Employer Reporting Batch and Voucher Numbers

Click on the **Reports** button in the menu bar.



On the **Reports** screen, scroll to the **Employer Reporting Batches and Vouchers** option and click **Select**. This report displays batch and voucher numbers assigned to scheduled reporting batches and payment vouchers for the selected fiscal year.

Report Manager

	Report
<u>Select</u>	Employee List
<u>Select</u>	Employer Account Activity
<u>Select</u>	Employer Reporting Batch Details (Original)
<u>Select</u>	Employer Reporting Batch Details (Posted)
<u>Select</u>	Employer Reporting Batch Summary
<u>Select</u>	Employer Reporting Batches and Vouchers
<u>Select</u>	Employer Reporting Exceptions

In the Report Criteria section, enter the fiscal year and click Submit Report.

	Fiscal Year:	2026	~
Report Options			
	Comments:		
	Format Report As:	PDF	~

You will then see the message below.

	Employer Reporting 🗸
Employer Account	Report Manager
Summary Account Balance	 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**.

Employer Reporting 🗸	NHRS Data Reporting System
Account Summary	
Recent Batches	Employer Account
Batch 117091 🗘 Batch 117092 💙	5/15/2023 🔨 (\$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.

Recent Use	er Alerts		NHRS Data Repo ×	orting System Marty Karlon 💄 🕛 🛩
• Emplo	oyer Reporting Batch Details	s (Posted)		(\$165.57)
acted	Scheduled		Next Reporting Due	(DIOJ.J7) Outstanding Balance
06/23	06/07/22	>	\$59,241.79 Last Payment (4/25/2023)	5/25/2023 🖍 Next Payment Due