9.2 Running the Presheet Audit Report

Purpose: Use this document as a reference for Running the Presheet Audit Report in ctcLink.
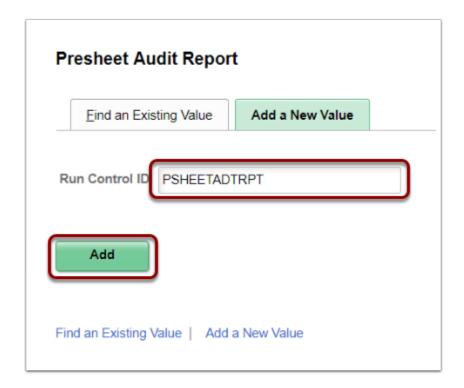
Audience: Payroll Administrator.

⚠ You must have at least one of these local college managed security roles:

• ZZ Payroll Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.
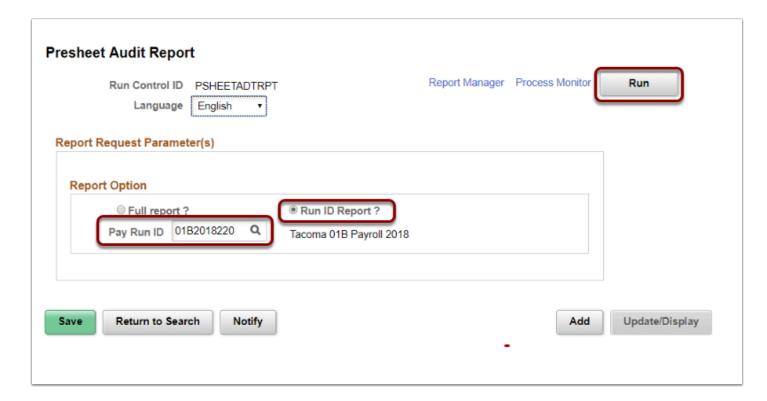
Running the Presheet Audit Report

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create and Load Paysheets > Presheet Audit Report
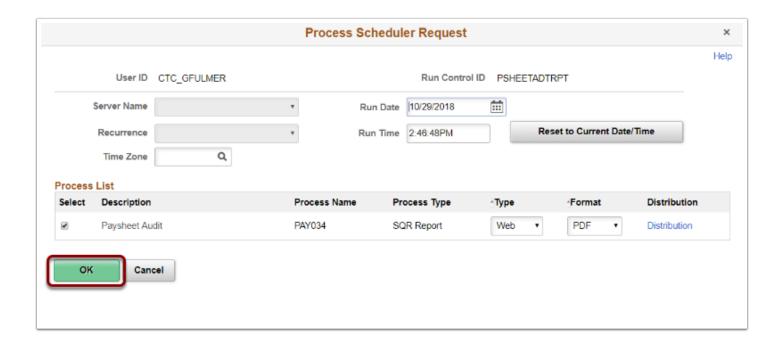
1. The **Presheet Audit Report** search page displays.
2. Enter an existing Run Control ID or Select the **Add a New Value** tab and create a new **Run Control ID**.
3. Select the **Add** button.

Presheet Audit Report

Find an Existing Value | Add a New Value

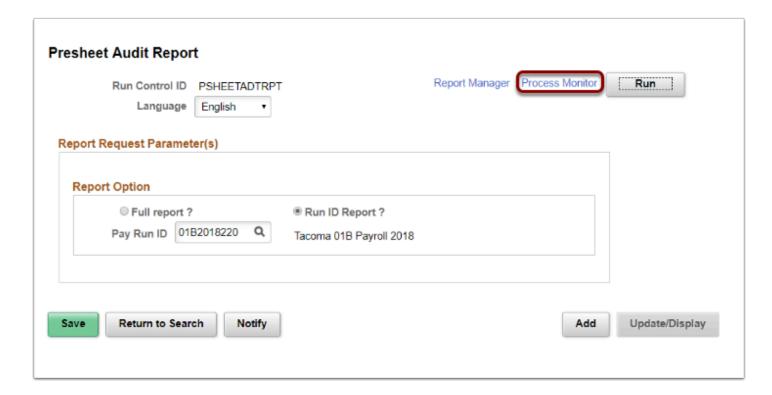Run Control ID PSHEETADTRPT

Add

Find an Existing Value | Add a New Value

4. The **Presheet Audit Report** page displays.
5. Select the **RUN ID Report ?** radio button and enter the specific **Pay Run ID** to generate the report**.**
6. For a full report, select the **Full Report** radio button.
7. Select the **Run** button to initiate the process.

Presheet Audit Report

Run Control ID   PSHEETADTRPT   Report Manager   Process Monitor   Run
Language   English ▼

Report Request Parameter(s)

Report Option

○ Full report ?   ⦿ Run ID Report ?
Pay Run ID 01B2018220 🔍   Tacoma 01B Payroll 2018

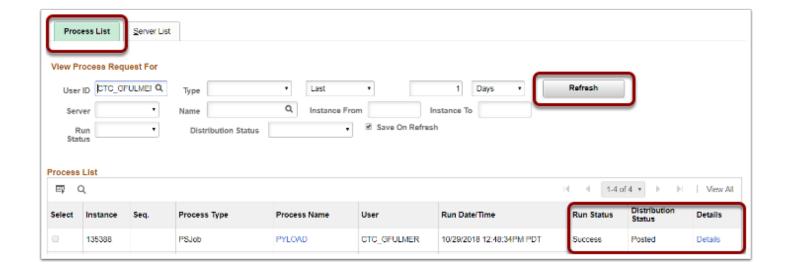Save   Return to Search   Notify   Add   Update/Display

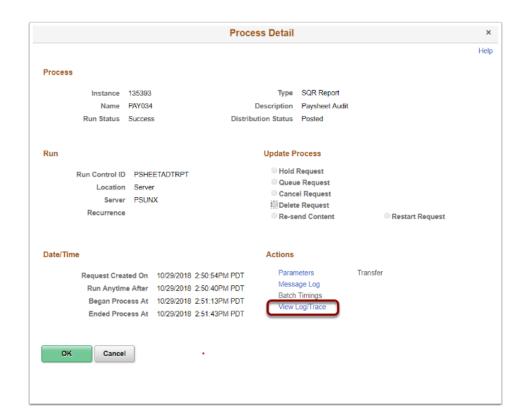8. The **Process Scheduler Request** page displays.
9. Select the **OK** button.

10. The **Presheet Audit Report** page displays.
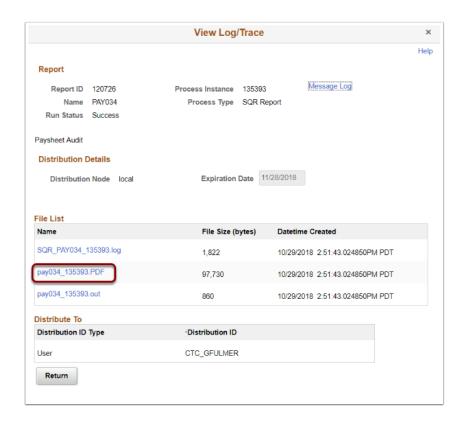11. Select the **Process Monitor** link and make note of the **Process Instance**.

12. The **Process Monitor** page displays.
13. From the **Process List** tab, select the **Refresh** button until the **Run Status** field is **Success** and the **Distribution Status** field is **Posted**.
14. Select the **Details** link.

15. The **Process Detail** page displays.
16. Select the **View Log/Trace** link.

17. The **View Log/Trace** page displays.
18. Select the **PDF** file link in the **File List** section to view the report.

19. The report opens in a separate window.

20. The process to run the presheet audit report is now complete.
21. End of procedure.