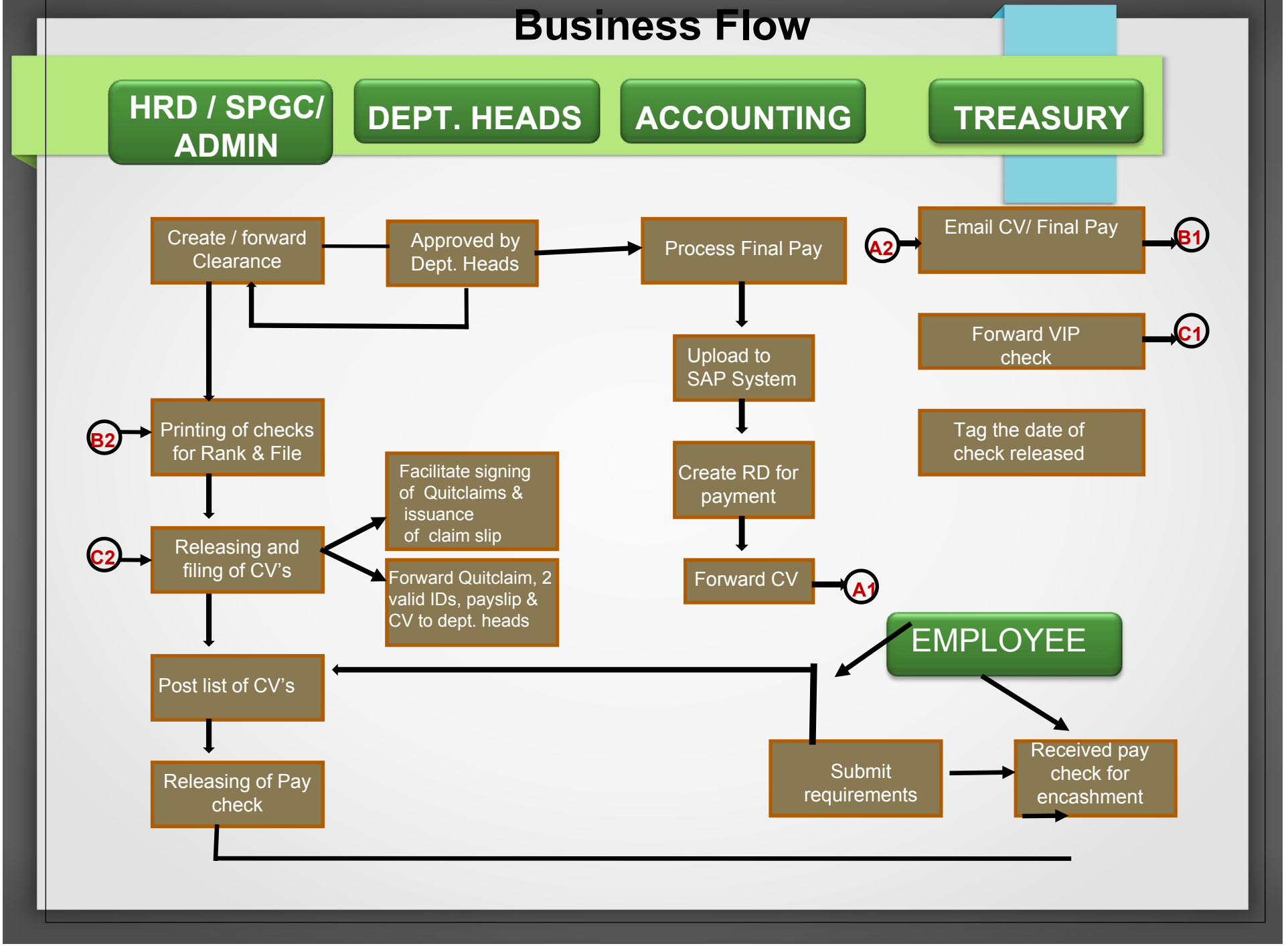
# Payroll SAP GL Generation

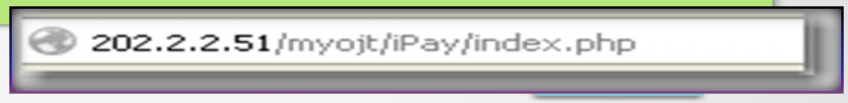
# Business Flow



❖ 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**

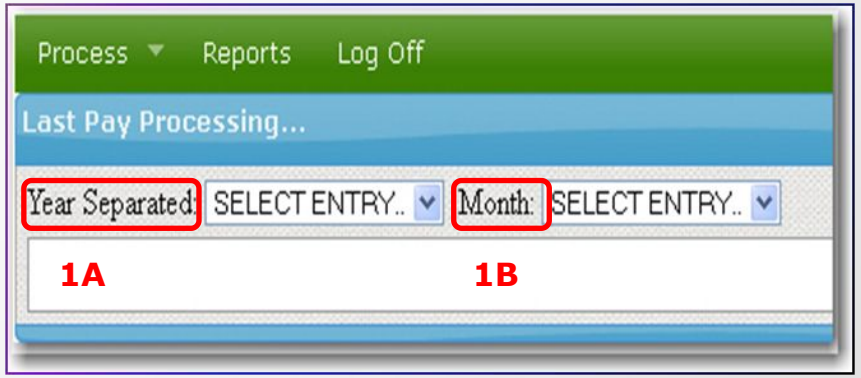
**Homepage**

**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

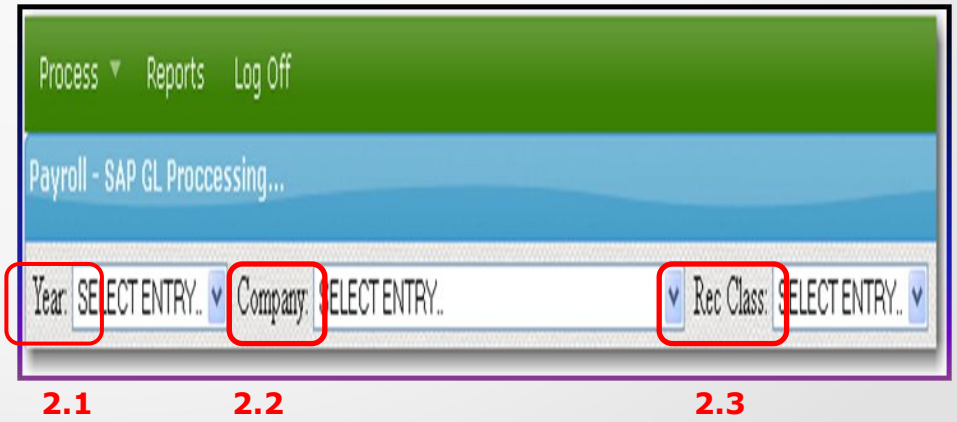
1.4 **Inquiry of Released Final Pay** - where you can view released final pay

## 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



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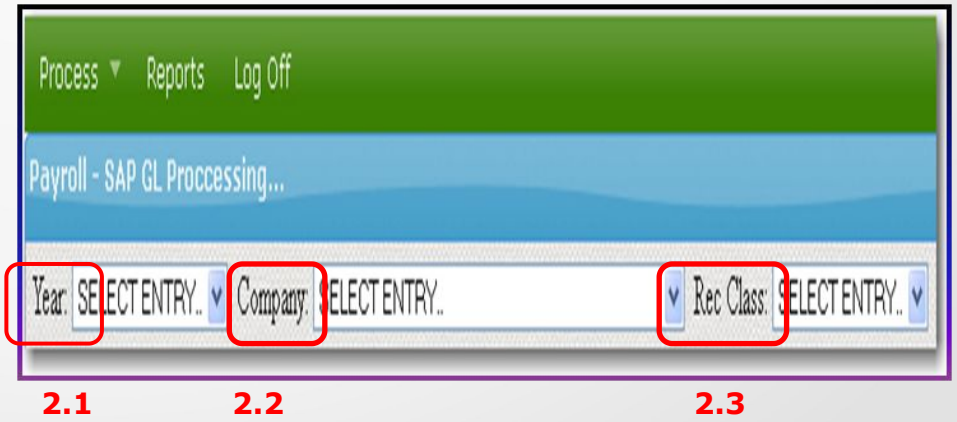
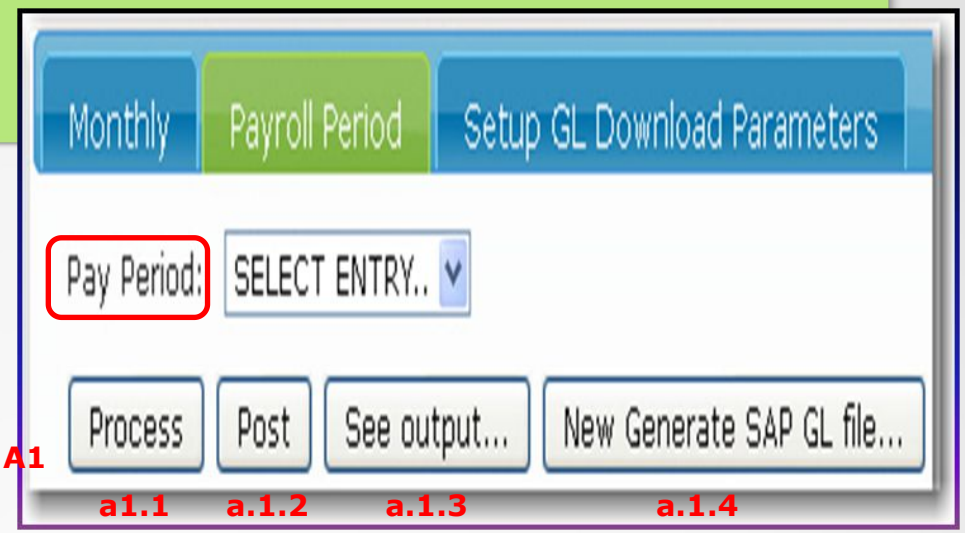


## A. **Payroll Period**

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

a1.1 **Process** –process the chosen lists from the top

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




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.

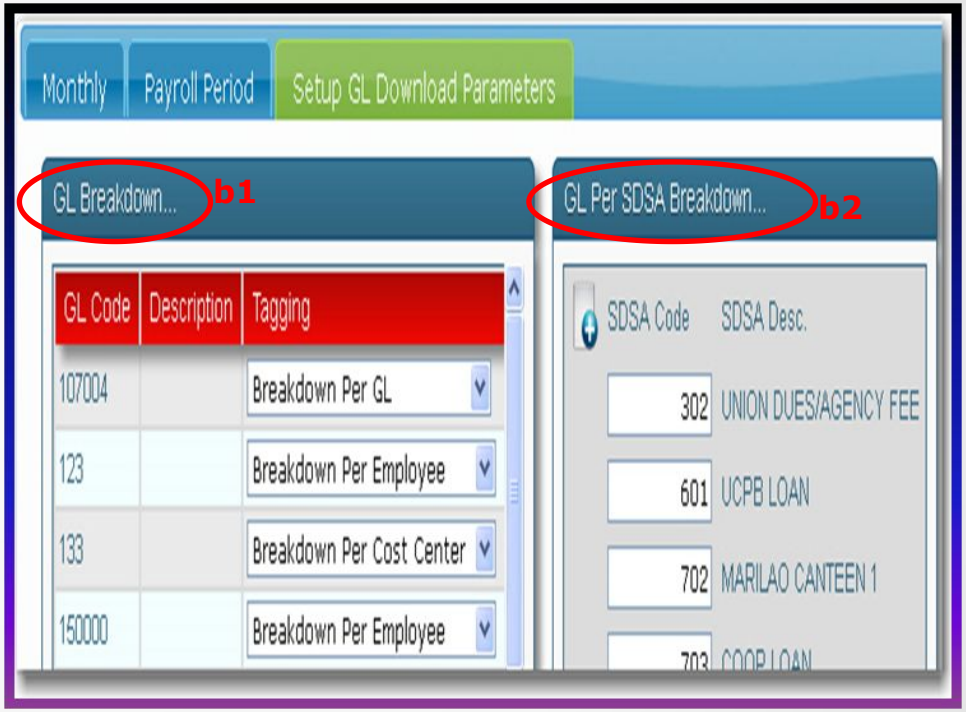
a.1.4

| | | | |
|---|---|---|---|
| 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.




III. **Log Off**

-enables you to log out in the system