

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)

NAVIGATION: *HR Professional homepage > Global Payroll WorkCenter*

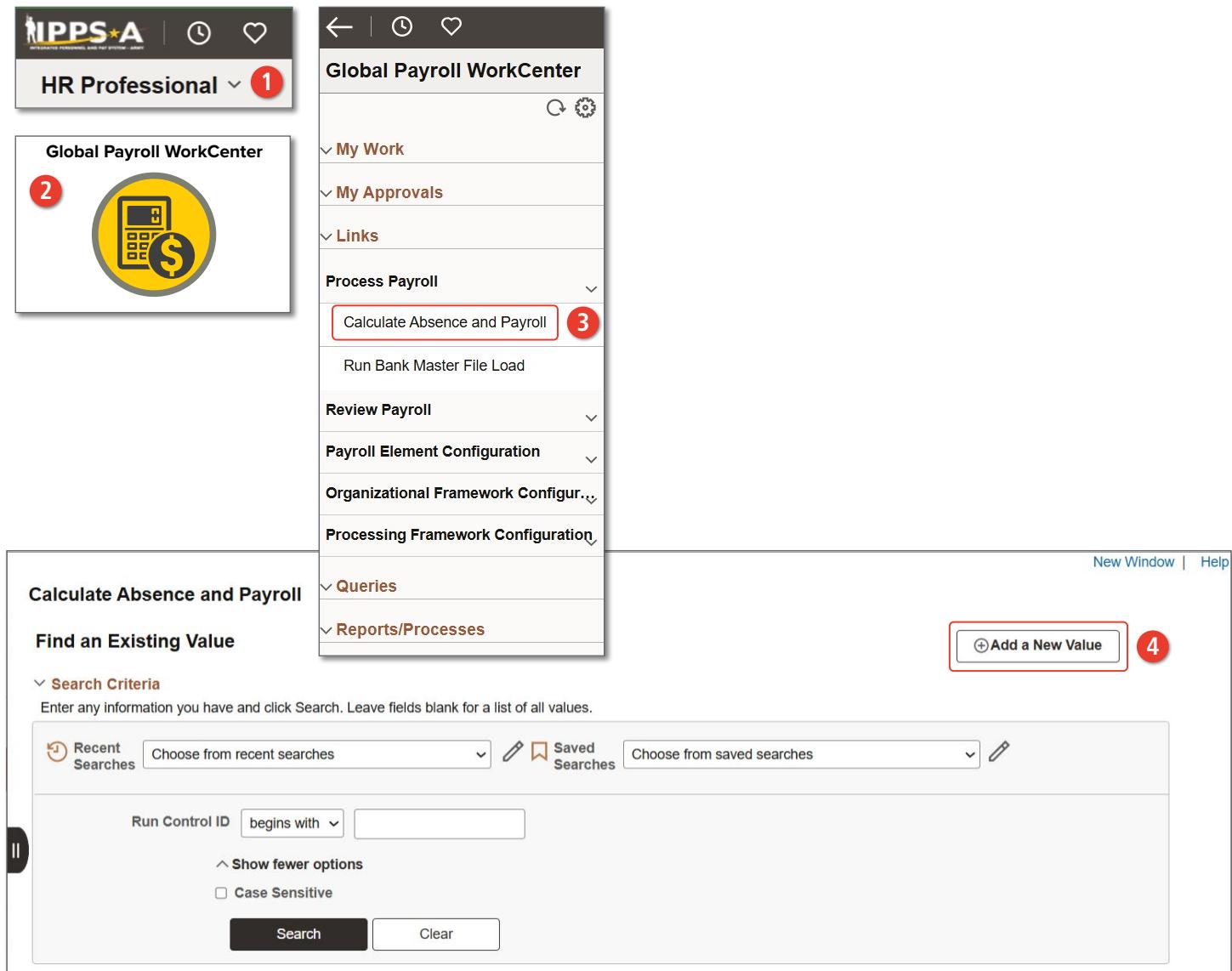
- Global Exchange (GEX) Acknowledgement (Disbursing Manager)
- GEX Acknowledgement Warnings and Error Resolution (Disbursing Manager)
- PAM Agency Notification – Two (Disbursing Manager)
- Standard Report Format (SRF) Inbound Interface (Disbursing Manager)
- SRF Inbound Interface – If Treasury Void (Disbursing 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.

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**.



The screenshot illustrates the steps to calculate payroll:

- HR Professional** homepage (Step 1): The top navigation bar shows the IPPS-A logo and a dropdown menu for "HR Professional". A red circle with the number "1" is placed over the dropdown menu.
- Global Payroll WorkCenter** tile (Step 2): A large yellow button with a calculator icon and a dollar sign is labeled "Global Payroll WorkCenter". A red circle with the number "2" is placed over this button.
- Process Payroll** menu (Step 3): The "Process Payroll" menu is expanded, showing options like "Calculate Absence and Payroll", "Run Bank Master File Load", "Review Payroll", "Payroll Element Configuration", "Organizational Framework Configuration", and "Processing Framework Configuration". The "Calculate Absence and Payroll" button is highlighted with a red border and a red circle with the number "3" is placed over it.
- Calculate Absence and Payroll** page (Step 4): The page displays search criteria for "Run Control ID" and search options for "Recent Searches" and "Saved Searches". A red circle with the number "4" is placed over the "Add a New Value" button.

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

*Run Control ID

Add 5

Run Control ID 00000000

Report Manager Process Monitor Run 9

Payroll / Absence Run ?

*Calendar Group ID <input type="text" value="X0000000"/> 7	Dead Gratuity 10/22/2025	Open
Stream Number <input type="text"/>	Process Number <input type="text"/>	Language <input type="text" value="English"/>
Group List ID <input type="text"/>		

Processing Phases and Options ?

<input type="checkbox"/> Identify	<input type="checkbox"/> Calculate 8
<input type="checkbox"/> Suspend Active	<input type="checkbox"/> Recalculate All
<input type="checkbox"/> Identified	<input type="checkbox"/> Final Calculation
<input type="checkbox"/> Freeze	<input type="checkbox"/> Un-freeze

Restart Information Save Notify Debug and Tuning Options

Look Up Calendar Group ID X Help

Calendar Group ID Search Clear Cancel Basic Lookup

Search Results

View 100	<	1-2 of 2	>	>>						
<table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <tr> <th>Calendar Group ID</th> <th>Description</th> </tr> <tr> <td>X0000000</td> <td>Death Gratuity</td> </tr> <tr> <td>X0000000</td> <td>Death Gratuity 10/22/2025</td> </tr> </table>					Calendar Group ID	Description	X0000000	Death Gratuity	X0000000	Death Gratuity 10/22/2025
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

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) <input type="button" value="▼"/>	(None) <input type="button" value="▼"/>	Distribution
<input type="checkbox"/>	GP & AM Payroll Job	GP_PAYE	PSJob	(None) <input type="button" value="▼"/>	(None) <input type="button" value="▼"/>	Distribution

Run Control ID 00000000 Report Manager 11

Payroll / Absence Run ?

*Calendar Group ID <input type="text" value="X0000000"/> <input type="button" value="Search"/>	DG Test 1 <input type="checkbox" value="Open"/>
Stream Number <input type="text"/>	Process Number <input type="text"/>
Group List ID <input type="text"/>	Language <input type="button" value="English"/>

Processing Phases and Options ?

<input checked="" type="checkbox"/> Identify	<input checked="" type="checkbox"/> Calculate	<input type="checkbox"/> Freeze	<input type="checkbox"/> Finalize
<input type="checkbox"/> Suspend Active	<input type="checkbox"/> Recalculate All	<input type="checkbox"/> Un-freeze	<input type="checkbox"/> Suspend
<input type="checkbox"/> Identified	<input type="checkbox"/> Final Calculation		<input type="checkbox"/> Cancel

Restart Information Debug and Tuning Options

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	<input type="text" value="0000000000.00"/>	Type	<input type="text"/>	Last	<input type="text" value="1"/>	Days	<input type="text"/>	<input style="border: 1px solid #ccc; padding: 2px 10px; border-radius: 5px; margin-right: 5px;" type="button" value="Refresh"/> 12 <input type="button" value="Clear"/> <input type="button" value="Reset"/>
Server	<input type="text"/>	Name	<input type="text"/>	Instance	<input type="text"/>	Range		
Run Status	<input type="text"/>	Distribution Status	<input type="text"/>	<input checked="" type="checkbox"/> Save On Refresh				

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		0000000	COBOL SQL	GPPDPRUN	0000000000.00	10/29/2025 6:03:32PM GMT	Success	Posted	Details	Actions

[Go back to Calculate Absence and Payroll](#)

 *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 **2**

GEX Acknowledgement

Reports/Processes

P_DG_CALENDAR_GROUP_RESULTS - Death Gratuity Calendar Result

Calendar Group **3** X0000000

Employee ID

View Results

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

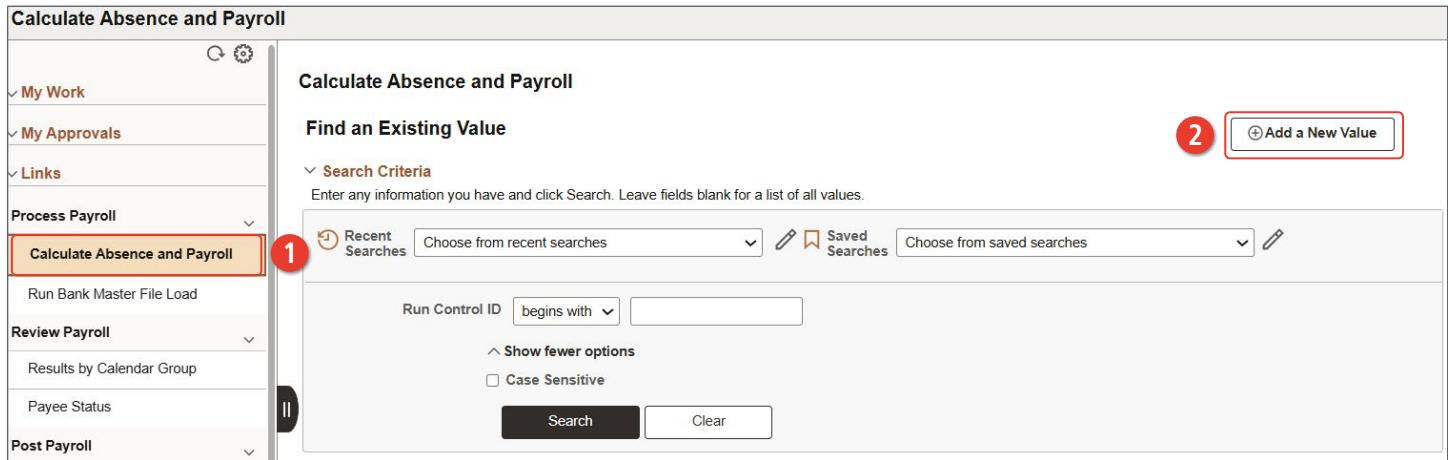
View 100 First 1-11 of 11 Last

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



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

Case Sensitive

Calculate Absence and Payroll

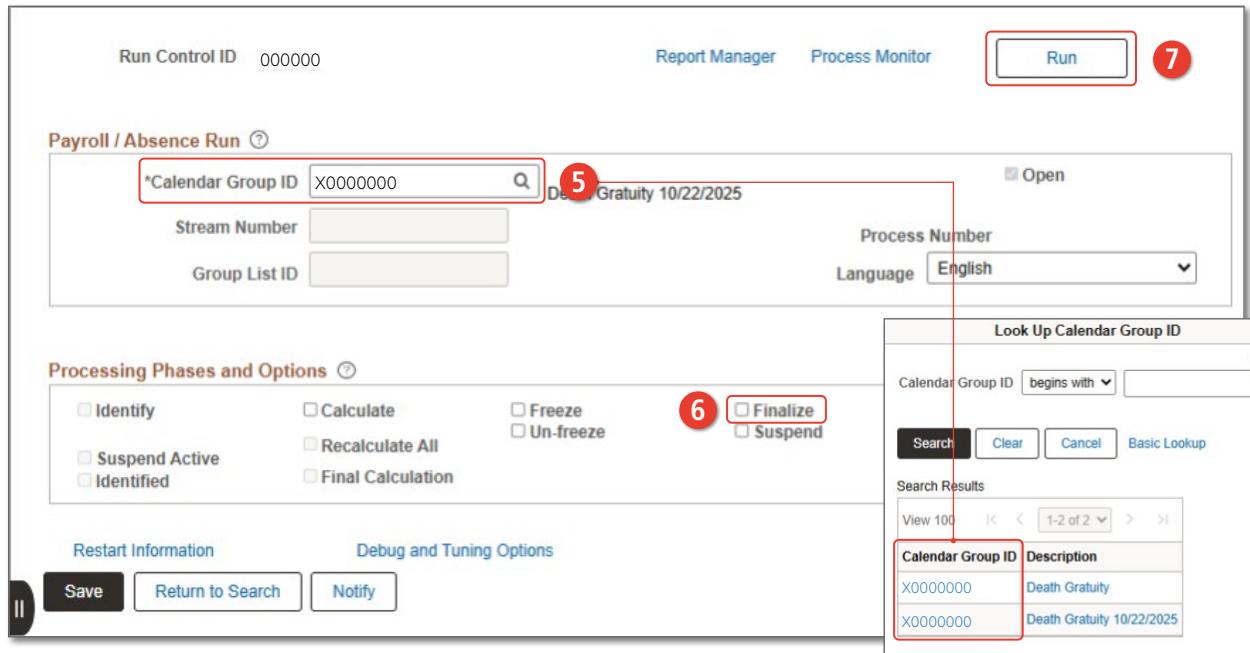
Add a New Value

3

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 Death Gratuity 10/22/2025

Stream Number

Group List ID

Process Number

Language English

Processing Phases and Options

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

Restart Information Save Return to Search Notify

Look Up Calendar Group ID

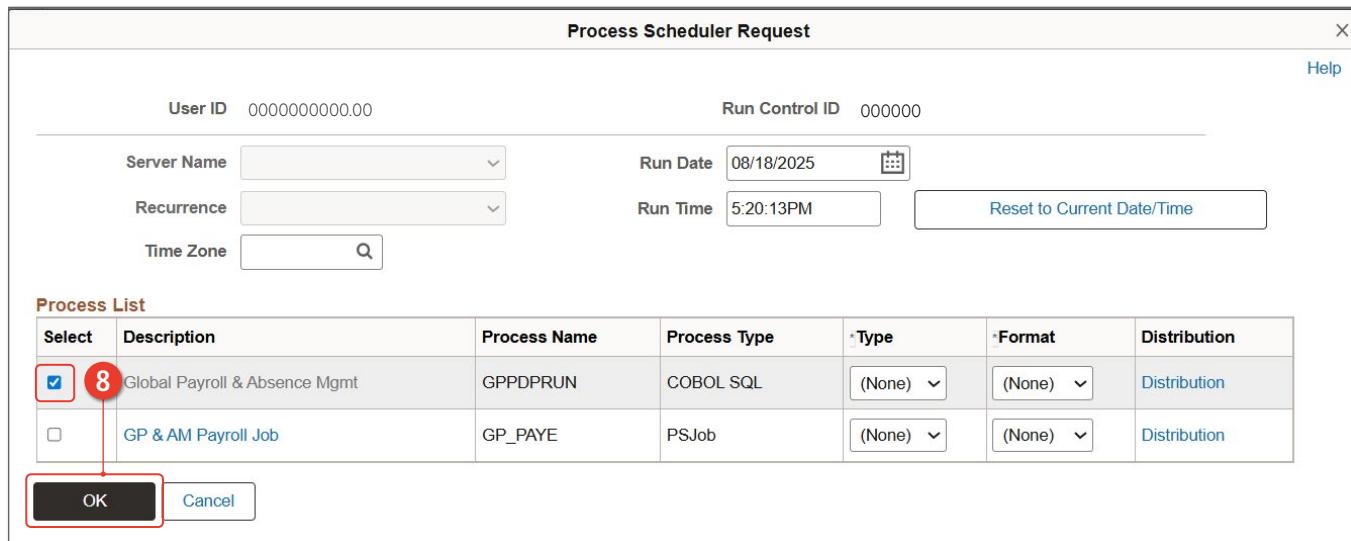
Calendar Group ID begins with X

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



User ID 0000000000.00 Run Control ID 000000

Run Date 08/18/2025 X

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

Server Name X

Recurrence X

Time Zone X

Process List

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

II Processing Phases and Options

Identify Calculate Freeze Finalize Suspend Cancel
 Suspend Active Recalculate All Un-freeze
 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

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		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

IP_DG_CALENDAR_GROUP_RESULTS - Death Gratuity Calendar Result

Row	Calendar Group	Pay Group	Begin Date	End Date	Employee ID	Employee Name	Beneficiary Count	Total Beneficiary Amount	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

View All

First 1-2 of 2 Last

1. **Result Queries** (1) 

2. **Calendar Group ID**  

3. **View Results** 

4. **Calculation Status** 

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

1. **Review Payroll** → **Results by Calendar Group**

2. **Empl ID** begins with **0000000000**

3. **Search**

4. **Search Results**

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

Find an Existing Value

Search Criteria

Recent Searches: Choose from recent searches

Run Control ID: begins with:

Search

Run Payment Prep Process USA

Add a New Value

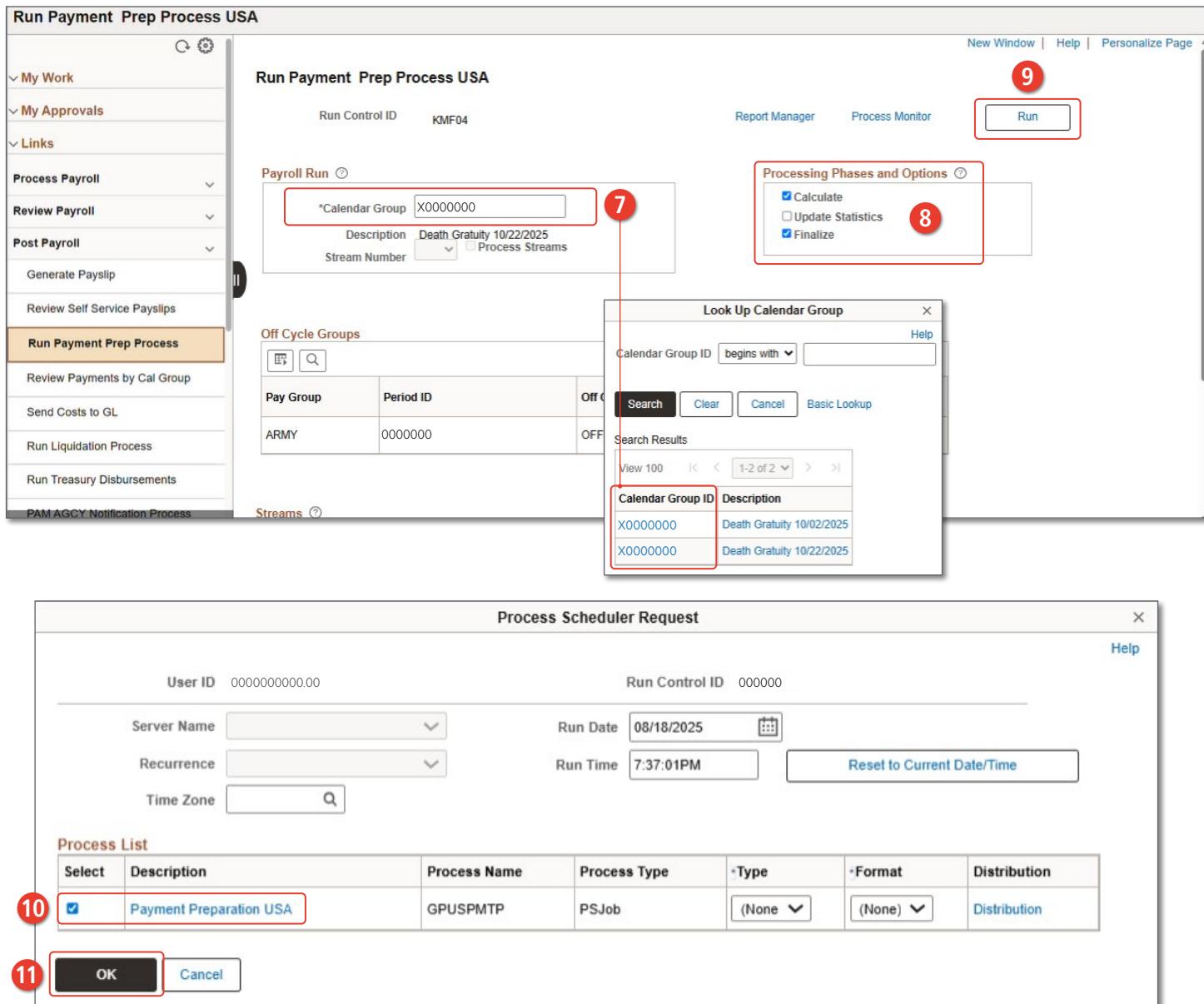
*Run Control ID:

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

Payroll Run

Calendar Group: X0000000 (7)

Description: Death Gratuity 10/22/2025

Stream Number:

Processing Phases and Options

Calculate (checked)

Update Statistics (unchecked)

Finalize (checked) (8)

Run (9)

Look Up Calendar Group

Calendar Group ID: begins with

Search (7)

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: ARMY

Period ID: 0000000

Streams

Process Scheduler Request

User ID: 0000000000.00

Run Control ID: 000000

Server Name:

Recurrence:

Run Date: 08/18/2025

Run Time: 7:37:01PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payment Preparation USA (10)	GPUSPMT	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:

Processing Phases and Options

Calculate Update Statistics Finalize

Off Cycle Groups

Pay Group	Period ID	Off Cycle Group
ARMY	0000000	OFFDG000000000000

Process List

View Process Requests

User ID: 0000000000.00 Type: Last Days: 1 **Refresh** (13)

Server: Name: Instance: Range

Run Status: Distribution Status: Save On Refresh

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

Search Criteria

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

Choose from recent searches

Choose from saved searches

begins with

Case Sensitive



Nothing yet
Your search results will appear here

- 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

Send Costs to GL

Send Costs to GL

Add a New Value

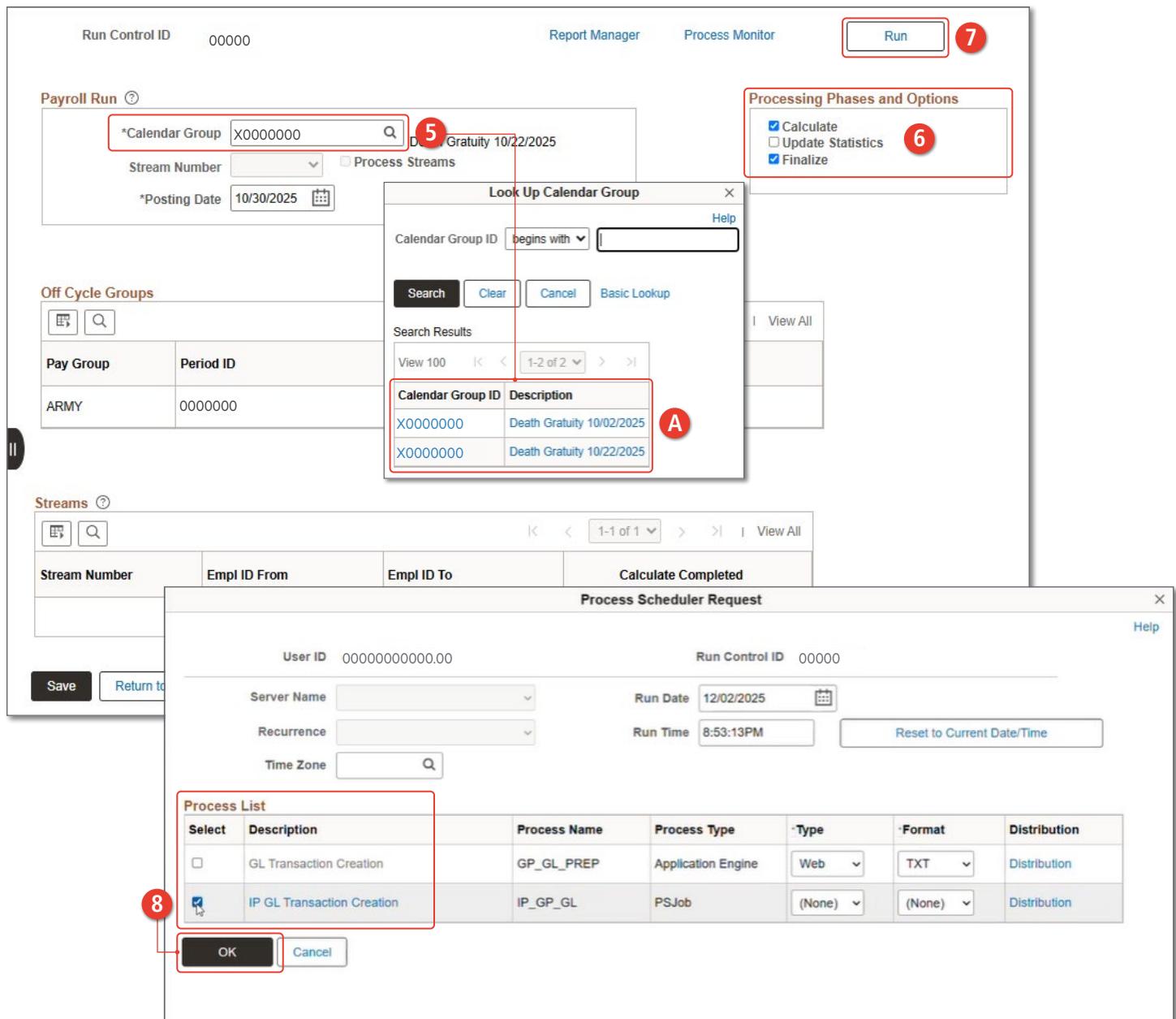
New Window | Help

Find an Existing Value

00000

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**.



Payroll Run ⑤

Run Control ID 00000 Report Manager Process Monitor Run ⑦

Processing Phases and Options ⑥

Off Cycle Groups

Streams ⑧

Process Scheduler Request

Process List

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

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** (9) Run New Window | Help | Personalize Page

Process Instance: 0000000

Payroll Run

*Calendar Group: X0000000 Death Gratuity 09/17/2025

Stream Number: Process Streams

*Posting Date: 10/01/2025

Processing Phases and Options

Calculate Update Statistics Finalize

Off Cycle Groups

Pay Group	Period ID	Off Cycle Group
ARMY	0000000	OFFDG000000000000000

Process List

View Process Requests

User ID: 000000000000.00 Type: Last 1 Days: **Refresh** (10) Clear Reset

Server: Name: Instance: Range

Run Status: Distribution Status: Save On Refresh

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		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 **2**

3

Show fewer options



Nothing yet
Your search results will appear here

Deductions **4**

Calendar Group X0000000 00 0000000000000000

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"/>
<input type="checkbox"/> Summarized (by Recipient Info)	
<input type="button" value="Select Matching Payments"/>	
<input type="button" value="Clear"/>	

Deductions

Recipient Information		Payee Information		Calendar Information			
*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
Transfer <input type="button" value=""/>	Death Gratuity Disbursement	0000000	DWYER, STACY	100,000.00 <input type="button" value=""/>	USD	08/19/2025	Check

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	<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"/>				
<input type="checkbox"/> Summarized (by Recipient Info) <input type="button" value="Select Matching Payments"/> <input type="button" value="Clear"/>							

Deductions								
<input type="button" value="Print"/>	<input type="button" value="Search"/>	1-3 of 3 View All						
Recipient Information		Payee Information		Calendar Information				
*Payment Status	5	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	
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

A  

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

Net Pay Deductions

Calendar Group X0000000 Death Gratuity 11/17/2025

Selection Criteria

Empl ID From	Empl ID To
Pay Group	Deduction
Registered Recipient	
Recipient Type	
<input type="checkbox"/> Sum You are changing the payment status of this entry to VOID. (17000,1998)	
7 OK Cancel	
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	DG000000	Stacy Dwyer	20.000.00	USD	11/18/2025	Check

Review Payments by Cal Group

Payee Status Payroll Approval Member Payroll Results Adjust Accumulators End Payroll Generate Paystip Review Self Service Paystip Run Payment Prep Process **Review Payments by Cal Group** Send Costs to GL Run Liquidation Process Run Treasury Disbursements PAM AGCY Notification Process Run PAM SRF Inbound Interface Run PAM PBS Inbound Interface

Empl ID From Empl ID To

Pay Group Deduction

Registered Recipient Adhoc Recipient

Recipient Type Payment Status

User Void Comment is required. Enter the comment using the Related Actions - Status Comments (2999.371)

Recipient Information Payee Information Calendar Information							
*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
User Voi	Death Gratuity Disbursement	DG000000	Stacy Dwyer	100.000.00	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

Selection Criteria																															
Empl ID From	Empl ID To																														
Pay Group	Deduction																														
Registered Recipient	Adhoc Recipient																														
Recipient Type	Payment Status																														
<input type="checkbox"/> Summarized (by Recipient Info)																															
<input type="button" value="Select Matching Payments"/> <input type="button" value="Clear"/>																															
Deductions <table border="1"> <thead> <tr> <th colspan="8">Recipient Information Payee Information Calendar Information</th> </tr> <tr> <th>*Payment Status</th> <th>Description</th> <th>Recipient ID</th> <th>Recipient Name</th> <th>Amount</th> <th>Currency</th> <th>Debit Date</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td>User Voi</td> <td>9 Death Gratuity Disbursement</td> <td>DG000000</td> <td>Stacy Dwyer</td> <td>20,000.00</td> <td>USD</td> <td>11/18/2025</td> <td>Check</td> </tr> </tbody> </table>								Recipient Information Payee Information Calendar Information								*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method	User Voi	9 Death Gratuity Disbursement	DG000000	Stacy Dwyer	20,000.00	USD	11/18/2025	Check
Recipient Information Payee Information Calendar Information																															
*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method																								
User Voi	9 Death Gratuity Disbursement	DG000000	Stacy Dwyer	20,000.00	USD	11/18/2025	Check																								
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>																															
Net Pay Deductions																															

Review Payments by Cal Group

Selection Criteria																														
Empl ID From	Empl ID To																													
Pay Group	Deduction																													
Registered Recipient	Adhoc Recipient																													
Recipient Type	Payment Status																													
<input type="checkbox"/> Summarized (by Recipient Info)																														
<input type="button" value="Select Matching Payments"/> <input type="button" value="Clear"/>																														
Deductions <table border="1"> <thead> <tr> <th colspan="8">Recipient Information Payee Information Calendar Information</th> </tr> <tr> <th>*Payment Status</th> <th>Description</th> <th>Recipient ID</th> <th>Recipient Name</th> <th>Amount</th> <th>Currency</th> <th>Debit Date</th> <th>Payment Method</th> </tr> </thead> <tbody> <tr> <td>User Voi</td> <td>Death Gratuity Disbursement</td> <td>Stacy Dwyer</td> <td>20,000.00</td> <td>USD</td> <td>11/18/2025</td> <td>Check</td> </tr> </tbody> </table>								Recipient Information Payee Information Calendar Information								*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method	User Voi	Death Gratuity Disbursement	Stacy Dwyer	20,000.00	USD	11/18/2025	Check
Recipient Information Payee Information Calendar Information																														
*Payment Status	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method																							
User Voi	Death Gratuity Disbursement	Stacy Dwyer	20,000.00	USD	11/18/2025	Check																								
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/>																														
Net Pay Deductions																														

10

Actions

Status Comments

11

Enter reason for User Void here.

12

OK

Cancel

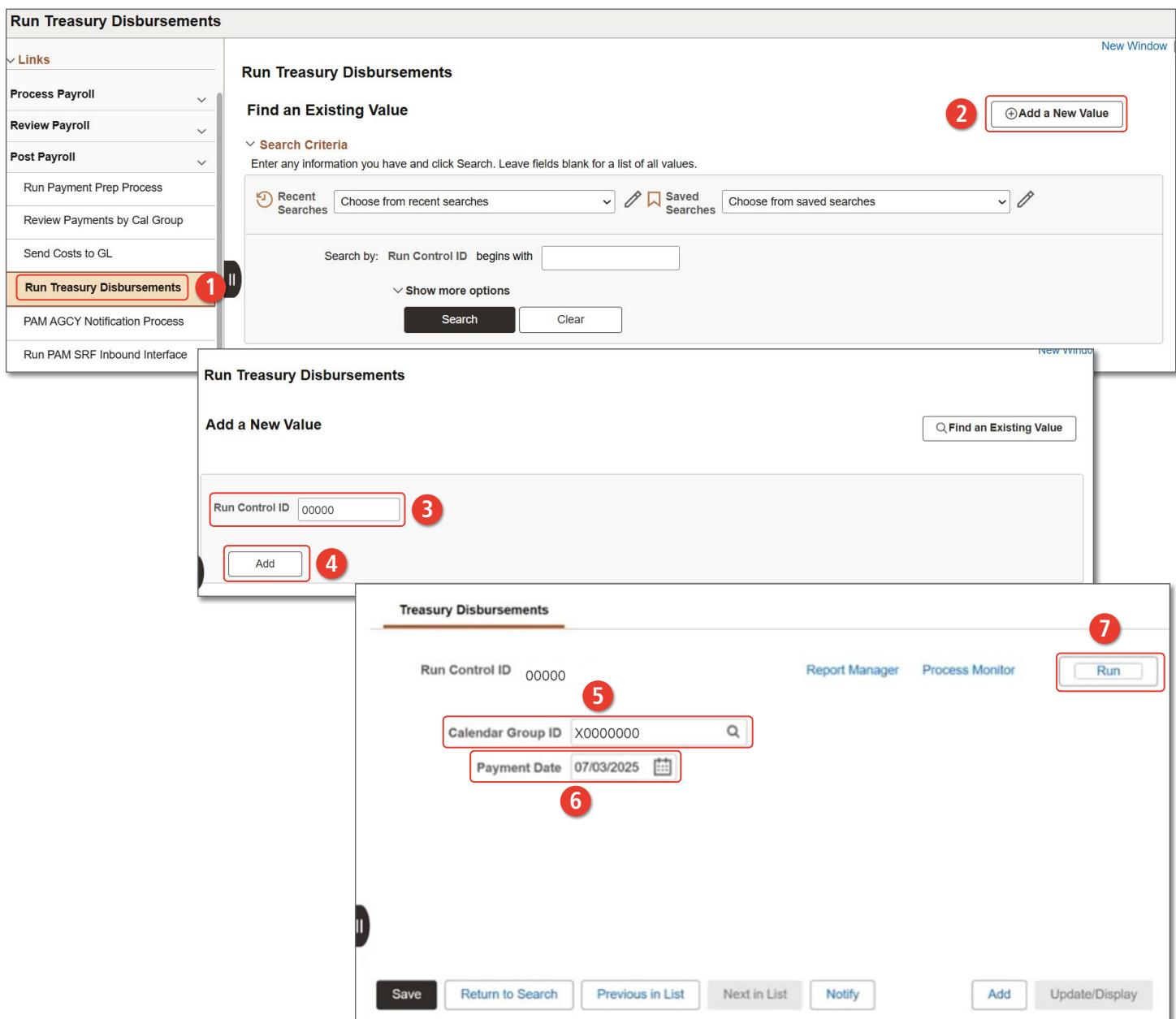
Apply



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

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

Run Treasury Disbursements

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

Search by: Run Control ID begins with

Run Treasury Disbursements

Add a New Value

Find an Existing Value

Run Control ID

Treasury Disbursements

Run Control ID 00000

Report Manager Process Monitor

Calendar Group ID

Payment Date

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

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

Run Control ID 00000 Report Manager Process Instance:00000000

Calendar Group ID X0000000

View Process Requests

User ID 0000000000.00 Type Last 1 Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh Report Manager

Process List

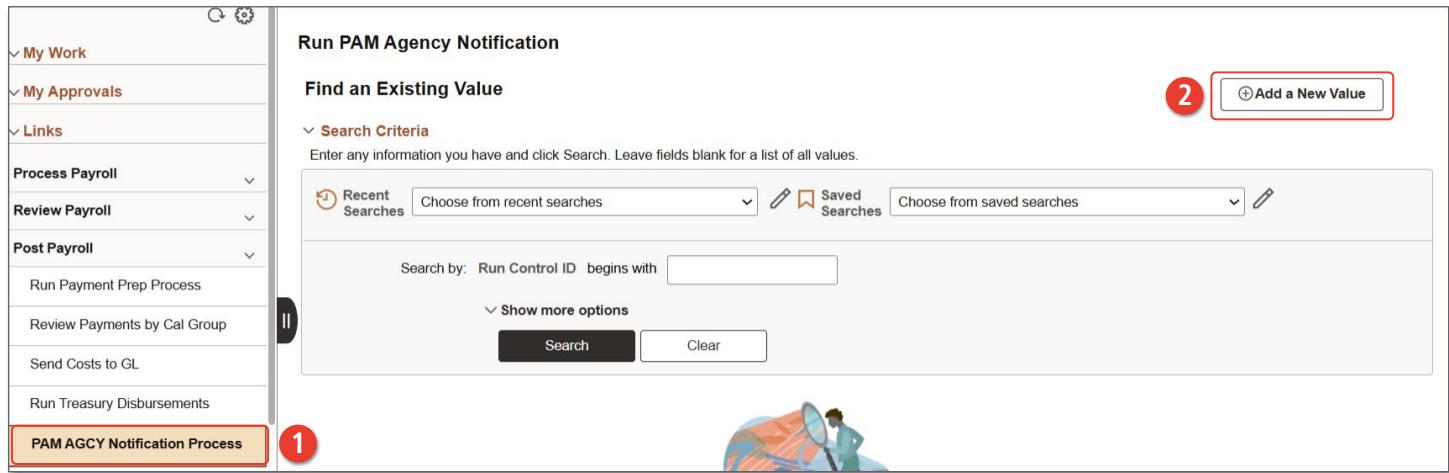
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	0000000		00000	Application Engine	IP_GP_TDDPAM	0000000000.00	08/19/2025 5:21:38PM GMT	Success	Posted	<input type="button" value="Details"/>

 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.

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

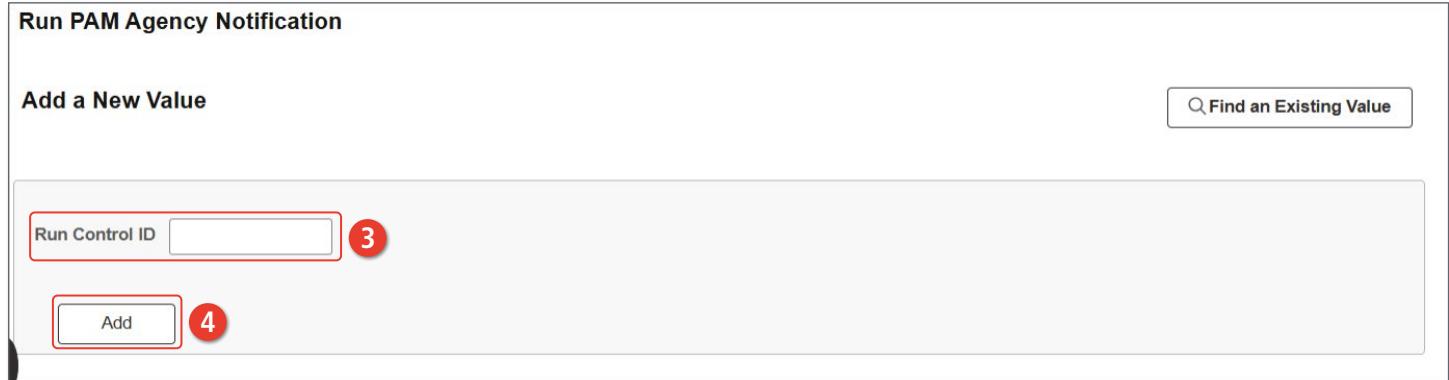
Find an Existing Value

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



Run PAM Agency Notification

Add a New Value

Run Control ID

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	Help
Server Name	<input type="text"/>	Run Date	08/19/2025 	6
Recurrence	<input type="text"/>	Run Time	7:13:17PM	Reset to Current Date/Time
Time Zone	<input type="text"/>			

Process List

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

[OK](#) [Cancel](#)

7

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	Run
8			
<input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/>			



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

Process List Server List

New Window | Help | Personalize Page

View Process Requests

User ID 0000000000.00	Type	Last	1	Days	Refresh
Server	Name	Instance	Range		Clear
Run Status	Distribution Status	<input checked="" type="checkbox"/> Save On Refresh			Report Manager
					Reset

9

Process List

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

1-11 of 11

Global Exchange (GEX) Acknowledgement (Disbursing Manager)

- Under the **Global Payroll WorkCenter** tile, navigate to **Results Queries**: Select **GEX Acknowledgement**.
- Select the **Calendar Group ID** magnifying glass icon.
- Select **View Results**.
- 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

IP_TDD_PAYMENTS_GEX_ACK - TDD GEX ACKNOWLEDGMENT REPORT

Calendar Group X0000000 ②

Schedule ID

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
1	0000 00000000/00000000	1	X0000000	ARMY	ARMY	X0000000000000000			

First 1-1 of 1 Last

Error Message
Passed without errors

Query

Search by: Calendar Group ID begins with

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

Search Results

View 100 First ④ 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

Row	Trans Nbr	TransID	File Path	Calendar Group	Pay Entity	Pay Group	Schedule ID	Error Code	Error Category	Error Message
1	0000 00000000/00000000	Line 3	X0000000	ARMY	ARMY	X0000000000000000		Warning	Format Error	The value 1 is invalid for <RecordCode>.
2	0000 00000000/00000000	Line 5	X0000000	ARMY	ARMY	X0000000000000000		Warning	Format Error	The value 2 is invalid for <RecordCode>.
3	0000 00000000/00000000	PAM_SPR/FileTrailerControlRecord/TotalCount_Payments/Line = 10	X0000000	ARMY	ARMY	X0000000000000000	Warning	Validation Error	<TotalCount_Payments> must be equal to "0", the total number of records in the file.	

First 1-3 of 3 Last

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)

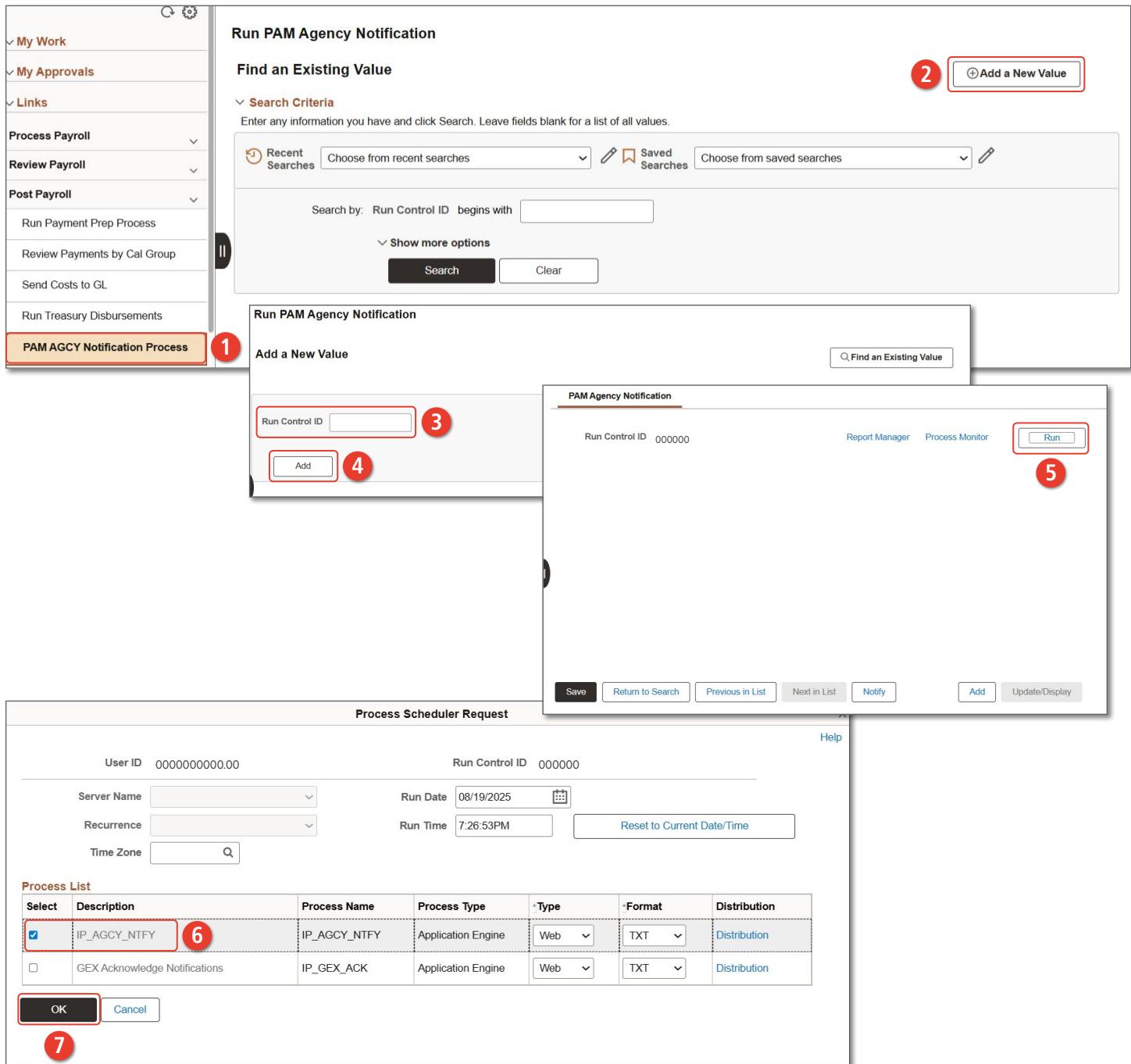
View All

Row	Trans Nbr	TransID	File Path	Calendar Group	Pay Entity	Pay Group	Schedule ID	Error Code	Error Category	Error Message
1	0000 00000000/00000000	PAM_SPR/FileHeaderRecord/CheckScheduleHeaderRecord/AgencyLocationCode/Line = 2	X0000000	ARMY	ARMY	X0000000000000000	Fatal Error	Validation Error	<AgencyLocationCode>, "57008H12" is an invalid ALC based on the values listed in the SFIS values library.	

First 1-1 of 1 Last

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_NTFY.
7. Select OK.



Run PAM Agency Notification

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

Search by: Run Control ID begins with: Show more options

Run PAM Agency Notification

Add a New Value

Run Control ID: **1**

Run **2**

PAM Agency Notification

Run Control ID: 000000 | Report Manager | Process Monitor | **Run** **5**

Process Scheduler Request

User ID: 0000000000.00 | Run Control ID: 000000

Server Name: | Run Date: 08/19/2025 | **6**

Recurrence: | Run Time: 7:26:53PM | **7**

Time Zone: | **OK** | **Cancel**

Process List

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

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	Run
8				
Save	Return to Search	Previous in List	Next in List	Notify
Add	Update/Display			

Process List

<p>View Process Requests</p> <table border="0" style="width: 100%;"> <tr> <td>User ID</td> <td>0000000000.00</td> <td>Type</td> <td><input type="button" value="▼"/></td> <td>Last</td> <td><input type="button" value="1"/></td> <td>Days</td> <td><input type="button" value="▼"/></td> <td style="width: 10%; text-align: center;">Refresh</td> </tr> <tr> <td>Server</td> <td><input type="button" value="▼"/></td> <td>Name</td> <td><input type="button" value="Q"/></td> <td>Instance</td> <td><input type="button" value=""/></td> <td>Range</td> <td><input type="button" value=""/></td> <td style="width: 10%; text-align: center;">Clear</td> </tr> <tr> <td>Run Status</td> <td><input type="button" value="▼"/></td> <td>Distribution Status</td> <td><input type="button" value="▼"/></td> <td colspan="4" style="text-align: center;"><input checked="" type="checkbox"/> Save On Refresh</td> <td style="width: 10%; text-align: center;">Reset</td> </tr> </table>	User ID	0000000000.00	Type	<input type="button" value="▼"/>	Last	<input type="button" value="1"/>	Days	<input type="button" value="▼"/>	Refresh	Server	<input type="button" value="▼"/>	Name	<input type="button" value="Q"/>	Instance	<input type="button" value=""/>	Range	<input type="button" value=""/>	Clear	Run Status	<input type="button" value="▼"/>	Distribution Status	<input type="button" value="▼"/>	<input checked="" type="checkbox"/> Save On Refresh				Reset	9				
User ID	0000000000.00	Type	<input type="button" value="▼"/>	Last	<input type="button" value="1"/>	Days	<input type="button" value="▼"/>	Refresh																								
Server	<input type="button" value="▼"/>	Name	<input type="button" value="Q"/>	Instance	<input type="button" value=""/>	Range	<input type="button" value=""/>	Clear																								
Run Status	<input type="button" value="▼"/>	Distribution Status	<input type="button" value="▼"/>	<input checked="" type="checkbox"/> Save On Refresh				Reset																								
<p>Process List</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Run Control ID</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0000000</td> <td></td> <td>00000</td> <td>PSJob</td> <td>GPUSPMTP</td> <td>0000000000.00</td> <td>10/30/2025 3:55:51PM GMT</td> <td>Success</td> <td>Posted</td> <td>Details</td> <td>Actions</td> </tr> </tbody> </table>								Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	<input type="checkbox"/>	0000000		00000	PSJob	GPUSPMTP	0000000000.00	10/30/2025 3:55:51PM GMT	Success	Posted	Details	Actions	10
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions																					
<input type="checkbox"/>	0000000		00000	PSJob	GPUSPMTP	0000000000.00	10/30/2025 3:55:51PM GMT	Success	Posted	Details	Actions																					
<input type="button" value="Go back to Run Payment Prep Process USA"/> <input type="button" value="Save"/> <input type="button" value="Notify"/>																																

PAM Agency Notification – Two (Disbursing Manager) CONTINUED

- Under Actions, select **View Log/Trace**.
- Verify that a file beginning with **SPS_440.txt** has been generated for each beneficiary.
- Right click on each **SPS_440.txt** file and select **Save link as**.
- 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	Update Process
Location	Server	<input type="radio"/> Hold Request
Server	000000	<input type="radio"/> Queue Request
Recurrence		<input type="radio"/> Cancel Request
		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time

Request Created On	08/19/2025 6:36:06PM GMT	Parameters	Transfer
Run Anytime After	08/19/2025 6:36:01PM GMT	Message Log	View Logs
Began Process At	08/19/2025 6:36:28PM GMT	Batch Timings	
Ended Process At	08/19/2025 6:36:40PM GMT	View Log/Trace	11

View Log/Trace

Report ID: 0000000 Process Instance: 0000000 Message Log

Report ID	0000000	Process Instance	0000000	Message Log
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

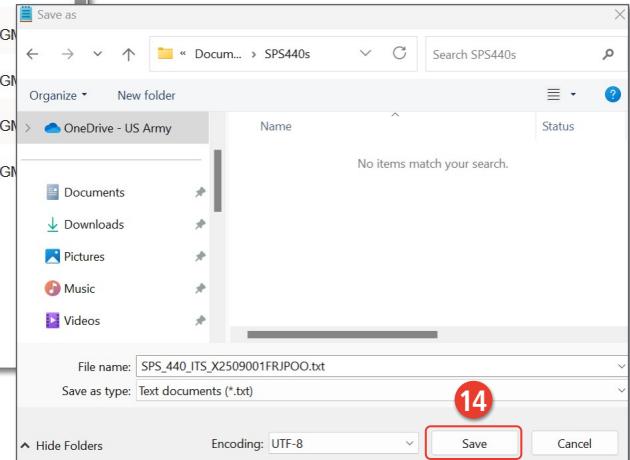
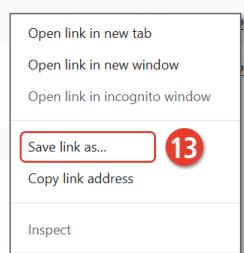
Name	File Size (bytes)	Datetime Created
AE_IP_AGCY_NTFY_5340056.log	4,570	08/19/2025 6:36:40.893268PM GMT
AGCY_NTFY_STARMY.D20250818.T060834577.TXT	266	08/19/2025 6:36:40.893268PM GMT
SPS440_5340056_ERROR.LOG	398	08/19/2025 6:36:40.893268PM GMT
SPS_440_ITS_X2508004FRJP00.txt	1,760	08/19/2025 6:36:40.893268PM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

[Return](#)

12



Page 31, continued on next page ►

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

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

Search by: Run Control ID begins with:

Show more options:



3 4

Run PAM SRF Inbound Interface

Add a New 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

Help

User ID 0000000000.00	Run Control ID 000000
Server Name <input style="width: 100%; height: 25px;" type="text"/>	Run Date 08/19/2025 <input style="width: 25px; height: 25px;" type="button" value="Calendar"/>
Recurrence <input style="width: 100%; height: 25px;" type="text"/>	Run Time 8:00:20PM <input style="width: 100px; height: 25px;" type="button" value="Reset to Current Date/Time"/>
Time Zone <input style="width: 100%; height: 25px;" type="text"/>	

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	IP_GPSRF	IP_GPSRF	PSJob	(None) <input style="width: 100px; height: 25px;" type="button" value="▼"/>	(None) <input style="width: 100px; height: 25px;" type="button" value="▼"/>	Distribution
<input type="checkbox"/>	IP_GP_ACMSRF	IP_GP_ACMSRF	Application Engine	Web <input style="width: 100px; height: 25px;" type="button" value="▼"/>	TXT <input style="width: 100px; height: 25px;" type="button" value="▼"/>	Distribution
<input type="checkbox"/>	IP_GP_LOA_DB	IP_GP_LOA_DB	Application Engine	Web <input style="width: 100px; height: 25px;" type="button" value="▼"/>	TXT <input style="width: 100px; height: 25px;" type="button" value="▼"/>	Distribution
<input checked="" type="checkbox"/> 8	IP_GP_SRFINT	IP_GP_SRFINT	Application Engine	Web <input style="width: 100px; height: 25px;" type="button" value="▼"/>	TXT <input style="width: 100px; height: 25px;" type="button" value="▼"/>	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

10

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	11
Server		Name	Instance		Range	Clear	
Run Status		Distribution Status		<input checked="" type="checkbox"/> 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_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

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 **13**

Net Pay **15** Deductions

Calendar Group X0000000 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)

16

Deductions

Recipient Information	Payee Information	Calendar Information					
17 Payment Status <input type="button" value="Finalize"/>	Description	Recipient ID	Recipient Name	Amount	Currency	Debit Date	Payment Method
Finalize <input type="button" value="Finalize"/>	Death Gratuity Disbursement	00000000	Smith, Veronica	50,000.00	USD	08/18/2025	Wire Transfer
Finalize <input type="button" value="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

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"/>
<input type="checkbox"/> Summarized (by Recipient Info) Select Matching Payments <input type="button" value="Clear"/>			

Deductions

Recipient Information		Payee Information		Calendar Information			
*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	1 Death Gratuity Disbursement	DG0000000	SARA JOHN	50,000.00	USD	08/18/2025	Wire Transfer

Run PAM SRF 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 2
- Run PAM PPS Inbound Interface

Run PAM SRF Inbound Interface

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	<input type="button" value=""/>	Saved Searches	Choose from saved searches	<input type="button" value=""/>
Search by: <input type="text" value="Run Control ID begins with"/> 3					
Show more options <input type="button" value="Search"/> <input type="button" value="Clear"/>					



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 0000000 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	6 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	000000000000000	Update Process
Location	Server	<input type="radio"/> Hold Request
Server	PSUNIX	<input type="radio"/> Queue Request
Recurrence		<input type="radio"/> Cancel Request
		<input checked="" type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time

Request Created On	12/04/2025 3:08:34PM GMT	Actions
Run Anytime After	12/04/2025 3:08:25PM GMT	<input type="button"/> Parameters
Began Process At	12/04/2025 3:08:56PM GMT	<input type="button"/> Transfer
Ended Process At	12/04/2025 3:09:09PM GMT	<input type="button"/> Message Log
		<input type="button"/> View Locks
		<input type="button"/> Batch Timings
		7 <input type="button"/> 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		

8

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) 9 10
&IP_GP_UNIQ_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
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

Run PAM PPS Inbound Interface

Add a New Value

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

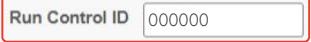
Search by: Run Control ID begins with

1  2 

Nothing yet
Your search results will appear here

Run PAM PPS Inbound Interface

Add a New Value

Run Control ID 3 



PAM PPS Interface

Run Control ID 000000 Report Manager Process Monitor 4 

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) <input type="button"/>	(None) <input type="button"/>	Distribution
<input type="checkbox"/>	IP_GP_ACMPPS	IP_GP_ACMPPS	Application Engine	Web <input type="button"/>	TXT <input type="button"/>	Distribution
<input checked="" type="checkbox"/>	IP_GP_PPSINT	IP_GP_PPSINT	Application Engine	Web <input type="button"/>	TXT <input type="button"/>	Distribution
<input type="checkbox"/>	IP_REVR_DISB	IP_REVR_DISB	Application Engine	Web <input type="button"/>	TXT <input type="button"/>	Distribution

OK Cancel

PAM PPS Interface

Run Control ID 000000 Report Manager 6 Process Monitor Run

Process Instance: 00000000

Save Notify Add Update/Display

Process List **Server List**

View Process Requests

User ID 0000000000.00 Type Last 1 Days 7 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	Actions
<input type="checkbox"/>	0000000		000000	Application Engine	IP_GP_PPSINT	0000000000.00	08/19/2025 8:55:02PM GMT	Success	Posted	<input type="button"/> Details	<input type="button"/> 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.*

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	
<input style="border: 1px solid red; border-radius: 50%; padding: 2px; margin-right: 10px;" type="text" value="9"/> Calendar Group ID <input style="border: 1px solid red; border-radius: 5px; padding: 2px; margin-right: 10px;" type="text" value="X0000000"/> <input style="border: 1px solid red; border-radius: 5px; padding: 2px; margin-right: 10px;" type="button" value="Search"/> <input style="border: 1px solid red; border-radius: 5px; padding: 2px;" type="button" value="Clear"/>					

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

Net Pay **Deductions** **10**

Calendar Group X0000000 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"/>
<input type="checkbox"/> Summarized (by Recipient Info) <input style="border: 1px solid red; border-radius: 5px; padding: 2px; margin-right: 10px;" type="button" value="Select Matching Payments"/> <input style="border: 1px solid red; border-radius: 5px; padding: 2px;" type="button" value="Clear"/>			

Deductions

*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**

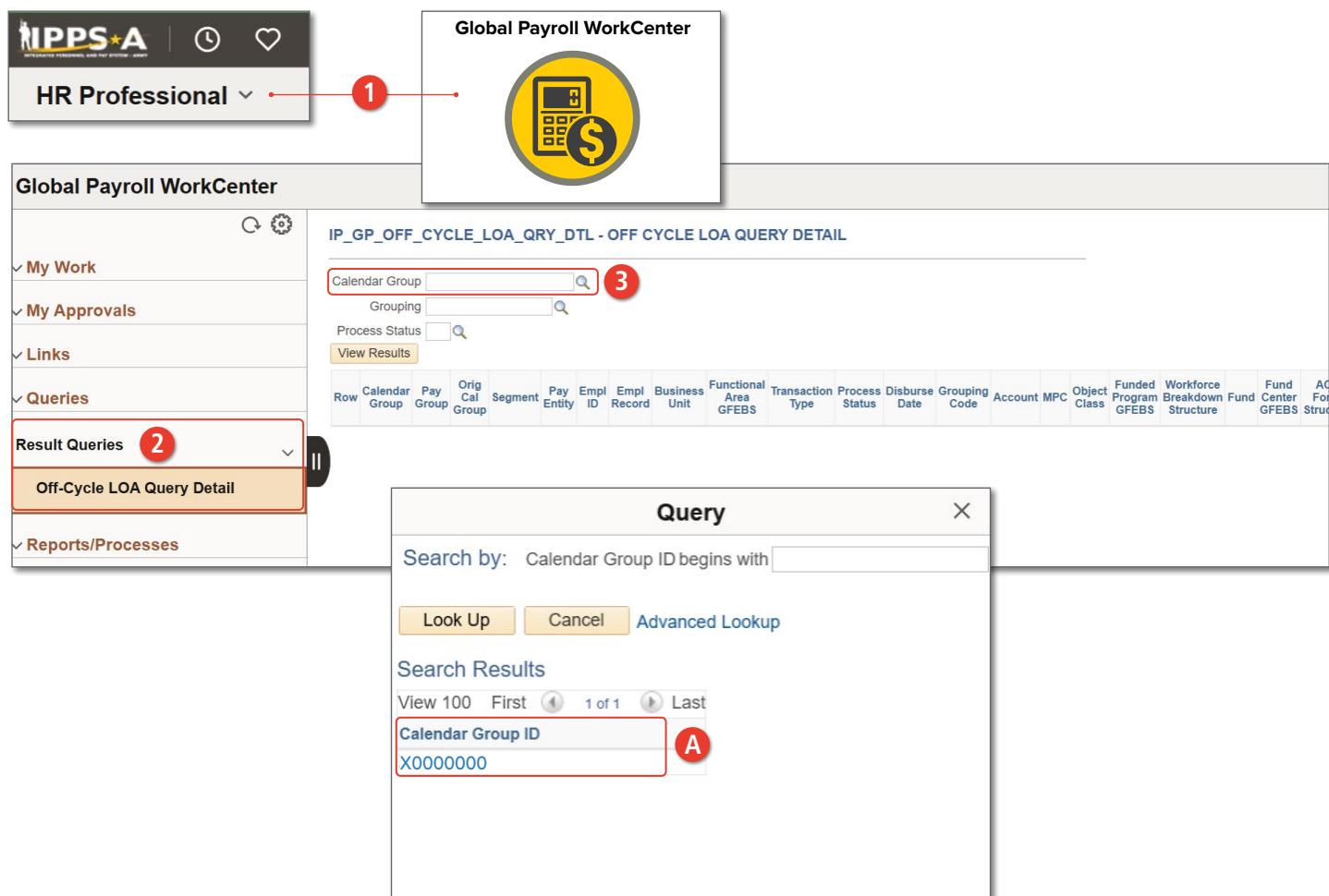
Net Pay | Deductions

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 IPPS-A Global Payroll WorkCenter interface. On the left, the navigation menu is visible with the following items:

- My Work
- My Approvals
- Links
- Queries (selected, highlighted with a red box, labeled 2)
- Result Queries (selected, highlighted with a red box, labeled 1)
- Off-Cycle LOA Query Detail (selected, highlighted with a red box, labeled 2)
- Reports/Processes

The main content area is titled "IP_GP_OFF_CYCLE_LOA_QRY_DTL - OFF CYCLE LOA QUERY DETAIL". It includes search fields for "Calendar Group", "Grouping", and "Process Status", and a "View Results" button. A red box highlights the "Calendar Group" search field, and a red circle labeled 3 indicates the location of the magnifying glass icon.

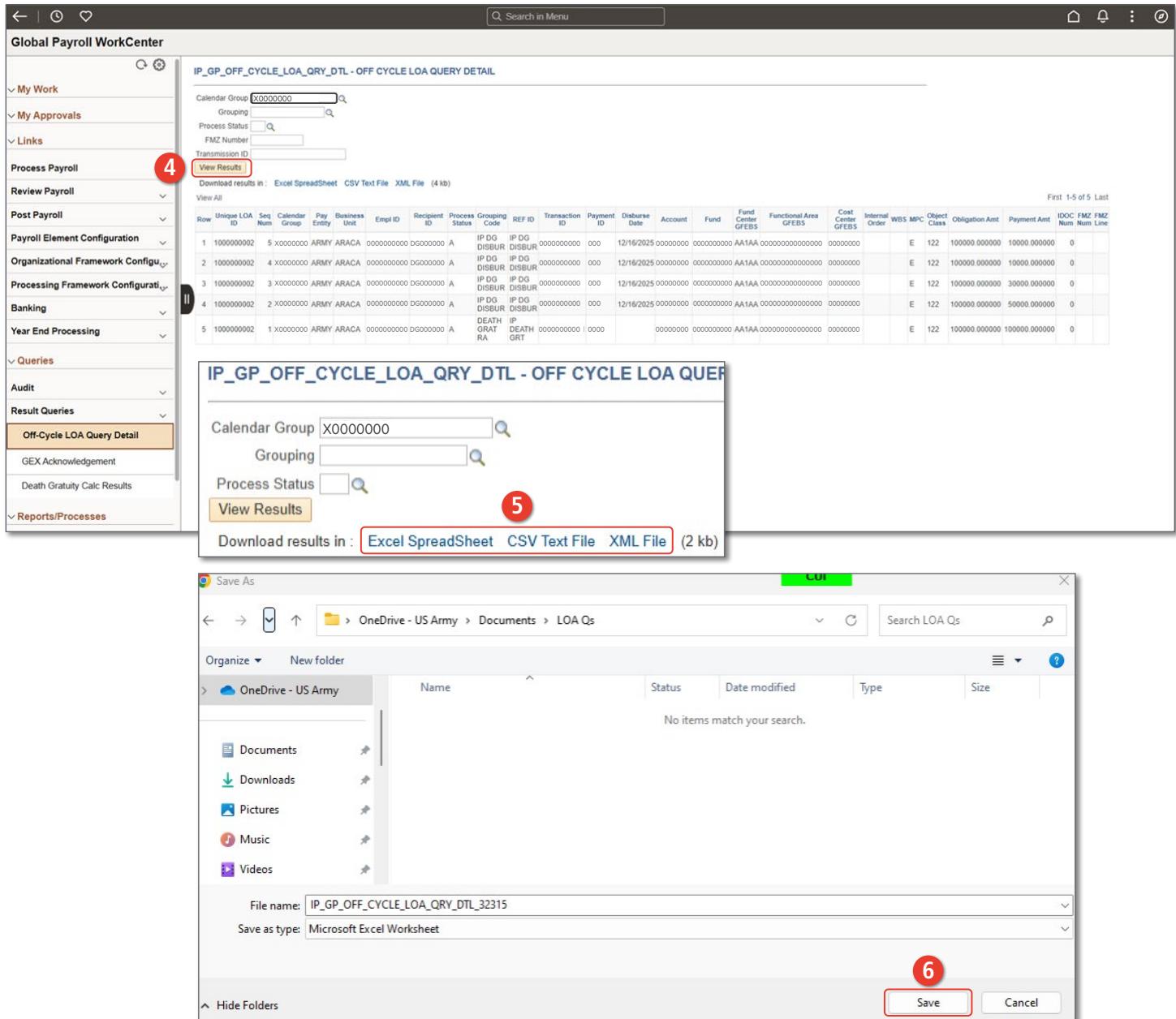
A modal dialog box titled "Query" is open, prompting "Search by: Calendar Group ID begins with" and containing a search input field with the value "X0000000" (highlighted with a red box, labeled A). The dialog also features "Look Up", "Cancel", and "Advanced Lookup" buttons.

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: X0000000

Grouping:

Process Status:

FMZ Number:

Transmission ID:

View Results (Red Box)

Download results in: Excel SpreadSheet CSV Text File XML File (4 kb)

View All

First 1-5 of 5 Last

Row	Unique LOA ID	Seq Num	Calendar Group	Pay Entity	Business Unit	Empl ID	Recipient ID	Process Status	Grouping Code	REF ID	Transaction ID	Payment ID	Disburse Date	Account	Fund	Fund Center GFEBS	Functional Area GFEBS	Cost Center GFEBS	Internal Order	WBS MPC	Object Class	Obligation Amt	Payment Amt	IPOC FMZ FMZ Num Num Line
1	1000000002	5	X0000000	ARMY	ARACA	0000000000	DG000000	A	IP DG	IP DG	0000000000000000	000	12/16/2025 00000000	0000000000000000	AA1AA	0000000000000000	00000000	E	122	100000.000000	100000.000000	0		
2	1000000002	4	X0000000	ARMY	ARACA	0000000000	DG000000	A	IP DG	IP DG	0000000000000000	000	12/16/2025 00000000	0000000000000000	AA1AA	0000000000000000	00000000	E	122	100000.000000	100000.000000	0		
3	1000000002	3	X0000000	ARMY	ARACA	0000000000	DG000000	A	IP DG	IP DG	0000000000000000	000	12/16/2025 00000000	0000000000000000	AA1AA	0000000000000000	00000000	E	122	100000.000000	30000.000000	0		
4	1000000002	2	X0000000	ARMY	ARACA	0000000000	DG000000	A	IP DG	IP DG	0000000000000000	000	12/16/2025 00000000	0000000000000000	AA1AA	0000000000000000	00000000	E	122	100000.000000	50000.000000	0		
5	1000000002	1	X0000000	ARMY	ARACA	0000000000	DG000000	A	DEATH GRAT RA	DEATH GRAT GRT	0000000000000000	00000		0000000000000000	AA1AA	0000000000000000	00000000	E	122	100000.000000	100000.000000	0		

IP_GP_OFF_CYCLE_LOA_QRY_DTL - OFF CYCLE LOA QUERY DETAIL

Calendar Group: X0000000

Grouping:

Process Status:

View Results (Red Box)

Download results in: Excel SpreadSheet CSV Text File XML File (2 kb)

Save As

File name: IP_GP_OFF_CYCLE_LOA_QRY_DTL_32315

Save as type: Microsoft Excel Worksheet

Save (Red Box)



CENTRAL SITE JOB AID

IPPS-A RESOURCES

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