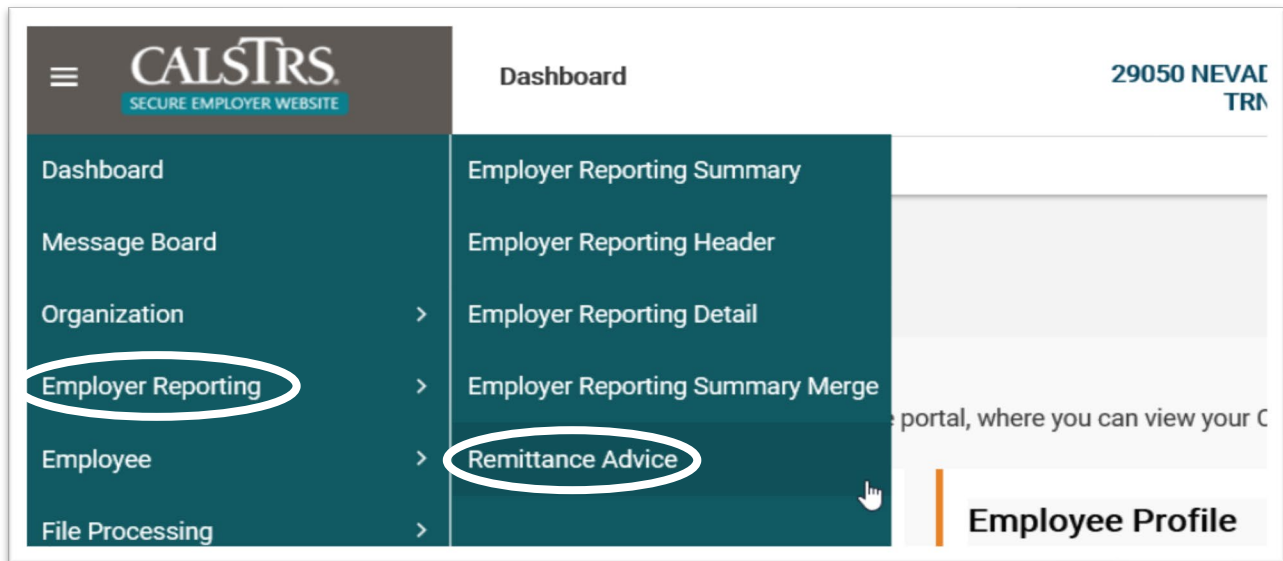


Creating a Remittance Advice

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.

Revised: January 1, 2020

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 drop-down menu.

Note: Only the benefit programs your organization offers will appear in the drop-down menu.

Remittance Details

Submit
Reset

***Benefit Program** CalSTRS Defined Benefit

***Apply to Fiscal Year** :

***Remittance Amount** :

File Identifier :

***Date of Deposit** :

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

The screenshot shows the 'Remittance Details' form with the following fields and values:

- Submit** and **Reset** buttons.
- *Benefit Program :** CalSTRS Defined Benefit (dropdown)
- *Apply to Fiscal Year :** 2019-20 (dropdown)
- *Reporting Period :** 11/01/2019-11/30/2019 (dropdown)
- *Remittance Amount :** (empty text box)
- File Identifier :** (empty text box)
- *Date of Deposit :** (empty text box with calendar icon)

Red circles highlight the 'Apply to Fiscal Year' and 'Reporting Period' dropdown menus.

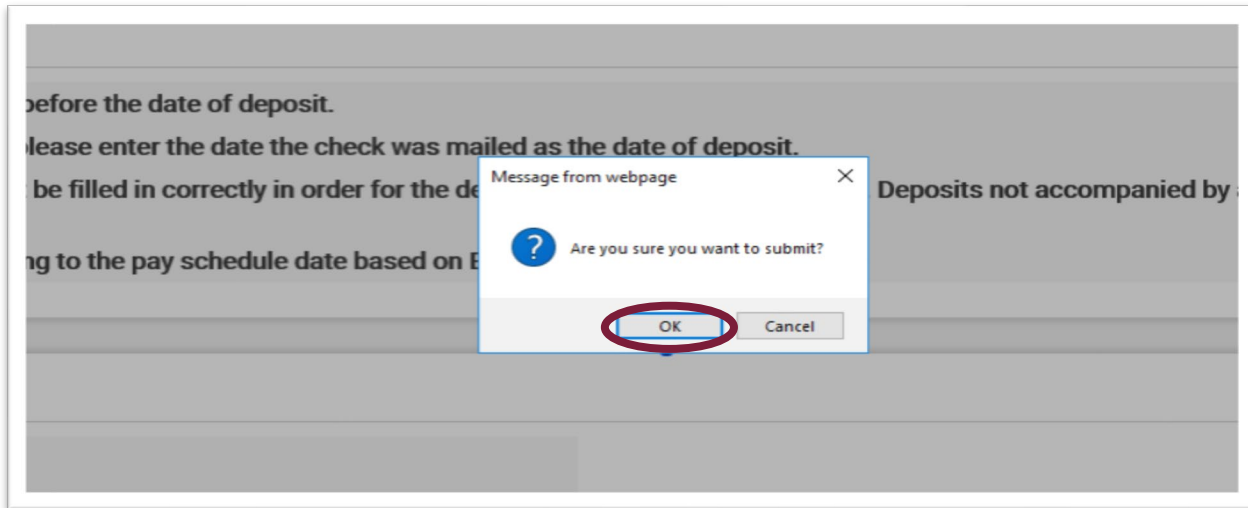
Step 4: Input the **Remittance Amount** and the **Date of Deposit**. Click the **Submit** button.
Note: The **File Identifier** field is optional.

The screenshot shows the 'Remittance Details' form with the following fields and values:

- Submit** and **Reset** buttons.
- *Benefit Program :** CalSTRS Defined Benefit (dropdown)
- *Apply to Fiscal Year :** 2019-20 (dropdown)
- *Reporting Period :** 11/01/2019-11/30/2019 (dropdown)
- *Remittance Amount :** \$15,264.00
- File Identifier :** (empty text box)
- *Date of Deposit :** 11/26/2019 (text box with calendar icon)

Red circles highlight the 'Submit' button, the 'Date of Deposit' field, and the 'Reporting Period' dropdown menu.

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.

