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.
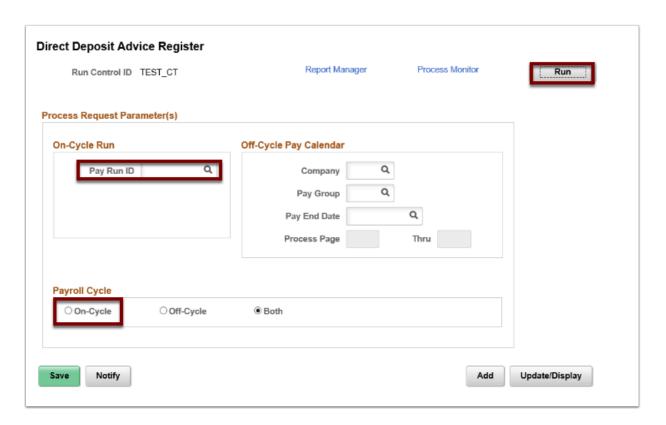
Generating the Advice Register

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Create Direct Deposits > Advice Register
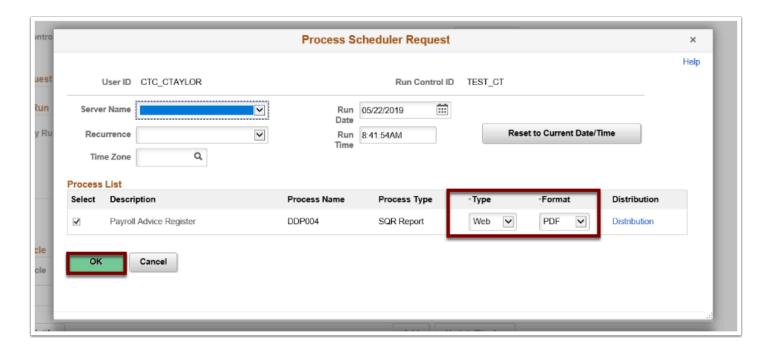
1. The **Advice Register** search page displays.
2. Select the **Add a New Value** tab.
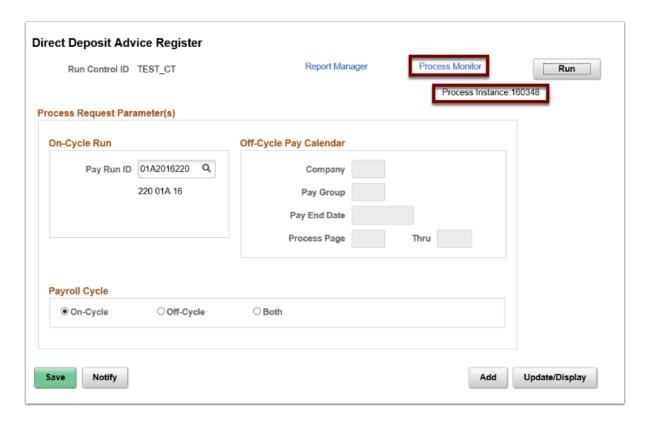3. Enter the new **Run Control ID**.
4. Select the **Add** button.

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.

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.
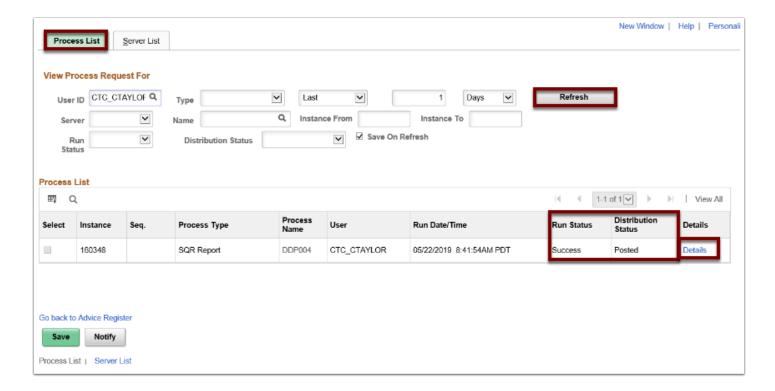11. Select the **OK** button.

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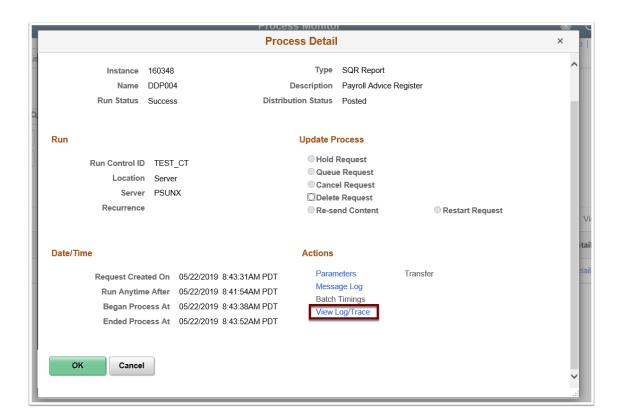14. Select the **Process Monitor** link.
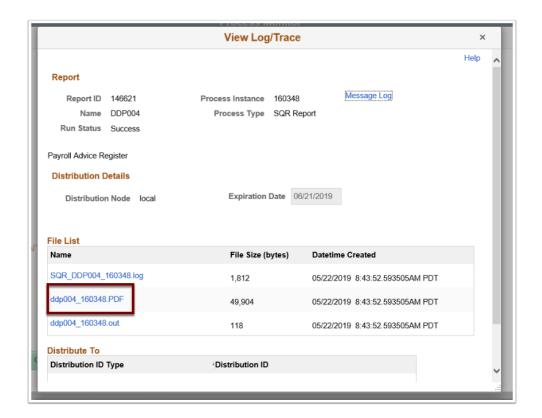

15. The **Process Monitor** page displays.

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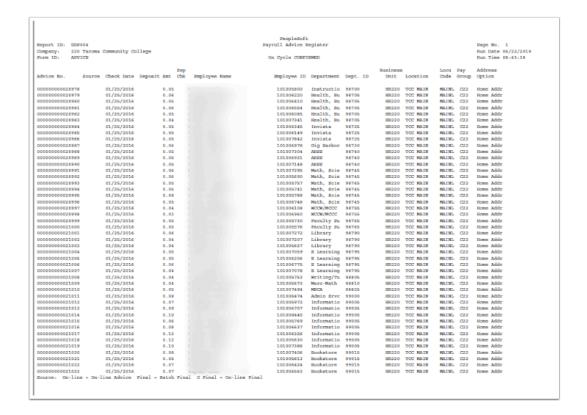17. Select the **Details** link.

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.

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

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

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