

South Carolina Enterprise Information System

Report Description: Displays the distribution of employee costs by wage type (employee/employer contributions, benefits, retirement, for example), amount, period and cost objects such as Cost Center, Fund, Functional Area or Grant.

Report Timing: Run the ZHRLDSTR Labor Distribution Report each pay period, on or after "blue" days on the Comptroller General's Office payroll calendar.

Who Can Run This Report: Employees with Display Payroll or Agency Payroll Administrator security roles.

Important Note: SCEIS users at large agencies, and those seeking a large amount of data through the Labor Distribution Report should run the report in the background. Running the report in the background will make the most efficient use of your computer's system resources and will allow you to continue working while the report runs. Instructions for running the Labor Distribution Report in the background are included in this guide, beginning on page 9.

1. Log into SCEIS, enter ZHRLDISTR into the Command Field and click on the green Enter button to access the report. This will take you to the Build a Preliminary Index screen shown below.

⊡ Program <u>E</u> dit <u>G</u> oto Syst	tem <u>H</u> elp
Ø	◎ 4 📙 € 6 8 🖴 前時 2 12 4 4 2 12 2 18 2 19 5
Build Preliminary I	ndex
BB	
Preliminary Selection Criteria Posting Date Business Area By-pass Preliminary Index	to solution to sol
Document Status Posted	

2. Complete the Preliminary Selection Criteria section (boxed in red in the screen shot above) as appropriate.

Definitions: Preliminary Selection Criteria

- •Posting Date Field: This is the date for which you would like to view results. It is used to build the index of documents that contain financial entries related to the posting date, which is the pay date. You can select a single date or a range of dates.
- •Business Area: A Business Area is an agency code in SCEIS, so enter your agency code here. This field is required.
- •By-Pass Preliminary Index: Leave this box un-checked.

- 3. Make sure the **Document Status—Posted** check box is checked (boxed in black in the screen shot on page 1).
- 4. Once you have completed all of the appropriate Preliminary Selection Criteria fields, click the Execute button (circled in red on page 1) to run your report.
- 5. When the report has run, the Navigation window (shown in the screen shot below) will appear. Select the radio button indicating what you would like to do next, then click the Continue button, which is denoted with a green check mark.

C Navigation	\times
View Preliminary Selection Report	
O Proceed to Labor Distribution Selection Screen	
O Produce Payroll Analysis Selection Screen	
O Return to Preliminary Selection Screen	
O Exit the program	
✓ ×	

Note: You can click the Back button denoted with a green sphere and a left-facing arrow on any of the report results screens to return to the Navigation screen shown above. Once you reach it, you can use the Navigation screen to access the upper three report types described in detail in this guide, or select one of the bottom two options to Return to the Preliminary Selection Screen (described in steps 1 & 2) or Exit the Program.

6. The View Preliminary Selection Report option, which is selected in the screen shot above, identifies the posting runs based on your search criteria. A sample screen shot of the Preliminary Selection Report is shown in the screen shot below. Remember, if you entered a date range in the Posting Date Field when completing the Preliminary Selection Criteria section, you may have to complete a special background execution and populate screens manually to execute the report.

Preliminary Selection Report											
Posting Date	Posting Run #	Text for Run	Run Information	SIMU	HR Doc. #	FI Doc. #	Grants Doc #	Funds Doc #	Controlling Doc #	Bus. Area	
02/01/2011	1058	DOT LDI TEST	PArea SM/03/2011		633189	6100063322	633189	1003164258	1002543344	U120	
02/01/2011	1058	DOT LDI TEST	PArea SM/03/2011		633190	6100063323	633190	1003164259	1002543345	U120	

When you have finished reviewing the preliminary report results, click the green **Back** button to return to the **Navigation** window.

7. Next, select the Proceed to Labor Distribution Selection Screen radio button, as shown in the screen shot immediately below, and click the Continue button denoted by the green check mark to view the Display Payroll Posting Document Screen.

C Navigation	\times
O View Preliminary Selection Report	
Proceed to Labor Distribution Selection Screen	
O Produce Payroll Analysis Selection Screen	
O Return to Preliminary Selection Screen	
O Exit the program	
××	

- 8. You may refine your search criteria, but it is recommended that you leave the default information in the Selection Criteria for Posting Documents and Editing Options sections. Please also note that:
 - •The Posting Run Number(s) and Business Area are populated based on your preliminary search.

•The Display Variant Field defaults to display "/EXP_ONLY," meaning it displays only expense-related data in General Ledger Accounts 5000000000 through 5999999999.

Display Payroll Posting D	Document		
⊕			
Selection Criteria for Posting Documents Run Type Posting Run Number Posting Run Name Document Number Company Code Posting Date	PP 2 1058	to to to to to	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
Editing Options Archive Selection Display Variant	3 asks whe /EXP_ONLY	ther to read archive	
Costing Information			
Business Area	U120	to	\$
Cost Center		to	\$
Fund Center		to	\$
Functional Area		to	\$
Fund		to	
Grant		to	<u>+</u>
WBS Element		to	<u>\$</u>
GL Account		to	₽
Employee		to	S

9. When you're ready, click the Execute button to view your report, which will look like the partial report shown in the screen shot below.

Display Payroll Posting Do	cument															
		5 🖪 🔽 🛛	II •	6		4 • •										
Warnings Exist for this Document Run 0000001058 Company Code SC01 Document 0000033190 PostingCurrency USD Reference PAYRL00002 Doc. Type PP Posting Date 02/01/2011 Except Muscles attaction HRP1																
Account Number with Text	Pstng Date	Doc. Date	Year	Period	Туре	Run Number	Туре	Rev. Doc.	Document	Line	Line Type	6/L	Pay.per	BusA	Pers.No.	Cost Ctr
5000150000 DIRECTOR	82/81/2811	83/81/2811			PΥ	1058	PP		633198	5		5010150000	201103	U128		U128888818
5010580000 CLASSIFIED POSITIONS	82/81/2811	83/81/2811			PY	1058	PP		633198	12		5010580000	201103	U128		U128888818
5010500000 UNCLASS POSITIONS	82/81/2811	83/81/2811			PY	1858	PP		633198	4		5010500000	201103	U128		U120000010
5010650000 GRANT EMPLOYEES	82/81/2811	83/81/2811			ΡY	1858	PP		633198	6		5010550000	201103	U128		U128888818
5010710000 TEMPORARY POSITIONS	82/81/2811	83/81/2811			PΥ	1858	PP		633198	8		5010710000	201103	U128		U128888818
5010730000 OT & SHIFT DIFFERENT	82/81/2811	83/81/2811			PY	1858	PP		633198	3		5010730000	201103	U128		0120000010
5010730004 ON-CALL PAY	82/81/2811	83/81/2811			ΡY	1858	PP		633190	7		5010730004	201103	U120		0120000010
5130010000 RET-SRS	02/01/2011	83/81/2811			PY	1058	PP		633190	10		5130010000	201103	U120		U120000010
5130310000 SOCIAL SEC-ST EMPLY	82/81/2811	83/81/2811			PΥ	1858	PP		633190	11		5130310000	201103	U120		U120000010
5130610000 INS HEALTH-ST EMPLY	82/81/2811	83/81/2811			PΥ	1058	PP		633198	1		5130510000	201103	U128		0128888818
5130670000 INS DENTAL- ST EMPLY	82/81/2811	83/81/2811			PY	1858	PP		633198	2		5130510000	201103	U128		U128888818
5138718888 PRE-RET DTH-ST EMP	82/81/2811	83/81/2811			PY	1058	PP		633198	9		5130570000	201103	U128		U128888818
									-			5130710000				
Annual budget exceeded by 4,028,652.77 USD (FM PB Availability Control) for document item 00012 Annual budget exceeded by 53,743.03 USD (FM PB Availability Control) for document item 80004 Annual budget exceeded by 121,312.09 USD (FM PB Availability Control) for several document items from item 00003 on Annual budget exceeded by 2,653,309.40 USD (FM PB Availability Control) for several document items from item 00001 on Annual budget exceeded by 6,083.33 USD (FM PB Availability Control) for document item 60005 Messages for Document 00000633190																
•Account Number w	es the vith Tex	e colur kt	nn	s IIS •G/	ste L	a belo	w:					•Fun	ction	al A	Area	

- •Psting Date
- •Doc. Date
- •Year
- •Period
- •Type
- Run Number
- •Type
- •Rev. Doc
- •Document
- •Line
- •Line Type

- •Pay per.
- •BusA
- •Pers. No
- •Cost Center
- •Order
- •Cost Object
- •WBS Element
- •Funds Center
- •Fund
- •Number of
- •Amount Posted Commitment Item

- •Grant
- •NP
- •Credit Amount
- •Debit Amount
- •Co Account Assignment
- •Funds Center Text
- •Commitment Item Text
- •Description
- •Posting Type
- •Functional Area Text
- Description

10. If you double click on an item in the Account Number with Text column:

•The detail at the PERNR level is displayed for this particular posting run. The data includes both debits and credits, revealing both the backed-out previous entry and the new entry created as a result of the off-cycle posting.

Display revision information for posting document												
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			I									
Account Number with Text	CO Acont	Wage Type Long Text	Debit Amount	Credit Amount Crcy								
5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1000 Regular Salary	2,462.66	USD								
5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1000 Regular Salary	1,166.98	USD								
* 5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1000 Regular Salary	4,871,20	USD								
5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1110 Salaried Non-E	708.65	USD								
5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1110 Salaried Non-E 1110 Salaried Non-E	668.54 2.847.68	USD								
5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1110 Salaried Non-E	933.54	USD								
5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1110 Salaried Non-E	710.56	USD								
5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1110 Salaried Non-E	1,145.54	USD								
* 5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1110 Salaried Non-E	8,019.38	USD								
5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1268 SNE-Paid Strai	41.66	USD								
* 5010580000 CLASSIFIED POSITIONS	CCtr U120000010	1268 SNE-Paid Strai	77.51	USD								
•			12,968.09	USD								

•The detail at the Employee's Payroll Results and Posted Amounts for a Period display for all wage types as shown in the screen shot below.

Displa	y revision in	formatio	n for posting	g doc	ume	ent									
Only Post	ed Wage Types														
/09/201	For a Period	roll Result:	s and Posted Amo	unts											
splay o	f All Wage Types	, Unsummari:	zed												
ers.No.	Sequence Number	Status Ind	IN:Payroll Area	IN:Per	10d I	N:PayTyp	IN: ID	IN:Date	FOR:Payroll Area	FOR:Period	FOR:From	FOR: To	FOR:PayTyp	FOR: ID	FOR:Da
	00001	A	SM	83 281	1				SM	83 2811	01/02/2011	01/14/2011			
yroll R	esults (Table RT):													
200 Turo		Tavt		Incuret	Ceeu		Posta	i Dobit	Docted: Cred	. 4					
age typ	e wage type cong	TEXC		naturite	orey		ruste	. Debit	rusceu, creu						
181	Total gross		2,4	62.66	USD										
182	401 (k) Wages		2,4	62.66	USD										
189	ER benefit con	tributions	3	27.28	USD	-									
114	Rase mane for	RET	2.4	62 66	USD					-					
194	SCRS Ret Wages	501	2.4	62.66	USD					-					
196	Retirement Wag	es	2.4	62.66	USD										
381	T6 Withholding	Tax	4,9	25.32	USD										
383	T6 EE Social Se	ecurity Tax	2,4	62.66	USD										
384	T6 ER Social S	ecurity Tax	2,4	62.66	USD										
385	T6 EE Medicare	Tax	2,4	62.66	USD										
386	T6 ER Medicare	Tax	2,4	62.66	USD										
310	T6 ER Unemploy	ment Tax	4,9	25.32	USD										
401	TY EE Social S	lax ecunity Toy	4	88.10	USD					-					
40.3	TX FR Social S	ecurity Tax	1	52 68	USD					-					
485	TX EE Medicare	Tax		35.71	USD										
486	TX ER Medicare	Tax		35.71	USD										
550	Statutory net		1,8	35.36	USD										
559	Payment		1,6	25.29	USD				1,625.	29					
568	Amount to be pa	aid	1,6	25.29	USD										
5PY	Good Money		2,4	62.66	USD										
508	Tot EE tax		6	27.30	USD										
501	Number of cold	nonied	1	0.00	USD										
503	Sen Taxable in	period	2.4	82.66	USD										
5UB	Tax base wane	Parts.	2.4	62.66	USD										
506	Tax gross wage		2.4	62.66	USD										
5UH	Worked Hours f	or SUI		8.88	USD										
5UM	Month 1 indicat	tor SUI		8.88	USD										
5UT	Actual Worked	Hours		8.88	USD										
500	Taxable Hours	4		8.00	USD										
509	Number of weeks	s tor SUI		0.08	050										
602	TR EE Social S	Tax.	4,0	81.00	USD										
684	TR FR Social S	ecurity Tax	2.4	62.66	USD										
COE	TR EE Medicare	Tay	2,4	82.66	USD										
080		1.00.0		104 Long -											



11. To view only the posted wage types, the view shown in the screen shot below, click the Only Posted Wage Type button (circled in red in the screen shot on page 5).

Display	revision informatio	n for posting d	locum	ent									
All Wage T	ypes 💽												
63/08/2011	Employee's Payroll Result For a Period	s and Posted Amount	8										
Display of	Posted Wage Types, Unsumm	arized											
Pers.No.	Sequence Number Status Ind	IN:Payroll Area IN	Period	IN:PayTyp	IN:10	IN:Date	FOR:Payroll Area	FOR:Period	FOR:From	FOR: To	FOR: PayTyp	FOR: ID	FOR:Da
	00001 A	SM 03	2011				SM	03 2011	01/02/2011	01/14/2011			
Wage Type	Wage Type Long Text	Ano 1 626	unt Crcy	1	Posted	: Debit	Posted: Cred	1					
/559 2301 2400	Payment DOT Parking Dan-SCRS EE Pro-tax	1,625.	29 USD 00- USD 07- USD				1,625.3	29 10 17					
4400 4500	Ben-SCRS ER Ben-SCRS Group Life ER	323.	59 USD 69 USD				323.5	59 59					
91F1 91F3 91F5	TX FED Withholding Tax TX EE FICA Taxes TX EE Medicare Tax	353. 103. 35.	77 USD 43 USD 71 USD				353.1 103.4 35.1	77 13 71		R			
91SC 92F4	TX SC EE Withholding Tax TX ER FICA Tax	134. 152.	39 USD 68 USD				134. 152.	19 18					
92F6 9001 9005	Ded Pr Fee -CLA Ded Pr Fee -AFLAC	35. 0. 0.	71 USD 20- USD 20- USD				35.1 0.2 0.2	71 20 20					
9V01 9V05	VNColonial Life &Accident VN-AFLAC	24. 19.	80 - USD 80 - USD		_		24.0 19.0	10					
9404 9406	TX ER Social Security Tax TX ER Medicare Tax	2,462. 152. 35.	68 USD 71 USD		2	152.68							
9R01 9R50	Ben-SCRS ER Expense Ben-SCRSSrpLif ER Expense	323.	59 USD 69 USD			323.59 3.69							

12. The third report view, called the Payroll Analysis Report, is designed to show different views so that you can analyze the payroll results based on items you select. This version of the Labor Distribution Report allows for multiple views based on the data you enter into the Produce Payroll Analysis Selection Screen.

To access the Produce Payroll Analysis Selection Screen, click the Back button several times until you reach the Navigation screen shown below. Select the Produce Payroll Analysis Selection Screen radio button and then click the Continue button, which is denoted with a green check mark.

🖻 Navigation	\times
O View Preliminary Selection Report	
O Proceed to Labor Distribution Selection Screen	
r	
Produce Payroll Analysis Selection Screen	
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O Return to Freinninary Selection Screen	
O Exit the program	

Page 6

13. When you reach the Payroll Analysis Report screen shown below, complete the fields as needed to search for the specific data you need. Once you have completed all the appropriate fields, click the Execute button (circled in red in the screen shot below) to run the report. Once executed, the report will look similar to the screen shot on page 8.

Payroll Analysis Report				
Selection Criteria for Posting Documents	/			
Run Type	PP			
Posting Run Number		1058 🕝	to	-
Posting Run Name			to	S
Document Number			to	\$
Company Code			to	-
Posting Date	02/0	/2011	to	\$
Business Area	U120		to	\$
Functional Area			to	•
Cost Center			to	\$
Internal Order			to	-
GL Account			to	\$
Fund			to	\$
Funds Center			to	S
Grant Number			to	
WBS Element			to	\$
Employee			to	-
Sequence Number			to	-
Symbolic account			to	\$
Amount			to	\$
Worker's Comp Code			to	
Position			to	\$
Wage Types				
O Wage type application				
Wage type			to	\$
		4	and the second	
Output Options				
Display Variant				
All Records	X			
CB_1018				

14. The Run St (meaning Run Status) column (the third column from the left in the screen shot below) displays a letter value for each entry, which indicates the age of the payroll result. The indicators' meanings are:

•A: The payroll result was generated by the most recent payroll run.

•P: The payroll result was replaced by a new record during a retroactive accounting run. It becomes the predecessor of the current record.

•O: The payroll result has been replaced by two or more retroactive accounting runs, meaning it is no longer current and is not the predecessor of the current record.

Payroll Analysis Report

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-		_														-		
B	Account Number with Text	Seq	Run	. Emp	Run Number	. A	E	Sy	Matchcode	Line number	WT	Number of	BUn	Amount Crcy	Exp		. Ee	-
	2010040000 ACCRUED PAYROLL	1	A	A	1058	FC		NET		12	/559			969.90- USD				
	2100000001 RETIRE-SRS EE DED	1	A	A	1058	FC		MD04		11	3400			89.52- USD				
	2110000002 SRS-EMPLOYER CONTR	1	A	A	1058	FC		EB10		5	4400		12	180.96- USD				
	2110000007 PRE DEATH-SRS-ER	1	A	A	1058	FC		EB24		6	4500			2.07- USD				
	2100000007 FED INC TAX WIH EE	1	A	A	1058	FC		MD01		8	91F1			162.32- USD				
	2100000005 SOC SEC W/H EMPLOYEE	1	A	A	1058	FC		MD03		10	91F3		1.1	57.84- USD				
	2100000005 SOC SEC WIH EMPLOYEE	1	A	A	1058	FC		MD03		10	91F5			19.97- USD				
	2100000008 STATE INC TAX WIH EE	1	A	A	1058	FC		MD02		9	91SC			77.64- USD				
	2110000001 SOCIAL SECURITY-ER	1	A	A	1058	FC		EB49		7	92F4			85.39- USD				
	2110000001 SOCIAL SECURITY-ER	1	A	A	1058	FC		EB49		7	92F6	2		19.97- USD				
	5130710000 PRE-RET DTH-ST EMP	1	A	A	1058	C		GP72		4	9R50	0		1.07 USD				
	5130710000 PRE-RET DTH-ST EMP	1	A	A	1058	C		GP72		4	9R50			1.00 USD				
	5130010000 RET-SRS	1	A	A	1058	С		GP41		3	9R01		0	93.12 USD				
	5130010000 RET-SRS	1	A	A	1058	C		GP41		3	9R01			87.84 USD				
	5130310000 SOCIAL SEC-ST EMPLY	1	A	A	1058	C		GP40		2	9406		0	10.28 USD				
	5130310000 SOCIAL SEC-ST EMPLY	1	A	A	1058	С		GP40		2	9406			9.69 USD				
	5130310000 SOCIAL SEC-ST EMPLY	1	A	A	1058	C		GP40		2	9404			43.94 USD				
	5130310000 SOCIAL SEC-ST EMPLY	1	A	A	1058	C		GP40		2	9404			41.45 USD				
	5010580000 CLASSIFIED POSITIONS	1	A	A	1058	С	1C	GP02		1	1110	16.00		708.65 USD				
	5010580000 CLASSIFIED POSITIONS	1	A	A	1058	C	1C	GP02		1	1110			668.54 USD				
	2100000008 STATE INC TAX WIH EE	1	A .	A	1058	FÇ		MD02		9	91SC			72.42- USD				
	2100000005 SOC SEC WIH EMPLOYEE	1	A	A	1058	FC		MD03		10	91F5			18.81- USD				
	2100000005 SOC SEC W/H EMPLOYEE	1	A	A	1058	FC		MD03		10	91F3			54.49- USD				
	2100000007 FED INC TAX W/H EE	1	A	A	1058	FC		MD01		8	91F1		1	151.13- USD				
	2110000007 PRE DEATH-SRS-ER	1	A	A	1058	FC		EB24		6	4500			1.95- USD				
	2110000002 SRS-EMPLOYER CONTR	1	A	A	1058	FC		EB10		5	4400			170.48- USD				
	2100000001 RETIRE-SRS EE DED	1	A	A	1058	FC		MD04		11	3400			84.33- USD				
	2010040000 ACCRUED PAYROLL	1	A	A	1058	FC		NET		12	/559			916.23- USD				
	5130710000 PRE-RET DTH-ST EMP	1	A	A	1058	C		GP72		4	9R50			1.95 USD				
	5130010000 RET-SRS	1	A	A	1058	C		GP41		3	9R01			170.48 USD				
	5130310000 SOCIAL SEC-ST EMPLY	1	A	A	1058	C		GP40		2	9406			18.81 USD				
	5130310000 SOCIAL SEC-ST EMPLY	1	A	A	1058	С		GP40		2	9404		11	80.44 USD				
	5010650000 GRANT EMPLOYEES	1	A	A	1058	C	48	GP02		13	1110	67.50		1,297.41 USD				
	2110000001 SOCIAL SECURITY-ER	1	A	A	1058	FC		EB49		7	92F6			18.81- USD				
	2110000001 SOCIAL SECURITY-ER	1	A	A	1058	FC		EB49		7	92F4			80.44- USD				
	2110000007 PRE DEATH-SRS-ER	1	A	A	1058	FC		EB24		6	4500			3.56- USD				
	2100000007 FED INC TAX WIH EE	1	A	A	1058	FC		MD01		8	91F1			370.71- USD				
	2100000005 SOC SEC W/H EMPLOYEE	1	A	A	1058	FC		MD03		10	91F3			99.55- USD				
	2100000005 SOC SEC WIH EMPLOYEE	1	A	A	1058	FC		MD03		10	91F5			34.37- USD				
	2100000008 STATE INC TAX WIH EE	1	A	A	1058	FC		MD02		9	91SC			142.63- USD				
	2110000001 SOCIAL SECURITY-ER	1	A	A	1058	FC		EB49		7	92F4			146.96- USD		T		

15. To return to the Navigation screen click the Exit button (denoted with a yellow sphere and an upward-pointing arrow) twice.

To exit the program and return to the SAP Easy Access screen, select the Exit the Program option, then click the Continue button.

Running the Labor Distribution Report in the Background

SCEIS users at large agencies, and those seeking a large amount of data through the Labor Distribution Report should run the report in the background. Running the report in the background will make the most efficient use of your computer's system resources and will allow you to continue working while the report runs. Below are instructions for running the Labor Distribution Report in the background.

1. From the top left portion of the Display Payroll Posting Document screen, select the Program drop down menu and click on Execute in Background, as shown in the screen shot below.

DP		
Erogram Edit Goto System Hel	P	
C Execute F0) I 🖸 🖸 I 🖬 00 06 I 🖏 🖓 🖓 🚺 I	2 🖪 👘
Execute and Print Ctrl+P	locument	
Execute in Background F9	ocument	
G Egit Shift+F3		
Selection Criteria for Posting Documents	1	
Run Type	01	
Posting Run Number	10 50	
Posting Run Name	10 9	
Document Number	10 90	
Company Code	10 50	
Posting Date	02/16/2011 10 50	
Editing Options		
Archive Selection	3 asks whether to read archive	
Display Variant	/EXP_ONLY	
Costing Information		
Business Area	0120 10 10	
Cost Center		
Fund Center		
Fund		
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2. The Background Print Parameters window will open as shown in the screen shot below. Click on the Properties button to set the correct parameters to run the report.

Program Edit Go	to System Help			
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Display Payro	Il Posting D	ocument		
()				
C Background Print P	arameters			1
Output Device	LOCL			
Number of copies	1			
O Print from page	0	Το θ		
Properties X		to	9	00
Fund Center		10		
Functional Area		10		S
Fund		to)	
Grant		10)	9
WBS Element		to		-
GL Account		10)	-
Employee		80		

3. The Spool Request Attributes window, shown below, will open. Double-click on Print out immediately under the Parameter Value column to change the location of where the report will display.

Brogram Edit Qoto System Help	
0 1 4 8 C 0 0 L 00 08 2 L 0 18 2 L 0 18 18 19 L 0 18 19	
Display Payroll Posting Document	
Deckground Print Parameters	
Output Device LOCL	
Number of pages OPrint tai Print tom page O To O	9999
Overview	
Parameter name Parameter Value C Conoral Properties Time of printing Print out immediately Format X_65_00 D Spont request D Cover sheets D Output Options	
Double-Click a Line to Change a Value You can copy up to 10 values to the initial screen To save print parameters as default, choose "Default values"	
Specifications X	

4. The Other Properties Time of printing box will display. As shown in the screen shot below, from the Time of print drop down menu, select Send to Spooler Only for now. Click the Continue button, which is circled in red in the screen shot below.

Erogram Edit Qoto Bystem Help	
C 348 C 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
Display Payroll Posting Document	
08	
CP Background Print Parameters	
Output Device LOCL. Number of copies 1 Number of pages	
Prind Bill Prind Rom page 0 To 0	•
C Speci Request Attributes	
Parameter name Parameter Value Parameter Value Print of p	
Cetter Properties "Time of priviling" Terre of prive Band & Bolf Standard Cette for now Priod Colorend Juliary Priod State Cetter Description Descript	

5. The Background Print Parameters window will re-open. Click the Continue button, which is circled in red in the screen shot below.

	oto System	Help				
0	5	48100	001200	08 1 80 10	0010	
Display Payr	oll Postir	na Docun	nent			
Display r ayr	on r o su	ig bocan	incinc			
2						
🕒 Background Print P	Parameters					
Output Device	LOCL					_
Number of copies	1					-
						1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Number of pages	2					2
Print all						2
O Print from page		0	To 0			8
Properties X Cost Center Fund Center						
Properties X Cost Center Fund Center FundConal Area			b b			
Properties X Cost Center Fund Center Fund Senter Fund						
Properties X Cost Center Fund Center Fund Orant] 🖬					
Properties X Cost Center Fund Center Fund Grant WBS Element] 🖬					
Properties X Cost Center Fund Center Fund Center Fund Orant WBS Element GL Account						

6. The Start Time window will open. Click the Immediate button, which is circled in red in the screen shot below.

Display Payroll Posting Document							
Start Time							
Immediate Date/Time After job After event At operation mode >>							
Date/Time							
After job At operation mode							
After event							
Check 🔲 🗶							

7. The Start Time window should now look like the screen shot below. Click on the Save button, which is circled in red below.

Display Payroll Posting Document
00
C? Start Time
Immediate Date/Time After job After event At operation mode >>
Date/Time
Immediate start
After job Al operation mode
After event
Periodic job Check Period values Restrictions X

8. You will be returned to the Display Payroll Posting Document screen. At the bottom, left-hand corner of the screen you should now see the message "Background job was scheduled for program ZRPCIPS00," as shown in the screen shot below. This message lets you know that you have successfully run this job in the background.

۵ 🔁					
Selection Criteria for Posting Dor	cuments				
Run Type	6 99				
Posting Run Number		to		\$	
Posting Run Name		to		-	
Document Number		to		\$	
Company Code		to		\$	
Posting Date	02/16/2011	to		\$	
Editing Options					3
Archive Selection	3 asks whethe	r to read archive			
Display Variant	/EXP_ONLY				
Costing Information	(111.00)				
Business Area	0120	10			
Cost Center		10			
Fund Center		10			
Functional Area		00			
Fund		00		- 	
Urant UKDO Florenant		10			
OI Account		to to	_		
Employee		10		8	
and to be a second s					

Viewing a Report that You Have Run in the Background

1. To access your Labor Distribution Report after you have run it in the background, click on Menu in the toolbar at the top of the screen bar, then select System, and then Own Jobs and from the drop down menu (circled in the screen shot below).

Create Session	Menu Edit Eavorites Extras	System <u>H</u> elp	
End Section		Cr <u>e</u> ate Session	0 C C
SAP Easy Access User Profile Image: Services Image: Services Image: Favorites Image: Services Image: Services Image: Services	SAP Easy Access Favorites SAP menu Favorites SAP menu Cross-Application Compor Construction Accounting Accounting Accounting Accounting Accounting Accounting Accounting Tools Construction Second Construction Construction	End Session User Profile Services Utijities List Services for Object My Objects Own Spool Requests Own Jobs Short Message Status Log off	

2. The Job Overview screen, shown below, will display. To access your report, place a check mark in the box next to the appropriate job and then click on the Spool button, which is circled in red in the screen shot below.

Job Overview											
🛐 🎤 Release 🖾 🗊 😰 Spool 🛃 Job log 💲 Step 🗐 Application servers 🏂 🎛 🍞 🛆 🖓											
Job	Spoo1	Job Doc	Job CreatedB	Status	Start date	Start time	Duration(sec.)	Delay (sec.)			
			LCAPRIO	Finished	03/17/2011	10:35:35	1	0			
ZRPCIPS00 ZRPCIPS00 ZRPCIPS00	2			Finished Finished	03/17/2011	10:37:32 10:38:39 11:50:12	1	8			
*Sunnary			LUNPATO	Finitished	0371772011	11.30.12	3	0			

Note: Jobs you have run that contain data will be denoted with a spool symbol in the Spool column, as shown in the screen shot above. The spool symbol is boxed in black above.

3. The Output Controller: List of Spool Request window will display. Place a check mark in the box next the appropriate job and then click on the Display in Maximum Width button, which is circled in red in the screen shot below.

Output Controller: List of Spool Requests											
9 2 4 7 2 3 2 4 • • • • 2 2 2 8 2 • • •											
Spool no	Type	Date	Time	Status	Pages	Title					
48	1	03/17/2011	10:38		1	LISTIS LOCL ZRPCIPS00LCA					
48	1	03/17/2011	10:38	•	1	LISTIS LOCL ZRPCIPS00LCA					

4. The Graphical display of spool request (spool number) in system (client) screen, shown in the screen shot below, will display. You will now be able to see your Labor Distribution Report, which you ran in the background.

Graphical display of spool request 4861 in system ECQ												
🛐 🕒 🖴 🗊 🖉 🚱 🔍 🗸 🕨 Settings 🗞 Graphical 🗞 Graphic Without Structure Information 🐼 Raw 🐼 Hex 🗟												
03/17/2011 Posting Document												
This report contains multiple runs/documents:									N			
Warnings Exist for this Document												
Account Number with Text	Pstng Date	Doc. Date	Year	Period	Туре	Run Number	Туре	Rev. Doc.	Document	Line	Line Type	
5010150000 DIRECTOR	02/01/2011	03/01/2011			PY	1058	PP		633190	5		
5010580000 CLASSIFIED POSITIONS 5010580000 CLASSIFIED POSITIONS	02/01/2011 02/01/2011	03/01/2011 03/17/2011			PY PY	1058	PP PP		633190 666256	12		
5010600000 UNCLASS POSITIONS	02/01/2011	03/01/2011			PY	1058	PP		633190	4		
5010650000 GRANT EMPLOYEES	02/01/2011 02/01/2011	03/01/2011 03/17/2011			PY	1058	PP PP		633190 666256	6		
* 5010710000 TEMPORARY POSITIONS	02/01/2011	03/01/2011			PY	1058	PP		633190	8		
5010710000 TEMPORARY POSITIONS	02/01/2011	03/17/2011			PY	1142	PP		666256	1		
5010730000 OT & SHIFT DIFFERENT	02/01/2011 02/01/2011	03/01/2011 03/17/2011			PY PY	1058 1142	PP PP		633190 666256	3		
5010730004 ON-CALL PAY 5010730004 ON-CALL PAY	02/01/2011 02/01/2011	03/01/2011 03/17/2011			PY PY	1058	PP PP		633190 666256	7		
* 5130010000 RET-SRS	02/01/2011	03/01/2011			PY	1058	PP		633190	10		
5130010000 RE1-SKS	02/01/2011	03/17/2011			PY	1142	PP		622100	6		
5130310000 SOCIAL SEC-ST EMPLY	02/01/2011	03/17/2011			PY	1142	PP		666256	7		
5130610000 INS HEALTH-ST EMPLY	82/81/2811	83/81/2811			PY	1858	PP		633190	1		
5130670000 INS DENTAL- ST EMPLY	82/81/2811	83/81/2811			PY	1058	PP		633190	2		
5130710000 PRE-RET DTH-ST EMP	02/01/2011 02/01/2011	03/01/2011 03/17/2011			PY PY	1058 1142	PP PP		633190 666256	9 5		