



DISPLAY PAYROLL JOURNAL

PY-25 | TRANSACTION PC00_M10_CLJN



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.

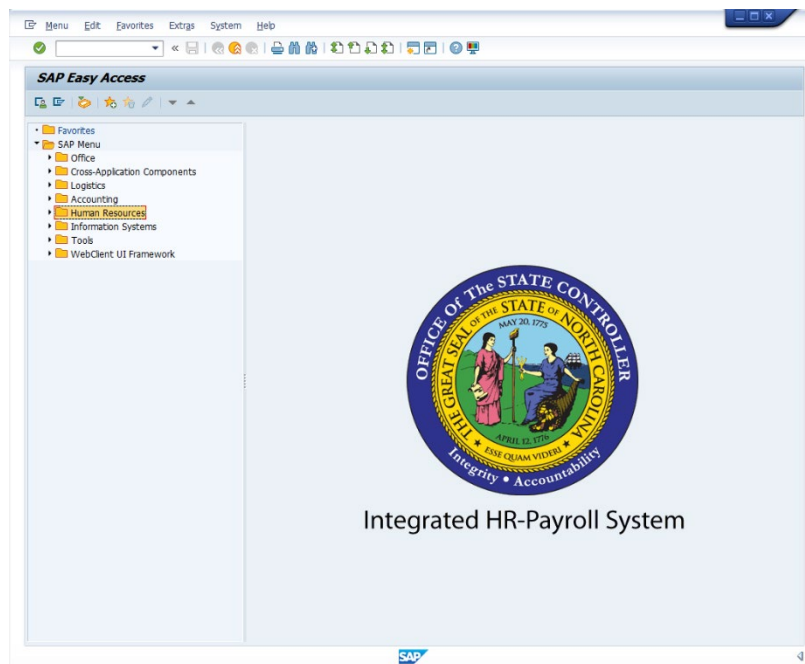
Access Transaction:

Via Menu Path: Human Resources >> Payroll >> Americas >> USA >> Subsequent Activities >> Per Payroll Period >> Lists/Statistics >> Payroll Journal

Via Transaction Code: PC00_M10_CLJN

Procedure

SAP Easy Access

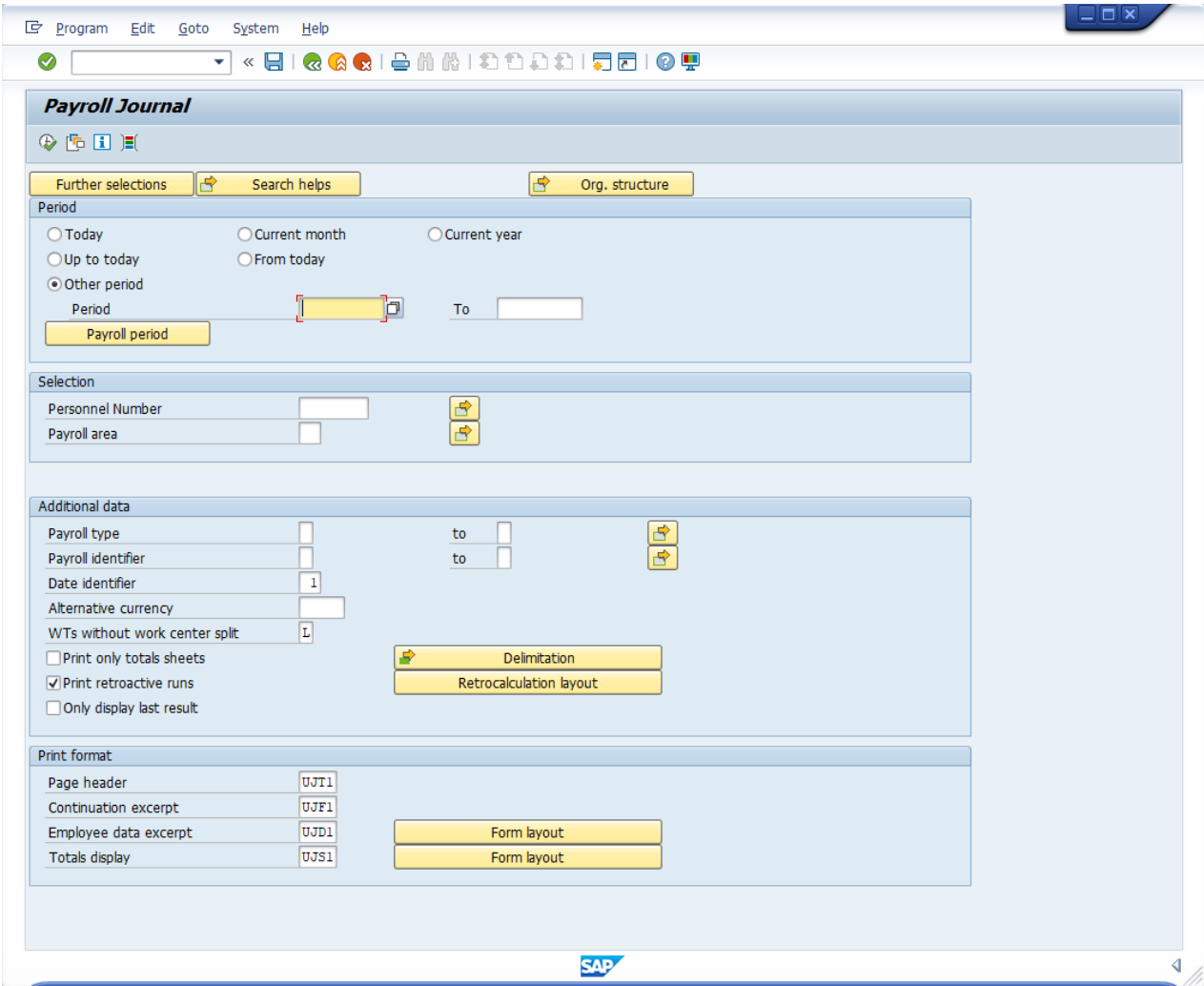



1. Update the following **required** and **optional** fields:

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

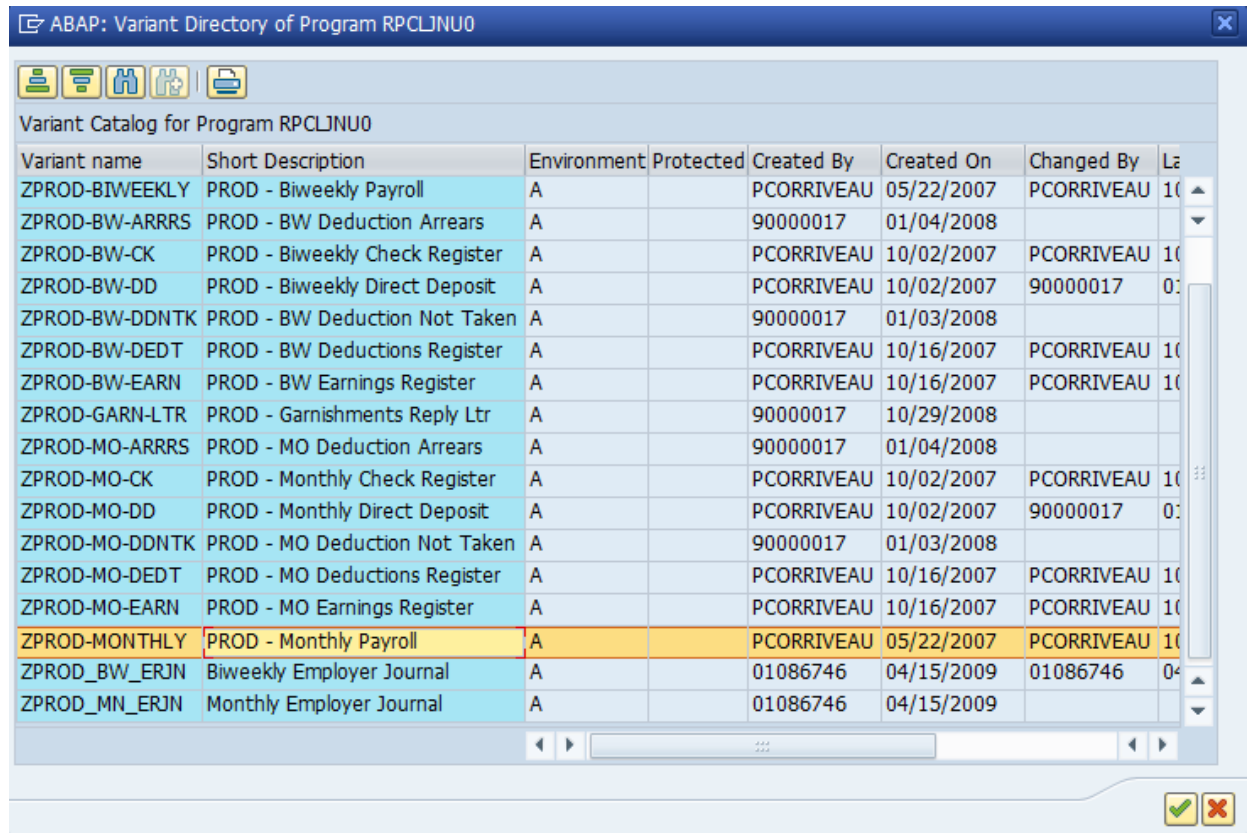
2. Click **Enter**  button.

Payroll Journal



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

ABAP: Variant Directory of Program RPCLJNU0




Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	Last Modified
ZPROD-BIWEEKLY	PROD - Biweekly Payroll	A		PCORRIVEAU	05/22/2007	PCORRIVEAU	10/16/2007
ZPROD-BW-ARRRS	PROD - BW Deduction Arrears	A		90000017	01/04/2008		
ZPROD-BW-CK	PROD - Biweekly Check Register	A		PCORRIVEAU	10/02/2007	PCORRIVEAU	10/16/2007
ZPROD-BW-DD	PROD - Biweekly Direct Deposit	A		PCORRIVEAU	10/02/2007	90000017	01/03/2008
ZPROD-BW-DDNTK	PROD - BW Deduction Not Taken	A		90000017	01/03/2008		
ZPROD-BW-DEDT	PROD - BW Deductions Register	A		PCORRIVEAU	10/16/2007	PCORRIVEAU	10/16/2007
ZPROD-BW-EARN	PROD - BW Earnings Register	A		PCORRIVEAU	10/16/2007	PCORRIVEAU	10/16/2007
ZPROD-GARN-LTR	PROD - Garnishments Reply Ltr	A		90000017	10/29/2008		
ZPROD-MO-ARRRS	PROD - MO Deduction Arrears	A		90000017	01/04/2008		
ZPROD-MO-CK	PROD - Monthly Check Register	A		PCORRIVEAU	10/02/2007	PCORRIVEAU	10/16/2007
ZPROD-MO-DD	PROD - Monthly Direct Deposit	A		PCORRIVEAU	10/02/2007	90000017	01/03/2008
ZPROD-MO-DDNTK	PROD - MO Deduction Not Taken	A		90000017	01/03/2008		
ZPROD-MO-DEDT	PROD - MO Deductions Register	A		PCORRIVEAU	10/16/2007	PCORRIVEAU	10/16/2007
ZPROD-MO-EARN	PROD - MO Earnings Register	A		PCORRIVEAU	10/16/2007	PCORRIVEAU	10/16/2007
ZPROD-MONTHLY	PROD - Monthly Payroll	A		PCORRIVEAU	05/22/2007	PCORRIVEAU	10/16/2007
ZPROD_BW_ERJN	Biweekly Employer Journal	A		01086746	04/15/2009	01086746	04/15/2009
ZPROD_MN_ERJN	Monthly Employer Journal	A		01086746	04/15/2009		




Information: 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

- Click **Choose (F2)**  button.

Payroll Journal

- Click **Other period**  radio button.
- Update the following **required** and **optional** fields:

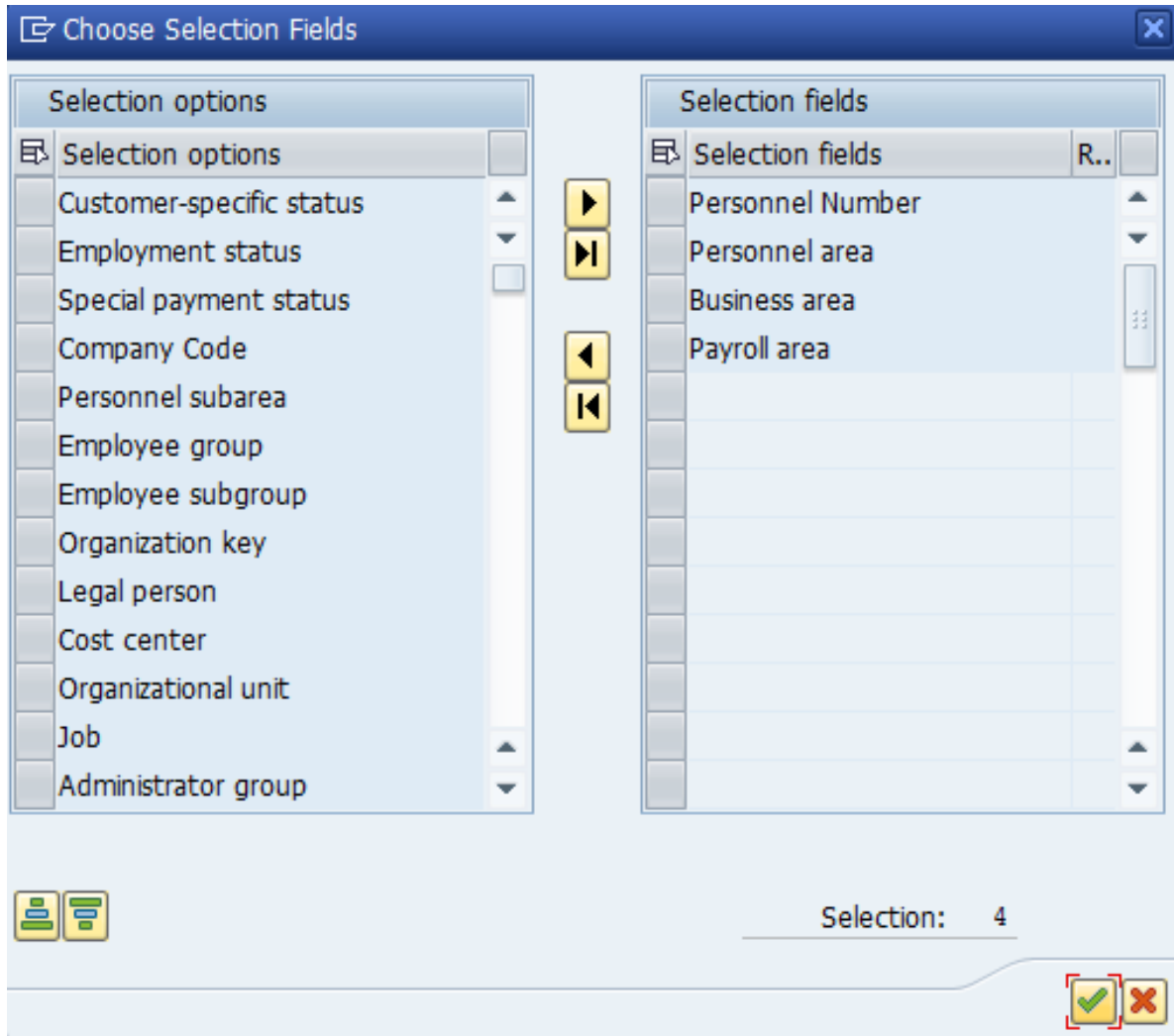
Field Name	Description	R/O/C	Values
Month		R	Enter value in Month. Example: 12
Year	Fiscal year corresponding to the periods open for posting	R	Enter value in Year. Example: 2019

7. Click **Further selections**  button.



Information: Choose the selections to enter criteria to further delimit which employees are selected.

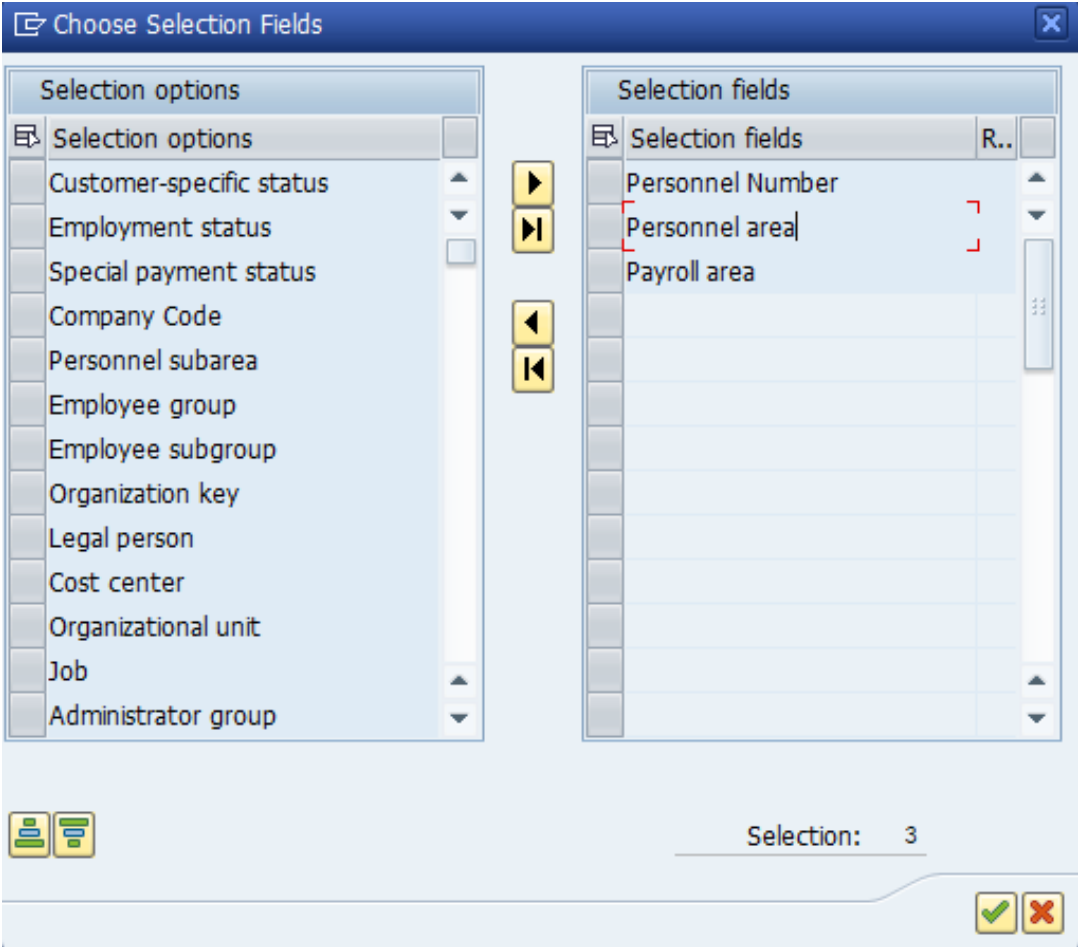
Choose Selection Fields




8. Click **Personnel area**  button.

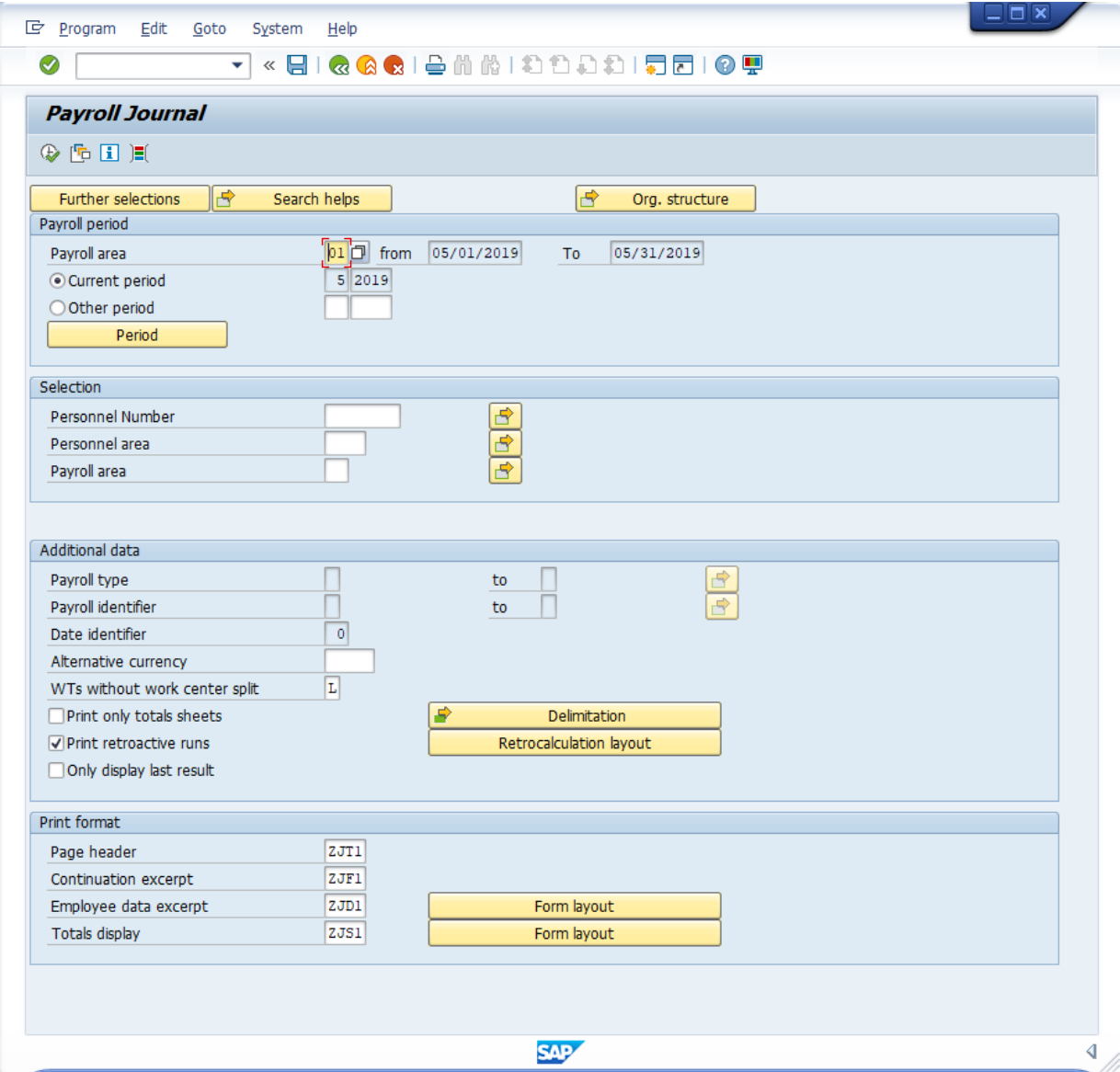
9. Click **Select**  button.

Choose Selection Fields



10. Click **Continue (Enter)**  button.

Payroll Journal



The screenshot shows the SAP Payroll Journal display 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 content area is titled 'Payroll Journal' and contains several sections:

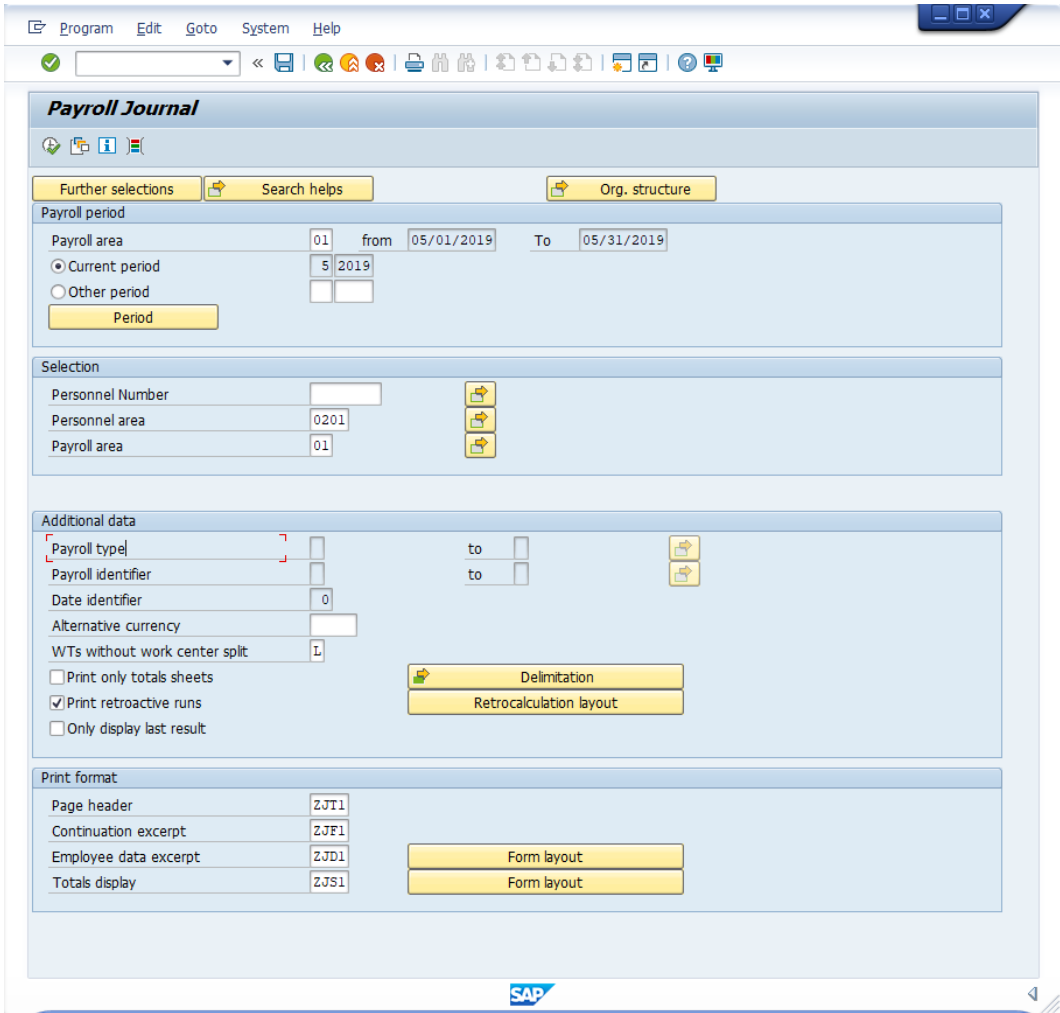
- Further selections**: Includes 'Search helps' and 'Org. structure' buttons.
- Payroll period**: Shows 'Payroll area' as '01', 'from' date as '05/01/2019', and 'To' date as '05/31/2019'. There are radio buttons for 'Current period' (selected) and 'Other period'. A 'Period' button is also present.
- Selection**: Fields for 'Personnel Number', 'Personnel area', and 'Payroll area', each with a selection icon.
- Additional data**: Fields for 'Payroll type', 'Payroll identifier', 'Date identifier', and 'Alternative currency'. There are 'to' fields and selection icons. Checkboxes include 'Print only totals sheets', 'Print retroactive runs' (checked), and 'Only display last result'. Buttons for 'Delimitation' and 'Retrocalculation layout' are present.
- Print format**: Fields for 'Page header' (ZJI1), 'Continuation excerpt' (ZJF1), 'Employee data excerpt' (ZJD1), and 'Totals display' (ZJS1). Buttons for 'Form layout' are provided for the last two fields.

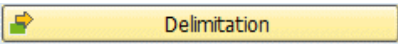
The SAP logo is visible at the bottom center of the window.

11. 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. Example: 80001035
Personnel area	Code identifying the agency and division associated with the position	R	Enter value in Personnel area. Example: 0201
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. Example: 01

Payroll Journal

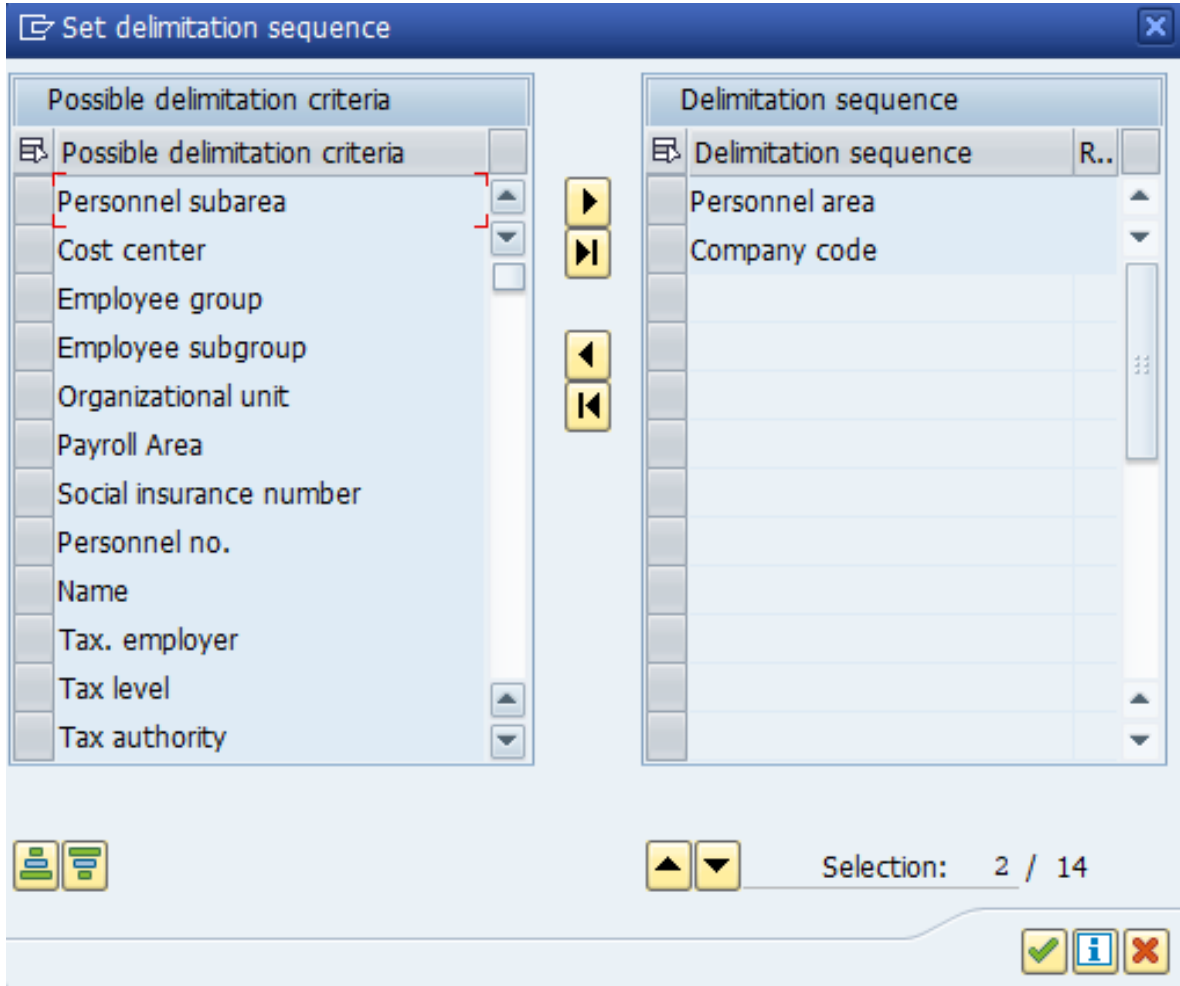


12. Click **Delimitation**  button.



Information: Use the Delimitation sequence to group and total employees selected.

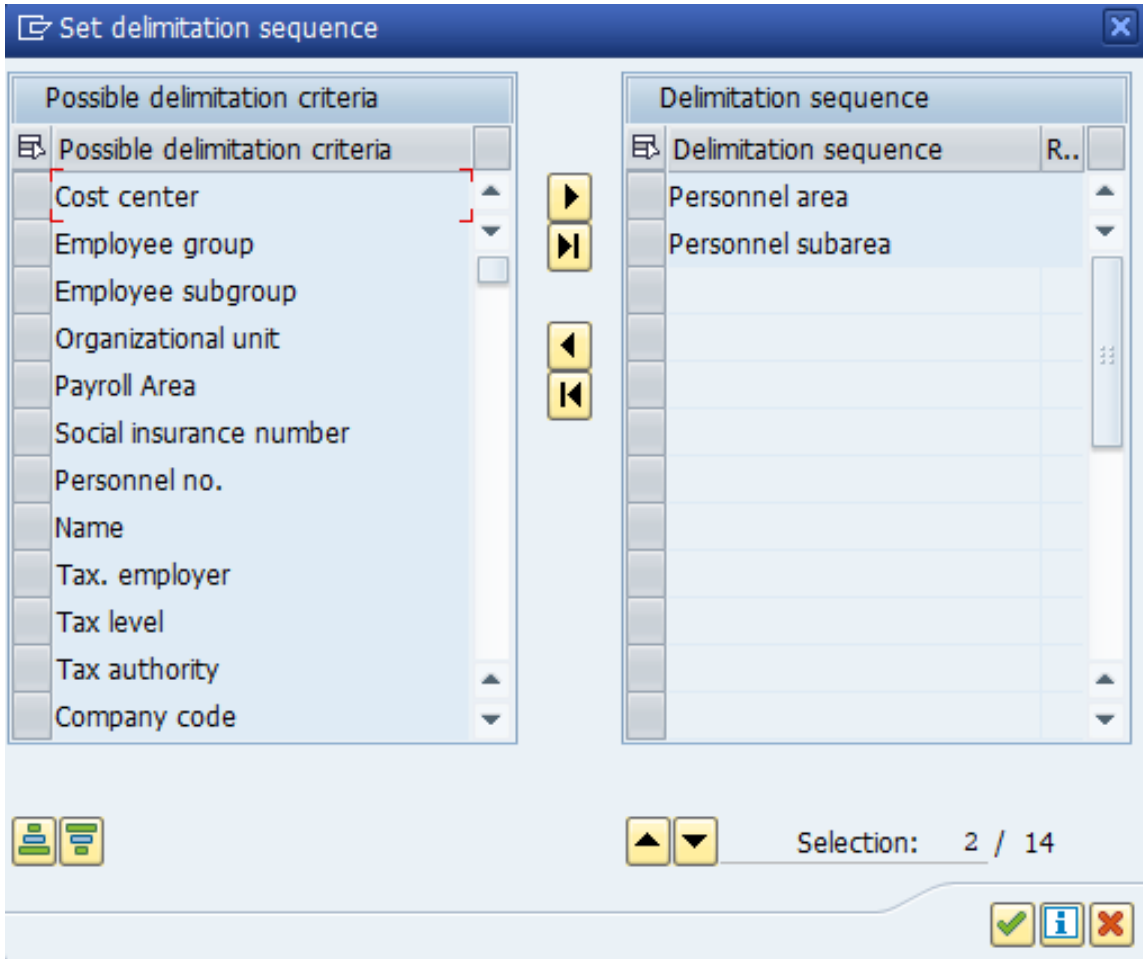
Set delimitation sequence



13. Click **Company code**  button.

14. Click **Undo**  button.

Set delimitation sequence

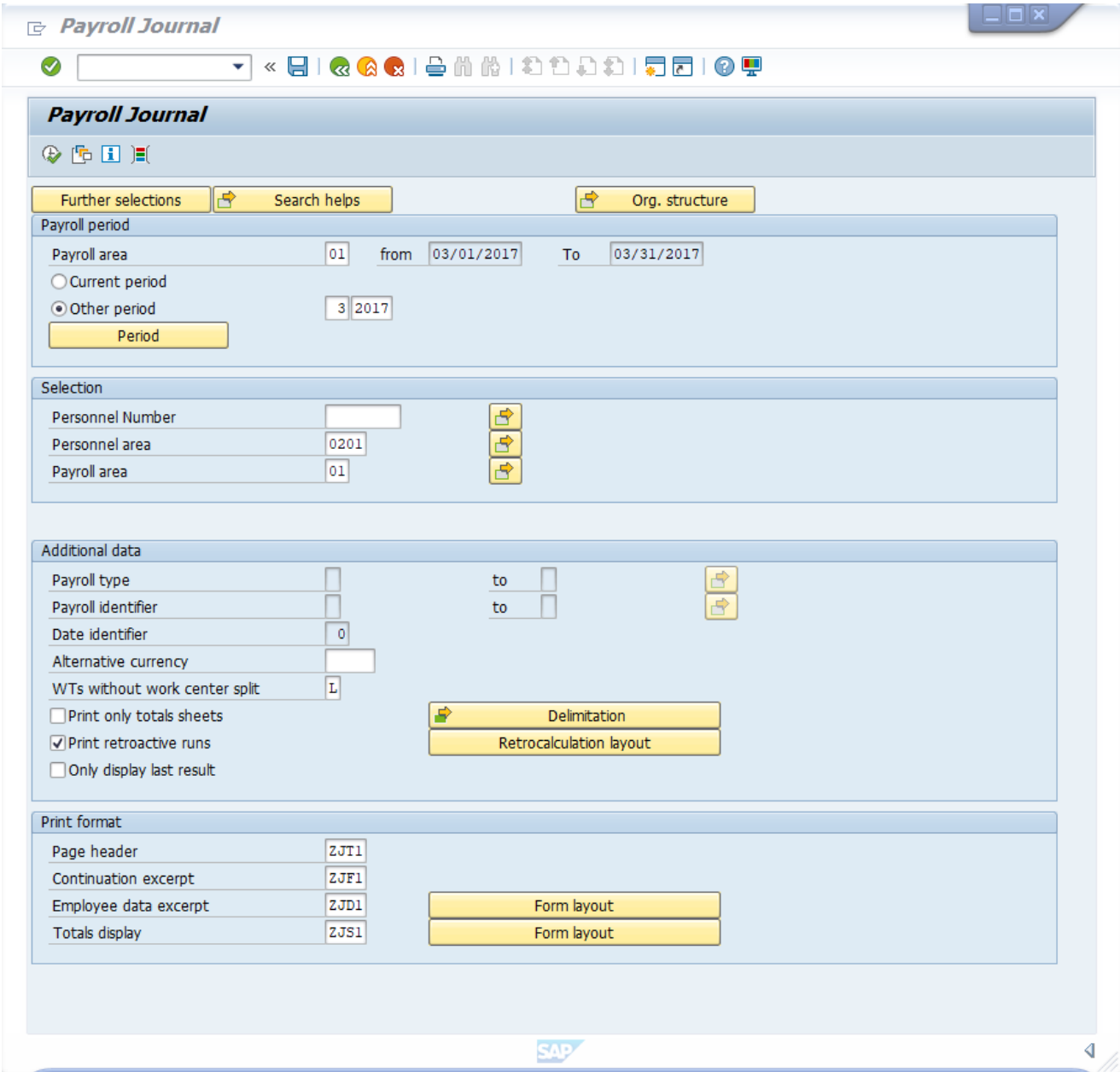


16. Click **Continue (Enter)**  button.



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


Payroll Journal



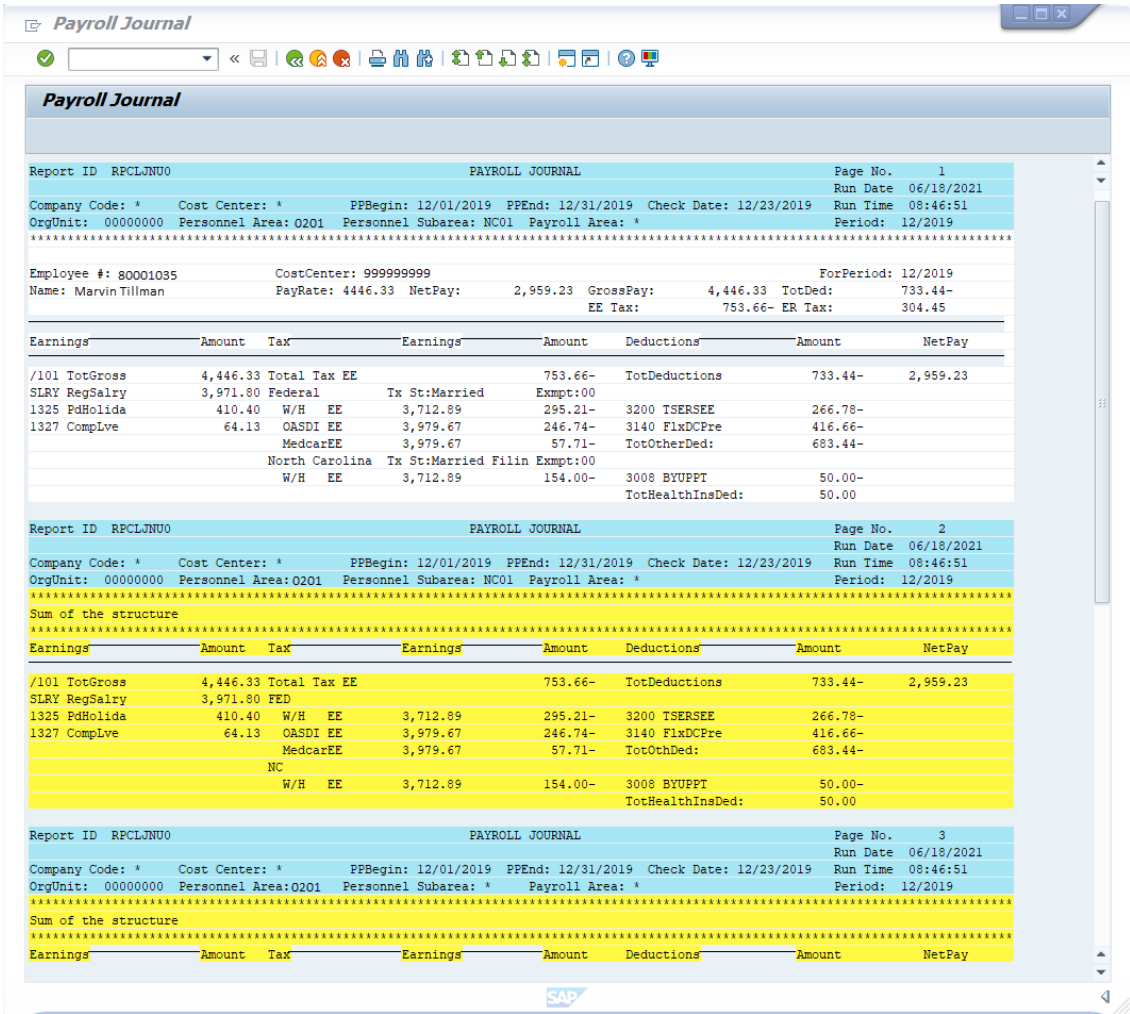
The screenshot shows the SAP Payroll Journal selection screen. At the top, there is a title bar with the text "Payroll Journal" and a standard SAP toolbar. Below the title bar, there are three tabs: "Further selections", "Search helps", and "Org. structure". The main area is divided into several sections:

- Payroll period:** Includes fields for "Payroll area" (01), "from" (03/01/2017), and "To" (03/31/2017). There are radio buttons for "Current period" and "Other period" (selected). A "Period" button is also present.
- Selection:** Includes fields for "Personnel Number", "Personnel area" (0201), and "Payroll area" (01). Each field has a selection icon to its right.
- Additional data:** Includes fields for "Payroll type", "Payroll identifier", "Date identifier" (0), and "Alternative currency". There are also checkboxes for "Print only totals sheets", "Print retroactive runs" (checked), and "Only display last result". There are buttons for "Delimitation" and "Retrocalculation layout".
- Print format:** Includes fields for "Page header" (ZJT1), "Continuation excerpt" (ZJF1), "Employee data excerpt" (ZJD1), and "Totals display" (ZJS1). There are buttons for "Form layout" for the last two fields.

The SAP logo is visible at the bottom center of the screen.

17. Click **Execute (F8)**  button.

Payroll Journal




The screenshot displays the SAP Payroll Journal report for employee Marvin Tillman. It is divided into three pages. Each page shows a header with report details (Report ID: RPCLJNU0, PAYROLL JOURNAL, Page No. 1, 2, or 3) and a summary table of earnings and deductions. The summary table includes columns for Earnings, Amount, Tax, Earnings, Amount, Deductions, Amount, and NetPay. The data for Marvin Tillman is as follows:

Employee #	Cost Center	Pay Rate	Net Pay	Gross Pay	Tot Ded	ER Tax
80001035	999999999	4446.33	2,959.23	4,446.33	733.44	304.45

The summary table for each page is as follows:

Earnings	Amount	Tax	Earnings	Amount	Deductions	Amount	NetPay
/101 TotGross	4,446.33	Total Tax EE		753.66-	TotDeductions	733.44-	2,959.23
SLRY RegSalry	3,971.80	Federal	Tx St:Married	Exmpt:00			
1325 PdHollida	410.40	W/H EE	3,712.89	295.21-	3200 TUSERSEE	266.78-	
1327 Complve	64.13	OASDI EE	3,979.67	246.74-	3140 FlxDCPre	416.66-	
		MedcarEE	3,979.67	57.71-	TotOtherDed:	683.44-	
		North Carolina Tx St:Married Filin	Exmpt:00				
		W/H EE	3,712.89	154.00-	3008 BYUPPT	50.00-	
					TotHealthInsDed:	50.00	

18. Click **Scrollbar**  to see each employee in the Personnel area 0201.



Information: Payroll Journal for **Personnel Area - 0201** and Payroll period **12/01/2019** through **12/31/2021** displays. The Payroll Journal displays each employee in Personnel area 0201.

19. Click **Scrollbar** .



Information: The yellow section displays the subtotal amounts for **Personnel Subarea NC01**.

20. Click **Back**  button.

21. Click **Back**  button.

22. The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/training/training_help_documents

Change Record

Change Date: 8/12/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible

Change Date: 6/18/2021- Changed by L. Lee

Changes: Updated images and added alt text.