



ZFIPYFOR

Work Instruction

ZFIPYFOR - Display Posted Payroll Costs

Purpose

Use this procedure to view posted payroll costs.

Trigger

Perform this procedure when you need to report where an employee's time has posted or who has posted time to a cost object.

Prerequisites

N/A

Menu Path

Use the following menu path to begin this transaction:

N/A

Transaction Code

ZFIPYFOR

Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- Use the parameters on the initial screen to limit the report returns. If left "wide-open" the report drains system resources.
- Use the asterisk (*) to complete wildcard searches on any cost object except WBS element fields (using the wild card the WBS element field returns a list of all labor costs posted for that project).



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Procedure

1. Start the transaction using the menu path or transaction code. The *Payroll and Financial Object Detail Report* displays.

Payroll and Financial Object Detail Report

The screenshot shows the SAP 'Payroll and Financial Object Detail Report' interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window title is 'Payroll and Financial Object Detail Report'. Below the title bar, there are several icons for navigation and help. The main content area is divided into three sections: 'Selection Options', 'Other Selections', and 'Output Options'. The 'Selection Options' section contains a table of fields for selection, including Company Code, Posting Dates, Cost Center, Internal Order, WBS Element, GL Account, Fund, Business Area, Grant, Functional Area, and Employee. The 'Other Selections' section contains checkboxes for 'Display Year-to-Date values' and 'Exclude Accruals'. The 'Output Options' section contains a field for 'Display variant'. The status bar at the bottom shows 'ZFIPYFOR sapqrp INS'.

| Selection Options | | | |
|-------------------|-------------------------------------|----|----------------------|
| Company Code | <input type="text"/> | | |
| Posting Dates | 09/18/2009 | to | 09/18/2009 |
| Cost Center | <input type="text"/> | to | <input type="text"/> |
| Internal Order | <input type="text"/> | to | <input type="text"/> |
| WBS Element | <input type="text"/> | to | <input type="text"/> |
| GL Account | <input type="text"/> | to | <input type="text"/> |
| Fund | <input type="text"/> | to | <input type="text"/> |
| Business Area | <input checked="" type="checkbox"/> | to | <input type="text"/> |
| Grant | <input type="text"/> | to | <input type="text"/> |
| Functional Area | <input type="text"/> | to | <input type="text"/> |
| Employee | <input type="text"/> | to | <input type="text"/> |

| Other Selections | |
|-----------------------------|-------------------------------------|
| Display Year-to-Date values | <input type="checkbox"/> |
| Exclude Accruals | <input checked="" type="checkbox"/> |

| Output Options | |
|-----------------|----------------------|
| Display variant | <input type="text"/> |

2. Click **Company Code** field .
 - To limit the report returns, input limiting parameters in the Cost Center, Internal Order, WBS Element or Employee fields.
 - The **Exclude Accruals** checkbox defaults to exclude the accruals. Uncheck this box to include accruals in the output.
3. As required, complete/review the following fields:



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| Field | R/O/C | Description |
|--------------|-------|---|
| Company Code | R | Company code represents an independent accounting entity. There is only one Company code for the City of Portland: "COP1." Example: COP1 |
| Posting Date | R | The date a transaction is posted within the system. Example: 070809 |
| to | R | Upper limit of the range of time covered in the report. Example: 070809 |

4. Click **Business Area** field .



See the work instruction **Helpful Hints** for wildcard search instructions.

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

| Field | R/O/C | Description |
|---------------|-------|--|
| 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 |

6. Click **Execute** .

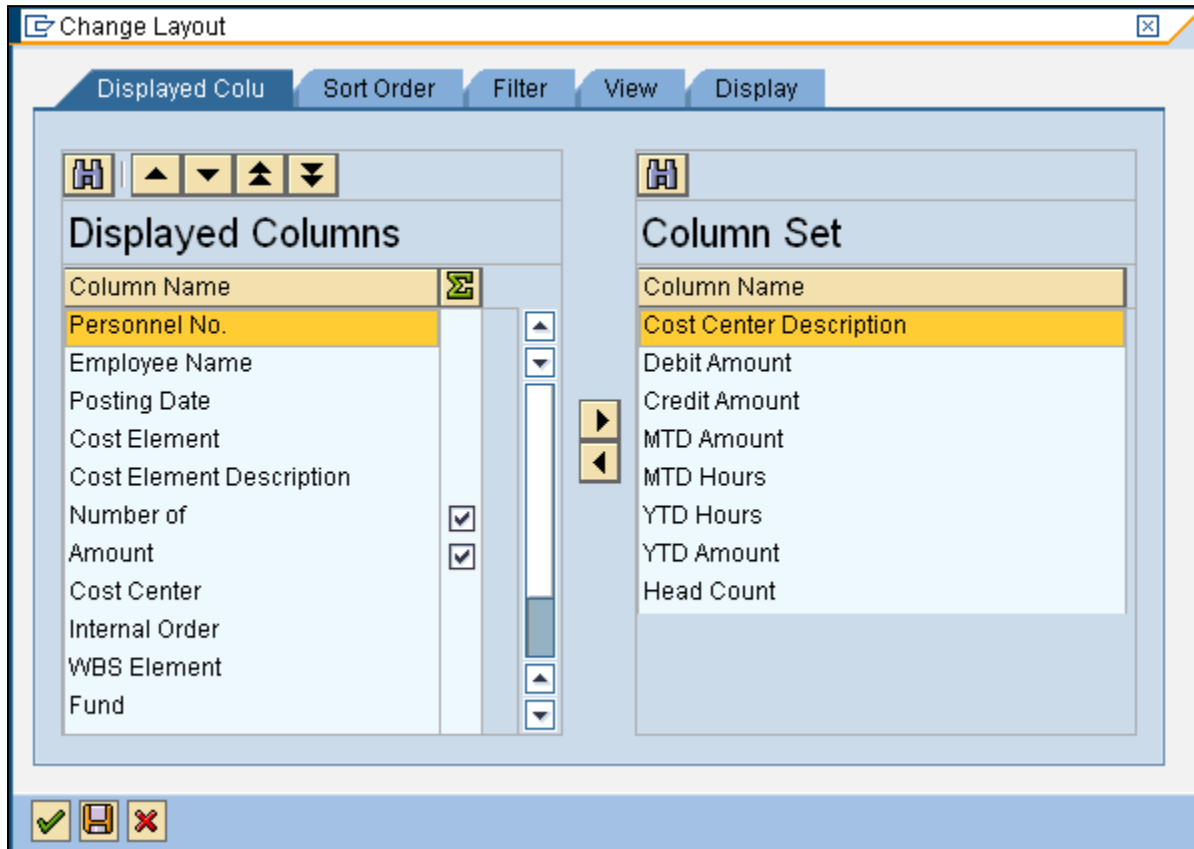
7. Click **Choose Layout...** .

8. Click **Change Layout...** .



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Change Layout



9. Select **WBS Element** from the *Displayed Columns* list .



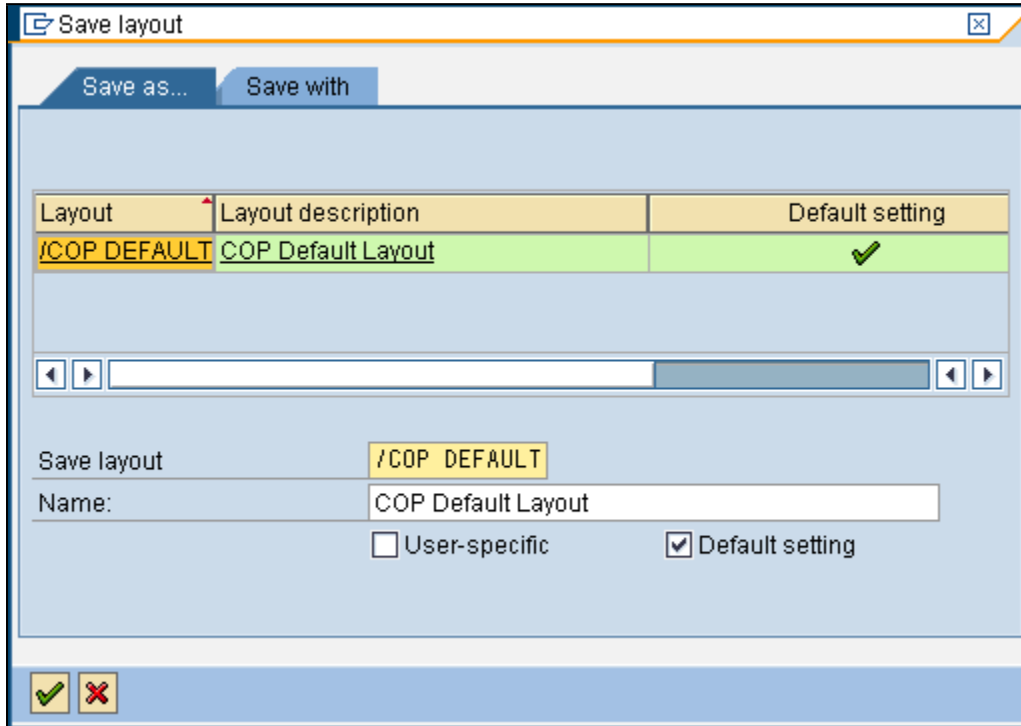
The items in the "**Displayed Columns**" show on the report. Use the **Hide** and **Show selected fields** buttons to customize the output screen.

10. Click **Hide selected fields**  . The field moves from the *Displayed Column* pane to the *Column Set* pane.
11. Click **Save layout**  . The *Save Layout* dialog box displays.



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Save layout



12. Check **User-specific** check box User-specific .

Uncheck the **Default setting** check box if you do not wish this to be your default layout.

13. Click **Save layout** field .

For user-specific layouts, do not enter the "/" before the name.

Layout naming convention: Business Area + sort text.

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

| Field | R/O/C | Description |
|-------------|-------|--|
| Save layout | R | The layout determines the list format. Example: HC_No_WBS |



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| Field | R/O/C | Description |
|-------|-------|--|
| Name: | R | Persons or companys name or name given to an object. Example: HC No WBS Element |

15. Click **Continue**

Change Layout

16. Click **Transfer**



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Payroll and Financial Object Detail Report

Payroll and FICO object Detail Report from 07/08/2009 to 07/08/2009

| Employee | Name | Posting Date | Cost Element | Cost Element Text | Hours | Amount | Cost Center | Internal Order | Fund | Business Area | Gra |
|----------|--------------------|--------------|--------------|----------------------|--------------|----------|-------------|----------------|--------|---------------|-----|
| 125346 | Sally Erickson | 07/08/2009 | 511100 | Reg (perm full time) | 3.60 | 135.02 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | | | | Reg (perm full time) | 1.20 | 45.01 | | HC00160002 | 217001 | HC00 | HC |
| | | | | Reg (perm full time) | 43.20 | 1,620.32 | | HC00293881 | 218000 | HC00 | HC |
| | | | 511101 | Regular leave | 2.40 | 89.60 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | | | | Regular leave | 0.80 | 29.86 | | HC00160002 | 217001 | HC00 | HC |
| | | | | Regular leave | 28.80 | 1,075.28 | | HC00293881 | 218000 | HC00 | HC |
| | | | 513200 | Workers comp - ER sh | | 0.07 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | | | | Workers comp - ER sh | | 0.01 | | HC00160002 | 217001 | HC00 | HC |
| | | | | Workers comp - ER sh | | 0.59 | | HC00293881 | 218000 | HC00 | HC |
| | | | 514100 | Benefits | | 35.55 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | | | | Benefits | | 11.86 | | HC00160002 | 217001 | HC00 | HC |
| | | | | Benefits | | 427.02 | | HC00293881 | 218000 | HC00 | HC |
| | | | 514540 | OPSRP (all) | | 24.79 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | | | | OPSRP (all) | | 8.25 | | HC00160002 | 217001 | HC00 | HC |
| | | | | OPSRP (all) | | 297.62 | | HC00293881 | 218000 | HC00 | HC |
| | | | 514610 | SS ER share | | 13.27 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | | | | SS ER share | | 4.43 | | HC00160002 | 217001 | HC00 | HC |
| | | | | SS ER share | | 159.27 | | HC00293881 | 218000 | HC00 | HC |
| | | | 514620 | Medicare ER share | | 3.08 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | | | | Medicare ER share | | 1.02 | | HC00160002 | 217001 | HC00 | HC |
| | Medicare ER share | | 37.29 | | HC00293881 | 218000 | HC00 | HC | | | |
| 514700 | TriMet payroll tax | | 1.51 | | 8HCPG0000001 | 213000 | HC00 | NO | | | |
| | TriMet payroll tax | | 0.50 | | HC00160002 | 217001 | HC00 | HC | | | |

- Click **Internal Order** header item Internal Order.



The next steps show how to subtotal by cost object and then display only the objects you wish to see.



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Payroll and Financial Object Detail Report


Execute System Help SAP


Payroll and Financial Object Detail Report

Payroll and FICO object Detail Report from 07/08/2009 to 07/08/2009

| Employee | Name | Posting Date | Cost Element | Cost Element Text | Hours | Amount | Cost Center | Internal Order | Fund | Business Area | Gra |
|----------------|----------------|--------------|--------------------|----------------------|-------|----------|--------------|----------------|--------|---------------|-----|
| 125346 | Sally Erickson | 07/08/2009 | 511100 | Reg (perm full time) | 3.60 | 135.02 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | Sally Erickson | 07/08/2009 | | Reg (perm full time) | 1.20 | 45.01 | | HC00160002 | 217001 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | | Reg (perm full time) | 43.20 | 1,620.32 | | HC00293881 | 218000 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | 511101 | Regular leave | 2.40 | 89.60 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | Sally Erickson | 07/08/2009 | | Regular leave | 0.80 | 29.86 | | HC00160002 | 217001 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | | Regular leave | 28.80 | 1,075.28 | | HC00293881 | 218000 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | 513200 | Workers comp - ER sh | | 0.07 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | Sally Erickson | 07/08/2009 | | Workers comp - ER sh | | 0.01 | | HC00160002 | 217001 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | | Workers comp - ER sh | | 0.59 | | HC00293881 | 218000 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | 514100 | Benefits | | 35.55 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | Sally Erickson | 07/08/2009 | | Benefits | | 11.86 | | HC00160002 | 217001 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | | Benefits | | 427.02 | | HC00293881 | 218000 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | 514540 | OPSRP (all) | | 24.79 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | Sally Erickson | 07/08/2009 | | OPSRP (all) | | 8.25 | | HC00160002 | 217001 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | | OPSRP (all) | | 297.62 | | HC00293881 | 218000 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | 514610 | SS ER share | | 13.27 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | Sally Erickson | 07/08/2009 | | SS ER share | | 4.43 | | HC00160002 | 217001 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | | SS ER share | | 159.27 | | HC00293881 | 218000 | HC00 | HC |
| | Sally Erickson | 07/08/2009 | 514620 | Medicare ER share | | 3.08 | | 8HCPG0000001 | 213000 | HC00 | NO |
| | Sally Erickson | 07/08/2009 | | Medicare ER share | | 1.02 | | HC00160002 | 217001 | HC00 | HC |
| Sally Erickson | 07/08/2009 | | Medicare ER share | | 37.29 | | HC00293881 | 218000 | HC00 | HC | |
| Sally Erickson | 07/08/2009 | 514700 | TriMet payroll tax | | 1.51 | | 8HCPG0000001 | 213000 | HC00 | NO | |
| Sally Erickson | 07/08/2009 | | TriMet payroll tax | | 0.50 | | HC00160002 | 217001 | HC00 | HC | |

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18. Click the left side of **Subtotals** .

 Scroll down to the bottom of the report page.



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Payroll and Financial Object Detail Report

Payroll and FICO object Detail Report from 07/08/2009 to 07/08/2009

| Employee | Name | Posting Date | Cost Element | Cost Element Text | Hours | Amount | Cost Center | Internal Order | Fund | Business Area | Gr |
|----------|--------------------|--------------|--------------|----------------------|--------------|----------------|-------------|----------------|--------|---------------|-----|
| 183671 | Stephen Fulton | 07/08/2009 | 511100 | Reg (perm full time) | 7.20 | 281.07 | | HC00390003 | 217001 | HC00 | HC0 |
| 183671 | Stephen Fulton | 07/08/2009 | 511101 | Regular leave | 0.80 | 31.61 | | | 217001 | HC00 | HC0 |
| 183671 | Stephen Fulton | 07/08/2009 | 513200 | Workers comp - ER sh | | 0.10 | | | 217001 | HC00 | HC0 |
| 183671 | Stephen Fulton | 07/08/2009 | 514100 | Benefits | | 65.30 | | | 217001 | HC00 | HC0 |
| 183671 | Stephen Fulton | 07/08/2009 | 514540 | OPSRP (all) | | 34.52 | | | 217001 | HC00 | HC0 |
| 183671 | Stephen Fulton | 07/08/2009 | 514610 | SS ER share | | 16.88 | | | 217001 | HC00 | HC0 |
| 183671 | Stephen Fulton | 07/08/2009 | 514620 | Medicare ER share | | 3.95 | | | 217001 | HC00 | HC0 |
| 183671 | Stephen Fulton | 07/08/2009 | 514700 | TriMet payroll tax | | 2.10 | | | 217001 | HC00 | HC0 |
| 415462 | Philip Willis-Conj | 07/08/2009 | 511200 | Ltd term (full/part) | 10.80 | 320.17 | | | 217001 | HC00 | HC0 |
| 415462 | Philip Willis-Conj | 07/08/2009 | 511201 | Limited term leave | 1.20 | 34.49 | | | 217001 | HC00 | HC0 |
| 415462 | Philip Willis-Conj | 07/08/2009 | 513200 | Workers comp - ER sh | | 0.16 | | | 217001 | HC00 | HC0 |
| 415462 | Philip Willis-Conj | 07/08/2009 | 514100 | Benefits | | 98.17 | | | 217001 | HC00 | HC0 |
| 415462 | Philip Willis-Conj | 07/08/2009 | 514540 | OPSRP (all) | | 39.15 | | | 217001 | HC00 | HC0 |
| 415462 | Philip Willis-Conj | 07/08/2009 | 514610 | SS ER share | | 20.17 | | | 217001 | HC00 | HC0 |
| 415462 | Philip Willis-Conj | 07/08/2009 | 514620 | Medicare ER share | | 4.72 | | | 217001 | HC00 | HC0 |
| 415462 | Philip Willis-Conj | 07/08/2009 | 514700 | TriMet payroll tax | | 2.38 | | | 217001 | HC00 | HC0 |
| 1000251 | Margaret Jonsson | 07/08/2009 | 511300 | PT (casual/recur) | 15.95 | 558.18 | | | 217001 | HC00 | HC0 |
| 1000251 | Margaret Jonsson | 07/08/2009 | 513200 | Workers comp - ER sh | | 0.22 | | | 217001 | HC00 | HC0 |
| 1000251 | Margaret Jonsson | 07/08/2009 | 514610 | SS ER share | | 34.60 | | | 217001 | HC00 | HC0 |
| 1000251 | Margaret Jonsson | 07/08/2009 | 514620 | Medicare ER share | | 8.09 | | | 217001 | HC00 | HC0 |
| 1000251 | Margaret Jonsson | 07/08/2009 | 514700 | TriMet payroll tax | | 3.75 | | | 217001 | HC00 | HC0 |
| | | | | | 35.95 | 1,559.7 | | | | | |
| | | | | | 2.44 | 109.2 | | | | | |

19. Click **Hide rows** . The detail rows collapse to display only the subtotals.



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Payroll and Financial Object Detail Report

Payroll and FICO object Detail Report from 07/08/2009 to 07/08/2009

| Employee | Name | Posting Date | Cost Element | Cost Element Text | Hours | Amount | Cost Center | Internal Order | Fund | Business Area | Gra |
|----------|------|--------------|--------------|-------------------|--------|----------|-------------|----------------|------|---------------|-----|
| | | | | | 95.36 | 3,977.7 | | | | | |
| | | | | | 20.00 | 1,393.0 | 8HCMG000000 | | | | |
| | | | | | 36.00 | 1,376.3 | 8HCMG000000 | | | | |
| | | | | | 145.90 | 8,993.7 | 8HCMG000000 | | | | |
| | | | | | 58.72 | 2,841.1 | 8HCPG000000 | | | | |
| | | | | | 80.90 | 3,832.4 | 8HCPG000000 | | | | |
| | | | | | 5.55 | 210.58 | 8HCPG000001 | | | | |
| | | | | | 37.70 | 1,563.9 | 9HCMG000000 | | | | |
| | | | | | 46.31 | 2,141.8 | 9HCPG000000 | | | | |
| | | | | | 16.00 | 720.13 | 9HCPG000020 | | | | |
| | | | | | 64.79 | 2,999.8 | HC00070001 | | | | |
| | | | | | 4.30 | 239.24 | HC00140001 | | | | |
| | | | | | 12.90 | 716.84 | HC00150001 | | | | |
| | | | | | 128.00 | 5,019.2 | HC00160001 | | | | |
| | | | | | 38.00 | 1,445.7 | HC00160002 | | | | |
| | | | | | 48.77 | 2,273.7 | HC00253888 | | | | |
| | | | | | 149.70 | 5,984.9 | HC00253889 | | | | |
| | | | | | 18.20 | 1,066.7 | HC00253890 | | | | |
| | | | | | 24.80 | 1,159.1 | HC00253891 | | | | |
| | | | | | 21.92 | 1,085.2 | HC00283893 | | | | |
| | | | | | 169.90 | 7,824.2 | HC00293879 | | | | |
| | | | | | 136.00 | 6,550.3 | HC00293881 | | | | |
| | | | | | 244.60 | 10,604.0 | HC00293883 | | | | |

- 20. Click **Display rows** for a specific cost object . The detail rows for that specific cost object display.



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Payroll and Financial Object Detail Report




Execute System Help SAP

Payroll and Financial Object Detail Report

Payroll and FICO object Detail Report from 07/08/2009 to 07/08/2009

| Employee | Name | Posting Date | Cost Element | Cost Element Text | Hours | Amount | Cost Center | Internal Order | Fund | Business Area | Gr |
|----------|------------------|--------------|--------------|----------------------|---------------|----------------|-------------|----------------|--------|---------------|----|
| 816006 | Alissa Brumfield | 07/08/2009 | 514510 | PERS pension tier 1 | | 16.18 | HCMG00001 | 9HCMG0000001 | 100000 | HC00 | NO |
| 816006 | Alissa Brumfield | 07/08/2009 | 514610 | SS ER share | | 22.10 | HCMG00001 | | 100000 | HC00 | NO |
| 816006 | Alissa Brumfield | 07/08/2009 | 514620 | Medicare ER share | | 5.17 | HCMG00001 | | 100000 | HC00 | NO |
| 816006 | Alissa Brumfield | 07/08/2009 | 514700 | TriMet payroll tax | | 2.54 | HCMG00001 | | 100000 | HC00 | NO |
| 1000253 | Iesha Washington | 07/08/2009 | 511300 | PT (casual/recur) | 3.20 | 63.81 | HCMG00001 | | 100000 | HC00 | NO |
| 1000253 | Iesha Washington | 07/08/2009 | 513200 | Workers comp - ER sh | | 0.05 | HCMG00001 | | 100000 | HC00 | NO |
| 1000253 | Iesha Washington | 07/08/2009 | 514610 | SS ER share | | 3.96 | HCMG00001 | | 100000 | HC00 | NO |
| 1000253 | Iesha Washington | 07/08/2009 | 514620 | Medicare ER share | | 0.93 | HCMG00001 | | 100000 | HC00 | NO |
| 1000253 | Iesha Washington | 07/08/2009 | 514700 | TriMet payroll tax | | 0.43 | HCMG00001 | | 100000 | HC00 | NO |
| | | | | | 37.70 | 1,563.9 | | 9HCMG000001 | | | |
| | | | | | 46.31 | 2,141.8 | | 9HCPG000001 | | | |
| | | | | | 16.00 | 720.13 | | 9HCPG000002 | | | |
| | | | | | 64.79 | 2,999.8 | | HC00070001 | | | |
| | | | | | 4.30 | 239.24 | | HC00140001 | | | |
| | | | | | 12.90 | 716.84 | | HC00150001 | | | |
| | | | | | 128.00 | 5,019.2 | | HC00160001 | | | |
| | | | | | 38.00 | 1,445.7 | | HC00160002 | | | |
| | | | | | 48.77 | 2,273.7 | | HC00253888 | | | |
| | | | | | 149.70 | 5,984.9 | | HC00253889 | | | |
| | | | | | 18.20 | 1,066.7 | | HC00253890 | | | |
| | | | | | 24.80 | 1,159.1 | | HC00253891 | | | |
| | | | | | 21.92 | 1,085.2 | | HC00283893 | | | |
| | | | | | 169.90 | 7,824.2 | | HC00293879 | | | |

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21. Click **Hide rows**  .
22. Click the left side of **Export**  .
23. Select **Local File**  . The *Save list in file...* dialog box displays.

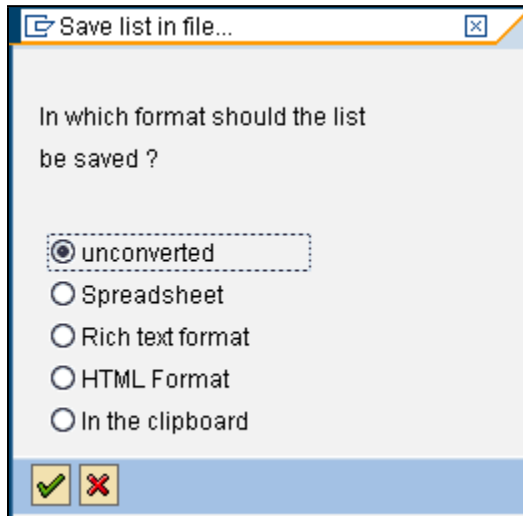


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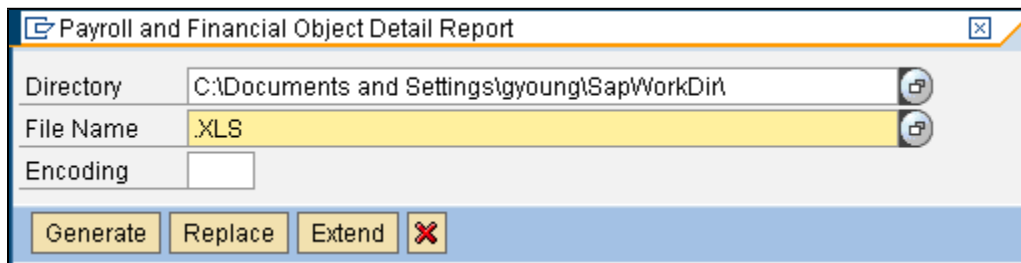
Save list in file...



24. Click **Spreadsheet** radio button Spreadsheet .

25. Click **Continue**  .

Payroll and Financial Object Detail Report

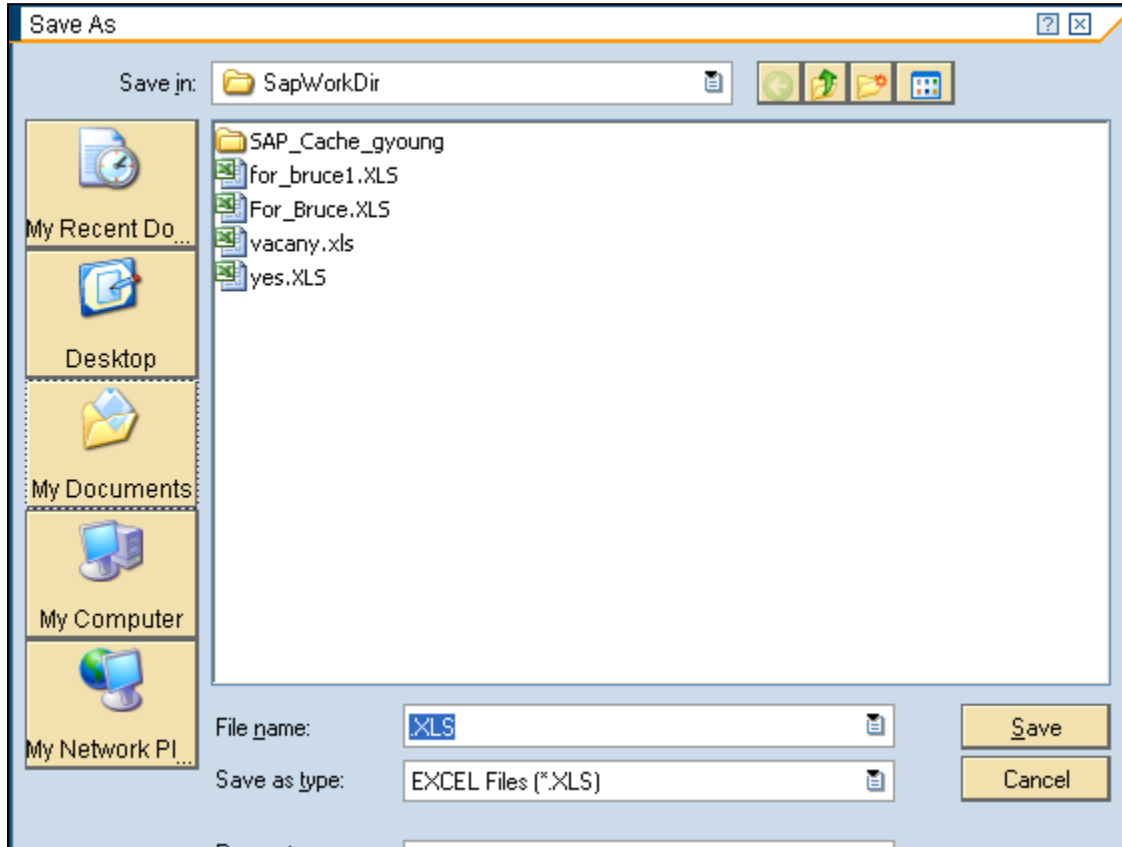


26. Click **Directory** matchcode  .

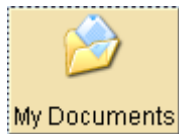


ZFIPYFOR - Display Posted Payroll Costs

Save As



27.



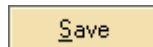
Click **My Documents**

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

| Field | R/O/C | Description |
|------------|-------|--|
| File name: | R | The "Save as..." file name. Example: Payperiod_070809.XLS |

29.

Click **Save**





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Payroll and Financial Object Detail Report

Payroll and Financial Object Detail Report

Directory: C:\Documents and Settings\young\My Documents\

File Name: Payperiod_070809.XLS

Encoding: 0000

Buttons: Generate, Replace, Extend, X

30. Click **Generate** 

Payroll and Financial Object Detail Report

Payroll and FICO object Detail Report from 07/08/2009 to 07/08/2009

| Employee | Name | Posting Date | Cost Element | Cost Element Text | Hours | Amount | Cost Center | Internal Order | Fund | Business Area | Gra |
|----------|------|--------------|--------------|-------------------|-------|---------|-------------|----------------|------|---------------|-----|
| | | | | | 95.36 | 3,977.7 | | | | | |
| | | | | | 20.00 | 1,393.0 | 8HCMG00000 | | | | |
| | | | | | 36.00 | 1,376.3 | 8HCMG00000 | | | | |
| | | | | | 145.9 | 8,993.7 | 8HCMG00000 | | | | |
| | | | | | 58.72 | 2,841.1 | 8HCPG00000 | | | | |
| | | | | | 80.90 | 3,832.4 | 8HCPG00000 | | | | |
| | | | | | 5.55 | 210.58 | 8HCPG00000 | | | | |
| | | | | | 37.70 | 1,563.9 | 9HCMG00000 | | | | |
| | | | | | 46.31 | 2,141.8 | 9HCPG00000 | | | | |
| | | | | | 16.00 | 720.13 | 9HCPG00002 | | | | |
| | | | | | 64.79 | 2,999.8 | HC00070001 | | | | |
| | | | | | 4.30 | 239.24 | HC00140001 | | | | |
| | | | | | 12.90 | 716.84 | HC00150001 | | | | |
| | | | | | 128.0 | 5,019.2 | HC00160001 | | | | |
| | | | | | 38.00 | 1,445.7 | HC00160002 | | | | |
| | | | | | 48.77 | 2,273.7 | HC00253888 | | | | |
| | | | | | 149.7 | 5,984.9 | HC00253889 | | | | |
| | | | | | 18.20 | 1,066.7 | HC00253890 | | | | |
| | | | | | 24.80 | 1,159.1 | HC00253891 | | | | |
| | | | | | 21.92 | 1,085.2 | HC00283893 | | | | |
| | | | | | 169.9 | 7,824.2 | HC00293879 | | | | |
| | | | | | 136.0 | 6,550.3 | HC00293881 | | | | |
| | | | | | 244.6 | 10,604. | HC00293883 | | | | |

3,134 Bytes Transferred

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31. Click **Exit**  .



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Work Instruction

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Result

You have displayed payroll expenses posted from HCM, added subtotals and exported this data to excel.