

Generating Reports

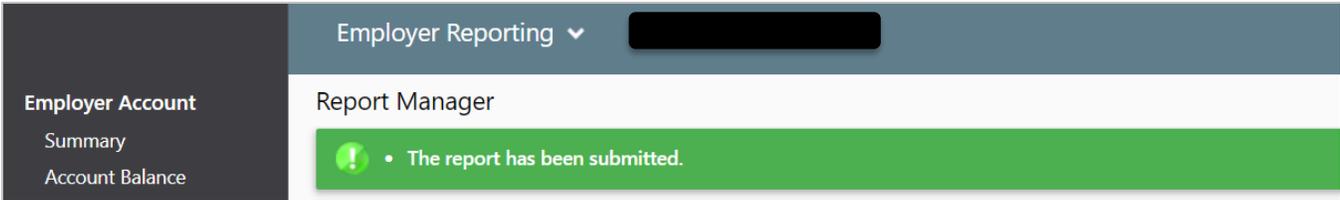
Reports can aid employers as they go through the reporting process. They can assist in identifying discrepancies, viewing prior batch information, displaying member records, and more.

Employers can generate a report by clicking on the “**Reports**” button in the menu bar and selecting the appropriate report (see description of reports below).

Report Manager

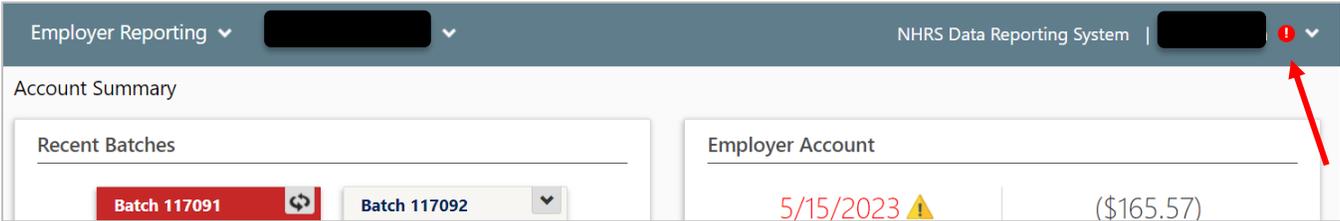
Reports	
	Report
Select	Employee List
Select	Employer Account Activity
Select	Employer Reporting Batch Details (Original)
Select	Employer Reporting Batch Details (Posted)
Select	Employer Reporting Batch Summary
Select	Employer Reporting Batches and Vouchers
Select	Employer Reporting Exceptions

Once you enter the parameters for the report you want to generate and click **Submit Report**, you will see the message below.



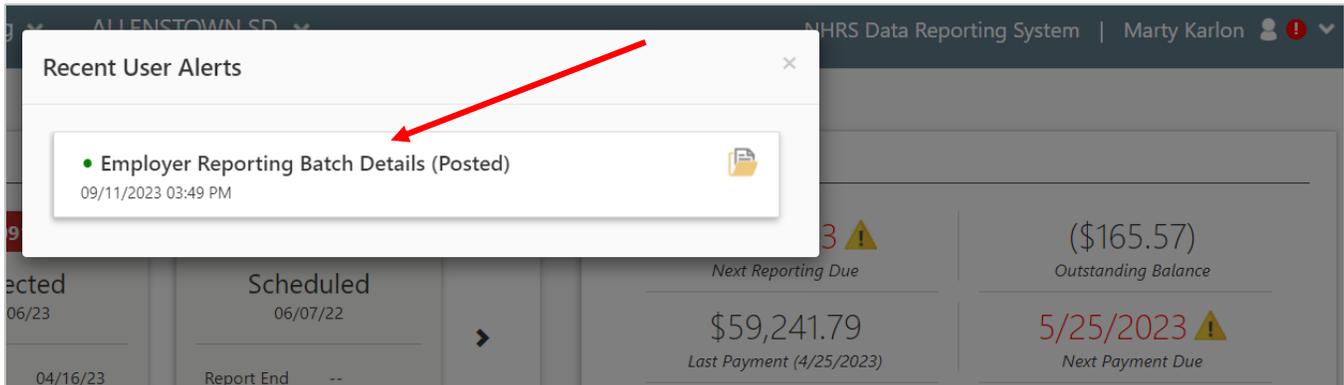
The screenshot shows the 'Report Manager' section of the application. A green notification banner at the top of the content area displays a green exclamation point icon and the text: 'The report has been submitted.'

When the report is ready, you will receive a **User Alert**, which is indicated by an exclamation point in a red circle next to your name in the top right corner of the DRS. Click on the arrow to open the **User Alert**.



The screenshot shows the top navigation bar of the DRS. On the right side, next to the user's name, there is a red circle containing a white exclamation point, which is the user alert icon. A red arrow points to this icon. Below the navigation bar, the 'Account Summary' section is visible, showing 'Recent Batches' with 'Batch 117091' and 'Batch 117092', and 'Employer Account' information including the date '5/15/2023' with a warning icon and a balance of '\$(165.57)'.

When you open the alert, a window will pop up containing a link to the report. Click on the name of the report to open it. **Note:** Recently generated reports also will be listed under **My Report History** on the Reports page.



Here is a list of reports available in the DRS:

- **Employee List** – Displays current employees, including active members and payees associated with an employer. It can be run with a Hire Date range or include all currently active employees.
- **Employer Account Activity** – Displays the receivable, payment, and refund transactions for a selected employer. Filtering can be used to limit the report to a specific plan, batch, date range, or a fiscal year.
- **Employer Reporting Batch Details (Original)** – Displays the detail of all member records included in a selected employer reporting batch, as well as the associated batch identification and balancing information, as it all was originally reported.
- **Employer Reporting Batch Details (Posted)** – Displays the details of all member records in a selected employer reporting batch as it was posted, reflecting any changes made to the originally reported data prior to posting. Summary batch information is also provided.
- **Employer Reporting Batch Summary** – Displays the progress a selected batch has made through the employer reporting process. It reflects the number of member records at each processing status, compares the posted amounts of salary and contributions with the amounts originally transmitted, and shows a history of the batch processing statuses.
- **Employer Batches and Voucher Numbers** – Displays batch and voucher numbers assigned to scheduled reporting batches and payment vouchers for the selected fiscal year.
- **Employer Reporting Exceptions** – Displays records for all current exceptions in a selected employer reporting batch, including a description of the exception, the field(s) in error, the values in those fields, and the current status of each exception. This report is only available while exceptions remain in a batch. Once exceptions have been corrected and members are posted, their exceptions no longer appear on this report.