

How to upload a Z4 JV to edit payroll transactions

Process: The new document type Z4 provides consistent formatting and allows for greater accuracy of payroll information in SAP and for payroll confirmations. If you have a high number of employees and pay periods that must be corrected each month, an upload template can be used rather than typing the information into FV50. The template will be completed in Excel and saved as a Text Tab Delimited file. Using the ZFI_PARK_FROM_FILE in SAP. As the file will only be parked, the department personnel will then save it as complete so the entries will undergo the edits.

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) *Required (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)

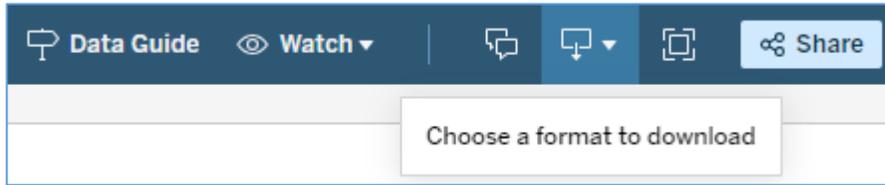
It is recommended that filters be used in this workbook to limit the amount of data being reported. Make sure to click 'Apply' when applicable.



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

Quick Reference Card – Uploading the Z4 Payroll Document

- 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

Create the JV

Using Excel, open a [JV upload template](#) found on the UFS Quick Reference Guides [website](#).

On this page you can find Quick Reference Guides from all the UFS Departments.

Accounting and Financial Reportings Services

[JV upload example Excel file](#)

[JV Tips and Hints](#)

The first 6 columns of the JV upload template will be the same for all the rows. The columns after the 6th will be data that is normally used in a JV document.

D/T	CCD	Doc Date	Posting Date	DocHdrRet	DocHdrText	General Le DR/CR	Amount	Assignment #	Text	Busi/Area	Fund	Cost Center	Internal Or	WBS
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	512071	C	21.48	11017296 3000 B 02/04/17		0226000000	1013202280		3200000431
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	512074	C	10.74	11017296 3030 B 02/04/17		0226000000	1013202280		3200000431
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	512074	D	10.74	11017296 3030 B 02/04/17		0011620100	1013202280		3200000431
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	520409	C	2.38	11017296 BENE B 02/04/17		0226000000	1013202280		3200000431
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	520409	D	2.38	11017296 BENE B 02/04/17		0226000000	1013202280		3200000431
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	520720	C	1.29	11017296 BENE B 02/04/17		0226000000	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	520720	D	1.29	11017296 BENE B 02/04/17		0226000000	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	512071	C	64.44	11017296 3000 B 02/04/17		0226000000	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	512071	D	64.44	11017296 3000 B 02/04/17		0011620100	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	512074	C	32.23	11017296 3030 B 02/04/17		0226000000	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	512074	D	32.23	11017296 3030 B 02/04/17		0011620100	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	520409	C	7.15	11017296 BENE B 02/04/17		0226000000	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	520409	D	7.15	11017296 BENE B 02/04/17		0011620100	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	520720	C	3.88	11017296 BENE B 02/04/17		0226000000	1013202280		3200000483
Z4	UK00	3/6/2017	3/6/2017	RFS	Smith payroll	520720	D	3.88	11017296 BENE B 02/04/17		0011620100	1013202280		3200000483

Fill in the D/T (document type) as Z4 and CCD (Company Code) as UK00. Enter both the Doc Date and Posting Date with today’s date (or the last day of the month for period close).

D/T	CCD	Doc Date	Posting Date
Z4	UK00	3/6/2017	3/6/2017
Z4	UK00	3/6/2017	3/6/2017
Z4	UK00	3/6/2017	3/6/2017

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

“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.

DocHdrRef	DocHdrText
RFS	Smith payroll

Use the labor distribution report to input the GL account, DR/CR indicator (D=Debit and C=Credit), 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.

General Le	DR/CR	Amount	Assignment #
512071	C	21.48	11017296
512071	D	21.48	11017296
512074	C	10.74	11017296
512074	D	10.74	11017296

Note: amounts should not include commas or negatives

Enter the information into the Text. **Formatting in the text and assignment fields are critical.**

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.

Enter M for monthly payroll or B for bi-weekly payroll.

Enter the ending date of the “for-period” as mm/dd/yy.

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.

Text			
3000	B	02/04/17	Smith
3000	B	02/04/17	Smith
3030	B	02/04/17	Smith
3030	B	02/04/17	Smith



Enter the cost object for the first line.

Enter the remaining lines for the JV using the same formatting utilized on line 1.

Fund	Cost Center	Internal Or	WBS
0226000000			3200000431
0011620100	1013202280		
0226000000			3200000431

Save the file as a “Text (tab delimited)” file. Close the file before attempting to upload to SAP.

File name: Z4 Payroll Upload

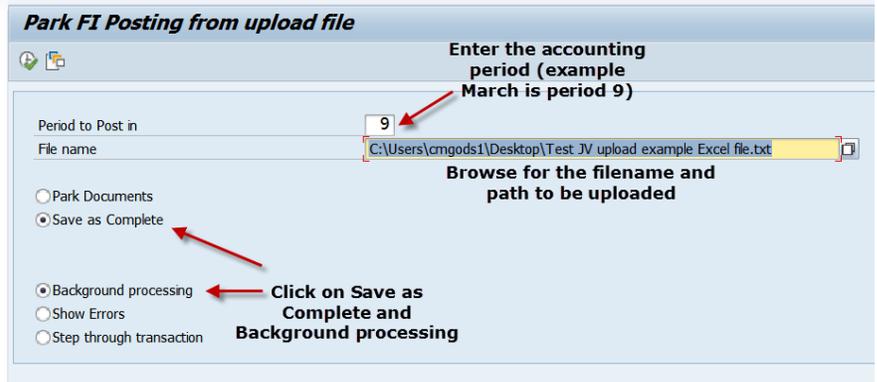
Save as type: Text (Tab delimited)

Quick Reference Card – Uploading the Z4 Payroll Document

In SAP, go to transaction ZFI_PARK_FROM_FILE

Then enter the period (must be congruent with the posting date in the Excel file). Browse for the file name and path to be uploaded.

Click on the buttons for "Save as Complete" and "Background processing."



When the transaction is ready, click on execute.

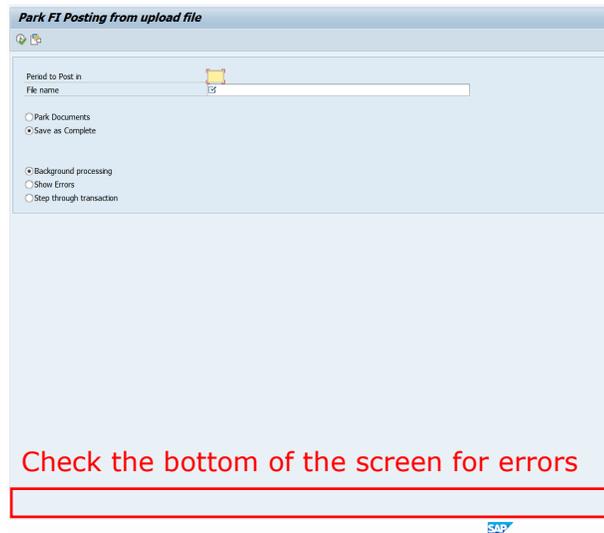
SAP will now check the document for errors and will either save as complete by assigning a document number or report errors.



If any errors occur, look at the messages at the bottom of the transaction and correct the information on upload Excel file and resave the file to upload.

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.

If you are unable to resolve errors or are unsure how to fix them, choose "Park Documents" to receive a document number. Then [reach out for help](#).



After the JV has been saved as complete

- Be aware that the Z4 JV document number will begin with 87*. Write down the number when it appears on screen. Open the document using FBV2 – Change Parked 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 cannot have more than a few layers of folders for the system to look through. It is best to save the JV upload text files with a file path of less than five folders.
- Keep the formats consistent with the formats given on the original JV upload template. Do not re-format any cells or edit headers. If you are copying and pasting information, be sure to paste "as values" to avoid copying over the formatting from another document.
- 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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