# Reporting

## Requesting an Agency Run Report

Procedure

For this simulation, you are asked to request an agency run report, the on-cycle PAY005, Cost Center report for the pay period ended 06/11/2011.



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Main Menu** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Payroll for North America** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Payroll Processing USA** link. |
| 1.
 | Click the **Pay Period Reports** link. |
| 1.
 | Click the **Cost Center** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | If you already have a run control ID set up for the report, you can click the **Search** button to find a listing of existing ID's to select from.  To request the report for the first time, you will have to click the **Add a New Value** tab to add the Control ID.Click the **Add a New Value** tab. |
| 1.
 | Click in the **Run Control ID** field. |
| 1.
 | The **Run Control ID** field is limited to 30 characters. For this simulation, enter "**Cost\_Center**". |
| 1.
 | Click the **Add** button. |
| 1.
 | The **Pay Run ID** is named by pay period end date in the MMDDYYCN format, where **C** will be replaced by "O" for an on-cycle and  "F" for an off-cycle payroll.  **N** is the cycle number/ID, such as A, B, or C.     Click the **Look Up** button by the **Pay Run ID** field. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | You can narrow down the **Search Results** by entering the month and date in the **Pay Run ID** field, then clicking the **Look Up** button. Click in the **Pay Run ID** field. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Enter the month and date (in MMDD format) into the **Pay Run ID** field. For this simulation, enter "**0611**". |
| 1.
 | Click the **Look Up** button. |
| 1.
 | There is only one on-cycle payroll for each pay period.  Click the **061111OA** link. |
| 1.
 | If you want to save the **Process Request Parameters** for later use, you would click the **Save** button to save it.  This step is optional. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **Run** button. |
| 1.
 | Your report should be selected on the **Process Scheduler Request** page.  If your report **Process Type** is **SQR Report**, make sure the **Server Name** is **PSUNX**.  Usually, **Type** should be **Web** and **Format** should be **PDF**. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **OK** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | After clicking OK, the system will return you to the report **Run Control ID** page.  This time you will click the **Process Monitor** link.Click the **Process Monitor** link. |
| 1.
 | When you first arrive at the **Process Monitor** page, the report **Run Status** will be **Processing** and the **Distribution Status** will be **N/A**.You can control how many days worth of reports to keep in the system by entering the desired number in the **Last \_ Days** field. |
| 1.
 | You would want to click the **Refresh** button from time to time to check the report processing status.Click the **Refresh** button. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | When the report is completed, the **Run Status** will be **Success** and the **Distribution Status** will be **Posted**.Click the **Details** link. |
| 1.
 | On the **Process Detai**l page, you can further manipulate the run process by clicking the appropriate button to Hold Request, Cancel Request, Delete Request, etc. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | Click the **View Log/Trace** link. |
| 1.
 | The report file will have a **.PDF** extension.Click the **pay005\_962182.PDF** link. |



| **Step** | **Action** |
| --- | --- |
| 1.
 | You can save the report to a desired location, or simply close the report after viewing.  Click the **Close** button to close the report. |
| 1.
 | **End of Procedure.** |