

US - PF1 - 401-K Employer Costs

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

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Scope



Country Accountin

ERP



PF1

Frequency



Month

References

[FBL3N, ZZP_POSTING_FILE](#)

Forms

Attachments

[Payroll posting file folder](#)

1. Objective and Scope

1.1. Objective of this Operation

This procedure explains how to make an immediate correction on G/L accounts 6220003320 and 2454000011 regarding the retirement savings plan.

1.2. Scope

This procedure is applicable for US PF1 companies.

2. Definitions

See [Finance Glossary](#):

- [PF1](#)
- [GL](#)
- [FI](#)
- [NAM](#)

3. Tasks description

401(k) is a retirement savings plan sponsored by an employer. It lets workers save and invest a piece of their paycheck before taxes are taken out. Taxes aren't paid until the money is withdrawn from the account.

For this task, you'll need to reclass the amounts from account 6220003320 to account 2454000011.

3.1. Responsible

- Accounting Platform

3.2. Periodicity

The procedure needs to be performed after all the payroll file for the month is posted in [AODocs](#).



Attention!

This procedure must be performed before [US - Generate Expat Billings](#).

3.3. I retrieve and upload the data

3.3.1. I retrieve the data

First, go to the folder [US PAYROLL](#), make a copy of the previously file and rename with the currently month. Open the current file inside the Google sheet (without downloading the file).

Make sure to keep the tab "US_POSTING" always updated. To do that, go to [HR AODocs - Admin HR](#) download the most currently file regarding your companies, copy and paste the information from column A to J into your template, then, copy the column regarding the task month on HR file (eg.: column N that refers to month 04, if you are making postings related to month 04) and paste into your template on column M.

Go to tab **401-K Employer Costs for US**

In this tab, open the group regarding your company . You will see that the information that you need to make the post is ready. Just make a double check to see if the amounts are being transmitted for the tab as it should.

	+	+	+	+	+
	A	J	S	AB	AK
1					
2	Company Code	Company Code	Company Code	Company Code	Company Code
3	6401	4290	3384	5782	4045
4					
5					
6					
7					

3.4. I compare the posting file amounts with SAP account amounts

Go to transaction [FBL3N](#) and open G/L 6220003320 as "All items" with the closing month (e.g 01.04.2023 to 30.04.2023).

G/L account selection

G/L account	6220003320	to		
Company code	4290	to		

Selection using search help

Search help ID	
Search string	
Search help	

Line item selection

Status

Open items
Open at key date

Cleared items
Clearing date to
Open at key date

All items
Posting date to

Type

Normal items
 Noted items
 Parked items

List Output

Layout	/IBAUSPF1
Maximum number of items	

The total value on the G/L 6220003320 must be the same on the pivot table, please have a look at the screenshot below.

Company Code	Header Text	Posting Key	G/L	Amount	Cost Center	Assignment	Text	Company Code	Company Code	Company
4290	401-K Employee Costs							3384	5782	4045
		50	6220003320	8.412,58	C018300006		401-K Employee Costs 04.2023			
		50	6220003320	7.833,90	R910500004		401-K Employee Costs 04.2023			
		50	6220003320	5.495,11	R016200000		401-K Employee Costs 04.2023			
		50	6220003320	9.465,36	R916200000		401-K Employee Costs 04.2023			
		50	6220003320	1.499,09	C0131000000		401-K Employee Costs 04.2023			
		50	6220003320	49.428,54	R031800000		401-K Employee Costs 04.2023			
		50	6220003320	48.428,67	R932009900		401-K Employee Costs 04.2023			
		50	6220003320	37.307,27	C0184000005		401-K Employee Costs 04.2023			
		50	6220003320	7.762,57	C018900001		401-K Employee Costs 04.2023			
		50	6220003320	6.633,63	C016200003		401-K Employee Costs 04.2023			
		50	6220003320	3.663,36	R914100000		401-K Employee Costs 04.2023			
		50	6220003320	5.911,62	C0184000009		401-K Employee Costs 04.2023			
		50	6220003320	5.964,36	R916200002		401-K Employee Costs 04.2023			
		50	6220003320	412,50	C016300001		401-K Employee Costs 04.2023			
		40	2454000011	198.218,56			401-K Employee Costs 04.2023			

US_POSTING Wage Type Correction 401-K Employer Costs for US Payroll Correction POST 1 Payroll Corri < > Sum: 198.218,56

G/L Account 6220003320 Pension contribution
 Company Code 4290

St	G/L	CoCd	DocumentNo	Type	Doc..Date	Pstng Date	PK	Amount in local cur.	LCurr	Amount in doc. curr.	Curr.
*				H0				198.218,56	USD	198.218,56	USD
**								198.218,56	USD	198.218,56	USD

Remark

If you have in SAP a document type H1 (with something like "Manual Payroll posting" written in the text) that not being considered in the posting file, you have to consider it in the posting file as well. In this case, open the document in SAP, identify with cost center it is impacting and add the amount in your posting file in the corresponding cost center.

The reclassification must be done by costs centers.

To have the information by cost center, make a subtotal in the **FBL3N**:

Amount in doc. curr.	Curr.	Cost Ctr
1.499,09	USD	C013100000
6.633,63	USD	C016200003
412,50	USD	C016300001
8.412,58	USD	C018300006
37.307,27	USD	C018400005
5.911,62	USD	C018400009
7.762,57	USD	C018900001
5.495,11	USD	R016200000
49.428,54	USD	R031800000
7.833,90	USD	R910500004
3.663,36	USD	R914100000
9.465,36	USD	R916200000
5.964,36	USD	R916200002
48.428,67	USD	R932009900
198.218,56	USD	

3.5. I make the entry

In the posting file you need to post a credit (50) in the account 6220003320 using the cost center and a debit (40) in the account 2454000011.

The document type for payroll is H0 automatically postings, how we will make a manual entry we have to **use H1**.

To make the entry, go to transaction ZZF_POSTING_FILE on SAP, click on the button "Journal Entries Cockpit" and search for the template ID **PAYR** **OLLACP** and Sub ID **002** for your company.

The screenshot shows the SAP 'Journal Entries Cockpit' interface. At the top, there are navigation icons for back, home, and help. Below this is the 'Process Selection' section with four radio buttons: 'Create Journal Entry' (selected), 'Maintain Tables', 'Create New Template', and 'Activity Reporting'. The 'Create Journal Entry' section contains a table with the following fields: 'Template ID' (PAYROLLACP), 'Sub ID' (002), 'Company Code' (4290), and 'Layout' (empty). There are 'to' fields next to 'Sub ID' and 'Company Code', and a 'Display Errors' checkbox which is checked.

Create Journal Entry			
Template ID	PAYROLLACP		
Sub ID	002	to	
Company Code	4290	to	
Layout			
<input checked="" type="checkbox"/> Display Errors			

Fill the information in SAP template as it is in your posting file and complete the entry.

3.6. I check the account in SAP after the entry made

After postings done, check if the account 6220003320 and the cost centers are balanced in the system.

G/L account selection

G/L account	6220003320	to		
Company code	4290	to		

Selection using search help

Search help ID	
Search string	
Search help	

Line item selection

Status

<input type="radio"/> Open items				
Open at key date	19.05.2023			
<input type="radio"/> Cleared items				
Clearing date		to		
Open at key date				
<input checked="" type="radio"/> All items				
Posting date	01.04.2023	to	30.04.2023	

Type

<input checked="" type="checkbox"/> Normal items
<input type="checkbox"/> Noted items
<input type="checkbox"/> Parked items

List Output

Layout	/IBAUSPF1
Maximum number of items	

Amount in doc. curr.	Curr.	Cost Ctr
0,00	USD	C013100000
0,00	USD	C016200003
0,00	USD	C016300001
0,00	USD	C018300006
0,00	USD	C018400005
0,00	USD	C018400009
0,00	USD	C018900001
0,00	USD	R016200000
0,00	USD	R031800000
0,00	USD	R910500004
0,00	USD	R914100000
0,00	USD	R916200000
0,00	USD	R916200002
0,00	USD	R932009900
0,00	USD	








3.7. I open a case on BMC Helix and inform the CAM

To register, open a case on BMC Helix and send to the CAM the document number generated.

End of document.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

May 25, 2023	Actor	Type	Activity	Version
Published	 BRUNA SANTOS COLAÇO	Edit	updated the page at 9:10 pm Other contributors: 	
	 Leticia Pereira Souza	State	changed state to Published at 8:21 pm	v28
Draft	 Leticia Pereira Souza	State	gave <i>Approvers</i> approval at 8:21 pm	
	 BRUNA SANTOS COLAÇO	State	assigned approval <i>Approvers</i> to  Leticia Pereira Souza at 8:15 pm	
From May 19, 2023 to May 25, 2023				
	 BRUNA SANTOS COLAÇO	Edit	updated the page at 8:51 pm	