

## Table of Contents

Overview .....	2
Progen Payroll Payments T-Codes .....	2
Progen Payroll Payment Process .....	3
Steps to run Progen Payroll payments: .....	3
Release Progen Payroll Payments Using Payment Release List .....	6
Steps to Release Progen Payroll Payments: .....	6
Steps to Create a Payment Release List:.....	6
Steps to Assign the Payments to be made to the Current List: .....	7
Steps to Approve Payments:.....	7
Steps to Make Payments: .....	7

## Overview

This Job Aid details the steps required to run Progen Payroll payments in Umoja.

Progen Payroll payments are run in the same way as the Daily Return payments using the T-code **F110**. You will need to choose mission-specific settings as the Payment method. This information will also be available in the list of documents that you will receive from your Payroll unit.

In addition, you need to make specific selection to assure that you only process the P1 documents.

In the **Free selection** tab, you need to select the **Document Type** option in the **Field Name** field and enter **P1** in the **Values** field.

## Progen Payroll Payments T-Codes

Use the appropriate T-code below to run Progen Payroll payments.

Run Progen Payment Payroll Payments	Release Progen Payroll Payments Using Payment Release List
F110	FPRL_LIST

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## Progen Payroll Payment Process

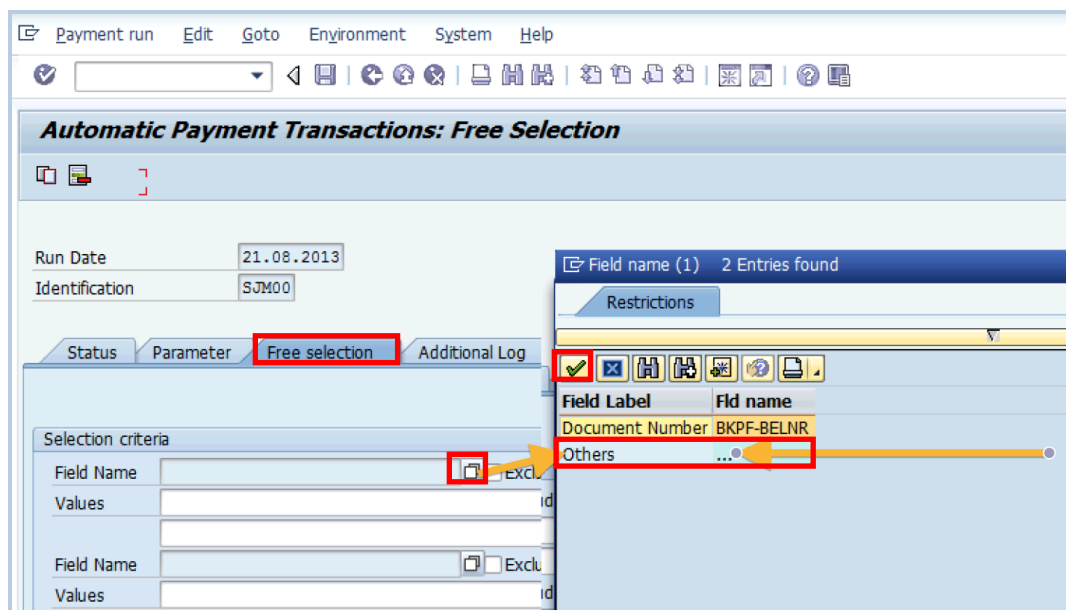
### Steps to run Progen Payroll payments:

**Note to TC:** We have added the steps from the FI332 Umoja PaymentProcessing course. The screenshots from the course cannot be used in this Job Aid as the data does not match with these new screens shots.

1. Enter **F110** in the **Command** field
2. Click the **Enter** icon. The **Automatic Payment Transactions: Parameters** screen is displayed
3. Enter the run date in the **Run Date** field
4. Enter the current date in the **Posting Date** field
5. Enter the document entry date in the **Docs entered up to** field
6. Enter **1000** in the **Company code** field
7. Enter **W** in the **Payment Method** field

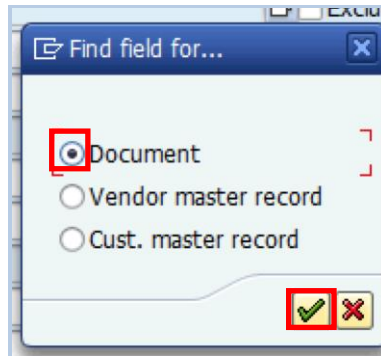
**Note:** For UNIFIL, the payment method is W, with a few exceptions.

8. Enter the next **Posting Date**
9. Enter payments for a range of vendors in the **Vendor account** field
10. Click the **Free selection** tab
11. Click the **Matchcode** icon in the **Field Name** field. The **Field Name** pop-up window is displayed
12. Select **Others** from the **Field Label** list

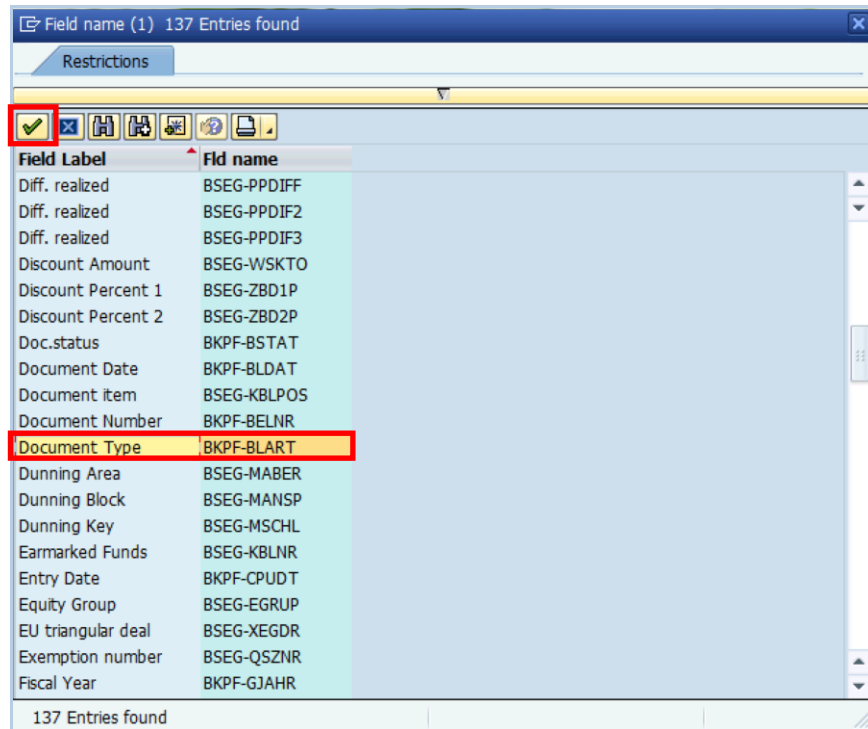


**Note to TC:** We are unable to erase the orange arrows from the above screenshot.

13. Click the **Continue** icon. The **Find field for..** pop-up window is displayed
14. Select the **Document** radio button
15. Click the **Continue** icon



16. Select **Document Type** from the list
17. Click the **Continue** icon



18. Enter **P1** in the **Values** field

**Automatic Payment Transactions: Free Selection**

Run Date: 21.08.2013  
Identification: SJM00

Selection criteria

Field Name	Document Type	<input type="checkbox"/> Exclude values
Values	P1	
Field Name		<input type="checkbox"/> Exclude values
Values		
Field Name		<input type="checkbox"/> Exclude values
Values		

19. Click the **Additional Log** tab
20. In the **Required logging type** section, select the following check boxes:
  - Due date check
  - Payment method selection in all cases
  - Line items of the payment documents
21. In the **Accounts required** section, enter the account number for the vendor being paid in the proposal in the **Vendors** field

**Note:** If multiple vendors are being paid, a range can be entered by adding the account number of the last vendor in the second text box.

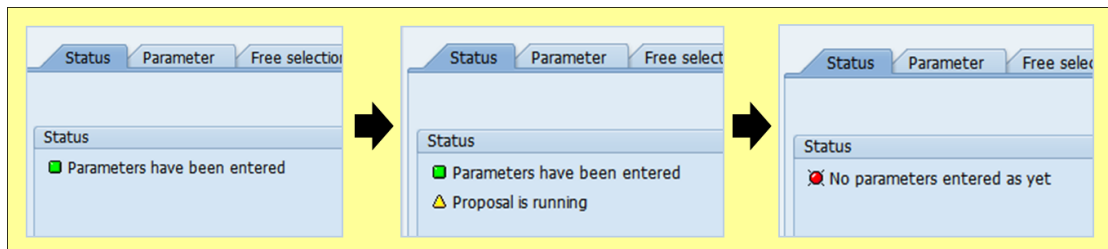
22. Click the **Save** icon to save all the parameters entered
23. Click the **Status** tab
24. Click the **Proposal** button to propose the payment run

Activate the Payment Release List. The **Information** dialog box appears stating that the payment release list is activated.

25. Click the **Continue** icon
26. Click the **Status** button to schedule the Payment Release list.

**Note:** The first time you click the **Status** button, the **Schedule a Proposal** pop-up window appears. The user can either schedule the proposal to run at a certain date and time or run it immediately by clicking the **Start immediately** check box.

27. Click the **Status** button until the message “No parameters entered as yet” appears in the **Status** tab



### *Release Progen Payroll Payments Using Payment Release List*

After the Payments Release list is proposed, the items in the list are further grouped into smaller lists according to different payment criteria. The sub-lists are then approved and released for payment.

In the Payment Release list, ensure that you are able to resolve all exceptions – if necessary with the help of support. It is a good idea to reconcile the number of payments including total amount for a given type of payroll, such as National Staff.

You can export the records to Excel for further analysis or use the summarization functions provided by SAP.

**Note to TC:** We have added the steps in this section from the *FI332 Umoja PaymentProcessing* course.

#### Steps to Release Progen Payroll Payments:

1. Enter **FPRL\_LIST** in the **Command** field
2. Click the **Enter** icon. The FPRL\_List screen displays the last Payment Release List created by the user. If no Payment Release Lists have been created, the screen appears blank

**Note:** All payment proposals must be assigned to a Payment Release List in order to be processed and released in Umoja.

#### Steps to Create a Payment Release List:

1. Click the **Create New List** icon. The **List Attributes** pop-up window appears
2. Enter a list name in the **List Description** field
3. Select the correct user ID in the **Processor** field
4. Press the **Enter** icon

**Note:** Selecting a processor enables the system to pull all payment proposals created by that user into the list being created.

**Steps to Assign the Payments to be made to the Current List:**

1. Click the **Unassigned** tab
2. Select the payments to be made by clicking on the button on the left-side of each row. Use **Ctrl-Click** or **Shift-Click** to select multiple rows
3. Click the **Assign Items** icon

**Steps to Approve Payments:**

1. Click the **Assigned** tab
2. Select the payments to be made by clicking on the button on the left side of each row. Use **Ctrl-Click** or **Shift-Click** to select multiple rows. When all desired rows desired are selected, then they will be highlighted
3. Click the **Approve Items** icon

**Steps to Make Payments:**

1. Select the payments to be made by clicking on the button on the left-side of each row. Use **Ctrl-Click** or **Shift-Click** to select multiple rows
2. Click the **Pay Items** icon