

2023 eSERS Guide

PAYMENT REMITTANCE

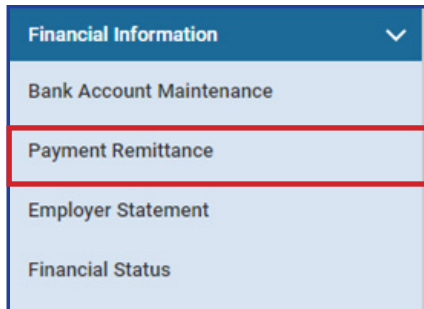


School Employees Retirement System of Ohio
Serving the People Who Serve Our Schools®

Payment Remittance

To make a payment on one or more liabilities, go to the Payment Remittance menu item.

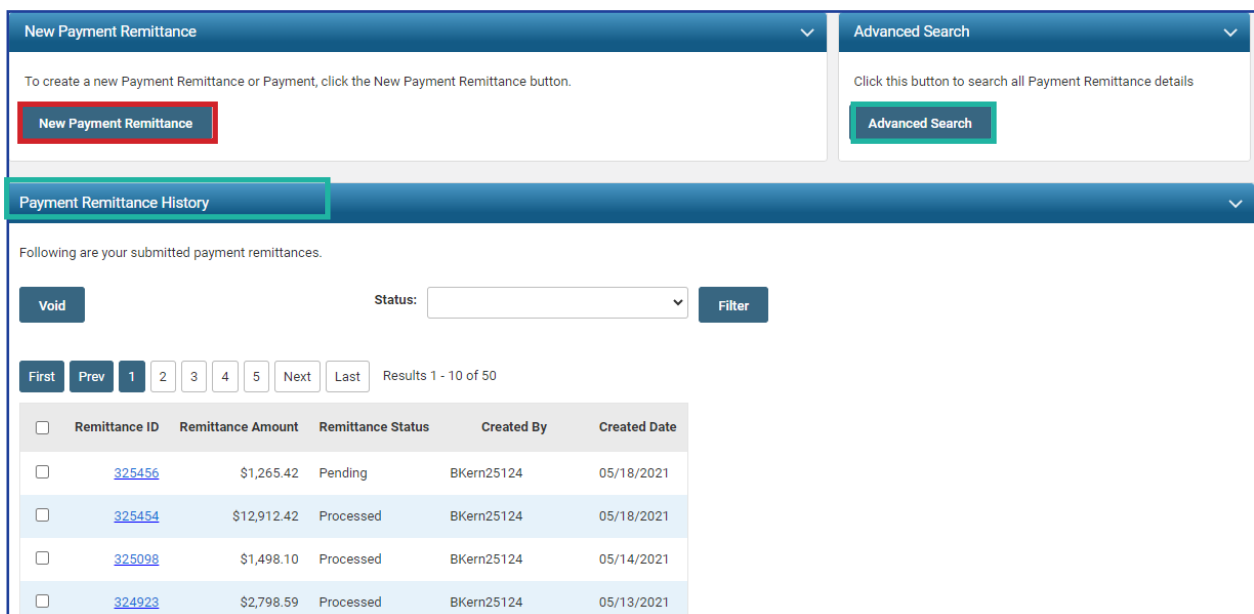
1.



Steps:

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

2.



Please Note:

Payment Remittance History: This panel shows the historical records of payments that have been submitted to SERS.

Advanced Search: This allows you to search for specific liabilities and payments made to SERS.

The first step in making a new payment is to select what unpaid liabilities you wish to pay from the list in the Unpaid Liabilities panel. This panel displays unpaid liabilities in order of oldest to newest.

Steps (continued):

3. Select the liabilities you want to pay by checking the box next to them.
 - **Reminder:** You can pay multiple liabilities with one Payment Remittance.
4. Click **Add Selected To Pay**.

Remittance ID :

Total Liability Amount Selected : \$0.00

Payment Remittance Status : Pending

Total Payment Amount : \$0.00

Previous

Next

Finish & Submit

Cancel

Available Credit Memo

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

Employee Credit Memo

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

Employer Credit Memo

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

Unpaid Liabilities

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

4.

Add Selected To Pay

Add All To Pay

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/>	378219	No	Employer Contributions	\$40,006.48	\$1,821.96	03/30/2021	SMO0003				
<input type="checkbox"/>	382511	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
<input type="checkbox"/>	386055	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
<input type="checkbox"/>	389822	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
<input checked="" type="checkbox"/>	391830	No	Employee Contributions	\$250.00	\$250.00	06/28/2023	BIWK0001				
<input type="checkbox"/>	391831	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BIWK0001				
<input checked="" type="checkbox"/>	391832	No	Employee Contributions	\$500.00	\$500.00	07/12/2023	BIWK0001				
<input type="checkbox"/>	391833	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BIWK0001				

Please Note: If your district is a Foundation-participating district, your employer liabilities will be paid with Foundation funds.

The liabilities selected in the prior step have moved down to the **Liabilities to Pay** panel.

Steps (continued):

5. Enter in the amounts you intend to pay for each liability in the **Payment Amount** field.
6. Click **Next**.

Remittance ID :
Total Liability Amount Selected : \$0.00

Payment Remittance Status : Pending
Total Payment Amount : \$0.00

Previous **Next** Finish & Submit

6.

Cancel

Available 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	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/>	378219	No	Employer Contributions	\$40,006.48	\$1,821.96	03/30/2021	SMO0003				
<input type="checkbox"/>	382511	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
<input type="checkbox"/>	386055	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
<input type="checkbox"/>	383822	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
<input type="checkbox"/>	391831	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BWK0001				
<input type="checkbox"/>	391833	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BWK0001				

Liabilities to Pay

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

Expected Liability Type: Pay Date:

Remove Selected Remove All

5.

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	391830	Employee Contributions	\$250.00	<input type="text" value="\$250.00"/>	06/28/2023	BWK0001					
<input type="checkbox"/>	391832	Employee Contributions	\$500.00	<input type="text" value="\$500.00"/>	07/12/2023	BWK0001					

Steps (continued):

7. Select the **Payment Type** from the drop-down menu (i.e. ACH Debit, Checks, Other EFT).
8. Click **Add New Payment**.
 - You can add more than one payment if the total liability amount selected needs to be paid from multiple accounts.
9. Enter the required information for your payment type.
10. Click **Next**.

10.

The screenshot shows the 'Payment Information' section of the eSERS form. At the top, it displays 'Remittance ID :', 'Total Liability Amount Selected : \$750.00', and navigation buttons 'Previous', 'Next', and 'Finish & Submit'. The 'Next' button is highlighted with a red box and labeled '10.'. Below this, there's a 'Cancel' button and a 'Payment Information' header. A message states: 'To create new payment item, select the payment type and click Add New Payment:'. Below this message, there's a dropdown menu for 'New Payment Type:' with an 'Add New Payment' button next to it, both highlighted with a red box and labeled '8.'. Below the dropdown, there are 'Remove Selected' and 'Remove All' buttons. A table lists payment types with columns for 'Payment Type', 'Check / Reference Number', 'Bank Account', 'Payment Amount', and 'Payment Date'. The 'ACH Debit' option is selected, highlighted with a red box and labeled '9.'. To the right of the table, a text box explains the ACH Debit process and includes a 'Please Note' about business days.

ACH Debit:
You will pick the ACH Debit account, the payment amount, and the date you want SERS to pull the money from the account. eSERS automatically defaults to the next business day.
Please Note:
Depending on the time of day the payment is submitted, all payments will take one to two business days to post.

OR

10.

The screenshot shows the 'Payment Information' section of the eSERS form. At the top, it displays 'Remittance ID :', 'Total Liability Amount Selected : \$750.00', and navigation buttons 'Previous', 'Next', and 'Finish & Submit'. The 'Next' button is highlighted with a red box and labeled '10.'. Below this, there's a 'Cancel' button and a 'Payment Information' header. A message states: 'To create new payment item, select the payment type and click Add New Payment:'. Below this message, there's a dropdown menu for 'New Payment Type:' with an 'Add New Payment' button next to it, both highlighted with a red box and labeled '8.'. Below the dropdown, there are 'Remove Selected' and 'Remove All' buttons. A table lists payment types with columns for 'Payment Type', 'Check / Reference Number', 'Bank Account', 'Payment Amount', and 'Payment Date'. The 'Checks' option is selected, highlighted with a red box and labeled '9.'. To the right of the table, a text box explains the Checks process.

Checks:
Enter the check number(s) and the payment amount.

OR

10.

The screenshot shows the 'Payment Information' section of the eSERS form. At the top, it displays 'Remittance ID :', 'Total Liability Amount Selected : \$750.00', and navigation buttons 'Previous', 'Next', and 'Finish & Submit'. The 'Next' button is highlighted with a red box and labeled '10.'. Below this, there's a 'Cancel' button and a 'Payment Information' header. A message states: 'To create new payment item, select the payment type and click Add New Payment:'. Below this message, there's a dropdown menu for 'New Payment Type:' with an 'Add New Payment' button next to it, both highlighted with a red box and labeled '8.'. Below the dropdown, there are 'Remove Selected' and 'Remove All' buttons. A table lists payment types with columns for 'Payment Type', 'Check / Reference Number', 'Bank Account', 'Payment Amount', and 'Payment Date'. The 'Other EFT' option is selected, highlighted with a red box and labeled '9.'. To the right of the table, a text box explains the Other EFT process.

Other EFT:
This payment type is to be used when a district wants to send an ACH Credit. You will need to enter the payment amount.

In the final screen of the payment process, review everything you have selected in terms of liabilities to be paid and the payment method.

Steps (continued):

11. Click **Finish & Submit**.



Please Note: Corrections that need to be made prior to submission can be done by clicking the **Previous** button on this screen. Clicking **Cancel** will end the process completely, and it will need to be done again from the start. If you notice that your payment amount does not match what your system shows you owe, there may be a **Credit Memo** that needs to be applied or an adjustment that has not been posted. To prevent penalties, please review this prior to clicking **Finish & Submit**.

PreviousNextFinish & Submit

Remittance ID :Payment Remittance Status : Pending
Total Liability Amount Selected : \$750.00Total Payment Amount : \$750.00

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	Pay Date	Contribution Cycle Code	SSN	Name
<input type="checkbox"/>	391830	Employee Contributions			\$250.00	06/28/2023	BWK0001		
<input type="checkbox"/>	391832	Employee Contributions			\$500.00	07/12/2023	BWK0001		

Following Credit Memo will be applied against Liabilities.

Employee Credit Memo

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

Employer Credit Memo

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

Following payments will be applied against the Liabilities

<input type="checkbox"/>	Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
<input type="checkbox"/>	ACH Debit		SERS Payroll	\$750.00	07/01/2023

Reminder:

Please do not mail checks to the SERS office. Send checks to the lockbox at:

SERS
L-1617
Columbus, Ohio 43260-1617

Once submitted, the system returns back to the first **Payment Remittance** screen with a message that the data has been saved and the payment process is complete.

In the **Payment Remittance History** panel, the payment is reflected in a **Pending** status.

It will update to a **Processed** status once the payment has been received and processed.

This completes the payment process.

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

First

Prev

1

2

3

4

5

Next

Last

Results 1 - 10 of 50

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	326506	\$750.00	Pending	KRabe01009	06/30/2023

Please Note:

To Void: While a remittance is in a **Pending** status, you can still void the payment by checking the box next to the Remittance ID and clicking **Void**.

Correcting a Payment Remittance

In the Payment Remittance History panel, you see the payment history and status of each payment. Any remittance that is still in a Pending status can be altered or corrected if needed.

Steps:

1. Click the **Remittance ID** of the record that is to be corrected.

The screenshot shows the 'Payment Remittance History' panel. It includes a 'New Payment Remittance' button and an 'Advanced Search' button. Below these, a table lists submitted payment remittances. The first record, with ID 326506, is highlighted in blue and has a red box around its ID. The second record, with ID 324870, is in a lighter blue row.

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
326506	\$750.00	Pending	KRabe01009	06/30/2023
324870	\$27,705.91	Processed	SSpenc01009	05/13/2021

2. Click **Correct Payment Remittance**.

The screenshot shows the 'Remittance Details' panel for ID 326506. It displays the remittance status as 'Pending' and the total liability amount as '\$750.00'. A red button labeled 'Correct Payment Remittance' is visible. Below this, a table lists liabilities selected in the payment remittance. The table has columns for Liability ID, Liability Type, Remittance Item ID, Remittance Item Type, Payment Amount, Pay Date, Contribution Cycle Code, SSN, and Name. Two liabilities are listed: 391830 and 391832, both for Employee Contributions.

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
391830	Employee Contributions	422239	Employee Contributions	\$250.00	06/28/2023	BWK0001		
391832	Employee Contributions	422240	Employee Contributions	\$500.00	07/12/2023	BWK0001		

3. This opens the Payment Remittance screen where you can adjust the payment amount in the **Liabilities to Pay** panel.

Cancel

Available 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	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input type="checkbox"/>	378219	No	Employer Contributions	\$40,066.48	\$1,821.96	03/30/2021	SMO0003				
<input type="checkbox"/>	382511	No	Employer Contributions	\$41,448.86	\$41,448.86	04/15/2021	SMO0003				
<input type="checkbox"/>	386055	No	Employer Contributions	\$38,058.52	\$38,058.52	04/30/2021	SMO0003				
<input type="checkbox"/>	389922	No	Employer Contributions	\$38,788.34	\$38,788.34	05/14/2021	SMO0003				
<input type="checkbox"/>	391830	Yes	Employee Contributions	\$250.00	\$250.00	06/28/2023	BWK0001				
<input type="checkbox"/>	391831	No	Employer Contributions	\$350.00	\$350.00	06/28/2023	BWK0001				
<input type="checkbox"/>	391832	Yes	Employee Contributions	\$500.00	\$500.00	07/12/2023	BWK0001				
<input type="checkbox"/>	391833	No	Employer Contributions	\$700.00	\$700.00	07/12/2023	BWK0001				

Liabilities to Pay

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

Expected Liability Type:

Pay Date:

Add Expected Liability

Remove Selected

Remove All

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	391830	Employee Contributions	\$250.00	<input type="text" value="\$250.00"/>	06/28/2023	BWK0001				422239	Employee Contributions
<input type="checkbox"/>	391832	Employee Contributions	\$500.00	<input type="text" value="\$500.00"/>	07/12/2023	BWK0001				422240	Employee Contributions

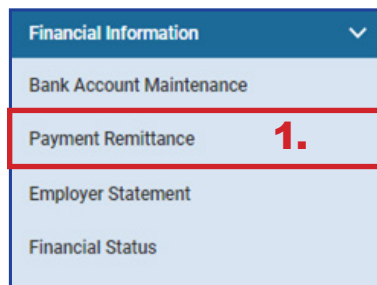
Follow the steps in previous sections to submit the payment. When submitting the payment, you also can change the payment type or check number, if necessary.

Credit Memos

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 used in a new and separate payment remittance.

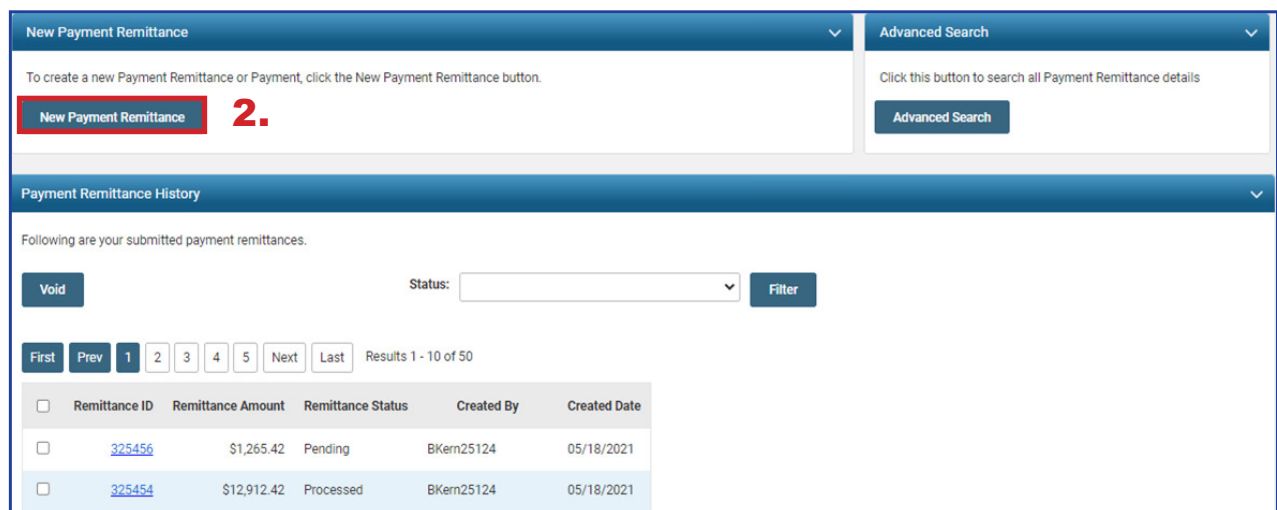


Financial Information

- Bank Account Maintenance
- Payment Remittance 1.**
- Employer Statement
- Financial Status

Steps:

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



New Payment Remittance

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

New Payment Remittance 2.

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

First Prev 1 2 3 4 5 Next Last Results 1 - 10 of 50

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	325456	\$1,265.42	Pending	BKern25124	05/18/2021
<input type="checkbox"/>	325454	\$12,912.42	Processed	BKern25124	05/18/2021

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

Steps (continued):

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. Select the unpaid liability to which you want to apply the Credit Memo.
5. Click **Add Selected to Pay**.

The screenshot displays the eSERS Payment Remittance interface. At the top, it shows 'Remittance ID:', 'Payment Remittance Status: Pending', 'Total Liability Amount Selected: \$0.00', and 'Total Payment Amount: \$0.00'. Navigation buttons 'Previous', 'Next', and 'Finish & Submit' are in the top right. A 'Cancel' button is on the left. Below these is a section titled 'Available Credit Memo' with a dropdown arrow. A note states: 'Following Credit Memo is available to apply. Enter the amount in the 'Credit Amount To Use'.' This section contains two tables. The first table, 'Employee Credit Memo', has columns: Credit Memo ID, Available Credit Amount, Credit Amount To Use, Pay Date, Contribution Cycle Code, and Contractor Name. It contains one row with ID 25186, Available Credit Amount \$10.00, and a text input field for 'Credit Amount To Use' containing '\$10.00'. A red box highlights this row, and a red '3.' is next to it. The second table, 'Employer Credit Memo', has the same columns and contains one row with ID 25187, Available Credit Amount \$14.00, and a text input field for 'Credit Amount To Use' containing '\$0.00'. Below these is a section titled 'Unpaid Liabilities' with a dropdown arrow. A note states: 'Select the Liabilities to pay and click 'Add Selected To Pay'. To pay all Liabilities, click 'Add All To Pay'.' There are two buttons: 'Add Selected To Pay' (highlighted with a red box and a red '5.') and 'Add All To Pay'. Below the buttons are pagination controls: 'First', 'Prev', '1', '2', 'Next', 'Last', and 'Results 11 - 12 of 12'. A table follows with columns: Liability ID, Linked to Remittance, Liability Type, Liability Amount, Remaining Balance, Pay Date, Contribution Cycle Code, Contractor Name, SSN, Name, and Invoice. The first row is selected with a checkbox and has a red box around it, with a red '4.' next to it. The second row is not selected. The table data is as follows:

Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Pay Date	Contribution Cycle Code	Contractor Name	SSN	Name	Invoice
<input checked="" type="checkbox"/> 291834	No	Employee Contributions	\$1,288.72	\$1,288.72	06/28/2023	BWK0006				
<input type="checkbox"/> 291835	No	Employer Contributions	\$1,804.21	\$1,804.21	06/28/2023	BWK0006				

6. Enter the Credit Memo amount in the **Payment Amount** box.
 - Remember: Only the credit memo is being applied to the liability, not the payment
7. Click **Next**.

Previous **Next** Finish & Submit

Remittance ID :
 Total Liability Amount Selected : \$0.00

Payment Remittance Status : Pending
 Total Payment Amount : \$0.00

Cancel

Available Credit Memo ▼

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

Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25186	\$10.00	<input type="text" value="\$10.00"/>	07/12/2023	BWK0006	

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	<input type="text" value="\$0.00"/>	07/12/2023	BWK0006	

Unpaid Liabilities ^

Liabilities to Pay ▼

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

Expected Liability Type:

Pay Date: 📅

Add Expected Liability

Remove Selected
Remove All

<input type="checkbox"/>	Liability ID	Liability Type	Remaining Balance	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name	Invoice	Remittance Item ID	Remittance Item Type
<input type="checkbox"/>	391834	Employee Contributions	\$1,288.72	<div style="border: 2px solid red; padding: 2px;"><input type="text" value="\$10.00"/></div>	06/28/2023	BWK0006					

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

8. Click **Finish & Submit**.

Remittance ID :
Total Liability Amount Selected : \$10.00

Payment Remittance Status : Pending
Total Payment Amount : \$10.00

Cancel

Confirm Payment Remittance Details

Following Liabilities are selected for payment

Liability ID	Liability Type	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

Credit Memo ID	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 ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name
25187	\$14.00	\$0.00	07/12/2023	BWK0006	

Following payments will be applied against the Liabilities

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
No records to display.				



Tip: When you click Finish & Submit, you are confirming the credit memo information in the Confirm Payment Remittance Details Panel.

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

This means it has been applied to the liability.

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

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	KDoug125124	06/30/2023

Payment Remittance History

On the Payment Remittance screen, the Payment Remittance History panel allows a user to get more details on payments.

Steps:

1. Click the hyperlinked **Remittance ID**.

The screenshot shows the 'Payment Remittance History' panel. At the top, there are two tabs: 'New Payment Remittance' and 'Advanced Search'. Below the 'New Payment Remittance' tab, there is a button labeled 'New Payment Remittance'. Below the 'Advanced Search' tab, there is a button labeled 'Advanced Search'. The main section of the panel is titled 'Payment Remittance History' and contains the text 'Following are your submitted payment remittances.' Below this text, there is a 'Void' button and a 'Status' dropdown menu. To the right of the 'Status' dropdown is a 'Filter' button. Below these elements, there is a pagination bar with buttons for 'First', 'Prev', '1', '2', '3', '4', '5', 'Next', and 'Last'. To the right of the pagination bar is the text 'Results 1 - 10 of 50'. Below the pagination bar is a table with the following columns: 'Remittance ID', 'Remittance Amount', 'Remittance Status', 'Created By', and 'Created Date'. The table contains three rows of data. The first row has a 'Remittance ID' of '326507', which is highlighted with a red box. The second row has a 'Remittance ID' of '325456'. The third row has a 'Remittance ID' of '325454'.

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
326507	\$10.00	Processed	KDoug125124	06/30/2023
325456	\$1,265.42	Pending	BKern25124	05/18/2021
325454	\$12,912.42	Processed	BKern25124	05/18/2021

This opens the Payment Remittance Maintenance screen for the user to view the details of the payment.

The screenshot shows the 'Payment Remittance Maintenance' screen for Remittance ID 325454. The screen is divided into several sections. The top section, titled 'Remittance Details', shows the 'Remittance ID' as '325454' and the 'Remittance Status' as 'Processed'. Below this, it shows the 'Total Liability Amount Selected' as '\$12,912.42' and the 'Total Payment Amount' as '\$12,912.42'. The middle section, titled 'Payment Remittance Details', shows a table of 'Liabilities selected in the payment remittance'. The table has columns for 'Liability ID', 'Liability Type', 'Remittance Item ID', 'Remittance Item Type', 'Payment Amount', 'Pay Date', 'Contribution Cycle Code', 'SSN', and 'Name'. There are two rows of data. The first row has a 'Liability ID' of '390858' and a 'Payment Amount' of '\$5,380.19'. The second row has a 'Liability ID' of '390859' and a 'Payment Amount' of '\$7,532.23'. Below the table, there is a section for 'Credit Memo applied against the Liabilities'. It shows an 'Employee Credit Memo' and an 'Employer Credit Memo'. Both sections have a table with columns for 'Credit Memo ID', 'Available Credit Amount', 'Credit Amount To Use', 'Reporting Period', 'Contribution Cycle Code', and 'Contractor Name'. Both sections show 'No records to display.' At the bottom, there is a section for 'Payments applied against the Liabilities'. It shows a table with columns for 'Payment Type', 'Check/Reference Number', 'Bank Account', 'Payment Amount', and 'Payment Date'. There is one row of data with a 'Payment Type' of 'ACH Debit' and a 'Payment Amount' of '\$12,912.42'.

Liability ID	Liability Type	Remittance Item ID	Remittance Item Type	Payment Amount	Pay Date	Contribution Cycle Code	SSN	Name
390858	Employee Contributions	420964	Employee Contributions	\$5,380.19	05/14/2021	BWK0001		
390859	Employer Contributions	420965	Employer Contributions	\$7,532.23	05/14/2021	BWK0001		

Payment Type	Check/Reference Number	Bank Account	Payment Amount	Payment Date
ACH Debit			\$12,912.42	05/21/2021

Advanced Search

The Advanced Search option in the Payment Remittance application can be used to search for older payments.

Steps:

1. Click **Advanced Search**.

The screenshot shows the 'New Payment Remittance' and 'Advanced Search' tabs. The 'Advanced Search' button is highlighted with a red box and a red '1.' next to it. Below the tabs is the 'Payment Remittance History' section, which includes a 'Void' button, a 'Status' dropdown, a 'Filter' button, and a table of results.

Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
326507	\$10.00	Processed	KDoug125124	06/30/2023

This opens the advanced search screen for payment remittance.

2. Enter the search criteria.
3. Click **Search**.

The screenshot shows the 'Criteria' section with search fields for Remittance ID, Payment Remittance Amount, Payment Remittance Status, Liability Type, Liability Amount, Check/Reference Number, and Credit Memo ID. The 'Search' button is highlighted with a red box and a red '3.' next to it. Below the criteria section is the 'Search Results' section, which includes an 'Export To Excel' button, a table of results, and a 'Results 1 - 10 of 362' indicator.

Remittance ID	Payment Amount	Created Date
326507	\$0.00	06/30/2023
325456	\$1,265.42	05/18/2021
325454	\$12,912.42	05/18/2021

The system will display the results based off your search criteria.

To get more information on the payment, click the **Remittance ID**. This opens the Payment Remittance maintenance screen where you will see a breakdown of the payments made to SERS.



Tip: The **Export to Excel** function can be used to help create a report on the information pulled from eSERS. Check the box next to the Remittance ID and click Export to Excel.