



HOW TO: Apply a Credit Memo on eSERS

If your district has a Credit Memo showing in the Payment Remittance application, it's probably due to adjustments made on your regular file.

In order to apply the Credit Memo for your school district, the Credit Memo will need to be used in a new and separate payment remittance. To do this, you will need to open the Payment Remittance application and add a "New Payment Remittance."

If your district has a Credit Memo for employer and employee contributions, and your district wants to apply them to a liability, you will need to do them in separate remittances.

How to Apply Your Credit Memo:

1. Click on "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

Advanced Search

Click this button to search all Payment Remittance details

Advanced Search

Payment Remittance History

Following are your submitted payment remittances.

Void Status: **Filter**

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	6949	\$38,432.00	Processed	[BATCH_348_2066]	03/03/2017

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.

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	\$2.00	\$2.00
<input type="checkbox"/>	Employer Contributions	\$2.80	\$ <input type="text"/> x

- Select the unpaid liability that you want to apply to the Credit Memo, and then select "Add Selected to Pay."


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	\$2.00	<input type="text" value="\$2.00"/>
<input type="checkbox"/>	Employer Contributions	\$2.80	<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 

<input type="checkbox"/>	Liability ID	Liability Type	Liability Amount	Remaining Balance	Reporting Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	284	Employer Contributions	\$73,789.95	\$35,357.95				
<input type="checkbox"/>	<u>1634</u>	Employee Contributions	\$3,369.14	\$3,369.14	02/10/2017	BWK0002		
<input type="checkbox"/>	<u>1635</u>	Employer Contributions	\$4,716.77	\$4,716.77	02/10/2017	BWK0002		
<input checked="" type="checkbox"/>	<u>2000</u>	Employee Contributions	\$200.00	\$200.00	02/15/2017	MON0001		
<input type="checkbox"/>	<u>2001</u>	Employer Contributions	\$280.00	\$280.00	02/15/2017	MON0001		



- Your liability will move down to the Unpaid Liabilities panel. You then will enter the amount you want to apply from your Credit Memo.

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	Liability Type	Liability Amount	Remaining Balance	Reporting Date	Contribution Cycle Code	SSN	Name	Invoice
<input type="checkbox"/>	284	Employer Contributions	\$73,789.95	\$35,357.95					
<input type="checkbox"/>	<u>1634</u>	Employee Contributions	\$3,369.14	\$3,369.14	02/10/2017	BWK0002			
<input type="checkbox"/>	<u>1635</u>	Employer Contributions	\$4,716.77	\$4,716.77	02/10/2017	BWK0002			
<input type="checkbox"/>	<u>2001</u>	Employer Contributions	\$280.00	\$280.00	02/15/2017	MON0001			

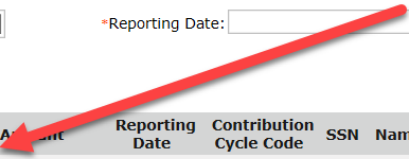
Liabilities to Pay

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"/>	2000	Employee Contributions	\$200.00	<input type="text" value="\$2.00"/>	02/15/2017	MON0001					



- Once you have entered the amount, 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	\$2.00	\$2.00
<input type="checkbox"/>	Employer Contributions	\$2.80	\$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	Liability Type	Liability Amount	Remaining Balance	Reporting Date	Contribution Cycle Code	SSN	Name	Invoice
<input type="checkbox"/>	284	Employer Contributions	\$73,789.95	\$35,357.95					
<input type="checkbox"/>	1634	Employee Contributions	\$3,369.14	\$3,369.14	02/10/2017	BWK0002			
<input type="checkbox"/>	1635	Employer Contributions	\$4,716.77	\$4,716.77	02/10/2017	BWK0002			

- Verify that the contribution payment information is correct, and click “Finish & Submit.”

Payment Remittance

[Wizard moved to Next step.]

Remittance ID : Payment Remittance Status : Pending
 Total Liability Amount Selected : \$2.00 Total Payment Amount : \$2.00

Previous **Finish & Submit** **Cancel**

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"/>	2000	Employee Contributions			\$2.00	02/15/2017	MON0001		

Following Credit Memo will be applied against Liabilities.

<input type="checkbox"/>	Credit Amount To Use
<input type="checkbox"/>	\$2.00
<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 receivable.

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.

New Payment Remittance

Payment Remittance History

Following are your submitted payment remittances.

Void Status:

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	7989	\$2.00	Processed	mlogan37015	03/10/2017
<input type="checkbox"/>	6949	\$38,432.00	Processed	[BATCH_348_2066]	03/03/2017