

Negative Summary Records

ZHR_RPTPY455

Change History

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

Date	Name	Change Description
9/27/06	Lesa Terry	Create

Purpose

Use this procedure to identify any negative third party remittances that may have been generated from:

- Warrant cancellation
- Credit/Miscellaneous deductions
- Retroactive change

Trigger

Perform this procedure every payroll to have documentation of any negative deductions and for fund reconciliation. Vendor information found on this report is valuable in determining collection amounts.

Prerequisites










- Run this report after payroll has been released for corrections.

Transaction Code

ZHR_RPTPY455

Helpful Hints

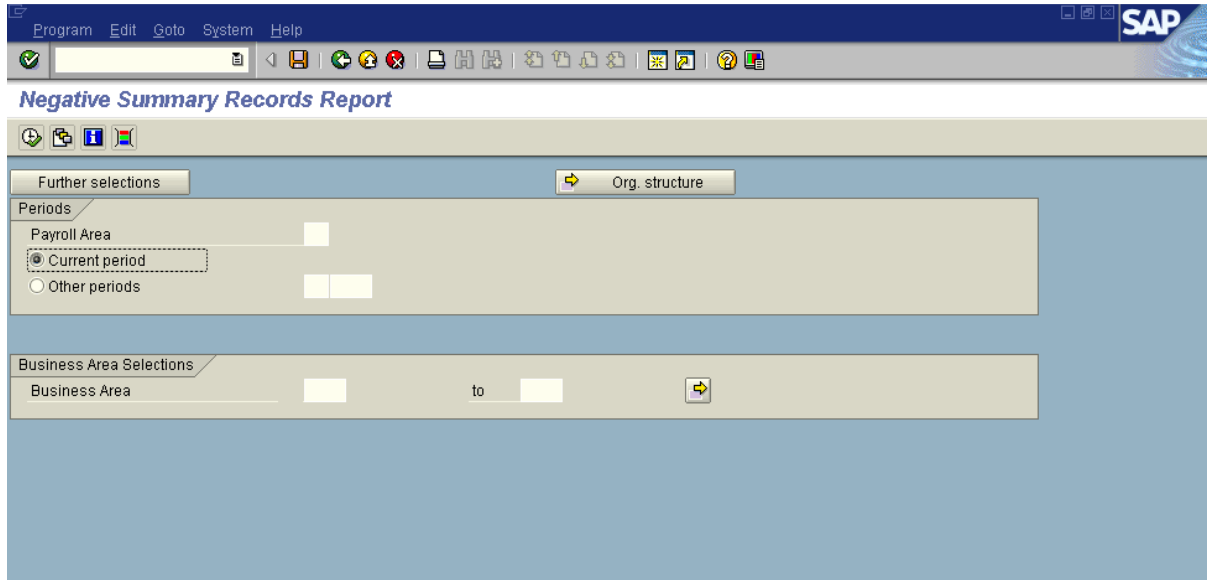
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to 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 proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.



Procedure

1. Start the transaction using transaction code **ZHR_RPTPY455**.

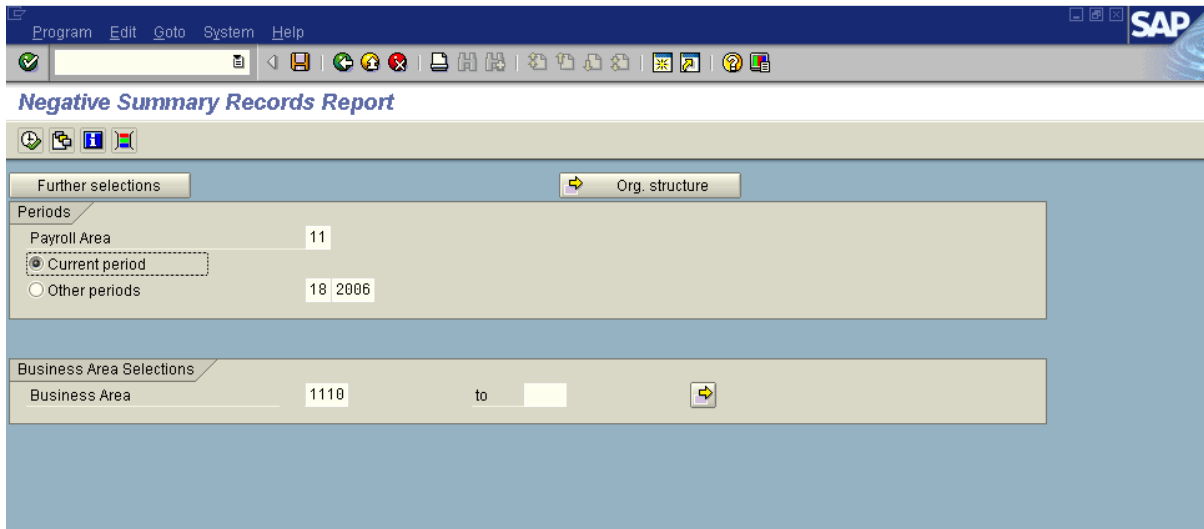
Negative Summary Records Report





2. Complete the following fields:

Field Name	R/O/C	Description
Payroll Area	R	<p>Description of the Payroll Area.</p> <p> Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only.</p> <p>Example: 11</p>
Other periods	R	<p>Enter the Pay period</p> <p> Choose either Current period or Other periods. In this example we chose Other periods and entered the pay period.</p> <p>Example: 18 2006</p>
Business Area	R	<p>Agency Business Area Number</p> <p>Example: 1110</p>

Negative Summary Records Report



The screenshot shows the SAP interface for the 'Negative Summary Records Report'. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window title is 'Negative Summary Records Report'. Below the title bar, there are several icons for navigation and help. The main content area is divided into sections: 'Further selections' with an 'Org. structure' button, 'Periods' with 'Payroll Area' set to '11', and radio buttons for 'Current period' (selected) and 'Other periods' (set to '18 | 2006'). Below that is 'Business Area Selections' with 'Business Area' set to '1110' and a 'to' field.

3. Click  (Enter) to validate the information.
4. Click  (Execute) to execute the report.

Information



If no records are found you will receive the message above.

5. You have completed this transaction.

Result

You have generated the Negative Summary Records Report

Comments

None.