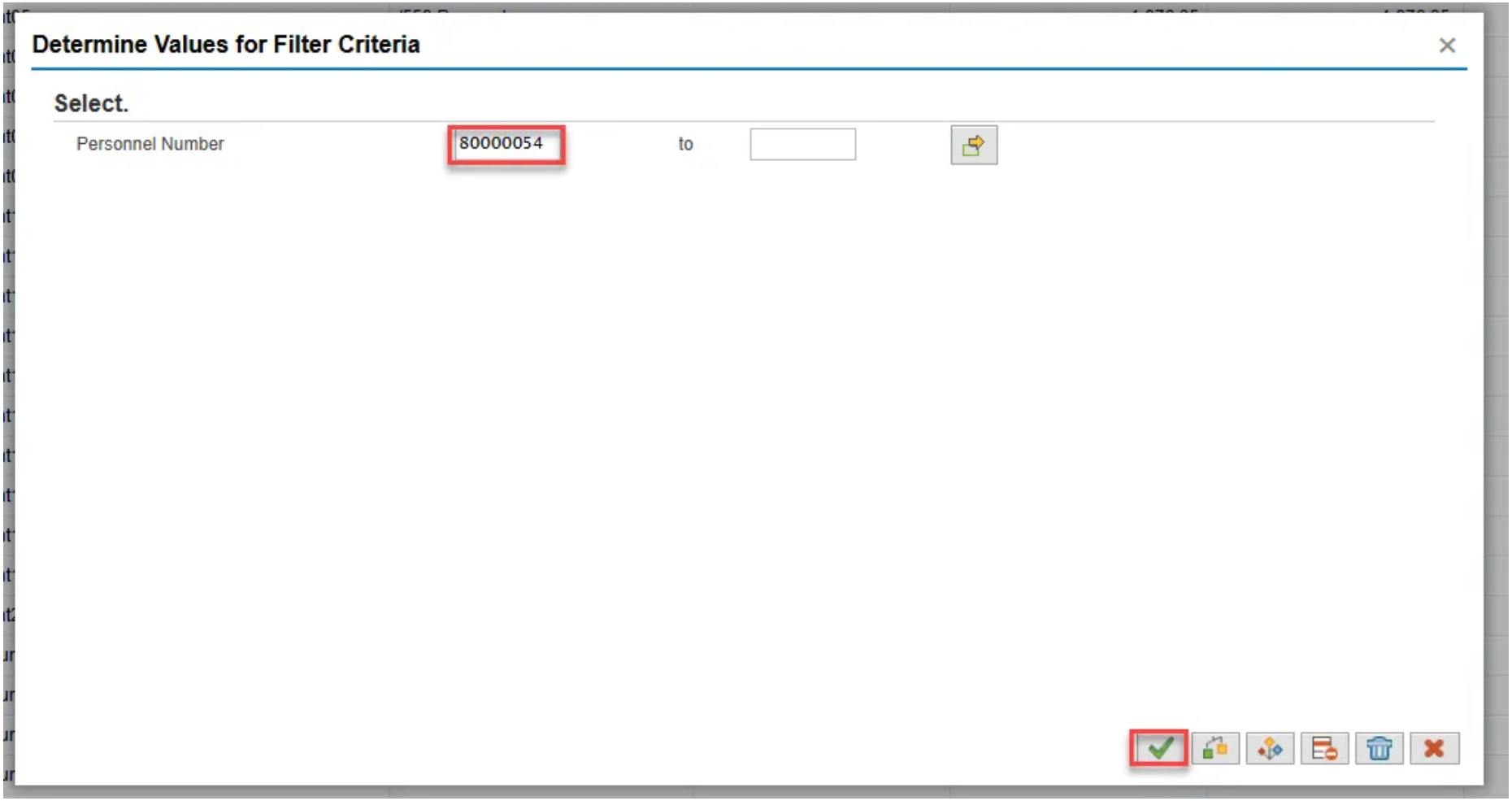
- Click the **Set Filter** button.

Image



- Enter the personnel number of the employee whom you are researching and choose the **green check** button.

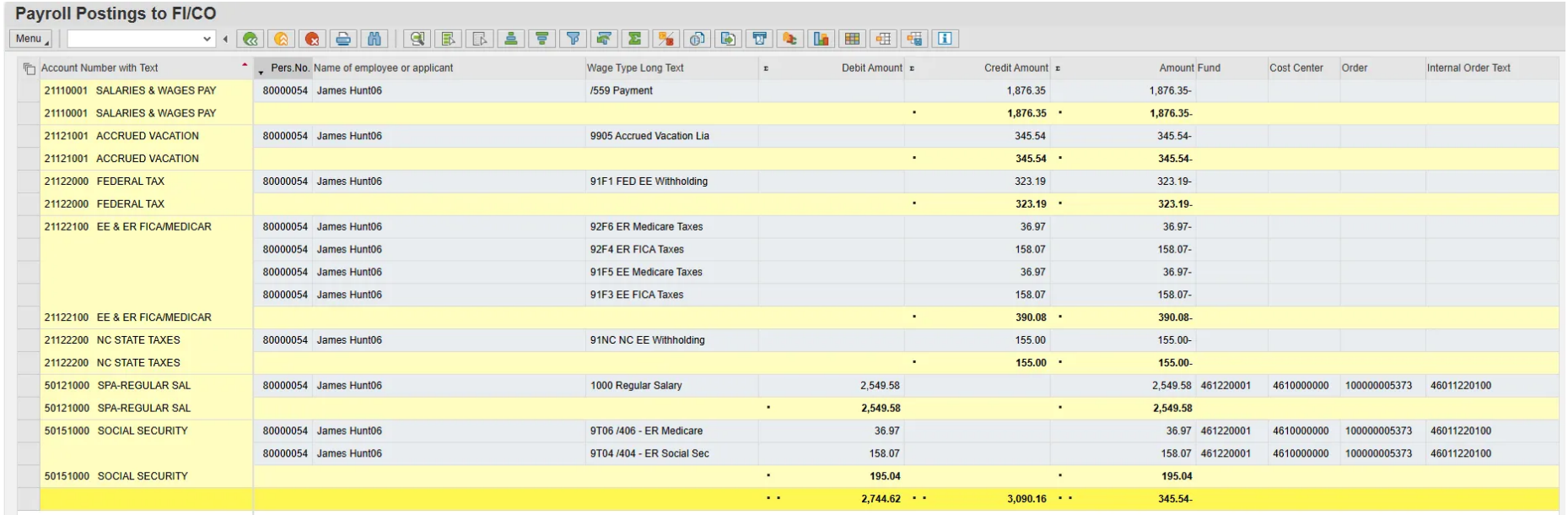
Image



Notes: The option to filter by employee also exists on the main ZFIR018 report, but often you will want to use this method to isolate information for researching an issue.

To remove this filter, you can click the Delete Filter button.

Image



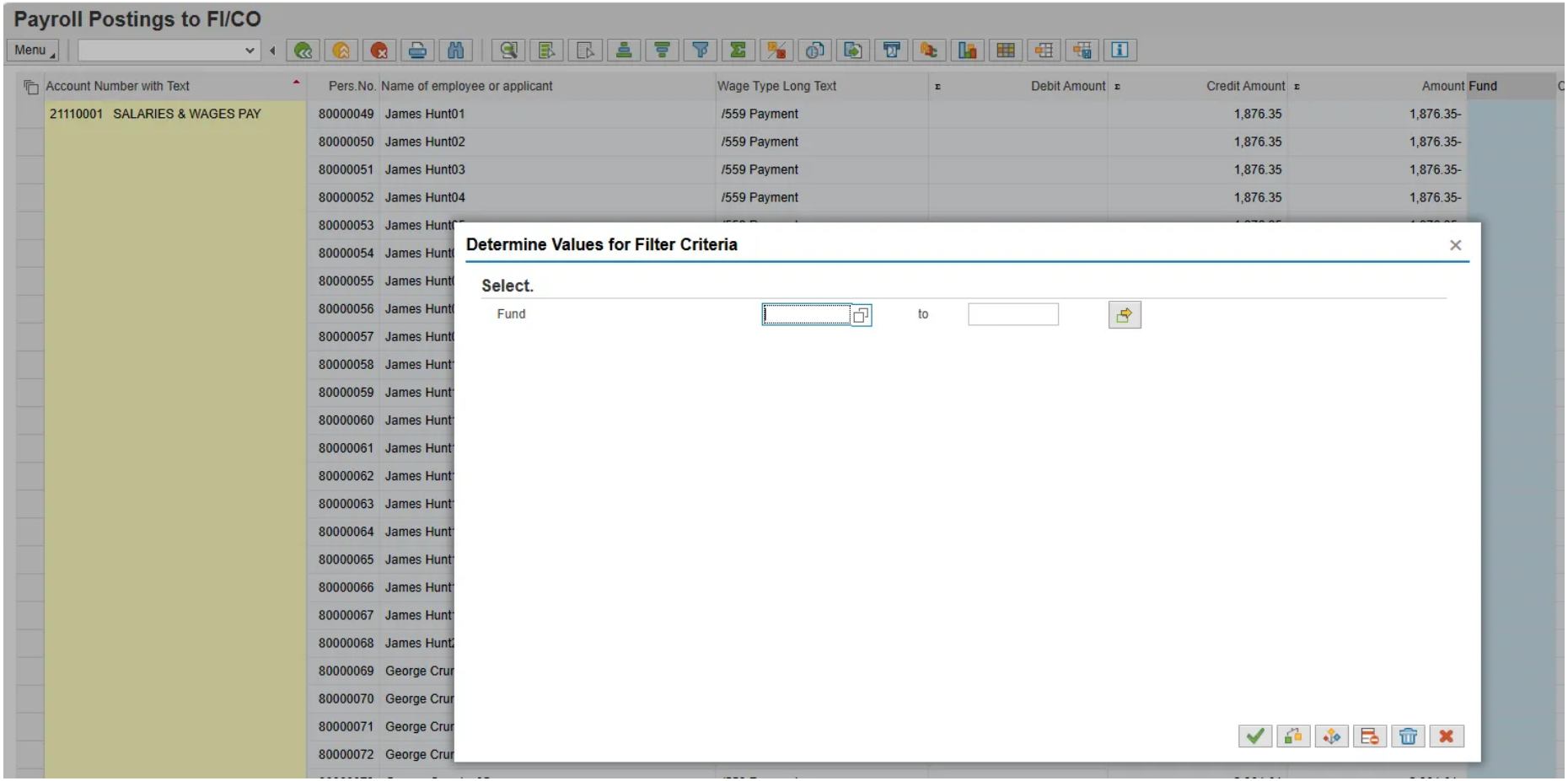
Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type Long Text	Debit Amount	Credit Amount	Amount	Fund	Cost Center	Order	Internal Order Text
21110001 SALARIES & WAGES PAY	80000054	James Hunt06	/559 Payment		1,876.35	1,876.35-				
21110001 SALARIES & WAGES PAY					**1,876.35**	**1,876.35-**				
21121001 ACCRUED VACATION	80000054	James Hunt06	9905 Accrued Vacation Lia		345.54	345.54-				
21121001 ACCRUED VACATION					**345.54**	**345.54-**				
21122000 FEDERAL TAX	80000054	James Hunt06	91F1 FED EE Withholding		323.19	323.19-				
21122000 FEDERAL TAX					**323.19**	**323.19-**				
21122100 EE & ER FICA/MEDICAR	80000054	James Hunt06	92F6 ER Medicare Taxes		36.97	36.97-				
	80000054	James Hunt06	92F4 ER FICA Taxes		158.07	158.07-				
	80000054	James Hunt06	91F5 EE Medicare Taxes		36.97	36.97-				
	80000054	James Hunt06	91F3 EE FICA Taxes		158.07	158.07-				
21122100 EE & ER FICA/MEDICAR					**390.08**	**390.08-**				
21122200 NC STATE TAXES	80000054	James Hunt06	91NC NC EE Withholding		155.00	155.00-				
21122200 NC STATE TAXES					**155.00**	**155.00-**				
50121000 SPA-REGULAR SAL	80000054	James Hunt06	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000	100000005373	46011220100
50121000 SPA-REGULAR SAL				**2,549.58**		**2,549.58**				
50151000 SOCIAL SECURITY	80000054	James Hunt06	9T06 /406 - ER Medicare	36.97		36.97	461220001	4610000000	100000005373	46011220100
	80000054	James Hunt06	9T04 /404 - ER Social Sec	158.07		158.07	461220001	4610000000	100000005373	46011220100
50151000 SOCIAL SECURITY				**195.04**		**195.04**				
				2,744.62	**3,090.16**	**345.54-**				

C. **Filtering results (example 2)**

Scenario: You need to identify employees that do not have cost distribution set up correctly on the position or IT0027

- Select the Fund column and filter by the Fund value.

Image



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