ZFI_PYCARE - Display Default Cost Objects for Payroll Postings

Purpose

Use this procedure to display default cost objects for employee payroll postings.

Trigger

Perform this procedure when you need to review where a specific employee's time is defaulted for posting or to see which employees are defaulting to specific cost objects.

Prerequisites

N/A

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

ZFI_PYCARE

Helpful Hints

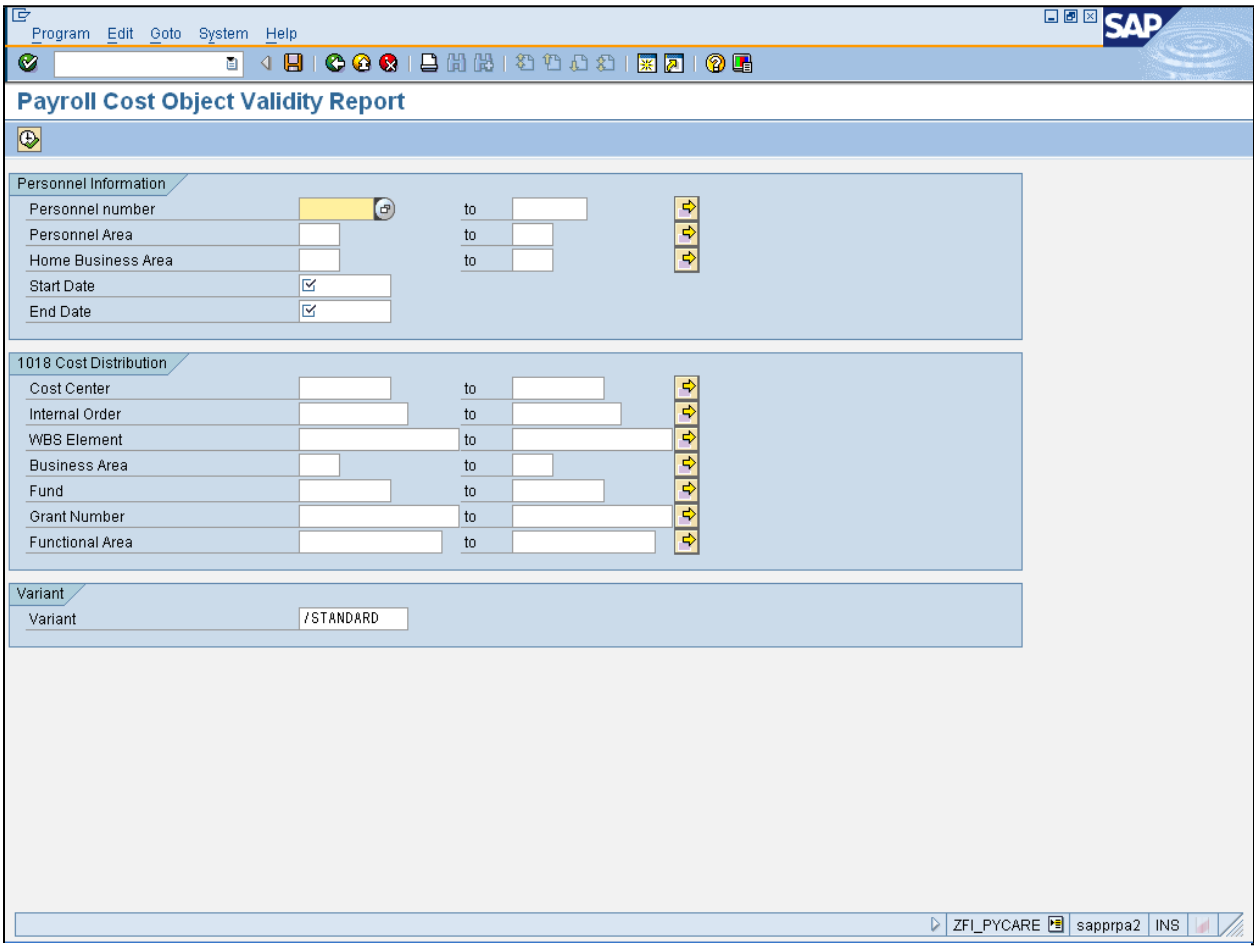
- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Use this report to identify grants that are expiring so that you may submit corrections to the 1018.
- Review grant objects with bureau and central grants staff prior to submitting changes.
- Use this report to verify submitted changes to the 1018.

ZFI_PYCARE - Display Default Cost Objects for Payroll Postings

Procedure

1. Start the transaction using the menu path or transaction code. The *Payroll Cost Object Validity Report* displays.

Payroll Cost Object Validity Report



2. Click **Home Business Area** field .

Use the **1018 Cost Distribution** parameters to search for all employees with specific cost object.

3. As required, complete/review the following fields:

Field	R/O/C	Description

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Field	R/O/C	Description
Home Business Area	R	An organizational unit of financial accounting that represents a separate area of operations or responsibilities within an organization and to which value changes recorded in Financial Accounting can be allocated. **Example:** HC00
Start Date	R	Commencement date of activity or business event. **Example:** 061109
End Date	R	Key that identifies any constraints placed on the end date for an operation. **Example:** 123109

4. Click **Execute** . The screen updates with the report output.

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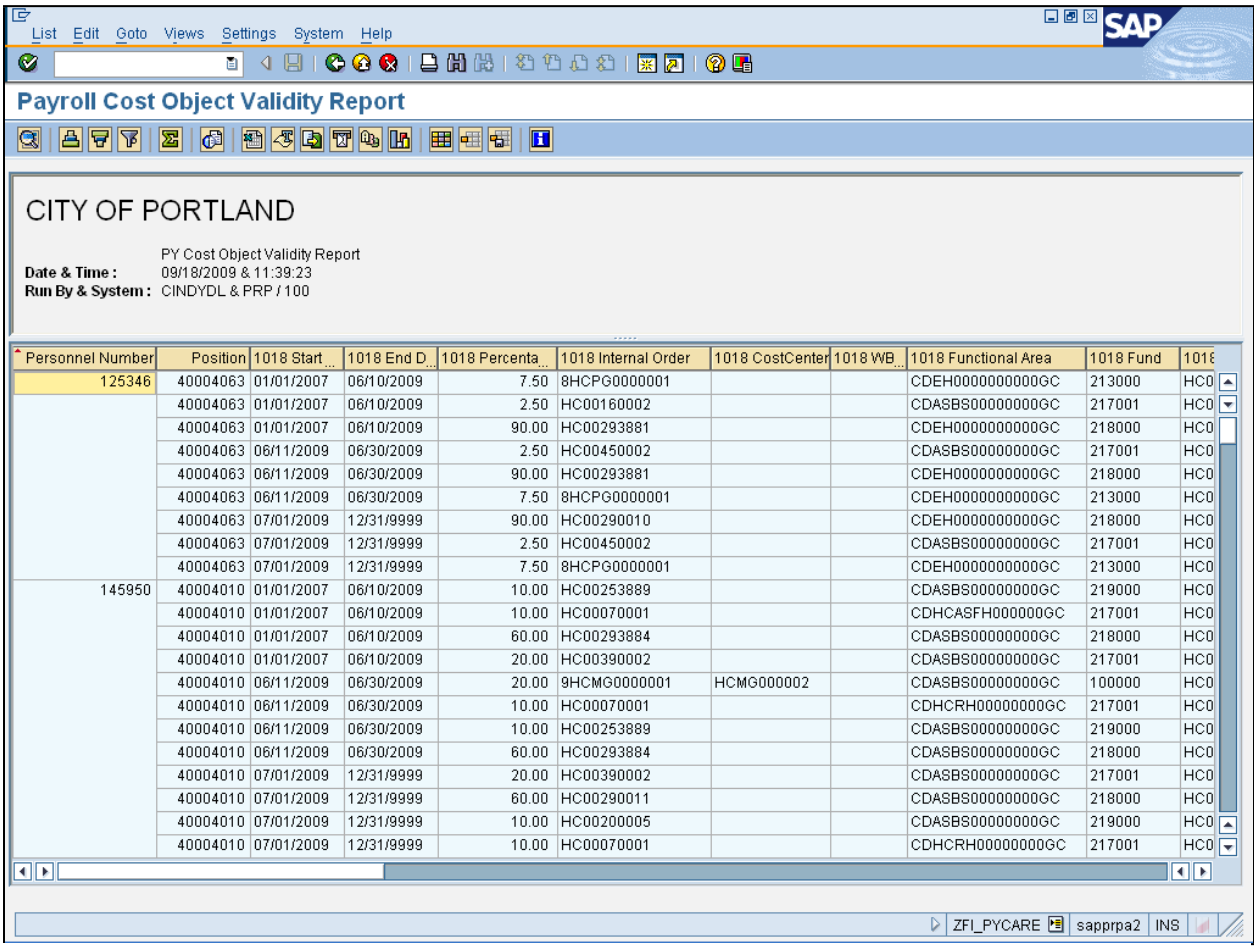
Payroll Cost Object Validity Report



Personnel Number	Position	1018 Start	1018 End D	1018 Percenta	1018 Internal Order	1018 CostCenter	1018 WB	1018 Functional Area	1018 Fund	1018
125346	40004063	01/01/2007	06/10/2009	7.50	8HCPG0000001			CDEH0000000000GC	213000	HC0
	40004063	01/01/2007	06/10/2009	2.50	HC00160002			CDASBS000000000GC	217001	HC0
	40004063	01/01/2007	06/10/2009	90.00	HC00293881			CDEH0000000000GC	218000	HC0
	40004063	06/11/2009	06/30/2009	2.50	HC00450002			CDASBS000000000GC	217001	HC0
	40004063	06/11/2009	06/30/2009	90.00	HC00293881			CDEH0000000000GC	218000	HC0
	40004063	06/11/2009	06/30/2009	7.50	8HCPG0000001			CDEH0000000000GC	213000	HC0
	40004063	07/01/2009	12/31/9999	90.00	HC00290010			CDEH0000000000GC	218000	HC0
	40004063	07/01/2009	12/31/9999	2.50	HC00450002			CDASBS000000000GC	217001	HC0
	40004063	07/01/2009	12/31/9999	7.50	8HCPG0000001			CDEH0000000000GC	213000	HC0
145950	40004010	01/01/2007	06/10/2009	10.00	HC00253889			CDASBS000000000GC	219000	HC0
	40004010	01/01/2007	06/10/2009	10.00	HC00070001			CDHCASFH000000GC	217001	HC0
	40004010	01/01/2007	06/10/2009	60.00	HC00293884			CDASBS000000000GC	218000	HC0
	40004010	01/01/2007	06/10/2009	20.00	HC00390002			CDASBS000000000GC	217001	HC0
	40004010	06/11/2009	06/30/2009	20.00	9HCMG0000001	HCMG000002		CDASBS000000000GC	100000	HC0
	40004010	06/11/2009	06/30/2009	10.00	HC00070001			CDHCRH00000000GC	217001	HC0
	40004010	06/11/2009	06/30/2009	10.00	HC00253889			CDASBS000000000GC	219000	HC0
	40004010	06/11/2009	06/30/2009	60.00	HC00293884			CDASBS000000000GC	218000	HC0
	40004010	07/01/2009	12/31/9999	20.00	HC00390002			CDASBS000000000GC	217001	HC0
	40004010	07/01/2009	12/31/9999	60.00	HC00290011			CDASBS000000000GC	218000	HC0
	40004010	07/01/2009	12/31/9999	10.00	HC00200005			CDASBS000000000GC	219000	HC0
	40004010	07/01/2009	12/31/9999	10.00	HC00070001			CDHCRH00000000GC	217001	HC0

5. Click **Personnel Number** column header Personnel Number. The column highlights.

6. Click **Set filter** . The *Determine values for filter criteria* dialog box displays.

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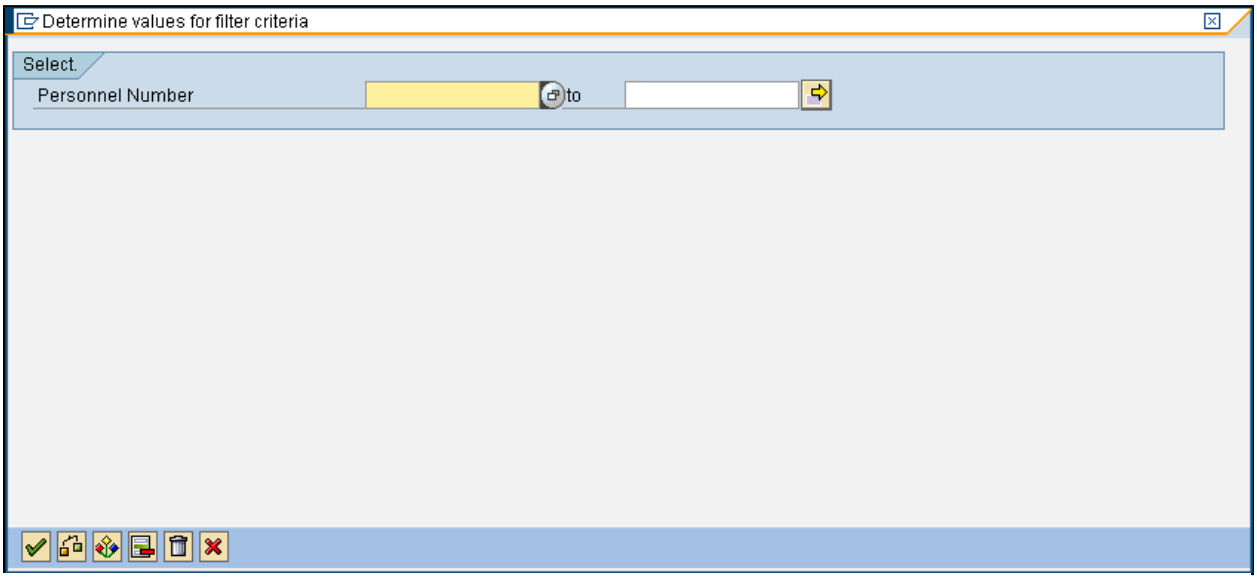
Determine values for filter criteria



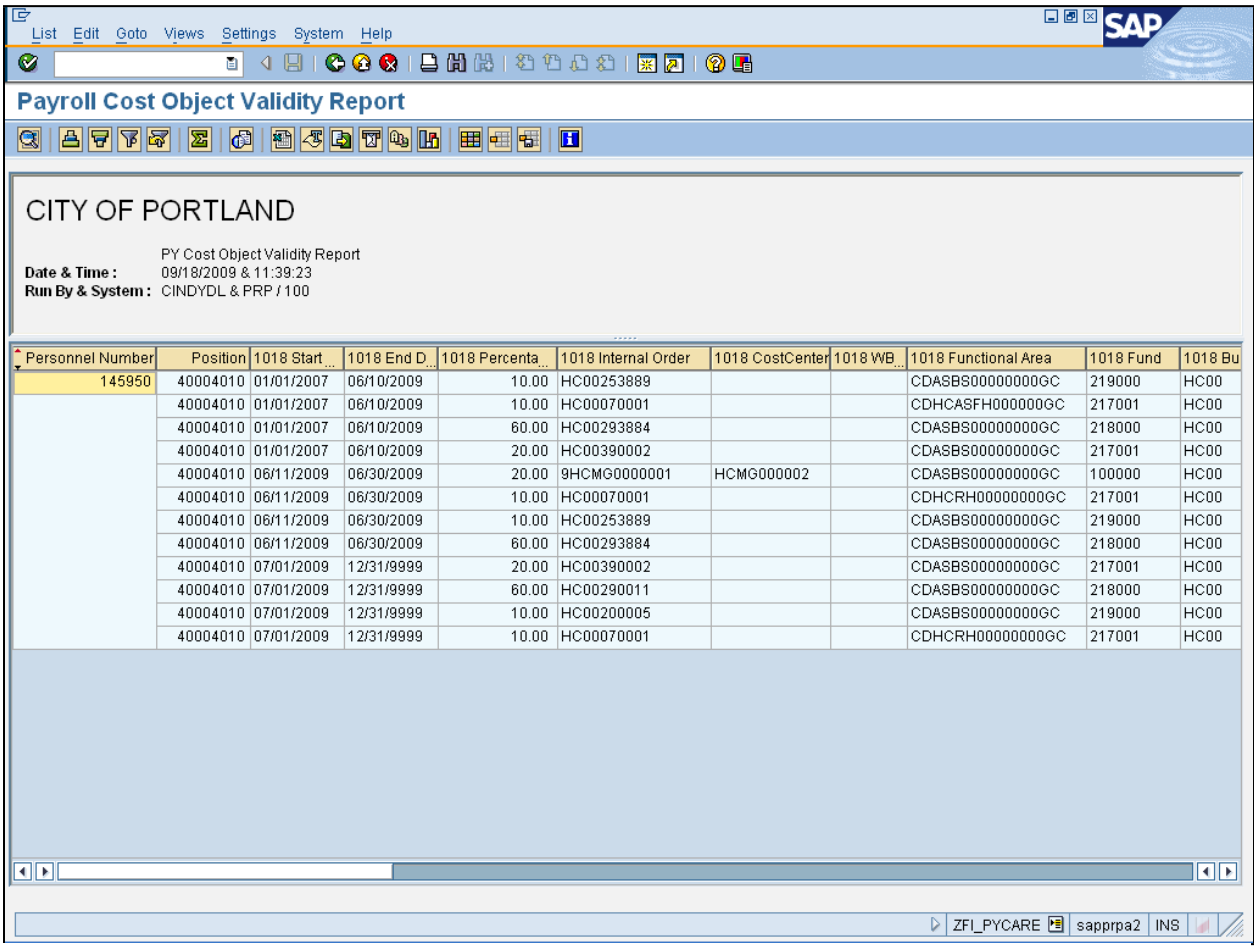
7. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel Number	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. **Example:** 145950

8. Click **Execute** . The report output screen updates to display only the requested employee.

ZFI_PYCARE - Display Default Cost Objects for Payroll Postings

Payroll Cost Object Validity Report



Personnel Number	Position	1018 Start	1018 End D	1018 Percenta	1018 Internal Order	1018 CostCenter	1018 WB	1018 Functional Area	1018 Fund	1018 Bu
145950	40004010	01/01/2007	06/10/2009	10.00	HC00253889			CDASBS000000000GC	219000	HC00
	40004010	01/01/2007	06/10/2009	10.00	HC00070001			CDHCASFH000000GC	217001	HC00
	40004010	01/01/2007	06/10/2009	60.00	HC00293884			CDASBS000000000GC	218000	HC00
	40004010	01/01/2007	06/10/2009	20.00	HC00390002			CDASBS000000000GC	217001	HC00
	40004010	06/11/2009	06/30/2009	20.00	9HCMG0000001	HCMG000002		CDASBS000000000GC	100000	HC00
	40004010	06/11/2009	06/30/2009	10.00	HC00070001			CDHCRH000000000GC	217001	HC00
	40004010	06/11/2009	06/30/2009	10.00	HC00253889			CDASBS000000000GC	219000	HC00
	40004010	06/11/2009	06/30/2009	60.00	HC00293884			CDASBS000000000GC	218000	HC00
	40004010	07/01/2009	12/31/9999	20.00	HC00390002			CDASBS000000000GC	217001	HC00
	40004010	07/01/2009	12/31/9999	60.00	HC00290011			CDASBS000000000GC	218000	HC00
	40004010	07/01/2009	12/31/9999	10.00	HC00200005			CDASBS000000000GC	219000	HC00
	40004010	07/01/2009	12/31/9999	10.00	HC00070001			CDHCRH000000000GC	217001	HC00

9. Click **1018 End Date** column header 1018 End D... . The column highlights.

10. Click **Sort in Ascending Order** .

11. Click **1018 Start** field 07/01/2009 . The row highlights.

12. Click **Details** . The *Details* dialog box displays.

ZFI_PYCARE - Display Default Cost Objects for Payroll Postings

Details

Details

Group description	Cell Content
1018 Functional Area	CDASBS00000000GC
1018 Fund	217001
1018 Business Area	HC00
1018 Grant	HC000039
Sponsor Program	HC00390001
Funded Program	NON-PROGRAM
Grant Valid-From	05/01/2009
Grant Valid-To	06/30/2010
Grant Validty 91+ Days	285
Cost Object Status	Released Settlement rule
Home Start Date	06/10/2009
Home End Date	12/31/9999
Home Business Area	HC00
Home CostCenter	HCMG000002
Home Fund	100000
Home Grant	NOT-RELEVANT
Home Functional Area	CDASBS00000000GC

13. After reviewing the details, click **Close window** .

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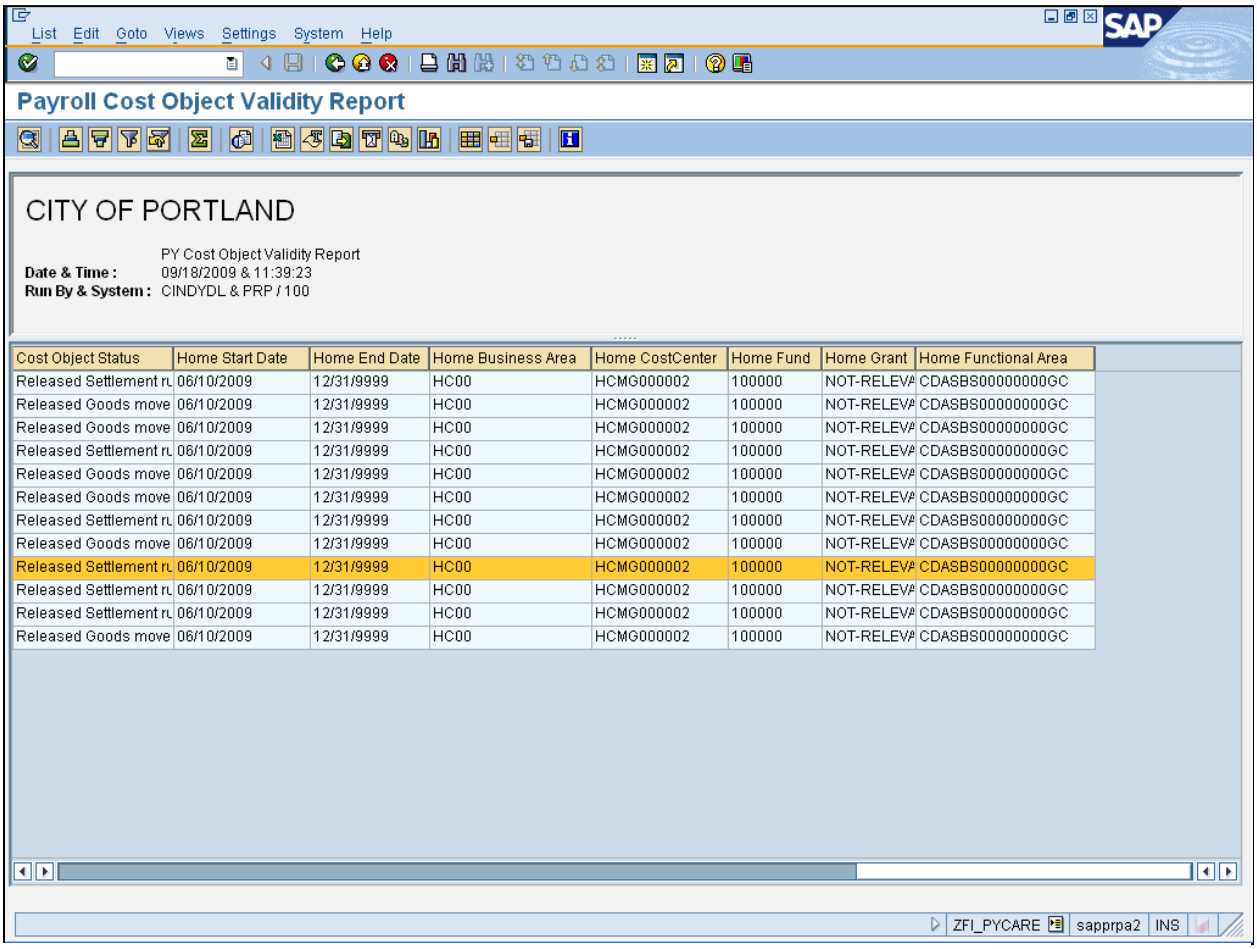
Payroll Cost Object Validity Report

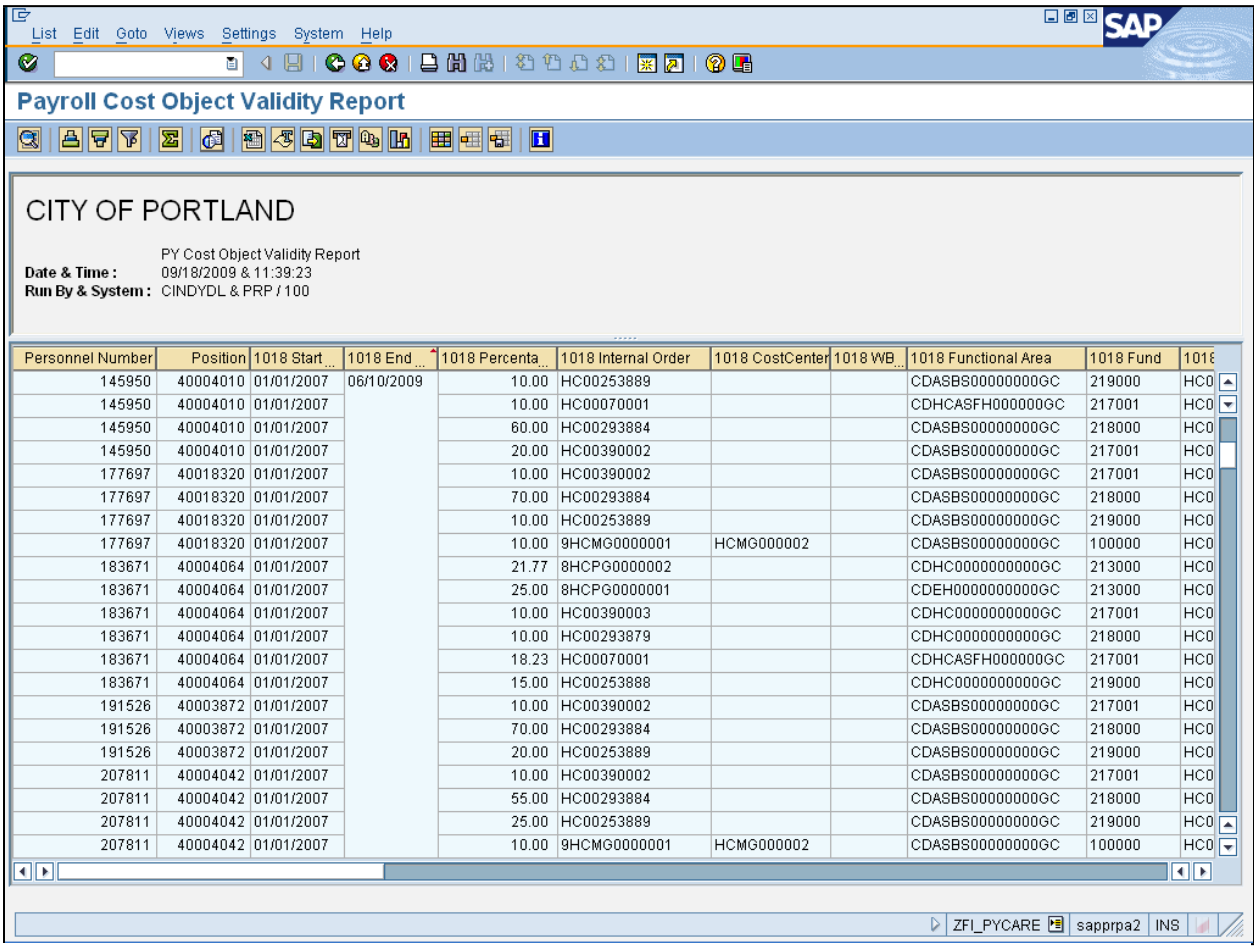


Cost Object Status	Home Start Date	Home End Date	Home Business Area	Home CostCenter	Home Fund	Home Grant	Home Functional Area
Released Settlement ru	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Goods move	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Goods move	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Settlement ru	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Goods move	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Goods move	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Settlement ru	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Goods move	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Settlement ru	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Settlement ru	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Settlement ru	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC
Released Goods move	06/10/2009	12/31/9999	HC00	HCMG000002	100000	NOT-RELEVA	CDASBS00000000GC

14. Click **Delete filter** .

ZFI_PYCARE - Display Default Cost Objects for Payroll Postings

Payroll Cost Object Validity Report



List Edit Goto Views Settings System Help

Payroll Cost Object Validity Report

CITY OF PORTLAND

PY Cost Object Validity Report
Date & Time : 09/18/2009 & 11:39:23
Run By & System : CINDYDL & PRP / 100

Personnel Number	Position	1018 Start	1018 End	1018 Percenta	1018 Internal Order	1018 CostCenter	1018 WB	1018 Functional Area	1018 Fund	1018
145950	40004010	01/01/2007	06/10/2009	10.00	HC00253889			CDASBS000000000GC	219000	HC0
145950	40004010	01/01/2007		10.00	HC00070001			CDHCASFH000000GC	217001	HC0
145950	40004010	01/01/2007		60.00	HC00293884			CDASBS000000000GC	218000	HC0
145950	40004010	01/01/2007		20.00	HC00390002			CDASBS000000000GC	217001	HC0
177697	40018320	01/01/2007		10.00	HC00390002			CDASBS000000000GC	217001	HC0
177697	40018320	01/01/2007		70.00	HC00293884			CDASBS000000000GC	218000	HC0
177697	40018320	01/01/2007		10.00	HC00253889			CDASBS000000000GC	219000	HC0
177697	40018320	01/01/2007		10.00	9HCMG0000001	HCMG000002		CDASBS000000000GC	100000	HC0
183671	40004064	01/01/2007		21.77	8HCPG0000002			CDHC0000000000GC	213000	HC0
183671	40004064	01/01/2007		25.00	8HCPG0000001			CDEH0000000000GC	213000	HC0
183671	40004064	01/01/2007		10.00	HC00390003			CDHC0000000000GC	217001	HC0
183671	40004064	01/01/2007		10.00	HC00293879			CDHC0000000000GC	218000	HC0
183671	40004064	01/01/2007		18.23	HC00070001			CDHCASFH000000GC	217001	HC0
183671	40004064	01/01/2007		15.00	HC00253888			CDHC0000000000GC	219000	HC0
191526	40003872	01/01/2007		10.00	HC00390002			CDASBS000000000GC	217001	HC0
191526	40003872	01/01/2007		70.00	HC00293884			CDASBS000000000GC	218000	HC0
191526	40003872	01/01/2007		20.00	HC00253889			CDASBS000000000GC	219000	HC0
207811	40004042	01/01/2007		10.00	HC00390002			CDASBS000000000GC	217001	HC0
207811	40004042	01/01/2007		55.00	HC00293884			CDASBS000000000GC	218000	HC0
207811	40004042	01/01/2007		25.00	HC00253889			CDASBS000000000GC	219000	HC0
207811	40004042	01/01/2007		10.00	9HCMG0000001	HCMG000002		CDASBS000000000GC	100000	HC0

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15. Click **Print Preview** . The report updates to text mode.

ZFI_PYCARE - Display Default Cost Objects for Payroll Postings

Payroll Cost Object Validity Report

List Edit Goto Settings System Help

Payroll Cost Object Validity Report

Selections

CITY OF PORTLAND

PY Cost Object Validity Report
Date & Time : 09/18/2009 & 11:39:23
Run By & System : CINDYDL & PRP / 100

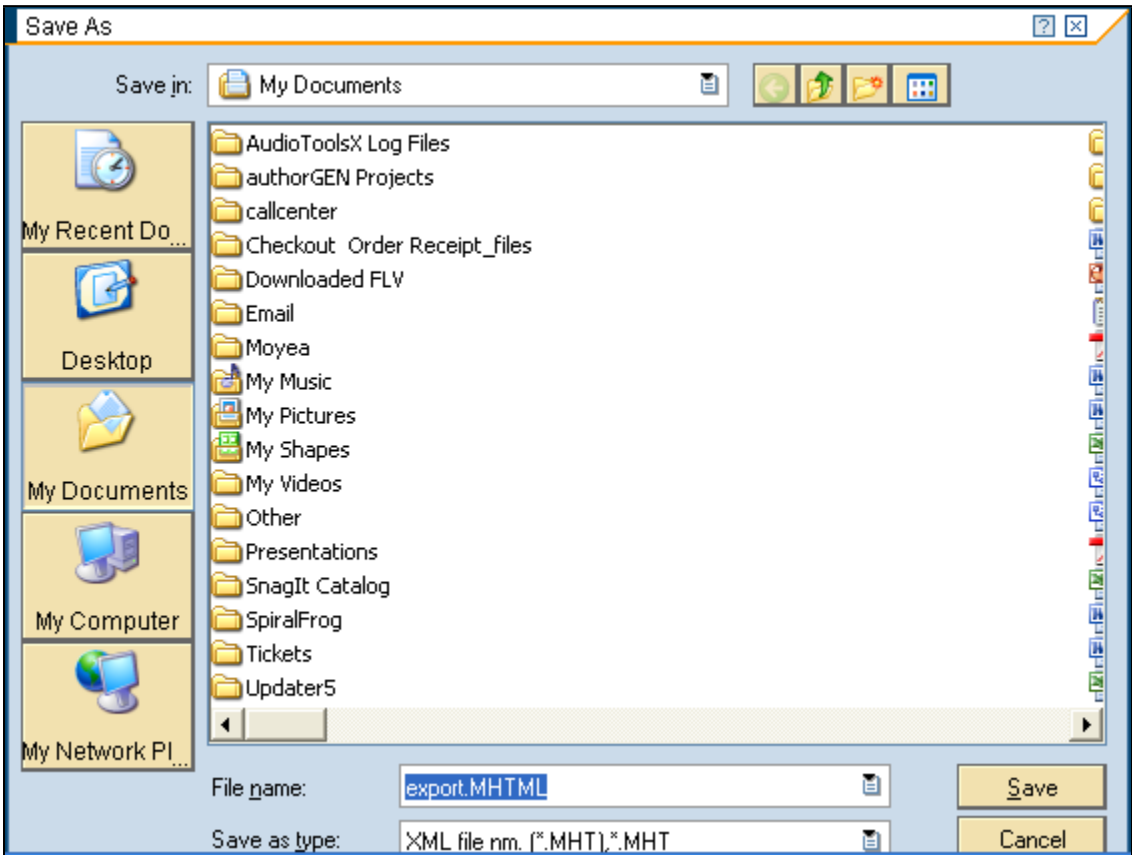
Personnel Number	Position	1018 Start Date	1018 End Date	1018 Percentage	1018 Internal Order	1018 CostCenter	1018 WBS Element	1018 Functional
163829	99999999			0.00				
204039	99999999			0.00				
297367	99999999			0.00				
329533	99999999			0.00				
413365	99999999			0.00				
434593	99999999			0.00				
465864	99999999			0.00				
466436	99999999			0.00				
580059	99999999			0.00				
619446	99999999			0.00				
695576	99999999			0.00				
732312	99999999			0.00				
924887	99999999			0.00				
1000253	99999999			0.00				
1000254	99999999			0.00				
125346	40004063	01/01/2007	06/10/2009	7.50	8HCP60000001			CDEH00000000006C
125346	40004063	01/01/2007	06/10/2009	2.50	HC00160002			CDASBS000000006C
125346	40004063	01/01/2007	06/10/2009	90.00	HC00293881			CDEH00000000006C
145950	40004010	01/01/2007	06/10/2009	10.00	HC00253889			CDASBS000000006C
145950	40004010	01/01/2007	06/10/2009	10.00	HC00070001			CDHCASFH000000GC
145950	40004010	01/01/2007	06/10/2009	60.00	HC00293884			CDASBS000000006C
145950	40004010	01/01/2007	06/10/2009	20.00	HC00390002			CDASBS000000006C
177697	40018320	01/01/2007	06/10/2009	10.00	HC00390002			CDASBS000000006C
177697	40018320	01/01/2007	06/10/2009	70.00	HC00293884			CDASBS000000006C
177697	40018320	01/01/2007	06/10/2009	10.00	HC00253889			CDASBS000000006C
177697	40018320	01/01/2007	06/10/2009	10.00	9HCM60000001	HCM6000002		CDASBS000000006C
183671	40004064	01/01/2007	06/10/2009	21.77	8HCP60000002			CDHC00000000006C
183671	40004064	01/01/2007	06/10/2009	25.00	8HCP60000001			CDEH00000000006C
183671	40004064	01/01/2007	06/10/2009	10.00	HC00390003			CDHC00000000006C
183671	40004064	01/01/2007	06/10/2009	10.00	HC00293879			CDHC00000000006C
183671	40004064	01/01/2007	06/10/2009	18.23	HC00070001			CDHCASFH000000GC

ZFI_PYCARE sapprpa2 INS

16. Click **Spreadsheet…** . The *Save as* dialog box displays.

ZFI_PYCARE - Display Default Cost Objects for Payroll Postings

Save As



17. As required, complete/review the following fields:

Field	R/O/C	Description
File name	R	Characters that classify a file as part of a given category. **Example:** HC00_HCM_Cost_Objects

18. Click **Save** Save .

ZFI_PYCARE - Display Default Cost Objects for Payroll Postings

Result

You have displayed default cost objects for employee payroll postings, filtered by employee and export to your local drive.