## Running the Preconfirm Audit Report

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</table>
| 1.   | Begin by navigating to the **Preconfirm Audit Report** page.  
      Click the **Payroll for North America** link.  
      [Payroll for North America]  |
| 2.   | Click the **Payroll Processing USA** link. |
| 3.   | Click the **Preconfirm Audit Report** link.  
      [Preconfirm Audit Report]  |
| 4.   | You can run this report by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.  
      Click the **Add a New Value** tab.  |
| 5.   | **A Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the report you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.  
      Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "preconfirm_audit".  |
| 6.   | Click the **Add** button.  
      ![Add button]  |
| 7.   | Use the **Preconfirm Audit Report** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.  |
| 8.   | Click in the **Pay Run ID** field.  |
| 9.   | Enter the desired information into the **Pay Run ID** field. Enter a valid value e.g. "KU1-06-35".  |
| 10.  | Click the **Run** button.  
      ![Run button]  |
| 11.  | Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format.  |
## Step 12
The **Server Name** you choose determines the server on which the process will run. You must choose a Server Name, but for this example all other fields on this screen will remain in default status.

If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.

Click the **Server Name** list.

## Step 13
Click the **PSNT** list item.

## Step 14
Use the **Type** field to select the type of output you want to generate for this job.

## Step 15
Use the **Format** field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is PDF.

## Step 16
Click the **OK** button.

## Step 17
Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status.

## Step 18
Click the **Process Monitor** link.

## Step 19
Use the **Process List** page to view the status of submitted report requests.

## Step 20
The current status of the report is Queued. The report is finished when the status is Success. Continue to click the **Refresh** button until the status is Success.

## Step 21
The status of your process is now Success, meaning that your report has finished running.

## Step 22
You have successfully run a report, which provided a detailed listing (by company, calendar year, pay group, month code, pay end date, and employee ID) of information that might cause problems during the Pay Confirmation process.

*End of Procedure.*