ZPY_PAYR - Display Table PAYR in Treasury

Purpose

Use this procedure to display the payroll register table for a particular pay period to provide total net pay for funding purposes and to provide customer requested payroll information such as the check amount and check number.

Trigger

Perform this procedure every pay period after payroll checks have been printed or as requests are received from customers.

Prerequisites

- Central Payroll has exited payroll for the pay period
- Check Printing Processor has printed payroll checks

Menu Path

Use the following menu path to begin transaction:

N/A

Transaction Code

ZPY_PAYR

Helpful Hints

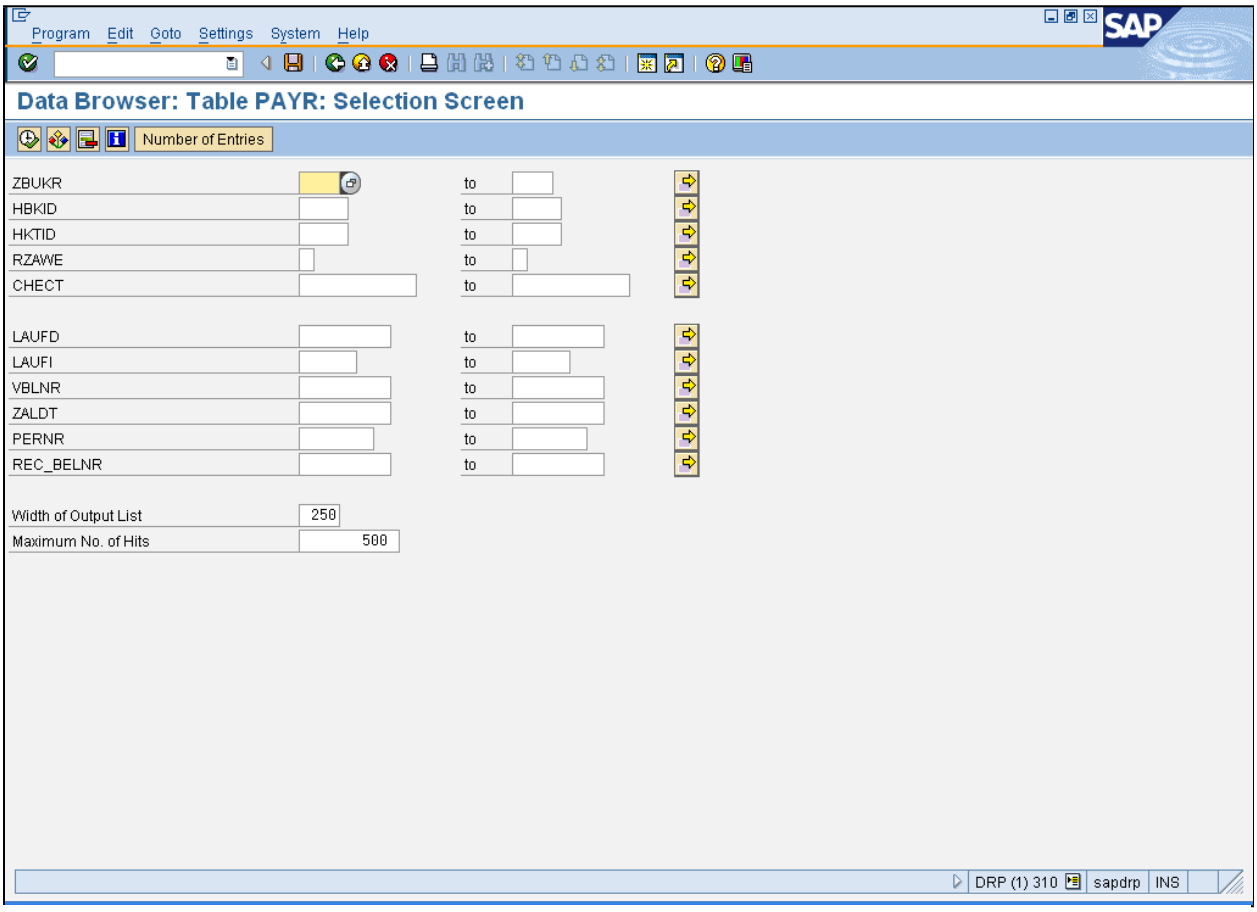
- R/O/C column in tables represents Required, Optional, or Conditional entry
- Field Descriptions can be viewed by going to Settings, Fields for Selection:
    - Field **ZALDT** is the Payment Date
    - Field **CHECT** is the Check Number
    - Field **LAUFD** is the Run Date
- Access to view the payroll register table is limited through security. Only Treasury staff assigned this role can run this report

ZPY_PAYR - Display Table PAYR in Treasury

Procedure

1. Start the transaction using the menu path or transaction code. The *Data Browser: Table PAYR: Selection Screen* displays.

Data Browser: Table PAYR: Selection Screen



2. Click the **ZALDT** field .

Field **ZADLT** is the Payment Date.

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

Field	R/O/C	Description

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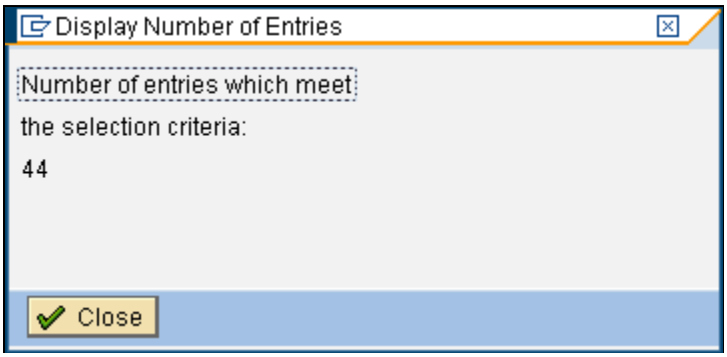
Field	R/O/C	Description
ZALDT	R	**Example:** 01152009
to	R	Upper limit of the range of time covered in the report. **Example:** 01152009

4. Click the **Number of Entries** button [Number of Entries] . The *Display Number of Entries* dialog box displays.

To determine how many entries the selection criteria provides, click on **Number of Entries.**

Display Number of Entries



5. Click the **Close** button [Close] .

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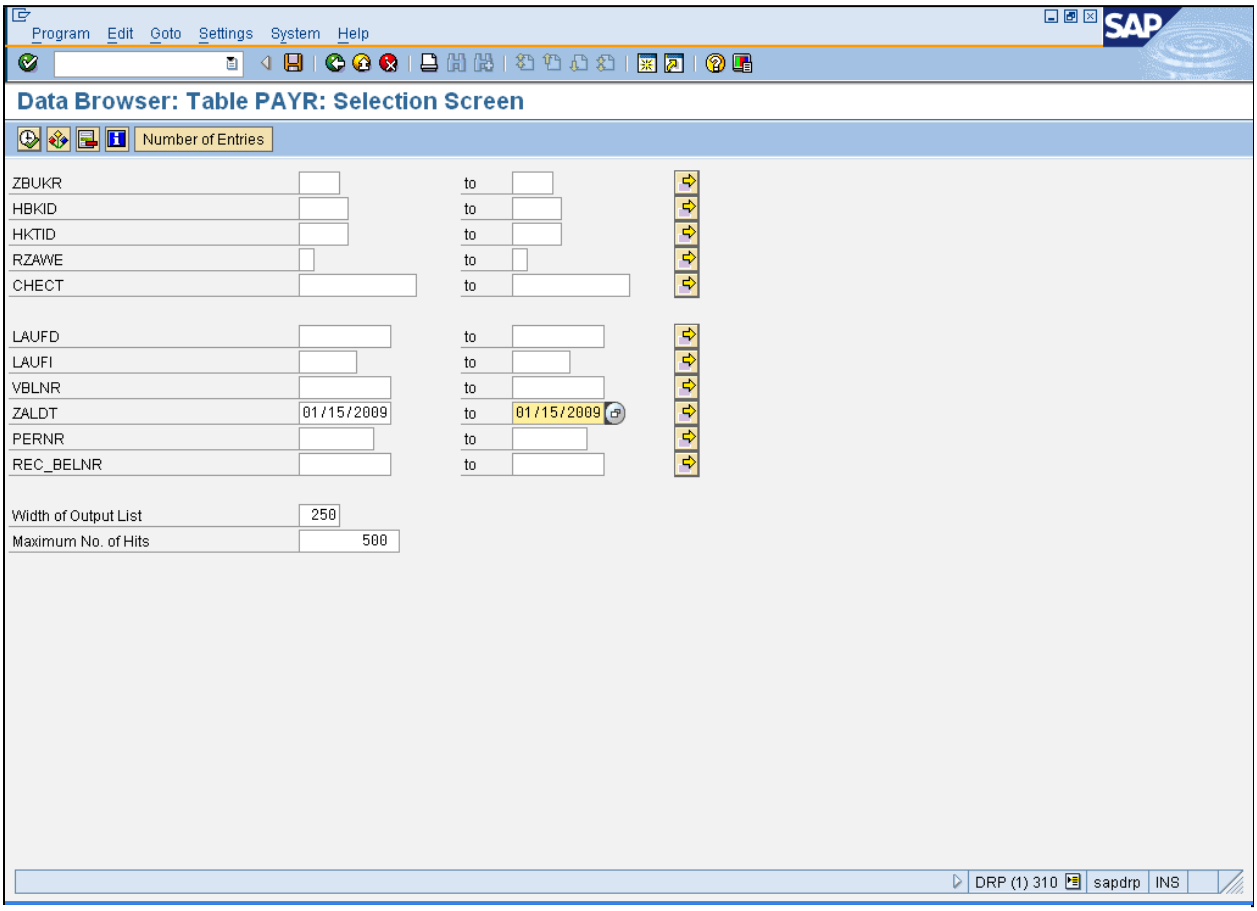
Data Browser: Table PAYR: Selection Screen



6. Click the **Execute** button . The *Data Browser: Table PAYR Select Entries XXXX* screen displays.

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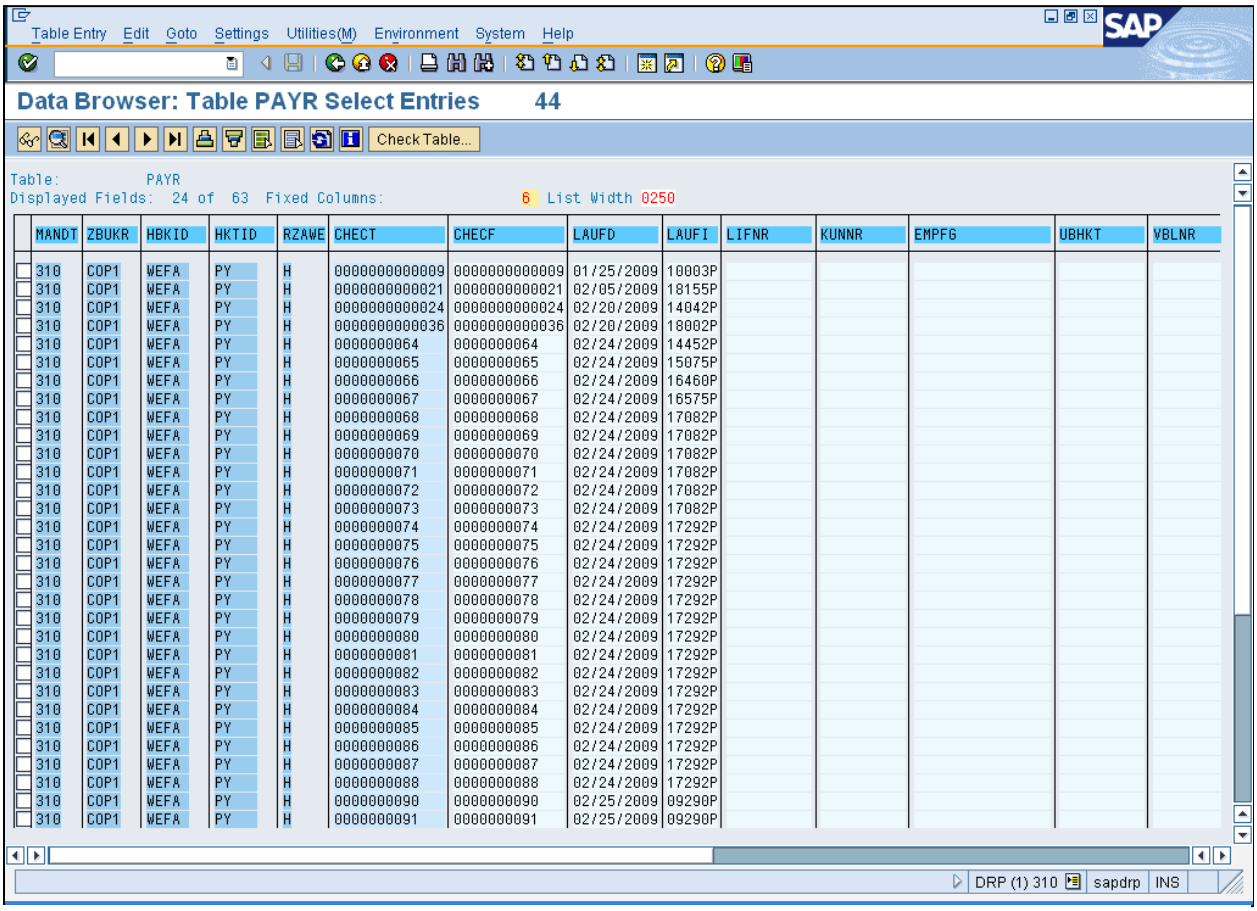
Data Browser: Table PAYR Select Entries XXXX



MANDT	ZBUKR	HBKID	HKTID	RZAWE	CHECT	CHECF	LAUFD	LAUFI	LIFNR	KUNNR	EMPFG	UBHKT	VBLNR
310	COP1	WEFA	PY	H	0000000000009	0000000000009	01/25/2009	10003P					
310	COP1	WEFA	PY	H	0000000000021	0000000000021	02/05/2009	18155P					
310	COP1	WEFA	PY	H	0000000000024	0000000000024	02/20/2009	14042P					
310	COP1	WEFA	PY	H	0000000000036	0000000000036	02/20/2009	18002P					
310	COP1	WEFA	PY	H	0000000064	0000000064	02/24/2009	14452P					
310	COP1	WEFA	PY	H	0000000065	0000000065	02/24/2009	15075P					
310	COP1	WEFA	PY	H	0000000066	0000000066	02/24/2009	16460P					
310	COP1	WEFA	PY	H	0000000067	0000000067	02/24/2009	16575P					
310	COP1	WEFA	PY	H	0000000068	0000000068	02/24/2009	17082P					
310	COP1	WEFA	PY	H	0000000069	0000000069	02/24/2009	17082P					
310	COP1	WEFA	PY	H	0000000070	0000000070	02/24/2009	17082P					
310	COP1	WEFA	PY	H	0000000071	0000000071	02/24/2009	17082P					
310	COP1	WEFA	PY	H	0000000072	0000000072	02/24/2009	17082P					
310	COP1	WEFA	PY	H	0000000073	0000000073	02/24/2009	17082P					
310	COP1	WEFA	PY	H	0000000074	0000000074	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000075	0000000075	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000076	0000000076	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000077	0000000077	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000078	0000000078	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000079	0000000079	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000080	0000000080	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000081	0000000081	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000082	0000000082	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000083	0000000083	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000084	0000000084	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000085	0000000085	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000086	0000000086	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000087	0000000087	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000088	0000000088	02/24/2009	17292P					
310	COP1	WEFA	PY	H	0000000090	0000000090	02/25/2009	09290P					
310	COP1	WEFA	PY	H	0000000091	0000000091	02/25/2009	09290P					

7. Click the **Right Arrow** button to view additional information.

To download the file, go to **Edit -->Download.**

8. Click the **Select All** button .

9. Click the **Display** button . The *Table PAYR Display* screen displays.

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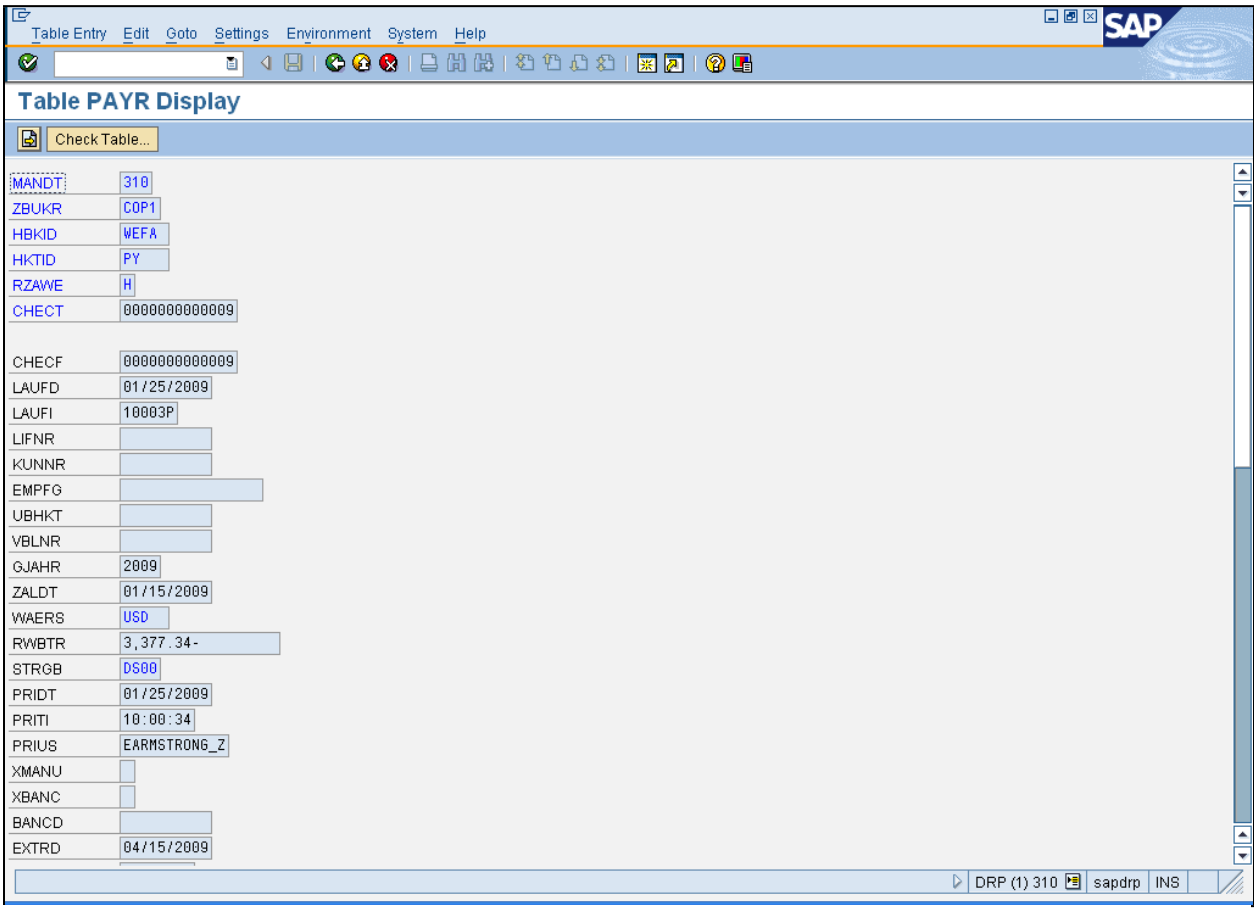
Table PAYR Display



10. Click the **Next Record** button .

11. Click the **Previous Record** button .

12. Click the **Back** button . The *Data Browser: Table PAYR Select Entries XXXX* screen displays.

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Data Browser: Table PAYR Select Entries XXXX

Table Entry Edit Goto Settings Utilities(M) Environment System Help

Data Browser: Table PAYR Select Entries 44

Check Table...

Table: PAYR
Displayed Fields: 24 of 63 Fixed Columns: 6 List Width 0250

X	MANDT	ZBUKR	HBKID	HKTID	RZAWE	CHECT	CHECF	LAUFD	LAUFI	LIFNR	KUNNR	EMPFG	UBHKT	VBLNR
☑	310	COP1	WEFA	PY	H	0000000000009	0000000000009	01/25/2009	10003P					
☑	310	COP1	WEFA	PY	H	0000000000021	0000000000021	02/05/2009	18155P					
☑	310	COP1	WEFA	PY	H	0000000000024	0000000000024	02/20/2009	14042P					
☑	310	COP1	WEFA	PY	H	0000000000036	0000000000036	02/20/2009	18002P					
☑	310	COP1	WEFA	PY	H	0000000064	0000000064	02/24/2009	14452P					
☑	310	COP1	WEFA	PY	H	0000000065	0000000065	02/24/2009	15075P					
☑	310	COP1	WEFA	PY	H	0000000066	0000000066	02/24/2009	16460P					
☑	310	COP1	WEFA	PY	H	0000000067	0000000067	02/24/2009	16575P					
☑	310	COP1	WEFA	PY	H	0000000068	0000000068	02/24/2009	17082P					
☑	310	COP1	WEFA	PY	H	0000000069	0000000069	02/24/2009	17082P					
☑	310	COP1	WEFA	PY	H	0000000070	0000000070	02/24/2009	17082P					
☑	310	COP1	WEFA	PY	H	0000000071	0000000071	02/24/2009	17082P					
☑	310	COP1	WEFA	PY	H	0000000072	0000000072	02/24/2009	17082P					
☑	310	COP1	WEFA	PY	H	0000000073	0000000073	02/24/2009	17082P					
☑	310	COP1	WEFA	PY	H	0000000074	0000000074	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000075	0000000075	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000076	0000000076	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000077	0000000077	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000078	0000000078	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000079	0000000079	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000080	0000000080	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000081	0000000081	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000082	0000000082	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000083	0000000083	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000084	0000000084	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000085	0000000085	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000086	0000000086	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000087	0000000087	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000088	0000000088	02/24/2009	17292P					
☑	310	COP1	WEFA	PY	H	0000000090	0000000090	02/25/2009	09290P					
☑	310	COP1	WEFA	PY	H	0000000091	0000000091	02/25/2009	09290P					

DRP (1) 310 sapdrp INS

13. Click the **Back** button . The *Data Browser: Table PAYR: Selection Screen* displays.

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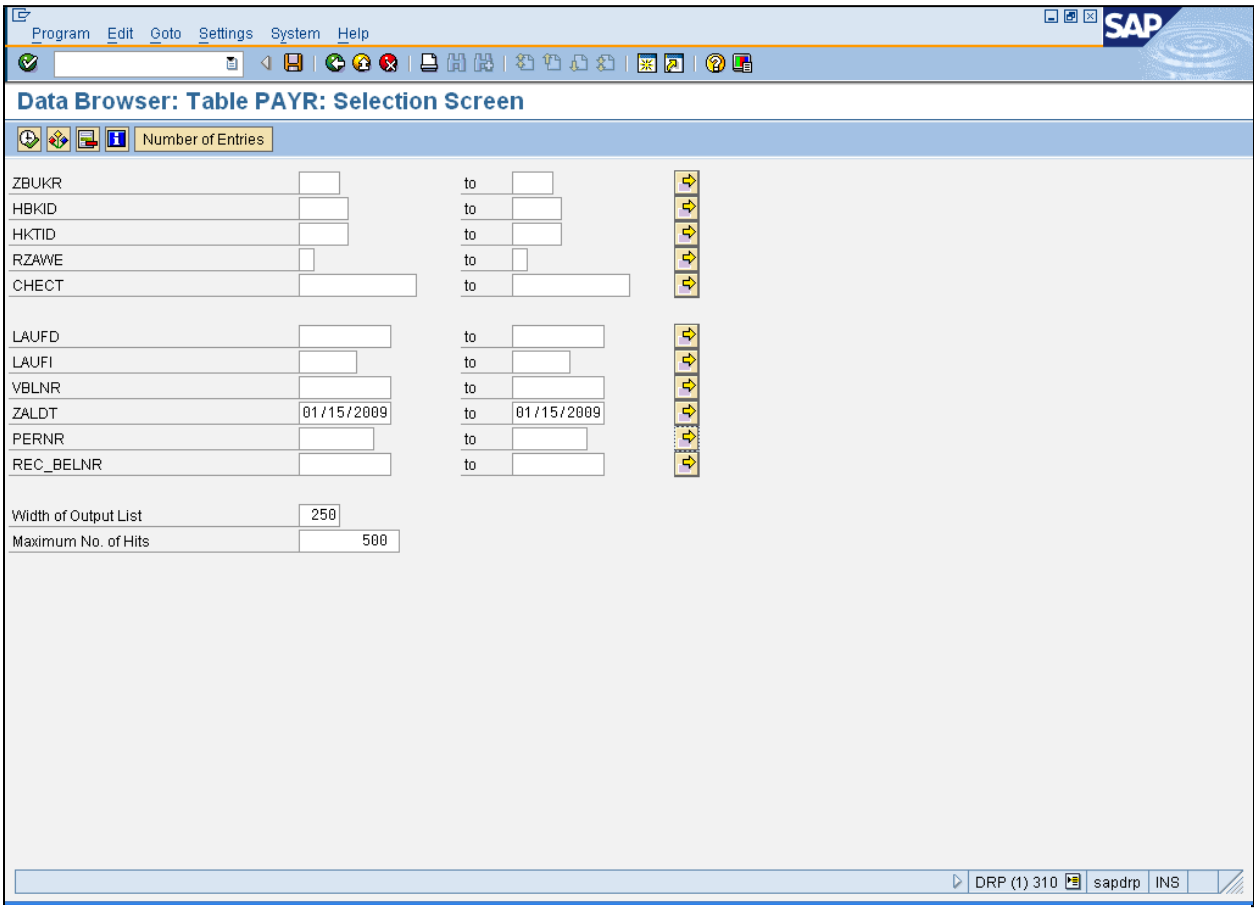
Data Browser: Table PAYR: Selection Screen



14. Click the **PERNR** field .

To narrow the selection to one employee, enter the PERNR number.

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

Field	R/O/C	Description
PERNR	R	Unique identifying number for employees. **Example:** 100029

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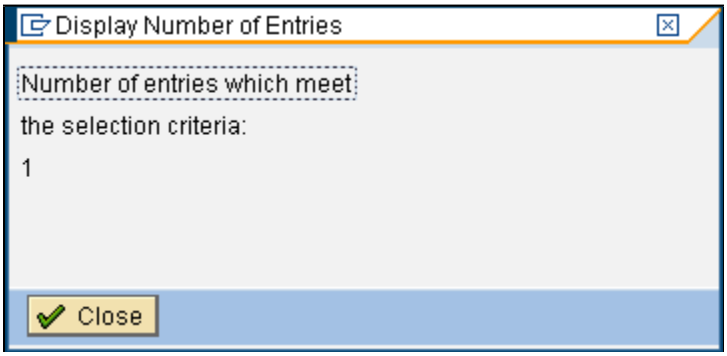
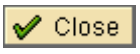
Field	R/O/C	Description
to	R	Upper limit of the range of time covered in the report. **Example:** 100029

16. Click the **Number of Entries** button

. The *Display Number of Entries* dialog box displays.

Display Number of Entries



17. Click the **Close** button 

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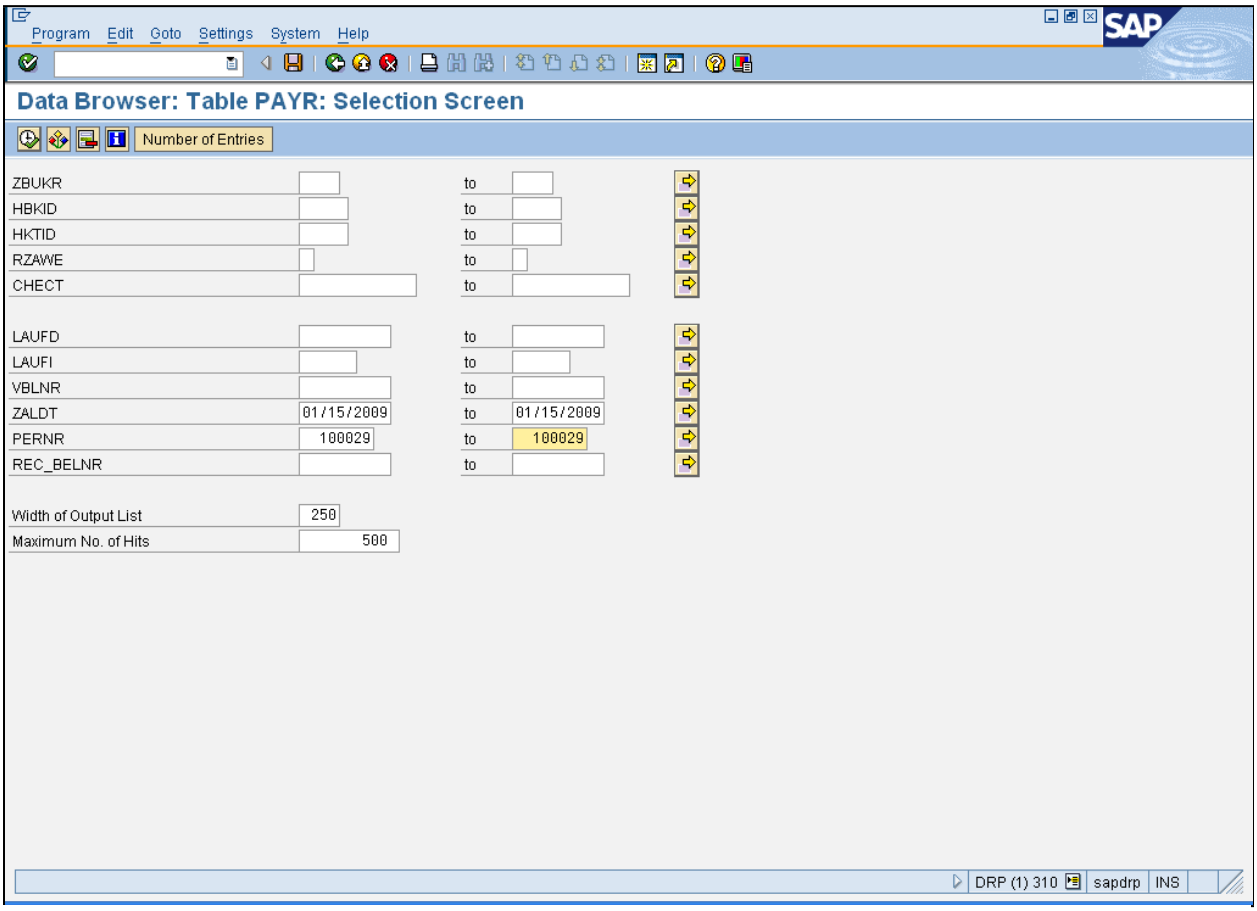
Data Browser: Table PAYR: Selection Screen



18. Click the **Execute** button . The *Data Browser: Table PAYR Select Entries* screen displays.

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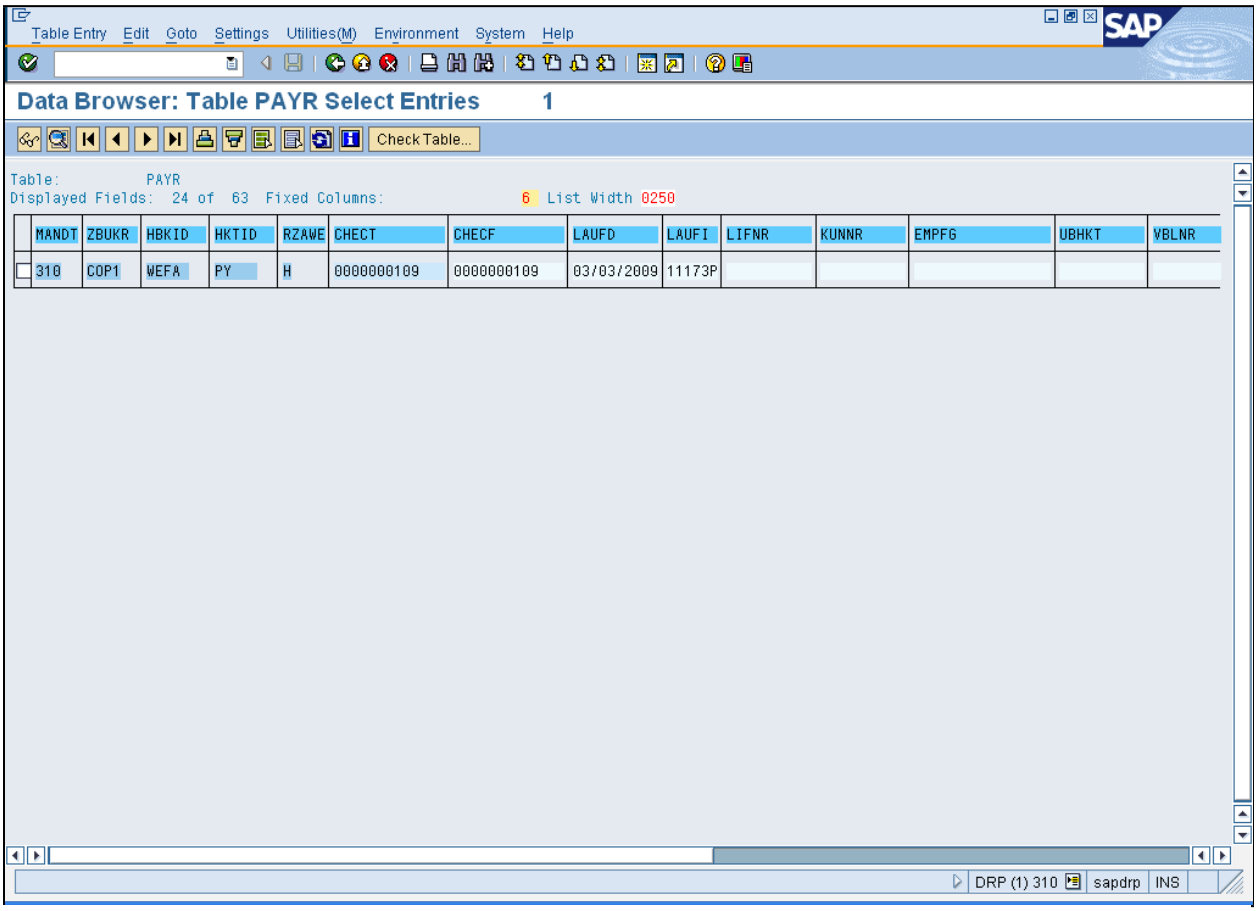
Data Browser: Table PAYR Select Entries XXXX



19. Select the **310** check box ☐ 310 .

20. Click the **Display** button . The *Table PAYR Display* screen displays.

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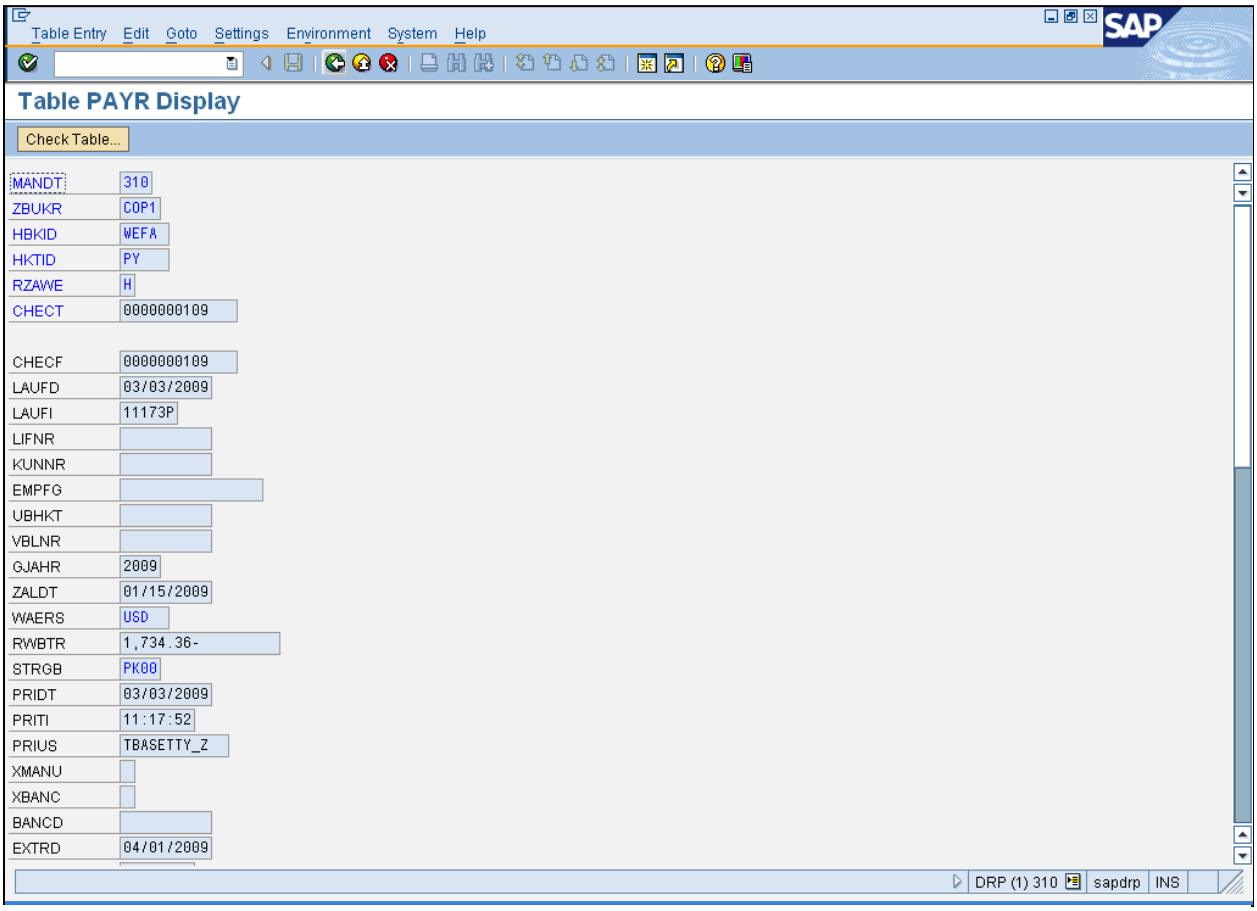
Table PAYR Display



21. Click the **Back** button . The *Data Browser: Table PAYR Select Entries XXXX* screen displays.

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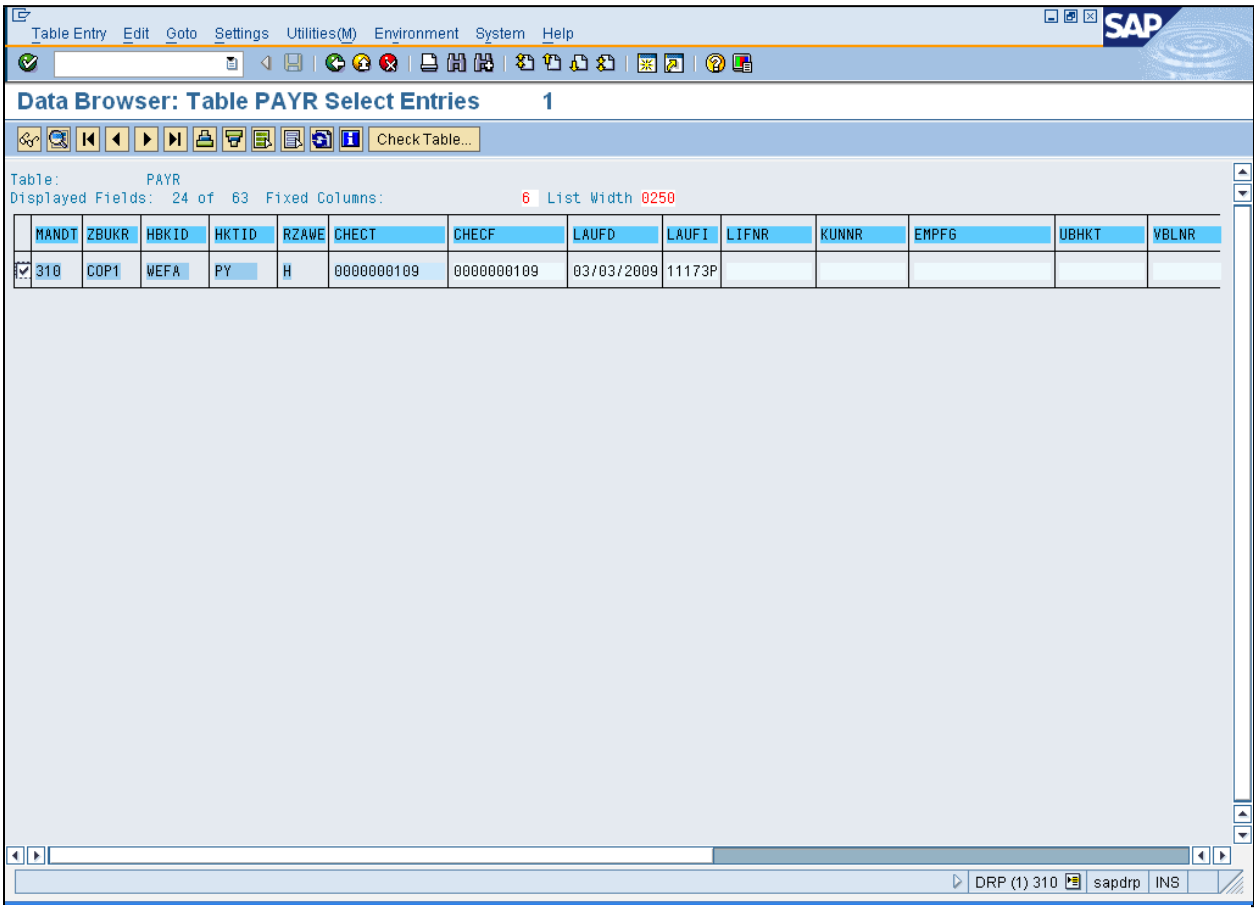
Data Browser: Table PAYR Select Entries XXXX



22. Click the **Back** button . The *Data Browser: Table PAYR: Selection Screen* displays.

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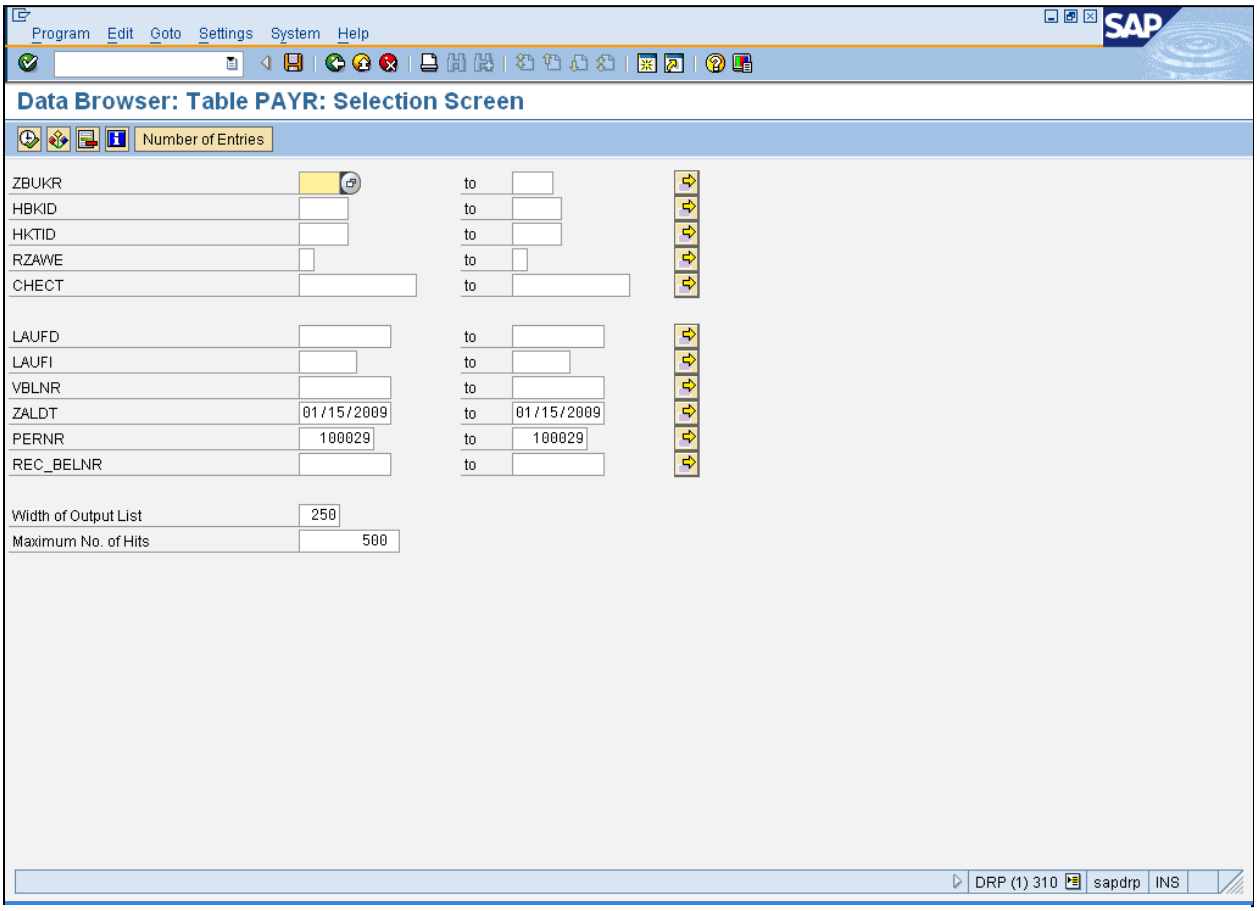
Data Browser: Table PAYR: Selection Screen



23. Click the **Exit** button .

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Result

You have successfully displayed the payroll register table.