FN-03 Financial Report for Payroll Posting (ZFIR018)

Purpose

The purpose of this Business Process Procedure is to demonstrate how to use transaction ZFIR018 in the Integrated HR-Payroll System.

Trigger

As part of the validation process for posting payroll, the agency should run ZFIR018.

Business Process Procedure Overview

The summary version of ZFIR018 can be used to verify total dollar amount on the report with the (North Carolina Financial System) NCFS amount. The detail version of this report can be used to see the detail account, wage types, and cost distribution for each employee. ZFIR018 should be run after payroll post to General Ledger.

Variants have been set up to use when running the report. These variants are in the format of:

Image

/210330 CMCS	REQS POSTED 03 30 2021	A	X	00362121	03/30/2021

This includes the payroll runs for CMCS posting date of March 30, 2021.

Image

/2103MM TOTAL	TOTAL PAYROLL POSTINGS 03 2021	A	X	00362121	04/01/2021

This includes all payroll runs for month of March, 2021. Medical is excluded.

Image

/210405 CMCS M	REQS POSTED 04 05 21 MEDICAL	A	X	00362121	04/05/2021

This includes the medical expenditures for the March payroll which post on April 5, 2021. The output file that is created can be modified.

The following BPP will show how to make changes. It is also possible to save the file as a spreadsheet.

Access Transaction

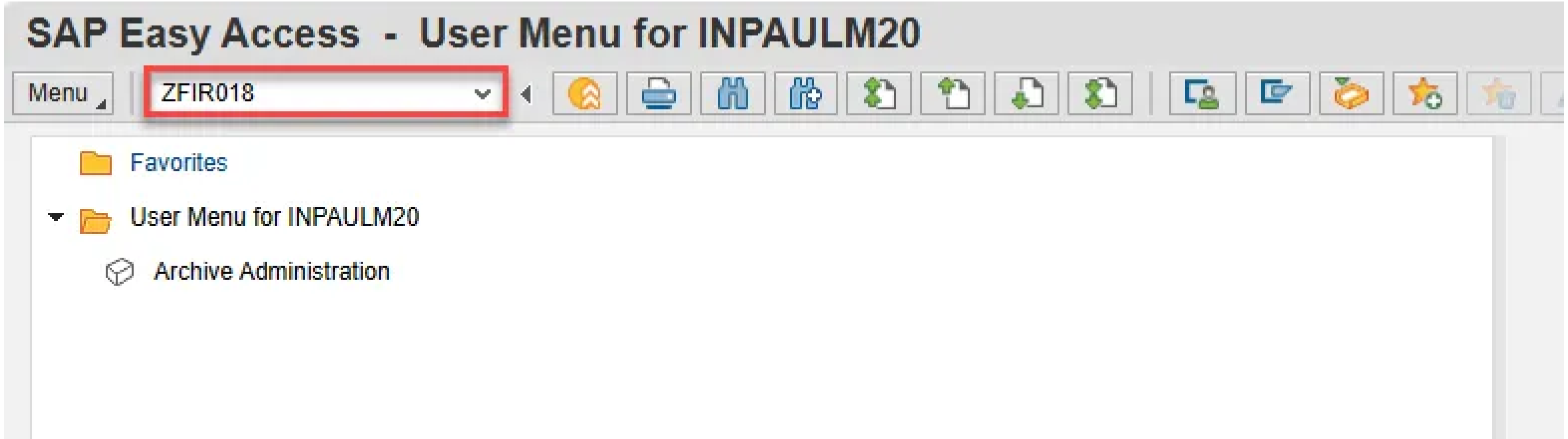
Via Transaction Code: ZFIR018

Procedure

There are 10 steps to complete this process.

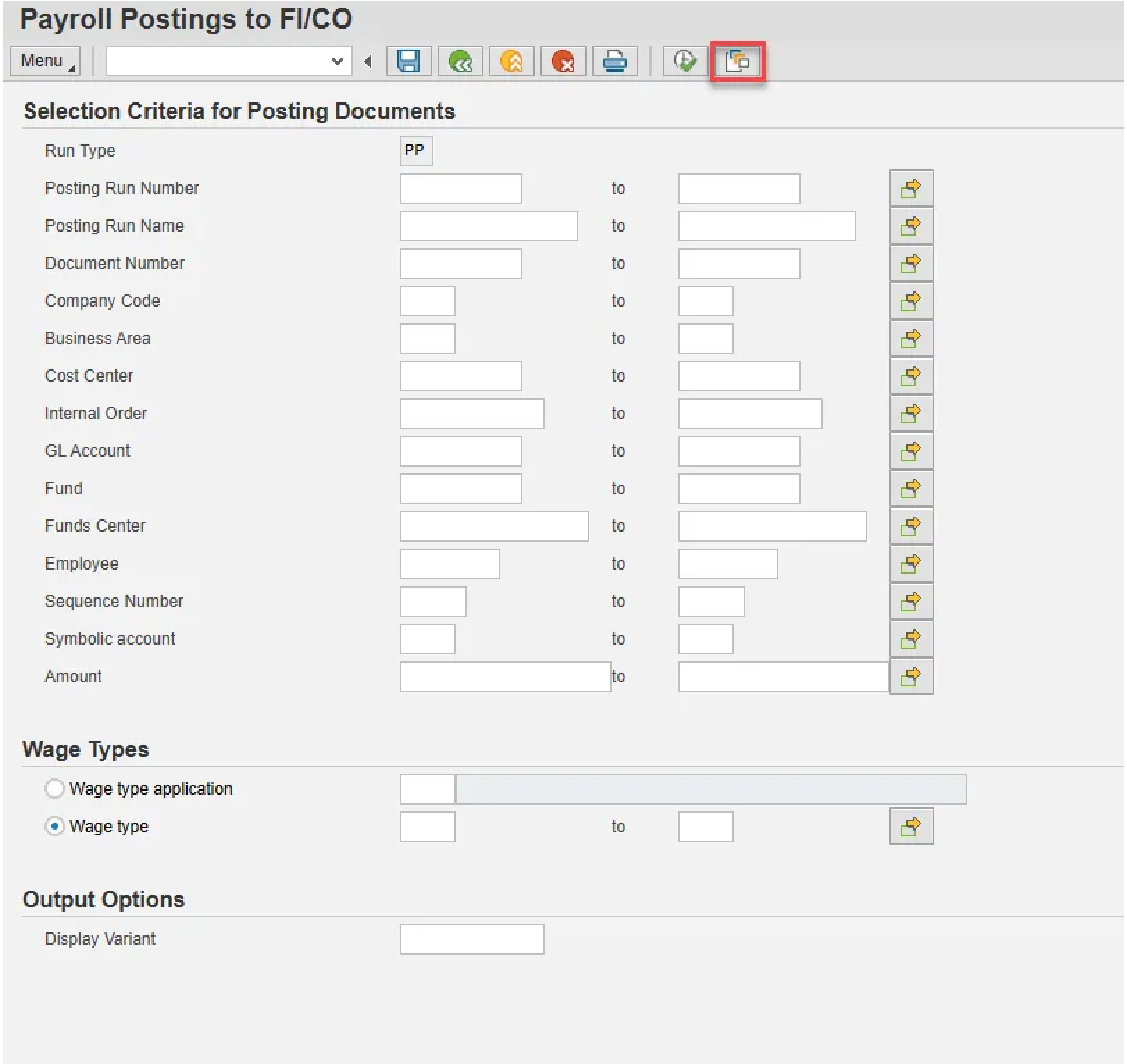
Step 1. Enter **ZFIR018** in the command field and choose the **Enter** key.

Image



Step 2. Click the **Get Variant** button.

Image


Payroll Postings to FI/CO
Menu
Selection Criteria for Posting Documents
Run Type
PP
Posting Run Number
to
Posting Run Name
to
Document Number
to
Company Code
to
Business Area
to
Cost Center
to
Internal Order
to
GL Account
to
Fund
to
Funds Center
to
Employee
to
Sequence Number
to
Symbolic account
to
Amount
to
Wage Types
Wage type application
Wage type
to
Output Options
Display Variant

Step 3. In the Variant Catalog pop-up, select the variant to match the date you want to verify by single clicking it.

Note: The format is /YearMonthDay. You can use the Find button to search for specific results.

The monthly variants do not include medical expenses because they post in the next month. There are special variants created for the medical run:

Image

/2103MM TOTAL	TOTAL PAYROLL POSTINGS 03 2021	A	X	00362121	04/01/2021

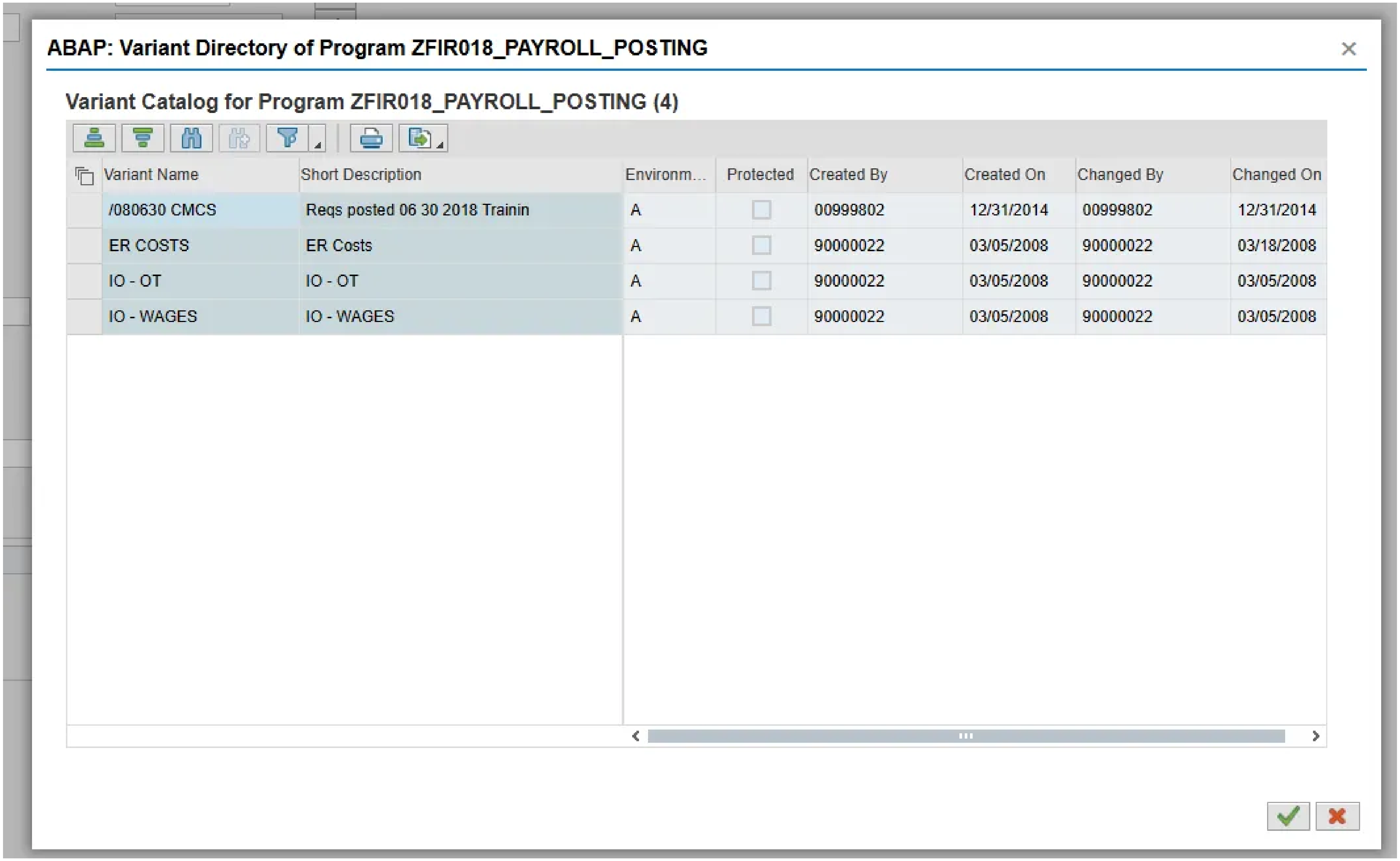
This includes all payroll runs for month of March, 2021. Medical is excluded.

Image

/210405 CMCS M	REQS POSTED 04 05 21 MEDICAL	A	X	00362121	04/05/2021

This includes the medical expenditures for the March payroll which post on April 5, 2021.

Image



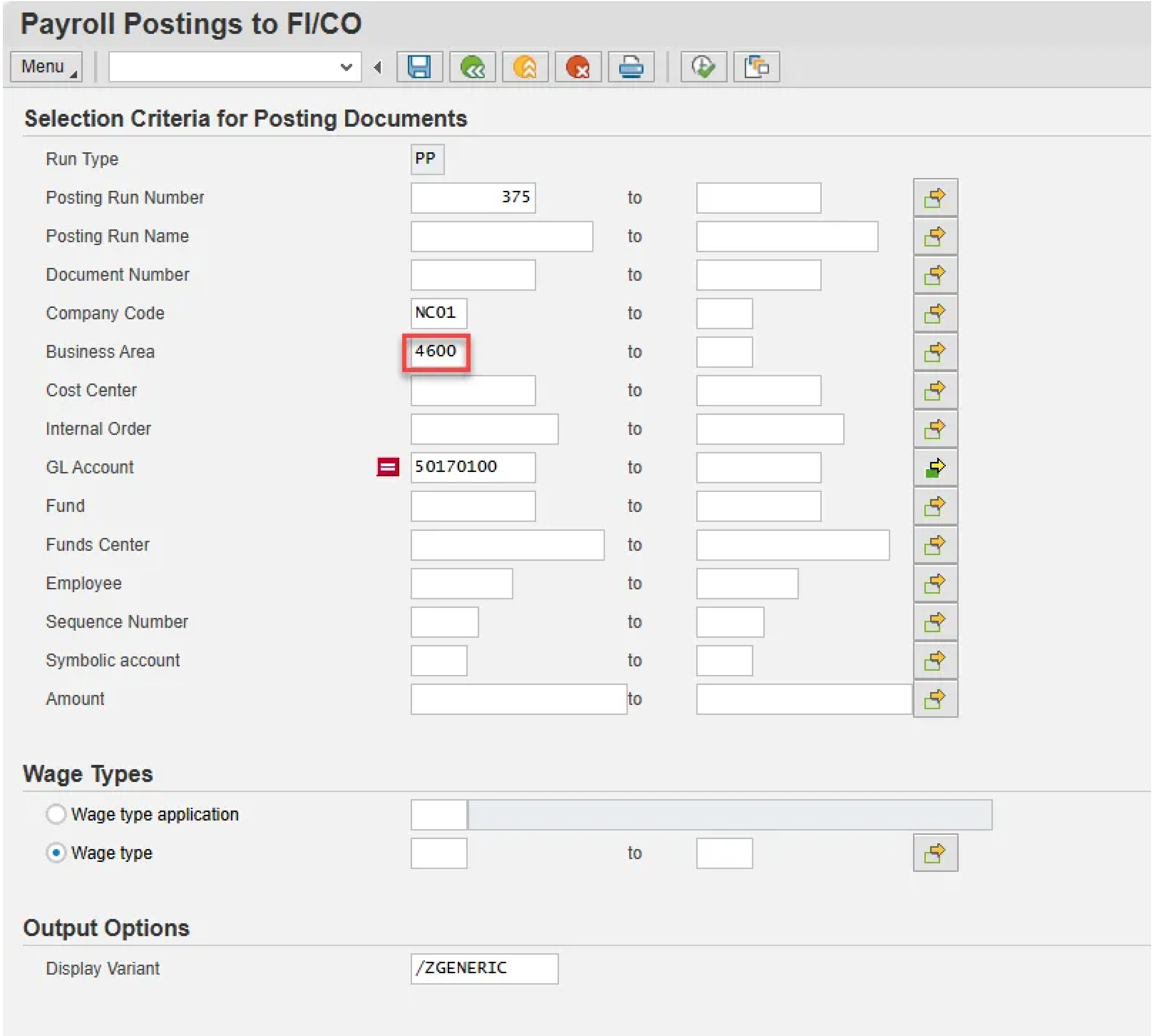
ABAP: Variant Directory of Program ZFIR018_PAYROLL_POSTING

Variant Catalog for Program ZFIR018_PAYROLL_POSTING (4)

Variant Name	Short Description	Environm...	Protected	Created By	Created On	Changed By	Changed On
/080630 CMCS	Reqs posted 06 30 2018 Trainin	A	☐	00999802	12/31/2014	00999802	12/31/2014
ER COSTS	ER Costs	A	☐	90000022	03/05/2008	90000022	03/18/2008
IO - OT	IO - OT	A	☐	90000022	03/05/2008	90000022	03/05/2008
IO - WAGES	IO - WAGES	A	☐	90000022	03/05/2008	90000022	03/05/2008

Step 4. Complete the Business Area field to identify the Agency for which balance sheets and income statements are prepared.

Image


Payroll Postings to FI/CO
Menu
Selection Criteria for Posting Documents
Run Type
PP
Posting Run Number
375
to
Posting Run Name
to
Document Number
to
Company Code
NC01
to
Business Area
4600
to
Cost Center
to
Internal Order
to
GL Account
50170100
to
Fund
to
Funds Center
to
Employee
to
Sequence Number
to
Symbolic account
to
Amount
to
Wage Types
Wage type application
Wage type
to
Output Options
Display Variant
/ZGENERIC

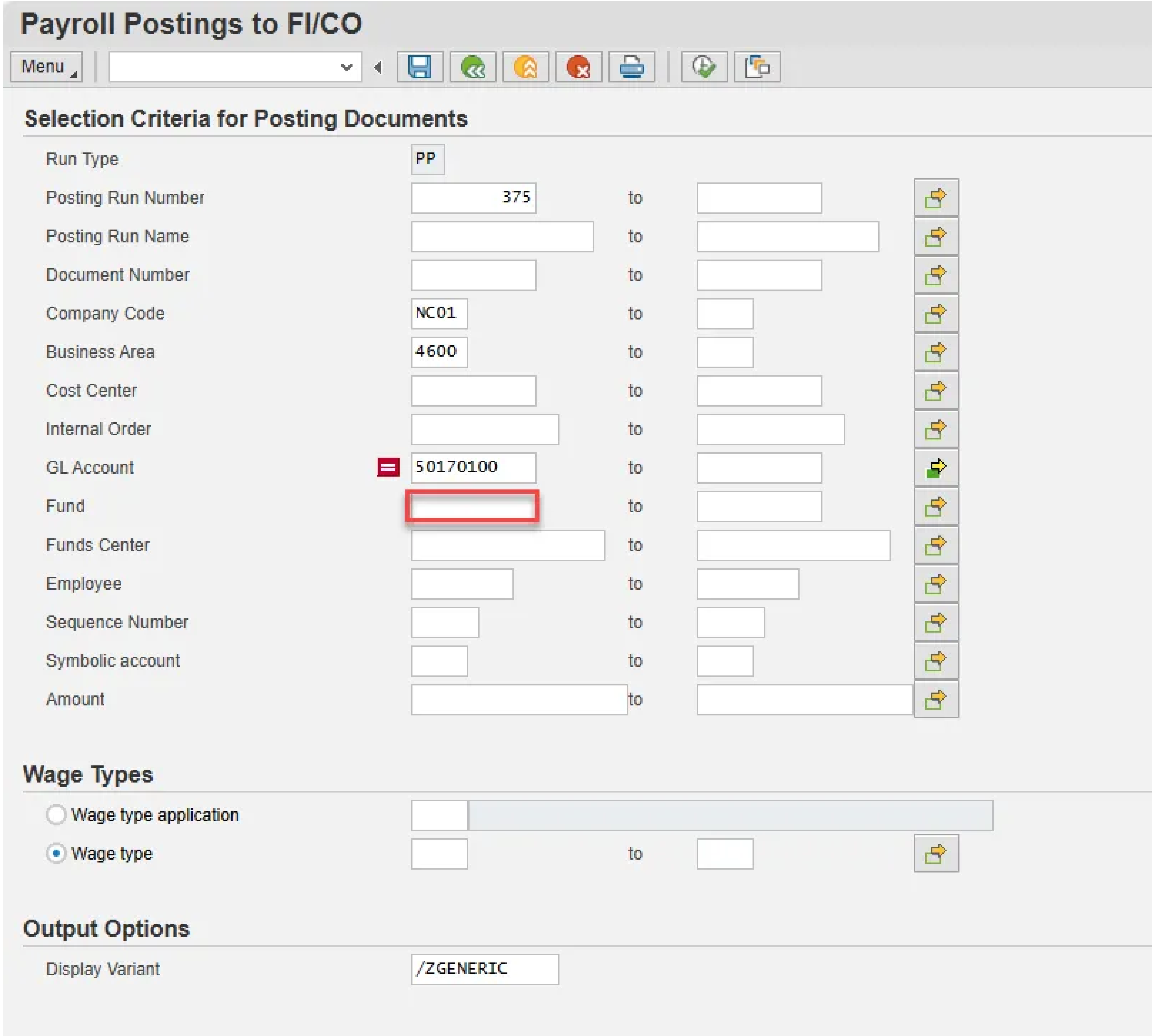
Step 5. Click on the **Multiple Selections** button for the GL Account field.

Step 6. Click the **Exclude Single Values** tab on the pop-up:

Note: These values will not be displayed in this run of the report. If any changes are entered, click the copy button once complete. Otherwise, click the Cancel button to close the window.

Step 7. Complete the Fund field. Budget funds are program numbers mandated by the Office of State Budget and Management.

Image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Selection Criteria for Posting Documents
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to
Output Options
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/ZGENERIC

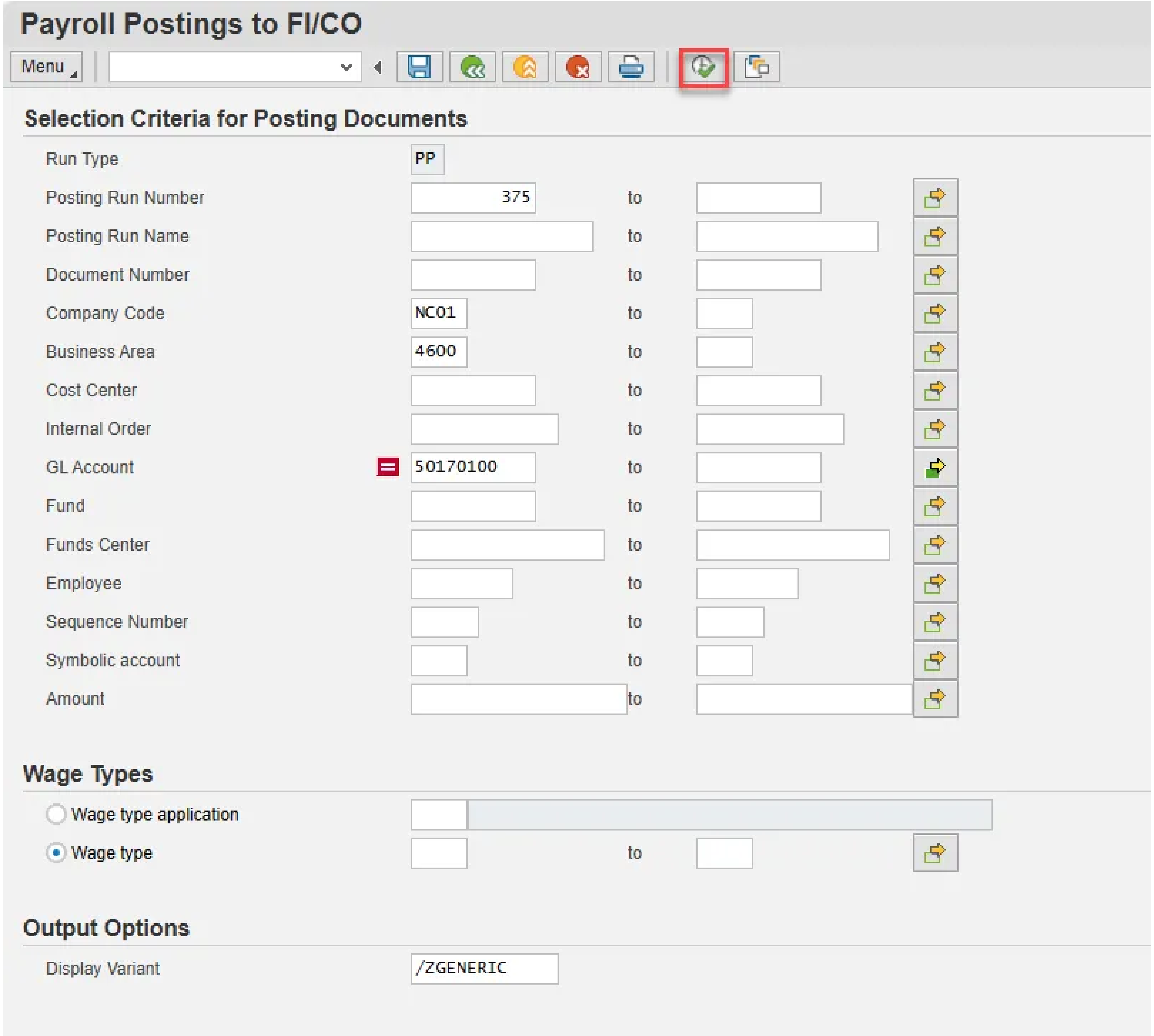
Note: Enter your agency identifier followed by an asterisk (*). This is a wildcard search, and all of your agency funds will be selected. Also, this will eliminate the liability accounts in the report which are not passed to NCAS.

Step 8. **Optional**: Click the matchcode button next to the Display Variant field in the Output Options section.

Note: /ZGENERIC is the normal layout used when the variants are created. You can create your own layout or use another from the list in the pop-up window that appears after clicking the matchcode button:

Step 9. Click the **Execute** button.

Image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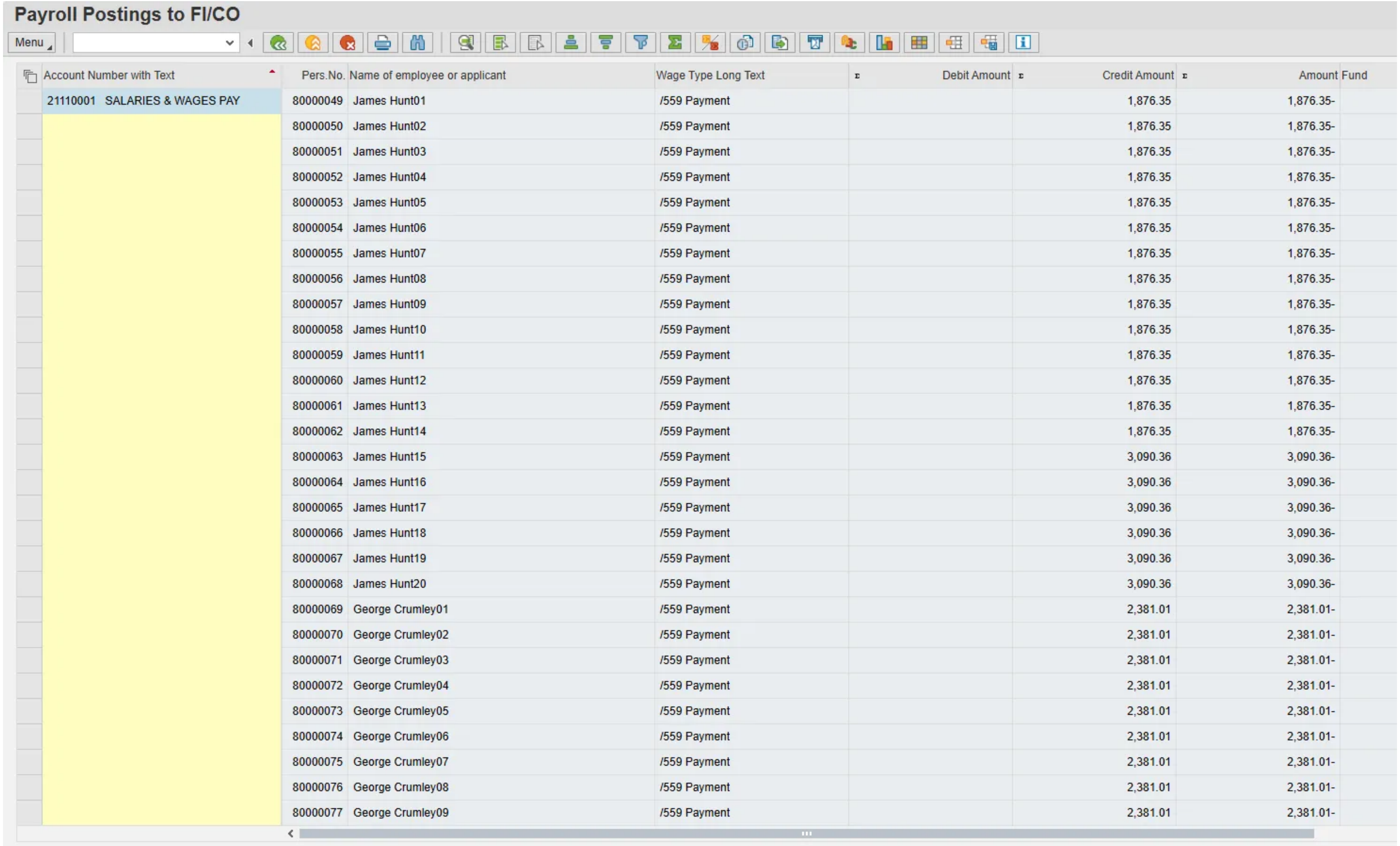
Employee
to
Sequence Number
to
Symbolic account
to
Amount
to
Wage Types
Wage type application
Wage type
to
Output Options
Display Variant
/ZGENERIC

Step 10. Review the results of the ZFIR018 report. The system task is complete.

Image



Payroll Postings to FI/CO

Menu

Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type Long Text	Debit Amount	Credit Amount	Amount	Fund
21110001 SALARIES & WAGES PAY	80000049	James Hunt01	/559 Payment		1,876.35	1,876.35-	
	80000050	James Hunt02	/559 Payment		1,876.35	1,876.35-	
	80000051	James Hunt03	/559 Payment		1,876.35	1,876.35-	
	80000052	James Hunt04	/559 Payment		1,876.35	1,876.35-	
	80000053	James Hunt05	/559 Payment		1,876.35	1,876.35-	
	80000054	James Hunt06	/559 Payment		1,876.35	1,876.35-	
	80000055	James Hunt07	/559 Payment		1,876.35	1,876.35-	
	80000056	James Hunt08	/559 Payment		1,876.35	1,876.35-	
	80000057	James Hunt09	/559 Payment		1,876.35	1,876.35-	
	80000058	James Hunt10	/559 Payment		1,876.35	1,876.35-	
	80000059	James Hunt11	/559 Payment		1,876.35	1,876.35-	
	80000060	James Hunt12	/559 Payment		1,876.35	1,876.35-	
	80000061	James Hunt13	/559 Payment		1,876.35	1,876.35-	
	80000062	James Hunt14	/559 Payment		1,876.35	1,876.35-	
	80000063	James Hunt15	/559 Payment		3,090.36	3,090.36-	
	80000064	James Hunt16	/559 Payment		3,090.36	3,090.36-	
	80000065	James Hunt17	/559 Payment		3,090.36	3,090.36-	
	80000066	James Hunt18	/559 Payment		3,090.36	3,090.36-	
	80000067	James Hunt19	/559 Payment		3,090.36	3,090.36-	
	80000068	James Hunt20	/559 Payment		3,090.36	3,090.36-	
	80000069	George Crumley01	/559 Payment		2,381.01	2,381.01-	
	80000070	George Crumley02	/559 Payment		2,381.01	2,381.01-	
	80000071	George Crumley03	/559 Payment		2,381.01	2,381.01-	
	80000072	George Crumley04	/559 Payment		2,381.01	2,381.01-	
	80000073	George Crumley05	/559 Payment		2,381.01	2,381.01-	
	80000074	George Crumley06	/559 Payment		2,381.01	2,381.01-	
	80000075	George Crumley07	/559 Payment		2,381.01	2,381.01-	
	80000076	George Crumley08	/559 Payment		2,381.01	2,381.01-	
	80000077	George Crumley09	/559 Payment		2,381.01	2,381.01-	

Additional Information

Your ZFIR018 report results can be reorganized, filtered, and exported. Following are some examples of such.

A. **Reorganizing results**

Most reports in the Integrated HR-Payroll system can be reorganized with the layout buttons.

- Change Layout
- Select Layout
- Save Layout

Additional information regarding this functionality can be found in the GN-01 How to Manage SAP Report Layouts help document.

B. **Filtering results (example 1)**

Scenario: You need to look for all of the data related to a specific employee.

- Click on the **Pers.No.** column.

Image

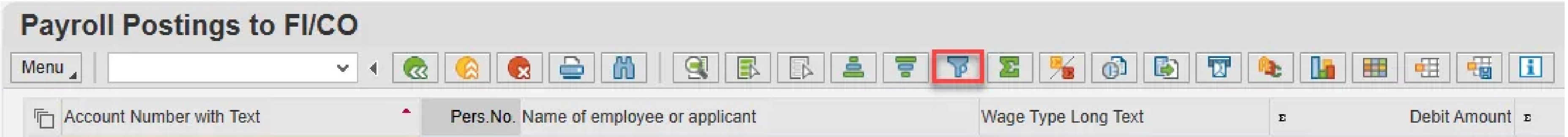
Payroll Postings to FI/CO

Menu

Account Number with Text	Pers.No.	Name of employee or app
21110001 SALARIES & WAGES PAY	80000049	James Hunt01
	80000050	James Hunt02
	80000051	James Hunt03
	80000052	James Hunt04
	80000053	James Hunt05
	80000054	James Hunt06
	80000055	James Hunt07
	80000056	James Hunt08
	80000057	James Hunt09
	80000058	James Hunt10
	80000059	James Hunt11
	80000060	James Hunt12
	80000061	James Hunt13
	80000062	James Hunt14
	80000063	James Hunt15
	80000064	James Hunt16
	80000065	James Hunt17
	80000066	James Hunt18
	80000067	James Hunt19
	80000068	James Hunt20
	80000069	George Crumley01
	80000070	George Crumley02
	80000071	George Crumley03
	80000072	George Crumley04
	80000073	George Crumley05

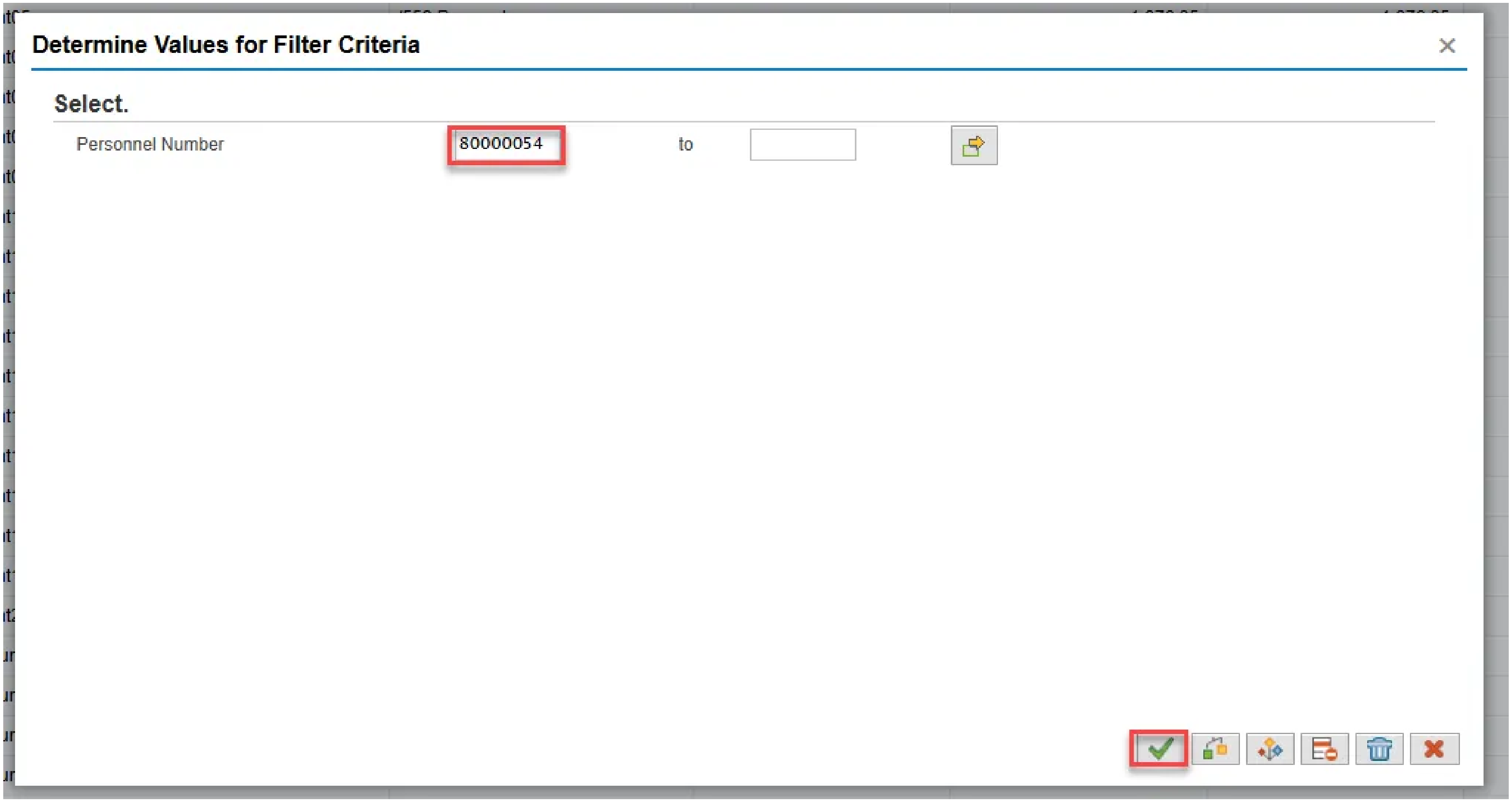
- Click the **Set Filter** button.

Image



- Enter the personnel number of the employee whom you are researching and choose the **green check** button.

Image



Notes: The option to filter by employee also exists on the main ZFIR018 report, but often you will want to use this method to isolate information for researching an issue.

To remove this filter, you can click the Delete Filter button.

Image

Payroll Postings to FI/CO

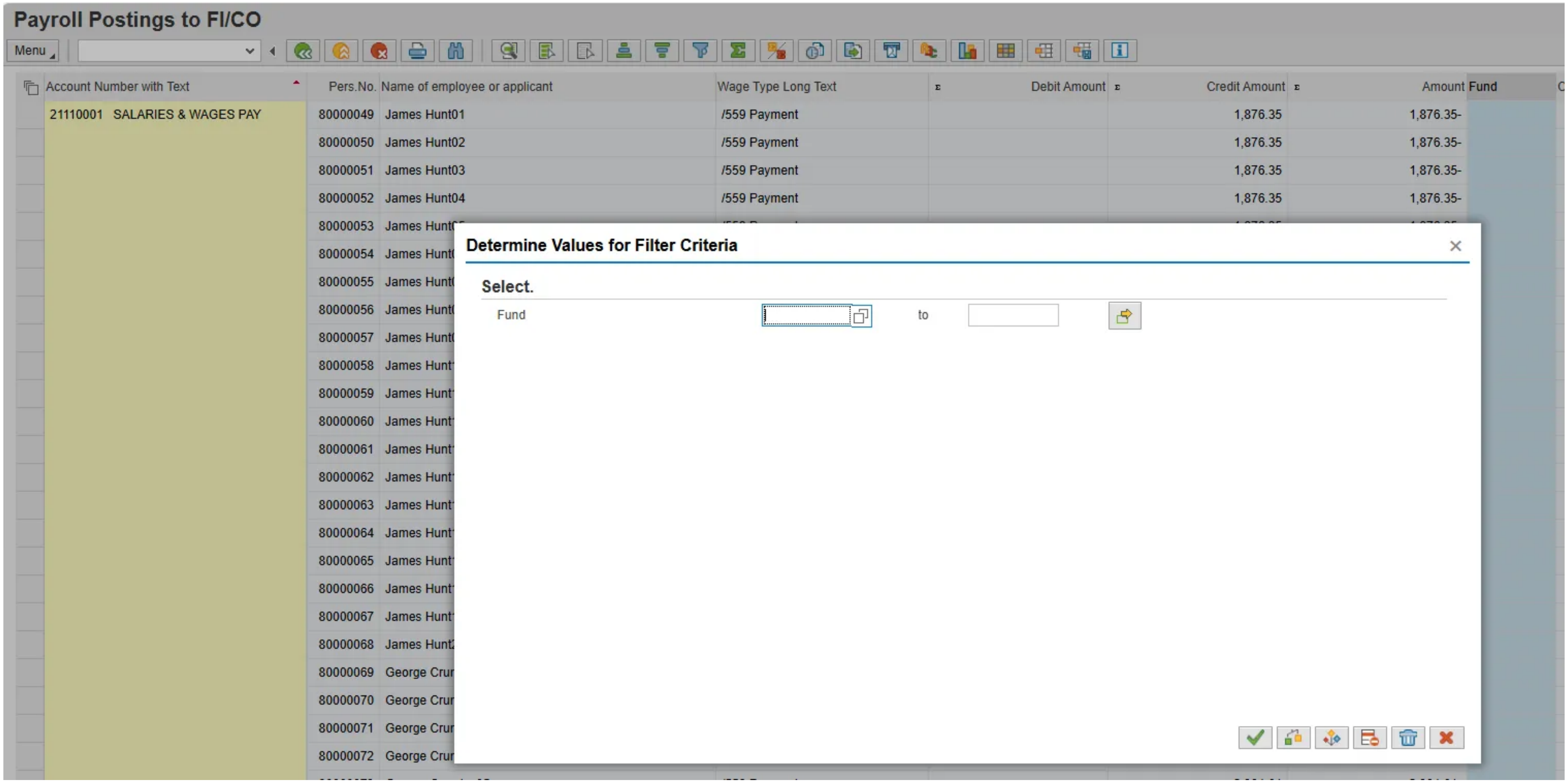
Account Number with Text	Pers.No.	Name of employee or applicant	Wage Type Long Text	Debit Amount	Credit Amount	Amount	Fund	Cost Center	Order	Internal Order Text
21110001 SALARIES & WAGES PAY	80000054	James Hunt06	/559 Payment		1,876.35	1,876.35-				
21110001 SALARIES & WAGES PAY					**1,876.35**	**1,876.35-**				
21121001 ACCRUED VACATION	80000054	James Hunt06	9905 Accrued Vacation Lia		345.54	345.54-				
21121001 ACCRUED VACATION					**345.54**	**345.54-**				
21122000 FEDERAL TAX	80000054	James Hunt06	91F1 FED EE Withholding		323.19	323.19-				
21122000 FEDERAL TAX					**323.19**	**323.19-**				
21122100 EE & ER FICA/MEDICAR	80000054	James Hunt06	92F6 ER Medicare Taxes		36.97	36.97-				
	80000054	James Hunt06	92F4 ER FICA Taxes		158.07	158.07-				
	80000054	James Hunt06	91F5 EE Medicare Taxes		36.97	36.97-				
	80000054	James Hunt06	91F3 EE FICA Taxes		158.07	158.07-				
21122100 EE & ER FICA/MEDICAR					**390.08**	**390.08-**				
21122200 NC STATE TAXES	80000054	James Hunt06	91NC NC EE Withholding		155.00	155.00-				
21122200 NC STATE TAXES					**155.00**	**155.00-**				
50121000 SPA-REGULAR SAL	80000054	James Hunt06	1000 Regular Salary	2,549.58		2,549.58	461220001	4610000000	100000005373	46011220100
50121000 SPA-REGULAR SAL				**2,549.58**		**2,549.58**				
50151000 SOCIAL SECURITY	80000054	James Hunt06	9T06 /406 - ER Medicare	36.97		36.97	461220001	4610000000	100000005373	46011220100
	80000054	James Hunt06	9T04 /404 - ER Social Sec	158.07		158.07	461220001	4610000000	100000005373	46011220100
50151000 SOCIAL SECURITY				**195.04**		**195.04**				
				2,744.62	**3,090.16**	**345.54-**				

C. **Filtering results (example 2)**

Scenario: You need to identify employees that do not have cost distribution set up correctly on the position or IT0027

- Select the Fund column and filter by the Fund value.

Image



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