

Section 10: Payroll postings

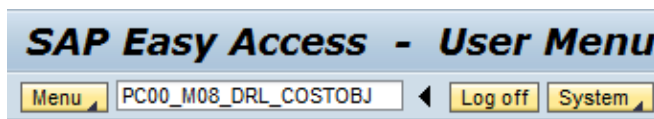
Transaction PC00_M08_DRL_COSTOBJ – Drilldown Reporting on Cost Objects

This guidance shows you how to check you are paying for the correct employees from your school budget.

It is an **Audit** requirement that this report is printed off each month, checked and signed by the inputter and countersigned by the approver. When printed, it must be kept in a secure cabinet due to the confidential nature of the content.

10.1: Reporting on Monthly payroll entries

- Log onto SAP
- Double click on **PC00_M08_DRL_COSTOBJ** if saved in your **Favorites** (see **Section 1: Initial Set up and logging on guide**)
- or enter this transaction into the menu field and click **Enter**



- A pop up screen will appear each time you enter this transaction, type in **1000** in the **Controlling area** field and click on the green tick



- You are now into the main screen to enter your report criteria:
 - Enter your **Cost Center** eg CIP1234
 - Type in the **period** you wish to view (April is 01, May is 02, June is 03 etc)
 - Select the required **Fiscal year**

Note: This is pre-populated with the current year but can be changed to view previous years. In January the year moves on eg 2018 but to view the fiscal year, you need to change it back eg to 2017.

- The **Display variant** should automatically be populated with the default **/SCHEMPLOYEE**.
If not simply type it in or click on the search squares and select from the list
- Click **Execute**

Drilldown Reporting on Personnel Numbers

Menu Save as Variant... Back Exit Cancel System **Execute** Pr

Cost object selection

Cost center: CIP0001

Cost center group:

WBS element:

Project:

Order:

Order group:

P_REVPOS

Restrictions

Cost element:

Cost element group:

Personnel number:

Wage type:

Posting data

Period: 1

Fiscal year: 2016

Posting date:

Display options

Display variant: /SCHEMPLOYEE School Employee Postings Report Layout

- The report shows the posting entries for that chosen period, and is sorted into payroll number and then G/L code

In-per	Cost Ctr	G/L	In-Period	Pers.No.	Name of Employee or Applicant	Amount	Order	Number of	Start/FP
01 2016	CIP0001	111900	30.04.2016	30000000	MR Roy Cropper1	917.66			01.04.2016
01 2016	CIP0001	111901	30.04.2016	30000000	MR Roy Cropper1	12.33			01.04.2016
01 2016	CIP0001	111901	30.04.2016	30000000	MR Roy Cropper1	60.84			01.04.2016
				30000000		990.83			
01 2016	CIP0001	111800	30.04.2016	30000003	MR Ken Barlow1	1,835.25			01.04.2016
01 2016	CIP0001	111801	30.04.2016	30000003	MR Ken Barlow1	159.98			01.04.2016
				30000003		1,995.23			
01 2016	CIP0001	111800	30.04.2016	30000005	MRS Anna Windass1	917.63			01.04.2016
01 2016	CIP0001	111801	30.04.2016	30000005	MRS Anna Windass1	33.34			01.04.2016
				30000005		950.97			
01 2016	CIP0001	111900	30.04.2016	30000007	MRS Michelle Connor1	1,925.67			01.04.2016
01 2016	CIP0001	111901	30.04.2016	30000007	MRS Michelle Connor1	172.45			01.04.2016
				30000007		2,098.12			
01 2016	CIP0001	110800	30.04.2016	30000009	MRS Eileen Grimshaw1	1,099.33			01.04.2016
01 2016	CIP0001	110801	30.04.2016	30000009	MRS Eileen Grimshaw1	58.42			01.04.2016
				30000009		1,157.75			
01 2016	CIP0001	111100	30.04.2016	30000010	MR Roy Cropper1	185.90			01.04.2016
				30000010		185.90			
01 2016	CIP0001	111900	30.04.2016	30000011	MRS Leanne Battersby1	734.05			01.04.2016
01 2016	CIP0001	111901	30.04.2016	30000011	MRS Leanne Battersby1	8.01			01.04.2016
				30000011		742.06			
01 2016	CIP0001	112000	30.04.2016	30000012	MR Nick Tilsley1	1,294.13			01.04.2016
01 2016	CIP0001	112001	30.04.2016	30000012	MR Nick Tilsley1	85.30			01.04.2016
				30000012		1,379.43			
01 2016	CIP0001	110600	30.04.2016	30000013	MR Kirk Sutherland1	694.99			01.04.2016
01 2016	CIP0001	110601	30.04.2016	30000013	MR Kirk Sutherland1	2.62			01.04.2016
				30000013		697.61			
**						10,197.90			

10.1.1 Search Options

If you wish to report on the postings for a specific group of employees, eg teaching staff, you can enter a range of specific GL codes using the **Cost element** fields.

You can also report on one employee using the **Personnel number** field.

Drilldown Reporting on Personnel Numbers

Menu Save as Variant... Back Exit Cancel System Execute

Cost object selection

Cost center

Cost center group

WBS element

Project

Order

Order group

P_REVPOS

Restrictions

Cost element

Cost element group

Personnel number

Wage type

Posting data

Period

Fiscal year

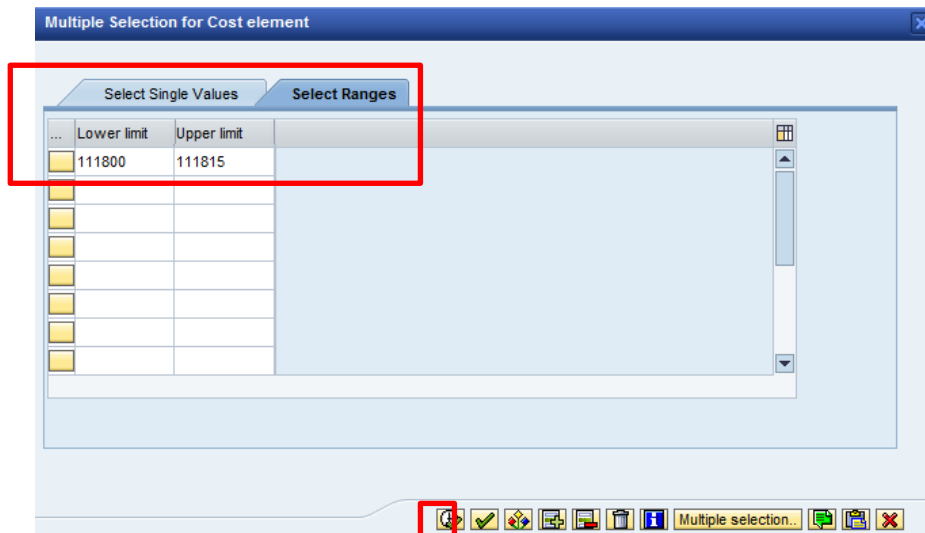
Posting date

Display options

Display variant School Employee Postings Report Layout

For a range of GL codes:

- Click on the yellow arrow on the **Cost element** line
- In the **Multiple Selection for Cost element** window, click on the **Select Ranges** tab
- Type in the range of codes to be viewed in **Lower limit** and **Upper limit**
- Click on the copy button

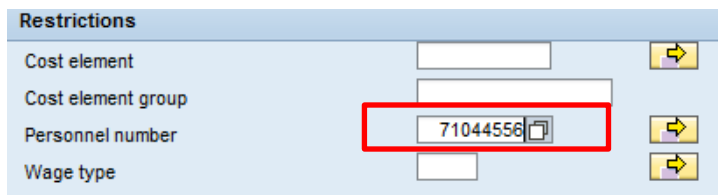


- With your fiscal year and/or period selected, click **Execute**

or

To select just one employee:

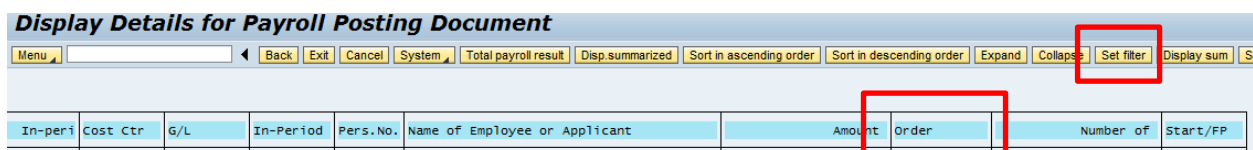
- In **Personnel number**, type in the employee number



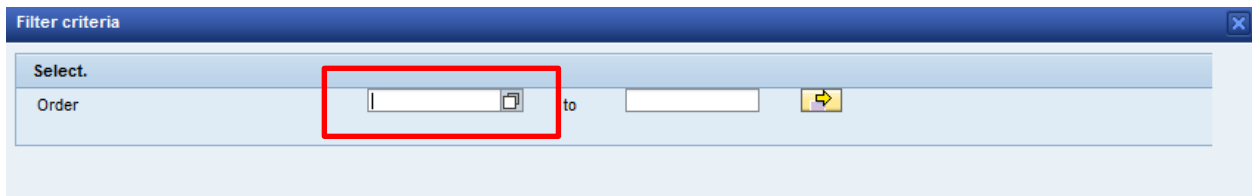
- With your fiscal year and/or period selected, click **Execute**

10.1.2 Setting a filter when in the report

- Click on the **column heading** you wish to filter on
- Click on **Set Filter**

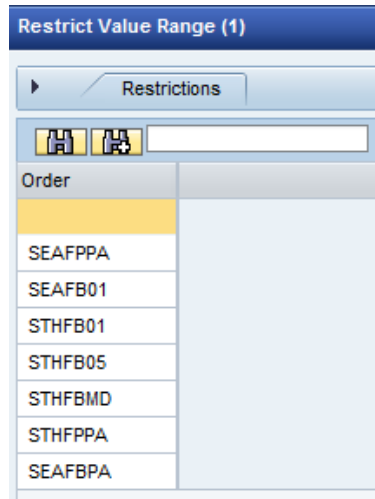


- Click on the search squares



The screenshot shows the 'Filter criteria' dialog box. The 'Order' field is highlighted with a red box, and a yellow arrow points to the 'Apply' button.

- Double click on your preferred filter



The screenshot shows the 'Restrict Value Range (1)' dialog box. The 'Restrictions' tab is active, and a list of filters is displayed under the 'Order' column.

Order
SEAFPPA
SEAFB01
STHFB01
STHFB05
STHFBMD
STHFPPA
SEAFBPA

- Click the **green tick**
- The filtered report displays

Note:

Due to the confidential nature of this report, it is not advisable to export into Excel. However, the report can be run at any time and for any past periods, if and when required.