

Upgrade Preparation Checklist

1. Use 'Solution Browser' to obtain a 'high-level' overview:

<http://solutionbrowser.erp.sap.fmpmedia.com/>

2. Read all the Release Notes:

<http://service.sap.com/releasenotes>

3. Read the appropriate sections of your DERPHR Training Manual

4. Read any new information about GB Payroll:

<http://service.sap.com/hrgb>

5. Gain access to an ERP6.0 'Sandpit' and compare with 4.6C

6. Use SE38 to list all Z* Reports. These will all need to be tested.

7. Use PA30 and see whether there are any 9000 Infotypes. These need to be tested.

8. Use transaction SPAU to produce a list of all SAP modifications. Indicate which are to remain and which are to be overwritten in the upgrade.

http://help.sap.com/saphelp_nw04s/helpdata/en/83/7a18ecde6e11d195460000e82de14a/content.htm

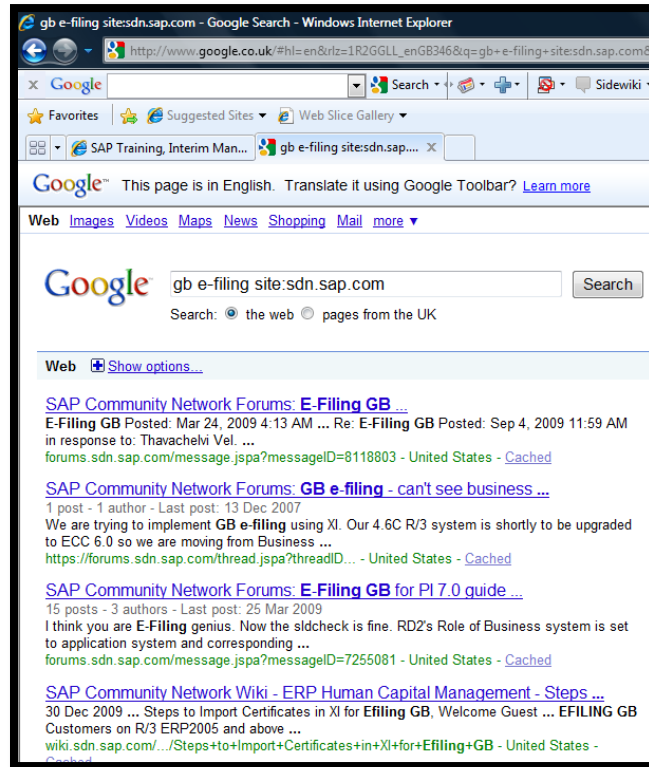
9. Produce test cases for all common scenarios e.g. hiring an employee, producing a payslip, etc.

10. Arrange for at least two parallel payroll runs. Test separate payroll scenarios that do not occur during those months.

11. Use the SAP Developer Network to answer questions:

<http://www.sdn.sap.com/irj/sdn>

or use Google as follows:



Payroll Changes

There are no other major changes than those mentioned in the manual.

One main area of change will be in Year End Reporting. However, this changes almost on an annual basis anyway!

New End-of-Year Processing

Scope of Functions

There is now a new way to handle End-of-Year reporting (P14, P60, P35 forms, and magnetic media) for Great Britain.

Effects on Existing Data

With the new report *GB Year End Report : Production of Legislative Forms* (RPCEOYG0), the following reports become obsolete:

- RPCLEGG0 - Production of P14 and P60 forms
- RPCP35G0 - Production of P35 forms
- RPCMAGG0 - Production of the Magnetic Media for Year-End

- RPUTMSG0 - Download of the Magnetic Media for Year-End
Note: Due to this change, no data conversion is required.

OSS Note 400694.

e-Filing for Great Britain (Changed)

Outgoing

As of SAP Release 6.00 Human Resources Extension (EA_HR600), e-Filing *Outgoing* functionality allows you to submit your End-of-Year (EOY) data to the Inland Revenue via the Internet. The EOY report RPCEOYG0 is now enhanced to include e-Filing *Outgoing* processing.

The following forms are supported in e-Filing for Great Britain *Outgoing*:

- P14
- P35

Incoming

As of SAP Release 6.00 Human Resources Extension (EA_HR600) the e-Filing *Incoming* solution enables you to retrieve statutory forms electronically over the internet and update employee infotype records based on the data contained on the incoming forms.

Once your organisation is registered with the Inland Revenue and records based on the data contained on the incoming forms.

Once your organisation is registered with the Inland Revenue and you are activated for on-line services, you will receive your statutory forms electronically via XML. Paper copies of the selected forms will no longer be sent.

The following forms are supported in e-Filing for Great Britain *Incoming*:

- P6 (Notice of an amended tax code)
- P6(B) [Notice of an amended tax code (Budget)]

Setting up and Installing the SAP Exchange Infrastructure (SAP XI) for e-Filing Great Britain

In Release 6.00 (ERP 2005), the Middleware you install is the SAP Exchange Infrastructure (SAP XI). You must carry out six main steps when you implement the SAP XI Middleware for the e-Filing Great Britain solution.

See Release notes for ERP6.0/ECC6 Payroll Pages 60 – 63