

# Payroll Thailand (PY-TH)



**Release 4.6C**



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## Payroll Thailand (PY-TH)

### Purpose

This component enables processing of payroll for your employees in Thailand using data from the Personnel Administration component. At the end of payroll processing, you can generate payslips and also legal reports to be submitted to the tax and social security authorities in Thailand.

### Implementation Considerations

You should take into account other areas of SAP HR, like Personnel Administration when implementing Thai payroll.

### Integration

This component is closely linked to other areas in HR and other SAP modules, such as Financial Accounting.

### Features

The payroll component supports:

- Calculation of net pay
- Bonus payment, outside the normal pay schedule
- Payslip generation
- Printing of legal social security and tax reports
- Posting of employee payroll data to the Financial Accounting component
- Worksheet for year-end reconciliation of tax payable

---

## The Payroll Process

# The Payroll Process

## Purpose

The payroll program is run at a specific point in time, not only to calculate an employee's basic remuneration but also any special payments, overtime payments or bonuses that must be effected for the period in question.

## Prerequisites

Before you start this process, you have to specify for which payroll area(s) payroll should be run. You have the following options:

- From the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *<Country>* → *Settings* → *Set Payroll Area*.
- When [Releasing the Payroll Run \[Seite 21\]](#) specify for which payroll area the payroll should be run.
- If you want to execute a payroll run for several payroll areas at the same time, you must release each payroll area individually- [release individually \[Seite 22\]](#).

If you do not want to perform payroll for an employee, you must use the [Lock Personnel Number \[Seite 15\]](#) function.

Before you start the payroll run for all employees, you can run a [Payroll Simulation \[Seite 16\]](#) for individual employees.

## Process Flow

The status of the [Payroll Control Record \[Seite 13\]](#) is automatically updated with every step that is carried out during payroll.

1. You release one or several [Payroll Areas \[Extern\]](#) for payroll.

The system increases the period number in the payroll control record of the respective payroll area by 1. You cannot change the master and time data for the personnel numbers belonging to this payroll area if it affects the payroll past or present. Changes affecting the future are still possible.

2. You run payroll.

The system calls up a country-specific payroll program. It determines the current payroll period from the payroll control record and performs payroll using the values you entered in the payroll program.

In general, you do not carry out these steps on-line but rather as a background job.

3. You check whether payroll has run correctly, or determine where errors have occurred.

If the payroll has not run without errors, the system display error messages indicating where the errors have occurred. If desired, you can obtain a detailed payroll log. However, we recommend that you only create a payroll log if you simulate the payroll run.

If necessary, you can set the status of the payroll to *Check Payroll Results* during this phase. This way you make sure that no changes are made to payroll-relevant data which could affect the payroll past or present. In addition, the payroll area in question is locked

## The Payroll Process

for payroll. However, during this phase you can simulate the payroll for individual employees to understand exactly how the errors originated, by means of the payroll log.

If you want to carry out a spot check on the payroll results after a successful payroll run, there is a report available which reads the stored payroll results. The report allows each employee to see the contents of all internal tables containing payroll results. This allows you to check all partial results for a payroll run. In this way you can determine whether the system ran the payroll in accordance with your expectations, for example, for an employee for whom you made complex changes to the master data.

4. You correct master or time data for personnel numbers which contain errors, and which the payroll program could not process.

During the payroll run, the System flags the *Payroll Correction* field in the *Payroll Status* infotype (0003) for all rejected personnel numbers. When you correct master or time data for a personnel number, this field is also flagged. These personnel numbers are grouped together in a list under [Matchcode \[Extern\] W \(Payroll Correction Run\)](#). In a payroll correction run, that is a payroll run with matchcode W, payroll only takes place for the corrected personnel numbers.

5. You release payroll again.

The payroll period does not change.

6. You perform a payroll correction run.

If there are a lot of employees stored in Matchcode W (*Payroll Correction Run*), you carry out this step as a background job in the same way that you carried out the *Start Payroll* step. If you only have to run payroll again for a few employees, you can carry out this step on-line.

7. You simulate the posting to *Accounting*.

Under certain circumstances errors can occur, which mean you must change the payroll-relevant master and time data again. If, for example, a cost center was entered for some employees and it has been deleted in the interim, the system will note this as an error during the posting simulation. Then set the payroll status to *Release for Correction* once again, and correct the master data for the employees in question. This will cause these personnel numbers to be automatically stored in Matchcode W (*Payroll Correction Run*). Next, carry out another payroll correction run and simulate the posting to *Accounting* again.

8. You exit payroll. The personnel numbers for the payroll area can be processed again.



You can only exit payroll when the payroll has run successfully for all personnel numbers in the selected payroll area. This means that payroll is finished for **all** of the personnel numbers in the payroll area, including the rejected personnel numbers, and the payroll period is complete.

## Result

You have run payroll for all the personnel numbers in a payroll area or in several payroll areas.

You can carry out the following steps in the payroll:

- [Create a Remuneration Statement \[Seite 130\]](#)

---

**The Payroll Process**

- Wage and salary payments

Wage and salary payments differ from country to country. You can find country-specific information under *Payroll <Country> → Subsequent Activities → Wage and Salary Payments*.

- [Posting to Accounting \[Seite 151\]](#)

# Payroll Control Record

## Definition

*Payroll* object that is important for the payroll run, and which contains all the information on a [payroll area \[Extern\]](#).

## Use

The [payroll control record \[Extern\]](#) has the following functions:

- It locks the personnel numbers, for which payroll should be run, against master data changes that affect the payroll past or present.
- It locks the payroll for the period during which payroll-relevant changes are made to the master data for the personnel numbers being processed.
- It makes the following information available for the system:
  - What is the next payroll period for which regular payroll should be run?
  - Up to what date is [retroactive accounting \[Extern\]](#) carried out?
  - What status does the payroll currently have? (for example, *Released for Payroll* or *Check Payroll Results*)?

When you carry out a payroll run, the system automatically changes the payroll status in the payroll control record. You can also change the status manually under *Payroll* → *Tools* → *Control Record*.

## Structure

The control record contains the following information:

- Payroll area
- Payroll status
- Payroll period
- [Earliest possible retroactive accounting period \[Extern\]](#)
- Last change made to the control record



When you create the control record in your live system, please note the following: the payroll period that you enter at the start of the live payroll run must be **1** period lower than the period with which you want to perform the live payroll run for the first time.



You want to carry out the first payroll run in period 5 1999. In the payroll control record, you must enter 4 1999 as the period. If you set the payroll control record for the first payroll run to status *Released for Payroll*, the system increases the period by 1 and payroll is run for period 5 1999.

---

Payroll Control Record

## Locked Personnel Numbers

In the [Payroll Status infotype \(0003\) \[Extern\]](#) you can exclude an employee from the payroll run by flagging the *Pers.no. locked* field.

You can **not** set these lock indicators for the current period in the following situations:

- if payroll has already been completed for the current payroll period.
- if the employee has already been paid in the current payroll period.

---

Simulating Payroll

## Simulating Payroll

### Use

You can simulate payroll for individual employees before performing the regular payroll run for all the employees in your enterprise. This is, for example, a good idea, if you have made complex changes to an employee's master data, which may lead to far-reaching changes in his or her payroll results. In this way, you recognize sources of errors in time to make corrections before the regular payroll run. You can even simulate payroll for individual employees at any time during the regular payroll process, in order to trace the cause of any errors.



Is it not necessary to simulate payroll for all employees before every regular payroll run. You can also make corrections at any time during the process of the [regular payroll run \[Seite 10\]](#).

### Scope of Function

A simulation run corresponds to a regular payroll run with the following restrictions:

- The results of a simulated payroll run are not saved on the data base. You can view and print the results in the payroll log.
- The system does not lock any master data.
- The current payroll period in the payroll control record is not changed.
- The steps *Release payroll* and *Exit payroll* do not apply.

### Activities

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Simulation* in the SAP menu.

You access the initial screen of the payroll program. The *Test Run (No Update)* indicator is set and cannot be changed.

2. Enter the necessary data and choose *Execute*.



## Displaying the Payroll Log

### Use

The payroll log gives you clear detailed information on the payroll run and its results. It is divided into different levels that you can display depending on the amount of detail required.

The *General data* level gives information on the processed data and shows the payroll schema used by the system. The *Successful personnel numbers* and *Rejected personnel numbers* include processing of the schema for each personnel number. This expands the *Rejected personnel numbers* level. However, you can also create and save your own view variants. You can find more information under [creating and processing display variants for the payroll log \[Seite 20\]](#).



If you run [payroll in a background operation \[Extern\]](#), you should not switch on the log display as the spool might "overflow". The system still prints data on the schema used, the personnel numbers rejected, and the statistics that appear as the last main level in the log.

### Scope of Function

- In the display we differentiate between the **log tree** and the actual **log** that you find under *Settings* → *Detailed view*.
- The *color legend* under *Utilities* gives information on the levels that the log tree displays and the log is divided into.
- Navigation in the log tree.
 

To display lower levels, click on the structure node belonging to the level that you wish to open. To display all levels behind a higher level, place your cursor on the relevant level and choose *Expand*.
- Navigation in the log tree.
 

To display the actual log, call the detailed view of the log by double clicking on the *Payroll log* in the log tree or on the level of the log that you wish to display.
- You can [search in the payroll log \[Seite 19\]](#) for certain terms, for example, for a wage type name.
- For documentation on functions, personnel calculation rules and schemas select the relevant object and choose *Information*.
- Old log
 

If you use customer functions with their own logs, you can display these logs by clicking on the *Old log* pushbutton.

---

**Displaying the Payroll Log**

You can **not** use this pushbutton to switch to the log display that was valid until Release 4.0.

## Searching in the Payroll Log

### Use

In the payroll log, you can search for errors or use the search to find out what happened during the process. You can, for example, trace the processing of a wage type in the payroll process.



You can either search in the log tree or in the detailed view of the log.

### Prerequisites

You are in the *Display log tree* screen.



### Procedure

#### Searching in the Log Tree

1. In the standard function bar, choose .
2. Enter a search term.
3. Specify if you want to search in the complete log tree or only in the nodes of the log tree that are currently expanded.
4. Choose  *Search*.

The system places the cursor on the first line containing the search term.



#### Searching in the Detailed View of the Log

1. Choose *Settings* → *Search in log* and make the entries required.
  - If you search according to wage type, select *Also search tables*.
  - If you want to display the path that you must choose in the log tree to get to the search term, select *Detailed display of hit*.
2. In the application function bar, choose .
3. Enter a search term, restrict the search area, for example, to certain personnel numbers and choose .

A list of hits is displayed.

4. Choose one or more hits and choose .

The search terms are displayed in context.

- You can expand the displayed levels individually. To expand all levels, choose .
- To display processing within a personnel calculation rule, place your cursor on the relevant line and choose , or display the rule by double clicking on it.

## Creating and Processing Display Variants for the Payroll Log

### Use

You can create and save variants to display the log and the log tree in a certain way. In this way you can, for example, specify that certain levels of the log tree are already expanded. In the standard system, the display of rejected personnel numbers is always expanded.

### Prerequisites

You are in either the *Display log tree* screen or the *Detail view of log* screen.

### Procedure

1. Choose *Settings* → *Log tree*.
2. In the *Log Tree Settings* dialog box, define a view variant on the tab pages and choose *Enter*.  
The log tree is displayed in accordance with your settings.
3. Depending on whether your display variants should only apply for the log tree, or if they should also apply for the detailed view of the log, you proceed in the following way:
  - If you only want to specify the log tree display in your variant, choose *Settings* → *Save as variant*.
  - If you also want to specify the detailed view display in your variants, proceed in the following way:
    - a. Choose *Settings* → *Detailed view*.
    - b. On the tab pages in the *Detail View Settings* dialog box, define a view variant and choose *Enter*.
    - c. Choose *Settings* → *Save as variant*.

### Result


You can display the log tree and the detailed view in the saved display variants. You have the following options:

- When simulating or executing payroll, you specify your display variant in the field *Display variant for log* in the selection screen of the payroll program.
- First of all, you create the log and then define your display variants in the *Display log tree* screen. Choose *Settings* → *Get display variant*.

To delete a variant, choose *Settings* → *Delete display variant* and double-click on the variant you want to delete.

## Releasing Payroll

### Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Tools* → *Release Payroll* in the SAP menu.
2. Specify the payroll area for which you want to release payroll and choose *Continue* .  
If you have already specified the payroll area using *Settings* → *Set payroll area*, the system releases payroll for this payroll area.

### Result

You can [run payroll \[Seite 23\]](#) for this payroll area.

The system has increased the period number in the payroll control record for the payroll area by 1. The payroll control record is used to lock the personnel numbers in the payroll area for changes to the master and time data reflecting the past and present.

---

Releasing Several Payroll Areas

## Releasing Several Payroll Areas

### Use

If you want to execute a payroll run for more than one payroll area at the same time, you must release each payroll area individually. The easiest way to do so is to use the relevant payroll control record for the payroll result.

### Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Tools* → *Control Record* in the SAP menu.  
You access the initial screen of the payroll control record.
2. Enter the payroll area for which you want to release payroll and choose *Change*.
3. Set the payroll status to *Released for payroll* and save the payroll control record. Return to the initial screen of the payroll control record.
4. Repeat steps 2 to 4 until you have released all the necessary payroll areas.



Proceed in the same way to [correct \[Seite 26\]](#), [check \[Seite 28\]](#) or [exit \[Seite 32\]](#) payroll for several payroll areas,

### Result

You can perform payroll for all the payroll areas that you have released for payroll.

## Running Payroll

### Prerequisites

You have [released \[Seite 21\]](#) the payroll area or areas for which you want to run payroll.



You usually perform this step as a background job. For more information, see [payroll in a background operation \[Extern\]](#).

### Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Start Payroll* in the SAP menu.

You access the selection screen of the payroll program.

2. Enter the data required.



The *current period* indicator is set in the *Payroll period* group. Depending on the payroll area specified, the system reads the current period from the payroll control record.



If you flag *Display log*, you get a detailed [payroll log \[Seite 17\]](#) after the payroll run. However, this is usually only a good idea if you [simulate payroll for individual employees \[Seite 16\]](#) and want to accurately trace the calculations made in the process. If you perform payroll as a background job, you should **not** create the log as vast quantities of data are created.

The *Test run (no update)* indicator must **not** be flagged because otherwise the system will not save the payroll results.

3. Choose *Program* → *Execute* or *Execute and print*.

### Result

The system performs payroll (usually in the background). If errors occur, you will get a list with the relevant error messages after payroll.

Use the error messages to check whether personnel numbers have been rejected or not selected.



In some situations, it is difficult to exactly trace the origin of an error using only the error message. If you can not tell how the error occurred from the error message, you can simulate payroll for the relevant employee a second time and create a payroll log. The log enables you to exactly trace all calculations and makes determining the error a lot easier.

## Running Payroll

The R/3 System stores the employees rejected during a payroll run in Matchcode W. To check which employees are stored in Matchcode W, you can display [the personnel numbers not included in the payroll run \[Seite 25\]](#).



If personnel numbers are rejected or not selected, you must not [exit \[Seite 32\]](#) the payroll program. You must [correct \[Seite 26\]](#) the master and time data for the relevant employee and finally [perform a correction run \[Seite 27\]](#).

If you make a [qualified advance payment \[Seite 43\]](#), you must not exit the payroll program. The system treats an advance payment in a similar way to a correction.



## Displaying Personnel Numbers not Included in the Payroll Run

## Displaying Personnel Numbers not Included in the Payroll Run

### Use

The system saves all the personnel numbers for a payroll area, which could not be included in the payroll run for the current period due to incorrect data, in Matchcode W (*Payroll Correction Run*). You can use this procedure to check which employees are saved in Matchcode W.



You can also find Matchcode W (*Payroll Correction Run*) on the selection screen of the payroll program under *Search help*.



Personnel numbers rejected for other reasons (for example, because payroll has already been performed for them in the selected period) are not stored in Matchcode W.

### Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Tools* → *Control Record* in the SAP menu.
2. Specify a payroll area and choose *Display*.
3. Choose *Goto* → *Incorrect Pers. Nos.* (incorrect personnel numbers).

### Result

The system shows all the personnel numbers for the payroll area that were rejected in the payroll run due to incorrect data.

---

Correcting Payroll-Relevant Master and Time Data

## Correcting Payroll-Relevant Master and Time Data

### Prerequisites

You have [run payroll \[Seite 23\]](#), resulting in errors.

### Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Corrections* in the SAP menu.

The system sets the payroll status for the payroll area to *Released for correction*. Master and time data processing for the personnel numbers in the payroll area has been released again.



If you want to set the payroll run for several payroll areas to *Released for correction*, it is easier to use the payroll control record to do so. To do so, proceed as when [releasing several payroll areas \[Seite 22\]](#).

2. Choose *Human resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.
3. Correct the relevant infotypes.

### Result

The system has saved all employees for which you have changed payroll-relevant master or time data in this correction phase of payroll in Matchcode W (*Payroll correction run*).

After you have completed the corrections, [release payroll \[Seite 21\]](#) a second time. The personnel numbers in the payroll area are again locked for past and future changes to the master and time data.

Finally, you [perform a payroll correction run \[Seite 27\]](#). If errors occur a second time, repeat these steps until payroll has been performed for all personnel numbers and Matchcode W is empty.



You can only end the payroll run when Matchcode W no longer contains any personnel numbers.

## Performing a Payroll Correction Run

### Prerequisites

The system has stored [personnel numbers not included in the payroll run \[Seite 25\]](#) in Matchcode W (*Payroll Correction Run*). You have [performed corrections \[Seite 26\]](#) for the relevant employees and finally [released \[Seite 21\]](#) payroll a second time.



If only a few employees are saved in Matchcode W (*Payroll Correction Run*), perform this step on-line. If it was not possible to perform payroll for many employees or if you have made corrections for many employees, you can perform the correction run as a background job. For more information, see [payroll in a background operation \[Extern\]](#).

### Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Start Payroll* in the SAP menu.

You access the selection screen of the payroll program.

2. Specify a payroll area and choose *Search help*.
3. Select Matchcode W (*Payroll Correction Run*).

The *Restrict value area* dialog box appears.

To further restrict the value area, you can specify an individual personnel number or an interval of personnel numbers. Only the personnel numbers corresponding to these values are selected from the *payroll correction run*.

If you do not want to further restrict the value range, all the personnel numbers from the *payroll correction run* are selected for payroll.

6. Choose *Continue*.
7. Choose *Program* → *Execute* or *Execute and Print* or *Execute in Background*.

### Result

The system only performs payroll for the personnel numbers that were saved in Matchcode W (*Payroll Correction Run*).

## Checking the Payroll Results

# Checking the Payroll Results

## Use

After a successful payroll run, you can check the payroll results for your employees on a random basis. This can, for example, be recommended for employees for whom you have made a complex change to the master data.



In such cases, we recommend that you [simulate \[Seite 16\]](#) the payroll run for the relevant employees before starting payroll for all the employees. In this way, you recognize possible sources of errors in time and can make corrections before the payroll run.

You can check the payroll results for an employee using the report [Displaying the Payroll Results \[Seite 33\]](#) (H99\_DISPLAY\_PAYRESULT). You can use this report to display the contents of all tables in which the system has saved data for the employee's payroll result.

## Prerequisites

You have [run payroll \[Seite 23\]](#) for one or several payroll areas.

## Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Check result* in the SAP menu.

The system locks the payroll program for the payroll area and prevents master and time data relevant to payroll from being processed. This prevents a new payroll run from being performed or master and time data relevant to payroll from being changed.



if you want to check the payroll run for several payroll areas, it is easier to use the payroll control record. To do so, proceed as when [releasing several payroll areas \[Seite 22\]](#).

2. Choose *Tools* → *Display results*.

You access the initial screen of the report *Display Payroll Results*.

3. Enter the necessary data and choose *Enter*.

The system displays a list of the selected personnel numbers.

4. By clicking on a personnel number, access the list of accompanying payroll results.
5. By double-clicking on a payroll result, call the list of tables in which data for this payroll result is stored.
6. By double-clicking on a line, call the contents of the table that you wish to check.

## Result

You have checked in detail whether payroll was performed correctly for one or more employees.



## Simulating a Posting Run

# Simulating a Posting Run

## Use

We recommend that you simulate a posting run both before and after completing payroll. In this way, you can recognize posting-relevant errors in the payroll results early on, and avoid errors when creating a live posting run.

You can repeat simulation of posting runs as often as you require, as this does not, unlike creating a live posting run, lead to the payroll results being selected.

You have two options for simulating a posting run:

- Creating a **test run** without posting documents (limited check). The system performs the following activities:
  - It selects the payroll results.
  - It determines the posting-relevant information and the wage types to be posted.
  - It determines the symbolic accounts and the employee grouping for account determination.

In this way, the system creates individual items, which, unlike the posting documents for a simulation run, are not saved. The system finally checks if the balance of these individual items is equal to zero for each payroll result.
- Creating a **simulation run** with posting documents (complete posting). The system performs the following activities:
  - It creates a posting run and marks it as being a simulation run. For this reason, the system does not post the posting documents for this posting run.
  - The posting documents are put through the same checks as the posting documents from a live posting run.

## Simulating A Posting Run before Finishing Payroll

Before completing payroll, you should create a simulation run to recognize posting-relevant errors in the payroll result early on. If you do not want to create a simulation run at this stage, you should at least create a test run.

## Simulating A Posting Run after Finishing Payroll

After finishing payroll, you should create a simulation run in order to check the posting documents (this may have to be approved by Accounting). Remove any possible causes of errors and repeat creation of the simulation run, until technically correct posting documents with the right contents are created. You should only create a live posting run at this point in time.

## Procedure

You proceed as described in [creating a posting run \[Seite 195\]](#). 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 \[Seite 211\]](#)

## 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 \[Seite 207\]](#)

## Exiting Payroll

# Exiting Payroll

## Prerequisites

You have made all [corrections \[Seite 26\]](#). If you have made a [qualified advance payment \[Seite 43\]](#), you have run payroll for all the wage and salary elements.

## Procedure

From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Exit Payroll* in the SAP menu.



When you exit payroll, payroll is finished for **all** the personnel numbers in the payroll area and the payroll period is complete.



If you want to exit the payroll run for several payroll areas, it is easier to use the payroll control record. To do so, proceed as when [releasing several payroll areas \[Seite 22\]](#).

If you exit payroll using the payroll control record, you can simultaneously change the earliest possible retroactive accounting period for the accompanying payroll area. You use this date to specify until which date in the past it is possible to change master and time data for the employees in this payroll area and until which date the payroll program accounts retroactively for a retrospective change in master and time data.

As long as you have not performed the payroll run without errors, it is not a good idea to change the earliest possible retroactive accounting period. For this reason, you can only make entries in this field in the payroll control record **after** you have chosen *End of payroll* and **before** you save the payroll control record.

## Result

You have finished payroll for the current payroll period. The personnel numbers for the payroll area can be processed again.



## Displaying Payroll Results

### Use

You can use report H99\_DISPLAY\_PAYRESULT to display the payroll results for any personnel numbers.

### Integration

- You can access the display or maintenance of HR master data (*Goto → HR Master Data → Display/Maintain*)
- By selecting *Tables → Loans → Display*, you can also include loan wage types in the display. In this way report H99\_DISPLAY\_PAYRESULT replaces the report RPCLSTLO (*Printout of Loan Results*)

### Scope of Function

- You can display the contents of all tables and field strings for any payroll cluster.
- You can temporarily save the selection of tables to be displayed, reducing the calling time.
- Archived payroll results are also displayed.




### Selection

You can display the payroll results for several personnel numbers by choosing *Multiple Selection*. The system displays all the payroll results, for which the start of the [for-period \[Extern\]](#) or the end of the [in-periods \[Extern\]](#) come before the date specified.

### Output

The personnel numbers entered so far are displayed on the left side of the screen. The formatted name from the *Organizational Assignment* infotype (0001) is displayed as a default. To display the sortable first and last names from the *Personal Data* infotype (0002), choose the *First and Last Name* pushbutton in the SAP list viewer (ALV) toolbar.

The symbol behind every name in the *Results* column shows if there are results available in the selected period.

-  Results exist
-  No results exist
-  You have no authorization to display personnel numbers

Information on the personnel numbers and country-specific information is displayed in the SAP list viewer (ALV).

- Overview of all the payroll results for a personnel number (cluster CU)
- Overview of payroll results tables
- Preselection of payroll tables







## Displaying Payroll Results

- Inconsistencies that occur when reading the infotypes and the CU cluster for a personnel number

The contents of the payroll tables are printed in the form of the payroll log in a list.

## Activities

You can perform the following activities using the report H99\_DISPLAY\_PAYRESULT:


- Displaying the personnel numbers in the SAP list viewer (ALV) Grid Control
  - By selecting *Personnel number* → *Name* → *Formatted last name/first and last name*, you can switch between the various ways of displaying the names
  - By choosing , you can delete the current personnel number from the selection of the displayed personnel numbers.
  - By choosing , you can delete all personnel numbers from the selection of the displayed personnel numbers. Choose *All*.
  - If the selection of current personnel numbers has gone missing (for example, because of a column selection), you can repeat this selection by choosing .
- [Overview of all the payroll results for a personnel number \[Seite 35\]](#) (Cluster CU)
  - You can save your own personal standard layout that is used at the start of every program for this overview. There is also a default layout for the relevant country-specific fields for every country. If you have not saved a standard layout, the system selects the default layout based on the personnel number and the country.
  - You can use the following functions for both the overview of the payroll results and the overview of payroll tables:
    - By choosing , you can save a line selection until you leave the program.
    - By choosing , you can delete the saved line selection.
    - You can redisplay a saved line selection by choosing .
- [Overview of the payroll results tables \[Seite 36\]](#)

## Displaying the Payroll Results for a Personnel Number

### Prerequisites

You are in the *Display Payroll Results* screen.

### Procedure

1. In the *Personnel number* field in the *Selection* group, enter the personnel number or personnel numbers, for which you want to display the payroll results.
2. By making an entry in the *All results from* field , you can also specify the *Valid from date* for the displayed payroll results.
3. Choose .

### Result

The selected personnel numbers are displayed on the left of the screen. If you want to display an overview of all the personnel numbers for one of the selected personnel numbers, select the personnel number. The payroll results are displayed on the right of the screen.

You can directly display or process the HR master data for the selected personnel numbers using the path *Goto → HR master data → Display* or *Goto → HR master data → Maintain*.

For the displayed payroll results, you can now display the relevant [tables \[Seite 36\]](#).

---

Displaying the Overview of Tables for a Payroll Result

## Displaying the Overview of Tables for a Payroll Result


### Prerequisites

You are in the *Display Payroll Results* screen and have displayed the payroll results for a personnel number.



If you have already saved a certain selection of tables for a payroll result, this selection is automatically displayed when you select a payroll result by double-clicking on it. The system then no longer displays the overview of tables for a payroll result.

### Procedure

1. Select a payroll result and choose .
2. The system displays an overview of all the tables that are relevant for this payroll result and the number of entries in the table.



Only the tables that are relevant for the respective country for the employee are included in the overview of a payroll result.

You can also display tables that do not contain any entries for the selected payroll results. If you also want to display these tables, choose *Tables* → *Empty tables* → *Display*.

### Result


The system displays an overview of the tables for a payroll result. You can now display the contents of the displayed tables.

## Displaying the Tables for a Payroll Result

### Prerequisites

You are in the screen *Display Payroll Results* and have displayed the overview of tables for a certain payroll result for a personnel number.

### Procedure

Select one of the displayed tables and choose . You can also select several tables.

You access the screen *Tables/field strings of payroll result* and see the contents of the selected table for the relevant payroll result.

### Result

You can print this table by choosing *List* → *Print*.

You can search for certain character chains in the table by choosing *Edit* → *Find*.

---


**Error Search for Several Personnel Numbers: Example**

## Error Search for Several Personnel Numbers: Example

### Use

You suspect that there are inconsistencies in the payroll results for the personnel numbers 232323 and 454545.

### Procedure

1. Display the tables in which you suspect there are errors for the personnel number 232323.  
You notice values that you also want to check for the personnel number 454545 in the tables *Work Place Basic Pay* (WPBP) and *Payment Information* (BT).
2. Select both tables and choose .
3. Enter the personnel number 454545 and double-click on the payroll result for which you want to display tables WPBP and BT.

### Result

The tables required are displayed without you having to select them again.

## Deleting the Last Payroll Result

### Use

If you have performed payroll for an employee who should not have been included in the payroll run or for whom payroll should have been run differently (for example, if the system has performed a payroll run too far in the past), you can delete these payroll results. You can only delete the last payroll result.



To correct errors that occur during payroll, you must **not** delete the payroll results for the respective employee. Instead, proceed as described in [correcting payroll-relevant master and time data \[Seite 26\]](#).

### Prerequisites

You can only delete a payroll result in the following cases:

- The employee's master data are no longer processed.
- Payment was not yet arranged for the employee.
- If you are working in a live system, the payroll control record for the payroll area to which the employee belongs should not yet have the status *End of payroll*.

### Procedure

1. From the *SAP Easy Access* screen, choose *Payroll* → *Payroll* <Country> → *Payroll* → *Tools* → *Problem Solving* → *Delete Payroll Result* in the SAP menu.
2. Enter the personnel number and choose *Execute*.  

A list of all payroll results generated during the last payroll run is displayed. If payroll has only been run for the current period, the list contains only one entry. If the system has performed a [retroactive accounting run \[Extern\]](#), the list contains several entries.
3. Choose *Delete* and confirm the system's query.

### Result

The system performs the following activities:

- The current payroll result is deleted. The previous payroll result becomes the current payroll result.  

If retroactive accounting runs were linked to the deleted payroll results, all the payroll results that were affected by this retroactive accounting run will be reset to the original status. That means that these payroll results get the status indicator A instead of the status indicator P that they acquired through retroactive accounting.
- The *Payroll Status* infotype (0003) is updated accordingly.
- The deletion of the payroll result is saved in a log, the application log. You can use the application log to [display the deleted payroll results \[Seite 41\]](#).

---

**Deleting the Last Payroll Result**



## Displaying Deleted Payroll Results

You can check whether payroll results have been deleted, which payroll results have been deleted, and who deleted them.

### Procedure

1. Choose transaction SLG1.  
The *Evaluate application log* screen appears.
2. In the *Object* field, enter HRPV.
3. In the *Time Restriction* group box, enter dates and times to determine the period you want to check.
4. Choose *Program* → *Execute*.  
A list of payroll results deleted during the specified period is displayed. The list displays the deletion date and the administrator who has deleted the payroll result.
5. Select an entry from the list.
6. Choose *Goto* → *Display messages*.  
Further details are displayed for the selected entry.

---

Advance Payments

## Advance Payments

### Use

The SAP System differentiates between qualified and unqualified advance payments.

#### Qualified Advance Payments

With qualified advance payments, payroll takes place for some of the payroll elements in the first payroll run, and is transferred if necessary. The payroll run is not ended. Instead, it receives the *Payroll Correction* status. During the correction phase, you enter more payroll elements. In the subsequent payroll runs you carry out payroll for these remaining payroll elements and transfer them to your employees. The payroll program only finishes when accounting has been performed for all payroll elements.

#### Unqualified Advance Payments

Employees may receive an advance salary payment prior to the payroll run. In this case, only the employee's master data is imported for the transfer. No payroll run is performed. Wage types entered in the following infotypes are taken into account:

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

The transfer is effected gross for net, since there is no payroll run to calculate deductions such as taxes and social insurance contributions. Net accounting for the advance payment takes place during the payroll run, which is performed later. This type of advance payment is known as an **advance payment on the basis of master data**. The payroll run takes place at the end of the payroll period.

An unqualified advance payment is independent of the payroll period and is therefore considered a period-independent activity.

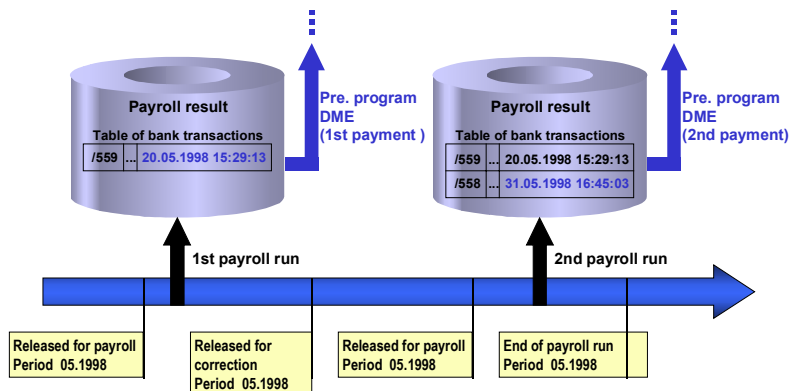
## Qualified Advance Payments

### Use

Make a qualified advance payment to carry out payroll and to transfer some of an employees payments during the current payroll period. Payroll and transfers occur several times within a payroll period.



An employee should receive the basic payments during the current period. Bonuses for overtime or holiday payment should be calculated and paid later.



The following procedure takes place if you carry out payroll for an employee's basic payments in the first payroll run and for their bonuses in the second run:

#### First Payroll Run

- The *Transfers* wage type (1559) is found in the Bank Transactions (BT) table of the payroll cluster along with amount to be transferred from the basic payments.

#### Second Payroll Run

- In the payroll run the System compares the amount to be transferred from all the payments with the Transfers wage type (1559), which was formed in the first payroll run. The System determines the difference between both the transfer amounts and from this it forms the Payment of the Balance wage type (1558).

## Integration

To transfer the amounts in connection with the payroll run, you start the preliminary program Data Medium Exchange (RPCDTAx0) by choosing the menu path Payroll → Bank Transfer.

---

**Integration****First Transfer Run:**

The *Indicate Transfers* indicator must be set. The Transfer wage type (1559) is then marked as transferred with the date and time.

**Second Transfer Run:**

You restart the preliminary program Data Medium Exchange. The System recognizes the amount from the *Transfer* wage type (1559) which has a time stamp as being already transferred and only transfers the amount from the Payment of the Balance wage type (1558).

## Making a Qualified Advance Payment

### Procedure

1. Release the payroll run (see [Releasing the Payroll Run \[Seite 21\]](#)).
2. Run payroll (see [Run Payroll \[Seite 23\]](#))
3. Make the advance payment ( see the respective country-specific section *Wage and Salary Payments* under *Payroll <Country> → Subsequent Activities*).
4. Release the payroll for correction (see [Correcting Payroll-Related Master Data and Time Data \[Seite 26\]](#) )
5. Enter the data for which you want to perform a payroll run separately.



When an advance payment is created, a flag is set for transferred wage types. You cannot change the payee data and transfer amounts for these wage types, which are flagged as already transferred, during the correction phase. The employee would otherwise be rejected in the payroll run after the correction phase.

6. Repeat steps 1 to 5 until you have entered all data for which split payroll must be performed.
7. Exit the payroll run (see [Exiting the Payroll Run \[Seite 32\]](#))

### Result

You have effected a qualified advance payment and have transferred and run payroll separately for several of an employee's payments.

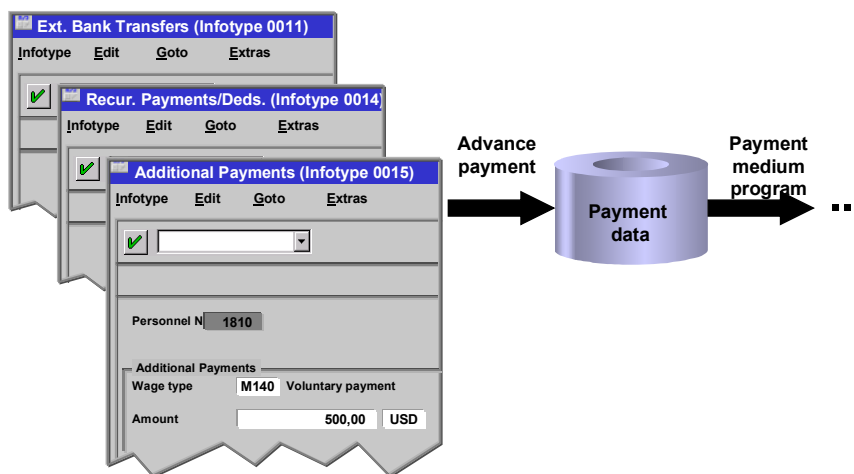
## Unqualified Advance Payments

## 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 \[Extern\]](#), see The Implementation Guide.



---

Creating a File for an Unqualified Advance Payment

## 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 \[Extern\]](#)

You have effected an unqualified advance payment.



## PY-TH Gross Payroll

### Purpose

The Gross Payroll component processes employee master data from SAP Personnel Administration and generates wage types and amounts to be used by the Net Payroll component. Pre-tax deductions and earnings are processed in the Gross Payroll component.

### Integration

The Gross Payroll component is closely integrated with the SAP Personnel Administration and SAP Benefits components.

---

PY-TH Off-Cycle Bonus Payments

## PY-TH Off-Cycle Bonus Payments

### Purpose

The off-cycle payroll function is used for bonus payments in Thailand. It does not apply to a [regular payroll \[Seite 10\]](#) run. Unlike regular payroll, which is performed regularly on a specific day in a payroll period, you can perform this off-cycle activity any day. This function enables you to run payroll online at any time before the regular payroll cycle so as to pay employees' their bonuses.

## Creating Bonus Payment Details in Infotype 0267

### Procedure

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Personnel management* → *Administration* → *HR Master Data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. Enter the personnel number of the employee.
3. In the infotype field, select *One Time Payments Off-Cycle* infotype (0267) by entering the name or the number and choose *Create*.

The *Create One Time Payments Off-Cycle* screen appears.

4. Enter the off-cycle bonus payment wage type in the *Wage type* field.
5. Enter the bonus payment amount in the *Amount* field.
6. Enter the date on which the bonus amount is to be paid to the employee in the *Start date* field.
7. Enter the type of off-cycle payroll run in the *Payroll type* field as **A** for off-cycle bonus payments.
8. Enter the payroll identifier to distinguish between different off-cycle payroll runs created on the same day in the *Payroll identifier* field.
9. Save your entries.

### Result

Bonus payment details are created for the selected employee.

---

Processing Off-Cycle Bonus Payments

## Processing Off-Cycle Bonus Payments

### Purpose

The off-cycle payroll function is used to run payroll at any time other than during the regular payroll run so as to pay employees their bonuses.

### Prerequisites

1. Set up the personnel areas and personnel subareas of the company's personnel structure in the implementation guide under the *Payroll Thailand* component.
2. Set up the tax method (CAM or ACM) for all personnel areas and personnel subareas in the implementation guide under *Payroll Thailand* → *Tax* → [Basic Settings \[Extern\]](#).
3. If you want to omit deductions and additional payments from off-cycle bonus run, you can enter the processing class 67 for payments and deductions wage types in Customizing for *Payroll Thailand* by choosing *Deductions* → [Assign Processing Classes to Wage Types \[Extern\]](#).

### Process Flow

1. Details created in the *One Time Pay. Off-Cy.* infotype (0267) are processed for the amount of bonus to be paid and the date on which the off-cycle run is to be performed. This infotype contains information on wage type, amount of bonus payment, payroll type and payroll identifier.
2. The last original payroll results are taken into account when calculating tax on the bonus payment.



If the off-cycle payroll is run during the first payroll period when no regular payroll results exist, tax is calculated on the bonus payment only.

3. Tax on the bonus payment is calculated and withheld during the bonus payment run.
4. Tax on the bonus payment is reported with the tax on other payments (normal, retrospective or off-cycle runs) in the month and year-end reports.



The off-cycle bonus calculation involves only tax deduction and no other contribution.

## Semi-Monthly Payroll

### Use

This function evaluates a semi-monthly payroll run. Pay for the month is entered in the *Basic Pay* infotype (0008). This amount is halved during the semi-monthly payroll run. The amount is paid in the first and second semi-monthly periods.

### Prerequisites

To enable the wage types to be processed for semi-monthly payroll, these wage types are assigned to the wage type group 0008.

---

**Annual Wage Supplement (AWS)**

## Annual Wage Supplement (AWS)

### Purpose

This component lets you pay the Annual Wage Supplement (AWS) amount to your employees. AWS represents a single annual payment to employees in addition to the annual salary or wages earned by them. It is also known as the 13<sup>th</sup> month salary.

### Features

#### Calculation base and AWS factor

The AWS amount is calculated using the calculation base you choose and the AWS factor. The calculation base may be the employee's basic salary or the average basic salary. The system calculates the AWS amount by multiplying the calculation base with the AWS factor. For example, you can specify that a AWS amount of three times the basic salary is to be calculated for all your employees. That is, if an employee earns a monthly basic salary of 5,000 THB, then the employee receives a AWS amount of 15,000 THB as an added bonus.

#### Payment method

The AWS amount can be paid to the employees in a single period or over multiple periods and each payment can be included in a regular payroll run or an off-cycle payroll run.

#### AWS for ex-employees

You can calculate the AWS amount for your ex-employees who are terminated during the AWS period by specifying special calculation rules.

#### Proration

You can use this function to calculate the actual amount using various proration rules. For example, you can prorate the payment based on the actual number of months, working days or calendar days. You can also specify whether the probation period has to be considered to calculate the prorated AWS amount.

#### Payment limits

You can specify a higher limit and lower limit for the AWS amount to be paid. You can also specify a fixed amount that you want to pay all your employees, irrespective of the salary or wages earned by them.

#### Batch input session

This function creates a batch input session. On processing this batch input session, the system automatically creates the payment records for your employees in the relevant infotypes.

## AWS Payment Calculation

### Use

This function calculates the Annual Wage Supplement (AWS) amount for your employees. This function also creates a batch input session that allows you to run batch jobs to create records automatically in the *Additional Payments* infotype (0015) or *One-Time Payments Off-Cycle* infotype (0267) based on the wage types you choose. This allows you to pay AWS amount to your employees during a regular payroll run or through an off-cycle payroll run.

### Integration

The AWS function is integrated with the *Personnel Administration* component so that records can be automatically created in the infotype 0015 or infotype 0267 for the specified wage types to allow payroll processing for all your employees.

### Prerequisites

- The AWS wage types that you specify for AWS payment must be permissible for entry in infotypes 0015 or 0267. In Customizing for *Payroll Thailand*, you can change the permissibility for the AWS wage types by choosing *Annual Wage Supplement* → *Wage Types* → [Change Permissibility of Wage Types in Infotypes \[Extern\]](#).
- In order that all AWS wage types are used for AWS calculation, they must be assigned to specification 02 of evaluation class 10. Otherwise the AWS amount will not be calculated. You can make the assignments in Customizing for *Payroll Thailand* by choosing *Annual Wage Supplement* → *Wage Types* → [Assign Evaluation Class to AWS Wage Types \[Extern\]](#).
- If you want to prorate the AWS amount by number of months, you must specify how the AWS amount for part-month has to be calculated by choosing a proration type. In Customizing for *Payroll Thailand*, you can maintain the proration types by choosing *Annual Wage Supplement* → [Maintain Proration Types for AWS \[Extern\]](#).

### Features

- If you select AWS wage types for regular payroll processing, records are created in the infotype 0015. If you select off-cycle payroll AWS wage types, records are created in the infotype 0267.
- You can pay the AWS amount to your employees as a single payment or as multiple payments. Each multiple payment can be made during a regular payroll run or during an off-cycle run.

### Activities

1. You must perform the procedure [Generating AWS Payments \[Seite 57\]](#) to calculate the AWS payment for your employees.
2. You must perform the procedure [Running Batch Input for AWS Payments \[Seite 60\]](#) so that the AWS payments are processed during payroll. The system creates the records in the relevant infotypes.

**AWS Payment Calculation**

3. To pay your employees through regular or off-cycle payroll run, perform the procedure [Processing AWS Payments \[Seite 61\]](#).



Consider that an employee has to be paid an AWS amount of 10,000 THB. The AWS payment is generated on December 10<sup>th</sup>. A part of this amount, that is 2,000 THB has to be paid immediately, while the balance amount of 8,000 THB is to be paid during the regular payroll run on December 30<sup>th</sup>. To allow these multiple payments, while generating the AWS payment, you need to specify 2,000 THB to be paid during off-cycle run on Dec 10<sup>th</sup> and 8,000 THB to be paid during the regular payroll run on Dec 30<sup>th</sup>. On running the batch input session, the system automatically creates a record in the *One-Time Payments Off-Cycle* infotype (0267) for an amount of 2,000 THB to be paid on December 10<sup>th</sup> and a record in the *Additional Payments* infotype (0015) for an amount of 8,000 THB to be paid on December 30<sup>th</sup>.



## Generating AWS Payments

### Use

This procedure allows you to generate Annual Wage Supplement (AWS) payments for your employees.

### Prerequisites

- If you want to calculate the AWS payment using the average salary as a base, you must configure processing of averages in Customizing for *Payroll Thailand* in the section *Time Wage Type Valuation* → *Averages (For New Implementations)*.
- If you want to prorate AWS payment according to the number of months an employee has worked, you must determine how part-months have to be treated. In Customizing for *Payroll Thailand*, you can make the corresponding settings by choosing *Annual Wage Supplement* → [Maintain Proration Types for AWS \[Extern\]](#).

### Procedure

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Thailand* → *Subsequent activities* → *Annual* → *AWS Accounting* → *AWS Generation*.

The *Bonus (AWS) Calculation* screen appears.

2. Enter the personnel numbers of the employees for whom AWS has to be calculated in the *Personnel number* field. You can also select your employees by specifying a specific personnel area, personnel subarea, employee group or employee subgroup.



You can select employees based on other criteria (for e.g., payroll area) by choosing *Further selections* and displaying other selection fields.

3. In the *AWS calculation Parameters* group box, enter the following parameters necessary for AWS calculation:
  - a. Enter the period for which AWS is to be calculated.
  - b. Select the appropriate calculation base for AWS calculation. If you select *Basic Salary* as a calculation base, enter a relevant date in the *Date of Basic Salary* field. The basic salary valid on that date is considered for AWS calculation. If you select *Average of Basic* as a calculation base, enter the payroll period in which the average basic pay is to be considered and the corresponding average wage types.
  - c. Enter the factor by which the calculation base is to be multiplied in the *Factor to calculate AWS* field.



If you want to pay a AWS amount of twice the basic salary, then enter 2.00 in this field.

4. In the *Payment Information* group box, enter the following parameters necessary for payroll processing:

**Generating AWS Payments**

- a. Enter the wage type to be used for AWS payment in the *Wage type for IT0015/IT0267* field.
- b. Enter the reason for AWS payment in the *Reason for AWS* field.
- c. Enter the date on which the AWS payment is effective in the *AWS to be paid in period* field.
- d. If the AWS payment is to be processed within the regular payroll run, select the *Reg.Payroll* indicator, otherwise select the *Offcycle* indicator.
- e. If you want to distribute the AWS amount in multiple payments, choose *Multiple selection*.

The *Payment terms for calculated AWS* dialog box appears.

- f. Enter the payment date and the percentage of AWS amount to be paid on each date. Specify whether each of these payments are to be processed during regular payroll or off-cycle payroll run. Choose *Enter* and return to the *Bonus (AWS) Calculation* screen.
  - g. If the AWS payment is dependent on the employee's ethnic group or religion, enter the required data in the *Race / Religion* field.
5. If the AWS amount is to be calculated for employees terminated during the AWS period, perform the following steps:
    - a. Select the *AWS for employee terminated during AWS period* indicator and choose *Calculation rule for Ex-employee*.

The *Additional information about terminated employee* dialog box appears.

- b. Enter the multiplication factor for AWS calculation in the *AWS Calculation Factor* field.
- c. If the AWS calculation is to be based on the employee's basic pay on qualifying date, enter the qualifying date. Otherwise, select the *Basic pay on termination date* indicator.
- d. If you want to exclude certain employees from AWS payment based on the reason for their termination, choose *No prorated AWS for Ex-employee if*.

The *No prorated AWS for Ex-employee if* dialog box appears.

- e. Select the possible reasons and choose *Continue*.

The *Additional information about terminated employee* dialog box appears.

- f. Choose *Enter* to save the calculation rule entered for terminated employees.
  - g. Choose *Back* to return to the *Bonus (AWS) Calculation* screen.
6. Select an appropriate proration rule to calculate AWS amount for employees who have not worked during the complete AWS period. If you select the *Proration by no. of month* indicator, then enter a proration type in the *Type* field. This proration type decides how the part-months are processed for AWS calculation.
  7. If you want the prorated AWS amount to be calculated from the date on which your employee is hired, choose the *from hire date* indicator, else choose the *from confirmation date* indicator.
  8. If probation period has not been completed when AWS is calculated, select an appropriate indicator to decide how the AWS amount is to be processed.
  9. If you want to limit the AWS amount to a specified range, enter the appropriate amount in the *High Limit of AWS* field and the *Low Limit of AWS* field.

## Generating AWS Payments

10. If you want to pay a fixed AWS amount to your employees, enter the amount in the *AWS paid as a fix amount* field. In this case, the AWS calculation parameters and the general proration rule specified will be ignored.
11. Enter a batch input folder in which the results are to be stored. These results are used for running the batch input session.
12. If you want to perform a test run, select the *Test on* indicator.
13. Choose *Execute*.

A summary screen appears that displays the total number of personnel numbers selected and the total calculated AWS amount.

14. Choose *AWS overview* in this summary screen.

A list screen appears with details of the AWS amount calculated for each employee.



If there are errors during AWS processing, you can display the list of all employees for whom the AWS payment was not generated by choosing *Error List* in the summary screen.

## Result

The AWS payment is generated for your employees and a batch input session is created. In order to process this payment during payroll, you must perform the procedure [Running Batch Input for AWS Payments \[Seite 60\]](#).

---

Running Batch Input for AWS Payments

## Running Batch Input for AWS Payments

### Use

You can use this procedure to process the batch input session that is created for Annual Wage Supplement (AWS) payment processing. This allows you to process the AWS payments during payroll.

### Prerequisites

You must have completed the procedure [Generating AWS Payments \[Seite 57\]](#).

### Procedure

1. Choose *System* → *Services* → *Batch input* → *Sessions*.  
The *Batch Input: Session Overview* screen appears.
2. Select the session that stores your AWS payment generation details.
3. Choose *Session* → *Unlock*.
4. Choose *Session* → *Release*.
5. Choose *Session* → *Process session*.  
The process session dialog box appears.
6. Select a suitable run mode and choose *Process*.  
The system processes your batch input session.



You can monitor the status of the batch input session process by choosing *Goto* → *Log*.

### Result

The records necessary for payroll processing are automatically created in the relevant infotypes. If AWS payment is made in a regular payroll run, the records are created in the *Additional Payments* infotype (0015) for each payment date and amount specified. If AWS payment is made in an off-cycle payroll run, the relevant records are created in the *One-Time Payments Off-Cycle* infotype (0267) for each payment date and amount specified. You must perform the procedure [Processing AWS Payments \[Seite 61\]](#) to pay the AWS amount to your employees.

## Processing AWS Payments

### Use

You can use this procedure to process the Annual Wage Supplement (AWS) payments for your employees in a regular payroll run or an off-cycle payroll run.

### Prerequisites

You must have completed the following procedures:

1. [Generating AWS Payments \[Seite 57\]](#)
2. [Running Batch Input for AWS Payments \[Seite 60\]](#)

### Procedure

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Thailand* → *Subsequent activities* → *Annual* → *AWS Accounting* → *Start Payroll*.

The *Payroll Driver (Thailand)* screen appears.

2. Enter the appropriate values in the fields and set the required indicators.
3. If you want to perform a regular payroll run, specify the payroll period.
4. If you want to perform an off-cycle payroll run, enter **A** as the payroll type and date of the off-cycle run in the *Off-cycle payroll* field.



The date of payroll run must be identical to the date of payment of AWS that is stored in the *One-Time Payments Off-Cycle* infotype (0267).

5. Set the general payroll processing parameters to meet your requirements.
6. Choose *Execute*.

The system now processes the AWS payments for all the selected employees. A payroll log is displayed after the payroll run.

7. Check the payroll log. If the payroll run was carried out successfully and correctly, you can start payment of the AWS amount for your employees.

### Result

You have completed AWS processing for your employees.

### See also:

[Payroll Basics \[Extern\]](#)

[Payroll in Dialog Mode \[Seite 10\]](#)

[Processing Off-Cycle Bonus Payments \[Seite 52\]](#)

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**PY-TH Net Payroll**

## **PY-TH Net Payroll**

### **Purpose**

This component calculates the net payment for employees in Thailand. Tax, social security and provident fund contributions are deducted during the calculation of net pay in a payroll run.

### **Integration**

The Payroll component is closely linked with Personnel Administration and Financial Accounting components of the SAP system.

The Payroll component uses data from Personnel Administration in the payroll process. Pay details from payroll are posted to the Financial Accounting component at the end of payroll.

### **Features**

The net payroll component supports:

- Calculation of Personal Income Tax on regular pay and termination payment
- Absorption of tax by the employer (grossup)
- Social security deduction
- Provident fund deduction
- Termination payment
- Pay calculation with one-time or recurring payments and deductions

## PY-TH Tax

### Purpose

This component lets you compute and deduct personal income tax for your employees during the payroll process. The component also lets you generate legal tax reports and a tax reconciliation report to be submitted to the tax authorities on a monthly and annual basis.

## Tax Thailand (Infotype 0364)

### Definition

The Tax infotype stores an employee's tax related information.

### Use

The Tax Thailand infotype is used to create data related to the employee's Personal Income Tax. The details include the employee-specific allowances used during payroll to reduce the employee's taxable income and the details used in the generation of Tax reports.

#### See also:

[Creating Tax Details in Infotype 0364 \[Seite 65\]](#)



## Creating Tax Details in Infotype 0364

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Personnel management* → *Administration* → *HR Master Data* → *Maintain*.  
The *Maintain HR Master Data* screen appears.
2. Enter the personnel number of the employee in the *Personnel no.* field.
3. In the *Infotype* field, select *Tax TH* infotype (0364) by entering the name or number.
4. Choose *Create*.  
The *Create Tax TH* screen appears.
5. Enter the dates between which the infotype data is valid.
6. Enter the employee's tax identification number issued by the revenue department in the *Tax ID Number* field.
7. If the employee is claiming spouse allowance, select the *Claim Spouse Allowance* box.
8. If the employee's spouse is working and is claiming half the child allowance, set the *Claim only Half Child Allowance* indicator for the employee to claim the other half of the child allowance for all eligible children.
9. Enter the number of children for whom the employee can claim child allowance.  
This field indicates the number of children the employee claims for [tax allowance \[Seite 66\]](#).
10. If you enter the number of children for whom the employee claims child allowance, you can enter the number of children for education allowance.  
This field indicates the number of children for whom the employee claims the education allowance as additional tax allowance.
11. If required, enter the life insurance premium amount for each year.
12. If required, enter the mortgage interest that is claimed for tax allowance.
13. If required, enter the amount the employee donates to charity organizations that the revenue department allows to be claimed as tax allowance.
14. If required, enter the spouse's life insurance premium amount per year.
15. Save your entries.

**Tax Allowance**

## Tax Allowance

### Definition

There are certain tax allowances an employee is eligible for based on the various contributions made by the employee to the various funds. This also includes the various allowances allowed by the government based on the employee's social status. For example, an employee who is married is eligible for spouse allowance. The Personal Income Tax that is payable by the employee is calculated after deducting the applicable tax allowances from the total assessable income that includes the employee's regular and irregular income.

### Structure

Tax allowances include deductible expenses and personal allowances.



The table below shows the various tax allowances along with the annual amount deducted for calculating tax. The amounts in this table are valid for 1999. These are subject to change according to government rules.

**Tax Allowances**

<b>Allowance Name</b>	<b>Annual Amount deducted</b>
Standard deduction	40% of salary or 60,000 THB, whichever is lower
Self allowance	30,000 THB
Spouse allowance	30,000 THB
Child allowance	15,000 THB for each child
Education allowance	2,000 THB for each child
Life insurance premiums	Upto 10,000 THB
Spouse's life insurance premiums	Upto 10,000 THB
Provident fund allowance	Upto 10,000 THB
Additional provident fund allowance	Contributions above 10,000 THB and upto 290,000 THB or 15% of assessable income, whichever is lower
Social Security allowance	Upto 2,700 THB
Mortgage interest allowance	Upto 10,000 THB
Charity contributions	Upto 10% of assessable income after all other deductions



For tax calculation, the additional provident fund allowance (if any) is first deducted from the employee's total assessable income. This new income is the assessable income. All other applicable allowances mentioned in the table above are deducted from this assessable income. Tax is then calculated on the reduced income that is the total taxable income.



## Processing Tax

# Processing Tax

## Purpose

The tax calculation process calculates the Personal Income Tax payable by an employee on income from salary or wages. Tax is deducted from the employee's salary or wages during the calculation of net pay.

## Prerequisites

1. You must set up the [tax calculation method \[Seite 70\]](#) and your company's tax identification number in Customizing for *Payroll Thailand*.
2. Legal tax rates are set up in a table and delivered by SAP.
3. You must enter the employee's tax identification number in *Tax TH* infotype (0364).
4. You must enter the employee's tax allowance details in *Tax TH* infotype (0364) including:
  - Charity contribution
  - Spouse
  - Mortgage
  - Children
  - Studying children
  - Life insurance for employee
  - Life insurance for spouse

## Process Flow

Tax is processed during the regular payroll run as well as the off-cycle payroll run for bonus payments.

1. The payroll driver reads the tax data (tax allowances, tax ID) for the employee from the *Tax TH* infotype (0364).
2. The payroll driver reads the tax rates applicable for the employee, PA/PSA grouping for tax method, and the method of tax calculation from tables.
3. The annualization factor is set depending on the current payroll period and the method of tax calculation. If the employee's termination date is in the tax year, [forced tax calculation \[Seite 76\]](#) is triggered. In this case, the annualization factor is based on actual number of payroll periods for which the employee is in service.
4. The payroll driver reads the tax constants for the pay period that are used in calculating taxes.
5. The tax payable for the salary or wages for the employee is calculated. This information appears in the payroll log.

## Result

The results of the tax calculation process are the following:

**Processing Tax**

1. The tax amount payable by the employee on salary or wages in the pay period is calculated.  
Since tax amount calculated for your employees can involve decimal values, the final tax amount calculated can be rounded based on the method of rounding set up. You can set up the rounding method in Customizing for *Payroll Thailand* by choosing, *Tax* → [Set Up Final Tax Rounding Method \[Extern\]](#).
2. The deduction of tax payable from the employee's salary or wages in the pay period is calculated.
3. At the end of the month, legal reports are generated for the tax deducted from the employee as well as for all employees in the month and submitted to the authorities.
4. At the end of the year, a report for the tax deducted from all employees during the year is generated and submitted to the tax authorities.
5. At the end of the year, a worksheet for each employee can be generated to reconcile the tax deducted by the tax process against the tax payable (as re-calculated at the end of the year). This assists the employee in filing tax returns with the tax authorities.

**See also:**

[Calculating Tax using Calculate in Advance Method \[Seite 71\]](#)

[Calculating Tax using Accumulative Calculation Method \[Seite 74\]](#)

## Tax Calculation Method

### Definition

Tax methods constitute the different ways in which Personal Income Tax can be calculated on the wages or salary of an employee.

### Use

There are two methods of tax calculation commonly used in Thailand. It is necessary to specify the payroll calculation method used in the company before running the payroll process. The methods are:

- Calculate in Advance Method (CAM)

The regular income for the current payroll period is projected for the entire year and tax is calculated on this projected income. At the end of the year, there is a reconciliation to verify if excess tax has been paid, or if the employee must pay more tax.

- Accumulative Calculation Method (ACM)

This is the business method that is more widely used than the CAM. In this method, the regular income for the current payroll period is projected for the rest of the payroll periods. Tax is calculated on this projected income along with the accumulated year-to-date income. The advantage in this method is that tax is distributed evenly throughout the year.

Tax calculation methods are set up in the implementation guide by choosing *Payroll Thailand* → Tax → *Basic Settings* → [Assign Tax Calculation Method and Tax ID to PA/PSA Grouping \[Extern\]](#).

#### See also:

[Calculating Tax using Calculate in Advance Method \[Seite 71\]](#)

[Calculating Tax using Accumulative Calculation Method \[Seite 74\]](#)

## Calculating Tax Using Calculate in Advance Method

### Purpose

This process calculates tax for your employees using the Calculate in Advance Method (CAM).

### Prerequisites

Before you calculate tax, you must:

1. Set up the personnel areas (PA) and personnel subareas (PSA) of your company's personnel structure in the implementation guide under the *Payroll Thailand* component.
2. Set up the tax calculation method as *Calculate in Advance* in the implementation guide under *Payroll Thailand* → *Tax* → *Basic Settings*.



Social security and provident fund contributions, whether they exist or not, do not hinder tax computation. They only contribute to tax allowances (reduction of taxable income).

### Process Flow

The tax calculation process takes place when the payroll process is run. This can be during the regular pay run on the pay date or the off-cycle pay run at any time before the regular pay run date to pay bonus or annual wage supplement payments.

The process of calculating tax using the CAM method is described below:

1. Tax is computed on the annual value of the gross income.
2. The current period's regular income is annualized, that is, multiplied by the number of periods in a year.
3. All irregular payments are not paid every period and hence not required to be annualized. The year-to-date irregular income and the annualized regular income together give the total assessable income.
4. The [tax allowances \[Seite 66\]](#) are deducted from the total assessable income to give the taxable income.
5. Tax on this taxable income is calculated by applying tax rates across income ranges to obtain the tax due to total assessable income.
6. In parallel, tax on the annual regular income alone is computed.
7. Tax on the regular income is subtracted from the tax on the total assessable income, that is, annualized regular + year-to-date irregular. The remaining amount is the total tax on the irregular income. From this amount, the year-to-date tax paid on irregular income is subtracted. The balance amount is the tax on irregular income for the period.
8. The tax on the regular income is de-annualized, that is, the annual figure is divided by the number of periods in a year. The sum of the tax due to regular and irregular income is the tax for this period.

### See also:

[Tax Calculation using CAM: Example \[Seite 73\]](#)

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Calculating Tax Using Calculate in Advance Method



## Tax Calculation Using CAM: Example

Consider an employee who is single and earning 12,000 THB from January 1999.

### Assumptions

- Receives overtime (O.T.) of 1,200 THB during February
- Receives a raise to 15,000 THB from March
- Receives a bonus of 30,000 THB during April
- Invests in a life insurance policy with a premium of 12,000 THB in May

### Tax Allowances

- Standard deduction - 40% of assessable income or 60,000 THB whichever is lower
- Self allowance of 30,000 THB
- Contribution to Social Security - 1.5%
- Contribution to Provident Fund - 5.0%
- Life insurance premium - upto 10,000 THB

Tax is calculated using the Calculate in Advance Method (CAM) as follows based on the assumptions and the tax allowances specified above:

1. [Tax calculation with regular income \[Extern\]](#)
2. [Tax calculation with overtime payment \[Extern\]](#)
3. [Tax calculation with raise in salary \[Extern\]](#)
4. [Tax calculation with bonus \[Extern\]](#)
5. [Tax calculation with life insurance premium \[Extern\]](#)

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Calculating Tax Using Accumulative Calculation Method

## Calculating Tax Using Accumulative Calculation Method

### Purpose

This process calculates tax for your employees using the Accumulative Calculation Method (ACM).

### Prerequisites

Before you calculate tax, you must:

1. Set up the personnel areas (PA) and subareas (PSA) of your company's personnel structure in the implementation guide under the *Payroll Thailand* component.
2. Set up the tax calculation method as *Accumulative Calculation* in the implementation guide under *Payroll Thailand* → *Tax* → *Basic Settings*.



Social security and provident fund contributions, whether they exist or not, do not hinder tax computation. They only contribute to tax allowances (reduction of taxable income).

### Process Flow

The tax calculation process takes place when the payroll process is run. This can be during the regular pay run on the pay date or the off-cycle pay run at any time before the regular pay run date to pay bonus or annual wage supplement payments.

1. The regular income of the current period is multiplied by the remaining number of periods in the year. The year-to-date regular income is added to this. The resulting amount is the annualized regular income.
2. To the annualized regular income is added the year-to-date irregular income. The resulting amount is the total annual assessable income.
3. From the total annual assessable income, deduct all applicable [tax allowances \[Seite 66\]](#). The resulting amount is the total taxable income.
4. Tax is calculated on this total taxable income.
5. From the total taxable income, deduct the year-to-date tax paid. De-annualize the resulting amount by dividing it by the number of remaining periods in the year. The resulting amount is the tax for this period.

#### See also:

[Tax Calculation using ACM: Example \[Seite 75\]](#)

## Tax Calculation Using ACM: Example

Consider an employee who is single and earning a salary of 12,000 THB from January 1999.

### Assumptions

- Receives overtime (O.T.) of 1,200 THB during February
- Receives a raise in salary to 15,000 THB from March
- Invests in a life insurance policy with a premium of 12,000 THB in April

### Tax Allowances

- Standard deduction - 40% of assessable income or 60,000 THB whichever is lower
- Self allowance of 30,000 THB
- Contribution to Social Security - 1.5%
- Contribution to Provident Fund - 5.0%
- Life insurance premium - upto 10,000 THB

Tax is calculated using the Accumulative Calculation Method (ACM) as follows based on the assumptions and the tax allowances specified above:

1. [Tax calculation with regular income \[Extern\]](#)
2. [Tax calculation with irregular income \[Extern\]](#)
3. [Tax calculation with raise in salary \[Extern\]](#)
4. [Tax calculation with life insurance premium \[Extern\]](#)

## Forced Tax Calculation

# Forced Tax Calculation

## Use

In this method, tax reconciliation is forced. Year-end forced tax reconciliation enables you to distribute the tax evenly before the end of the year and recover the entire amount by the year-end. The function ensures that the employee has paid the exact tax before leaving the company. This also ensures that the employer pays the exact amount of tax when the employee's income is grossed up.

## Integration

This function is integrated with the function for calculating tax using the [Accumulative Calculation Method \(ACM\) \[Seite 74\]](#).

## Prerequisites

This method of tax calculation is automatically triggered when the following conditions are met, irrespective of the [tax calculation method \[Seite 70\]](#) set up during Customizing:

- The employee has been hired on a short contract that ends in the tax year. In this case, the termination date is known during the hiring event.
- The employee gives notice of leaving. In this case all future payroll runs until the termination date employ the forced tax calculation method.
- In Customizing for *Payroll Thailand*, you have set up the period for year-end tax reconciliation for a payroll area in the step *Tax* → [Enable Year-End Forced Tax \[Extern\]](#).

## Features

This is the method where the tax is computed assuming the current period income is received for the remaining periods in the year and takes into account the income received year-to-date and also tax paid year-to-date. This ensures that you adjust the tax computed in the current and future periods to recover tax paid over or deduct tax paid less so far in the year.

This function uses the Accumulative Calculation Method (ACM) for calculating tax payable by the employee. This method differs only in the number of payroll periods used for calculating tax. In the case of ACM, it is assumed that the employee is hired for the entire tax year. In the case of the Forced Tax Calculation (FTC) method, the number of payroll periods until the termination date is considered for an employee.

## Example

1. Assume that an employee is hired for a short contract and the term ends in the tax year. In this case, the termination date of the employee will be known during the hiring event itself. The FTC method takes into account the termination date. If the termination date is within the current tax year, then this method is automatically triggered irrespective of the tax calculation method set up for the company.
2. Assume that an employee hired on a permanent basis decides to leave and gives three months notice. In this case, when the employee is terminated, termination date is known three months in advance. Forced tax reconciliation comes into effect automatically during the payroll run from that period on. The tax for the employee is reconciled in the next three

**Forced Tax Calculation**

months. This ensures that the employee has paid the exact tax before leaving. This also ensures that the employer pays the exact amount of tax when the employee's income is grossed up.

3. You can use this method for the year-end reconciliation of tax for your employees. You can decide that for a monthly payroll, you want to force the tax to be reconciled from period 10 (October) so that, tax paid over or tax paid under is adjusted in the 10<sup>th</sup> to 12<sup>th</sup> periods. The advantage is that there are no tax arrears at the end of the year.

---

**Tax Reporting**

## **Tax Reporting**

### **Purpose**

The SAP Payroll system provides all tax reports required by the Thai government, such as month-end Form 1 report, year-end Form 1A and Form 50 Bis. The year-end tax reconciliation worksheet is generated to assist the employee in completing the PIT 91 legal form.

**See also:**

[Generating Monthly Income Tax Form 1 \[Seite 79\]](#)

[Generating Annual Income Tax Form 1A \[Seite 80\]](#)

[Generating Certificate of Tax Deduction 50 Bis \[Seite 81\]](#)

[Generating Income Tax Reconciliation Worksheet \[Seite 82\]](#)

# Generating Monthly Income Tax Form 1

## Use

The monthly income tax form 1 report shows the result of the payroll run during the month, the computation of assessable income, deductible expenses, personal allowances, and the income tax withheld from all employees during the month.

## Procedure

1. Choose *Human Resources → Payroll Accounting → Asia/Pacific → Thailand → Subsequent Activities → Per Payroll Period → Legal Reports → Tax → Income Tax Form 1*.

The *Income Tax Form 1 - Monthly for Thailand* screen appears.

2. Enter the payroll area in the *Payroll Area* field.
3. Select current or other period. If you select other period, enter the period.
4. In the selection box, you may select any one criteria, or a combination of different criteria as per your requirement.
5. If required, enter the employee's personnel number, or a range of employees, or leave blank to generate for all employees.
6. If required, enter the personnel area, or a range of personnel areas, or leave blank for all personnel areas.
7. If required, enter the personnel subarea, or a range of personnel subareas, or leave blank for all personnel subareas.
8. If required, enter the payroll area, or a range of payroll areas, or leave blank for all payroll areas.
9. Execute the report.

---

Generating Annual Income Tax Form 1A

## Generating Annual Income Tax Form 1A

### Use

The Annual Income Tax Form 1A report shows the summary of the assessable income, deductible expenses, personal allowances and income tax withheld through the tax year for all employees.

### Procedure

10. Choose *Human Resources → Payroll Accounting → Asia/Pacific → Thailand → Subsequent Activities → Annual → Legal Reports → Tax → Income Tax Form 1A*.

The *Income Tax Form 1 A - Yearly report Thailand* screen appears.

11. In the selection box, you may select any one of the criteria, or a combination of different criteria as per your requirement.
12. If required, enter the employee's personnel number, or a range of employees, or leave blank to generate for all employees.
13. If required, enter the personnel area, or a range of personnel areas, or leave blank for all personnel areas.
14. If required, enter the personnel subarea, or a range of personnel subareas, or leave blank for all personnel subareas.
15. If required, enter the payroll area, or a range of payroll areas, or leave blank for all payroll areas.
16. Enter the assessment year.
17. Execute the report.



## Generating Certificate of Tax Deduction 50 Bis

### Use

The Certificate of Tax Deduction report shows the summary of each type of personal income and the corresponding tax for the entire year which are separately listed in a report for each employee.

The report also includes the following details for each employee:

- Provident fund number
- Provident fund contributions
- Social Security number
- Social Security contributions

### Procedure

18. Choose *Human Resources → Payroll Accounting → Asia/Pacific → Thailand → Subsequent Activities → Annual → Legal Reports → Tax → Income Tax 50 BIS*.

The *Income Tax Form 50 bis - Yearly report Thailand* screen appears.

19. In the selection box, you may select any one of the criteria, or a combination of different criteria as per your requirement.
20. If required, enter the employee's personnel number, or a range of employees, or leave blank to generate for all employees.
21. If required, enter the personnel area, or a range of personnel areas, or leave blank for all personnel areas.
22. If required, enter the personnel subarea, or a range of personnel subareas, or leave blank for all personnel subareas.
23. If required, enter the payroll area, or a range of payroll areas, or leave blank for all payroll areas.
24. Enter the assessment year.
25. Select the page format of the report.
26. Select the type of copy in the *Copies* group box if you want to select multiple copies of the form.
27. Execute the report.

## Generating Income Tax Reconciliation Worksheet

## Generating Income Tax Reconciliation Worksheet

### Use

The reconciliation report is a worksheet that reports details of tax deducted to date as against the tax that should be deducted for income paid to date. It also contains details of the year-end re-computed tax on the final income figures of wages/salary and other payments at the end of the year.

This report is used by the employee in filling the PIT90/PIT91 forms with the tax authorities. This report is also used to obtain information as to whether an employee has paid excess tax or a lesser amount than required in the whole tax year.

### Procedure

28. Choose *Human Resources → Payroll Accounting → Asia/Pacific → Thailand → Subsequent Activities → Annual → Reporting → Income Tax Reconcil. Worksheet (PIT91)*.

The *Income Tax Reconciliation Worksheet (PIT91)* screen appears.

29. In the selection box, you may select any one of the criteria, or a combination of different criteria as per your requirement.

30. If required, enter the employee's personnel number, or a range of employees, or leave blank to generate for all employees.

31. If required, enter the personnel area, or a range of personnel areas, or leave blank for all personnel areas.

32. If required, enter the personnel subarea, or a range of personnel subareas, or leave blank for all personnel subareas.

33. If required, enter the payroll area, or a range of payroll areas, or leave blank for all payroll areas.

34. Enter the assessment year.

35. Select the page format of the report.

36. Execute the report.

The report is generated and the *Print* screen appears. You can either preview the report on the screen or, choose to print it directly.

## PY-TH Employer Absorbed Tax (GROSSUP)

### Purpose

This is a function in which the employer pays the tax on the salary and wages paid to an employee. This function guarantees an exact amount in income to the employee after tax deduction.

This function is used when there is a requirement to offer employees a guaranteed net amount, that is, the employee receives net pay and the employer pays the tax on the salary or wages paid. This function is used as follows:

1. The employer can pay the tax calculated on the salary or wages, while the employee pays the tax on the amount being absorbed by the employer (the absorbed amount being a benefit to the employee). This is known as *One-Cycle Grossup*.
2. The employer can pay the tax on the salary or wages including the tax on the absorbed amount. This is known as *Full-Cycle Grossup*.

---

Creating Grossup Wage Types

## Creating Grossup Wage Types

### Prerequisites

Before the system can calculate employer absorbed tax, you must create the appropriate grossup wage types in Customizing.

### Procedure

To create grossup wage types, perform the following:

1. Choose *Payroll Accounting* → *Payroll: Thailand* → *Grossup* → *Wage Types* → *Create wage type catalog* → *Copy*.
2. Copy from the model wage type *MG30*, *MG31* or *MG32* for one-cycle grossup and from *MG40*, *MG41* or *MG42* for full-cycle grossup.

For more information, see the Grossup section of the *Payroll Thailand* component in the implementation guide.

## Setting Up the Type of Grossup Processing

### Procedure

To set up the type of grossup processing:

1. Choose *Payroll Accounting* → *Payroll: Thailand* → *Grossup* → *Define types of grossup* → *Grossup type*.
2. Select the appropriate wage type and set up the type of grossup.
3. Alternatively, the set up for one-cycle can be copied from *MG30* setup and the setup for full-cycle can be copied from *MG40* setup to your own wagetypes.

For more information, see the Grossup steps under the *Payroll Thailand* component in the implementation guide.

---

Specifying Type of Grossup for Employees

## Specifying Type of Grossup for Employees

### Procedure

To specify type of grossup for employees in infotype 0008:

10. Choose *Human Resources* → *Personnel Administration* → *Maintain HR Master Data*.

The Maintain HR Master Data screen appears.

11. Enter the personnel number of the employee.

If you do not know the employee's personnel number, you can use the match code function.

12. In the infotype field, select *Basic Pay. (infotype 0008)* by entering the name or the number.

13. Choose Create.

The Create basic Pay (Infotype 0008) screen appears.

14. Enter the start date.

15. Enter the pay scale group.

16. Enter *MG30* or the corresponding wage type you copied in step *Create Grossup Wagetypes* for one-cycle grossup.

or

17. Enter *MG40* or the corresponding wage type you copied in step *Create Grossup Wagetypes* for full-cycle grossup.

18. Specify the salary and wages to be grossed up in the *Amount* field.

19. Save.

## Calculating Tax with Tax Absorbed by Employer

### Purpose

This process calculates tax on salary and wages in many cycles with the tax calculated in a cycle added to the income for the next tax calculation cycle. The number of cycles of calculation depends on the type of grossup setup.

### Prerequisites

Before you process employer absorbed tax, you must:

1. Determine the personnel areas and personnel subareas of the company's personnel structure in the *Payroll Thailand* component of the implementation guide.
2. Set up the tax method (CAM or ACM) for all personnel areas and personnel subareas under *Payroll Thailand* → *Tax* → *Basic Settings* in the implementation guide.
3. Set up the type of tax absorbed by the employer, whether one cycle of calculation or full cycle of calculation.
4. Specify the salary and wages using the grossup wage types (identified for the respective cycles of grossup calculation) in the *Basic Pay* infotype (0008).

### Process Flow

#### Process Flow for One-cycle Grossup

1. The system calculates the tax payable on the employee's guaranteed net amount. This tax amount is paid by the employer.
2. The tax payable on the employee's guaranteed net amount is added to the original income. Tax is calculated on this summed up amount to arrive at the amount to be absorbed by the employer.
3. The absorbed amount is added to the original gross income in payroll. The tax on this amount calculated by the tax process is the tax paid by the employee.

#### Process Flow for Full-cycle Grossup

1. The system calculates the tax payable on the employee's guaranteed net amount.
2. The sum of the tax amount and net income is taxed again.
3. If there is a difference in the initial and final tax values (step 1 and step 2), the current tax amount is added to the original gross income.
4. Tax is calculated on the summed up amount (step 3) and compared with tax of the previous cycle.
5. This process continues until the tax amount reaches a constant value or a maximum number of iterations have been performed.
6. The final tax amount at the end of all iterations is added to the original gross amount in payroll and the tax calculated on this amount is the tax paid by the employee.

## PY-TH Social Security

## PY-TH Social Security

### Purpose

Social Security is a compensatory scheme in Thailand based on the Social Security Act and forms an integral part of the HR Payroll system. Social security contributions compensate employees in case of injuries, illness, death, maternity, aging and unemployment. The fund requires contributions from the employee, employer and the government. This component lets you process social security contributions of employee and employer during a payroll run.

There are different contribution categories for social security.

- Category 1  
Compensation benefits for non-work related injury and sickness, disability, death and maternity
- Category 2  
Compensation benefits for child welfare and old age
- Category 3  
Compensation benefits for unemployment

Your organization can choose to contribute to social security at two different rates, either the Company rate or the Statutory rate for the various social security contribution categories. Company rates are those defined by your organization. Statutory rates are defined by the government and can change according to government rules.

### Integration

This component is integrated with the *PY-TH Tax* component since the provident fund contribution made by the employee is considered as a [tax allowance \[Seite 66\]](#) while calculating tax during the payroll run.

### Features

The data relevant to social security is captured in the *Social Security TH* infotype (0365) and printed on the legal form, **Social Security Form 1-10** using the reporting feature.



## Social Security Thailand (Infotype 0365)

### Definition

This infotype stores information required to calculate an employee's social security contributions during a payroll run and also other data required for reporting purposes. The data that is captured for an employee includes:

- Contribution category that is the subtype of this infotype
- Social security number that is assigned to the employee by the Social Security Office

### Use

The social security Thailand infotype is used to create an employee's contribution details. During payroll, the infotype is read for information and social security contributions processed for the employee.

#### See also:

[Creating social security details in infotype 0365 \[Seite 90\]](#)

## Creating Social Security details in infotype 0365

## Creating Social Security details in infotype 0365

### Use

This procedure allows you to create social security details for an employee in the *Social Security TH* infotype (0365). The employee's contribution category which is stored in this infotype is used for calculating the social security contribution that is deducted from the employee's salary/wages during payroll. This amount is also considered as a [tax allowance \[Seite 66\]](#) for the employee.

### Prerequisites

If you wish to select company rates for the social security contribution, you must define the company rates in Customizing for *Payroll Thailand* by choosing *Social Security* → *Basic Settings* → [Social Security Company Rates \[Extern\]](#). If company rates are not defined for any contribution category for the employee, the statutory rates defined in the system are considered during processing of social security contributions.

### Procedure

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Personnel management* → *Administration* → *HR Master Data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. Enter the personnel number of the employee. If you do not know the employee's personnel number, you may use the match code function.
3. In the *Infotype* field, select *Social Security TH* (infotype 0365) by entering the name or the number.
4. Choose *Create*.

The *Subtypes of infotype 0365* screen appears.

5. Select one of the contribution categories from the list.

The *Create Social Security TH* screen appears. The contribution category and the employer and employee contribution rates are displayed on the screen. Company rates appear if they have been set up in Customizing, else statutory rates appear.

6. Enter the social security number in the *Social Security Nmbr* field.



This is the number that the social security board gives to each employee. The number should be of length 10 and numeric, for example, 38-9453264-0.

7. Save entries.



If the current system date falls within the range of the infotype validity dates, then the contribution rates as on the current date are displayed. If the current date falls outside the range of the infotype validity dates, then the rates as on the last day when the infotype record was valid are displayed. If, on the other hand, the current

### Creating Social Security details in infotype 0365

date falls before the range of the infotype validity rates (future record), then the rates as on the start date when the infotype record would be valid are displayed.

---

Processing Social Security

## Processing Social Security

### Purpose

This component calculates social security contributions of employee and employer during payroll.

### Process Flow

1. The payroll driver reads data for valid records in the payroll period in which it is run from the *Social Security TH* infotype (0365).
2. The payroll driver reads wage types relevant to social security.
3. The payroll driver reads social security statutory or company rates from the respective rates tables. If company rates are found, they are used, otherwise statutory rates are used.
4. The month-to-date income including the income of the current period is used to calculate the month-to-date social security contribution. This value is rounded.
5. From this month-to-date contribution, the total contribution of the previous periods of the month is deducted to calculate the contribution for this period. The results appear in the payroll log.



1. If the contribution rates of an employee change during a payroll period, the system uses the latest changed rate to calculate social security contributions.
2. The difference due to rounding is absorbed by this method. If the contribution for a certain period in a month is less due to rounding down, it increases by that amount in the subsequent period. In effect, the employee's total contribution for the month is the same as the amount to be contributed.

## Social Security Reporting

### Use

This function generates and prints reports for social security contributions. The payroll system provides social security reports as required by Thai law. These reports are generated monthly and submitted to the Social Security Office (SSO). These include:

- Social Security Form 1-10 (Parts 1 and 2) - Detail report of contributions  
This form is used to submit a detailed report of contributions made by each employee to the SSO for each branch.
- Social Security Form 1-10/1 - Summary report of contributions  
This form is used by your company to submit a consolidated report of contributions made by all branches to the SSO.

### Prerequisites

1. Enter the account number for your company and the branch number as defined by the SSO in Customizing for *Payroll Thailand* by choosing *Social Security* → *Basic Settings* → [Social Security Branches & Company Account Modifier \[Extern\]](#).
2. Enter the social security details for each employee in the *Social Security TH* infotype (0365).
3. Payroll results for your employees must be available for the month for which the reports are generated.

### Features

#### **Social Security Form 1-10 - Detail Report**

This report displays the social security contributions for employees based on selection criteria.

#### **Selection**

You can generate this report based on criteria on the report selection screen.

- Personnel number selection  
You can generate the report for a range of personnel numbers.
- Specific month for which report is to be generated
- Company account number selection  
You can specify a range of company account numbers that are defined by the Social Security Office.
- Branch/Personnel area selection  
You can specify a range of branch numbers for the branches for which the report is to be generated. Alternatively, you can generate this report for a range of personnel areas and personnel subareas.

---

**Social Security Reporting****Output**

This report can be displayed on screen and then printed. Alternatively, you can download this report to a floppy disk or tape. This report contains the following parts:

The first part gives the summarized details of the contributions made by the employees and the employer of a branch. The first part of the report displays the following key data for each branch:

- Company account number as defined by the SSO
- Branch number as defined by the SSO for the branch
- Month for which the contributions are made
- Total amount of salary and wages of all employees assigned to the branch
- Total amount of employee's contribution
- Total amount of employer's contribution
- Total amount of employee and employer contributions
- Number of employees who contributed

The second part gives details of contributions made by the employees of a branch. The second part of the report displays a list of employees for each branch, along with the following:

- Company account number as defined by the SSO
- Branch number as defined by the SSO for the branch
- Month for which the contributions are made
- Social Security ID for each employee
- Name of the employee
- Salary and wages earned by the employee during the month
- Contribution of the employee

**Social Security Form 1-10/1 - Summary Report**

This report displays a list of social security contributions made by each branch of the company.

**Selection**

Refer to the selection criteria for the Social Security Form 1-10 - Detail Report.

**Output**

This report can be displayed on screen and then printed. The report displays the following details for all the branches:

- Company account number as defined by the SSO
- Branch numbers of the branches of the company
- Total salary and wages for each branch
- Employee contributions for each branch
- Employer contributions for each branch

**Social Security Reporting**

- Total of employee and employer contributions
- Number of employees who contributed

The report also displays the page total and grand total of salary and wages, the employee and employer contributions, the total contribution and the number of employees who contributed.

**Activities**

[Generating Social Security Form 1-10 \[Seite 96\]](#)

[Generating Social Security Form 1-10/1 \[Seite 97\]](#)

## Generating Social Security Form 1-10

## Generating Social Security Form 1-10

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Thailand* → *Subsequent activities* → *Per payroll period* → *Legal Reports* → *Social Security* → *Form 1-10 Parts 1,2 (Detailed)*.

The *Social Security Detailed Report Form No. 1-10 (1st Part) Thailand* screen appears.

2. Enter the employee's personnel number, or a range of employees, or leave blank to generate for all employees.
3. Enter the month for which you wish to generate the report. The current month and year appear by default.
4. If you wish to generate the report for company account number, enter the employer's company account number. If you do not enter an account number or a range of numbers, then the report is generated for all company account numbers.
5. If you wish to generate the report for a specific branch or a range of branches, set the *Branch* indicator and enter the social security branch number of the company branch office for which the report is to be generated. If you do not enter a branch number or a range of numbers, then the report is generated for all branch numbers.

Or

If you wish to generate the report for personnel area and personnel subarea, set the *Personnel Area* indicator and enter the personnel area and personnel subarea. If you do not enter a personnel area and subarea or a range of personnel areas and subareas, then the report is generated for all personnel areas and subareas.



The selection criterion can only be branch number or personnel area and subarea, and not a combination of both.

6. Select the output media on which you wish to generate the report. If your output media is a disk or a tape, specify the download path for the report. You can also choose to generate the full report or only the cover sheet.
7. If required, enter data in the *Paid Date*, *Authorized Person* and *Position* fields.
8. Choose *Execute*.

The report is generated and the *Print* screen appears. You can preview the report on the screen or print it.



## Generating Social Security Form 1-10/1

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Payroll* → *Asia/Pacific* → *Thailand* → *Subsequent activities* → *Per payroll period* → *Legal Reports* → *Social Security* → *Form 1-10/1 (Summary)*.

The *Social Security Report Form No. 1-10 (1st Part) Thailand* screen appears.

2. Enter the employee's personnel number, or a range of employees, or leave blank to generate for all employees.
3. Enter the month for which you wish to generate the report. The current month and year appear by default.
4. If you wish to generate the report for a company account number, enter the employer's company account number. If you do not enter an account number or a range of numbers, then the report is generated for all company account numbers.
5. If you wish to generate the report for a specific branch or a range of branches, set the *Branch* indicator and enter the social security branch number of the company branch office for which the report is generated. If you do not enter a branch number or a range of numbers, the report is generated for all branch numbers.

Or

If you wish to generate the report for a personnel area and personnel subarea, set the *Personnel Area* indicator and enter the personnel area and personnel subarea. If you do not enter a personnel area and subarea or a range of personnel areas and subareas, the report is generated for all personnel areas and subareas.



The selection criterion can only be branch number or personnel area and subarea, and not a combination of both.

6. Execute the report.

The report is generated and the *Print* screen appears. You can preview the report on the screen or print it.

## PY-TH Provident Fund

### Purpose

This component lets you compute provident fund contributions of employees during a payroll run. The component also allows deduction of the contribution at each period from the salary or wages of employees. The provident fund is an important benefit as well as financial security for employees and their dependents. Employees and the employer contribute to the provident fund.

Employees can choose to contribute to the provident fund at different rates. The **Company rate** is the rate defined by your organization and the **Personal rate** is the rate chosen by the employee. However, contribution limits exist.

### Integration

This component is integrated with the *PY-TH Tax* component since the provident fund contribution made by the employee is considered as a [tax allowance \[Seite 66\]](#) while calculating tax during the payroll run.

### Features

- Varying company rates can be defined for different employee groups and subgroups based on [seniority \[Seite 99\]](#).
- The contribution made by the employer cannot be less than that of the employee. This is ensured while [creating provident fund details \[Seite 101\]](#) for an employee.
- On retirement or termination, the employee receives benefits based on contributions to the provident fund.

## Determining Seniority

### Purpose

This process describes how seniority is determined for an employee. Seniority is the number of years an employee has been in service with the company. The seniority factor is necessary to determine the [company rates \[Seite 98\]](#) of contribution of the employee and employer towards provident fund.

### Process Flow

Seniority of an employee is determined when you select company rates for provident fund contribution, while [creating \[Seite 101\]](#) or changing the *Provident Fund TH* infotype (0366) record for the employee.

The seniority for any employee is based on a feature (THPFD) used to determine the employee's hire date. You can set up this feature in Customizing for *Payroll Thailand* by choosing *Provident Fund* → [Determine seniority \[Extern\]](#).

If	Then
No date type is set up in the feature	The default hire date of the employee is considered. This is the start date of the last record in infotype 0001.
A date type is set up in the feature	The date specified for this date type in the <i>Create Date Specifications</i> infotype (0041) is considered as the hire date.
The date type set up in the feature is not set up in the <i>Create Date Specifications</i> infotype (0041)	The default hire date of the employee is considered.

---

**Provident Fund Thailand (Infotype 0366)**

## **Provident Fund Thailand (Infotype 0366)**

### **Definition**

This infotype stores the information required to calculate an employee's provident fund contributions during a payroll run. The data for an employee includes:

- Provident fund number
- Type of contribution rate, whether Company or Personal rate
- Employee and employer contribution rates

### **Use**

This infotype is used to create an employee's provident fund contribution details. During payroll, the infotype is read for information and provident fund contributions processed for an employee. If an employee has no provident fund infotype record, it is assumed that the employee is not contributing to the provident fund.

#### **See also:**

[Creating Provident Fund Details in Infotype 0366 \[Seite 101\]](#)

## Creating Provident Fund Details in Infotype 0366

### Use

This procedure allows you to create provident fund details for an employee. The employee's contribution rates are used to calculate the amount of provident fund contribution that is deducted from the employee's salary or wages during payroll. This amount is also considered as a [tax allowance \[Seite 66\]](#) for the employee.

### Prerequisites

If you wish to select company rates for the provident fund contribution, you must define the company rates in Customizing for *Payroll Thailand* by choosing *Provident Fund* → *Basic Settings* → [Provident Fund Rates \[Extern\]](#).

### Procedure

1. On the *SAP Easy Access* screen, choose *Human Resources* → *Personnel management* → *Administration* → *HR master data* → *Maintain*.

The *Maintain HR Master Data* screen appears.

2. Enter the personnel number of the employee in the *Personnel no.* field.
3. In the *Infotype* field, select *Provident Fund TH* infotype (0366) by entering the name or the number.
4. Choose *Create*.

The *Create Provident Fund TH* screen appears.

5. If the employee chooses to contribute at the company rate, set the *Company Rate* indicator for the employee and employer contributions, otherwise set the *Personal Rate* indicator.

If the *Company Rate* indicator is set, the contribution rate is automatically populated based on the company rate you defined in Customizing.

If the *Personal Rate* indicator is set, you have to enter the contribution rates for the employee and employer contributions.



The employer's contribution rate cannot be less than the employee's contribution rate. Also, minimum and maximum contribution limits apply for these rates.

6. Save your entries.

---

**Processing Provident Funds**

## Processing Provident Funds

### Purpose

This process describes how the contributions to the provident fund are processed during payroll.

### Process Flow

6. The payroll driver reads data for valid records in the payroll period in which it is run from the *Provident Fund TH* infotype (0366).
7. The payroll driver reads wage types containing income basis used to compute provident fund.
8. Provident fund contributions are calculated for an employee by applying the contribution rates to the wages of the employee.
9. The resultant contribution values are put into wage types that store the employee and employer contributions.

### Result

The employee's contribution to the provident fund is considered as a tax allowance for calculating the Personal Income Tax for the employee. This contribution is deducted from the employee's salary while calculating net pay.

## PY-TH Termination

### Purpose

This component lets you calculate the termination tax of an employee terminating employment with the company.

Termination tax of an employee is calculated by deducting all expenses from the termination pay to arrive at the taxable termination pay. The taxable termination pay is then taxed according to the tax rates to arrive at the tax amount.

## Creating Termination Payments in Infotype 0015

## Creating Termination Payments in Infotype 0015

### Procedure

To enter an employee's termination details in infotype *0015*:

1. Choose *Human Resources -> Personnel Administration -> Maintain HR Master Data*.

The *Maintain HR Master Data* screen appears.

2. Enter the personnel number of the employee.

If you do not know the employee's personnel number, you may use the match code function.

3. In the infotype field, select *Additional Payments* infotype (0015) by entering the name or the number.
4. Choose Create.

The *Create Additional Payments* screen appears.

5. If required, enter the wage types for any or all the termination pay types in the *Wage type* field. The wage types are:

*MT20 - Gratuity*

*MT30 - Provident fund*

*MT60 - Severance*

*MT70 - Leave Compensation*



You can choose more than one wage type in *0015* for the same termination or date of origin.

6. Enter the date when the employee terminates in the *Date of origin* field.
7. Save your entries.

You must store the annual average salary and number of years of service in wage type MT10.

1. In Infotype 15, enter *MT10* in the *Wage type* field.
2. Enter the annual average salary of the employee in the *Amount* field.
3. Enter the number of years of service in the *Number* field.
4. Save your entries.



## Termination Tax

### Definition

On termination of employment, there are different payments made to the employee, such as provident fund, gratuity, severance payments, and so on, all of which constitute termination payment.

You calculate tax on this termination payment when an employee leaves. Termination tax is calculated during payroll after terminating an employee.

**See also:**

[Processing termination tax \[Seite 106\]](#)

---

Processing Termination Tax

## Processing Termination Tax

### Purpose

This process calculates the tax amount of the termination payment made to an employee. The tax amount is then added to the total tax amount before determining tax for the period.

### Prerequisites

1. Termination payments must be created in infotype *0015*.
2. The annual average salary and the number of years of service must be set up in infotype *0015*.
3. Termination event for the employee must have been executed.

### Process Flow

After terminating the employee, run payroll to pay the employee the termination payment and to calculate the tax on the termination payment.

1. The payroll driver reads infotype 0000 to determine if the status of the terminated employee is set to *'terminated'*.
2. The payroll driver reads infotype *0015* for the type of termination payment.
3. The system calculates termination tax by deducting all expenses from the termination pay to arrive at the taxable termination pay.



If severance pay is paid to the employee, this amount is taxed along with gratuity and provident fund benefits. Only the one-time payment paid to the employee is considered an expense.

4. The taxable termination pay is then taxed according to the tax rates to arrive at the tax amount. The results appear in the payroll log.

### Result

Calculation of tax due on termination pay.

## Deductions

### Purpose

**This component calculates all payments to third-parties with the exception of taxes and garnishments, which are deducted directly from the employee's pay. Maximum thresholds for deductions and outstanding payments are taken into account.**

Within payroll, deductions can refer to gross remuneration or to net remuneration. The following types of deductions are differentiated between:

- Statutory deductions  
Statutory deductions include taxes or social insurance payments, for example.
- Voluntary deductions  
Voluntary deductions include payments to a savings plan or a voluntary insurance policy that the employer takes out for the employees.

Moreover, you differentiate between:

- [One-off Deductions \[Extern\]](#)  
for example a donation
- [Recurring Deductions \[Extern\]](#)  
for example, in the case of imputed income or a savings plan.

## Arrears Processing for Deductions

## Arrears Processing for Deductions

### Use

Arrears processing refers to the [Voluntary Deductions \[Seite 107\]](#) that are deducted from the net remuneration. You enter these voluntary deductions using deduction wage types in the [Recurring Payments/Deductions \[Extern\]](#) (0014) and [Additional Payments \[Extern\]](#) (0015) infotypes, and in country specific infotypes for employer benefits. The system compares the deduction amount with the remaining net amount and, if possible, makes the deduction. When making this comparison the system takes a calculated country-specific minimum net amount into account.

Arrears processing is responsible for determining how payroll is performed if the deductions exceed the net remuneration.



Your employee takes part in a savings plan which means that a fixed amount is withheld from the net remuneration in each payroll period.

Moreover, regular amounts are deducted from the net remuneration and are paid to different institutions or towards company insurance.

If the sum of all the deductions is greater than the net amount, then all the deductions that were entered in the master data cannot be made during the payroll process.

Unpaid absences, for example, can lead to unexpectedly low net remuneration. If all deductions are taken in full, the difference between total net remuneration and the sum of all deductions becomes an outstanding debt owed to the employee.

### Integration

You make the settings for arrears processing in Customizing for Payroll under *Deductions* → *Arrears and Priorities*.

### Features

Arrears processing is controlled using deduction wage type characteristics. You assign the following characteristics to deduction wage types for arrears processing:

- **Priority**

The priority specifies the sequence in which the deduction wage types are processed. If deduction wage types exist with the same priority in payroll, then the system sorts them according to name.



If you use the *Garnishment* component, you should assign the garnishment wage type with the highest priority.

- **Arrears-characteristics**

You must also specify in Customizing the way in which deduction wage types should be processed if the net amount does not provide sufficient cover. The possibilities available

## Arrears Processing for Deductions

for arrears characteristics are described in detail in Customizing for Payroll under  
*Deductions → Arrears and Priorities → [Define Priority for Deduction \[Extern\]](#)*

## Technical Procedure of Arrears Processing

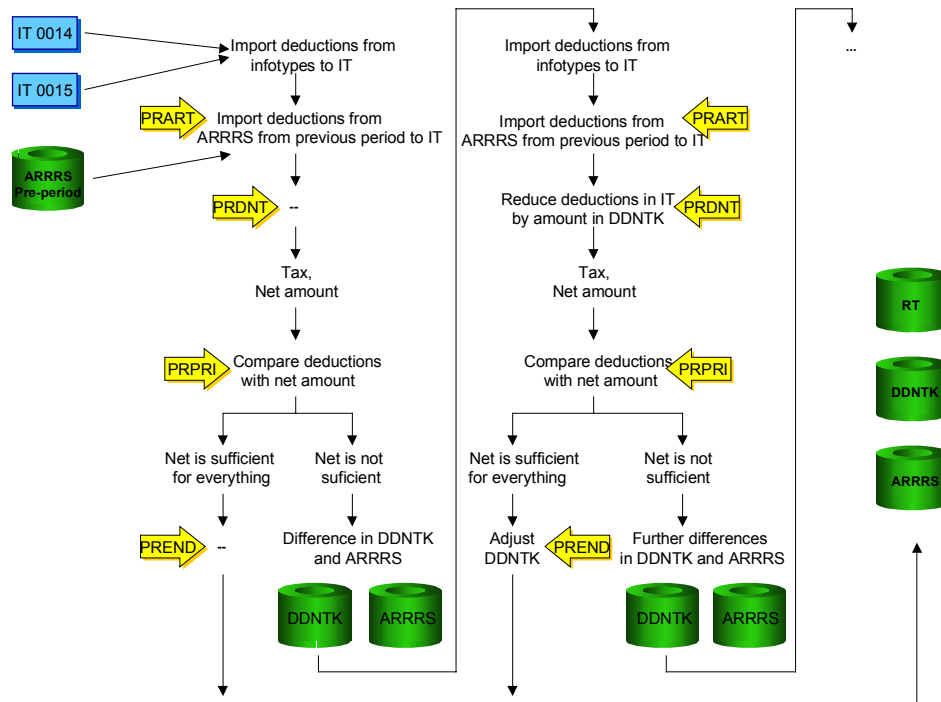
## Technical Procedure of Arrears Processing

### Purpose

For more information on the purpose of this process, see [Arrears Processing for Deductions \[Seite 108\]](#).

### Process Flow

#### Arrears Processing



#### Legend:

##### Tables

- ARRRS Arrears table

This contains the amounts of the deductions, which could not be processed in the previous period. These amounts are added to the amounts of the deduction wage types for the current period and are included in the current processing. Deduction wage types which cannot be processed in the current period and which are allocated with corresponding arrears characteristics are placed in the ARRRS table to be processed in the next period.

- DDNTK *Deductions not taken*

Contains amounts of deductions that could not be taken from the net amount in the **current** period.

##### Functions

## Technical Procedure of Arrears Processing

PRART *Processing of Table OARRS*

PRART *Processing of Table DDNTK*

PRPRI *Processing of priorities table*

PREND *Modify table DDNTK at end of loop*

For more information on the functions use transaction PDSY HR *Documentation Maintenance* or go to the menu for *Payroll* using the menu path *Tools→ Maintenance Tools→Function/Operation*.

The steps in the graphic are performed in the following way:

### 1. Import of the deductions

The following deduction wage types are imported to the input table (IT) for further processing:

- Amounts from the ARRRS table from the previous period with function PRART  
Using personnel calculation rule X014 you can determine whether a deduction wage type, which was not processed in the previous period, should be processed during the current period.
- Current amounts from the *Additional Payments* (0015) and *Recurring Payments/Deductions* (0014) infotypes.

### 2. Processing of table DDNTK: *Deductions not taken*

This processing step does not take place the first time the loop is run because the table is empty.

The amounts of the deduction wage types in the input table (IT) are reduced by the amounts of table DDNTK in function PRDNT. Further processing, such as tax calculations, is based on these reduced deductions.

### 3. Processing deductions according to priority

Once the net amount has been calculated, the system processes all of the deduction wage types in accordance with their priority and their arrears characteristics. The system checks, using function PRPRI, whether the remaining net amount is sufficient for the deduction, for every deduction wage type involved.

- If the net amount is sufficient, the deduction is not changed.
- If the net amount were not sufficient, the deduction would result in a negative net amount. Therefore, the amount of the deduction wage type must be reduced by the appropriate difference. This difference is stored in table DDNTK. The amount is also added to the ARRRS table according to the arrears characteristic.

After the deductions have been processed the system checks whether deduction wage types need to be reduced, that is, whether table DDNTK is full.



Processing of steps 1 to 3 takes place in a loop, which is performed several times if the deduction wage types have to be reduced.

## Technical Procedure of Arrears Processing

Since certain deductions can be made from the remuneration before taxation, and since the gross tax amount can change, processing must therefore take place in a loop. For more information see [Processing Reduced Gross Tax Amounts \[Seite 113\]](#).

### 4. Adjusting table DDNTK

After the last loop has been run, table DDNTK can contain amounts that must be deducted from the deductions for the current period. However, it can also contain amounts from the ARRRS table. Table DDNTK should, however, only contain the amounts which could not be taken into consideration in the current period. This is implemented using function PREND.



ARRRS (Start of processing)	80,00	Deductions from the previous period
IT 0014	30,00	Deductions from the current period
	110,00	Total deductions
RT	60,00	Amount that could be deducted from the net amount
ARRRS (End of processing)	50,00	Amount that could not be deducted from the net amount and which is transferred
DDNTK	50,00	Amount that could not be deducted from the net amount in the current period

Table DDNTK should in fact only contain the amount 30,00 from the Recurring Payments and Deductions Infotype (0014)

Using function PREND the system compares the values of the deduction wage types in table DDNTK with the values in the RT and ARRRS tables. In this way the amount of the current deduction is determined and is written to table DDNTK.



Tables DDNTK and ARRRS are stored along with the payroll results in cluster table PCL2, and can be displayed using report RPCLSTRX.



## Processing Reduced Gross Tax Amounts

### Use

If the deductions do not affect an employees gross tax amount then processing can take place as described in [Technical Procedure of Arrears Processing \[Seite 110\]](#)

Exceptions are deductions which are made from the net salary amount, but which still reduce the gross tax amount. This is the case with donations or company insurance, for example. The processing class that you use for this determines whether a wage type should be deducted from remuneration before or after taxation.

### Features

If such a wage type results in a deduction, and part of the amount is placed in table DDNTK, then the system recalculates the gross tax amount. Previously the deduction that was not reduced was used to calculate the gross tax amount. Calculation of the gross tax amount using the new reduced deduction amount results in a higher gross tax amount.

The result of the higher gross tax amount, using the new tax calculation, is a changed net amount. The deductions are then made from this net amount.



Payment/deduction type	Calculation 1	Calculation 2
Total gross amount	3 000,00	3 000,00
Donations, deduction from remuneration before taxation	500,00	<b>300,00</b>
Gross tax amount	2 500,00	2 700,00
Net amount	1 500,00	1 650,00
Garnishment.	1 000,00	1 000,00
Loans	200,00	200,00
Actual deduction for donation	<b>300,00</b>	300,00
	Remaining amount	
DDNTK	200,00	...–
Payment Amount		150,00

#### Calculation 1

The total gross amount is reduced by the amount of the donation to the gross tax amount, from which the net amount is then calculated. The amounts for the garnishment and the repayment of loans are deducted from the net amount first, because they have a higher priority than the donation. Only 300,00 of the net amount remain for the deduction of donations. Since the donations amount to 500,00, the 200,00 which cannot be deducted is placed in table DDNTK.

#### Calculation 2

The gross tax amount must be redefined starting with reduced donation amounts. The loop must therefore be repeated again to process the new gross tax amount and the new donation amount.

---

Processing Arrears in Retroactive Accounting

## Processing Arrears in Retroactive Accounting

### Use

When the original payroll is run for a payroll period, deduction wage types are subtracted and paid. This procedure cannot be reversed. If you have to trigger retroactive accounting in this payroll period after you have changed a deductions wage type, then the deduction wage type is processed specially.

### Features

The changed amount of the deduction wage type cannot be taken into consideration by the system. In retroactive accounting the amount of the deductions wage type that was processed in the original run is processed again.

Of course, a positive or negative difference can exist between the deduction amount in the original system and the changed deduction amount. This difference can be written to the next payroll period using the *Arrears* table (*ARRRS*).

In Customizing for Payroll under *Deductions*→*Arrears and Priorities*→[Maintain Arrears Deductions for Retroactive Accounting \[Extern\]](#) you determine how changed deduction wage types should be processed in retroactive accounting.



In retroactive accounting arrears are processed in a different way to that of an original period. Processing in retroactive accounting takes place in function PRDNT, namely before the tax calculation. The loop must therefore be performed again, there is no iteration. Processing in functions PRPRI and PREND does not take place either.

## Subsequent Activities

### Purpose

The component comprises the activities that you must carry out after payroll (gross - net - payroll).

# Wage and Salary Payments

## Purpose

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

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

- [Payment-Related Information in the Master Data \[Seite 117\]](#)
- [Payment-Related Information in the Payroll Result \[Seite 118\]](#)
- [Preliminary Program for Data Medium Exchange \[Seite 120\]](#)

You can find information on the posting of payment transactions in the documentation for *Posting to Accounting*, under [Integration with the Posting of Payment Transactions \[Seite 166\]](#).

## Scope of Function

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

## Payment-Related Information in the Master Data

Certain information from the master data for your employees reappears in the *Payroll* results. The *Wage and Salary Payments* evaluates this [Information in the Payroll Results \[Seite 118\]](#), but also accesses certain infotypes directly.

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

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



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

For more information on how the system evaluates the payment-related information in the master data and the payroll results, see [Preliminary Program DME \[Seite 120\]](#).

---

Payment-Related Information in the Payroll Results

## Payment-Related Information in the Payroll Results

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

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

### **Payment Information table (BT)**

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

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

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

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

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

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

**Payment-Related Information in the Payroll Results**

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



Note that not all the fields in the *Payment Information* table (BT) are discussed here. For more information on how the system determines the information on the payment recipient, see [Preliminary Program DME \[Seite 120\]](#), in the "Scope of Function" section.

**Work Center/Basic Pay Table (WPBP)**

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

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

## Preliminary Program DME

### Use

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

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

You can also use the preliminary program DME if you want to make several partial payments on different dates within a payroll period ([Qualified Advance Payment \[Seite 43\]](#)).

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

The preliminary program DME processes both [information from the master data \[Seite 117\]](#) and [information from the payroll results \[Seite 118\]](#) for an employee.

### Integration

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

### Prerequisites

You have exited payroll for the payroll periods for which you want to make wage and salary payments. (Exception: You make a [Qualified Advance Payment \[Seite 43\]](#) before exiting payroll.)

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

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



## Preliminary Program DME

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

This assignment is not necessary in all country versions.

## Scope of Function

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

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

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

## Preliminary Program DME

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

## Selection

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

### *Set Flag for Transfers*

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

### *Wage Type*

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

### *Test*

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

## Output

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



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

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

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

- *Processed Items from Payment Program* (REGUP)

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

**See also:**

[Repeating a Payment Run \[Seite 124\]](#)

## Repeating a Payment Run

# Repeating a Payment Run

## Use

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

## Prerequisites

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

## Procedure

1. Make the same settings on the [Preliminary Program DME \[Seite 120\]](#) selection screen that you made when you created the original payment run.
2. In the *Repeat Run: Date* and *Time* fields, enter the date and time for the payment run to be repeated.

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

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

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

4. Choose .



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

1. Use the [Display Payroll Results \[Seite 33\]](#) program (Report H99\_DISPLAY\_PAYRESULT) to display a payroll result (for any employee) that was evaluated during the original payment run.
2. Display the *Payment Information* table (BT).
3. Select an entry from the *Payment Information* table (BT) which the preliminary program DME marked with date and time when creating the original payment run.
4. Make a note of the values in the *Date* and *Time* fields so that you can enter them in the *Repeat Run: Date* and *Time* fields on the Preliminary Program DME selection screen.

## Wage and Salary Payments by Bank Transfer

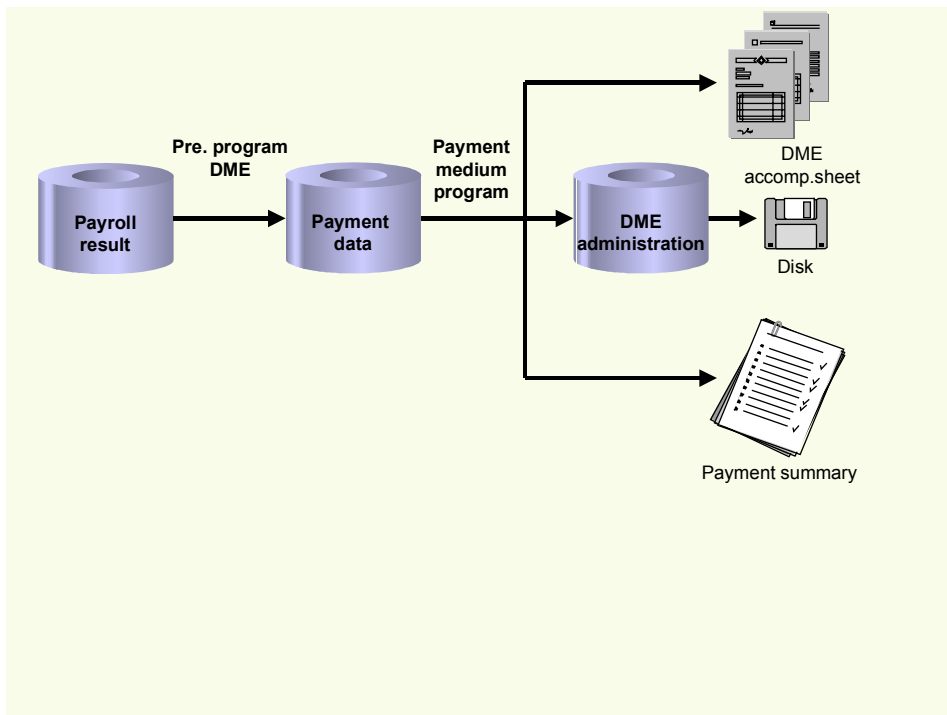
### Purpose

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

### Process Flow

1. The [preliminary program DME \[Seite 120\]](#) evaluates the entries in the *Payment Information* table (BT) in the payroll results for the employees, and creates a payment run which contains the payment data.
2. The [payment medium program \[Extern\]](#) for the bank transfer evaluates the payment data and creates a DME file, the DME accompanying sheet and the payment summary. The DME file contains all bank transactions and is of the same format as the file used by the bank for your country.
3. You provide your house bank with the DME file created, so that the bank transfer can be made.

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




---

Evaluating Payroll Results

## Evaluating Payroll Results

### Procedure

1. Start the [preliminary program DME \[Seite 120\]](#).
2. Make the required entries for *Payroll period*, *Selection* and *Wage types*.
3. Select the *Set flag for transfers* indicator (see [Preliminary Program DME \[Seite 120\]](#)), and select .

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


4. Make a note of the program run date and the six-digit identification feature. You will have to enter these values at a later stage on the selection screen of the payment medium program, which you use for [creating the DME file \[Seite 127\]](#).

### Result

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

## Creating a DME File

### Procedure

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

### Result

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

Furthermore, the system creates the DME accompanying sheet and the payment summary for this DME file. You can continue to process the DME file created, using [data medium administration \[Seite 128\]](#).

## Data Medium Administration

### Use

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

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

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

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

### Features

DME administration includes the following functions:

- **Displaying data medium attributes**

Choose *Extras* → *DME attributes*

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

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

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

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

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

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

**See also:**

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

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

**See also:**

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



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

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



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

- **Displaying Documents**

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

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

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

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

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

- **Creating a payment advice note**

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

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

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

---

Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

## Remuneration Statement (Report RPCEDTx0; HxxCEDT0)

### Purpose

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

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

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

## Creating Remuneration Statements

### Procedure

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



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

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

## Notifications Infotype (0128)

## Notifications Infotype (0128)

### Definition

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

### Structure

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

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

## Creating a General Notification

### Procedure

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



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



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

7. Enter the text for the general notification.



The system does not support formatting within the remuneration statement.

8. Choose *Save*.

---

Assigning a Notification to a Remuneration Statement

## Assigning a Notification to a Remuneration Statement

### Prerequisites

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

### Procedure

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



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

7. Choose *Save*.

### Result

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

## Editing Personal Notifications

### Procedure

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



The system does not support formatting within the remuneration statement.

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

7. Choose *Save*.

## Parallel Execution of Evaluation Programs

# Parallel Execution of Evaluation Programs

## Use

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



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

## Prerequisites

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

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

## Scope of Functions

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



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

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

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



## Starting Evaluation Programs Simultaneously

### Prerequisites

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

### Procedure

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

### Result

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

- Date and time of the individual program steps
- Error messages
- Warnings
- Overview of generated background processes

You can clearly identify the jobs using the job numbers and job names.

---

**Starting Evaluation Programs Simultaneously**

## Payroll Account (Report RPCKTOx0; HxxCKTO0)

### Purpose

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

### Integration

You can branch from the payroll account view to the [remuneration statement \[Seite 130\]](#) view to obtain detailed information on a payroll result.



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

### Scope of Function

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

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

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

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

### In-Period

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

### For-Period

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

### In-Period View

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

### For-Period View

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

#### Example: For-Period View / In-Period View

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

#### Explanation

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

---

Creating a Payroll Account

## Creating a Payroll Account

### Prerequisites

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

Payroll results exist.

You are in the initial screen for *Payroll*.

### Procedure

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



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

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

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

### Result

You create a payroll account.



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

## Payroll Journal (Report RPCLJNx0; HxxCLJN0)

### 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 \[Extern\]](#) 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 \[Extern\]](#), 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

## Creating a Payroll Journal

### Prerequisite

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

You are in the initial screen for Payroll.

### Procedure

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



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

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

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

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

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

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

### Result

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

## Wage Type Statement

### Definition

The wage type distribution is a list that gives you an overview of the wage types in the in-period view. The system evaluates the payroll results from results tables RT and CRT and determines the original payroll result and the retroactive accounting results created in the period in question.

The system also evaluates the employee's organizational assignment. This is included in the payroll results. This data is taken from the *Work Center Basic Pay* table (WPBP).

### Use

You can use the wage type statement to

- Identify errors that have occurred during the payroll run
- Cumulate payroll data belonging to an organizational unit
- Have an additional, detailed control medium for revisions

The following evaluation options can be used when creating the wage type statement:

- Individual evaluation
 

This type of evaluation is performed for each personnel number. The number and amount is printed for each wage type. The individual evaluation can be sorted according to personnel number or employee name within the organizational assignment.
- Totals evaluation
 

This type of evaluation is performed without specification of personnel number and name. The selected wage types are cumulated and printed for all selected personnel numbers. The totals evaluation can only be sorted according to organizational assignment.

Wage type statements can only be created for one country. Personnel numbers that are assigned to another country are listed in the error log.

---

Creating a Wage Type Statement

## Creating a Wage Type Statement

### Prerequisites

Payroll results exist.

You are in the initial screen for *Payroll*.

### Procedure

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



If you do not enter a wage type, the SAP System selects all wage types that are in the internal *Results tables* RT or CRT for the selected payroll result.

If you flag the *New Page Per Wage Type* field, each new wage type is printed on a new page in the individual statement. This parameter is not used in totals evaluation.

In the *Reference Period* field, you can enter a payroll period as a comparison period. The results of the comparison and the absolute and relative differences between the wage types will then be printed on the wage type statement. The comparison values that are generated when a reference period is used cannot be printed on the form.

If you flag the *Read Cumulated Results* field, the cumulated annual values for the results table CRT are read and formatted for the wage type statement.

In the *Totals Formation* group, you can change the standard output by changing one of the sort criteria.

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

### Result

A wage type statement is displayed.



## Wage Type Distribution

### Definition

The wage type distribution is a list that gives you an overview of the wage types in the for-period view. The system evaluates the payroll results from results table RT and determines the last payroll result for the for-periods for a period.

The system also evaluates the employee's organizational assignment. This is included in the payroll results. This data is taken from the *Work Center Basic Pay* table (WPBP). The system does not include any retroactive accounting differences in the wage type distribution.

When creating the list, the system only considers the current data records that are valid at the time of the evaluation. This means that the evaluation runs that take place later may not have the same result: If retroactive accounting has taken place in this period, a new payroll result exists, which is then displayed.

### Use

You can use the wage type distribution 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

The following evaluation options can be used when creating the wage type statement:

- Individual evaluation  
This type of evaluation is performed for each personnel number. The number and amount is printed for each wage type. The individual evaluation can be sorted according to personnel number or employee name within the organizational assignment.
- Totals evaluation  
This type of evaluation is performed without specification of personnel number and name. The selected wage types are cumulated and printed for all selected personnel numbers. The totals evaluation can only be sorted according to organizational assignment.

Wage type distribution lists can only be created for one country. Personnel numbers that are assigned to another country are listed in the error log.

---

Creating the Wage Type Distribution List

## Creating the Wage Type Distribution List

### Prerequisites

Payroll results exist.

You are in the initial screen for *Payroll*.

### Procedure

4. In the *SAP Menu* choose *Human Resources* → *Payroll* → *International* → *Information System* → *Wage Type* → *Wage Type Distribution*.
5. Enter the appropriate values in the fields, and set the indicators required.



If you do not enter a *Wage Type*, the SAP System selects all wage types that are in the internal *Results tables* RT for the selected payroll result.

If you flag the *New Page Per Wage Type* field, each new wage type is printed on a new page in the individual statement. This parameter is not used in totals evaluation.

If you only flag the *Evaluation Start* field in the *Evaluation Period* group, only this period will be evaluated.

In the *Totals Formation* group, you can change the standard output by changing one of the sort criteria.

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

### Result

You have created a wage type distribution.

## Wage Type Reporter (H99CWTR0)

### Use

You use the wage type reporter to evaluate wage types that are contained in the payroll results. Data from the *Results Table* (RT) and the *Work Center Basic Pay* table (WPBP) is used in the evaluation.



Data from the *Personnel Administration* application component (PA-PA) (for example, infotypes), or from other tables in the R/3 System is not included in this evaluation.

### Prerequisites

Payroll has been run successfully.

### Scope of Function

Evaluation options

- Evaluation of wage types for a selected period
- Overview of the wage types from an [in-period view \[Extern\]](#) or a [for-period view \[Extern\]](#).
- Variable column selection for the list (for example, company code, wage type, and [in-period \[Extern\]](#))
- Selection of wage types to restrict the evaluation
- Summarized output of selected wage types
- Summarized output of selected wage types

List display

- Output and display in
  - [SAP List Viewer \[Seite 148\]](#)
  - [Microsoft Excel Table \[Seite 149\]](#)

---

SAP List Viewer

## SAP List Viewer

### Definition

The SAP List Viewer is a user interface, which enables you to display lists in a standardized list format in the R/3 System. The List Viewer uses a simple list format and includes functions for the dynamic creation of display variants.

### Use

The List Viewer enables you to

- Use pre-defined SAP standard display variants
- Create display variants
- Sort the data
- Sort the lines according to the values in the columns, either in an ascending or descending sequence
- Set a filter
- Display lines that meet certain criteria
- Form totals and subtotals

The wage type reporter uses the List Viewer as a method for displaying the created list. You can choose how to display the list using the display variants. For example, you can

- Move columns
- Hide columns
- Form totals
- Sort the data

For more information, see the documentation on *Cross Application Components* (CA-GTF) under [SAP List Viewer \[Extern\]](#).

## Displaying the Excel Table

### Use

The wage type reporter uses Microsoft Excel to display the list in a table format.

### Activities

When you use Microsoft Excel to display the form, SAP recommends that you use an Excel template and use the following procedure:

1. Start the wage type reporter with the required data, however, do not specify an Excel template.

The system creates a temporary table.

2. Enter suitable column headers in the table. Insert the headers as the first line.
3. Select all columns in the area containing the data.
4. Choose the Pivot Table Report and create the required report.
5. Insert this report in a new Excel sheet.

The Pivot Table is displayed.

6. To save the Pivot Table as a template, select all data in the temporary table. Do not select the column headers.
7. Delete the selected data and place the cursor in the first column and second line.
8. Save the template in the file format **.XLT**.

The template can be re-used for other Excel tables; however, the objects selected must be the same as the objects selected when the template was created.

1. In the *Excel model template* field, enter the path for the template.
2. Start the wage type reporter.

The new temporary table is displayed.

3. Choose the sheet with the Pivot Table, and update the table.

## Creating a List of Wage Types

## Creating a List of Wage Types

### Prerequisites

Payroll results exist.

You are in the initial screen for Payroll.

### Procedure

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



The standard selection fields are available in the *Selection* group. Note that the selection according to organizational criteria in these fields need not correspond to the selection of payroll results for the selected organizational unit. Differences may occur if master data is changed retroactively. SAP recommends that you include the objects used for selection in the *Object Selection* function.

If you flag the *In-period* or *For-period view* in the *Period Determination* group, a list is created for the selected view.

If you do not enter a wage type, the SAP System selects all wage types that are in the internal *Results Table* RT or in the *Work Center Basic Pay* table for the selected payroll result.

You use the *Object Selection* function to define which objects are displayed as columns in the list and which objects are summarized. The selected objects are printed as columns in the list and the objects not selected are summarized.

In the *Output* group, you define whether the list is created with the List Viewer or printed as a Microsoft Excel table.

If *Display using list display* or *Layout list viewer* is selected, the list is displayed in the [SAP List Viewer \[Seite 148\]](#).

If *Display using Excel* or *Excel model template* is selected, the list is displayed as a [Microsoft Excel Table \[Seite 149\]](#).

3. Choose *Program* → *Execute*.

### Result

A list is displayed of the wage type evaluation.

## 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](#) [\[Extern\]](#) 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

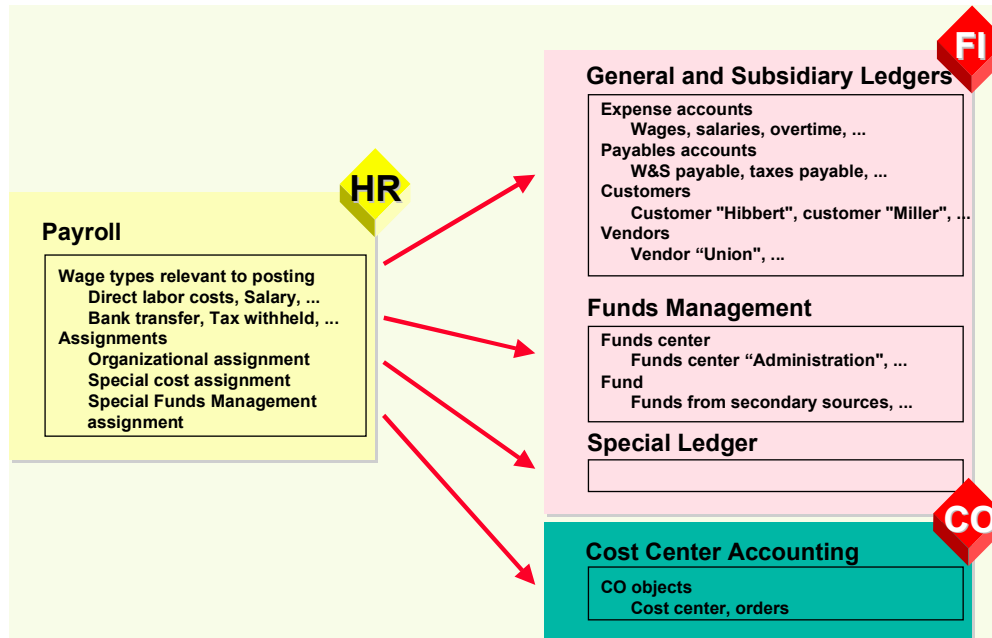
**Posting to Accounting (PY-XX-DT)**

- 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 \[Seite 219\]](#)
- [Posting to AC Systems < 4.0 \[Seite 223\]](#)
- [Posting Posting Documents \[Extern\]](#)
- 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 \(PY-XX-DT\) \[Extern\]](#) and [Archiving Index Files \(PY-XX-DT\) \[Extern\]](#).
- You can provide data for Personnel Cost Planning

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**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 \[Seite 195\]](#) creates a posting run based on the payroll results, with a distinctive number, the run type PP and the accompanying [posting documents \[Seite 158\]](#). 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 [Seite 193]</a>
Create	<a href="#">Creating a posting run [Seite 195]</a>
Display	<a href="#">Displaying the posting run overview [Seite 204]</a> <a href="#">Displaying the history [Seite 216]</a> <a href="#">Displaying the attributes of a posting run [Seite 206]</a> <a href="#">Displaying detailed information [Seite 217]</a>
Modify	<a href="#">Changing or creating a posting run text [Seite 205]</a> <a href="#">Deleting a posting run [Seite 207]</a>
Post	<a href="#">Posting posting documents [Seite 200]</a>
Reverse	<a href="#">Reversing a posting run [Seite 214]</a>
Archive the index files	<a href="#">Archiving index files (PY-XX-DT) [Extern]</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 \[Seite 212\]](#) 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 [Seite 209]</a> <a href="#">Displaying the Posting Document [Seite 210]</a> <a href="#">Analyzing the Line Items [Seite 211]</a> <a href="#">Displaying the History [Seite 216]</a> <a href="#">Displaying Detailed Information [Seite 217]</a>
display the accompanying accounting documents	<a href="#">Checking the Accounting Documents [Seite 201]</a>
Release	<a href="#">Release the Posting Documents [Seite 199]</a>
Post	<a href="#">Posting Posting Documents [Seite 200]</a>
Archive	<a href="#">Archiving Posting Documents (PY-XX-DT) [Extern]</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 \[Seite 161\]](#)

[Example for Germany: Complete Posting \[Seite 163\]](#)

[Example for Switzerland: Complete Posting \[Seite 164\]](#)

### Prerequisites

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

Example for Germany: Complete Posting

## Example for Germany: Complete Posting

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

### Example Posting for Germany

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

The relevant posting records are as follows:

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

## Example for Switzerland: Complete Posting

## Example for Switzerland: Complete Posting

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

The relevant posting records are as follows:

	<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 \[Seite 167\]](#)

[USA: Integration with the Posting of Payment Transactions \[Seite 169\]](#)

## 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.

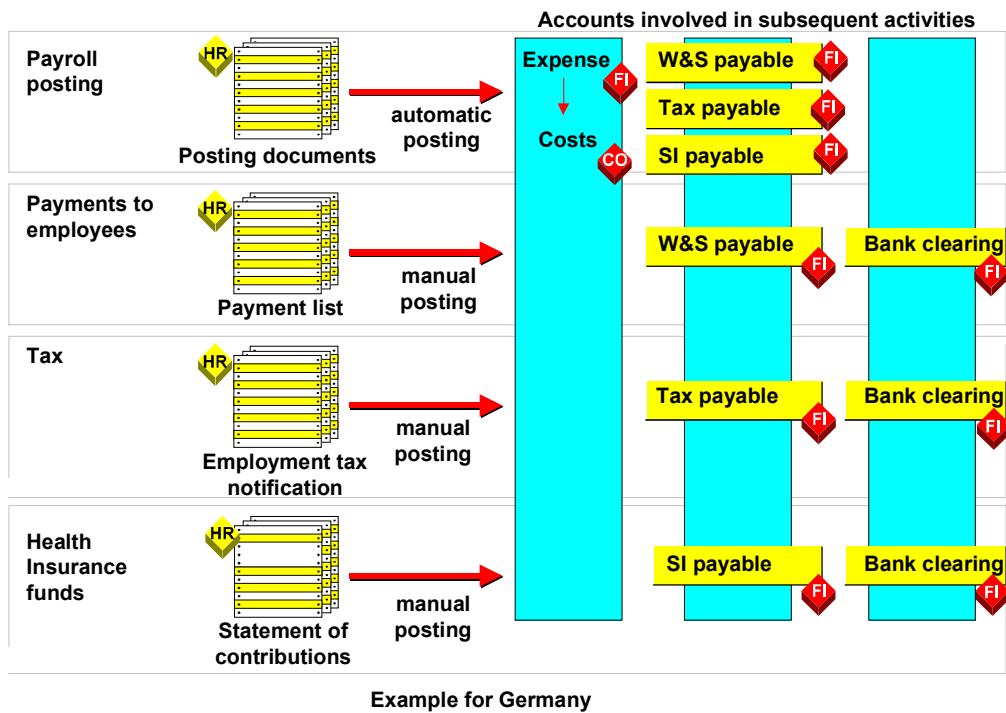
### Activities

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



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 \[Extern\]](#), 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 \[Extern\]](#).

## 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 \[Extern\]](#) 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 \(0027\) \[Extern\]](#), 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 \[Seite 188\]](#)

[Posting to Fixed Cost Centers \[Seite 232\]](#)

[Posting to Funds Management \[Seite 262\]](#)

## 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 \[Seite 172\]](#). 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

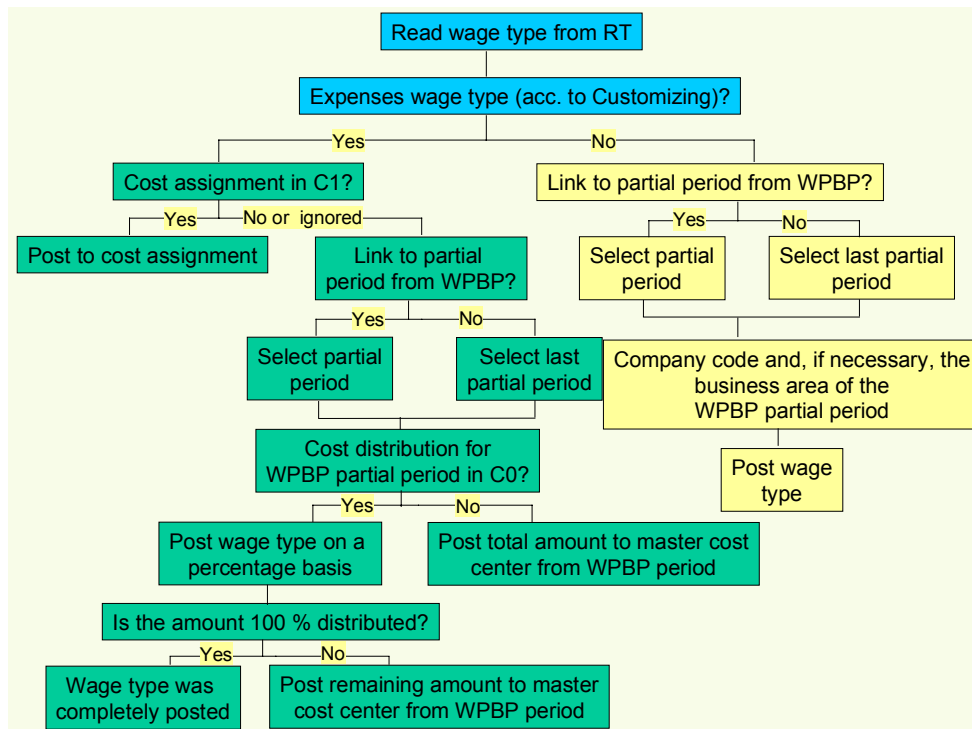
## Posting-Relevant Information in the Payroll Result

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 \(WPBP\)](#) [\[Extern\]](#). 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:

### 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.

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

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.
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).

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

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 \(RPDKON00\) \[Extern\]](#), 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 \[Seite 257\]](#)

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

---

Posting Retroactive Accounting Data

## 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 \[Seite 187\]](#). 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 \[Seite 234\]](#)).

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 \[Seite 183\]](#)
- [Recalculation Differences \[Seite 185\]](#)
- [Retroactive Accounting \[Extern\]](#)

Example: Posting Retroactive Accounting Runs

## Example: Posting Retroactive Accounting Runs

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

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

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

I

01/2000 IN 01/2000

M0205,000

/5595,000

In February 2000,  
employee receives  
retroactive salary  
increase of 1,000  
from January 01, 2000

01/2000 IN 02/2000

02/2000 IN 02/2000

M0206,000

/5595,000

/551- 1,000

M0206,000

/5521,000

/5597,000

II

Sal. Jan. old- 5,000

Sal. Jan. new+6,000

Sal. Feb. new+6,000

---

Sal.7,000

Pymt Jan. old- 5,000

Pymt Jan. new+6,000

Pymt Feb. new+6,000

---

Pymt7,000

Recalc. Jan. new- 1,000

Recalc. Feb. new+1,000

---

Recalc. diff.0,-

III

Salary

W&S payable

Recal.diff.account

7,000

7,000

### Part I: Consideration of Payroll Results

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

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

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



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

---

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

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

**Part III: Consideration of Accounts**

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

**See also:**

[Recalculation Differences \[Seite 185\]](#)

[Cross-Company Code Transactions \[Seite 236\]](#)



# 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 \[Seite 240\]](#). 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 \[Seite 182\]](#)

[Example: Posting Retroactive Accounting Runs \[Seite 183\]](#)

## 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 \[Seite 234\]](#) 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 \[Extern\]](#) function.

---

**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 \[Seite 188\]](#) that you have specified in Customizing.
2. The system documents the substitution of the account assignment object in the posting document to remind you that you must manually repost the expense of 5,000 from the substitute cost center to the employee's new master cost center (*Training*).
3. You perform the reposting.

#### Retroactive Change in Master Data and Retroactive Accounting

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

#### Posting for Payroll Period 02

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

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

**Substitution Logic for Closed CO Account Assignment Objects**

3. When [checking the posting documents \[Seite 198\]](#) 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 \[Seite 192\]](#)
- 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 \[Seite 212\]](#) a posting run.

You can also archive the data created in posting to Accounting. For more information, see [Archiving Posting Documents \(PY-XX-DT\) \[Extern\]](#) and [Archiving Index Files \(PY-XX-DT\) \[Extern\]](#).

### 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 \[Seite 195\]](#). 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 \[Seite 211\]](#)

## 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 \[Seite 207\]](#)

## 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 \[Seite 193\]](#) 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 [Extern]</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 [Seite 276]</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 [Seite 187]</a> or make further entries for <a href="#">posting for special periods [Seite 234]</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 \[Seite 279\]](#).

## 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 \[Seite 195\]](#).

### Procedure

Go to the [document overview \[Seite 204\]](#) 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 \[Seite 202\]](#)

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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 \[Seite 210\]](#), you check the line items in the posting documents created.
2. If necessary, check the [revision information \[Seite 211\]](#) 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 \(BC-BMT-WFM\) \[Extern\]](#).

---

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 .

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

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

### Result if Successful

If you use *Human Resources* and *Accounting* in the same system, the posting documents were posted in the components affected in Accounting. The posting run has the status *Documents posted*.

If you use *Human Resources* and *Accounting* in separate systems, posting does not take place simultaneously in the Accounting components. The system creates Idocs for the posting documents for a posting run. The posting run gets the status *Documents transferred*. The Idocs are sent to the logical system, in which the posting documents should be posted, using the ALE interface. When processing the Idoc in the target system, the posting documents are posted in the Accounting components affected.

If agreed with Accounting, you can [reverse posting documents \[Seite 212\]](#) 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 \[Seite 280\]](#)

## 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 \[Extern\]](#) 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 \[Extern\]](#).

## 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 \[Seite 155\]](#).

### 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 \[Extern\]](#).




## 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 \[Seite 210\]](#) 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*.

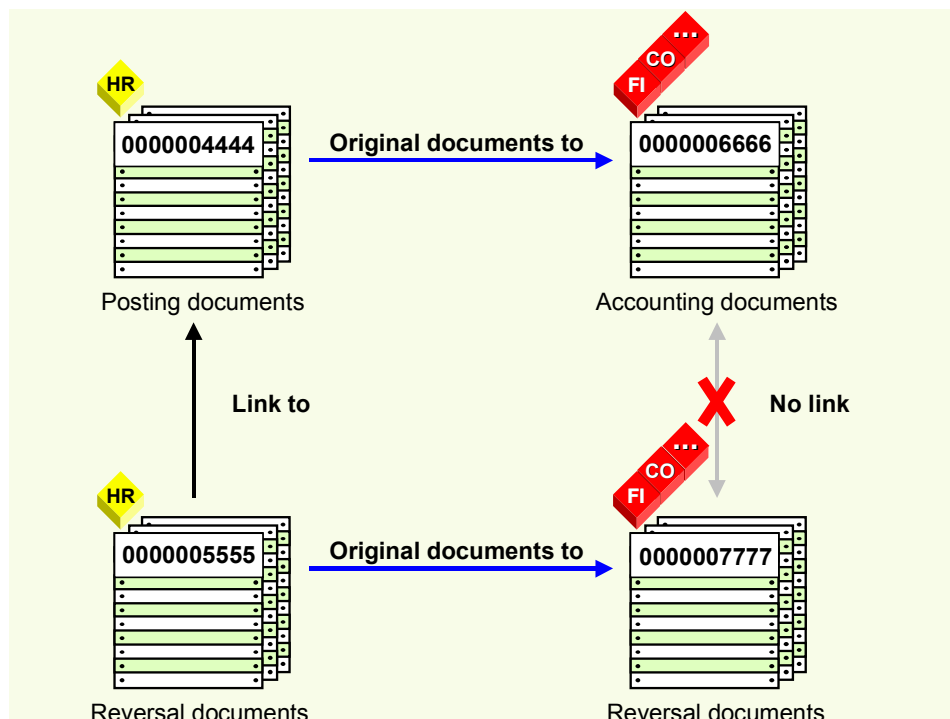
## Reversal of Posting Documents

## 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 \[Seite 214\]](#)

[Resetting the reversal after termination \[Seite 282\]](#)

## 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 \[Seite 212\]](#)

### 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 \[Seite 282\]](#).

---

**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 \[Seite 231\]](#).
- When [posting to fixed cost centers \[Seite 232\]](#), 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 \[Seite 188\]](#). 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 \[Seite 197\]](#)

7. [Check the posting documents \[Seite 198\]](#)

During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information \[Seite 222\]](#).

8. [Release the posting documents \[Seite 199\]](#).

9. [Post the posting documents \[Seite 200\]](#)

**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 \[Seite 197\]](#)

5. [Check the posting documents \[Seite 198\]](#)

During this procedure, consider that revision information is not available in this constellation. For more information, see [using revision information \[Seite 222\]](#).

6. [Release the posting documents \[Seite 199\]](#).

7. [Post the posting documents \[Seite 200\]](#)

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 \[Extern\]](#).
- 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* (RPCIP100), 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 \[Seite 195\]](#). We recommend that you only create live posting runs even if this is not absolutely necessary in the current constellation. If you want to use the revision information, set the indicator *Revision help Export R/3 3.x*. If you enter a text for the posting run, the first ten characters of this text form the last ten characters of the name of the TemSe file. If you do not enter a text for the posting run, a number is generated for the last ten characters of the name of the TemSe file.

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPX00).

The HR system creates another TemSe file.

3. Start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIP100* (RPCIPT00).

The HR system creates a work file on the presentation or application server.

#### Steps in the AC System (Receiving System)

4. To further process the file created by the HR system, start the report *Posting to Accounting: Transfer Program for RPCIPX00 and RPCIP100* (RPCIPT00).

The AC system creates a TemSe file.

5. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIP100).

The AC system creates batch-input sessions from the data in the TemSe file for the transaction *Post Document* (FB01) and for the transaction *Enter Reposting of Primary Costs* (KB11), if required.

6. Post the payroll results by processing the batch input session.
7. Select the posting run created in the overview of posting runs in the HR system. Choose *Edit* → *In old releases* → *Manually set to posted*.

Be aware of the following special feature in this step: You must not manually set the posting run to posted if posting documents **and** the TemSe file exist for this posting run, as the company codes exist in another AC system with release status 4.0A or higher. In this case, you must [release the posting documents \[Seite 199\]](#) in the HR system and finally [post \[Seite 200\]](#).

## Posting Using an ALE Business Process

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

1. Perform the step [creating a posting run \[Seite 195\]](#). We recommend that you only post live posting runs even if it is possible to post [simulation runs \[Seite 193\]](#) in the current constellation. If you want to use the revision information, set the indicator *Revision help Export R/3 3.x*. If you enter a text for the posting run, the first ten characters of this text form the last ten characters of the name of the TemSe file. If you do not enter a text for the posting run, a number is generated for the last ten characters of the name of the TemSe file.



Posting to AC Systems < 4.0

The HR system evaluates the payroll results and writes the posting-relevant information to a TemSe file.

2. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIPX00).
  - The HR system creates a master Idoc from the TemSe file.
  - The HR system uses Customizing for the distribution model to determine from which logical system the Idoc should be received.
  - The data is transferred to the AC system via the ALE layer. Inbound processing takes place here. When doing so, the AC system creates a TemSe file from the data in the Idoc it has received.

**Steps in the AC System (Receiving System)**

3. Start the report *Transfer to Accounting: Import from R/2 or R/3 < 4.0* (RPCIP100).
 

The AC system creates batch-input sessions from the data in the TemSe file for the transaction *Post Document* (FB01) and, if necessary, for the transaction *Enter Reposting of Primary Costs* (KB11).
4. Post the payroll results by processing the batch input session.
5. Select the posting run created in the overview of posting runs in the HR system. Choose *Edit* → *In old releases* → *Manually set to posted*.

Be aware of the following special feature of this step: You must not manually set the posting run to posted if posting documents **and** the TemSe file exist for this posting run, as the company codes are in another AC system with release status 4.0A or higher. In this case, you must [release the posting documents \[Seite 199\]](#) in the HR system and finally [post \[Seite 200\]](#).

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 \[Extern\]](#).
- 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 \[Seite 228\]](#)

[Further Information on Clearing Accounts \[Extern\]](#)

## Example: Posting Using Personnel Numbers

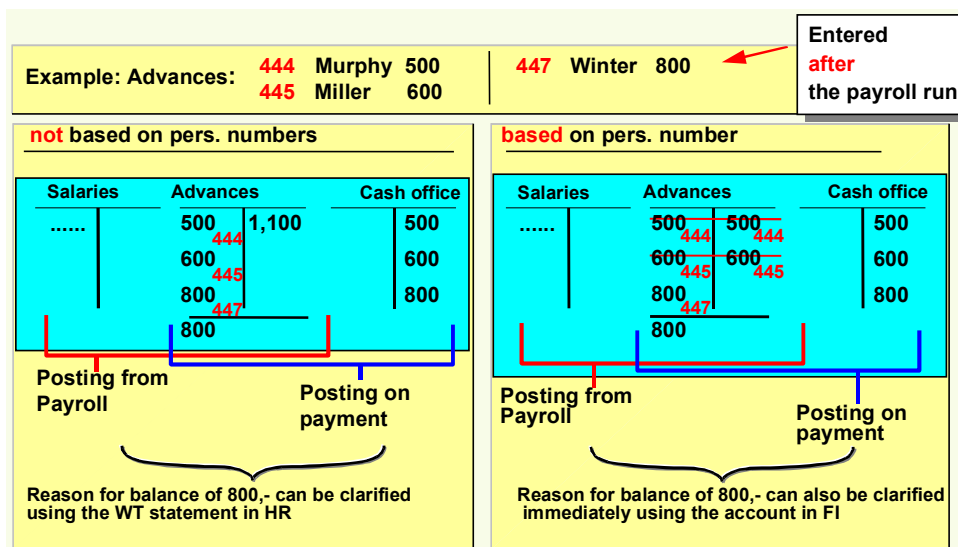
## Example: Posting Using Personnel Numbers

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 \[Seite 230\]](#)

[Assign Customer Accounts \[Extern\]](#)

[Assign Vendor Accounts \[Extern\]](#)

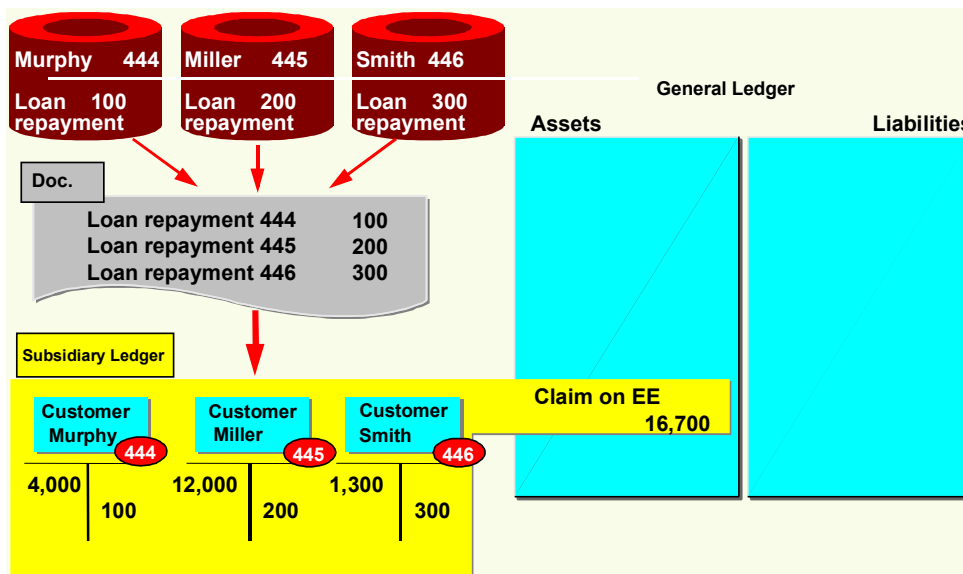
[Assign Customer Accounts for Loan-Specific Posting \[Extern\]](#)

### 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 \[Seite 272\]](#).

### 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 \[Seite 233\]](#)



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 \[Seite 182\]](#). 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 \[Seite 235\]](#)

Example: Posting to Special Periods

## Example: Posting to Special Periods

In this example, the fiscal year is made up of 12 regular posting periods, which correspond to the calendar months. In this example, period 13 is a special period.

<b>Posting retroactive accounting data within the fiscal year</b>		<b>Posting retroactive accounting data at the end of the fiscal year</b>	
Backdated pay increase from April 01, 1999 in May 1999	5,000 1,000	Backdated pay increase from December 01, 1999 in January 2000	5,000 1,000
<b>May 1999</b>		<b>Posting period 13/1999</b>	
Salaries	W&S to be paid	Salaries	Clearing      W&S to be paid
7,000	7,000	1,000	1,000
<b>Jan. 2000</b>			
Salaries	Clearing      W&S to be paid	Salaries	Clearing      W&S to be paid
6,000	1,000      7,000	6,000	1,000      7,000
<b>Amounts to be paid are not included in the example.</b>			

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 \[Seite 185\]](#) 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 \[Seite 237\]](#)
- **be set**, if you want to use [clearing using company code clearing accounts \[Seite 237\]](#)

## 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 \[Seite 172\]](#).

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.

Wage types			
Period	CoCde	WT	Amount
01 in 01	0001	M020 Monthly salary	5,000
	0001	/559 Bank transfer	5,000
01 in 02	0001	M020 Monthly salary	6,000
	0001	/559 Bank transfer	5,000
	0001	/551 Recalc.diff.	-1,000
02 in 02	0003	M020 Monthly salary	6,000
	0003	/552 Subs.clearing	1,000
	0003	/559 Bank transfer	7,000

Documents			
0001			
Remun.	1,000		
Recalculation differences		1,000	
0			
0003			
Remun.	6,000		
Payment			7,000
Recalc.differences	1,000		
0			

Accounts			
Remuneration 0001		Payment 0001	
1,000			
Remuneration 0003		Payment 0003	
6,000			7,000

Recalc.difference account			
	0001	0003	
	1,000	1,000	

Receivables and payables

In period 01, the employee receives a monthly salary of 5,000 (wage type M020). This amount is also paid to the employee (wage type /559) as no other payments and deductions are taken into account in this example.

In period 02, the employee gets a monthly salary of 6,000 for period 02 (wage type M020) as well as a backdated pay increase of 1,000 for period 01.

In this way, expenses of 1,000 incur in company code 0001. The payment amount is not increased retrospectively for period 01, but is transferred to the current period using the wage



**Retroactive Accounting for Summary Clearing**

wage types /551 *Recalculation difference* and /552 *Subsequent clearing from previous period* instead. The expense of 1,000 in company code is thus offset by a recalculation difference of 1,000 that is posted to the credit side of the recalculation difference account.

A payment amount of 7,000 incurs for the current period in company code 0003; this amount is made up of the increased salary of 6,000 and the subsequent clearing of 1,000 from the previous month. This amount is posted to the *Payment* account in credit. This is offset by an expense of 6,000 that is posted to the debit side of the *Remuneration* account, as well as a recalculation difference of 1,000 that is posted in the debit side of the recalculation difference account for company code 0003.

Consequently, the recalculation difference accounts are not cleared in both company codes.

- The balance of the recalculation difference account for company code 0001 shows a payable of 1.000 from company code 0003.
- The balance of the document-split account for company code 0003 shows a receivable of 1.000 from company code 0001.



If, in Payroll Customizing under Reporting for Posting Payroll Results to Accounting -> Activities in HR System -> Employee Grouping and Symbolic Accounts -> Define Symbolic Accounts, you code the symbolic account to which the wage types /551 *Recalculation difference* and /552 *Subsequent clearing from previous period* are assigned with the account assignment type FL Balance sheet account for checking the balance in the case of retroactive accounting data, the balance incurs on the document split account instead.

## Activities

The balances of the recalculation difference accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the recalculation difference accounts.

## Retroactive Accounting in Several Company Codes with Summary Clearing

## Retroactive Accounting in Several Company Codes with Summary Clearing

### Use

If an employee is retrospectively assigned to another company code, retroactive accounting is triggered. Posting of this retroactive accounting run happens in the following way:

- Posting of the old payroll results from the retroactively accounted period is reversed in the old company code.
- The new payroll result from the retroactively accounted period is posted in the new company code.

Reversal in the old company code and the posting in the new company code also affect the accounts for the outgoing accounts. As the payment can no longer be cancelled, the balances of the outgoing accounts are subsequently no longer balanced.

The graphic shows an example for the case of an employee who has retrospectively changed company code. To simplify matters, the assumption is made that the company code has changed retrospectively for the whole period 01.

Wage types			
Period	CoCde	WT	Amount
01 in 01	0001	M020 Monthly salary	5,000
	0001	/559 Bank transfer	5,000
01 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000
02 in 02	0003	M020 Monthly salary	5,000
	0003	/559 Bank transfer	5,000

Documents		
0001		
Remuneration		5,000
Payment	5,000	
0		
0003		
Remun.	10,000	
Payment		10,000
0		

Accounts			
Remuneration 0001	Payment 0001	Bank clearing account	
*5,000 5,000	*5,000 *5,000	0001	0003
	5,000	*5,000	5,000
Remuneration 0003	Payment 0003		
10,000	5,000 10,000		

\* original posting in period 01

You must clear the payment accounts!  
This example also contains the posting  
Payment to bank clearing account.

Originally, an amount of 5,000 was posted from the *Remuneration* account to the *Outgoing payment* account in period 01 in company code 0001. After making the payment, the *Payment* account was cleared to the amount of 5,000 by the manual posting *Payment to company code clearing* account.

The backdated change of company code for the employee from company code 0001 to company code 0003 causes the *Remuneration to outgoing* posting to the amount of 5,000 to be reversed

### Retroactive Accounting in Several Company Codes with Summary Clearing

in company code 0001 and posted in company code 0003. As the payment to the employee has, however, already been made and was made by company code 0001, a receivable of 5,000 from company code 0001 incurs against company code 0003.

After making the payment in period 02, the outgoing accounts in both company codes are not cleared.

- The balance of the outgoing account for company code 0001 shows a receivable of 5,000 against company code 0003.
- The balance of the outgoing account for company code 0003 shows a payable of 5,000 against company code 0001.



If you code the symbolic account to which the wage type /559 *Bank transfer* is assigned with the account assignment type *FO Balance sheet account in original period only* (in Customizing for Payroll under *Reporting for Posting Payroll Results to Accounting -> Employee Grouping and Symbolic Accounts -> Define symbolic accounts*), the balances do not arise in the outgoing accounts but in the document split accounts.

### Activities

The balances of the outgoing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the outgoing accounts.

---

Clearing Using Company Code Clearing Accounts

## 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 \[Seite 172\]](#).

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	10,000	
Payment Receivable to 0002	3,000		
0			
0002			
Remun.	3,000	3,000	
Payable to 0001			
0			

Accounts														
<table> <tr><td colspan="2">Remuneration 0001</td></tr> <tr> <td>7,000</td><td></td></tr> </table>	Remuneration 0001		7,000		<table> <tr><td colspan="2">Payment 0001</td></tr> <tr> <td></td><td>10,000</td></tr> </table>	Payment 0001			10,000	<table> <tr><td colspan="2">Receivable to 0002 0001</td></tr> <tr> <td>3,000</td><td></td></tr> </table>	Receivable to 0002 0001		3,000	
Remuneration 0001														
7,000														
Payment 0001														
	10,000													
Receivable to 0002 0001														
3,000														
<table> <tr><td colspan="2">Remuneration 0002</td></tr> <tr> <td>3,000</td><td></td></tr> </table>	Remuneration 0002		3,000		<table> <tr><td colspan="2">Payment 0002</td></tr> <tr> <td></td><td></td></tr> </table>	Payment 0002				<table> <tr><td colspan="2">Payable to 0001 0002</td></tr> <tr> <td></td><td>3,000</td></tr> </table>	Payable to 0001 0002			3,000
Remuneration 0002														
3,000														
Payment 0002														
Payable to 0001 0002														
	3,000													

You must clear the company code clearing accounts!

In this example, the following expenses incur during posting:

- Company code 0001: 7,000
- Company code 0002: 3,000

The **payables** of 10,000 are posted to company code 0001.

The receivables and payables between the company codes are paid to the company code clearing accounts set up for this purpose.

- The balance of the company code clearing accounts for company code 0001 shows a receivable of 3,000 from company code 0002.
- The balance of the company code clearing accounts for company code 0002 shows a receivable of 3,000 from company code 0001.

## Activities

The balances of the company code clearing accounts correspond to the receivables and payables between the company codes.

You must manually clear the receivables and payables between the company codes. When doing so, you also clear the balances of the company code clearing accounts.

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.

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.

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 Compan

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.

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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 \[Seite 254\]](#)
- [Invoices to Employees \[Seite 255\]](#)
- [Amounts Paid by the Employee \[Seite 256\]](#)



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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 \[Extern\]](#) and [Transfer to HR Payroll \[Extern\]](#).
- 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 \[Seite 252\]](#)

## 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 \[Seite 252\]](#)

## 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 \[Seite 252\]](#)



## 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 \[Seite 172\]](#).
- 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 \(CA-EUR\) \[Extern\]](#)

[Treatment of Rounding Differences \[Extern\]](#)

## 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*

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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 \[Seite 261\]](#)
2. [Integration of Funds Management without using Position Management \[Seite 262\]](#)
3. [Integration of Funds Management using Position Management \[Seite 264\]](#)

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 \[Extern\]](#).

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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 \[Seite 172\]](#).

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.

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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 \[Extern\]](#) and [Funds Management \[Extern\]](#).

### 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 \[Seite 172\]](#). 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.



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Integration of Funds Management without using Position Management

## Process Flow for Integrated Position Management

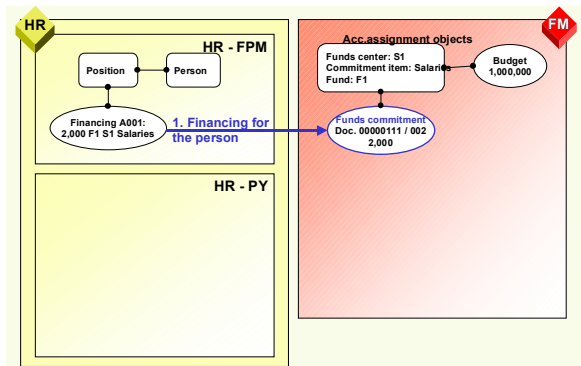
## Process Flow for Integrated Position Management

### Purpose

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, financing, payroll and posting take place as in the following example.

### Process Flow

#### 1. Financing the Person



The person is financed either directly or via their position in *Position Management*.

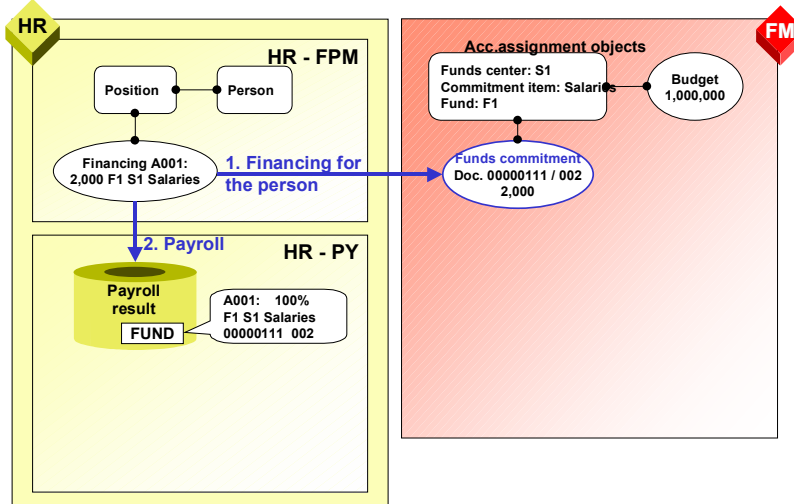
In this example, financing of 2,000 is created based on the expenditure type A001 with the following account assignment objects from Funds Management:

- Funds center: S1
- Commitment item: Salaries
- Fund 1: F1

This creates a funds commitment of 2,000 on this account assignment in Funds Management (FM). The funds commitment takes place in the funds commitment document number 00000111 in line 002.

## Process Flow for Integrated Position Management

## 2. Payroll



*Position Management* provides *Payroll* with the following information for the period that corresponds to the processed payroll period:

- Account assignment objects from Funds Management that were created when financing the various expenditure types for the employee
- Document number and line number for the funds commitment in Funds Management

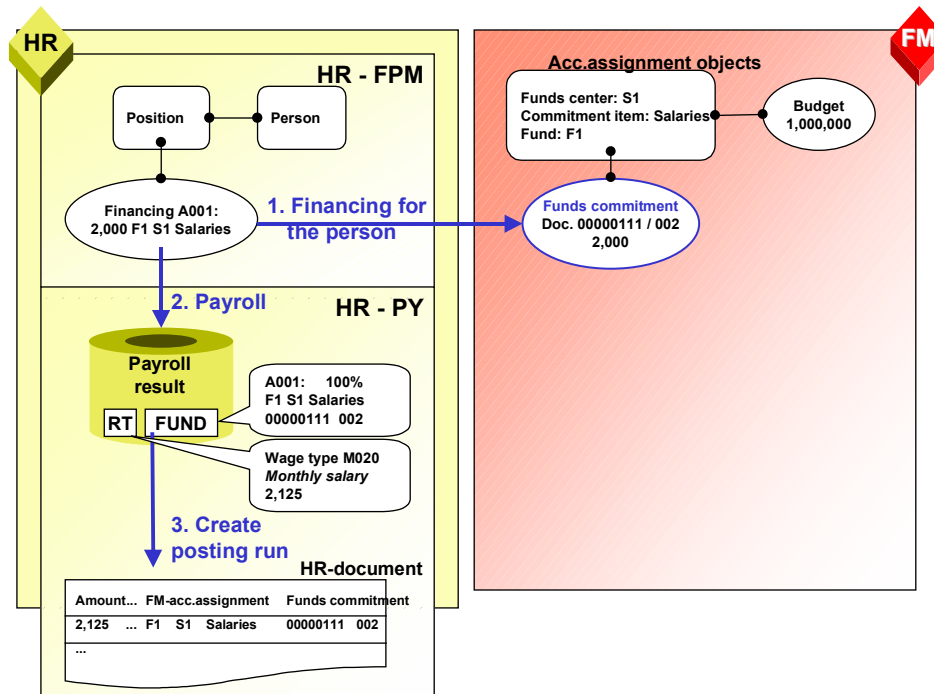
The financing amounts on the account assignment objects are converted to percentages and saved in the *Funding* (FUND) table in the payroll result along with the information mentioned using account assignment objects and funds commitment.



In the example, the expenditure type A001 is 100% financed from the account assignment objects funds center S1, commitment item *Salaries* and fund F1.

## Process Flow for Integrated Position Management

## 3. Evaluating the Payroll Results



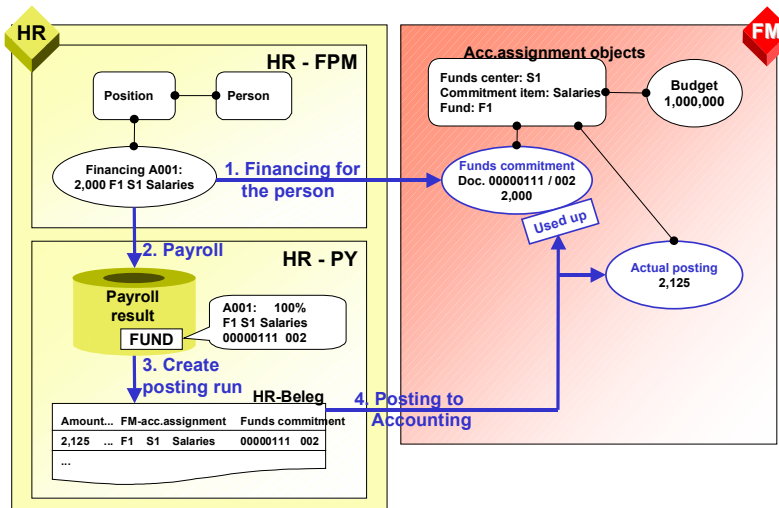
When evaluating the payroll results for posting to Accounting, the system uses the settings in Customizing to determine which expenditure type every expenditure wage type is assigned to that exists in the *Results table* (RT) in the payroll result for the employee and should be taken into consideration when posting. The *Financing* (FUND) table in the payroll result for an employee is used to determine with which account assignments from Funds Management these expenditure types were financed and which document and line number the funds commitment created by Position Management in Funds Management has. These account assignments from Funds Management and the document and line number of the funds commitment are given as account assignment information when posting the expenditure wage types to Accounting.

## Process Flow for Integrated Position Management



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*.

## 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 \[Seite 270\]](#)

[Posting with Position Management \[Seite 272\]](#)

## Payroll with Position Management

## 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 \[Extern\]](#) 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 %)
- Whether the expenditure type financed is basic pay financing

The *financing* (FUND) table is stored in the payroll results.

**Payroll with Position Management**

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 \[Extern\]](#) 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 \[Seite 172\]](#).

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 \[Extern\]](#).

Only the allocation to both the account assignments 1 and 2 (an amount of 500 respectively) would appear in the *Funds Management* document.

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Special Cases of Integration between Funds Management and Position Management

## Special Cases of Integration between Funds Management and Position Management

If integration of *Position Management* (PA-PM) to *Funds Management* (FI-FM) is activated, the following special cases can occur when *posting to Accounting*.

### Special Case 1: Missing Financing for an Expenditure Type

If a wage type is assigned to an expenditure type that was not directly financed or was not financed using a position in Position Management in the period in question, there are no entries for this expenditure type and WPBP period in the *Financing* (FUND) table. In this case, the system attempts to determine a substitute account assignment by determining the default account assignment of the integration of *Funds Management/Position Management* from *Funds Management*. You define the substitute account assignment for each FM area and fiscal year in *Payroll Customizing*, under *Reporting for Posting Payroll Results to Accounting* → *Special Scenarios* → *Integration of HR Funds and Position Management* → *Define Posting Collector*.

#### Two-Step Substitution Concept

The system determines the substitute account assignment for wage types that are assigned to an expenditure type, that were not directly financed or were financed using a position in Position Management in the relevant period, in the following way:

1. The system first of all attempts to derive the substitute account assignment from the basic pay financing. If basic pay is financed in the relevant period (that means, there is financing with the *Basic pay* indicator for this period in the *Financing* (FUND) table in the payroll results), a substitute account assignment is derived from the Funds Management account assignment for this financing. The system derives the substitute account assignment using the Customizing settings from *posting to Accounting* named above. The non-financed expense is posted with this substitute account assignment. If basic pay is financed proportionally, the wage type amount with the non-financed expenditure type is distributed proportionally to the substitute account assignments determined in this way.
2. If basic pay is also not financed, the system determines the default account assignment without financed basic pay as the substitute account assignment in a second step, which you have stored in Customizing for *posting to Accounting* as described above. The account assignment objects stored in this position are used to post the wage type.

When using a substitute account assignment, the funds commitment is not used up when posting. Only an actual posting takes place.

If the system is not able to determine a substitute account assignment or if incorrect account assignment objects are stored (for example, funds whose financing purpose has come to an end), the posting document contains an error message. The posting document has the status *Documents incorrect*.

### Special Case 2: Retroactive Accounting and Substitution

When posting a retroactive accounting run the amounts on the *Funds Management* account assignments are reversed that were previously posted to. This also applies if the substitute account assignment is posted to because of an incorrect financing. A prerequisite for this is, however, that you have not changed Customizing for the substitute account assignment in the meantime.

## Special Cases of Integration between Funds Management and Position Management

If the system posted to the substitute account assignment of the FM area in the previous month because of a lack of basic pay financing and the person was subsequently financed in *Position Management*, when posting retroactive accounting runs in the subsequent month, the previous month's amount is reversed on the substitute account assignment and the (possibly changed) amount is posted to the Funds Management account assignment of the financing now stored in *Position Management*. In this case, the prerequisite that you have not, in the meantime, changed Customizing for the substitute account assignment, also applies.

### Special Case 3: Fund whose Financing Purpose Has Come To An End

If the system can no longer post to the fund of the Funds Management account assignment to be used because its financial purpose has expired (for example, in the case of a retroactive accounting run), the system deletes the fund from the relevant document line of the posting document (a fund is not given for the posting). This does not apply if the fund originates from the default account assignment that you have stored in Customizing for *posting to Accounting* as described above. The system documents deletion of the fund from the document line in the posting document.

### Special Case 4: Funds Commitment with Completed Indicator

If, when posting, the system determines that the funds commitment to be used up in *Funds Management* is indicated as being completed (this can particularly occur in the case of retroactive accounting runs for the last fiscal year), this funds commitment number is deleted from the relevant document line of the posting document. This only causes the actual posting to be made in *Funds Management*, without using up a funds commitment in the process. The system documents deletion of the funds commitment number from the document line in the posting document.

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Providing Data for Personnel Cost Planning

## 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 \[Extern\]](#).

## Troubleshooting

You can use the *Troubleshooting* section to get help in unexpected situations when *posting to Accounting*:

- [Posting run cancelled with status "selection running" \[Seite 278\]](#)
- [Personnel numbers not selected or rejected \[Seite 279\]](#)
- [Accounting documents were not created \[Seite 280\]](#)
- [Posting run is missing in posting run overview \[Seite 281\]](#)
- [Resetting the reversal after termination \[Seite 282\]](#)

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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 \[Seite 207\]](#) 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 \[Seite 277\]](#)

## 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 \[Seite 277\]](#)

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Accounting Documents Were not Created

## 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 \[Extern\]](#). If the Idocs were processed correctly, check the status of the [posting \[Extern\]](#) 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 \[Seite 277\]](#)



## 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 \[Extern\]](#)

### 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 \[Extern\]](#).

[Troubleshooting \[Seite 277\]](#)

## Resetting the Reversal after Termination

# Resetting the Reversal after Termination

## Use

In certain situations, the reversal of posting documents may be cancelled with an error. This may, for example, occur in the following situations:

- The specified posting date is in a posting period that is already closed.
- At the time of the reversal, the posting of the original document had not been completed.
- Account assignment objects (for example, cost centers) which were posted to in the original document are closed at the time of the reversal.
- Posting items that were created by the original document are already cleared at the time of the reversal (for example to customer and vendor accounts).

If the reversal is cancelled with an error, the relevant posting run gets the status *Reversal documents incorrect*. In this case, you must check the incorrect reversal documents and reverse the reversal that went wrong to be able to reverse the posting documents a second time.


If the reversal is cancelled not because of an error but for example, for technical reasons, the posting run in question can have one of the following statuses:

- Reversal document creation is running
- Reversal documents created
- Reversal is running

In this case, it is not necessary to perform the steps for checking the incorrect reversal documents specified below. Only perform the steps that are required to reverse the incorrect reversal.

## Procedure

### Checking Incorrect Reversal Documents

1. Go to the document overview for the relevant posting run.
2. Select the posting documents that have the status *incorrect (Reversal)* and choose .  
The **document display** is displayed.
3. Read the error messages that were created for the incorrect reversal documents and remove the cause of the error.

### Cancelling Incorrect Reversal

1. Go to the overview of posting runs.
2. Select the posting run that contains the incorrect reversal documents.
3. Choose *Edit* → *Reversal* → *Reset the reversal after termination*.

## Result

The posting run was returned back to the same state as it had after the posting documents to be reversed were posted. It can be reversed again.

## Resetting the Reversal after Termination



The incorrect reversal documents get the status *Reversal reset*. You no longer have an influence on *Posting to Accounting*.

[Troubleshooting \[Seite 277\]](#)

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**PY-TH Reporting**

## **PY-TH Reporting**

### **Purpose**

The SAP HR Payroll System provides all regulatory and tax reports required by the Thai authorities, such as income tax form 1, income tax form 1A, income tax 50 bis and income tax reconciliation worksheet for the state tax authorities and social security reports, such as social security form 1 and social security form 1-10/1 for the state social security authorities. These reports allow efficient evaluation of payroll data and ensure compliance with government regulations.

### **Implementation Considerations**

When implementing SAP Payroll, ensure that all configuration steps for regulatory reports are performed in such a way as to guarantee compliance. For example, some reports use forms that you configure in the IMG. If you do not configure the form properly, the reports may not generate certain kinds of data that are required by law. As the laws affecting regulatory reports change, you may need to revisit the payroll IMG to make adjustments, thus ensuring compliance.

### **Integration**

Payroll reports access information from all HR infotypes and evaluate data from HR Time Management and HR Organizational Management as well as HR Personnel Administration.

#### **See also:**

[Tax Reporting \[Seite 78\]](#)

[Social Security Reporting \[Seite 93\]](#)