

Report: Payroll Postings

Drilldown Reporting on Cost Objects PC00_M08_DRL_COSTOBJ app

This guidance shows you how to produce the payroll postings report which Audit require you to run, print out and check on a monthly basis.

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Introduction

Audit require schools to run, print off and check this report on or after the 8th of each month, for the previous month:

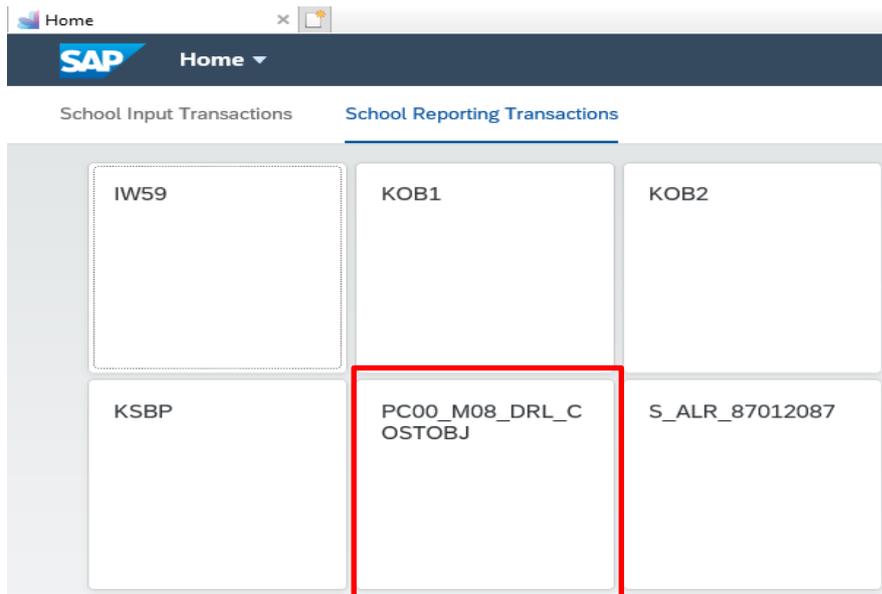
Section 1 - What information is displayed on the PC00_M08_DRL_COSTOBJ report?

- The PC00_M08_DRL_COSTOBJ payroll postings report shows all payroll items posted to your cost centre(s).
- It lists all salary, extra hours and additional payments for all staff by each month (Period).
- **Run the report on/after the 8th day of the current month, for the previous month on your cost centre.**
- It is not a real time report but is updated after payroll is run each month. It is listed in Employee number order but you can sort and filter on any of the columns as you require.

Section 2 - Run and print the report as per Audit requirement

Log into SAP Fiori.

- This loads the Fiori Dashboard
- Click on the **PC00_M08_DRL_COSTOBJ** app



- In the pop up window, type **1000** into **Controlling area** and click **Continue**



- Enter your **cost centre**

< **SAP** Drilldown Reporting on Personnel Numbers

Menu ▾ Save as Variant... Get Variant... ☰

Cost object selection

Cost center: **CIP1234** [Selection Icon]

Cost center group: [Text Box]

WBS element: [Text Box] [Selection Icon]

Project: [Text Box] [Selection Icon]

Order: [Text Box] [Selection Icon]

Order group: [Text Box]

- Ensure **Fiscal year** is the current eg 2023 is from April 2023 to March 2024)
- In **Period**, type in the number of the previous month, ie the month you are reporting on. Period 1 is April, Period 2 is May, etc
- Click **Execute** button in bottom right of screen to run the report

Restrictions

Cost element: [Text Box] [Selection Icon]

Cost element group: [Text Box]

Personnel number: [Text Box] [Selection Icon]

Wage type: [Text Box] [Selection Icon]

Posting data

Period: **1** [Selection Icon]

Fiscal year: **2023** [Selection Icon]

Posting date: [Text Box] [Selection Icon]

Display options

Display variant: /SCHEMPLOYEE School Employee Postings Report Layout

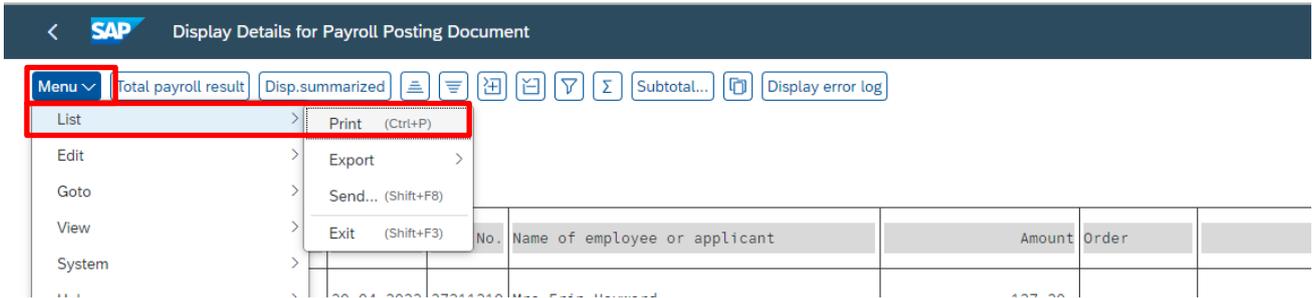
Execute

The report displays, sorted and totalled by Personnel number order.

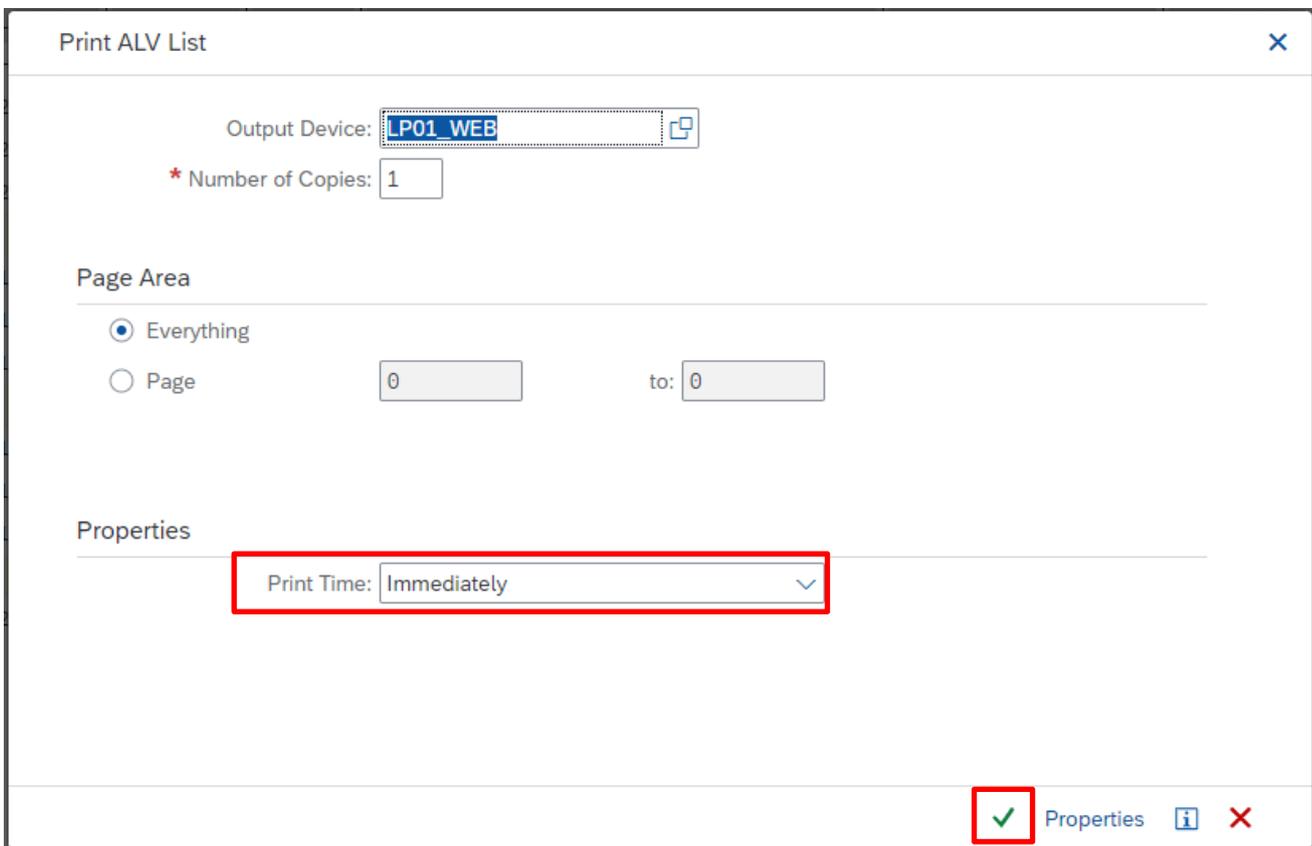
- Now print the report

Section 3 - Printing the report

- Click on the **Menu** button, then on **List**, then on **Print**



- In this screen, click on the **green tick**



Section 4 - Checking the Report

- Ensure you are only paying people who have worked at your school.
- You are checking for anomalies only. You are not required to check individuals pay.
- Have leaver employees disappeared from the report at the appropriate time?
- Have new starter employees appeared?
- Have there been significant changes in hours and are these showing correctly (ie Have you sent off the HR adjustment form?)
- Are long term sickness and maternity adjustments showing?
- Once checked, initial and date the report.
- And then pass to your approver to initial and date.
- Store securely(Remember GDPR).
- Any anomalies, contact the Budget Manager Support team at cst.budgetsupport@derbyshire.gov.uk or the Payroll team at traded@derbyshire.gov.uk.

When you have finished using SAP Fiori, please ensure you log off the system and close out of all windows.