

## 9.2 Generating the Advice Register

**Purpose:** Use this document as a reference for generating the advice register in ctcLink.

**Audience:** Payroll Administrators.

 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.

### Generating the Advice Register

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits > Advice Register

1. The **Advice Register** search page displays.
2. Select the **Add a New Value** tab.
3. Enter the new **Run Control ID**.
4. Select the **Add** button.

## Advice Register

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

Add

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Direct Deposit Advice Register** page displays.
6. Enter the desired information into the **Pay Run ID** field. You may use the look-up tool (magnifying glass icon) to select the correct ID.
7. Select the **On-Cycle** radio button.
8. Select the **Run** button.

## Direct Deposit Advice Register

Run Control ID TEST\_CT

[Report Manager](#)

[Process Monitor](#)

[Run](#)

### Process Request Parameter(s)

#### On-Cycle Run

Pay Run ID



#### Off-Cycle Pay Calendar

Company



Pay Group



Pay End Date



Process Page

Thru

#### Payroll Cycle

☐ On-Cycle

☐ Off-Cycle

☒ Both

Save

Notify

Add

Update/Display

9. The **Process Scheduler Request** page displays.
10. The Process **Type** and Process **Format** fields should default; if you would like to change these you may select each list and choose the desired item(s) from the drop-down menu.
11. Select the **OK** button.

**Process Scheduler Request**

User ID: CTC\_CTAYLOR Run Control ID: TEST\_CT

Server Name: [Dropdown] Run Date: 05/22/2019 Run Time: 8:41:54AM

Recurrence: [Dropdown] Time Zone: [Search]

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payroll Advice Register	DDP004	SQR Report	Web	PDF	Distribution

OK Cancel

12. The **Direct Deposit Advice Register** page displays.
13. Make note of the **Process Instance** number.
14. Select the **Process Monitor** link.

**Direct Deposit Advice Register**

Run Control ID: TEST\_CT

Report Manager **Process Monitor** Run

Process Instance: 160348

**Process Request Parameter(s)**

**On-Cycle Run**

Pay Run ID: 01A2016220 220 01A 16

**Off-Cycle Pay Calendar**

Company: [Text] Pay Group: [Text] Pay End Date: [Text] Process Page: [Text] Thru: [Text]

**Payroll Cycle**

☒ On-Cycle ☐ Off-Cycle ☐ Both

Save Notify Add Update/Display

15. The **Process Monitor** page displays.

16. Select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
17. Select the **Details** link.

The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' (highlighted) and 'Server List'. Below the tabs is a 'View Process Request For' section with various filters: User ID (CTC\_CTAYLOF), Type (dropdown), Last (dropdown), 1 Days, Refresh button, Server (dropdown), Name (search), Instance From/To (dropdowns), Run Status (dropdown), Distribution Status (dropdown), and a 'Save On Refresh' checkbox. Below this is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 160348, Process Type SQR Report, Process Name DDP004, User CTC\_CTAYLOR, Run Date/Time 05/22/2019 8:41:54AM PDT, Run Status Success, and Distribution Status Posted. The 'Details' link in the last column is highlighted. At the bottom, there are links for 'Go back to Advice Register', 'Save', 'Notify', and 'Process List | Server List'.

18. The **Process Detail** page displays.
19. Most of the items on the **Process Detail** page are display only; however, you can use some tools to modify the process run, as needed.
20. Select the **View Log/Trace** link.

The screenshot shows the 'Process Detail' page. It displays process information: Instance 160348, Type SQR Report, Name DDP004, Description Payroll Advice Register, Run Status Success, and Distribution Status Posted. Below this are two sections: 'Run' and 'Update Process'. The 'Run' section includes Run Control ID TEST\_CT, Location Server, Server PSUNX, and Recurrence. The 'Update Process' section includes radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, and Restart Request. Below these are two sections: 'Date/Time' and 'Actions'. The 'Date/Time' section includes Request Created On, Run Anytime After, Began Process At, and Ended Process At, all with timestamps. The 'Actions' section includes links for Parameters, Message Log, Batch Timings, and View Log/Trace (highlighted). At the bottom, there are 'OK' and 'Cancel' buttons.

21. The **View Log/Trace** pagelet displays.
22. To view the report, select the **PDF** link in the **File List** section.

### View Log/Trace

[Help](#)

**Report**

Report ID	146621	Process Instance	160348	<a href="#">Message Log</a>
Name	DDP004	Process Type	SQR Report	
Run Status	Success			

Payroll Advice Register

**Distribution Details**

Distribution Node	local	Expiration Date	06/21/2019
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**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_DDP004_160348.log</a>	1,812	05/22/2019 8:43:52.593505AM PDT
<a href="#">ddp004_160348.PDF</a>	49,904	05/22/2019 8:43:52.593505AM PDT
<a href="#">ddp004_160348.out</a>	118	05/22/2019 8:43:52.593505AM PDT

**Distribute To**

Distribution ID Type	Distribution ID

23. The report opens in a separate window.
24. View results of the report, and close the window when finished.

Report ID: DDP004										Page No. 1									
Company: 220 Tacoma Community College										Run Date 06/22/2019									
Form ID: ADVICE										Run Time 08:43:38									
PeopleSoft										Payroll Advice Register									
On Cycle CONFIRMED																			
Advice No.	Source	Check Date	Deposit Amt	Rep Chk	Employee Name	Employee ID	Department	Dept. ID	Business Unit	Location	Loan Code	Pay Group	Address Option						
0000000000020978		01/25/2016	0.05			101005800	Instructio	98790	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020979		01/25/2016	0.06			101006200	Health, Bu	98705	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020980		01/25/2016	0.05			101006410	Health, Bu	98705	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020981		01/25/2016	0.06			101006504	Health, Bu	98705	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020982		01/25/2016	0.05			101006805	Health, Bu	98705	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020983		01/25/2016	0.04			101007341	Health, Bu	98705	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020984		01/25/2016	0.05			101006345	Invista	98725	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020985		01/25/2016	0.05			101006149	Invista	98725	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020986		01/25/2016	0.05			101007842	Invista	98725	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020987		01/25/2016	0.06			101004978	Oig Harbor	98730	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020988		01/25/2016	0.05			101007304	ARSS	98740	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020989		01/25/2016	0.06			101006931	ARSS	98740	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020990		01/25/2016	0.05			101007148	ARSS	98740	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020991		01/25/2016	0.06			101007295	Math, Scie	98745	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020992		01/25/2016	0.06			101006900	Math, Scie	98745	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020993		01/25/2016	0.05			101006757	Math, Scie	98745	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020994		01/25/2016	0.05			101006741	Math, Scie	98745	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020995		01/25/2016	0.08			101006780	Math, Scie	98745	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020996		01/25/2016	0.05			101006748	Math, Scie	98745	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020997		01/25/2016	0.04			101006108	WCOM/WOCC	98755	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020998		01/25/2016	0.03			101004960	WCOM/WOCC	98755	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000020999		01/25/2016	0.05			101005730	Faculty Su	98765	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021000		01/25/2016	0.05			101005576	Faculty Su	98765	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021001		01/25/2016	0.06			101007272	Library	98790	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021002		01/25/2016	0.04			101007207	Library	98790	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021003		01/25/2016	0.04			101006627	Library	98790	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021004		01/25/2016	0.05			101007059	E Learning	98795	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021005		01/25/2016	0.05			101006206	E Learning	98795	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021006		01/25/2016	0.06			101006775	E Learning	98795	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021007		01/25/2016	0.04			1010057078	E Learning	98795	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021008		01/25/2016	0.04			101006763	Writing/Tu	98805	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021009		01/25/2016	0.04			101006673	More Math	98810	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021010		01/25/2016	0.05			101007494	MRCH	98825	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021011		01/25/2016	0.08			101006474	Admin Srvc	99000	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021012		01/25/2016	0.07			101006972	Informatio	99005	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021013		01/25/2016	0.09			101006707	Informatio	99005	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021014		01/25/2016	0.10			101008445	Informatio	99005	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021015		01/25/2016	0.06			101005769	Informatio	99005	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021016		01/25/2016	0.08			101006437	Informatio	99005	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021017		01/25/2016	0.13			101006326	Informatio	99005	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021018		01/25/2016	0.12			101005630	Informatio	99005	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021019		01/25/2016	0.10			101007386	Informatio	99005	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021020		01/25/2016	0.09			101007406	Bookstore	99015	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021021		01/25/2016	0.05			101005813	Bookstore	99015	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021022		01/25/2016	0.07			101006424	Bookstore	99015	HR220	TCC MAIN	MAINE	C22	Home Addr						
0000000000021023		01/25/2016	0.07			101006563	Bookstore	99015	HR220	TCC MAIN	MAINE	C22	Home Addr						

25. The process to generate the advice register is now complete.