

When a school district uploads a <u>separate</u> 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 used in a new and separate payment remittance.

Steps:

- 1. Click on the "Payment Remittance" menu item.
- 2. Click "New Payment Remittance."

Financial Information	~
Bank Account Maintenance	
Payment Remittance	
Employer Statement	
Financial Status	

New Pa	yment Remittanc	e					~	Advanced Search	~
To create	e a new Payment R Payment Remittanc	emittance or Paymer	it, click the New Paym	nent Remittance button	L			Click this button to search all Payment Remittance details Advanced Search	
Payment	t Remittance Hist	ory							~
Following	are your submitted	d payment remittanc	es.						
Void			:	Status:		✓ Filter			
First	Prev 1 2	3 4 5 Nex	t Last Results	1 - 10 of 50					
	Remittance ID R	emittance Amount	Remittance Status	Created By	Created Date				
	325456	\$1,265.42	Pending	BKern25124	05/18/2021				
	<u>325454</u>	\$12,912.42	Processed	BKern25124	05/18/2021				

Please Note: Employer Contribution Credit Memos must be applied to Employer Contribution liabilities, and Employee Contribution Credit Memos need to be applied to Employee Contribution liabilities.

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eSERS will show only the amount(s) available in the Credit Memo fields.

- 3. Enter the Credit Memo amount that you would like to apply to the unpaid liability.
 - A user can apply the amount to multiple liabilities at once if needed.
 - *Employee* Contribution Credit Memos must be applied on a different Payment Remittance than *Employer* Contribution Credit Memos.
- 4. In the Unpaid Liabilities panel, select the unpaid liability that applies to your Credit Memo.
- 5. Click "Add Selected to Pay."

												Previous	Next	Finish & Submit
Remittance ID :							Paym	nent Rem	nittance St	tatus : Pe	nding			
	Total	Liability Amount Selected	\$0.00					Total Pay	yment Am	ount: \$0	.00			
Cancel														
Available Credit	Memo													
Following Credit	vlemo is available to apply. Er	ter the amount in the 'Credi	t Amount To Use'.											
Employee Credit	Memo													
Credit Memo II	Available Credit Amount	Credit Amount To Use	e Pay Date	Contribution Cycle Code	Contract	or Name								
25186	\$10.00	\$10.00	07/12/2023	BWK0006										
Employer Credit	Memo													
Credit Memo II	Available Credit Amount	Credit Amount To Use	e Pay Date	Contribution Cycle Code	Contract	or Name								
25187	\$14.00	\$0.00	07/12/2023	BWK0006										
Unpaid Liabiliti	es													~
Select the Liabilit	ies to pay and click 'Add Selec	ted To Pay'. To pay all Liabi	lities, click 'Add All T	o Pay'.										
Add Selected	To Pay Add All To Pay													
First Prev	1 2 Next Last	Results 11 - 12 of 12												
Liability	ID Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice				
☑ <u>391834</u>	No	Employee Contributions	\$1,288.72	\$1,288.72 0	6/28/2023	BWK0006								
391835	No	Employer Contributions	\$1,804.21	\$1,804.21 0	6/28/2023	BWK0006								
1														



Tip: Employers are able to see what report created their Credit Memo. The Credit Memos are broken out by Pay Date, Contribution Cycle Code, and Contractor Name.

- 6. When you click Add Selected to Pay, the liability moves to the Liabilities to Pay panel. Enter the Credit Memo amount in the "Payment Amount" field.
- 7. Click "Next."

											Previous	Next	Finish & Submit
Remittance ID :								Payment Remittance	Status : Pending				
	Total	Liability Amount Selected :	\$0.00					Total Payment A	Amount: \$0.00				
Cancel													
Available Cred	t Memo												~
Following Credit	Memo is available to apply. En	ter the amount in the 'Credit A	Amount To Use'.										
Employee Credit	Memo												
Credit Memo I	O Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name								
25186	\$10.00	\$10.00	07/12/2023	BWK0006									
Employer Credit	Memo												
Credit Memo I	O Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name								
25187	\$14.00	\$0.00	07/12/2023	BWK0006									
]							
Unpaid Liabiliti	es												^
Liabilities to Pa	у												~
To pay other tha	n the listed Liabilities, select the	e Liability Type and click Add	Expected Liability by	utton.									
	Expected Liability Ty	pe:		~		Pay Date:			Add Expected L	ability			
Remove Sele	cted Remove All												
				_									
🗆 Liabilit	ID Liability Type	Remaining Balance	Payment Amoun	t Pay Date C	ontribution Cycle Co	de SSN	Name Invoice	Remittance Item ID	Remittance Item Type				
391834	Employee Contributions	\$1,288.72	\$10.00	06/28/2023 B	WK0006								

The user will need to verify that the information for the Credit Memo is correct.

8. Click "Finish & Submit."

				Previous Next Finis	ish & Submit			
Remittance ID :		Payment Remitt	tance Status : Pending					
Total Liability Amount Selected : \$10.0	0	Total Paym	nent Amount : \$10.00					
Cancel								
Confirm Payment Remittance Details					~			
Following Liabilities are selected for payment								
Liability ID LiabilityType Remittance Item ID	Remittance Item Type Payment Amount	Pay Date Contribution Cycle Code SSN	Name					
391834 Employee Contributions	\$10.00	06/28/2023 BWK0006						
Following Credit Memo will be applied against Liabilities.								
Employee Credit Memo	It Memo							
25186 \$10.00 \$10.00	07/12/2023 RWK0006		Finish & Sul	omit, you				
Employer Credit Memo	0771272020 000000		are confirming the 0	Credit Mem	0			
Credit Memo ID Available Credit Amount Credit Amount To Use	Pay Date Contribution Cycle Code Co	Contractor Name	information in the C					
25187 \$14.00 \$0.00	07/12/2023 BWK0006		Payment Remittance					
Following payments will be applied against the Liabilities Panel.								
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.

New Payment Remittance 🗸 🗸	Advanced Search V
To create a new Payment Remittance or Payment, click the New Payment Remittance button. New Payment Remittance	Click this button to search all Payment Remittance details Advanced Search
Payment Remittance History	v
Following are your submitted payment remittances.	
Void Status: View Filter	
First Prev 1 2 3 4 5 Next Last Results 1 - 10 of 50	
Remittance ID Remittance Amount Remittance Status Created By Created Date	
326507 \$10.00 Processed KDougl25124 06/30/2023	