

# Posting to Accounting (PY-XX-DT)



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## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

## Contents

<b>Posting to Accounting (PY-XX-DT)</b> .....	<b>7</b>
<b>Central Objects</b> .....	<b>10</b>
<b>Posting Runs</b> .....	<b>11</b>
<b>Posting Documents</b> .....	<b>14</b>
<b>Business Basics</b> .....	<b>16</b>
<b>Example: Posting a Salary</b> .....	<b>17</b>
<b>Complete Posting</b> .....	<b>18</b>
Example for Germany: Complete Posting .....	19
Example for Switzerland: Complete Posting .....	20
<b>Integration with the Posting of Payment Transactions</b> .....	<b>22</b>
Germany: Integration with the Posting of Payment Transactions .....	23
USA: Integration with the Posting of Payment Transactions .....	25
<b>Technical Aspects</b> .....	<b>26</b>
<b>Technical Sequence of Posting</b> .....	<b>27</b>
<b>Posting-Relevant Information from Master Data, Time Data and Organizational Management</b> .....	<b>28</b>
<b>Posting-Relevant Information in the Payroll Result</b> .....	<b>30</b>
Example: Posting-Relevant Information in the Payroll Result .....	33
<b>Account Determination</b> .....	<b>36</b>
<b>Document Split Account</b> .....	<b>37</b>
<b>Posting Retroactive Accounting Data</b> .....	<b>38</b>
Example: Posting Retroactive Accounting Runs .....	39
Recalculation Differences .....	41
<b>Posting Period and Posting Date</b> .....	<b>43</b>
<b>Posting to Substitute Cost Centers</b> .....	<b>44</b>
<b>Substitution Logic for Closed CO Account Assignment Objects</b> .....	<b>45</b>
<b>Steps</b> .....	<b>47</b>
<b>Performing the Posting</b> .....	<b>48</b>
Simulating a Posting Run .....	49
Creating a Posting Run .....	51
Checking a Posting Run .....	53
Checking the Posting Documents .....	54
Releasing Posting Documents .....	55
Posting Posting Documents .....	56
Checking Accounting Documents .....	57
Checking the Completeness of the Postings .....	58
Subsequent Activities in Financial Accounting .....	59
<b>Displaying an Overview of the Posting Runs</b> .....	<b>60</b>
<b>Changing or Creating a Text for a Posting Run</b> .....	<b>61</b>
<b>Displaying the Attributes of a Posting Run</b> .....	<b>62</b>
<b>Deleting a Posting Run</b> .....	<b>63</b>
<b>Displaying the Document Overview</b> .....	<b>65</b>
<b>Displaying Posting Documents</b> .....	<b>66</b>
<b>Displaying Revision Information</b> .....	<b>67</b>

<b>Reversal of Posting Documents .....</b>	<b>68</b>
Reversing Posting Documents.....	70
<b>Displaying the Status History .....</b>	<b>72</b>
<b>Displaying Detailed Information .....</b>	<b>73</b>
<b>Posting in Previous Releases .....</b>	<b>74</b>
Posting from HR Systems < 4.0.....	75
Using Revision Information.....	78
Posting to AC Systems < 4.0.....	79
<b>Special Business Requirements for Posting.....</b>	<b>82</b>
<b>Posting with Personnel Numbers .....</b>	<b>83</b>
Example: Posting Using Personnel Numbers.....	84
<b>Posting to Customer and Vendor Accounts.....</b>	<b>85</b>
Example: Posting to Customer Accounts for Employees .....	86
<b>Summarization in the Accounting Components .....</b>	<b>87</b>
<b>Posting to Fixed Cost Centers .....</b>	<b>88</b>
Example: Posting With or Without a Fixed Cost Center .....	89
<b>Posting to Special Periods .....</b>	<b>90</b>
Example: Posting to Special Periods .....	91
<b>Cross-Company Code Transactions .....</b>	<b>92</b>
Summary Clearing .....	93
Proportional Assignment to Several Company Codes within a Payroll Period with Summary Clearing .....	94
Retroactive Accounting for Summary Clearing.....	96
Retroactive Accounting in Several Company Codes with Summary Clearing .....	98
Clearing Using Company Code Clearing Accounts .....	100
Proportional Assignment to Several Company Codes within a Payroll Period when using Company Code Clearing Accounts.....	101
Retroactive Accounting in Several Company Codes - Clearing Using Company Code Clearing Accounts.....	103
Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company Code Clearing Accounts .....	106
<b>Postings Relevant to Value-Added Tax .....</b>	<b>108</b>
Travel Expenses .....	110
Invoices to Employees .....	111
Amounts Paid by the Employees.....	112
<b>Germany: Account Determination for Specific Service Types in Accordance with the KHBV/PBV .....</b>	<b>113</b>
<b>EMU: Special Features of Posting to Accounting.....</b>	<b>114</b>
<b>Integration with Other Components .....</b>	<b>115</b>
<b>Posting to Funds Management .....</b>	<b>116</b>
Posting to Funds Management without Entering FM Account Assignments .....	117
Integration of Funds Management without using Position Management.....	118
Integration of Funds Management without using Position Management.....	120
Process Flow for Integrated Position Management.....	121
Payroll with Position Management.....	125
Posting with Position Management.....	127
Special Cases of Integration between Funds Management and Position Management.....	129
<b>Providing Data for Personnel Cost Planning .....</b>	<b>131</b>

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Troubleshooting .....	132
Posting Run Cancelled with Status .....	133
Personnel Numbers not Selected or Rejected .....	134
Accounting Documents Were not Created .....	135
Posting Run is Missing in the Posting Run Overview .....	136
Resetting the Reversal after Termination .....	137

## 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

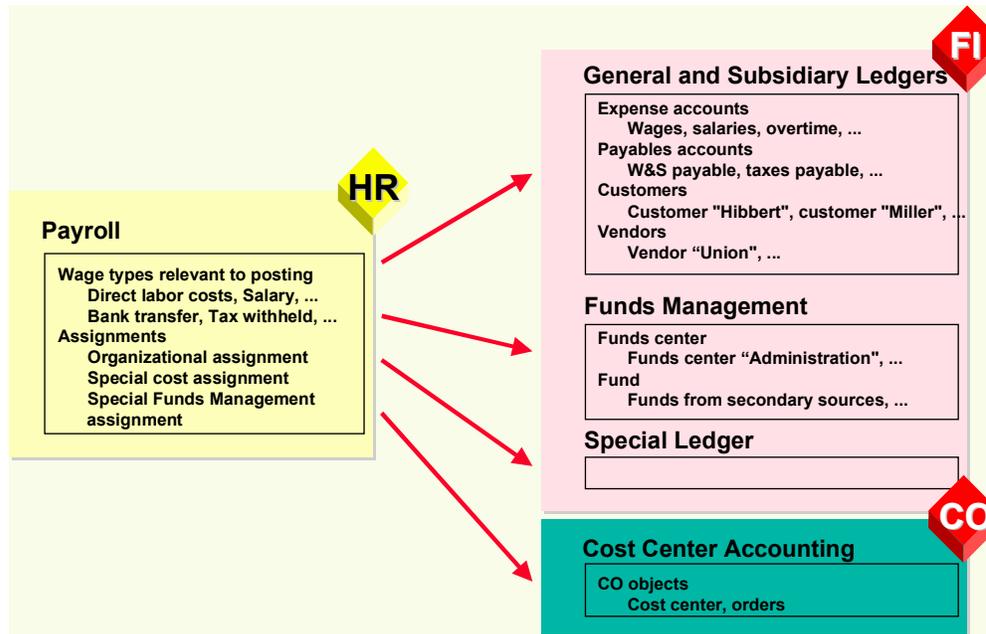
## Posting to Accounting (PY-XX-DT)

- 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 \[Page 75\]](#)
- [Posting to AC Systems < 4.0 \[Page 79\]](#)
- [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**

## 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

### Definition

Central object in *posting to Accounting*. The step [creating a posting run \[Page 51\]](#) creates a posting run based on the payroll results, with a distinctive number, the run type PP and the accompanying [posting documents \[Page 14\]](#). 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	<a href="#">Simulating a posting run [Page 49]</a>
Create	<a href="#">Creating a posting run [Page 51]</a>
Display	<a href="#">Displaying the posting run overview [Page 60]</a> <a href="#">Displaying the history [Page 72]</a> <a href="#">Displaying the attributes of a posting run [Page 62]</a> <a href="#">Displaying detailed information [Page 73]</a>
Modify	<a href="#">Changing or creating a posting run text [Page 61]</a> <a href="#">Deleting a posting run [Page 63]</a>
Post	<a href="#">Posting posting documents [Page 56]</a>
Reverse	<a href="#">Reversing a posting run [Page 70]</a>
Archive the index files	<a href="#">Archiving index files (PY-XX-DT) [Ext.]</a>

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.

### Status History

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

## Posting Documents

## 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 \[Page 68\]](#) 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	<a href="#">Displaying the Document Overview [Page 65]</a> <a href="#">Displaying the Posting Document [Page 66]</a> <a href="#">Analyzing the Line Items [Page 67]</a> <a href="#">Displaying the History [Page 72]</a> <a href="#">Displaying Detailed Information [Page 73]</a>
display the accompanying accounting documents	<a href="#">Checking the Accounting Documents [Page 57]</a>
Release	<a href="#">Release the Posting Documents [Page 55]</a>
Post	<a href="#">Posting Posting Documents [Page 56]</a>
Archive	<a href="#">Archiving Posting Documents (PY-XX-DT) [Ext.]</a>

### 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**

## **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

### 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**

## 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 \[Page 17\]](#)

[Example for Germany: Complete Posting \[Page 19\]](#)

[Example for Switzerland: Complete Posting \[Page 20\]](#)

### 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 <i>Legal social expenses</i>	987.50	
to	176000 <i>Salaries/wages to be paid</i>		2,902.21
to	176100 <i>Employment and church tax</i>		1,110.29
to	176200 <i>Social Insurance</i>		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:

	<b>Account</b>	<b>Debit</b>	<b>Credit</b>
	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**

## 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 \[Page 23\]](#)

[USA: Integration with the Posting of Payment Transactions \[Page 25\]](#)

## 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.

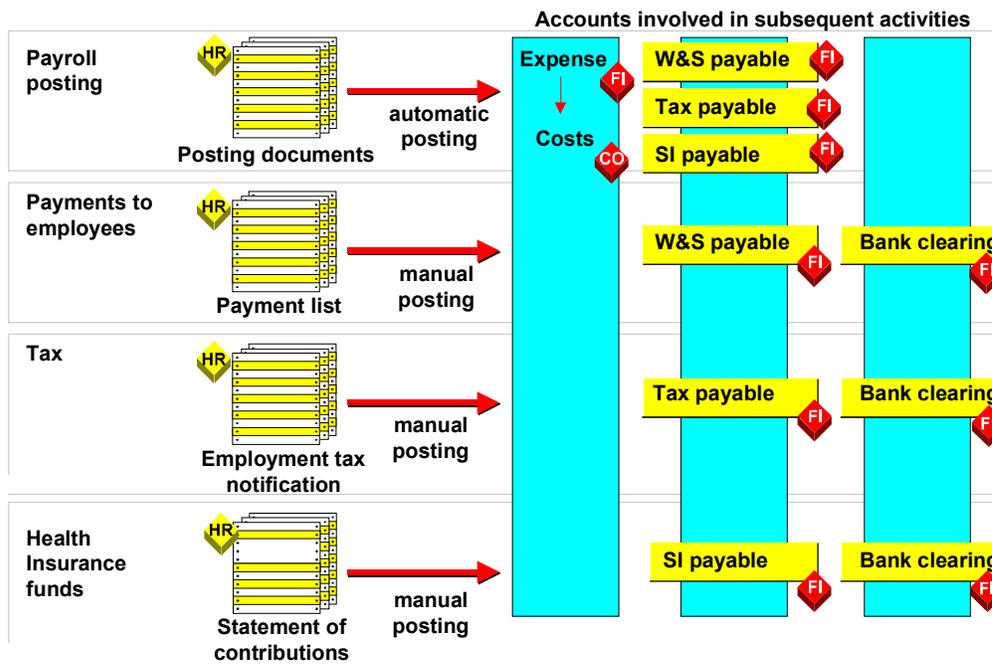
### Activities

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

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

### 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

# 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

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

cost assignment and not the cost assignment from the infotypes *Organizational Assignment* (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 \[Page 44\]](#)

[Posting to Fixed Cost Centers \[Page 88\]](#)

[Posting to Funds Management \[Page 118\]](#)

## 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 \[Page 28\]](#). 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

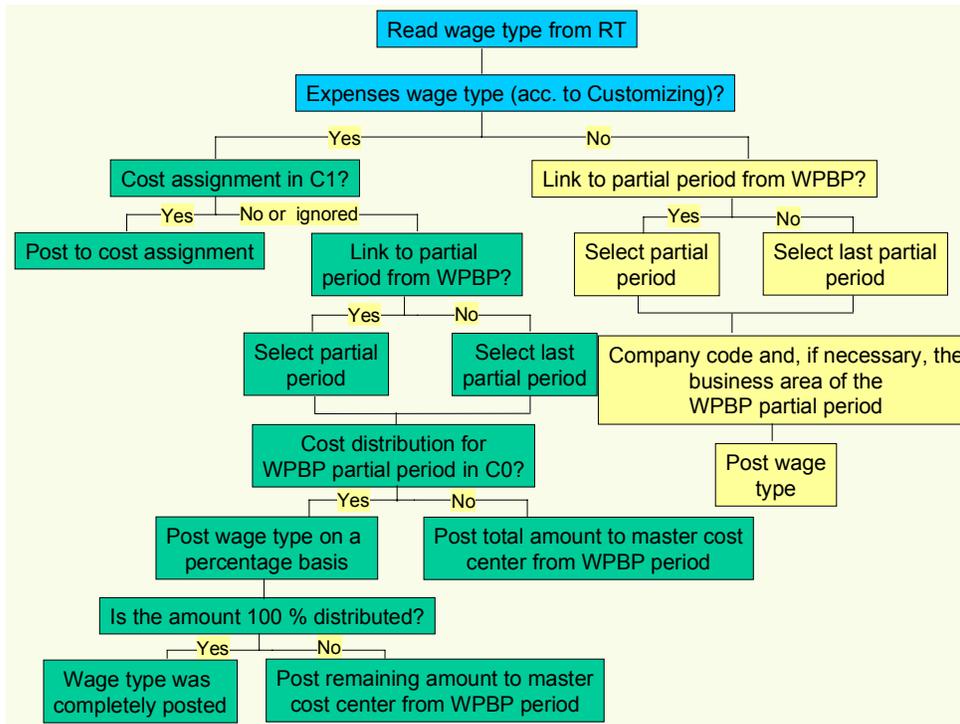
**Posting-Relevant Information in the Payroll Result**

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

# 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 \[Page 113\]](#)

## 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.

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**Posting Retroactive Accounting Data**

## 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 \[Page 43\]](#). 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 \[Page 90\]](#)).

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 \[Page 39\]](#)
- [Recalculation Differences \[Page 41\]](#)
- [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).

<b>I</b> 01/2000 IN 01/2000 <table border="1"> <tr><td>M020</td><td>5,000</td></tr> <tr><td>/559</td><td>5,000</td></tr> </table>		M020	5,000	/559	5,000	In February 2000, employee receives retroactive salary increase of 1,000 from January 01, 2000	<b>II</b> Sal. Jan. old - 5,000 Sal. Jan. new +6,000 Sal. Feb. new +6,000 <hr/> Sal. 7,000  Pymt Jan. old - 5,000 Pymt Jan. new +6,000 Pymt Feb. new +6,000 <hr/> Pymt 7,000  Recalc. Jan. new - 1,000 Recalc. Feb. new +1,000 <hr/> Recalc. diff. 0,-						
M020	5,000												
/559	5,000												
01/2000 IN 02/2000 <table border="1"> <tr><td>M020</td><td>6,000</td></tr> <tr><td>/559</td><td>5,000</td></tr> <tr><td>/551</td><td>- 1,000</td></tr> </table>	M020	6,000	/559	5,000	/551	- 1,000	02/2000 IN 02/2000 <table border="1"> <tr><td>M020</td><td>6,000</td></tr> <tr><td>/552</td><td>1,000</td></tr> <tr><td>/559</td><td>7,000</td></tr> </table>	M020	6,000	/552	1,000	/559	7,000
M020	6,000												
/559	5,000												
/551	- 1,000												
M020	6,000												
/552	1,000												
/559	7,000												
<b>III</b> <table border="1"> <tr> <td>Salary</td> <td>W&amp;S payable</td> <td>Recal.diff.account</td> </tr> <tr> <td>7,000</td> <td>7,000</td> <td></td> </tr> </table>			Salary	W&S payable	Recal.diff.account	7,000	7,000						
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 \[Page 41\]](#)

[Cross-Company Code Transactions \[Page 92\]](#)

## 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 <b>retroactively</b>	Negative	Positive
A remuneration element for an employee is <b>reduced</b> 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 \[Page 96\]](#). 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.

## Recalculation Differences



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 \[Page 38\]](#)

[Example: Posting Retroactive Accounting Runs \[Page 39\]](#)

## 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

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 \[Page 90\]](#) 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.

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**Posting to Substitute Cost Centers**

## 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

### 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 1<sup>st</sup> January 2000 (from the cost center *Special Development* to the cost center *Training*). The cost center *Special Development* is closed as of 31<sup>st</sup> 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 \[Page 44\]](#) 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.

#### Retrospective 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 \[Page 54\]](#) 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
<b>Total</b>		+ 5,000	0	

## Steps

You can use the *Steps* unit

- To inform yourself, at a glance, which steps you must carry out to [perform the posting \[Page 48\]](#)
- 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

# 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 \[Page 68\]](#) 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

### 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 \[Page 51\]](#). 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 \[Page 67\]](#)

## 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 \[Page 63\]](#)

## 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 \[Page 49\]](#) 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 <a href="#">Off-Cycle Payroll Run [Ext.]</a> , 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 <a href="#">data for personnel cost planning [Page 131]</a> , choose <i>Cost Planning</i> and make the necessary entries.
Default value for posting date group box	Here, you can specify the <a href="#">posting date [Page 43]</a> or make further entries for <a href="#">posting for special periods [Page 90]</a> . 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 \[Page 134\]](#).

## 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 \[Page 51\]](#).

### Procedure

Go to the [document overview \[Page 60\]](#) 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 \[Page 58\]](#)

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**Checking the Posting Documents**

## 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 \[Page 66\]](#), you check the line items in the posting documents created.
2. If necessary, check the [revision information \[Page 67\]](#) 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

### 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

# 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 .
4. Choose *Immediately* or *Create job*, to start the reversal or  *Cancel*, to cancel the reversal.

A dialog box is displayed, in which you must confirm that you want to post the posting documents for the selected posting runs.

## 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 \[Page 68\]](#) 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

### 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 \[Page 135\]](#)

## Checking the Completeness of the Postings

# 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

### 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**

## 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

### 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**

## 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 \[Page 11\]](#).

### Procedure

1. Go to the overview of posting runs.
2. Select the required posting run.
3. Choose *Goto* → *Run attribute*.

## 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

### 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**

## 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

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 \[Page 66\]](#) 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*.

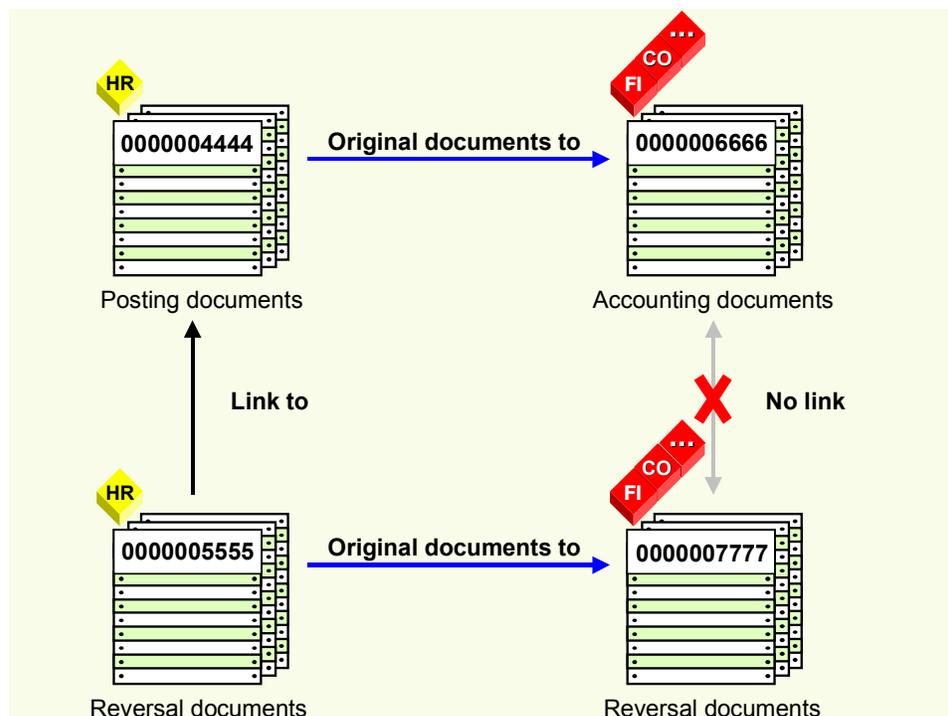
## Reversal of Posting Documents

## 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.

## Activities

[Reversing posting documents \[Page 70\]](#)

[Resetting the reversal after termination \[Page 137\]](#)

## Reversing Posting Documents

# 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 \[Page 68\]](#)

## 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 \[Page 137\]](#).

---

**Displaying the Status History**

## 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

### 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****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 \[Page 87\]](#).
- When [posting to fixed cost centers \[Page 88\]](#), 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 \[Page 44\]](#). 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 \[Page 53\]](#)

7. [Check the posting documents \[Page 54\]](#)

During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information \[Page 78\]](#).

8. [Release the posting documents \[Page 55\]](#).

9. [Post the posting documents \[Page 56\]](#)

**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 \[Page 53\]](#)

5. [Check the posting documents \[Page 54\]](#)

During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information \[Page 78\]](#).

6. [Release the posting documents \[Page 55\]](#).

7. [Post the posting documents \[Page 56\]](#)

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**

## 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.

## Posting to AC Systems < 4.0

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 \[Page 51\]](#). 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 RPCIPI00* (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 RPCIPI00* (RPCIPT00).

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 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 \[Page 55\]](#) in the HR system and finally [post \[Page 56\]](#).

### Posting Using an ALE Business Process

#### Steps in the HR System (Sending System)

1. Perform the step [creating a posting run \[Page 51\]](#). We recommend that you only post live posting runs even if it is possible to post [simulation runs \[Page 49\]](#) 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 &lt; 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* (RPCIPI00).

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 \[Page 55\]](#) in the HR system and finally [post \[Page 56\]](#).

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

### 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

### 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 \[Page 84\]](#)

[Further Information on Clearing Accounts \[Ext.\]](#)

Example: Posting Using Personnel Numbers

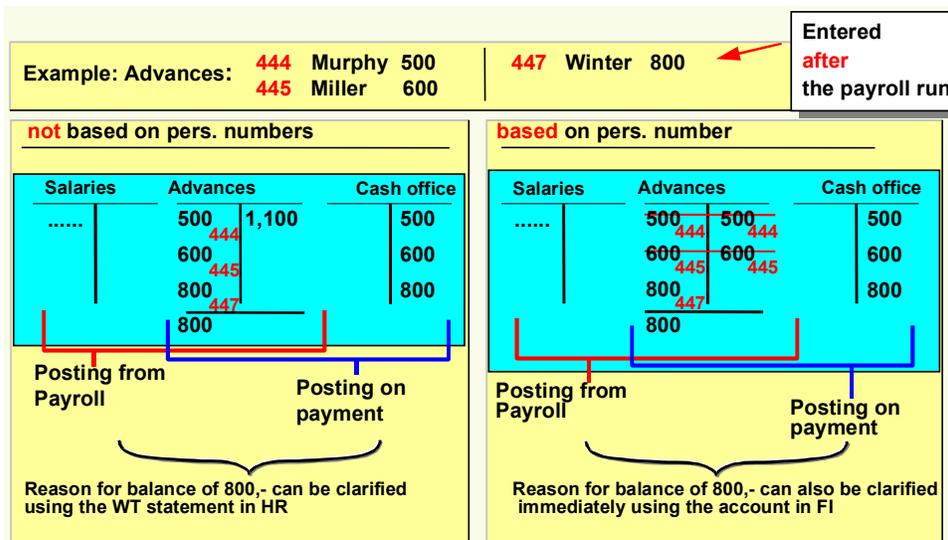
## Example: Posting Using Personnel Numbers

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

### 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 \[Page 86\]](#)

[Assign Customer Accounts \[Ext.\]](#)

[Assign Vendor Accounts \[Ext.\]](#)

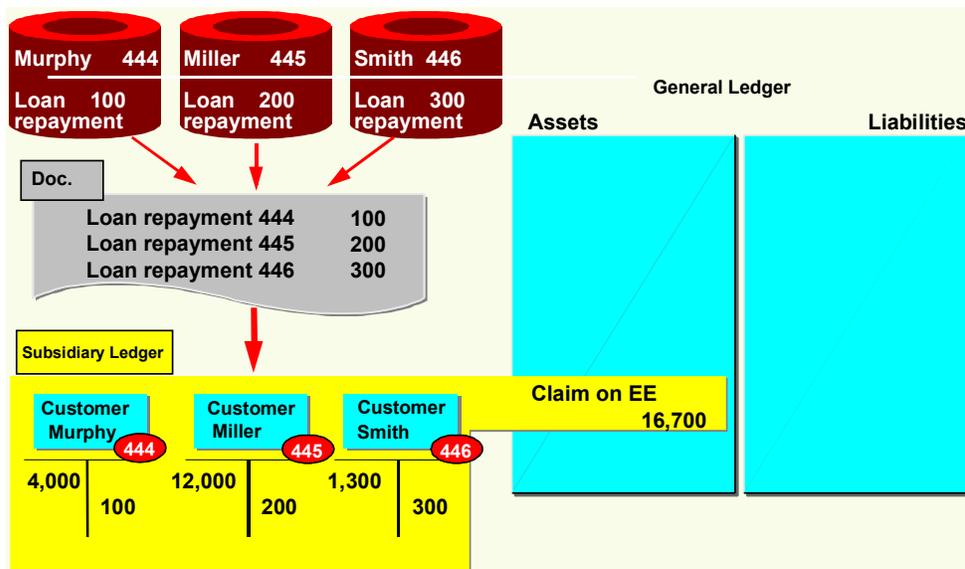
[Assign Customer Accounts for Loan-Specific Posting \[Ext.\]](#)

### 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

### 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 \[Page 127\]](#).

### 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**

## 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 \[Page 89\]](#)

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**

## 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 \[Page 38\]](#). 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 \[Page 91\]](#)

## 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.

<p><b>Posting retroactive accounting data within the fiscal year</b></p> <p>Backdated pay increase from April 01, 1999 in May 1999</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">5,000</td> </tr> <tr> <td></td> <td style="text-align: right;">1,000</td> </tr> </table>		5,000		1,000	<p><b>Posting retroactive accounting data at the end of the fiscal year</b></p> <p>Backdated pay increase from December 01, 1999 in January 2000</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;">5,000</td> </tr> <tr> <td></td> <td style="text-align: right;">1,000</td> </tr> </table>		5,000		1,000				
	5,000												
	1,000												
	5,000												
	1,000												
<p><b>May 1999</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: left;">Salaries</th> <th style="width: 20%;"></th> <th style="width: 40%; text-align: right;">W&amp;S to be paid</th> </tr> </thead> <tbody> <tr> <td style="border-right: 1px solid black;">7,000</td> <td></td> <td style="border-left: 1px solid black; text-align: right;">7,000</td> </tr> </tbody> </table>	Salaries		W&S to be paid	7,000		7,000	<p><b>Posting period 13/1999</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left;">Salaries</th> <th style="width: 33%; text-align: left;">Clearing</th> <th style="width: 34%; text-align: right;">W&amp;S to be paid</th> </tr> </thead> <tbody> <tr> <td style="border-right: 1px solid black;">1,000</td> <td style="border-right: 1px solid black;"></td> <td style="border-left: 1px solid black; text-align: right;">1,000</td> </tr> </tbody> </table>	Salaries	Clearing	W&S to be paid	1,000		1,000
Salaries		W&S to be paid											
7,000		7,000											
Salaries	Clearing	W&S to be paid											
1,000		1,000											
<p>Amounts to be paid are not included in the example.</p>	<p><b>Jan. 2000</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%; text-align: left;">Salaries</th> <th style="width: 33%; text-align: left;">Clearing</th> <th style="width: 34%; text-align: right;">W&amp;S to be paid</th> </tr> </thead> <tbody> <tr> <td style="border-right: 1px solid black;">6,000</td> <td style="border-right: 1px solid black;">1,000</td> <td style="border-left: 1px solid black; text-align: right;">7,000</td> </tr> </tbody> </table>	Salaries	Clearing	W&S to be paid	6,000	1,000	7,000						
Salaries	Clearing	W&S to be paid											
6,000	1,000	7,000											

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 \[Page 41\]](#) 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**

## 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 \[Page 93\]](#)
- **be set**, if you want to use [clearing using company code clearing accounts \[Page 93\]](#)

## 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

# 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 \[Page 28\]](#).

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

## Retroactive Accounting for Summary Clearing

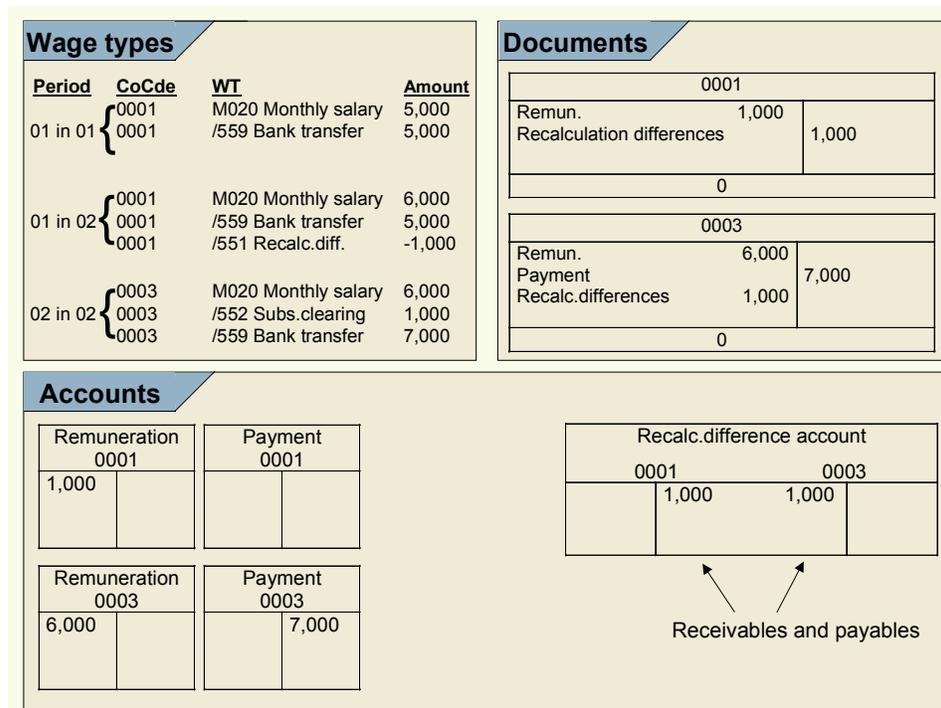
### Use

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.



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**

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
		5,000	
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 *1559 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**

## 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

### 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 \[Page 28\]](#).

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 Code Clearing Accounts**

**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	
Payment		10,000
Receivable to 0002	3,000	
0		

0002		
Remun.	3,000	
Payable to 0001		3,000
0		

**Accounts**

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Remuneration 0001</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">7,000</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Remuneration 0001		7,000		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Payment 0001</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;"></td> <td style="width: 50%;">10,000</td> </tr> </tbody> </table>	Payment 0001			10,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Receivable to 0002 0001</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">3,000</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Receivable to 0002 0001		3,000	
Remuneration 0001														
7,000														
Payment 0001														
	10,000													
Receivable to 0002 0001														
3,000														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Remuneration 0002</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">3,000</td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Remuneration 0002		3,000		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Payment 0002</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;"></td> <td style="width: 50%;"></td> </tr> </tbody> </table>	Payment 0002				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Payable to 0001 0002</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;"></td> <td style="width: 50%;">3,000</td> </tr> </tbody> </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

### 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				Documents			
Period	CoCde	WT	Amount	0001		0003	
01 in 01	0001	M020 Monthly salary	5,000	Rem.	1,000		
	0001	/559 Bank transfer	5,000	Payable to 0003		1,000	
				0			
01 in 02	0001	M020 Monthly salary	6,000	Rem.	6,000		
	0001	/559 Bank transfer	5,000	Payment			7,000
	0001	/551 Recalc.difference	-1,000	Receivable to 0001	1,000		
				0			
02 in 02	0003	M020 Monthly salary	6,000				
	0003	/552 Subs.clearing	1,000				
	0003	/559 Bank transfer	7,000				

Accounts							
Remuneration 0001		Payment 0001		Pay. to 0003 0001		Recalc.difference account	
1,000					1,000	0001	0003
Remuneration 0003		Payment 0003		Rec. to 0001 0003			
6,000			7,000	1,000			

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 Accounts

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 Account

**Retroactive Accounting after a Retrospective Change of Company Code when 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.		5,000
Receivable to 0003	5,000	
0		
0003		
Rem.	10,000	
Payment		5,000
Payable to 0001		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*

**Retroactive Accounting after a Retrospective Change of Company Code when Clearing Using Company**

account was cleared by the manual posting *Payment to bank clearing* account to the amount of 5,000.

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 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 \[Page 110\]](#)
- [Invoices to Employees \[Page 111\]](#)
- [Amounts Paid by the Employee \[Page 112\]](#)



## Travel Expenses

# 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 \[Page 108\]](#)

## 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 \[Page 108\]](#)

## Amounts Paid by the Employees

## 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 \[Page 108\]](#)

## 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 \[Page 28\]](#).
- 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**

## 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

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**

## 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 \[Page 117\]](#)
2. [Integration of Funds Management without using Position Management \[Page 118\]](#)
3. [Integration of Funds Management using Position Management \[Page 120\]](#)

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

### 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 \[Ext.\]](#).

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**Integration of Funds Management without using Position Management**

## 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 \[Page 28\]](#).

If the system can no longer post to the fund for the Funds Management account assignment to be used because it's financial purpose has expired (for example, in the case of a retroactive

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**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

# 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 \[Page 28\]](#). 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.

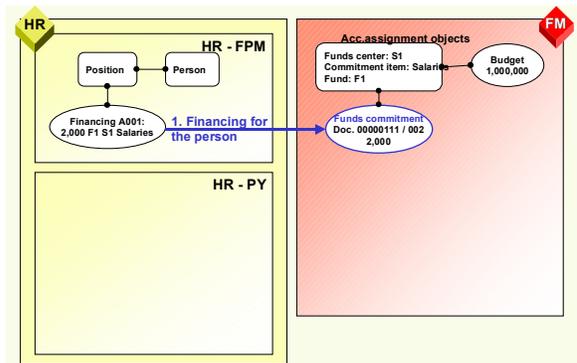
## Process Flow for Integrated Position Management

### 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*.

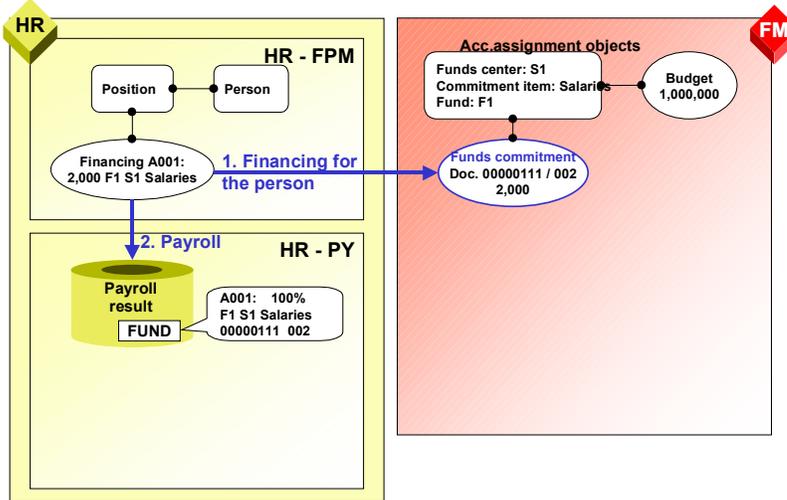
In this example, financing of 2,000 is created based on the expenditure type A001 with the following account assignment objects from Funds Management:

- 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

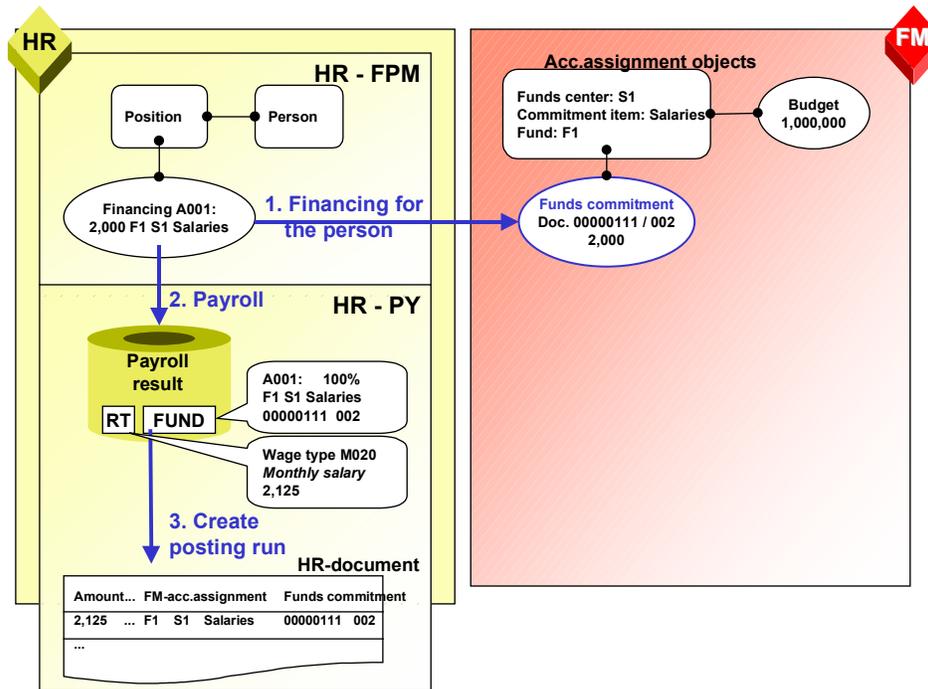
The financing amounts on the account assignment objects are converted to percentages and saved in the *Funding* (FUND) table in the payroll result along with the information mentioned using account assignment objects and funds commitment.



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



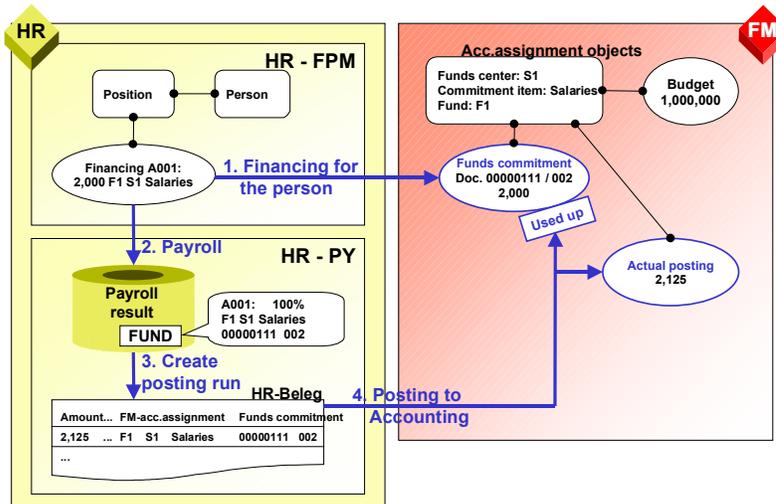
When evaluating the payroll results for posting to Accounting, the system uses the settings in Customizing to determine which expenditure type every expenditure wage type is assigned to that exists in the *Results table* (RT) in the payroll result for the employee and should be taken into consideration 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 \[Page 125\]](#)

[Posting with Position Management \[Page 127\]](#)

## 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 \[Page 28\]](#).

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.

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**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  $\pi$  (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 \[Ext.\]](#).

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**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" \[Page 133\]](#)
- [Personnel numbers not selected or rejected \[Page 134\]](#)
- [Accounting documents were not created \[Page 135\]](#)
- [Posting run is missing in posting run overview \[Page 136\]](#)
- [Resetting the reversal after termination \[Page 137\]](#)

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**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 \[Page 63\]](#) 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 \[Page 132\]](#)

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**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 \[Page 132\]](#)

## 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 \[Page 132\]](#)

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**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 \[Page 132\]](#)

## 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.

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**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 \[Page 132\]](#)