

Payroll Posting Report

Use this report to check for accounting or funding transactions for payroll. The report reads payroll posting data after it has been processed and interfaces with the ALAS (financial) program.

Related Reports:

[Payroll Results Table](#)

[Wage Type Reporter](#)

Related Resources:

[HRMS Processor Guide – By Pay Period](#)

[OFM Statewide Accounting Payroll Resources](#)

[75.40 – General Ledger Account Codes](#)

[75.70 – Object/Subobject/Sub-subobject Codes](#)

Authorized Roles:

[Financial Reporting Processor](#)

[Payroll Analyst](#)

[Payroll Inquirer](#)

[Payroll Processor](#)

[Payroll Supervisor](#)

TIPS:

The employee must have stored payroll for the period before you can run this report.

The HRMS Processor Guide recommends running this report on Payroll Days 1-3, however processors can use this report at any time to view payroll posting information.

This report can be run when the agency's payroll office has completed an off-cycle reversal in which employee warrants or EFT payments are cancelled due to errors or discrepancies.

This report can assist in reconciliation of General Ledger Accounts (GLs) 1324, 5124, 5145, 5180, 5181, 5183, 5187, 5189, and 5199.

This report can be run on Day 1, Day 2, and Day 3 to check for accounting or funding discrepancies, as well as to audit LNI codes to ensure they are coded to your agency. You will need to enter the Run ID and Sequence number, which can be found at the top left of the Payroll Cutoff Error file. Refer to the [Payroll Cutoff Errors](#) page for more information on correcting payroll errors.

The following statewide variants are available for the Payroll Posting report:

- SWV EXP BY WT – Salaries only sorted by WT

- SWV GL 5124 – Net pay and ded for GL 5124
- SWV GL 5180 – PFML Deductions
- SWV GL 5181 – Health Insurance deductions
- SWV GL 5187 – Med Aid/Ind Ins deductions
- SWV GL 5189 – Writ of Garnishment GL 5189
- SWV MEDAID/IND – Recon for hrs and amount
- SWV REV NETPAY – Warrant & EFT Cancellations

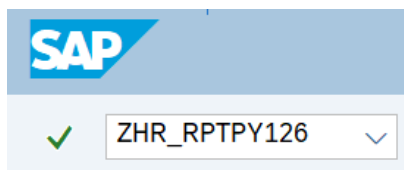
Refer to the [Statewide Variant List](#) for more information.

Because this report reads posting data after it has been processed and interfaced with the ALAS (financial) program, not all retroactivity is captured. If the retro changes did not affect posting information or took place after payroll has been stored, then this report will not display the updated information.

The report will limit results to three million records. This limit improves run times for large agencies and makes it easier for users to filter data using the selection screen options.

Step 1

Enter transaction code ZHR_RPTPY126 in the command field and click the Enter button.



A screenshot of the SAP command field. It features the SAP logo in the top left corner. Below the logo is a green checkmark icon. To the right of the checkmark is a text input field containing the transaction code 'ZHR_RPTPY126'. A small downward-pointing arrow is visible to the right of the input field.

Step 2

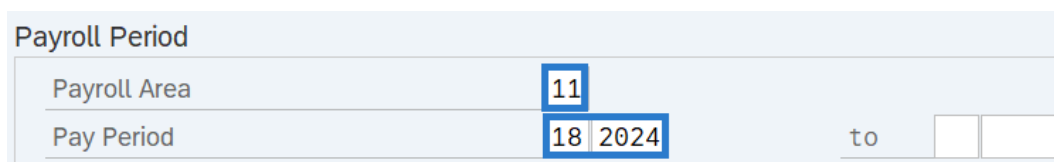
Complete the Payroll Period section.

The following fields are required:

- Payroll Area - 11
- Pay Period

The following field is optional:

- Pay Period to



A screenshot of the 'Payroll Period' selection screen. The title 'Payroll Period' is at the top left. Below it are two rows of input fields. The first row is labeled 'Payroll Area' and contains the value '11'. The second row is labeled 'Pay Period' and contains the value '18 2024'. To the right of these fields is the word 'to' followed by two empty input boxes for the end date.

TIPS:

The Period section will determine the time period of the employees and data that will display in the results.

The state of Washington only uses Payroll Area 11 – Semi-Monthly.

You can view results from multiple pay periods by entering a period in the To field.

Large agencies should only run one pay period at a time or ensure they are running this report in the background.

Step 3

Complete the Select by Person section.

The following fields are optional:

- Personnel Number
- Organizational Unit

| Select by Person | | | |
|---------------------|----------------------|----|----------------------|
| Personnel Number | <input type="text"/> | to | <input type="text"/> |
| Organizational Unit | <input type="text"/> | to | <input type="text"/> |

TIPS:

The Select by Person section will assist in getting only the information needed. A selection is not required for each field.

Step 4

Complete the Select by Data section.

The following field is required:

- Business Area

The following fields are optional:

- Remitting Business Area
- Wage Type
- GL Account
- Warrant / EFT #

The following checkboxes are optional:

- Display all Data for EE
- Display all Bus. Areas for EE

Select by Data

| | | | | |
|--|-----------------------------------|----|----------------------|----------------------------------|
| Business Area | <input type="text" value="3000"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Remitting Business Area | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Wage Type | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| GL Account | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| Warrant / EFT # | <input type="text"/> | to | <input type="text"/> | <input type="button" value="→"/> |
| <input type="checkbox"/> Display all Data for EE | | | | |
| <input type="checkbox"/> Display all Bus. Areas for EE | | | | |

TIPS:

The Select by Data section will assist in getting only the information needed. A selection is not required for each field.

If the Select by Person section was left blank in Step 3 above, then you must fill out at least one of the following fields before executing the report or a warning message will display:

- Business Area
- Remitting Business Area

When using the GL (General Ledger) Account selection:

- This selection does not accommodate a matchcode search option and must be manually entered.
- A full 10-digit GL Account contains Object, Subobject, and Sub-subobject codes.
- GL Accounts entered must be 10 characters long or contain an asterisk (*). For example:
 - If you want to see anything processing for cash expenditures/expenses, enter 6510* into the GL Account selection.
 - If you want to see anything processing for cash expenditures/expenses related only to salaries, enter 6510A* into the GL Account selection.
- A comprehensive list of GL Account codes can be found within section [75.40 – General Ledger Account Codes](#) of the State Administrative and Accounting Manual (SAAM).
- A comprehensive list of Object, Subobject, and Sub-subobject codes can be found within section [75.70 – Object/Subobject/Sub-subobject Codes](#) of the SAAM.

Step 5

Complete the Document section if it is Day 1, Day 2, or Day 3 of payroll processing.

The following field is conditional:

- Run ID

| | |
|----------|----------------------|
| Document | |
| Run ID | <input type="text"/> |

TIPS:

The Run ID can be found at the top of the Payroll Cutoff Error file. Refer to the [Payroll Cutoff Errors](#) page for more information on correcting payroll errors.

A Run ID number is only required on Day 1, Day 2, or Day 3 for the current period. This field can be left blank once payroll has been exited or if you are running a previous period.

Step 6

Complete the Sequence section if it is Day 1, Day 2, or Day 3 of payroll processing and you are running the report for the current period.

The following field is conditional:

- Sequential Number

| Sequence | |
|-------------------|----------------------|
| Sequential Number | <input type="text"/> |

TIPS:

The Sequential Number can be found at the top of the Payroll Cutoff Error file. Refer to the [Payroll Cutoff Errors](#) page for more information on correcting payroll errors.

A Sequential number is only required on Day 1, Day 2, or Day 3. This field can be left blank once payroll has been exited.

Step 7

The following fields are optional:

- ALV Layout Variant
- Limit: Do Not Exceed (Records)

The following checkbox will default:

- Apply Filter From ALV Variant

The following button is available:

- Support Hub: Tips for faster run times

ALV Variant

ALV Layout Variant

Limit: Do Not Exceed (Records)

3,000,000

☒ Apply Filter From ALV Variant

[Support Hub: Tips for faster run times](#)

TIPS:

An ALV variant name is not required. Leaving the ALV Layout Variant field blank will result in a default layout for this report.

The following options are available:

- Limit: Do Not Exceed (Records): Select this option to limit the number of records that will appear in the report results. The report will only return results for three million records – exceeding this number will cause HRMS to eventually time out.
- Apply Filter From ALV Variant: Select this option to set a filter limiting the amount of data retrieved.
- Support Hub: Tips for faster run times: Select this option to view the Payroll Posting report procedure and get tips for faster run times.

Step 8

The Output Options – Display ALV and/or Write Output File section is mandatory.

The following radio button will default:

- Display standard ALV Report

The following radio button is available:

- Save Excel file directly to local drive (execute in foreground only)

Output Options - Display ALV and/or Write Output File

☒ Display standard ALV Report

☐ Save Excel file directly to local drive (execute in foreground only)

☐ OFM HRMS Support only

File Location and File Name

Enter Entire Location with File Name....

TIPS:

The Output Options section determines the format of the report results.

The Display standard ALV Report option will display report results in ALV format.

The Save the Excel file directly to local drive option will download the report results as an Excel spreadsheet. Selecting this option requires a file name and the location where you want to save the file to your computer. This option is recommended for larger reports as it decreases the amount of time HRMS needs to export large sets of data.


The OFM HRMS Support only selection is only available for the OFM HRMS technical team. If the report you are attempting to execute receives an error due to time limits after attempting the Save Excel file directly to local drive, you may send a detailed request outlining the data you are attempting to retrieve to Heretohelp@ofm.wa.gov so that OFM can assist in extracting the large data set for you. Your request must include all your report selection criteria plus any variants or layouts you may need.

Step 8

Execute the report.

Sample report results:

State of Washington - HRMS Payroll Posting Report

Report ID: ZHR RPTPY126
User: 
Date: 12/03/2024
Period: From 07/16/2024 To 07/31/2024
Payroll Period: 15 . 2024
Payroll Area: 11
Run type: Production

| ▲ | Pers No. | PArea | Pay Period | Run Number | Document | RNo | Line | Doc. Ln X | Detail Ln | ALAS Ind. | BusA ▲ | Business area description | Last name | First name | Initials | AFRS Fu... | AFRS Maste |
|---|----------|-------|------------|------------|----------|------|------|-----------|-----------|-----------|--------|-----------------------------|-----------|------------|----------|------------|------------|
| | | 11 | 202415 | 10724 | 51390 | 6788 | | | 1000001 | | 1790 | Dept of Enterprise Services | | | | 422 | 000D0326 |
| | | 11 | 202415 | 10724 | 51390 | 6787 | | | 1000001 | | | Dept of Enterprise Services | | | | 422 | 000D0326 |
| | | 11 | 202415 | 10724 | 51390 | 6791 | | | 1000001 | | | Dept of Enterprise Services | | | | 422 | 000D0326 |
| | | 11 | 202415 | 10724 | 51390 | 6789 | | | 1000001 | | | Dept of Enterprise Services | | | | 422 | 000D0326 |

| AFRS App. | AFRS Prg. | AFRS Org. | AFRS Proje | AFRS SubPr | AFRS Pha... | AFRS Obje... | AFRS SubOb | AFRS Alloc | G/L Account | WT ▲ | Wage Type Long Text | Number | Amount | Crcy |
|-----------|-----------|-----------|------------|------------|-------------|--------------|------------|------------|-------------|------|---------------------------|--------|--------|------|
| | | | 4030 | | | B | BB | | 6510BB0000 | 9366 | P2 - ER | 0.00 | 342.64 | USD |
| | | | 4030 | | | B | BA | | 6510BA0000 | 9404 | TX ER Social Security Tax | 0.00 | 216.99 | USD |
| | | | 4030 | | | B | BH | | 6510BH0000 | 9406 | TX ER Medicare Tax | 0.00 | 50.75 | USD |
| | | | 4030 | | | B | BC | | 6510BC0000 | 9432 | TX ER Accident Fund Tax | 0.00 | 5.06 | USD |

| Retro | P Docnum | Sequence | Run Number | RT Line | AATyp | SymAc ▲ | Staff Mths | Cash Trans | R Bus Area | For-period | In-Period | Payment date | Position | Object name |
|-------|----------|----------|------------|---------|-------|---------|------------|------------|------------|------------|-----------|--------------|----------|------------------------------|
| | 51390 | 895 | | 132 | C | 74BB | 0.000000 | | 1790 | 202415 | 202415 | 08/09/2024 | 71040200 | ELEARNING DEVELOPER DESIGNER |
| | 51390 | 895 | | 126 | C | 74BA | 0.000000 | | 1790 | 202415 | 202415 | 08/09/2024 | 71040200 | ELEARNING DEVELOPER DESIGNER |
| | 51390 | 895 | | 127 | C | 74BH | 0.000000 | | 1790 | 202415 | 202415 | 08/09/2024 | 71040200 | ELEARNING DEVELOPER DESIGNER |
| | 51390 | 895 | | 128 | C | 74BC | 0.000000 | | 1790 | 202415 | 202415 | 08/09/2024 | 71040200 | ELEARNING DEVELOPER DESIGNER |
| | 51390 | 895 | | 129 | C | | 0.000000 | | 1790 | 202415 | 202415 | 08/09/2024 | 71040200 | ELEARNING DEVELOPER DESIGNER |

| Warrant # | PM | PA | Subarea | EEGrp | ESgrp | Job key | Org. Unit | ID num... | TxCo | EID number | Tax Company | Over.... | Medical Aid Group | Org... | Auth | Description |
|-----------|----|------|---------|-------|-------|----------|-----------|-----------|------|------------|-------------------------------------|----------|-------------------|--------|------|---------------|
| | | 1790 | 0001 | 0 | 01 | 50000314 | 31016657 | | 1790 | 45-2096870 | WASH ST Dept of Enterprise Services | | | | | |
| | | 1790 | 0001 | 0 | 01 | 50000314 | 31016657 | | 1790 | 45-2096870 | WASH ST Dept of Enterprise Services | | | | | FED Federal |
| | | 1790 | 0001 | 0 | 01 | 50000314 | 31016657 | | 1790 | 45-2096870 | WASH ST Dept of Enterprise Services | | | | | FED Federal |
| | | 1790 | 0001 | 0 | 01 | 50000314 | 31016657 | | 1790 | 45-2096870 | WASH ST Dept of Enterprise Services | | | | | WA Washington |

TIPS:

Columns included in the report results depend on your default layout for this report. The report layout can be changed, saved or a previously saved layout can be selected.

The full column names will display when hovering the cursor over the column headings.

The EID Number column only returns the Federal EID for every row. It does not include the state or local EID Numbers.

Example Scenarios

Below is an example of running the Payroll Posting report. It is not a comprehensive list of every scenario.

Example 1: Audit General Ledger (GL) 1324

I have been tasked with reconciling GL 1324 for the month of July 2025. I have run a report from Enterprise Reporting, so I am prepared to check it against HRMS:

| DEPARTMENT OF NATURAL RESOURCES FISCAL OFFICE ACCOUNT 035 RECONCILIATION 25-27 BIENNium, FM 01 July 2025 | | | | |
|---|--|-------------------------|------------------------------|---------------------------------------|
| ALL GL's IN ACCOUNT 035 | | | | |
| GL # | TITLE | AFRS BALANCE (CR) | WORKSHEET BALANCE (CR) | DIFFERENCE SHOULD BE ZERO NOTES |
| 1324 | SALARIES AND FRINGE BENEFITS RECEIVABLE | 17,988.80 | 15,871.86 | (2,116.94) |
| 5111 | ACCOUNTS PAYABLE | (16,109.97) | (16,109.97) | 0.00 |
| 5124 | ACCRUED SALARIES AND FRINGE BENEFITS PAYABLE | (874.08) | (874.08) | 0.00 |
| 5145 | DUE TO DECEASED EMPLOYEES' ESTATES | 13,872.59 | 13,872.59 | 0.00 |
| 5180 | PAID FAMILY AND MEDICAL LEAVE DEDUCTIONS PAYABLE | (192,068.97) | (192,068.97) | 0.00 |
| 5181 | EMPLOYEE INSURANCE DEDUCTIONS PAYABLE | 11,115.43 | 11,115.43 | 0.00 |
| 5183 | Long Term Support Svcs Deduction Payable | (114,154.89) | (114,154.89) | 0.00 |
| 5187 | INDUSTRIAL INS. AND MEDICAL AID DEDUCTIONS PAYABLE | (156,596.19) | (156,596.19) | 0.00 |
| 5189 | GARNISHMENT DEDUCTIONS PAYABLE | (10,351.61) | (10,351.61) | (0.00) |
| 5194 | LIABILITY FOR CANCELLED WARRANTS/CHECKS | (7,225.56) | (7,225.56) | 0.00 |
| 5199 | OTHER SHORT TERM LIABILITIES | 15,102.46 | 15,102.46 | 0.00 |
| | AGENCY TOTAL | (439,301.99) | (441,418.93) | (2,116.94) |
| GL # | TITLE | AFRS BALANCE (CR) | | |
| 4310 | CURRENT TREASURY CASH ACTIVITY (OST ONLY) | (910,123.62) | | |
| 4325 | BEGINNING TREASURY CASH BALANCE | 1,349,425.61 | | |
| 7110 | RECEIPTS IN-PROCESS | 0.00 | | |
| 7120 | WARRANTS IN-PROCESS | 0.00 | | |
| 7130 | WARRANT CANCELLATIONS IN-PROCESS | 0.00 | | |
| 7140 | JOURNAL VOUCHERS IN-PROCESS | 0.00 | | |
| 9920 | CURRENT PERIOD CLEARING ACCOUNT | 0.00 | | |
| | OST TOTAL | 439,301.99 | | |

- Payroll Period:
 - Payroll Area = 11
 - Pay Period = 13 2025 and 14 2025
- Select by Data:
 - Enter my agency's code (4900) in the Business Area field.
 - Enter 1324* in the GL Account field. The asterisk serves as a wildcard.

Payroll Period

| | | | |
|--------------|----|------|------------|
| Payroll Area | 11 | | |
| Pay Period | 13 | 2025 | to 14 2025 |

Select by Person

| | | | | |
|---------------------|--|----|--|--|
| Personnel Number | | to | | |
| Organizational Unit | | to | | |

Select by Data

| | | | | |
|---|-------|----|--|--|
| Business Area | 4900 | to | | |
| Remitting Business Area | | to | | |
| Wage Type | | to | | |
| GL Account | 1324* | to | | |
| Warrant / EFT # | | to | | |
| <input type="checkbox"/> Show Additional Filter Options | | | | |

- Execute the report:

State of Washington - HRMS Payroll Posting Report

Report ID: ZHR_RPTPY126
User: JORND
Date: 09/13/2025
Period: From 06/16/2025 To 07/15/2025
Payroll Period: 13 - 2025 - 14 - 2025
Payroll Area: 11
Run type: Production

| * Pers No. | Area | Pay Period | Run Number | Document | RNo | Line | Doc | Ln X | Detail Ln | ALAS | Ind. | BusA | Business Area Description | Last name | First name | Initials | AFRS Fu. | AFRS Master | AFRS App. | AFRS Prg. | AFRS Org. | AFRS Proj. | AFRS SubPr | AFRS Pha. | AFRS Cde | AFRS SubOb | AFRS Alloc |
|------------|--------|------------|------------|----------|-----|------|-----|------|-----------|------|------|------|----------------------------|-----------|------------|----------|----------|-------------|-----------|-----------|-----------|------------|------------|-----------|----------|------------|------------|
| 11 | 202513 | | 11389 | 55413 | 557 | | | | | | | 4900 | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202514 | | 11418 | 55571 | 555 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202513 | | 11389 | 55413 | 557 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202514 | | 11418 | 55571 | 555 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202513 | | 11389 | 55413 | 557 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202514 | | 11418 | 55571 | 555 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202513 | | 11389 | 55413 | 557 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202514 | | 11418 | 55571 | 555 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202513 | | 11389 | 55413 | 557 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202514 | | 11418 | 55571 | 555 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202513 | | 11389 | 55413 | 557 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202514 | | 11418 | 55571 | 555 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202513 | | 11389 | 55413 | 557 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |
| 11 | 202514 | | 11418 | 55571 | 555 | | | | | | | | Dept. of Natural Resources | | | | | | | | | | | | | | |

| GL Account | WT | Wage Type | Long Text | Number | Amount | Crcy | Retro | P Docum | Sequence | Run Number | RT Line | AAType | SymAc | Staff Mths | Cash Trans | R Bus Area | For-period | In-Period | Payment date | Position | Object Na. |
|------------|------|----------------------|-----------|--------|---------|------|-------|---------|----------|------------|---------|--------|-------|------------|------------|------------|------------|-----------|--------------|----------|------------|
| 1324000000 | 2993 | DB: DRS Arrs W/H Def | | 0.00 | 144.72- | | | | 323 | | | F | 3103 | 0.000000 | | 4900 | 202513 | 202513 | 07/10/2025 | 70070665 | ENGINEE. |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 144.72- | | | | 324 | | | F | | 0.000000 | | 4900 | 202514 | 202514 | 07/25/2025 | 70070665 | ENGINEE. |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 970.56 | | X | | 61 | | | F | | 0.000000 | | 4900 | 202513 | 202513 | 07/10/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 161.76- | | | | 62 | | | F | | 0.000000 | | 4900 | 202514 | 202514 | 07/25/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 512.03 | | X | | 25 | | | F | | 0.000000 | | 4900 | 202513 | 202513 | 07/10/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 128.01- | | | | 26 | | | F | | 0.000000 | | 4900 | 202514 | 202514 | 07/25/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 277.16 | | X | | 13 | | | F | | 0.000000 | | 4900 | 202513 | 202513 | 07/10/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 92.39- | | | | 14 | | | F | | 0.000000 | | 4900 | 202514 | 202514 | 07/25/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 271.15 | | X | | 32 | | | F | | 0.000000 | | 4900 | 202513 | 202513 | 07/10/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 90.39- | | | | 33 | | | F | | 0.000000 | | 4900 | 202514 | 202514 | 07/25/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 673.25 | | X | | 43 | | | F | | 0.000000 | | 4900 | 202513 | 202513 | 07/10/2025 | 70070028 | SF FORE. |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 168.31- | | | | 44 | | | F | | 0.000000 | | 4900 | 202514 | 202514 | 07/25/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 457.46 | | X | | 12 | | | F | | 0.000000 | | 4900 | 202513 | 202513 | 07/10/2025 | | |
| 1324000000 | | DB: DRS Arrs W/H Def | | 0.00 | 114.37- | | | | 13 | | | F | | 0.000000 | | 4900 | 202514 | 202514 | 07/25/2025 | | |

- I can confirm that the GL 1234 totals in HRMS matches the Enterprise Reporting results. I can also refer to the [OFM Reconciliation](#) page for more information about reconciling pay discrepancies.