
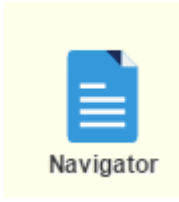
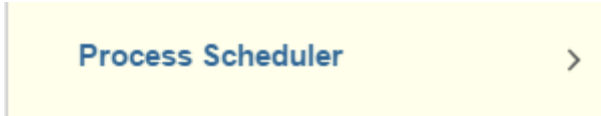

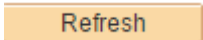
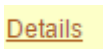





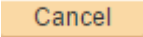
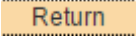
CA110.29: Reconciling the Payroll Summary Report to the Actuals GL Interface Log

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button. 
3.	Click the Process Scheduler menu. 
4.	Click the Process Monitor menu. 
5.	After reviewing the listing of processes and identifying the desired PAY018 process instance id, populate the Instance From field. <input type="text"/>
6.	Populate the Instance To field by entering a process instance id equal to or greater than the PAYGL02A process associated with the PAY018 pay run for comparison.
7.	Click the Refresh button. 
8.	Click the Details link associated with the PAY018 Payroll Summary Report. 



Step	Action										
9.	On the Process Detail page, click the View Log/Trace link. View Log/Trace										
10.	On the View Log/Trace page, click the Report link, indicated by the .pdf file extension. pay018_34843.PDF										
11.	Review the Pay Check Summary information. (It may be beneficial to print this report.) NOTE: To close the report display click the Close (X) icon on the browser tab. <table border="1"> <thead> <tr> <th>Count</th> <th>Total Gross</th> <th>Total Taxes</th> <th>Total Deductions</th> <th>Net Pay</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>1604000.00</td> <td>631449.16</td> <td>390601.80</td> <td>581949.04</td> </tr> </tbody> </table>	Count	Total Gross	Total Taxes	Total Deductions	Net Pay	28	1604000.00	631449.16	390601.80	581949.04
Count	Total Gross	Total Taxes	Total Deductions	Net Pay							
28	1604000.00	631449.16	390601.80	581949.04							
12.	Click the Return button. Return										
13.	Click the Cancel button. Cancel										
14.	On the Process Monitor page, click the link associated with the PAYGL02A output log for comparison. PAYGL02A										
15.	Click the BORGL02 link. 34845 - BORGL02 Success										
16.	On the Process Detail page, click the View Log/Trace link. View Log/Trace										
17.	On the View Log/Trace page, click the Output file link. borql02_34845.out										
18.	Compare the PAYGL02A output log information to the Payroll Summary Report (PAY018) . NOTE: The Output Log is not sub-totaled by Company. In order to properly reconcile the two reports, the user must sum the information contained in the PAYGL02A output log for all companies. *** Company 300 Posting Summary ***										



Step	Action
19.	On the View Log/Trace page, click the Return button. 
20.	On the Process Detail page, click the Cancel button. 
21.	Then, click the Return button. 
22.	You have successfully completed the Reconciling the Payroll Summary Report to the Actuals GL Interface Log topic. End of Procedure.