



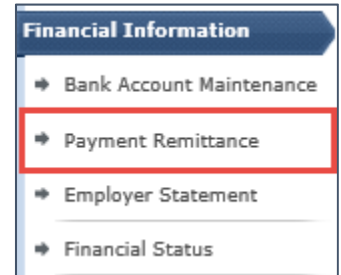
HOW TO: Apply a Credit Memo on eSERS

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 used 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



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.

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**.

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

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	Reporting Period	Contribution
6466	\$191.86	<input type="text" value="\$0.00"/>		
8875	\$68.20	<input type="text" value="\$68.20"/>	08/15/2016	MON0001

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
8876	\$95.48	<input type="text" value="\$0.00"/>	08/15/2016	MON0001	

Unpaid Liabilities

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

1 2

<input type="checkbox"/>	Liability ID	Linked to Remittance	Liability Type	Liability Amount	Remaining Balance	Reporting Date	Contribution Cycle
<input checked="" type="checkbox"/>	364	No	Employee Contributions	\$159,481.89	\$835.21	02/15/2017	MON0001
<input type="checkbox"/>	811	No	Penalty - Late Payment Employer Contributions	\$500.00	\$500.00		
<input type="checkbox"/>	42835	No	Employer Contributions	\$290,730.12	\$176,334.11	06/02/2017	BWK0001
<input type="checkbox"/>	48879	No	Employer Contributions	\$62,573.36	\$62,573.36	06/23/2017	OTH0004
<input type="checkbox"/>	48895	No	Employer Contributions	\$206,055.55	\$206,055.55	06/16/2017	BWK0001
<input type="checkbox"/>	84043	No	Employer Contributions	\$300,866.08	\$198,315.20	11/24/2017	BWK0003
<input type="checkbox"/>	85867	No	Employer Contributions	\$39,887.40	\$39,887.40	12/01/2017	OTH0004
<input type="checkbox"/>	87678	No	Employer Contributions	\$299,694.68	\$299,694.68	12/08/2017	BWK0003
<input type="checkbox"/>	89899	No	Employer Contributions	\$42,715.26	\$42,715.26	12/15/2017	OTH0004
<input type="checkbox"/>	91144	No	Employer Contributions	\$305,067.62	\$305,067.62	12/22/2017	BWK0003

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

- 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.
- Click **Next**.

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'.

Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
6466	\$191.86	<input type="text" value="\$0.00"/>			
8875	\$68.20	<input type="text" value="\$68.20"/>	08/15/2016	MON0001	

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
8876	\$95.48	<input type="text" value="\$0.00"/>	08/15/2016	MON0001	

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
<input type="checkbox"/>	811	No	Penalty - Late Payment Employer Contributions	\$500.00	\$500.00		
<input type="checkbox"/>	42835	No	Employer Contributions	\$290,730.12	\$176,334.11	06/02/2017	BWK0001
<input type="checkbox"/>	48879	No	Employer Contributions	\$62,573.36	\$62,573.36	06/23/2017	OTH0004
<input type="checkbox"/>	48895	No	Employer Contributions	\$206,055.55	\$206,055.55	06/16/2017	BWK0001
<input type="checkbox"/>	84043	No	Employer Contributions	\$300,866.08	\$198,315.20	11/24/2017	BWK0003
<input type="checkbox"/>	85867	No	Employer Contributions	\$39,887.40	\$39,887.40	12/01/2017	OTH0004
<input type="checkbox"/>	87678	No	Employer Contributions	\$299,694.68	\$299,694.68	12/08/2017	BWK0003
<input type="checkbox"/>	89899	No	Employer Contributions	\$42,715.26	\$42,715.26	12/15/2017	OTH0004
<input type="checkbox"/>	91144	No	Employer Contributions	\$305,067.62	\$305,067.62	12/22/2017	BWK0003
<input type="checkbox"/>	93928	Yes	SCP - Payroll Deduction	\$142.48	\$142.48		

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"/>	364	Employee Contributions	\$835.21	<input type="text" value="\$68.20"/>	02/15/2017	MON0001					

The user will need to verify that the 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 : \$68.20 Total Payment Amount : \$68.20



Tip: When you hit “Finish & Submit, you are confirming the Credit Memo information in the “Confirm Payment Remittance Details Panel.”

[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"/>	364	Employee Contributions			\$68.20	02/15/2017	MON0001		

Following Credit Memo will be applied against Liabilities.

Employee Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
6466	\$191.86	\$0.00			
8875	\$68.20	\$68.20	08/15/2016	MON0001	

Employer Credit Memo

Credit Memo ID	Available Credit Amount	Credit Amount To Use	Reporting Period	Contribution Cycle Code	Contractor Name
8876	\$95.48	\$0.00	08/15/2016	MON0001	

Following payments will be applied against the Liabilities

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.

[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](#)

1 2 3 4 5

<input type="checkbox"/>	Remittance ID	Remittance Amount	Remittance Status	Created By	Created Date
<input type="checkbox"/>	78518	\$68.20	Processed	MLogsd48195	09/24/2018