

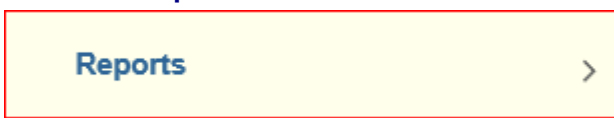
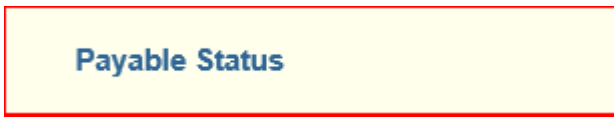
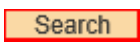

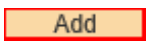




### TL010.04: Running the Payable Status Report

Step	Action
1.	On the <b>Employee Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Time and Labor</b> menu. 
4.	Click the <b>Reports</b> menu. 
5.	Click the <b>Payable Status</b> menu. 
6.	Click the <b>Search</b> button. 
7.	Click the <b>Add a New Value</b> tab. 
8.	Populate the <b>Run Control ID</b> field. Run Control ID <input data-bbox="527 1627 974 1669" type="text"/>
9.	Click the <b>Add</b> button. 
10.	Populate the <b>Description</b> field. Description <input data-bbox="503 1837 950 1879" type="text"/>



Step	Action
11.	Click in the <b>From Date</b> field. From Date <input type="text"/>
12.	Populate the <b>From Date</b> field. From Date <input type="text"/>
13.	Populate the <b>Through Date</b> field. Through Date <input type="text"/>
14.	Click the <b>Needs Approval</b> checkbox. <input type="checkbox"/> Needs Approva
15.	Click the <b>Approved</b> checkbox. <input type="checkbox"/> Approved
16.	Click the <b>Taken by Payroll</b> checkbox. <input type="checkbox"/> Taken by Payrol
17.	Click the <b>Rejected by Payroll</b> checkbox. <input type="checkbox"/> Rejected by Payrol
18.	Click the <b>Look up</b> icon associated with the <b>Group ID</b> field. 
19.	Click the desired <b>Group ID</b> link. <a href="#">98 RIWK</a>
20.	Click the <b>Save</b> button. <input type="button" value="Save"/>
21.	Click the <b>Run</b> button. <input type="button" value="Run"/>
22.	Click the <b>OK</b> button. <input type="button" value="OK"/>
23.	Click the <b>Process Monitor</b> link. <a href="#">Process Monito</a>
24.	Click the <b>Refresh</b> button. <input type="button" value="Refresh"/>
25.	Click the <b>Details</b> link. <a href="#">Details</a>



Step	Action
26.	Click the <b>View Log/Trace</b> link. <b>View Log/Trace</b>
27.	Click the <b>Report</b> link, identified by the .pdf extension on the file name. <b>1001 48092.PDF</b>
28.	Review the report information and determine corrective actions to take, where appropriate.  NOTE: To close the report display click the <b>Close (X)</b> icon on the browser tab.  <code>Payable status(es) selected : 'AP', 'NA', 'RP', 'TP'</code>
29.	<b>End of Procedure.</b>