

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

Run Control ID

[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](#)

Language

Report Request Parameter(s)

Report Option

☐ Full report ?
☒ Run ID Report ?

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

Process Scheduler Request
x

[Help](#)

User ID CTC_GFULMER
Run Control ID PSHEETADTRPT

Server Name

Recurrence

Time Zone

Run Date

Run Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Paysheet Audit	PAY034	SQR Report	Web	PDF	Distribution

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

Presheet Audit Report

Run Control ID PSHEETADTRPT
Language

[Report Manager](#)

Report Request Parameter(s)

Report Option

☐ Full report ?
Pay Run ID

☒ Run ID Report ?
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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.

Process List

Server List

View Process Request For

User ID

CTC_GFULMER

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

☒

Process List

1-4 of 4

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	135388		PSJob	PYLOAD	CTC_GFULMER	10/29/2018 12:48:34PM PDT	Success	Posted	Details

15. The **Process Detail** page displays.

16. Select the **View Log/Trace** link.

Process Detail

Help

Process

Instance

135393

Type

SQR Report

Name

PAY034

Description

Paysheet Audit

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

PSHEETADTRPT

Location

Server

Server

PSUNX

Recurrence

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On

10/29/2018 2:50:54PM PDT

Run Anytime After

10/29/2018 2:50:40PM PDT

Began Process At

10/29/2018 2:51:13PM PDT

Ended Process At

10/29/2018 2:51:43PM PDT

Actions

[Parameters](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

Transfer

OK

Cancel

17. The **View Log/Trace** page displays.

18. Select the **PDF** file link in the **File List** section to view the report.

View Log/Trace

Report

Report ID 120726

Process Instance 135393

[Message Log](#)

Name PAY034

Process Type SQR Report

Run Status Success

Paysheet Audit

Distribution Details

Distribution Node local

Expiration Date 11/28/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_PAY034_135393.log	1,822	10/29/2018 2:51:43.024850PM PDT
pay034_135393.PDF	97,730	10/29/2018 2:51:43.024850PM PDT
pay034_135393.out	860	10/29/2018 2:51:43.024850PM PDT

Distribute To

Distribution ID Type	Distribution ID
User	CTC_GFULMER

Return

19. The report opens in a separate window.

Report ID: PAY034				PeopleSoft		Page No. 1
Run ID: 01B2018220				DATABASE AUDIT PRIOR TO PAYSHEET		Run Date 10/29/2018
						Run Time 14:51:18
Company	Emplid	Empl Rcd	#	Message		
220	101005569	1		Standard Hours are less than 1		
220	101005577	2		Standard Hours are less than 1		
220	101006488	0		Standard Hours are less than 1		
220	101006801	2		Standard Hours are less than 1		
220	101007142	1		Standard Hours are less than 1		
220	101007161	0		Standard Hours are less than 1		
220	101007235	1		Standard Hours are less than 1		
170	101002116	0		Federal Tax Data is missing		
170	101002116	0		Federal Tax Data is missing		

20. The process to run the presheet audit report is now complete.

21. End of procedure.