

9.2 Running the Check Register Report

Purpose: Use this document as a reference for running the check register report 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.

Run the Check Register Report

Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Checks > Check Register

1. The **Check Register** run control search page displays.
2. Select the **Add a New Value** tab.
3. Enter the desired information into the **Run Control ID** field.
4. Select the **Add** button.

Check Register

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

Add

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

5. The **Check 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.

Check Register

Run Control ID CHECK_REG

[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. Select the **OK** button.

Process Scheduler Request

User ID CTC_JMERRILL Run Control ID CHECK_REG

Server Name Run Date 10/15/2019

Recurrence Run Time 12:09:15PM

Time Zone

Reset to Current Date/Time

Process List

| Select | Description | Process Name | Process Type | -Type | -Format | Distribution |
|-------------------------------------|------------------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | Payroll Check Register | PAY004 | SQR Report | Web | PDF | Distribution |

OK Cancel

11. The **Check Register** page displays.
12. Make note of the **Process Instance** number.
13. Select the **Process Monitor** link.

Check Register

Run Control ID CHECK_REG Report Manager

Process Monitor Run

Process Instance: 188158

Process Request Parameter(s)

On-Cycle Run

Pay Run ID 01A2017170

170 01A 17

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

14. The **Process Monitor** page displays.
15. Select the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.
16. Select the **Details** link.

Check Register

Process Monitor

Process List

Server List

View Process Request For

User ID

CTC_JMERF

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|--------------|---------------------------|------------|---------------------|-------------------------|
| <input type="checkbox"/> | 188158 | | SQR Report | PAY004 | CTC_JMERRILL | 10/15/2019 12:09:15PM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 188157 | | SQR Report | PER029 | CTC_JMERRILL | 10/15/2019 11:48:43AM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 188156 | | SQR Report | PAY007 | CTC_JMERRILL | 10/15/2019 11:29:38AM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 188155 | | SQR Report | PAY007 | CTC_JMERRILL | 10/15/2019 11:27:10AM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 188154 | | SQR Report | PAY007 | CTC_JMERRILL | 10/15/2019 11:03:54AM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 188153 | | SQR Report | PAY010 | CTC_JMERRILL | 10/15/2019 10:33:49AM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 188152 | | SQR Report | PAY010 | CTC_JMERRILL | 10/15/2019 10:21:21AM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 188151 | | SQR Report | PAY010 | CTC_JMERRILL | 10/15/2019 10:19:49AM PDT | Success | Posted | Details |
| <input type="checkbox"/> | 188150 | | SQR Report | PAY008 | CTC_JMERRILL | 10/15/2019 9:45:25AM PDT | Success | Posted | Details |

Go back to Check Register

Save

Notify

17. The **Process Detail** page displays.

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

Process Detail

Help

Process

Instance

188158

Type

SQR Report

Name

PAY004

Description

Payroll Check Register

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

CHECK_REG

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

10/15/2019 12:10:04PM PDT

Run Anytime After

10/15/2019 12:09:15PM PDT

Began Process At

10/15/2019 12:10:31PM PDT

Ended Process At

10/15/2019 12:10:46PM PDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

OK

Cancel

19. To view the report, select the **PDF** link in the **File List** section.

View Log/Trace
X

[Help](#)

Report

Report ID 172914
 Name PAY004
 Run Status Success

Process Instance 188158
 Process Type SQR Report

[Message Log](#)

Payroll Check Register

Distribution Details

Distribution Node local

Expiration Date 11/14/2019

File List

| Name | File Size (bytes) | Datetime Created |
|---------------------------------------|-------------------|----------------------------------|
| SQR_PAY004_188158.log | 1,817 | 10/15/2019 12:10:46.594583PM PDT |
| pay004_188158.PDF | 25,082 | 10/15/2019 12:10:46.594583PM PDT |
| pay004_188158.out | 116 | 10/15/2019 12:10:46.594583PM PDT |

Distribute To

| Distribution ID Type | Distribution ID |
|----------------------|-----------------|
| User | CTC_JMERRILL |

Return

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

| PeopleSoft | | | | | | | | | | | | | | Page No. 1 | |
|---|--------|------------|--------------|---------|---------------------------|-------------|-------------|----------|---------------|----------|---------------|-----------|----------------|---------------------|--|
| Payroll Check Register | | | | | | | | | | | | | | Run Date 10/15/2019 | |
| On Cycle CONFIRMED | | | | | | | | | | | | | | Run Time 12:10:31 | |
| Report ID: PAY004 | | | | | | | | | | | | | | | |
| Company: 170 WA STATE COMM COLL DIST 17 | | | | | | | | | | | | | | | |
| Form ID: CHECKS | | | | | | | | | | | | | | | |
| Check No. | Source | Check Date | Check Amount | Sep Chk | Employee Name | Employee ID | Department | Dept. ID | Business Unit | Location | Location Code | Pay Group | Address Option | | |
| 000000000014183 | | 01/25/2017 | 566.51 | | Behr, Kris A | 101009052 | SFinAidWS | 99304 | HR171 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014184 | | 01/25/2017 | 715.13 | | Bouch, Walter L | 101008926 | SCC Facili | 99060 | HR170 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014185 | | 01/25/2017 | 1,436.95 | | Bravo, Patricia A | 101002010 | SCC Arts & | 98740 | HR171 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014186 | | 01/25/2017 | 707.76 | | Buensli, James D | 101007566 | SFCC Facil | 99065 | HR170 | SFCC | FMAIN | C17 | Home Addr | | |
| 000000000014187 | | 01/25/2017 | 1,236.58 | | Gentry, Brieanna M | 101007704 | HSNtrthECC | 99007 | HR170 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014188 | | 01/25/2017 | 1,117.02 | | Grove, Gordon J | 101000395 | SStudactcv | 99294 | HR171 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014189 | | 01/25/2017 | 1,514.12 | | Harrison, Erik Shane | 101001373 | Dist Build | 99070 | HR170 | CCS DIST | DIST | C17 | Home Addr | | |
| 000000000014190 | | 01/25/2017 | 830.64 | | Letsch, Taysa M | 101000458 | HS&EC | 99003 | HR170 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014191 | | 01/25/2017 | 1,336.21 | | Lloyd, Kathleen L | 101000290 | HS&EC | 99003 | HR170 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014192 | | 01/25/2017 | 602.35 | | Lukin, Alla A | 101000755 | HS&EastCtrl | 99004 | HR170 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014193 | | 01/25/2017 | 866.82 | | Matson, Richard M | 101000962 | SFCC Facil | 99065 | HR170 | SFCC | FMAIN | C17 | Home Addr | | |
| 000000000014194 | | 01/25/2017 | 993.44 | | McDaniel, Mary L | 201085138 | FFroctTst | 98889 | HR172 | SFCC | FMAIN | C17 | Mail Addr | | |
| 000000000014195 | | 01/25/2017 | 1,071.53 | | Metcalfe, Monja D | 101009031 | SFCC Compu | 98810 | HR170 | SFCC | FMAIN | C17 | Home Addr | | |
| 000000000014196 | | 01/25/2017 | 22.72 | | Mokhtari, Rameen C | 101001109 | SFCC Facil | 99065 | HR170 | SFCC | FMAIN | C17 | Home Addr | | |
| 000000000014197 | | 01/25/2017 | 1,328.01 | | Nikonchuk, Ludmila | 101003560 | HSSCCBgft | 99010 | HR170 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014198 | | 01/25/2017 | 1,232.63 | | Pritchert-Johnson, Lori K | 101002043 | SDisbltySp | 99302 | HR171 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014199 | | 01/25/2017 | 826.73 | | Sharp, Adrianna J | 101009044 | HRDirEmpSr | 99503 | HR170 | CCS DIST | DIST | C17 | Home Addr | | |
| 000000000014200 | | 01/25/2017 | 772.52 | | Thomason, Barbara L | 101003369 | HSSCCBgft | 99010 | HR170 | SCC | SMAIN | C17 | Home Addr | | |
| 000000000014201 | | 01/25/2017 | 1,438.58 | | Tucker, Ryan D | 101001514 | Dist Marke | 99200 | HR170 | CCS DIST | DIST | C17 | Home Addr | | |
| 000000000014202 | | 01/25/2017 | 1,506.98 | | Watkins, Ricky Melvin | 101000797 | Dist Build | 99070 | HR170 | CCS DIST | DIST | C17 | Home Addr | | |
| 000000000014203 | | 01/25/2017 | 1,912.12 | | Williams, Douglas A | 101005125 | DCompSup | 99355 | HR170 | CCS DIST | DIST | C17 | Home Addr | | |

22. You have successfully run the check register report.
23. End of procedure.