

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 | New Window | Help

Year End Record Error

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

Run Control ID: YE_RECD_ERR

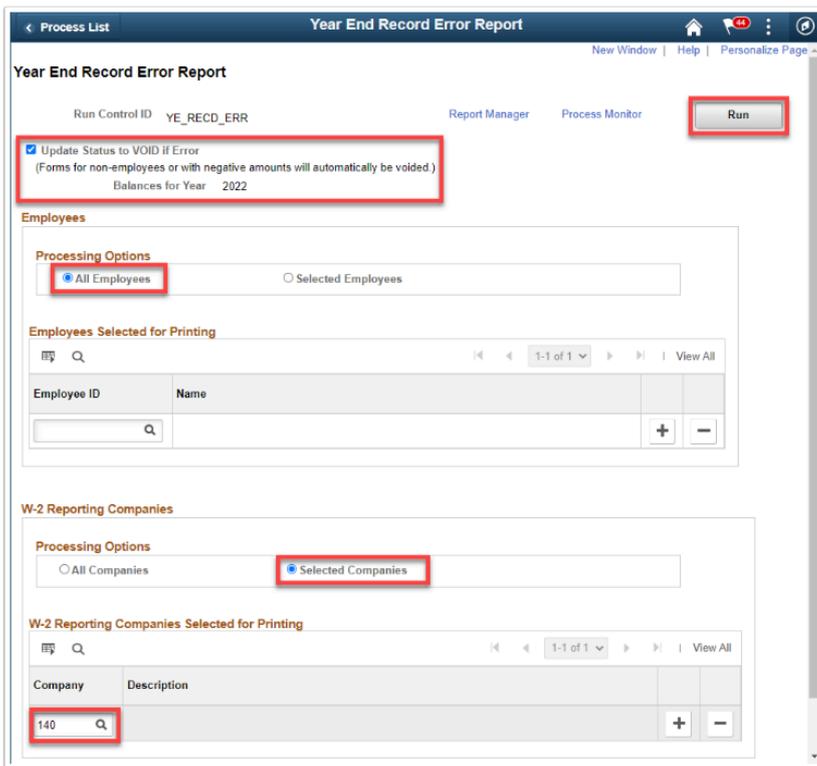
Add

Find an Existing Value | Add a New Value

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

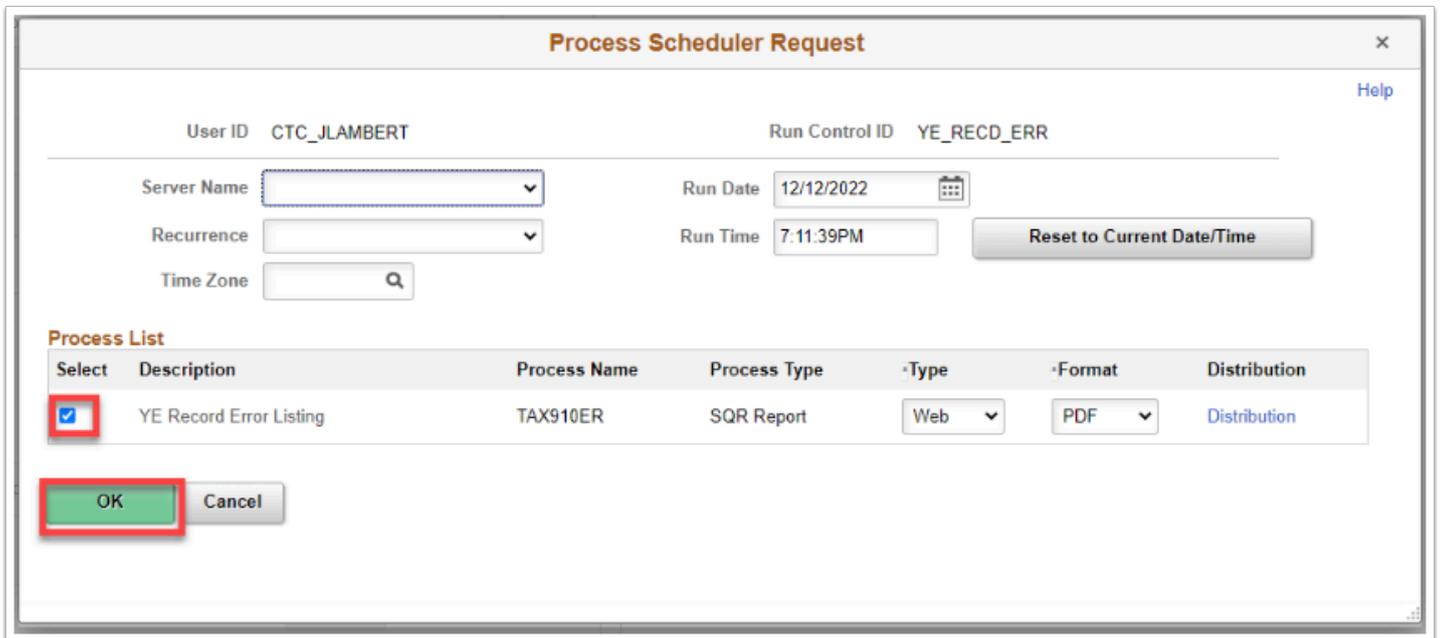
Enter **Process Request Parameters** as appropriate.

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.



The **Process Scheduler Request** page displays.

8. Select the **OK** button.



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**.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a 'View Process Request For' section with various filters and a 'Refresh' button. The 'Process List' table below contains the following data:

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	Details

The 'Details' link in the last column of the table is highlighted with a red box. Below the table, there are 'Save' and 'Notify' buttons and a link to 'Go back to Year End Record Error'.

The **Process Detail** page displays.

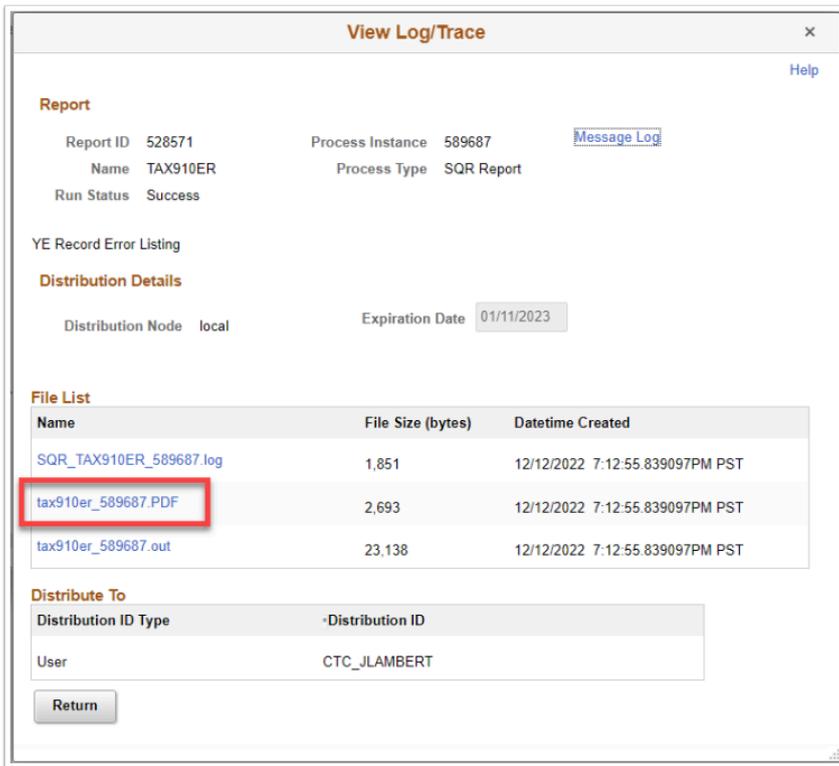
12. Select the **View Log/Trace** link.

The screenshot shows the 'Process Detail' page. It displays the following information:

- 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: (empty).
- 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](#)
 - [Message Log](#)
 - [Batch Timings](#)
 - [View Log/Trace](#) (highlighted with a red box)
 - [Transfer](#)

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

13. Select the applicable PDF file to review.

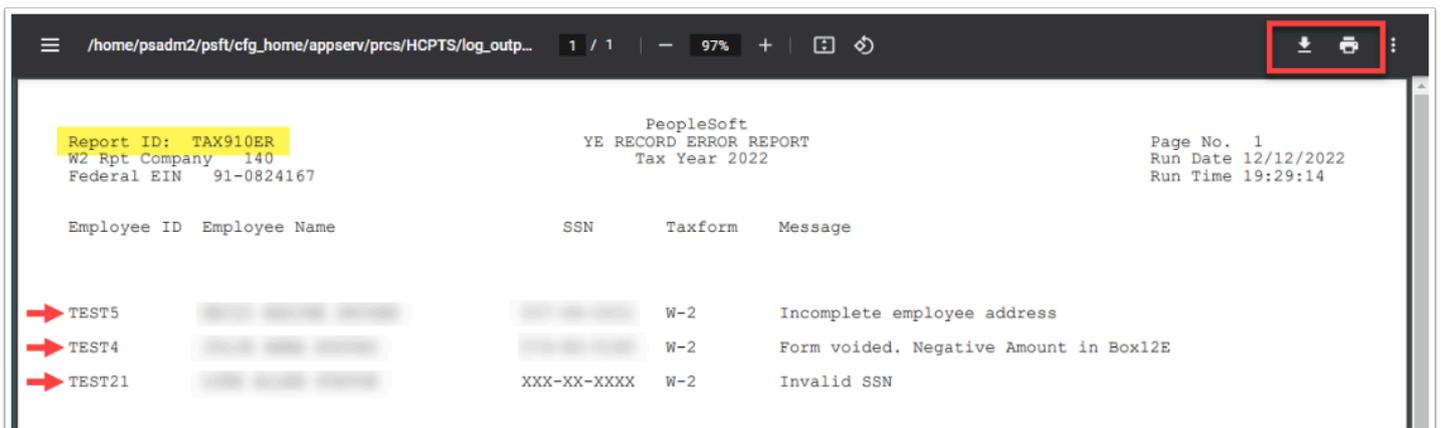


The **YE RECORD ERROR REPORT** displays.

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!



Process complete.