2024 eSERS Guide

BANK ACCOUNT MAINTENANCE

School Employees Retirement System of Ohio
Serving the People Who Serve Our Schools®

Create and Maintain Bank Account Information for ACH Debit

To create **new** bank account information for ACH Debit transactions or update existing bank account information, go to the **Bank Account Maintenance menu** item.
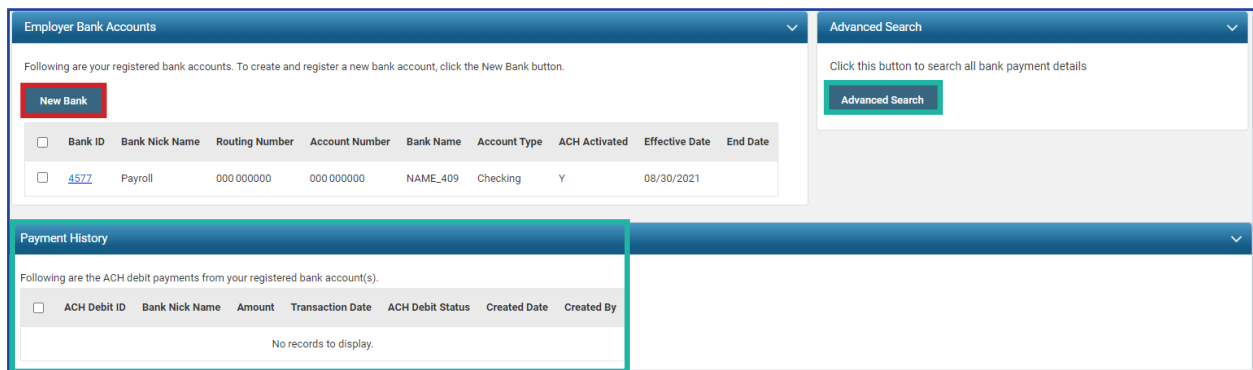
1.

Financial Information ⌄

Bank Account Maintenance

Payment Remittance

Employer Statement

Financial Status
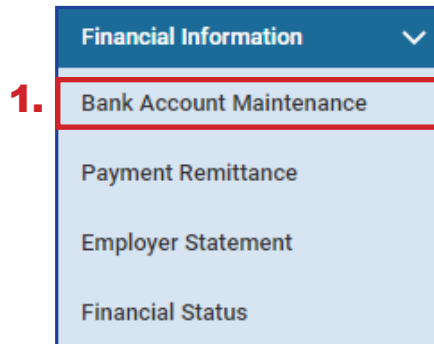
Steps:

1. Select **Bank Account Maintenance.**

2. On the Bank Account Maintenance screen, click **New Bank.**

2.

Employer Bank Accounts ⌄

Following are your registered bank accounts. To create and register a new bank account, click the New Bank button.

New Bank

	Bank ID	Bank Nick Name	Routing Number	Account Number	Bank Name	Account Type	ACH Activated	Effective Date	End Date
☐	4577	Payroll	000 000000	000 000000	NAME_409	Checking	Y	08/30/2021	

Advanced Search ⌄

Click this button to search all bank payment details

Advanced Search

Payment History ⌄

Following are the ACH debit payments from your registered bank account(s).

	ACH Debit ID	Bank Nick Name	Amount	Transaction Date	ACH Debit Status	Created Date	Created By
☐				No records to display.			

Payment History	This is a list of the most recent ACH debit transactions to take place. By clicking on the ACH Debit ID link, you will get more details
Advanced Search	This brings you to a lookup screen with more search criteria to find a specific transaction.

As the employer or contractor, know that your bank information is secure. **The system has been designed so that if you log into eSERS as a contractor, you will not see the employer's bank information, and vice versa. Employers do not have access to any contractor's bank information.**

The system displays the **Bank Account Record Maintenance** screen.

Steps:

1. Enter the following information:
   - Routing Number
   - Account Number
   - Effective Date
   - EFT Draw Limit
   - Bank Nick Name – **helpful when there are multiple ACH Debit activated accounts**
   - Account Type

2. Read **ACH Debit Terms & Conditions**.

3. Refund Account - if your district would like to receive electronic refunds, check the 'Refund Account' box

4. Check the box indicating you have read and agree to the terms and conditions.

5. Click **Save**.

> 💡 **Tip:** A district can only mark one bank account as a Refund Account. Contractors do not have the option to have a Refund Account.

Upon clicking **Save**, the system updates certain fields to read-only, while others stay editable.

> 💡 **Tip:** When you need to update the nickname, or EFT draw limit, or you need to enter an end date, you can open the bank account in the **Bank Account Maintenance** screen and update those fields.

> **Please Note:**
>
> There is no function to delete a bank account. In the event there is an account that your organization no longer uses, you would come to this screen and enter an end date. Because the bank account is no longer active, it will not be a valid option from which to pay.

Payment History

You can look at the details of prior ACH debit payments made from specific bank accounts by going to the Bank Account Maintenance menu item, and then go to the **Payment History** panel.

Steps:

1. Click the **ACH Debit ID** hyperlink.

Clicking the ACH Debit ID hyperlink opens the **Payment Detail Maintenance** screen.

On this screen, you can see the transaction date, the created date, and the status of the ACH debit, as well as the status of the payment.

2. For more information on this payment, click the **Remittance ID** link.

Clicking on the Remittance ID opens the **Payment Remittance Maintenance** screen, where you can view more details related to the payment.

Here we see it was for employee contributions.

Remittance Details

Remittance ID : 326505   Remittance Status : Pending

Total Liability Amount Selected : $22,373.41   Total Payment Amount : $22,373.41

To correct the payment remittance click Correct Payment Remittance button.

Correct Payment Remittance

Payment Remittance Details

Liabilities selected in the payment remittance

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
388210	Employer Contributions	422238	Employer Contributions	$22,373.41	05/10/2021	OTH0001		

Credit Memo applied against the Liabilities.
Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
			No records to display.		

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
			No records to display.		

Payments applied against the Liabilities

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
ACH Debit		SERS Payroll	$22,373.41	07/01/2023

Statuses

On the Payment Detail Maintenance screen, we see two different statuses:

Status and ACH Debit Status.

Status: This is the status of the deposit as it relates to the liability as a whole. You will see the status as one of the following:

- **Void**: The payment was voided, and the transaction was stopped.
- **Applied**: All monies have been applied to the liabilities that were due.
- **Review**: This status can display for many reasons, such as SERS needs to verify information, or perhaps the "end of day" business functions have not occurred yet.

Payment Details			⌄
ACH Debit ID : 310282	Bank Nick Name : SERS Payroll		Status : ER ACH Review
Transaction Date :	ACH Debit Status : Pending		DueDate :
Created Date : 06/30/2023	Created By : KTalbe25016		

Allocated Payment Remittance			⌄

☐	Remittance ID	Payment Remittance Amount	Allocated Amount
☐	326505	$22,373.41	$22,373.41

ACH Debit Status: This status is updated as the deposit status changes during the process. The ACH Debit status is directly tied to the deposit status.
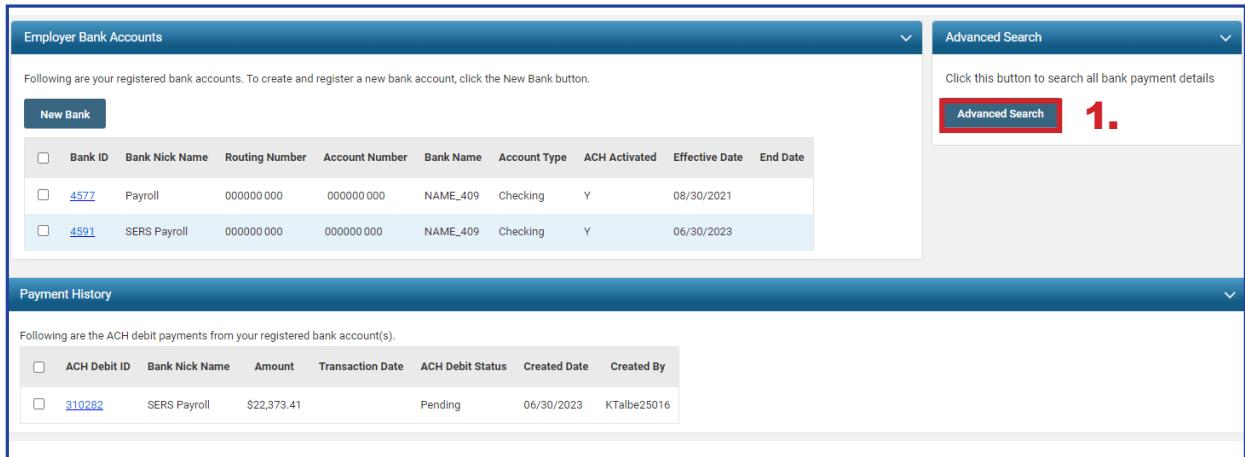
- Deposit status is void.
  - » ACH Debit Status is: **Void**

- Deposit status is applied.
  - » ACH Debit Status is: **Paid**

- Deposit status is anything other than applied or void.
  - » ACH Debit Status is: **Pending**

Advanced Search

On the Bank Account Maintenance landing screen, there is an Advanced Search button to the far right of the screen.
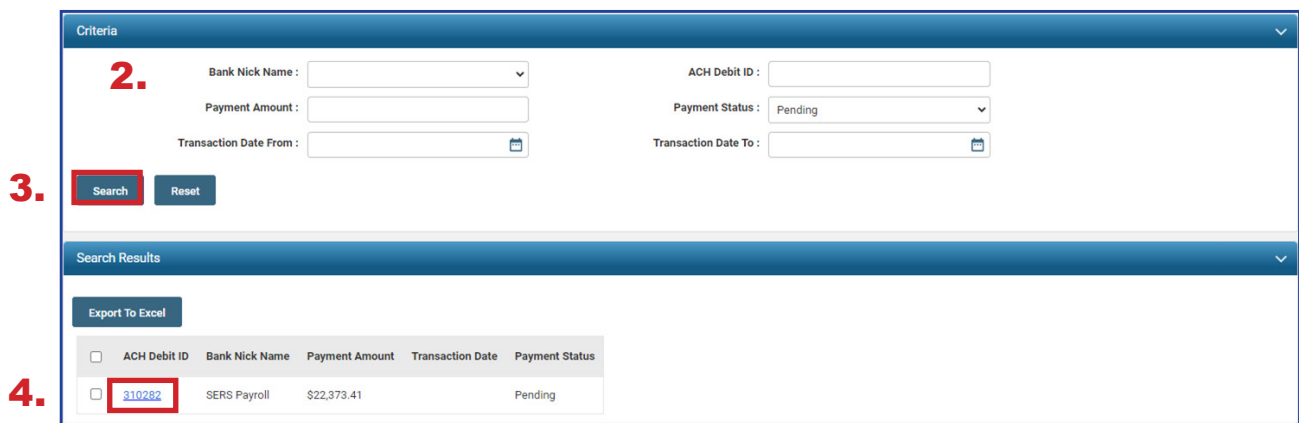
Steps:

1. Click **Advanced Search.**

The system displays the **Bank Payment Lookup** screen.

Steps:

2. Enter the search criteria.
3. Click **Search**. The system will display the results in the **Search Results** panel.
4. Click the **ACH Debit ID** to view more information on this payment.

Looking to make a report? The **Export to Excel** feature is a great way to take all the search results and populate them into an Excel spreadsheet for you to edit and save. Just check the box next to the ACH Debit ID, and click Export to Excel.