

Warrant/ACH Register and Summary

Transaction Code:
ZHR_RPTPY635


Purpose Use this procedure to display both detail and summary information for warrants and ACH.

Trigger Perform this procedure to view the employee's warrant or ACH number and pay amount.

Prerequisites Run after Payroll is exited.

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

Change History	Change Description
10/2/06	Procedure created
8/5/10	Procedure updated to match current system. New capabilities for the report have been added. Ability to 'drill down' into the employee level data

Helpful Hints	 Once the report has been generated, you have the ability to access further information (additional reports) by double clicking the desired line.
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Transaction Code ZHR_RPTPY635

Procedure

Scenario:

Your supervisor has asked that you provide the number of employees within your Personnel Area who are paid by a warrant as well an ACH.



After you have identified the number of employees paid by each method you will need to identify the names and personnel numbers of the employees who are paid by ACH.

1. Start the transaction using the transaction code **ZHR_RPTPY635**.





The screenshot shows the SAP transaction 'Warrant/ACH Register and Summary'. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:





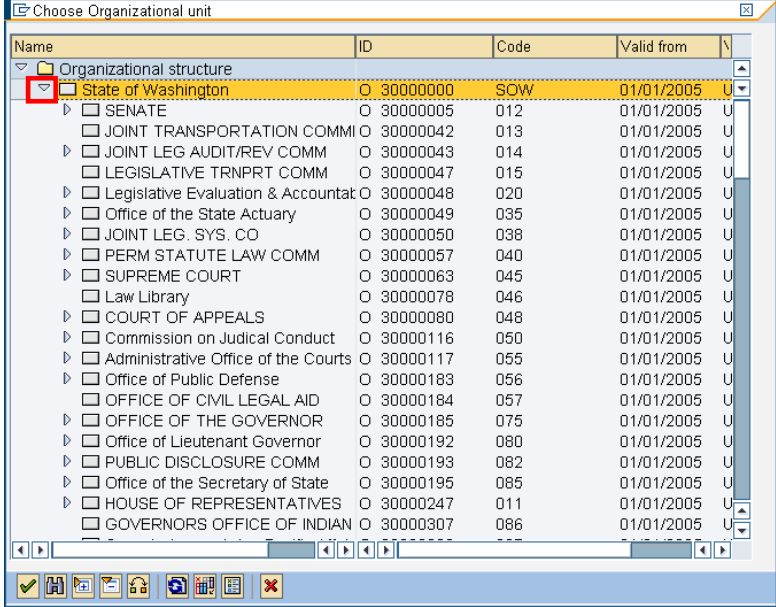
- Pay Period:** Contains fields for 'Payroll Area' (with a dropdown arrow), 'Pay Period' (with two input boxes), and a checkbox for 'Use Current Period'.
- Employee Selections:** A table with columns for field names and values, and a 'to' column. Fields include Personnel Number, Business Area, Personnel Area, Personnel SubArea, Org Key, and Org Unit. Each row has a dropdown arrow on the right.
- Report Type:** A list of radio buttons for different report types: Summarize by Personnel Area, Summarize by Personnel SubArea, Summarize by Org Key, Warrant Register (selected), ACH Register, % Direct by Pers. Area, % Direct by Pers. SubArea, and % Direct by Org. Unit.
- Other Options:** A list of checkboxes: Include Signature Field (unchecked), Include Report Totals (checked), and Enable Drilldowns (checked).
- ALV Parameters:** A field for 'ALV Variant'.


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

R=Required Entry O=Optional Entry C=Conditional Entry		
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>
Pay 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: 11/2010</p>

3. Under the **Employee Selections** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	C	<p>The employee's unique identifying number.</p> <p>Example: 400000129</p>
Business Area	C	<p>A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p>Example: 1110 (Department of Personnel)</p>
Personnel area	C	<p>A specific agency/sub agency in the State of Washington</p> <p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p>Example: 1111</p>
Personnel subarea	C	<p>A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.</p>

		<p> Click the  (Matchcode) or press F4 on the keyboard to open the selection list.</p> <p>Example: 0001- Non represented</p>
<p>Org Key</p>	<p>C</p>	<p>The pay distribution location.</p> <p>Example: 4000</p>
<p>Org Unit</p>	<p>C</p>	<p>Represents departments, regions, divisions, units or other groupings within an Agency.</p> <p> To run the report by Organizational Unit,</p> <ol style="list-style-type: none"> 1. Place your cursor into the field and click on the  (Matchcode) 2. Select the triangle to the left of State of Washington  <ol style="list-style-type: none"> 3. Select the triangle next to your agency and highlight the Org unit to view

4. Click  to accept and return to the selection criteria screen.

Example: **ORG & EMPL DEV SERVICES**

5. Under the **Report Type** complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Summarize by Personnel Area	C	Displays the Warrant and ACH counts by a specific agency/sub agency in the State of Washington
Summarize by Personnel SubArea	C	Displays the Warrant and ACH counts by subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.
Summarize by Org Key	C	Displays the Warrant and ACH counts by pay distribution
Warrant Register	C	Provides the Warrant number, employee name and payment amount.
ACH Register	C	Provides the ACH number, employee name and payment amount.
% Direct by Pers. Area	C	Displays the Warrant amount, the ACH amount and the % of ACH and Warrants per a specific agency/sub agency in the State of Washington
% Direct by Pers. SubArea	C	Displays the Warrant amount, the ACH amount and the % of ACH and Warrants per a subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions
% Direct by Org. Unit	C	Displays the Warrant amount, the ACH amount and the % of ACH and Warrants per departments, regions, divisions, units or other groupings within an Agency.

6. Under the **Other Options** Complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Include Signature Field	C	Check this box to add an additional blank column to the report results that can be used as a signature line Example: If a signature is needed, check this box.

The screenshot shows the SAP configuration screen for the 'Warrant/ACH Register and Summary' report. The interface includes a menu bar (Program, Edit, Goto, System, Help), a toolbar with various icons, and several configuration sections:

- Pay Period:** Payroll Area is set to 11. Pay Period is 6 2009. The 'Use Current Period' checkbox is checked.
- Employee Selections:** Fields for Personnel Number, Business Area (1110), Personnel Area, Personnel SubArea, Org Key, and Org Unit are present, each with a 'to' field and a selection arrow.
- Report Type:** Radio buttons for 'Summarize by Personnel Area', 'Summarize by Personnel SubArea' (selected), 'Summarize by Org Key', 'Warrant Register', 'ACH Register', '% Direct by Pers. Area', '% Direct by Pers. SubArea', and '% Direct by Org. Unit'.
- Other Options:** Checkboxes for 'Include Signature Field' (unchecked), 'Include Report Totals' (checked), and 'Enable Drilldowns' (checked).
- ALV Parameters:** An 'ALV Variant' field is shown.

7. Click (Execute) to generate the report

Warrant/ACH Register and Summary

State of Washington - HRMS
Warrant / ACH Register and Summary

Report ID: ZHR_RPTPY635_NEW
User: KELLYW
Date: 08/05/2010
Payroll Area: 11
Payroll Period: 06/2009 (03/01/2009 to 03/15/2009)
Check Date: 03/25/2009
Records Reported: 6
Run Time: 00:00:06

Double click the desired line for further information.

SUMMARY BY PERSONNEL SUBAREA - DbClick any line for detail drilldown

Type	Bus. Area	Bus. Area Text	Pers. Area	Pers. Area Text	Pers. SubArea	Pers. SubArea Text	Number Low	Number High	Amount	Count
ACH	1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented			5,750.94	4
WARRANT	1110	Department of Personnel	1110	Dept of Personnel	0001	Non Represented	000448C	000486C	67,450.60	39
ACH	1110	Department of Personnel	1110	Dept of Personnel	0003	Exempt			66,318.20	20
ACH	1110	Department of Personnel	1111	Information Services Division	0001	Non Represented			6,466.90	5
WARRANT	1110	Department of Personnel	1111	Information Services Division	0001	Non Represented	000487C	000511C	32,189.57	25
WARRANT	1110	Department of Personnel	3500	Sup of Pub Instruction	0001	Non Represented	000621C	000629C	1,695.91	2
		TOTAL ACH							78,536.04	29
		TOTAL WARRANTS					000448C	000629C	101,336.08	66
		TOTAL ALL							179,872.12	95

8. Once you double click on the selected line, you are then taken to the **Summary by PERS SUBAREA with detail**. This report displays all employees who were paid by warrants for the selected pay period.



Click (Back) to return to the previous report results to display the previous results if you do not wish to drill down further the report data.

Warrant/ACH Register and Summary

State of Washington - HRMS
Warrant / ACH Register and Summary

Report ID: ZHR_RPTPY635_NEW
User: KELLYW
Date: 08/05/2010
Payroll Area: 11
Payroll Period: 06/2009 (03/01/2009 to 03/15/2009)
Check Date: 03/25/2009
Records Reported: 39

SUMMARY BY PERS SUBAREA DETAIL - DbClick any line for Pay Results

Type	Per. Name	Bus. Ar...	Bus. Area Text	Pers. SubArea	Pers. SubArea Text	Org. Unit	Org. Text	Org. Key	Number	Amount
WARRA...	110 BLACK, MARIA	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000448C	2,060.64
WARRA...	102 BLUE, KELLI	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000449C	1,883.86
WARRA...	107 FUSCHIA, AMY	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000450C	2,060.64
WARRA...	109 GRAY, PATTY	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000451C	2,060.64
WARRA...	103 GREEN, LISA	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000452C	1,883.86
WARRA...	111 LAVENDAR, ALEX	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000453C	2,060.64
WARRA...	106 ORANGE, RON	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000454C	2,060.64
WARRA...	101 PINK, JANE	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000455C	2,060.64
WARRA...	100 PURPLE, JINELL	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000456C	2,060.64
WARRA...	104 RED, JONTE	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000457C	2,060.64
WARRA...	112 TURQUIOSE, JANET	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000458C	2,060.64
WARRA...	108 WHITE, PAM	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000459C	2,060.64
WARRA...	105 YELLOW, RACHAEL	1110	Department of Personnel	0001	Non Represented	31000031	SANTO...		000460C	2,060.64



Click (Back) to return to the previous report results to display the previous results if you do not wish to drill down further the report data.

- To view an employees Pay results, double click on the desired employee

Res.	Pers.No.	Name	Payment date	For-Period	In-Period	Start/FP	End/FP	OC ...	OC ...	P...	P...
	110	BLACK MARIA	A 02/25/2009	04.2009	04.2009	02/01/2009	02/15/2009			11	11
			A 03/10/2009	05.2009	05.2009	02/16/2009	02/28/2009			11	11
			A 03/25/2009	06.2009	06.2009	03/01/2009	03/15/2009			11	11

- To view the employees Payroll Results table, double click on the payment date that you wish to view.



You can click (Back) to return to the previous report results to display the previous results.

Results

You have successfully generated the Warrant/ACH Register and Summary report.