

US - PF1 - Payroll Correction

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:

Responsibility area:

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Scope

 Unknown Attachment

ERP



Frequency



References

[ZZF_POSTING_FILE](#)

Forms

Attachments

[Payroll posting file folder](#)

1. Objective and Scope

1.1. Objective of this Operation

This procedure aims to ensure the correction done manually due parameters of US mapping harmonized with PF1 companies.

1.2. Scope

This procedure is applicable for US PF1 companies.

2. Definitions

See [Finance Glossary](#):

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

3. Tasks description

Every month after the posting of the HR amounts it is necessary to make a correction in the payroll accounts related to Wage Type. Specific amounts posted in the cost element 6470000000 should be reclassified to account 2454000012 or 2456040000, depending on the wage type.

The followings wage types should be reclassified to account 2454000012:

- 3792
- 3793
- 3794

While, for account 2456040000, it should consider:

- 379B
- 379C
- 379D

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](#).

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 **Payroll Correction POST 1** and **Payroll Correction POST 2**

In these tabs, 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 make the entry

3.4.1. Payroll Correction POST 1 - account 2454000012

In the posting file, tab *Payroll Correction Post 1*, you need to post a debit (40) in the account 6470000000 using the cost center and a credit (50) in the account 2454000012.

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 ZZP_POSTING_FILE on SAP, click on the button "Journal Entries Cockpit" and search for the template ID **PAYR OLLACP** and Sub ID **003** for your company.

Journal Entries Cockpit

Process Selection

☒ Create Journal Entry
☐ Maintain Tables
☐ Create New Template
☐ Activity Reporting

Create Journal Entry

Template ID: PAYROLLACP
 Sub ID: 003 to
 Company Code: 4290 to
 Layout:
☒ Display Errors

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

3.4.2. Payroll Correction POST 2 - account 2456040000

In the posting file, tab *Payroll Correction Post 2*, you need to post a debit (40) in the account 6470000000 using the cost center and a credit (50) in the account 2456040000.

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 ZZP_POSTING_FILE on SAP, click on the button "Journal Entries Cockpit" and search for the template ID **PAYROLLACP** and Sub ID **004** for your company.

Journal Entries Cockpit

Process Selection

☒ Create Journal Entry
☐ Maintain Tables
☐ Create New Template
☐ Activity Reporting

Create Journal Entry

Template ID: PAYROLLACP
 Sub ID: 004 to
 Company Code: 4290 to
 Layout:
☒ Display Errors

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

3.5. 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.