



COST CENTER REPORT - ADMINISTRATOR

JOB AID PY-33 | PC00_MNA_CC_ADM

PY-33

The purpose of this Business Process Procedure is to explain how to view payroll cost center details in the Integrated HR-Payroll System.

Trigger:

This report can be used to view payroll cost center details. The user can drill into the time entries supporting an individual employee, the payroll results for an individual employee, or overall general ledger analysis.

Business Process Procedure Overview:

The Cost Center Report is used for researching the detail information about a payroll run. The data is available for the user once the payroll documents are posted to the general ledger. This is a unique report for the fiscal user because data is displayed by cost center, then by employee within the cost center, then by cost element (account), and finally each payment date. The report is very powerful with the ability to change the sort order and link to other data. The head count for the cost center is also displayed. The Internal Order is displayed in the last column. The Internal Order can be used on the NCFs Crosswalk Walk Report to determine the Internal Order Description which is used to derive the Integrated HR/PY General Ledger Account, Agency Management Unit, Agency Program, Funding Source, Project and Inter-Fund.

Tips and Tricks:

Use the multiple selections button (yellow arrow to the right of the cost center field on the report filter screen) to choose more than one cost center. If you click on the Multiple Selection button within this search area, you can choose individual cost centers from with your larger search criteria.

Access Transaction:

Via Menu Path: This transaction code is not on the SAP Menu path. Enter the transaction code in the Command Field (white field in the upper left-hand corner of the screen - if not visible, click the gray triangle in this area to display the Command Field). Click ENTER once the transaction code has been entered.

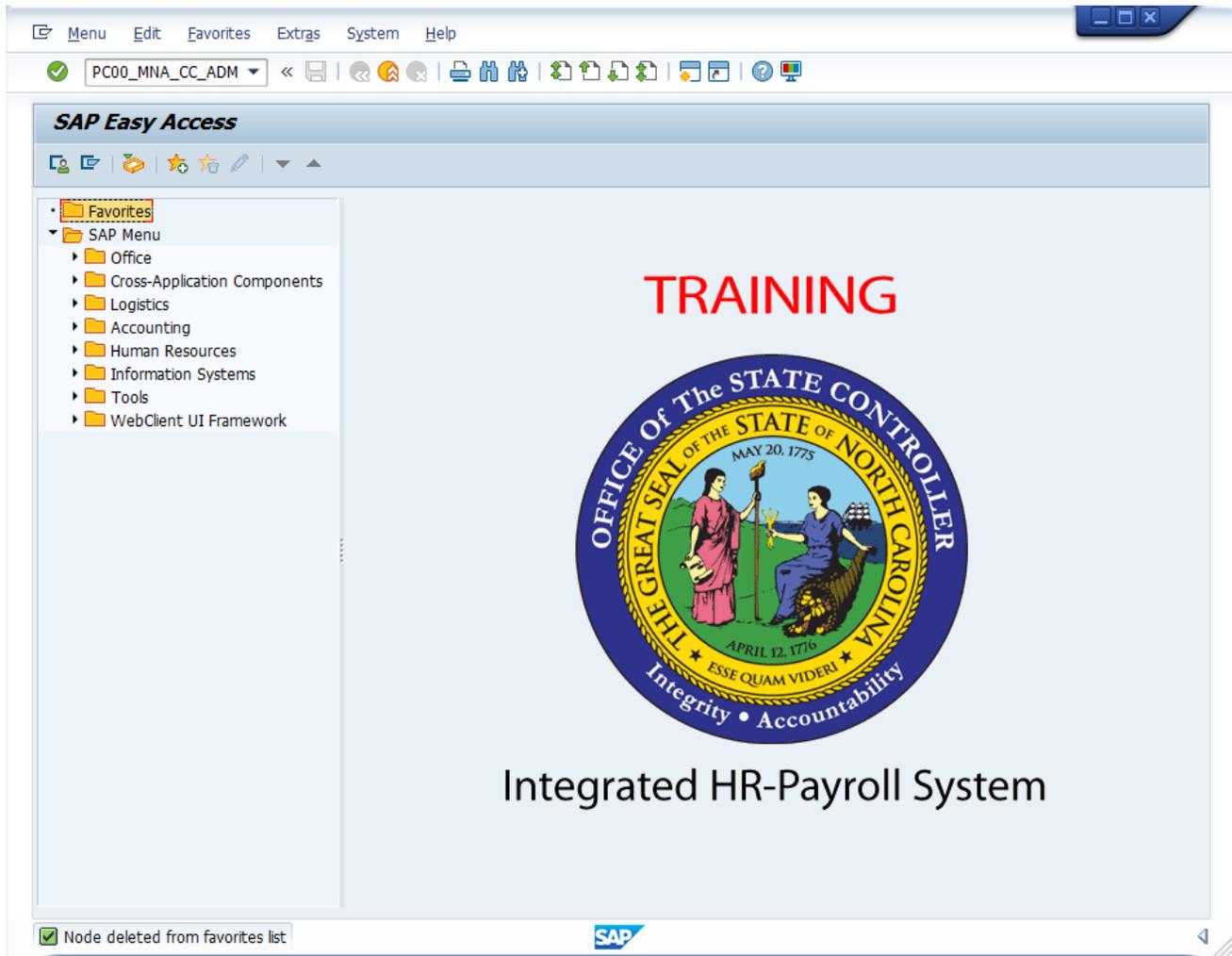
Via Transaction Code: PC00_MNA_CC_ADM

Procedure

1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: PC00_MNA_CC_ADM

2. Click **Enter**  button.



3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Company Code	Code identifying a legal entity for accounting and reporting purposes. (NC01 for all NCFS agencies & NC02 for DOT and ESC)	R	Enter value in Company Code. Example: NC01
Selection Period	Date of the beginning of the selection period for the activity or report	R	Enter value in Selection Period. Example: 01/01/2007
to	Ending date of the specified date range	R	Enter value in to. Example: 12/31/2007
Cost Center	Code identifying a cost center.	R	Enter value in Cost Center. Example: 10*



Information: Each of these fields can be filtered to produce a more manageable report. This report will run slowly due to the Agency Structural Security in place. You will not be allowed to view data from outside your Agency. The more you filter the report within your agency (by a cost center or date range, etc.), the quicker the report will run.

Use the filter [10*] in the Cost Center field to run the report on all cost centers beginning with 10.

Use the multiple search criteria button (yellow arrow button) to enter a list of cost centers not within a range, or multiple ranges of cost centers. Within this window there is a button labeled "Multiple Selection" which allows you to choose individual cost centers from the filter range.

Cost Center Report - Administrator

Selection Options

Company Code	NC01		
Selection Period	01/01/2007	to	12/31/2007
Cost Center	10*	to	<input type="text"/>
Internal Order	<input type="text"/>	to	<input type="text"/>
WBS element	<input type="text"/>	to	<input type="text"/>
GL Account	<input type="text"/>	to	<input type="text"/>
Employee	<input type="text"/>	to	<input type="text"/>

Wage Type Selections

Wage type application to

Wage type to

Other Selections

Display Year-to-Date values
 Exclude Accruals

Output Options

Display variant

4. Click **Execute (F8)**  button.

Cost Center Report - Administrator

Execute System Help SAP

Cost Center Report - Administrator

Cost Center Report from 01/01/2007 to 12/31/2007

	Cost Center Level Level	Head Count	Order
Cost Center Report - Administrator	Employee Level Level	4.00	
<ul style="list-style-type: none"> Cc 1010140000 - HUMAN RESOU Cc 1023040000 - OXFORD TOBAC Cc 1023050000 - PEANUT BELT-L Cc 1027000000 - ALL OTHER-NOI 	Cost Element Level Level	1.00	100000...
	Wage Type Level Level	1.00	100000...
	Posting Date Level Level	1.00	100000...

PC00_MNA_CC_ADM | be1da01z | INS

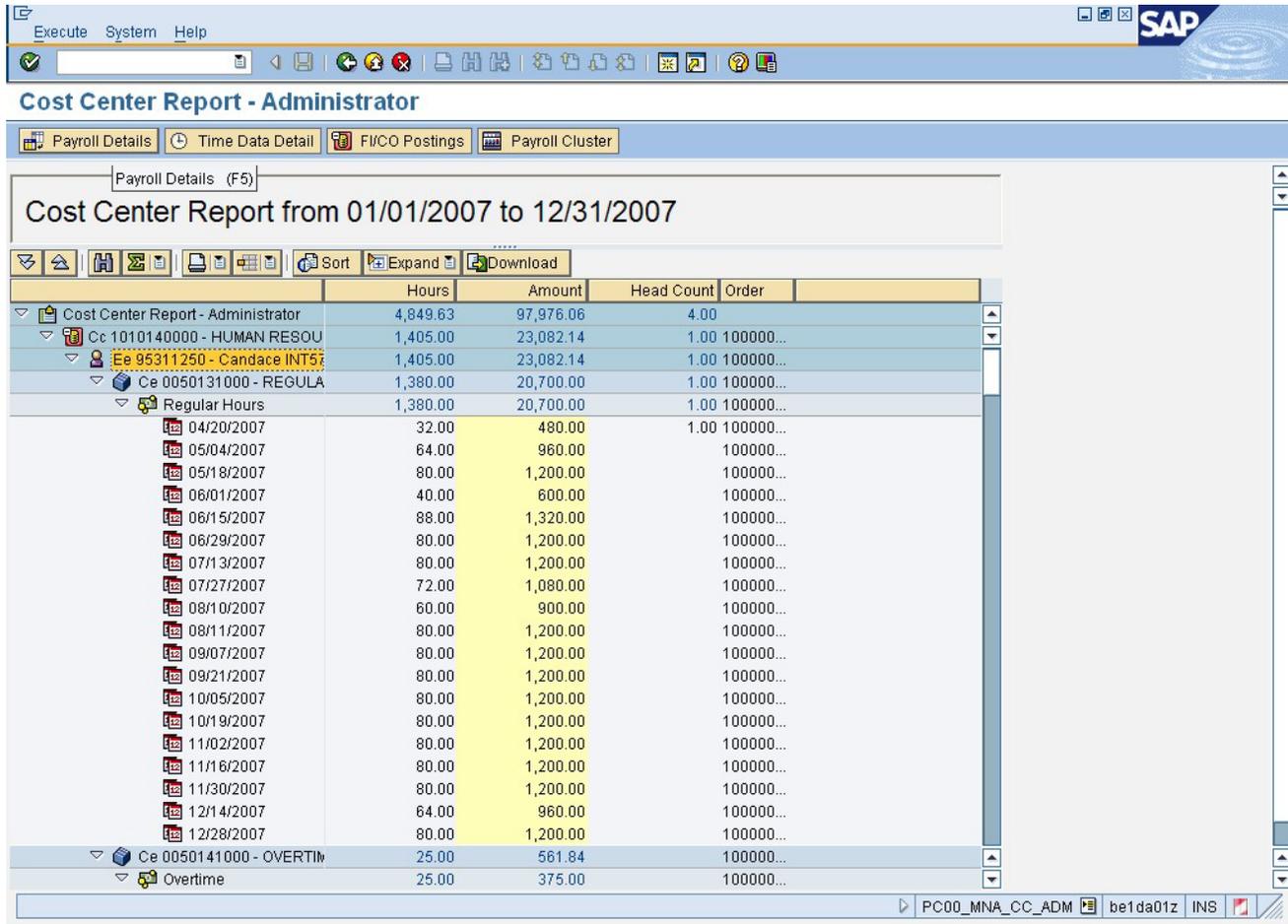
5. Click **Expand**  button.

6. Click Posting Date Level



Information: You can expand the summary data to various levels of display. In this example we are displaying all levels of detail.

Cost Center Report



The screenshot shows the SAP Cost Center Report - Administrator interface. The main window displays a table titled "Cost Center Report from 01/01/2007 to 12/31/2007". The table has columns for Hours, Amount, Head Count, and Order. The data is organized into a tree structure with expandable nodes. The selected node is "Ee 95311250 - Candace INT5", which is expanded to show a list of dates from 04/20/2007 to 12/28/2007. The table data is as follows:

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT5	1,405.00	23,082.14	1.00	100000...
Ce 0050131000 - REGULA	1,380.00	20,700.00	1.00	100000...
Regular Hours	1,380.00	20,700.00	1.00	100000...
04/20/2007	32.00	480.00	1.00	100000...
05/04/2007	64.00	960.00		100000...
05/18/2007	80.00	1,200.00		100000...
06/01/2007	40.00	600.00		100000...
06/15/2007	88.00	1,320.00		100000...
06/29/2007	80.00	1,200.00		100000...
07/13/2007	80.00	1,200.00		100000...
07/27/2007	72.00	1,080.00		100000...
08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIME	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

7. Select EE 95311250

8. Click **Payroll Details**  button.



Information: Click the **Payroll Details** button to run the payroll reconciliation report. The report filter screen will pre-fill with the data you have filtered this cost center report on.

Payroll Reconciliation Report

9. Click **Back (F3)**  button.



Information: Adjust the filter criteria as appropriate and execute this report. In this example we will not delve into the details of the payroll reconciliation report.

The screenshot shows the SAP Cost Center Report - Administrator interface. The main window displays a table titled "Cost Center Report from 01/01/2007 to 12/31/2007". The table has columns for Hours, Amount, Head Count, and Order. The data is organized into a tree structure with expandable nodes. The "Regular Hours" node is expanded, showing a list of dates from 04/20/2007 to 12/28/2007 with corresponding hours and amounts. The "Overtime" node is also expanded, showing 25 hours and 375.00 amount.

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT5	1,405.00	23,082.14	1.00	100000...
Ce 0050131000 - REGULA	1,380.00	20,700.00	1.00	100000...
Regular Hours	1,380.00	20,700.00	1.00	100000...
04/20/2007	32.00	480.00	1.00	100000...
05/04/2007	64.00	960.00		100000...
05/18/2007	80.00	1,200.00		100000...
06/01/2007	40.00	600.00		100000...
06/15/2007	88.00	1,320.00		100000...
06/29/2007	80.00	1,200.00		100000...
07/13/2007	80.00	1,200.00		100000...
07/27/2007	72.00	1,080.00		100000...
08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIME	25.00	375.84		100000...
Overtime	25.00	375.00		100000...

10. Click **Time Data Detail**  button.



Information: Once you have clicked on the name of an individual, click on the **Time Data Detail** button to view their time entry details for the time period viewed on the report.

Note: Not all users will have drill-down access into an individual's time history.

Cumulated Time Evaluation Results: Time Balances/Wage Types

Time wage types
Data select. period 01/01/2007 - 12/31/2007

Pers.No.	Name of employee or applicant	Period	Current Date	WT	Long text	No.
95311250	Candace INT57-1001-NC01-O-G8-1	200704	04/02/2007	1200	Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/03/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/04/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/05/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/09/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/10/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/11/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/12/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/13/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/16/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/17/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/20/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/23/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/24/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/25/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/26/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/27/2007		Regular Hours	6.00
	Candace INT57-1001-NC01-O-G8-1	200704	04/30/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/01/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/02/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/03/2007		Regular Hours	9.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/04/2007		Regular Hours	4.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/11/2007		Regular Hours	8.00
	Candace INT57-1001-NC01-O-G8-1	200705	05/14/2007		Regular Hours	8.00

PC00_MNA_CC_ADM be1da01z INS

11. Click Back (F3)  button.

The screenshot shows the SAP Cost Center Report - Administrator interface. The title bar includes 'Execute System Help' and the SAP logo. Below the title bar, there are buttons for 'Payroll Details', 'Time Data Detail', 'FI/CO Postings', and 'Payroll Cluster'. The main window title is 'FI/CO Posting documents (F7)'. The report title is 'Cost Center Report from 01/01/2007 to 12/31/2007'. Below the title, there are buttons for 'Sort', 'Expand', and 'Download'. The main content is a table with the following columns: 'Hours', 'Amount', 'Head Count', and 'Order'. The table data is as follows:

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT57	1,405.00	23,082.14	1.00	100000...
Ce 0050131000 - REGULA	1,380.00	20,700.00	1.00	100000...
Regular Hours	1,380.00	20,700.00	1.00	100000...
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09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIM	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

The status bar at the bottom shows 'PC00_MNA_CC_ADM', 'be1da01z', and 'INS'.

11. Select 05/04/2007

12. Click **FI/CO Postings**  button.



Information: Once you have clicked on a specific posting date line item, click on the **FI/CO Postings** button to view the payroll posting document for the time period viewed on the report.

Display Payroll Posting Document

Run 0000000067
 Company Code NC01
 Document 0000000197
 PostingCurrency USD
 Reference PAYRL00001
 Doc. Type PY
 Run Type PP
 Posting Date 04/20/2007
 Document Type 6/L Account Document
 Document Date 07/31/2007
 Bus. Transaction HRP1

Account Number with Text	M	S	BusA	Line	PTyp	CO Acct A	Debit Amount	Credit Amount	Crcy
<input type="checkbox"/> 21110001 SALARY & WAGES PAY				1000	6/L...			378.93	USD
<input type="checkbox"/> 21122000 FEDERAL TAX				1000	6/L...			101.87	USD
<input type="checkbox"/> 21122100 EE & ER FICA/MEDICAR				1000	6/L...			13.92	USD
<input type="checkbox"/> 21122200 NC STATE TAXES				1000	6/L...			22.00	USD
<input type="checkbox"/> 21110001 SALARY & WAGES PAY				1700	6/L...			655.08	USD
<input type="checkbox"/> 21122000 FEDERAL TAX				1700	6/L...			218.45	USD
<input type="checkbox"/> 21122100 EE & ER FICA/MEDICAR				1700	6/L...			26.26	USD
<input type="checkbox"/> 21122200 NC STATE TAXES				1700	6/L...			50.00	USD
<input type="checkbox"/> 21123000 PAYROLL GAR. PAYABLE				1700	6/L...			25.00	USD
<input type="checkbox"/> 50131000 REGULAR NON-STUD				1000	6/L...	Cctr 1010140000 0...	480.00		USD
<input type="checkbox"/> 50151000 SOCIAL SECURITY				1000	6/L...	Cctr 1010140000 0...	36.72		USD
<input type="checkbox"/> 50131000 REGULAR NON-STUD				1700	6/L...	Cctr 1721330000 0...	862.40		USD
<input type="checkbox"/> 50142000 HOLIDAY PREMIUM PAY				1700	6/L...	Cctr 1721330000 0...	43.12		USD
<input type="checkbox"/> 50151000 SOCIAL SECURITY				1700	6/L...	Cctr 1721330000 0...	69.27		USD
* Posting document 0000000197							1,491.51	1,491.51	USD

PC00_MNA_CC_ADM be1da01z INS

14. Click **Back (F3)**  button.

The screenshot shows the SAP Cost Center Report - Administrator interface. The main window displays a table titled "Cost Center Report from 01/01/2007 to 12/31/2007". The table has columns for "Hours", "Amount", "Head Count", and "Order". The data is organized into a hierarchy: "Cost Center Report - Administrator" (4,849.63 hours, 97,976.06 amount), "Cc 1010140000 - HUMAN RESOU" (1,405.00 hours, 23,082.14 amount), "Ee 95311250 - Candace INT57" (1,405.00 hours, 23,082.14 amount), "Ce 0050131000 - REGULA" (1,380.00 hours, 20,700.00 amount), "Regular Hours" (1,380.00 hours, 20,700.00 amount), and "Ce 0050141000 - OVERTIM" (25.00 hours, 561.84 amount). The "Regular Hours" section is expanded to show monthly data from 04/20/2007 to 12/28/2007. The "Payroll Cluster" button is highlighted in the top navigation bar.

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
Ee 95311250 - Candace INT57	1,405.00	23,082.14	1.00	100000...
Ce 0050131000 - REGULA	1,380.00	20,700.00	1.00	100000...
Regular Hours	1,380.00	20,700.00	1.00	100000...
04/20/2007	32.00	480.00	1.00	100000...
05/04/2007	64.00	960.00		100000...
05/18/2007	80.00	1,200.00		100000...
06/01/2007	40.00	600.00		100000...
06/15/2007	88.00	1,320.00		100000...
06/29/2007	80.00	1,200.00		100000...
07/13/2007	80.00	1,200.00		100000...
07/27/2007	72.00	1,080.00		100000...
08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIM	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

15. Click **Payroll Cluster**  button.



Information: Once you have clicked on a specific posting date line item, click on the **Payroll Cluster** button to view the payroll posting document for the time period viewed on the report.

Display payroll results

Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number

all results from

Personnel numbers selected

Re...	Pers.No.	Name
	95311250	Candace INT57-1001-NCI

Payroll Results Candace INT57-1001-NC01-O-G8-1 / USA

C	Pmt date	R	For-Peri.	In-Period	Start/FP	End/FP	OC...	OC...	P...	O...	P	O...	P	P	Er
P	08/24/2007		17.2007	17.2007	07/28/2007	08/10/2007			04	04					08
P	09/07/2007		18.2007	18.2007	08/11/2007	08/24/2007			04	04					08
P	09/21/2007		19.2007	19.2007	08/25/2007	09/07/2007			04	04					09
P	10/05/2007		20.2007	20.2007	09/08/2007	09/21/2007			04	04					09
A	08/24/2007		17.2007	21.2007	07/28/2007	08/10/2007			04	04					10
A	09/07/2007		18.2007	21.2007	08/11/2007	08/24/2007			04	04					10
A	09/21/2007		19.2007	21.2007	08/25/2007	09/07/2007			04	04					10
A	10/05/2007		20.2007	21.2007	09/08/2007	09/21/2007			04	04					10
A	10/19/2007		21.2007	21.2007	09/22/2007	10/05/2007			04	04					10
A	11/02/2007		22.2007	22.2007	10/06/2007	10/19/2007			04	04					10
A	11/16/2007		23.2007	23.2007	10/20/2007	11/02/2007			04	04					11
A	11/30/2007		24.2007	24.2007	11/03/2007	11/16/2007			04	04					11
P	12/14/2007		25.2007	25.2007	11/17/2007	11/30/2007			04	04					11
P	12/28/2007		26.2007	26.2007	12/01/2007	12/14/2007			04	04					12
P	01/11/2008		01.2008	01.2008	12/15/2007	12/28/2007			04	04					12
A	12/14/2007		25.2007	02.2008	11/17/2007	11/30/2007			04	04					01
A	12/28/2007		26.2007	02.2008	12/01/2007	12/14/2007			04	04					01
A	01/11/2008		01.2008	02.2008	12/15/2007	12/28/2007			04	04					01

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16. Click Back (F3) button.

Execute System Help SAP

Cost Center Report - Administrator

Payroll Details Time Data Detail FI/CO Postings Payroll Cluster

Cost Center Report from 01/01/2007 to 12/31/2007

Sort Expand Download

	Hours	Amount	Head Count	Order
Cost Center Report - Administrator	4,849.63	97,976.06	4.00	
Cc 1010140000 - HUMAN RESOU	1,405.00	23,082.14	1.00	100000...
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06/29/2007	80.00	1,200.00		100000...
07/13/2007	80.00	1,200.00		100000...
07/27/2007	72.00	1,080.00		100000...
08/10/2007	60.00	900.00		100000...
08/11/2007	80.00	1,200.00		100000...
09/07/2007	80.00	1,200.00		100000...
09/21/2007	80.00	1,200.00		100000...
10/05/2007	80.00	1,200.00		100000...
10/19/2007	80.00	1,200.00		100000...
11/02/2007	80.00	1,200.00		100000...
11/16/2007	80.00	1,200.00		100000...
11/30/2007	80.00	1,200.00		100000...
12/14/2007	64.00	960.00		100000...
12/28/2007	80.00	1,200.00		100000...
Ce 0050141000 - OVERTIME	25.00	561.84		100000...
Overtime	25.00	375.00		100000...

PC00_MNA_CC_ADM be1da01z INS

16. Click Back (F3)  button.

Cost Center Report - Administrator

18. Click **Back (F3)**  button.



Information: You can adjust the filter criteria and re-execute the report or click **Back** to exit this transaction.

19. The system task is complete.

Change Record

- 3/18/08 – Initial draft – Amy Blom
- 5/24/21 - Updated format, assigned reference number – Claire Ennis
- 8/8/2023 – Updated for references to NCFS – L. Kaull