

Payroll Indonesia (PY-ID)



Release 4.6C



Copyright

© Copyright 2001 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft[®], WINDOWS[®], NT[®], EXCEL[®], Word[®], PowerPoint[®] and SQL Server[®] are registered trademarks of Microsoft Corporation.

IBM[®], DB2[®], OS/2[®], DB2/6000[®], Parallel Sysplex[®], MVS/ESA[®], RS/6000[®], AIX[®], S/390[®], AS/400[®], OS/390[®], and OS/400[®] are registered trademarks of IBM Corporation.

ORACLE[®] is a registered trademark of ORACLE Corporation.

INFORMIX[®]-OnLine for SAP and Informix[®] Dynamic Server[™] are registered trademarks of Informix Software Incorporated.

UNIX[®], X/Open[®], OSF/1[®], and Motif[®] are registered trademarks of the Open Group.

HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C[®], World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA[®] is a registered trademark of Sun Microsystems, Inc.

JAVASCRIPT[®] is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, R/2, RIVA, R/3, ABAP, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

Contents

Payroll Indonesia (PY-ID)	6
Payroll in the SAP System	7
PY-ID Gross Payroll Accounting	8
PY-ID Net Payroll Accounting	9
PY-ID Tax	10
PY-ID Tax Terms Used in Indonesia	11
PY-ID Implementing Tax.....	12
PY-ID Tax-Related Infotypes	13
PY-ID Tax Indonesia Infotype (0241)	14
PY-ID Entering an Employee's Tax Data.....	16
PY-ID Tax Reporting	17
PY-ID Setting Up the System for Tax Reporting.....	19
PY-ID Running a tax report.....	20
PY-ID Jamsostek	21
PY-ID Implementing Jamsostek.....	23
PY-ID Jamsostek-Related Infotypes	24
PY-ID Jamsostek Infotype (0242).....	25
PY-ID Enrolling in a Jamsostek Scheme	26
PY-ID Jamsostek Reporting.....	27
PY-ID Monthly Jamsostek Report.....	28
PY-ID Running a Monthly Jamsostek Report.....	30
PY-ID Annual Jamsostek Report	32
PY-ID Running an Annual Jamsostek Report	34
PY-ID Private Insurance	35
PY-ID Private Insurance Scenarios in the System	36
PY-ID Implementing Private Insurance	37
PY-ID Private Insurance-Related Infotypes	38
PY-ID Private Insurance Indonesia Infotype (0319)	39
PY-ID Enrolling in a Private Insurance Scheme	40
PY-ID Deductions	42
PY-ID Final Payroll Processing	43
Wage and Salary Payments	44
Payment-Related Information in the Master Data.....	45
Payment-Related Information in the Payroll Results	46
Preliminary Program DME	48
Repeating a Payment Run.....	52
Wage and Salary Payments by Bank Transfer	53
Evaluating Payroll Results	54
Creating a DME File.....	55
Data Medium Administration.....	56
Wage and Salary Payments by Check	58
Evaluating Payroll Results	59
Printing Checks.....	60
Cash Payment with Cash Breakdown List.....	61

PY-ID Reporting63

Payroll Indonesia (PY-ID)

Purpose

This component allows you to process the payroll for the employees of your organization in Indonesia, using data from the SAP Personnel Administration component. Additionally, there are a number of payroll reports that you can run.

Implementation Considerations

You must take into consideration the other areas in SAP HR, in particular Personnel Administration, when implementing the Indonesian payroll.

Integration

The payroll component is closely integrated with the other areas in SAP HR, as well as other SAP modules such as Financial Accounting and Controlling.

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.

PY-ID Gross Payroll Accounting

PY-ID Gross Payroll Accounting

Purpose

The Gross Payroll processes employee's data from Personnel Administration and generates wage types that are used in Net Payroll. Pre-tax deductions are included when processing Gross Payroll.

PY-ID Net Payroll Accounting

Purpose

The Net Payroll converts gross wages into net wages and processes the income tax for employees. Gross wages include wage types entered in Personnel Administration and those generated in Gross Payroll. The Net Payroll also includes the processing of Jamsostek and other private insurance schemes, as well as Koperasi loans accounting.

The Net Payroll generates a results cluster of wage types for employees in the payroll run. This cluster serves as the basis for all further processing and output from the payroll system. This includes generating statutory reports.

Integration

The Net Payroll is closely integrated with the other areas in SAP HR, as well as other SAP modules such as Financial Accounting and Controlling.

PY-ID Tax

PY-ID Tax

Purpose

The Tax component stores and processes tax information for employees. The system determines an employee's gross income, and deducts tax-exempt incomes (PTKP, Jamsostek, functional cost). The remaining income is subject to taxation, and the employee's income tax is withheld for payment to the tax authorities.

Implementation Considerations

Before using the tax component, you must ensure that it has been [set up correctly \[Page 12\]](#).

Features

In Indonesia, an employee is taxed according to residence status. The table below describes the relationship between the residence status and the type of tax processing for the employee:

Employee's residence status	Tax Processing
Local resident	PPH21 [Page 11]
Expatriate who has resided in Indonesia for more than 183 days in any one-year period	PPH21
Expatriate who has resided in Indonesia for less than 183 days in any one-year period	PPH26

With the tax component, you can incorporate tax processing for local resident and expatriates under PPH21 as well as expatriates under PPH26.

Additionally, the tax component generates [annual statutory tax reports \[Page 17\]](#) for submission to the tax authorities.

PY-ID Tax Terms Used in Indonesia

Definition

The below lists terms used in Indonesia that differ in meaning as they are used in the system, or have specific meaning in Indonesia.

Terms used in Indonesia	Meaning
Net income	Net income before tax
Taxable income	Net income before tax minus untaxed income (PTKP)
Taxable income minus income tax	Net income (after tax)
PPH-Article 21 (or PPH21)	Income tax for local or resident taxpayers
PPH-Article 26 (or PPH26)	Income tax for non-resident taxpayers
Untaxed income (PTKP)	Portion of salary that is tax-exempt or tax relief

PY-ID Implementing Tax

Purpose

Before you can use the tax component, you must set it up for your company. The implementation process includes the following:

- Set up the company in terms of tax office groupings, that is, you define the company from the tax authority's point of view. For example, you specify different employee groupings, and assign them to the appropriate tax offices.
- Verify that the legal specifications for tax computation are accurate. This includes the tax brackets, tax rebates (for example, PTKP for spouse), among others.

Process Flow

1. Define your company in terms of tax office groupings. This involves:
 - a. Creating the different tax office groupings relevant to your company. For each tax office grouping, you can enter the tax identification number that is relevant to your company's employees.
 - b. Assigning the employee groupings to the appropriate tax office grouping.
2. Ensure that the tax brackets and tax rates have been set up correctly. The tax rates are different for PPH21 and PPH26 tax processing.
3. Verify that the tax deductions have been correctly defined. Tax deductions include PTKP for the employee, spouse and dependents, as well as functional cost for employees.
4. Enter the rounding factor for the taxable income.



Use the [Tax \[Ext.\]](#) section of the Indonesia payroll implementation guide (IMG) to perform this.

Result

When you have implemented the tax component, you can start to enter the employee's tax data in the system. You can generate the tax reports to be submitted to the relevant tax authorities.

See also:

[Setting up the system for tax reporting \[Page 19\]](#)

PY-ID Tax-Related Infotypes

Definition

For the system to calculate an employee's income tax, you must enter an employee's tax related data in the system. You enter the tax information using the following infotype:

- [Tax Indonesia \(0241\) \[Page 14\]](#) - This is where you enter the general tax data, such as Tax ID. You must also enter the tax relief (PTKP) in terms of spouse and number of dependents. You can specify that the system looks up the number of dependents in the *Family/Related Person* infotype (0021).
- *Family/Related Person* (0021) - This is where you enter spouse and dependents data for married employees.
- *Organizational Assignment* (0001) - This is where you specify the type of contract the employee has with the company. It can be a regular employee contract ([PPH21 \[Page 11\]](#)) or an expatriate contract (PPH26).
- *Personal Data* (0002) - This is where you enter the marital status of the employee. Note that even if you provide marital status information here, you must also specify that the employee is entitled to spouse relief (PTKP for spouse) in the *Tax Indonesia* infotype (0241).

In addition to the above infotypes, you must update all infotypes that generate wage types used in payroll processing. These infotypes include, for example, *Basic Pay* (0008), *Recurring Payments/Deductions* (0014), *Additional Payments* (0015), as well as time management infotypes such as *Planned Working Time* (0007).



You must set up all wage types for tax processing by setting the tax-related processing and cumulation classes for these wage types. You must also set up the relevant evaluation classes for [tax reporting \[Page 19\]](#).

PY-ID Tax Indonesia Infotype (0241)

PY-ID Tax Indonesia Infotype (0241)

Definition

The *Tax Indonesia* infotype stores the data required for the system to calculate the employee's income tax during a payroll run.

Use

From the data in the *PTKP Details* of this infotype, the system determines the [untaxed salary \(PTKP\) \[Page 11\]](#) that the employee is entitled to. This is then used to calculate the taxable income of the employee that is then used to calculate the income tax required for withholding.

Structure

Tax ID

An employee who works for only one company, uses the Company Tax ID. However, if an employee works for more than one company, the employee is provided with a Personal Tax ID by the tax authorities.

A Personal Tax ID entered here overwrites the Company Tax ID.



You set up the Company Tax ID during the implementation of the system. See *Payroll Indonesia* → *Tax* → *Tax Office Groupings* → [Define parameters for the tax office groupings \[Ext.\]](#) in the Indonesian payroll implementation guide (IMG).

PTKP Details

This section determines the untaxed salary (PTKP) that the employee is entitled to. An employee has the following untaxed salary (PTKP) entitlement:

For unmarried employees	Entitled to untaxed salary (PTKP) for the employee only
For married employees	Entitled to: <ul style="list-style-type: none"> • PTKP for employee • PTKP for spouse • PTKP for up to three dependents

To be eligible for the appropriate PTKP entitlement, you must select the relevant fields in this section.



Married female employees who want to claim PTKP entitlement for their husbands must provide their husband's Unemployment Reference Number issued by the local administration.

Integration

In the PTKP Details section, the *Number of Dependents* field includes the *Use Family info* option. If you select this option, the system determines the number of dependents from the data entered in the *Family/Related Person* infotype (0021).

See also:

[Tax-related infotypes \[Page 13\]](#)

PY-ID Entering an Employee's Tax Data

Use

When you have assigned the different employee groups to the appropriate tax offices, you must enter an employee's tax data into the system. You can then generate the relevant [tax reports \[Page 17\]](#) that are submitted to the tax authorities.

Prerequisites

Before you can enter an employee's tax data, you must [implement \[Page 12\]](#) the tax component according to your company structure.

Procedure

1. Choose *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The Maintain HR Master Data screen appears.

2. Enter the *employee's personnel number*, and then enter **241** in the infotype field of the Direct selection section of the screen to access the [Tax Indonesia \[Page 14\]](#) infotype (0241).
3. Choose *Create*.

The Create Tax Data Indonesia screen appears.

4. Employees who have more than one job have a personal tax ID. Enter this ID in the field provided.
5. Enter the PTKP details for the employee. This includes:
 - a. Specifying if the employee's spouse is entitled to tax relief (PTKP for spouse). Married female employees whose spouses are unemployed are eligible for spouse tax rebate only if the spouse can provide an unemployment certificate. You enter the unemployment reference number here.
 - b. Specifying the number of dependents that are entitled to tax relief (PTKP for dependents). If you specify that you want to use the family info in the system, you must ensure that the dependents information in the *Family/Related Person* infotype (0021) is up to date.
6. Save.

Result

You have entered an employee's tax data. When you run the payroll, the tax data is incorporated in the payroll. You can generate the tax reports for submission to the tax authorities.

See also:

[Running a tax report \[Page 20\]](#)

PY-ID Tax Reporting

Use

At the end of the year, all companies are required to submit a set of statutory tax reports to the tax authorities. In the tax component, we provide the following annual statutory tax reports:

- Form 1721 - Annual Income Tax Return Article 21. This report contains the cumulated figures for a company or subsidiary of a company.
- Form 1721A - List of Permanent Employees and Recipients of Pension/Old Age Saving/Old Age Allowance. This is an attachment to Form 1721 that provides the total gross earnings and PPH21 figures for individual employees in a company or subsidiary of a company.
- Form 1721A1 - Income and Calculation of Income Tax Art 21 for Permanent Employees and Recipients of Pension/Old Age Saving/Old Age Allowance. This is also an attachment to Form 1721 that provides an itemized view of tax related data for each employee.

In the system, you can run a report (HIDCTAX1) to generate these tax forms.

Prerequisites

To accurately report annual tax figures, you must [configure the system \[Page 19\]](#) to produce the correct tax figures at the end of the year.

You must also have the year's tax data stored in the system so that the tax reports can make use of these data.

Features

- If an employee moves from one tax modifier to another, a different set of tax reports is generated for each tax modifier.
- You can generate tax reports based on:
 - Time periods
 - Tax modifiers
- You can print tax reports in:
 - SAPscript layout set (for laser printer)
 - ABAP/list that can be printed on continuous stationary for high-volume printing
- You can print tax reports using:
 - A local printer, that is, a printer directly connected to a stand-alone PC
 - A network printer

Constraints

If you print the tax reports on a local printer, you must ensure that:

- SAPLPD is running on the PC
- The device type for the printer is set to SAPWIN

PY-ID Tax Reporting

- The printer name is known to the SAP System network

See also:

[Tax \[Page 10\]](#)

PY-ID Setting Up the System for Tax Reporting

Purpose

To generate an accurate tax report, you must first ensure that you set up the system to calculate the correct tax figures during a payroll run. You must specify the correct evaluation class setting for the wage types that are required for tax reporting.

Process Flow

To set up the system for tax reporting:

1. Ensure that all relevant wage types are included for tax reporting. You must add all wage types that are required in tax reporting in the tax wage type group. This tax wage type group is used in the next step to set up the evaluation class setting.
2. Set up all the tax reporting wage types. This is done by specifying what type of income the wage type contains using an evaluation class setting.



See *Payroll Indonesia* → *Tax* → [Tax Report \[Ext.\]](#) of the Indonesian payroll implementation guide (IMG).

Result

When you have set up the system, you can generate the tax reports.

See also:

[Implementing Tax \[Page 12\]](#)

PY-ID Running a tax report

Prerequisites

You must run the payroll before you can have the correct tax figures in the tax reports.

Procedure

1. Choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Indonesia* → *Subs. activities* → *Annual* → *Reporting* → *Tax*.

The *Annual Tax Report Indonesia* selection screen appears.

2. Enter the relevant information in the various sections of the screen. Some of the options are described below:

Section	Options
Period	You select the time period for the valid tax reports.
Selection	You can select one or more employees using the options. You can use the personnel area and subarea, employee group and subgroup, or payroll area as selection criteria.
Tax grouping	You can select a tax modifier created when you set up the tax component.
Statutory tax reports	You select from the following statutory tax reports: <ul style="list-style-type: none"> • Form 1721 • Form 1721A • Form 1721A1
Print format selection	You can set the print format as: <ul style="list-style-type: none"> • ABAP/4 List (for continuous printing) • SAPscript (for laser printer)
Additional selection for form 172A1	You can narrow the selection of Form 1721A1 by entering the sequence number field that comes from Form 1721A. You can also enter the name of the person signing the report, and you can specify the date that is to be printed on the report.

3. Choose *Execute*.

Result

You obtain a summary of the successful and unsuccessful employees selected, as well as a breakdown of the number of employees processed by the different tax modifiers.

You can view the various reports by selecting the appropriate report at the top of the screen. You can also view the unsuccessful employees processed, and the error message for each employee.

PY-ID Jamsostek

Purpose

Jamsostek provides a comprehensive social security program for the welfare of all employees by providing protection against loss earnings resulting from disability, illness, old age, or death. Employees under Jamsostek are covered under the following schemes:

- Occupational Accident benefits
- Death benefits
- Old Age benefits
- Health Care benefits

The Jamsostek component stores and processes Jamsostek information for employees. The system determines the contributions that are required for each scheme. Then the appropriate employee's contribution is withheld as payment to the Jamsostek authorities, along with the employer's contribution.



The Old Age benefits scheme requires employer's and employee's contribution. The other schemes require only employer's contributions.

Additionally, the system generates monthly [Jamsostek reports \[Page 27\]](#) as well as an annual Jamsostek report from the payroll data.

Implementation Considerations

By law, a company, or subsidiary of a company, with at least 10 employees, or that spends on payroll at least one million rupiah each month must enroll its employees in Jamsostek.

Organizations can replace the Jamsostek Health Care benefit scheme with their private health care program provided the private program is more beneficial to employees. This means that you can use the [private insurance component \[Page 35\]](#) to implement your company's private health care scheme into the system to replace the Jamsostek Health Care benefit scheme.

Features

With these Jamsostek schemes, you can:

- Create different levels for the different groups of employees in the organization
- Update the default percentage of an employee's salary for the employer's and employee's contributions
- Update a default fixed amount for an employer's and employee's contributions
- Update whether the employer's and employee's contributions are calculated based on a percentage, fixed amount, or a combination of percentage and fixed amount
- Update the minimum and maximum limits of contribution for the employer and employee
- Update the appropriate wage types necessary for the different schemes

PY-ID Jamsostek

All Jamsostek schemes have been implemented according to legal requirements. However, you must check that the contribution rates have been correctly set. Additionally, you must assign the different employee groups to the appropriate Jamsostek scheme. This is explained in the [implementation \[Page 23\]](#) documentation.

PY-ID Implementing Jamsostek

Purpose

Before you use the [Jamsostek \[Ext.\]](#) component, you must assign each Jamsostek scheme to the relevant employee groups. Furthermore, check that the contribution figures for the Jamsostek schemes have been set up correctly.

Process Flow

1. Assign the different office groupings to the relevant Jamsostek office grouping. This includes:
 - a. Defining your company in terms of the different Jamsostek reporting regions. You can also specify if employees in each Jamsostek reporting region are enrolled in the Jamsostek health care scheme, or if the company provides its own private health care scheme.
 - b. Creating the Jamsostek offices that your company must report to.
 - c. Entering the relevant information about the Jamsostek office groupings. These include such information as the company's Jamsostek ID, and if the company is using the Jamsostek's health care plan, or its own private health care plan.
 - d. Assigning the different office groupings to the relevant Jamsostek office grouping.
2. Verify that the Jamsostek schemes have been created.
3. Verify that the details for each Jamsostek scheme have been set up correctly. This includes checking that the correct:
 - a. Levels of each Jamsostek scheme have been created. For example, for the Jamsostek health care benefits scheme, you have one level for single employees, and another for married employees.
 - b. Percentages are used to calculate the employee's and employer's contributions to the schemes.
 - c. Wage types are used for the employee's and employer's contributions as well as the contribution base used to calculate these contributions.



To implement the above process, go to the payroll implementation guide (IMG) under *Payroll Indonesia* → [Jamsostek \[Ext.\]](#).

Result

When you have implemented the Jamsostek schemes, you can enroll employees in the schemes, and enter this information in the system. You can generate the appropriate [Jamsostek reports \[Page 27\]](#) for submission to the relevant Jamsostek authorities.

PY-ID Jamsostek-Related Infotypes

PY-ID Jamsostek-Related Infotypes

Use

You must enter data that the system requires to calculate the contributions for the various [Jamsostek \[Ext.\]](#) schemes. Use the following infotypes to enter Jamsostek information:

- [Jamsostek \(0242\) \[Page 25\]](#) - This is where you enter the employee's Jamsostek ID. You can also specify that the employee's spouse is covered under Jamsostek.
- *Family/Related Person* (0021) - This is where you enter the spouse and dependents (children) data required for registration. Employees must register their family with the Jamsostek office to obtain coverage for their dependents.
- *Personal Data* (0002) - This is where you enter the marital status of the employee. Note that even if you enter the marital status here, you must also specify that the employee's spouse is covered under Jamsostek in the *Jamsostek* infotype (0242).
- *Basic Pay* (0008) - This is where you enter the salary information of the employee. The wage types that you enter here are used to determine the calculation basis for Jamsostek (/111). This calculation basis is used to determine the contributions required for the different Jamsostek schemes.



To determine the calculation basis for Jamsostek (/111), set up the cumulation class of the appropriate gross wage types.

Prerequisites

Before you enter the Jamsostek data, you must [set up the system \[Page 23\]](#) to suit the company's requirements.

PY-ID Jamsostek Infotype (0242)

Definition

The *Jamsostek* infotype stores the [Jamsostek \[Ext.\]](#) data of an employee that is required for the various statutory [Jamsostek reports \[Page 27\]](#).

Structure

Jamsostek ID

Every employee is given a unique identification number consisting of 11 alphanumeric characters, for example,

95J50176038.

The ID contains the following information:

Digits	Represents
first 2 digits	the year the employee joins the scheme
next alphabet	the month the employee joins the scheme
remaining digits	the employee's personal identification number

You enter the employee's membership number in this field.

Married for Jamsostek purposes

In order for the employee's spouse to be covered under Jamsostek, set this indicator.

See also:

[Jamsostek-related infotypes \[Page 24\]](#)

PY-ID Enrolling in a Jamsostek Scheme

Use

When you have assigned the different employee groups to the relevant Jamsostek reporting office, you must enroll an employee in the [Jamsostek \[Ext.\]](#) schemes before the system takes into account the employee's Jamsostek data as part of the payroll run.

Procedure

1. Choose *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR master data* screen appears.

2. Enter the *employee's personnel number*, and then enter **242** in the Infotype field of the Direct selection section of the screen to access the [Jamsostek infotype \(0242\) \[Page 25\]](#).

3. Choose Create.

The *Create Jamsostek Insurance Indonesia* screen appears.

4. Enter the employee's Jamsostek identification number. For married employees who are enrolled in Jamsostek, but whose spouses are not included in the schemes, deselect *Married for Jamsostek purposes*.
5. Save.

Result

You have enrolled the employee in the Jamsostek schemes. When you run the payroll, the Jamsostek data is incorporated in the payroll. You can generate the relevant [Jamsostek reports \[Page 27\]](#) for the Jamsostek authorities.

See also:

[Running a monthly Jamsostek report \[Page 30\]](#)

[Running an annual Jamsostek report \[Page 34\]](#)

PY-ID Jamsostek Reporting

Purpose

A company registers its employees under [Jamsostek \[Ext.\]](#) by submitting a series of statutory Jamsostek reports to the relevant Jamsostek authorities. SAP provides additional reports that can be used by the company for internal accounting purposes.

The Jamsostek reporting component lets you generate and print these forms for the company.

Features

In Jamsostek reporting you can,

- Generate the Jamsostek reports based on specific Jamsostek modifiers.
- Print the Jamsostek reports in:
 - SAPscript layout set (for laser printer).
 - ABAP/list that can be printed to continuous stationary for high-volume printing.

See also:

[Jamsostek \[Page 21\]](#)

PY-ID Monthly Jamsostek Report

PY-ID Monthly Jamsostek Report

Use

You have to submit the following statutory forms to the relevant Jamsostek authorities once a month:

- | | |
|---------|---|
| Form 1A | A list of all new employees hired in the month within a specific Jamsostek office grouping. The employees' salaries are included in this form. You can also include employees who have transferred into a subsidiary from another, provided the subsidiaries report to different Jamsostek authorities. |
| Form 1C | A list of employees, together with their salaries, who have left the company in the month within a specific Jamsostek office grouping. You can also include employees who have transferred out of a subsidiary to another, provided the subsidiaries report to different Jamsostek authorities. |
| Form 2 | A summary of all Jamsostek monthly contributions and changes from the previous month due to hiring, resignation, and salary changes. |

In the system, you can run a report (HIDCJAM0) that generates the above statutory forms. This report also generates the following additional forms that are useful for reconciling the company's human resource data:

- | | |
|------------------------|--|
| Report for pay changes | A list of all pay changes that occur in the month within a specific Jamsostek office grouping. This includes any retroactive accounting, for example, back-dated payments. |
| Report for transfers | A list of all employees who transfer from one Jamsostek office grouping to another. This is relevant for corporations whose subsidiaries are reported as different Jamsostek office groupings. |

Integration

The system also provides an [annual statutory Jamsostek report \[Page 32\]](#) that the company must submit to the Jamsostek authorities.

Prerequisites

You need to create Jamsostek data for all new employees using the [Jamsostek infotype \(0242\) \[Page 25\]](#), and have the employee's payroll data stored in the system before you can generate the above Jamsostek forms.

Features

Selection

You select payroll area and the period from which the employees are from.

You can then restrict the employees selected by entering individual, or a range of:

- Personnel number
- Company code
- Personnel area and subarea

PY-ID Monthly Jamsostek Report

- Payroll area

You must also enter the following information in the selection screen:

- The Jamsostek office grouping
- The legal Jamsostek reports to generate
- The additional Jamsostek reports to generate
- The print format to use when printing these reports

Output

The system generates the following outputs:

- A summary of the successful employees processed and the errors encountered
- The appropriate forms selected
- An error list, if any mistakes are found



Use the buttons on top of the screen to go to the relevant screen output.

PY-ID Running a Monthly Jamsostek Report

PY-ID Running a Monthly Jamsostek Report

Use

You can run the following statutory and additional Jamsostek reports:

- Statutory reports
 - Form 1A
 - Form 1C
 - Form 2
- Additional reports
 - Report for pay changes
 - Report for transfers

Prerequisites

You must run the payroll for the particular month before the correct [Jamsostek \[Ext.\]](#) data can appear in the monthly Jamsostek reports.

Procedure

1. Choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Indonesia* → *Subs. activities* → *Per payroll period* → *Reporting* → *Jamsostek*.

The *Jamsostek month reports - Indonesia* selection screen appears.

2. Enter the relevant information in the various sections of the screen. Some of the options are described below:

Section	Options
Payroll period	You specify the payroll period by selecting the payroll area together with the appropriate time period.
Selection	You can choose to select one or more employees by using the various options. You can use the personnel number, company code, personnel area and subarea, or payroll area as selection criteria.
Personnel subarea grouping for Jamsostek office	You can select employees by using the pre-defined Jamsostek office groupings. These groupings are set up when you customize the system using the Indonesian payroll implementation guide (IMG). For more information, go to <i>Payroll Indonesia</i> → <i>Jamsostek</i> → Jamsostek Office Groupings [Ext.] .

PY-ID Running a Monthly Jamsostek Report

<p>Legal Jamsostek reports</p>	<p>You select one or more of the statutory Jamsostek reports (forms 1A and 1C have variants that report transfers from one Jamsostek office grouping to another):</p> <ul style="list-style-type: none"> • Form 1A for hires • Form 1C for leavers • Form 1A for transfers • Form 1C for transfers • Report 2 for corp. contributions
<p>Other reports</p>	<p>You select one or more of the following reports:</p> <ul style="list-style-type: none"> • Report for pay changes • Report for transfers
<p>Print format selection</p>	<p>You can set the print format as:</p> <ul style="list-style-type: none"> • ABAP/4 List (for continuous printing) • SAPscript (for laser printer)

3. Choose Execute.

Result

You get a summary of the successful and unsuccessful employees selected. You can view the reports by selecting the appropriate report at the top of the screen. You can also view the unsuccessful employees processed, and an error message for each employee.

See also:

[Running an annual Jamsostek report \[Page 34\]](#)

PY-ID Annual Jamsostek Report

Use

At the end of the year, a company must submit an annual Jamsostek report to the relevant Jamsostek authority. This statutory report, called DUTK (Daftar Upah dan Tenaga Kerja, or List of Manpower and Salaries), shows a list of all employees, with their salaries displayed on a month-by-month basis, within a Jamsostek office grouping in a particular year.

You can run a report (HIDCJAM1) to generate this form.

Integration

The system also provides several statutory and additional [monthly Jamsostek reports \[Page 28\]](#).

Prerequisites

You must have the annual payroll data stored in the system before you can generate the annual Jamsostek report.

Features

Selection

You can select the time period and payroll area that the annual Jamsostek report is valid.

You can then restrict the employees selected by entering individual, or a range of:

- Personnel numbers
- Employment statuses
- Company codes
- Payroll areas
- Personnel areas, subareas and cost centers
- Employee groups and subgroups

You must also enter the following information:

- The Jamsostek office groupings that the employees are assigned to
- The print format for the Jamsostek report

Output

The system generates the following outputs:

- A summary of the successful employees and errors encountered
- The annual Jamsostek report
- An error list, if any mistakes are found



Use the buttons at the top of the screen to select the output to display on the screen.

PY-ID Running an Annual Jamsostek Report

PY-ID Running an Annual Jamsostek Report

Prerequisites

Since the annual Jamsostek report requires data about an employee's monthly income throughout the year, you must have run the payroll for the entire year before you can generate this report and submit to the Jamsostek authorities.

Procedure

1. Choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Indonesia* → *Subs. activities* → *Annual* → *Reporting* → Jamsostek.

The *Jamsostek Yearly Report - ID* selection screen appears.

2. Enter the relevant information in the various sections of the screen. Some of the options are described below:

Section	Options
Period	You select employees that are active in the selected time period.
Selection	You can select one or more employees by using the various options. You can use the personnel number, employment status, company code, payroll area, or employee subgroup grouping as selection criteria.
Personnel Subarea grouping for Jamsostek office	You can select employees by using the pre-defined Jamsostek office groupings. These groupings are set up when you customize the system using the Indonesian payroll implementation guide (IMG). For more information, go to <i>Payroll Indonesia</i> → <i>Jamsostek</i> → Jamsostek Office Groupings [Ext.] .
Print format selection	You can set the print format as: <ul style="list-style-type: none"> • ABAP/4 List (for continuous printing) • SAPscript (for laser printer)

3. Choose Execute.

Result

You get a summary of successful and unsuccessful employees selected, as well as a breakdown of the number of employees processed by the different Jamsostek modifiers.

You can view a report by selecting the report at the top of the screen. You can also view the list of unsuccessful employees processed, and the error message for each employee.

See also: [Running a monthly Jamsostek report \[Page 30\]](#)

PY-ID Private Insurance

Purpose

This component lets you implement a fully customizable private insurance program tailored to your organization's insurance scheme for employees.

The data you enter in the [Private Insurance Indonesia infotype \(0319\) \[Page 39\]](#) is used to calculate the employee's and employer's contributions required for enrollment in the private insurance scheme. The employee's contribution can then be deducted from salary during payroll processing.

Implementation Considerations

Some companies replace the [Jamsostek \[Page 21\]](#) Health Care benefit scheme with their own private health care program. You can do this provided the private program is more beneficial to employees. You can use the private insurance component to [implement a private health care plan \[Page 37\]](#) for your employees.

Companies can also have additional group insurance, such as retirement insurance plans and life insurance plans, for their employees. You can also use this component to implement such insurance plans.

Features

With the scheme, you can:

- Create different levels for the different groups of employees in the organization
- Define the default percentage of an employee's salary that the employer's and employee's contributions will be
- Define the default amount an employer's and employee's contributions will be
- Define whether the employer's and employee's contributions are calculated based on a percentage, fixed amount, or a combination of percentage and fixed amount
- Decide if the default employer's and employee's contributions can be overwritten at infotype level
- Define the minimum and maximum limits of contribution for the employer and employee. You can decide if this can be overwritten at infotype level
- Set up the appropriate wage types necessary for the private insurance scheme

PY-ID Private Insurance Scenarios in the System

PY-ID Private Insurance Scenarios in the System

We have created two private insurance models in the system, complete with the appropriate wage types set up, and defined employee and employer contributions. Each private insurance model is described in detail below.

By comparing these models with the company's private insurance schemes, you can implement your own private insurance schemes.

Private Life Insurance Scheme

This is a life insurance scheme for employees where the employer pays the monthly contribution on behalf of the employees. The scheme is implemented as follows:

Name of Private Insurance	Private Life Insurance (\$PLF)		
Level	1		
Employee's contribution	-	Wage type used:	MIE2
Employer's contribution	IDR100,000	Wage type used:	MIR2
Contribution basis	Employee's salary	Wage type used:	/111

The employer's contribution of IDR100,000 is set up so that you can change the contribution amount in the [Private Insurance Indonesia infotype \(0319\) \[Page 39\]](#) for an employee. Consequently, you can have varying employer's contributions for different employees for the same scheme.

Private Provident Fund Scheme

This is a pension fund scheme where the employee and employer contribute to the scheme. The scheme is implemented as follows:

Name of Private Insurance	Private Provident Fund (\$PPF)		
Level	1		
Employee's contribution	3% of employee's salary	Wage type used:	MIE1
Employer's contribution	6% of employee's salary	Wage type used:	MIR1
Contribution basis	Employee's salary	Wage type used:	/111

For the Private Provident Fund scheme, you cannot change the contributions using the *Private Insurance Indonesia* infotype (0319). All employees pay the same percentages for this scheme.

PY-ID Implementing Private Insurance

Purpose

To use the private insurance component, you must first implement the private insurance schemes to conform to the company's requirements. In the system, we provide two [private insurance model scenarios \[Page 36\]](#) that you can use to adapt the company's private insurance schemes.

Process Flow

1. Create the wage types required for the insurance schemes that you are implementing. You can copy from the sample wage types, and adapt them to fit the requirements of the insurance schemes for your company. You must also set up the processing, evaluation, and cumulation classes for the insurance scheme's wage types.
2. Create the insurance schemes. You can also specify the time constraints for the insurance scheme.
3. For the insurance scheme, specify the default employee's and employer's contributions, the maximum and minimum limits for these contributions, and the wage types that are used. In addition, you can specify that these figures are changeable at infotype level.
4. Set up the system to provide the default insurance level for each insurance scheme.



You can use the [Private Insurance \[Ext.\]](#) section of the Indonesian payroll implementation guide (IMG) to implement the insurance schemes described above.

Result

The insurance schemes are implemented in the system. You can enroll employees in the different schemes, and enter this information in the system.

PY-ID Private Insurance-Related Infotypes

Use

You must enter the private insurance data of an employee for the system to calculate the contributions due for the private insurance scheme. Use the following infotypes to enter an employee's private insurance data:

- [Private Insurance Indonesia \(0319\) \[Page 39\]](#) - This is where you enter the employee's insurance scheme's data.
- *Basic Pay* (0008) - This is where you specify the salary of the employee. This salary is used to generate the basis for the calculation of the employer's and employee's contributions to the insurance scheme.

Prerequisites

Before you enter the private insurance data, you must [customize the system \[Page 37\]](#) to adapt the private insurance schemes to company requirements.

PY-ID Private Insurance Indonesia Infotype (0319)

Definition

The *Private Insurance Indonesia* infotype (0319) stores the selected private insurance scheme's data of an employee. This data is used to calculate the contributions that are required for the employee to be enrolled in this scheme.

Structure

Insurance Details

You enter information about the private insurance scheme in this section. Such information includes:

- The insurance level that the employee qualifies for
- The employee's account identification number with the insurance company
- The number of dependents covered under the insurance scheme
- The currency that is applicable in transactions dealing with this insurance scheme

Contributions

In this section, you can enter or change the contributions that the employee and employer must make for enrollment in the insurance scheme. This is only possible if you have [customized the system \[Page 37\]](#) to allow changes to the default contribution figures.

You can specify the employee's and employer's contributions as a:

- Percentage of a calculation basis
- Fixed amount
- Combination of a fixed amount plus a percentage of a calculation basis

You specify which of the above is used by selecting the option in the *Calculation Rule* field.

Limits on Contributions

You can also specify a range for employee's and employer's contributions. This is only possible if you have customized the system to allow changes to the default figures.

See also:

[Private Insurance-related infotypes \[Page 38\]](#)

PY-ID Enrolling in a Private Insurance Scheme

PY-ID Enrolling in a Private Insurance Scheme

Use

You must enroll an employee in the relevant private insurance scheme before the system takes into account the employee's insurance data (such as employee's contribution) as part of the regular payroll run. For enrollment, you must provide the following information:

- The details of the insurance scheme the employee is enrolled in. This includes:
 - The type and level of the insurance scheme
 - The number of dependents that are associated with this scheme
 - The currency associated with this scheme
- The contributions required from the employee and the employer. Some schemes require only contribution from either employee or employer, but not both. Some schemes have mandatory default contributions that are fixed, and cannot be changed on the [Private Insurance Indonesia infotype \(0319\) \[Page 39\]](#).
- The maximum and minimum limits for the employee's and employer's contributions to the insurance. Some schemes also have mandatory default contribution limits that are fixed, and cannot be changed on the *Private Insurance Indonesia* infotype.

Prerequisites

You must have already [implemented the relevant insurance schemes \[Page 37\]](#) in the system before you can begin entering enrollment data for the employees.

Procedure

1. Choose *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR master data* screen appears.

2. Enter the *employee's personnel number*, and then enter 0319 in the Infotype field of the Direct selection section of the screen to access the *Private Insurance Indonesia* infotype (319).

3. Choose *Create*.

A dialog box appears to let you choose the type of private insurance scheme to enroll in.

4. Select from the list of insurance schemes.

The relevant private insurance scheme infotype screen appears.

5. Enter data in the relevant fields.
6. Save.

Result

You have enrolled the employee in the relevant insurance scheme. When you run the payroll, the insurance data is incorporated in the payroll.

PY-ID Deductions

PY-ID Deductions

Purpose

The deductions component describes how some deductions can be handled in the SAP system.

PY-ID Final Payroll Processing

Purpose

After processing Net Payroll, the SAP Payroll system includes a number of post-payroll activities. You can, for example, create electronic media for making direct deposits to an employee's bank account.

Integration

You can post payroll results to the general ledger and controlling accounts in the Financial Accounting module of the SAP system.

Feature

Final Payroll Processing allows you to:

- Directly deposit an employee's pay
- Print an employee's payslip
- Post to Financial Accounting and Controlling

Wage and Salary Payments

Wage and Salary Payments

Purpose

This component enables you to pay wages and salaries to employees, while taking into consideration country and bank-specific requirements and specifications. Moreover, you can make certain employee-specific payments to third parties (dependent on the country version), whereby the employee is not the payment recipient. The system offers different variants of *wage and salary payments*, which are used in various combinations by the individual country versions.

You can find technical information on *wage and salary payments* and notes on the necessary Customizing settings in the following sections:

- [Payment-Related Information in the Master Data \[Page 45\]](#)
- [Payment-Related Information in the Payroll Result \[Page 46\]](#)
- [Preliminary Program for Data Medium Exchange \[Page 48\]](#)

You can find information on the posting of payment transactions in the documentation for *Posting to Accounting*, under [Integration with the Posting of Payment Transactions \[Ext.\]](#).

Scope of Function

You can find information on *wage and salary payments* in the following sections.

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 \[Page 46\]](#), 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 \[Page 48\]](#).

Payment-Related Information in the Payroll Results

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 \[Page 48\]](#), 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 \[Page 45\]](#) and [information from the payroll results \[Page 46\]](#) 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)

- *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 \[Page 52\]](#)

Repeating a Payment Run

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 \[Page 48\]](#) 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

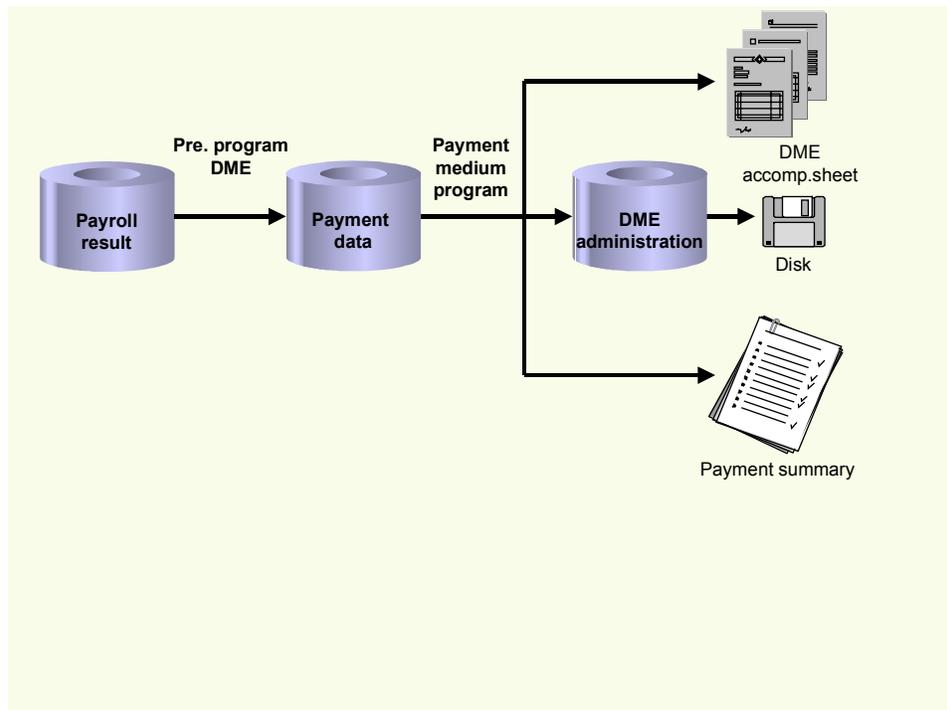
Purpose

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 \[Page 48\]](#) 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.



Evaluating Payroll Results

Evaluating Payroll Results

Procedure

1. Start the [preliminary program DME \[Page 48\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Page 48\]](#)), and select .

The system produces statistics on the personnel numbers evaluated and the entries in the *Payment Information* table (BT).

4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for [creating the DME file \[Page 55\]](#).

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.

Creating a DME File

Procedure

1. Start the payment medium program used for creating DME files.
2. Enter the *program run date* and the *identification feature* of the payment run to be processed.
3. In the *Print control* section, select the *Data medium exchange* and *Print payment summary* indicators.
4. Enter the additional necessary data, and choose .

Result

The system evaluates the payment data for the payment run you entered, and creates a DME file. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.

Furthermore, the system creates the DME accompanying sheet and the payment summary for this DME file. You can continue to process the DME file created, using [data medium administration \[Page 56\]](#).

Data Medium Administration

Data Medium Administration

Use

Data medium administration (DME administration) helps you to manage the data media that you create in Financial Accounting and in Human Resources.

In the Accounts Receivable or Accounts Payable menu, choose *Periodic processing* → *Payments*. The system displays the Automatic Payment Transactions: Status screen. From here, choose *Environment* → *Payment medium* → *DME administration* to reach the DME administration screen.

In the Payroll country menus, choose *Payroll* → *Bank transfer* → *DME management*.

In the DME administration overview, the system displays all the data media created with the selection criteria you have specified. You can call up further information for each data medium. Select the required data medium.

Features

DME administration includes the following functions:

- **Displaying data medium attributes**

Choose *Extras* → *DME attributes*

The system displays the following information for the selected data medium:

- Payment run ID
- House bank or clearing house
- Date and time of data medium creation
- Responsible person
- Amount paid in currency specified
- Further technical data

- **Deleting an individual or several data media**

The accompanying administrative data is deleted from the system at the same time.

Select the required data medium and then choose *Edit* → *Delete data medium*. A confirmation prompt appears. The selected data media are deleted when you confirm this prompt.

If you wish to delete data media from several company codes, then you should use the reorganization function within the payment program.

See also:

[Deleting DME Administrative Data Across Company Codes \[Ext.\]](#)

- **Downloading one or more files from the SAP system or from the file system to hard drive or disk**

See also:

[Downloading a DME File onto Disk \[Ext.\]](#)

- **Displaying the contents of a data medium on the screen or printing the contents**

Choose *Edit* → *Display DME* contents from the DME administration overview screen.



The following functions are **not** available for payments from *Human Resources* (HR).

- **Displaying Documents**

Choose *Extras* → *DME attributes* and then *Environment* → *Display documents*. By selecting *Choose*, you branch into the selected payment document.

- **Displaying the transferred data after receiving and entering the account statement**

To do this, choose *Extras* → *Bk transact.attribs* from the DME administration overview screen. If your electronic account statements are processed automatically, then the system fills in the fields within the *Account statement* group.

- **Printing the payment summary for the selected data medium**

To do this, choose *Extras* → *Payment summary* from the DME administration overview screen.

- **Creating a payment advice note**

If you do not use the automatic transfer of electronic account statements but instead enter the account statement data manually, you can simplify this work by means of payment advice notes within DME administration.

You can create a payment advice note for a specified data medium using *Environment* → *Generate doc.pmt adv*. You can enter this payment advice number at a later stage when clearing the bank clearing account. During clearing, the system then only proposes those open items which belong to the payments specified in the payment advice.

You can find more information on the use of this function in Great Britain, (for the creation of a Telepay file, for example) in the documentation of report RFFODTA1.

Wage and Salary Payments by Check

Wage and Salary Payments by Check

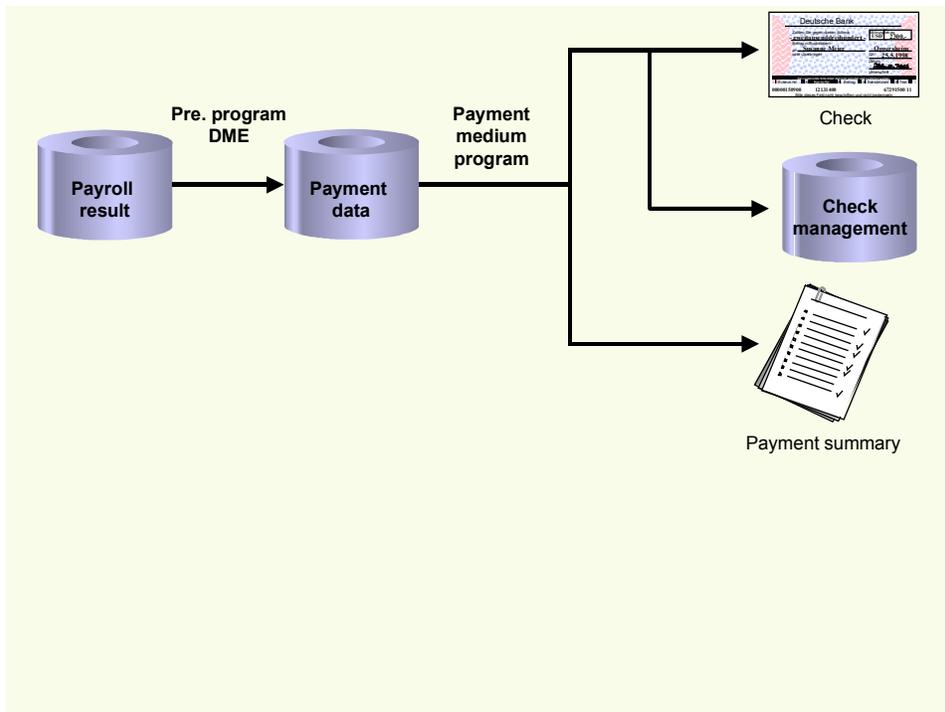
Purpose

The system uses this process to print the wage and salary checks for your employees. 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 \[Page 48\]](#) 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 check printing evaluates the payment data and prints the checks and the payment summary.
3. The system stores information on the checks created, in the [check management \[Ext.\]](#).

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



Evaluating Payroll Results

Procedure

1. Start the [preliminary program DME \[Page 48\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Page 48\]](#)), and select .

The system produces statistics on the personnel numbers evaluated and the entries in the *Payment Information* table (BT).

4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for [printing checks \[Page 60\]](#).

Result

The system evaluates the payroll results for the employees you selected, and saves the payment information as payment data to the database.

Printing Checks

Printing Checks

Procedure

1. Start the *International Payment Medium - Check (with check management)* program (Report RFFOUS_C).
2. Enter the *program run date* and the *identification feature* of the payment run to be processed.
3. In the *Print control* section, select the *Print checks* and *Print payment summary* indicators.
4. Enter the additional necessary data, and choose .

Result

The system evaluates the payment data for the payment run you entered, and prints the checks and the payment summary. Moreover, the system creates the payment summary for the checks that have been created, and stores the information on these checks in the [Check Management \[Ext.\]](#).

Cash Payment with Cash Breakdown List

Purpose

The system uses this process to provide all the information you need to pay the wages and salaries, in cash, to your employees. The system creates:

- A cash breakdown list, in the payroll currency, with the number of bank notes and coins you need for the cash payment
- A payment list that lists the individual payments for each employee
- A list of signatures that the employee can sign after receiving the cash payment

In contrast to the other payment processes that the R/3 System offers for wage and salary payments, no data is stored or changed in your system when you use the cash payment with cash breakdown list process. Only the lists mentioned above are created when you use this process.

Prerequisites

You have not entered any payment method in the *Bank Details* infotype (0009).



If the *Payment Method* field in the *Bank Details* infotype (0009) is blank, the system stores the payment amount in the *Cash Payment* wage type (/557) in the *Results Table* (RT) in the payroll results for the employees, during the payroll run.

The system does **not** store the *Cash Payment* wage type (/557) in the *Payment Information* table (BT).

Process Flow

The *Cash Breakdown List* program (Report RPCMLI00 or RPCMLI09) evaluates the entries in the *Results Table* (RT) in the employee's payroll results, for the wage type you entered on the program selection screen in the *Wage Type of Net Amount* field. It then creates the following lists:

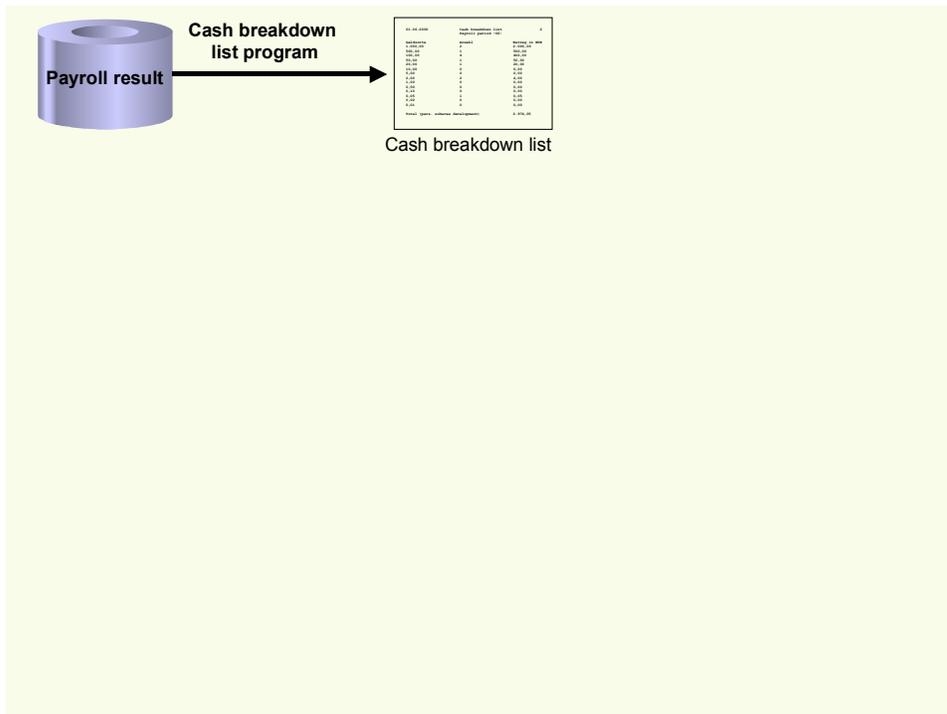
- Cash breakdown list
- Payment list
- List of signatures



If you use the [Off-Cycle Activities \[Ext.\]](#) component, use report RPCMLI09. If you do not use the *Off-Cycle Activities* component, use report RPCMLI00.

The following graphic shows the process flow of cash payments with a cash breakdown list.

Cash Payment with Cash Breakdown List



PY-ID Reporting

Purpose

The reporting component provides the reports required for submitting the following reports:

- Year-end tax returns according to statutory regulations
- Monthly and annual Jamsostek reports