

Garnishment Details Report

S_AHR_61016146

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
3/20/2007	Kelly Welsh	Initial Draft
3/23/2007	Kelly Welsh	Edits
4/3/2007	Kelly Welsh	Edits

Purpose

Use this procedure to display garnishment information for a specific time period.

Trigger

Perform this procedure when garnishment reporting information for a specific pay period is needed.

Prerequisites

- Employee(s) has a Garnishment Document(0194) and Garnishment Order (0195) in HRMS.
- DOP has exited payroll.

Transaction Code

S_AHR_61016146

Date	Procedure Update Log
3/20/2007	Procedure Created

Helpful Hints

Procedure

1. Start the transaction using the transaction code **S_AHR_61016146**.

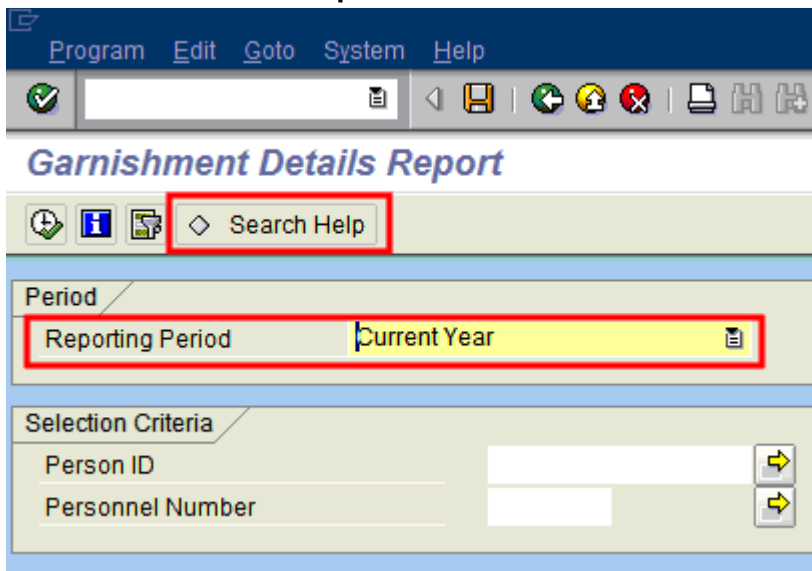
Garnishment Details Report

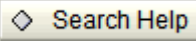
The screenshot shows the SAP interface for the 'Garnishment Details Report' transaction. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons including a checkmark, a document, a left arrow, a save icon, a refresh icon, a home icon, a close icon, a print icon, and a magnifying glass. The main title 'Garnishment Details Report' is displayed in a blue font. Below the title is a toolbar with a refresh icon, an information icon, a print icon, and a 'Search Help' button. The 'Period' section contains a 'Reporting Period' dropdown menu currently set to 'Current Year'. The 'Selection Criteria' section has two input fields: 'Person ID' and 'Personnel Number', each with a right-pointing arrow button next to it.

2. Complete the following fields:

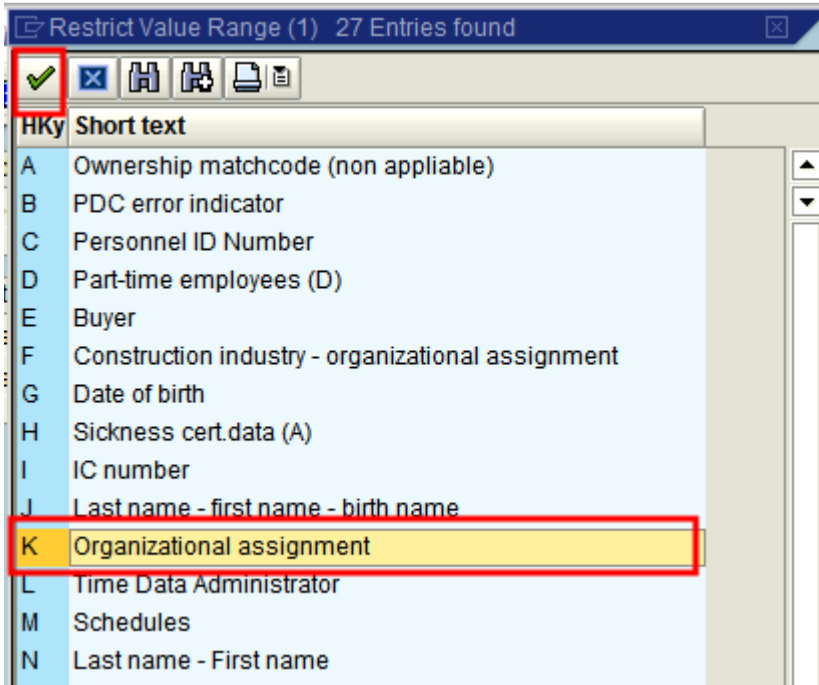
Field Name	R/O/C	Description
Period	R	Pay period start date <ul style="list-style-type: none"> Today – This selection option will run the report using they system date (current date) Key Date – This selection option will run the report using a specific date data was keyed. Other Period – This selection options allows user to key in a specific time frame. Current Month- This selection options will display current month information. Current Year- This selection option will display all information for current year only. Past (Until Today)- This selection option will display all information in the system since “Go-Live”. <p>Example: Current Year</p>


Garnishment Details Report.



3. Click  to bring up more search criteria.

Restrict Value Range (1) 27 Entries found



4. Click **K Organizational assignment** to bring up search criteria.
5. Click  (**Copy**) to accept and bring up the Restrict Value Range.


Restrict Value Range

The screenshot shows the 'Restrict Value Range' configuration window. Under the 'Restrictions' tab, the following fields are visible:

- Personnel area: 1110
- Personnel subarea: [empty]
- Employee group: [empty]
- Employee subgroup: [empty]
- Payroll area: 11
- Company Code: [empty]
- Cost Center: [empty]
- Organizational unit: [empty]
- Organizational key: [empty]
- Administrator group: [empty]
- Time administrator: [empty]
- Last name: [empty]
- First name: [empty]


At the bottom left, a green checkmark icon is highlighted with a red box.

6. Complete the following fields:

Field Name	R/O/C	Description
Personnel area	O	A specific agency/sub-agency in the State of Washington. Example: 1110
Payroll Area	R	Description of the Payroll Area.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11

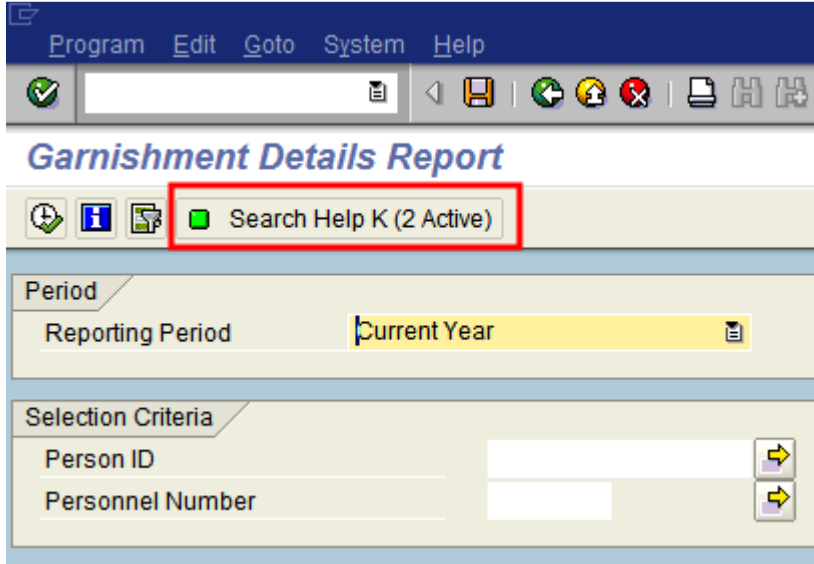


To remove search criteria, you will need to Select Search Help and use


the  (Delete) to remove entries.

7. Click  (**Continue**) to continue.

Garnishment Details Report



Notice that the green box next to Search Help is now showing. This indicates that further search criteria have been selected.

8. Click  (**Execute**) to generate the report.

Garnishment Details Report

The screenshot shows the SAP interface for the 'Garnishment Details Report'. The title bar includes 'List Edit Goto System Help' and the SAP logo. The report title 'Garnishment Details Report' is displayed in blue. Below the title bar, a summary table provides key information:

Company - WA01 STATE OF WASHINGTON	Garnishment Details Report	Page No. - 1
Pay Area -		Run Date - 04/03/2007
Pay Per. - 00.		Run Time - 08:11:17
Pay Date -		Report ID - RPCGRNU0

The main data table lists employee garnishment details:

Employee Name	Employee ID	Document Date	Start Date	Document Number	Orig. State	St.	Gar. Amount Taken	Initial Balance	Gar. Cat.	Remaining Balance
BIBB ROSLYN C	00006684	12/12/2006 0002 01	12/12/2006 00/00/0000	03-49419	WA	1	50.00		CT 001	
STEPAN TOM T	00034998	05/25/2005 0001 01	09/10/2006 00/00/0000	99999999	WA	1	175.00		CS 001	
GORE JEAN T	00055133	10/02/2006 0004 01	11/22/2006 00/00/0000	0073431	WA	1	262.96	1,775.32	CC 001	1,268.90
		06/16/2006 0001 01	07/10/2006 00/00/0000	99999999	WA	1	101.03		CS 001	
JOHNSEN MICHELLE T	00144353	04/18/2006 0001 01	04/25/2006 00/00/0000	99999999	WA	1	205.45	974.00	CT 001	562.50
AVERY MICHAEL T	00177572	09/25/2004 0001 01	07/10/2006 00/00/0000	99999999	WA	1	197.50		CS 001	
PHILLIPS LAWRENCE T	00205967	12/28/2006 0001 01	01/10/2007 00/00/0000	06 2 02108 5	WA	1	377.12	3,002.49	CC 001	2,221.24
GLASS RONALD T	00218291	12/10/2005 0001 01	07/10/2006 00/00/0000	99999999	WA	1	190.00		CS 001	

The status bar at the bottom indicates 'RT0 (1) (524)' and 'ssvaphrtedci INS'.

9. You have completed this transaction.

Result

You have generated the Garnishment Details Report.

Comments

None.