


## 9.2 Running the Year End Record Error Report (TAX910ER)

**Purpose:** Use this document as a reference for how to run the TAX910ER Year End Record Error Report. This process reviews data loaded in the W-2 table and identifies record errors that need to be corrected. It produces the W-2 Record Error Report.

**Audience:** Payroll Administrators.

-  You must have at least one of these local college managed security roles:
- ZZ Payroll Data Maintenance
- If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

### Running the Year End Record Error Report

**Navigation:** NavBar > Navigator > Payroll for North America > U.S. Annual Processing > Audit and Error Reports > Year End Record Error

The **Year End Record Error** search page displays.

1. Enter an existing **Run Control ID** or select the **Add a New Value** and create a new Run Control ID.
2. Select the **Add** button.

Employee Self Service      Year End Record Error      Home      44      New Window | Help

### Year End Record Error

Find an Existing Value      **Add a New Value**

Run Control ID      YE\_RECD\_ERR

**Add**

Find an Existing Value | Add a New Value

The **Year End Record Error Report** page displays.

Enter **Process Request Parameters** as appropriate.

3. **Update Status to VOID if Error** - select this check box. Forms for non-employees or with negative amounts will automatically be voided.
4. Processing Options - **All Employees** is selected by default.
5. Processing Options - **All Companies** is selected by default. Change this to the **Selected Companies** option.
6. Enter your **Company** code or select it from the *Look Up* icon.
7. Click the **Run** button.

Process List Year End Record Error Report

Run Control ID YE\_RECDED\_ERR Report Manager Process Monitor **Run**

☒ Update Status to VOID if Error  
(Forms for non-employees or with negative amounts will automatically be voided.)  
Balances for Year 2022

Employees

Processing Options  
☒ All Employees ☐ Selected Employees

Employees Selected for Printing

Employee ID	Name

W-2 Reporting Companies

Processing Options  
☐ All Companies ☒ Selected Companies

W-2 Reporting Companies Selected for Printing

Company	Description
140	

The **Process Scheduler Request** page displays.

8. Select the **OK** button.

Process Scheduler Request

User ID CTC\_JLAMBERT Run Control ID YE\_RECDED\_ERR

Server Name  Run Date 12/12/2022

Recurrence  Run Time 7:11:39PM **Reset to Current Date/Time**

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	YE Record Error Listing	TAX910ER	SQR Report	Web	PDF	Distribution

**OK** Cancel

The **Year End Record Error Report** page displays.

9. Select the **Process Monitor** link and make note of the Process Instance number.

The **Process Monitor** page displays.

10. From the **Process List tab**, select the **Refresh** button periodically until the **Run Status** field is **Success** and the **Distribution Status** field is **Posted**.
11. Select **Details** to review **Process Detail**.

**Process Monitor**

Process List | Server List

**View Process Request For**

User ID: CTC\_JLAMBEF | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance From: | Instance To: | Report Manager

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"/>	589687		SQR Report	TAX910ER	CTC_JLAMBERT	12/12/2022 7:11:39PM PST	Success	Posted	<a href="#">Details</a>

Go back to Year End Record Error

Save | Notify

Process List | Server List

The **Process Detail** page displays.

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

**Process Detail**

Process

Instance: 589687 | Type: SQR Report

Name: TAX910ER | Description: YE Record Error Listing

Run Status: Success | Distribution Status: Posted

Run

Run Control ID: YE\_RECDED\_ERR

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: 12/12/2022 7:12:07PM PST

Run Anytime After: 12/12/2022 7:11:39PM PST

Began Process At: 12/12/2022 7:12:27PM PST

Ended Process At: 12/12/2022 7:12:55PM PST

Actions

[Parameters](#) | [Transfer](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

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

13. Select the applicable PDF file to review.

The 'View Log/Trace' window displays the following information:

- Report:** Report ID 528571, Process Instance 589687, Name TAX910ER, Process Type SQR Report, Run Status Success. A 'Message Log' link is available.
- YE Record Error Listing:** Section header.
- Distribution Details:** Distribution Node local, Expiration Date 01/11/2023.
- File List:** A table with columns Name, File Size (bytes), and Datetime Created.

Name	File Size (bytes)	Datetime Created
SQR_TAX910ER_589687.log	1,851	12/12/2022 7:12:55.839097PM PST
tax910er_589687.PDF	2,693	12/12/2022 7:12:55.839097PM PST
tax910er_589687.out	23,138	12/12/2022 7:12:55.839097PM PST
- Distribute To:** Distribution ID Type, Distribution ID, User CTC\_JLAMBERT.
- Return** button.

The **YE RECORD ERROR REPORT** displays.

14. Review the error listed.

15. You can download or print the report from the icons on the right-side of the title bar.

16. Correct the listed errors!

The 'YE RECORD ERROR REPORT' displays the following information:

- Report ID:** TAX910ER
- W2 Rpt Company:** 140
- Federal EIN:** 91-0824167
- PeopleSoft YE RECORD ERROR REPORT Tax Year 2022**
- Page No.:** 1
- Run Date:** 12/12/2022
- Run Time:** 19:29:14
- Employee ID Employee Name SSN Taxform Message**
- TEST5** Incomplete employee address
- TEST4** Form voided. Negative Amount in Box12E
- TEST21** Invalid SSN

Process complete.