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

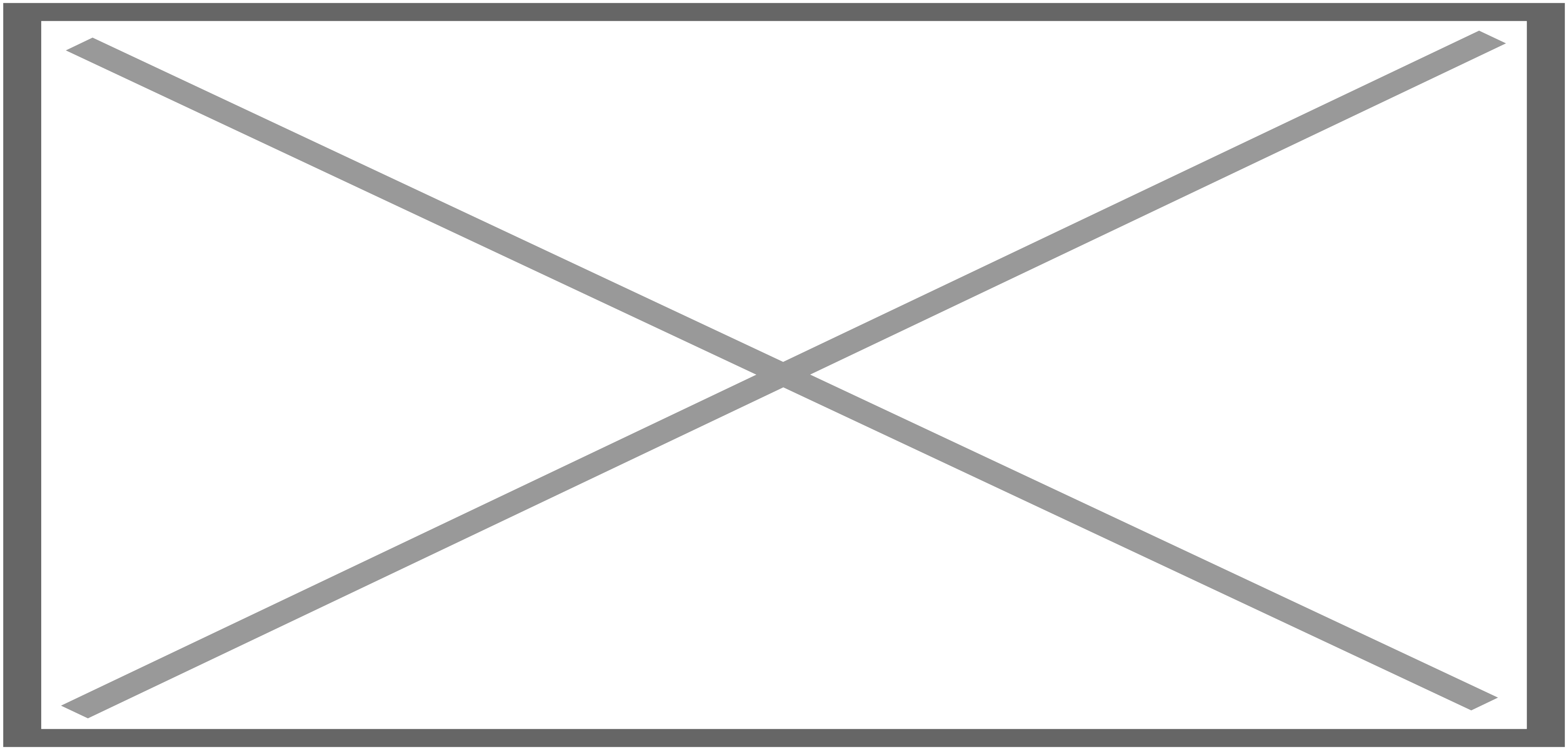
Via Transaction Code: PC00_M10_CLJN

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

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.

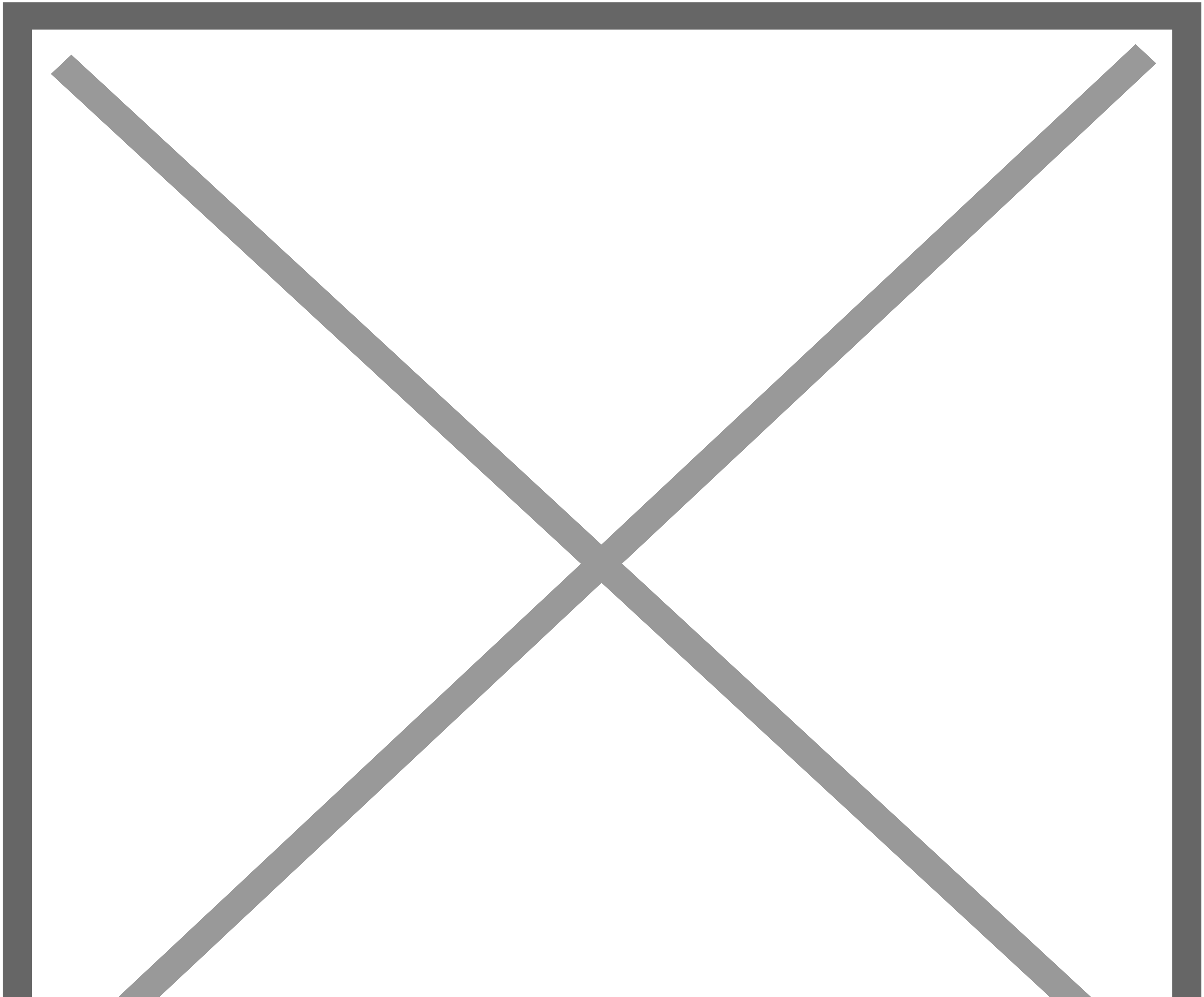
Image

Choose Selection Fields

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

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

Image



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

Payroll Journal

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

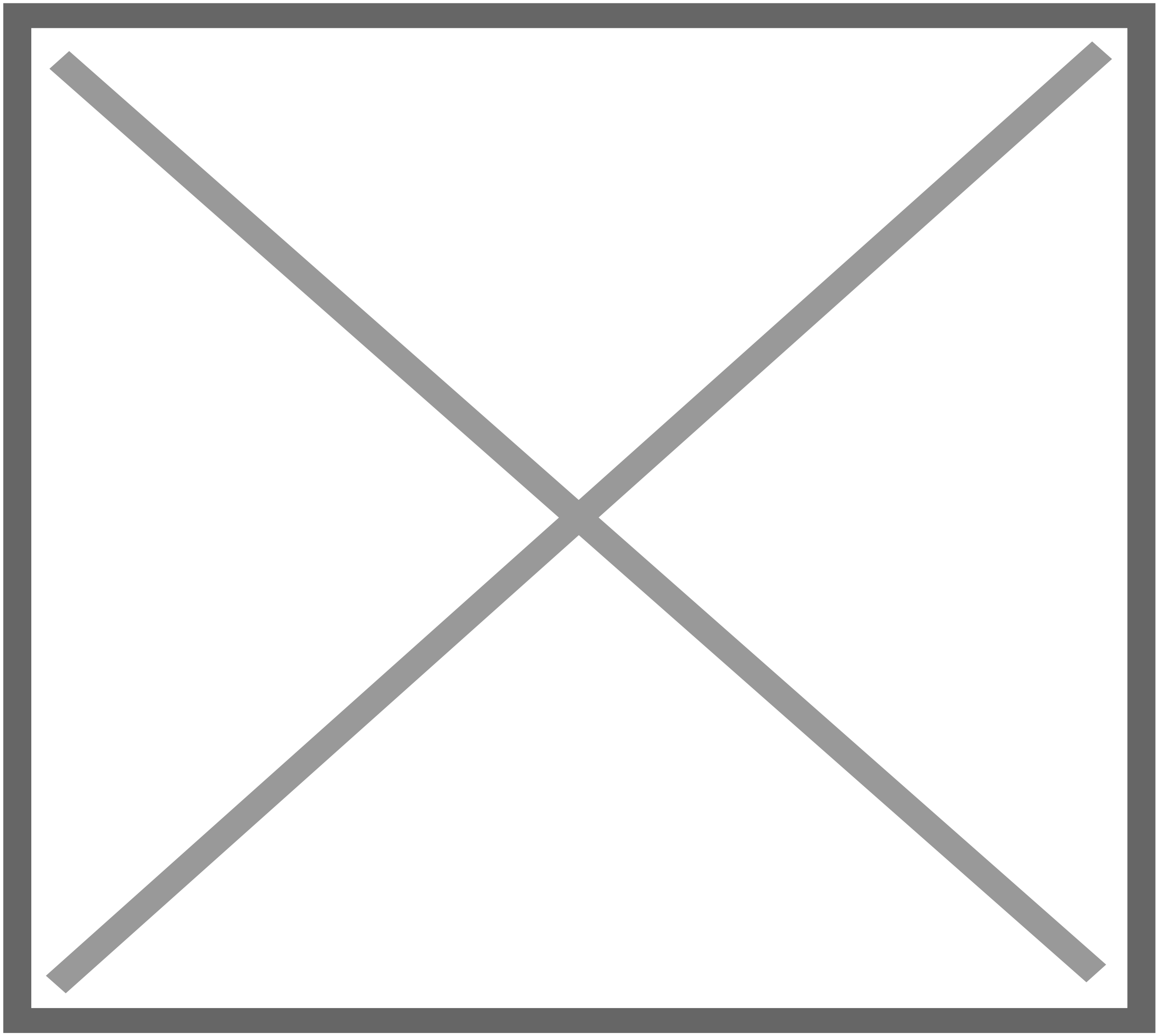
Field Name	Description	R/O/C	Values
Personnel number	Unique number identifying an individual's master record data in the system.	R	Enter value in Personnel number.
Personnel area	Code identifying the agency and division associated with the position.	R	Enter value in Personnel area.
Payroll area	Code 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

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

Set delimitation sequence

Image

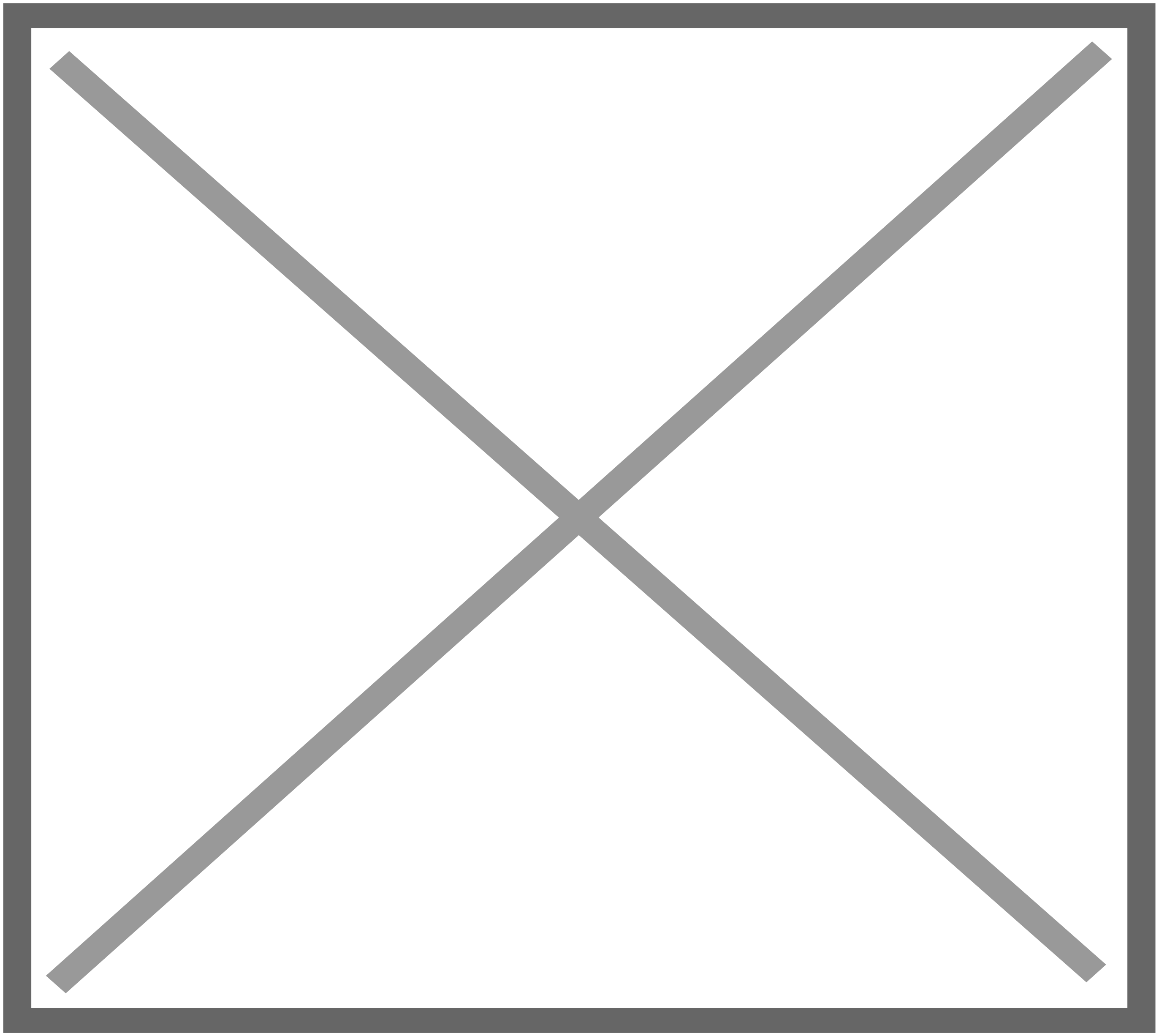


Step 14. Click the **Company code** button.

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

Set delimitation sequence

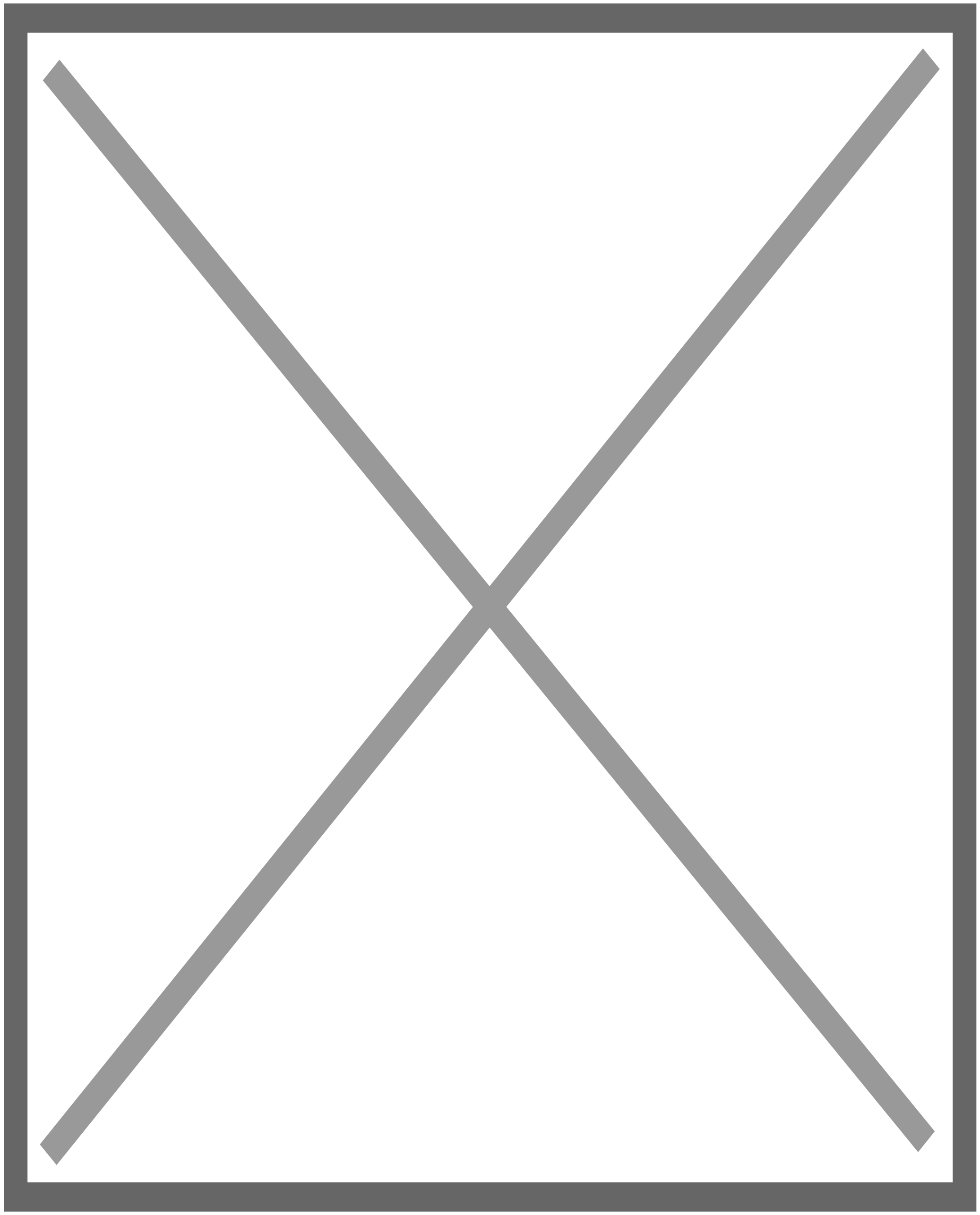
Image



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

Set delimitation attributes

Image

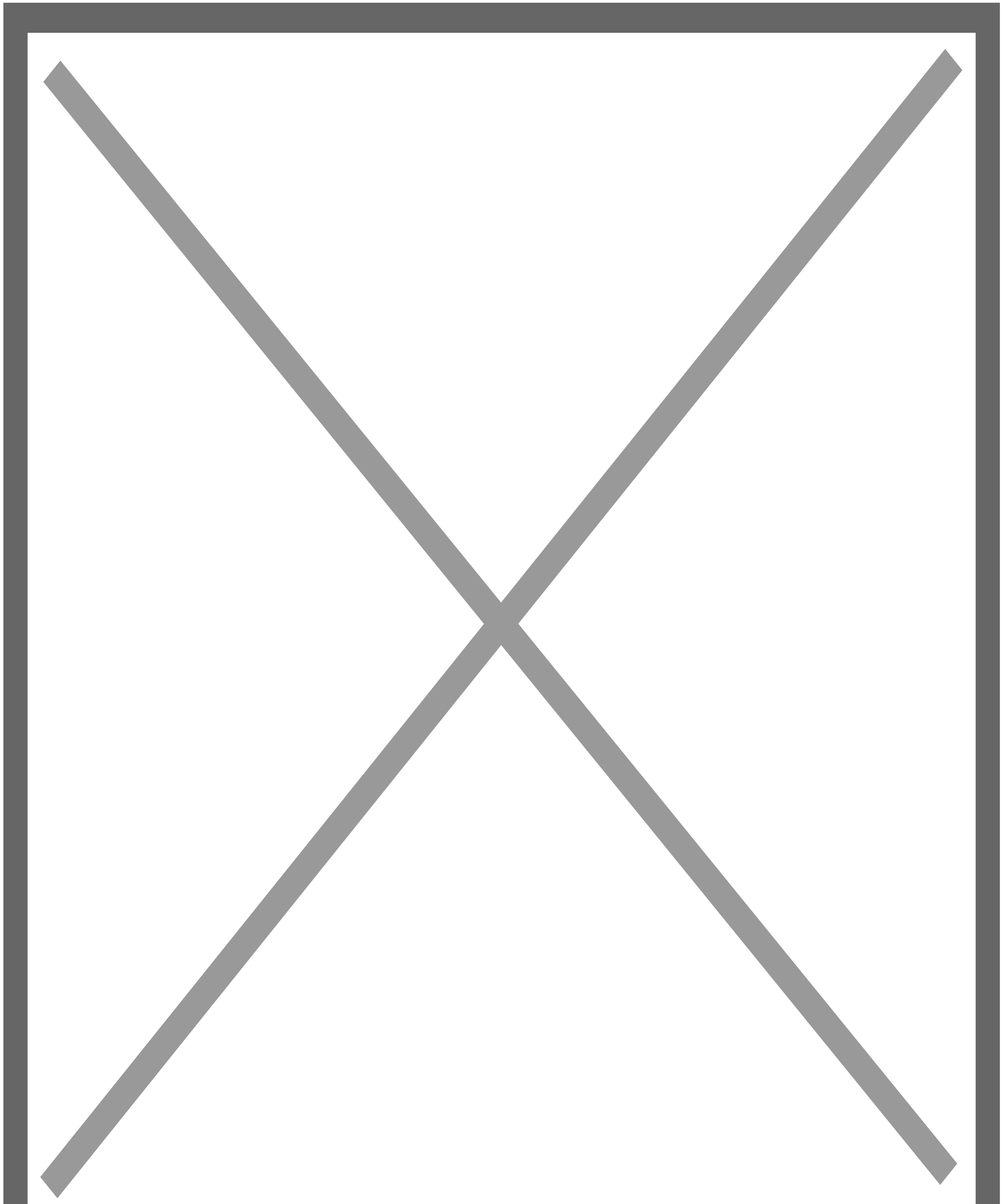


Step 17. Click **Continue (Enter**).

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

Payroll Journal

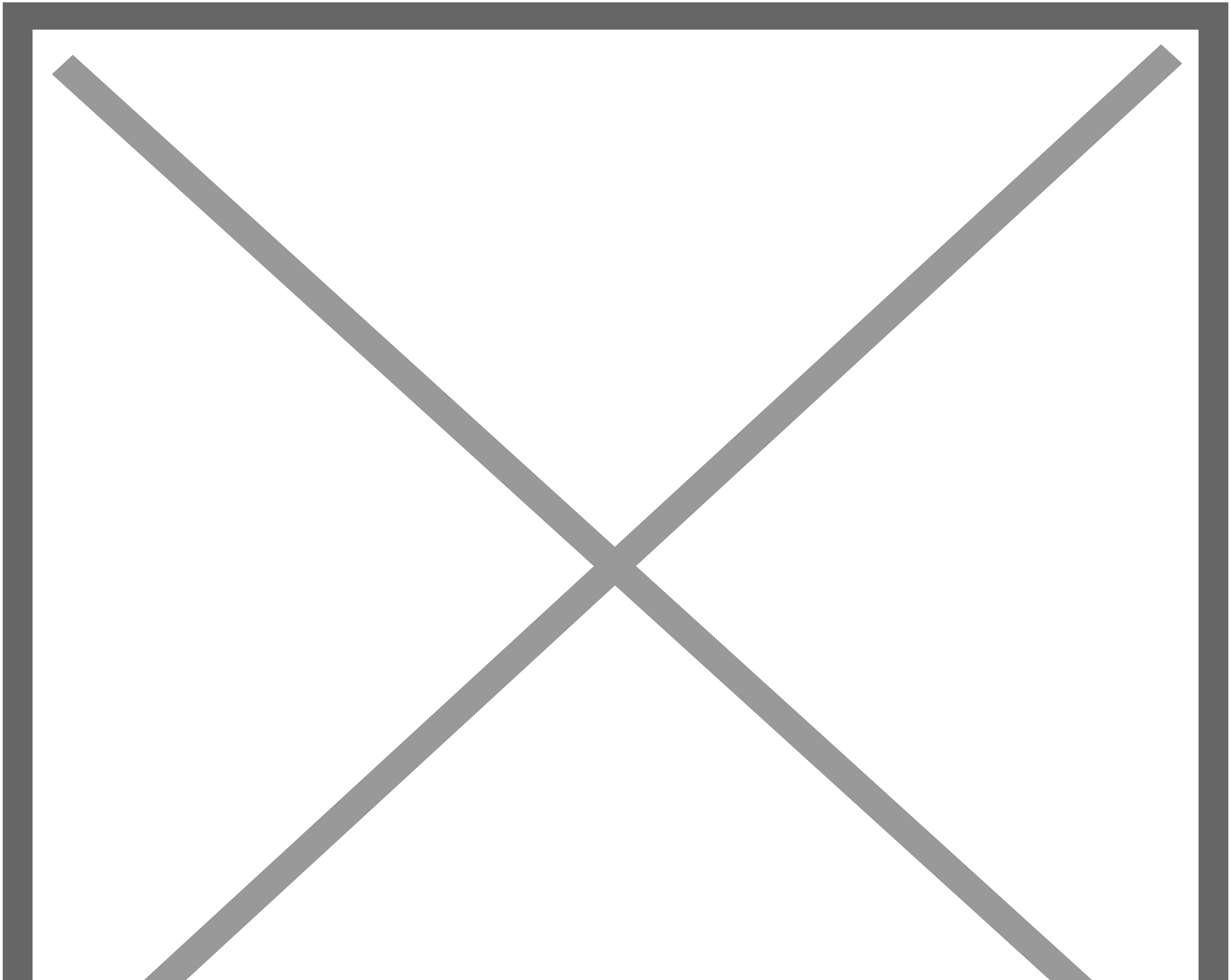
Image



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

Payroll Journal

Image



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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