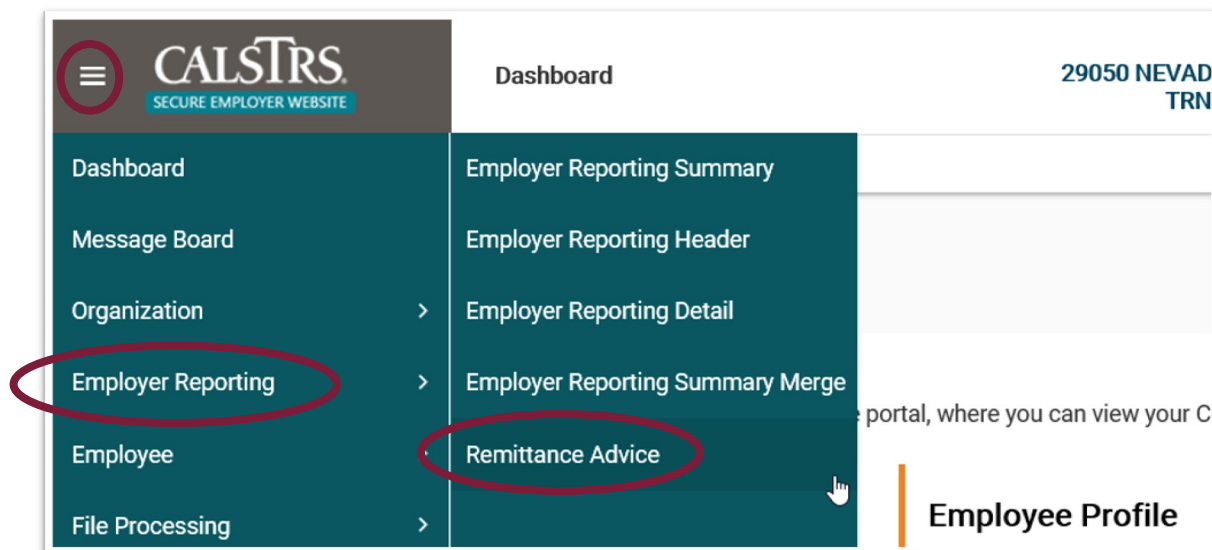


Creating a Remittance Advice

This job aid provides step-by-step instructions on how to create and submit a remittance advice, which enables you to associate deposits when a contribution file is uploaded.

Step 1: From the **Global Navigation Menu**, hover over **Employer Reporting** and select **Remittance Advice**.



Step 2: In the **Remittance Details** panel, select the **Benefit Program** from the dropdown menu.

Note: Only the benefit programs your organization offers will appear in this dropdown menu.

The screenshot shows the 'Remittance Details' form. At the top left are 'Submit' and 'Reset' buttons. Below them is the '*Benefit Program' dropdown menu, which is circled in red and currently shows 'CalSTRS Defined Benefit'. To the right of this is the '*Date of Deposit' field with a calendar icon. Below the dropdown are the '*Apply to Fiscal Year' dropdown, '*Remittance Amount' text input, and 'File Identifier' text input.

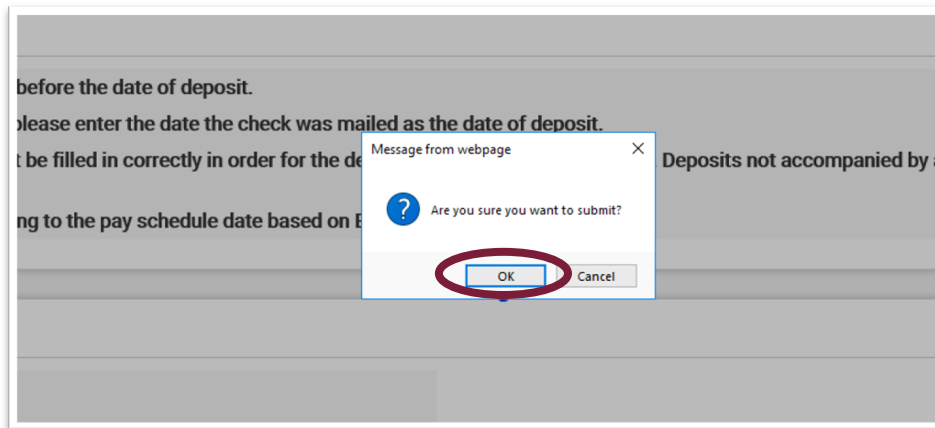
Step 3: From the dropdown, select an option for **Apply to Fiscal Year** and **Reporting Period**. The dropdown for **Reporting Period** appears only after you select a **Benefit Program**.

The screenshot shows the 'Remittance Details' form. At the top left are 'Submit' and 'Reset' buttons. Below them are several fields: '*Benefit Program' (dropdown menu showing 'CalSTRS Defined Benefit'), '*Date of Deposit' (text input field), '*Apply to Fiscal Year' (dropdown menu showing '19-20'), '*Reporting Period' (dropdown menu showing '11/01/2019-11/30/2019'), '*Remittance Amount' (text input field), and 'File Identifier' (text input field). Red circles highlight the '*Apply to Fiscal Year' and '*Reporting Period' dropdown menus.

Step 4: Input the **Remittance Amount** and the **Date of Deposit**. Click the **Submit** button.
Note: The **File Identifier** field is optional.

The screenshot shows the 'Remittance Details' form with the following updates: the 'Submit' button is now highlighted with a red circle; the '*Date of Deposit' field contains the date '11/26/2019'; the '*Remittance Amount' field contains the value '\$15,264.00'; and the '*Apply to Fiscal Year' dropdown now shows '2019-20'. The '*Reporting Period' dropdown still shows '11/01/2019-11/30/2019'. Red circles highlight the 'Submit' button, the '*Date of Deposit' field, and the '*Remittance Amount' field.

Step 5: A message will display asking “Are you sure you want to submit?” Click **OK**.



Step 6: When the message “[All changes successfully saved.]” appears at the top of the screen, you have submitted the remittance advice.

