


# 9.2 Running the Preconfirm Audit Report

**Purpose:** Use this document to run the preconfirm audit report in ctcLink.

**Audience:** Payroll Specialists.

-  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.

Use the **Preconfirm Audit Report** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

## Running the Preconfirm Audit Report

**Navigation:** NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Payroll > Preconfirm Audit Report

1. The **Preconfirm Audit Report** search page displays.
2. Enter an existing Run Control ID or Click the **Add a New Value** tab and create a new **Run Control ID**.
3. Select the **Add** button.

< Manager Self Service

Preconfirm Audit Report

Preconfirm Audit Report

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value

Add a New Value

4. Click the **Pay Run ID** lookup icon and select the desired pay run ID.
5. Select the **Run** button.

Manager Self Service Preconfirm Audit Report

Preconfirm Audit Report

Run Control ID preconfirm\_audit Report Manager Process Monitor **Run**

Language English

Report Request Parameter(s)

Pay Run ID 01A201822 🔍 Tacoma 01A Payroll 2018

Save Notify Add Update/Display

6. The **Process Scheduler Request** page displays.
7. If the server name does not prefill, select the **PSUNX** option from the **Server Name** drop-down menu.
8. Click the **OK** button

Process Scheduler Request Help

User ID CTC\_DHEMBRY Run Control ID preconfirm\_audit

Server Name ▼ Run Date 05/17/2018 ✕ 31

Recurrence ▼ Run Time 2:03:00PM Reset to Current Date/Time

Time Zone 🔍

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pre-Confirm Paysheet Audit	PAY036	SQR Report	Web <span style="border: 1px solid gray; padding: 2px;">▼</span>	PDF <span style="border: 1px solid gray; padding: 2px;">▼</span>	Distribution

**OK** Cancel

9. The **Preconfirm Audit Report** displays.
10. Make note of the **Process Instance** number.
11. Select the **Process Monitor** link.

Manager Self Service Preconfirm Audit Report

Preconfirm Audit Report

Run Control ID: preconfirm\_audit  
Language: English

Report Manager: **Process Monitor** Run

Process Instance: 131841

Report Request Parameter(s)

Pay Run ID: 01A2018220 Tacoma 01A Payroll 2018

Save Notify Add Update/Display

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

Preconfirm Audit Report Process Monitor

Process List Server List

View Process Request For

User ID: CTC\_DHEMBRY Type: Last 1 Days Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	131841		SQR Report	PAY038 CTC_DHEMBRY	05/17/2018 2:03:00PM PDT	Success	Posted	Details	

Go back to Preconfirm Audit Report

Save Notify

Process List | Server List

16. Click the **View Log/Trace** link under the **Actions** header.

View Log/Trace

Help

Report

Report ID: 9215

Process Instance: 9850

Message Log

Name: PAY036

Process Type: SQR Report

Run Status: Success

Precalc Audit

Distribution Details

Distribution Node: local

Expiration Date: 04/02/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_PAY036_9850.log	1,778	03/26/2015 9:22:50.803543AM PDT
pay036_9850.PDF	2,753	03/26/2015 9:22:50.803543AM PDT
pay036_9850.out	708	03/26/2015 9:22:50.803543AM PDT

Distribute To

Distribution ID Type

\*Distribution ID

User

CIBER\_FUNCTIONAL

17. The process to run the preconfirm audit report is now complete. The report provides a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process.
18. End of procedure.