

# 9.2 Running the SAO Annual Data Request Process

**Purpose:** Use this document as a reference for how to run the SAO Annual Data Request process in ctLink. This custom process will generate data files for your college that need to be uploaded to the State Auditor's website.

**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 SAO Annual Data Request Process

**Navigation:** NavBar > Navigator > Payroll for North America > CTC Custom > CTC Interfaces > SAO Annual Data Request

1. The **SAO Annual Data Request** search page displays.
2. Enter an existing **Run Control ID** or select the **Add a New Value** and create a new Run Control ID.
3. Select the **Add** button.

**SAO Annual Data Request**

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

Run Control ID

**Add**

Find an Existing Value | Add a New Value

4. The **SAO Annual Data Request** page displays.
5. Enter **Process Request Parameters** as appropriate. **Leave Exclude Accounts blank.**
  - a. **Starting Accounting Period** of range (YYMM: YY = Calendar year of fiscal year start, MM = Calendar month (07)).
  - b. **Ending Accounting Period** of range (YYMM: YY = Calendar year of fiscal year end, MM = Calendar Month (06)).
  - c. **Address Percentage** - The percent of an employee's address used to determine a possible duplication of another employee's address. (SAO requested we use 80% for FY2021).
  - d. **Vendor Percentage** - The percent of an employee's name used to match with a vendor's name. (SAO requested we use 80% for FY2021).
  - e. Fiscal Year - The fiscal year represented as YYYY (FY21=2021).
  - f. **Business Unit Value** will be set appropriately based on user login. (**Only ctcLink Support Staff will have access to multiple Business Units**).
6. Select the **Run** button.

SAO Annual Data Request

Run Control ID [REDACTED] Report Manager Process Monitor Run

**Process Request Parameters**

\*Starting Accounting Period: 2007 \*Ending Accounting Period: 2106

\*Address Percentage: 80 \*Vendor Percentage: 80

\*Fiscal Year: 2021

*Exclude Accounts	Description		
1			

Business Unit: HR [REDACTED] [REDACTED] College

Save Return to Search Notify Add Update/Display

7. The **Process Scheduler Request** page displays.
8. Select the **OK** button.

Process Scheduler Request Help

User ID [REDACTED] Run Control ID [REDACTED]

Server Name [REDACTED] Run Date 08/11/2021

Recurrence [REDACTED] Run Time 8:51:30AM Reset to Current Date/Time

Time Zone [REDACTED]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SAO Annual Data Request	CTC_SAO_AE	Application Engine	Web	TXT	Distribution

OK Cancel

9. The **SAO Annual Data Request** page displays.
10. Select the **Process Monitor** link and make note of the Process Instance.

SAO Annual Data Request

Run Control ID [REDACTED] Report Manager **Process Monitor** Run

Process Instance [REDACTED]

**Process Request Parameters**

\*Starting Accounting Period: 2007 \*Ending Accounting Period: 2106

\*Address Percentage: 80 \*Vendor Percentage: 80

\*Fiscal Year: 2021

*Exclude Accounts	Description
1	

Business Unit: HR [REDACTED] [REDACTED] College

Save Return to Search Notify Add Update/Display

11. The **Process Monitor** page displays.
12. From the **Process List** tab, select the **Refresh** button periodically until the **Run Status** field is **Success** and the **Distribution Status** field is **Posted**.
13. Select **Details** to review **Process Detail**.

Process List Server List

**View Process Request For**

User ID [REDACTED] Type [ ] Last [ ] 3 Days Refresh

Server [ ] Name [ ] Instance From [ ] Instance To [ ] Report Manager

Run Status [ ] Distribution Status [ ]  Save On Refresh

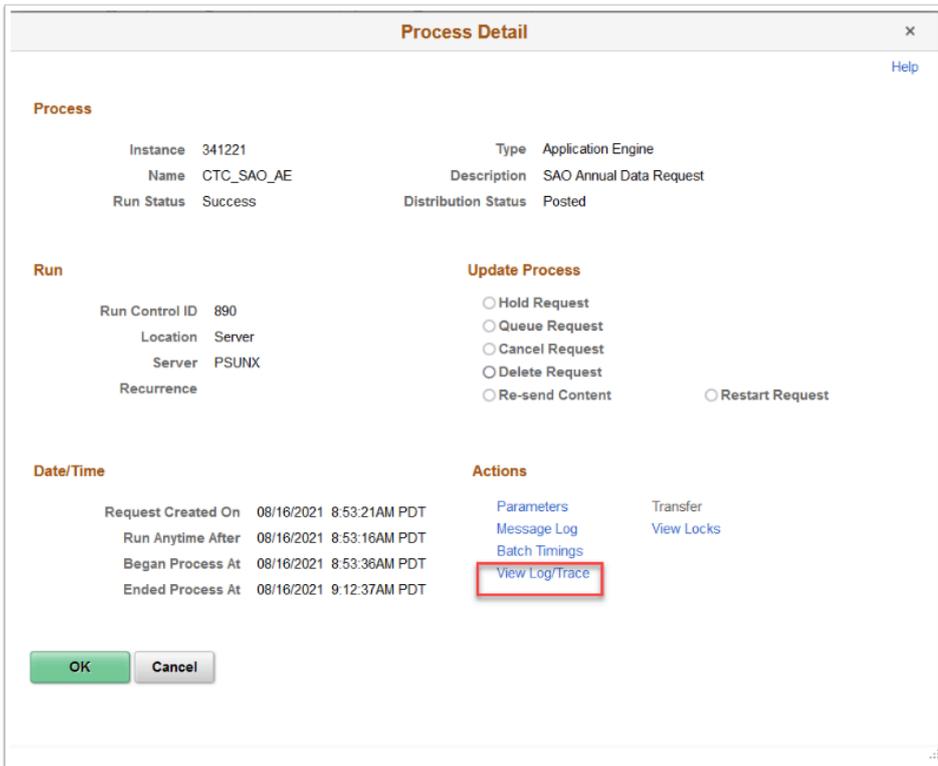
**Process List**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	341221		Application Engine	CTC_SAO_AE	[REDACTED]	08/16/2021 8:53:16AM PDT	Success	Posted	<a href="#">Details</a>

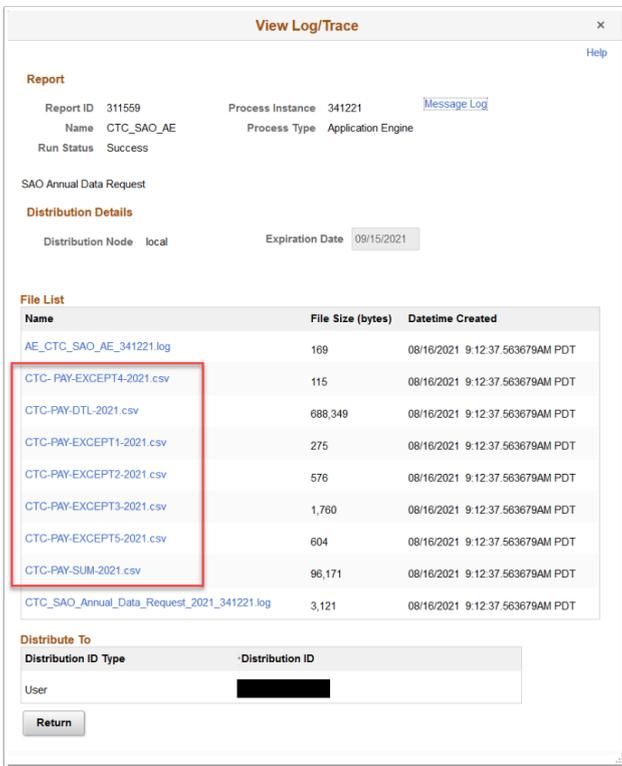
Save Notify

Process List | Server List

14. The **Process Detail** page displays.
15. Select the **View Log/Trace** link.



16. The View Log/Trace page displays.
17. Select the applicable .csv files to review and download the CSV files.



18. Process complete.