

CENTRAL SITE JOB AID

This Job Aid provides Payroll Professionals with step-by-step assistance in completing Off-Cycle Payment Requests.

Job Aid topics include:

- Calculate Payroll (Payroll Manager)
- Death Gratuity Calendar Group Results Query - One (Payroll Manager)
- Finalize Payroll (Payroll Manager)
- Death Gratuity Calendar Group Results Query - Two (Payroll Manager)
- Identify Beneficiaries in Different Calendar Groups (Payroll Manager)
- Run Payment Prep and Disbursement (Disbursing Manager)
- Send Cost to General Ledger (GL) (Disbursing Manager)
- Review Payments by Calendar Group (Disbursing Manager)
- Run Treasury Disbursement (Disbursing Manager)
- Payment Automation Manager (PAM) Agency Notification – One (Disbursing Manager)
- Global Exchange (GEX) Acknowledgement (Disbursing Manager)
- GEX Acknowledgement Warnings and Error Resolution (Disbursing Manager)
- PAM Agency Notification – Two (Disbursing Manager)
- Standard Report Format (SRF) Inbound Interface (Disbursing Manager)
- SRF Inbound Interface – If Treasury Void (Disbursing Manager)
- Post Payment System (PPS) Inbound Interface (Disbursing Manager)
- Off-Cycle Line of Accounting (LOA) Query (Budget Analyst)

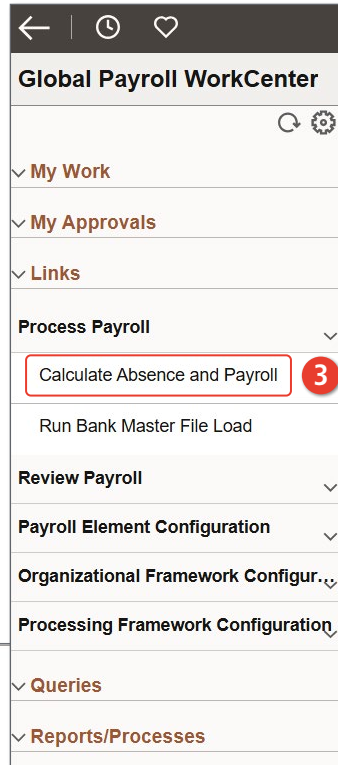
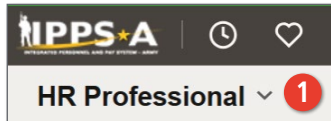


NOTE: Only Payroll Manager, Disbursing Manager, and Budget Analyst with Payroll Professional and Disbursement Professional subcategories have access to Central Site Death Gratuity payments.

NAVIGATION: [HR Professional homepage](#) > [Global Payroll WorkCenter](#)

Calculate Payroll (Payroll Manager)

1. Navigate to **HR Professional** homepage.
2. Select the **Global Payroll WorkCenter** tile.
3. Navigate to **Process Payroll**; Select **Calculate Absence and Payroll**.
4. Select **Add a New Value**.



Calculate Absence and Payroll

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches
Choose from recent searches

Saved Searches
Choose from saved searches

Run Control ID
begins with

^ Show fewer options
☐ Case Sensitive

Search
Clear

New Window | Help

+ Add a New Value

Calculate Payroll (Payroll Manager) CONTINUED

5. Create a Run Control ID.



NOTE: A Run Control ID is required to run processes in IPPS-A. All parameters are saved with a Run Control ID. A unique Run Control ID must be created for each specific process. Run Control IDs are attached to the user in IPPS-A and cannot be shared with other users. Once a Run Control ID has been created, it can be used as the existing value when running this process in the future. A Run Control ID:

1. Can be a free-text naming convention. *NOTE: Check local unit policy to see if a standardized naming convention exists.*
2. Must consist of a continuous string of characters (max 30).
3. Cannot contain a blank space; although an underscore may be used.

6. Select Add.



NOTE: The Run Control ID will be saved, and the user will be redirected to a new page displaying the saved Run Control ID in the top left corner.

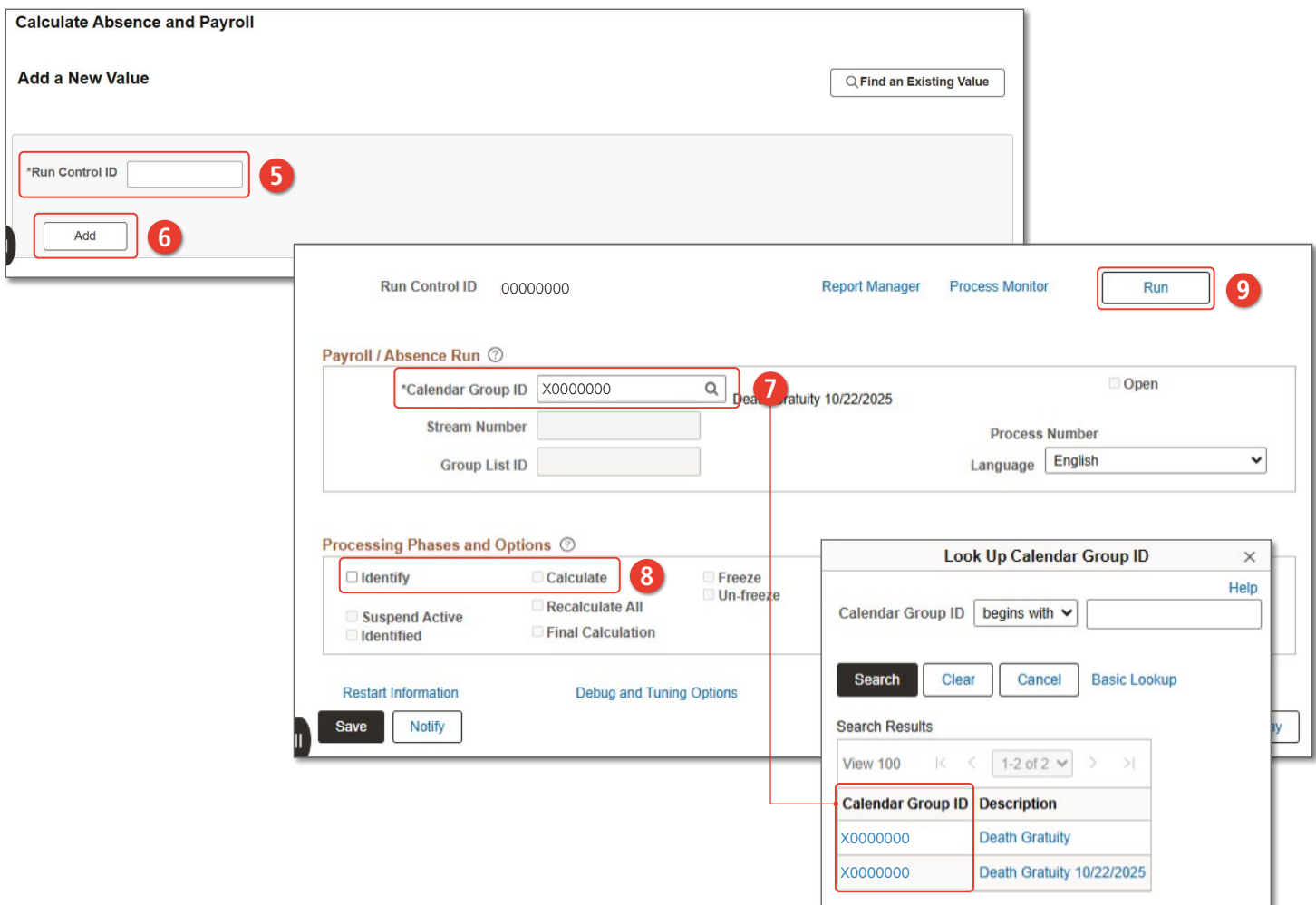
7. Select the Calendar Group ID magnifying glass icon. Enter the Calendar Group ID.



NOTE: Off-Cycle Calendar Group IDs are generated in the following format: XYYMMXXX.

8. Select Identify and Calculate.

9. Select the Run button.



Calculate Absence and Payroll

Add a New Value Find an Existing Value

*Run Control ID 5

Add 6

Run Control ID 00000000 Report Manager Process Monitor Run 9

Payroll / Absence Run

*Calendar Group ID X0000000 7 Open

Stream Number Death Gratuity 10/22/2025

Group List ID Process Number

Language English

Processing Phases and Options

☐ Identify ☐ Calculate 8 ☐ Freeze ☐ Un-freeze

☐ Suspend Active ☐ Recalculate All

☐ Identified ☐ Final Calculation

Restart Information Debug and Tuning Options

Save Notify

Look Up Calendar Group ID

Calendar Group ID begins with Help

Search Clear Cancel Basic Lookup

Search Results

View 100 1-2 of 2

Calendar Group ID	Description
X0000000	Death Gratuity
X0000000	Death Gratuity 10/22/2025

Calculate Payroll (Payroll Manager) CONTINUED

10. Select Process Name GPPDPRUN (Process Type - COBOL SQL), then click OK.

11. Select Process Monitor.

Process Scheduler Request

User ID 0000000000.00

Run Control ID 00000000

Server Name

Run Date 08/13/2025

Recurrence

Run Time 2:58:57PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/> 10	Global Payroll & Absence Mgmt	GPPDPRUN	COBOL SQL	(None)	(None)	Distribution
<input type="checkbox"/>	GP & AM Payroll Job	GP_PAYE	PSJob	(None)	(None)	Distribution

OK

Cancel

Run Control ID 00000000

Report Manager

Process Monitor 11

Run

Payroll / Absence Run ?

*Calendar Group ID X0000000

DG Test 1

Open

Stream Number

Process Number

Group List ID

Language English

Processing Phases and Options ?

☒ Identify
 ☒ Calculate
 ☐ Freeze
 ☐ Finalize
 ☐ Suspend
 ☐ Cancel

☒ Suspend Active
 ☐ Recalculate All
 ☐ Un-freeze
 ☐ Final Calculation

Restart Information

Debug and Tuning Options

Save

Notify

Add

Update/Display

Calculate Payroll (Payroll Manager) CONTINUED

12. Select the **Refresh** button until the **Run Status** displays **Success** and the **Distribution Status** displays **Posted**.



NOTE: The row containing the process instance number will display "Posted" in the Distribution Status column.

Process List

View Process Requests

User ID 0000000000.00

Type

Last

1

Days

Refresh

Clear

Reset

Server

Name

Instance

Range

Run Status

Distribution Status

Save On Refresh

Process List

1-1 of 1

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	0000000		0000000	COBOL SQL	GPPDPRUN	0000000000.00	10/29/2025 6:03:32PM GMT	Success	Posted	Details	Actions

Go back to Calculate Absence and Payroll

Save

Notify



NOTE: This completes the Calculate Payroll process. The Payroll Manager will now start the Death Gratuity Calendar Group Results Query.

Death Gratuity Calendar Group Results Query - One (Payroll Manager)

1. Navigate to **Queries**; Select **Result Queries** and then select **Death Gratuity Calendar Group Results**.
2. Select the **Calendar Group ID** magnifying glass icon.
 - 2A. The lookup tools displays. Find the **Calendar Group ID** from the list.
3. Select **View Results**.
4. Verify that the **Calculation Status** displays **Calculation Successful**.
5. Verify **Beneficiary Count** and **Total Beneficiary Amt** are correct.



NOTE: This completes the Death Gratuity Calendar Group Results Query process. The Payroll Manager will now start the Finalize Payroll process.

Results by Calendar Group

Member Payroll Results

Post Payroll

Payroll Element Configuration

Organizational Framework Configuration

Processing Framework Configuration

Queries

Audit

Result Queries 1

Death Gratuity Calendar Group Results

GEX Acknowledgement

Reports/Processes

P_DG_CALENDAR_GROUP_RESULTS - Death Gratuity Calendar Result

Calendar Group 2

Employee ID

View Results 3

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Row	Calendar Group	Pay Group	Begin Date	End Date	Employee ID	Employee Name	Beneficiary Count	Total Beneficiary Amt	Calculation Status	Recipient ID	Beneficiary Name	Relationship	Recipient Amount	Payment Status
1	X0000000	ARMY	09/01/2025	09/01/2025	0002373235	COL JAMES DWYER	1	100000.000000	Calculation Successful	DG000000	STACY DWYER	Widow	100000.000000	Sent to Payroll
2	X0000000	ARMY	09/01/2025	09/01/2025	0002421236	COL TAYLOR JOHN	1	100000.000000	Calculation Successful	DG000000	SARA JOHN	Widow	100000.000000	Sent to Payroll

Query

Search by: Calendar Group ID begins with

Look Up **Cancel** **Advanced Lookup**

Search Results

View 100 First 1-11 of 11 Last

Calendar Group ID	Description
X0000000	DEATH GRATUITY 06/14/2025
X0000000	DEATH GRATUITY 06/21/2025
X0000000	DEATH GRATUITY 07/02/2025
X0000000	DEATH GRATUITY 07/09/2025
X0000000	DEATH GRATUITY 08/02/2025
X0000000	DEATH GRATUITY 08/04/2025
X0000000	DEATH GRATUITY 08/05/2025
X0000000	DEATH GRATUITY 08/08/2025
X0000000	DEATH GRATUITY 08/10/2025
X0000000	DEATH GRATUITY 08/19/2025
X0000000	DEATH GRATUITY 09/1/2025 A

Finalize Payroll (Payroll Manager)

1. Navigate to **Process Payroll**; Select **Calculate Absence and Payroll**.
2. Select **Add a New Value**.
3. Create a **Run Control ID** and take note of it.
4. Select **Add**.

Calculate Absence and Payroll

My Work
My Approvals
Links
Process Payroll
 Calculate Absence and Payroll (1)
 Run Bank Master File Load
Review Payroll
 Results by Calendar Group
 Payee Status
Post Payroll

Calculate Absence and Payroll

Find an Existing Value (2)

Add a New Value

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Run Control ID begins with

^ Show fewer options
☐ Case Sensitive

Search Clear

Calculate Absence and Payroll

Add a New Value

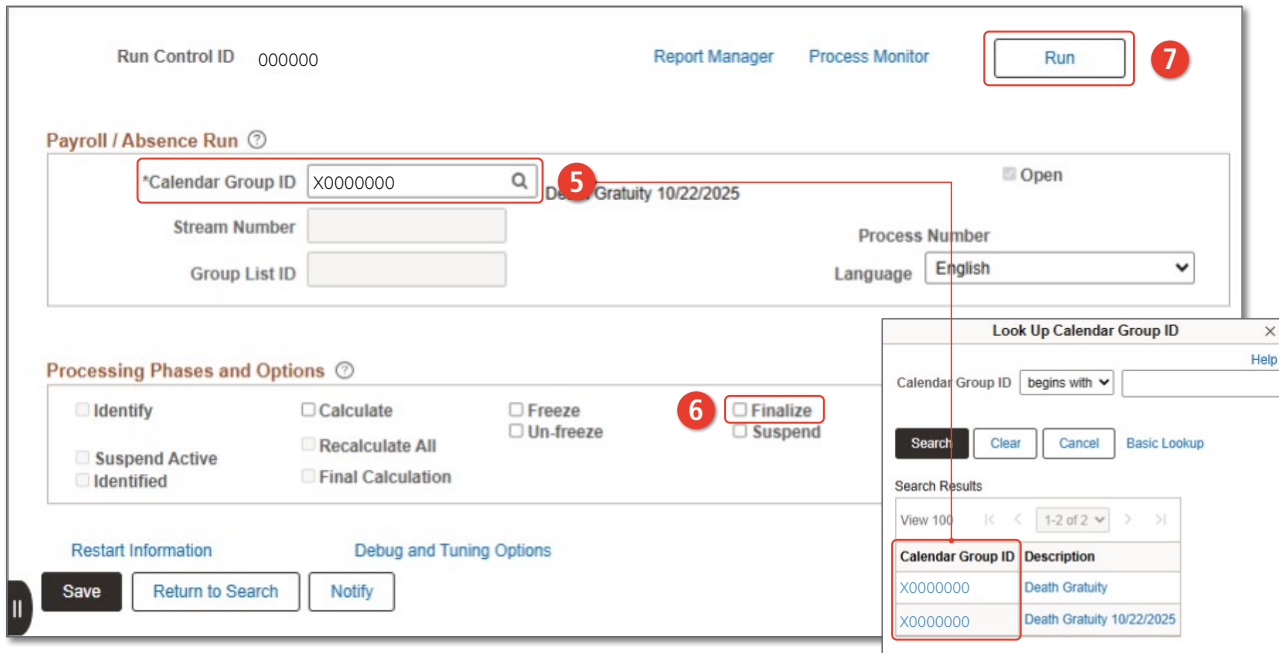
Find an Existing Value

*Run Control ID 000000 (3)

Add (4)

Finalize Payroll (Payroll Manager) CONTINUED

5. Select the **Calendar Group ID** magnifying glass icon. Enter the **Calendar Group ID**.
6. Select **Finalize**.
7. Select the **Run** button.
8. Select **Process GPPDPRUN** (Process Type - **COBOL SQL**) and select **OK**.



Run Control ID 000000 Report Manager Process Monitor **Run** 7

Payroll / Absence Run ?

*Calendar Group ID X0000000 5 Open

Stream Number Process Number

Group List ID Language English

Processing Phases and Options ?

☐ Identify ☐ Calculate ☐ Freeze ☐ Finalize 6
☐ Suspend Active ☐ Recalculate All ☐ Un-freeze ☐ Suspend
☐ Identified ☐ Final Calculation

Restart Information Debug and Tuning Options

Save Return to Search Notify

Look Up Calendar Group ID X

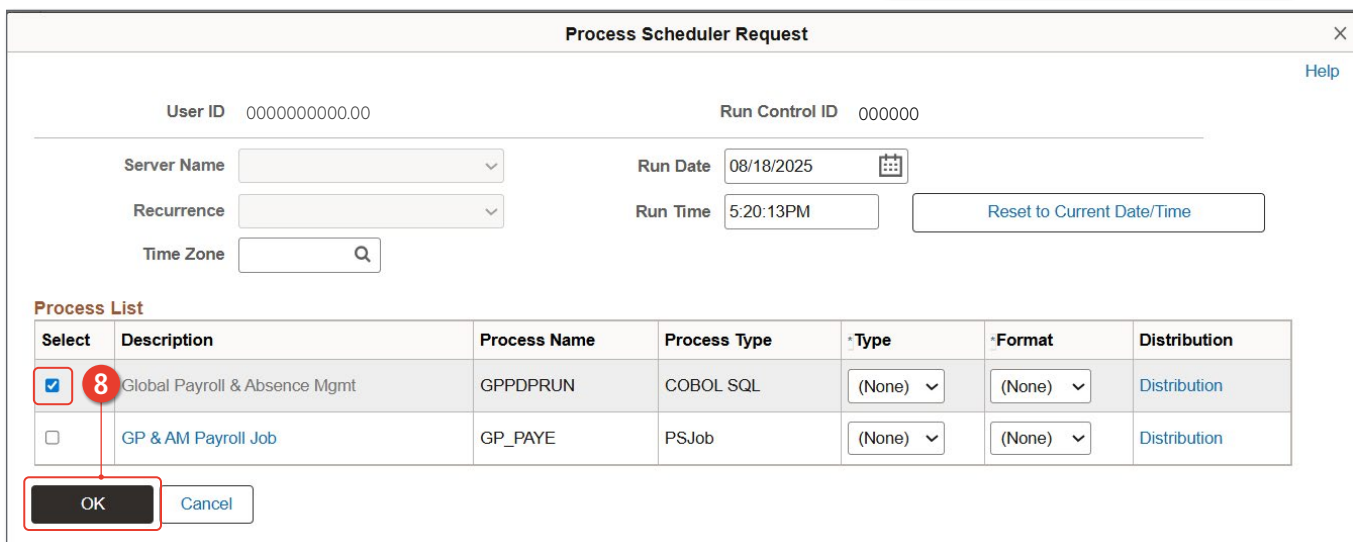
Calendar Group ID begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-2 of 2

Calendar Group ID	Description
X0000000	Death Gratuity
X0000000	Death Gratuity 10/22/2025



Process Scheduler Request X

User ID 0000000000.00 Run Control ID 000000 Help

Server Name Run Date 08/18/2025

Recurrence Run Time 5:20:13PM Reset to Current Date/Time

Time Zone

Process List


Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/> 8	Global Payroll & Absence Mgmt	GPPDPRUN	COBOL SQL	(None)	(None)	Distribution
<input type="checkbox"/>	GP & AM Payroll Job	GP_PAYE	PSJob	(None)	(None)	Distribution

OK Cancel

Finalize Payroll (Payroll Manager) CONTINUED

9. Select **Process Monitor**.

10. Click the **Refresh** button until the **Run Status** displays **Success** and the **Distribution Status** displays **Posted**.

 **NOTE:** This completes the Finalize Payroll process. The Payroll Manager will now start the Death Gratuity Calendar Group Results Query.

Run Control ID 0000000
Report Manager

Process Monitor
Run

9

Payroll / Absence Run ?

*Calendar Group ID X0000000
DG Test 1
Open

Stream Number
Process Number

Group List ID
Language English

Processing Phases and Options ?

Identify
Calculate
Freeze
Finalize
Cancel

Suspend Active
Recalculate All
Un-freeze
Suspend

Identified
Final Calculation

Restart Information
Debug and Tuning Options

Save
Notify
Add
Update/Display

Process List

View Process Requests

User ID 0000000000.00
Type
Last
1
Days

Server
Name
Instance
Range

Run Status
Distribution Status
Save On Refresh

10

Refresh
Clear
Reset

Process List

1-2 of 2
View All


Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	0000000		0000000	COBOL SQL	GPPDPRUN	0000000000.00	10/29/2025 6:17:35PM GMT	Success	Posted	Details	Actions
<input type="checkbox"/>	0000000		0000000	COBOL SQL	GPPDPRUN	0000000000.00	10/29/2025 6:03:32PM GMT	Success	Posted	Details	Actions


Go back to Calculate Absence and Payroll

Save
Notify

Death Gratuity Calendar Group Results Query - Two (Payroll Manager)

1. Navigate to **Queries**; Select **Result Queries** and then select **Death Gratuity Calendar Group Results**.
2. Select the **Calendar Group ID** magnifying glass icon.
 - 2A. The lookup tools displays. Find the **Calendar Group ID** from the list.
3. Select **View Results**.
4. Verify that the **Calculation Status** displays **Finalized**.

 **NOTE:** If beneficiaries are in multiple Calendar Groups, the Payroll Manager can run an additional query using the Employee ID (see next section, Identify Beneficiaries in Different Calendar Groups).

 **NOTE:** This completes the Death Gratuity Calendar Group Results Query process. The Disbursing Manager will now start the Payment Prep process.

Results by Calendar Group

Results by Calendar Group

Payee Status

Member Payroll Results

Post Payroll

Payroll Element Configuration

Organizational Framework Configur...

Processing Framework Configurati...


Queries


Audit

Result Queries

Death Gratuity Calendar Group Res

IP_DG_CALENDAR_GROUP_RESULTS - Death Gratuity Calendar Result

Calendar Group  **2**

Employee ID 

View Results **3**

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

Row	Calendar Group	Pay Group	Begin Date	End Date	Employee ID	Employee Name	Beneficiary Count	Total Beneficiary Amt	Calculation Status	Recipient ID	Beneficiary Name	Relationship	Recipient Amount	Payment Status
1	X0000000	ARMY	09/01/2025	09/01/2025	0002373235	COL JAMES DWYER	1	100000.000000	Finalized	DG000000	STACY DWYER	Widow	100000.000000	Sent to Payroll
2	X0000000	ARMY	09/01/2025	09/01/2025	0002421236	COL TAYLOR JOHN	1	100000.000000	Finalized	DG000000	SARA JOHN	Widow	100000.000000	Sent to Payroll

Query

Search by: Calendar Group ID begins with

Look Up **Cancel** **Advanced Lookup**

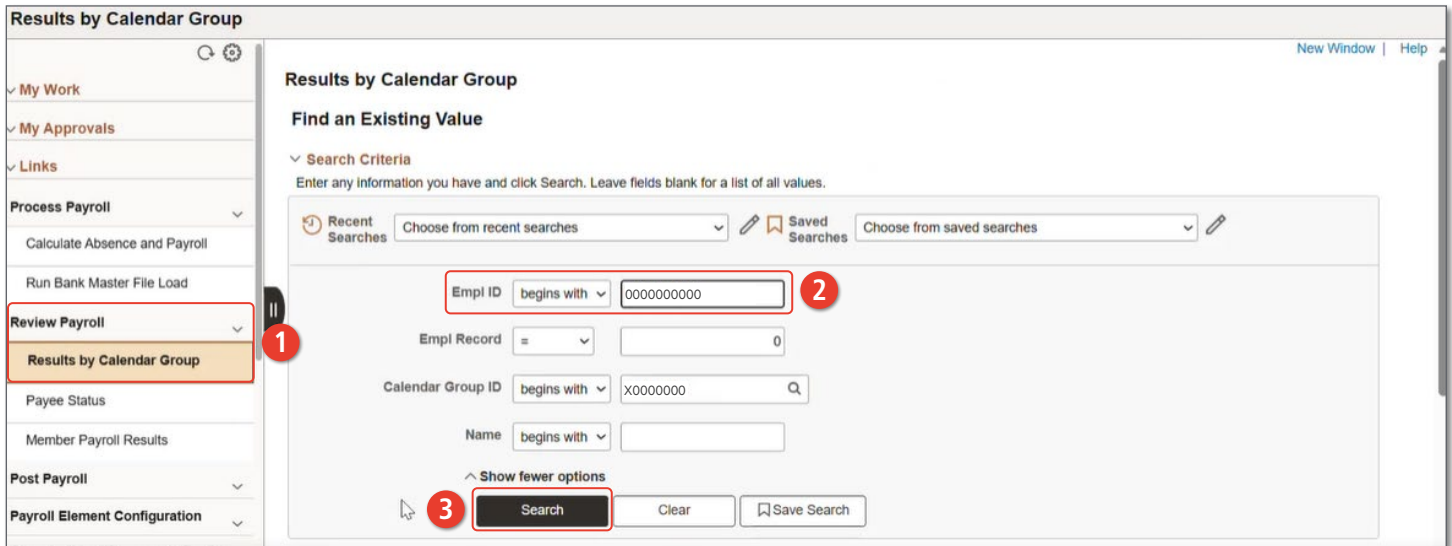
Search Results

View 100 First 1-11 of 11 Last

Calendar Group ID	Description
X0000000	DEATH GRATUITY 06/14/2025
X0000000	DEATH GRATUITY 06/21/2025
X0000000	DEATH GRATUITY 07/02/2025
X0000000	DEATH GRATUITY 07/09/2025
X0000000	DEATH GRATUITY 08/02/2025
X0000000	DEATH GRATUITY 08/04/2025
X0000000	DEATH GRATUITY 08/05/2025
X0000000	DEATH GRATUITY 08/08/2025
X0000000	DEATH GRATUITY 08/10/2025
X0000000	DEATH GRATUITY 08/19/2025
X0000000	DEATH GRATUITY 09/1/2025

Identify Beneficiaries in Different Calendar Groups (Payroll Manager)

1. Navigate to **Review Payroll**; Select **Results by Calendar Group**.
2. Enter **Empl ID** of Member.
3. Select **Search**.
4. Review table for **beneficiaries** in Calendar Group ID.



Results by Calendar Group

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Empl ID: begins with 0000000000

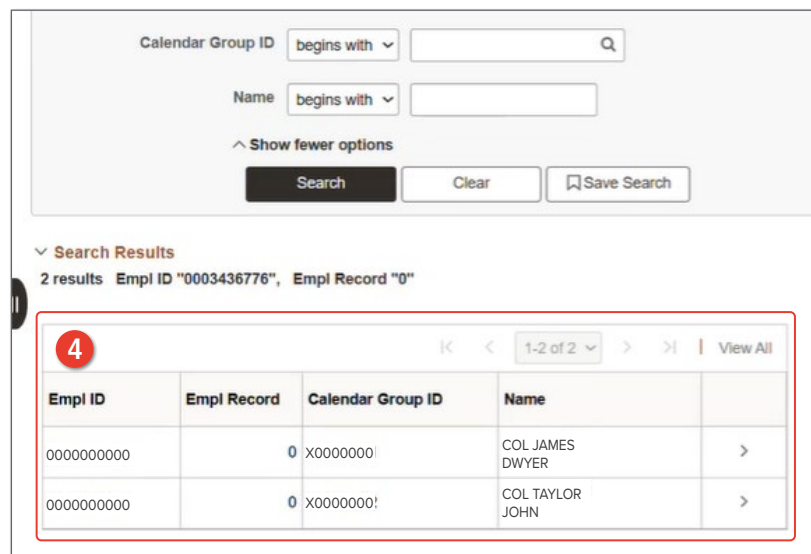
Empl Record: = 0

Calendar Group ID: begins with X0000000

Name: begins with

Show fewer options

Search Clear Save Search



Calendar Group ID: begins with

Name: begins with

Show fewer options

Search Clear Save Search

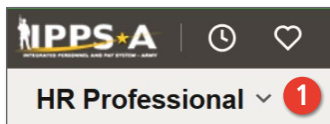
Search Results

2 results Empl ID "0003436776", Empl Record "0"

Empl ID	Empl Record	Calendar Group ID	Name
0000000000	0	X0000000	COL JAMES DWYER
0000000000	0	X0000000	COL TAYLOR JOHN

Run Payment Prep & Disbursement (Disbursing Manager)

1. Navigate to HR Professional homepage.
2. Select **Global Payroll WorkCenter** tile.
3. Navigate to **Post Payroll**; Select **Run Payment Prep Process**.
4. Select **Add a New Value**.
5. Create a Run Control ID.
6. Select **Add**.



Run Payment Prep Process USA

My Work
My Approvals
Links
Process Payroll
Review Payroll
Post Payroll
Run Payment Prep Process
Review Payments by Cal Group
Send Costs to GL
Run Treasury Disbursements

Run Payment Prep Process USA

Find an Existing Value

4 **Add a New Value**

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Run Control ID begins with

Show fewer options
Case Sensitive

Search Clear

Run Payment Prep Process USA

Add a New Value

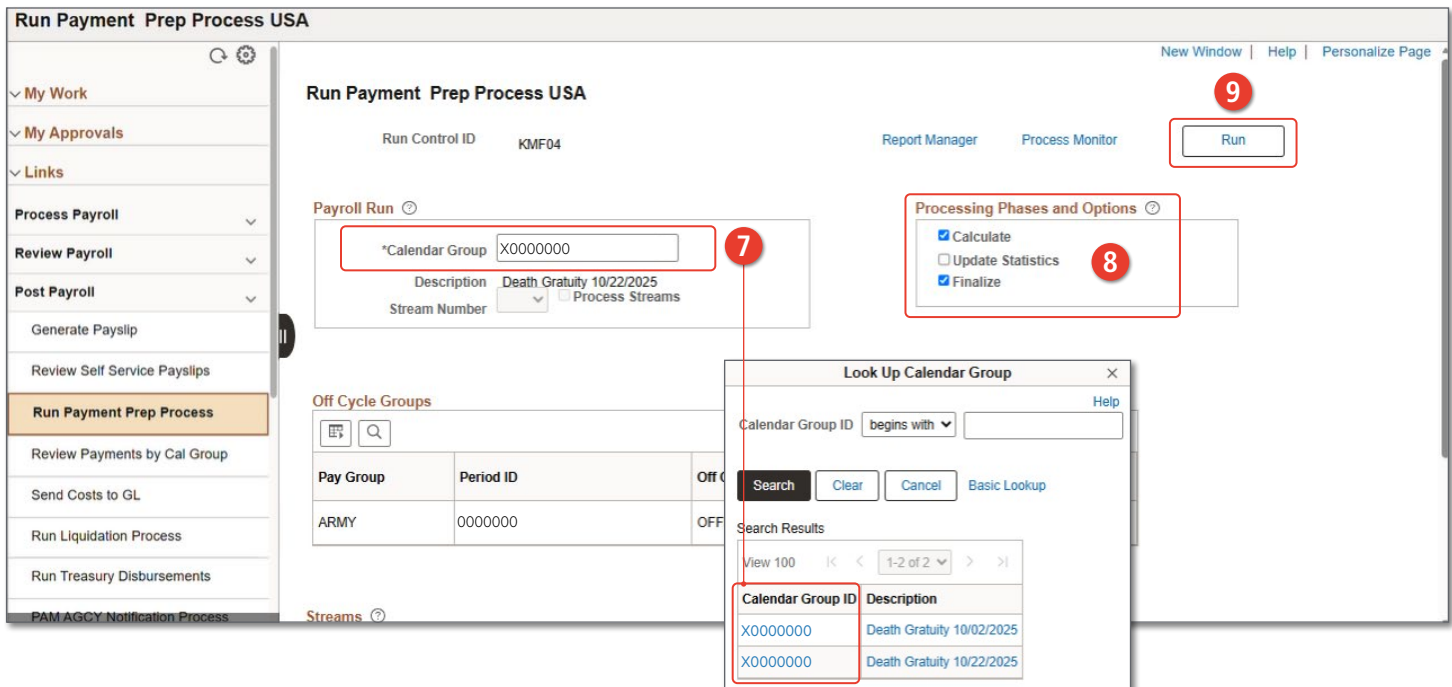
Find an Existing Value

*Run Control ID

Add

Run Payment Prep & Disbursement (Disbursing Manager) CONTINUED

7. Select the **Calendar Group ID** magnifying glass icon. Enter the **Calendar Group ID**.
8. Under **Processing Phases and Options**, select **Calculate** and **Finalize**.
9. Select **Run**.
10. Ensure **Payments Preparations USA** process is selected.
11. Select **OK**.



Run Payment Prep Process USA

Run Control ID: KMF04

Report Manager Process Monitor

Run (9)

Payroll Run (7)

*Calendar Group: X0000000

Description: Death Gratuity 10/22/2025

Stream Number: [dropdown] Process Streams

Processing Phases and Options (8)

☒ Calculate

☐ Update Statistics

☒ Finalize

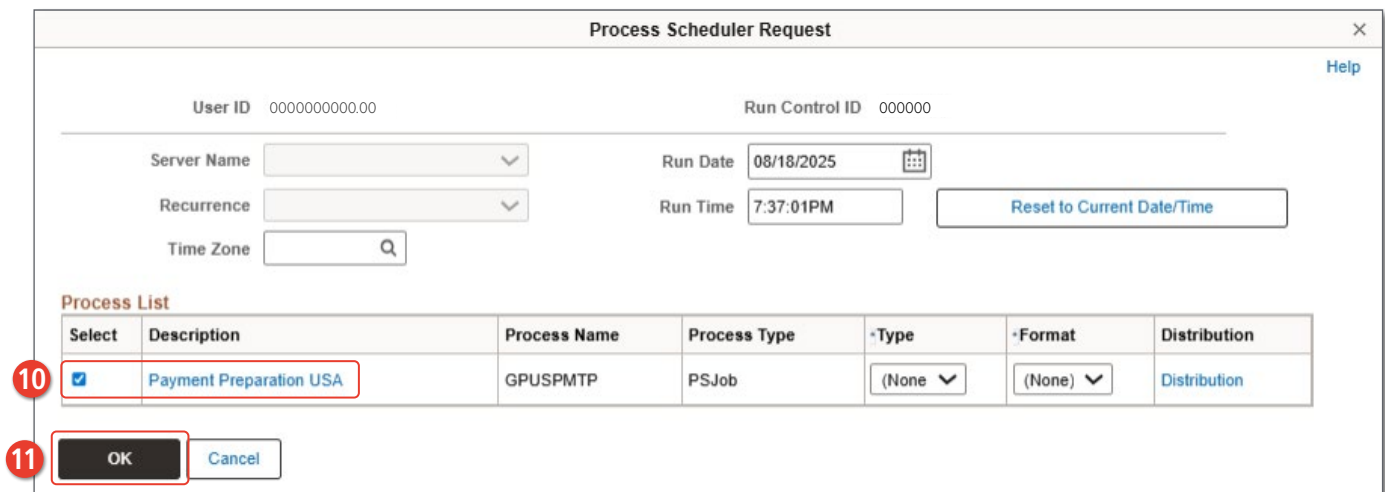
Look Up Calendar Group

Calendar Group ID: begins with [text box]

Search Clear Cancel Basic Lookup

Search Results

Calendar Group ID	Description
X0000000	Death Gratuity 10/02/2025
X0000000	Death Gratuity 10/22/2025



Process Scheduler Request

User ID: 0000000000.00 Run Control ID: 000000

Server Name [dropdown] Run Date: 08/18/2025

Recurrence [dropdown] Run Time: 7:37:01PM

Time Zone [text box]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/> (10)	Payment Preparation USA	GPUSPMTP	PSJob	(None)	(None)	Distribution

OK (11) Cancel

Run Payment Prep & Disbursement (Disbursing Manager) CONTINUED

12. Select **Process Monitor**.

13. Click the **Refresh** button until the **Run Status** displays **Success** and the **Distribution Status** says **Posted**.



NOTE: This completes the Run Payment Prep & Disbursement process. The Disbursing Manager will now begin the Send Cost to GL process.

Run Payment Prep Process USA

Run Control ID: 000000

Report Manager | **Process Monitor** | Run

Process Instance: 0000000

Payroll Run

*Calendar Group: X0000000

Description: Death Gratuity 09/17/2025

Stream Number: ☐ Process Streams

Processing Phases and Options

☒ Calculate
☐ Update Statistics
☒ Finalize

Off Cycle Groups

Pay Group	Period ID	Off Cycle Group
ARMY	0000000	OFFDG0000000000000

Process List

View Process Requests

User ID: 0000000000.00 | Type: | Last: | 1 | Days:

Server: | Name: | Instance: | Range

Run Status: | Distribution Status: | ☒ Save On Refresh

Refresh | **Clear** | **Reset**

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	0000000		000000	PSJob	GPUSPMTP	0000000000.00	10/30/2025 3:55:51PM GMT	Success	Posted	Details	Actions

[Go back to Run Payment Prep Process USA](#)

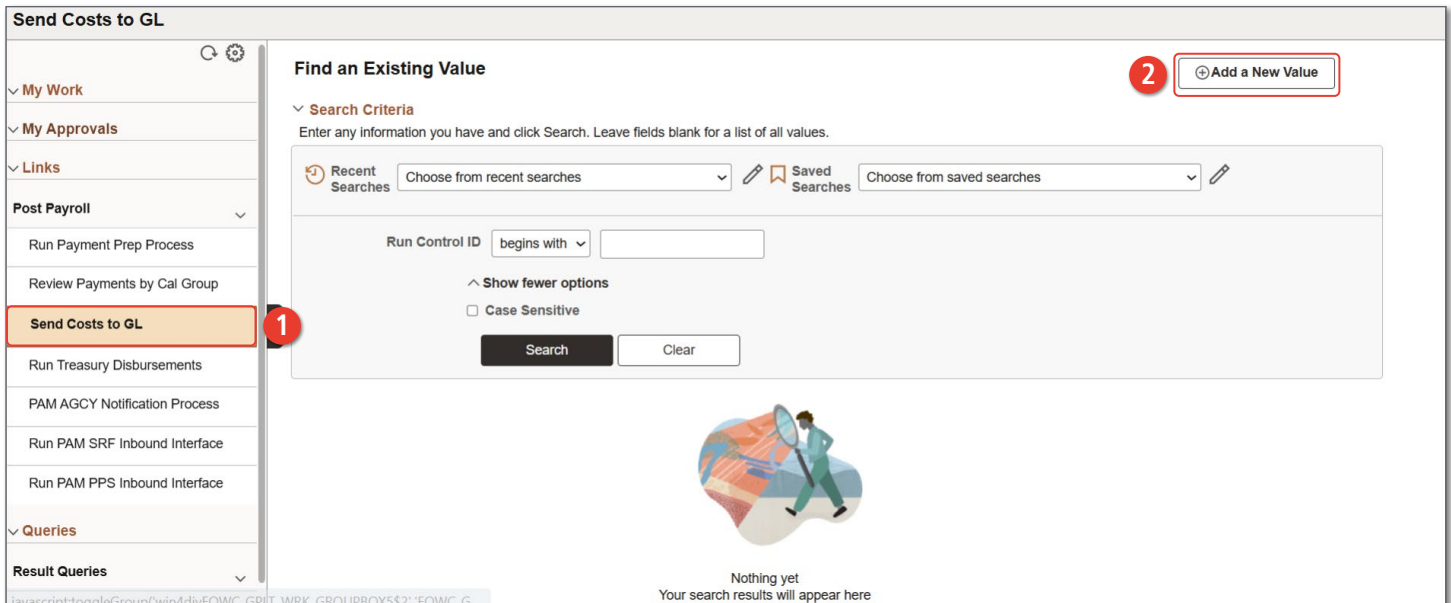
Save | **Notify**

Send Cost to General Ledger (GL) (Disbursing Manager)

1. Navigate to **Post Payroll**; Select **Send Cost to GL**.
2. Select **Add a New Value**.
3. Create and enter a **Run Control ID**.
4. Select **Add**.



NOTE: This is part of General Fund Enterprise Business System (GFEBS) accounting functionality that provides accounting information to the U.S. Army. This is a separate process from the Central Site processing of Death Gratuity.



Send Costs to GL

Find an Existing Value

2 **Add a New Value**

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

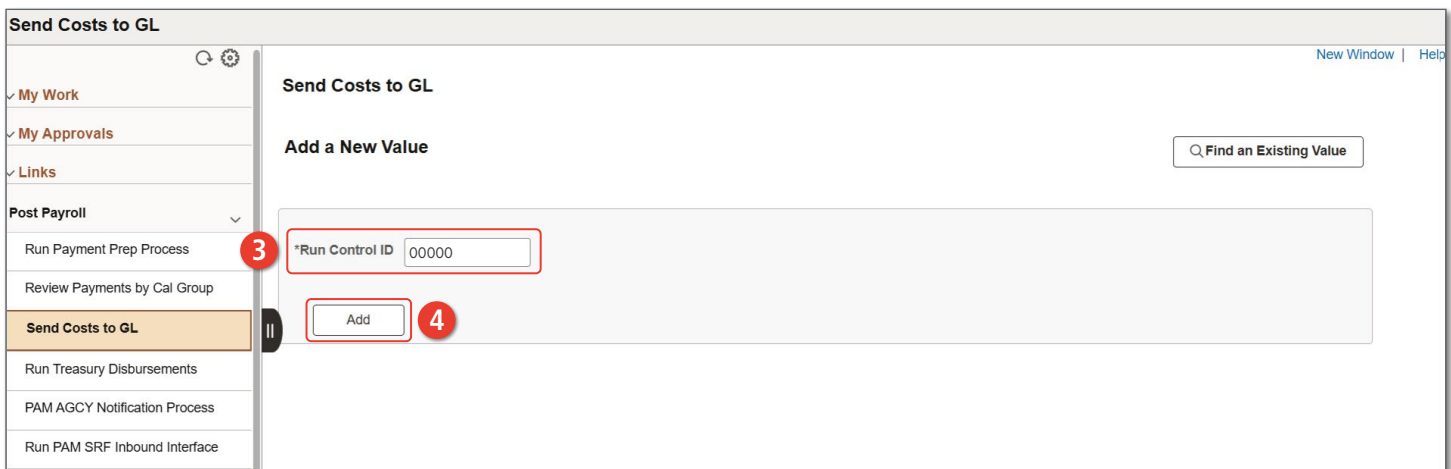
Run Control ID begins with

Show fewer options

Case Sensitive

Search Clear

Nothing yet
Your search results will appear here



Send Costs to GL

Add a New Value

Find an Existing Value

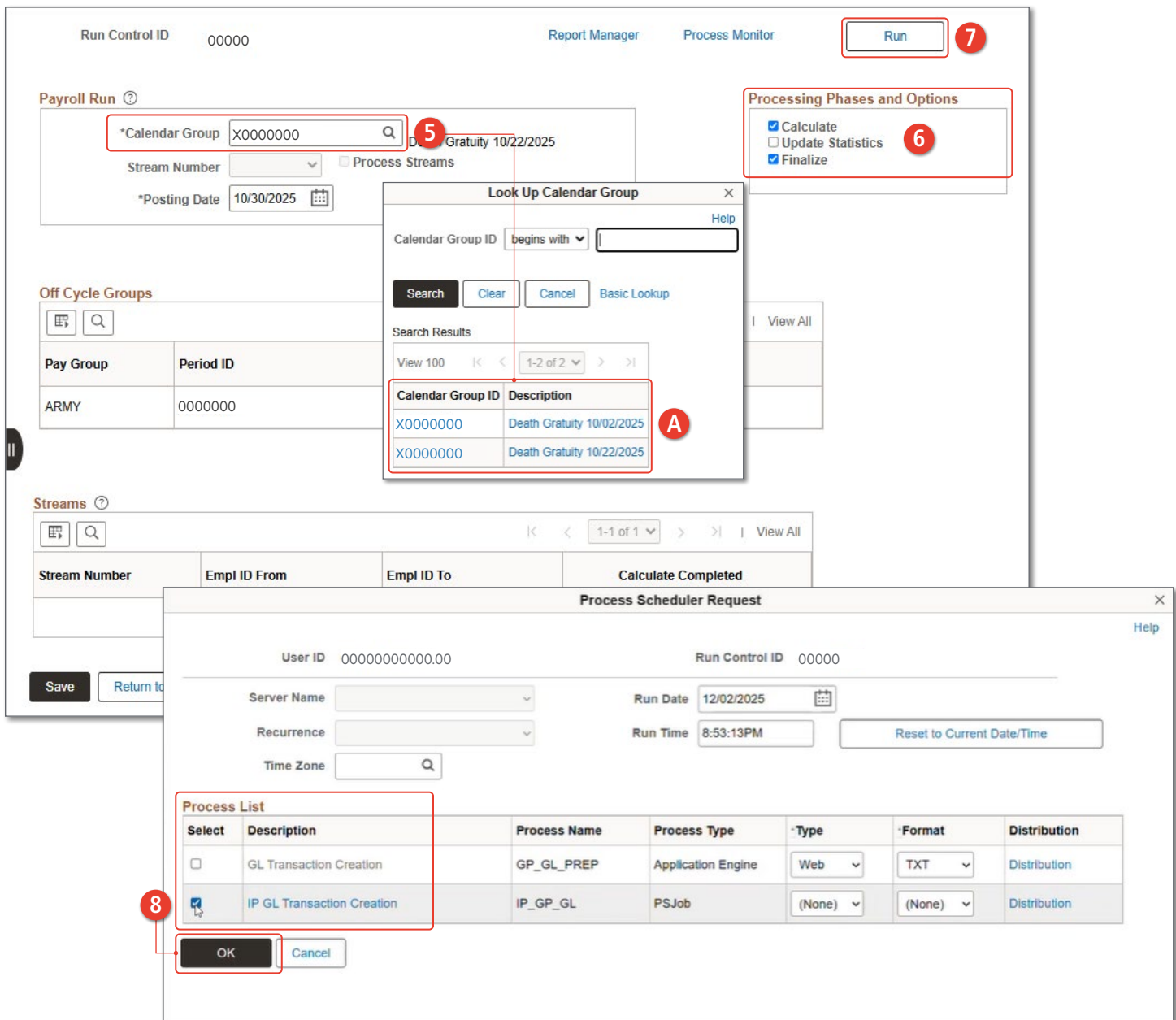
*Run Control ID 00000

Add

4

Send Cost to GL (Disbursing Manager) CONTINUED

5. Select the **Calendar Group ID** magnifying glass icon.
 - 5A. The lookup tools displays. Find the **Calendar Group ID** from the list.
6. Under **Processing Phases and Options**, select the **Calculate and Finalize**.
7. Select **Run**.
8. Under the **Process List**, select the **IP GL Transaction Creation**. Select **OK**.



Run Control ID 00000 Report Manager Process Monitor Run 7

Payroll Run ?

*Calendar Group X0000000 5

Stream Number Process Streams

*Posting Date 10/30/2025

Processing Phases and Options 6

☒ Calculate

☐ Update Statistics

☒ Finalize

Look Up Calendar Group

Calendar Group ID begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-2 of 2

Calendar Group ID	Description
X0000000	Death Gratuity 10/02/2025
X0000000	Death Gratuity 10/22/2025

Off Cycle Groups

Pay Group	Period ID
ARMY	0000000

Streams ?

Stream Number	Empl ID From	Empl ID To	Calculate Completed

Process Scheduler Request

User ID 000000000000.00 Run Control ID 00000

Server Name Run Date 12/02/2025

Recurrence Run Time 8:53:13PM

Time Zone

Reset to Current Date/Time

Process List 8

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	GL Transaction Creation	GP_GL_PREP	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	IP GL Transaction Creation	IP_GP_GL	PSJob	(None)	(None)	Distribution

OK Cancel

Send Cost to GL (Disbursing Manager) CONTINUED

9. Select **Process Monitor**.

10. Click **Refresh** until **Run Status** displays **Success** and **Distribution Status** displays **Posted**.
If **No Success**, contact Help Desk.



NOTE: This completes the Send Cost to GL process. The Disbursing Manager will now start the Review Payments by Calendar Group process.

Status Bar

Run Control ID 00000 [Report Manager](#) **Process Monitor** [Run](#)

Process Instance: 00000000

Payroll Run

*Calendar Group: X0000000 Death Gratuity 09/17/2025
Stream Number:
*Posting Date: 10/01/2025 ☐ Process Streams

Processing Phases and Options

☒ Calculate
☐ Update Statistics
☒ Finalize

Off Cycle Groups

Pay Group	Period ID	Off Cycle Group
ARMY	00000000	OFFDGO0000000000000000

My Work
My Approvals
Links
Post Payroll
Run Payment Prep Process
Review Payments by Cal Group
Send Costs to GL
Run Treasury Disbursements
PAM AGCY Notification Process
Run PAM SRF Inbound Interface
Run PAM PPS Inbound Interface
Queries
Result Queries

Process List

View Process Requests

User ID: 000000000000.00 Type: Last: 1 Days:
Server: Name: Instance: Range:
Run Status: Distribution Status: ☒ Save On Refresh

Refresh **Clear** **Reset**

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	00000000		00000	PSJob	IP_GP_GL	000000000000.00	10/01/2025 5:03:48PM GMT	Success	Posted	Details	Actions

Go back to Send Costs to GL
Save **Notify**

Review Payments by Calendar Group (Disbursing Manager)

1. Navigate to **Post Payroll**; Select **Review Payment by Cal Group**.
2. Enter the **Calendar Group ID**.
3. Select **Search**.
4. Under **Deductions**, click the **Select Matching Payments**.

Review Payments by Cal Group

Review Payments by Cal Group

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Calendar Group ID begins with X0000000

Show fewer options

Search Clear

Nothing yet
Your search results will appear here

Net Pay **Deductions**

Calendar Group X0000000 00 00000000000000000000

Selection Criteria

Empl ID From Empl ID To

Pay Group Deduction

Registered Recipient Adhoc Recipient

Recipient Type Payment Status

☐ Summarized (by Recipient Info)

Select Matching Payments

Clear

Deductions

Recipient Information Payee Information Calendar Information

*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
Transfer	Death Gratuity Disbursement	00000000	DWYER, STACY	100,000.00	USD	08/19/2025	Check

Save Return to Search Notify

Review Payments by Calendar Group (Disbursing Manager) CONTINUED

5. Verify **Payment Status** has been updated to **Finalized**.

5A. If needed, manually update the **Payment Status** to **User Void**.



NOTE: Comments are required for selecting User Void.

6. Confirm **Payment Methods**.



NOTE: If any Payment Method in this Calendar Group ID displays "Wire Transfer", the Payment Date for entire Calendar Group ID will be impacted during Treasury Disbursement (see Run Treasury Disbursement, page 22: step 6).

Selection Criteria

Empl ID From

Empl ID To

Pay Group

Deduction

Registered Recipient

Adhoc Recipient

Recipient Type

Payment Status

☐ Summarized (by Recipient Info)

Select Matching Payments

Clear

Deductions

1-3 of 3

View All

Recipient Information

Payee Information

Calendar Information

*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
Finalized	Death Gratuity Disbursement	DG000000	Stacy Dwyer	50,000.00	USD	01/13/2026	Bank Transfer
Finalized	Death Gratuity Disbursement	DG000000	Sara John	40,000.00	USD	01/13/2026	Check
Finalized	Death Gratuity Disbursement	DG000000	Thomas Dwyer	10,000.00	USD	01/13/2026	Wire Transfer

Finalized


Transfer'd

User Void

Version 3.0 20260122

Page 19, continued on next page ►

One Soldier ★ One Record ★ One Army

 **U.S. ARMY**

Review Payments by Calendar Group (Disbursing Manager) CONTINUED

7. Select **OK** to verify that User wants to User Void.
8. Select **OK** that user understands that a comment is required to Void a payment.

Review Payments by Cal Group

Calendar Group: X0000000 Death Gratuity 11/17/2025

Selection Criteria

Empl ID From: [] Empl ID To: []
 Pay Group: [] Deduction: []
 Registered Recipient: []
 Recipient Type: []

You are changing the payment status of this entry to VOID. (17000,1996)

7

Deductions

*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
User Voi	Death Gratuity Disbursement	DG000000	Stacy Dwyer	20,000.00	USD	11/18/2025	Check

Review Payments by Cal Group

Empl ID From: [] Empl ID To: []
 Pay Group: [] Deduction: []
 Registered Recipient: []
 Recipient Type: []

User Void Comment is required. Enter the comment using the Related Actions - Status Comments (29999,371)

8

Deductions

*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
User Voi	Death Gratuity Disbursement	DG000000	Stacy Dwyer	100,500.00	USD	10/21/2025	Bank Transfer

Review Payments by Calendar Group (Disbursing Manager) CONTINUED

9. Right click anywhere in the **Death Gratuity Disbursement Description Box** to enter reason for User Void.
10. Select **Status Comments**.

11. Enter reason for **User Void**.
12. Select **Apply**.
13. Select **OK**.

Review Payments by Cal Group

Calendar Group: X0000000 Death Gratuity 11/17/2025

Selection Criteria

Empl ID From: Empl ID To:
 Pay Group: Deduction:
 Registered Recipient: Adhoc Recipient:
 Recipient Type: Payment Status:
☐ Summarized (by Recipient Info) Select Matching Payments Clear

Deductions

Recipient Information Payee Information Calendar Information

*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
User Voi	Death Gratuity Disbursement	DG0000000	Stacy Dwyer	20,000.00	USD	11/18/2025	Check

Save Return to Search Notify

Net Pay | Deductions

Review Payments by Cal Group

Calendar Group: X0000000 Death Gratuity 11/17/2025

Selection Criteria

Empl ID From: Empl ID To:
 Pay Group: Deduction:
 Registered Recipient: Adhoc Recipient:
 Recipient Type: Payment Status:
☐ Summarized (by Recipient Info) Select Matching Payments Clear


Deductions

Recipient Information Payee Information Calendar Information

*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
User Voi	Death Gratuity Disbursement	DG0000000	Stacy Dwyer	20,000.00	USD	11/18/2025	Check

Save Return to Search Notify

Net Pay | Deductions

 **NOTE:** This completes the Review Payments by Calendar Group process. The Disbursing Manager will now begin the Run Treasury Disbursement process.

IP USER VOID COMMENT COMP

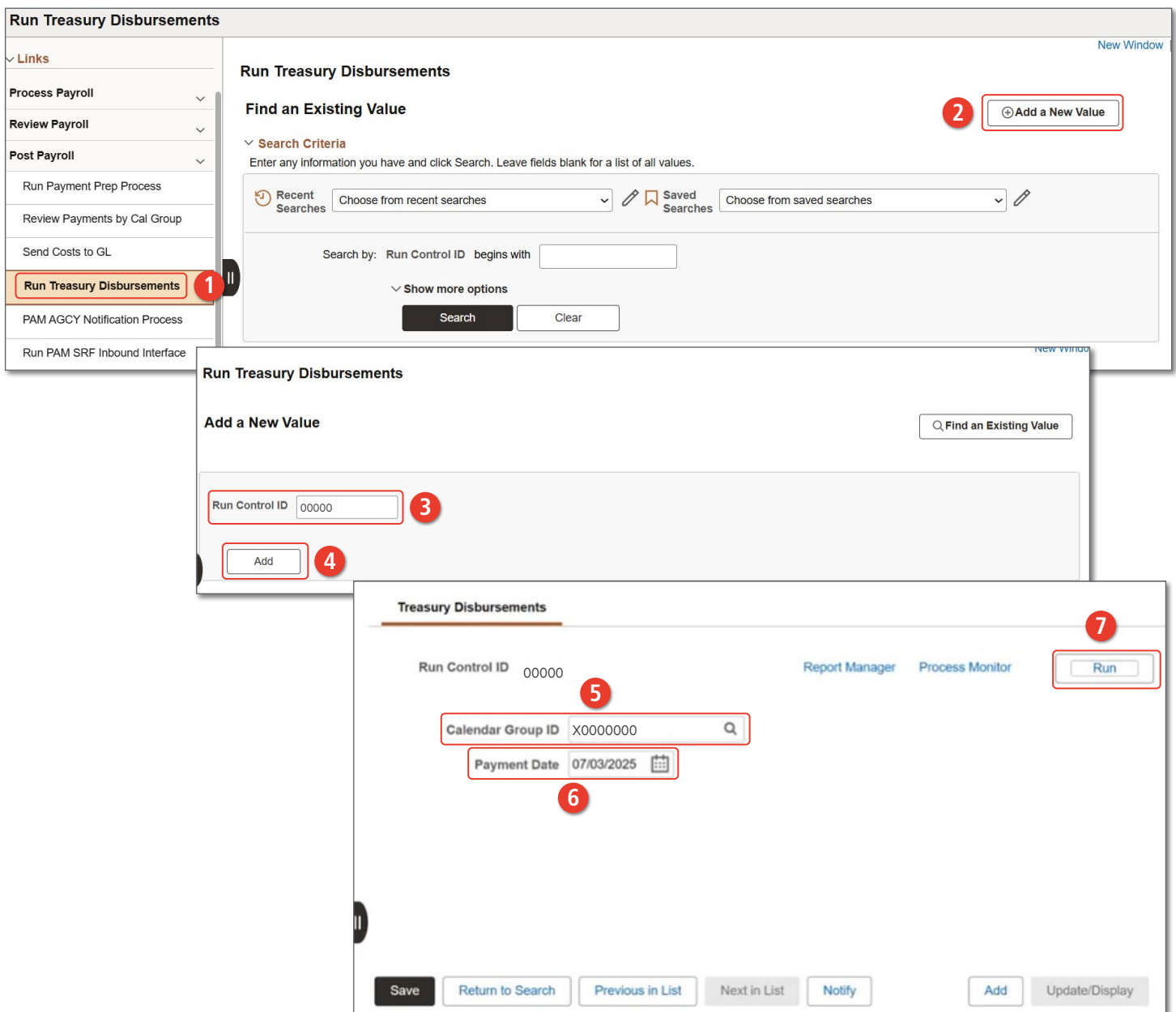
Void Comment

Comment:

OK Cancel Apply

Run Treasury Disbursement (Disbursing Manager)

1. Navigate to **Post Payroll**; Select **Run Treasury Disbursements**.
2. Select **Add a New Value**.
3. Enter **Run Control ID**.
4. Select **Add**.
5. Select the **Calendar Group ID** magnifying glass icon.
Enter the **Calendar Group ID**.
6. If a **"Wire Transfer"** is associated with this Calendar Group ID (see Review Payments by Calendar Group, page 19: step 6), set **Payment Date** for **two business days from the current date**. If **"Wire Transfer"** is not associated with the Calendar Group ID, set Payment Date for the following business day.
7. Select **Run**.



Run Treasury Disbursements

Links

- Process Payroll
- Review Payroll
- Post Payroll
- Run Payment Prep Process
- Review Payments by Cal Group
- Send Costs to GL
- Run Treasury Disbursements** (1)
- PAM AGCY Notification Process
- Run PAM SRF Inbound Interface

Run Treasury Disbursements

Find an Existing Value (2)

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Search by: Run Control ID begins with

Show more options

Search Clear

Add a New Value

Find an Existing Value

Run Control ID 00000 (3)

Add (4)

Treasury Disbursements

Run Control ID 00000 (5)

Calendar Group ID X0000000 (5)

Payment Date 07/03/2025 (6)

Run (7)

Report Manager Process Monitor

Save Return to Search Previous in List Next in List Notify Add Update/Display

Run Treasury Disbursement (Disbursing Manager) CONTINUED

8. The Process Scheduler Request will display; Select the Treasury Direct Disbursement checkbox, then select OK.
9. Select Process Monitor.
10. Click the Refresh button until the Run Status says Success and the Distribution Status says Posted.

Process Scheduler Request

User ID 0000000000.00

Run Control ID 00000

Server Name

Run Date 08/19/2025

Recurrence

Run Time 3:40:22PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Treasury Direct Disbursements	IP_GP_TDDPAM	Application Engine	Web	TXT	Distribution

OK

Cancel

Run Control ID 00000

Report Manager

Process Monitor

Run

Process Instance:0000000

Calendar Group ID X0000000

Save

Notify

Add

Update/Display

View Process Requests

User ID 0000000000.00

Type

Last

1

Days

Refresh

Clear

Reset

Server

Name

Instance

Range

Run Status


Distribution Status


Save On Refresh

Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	0000000		00000	Application Engine	IP_GP_TDDPAM	0000000000.00	08/19/2025 5:21:36PM GMT	Success	Posted	Details

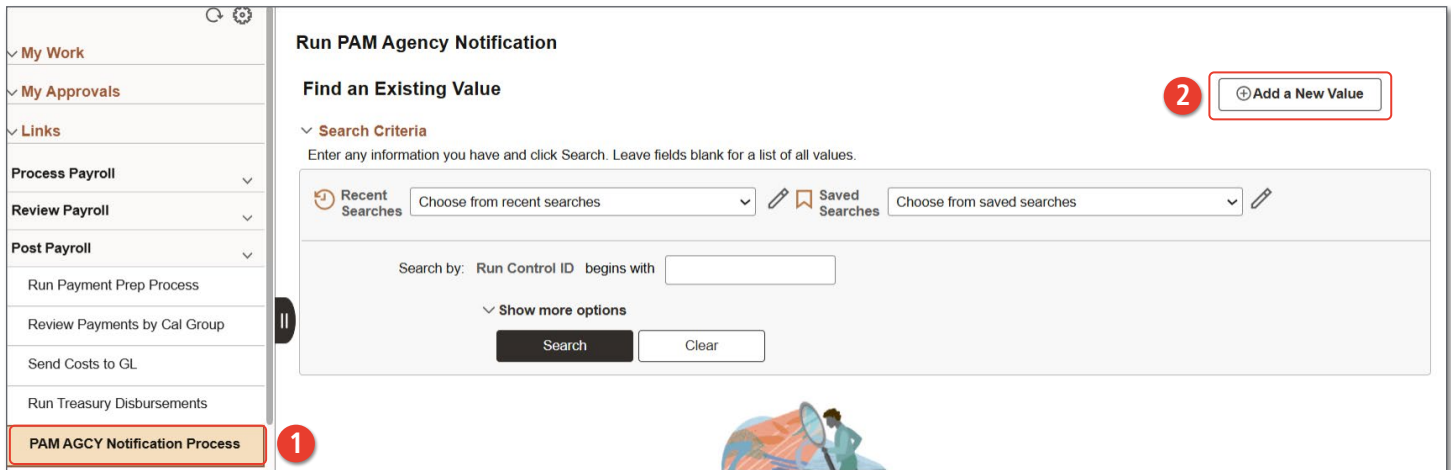
 NOTE: Check with local Standard Operating Procedures (SOP) on how often Treasury processes Death Gratuity payments before proceeding to next step.

 NOTE: This completes the Run Treasury Disbursement process. The Disbursing Manager will now run PAM Agency Notification Process.

Page 23, continued on next page ►

Payment Automation Manager (PAM) Agency Notification – One (Disbursing Manager)

1. Under the **Global Payroll WorkCenter** tile, navigate to **Post Payroll**;
Select **PAM AGCY Notification Process**.
2. Select **Add a New Value**.
3. Create a **Run Control ID**.
4. Select **Add**.



Run PAM Agency Notification

Find an Existing Value 2 Add a New Value

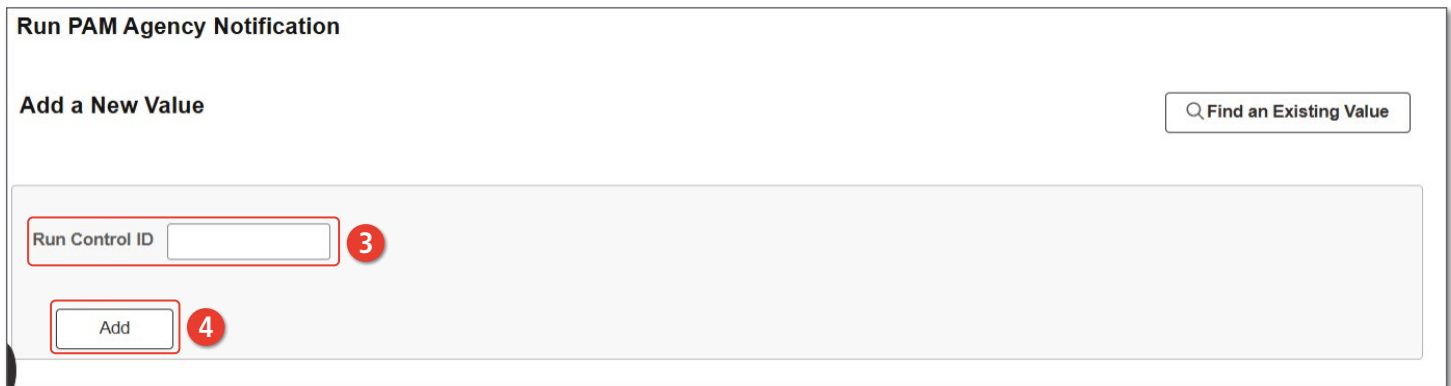
Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: Run Control ID begins with

Show more options

Search Clear



Run PAM Agency Notification

Add a New Value Find an Existing Value

Run Control ID 3

Add 4

PAM Agency Notification – One (Disbursing Manager) CONTINUED

5. Select **Run**.
6. Select **GEX Acknowledgement Notifications**.
7. Select **OK**.

PAM Agency Notification

Run Control ID 000000

[Report Manager](#)
[Process Monitor](#)

5

Run

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

Process Scheduler Request

User ID 0000000000.00

Run Control ID 000000

Server Name

Run Date 08/19/2025

Recurrence

Run Time 7:13:17PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	IP_AGCY_NTIFY	IP_AGCY_NTIFY	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/> 6	GEX Acknowledge Notifications	IP_GEX_ACK	Application Engine	Web	TXT	Distribution

OK

Cancel

PAM Agency Notification – One (Disbursing Manager) CONTINUED

8. Select **Process Monitor**.

9. Click the **Refresh** button until the **Run Status** says **Success** and the **Distribution Status** says **Posted**.

PAM Agency Notification

Run Control ID 000000

Report Manager **Process Monitor** 8 Run

Save Return to Search Previous in List Next in List Notify Add Update/Display



NOTE: This completes the PAM Agency Notification process. The Disbursing Manager will now run the GEX Acknowledgement Query.

Process List Server List

View Process Requests

User ID 0000000000.00 Q Type ▼ Last ▼ 1 Days ▼ 9 Refresh

Server ▼ Name Q Instance Range Clear


Run Status ▼ Distribution Status ▼ ☒ Save On Refresh Report Manager Reset


Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	0000000		000000	Application Engine	IP_AGCY_NTFY	0000000000.00	08/19/2025 6:36:01PM GMT	Success	Posted	Details

Global Exchange (GEX) Acknowledgement (Disbursing Manager)

1. Under the **Global Payroll WorkCenter** tile, navigate to **Results Queries**;
Select **GEX Acknowledgement**.
2. Select the **Calendar Group ID** magnifying glass icon.
2A. The lookup tools displays. Find the **Calendar Group ID** from the list.
3. Select **View Results**.
4. Verify results display **Passed without errors**.

 *NOTE: If Error code displays Warning or Fatal Error refer to the next section.*

 *NOTE: This completes the GEX Acknowledgement. The Disbursing Manager will now begin the PAM Agency Notification process.*

Global Payroll WorkCenter

- My Work
- My Approvals
- Links
- Post Payroll
- Queries
 - Result Queries
 - GEX Acknowledgement** 1
 - Reports/Processes

IP_TDD_PAYMENTS_GEX_ACK - TDD GEX ACKNOWLEDGMENT REPORT

Calendar Group: X0000000 2

Schedule ID: 3

View Results

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	Trans Nbr	TransID	File Path	Calendar Group	Pay Entity	Pay Group	Schedule ID	Error Code	Error Category	Error Message
1	0000 0000000000/00000000	1	X0000000	ARMY	ARMY	X00000000000000				Passed without errors

First 1-1 of 1 Last 4

Query

Search by: Calendar Group ID begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

View 100 First 1-7 of 7 Last

Calendar Group ID	Description
ABS_FORECAST	Absence Forecast Group
X0000000	Death Gratuity
X0000000	Death Gratuity 09/17/2025
X0000000	Death Gratuity 10/02/2025
X0000000	Death Gratuity 10/14/2025
X0000000	Death Gratuity 10/22/2025
X0000000	Death Gratuity 10/31/2025

A

GEX Acknowledgement Warnings and Error Resolution (Disbursing Manager)

1. If **Error Code** displays **Warning**, contact Tier 3 Help Desk.
2. Relay information to Help Desk from the **Error Category** and **Error Message** and then continue with the disbursement process.
3. If **Error Code** displays **Fatal Error**, contact Tier 3 Help Desk. Wait for Help Desk to resolve error. After Help Desk has resolved error, re-run Treasury Disbursement process.

IP_TDD_PAYMENTS_GEX_ACK - TDD GEX ACKNOWLEDGMENT REPORT

Calendar Group:

Schedule ID:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First 1-3 of 3 Last

Row	Trans Nbr	TransID	File Path	Calendar Group	Pay Entity	Pay Group	Schedule ID	Error Code	Error Category	Error Message
1	0000	000000000/00000000	Line 3	X0000000	ARMY	ARMY	X00000000000000	Warning	Format Error	The value 1 is invalid for <RecordCode>.
2	0000	000000000/00000000	Line 5	X0000000	ARMY	ARMY	X00000000000000	Warning	Format Error	The value 2 is invalid for <RecordCode>.
3	0000	000000000/00000000	PAM_SPR/FileTrailerControlRecord/TotalCount_Payments/Line = 10	X0000000	ARMY	ARMY	X00000000000000	Warning	Validation Error	<TotalCount_Payments> must be equal to "0", the total number of records in the file.

IP_TDD_PAYMENTS_GEX_ACK - TDD GEX ACKNOWLEDGMENT REPORT

Calendar Group:

Schedule ID:

[View Results](#)

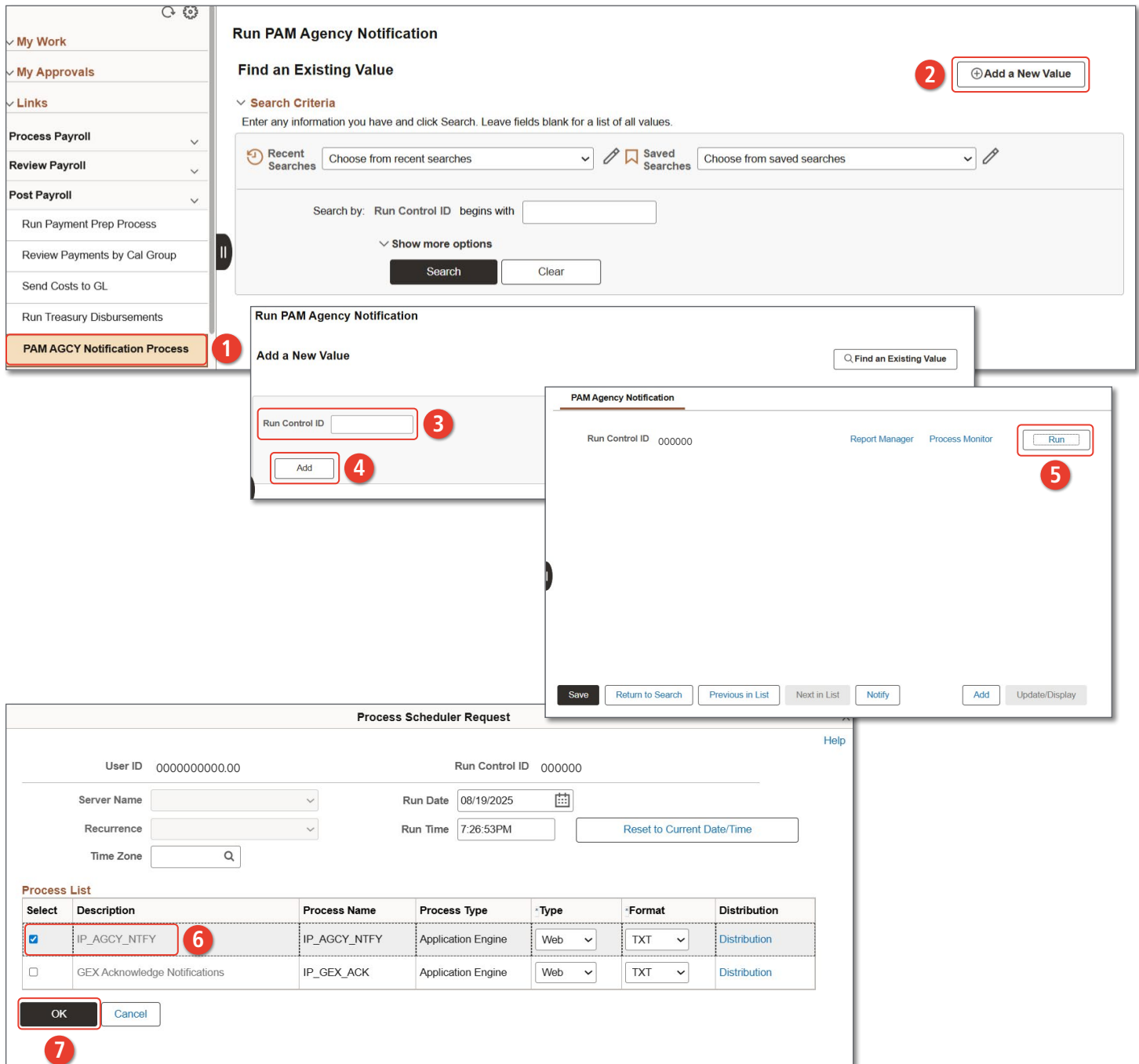
Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Row	Trans Nbr	TransID	File Path	Calendar Group	Pay Entity	Pay Group	Schedule ID	Error Code	Error Category	Error Message
1	0000	000000000/00000000	PAM_SPR/FileHeaderRecord/CheckScheduleHeaderRecord/AgencyLocationCode/Line = 2	X0000000	ARMY	ARMY	X00000000000000	Fatal Error	Validation Error	<AgencyLocationCode>, "57008H12" is an invalid ALC based on the values listed in the SFIS values library.

PAM Agency Notification – Two (Disbursing Manager)

1. Under the **Global Payroll WorkCenter** tile, navigate to **Post Payroll**; Select **PAM AGCY Notification Process**.
2. Select **Add a New Value**.
3. Create a **Run Control ID**.
4. Select **Add**.
5. Select **Run**.
6. Select the **IP_AGCY_NTIFY**.
7. Select **OK**.



The screenshot illustrates the PAM Agency Notification process in the IPPSA system, with steps 1 through 7 highlighted by red circles and numbered callouts.

Step 1: The **PAM AGCY Notification Process** is selected in the left-hand navigation menu under the **Post Payroll** section.

Step 2: The **Add a New Value** button is selected in the top right corner of the **Run PAM Agency Notification** window.

Step 3: The **Run Control ID** field is populated with a value.

Step 4: The **Add** button is selected.

Step 5: The **Run** button is selected.

Step 6: The **IP_AGCY_NTIFY** process is selected in the **Process List** table.

Step 7: The **OK** button is selected.

Process Scheduler Request

User ID: 0000000000.00 Run Control ID: 000000

Server Name: [Dropdown] Run Date: 08/19/2025 [Calendar Icon]

Recurrence: [Dropdown] Run Time: 7:26:53PM [Reset to Current Date/Time]

Time Zone: [Dropdown]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	IP_AGCY_NTIFY	IP_AGCY_NTIFY	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	GEX Acknowledge Notifications	IP_GEX_ACK	Application Engine	Web	TXT	Distribution

OK Cancel

PAM Agency Notification – Two (Disbursing Manager) CONTINUED

8. Select **Process Monitor**.
9. Click **Refresh** until **Run Status** displays **Success** and **Distribution Status** displays **Posted**.
10. Select **Details**.

PAM Agency Notification

Run Control ID 000000

Report Manager **Process Monitor** 8 Run

Save Return to Search Previous in List Next in List Notify Add Update/Display

Process List

View Process Requests

User ID Type Last 1 Days

Server Name Instance Range

Run Status Distribution Status ☒ Save On Refresh

9 Refresh Clear Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	00000000		000000	PSJob	GPUSPMTP	0000000000.00	10/30/2025 3:55:51PM GMT	Success	Posted	10 Details	Actions

Go back to Run Payment Prep Process USA

Save Notify

PAM Agency Notification – Two (Disbursing Manager) CONTINUED

11. Under **Actions**, select **View Log/Trace**.
12. Verify that a file beginning with **SPS_440.txt** has been generated for each beneficiary.
13. Right click on each **SPS_440.txt** file and select **Save link as**.
14. **Save** the **SPS_440.txt** file.



NOTE: The SPS_440.txt file(s) must be submitted to Treasury Secure Payment System (SPS) for processing.



NOTE: This completes the PAM Agency Notification process. The Disbursing Manager will return to the Global Payroll WorkCenter tile to start the SRF Inbound Interface process.

Process Detail

Process

Instance

0000000

Type

Application Engine

Name

IP_AGCY_NTFY

Description

IP_AGCY_NTFY

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

KMF010

Location

Server

Server

000000

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content

Restart Request

Date/Time

Request Created On

08/19/2025 6:36:06PM GMT

Run Anytime After

08/19/2025 6:36:01PM GMT

Began Process At

08/19/2025 6:36:28PM GMT

Ended Process At

08/19/2025 6:36:40PM GMT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

View Log/Trace

Report ID

0000000

Process Instance

0000000

Name

IP_AGCY_NTFY

Process Type

Application Engine

Run Status

Success

IP_AGCY_NTFY

Distribution Details

Distribution Node

HCFTTS3

Expiration Date

10/18/2025

File List

Name	File Size (bytes)	Datetime Created
AE_IP_AGCY_NTFY_5340056.log	4,570	08/19/2025 6:36:40.893268PM GMT
AGCY_NTFY_ST.ARMY.D20250818.T060834577.TXT	266	08/19/2025 6:36:40.893268PM GMT
SPS440_5340056_ERROR.LOG	398	08/19/2025 6:36:40.893268PM GMT
SPS_440_ITS_X2508004FRJP00.txt	1,760	08/19/2025 6:36:40.893268PM GMT
SPS_440_ITS_X2508004FRPL00.txt	1,760	08/19/2025 6:36:40.893268PM GMT

Distribute To

Distribution ID Type

*Distribution ID

User

0000000000.00

Save as

Organize

New folder

OneDrive - US Army

Documents

Downloads

Pictures

Music

Videos

File name

SPS_440_ITS_X2509001FRJP00.txt

Save as type

Text documents (*.txt)

Encoding

UTF-8

Save

Cancel

Version 3.0 20260122

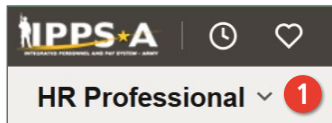
Page 31, continued on next page ►

One Soldier ★ One Record ★ One Army

★ U.S. ARMY

Standard Reporting Format (SRF) Inbound Interface (Disbursing Manager)

1. Navigate to HR Professional homepage.
2. Select the Global Payroll WorkCenter tile.
3. Navigate to Post Process Payroll; Select Run PAM SRF Inbound Interface.
4. Select Add a New Value.
5. Create a new Run Control ID.
6. Select Add.



Run PAM SRF Inbound Interface

Run PAM SRF Inbound Interface

Find an Existing Value

4 Add a New Value

3

My Work

My Approvals

Links

Process Payroll

Review Payroll

Post Payroll

Run Payment Prep Process

Review Payments by Cal Group

Send Costs to GL

Run Treasury Disbursements

PAM AGCY Notification Process

Run PAM SRF Inbound Interface

Run PAM PPS Inbound Interface

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches

Saved Searches Choose from saved searches

Search by: Run Control ID begins with

Show more options

Search Clear

Run PAM SRF Inbound Interface

Add a New Value

Find an Existing Value

Run Control ID 5

Add 6

SRF Inbound Interface (Disbursing Manager) CONTINUED

7. Select Run.
8. Select IP_GP_SRFINT.
9. Select OK.

Run Control ID 000000
Report Manager Process Monitor **7** Run

Save Notify Add Update/Display

Process Scheduler Request

User ID 0000000000.00 Run Control ID 000000

Server Name Run Date 08/19/2025
Recurrence Run Time 8:00:20PM
Time Zone Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	IP_GPSRF	IP_GPSRF	PSJob	(None) ▾	(None) ▾	Distribution
<input type="checkbox"/>	IP_GP_ACMSRF	IP_GP_ACMSRF	Application Engine	Web ▾	TXT ▾	Distribution
<input type="checkbox"/>	IP_GP_LOA_DB	IP_GP_LOA_DB	Application Engine	Web ▾	TXT ▾	Distribution
<input checked="" type="checkbox"/> 8	IP_GP_SRFINT	IP_GP_SRFINT	Application Engine	Web ▾	TXT ▾	Distribution

OK Cancel

SRF Inbound Interface (Disbursing Manager) CONTINUED

10. Select **Process Monitor**.

11. Click the **Refresh** button until the **Run Status** displays **Success** and the **Distribution Status** displays **Posted**.

PAM SRF Interface

Run Control ID 000000 Report Manager **Process Monitor** Run

Process Instance: 0000000

Save Notify Add Update/Display

Process List Server List

View Process Requests

User ID 0000000000.00 Type Last 1 Days Refresh Clear Reset

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	0000000		000000	Application Engine	IP_GP_SRFINT	0000000000.00	08/19/2025 8:00:20PM GMT	Success	Posted	Details

SRF Inbound Interface (Disbursing Manager) CONTINUED

12. Return to the **Global Payroll WorkCenter**. Navigate to **Post Payroll**;
Select **Review Payments by Cal Group**.
13. Enter the **Calendar Group ID** that was previously processed.
14. Select **Search**.
15. Select the **Deductions** tab.
16. Click **Select Matching Payments**.
17. Verify **Payment Status** entries are updated.



NOTE: Manually notify the Initiator and Executor of the status of payment(s). If status is Treasury Void see next section, (SRF Inbound Interface - If Treasury Void).



NOTE: This completes the SRF Inbound Interface process. The Disbursing Manager will return to the Global Payroll WorkCenter to start the Post Payment System Inbound Interface process.

Review Payments by Cal Group

My Work
My Approvals
Links
Process Payroll
Review Payroll
Post Payroll
Run Payment Prep Process
Review Payments by Cal Group
Send Costs to GL
Run Treasury Disbursements

Review Payments by Cal Group

Find an Existing Value

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Calendar Group ID begins with X0000000

Show fewer options

Search Clear

Net Pay **Deductions**

Calendar Group X0000000 Death Gratuity 08/18/2025

Selection Criteria

Empl ID From Empl ID To
Pay Group Deduction
Registered Recipient Adhoc Recipient
Recipient Type Payment Status
☐ Summarized (by Recipient Info)

Select Matching Payments
Clear

Deductions

Recipient Information Payee Information Calendar Information

*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
Finalize	Death Gratuity Disbursement	00000000	Smith, Veronica	50,000.00	USD	08/18/2025	Wire Transfer
Finalize	Death Gratuity Disbursement	00000000	Jones, Mary	50,000.00	USD	08/18/2025	Wire Transfer

SRF Inbound Interface - If Treasury Void (Disbursing Manager)

1. Confirm Payment Status is **Treasury Void**.
2. Navigate to **Post Payroll**; Select **Run PAM SRF Inbound Interface**.
3. Enter **Run Control ID**.
4. Select **Search**.

Net Pay **Deductions** New window | Help | Feedback

Calendar Group 000000 Death Gratuity 08/18/2025

Selection Criteria

Empl ID From	<input type="text"/>	Empl ID To	<input type="text"/>
Pay Group	<input type="text"/>	Deduction	<input type="text"/>
Registered Recipient	<input type="text"/>	Adhoc Recipient	<input type="text"/>
Recipient Type	<input type="text"/>	Payment Status	<input type="text"/>

☐ Summarized (by Recipient Info)

[Select Matching Payments](#)

[Clear](#)

Deductions

1-2 of 2 | View All

Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
Disbursed by Treasury	Death Gratuity Disbursement	DG0000000	STACY DWYER	50,000.00	USD	08/18/2025	Wire Transfer
Treasury Void	Death Gratuity Disbursement	DG0000000	SARA JOHN	50,000.00	USD	08/18/2025	Wire Transfer

Run PAM SRF Inbound Interface

Find an Existing Value [Add a New Value](#)

Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Search by: Run Control ID begins with

Run PAM SRF Inbound Interface

Run Payment Prep Process

Review Payments by Cal Group

Send Costs to GL

Run Treasury Disbursements

PAM AGCY Notification Process

Run PAM SRF Inbound Interface

Run PAM PPS Inbound Interface

SRF Inbound Interface - If Treasury Void (Disbursing Manager) CONTINUED

5. Select Process Monitor.
6. Select Details.
7. Select View Log/Trace.

PAM SRF Interface

Run Control ID 000000

Report Manager **Process Monitor** Run

Process Instance: 0000000

Process List Server List

View Process Requests

User ID 0000000000.00 Type Last 1 Days Refresh

Server Name Instance Range Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	0000000		0000000	Application Engine	IP_GP_SRFINT	0000000000.00	08/19/2025 8:00:20PM GMT	Success	Posted	Details

Process Detail

Process

Instance 0000000 Type Application Engine

Name IP_GP_SRFINT Description IP_GP_SRFINT

Run Status Success Distribution Status Posted

Run

Run Control ID 000000000000

Location Server

Server PSUNX

Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On 12/04/2025 3:08:34PM GMT

Run Anytime After 12/04/2025 3:08:25PM GMT

Began Process At 12/04/2025 3:08:56PM GMT

Ended Process At 12/04/2025 3:09:09PM GMT

Actions

Parameters Transfer

Message Log View Locks

Batch Timings

View Log/Trace

SRF Inbound Interface - If Treasury Void (Disbursing Manager) CONTINUED

8. Select the .log file.
9. Identify IP_SRF_DISB_STS (Disbursement Status) Code. It is a single-digit number. *NOTE: In this example it is "5."*
10. Identify the IP_SRF_DISB_RSN (Associated Reason Code) number. It is a three-digit number. *NOTE: In this example it is "064."*

View Log/Trace ✕

Name IP_GP_SRFINT Process Type Application Engine

Run Status Success

IP_GP_SRFINT

Distribution Details

Distribution Node 0000000 Expiration Date 02/02/2026

File List

Name	File Size (bytes)	Datetime Created
AE_IP_GP_SRFINT_5785232.log	4,256	12/04/2025 3:09:09.589048PM GMT
AE_IP_GP_SRFINT_5785232.trc	2,969	12/04/2025 3:09:09.589048PM GMT
AE_IP_GP_SRFINT_5785232_1204150856.AET	10,145	12/04/2025 3:09:09.589048PM GMT
DD397_0002373235_DG000071.xml	1,034	12/04/2025 3:09:09.589048PM GMT

Distribute To

Distribution ID Type	Distribution ID
User	0000000000.00

```

PeopleTools 8.60.11 - Application Engine
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SRF INITIALIZE SECTION FOR FUTURE (0,0)

IP_TRANSMISSION_ID = 9000000007 (0,0)

COUNT2=1,COUNT3=1,COUNT4=1,COUNT5=1,COUNT6=1,COUNT7=1,COUNT8=1,AMOUNT=100000, AMOUNT_1=100000 (0,0)

LOOP PS_IP_PAMSRFSCD_IB.GVT_SCHEDULE_NO X2508002PA0100 (0,0)

CAL_RUN_ID = X2508002 for the given GVT_SCHEDULE_NO = X2508002PA0100 (0,0)

&IP_GP_UNTO_PAYID =621 &IP_SRF_DISB_STS = 5 &PYMT_DT = 2025-07-09 &IP_SRF_DISB_RSN = 064 (0,0)

***** DEATH GRATUITY TRANSACTION ***** (0,0)
Application Engine program IP_GP_SRFINT ended normally

Timings written to trace file (/opt/psoft/cfg/8.60.11/HCDRTST/appserv/prcs/HCDRTST/log_output/AE_IP_GP_SRFINT_5785137/AE_IP_GP_SRFINT_5785137_1203160537.AET)
  
```


SRF Inbound Interface - If Treasury Void (Disbursing Manager) CONTINUED

11. Use the **SRF Disbursement Reason Codes** chart to identify reason for Treasury Void.



NOTE: Contact Casualty and Mortuary Affairs Operations Division (CMAOD) to explain reason for Treasury Void.

Disbursement Status Code	Associated Reason Codes 11
0 or 9	000
2	020=Notification of Change 021=Pre=Notification 022=ACH Return (report as DA record) 023=ACH Debit Origination – ASAP RO Reimbursement of Grant Funds (report as DA record) 024=Suspend ASAP transaction 025=Wire Received-ASAP RO Reimbursement of Grant Funds (report as DA record) 026=Dishonored Return (DA record) 027=Contested Dishonored Return (DA record)
3	200-299 (as provided by DNP in the DNP Screening Results File)
5	060 = Invalid Missing RTN 061 = Invalid Depositor Account # 062 = Invalid Account Type 063 = Invalid Payment Amount 064 = Invalid Account Number 065 = Invalid Payee Name 066 = Invalid Payee Address Line 1 067 = Invalid City

Post Payment System (PPS) Inbound Interface (Disbursing Manager)

1. Navigate to **Post Payroll**; Select **Run PAM PPS Inbound Interface**.
2. Select **Add a New Value**.
3. Create and enter a new **Run Control ID**, then select **Add**.
4. Select **Run**.

Run PAM PPS Inbound Interface

- My Work
- My Approvals
- Links
- Process Payroll
- Review Payroll
- Post Payroll
 - Run Payment Prep Process
 - Review Payments by Cal Group
 - Send Costs to GL
 - Run Treasury Disbursements
 - PAM AGCY Notification Process
 - Run PAM SRF Inbound Interface
 - Run PAM PPS Inbound Interface**
 - Payroll Element Configuration
 - Organizational Framework Configurati...
 - Processing Framework Configurati...

Run PAM PPS Inbound Interface

Find an Existing Value + Add a New Value

Search Criteria


Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches
Saved Searches Choose from saved searches

Search by: Run Control ID begins with

Show more options

Search Clear



Nothing yet
Your search results will appear here

Run PAM PPS Inbound Interface

Add a New Value Find an Existing Value

Run Control ID 000000
Add

PAM PPS Interface

Run Control ID 000000

Report Manager Process Monitor

Run

Save Notify Add Update/Display

PPS Inbound Interface (Disbursing Manager) CONTINUED

5. Select **IP_GP_PPSINT**, then select **OK**.
6. Select **Process Monitor**.
7. Click the **Refresh** button until the **Run Status** displays **Success** and the **Distribution Status** displays **Posted**.

Process Scheduler Request

User ID 0000000000.00

Run Control ID 000000

Server Name

Run Date

08/19/2025

Recurrence

Run Time

8:55:02PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	PPS Inbound Job	IPGPPPS	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	IP_GP_ACMPPS	IP_GP_ACMPPS	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	IP_GP_PPSINT	IP_GP_PPSINT	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	IP_REVR_DISB	IP_REVR_DISB	Application Engine	Web	TXT	Distribution

OK

Cancel

PAM PPS Interface

Run Control ID 000000

Report Manager

Process Monitor

Run

Process Instance:0000000

Save

Notify

Add

Update/Display

Process List

Server List

View Process Requests

User ID 0000000000.00

Type

Last

1

Days

Refresh

Clear

Reset

Server

Name

Instance

Range

Run Status

Distribution Status

Save On Refresh

Report Manager

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	0000000		000000	Application Engine	IP_GP_PPSINT	0000000000.00	08/19/2025 8:55:02PM GMT	Success	Posted	Details	Actions

PPS Inbound Interface (Disbursing Manager) CONTINUED

8. Return to the **Global Payroll WorkCenter** tile. Navigate to **Post Payroll** and select **Review Payments by Cal Group**.
9. Enter the **Calendar Group ID** associated with the PPS file and select **Search**.

10. Under **Deductions**, click **Select Matching Payments**.
11. Verify **Payment Status** entries are updated.



NOTE: Voided payments will send alerts to the Initiator and Executor.



NOTE: This completes the PPS Inbound Interface process. The Budget Analyst will now start the Off-Cycle Line of Accounting Query process.

Review Payments by Cal Group

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches

Saved Searches: Choose from saved searches

Calendar Group ID: begins with X0000000

Search

Clear

Net Pay **Deductions**

Calendar Group: X0000000 Death Gratuity 08/18/2025

Selection Criteria

Empl ID From: Empl ID To: Pay Group: Deduction: Registered Recipient: Adhoc Recipient: Recipient Type: Payment Status:

☐ Summarized (by Recipient Info)

Select Matching Payments

Clear

Deductions

Recipient Information Payee Information Calendar Information

*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
Void	Death Gratuity Disbursement	00000000	Dwyer, Stacy	50,000.00	USD	08/18/2025	Wire Transfer
Void	Death Gratuity Disbursement	00000000	John, Sara	50,000.00	USD	08/18/2025	Wire Transfer

Save Return to Search Notify

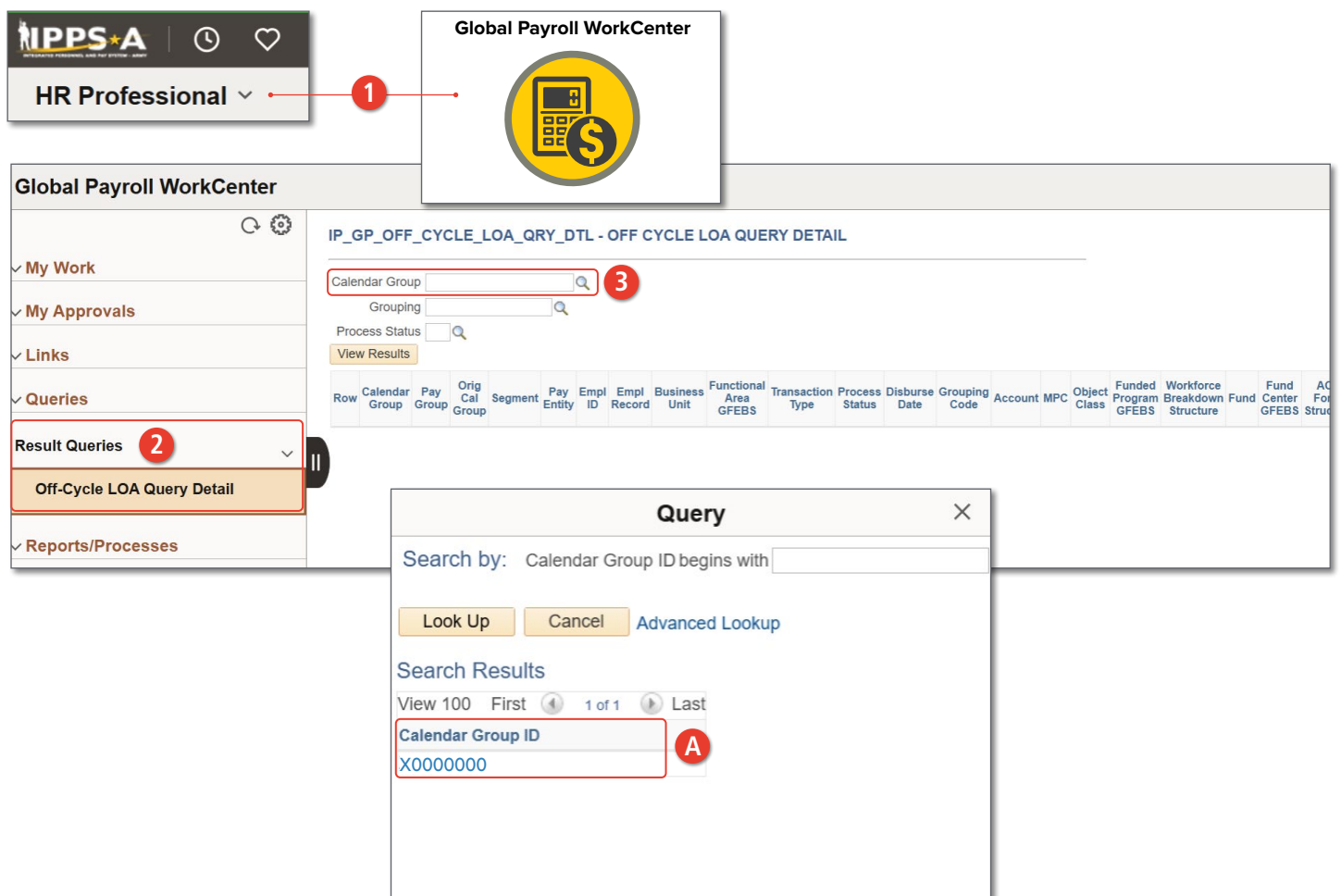
Net Pay | Deductions

Off-Cycle Line of Accounting (LOA) Query (Budget Analyst)

1. Login as **HR Professional**. Under the **HR Professional** homepage, select the **Global Payroll WorkCenter** tile.
2. Navigate to **Results Queries**; Select **Off-Cycle LOA Query Detail**.
3. Select the **Calendar Group ID** magnifying glass icon.
 - 3A. The lookup tools displays. Find the **Calendar Group ID** from the list.




NOTE: This is the Manual GFEBS accounting process that provides accounting information to the U.S. Army. This is a separate process from the Central Site processing of Death Gratuity. It will require the Budget Analyst to pull the LOA Query and send it to the appropriate fund manager for manual input following the Costs to GL and after the SRF Inbound Interface processes described in this Job Aid. The list of points of contact by component is maintained in the MILPAY User Manual.

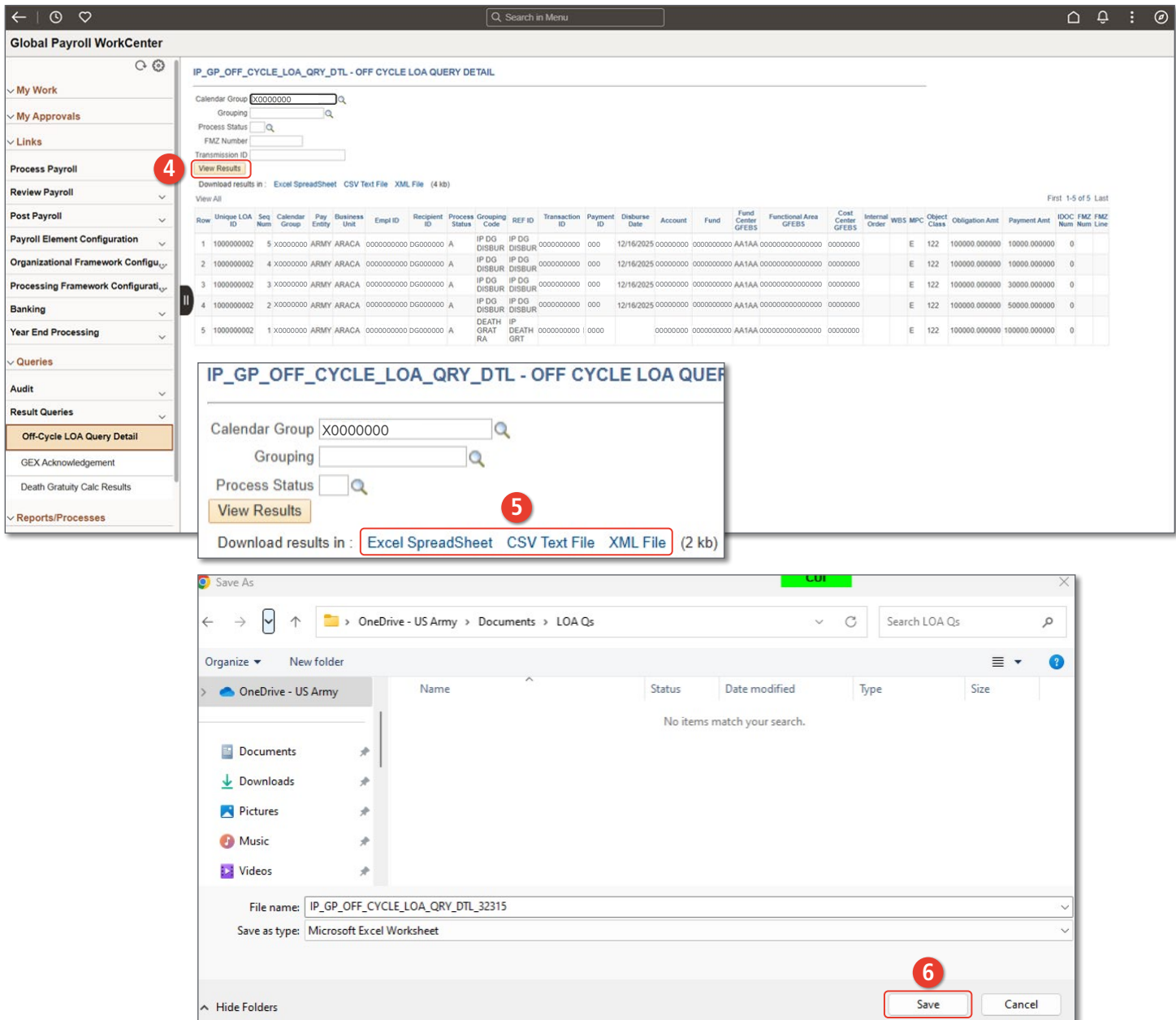


The screenshot illustrates the process within the IPPSA HR Professional interface. A callout box labeled 'Global Payroll WorkCenter' points to the 'Global Payroll WorkCenter' tile (1). The interface shows a sidebar with 'Result Queries' (2) and 'Off-Cycle LOA Query Detail' selected. The main area displays the 'IP_GP_OFF_CYCLE_LOA_QRY_DTL - OFF CYCLE LOA QUERY DETAIL' page. A search bar for 'Calendar Group' (3) is highlighted. Below the search bar, a 'Query' dialog box is open, showing 'Search by: Calendar Group ID begins with' and a 'Look Up' button. The 'Search Results' section shows 'View 100 First 1 of 1 Last' and a table with one row: 'Calendar Group ID' with the value 'X0000000' (A).

Off-Cycle LOA Query (Budget Analyst) CONTINUED


4. Select **View Results**.
5. Download results by clicking **Excel Spreadsheet**, **CSV**, **Text File**, or **XML File**.
6. Save file in accordance with local SOP.


 *NOTE: This completes Off-Cycle LOA Query process.*




Global Payroll WorkCenter

IP_GP_OFF_CYCLE_LOA_QRY_DTL - OFF CYCLE LOA QUERY DETAIL

Calendar Group: 

Grouping: 

Process Status: 

FMZ Number:

Transmission ID:

4 **View Results**


Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (4 kb)


View All


Row	Unique LOA ID	Seq Num	Calendar Group	Pay Entry	Business Unit	Empl ID	Recipient ID	Process Status	Grouping Code	REF ID	Transaction ID	Payment ID	Disburse Date	Account	Fund	Fund Center GFEB	Functional Area GFEB	Cost Center GFEB	Internal Order	WBS MPC	Object Class	Obligation Amt	Payment Amt	IDOC Num	FMZ Num	FMZ Line
1	1000000002	5	X00000000	ARMY ARACA	0000000000	DG0000000	A	IP DG DISBUR	IP DG DISBUR	0000000000	000	12/16/2025	000000000	0000000000	AA1AA	00000000000000000000	0000000000		E	122	1000000.000000	100000.000000	0			
2	1000000002	4	X00000000	ARMY ARACA	0000000000	DG0000000	A	IP DG DISBUR	IP DG DISBUR	0000000000	000	12/16/2025	000000000	0000000000	AA1AA	00000000000000000000	0000000000		E	122	1000000.000000	100000.000000	0			
3	1000000002	3	X00000000	ARMY ARACA	0000000000	DG0000000	A	IP DG DISBUR	IP DG DISBUR	0000000000	000	12/16/2025	000000000	0000000000	AA1AA	00000000000000000000	0000000000		E	122	1000000.000000	300000.000000	0			
4	1000000002	2	X00000000	ARMY ARACA	0000000000	DG0000000	A	IP DG DISBUR	IP DG DISBUR	0000000000	000	12/16/2025	000000000	0000000000	AA1AA	00000000000000000000	0000000000		E	122	1000000.000000	500000.000000	0			
5	1000000002	1	X00000000	ARMY ARACA	0000000000	DG0000000	A	DEATH GRAT RA	IP DEATH GRT	0000000000	0000			0000000000	AA1AA	00000000000000000000	0000000000		E	122	1000000.000000	1000000.000000	0			

First 1-5 of 5 Last

IP_GP_OFF_CYCLE_LOA_QRY_DTL - OFF CYCLE LOA QUERY

Calendar Group: 

Grouping: 

Process Status: 

5 **View Results**

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

Save As

OneDrive - US Army > Documents > LOA Qs

Organize New folder

OneDrive - US Army

Name Status Date modified Type Size

No items match your search.

File name:

Save as type:

6 **Save** **Cancel**

IPPS-A RESOURCES

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)