

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	~
	e a new Payment R Payment Remittanc		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 Remi	ittance Sta	itus : Pe	nding			
		Total Liability Amount Selected	\$0.00					Total Pay	ment Amo	unt: SO	.00			
Cancel														
Available C	redit Memo													
Following Cr	edit Merno is available to a	pply. Enter the amount in the 'Credi	t Amount To Use'.											
Employee Cr	edit Memo													
Credit Mer	no ID Available Credit A	mount Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Na	me 👔								
25186	\$10.00	\$10.00	07/12/2023	BWK0006										
Employer Cr	edit Memo													
Credit Mer	no ID Available Credit A	mount Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Na	me								
25187	\$14.00	\$0.00	07/12/2023	BWK0006										
Unpaid Liab	pilities													~
Select the Li	abilities to pay and click 'Ad	ld Selected To Pay'. To pay all Liabi	lities, click 'Add All T	o Pay'.										
Add Sele	cted To Pay Add A	I To Pay												
First Pr	ev 1 2 Next L	ast Results 11 - 12 of 12												
🗆 Lia	bility ID Linked to Remi	tance Liability Type	Liability Amount	Remaining Balance F	ay Date Cont	ribution Cycle Code	Contractor Name	SSN	Name I	nvoice				
2 39	1834 No	Employee Contributions	\$1,288.72	\$1,288.72 06	28/2023 BWK	0006								
39	1835 No	Employer Contributions	\$1,804.21	\$1,804.21 06	28/2023 BWK	0006								



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	e Status : Pending				
		Total I	iability Amount Selected :	\$0.00					Total Payment	Amount: \$0.00				
Cancel														
Availa	ble Credit M	lemo												~
	ing Credit Me ree Credit M e	mo is available to apply. Ente	er the amount in the 'Credit	Amount To Use'.										
Cred	it Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name								
2518	6	\$10.00	\$10.00	07/12/2023	BWK0006									
Employ	ver Credit Me	mo												
Cred	it Memo ID	Available Credit Amount	Credit Amount To Use	Pay Date	Contribution Cycle Code	Contractor Name								
2518	7	\$14.00	\$0.00	07/12/2023	BWK0006									
Unpai	d Liabilities													^
Liabili	ties to Pay	-												~
To pay	other than th	e listed Liabilities, select the	Liability Type and click Add	d Expected Liability b	utton.									
		Expected Liability Typ	e:		~		Pay Date:			Add Expected Lia	bility			
Ren	nove Selected	d Remove All												
	Liability ID	Liability Type	Remaining Balance	Payment Amour	nt Pay Date	Contribution Cycle Cod	le SSN	Name Invoice	Remittance Item ID	Remittance Item Type				
	391834	Employee Contributions	\$1,288.72	\$10.00	06/28/2023	BWK0006								

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							
Employee Credit Memo Credit Memo ID Available Credit Amount Credit Amount To Use	lip: When you c						
25186 \$10.00 \$10.00	07/12/2023 BWK0006		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	e Details			
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 V	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: Void 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	