



Financial Reports Crosswalk

WSD Personnel

PAY1 Report Number	PAY 1 Report Name	HRMS Transaction Code	HRMS Report Name
B3103-R01	All Federal ID's on the Central Payroll System of WA State	ZHR_RPTPY061	Federal Employee Identification Numbers
B3390-R01	Tax Link – Agency Subs. Negative Reject for MMY	ZHR_RPTPY600	Negative Federal Tax Per Federal EIN Report
Journal Voucher Details EFT-JV's for Funds 035 & 715	Journal Vouchers	ZHR_RPTPY376	Payroll Journal Voucher Report
B3103-R01	Cancelled Warrant Report	ZHR_RPTPY126	Payroll Posting Report
New Report	Agency W-2 Reporting and Adjustments	PU19	Tax Reporter (Form 941) Do not run – View Only
B0417	Payroll Calculation Exception	ZHR_RPTPYN09	Payroll Threshold Report
B3268-R01	Accrued Payroll Deduction Voucher	ZHR_RPTPY010	Accrued & Mandatory Payroll Deduction Report
B11131117-R01	Negative Summary Records	ZHR_RPTPY455	Negative Summary Records
A 5-1	Misc. Deduction Register	PC00_M99_URMR	Remittance Detail Report

Financial Reporting - Transaction Code Map

HR = Human Resources

Functional Area

Z HR _ RPT PY 126
















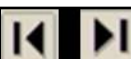

















The Transaction Code used for this example is the Payroll Posting Report.


↑
"Z" = Custom

↑
"RPT" = Report

↑
Report GAP #

Automated List Viewer (ALV) Buttons

 ABC analysis (ratios)	 Add a line	 Call up report (Table View)
 Change layout	 Check entries	 Collapse
 Column left - Column right	 Delete a line	 Deselect all
 Display detail	 Display graphic	 Enter
 Expand	 Export to Excel	 Filter
 First/Last column	 First/Last position (filter)	 Local file
 Mail recipient	 Move up/down	 Multi range or value
 Save layout	 Search	 Select all
 Select layout	 Select options	 Sort Ascending
 Sort Descending	 Subtotal	 Total
 Word processing	 Filter w/additional options	 Layout w/additional options

TIP: Any time you see an icon with a “drop down tablet”  next to it, you can click on the drop down to access additional options.

Keyboard Navigation in ALV

Automated List Viewer (ALV) is a tool to enable users to visually manipulate how data is viewed in table form.

Keys	Results
→←	Moves the cursor to the left or right
↑ ↓	Moves the cursor up and down
PgUp	Scrolls back one screen
PgDn	Scrolls forward one screen
Home	Scrolls to the first column
End	Scrolls to the last column
Alt+Page	Scrolls one screen to the left
Alt+PageUp	Scrolls one screen to the right
Ctrl+PageUp	Scrolls to the first line
Ctrl+PageDown	Scrolls to the last line
Tab	Moves to the next input field
Shift+Tab	Moves to the previous input field
Ctrl+Tab	Toggles between the list and command field
F2	Chooses an entry
Ctrl+Y	Switches to the highlight mode, which lets you highlight sections of the screen
Ctrl+C, Ctrl+Insert	Copies marked text to the clipboard
Ctrl+X, Ctrl+Delete	Deletes marked text and copies it to the clipboard

Financial Reporting – Centrally Printed Reports

Description	Run Frequency	Output Type	Printed At
Form 1099R	Annual	PDF	DIS
Warrants	2/month	Text	DIS
Form W2/PU19	Annual	PDF	DIS
W-2 Audit Report	Annual	PDF	DIS
Buyout Statements	Annual	PDF	DIS
Earnings Statement	2/month	Text	DIS
Transmitter Report and Summary of Magnetic Media	Annual	PDF	DIS
Misc. Deduct. Register	2/month	Text	DIS
70-Day Notification	n/a	Spool	Agency
90-Day Default	n/a	Spool	Agency
Rate Change	n/a	Spool	Agency
Retirement Transmittal Report	2/month	AFP	DIS
EFT Employee Letter	n/a	Spool	Agency

Financial Reporting – Key Terms

<p>Automated List Viewer – (ALV) Allows report layouts to be customized by the user, within a standardized range of data layout options.</p>	<p>HRMS Portal – A Web-based HRMS Reporting System.</p>
<p>Business Area – An organizational unit on a higher level hierarchically than Personnel Area (i.e. DSHS and its institutions) that represents a separate area of operations or responsibilities within an organization.</p>	<p>Infotype – Specific types of information that can be selected and reported on i.e. arrears, claims, working hours, etc.</p>
<p>Characteristics – A part of a value assignment. Characteristics describe key figures by breaking them down into specific details.</p>	<p>Key Figure – Numeric data values used to measure technical, and/or personal performance in an organization.</p>
<p>Employee Group – A grouping for which personnel provisions can be specified for any WA State employee.</p>	<p>Matchcode – A dropdown list of all possible options for a field entry.</p>
<p>Employee Sub-Group – An employee within a group for which personnel provisions have been defined. It defines employees who are processed according to similar payroll or time rules.</p>	<p>Object – This is an individual element of information which exists in HRMS.</p>

Financial Reporting – Key Terms

<p>Object Type – This is a type of object, such as a position, cost, job, or organizational unit.</p>	<p>Personnel Area – A specific agency or sub-agency in the State of WA that is organized according to aspects of personnel, time management, and payroll. It divides the organization administratively.</p>
<p>On Line Quick Reference – (OLQR) Online help procedures and reference tool designed to help HRMS user complete business tasks http://win-shrweb.dis.wa.gov/olqr/nav/index.htm</p>	<p>Personnel Number – A unique identifier assigned to every WA State employee, in lieu of social security number. This number follows employee throughout their career with WA State.</p>
<p>Organizational Unit – An organizational grouping of employees which serves as functional units of an agency and defines organizational structure.</p>	<p>Personnel Sub-Area – A sub-division of the personnel area which helps define pay scale structures (union membership), and groups employees for payroll and time processing rules.</p>
<p>Organizational Structure – The representation of the reporting structure and the distribution of tasks in an agency. It divides the organization administratively.</p>	<p>Related Object – This is an object in Organizational Management that is linked to another object, such as a job to a position or a position to an organizational unit.</p>
<p>Payroll Area – A grouping of similar employees for whom payroll is run at the same time and in the same way.</p>	<p>Transaction – A process that an end user performs to complete a business task. Every transaction is assigned a transaction code to access initial screen of business task.</p>
<p>Payroll Period – The calculation of the remuneration, tax and insurance amounts, and other pay and deductions for an employee, for a particular period within the payroll period.</p>	<p>Variants – A customized version of a report with specific, individually pre-selected criteria. Used for reports which must be repetitively run.</p>
<p>Period – The pay period for which the report, transaction, or program is being run.</p>	<p>Wage Type – An object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics.</p>

Cost Accounting Equivalency Crosswalk (AFRS to HRMS)

LEGEND:

'A' – Three-character business area

'X' – The AFRS accounting object embedded within the field

'0' – Filler characters, usually 0

State of WA Accounting Object	HRMS Field Name	Code Calculation	Format	Example
Fund/ Appropriation Index	Fund	Business Area + AFRS Fund + AFRS Appn Index + 0	AAAXXXXXX0	1114155010
Master Index	Cost Object	Business Area + AFRS Master Index + 0	AAAXXXXXXXXXX0	461D1BLUSYA0
Program Index	Functional Area	Business Area + AFRS Program Index + 00000000	AAAXXXXXX00000000	461AC11A00000000
Organizational Index	Cost Center	Business Area + AFRS Org Index + 000	AAAXXXX000	461ACLR000
Project/Sub Project/Phase	AFRS Project	Business Area + AFRS Project + AFRS Sub Project + AFRS Project Phase	AAAXXXXXXXXXX	461A1250401
General Ledger/Sub-Object/Sub Sub Object	General Ledger Account	AFRS General Ledger + AFRS Sub Object + AFRS Sub Sub Object	XXXXXXXXXX	6510AASW01
Allocation	AFRS Allocation	Business Area + AFRS Allocation	AAAXXXX	3006154
Agency	Business Area		AAA	105

Examples:

#1: 1114155010 – Agency 111, Fund 415, Appn 501, 0

#2: 461D1BLUSYA0 – Agency 461, Master Index D1BLUSYA, 0

#3: 461AC11A00000000 – Agency 461, Program Index AC11A, 00000000

Cost Accounting Equivalency Crosswalk (AFRS to HRMS)

- Accounting entries posted to AFRS are a function of the type of payroll entry. These result in transaction codes being sent to AFRS and OST (Office of the State Treasurer). Payroll accounting transactions (Transfer Journal Vouchers and Electronic Funds Transfers) will be sent via the Gap 2/40 interface.
- There are seven possible cost allocation fields assigned to employee pay. All of them will have to be present in every transaction sent to AFRS. Some will rely on default values as set up in SAP. The details to these fields are covered in the *Extract File Layout – OFM* included in this specification:
 - **Business area (AFRS Agency)**
 - **Cost Center (AFRS Agency + Organization Index)**
 - **Fund (AFRS Agency + Fund + Appropriation Index)**
 - **Functional area (AFRS Agency + Program Index)**
 - **Cost object (AFRS Agency + Master Index)**
 - **Allocation code (AFRS Agency + Allocation Code)**
 - **Project structure (AFRS Agency + Project Structure)**
- Several agencies are required to use a Cost center (Organizational Index), in addition to Functional Area (Program Index) and Fund (Fund and Appropriation Index).
- Agencies may use a Cost Object (Master Index), in which a Fund is required.
- The General Ledger account will be used in SAP as a Financial Interpreter object; it is tied directly to wage types and, therefore, is not assigned to a position (IT 1018) or person (IT 0027) or during time entry (CATS).