UNIVERSITY OF
TORONTO

# Create Recurring Payment (IT0014) from Excel Spreadsheet

## Contents

## Procedure Overview

**Overview**     To gain an understanding on how to create multiple recurring payments from an Excel spreadsheet by recording the following:

- Wage Type
- Cost Assignment (CC/CFC)
- Monthly Amount
- Payment Start Date and End Date
- Number of hours (if applicable)
- Assignment Number (if applicable)

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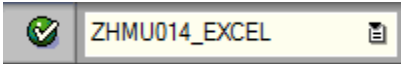For Assistance with this Process
please contact HRIS Support

> **The HRIS Team recommends that uploads be completed before any pay close date due to the nature of the system and the high volume of transactions being completed on those dates, uploads may get put in a queue for processing and miss payroll deadlines.**
>
> Please ensure that prior to preparing this spreadsheet for execution you must verify that all the employees you wish to pay are active and that all entries on the spreadsheet are correct (i.e. correct personnel number, proper funding / cost assignment information, reason codes for wage types which require reason codes, hours for wage types that require hours for payment).

## Step 1: Update Excel Spreadsheet

1. Download the Excel Additional Payment Upload spreadsheet at http://www.hrandequity.utoronto.ca/Assets/HR+Digital+Assets/HRIS+Training/NEW+RECURRING+PAYMENTS+(IT0014).xls to your local drive.
2. Save the file with the naming convention format **USERPP01XXXX.xls**
   Where:
   > **USER:** Represents the first 4 letters of your **USERID**
   > **PPNN:** Indicates the current pay period (i.e. **PP01** for Payroll Period 01)
   > **XXX:** Any 3 characters
3. Enter the data on the spreadsheet and save.

## Step 2: Run Fast Entry Infotype 14 Upload Program (Test Session)

1. Enter the Transaction Code ☑ ZHMU014_EXCEL 📋 (ZHMU015_EXCEL) in the top toolbar or;
2. Click on the following Menu Path: **Human Resources → Personnel Management → Administration → HR Master Data → Fas Entry Processing → Fast Entry – Infotype 14**
3. Enter the saved excel file (with the USERPP01XXX.xls name that you have saved.) in

   Excel file [ |     🗗 ] .

   Click 🗗 to browse to your local drive to find the excel file.
4. Enure that ☑ Test (No BDC Created) has a **check**.
5. Click 🕓 to execute a **test** run.

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## Output Data (Test Session)

The Output Data Screen will appear with the information organized in a table with the following headings



INFO TIPS

Verify if the output is correct and click 🔙 to proceed to Step 3 if no errors. Otherwise, correct the spreadsheet, save and proceed back to Step 2.

## Step 3: Run Fast Entry Infotype 14 Upload Program

INFO TIPS

You may run this operation between the hours of 7:00am – 5:00pm.

If you are running this on a pay close ensure you upload the sheet well in advance of 5:00 pm. Due to the nature of the program and influx on pay close uploads are put in a queue.

1. Enter the saved excel file (with the USERPP01XXX.xls name that you have saved.) in

   Excel file [                                    ] 🔲 .

   Click 🔲 to browse to your local drive to find the excel file.

2. Remove the **check** in ☐ Test (No BDC Created)

3. Click 🕒 to execute and create a BDC session.

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# Output Data

The Output Data Screen will appear with the information organized in a table with the following headings:



*Create Infotype 0014 (Recurring Payments) from Excel Spreadsheet*

> Click 📊 to download the output to Excel for comparison or reference **(Optional)**
>
> Click **BDC Sessions** to go to **Batch Input: Session Overview** screen and confirm your session has been completed and resolve any errors that might have occurred.

# Step 4: BDC Batch Input Session Status Confirmation
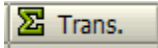


1. Check the **Session name**. This is the same name that was created in the output data of Step 3.

2. Check the **Status** which indicates if batch session was processed successfully.
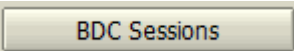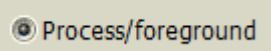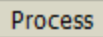
| | |
|---|---|
| ⏱ | Indicates batch is in queue to be processed (not yet processed) |
| ✅ | Indicates a successfully run batch |
| 🚫 | Indicates batch has errors and must be corrected. |

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> **Note:** Processing time depends on the number of screens that will be processed. If session has not been processed, please return after an hour to check the status again. (See Step 4)
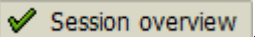
3. Check the total number of transactions [ Σ Trans. ].
4. Check the number of errors [ ⬛ ]. These records need to be corrected and re-processed.
5. Check the number of transactions that were processed successfully [ ☑ ]
6. If there are no errors, click 🏠 to exit from the screen.

## Step 5: BDC Batch Input Session Error Correction

1. In the **Create Infotype 2002 (Attendances) from Excel Spreadsheet** screen, click [ BDC Sessions ].

2. In the **Batch Input: Session Overview** screen, click [ ] to select the BDC session that has errors and needs to be re-processed.
3. Click [ 🕒 Process ].
4. In the **Process Session (BDC Session Name)** pop-up window, choose [ ◉ Process/foreground ]
5. In the **Process Session (BDC Session Name)** pop-up window, click [ Process ].
6. You will be prompted for all errors. Click [ ✔ ] to get to your error. Once at the error, correct it. Then, press **Enter** to accept the correction and move forward to the next error. (Repeat the same process until complete)

   **Note:** If you need to skip the record to the next, you can type **/n** in the command field [ ] (just above the screen title). Type **/bend** to exit from the session overview.
7. Once you have completed all the errors, you will receive a pop up window with the message **"Processing of batch input session completed".** Click [ ✔ Session overview ].

   **Note:** Now you should see the status indicator for the BDC session created in Step 4 has changed to indicate a successfully processed batch input. If there are still errors, repeat No. 5 of this step until all transactions are completely successful.

8. Click 🏠 to exit from the screen.

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