



















### CA109.03.01: Running the Predistribution Audit Report

Step	Action
1.	On the <b>Manager Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Payroll for North America</b> menu. 
4.	Click the <b>Payroll Distribution</b> menu. 
5.	Click the <b>Commitment Accounting USA</b> menu. 
6.	Click the <b>Predistribution Audit Report</b> menu. 
7.	Click the <b>Search</b> button to display a listing of existing run controls. NOTE: Click the <b>Add a New Value</b> tab to create a new run control. 
8.	Select a run control from the listing. 



Step	Action
9.	<p>Populate the <b>Pay Run ID</b> field.</p> <p>NOTE: The <b>Pay Run ID</b> includes smartcoding:  <b>Digit 1</b> - Year  <b>Digit 2</b> - Month  <b>Digit 3</b> - Paygroup Type (B = Biweekly; M = Monthly)  <b>Digit 4</b> - Payroll Sequence (i.e., 1st Biweekly, 2nd Biweekly, etc.)</p> 
10.	<p>Validate the <b>General Audit</b> radio button is enabled and make any needed updates.</p> <p><input checked="" type="radio"/> <b>General Audit</b></p>
11.	<p>Click the <b>Save</b> button.</p> 
12.	<p>Click the <b>Run</b> button.</p> 
13.	<p>On the <b>Process Scheduler Request</b> dialog box, click <b>OK</b>.</p> 
14.	<p>Click the <b>Process Monitor</b> link.</p> 
15.	<p>Click the <b>Details</b> link associated with the <b>HPCA010</b> report.</p> 
16.	<p>On the <b>Process Details</b> page, click the <b>View Log/Trace</b> link.</p> 
17.	<p>Click the <b>Report</b> link, identified by the .pdf extension on the file name.</p>
18.	<p>Review the report information and determine corrective actions to take, where appropriate.</p> <p>NOTE: To close the report display click the <b>Close (X)</b> icon on the browser tab.</p>
19.	<p>Click the <b>Return</b> button.</p>
20.	<p>On the <b>Process Details</b> page, click the <b>Cancel</b> button.</p> 



Step	Action
21.	Click the <b>Go back to Predistribution Audit Report</b> link to complete the task. <a href="#">Go back to Predistribution Audit Report</a>
22.	You have successfully completed the <b>Running the Predistribution Audit Report</b> topic. <b>End of Procedure.</b>