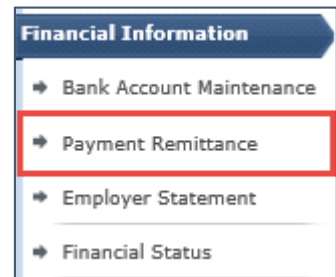




HOW TO: Apply a Credit Memo on eSERS

When a school district uploads a separate adjustment file or manually enters an adjustment, a credit memo will appear in the Payment Remittance application. Before the liability is paid, the credit memo will need to be applied.

In order to apply the credit memo for your district, it will need to be placed in a new and separate payment remittance.



Steps:

1. Click on the **Payment Remittance** menu item.
2. Click **New Payment Remittance**.

Payment Remittance

[Record displayed]

New Payment Remittance

To create a new Payment Remittance or Payment, click the New Payment Remittance button.

[New Payment Remittance](#)

Payment Remittance History

Following are your submitted payment remittances.

[Void](#)

Status:

1 2

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	24024	\$33,213.25	Void	KTalbe09100	06/07/2017

eSERS will show only the amount(s) available in the credit memo fields. eSERS will not display the origin of the credit memo's reporting information.

3. Enter the credit memo amount that you would like to apply to the unpaid liability.
 - The **Available Credit Amount** may be for one or multiple contribution report(s).
 - A user can apply the amount to all liabilities at once.
 - *Employee* Contribution credit memos must be applied on a different Payment Remittance than *Employer* Contribution credit memos.
4. Select the unpaid liability to which you want to apply the credit memo.
5. Click **Add Selected to Pay**.
 - Your liability will move down to the Liabilities to Pay panel.

Payment Remittance

[Wizard Started]

Remittance ID : Payment Remittance Status : Pending
 Total Liability Amount Selected : \$0.00 Total Payment Amount : \$0.00

Next Cancel

Available Credit Memo

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

Type	Available Credit Amount	Credit Amount To Use
<input type="checkbox"/> Employee Contributions	\$64.20	<input type="text" value="\$64.20"/>
<input type="checkbox"/> Employer Contributions	\$0.00	<input type="text" value="\$0.00"/>

Unpaid Liabilities

Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.

Add Selected To Pay **Add All To Pay**

Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Reporting Date	Contribution Cycle Code	SS
<input type="checkbox"/> 46	No	Employee Contributions	\$13,626.64	\$13,626.64	02/15/2017	MON0001	
<input checked="" type="checkbox"/> 938	No	Employee Contributions	\$13,868.68	\$24.06	02/01/2017	SMO0001	
<input checked="" type="checkbox"/> 1000	No	Employee Contributions	\$14,368.29	\$22.32	02/15/2017	SMO0001	
<input checked="" type="checkbox"/> 19764	No	Employee Contributions	\$16,169.30	\$17.82	03/31/2017	SMO0001	
<input type="checkbox"/> 55626	No	Employer Contributions	\$18,733.65	\$18,733.65	08/01/2017	SMO0001	
<input type="checkbox"/> 57909	No	Employer Contributions	\$18,549.67	\$18,549.67	08/15/2017	SMO0001	
<input type="checkbox"/> 58574	No	Employer Contributions	\$702.03	\$702.03	08/15/2017	MON0002	
<input type="checkbox"/> 61846	No	Surcharge	\$78,075.74	\$24,715.74			
<input type="checkbox"/> 92733	No	Employer Contributions	\$20,081.83	\$20,081.83	09/01/2017	SMO0001	
<input type="checkbox"/> 95244	No	Employer Contributions	\$1,607.82	\$1,607.82	09/15/2017	MON0002	

Liabilities to Pay

To pay other than the listed Liabilities, select the Liability Type and click Add Expected Liability button.

*Expected Liability Type: *Reporting Date: **Add Expected Liability**

Remove Selected **Remove All**

Liability ID	Liability Type	Remaining Balance	Payment Amount	Reporting Date	Contribution Cycle Code	SSN Name Invoice	Remittance Item ID	Remittance Item Type
No records to display								

Tip: Employee Contribution Credit Memos will need to be applied, and then a **separate** remittance will need to be created for the Employer Contribution Credit Memos. This includes **Foundation-participating districts**.



Please Note: If a contractor has credit memos, they will be unable to see them. The employer will need to apply the contractor's credit memos for them. From there, the contractor will be able to make the correct payment.

6. Enter the credit memo amount in the **Payment Amount** box.
7. Click **Next**.

Payment Remittance

Msg ID : 8 [All changes successfully saved.]

Remittance ID : Payment Remittance Status : Pending
 Total Liability Amount Selected : \$0.00 Total Payment Amount : \$0.00

Next **Cancel**

Available Credit Memo

Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.

<input type="checkbox"/>	Type	Available Credit Amount	Credit Amount To Use
<input type="checkbox"/>	Employee Contributions	\$64.20	<input type="text" value="\$64.20"/>
<input type="checkbox"/>	Employer Contributions	\$0.00	<input type="text" value="\$0.00"/>

Unpaid Liabilities


Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.

Add Selected To Pay **Add All To Pay**

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Reporting Date	Contribution Cycle Co
<input type="checkbox"/>	46	No	Employee Contributions	\$13,626.64	\$13,626.64	02/15/2017	MON0001
<input type="checkbox"/>	55626	No	Employer Contributions	\$18,733.65	\$18,733.65	08/01/2017	SMO0001
<input type="checkbox"/>	57909	No	Employer Contributions	\$18,549.67	\$18,549.67	08/15/2017	SMO0001
<input type="checkbox"/>	58574	No	Employer Contributions	\$702.03	\$702.03	08/15/2017	MON0002
<input type="checkbox"/>	61846	No	Surcharge	\$78,075.74	\$24,715.74		
<input type="checkbox"/>	62733	No	Employer Contributions	\$20,081.83	\$20,081.83	09/01/2017	SMO0001
<input type="checkbox"/>	65244	No	Employer Contributions	\$1,607.82	\$1,607.82	09/15/2017	MON0002
<input type="checkbox"/>	65767	No	Employer Contributions	\$19,059.58	\$19,059.58	09/15/2017	SMO0001

Liabilities to Pay

To pay other than the listed Liabilities, select the Liability Type and click Add Expected Liability button.

*Expected Liability Type: *Reporting Date:  **Add Expected Liability**

Remove Selected **Remove All**

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Reporting Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	938	Employee Contributions	\$24.06	<input type="text" value="\$24.06"/>	02/01/2017	SMO0001					
<input type="checkbox"/>	1000	Employee Contributions	\$22.32	<input type="text" value="\$22.32"/>	02/15/2017	SMO0001					
<input type="checkbox"/>	19764	Employee Contributions	\$17.82	<input type="text" value="\$17.82"/>	03/31/2017	SMO0001					

The user will need to verify that the payment information for the credit memo is correct.

8. Click **Finish & Submit**.

Payment Remittance

[Wizard moved to Next step.]

Remittance ID : Payment Remittance Status : Pending
 Total Liability Amount Selected : \$64.20 Total Payment Amount : \$64.20

Confirm Payment Remittance Details

Following Liabilities are selected for payment

<input type="checkbox"/>	Liability ID	LiabilityType	Remittance Item ID	Remittance Item Type	Payment Amount	Reporting Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	938	Employee Contributions			\$24.06	02/01/2017	SMO0001		
<input type="checkbox"/>	1000	Employee Contributions			\$22.32	02/15/2017	SMO0001		
<input type="checkbox"/>	19764	Employee Contributions			\$17.82	03/31/2017	SMO0001		

Following Credit Memo will be applied against Liabilities.

<input type="checkbox"/>	Credit Amount To Use
<input type="checkbox"/>	\$64.20
<input type="checkbox"/>	\$0.00

Following payments will be applied against the Liabilities

<input type="checkbox"/>	Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
No records to display					

The credit memo will automatically show a **processed** status on the main Payment Remittance page under the Payment Remittance History panel.

This means the credit memo has been applied to the liability.

Payment Remittance

[Data saved and Wizard is completed.]

New Payment Remittance

To create a new Payment Remittance or Payment, click the New Payment Remittance button.

Advanced Search

Click this button to search all Payment Remittance details

Payment Remittance History

Following are your submitted payment remittances.

 Status:

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	54144	\$64.20	Processed	KTalbe09100	10/10/2017