


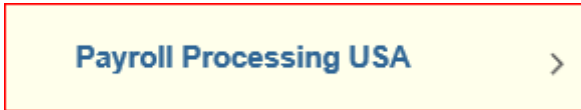

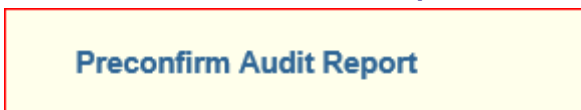

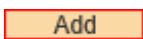




PY002.32: Running the Payroll Preconfirm Audit Report

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 Processing USA menu. 
5.	Click the Produce Payroll menu. 
6.	Click the Preconfirm Audit Report menu. 
7.	Click the Add a New Value tab. 
8.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1726 974 1764" type="text"/>
9.	Click the Add button. 



Step	Action
10.	Populate the Pay Run ID field. Pay Run ID <input 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 Details link associated with the PAY036 report. 
16.	On the Process Detail page, click the View Log/Trace link. 
17.	Click the Report link, identified by the .pdf extension on the file name.
18.	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.
19.	Click the Return button.
20.	Click the Cancel button. 
21.	Click the Go back to Preconfirm Audit Report link. 
22.	You have successfully completed the Running the Payroll Preconfirm Audit Report topic. End of Procedure.