

Payroll in Dialog Mode



Release 4.6B



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Payroll in Dialog Mode

Purpose

The payroll program is run at a specific point in time, not only to calculate an employee's basic remuneration but also any special payments, overtime payments or bonuses that must be effected for the period in question. You can follow the procedure of payroll directly in dialog mode.

Payroll in dialog mode is particularly suited to [simulate \[Page 24\]](#) a payroll run for an individual payroll area or individual personnel numbers.

If you do not want to perform payroll for an employee you can use the function [Lock Personnel Number \[Page 9\]](#).

Prerequisites

The System carries out payroll for the country groupings and the payroll area, which are specified under Tools → Set modifiers → Country Grouping/Payroll Area. If you want to execute a payroll run for several payroll areas at the same time, you must release each payroll area individually-[release individually \[Page 11\]](#).

Process Flow

The status of the payroll control record is changed automatically with every step that is carried out during payroll.

1. You release a payroll area for payroll.

The System increases the period number in the payroll control record by 1. You cannot change the infotypes for personnel numbers, which belong to this payroll area, if it affects the payroll past or present. Changes affecting the future are still possible.

2. You start payroll.

The system calls up a country specific payroll program. It determines the current payroll period from the payroll control record and performs payroll using the values you entered in the payroll program.

3. You check whether payroll has run correctly, or determine where errors have occurred.

During this phase, you can no longer change any data which is related to payroll, and which will affect present or past payroll information. The payroll area in question is also locked for payroll; in other words, you cannot start a payroll run.

The R/3 System includes a report program that reads and checks the stored payroll results. The report allows each employee to see the contents of all internal tables containing payroll results. This allows you to check all partial results for a payroll run and determine the point during the payroll run when an error occurred.

4. You correct master or time data for personnel numbers which contain errors and which the payroll program cannot process.

During the payroll run the R/3 System flags the *Payroll Correction* field in the *Payroll Status* infotype (0003) for all rejected personnel numbers. When you correct master or time data for a personnel number this field is also flagged. These personnel numbers are

Payroll in Dialog Mode

grouped together in a list under matchcode W. In payroll with matchcode W, payroll only takes place for the corrected personnel numbers.

5. You release payroll again.

The payroll period does not change.

6. You start the payroll run with [Matchcode \[Ext.\] W](#).
7. You end payroll. The personnel numbers for the payroll area can be processed once again.



You can only end payroll when the payroll has run successfully for all personnel numbers in the selected payroll area. This means that payroll is finished for **all** of the personnel numbers in the payroll area, including the rejected personnel numbers, and the payroll period is complete.

Result

You have run payroll for all the personnel numbers in a payroll area.

You can carry out the following steps in the payroll

- Create a remuneration statement
- Wage and Salary Payments
- Posting to Accounting

Payroll Control Record

Definition

Payroll object that is important for the payroll run, and which contains all the information on a [payroll area \[Ext.\]](#).

Use

The [payroll control record \[Ext.\]](#) has the following functions:

- It locks the personnel numbers, for which payroll should be run, against master data changes that affect the payroll past or present.
- It locks the payroll for the period during which payroll-relevant changes are made to the master data for the personnel numbers being processed.
- It makes the following information available for the system:
 - What is the next payroll period for which regular payroll should be run?
 - Up to what date is [retroactive accounting \[Ext.\]](#) carried out?
 - What status does the payroll currently have? (for example, *Released for Payroll* or *Check Payroll Results*)?

When you carry out a payroll run, the system automatically changes the payroll status in the payroll control record. You can also change the status manually under *Payroll* → *Tools* → *Control Record*.

Structure

The control record contains the following information:

- Payroll area
- Payroll status
- Payroll period
- [Earliest possible retroactive accounting period \[Ext.\]](#)
- Last change made to the control record



When you create the control record in your live system, please note the following: the payroll period that you enter at the start of the live payroll run must be 1 period lower than the period with which you want to perform the live payroll run for the first time.



You want to carry out the first payroll run in period 5 1999. In the payroll control record, you must enter 4 1999 as the period. If you set the payroll control record for the first payroll run to status *Released for Payroll*, the system increases the period by 1 and payroll is run for period 5 1999.

Payroll Control Record

Locked Personnel Numbers

In the [Payroll Status infotype \(0003\) \[Ext.\]](#) you can exclude an employee from the payroll run by flagging the *Pers.no. locked* field.

You can **not** set these lock indicators for the current period in the following situations:

- if payroll has already been completed for the current payroll period.
- if the employee has already been paid in the current payroll period.

Releasing Payroll

Releasing Payroll

Prerequisites

You are in the initial screen for Payroll.

Procedure

1. Choose *Payroll* → *Change control record*.
2. Set the payroll status to *Released for payroll*.

The system increases the period number in the payroll control record by 1.



Releasing the payroll area causes the payroll control record to lock all of the personnel numbers belonging to that area. This prevents changes relating to either the past or present from being made to master data and time data until the payroll has finished running. You can still make changes if they affect future actions.

Releasing Several Payroll Areas

Use

If you want to execute a payroll run for more than one payroll area at the same time, you must release each payroll area individually.

Prerequisites

You are in the initial screen for Payroll.

Procedure

1. Select *Tools* → *Set Modifiers* → *Payroll Area*.
2. Enter a payroll area.
3. Choose *Payroll* → *Change control record*.
4. Set the payroll status to *Released for payroll*.
5. Repeat steps 1 to 4 for each payroll area that you wish to execute a payroll run for.

Result

You have released several payroll areas for a payroll run.

Starting Payroll

Starting Payroll

Prerequisites

The status of the payroll control record is *Release for payroll*. You are in the initial screen for *Payroll*.

Procedure

1. Choose *Payroll* → *Start payroll*.
2. Enter the appropriate values in the fields and set the required indicators.



The *current period* indicator is set in the *Payroll period* group. Depending on the payroll area specified, the system reads the current period from the payroll control record.

The *Test run (no update)* indicator must **not** be flagged because otherwise the system will not store the results.

3. Choose *Program* → *Execute* or *Execute and print*.

A process log is displayed after the payroll run.

4. Use the log to check whether personnel numbers have been rejected or not selected.

The R/3 System stores the employees rejected during a payroll run in [matchcode W](#) [Page 15].



If personnel numbers are rejected or not selected, you must not exit the payroll program. Instead, you must check the payroll results and correct master data and time data for the appropriate personnel numbers where necessary.

In the same way, do not exit the payroll program if you want to split the payroll run. In other words, perform payroll at a later date for specific wage elements pertaining to the payroll period. Subsequent payroll runs for individual wage elements are treated in a similar way to correction runs.

Result

You have started and executed a payroll run for the selected employees.

Checking the Payroll Results

Prerequisites

You are in the initial screen for Payroll.

Procedure

1. Choose *Payroll* → *Change control record*.
2. Set the payroll status to *Check payroll results*.

The system locks the payroll program and prevents master data relevant to payroll from being maintained. This prevents a new payroll run from being performed or master data from being changed.

3. Choose *Tools* → *Payroll Result* → *Display*.
4. Enter the appropriate values in the fields and set the required indicators.
5. Choose *Program* → *Execute* or *Execute and Print*.



If you have set the *List of Payroll Records* parameter, a list is displayed of all existing payroll results organized according to the personnel number and period.

6. Select the payroll record you want to check.
7. Choose *Choose*.



If you have set the *Choose Individual Tables* parameter, an overview is displayed of all internal tables within payroll that contain payroll results.

8. Select the table whose contents you want to check.
9. Choose *Choose*.

The system displays the contents of the table you selected.

Correcting Payroll-Relevant Infotypes

Correcting Payroll-Relevant Infotypes

Prerequisites

You have executed a payroll run that contains errors. You are in the initial screen for Payroll.

Procedure

1. Choose *Payroll* → *Corrections*.
Set the payroll status to *Released for correction*. The personnel numbers in the payroll area are locked again.
2. Choose *Environment* → *Master Data* → *Maintain*.
3. Correct the relevant infotypes.
4. Choose *Goto* → *Back* → *Payroll* → *Release payroll*.
5. Set the payroll status to *Released for payroll*.
The personnel numbers in the payroll area are locked again.
6. Start the payroll run again (refer to [Starting Payroll Run Using Matchcode W \[Page 16\]](#)).
7. Check the payroll log again for rejected personnel numbers.

Repeat this step until payroll has been performed for all personnel numbers and [Matchcode \[Ext.\] W](#) is empty.



You can only end the payroll run when Matchcode W no longer contains any personnel numbers.

Displaying Payroll Correction Runs

The payroll correction run contains a list of personnel numbers for a payroll area in a certain payroll period, which were rejected during payroll because of incorrect data, making it impossible to include them in the payroll run. You find the payroll correction run in the report selection screen under *Search Help*.

Personnel numbers, which have been rejected for other reasons (for example, because payroll has already been performed for them in the period selected) are not stored in the payroll correction run.

Prerequisites

You are in the initial screen for Payroll.

Procedure

1. Choose *Tools* → *Control record*.
2. Enter a payroll area.
3. Choose *Display*.
4. Choose *Goto* → *Incorrect Pers. Nos*.

All the personnel numbers that have been rejected due to incorrect data are displayed for a payroll area.

Starting Payroll Using Matchcode W

Starting Payroll Using Matchcode W

Prerequisites

The status of the payroll control record is *Release for payroll*. You are in the initial screen for Payroll.

Procedure

1. Choose *Payroll* → *Start payroll*.
2. Enter a payroll area.
3. Choose *Search help*.
4. Select Matchcode *W (Payroll Correction Run)*.

The *Restrict value area* dialog box appears.

To further restrict the value area, you can specify an individual personnel number or an interval of personnel numbers. Only the personnel numbers corresponding to these values are selected from Matchcode W.

If you do not want to further restrict the value range, all the personnel numbers are selected from Matchcode W.

6. Choose *Continue*.
7. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.

Result

The system only performs payroll for the personnel numbers that were saved in Matchcode W due to incorrect data.

Displaying the Payroll Log

Use

The payroll log gives you clear detailed information on the payroll run and its results. It is divided into different levels that you can display depending on the amount of detail you require.

The *General data* level gives information on the processed data and shows the payroll schema used. The *Successful personnel numbers* and *Rejected personnel numbers* include processing of the schema for each personnel number. This expands the *Rejected personnel numbers* level. However, you can also create and save your own view variants. You can find more information on this under [Create and process variants \[Page 19\]](#).



If you run payroll in the background, do not switch on the log display, as the spool might "overflow". Data on the schema used, the personnel numbers rejected, and the statistics that appear as the last main level in the log, is still printed.

Features

- In the display we differentiate between the **log tree** and the actual **log**, that you find under *Settings* → *Detailed view*.
- The *color legend* under *Utilities* gives information on the levels that the log tree display and the log are divided into.
- Navigation in the log tree.
 - To display lower levels, click on the structure node belonging to the level that you wish to open. To display all levels behind a higher level, place your cursor on the relevant level and choose *Expand*. The *Find* function in the menu bar can be used for searching for terms in the log.
- Navigation in the log tree.
 - To display the actual log, double-click on the *Payroll log* in the log tree or on the level of the log that you wish to display.
- Old log
 - Choose this pushbutton if you want to display the texts, you wish to print in addition to the standard in the log.



You can **not** use this pushbutton to switch to the log display that was valid until Release 4.5.

Activities

To search in the log, proceed as in [Find in log \[Page 18\]](#).

Find in Log

Find in Log



Use

You use the log search to check and look for errors. You can, for example, trace the processing of a wage type in the payroll process.

Prerequisites

You are in the detailed view of the log or part of the log.

Process Flow

1. Choose  in the area menu.
2. Enter a search term and restrict the search area, for example, to certain personnel numbers.
A list of hits is displayed.
3. Choose one or more items and choose *Display details*.
The terms looked for are displayed in context.
 - If necessary, you can open up the levels displayed, either using the icons within the levels, or by choosing *Expand all* in the menu bar.
 - To display processing within a rule, place your cursor on the relevant line and choose , or display the rule by double clicking on it.



For documentation on functions, rules and schemas, select the relevant object and choose *Information*.

Creating and Processing Variants

Use

You can create and save variants to display the log and the log tree in a certain way. You can, for example, preset certain levels of the log tree to be already expanded. In the standard system, the display of rejected personnel numbers is always expanded.

Integration

In the payroll selection screen, you can select the variants you have created and saved in the *Log display variants* field. You can also call up the variants in the log view.

Prerequisites

You are either in the *Log tree display view* or the *Detailed log view*.

Procedure

1. Choose *Settings* → *Log tree*.
A dialog box, containing various tab pages, is displayed. It contains the settings for viewing the log tree.
2. You select a view variant on every tab page.
The log tree is displayed according to your settings.
3. If you only want to select the log tree display in your variant, choose *Settings* → *Save as variant*.
4. Choose *Settings* → *Detailed view*.
5. Select view variants on the tab pages displayed.
6. To save your settings, choose *Settings* → *Save as variant*.
7. To delete a variant, choose *Settings* → *Delete variant*.

Result

You can display the log tree and the detailed view in the display variants that you have saved.

Exit Payroll

Exit Payroll

Prerequisites

You are in the initial screen for Payroll.

All corrections or parts of payroll (in the case of a split payroll run) must be complete.

Procedure

1. Choose *Payroll* → *Change control record*.
2. Set the payroll status to *Exit payroll*.



When you set the status of the control record to *Exit payroll*, it is assumed that payroll has been performed for all personnel numbers in the payroll area, including those that have been rejected, and the payroll period is complete.

Result

You have finished payroll for the current payroll period. The personnel numbers for the payroll area can be processed once again.

Deleting The Last Payroll Result

Use

If you have run payroll for an employee, and this employee should not have been included in the payroll run, the R/3 System allows you to delete the payroll result.

You can only delete the last payroll result.

Prerequisites

You can only delete a payroll result in the following cases:

- The employee's master data are no longer processed.
- Payment was not yet arranged for the employee.
- When you are working in a live system, the payroll control record should not have the status *Exit payroll*.

You are in the initial screen for Payroll.

Procedure

1. Choose *Tools* → *Payroll Result* → *Delete* .
2. Enter the personnel number and choose *Program* -> *Execute*.

A list of all payroll results generated during the last payroll run is displayed. If payroll has only been run for the current period, the list contains only one entry. If retroactive accounting was performed, the list contains several entries.

3. Choose *Program* → *Delete*.

You access a dialog box which queries whether you really want to delete the result.

4. Choose *Yes*.

The system performs the following actions:

- The current payroll result is deleted. The previous payroll result becomes the current payroll result. All of the retroactive accounting runs that you perform in the current period belong to the current payroll result.
- The *Payroll Status* infotype (0003) is updated accordingly.
- The deletion of the payroll result is saved in a log, the application log.

Displaying Payroll Results

Displaying Payroll Results

Prerequisites

You are in the initial screen for Payroll .

Procedure

1. Choose *Tools* → *Payroll Result* → *Display*.
2. Enter the appropriate values in the fields and set the required indicators.
3. Choose *Program* → *Execute*.

The system lists all valid payroll results for the personnel numbers required. The list contains no deleted payroll results.

Displaying Deleted Payroll Results

You can check whether payroll results have been deleted, which payroll results have been deleted, and who deleted them.

Procedure

1. Choose transaction SLG1.
The *Evaluate application log* screen appears.
2. In the *Object* field, enter HRPV.
3. In the *Time Restriction* group box, enter dates and times to determine the period you want to check.
4. Choose *Program* → *Execute*.
A list of payroll results deleted during the specified period is displayed. The list displays the deletion date and the administrator who has deleted the payroll result.
5. Select an entry from the list.
6. Choose *Goto* → *Display messages*.
Further details are displayed for the selected entry.

Payroll Simulation

Payroll Simulation

Use

When you change or correct payroll data for an employee, you have the possibility of carrying out a simulation run before a regular payroll run. A simulation run corresponds to a regular payroll run with the following restrictions:

- The results of a simulated payroll run are not saved in the data base. You can view and print the results in the payroll log.
- The system does not lock any master data.
- The value for the payroll period is not changed in the payroll control record.
- The steps *Release payroll* and *Exit payroll* do not apply.

Activities

Execute a payroll run, as described in the step Payroll in Dialog Mode. Set a flag for the *Test run (no update)* indicator.

This means that the payroll results will not be saved. In the standard system, the *Test Run (No Update)* indicator is already set.

Advance Payments

Use

The SAP System differentiates between qualified and unqualified advance payments.

Qualified Advance Payments

With qualified advance payments, payroll takes place for some of the payroll elements in the first payroll run, and is transferred if necessary. The payroll run is not ended. Instead, it receives the *Payroll Correction* status. During the correction phase, you enter more payroll elements. In the subsequent payroll runs you carry out payroll for these remaining payroll elements and transfer them to your employees. The payroll program only finishes when accounting has been performed for all payroll elements.

Unqualified Advance Payments

Employees may receive an advance salary payment prior to the payroll run. In this case, only the employee's master data is imported for the transfer. No payroll run is performed. Wage types entered in the following infotypes are taken into account:

- *External Bank Transfers* infotype (0011)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* infotype (0015)

The transfer is effected gross for net, since there is no payroll run to calculate deductions such as taxes and social insurance contributions. Net accounting for the advance payment takes place during the payroll run, which is performed later. This type of advance payment is known as an **advance payment on the basis of master data**. The payroll run takes place at the end of the payroll period.

An unqualified advance payment is independent of the payroll period and is therefore considered a period-independent activity.

Qualified Advance Payments

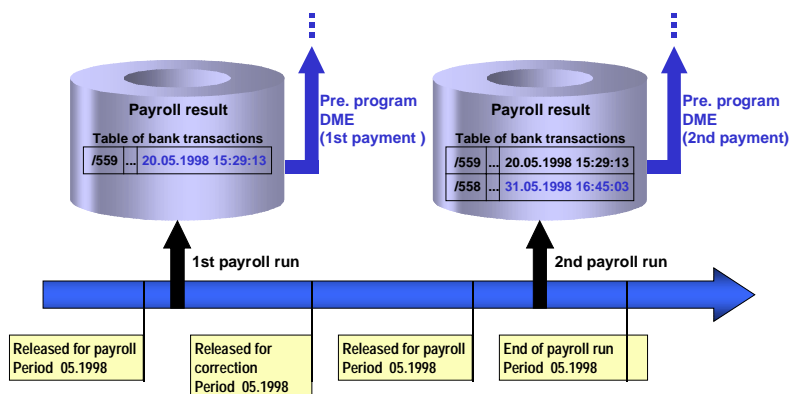
Qualified Advance Payments

Use

Make a qualified advance payment to carry out payroll and to transfer some of an employees payments during the current payroll period. Payroll and transfers occur several times within a payroll period.



An employee should receive the basic payments during the current period. Bonuses for overtime or holiday payment should be calculated and paid later.



The following procedure takes place if you carry out payroll for an employee's basic payments in the first payroll run and for their bonuses in the second run:

First Payroll Run

- The *Transfers* wage type (1559) is found in the Bank Transactions (BT) table of the payroll cluster along with amount to be transferred from the basic payments.

Second Payroll Run

- In the payroll run the System compares the amount to be transferred from all the payments with the *Transfers* wage type (1559), which was formed in the first payroll run. The System determines the difference between both the transfer amounts and from this it forms the *Payment of the Balance* wage type (1558).

Integration

To transfer the amounts in connection with the payroll run, you start the preliminary program Data Medium Exchange (RPCDTAx0) by choosing the menu path Payroll → Bank Transfer.

First Transfer Run:

The *Indicate Transfers* indicator must be set. The Transfer wage type (1559) is then marked as transferred with the date and time.

Second Transfer Run:

You restart the preliminary program Data Medium Exchange. The System recognizes the amount from the *Transfer* wage type (1559) which has a time stamp as being already transferred and only transfers the amount from the Payment of the Balance wage type (1558).

Making a Qualified Advance Payment

Making a Qualified Advance Payment

1. Release the payroll run (see [Releasing the Payroll Run \[Page 10\]](#))
2. Start the payroll run (see [Starting the Payroll Run \[Page 12\]](#))
3. Make the advance payment (see [Wage and salary payment \[Ext.\]](#)).
4. Release the payroll run for correction (see [Correcting Payroll Data \[Page 14\]](#))
5. Enter the data for which you want to perform a payroll run separately.



When an advance payment is created, a flag is set for transferred wage types. You cannot change the payee data and transfer amounts for these wage types, which are flagged as already transferred, during the correction phase. The employee would otherwise be rejected in the payroll run after the correction phase.

6. Repeat steps 1 to 6 until you have entered all data for which split payroll must be performed.
7. Exit the payroll run (see [Exiting the Payroll Run \[Page 20\]](#))

Result

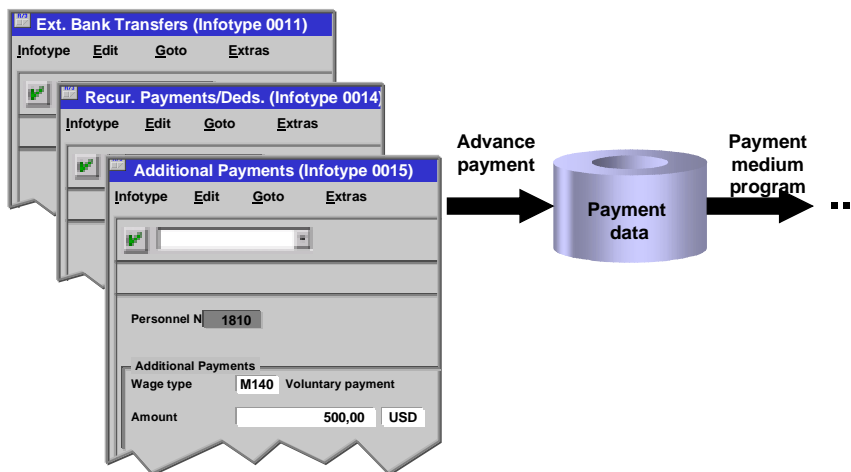
You have effected a qualified advance payment and have transferred and run payroll for several of an employees payments.

Unqualified Advance Payments

Use

To give an employee an advance payment from the master data you carry out an unqualified advance payment. You can make advance payments without performing a payroll run. You simply start a transfer run, which reads the wage types from the following infotypes.

- *External Bank Transfers* infotype (0011)
- *Recurring Payments and Deductions* infotype (0014)
- *Additional Payments* infotype (0015)



During the transfer run a file is created, which contains the amounts assigned to these wage types. The file then creates transfer forms as transfer mediums for the bank or data mediums for data medium exchange. An unqualified advance payment is also known as an **advance payment based on master data**.

The transfer advance payment is an estimation of net pay, without deductions. At a later point, usually at the end of the payroll period, a normal payroll run takes place to calculate the net amounts for the advance payment. The wage types, which were transferred as part of the advance payment, must be included in the ordinary payroll run, but should be considered as already paid. To ensure this, the wage types permitted for above-mentioned wage types must be coded accordingly.

For more information on [wage type coding \[Ext.\]](#), see The Implementation Guide.

Use

Creating a File for an Unqualified Advance Payment

1. In the payroll menu choose *Period-Independent* → **Reporting** → *Advance Payment*.
2. Enter the appropriate values in the fields and set the required indicators.
3. Flag the *Test* parameter.



This *Set flag for transfers* parameter prevents the wage type amount from being overwritten and transferred more than once when the payment run is repeated. The system calculates the amount of the difference for the respective wage type in the new payment run instead.

4. Choose *Program* → *Execute* or *Execute + Print* or *In Background*.
5. Use the log to check that transfer data is complete and correct. If necessary, correct the data.
6. Deselect the *Test* parameter and run the report again (see step 8).



A process log is displayed after the report has run. The program run date and an identification feature appear below the process log header. Please make a note of both data. The *Run Date* and *Identification Feature* parameters are queried in the *Create Transfer Medium* step.

7. Lastly create your [Payment medium \[Ext.\]](#)

You have effected an unqualified advance payment.