











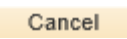
CA107.01: Running the 'Invalid Funding' Report

Step	Action
1.	On the Manager Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the oneusg menu. 
4.	Click the Commitment Accounting menu. 
5.	Click the Invalid Funding Report menu. 
6.	Click the Add a New Value tab. 
7.	On the Invalid Funding Report page, populate the Run Control ID field. Run Control ID <input data-bbox="529 1528 979 1562" type="text"/>
8.	Click the Add button. 
9.	Populate the Company field using the LookUp icon or by entering a valid value. <input data-bbox="367 1772 440 1806" type="text"/>



Step	Action
10.	Click the Look Up Pay Run ID icon. 
11.	Populate the begins with field. NOTE: The Pay Run ID includes smartcoding: Digit 1 - Year Digit 2 - Month Digit 3 - Paygroup Type (B = Biweekly; M = Monthly) Digit 4 - Payroll Sequence (i.e., 1st Biweekly, 2nd Biweekly, etc.) begins with <input data-bbox="487 682 776 718" type="text"/>
12.	Click the Look Up button. 
13.	Click the desired Pay Run ID in the listing. 
14.	Click the Save button. 
15.	Click the Run button. 
16.	On the Process Scheduler Request dialog box, click the OK button. 
17.	Click the Process Monitor link. Process Monitor
18.	Click the Details link associated with your Process Instance . Details
19.	Click the View Log/Trace link. 
20.	Click the Report link, identified by the .pdf extension on the file name. 



Step	Action
21.	Review the report information and determine corrective actions to take, where appropriate. NOTE: To close the report display click the Close (X) icon on the browser tab. INVALID FUNDING REPORT
22.	Click the Return button. 
23.	Click the Cancel button. 
24.	Click the Go back to Invalid Funding Report link to complete the task. Go back to Invalid Funding Report
25.	You have successfully completed the Running the Invalid Funding Report topic. End of Procedure.