S_ALR_87014259 Run Payroll Journal

Purpose

Use this procedure to generate the payroll journal using existing payroll results as a base.

Trigger

Perform this procedure when payroll was executed and transaction verification is required.

Prerequisites

Payroll has been run and successfully exited for the period in review.

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

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Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry
- To limit the return information from this display request, define the specific returns by clicking **Further Selections** and then **Employee Group or Employee Subgroup** and/or by inputting employee numbers in the Selection area
- Retroactive accounting runs are printed together with the payroll run during which the retroactive run took place

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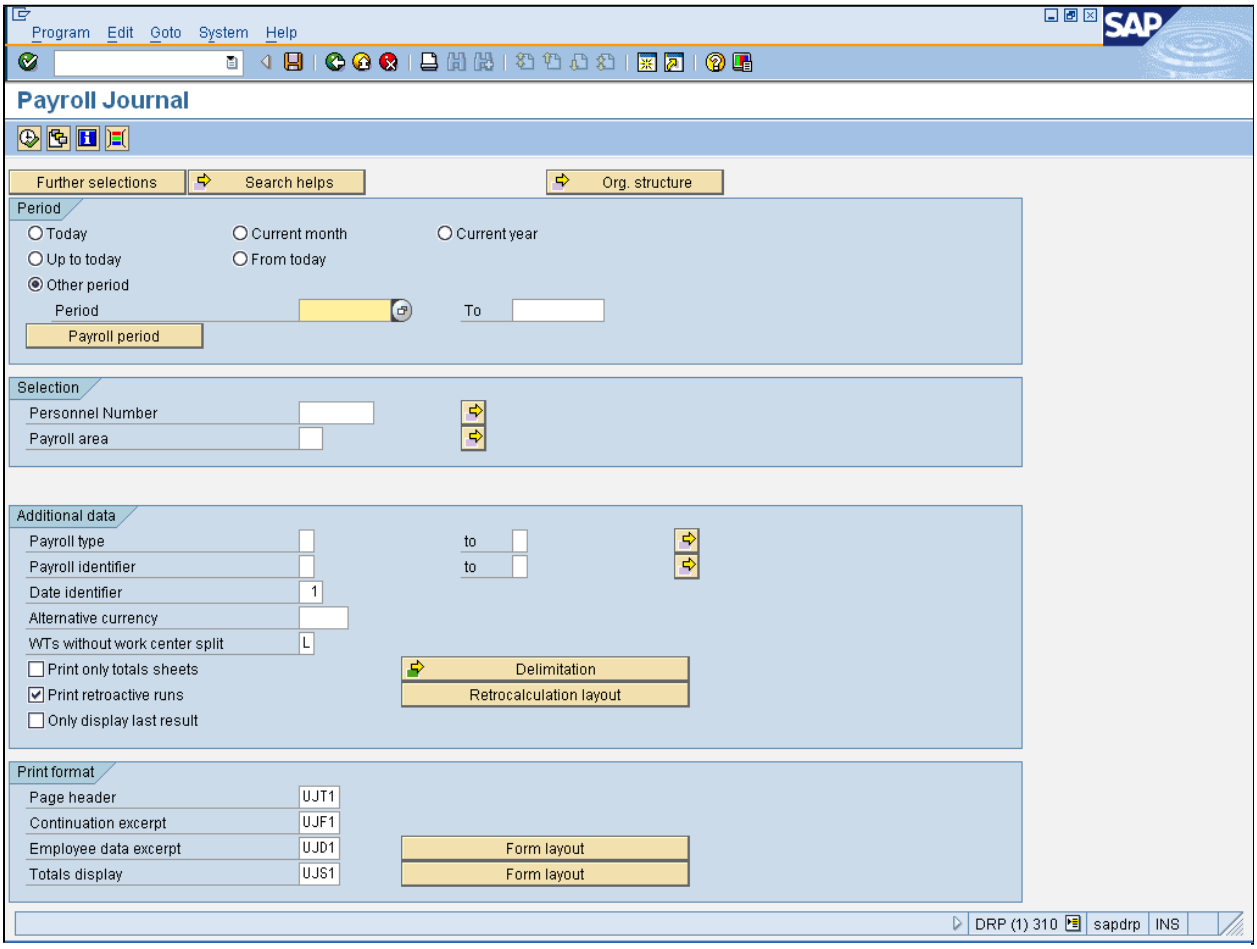
Procedure

1. Start the transaction using the menu path or transaction code. The *Payroll Journal* screen displays.

Payroll Journal



2. Click **Payroll period** button

.

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

Field	R/O/C	Description
Payroll area	R	A group of employees for whom the payroll is to be run on the same date regardless of their status. **Example:** z1

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4. Select **Other period** radio button

.

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

Field	R/O/C	Description
Other period	R	Period other than the one displayed. **Example:** 4
Year	R	Budget/planning year. **Example:** 2009
Personnel Number	R	A unique, identification number for personnel assigned as it is processed in SAP; the system automatically assigns this number. **Example:** 100033
Payroll area	R	A group of employees for whom the payroll is to be run on the same date regardless of their status. **Example:** z1

6. Click **Enter** button to validate the entries.

7. Click **Execute** button .

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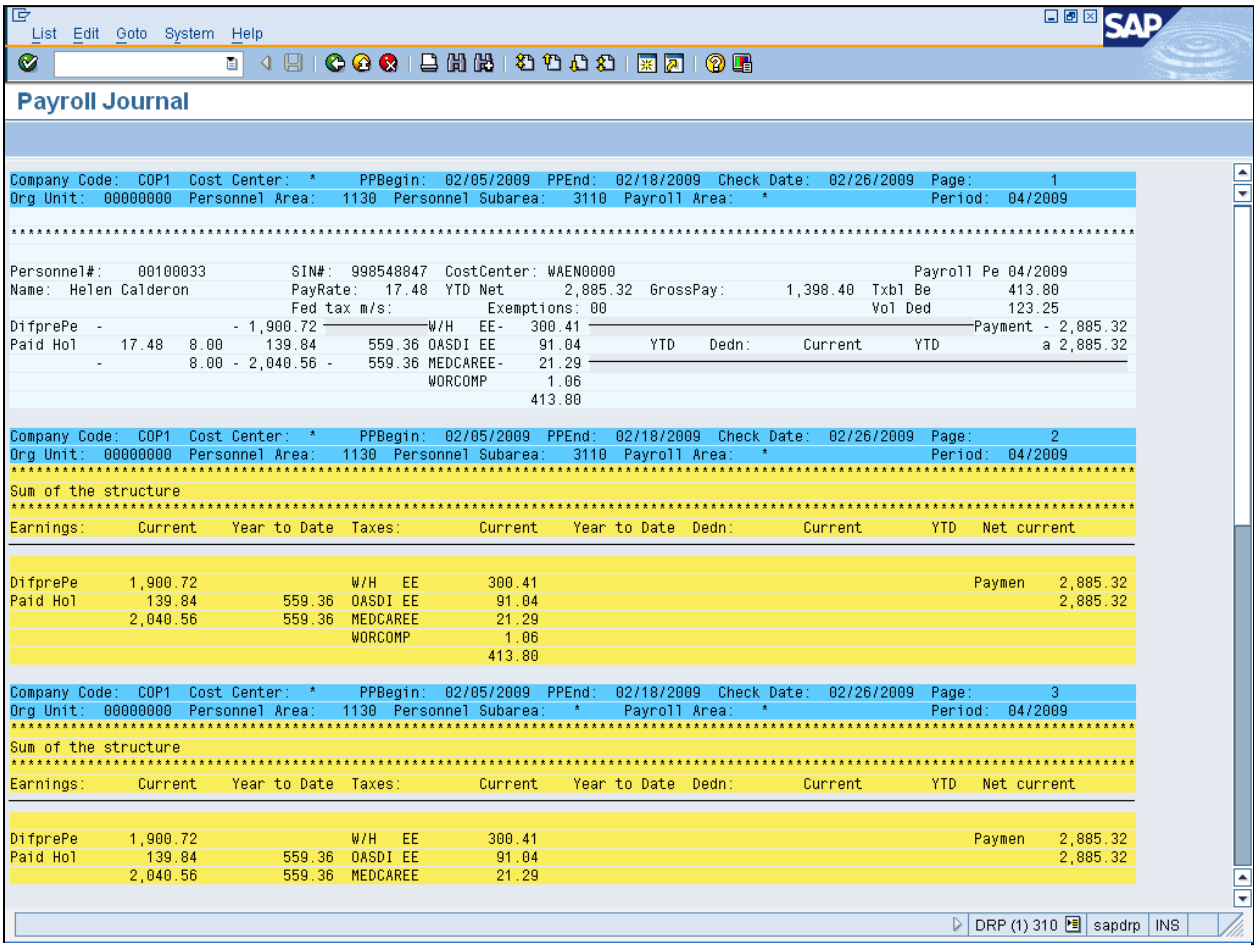
Payroll Journal



List Edit Goto System Help

Payroll Journal

```
Company Code:  COP1  Cost Center:  *     PPBegin:  02/05/2009  PPEnd:  02/18/2009  Check Date:  02/26/2009  Page:          1
Org Unit:  00000000  Personnel Area:   1130  Personnel Subarea:   3110  Payroll Area:   *                  Period:  04/2009

*****************************************************************************************************************************

Personnel#:    00100033          SIN#:  998548847  CostCenter: WAEN0000                                Payroll Pe 04/2009
Name:  Helen Calderon            PayRate:   17.48  YTD Net       2,885.32  GrossPay:       1,398.40  Txbl Be         413.80
                                 Fed tax m/s:          Exemptions: 00                                  Vol Ded         123.25
DifprePe  -                - 1,900.72 ------------W/H   EE-   300.41 ------------------------------------------Payment - 2,885.32
Paid Hol     17.48   8.00     139.84      559.36 OASDI EE     91.04        YTD    Dedn:      Current      YTD            a 2,885.32
         -           8.00 - 2,040.56 -    559.36 MEDCAREE-    21.29 ------------------------------------------------------------
                                                 WORCOMP       1.06
                                                              413.80

Company Code:  COP1  Cost Center:  *     PPBegin:  02/05/2009  PPEnd:  02/18/2009  Check Date:  02/26/2009  Page:          2
Org Unit:  00000000  Personnel Area:   1130  Personnel Subarea:   3110  Payroll Area:   *                  Period:  04/2009
*****************************************************************************************************************************
Sum of the structure
*****************************************************************************************************************************
Earnings:      Current    Year to Date  Taxes:         Current    Year to Date  Dedn:        Current        YTD   Net current

DifprePe      1,900.72                  W/H   EE        300.41                                                Paymen    2,885.32
Paid Hol        139.84          559.36  OASDI EE         91.04                                                          2,885.32
              2,040.56          559.36  MEDCAREE         21.29
                                        WORCOMP           1.06
                                                         413.80

Company Code:  COP1  Cost Center:  *     PPBegin:  02/05/2009  PPEnd:  02/18/2009  Check Date:  02/26/2009  Page:          3
Org Unit:  00000000  Personnel Area:   1130  Personnel Subarea:   *     Payroll Area:   *                  Period:  04/2009
*****************************************************************************************************************************
Sum of the structure
*****************************************************************************************************************************
Earnings:      Current    Year to Date  Taxes:         Current    Year to Date  Dedn:        Current        YTD   Net current

DifprePe      1,900.72                  W/H   EE        300.41                                                Paymen    2,885.32
Paid Hol        139.84          559.36  OASDI EE         91.04                                                          2,885.32
              2,040.56          559.36  MEDCAREE         21.29
```

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8. Scroll down to view additional information.

9. Click **Back** button .

10. Click **Exit** button .

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Result

You have successfully reviewed payroll transactions.