

Formatting the “Error Details” report

This job aid provides instructions on how to format the “Error Details” report which allows users to view the data in a user-friendly format.

Revised: 05/21/2024

Downloading the report

Step 1:

Navigate to the **Payroll Summary** screen and click the **Download Error Details** button in the **Downloadable Contribution File Extracts** panel.

The screenshot shows the CALSTRS Employer Payroll Summary Maintenance 3 interface. At the top right, it says "18000 Lassen County Office of Education". Below the header, there are tabs for "Employer Payroll Summar..." and "Employer Payroll Summar...". A "Save" button and a "Refresh" button are visible. Below that, there is a table with one row:

<input type="checkbox"/>	LASSEN COMMUNITY COLLEGE DISTRICT	CalSTRS Defined Benefit	DB 2% at 62	Valid	Yes	\$66,477.06	71
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 Below the table is the "Employer Payroll Detail" section with two tabs: "By Status" and "By Error". The "By Status" tab is active, showing a table:

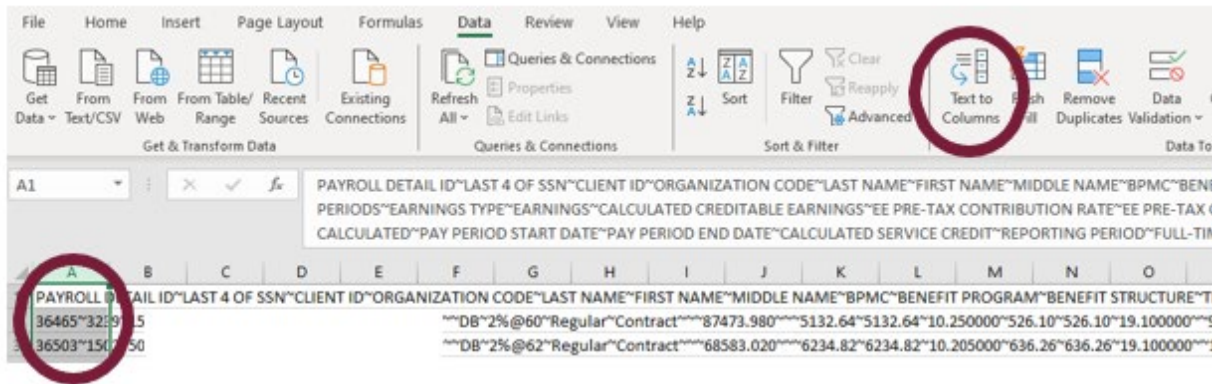
Status	Status Count
Valid	684
Review	21

 Below that is the "Downloadable Contribution File Extracts" section with three buttons: "Download Original File", "Download Processed File", and "Download Error Details". The "Download Error Details" button is circled in red. Below the buttons is a table:

Select	File Header ID	File Name	Uploaded By Organization Code
<input type="radio"/>	1002	Lassen FEB,10998,ESS.txt	18000

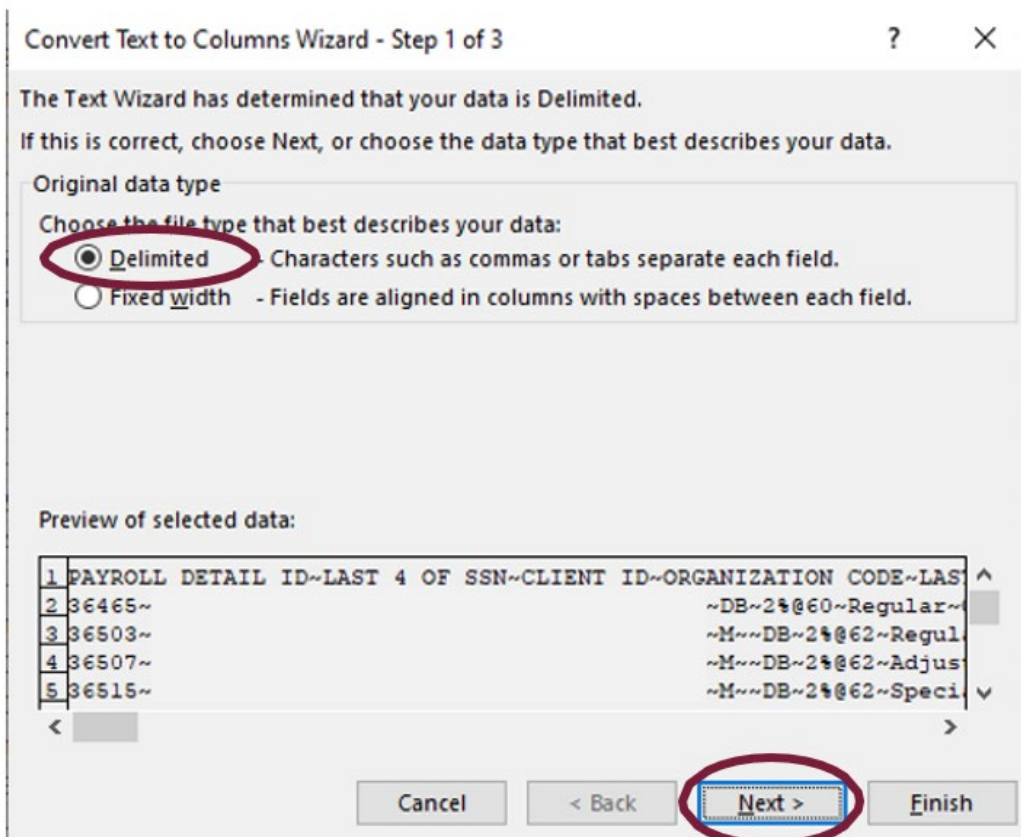
Step 2:

Open the downloaded excel document and highlight the first column and click the **Text to Columns** button.



Step 3:

Select the **Delimited** radio button and click the **Next** button.



Step 4:

Check the **Tab** and **Other** box and populate a tilde (~) in the field next to **Other**. Click the **Next** button.

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other: ~|

Treat consecutive delimiters as one

Text qualifier: ~|

Data preview

PAYROLL DETAIL ID	LAST 4 OF SSN	CLIENT ID	ORGANIZATION CODE	LAST
36465			18100	
36503			18120	
36507			18120	
36515			18120	

Buttons: Cancel, < Back, Next >, Finish

Step 5:

Click **Ok** to replace existing data.

Microsoft Excel

There's already data here. Do you want to replace it?

Buttons: OK, Cancel

Result: The 'Error Details' will appear in the correct format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	PAYROLL	LAST 4 OF	CLIENT ID	ORGANIZ	LAST NAM	FIRST NAM	MIDDLE N.	BPMC	BENEFIT P	BENEFIT S	TRANSAC	ASSIGNME	SERVICE T	TIME BASE	ANNUALIZ	EXPECTED	EARNINGS	EARNINGS	CALCULAT E
2	36465								DB	2%@60	Regular	Contract			87473.98			5132.64	5132.64
3	36503								DB	2%@62	Regular	Contract			68583.02			6234.82	6234.82