Tax Reporter Manual Upload   **Transaction Code**:   PU19

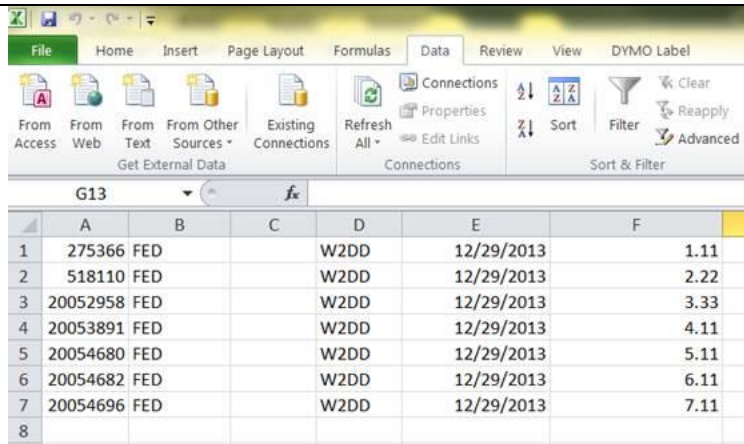|	
Purpose	Use this procedure manually upload adjustments.
Trigger	Perform this procedure when uploading Tax Reporter manual adjustments for several employees in a tax company. This is a tool for an agency that has many manual adjustments to do and would prefer to upload them all at once rather than manually.

End User Role   Tax Reporter Processor Role.

Change History	Change Description
11/20/2014	Created

Menu Path   Human Resources ⟶ Payroll⟶ Americas ⟶ USA Subsequent activities ⟶ Period-Independent⟶ Payroll supplement PU19 Tax Reporter
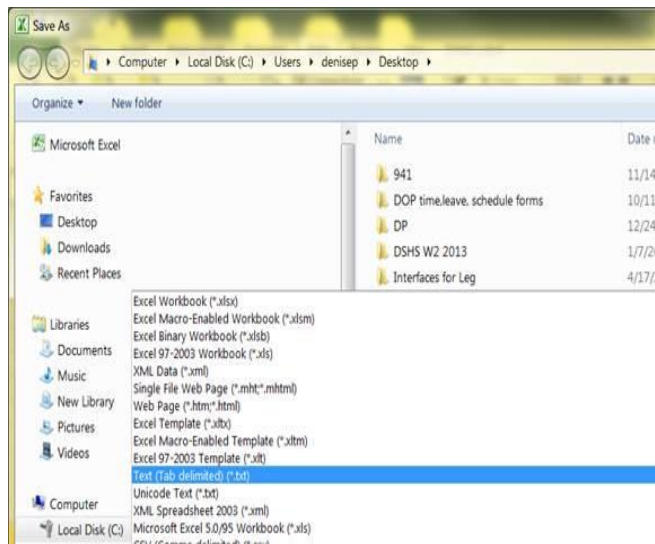
Transaction Code   PU19

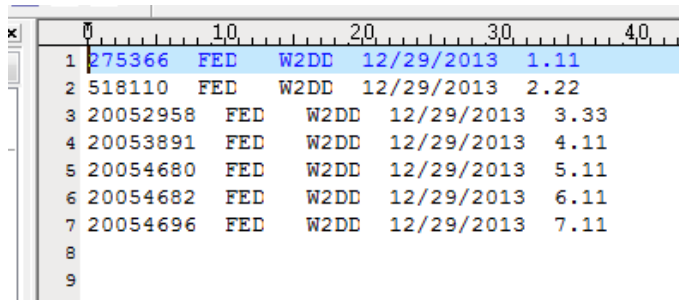| Helpful Tips:	The upload must be done separately for each Tax Company.
	The mapping of data on the excel file is the following:
	<table><tr><th>A</th><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th></tr><tr><td>PRNR Number</td><td>Tax Authority</td><td>Blank</td><td>TXGrp</td><td>PAYdate</td><td>Taxable or Value</td></tr></table>
	It would look like this:

HR
WSD **Personnel**

Save excel as Text (Tab delimited) (.txt)


It will look similar to this:

1.   Start the transaction using the above menu path or transaction code **PU19**.
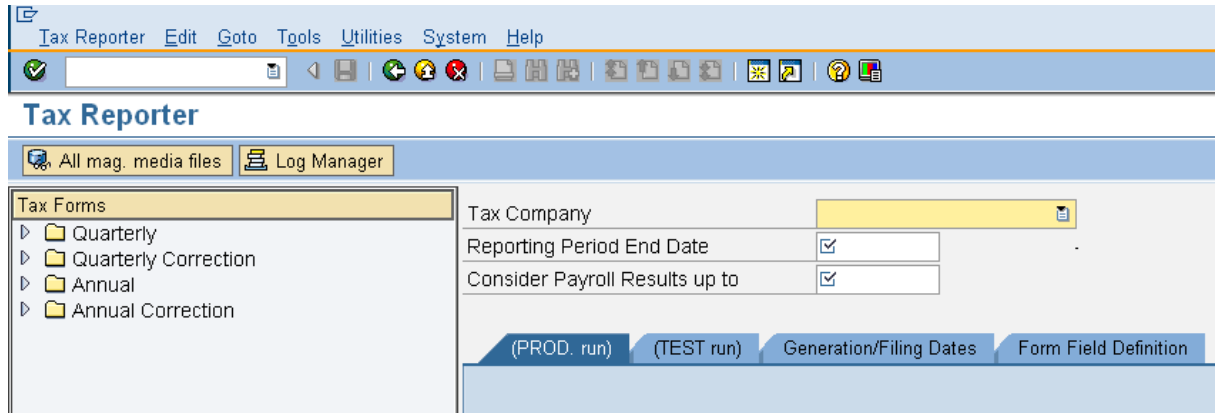
2.   Complete the following fields:

| R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Tax Company	R	Agencies four-character designation used for reporting purposes. Example: 1600 State of WA Insurance Commissioner
Reporting Period End Date	R	The reporting period end date <table><tr><td>Quarter</td><td>End date</td></tr><tr><td>1</td><td>3/31/20XX</td></tr><tr><td>2</td><td>6/30/20XX</td></tr><tr><td>3</td><td>9/30/20XX</td></tr><tr><td>4</td><td>12/31/20XX</td></tr></table> **Example**: 12/31/2014
Consider Payroll Results up to	R	Quarter end date. This date should correspond with the Reporting Period End Date. **Example**: 12/31/2014

3.   Click the arrow next to the ▷ 🗀 Annual folder to open.
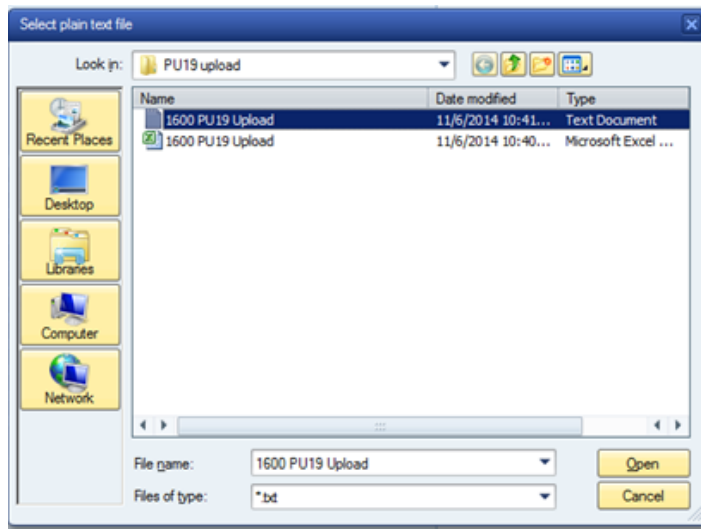
HR
WSD **Personnel**
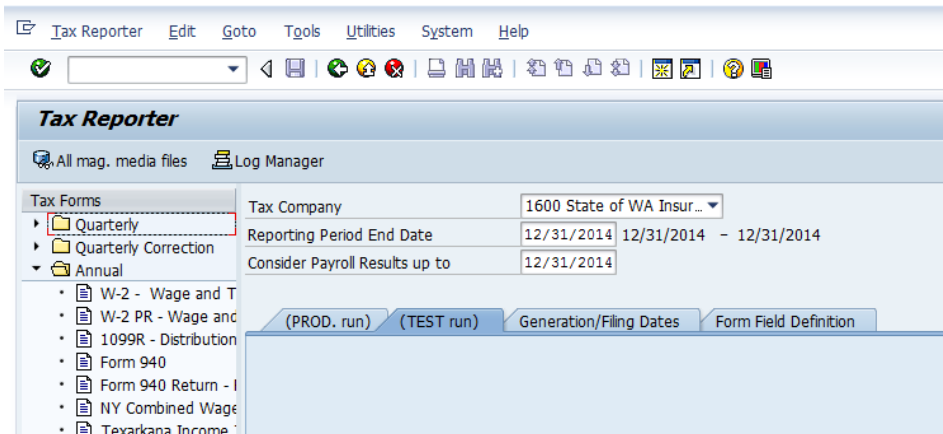
4.. On the Menu bar select **Utilities\ Manual Entries**
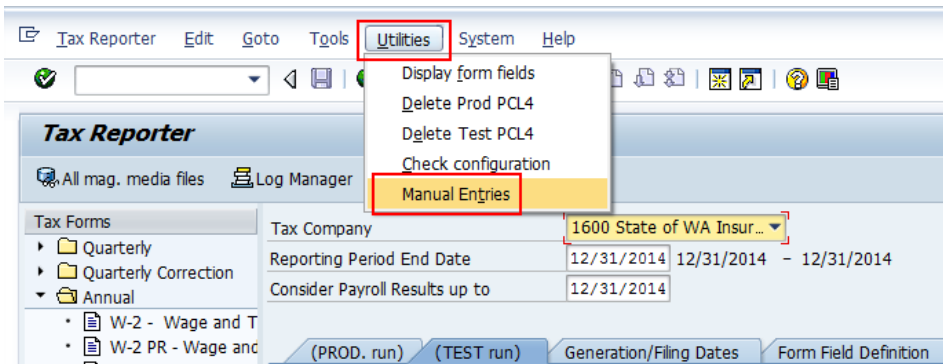
5. Click (Import from Local file)
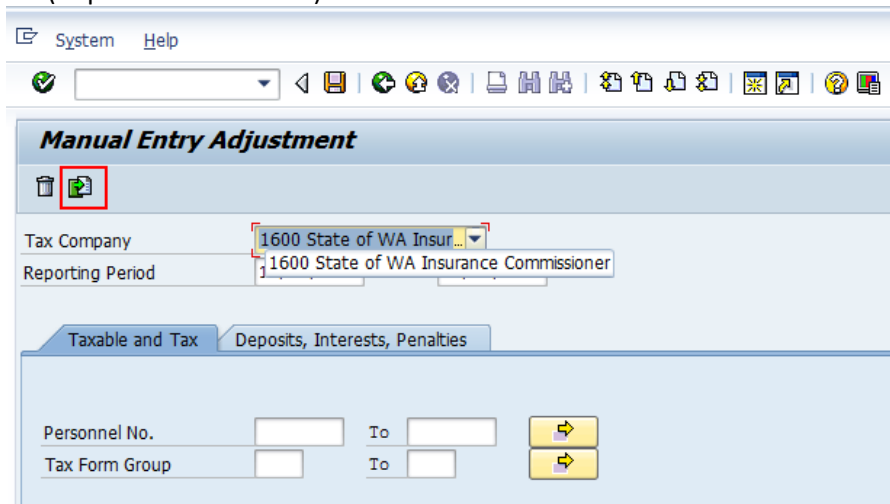
6.. Select your file and click open.

 A SAP GUI Security box may appear.

Click the box to the left of *Remember My decision* and click **allow.** Entries will display.

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6.
   Click ![Enter icon] (Enter) to validate.

7.
   Click ![Save icon] (Save) to save.

Results
You have uploaded manual entries.