Log Manager_W-2	2 Transaction Code: PU19		
Purpose	Use this procedure to access the Tax Reporter Log Manger to view Errors, Warnings and other messages of the W-2		
Trigger	A production or test run has been executed and you want to check for errors, warnings.		
Prerequisites	A test or production run of a form has been completed		
End User Roles	Tax Processor Role.		
Change History	Change Description		
12/13/2010	Created		
Menu Path	Human Resources → Americas → USA → Subsequent activities Period-Independent → Payroll supplement → PU19 Tax Reporter		
Transaction Code	PU19		



The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description		
Error	Example : Make an entry in all required fields. Action : Fix the problem(s) and then click (Enter) to validate and proceed.		
Warning ①	Example: ORECORD Valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.		
Confirmation	Example: Save your entries. Action: Perform the required action to proceed.		



<u>Tax Reporter</u> <u>Edit</u> <u>Goto</u> T<u>o</u>ols <u>U</u>tilities S<u>y</u>stem <u>H</u>elp 🛯 🕔 📙 I 😋 🚱 I 블 🛗 🛗 I 🛍 I 籠 🛍 I 📰 💌 🖉 I 🔞 📭 **Ø** Tax Reporter 🕵 All mag. media files 🛛 🛃 Log Manager Tax Forms Tax Company 🕨 🗀 Quarterly Reporting Period End Date Quarterly Correction Consider Payroll Results up to 👂 🗀 Annual Annual Correction (PROD. run) (TEST run) Generation/Filing Dates Form Field Definition

1. Start the transaction using the above menu path or transaction code PU19.

2. Perform one of the following:

C

IF	GO TO
You would like to add Personnel Area Numbers to the Tax Company menu	Step 3
You would like to set the default of the report to Test Run	Step 4
You would like to access the Log Manger for the W-2	Step 5

- 3. To turn on the Personnel Area ID numbers in the drop down list, follow these steps:
 - **0.2** From the toolbar, click the **G** (Customizing of local layout) button.

I⊂ Tax ReporterEditGotoTools _Utilities System _Help				
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Tax Reporter				
😪 All mag. media files 🚊 Log Manager				
Tax Forms	Tax Company			
Quarterly Quarterly Correction	Reporting Period End Date	· ·		
Annual	Consider Payroll Results up to			
Annual Correction				
	(PROD. run) (TEST run) Ge	eneration/Filing Dates 🕌 Form Field Definition		

0.3 Select **Options** from the selection list.



Options
Design Settings
Set Color to System
Clipboard +
G <u>e</u> nerate Graphic
Create Shortc <u>u</u> t
Activate <u>G</u> uiXT
Script Recording and Playback
Script <u>D</u> evelopment Tools
SAP GUI Scripting Help
Default Si <u>z</u> e
<u>H</u> ard Copy
<u>Q</u> uick Cut and Paste
Spell Chec <u>k</u> er
SAP GUI Help
<u>A</u> bout

0.4 Use the **LIL** (arrows) until you reach the **Expert** tab.



You can also select the 🗎 and select Expert



Options	×
Cursor Local Data I18N	
Controls	
✓ Show Keys in All Dropdown Lists	
✓ Sort Items by Key	
This setting takes effect after you restart the current transaction	
Batch Input	
Dialog Box for OK Code	
Copy and Paste	
Copy and Paste as Matrix in a Line	
<u>QK</u> <u>Cancel</u> <u>Apply</u> <u>H</u> elp	

0.5 Select the boxes as shown in the picture below.



	Options 🗵 🖊
	Local Data I18N Expert
	Controls Show Keys in All Dropdown Lists Sort Items by Key This setting takes effect after you restart the current transaction
	Batch Input ☑ Dialog Box for OK Code
	Copy and Paste ✓ Copy and Paste as Matrix in a Line
	<u>O</u> K <u>Cancel</u> <u>Apply</u> <u>H</u> elp
0.6	Click the (Apply) button.
0.7	Click the OK) button.
i)	After clicking OK you will be taken back to the Tax Reporter. Use the (Back) to return to the SAP Easy Access Screen to reset the Tax Reporter so the Personnel Area's numbers are in numeric order.





1. To set the default of the report to **Test Run**, complete the following fields:

Field Name	R/O/C	Description		
Tax Company	R	Select your agency's Tax Company ID. Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information. Example: 1110 (Department of Personnel)		
Reporting Period End Date	R	The Reporting Period End Date. Enter the Quarter End Date as listed below. Quarter 1 – Period 03/31/20XX Quarter 2 – Period 06/30/20XX Quarter 3 – Period 09/30/20XX Quarter 4 – Period 12/31/20XX		
Consider Payroll Results up to	R	The Consider Payroll Results up to. Enter the Quarter End Date. (Using the same format above.) Example: 12/31/2010		





1.1 Click 🥙 (Enter) to validate the entry.

1.2 From the menu bar, click on **Tools** and select **Preferences** from the selection list.

P <u>r</u> int copies				
F				

1.3

Select

Tab for test Runs (Tab for test runs) under the Active tab at startup

🖙 User Preferences - Tax reporter			
☐ Start Tax reporter showing last screen accessed			
Show this form upon Tax reporter startup		Ē	
Start Tax reporter showing all available forms expa	nded		
Use this sort order when downloading mag. media		🔚 Order	
Expand details at startup	Active tab at startup		
Show details for Employee Copy	O Tab for productive runs		
Show details for Magnetic Tape	Tab for test Runs		
Show details for Employer Copy	O Tab for Prep/Gen Statistics		
Show details for Summary Copy	◯ Tab for form Definition		
□ Disable ALV			
Save K Cancel			



Click Save (Save) to save the options. 1.4 ٩

The transaction may need to be restarted in order for the change to take effect.

Lez Tax Reporter <u>E</u> dit <u>G</u> oto T <u>o</u> ols <u>U</u> tilities S <u>v</u>	stem <u>H</u> elp			
	😒 🗅 () () () () () () () () () () () () ()	0		
Tax Reporter	Tax Reporter			
🕵 All mag. media files 🛛 🛃 Log Manager	🐼 All mag. media files 🚊 Log Manager			
Tax Forms	Tax Company	1110 State of WA Departr		
Quarterly Quarterly Correction	Reporting Period End Date	12/31/2010 12/31/2010 - 12/31/2010		
Annual	Consider Payroll Results up to	12/31/2010		
Annual Correction				
	(PROD. run) (TEST run) Ge	eneration/Filing Dates 🖌 Form Field Definition		

To view the Tax Reporter Log Manger complete the following fields: 2.

Field Name	R/O/C	Description	
Tax Company	R	Select your agency's Tax Company ID. Agencies that have more than one tax identification number (agencies with sub-areas) have the option to roll them all into one report. To view a specific agency, just enter that agency's tax company information.	
		Example. 1110 (Dep	
		Main Tax Company	Included sub-areas
		1110 (Department of Personnel)	1110 and 1111
		2450 (Military Department)	2450 through 2453
		3105 (Department of Corrections)	3101, 3102, 3103, 3105, 3111, 3117, 3118 & 3119
		3106 (Department of Corrections)	3106, 3110, 3112 & 3115
		3107 (Department of Corrections)	3107, 3109, 3122 & 3123



		3113 (Department of 3113, 3114 & 3120 Corrections) 3113, 3114 & 3120
		3121 (Department of 3108, 3116 & 3121 Corrections) 3108, 3116 & 3121
		4610 (Department of Ecology) 4610 through 4612
		5401 (Employment Security 5401 through 5416 Department)
Reporting Period End	R	The Reporting Period End Date.
Date		Example: 12/31/2010
Consider	R	The Consider Payroll Results up to.
up to		Enter the Quarter End Date. (Using the same format above.)
		Example: 12/31/2010

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All three fields are required and must be filled before moving on to the next step or you will

receive the following message:

😣 Make an entry in all required fields

Image: Tax Reporter Edit Goto Tools Utilities System Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Comparison of the system Image: Co	tem <u>H</u> elp 23 日 尚 禄 名 名 叔 ※ 河	0
Tax Reporter		
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Tax Forms Image: Display the system Image: Dimage: Dimage: Display the system	Tax Company Reporting Period End Date Consider Payroll Results up to	1110 State of WA Depar 12/31/2010 12/31/2010
	(PROD. run) (TEST run) Ger	neration/Filing Dates Form Field Definit

2.1 In the **Tax Forms** section, click the arrow next to the Annual folder to open this list.



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S 🖉 📋 🖓 🖓	SI 🗅 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	
Tax Reporter		
🗟 All mag. media files 🛛 🚊 Log Manager		
Tax Forms D Quarterly C Quarterly Correction C Annual C Quarterly Correction	Tax Company Reporting Period End Date Consider Payroll Results up to	1110 State of WA Depar_ 1 12/31/2010 01/01/2010 · 12/31/2010 12/31/2010
 ₩-2 PR - Wage and Tax Stat. Puerto R 1099R - Distributions From Pensions Form 940 Form 940 Return - FUTA Puerto Rico NY Combined Wages Report (Q4) Texarkana Income Tax 	W-2 - Wage and Tax Statement (PF Test selection Personnel Numbers	ROD. run) / W-2 · Wage and Tax Statement (TEST run) / Gen to to Test onl & Test backg
Annual Correction	Employee copy Magnetic media Authority copy	 ✓ Generate employee copy ☐ Generate magnetic tape ☐ Generate authority copy

2.2	Click on the	-2 - Wag	e and Ta	ax Stater	nent to	Select
2.3	Click Log Manag	<mark>jer</mark> to ope	en the Log	g Manage	er D & I 🕱 🛛] @
	Tax Reporter Log Type of Reporting: W-2 - V Tax Company: 1110	g Manag Wage and Tax	er Statement			
	Image: Construction Image: Construction <	End Date	As of Date	Run Date	Run Time	U

5.4 Click the arrow in front of Production



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Image: A state of the state	4 🛛 😋 🕻) 🕄 I 🚨 🖓 I	B) (2) (2) (2)	🕄 🕱 🛛	,
Tax Reporter					
Tax Reporter Log Type of Reporting: W-2 - ' Tax Company: 1110	g Manage Wage and Tax	er Statement			
Log Tree	End Date	As of Date	Run Date	Run Time	U
	40/04/0000	04/04/0040	40/44/0040	07:50:44	
v og V Gg	12/31/2009	01/01/2010	01/21/2010	15:51:08	- K J(
D Go	12/31/2009	01/01/2010	01/21/2010	13:31:13	J
D & CC	12/31/2009	01/01/2010	01/21/2010	13:20:33	K

5.5	Click the	⊳	of the Run date you would like to view
			-

l ⊡ System <u>H</u> elp					
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Tax Reporter					
Tax Reporter Log Manager Type of Reporting: W-2 - Wage and Tax Statement Tax Company: 1110 Image: Company: 110					
Log Tree	End Date	As of Date	Run Date	Run T	
Production					
D Ggr	12/31/2009	01/01/2010	12/14/2010	07:50	
D 667	12/31/2009	01/01/2010	01/21/2010	15:51	
P 667	12/31/2009	01/01/2010	01/21/2010	13:31	
V 667	12/31/2009	01/01/2010	01/21/2010	13:20	
P 967	12/31/2009	01/01/2010	01/21/2010	13:20	
2 52	1 7731771114		-1177777771111	110.51	



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⊃r		
Statement		
End Date	As of Date	Run Date
12/31/2009	01/01/2010	12/14/2010
12/31/2009	01/01/2010	01/21/2010
12/31/2009	01/01/2010	01/21/2010
12/31/2009	01/01/2010	01/21/2010
12/31/2009	01/01/2010	01/21/2010
12/31/2009	01/01/2010	01/14/2010
		Image: Second system Image: Second system

- 5.6 Double Click Errors and Warnings to view the Errors and Warnings.
- 5.6.A To view a description of each message access the <u>Year End 2010</u> website, under the **Troubleshooting/Resources** tab click the **PU19_W2 Annual Processing/Procedure** and select refer to **Tax Reporter Log Manager Options** for a description of each message
- 5.7 The following are examples of different category reports accessible to locate potential problems. **Remember** that message categories are Tax Company specific for each run; if there are no errors or adjustments for the run, the category will **not** be available.
- 5.8 Click the to the left of Adjustments (Employee Details) To view: double click on the text of the message to view



Tax Reporter Log Manager Type of Reporting: W-2 - Wage and Tax Statement Tax Company: 1110		
	End Data	As of Data
Z A Draduation		AS OF Date
 ▷ & ▷ &	12/31/2009 12/31/2009 12/31/2009 12/31/2009 12/31/2009 12/31/2009	01/01/2010 01/01/2010 01/01/2010 01/01/2010 01/01/2010 01/01/2010
Adjustments (Form Summers)		
 Adjustments (Employee details) Es with neg. wt. /5PY (result ignored, no act Manual entries (T5UT1) Employee registed because mendatory field 		
 Employee rejected because mandatory field Negative amounts converted to zero 		
Configuration remarks Errors and Warnings	-	

- **EE's with neg. wt. /5PY**: Displays Tax Co. and the employee personnel numbers with **negative /5PY value-** No agency action required.
- **Manual entries:** Displays the Tax Co. and the employee personnel numbers with Manual entries. *Agency action* validate that manual entries are correct
- **Employee Rejected**: Displays the Tax Co. and the employee personnel numbers that rejected due to missing mandatory fields or negative mandatory fields. *Agency Action* Verify the W-2 information and master data for employees listed under Employee Rejected. A W-2C and W-3C may be required depending on the data rejected.
- **Negative Amounts Converted to Zero:** Displays The Tax Co. and the employee personnel numbers with Negative amounts converted to zero. Negative amounts are normally due to refunds of Insurance and Retirement deductions in the current year (originally paid in prior year) *Agency Action*: Verify the W-2 for the year.



5.9 Double click **Configuration remarks: To view: double click on the text of the message to view**

Tax Reporter Log ManagerType of Reporting:W-2 - Wage and Tax StatementTax Company:1110			
Log Tree	End Date	As of Date	R
🗢 Ġ Production			
D 669	12/31/2009	01/01/2010	12
D 689	12/31/2009	01/01/2010	01
D Gor	12/31/2009	01/01/2010	01
D Gor	12/31/2009	01/01/2010	01
D 68	12/31/2009	01/01/2010	01
~ 6g	12/31/2009	01/01/2010	01
Selection criteria / Output P Adjustments (Form Summary) P Adjustments (Employee details) ☑ Configuration remarks			
TXSUM tax form field has no corresponding T Nonexistent evaluation rule for tax form group			

No Agency Action- this information is monitored by ISD

5.10 Double click Errors and Warnings: To view: double click the text

Tax Reporter Log Manager Type of Reporting: W-2 - Wage and Tax Statement Tax Company: 1110			
Log Tree	End Date	As of Date	R
🗸 🔁 Production			
D Ggr	12/31/2009	01/01/2010	12
D Gr	12/31/2009	01/01/2010	01
D Gor	12/31/2009	01/01/2010	01
D Gor	12/31/2009	01/01/2010	01
D 68	12/31/2009	01/01/2010	01
\bigtriangledown &	12/31/2009	01/01/2010	01
 Selection criteria / Output Adjustments (Form Summary) Adjustments (Employee details) Configuration remarks Errors and Warnings Employees with worksite assigned from Infoty; General errors and warnings 			

• **Employee with work site assigned from Infotype 209:** Displays the Tax Co. and the employee personnel numbers for employees with worksite assigned from



Infotype 209. No Agency action required.

- General errors and warnings: There are different warning messages depending on the situation. Verify these warning messages.
 - a. Example: **Retroactive Taxco change. EE# 009999 Taxco: 9999** this message means the employee had a retroactive tax company change during the reporting year, validate W-2 created is in balance.
 - b. Example: Taxco mis-match (Manual Entry vs IT 1). EE# 009999 Taxco: 9999 – this message is due to the employee's manual PU19 adjustment possibly being input under an incorrect tax company.
 - c. The employees reflecting with a General error message should be reviewed for W-2 accuracy.

Results

You have accessed the Log Manager for the W-2

