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.
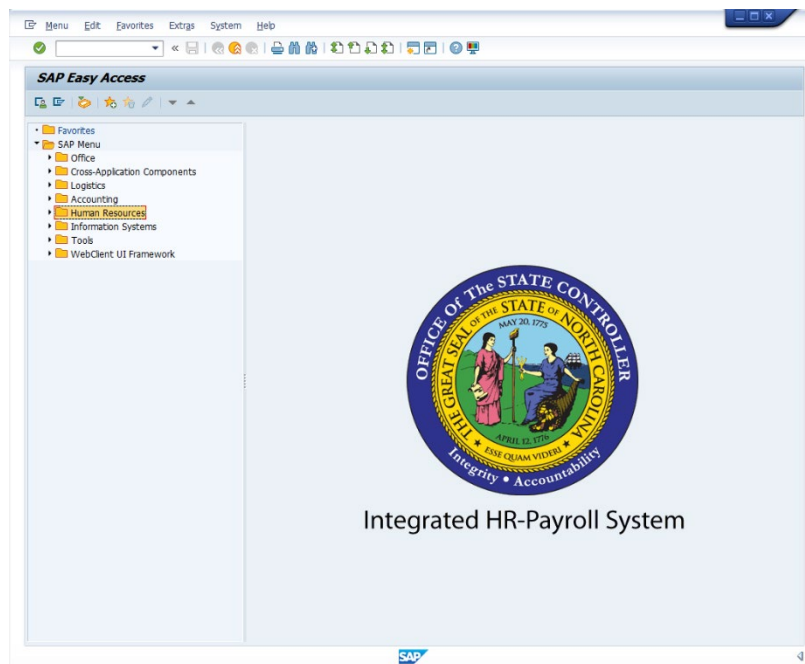- Possess an additional, detailed control medium for revisions.

Access Transaction:

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

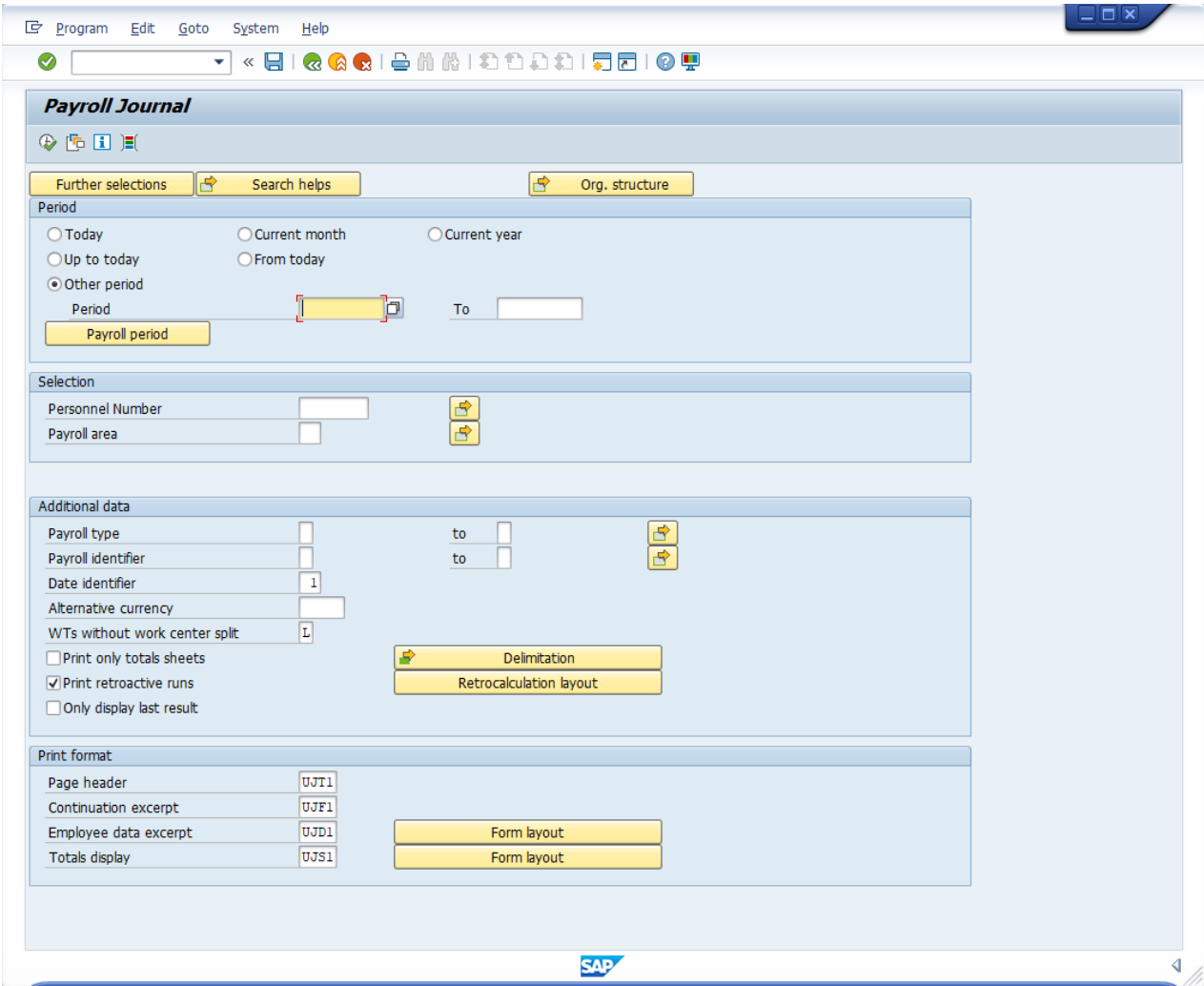**Via Transaction Code:** PC00_M10_CLJN

Procedure

SAP Easy Access

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

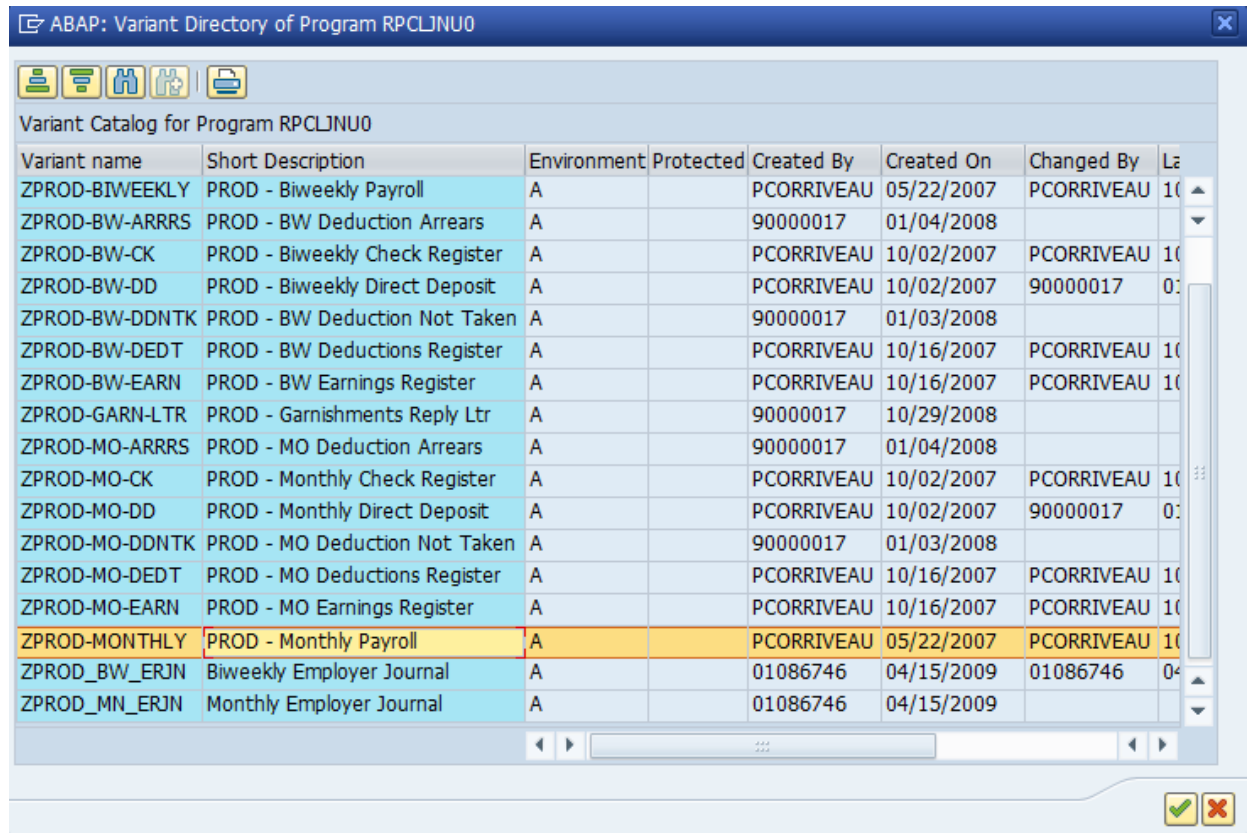| Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. **Example:** PC00_M10_CLJN

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	La
ZPROD-BIWEEKLY	PROD - Biweekly Payroll	A		PCORRIVEAU	05/22/2007	PCORRIVEAU	1(
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	1(
ZPROD-BW-DD	PROD - Biweekly Direct Deposit	A		PCORRIVEAU	10/02/2007	90000017	0:
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	1(
ZPROD-BW-EARN	PROD - BW Earnings Register	A		PCORRIVEAU	10/16/2007	PCORRIVEAU	1(
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	1(
ZPROD-MO-DD	PROD - Monthly Direct Deposit	A		PCORRIVEAU	10/02/2007	90000017	0:
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	1(
ZPROD-MO-EARN	PROD - MO Earnings Register	A		PCORRIVEAU	10/16/2007	PCORRIVEAU	1(
ZPROD-MONTHLY	PROD - Monthly Payroll	A		PCORRIVEAU	05/22/2007	PCORRIVEAU	1(
ZPROD_BW_ERJN	Biweekly Employer Journal	A		01086746	04/15/2009	01086746	0<
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

4. Click **Choose (F2)** ☑ button.

Payroll Journal

5. Click **Other period** ⊙ Other period radio button.

6. 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** [Further selections] button.

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

Choose Selection Fields
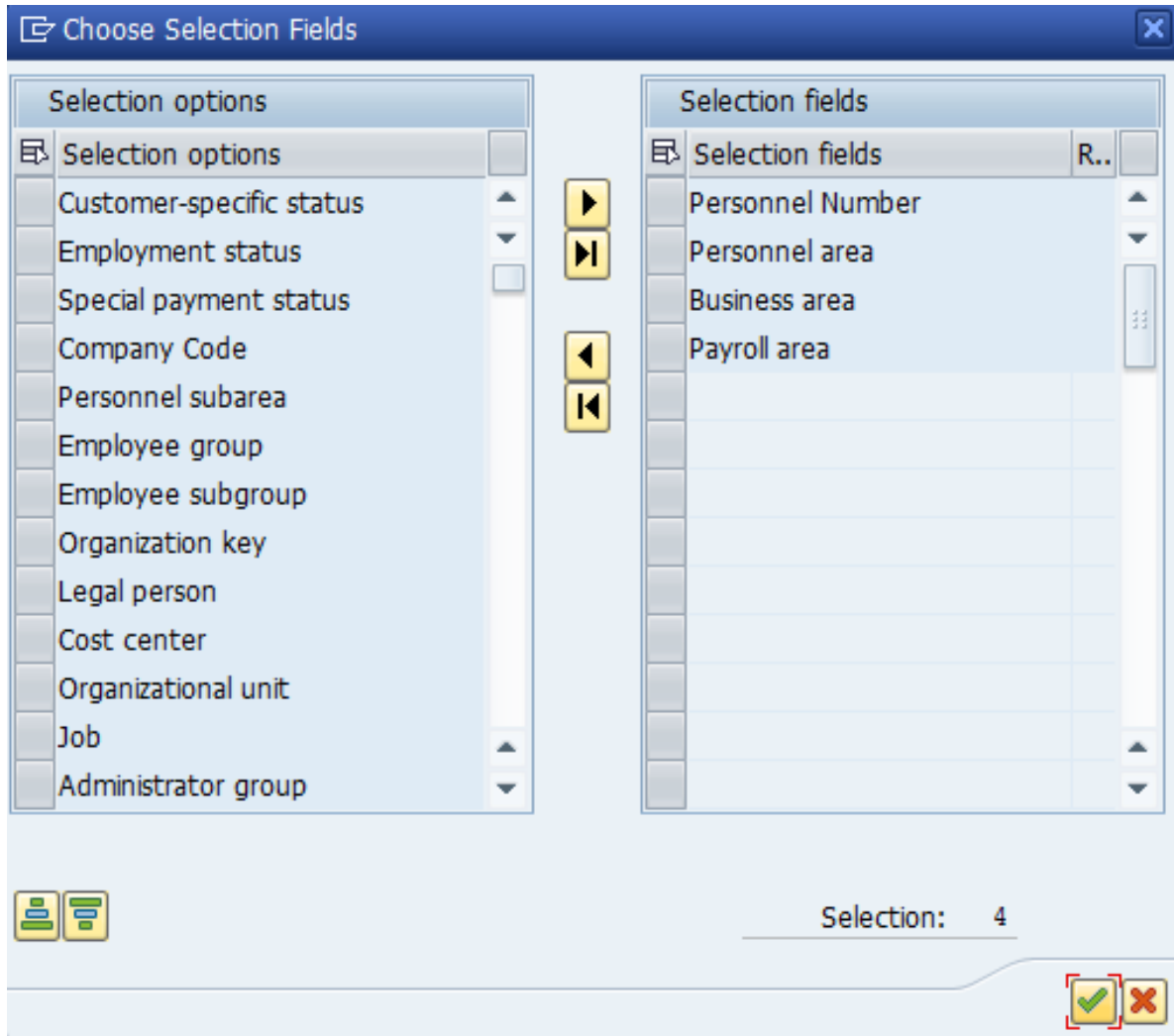
8. Click **Personnel area** ☐ button.
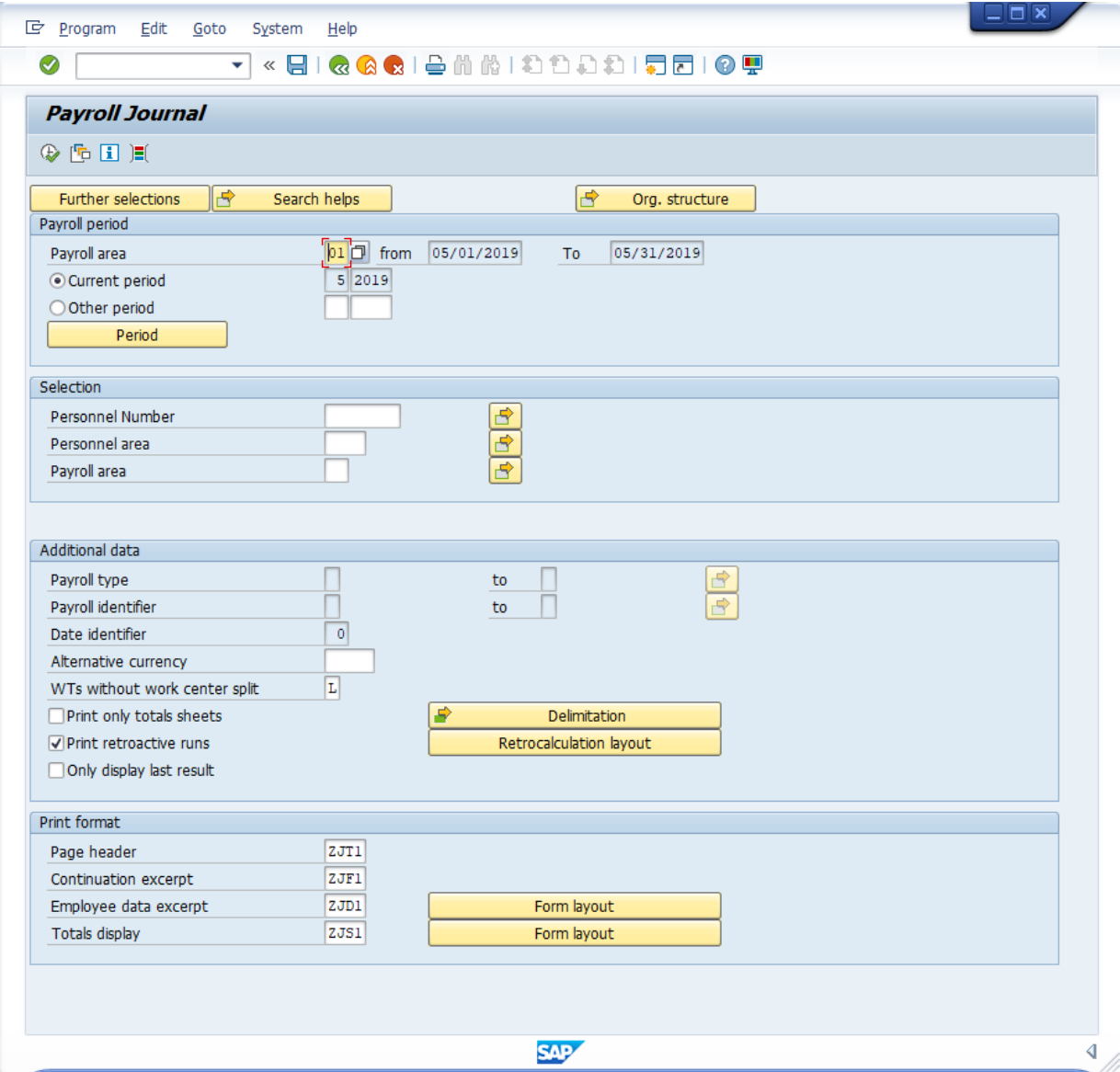
9. Click **Select** ▶ button.

Choose Selection Fields
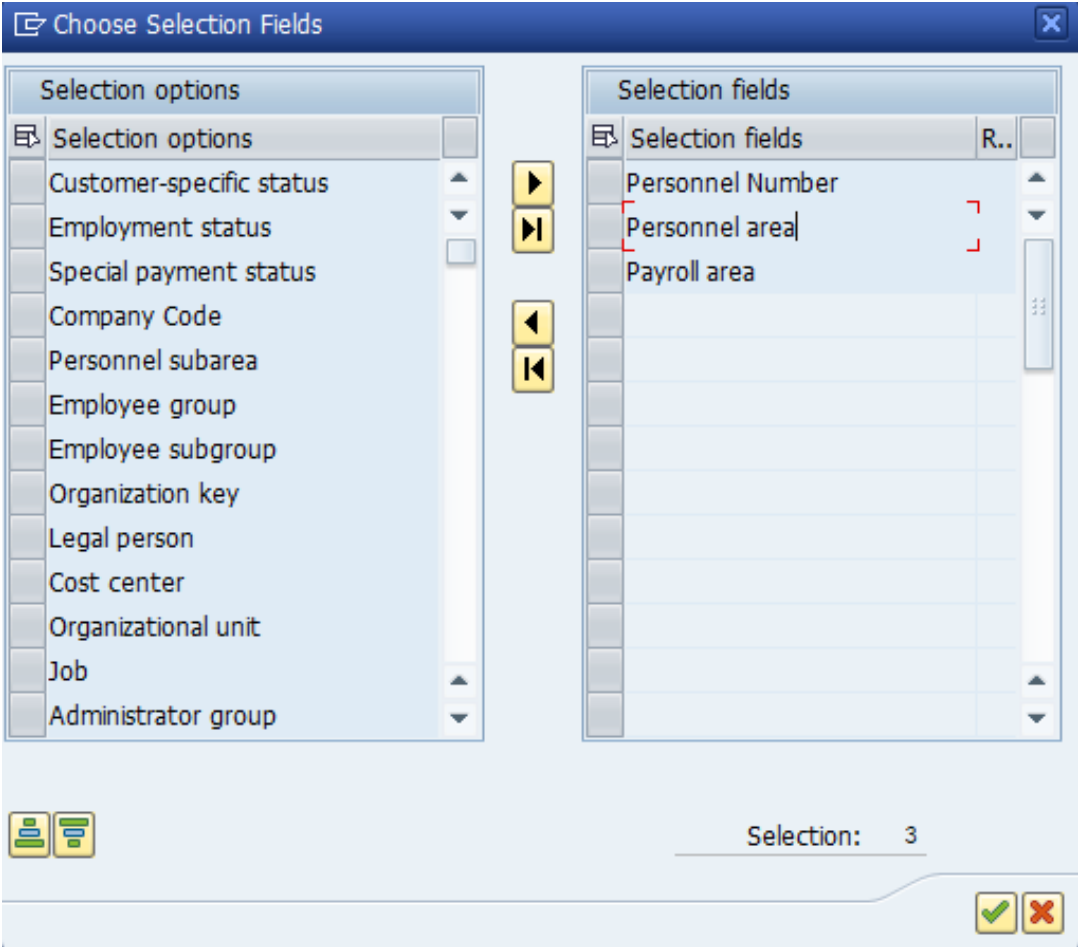
10. Click **Continue (Enter)** ✅ button.

Payroll Journal

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

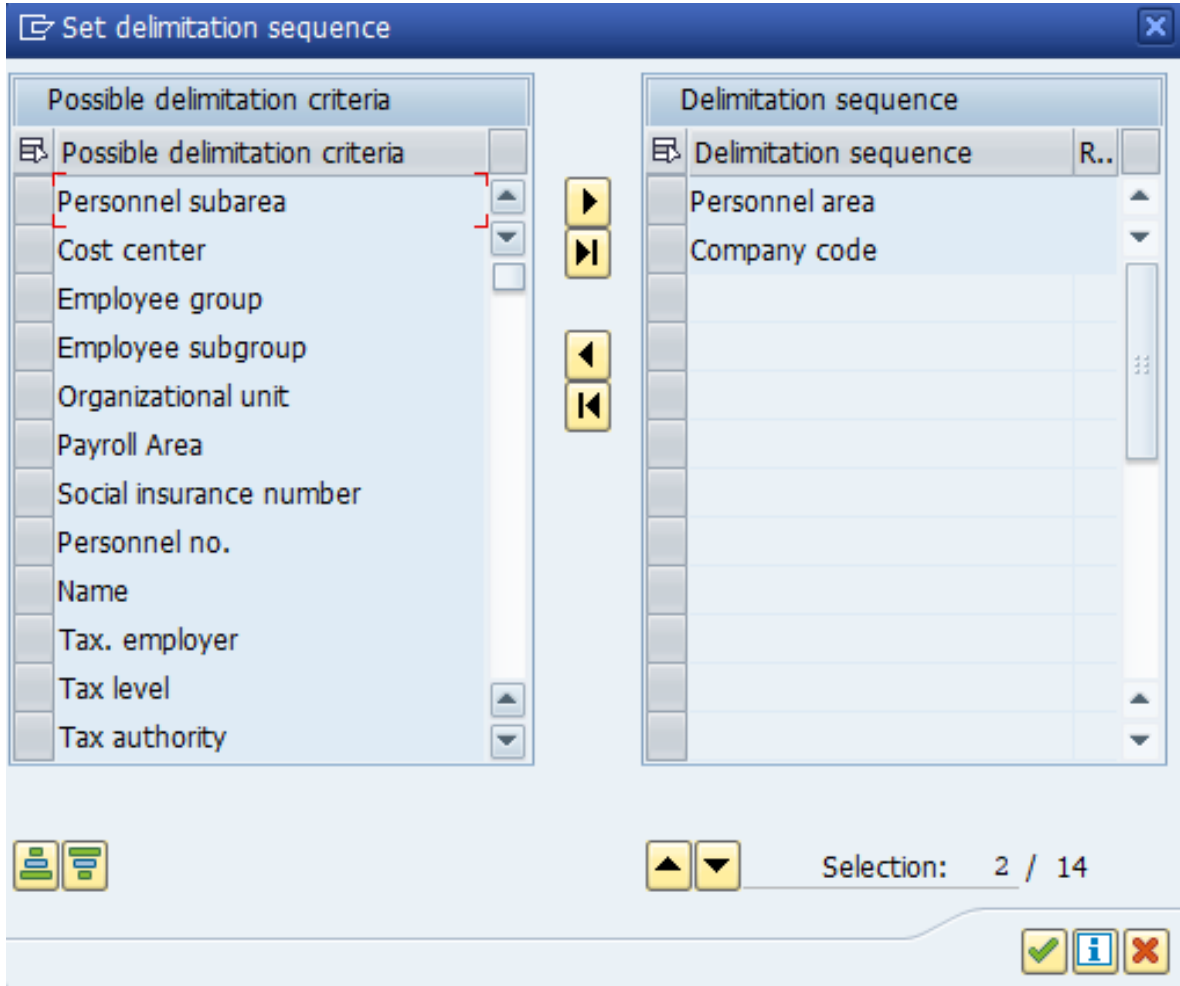**Payroll Journal**
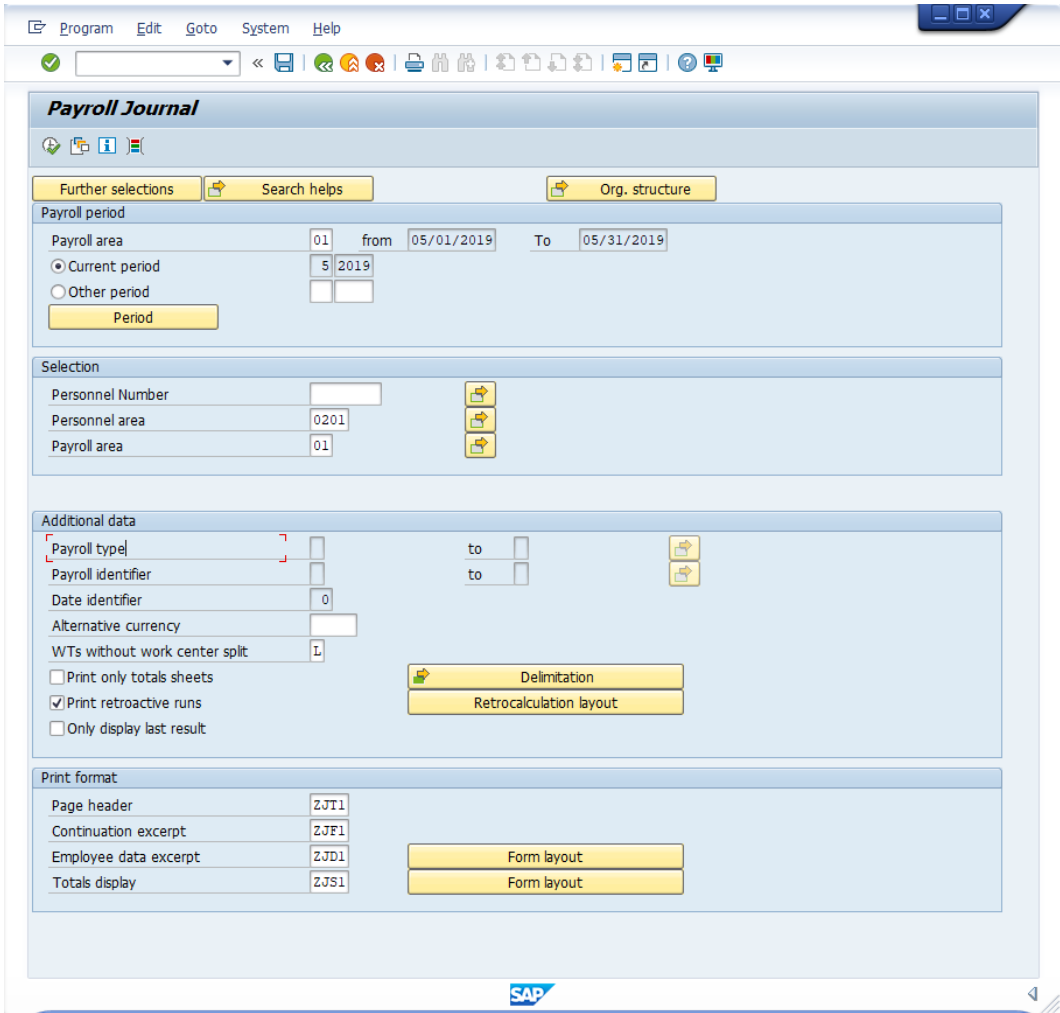
12. Click **Delimitation** [Delimitation] button.

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

Set delimitation sequence

Set delimitation sequence	✕

Possible delimitation criteria		Delimitation sequence	R..
Possible delimitation criteria		Delimitation sequence	
Personnel subarea	▶	Personnel area	
Cost center	▶|	Company code	
Employee group			
Employee subgroup	◀		
Organizational unit	◀|		
Payroll Area			
Social insurance number			
Personnel no.			
Name			
Tax. employer			
Tax level			
Tax authority			

Selection: 2 / 14

✔ ⓘ ✕

13. Click **Company code** ☐ button.

14. Click **Undo** [◀] button.

Set delimitation sequence

15. Click **Continue (Enter)** ✅ button.

ℹ️   **Information:** The **Set delimitation attributes** window displays the delimitation sequence options that we have selected.

Set delimitation attributes
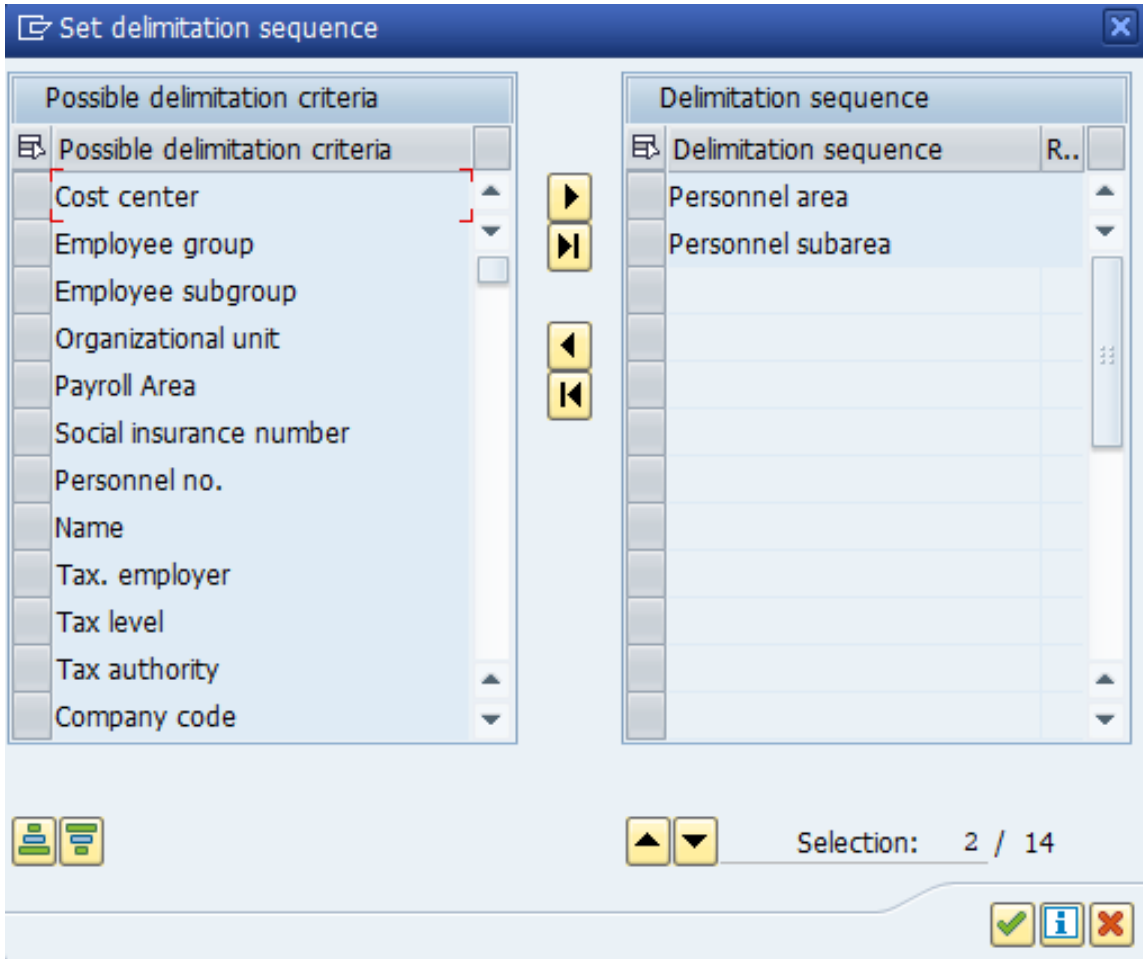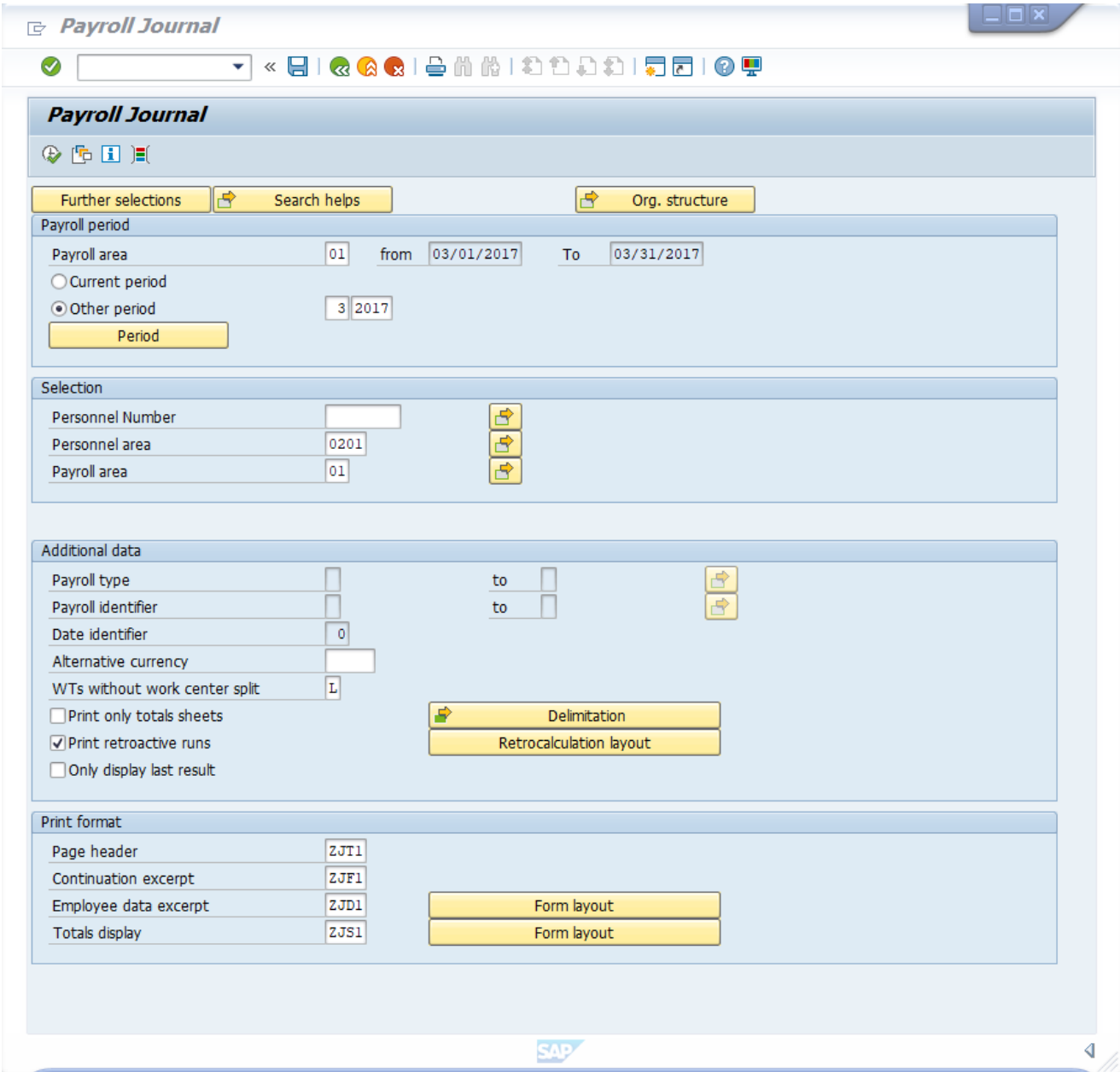
16. Click **Continue (Enter)** ![check button] button.

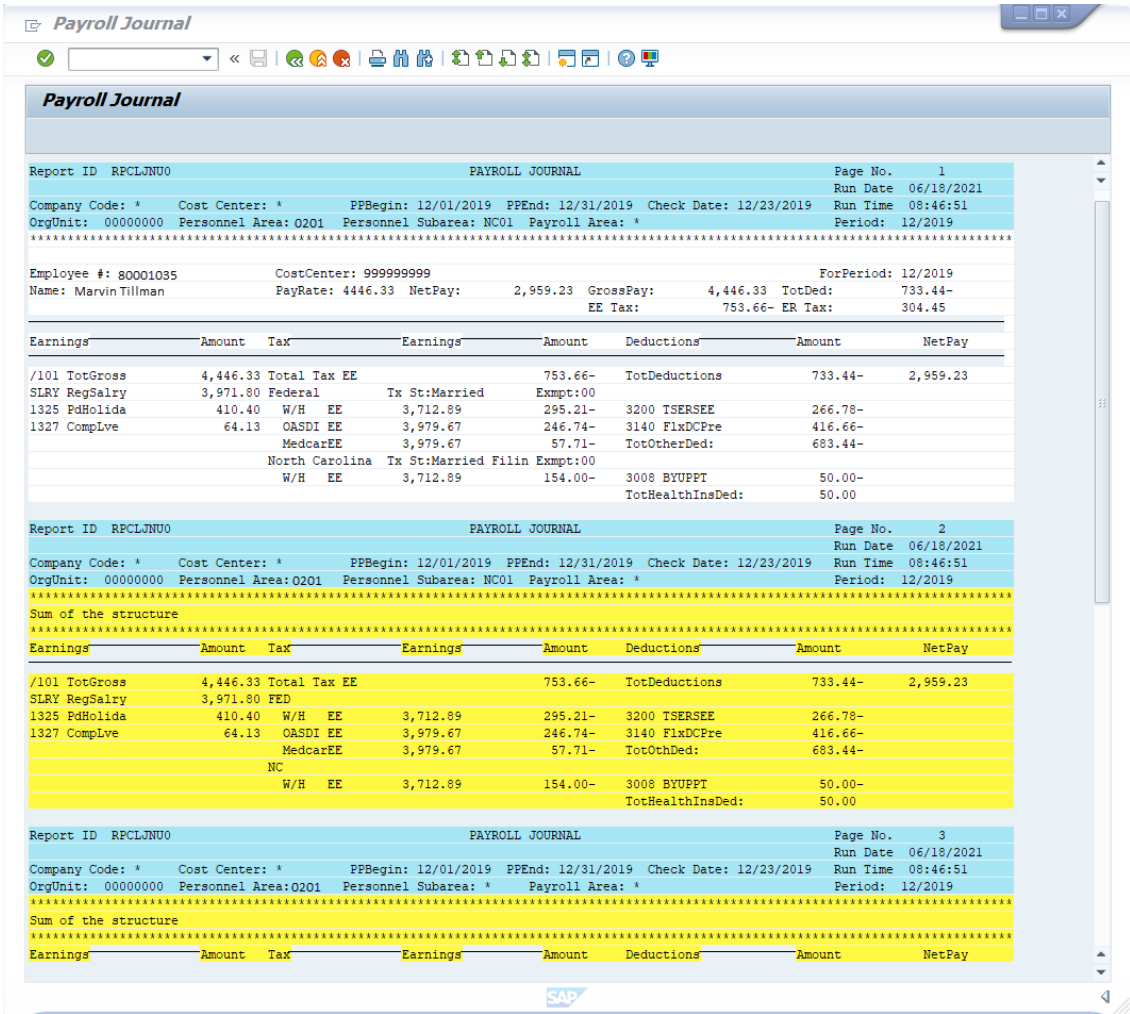**Information:** Print totals only for Personnel Area and Personnel Subarea.

Payroll Journal

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

Payroll Journal

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.