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*Integrated Financial Management Program*

## **Core Financial Project**

### **DRYDEN FLIGHT RESEARCH CENTER SAP LABOR POSTING HANDBOOK**



## **Executing the Account Code Validation Interface (Interface 20).**

The Account code validation interface provides a validation of the account codes (work orders) charged in the current payroll being processed. As part of the process, an extract of the account codes to be charged is placed on the mainframe as file name DFAOH.IFMPP.LABOR.WORKORD.

Control-M, the interface execution management software, will begin looking for this file on Wednesday mornings. The file above should be placed on the mainframe. The legacy job should be executed on the Tuesday following the pay period ending date. The execution of the job will automatically create the WORKORD file.

Control-M will transfer the file to the interface server for processing and a report will be returned to the mainframe of those account codes that are not currently mapped in SAP. This file will be named: DFAOH.IFMPP.LABOR.COMPARE.

This report will be sent to the Labor Cost Analyst either via hardcopy to the local printer and an email notification. Any errors resolved prior to processing the biweekly payroll.

## Executing the Labor posting to SAP Interface Jobs (Interface 21)

### I. Biweekly Payroll

Once the labor costs have been balanced to the payroll report, the bi-weekly labor extract job must be executed in order to create the file that the interface will process into SAP.

The extract job will create the file: DFAOH.IFMPP.LABOR.BIWKPAY and place it on the mainframe.

Control-M, the interface execution management software, will be looking for this file on the mainframe. Once found, it will transfer the file to the interface server and create a backup copy on the mainframe, adding a date/time stamp to the end of the file with the format: DYYMMDD.THHMMSS.

Example: DFAOH.IFMPP.LABOR.BIWEEK.D030318.T120103

The interface will process the file and automatically attempt to post in SAP. When checking the SM35 session (see below), this interface will create the 2 batches below:

**24BIWEEK\_CST** – This will show up in SAP as either status Processed or Errors as it is automatically processed in SAP.

**24BIWEEK\_DSB** – This will show up in SAP as status new. This batch will have to be processed manually in SAP via session SM35 after the above cost transaction has been reversed. These 2 steps will be completed 10 days after the pay period ending date.

### II. Monthly Accrual

On the next to last business day of the month and after the completed posting of the last biweekly payroll for the month, the monthly accrual process will be run in the labor system. This process will create either the DFAOH.IFMPP.LABOR.SPLWACCR file for all months except September or the DFAOH.IFMPP.LABOR.SPLITA file for September, on the mainframe to be processed by the labor interface.

The accrual amount is based on a % of the last biweekly file determined by the number of days that need to be accrued. It is possible to have more than a 100%

accrual depending on when the last biweekly pay period ends in the month. As an example, the June 03 pay period ending June 28 cannot be posted in time as an actual for June and therefore the accrual for June 03 starts as of June 15 and will be a 110% accrual of the pay period ending June 14.

Control-M, the interface execution management software, will be looking for the above file on the mainframe. Once found, it will transfer the file to the interface server and also create a backup copy on the mainframe adding a date/time stamp to the end of the file with the format: DYYMMDD.THHMMSS.

Example: DFAOH.IFMPP.LABOR.SPLWACCR.D030227.T120103 or  
DFAOH.IFMPP.LABOR.SPLITA.D030929.T120102

The interface will process the file and automatically attempt to post in SAP. When checking the SM35 session (see below), this interface will create the batch or batches below:

For all months except September,

**24SPWK-ACCRL** – This will show up in SAP as either status Processed or Errors as it is automatically processed in SAP. This transaction will have to be reversed 4 days after the 1<sup>st</sup> pay period end date in the next month.

-OR-

For September,

**24BIWEEK\_CST** – This will show up in SAP as either status Processed or Errors as it is automatically processed in SAP.

**24BIWEEK\_DSB** – this will show up in SAP as status new. This batch will have to be processed manually in SAP via session SM35 after the above cost transaction has been reversed. These 2 steps will be completed 10 days after the pay period ending date of the first pay period ending date in October.

### III. Monthly Adjustment

After the monthly accrual is completed, the DFRC adjustments will be run in the labor system. This process will create the DFAOH.IFMPP.LABOR.EOMADJ file for each month. As this file is for adjustments to accounts and amounts of past transactions, this is a non-reversing file and interface.

Control-M, the interface execution management software, will be looking for the above file on the mainframe. Once found, it will transfer the file to the interface

server and also create a backup copy on the mainframe adding a date/time stamp to the end of the file with the format: DYYMMDD.THHMMSS.

Example: DFAOH.IFMPP.LABOR.EOMADJ.D030227.T120103

The interface will process the file and automatically attempt to post in SAP. When checking the SM35 session (see below), this interface will create the batch or batches below:

**24MONEND-ADJ** – this will show up in SAP as either status Processed or Errors as it is automatically processed in SAP. This transaction will not be reversed.

#### IV. Year-End Split Process

The Year-End split process allocates a portion of the first payroll posted in October to the prior fiscal year. The biweekly process as defined in section I should be completed. However the DFAOH.IFMPP.LABOR.BIWKPAY file that is created by the configuration management job will not be processed into SAP.

Control-M, the interface execution management software, will be looking for this file on the mainframe. Once found, it will transfer the file to the interface server and also create a backup copy on the mainframe adding a date/time stamp to the end of the file with the format: DYYMMDD.THHMMSS.

Example: DFAOH.IFMPP.LABOR.SPLITB.D030318.T120103

The interface will process the file and automatically attempt to post in SAP. When checking the SM35 session (see below), this interface will create the batch or batches below:

**24BIWEEK\_CST** – This will show up in SAP as either status Processed or Errors as it is automatically processed in SAP.

**24BIWEEK\_DSB** – This will show up in SAP as status new. This batch will have to be processed manually in SAP via session SM35 after the above cost transaction has been reversed. These 2 steps will be completed 10 days after the pay period ending date of the first pay period ending date in October.

## V. Labor Posting Timing

The following chart recaps when the biweekly, split week accrual and month end adjustments should be posted:

Labor Type	When to post to SAP	Posting Date of Document	When to Reverse Posting	Reversal Date	Distribution Date
Biweekly	Weds after pay period	Pay period end date – automatically selected form interface header record	10 days after pay period end date	10 days after pay period end date – automatically selected by interface	10 days after pay period end date – automatically selected by interface
Month End Split Week Accrual	2 days prior to the end of the month	Last day of the month	4 days after the first pay period end date of the next month	4 days after the first pay period end date of the next month – automatically selected by interface	N/A
Month end adjustment	1 day prior to the end of the month	Last day of the month	N/A	N/A	N/A

## Labor Posting to SAP– SM35

Once the Labor interface has been executed, you should proceed to T-Code SM35 to review the batches created by the interface. Please remember, if the interface encounters any crosswalk problems, no batches will be created.

The screen shot below depicts the SM35 session. In this session, you will see several transactions, not all related to labor. For the labor transactions, you should look for the following sessions:

- **24BIWEEK\_CST** – Biweekly Cost Transaction – XL documents. These sessions are created for the Biweekly files (normal payrolls), the SPLITA file (September Accrual) and the SPLITB file (Year end split from first payroll posting in new fiscal year).
- **24BIWEEK\_DSB** - Biweekly Disbursement Transaction – XD documents. These sessions are created for the Biweekly files (normal payrolls), the

SPLITA file (September Accrual) and the SPLITB file (Year end split from first payroll posting in new fiscal year).

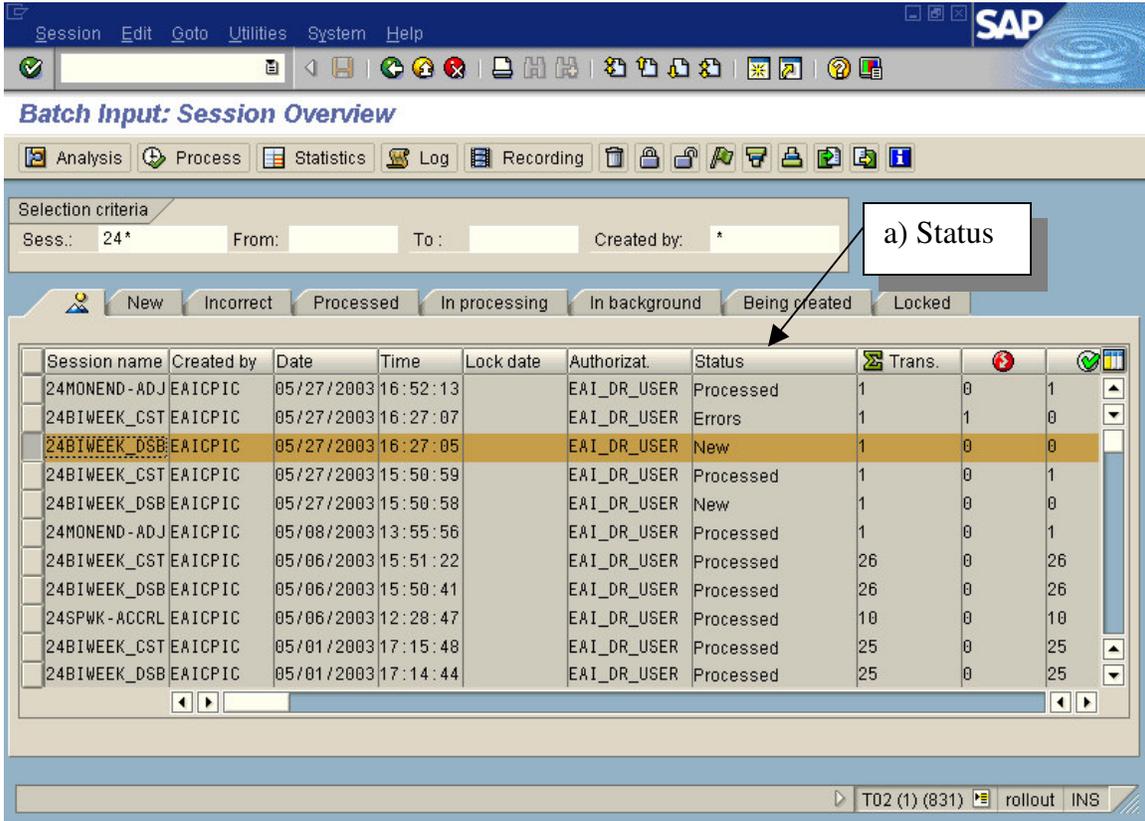
- **24SPWK-ACCRL** – Monthly Accrual Transaction – XA documents. These sessions are created for the monthly accrual files, excluding September.
- **24MONEND-ADJ** – Monthly Adjustment Transaction – XB documents. These sessions are created for the monthly adjustment files.

You will note the created by as **EAICPIC**. This is the user id set up for the interface. You will also see the creation date and time.

The key fields to look at are:

- **STATUS** – There are 3 statuses that you need to be aware of: (All other status are intermediate statuses).
  1. **New** – This means the batch has been created in SAP but has not been posted. The disbursement transactions will initially come in with this status as they are not automatically processed when the interface runs, but are held until the disbursement date.
  2. **Processed** – This means the batch has been processed and has no errors. It is a successfully posted batch.
  3. **Errors** – This means a batch has been processed and errors have been found in the batch. These error types must be fixed in the SM35 session and the batch re-processed. Please note these batches contain several transactions. Only transactions with errors are not posted. Any transactions within a batch that have no errors have been processed.
- **(Sigma)Trans** – This field tells you how many transactions are included in this batch. This is important as you will need to look up the document numbers created by the processing of these batches and this will tell you how many to look for.
- **(Red Lightning Bolt)** – This field tells you how many of the transactions in the batch were found to have errors and will need to be re-processed.
- **(Green Check Mark)** - This field tells you how many of the transactions in the batch were processed successfully with no errors.

### SM35 Session



**Batch Input: Session Overview**

Selection criteria  
 Sess.: 24\* From: To: Created by: \*

Analysis Process Statistics Log Recording

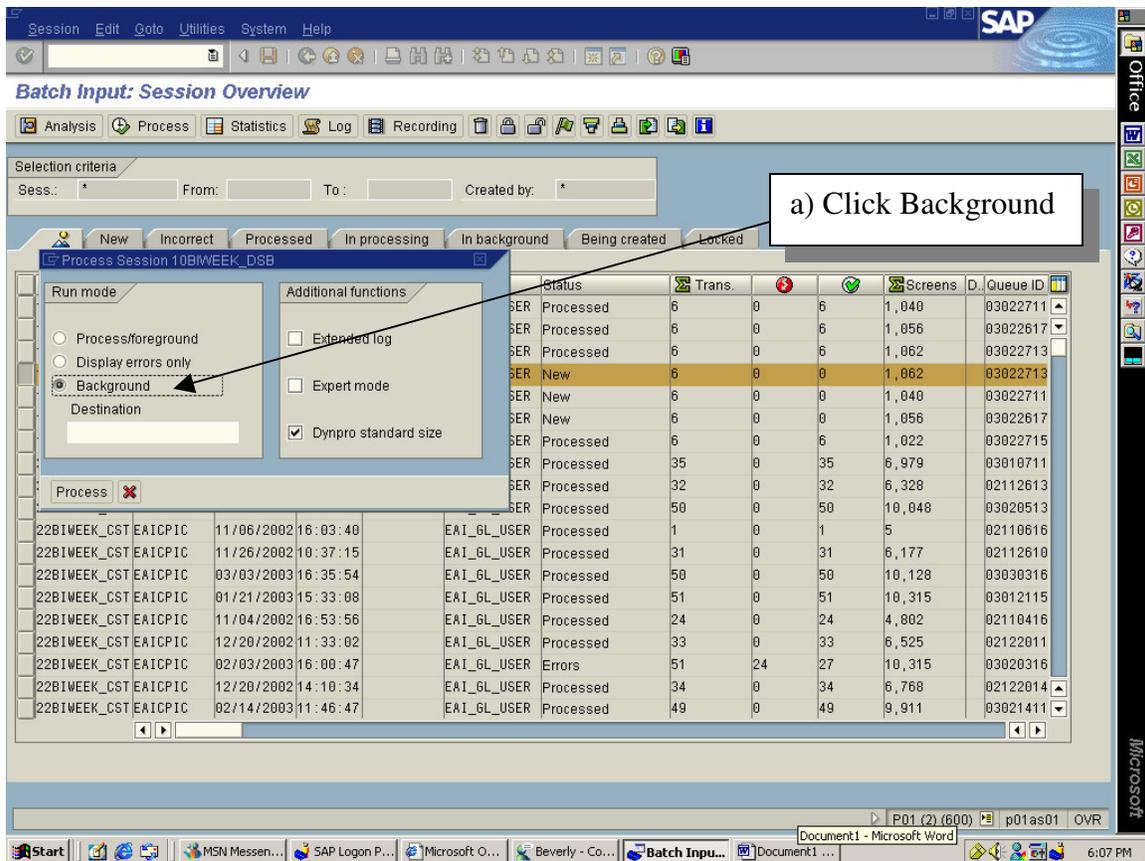
Selection criteria  
 Sess.: 24\* From: To: Created by: \*

New Incorrect Processed In processing In background Being created Locked

Session name	Created by	Date	Time	Lock date	Authorizat.	Status	Trans.		
24MONEND-ADJ	EAI CPIC	05/27/2003	16:52:13		EAI_DR_USER	Processed	1	0	1
24BIWEEK_CST	EAI CPIC	05/27/2003	16:27:07		EAI_DR_USER	Errors	1	1	0
24BIWEEK_DSB	EAI CPIC	05/27/2003	16:27:05		EAI_DR_USER	New	1	0	0
24BIWEEK_CST	EAI CPIC	05/27/2003	15:50:59		EAI_DR_USER	Processed	1	0	1
24BIWEEK_DSB	EAI CPIC	05/27/2003	15:50:58		EAI_DR_USER	New	1	0	0
24MONEND-ADJ	EAI CPIC	05/08/2003	13:55:56		EAI_DR_USER	Processed	1	0	1
24BIWEEK_CST	EAI CPIC	05/06/2003	15:51:22		EAI_DR_USER	Processed	26	0	26
24BIWEEK_DSB	EAI CPIC	05/06/2003	15:50:41		EAI_DR_USER	Processed	26	0	26
24SPWK-ACCRL	EAI CPIC	05/06/2003	12:28:47		EAI_DR_USER	Processed	10	0	10
24BIWEEK_CST	EAI CPIC	05/01/2003	17:15:48		EAI_DR_USER	Processed	25	0	25
24BIWEEK_DSB	EAI CPIC	05/01/2003	17:14:44		EAI_DR_USER	Processed	25	0	25

T02 (1) (831) rollout INS

When you are ready to process documents that have the status NEW, you will need to select the batch you would like to process by clicking the box to the left of the batch. This will highlight the batch to be processed, as shown above, and click the **Process** button above (with the check mark/clock symbol). (Note: in order to deselect a batch, click the box to the left of the batch). It will bring up a screen as shown below:



For **NEW** batches, you will want to select the **Background** Run Mode as shown above and click the Process button. This will process the batch with no user interaction required.

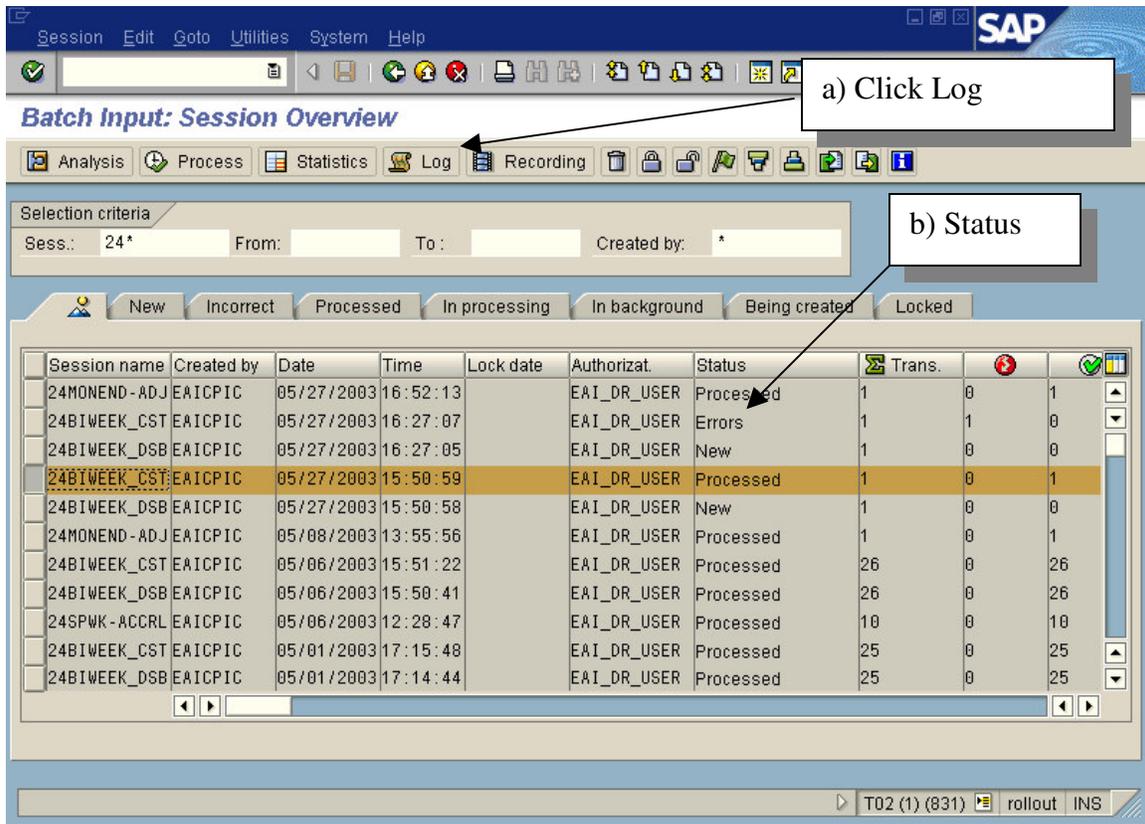
For batches with a status of **ERRORS**, you will want to select the **Display Errors only** Run Mode. This will stop the batch processing when it encounters an error and display it to the processor for correction. The error is then corrected and the processor hits enter. The batch will continue on processing from there.

If the type of error relates to header record posting dates, you may need to run the **Process/foreground** run mode. This will require the processor to enter through every screen in the transactions with errors and correct the header dates.

This process should be repeated until the batch status changes to **Processed**.

**Note:** , for each time you process a batch, a new log is created in the SM35 session.

**Reading the logs:** The logs contain information about the batch processing each time processing of a batch is attempted. As you can see from the screen below, a batch has been selected.

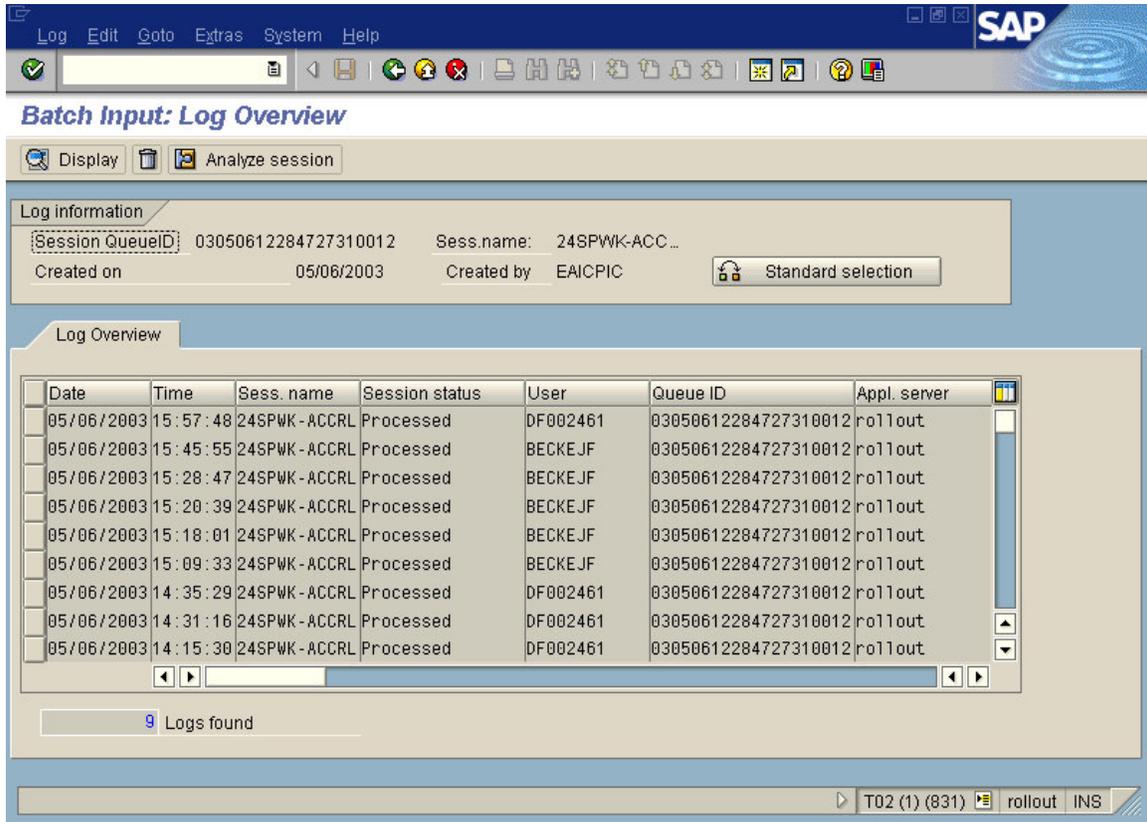


The screenshot shows the SAP 'Batch Input: Session Overview' window. At the top, there is a menu bar (Session, Edit, Goto, Utilities, System, Help) and a toolbar with various icons. Below the menu is a sub-toolbar with buttons for Analysis, Process, Statistics, Log, Recording, and other functions. A callout box labeled 'a) Click Log' points to the 'Log' button. Below this is a 'Selection criteria' section with fields for 'Sess.: 24\*', 'From:', 'To:', and 'Created by: \*'. Below the selection criteria are tabs for session status: New, Incorrect, Processed, In processing, In background, Being created, and Locked. A callout box labeled 'b) Status' points to the 'Status' column in the table below. The table lists session details including name, creator, date, time, lock date, authorization, status, and transaction counts.

Session name	Created by	Date	Time	Lock date	Authorizat.	Status	Trans.			
24MONEND-ADJ	EAI CPIC	05/27/2003	16:52:13		EAI_DR_USER	Processed	1	0	1	
24BIWEEK_CST	EAI CPIC	05/27/2003	16:27:07		EAI_DR_USER	Errors	1	1	0	
24BIWEEK_DSB	EAI CPIC	05/27/2003	16:27:05		EAI_DR_USER	New	1	0	0	
24BIWEEK_CST	EAI CPIC	05/27/2003	15:50:59		EAI_DR_USER	Processed	1	0	1	
24BIWEEK_DSB	EAI CPIC	05/27/2003	15:50:58		EAI_DR_USER	New	1	0	0	
24MONEND-ADJ	EAI CPIC	05/08/2003	13:55:56		EAI_DR_USER	Processed	1	0	1	
24BIWEEK_CST	EAI CPIC	05/06/2003	15:51:22		EAI_DR_USER	Processed	26	0	26	
24BIWEEK_DSB	EAI CPIC	05/06/2003	15:50:41		EAI_DR_USER	Processed	26	0	26	
24SPWK-ACCRL	EAI CPIC	05/06/2003	12:28:47		EAI_DR_USER	Processed	10	0	10	
24BIWEEK_CST	EAI CPIC	05/01/2003	17:15:48		EAI_DR_USER	Processed	25	0	25	
24BIWEEK_DSB	EAI CPIC	05/01/2003	17:14:44		EAI_DR_USER	Processed	25	0	25	

At the bottom of the window, there is a status bar showing 'T02 (1) (831) rollout INS'.

By clicking the **Log** button above, you are given a list of the logs created in the processing of the selected batch. See print screen below:

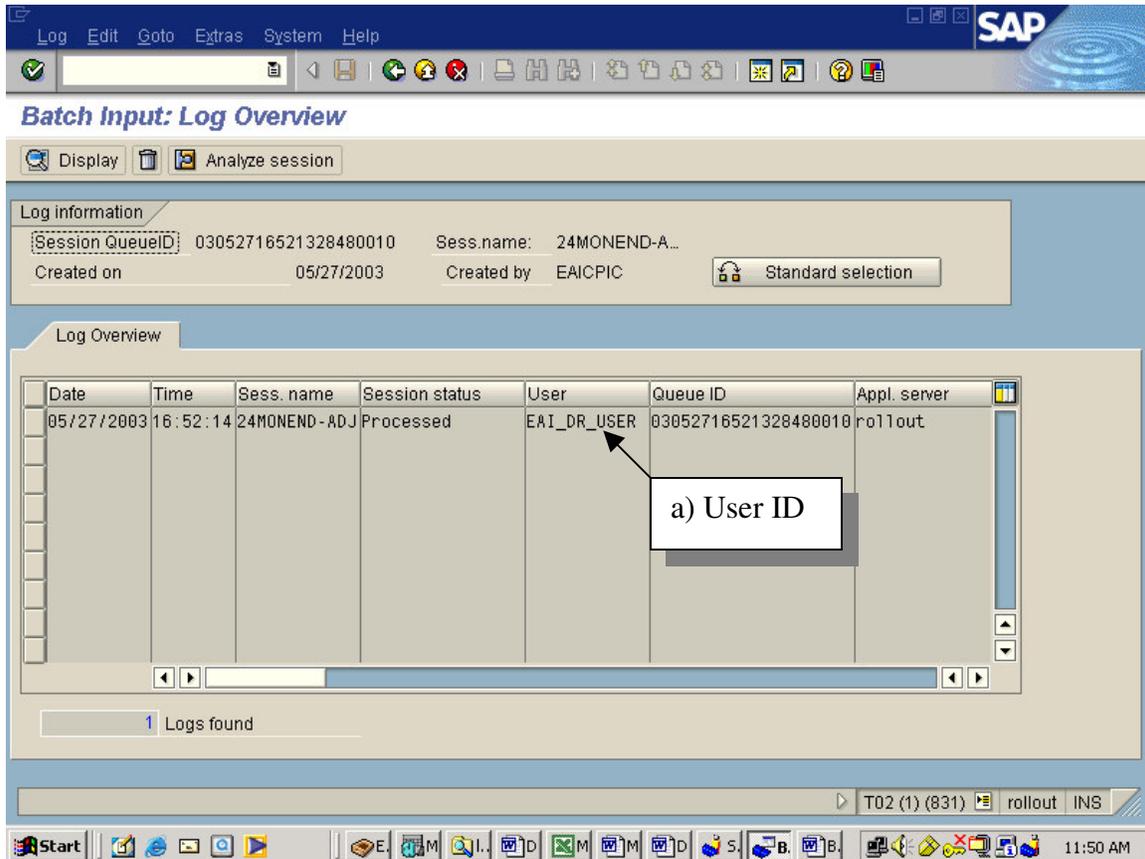


The screenshot shows the SAP 'Batch Input: Log Overview' window. At the top, there is a menu bar with 'Log', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Batch Input: Log Overview' and contains a 'Display' button and an 'Analyze session' button. Under 'Log information', the following details are shown: Session QueueID: 03050612284727310012, Sess.name: 24SPWK-ACC..., Created on: 05/06/2003, and Created by: EAICPIC. A 'Standard selection' button is also present. The 'Log Overview' section features a table with the following data:

Date	Time	Sess. name	Session status	User	Queue ID	Appl. server
05/06/2003	15:57:48	24SPWK-ACCRL	Processed	DF002461	03050612284727310012	rollout
05/06/2003	15:45:55	24SPWK-ACCRL	Processed	BECKEJF	03050612284727310012	rollout
05/06/2003	15:28:47	24SPWK-ACCRL	Processed	BECKEJF	03050612284727310012	rollout
05/06/2003	15:20:39	24SPWK-ACCRL	Processed	BECKEJF	03050612284727310012	rollout
05/06/2003	15:18:01	24SPWK-ACCRL	Processed	BECKEJF	03050612284727310012	rollout
05/06/2003	15:09:33	24SPWK-ACCRL	Processed	BECKEJF	03050612284727310012	rollout
05/06/2003	14:35:29	24SPWK-ACCRL	Processed	DF002461	03050612284727310012	rollout
05/06/2003	14:31:16	24SPWK-ACCRL	Processed	DF002461	03050612284727310012	rollout
05/06/2003	14:15:30	24SPWK-ACCRL	Processed	DF002461	03050612284727310012	rollout

At the bottom of the window, it indicates '9 Logs found' and shows the current selection: 'T02 (1) (831) rollout INS'.

For the selected batch, several logs have been created. If there are batches for user EAI\_DR\_USER, this is the interface user idea used in processing batches. The user DF002461 is a center processor who had to re-process the batch because it had errors to be corrected.

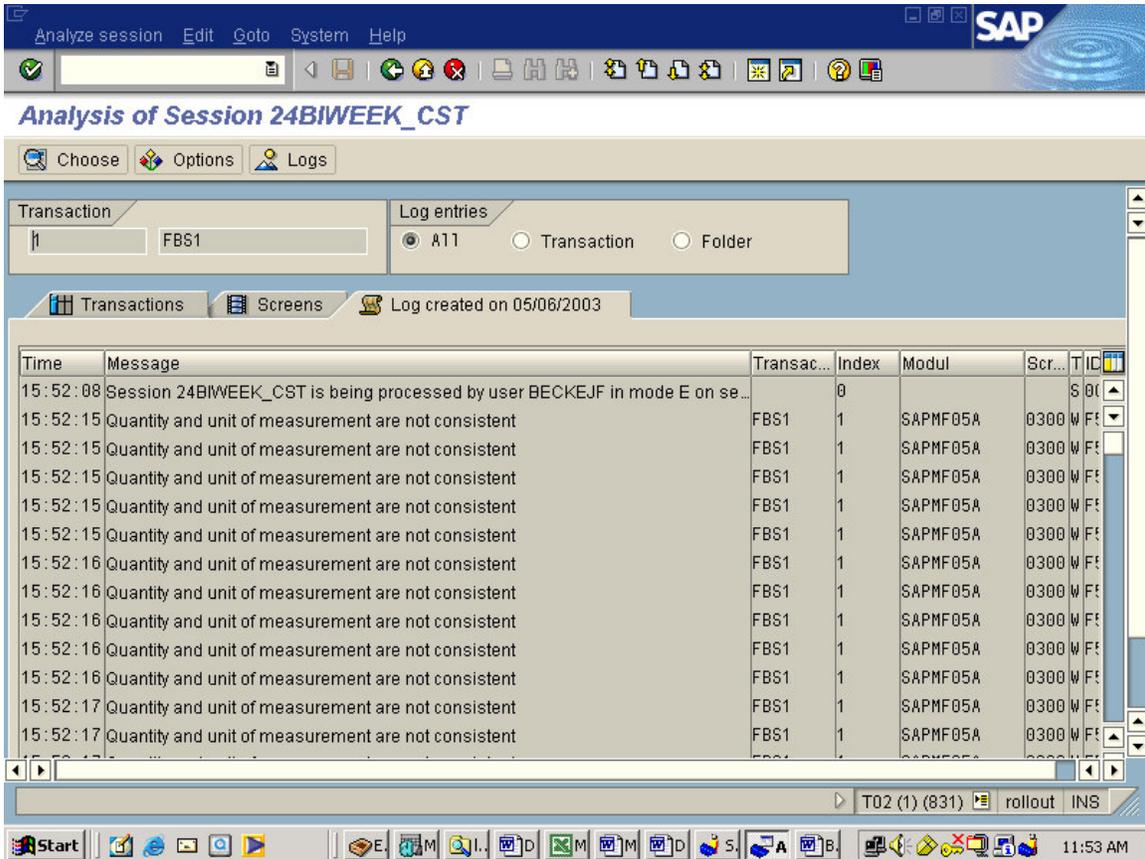


The screenshot shows the SAP 'Batch Input: Log Overview' window. The title bar includes 'Log Edit Goto Extras System Help' and the SAP logo. Below the title bar are buttons for 'Display' and 'Analyze session'. The 'Log information' section displays: Session QueueID: 03052716521328480010, Sess.name: 24MONEND-A..., Created on: 05/27/2003, Created by: EAICPIC, and a 'Standard selection' button. The 'Log Overview' section contains a table with the following data:

Date	Time	Sess. name	Session status	User	Queue ID	Appl. server
05/27/2003	16:52:14	24MONEND-ADJ	Processed	EAI_DR_USER	03052716521328480010	rollout

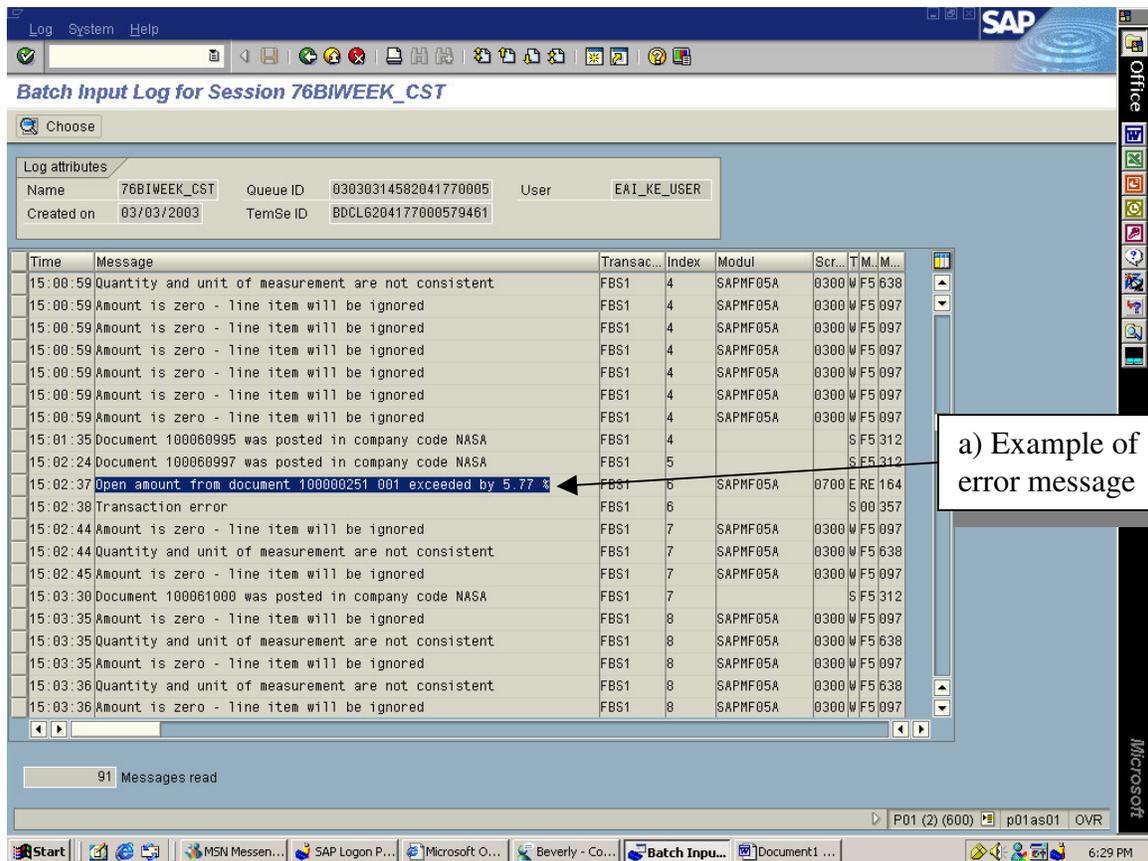
An arrow points from a callout box labeled 'a) User ID' to the 'User' column of the table. Below the table, it indicates '1 Logs found'. The bottom status bar shows 'T02 (1) (831) rollout INS' and the system clock '11:50 AM'.

When you select one of the logs by clicking the box to the left of the log entry, the screen below is displayed.



As you can see, there are several messages. Highlighted below is a message indicating when a document was created and posted to SAP. These are the documents you will need to record for future use, either for reversing purposes or reference. You can view these documents in T-Code FB03.

You will also find the error messages encountered in that processing run as shown below:



Batch Input Log for Session 76BIWEEK\_CST

Log attributes

Name	76BIWEEK_CST	Queue ID	03030314582041770005	User	EAI_KE_USER
Created on	03/03/2003	TemSe ID	BDCL6204177000579461		

Time	Message	Transac...	Index	Modul	Scr...	T	M...
15:00:59	Quantity and unit of measurement are not consistent	FBS1	4	SAPMF05A	0300	W	F5 638
15:00:59	Amount is zero - line item will be ignored	FBS1	4	SAPMF05A	0300	W	F5 097
15:00:59	Amount is zero - line item will be ignored	FBS1	4	SAPMF05A	0300	W	F5 097
15:00:59	Amount is zero - line item will be ignored	FBS1	4	SAPMF05A	0300	W	F5 097
15:00:59	Amount is zero - line item will be ignored	FBS1	4	SAPMF05A	0300	W	F5 097
15:00:59	Amount is zero - line item will be ignored	FBS1	4	SAPMF05A	0300	W	F5 097
15:00:59	Amount is zero - line item will be ignored	FBS1	4	SAPMF05A	0300	W	F5 097
15:01:35	Document 100060995 was posted in company code NASA	FBS1	4			S	F5 312
15:02:24	Document 100060997 was posted in company code NASA	FBS1	5			S	F5 312
15:02:37	Open amount from document 100000251 001 exceeded by 5.77 %	FBS1	6	SAPMF05A	0700	E	RE 164
15:02:38	Transaction error	FBS1	6			S	00 357
15:02:44	Amount is zero - line item will be ignored	FBS1	7	SAPMF05A	0300	W	F5 097
15:02:44	Quantity and unit of measurement are not consistent	FBS1	7	SAPMF05A	0300	W	F5 638
15:02:45	Amount is zero - line item will be ignored	FBS1	7	SAPMF05A	0300	W	F5 097
15:03:30	Document 100061000 was posted in company code NASA	FBS1	7			S	F5 312
15:03:35	Amount is zero - line item will be ignored	FBS1	8	SAPMF05A	0300	W	F5 097
15:03:35	Quantity and unit of measurement are not consistent	FBS1	8	SAPMF05A	0300	W	F5 638
15:03:35	Amount is zero - line item will be ignored	FBS1	8	SAPMF05A	0300	W	F5 097
15:03:36	Quantity and unit of measurement are not consistent	FBS1	8	SAPMF05A	0300	W	F5 638
15:03:36	Amount is zero - line item will be ignored	FBS1	8	SAPMF05A	0300	W	F5 097

91 Messages read

P01 (2) (600) p01as01 OVR

6:29 PM

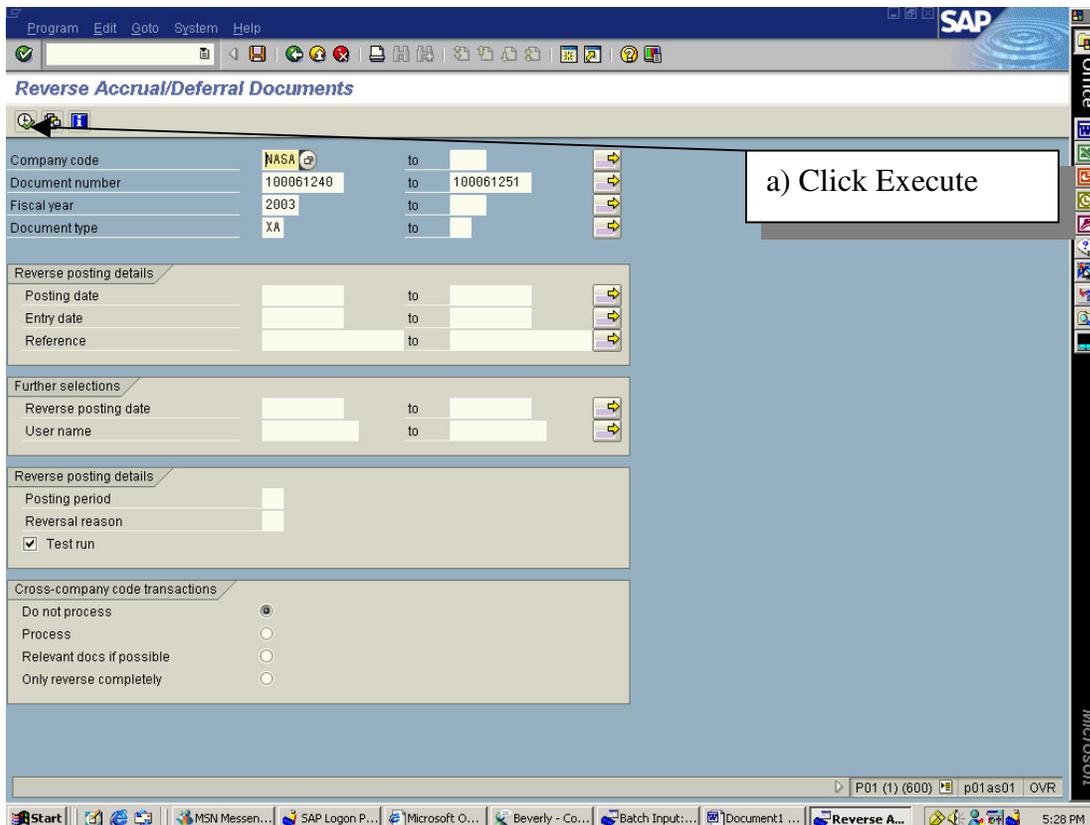
This message indicates that a reimbursable account does not have enough funding on it to cover the cost incurred in this payroll. A request for additional funds to be placed on this account would be submitted and the batch would be re-processed.

As you can see, there are several messages that get written to the log. Most messages are just informational; some are just warnings. By processing the batch with the Display errors only run mode, the processing will stop and the errors that must be corrected.

## Labor Document Reversal Process – F.81

Until the automated batch process is turned on in SAP, you will have to manually reverse the biweekly cost transactions and the monthly accrual transactions using the T-code: F.81.

- Company code: NASA
- Document number: Enter the Document numbers for the transactions you want to reverse. You can enter a range on this screen if your document numbers are in sequence. By clicking the button with the arrow in it to the right of the document number fields, you can select individual document numbers, or a series of ranges of documents or both.
- Fiscal year: Enter the current fiscal year
- Document type: XL for Biweekly Cost Transactions  
XA for Monthly Accrual Transactions
- Make sure the Test Run Box is checked. This allows you to view the documents you are going to reverse to make sure you have the correct and complete list of documents before you reverse them.
- Click the execute button. (Check mark with the clock)



**Reverse Accrual/Deferral Documents**

Company code: NASA to [ ]

Document number: 100061240 to 100061251

Fiscal year: 2003 to [ ]

Document type: XA to [ ]

Reverse posting details

Posting date: [ ] to [ ]

Entry date: [ ] to [ ]

Reference: [ ] to [ ]

Further selections

Reverse posting date: [ ] to [ ]

User name: [ ] to [ ]

Reverse posting details

Posting period: [ ]

Reversal reason: [ ]

Test run

Cross-company code transactions

Do not process:

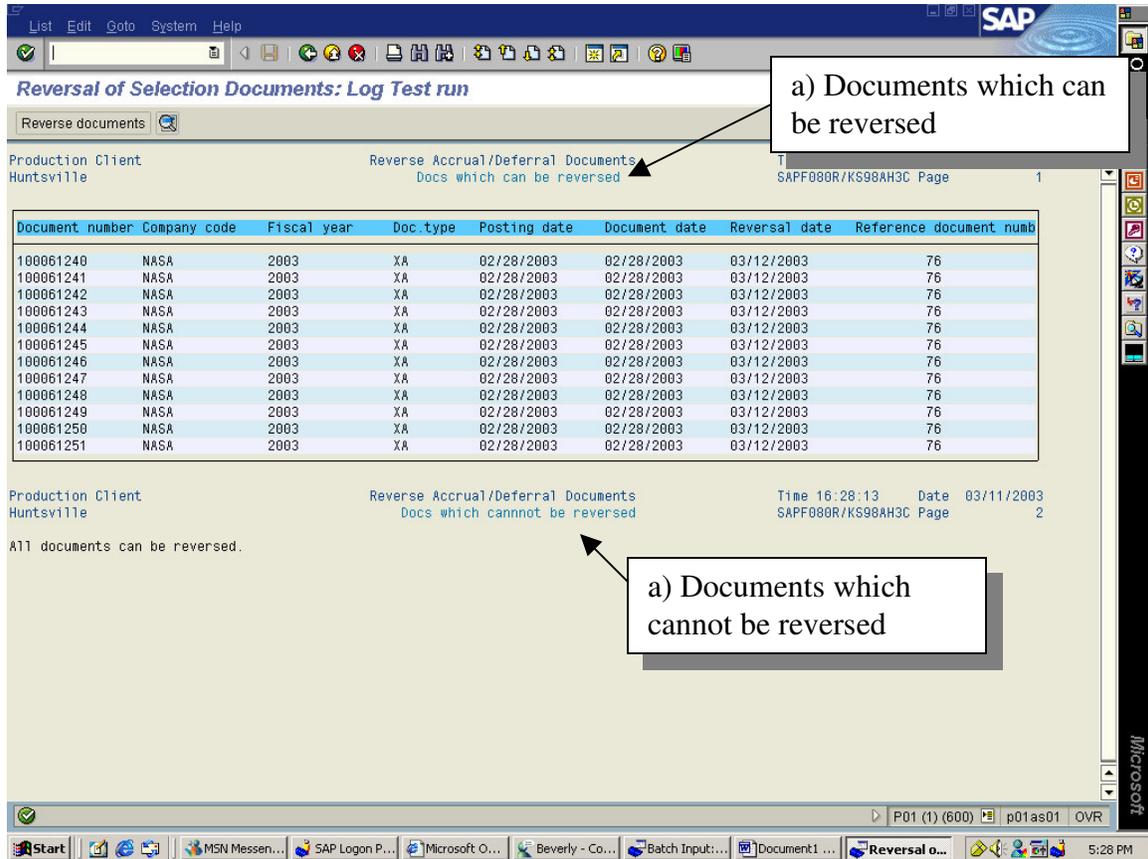
Process:

Relevant docs if possible:

Only reverse completely:

a) Click Execute

You will see the screen displayed below. Verify that all of the documents you wish to reverse are listed in the section “Docs which can be reversed”. This is the top section of the report. If you find any documents in the top section that are not correct or you find documents in the lower section “Docs which cannot be reversed”, then click the green “reverse” arrow at the top of the session and verify your document selection criteria. DO NOT reverse the documents unless all your documents, and only your documents, are listed in the upper section.



The screenshot shows the SAP interface for 'Reversal of Selection Documents: Log Test run'. It features a table of documents and two callout boxes. The table lists document numbers, company codes, fiscal years, document types, posting dates, document dates, reversal dates, and reference document numbers. The first section is titled 'Docs which can be reversed' and the second is 'Docs which cannot be reversed'. A callout box labeled 'a) Documents which can be reversed' points to the first section, and another callout box labeled 'a) Documents which cannot be reversed' points to the second section.

Document number	Company code	Fiscal year	Doc. type	Posting date	Document date	Reversal date	Reference document numb
100061240	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061241	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061242	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061243	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061244	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061245	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061246	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061247	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061248	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061249	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061250	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76
100061251	NASA	2003	XA	02/28/2003	02/28/2003	03/12/2003	76

Production Client  
Huntsville

Reverse Accrual/Deferral Documents  
Docs which can be reversed

Time 16:28:13 Date 03/11/2003  
SAPF000R/KS98AH3C Page 1

Reverse Accrual/Deferral Documents  
Docs which cannot be reversed

All documents can be reversed.

Time 16:28:13 Date 03/11/2003  
SAPF000R/KS98AH3C Page 2

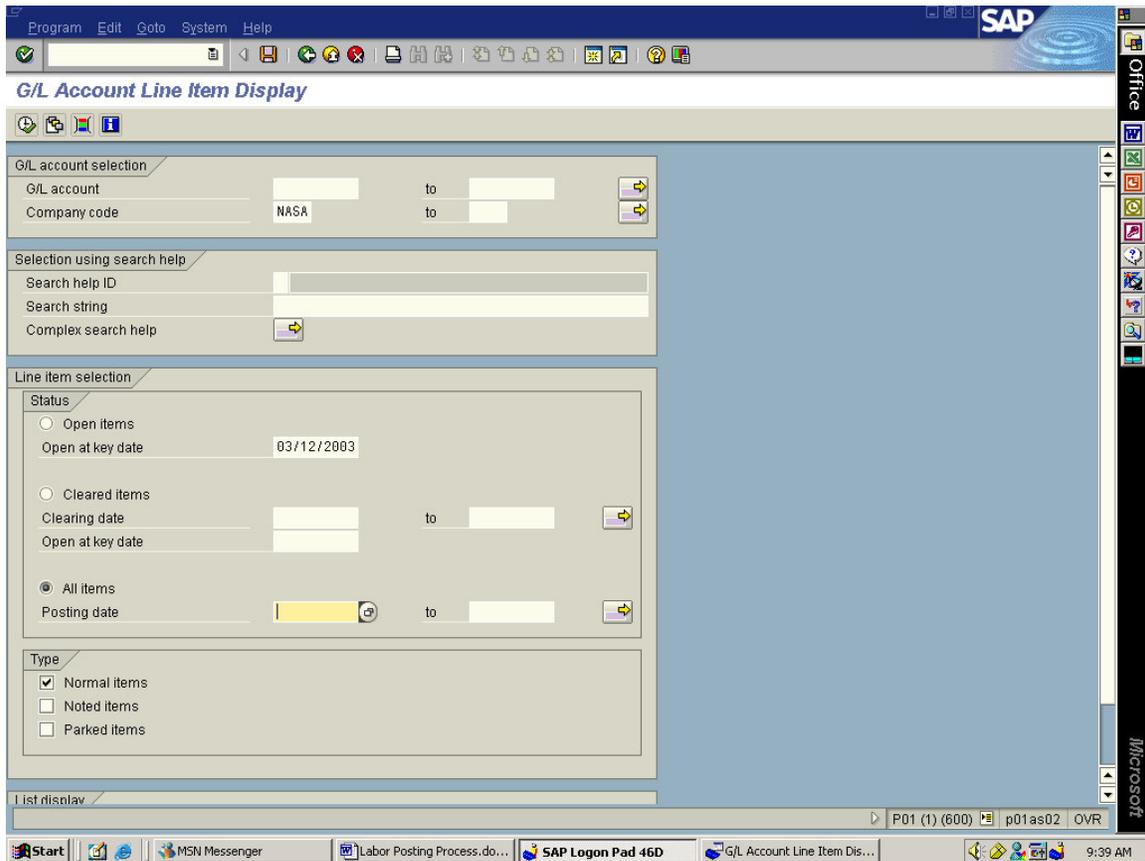
Once you have confirmed that the documents selected are correct, click the large “Reverse documents” button in the upper left of the session, below the green check mark.

This will actually executed the reversal of these documents and reversing documents will be created.

- For Reversal of XL documents, XQ documents are created
- For Reversal of XA documents, XR documents are created

## Labor Reports – FBL3N

After completing the successful posting of a labor posting, go to T-Code FBL3N and run the applicable variant report to validate the posting. The screen below will display when entering T-Code FBL3N:

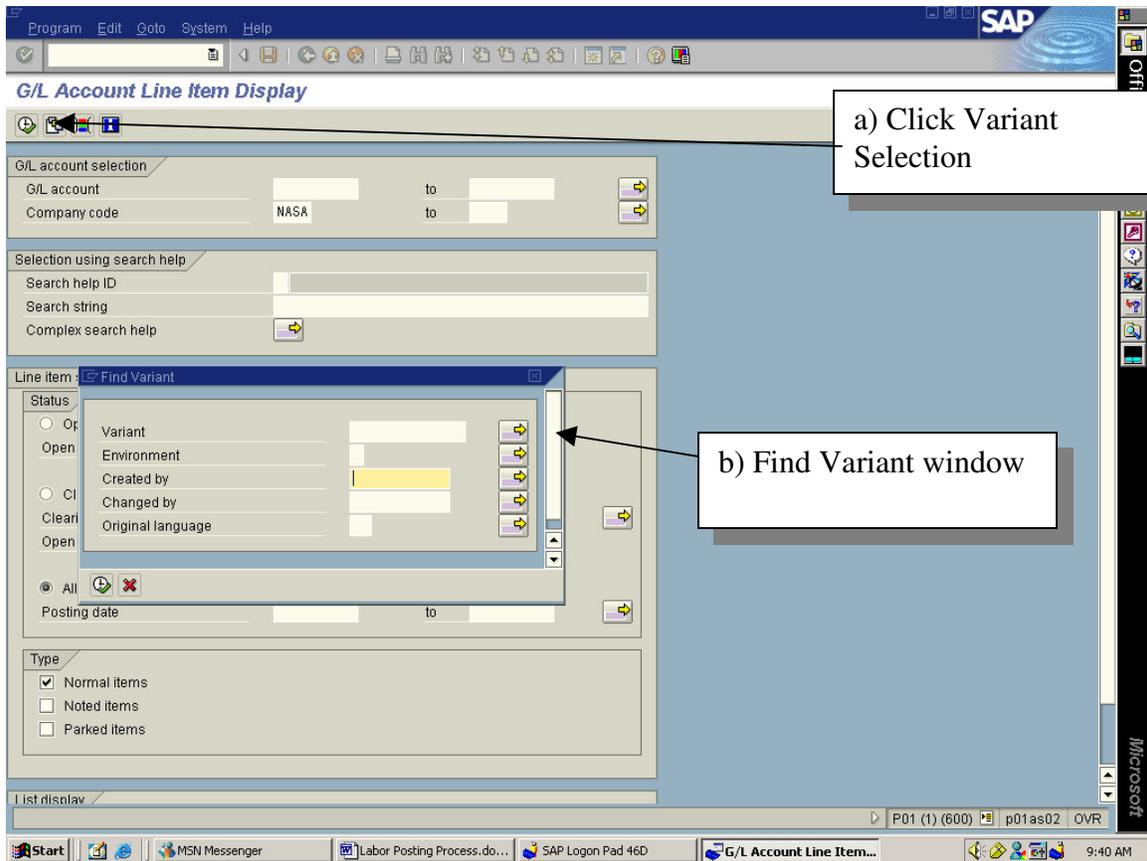


The screenshot shows the SAP 'G/L Account Line Item Display' (FBL3N) interface. The window title is 'G/L Account Line Item Display'. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- G/L account selection:** Fields for 'G/L account' and 'Company code' (containing 'NASA').
- Selection using search help:** Fields for 'Search help ID', 'Search string', and 'Complex search help'.
- Line item selection:**
  - Status:** Radio buttons for 'Open items', 'Cleared items', and 'All items'. 'All items' is selected. The 'Open at key date' is set to '03/12/2003'.
  - Type:** Checkboxes for 'Normal items' (checked), 'Noted items', and 'Parked items'.
- List display:** A large empty area for the list of items.

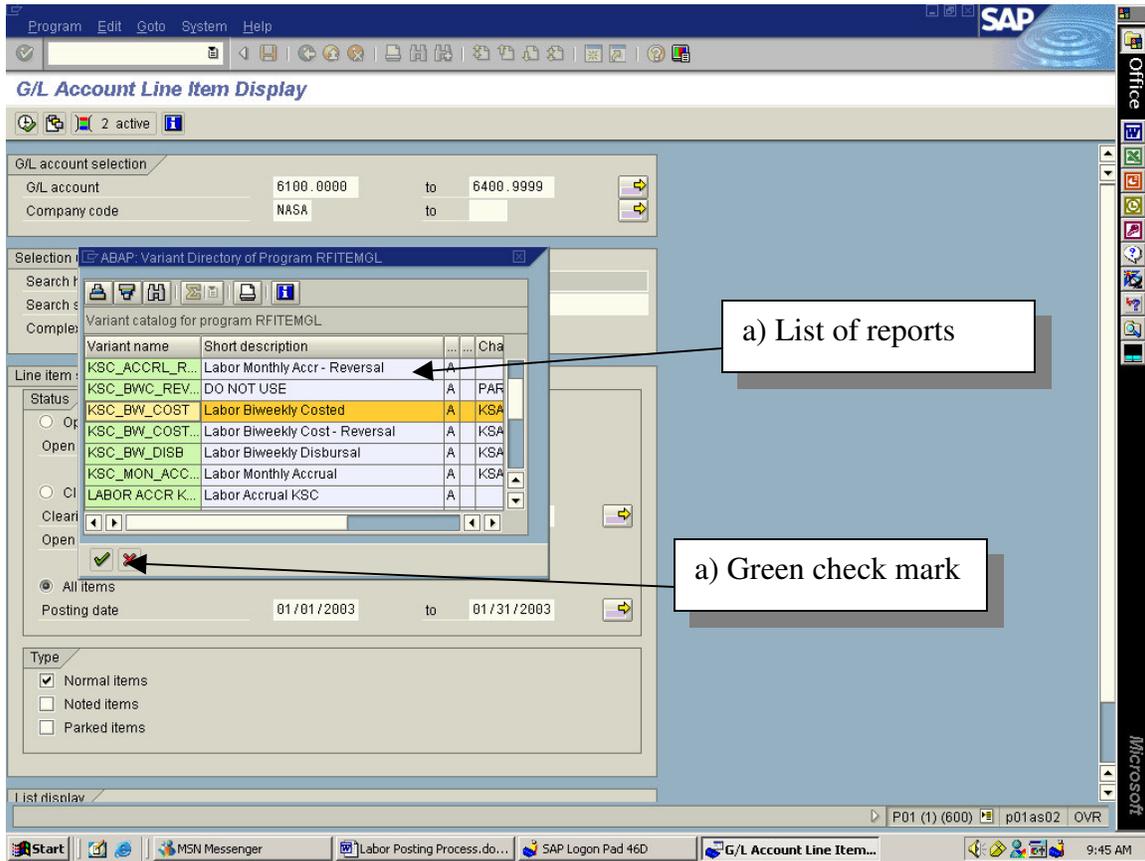
The status bar at the bottom shows 'P01 (1) (600) p01 as02 OVR'. The Windows taskbar at the bottom includes 'Start', 'MSN Messenger', 'Labor Posting Process.do...', 'SAP Logon Pad 46D', and 'G/L Account Line Item Dis...'. The system clock shows '9:39 AM'.

By selecting the Variant Selection Button, (the button to the right of the check mark with the clock) you will be shown a find variant window as shown below:

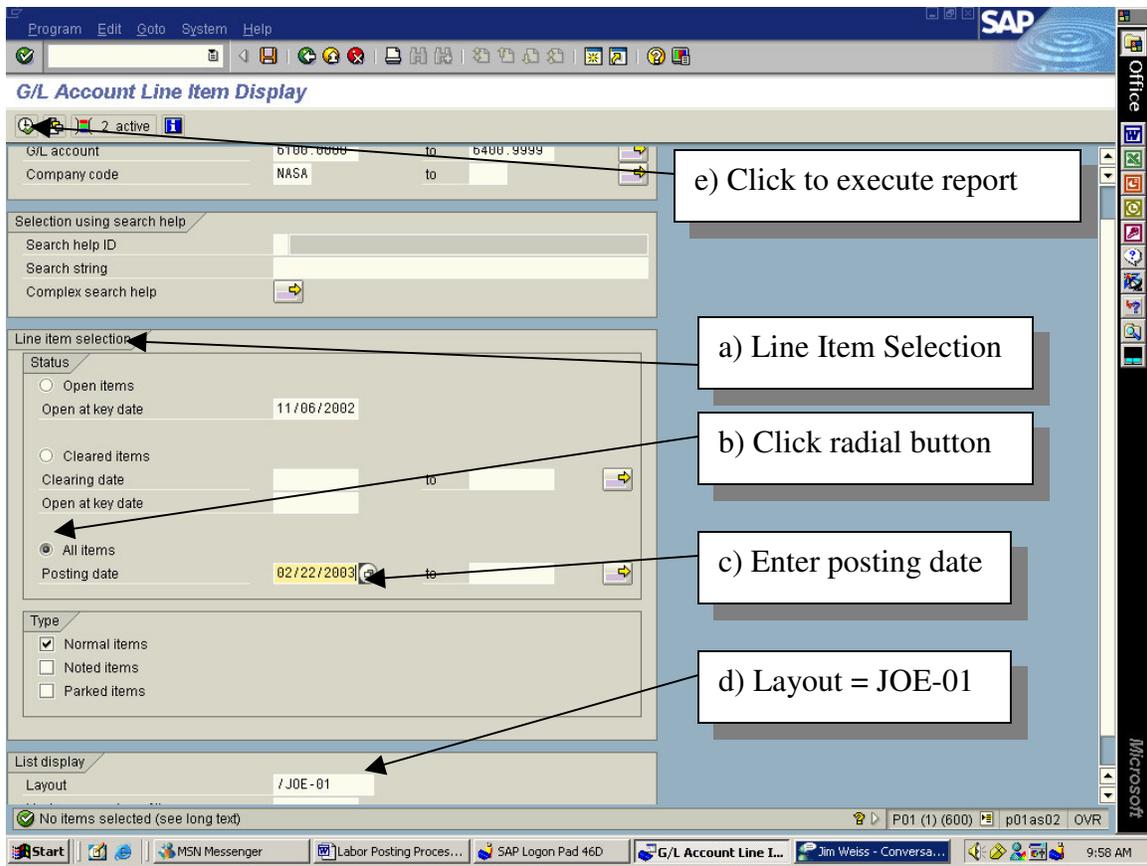


Make sure the created by field is blank and click the green check mark with the clock at the bottom right of the Find Variant window.

This will bring up a list of reports to select from as shown below:



Select the applicable labor report by clicking the report so that it is highlighted as shown above and click the green check mark in the bottom left corner. This will return you to the first screen, but has applied the proper selection criteria.



You must enter the correct posting date of the transactions on this screen. In the Line Item Selection section, click the radial button next to All Items and enter the posting date in the first field to the right of “Posting Date” (example: 2/22/2003 as shown here).

Also ensure that the LAYOUT selection at the bottom of the screen is set to **/JOE-01**. (NASA Standard, You can select from the drop down list if needed).

Then click the check mark with the clock in the top left to execute report. The report will be as shown below:

List Edit Goto Extras Environment Settings System Help

**G/L Account Line Item Display**

Status:  Posted  Parked  open  Cleared

G/L account no. \*  
Company Code NASA

St	Assignment	Doc. no.	BA	Type	Doc. date	PK	Amount in local cur.	Fund	G/L acct	Cost ctr	Order
✓	23	100060992	76	XL	02/22/2003	40	466.83	HSF412003D	6100.1111	76AE000	FC100900
✓	41	100060992	76	XL	02/22/2003	40	1,531.96	HSF412003D	6100.1111	76AJ000	FC100900
✓	88.5	100060992	76	XL	02/22/2003	40	2,828.85	HSF412003D	6100.1111	76BA000	FC100900
✓	45.5	100060992	76	XL	02/22/2003	40	1,120.22	HSF412003D	6100.1111	76CC000	FC100900
✓	283.5	100060992	76	XL	02/22/2003	40	8,507.89	HSF412003D	6100.1111	766G000	FC100900
✓	50	100060992	76	XL	02/22/2003	40	2,027.00	HSF412003D	6100.1111	76JP000	FC100900
✓	5.5	100060992	76	XL	02/22/2003	40	157.30	HSF412003D	6100.1111	76MK000	FC100900
✓	389.5	100060992	76	XL	02/22/2003	40	13,196.66	HSF412003D	6100.1111	76OP000	FC100900
✓	45.5	100060992	76	XL	02/22/2003	50	1,994.96	HSF412003D	6100.1111	76PH000	FC100900
✓	80	100060992	76	XL	02/22/2003	40	2,971.48	HSF412003D	6100.1111	76QA000	FC100900
✓	379.5	100060992	76	XL	02/22/2003	40	10,887.38	HSF412003D	6100.1111	76TA000	FC100900
✓	372.5	100060992	76	XL	02/22/2003	40	10,135.21	HSF412003D	6100.1111	76UB000	FC100900
✓	70	100060992	76	XL	02/22/2003	40	1,670.48	HSF412003D	6100.1111	76VA000	FC100900
✓	113.5	100060992	76	XL	02/22/2003	40	4,238.50	HSF412003D	6100.1111	76XA000	FC100900
✓	203.5	100060992	76	XL	02/22/2003	40	5,746.75	HSF412003D	6100.1111	76YA000	FC100900
✓	1.5	100060992	76	XL	02/22/2003	40	39.15	HSF412003D	6100.1111	76AA000	FC100900
✓	12	100060992	76	XL	02/22/2003	40	220.92	HSF412003D	6100.1111	76AE000	FC100900
✓	16.5	100060992	76	XL	02/22/2003	40	620.56	HSF412003D	6100.1111	76AJ000	FC100900
✓	123.5	100060992	76	XL	02/22/2003	40	4,420.62	HSF412003D	6100.1111	76BA000	FC100900
✓	59	100060992	76	XL	02/22/2003	40	2,869.22	HSF412003D	6100.1111	76CC000	FC100900
✓	239.5	100060992	76	XL	02/22/2003	40	7,356.16	HSF412003D	6100.1111	766G000	FC100900
✓	19.5	100060992	76	XL	02/22/2003	40	692.19	HSF412003D	6100.1111	76JP000	FC100900
✓	12.5	100060992	76	XL	02/22/2003	40	331.61	HSF412003D	6100.1111	76MK000	FC100900
✓	222	100060992	76	XL	02/22/2003	40	7,043.45	HSF412003D	6100.1111	76OP000	FC100900
✓	61.5	100060992	76	XL	02/22/2003	50	902.96	HSF412003D	6100.1111	76PH000	FC100900
✓	85	100060992	76	XL	02/22/2003	40	2,042.49	HSF412003D	6100.1111	76QA000	FC100900
✓	252	100060992	76	XL	02/22/2003	40	7,505.37	HSF412003D	6100.1111	76TA000	FC100900
✓	204.5	100060992	76	XL	02/22/2003	40	6,203.20	HSF412003D	6100.1111	76UB000	FC100900

1,123 items displayed

P01 (1) (600) p01as02 OVR

Start | MSN Messenger | Labor Posting Proces... | SAP Logon Pad 46D | G/L Account Line I... | Jim Weiss - Conversa... | 10:00 AM

You can then validate your postings.

## Labor Interfaces Execution Schedule

The following is the automated execution schedule of the Labor Interfaces for DFRC. This covers both the Account Code Validation Interface (Interface 20) and each of the scenarios for the Labor Posting to SAP Interface (Interface 21). This schedule indicates when the Control-M job will be executing and when the file should be placed on the mainframe. If for some reason the window identified for placing the interface file on the mainframe is missed, an off-cycle run can be requested.

### Account Code Validation (Interface 20)

The Control-M job will execute on each Tuesday following a pay period end (every other Tuesday) at 10:00 AM Pacific time. The file must be placed **before** 9:50 AM Eastern time on Tuesday.

### Labor Posting to SAP (Interface 21)

**Biweekly** – The Control-M job will begin watching for a file on each Wednesday following a pay period end (every other Wednesday, 4<sup>th</sup> calendar day after a pay period) at TBD AM Pacific time. The file must be placed at least 10 minutes **after** Control-M starts its search.

**Monthly** – The Control-M job will begin watching for a file on the next to last business day prior to the end of the month at TBD AM Pacific time. The file must be placed at least 10 minutes **after** Control-M starts its search.

**Year-End Split** – The Control-M job will begin watching for a file on the next to last business day prior to the end of the year at TBD AM Pacific time. The file must be placed at least 10 minutes **after** Control-M starts its search on the next to last business day of the fiscal year.

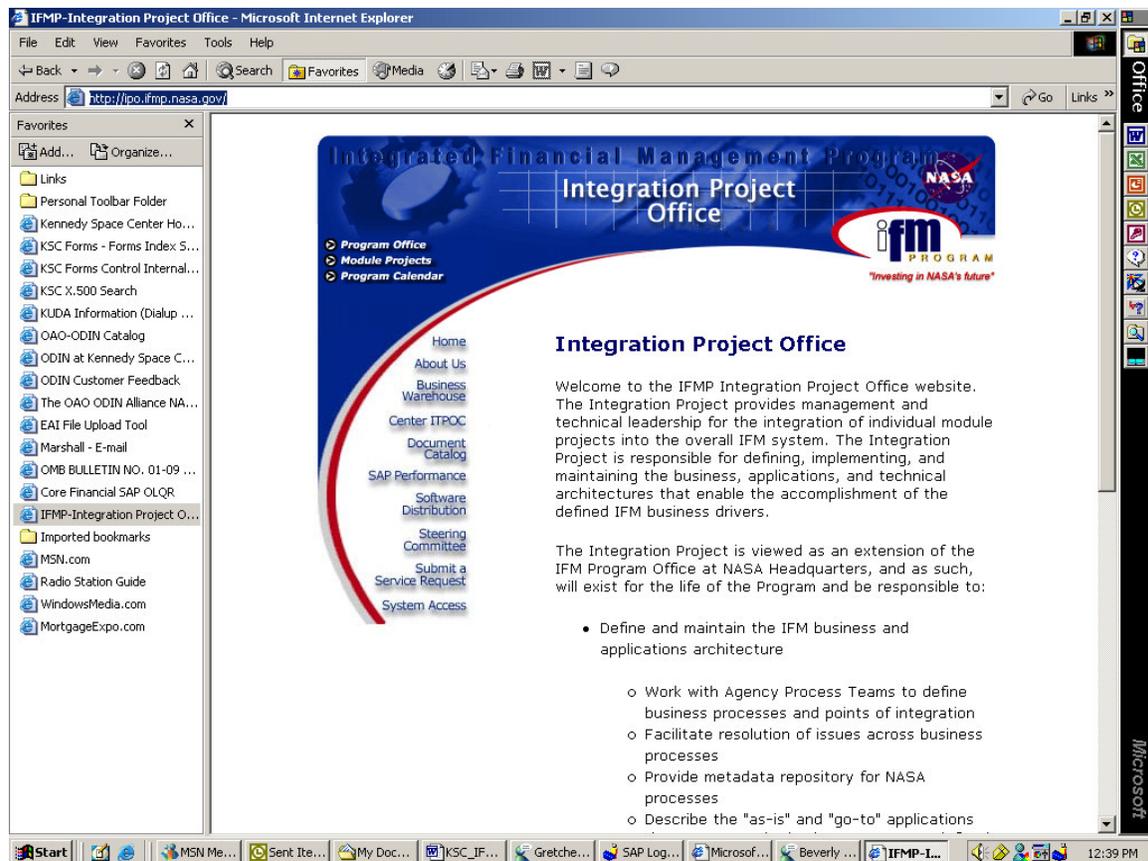
## Requesting an Off-Cycle Interface Run

If circumstances arise that you are unable to meet the schedule defined above, you can request an off-cycle run of an interface. The following is the procedure for requesting and off-cycle run for each of the above interfaces. **MAKE SURE THE FILE THAT IS REQUIRED HAS ALREADY BEEN CREATED AND PLACED ON THE KSC MAINFRAME.**

You must go to the following website and log an SR (Service Request):

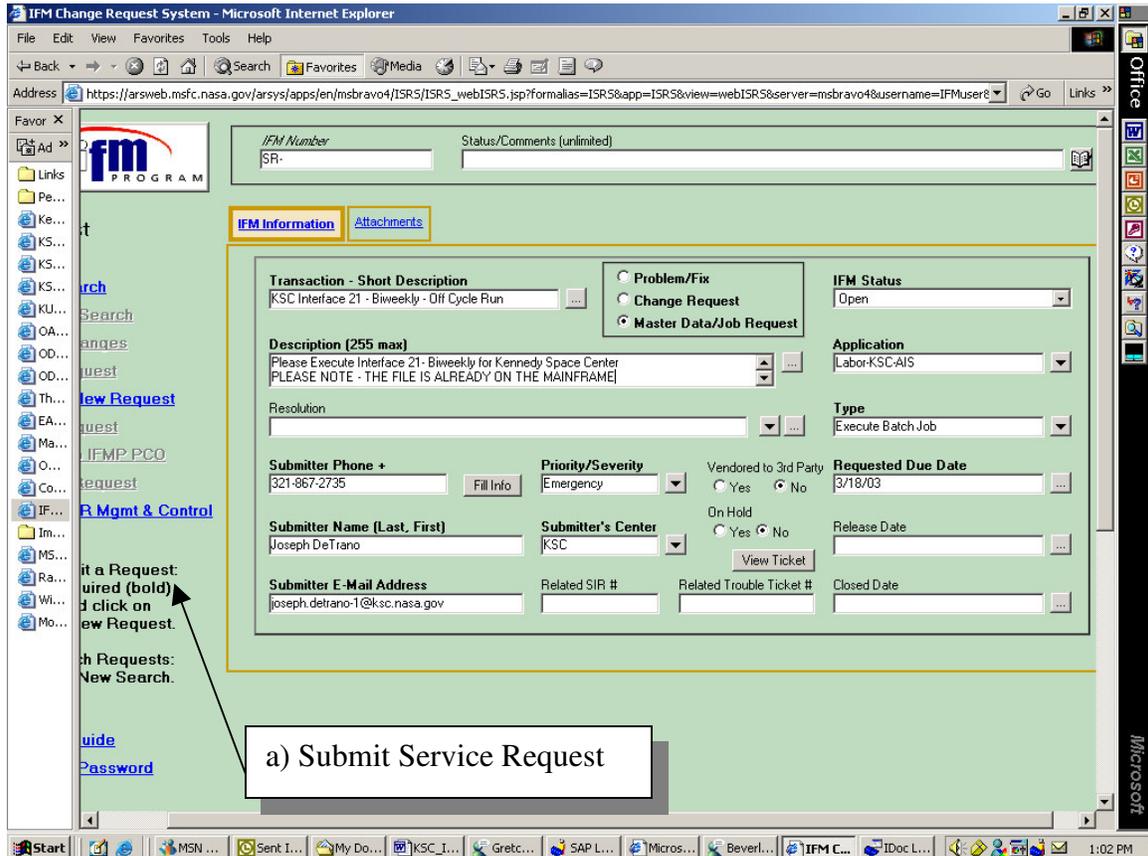
<http://ipo.ifmp.nasa.gov/>

This following screen will be displayed:



On the left side, second from the bottom, click on “Submit a Service Request”.

This screen will be displayed. The fields in bold are required fields. As you can see, those fields have been filled in with the valid entries for submitting an SR for an off-cycle run of the labor posting to SAP interface (interface 21) for biweekly payroll.



- **Transaction – Short Description:** Indicate the Center, the interface, and that it is an off-cycle run.
- Click the radio button for Master Data/Job Request.
- **Description –** Enter a brief description of the request. Make sure you indicate that the file to be processed has already been placed on the mainframe.
- **Application –** Select Integration Rollouts (AIS), then select Labor-DFRC.
- **Type –** Select Batch Job, then select Execute Batch Job
- **Requested Due Date –** Enter today’s date.
- **Submitter Phone –** Enter your phone number with area code
- **Priority/Severity –** Select Emergency
- **Submitter Name –** Enter your name, last name, first name
- **Submitter’s Center –** Enter DFRC (all caps)
- **Submitter E-mail Address –** Enter your e-mail address

When all bold fields have been entered, click the Submit New Request link on the left side of the screen. This will submit the request and return an IFM number in the top of the screen. This number is your SR number. Make note of this number.

Next, send an e-mail to the following people notifying them that you have created an SR for the execution of an off-cycle interface run, indicate the interface you are requesting the execution for and indicate your SR number. This will ensure timely response to your request. Make sure you indicate that the file to be processed has already been placed on the mainframe.

[Suzanne.Caine@msfc.nasa.gov](mailto:Suzanne.Caine@msfc.nasa.gov)

[Frank.Blake@msfc.nasa.gov](mailto:Frank.Blake@msfc.nasa.gov)

[Denise.Taylor@msfc.nasa.gov](mailto:Denise.Taylor@msfc.nasa.gov)

Until further notice, copy the following people:

[Brenda.Matthews@msfc.nasa.gov](mailto:Brenda.Matthews@msfc.nasa.gov)

[Beverly.Smith@msfc.nasa.gov](mailto:Beverly.Smith@msfc.nasa.gov)