

Log Manager_W-2

Transaction Code:
PU19

Purpose Use this procedure to access the Tax Reporter Log Manger to view Errors, Warnings and other messages of the W-2

Trigger A production or test run has been executed and you want to check for errors, warnings.

Prerequisites A test or production run of a form has been completed

End User Roles Tax Processor Role.

| Change History | Change Description |
|----------------|--------------------|
| 12/13/2010 | Created |

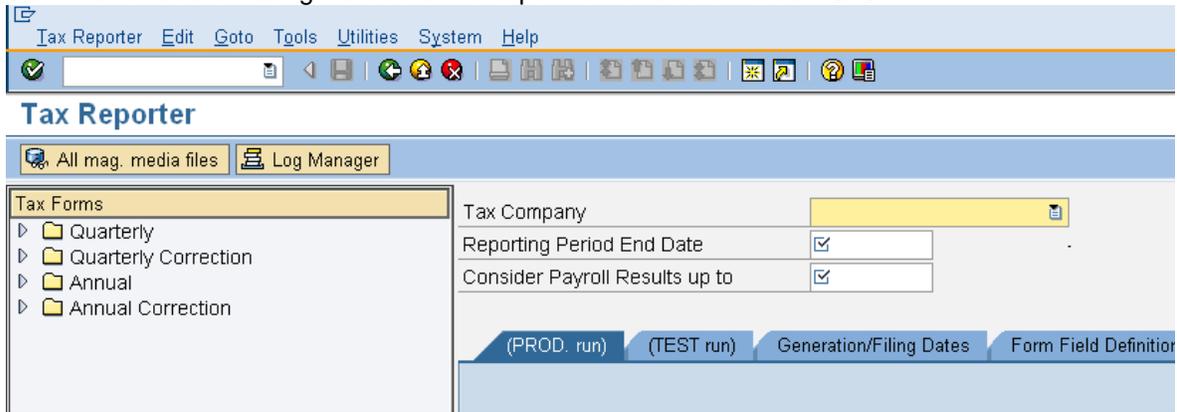
Menu Path Human Resources → Americas → USA → Subsequent activities
Period-Independent → Payroll supplement → PU19 Tax Reporter

Transaction Code PU19

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type | Description |
|---|--|
| Error  | Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to validate and proceed. |
| Warning  | Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed. |
| Confirmation  or  | Example:  Save your entries. Action: Perform the required action to proceed. |

1. Start the transaction using the above menu path or transaction code **PU19**.

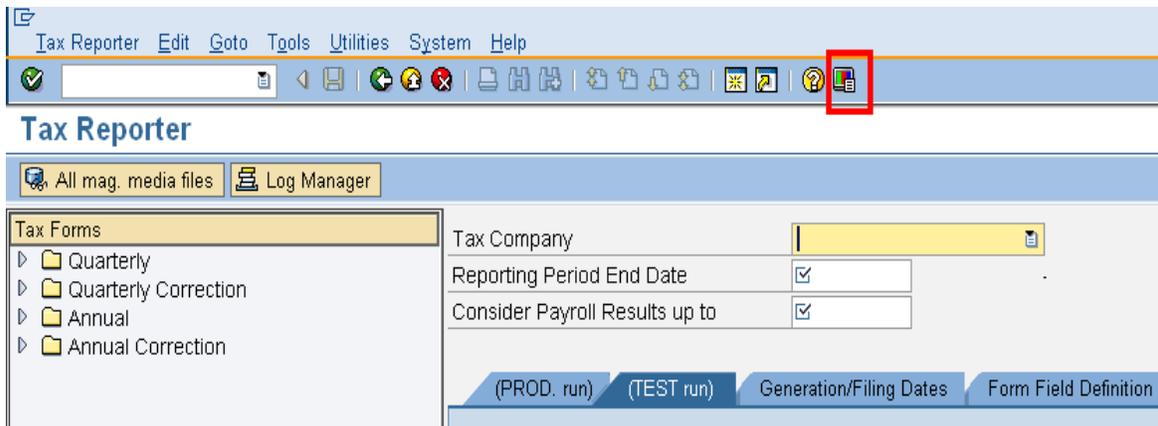


2. Perform one of the following:

| IF | GO TO |
|--|------------------------|
| You would like to add Personnel Area Numbers to the Tax Company menu | Step 3 |
| You would like to set the default of the report to Test Run | Step 4 |
| You would like to access the Log Manger for the W-2 | Step 5 |

3. To turn on the Personnel Area ID numbers in the drop down list, follow these steps:

0.2 From the toolbar, click the  (Customizing of local layout) button.



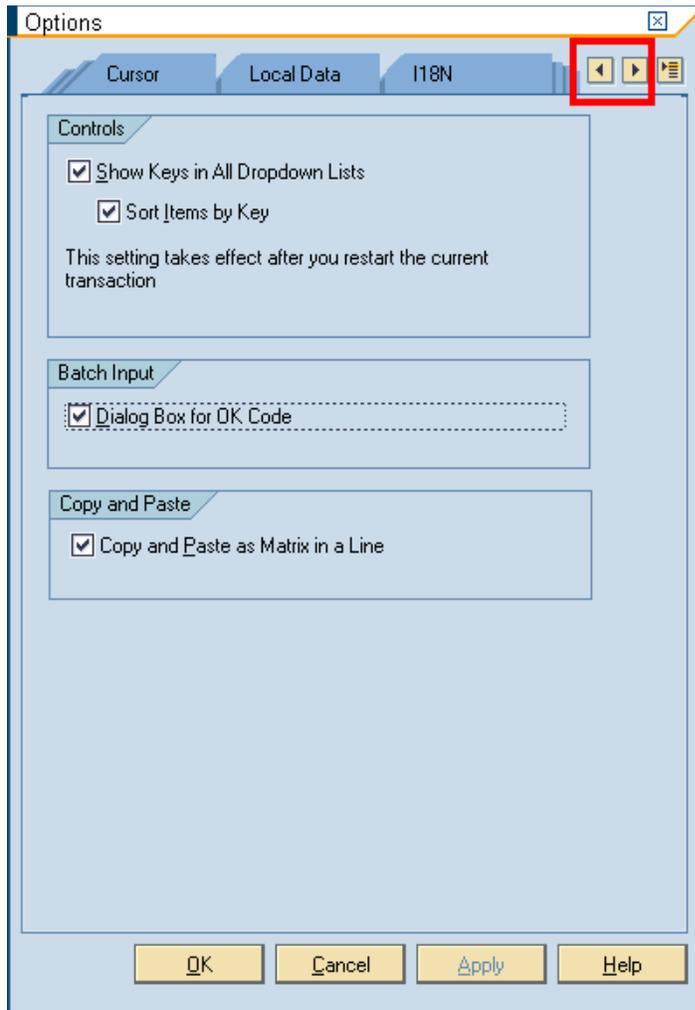
0.3 Select **Options** from the selection list.



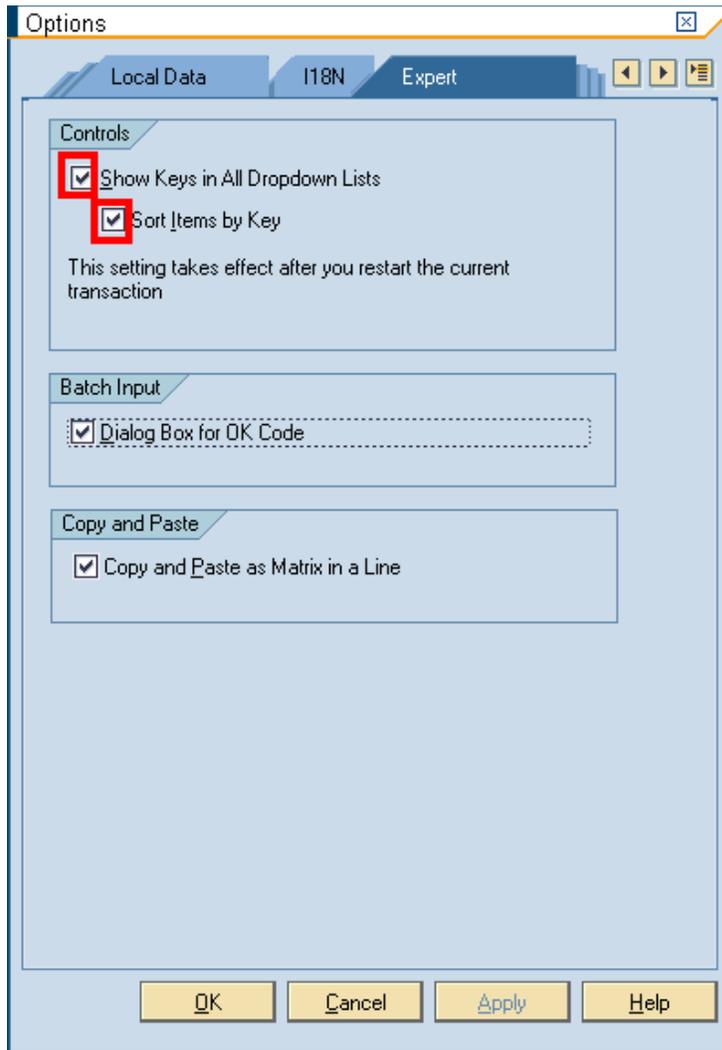
0.4 Use the   (arrows) until you reach the **Expert** tab.



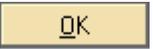
You can also select the  and select **Expert**



0.5 Select the boxes as shown in the picture below.



0.6 Click the  (Apply) button.

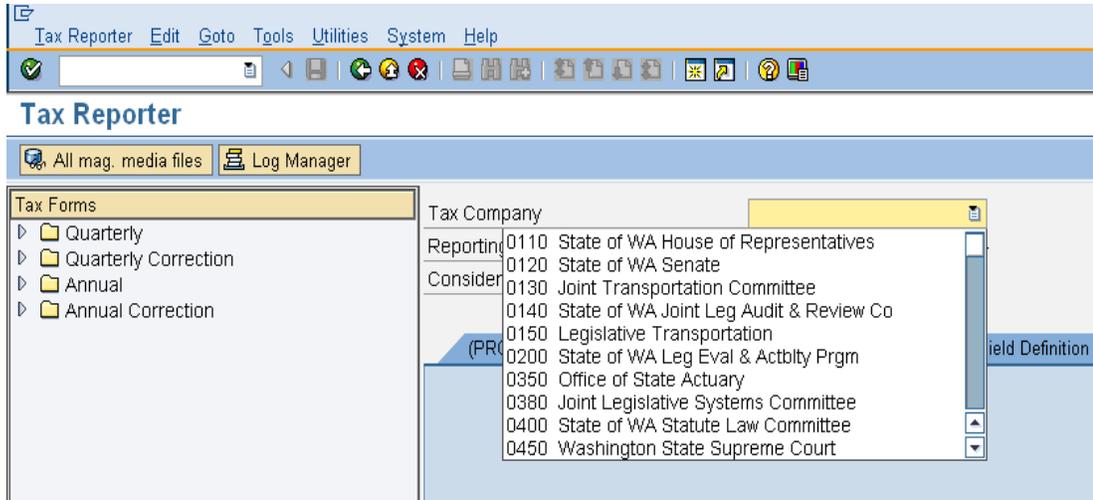
0.7 Click the  (OK) button.



After clicking OK you will be taken back to the Tax Reporter. Use the  (**Back**) to return to the SAP Easy Access Screen to reset the Tax Reporter so the Personnel Area's numbers are in numeric order.



You can simply type the first two or three numbers of the Personnel Area to make the selection.



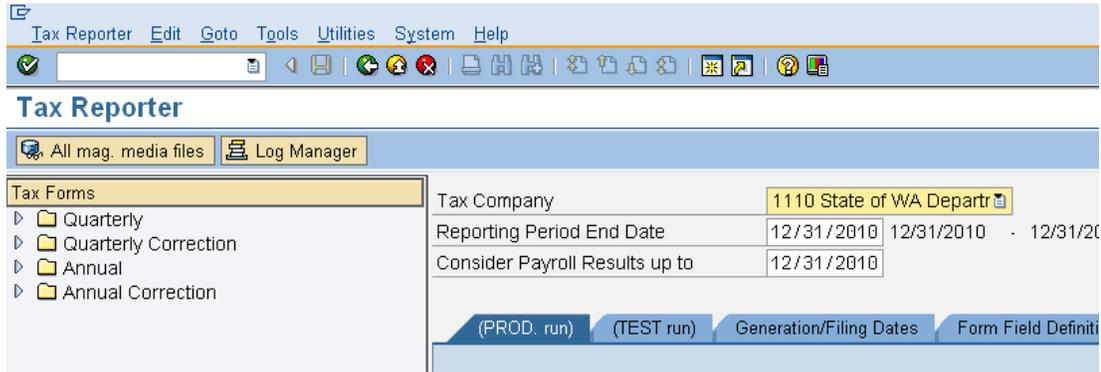
1. To set the default of the report to **Test Run**, complete the following fields:

| Field Name | R/O/C | Description |
|--------------------------------|-------|--|
| Tax Company | R | <p>Select your agency's Tax Company ID.</p>  <p>Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p>Example: 1110 (Department of Personnel)</p> |
| Reporting Period End Date | R | <p>The Reporting Period End Date.</p>  <p>Enter the Quarter End Date as listed below.</p> <p>Quarter 1 – Period 03/31/20XX Quarter 2 – Period 06/30/20XX Quarter 3 – Period 09/30/20XX Quarter 4 – Period 12/31/20XX</p> <p>Example: 12/31/2010</p> |
| Consider Payroll Results up to | R | <p>The Consider Payroll Results up to.</p>  <p>Enter the Quarter End Date. (Using the same format above.)</p> <p>Example: 12/31/2010</p> |



All three fields are required and must be filled before moving on to the next step

or you will receive the following message:

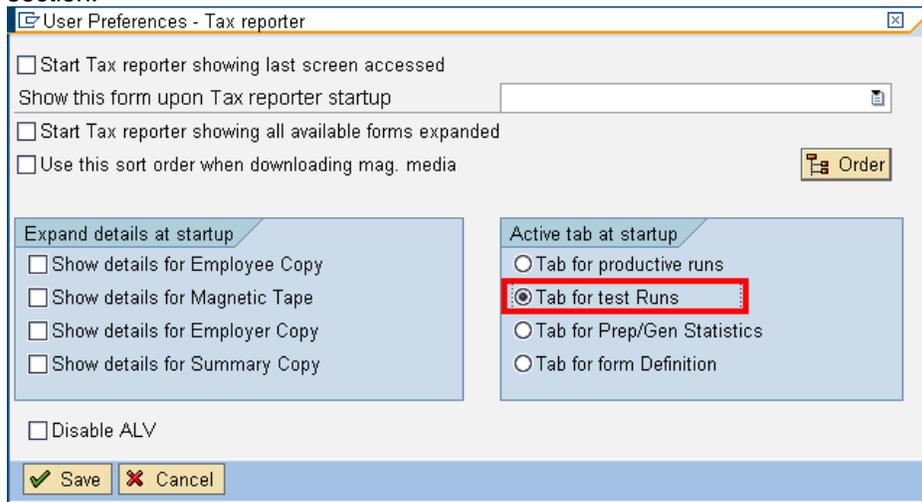


1.1 Click (Enter) to validate the entry.

1.2 From the menu bar, click on **Tools** and select **Preferences** from the selection list.



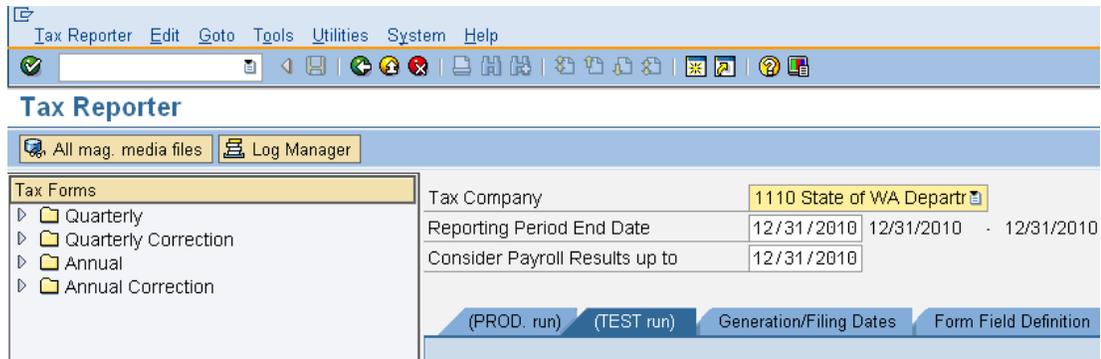
1.3 Select (Tab for test runs) under the Active tab at startup section.



1.4 Click  (Save) to save the options.



The transaction may need to be restarted in order for the change to take effect.

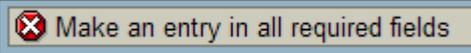


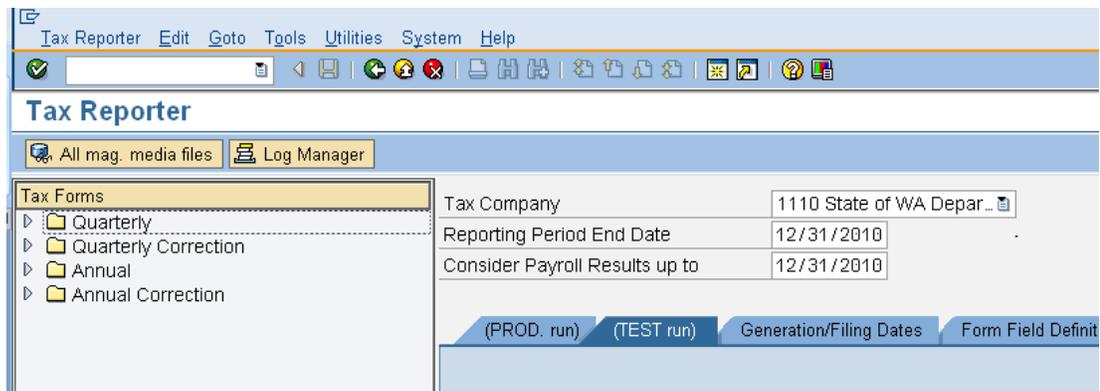
2. To view the Tax Reporter Log Manger complete the following fields:

| Field Name | R/O/C | Description | | | | | | | | | | | | |
|----------------------------------|---|---|------------------|--------------------|--------------------------------|---------------|----------------------------|-------------------|----------------------------------|---|----------------------------------|-------------------------|----------------------------------|-------------------------|
| Tax Company | R | <p>Select your agency's Tax Company ID.</p>  <p>Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.</p> <p>Example: 1110 (Department of Personnel)</p> <table border="0"> <thead> <tr> <th>Main Tax Company</th> <th>Included sub-areas</th> </tr> </thead> <tbody> <tr> <td>1110 (Department of Personnel)</td> <td>1110 and 1111</td> </tr> <tr> <td>2450 (Military Department)</td> <td>2450 through 2453</td> </tr> <tr> <td>3105 (Department of Corrections)</td> <td>3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119</td> </tr> <tr> <td>3106 (Department of Corrections)</td> <td>3106, 3110, 3112 & 3115</td> </tr> <tr> <td>3107 (Department of Corrections)</td> <td>3107, 3109, 3122 & 3123</td> </tr> </tbody> </table> | Main Tax Company | Included sub-areas | 1110 (Department of Personnel) | 1110 and 1111 | 2450 (Military Department) | 2450 through 2453 | 3105 (Department of Corrections) | 3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119 | 3106 (Department of Corrections) | 3106, 3110, 3112 & 3115 | 3107 (Department of Corrections) | 3107, 3109, 3122 & 3123 |
| Main Tax Company | Included sub-areas | | | | | | | | | | | | | |
| 1110 (Department of Personnel) | 1110 and 1111 | | | | | | | | | | | | | |
| 2450 (Military Department) | 2450 through 2453 | | | | | | | | | | | | | |
| 3105 (Department of Corrections) | 3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119 | | | | | | | | | | | | | |
| 3106 (Department of Corrections) | 3106, 3110, 3112 & 3115 | | | | | | | | | | | | | |
| 3107 (Department of Corrections) | 3107, 3109, 3122 & 3123 | | | | | | | | | | | | | |

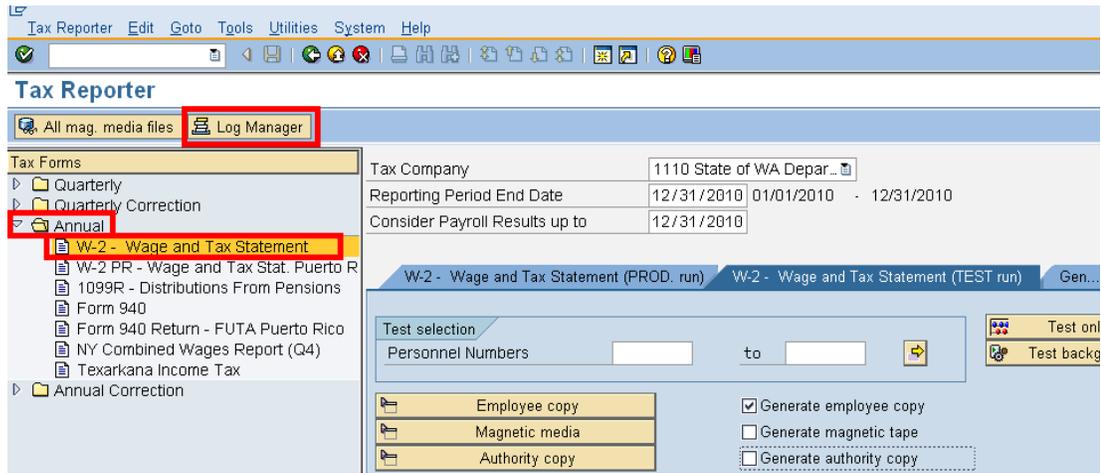
| | | | |
|--------------------------------|---|---|-------------------|
| | | 3113 (Department of Corrections) | 3113, 3114 & 3120 |
| | | 3121 (Department of Corrections) | 3108, 3116 & 3121 |
| | | 4610 (Department of Ecology) | 4610 through 4612 |
| | | 5401 (Employment Security Department) | 5401 through 5416 |
| Reporting Period End Date | R | The Reporting Period End Date. Example: 12/31/2010 | |
| Consider Payroll Results up to | R | The Consider Payroll Results up to.  Enter the Quarter End Date. (Using the same format above.) Example: 12/31/2010 | |



All three fields are required and must be filled before moving on to the next step or you will receive the following message: 

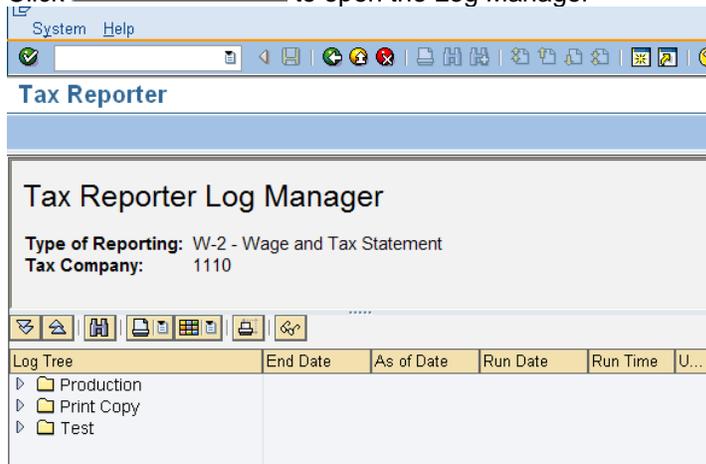


2.1 In the **Tax Forms** section, click the arrow next to the  **Annual** folder to open this list.

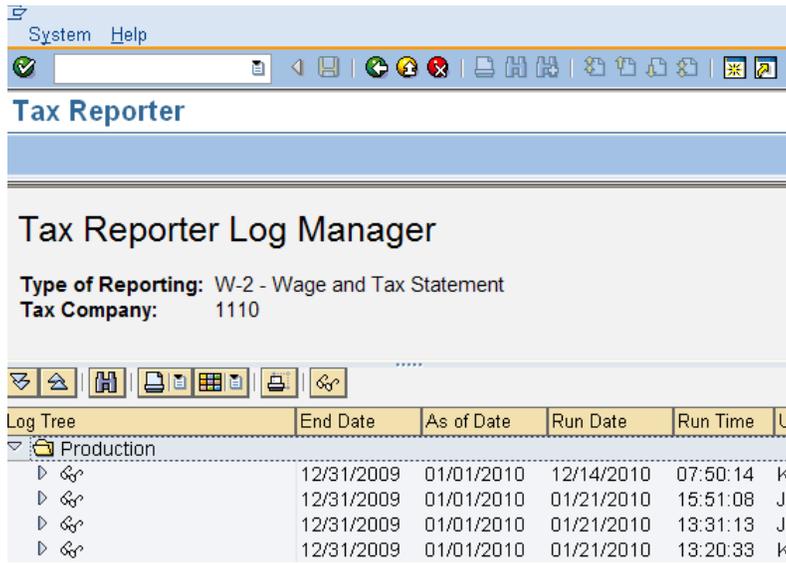


2.2 Click on the  to Select

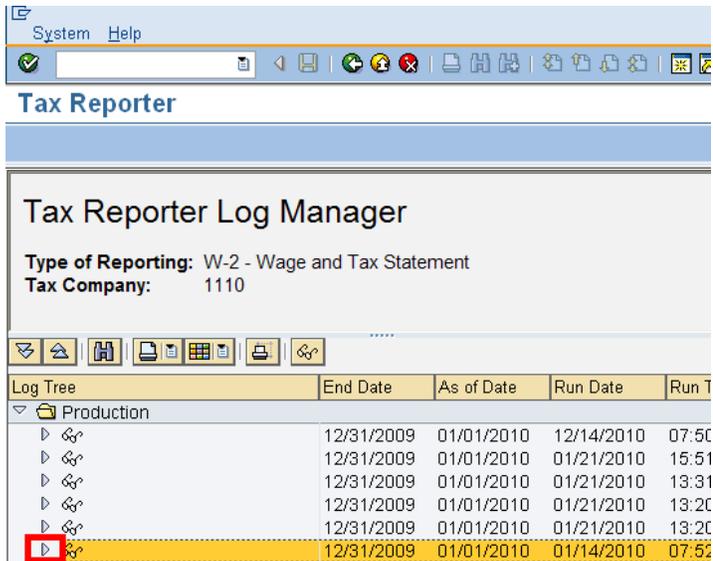
2.3 Click  to open the Log Manager

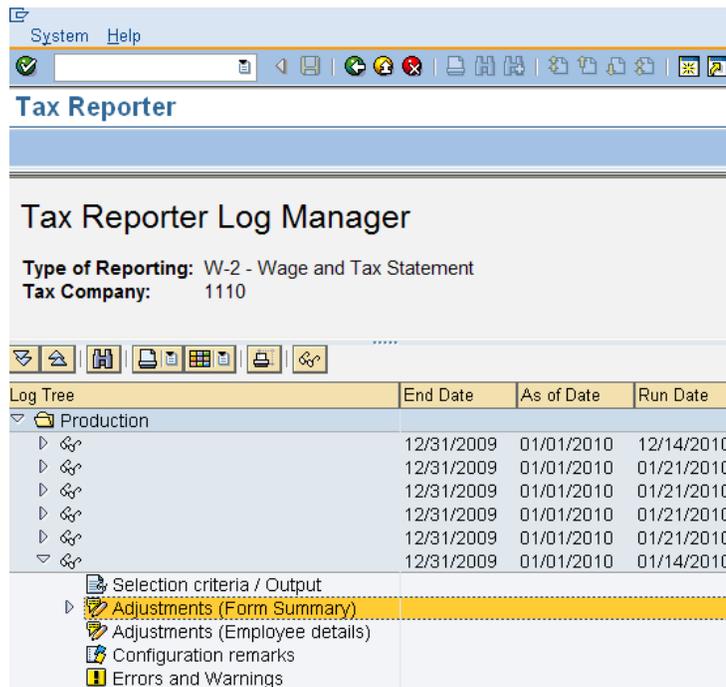


5.4 Click the arrow in front of 



5.5 Click the  of the **Run date** you would like to view





- 5.6 Double Click  Errors and Warnings to view the Errors and Warnings.
- 5.6.A To view a description of each message access the [Year End 2010](#) website, under the **Troubleshooting/Resources** tab click the **PU19_W2 Annual Processing/Procedure** and select refer to **Tax Reporter Log Manager Options** for a description of each message
- 5.7 The following are examples of different category reports accessible to locate potential problems. **Remember** that message categories are Tax Company specific for each run; if there are no errors or adjustments for the run, the category will **not** be available.
- 5.8 Click the  to the left of **Adjustments (Employee Details)**
To view: double click on the text of the message to view

| Tax Reporter Log Manager | | |
|--|------------|------------|
| Type of Reporting: W-2 - Wage and Tax Statement | | |
| Tax Company: 1110 | | |
| | | |
| Log Tree | End Date | As of Date |
| <ul style="list-style-type: none"> Production <ul style="list-style-type: none"> ⌵ ⌵ ⌵ ⌵ ⌵ ⌵ Selection criteria / Output Adjustments (Form Summary) <li style="background-color: yellow;"> <ul style="list-style-type: none"> Adjustments (Employee details) EEs with neg. wt. /5PY (result ignored, no act Manual entries (T5UT1) Employee rejected because mandatory field Negative amounts converted to zero Configuration remarks Errors and Warnings | 12/31/2009 | 01/01/2010 |
| | 12/31/2009 | 01/01/2010 |
| | 12/31/2009 | 01/01/2010 |
| | 12/31/2009 | 01/01/2010 |
| | 12/31/2009 | 01/01/2010 |
| | 12/31/2009 | 01/01/2010 |

- **EE's with neg. wt. /5PY:** Displays Tax Co. and the employee personnel numbers with **negative /5PY value-** No agency action required.
- **Manual entries:** Displays the Tax Co. and the employee personnel numbers with Manual entries. **Agency action-** validate that manual entries are correct
- **Employee Rejected:** Displays the Tax Co. and the employee personnel numbers that rejected due to missing mandatory fields or negative mandatory fields.
Agency Action- Verify the W-2 information and master data for employees listed under Employee Rejected. A W-2C and W-3C may be required depending on the data rejected.
- **Negative Amounts Converted to Zero:** Displays The Tax Co. and the employee personnel numbers with Negative amounts converted to zero. Negative amounts are normally due to refunds of Insurance and Retirement deductions in the current year (originally paid in prior year) **Agency Action:** Verify the W-2 for the year.

Infotype 209. **No Agency** action required.

- **General errors and warnings:** There are different warning messages depending on the situation. Verify these warning messages.
 - a. Example: **Retroactive Taxco change. EE# 009999 Taxco: 9999** – this message means the employee had a retroactive tax company change during the reporting year, validate W-2 created is in balance.
 - b. Example: **Taxco mis-match (Manual Entry vs IT 1). EE# 009999 Taxco: 9999** – this message is due to the employee’s manual PU19 adjustment possibly being input under an incorrect tax company.
 - c. The employees reflecting with a General error message should be reviewed for W-2 accuracy.

| |
|---|
| Results |
| You have accessed the Log Manager for the W-2 |