

PY-CH: Payroll Switzerland



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Icons

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PY-CH: Payroll Switzerland

Purpose

This component contains functions that allow you to run payroll in accordance with the Swiss federal statutes and the specific laws of each Swiss canton.

Features

The component essentially contains functions for the following:

- Generation and gross valuation of an employee's pay
- Calculation of social insurance contributions
- Calculation of withholding tax
- Calculations for the voluntary insurances
- Accounting with administrations and institutions
- Creation of evaluations and statistics

To enter the employees' data, you use the international infotypes as well as special infotypes that are available for the Swiss country version of payroll.

These include:

Employee data	Family/Related Person Infotype (0021) [Page 18] Additional Organizational Assignment Infotype (0039) [Page 20]
Social insurance data	Social Insurance CH Infotype (0036) [Page 43]
Tax data	Fiscal Data CH Infotype (0038) [Page 27]
Data on status of residence permit for foreign employees	Residence Status Infotype (0048) [Page 89]

Payroll in the SAP System

Purpose

You can use this component to calculate the remuneration for work done for each employee.

However, *Payroll* does not just involve the calculation of remuneration, but consists of a variety of processes that are becoming increasingly important due to the employer's increased obligation to supply benefits and medical welfare. These benefits are products of:

- Labor law
- Tax law
- Contribution law
- Benefits law
- Civil law
- Reporting law
- Information law
- Statistics law

Integration

Payroll can be integrated in *Personnel Administration*, *Time Management*, *Incentive Wages* and *Accounting*:

- Standardized data retention enables you to use master data and other payroll relevant data from *Personnel Administration*.
- Time data, entered via *Time Management*, is automatically included in the *Payroll* and is valuated during the payroll run.
- Data from the *Incentive Wages* component is used to calculate piecework wages and premium wages directly in *Payroll*.
- Information on expenses and payables from *Payroll* is posted for accounting directly in *Financial Accounting*, and you assign the costs to the appropriate cost center. You can also control the financial system of third-party providers.

Features

The System calculates the gross and net pay, which comprises the individual payments and deductions that are calculated during a payroll period, and are received by an employee. These payments and deductions are included in the calculation of the remuneration using different [wage types \[Ext.\]](#).

After the remuneration payroll you can carry out various subsequent activities, for example, you can see to remuneration payment or the creation of various lists, and make evaluations.

Gross Amount

Purpose

In the gross part of *Payroll Switzerland*, the system determines the employee's gross pay in accordance with federal and cantonal laws.

Family-Related Bonuses

Family-Related Bonuses

Purpose

This component supports the calculation of family bonuses and completes the company's accounting with the family equalization funds (*FAK*).

In Switzerland, each company is connected with a cantonal family equalization fund (*FAK*). The employer is obligated to pay a certain percentage of the wage total to the cantonal *FAK*. The amount of the family bonuses and the employee's entitlement are stipulated by each *FAK*. Family bonuses are broken down into the following categories:

- Child benefits
- Training bonuses
- Bonuses paid after birth of child
- Household allowances (only in canton Jura)

In addition to cantonal laws, most companies offer company regulations. When using company regulations, the amount of the bonus must exceed or match the statutory amount stipulated by the canton.

Federal regulations stipulate the payment of family bonuses for employees of federal administrations. The federal regulation is processed as a company regulation. However, the amount paid out matches that of the federal regulation even if the cantonal laws require a higher bonus.

Family-related bonuses are paid out to the employee directly. The company then claims the amount from the cantonal fund after payroll has been run.

Implementation Considerations

The family bonus is calculated on the basis of the following criteria:

- Child's age
- Number of children
- Child number
- Relationship to child
- Accommodation of child

For the calculation, you must make various settings in [Master Data Maintenance for Family-Related Bonuses \[Page 16\]](#) and in Customizing.

Features

The component includes all types of the following family-related bonuses for payroll:

If an employee does not work the required number of attendance hours or if the employee enters/leaves during the month, you can reduce the individual bonuses by using the **reduction rules**.

To determine whether payment of the bonus includes or excludes the month in which the child exceeds the age limit for entitlement, you can use the **age limit** entry. You determine a month up to which the bonus is to be paid for the year in which the child reaches the maximum age limit.

You can determine counting classes as dependent on the family bonus and the child's accommodation, provided that a family equalization fund rule does not require you to count children with other accommodations separately.



Before you represent the family-related bonuses in your SAP system, SAP strongly recommends that you research and review information on the different laws in the individual cantons.

Calculation of Family-Related Bonuses

Calculation of Family-Related Bonuses

The family-related bonuses are calculated in the subschema CHZU. This subschema is called in the *Payroll Schema Switzerland* (CH00) or in the *Payroll Schema for Concurrent Employment* (CH02).

Procedure

- Determination of the employee's attendance hours (schema CHZU, rule CHZZ)
- Calculation of bonuses using function CHZUL (call without parameters)
- Calculation of FAK contributions (schema CHV1) (call with parameter 1 = PROZ)

Wage types for the family-related bonus accounting

Wage type	Function
M550/M551/ M552/M553/ M554	Model wage types for child benefits, training bonuses, benefits for children permanently unable to work, birth bonuses and household allowances.
/407	<p>Reimbursements for family-related bonus: In this wage type, the cantonal portion of all bonuses is cumulated for an employee. The company can claim this amount back from the cantonal fund responsible. Entries are made for the following split indicators:</p> <ul style="list-style-type: none"> • C3 Split: Consecutive numbers for child number • V0 type: Bonus type (F,G,H) • V0 assgnmt no.: Assignment number <p>In the V0 table, each assignment number and corresponding customer wage type is stored so that each reimbursement share can be assigned to the appropriate wage type.</p> <p>If federal regulations are used, the wage type /407 is not filled with the cantonal, but instead, with the federal regulation.</p>
/161	<p>Withholding tax share: Up until the 01.01.2001 only the portion of the family bonus that exceeded the limit defined by the cantonal regulations was liable for withholding tax in the canton Geneva. The wage type was filled as follows:</p> <ul style="list-style-type: none"> • If the fund pays out the bonuses, the wage type remains blank. In this case, the amount of the payment matches the amount liable for withholding tax. • If the amount of the cantonal regulation is paid out, the wage type contains the payment amount. In this case, withholding tax does not have to be paid. • If the amount defined by the internal company regulation is paid out, the smaller amount (from the internal company or cantonal regulation) is stored in the wage type /161. The difference between the payment amount and wage type /161 is the share liable for withholding tax. <p>The wage type is continued in the system to map future legal changes, if required.</p>

Calculation of Family-Related Bonuses

/40A	FAK contribution cantonal fund: The FAK amount, which is to be transferred to the fund, is stored in this wage type.
/40B	<i>FAK</i> contribution according to internal company regulation: As with the wage type /40A, an <i>FAK</i> contribution can be calculated for the company-internal regulations. This amount can be used for internal company purposes.
/204	Number of hours for <i>FAK</i> : The wage type contains the employee's attendance hours in the payroll period and is used in the personnel calculation rule CHZZ for paying out the family-related bonuses. For hourly wage earners, the value is taken from the hours actually worked (from infotype 2010). For monthly wage earners it is taken from the planned working time according to the shift schedule. If an employee changes during the month from an hourly wage earner to a monthly wage earner (or the reverse situation), the payroll takes this into account. If a entry/leaving occurs during the month, the determined hours are projected for the entire payroll period. The determined hourly value is entered without a split indicator in the <i>Var.</i> table under the variable <i>GSTD</i> .
/415	AHV wage: To calculate the <i>FAK</i> contributions, the system must have the wage total. In general, this is the AHV-liable wage from wage type /415. This wage type is, however, not required. Instead, this portion of wages can be defined in Customizing for <i>Payroll Switzerland</i> in the view <i>FAK Contribution</i> .

Master Data Maintenance for Family-Related Bonuses

Master Data Maintenance for Family-Related Bonuses

You control the calculation of family-related bonuses by maintaining the master data in the following infotypes:

- **Organizational Assignment (0001)**

Only the *Personnel subarea* field is relevant for the calculation of family-related bonuses.

The following entries are no longer assigned to infotype 0001. Instead, they must be entered in the FAK payroll unit.

- Cantonal FAK regulation
- Company-internal or federal FAK regulation
- Control of fund – company comparison calculation for the child benefit/training bonus

- **Family/Related Person infotype (0021)**

You enter and store all data on the employee's children in this infotype. You make entries in each of the following fields:

Field	Function
Date of birth	Relevant for entitlement to age-dependent bonuses and bonus after the birth of a child
Accommodation of child	<p>Different bonus amounts (child benefits/training bonuses and bonus after the birth of a child) are allotted depending on the child's accommodations:</p> <ul style="list-style-type: none"> • In the household • With a single parent • In a foreign country <p>Some cantons have varying bonus regulations that are dependent on the accommodation type. To determine the bonus entitlement, the system checks whether regulations exist for single parents or for children in a foreign country. If this is not the case, the system applies the regulation valid for children living in the employee's household. This means that the same amounts do not have to be entered several times for different accommodation types.</p>
Bonus code	<p>This controls the type of bonus entitlement for the child.</p> <ul style="list-style-type: none"> • no bonus • Child benefit • Training bonus • Child benefit for a child permanently unable to work
Relationship to child	Payment of the bonus for the birth of a child depends on the parent/child relationship (own child, adopted child, step child).

Master Data Maintenance for Family-Related Bonuses

Child's income	During the validity period of the training bonus, some cantons allow either only half of the training bonus or no training bonus at all. This depends on the child's income.
Payment factor	If a factor > 0 is entered, only this portion of the maximum total amount is paid out for each possible bonus type. If the system has registered an entry/leaving during the month, the calculated amount is reduced (if required). In the standard system the amount is no longer reduced dependent on employee's attendance hours. However, if you want this type of reduction, you must explicitly set the <i>Reduced hours</i> indicator.
Reduced hours indicator	This indicator is only important in connection with the payment factor. If you have selected this field, the bonus amount (payment factor multiplied by total amount) is reduced according to the employee's attendance hours, provided that this is possible for the bonus and the employee has not worked 100 %.

- **Social Insurance CH Infotype (0036)**

By making entries in this infotype, you can override the default values for the employee. The default values, which result from the employee's grouping in the FAK [payroll unit \[Ext.\]](#), refer to the cantonal and company-internal FAK regulations.

Family/Related Person infotype (0021)

Family/Related Person infotype (0021)

Definition

You use *Family/Related Person* infotype 0021 to enter and store data concerning the employee's family members and other related persons.

Use

The system uses the data in this infotype to run payroll and to create various evaluations for taxation and social insurance.

Structure

During the Hiring personnel action, the system automatically supplies *Personal Data* infotype 0002 for maintenance. If you enter and save "Marr." in the *Mar. status* field or at least one child in *No. children* field, the system automatically goes to *Family/Related Person* infotype 0021.

If you specified a child (or children) in *Personal Data* infotype 0002, the system gives you the screen for maintenance of the child's (children's) data first. Afterwards, you receive the screen in which you maintain the data for the employee's spouse. Using the screen modification, you can rearrange your screen's display to suit your requirements.

In both cases, the system automatically supplies the employee's last name, sex, nationality, and organizational assignment. If required, you can change this data.

In the *Family member* field, you specify the family relationship between the employee and the family member/related person.

During the maintenance of the data on children, the system automatically counts the child number. This ensures that the system can distinguish between data records with the same start date.

In the *Child Data* group box, maintain the following fields (along with others):

- *Enttlmnt* (=entitlement)
- *Accom.* (=accommodations)
- *Child income*

The system uses these entries to calculate the family and household allowances. Therefore, you must provide entries for the three fields listed above.

To override the calculated child allowance or the reduction depending on attendance hours, you use the two fields in the *Family-Related Bonus Payment* group box.

Reduced Working Hours

Purpose

This component allows you to calculate and compensate a loss in pay due to reduced working hours. You can also use the report for the employer's settlement with the cantonal unemployment insurance.

Implementation Considerations

Reduced working hours can occur due to measures imposed by governmental administrations or to other extenuating circumstances for which the employer is not directly responsible. A reduction in the expected number of customers due to bad weather can result in the reduction of working hours. This also falls under non-employer related reduced working time.

Two factors are decisive in classifying reduced working time as non-employer related. The reduced working time must be temporary and the work relationship between the employer and the employee remains in effect during the time of reduced working hours.

Integration

The component is a part of the Swiss payroll schema.

In *Add. Org. Assign CH* infotype (0039) you assign the employees affected by reduced working hours to the KUA company department. For this employee you can now record the reduced working hours in *EE Remuneration Info* infotype 2010.

Additional Organizational Assignment Infotype (0039)

Additional Organizational Assignment Infotype (0039)

Definition

In *Additional Organizational Assignment CH* infotype (0039), you store the entries for the following employee assignments:

- Paying office
- Profession/job category
- Time targets
- Department for reduced working hours

Structure

Paying office

In the *Paying office* field, you can specify three different assignments for each employee. If payroll is divided up within the company, you can sort according to these paying offices.

Entries for ASM statistics

The *per Employee* field is used in the standard system for the Employers' Association for Swiss Engineering Industry (ASM) statistics in August.

If your company does not belong to the ASM, you can use the field for your own statistics.

Time targets

The *Minimum %* and *Maximum %* fields can be used to control the piecework rate.

These fields are not used in the standard system.

Reduced Working Hours

You assign your employees to the organizational units for reduced working hours based on the company area.

Year-End Bonuses

Purpose

Using this component you can calculate and pay out year-end bonuses during the payroll periods.

Implementation Considerations

In Switzerland, there is no uniform law that regulates the payment of the year-end bonus(es). Thus, you can specify the times of payment and the amounts of the year-end bonuses through a company regulation. The bonuses do not have to be paid out at the end of the year. They can be paid out in installments (for example, one payment in June and another in November.)

Either the employee's average wages from the current year or the employee's wages from the current period can be used as a base for year-end bonuses.

Generally, a partial reserve is created with every payment period. This reserve is then paid out as year-end bonuses.

Features

Using the component you can define different payment conditions for each employee subgroup that is characterized as follows:

- Through the choice of payment periods
- Through the calculation of the variant for the payment basis (*Basis formation* group box)
- Through the processing with leaving/retirement/change in the employee subgroup

Formation of Bases for Year-End Bonuses

Formation of Bases for Year-End Bonuses

There are no laws that regulate the payment of year-end bonuses. Thus, your company decides on the provision and amount of year-end bonuses.

The standard system contains the following variants for the payment of year-end bonuses:

- **Variant 1: Payment of year-end bonuses on the basis of the average factored monthly (reduced) wage**

The monthly wage is cumulated for all periods up until the payment period. This cumulated wage forms the base for payment of the 13th month's wage.

The employee receives a portion of 1/12 of the base of the 13th month's wage. In the payment month, the cumulation base is reset, and the reserves are paid out.

This variant accounts for entry and leaving during the period.

The 13th month's wage is to be paid out in two installments – one in June and one in November. The employee enters the company on April 16th. From April to September, the employee receives a wage of 6,000 SFr. From October to December, the employee receives a wage of 10,000 SFr.

In June, the employee receives a payment of 1,250 SFr.

$(3,000 + 6,000 + 6,000) / 12 = 18,000 / 12 = 1,250$ SFr).

In November, the employee receives a second payment of 4,000 SFr

$(6,000 + 6,000 + 6,000 + 10,000 + 10,000 + 10,000) / 12 = 48,000 / 12 = 4,000$ SFr).

- **Variant 2: Payment on the basis of the current, non-factored monthly wage**

The current, non-factored wage of the payment period is used as a base for the payment.

This wage is credited to the employee for the entire year provided that the employee has the active status in the payment period. This process is independent of the employee's entry date and whether he or she has unpaid absences.

The 13th month's wage is to be paid out in two installments – one in June and one in November. The employee enters the company in May. From May to September, the employee receives a wage of 6,000 SFr. From October to December, the employee receives a wage of 10,000 SFr.

In June, the employee receives a payment of 3,000 SFr.

$(6,000 / 2 \text{ installments}) = 3,000$ SFr).

In November, a payment of 5,000 SFr is made.

$(10,000 / 2 \text{ installments}) = 5,000$ SFr).

- **Variant 3: Payment on the basis of the current monthly wage projected to the entire time range considered**

As opposed to variant 1 (average wage), which cumulates the period wage for the total considered time range, this variant cumulates the partial period factors of the individual periods. In the payment period, the current period wage is projected to the considered time range using the partial period factors. 1/12 of the bases formed in this way is paid out as an installment for the 13th month's wage. Thus, entries/leavings and unpaid absences are taken into account.

- **Variant 4: Payment on the basis of the average non-factored monthly wage**

In this calculation method, the monthly wage is cumulated over all periods up to the payment period. However, in the case of entries/leavings during the periods, the non-factored monthly wage is used for the calculation.

The 13th month's wage is to be paid out in two installments – one in June and one in

Formation of Bases for Year-End Bonuses

November. The employee enters the company in mid-April. From April to September, the employee receives a wage of 6,000 SFr. From October to December, the employee receives a wage of 10,000 SFr.

In June, the employee receives a payment of 1,500 SFr.

$(6,000 + 6,000 + 6,000) / 12 = 18,000 / 12 = 1,500$.

In November, the employee receives a second payment of 4,000 SFr

$(6,000 + 6,000 + 6,000 + 10,000 + 10,000 + 10,000) / 12 = 48,000 / 12 = 4,000$.

Retransfer of reserves

Reserves are formed and retransferred according to the same procedure for all calculation variants. In each month, 1/12 of the factored period wage is stored as a reserve. In the payment periods, reserves are retransferred.

If the final payment period is before December, more is retransferred from the reserve than it actually contains. In other words, a negative reserve is created. At the end of the year, the total reserve amount is zero because a reserve of 1/12 of the period wage is created again in the following months.

Partial payment in case of leaving/retirement

With the variants 1, 3, and 4 you can carry out a partial payment for an employee in the case of leaving/retirement. However, this is not possible for variant 2.



The formation of bases for the year-end bonuses is defined in Customizing for *Payroll Switzerland* under *Year-End Bonuses* -> *Calculation of Year-End Bonuses as of Release 4.0* -> *Create Grouping for Year-End Bonuses*.

Concurrent Employment

Concurrent Employment

Purpose

This component enables you to run payroll for an employee who has concurrent employment contracts with a single employer. Payroll for concurrent employment is run in accordance with Swiss law.

Implementation Considerations

You need this component if your company has employees with contracts that qualify as concurrent employment.

Integration

The component is a part of Swiss payroll.

During the *Hiring* personnel action, you can assign a reference personnel number. This causes the reference personnel number to copy certain infotypes (for example, *Personal Data* infotype 0002). Therefore, the system works on the assumption that the reference personnel number represents a single person with two different positions within the company.

The two personnel numbers assigned to the employee are merged by *Reference Personnel Nos* infotype 0031 and *RefPerNo Priority* infotype (0121).

Features

The system runs a single payroll for the related personnel numbers and takes the following aspects into account:

- The same maximum wages for UI/UVG are valid for the group of personnel numbers.
- The exemption for pensioners is valid for the group of personnel numbers.
- The exemption limit for a second job is valid for the group of personnel numbers.
- To calculate the withholding tax, the system uses the total wages of all the employee's personnel numbers.
- The family-related bonuses are only calculated once for the employee.

Net Amount

Purpose

In the net part of *Payroll Switzerland*, the system determines the employee's net pay in accordance with federal and cantonal laws.

Tax

Tax

Purpose

The Swiss tax system makes a distinction between two types of tax payers: *Those liable for normal tax* and *those liable for withholding tax*. For those liable for withholding tax, the taxes are directly deducted from wages.

This component enables you to calculate withholding tax deductions and to create statements, for example, the wage statement, as a part of payroll.

To run payroll and create the statement, the system mainly evaluates data from [Fiscal Data CH infotype \(0038 \[Page 27\]\)](#), from [Organizational Assignment infotype \(0001\) \[Ext.\]](#) and from [LAW \(Wage Statement\) payroll units \[Page 40\]](#).

Features

The following table lists the functions and their corresponding reports that are available in the component:

Calculation of withholding tax deduction in accordance with the specific cantonal laws.	<ul style="list-style-type: none"> • Withholding Tax Accounting [Page 250]
Creation of statements	<ul style="list-style-type: none"> • Wage Statement for Tax Declaration (Report RPLLAWC0) [Page 260] • Withholding Tax Statement Geneva (Report RPLQSFC0) [Page 259] • Attestation d'Impot à la Source Vaud (Report RPLQSTC1) [Page 259] • Withholding Tax Statement with Annual Values for St. Gallen (Report RPLQSTC2) [Page 259]

Fiscal Data CH infotype (0038)

Definition

In this infotype, you record all data that is relevant for the calculation of deductions for payment of taxes. The system uses the data you recorded for the following:

- Calculation of the withholding tax and the resulting deduction in payroll
- Creation of the wage statement and the withholding tax statement
- Withholding tax accounting with the cantonal tax offices



To run payroll, this infotype must be maintained. If no fiscal data is available for an employee, the system cancels the payroll run for the corresponding personnel number.

Structure

When you call up the infotype's maintenance transaction, the system displays the following fields:

Group box for *General Specifications*

In the *Tax liability* field, assign the appropriate category to the employee. For minors who hold the permit of residence with the C class, the system automatically does not calculate taxes until the minimum age limit has been reached for the withholding tax obligation.

In the *Canton* and *Municipality* fields you enter the employee's tax canton or tax municipality.

You must specify the canton of residence for the following reasons:

- The withholding tax rate depends on the canton
- Withholding tax accounting is with cantons (and, in some cases, with municipalities)



SAP recommends that you specify the canton of residence; this enables the system to select and sort the wage statements by canton.

Group box for *wage statement*

If you do not make entries in these fields, the system evaluates the data in the LAW (wage statement) payroll unit to which the employee is assigned. However, it does not evaluate the *Costs reimbursement* field.

If you make an entry in one of the fields, you override the default value of the payroll unit. The entries you have overridden are printed on the employee's wage statement.

Group box for *withholding tax entries*

Usually, you store the valid withholding tax rate for an employee liable for withholding tax. The system uses this rate along with the cantonal rules to calculate withholding tax automatically.

Fiscal Data CH infotype (0038)

Alternatively, you can enter a percentage or an amount. If you run payroll for only a few employees who live in a certain canton, this procedure is particularly useful.



If the employee's tax class changes (for example, due to marriage), you can only change the taxation rate at the beginning of the next month.

Entering Tax Data

You enter the tax data in *Fiscal Data CH* infotype 0038.

Prerequisites

In order to be able to enter tax data for the employee, *Organizational Assignment* infotype (0001) must be maintained. The system automatically displays this infotype as a part of the *Hiring* personnel action.

Procedure

1. Call up *Fiscal Data CH* infotype 0038.
When you create the first record for this infotype, you must ensure that the start date of the infotype record is the same as the date of the employee's initial entry to your company.
2. Make entries for the following fields: *General specifications*, *Special entries for wage statement*, and *Specifications for withholding tax*.
3. Save your entries.

Result

You have entered tax data for your employee.

Procedure for Calculation of Withholding Tax

Procedure for Calculation of Withholding Tax

Statutory basis

Due to the various laws in the individual Swiss cantons, there are different procedures for calculating withholding tax.

The procedures mainly differ in the processing of the withholding tax calculation and in the amount of the withholding tax rates. In the German-speaking area of Switzerland, withholding tax is based on a monthly calculation. In the French- and Italian-speaking areas, however, a compensation calculation for the entire year serves as the base for the withholding tax calculation.

Each employer with withholding tax liable employees must deduct the withholding tax directly from the employee's wages and transfer it to the tax office. Withholding tax liable are usually those foreign employees who do not hold a class C residence permit. The withholding tax must be transferred monthly to the tax office responsible. Smaller businesses must only transfer the withheld amounts quarterly.

The taxation rate for withholding tax is defined by law in each canton. Generally, the withholding tax rates are progressive. With an increase in wages, the withholding tax percentage is increased proportionately.

The withholding tax bracket is determined according to the employee's marital status and number of deductions for children. In addition, the majority of the cantons take the difference between *with* or *without* church tax into account when determining rates. If the employee does not clearly define his or her personal status, the employer must apply the rate for singles.

A commuter rate is applied for cross-border commuters who are liable for withholding tax. The commuter rate is usually fixed. This means that it is not a progressive rate and is usually lower than the rate paid by foreign employees living in Switzerland.

Generally, the wages are taxed in the payment period in which they were paid out. This is valid for payments for previous periods, for example for retroactive payments for overtime hours worked.

When calculating withholding tax, the amount is generally rounded to the nearest 5 Swiss centimes.

Technical Aspects

You store the information on an employee's obligation to pay withholding tax in *Fiscal Data CH* infotype 0038. If you do not specify a percentage or a fixed amount, you must specify the withholding tax rate applicable for the employee.

You use the canton indicator to define the canton for which the employee's wages are to be taxed. Usually, this is the employee's canton of residence. In order to simplify the taxation procedure, you can also specify the canton in which the company is registered. This canton's tax office is then responsible for settling with the responsible tax offices of employees whose canton of residence is different from that of the company's location. The canton of the employer's location is always responsible for the cross-border commuter's withholding tax.



You can import withholding tax rates from diskettes into the SAP system in the view *Display Withholding Tax Rates: Overview* (V_T5C2H). To do this you use the reports RPUQSTC2 (for Diskettes from SECO (State Secretariat for Economic Affairs [SECO], formerly BWA) and RPUQSTC0 (for diskettes from the cantonal tax offices). The withholding

Procedure for Calculation of Withholding Tax

tax diskettes are available from the tax administrations or the State Secretariat. SAP recommends that you use the diskette from the *SECO* because of the standardized formatting.

The SAP system reads uses the cantonal indicator to apply the appropriate withholding tax rate during the payroll run. The resulting amount is saved as the *Withholding tax (/310)* wage type.

See also:

[Examples of Calculations for Withholding Tax \[Page 32\]](#)

Examples of Calculations for Withholding Tax

Examples of Calculations for Withholding Tax

The following examples illustrate the periodic and annual calculation procedures for withholding tax.

A fictitious, progressive withholding tax rate of 1% per 1.000 CHF is used to calculate the withholding tax for the employee. In addition, the employee liable for withholding tax receives a gross monthly wage of 5.000 CHF. These conditions are valid for all examples.

For more information, see the following sections:

[Periodic Calculation Procedure \[Page 33\]](#)

[Annual Calculation Procedure \[Page 35\]](#)

Periodic Calculation Procedure

1) Periodic calculation procedure

For the periodic procedure, only those payments made in the payroll period are relevant for determining the withholding tax base. Due to the progression, strong fluctuations in the withholding tax rate can occur.

a) Standard periodic calculation

To calculate the withholding tax amount, the appropriate withholding tax rate must be applied to the gross monthly wage. According to the conditions outlined above (see Calculation Example), the withholding tax rate would be 5% for a monthly gross wage of 5,000 SFr.

5,000 SFr → Withholding tax rate 5 %

The monthly wage is then multiplied by the withholding tax rate:

$$5,000 \times 5 \% = 250$$

Result: This yields a withholding tax amount of 250 SFr.

b) Periodic calculation with one-time payment

In the month of February, the employee receives a one-time bonus in addition to his or her monthly wages. The bonus is 5,000 SFr. In order to determine the wage that determines the base for February, the one-time payment (5,000 SFr) must be added to the gross monthly wage (5,000 SFr). The withholding tax rate to be applied is determined from the total of the gross monthly wages and the one-time payment.

$$5,000 + 5,000 = 10,000 \rightarrow \text{Withholding tax rate is } 10 \%$$

The wage that determines the rate is then multiplied by this withholding tax rate.

$$10,000 \times 10 \% = 1,000$$

Result: Withholding tax for February amounts to 1,000 SFr.

c) Periodic calculation with an entry/leaving during the month

The cantonal tax offices stipulate different procedures for calculating the withholding tax deduction for entry/leaving during the month. The following guideline is, however, valid. To determine the tax bracket and the corresponding withholding tax rate, you must calculate the wages that the employee would have earned had he or she worked the entire month.

The employee leaves on March 15th. For the partial monthly wage, the employee must pay with the same rate as if he or she had earned wages for a full wage period. This means that you must project the partial wage on to the entire monthly wage.

The partial wage is calculated according the company regulations. Usually, the entire wage is multiplied by the number of tax days (= working days). The product is then divided by the number of the total tax days (= calendar days):

$$5,000 \times 15/30 = 2,500$$

To calculate the monthly wage that determines the rate, the proportion of the wage is multiplied by the number of the total possible tax days (= calendar days). The product is then divided by the actual tax days (= working days).

Periodic Calculation Procedure

$2,500 \times 30 / (\text{divided by}) 15 = 5,000 \rightarrow$ Withholding tax rate is 5 %

The portion of the monthly wage is then multiplied by this withholding tax rate.

$2,500 \times 5 \% = 125 \text{ SFr}$

Result: The withholding tax for March amounts to 125 SFr.

The procedures for withholding tax calculation differ in the variant that determines how time-period-dependent pay is projected. In the SAP system, these are called variants for partial period calculation.

The following variants for partial period calculation are listed in the guidelines published by the cantonal tax administrations. They are explained using an example of an entry as of 01/16 with earnings of 2,500 SFr for the period from 01/16 to 01/31. - 31.01. .

- 30: Entire month with 30 days; partial month with actual calendar days
30 days count as an entire month. The days of a partial month are calculated according to the formula $30 - \text{day of entry} + 1$.
Projected income: $2,500$ (multiplied by) $30 / 15 = 5,000$
This rule is valid for most cantons.
- 31: Entire month and entire month with actual calendar days
The days of an entire month and those of a partial month are counted according to the calendar.
Projected income : $2,500$ (multiplied by) $31 / 16 = 4,843.75$. The procedures for withholding tax calculation differ in the variant that determines how the time-period-dependent pay is projected.
This rule is valid for the canton of Zurich.
- 30: Entire month with 30 days; partial month with actual calendar days
30 days count as an entire month; the days of an entire month are counted according to the calendar.
Projected income: $2,500$ (multiplied by) $30 / 16 = 4,687.50$
This rule is valid for the following cantons: AR, GL, SG, and UR.

d) Periodic calculation with entry/leaving during the month and one-time payment

The employee leaves the company on March 15th. However, he or she receives both a monthly wage and a one-time payment of 5,000. SFr.

The partial monthly wage must be projected to the full monthly wage as in example b).

To determine the monthly wage that serves as a base for the rate, the amount of the one-time payment must be added.

$5,000 + 5,000 = 10,000 \rightarrow$ Withholding tax rate = 10%

The one-time payment is added to the partial payment. The sum of this operation is multiplied by the withholding tax rate.

$2,500 + 5,000 = 7,500$

$7,500 \times 10 \% = 750$

Result: Withholding tax for the March payroll period is 750 SFr.

Annual Calculation Procedure

To determine the withholding tax base on an annual basis, all payments in a year are totaled up and divided by the number of tax days. This procedure yields an average base from which the withholding tax rate is taken and applied to all periods. In the case of a standard tax rate, the employee pays less tax if payments fluctuate. This calculation type balances out differences. However, it is very complex, as each time, all periods must be taken into account for the calculation.

The following is an example: The gross monthly wage amounts to 5,000 SFr and a withholding tax percent of 1% for each 1,000 SFr is applied.

a) a) Calculation for periodic tax declaration

For January, the gross monthly wage is multiplied by the corresponding withholding tax percentage.

$5,000 \text{ (wage)} \times 360/30 = 60,000 \text{ SFr (projected annual earnings)}$

$60,000 / 12 = 5,000 \text{ SFr (average monthly wage)} \rightarrow 5\% \text{ withholding tax percentage}$

$5,000 \text{ (multiplied by)} 5\% = 250 \text{ SFr}$

Result: The withholding tax amount for January is 250 SFr.

b) Calculation for a periodic tax declaration together with a one-time payment (cantons FR, TI, VD, VS)

With the annual calculation, the wage totals are cumulated and an average is formed. The withholding tax already deducted in the previous periods is subtracted from this average.

In February, the employee is paid a bonus of 5,000 CHF in addition to the monthly wages. Thus, the cumulation for January and February yields the amount of 15,000 SFr:

$5,000 \text{ (Jan.)} + 5,000 \text{ (Feb.)} + 5,000 \text{ (Bonus)} = 15,000 + 5,000 \text{ (Bonus)} = 15,000$

To calculate the withholding tax base, the total of all payments is multiplied by the monthly base (30) and divided by the number of withholding tax days (30 days for each month):

$15,000 \times 30 / (2 \times 30) = 7,500 \rightarrow \text{Withholding tax rate is } 7.5\%$

Thus, the withholding tax to be applied is 7.5 % for the cumulated total wage of the periods January and February. The wage that determines the rate is then multiplied by this cumulated withholding tax rate.

$15,000 \times 7.5\% = 1,125$

Annual Calculation Procedure

The employee had already paid withholding tax for the previous month (January). Thus, the amount of the paid withholding tax must be subtracted.

$$1,125 - 250 = 875$$

Result: The withholding tax amount for February is 875 CHF.

c) Calculation for a periodic tax declaration together with an increased one-time payment (only for canton VD)

In the canton Vaud (VD), increased one-time payments are taxed separately. To determine the tax rate, the monthly payments are projected to an annual income. The increased one-time payment and the increased one-time payment are added together. Thus, one-time payments increase do not raise the taxation rate as much as regular payments in the same amount. However, one-time payments must be fully taxed.

The employee receives a wage of 5,000 for January. Therefore, the average annual wage is $5000 \times 360/30 = 60,000$ SFr.

The average monthly wage ($60,000 / 12 = 5,000$ SFr) yields a withholding tax rate of 5%. Thus, the withholding tax for January is 250 SFr (see example a)).

In February, the employee receives a one-time bonus in addition to his or her monthly wages. The bonus is in the amount of 10,000 SFr. The average annual wage is calculated by forming the sum of all monthly wages and multiplying this cumulated amount by the annual basis (360). This amount is then divided by the number of days liable for withholding tax (for each month – in February 30×2):

$$5,000 \text{ (Jan)} + 5,000 \text{ (Feb)} + 10,000 \text{ (amount of one-time payment)} = 20,000 \times 360/60 = 120,000 \text{ SFr}$$

In the next step, the one-time payment is added to this amount:

$$120,000 + 10,000 = 130,000 \text{ SFr}$$


The average monthly wage ($130,000 / 12 = 10833,33$ SFr) yields a withholding tax rate of 10,83 %.

$$20,000 \times 10,83\% = 2,166 \text{ SFr}$$

The withholding tax that was paid in January must be subtracted from this amount:

$$2,166 - 250 = 1,916 \text{ SFr}$$

Result: The withholding tax for February amounts to 1,916 SFr.

 Ensure that you take the following special cases into account when calculating:

Annual Calculation Procedure

- ➔ From the month in which the increased one-time payment is made, the amount of the increased one-time payment must be added after each calculation of the average annual wage.
- ➔ From the month subsequent to the month in which the increased one-time payment was made, the increased one-time payment no longer factors into the cumulation of the monthly wages. However all other wages or smaller one-time payments must be accounted for.

If the employee receives a smaller one-time payment in March (or later), all monthly wage from January to the corresponding month and all smaller one-time payments must be cumulated. However, the increased one-time payments are not included in the cumulation. This must be added to the average annual wage that is recalculated in each period by the procedure outlined above.

If the employee is employed for the entire year, there is no change in the tax that is deducted. An entry or leaving reduces the amount of taxes.

Special Conditions in Canton Geneva

Special Conditions in Canton Geneva

In the canton of Geneva, the withholding taxes are calculated using the annual tax declaration. Each month, the applicable withholding tax amount is deducted from the employee's monthly wage. The periods January to November are, however, calculated as with a monthly calculation procedure. In December, the cumulated annual gross wage is calculated as an average value. The difference between the withholding tax already paid and the amount of withholding tax still due is determined. This amount is deducted directly from the wages in December.

Balancing is not carried out if the employee has not been employed with the same employer for a full twelve months.

Special Conditions in Canton Valais

Special conditions in canton Valais

In the canton of Valais, withholding tax is also calculated using a permanent tax declaration. This means that a flexible average is calculated. For each month, a percentage of the wage is withheld from the employee as tax. The withholding tax deductions are added at the end of the year.

Note that two separate types of withholding tax exist for the canton of Valais:

The liable employee must contribute taxes to the canton AND to the municipality. The employer is required to represent the separate types of withholding tax as separate wage types. Indicators for cantons and municipalities are stored in *Fiscal Data CH* infotype 0036. These are used to allocate the withholding tax to the appropriate cantonal tax office or municipality.

LAW (Wage Statement) Payroll Unit

LAW (Wage Statement) Payroll Unit

By creating payroll units, groups of employees are formed on the basis of shared tax-related or social-insurance-related criteria. The system uses the payroll units for payroll and for reports and evaluations. Thus, those employees with shared criteria regarding the wage statement are grouped together in the LAW (wage statement) payroll unit.

The payroll units are created when the SAP system is set up and implemented. The payroll units are set up in Customizing for *Payroll Switzerland*. To group employees in the *LAW payroll unit* the standard system uses the CHFI8 feature. The system uses this feature along with the employee's organizational assignment as specified in *Organizational Assignment* infotype 0001 in order to determine the employee assignment to the LAW payroll units.

This feature supplies the payroll unit (the abbreviation) as a return value. The system uses this return value to read the *Payroll – Wage Statement* (LAW) view (V_T5C2N). The data stored in the view is included on the wage statement.

You can store the following data for the for each *LAW* payroll unit:

- Employee's work location
- Free transportation between place of residence and work location
- Contribution for meal costs at work location
- Canteen facilities available
- Provision of equity or debt recovery rights
- Remarks
- Employer's address
- Contact person/Telephone number



In *Fiscal Data CH* infotype (0038), you cannot override *the employer's address* and the *contact person/telephone number*.

Social Insurance

Purpose

The Swiss social insurance is based on a system that includes an obligatory pension, disability, and surviving dependents' insurance (*AHV*), an invalidity insurance (*IV*), and a company pension fund. In addition, private insurance coverage is available.

The component represents the obligatory insurances of the Swiss social insurance system. The representation in the standard system is in accordance with the both the federal and cantonal laws.

Features

The component includes the following functions:

- **Contribution calculation**
The component calculates the contributions for various insurances in accordance with the federal and cantonal laws.
- *AHV* (pension, disability, and surviving dependents')
- Unemployment insurance (UI)
- Industrial accident insurance (IA)
- Non-industrial accident insurance (NIA)

The component calculates the following in accordance with cantonal laws:

- Contributions for the family equalization fund (*FAK*)
- *FAK* payments (family-related bonuses)

In addition, the component calculates the contributions for the NIA supplemental insurance.

- **Creation of evaluations**
The component creates evaluations for the following:
- *AHV*
- Accident insurance institutions
- Accounting for the employee's individual account (IA)
- Accounting with family equalization fund (*FAK*-Accounting)

Integration

The calculation of the social insurance contributions is integrated in the payroll run.

While running payroll and creating evaluations for social insurance, the system mainly evaluates *Social Insurance Data CH* infotype 0036 and *Organizational Assignment* infotype 0001 as well as the applicable [payroll units \[Ext.\]](#) in which the employees are grouped.

Social Insurance

You reach the reports to create the [evaluations / statistics \[Page 248\]](#) by choosing the following path from the *SAP Easy Access* screen: *Human Resources -> Payroll -> Europe -> Switzerland -> Subsequent Activities*.

Social Insurance CH Infotype (0036)

Definition

In this infotype, you record the employee's master data for the calculation of social insurance contributions. The data is processed during the payroll run and during the creation of evaluations.

Structure

The infotype is divided into the following group boxes:

- AHV/UI
- Accident insurance
- Family-Related Bonuses
- Per diem sickness indemnity
- Voluntary insurance

In each group box, pushbuttons are located on the right side. You can use these to call up more information on the [payroll units \[Ext.\]](#) for social insurance.

The group boxes contain the following individual fields:

Group box AHV/UI

The *AHV obligation* controls the employee's obligation for the Swiss social insurance dependent on his or her type of employment. The system supplies the default value 1 (normal liability). The contributions to be deducted are calculated according to the employee's age.

If you have the employee's AHV number, store it in the *AHV-No.* field. Dependent on the payroll unit AHV/ALV, you can control whether the first eight places of the AHV number serve as default values in accordance with the official table. Generally, the check is carried out according to the official regulations. You can switch off the check by entering 000 as the last three numbers.

The *Percentage SI obligation* and *Unemployment insurance fund* fields are hidden in the standard system.

When the *Percentage SI-obligation* field is activated in the system, entries are only made for those employees who are subject to the SI obligation. When the *Unemployment insurance fund* field is activated, you can enter the unemployment fund with which you settle. From now on, the payroll unit controls this entry. For reasons of downward compatibility, the field is still available, but is no longer used in the standard system.

Group box for accident insurance

Social Insurance CH Infotype (0036)

In the *Internal company area* field, you enter the company area to which the employee is assigned. This company area serves as a reference for risk classes in the accident insurance.

In the *UVG/SUVA liability* field, you determine the employee's obligation for industrial accident insurance. The system uses this entry to calculate the premiums for the obligatory accident insurance and for the division of the premiums between employee and employer.

The *NIA supplemental* insurance field is used to control the voluntary insurance under the SUVA maximum with which payments over 80% of the insured wage can be covered. The entry you make controls the premium calculation and the division of the amount into employer and employee shares.

Group box for family-related bonuses

You only make entries in the *Cantonal family equalization fund* and the *Company rule* fields if a special cantonal regulation or company rule differs from the specifications stored in the payroll unit. Use the pushbutton for the specification as to which rules are used for calculation of the family-related bonuses as regards the payroll units.

Group box for per diem sickness indemnity/voluntary insurance

Both group boxes are hidden in the standard system. If these group boxes are activated, you can specify a rule for calculating per diem sickness indemnity or contribution rates for the voluntary insurances different from the rule specified by the payroll unit. This is done for individual employees. To view the calculation rules used, press the information pressbutton for the appropriate insurance.



If you want to change the employee data in *Social Insurance CH* infotype (0036), you can only make the change valid as of the first of the following month. Changes can never take effect during the month.

See also:

[Creating Social Insurance Data \[Page 45\]](#)

Creating Social Insurance Data

You create an employee's social insurance data in *Social Insurance CH* infotype 0036.

Prerequisites

During the *hiring* personnel action, you must maintain the following infotypes before you record the social insurance data for the employees:

- Organizational Assignment (0001)
- Personal Data (0002)
- Addresses (0006)
- Planned Working Time (0007)
- Basic Pay (0008)

Procedure

1. Within the *Hiring* personnel action, the system automatically supplies *Social Insurance CH* infotype 0036 for processing.

If no or not all social insurance data is available for the employee during the hiring action, you can call up the infotype separately. Thus, you can maintain only the missing data.

The system gives you the personnel number, the name, and the organizational assignment of the employee for whom you want to create the social insurance data.

2. Make entries in all the fields supplied.
For detailed information, see the documentation for [Social Insurance CH infotype 0036 \[Page 43\]](#).
3. Save your entries.

Result

You have created the social insurance data for the employee.

Calculation of Social Insurance Contributions

Calculation of Social Insurance Contributions

Purpose

During payroll, the social insurance contributions are determined according to the statutory contribution rates for wage elements liable for social insurance. The contribution rates are stored in the system. For this calculation, the payroll driver Switzerland (report RPCALCC0) is available. It processes the wage elements that the employee receives in the appropriate payroll period. If there are changes for periods that have already been closed out, the system performs retroactive accounting for these periods.

Procedure

The sequence in which the social insurance contributions are determined and processed is defined in the personnel calculation schemas and personnel calculation rules for Payroll Switzerland. The system performs the following steps:

- Determination of the SI rates
- Transfer of the relevant wage types from LRT
- Determination of days liable for social insurance contributions and maximum wages
- Offset of third-party payments
- Offset of net payments
- Update bases
- Clean up of calculation bases
- Calculation of SI contributions
- Calculation of employer contributions

See also:

- [Calculation of the AHV Contributions \[Page 47\]](#)
- [Calculation of the Unemployment Insurance Contributions \[Page 49\]](#)
- [Calculation of the Industrial Accident/Non-Industrial Accident Insurance Contributions \[Page 50\]](#)

Calculation of the AHV Contributions

General

The following areas are grouped together under the pension, disability, and surviving dependents' (*AHV*) insurance:

- *AHV* (pension, disability, and surviving dependents')
- *IV* (Invalidity insurance)
- *EL* (Supplementary benefits for *AHV* and *IV*)
- *EO* (Military/Civil service compensation fund)

In most cases, the four insurance areas are processed together. However, in some cases, the employee does not have to pay contributions for certain insurances. *EO* contributions, for example, are imposed by the compensation funds together with the contributions for the *AHV/IV*.

Determination of Decisive Wage Elements

The decisive wage is defined as each remuneration for work performed in the capacity of an employee (non-self-employment) either for a limited time or for an indefinite time.

Determination of Liable Wages

Usually, the decisive *AHV* wage is completely liable for contribution. However, the following are exceptions:

- For employees that have reached the official pension age (see obligation to contribute), the contributions are calculated only for a part of the decisive *AHV* wage that, as an annual total exceeds the exemption limit for pensioners.
- Part-time employees whose pay for this job does not exceed the exemption limit annually, can be exempt from the obligation to contribute when there is a written agreement and it is authorized by the employer. If the wage exceeds this exemption limit, the entire wage is liable for contribution.
- Employees who are bound by a percentage SI obligation. The following is valid for these persons:
- Expense wage types are liable for *AHV/UI/IA/NIA*
- Only 70 % of the liable wage must be used to calculate contributions

Obligation to Contribute

Obligation to contribute exists for the following persons:

- Persons with permanent residence in Switzerland
- Persons employed in Switzerland
- Swiss citizens working abroad

The contribution obligation of the employees for *AHV* starts with the year after the completion of the 17th year. For those not employed, the contribution obligation begins with the completion of

Calculation of the AHV Contributions

the 20th year. Since 1997, unemployed spouses and widows/widowers are obligated to contribute.

The obligation to contribute ends at the end of the month in which the official AHV pension age has been reached and the active employment stopped. Persons who remain employed after the official pension age are still obligated to pay the UI contribution. With the determination of the wage liable for contribution, an exemption for pensioners is taken into account.

The pension age is defined on the basis of sex. As of 1999, the official pension age for women changes as follows:

Year	Pension age - women
1999	62
2001	63
2005	64

The employee's *AHV* code is used as a further criterion for the determination of the obligation to contribute.

The contribution rates for *AHV/IV* insurance exist separately for employees and employers. Until recently, the contribution amount was equally divided between the employee and the employer. The contribution rates for employee and employer as a percentage of the wage are as follows (values refer to 2000):

	Employee	Employer	Total
AHV	4.2%	4.2%	8.4%
IV	0.7%	0.7%	1.4%
EO	0.15%	0.15%	0.3%
Total AHV/IV/EO	5.05%	5.05%	10.1%

The percentages are added in payroll according to the employee's individual obligation and used later as a total.

In addition to the wage contributions, the *AHV* compensation funds require a contribution that covers the administration costs. The employer is obligated to pay this contribution.

Calculation of the Unemployment Insurance Contribution

General

The unemployment insurance (UI) covers the risks of unemployment, reduced working hours, bad weather, and the employer's insolvency. All persons with obligatory UI are also covered by the statutory unemployment insurance. This is only valid up until the person reaches pension age or receives a AHV-pension. Self-employed persons, however, are not covered by the statutory unemployment insurance.

Determination of Decisive Wage Elements

The decisive wage is defined as each remuneration for work performed in the capacity of an employee (non-self-employment) either for a limited time or for an indefinite time.

Determination of Contributions

The contributions for UI are divided equally between the employer and the employee. Contributions are, however, calculated only up to a maximum wage. The maximum wage is stored in the constant ALVGJ. For wages above this limit, but under a second maximum limit must be paid as a second contribution (UI2 contribution). This second maximum wage is stored in the constant AL2GJ. No additional UI contributions must be paid for amounts over this second maximum wage.

Obligation to Contribute

The UI contribution obligation starts with a year after completion of the 17th year and ends at the end of the month in which the specified pension age has been reached. Persons who remain employed after the official pension age are no longer obligated to pay the UI contribution.

The pension age is defined on the basis of sex. As of 1999, the official pension age for women changes as follows:

Year	Pension age - women
1999	62
2001	63
2005	64

Calculation of Industrial/Non-Industrial Accident Contributions

Calculation of Industrial/Non-Industrial Accident Contributions

General

The employer must take out industrial accident insurance (IA) that covers all employees. This insurance is also obligatory for apprentices/trainees, interns, and part-time employees. Excluded from this obligatory coverage are employees with a weekly working time of fewer than eight hours and employees in secondary jobs whose annual income is under the second job exemption limit. Age is not a factor that limits the obligation to contribute to accident insurance. Self-employed can take out industrial accident insurance on a voluntary basis.

The areas of the company are divided into risk classes for industrial accidents and non-industrial accidents. Different risk levels can exist within these risk classes.

Determination of Decisive Wage Elements

The decisive wage is defined as each remuneration for work performed in the capacity of an employee (non-self-employment) either for a limited time or for an indefinite time.

Determination of Liable Wages

As of January 1, 2000, the maximum threshold for the insured wage is 106,800 SFr/year or 293 SFr/day. The wages exceeding this amount are not liable for IA/NIA.

Determination of Contributions

The employer is solely responsible for payment of the premiums for the industrial accident insurance.

The conditions valid for the industrial accident insurance are also valid for the non-industrial accident insurance. The premiums for the non-industrial accident insurance are paid by the employee. However, different constellations are possible. The employer can agree to pay either the premiums in full or a portion of the premiums.

The statutory accident insurance only covers 80% of the maximum wages. In order to reach a complete coverage of the maximum as set out by the accident insurance law, the employee can take out a voluntary supplemental insurance for non-industrial accidents (NIA). This is termed NIA supplemental insurance. In addition, other voluntary insurances are possible. They cover the wages that exceed the maximum wage defined by the accident insurance law. These are referred to as voluntary accident insurances.

Guaranteed Net Amount

Purpose

If you do not deduct *AHV* and UI employee contributions from the net wages, you must calculate these contributions and identify them as liable wage types for the accident insurance institutions that record the *AHV* and UI for the employees in question (for example in a personal payroll account). The wage types must be identified as separate wage types for the wage type recapitulation.

Integration

The component is a part of the Swiss payroll schema.

Features

The system supports the offset of guaranteed net amounts for *AHV* and UI-liable employees and for *AHV*-liable pensioners.

Third-Party Payments

Third-Party Payments

Purpose

Insurance benefits such as accident compensation, per diem sickness indemnity, military service compensation, and so on are, depending on the type of benefit, not part of those wages that must be used in accounting for AHV-insurance and accident insurance (AI).

Implementation Considerations

Payments made by the health insurance fund and the accident insurance are excluded from the social insurance. If you continued to pay the full wage, a higher net amount would be paid out. The wage types *Reduction Basis AHV/LI* and *Reduction Basis NIA* reduce the gross amount by the corresponding amount so that the same net amount is created that would have been created without the insurance payments.

Integration

The component is a part of the Swiss payroll schema.

Features

This component supports the calculation of the contributions in case of third-party payments. This includes the reduction of AHV/UI and non-industrial accidents (NIA).

The reduction of NIA is used for the calculation of payments for military service compensation and invalidity insurance. For payments from accident insurance, both reductions are used.

Loans

Purpose

You can use this component to enter, administer and perform payroll for company loans in the SAP system.

You can grant an employee company loans for a specific purpose, for example, to build a house or buy a car. In doing so, you grant the employee an interest rate lower than the market's usual reference interest rate. The employee's salary provides your enterprise with security.

The amount of administration is kept low as the processing of formalities, payment of the loan, repayment and interest payment by the employee, can simply be processed using *Payroll*.

Integration

Loan repayment and interest calculation are automatically processed in *Payroll* and, according to your entries, withheld from the employee's salary. The loan accounting data is saved together with the payroll results.

Scope of Function

In principal, you can choose between various **loan categories** in the SAP system, such as installment loans and annuity loans, with different repayment types.

To simplify awarding and evaluating the loan, we distinguish between various **loan types**. Loan types distinguish between loans using the purpose and the loan category, for example, *Building loan with installment repayment*.

At least one **loan condition** is assigned to a loan type. The interest rate and repayment pattern for the loan are stored in this type of loan condition.

You enter all the loan data in the *Loans* infotype (0045).

You set up loan types and their conditions in the Loans unit in *Payroll* Customizing.

Company Loans (Infotype 0045)

Definition

You use this infotype to enter all the loan data. This infotype contains information on:

- Basic data
- Conditions
- Payments

Use

During the payroll run, the data in the *Loans* infotype (0045) is used to calculate the following values:

- Loan deductions
- Loan interest calculation
- Imputed income taxation

Structure

Loan Types

The loan types are stored as subtypes in the *Loans* infotype (0045). Every loan that you create gets a sequential number. The combination of loan type and sequential number makes it possible for the system to clearly identify every loan. This makes it possible for you to create several loans of the same type for an employee.



When creating a loan, the system always proposes a sequential number. Depending on whether you create a loan of the same type for an employee or just want to change the conditions of a loan that already exists, you must either keep or change the sequential number proposed by the system:

- If you want to create a new loan and create a new infotype record for this purpose, the system suggests a new sequential number that has not been used before. We recommend that you **keep** this number.
- If you want to create a new loan and copy an existing infotype record for this purpose, the system will suggest the sequential number of the infotype record you have copied. You must **change** this number. We recommend that you first of all check the list of existing infotype records to see which sequential numbers have already been assigned to this employee. If you use an existing sequential number, the system cannot clearly assign payments to a loan.

Company Loans (Infotype 0045)

- If you want to change the conditions of a loan that already exists and copy an existing infotype record for this purpose, the system will suggest the sequential number of the infotype record you have copied. You must **keep** this number.

Tab Pages

On the *Basic data* tab page, enter the date of approval and the amount of the loan. The status of the loan is also displayed here. However, payments and special payments that you have entered after the last payroll run, are not taken into consideration.

On the *Conditions* tab page, you enter the relevant loan conditions. You also specify when repayment should begin. Regardless of this, interest payments are included in the payroll run, immediately after the loan is paid to the employee.


On the *Payments* tab page, you enter all the payments that are made by your company or employee with regard to the loan.

Payments

On the *Payments* tab page you enter outgoing payments, repayments and other payments, for example, loan charges. You can pay a maximum of the approved amount to the employee. The approved amount is occasionally paid in several partial amounts.



The approval of a loan does not automatically lead to payment. You should only allocate the loan payment on the *Payments* tab page.

Payments that have already been included in the payroll run are inactive and can not be changed, as you usually do not make changes to such payments. However, if you want to process a payment that has already been accounted, select it and choose . The payment is then released for processing.



Subsequent changes to payments trigger retroactive accounting in *Payroll*.

Payment Types

There are various payment types available for entering payments. The payment types differentiate between payments according to:

- Whether it is a case of a payment to the borrower or a repayment to the employer
- Whether the payment is made directly by check or bank transfer or is cleared with the employee's remuneration during the payroll run

Company Loans (Infotype 0045)



We recommend that you use the payment types provided by SAP as far as this is possible. However, if you require your own payment types, you can set these up in Payroll Customizing under *Loans* → *Master Data* → [Customer Payment Types \[Ext.\]](#).

Using Payment Types

Payment type	Use	Comment/Example
<i>Outgoing payment to third-party</i>	You do not want to pay out the loan to the employee, you want pay it to a third person instead.	An employee receives a building loan to build a house. You do not pay the loan to the employee, but to the contractor who builds the house.
<i>Loan payment (payroll)</i>	You want to pay the employee the total approved amount of the loan or part of this together with his/her pay.	
<i>Loan payment (external)</i>	You want to pay the employee the total approved amount of the loan or part of this by check or bank transfer.	
<i>Loan remission</i>	An employee cannot repay his/her loan or you want to release him/her from the remaining debt.	You can only close a loan in the system when the remaining loan amount has either been repaid by the borrower or remitted by the lender.
<i>Fees</i>	You want to demand fees from your employee for granting the loan.	
<i>Total repayment</i>	The employee repays the total outstanding amount of the loan by check or bank transfer.	
<i>Special repayment (payroll)</i>	The employee makes an unscheduled repayment that should be withheld from his/her pay.	
<i>Special repayment (external)</i>	The employee makes an unscheduled repayment by check or bank transfer.	
<i>Loan balance transfer</i>	You want to transfer company loans from a legacy system.	You can also use the payment type <i>Loan payment (external)</i> for transferring loans from legacy systems.



The *Special Repayment (External)* and *Complete Repayment* payment types can both be used for a direct repayment by check or bank transfer. These payment types have different types of interest calculation:

- In the case of *special repayment (external)*, the day you specify as the payment date is **not** taken into consideration in interest calculation.
- In the case of *total repayment*, this day is taken into consideration in interest calculation.

If you want to enter a repayment for an employee, that leaves the company or changes company code, use the *Total repayment* payment type. This guarantees that interest is calculated for the loan even for the last day that the employee works in the company or is assigned to the old company code.



The employee Anne Lovelace leaves your company on April 30. She was granted a company loan. You want to enter an external repayment for this loan on April 30. If you enter the repayment as a *special repayment (external)* with the payment date of April 30th, no more interest is calculated for the loan for this day. If you enter the payment as a complete repayment with the payment date as April 30, interest will still accrue for this day. As Anne Lovelace is no longer an employee in your company on May 01, you can not enter the payment as a *special repayment (external)* with the payment date as May 01, so that interest can still be calculated for April 30.

Integration

The correct repayment of a loan is only guaranteed when there is a valid infotype record for the *Loans* infotype (0045). That is why *Payroll* is interrupted with an error message when there is no valid infotype record for an open loan. This can, for example, occur when the validity of a loan created was underestimated. You must therefore extend the validity of the loan in a case like this. When doing so, proceed as described in [correct incorrect entries \[Page 59\]](#).

Once the employee has completely repaid the loan, a message is displayed in the payroll log. We recommend that you delimit loans that are completely repaid in the *Loans* infotype (0045).

See also:

[Company Loans \(Infotype 0045\): National Features Great Britain \[Ext.\]](#)

[Company Loans \(Infotype 0045\): National Features Belgium \[Ext.\]](#)

[Loans \(Infotype 0045\): Features for Venezuela \[Ext.\]](#)

Creating Loans and Loan Payments

Creating Loans and Loan Payments

Use

An employee applies to the HR department for a loan for a certain purpose. The HR department checks whether the employee fulfills the criteria for a loan. You specify the amount of the loan, the repayment type and conditions together with the employee. You can modify this data at any time. You also specify the validity period and approval date.

Each loan is assigned to an employee and can be clearly identified using the personnel number, loan type and sequential number.



To distinguish between different loans assigned to the same employee, you use a combination of the loan type and the sequential number. For this reason, you can not use a sequential number that has already been assigned to a new loan with the same type as another loan, even if the loans do not coincide or if one of the loans has already been delimited. The system suggests the next available sequential number.

Prerequisites

- You have set up loan conditions and loan types in *Payroll Customizing*, under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#)
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045**, and in the *Subtype* field, enter the loan type.



If you create a new data record, you must enter the loan type as a subtype on the menu screen. The field is no longer ready for input in the *Loans* infotype (0045).

3. Choose
4. Enter the data required and save your entries.



We recommend that you specify the payment on the *Payments* tab page.

You can also enter a note or a commentary on the loan or employee. Choose *Edit* → *Maintain Text*. When you have created a text, a pushbutton is displayed, which you can use to call up the text.

Correcting Incorrect Entries

Use

You have created a loan and discovered incorrect entries. You must correct the incorrect loan values. You could correct the following entries:

- validity period
- external reference number
- loan condition
- repayment or annuity installment
- approval date
- approved loan amount
- payments






These type of corrections trigger a retroactive accounting run in *Payroll*. Retroactive accounting takes places until the date that is set in the *Valid* field of the *Loans* infotype (0045). If you only change payment information, the system uses the date of payment as the retroactive accounting limit.

Prerequisites

- You have [created a loan \[Page 58\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Type* field, enter the loan type to be changed.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Correct the relevant values.
6. Save your entries.

Creating a Special Repayment

Creating a Special Repayment




Use

As well as the repayment installment that regularly incurs, an employee wants to make an additional repayment for his/her loan. This is possible using the *Special Repayment (External)* or *Special Repayment (Payroll)* payment types. The employee can pay the external special repayment by check, cash payment, and so on. He/she can use part of the available remuneration, for example, Christmas bonus or vacation bonus or other gratuities, for the special payment (Payroll).

Prerequisites

- You have [created a loan \[Page 58\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the correct loan type.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Choose the *Payments* tab page.
6. Enter a special repayment.



If the employee wants to repay the loan completely, you use the loan amount open, displayed on the *Basic Data* tab page.

For the *Special Repayment (Payroll)* payment type, the repayment amount should not exceed the payment amount of remuneration that the employee receives.

7. Save your entries.

Changing the Value of a Loan

Use

If the interest rate for the loan conditions or the repayment amount and/or annuity installment change, you must create a new infotype record for the *Loans* infotype (0045). The old data record is then delimited in time. If several data records exist for one loan in a payroll period, the record that is valid at the beginning of the period is evaluated within Payroll.

The loan amount and approval date are fixed elements of a loan. These values must remain constant in all the loan data records.






If there is a split in the payroll results due to a personnel action or change in the legal person, proceed as described in [Processing Loans in the Case of a Change in Company Code. \[Page 62\]](#)

Prerequisites

- You have [created a loan \[Page 58\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type to be changed.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Choose *Edit* → *Copy*.
6. Enter the new validity period and change the loan values (for example, the repayment installment).
7. Save your entries.

Result

You have made a time-dependent change to the loan. A new data record is created and the old data record is delimited.

Processing Loans in the Case of a Change in Company Code

Processing Loans in the Case of a Change in Company Code

Purpose

If an employee changes [company code \[Ext.\]](#), for example, works for another company within your group, he can not transfer his loan to the new company code. This is due to the fact that he would no longer repay repayments to the company that awarded him the loan but to the new company.

That is why you must delimit the *Loans* infotype (0045) to the date of the change of company code. To do this, you change the end date of the infotype record so that the infotype record is only valid until the date of the change of company code.

You must also close the infotype with a complete repayment. The person, who makes this payment in whatever way, should be arranged within the company.

Finally, you create a new loan for the employee from the point in time that he belongs to the new company code.

Process Flow

1. The employee changes company code.
2. You make the following changes in the *Loans* infotype (0045):
 - You delimit the infotype record to the date of the change of company code.
 - You close the employee's loan with a complete repayment in a similar way to [leaving \[Page 63\]](#).
3. You create a [new loan \[Page 58\]](#) for the employee from the point in time that he belongs to the new company code in the *Loans* (0045) infotype.



You can link the *Loans* infotype (0045) to the dynamic action *Change of company code*. To do so, choose [dynamic actions \[Ext.\]](#) in *Personnel Administration* Customizing, under *Setting up procedures*.

Processing Loans for an Employee Who Leaves

Use

When an employee who has been granted a loan, leaves your enterprise, you must make sure that he/she has completely repaid the loan. After the employee has left your enterprise, payroll is no longer performed for him/her, making it impossible for repayment to take place via payroll. Any outstanding debts must be settled in *Financial Accounting*. We therefore recommend that you close the loan with a special repayment or complete repayment, **before** the employee leaves.






When an employee leaves the company, a message is displayed in the payroll log. The SAP System **does not** automatically settle outstanding balances.

Prerequisites

- You have [created a loan \[Page 58\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. In the *Infotype* field, enter 0045 and in the *Type* field, enter the loan type to be changed.
2. Choose .
3. If several loans exist for the same loan type, select the loan to be changed using  or .
4. Choose the *Payments* tab page.
5. Enter a special repayment or complete repayment for the amount of the loan amount still outstanding and save your entries.

Processing Loans for Inactive Agreements

Processing Loans for Inactive Agreements




Use

If an employee does not get paid for a certain period of time, repayment of the loan should be inactive for this time.

Prerequisites

- You have [created a loan \[Page 58\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the Infotype field, enter **0045** and in the *Type* field, enter the loan type to be changed.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be changed using  or .
5. Choose *Edit* → *Copy*.
6. In the fields *Valid ... to* (valid from and to), you enter the date, from which repayment of the loan should be inactive.
7. Choose the *Conditions* tab page and enter **0** in the *Repayment or Annuity installment field*.
8. Save your entries.

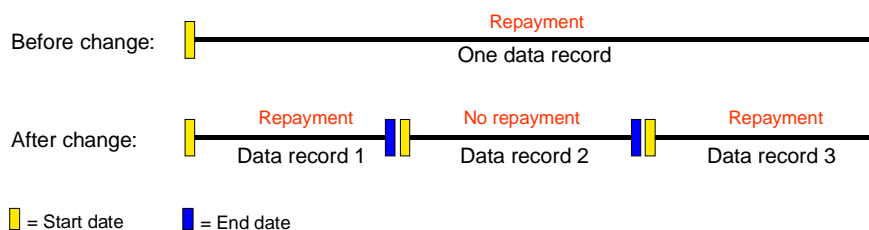
The system refers to the fact that the existing data record is split.

9. Confirm the message.

Result

There are now three data records with different start and end dates for the changed loan:

Loans Infotype (0045)



- Record 1: from the original start date to the date from which repayment should become inactive
- Record 2: from the date on which repayment should become inactive to the date from which repayment should recommence
- Record 3: from the date on which repayments should start again to the original end date

Processing Loans for Inactive Agreements

You have changed the employee's loan for a certain period in such a way that no repayments are due. After the end of the period without repayments, the repayment installment originally specified is automatically due.

Deleting Loans

Deleting Loans

Use

A loan can be deleted for the following reasons:

- an incorrect personnel number has been entered.
- the employee rejects the loan.
- the employer does not approve the loan.



If you want to delete a loan, you must first of all delete all the accompanying payments, as described below.





You cannot delete the *Loans* infotype (0045) if a loan has already been paid and the employee has not repaid it completely yet.

You cannot delete loans that have been paid back completely, and for which processing is complete.

Prerequisites

- You have [created a loan \[Page 58\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure



1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type of the loan to be deleted and choose .
3. If several loans exist for the same loan type, select the loan to be deleted using  or .
4. Choose the *Payments* tab page.
5. Select a payment and choose .
6. Repeat step 5 until you have deleted all payments.
7. Save the infotype record.

Depending on whether other loans exist for the same loan type, you access

- another loan record

From here, you go back to the *Maintain HR Master Data* screen

- directly to the *Maintain HR Master Data* screen

8. Choose .
9. Check whether the information displayed refers to the loan to be deleted, and choose  again.

Repayment

Use

If you have paid a loan to an employee, he/she usually repays the amount in regular partial amounts. The loan repayment is made up of a repayment share, which reduces the loan amount paid for each loan period, and an interest share.

The type of loan repayment is stored in different **loan categories**. The start of repayment and repayment pattern are stored in different **loan conditions**.

Prerequisites

In *Payroll Customizing*, under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#) you have

- specified the assignment of loan categories to loan types in the *Technical Attributes* view.
- specified at least one loan condition for each loan type in the *Conditions* view.

Scope of Function

The SAP system distinguishes between the following loan categories:

- Repayment in installments
In this case, the employee regularly pays a **repayment installment**. This installment contains only the repayment. The interest receivable is added on in every payroll period. The total amount that the employee must pay in every period, thus changes. As the term of the loan progresses, the amount gets less and less, as the remaining debt and also the interest receivable from the employee decrease.
- Annuity repayment
In this case, the employee regularly pays a **annuity installment**. This installment contains both the repayment and the interest. The total of repayment and interest payment thus remains constant. This type of repayment is awarded on a more regular basis, as the charge to the borrower remains constant for the complete term of the loan.
- Recurring advance
In this case, you can pay the employee a certain amount on one occasion. The recurring advance is not repaid and no interest incurs. The employee must only repay the amount when he/she leaves the enterprise.



Expenses of 1,000 euro regularly incur for an employee in the external sales force. So that the employee does not have to pay this amount from his own pocket, he/she receives a one-off recurring advance of 1,000 euro. Each time expenses are accounted at the end of a payroll period, the employee is repaid exactly the amount that he spent on expenses in this period. The recurring advance is not affected by this. On leaving, the employee must only repay the enterprise exactly 1000 euro.

Repayment

Activities

When you create a loan for an employee in the *Loans* infotype (0045), choose a loan type. This loan type has been assigned a certain loan category in Customizing. In this way, you determine the type of repayment according to which the employee must repay the loan.

Select the repayment pattern for the loan in the *Loan condition* field, on the *Conditions* tab page in the *Loans* infotype (0045). Specify the repayment amount in the *Repayment installment or Annuity installment* field.

Repayment of Installment Loans

The repayment amount that reduces the balance of the loan in each loan period remains constant. Interest accrues as an additional charge against the employee.

The expected term of the loan can be determined for this loan type.

Prerequisites

Loan amount paid out	30,000 euro
Interest rate	5 % p.a.
Repayment installment	250 euro
Interest calculation frequency	Monthly
Repayment frequency	Monthly
Repayment start date	One year after loan was paid out

Loan Calculation

- In the first twelve months, interest of 125 euro accrues monthly. As the loan balance of 30,000 euro remains unchanged in this period, the interest amount remains constant.
- Repayment, which starts after 12 months, is calculated in the following way:

$$30,000 \text{ euro} / 250 \text{ euro} = 120 \text{ months}$$
- The total term of the installment loan is eleven years.
- In the first month after repayment begins, deductions taken from the employee's remuneration are 375 euro = 250 euro repayment + 125 euro interest).
- The remaining debt after the first repayment is 29,750 euro.
- With each repayment, the amount of interest is reduced, and subsequently the amount paid by the employee is also reduced.

Example: Repayment of Installment Loans**Example: Repayment of Installment Loans**

A repayment amount is calculated, that is then deducted from the employee's pay in each loan period. This repayment amount consists of a repayment share and an interest share. The repayment amount remains constant, but the interest share decreases and the repayment share increases during the loan period.

Because of the interest deductions, the term of the loan cannot be directly deduced from the rate of repayment for this loan type.

Prerequisites

Loan amount paid out	30,000 euro
Interest rate	5 % p.a.
Annuity installment	250 euro
Interest calculation frequency	Monthly
Repayment frequency	Monthly
Repayment start date	One year after loan has been paid out

Loan Calculation

- In the first twelve months, interest accrues every month, which increases the balance of the loan and the interest. In the first month, the interest is 125 euro, in the twelfth month it is 130.31 euro, so that the loan balance increases to 31,404.02 euro before the first repayment.
- From the first annuity installment, 130.85 euro is allotted to interest and 119.15 euro to the regular repayment.
- The total term of the loan, including the first year when no repayments are made, amounts to almost 27 years.
- The amount that the employee must pay each month remains constant at 250 euro.

Repayment Plan

Use

You can create a repayment plan for a loan to obtain detailed information on the term of the loan and the charge to the employee.

Integration

You can only create the repayment plan for loans that you create in the *Loans* infotype (0045) or have already created.

Scope of Function

- You create the repayment plan for each of the employee's loans, which is identified by the loan type and the sequential number.
- You create the repayment plan in the currency of the repayment installment.
- If you have already created loan payments, this is mentioned in the repayment plan.
- When you create a loan in the *Loans* infotype (0045), you can simulate a repayment plan for an employee even if you have not yet entered any loan payments, and have not yet saved the loan.

You can enter any values for the loan amount, repayment installment, start of repayment and payment date. You can repeat the repayment plan again and again, for example, to check the effect a higher or lower repayment installment has on the term of the loan.

- You can copy the values to the infotype that you have specified when simulating the repayment plan.

If you have, for example specified a different value for the loan amount when creating the repayment plan, to the value you have entered in the *Approved loan amount* field when creating the infotype record, you can copy this change to the infotype. The system then automatically copies the changed amount from the dialogbox *Parameter for Repayment Plan* to the *Approved loan amount* field. You must not manually enter the changed amount in this field.

Example: Repayment Plan**Example: Repayment Plan****Prerequisites**

In the SAP system, the following values are stored for an employee's loan:

Personnel number	123456
Loan type	Building loan with annuity payment (0200)
Sequential number	06
Legacy data transfer	7,700 euro on June 01 1998
Special repayment	1,000 euro on December 24 1998
Annuity installment	450 euro monthly
Repayment start date	June 01 1998

Result

Using this information, the system creates the following repayment plan:

Repayment plan for *Personnel number 123456*

Loan ID *0200 06 (Building loan with annuity repayment)*

Currency *euro*

Year	Period	Balance	Repayment	Interest
1998	06	7,282.08	417.92	32.08
1998	07	6,862.42	419.66	30.34
1998	08	6,441.01	421.41	28.59
1998	09	6,017.85	423.16	26.84
1998	10	5,592.92	424.93	25.07
1998	11	5,166.22	426.70	23.30
1998	12	3,737.75	428.47	21.53
1999	01	3,303.32	434.43	15.57
1999	02	2,867.08	436.08	13.76
1999	03	2,429.03	438.05	11.95
1999	04	1,989.15	439.88	10.12
1999	05	1,547.44	441.71	8.29
1999	06	1,103.89	443.55	6.45
1999	07	658.49	445.40	4.60
1999	08	211.23	447.26	2.74

Example: Repayment Plan

1999	09	0.00	211.23	0.88
			7,700	262.11

Creating Repayment Plans

Creating Repayment Plans

Prerequisites






You have [created a loan \[Page 58\]](#).




When you are creating a new loan, you can also create the repayment plan. You must only specify the approved loan amount and the loan condition. You can then choose any parameters for the repayment plan.

You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Subtype* field, enter the loan type.
3. Choose  or .
4. If several loans with the same loan type exist, select the loan for which you want to create the repayment plan, using  or .
5. Choose  (Create Repayment Plan).


You are in the *Parameter for the repayment plan* dialog box.

6. If necessary, change the data displayed and choose .

Result

The system creates the repayment plan.

To copy the values to the infotype that you have entered in the *Parameter for repayment plan* dialogbox, you proceed in the following way:

1. Go from the repayment plan back to the *Parameter for the repayment plan* dialogbox.
2. Choose  (Copy).

Displaying Conditions





Use

The *Conditions* function allows you to display detailed information on the interest amount and the interest and/or repayment pattern of the loan.

Prerequisites

- You have [created a loan \[Page 58\]](#).
- You are in [master data maintenance \[Ext.\]](#).

Procedure

1. Enter the employee's personnel number.
2. In the *Infotype* field, enter **0045** and in the *Type* field, enter the loan type.
3. Choose .
4. If several loans exist for the same loan type, select the loan to be displayed using  or .
5. On the *Conditions* tab page, choose the  function (condition overview).

Result

In the *Conditions ... for loan type* dialog box, you can see the validity date, debit interest rate, reference interest rate and, depending on the loan type, the repayment and/or interest pattern:

- In the case of an **installment loan**, the interest and repayment patterns are displayed.
- In the case of an **annuity loan**, only the repayment pattern is displayed, as the interest is due at the same time.

The repayment pattern determines when a repayment installment is due. The interest pattern determines when the cumulated interest that incurs in every payroll period is due.

Interest Calculation

Interest Calculation

Use

The SAP system calculates the interest that incurs for a loan in accordance with the specifications that you have made in Customizing for the relevant loan type.


Prerequisites

In *Payroll* Customizing, you have defined the following:

- Value date

You have specified at which point in time interest on loans should be calculated in your enterprise, under *Loans* → *Calculation* → [Adjust Value Date \[Ext.\]](#). In the standard system, interest is calculated at the end of the payroll period.
- Interest rate and interest calculation frequency

In the *Conditions* view under *Loans* → *Master Data* → [Maintain Loan Types \[Ext.\]](#), you have specified the amount and the intervals at which interest should be due.



If you want to award an interest-free company loan, create your own condition with debit interest of 0% for this purpose.
- Interest calculation method

You have the following options for determining the interest calculation method:

 - Under *Loans* → *Calculation* → [Specify Interest Calculation Method \[Ext.\]](#), you can change the standard interest calculation method provided by SAP using the INTLO feature (*HR Loans: Interest Calculation Method*). In the process, you can specify an interest calculation method for your whole system, for certain loan types or certain loan conditions. The standard interest calculation method assumes there are 30 interest days in a month and 360 interest days in a year.

We recommend this procedure.

 - You can specify the interest calculation method for a certain loan condition in the *Conditions* view, under *Loans* → *Master Data* → *Maintain Loan Types*. If you specify an interest calculation method here, you thus override the interest calculation method that you may have entered in the INTLO feature.
- Reference interest rate

You have the following options for determining the reference interest rate:

 - You can use the REFIN payroll constant (*Reference interest rate*) in table T511K (Payroll Constants) to store the reference interest rate for your whole system, under *Loans* → *Calculation* → [Check Payroll Constants \[Ext.\]](#).

We recommend this procedure.

 - You can specify the reference interest rate for a certain loan condition in the *Conditions* view, under *Loans* → *Master Data* → *Maintain Loan Types*. If you specify a reference

Interest Calculation

interest rate here, you thus override the reference interest rate that you may have specified with the REFIN payroll constant.



If you specify the interest calculation method and the reference interest rate with the INTLO feature and the REFIN constant, you may possibly want to prevent entries being made in the step *Maintain Loan Types*. That is why, you can hide these fields from the *Conditions* view. To do so, choose *Loans* → *Master Data* → [Adjust Screen Control \[Ext.\]](#) in *Payroll Customizing*.

Scope of Function

The date that you choose for the interest calculation of loans depends on the payment date of your payroll areas. The payment date can, for example, be at the beginning or end of the payroll period. Interest should also be calculated accordingly for an employee's loan; that is, at the beginning or end of the payroll period.

If you pay an employee's loan with the payroll run, the time of interest calculation has the following effects:

- If interest is calculated at the **start of the period**, interest is due in the payroll period in which you create the loan. The number of days for which interest is calculated depends on the calculation method that you choose for your system. In the standard system, interest is calculated for 30 days for each month.
- If interest is calculated at the **end of the period**, no interest incurs for the payment amount in this payroll period.

This case has already been created in the standard system.

Interest calculation for external payments, such as payments by check or bank transfer is for the exact day. Within the current payroll period, interest is calculated for only the days on which it actually accrues.


During the payroll run, the system calculates the interest for each payroll period and includes it, when due, as a deduction in accordance with the loan conditions.

Activities

If you create a loan in the *Loans* infotype (0045), choose a loans condition on the *Conditions* tab page. With that, you specify the rate of interest and calculation frequency for this loan. The conditions that you can select here depend on the loan type. You can specify an interest rate in the *Individual interest rate* field, which should apply for this employee.



You can also hide the *Individual interest rate* field from the infotype interface.

To display the conditions for a loan type in a detailed form, choose the  function (conditions overview) on the *Conditions* tab page.

Interest Calculation

Example: Interest Calculation

Prerequisites

In your enterprise, payroll takes place on a monthly basis. You have created a loan for an employee with the following data:

Loan type	Building loan with payment by installments
Loan amount paid out	10,000 euro
Loan payment	January 10 of the current year
Repayment start date	May 01 of the current year
Repayment installment	300 euro each month

The following values are stored in Customizing for the loan type *Building loan with repayment installment*:

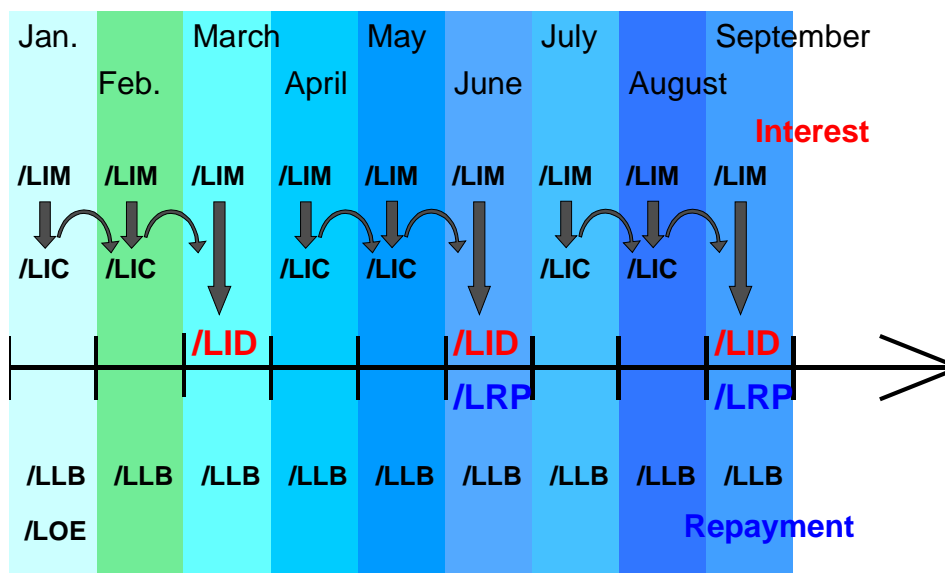
Debit interest	5 %
Interest calculation frequency	First period: 03
	Interval: 03
Repayment frequency	First period: 03
	Interval: 03

The interest for this loan is thus due in the months of March, June, September, and December.

The repayment installment for the loan type *Building loan with installment repayment* is also due in the months of March, June, September and December. However, the employee must only pay the first repayment installment for the loan on hand in June, as you specified May 01 as the start of repayment date. June is the first month, in which a repayment installment is due for the repayment pattern for this loan type after the start of repayment date on May 01.

Example: Interest Calculation

Interest Calculation



Interest is calculated for each payroll period and stored in the *Interest for current period* wage type (/LIM). If interest is not due in the previous payroll period, it is cumulated in the *Cumulated interest* wage type (/LIC) until the next due date. When the interest is due, the *Cumulated interest* wage type (/LIC) is converted to the *Interest due* wage type (/LID).

In the example, the loan is paid out on January 10 of the current year. This means that only 21 days of interest accrue in this month. For the first payroll period, interest of $10,000 \times 0.05 \times 21 / 360 = 29.17$ euro accrues (10,000 euro balance, 5% interest, 21 days interest, 360 days per year).

For the remaining periods up to the first repayment, interest of $10,000 \times 0.05 \times 30 / 360 = 41.67$ euro accrues (10,000 euro balance, 5% interest, 30 days interest, 360 days per year).

The interest per payroll period is cumulated and due at an interval of 3 periods.

Wage Types

The following loan wage types arise for the first six payroll periods:

Period	Wage type	Wage type text	Amount	Explanation
Period 01	/LIC	Cumulated interest	29.17	
(January)	/LIM	Interest for current period	29.17	21 days
	/LLB	Loan balance	10,000	
	/LOE	External loan payment	10,000	
Period 02	/LIC	Cumulated interest	70.84	
(February)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	

Example: Interest Calculation

Period 03	/LID	Interest due	112.51	
(March)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 04	/LIC	Cumulated interest	41.67	
(April)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 05	/LIC	Cumulated interest	84.34	
(May)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	10,000	
Period 06	/LID	Interest due	125.01	
(June)	/LIM	Interest for current period	41.67	
	/LLB	Loan balance	9,700	
	/LRP	Regular repayment	300	

Calculating Imputed Income

Calculating Imputed Income

Use

The interest saving for a loan, which results from a particularly reasonable interest rate, can be remuneration in the form of imputed income. The SAP system automatically calculates the imputed income (or interest rate advantage), that an employee incurs from a loan. This is the result of the difference between the debit interest and the reference interest rate, as the debit interest awarded by the employer is often significantly less than the usual reference interest rate awarded by the bank.

To find out the statutory bases for inputed income, see the employment tax guidelines.

Prerequisites

The prerequisites are the same as those for [interest calculation \[Page 76\]](#). You have also selected the *Interest rate advantage* field in the *Conditions* view in *Payroll* Customizing under *Loans* → *Master Data* → [Create a Loan Type \[Ext.\]](#).

Features

Exemption Limit for Germany

The exemption limit, which is currently 5,000 DM is automatically taken into consideration during payroll.

Example of an Imputed Income Calculation

Example of an Imputed Income Calculation

Prerequisites

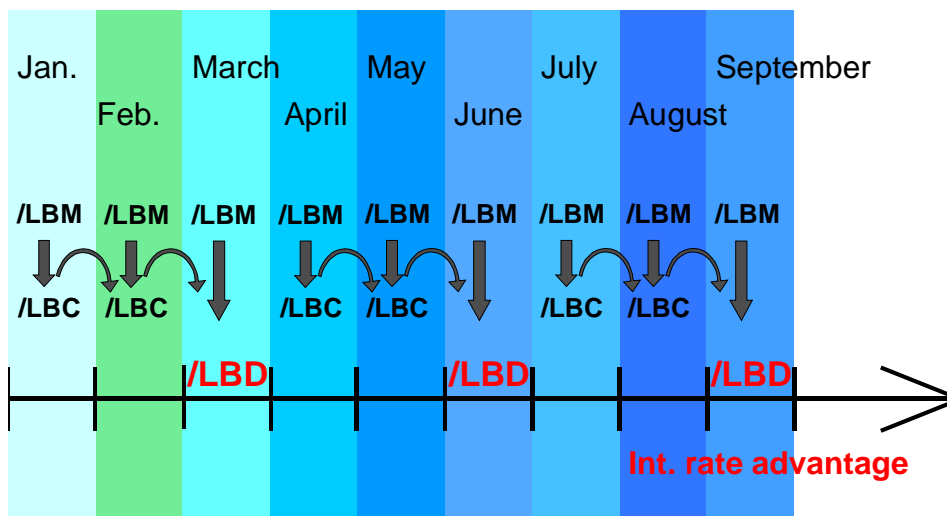
In your enterprise, payroll takes place on a monthly basis. You have created a loan for an employee with the following data:

Loan type	Building loan with payment by installments
Loan amount paid out	10,000
Loan payment	January 10 of the current year
Repayment start date	May 01 of the current year
Repayment installment	300 euro each month

The following values are stored in Customizing for the loan type *Building loan with repayment installment*:

Debit interest	5 %
Reference interest rate	6 %
Interest rate advantage	Selected
Interest calculation frequency	First period: 03
	Interval: 03
Repayment frequency	First period: 03
	Interval: 03

Calculating Imputed Income (Interest Rate Advantage)



For the first payroll period, imputed income of $10,000 \times 0.01 \times 21 / 360 = 5.83$ incurs (10,000 amount of loan, 1% interest rate advantage = 6% reference interest rate -- 5 % debit interest; for 21 days of interest, 360 days per year).

Example of an Imputed Income Calculation

For the remaining payroll periods up to the first repayment, calculation is as follows: $10,000 \times 0.01 \times 30 / 360 = 8.33$.

The interest for each payroll period is cumulated, and is due after 3 periods.

Wage Types

As well as the wage types listed in the [Example: Interest Calculation \[Page 79\]](#), the following wage types are created when calculating imputed income.

Period	Wage type	Wage type text	Amount	Explanation
Period 01	/LBC	Cumulated interest advantage	5.83	
	/LBM	Interest rate advantage/current period	5.83	21 days
Period 02	/LBC	Cumulated interest advantage	14.16	
	/LBM	Interest rate advantage/current period	8.33	
Period 03	/LBD	Taxed interest advantage	22.49	Due
	/LBM	Interest rate advantage/current period	8.33	

Evaluating a Loan

Use

You can use various forms of evaluation to check loans, which have already been included in the payroll run. You usually call up the evaluation reports described in the following documentation in the *General Report Selection* for several employees. In the Loans infotype (0045), you can also partially evaluate individual employees.

Scope of Function

The following evaluations are possible:

- Report RPCLOF00 (*Account Statement for Company Loans*)
The account statement lists all transactions and current balances for the employee's company loans. You can choose between the *Debit Memo - Credit Memo* or *Transaction - Balance* formats.
- Report RPCLOF00 (*Account Statement for Company Loans*)
The overview lists the total of all loans for each employee. The evaluation displays the results from the perspective of the evaluation period. In other words, it includes all of the changes made during the evaluation period, for example, even if they affect periods prior to the evaluation period because of retroactive accounting runs.
- Report RPCLOH00 (*Calculate Present Value for Company Loans*)
The overview lists the [present values \[Ext.\]](#) of the company loans.

Activities

To evaluate several employees, choose *Information systems* → *General report selection* → *Human resources* → *Payroll* → *Payroll <Country>* → *(Company) Loans* and call up the report you require. Enter the necessary data and execute the report.

To display an account statement or an overview of loans for an individual employee, choose *Goto* → *Account statement* or *Goto* → *Loans overview* in the *Loans* infotype (0045).

Loan Wage Types

Loan Wage Types

In *Payroll*, *loan* wage types start with /Lnn: In most of the countries that use the *Loans* component, the following wage types are used:

Wage type	Wage type text
/LBC	Cumulated interest advantage
/LBD	Taxed interest advantage
/LBM	Interest rate advantage/current period
/LCI	Interest-bearing capital
/LEE	Special repayment, external
/LEP	Special payroll repayment
/LER	Loan remission
/LEX	Complete repayment
/LFC	Cumulated interest exemption
/LFM	Interest exemption/current period
/LFP	Loan fees
/LIC	Cumulated interest
/LID	Interest due
/LIM	Interest for current period
/LLB	Loan balance
/LO3	Third-party loan payment
/LOE	External loan payment
/LOP	Loan payment - payroll
/LRP	Regular repayment (both installment and annuity loans)
/LTE	Transfer loan balance

Additional country-specific loan wage types are also used in some countries.

Other Insurances

Purpose

Using this component, you can let the SAP system calculate the contributions for voluntary statutory insurances on a table-controlled basis.

This applies to the following insurance types:

- Voluntary accident insurance
- Insurance for per diem sickness indemnity
- Various customer insurances (CUS1-CUS3; currently a maximum of three insurance types)

For each insurance type you can specify various, graduated maximum wages and define an individual contribution rate for each contribution class. A total of nine contribution classes are possible for each insurance type. Separate wage types are not used for these contribution classes because all classes are managed using one wage type set.

Integration

The component is a part of the Swiss payroll schema.

In order to use the *Other Insurances* component, your system administrator must first install the *Insurances* component from the Implementation Guide (IMG). Then he or she must make the appropriate settings for the *Insurances* component.

In addition, the corresponding [payroll units \[Ext.\]](#) for *Voluntary Insurances* and for *Per Diem Sickness Indemnity* must be defined in the IMG.

Features

The standard SAP system takes the employee contributions for the insurances into account in the gross-net-iteration. However, this functionality is optional.

The corresponding wage types are printed on the pay statement.

Security Deposit for Asylum Seekers

Security Deposit for Asylum Seekers

Purpose

New demands set out by the office for non-nationals have been in effect in Switzerland since 1992. These regard the security deposit made by asylum seekers. An employer who employs an asylum seeker is required to withhold a certain percentage of the AHV-liable wage and to transfer it to the employee's account with the *Schweizer Volksbank* in Bern.

The component solves this problem by creating an external bank transfer for the calculated amount.

Integration

The component is a part of the Swiss payroll schema. If you enter the wage type in the *Bank Transfers* infotype 0011, the external transfer is triggered by the wage type /321.

Features

The component assists you with calculating and transferring the security deposit.

Constraints

The SAP R/3 system can neither perform nor reverse an external bank transfer retroactively.

If you have not entered a bank transfer before the start of the payroll run or if you have not prevented it in time, you must determine the transfer amount manually. Then you must either transfer the amount or request repayment.

Residence Status Infotype (0048)

Definition

In the *Residence Status* infotype (0048) you store the specifications on the status of the foreign employee's residence permit.

Structure

General Specifications

You enter the type of official residence permit issued by the office for non-nationals in the *Residence status* field.

In the *Issued on* and *Issued by* fields, you store the date the permit was issued and the name of the administration that issued it. The address can be used for correspondence. The data in the *Permit number* and *Expiration date* fields are used to request a renewal or an extension of the residence permit from the office for non-nationals.

Subsequent Activities

Subsequent Activities

Purpose

This component enables you to perform certain activities directly after you have run payroll.

For more information, see the sections entitled:

- Wage/Salary Payment
- Remuneration Statement
- Payroll Account
- Payroll Journal
- Posting to Accounting

Wage/Salary Payment

Purpose

This component enables you to pay out wages and salaries in accordance with country-specific guidelines and with conditions stipulated by your house bank. In addition, you can make payments to third parties for individual employees (in other words, when the employee is not the payment recipient). This function is dependent on the country-specific version. The system offers you different variants of *Payroll* that the country-specific version can use in diverse combinations.

For technical information on *Payroll* and for notes on the required Customizing settings, see the following sections:

- [Payment-Related Information in the Master Data \[Page 92\]](#)
- [Payment-Related Information in the Payroll Results \[Page 93\]](#)
- [Preliminary Program DME \[Page 95\]](#)

For information on posting payments, see the documentation for *Posting to Accounting* under [Integration with the Posting of Payment Transactions \[Page 129\]](#).

Features

The following section contains information on the features included in the *Payroll* component.

Payment-Related Information in the Master Data

Payment-Related Information in the Master Data

Certain information from the master data for your employees reappears in the *Payroll* results. The *Wage and Salary Payments* evaluates this [Information in the Payroll Results \[Page 93\]](#), but also accesses certain infotypes directly.

Below is a list of the international infotypes that contain payment-related information.

- [Organizational Assignment \(Infotype 0001\) \[Ext.\]](#)
- [Personal Data \(Infotype 0002\) \[Ext.\]](#)
- [Addresses \(Infotype 0006\) \[Ext.\]](#)
- [Bank Details \(Infotype 0009\) \[Ext.\]](#)
- [External Bank Transfers \(Infotype 0011\) \[Ext.\]](#)



In addition to the infotypes mentioned above, there are other international wage types (e.g. for capital formation) that contain payment-related information. These infotypes will not be discussed here. For more information on international infotypes, see the SAP Library under *Human Resources* → *Payroll* → <Country>.

For more information on how the system evaluates the payment-related information in the master data and the payroll results, see [Preliminary Program DME \[Page 95\]](#).

Payment-Related Information in the Payroll Results

The following tables in the payroll results contain payment-related information that the system evaluates during the wage and salary payments process.

- *Payment Information* (BT)
- *Work Center/Basic Pay* (WPBP)

Payment Information table (BT)

Every entry in the *Payment Information* table (BT) in an employee's payroll results corresponds to a payment that was created in a payroll period for this employee. However, the employee is not necessarily the **payment recipient** of all payments. A difference must be made, for entries in the *Payment Information* table (BT), between payments to the employee and employee-specific payments to third parties.

The origin and treatment of employee-specific payments to third parties is country-specific. If, for example, salary elements for an employee are garnished or are retained for capital formation, an entry is created in the *Payment Information* table (BT) in the employee's payroll results, for payment of the retained amount to a third party (e.g. the creditor or the capital formation institute). The origin of this entry depends on the country version used, and the settings in Customizing. However, employee-specific payments to third parties do not necessarily create an entry in the *Payment Information* table (BT) for the employee. The reason for this is that in certain country versions these payments are made independent of the *Wage and Salary Payments* component.

Entries in the *Payment Information* Table (BT) for Payments to the Employee

- The *Payment Method* field is always filled.
- The *Bank Number* and *Bank Account* fields are filled, if the payment method requires bank details.
- The *Recipient*, *Postal Code* and *Location* fields are filled, if you have manually overwritten the corresponding fields in the [Bank Details infotype \(0009\) \[Ext.\]](#). If you have not manually overwritten these fields in the *Bank Details* infotype (0009), the values from the [Personal Data \(0002\) \[Ext.\]](#) and [Addresses \(0006\) \[Ext.\]](#) infotypes are displayed there. In this case, the *Recipient*, *Postal Code* and *Location* fields are not filled in the *Payment Information* table (BT).

Entries in the *Payment Information* Table (BT) for Employee-Specific Payments to Third Parties

- The entry in the *Payment Information* table (BT) for an employee-specific payment to a third party either contains detailed information from the infotype that forms the basis of the payment (Payment Method, Bank Details, Name and Addresses), or a recipient key in the *Recipient* field. This recipient key refers to Customizing for *Personnel Management*, where you must store the detailed information mentioned.

Payment-Related Information in the Payroll Results

- The *Purpose* field in the *Payment Information* table (BT) is filled, if a purpose was entered in the infotype that forms the basis of the payment.



Note that not all the fields in the *Payment Information* table (BT) are discussed here. For more information on how the system determines the information on the payment recipient, see [Preliminary Program DME \[Page 95\]](#), in the "Scope of Function" section.

Work Center/Basic Pay Table (WPBP)

Certain organizational elements from the *Organizational Assignment* infotype (0001) are stored in the *Work Center/Basic Pay* table (WPBP) during payroll. These organizational elements are used in the wage and salary payments process (dependent on Customizing) to determine the house bank and the house bank account.

Furthermore, the system uses the *Work Center/Basic Pay* table (WPBP) to determine the paying company code. Specification of the paying company code is optional in Customizing. If you have not specified a paying company code in Customizing, the system uses the company code that is stored in the *Work Center/Basic Pay* table (WPBP) in the employee's payroll results. If the *Work Center/Basic Pay* (WPBP) table for the employee contains several partial periods as the result of a [WPBP Split \[Ext.\]](#), in the payroll period to be processed, the system uses the company code in the last partial period, in which the employee was active, to determine the paying company code.

Preliminary Program DME

Use

To start the preliminary program DME, choose *Human Resources* → *Payroll* → *Payroll* → *Bank Transfer* → *Pre. Program DME* from the *SAP Easy Access* menu.

You use the preliminary program DME to evaluate the payroll results to create payment data. The creation of payment data is the first step in the wage and salary payments process.

You can also use the preliminary program DME if you want to make several partial payments on different dates within a payroll period ([Qualified Advance Payment \[Ext.\]](#)).

The preliminary program DME can evaluate payments using different [payment methods \[Ext.\]](#) in a payment run. The payment medium programs, which further process the data created by the preliminary program DME, select the relevant data records using the payment method.

The preliminary program DME processes both [information from the master data \[Page 92\]](#) and [information from the payroll results \[Page 93\]](#) for an employee.

Integration

The payment data created by the preliminary program DME is processed by the country-specific payment medium programs in *Accounting* to create payment mediums (for example, DME files for the bank, checks). You must start these subsequent programs after the preliminary program DME has evaluated the payroll results for the employee and has created the payment data.

Prerequisites

You have exited payroll for the payroll periods for which you want to make wage and salary payments. (Exception: You make a [Qualified Advance Payment \[Ext.\]](#) before exiting payroll.)

You have checked or made the following settings in agreement with *Accounting*.

- **Setting up the payment methods** (in Customizing for *Personnel Management* under *Personnel Administration* → *Personal Data* → *Bank Details* → [Define Payment Method \[Ext.\]](#))
- **Setting up the house banks and house bank accounts** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Set Up House Banks \[Ext.\]](#))
- **Defining the Sending Banks** (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Define Sending Banks \[Ext.\]](#))

Preliminary Program DME

- **Defining the paying company code** if you do not want to use the company code stored in the *Organizational Assignment* (0001) infotype (using the *Sender Account Number for Data Medium Exchange* feature (DTAKT) in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Define Sending Banks \[Ext.\]](#)).
- **Assigning the text key for the payment transaction to transfer wage types** (in Customizing for Payroll under *Data Medium Exchange* → *Preliminary Programs for Data Medium Exchange* → [Check Text Keys for Payment Transactions \[Ext.\]](#))

This assignment is not necessary in all country versions.

Scope of Function

For every current original result for employees processed in a payment run, the preliminary program DME reads the *Payment Information* table (BT) in the payroll results.

In the process, the system performs the following steps for every entry in this table:

- The system determines the information on the payment recipient
 - from the entry in the *Payment Information* table (BT)
 - from the *Payee Keys* table (T521B), if the entry in the *Payment Information* table (BT) contains a recipient key
 - from the *Personal Data* (0002) and *Addresses* (0006) infotypes, if the entry in the *Payment Information* table (BT) does not contain a recipient key and does not contain any recipient data
- The system evaluates the *Sender Account Number for Data Medium Exchange* feature (DTAKT) to determine the following information:
 - The paying company code
 - The house bank
 - The house bank account
- The system reads the *Purpose* field in the *Payment Information* table (BT):
 - If the *Purpose* field is filled, the contents of the field are transferred to the payment data.
 - If the *Purpose* field is not filled, the following text is used: "Wage/Salary", <Personnel Number>, <Payroll Period> or "Pension", <Personnel Number>, <Payroll Period>.
- The system determines the payment currency:
 - If the *Currency* field in the *Payment Information* table (BT) contains a currency, this currency is used for the payment.
 - If the *Currency* field in the *Payment Information* table (BT) does not contain a currency, the currency from the *Currency* field in the *Payroll Status Information* table (VERSC) is used for the payment.
- The system reads the bank codes of the house banks and the recipient bank from the *Bank Master Record* table (BNKA).

Preliminary Program DME

- The system checks the payment data for consistency. If a payment with inconsistent data exists for an employee, the system does not make any payment for this employee.
- For every entry in the *Payment Information* table (BT) the system creates an entry in the payment data.

Selection

The selection screen for the preliminary program DME is country-specific. The following describes only the most important international parameters.

Set Flag for Transfers

We recommend that you mark this indicator. It causes the system to mark every processed entry in the *Payment Information* table (BT) with date and time, to show payment runs carried out later that it is "processed". This prevents entries in the *Payment Information* table (BT) being accidentally processed more than once. If the payroll run is repeated after you have executed the preliminary program DME, the system does not overwrite the entries marked with date and time but performs a difference calculation. That is why you must mark the *Set Flag for Transfers* indicator if you want to perform a qualified advance payment.

Wage Type

You can use these input fields to restrict a payment run to certain wage types, for example, to pay the wage types created for *External bank Transfers* (Infotype 0011) separately from the employee's salary.

Test

If you mark this indicator, the system only displays the payments to be made as the result for a payment run. It does not create any payment data and does not change any data in the payroll results.

Output

The preliminary program DME creates a payment run, which contains payment data. You can clearly identify every payment run using the *Program Run Date* and *Identification Feature* combination. The *Identification Feature* originates from the six-digit system time, at which you started the preliminary program DME. The system replaces the last digit of the six-digit system time in the *Identification Feature* with a P.



You started the preliminary program DME at 09.25 on 04.14.2000. You can clearly identify the payment run created using the *Program Run Date* (04.14.2000) and *Identification Feature* (09251P) combination.

The payment data contained in a payment run is saved in the following tables:

- *Control Records for the Payment Program* (REGUV)
- *Settlement Data from Payment Program* (REGUH)

Preliminary Program DME

- *Processed Items from Payment Program* (REGUP)

The data in these tables is further processed by the payment medium programs in *Accounting*. For more information, see [Payments \(FI-BL\) \[Ext.\]](#).

See also:

[Repeating a Payment Run \[Page 99\]](#)

Repeating a Payment Run

Use

If a payment run was not carried out correctly (for example, because of a program termination), you have to repeat this payment run.

Prerequisites

When you created the payment run that you now want to repeat, you marked the *Set Flag for Transfers* indicator.

Procedure

1. Make the same settings on the [Preliminary Program DME \[Page 95\]](#) selection screen that you made when you created the original payment run.
2. In the *Repeat Run: Date* and *Time* fields, enter the date and time for the payment run to be repeated.

The system uses this entry to evaluate the entries in the *Payment Information* table (BT) which the preliminary program DME marked with data and time, but for which the date and time correspond to your entries in the *Repeat Run: Date* and *Time* fields.

3. If you only want to evaluate entries in the *Payment Information* table (BT) which have already been marked, select the *Flagged Records Only* indicator.

If you do **not** set this indicator, the system also evaluates the entries in the *Payment Information* table (BT) which are still not marked with date and time.

4. Choose .



If you do not know the date and time for the payment run to be repeated, proceed as follows:

1. Use the [Display Payroll Results \[Ext.\]](#) program (Report H99_DISPLAY_PAYRESULT) to display a payroll result (for any employee) that was evaluated during the original payment run.
2. Display the *Payment Information* table (BT).
3. Select an entry from the *Payment Information* table (BT) which the preliminary program DME marked with date and time when creating the original payment run.
4. Make a note of the values in the *Date* and *Time* fields so that you can enter them in the *Repeat Run: Date* and *Time* fields on the Preliminary Program DME selection screen.

Wage and Salary Payments by Bank Transfer

Wage and Salary Payments by Bank Transfer

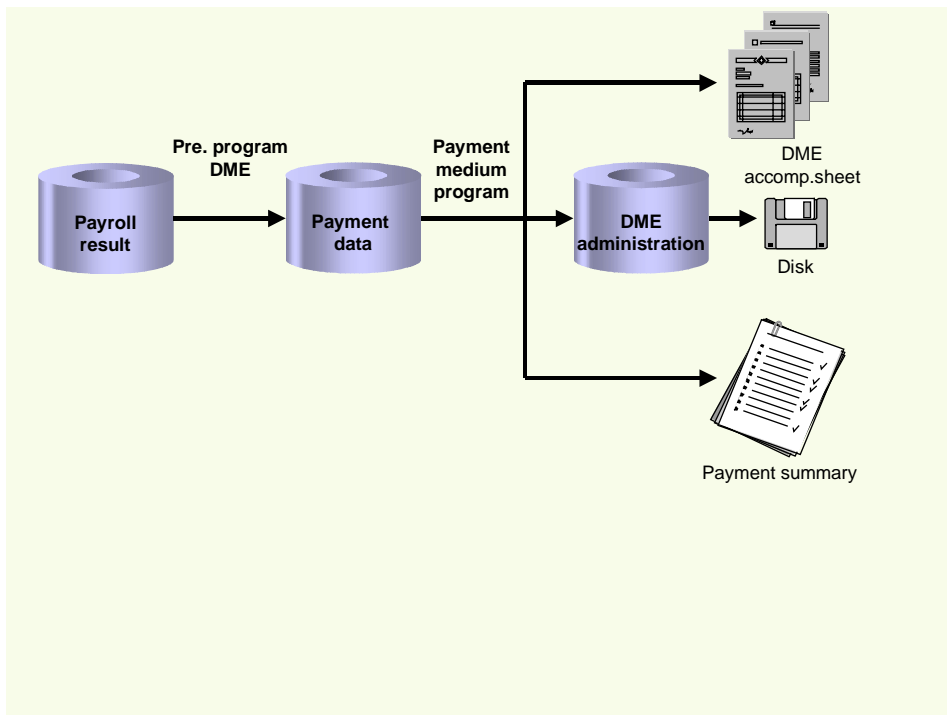
Purpose

The system uses this process to provide all the information your house bank needs to transfer the wage and salary payments to your employees. The system creates a DME file and the DME accompanying sheet. Furthermore, you can print a payment summary which lists the individual payments. You can use the payment summary to, amongst other things, post the wage and salary payments manually to *Financial Accounting*.

Process Flow

1. The [preliminary program DME \[Page 95\]](#) evaluates the entries in the *Payment Information* table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.
2. The [payment medium program \[Ext.\]](#) for the bank transfer evaluates the payment data and creates a DME file, the DME accompanying sheet and the payment summary. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.
3. You provide your house bank with the DME file created, so that the bank transfer can be made.

The following graphic shows the process flow of wage and salary payments by bank transfer.



Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

Purpose

The R/3 System lists all the payments and deductions made for an employee in a clear format on the remuneration statement. The system also allows you to enter personal or general notifications for your employees. These are printed on the remuneration statement as additional information. This additional information, for example, general information from the management or birthday greetings can be entered in the *Notifications* infotype (0128).

You usually create the remuneration statement after the payroll run and before the bank transfer. If you perform more than one payroll run in a single period, you can create remuneration statements after each payroll run.

You specify the format, structure and content of the form for the remuneration statement in Customizing for *Payroll* under *Remuneration Statement*.

Creating Remuneration Statements

Creating Remuneration Statements

Procedure

1. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information System* → *Employee* → *Remuneration Statement*.
2. Enter the appropriate values in the fields, and set the indicators required.



The system enters a default value in the *Payroll Area* field. This corresponds to your entries in the initial payroll or to the settings under *Tools* → *Set Modifiers* → *Payroll Area*. You can overwrite this default value.

3. Choose *Program* → *Execute* or *Execute + Print* or *Execute in Background*.

Notifications Infotype (0128)

Definition

In the Notifications Infotype (0128) you define the additional information that should be printed on your employee's remuneration statement. For example, messages from management and birthday congratulations.

Structure

The *Notifications* infotype (0128) has the following subtypes in the standard system.

- Subtype 1: *General notifications*
In this subtype you assign a text module to a personnel number. You have created the text module previously using the function *Tools → SAPscript → Standardtext*. You cannot edit the text module directly in the *Notifications* Infotype (0128).
- Subtype 2: *Personal notifications*
In this subtype you edit an individual text module for the personnel number in question. You can **only** edit and display this text directly in the infotype.

Creating a General Notification

Creating a General Notification

Procedure

1. Choose *Tools* → *Form Printout* → *SAPscript* → *Standard Text*.
2. In the *Text Name* and *Language* fields, enter the required data.
3. In the *Text ID* field, enter **HR_G**.
4. Choose *Create*.
5. Choose *Goto* → *Header*.
6. Enter a short title for the new text module.



Maintain the short title for the text modules you have used. This provides you with a better overview within the *Notifications* infotype (0128), because the short title, not the text name, is displayed in the list screen or overview screen for the infotype.



A change to a text module affects all of the personnel numbers to which the text is assigned in subtype 1 (*General Notifications*).

7. Enter the text for the general notification.



The system does not support formatting within the remuneration statement.

8. Choose *Save*.

Assigning a Notification to a Remuneration Statement

Prerequisites

You have created a general notification by choosing *Tools → Form Printout → SAPscript → Standard Text*.

Procedure

1. Choose *Human Resources → Personnel Management → Administration → HR Master Data → Maintain*.
2. Enter the employee's personnel number.
3. In the *Infotype* field, enter 0128 and in the *Subtype* field, enter 1 for a *General Notification*.
4. Choose *Create*.
5. Enter the text name.
6. Enter any other necessary data, if and when required.



You should define the beginning and end date of the notification, as the notification will be printed in every payroll period otherwise.

7. Choose *Save*.

Result

You have assigned a general notification to an employee's remuneration statement.

Editing Personal Notifications

Editing Personal Notifications

Procedure

1. Choose *Human Resources* → *Personnel Management* → *Administration* → *HR Master Data* → *Maintain*.
2. Enter the employee's personnel number.
3. Enter **0128** in the *Infotype* field and **2** in the *Type* field for a *Personal Notification*.
4. Choose *Create*.
5. Enter a short title for the personal notification.
6. In lower part of the window, enter the personal notification. If this area is too small, you can access the SAPscript editor by choosing *Maintain Notification*. You can now edit the text again.



The system does not support formatting within the remuneration statement.

You should define the beginning and end date of the notification, as the notification will be printed in every payroll period otherwise.

7. Choose *Save*.

Parallel Execution of Evaluation Programs

Use

If you want to generate evaluations for a large number of personnel numbers (for example, print remuneration statements), you can use report RPCS0000 to create several background jobs. The system then processes the background jobs simultaneously using different application servers.



You should not use report RPCS0000 to run simultaneous evaluations with only one result (for example, for an employee telephone directory). This is because you cannot combine the results of individual background jobs.

Prerequisites

The following prerequisites must be met if you want to run an evaluation program using report RPCS0000:

- A suitable variant must be defined in the evaluation program.
- The evaluation program must use the logical database PNP.

Scope of Functions

You specify the number of personnel numbers to be evaluated in the background job or how many background jobs should be created. Report RPCS0000 selects the personnel numbers to be evaluated from the database and groups them together in background jobs. You can release each background job separately or you can release them together.



Report RPCS0000 does not use the criteria for the logical database PNP when sorting. Sort sequences defined in the program variants may, therefore, not be performed correctly.

You can enter a short text for each evaluation run. Each background job contains this short title and a sequential number. The short text can be helpful if you want to display the background jobs in the general job overview.

The program displays a log after the evaluation has been completed.

Starting Evaluation Programs Simultaneously

Starting Evaluation Programs Simultaneously

Prerequisites

You have defined a program variant for the evaluation program (for example, for the creation of remuneration documents) and are in the *ABAP/4 Execute Program* screen.

Procedure

1. Enter program RPCS0000.
2. Choose *Execute*.
3. Enter the evaluation program and a variant.
4. Enter the number of personnel numbers to be included in the parallel payroll run, or enter the number of jobs for which the payroll run should be split.
5. Choose one of the following steps:
 - Program → Execute
 - *Program → Execute + Print*
 - *Program → Execute in Background*

Result

The system performs the evaluation and then prints a log. This contains the following information:

- Date and time of the individual program steps
 - Error messages
 - Warnings
 - Overview of generated background processes
- You can clearly identify the jobs using the job numbers and job names.

Payroll Account (Report RPCKTOx0; HxxCKTO0)

Purpose

The *Payroll Account* provides you with a combination of different wage types for a specific period. This combination is sorted according to personnel number. For example, in Germany you therefore fulfill the regulations for taxes and social insurance. However, you can also use the payroll account for other purposes (for example, for internal revision).

Integration

You can branch from the payroll account view to the [remuneration statement \[Page 101\]](#) view to obtain detailed information on a payroll result.



The remuneration statement displays an [In-period view \[Ext.\]](#); the payroll account displays a [For-period view \[Ext.\]](#). If you select a [For-Period \[Ext.\]](#), the remuneration statement for the corresponding [In-Period \[Ext.\]](#) is displayed.

Scope of Function

According to the way the payroll account is set up in Customizing for *Payroll*, under *Forms* → *Payroll Account*, it contains the following specifications:

- The employee's personal data
- The cumulated gross wage
- The net wage for every specific payroll period
- Specifications from additional wage types

An employee's personal data is generally at the top of the payroll account, and all the other details are usually included in the main body of the payroll account.

In-Period / For-Period / In-Period View / For-Period View

In-Period

The in-period (start and end date of a period) is the payroll period **in** which a payroll result is generated.

For-Period

The for-period (start and end date of a period) is the payroll period **for** which a payroll result is generated.

In-Period View

An in-period view is a selection of payroll results from the payroll directory (for example, RPCLSTRD Payroll Result for Germany) for a number of **in-periods**. The payroll results that were generated **for** the required number of payroll periods in the selected period are selected.

For-Period View

A for-period view is a selection of payroll results from the payroll directory (for example, RPCLSTRC Payroll Result for Switzerland) for a number of **for-periods**. The payroll results that were generated **in** the required number of payroll periods for the selected period are selected.

Example: For-Period View / In-Period View

Payroll result	For-period view	Start date for-per.view	End date for- per.view	In-period view	End date in-per.view
1	01/1997	01.01.1997.	31.01.1997	02/1997	28.02.1997
2	02/1997	01.02.1997	28.02.1997	02/1997	28.02.1997

Explanation

The payroll result 1 for the payroll period (for-period) 01/1997 has the start date 01.01.1997 and the end date 31.01.1997. This payroll result was generated in the payroll period (in-period) 02/1997.

Creating a Payroll Account

Prerequisites

You have made the settings required for the *payroll account*, in *Payroll Customizing* under *Forms* → *Payroll account*.

Payroll results exist.

You are in the initial screen for *Payroll*.

Procedure

1. In the *SAP Menu* choose *Information Systems* → *Human Resources* → *Payroll* → *Payroll (Country)* → *Employee* → *Payroll Accounts*.
2. Enter the appropriate values in the fields and set the indicators required.



You can specify a period of time or a payroll period as data selection criteria. The *Employee selection period* field is also available on some occasions. If you also specify an employee selection period, only the personnel numbers that have a valid infotype record for the *Organizational Assignment* infotype (0001), on at least one day in the specified period are selected.

You can control the output of a remuneration statement using the fields in the *Edit output when accessing remuneration statement* group box.

3. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.

Result

You create a payroll account.



If you require information on a payroll result, you place the cursor in the column for the period in which the payroll result was created, and choose *Detail*.

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Purpose

The *payroll journal* contains detailed, selected payroll data for several employees, for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal 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
- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

The page header is printed on each page and contains the organizational assignment for the employee.
- Payroll excerpts

The payroll excerpts contain the payroll data for each employee and the payroll result.
- Continuation excerpts

If the printed payroll excerpts cover two pages, the continuation excerpts appear in first position on the second page, and then the rest of the payroll excerpt follows.
- Totals page

The totals page contains the cumulated data from the payroll excerpts for each organizational unit.

In the old version of the payroll journal all this information was grouped together.

When the payroll journal is generated, the system evaluates the data records within Payroll whose [In-Periods \[Ext.\]](#) are within the specified time interval. Any retroactive accounting differences that exist for a specific payroll period are first of all evaluated in the payroll journal, with the payroll period during which the retroactive accounting run took place. The selected payroll results are listed one after the other, in accordance with the [In-Period View \[Ext.\]](#), in the forms mentioned above.

Restrictions

The payroll journal cannot be used as a basis for reconciliation with the *Financial Accounting* and *Controlling* application components.

Creating a Payroll Journal

Prerequisite

You have made the necessary settings for the payroll journal in Customizing for *Payroll*, under *Forms* → *Payroll Journal*, and have ended the payroll run successfully.

You are in the initial screen for Payroll.

Procedure

1. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information System* → *Organizational Entity* → *Payroll Journal*.
2. Enter the appropriate values in the fields, and set the indicators required.



You can specify a period of time or a payroll period as data selection criteria.

Fill in the *Payroll Type* and *Payroll Identifier* fields, if these are available in your country version, to restrict the payroll results that are to be evaluated.

You use *Delimitation* to determine the sorting sequence and the way in which the values for the totals pages should be cumulated.

You use *Format Retroactive Accounting* to determine how retroactive accounting should be displayed on the payroll excerpts.

You use *Format Retroactive Accounting* to determine how current periods are printed and whether superlines are printed.

3. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.

Result

The payroll journal was created. According to the settings you have made, you only obtain information concerning the personnel area, or additionally you obtain information concerning the individual employees.

Posting to Accounting (PY-XX-DT)

Posting to Accounting (PY-XX-DT)

Purpose

The payroll results contain information that is relevant for *Accounting*. For this reason, they must be evaluated for posting to Accounting. The *Posting to Accounting* component performs this task. It is the interface between *Payroll* and *Accounting*. It helps to:

- Group together posting-relevant information from the payroll results
- Create summarized documents
- Perform the relevant postings in the Accounting components

Integration

Various components of the R/3 system interact when *posting to Accounting*:

Payroll (PY)

The *Payroll* component creates payroll results for each payroll period. To do so, [wage types \[Ext.\]](#) with different business purposes are created. They are created according to tax, social insurance law, industrial law, pay scale and operative points of view.

Financial Accounting (FI)

Financial Accounting illustrates all business transactions in the enterprise using postings to the relevant accounts. *Posting to Accounting* provides the necessary data for the following components in *Financial Accounting*:

- General Ledger Accounting (FI-GL)
- Accounts Payable (FI-AP)
- Accounts Receivable (FI-AR)
- Special Ledger (FI-SL)
- Funds Management (FI-FM)

Cost Accounting (CO)

Cost Accounting provides information on the relationship between costs and activities within the enterprise. To do so, costs are either assigned to a cost center or to another account assignment object. The *posting to Accounting* component usually posts to the following account assignment objects:

- Cost center
- Order

It is also possible to post to the following account assignment objects:

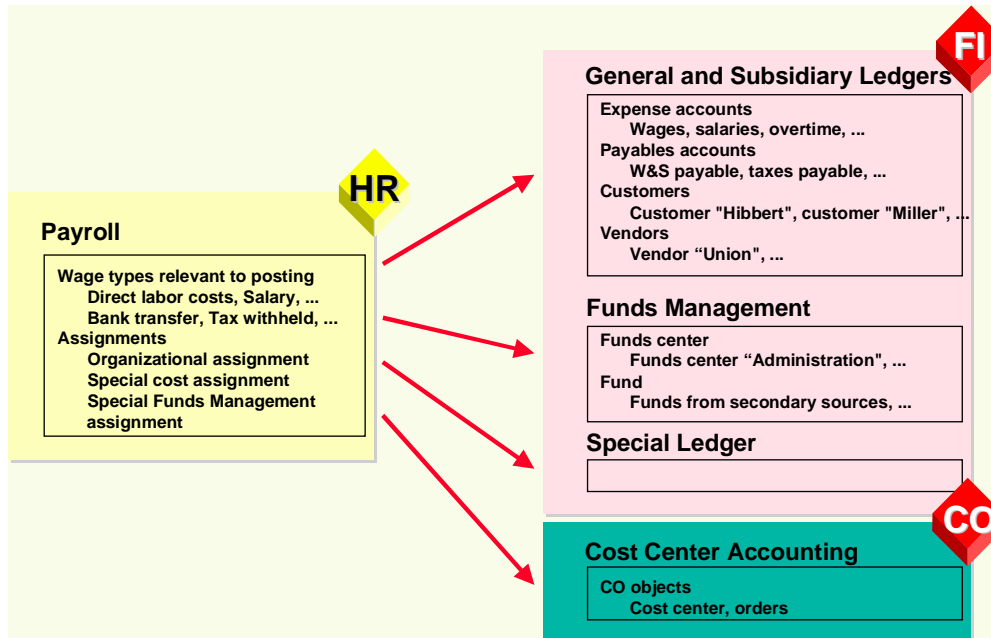
- Cost object
- Work breakdown structure element
- Network number
- Activity number

- Sales order
- Item in sales order

Personnel Cost Planning (PA-CM-CP)

The system can provide *Personnel Cost Planning* with data based on simulated or actual payroll results from *posting to Accounting*

The graphic shows how the components link together when posting to Accounting



Implementation Considerations

The components involved in *posting to Accounting* do not have to be in the same client in the R/3 system. If the components involved are in different R/3 systems, R/2 systems or third-party systems, you can find more information in the following sections:

- [Posting from HR Systems < 4.0 \[Page 182\]](#)
- [Posting to AC Systems < 4.0 \[Page 186\]](#)
- [Posting Posting Documents \[Ext.\]](#)
- In Customizing of *Cross-Application Components*, under *Predefined ALE Business Processes* → *Human Resources* → *HR <--> AC* → *Posting of Payroll Results to Accounting*

Scope of Function

- You can use the *Accounting* interface (AC interface) to directly post the documents created to the *Accounting* components.
- You can simulate posting runs before the end of the payroll run. In this way, you can check if the payroll results are also correct from the point of view of *posting to Accounting*.

Posting to Accounting (PY-XX-DT)

- You can access information on the creation and processing of posting runs at any time using status management and the history.
- By selecting the payroll results, you prevent them from being evaluated twice. This also lets you check if payroll results were missed out during reporting.
- With the help of layouts, which you can configure to your individual needs (for example, totals formation, sorting, filtering), you can check posting documents efficiently.
- The summarized line items can be traced back to the payroll result for a personnel number at any time. This function is protected by authorizations.
- The data created can be archived. For more information on archiving, see [Archiving Posting Documents \(PY-XX-DT\) \[Ext.\]](#) and [Archiving Index Files \(PY-XX-DT\) \[Ext.\]](#).
- You can provide data for Personnel Cost Planning

Central Objects

You can use the *Central Objects* section to gather information on the following objects:

- Posting runs
- Posting documents

To be able to correctly control the process of *Posting to Accounting*, you must thoroughly understand both these objects and their relationship to one another.

Posting Runs

Posting Runs

Definition

Central object in *posting to Accounting*. The step [creating a posting run \[Page 158\]](#) creates a posting run based on the payroll results, with a distinctive number, the run type PP and the accompanying [posting documents \[Page 121\]](#). A posting run always contains all the posting documents created. Therefore, all activities performed with reference to the posting run affect all of its accompanying posting documents.

During *posting to Accounting* the posting run takes on various statuses that provide information on the progress of the posting and any errors that may occur.

Use

Posting Document: Assigned Activities

Activity	Procedure(s)
Simulate	Simulating a posting run [Page 156]
Create	Creating a posting run [Page 158]
Display	Displaying the posting run overview [Page 167] Displaying the history [Page 179] Displaying the attributes of a posting run [Page 169] Displaying detailed information [Page 180]
Modify	Changing or creating a posting run text [Page 168] Deleting a posting run [Page 170]
Post	Posting posting documents [Page 163]
Reverse	Reversing a posting run [Page 177]
Archive the index files	Archiving index files (PY-XX-DT) [Ext.]

The posting run ensures that an employee's payroll results are only posted once:

- During the step *Creating a posting run*, the system locks the payroll results for the selected personnel numbers. In this way, it is not possible for either another posting run or the *payroll driver* to process these payroll results.
- In *posting to Accounting*, a posting run can only be accessed by one sub-process at a time. Amongst these sub-processes are:
 - Creating a posting run
 - Deleting a posting run
 - Posting posting documents
 - Reversing posting documents

Posting Runs

Status management ensures that these sub-processes are listed in a permitted order.

- The system selects the payroll results for a personnel number, which are processed in the step *Create posting run*. When attempting to repeat payroll for the same payroll period, the system rejects a personnel number whose payroll results are selected. It is also not possible to process a payroll result that has already been selected with the step *Create posting run*. However, selection of the payroll results is only cancelled
 - If you delete a posting run for which the accompanying posting documents have not yet been posted
 - If you reverse posting documents that have already been posted for a posting run

Structure

Attributes

A posting run can, depending on Customizing and the country version, have the following attributes:

- Payroll area and period
- Due date
- Country grouping
- Number of personnel numbers selected
- Number of personnel numbers evaluated
- Number of personnel numbers rejected
- Number of personnel numbers skipped
- Payroll type, payroll identifier and payment date for Off-Cycle Payroll
- Program that has generated the run
- R/3 System Release
- Name of accompanying TemSe data object
- Function exit: Account determination is used
- Function exit: Filling out ZUONR/SGTXT is used
- Function exit: Temporary wage type is used
- Number of document archive
- Number of index archive
- Month End Accruals evaluated by posting
- Month End Accruals evaluated by reversal



You should consider that not every posting run has all attributes named.

Posting Runs**Status History**

The system automatically creates a status history for posting documents, to log changes with the date, time and user responsible.

Posting Documents

Definition

Central object in *posting to Accounting*, which contains all the information transferred when posting to *Accounting*. Posting documents are created in the step *Create posting run*. All posting documents that are created as a result of creating a posting run are grouped together to one unit in this posting run.

Each posting document is given a clear number when it is created. During *posting to Accounting*, the posting document takes on different statuses, which provide information on which activities were performed with reference to the posting document.

The *Accounting* components use the posting document as the original document for creating other documents. These accounting documents contain a link to the posting document on which they are based.

The [reversal document \[Page 175\]](#) is a special form of the posting document. It has the same structure as the posting documents that are created for a regular posting. The system creates reversal documents if you reverse the posting documents for a posting run.

Use

Posting document: assigned activities

Activity	Procedure(s)
Display	Displaying the Document Overview [Page 172] Displaying the Posting Document [Page 173] Analyzing the Line Items [Page 174] Displaying the History [Page 179] Displaying Detailed Information [Page 180]
display the accompanying accounting documents	Checking the Accounting Documents [Page 164]
Release	Release the Posting Documents [Page 162]
Post	Posting Posting Documents [Page 163]
Archive	Archiving Posting Documents (PY-XX-DT) [Ext.]

Structure

Document header and lines

Posting documents always consist of document header and document lines.

The document header contains information on

- Document number

Posting Documents

- Company codes
- Posting date
- Document date

The document header contains information on

- Account number
- Account assignment objects (for example, cost center)
- Amount
- Currency



In Accounting, a document line is also called a document line item.

Status History

The system automatically creates a status history for posting documents, to log changes with the date, time and user responsible.

Business Basics

You can use the *Business Basics* unit to get information on the business aspects of *posting to Accounting* using examples.

Example: Posting a Salary**Example: Posting a Salary****Payroll Results (HR)**

Payroll calculates wage types with different business tasks. Some of these wage types (for example, the primary wage type MA10 *Standard Pay* or the secondary wage type /559 *Bank Transfer*) contain information that is relevant for Accounting. Thus, from the point of view of *Financial Accounting*, Wage type MA10, *Standard Pay*, contains a company-related expense while the wage type /559, *Bank Transfer*, contains a payable.

Within *Posting to Accounting*, wage type /559 *Bank Transfer*, is posted to a payables account. In this example, the wage type is posted to the account *Wages and salaries payable*.

The wage type MA10 *Standard Pay* is posted to an expenses account. In this example, it is posted to the *Salaries* account. As additional account assignment, this posting contains the master cost center of the employee, for example, cost center 600 *Production*.

Posting in Financial Accounting (FI)

Posting payroll results in *Financial Accounting* takes place in the following way:

	Account	Debit	Credit
	Salaries	2,000	
to	Wages and salaries to be paid		2,000



The posting of payment transactions is not part of the technical process of *Posting to Accounting*. The procedure will, however, be described in the following documentation in order to demonstrate this example's relevance for business.

If you make payments to the employee, you must (within this payment transaction) make postings from the payables account above to the bank account involved, so that the clearing account is clear again after both posting transactions.

The following posting is to be performed within the payment transaction:

	Account	Debit	Credit
	Wages and salaries to be paid	2,000	
to	Bank account		2,000

Posting to Cost Accounting (CO)

Cost Accounting interprets the posting of payroll results as the posting of primary costs to the value of the salary paid to the employee (2,000 euro). These costs are posted to cost center 600, *Production*, with the cost type *Salaries*.

Complete Posting

Use

The system only assigns an account to the largest part of the wage types to be posted to which the relevant amount is posted. Complete posting is only guaranteed by correctly selecting the wage types to be posted when processing the posting characteristics of wage types in Customizing.

Some of the wage types created in Payroll illustrate employer expenses. They should be posted in the Accounting components.

This expenses posting is offset by posting the receivables against the employees to the account *Wages and Salaries to Be Paid*. Other receivables against different recipients of deductions that are retained from the employee's salary also arise, depending on the respective country. These are usually posted to a receivables account for each recipient group.

See also:

[Example: Posting A Salary \[Page 124\]](#)

[Example for Germany: Complete Posting \[Page 126\]](#)

[Example for Switzerland: Complete Posting \[Page 127\]](#)

Prerequisites

You must have defined the posting characteristics of the wage types in *Payroll Customizing* (under *Reporting for Posting Payroll Results to Accounting* → *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*).

Example for Germany: Complete Posting

Example for Germany: Complete Posting

The *Standard Salary* primary wage type (MA10) is posted as an expense. The secondary wage types *Bank Transfer (/559)*, *EE Taxes (/260)*, and *EE SI Shares (/261)* are posted to payables accounts. Wage types /351, /361, /371, and /381 (*ER Shares for Social Insurance*) are posted twice, since they represent both an expense and a payable.

Example Posting for Germany

Postings to expense accounts	Postings to payables accounts		
<i>Wage type</i>	<i>Amount</i>	<i>Wage type</i>	<i>Amount</i>
MA10 Standard Salary	5,000	/559 Bank Transfer	2,902.21
		/260 EE Taxes	1,110.29
		/261 EE SI Shares	987.50
/351 ER HI share	335.00	/351 ER HI share	335.00
/361 ER PI share	465.00	/361 ER PI share	465.00
/371 ER RP share	162.50	/371 ER RP share	162.50
/3Q1 ER NI share	25.00	/3Q1 ER NI share	25.00
	5,987.50		5,987.50

The relevant posting records are as follows:

	FI accounts in INT account plan	Debit	Credit
	430000 <i>Salaries</i>	5,000	
	440000 Legal social expenses	987.50	
to	176000 Salaries/wages to be paid		2,902.21
to	176100 Employment and church tax		1,110.29
to	176200 Social Insurance		1,975.00
		5,987.50	5,987.50

Example for Switzerland: Complete Posting

Example for Switzerland: Complete Posting

Postings to expense accounts		Postings to payables accounts	
<i>Wage type</i>	<i>Amount</i>	<i>Wage type</i>	<i>Amount</i>
M100 Monthly salary	5,500	/559 Bank Transfer	4,694.50
		/411 AHV contribution	277.75
		/420 AHV contribution	82.50
		/430 Non-industrial accident	85.25
		/451 Pension fund	360
/410 AHV administration costs	3.35	/410 AHV administration costs	3.35
/412 AHV premium / ER share	277.75	/412 AHV premium / ER share	277.75
/429 ALV/ER share	82.50	/429 ALV/ER share	82.50
/452 EE's PF/ER share	360	/452 EE's PF/ER share	360
/43C Industrial accident	75.25	/43C Industrial accident	75.25
/40A FAK contribution fund	82.50	/40A FAK contribution fund	82.50
/480 reserve, 13th month wages	458.35	/480 reserve, 13th month wages	458.35
	6,839.70		6,839.70

The relevant posting records are as follows:

	Account	Debit	Credit
	400000 Wages and salaries	5,500	
	400200 13. 13th Month Wage	458.35	
	405100 Social insurance AHV/ALV/FAK	446.10	
	405200 Round up pension fund	360.00	
	405300 Social insurance BU/NBU	75.25	
to	220100 AHV/ALV Payroll account		723.85
to	220200 SUVA Premium payroll account		160.50
to	220600 FAK payroll account		82.50
to	222100 Pension funds payroll account		720
to	225100 Payment account		4,694.50

Example for Switzerland: Complete Posting

to	226100 Reserve, cash discount 13th salary discount		458.35
		6,839.70	6,839.70

Integration with the Posting of Payment Transactions

Use

Posting payroll results ensures that the personnel expenses that arise within the company are posted in *Financial Accounting* and *Cost Accounting*. The resulting payables are also offset as follows:

- Payables to employees are offset against the *Wages and Salaries Payable* account
- Payables to the recipients of the deductions retained from the employees are offset in additional payables accounts. This is country-specific.

Activities

These payables are triggered in Financial Accounting as follows:

- Payables against the employees are settled by payments.
- The receivables against third parties (for example, tax, social insurance) are settled by payments.

The following steps are performed for each transaction:

1. The amounts payable are calculated.
2. The amounts calculated are paid.
3. A *Payables account to bank clearing account* posting is created.



Steps 2 and 3 are performed either automatically or manually, based on the country and respective payment transaction.

When the appropriate account statements are created, the *Bank clearing account to bank* posting run clears the bank clearing account.

See also:

[Germany: Integration with the Posting of Payment Transactions \[Page 130\]](#)

[USA: Integration with the Posting of Payment Transactions \[Page 132\]](#)

Germany: Integration with the Posting of Payment Transactions

Germany: Integration with the Posting of Payment Transactions

Use

Posting payroll results ensures that the personnel expenses within the company are posted to *Financial Accounting* and *Cost Accounting*. The resulting payables are also offset as follows:

- Payables to employees are offset against the *Wages and Salaries Payable* account
- Payables to the tax office are offset against the *Taxes Payable* account
- Payables to the social insurance agencies are offset against the *Social Insurance Contributions Payable* account.

In certain cases, further payables against other recipients can arise.

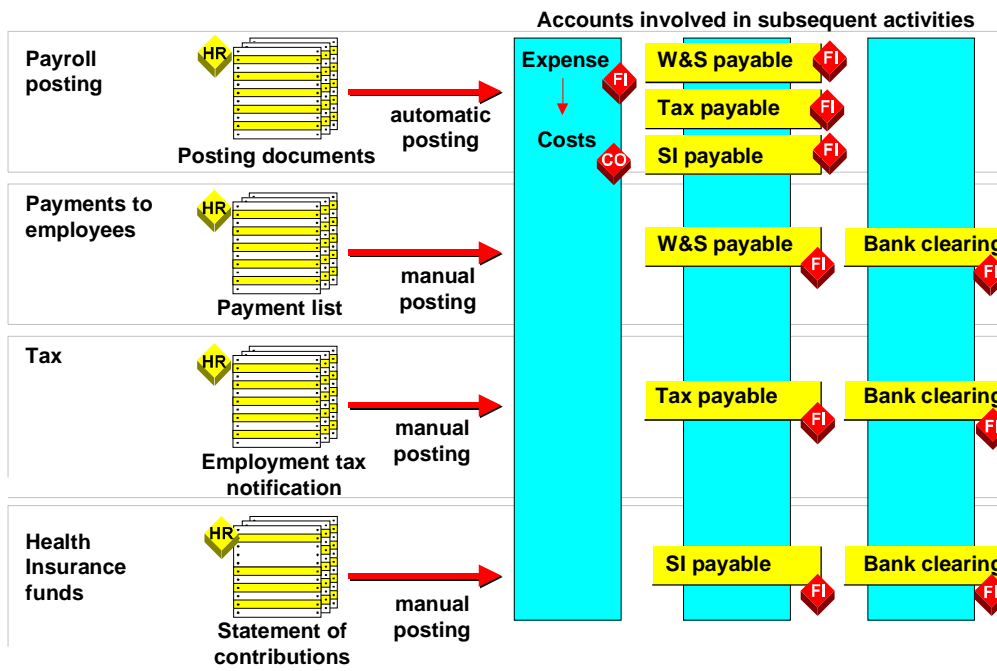
Activities

These payables are cleared in Financial Accounting as follows:

- Payables to employees are effected using payments (usually bank transfers).
- Taxes are based on the Employment Tax Notification and are transferred to the tax office with the other general company tax payments.
- The social insurance contributions payable are based on the Statement of Contributions and are transferred to the health insurance funds using the *Transfer to HI Fund* function.

The following graphic shows an overview of integration with the posting of payment transactions:

Germany: Integration with the Posting of Payment Transactions



Example for Germany

The following steps are performed for each of these payment transactions:

1. The amounts payable are calculated.
2. The amounts calculated are paid. This takes place based on the transaction either automatically or manually.
3. A *Payables account to bank clearing account* posting is created. You must perform this posting manually.

When the appropriate account statements are created, the *Bank clearing account to bank* posting run clears the bank clearing account.

USA: Integration with the Posting of Payment Transactions

USA: Integration with the Posting of Payment Transactions

In the USA, payables against the tax authorities and other vendors are posted to the relevant vendor accounts using the function [Third Party Remittance \[Ext.\]](#), they are then paid by the normal payment run in *Financial Accounting*.

Technical Aspects

You can use the *Technical Aspects* unit

- To get an overview of the technical process of *Posting to Accounting*
- To get information on the technical details

Technical Sequence of Posting

Purpose

Posting to Accounting includes the evaluation of the payroll results, the creation of posting documents and posting them in the *Accounting* components.

Process Flow

1. Each time *Posting to Accounting* is started, the system creates a posting run with a distinctive number. The posting run allows you to recreate the information edited at any time. The posting run has a different status at each point between the reporting of the payroll results and the posting of the summarized information.
2. The system evaluates the payroll results in view of information relevant to posting. If payroll results are evaluated for a live posting run, they are flagged. This ensures that the payroll results are not evaluated twice. The system can also use the selection to check whether any payroll results exist in a payroll period that has not been evaluated yet.
3. The system determines the symbolic account assignment from the wage types to be posted using the settings in Customizing. The system derives the employee grouping for the account assignment from certain characteristics of the employee. The system derives the G/L account from the combination of employee grouping and symbolic account. The account assignment objects are determined.
4. The system creates summarized posting documents from the data determined. These only contain information that is relevant for the Accounting components.
5. The system posts the posting documents directly to the Accounting components involved using the [Accounting interface \[Ext.\]](#).

Posting-Relevant Information from Master Data, Time Data and Organizational Management

Certain information from master and time data and from [Organizational Management \[Ext.\]](#) appears in the payroll result. When evaluating the payroll results for *posting to Accounting*, the system filters out the posting-relevant information from the payroll results.

Organizational Assignment

The *Organizational Assignment* infotype (0001) includes the assignment of the employee to a **personnel area** and a **company code**. This infotype also includes the assignment to a **master cost center** and to a **business area**. If you do not specify any other assignments, the system will use this assignment in *posting to Accounting*.

Cost Distribution from Organizational Management

In *Organizational Management*, you can specify a percentage cost distribution to several account assignment objects (cost centers orders or projects) for a position. It is possible to evaluate this cost distribution in *Payroll*, so that costs for the employee that would otherwise be posted to the master cost center are distributed to the required account assignment objects in the next posting. A cost distribution from *Organizational Management* can also be a result of the percentage assignment of an employee to several positions.

Cost Distribution from HR Master Data

In the [Cost Distribution Infotype \(0027\) \[Ext.\]](#), you can specify a percentage distribution of costs to several account assignment objects (cost centers, orders or projects) for the employee. If you specify the cost distribution for an employee for a partial period of a payroll period in the *Cost Distribution* infotype (0027), the account assignments from the *Organizational Assignment* infotype (0001) (master cost center) and *Organizational Management* are not taken into consideration for this part of the costs.

Employee Remuneration

Information relevant to posting, in a broader sense, is contained in all infotypes that the system directly or indirectly uses to calculate an employee's remuneration in *Payroll*. The most important infotypes are:

- *Basic Pay* infotype (0008)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* (0015)
- *Absences* infotype (2001)
- *Attendances* (2002)
- *Substitutions* (2003)
- *Availability* (2004)
- *Overtime* (2005)
- *EE Remuneration Info* (2010)

With the exception of the *Basic Pay* infotype (0008), you can specify a cost assignment in all the infotypes listed. If you enter the relevant data for cost assignment in one of these infotypes, this cost assignment and not the cost assignment from the infotypes *Organizational Assignment*

Posting-Relevant Information from Master Data, Time Data and Organizational Management

(0001) and *Cost Distribution* (0027) or from *Organizational Management* is taken into consideration when *posting to Accounting*. However, this only applies when wage types are posted that were entered in these infotypes or created using them.



The list above is not a complete list of infotypes in which you can specify a cost assignment.

See also:

[Posting to Substitute Cost Centers \[Page 151\]](#)

[Posting to Fixed Cost Centers \[Page 195\]](#)

[Posting to Funds Management \[Page 225\]](#)

Posting-Relevant Information in the Payroll Result

Posting-Relevant Information in the Payroll Result

The following tables in the payroll result contain information relevant to posting:

- The Results Table (RT) contains the wage types saved in the payroll results, with information on the rate (RTE), number (NUM), and amount (AMT), as well as the assignments to other tables. The assignments to the tables Work Center/Basic Pay (WPBP), Cost Distribution (CO), and Cost Assignment from Various Infotypes (C1) play a central role in the posting of payroll results.
- The Work Center/Basic Pay table (WPBP) contains central partial period information from the following infotypes (as well as derived information):
 - *Actions* (0000)
 - *Organizational Assignment* (0001)
 - *Planned Working Time* (0007)
 - *Basic Pay* (0008)
- The *Cost Distribution* (CO) table contains information from cost distribution within *Organizational Management* or from the *Cost Distribution* infotype (0027). The entries in the *Cost Distribution* (CO) table are assigned to entries in the *Work Center/Basic Pay* (WPBP) table.
- The table *Cost Distribution from Various Infotypes* (C1) contains the cost assignments from various infotypes. For a list of the most important infotypes in which you can specify a cost assignment, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 135\]](#). Those entries in the *Results Table* (RT) that contain wage types that were entered in one of these infotypes with a cost assignment or were created from it, link to the relevant entries in the table *Cost Distribution from Various Infotypes* (C1). A prerequisite for this is that the link to the table *Cost Distribution from Various Infotypes* (C1) was not deleted in the payroll calculation rules.

You can consider the payroll results from various points of view. The following functions are available:

Perspective	Function	Path
Employee	Remuneration Statement	<i>Payroll → Payroll → Remuneration statement</i>
Department	Wage Type Statement	<i>Payroll → Information System → Wage Type → Wage Type Statement</i>
Department	Payroll Journal	<i>Payroll → Information System → Organizational Unit → Payroll Journal</i>
Technical	Display cluster Rx	<i>Payroll → Tools → Display Payroll Results</i>

When posting to Accounting, the system evaluates the information in the payroll result tables for each personnel number in the following way:

- It determines the posting characteristics defined in Customizing for every wage type contained in the *Results Table* (RT).
- If a wage type should be posted to an expenses account in accordance with Customizing, the system checks if the entry for this wage type in the *Results Table* (RT) links to an entry in the

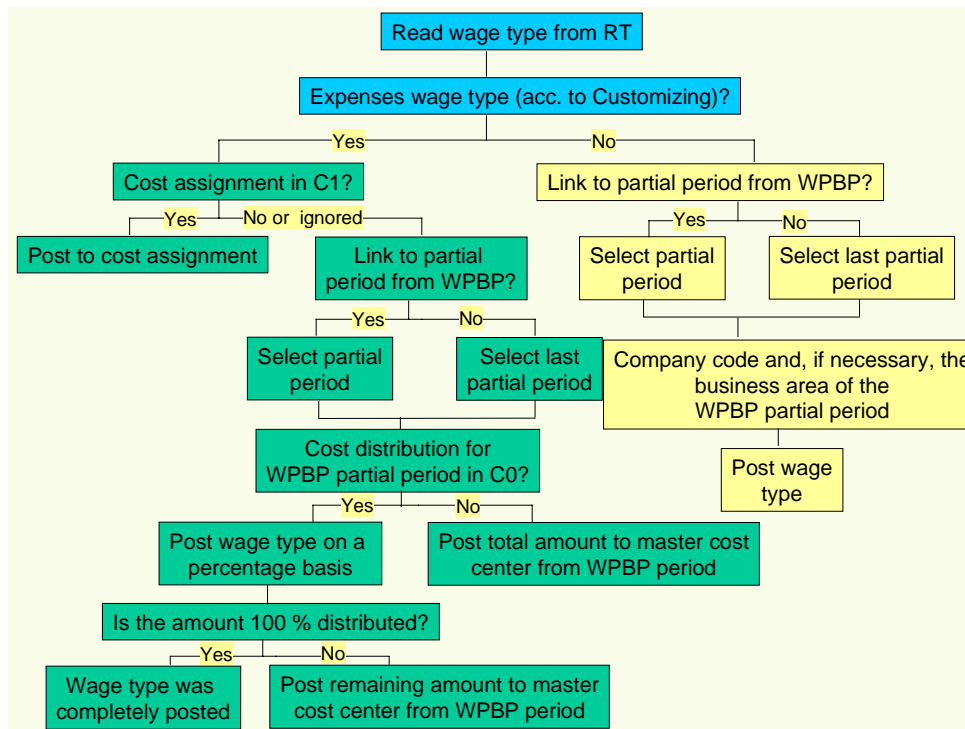
Posting-Relevant Information in the Payroll Result

table *Cost Distribution from Various Infotypes* (C1). If this is the case, the system posts the wage type amount to this cost assignment. If you have, however, specified that cost assignments from the table *Cost Distribution from Various Infotypes* (C1) should be ignored in the posting characteristics for the wage type, the system does not post the wage type amount to the specified cost assignment.

- If the entry for a wage type in the *Results Table* (RT) does not link to an entry in the table *Cost Distribution from Various Infotypes* (C1) or the cost assignment specified is ignored because of the wage type's posting characteristics, the system checks if the entry in the *Results Table* (RT) refers to a [Partial Period in the Work Center/Basic Pay Table \(WPBP\) \[Ext.\]](#). If this is the case this partial period is selected. If this is not the case, the system selects the last partial period in the table *Work Center/Basic Pay* (WPBP).
- The system checks if a cost distribution in the *Cost Distribution* (CO) table is specified for the period defined in the table *Work Center/Basic Pay* (WPBP).
 - If this is the case, the system posts the wage type amount on a percentage basis to this cost assignment. If a cost assignment of less than 100% is specified in the table *Cost Distribution* (CO), the system posts the remaining amount to the master cost center that is specified for the respective partial period in the table *Work Center/Basic Pay* (WPBP).
 - If this is not the case, the system posts the total wage type amount to the master cost center that is specified for the respective partial period in the table *Work Center/Basic Pay* (WPBP).
- If a wage type is posting-relevant according to Customizing but should not be posted to an expenses account, the system checks if the entry for this wage type in the *Results Table* (RT) links to a partial period in the table *Work Center/Basic Pay* (WPBP). If this is the case this partial period is selected. If this is not the case, the system selects the last partial period in the table *Work Center/Basic Pay* (WPBP). The system reads the company code, and if necessary, the business area from the defined partial period, and posts the wage type amount using this information as a basis. The business area is not taken into consideration when posting to customer and vendor accounts.

Evaluating Tables in the Payroll Result for Posting to Accounting

Posting-Relevant Information in the Payroll Result



Example: Posting-Relevant Information in the Payroll Result

Example: Posting-Relevant Information in the Payroll Result

The following basic conditions apply for an employee:

- Your employee is assigned to the *Central Development* master cost center
- The basic pay is 5,000.00
- From January 01 – January 15, the employee works for the *Product Planning* cost center for 50% of the time and for the master cost center for 50% of the time.
- From January 16 - January 31, your employee works for the *Sales* cost center (30%) and for the *Quality assurance* cost center (70%).
- On January 16, your employee receives a one-off payment of 100.00 from the *Training* cost center.

This affects the payroll results for the payroll month of January as follows:

Work Center / Basic Pay Table (WPBP)

WPBP Partial Period	From - To	Company Code	Master Cost Center
01	01.01-15.01.	0001	Central development
02	16.01-31.01.	0001	Central development

Results Table (RT)

Wage type	WPBP Partial Period	Cost Accounting	Amount
Monthly salary (M020)	01		2,400.00
Monthly salary (M020)	02		2,600.00
One-off payment (M110)	02	0001	100.00
Bank transfer (/559)			5,100

Cost Distribution Table (C0)

WPBP Partial Period	SeqNr	Company Code	Cost Center	Percent
01	01	0001	Product planning	50
02	01	0001	Sales and distribution	30
02	02	0001	Quality assurance	70

Table of Cost Distribution from Different Infotypes (C1)

Cost Accounting	Company codes	Cost center
0001	0001	Training

This information in the payroll results tables is evaluated by the *Posting to Accounting* component as follows:

Example: Posting-Relevant Information in the Payroll Result

Posting Wage Type *Monthly Salary* (M020) for WPBP Partial Period 01:

1. The system reads the *Monthly Salary* wage type (M020) for work center 01 from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.
3. The system checks whether there is an entry for this wage type in the *Cost Distribution from Different Infotypes* table (C1). This is not the case.
4. The system checks whether the entry for this wage type in the *results table* (RT) refers to a partial period in the *Work Center Basic Pay* table (WPBP) and identifies the partial period January 01 – January 15.
5. The system checks whether cost distribution has been specified in the *Cost Distribution* table (C0) for this partial period and identifies a distribution of 50% to the *Product Planning* cost center.
6. The system posts 50% of the wage type amount to this cost center (1,200 to the *Product Planning* cost center).
7. The system checks whether the wage type amount has been distributed at 100%. This is not the case. For this reason, the system posts the remaining amount (50% = 1,200) to the master cost center for the employee (*Central Development*). The wage type amount is then completely posted.

Posting Wage Type *Monthly Salary* (M020) for WPBP Partial Period 02:

1. The system reads the *Monthly Salary* wage type (M020) for work center 02 from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.
3. The system checks whether there is an entry for this wage type in the *Cost Distribution from Different Infotypes* table (C1). This is not the case.
4. The system checks whether the entry for this wage type in the *results table* (RT) refers to a partial period in the *Work Center Basic Pay* table (WPBP) and identifies the partial period January 16 – January 31.
5. The system checks whether cost distribution has been specified in the *Cost Distribution* table (C0) for this partial period and identifies a distribution of 30 % to the *Quality Assurance* cost center.
6. The system posts the wage type amount, which is distributed on a percentage basis, to the cost centers (780 to the *Product Planning* cost center and 1,820 to the *Quality Assurance* cost center).
7. The system checks whether the wage type amount has been distributed at 100%. This is the case. The wage type amount is then completely posted.

Posting the *One-Off Payment* Wage Type (M110):

1. The system reads the *One-Off Payment* wage type (M110) from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to an expense account.

Example: Posting-Relevant Information in the Payroll Result

3. The system checks whether an entry for this wage type exists in the *Cost Distribution from Different Infotypes* table (C1) and identifies that the wage type amount is to be posted to the *Training* cost center.
4. The system posts the wage type amount to the cost center.

Posting Bank Transfer Wage Type (/559)

1. The system reads the *Bank Transfer* wage type (/559) from the *results table* (RT).
2. The system reads the posting characteristics for the wage type in Customizing and identifies that this wage type is to be posted to a balance sheet account.
3. The system checks whether the entry for this wage type in the *results table* (RT) refers to a partial period in the *Work Center Basic Pay* table (WPBP). This is not the case. The system chooses the last partial period in the *Work Center/Basic Pay* table (WPBP) (16.01 – 31.01).
4. The system reads the company code 0001 from the partial period for the *Work Center/Basic Pay* table (WPBP) and posts the wage type amount to this company code.

Posting Documents

The system creates the following posting document for the described postings:

Company code 0001

G/L account	Cost Center	Debit	Credit
Salaries	Product planning	1,200.00	
Salaries	Central development	1,200.00	
Salaries	Sales and distribution	780.00	
Salaries	Quality assurance	1820.00	
Salaries	Training	100.00	
Wages and salaries to be paid			5,100.00

Account Determination

Use

You can use Customizing for *Posting to Accounting* to determine which wage types are posted, and to which *Financial Accounting* accounts the amount contained in these wage types should be posted. If you perform *posting to Accounting*, the wage types from the payroll results to be posted are posted to the assigned accounts. This automatic process is called **account determination**.



With the help of the report [Display Assignment of Wage Types to G/L Accounts \(RPDKON00\) \[Ext.\]](#), you can specify which wage types are posted to which accounts.

Accounts are determined in the following steps:

1. The system determines the assigned symbolic account from the wage type.
2. The assigned *Financial Accounting* account (G/L account, customer account or vendor account) is determined from the symbolic account.

The two-stage procedure is advantageous since *Payroll* is separated from the Accounting components by the "Symbolic Account" interface. If there are organizational changes in Accounting, the symbolic account assignment of the wage types remains unaffected. On the other hand, payroll changes do not necessarily cause changes to the account assignment settings in the *Accounting* components.

Activities

In Customizing for *posting to Accounting*, you can assign a G/L account to a symbolic account in the following ways:

- You assign a G/L account to a symbolic account.
- You assign various G/L accounts to a symbolic account, irrespective of the employee grouping for account determination, for example, you assign the G/L account *Wages* to the symbolic account *Wages and salaries* for industrial workers, and you assign the G/L account *Salaries* to the symbolic account *Wages and salaries* for salaried employees.

For account determination to run successfully, you must specify the account assignment type for every symbolic account in *Payroll* Customizing, under *Reporting for Posting Payroll Results to Accounting* → *Activities in the HR System* → *Employee Grouping and Symbolic Accounts* → *Define Symbolic Accounts*. This specifies if the posting is a G/L account posting, a customer posting or a vendor posting.

During account determination, the system determines the relevant account in Financial Accounting for every symbolic account using the account assignment type and the value of the employee grouping for account determination.

See also:

[Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV \[Page 220\]](#)

Document Split Account

Document Split Account

Definition

An object in *Accounting* used as a clearing account within *posting to Accounting*.

Use

When posting to Accounting, various situations require the posting data to be split into several documents.

If it is necessary to split documents but a document split account was not set up in the system, posting to Accounting cannot take place. For this reason, you should set up a document split account and assign the account planned for this purpose, even if it does not appear necessary to split documents when the system is introduced.

You assign a document-split account to the relevant symbolic accounts in Payroll Customizing (under *Reporting for Posting Payroll Results to Accounting* → *Activities in the AC System* → *Assign Accounts* → *Assign Technical Accounts*).

The system splits the document in the following situations:

- The posting data contains posting records with a different posting date or different posting periods.
- The posting data contains posting records with different company codes.
- The posting data does not only contain G/L account postings but also payable/receivable postings.
- Document split control that is stored in the posting variant used requires you to split the documents.
- The size of the posting data makes it necessary to split the documents.

If the system splits documents in one of these situations, the posting items do not always have a balance of zero. If the balance of the posting items for a document is not equal to zero, an item for the relevant posting to the document split account is added to this document in order to clear the balance of this document.

If you use [business areas \[Ext.\]](#) in Financial Accounting, the system makes sure that the balance within a G/L account document is zero for each business area when *posting to Accounting*. To do so, the system adds postings to the document split account under specification of the business area. Thus, the document split account is only posted to if the document has not been split but the balance of the posting items has not been cleared for each business area.

Posting Retroactive Accounting Data

Use

When posting retroactive accounting data, the posting run for the previous payroll result is reversed (posting with reversed sign) and the new payroll result is posted for the payroll periods accounted retroactively.

The summarization of posting information performed in *posting to Accounting* has the following effect when posting retroactive accounting data:

- If only the amount changes, the difference is posted.
- If the account assignment objects also change, the amount in the old account assignment objects is cancelled and posted to the new ones.

At the time of posting, *Financial Accounting* has usually closed the previous [posting periods \[Page 150\]](#). For this reason, the retroactive accounting data is posted in the posting period that belongs to the current payroll period (with the exception of [posting to special periods \[Page 197\]](#)).

If, at the time of posting retroactive data, the previous payroll result for the retroactively accounted period was already posted in Accounting, the system does not evaluate this payroll result a second time using Customizing to reverse the posting. Instead, the system evaluates the posting run that was created for this payroll result. In the process it determines

- Which wage types were posted
- Which symbolic accounts were used
- With which account assignment type the posting took place
- With which *Employee grouping for the account determination* this posting took place
- Which entries from the payroll results tables (for example, table WPBP, C0, C1) were evaluated

The system reverses the posting using this information.

See also:

- [Example: Posting Retroactive Accounting Data \[Page 146\]](#)
- [Recalculation Differences \[Page 148\]](#)
- [Retroactive Accounting \[Ext.\]](#)

Example: Posting Retroactive Accounting Runs

Example: Posting Retroactive Accounting Runs

In period 1, an employee receives monthly remuneration of 5,000. In period 2, basic remuneration is increased retroactively to 6,000 for period 1 and all subsequent periods.

The following graphic shows only the basic wage types that are relevant in posting:

- Since wage type /560 (*Net Pay*) is not posted, the posting-relevant wage type /559 (*Bank Transfer*) is taken into account for the payment.
- No other payments or deductions are taken into consideration. The payment amount (wage type /559 *Bank Transfer*) therefore represents the monthly remuneration for the employee (wage type M020).

I

01/2000 IN 01/2000

M0205,000

/5595,000

In February 2000,

employee receives

retroactive salary

increase of 1,000

from January 01, 2000

01/2000 IN 02/2000

M0206,000

/5595,000

/551- 1,000

02/2000 IN 02/2000

M0206,000

/5521,000

/5597,000

II

Sal. Jan. old- 5,000

Sal. Jan. new+6,000

Sal. Feb. new+6,000

Sal.7,000

Pymt Jan. old- 5,000

Pymt Jan. new+6,000

Pymt Feb. new+6,000

Pymt7,000

Recalc. Jan. new- 1,000

Recalc. Feb. new+1,000

Recalc. diff.0,-

III

Salary

W&S payable

Recal.diff.account

7,000

7,000

Part I: Consideration of Payroll Results

In period 01, the monthly salary for the employee is 5,000 (wage type M020). This amount is paid out to the employee (wage type /559 *Bank Transfer*)

As a result of the retroactive accounting run, a new payroll result is created in period 02 for period 01. In this result, the basic remuneration is increased to the new agreed amount of 6,000 (M020). The payment amount in period 01 remains unchanged (wage type /559 *Bank Transfer*). The difference of 1,000 is recorded in the separate wage type /551 *Recalculation Difference*.

In period 2, the employee receives 7,000 (wage type /559 *Bank Transfer*). This is due to the retroactive remuneration increase. This amount consists of the monthly salary for period 2 (wage type M020 = 6,000) and the retroactive salary increase for period 1 (wage type /552 *Subs.clearing/prev.month* = 1,000).



If the tax is calculated according to the principle of origin, wage types /551 *Recalculation Difference* and /552 *Subs.clearing/prev.month* are formed when retroactive differences are created. However, if the tax is calculated according to the inflow principle, other wage types may be relevant to posting with regard to retroactive differences either instead of or in addition to these wage types.

Example: Posting Retroactive Accounting Runs**Part II: Consideration of Postings**

When this retroactive run is posted, the posting for payroll result *period 01 in period 01* is reversed. In this way, the posting of wage type M020 creates a balance of 7,000, which is posted to the debit side of the *remuneration* account as an expense. The posting of the payment amount (wage type /559) creates a balance of 7,000, which is posted to the credit side of the *Payments* account as a payable. In the posting, the amounts for wage types /551 and /552 create a balance of zero. Therefore, no posting is created from these recalculation differences.

Part III: Consideration of Accounts

7,000 are posted to the debit side of the *Remuneration* account. 7,000 are posted to the credit side of the *Payments* account. There is no posting to the recalculation difference account. A retroactive run can, for example, trigger a posting to the recalculation difference account if several company codes are affected by the retroactive run.

See also:

[Recalculation Differences \[Page 148\]](#)

[Cross-Company Code Transactions \[Page 199\]](#)

Recalculation Differences

Recalculation Differences

Use

Creation of Recalculation Differences in Payroll

In retroactive runs, the amounts of the *Payment Amount* wage type /560 are not changed. The system calculates a new payment amount for the previous period; however, it does not save this amount. Instead, it creates the amount for the *Recalculation Difference* wage type (/551) from the difference between this amount and the original payment amount.

The system saves this amount in the *results table* (RT) from the new payroll results for the period recalculated and transfers it to wage type /552 *Subs.clearing/prev.month* for the current period. The system stores the amount for wage type /552 (*Subs.clearing/prev.month*) in the *results table* (RT) from the original results for the current period.

Wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) have opposite positive (+)/negative (-) signs:

Change	Sign /551 <i>Recalculation Difference</i>	Sign for /552 <i>Subs.clearing/prev.month</i>
A remuneration element for an employee is increased retroactively	Negative	Positive
A remuneration element for an employee is reduced retroactively	Positive	Negative

Posting Recalculation Differences

When the system posts the payroll results to Accounting, it checks that the balance of the single items to be posted is zero for each employee and payroll result. For this reason, you must code the wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) as relevant to posting in Customizing. If you fail to do so, the balance per payroll result will not be zero if recalculation differences occur, as you cannot change the amount for wage type /559 *Bank Transfer* retroactively.



Wage type /560 *Payment Amount* is not taken into account by the evaluation for posting to Accounting. Only wage type /559 (*Bank Transfer*) is relevant for posting.

Due to the opposite positive/negative signs, the total of wage types /551 (*Recalculation Difference*) and /552 (*Subs.clearing/prev.month*) is zero for the employee. For this reason, these wage types do not usually create a posting, even though they are coded as relevant for posting. However, this does not apply if company code clearing is not used, and a retroactive run including the period before the employee changed company code is carried out after a change in company code. For more information and an example of posting, see [Retroactive Accounting for Summary Clearing \[Page 203\]](#). Other exceptions are retroactive runs over the end of the fiscal year and posting to special periods.

We recommend that you set up a different clearing account in Accounting for posting recalculation differences. This clearing account should not be used for any other postings.



If the tax is calculated according to the principle of origin, wage types /551 *Recalculation Difference* and /552 *Subs.clearing/prev.month* are formed when retroactive differences are created. However, if tax is calculated according to the inflow principle, other wage types may be relevant to postings concerning retroactive differences (either instead of or in addition to these wage types).

See also:

[Posting Retroactive Accounting Data \[Page 145\]](#)

[Example: Posting Retroactive Accounting Runs \[Page 146\]](#)

Prerequisites

You must set up the system correctly in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting*, to ensure that recalculation differences are posted correctly to Accounting.

- You must define a symbolic account for recalculation differences (under *Activities in the HR System* → *Employee Grouping and Symbolic Accounts* → *Define Symbolic Accounts*)
- You must assign the symbolic account for recalculation differences to the corresponding wage types (under *Activities in the HR System* → *Maintain Wage Types* → *Define Posting Characteristics of Wage Types*)
- You must assign a balance sheet account from *Accounting* to the symbolic account (under *Activities in AC System* → *Assigning Accounts* → *Assign Balance Sheet Accounts*)

Posting Period and Posting Date

Posting Period and Posting Date

The system usually determines the posting date from the current payroll period. As a result, retroactive accounting runs are also posted with the posting date that originates from the current payroll period. [Posting to Special Periods \[Page 197\]](#) is an exception to this rule.

The *Accounting* components determine the posting period that is posted to, from the posting date.

Use

You have the following options for specifying the posting date:

- Using the relevant settings in the table of date specifications for a specific period in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Activities in the HR System* → *Maintain the Posting Date for Payroll Periods*
- By manual entry in the step *Create posting run* in the *Specifications for posting date* group box
- By setting the *Acc.to payment* indicator in the step *Create posting run* in the *Posting date specification* group box. However, use of the payment date, as a posting date is only useful in countries in which the payment date is given a relevant meaning (for example, USA, Canada, Japan).

In some countries, payroll periods and posting periods can have different lengths. If the start and finish of a payroll period are in different posting periods for a weekly payroll run, it is necessary to distribute the expense from this payroll period (proportionally) to two posting periods. In some countries, this is possible with the help of the [Month-End Accruals \[Ext.\]](#) function.

Posting to Substitute Cost Centers

Use

Particularly for objects such as orders or projects to which can only be posted for a limited period of time, or after a change in the cost center structure, it may not be possible to post to certain account assignment objects in cost accounting.

In this case, the system posts to the master cost center instead, which is set in the infotype *Organizational Assignment* (0001). This master cost center is determined from the last partial period from the table *Work Center/Basic Pay* (WPBP) for the current payroll result.

If this master cost center is in a different company code, or cannot be posted to, the system posts to a substitute cost center.

The system logs the substitution of account assignment objects in the document. You must check these substitutions and perform manual postings after executing *posting to Accounting* if the expense should not remain in the account assignment objects determined on a substitution basis.

Prerequisites

You must have set up the substitute cost center in cost accounting, and assigned it in *Payroll Customizing* (under *Reporting for Posting Payroll Results to Accounting* → *Activities in AC system* → *Assign Substitute Cost Centers*).

Substitution Logic for Closed CO Account Assignment Objects

Substitution Logic for Closed CO Account Assignment Objects

Purpose

The substitution logic for closed CO account assignment objects assumes that you manually repost posting items, which the system posts to the substitute cost centers, to other account assignment objects. This will be explained in the following example.



An employee gets a salary of 5,000 and changes his/her master cost center on the 1st January 2000 (from the cost center *Special Development* to the cost center *Training*). The cost center *Special Development* is closed as of 31st December 1999. By mistake, you do not enter the employee's change of cost center in the master data before completing payroll for period 01 in 2000. For this reason, the *Workplace/Basic Pay* (WPBP) table in the payroll results *01 in 01* contains the *Special Development* cost center.

Process Flow

Posting for Payroll Period 01

1. As it is not possible to post to the *Special Development* cost center, the system posts the expense of 5,000 (for the employee's salary) to the [substitute cost center \[Page 151\]](#) that you have specified in Customizing.
2. The system documents the substitution of the account assignment object in the posting document to remind you that you must manually repost the expense of 5,000 from the substitute cost center to the employee's new master cost center (*Training*).
3. You perform the reposting.

Retroactive Change in Master Data and Retroactive Accounting

1. Following the payroll run for period 01/2000, you enter the change in cost center in the employee's master data.
2. This change in master data leads to a retroactive accounting run in period 02/2000. The *Workplace/Basic Pay* (WPBP) table in the *payroll results 01 in 02* contains the correct *Training* cost center.

Posting for Payroll Period 02

The system compares the payroll results *01 in 01* and *01 in 02* and (because of the change in cost center) tries to cancel the amount of 5,000 on the cost center for the result *01 in 01* (*Special Development*) and post it to the cost center for the result *01 in 02* (*Training*). However, as the cost center *Special Development* is closed, the system uses the current master cost center (*Training*), which it determines from the last partial period in the table *Workplace/Basic Pay* (WPBP) for the current payroll result (*02 in 02*).

1. The system thus cancels the amount of 5,000 on the *Training* cost center.
2. The system also posts the amount of 5,000 to the *Training* cost center.

Substitution Logic for Closed CO Account Assignment Objects

3. When [checking the posting documents \[Page 161\]](#) you realize that these two postings cancel each other out and that the amount of 5,000, which you manually posted to the *Training* cost center remains in this cost center.

Result



If you would not repost manually after posting the payroll results 01/2000, the system would still perform the same postings to the *Training* cost center when posting the payroll results 02/2000. In this case, the expense of 5,000 would remain on the substitute cost center and the expense of 5,000 for the salary that the employee received in the payroll period 01/2000 would be missing on the *Training* cost center.

The following table shows an overview of which posting you must perform in this example and which postings are made by the system. To keep the explanation simple, posting the salary for period 02/2000 is not taken into consideration.

Posting for Payroll Period	Cost Center <i>Special Development</i>	Cost Center <i>Training</i>	<i>Substitute cost centers</i>	Posting performed by
01			+ 5,000	the system
01		+ 5,000	- 5,000	the user
02		- 5,000		the system
02		+ 5,000		the system
Total		+ 5,000	0	

Steps

Steps

You can use the *Steps* unit

- To inform yourself, at a glance, which steps you must carry out to [perform the posting \[Page 155\]](#)
- To call detailed descriptions of these steps
- To gain information on steps within posting, which you only need to perform in certain situations (for example, deleting a posting run, reversing posting documents)

Performing the Posting

Purpose

Posting to Accounting includes the evaluation of the payroll results, the creation of summarized documents and posting them in the Accounting components.

The documents created in *posting to Accounting* contain summarized information. However, provided you have authorization, you can trace back which information (from the payroll results) the posting documents are based on for a specific personnel number.

If documents have been posted with an incorrect posting date, you can also [reverse \[Page 175\]](#) a posting run.

You can also archive the data created in posting to Accounting. For more information, see [Archiving Posting Documents \(PY-XX-DT\) \[Ext.\]](#) and [Archiving Index Files \(PY-XX-DT\) \[Ext.\]](#).

Prerequisites

You have successfully run payroll.

Process Flow

When posting to Accounting, you carry out the following activities:

1. Simulating a Posting Run
2. Creating A Posting Run
3. Checking a Posting Run
4. Checking the Posting Documents
5. Releasing Posting Documents
6. Posting Posting Documents
7. Checking Accounting Documents
8. Checking the Completeness of the Postings
9. Subsequent Activities in Financial Accounting

Result

You have posted the personnel expenses and payables to the accounts and account assignment objects in the *Accounting* components.

Simulating a Posting Run

Simulating a Posting Run

Use

We recommend that you simulate a posting run both before and after completing payroll. In this way, you can recognize posting-relevant errors in the payroll results early on, and avoid errors when creating a live posting run.

You can repeat simulation of posting runs as often as you require, as this does not, unlike creating a live posting run, lead to the payroll results being selected.

You have two options for simulating a posting run:

- Creating a **test run** without posting documents (limited check). The system performs the following activities:
 - It selects the payroll results.
 - It determines the posting-relevant information and the wage types to be posted.
 - It determines the symbolic accounts and the employee grouping for account determination.

In this way, the system creates individual items, which, unlike the posting documents for a simulation run, are not saved. The system finally checks if the balance of these individual items is equal to zero for each payroll result.
- Creating a **simulation run** with posting documents (complete posting). The system performs the following activities:
 - It creates a posting run and marks it as being a simulation run. For this reason, the system does not post the posting documents for this posting run.
 - The posting documents are put through the same checks as the posting documents from a live posting run.

Simulating A Posting Run before Finishing Payroll

Before completing payroll, you should create a simulation run to recognize posting-relevant errors in the payroll result early on. If you do not want to create a simulation run at this stage, you should at least create a test run.

Simulating A Posting Run after Finishing Payroll

After finishing payroll, you should create a simulation run in order to check the posting documents (this may have to be approved by Accounting). Remove any possible causes of errors and repeat creation of the simulation run, until technically correct posting documents with the right contents are created. You should only create a live posting run at this point in time.

Procedure

You proceed as described in [creating a posting run \[Page 158\]](#). When doing so, bear the following special feature in mind:

- If you want to create a test run, enter the value **T** in the field *Document creation type* (in the *Run attribute* group box).

Simulating a Posting Run

- If you want to create a simulation run, enter the value **s** in the field *Document creation type* (in the *Run attribute* group box).



If you want to have a complete log of a number of personnel numbers (selected for test purposes) that is easy to keep track of, set the *Display log* indicator in the *Run attribute* group box. We advise you against creating a complete log for a larger number of personnel numbers. Even if you do not set the *Display log* indicator, the system produces a log if there are errors for the personnel numbers affected.

Result if Successful

In the case of **test runs**, the system displays a detailed log if you have set the *Display log* indicator in the step *Create posting run*. If you have not set the *Display log* indicator, the system displays statistics for the evaluated personnel numbers.

In the case of **simulation runs**, the system creates a posting run and marks it as a simulation run. This prevents the accompanying posting documents being posted. The simulation run gets the status *Documents created* and is saved. The accompanying posting documents get the status *created*. An index is created for all processed payroll results. This ensures that the origin of a document item can be retraced, provided that the original payroll result has not been replaced as the result of a correction run. For more information, see [Displaying Revision information \[Page 174\]](#)

Result if Unsuccessful

In the case of **test runs**, the system displays a log containing the relevant error messages.

In the case of **simulation runs**, various errors can occur:

- If an error occurs when selecting or processing the payroll results for individual employees, the system rejects the incorrect personnel numbers and does not include them in the document. The log contains a relevant error message.
- If an error occurs when creating the document, a relevant error message appears in the document display after the document has been created. The posting run gets the status *Documents incorrect*. The accompanying posting documents get the status *incorrect*.
- Certain situations in which an error occurs (for example, rejection of all personnel numbers) can lead to no documents being created. In this case, the log contains the comment *No documents created*. The posting run gets *deleted* status.



Delete the simulation runs you no longer require to avoid creating unnecessarily large amounts of data. For more information, see [deleting the posting run \[Page 170\]](#)

Creating a Posting Run

Creating a Posting Run

Use

After completing *Payroll*, you must create a live posting run to post the personnel expenses and payables to the accounts and account assignment objects in the *Accounting* components.

Before creating a live posting run you should have created a [simulation run \[Page 156\]](#) with technically correct posting documents containing the correct information.



Prerequisites

You must have successfully run payroll for the personnel numbers, for which the payroll results should be evaluated for posting.

Payroll must have been completed for all payroll areas affected by posting.

A simulation run, with technically correct posting documents containing the correct information should have been created.

Procedure

1. Choose *Human Resources* → *Payroll* → *Subsequent activities* → *Per payroll period* → *Posting to Accounting* → *Execute run*.
2. To select the payroll period, you enter the *payroll area* and choose .
The current payroll period is displayed.
If you want to evaluate a different payroll period to the current period, choose *Other period* and enter the period you require.
3. Make the necessary entries in the *Selection* group. Entering the payroll area usually makes the selection.
4. Enter the value **P** in the field *Type of document creation*.
5. You can enter a *Text for the posting run*. You can choose this text yourself. It helps identify the posting run in the overview of posting runs.
6. In the *Document creation data* group, specify the posting variant you require or copy the standard entry.
7. Only make settings for the options described in the following table in special cases.
8. To create the posting run, choose .

Controlling the Evaluation Report in Special Cases

Option	Explanation
<i>Off-Cycle Payroll</i>	If you want to evaluate the results of an Off-Cycle Payroll Run [Ext.] , enter the necessary data. Off-Cycle payroll runs only take place in certain countries.

Creating a Posting Run

<i>Display log</i>	If you set this indicator, after creating the posting run the system displays a log that contains detailed information, for example, the wage types evaluated for posting, for every personnel number for which payroll was performed. Only set this indicator if you want to process an easily comprehensible range of personnel numbers. The creation of a log for large numbers of personnel numbers requires a lot of memory space and is not recommended. If you do not set the <i>Display log</i> indicator, errors that occurred when creating the posting run are still displayed in a log for specific personnel numbers.
<i>Cost planning</i>	If you want to provide the results of the evaluation report as data for personnel cost planning [Page 239] , choose <i>Cost Planning</i> and make the necessary entries.
Default value for posting date group box	Here, you can specify the posting date [Page 150] or make further entries for posting for special periods [Page 197] . You should flag the <i>Acc. to period definition</i> indicator for regular posting runs.
<i>Document date</i>	You can enter a <i>Document date</i> in the <i>Document creation data</i> group box. If you do not enter a document date, the system uses the date on which the posting documents were created, therefore the current system date.

Result if Successful

If you have set the *Display log* indicator, the system displays a detailed log. If you have not set the *Display log* indicator, the system displays statistics for the evaluated personnel numbers.

The posting run created gets the status *Documents created* and is saved. It has a clear number. The accompanying posting documents get the status *created*.

An index of all processed payroll results is created. This makes it possible to trace creation of a document item although the documents have been summarized.

The system selects the processed payroll results to ensure that they are only posted once.

Result if Unsuccessful

The following errors can occur when creating a posting run:

- If an error occurs when selecting or processing the payroll results for individual employees, the system rejects the incorrect personnel numbers and does not include them in the document. The log contains a relevant error message.
- If an error occurs when creating the document, a relevant error message appears in the document display after the document has been created. The posting run gets the status *Documents incorrect*. The accompanying posting documents get the status *incorrect*.
- Certain situations in which an error occurs (for example, rejection of all personnel numbers) can lead to no documents being created. In this case, the log contains the comment *No documents created*. The posting run gets *deleted* status.

For more information on the treatment of errors in posting, see [unselected or incorrect personnel numbers \[Page 242\]](#).

Checking a Posting Run

Checking a Posting Run

Use

After you have created the posting run, make sure that no errors occurred.

Prerequisites

You have performed the step [creating a posting run \[Page 158\]](#).

Procedure

Go to the [document overview \[Page 167\]](#) and check the status of the relevant posting run.

Posting run status	Meaning (for live posting runs)
<i>Documents created</i>	You have successfully created a posting run and can continue processing the posting run.
<i>Incorrect documents</i>	You must remove the error, delete the posting run and create a new posting run.
<i>Deleted</i>	When creating the posting run, the system rejected all the personnel numbers and did not create any documents. You must remove the error and create a new posting run.
<i>Selection is running</i> <i>Document creation is triggered</i> <i>Document creation is running</i>	Creation of the posting run is still running. It is also possible that the system interrupted creation of the posting run after the payroll results for individual personnel numbers were selected. In this case, you must delete the posting run and create a new posting run.

For notes on causes of errors, see the display of the posting documents for a posting run. The display of the history, attributes and details of a posting run can provide further indications of causes of errors. To view this, select the posting run in the overview of posting runs, then choose *Go to* and the relevant menu option.

See also:

[Checking the Completeness of the Postings \[Page 165\]](#)

Checking the Posting Documents

Use

If you have performed the step *Check posting run*, you should check the posting documents for the posting run in question.

Prerequisites

You have created a posting run.

Procedure

1. In the [document display \[Page 173\]](#), you check the line items in the posting documents created.
2. If necessary, check the [revision information \[Page 174\]](#) for the individual line items.

If a posting run contains one or more incorrect posting documents, the system cannot post the correct posting documents, as it is only possible to post all the posting documents belonging to a posting run at the same time.

Therefore, if you discover errors when checking the posting documents, you must delete the posting run in question and create and check a new posting run, after removing the cause of the problem.

If the posting documents are correct, you can release them.


Releasing Posting Documents

Releasing Posting Documents

Use

If, when checking a live posting run and the accompanying posting documents, you establish that all posting documents are technically correct and contain the right contents, you can post the posting documents. To do so, you must first of all release all posting documents for the posting run.

Procedure

1. Display the posting documents for a posting run in the document overview.
2. Select the posting documents that you want to release.
3. Choose .

A dialog box appears in which you must confirm the release of the posting documents.

4. Choose **Yes** to release the posting documents or **No** to terminate the process.

Result

The released posting documents have the status *Released*. If you have released all posting documents for a posting run, the posting run has the status *All documents released*.

You should not reset the release status. If you find errors in a posting run after releasing the posting documents, you must delete it and create a new posting run.

Additional Information

You can grant authorization for the release of posting documents for every company code for another person.

However, another authorization is necessary for posting the documents. This authorization is not assigned for each company code, as it is only possible to post all posting documents for a posting run (which may belong to different company codes) at the same time. Posting posting documents should therefore be seen as a technical step, as the person responsible for the individual company codes has already given their approval for posting the posting documents by releasing them.

You can set up a workflow for the release of posting documents. The *PayrollAccDocument.Release* method from the business object *BUS7009* is used in this workflow. In Customizing, choose *Basis* → *Business Management* → *SAP Business Workflow* → *Perform Task-Specific Customizing*, and from there, choose the following path from the component hierarchy under *Payroll* → *Payroll: General Parts* → *Transfer*, to make settings for the task *Release posting document*.

The standard task *PY_EVDOCREL* is provided as a model. When this event is triggered, the task sends a work item containing the above method.

For general information on workflows, see the [SAP Business Workflow \(BC-BMT-WFM\) \[Ext.\]](#).

Posting Posting Documents

Use


After you have released all the posting documents for a posting run, and the posting run thus has the status *All documents released*, you can post the posting documents.

You must post all the posting documents belonging to a posting run together in the *Accounting* components. Individual posting documents cannot be posted.


Prerequisites

The posting run has the status *All documents released*.

Procedure

1. Go to the overview of posting runs.
2. Select the required posting runs.
3. Choose .

A dialog box is displayed, in which you must confirm that you want to post the posting documents for the selected posting runs.

4. Choose *Immediately* or *Create job*, to start the reversal or  *Cancel*, to cancel the reversal.

Result if Successful

If you use *Human Resources* and *Accounting* in the same system, the posting documents were posted in the components affected in Accounting. The posting run has the status *Documents posted*.

If you use *Human Resources* and *Accounting* in separate systems, posting does not take place simultaneously in the Accounting components. The system creates Idocs for the posting documents for a posting run. The posting run gets the status *Documents transferred*. The Idocs are sent to the logical system, in which the posting documents should be posted, using the ALE interface. When processing the Idoc in the target system, the posting documents are posted in the Accounting components affected.

If agreed with Accounting, you can [reverse posting documents \[Page 175\]](#) that have been posted, if this is necessary because of an error in the contents.

Result if Unsuccessful

The posting run has the status *Document transfer has failed*. Posting to Accounting did not take place.

Depending on the error that occurred, it may be a good idea to start posting this posting run once again. If the error still occurs and it is not possible to post the posting run, you must delete the posting run and create a new one.

Checking Accounting Documents

Checking Accounting Documents

Use

The Accounting components create their own posting documents based on the summarized posting documents. You should check these documents after you have posted the posting documents for a posting run.

Prerequisites

- The relevant posting run has the status *Documents posted* when Payroll and Accounting are in one system.
- The relevant posting run has the status *Documents posted* when *Payroll* and *Accounting* are in distributed (separate) systems.

Procedure

1. Go to the document overview.
2. Select the posting document you require.
3. Choose *Goto* → *Accounting documents*.

A dialog box appears with a list of the accounting documents created.

4. Selected the accounting document you require.

Result

You see the document that the specified Accounting component has created.

For more information, see [Accounting Documents Were Not Created \[Page 243\]](#)

Checking the Completeness of the Postings

Use


When checking a posting run or after you have posted the posting documents for one or several posting runs, you can use the completeness check to make sure that all employees that were included in the payroll run were taken into consideration when reporting for posting to Accounting.

During the completeness check, the system checks if all the existing payroll results were evaluated for *posting to Accounting* and therefore selected.



During this check, the system possibly processes very large amounts of data. It can therefore be time-consuming and put pressure on the system.

Procedure

1. In Payroll, choose *Subsequent Activities* → *Per Payroll Period* → *Posting to Accounting* → *Completeness Check*.
2. Enter a date, from which the completeness of the posting should be checked and choose . During the check, all the payroll results are checked that were created after the date specified.



Bear in mind that this check can only be made for payroll results that have been included in a payroll run and posted with an R/3 system of 4.0A or above.

Result

The system displays a list of the following information:

- Existing payroll rules that were not evaluated for posting to Accounting.
- Live posting runs that do not have any of the following statuses:
 - Transferred
 - Posted
 - Deleted
 - Reversed
 - Archived
 - Partially archived

Subsequent Activities in Financial Accounting

Subsequent Activities in Financial Accounting

Use

After performing *posting to Accounting*, you should perform certain reconciliation tasks and checks in Accounting.

Prerequisites

You have performed posting to Accounting and successfully posted the posting documents in the relevant Accounting components.

Procedure

For example, in Financial Accounting, the following steps are amongst the checks to be made:

- Comparison of transferred and posted payables.
- Checking of the retention amount for advances.
- Checking of the retention amount for claims.
- Clearing the cross-company-code activities:

Displaying an Overview of the Posting Runs

Use

In the overview of posting runs you can display a list of all available posting runs.

After you have created a posting run, the posting run overview is the starting point for all other actions that you perform with reference to the posting run:

- Checking a posting run
- Posting posting documents
- Reversing posting documents
- Deleting a posting run
- Changing or creating text for a posting run
- Manually setting the status of a posting run to *posted*

The [SAP list viewer \[Ext.\]](#) is used to display the posting runs. It offers a wide range of functions (for example, layouts, sort functions), which you can use to modify the display to meet your requirements.

Procedure

Choose *Payroll* → *Payroll* → *Subs.Activities* → *Per Payroll Period* → *Evaluation* → *Posting to Accounting* → *Edit Run*.

To go from the log display to the posting run overview after creating a posting run, choose *Posting run overview*.

Result

You access the **posting run overview**. In the standard system, the display is limited to posting runs that have not been posted yet using a filter. If you want to see the posting runs that have already been posted, you must [delete the filter \[Ext.\]](#).

Changing or Creating a Text for a Posting Run

Changing or Creating a Text for a Posting Run

Use


To identify the posting runs it is useful, particularly when creating posting runs in background processing, to enter a descriptive text for the individual posting runs. In the standard system, this text is displayed in the posting run overview in the column *Run text*.

Procedure

Creating a Text before Creating the Posting Run

Enter the desired text in the *Posting run text* field in the *Run attributes* group box in the selection screen of the program *Create posting run* before executing the program.

Creating or Changing a Text after Creating the Posting Run

1. Go to the overview of posting runs.
2. Select the posting run whose text you want to change.
3. Choose *Edit* → *Change name*
4. Enter the desired name or make changes and choose .

Displaying the Attributes of a Posting Run

Use

You can use the attributes of a posting run to, amongst other things, access the information that is displayed as statistics after creating the posting run, in other words, the number of selected, evaluated, rejected and missed out personnel numbers.

For more information on posting run attributes, see the [Posting Run Documentation \[Page 118\]](#).

Procedure

1. Go to the overview of posting runs.
2. Select the required posting run.
3. Choose *Goto* → *Run attribute*.

Deleting a Posting Run

Deleting a Posting Run

Use

If, before posting a **live posting run**, you realize that it contains errors (either technical, or in the contents), you must create this posting run a second time. As the system has selected the payroll results that were evaluated in this posting run, you must delete the posting run to remove selection of the payroll results. It is only then possible for the system to evaluate the relevant payroll results a second time for posting to Accounting.


If you no longer require **simulation runs** for test purposes, it is a good idea to delete them.

Prerequisites


If you want to delete a posting run, it should not have **any** of the following statuses:

- Documents transferred
- Documents posted
- Reversal documents transferred
- Reversal documents posted
- Reversal document creation is running
- Reversal documents created
- Reversal is running
- Reversal was unsuccessful
- Reversal documents are incorrect
- Partially archived
- Archived

Procedure

1. Go to the overview of posting runs.
2. Select the posting runs you want to delete.
3. Choose .

A dialog box appears in which you must confirm the deletion procedure.

4. Choose *Immediately* or *Create job*, to start the reversal or  *Cancel*, to cancel.

Result

The result of the deletion procedure depends if you delete a live posting run or a simulation run.

- If you delete a live posting run, the posting documents and index remain. The status of the posting run is set to *Deleted*. Selection of the payroll results is cancelled. This makes it possible for the system to evaluate these payroll results a second time for the creation of a live posting run.

Deleting a Posting Run

- If you delete a simulation run, the index and document lines are deleted. The status of the simulation run is set to *Deleted*. Only the document header remains.

You can delete the data from deleted live runs or simulation runs that is still on the database after this step, in a subsequent run within [Archiving \[Ext.\]](#).

Displaying the Document Overview


Displaying the Document Overview

Use

In the document overview, you can display which posting documents belong to one or more posting runs.

Procedure

Go to the overview of posting runs.

- To see the **posting documents for a posting run**, double-click on the posting run required in the document overview.
- To see the **posting documents for several posting runs**, select the posting runs and choose .


Displaying Posting Documents

Use

In the document display, you can display the document line items for one or more posting documents.

Procedure

Go to the document overview.

- To display the **document line items for a posting run**, double-click on the posting run required in the document display.
- To display the **posting documents for several posting runs**, select the posting runs and choose .

Displaying Revision Information

Displaying Revision Information

An important part of *posting to Accounting* is the ability to retrace individual line items. This is particularly important if a revision is required. In this case the following occurs:

- Postings are carried out in a summarized form, meaning that the *Accounting* components are only provided with the information that they require.
- This prevents unauthorized persons from accessing personal data.
- You can still retrace postings at any time, as the system creates an index of the processed payroll results when summarizing the posting data within *posting to Accounting*. Special authorization allows you to retrace the document line items back to the payroll results for the employee.



The *Vacation bonus* cost type was posted to a cost center in a payroll period where payment of the vacation bonus was not expected. You want to find out which employee and wage type formed the basis for this posting.

Procedure

Go to the [document display \[Page 173\]](#) for the document that you want to check.

- To see the **revision information for a document line item**, double-click on the document line item you require in the revision information display.
- To display the **revision information for several document line items**, select the document line item and choose

Check the information displayed for wage types, personnel numbers, payroll periods, accounts, account assignment objects, and so on.

For an overview of the wage types contained in the employee's payroll result, double-click on a line in the revision information.

To hide all the wage types that are not posted in this overview, choose *Only posted wage types*.

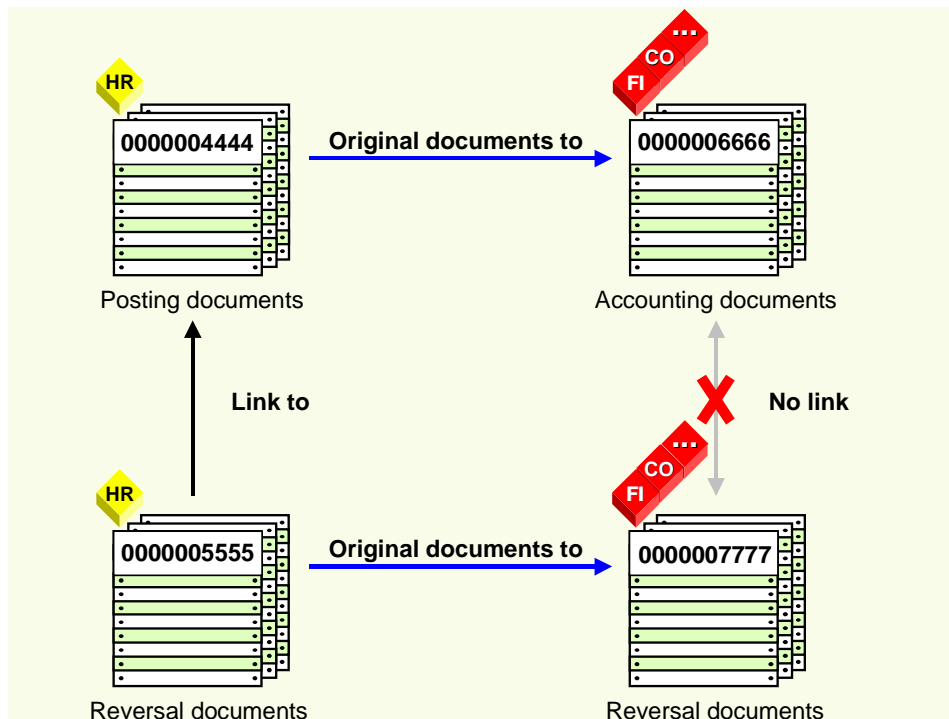
To return to the full display of wage types, choose *all wage types*.

Reversal of Posting Documents

Use

If you have successfully posted posting documents and realize that the posted data is incorrect, you can reverse all documents for the posting run in question. You cannot reverse individual posting documents for a posting run. The system uses the same posting run to administer posting documents and reversal documents.

Reversal of Posting Documents



The graphic shows the relationship between posting documents from *Human Resources* (HR) and the documents from *Accounting* after a reversal.

The *Accounting* components use the posting documents as original documents. The *Accounting* components have created their own documents based on these original documents.

To reverse these accounting documents you must first of all create reversal documents in Human Resources that then serve as original documents for the reversal documents from Accounting.

After a reversal, there is a relevant reversal document for each posting document and each accounting document. The reversal documents contain all the document line items from the documents to be reversed with a reversed sign.



The reversal documents from Human Resources contain a link to the accompanying posting documents. However, the reversal documents from Accounting do **not** contain a link to the accompanying accounting documents.

Reversal of Posting Documents

Activities

[Reversing posting documents \[Page 177\]](#)

[Resetting the reversal after termination \[Page 245\]](#)

Reversing Posting Documents

Use

If you have successfully posted posting documents and realize that the posted data is incorrect, you can reverse all documents for the posting run in question.

See also:

[Reversal of posting documents \[Page 175\]](#)

Prerequisites

- You have successfully posted the posting documents for a posting run. The posting run has one of the following statuses:
 - Documents transferred
 - Documents posted
- It is initially not possible to reverse posting documents if payroll results were processed for which retroactive accounting runs took place and the results of these runs have already been processed in a live posting run. In this case, you must firstly reverse or delete the posting documents from the posting runs with retroactive accounting, and finally reverse the posting documents from the incorrect posting run.
- Accounting has approved the reversal.
- The system should not have used any line items from the documents created in Accounting for clearing.
- It must be possible to post the reversal documents (for example, the relevant CO account assignments should not yet be closed).

Procedure

1. Go to the overview of posting runs. If the posting run, whose posting documents you want to reverse, is not displayed, choose *Edit* → *Filter* → *Delete filter*.
2. Select the required posting run.
3. Choose *Edit* → *Reverse* → *Reverse documents*.
4. A dialog box appears, in which you must enter information on the reversal date:
 - Choose *Yes*, to copy the respective posting date of the original documents as the reversal date. A posting run can contain posting documents with different posting dates.
 - Choose *No*, to enter a different reversal date. If you enter a different posting date, it must be after the posting date for the original documents.



You can determine the posting date of the posting documents in the document overview.

5. To start the reversal, choose *Immediately* or *Create job*, or choose *Cancel* to cancel the reversal.

Reversing Posting Documents

The system prints a log that informs you on the success of the reversal.

Result if Successful

- **Reversal documents** are created containing all document line items for the original documents with reversed plus/minus (+/-) signs.
- The reversal documents were transferred to Accounting and posted there. This cancels the original, incorrect posting.
- The selection of accompanying payroll results was reset.
- Links to the reversed posting documents were inserted in the reversal documents. You can see this by showing the *Reversal documents* column in the document overview.

You must create a new posting run in order to repost the payroll results, which were processed in the posting run whose posting documents you have reversed, in their corrected state.

Result if Unsuccessful

For information on the steps that you must perform if the reversal process is terminated due to an error, see [Resetting the Reversal after Termination \[Page 245\]](#).

Displaying the Status History

Use

The system automatically creates a status history for posting runs and posting documents to log the actions performed with the date, time and person responsible. You can display this status history.

Procedure

Displaying the Status History for a Posting Run

1. Go to the overview of posting runs.
2. Select the required posting run.
3. Choose *Goto* → *Run history*.

Displaying the Status History for a Posting Document

1. Go to the document overview.
2. Select the posting document you require.
3. Choose *Goto* → *Document history*.

Displaying Detailed Information

Displaying Detailed Information

Use

You can access detailed information on posting runs, posting documents and document items.

Whereas fields can be hidden in the list display, in the detailed information the system displays the contents of all the fields containing data.

Procedure

Displaying Detailed Information for a Posting Run

1. Go to the overview of posting runs.
2. Select the posting run you require.
3. Choose *Goto* → *Display details*.

Displaying Detailed Information for a Posting Document

1. Go to the document overview.
2. Select the posting document you require.
3. Choose *Goto* → *Display details*.

Displaying Detailed Information for a Document Item

1. Go to the document display.
2. Selection the document item you require.
3. Choose *Goto* → *Display details*.

Posting in Previous Releases

It is still possible to post to Accounting if *Payroll* or *Accounting* is in an R/3 system with a release status of 4.0A or below, or is in an R/2 system. When performing *posting to Accounting*, only the functions available in both release statuses are supported.

Posting from HR Systems < 4.0

Use

It is still possible to post to Accounting if *Accounting* is in an R/3 system with a release status of 4.0A or above and *Payroll* is in an R/3 system with a release status below 4.0A or is in an R/2 system.

When *posting to Accounting*, only the functions available in both release statuses are supported. In the following, the most important functions and restrictions are named:

- In *Financial Accounting* (FI) you have the option of [summarized posting \[Page 194\]](#).
- When [posting to fixed cost centers \[Page 195\]](#), you can specify the fixed cost center for each business area.
- In the case of CO account assignments, which cannot be posted to, the system posts to the [substitute cost center \[Page 151\]](#). Substitution takes place using the substitute cost center and not the master cost center. The master cost center is not provided in this constellation of the HR system.

Prerequisites

- Accounting is situated in a central system, along with all the components.
- The Accounting master data (for example, cost centers to which you want to post) must be available in the HR system.

Procedure

In order to post from HR systems with a release status lower than 4.0A, you must create a TemSe file, from which posting documents are created, after completing payroll in the Accounting system (AC-system). You have two options for creating this TemSe file:

- Using a file transfer
- Using an ALE business process (using IDocs in the HR system)



If you want to use ALE technology for this purpose, you must make the relevant settings in ALE Customizing.

If the HR system has a release status lower than 3.1G, you can only post using a file transfer.

Posting Using a File Transfer

Steps in the HR System (Sending System)

1. Start the report *Payroll program <Country>* (RPCALCx0) with the payroll schema x500.
The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.
2. Start the report *Transfer to Accounting: Export to R/2 or R/3 Release < 4.0* (RPCIPX00).
The HR system creates a second modified TemSe file from the first TemSe file.

Posting from HR Systems < 4.0

3. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00* (RPCIPT00).

The HR system creates a work file on the presentation or application server from the second TemSe file.

Steps in the AC System (Receiving System)

4. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIPI00* (RPCIPT00), to further process the file created by the HR system.

The AC system creates a TemSe file.

5. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPI00).

The AC system creates posting documents from the data for the TemSe file. These documents are grouped together in one posting run.

6. [Check the posting run \[Page 160\]](#)

7. [Check the posting documents \[Page 161\]](#)

During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information \[Page 185\]](#).

8. [Release the posting documents \[Page 162\]](#).

9. [Post the posting documents \[Page 163\]](#)

Posting Using an ALE Business Process

Steps in the HR System (Sending System)

1. Start the report *Payroll program <Country>* (RPCALCx0) with the payroll schema x500.

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Export to R/2 or R/3 Release <4.0* (RPCIPX00).

- The HR system creates a master Idoc from the TemSe file.
- The HR system uses the Customizing for the distribution model to determine from which logical system the Idoc should be received.
- The data is transferred to the AC system via the ALE layer. Inbound processing takes place there. When doing so, the AC system creates a TemSe file from the data in the Idoc received.

Steps in the AC System (Receiving System)

3. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0*.

The AC system creates posting documents from the data for the TemSe file. These documents are grouped together in one posting run.

4. [Check the posting run \[Page 160\]](#)

5. [Check the posting documents \[Page 161\]](#)

During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information \[Page 185\]](#).

6. [Release the posting documents \[Page 162\]](#).

Posting from HR Systems < 4.0**7. [Post the posting documents \[Page 163\]](#)**

Consider that this ALE business process has the following **restrictions**:

- The TemSe objects created are not defined as application objects. For this reason, the system does not update links between the TemSe object and the Idoc.
- The system does not support [serialization \[Ext.\]](#).
- In connection with the prerequisite already mentioned, that the Accounting master data must be available in the HR system, the restriction that not all account assignment objects can be distributed using ALE applies for ALE scenarios.

Result

The payroll results were transferred and posted to the *Accounting* components.

Using Revision Information

Use

When posting from HR systems with a release status lower than 4.0A to AC systems, with a release status from 4.0A onwards, it is not possible to access revision information (personnel numbers and wage types) for the documents created using the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPI00). If you want to use the revision information in this situation, you must perform further steps as well as the actual posting procedure.

Prerequisites

To be able to use the revision information in the combination of systems mentioned, you must store the assignment of symbolic accounts to Accounting accounts in both the HR system and the AC system. To do so, you make the relevant settings in *Payroll Customizing* under *Transfer to FI/CO → Symbolic Accounts*.

Procedure

1. Start the report *Payroll program <Land>* (RPCALCx0) with the payroll schema x500. Set the *Activate revision* indicator.

The HR system writes the posting-relevant information, as well as the personnel numbers and wage types, to a TemSe file.

2. Start the report *Interface Payroll/Accounting* (RPCIPO00), to process the TemSe file created.
3. Make the necessary entries in the selection screen of the report.
4. Set the *Revision tool on?* indicator
5. Do not set the indicator *Create batch-Input?*

The HR system creates a list containing the information required.

Posting to AC Systems < 4.0

Use

It is still possible to post to Accounting if *Human Resources* is in an R/3 system with a release status of 4.0A or above, and *Accounting* is in an R/3 system with a release status lower than 4.0A, or is in an R/2 system.

When *posting to Accounting*, only the functions available in both release statuses are supported. The most important functions and restrictions are named in the following:

- You can repeat creation of the TemSe file. To do so, you must delete live posting runs. If you manually set the status of the posting run to *posted* in the HR system, in the last step, it is not possible to repeat the creation of the TemSe file.
- It is possible to post to fixed cost centers; however, it is not possible to post using the business area as a basis.
- In *Financial Accounting* (FI), the system can perform a summarized posting if the AC system has a release status of 3.0A or above. For this purpose, you must specify the clearing cost center in the AC system in *Payroll Customizing* under *Transfer to FI/CO* → *Concluding Activities* → *Maintain Clearing Cost Centers*. Before starting the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPI00), set the *Assign clearing cost center* indicator.
- In the case of closed cost centers, the system does not post to the substitute cost center.

Prerequisites

- Accounting is located in a central system, along with all the components.
- You have specified the company codes that are in the AC system with a release status below 4.0 in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Special Scenarios* → *Posting in Previous Releases* → *Set Up Export to R/2 System or R/3 System < 4.0*.
- The Accounting master data (for example, the cost centers to which you want to post) must be available in the HR system.

Procedure

To post to AC systems with a release status lower than 4.0A, you must create a batch-input session after completing payroll in the AC system.

If the AC system has a release status of 3.1G or above, you have two options for performing the posting.

- Using an ALE business process (using IDocs in the HR system)
- Using a file transfer



If you want to use ALE technology for this purpose, you must make the relevant settings in ALE Customizing.

If the HR system has a release status lower than 3.1G, you can only post using a file transfer.

Posting Using a File Transfer

Steps in the HR System (Sending System)

1. Perform the step [creating a posting run \[Page 158\]](#). We recommend that you only create live posting runs even if this is not absolutely necessary in the current constellation. If you want to use the revision information, set the indicator *Revision help Export R/3 3.x*. If you enter a text for the posting run, the first ten characters of this text form the last ten characters of the name of the TemSe file. If you do not enter a text for the posting run, a number is generated for the last ten characters of the name of the TemSe file.

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPX00).

The HR system creates another TemSe file.

3. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIP100* (RPCIPT00).

The HR system creates a work file on the presentation or application server.

Steps in the AC System (Receiving System)

4. To further process the file created by the HR system, start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIP100* (RPCIPT00).

The AC system creates a TemSe file.

5. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIP100).

The AC system creates batch-input sessions from the data in the TemSe file for the transaction *Post Document* (FB01) and for the transaction *Enter Reposting of Primary Costs* (KB11), if required.

6. Post the payroll results by processing the batch input session.
7. Select the posting run created in the overview of posting runs in the HR system. Choose *Edit* → *In old releases* → *Manually set to posted*.

Be aware of the following special feature in this step: You must not manually set the posting run to posted if posting documents **and** the TemSe file exist for this posting run, as the company codes exist in another AC system with release status 4.0A or higher. In this case, you must [release the posting documents \[Page 162\]](#) in the HR system and finally [post \[Page 163\]](#).

Posting Using an ALE Business Process

Steps in the HR System (Sending System)

1. Perform the step [creating a posting run \[Page 158\]](#). We recommend that you only post live posting runs even if it is possible to post [simulation runs \[Page 156\]](#) in the current constellation. If you want to use the revision information, set the indicator *Revision help Export R/3 3.x*. If you enter a text for the posting run, the first ten characters of this text form the last ten characters of the name of the TemSe file. If you do not enter a text for the posting run, a number is generated for the last ten characters of the name of the TemSe file.

Posting to AC Systems < 4.0

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPX00).
 - The HR system creates a master Idoc from the TemSe file.
 - The HR system uses Customizing for the distribution model to determine from which logical system the Idoc should be received.
 - The data is transferred to the AC system via the ALE layer. Inbound processing takes place here. When doing so, the AC system creates a TemSe file from the data in the Idoc it has received.

Steps in the AC System (Receiving System)

3. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIP100).

The AC system creates batch-input sessions from the data in the TemSe file for the transaction *Post Document* (FB01) and, if necessary, for the transaction *Enter Reposting of Primary Costs* (KB11).

4. Post the payroll results by processing the batch input session.
5. Select the posting run created in the overview of posting runs in the HR system. Choose *Edit* → *In old releases* → *Manually set to posted*.

Be aware of the following special feature of this step: You must not manually set the posting run to posted if posting documents **and** the TemSe file exist for this posting run, as the company codes are in another AC system with release status 4.0A or higher. In this case, you must [release the posting documents \[Page 162\]](#) in the HR system and finally [post \[Page 163\]](#).

Bear in mind that this ALE business process has the following **restrictions**:

- The TemSe objects created are not defined as application objects. For this reason, the system does not update links between the TemSe object and the Idoc.
- The system does not support [serialization \[Ext.\]](#).
- In connection with the prerequisite already mentioned, (that the Accounting master data must be available in the HR system), the restriction that the system is unable to distribute all the account assignment objects using ALE applies for ALE scenarios.

Result

The payroll results were transferred and posted to the *Accounting* components.

Special Business Requirements for Posting

You can use the section *Special Business Requirements for Posting*

- To get a more detailed overview of the functions of *Posting to Accounting*
- To gain information on the way in which the system supports your special business requirements

Posting with Personnel Numbers

Posting with Personnel Numbers

Use

If wage types are posted to balance sheet accounts, in particular cases, you can reduce the time spent on checking within *Financial Accounting*. Posting using personnel numbers and setting the accounts in such a way that they can be cleared automatically does this.



The use of personnel numbers when posting payroll results is only planned for balance sheet accounts, and not for expense accounts, customer or vendor accounts.

See also:

[Example: Posting Using Personnel Numbers \[Page 191\]](#)

[Further Information on Clearing Accounts \[Ext.\]](#)

Example: Posting Using Personnel Numbers

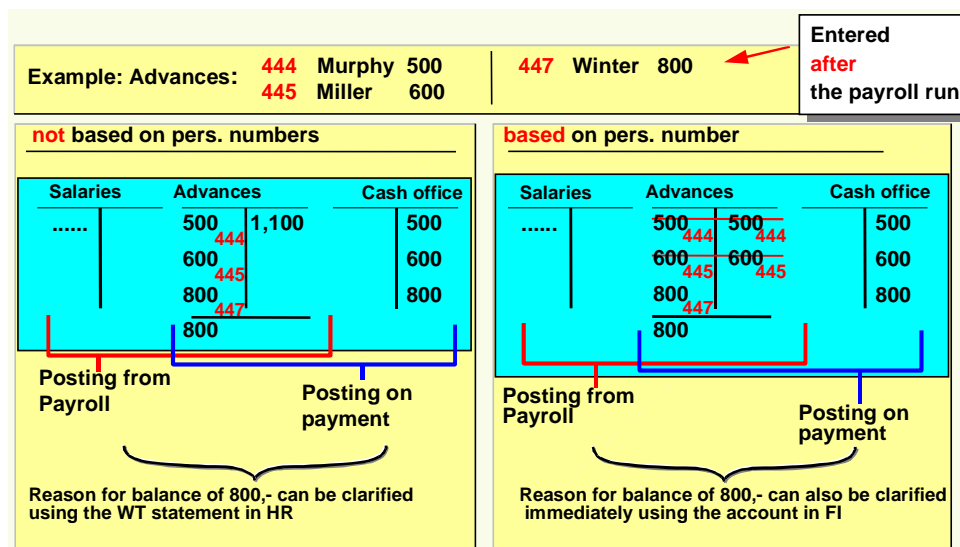
Example: Posting Using Personnel Numbers

Advances are paid to the cash office. In *Financial Accounting*, the system makes a respective *Advances to cash office* posting. The personnel number is assigned to the posting to the advances account.

By entering an *Advance* wage type in the master data for the employee affected, the system makes a net deduction (to the amount of the advance) within payroll, and posts it to the advance account when *posting to Accounting*.

You can check the retained advance payments using a list that is generated together with the wage type statement.

If posting to the advance account is based on personnel numbers, Financial Accounting can automatically clear this account, as shown in the following graphic:



Posting to Customer and Vendor Accounts

Posting to Customer and Vendor Accounts

Use

When posting to expenses and payables accounts, the G/L account is always derived from the symbolic account, and, if necessary, from the *Employee Grouping for Account Determination*.

When posting to customer and vendor accounts, you have two possibilities for controlling account determination:

- If you want to use fixed customer and vendor accounts, you can directly assign the number of the customer or vendor account to a symbolic account and, if necessary, an employee grouping.
- If you want to run customer and vendor accounts on an employee basis, you can set the system in such a way that the personnel numbers are also included in account determination.



It is not possible to use the special general ledger indicator when posting to customer and vendor accounts.

See also:

[Example: Posting to Customer Accounts for Employees \[Page 193\]](#)

[Assign Customer Accounts \[Ext.\]](#)

[Assign Vendor Accounts \[Ext.\]](#)

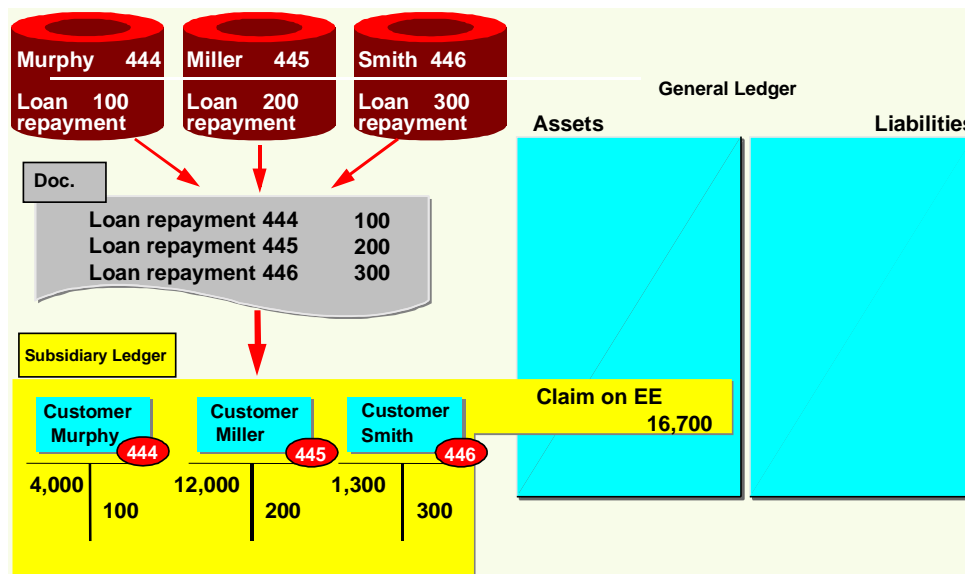
[Assign Customer Accounts for Loan-Specific Posting \[Ext.\]](#)

Prerequisites

You have made the necessary settings in *Payroll Customizing*, under → *Reporting for Posting Payroll Results to Accounting* → *Activities in AC System* → *Assign Accounts*.

Example: Posting to Customer Accounts for Employees

Example: Posting to Customer Accounts for Employees



The graphic shows how the system posts the repayment of company loans to customer accounts for employees.

The employees Murphy, Miller and Smith were all granted a company loan. Each of these employees has their own customer account in *Financial Accounting*. In *Human Resources*, a symbolic account is used for the repayment of employee loans in Customizing.

The system does not assign this symbolic account a customer account number in Customizing for *posting to Accounting*, but assigns a code which takes the personnel numbers into account when determining the account.

In this way, a symbolic account is used in *Human Resources* Customizing for the repayments specified in the example, however, in *Accounting*, the system still posts to individual customer accounts for employees.

When posting to these customer accounts, the system automatically posts to the reconciliation account assigned to the customer in the general ledger.

Summarization in the Accounting Components

Summarization in the Accounting Components

Use

When posting payroll results to Accounting, it is sometimes useful to have documents in *Accounting*, which are as small as possible. These documents should be summarized using CO account assignments while detailed information on the CO account assignments should be available to *Controlling*. This is necessary in the following situations, for example:

- You should remove the information you do not require from Financial Accounting.
Due to the longer retention periods for posting documents in Accounting, smaller documents should be created.
- Accounting should not have access to certain detailed information, for example, when posting to cost centers that were set up for individual employees.

You can meet these requirements with the help of *Document Summarization for Overhead Costs-Controlling* in Accounting.

For information on document summarization in *Controlling* and *Funds Management*, see [Posting with Position Management \[Page 235\]](#).

Prerequisites

To use document summarization in Financial Accounting for posting the payroll results, you must make the relevant settings for *HRPAY* in Customizing for *Financial Accounting*, under (*General Ledger Accounting* → *Business Transactions* → *Integration* → *Overhead Cost Controlling* → *Carry Out Document Summarization in Overhead Cost Controlling*).

Posting to Fixed Cost Centers

Use

In certain situations it is useful to post particular cost accounting wage types to fixed cost centers or to orders, instead of to the employee's master cost center or to another specified cost assignment. This is known as *Posting to a Fixed Cost Center* or *Posting to Fixed Orders* or *Standard Orders*.

Posting to a fixed cost center is usually necessary if directly assigning costs to an employee's master cost center would be incorrect from the cost accounting point of view. By posting to a fixed cost center or to a standard order, the *Controlling* (CO) department receives the costs in a summarized form, separate from the amounts assigned directly. Repostings can then be performed within *Controlling*, according to other criteria, for example, the number of employees or total remuneration.



- Decrease in expenses to the *Canteen* cost center
- The employer's contribution to social insurance and capital formation payments
- Flat-rate taxes paid by the employer
- Vacation bonus with accrual calculation in *Controlling*
- Holiday bonus with accrual calculation in *Controlling*

Prerequisites

You have set up posting to fixed cost centers in *Payroll Customizing* (under *Reporting for Posting Payroll Results to Accounting* → *Activities in the AC System* → *Set Up Fixed Cost Postings*).

See also:

[Example: Posting Without and With a Fixed Cost Center \[Page 196\]](#)

Example: Posting With or Without a Fixed Cost Center

Example: Posting With or Without a Fixed Cost Center

Posting data

Account	Cost center	Amount
430000 <i>Salaries</i>	711	1,000.00
435000 <i>Annual bonus</i>	711	200.00
430000 <i>Salaries</i>	712	1,200.00
435000 <i>Annual bonus</i>	712	400.00

Cost centers without a fixed cost center

Cost center	Cost type	Amount
711	430000	1,000.00
711	435000	200.00
712	430000	1,200.00
712	435000	400.00

Cost centers with fixed cost center 99 for cost element 435000

Cost center	Cost type	Amount
711	430000	1,000.00
712	430000	1,200.00
99	435000	600.00

Posting to Special Periods

Use

If retroactive runs affect the previous fiscal year, you follow a different procedure than described in the section [Posting Retroactive Accounting Data \[Page 145\]](#). In this case, the last general posting period is usually already finished. However, posting to special periods in the old fiscal year is sometimes still possible, and usually necessary. This process is called posting to special periods. You can trigger posting to special periods when starting posting to Accounting.

The number and duration of posting periods and special periods are defined within *Financial Accounting* using fiscal year variants assigned to the company codes. There are usually twelve regular posting periods which, for example, correspond to the calendar months, and four special periods. If the fiscal year has been moved, and in other special cases, the number and dates of the posting periods will be different to this case.



If retroactive accounting runs affect the fiscal year that precedes the previous fiscal year, the resulting data is also posted to the special periods for the previous fiscal year.

See also:

[Example: Posting to Special Periods \[Page 198\]](#)

Example: Posting to Special Periods

Example: Posting to Special Periods

In this example, the fiscal year is made up of 12 regular posting periods, which correspond to the calendar months. In this example, period 13 is a special period.

<u>Posting retroactive accounting data within the fiscal year</u>	<u>Posting retroactive accounting data at the end of the fiscal year</u>
Backdated pay increase from April 01, 1999 in May 1999	Backdated pay increase from December 01,1999 in January 2000
5,000 1,000	5,000 1,000
May 1999	Posting period 13/1999
Salaries	Salaries
7,000	1,000
W&S to be paid	Clearing
7,000	1,000
	W&S to be paid

The right side of the graphic shows a retroactive accounting run that was triggered by a backdated pay increase affecting the previous fiscal year. As a comparison, the left-hand side shows posting a comparable retroactive accounting run during the fiscal year.

In January 2000, an employee gets a backdated pay increase for December 01 1999.

The system posts the pay increase of 1,000 to the credit side of the *Salaries* account for the special period 13/1999. The offsetting posting in the special period 13/1999 is made to the credit side of a clearing account, to which the system posts the [recalculation difference \[Page 148\]](#) of 1,000.

In the current posting period, (01/2000), the system posts the regular salary of 6,000 to the debit side of the *Salaries* account and posts the recalculation difference of 1,000 to the debit side of a clearing account. This is offset by posting 7,000 to the account *Wages and salaries to be paid* in the current posting period.

Cross-Company Code Transactions

Use

Several company codes can be involved in a payroll run for an employee. In such a cross-company code transaction, receivables and payables can arise between company codes.

In the following situations, cross-company code transactions occur:

- An employee works for several company codes (because of proportional assignment or change of company code within a payroll period) within a payroll period.
- After an employee has changed company code, retroactive accounting is performed for the time before the change of company code.
- An employee changes company code retrospectively.

You can clear the receivables and payables that may arise in these three cases, either on a summarized basis or using company code clearing accounts.

Prerequisites

You have made the necessary settings in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Activities in HR System* → *Posting Variants*. For the posting variant you use, the *Post to company code clearing accounts* indicator must

- **not be set**, if you want to use [summary clearing \[Page 200\]](#)
- **be set**, if you want to use [clearing using company code clearing accounts \[Page 200\]](#)

Summary Clearing

Summary Clearing

Use

If the *Post to company code clearing accounts* indicator is **not** set in Customizing for the posting variant you use, when cross-company code transactions take place, this results in balances on the document-split accounts, the recalculation difference account or the payment accounts. These balances illustrate receivables or payables between the company codes.

You can only use summary clearing if balancing the receivables and payables between the company codes involved is permitted and if it is also sufficient to explain the receivables and payables between the company codes from the procedure only.

Prerequisites

To use summary clearing, you must make sure that the *Post to company code clearing accounts* indicator is **not** set for the posting variant that you use. You make these settings in *Payroll Customizing*, under → *Reporting for Posting Payroll Results to Accounting* → *Activities in AC System* → *Create Posting Variants*).

Proportional Assignment to Several Company Codes within a Payroll Period with Summary Clearing

Use

If an employee works for several company codes within a payroll period, the expenses incurred are distributed to these company codes on a proportional basis. However, the system assigns the relevant payables to the company code in which the master cost center is located to which the employee was assigned on the last day in the payroll period.

In this way, receivables and payables arise between the company codes, which appear as balances on the document split accounts.

In the following cases, an employee is assigned to several company codes on a proportional basis:

- The employee changes company code during a payroll period.
- You have specified a percentage cost distribution to several company codes for the employee in the *Cost Distribution* infotype (0027) or in *Organizational Management*.
- You have specified a different cost assignment for individual wage elements for the employee, which contains a different company code.

You can find more information on cost distribution and cost assignment under [Posting-relevant Information from Master Data, Time Data and Organizational Management \[Page 135\]](#).

The graphic shows an example of an employee who works for two company codes. To simplify the explanation, no other payments or deductions are taken into consideration in this example.

In this example, the following expenses incur during posting:

- Company code 0001: 7,000
- Company code 0002: 3,000

The **payables** of 10,000 are posted to company code 0001.

Consequently, the document-split accounts are not cleared in both company codes.

- The balance of the document-split account for company code 0001 shows a receivable of 3,000 against company code 0002.
- The balance of the document-split account for company code 0002 shows a receivable of 3,000 against company code 0001.

Activities

The balances of the document-split accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the document-split accounts.

**Proportional Assignment to Several Company Codes within a Payroll Period with
Summary Clearing**

Retroactive Accounting for Summary Clearing

Use

If an employee changes company code and, for example, after the change receives a backdated pay increase which also affects the time before the change, receivables and payables incur between the two company codes.

Although the relevant expenses wage type changes for the period for which retroactive accounting is run, the amount to be paid to the employee remains the same. The payment amount firstly changes in the current period so that the system transfers the payments that the old company code must make because of the backdated pay increase from the new company code.

In this way, receivables and payables incur between the company codes that appear as balances on the recalculation difference account.

The graphic shows the case where an employee changes from company code 0001 to company code 0003 at the start of period 02. In period 02, his/her monthly salary is increased by 1.000 for period 01.

Wage types			
Period	CoCde	WT	Amount
01 in 01	0001	M020 Monthly salary	5,000
	0001	/559 Bank transfer	5,000
01 in 02	0001	M020 Monthly salary	6,000
	0001	/559 Bank transfer	5,000
	0001	/551 Recalc.diff.	-1,000
02 in 02	0003	M020 Monthly salary	6,000
	0003	/552 Subs.clearing	1,000
	0003	/559 Bank transfer	7,000

Documents			
0001			
Remun.	1,000		
Recalculation differences		1,000	
0			
0003			
Remun.	6,000		
Payment			7,000
Recalc.differences	1,000		
0			

Accounts			
Remuneration 0001		Payment 0001	
1,000			
Remuneration 0003		Payment 0003	
6,000			7,000

Recalc.difference account			
	0001	0003	
	1,000	1,000	

Receivables and payables

In period 01, the employee receives a monthly salary of 5,000 (wage type M020). This amount is also paid to the employee (wage type /559) as no other payments and deductions are taken into account in this example.

In period 02, the employee gets a monthly salary of 6,000 for period 02 (wage type M020) as well as a backdated pay increase of 1,000 for period 01.

In this way, expenses of 1,000 incur in company code 0001. The payment amount is not increased retrospectively for period 01, but is transferred to the current period using the wage

Retroactive Accounting for Summary Clearing

wage types /551 *Recalculation difference* and /552 *Subsequent clearing from previous period* instead. The expense of 1,000 in company code is thus offset by a recalculation difference of 1,000 that is posted to the credit side of the recalculation difference account.

A payment amount of 7,000 incurs for the current period in company code 0003; this amount is made up of the increased salary of 6,000 and the subsequent clearing of 1,000 from the previous month. This amount is posted to the *Payment* account in credit. This is offset by an expense of 6,000 that is posted to the debit side of the *Remuneration* account, as well as a recalculation difference of 1,000 that is posted in the debit side of the recalculation difference account for company code 0003.

Consequently, the recalculation difference accounts are not cleared in both company codes.

- The balance of the recalculation difference account for company code 0001 shows a payable of 1.000 from company code 0003.
- The balance of the document-split account for company code 0003 shows a receivable of 1.000 from company code 0001.



If, in Payroll Customizing under Reporting for Posting Payroll Results to Accounting -> Activities in HR System -> Employee Grouping and Symbolic Accounts -> Define Symbolic Accounts, you code the symbolic account to which the wage types /551 *Recalculation difference* and /552 *Subsequent clearing from previous period* are assigned with the account assignment type FL Balance sheet account for checking the balance in the case of retroactive accounting data, the balance incurs on the document split account instead.

Activities

The balances of the recalculation difference accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the recalculation difference accounts.

Retroactive Accounting in Several Company Codes with Summary Clearing

Retroactive Accounting in Several Company Codes with Summary Clearing

Use

If an employee is retrospectively assigned to another company code, retroactive accounting is triggered. Posting of this retroactive accounting run happens in the following way:

- Posting of the old payroll results from the retroactively accounted period is reversed in the old company code.
- The new payroll result from the retroactively accounted period is posted in the new company code.

Reversal in the old company code and the posting in the new company code also affect the accounts for the outgoing accounts. As the payment can no longer be cancelled, the balances of the outgoing accounts are subsequently no longer balanced.

The graphic shows an example for the case of an employee who has retrospectively changed company code. To simplify matters, the assumption is made that the company code has changed retrospectively for the whole period 01.

Wage types			
Period	CoCde	WT	Amount
01 in 01	0001	M020 Monthly salary	5,000
	0001	/559 Bank transfer	5,000
01 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000
02 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000

Documents		
0001		
Remuneration		5,000
Payment	5,000	
0		
0003		
Remun.	10,000	
Payment		10,000
0		

Accounts			
Remuneration 0001		Payment 0001	
*5,000	5,000	*5,000	*.5000
Remuneration 0003		Payment 0003	
10,000		5,000	10,000

Bank clearing account		
0001	0003	
	*5,000	5,000

You must clear the payment accounts!
This example also contains the posting
Payment to bank clearing account.

* original posting in period 01

Originally, an amount of 5,000 was posted from the *Remuneration* account to the *Outgoing payment* account in period 01 in company code 0001. After making the payment, the *Payment* account was cleared to the amount of 5,000 by the manual posting *Payment to company code clearing account*.

The backdated change of company code for the employee from company code 0001 to company code 0003 causes the *Remuneration to outgoing* posting to the amount of 5,000 to be reversed

Retroactive Accounting in Several Company Codes with Summary Clearing

in company code 0001 and posted in company code 0003. As the payment to the employee has, however, already been made and was made by company code 0001, a receivable of 5,000 from company code 0001 incurs against company code 0003.

After making the payment in period 02, the outgoing accounts in both company codes are not cleared.

- The balance of the outgoing account for company code 0001 shows a receivable of 5,000 against company code 0003.
- The balance of the outgoing account for company code 0003 shows a payable of 5,000 against company code 0001.



If you code the symbolic account to which the wage type /559 *Bank transfer* is assigned with the account assignment type *FO Balance sheet account in original period only* (in Customizing for Payroll under *Reporting for Posting Payroll Results to Accounting -> Employee Grouping and Symbolic Accounts -> Define symbolic accounts*), the balances do not arise in the outgoing accounts but in the document split accounts.

Activities

The balances of the outgoing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the outgoing accounts.

Clearing Using Company Code Clearing Accounts

Use

If the *Post to company code clearing accounts* indicator is **set** in Customizing for the posting variant that you use, when cross-company code transactions take place, this results in balances on the company code clearing accounts. These balances illustrate receivables or payables between the company codes.

In this way, the company code clearing accounts exactly show which receivables or payables exist between the individual company codes.

You can only use clearing using company code clearing accounts if the company codes in your enterprise only illustrate parts of a legal unit meaning that clearing can take place without any difficulties. If this prerequisite is not met, you cannot make any entries that lead to cross-company code transactions, unless other activities take place in Financial Accounting (for example, issuing an invoice, correcting group turnover).

Prerequisites

To use summary clearing, you must make sure that the *Post to company code clearing accounts* indicator is **set** for the posting variant that you use. You make these settings in *Payroll Customizing*, (under → *Reporting for Posting Payroll Results to Accounting* → *Activities in HR System* → *Create Posting Variants*).

You have created the company code clearing accounts required in Customizing for *Financial Accounting*, under *General Ledger Accounting* → *Business Transactions* → *Cross-Company Code Transactions*.

Proportional Assignment to Several Company Codes within a Payroll Period when using Company Code Clearing Accounts

Proportional Assignment to Several Company Codes within a Payroll Period when using Company Code Clearing Accounts

Use

If an employee works for several company codes within a payroll period, the expenses incurred are distributed to these company codes on a proportional basis. However, the system assigns the relevant payables to the company code in which the master cost center is located to which the employee was assigned on the last day in the payroll period.

In this way, receivables and payables incur between the company codes. They appear as balances on the company code clearing accounts.

In the following cases, an employee is proportionally assigned to several company codes:

- The employee changes company code during a payroll period.
- You have specified a percentage cost distribution to several cost centers for the employee in the *Cost Distribution* infotype (0027) or in *Organizational Management*.
- You have specified a different cost assignment for individual wage elements for the employee. This cost assignment contains a different company code.

You can find more information on cost distribution and cost assignment under [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 135\]](#).

The graphic shows an example of an employee who works for two company codes. To simplify the explanation, no other payments or deductions are taken into consideration in this example.

Proportional Assignment to Several Company Codes within a Payroll Period when using Company Co

Wage type		
Employee is paid by company code 0001, but works for company code 0002 on a proportional basis		
CoCde	WT	Amount
0001	M020 Monthly salary	7,000
0002	M020 Monthly salary	3,000
0001	/559 Bank transfer	10,000

Documents			
0001			
Remun.	7,000	10,000	
Payment Receivable to 0002	3,000		
0			
0002			
Remun.	3,000	3,000	
Payable to 0001			
0			

Accounts																				
<table> <tr><td colspan="2">Remuneration 0001</td></tr> <tr> <td>7,000</td><td></td></tr> <tr><td colspan="2"></td></tr> </table>	Remuneration 0001		7,000				<table> <tr><td colspan="2">Payment 0001</td></tr> <tr> <td></td><td>10,000</td></tr> <tr><td colspan="2"></td></tr> </table>	Payment 0001			10,000			<table> <tr><td colspan="2">Receivable to 0002 0001</td></tr> <tr> <td>3,000</td><td></td></tr> <tr><td colspan="2"></td></tr> </table>	Receivable to 0002 0001		3,000			
Remuneration 0001																				
7,000																				
Payment 0001																				
	10,000																			
Receivable to 0002 0001																				
3,000																				
<table> <tr><td colspan="2">Remuneration 0002</td></tr> <tr> <td>3,000</td><td></td></tr> <tr><td colspan="2"></td></tr> </table>	Remuneration 0002		3,000				<table> <tr><td colspan="2">Payment 0002</td></tr> <tr> <td></td><td></td></tr> <tr><td colspan="2"></td></tr> </table>	Payment 0002						<table> <tr><td colspan="2">Payable to 0001 0002</td></tr> <tr> <td></td><td>3,000</td></tr> <tr><td colspan="2"></td></tr> </table>	Payable to 0001 0002			3,000		
Remuneration 0002																				
3,000																				
Payment 0002																				
Payable to 0001 0002																				
	3,000																			

You must clear the company code clearing accounts!

In this example, the following expenses incur during posting:

- Company code 0001: 7,000
- Company code 0002: 3,000

The **payables** of 10,000 are posted to company code 0001.

The receivables and payables between the company codes are paid to the company code clearing accounts set up for this purpose.

- The balance of the company code clearing accounts for company code 0001 shows a receivable of 3,000 from company code 0002.
- The balance of the company code clearing accounts for company code 0002 shows a receivable of 3,000 from company code 0001.

Activities

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.

Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Accounts

Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Accounts

Use

If an employee changes company code and, for example, after the change receives a backdated pay increase which also affects the time before the change, receivables and payables incur between the two company codes.

Although the relevant expenses wage type changes for the period for which retroactive accounting is run, the amount to be paid to the employee remains the same. The payment amount firstly changes in the current period so that the system transfers the payments that the old company code must make because of the backdated pay increase from the new company code.

In this way, receivables and payables incur between the company codes. They appear as balances on the company code clearing accounts.


The graphic shows the case where an employee changes from company code 0001 to company code 0003 at the start of period 02. In period 02, his/her monthly salary is increased by 1,000 for period 01.

Wage Types			
Period	CoCde	WT	Amount
01 in 01	0001	M020 Monthly salary	5,000
	0001	/559 Bank transfer	5,000
01 in 02	0001	M020 Monthly salary	6,000
	0001	/559 Bank transfer	5,000
	0001	/551 Recalc.difference	-1,000
02 in 02	0003	M020 Monthly salary	6,000
	0003	/552 Subs.clearing	1,000
	0003	/559 Bank transfer	7,000

Documents		
0001		
Rem. Payable to 0003	1,000	1,000
0		
0003		
Rem. Payment Receivable to 0001	6,000 1,000	7,000
0		

Accounts					
Remuneration 0001		Payment 0001		Pay. to 0003 0001	
1,000					1,000
Remuneration 0003		Payment 0003		Rec. to 0001 0003	
6,000			7,000	1,000	

Recalc.difference account		
0001	0003	


 You must clear the company code clearing accounts!

In period 01, the employee receives a monthly salary of 5,000 (wage type M020). This amount is also paid to the employee (wage type /559) as no other payments and deductions are taken into account in this example.

Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Account

In period 02, the employee gets a monthly salary of 6,000 for period 02 (wage type M020) as well as a backdated pay increase of 1,000 for period 01.

In this way, expenses of 1,000 incur in company code 0001. The payment amount is not increased retroactively for period 01, but is transferred to the current period instead using the wage types */551 Recalculation difference* and */552 Subsequent clearing from previous period*. The payable against company code 0003 of 1,000 offsets the expense of 1,000 in company code 0001.

A payment amount of 7,000 incurs for the current period in company code 0003; this amount is made up of the increased salary of 6,000 and the subsequent clearing of 1,000 from the previous month. This amount is posted to the *Payment* account in credit. This is offset by an expense of 6,000 that is posted to the debit side of the *Remuneration* account, as well as the receivable of 1,000 against company code 0001 that is posted in the debit side of the company code clearing account from company code 0003.

The receivables and payables between the company codes are paid to the company code clearing accounts set up for this purpose.

- The balance of the company code clearing account for company code 0002 shows a receivable of 1.000 from company code 0001.
- The balance of the company code clearing account for company code 0001 shows a receivable of 1.000 from company code 0002.



The amounts for wage types */551 Recalculation difference* and */552 Subsequent clearing from previous period* do not, in this case, lead to a posting to the recalculation difference account. As these wage types are posted to a symbolic account with the account assignment type FL *Balance sheet account for checking the balance in the case of retroactive accounting data*, they are posted to the last company code for the actual payroll result, therefore to company code 0003, in this case. They thus balance to zero so that a posting to the recalculation difference account does not take place.

Prerequisites

The symbolic account to which the wage types */551 Recalculation difference* and */552 Subsequent clearing/previous month* has the account assignment type FL *Balance sheet account for checking the balance in the case of retroactive data*. For more information, see the Implementation Guide (IMG) for *Payroll, under Reporting for Posting Payroll Results to Accounting → Special Scenarios → Posting to Company Code Clearing Accounts*.

Activities

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.

**Retroactive Accounting in Several Company Codes - Clearing Using Company Code
Clearing Accounts**

Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company Code Clearing Accounts

Use

If an employee is retrospectively assigned to another company code, retroactive accounting is triggered. Posting of this retroactive accounting run happens in the following way:

- Posting of the old payroll results from the retroactively accounted period is reversed in the old company code.
- The new payroll result from the retroactively accounted period is posted in the new company code.

The payment that took place in period 01 can no longer be reversed. In this way, a receivable or a payable arises between the two company codes, which then appears on the company code clearing accounts.

The graphic shows an example for the case of an employee who has retrospectively changed company code. To simplify matters, the assumption is made that the company code has changed retrospectively for the whole period 01.

Wage types

Period	CoCde	WT	Amount
01 in 01	0001	M020 Monthly salary	5,000
	0001	/559 Bank transfer	5,000
01 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000
02 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000

Documents

0001		
Remun. Receivable to 0003	5,000	5,000
0		
0003		
Rem. Payment Payable to 0001	10,000	5,000 5,000
0		

Accounts

Remuneration 0001	Payment 0001	Rec. to 0003 0001
*5,000 5,000	*5,000 *.5000	5,000
Remuneration 0003	Payment 0003	Pay. to 0001 0003
10,000	5,000 5,000	5,000

Bank clearing account		
0001	0003	
*5,000	5,000	

The payment accounts are cleared.
You must clear the company code clearing accounts!

* original posting to in period 01

Originally, an amount of 5,000 was posted from the *Remuneration* account to the *Outgoing payment* account in period 01 in company code 0001. After making the payment, the *Payment* account was cleared by the manual posting *Payment to bank clearing account* to the amount of 5,000.

Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company Code Clearing Accounts

The backdated change of company code for the employee from company code 0001 to company code 0003 causes the *Remuneration to payment* posting of 5,000 to be reversed in company code 0001. However, as the payment has already been made to the employee, a receivable of 5,000 incurs from company code 0001 to company code 0003 that appears on the company code clearing account of company code 0001.

In company code 0003, an amount of 10,000 is posted as an expense to the *Remuneration* account. This amount contains the expense of 5,000 for period 01 and the expense of 5,000 for period 02. This posting of 5,000 to the payment account of company code 0003 and 5,000 to the company code clearing account of company code 0003 offsets this.

After the amount of 5,000 was paid to the employee for period 02, the system performs a manual posting *Payments to bank clearing accounts* of 5,000. This clears the payment accounts in both company codes, but does not clear the company code clearing accounts.

- The balance of the company code clearing account for company code 0001 shows a receivable of 5,000 against company code 0003.
- The balance of the company code clearing account for company code 0003 shows a payable of 5,000 against company code 0001.



The amounts of wage type /559 Bank transfer for period 01 do not lead to a posting in this case. As the wage type is posted to a symbolic account with the account assignment type FO *Balance sheet account in original period only*, only the amount for this wage type from the original period is posted.

Prerequisites

The symbolic account to which wage type /559 *Bank transfer* is posted, has the account assignment type FO *Posting in original period only*. For more information, see the Implementation Guide (IMG) for *Payroll*, under *Reporting for Posting Payroll Results to Accounting* → *Activities in the HR System* → *Employee Grouping and Symbolic Accounts* → *Define Symbolic Accounts*.

Activities

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.

Postings Relevant to Value-Added Tax

Postings from the payroll results - usually postings in the form of *Expenses to Payables* - are **not** usually **subject to value-added tax**. Neither the expenses, nor the payables contain input or output tax. When posting payroll results, this does not usually affect accounts to which amounts subject to value-added tax as a result of other transactions are posted.

The posting of value-added tax using *the posting to Accounting* component is only technically possible in a few cases for reasons of upward compatibility. **However, we do not recommend this procedure.**



If you want to perform the value-added tax posting with *posting to Accounting*, you must exactly check if the calculation and posting of the value-added tax corresponds with the legal recommendations. In the standard system, it is **not** planned to perform value-added tax postings using *posting to Accounting*. For this reason, we can not guarantee that calculation and posting of value-added tax using these components corresponds to the legal recommendations.

If you want to perform value-added tax postings *using posting to Accounting* against our recommendations, you should consider the following points: Bear in mind that this is not a complete list:

- In the countries in which not all the information for the calculation and posting of value-added tax is available in the payroll results or during the posting of the payroll results to Accounting, no value-added tax postings can be performed using the *posting to Accounting* component. The USA and Canada are, for example, amongst these countries, as the system requires a *Jurisdiction Code* in this case, which is not available in Payroll.
- If you want to perform a value-added tax posting using *posting to Accounting*, there should not only be a check on the legal side, this procedure must also be agreed on internally.
- Using value-added tax postings using *posting to Accounting*:
 - Separate business transactions are grouped together.
 - Sometimes, amounts are posted using the revenue principle.
 - The value-added tax is posted in the company code in which the accompanying expense is posted. For this reason, this procedure leads to incorrect results if there are cross-company code procedures. This can have serious consequences if the company codes do not belong to the same integrated company liable to sales tax.

In the following sections, you find examples of value-added tax postings and notes on which procedures are planned for these postings in the standard system.

Bear in mind that this is not a complete list: Other procedures are also feasible in which value-added tax postings can occur.

- [Travel Expenses \[Page 217\]](#)
- [Invoices to Employees \[Page 218\]](#)
- [Amounts Paid by the Employee \[Page 219\]](#)

Postings Relevant to Value-Added Tax

Travel Expenses

Separate Posting (Recommended Procedure)

If you reimburse employees' travel expenses using *Payroll*, this results in value-added-tax postings. For this reason, you should post the following procedures separately:

- Posting of *travel expense to payables for employees*. This procedure is performed within the *Travel Management* component. For more information, see [Transfer to Accounting \[Ext.\]](#) and [Transfer to HR Payroll \[Ext.\]](#).
- Reimbursement of the amounts to be paid via Payroll and then the value-added tax free posting of *payables for employees to wages and salaries to be paid* using the *Posting to Accounting* component.

This procedure has the advantage that it allows a real-time posting of travel expenses and this posting is not linked to the posting of the payroll results.

Combined Posting (Non-Recommended Procedure)

It is technically possible to set up the relevant wage types in such a way that the travel expenses relevant to value-added-tax are not posted using *Travel expenses reporting*, but are posted using the *Posting to Accounting* component. The value-added-tax indicator that is transferred from *Travel expenses reporting to Payroll* is taken into consideration when posting the payroll results to Accounting, so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.

See also:

[Posting Value-Added Tax \[Page 215\]](#)

Invoices to Employees

Invoices to Employees

Separate Posting (Recommended Procedure)

If the company issues invoices to employees (for example, for company-owned apartments, private conversations using a company-owned telephone, and so on), this results in value-added tax postings. You should therefore perform the following procedures separately, in accordance with the declaration principle.

- Creating an invoice with the subsequent value-added tax posting of *employee receivable to income/expense reduction*. This procedure is performed in the *Financial Accounting* component.
- Retaining the amounts claimed via *Payroll* with the subsequent value-added tax free posting of *personnel expense to employee receivable* using *Posting to Accounting*.

Combined Posting (Non-Recommended Procedure)

It is technically possible to group together the posting of both these procedures and perform a value-added tax posting of *personnel expenses to income/expense reduction* using the *Posting to Accounting* component. To do so, a fixed value-added tax indicator must be assigned to the income/expenses account to which the relevant wage type is posted. This value-added tax indicator is then taken into consideration when posting the payroll results to Accounting so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.



If one of the following tax categories is assigned to the income/expenses account, and the *posting without tax permitted* indicator is set in the master data for the account; *Posting to Accounting* does not calculate the value-added tax when posting to this account.

If one of the following tax categories is assigned to the income/expenses account, and the *Posting without tax permitted* indicator is **not** set in the master data for the account; *Posting to Accounting* can not post to this account in the case described here.

Tax category	Meaning
*	All tax types allowed
+	Only output tax allowed
-	Only input tax allowed

See also:

[Posting Value-Added Tax \[Page 215\]](#)

Amounts Paid by the Employees

Separate Posting (Recommended Procedure)

If you reimburse amounts that were paid by employees, this results in value-added tax postings. You should therefore perform the following procedures separately, in accordance with the declaration principle.

- Receipt of invoice with the subsequent value-added tax posting of *expense to payables for employees* in *Financial Accounting*.
- Reimbursement of the amounts via *Payroll* and value-added tax free posting of *payables for employees to wages and salaries to be paid* using the *Posting to Accounting* component.

Combined Posting (Non-Recommended Procedure)

It is technically possible to group together the posting of both these procedures and perform a value-added tax posting of *expenses to wages and salaries to be paid* using the *Posting to Accounting* component. To do so, a fixed value-added tax indicator must be assigned to the expense account to which the relevant wage type is posted in *Financial Accounting*. This value-added tax indicator is then taken into consideration when posting the payroll results to Accounting so that the value-added tax is calculated and posted.

Bear in mind that we do not recommend this procedure and cannot guarantee that the calculation and posting of the value-added-tax always corresponds to the legal recommendations.



If one of the following tax categories is assigned to the expenses account, and the *posting without tax* indicator is set in the master data for the account, *posting to Accounting* does not calculate the value-added tax when posting to this account.

If one of the following tax categories is assigned to the expenses account, and the *Posting without tax permitted* indicator is **not** set in the master data for the account; *Posting to Accounting* cannot, in this case, post to this account.

Tax category	Meaning
*	All tax types allowed
+	Only output tax allowed
-	Only input tax allowed

See also:

[Posting Value-Added Tax \[Page 215\]](#)

Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV

Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV

Use

The Hospitals Accounting Regulation (KHBV) and Nursing Homes Accounting Regulation (PBV) specify for which service types (employee groups) expense accounts must be within *Financial Accounting*, in the case of public-sector hospitals and nursing homes. These regulations also specify to which service type the employees should be assigned.

You can post the personnel expenses to these expense accounts for a specific service type by making the relevant settings in the system, so that the symbolic account, the *employee grouping for account determination*, and the service type are all taken into consideration during account determination.

Prerequisites

You have made the relevant settings in *Payroll Customizing* under *Payroll Germany* → *Industries* → *Public Sector* → *Hospitals and Homes* → *Service Type*.

You have made the relevant settings in *Payroll Customizing*, under *Payroll: Germany* → *Posting to Accounting* → *Activities in AC System* → *Assigning Accounts* → *Assign Expense Accounts*.

Scope of Function

- For the hospitals and nursing homes sector, you can assign employees to a service category using the fields *Service type* and *Service category* in the *Organizational Assignment* infotype (0001).
- You can specify a percentage distribution to several service types/categories in the *Cost Distribution* infotype (0027).
- In certain infotypes you can specify a cost assignment. You can also store a service type/category here. For a list of the most important infotypes in which a cost assignment can be stored, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 135\]](#).
- In *Organizational Management*, you can store the service type/category in a position.

Payroll reads the information on the service type/category from the master and time data, and from *Organizational Management*, and saves it in the payroll result.

When *posting to Accounting*, the system reads this information from the payroll results and includes it in account determination.

EMU: Special Features of Posting to Accounting

The currency conversion for the European Monetary Union is particularly important in Posting to Accounting.

The system uses the currency from the payroll results as the document currency for posting. For this reason you can convert the house currency in *Financial Accounting* at a different time to the payroll currency used in *Human Resources*. The document currency transferred from *Payroll* to Accounting is subsequently interpreted as a foreign currency in Financial Accounting and converted into the house currency.

If retroactive accounting is necessary after the currency conversion in Human Resources, and the retroactive run includes periods before the conversion date, the system creates separate documents during posting using the respective document currency.



You convert the currency used in Payroll on January 01, 2002. If, during the payroll run in January 2002, a retroactive accounting run is required for the period of December 2001, the recalculated "December in January" results for December use the old country currency as the payroll currency. The difference between the old and new result for December is then posted in the old national currency. The payroll result for January 2002 is posted in euro.

Please note that the retroactive accounting difference is usually posted in the current posting period. The only exception is posting to special periods at the end of the fiscal year.

As a result, retroactive runs after 01.07.02 may create documents in the current period that have the old national currency as the document currency.

Rounding Differences

The payables posted by the *posting to Accounting* component are cleared during the other subsequent activities for *Payroll* and the connected postings. After the postings have been performed in connection with the subsequent activities, all the payables are thus cleared and the balances of the payable accounts are equal to zero.

Due to rounding differences resulting from the currency conversion, it may be the case that some payable accounts do not have a balance of zero. This effect can be due to the fact that *posting to Accounting* transfers the amounts to Accounting without a currency conversion. Here they are converted into the house currency. In contrast, in other subsequent activities in Payroll, it is necessary to convert the currency on a personnel number level and then calculate the totals.

You should also take this into account when the accounts are reconciled. You should manually adjust any balances in these accounts that are not equal to zero due to rounding differences.

See also:

[European Monetary Union: Euro \(CA-EUR\) \[Ext.\]](#)

[Treatment of Rounding Differences \[Ext.\]](#)

Integration with Other Components

Integration with Other Components

You can use the section *Integration with Other Components* to inform yourself on how *Posting to Accounting* supports the following components:

- *Funds Management* (with and without using *Position Management*)
- *Personnel Cost Planning*

Posting to Funds Management

Use

When posting personnel expenses to *Funds Management*, the system distinguishes between the following scenarios:

1. [Posting to Funds Management without Entering FM Account Assignments \[Page 224\]](#)
2. [Integration of Funds Management without using Position Management \[Page 225\]](#)
3. [Integration of Funds Management using Position Management \[Page 227\]](#)

For every company code, you can specify if scenario 2 should be used and a date specified on which the integration of Funds Management should be activated. You make the necessary settings in Customizing for *Financial Accounting* (under *Funds Management* → *Actual and Commitment Update/Integration* → *Integration* → *Integration with HR (Human Resources)* → *Define Begin of HR Integration*).

At FM level, you can specify if scenario 3 should be used. However, it is possible to activate this scenario for certain employee groups only, which you create based on certain employee characteristics. You can activate the scenario at a different time for every employee grouping. You make the necessary settings in Customizing for Personnel Management (under, *Position Management* → *Integration* → *Integration With Funds Management*).

In the following cases, scenario 3 does not apply for an employee:

- Scenario 3 is not activated for the employee's FM area.
- Scenario 3 is only activated for certain employee groupings from the employee's FM area. The employee does not belong to any of these employee groupings.

In both cases, scenario 2 applies for the employee if it is activated for the employee's company code. If scenario 2 was not activated for the employee's company code, scenario 1 applies for the employee in both cases.

Posting to Funds Management without Entering FM Account Assignments

Posting to Funds Management without Entering FM Account Assignments

Use

You can also post personnel expenses to Funds Management if you do not want to store any *Funds Management* account assignments in *Human Resources*.

For this purpose, you can define assignments of FM account assignments to CO account assignments in *Funds Management* so that when posting the payroll results to Accounting the FM account assignments are derived from the CO account assignments that are contained in the posting documents.



It is only possible to post personnel expenses to *Funds Management* without entering FM account assignments if the master data structure of *Funds Management* corresponds to the master data structure of *Controlling*.

For more information, see [Assigning FM Account Assignment to CO Account Assignment \[Ext.\]](#).

Integration of Funds Management without using Position Management

Use

You can store the following account assignment objects from Funds Management in the employee's master data or in Organizational Management to post personnel expenses to these account assignment objects within posting the payroll results to Accounting.

- Funds center
- Commitment item (in certain cases only)
- Fund

Integration

You use the *Funds Management* component (FI-FM).

Prerequisites

You have specified from when account assignment objects from Funds Management should be transferred when posting to Accounting in Customizing for *Financial Accounting* under *Funds Management* -> *Actual and Commitment Update* -> *Integration* -> *Integration with HR (Human Resources)* -> *Define Begin of HR Integration*. It is only possible to store account assignment objects from Funds Management in the employee's master data or in Organizational Management from this point in time onwards.

You have made the relevant settings in Customizing for *Personnel Administration* so that the account assignment objects from Funds Management can be entered in the HR master data.

Scope of Function

You can assign an employee account assignment objects from Funds Management in different ways:

- You can assign a funds center and, optionally, a fund to the employee in the *Organizational Assignment* infotype (0001).
- Using the *Cost Distribution* infotype (0027), you can assign the employee to several funds centers and, optionally, funds on a percentage basis so that his/her personnel expenses are distributed to these account assignment objects.
- You can assign the employee to a position to which a cost distribution is assigned that contains one or several funds centers. The employee can also be assigned to several such positions on a percentage basis.
- You can assign individual remuneration elements for an employee to a funds center and, optionally to a commitment item and a fund, by storing a cost assignment in the infotypes intended for this purpose. For a list of the most important infotypes in which you can specify a cost assignment, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 135\]](#).

If the system can no longer post to the fund for the Funds Management account assignment to be used because its financial purpose has expired (for example, in the case of a retroactive

Integration of Funds Management without using Position Management

accounting run), the system deletes the fund from the relevant document line of the posting document (a fund is not given for the posting). The system documents deletion of the fund from the document line in the posting document.

Integration of Funds Management without using Position Management

Use

The aim of *Position Management* is to finance, arrange and plan the work areas and employees as efficiently as possible within the budget allocated. Integration with *Funds Management* makes it possible for *Position Management* to access the part of the budget from *Funds Management* that contains the personnel expenses.

Persons and positions can be financed in *Position Management* using the budget set for personnel expenses in *Funds Management*. This creates fund commitments in *Funds Management*. When *posting to Accounting*, these funds commitments are used up and an actual posting takes place in Funds Management.

For more information on the environment in *Position Management* and *Funds Management*, see [Position Management \[Ext.\]](#) and [Funds Management \[Ext.\]](#).

Integration

The integration of *Position Management* (PA-PM) with *Funds Management* (FI-FM) must be activated. For information on activating the integration, see the Implementation Guide (IMG) for *Personnel Management* under *Position Management -> Integration -> Integration with Funds Management*.

Prerequisites

The employees in question must have been financed in *Position Management*. The master data for this employee must meet the following conditions:

- No account assignments from Funds Management (funds center, commitment item and fund) should be stored in the infotypes *Organizational Assignment* (0001) and *Cost Distribution* (0027).
- The account assignment objects from Controlling that are stored in these infotypes, must belong to controlling areas that belong to the same FM area **for each employee**.



- In the infotypes, in which deviating cost assignments can be specified, you can also store account assignments from Funds Management. For a list of the most important infotypes in which you can specify a cost assignment, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 135\]](#). If you enter a deviating account assignment in these infotypes and the integration of Funds Management and Controlling are active, you must store account assignment objects for both account assignment objects:
- If a wage type is posted as an expense, you must have specified which expenditure type is used for the accompanying financing in Position Management.
- You must have specified to which account assignment objects from Funds Management the system should post if an expenditure type was not financed for an employee.

Integration of Funds Management without using Position Management

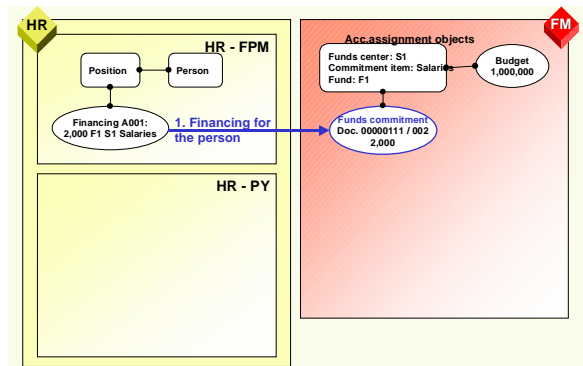
Process Flow for Integrated Position Management

Purpose

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, financing, payroll and posting take place as in the following example.

Process Flow

1. Financing the Person



The person is financed either directly or via their position in *Position Management*.

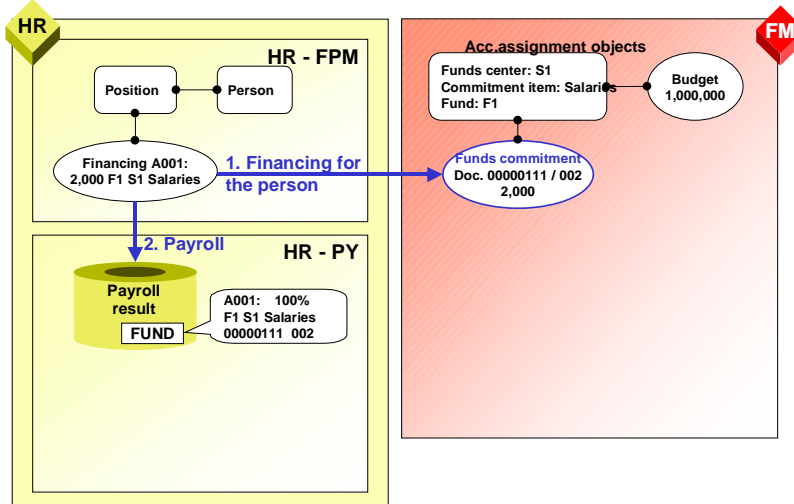
In this example, financing of 2,000 is created based on the expenditure type A001 with the following account assignment objects from Funds Management:

- Funds center: S1
- Commitment item: Salaries
- Fund 1: F1

This creates a funds commitment of 2,000 on this account assignment in Funds Management (FM). The funds commitment takes place in the funds commitment document number 00000111 in line 002.

Process Flow for Integrated Position Management

2. Payroll



Position Management provides *Payroll* with the following information for the period that corresponds to the processed payroll period:

- Account assignment objects from Funds Management that were created when financing the various expenditure types for the employee
- Document number and line number for the funds commitment in Funds Management

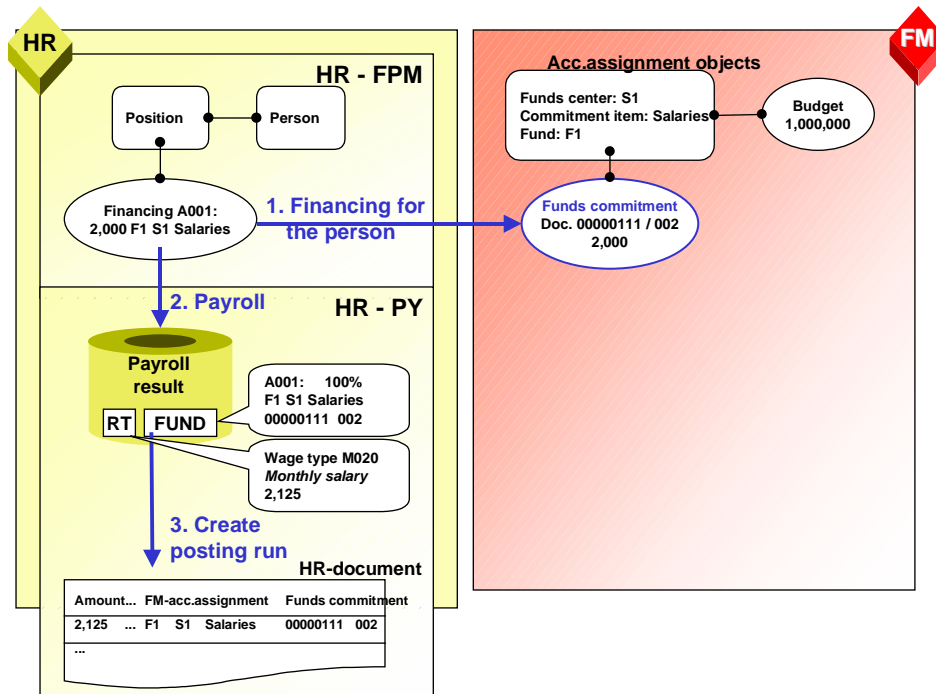
The financing amounts on the account assignment objects are converted to percentages and saved in the *Funding* (FUND) table in the payroll result along with the information mentioned using account assignment objects and funds commitment.



In the example, the expenditure type A001 is 100% financed from the account assignment objects funds center S1, commitment item *Salaries* and fund F1.

Process Flow for Integrated Position Management

3. Evaluating the Payroll Results



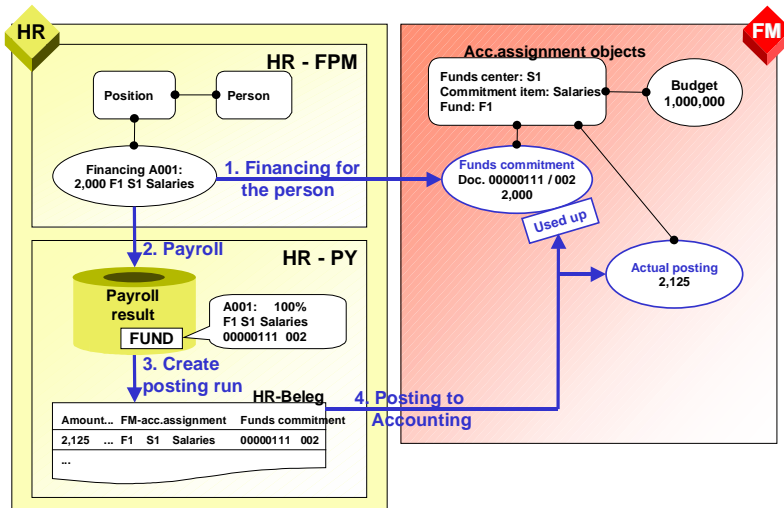
When evaluating the payroll results for posting to Accounting, the system uses the settings in Customizing to determine which expenditure type every expenditure wage type is assigned to that exists in the *Results table* (RT) in the payroll result for the employee and should be taken into consideration when posting. The *Financing* (FUND) table in the payroll result for an employee is used to determine with which account assignments from Funds Management these expenditure types were financed and which document and line number the funds commitment created by Position Management in Funds Management has. These account assignments from Funds Management and the document and line number of the funds commitment are given as account assignment information when posting the expenditure wage types to Accounting.



In the example, the expenditure wage type M020 *Monthly salary* has an amount of 2,125 according to the *Results Table* (RT). The expenditure type A001 is assigned to this wage type in Customizing. The *Financing* (FUND) table is used to determine that the expenditure type A001 was financed with the account assignment objects; funds center S1, funds commitment *Salaries* and fund F1. This information, as well as the document and line number of the funds commitment is contained in the posting document created by *posting to Accounting*.

Process Flow for Integrated Position Management

4. Posting to Accounting



When posting to Accounting, an actual posting to the account assignment objects specified in the posting document takes place in Funds Management. The funds commitment is reduced by the amount of the actual posting.



In the example, the actual posting to the account assignment objects; funds center S1, funds commitment Salaries and fund F1, takes place in Funds Management. As the amount of the actual posting (2,125) is higher than the funds commitment (2,000), the funds commitment is reduced completely.

See also:

[Payroll with Position Management \[Page 233\]](#)

[Posting with Position Management \[Page 235\]](#)

Payroll with Position Management

Purpose

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, the following process takes place in *Payroll*.

Process Flow

During payroll, the person's financing for the period of every payroll period processed is read from *Position Management* (PA-PM). In the process, percentages are calculated from the financing amounts from the account assignment objects in *Funds Management* (FI-FM), resulting in 100% for each financed expenditure type.

Even if the budget provided only partially covers the financing required, this is also converted to a total of 100%.



Example 1

Financing required:	2,000
Financing from account assignment objects in Funds Management (funds center S1, commitment item <i>Salaries</i> , fund F1)	1,000 = 100 %

Example 2

Financing required:	2,000
Financing from account assignment objects in Funds Management (funds center S1, commitment item <i>Salaries</i> , fund F1)	750 = 75%
Financing from account assignment objects in Funds Management (funds center S2, commitment item <i>Salaries</i> , fund F2)	250 = 25 %

A [WPBP-Split \[Ext.\]](#) takes place if financing is not provided for the whole of the payroll period, or financing changes within the payroll period

Financing is stored in the table *Financing* (FUND) in the payroll results for every WPBP period. This table contains the following data for every WPBP period and every expenditure type that was financed in Position Management:

- The *Funds Management* account assignment (funds center, commitment item and funds), used to finance the employee
- Document number and line of the funds commitment created because of the financing in *Position Management* in *Funds Management*.
- Percentage used to fund the expenditure type for the employee in this WPBP period using these Funds Management account assignment objects (the total of all percentages for each expenditure type and WPBP period is always 100 %)

Payroll with Position Management

- Whether the expenditure type financed is basic pay financing

The *financing* (FUND) table is stored in the payroll results.

If a person's basic pay is not financed in a period of the payroll period, the system informs you of this during the payroll run.

In Customizing for *Personnel Management*, you can make settings for the message to be displayed and the relevant system reaction with reference to payroll in Customizing for *Personnel Management*, under *Position Management* → *Integration* → *Determining Funds Required* → *Defining the Process Flow for Payroll Simulations* → *Define System Reactions for Payroll*.

The following reactions are possible:

Set system reactions	Message in payroll log	Consequences for payroll
Information (I)	No message	The <i>Financing</i> (FUND) table does not contain any account assignment objects, but only contains an entry in which the <i>Basic pay-financing</i> indicator is set.
Warning (W)	<i>"The expenditure type Basic pay is not financed without gaps".</i>	The <i>Financing</i> (FUND) table does not contain any account assignment objects, but only contains an entry in which the <i>Basic pay-financing</i> indicator is set.
Error message (E)	<i>"The expenditure type Basic pay is not financed without gaps".</i>	The non-financed person is rejected in the payroll run. You must have created basic pay financing before payroll can be performed for the person.

Posting with Position Management

Purpose

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, the following process takes place in *posting to Accounting*.

Prerequisites

If a wage type is posted as an expense, you must have specified which expenditure type is used for the accompanying financing in Position Management in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Special Scenarios* → *Integration of HR Funds and Position Management* → *Assign Expenditure Types to Wage Types*.

Process Flow

When evaluating the payroll results for posting to Accounting, the system uses Customizing to determine the expenditure type assigned to every wage type that is to be posted as an expense. It uses this expenditure type and the [WPBP split \[Ext.\]](#) of the wage type to determine which financing should be used from the *Financing* (FUND) table in the payroll results.

The relevant posting items contain the information obtained. The subsequent posting then uses up the funds commitment specified in the *Financing* (FUND) table in *Funds Management* and creates an actual posting to the *Funds Management* account assignment stored in the *Financing* (FUND) table.

If the expenditure type is financed proportionally from several *Fund Management* account assignments, the wage type amount is distributed to these account assignments based on the portions. Any rounding off differences are added to the greatest share.



If a different Funds Management account assignment was specified in one of the infotypes in which a cost assignment can be specified, this Funds Management account assignment is copied from the table *Cost Distribution from Various Infotypes* (C1) when posting the relevant expense. The Funds Management account assignment from the *Financing* (FUND) table is not taken into consideration for this posting. Moreover, the funds commitments are not used up in this expense posting.

For a list of the most important infotypes in which you can specify a cost assignment, see [Posting-Relevant Information from Master Data, Time Data and Organizational Management \[Page 135\]](#).

If a cost distribution to several CO account assignments was specified in the *Cost Distribution* infotype (0027), all the CO account assignments are multiplied with the calculated percentages of the financing from Position Management.



Cost center/funds center distribution

Financing of 1,000 takes place using the following account assignment objects from Funds Management.

Posting with Position Management

Account assignment 1: Funds center S1, commitment item *Salaries*, fund F1.
(Amount: 500)

Account assignment 2: Funds center S2, commitment item *Salaries*, fund F2.
(Amount: 500)

The *Financing* table (FUND) thus shows 50% for account assignment 1 and 50% for account assignment 2.

However, a cost distribution of 40% is entered in the *Cost Assignment* infotype (0027) for the cost center HR-01. The other 60% are posted to the employee's master cost center (HR-ALL) from the *Organizational Assignment* (0001) infotype.

A wage type with the amount of 1,000 was posted accordingly in the following way:

Cost center	FM account assignment	Multiplication	Amount
HR-ALL	1	1,000 x 60 % x 50 %	300
HR-ALL	2	1,000 x 60 % x 50 %	300
HR-01	1	1,000 x 40 % x 50 %	200
HR-01	2	1,000 x 40 % x 50 %	200



The documents in *Controlling* and in *Funds Management* contain summarized information:

In the *Controlling* document in the example, only the allocation to both the cost centers HR-ALL (amount: 600) and HR-01 (amount: 400) would appear. A prerequisite for this is that you have made the relevant settings for the reference procedure HRPAY in Customizing for *Controllings* under *General Controlling* → [Document Summarization for External Accounting Documents \[Ext.\]](#).

Only the allocation to both the account assignments 1 and 2 (an amount of 500 respectively) would appear in the *Funds Management* document.

Special Cases of Integration between Funds Management and Position Management

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, the following special cases can occur when *posting to Accounting*.

Special Case 1: Missing Financing for an Expenditure Type

If a wage type is assigned to an expenditure type that was not directly financed or was not financed using a position in Position Management in the period in question, there are no entries for this expenditure type and WPBP period in the *Financing* (FUND) table. In this case, the system attempts to determine a substitute account assignment by determining the default account assignment of the integration of *Funds Management/Position Management* from *Funds Management*. You define the substitute account assignment for each FM area and fiscal year in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Special Scenarios* → *Integration of HR Funds and Position Management* → *Define Posting Collector*.

Two-Step Substitution Concept

The system determines the substitute account assignment for wage types that are assigned to an expenditure type, that were not directly financed or were financed using a position in Position Management in the relevant period, in the following way:

1. The system first of all attempts to derive the substitute account assignment from the basic pay financing. If basic pay is financed in the relevant period (that means, there is financing with the *Basic pay* indicator for this period in the *Financing* (FUND) table in the payroll results), a substitute account assignment is derived from the Funds Management account assignment for this financing. The system derives the substitute account assignment using the Customizing settings from *posting to Accounting* named above. The non-financed expense is posted with this substitute account assignment. If basic pay is financed proportionally, the wage type amount with the non-financed expenditure type is distributed proportionally to the substitute account assignments determined in this way.
2. If basic pay is also not financed, the system determines the default account assignment without financed basic pay as the substitute account assignment in a second step, which you have stored in Customizing for *posting to Accounting* as described above. The account assignment objects stored in this position are used to post the wage type.

When using a substitute account assignment, the funds commitment is not used up when posting. Only an actual posting takes place.

If the system is not able to determine a substitute account assignment or if incorrect account assignment objects are stored (for example, funds whose financing purpose has come to an end), the posting document contains an error message. The posting document has the status *Documents incorrect*.

Special Case 2: Retroactive Accounting and Substitution

When posting a retroactive accounting run the amounts on the *Funds Management* account assignments are reversed that were previously posted to. This also applies if the substitute account assignment is posted to because of an incorrect financing. A prerequisite for this is, however, that you have not changed Customizing for the substitute account assignment in the meantime.

Special Cases of Integration between Funds Management and Position Management

If the system posted to the substitute account assignment of the FM area in the previous month because of a lack of basic pay financing and the person was subsequently financed in *Position Management*, when posting retroactive accounting runs in the subsequent month, the previous month's amount is reversed on the substitute account assignment and the (possibly changed) amount is posted to the Funds Management account assignment of the financing now stored in *Position Management*. In this case, the prerequisite that you have not, in the meantime, changed Customizing for the substitute account assignment, also applies.

Special Case 3: Fund whose Financing Purpose Has Come To An End

If the system can no longer post to the fund of the Funds Management account assignment to be used because its financial purpose has expired (for example, in the case of a retroactive accounting run), the system deletes the fund from the relevant document line of the posting document (a fund is not given for the posting). This does not apply if the fund originates from the default account assignment that you have stored in Customizing for *posting to Accounting* as described above. The system documents deletion of the fund from the document line in the posting document.

Special Case 4: Funds Commitment with Completed Indicator




If, when posting, the system determines that the funds commitment to be used up in *Funds Management* is indicated as being completed (this can particularly occur in the case of retroactive accounting runs for the last fiscal year), this funds commitment number is deleted from the relevant document line of the posting document. This only causes the actual posting to be made in *Funds Management*, without using up a funds commitment in the process. The system documents deletion of the funds commitment number from the document line in the posting document.

Providing Data for Personnel Cost Planning

Use

You can use the program *Posting to Accounting: Create Posting Run* (Report RPCIPE00) to provide Cost Planning with data based on existing or simulated payroll results.

Procedure

1. Choose *Human Resources → Payroll → Subsequent activities → Per payroll period → Posting to Accounting → Execute posting run*.
2. To select the payroll period, enter the *payroll area* and choose .
The current payroll period is displayed.
If you want to evaluate a different payroll period to the current period, choose *Other period* and enter the period you require.
3. Make the necessary entries in the *Selection* group. Entering the payroll area usually makes the selection.
4. In the *Run attribute* group box, choose the relevant *Type of document creation*.
 - If you want to provide *Cost Planning* with data based on payroll results that exist, you have the possibility of using all types of document creation.
 - If you want to provide *Cost Planning* with data based on simulated payroll results, you must enter a π (test run) in the *Type of documentation* field
5. Choose Cost Planning (in the *Run attribute* group box)
6. Set the *Cost planning data* indicator in the *Cost Planning* dialog box. If you want to provide Cost Planning with data using simulated payroll results rather than existing ones, set the *Simulate payroll* indicator and specify the appropriate payroll program and, if necessary, a report variant.
7. In the dialog box, choose *Cost Planning* .
8. Choose .

Result

Cost planning is provided with the data from *Payroll*. For more information, see [Personnel Cost Planning \[Ext.\]](#).

Troubleshooting

Troubleshooting

You can use the *Troubleshooting* section to get help in unexpected situations when *posting to Accounting*:

- [Posting run cancelled with status "selection running" \[Page 241\]](#)
- [Personnel numbers not selected or rejected \[Page 242\]](#)
- [Accounting documents were not created \[Page 243\]](#)
- [Posting run is missing in posting run overview \[Page 244\]](#)
- [Resetting the reversal after termination \[Page 245\]](#)

Posting Run Cancelled with Status "Selection Running"

Posting Run Cancelled with Status "Selection Running"

Use

During creation, a posting run has the status *Selection running*. If the creation of a posting run was cancelled after the payroll results for individual personnel numbers had already been selected, the posting run thus retains the status *Selection running*.

To be able to create a new posting run, you must remove the selection of the payroll results. You do this by deleting the posting run.

Procedure

You [delete \[Page 170\]](#) the posting run.

Result

By deleting the posting run, you have removed the selection of the payroll results for personnel numbers already processed. You can now create a new posting run.

[Troubleshooting \[Page 240\]](#)

Personnel Numbers not Selected or Rejected

Personnel Numbers not Selected or Rejected

Use

If personnel numbers were not selected or were rejected when creating a live posting run, you can subsequently select these personnel numbers for evaluation.

Procedure

You have two different options for selecting personnel numbers for evaluation that were not selected or were rejected.

Creating a New Posting Run for All Personnel Numbers

1. Remove the cause of the error stated in the log.
2. Delete the posting_.
3. Create a new posting run.

Creating a Separate Posting Run for the Personnel Numbers Skipped

1. Remove the cause of the error stated in the log.
2. Create a new posting run. When doing so, enter the same parameters in the selection screen that you entered when creating the first posting run.

The payroll results already contained in another live posting run are not evaluated a second time. Only the payroll results for the skipped personnel numbers or for the personnel numbers not selected are included in a separate posting run.

Result

The payroll results for the personnel numbers that were not selected or were skipped are now included in a live posting run.

[Troubleshooting \[Page 240\]](#)

Accounting Documents Were not Created

Use

If the system has not created any corresponding accounting documents after posting the posting documents in the *Accounting* components, this can be due to various errors.

Procedure

- First of all, check the status and the history of the posting run in the posting run overview. In this way, you can check if you have actually performed all the steps for posting to Accounting.



The posting run must have the status *Documents posted* or (in distributed systems) the status *Documents transferred*. If the posting run has a different status, it has not yet been posted.

- If you use ALE technology and the posting run has the status *Documents transferred*, check the status of the Idoc created in the HR system and sent to the AC system with the help of the [Idoc list \[Ext.\]](#). If the Idocs were processed correctly, check the status of the [posting \[Ext.\]](#) in the AC system.
- If you do not use ALE technology and the run has the status *Documents posted*, check the status of the posting.

[Troubleshooting \[Page 240\]](#)

Posting Run is Missing in the Posting Run Overview

Posting Run is Missing in the Posting Run Overview

Use

After you have posted, reversed, deleted or archived the posting documents for a posting run, the posting run is no longer displayed in the posting run overview. This is due to a filter that is set in the standard system.

Procedure

If you want to display posting runs in the posting run overview whose posting documents were posted, reversed, deleted or archived, choose *Edit* → *Filter* → *Delete filter* in the posting run overview.

See also:

[Setting and Deleting Filter \[Ext.\]](#)

Result

The posting runs required are displayed in the posting run overview. The standard settings are not changed by this procedure. For more information, see [layouts \[Ext.\]](#).

[Troubleshooting \[Page 240\]](#)

Resetting the Reversal after Termination

Use

In certain situations, the reversal of posting documents may be cancelled with an error. This may, for example, occur in the following situations:

- The specified posting date is in a posting period that is already closed.
- At the time of the reversal, the posting of the original document had not been completed.
- Account assignment objects (for example, cost centers) which were posted to in the original document are closed at the time of the reversal.
- Posting items that were created by the original document are already cleared at the time of the reversal (for example to customer and vendor accounts).

If the reversal is cancelled with an error, the relevant posting run gets the status *Reversal documents incorrect*. In this case, you must check the incorrect reversal documents and reverse the reversal that went wrong to be able to reverse the posting documents a second time.


If the reversal is cancelled not because of an error but for example, for technical reasons, the posting run in question can have one of the following statuses:

- Reversal document creation is running
- Reversal documents created
- Reversal is running

In this case, it is not necessary to perform the steps for checking the incorrect reversal documents specified below. Only perform the steps that are required to reverse the incorrect reversal.

Procedure

Checking Incorrect Reversal Documents

1. Go to the document overview for the relevant posting run.
2. Select the posting documents that have the status *incorrect (Reversal)* and choose .
The **document display** is displayed.
3. Read the error messages that were created for the incorrect reversal documents and remove the cause of the error.

Cancelling Incorrect Reversal

1. Go to the overview of posting runs.
2. Select the posting run that contains the incorrect reversal documents.
3. Choose *Edit → Reversal → Reset the reversal after termination*.

Result

The posting run was returned back to the same state as it had after the posting documents to be reversed were posted. It can be reversed again.

Resetting the Reversal after Termination

The incorrect reversal documents get the status *Reversal reset*. You no longer have an influence on *Posting to Accounting*.

[Troubleshooting \[Page 240\]](#)

Reporting

Purpose

This component allows you to carry out evaluations of the payroll as statistics and statements.

Evaluations/Statistics

Swiss law requires the employer or the employee to transfer various evaluations and statistics to administrations and professional associations. These evaluations are performed and statistics determined after payroll has been run. These include the following:

- Statistics on the scale and structure of wages (Swiss Federal Office of Industry, Business and Employment [BWA])
- Employment statistics for the quarter (Swiss Federal Office of Industry, Business and Employment [BWA])
- Wage and salary statistics ASM (Employers' Association for Swiss Engineering Industry)
- Solidarity contribution statement for members of the ASM
- Accounting as required by law:
 - AHV compensation funds
 - Tax authorities in the cantons and in the municipalities
 - Swiss Accident Insurance Institution [SUVA] and other insurance institutions
 - Cantonal family equalization funds

The evaluations are performed and statistics determined in the period for which they must be created:

[Evaluations for each Payroll Period \[Page 249\]](#)

[Annual Evaluations \[Page 254\]](#)

[Evaluations for Other Periods \[Page 261\]](#)

[Period-Independent Evaluations \[Page 264\]](#)

Evaluations for each Payroll Period

[Withholding Tax Accounting \[Page 250\]](#)

[Recapitulation of Wage Types \[Page 251\]](#)

[Statement for ASM Solidarity Contributions \[Page 252\]](#)

[ASM Wage and Salary Statistics \[Page 253\]](#)

Withholding Tax Accounting (Report RPLQSTC0)

Withholding Tax Accounting (Report RPLQSTC0)

Use

You use this report to carry out withholding tax accounting with the cantonal tax administrations.

The report creates the following lists:

- Interactive list for internal control purposes (for display in the SAP-List-Viewer)
- Withholding tax accounting (as a SAPscript form)
You send this list to the responsible cantonal tax office as a confirmation of withholding tax accounting.

Activities

To run the report, choose the following path from the *SAP Access* screen: *Human Resources → Payroll → Europe → Switzerland → Subsequent Activities → Per Payroll Per. → Reporting → Tax → WhT Statement*.

For more information on this report, see *Help → Application Help* in the Report Selection screen.

For general information on withholding tax accounting, see [Procedure for Calculation of Withholding Tax \[Page 30\]](#).

Recapitulation of Wage Types (Report RPLJAEC0)

Use

This report supports the evaluations required by law to check the payroll results. For this purpose, the report results in a list (A3) of all wage types from the desired time period.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources → Payroll → Europe → Switzerland → Per Payroll Period → Reporting → Social Insurance → Wage Type Totals*.

For more information, see *Help → Application Help* in the Report Selection screen.

Statement for ASM Solidarity Contributions (RPLASMC1)

Statement for ASM Solidarity Contributions (RPLASMC1)

Use

This report creates the statement of the solidarity contribution for members of the Employers' Association for Swiss Engineering Industry (ASM). In addition to the statements, you can also print a check list of paid contributions.

The statements must be created at the end of each payroll period. They are created immediately following payroll.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources -> Payroll -> Europe -> Switzerland -> Other Periods -> Lists/Statistic -> ASM-Statistics -> ASM Solid. Contr.*

For more information on this report, see *Help -> Application help* in the Report Selection screen.

ASM Wage and Salary Statistics (RPLASMC0)

Use

The report helps you issue the wage and salary statistics according to the guidelines specified by the Employers' Association for Swiss Engineering Industry. These statistics are compiled each year in August.

The list contains the following items:

- Detail list for adult employees
- Detail list for minors
- Detail list for apprentices/trainees
- Summary

The lists are separated according to sex.

Structure of the list:

For the detail list, the categories of professions are grouped according to the following criteria:

- Activity group, for example, superior; foundry
- Subareas, for example, production; secondary area of production
- Main areas, for example, technology; business administration; marketing

Activities

To run the report, choose the following path from the *SAP R/3* screen: *Human Resources -> Payroll -> Europe -> Switzerland -> Other Periods -> Lists/Statistics -> ASM-Statistic -> ASM Wage Stat.*

For more information, see *Help -> Application Help* in the report selection screen.

Annual Evaluations

Annual Evaluations

Family-Related bonuses	FAK Accounting [Page 255]
Social insurance	AHV Wage Statement [Page 256] IA Annual Accounting [Page 257]
Accident insurance	UVG Annual Accounting [Page 258]
Tax	Withholding Tax Accounting [Page 250] Withholding Tax Statements for GE/VD/SG [Page 259] Wage Statement for Tax Declaration [Page 260]

FAK Accounting (Report RPLFAKC1)

Use

According to the family-related bonuses law, every employer's company must belong to a family equalization fund (*FAK*). The company must make contributions for its employees who are entitled to family-related bonuses.

Employers whose professional associations offer private family equalization funds, are exempt from paying contributions to the cantonal family equalization funds. The benefits offered by the private family equalization fund are not allowed to drop below the statutory requirements of the cantonal family equalization fund.

The report assists you in carrying out the annual accounting for your company with the cantonal family equalization funds.

The report supports the output of the following lists (List format A4 - landscape):

- Detail accounting of the family-related bonuses for each employee – with the total for each *FAK*
- Detail accounting of the paid family-related bonuses for each employee – with the total for each *FAK*
- Detail list of the *AHV*-liable wage total for each employee – with the total for each *FAK*

In addition, the report allows you to check the employment periods of each employee.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources* → *Payroll* → *Europe* → *Switzerland* → *Subsequent Activities* → *Annual* → *Reporting* → *Family Equalization* → *Accounting of Family-Related Bonuses*.

For more information, see *Help* → *Application Help* in the Report Selection screen.

AHV Wage Statement (Report RPLAHVC1)

AHV Wage Statement (Report RPLAHVC1)

Use

The *AHV* wage statement is one of the reports for social insurance that you carry out during *AHV* accounting. The statement must be created annually for accounting with the *AHV* compensation fund. At the same time, it serves as a notification of all *AHV* annual wages from the previous year.

The report issues the following lists:

- List of wage statements with the *AHV*-relevant data for each employee
- List of *AHV*-exempt employees and wage cumulations for the wage statement
- List of concurrent employment in different company codes or payroll units.
- Address list of all [payroll units \[Ext.\]](#)

In addition, you can call up a list that supplies information on the employee's periods of employment.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources* → *Payroll* → *Europe* → *Switzerland* → *Period-Independent* → *Reporting* → *Social Insurance* → *AHV Employee List*.

For more information on this report, see *Help* → *Application Help* in the Report Selection screen.

IA Annual Accounting (Report RPLIKAC1)

Use

If contributions have been deducted for an employee and paid to the *AHV* compensation fund, the fund must keep an *individual account* and create and maintain an account sheet for this employee.

The *Individual Account (IA) for Annual Accounting* report assists in settling your company with the *AHV* compensation fund. The fund credits the *AHV* annual wage to the employee's *individual account*. The credit is used later to calculate the pension.

The report creates the data medium for accounting for the employee's *AHV*-liable income with the *AHV* compensation funds. It also creates the accompanying list and the check list for the data medium.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources* → *Payroll* → *Europe* → *Switzerland* → *Annual* → *Reporting* → *Social Insurance* → *IA-Accounting*.

For more information on this report, see *Help* → *Application Help* in the Report Selection screen.

UVG Annual Accounting (Report RPLSUVCO)

UVG Annual Accounting (Report RPLSUVCO)

Use

The Federal Law on Accident Insurance [UVG] from 01.01.84 established the introduction of obligatory accident insurance for all employees. Currently, the obligation to contribute is divided between employer and employee as follows:

- The employer pays the entire contribution for the obligatory insurance for industrial accidents (IA) and occupational illness.
- The employee pays the contributions for the obligatory insurance for non-industrial accidents (NIA). Differences in contribution responsibilities that to the employee's benefit are permitted.

The employer serves as contribution debtor for the IA insurance and the NIA insurance. This means that the employer has the right to deduct the NIA contributions directly from the employee's wages.

You use the report *UVG Annual Accounting* (RPLSUVCO) for your company's annual accounting with the accident insurance agency. For each employee, the report lists the individual employment periods of the gross wage, the UVG base, and the wage types liable for contributions.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources → Payroll → Europe → Switzerland → Subsequent Activities → Annual → Reporting → Accident Insurance → UVG Annual Accounting*.

For more information, see *Help → Application Help* in the Report Selection screen.

Withholding Tax Statements for GE/VD/SG

Use

The reports *Withholding Tax Statement Geneva* (Report RPLQSFC0), *Attestation d'Impôt à la Source (Canton Vaud)* (Report RPLQSTC1) and *Withholding Tax Statement with Annual Values (St. Gallen)* (Report RPLQSTC2) support the output of the withholding tax statements for the appropriate canton. The statement serves as the official confirmation of the withholding tax deducted by the employer and the deductions which have been settled with the canton's tax administration.

Prerequisites

Before you run the report, you must make the required settings in Customizing for *Payroll Switzerland*. This includes the settings in the section under *Tax → Reporting* and the settings for the *Withholding Tax* [payroll unit \[Ext.\]](#).

Features

The reports create the official form for the cantons listed above. A form is created for each employee for whom withholding-tax-liable income was processed during the evaluation period.

The SAP system issues the statements as SAPscript forms.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources → Payroll → Europe → Switzerland → Subsequent Activities → Annual → Reporting → Tax → WhT Statement*.

Wage Statement for Tax Declaration (Report RPLLAWC0)

Wage Statement for Tax Declaration (Report RPLLAWC0)

Use

The report supports the output of the wage statement. Each tax-liable employee is required – either annually or biennially (depending on the canton) – to submit the wage statement to the tax office for his or her canton of residence. The tax office requires the wage statement in order to carry out an official tax assessment.

Features

The report creates the wage statement in accordance with the requirements set out by the canton.

For a detailed description of the function, see *Help → Application Help* in the Report Selection screen.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources → Payroll → Europe → Switzerland → Subsequent Activities → Annual → Reporting → Tax → Wage Statement*.

Evaluations for Other Periods

- [ASM Wage and Salary Statistics \[Page 253\]](#)
- [BFS Quarterly Employment Statistics \[Page 262\]](#)

BFS Quarterly Employment Statistics (Report RPLBGAC0)

BFS Quarterly Employment Statistics (Report RPLBGAC0)

Use

This report supports the creation of the employment statistics according to the guidelines defined by the Federal Office on Statistics (*BFS*).

The report identifies the number of employees in your company for a predetermined date.

Employees are categorized according to capacity utilization level and sex. Usually, the date is set as the last day of the reporting quarter.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources → Payroll → Europe → Switzerland → Other Periods → Lists/Statistics → BFS-Statistics → BFS Emp. Stat.*

BFS Statistics on Scale and Structure of Wages (Report RPLBGAC1)

Use

You use this report to create *Statistics on the Scale and Structure of Wages in Switzerland* for the Swiss Federal Office of Statistics (*BFS*).

These statistics must be created annually – usually in October.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources -> Payroll -> Europe -> Switzerland -> Other Periods -> Lists/Statistics -> BFS-Statistics -> BFS Scale and Structure of Wages*

For more information on this report, see *Help -> Application help* in the Report Selection screen.

Period-Independent Evaluations

Period-Independent Evaluations

[AHV-Employee List \[Page 265\]](#)

AHV Employee List (Report RPLAHVC0)

Use

The report issues a list of all AHV-liable employees. The list contains the AHV number, the AHV code, and the entry and leaving dates.

The AHV employee list is created independent of the period. Through the multiple selection, the report allows you to display the AHV employee list according to different organizational criteria.

Activities

To run the report, choose the following path from the *SAP Easy Access* screen: *Human Resources → Payroll → Europe → Switzerland → Period-independent → Reporting → Social Insurance → AHV Employee List*.

Statements

Statements

Tax

The SAP standard system supports the creation of the wage statement and the withholding tax statement as a part of the tax component. Both statements are required by law.

The wage statement lists the employee's earnings for the appropriate calendar year. For the official tax assessment, employees who are residents of the cantons Basel-Stadt, Geneva, Jura, Neuchâtel, Solothurn, and Zurich must submit the wage statement to the tax office annually. Employees who are residents of other cantons are required to submit the wage statement every two years.

The cantonal withholding tax offices in Geneva, Vaud, and St. Gall require each person liable for withholding tax to submit a statement as proof of withholding tax that the employer has deducted. The SAP system creates the official form for the withholding tax statement according to the laws of each canton.

The statement serves as evidence of the withholding tax deducted by the employer and the deductions which have been settled with the canton's tax administration.

For more information on taxes, see:

[Withholding Tax Accounting \[Page 250\]](#)

[Wage Statement for Tax Declaration \[Page 260\]](#)

Social Insurance

You can create the following statements required by law as a part of the social insurance component:

[AHV Wage Statement \[Page 256\]](#)

[IA Annual Accounting \[Page 257\]](#)

[UVG Annual Accounting \[Page 258\]](#)

Workflows for Payroll Switzerland

The following section describes various workflows that must be completed if you change certain employee data. The workflows are required by law.



The workflows described here provide additional information on the workflows that are generally valid for the SAP R/3 system when you perform certain [personnel actions \[Ext.\]](#), for example, entry, organizational change, leaving and so on. The following Swiss-specific aspects dictate the necessity of these workflows:

- Cantonal laws
- Distinction between employees based on withholding tax liability

See also:

- [Marriage \[Page 268\]](#)
- [Employee's Move to Another Canton \[Page 270\]](#)
- [Separation / Divorce \[Page 271\]](#)
- [Year-End Processing \[Page 272\]](#)
- [AHV/UVG Revision \[Page 273\]](#)

Marriage

Marriage

Purpose

When an employee marries, you must make the corresponding changes in the employee's master data. Thus, you can map the situation correctly. You have to make more changes for women than for men. For this reason, two different processes are described below.

Procedure

Change in the master data for men

1. Change the *Personal Data* infotype (0002).
You store the new marital status and the date of the marriage
2. In case the employee has moved, enter the employee's new address in *Addresses* infotype (0006).
3. Change the data in *Family/Related Person* infotype (0021).
Enter the name, and if required, other details regarding the employee's wife
4. For employees obligated to pay withholding tax: Change the withholding tax rate or class (depending on how you entered the original) in *Fiscal Data CH* infotype (0038). You may have to enter the [employee's move to another canton](#) [\[Page 270\]](#) .



Note that you cannot change the employee's taxation rate during the month. This change can only go into effect at the beginning of the following month.

5. Notify the pension fund of the employee's marriage
The labor mobility benefit must be recorded at the time of the employee's marriage in order to calculate the spouse's future (potential) support or pension payments later.

Change in the master data for women

1. Change the *Personal Data* infotype (0002).
In addition to the new marital status and date of the marriage, enter the employee's new last name
2. Same as item number two in the list above
3. Change the data in *Family/Related Person* infotype (0021).
Enter the husband's name, and if required, other details regarding the employee's husband
4. Same as item number four in the list above

Marriage

5. Enter the new AHV number in *Social Insurance CH* infotype (0036).
The employee's name change causes the employee's AHV code to change. Therefore, you must ask for the employee's AHV ID. You must request a new AHV ID from the AHV compensation fund responsible.



Ensure that you do not make the changes for the data records in *Social Insurance CH* infotype (0036) and *Fiscal Data CH* infotype (0038) during the month. You can only make these changes for the first day of the following month.

6. Notify the pension fund of the employee's marriage
The labor mobility benefit must be recorded at the time of the employee's marriage in order to calculate the spouse's (potential) support or pension payments in the future.



Delimit the validity duration of the other infotype records by copying the infotype records and entering the start date of the new infotype record in the *Validity period* field.

Result

The employee's updated master data is available in the SAP R/3 system and used in the next payroll run.

Employee's Move to Another Canton

Employee's Move to Another Canton

Purpose

When an employee moves to a different canton, you must make the corresponding changes in the employee's master data. Here you can represent the situation correctly.

Procedure

1. Enter the employee's new address in *Addresses* infotype (0006).
2. Create a new [wage statement \[Page 260\]](#) for the employee (from the beginning of the year up to the time of the move).
3. Change the cantonal family equalization fund in *Social Insurance CH* infotype (0036).

For non-Swiss nationals with the residency permits A or B, you must do the following:

4. Request and receive a permit from the Administration for Non-Nationals responsible.
5. Change the indicator for the canton or municipality indicator in *Fiscal Data CH* infotype (0038).



Delimit the validity duration of the other infotype records by copying the infotype records and entering the start date of the new infotype record in the *Validity period* field.



Ensure that you do not make the changes for the data records in *Social Insurance CH* infotype (0036) and *Fiscal Data CH* infotype (0038) during the month. You can only make these changes for the first day of the following month.

Result

The employee's updated master data is available in the SAP R/3 system and used in the next payroll run.


Separation / Divorce

Purpose

If an employee separates or divorces, you must make the required changes in his or her master data. This ensures that you are able to process anticipated spousal and family support payments.

Procedure

1. Change the *Personal Data* infotype (0002).
You store the new marital status and the date of the separation / divorce.
2. If the employee has children: Check for the parent entitled to the family-related bonus. In some cases, you may need to change the data in *Social Insurance CH* infotype (0036).
3. When the divorce is legal, you notify the pension fund of the existing labor mobility benefit in order to establish the support payment entitlement.
4. For employees obligated to pay withholding tax: Change the withholding tax rate or class (depending on the original entry) in *Fiscal Data CH* infotype (0038).

 Ensure that you do not make the changes for the data records in *Social Insurance CH* infotype (0036) and *Fiscal Data CH* infotype (0038) during the month. You can only make these changes for the first day of the following month.

Result

The employee's updated master data is available in the SAP R/3 system and used in the next payroll run.

Year-End Processing

Year-End Processing

Purpose

Year-end evaluations for the previous year are generally created in January of the following year.

Prerequisites

The annual evaluations can only be created if no retroactive accounting runs are required in the previous year.



To prevent retroactive accounting runs in the previous year, set the earliest possible period for the control record of the payroll area to January 1st of the current year. To do this, choose the following path from the SAP Easy Access screen: *Human Resources -> Payroll -> Europe -> Switzerland -> Tools -> Control Record*. Enter the date in the change mode in the *Earliest retroactive acc. per.* field.

Procedure

You must carry out the following evaluations for year-end processing:

1. [Wage Statement for Tax Declaration \[Page 260\]](#)
2. [AHV Wage Statement \[Page 256\]](#)
3. [FAK Accounting \[Page 255\]](#)
4. [UVG Annual Accounting \[Page 258\]](#) (including the recapitulation of obligatory wage types)

Result

You have created all evaluations that are relevant for year-end accounting with the appropriate administrations and institutions.

AHV / UVG Revision

Purpose

For the AHV and UVG revision, you must provide certain documents that must be submitted on paper. The revision is carried out every four years.

Procedure

To provide the correct and complete documents for the revision, you must create the following evaluations:

1. Personal annual wage accounts with company total
2. Obligations for the AHV/SUVA revision
3. Wage type accounting
4. UVG annual accounting
5. AHV accounting

To create the required evaluation, choose the following path in the *SAP Easy Access* screen: *Human Resources -> Payroll -> Europe -> Switzerland -> Subsequent Activities -> Annual -> List/Statistics -> AHV / UVG Revision*. Choose the corresponding report.

Result

You have created the relevant evaluations for the AHV or UVG revision.

Payroll for Public Sector Switzerland (PY-CH-PS)

Payroll for Public Sector Switzerland (PY-CH-PS)

Purpose

Within the component *Payroll Switzerland*, this component represents the cost-of-living allowance as a special feature of the public sector in Switzerland.

Implementation Considerations

You can only use the component *Payroll Public Sector Switzerland* if the settings for the component *Payroll Switzerland* also exist.

Integration

The area *Public Sector* is an enhancement for the component *Payroll Switzerland*. In the application component hierarchy, the component *Public Sector Switzerland* falls under the component *Payroll Switzerland*.

Features

The component *Payroll Public Sector Switzerland* contains the following functions:

- Enhancement of payroll with *Cost-Of-Living* infotype (0511)
- Determination of the cost-of-living allowance during payroll for hourly wage earners and salaried employees

Calculation of the Cost-of-Living Allowance

Use

The SAP system uses this function during payroll in order to calculate the employee's cost-of-living allowance automatically. The SAP system takes the cost-of-living allowance from the entry you made in [Cost-Of-Living infotype \(0511\) \[Page 280\]](#).

Integration

The function P0511 (*Cost-Of-Living Allowance Switzerland*) is a part of subschema CHGD (*Bases Switzerland*), which, in turn, is part of the payroll schema CH00.

The monthly amount (a salaried employee's cost-of-living allowance) is factored in the subschema CHAL (*Factoring and Storage (CH)*). In this subschema, the estimated hours are multiplied by the number of hours (cost-of-living allowance for hourly wage earners).

Prerequisites

The following are prerequisites so that the SAP system can calculate the employee's cost-of-living allowance:

- The system settings for the calculation of the cost-of-living allowance are maintained in Customizing for *Payroll Switzerland* under *Enhancements for Public Sector* → *Cost-Of-Living Allowance*.
- For the employee, a valid record for *Cost-of-Living Allowance* infotype (0511) exists during the payroll period.
- In the valid record for *Cost-of-Living* infotype (0511), the employee is assigned to a higher level than cost-of-living allowance level 00. The cost-of-living allowance level 00 means that the employee in question is not entitled to this allowance.

Features

The calculation of the cost-of-living allowance includes the following activities in the system:

- Automatic calculation of the cost-of-living allowance as a part of payroll
- Determination of the monthly amount based on the cost-of-living allowance level stored in *Cost-Of-Living* infotype (0511)
- Different calculation methods for hourly wage earners and salaried employees.
 - Calculation of the cost-of-living allowance for **hourly wage earners**:
 - Calculation of the estimated hours based on the monthly amount
 - Determination of the vacation bonus for the estimated hours based on the employee's leave entitlement
 - Determination of sick pay bonus for the estimated hours
 - Calculation of the cost-of-living allowance for **salaried employees**:
 - Determination of the monthly amount based on the cost-of-living allowance level
 - Reduction according to the capacity utilization level

Calculation of the Cost-of-Living Allowance**Activities**

You maintain the cost-of-living allowance level for your employees in *Cost-Of-Living* infotype (0511).

The SAP system uses this value to determine the appropriate cost-of-living allowance as a part of payroll.

Process Flow for Calculation of Cost-of-Living Allowance

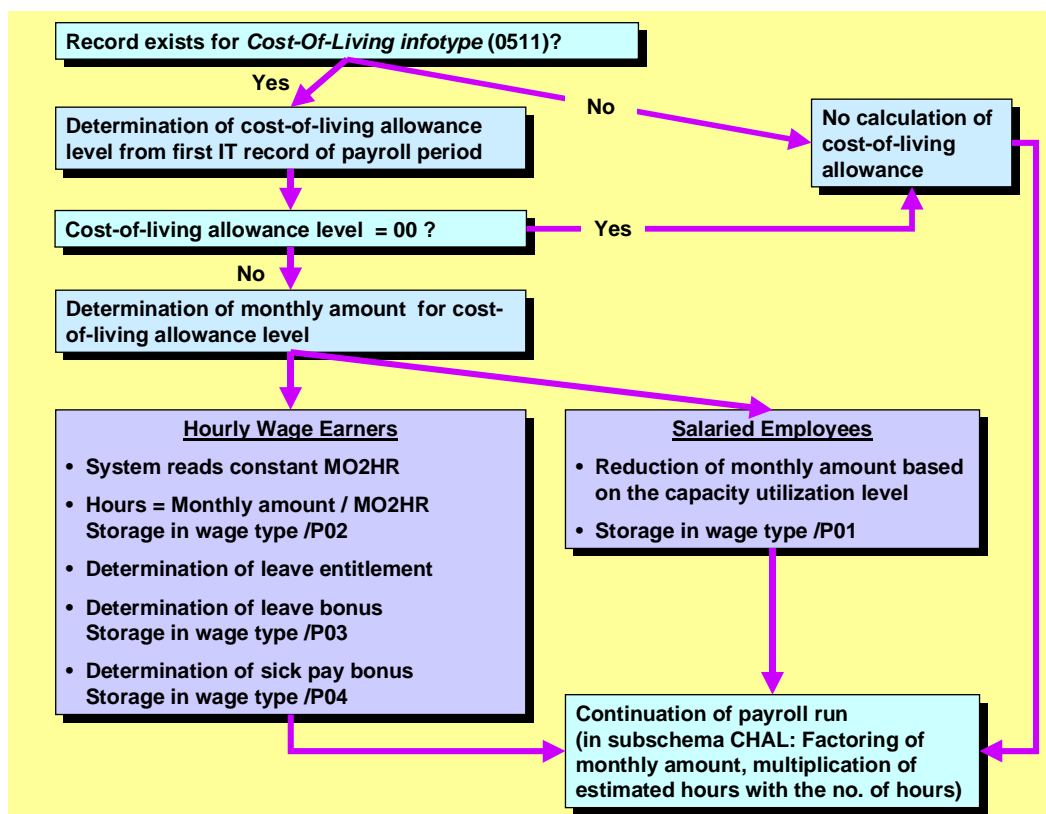
Process Flow for Calculation of Cost-of-Living Allowance

Purpose

As a part of payroll for Public Sector Switzerland, the payroll program RPCALCC0 automatically runs through the calculation for the cost-of-living allowance. This calculation is in subschema CHGD (*Bases CH*) under the function P0511 (*Cost-Of-Living Allowance Switzerland*).

Procedure

Diagram of the cost-of-living allowance calculation in function P0511



For the calculation of the cost-of-living allowance, the following individual steps take place during payroll:

1. The SAP system chooses all records for *Cost-of-Living* infotype (0511) that are within the validity period of the payroll period.
If no infotype record exists, the SAP system skips over the function P0511 and then continues to run payroll. In this case, the system does not calculate a cost-of-living allowance for the employee.
2. From the available intotype records, the SAP system chooses the first record in the payroll period and reads the cost-of-living allowance level that is stored there.

Process Flow for Calculation of Cost-of-Living Allowance

If the cost-of-living allowance level is 00, the SAP system skips over the function P0511 and then continues the payroll run. No cost-of-living allowance is calculated for this employee.

3. From the view V_T5CPBS05 (*Cost-of-Living Levels and Amounts*), the SAP system determines the monthly amount for the cost-of-living allowance based on the imported cost-of-living allowance level.
4. Based on the *grouping of employee areas for the personnel calculation rule* in the internal table WPBP, the system determines whether the employee earns an hourly wage or receives a monthly salary.



If the grouping is 1, the employee is an hourly wage earner
 If the grouping is not 1, the employee receives a monthly salary

5. If the employee is an hourly wage earner, the SAP system determines the estimated hours from the monthly amount of the cost-of-living allowance as follows:
 - a. The system takes the current value of the constant MO2HR from the table T511K (*Payroll Constants*)
 - b. To determine the estimated hours, the monthly amount is divided by the constant MO2HR
 (Estimated hours = Monthly amount / MO2HR).
 The system generates the wage type /P02 and places the estimated hours for the cost-of-living allowance under this wage type in the IT table.
 - c. The leave bonus depends on the employee's leave entitlement; therefore, the SAP system first determines the employee's leave entitlement.
 - d. Based on the leave entitlement, the SAP system determines the leave bonus from the table T5C3C (*HR-CH: Portions of Hourly Wage*). In this table, the leave bonus is defined as a percentage of the estimated hours of the cost-of-living allowance. The system then uses the percentage to calculate the leave bonus. The system generates the wage type /P03 and places the estimated hours for the leave bonus under this wage type in the IT table.
 - e. The system runs through the same procedure to determine the estimated hours for the sick pay bonus from the corresponding percentage in table T5C3C. The sick pay bonus depends on the employee's leave entitlement; therefore, the *LvEnttltmt* field in the table T5C3C must contain the value 999,99. After calculating the estimated hours for the sick pay bonus, the system generates the wage type /P04 and places the estimated hours under this wage type in the IT table.
6. If the employee receives a monthly salary, the system reduces the monthly amount by the *capacity utilization level* stored in *Basic Pay* infotype (0008). The system generates the wage type /P01 and places the estimated hours under this wage type in the IT table.
7. The monthly amount is factored in the subschema CHAL (*Factoring and Storage (CH)*) in the personnel calculation (PC) rule XVAL. The wage type /P01 is coded in the processing class 10 with the specification A. In the PC calculation rule XVAL, the wage types that are coded in the processing class 10 with A are multiplied by the partial period factor /801 and then rounded to the nearest 5 Swiss centimes.
8. The multiplication of the estimated hours with the number of hours takes place in subschema CHAL in the PC CHS2 (*HR-CH: Gross and Net Hourly Wage*). Under the function PIT CHS2

Process Flow for Calculation of Cost-of-Living Allowance

(*HrlyWage* & *Age*: *Calculate LvBns & 13thMnthWgs*), the wage types /P02, /P03, and /P04 are multiplied by the number of hours (wage type /207) and then rounded to the nearest 5 Swiss centimes. The results are entered and stored in the RT table.

Result

If a value other than 00 is assigned as the cost-of-living allowance level in *Cost-Of-Living* infotype (0511), the SAP system calculates a cost-of-living allowance for the employee. The pay statement contains the amounts for the cost-of-living allowance.

Cost-Of-Living Infotype (0511)

Cost-Of-Living Infotype (0511)

Definition

Cost-Of-Living infotype 0511 contains the cost-of-living allowance levels and the employee's activity key.

Use

In this infotype you maintain the employee's place of residence and work location and, using a cost-of-living allowance rule, you determine the employee's cost-of-living allowance level. Depending on the cost-of-living allowance rule, the *COLA level* field either already contains a value or you can enter a value manually.

Based on the cost-of-living allowance level in this infotype, the system automatically determines the employee's allowance during the payroll run.

Structure

Cost-of-living allowance levels

You maintain the employee's place of residence and work location in the *Cost-Of-Living Allowance* group box.

- Enter the municipality key in the *Municipality* field.
- If several cost-of-living allowance levels are assigned to this municipality, you select further specifications for this municipality in the *District* field.

After entering the municipality key and, if required, the district key, the system displays the cost-of-living allowance level (*COLA level*) that is assigned to that particular place of residence or work location.



You define the cost-of-living allowance levels for each of the municipalities in Customizing for *Payroll Switzerland* under *Enhancements for Public Sector* → *Cost-Of-Living Allowance* → *Create Municipalities and Assign Cost-Of-Living Allowance Levels*

Cost-of-living allowance rule

In the *COLA rule* field, you determine which rule the system uses to form the cost-of-living allowance level. You can select one of the following cost-of-living allowance rules in *Cost-Of-Living* infotype (0511):

Value	Description	Use
WD	Place of residence and work location rule	The SAP system chooses the higher cost-of-living allowance level from the COLA level of the place of residence and the COLA level from the work location.
GR	Guarantee rule	You can enter the COLA level manually in order to guarantee a certain cost-of-living allowance.

Cost-Of-Living Infotype (0511)

KA	No entitlement	The SAP system provides the default value 00 for the COLA level
13	Cost-of-living allowance level 13	The SAP system provides the default value 13 for the COLA level
WO	Place of residence	The SAP system uses the COLA level for the place of residence
DO	Work location	The SAP system uses the COLA level for the work location
SO	Other	You can enter the COLA level manually



There is no functional difference between the values **Guarantee rule** and **Other**. The different values merely document the reason for the manual entry.

Activity name

In the *Name of Employee Activity* group box, you maintain the employee's *activity key*. This field is purely informative and has no other function in payroll. For more information, see [Activity Name Display \[Page 283\]](#).

Integration

In the feature CP511 (*Default Value Rule for Determining the Cost-Of-Living Allowance Level*), you can determine which default value the system supplies for the *COLA level* field when you create an infotype record. In the standard system, you get the place of residence and work location rule. For more information, see the Implementation Guide for *Payroll Switzerland* under *Enhancements for Public Sector → Cost-Of-Living Allowance → Maintain Default Values for Cost-Of-Living Infotype (0511)*.

Processing the Cost-of-Living Allowance Level

Processing the Cost-of-Living Allowance Level

Use


You assign a cost-of-living allowance level to your employee using *Cost-Of-Living* infotype (0511). This allows the SAP system to calculate the employee's cost-of-living allowance during payroll.

Procedure

1. Choose *Human Resources* → *Personnel Management* → *Administration* → *Maintain Master Data*.
2. Enter the *personnel number*.
3. Enter either the number 511 or the name **Cost-of-living allowance** in the *Information type* field and choose a processing type.

You reach a record for *Cost-Of-Living* infotype (0511).

4. Check the validity period.
5. In the *Municipality* field, enter the municipality key for the place of residence and the work location. If several cost-of-living allowance levels are valid for a municipality, also choose a *district*.

The system displays the cost-of-living allowance level for the place of residence or the work location.
6. In the *COLA level* field, choose the cost-of-living allowance rule that is valid for the employee.
 - If you confirm the entry, the system displays the corresponding cost-of-living allowance level.
 - If you have chosen the rule **Guarantee rule** or **Other**, enter the cost-of-living allowance level manually.
7. If required, enter an *activity key* for your employee.
8. Choose  Save

Result

You have assigned a cost-of-living allowance level to the employee. The system uses this level during the payroll run as a basis for the cost-of-living allowance.

Activity Name Display

Use

In [Cost-Of-Living infotype \(0511\) \[Page 280\]](#) the system displays the name of the employee's activity. This display is merely informative and is dependent on the employee's sex and your language settings:

- Depending on the employee's sex, the employee's activity name is either in the feminine or masculine form.
- Depending on your log-on language, the activity name appears in German, French, or Italian.

Prerequisites

You have defined and translated the activity key. You make these settings in Customizing for *Payroll Switzerland* under *Enhancements for Public Sector* → *Maintain Activity Key and Texts*.

Activities

You enter the title key in *Cost-Of-Living* infotype (0511) and save your entries.



The numbers for the activity key begin with zeros.

See also:

[Processing the Cost-Of-Living Allowance Level \[Page 282\]](#)

PY-CH Pension Fund

Purpose

This component contains all functions to:

- Calculate employee contributions to the company pension plan
- Calculate benefits (technical account management)
- Create reports

The following information is available for the SAP system context:

- [Pension Fund CH: User Guide \[Ext.\]](#)
This guide provides user information regarding the *Pension Fund* component.
- [Pension Fund CH: Reference Guide \[Ext.\]](#)
This guide provides detailed, technical information regarding the individual functions and objects in the pension fund component.
- [Pension Fund CH: Technical User Guide \[Ext.\]](#)
This guide provides you with tips and strategies for the setup and configuration of the pension fund.

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