Instructions on Analysis Overpayment Reports

Report Title: Finance Overpayment Report

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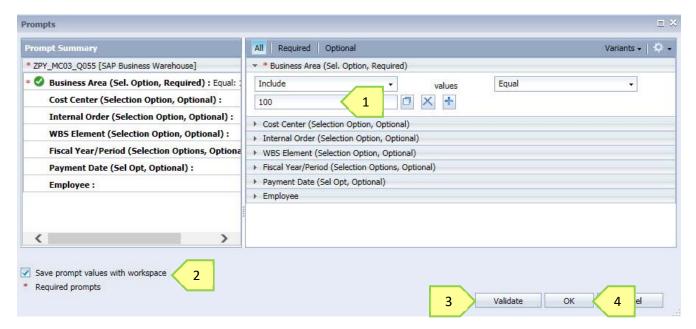
Report Description:

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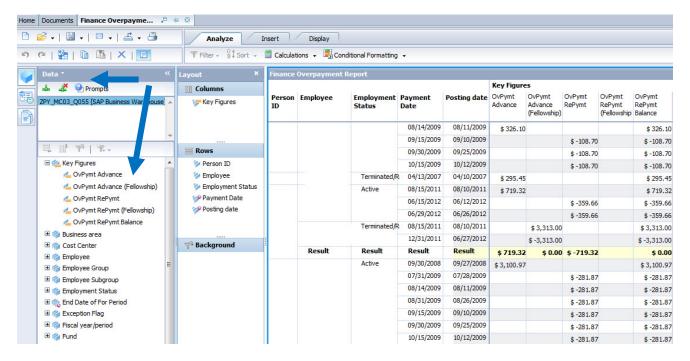
We recommend saving the Finance Overpayment report as a favorite and running it on your business area after each pay cycle is completed and Analysis is updated. Refer to the Dates and Deadlines tab for these payroll posting dates.

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

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.

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
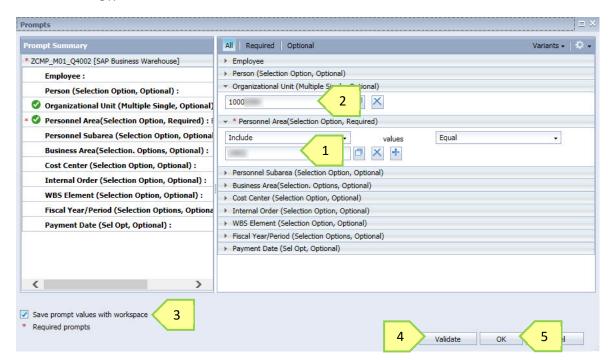
Report Description:

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.
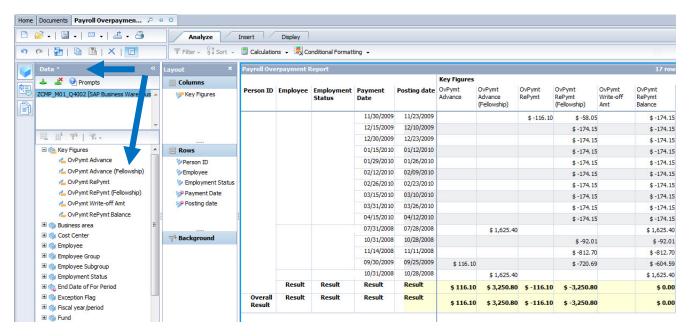
The Payroll Overpayment report will <u>not</u> allow you to see repayments that are being repaid through another Pernr #. The Payroll Overpayment report will only show the overpayment advance and the repayment made through your department number. If you have terminated employees who are working for another 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**.

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.

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