

How to process a Z4 JV (payroll transactions)


Process: The document type Z4 provides consistent formatting and allows for greater accuracy of payroll information in SAP and for payroll confirmations. A central repository for reports in ECRT will assist departments to see both payroll system and SAP journal vouchers entries. Must be used for all campus payroll documents beginning 7/1/17.

Procedures

- Gather the documentation including labor distribution report.
 - Run the HR Labor Distribution report using [Tableau](#).
 - Open the [Labor Reports project folder](#) and select the report that best fits your needs: [by funds center](#) or [by grant](#)
 - Read the “About this workbook” or “Overview” tab to familiarize yourself with the report and how to use it
 - Enter your variable selections, and execute the report

Variables	
Company Code UK00	Funds Center Department & Desc (Combined) (All)
Employment Status & Description (Combined) (All)	Payroll End Dates 3/18/2006 1/31/2024
Employee Group (Combined) (All)	For Period Date 4/1/2006 1/31/2024
Employee Subgroup & Description (Combined) (All)	Fund & Fund Name (Combined) (All)
Funds Center & Funds Center Name (Combined) <i>*Required</i> (None)	Position ID & Description (Combined) (All)
Fiscal Year (All)	GI Account & GI Account Name (Combined) (All)
Fiscal Period (All)	Department & Department Name (Combined) (All)
Grant/WBS Number (Combined) (All)	Org Unit & Org Unit Description (Combined) (All)

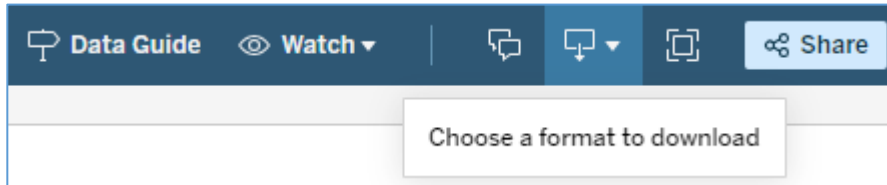
It is recommended that filters be used in this workbook to limit the amount of data being reported. Make sure to click 'Apply' when applicable.



- Only one field is required, but you can narrow results with as many variable selections as necessary

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- Export to CSV using the “Choose a format to download” button at the top right



- Select “crosstab” then “CSV” and click the Download button
- Find the report in your downloads and use this for your JV backup
- Check SAP screen KBS1 (for the fiscal year 7/1-current period) to confirm:
 - that the JV you’re creating has not already been completed
 - that there are available debit balances on the 51/52 GLs large enough to cover the credits on your JV (amounts being moved)
 - 51/52 expense GLs should have a zero or positive (debit) balance
- Enter the JV
 - Open SAP transaction FV50. Enter both the document date and the posting date being mindful of the posting period. Also enter the current period.

Enter the JV

Open SAP transaction FV50. Enter both the document date and the posting date being mindful of the posting period. Also enter the current period.

A screenshot of the SAP FV50 transaction screen. The 'Basic Data' tab is selected. The screen shows the following fields: Document Date (03/29/2017), Currency (USD), Posting Date (03/29/2017), Period (9), Reference (RFS), and Doc.Header Text (OT Tucker). The top toolbar includes 'Tree on', 'Company Code', 'Simulate', and 'Save as'.

Fill in the Reference according to the cost objects on the JV. Use the following to determine the reference designation to be used.

A screenshot of the SAP FV50 transaction screen, identical to the one above. The 'Basic Data' tab is selected. The screen shows the following fields: Document Date (03/29/2017), Currency (USD), Posting Date (03/29/2017), Period (9), Reference (RFS), and Doc.Header Text (OT Tucker). The top toolbar includes 'Tree on', 'Company Code', 'Simulate', and 'Save'.

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“RFS” for all payroll JVs with at least one 3* WBS element.

“HOSP” for payroll JVs with only 105xxxxxxx to 107xxxxxxx cost centers **and** business areas 0111, 0112, 0114, 0115, 0116, or 0117.

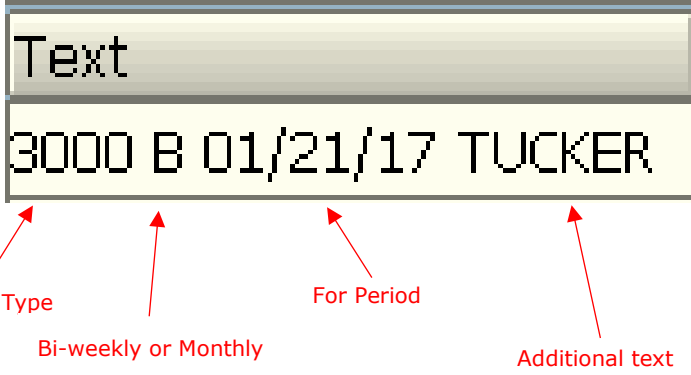

“AFRS” for payroll JVs with a combination of 105xxxxxxx-107xxxxxxx cost centers with any other cost center or WBS elements other than those beginning with 3*. This category is used for all JVs that do not meet the requirements of “RFS” or “HOSP” above.

Also fill in the Doc Header Text with information helpful to the department.

BusA*	Description
0101	UK w/o component units
0102	KTRDC
0103	UK Housing and Dining
0104	Boone Faculty Club
0105	WUKY
0106	Alta Vista Properties
0111	UK Hospital
0112	Samaritan Hospital
0113	University Health
0114	Eastern State Hospital
0115	Surgery Blue
0116	Beyond Blue
0117	KDHS
0120	UK COM Clinical Depts
0121	Medical Group
0122	North Fork Valley
0201	UKRF
0205	UKRF WUKY
0301	UK - The Fund
0400	Equine
0500	UK Athletics
0600	Humanities
0700	Mining Engineering
0800	UK Business Partnership
0900	UK Center on Aging
1000	Central Kentucky Managemt SVC
1100	Boone Center
1200	UK Alumni Association
KMSF	Kentucky Medical Services Foun

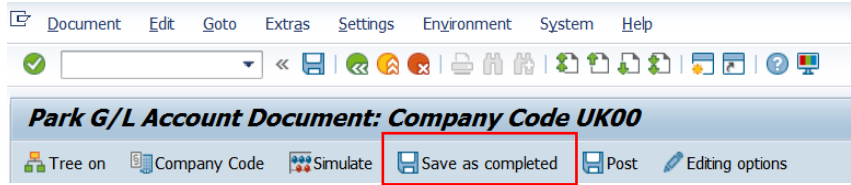
Be sure to use the Z4 document type. The system will automatically default to document type SA, overwrite the document type with Z4. Once the JV is saved, the document type cannot be changed. Z4 documents numbers begin with 87* while SA documents begin with 11*.

St...	G/L acct	Short Text	D/C	Amount in doc.curr.	W/Assignment	Value date	Text
2 Items (No entry variant selected)							

<p>Use the labor distribution to input the GL account, D/C indicator, and amount associated with the GL. Fill in the Assignment with the employee personnel number (prnr). It must be 8 digits, for example number 6274 would be 00006274.</p>	<table border="1"> <thead> <tr> <th>GL acct</th> <th>Short Text</th> <th>D/C</th> <th>Amount in doc.curr.</th> <th>Assignment</th> </tr> </thead> <tbody> <tr> <td>512041</td> <td>Technical-R...</td> <td>H Cr...</td> <td>21.53</td> <td>20021778</td> </tr> </tbody> </table>	GL acct	Short Text	D/C	Amount in doc.curr.	Assignment	512041	Technical-R...	H Cr...	21.53	20021778
GL acct	Short Text	D/C	Amount in doc.curr.	Assignment							
512041	Technical-R...	H Cr...	21.53	20021778							
<p>Enter the information into the Text. Formatting in the text and assignment fields are critical.</p> <p>WWWW Wage type (will be a number for 51* salary GL accounts and BENE for all 52* benefit GL accounts). Numerical wage types are found on the labor distribution report.</p> <p>Enter M for monthly payroll or B for bi-weekly payroll.</p> <p>Enter the ending date of the "for-period" as mm/dd/yy.</p> <p>Additional text can be entered by adding a space after the for-period date and typing the text on the line. This is helpful if the JV covers multiple employees.</p>	 <p>Text</p> <p>3000 B 01/21/17 TUCKER</p> <p>Wage Type</p> <p>Bi-weekly or Monthly</p> <p>For Period</p> <p>Additional text</p>										
<p>Enter the cost object for the first line.</p> <p>Enter the remaining lines for the JV using the same formatting utilized on line 1.</p>	 <p>WBS element</p> <p>3048112229</p>										

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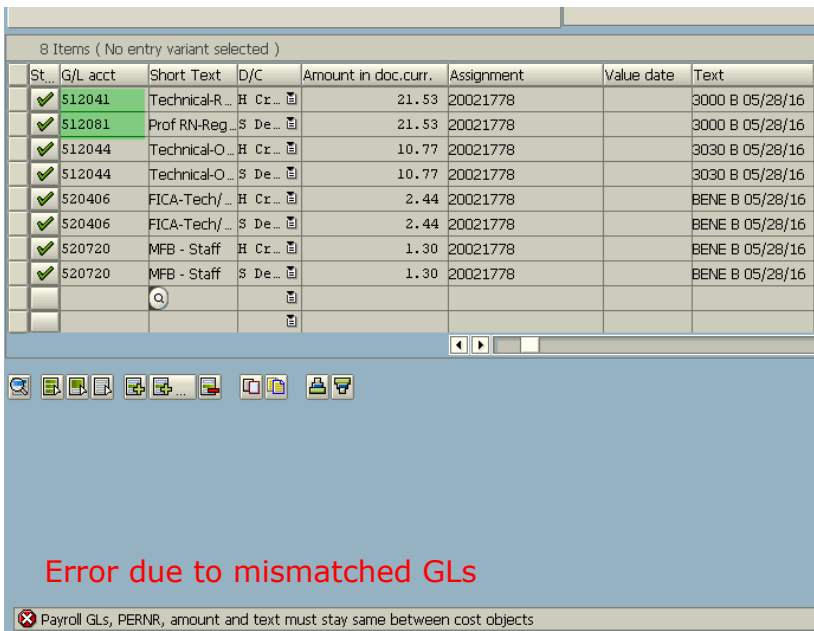
When all of the lines have been added to the JV in SAP, click on "Save as completed." The Save as Complete function will check the Z4 for warnings (yellow) or errors (red). (If a central office receives a JV that has only been parked, the department will be contacted to save the JV as complete so the edits can process.)



If any errors occur, look at the messages at the bottom of the transaction and correct the information on FV50.

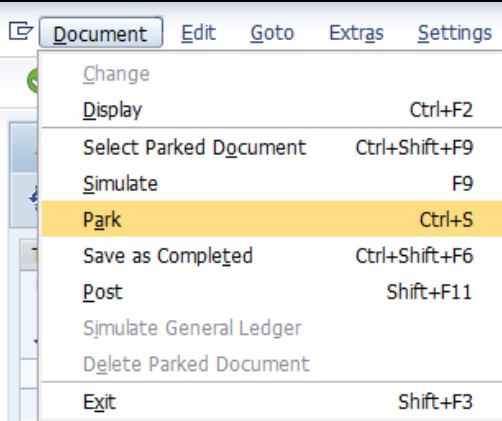
Try to save as complete again. Please be aware that if the document has more than one issue the system can only display one warning or error message at a time.

Enter through warning (yellow) messages after reviewing.



If you have problems resolving errors, park the document to save your progress in the meantime.

Review errors by trying to save as complete. If you need assistance, [reach out for help](#).



After the JV has been saved as complete

- Be aware that the Z4 JV document number will begin with 87*. If you receive a document number that begins with 11*, you have probably used the SA document type, and the JV will need to be deleted and rekeyed as a Z4 document.
- Follow the [online JV process](#) to attach backup documentation in OpenText and start the workflow. JV workflow approval should include all of the appropriate signatures (JV approval in SAP), and attach the documentation needed to substantiate the JV such as labor distributions, emails, and payroll retro exception request.

Exemptions to the Edits

In rare cases, a payroll JV may need to be created that would go against one of the error edits on the Z4 document (for example, a payroll correction to only 51* salary GLs on a 3* WBS element). In these cases, park the document in SAP rather than saving it as complete and email the appropriate processing office to discuss the situation. If the edit exemption is approved, the processing office will save the JV as complete and will email the department to let them know that the JV has been saved as complete in SAP. Attach the email to the JV as backup for the exemption to the edits and route the document as usual to the appropriate office for processing.

NOTE: Be aware that when the processing office saves the document as complete, **they are not approving the JV at that time**. They are only allowing the JV to move forward in the JV process. The JV will be approved or denied when it is formally submitted through JV workflow.

Helpful Hints

- The user needs to be sure to use the correct wage type for salary 51* GLs on the JV. The wage types vary for biweekly, monthly, and different employee classifications. Use the labor distribution to ensure the appropriate wage type is chosen.
- Retroactivity for non-productive time (vacation, TDL, holiday, etc.) will appear on a 51xxx1 GL with a non-productive wage type starting with 32*. Only the net amount by GL should be used on the JV for the 51xxx1 GL using the wage type that corresponds to the productive time (non-productive retroactivity reduces the productive time paid). The non-productive time will appear on a separate 51xxx2 GL with the applicable non-productive 32* wage type, so movement of non-productive time will occur on that GL and wage type.
- The Z4 requires a 1-1 match by GL, wage-type, for-period, prnr, and amount. If you are moving \$100 from a cost center and splitting it 50/50 across two WBS elements, this requires 4 JV lines (two credits to the cost center for \$50/line, debit WBS element #1 for \$50, debit WBS element #2 for \$50).

Special Edits for ALL Payroll JVs

- Only salary 51* and benefit 52* GLs are allowed on Z4s, no other expense GLs.
- GLs cannot change between the debits and credits. For example, cannot input 512181 for salary debit line and 512041 for salary credit line. (If you have a situation where reclassification is necessary, see the exception section for instructions – should be rare exception.)
- The benefits must follow the same personnel grouping as the salary.
- If assignment or text fields are not in the correct format or are blank, the user will receive an error message.
- The system will check for valid payroll periods.
- Validity of personnel numbers will be checked.
- Funds starting with 04*, 05* and 07* are not allowed on the payroll JV (plant, loan, and endowment funds)
- The fund 0011000000 is not allowed on the payroll JV.
- Changes cannot be made to the assignment and text fields of the JV after posting ensuring internal control over payroll data.

Special Edits for Sponsored Project 3* WBS Elements

- Will not allow to post with only salary 51* GLs on the JV – the associated benefits must be moved as well.
- Payroll postings to or from projects with ROE dates, the user will receive an error message to contact the financial administrator.
- Payroll period will be checked against budget and pre-award dates by the system to be sure the payroll correction is within the time period of the project.

Questions? Please contact the following individuals with questions:

- 3* RFS grant Z4 JVs
Darin Cecil 859-257-3193 darin.cecil@uky.edu
- All other Z4 JVs
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