

# Unqualified Advance Payments



**Release 4.6C**



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## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

## Contents

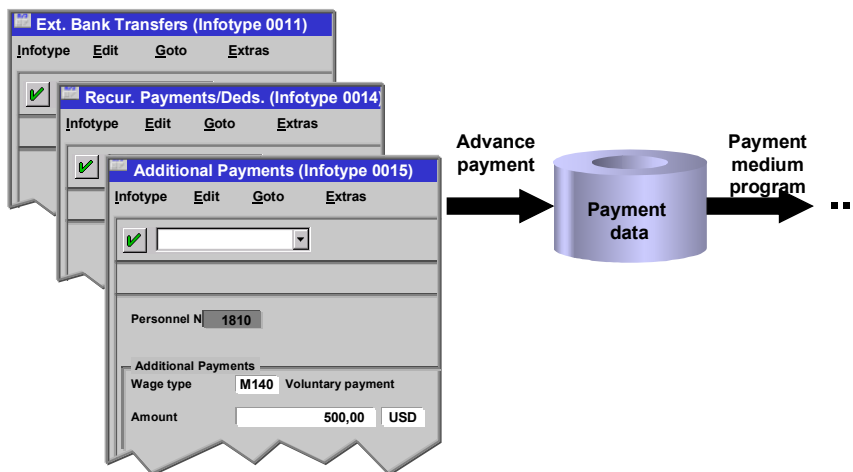
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## Unqualified Advance Payments

### Use

To give an employee an advance payment from the master data you carry out an unqualified advance payment. You can make advance payments without performing a payroll run. You simply start a transfer run, which reads the wage types from the following infotypes.

- *External Bank Transfers* infotype (0011)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* infotype (0015)



During the transfer run a file is created, which contains the amounts assigned to these wage types. The file then creates transfer forms as transfer mediums for the bank or data mediums for data medium exchange. An unqualified advance payment is also known as an **advance payment based on master data**.

The transfer advance payment is an estimation of net pay, without deductions. At a later point, usually at the end of the payroll period, a normal payroll run takes place to calculate the net amounts for the advance payment. The wage types, which were transferred as part of the advance payment, must be included in the ordinary payroll run, but should be considered as already paid. To ensure this, the wage types permitted for above-mentioned wage types must be coded accordingly.

For more information on [wage type coding \[Ext.\]](#), see The Implementation Guide.

Use

## Creating a File for an Unqualified Advance Payment

1. In the payroll menu choose *Period-Independent* → **Reporting** → *Advance Payment*.
2. Enter the appropriate values in the fields and set the required indicators.
3. Flag the *Test* parameter.



This *Set flag for transfers* parameter prevents the wage type amount from being overwritten and transferred more than once when the payment run is repeated. The system calculates the amount of the difference for the respective wage type in the new payment run instead.

4. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.
5. Use the log to check that transfer data is complete and correct. If necessary, correct the data.
6. Deselect the *Test* parameter and run the report again (see step 8).



A process log is displayed after the report has run. The program run date and an identification feature appear below the process log header. Please make a note of both data. The *Run Date* and *Identification Feature* parameters are queried in the *Create Transfer Medium* step.

7. Lastly create your [Payment medium \[Ext.\]](#)

You have effected an unqualified advance payment.