

# Create and Maintain Payments

Once you have submitted an invoice, the next step is PAYMENT. The steps below will guide you on this process.

1. Navigate to the Payments link



2. ERIC Displays the Payment Lookup screen.

3. Since this is a **new** invoice, select the Payment Method and click **NEW**.

Payment Lookup

Msg ID : 5 [ Please enter search criteria and press SEARCH. ]

**Search Criteria**

Payment ID :  \*Payment Method : ACH ▼

Payment Date From :  Payment Date To :

Submitted Date From :  Submitted Date To :

Check Number :  Payment Status : All ▼

**Search** **Reset** **Store Search**

**Search Results**

**New** **Open**

<input type="checkbox"/>	Payment ID	Payment Date	Payment Amount	Payment Method	Submitted Date	Payment Status
No records to display						

[Video- Payment and Employer Summary.mp4](#)

# Create and Maintain Payments, cont.

4.

ERIC displays the Payment Maintenance screen, click **SAVE** first to display invoice options. Select bank account.

## Payment Maintenance

Msg ID : 7 [ Record displayed. Please make changes and press SAVE. ]

**Save** Refresh Submit Void

**Payment Information**

Payment ID : 5006	Payment Status : Valid	Submitted : No
Payment Date : 01/20/2015	Payment Method : ACH	Submitted Date :
Check Number :	Bank Account No. : _NO_1	Account Type : <input checked="" type="radio"/> Checking <input type="radio"/> Savings
NSF : No	457 Payment : <input type="checkbox"/>	Suppress Warnings : <input type="checkbox"/>
Pending Invoice Amount : \$76,657.98	Available Credit Memo Amount : \$0.00	Remaining Payment Amount : \$200.00
Included Invoice Amount : \$200.00	Included Credit Memo Amount : \$0.00	Pay Different Amount : \$0.00
Include All Invoice(s) : <input type="checkbox"/>	Include All Credit Memo(s) : <input type="checkbox"/>	Comment :

By clicking on the authorization button above, I authorize payment of funds from our bank account to MPERA in the amount of the total shown.

5.

Check the authorization box before submitting.

**Invoice and Credit Details**

Invoice Selection Available Credit Validation Info

Open

1 2 3 4 5

Invoice ID	Receivable Type	Invoice Balance Due	Invoice Date	Included in Remittance
<input type="checkbox"/> 178804	Payroll	\$0.00	12/16/2014	<input type="checkbox"/>
<input checked="" type="checkbox"/> 178805	Payroll	\$0.00	12/16/2014	<input checked="" type="checkbox"/>
<input type="checkbox"/> 178807	Payroll	\$200.00	12/16/2014	<input checked="" type="checkbox"/>

6.

Select the invoice to be included in the remittance and enter/update the payment information.

7.

Click **SAVE** then click **SUBMIT**.

8.

Go back to the Home page and click on the Employer Reporting link to *submit the summary*.



# Submitting the summary

Once the invoice has been submitted, the employer report summary must be sent to MPERA. This will provide you with an opportunity to download or save the information submitted for payroll processing.

1. Navigate to the Employer Reporting link.












2. ERIC displays the Employer Report Summary Lookup screen.

## Employer Report Summary Lookup

[ Previous Page Displayed. ]

### Criteria

Received Date From:   Received Date To:    
Posted Date From:   Posted Date To:    
Reporting Source:    
Create Invoice:    
Employer Reporting Summary Status:    
\*Paycycle Frequency:  

Summary Submitted:    
Employer Reporting Summary ID:

3. Search for existing Employer Report Summary.

### Search Results

1 2 3 4 5 6

	Employer Reporting Summary ID	Total Enrollments	Total Demographic Changes	Total Payroll Detail Records	Pre-Tax EE Contribution	Post-Tax E
<input type="checkbox"/>	5086				\$0.00	
<input checked="" type="checkbox"/>	5085	1		1	\$1,168.58	

4. ERIC displays the search results, select the desired record and click the Open button or click on the Employer Reporting Summary ID (link).

# Submitting the summary cont.

5.

Navigate to the Employer Reporting Summary ID screen and click **SUBMIT**.

The screenshot shows the 'Employer Reporting Summary Maintenance' interface. At the top, there is a blue bar with the text '[ Previous Page Displayed. ]'. Below this, there are three buttons: 'Refresh', 'Void', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box. Underneath the buttons is a section titled 'Employer Reporting Summary Information' with a dark blue header. This section contains the following fields: 'Reporting Source : Manual', 'Employer Reporting Summary ID : 5298', 'No Payroll : ', 'Submitted Date :', 'Received Date : 03/07/2016', 'Posted Date :', 'Create Invoice : ', 'Summary Submitted : ', 'Paycycle Frequency : Monthly', and 'Comments :' with an empty text box.

6.

The Create Invoice and Summary Submitted boxes will be checked automatically. Click on the Generate ER Summary button to save the submitted record.

The screenshot shows the 'Employer Reporting Summary Maintenance' interface after the 'Submit' action. The 'Generate ER Summary' button is now highlighted with a red rectangular box. The 'Create Invoice' and 'Summary Submitted' checkboxes are now checked, also highlighted with a red rectangular box. The other fields remain the same as in the previous screenshot: 'Reporting Source : Manual', 'Employer Reporting Summary ID : 5298', 'No Payroll : ', 'Submitted Date : 03/07/2016', 'Received Date : 03/07/2016', 'Posted Date :', 'Paycycle Frequency : Monthly', and 'Comments :' with an empty text box.