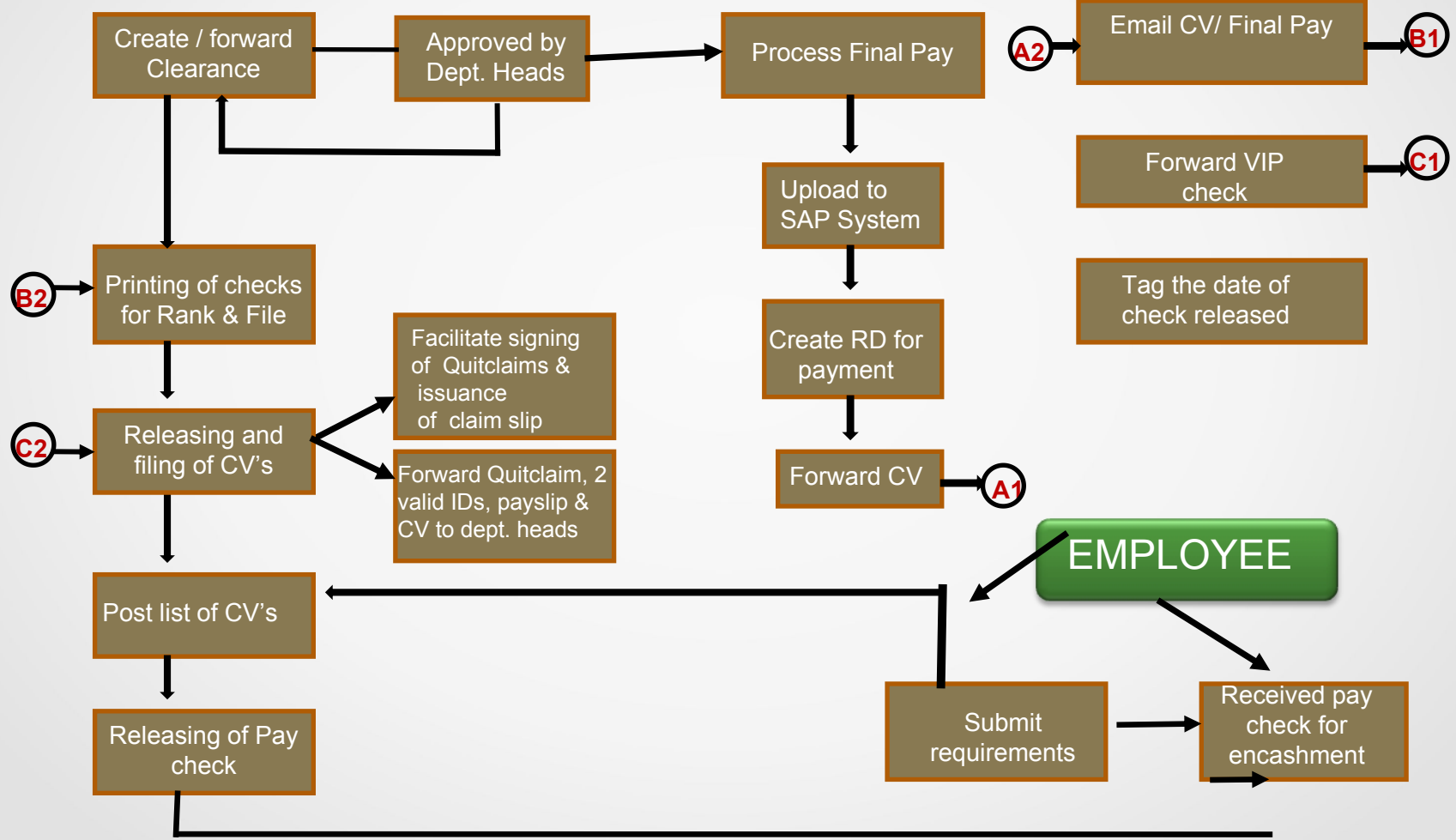




# **Payroll SAP GL Generation**

# Business Flow



❖ Open web browser preferably Mozilla Firefox or Google Chrome.

❖ On the address bar type 202.2.2.51/ipay/index.php

❖ Press Enter

**Web address:**

**202.2.2.52/iPay/index.php**

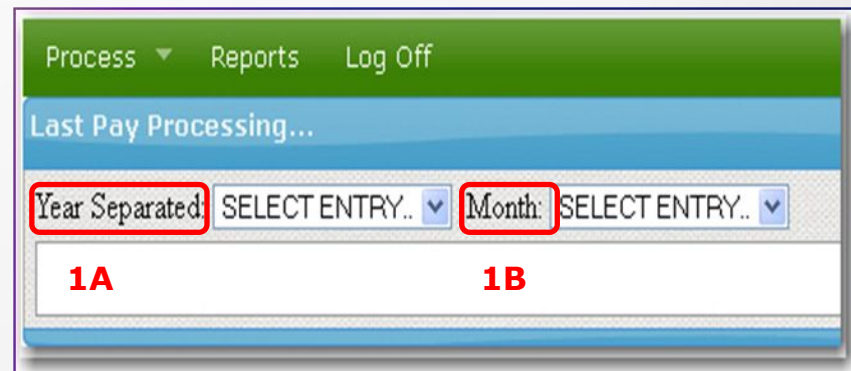
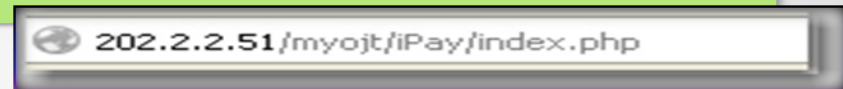
**Homepage**

**Process**

**I. Employee final Pay Computation**

**1A. Year separated-** choose employee's year separation

**1B. Month-** choose employee's month separation



**1.1 Process Computation** – compute employees final pay

**1.2 Posting** –posts computed last pay

**1.3 Releasing** –shows computed last pay ready for inquiry

**1.4 Inquiry of Released Final Pay** - where you can view released final pay



The screenshot shows the 'Last Pay Processing...' window in SAP. At the top, there are menu options: 'Process', 'Reports', and 'Log Off'. Below the title bar, there are two dropdown menus: 'Year Separated' set to '2012' and 'Month' set to 'Dec'. A navigation bar contains four tabs: 'Process Computation' (highlighted in green), 'Posting...', 'Releasing...', and 'Inquiry of released Final Pay...'. Below the tabs, there are four red labels: '1.1', '1.2', '1.3', and '1.4'. The main area displays a list of employees with columns for 'Emp. #' and 'Emp. Name'. The list includes the following entries:

Emp. #	Emp. Name
12001672	ALJECERA III, PASCUAL REFERMOSO
12000660	BALANA, ALFREDO JR PALMIANO
12001689	BARSAGA, EVANGELINE SERDAN
12001789	BAUTISTA, JAHMEEL JADORMEO
12000670	BUAN, FRANCIS GARCIA
12003358	BUTIHAN, ROSALYN GUILALAS
12002122	CALIWAN, DONNALYNE ARNEDO

## II. Payroll SAP GL Generation

**2.1. Year-** select year from the lists

**2.2. Company-** select names of company from the lists

**2.3. Rec Class-** select from the lists mode of payments



The screenshot shows the 'Payroll - SAP GL Processing...' window in SAP. At the top, there are menu options: 'Process', 'Reports', and 'Log Off'. Below the title bar, there are three dropdown menus: 'Year' (labeled '2.1'), 'Company' (labeled '2.2'), and 'Rec Class' (labeled '2.3'). Each dropdown menu is highlighted with a red box and contains the text 'SELECT ENTRY..'. The background of the window is light blue.

**1.1 Process Computation** – compute employees final pay

**1.2 Posting** –posts computed last pay

**1.3 Releasing** –shows computed last pay ready for inquiry

**1.4 Inquiry of Released Final Pay** - where you can view released final pay



The screenshot shows the 'Last Pay Processing...' window in SAP. At the top, there are menu options: 'Process', 'Reports', and 'Log Off'. Below the title bar, there are two dropdown menus: 'Year Separated' set to '2012' and 'Month' set to 'Dec'. A navigation bar contains four tabs: 'Process Computation' (highlighted in green), 'Posting...', 'Releasing...', and 'Inquiry of released Final Pay...'. Below the tabs, there is a table with two columns: 'Emp. #' and 'Emp. Name'. The table lists several employees with their IDs and names.


Emp. #	Emp. Name
12001672	ALJECERA III, PASCUAL REFERMOSO
12000660	BALANA, ALFREDO JR PALMIANO
12001689	BARSAGA, EVANGELINE SERDAN
12001789	BAUTISTA, JAHMEEL JADORMEO
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## II. Payroll SAP GL Generation

**2.1. Year-** select year from the lists

**2.2. Company-** select names of company from the lists

**2.3. Rec Class-** select from the lists mode of payments



The screenshot shows the 'Payroll - SAP GL Processing...' window in SAP. At the top, there are menu options: 'Process', 'Reports', and 'Log Off'. Below the title bar, there are three dropdown menus: 'Year' set to 'SELECT ENTRY..', 'Company' set to 'SELECT ENTRY..', and 'Rec Class' set to 'SELECT ENTRY..'. Each dropdown menu is highlighted with a red box. Below the dropdowns, there are three red labels: '2.1', '2.2', and '2.3'.

## A. Payroll Period

**A1. Pay Period** – select specific date from the lists

**a.1.1 Process** –process the chosen lists from the top

**a.1.2 Post** –import the process item to the “see output”

A1

Monthly Payroll Period Setup GL Download Parameters

Pay Period: SELECT ENTRY..

Process Post See output... New Generate SAP GL file...

a.1.1 a.1.2 a.1.3 a.1.4

**a.1.3 See output** – shows process's output

a.1.3

Cost Center	GL Code	Debit	Credit
100-1	107004		3,981.52
100-1	150000		208.33
100-1	151001		675.00
100-1	290001		1,052.00

**a.1.4 New Generate SAP GL file** -clear all the lists from the top.

a.1.4

50107004	66223.38	WK Pay 09/12-09/18/2012	SPPESeptember 2012
50290001	15153.00	WK Pay 09/12-09/18/2012	SPPESeptember 2012
50290002	6314.22	WK Pay 09/12-09/18/2012	SPPESeptember 2012
50290003	8870.33	WK Pay 09/12-09/18/2012	SPPESeptember 2012
50290004	3210.93	WK Pay 09/12-09/18/2012	SPPESeptember 2012
50291001	4306.47	WK Pay 09/12-09/18/2012	SPPESeptember 2012



## B. Setup GL Download Parameters

- b1. GL Breakdown** –shows breakdowns per employee, GL and cost center.
- b2. GL per SDSA Breakdown** – lists of establishments that has made transaction for salary deduction.

GL Code	Description	Tagging
107004		Breakdown Per GL
123		Breakdown Per Employee
133		Breakdown Per Cost Center
150000		Breakdown Per Employee

SDSA Code	SDSA Desc.
302	UNION DUES/AGENCY FEE
601	UCPB LOAN
702	MARILAO CANTEEN 1
703	COOP LOAN

## III. Log Off

-enables you to log out in the system