

DISPLAY PAYROLL JOURNAL PY-25 | TRANSACTION PC00_M10_CLJN

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 Menu Path: Human Resources >> Payroll >> Americas >> USA >> Subsequent Activities >> Per Payroll Period >> Lists/Statistics >> Payroll Journal

Via Transaction Code: PC00_M10_CLJN

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_M10_CLJN

2. Click Enter 🕙 button.

Payroll Journal

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3. Click Get Variant...(Shift+F5) ¹ button.

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Variant Catalog for Program RPCI INU0									
Variant name	Short Description	Environment	Protected	Created By	Created On	Changed By	12		
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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	1(
ZPROD-BW-DD	PROD - Biweekly Direct Deposit	A		PCORRIVEAU	10/02/2007	90000017	0:		
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	1(
ZPROD-BW-EARN	PROD - BW Earnings Register	A		PCORRIVEAU	10/16/2007	PCORRIVEAU	1(
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	1(
ZPROD-MO-DD	PROD - Monthly Direct Deposit	Α		PCORRIVEAU	10/02/2007	90000017	01		
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ZPROD-MONTHLY	PROD - Monthly Payroll	A		PCORRIVEAU	05/22/2007	PCORRIVEAU	1(
ZPROD_BW_ERJN	Biweekly Employer Journal	A		01086746	04/15/2009	01086746	04		
ZPROD_MN_ERJN	Monthly Employer Journal	Α		01086746	04/15/2009			Ŧ	
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Information: 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

4. Click Choose (F2) Sutton.

Payroll Journal

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5. Click Other period

radio button.

6. 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

7. Click **Further selections** Further selections button.

Information: Choose the selections to enter criteria to further delimit which employees are selected.

Choose Selection Fields

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Selection options		Selection fields	
Selection options		Selection fields	R
Customer-specific status	Image: A state of the state	Personnel Number	*
Employment status	— H	Personnel area	-
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Company Code		Payroll area	
Personnel subarea			
Employee group			
Employee subgroup			
Organization key			
Legal person			
Cost center			
Organizational unit			
Job			
Administrator group	Ψ.		Ψ.
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8. Click **Personnel area** button.

9. Click **Select** button.

Choose Selection Fields



10. Click **Continue (Enter)** Sutton.

Payroll Journal

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	SAP

11. 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. Example: 80001035
Personnel area	Code identifying the agency and division associated with the position	R	Enter value in Personnel area. Example: 0201
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. Example: 01

Payroll Journal

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Information: Use the Delimitation sequence to group and total employees selected.

Set delimitation sequence

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Possible delimitation criteria		Delimitation sequence	
🕫 Possible delimitation criteria		Delimitation sequence	R
Personnel subarea		Personnel area	-
Cost center		Company code	-
Employee group			
Employee subgroup			33
Organizational unit			
Payroll Area			
Social insurance number			
Personnel no.			
Name			
Tax. employer			
Tax level			
Tax authority	i i		-
		Selection: 2 / 1	14

^{13.} Click **Company code** button.

14. Click **Undo** button.

Set delimitation sequence

🔄 Set delimitation sequence				X
Possible delimitation criteria			Delimitation sequence	
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Organizational unit				44
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Personnel no.				
Name				
Tax. employer				
Tax level				
Tax authority				
Company code	-			-
			Selection: 2 / 14	

15. Click **Continue (Enter)** Sutton.



Information: The **Set delimitation attributes** window displays the delimitation sequence options that we have selected.

Set delimitation attributes

🖻 Set delimitation attributes					×
Choose Options					
Delimitation sequence	P	т	P		
Totals for all criteria	✓	\checkmark	✓	*	
Personnel area	☑	\checkmark	✓	-	
Personnel subarea	✓	✓	✓		
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16. Click **Continue (Enter)** white button.

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

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17. Click Execute (F8) 🐼 button.

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18. Click **Scrollbar** to see each employee in the Personnel area 0201.

Information: Payroll Journal for **Personnel Area - 0201** and Payroll period **12/01/2019** through **12/31/2021** displays. The Payroll Journal displays each employee in Personnel area 0201.

19. Click Scrollbar

Information: The yellow section displays the subtotal amounts for Personnel Subarea NC01.

- 20. Click Back 🚾 button.
- 21. Click Back 🚾 button.
- 22. The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/training/training_help_documents

Change Record

Change Date: 8/12/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible

Change Date: 6/18/2021- Changed by L. Lee

Changes: Updated images and added alt text.