



PC00_M10_FFOC - Create Check File

Purpose

Use this procedure to create the check spool file for a payroll run.

Trigger

Perform this procedure when payroll is complete and ready for printing.

Prerequisites

- Payroll is processed
- Pre-DME and DME are completed successfully

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.



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Procedure

1. Start the transaction using the menu path or transaction code. The *International Payment Medium - Check (with check management)* screen displays.

International Payment Medium - Check (with check management)

The screenshot shows the SAP 'International Payment Medium - Check (with check management)' screen. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar with various icons, and a title bar with the SAP logo. The main area is divided into several sections: 'Program run date' with a date field and a calendar icon; 'Identification feature' with a text field and a 'Proposal run only' checkbox; 'Company code selection' with 'Paying company code' and 'Sending company code' fields and a dropdown arrow; 'Further selections' with fields for 'Payment method' (set to 'C'), 'Pmt meth. supplement', 'Business Area', 'House Bank', 'Account ID', 'Check lot number', 'Restart from Check Number', 'Currency', and 'Payment document no.', each with a dropdown arrow; 'Print control' with checkboxes for 'Print checks', 'Print payment advice notes', and 'Print Payment Summary', each with a 'Printer' field and a 'Print Immediately' checkbox; and 'Output control' with fields for 'Alternative check form' and 'Filler for digits in words'. The status bar at the bottom shows 'QR2 (1) 530', 'sapqr2', and 'INS'.

2. Click **Get Variant** button . The *Find Variant* dialog box displays.



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Find Variant

Find Variant

Variant		→
Environment		→
Created by	ACORNELL_Z	→
Changed by		→
Original language		→

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3. Click **Created by** field . Clear contents, so field is left blank.
4. Click **Execute** button . The *ABAP: Variant Directory of Program XXXX* dialog box displays.

ABAP: Variant Directory of Program XXXX

ABAP: Variant Directory of Program RFFOUS_C

Variant catalog for program RFFOUS_C

Variant name	Short description	E	P	Cha
1	Test 0001 DB GIRO Stapel 0001	A		SAP
COP_CHECKS	AP CHECKS	A		PMA
COP_PYOC	Payroll Offcycle Check Variant	A		SSC
LIVE PY CHECKS	Live payroll checks	A		
PCS_HR_US_OC	PCS 470 Print Checks	A		OST
PCS_HR_US_OC	PCS 470 Print Check Replace	A		OST
REPRINT	Test: Reprint cheques	A		SAP

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5. Select **LIVE PY CHECKS** list item .
6. Click **Enter** button .



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International Payment Medium - Check (with check management)

The screenshot shows the SAP 'International Payment Medium - Check (with check management)' form. Key fields include:

- Program run date:** A date selection field.
- Identification feature:** A text input field.
- Company code selection:** 'Paying company code' and 'Sending company code' both set to 'COP1'.
- Further selections:** 'Payment method' is 'H', 'House Bank' is 'WEFA', 'Account ID' is 'PY', and 'Check lot number' is '1'.
- Print control:** 'Print checks' is checked with printer 'MICRCHECK2'. Other options are unchecked.
- Output control:** 'Alternative check form' and 'Filler for digits in words' are empty.

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

Field	R/O/C	Description
Program run date	R	Date on which the program should run. Example: 050609
Identification feature	R	Additional identification feature used to distinguish between several runs with the same reconciliation key date. Example: 13032P



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Field	R/O/C	Description
Printer	R	Equipment used to print documents. Example: locl

International Payment Medium - Check (with check management)


8. Check **Print Payment Summary** check box Print Payment Summary .
9. As required, complete/review the following fields:

Field	R/O/C	Description
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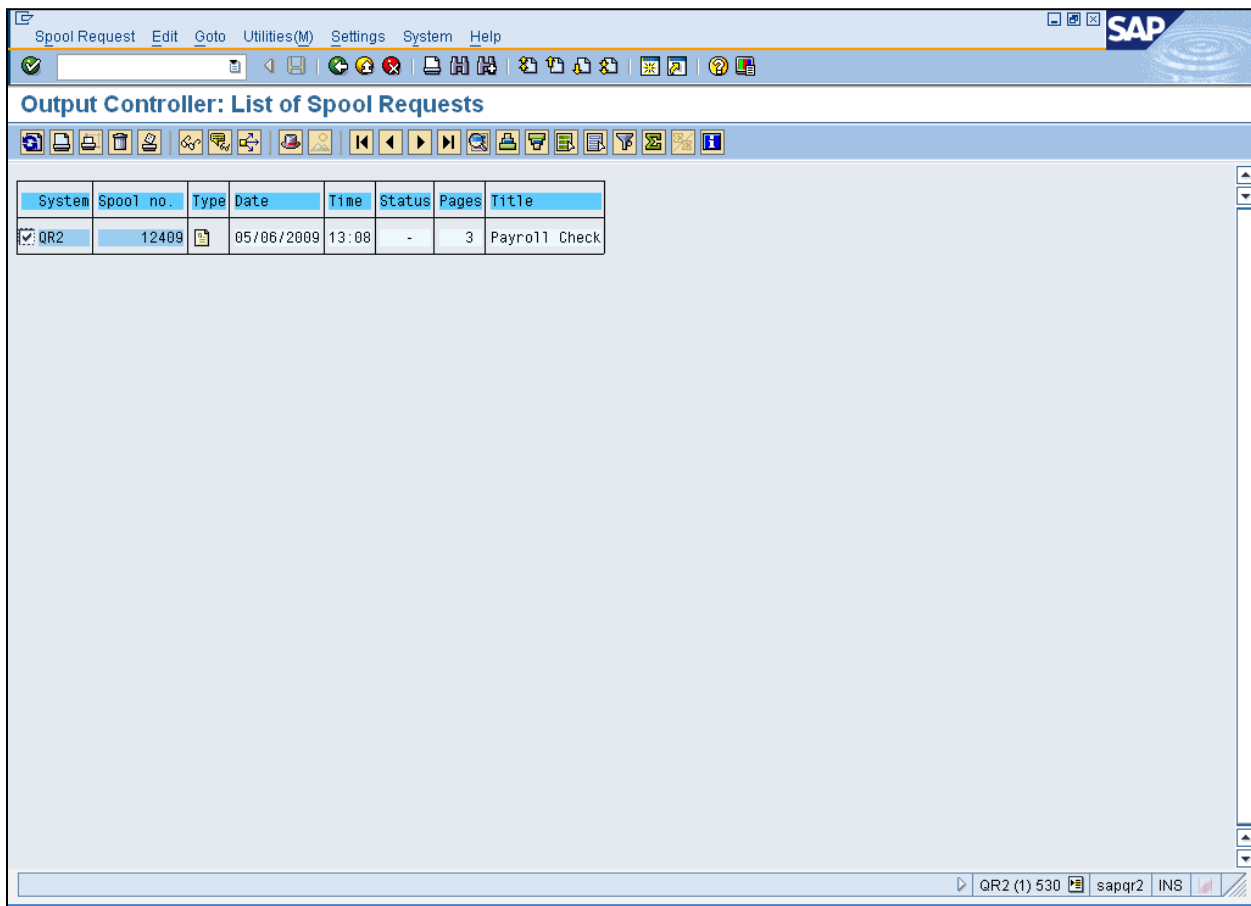


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Field	R/O/C	Description
Printer	R	Equipment used to print documents. Example: locl

- Click **Execute** button  . The screen updates.
- Double-click **Payroll Check** list item **Payroll Check** . The *Output Controller: List of Spool Requests* screen displays.

Output Controller: List of Spool Requests



The screenshot shows the SAP 'Output Controller: List of Spool Requests' interface. At the top, there is a menu bar with 'Spool Request', 'Edit', 'Goto', 'Utilities(M)', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

System	Spool no.	Type	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> QR2	12409		05/06/2009	13:08	-	3	Payroll Check

At the bottom right of the window, the status bar shows 'QR2 (1) 530', 'sapqr2', 'INS', and a printer icon.

- Check **QR2** check box **QR2** .
- Click **Print Preview** icon  . The *Print Preview of LOCL Page XXXX to YYYY* screen displays.



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The system displays the message, "Recipient name should be specified".

Print Preview of LOCL Page XXXX of YYYY

The screenshot shows the SAP Print Preview interface for a LOCL (Local) page. The title bar indicates 'Print Preview of LOCL Page 00001 of 00003'. The main content area displays a client configuration and a detailed earnings statement.

Client Information:

- US Pre-Configured Client
- 3999 West Chester Pike
- Newtown Square, PA 19073
- Client ID: 0500012270

Payroll Details:

- Pay Type: Irregular payroll
- Pay Period: 04/16/2009 - 04/29/2009
- Pay Freq: BI CoF Bi-Weekly
- Pers. No.: 00170677
- Employee Name: Michael Montgomery
- Address: 1717 SW PARK AVE., #307, PORTLAND OR 97201

Earnings Statement Summary:

Pay Date	Dep/Chk Number	Net	Gross	Taxes
05/07/2009		2,751.20	5.52	994.60
YTD		24,749.14	805.44	7,956.48

Earnings Breakdown:

Date	Rate	Hours	Amount
04/16			5.52
04/28			5.52
Total Earnings			5.52

The bottom status bar shows 'QR2 (1) 530', 'sapqr2', and 'INS'.

14. Click **Back** button . The *Output Controller: List of Spool Requests* screen displays.



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Output Controller: List of Spool Requests

System	Spool no.	Type	Date	Time	Status	Pages	Title
<input checked="" type="checkbox"/> QR2	12409		05/06/2009	13:08	-	3	Payro11 Check

15. Click **Back** button  . The *International Payment Medium - Check (with check management)* screen displays.



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International Payment Medium - Check (with check management)

The screenshot shows the SAP GUI interface for the transaction 'International Payment Medium - Check (with check management)'. The main area displays a table titled 'Overview of the lists generated' with the following data:

Name	Dataset	Spool number
Payro1 Check	LIST1S	0000012409
Payment summary	LIST6S	0000012410

The interface includes a menu bar (List, Edit, Goto, System, Help), a toolbar with various icons, and a status bar at the bottom showing 'QR2 (1) 530', 'sapqr2', and 'INS'.

16. Click **Back** button  .

17. Click **Exit** button  .



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Work Instruction

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Result

You have successfully created the check spool file for a payroll run.