

ZFIPYFOR - Employee Name Report

Overview:

Project managers need a way to identify employees by name based on personnel numbers. When reviewing cost center or internal order actual reports, the actual line items for activity allocations list the personnel number but not the employee name. Access to the employee name will speed up the project manager's review.

Transaction:

ZFIPYFOR – Payroll and Financial Object Detail Report using the Employee Name layout

Hints / Tips:

The Employee Name Report is an alternative use for ZFIPYFOR. The primary use of ZFIPYFOR is to generate payroll financial costs reports. Entering a short posting date range, a single business area, a cost center or real internal order will speed the turn-around time for the report.

Procedure to find employee names when the Business Area is known.

Perform the following steps in order to generate a list of personnel numbers with employee names for a specific business area:

Step 1: Open transaction ZFIPYFOR.

Payroll and Financial Object Detail Report

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Selection Options

Company Code	COP1			
Posting Dates	01/30/2012	to	01/30/2012	
Cost Center		to		➡
Internal Order		to		➡
WBS Element		to		➡
GL Account		to		➡
Fund		to		➡
Business Area	<input checked="" type="checkbox"/>	to		➡
Grant		to		➡
Functional Area		to		➡
Employee		to		➡

Other Selections

Display Year-to-Date values

Exclude Accruals

Step 2: Enter the appropriate pay period end date in the Posting Dates field. What you are looking for are employees who were valid as of that posting date.

NOTE: Payroll postings post on the pay period end date, not the pay check date (1/18/2012 not 1/26/2012). Alternately, you could enter a posting date range.

Step 3: Enter a cost center, real internal order or WBS element (*optional field*).

NOTE: This limits the report to employees with payroll postings to the cost object. Do not enter a statistical internal order. Enter the corresponding cost center. The report is based on real postings not statistical postings.

Step 4: Enter GL account 511100 – Regular (perm full time).

NOTE: If you don't enter the G/L account, the resulting employee list will have multiple lines for each employee.

Step 5: Enter the appropriate Business Area (*required field*).

Step 6: Enter a personnel number in the Employee field (*optional field*).

NOTE: Enter a single personnel number to identify a specific employee or leave blank to generate a list of employee names.

Payroll and Financial Object Detail Report

Selection Options

Company Code		COP1		
Posting Dates	2	01/18/2012	to	01/18/2012
Cost Center			to	
Internal Order	3		to	
WBS Element			to	
GL Account	4	511100	to	
Fund			to	
Business Area	5	MF08	to	
Grant			to	
Functional Area			to	
Employee	6		to	

Step 7: In the Output Options section, enter /EMPNAME in the Display Variant.

Output Options

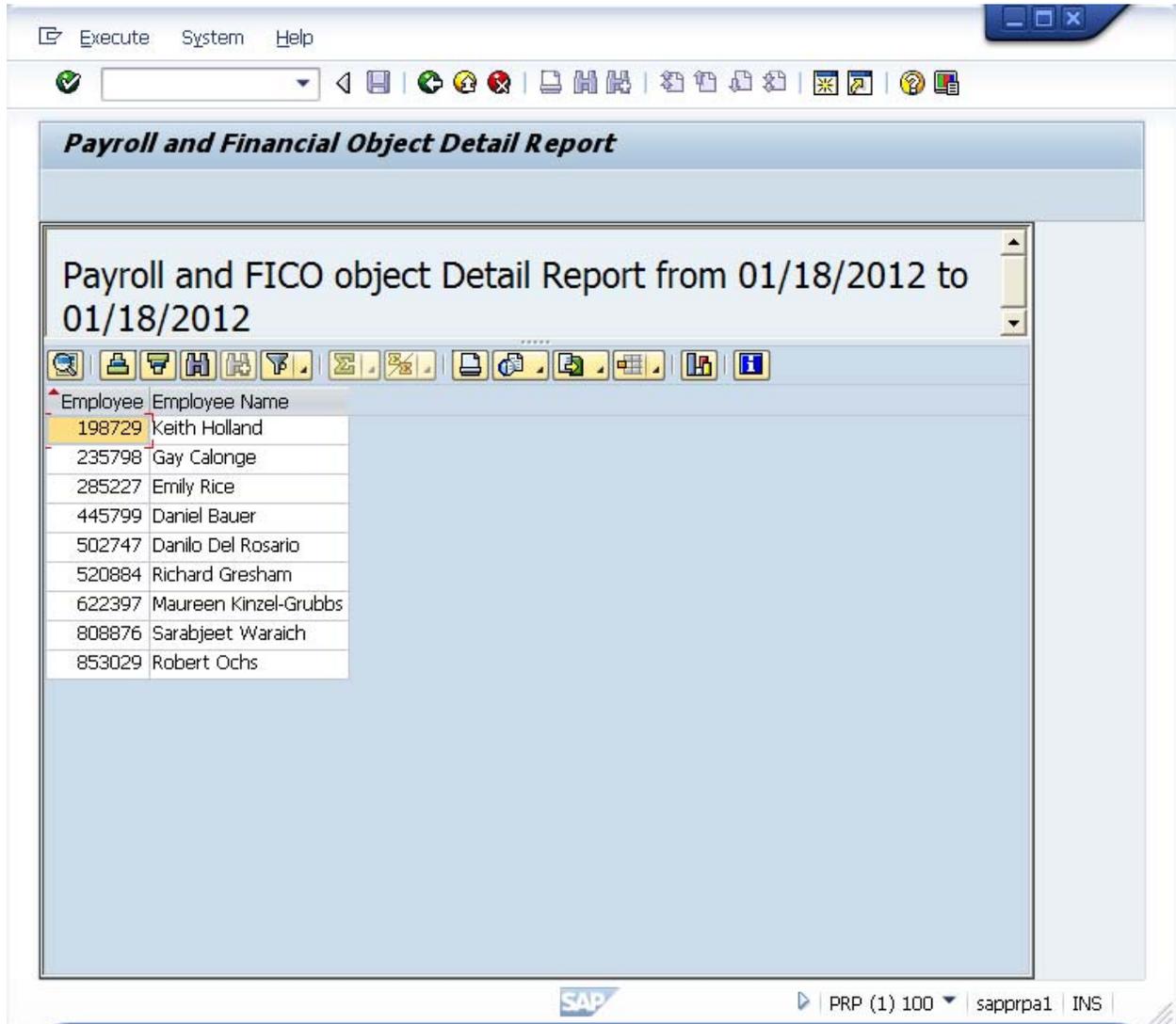
Display variant: /EMPNAME

NOTE: The resulting report will use the Employee Name layout that consists of two fields: Personnel Number and Employee Name.

Step 8: Click the Execute  button.

NOTE: The employee list displays.

If the report had been run without entering a personnel number the report would look like this:



The screenshot shows the SAP interface for the 'Payroll and Financial Object Detail Report'. The report title is 'Payroll and FICO object Detail Report from 01/18/2012 to 01/18/2012'. Below the title is a toolbar with various icons for report actions. The main content area displays a table with two columns: 'Employee' and 'Employee Name'. The first row is highlighted in yellow.

Employee	Employee Name
198729	Keith Holland
235798	Gay Calonge
285227	Emily Rice
445799	Daniel Bauer
502747	Danilo Del Rosario
520884	Richard Gresham
622397	Maureen Kinzel-Grubbs
808876	Sarabjeet Waraich
853029	Robert Ochs

The SAP logo is visible at the bottom left of the interface. The status bar at the bottom right shows 'PRP (1) 100', 'sapprrpa1', and 'INS'.

Procedure to find employee names when the Business Area is unknown.

Perform the following steps in order to look up an individual personnel number, and when the business area is unknown:

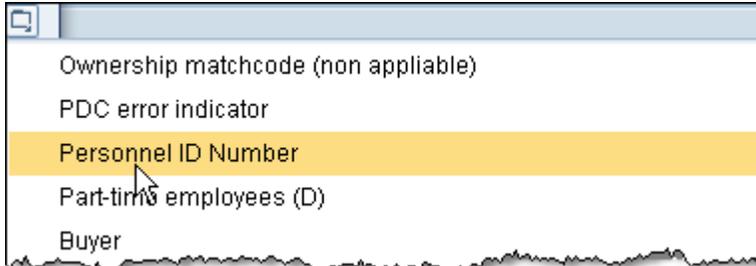
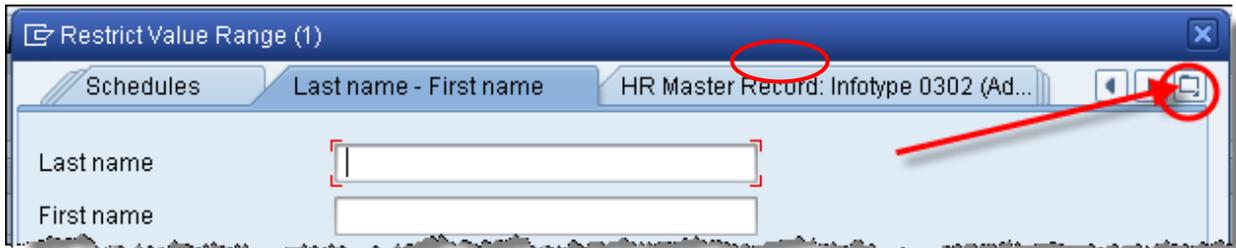
Step 1: Open transaction ZFIPYFOR.

Payroll and Financial Object Detail Report			
Selection Options			
Company Code	COP1		
Posting Dates	01/30/2012	to	01/30/2012
Cost Center		to	
Internal Order		to	
WBS Element		to	
GL Account		to	
Fund		to	
Business Area	<input checked="" type="checkbox"/>	to	
Grant		to	
Functional Area		to	
Employee		to	
Other Selections			
Display Year-to-Date values	<input type="checkbox"/>		
Exclude Accruals	<input checked="" type="checkbox"/>		

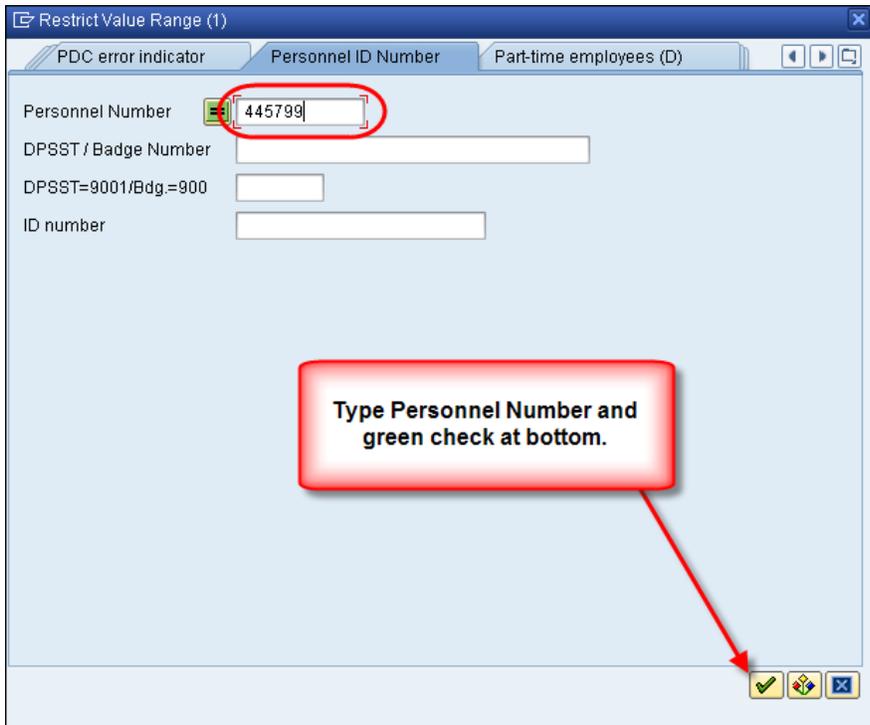
Step 2: Click on the *Employee* match code field circled below

Selection Options			
Company Code	COP1		
Posting Dates	02/10/2012	to	02/10/2012
Cost Center		to	
Internal Order		to	
WBS Element		to	
GL Account		to	
Fund		to	
Business Area	<input checked="" type="checkbox"/>	to	
Grant		to	
Functional Area		to	
Employee		to	

Step 3: Click the tab circled in red and select *Personnel ID Number*



Step 4: Enter the personnel number and click the green check mark



The employee name will display in the window

