

Payroll Journal Voucher Report

Transaction Code:
ZHR_RPTPY376

Purpose Use this procedure to display records of money being transferred between agencies and funds via Journal Vouchers (JVs)

Trigger Perform this procedure when you need to review all transfers of monies between agencies, Electronic Funds Transfers, treasury and/or treasury trust account funds.

Prerequisites Payroll has been exited by the Department of Personnel.

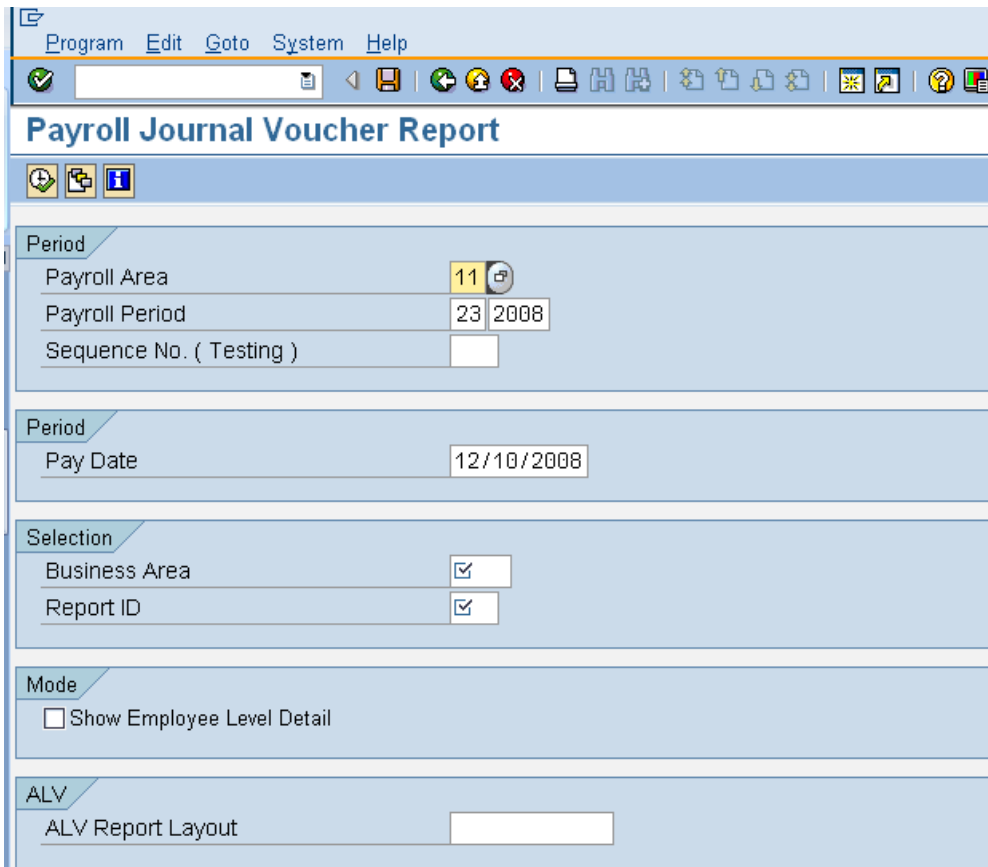
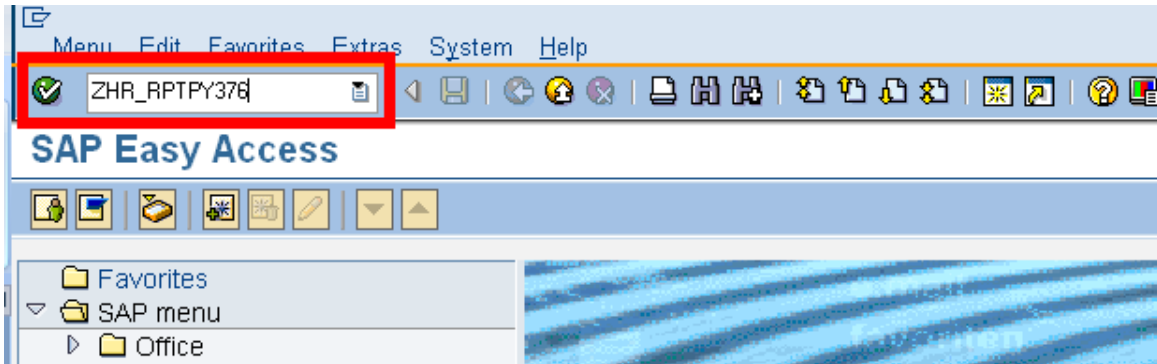
End User Roles In order to perform this transaction you must be assigned one of the following roles:
Payroll Supervisor, Payroll Processor, Payroll Analyst, Payroll Inquirer, Financial Reporting Processor, Financial Approver

Change History	Change Description
1/19/2007	Created
2/1/2007	Edits
8/21/2009	Screen shots updated to match current system.

Transaction Code ZHR_RPTPY376



Procedure

1. Start the transaction using the transaction code **ZHR_RPTPY376**.



2. Under the **Period** section complete the following fields:



R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Payroll Area	R	A payroll area groups and designates the employees whose

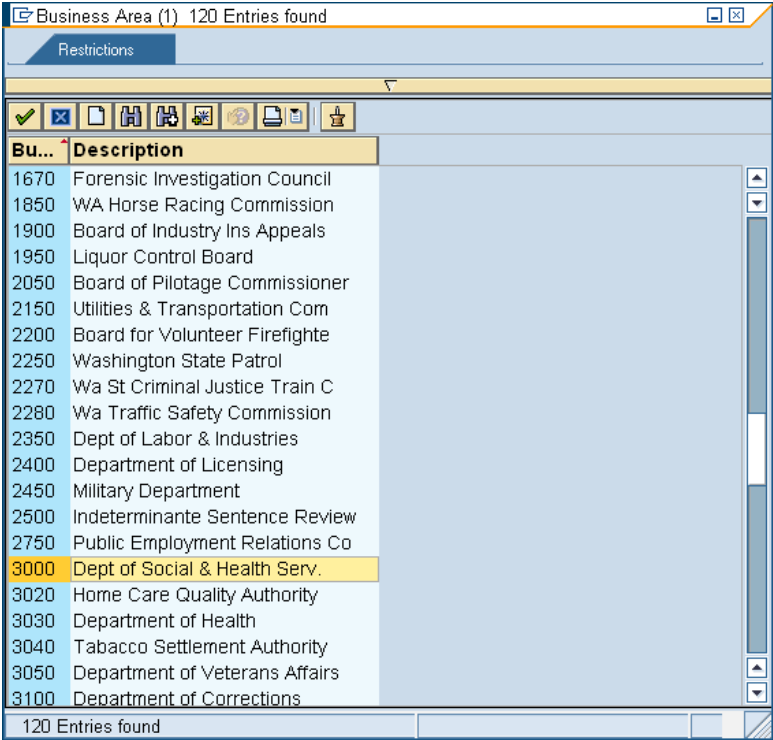


		<p>payroll is run on the same date.</p> <p> Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only</p> <p>Example: 11</p>
Payroll Period	R	<p>Designates the single or range of pay periods to report on. The periods in a payroll year are numbered in ascending order, beginning with 01. It is uniquely identified with the number of the payroll period and the payroll year.</p> <p> For a list of current year pay periods, see Job Aid HRMS Payroll and Reports</p> <p>Example: 23/2008</p>


3. Under the **Period** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Pay Date	R	<p>This date defaults in depending upon the Payroll Period that the report is being run for</p> <p>Example: 12/10/2008</p>

4. Under the **Selection** complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Business Area	R	<p>A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).</p> <p> Click  (Matchcode) to open the selection list and select your agency. You can also access the Matchcode by placing your cursor into the field and press F4 on your keyboard.</p>

		 <p>To select your agency, you can either highlight your agency name and click the  (Copy) to accept, or you can highlight your agency name and double-click</p> <p>Example: 3000 Dept. of Social & Health Serv.</p>
Report ID	R	<p>Select the report you would like to run</p>  Only one report can be selected at a time

		<p>Report ID number (1) 16 Entries found</p> <p>Restrictions</p> <p>Report... Report Text</p> <table border="1"> <tr> <td>1</td> <td>HRMS PAYROLL DETAIL JOURNAL VOUCHER</td> </tr> <tr> <td>10</td> <td>HRMS PAYROLL JUDICIAL RETIREMENT JOURNAL VOUCHER</td> </tr> <tr> <td>12</td> <td>HRMS PAYROLL NEGATIVE SUMMARY JOURNAL VOUCHER</td> </tr> <tr> <td>13</td> <td>HRMS PAYROLL MULTI AGENCY TRANSFER IN</td> </tr> <tr> <td>14</td> <td>HRMS PAYROLL MULTI AGENCY TRANSFER OUT</td> </tr> <tr> <td>15</td> <td>HRMS PAYROLL NET PAY JOURNAL VOUCHER (WARRANT)</td> </tr> <tr> <td>16</td> <td>HRMS PAYROLL FLEXIBLE SPENDING ACCOUNT</td> </tr> <tr> <td>17</td> <td>HRMS PAYROLL PRIOR YR NEGATIVE TAX JOURNAL VOUCHER</td> </tr> <tr> <td>2</td> <td>HRMS PAYROLL NET PAY JOURNAL VOUCHER (EFT)</td> </tr> <tr> <td>3</td> <td>HRMS PAYROLL LIFE INSURANCE JOURNAL VOUCHER</td> </tr> <tr> <td>4</td> <td>HRMS PAYROLL LONG TERM DISABILITY JOURNAL VOUCHER</td> </tr> <tr> <td>5</td> <td>HRMS PAYROLL RETIREMENT JOURNAL VOUCHER</td> </tr> <tr> <td>6</td> <td>HRMS PAYROLL DEFERRED COMP JOURNAL VOUCHER</td> </tr> <tr> <td>7</td> <td>HRMS PAYROLL DEPENDENT CARE JOURNAL VOUCHER</td> </tr> <tr> <td>8</td> <td>HRMS PAYROLL GUARANTEED EDUCATION TUITION JOURNAL VOUCHER</td> </tr> <tr> <td>9</td> <td>HRMS PAYROLL COMBINED FUND DRIVE JOURNAL VOUCHER</td> </tr> </table> <p>16 Entries found</p> <p> Select the:</p> <ul style="list-style-type: none"> • Report 1- To balance Journal Vouchers for your agency • Report 10- To view Judicial Retirement account payments to the DRS • Report 12 – To balance general ledger (GL) 1324 • Report 13 – To view transfers into agency • Report 14 – To view transfers out of agency • Report 15 - To view net paid by warrant for agency • Report 16 – To view amount of FSA payment to HCA • Report 17 – To view negative prior year tax JV's • Report 2 - To view net paid by EFT • Report 3 – To view Life Insurance amount sent to HCA • Report 4 – To view LTD sent to HCA • Report 5 - To view retirements sent to DRS • Report 6 – To view transferred deferred comp payments to DRS. • Report 7 – To view the Dependent care JV • Report 8- To view the Guaranteed Education Tuition JV • Report 9 – To view the Combined Fund Drive JV 	1	HRMS PAYROLL DETAIL JOURNAL VOUCHER	10	HRMS PAYROLL JUDICIAL RETIREMENT JOURNAL VOUCHER	12	HRMS PAYROLL NEGATIVE SUMMARY JOURNAL VOUCHER	13	HRMS PAYROLL MULTI AGENCY TRANSFER IN	14	HRMS PAYROLL MULTI AGENCY TRANSFER OUT	15	HRMS PAYROLL NET PAY JOURNAL VOUCHER (WARRANT)	16	HRMS PAYROLL FLEXIBLE SPENDING ACCOUNT	17	HRMS PAYROLL PRIOR YR NEGATIVE TAX JOURNAL VOUCHER	2	HRMS PAYROLL NET PAY JOURNAL VOUCHER (EFT)	3	HRMS PAYROLL LIFE INSURANCE JOURNAL VOUCHER	4	HRMS PAYROLL LONG TERM DISABILITY JOURNAL VOUCHER	5	HRMS PAYROLL RETIREMENT JOURNAL VOUCHER	6	HRMS PAYROLL DEFERRED COMP JOURNAL VOUCHER	7	HRMS PAYROLL DEPENDENT CARE JOURNAL VOUCHER	8	HRMS PAYROLL GUARANTEED EDUCATION TUITION JOURNAL VOUCHER	9	HRMS PAYROLL COMBINED FUND DRIVE JOURNAL VOUCHER
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Note: The following report IDs do not display **employee** level detail:

- Report 1 – HRMS Payroll Detail Journal Voucher
- Report 5 – HRMS Payroll Retirement Journal Voucher
- Report 12- HRMS Negative Summary Journal Voucher




Tip:

If you run report ID **1- HRMS Payroll Detail Journal Voucher**

Under **ALV** select an existing ALV Layout format from the match code to speed up the processing of the report

Layout	Layout description	✓	✗	✗	✗
/0140	JV Layout	✓			
/095JRNLVCHR	095 Payroll Detail JV Layout	✓	✓		
/100ATG JV	General JV	✓			
/100ATG JV 2	Crystals JV	✓			
/100ATG JV1	General JV #1	✓			
/100ATGBCJV	General JV BC	✓			
/124 JV	JV Detail Layout	✓			
/124 JV'S	JV REPORTS	✓			
/124DRS	To record payroll	✓			
/1300	Payroll Detail JV Layout	✓			
/1600-JVS	1600-jvs	✓			
/DOL JV	DOL JV LAYOUT W/SUBS	✓	✓		
/ER HI	State share of Health Insurance S0 BD	✓			✓
/EWSHS/PR	EWSHS PR	✓			
/REP2	Report Layout 2	✓			
/WSCTC PR JV	CON PAYROLL JOURNAL VOUCHER	✓	✓		


Example: 1 HRMS Payroll Detail Journal Voucher

5. Click  (Execute) to generate the report


Sort Key	Transactio...	Re...	AFRS Business Area	AFRS A...	AFRS Fu...	Master Index	Appropriation In...	Program In...	Organization In...	Project	Sub Pro...	Phase	Object	Sub Object	Sub Sub
1	740		300	300	001		AA&	A2711	A481000				A	AA	SW01
	740		300	300	001		AA&	A2711	A481000				B	BA	
	740		300	300	001		AA&	A2711	A481000				B	BB	
	740		300	300	001		AA&	A2711	A481000				B	BC	
	740		300	300	001		AA&	A2711	A481000				B	BD	
	740		300	300	001		AA&	A2711	A481000				B	BH	

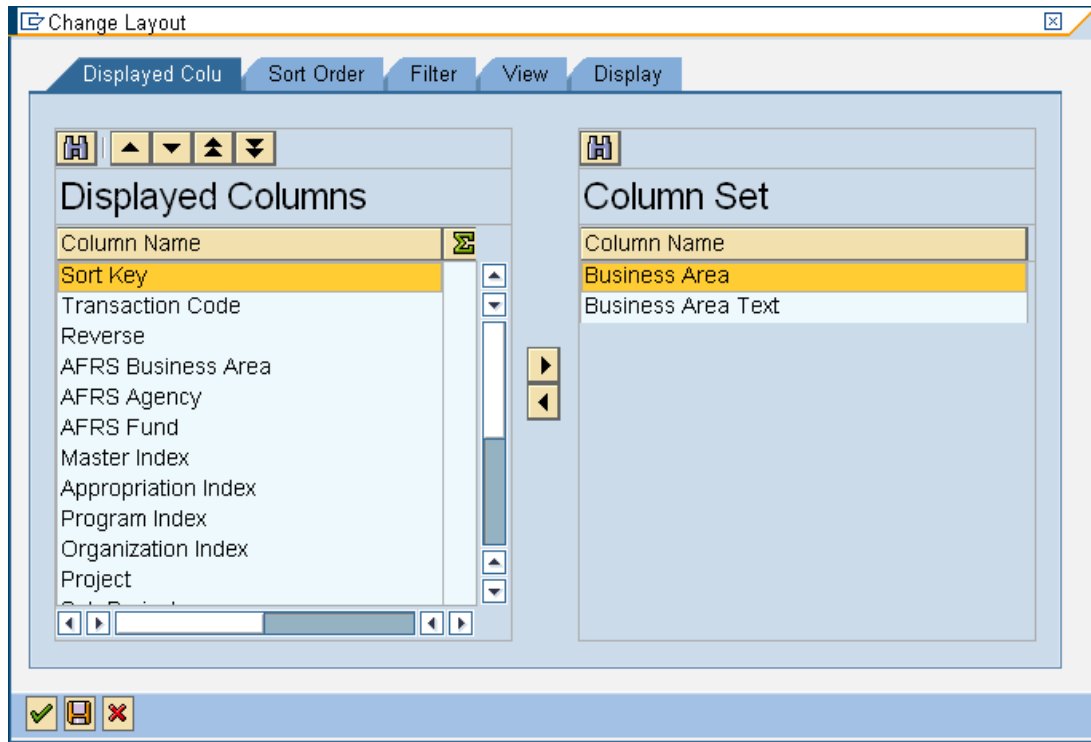
6. To add or remove columns from the report click  (Change Layout) to add the columns to the report.


6.1 Columns under the **Displayed Columns** section will display as is. Use the

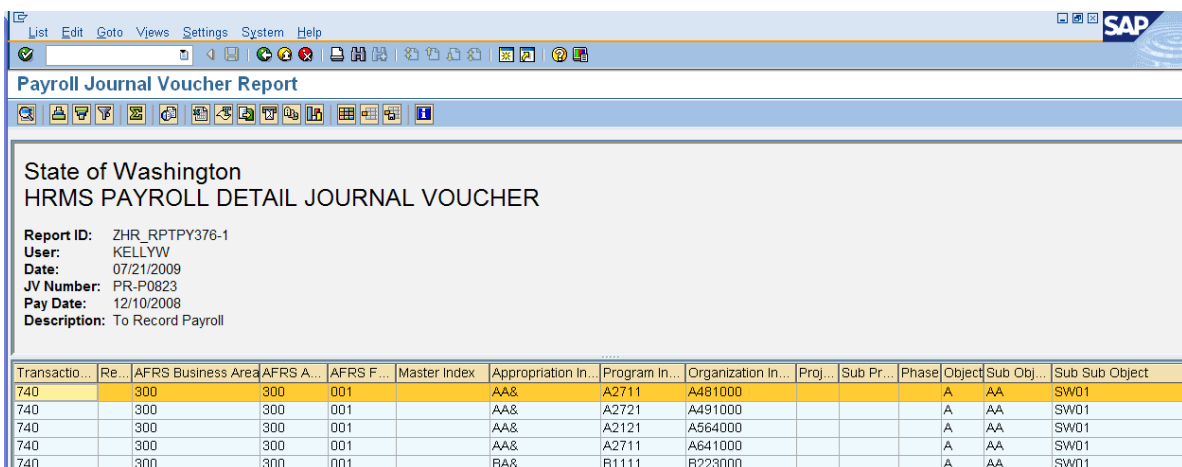
 (selected row) to reorder the columns.




To remove columns from the report use the  (Show selected fields) to move them to the Column Set.



6.2 Click  transfer to return to the report




Transaction...	Re...	AFRS Business Area	AFRS A...	AFRS F...	Master Index	Appropriation In...	Program In...	Organization In...	Proj...	Sub Pr...	Phase	Object	Sub Obj...	Sub Sub Object
740		300	300	001		AA&	A2711	A481000				A	AA	SW01
740		300	300	001		AA&	A2721	A491000				A	AA	SW01
740		300	300	001		AA&	A2121	A564000				A	AA	SW01
740		300	300	001		AA&	A2711	A641000				A	AA	SW01
740		300	300	001		BA&	B1111	B223000				A	AA	SW01

7. Click  (Choose) to display

Group description	Cell Content
Transaction Code	740
AFRS Business Area	300
Business Area	300
AFRS Agency	300
Business Area Text	Dept of Social & Health S
AFRS Fund	001
Appropriation Index	AA&
Program Index	A2711
Organization Index	A481000
Object	A
Sub Object	AA
Sub Sub Object	SW01
Allocation	9592
Staff Mon. Increase	1.50



To close the detail view and return back to the report click the  (Continue).

Results

You have successfully generated the Payroll Journal Voucher Report.