SAP Organizational Reports

The SAP system provides numerous standard reports within different areas/modules of the system. In addition, Duke has been able to create more simplified, custom reports for Duke as outlined below:

**Accounting View of Payroll Activity (ZH223)**
- Is easily accessed via the transaction code ZH223 as well as customized Duke customized report tree (ZFR1, Duke Favorites).
- Provides two choices of how to view payroll activity, either by cost center funding (all employees paid from a cost center or range of cost centers) or by employee funding (all funding sources for employees belonging to an organizational unit).
- Allows drill down to view details for employees paid, such as pay periods included and any adjustments.
- Replaces legacy report distributed by Payroll.

**Payroll Activity Detail Report – Multi-Period (ZH333)**
- Is easily accessed via the transaction code ZH333.
- Allows selection for a range of fiscal periods within a single fiscal year (cannot run across fiscal years) as opposed to just selecting one fiscal period.
- Also allows selection by an Organizational unit or individual Cost Object.
- Provides a cost center funding view of employee payroll postings funded on cost objects whether those employees belong to the organization or not.
- Lists a summary of each employee for the selected fiscal periods.
- Includes fringe benefit amounts, both standard fringes (GL account 610000) and supplemental fringes (610100) for each employee.
- Does NOT reflect direct postings to salary GL accounts via journal entries (direct postings to salary GL accounts are typically done by Sponsored Programs for retroactive changes or other monitored workload related adjustments). Retroactive entries processed through Payroll will be included in the report.
- Provides the ability to drill-down on an employee to see the amount paid for each fiscal period.
- Also provides the ability to drill down on a fiscal period for Non-Exempt employees and see the amount for each payroll within the fiscal period.
Accounting View of Payroll Activity (ZH223)

Via User Menu: Financials → DUHS Reporting → Organization Reporting → Accounting View of Payroll Activity (Transaction Code ZH223)

On the Accounting View of Payroll Activity selection screen:

1. **REQUIRED**: Enter a **Fiscal Period** – (e.g., 02).
2. **REQUIRED**: Enter a **Fiscal Year** – (e.g., 2003).
3. **REQUIRED**: Enter an **Organization unit number** – (e.g., 50012345).
   
   *Note: Click in the field and click on the Down arrow button to find an Organizational unit number. Select Structure Search. Open the hierarchy by clicking on the plus (+) folders next to the appropriate areas. The HR/Payroll hierarchy mirrors the Cost Center hierarchy. On-line users are limited to only those Organizational units to which they should have security access. If no Cost Center selections are entered, then all Cost Objects (Cost Centers or WBS Elements) in the selected organization will be reported.*

4. **OPTIONAL**: Enter a **Cost Center** or a range of **Cost Centers**.
   
   *Note: Cost centers must belong to selected Organizational unit. Click on the Multiple selection button to add additional cost centers or ranges.*

5. **OPTIONAL**: Enter a **Cost Center** or a range of **Cost Centers**.

6. **Execute**
5. Select one of the two radio buttons – Cost Center Funding View OR Employee Funding View (per guidelines below).

- **Cost Center Funding View:** to view all employees paid from a cost center or range of cost centers for a fiscal period, *regardless of the organizational unit for the position*. For purposes of this report, WBS Elements are included in the Cost Center selection. **OR**

- **Employee Funding View:** to view all funding sources for all employees in your organizational unit(s). This view will show all funding sources for individuals in a particular fiscal period, *regardless of whether the funding source belongs to your organization or not*.

6. To run the report, click on the **Execute** button (F8) (See Screen Captures and Data Descriptions of Two Different Views of Report on Next Pages).
On the **Cost Center Funding (Accounting View of Payroll Activity)** report screen:

**NOTE:** See data elements outlined on next page.

Cost Center

Organization to which the employee is assigned. In this example, all of the employees paid from this cost center belong to the same organization as the cost center.

GL Account Total

Cost Center Total

Scroll to the bottom to see Total for all Cost Objects in the Organization.

**NOTE:** See data elements outlined on next page.
Accounting View of Payroll (cont.)

7. For the **Cost Center Funding View**: review the list of employees and subtotals for each GL Account within a Cost Center.

**Data elements include:**
- Cost Object (Cost Center or WBS Element)
- GL Account
- Employee ID (Duke Unique ID) - *not displayed below.*
- Employee Name
- Personnel Subarea (Exempt, Nonexempt, Casual Labor, etc.)
- Pay Point
- Owning Organization (Organization to which the employee is assigned. The report reflects all employees paid by a Cost Object, whether the employee is assigned to another Organization or not).
- Dollar Total
- Percentage of Employee Pay for the period.

**Salary G/L Accounts for DUHS:**

*Note:* With the new salary GL accounts for DUHS used with SAP HR/Payroll, users will be able to analyze the dollar amount of salary by different categories of pay within a Cost Center.

The salary GL accounts for DUHS are:

<table>
<thead>
<tr>
<th>Exempt (Monthly)</th>
<th>Nonexempt (Biweekly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Account</td>
<td>Description</td>
</tr>
<tr>
<td>600010</td>
<td>Primary Salary</td>
</tr>
<tr>
<td>600020</td>
<td>Supplemental Pay</td>
</tr>
<tr>
<td>601710</td>
<td>House Staff-Base Pay</td>
</tr>
<tr>
<td>601720</td>
<td>House Staff-Suppl Pay</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
On the Accounting View of Payroll Activity - Employee View report screen:

8. For the **Employee Funding View**: review the list of employees with funding sources.

**Data elements include:**
- **Org** - Organizational Unit number, eight digits beginning with 500.
- **Organization Description** – Title of the organization
- **Personnel Subarea** (Exempt, Nonexempt, Casual Labor, etc.)
- **Employee ID** (Duke Unique ID)
- **Employee Name**
- **Cost Center** (Cost Center or WBS Element)
- **Cost Center Description** (Cost Object description)
- **G/L Accounts**
- **Dollar Total** - for the fiscal period. Double click on name for pay period data.
- **Percentage** of Employee Pay for the fiscal period from the Cost Object-GL Account combination. The Total of each employee should equal 100%.
- **Hours for biweekly employees**, on both summary and drilldown screens. Exempt staff or faculty will display N/A.

**To export either view of the report to Excel:**

9. Follow the menu path: **List → Save → File.**

**Note:** Follow Steps per the Export section of the Guide, (where no Export button is available).
To drill down on one employee and view the payroll activity (from the Accounting View of Payroll Activity summary screen):

Note: The drill down provides the payroll activity that comprises an employee’s total payroll amount for a fiscal period. This is particularly useful for viewing non-exempt employees since the total for the fiscal month is the sum of two or three payroll periods (based on the month) OR in the case of off-cycle adjustments (e.g. manual checks or retroactive adjustments).

10. Double click on the desired employee or salary amount to be viewed in further detail (see below).

11. View the payroll activity for that employee (see below).

Example: Correction accounting amount - for an off cycle run

Note: The pay period dates and amounts are shown. If the amount is associated with normal payroll posting, the description will be Regular payroll run. For an off-cycle run (manual check, retroactive adjustment, etc.) the description is Correction accounting. The retroactive adjustments are reflected by the Pay Period dates of the retroactive period.
Payroll Activity Detail Report – Multi-Period (ZH333)

Via User Menu: Financials → DUHS Reporting → Organization Reporting → Payroll Activity Detail – Multi-Per (Transaction Code ZH333)

Overview of the Report
This SAP report provides similar detail to the Accounting View of Payroll (ZH223). The report has the additional capability to select the data for multiple fiscal periods to provide detail for fiscal year-to-date payroll activity. Other payroll activity reports allow only one fiscal period to be displayed.

There are several key data points associated with this report:

- Allows the user to select a range of fiscal periods within a single fiscal year. There is no capability to run the report across fiscal years.
- Provides a "Cost Center" view, e.g. all employees funded on my cost objects whether those employees belong to my organization or not. The user can select to run the report for an organizational level or an individual cost object.
- Does NOT provide the "Employee View" option like some other Payroll Activity reports.
- Includes fringe benefit amounts, both standard fringes (GL account 610000) and supplemental fringes (610100) for each employee.
- Does NOT reflect direct postings to salary GL accounts via journal entries (direct postings to salary GL accounts are typically done by Sponsored Programs for retroactive changes or other monitored workload related adjustments). Retroactive entries processed through Payroll will be included in the report.
- Lists a summary of each employee for the selected fiscal periods.
- Provides the ability to drill-down on an employee to see the amount paid for each fiscal period.
- Also provides the ability to drill down on a fiscal period for Non-Exempt employees and see the amount for each payroll within the fiscal period.
Payroll Activity Detail – Multi-Per (cont.)

On the **Payroll Activity Detail – Multi-Period** screen:

1. **REQUIRED**: Enter one or more Fiscal Periods – (e.g., 010 or a range or a range like 007-009).

2. **REQUIRED**: Enter a Fiscal Year – (e.g., 2017).

3. **OPTIONAL**: Enter an Organization unit number (e.g., 50012345) – all Cost Objects belonging to the selected Organization Unit will be included in the report. Other tips for this field include:
   - If you do not know the Organization unit number, click in the field and use the Drop-down for this field, which displays only the Organization units for which you have security access in SAP.
   - If you do not enter the Organization unit number, a Cost Object or a range of Cost Objects must be selected. If just the Organization unit number is entered, all Cost Objects (Cost Centers) in the selected Organization unit will be included.

4. **OPTIONAL**: Enter a single nine digit Cost Object, a range of Cost Objects, OR use the Multiple Selection button to enter additional cost objects (subject to your organizational security access).

5. To run the report, click on the Execute button or press F8.
The **Payroll Activity Detail – Multi-Period** report screen (see example below):

6. Review the columns of data as outlined below that provide a list of employees and subtotals for each G/L Account with the Cost Object, as follows:
   - Cost Object (Cost Center or WBS Element)
   - G/L Accounts and corresponding G/L Account titles in the totals
   - Job Key (Job Code)
   - Personnel Number or Employee ID (Duke Unique ID)
   - Owning Organization (Organization to which the employee is assigned)
   - Personnel Subarea (Exempt, Nonexempt, Temporary, etc.)
   - Employee Name
   - Description of the Job Title
   - GL Account Long Text
   - Amount or Payroll Dollar Total – for the selected fiscal period or periods. Double click on a name for additional pay period or fiscal period data.
   - Fringe amount
   - Supplements

Note: **If you run the report on a higher level Organizational Unit, the Organizational Units under that are separated and GL Accounts are totaled.**

7. Double click on a line to drill-down
Payroll Activity Detail – Multi-Per (cont.)

7. Double click on a line item to drill down on an individual line item (employee) to see activity detailed by Fiscal period.

8. Review the drill-down results (shown per the step above) to see activity detailed by Fiscal Period if more than one period was selected (see example above).

9. On non-exempt positions, double click on a Fiscal Period line for an employee to drill-down and see activity by Pay Period.

10. Review the drill-down results (shown per the step above) to see activity detailed by Pay Period for non-exempt positions (see example above).

Note: This report may be printed or exported to Excel per the standard steps outlined in any SAP reporting guide (steps for exporting are included in this quick reference as well).