Payroll Journal (Report RPCLJNx0; HxxCLJN0)

Release 4.6C

SAP™

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Purpose

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

You can use the payroll journal to:

- Identify errors that have occurred during the payroll run

- Cumulate payroll data belonging to an organizational unit

- Track the development of data over several payroll periods

- Have an additional, detailed control medium for revisions

Scope of Function

The new version of the payroll journal differentiates between:

- Page headers

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

- Payroll excerpts

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

- Continuation excerpts

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

- Totals page

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

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

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

Restrictions

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

Creating a Payroll Journal

Prerequisite

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

You are in the initial screen for Payroll.

Procedure

1. In the *SAP Menu* choose *Human Resources → Payroll → International → Information System → Organizational Entity → Payroll Journal*.

2. Enter the appropriate values in the fields, and set the indicators required.

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

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

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

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

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

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

Result

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