



## **PCP0 - FI Posting**

### **Purpose**

Use this procedure to check and release a posting document and then post the document to Accounting.

### **Trigger**

Perform this procedure after payroll is run and postings have been simulated.

### **Prerequisites**

- Payroll is run and complete
- Remittance evaluation run is (PC00\_M99\_URME)
- Third-party remittance posting run is created (PC00\_M99\_URMP)

### **Menu Path**

Use the following menu path to begin this transaction:

N/A

### **Transaction Code**

PCP0

### **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 *Display posting runs* screen displays.

### Display posting runs

The screenshot shows the SAP 'Display posting runs' screen. The table below is a representation of the data shown in the screenshot.

Typ Name	Selected	E	Run Number	Text for Run	Run information	Sim	Status	St	User name	Created on	Time
PP Payroll posting											
	<input type="checkbox"/>		000000012	Regression Test	PArea Z1/04/2009	<input type="checkbox"/>	Documents created	31	ACORNELL_Z	06/02/2009	11:33:29
	<input type="checkbox"/>		000000011	Regression Test	PArea Z1/04/2009	<input checked="" type="checkbox"/>	Documents created	31	ACORNELL_Z	06/02/2009	11:33:00
TP Posting Third Party Remittance											
	<input type="checkbox"/>		000000009	3PR Posting		<input type="checkbox"/>	Documents created	31	ACORNELL_Z	05/29/2009	09:42:25
	<input type="checkbox"/>		000000008	3PR Posting		<input checked="" type="checkbox"/>	Documents created	31	ACORNELL_Z	05/29/2009	09:41:25


2. Select **000000012** check box .  
 : for the Sim Status, "Documents created."
3. Double-click **000000012** list item **000000012**.



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### Posting to Accounting: Document overview

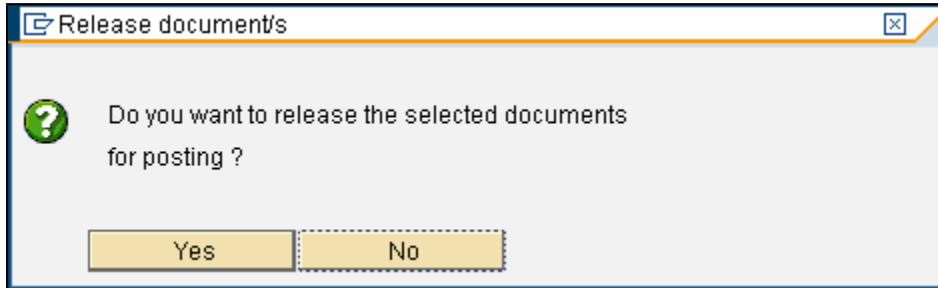
Document	CoCd	Pstng Date	Typ	Run Number	Status	User name	Created on	Time
<input checked="" type="checkbox"/> 0000000061	COP1	02/01/2009	PP	0000000012	Created	ACORNELL_Z	06/02/2009	11:33:34
<input type="checkbox"/> 0000000062	COP1	02/26/2009	PP	0000000012	Created	ACORNELL_Z	06/02/2009	11:33:36
<input type="checkbox"/> 0000000063	COP1	03/01/2009	PP	0000000012	Created	ACORNELL_Z	06/02/2009	11:33:37

4. Select **0000000061** check box  .  
 Select the Documents to **Release**.
5. Select **0000000062** check box  .
6. Select **0000000063** check box  .
7. Click **Edit** option **Edit** from the main menu.
8. Select **Edit** → **Release document** menu item **Release document** . The *Release document/s* dialog box displays.



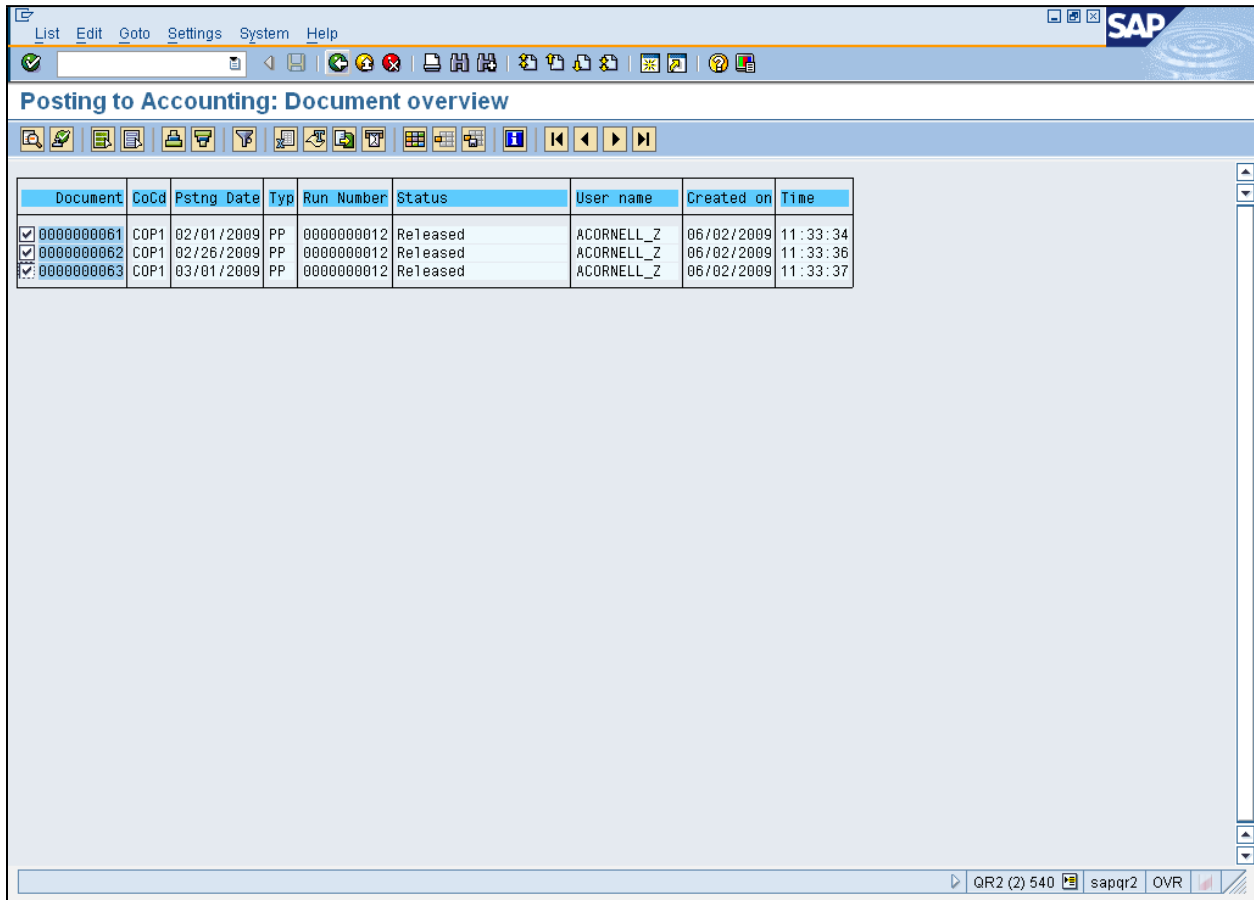
### PCP0 - FI Posting

#### Release document/s



- 9. Click Yes button 

#### Posting to Accounting: Document overview

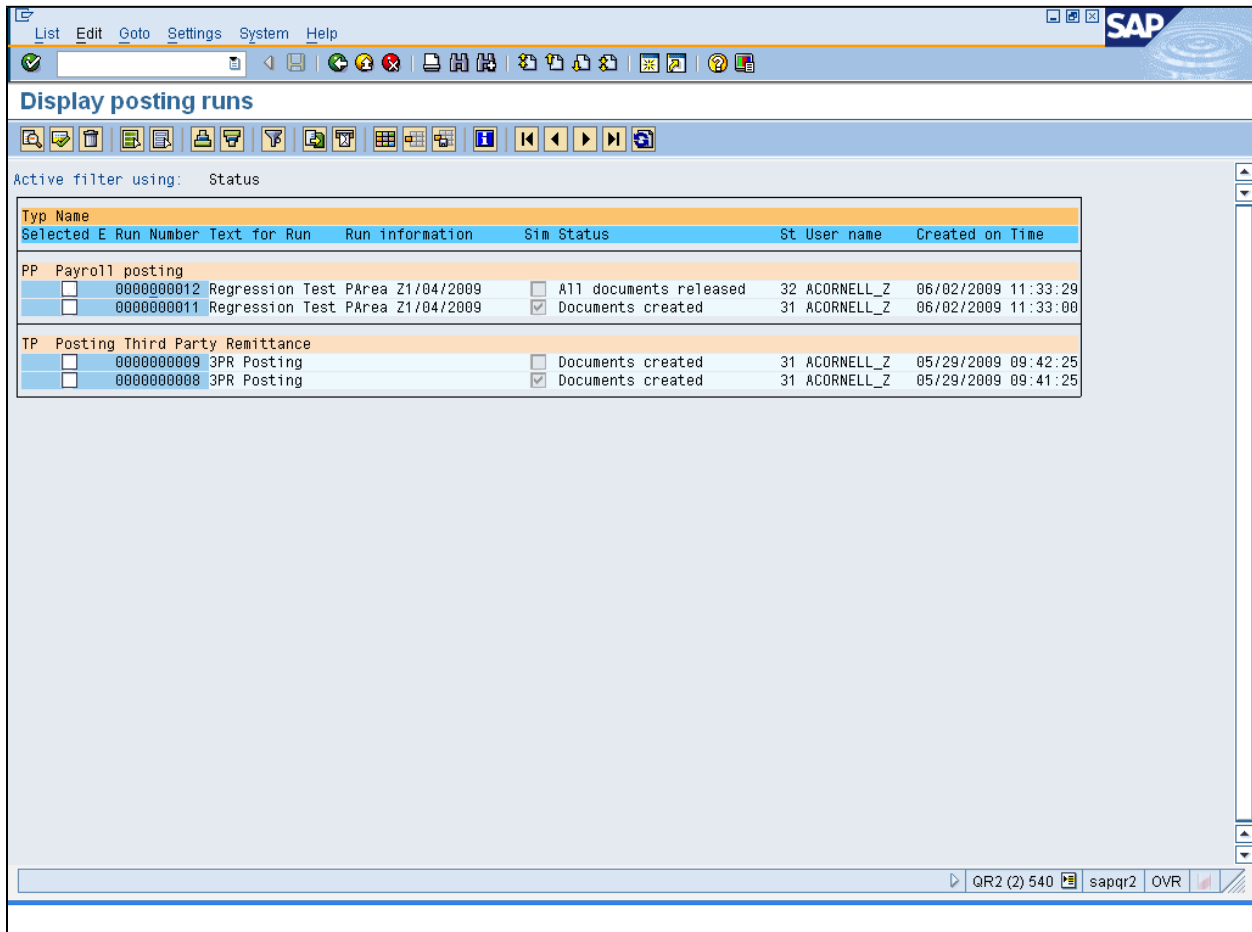




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10. Click the **Back** button  .

### Display posting runs




The screenshot shows the SAP 'Display posting runs' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays a table of posting runs with the following data:

Typ Name	Selected	E Run Number	Text for Run	Run information	Sim Status	St User name	Created on Time
PP Payroll posting	<input type="checkbox"/>	000000012	Regression Test	PArea Z1/04/2009	<input type="checkbox"/> All documents released	32 ACORNELL_Z	06/02/2009 11:33:29
	<input type="checkbox"/>	000000011	Regression Test	PArea Z1/04/2009	<input checked="" type="checkbox"/> Documents created	31 ACORNELL_Z	06/02/2009 11:33:00
TP Posting Third Party Remittance	<input type="checkbox"/>	000000009	3PR Posting		<input type="checkbox"/> Documents created	31 ACORNELL_Z	05/29/2009 09:42:25
	<input type="checkbox"/>	000000008	3PR Posting		<input checked="" type="checkbox"/> Documents created	31 ACORNELL_Z	05/29/2009 09:41:25

At the bottom of the screen, there is a status bar showing 'QR2 (2) 540', 'sapqr2', and 'OVR'.

11. Select **000000012** check box  .

 Select the Run Number to **Post**.



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### Display posting runs

The screenshot shows the SAP 'Display posting runs' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays a table of posting runs with columns: 'Typ Name', 'Selected', 'E', 'Run Number', 'Text for Run', 'Run information', 'Sim Status', 'St User name', and 'Created on Time'. The table is divided into two sections: 'PP Payroll posting' and 'TP Posting Third Party Remittance'. The 'PP' section has two rows, and the 'TP' section has two rows. The status of each run is indicated by checkboxes and text.

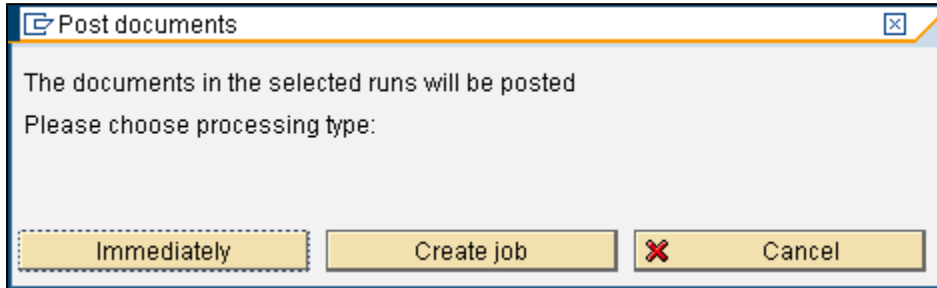
Typ Name	Selected	E	Run Number	Text for Run	Run information	Sim Status	St User name	Created on Time
<b>PP Payroll posting</b>								
	<input checked="" type="checkbox"/>		0000000012	Regression Test	PArea Z1/04/2009	<input type="checkbox"/> All documents released	32 ACORNELL_Z	06/02/2009 11:33:29
	<input type="checkbox"/>		0000000011	Regression Test	PArea Z1/04/2009	<input checked="" type="checkbox"/> Documents created	31 ACORNELL_Z	06/02/2009 11:33:00
<b>TP Posting Third Party Remittance</b>								
	<input type="checkbox"/>		0000000009	3PR Posting		<input type="checkbox"/> Documents created	31 ACORNELL_Z	05/29/2009 09:42:25
	<input type="checkbox"/>		0000000008	3PR Posting		<input checked="" type="checkbox"/> Documents created	31 ACORNELL_Z	05/29/2009 09:41:25


12. Click **Edit** option **Edit** from the main menu.
13. Select **Edit** → **Post documents** menu item **Post documents**. The *Post Documents* dialog box displays.



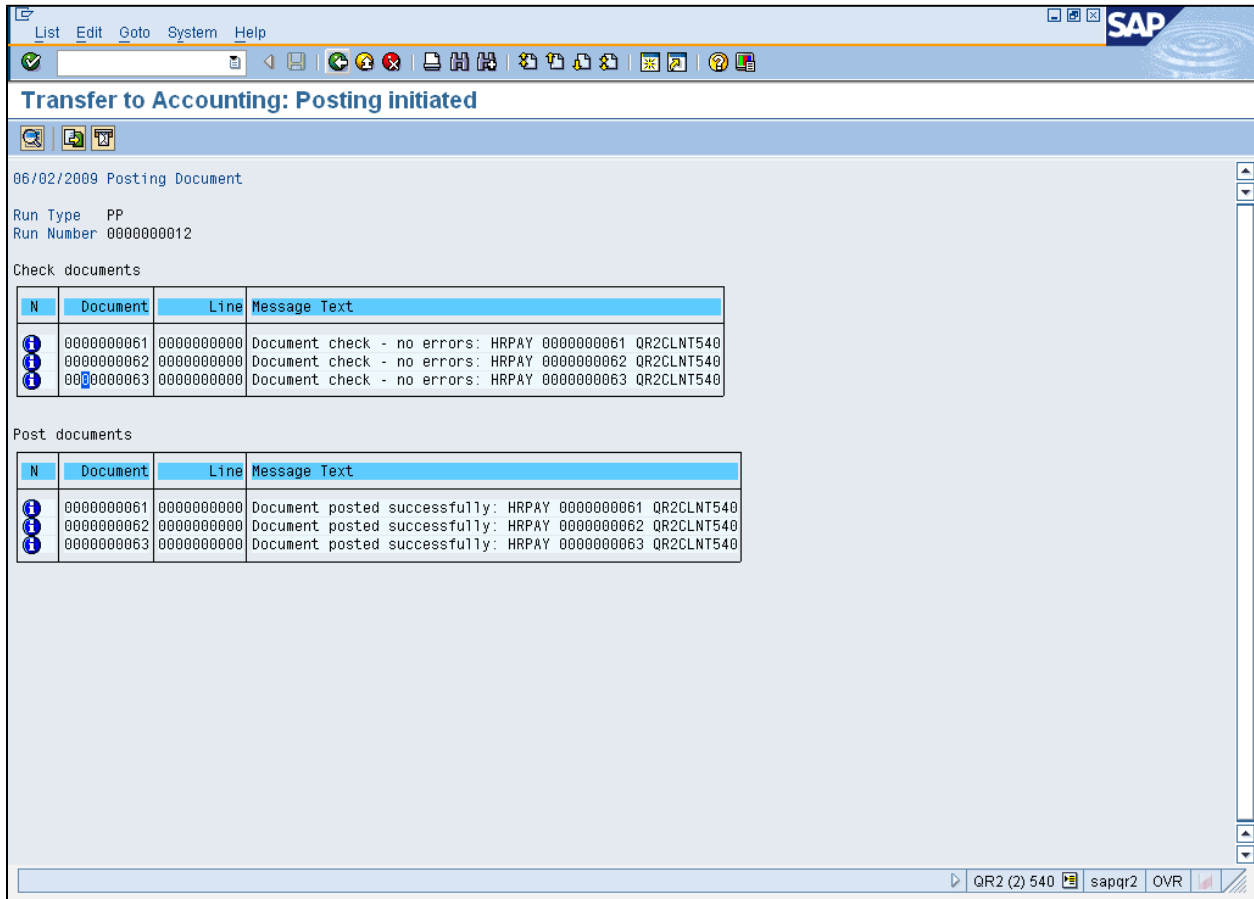
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#### Post documents




- 14. Click **Immediately** button . The *Transfer to Accounting: Posting initiated* screen displays.


#### Transfer to Accounting: Posting initiated






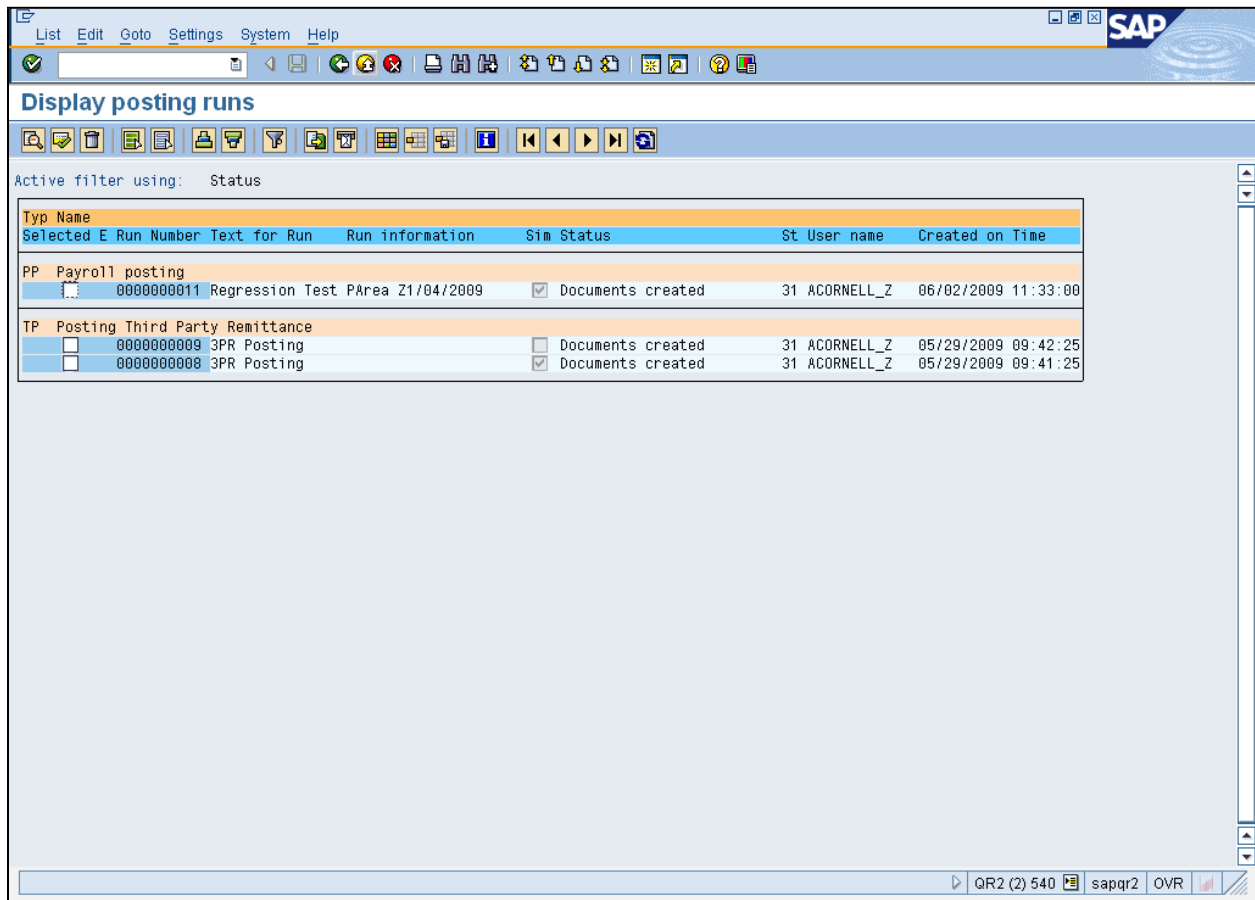
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15. Click **Back** button  . The *Display posting runs* screen displays.

 The documents have no errors.

 The documents have posted successfully.

#### Display posting runs



The screenshot shows the SAP 'Display posting runs' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays a table of posting runs with the following data:

Typ Name	Selected	E Run Number	Text for Run	Run information	Sim Status	St User name	Created on Time
PP Payroll posting	<input checked="" type="checkbox"/>	000000011	Regression Test PArea Z1/04/2009		<input checked="" type="checkbox"/> Documents created	31 ACORNELL_Z	06/02/2009 11:33:00
TP Posting Third Party Remittance	<input type="checkbox"/>	000000009	3PR Posting		<input type="checkbox"/> Documents created	31 ACORNELL_Z	05/29/2009 09:42:25
	<input type="checkbox"/>	000000008	3PR Posting		<input checked="" type="checkbox"/> Documents created	31 ACORNELL_Z	05/29/2009 09:41:25

At the bottom of the screen, there is a status bar showing 'QR2 (2) 540', 'sapqr2', 'OVR', and a red indicator.

16. Click **Exit** button  .





**PCP0**

**Work Instruction**

## **PCP0 - FI Posting**

### **Result**

You have successfully posted payroll results to Accounting.