SAP REPORTS – PAYROLL REPORTS
The University of Mississippi
End User Documentation – ERP 2005
3/2008

R/3 Menu Path	UM Report Trees > Payroll Reports Selection
Transaction Codes	ZPAYREPORTS ZCOMMIT_CC_REPORT

ZPAYREPORTS_ALV
- This report allows you to break down Actuals (expenses) by employees.
- Actual (expense) details of Salary, Wages and Fringe Benefits

ZCOMMIT_CC_REPORT
- Commitments for future payrolls

IMPORTANT TERMS	
Fiscal Year	July 1 – June 30 (Example: FY 2003 = July 1, 2002 – June 30, 2003)
Accounting Periods	July = 01 June = 12
Pay Periods	Calendar Year (January 1 – December 31) Total of 24 pay periods Example: First pay period = 01 – January (12/25 – 01/08) Last pay period = 24 – December (12/9 – 12/24) Format: Year Period - 200301 = 12/25/02 – 01/08/03
Profit Center =	Cost Center or Internal Order

Accounting Periods and Pay Periods		
Fiscal Year (July – June)	Accounting Period (Fiscal Year)	Pay Periods (Calendar Year)
July	01	13 & 14
August	02	15 & 16
September	03	17 & 18
October	04	19 & 20
November	05	21 & 22
December	06	23 & 24
January	07	1 & 2
February	08	3 & 4
March	09	5 & 6
April	10	7 & 8
May	11	9 & 10
June	12	11 & 12

Payroll Posting to Profit Center (Account)
The University of Mississippi
End User Documentation – ERP 2005
3/2008

1 – PAYROLL POSTING TO PROFIT CENTER (ACCOUNT) - The data on this report reflects the amounts posted to the Profit Center.

Transaction Code : ZPAYREPORTS_ALV

LIMIT BY FINANCIAL PERIOD

> **FISCAL YEAR** – Enter fiscal year
>> (Example: 2003 for July 1, 2002 – June 30, 2003)
>
> **ACCOUNTING PERIOD** – Enter Accounting Period
>> 01 - July
>>
>> 12 - June

OR

LIMIT BY DATE RANGE

Enter the dates you wish the report to cover

LIMIT BY ACCOUNTING/PROFIT CENTER

GL ACCOUNT NUMBER – If you wish to run the report for selected G/L accounts, enter one G/L account, range or use multiple selection icon [➡]. Defaults to 51000 – 53999.

NOTE: This report should only be used for Salaries, Wages, and Fringe Benefits. To review the G/L Ledger visit (web site www.olemiss.edu/depts/accounting - Select Chart of Accounts).

PROFIT CENTER - Enter the profit center(s) you wish to be included on this report. (Must enter at least one Profit Center).

LIMIT BY SINGLE EMPLOYEE

PERSONNEL NUMBER – If you wish to run the report for only one individual, enter the desired personnel number.

NOTE: You will still need to enter
1) Profit Center (Use 0000000000 – 9999999999 for all)
2) Dates or Fiscal Year

DATA SELECTION CHOICE
This will default. You will not need to do anything.

Execute Report – Left click on the Execute Icon ⏲ .
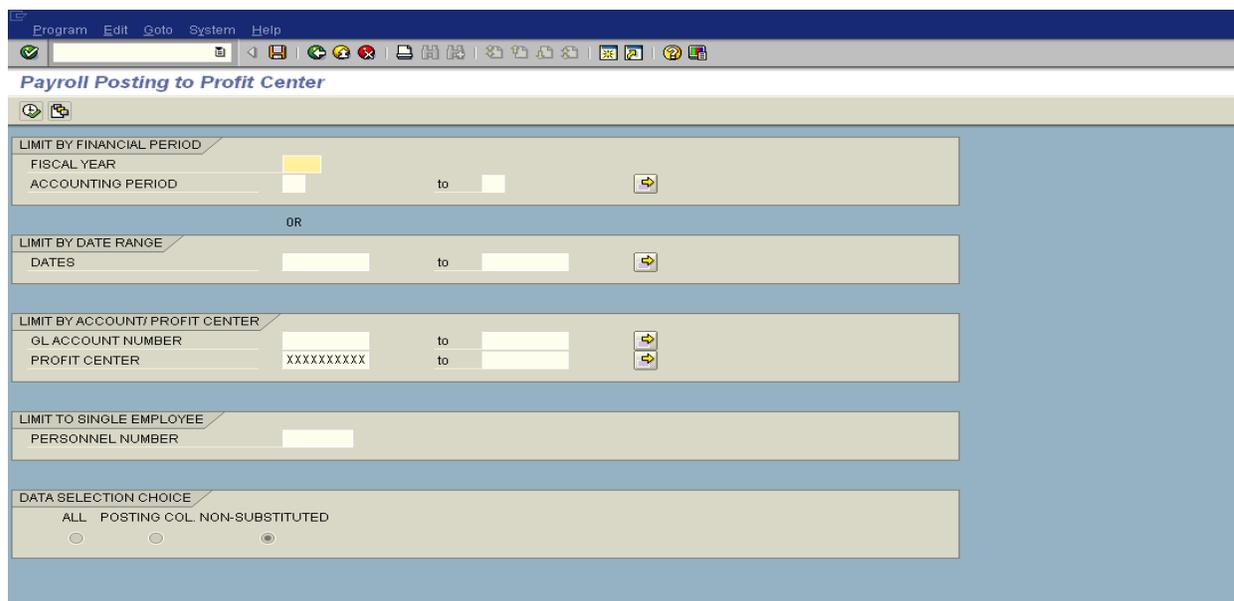
Payroll Posting to Profit Center

LIMIT BY FINANCIAL PERIOD

Fiscal Year   2007

Accounting Period   1   to   1   ⇨

OR

LIMIT BY DATE RANGE

DATES   to   ⇨

LIMIT BY ACCOUNT/ PROFIT CENTER

GL Account Number   to   ⇨

Profit Center   100634001A   to   ⇨

LIMIT TO SINGLE EMPLOYEE

Personnel Number

DATA SELECTION CHOICE

ALL   POSTING COL. NON-SUBSTITUTED

○   ○   ◉

Payroll Posting to Profit Center
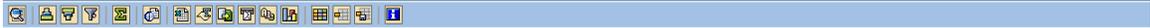
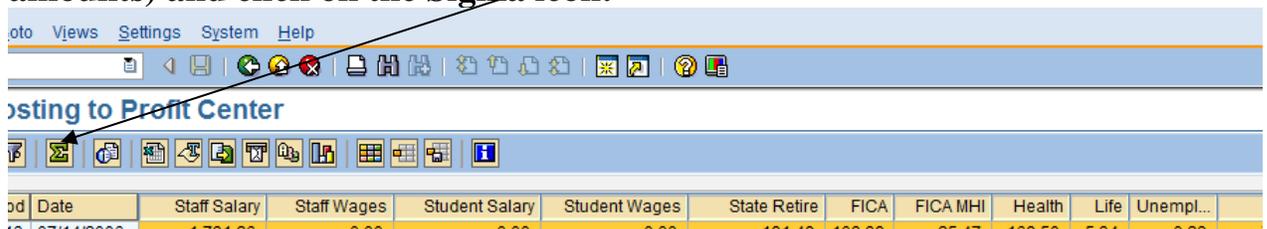| Center Name	Center Number	Name	Personal Number	Payroll Period	Date	Staff Salary	Staff Wages	Student Salary	Student Wages	State Retire	FICA	FIC
ENTERPRISE APP-FIN	100634001A			200613	07/14/2006	1,781.26	0.00	0.00	0.00	191.49	108.89	
ENTERPRISE APP-FIN	100634001A			200614	07/31/2006	1,841.67	0.00	0.00	0.00	208.11	112.63	
ENTERPRISE APP-FIN	100634001A			200613	07/14/2006	0.00	1,024.40	0.00	0.00	110.12	62.31	
ENTERPRISE APP-FIN	100634001A			200614	07/31/2006	0.00	1,132.56	0.00	0.00	127.98	69.02	
ENTERPRISE APP-FIN	100634001A			200613	07/14/2006	0.00	4,000.00	0.00	0.00	0.00	248.00	
ENTERPRISE APP-FIN	100634001A				07/14/2006	2,221.36	0.00	0.00	0.00	238.80	134.43	
ENTERPRISE APP-FIN	100634001A			200614	07/31/2006	2,296.88	0.00	0.00	0.00	259.55	139.12	
ENTERPRISE APP-FIN	100634001A			200613	07/14/2006	812.50	0.00	0.00	0.00	87.34	50.38	
ENTERPRISE APP-FIN	100634001A				07/14/2006	1,104.17	0.00	0.00	0.00	118.70	64.67	
ENTERPRISE APP-FIN	100634001A				07/31/2006	0.00	412.58	0.00	0.00	0.00	0.00	
ENTERPRISE APP-FIN	100634001A				07/14/2006	1,803.13	0.00	0.00	0.00	193.84	105.92	
ENTERPRISE APP-FIN	100634001A			200614	07/31/2006	1,877.08	0.00	0.00	0.00	212.11	110.51	
ENTERPRISE APP-FIN	100634001A			200613	07/14/2006	3,033.34	0.00	0.00	0.00	326.08	182.39	
ENTERPRISE APP-FIN	100634001A			200614	07/31/2006	3,150.00	0.00	0.00	0.00	355.95	189.62	
ENTERPRISE APP-FIN	100634001A			200613	07/14/2006	1,062.50	0.00	0.00	0.00	111.00	49.83	
ENTERPRISE APP-FIN	100634001A				07/14/2006	812.50	0.00	0.00	0.00	87.35	50.37	
ENTERPRISE APP-FIN	100634001A			200614	07/31/2006	1,916.67	0.00	0.00	0.00	216.58	118.83	
ENTERPRISE APP-FIN	100634001A			200612	07/14/2006	0.00	0.00	0.00	0.00	0.00	0.00	
ENTERPRISE APP-FIN	100634001A			200613	07/14/2006	833.34	0.00	0.00	0.00	89.58	51.67	
ENTERPRISE APP-FIN	100634001A				07/14/2006	1,046.88	0.00	0.00	0.00	112.54	63.92	
ENTERPRISE APP-FIN	100634001A			200614	07/31/2006	2,093.75	0.00	0.00	0.00	236.59	127.88	
ENTERPRISE APP-FIN	100634001A			200613	07/14/2006	1,125.00	0.00	0.00	0.00	120.94	63.30	
ENTERPRISE APP-FIN	100634001A				07/14/2006	1,291.67	0.00	0.00	0.00	138.85	76.79	
ENTERPRISE APP-FIN	100634001A				07/14/2006	875.00	0.00	0.00	0.00	94.06	54.25	

To change the display, use the 'Display' icon to choose the data and order of the display.
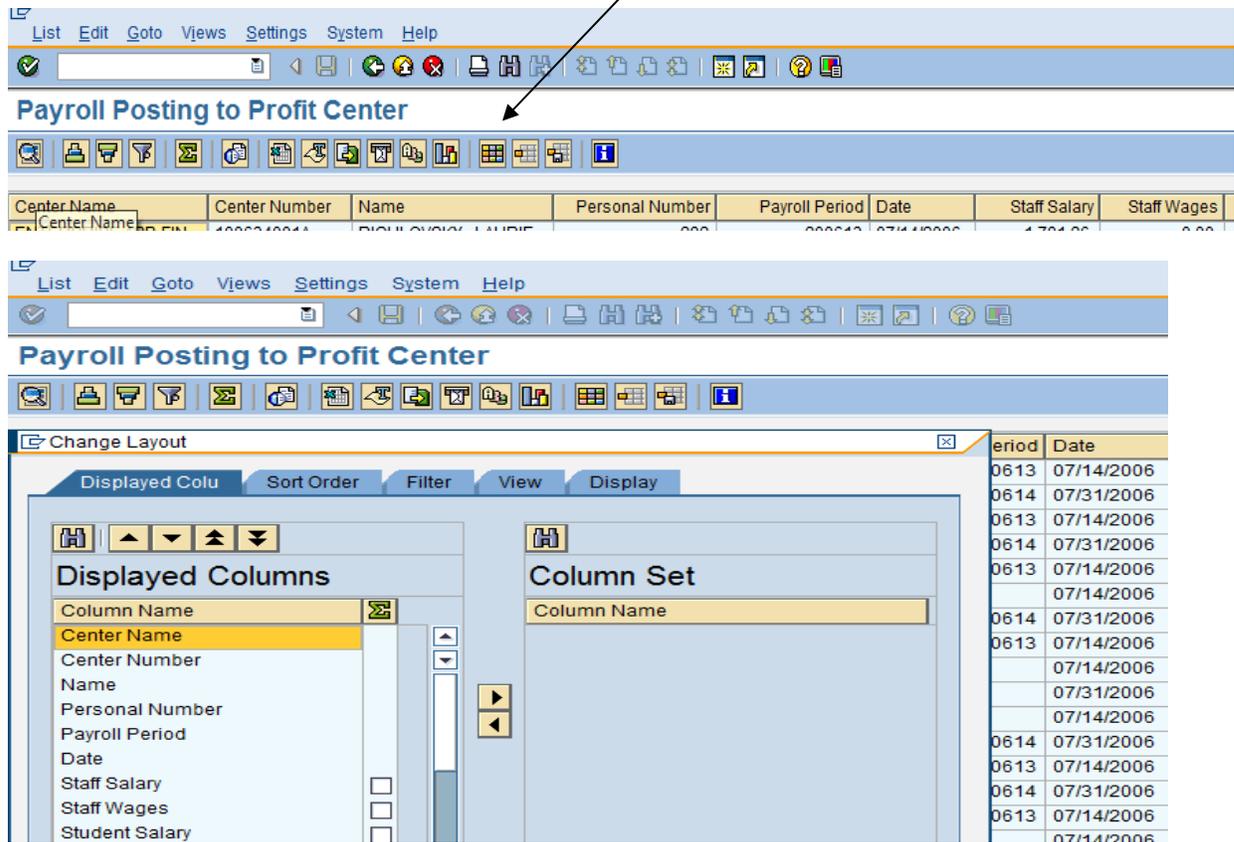
Highlight columns you do not want and use the '>' arrow to move them to the hidden box.

Use the up/down arrows to change the order of the displayed columns.

To add subtotals and totals highlight all the numeric columns (dollar amounts) and click on the Sigma icon:

Then highlight the Employee Number column and click on the Sigma/Sigma icon.

List	Edit	Goto	Views	Settings	System	Help

Payroll Posting to Profit Center

Center Name	Center Number	Name	Personal Number	Payroll Period	Date	Σ	Staff Salary	Σ	Staff Wages	Σ
ENTERPRISE APP-FIN	100634001A	RIOHLOVSICK, LAURIE	200	200613	07/14/2006		1,781.26		0.00	

List	Edit	Goto	Views	Settings	System	Help

Payroll Posting to Profit Center

Center Name	Center Number	Name	^ Personal Number	Payroll Period	Date	Σ	Staff Salary	Σ	Staff Wages	Σ	Student Salary
ENTERPRISE APP-FIN	10063400			200613	07/14/2006		1,781.26		0.00		0.00
ENTERPRISE APP-FIN	10063400			200614	07/31/2006		1,841.67		0.00		0.00
						▪	3,622.93	▪	0.00	▪	0.00
ENTERPRISE APP-FIN	10063400			200613	07/14/2006		0.00		1,024.40		0.00
ENTERPRISE APP-FIN	10063400			200614	07/31/2006		0.00		1,132.56		0.00
						▪	0.00	▪	2,156.96	▪	0.00
ENTERPRISE APP-FIN	10063400			200613	07/14/2006		0.00		4,000.00		0.00
						▪	0.00	▪	4,000.00	▪	0.00
ENTERPRISE APP-FIN	10063400				07/14/2006		2,221.36		0.00		0.00
ENTERPRISE APP-FIN	10063400			200614	07/31/2006		2,296.88		0.00		0.00
						▪	4,518.24	▪	0.00	▪	0.00
ENTERPRISE APP-FIN	10063400			200613	07/14/2006		812.50		0.00		0.00
						▪	812.50	▪	0.00	▪	0.00
ENTERPRISE APP-FIN	10063400				07/14/2006		1,104.17		0.00		0.00
						▪	1,104.17	▪	0.00	▪	0.00
ENTERPRISE APP-FIN	10063400				07/31/2006		0.00		412.58		0.00
						▪	0.00	▪	412.58	▪	0.00
ENTERPRISE APP-FIN	10063400				07/14/2006		1,803.13		0.00		0.00
ENTERPRISE APP-FIN	10063400			200614	07/31/2006		1,877.08		0.00		0.00
						▪	3,680.21	▪	0.00	▪	0.00
ENTERPRISE APP-FIN	10063400			200613	07/14/2006		3,033.34		0.00		0.00

To export to a spreadsheet click on the 'Local File' icon.

List	Edit	Goto	Views	Settings	System	Help

Payroll Posting to Profit Center

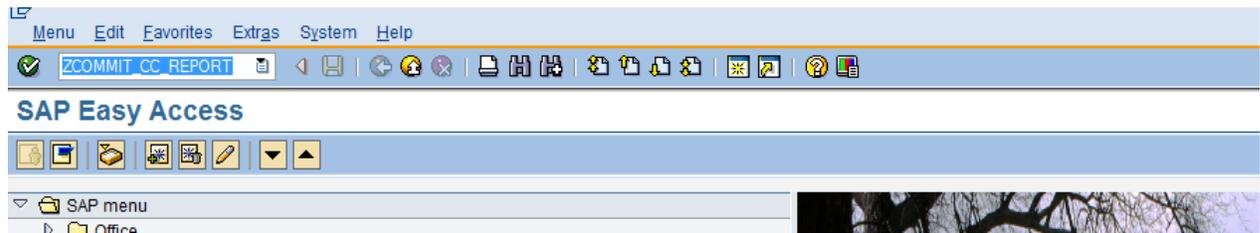| Center Name	Center Number	Name	Personal Number	Payroll Period	Date	Staff Salary
ENTERPRISE APP-FIN	100634001A	RIOHLOVSICK, LAURIE	200	200613	07/14/2006	1,781.26

Choose 'Spreadsheet', green check.
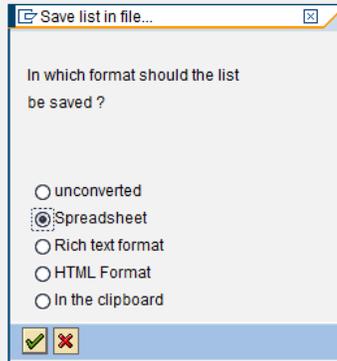
Choose a directory to save the file in and name the file. Be sure to use the extension '.XLS'.
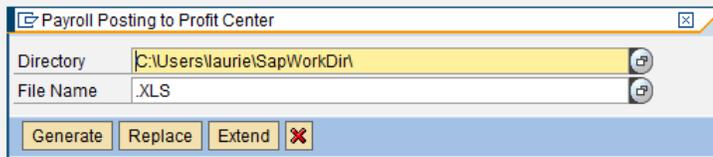
2 - ZCOMMIT_CC_REPORT – Salary/Wages and Fringe Commitment Report

Enter only the Profit Center number and click 'Execute'.
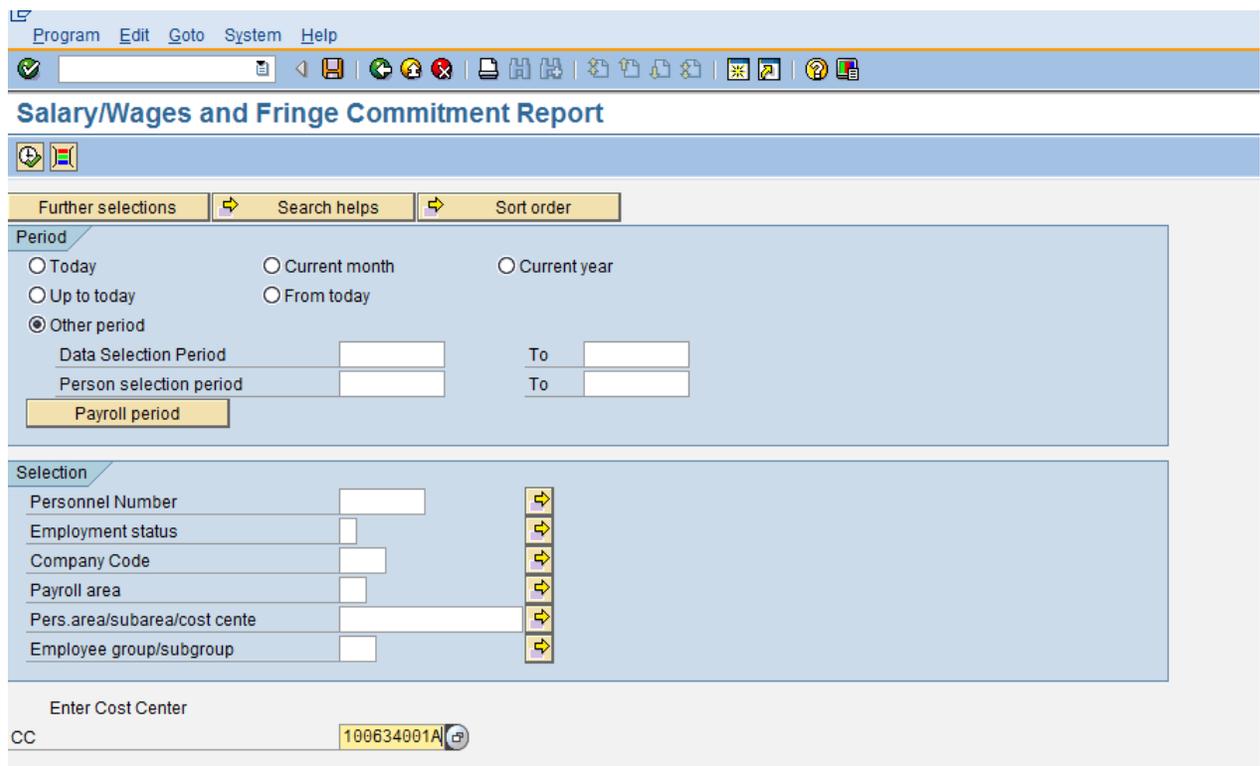
Report shows current commitments for salary, wages and fringe for that account number.

Salary/Wages and Fringe Commitment Report

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Cost Center:    100634001A     Report Date  06/25/2003

Employee Name           Remaining  RemainingType        Percent   Payments   Commitment   Semi Monthly   Sub
                        Start Date End Date   Item                 Remaining    Amount           Pay      Group

                        03/01/2008 06/30/2008 FRINGE       100.00   8.50       4,095.05      1,927.08      A2
                        03/01/2008 06/30/2008 SALARIES     100.00   8.50      16,380.18      1,927.08      A2
                        03/01/2008 06/30/2008 FRINGE       100.00   8.50       2,488.02      1,170.83      A1
                        03/01/2008 06/30/2008 WAGES        100.00   8.50       9,952.06      1,170.83      A1
                        03/01/2008 06/30/2008 FRINGE       100.00   8.50       5,069.02      2,385.42      A2
                        03/01/2008 06/30/2008 SALARIES     100.00   8.50      20,276.07      2,385.42      A2
                        03/01/2008 06/30/2008 FRINGE       100.00   8.50       4,276.56      2,012.50      A2
                        03/01/2008 06/30/2008 SALARIES     100.00   8.50      17,106.25      2,012.50      A2
                        03/01/2008 06/30/2008 FRINGE       100.00   8.50       7,526.05      3,541.67      N1
                        03/01/2008 06/30/2008 SALARIES     100.00   8.50      30,104.20      3,541.67      N1
                        03/01/2008 06/30/2008 FRINGE       100.00   8.50       4,692.70      2,208.33      A2
                        03/01/2008 06/30/2008 SALARIES     100.00   8.50      18,770.81      2,208.33      A2
                        03/01/2008 06/30/2008 FRINGE       100.00   8.50       3,187.50      1,500.00      N1
                        03/01/2008 06/30/2008 SALARIES     100.00   8.50      12,750.00      1,500.00      N1

Total Salaries           115,387.51

Total Wages                9,952.06

Total Fringe              31,334.90
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