


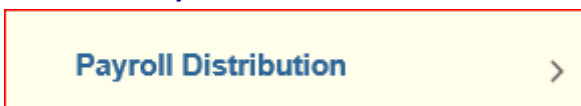



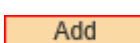









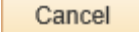




CA110.22: Running the Actuals GL Interface

Step	Action
1.	On the Manager Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Payroll for North America menu. 
4.	Click the Payroll Distribution menu. 
5.	Click the Provide GL Information menu. 
6.	Click the Commitment Accounting Actuals menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. <u>CA_ACTUALS</u>
9.	Click the Add button. 



Step	Action
10.	Populate the Pay Run ID 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.) Pay Run ID <input data-bbox="500 541 667 579" type="text"/>
11.	Click the Save button. 
12.	Click the Run button. 
13.	On the Process Scheduler Request page, click the OK button. 
14.	Click the Process Monitor link. 
15.	Click the PAYGL02A link. 
16.	On the Process Detail page, click the BORGL02 process link. 
17.	On the Process Detail page, click the View Log/Trace link. 
18.	Click the Report link, identified by the .out extension on the file name. 
19.	Review the report information and make note of the Posting Summary information. NOTE: To close the report display click the Close (X) icon on the browser tab.
20.	On the View Log/Trace dialog page, click the Return button. 
21.	Click the Cancel button. 



Step	Action
22.	Click the Go back to Commitment Accounting Actuals link to complete the task. Go back to Commitment Accounting Actuals
23.	You have successfully completed the Running the Actuals GL Interface topic. End of Procedure.