


## 9.2 Running the Tax Deposit Summary Report

**Purpose:** Use this document as a reference for running the Tax Deposit Summary 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.

Print this report for information required for making each pay period tax deposits.

### Run the Tax Deposit Summary Report

**Navigation:** NavBar > Navigator > Payroll for North America > Pay Period Tax Reports USA > Tax Deposit Summary

1. The **Tax Deposit Summary** 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.

### Tax Deposit Summary

Run Control ID

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

5. The **Tax Deposit Summary Report** 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.

### Tax Deposit Summary Report

Run Control ID TAX\_DEP\_SUMM
Report Manager
Process Monitor

Process Request Parameter(s)

**On-Cycle Run**

170 01A 16

**Off-Cycle Pay Calendar**

Company

Pay Group

Pay End Date

Process Page  Thru

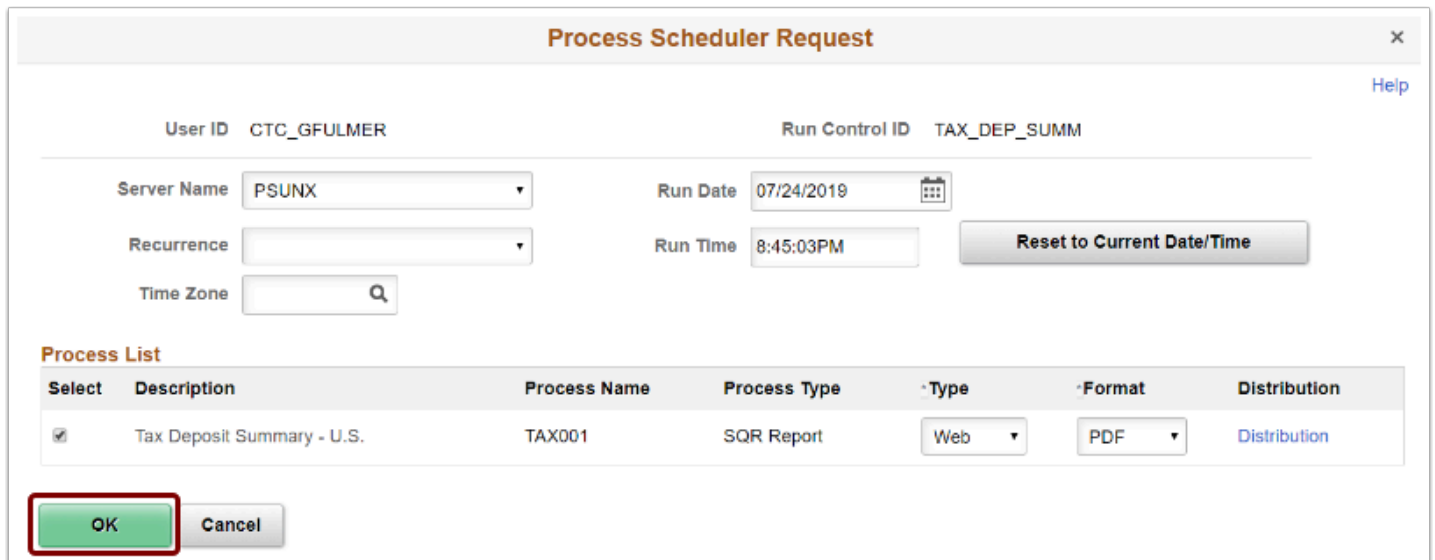
**Payroll Cycle**

☒ On-Cycle
 ☐ Off-Cycle
 ☐ Both

9. The **Process Scheduler Request** page displays.

10. Select the **OK** button.



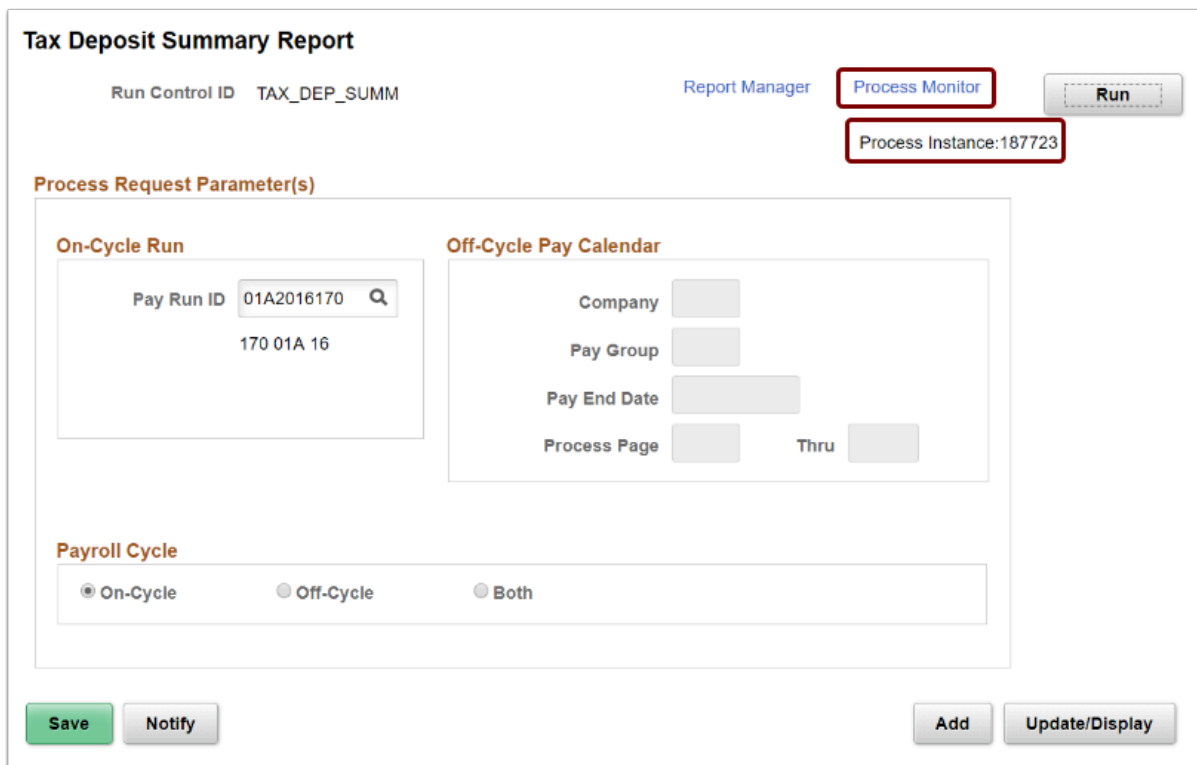
The 'Process Scheduler Request' dialog box is shown. It has a title bar with a close button. Inside, there are fields for 'User ID' (CTC\_GFULMER) and 'Run Control ID' (TAX\_DEP\_SUMM). Below these are 'Server Name' (PSUNX), 'Run Date' (07/24/2019), 'Recurrence', 'Run Time' (8:45:03PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the Run Time field. A 'Process List' table is below, with columns: Select, Description, Process Name, Process Type, Type, Format, and Distribution. The table has one row: Tax Deposit Summary - U.S., TAX001, SQR Report, Web, PDF, Distribution. At the bottom are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Tax Deposit Summary - U.S.	TAX001	SQR Report	Web	PDF	Distribution

11. The **Tax Deposit Summary Report** page displays.

12. Make note of the **Process Instance** number.

13. Select the **Process Monitor** link.



The 'Tax Deposit Summary Report' page is shown. It has a title bar. Below the title bar are 'Run Control ID' (TAX\_DEP\_SUMM) and 'Report Manager' link. There are three buttons: 'Process Monitor' (highlighted with a red box), 'Run' (dashed border), and 'Process Instance:187723' (highlighted with a red box). Below these is a 'Process Request Parameter(s)' section. It has two columns: 'On-Cycle Run' and 'Off-Cycle Pay Calendar'. The 'On-Cycle Run' column has 'Pay Run ID' (01A2016170) and '170 01A 16'. The 'Off-Cycle Pay Calendar' column has 'Company', 'Pay Group', 'Pay End Date', and 'Process Page' (Thru). Below these is a 'Payroll Cycle' section with radio buttons for 'On-Cycle', 'Off-Cycle', and 'Both'. At the bottom are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

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.

Process List

Server List

View Process Request For

User ID

CTC\_GFULMEI

Type

Last

1

Days

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

☒

Process List

1-1 of 1

View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	187723		SQR Report	TAX001	CTC_GFULMER	07/24/2019 8:45:03PM PDT	Success	Posted	Details

Go back to Tax Deposit Summary

Save

Notify

Process List

Server List

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

Process Detail

Help

Process

Instance

187723

Type

SQR Report

Name

TAX001

Description

Tax Deposit Summary - U.S.

Run Status

Success

Distribution Status

Posted

Run

Run Control ID

TAX\_DEP\_SUMM

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

07/24/2019 8:47:31PM PDT

Run Anytime After

07/24/2019 8:45:03PM PDT

Began Process At

07/24/2019 8:47:54PM PDT

Ended Process At

07/24/2019 8:48:09PM PDT

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

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

