

Salary/Fringe Report

SAP Transaction
ZFISALFRINGE

Purpose

The Salary/Fringe Report is a useful tool to view and reconcile salary year-to-date actuals and overtime expenditures.

Step 1

Run the ZFISALFRINGE transaction in SAP.

Enter the following criteria:

Detailed Report: Select this radio button to receive detailed amounts per employee.

Drill Down Summary: Select this radio button to receive subtotal by GL with drill down capability.

Personnel Number: Use this field to search for a specific employee.


Posting Date: You may enter a date range for the whole fiscal year or month by month in the format of xx/xx/xxxx. Posting Date must not overlap fiscal years, but you may use any date range within a single fiscal year.

Fiscal Year: Fiscal year of date range above.

GL Account: To narrow your results enter a GL or GL range. For a list of GLs and commitment items, please see the reference material on the budget office website. (Note: GLs begin with a 7.)

Cost Center: Enter your cost center (fund center).

Fund: Do not enter a fund on this transaction.

Click Execute 

Salary/Fringe Report












 	
Select Type of Output	
Detailed Report	<input type="radio"/>
Drill Down Summary	<input checked="" type="radio"/>
Personnel number	
Personnel Number	<input type="text"/>  to <input type="text"/> 
Wage Type	<input type="text"/> to <input type="text"/> 
Date selections	
Posting Date	<input checked="" type="checkbox"/> <input type="text"/> to <input type="text"/> 
Fiscal Year	<input type="text"/>
Additional select-options	
G/L Account	<input type="text"/> to <input type="text"/> 
Cost Center	<input type="text"/> to <input type="text"/> 
Order	<input type="text"/> to <input type="text"/> 
WBS Element	<input type="text"/> to <input type="text"/> 
Fund	<input type="text"/> to <input type="text"/> 

Image 1

Step 2

Review results of report. Columns are self explanatory.

PersNo	Name	Cost Center	G/L Acc	G/L Desc.	Σ	Amount	Order	WBS Elem.	Fund	Posting Date	Wage Type
			701500	HE Salary Classif Em		1,859.64			1000064108	09/30/2007	Regular Salary Comp
			701500	HE Salary Classif Em		1,859.64			1000064108	10/31/2007	Regular Salary Comp
			701500	HE Salary Classif Em		507.17			1000064108	11/30/2007	Regular Salary Comp
			702100	Overtime Pay		142.98			1000064108	11/30/2007	FLSA OT Quota Payout
						4,369.43					

(This screenshot example shows classified salary and overtime for a single employee.) Image 2

PersNo	Name	Cost Center	G/L Acc	G/L Desc.	Σ	Amount	Order	WBS Elem.	Fund	Posting Date	Wage Type
			702100	Overtime Pay		244.17			1000064108	11/30/2007	FLSA OT Quota Payout
						244.17					
			702100	Overtime Pay		54.50			1000061008	09/30/2007	FLSA OT Quota Payout
						54.50					
			702100	Overtime Pay		3.50			1000064108	10/10/2007	FLSA OT Quota Payout
						3.50					
			702100	Overtime Pay		230.54			1000064108	12/10/2007	FLSA OT Quota Payout
						230.54					
			702100	Overtime Pay		32.38			1000064108	10/31/2007	Overtime Pay
			702100	Overtime Pay		32.38			1000064108	11/12/2007	Overtime Pay
			702100	Overtime Pay		107.68			1000064108	11/12/2007	Overtime Pay
						107.68					
			702100	Overtime Pay		142.98			1000064108	11/30/2007	FLSA OT Quota Payout
						142.98					
						783.37					

(This screenshot example shows only overtime for whole cost center.)

Image 3