



## PC00\_M99\_FPAYM

### Work Instruction

## PC00\_M99\_FPAYM Create ACH File

### Purpose

Use this procedure to create a payroll ACH file.

### Trigger

Perform this procedure when an employee has been paid by direct deposit and you want to create a file to keep a record verifying transaction.

### Prerequisites

- Pre-Process DME has been completed without errors
- Identification feature code generated during Pre-Process DME
- File name convention for ACH output file

### Menu Path

N/A

### Transaction Code

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### Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.



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#### Procedure

1. Start the transaction using the menu path or transaction code. The *Payment Medium: Creation* screen displays.

#### Payment Medium: Creation

Payment Medium: Creation

Run Date

Identification

Proposal run

Format

Payment Medium Format

Print Control


Payment Summary Print Parameters

Error Log Print Parameters

Output Control

Payment Document Validation

Payment Summary Layout   Screen Output

2. Click the **Get Variant** button  . The *ABAP: Variant Directory of Program SAPFPAYM* dialog box displays.



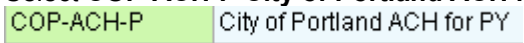

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#### ABAP: Variant Directory of Program SAPFPAYM

Variant name	Short description
COP-ACH-D	City of Portland ACH for AP
COP-ACH-P	City of Portland ACH for PY
COP-ACH-P2	City of Portland ACH for PY
COP-ACH-P3	City of Portland ACH for PY
PCS_HR_US_OC	PCS 470 Create ACH

3. Select **COP-ACH-P City of Portland ACH for PY** list item  

4. Click the **Enter (continue)** button 




## PC00\_M99\_FPAYM Create ACH File

### Payment Medium: Creation

The screenshot shows the SAP 'Payment Medium: Creation' dialog box. The window title is 'Payment Medium: Creation' and it features the SAP logo in the top right corner. The menu bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area is divided into several sections:

- Run Date:** A text field with a yellow background and a matchcode icon (a square with a magnifying glass).
- Identification:** A text field.
- Proposal run:** A checkbox.
- Format:** A section with a 'Payment Medium Format' dropdown set to 'ACH' and a 'Format Parameters' button.
- Print Control:** A section with three checked items: 'Data Medium Exchange', 'Payment Summary', and 'Error Log'. Each item has a corresponding 'Print Parameters' button.
- Output Control:** A section with 'Payment Document Validation' (unchecked) and 'Output to file system' (checked). It includes a 'File name' field with the path '/usr/local/sap/ftp/outbound/ACHpy.bt', a 'Form Type' dropdown set to 'SAPscript', a 'Form Accompanying Letter' dropdown set to 'ZHR\_PYACH', and a 'Payment Summary Layout' field. There are 'Display form' and 'Screen Output' (unchecked) buttons.

5. Click the **Run Date** field  .
6. Click the **Run Date** matchcode  . The *Automatic Payment Transactions: Overview (XXXX)* dialog box displays.



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Automatic Payment Transactions: Overview (XXXX) YYYY Entries found

Run On	ID	Payment run status
02/27/2009	10335P	Payment run has been carried out
02/27/2009	11131P	Payment run has been carried out
02/27/2009	13272P	Payment run has been carried out
02/26/2009	10245P	Payment run has been carried out
02/26/2009	10472P	Payment run has been carried out
02/26/2009	11344P	Payment run has been carried out
02/25/2009	09290P	Payment run has been carried out
02/25/2009	11250P	Payment run has been carried out
02/25/2009	14101P	Payment run has been carried out
02/25/2009	15005P	Payment run has been carried out
02/25/2009	17495P	Payment run has been carried out
02/24/2009	11502P	Payment run has been carried out
02/24/2009	14452P	Payment run has been carried out
02/24/2009	15075P	Payment run has been carried out
02/24/2009	16460P	Payment run has been carried out
02/24/2009	16575P	Payment run has been carried out
02/24/2009	17082P	Payment run has been carried out
02/24/2009	17292P	Payment run has been carried out
02/24/2009	18190P	Payment run has been carried out

7. Select the **02/24/2009 16575P Payment run has been carried out** list item  
02/24/2009 16575P Payment run has been carried out

8. Click the **Enter (continue)** button



## PC00\_M99\_FPAYM Create ACH File

### Payment Medium: Creation

The screenshot shows the SAP 'Payment Medium: Creation' screen. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Payment Medium: Creation' and contains several sections:

- Run Date:** 02/24/2009
- Identification:** 16575P
- Proposal run
- Format:** Payment Medium Format is set to 'ACH'. A 'Format Parameters' button is visible.
- Print Control:** Three items are checked: 'Data Medium Exchange', 'Payment Summary', and 'Error Log'. Each has a corresponding 'Print Parameters' button.
- Output Control:**  Payment Document Validation,  Output to file system. File name is '/usr/local/sap/ftp/outbound/ACHpy.bt'. Form Type is 'SAPscript'. Form Accompanying Letter is 'ZHR\_PYACH'. A 'Display form' button is present.  Screen Output is unchecked.

9. Click the **Execute** button  . The *Payment Medium Tool Output* screen displays.



## PC00\_M99\_FPAYM Create ACH File

### Payment Medium Tool Output

Overview of generated payment media  
Created by user CCASTRUITA\_Z on 03/02/2009

Output/Description	Identifica	Spool...	Ref.number
Output of error logs			
Error Log			6692
Output of lists			
Payment Summary			6691
Output to file system			
ACH - WEFA	/usr/local/sap/ftp/outbou...		1000026110
SAPscript display			
Accompanying Letter Data Medium Exc			6690

Spool request (number 000006691) created without immediate output

10. Double-click the **Error Log** tree item Error Log .



The system returns the message, "Spool request (number XXXX) created without immediate output".



## PC00\_M99\_FPAYM Create ACH File

### Display logs

The screenshot shows the SAP 'Display logs' window. At the top, there is a menu bar with 'Log', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

Date/Time/User	Numb	External ID	Object txt	Sub-object text	Tran	Program	Mode	Log number
03/02/2009 09:09:22 CCASTRUI	0	16575P200902...	Payment mediu...		PC00_M9...	SAPLPAY...	Dialog pro...	0000000000000026541
03/02/2009 09:09:23 CCASTRUI	2	16575P200902...	Payment mediu...		PC00_M9...	SAPLPAY...	Dialog pro...	0000000000000026542

Below the table, there is a section for 'Message Text' with the following entries:

- Element 545 window MAIN is not defined for form ZHR\_PYACH
- End of log for payment run 20090224 / 16575P , DRP / 310

11. Click the **Back** button  .





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### Payment Medium Tool Output

Overview of generated payment media  
Created by user CCASTRUITA\_Z on 03/02/2009

Output/Description	Identifica	Spool...	Ref.number
Output of error logs			
Error Log		6692	
Output of lists			
Payment Summary		6691	
Output to file system			
ACH - WEFA	/usr/local/sap/ftp/outbou...		1000026110
SAPscript display			
Accompanying Letter Data Medium Exc		6690	

12. Double-click the **Payment Summary** tree item  .



## PC00\_M99\_FPAYM Create ACH File

### Output Controller: List of Spool Requests

The screenshot shows the SAP Output Controller interface. The title bar reads "Output Controller: List of Spool Requests". The menu bar includes "Spool Request", "Edit", "Goto", "Utilities(M)", "Settings", "System", and "Help". The toolbar contains various icons for navigation and actions. Below the toolbar is a table with the following data:

System	Spool no.	Type	Date	Time	Status	Pages	Title
<input type="checkbox"/> DRP	6691		03/02/2009	09:09	-	2	Payment Summary

13. Click the **Back** button  .



## PC00\_M99\_FPAYM Create ACH File

### Payment Medium Tool Output

Overview of generated payment media  
Created by user CCASTRUITA\_Z on 03/02/2009

Output/Description	Identifica	Spool...	Ref.number
Output of error logs			
Error Log		6692	
Output of lists			
Payment Summary		6691	
Output to file system			
ACH - WEFA	/usr/local/sap/tp/outbou...		1000026110
SAPscript display			
Accompanying Letter Data Medium Exc		6690	

14. Double-click the **ACH - WEFA** tree item  **ACH - WEFA**



### PC00\_M99\_FPAYM Create ACH File

#### Data Medium Overview

The screenshot shows the SAP Data Medium Overview interface. At the top, there is a menu bar with 'DME administration', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Data Medium Overview' and contains a form with the following fields:

- Paying Company Code: COP1 City of Portland
- Bank country: US USA

Below the form is a table titled 'Data medium' with the following columns: Run On, Identifi, Propo, Amount paid in local c, Curr, Entered by, Receiver, Format, Exp, Date created, and Seq. The table contains one row of data:

Run On	Identifi	Propo	Amount paid in local c	Curr	Entered by	Receiver	Format	Exp	Date created	Seq.
02/24/2009	16575P		150.00	USD	CCASTRUITA_Z	WEFA	ACH CreditMemo		03/02/2009	1

- 15. Click the **Back** button



## PC00\_M99\_FPAYM Create ACH File

### Payment Medium Tool Output

The screenshot shows the SAP Payment Medium Tool Output window. The title bar includes 'Overview Edit Goto System Help' and the SAP logo. The main content area is titled 'Payment Medium Tool Output' and contains an 'Overview of generated payment media' section. Below this, a table lists the generated outputs:

Output/Description	Identifica	Spool...	Ref.number
Output of error logs			
Error Log			6692
Output of lists			
Payment Summary			6691
Output to file system			
ACH - WIEFA	/usr/local/sap/tp/outbou...		1000028110
SAPscript display			
Accompanying Letter Data Medium Exc			6690

16. Double-click the **Accompanying Letter Data Medium Exc** tree item  
   Accompanying Letter Data Medium Exc



## PC00\_M99\_FPAYM Create ACH File

### Output Controller: List of Spool Requests

The screenshot shows the SAP Output Controller interface. The title bar reads "Output Controller: List of Spool Requests". The menu bar includes "Spool Request", "Edit", "Goto", "Utilities(M)", "Settings", "System", and "Help". The SAP logo is visible in the top right corner. Below the menu bar is a toolbar with various icons for navigation and actions. The main area contains a table with the following data:

System	Spool no.	Type	Date	Time	Status	Pages	Title or name of spool request
<input type="checkbox"/> DRP	6690		03/02/2009	09:09	-	1	Accompanying Letter Data Medium Exchange

17. Click the **Back** button  .



## PC00\_M99\_FPAYM Create ACH File

### Payment Medium Tool Output

Overview of generated payment media  
Created by user CCASTRUITA\_Z on 03/02/2009

Output/Description	Identifica	Spool...	Ref.number
Output of error logs			
Error Log		6692	
Output of lists			
Payment Summary		6691	
Output to file system			
ACH - WEFA	/usr/local/sap/ftp/outbou...		1000026110
SAPscript display			
Accompanying Letter Data Medium Exc		6690	

18. Click **Back** button  .



## PC00\_M99\_FPAYM Create ACH File

### Payment Medium: Creation

The screenshot shows the SAP 'Payment Medium: Creation' dialog box. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the dialog is divided into several sections:

- Run Date:** 02/24/2009
- Identification:** 16575P
- Proposal run
- Format:** Payment Medium Format is set to 'ACH'. There is a 'Format Parameters' button.
- Print Control:** Three items are checked: 'Data Medium Exchange', 'Payment Summary', and 'Error Log'. Each has a corresponding 'Print Parameters' button.
- Output Control:**  Payment Document Validation,  Output to file system. File name is '/usr/local/sap/ftp/outbound/ACHpy.bt'. Form Type is 'SAPscript'. Form Accompanying Letter is 'ZHR\_PYACH'. There is a 'Display form' button. Payment Summary Layout is empty.  Screen Output.

19. Click the **Exit** button  .





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#### Result

You have successfully created a payroll ACH file.