

US - 6401 Reclass Non Payroll - Check CC 5V10500000

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area: N/A

Table of contents

- [Tasks to be completed when documenting an operation \(from creation to publication\)](#)
- [1. Enter the Title of the operation / page](#)
- [2. Add the following Labels:](#)
 - [Scope of applicability: ww, country_accounting](#)
 - [Country or group of countries \(if applicable\): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal](#)
 - [Unit and Domain according to the List of labels to be used in the Finance Service Line space](#)
- [3. Fill in all fields as described above](#)
- [4. Name the title of each section using OPD methodology naming convention - Infinitive verb without the "to", mainly action verb...something\) -" I do something..."](#)
- [5. Once the description of the operation is completed, ensure it is approved and published by launching the SBS-Finance approval workflow](#)
- [Table of contents](#)
- [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
- [2. Definitions](#)
- [3. Tasks description](#)
- [3.1. I check the cost center 5V10500000](#)
 - [3.1.1. I fill the template](#)

Scope

[blocked URL](#)

ERP



Frequency

[blocked URL](#)

References

S_ALR_87013611;
ZZF_POSTING_FILE

Forms

[NON Payroll template](#)

Attachments

*Previous OP << US - 6401 Reclass
Non Payroll - Check CC
5V10500000 >> Next OP*

1. Objective and Scope

1.1. Objective of this Operation

Monthly, at D+1, it is necessary to check if the cost center 5V10500000 has any values posted in the non-payroll cost elements.

1.2. Scope

This procedure applies to company 6401.

2. Definitions

See Finance Glossary:

- [CAM](#)

3. Tasks description

3.1. I check the cost center 5V10500000

Go to transaction S_ALR_87013611 and get the variant NON-PAYROLL:

Variant	NON-PAYROLL
Environment	
Created by	
Changed by	
Original Language	

Selection values	
Controlling Area	CHEF
Fiscal Year	2022
From Period	3
To Period	3
Plan Version	0

Selection groups	
Cost Center Group	
Or value(s)	5V10500000 to

Insert the closing month and run the report.

The following report will appear:

Cost Center/Group	5V10500000
Person responsible:	50019535
Reporting period:	3 to 3 2022

Cost Elements	Act. Costs
6120100000 Interim personn	15.670,00
6122000000 Serv work w/thi	
6122005500 TECH SERV/SUPP	
6140110000 Car rental, STe	595,76
6141010000 Accom costs-nat	2.172,90
6141030000 Travels&Tpt-km	361,92
6141200000 Flights,trains,	120,00
6141300000 Taxis,toll,park	133,00
6150200000 Meals,catering	276,95
6150300000 Travel exp-misc	18,46
6161000000 Office supplies	
6200000300 Salaries	
6200000301 Hourly labor	19.408,80
6200000604 Overtime,hourly	4.542,01
6200005504 Purch/Sell Vac	277,05-
6200030300 Prem,bonus-work	1.613,18
6200090000 Accrued payroll	12.771,13-
6210070000 Sal ben-payr ta	
6210070001 Hourl ben-payr	2.003,04
6220003320 Pension contrib	2.360,58
6220020001 Sal ben-medical	
6220020002 Hourl ben-medic	3.898,53
6220050000 Sal ben-savings	

3.1.1. I fill the *template*

You will use the [NON Payroll template](#) to create the posting entry.

Once the report was generated, copy the inform from SAP and past on template tab "JUSTIFICATION"

Example:

Template:

Class	G/L account	Amount Doc cur	Cost Elements	Act. Costs
Payroll	6120100000	15.670,00	6120100000 Interim personn	15.670,00
Non payroll	6122000000	-	6122000000 Serv work w/thi	
Non payroll	6122005500	-	6122005500 TECH SERV/SUPP	
Payroll	6140110000	595,76	6140110000 Car rental, STe	595,76
Payroll	6141010000	2.172,90	6141010000 Accom costs-nat	2.172,90
Non payroll	6141030000	361,92	6141030000 Travels&Tpt-km	361,92
Payroll	6141200000	120,00	6141200000 Flights,trains,	120,00
Non payroll	6141300000	133,00	6141300000 Taxis,toll,park	133,00
Payroll	6150200000	276,95	6150200000 Meals,catering	276,95
Payroll	6150300000	18,46	6150300000 Travel exp-misc	18,46
Payroll	6161000000	-	6161000000 Office supplies	
Payroll	6200000300	-	6200000300 Salaries	
Payroll	6200000301	19.408,80	6200000301 Hourly labor	19.408,80
Payroll	6200000604	4.542,01	6200000604 Overtime,hourly	4.542,01
Payroll	6200005504	277,00	6200005504 Purch/Sell Vac	-277,05
Payroll	6200030300	1.613,18	6200030300 Prem,bonus-work	1.613,18
Payroll	6200090000	12.771,10	6200090000 Accrued payroll	-12.771,13
Payroll	6210070000	-	6210070000 Sal ben-payr ta	
Payroll	6210070001	2.003,04	6210070001 Hourl ben-payr	2.003,04
Payroll	6220003320	2.360,58	6220003320 Pension contrib	2.360,58
Payroll	6220020001	-	6220020001 Sal ben-medical	
Payroll	6220020002	3.898,53	6220020002 Hourl ben-medic	3.898,53
Payroll	6220050000	-	6220050000 Sal ben-savings	

The lines highlighted in orange are the values which need to be reclassified.



Cost element 6470000000

To cost element 6470000000 it can receive cost center related to payroll and non payroll. For this reason you need to check in FBL3N if there is any cost which are not related to payroll, if so you need reclassify it as well.

The information will be generate automatically in the tab TEMPLATE:

ITEM	Company Code	Header Text	Doc Date	Posting Date	Posting Key	G/L account	Amount Doc cur	Calc 1	Calc 2	Cost center
1	6401	Reclass NON PAYROLL - 032022	31032022	31032022	40	6141030000	361,92			5V10500000
1					50	6141030000	361,92			5V32420102
1					40	6141300000	133,00			5V10500000
1					50	6141300000	133,00			5V32420102

Include the Ticket number, update the date.

If everything is correctly, save the tab posting file as xlsx extension and post the entry using transaction ZZP_POSTING_FILE.

After this reclassification has been posted, please rerun this report and ensure if the cost elements are zero.

Do a print from the report and insert it into the posting file as the justification.

After posted, send the document number and the file to the CAM.

End of document.