**Run the Record Errors Report**

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| Step | Action |
| Navigation: Main Menu > Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Reports > Record Errors Report | |
| 1 | Click the **Add a New Value** tab to create a new Run Control ID, or **Find an Existing Value** to use a previous one. |
| 2 | Enter a **Run Control ID**. This can be any unique identifier (ex. your initials and the date). |
| 3 | Click the **Add** button. This will take you to the Record Errors Report parameters page. |
| 4 | Enter the **Fiscal Year** (the open/available Fiscal Year). |
| 5 | Select the desired information for the **Business Unit**, **Division**, and **Department** fields. Division and Department are not required. |
| 6 | Click the **Select Values** button employee class box. On the Employee Class selection page, click the **Clear** button and select the desired information for the **Empl Class checkboxes**. |
| 7 | Click the **OK** button to return to the Record Errors Report run control page. |
| 8 | Select the types of **errors** you wish to view in the output by checking the associated boxes. |
| 9 | Press the **Effective Dates** button if compensation errors are included in the run control (2/10/2016 through 7/01/2016). |
| 10 | Click the **Run** button. This will take you to the Process Scheduler Request page. Click the **OK** button. |
| 11 | On the Record Errors Report run control page, note the **Process Instance number** under the Process Instance link. |
| 12 | Click the **Process Monitor** link. This will take you to the Process Monitor page. |
| 13 | Click the **Refresh** button intermittently until the Run Status is Success, and the Distribution Status is Posted. |
| 14 | Click the **Details** link next to the UW\_CAT\_RDERR process just run. This will take you to the Process Details page. |
| 15 | Click the **View Log/Trace** link. This will take you to the View Log/Trace page. |
| 16 | Click the file named **“cat\_record\_errors\_report\_ProcessMonitor#.xls”.** The “Process Monitor#” will be the seven digit code associated with the Record Errors Report process just processed.  **Note:** there can be two excel outputs if there are employees with more than five funding sources. This will be named “**cat\_record\_errors \_report \_addsplits\_ProcessMonitor#.xls**”. |
| 17 | Click **Open** to open the .xls file. If the file does not automatically open, you may need to bring up Excel and select **Yes** in the pop-up window. **Save** the Record Errors Report. |
| 18 | Review the **data** in the Record Errors Report.   * The report is divided by error type into four sections * Emplrcds will likely appear as multiple rows within each section because:   + Emplrcds with more than one error will appear as multiple rows on the report   + Compensation increases and funding splits are added as horizontal rows under each employee * Demographic data (columns 1-11) will repeat for every row for each employee record |