Warrant/ACH Register and Summary

Transaction Code: ZHR_RPTPY635

PurposeUse this procedure to display both detail and summary information for warrants
and ACH.TriggerPerform this procedure to view the employee's warrant or ACH number and pay
amount.PrerequisitesRun after Payroll is exited.End User RolesIn 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.

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**.

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⊚ Warrant Register	
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○ % Direct by Pers. SubArea	
○% Direct by Org. Unit	
Other Options	
Include Signature Field	
✓ Include Report Totals	
✓ Enable Drilldowns	
ALV Parameters	
ALV Variant	

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



	R=Require	ed Entry O=Optional Entry C=Conditional Entry					
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.					
Pay Period	R	Example:11Designates 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.Image: The payroll period and the payroll year.Image: The payroll period and the payroll year.Image: The payroll and ReportsImage: The payroll period and ReportsImage: The payroll period and ReportsImage: The payroll period p					

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

		section complete the following fields.					
I	R=Require	ed Entry O=Optional Entry C=Conditional Entry					
Field Name	R/O/C	Description					
Personnel	С	The employee's unique identifying number.					
Number							
		Example: 400000129					
Business Area	С	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).					
		Click the (Matchcode) or press F4 on the keyboard to					
		open the selection list.					
		Example: 1110 (Department of Personnel)					
Personnel area	С	A specific agency/sub agency in the State of Washington					
		Click the (Matchcode) or press F4 on the keyboard to open the selection list.					
		Example: 1111					
Personnel subarea	С	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions.					
1							



		Click the (Matchcode) or press F4 on the keyboard to open the selection list. Example: 0001- Non represented				
Org Key	С	The pay distribution location	on.			
		Example: 4000				
Org Unit	C	Represents departments groupings within an Age To run the report b 1.Place your cursor into 2. Select the triangle to the Washington	ency. by Organizationa the field and cli	al Unit, ick on the		
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Commission on African American AO 30000582 119	01/01/2005 U
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Personnel Appeals Board O 30000588 122	01/01/2005 U
 Click to accept and return to the se screen. 	ection criteria
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	С	Displays the Warrant and ACH counts by a specific agency/sub					
Personnel Area		agency in the State of Washington					
Summarize by	С	Displays the Warrant and ACH counts by subdivision of					
Personnel		Personnel Area that identifies Bargaining Units, WMS, Exempt					
SubArea		and non-Represented positions.					
Summarize by	С	Displays the Warrant and ACH counts by pay distribution					
Org Key							
Warrant	С	Provides the Warrant number, employee name and payment					
Register		amount.					
ACH Register	С	Provides the ACH number, employee name and payment					
		amount.					
% Direct by	С	Displays the Warrant amount, the ACH amount and the % of					
Pers. Area		ACH and Warrants per a specific agency/sub agency in the					
		State of Washington					
% Direct by	С	Displays the Warrant amount, the ACH amount and the % of					
Pers. SubArea		ACH and Warrants per a subdivision of Personnel Area that					
		identifies Bargaining Units, WMS, Exempt and non-Represented					
		positions					
% Direct by Org.	С	Displays the Warrant amount, the ACH amount and the % of					
Unit		ACH and Warrants per departments, regions, divisions, units or					
		other groupings within an Agency.					



6. L	Under the Other	Options C	Complete the following:
	F	R=Require	ed Entry O=Optional Entry C=Conditional Entry
	Field Name	R/O/C	Description
	Include Signature Field	С	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.
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7. Click (Execute) to generate the report



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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 warrant s 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.

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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.

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

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<u>Personnel number</u> <u>E</u> dit <u>G</u> oto <u>T</u> ables S <u>y</u> ste	m <u>H</u> elp
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Display payroll results	
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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

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



Results

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

