Negative Tax per Federal EIN Report

<div style="text-align: right">

ZHR_RPTPY600

</div>

Change History

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

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

State of Washington HRMS

File name:
NEGATIVE_TAX_PER_FEDERAL_
EIN_ZHR_RPTPY600.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 1/17/2007 1:59:00 PM

SAP Parent
Page 1 / 5

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
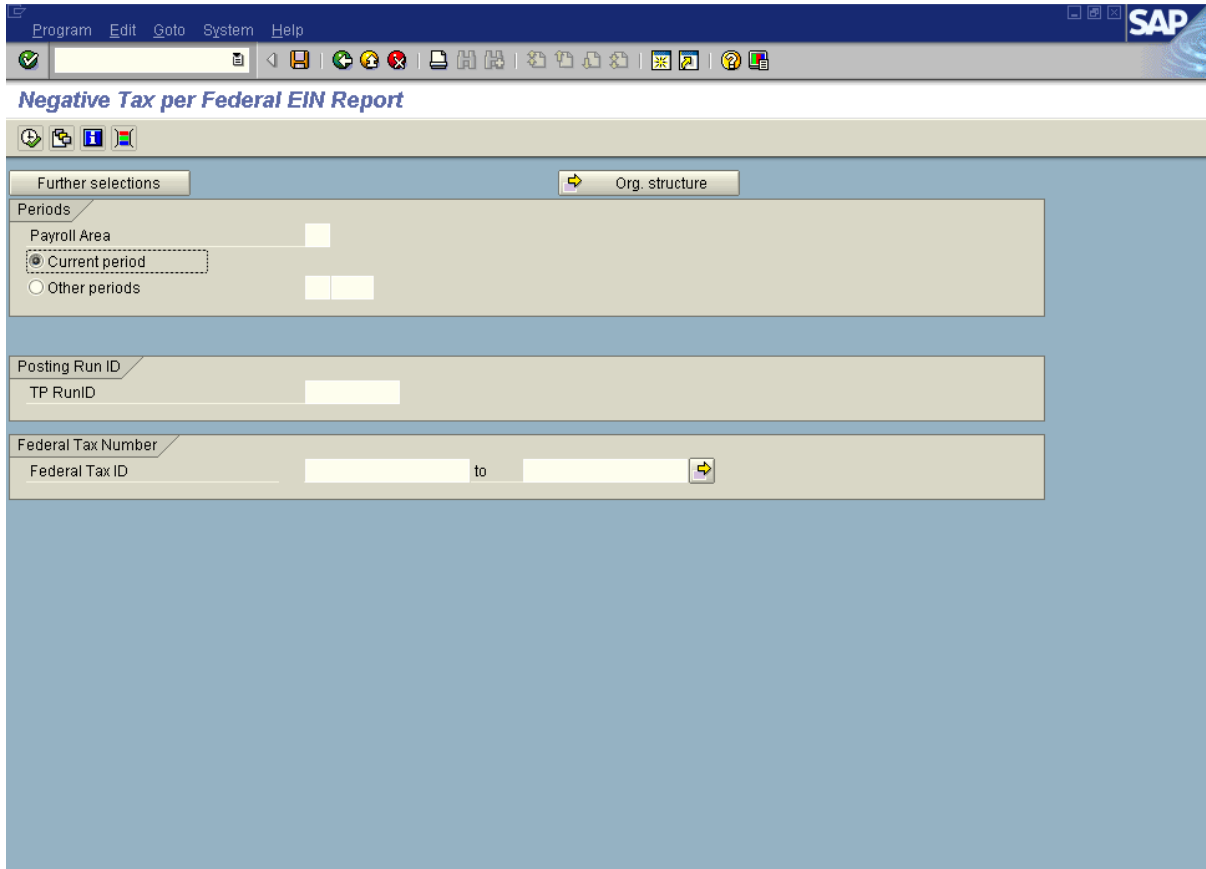
ZHR_RPTPY600

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.

State of Washington HRMS

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SAP Parent
Page 2 / 5

Procedure

1.   Start the transaction using transaction code **ZHR_RPTPY600**.

Negative Tax per Federal EIN Report
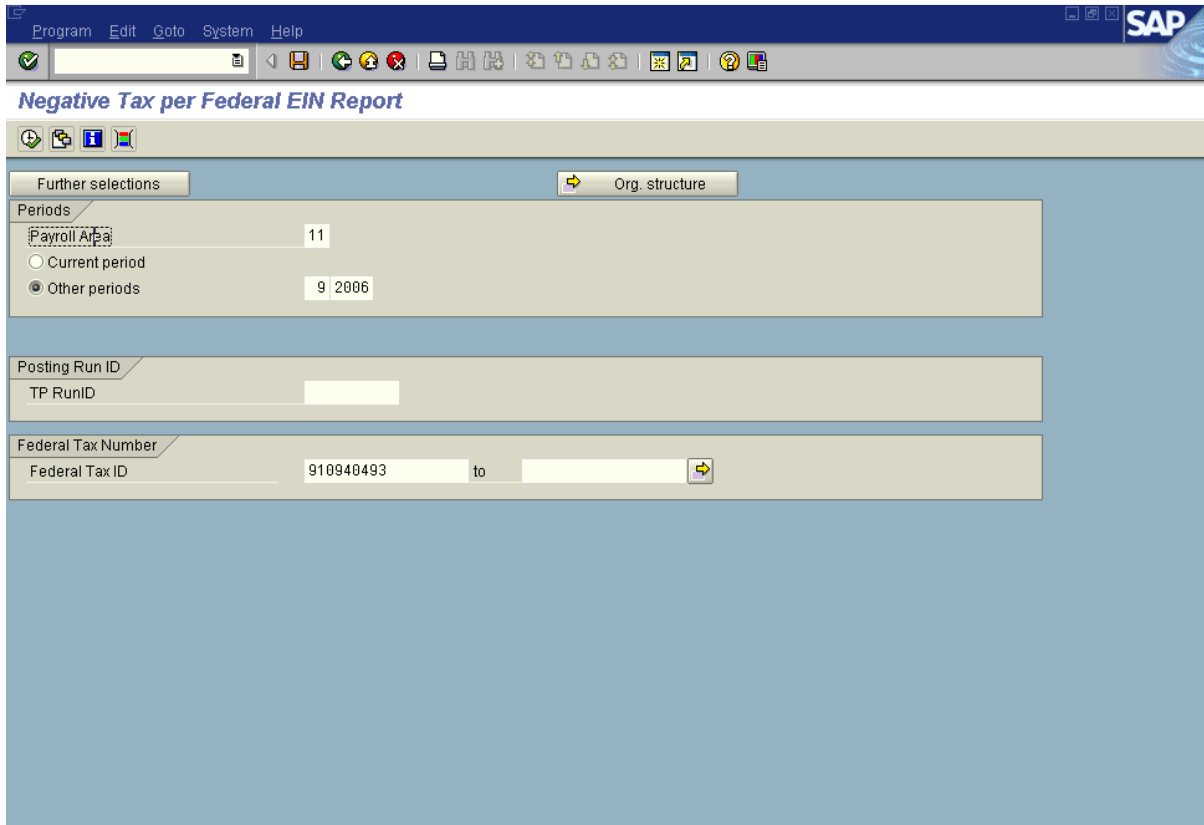

2.   Complete the following fields:

Field Name	R/O/C	Description
Payroll area	R	Description of the Payroll Area. ℹ️ 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

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EIN_ZHR_RPTPY600.DOC
Reference Number:

Version: SME Approved Script
Last Modified: 1/17/2007 1:59:00 PM

SAP Parent
Page 3 / 5

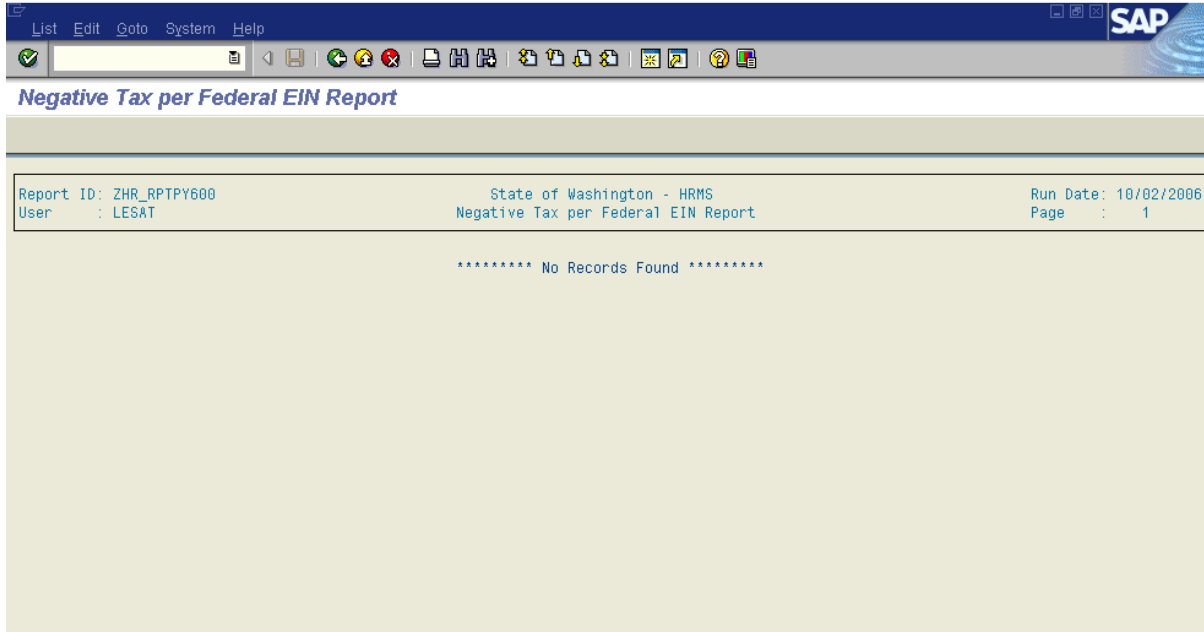| Field Name	R/O/C	Description
Federal Tax ID	R	The employer identification number assigned by the tax authority. **Example:** 910940493

Negative Tax per Federal EIN Report

3.   Click (Enter) to validate the information.

4.   Click (Execute) to execute the report.

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
NEGATIVE_TAX_PER_FEDERAL_ EIN_ZHR_RPTPY600.DOC	**Last Modified:** 1/17/2007 1:59:00 PM	Page 4 / 5
Reference Number:		

Negative Tax per Federal EIN Report

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.

State of Washington HRMS

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SAP Parent
Page 5 / 5