

PY-25 Display Payroll Journal

Purpose

The purpose of this Business Process Procedure is to explain how to generate a payroll journal once payroll has been run in the Integrated HR-Payroll System.

Trigger

A payroll journal is needed once payroll has run.

Business Process Procedure

The Payroll Journal contains detailed, selected payroll data for several employees, for whom payroll has been run in a certain time interval or a selected payroll period.

The Payroll Journal can be used to:

- Identify errors that have occurred during the payroll run.
- Cumulate payroll data belonging to an organizational unit.
- Track the development of data over several payroll periods.
- Possess an additional, detailed control medium for revisions.

Access Transaction

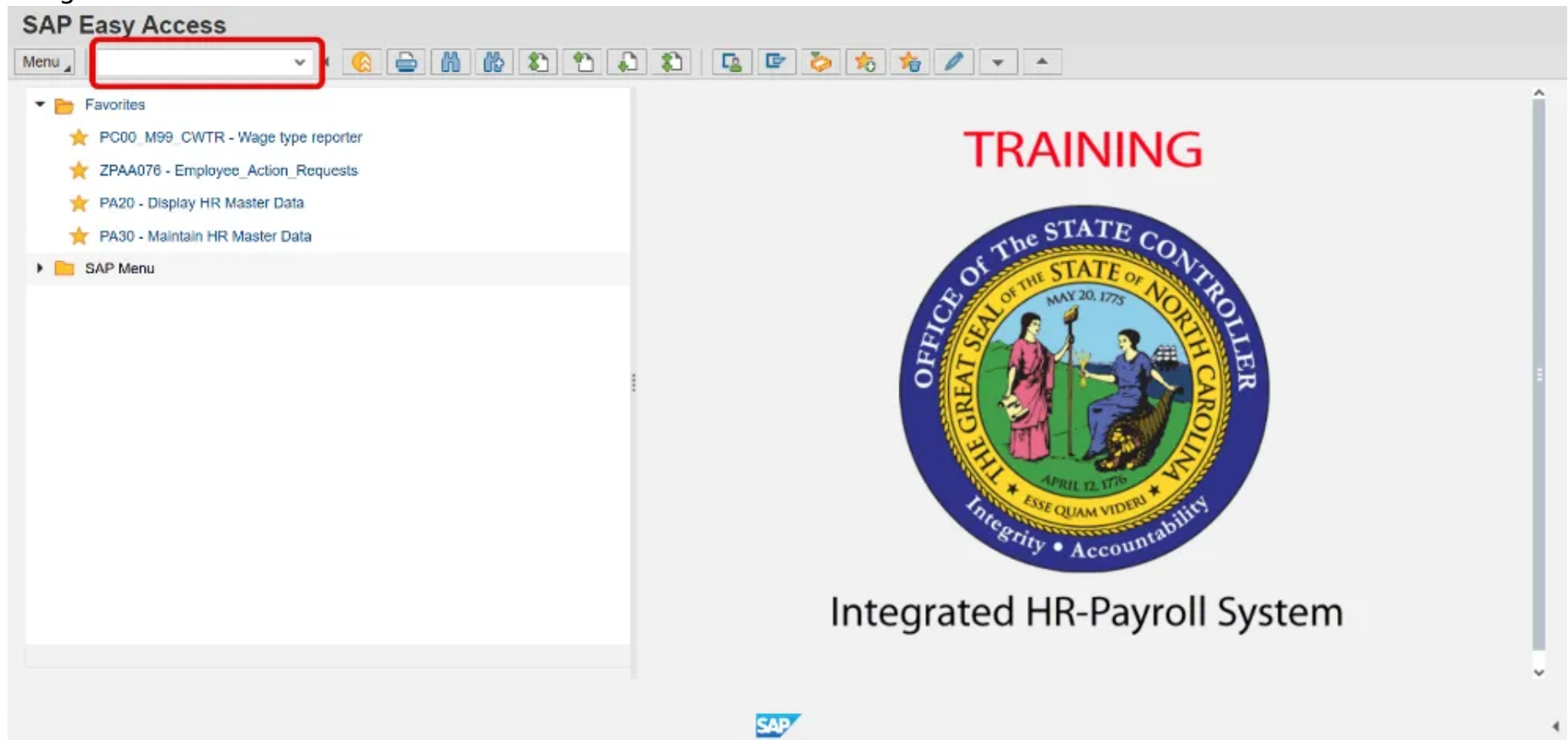
Via Transaction Code: PC00_M10_CLJN

Procedure

There are 22 steps to complete this process.

SAP Easy Access

Image



Step 1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: PC00_M10_CLJN

Step 2. Click **Enter**.

Payroll Journal

Step 3. Click the **Get Variant...(Shift+F5)** button.

Image

Payroll Journal

Menu



Further selections



Search helps



Org. structure

Period

☐ Today

☐ Current month

☐ Current year

☐ Up to today

☐ From today

☒ Other period

Period

To

Payroll period

Selection

Personnel Number



Payroll area



Additional data

Payroll type

to



Payroll identifier

to



Date identifier

Alternative currency

WTs without work center split

☐ Print only totals sheets

☒ Print retroactive runs

☐ Only display last result

Delimitation

Retrocalculation layout

Print format

Page header

Continuation excerpt

Employee data excerpt

Totals display

Form layout

Form layout



ABAP: Variant Directory of Program RPCLJNU0

Step 4. Choose the appropriate payroll variant.

- ZPROD-BIWEEKLY is used to view biweekly payroll.
- ZPROD-MONTHLY is used to view monthly payroll.
- ZPROD-MO-ERJN=Monthly employer journal
- ZPROD-BW-ERJN=Biweekly employer journal

Image

Variant Catalog for Program RPCLJNU0 (19)

Variant Name	Short Description	Environm...	Protected	Created By	Created On	Changed By	Changed On
BATTLESHIP	Selects on NCBattleship Org Un	A	☐	00567382	03/27/2008		
INSURANCE	Payroll Journal-Insurance Unit	A	☒	00884009	02/06/2008		
ZPROD-BIWEEKLY	PROD - Biweekly Payroll	A	☐	PCORRIVEAU	05/22/2007	PCORRIVEAU	10/10/200
ZPROD-BW-ARRRS	PROD - BW Deduction Arrears	A	☐	90000017	01/04/2008		
ZPROD-BW-CK	PROD - Biweekly Check Register	A	☐	PCORRIVEAU	10/02/2007	PCORRIVEAU	10/10/200
ZPROD-BW-DD	PROD - Biweekly Direct Deposit	A	☐	PCORRIVEAU	10/02/2007	90000017	01/03/200
ZPROD-BW-DDNTK	PROD - BW Deduction Not Taken	A	☐	90000017	01/03/2008		
ZPROD-BW-DEDT	PROD - BW Deductions Register	A	☐	PCORRIVEAU	10/16/2007	PCORRIVEAU	10/16/200
ZPROD-BW-EARN	PROD - BW Earnings Register	A	☐	PCORRIVEAU	10/16/2007	PCORRIVEAU	10/17/200
ZPROD-GARN-LTR	PROD - Garnishments Reply Ltr	A	☐	90000017	10/29/2008		
ZPROD-MO-ARRRS	PROD - MO Deduction Arrears	A	☐	90000017	01/04/2008		
ZPROD-MO-CK	PROD - Monthly Check Register	A	☐	PCORRIVEAU	10/02/2007	PCORRIVEAU	10/10/200
ZPROD-MO-DD	PROD - Monthly Direct Deposit	A	☐	PCORRIVEAU	10/02/2007	90000017	01/03/200
ZPROD-MO-DDNTK	PROD - MO Deduction Not Taken	A	☐	90000017	01/03/2008		
ZPROD-MO-DEDT	PROD - MO Deductions Register	A	☐	PCORRIVEAU	10/16/2007	PCORRIVEAU	10/16/200
ZPROD-MO-EARN	PROD - MO Earnings Register	A	☐	PCORRIVEAU	10/16/2007	PCORRIVEAU	10/17/200
ZPROD-MONTHLY	PROD - Monthly Payroll	A	☐	PCORRIVEAU	05/22/2007	PCORRIVEAU	10/10/200
ZPROD_BW_ERJN	Biweekly Employer Journal	A	☐	01086746	04/15/2009	01086746	04/15/200
ZPROD_MN_ERJN	Monthly Employer Journal	A	☐	01086746	04/15/2009		

Step 5. Click **Choose (F2)** button.

Payroll Journal

Step 6. Click the Other period radio button.

Step 7. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Month		R	Enter value in Month. Example: 12
Year	Fiscal year corresponding to the periods open for posting	R	Enter value in Year. Example: 2019

Step 8. Click the **Further selections** button. Choose the selections to enter criteria to further delimit which employees are selected.

Image

Payroll Journal

Menu



Further selections



Search helps



Org. structure

Payroll period

Payroll area

01

☐ Current period

☒ Other period

12 2019

Period

Selection

Personnel Number



Personnel area



Business area



Payroll area



Additional data

Payroll type

to



Payroll identifier

to



Date identifier

0

Alternative currency

WTs without work center split

L

☐ Print only totals sheets

☒ Print retroactive runs

☐ Only display last result

Delimitation

Retrocalculation layout

Print format

Page header

ZJT1

Continuation excerpt

ZJF1

Employee data excerpt

ZJD1

Totals display

ZJS1

Form layout

Form layout

Choose Selection Fields

Step 9. Click the **Personnel area** button.

Step 10. Click the **Select** (right arrow) button.

Image

×

Selection fields



Selection fields	R.
Personnel Number	
Business area	
Payroll area	

Selection: 3



Step 11. Click the **Green Check (Enter)**.

Payroll Journal

12. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Personnel number	Unique number identifying an individual's master record data in the system.	R	Enter value in Personnel number.
Personnel area	Code identifying the agency and division associated with the position.	R	Enter value in Personnel area.
Payroll area	Code identifying the payroll area, or frequency of payroll (bi-weekly, monthly, etc.). Payroll area 01 for Monthly or 04 for Bi-Weekly.	R	Enter value in Payroll area.

Image

Payroll Journal

Menu         

Further selections

 Search helps

 Org. structure

Payroll period

Payroll area from To

☐ Current period

☒ Other period

Period

Selection

Personnel Number



Personnel area



Business area



Payroll area



Additional data

Payroll type to



Payroll identifier to



Date identifier

Alternative currency

WTs without work center split

☐ Print only totals sheets

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☐ Only display last result

 Delimitation

Retrocalculation layout

Print format

Page header

Continuation excerpt

Employee data excerpt

Totals display

Form layout

Form layout

Step 13. Click the **Delimitation** button. Use the Delimitation sequence to group and total employees selected.

Set delimitation sequence

Image

Possible delimitation criteria

Possible delimitation criteria
Personnel subarea
Cost center
Employee group
Employee subgroup
Organizational unit
Payroll Area
Social insurance number
Personnel no.
Name
Tax. employer
Tax level
Tax authority



Delimitation sequence

Delimitation sequence	R.
Personnel area	
Company code	



Selection: 2 / 14



Step 14. Click the **Company code** button.

Step 15. Click the **Undo** button.

Set delimitation sequence

Image

Step 16. Click **Continue (Enter)**. The **Set delimitation attributes** window displays the delimitation sequence options that we have selected.

Set delimitation attributes

Image

×

[illegible]

Step 17. Click **Continue (Enter)**.

Information: Print totals only for Personnel Area and Personnel Subarea.

Payroll Journal

Image

Payroll Journal

Menu



Further selections



Search helps



Org. structure

Payroll period

Payroll area

01

from

12/01/2019

To

12/31/2019

☐ Current period

☒ Other period

12

2019

Period

Selection

Personnel Number



Personnel area

0201



Business area



Payroll area

01



Additional data

Payroll type

to



Payroll identifier

to



Date identifier

0

Alternative currency

WTs without work center split

L

☐ Print only totals sheets

☒ Print retroactive runs

☐ Only display last result



Delimitation

Retrocalculation layout

Print format

Page header

ZJT1

Continuation excerpt

ZJF1

Employee data excerpt

ZJD1

Totals display

ZJS1

Form layout

Form layout

Step 18. Click **Execute (F8)**.

Payroll Journal

Image

Payroll Journal

Menu



Report ID RPCLJNU0

PAYROLL JOURNAL

Page No. 6

Company Code: * Cost Center: * PPBegin: 12/01/2019 PPEnd: 12/31/2019 Check Date: 12/23/2019

Run Date 12/10/2025

OrgUnit: 00000000 Personnel Area: 0201 Personnel Subarea: NC05 Payroll Area: *

Run Time 12:24:46

Period: 12/2019

Employee # CostCenter: 0299999999 ForPeriod: 12/2019
 Name: Megan PayRate: 4553.92 NetPay: 3,213.44 GrossPay: 4,553.92 TotDed: 402.46-
 EE Tax: 938.02- ER Tax: 338.49

Earnings	Amount	Tax	Earnings	Amount	Deductions	Amount	NetPay
/101 TotGross	4,553.92	Total Tax EE		938.02-	TotDeductions	402.46-	3,213.44
SLRY RegSalry	3,923.44	Federal	Tx St:Single	Exmpt:01			
1325 PdHolid	630.48	W/H EE	4,151.46	421.53-	3100 PacDen	21.22-	
		OASDI EE	4,424.70	274.33-	3102 VisPreTx	8.00-	
		MedcarEE	4,424.70	64.16-	3200 TSERSEE	273.24-	
		North Carolina	Tx St:Single or Mar	Exmpt:00	TotOtherDed:	302.46-	
		W/H EE	4,151.46	178.00-			
					3008 BYUPPT	50.00-	
					3033 BYPPPT	50.00-	
					TotHealthInsDed:	100.00	

Report ID RPCLJNU0

PAYROLL JOURNAL

Page No. 7

Company Code: * Cost Center: * PPBegin: 12/01/2019 PPEnd: 12/31/2019 Check Date: 12/23/2019

Run Date 12/10/2025

OrgUnit: 00000000 Personnel Area: 0201 Personnel Subarea: NC05 Payroll Area: *

Run Time 12:24:46

Period: 12/2019

Sum of the structure

Earnings	Amount	Tax	Earnings	Amount	Deductions	Amount	NetPay
/101 TotGross	204,149.28	Total Tax EE		40,522.23-	TotDeductions	23,669.45-	139,957.60
SLRY RegSalry	173,810.52	FED					
1301 Vacleave	1,719.88	W/H EE	183,796.01	17,470.60-	2100 ParkDOA	440.00-	
1325 PdHolid	28,208.88	OASDI EE	197,695.48	12,257.08-	3100 PacDen	905.26-	
1506 TchDtTx	75.00	MedcarEE	197,695.48	2,866.55-	3102 VisPreTx	127.66-	
		NC			3115 ADDPreTx	10.70-	
		W/H EE	183,796.01	7,928.00-	3117 AccPreTx	80.90-	
					3125 FlxLfPre	20.10-	
					3130 FlxCnPre	49.98-	
					3145 FlxCiPT	21.80-	
					3200 TSERSEE	12,224.47-	

Step 19. Click the **Scrollbar** to see each employee in the Personnel area. The yellow section displays the subtotal amounts for **Personnel Subarea NC01**.

Step 20. Click the **Back** button.

Step 21. Click the **Back** button to return to the SAP Easy Access screen.

Step 22. The system task is complete.

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