



Payroll Approver Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Status	AC02.1	Form		Yes	No	No	No		Define and maintain status codes for an activity.
Account Category	AC05.1	Form		Yes	No	No	No		Define and maintain account categories.
Account Category Assignment	AC06.1	Form		Yes	No	No	No		Assign account categories defined in AC05.1 (Account Categories) to an activity group and activities.
Account Category Class	AC06.2	Form		Yes	No	No	No	Found on AC06.1, Mass Add/Change link	Define and maintain account category classes.
Activity	AC10.1	Form		Yes	No	No	No		Define and maintain activities.
Location Assignment	AC10.2	Form		Yes	No	No	No	Subform, access through 10.1, click on location	Use this subform to assign an address code to an activity.
Activity Asset	AC10.3	Form		Yes	No	No	No		Define and maintain the parameters used to capitalize activity costs in the Lawson Asset Management application. NOTE You can only use AC10.3 if you use both Project Accounting and Asset Management.
Activity Attributes	AC13.1	Form		Yes	No	No	No		Assign attributes to an activity.
Activity Attributes	AC13.2	Form		Yes	No	No	No	Subform, access through 13.1 click on attributes	Assign values to specific activity attributes.
Activity List Members	AC13.3	Form		Yes	No	No	No	Subform	View activity lists and list members.
Manual Activity List	AC13.4	Form		Yes	No	No	No	Subform, access through 13.1 click on manual	Add or make changes to list members for activity lists defined in MX10.1 (List).
Copy	AC13.5	Form		Yes	No	No	No	Subform	Create a new activity list by copying an existing activity list.
Activity Analysis	AC90.1	Form		Yes	No	No	No		Identify the Activity Management parameters you want to view activity data for.
Account Category	AC90.6	Form		Yes	No	No	No	Subform	View activity balances by account category.
Account Category Totals	AC90.7	Form		Yes	No	No	No	Subform	View summarized totals for activity balances by account category.
Period	AC90.8	Form		Yes	No	No	No	Subform	View actual, commitment, and budget amounts by period and fiscal year.



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Activity Account Unit Analysis	AC94.1	Form		Yes	No	No	No		Analyze account categories by accounting units.
Activity, Account Category Analysis	AC94.2	Form		Yes	No	No	No	Subform	Analyze account categories by accounting units.
Totals	AC94.3	Form		Yes	No	No	No	Subform	Analyze account categories by accounting units.
Company, Account Unit Analysis	AC94.4	Form		Yes	No	No	No	Subform	Use Co, Acct Unit Analysis (AC94.4) to analyze account categories by accounting units.
Totals	AC94.5	Form		Yes	No	No	No	Subform	Analyze account categories by accounting units.
Account Category Analysis	AC94.6	Form		Yes	No	No	No	Subform	Analyze account categories by accounting units.
Totals	AC94.7	Form		Yes	No	No	No	Subform	Analyze account categories by accounting units.
Account Category Analysis	AC95.1	Form		Yes	No	No	No		Analyze account categories by account category.
Activity	AC95.4	Form		Yes	No	No	No	Subform	View account category data for up to four select activities side-by-side.
Activity Totals	AC95.5	Form		Yes	No	No	No	Subform	View account category totals for up to four select activities side-by-side.
Account Category Summary	AC95.6	Form		Yes	No	No	No	Subform	View actual, commitment, and budget data details summarized by account category.
Account Category Totals	AC95.7	Form		Yes	No	No	No	Subform	Analyze account categories by accounting units.
Transaction Analysis	AC96.1	Form		Yes	No	No	No		To view all transactions, posted and unposted. Balances that display include beginning balance, posted balance, and ending balance.
Transaction Totals	AC96.2	Form		Yes	No	No	No	Subform	View transaction totals by system code, source code, and transaction status.
Filter	AC96.3	Form		Yes	No	No	No	Subform	Use Filter (AC96.3) to narrow down or filter the transactions displayed using various selection fields.
Pay Increase Report	AZ272	Report		No	Yes	Yes	Yes		A listing of pay changes for a specific date range.
Chart of Accounts	GL00.1	Form		Yes	No	No	No		Define and maintain your account structure.
Detail Accounts	GL00.3	Form		Yes	No	No	No		Define and maintain the detail accounts contained within a summary account.
Account Information	GL00.4	Form		Yes	No	No	No		Define and maintain additional options for a detail account.
Summary Account Options	GL00.5	Form		Yes	No	No	No		Define and maintain options for a summary account.
Move Detail Account	GL00.6	Form		Yes	No	No	No		Move the detail account to a different summary account in the chart of accounts.
System Accounts	GL00.7	Form		Yes	No	No	No	Subform of GL00.1, System Accounts button	Select the detail accounts used to post retained earnings, undistributed retained earnings, error suspense, translation gain and loss transactions, and report currency transaction gain and loss transactions.
Rename Summary Account	GL00.8	Form		Yes	No	No	No		Change the name of a summary account.
Chart Copy	GL00.9	Form		Yes	No	No	No		Create a new chart of accounts by copying an existing chart of accounts and making changes.



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Company	GL10.1	Form		Yes	No	No	No		Define and maintain a general ledger company. The company represents the highest business unit or legal entity in your organization.
Backposting Control	GL10.2	Form		Yes	No	No	No		Use this screen to open a period for backposting. The period must have a Limited Close status.
Accounting Units-Accounts	GL20.1	Form		Yes	No	No	No		Use Accounting Units-Accounts (GL20.1) to define and maintain an accounting unit for a general ledger company.
Posting Accounts	GL20.2	Form		Yes	No	No	No		Use Posting Accounts (GL20.2) to select the detail accounts that are valid for the accounting unit.
Account Options	GL20.3	Form		Yes	No	No	No		Use to define options for a posting account. The Chart Values box displays the options defined for the account in GL00.1 (Chart of Accounts). Leave the fields blank to use the value assigned in the chart of accounts.
System Accounting Units	GL20.6	Form		Yes	No	No	No		Use to select the accounting units associated with the system accounts defined using System Accounts (GL00.7).
Attributes	GL20.7	Form		Yes	No	No	No		Use to assign attribute values to an accounting unit.
Attribute Value Effective Date	GL20.8	Form		Yes	No	No	No		Use to assign attribute values with effective dates to an accounting unit attribute.
Transaction Analysis	GL90.1	Form		Yes	No	No	No		View transactions for a posting account, view transaction amounts and detail, track transaction attributes by source code, mark posted transactions as reconciled, and view transaction totals.
Transaction Totals	GL90.2	Form		Yes	No	No	No		Use to view transaction totals for the account number you selected on the main form.
Filter	GL90.3	Form		Yes	No	No	No		Use to select specific criteria that limits the transactions that display. The Enable Filter field lets you enable and disable specific criteria.
Commitment Analysis	GL94.1	Form		Yes	No	No	No		View a wide range of account information for a company based on specific account and period criteria.
Account Analysis	GL95.1	Form		Yes	No	No	No		View a wide range of account information for a company based on specific account and period criteria.
Fiscal Year Summary	GL95.2	Form		Yes	No	No	No		Use to view the annual current and last year and year-to-date period amounts or units based on the parameters you select in GL95.1 (Account Analysis).
Totals	GL95.3	Form		Yes	No	No	No		Use to view current fiscal year and last fiscal year beginning balances, period range totals, and ending balances.



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Chart Query	GL95.4	Form		Yes	No	No	No		View specific chart information. Any information you select overrides the information you selected in GL95.1 (Account Analysis).
YTD Current Year vs. Last Year	GL95.6	Form		Yes	No	No	No		Subform
Accounting Units	GL96.1	Form		Yes	No	No	No		Use to view accounting unit period and year to date amounts.
YTD Current Year vs. Last Year	GL96.2	Form		Yes	No	No	No		Use to view the current year-to-date and last year-to-date amounts for accounting units.
Periods Current Year vs. Last Year	GL96.3	Form		Yes	No	No	No		Use Periods Current Year vs. Last Year (GL96.3) to view current year and last year period amounts for specific accounting units.
YTD Actual vs. Budget	GL96.4	Form		Yes	No	No	No		Use to view actual and budget amounts for accounting units or a level group.
Periods Actual vs. Budget	GL96.5	Form		Yes	No	No	No		Use to view period actual and budget amounts for accounting units.
Accounts	GL97.1	Form		Yes	No	No	No		Use to view accounting period and year to date amounts.
YTD Current Year vs. Last Year	GL97.2	Form		Yes	No	No	No		Use to view current and last year to date amounts for a specific set of accounts.
Periods Current Year vs. Last Year	GL97.3	Form		Yes	No	No	No		Use Periods Current Year vs. Last Year (GL97.3) to view the current year and last year period amounts for the accounts you selected in GL95.1 (Account Analysis).
Fiscal Year Summary	GL97.8	Form		Yes	No	No	No		View all year-to-date period balances for the company base currency and the account currency.
Totals	GL97.9	Form		Yes	No	No	No		View the beginning balance, period range balance, and ending balance for specific account currencies.
Companies	GL98.1	Form		Yes	No	No	No		Use to view company period and year-to-date amounts or units.
YTD Current Year vs. Last Year	GL98.2	Form		Yes	No	No	No		Use to view year-to-date and last year-to-date amounts for a company.
Periods Current Year vs. Last Year	GL98.3	Form		Yes	No	No	No		Use Periods Current Year vs. Last Year (GL98.3) to view current year and last year period amounts for a specific company.
Employee Master	HR11.1	Form		Yes	No	No	No		Employee Master file screen. Inquiry only.
Employee Status Code Listing	HR203	Report	Yes	No	No	Yes	Yes		Employee Status code list
Messages	HR99.1	Form		No	Yes	Yes	Yes		Error/alert messages used by HRIS system
Open Manual Transactions	LP270	Report		No	Yes	Yes	Yes	No	Generate a list of selected employee master records and their related enrollment and/or length of service records.



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Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Manual Transactions By EE	LP70.1	Form		No	Yes	Yes	Yes	No	Enter manual Absence Management employee transactions. Manually delete or change plan balance prior to cycle close.
Manual Transactions By Plan Structure	LP70.2	Form		No	Yes	Yes	Yes	No	Use to adjust balances in one or more plans for an employee; create beginning balances; transfer balances.
Starters and Leavers Report	PA223	Report	Yes	No	Yes	Yes	Yes		A list of new hires and terminations for a specified time period.
Employee Listing	PA335	Report	Yes	No	No	Yes	Yes		Print a list of employees' names and numbers.
Employee US Taxes	PR13.1	Form		No	Yes	Yes	Yes		Maintain employee tax information for tax deductions, as well as government reporting information.
US Tax Locations	PR13.7	Form		No	No	Yes	Yes	Found on PR13.1, Tax Locations	View tax deductions created by BSI Tax Locator - disable any of the Tax Locator deductions that do not apply to the employee - enable Tax Locator deductions that were previously disabled - assign tax deductions to an employee that Tax Locator did not assign.
Time Record Edit	PR135	Report		No	No	Yes	Yes		Verify the accuracy of all time records entered in the Payroll system.
Employee Deduction	PR14.1	Form		No	Yes	Yes	Yes		Assign a deduction to an employee and to maintain all deductions that apply to a specific employee.
Deduction Speed Entry -	PR15.1	Form		No	Yes	Yes	Yes		Add one deduction to multiple employee records, or to make changes to deduction parameters for one deduction for multiple employees.
Employee Deduction Speed Entry	PR15.2	Form		No	Yes	Yes	No		Add one deduction to multiple employee records, or to make changes to deduction parameters for one deduction for multiple employees.
Year to Date Payment Report	PR265	Report	Yes	No	No	Yes	Yes		Run Year To Date Payment Report (PR265) to print a report of month-to-date, quarter-to-date, and year-to-date gross and net pay for employees meeting report selection parameters.
Employee Wage Report	PR270	Report	Yes	No	No	Yes	Yes		A report of employee wage information in summary format defined by report parameters.
Quarterly Payment Inquiry	PR50.1	Form		Yes	No	No	No		View employee payment information for a specific payroll year and quarter. Gross wages for the quarter are displayed, by employee, along with federal, Social Security, and Medicare taxable wages.
Payment Inquiry	PR50.2	Form		Yes	No	No	No	Show Totals on Forms	View summary information associated with employee payment records, such as payment number, payment date, gross earnings, total deductions, and net pay.



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Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Year to Date Totals	PR50.3	Form		Yes	No	No	No	From PR50.2, Totals	From form PR50.2, click on the Totals Tab to view the Y-T-D Gross Pay, Federal Taxable Wages, Soc Sec Taxable Wages and the Medicare Taxable Wages.
State and Local Taxable Wages	PR50.4	Form		Yes	No	No	No	From PR50.1, More	From form PR50.1, use the More button to access the State and Local Taxable Wages subform to display all state and local taxable wages.
Pay Stub Inquiry	PR51.1	Form		Yes	No	No	No		View payment detail information.
Pay Stub Inquiry	PR51.2	Form		Yes	No	No	No	Subform, access through PR51.1, click on more (if applicable)	Choose the More button to view the additional information.
Payroll History – Year to Date	PR52.1	Form		Yes	No	No	No		View an employee's wages and deductions for a year. The PR52.1 displays the wages and the PR52.2 displays the deductions.
Deduction History Detail	PR52.2	Form		Yes	No	No	No		View an employee's wages and deductions for a year. The PR52.1 displays the wages and the PR52.2 displays the deductions.
Payment Modeling	PR89.1	Form		No	Yes	Yes	Yes		Use Payment Modeling (PR89.1) to model payments or perform net-to-gross calculations.
Attendance Code Listing	TM201	Report	Yes	No	No	Yes	Yes		Print a list of attendance codes with their description, point value, and default pay code.
Attendance Class Listing	TM202	Report	Yes	No	Yes	Yes	Yes		Print a list of attendance classes and their associated attendance codes.
Employee Attendance Inquiry	TM50.1	Form		Yes	No	No	No		View a specific employee's attendance history information.
Employee Attendance Totals	TM50.2	Form		Yes	No	No	No		View total attendance information for the parameters selected on TM50.1 (Employee Attendance Inquiry).
Attendance Inquiry	TM52.1	Form		Yes	No	No	No		View attendance history information for many employees.
Employee Attendance History	TM70.1	Form		No	Yes	Yes	Yes		Enter and maintain employee-specific attendance history.
Attendance History Speed Entry	TM71.1	Form		No	Yes	Yes	Yes		Enter and maintain attendance history for many employees.
Direct Deposit Distribution	XR12.1	Form		No	Yes	Yes	No		Define direct deposit distribution accounts for an employee.
ACH Totals	XR12.2	Form		Yes	No	No	No	Found on XR12.1, Total	Make direct deposit distributions inactive or end date.



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Form Name	Form#	Form or Report	Training Available*	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Automatic Deposit Maintenance	XR12.3	Form		No	Yes	Yes	Yes		Change the order in which direct deposit distributions are taken and to change the default account when there are multiple accounts.
Payroll Distribution Listing	XR223	Report	Yes	No	Yes	Yes	Yes		A list of all HRIS positions, displaying the labor distribution setup on the XR23.3 or ZP02.
Employee Daily Time Entry	XR32.1	Form		No	Yes	Yes	Yes		Enter daily time records for employees with an overtime pay plan defined on their employee record.
Employee Daily Time Entry	XR32.2	Form		No	Yes	Yes	Yes		View fields for the first seven days in the work period or display subsequent weeks for employees whose work period is 14, 21, or 28 days by selecting the appropriate form action -- SecondWeek, ThirdWeek, FourthWeek.
Speed Entry Setup	XR33.1	Form		No	Yes	Yes	Yes		Define parameters the system uses to select employees to display on forms for time record speed entry.
Speed Entry by Number	XR33.2	Form		No	Yes	Yes	Yes		Use Speed Entry by Number (PR33.2) to create and maintain Batch status time records for employees who meet selection parameters defined in PR33.1 (Speed Entry Setup). Employees display in employee number order on the left side of the form. Pay codes selected display along the top.
Speed Entry by Name	XR33.3	Form		No	Yes	Yes	Yes		Create and maintain time records for employees who meet selection parameters defined in PR33.1 (Speed Entry Setup).
Speed Entry By Name/Number - Batch Total	XR33.4	Form		No	Yes	Yes	Yes		Create and maintain Batch status time records for employees who meet selection parameters defined in XR33.1 (Speed Entry Setup).
Detail Time Entry	XR35.2	Form		No	Yes	Yes	Yes		Enter time record data for individual employees. You can also use this form to maintain Batch status time records.
Detail Time Entry - Totals	XR35.7	Form		No	Yes	Yes	Yes	Found on XR35.2, Totals	Enter time record data for individual employees. You can also use this form to maintain Batch status time records. This is an inquiry only sub-form of Form XR35.2 and displays the total hours and/or amounts entered on the XR35.2.
One Time Deduction	XR39.1	Form		Yes	No	No	No		Define, maintain, delete, or view employee totals for one time deductions.
One Time Deduction Totals	XR39.4	Form		Yes	No	No	No	Found on XR39.1, Totals	View the one-time deductions for the selected employee.



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Social Security Number Look-up	ZH11.1	Form		No	Yes	Yes	Yes		ZH11 is use to verify if a social security number exists in HRIS. Should be used prior to entering An Applicant, Rehires, prior to processing a Transfer. If the social security number is in HRIS this form will provide the EE Name, EIN, and Process Level.
Batch Number Security	ZR10.1	Form		No	Yes	Yes	Yes		Enables Central Payroll and the Agencies' payroll department to reassign the User ID associated with a batch number.
Agency Retroactive	ZR131	Report		No	No	Yes	Yes		Calculate a retroactive pay increase based on a percent of earnings or an amount per hour, and create a time record for the amount.
Payment Detail Listing	ZR260	Report		No	Yes	Yes	Yes		Print a list of payments using defined parameters to limit data by process level, EIN, range of EIN numbers, employee group, payment date range or payment type.
Agency Standard Time Record	ZR30.1	Form		No	Yes	Yes	Yes		Define standard time records for an individual employee that works the same number of hours each pay period, such as salaried employees.
Travel Reimbursements Entry Form	ZR35.2	Form		No	Yes	Yes	Yes		Form is used by agencies to input employee related travel expense reimbursements and travel advance payments (and recovery).
Agency Manual Payment	ZR80.1	Form		No	Yes	Yes	Yes		Create manual payments in the Payroll system or to maintain manual payments that have not yet been closed by PR197 (Payroll Close).
Manual One Time Ded	ZR80.3	Form		N/A				Found on ZR80.1, Pay tab, One-Time Deds link	Enter one-time deductions to be taken on a Manual Payment.
TIME ENTRY	ZRBT.1	Form		No	Yes	Yes	Yes	Found on XR32.1 and XR32.2	The Employee Totals button is used to calculate total hours entered for an employee.
Daily Time Entry - Batch Totals	ZRBT.2	Form		No	Yes	Yes	Yes	Found on XR32.1 and XR32.2	Used for balancing the time entered with the total for all timesheets in the batch.
TA Run Date Update	ZT199	Report		Yes					Updates the EMTAMASTR fields Run Date and Last Accrual Date for all plans that an employee is currently enrolled in to the period end date entered as a parameter.
Annual Leave Rollback Warning Report	ZT202	Report	Yes	No	Yes	Yes	Yes		Reports employees where their Annual Leave balance will be over 240 hours or 320 hours by CYE.
Donated Annual Leave	ZT70.1	Form		No	Yes	Yes	Yes		Create and submit donated annual leave transactions.



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Donated Annual Leave Return	ZT70.2	Form		Yes	No	No	No		View donated annual leave transactions submitted from ZT70.1 and to process the Return of unused donated annual leave hours for an employee batch.
Donated Annual Leave - Additional Information	ZT70.3	Form		Yes	No	No	No	Found on ZT70.1, More	View Current and Original Pay Rate of the Donor, Original Pay Rate of the Recipient, Date of Donation and the Date Donation Submitted.
Return Calculation Data	ZT70.4	Form		Yes	No	No	No	Found on ZT70.2 Return Info link	View Donated Leave Balance, Calculated Donated Leave Balance, Donated Hours Total and Return Calculation Percentage.
Donated Annual Leave Batch Maintenance	ZT70.5	Form		No	Yes	Yes	Yes	No	Establish donated annual leave donation batches for an employee.
Time Record Payroll Reports	XR135	Report		No	Yes	Yes	Yes		Time Record Report allows a user to filter by the following Pay Classes: RMB-Employee Reimbursements, TVL-Travel Employee Reimbursement, OVT-Overtime, and AAA- All earning excluding Employee Reimbursements and Travel. The XR135 has the ability to use a Process Level range to view time records. The Pay Distribution Flag (PD Indicator) is a field on the report. This will allow agencies to recognize when multiple labor distribution will be utilized with the respective time record.
Time Record Payroll Reports	ZR135	Report		No	Yes	Yes	Yes		Time Record Report allows a user to filter by the following Pay Classes: RMB-Employee Reimbursements and TVL- Travel Employee Reimbursement. The ZR135 can be used for job roles specific to Employee reimbursements. All other pay classes are excluded and cannot be viewed on this report.