PY-25 Display Payroll Journal

Purpose

The purpose of this Business Process Procedure is to explain how to generate a payroll journal once payroll has been run in the Integrated HR-Payroll System.

Trigger

A payroll journal is needed once payroll has run.

Business Process Procedure

The Payroll Journal contains detailed, selected payroll data for several employees, for whom payroll has been run in a certain time interval or a selected payroll period.

The Payroll Journal can be used to:

- Identify errors that have occurred during the payroll run.
- Cumulate payroll data belonging to an organizational unit.
- Track the development of data over several payroll periods.
- Possess an additional, detailed control medium for revisions.

Access Transaction

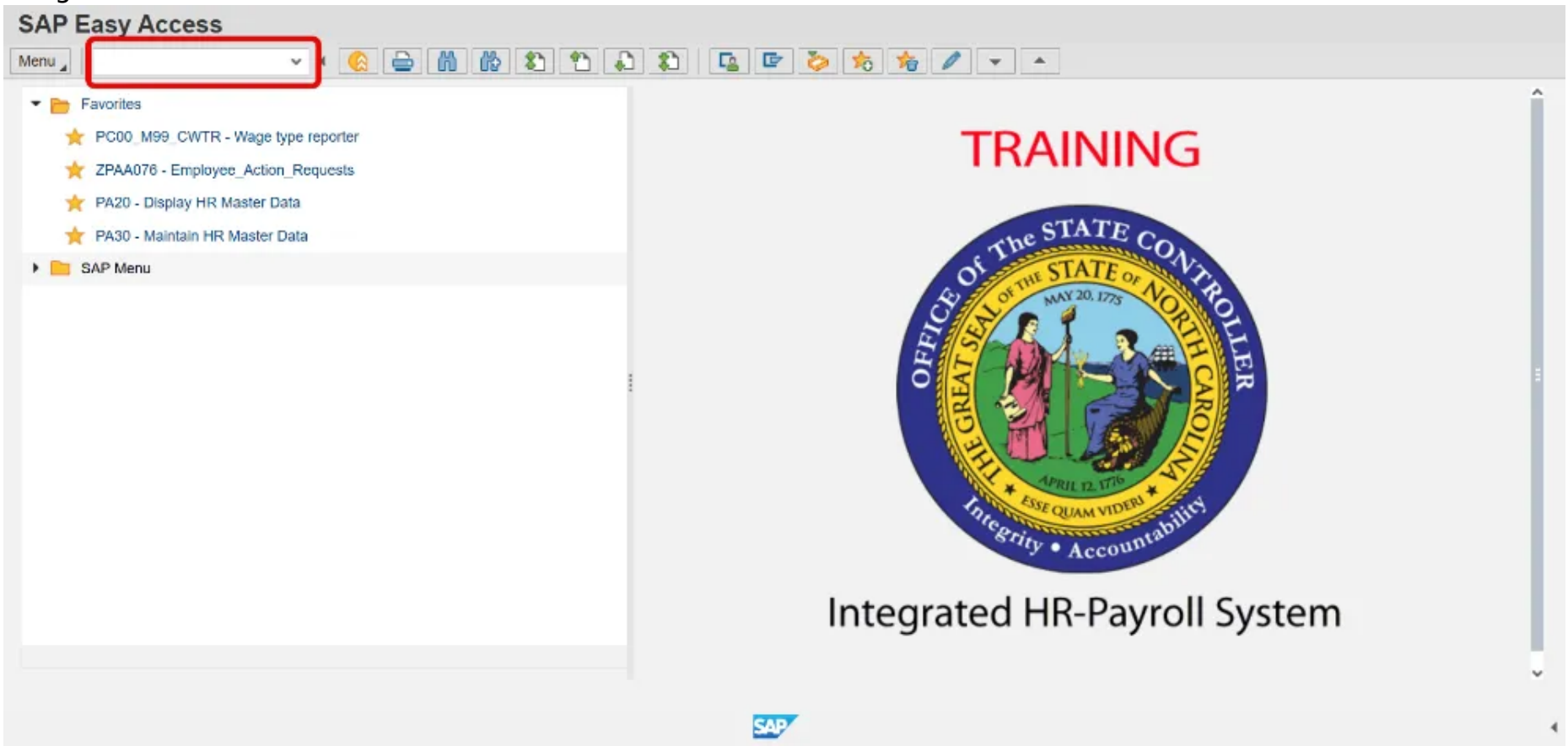
Via Transaction Code: PC00_M10_CLJN

Procedure

There are 22 steps to complete this process.

SAP Easy Access

Image



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

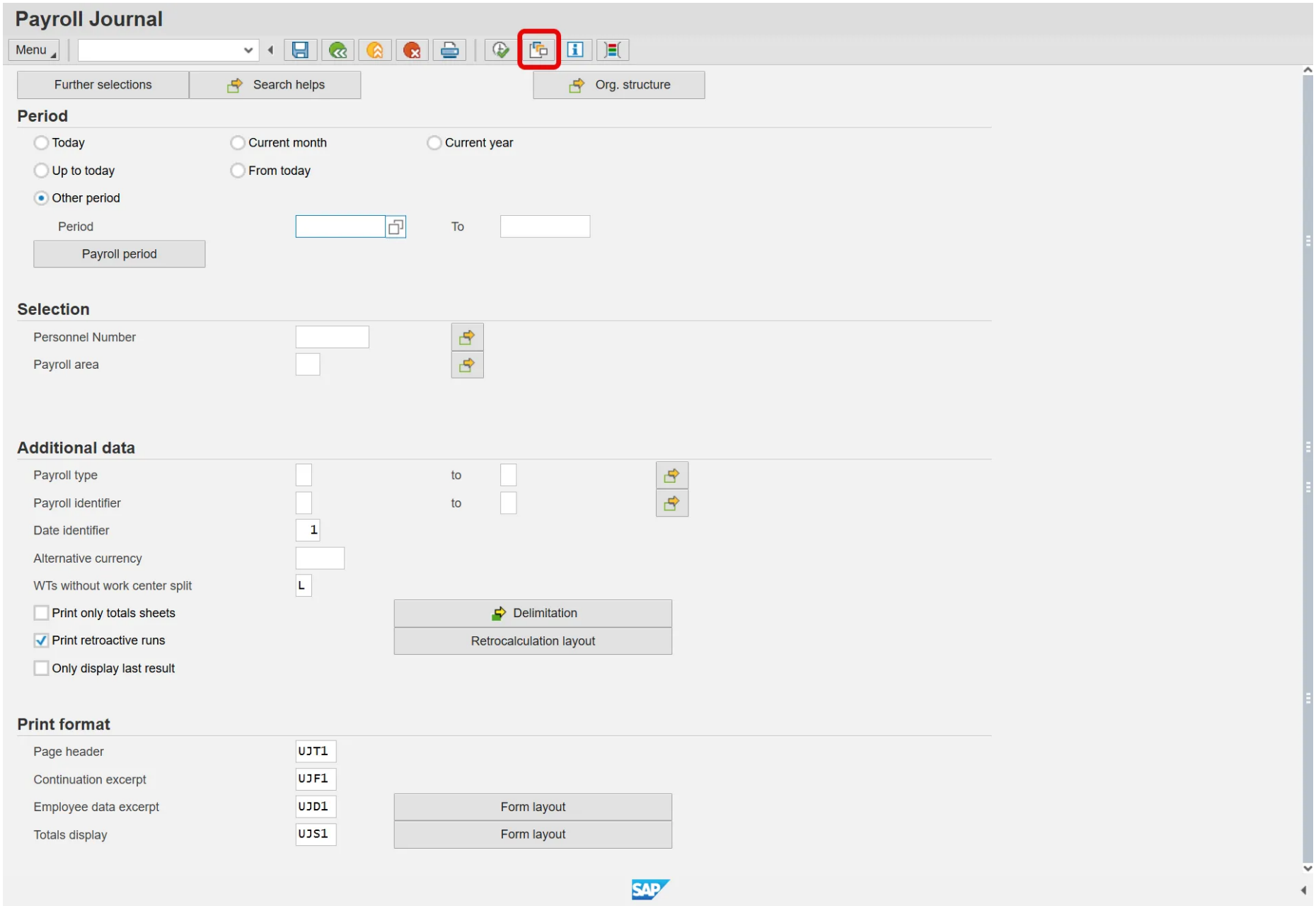
Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: PC00_M10_CLJN

Step 2. Click **Enter**.

Payroll Journal

Step 3. Click the **Get Variant...(Shift+F5)** button.

Image

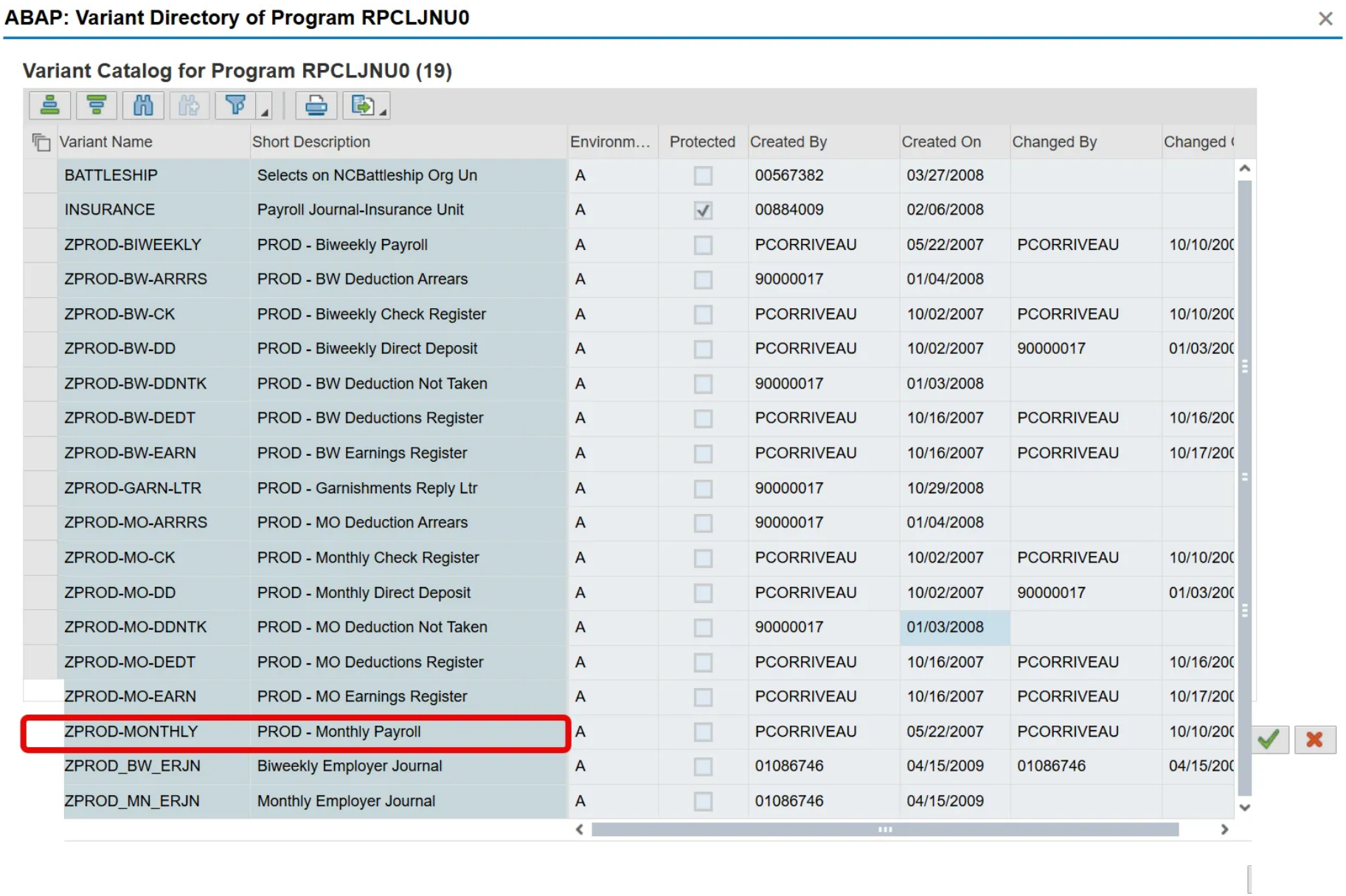

Payroll Journal
Menu
Further selections
Search helps
Org. structure
Period
Today
Current month
Current year
Up to today
From today
Other period
Period
To
Payroll period
Selection
Personnel Number
Payroll area
Additional data
Payroll type
to
Payroll identifier
to
Date identifier
1
Alternative currency
WTs without work center split
L
Print only totals sheets
Print retroactive runs
Only display last result
Delimitation
Retrocalculation layout
Print format
Page header
UJT1
Continuation excerpt
UJF1
Employee data excerpt
UJD1
Totals display
UJS1
Form layout
Form layout

ABAP: Variant Directory of Program RPCLJNU0

Step 4. Choose the appropriate payroll variant.

- ZPROD-BIWEEKLY is used to view biweekly payroll.
- ZPROD-MONTHLY is used to view monthly payroll.
- ZPROD-MO-ERJN=Monthly employer journal
- ZPROD-BW-ERJN=Biweekly employer journal

Image



Step 5. Click **Choose (F2)** button.

Payroll Journal

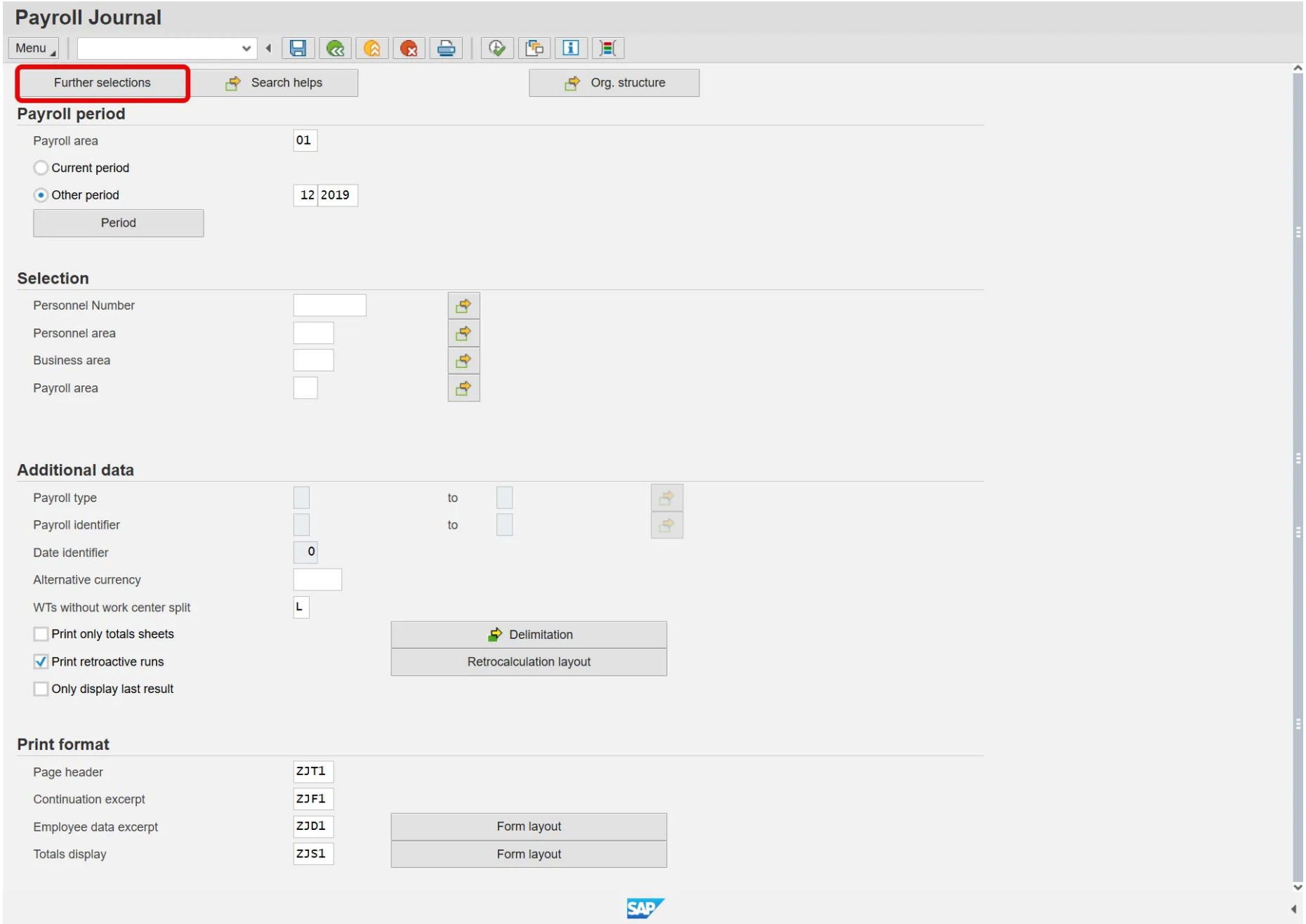
Step 6. Click the Other period radio button.

Step 7. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Month		R	Enter value in Month. Example: 12
Year	Fiscal year corresponding to the periods open for posting	R	Enter value in Year. Example: 2019

Step 8. Click the **Further selections** button. Choose the selections to enter criteria to further delimit which employees are selected.

Image

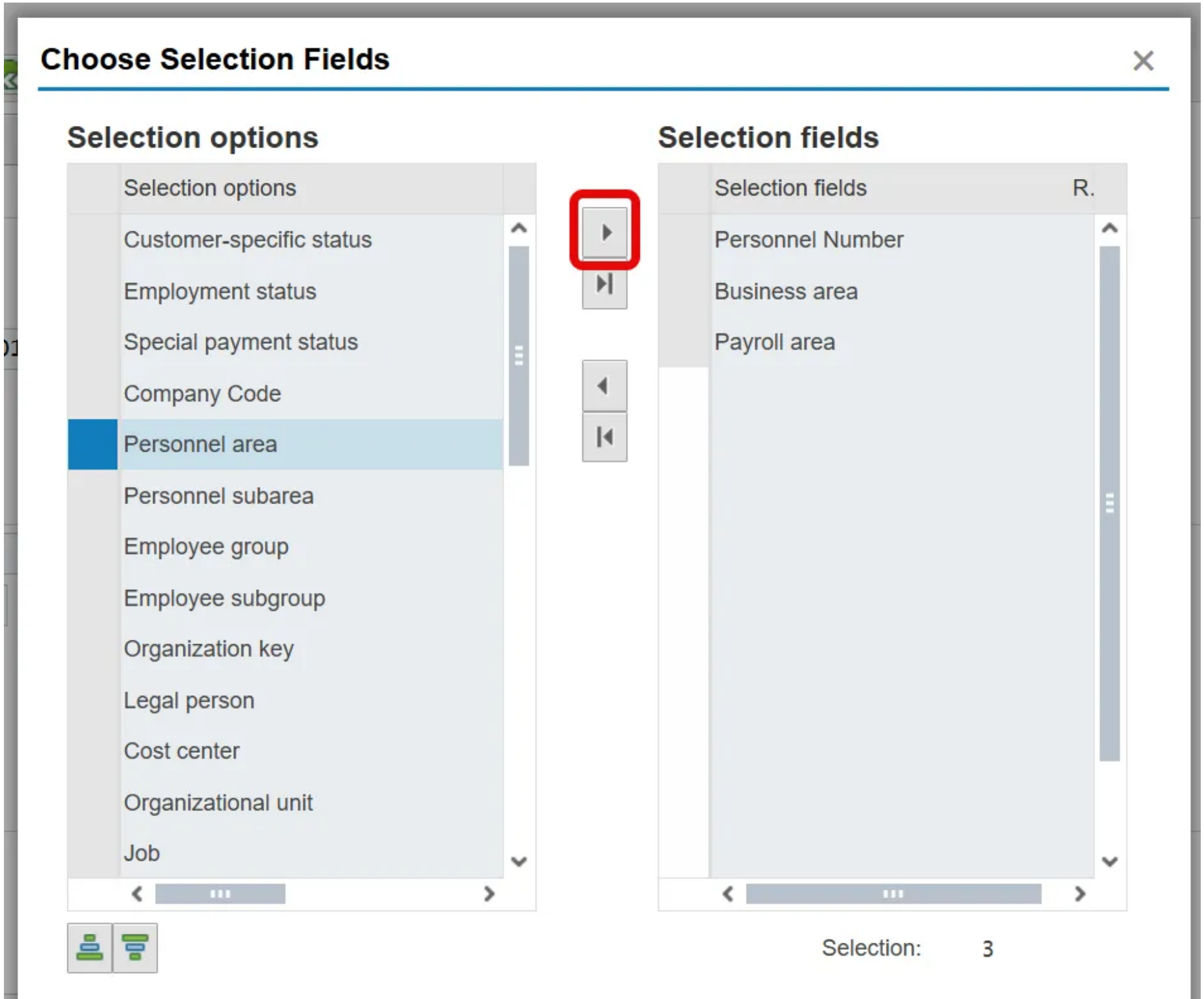

Payroll Journal
Menu
Further selections
Search helps
Org. structure
Payroll period
Payroll area
01
Current period
Other period
12
2019
Period
Selection
Personnel Number
Personnel area
Business area
Payroll area
Additional data
Payroll type
to
Payroll identifier
to
Date identifier
0
Alternative currency
WTs without work center split
L
Print only totals sheets
Print retroactive runs
Only display last result
Delimitation
Retrocalculation layout
Print format
Page header
ZJT1
Continuation excerpt
ZJF1
Employee data excerpt
ZJD1
Totals display
ZJS1
Form layout
Form layout

Choose Selection Fields

Step 9. Click the **Personnel area** button.

Step 10. Click the **Select** (right arrow) button.

Image


Choose Selection Fields
Selection options
Selection options
Customer-specific status
Employment status
Special payment status
Company Code
Personnel area
Personnel subarea
Employee group
Employee subgroup
Organization key
Legal person
Cost center
Organizational unit
Job
Selection fields
Selection fields
R.
Personnel Number
Business area
Payroll area
Selection:
3

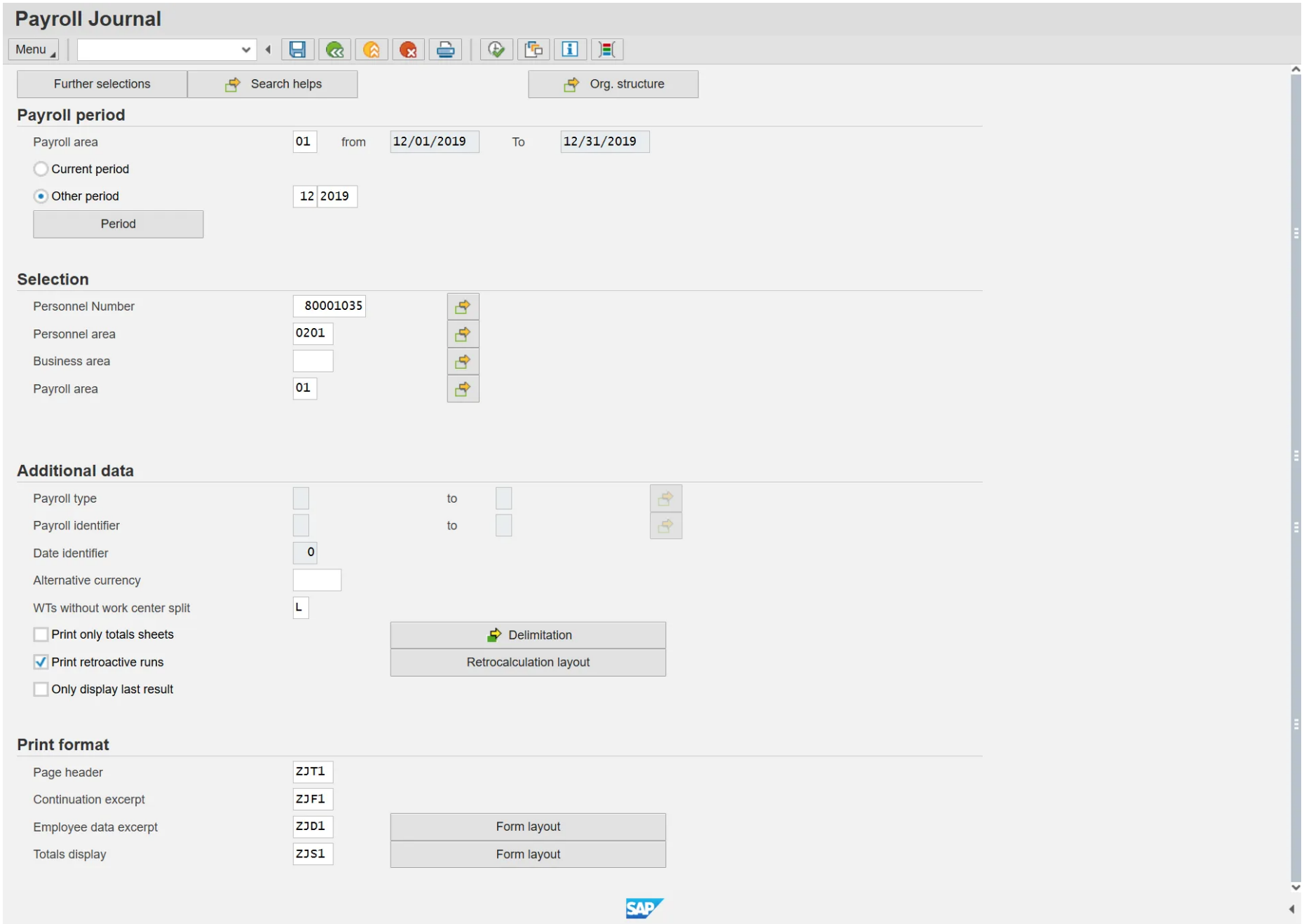
Step 11. Click the **Green Check (Enter)**.

Payroll Journal

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

Field Name	Description	R/O/C	Values
Personnel number	Unique number identifying an individual’s master record data in the system.	R	Enter value in Personnel number.
Personnel area	Code identifying the agency and division associated with the position.	R	Enter value in Personnel area.
Payroll area	Code identifying the payroll area, or frequency of payroll (bi-weekly, monthly, etc.). Payroll area 01 for Monthly or 04 for Bi-Weekly.	R	Enter value in Payroll area.

Image


Payroll Journal
Menu
Further selections
Search helps
Org. structure
Payroll period
Payroll area
01
from
12/01/2019
To
12/31/2019
Current period
Other period
12
2019
Period
Selection
Personnel Number
80001035
Personnel area
0201
Business area
Payroll area
01
Additional data
Payroll type
to
Payroll identifier
to
Date identifier
0
Alternative currency
WTs without work center split
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Print retroactive runs
Only display last result
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Retrocalculation layout
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ZJT1
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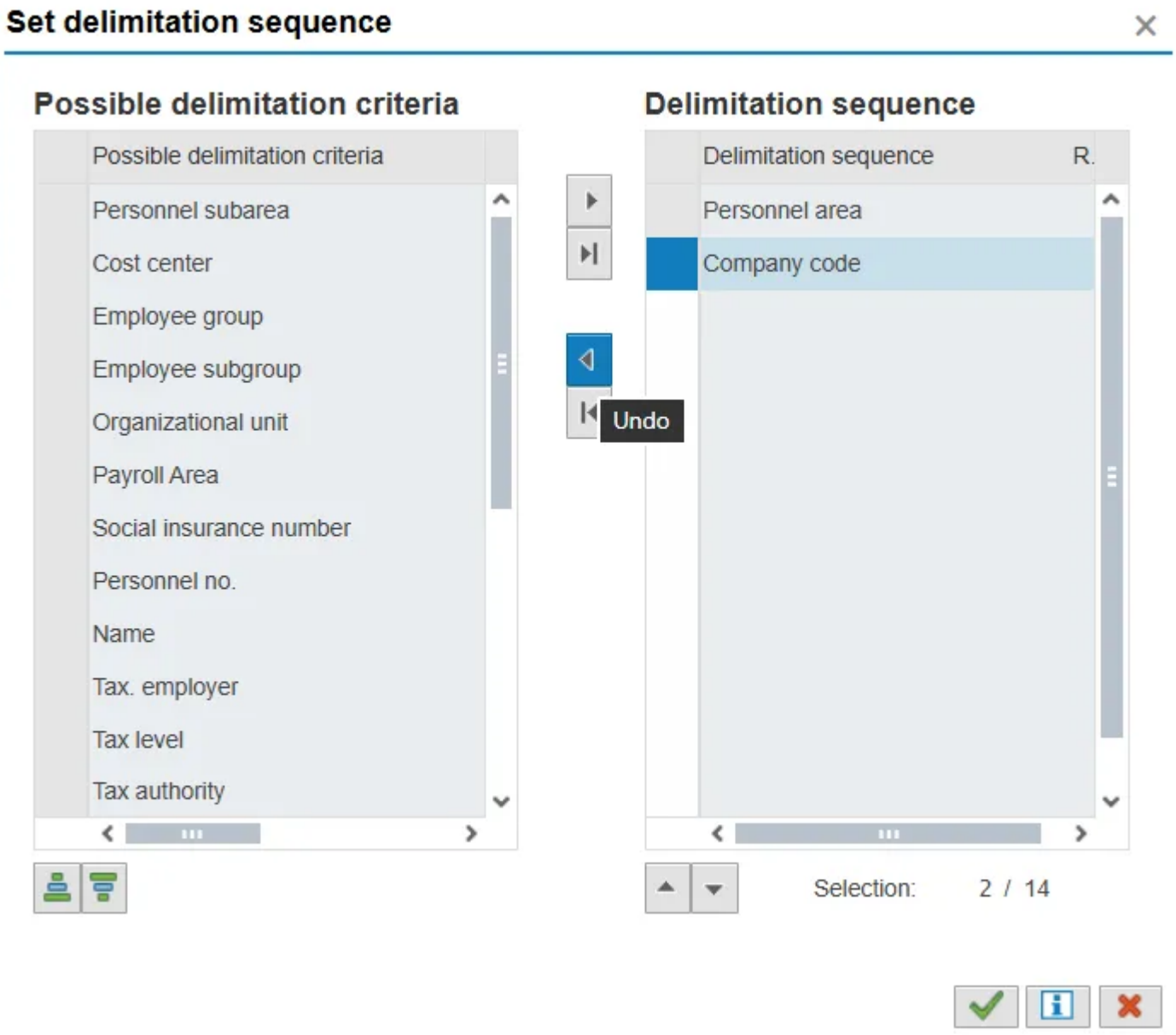
Employee data excerpt
ZJD1
Totals display
ZJS1
Form layout
Form layout

Step 13. Click the **Delimitation** button. Use the Delimitation sequence to group and total employees selected.

Set delimitation sequence

Image



Step 14. Click the **Company code** button.

Step 15. Click the **Undo** button.

Set delimitation sequence

Image

Set delimitation sequence

Possible delimitation criteria

Possible delimitation criteria
Company code
Cost center
Employee group
Employee subgroup
Organizational unit
Payroll Area
Social insurance number
Personnel no.
Name
Tax. employer
Tax level
Tax authority

Delimitation sequence

Delimitation sequence	R.
Personnel area	
Personnel subarea	

Selection: 2 / 14

Step 16. Click **Continue (Enter)**. The **Set delimitation attributes** window displays the delimitation sequence options that we have selected.

Set delimitation attributes

Image

Set delimitation attributes

Choose Options

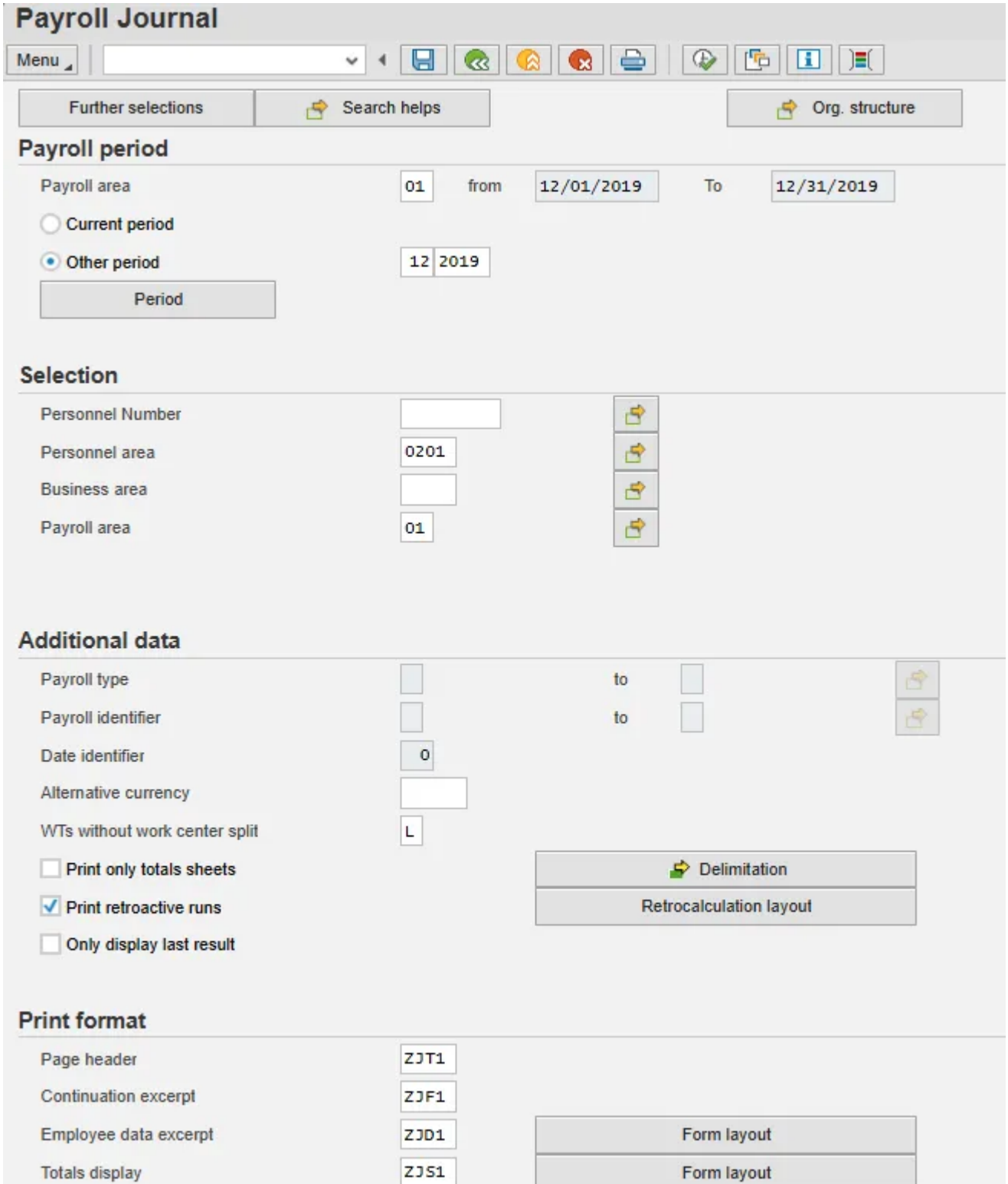
Delimitation sequence	Pa…	Tot…	Pa…
Totals for all criteria	☑	☑	☑
Personnel area	☑	☑	☑
Personnel subarea	☑	☑	☑

Step 17. Click **Continue (Enter**).

Information: Print totals only for Personnel Area and Personnel Subarea.

Payroll Journal

Image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Further selections
Search helps
Org. structure
Payroll period
Payroll area
01
from
12/01/2019
To
12/31/2019
Current period
Other period
12
2019
Period
Selection
Personnel Number
Personnel area
0201
Business area
Payroll area
01
Additional data
Payroll type
to
Payroll identifier
to
Date identifier
0
Alternative currency
WTs without work center split
L
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Retrocalculation layout
Print format
Page header
ZJT1
Continuation excerpt
ZJF1
Employee data excerpt
ZJD1
Totals display
ZJS1
Form layout
Form layout

Step 18. Click **Execute (F8).**

Payroll Journal

Image

Payroll Journal

Menu

```
Report ID  RPCLJNU0                                    PAYROLL JOURNAL                                    Page No.      6
                                                                                                         Run Date  12/10/2025
Company Code: *     Cost Center: *         PPBegin: 12/01/2019  PPEnd: 12/31/2019  Check Date: 12/23/2019  Run Time  12:24:46
OrgUnit:  00000000  Personnel Area: 0201  Personnel Subarea: NC05  Payroll Area: *                        Period:  12/2019

*****************************************************************************************************************************

Employee #                      CostCenter: 0299999999                                                 ForPeriod: 12/2019
Name:  Megan                    PayRate: 4553.92  NetPay:       3,213.44  GrossPay:       4,553.92  TotDed:         402.46-
                                                                          EE Tax:           938.02- ER Tax:         338.49

Earnings              Amount   Tax              Earnings          Amount     Deductions              Amount          NetPay

/101 TotGross         4,553.92 Total Tax EE                        938.02-    TotDeductions           402.46-      3,213.44
SLRY RegSalry         3,923.44 Federal         Tx St:Single       Exmpt:01
1325 PdHolida           630.48   W/H   EE        4,151.46          421.53-    3100 PacDen              21.22-
                                OASDI EE        4,424.70          274.33-    3102 VisPreTx             8.00-
                                MedcarEE        4,424.70           64.16-    3200 TSERSEE            273.24-
                              North Carolina  Tx St:Single or Mar Exmpt:00    TotOtherDed:            302.46-
                                W/H   EE        4,151.46          178.00-
                                                                             3008 BYUPPT              50.00-
                                                                             3033 BYPPPT              50.00-
                                                                             TotHealthInsDed:        100.00

Report ID  RPCLJNU0                                    PAYROLL JOURNAL                                    Page No.      7
                                                                                                         Run Date  12/10/2025
Company Code: *     Cost Center: *         PPBegin: 12/01/2019  PPEnd: 12/31/2019  Check Date: 12/23/2019  Run Time  12:24:46
OrgUnit:  00000000  Personnel Area: 0201  Personnel Subarea: NC05  Payroll Area: *                        Period:  12/2019
*****************************************************************************************************************************
Sum of the structure
*****************************************************************************************************************************
Earnings              Amount   Tax              Earnings          Amount     Deductions              Amount          NetPay

/101 TotGross       204,149.28 Total Tax EE                     40,522.23-    TotDeductions        23,669.45-    139,957.60
SLRY RegSalry       173,810.52 FED
1301 Vacleave         1,719.88   W/H   EE      183,796.01       17,470.60-    2100 ParkDOA            440.00-
1325 PdHolida        28,208.88   OASDI EE      197,695.48       12,257.08-    3100 PacDen             905.26-
1506 TchDtTx             75.00   MedcarEE      197,695.48        2,866.55-    3102 VisPreTx           127.66-
                              NC                                             3115 ADDPreTx            10.70-
                                W/H   EE      183,796.01        7,928.00-    3117 AccPreTx            80.90-
                                                                             3125 FlxLfPre            20.10-
                                                                             3130 FlxCnPre            49.98-
                                                                             3145 FlxCiPT             21.80-
                                                                             3200 TSERSEE         12,224.47-
```

Step 19. Click the **Scrollbar** to see each employee in the Personnel area. The yellow section displays the subtotal amounts for **Personnel Subarea NC01.**

Step 20. Click the **Back** button.

Step 21. Click the **Back** button to return to the SAP Easy Access screen.

Step 22. The system task is complete.

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