

Negative Tax per Federal EIN Report

ZHR_RPTPY600

Change History

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

Date	Name	Change Description
9/22/06	Lesa Terry	Create

Purpose

Use this procedure to find the source of negative amounts being rejected so they are not transmitted as a tax deposit.

Trigger

Perform this procedure in order for an agency to research the source of the negative net tax amount; this report is used as a flag to find the source of the negative amount(s). This may also prompt the agency to do a prior-quarter adjustment.

Prerequisites










Run this report after payroll has been exited by DOP.

Transaction Code

ZHR_RPTPY600

Helpful Hints

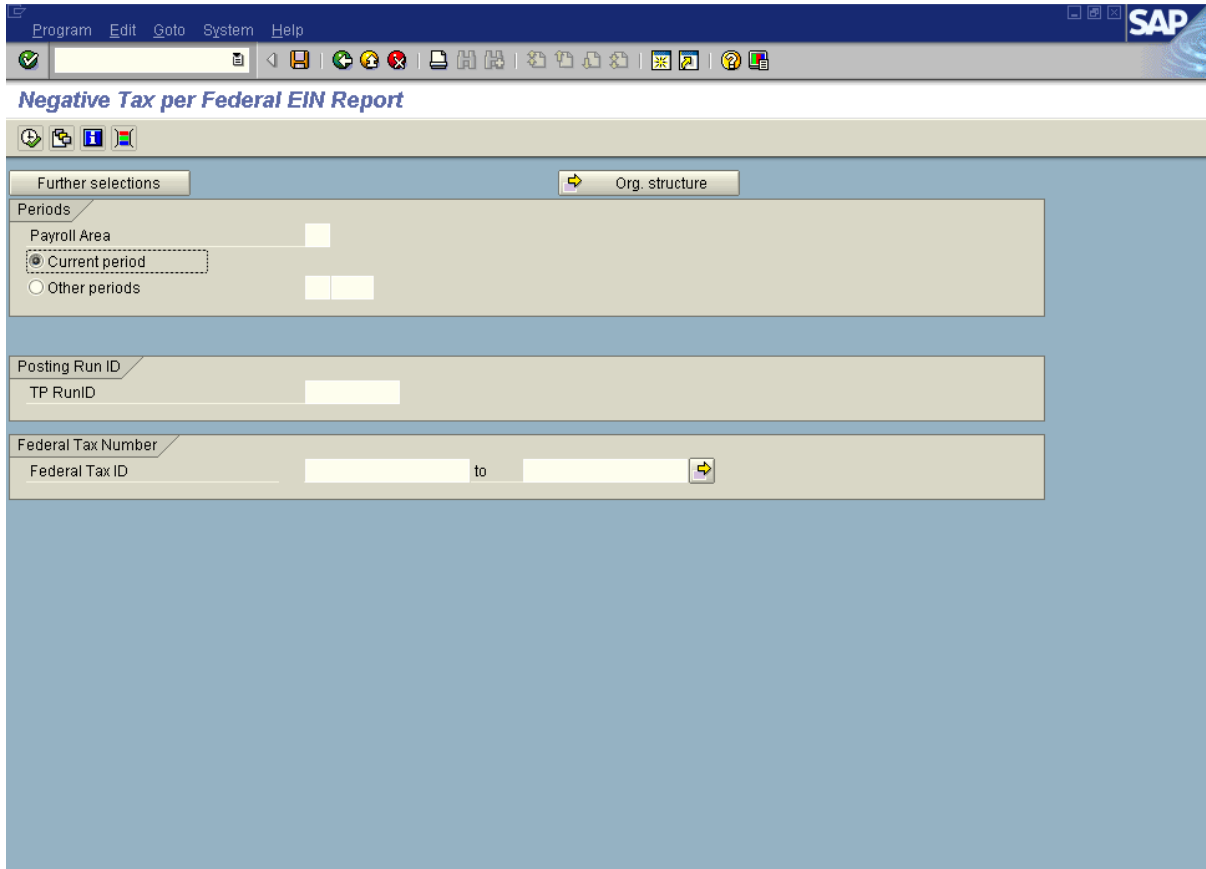
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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_RPTPY600**.

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2. Complete the following fields:

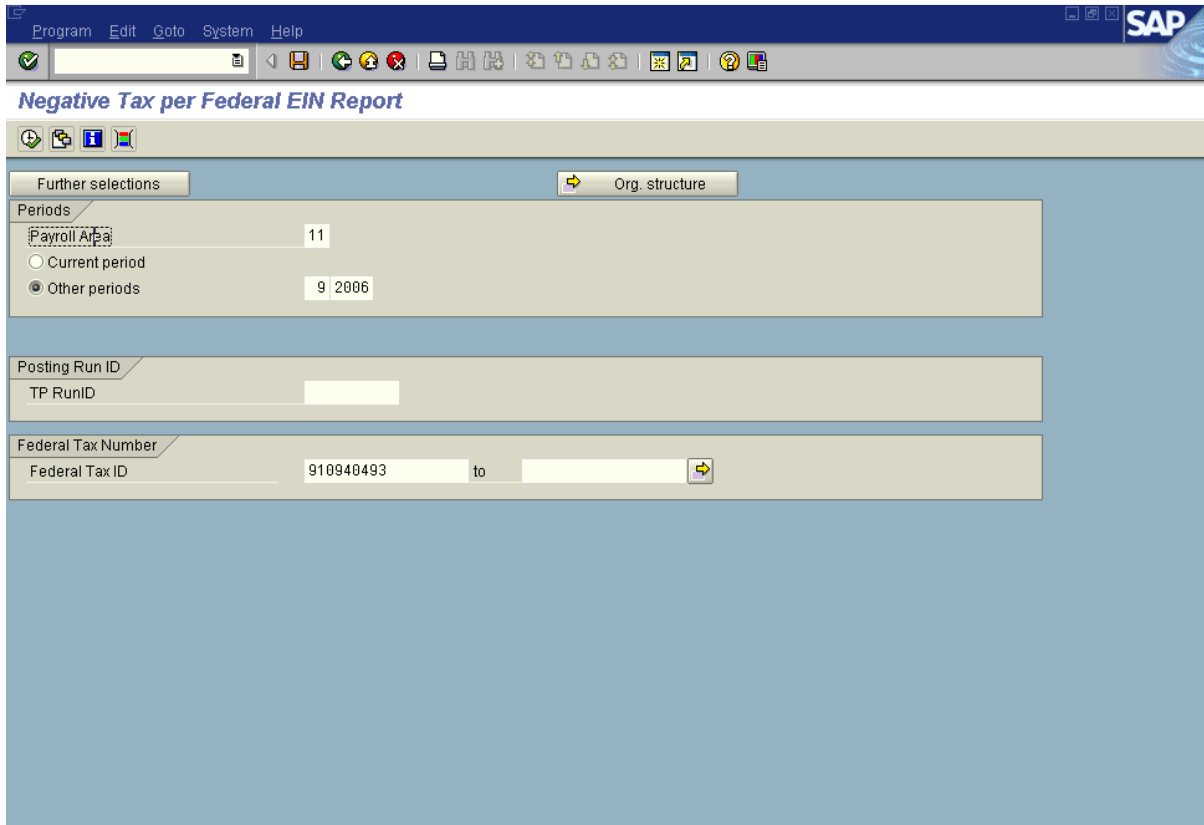
Field Name	R/O/C	Description
Payroll area	R	Description of the Payroll Area.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only. Example: 11
Current Period or Other Period	R	The HRMS pay period for HRMS reporting. Example: 18 2006

Title: Negative Tax per Federal EIN Report
Processes :
Sub-Processes :

HRMS Training Documents



Field Name	R/O/C	Description
Federal Tax ID	R	The employer identification number assigned by the tax authority. Example: 910940493

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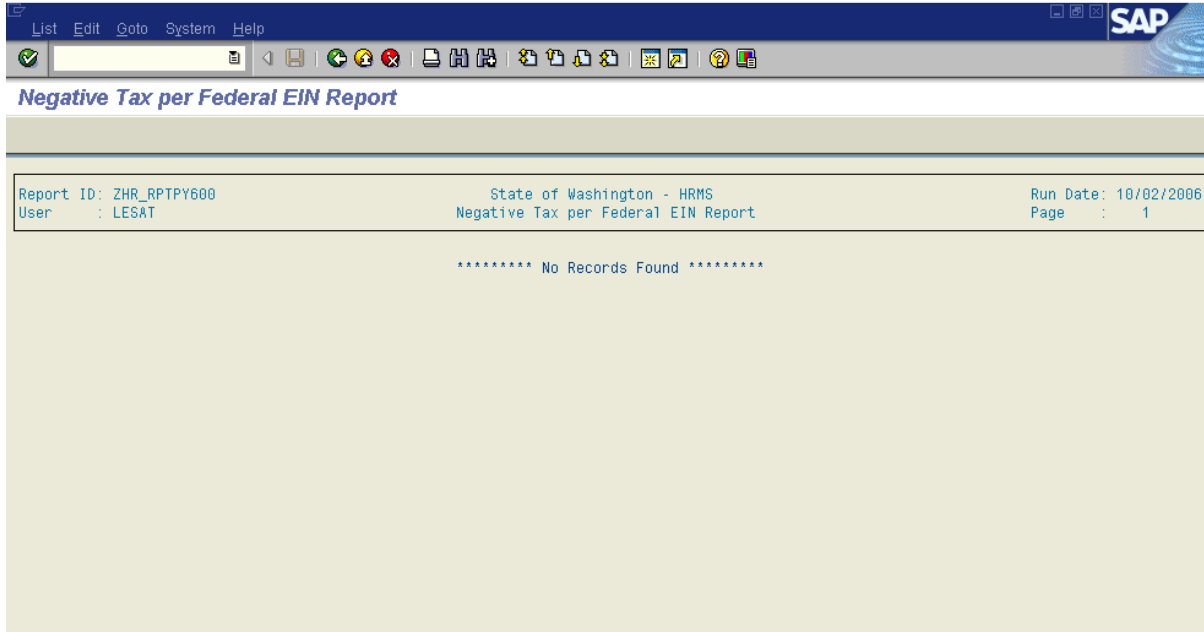
The screenshot shows the SAP interface for the 'Negative Tax per Federal EIN Report'. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main window has a title bar with 'Negative Tax per Federal EIN Report'. Below the title bar, there are several input fields and buttons:

- Further selections:** A button with a right-pointing arrow.
- Org. structure:** A button with a right-pointing arrow.
- Periods:** A section with a dropdown menu showing 'Payroll Area' and '11'. Below it are two radio buttons: 'Current period' (unselected) and 'Other periods' (selected). To the right of 'Other periods' is a text field containing '9 2006'.
- Posting Run ID:** A section with a dropdown menu showing 'TP RunID' and an empty text field.
- Federal Tax Number:** A section with a dropdown menu showing 'Federal Tax ID' and a text field containing '910940493'. To the right of this field is the text 'to' followed by another empty text field and a right-pointing arrow button.

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

State of Washington HRMS

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The screenshot shows the SAP interface for the report 'Negative Tax per Federal EIN Report'. The title bar includes 'List Edit Goto System Help' and the SAP logo. The report header displays: Report ID: ZHR_RPTY600, State of Washington - HRMS, Run Date: 10/02/2006; User: LESAT, Negative Tax per Federal EIN Report, Page: 1. The main content area shows '***** No Records Found *****'.



The results show **No Records Found** for the selected pay period.

5. You have completed this transaction.

Result

You have generated the **Negative Tax per Federal EIN Report**.

Comments

None.