











CA110: Running the Distribute Actuals Process

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 Commitment Accounting USA menu. 
6.	Click the Distribute Actuals menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="529 1703 976 1738" type="text"/>
9.	Click the Add button. 



Step	Action
10.	On the Actuals Distribution page, click the Look Up icon associated with the Pay Run ID field. 
11.	Select the desired value from the listing. 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.) 
12.	Click the Save button. 
13.	Click the Run button. 
14.	On the Process Scheduler Request dialog page, click the OK button. 
15.	Click the Process Monitor link. 
16.	Click the Details link for the PSPPFUND process. 
17.	On the Process Detail page, click the View Log/Trace link. 
18.	Click the Report link, identified by the .log extension on the file name. 
19.	Review the log information, making note of the number of pay checks processed. NOTE: To close the report display click the Close (X) icon on the browser tab.
20.	Click the Return button. 
21.	Click the Cancel button. 



Step	Action
22.	Click the Go back to Distribute Actuals link to complete the task. Go back to Distribute Actuals
23.	You have successfully completed the Running the Distribute Actuals Process topic. End of Procedure.