

Instructions on Analysis Overpayment Reports

Report Title: **Finance Overpayment Report**

Report Location: **Public Folders/Enterprise SAP BW/Human Resources/Finance Admin/Finance Overpayment Report**

Report Description:

The Finance Overpayment report will include all overpayment advances and repayments that are made to your business area, even if the employee has left your department but is making payments with a different Pernr # to your area. The Finance Overpayment Report is the best report to run when you have terminated employees who were overpaid and hired into another department. Your department will still be able to monitor the repayments using this report.

The basic Finance Overpayment Report will show the person ID, employee number and name, the payment date, the posting date, the overpayment advance and the overpayment advance fellowship, and the repayments and the balances (see below).

We recommend saving the Finance Overpayment report as a favorite and running it on your business area after each pay cycle is completed and Analysis is updated. Refer to the [Dates and Deadlines tab](#) for these payroll posting dates.

Steps:

1. Enter your **Business Area** in the appropriate field.
2. Check **Save prompt values with workspace**.
3. Click **Validate**.
4. Click **OK**.

Prompts

Prompt Summary

- * ZPY_MC03_Q055 [SAP Business Warehouse]
- * ☒ **Business Area (Sel. Option, Required) : Equal: :**
- Cost Center (Selection Option, Optional) :**
- Internal Order (Selection Option, Optional) :**
- WBS Element (Selection Option, Optional) :**
- Fiscal Year/Period (Selection Options, Optional) :**
- Payment Date (Sel Opt, Optional) :**
- Employee :**

Business Area (Sel. Option, Required)

Include values

Cost Center (Selection Option, Optional)

Internal Order (Selection Option, Optional)

WBS Element (Selection Option, Optional)

Fiscal Year/Period (Selection Options, Optional)

Payment Date (Sel Opt, Optional)

Employee

☒ Save prompt values with workspace

* Required prompts

Validate **OK** **Cancel**

The business area is the only required field for this report. We recommend that you run the report wide open with the business area and utilize the free characteristics once the report is displayed.

Person ID	Employee	Employment Status	Payment Date	Posting date	OvPymt Advance	OvPymt Advance (Fellowship)	OvPymt RePymt	OvPymt RePymt (Fellowship)	OvPymt RePymt Balance
			08/14/2009	08/11/2009	\$ 326.10				\$ 326.10
			09/15/2009	09/10/2009			\$ -108.70		\$ -108.70
			09/30/2009	09/25/2009			\$ -108.70		\$ -108.70
			10/15/2009	10/12/2009			\$ -108.70		\$ -108.70
		Terminated/R	04/13/2007	04/10/2007	\$ 295.45				\$ 295.45
		Active	08/15/2011	08/10/2011	\$ 719.32				\$ 719.32
			06/15/2012	06/12/2012			\$ -359.66		\$ -359.66
			06/29/2012	06/26/2012			\$ -359.66		\$ -359.66
		Terminated/R	08/15/2011	08/10/2011		\$ 3,313.00			\$ 3,313.00
			12/31/2011	06/27/2012		\$ -3,313.00			\$ -3,313.00
		Result	Result	Result	\$ 719.32	\$ 0.00	\$ -719.32		\$ 0.00
		Active	09/30/2008	09/27/2008	\$ 3,100.97				\$ 3,100.97
			07/31/2009	07/28/2009			\$ -281.87		\$ -281.87
			08/14/2009	08/11/2009			\$ -281.87		\$ -281.87
			08/31/2009	08/26/2009			\$ -281.87		\$ -281.87
			09/15/2009	09/10/2009			\$ -281.87		\$ -281.87
			09/30/2009	09/25/2009			\$ -281.87		\$ -281.87
			10/15/2009	10/12/2009			\$ -281.87		\$ -281.87

The default variables in the Finance Overpayment Report will be enough for you to identify the overpayments for your business area. If you wish, you may customize the report by adding free characteristics such as the cost center or internal order number where the overpayment advance was charged and where the repayments are being credited back. Adding subtotals may be helpful too.

Report Title: **Payroll Overpayment Report**

Report Location: **Public Folders/Enterprise SAP BW/Human Resources/Payroll Admin/Payroll Overpayment Report**

Report Description:

The basic Payroll Overpayment report will show the person ID, employee number and name, the payment date, the posting date, the overpayment advance and overpayment advance fellowship, and the repayments and balances.

The cost center and internal order numbers can be added to the report as free characteristics, along with other options.

The Payroll Overpayment report will not allow you to see repayments that are being repaid through another Pernr #. The Payroll Overpayment report will only show the overpayment advance and the repayment made through your department number. If you have terminated employees who are working for another department, you will need to run the Finance Overpayment report to verify the repayments.

Steps:

1. Enter the **Organizational Unit(s)**.
2. Enter the **Personnel Area**.
3. Check **Save prompt values with workspace**.
4. Click **Validate**.
5. Click **OK**.

The screenshot shows the 'Prompts' dialog box for the report 'ZCMP_M01_Q4002 [SAP Business Warehouse]'. The left pane shows a 'Prompt Summary' with a list of prompts: Employee, Person (Selection Option, Optional), Organizational Unit (Multiple Single, Optional), Personnel Area (Selection Option, Required), Personnel Subarea (Selection Option, Optional), Business Area (Selection. Options, Optional), Cost Center (Selection Option, Optional), Internal Order (Selection Option, Optional), WBS Element (Selection Option, Optional), Fiscal Year/Period (Selection Options, Optional), and Payment Date (Sel Opt, Optional). The right pane shows the 'All' tab with a tree view of the prompts. Callout 1 points to the 'Personnel Area' prompt, which is expanded to show a list of values. Callout 2 points to the 'Organizational Unit' prompt, which is expanded to show a list of values. Callout 3 points to the 'Save prompt values with workspace' checkbox. Callout 4 points to the 'Validate' button. Callout 5 points to the 'OK' button.

Prompt Summary

- * ZCMP_M01_Q4002 [SAP Business Warehouse]
- Employee :
- Person (Selection Option, Optional) :
- ✓ Organizational Unit (Multiple Single, Optional) :
- * ✓ Personnel Area (Selection Option, Required) :
- Personnel Subarea (Selection Option, Optional) :
- Business Area (Selection. Options, Optional) :
- Cost Center (Selection Option, Optional) :
- Internal Order (Selection Option, Optional) :
- WBS Element (Selection Option, Optional) :
- Fiscal Year/Period (Selection Options, Optional) :
- Payment Date (Sel Opt, Optional) :

All | Required | Optional | Variants | Settings

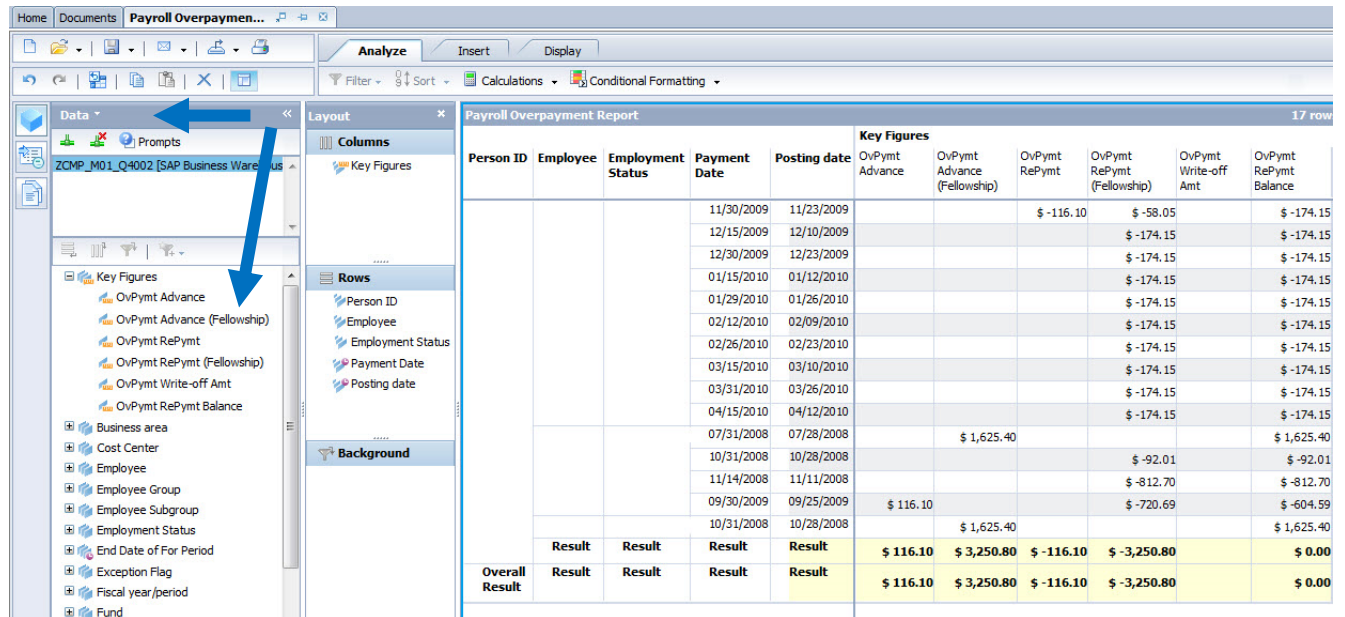
- Employee
- Person (Selection Option, Optional)
- Organizational Unit (Multiple Single, Optional)
- 1000
- Personnel Area (Selection Option, Required)
- Include
- values
- Equal
- Personnel Subarea (Selection Option, Optional)
- Business Area (Selection. Options, Optional)
- Cost Center (Selection Option, Optional)
- Internal Order (Selection Option, Optional)
- WBS Element (Selection Option, Optional)
- Fiscal Year/Period (Selection Options, Optional)
- Payment Date (Sel Opt, Optional)

☒ Save prompt values with workspace

* Required prompts

Validate OK

It is best to run the report using just the required/recommended fields first; then, if you care to add other characteristics, proceed to add them to the report after it has run. We recommend running the report wide open using the required/recommended fields. If you only need to run the report for a specific person, you can include his/her Pernr # along with the personnel area and the organizational unit. Below is an example of the Payroll Overpayment report.



The screenshot shows the SAP Analysis Tools interface. The 'Data' pane on the left lists various key figures and background fields. A blue arrow points from the 'Data' pane to the 'Key Figures' list in the 'Layout' pane. The 'Payroll Overpayment Report' is displayed in the main area, showing a table with 17 rows and 11 columns. The table includes columns for Person ID, Employee, Employment Status, Payment Date, Posting date, and various Key Figures (OvPymt Advance, OvPymt Advance (Fellowship), OvPymt RePymt, OvPymt RePymt (Fellowship), OvPymt Write-off Amt, and OvPymt RePymt Balance). The table is filtered to show data for the period 11/30/2009 to 10/31/2008.

Person ID	Employee	Employment Status	Payment Date	Posting date	OvPymt Advance	OvPymt Advance (Fellowship)	OvPymt RePymt	OvPymt RePymt (Fellowship)	OvPymt Write-off Amt	OvPymt RePymt Balance
			11/30/2009	11/23/2009			\$ -116.10	\$ -58.05		\$ -174.15
			12/15/2009	12/10/2009				\$ -174.15		\$ -174.15
			12/30/2009	12/23/2009				\$ -174.15		\$ -174.15
			01/15/2010	01/12/2010				\$ -174.15		\$ -174.15
			01/29/2010	01/26/2010				\$ -174.15		\$ -174.15
			02/12/2010	02/09/2010				\$ -174.15		\$ -174.15
			02/26/2010	02/23/2010				\$ -174.15		\$ -174.15
			03/15/2010	03/10/2010				\$ -174.15		\$ -174.15
			03/31/2010	03/26/2010				\$ -174.15		\$ -174.15
			04/15/2010	04/12/2010				\$ -174.15		\$ -174.15
			07/31/2008	07/28/2008		\$ 1,625.40				\$ 1,625.40
			10/31/2008	10/28/2008				\$ -92.01		\$ -92.01
			11/14/2008	11/11/2008				\$ -812.70		\$ -812.70
			09/30/2009	09/25/2009	\$ 116.10			\$ -720.69		\$ -604.59
			10/31/2008	10/28/2008		\$ 1,625.40				\$ 1,625.40
			Result	Result	Result	Result	\$ 116.10	\$ 3,250.80	\$ -116.10	\$ -3,250.80
Overall Result	Result	Result	Result	Result	\$ 116.10	\$ 3,250.80	\$ -116.10	\$ -3,250.80		\$ 0.00

We recommended that you save the Payroll Overpayment report as a favorite in Analysis.