



Last Update:

02/21/13 1:10 PM

Cost Center Report - Administrator

PC00_MNA
_CC_ADM

Publisher Information

File Name

r_Cost Center Report - Administrator.doc

Link 1

Link 2

Link 3

Link 4

Job Role

Insert Job Role rows as necessary.

Transaction	User Data		Description
PC00_MNA_C C_ADM			
Client	Language	Doc Type	Job Role
	EN	BPP	



Change History

Update the following table as necessary when this document is changed.

Date	Name	Change Description
3/18/08	Amy Blom	created draft

Trigger:

This report can be used to view payroll cost center details. The user can drill into the time entries supporting an individual employee, the payroll results for an individual employee, or overall general ledger analysis.

Business Process Procedure Overview

The Cost Center Report is used for researching the detail information about a payroll run. The data is available for the user once the payroll documents are posted to the general ledger. This is a unique report for the fiscal user because data is displayed by cost center, then by employee within the cost center, then by cost element (account), and finally each payment date. The report is very powerful with the ability to change the sort order and link to other data. The head count for the cost center is also displayed. The Internal Order is displayed in the last column. The description field of the Internal Order contains the NCAS financial key (NCAS company and center).

Tips and Tricks

- Use the multiple selections button (yellow arrow to the right of the cost center field on the report filter screen) to choose more than 1 cost center. If you click on the Multiple Selection button within this search area, you can choose individual cost centers from with your larger search criteria.

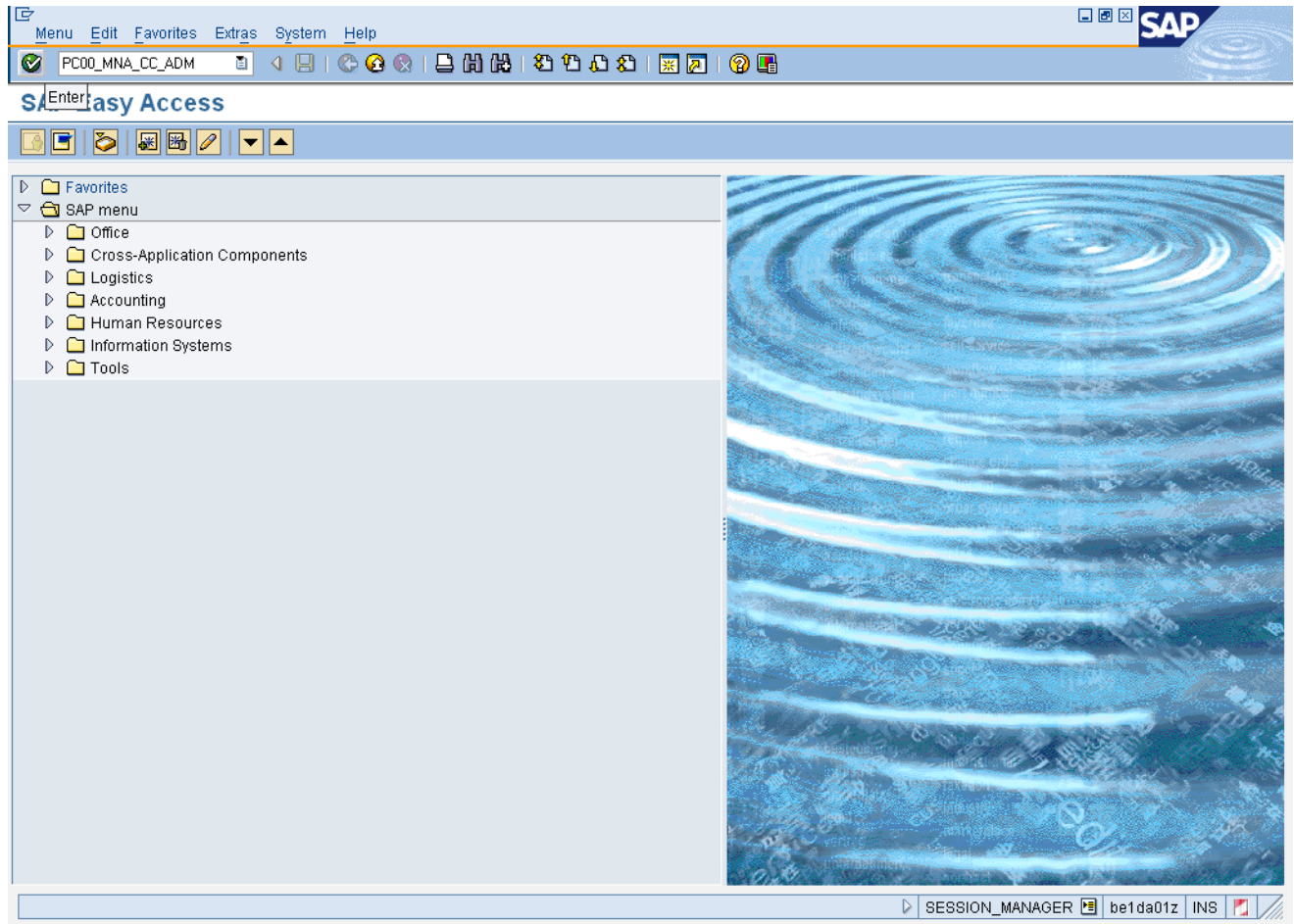
Access Transaction:

Via Menu Path	This transaction code is not on the menu path. Enter the transaction code in the Command Field (white field in the upper left hand corner of the screen - if not visible, click the gray triangle in this area to display the Command Field). Click ENTER once the transaction code has been entered.
Via Transaction Code	PC00_MNA_CC_ADM



Procedure:

SAP Easy Access



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_MNA_CC_ADM

2. Click **Enter**  button.



Cost Center Report - Administrator

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

Field Name	Description	R/O/C	Values
Company Code	Code identifying a legal entity for accounting and reporting purposes. (NC01 for all NCAS agencies & NC02 for DOT and ESC)	R	Enter value in Company Code. Example: NC01
Selection Period	Date of the beginning of the selection period for the activity or report	R	Enter value in Selection Period. Example: 01/01/2007
to	Ending date of the specified date range	R	Enter value in to. Example: 12/31/2007



Cost Center	Code identifying a cost center.	R	Enter value in Cost Center. Example: 10*
-------------	---------------------------------	---	--



Information: Each of these fields can be filtered on to produce a more manageable report. This report will run slow due to the Agency Structural Security in place. You will not be allowed to view data from outside your Agency. The more you filter the report within your agency (by a cost center or date range, etc.), the quicker the report will run.

Use the filter [10*] in the Cost Center field to run the report on all cost centers beginning with 10.

Use the multiple search criteria button (yellow arrow button) to enter a list of cost centers not within a range, or multiple ranges of cost centers. Within this window there is a button labeled "Multiple Selection" which allows you to choose individual cost centers from the filter range.

4. Click **Execute (F8)**  button.



Cost Center Report - Administrator

The screenshot shows the SAP Cost Center Report - Administrator interface. The title bar includes 'Execute System Help' and the SAP logo. The main window title is 'Cost Center Report - Administrator'. Below the title bar are buttons for 'Payroll Details', 'Time Data Detail', 'FI/CO Postings', and 'Payroll Cluster'. The main content area displays 'Cost Center Report from 01/01/2007 to 12/31/2007'. A tree view on the left shows the following structure:

- Cost Center Report - Administrator
 - Cc 1010140000 - HUMAN RESOU
 - Cc 1023040000 - OXFORD TOBAC
 - Cc 1023050000 - PEANUT BELT-L
 - Cc 1027000000 - ALL OTHER-NOI

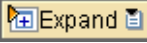
A context menu is open over the tree view, showing the following options:

- Cost Center Level Level
- Employee Level Level
- Cost Element Level Level
- Wage Type Level Level
- Posting Date Level Level (highlighted)

To the right of the tree view is a table with the following data:

	Head Count	Order
Cost Center Level Level	4.00	
Employee Level Level	1.00	100000...
Cost Element Level Level	1.00	100000...
Wage Type Level Level	1.00	100000...
Posting Date Level Level	1.00	100000...

The status bar at the bottom shows 'PC00_MNA_CC_ADM | be1da01z | INS'.

5. Click **Expand**  button.
6. Click Posting Date Level Level



Information: You may expand the summary data to various levels of display. In this example we are displaying all levels of detail.



Cost Center Report - Administrator

Cost Center Report from 01/01/2007 to 12/31/2007

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT5	1,405.00	23,082.14	1.00	100000...
Ce 0050131000 - REGULA	1,380.00	20,700.00	1.00	100000...
Regular Hours	1,380.00	20,700.00	1.00	100000...
04/20/2007	32.00	480.00	1.00	100000...
05/04/2007	64.00	960.00		100000...
05/18/2007	80.00	1,200.00		100000...
06/01/2007	40.00	600.00		100000...
06/15/2007	88.00	1,320.00		100000...
06/29/2007	80.00	1,200.00		100000...
07/13/2007	80.00	1,200.00		100000...
07/27/2007	72.00	1,080.00		100000...
08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIM	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

7. Select Ee 95311250 -

8. Click **Payroll Details**  button.



Information: Click the **Payroll Details** button to run the payroll reconciliation report. The report filter screen will pre-fill with the data you have filtered this cost center report on.



Payroll Reconciliation Report

The screenshot shows the SAP Payroll Reconciliation Report interface. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window title is 'Payroll Reconciliation Report [Back (F3)]'. The interface is divided into several sections:

- Further selections:** Includes a 'Period' section with radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected, with a date range from '01/01/2007' to '12/31/2007'. A 'Payroll period' button is located below.
- Selection:** Fields for 'Personnel Number' (95311250), 'Company Code' (NC01), 'Payroll area', and 'Cost center' (10*). Each field has a dropdown arrow.
- Tax-related selections:** Fields for 'Tax Company', 'Tax Authority', 'Employee/Employer Taxes' (C Employee and Employer Tax), and 'Current Cost Center'.
- Wage Type Selections:** Radio buttons for 'Wage Type Application' and 'Wage Type'. The 'Wage Type' option is selected with a value of '1000'.
- Output Options:** A section at the bottom for output settings.

The status bar at the bottom shows 'No default ALV layout found.' and the user ID 'PC00_MNA_CC_ADM | be1da01z | INS'.

9. Click **Back (F3)**  button.



Information: Adjust the filter criteria as appropriate, and execute this report. In this example we will not delve into the details of the payroll reconciliation report.



Cost Center Report - Administrator

The screenshot shows the SAP Cost Center Report - Administrator interface. The main window displays a table titled "Cost Center Report from 01/01/2007 to 12/31/2007". The table has columns for Hours, Amount, Head Count, and Order. The data is organized into a tree structure, starting with "Cost Center Report - Administrator" and drilling down to "Ee 95311250 - Candace INT5". The table shows regular hours and overtime for various dates in 2007.

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT5	1,405.00	23,082.14	1.00	100000...
Ce 0050131000 - REGULA	1,380.00	20,700.00	1.00	100000...
Regular Hours	1,380.00	20,700.00	1.00	100000...
04/20/2007	32.00	480.00	1.00	100000...
05/04/2007	64.00	960.00		100000...
05/18/2007	80.00	1,200.00		100000...
06/01/2007	40.00	600.00		100000...
06/15/2007	88.00	1,320.00		100000...
06/29/2007	80.00	1,200.00		100000...
07/13/2007	80.00	1,200.00		100000...
07/27/2007	72.00	1,080.00		100000...
08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIME	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

10. Click **Time Data Detail**  button.



Information: Once you have clicked on the name of an individual, you may click on the **Time Data Detail** button to view their time entry details for the time period viewed on the report.

Note: Not all users will have drill-down access into an individual's time history.



Cumulated Time Evaluation Results: Time Balances/Wage Types

Pers.No.	Name of employee or applicant	Period	Current Date	WT	Long text	≡ No.
95311250	Candace INT57-1001-NC01-O-G8-1	200704	04/02/2007	1200	Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/03/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/04/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/05/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/09/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/10/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/11/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/12/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/13/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/16/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/17/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/20/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/23/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/24/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/25/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/26/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/27/2007		Regular Hours	6.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/30/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/01/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/02/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/03/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/04/2007		Regular Hours	4.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/11/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/14/2007		Regular Hours	8.00

11. Click **Back (F3)** button.



Information: Review the data as appropriate, and return to the main report screen when you are done.



Cost Center Report - Administrator

The screenshot shows the SAP Cost Center Report - Administrator interface. The main window displays a table of payroll data for the period from 01/01/2007 to 12/31/2007. The table has columns for Hours, Amount, Head Count, and Order. The data is organized into a tree structure with expandable nodes for Cost Center Report - Administrator, Cc 1010140000 - HUMAN RESOU, Ee 95311250 - Candace INT57, Ce 0050131000 - REGULA, Regular Hours, and Ce 0050141000 - OVERTIM. The Regular Hours section is expanded, showing a list of dates from 04/20/2007 to 12/28/2007. The Overtime section is also expanded, showing 25.00 hours for 561.84 amount.

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT57	1,405.00	23,082.14	1.00	100000...
Ce 0050131000 - REGULA	1,380.00	20,700.00	1.00	100000...
Regular Hours	1,380.00	20,700.00	1.00	100000...
04/20/2007	32.00	480.00	1.00	100000...
05/04/2007	64.00	960.00		100000...
05/18/2007	80.00	1,200.00		100000...
06/01/2007	40.00	600.00		100000...
06/15/2007	88.00	1,320.00		100000...
06/29/2007	80.00	1,200.00		100000...
07/13/2007	80.00	1,200.00		100000...
07/27/2007	72.00	1,080.00		100000...
08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIM	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

12. Select 05/04/2007

13. Click **FI/CO Postings**  button.



Information: Once you have clicked on a specific posting date line item, you may click on the **FI/CO Postings** button to view the payroll posting document for the time period viewed on the report.



Display Payroll Posting Document

Run 0000000067
 Company Code NC01
 Document 0000000197
 PostingCurrency USD
 Reference PAYRL00001
 Doc. Type PY
 Run Type PP
 Posting Date 04/20/2007
 Document Type G/L Account Document
 Document Date 07/31/2007
 Bus. Transaction HRP1

Account Number with Text	M	S	BusA	Line	PTyp	CO Acct A	Debit Amount	Credit Amount	Crcy
21110001 SALARY & WAGES PAY			1000		G/L...			378.93	USD
21122000 FEDERAL TAX			1000		G/L...			101.87	USD
21122100 EE & ER FICA/MEDICAR			1000		G/L...			13.92	USD
21122200 NC STATE TAXES			1000		G/L...			22.00	USD
21110001 SALARY & WAGES PAY			1700		G/L...			655.08	USD
21122000 FEDERAL TAX			1700		G/L...			218.45	USD
21122100 EE & ER FICA/MEDICAR			1700		G/L...			26.26	USD
21122200 NC STATE TAXES			1700		G/L...			50.00	USD
21123000 PAYROLL GAR. PAYABLE			1700		G/L...			25.00	USD
50131000 REGULAR NON-STUD			1000		G/L... CCtr 1010140000 0...		480.00		USD
50151000 SOCIAL SECURITY			1000		G/L... CCtr 1010140000 0...		36.72		USD
50131000 REGULAR NON-STUD			1700		G/L... CCtr 1721330000 0...		862.40		USD
50142000 HOLIDAY PREMIUM PAY			1700		G/L... CCtr 1721330000 0...		43.12		USD
50151000 SOCIAL SECURITY			1700		G/L... CCtr 1721330000 0...		69.27		USD
* Posting document 0000000197							1,491.51	1,491.51	USD

PC00_MNA_CC_ADM | be1da01z | INS

14. Click **Back (F3)** button.



Information: Review the data as appropriate, and return to the main report screen when you are done.



Cost Center Report - Administrator

Payroll Cluster Overview (F8)

Cost Center Report from 01/01/2007 to 12/31/2007

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT57	1,405.00	23,082.14	1.00	100000...
Ce 0050131000 - REGULA	1,380.00	20,700.00	1.00	100000...
Regular Hours	1,380.00	20,700.00	1.00	100000...
04/20/2007	32.00	480.00	1.00	100000...
05/04/2007	64.00	960.00		100000...
05/18/2007	80.00	1,200.00		100000...
06/01/2007	40.00	600.00		100000...
06/15/2007	88.00	1,320.00		100000...
06/29/2007	80.00	1,200.00		100000...
07/13/2007	80.00	1,200.00		100000...
07/27/2007	72.00	1,080.00		100000...
08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIME	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

15. Click **Payroll Cluster**  button.



Information: Once you have clicked on a specific posting date line item, you may click on the **Payroll Cluster** button to view the payroll posting document for the time period viewed on the report.



Display payroll results

Personnel number Edit Goto Tables System Help SAP

Display payroll results

Selection
 Personnel number
 all results from

Personnel numbers selected
 Re. Pers.No. Name
 95311250 Candace INT57-1001-NC01

Payroll Results Candace INT57-1001-NC01-O-G8-1 / USA

C	Pmt date	R	For-Peri	In-Period	Start/FP	End/FP	OC	OC	P	P	O	P	P	O	P	P	Er
P	08/24/2007		17.2007	17.2007	07/28/2007	08/10/2007			04	04							08
P	09/07/2007		18.2007	18.2007	08/11/2007	08/24/2007			04	04							08
P	09/21/2007		19.2007	19.2007	08/25/2007	09/07/2007			04	04							09
P	10/05/2007		20.2007	20.2007	09/08/2007	09/21/2007			04	04							09
A	08/24/2007		17.2007	21.2007	07/28/2007	08/10/2007			04	04							10
A	09/07/2007		18.2007	21.2007	08/11/2007	08/24/2007			04	04							10
A	09/21/2007		19.2007	21.2007	08/25/2007	09/07/2007			04	04							10
A	10/05/2007		20.2007	21.2007	09/08/2007	09/21/2007			04	04							10
A	10/19/2007		21.2007	21.2007	09/22/2007	10/05/2007			04	04							10
A	11/02/2007		22.2007	22.2007	10/06/2007	10/19/2007			04	04							10
A	11/16/2007		23.2007	23.2007	10/20/2007	11/02/2007			04	04							11
A	11/30/2007		24.2007	24.2007	11/03/2007	11/16/2007			04	04							11
P	12/14/2007		25.2007	25.2007	11/17/2007	11/30/2007			04	04							11
P	12/28/2007		26.2007	26.2007	12/01/2007	12/14/2007			04	04							12
P	01/11/2008		01.2008	01.2008	12/15/2007	12/28/2007			04	04							12
A	12/14/2007		25.2007	02.2008	11/17/2007	11/30/2007			04	04							01
A	12/28/2007		26.2007	02.2008	12/01/2007	12/14/2007			04	04							01
A	01/11/2008		01.2008	02.2008	12/15/2007	12/28/2007			04	04							01

PC00_MNA_CC_ADM be1da01z INS

16. Click **Back (F3)** button.



Information: Review the data as appropriate, and return to the main report screen when you are done.



Cost Center Report - Administrator

The screenshot shows the SAP Cost Center Report - Administrator interface. The main window displays a table with the following columns: Hours, Amount, Head Count, and Order. The data is organized into a tree structure starting with 'Cost Center Report - Administrator'. The table shows data for various cost centers, including 'Cc 1010140000 - HUMAN RESOU', 'Ee 95311250 - Candace INT57', and 'Ce 0050131000 - REGULA'. The 'REGULA' cost center is expanded to show 'Regular Hours' and 'Overtime' data for each month from 04/20/2007 to 12/28/2007. The 'Overtime' cost center is also expanded to show 25 hours and 375.00 amount.

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT57	1,405.00	23,082.14	1.00	100000...
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06/01/2007	40.00	600.00		100000...
06/15/2007	88.00	1,320.00		100000...
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08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIME	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

17. Click **Back (F3)** button.



Cost Center Report - Administrator

Selection Options

Company Code	NC01		
Selection Period	01/01/2007	to	12/31/2007
Cost Center	10*	to	
Internal Order		to	
GL Account		to	
Employee		to	

Wage Type Selections

Wage type application

Wage type

Other Selections

Display Year-to-Date values

Exclude Accruals

Output Options

Display variant

PC00_MNA_CC_ADM | be1da01z | INS

18. Click **Back** (F3)  button.



Information: You may adjust the filter criteria and re-execute the report, or click **Back** to exit this transaction.

19. The system task is complete.

Launch WEB HELP