



OKLAHOMA POLICE PENSION
AND
RETIREMENT SYSTEM

PENSIONGOLD
EMPLOYER REPORTING SYSTEM
TRANSMITTAL FILE ENTRY
2012

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ERS

EMPLOYER REPORTING SYSTEM

Reminder: **First Rename** file to **OPPRS** naming convention.

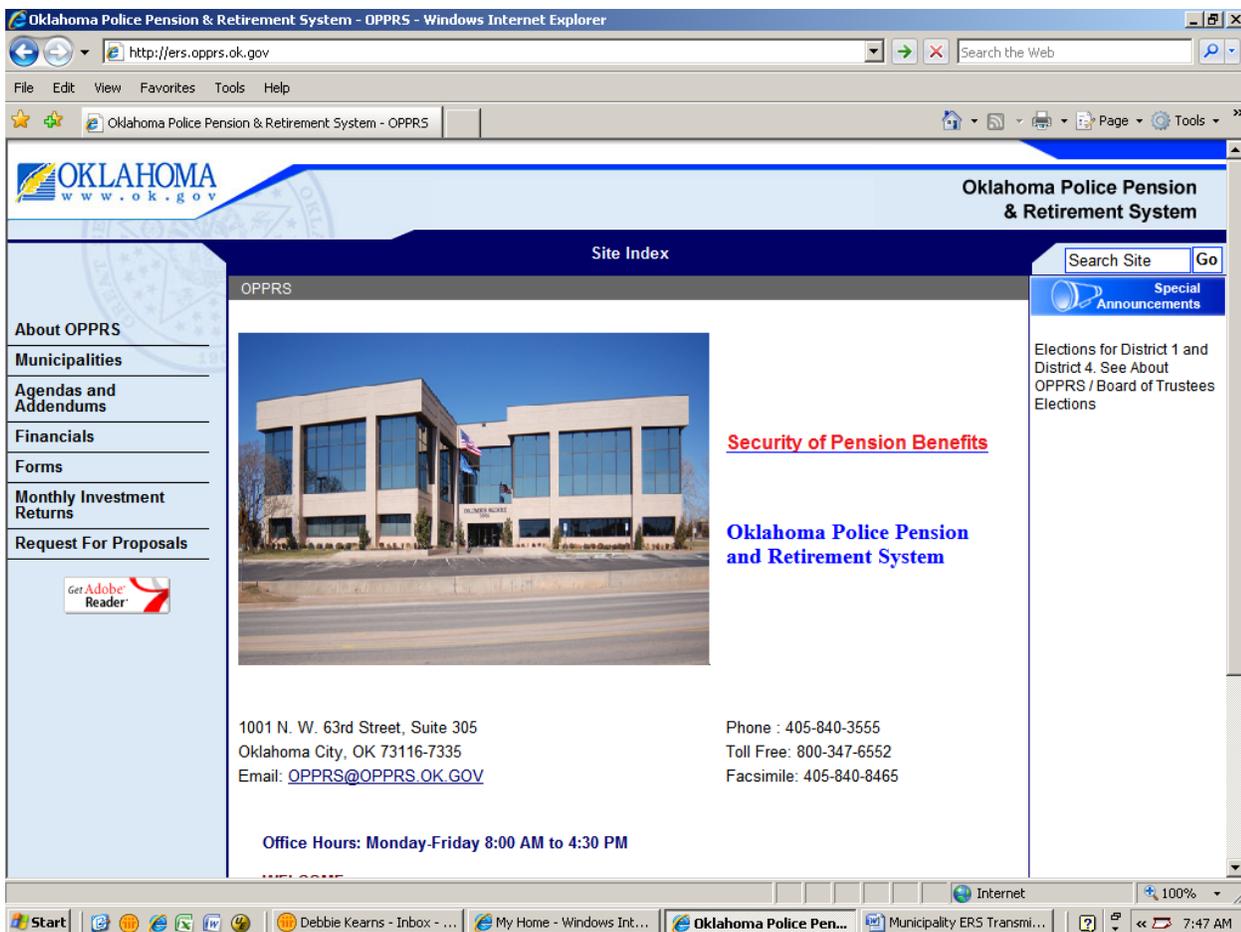
Example: Tulsa_PP_20120313.xml

Example: Moore_PP_20120313.txt

(up to 25 characters for a file name)

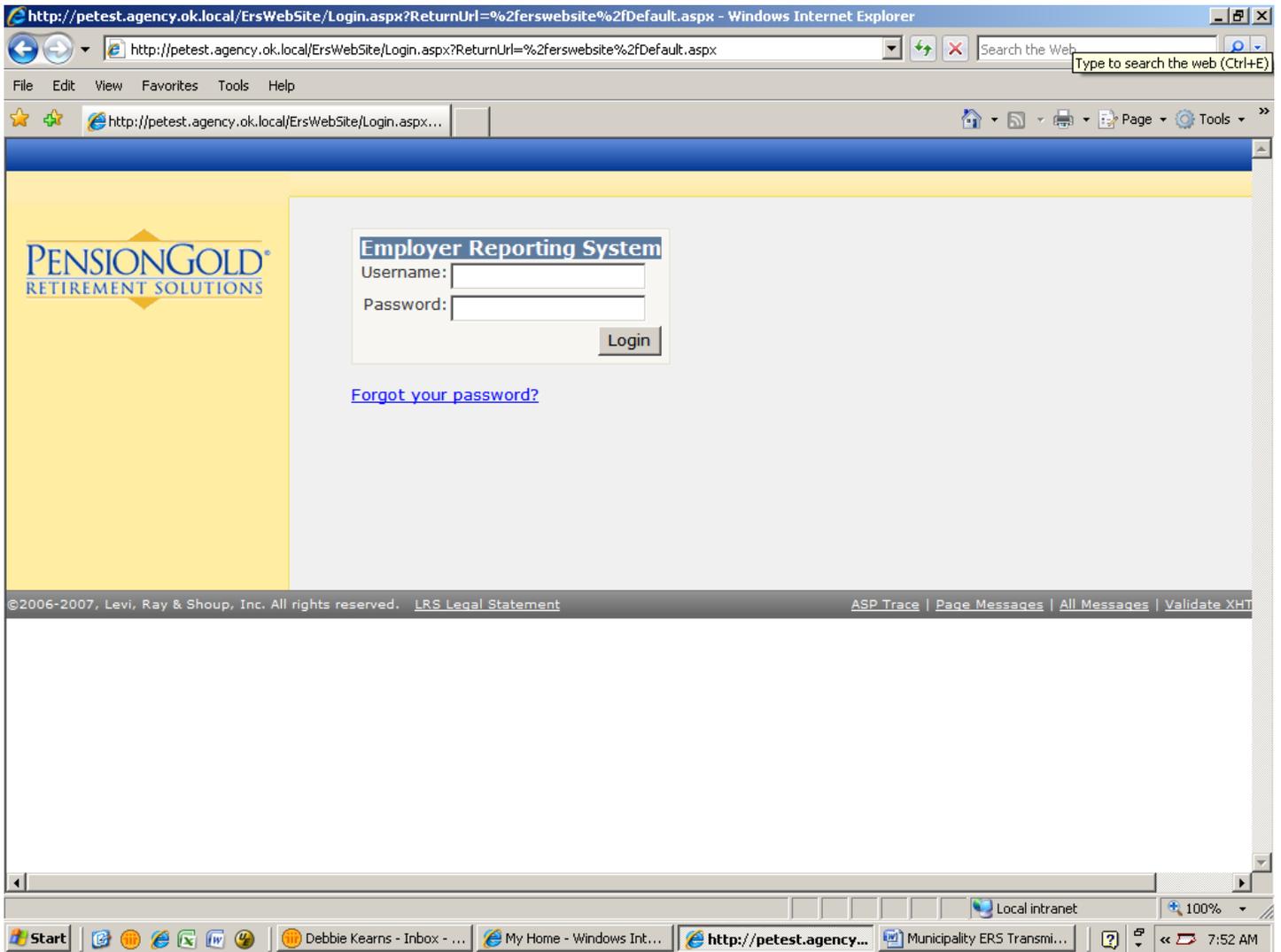
Submitting member information using the Employer Reporting System:

1. To log into PensionGold Employer Reporting System access the PensionGold website by typing the following URL into your browser:
<http://pension.opprs.ok.gov/ERSWebsite/Login.aspx>
and click the arrow next to the URL.

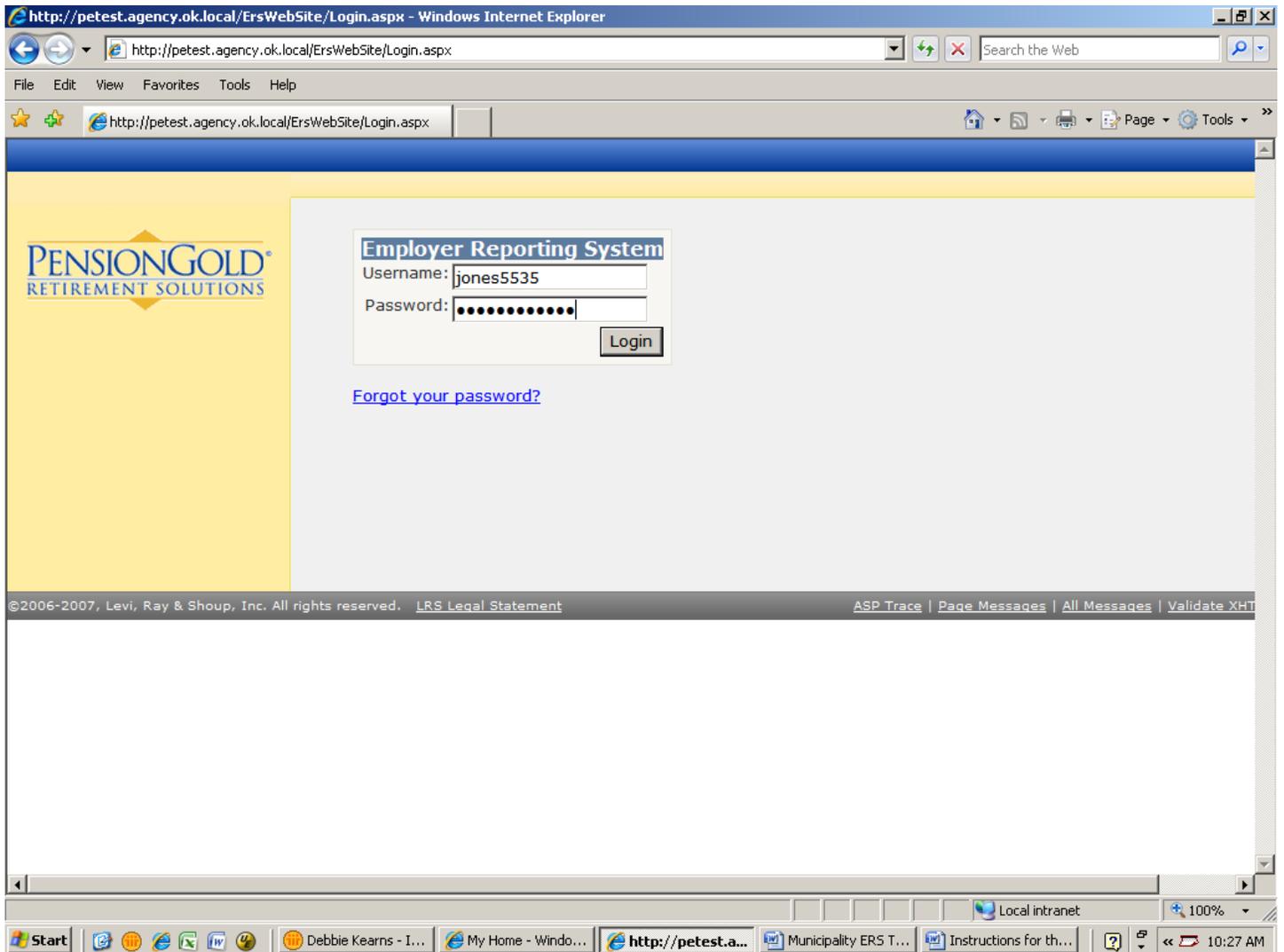


2. Enter your Username and Password. Click the Login button.

3. If you have forgotten your password, click the link Forgot your password? And follow the instructions to submit a request.



4. A new password will be emailed to you, for you to use and then change once you have successfully logged in.



Suggestion: For strong passwords, you should use the following criteria.....letters (Upper and lower case), numbers and/or special characters. Passwords must be made up of 8 components and not have been used in the last 3 years.

If you need to change your password, follow these instructions otherwise proceed to page 9:

Navigate to the left side menu and in the yellow area click Change Password.

Reporting Summary - Windows Internet Explorer

http://petest.agency.ok.local/ErsWebSite/ERS/ErsBatches.aspx?fundkey=1&employerkey=181

ERS - Oklahoma Police Pension & Retirement System

Hi, Jones (Signout)

Select Employer
Change Password

Employer Details

Home Jobs & Reports Help

Navigation : Home : Reporting Summary

Reporting Summary

JONES (5535)

Filter

Batch Number: Batch Status Batch Type

Apply

	Batch Number	Type	Status	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Total Salary	Total SPC Amount
Edit View Delete	513	Scheduled	Scheduled	2/4/2009	2009	7/1/2009	6/17/2009	0	\$0.00	\$0.00
Edit View Delete	512	Scheduled	Scheduled	2/4/2009	2009	6/17/2009	6/3/2009	0	\$0.00	\$0.00
Edit View Delete	511	Scheduled	Scheduled	2/4/2009	2009	6/3/2009	5/20/2009	0	\$0.00	\$0.00
Edit View Delete	510	Scheduled	Scheduled	2/4/2009	2009	5/20/2009	5/6/2009	0	\$0.00	\$0.00
Edit View Delete	509	Scheduled	Scheduled	2/4/2009	2009	5/6/2009	4/22/2009	0	\$0.00	\$0.00
Edit View Delete	508	Scheduled	Scheduled	2/4/2009	2009	4/22/2009	4/8/2009	0	\$0.00	\$0.00
Edit View Delete	507	Scheduled	Scheduled	2/4/2009	2009	4/8/2009	3/25/2009	0	\$0.00	\$0.00
Edit View Delete	506	Scheduled	Scheduled	2/4/2009	2009	3/25/2009	3/11/2009	0	\$0.00	\$0.00
Edit View Delete	505	Scheduled	Scheduled	2/4/2009	2009	3/11/2009	2/25/2009	0	\$0.00	\$0.00
Edit View Delete	504	Scheduled	Scheduled	2/4/2009	2009	2/25/2009	2/11/2009	0	\$0.00	\$0.00

Total 2 Pages 1 >

Add

Done

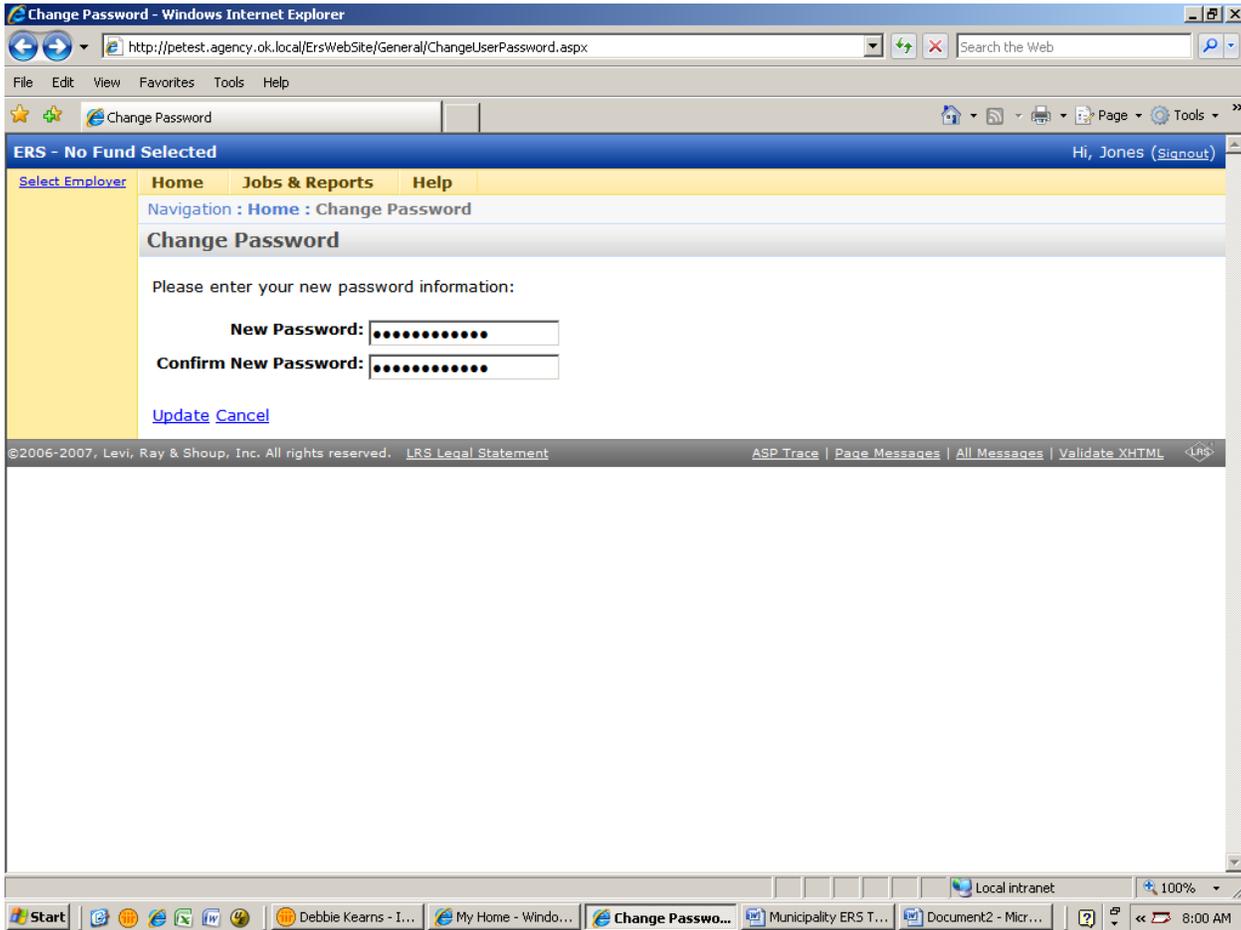
Local intranet 100%

Start Debbie Kearns - Inbox - ... My Home - Windows Int... Reporting Summary - ... Municipality ERS Transmi... 10:29 AM

You cannot reuse a password that has already been used in the last 3 years. Passwords must be at least 8 components.

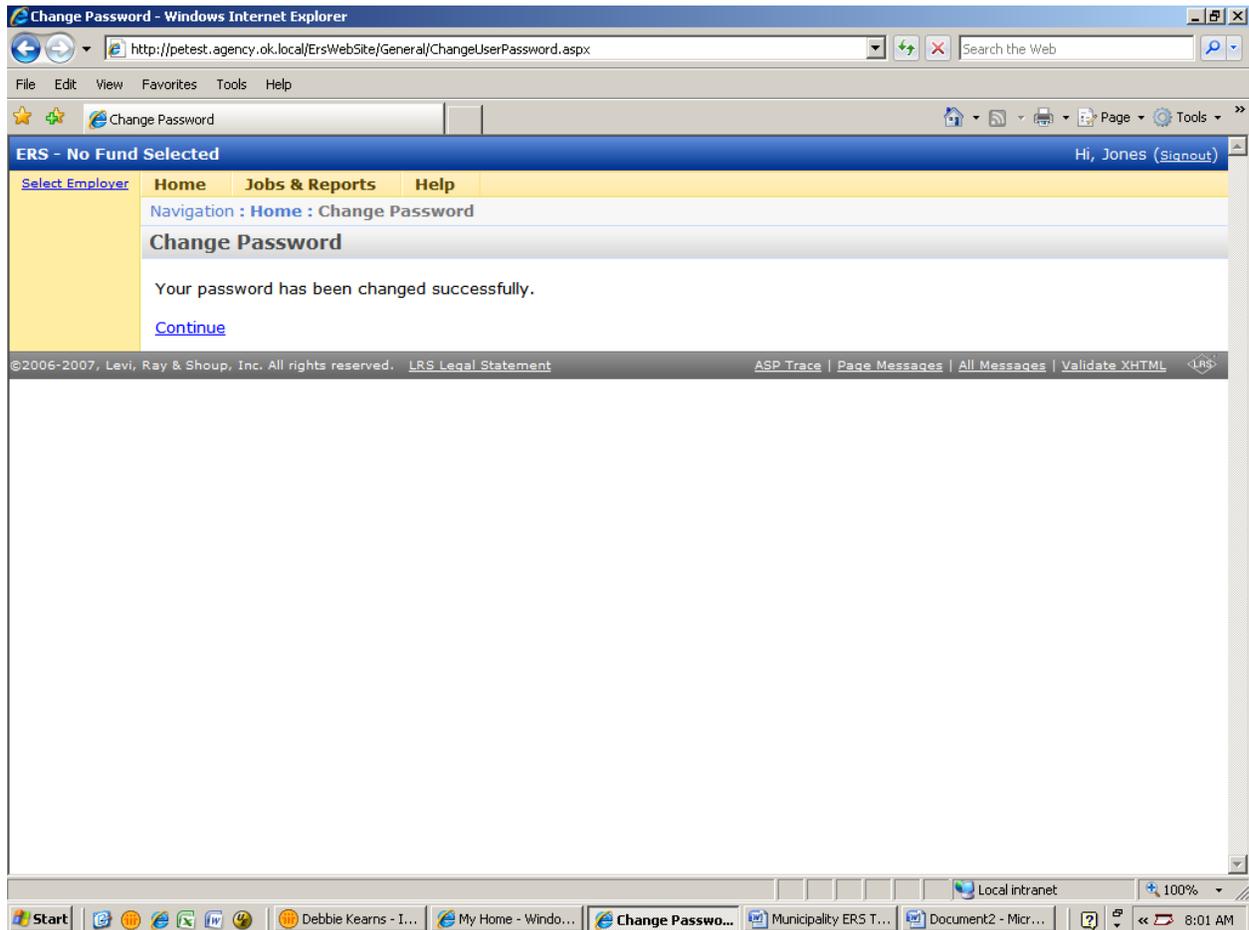
Enter a new password, confirm it by typing it again.

Click Update.



You should get the following response page.

Click the link to Continue.



5. This is your Home Reporting Summary Page.

Reporting Summary - Windows Internet Explorer

http://petest.agency.ok.local/ErsWebSite/ERS/ErsBatches.aspx?ctl00%24mainContent%24reportingSummaryGridViewSortBy: Search the Web

File Edit View Favorites Tools Help

Reporting Summary

ERS - Oklahoma Police Pension & Retirement System Hi, Jones (Signout)

Select Employer
Change Password

Employer Details

Home Jobs & Reports Help

Navigation : Home : Reporting Summary

Reporting Summary

JONES (5535)

Filter

Batch Number: Batch Status Batch Type

Apply

		Batch Number	Type	Status	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Total Salary	Total SPC Amount
Edit	View	Delete 500	Unscheduled	Balanced	2/4/2009	2009		12/15/2008	5	\$7,032.00	\$0.00
Edit	View	Delete 501	Scheduled	Balanced	3/15/2009	2009	1/7/2009	12/24/2008	5	\$7,032.00	\$0.00
Edit	View	Delete 502	Scheduled	Balanced	3/25/2009	2009	1/21/2009	1/7/2009	5	\$7,032.00	\$0.00
Edit	View	Delete 503	Scheduled	Scheduled	2/4/2009	2009	2/4/2009	1/21/2009	0	\$0.00	\$0.00
Edit	View	Delete 504	Scheduled	Scheduled	2/4/2009	2009	2/25/2009	2/11/2009	0	\$0.00	\$0.00
Edit	View	Delete 505	Scheduled	Scheduled	2/4/2009	2009	3/11/2009	2/25/2009	0	\$0.00	\$0.00
Edit	View	Delete 506	Scheduled	Scheduled	2/4/2009	2009	3/25/2009	3/11/2009	0	\$0.00	\$0.00
Edit	View	Delete 507	Scheduled	Scheduled	2/4/2009	2009	4/8/2009	3/25/2009	0	\$0.00	\$0.00
Edit	View	Delete 508	Scheduled	Scheduled	2/4/2009	2009	4/22/2009	4/8/2009	0	\$0.00	\$0.00
Edit	View	Delete 509	Scheduled	Scheduled	2/4/2009	2009	5/6/2009	4/22/2009	0	\$0.00	\$0.00

Total 2 Pages 1 > >

[Add](#)

Local intranet 100%

Start Debbie Kearns - Inbox - ... My Home - Windows Int... Reporting Summary - ... Municipality ERS Transmi... 10:35 AM

6. To submit your PensionGold transmittal file click on the Jobs & Report tab just below the blue bar that says ERS - Oklahoma Police Pension & Retirement System.
7. Go down the list and click on Submit Transmittal File, navigating to the right and selecting the type of file your payroll system produces.

ERS - Oklahoma Police Pension & Retirement System Hi, Jones (Signout)

Home Jobs & Reports Help

Report Manager
View Reports
Submit Transmittal File XML File
Fund Transmittal Listing ASCII Positional File
ASCII Tab Delimited File

JONES

Filter
Batch Number: Batch Status Batch Type
Apply

Reporting Summary

	Batch Number	Type	Status	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Total Salary	Total SPC Amount
Edit View Delete	500	Unscheduled	Balanced	2/4/2009	2009		12/15/2008	5	\$7,032.00	\$0.00
Edit View Delete	501	Scheduled	Balanced	3/15/2009	2009	1/7/2009	12/24/2008	5	\$7,032.00	\$0.00
Edit View Delete	502	Scheduled	Balanced	3/25/2009	2009	1/21/2009	1/7/2009	5	\$7,032.00	\$0.00
Edit View Delete	503	Scheduled	Scheduled	2/4/2009	2009	2/4/2009	1/21/2009	0	\$0.00	\$0.00
Edit View Delete	504	Scheduled	Scheduled	2/4/2009	2009	2/25/2009	2/11/2009	0	\$0.00	\$0.00
Edit View Delete	505	Scheduled	Scheduled	2/4/2009	2009	3/11/2009	2/25/2009	0	\$0.00	\$0.00
Edit View Delete	506	Scheduled	Scheduled	2/4/2009	2009	3/25/2009	3/11/2009	0	\$0.00	\$0.00
Edit View Delete	507	Scheduled	Scheduled	2/4/2009	2009	4/8/2009	3/25/2009	0	\$0.00	\$0.00
Edit View Delete	508	Scheduled	Scheduled	2/4/2009	2009	4/22/2009	4/8/2009	0	\$0.00	\$0.00
Edit View Delete	509	Scheduled	Scheduled	2/4/2009	2009	5/6/2009	4/22/2009	0	\$0.00	\$0.00
Total 2 Pages 1 2 >										

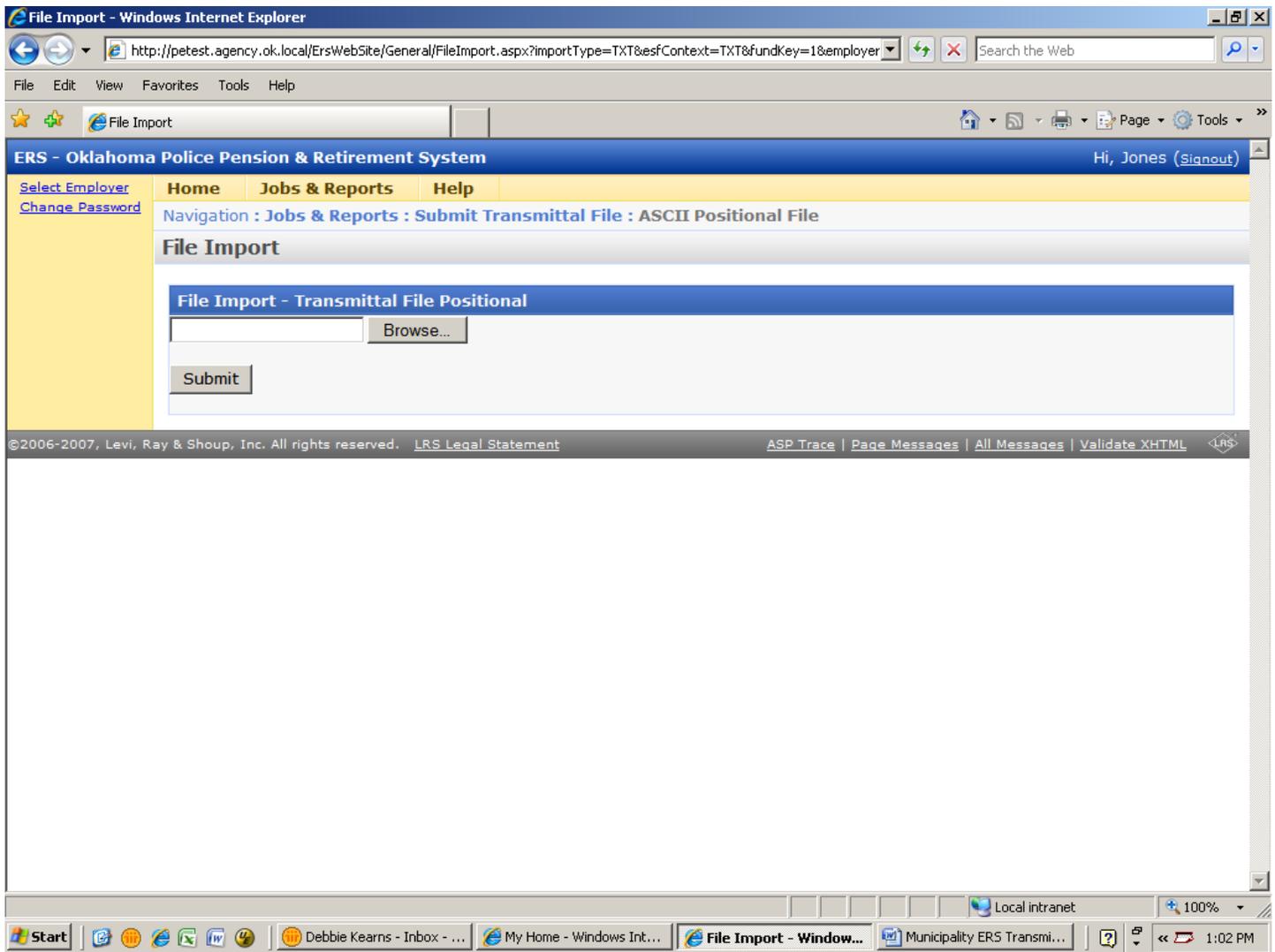
Add

http://petest.agency.ok.local/ErsWebSite/General/FileImport.aspx?importType=TXT&sfContext=TXT&fundKey=1&employerkey=

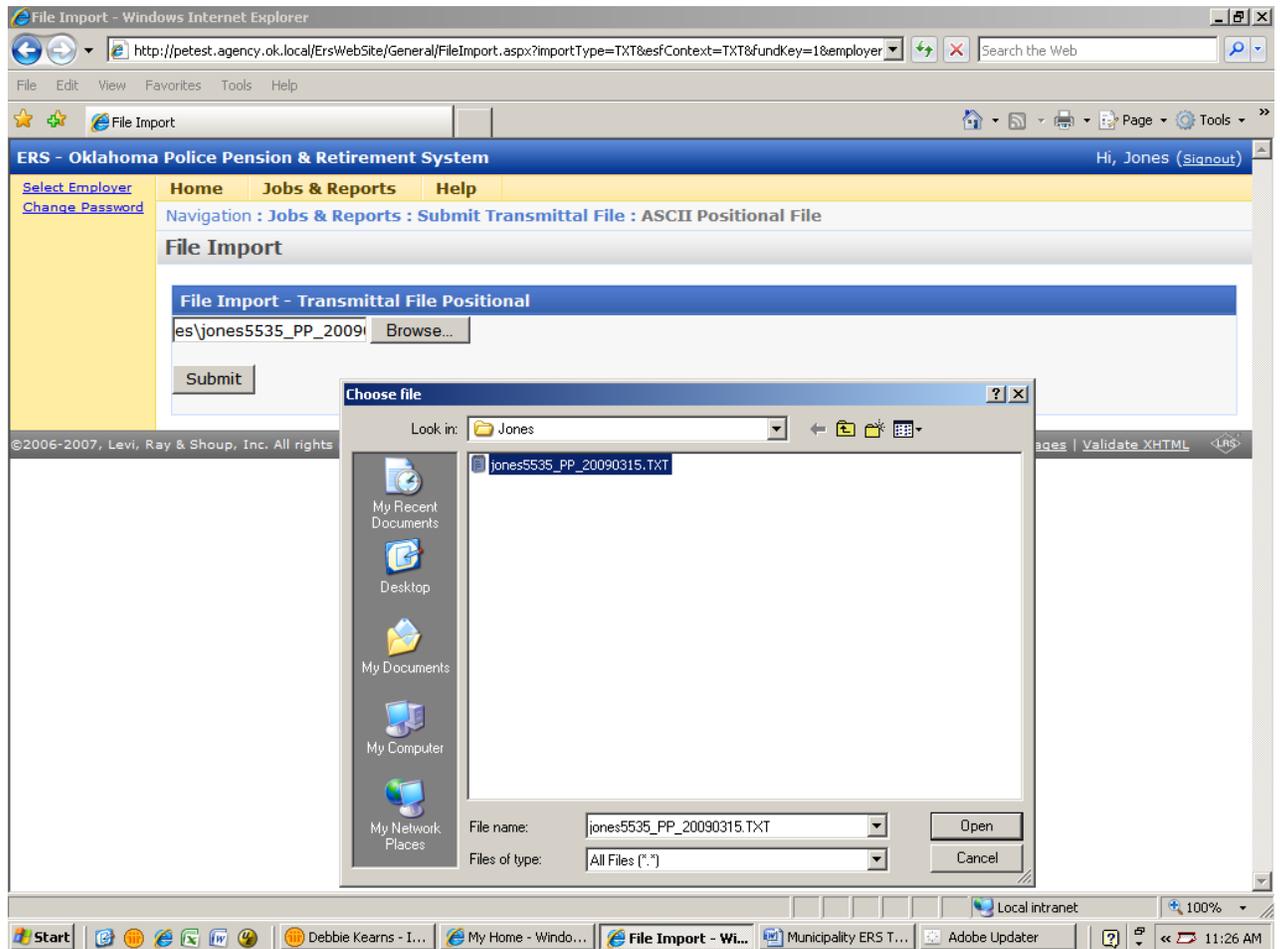
Local intranet 100%

Start Debbie Kearns - I... My Home - Windo... Reporting Sum... Municipality ERS T... Adobe Updater 11:13 AM

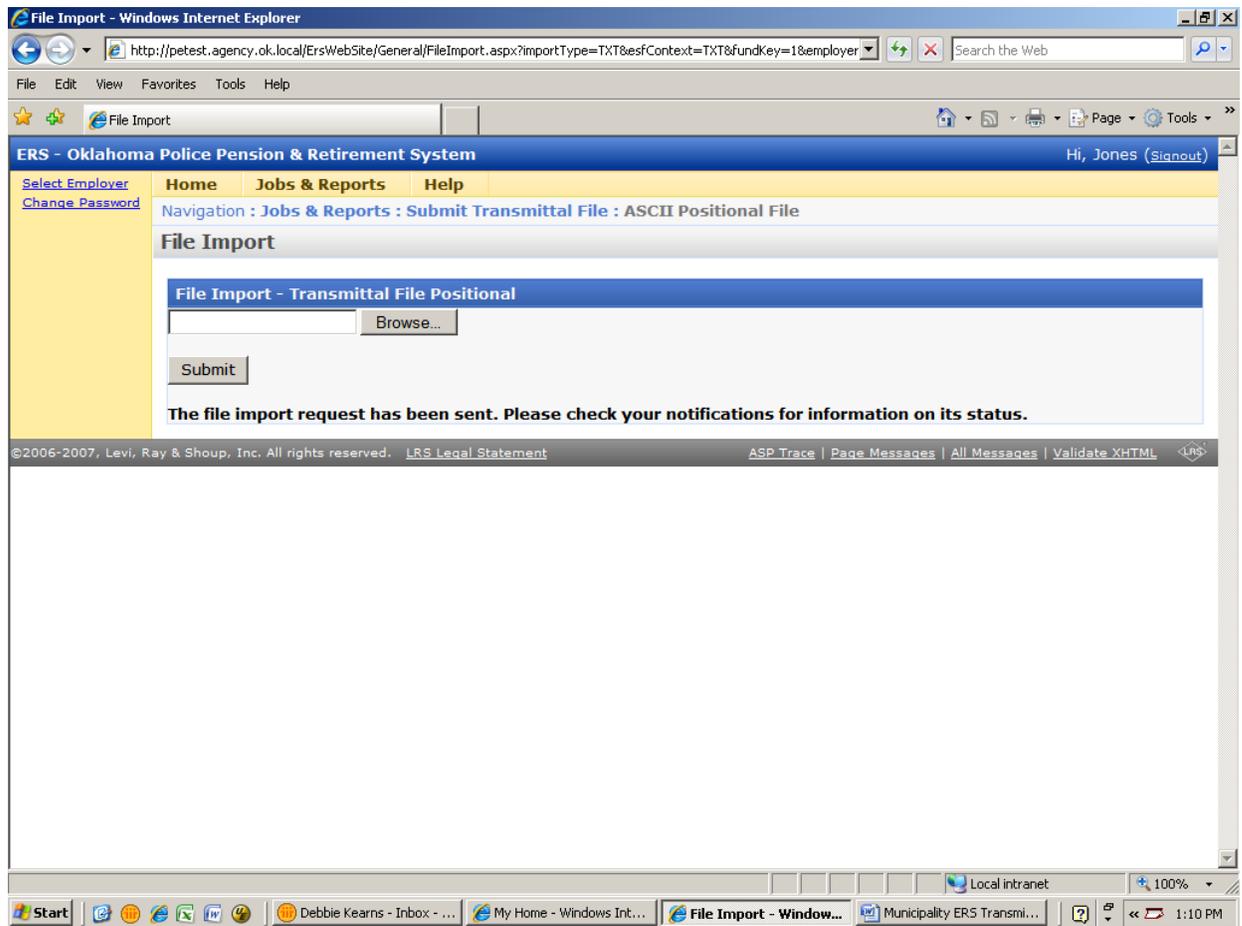
8. Locate your file on your system and click on it to pull its location into the File Import box. You may use the Browse button to help you locate your file.



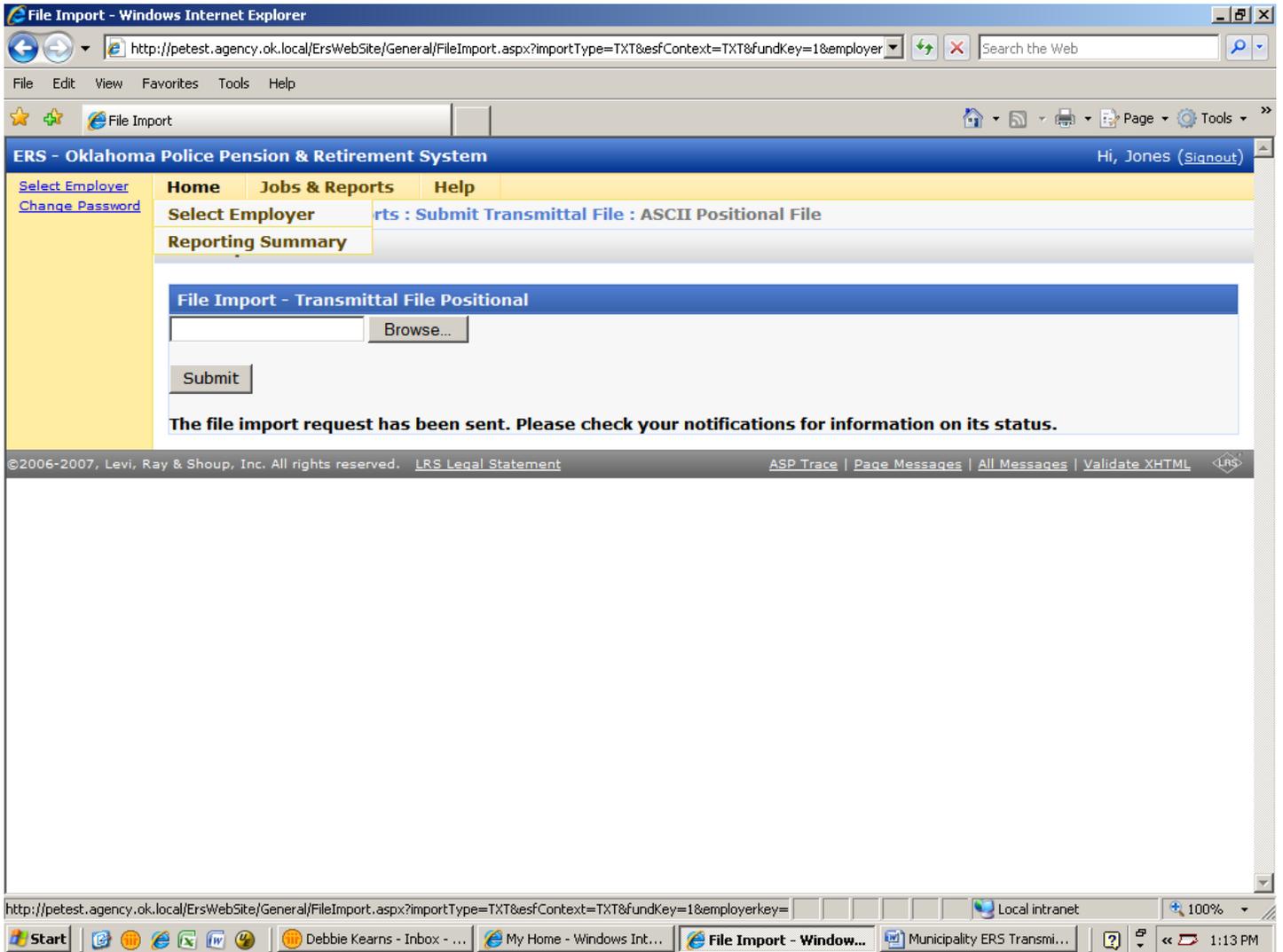
9. Once you've located your file double click the filename and it will be entered in the File Import - Transmittal File Positional box, left of the Browse button.
10. Click Submit.



11. The result page will let you know the file import was sent.



12. Locate the Home tab and click on Reporting Summary when it appears in the dropdown.



13. The Summary Page appears and you will see that the next Scheduled Batch (#503) has a Status of Submitted and has been received by the Oklahoma Police Pension and Retirement System.

The screenshot shows a web browser window titled 'Reporting Summary - Windows Internet Explorer'. The address bar shows the URL: <http://petest.agency.ok.local/ErsWebSite/ERS/ErsBatches.aspx?ctl00%24mainContent%24reportingSummaryGridViewSortBy:>. The browser's address bar also contains a search box with the text 'Search the Web'.

The page content includes a navigation menu with 'Home', 'Jobs & Reports', and 'Help'. Below the navigation is a section for 'Reporting Summary' for 'JONES (5535)'. There is a filter section with a 'Batch Number' input field and buttons for 'Batch Status' and 'Batch Type'. An 'Apply' button is also present.

The main data is presented in a table with the following columns: **Batch Number**, **Type**, **Status**, **Status Date**, **Fiscal Year**, **Due Date**, **Reporting End Date**, **Member Count**, **Total Salary**, and **Total SPC Amount**. The table contains 10 rows of data, with the 4th row (Batch 503) having a status of 'Submitted'.

	Batch Number	Type	Status	Status Date	Fiscal Year	Due Date	Reporting End Date	Member Count	Total Salary	Total SPC Amount
Edit View Delete	500	Unscheduled	Balanced	2/4/2009	2009		12/15/2008	5	\$7,032.00	\$0.00
Edit View Delete	501	Scheduled	Balanced	3/15/2009	2009	1/7/2009	12/24/2008	5	\$7,032.00	\$0.00
Edit View Delete	502	Scheduled	Balanced	3/25/2009	2009	1/21/2009	1/7/2009	5	\$7,032.00	\$0.00
Edit View Delete	503	Scheduled	Submitted	4/2/2009	2009	2/4/2009	1/21/2009	5	\$7,032.00	\$0.00
Edit View Delete	504	Scheduled	Scheduled	2/4/2009	2009	2/25/2009	2/11/2009	0	\$0.00	\$0.00
Edit View Delete	505	Scheduled	Scheduled	2/4/2009	2009	3/11/2009	2/25/2009	0	\$0.00	\$0.00
Edit View Delete	506	Scheduled	Scheduled	2/4/2009	2009	3/25/2009	3/11/2009	0	\$0.00	\$0.00
Edit View Delete	507	Scheduled	Scheduled	2/4/2009	2009	4/8/2009	3/25/2009	0	\$0.00	\$0.00
Edit View Delete	508	Scheduled	Scheduled	2/4/2009	2009	4/22/2009	4/8/2009	0	\$0.00	\$0.00
Edit View Delete	509	Scheduled	Scheduled	2/4/2009	2009	5/6/2009	4/22/2009	0	\$0.00	\$0.00

At the bottom of the table, it says 'Total 2 Pages 1 2 >'. There is also an 'Add' link at the bottom left of the table area.

The browser's taskbar at the bottom shows several open applications, including 'Debbie Kearns - I...', 'Reporting Summa...', 'Reporting Sum...', 'My Home - Windo...', and 'Municipality ERS T...'. The system clock shows the time as 1:28 PM.

14. Click Employer Details in the yellow area of the left hand menu. Under Employer Details click Reporting Schedules. From here you can also see the Submitted Batch #503. Under the Received column, you will see the date of submission and following across the page the Payment Voucher Number #284.

Make a note of the Batch number and the Voucher number.

You will need this information later in the process.

Under Employer Details, the fourth detail is Account Vouchers. Click on Account Vouchers.

The screenshot displays the 'Employer Schedules' page for user JONES (5535). The page includes a navigation menu with 'Home', 'Jobs & Reports', and 'Help'. The 'Reporting Schedule' table lists 10 batches (501-510) with columns for Batch Number, Reporting Due, Received, Update Demographics, Identify NonReporters, Payment Voucher Number, File Name, and Active status. The 'Payment Schedule' table shows vouchers 282 and 283 with columns for Voucher Number, Due, Received, Preset, Amount Due, and Payment Amount.

Fiscal Years		Reporting Schedule							
FY 2009		Batch Number	Reporting Due	Received	Update Demographics	Identify NonReporters	Payment Voucher Number	File Name	Active
501	1/7/2009	2/4/2009	False	True	282		True		
502	1/21/2009	1/10/2009	False	True	283		True		
503	2/4/2009	1/27/2009	False	True	284		True		
504	2/25/2009		False	True	285		True		
505	3/11/2009		False	True	286		True		
506	3/25/2009		False	True	287		True		
507	4/8/2009		False	True	288		True		
508	4/22/2009		False	False	289		True		
509	5/6/2009		False	True	290		True		
510	5/20/2009		False	True	291		True		

Payment Schedule						
Voucher Number	Due	Received	Preset	Amount Due	Payment Amount	
282	1/7/2009	2/4/2009	False	\$1,476.74	\$1,476.74	
283	1/21/2009	3/24/2009	False	\$1,476.74	\$1,476.74	

- On the Employer Account Vouchers page, click the View link for Account Voucher #284. If you do not see the voucher number, click on the next page number at the bottom of the Vouchers screen.

ERS - Oklahoma Police Pension & Retirement System Hi, Jones (Signout)

Navigation : Home : Account Vouchers

Employer Account Vouchers

JONES (5535)

Filter

Fiscal Year: 2009 Voucher Number:

Apply

		Fiscal Year	Voucher Number	Type	Status	Due Date	Preset	Amount Due	Payment Amount
View	Delete	2009	282	Scheduled	Submitted	1/7/2009	<input type="checkbox"/>	1476.74	1476.74
View	Delete	2009	283	Scheduled	Processed	1/21/2009	<input type="checkbox"/>	1476.74	1476.74
View	Delete	2009	284	Scheduled	Scheduled	2/4/2009	<input type="checkbox"/>	1476.74	0.00
View	Delete	2009	285	Scheduled	Scheduled	2/25/2009	<input type="checkbox"/>	0.00	0.00
View	Delete	2009	286	Scheduled	Scheduled	3/11/2009	<input type="checkbox"/>	0.00	0.00
View	Delete	2009	287	Scheduled	Scheduled	3/25/2009	<input type="checkbox"/>	0.00	0.00
View	Delete	2009	294	Scheduled	Scheduled	7/1/2009	<input type="checkbox"/>	0.00	0.00
View	Delete	2009	288	Scheduled	Scheduled	4/8/2009	<input type="checkbox"/>	0.00	0.00
View	Delete	2009	289	Scheduled	Scheduled	4/22/2009	<input type="checkbox"/>	0.00	0.00
View	Delete	2009	290	Scheduled	Scheduled	5/6/2009	<input type="checkbox"/>	0.00	0.00

Total 2 Pages 1 2 >

16. This will bring up the Employer Account Voucher Details page.

WARNING!!! if the AMOUNT DUE: field is 0.00, your file did not get transmitted. DO NOT proceed. Go back to the Reporting Summary page to see if the Member Process Status is in Error. If so, contact OPPRS. 405-840-3555 or 1-800-347-6552.

The screenshot shows a web browser window titled "Employer Account Voucher Details - Windows Internet Explorer". The address bar shows the URL: <http://petest.agency.ok.local/ErsWebSite/Employer/EmployerAccountVoucherDetails.aspx?voucherkey=265120&esfContext=>. The page content includes a navigation menu with "Home", "Jobs & Reports", and "Help". The main heading is "Employer Account Voucher Details" for "JONES (5535)".

Voucher

Voucher Number: 284
Voucher Status: Scheduled
Due Date: 2/4/2009
Fiscal Year: 2009
Amount Due: 1476.74
Preset Amount:
Payment Amount: 0.00

[Edit](#)
[Submit](#)
[Print Voucher Report](#)

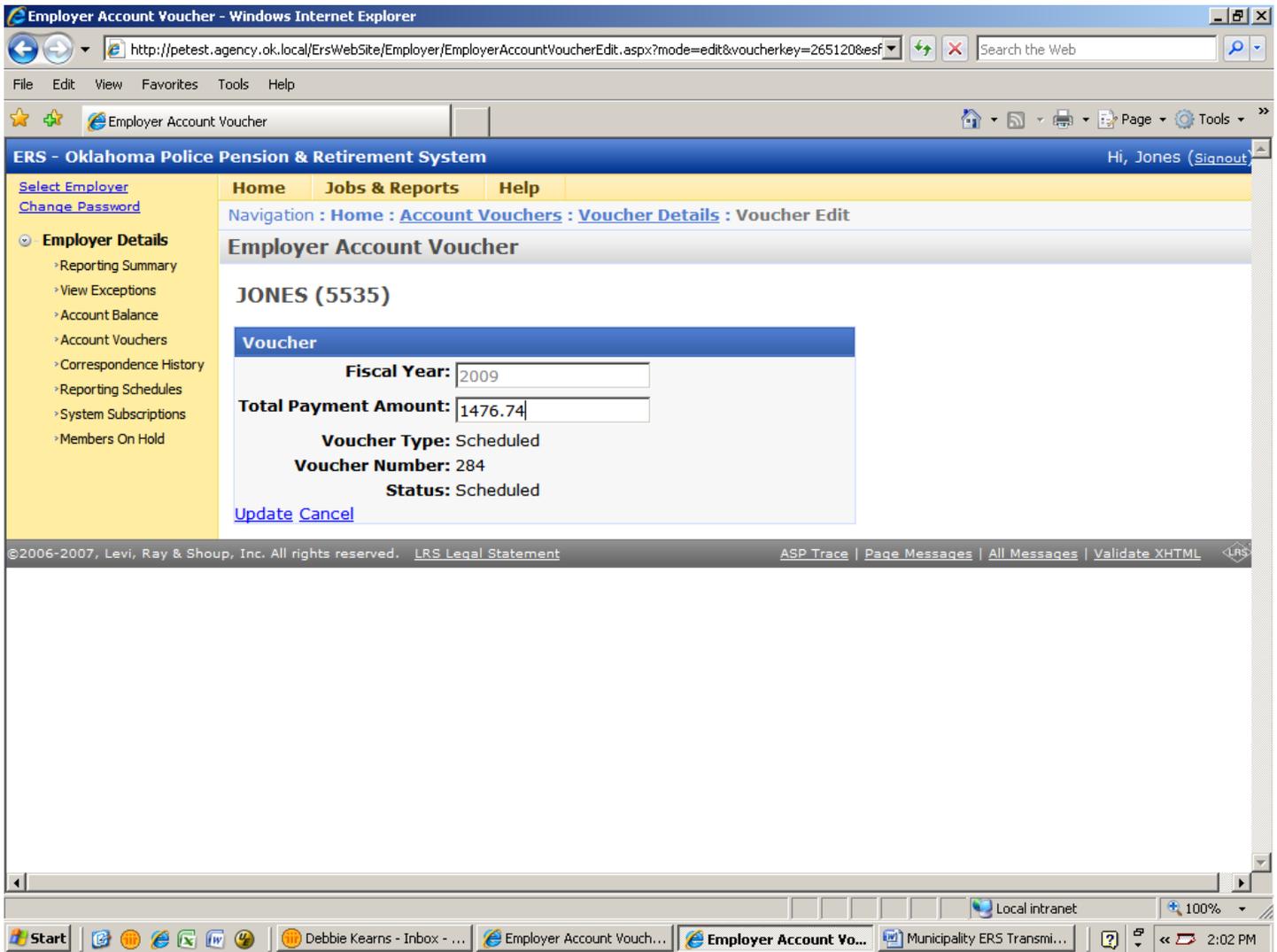
Details					
	Batch	Plan	Receivable Type	Contribution Type	Amount
Edit	Delete			Payment	Amount Total

[Add](#)

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17. Click the Edit link to edit the details of your payment.

18. This will bring up the Employer Account Voucher where you will enter the Total Payment Amount (1476.74) and click Update.



- Back on the Employer Account Voucher Details page you will need to click the Add link below the Details grid.

Employer Account Voucher Details - Windows Internet Explorer

http://petest.agency.ok.local/ErsWebSite/Employer/EmployerAccountVoucherDetails.aspx?voucherkey=265120&esfContext=

ERS - Oklahoma Police Pension & Retirement System

Hi, Jones (Signout)

Select Employer
Change Password

Employer Details

- Reporting Summary
- View Exceptions
- Account Balance
- Account Vouchers
- Correspondence History
- Reporting Schedules
- System Subscriptions
- Members On Hold

Home Jobs & Reports Help

Navigation : Home : Account Vouchers : Voucher Details

Employer Account Voucher Details

JONES (5535)

Voucher

Voucher Number: 284
Voucher Status: Scheduled
Due Date: 2/4/2009
Fiscal Year: 2009
Amount Due: 1476.74
Preset Amount:
Payment Amount: 1476.74

[Edit](#)
[Submit](#)
[Print Voucher Report](#)

Details					
	Batch	Plan	Receivable Type	Contribution Type	Amount
Edit	Delete			Payment Amount	Total

[Add](#)

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Local intranet 100%

Start | Debbie Kearns - Inbox - ... | Employer Account Vouch... | Employer Account Vo... | Municipality ERS Transmi... | 2:05 PM

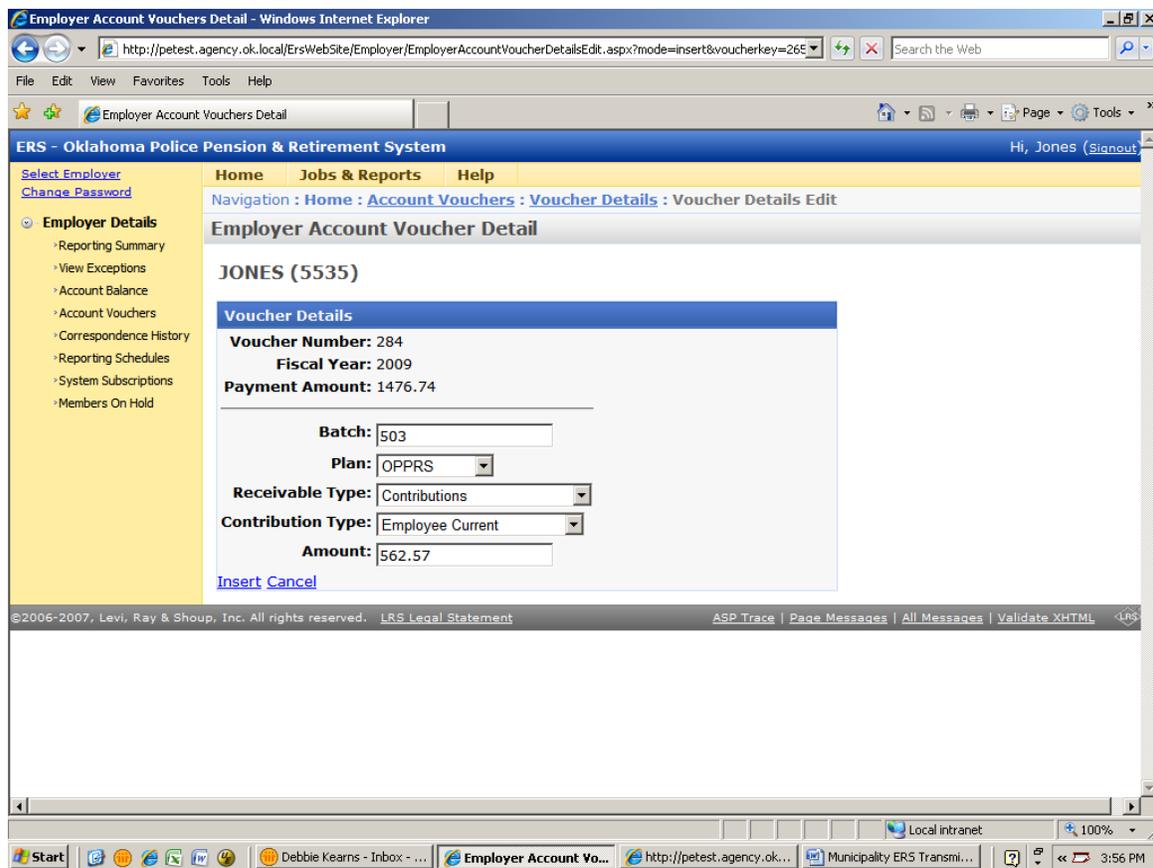
20. Under the Voucher Details Area, Enter the Batch Number, the Plan, the Receivable Type, Contribution Type, and the Amount.

EXAMPLE:

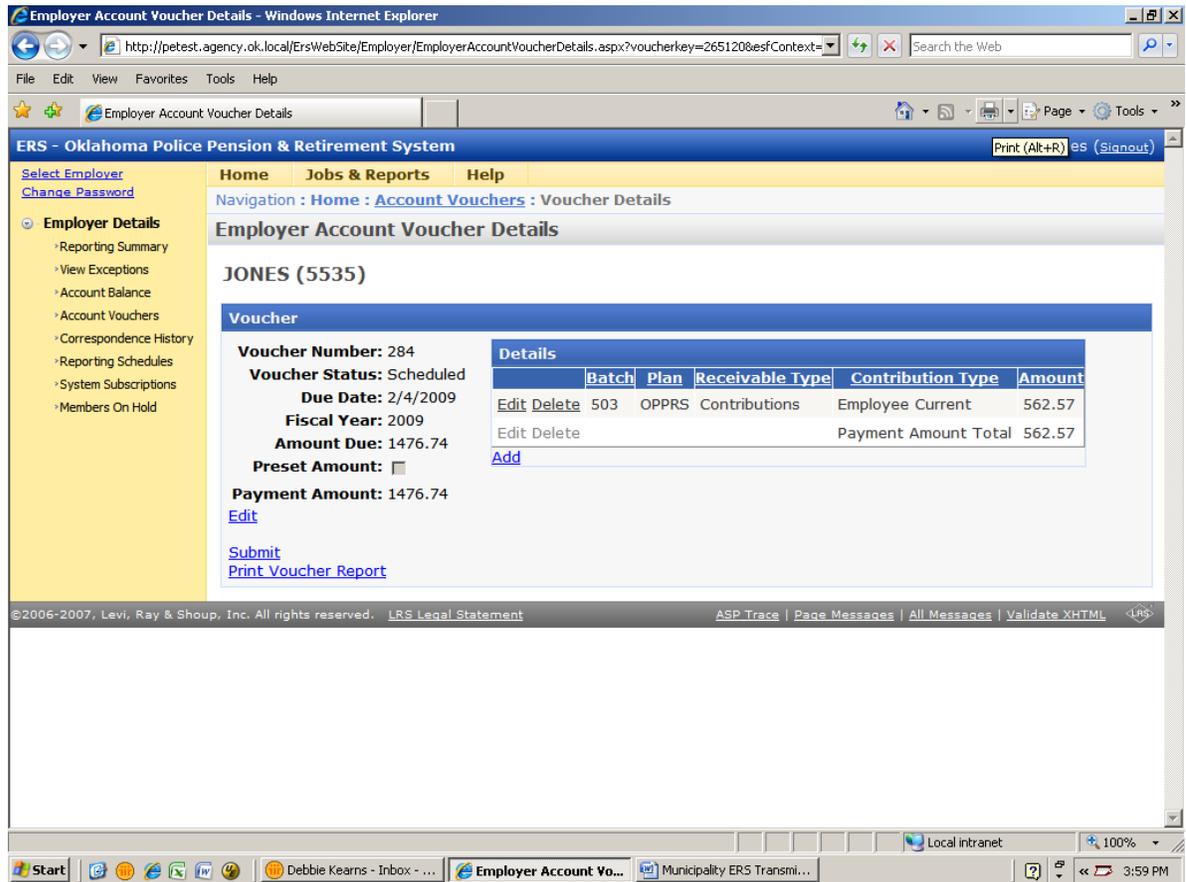
Employee Contributions: For Batch Number enter "503", the Plan **Always** enter "OPPRS" (which can be selected in the dropdown), the Receivable Type enter "Contributions", the Contribution Type enter "Employee Current", the Amount enter "562.57".

Click Insert.

The information will appear in the Details box.



- On the Employer Account Voucher Details page click the Add link below the Details grid.

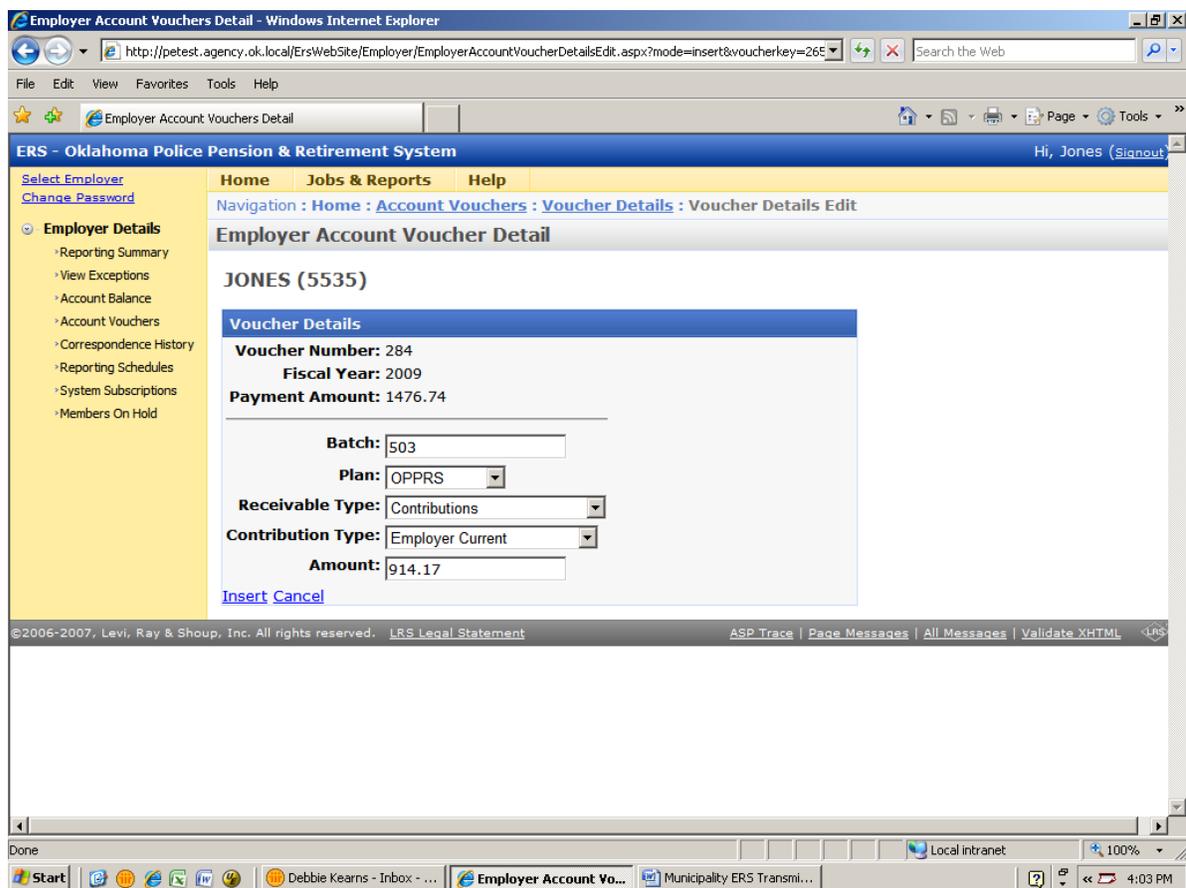


22. Under the Voucher Details Area, enter the Batch Number, the Plan, the Receivable Type, Contribution Type, and the Amount.

EXAMPLE:

Employer Contributions: For Batch Number enter "503", the Plan **Always** enter "OPPRS" (which can be selected in the dropdown), the Receivable Type enter "Contributions", the Contribution Type enter "Employer Current" (which can be selected in the dropdown), the Amount enter "914.17".

Click Insert.



Note: If including Service Purchase Contract (SPC) payments, additional detail lines will need to be inserted. For Employee Current Contributions Type the Receivable Type will be "SPC Payments". If including Employer Current Contributions the Receivable Type will be "SPC Employer Payment".

23. The Employer Account Voucher Details page appears with the Voucher information and Voucher Status of Scheduled.

Click the Submit link.

The screenshot displays the 'Employer Account Voucher Details' page for user JONES (5535). The page is viewed in Internet Explorer with the URL <http://petest.agency.ok.local/ErsWebSite/Employer/EmployerAccountVoucherDetails.aspx?voucherkey=265120&esfContext=>. The page title is 'Employer Account Voucher Details - Windows Internet Explorer'. The navigation bar includes 'Home', 'Jobs & Reports', and 'Help'. The main content area shows the voucher details for JONES (5535). The voucher information includes:

- Voucher Number:** 284
- Voucher Status:** Scheduled
- Due Date:** 2/4/2009
- Fiscal Year:** 2009
- Amount Due:** 1476.74
- Preset Amount:**
- Payment Amount:** 1476.74

A table titled 'Details' provides a breakdown of the contributions:

	Batch	Plan	Receivable Type	Contribution Type	Amount
Edit Delete	503	OPPRS	Contributions	Employee Current	562.57
Edit Delete	503	OPPRS	Contributions	Employer Current	914.17
Edit Delete				Payment Amount Total	1476.74

Additional links include [Add](#), [Edit](#), [Submit](#), and [Print Voucher Report](#). The footer contains copyright information for Levi, Ray & Shoup, Inc. and links for [LRS Legal Statement](#), [ASP Trace](#), [Page Messages](#), [All Messages](#), and [Validate XHTML](#). The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 4:09 PM.

24. The Voucher Status has changed to Submitted.

Employer Account Voucher Details - Windows Internet Explorer

Navigation : Home : [Account Vouchers](#) : Voucher Details

Employer Account Voucher Details

JONES (5535)

Voucher

Voucher Number: 284
Voucher Status: Submitted
Due Date: 2/4/2009
Fiscal Year: 2009
Amount Due: 1476.74
Preset Amount:
Payment Amount: 1476.74

[Edit](#)
[Reset](#)
[Print Voucher Report](#)

		Batch	Plan	Receivable Type	Contribution Type	Amount
Edit	Delete	503	OPPRS	Contributions	Employee Current	562.57
Edit	Delete	503	OPPRS	Contributions	Employer Current	914.17
Edit	Delete				Payment Amount Total	1476.74

[Add](#)

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Done Local intranet 100%

Start | Debbie Kearns - Inbox - ... | Employer Account Vo... | Municipality ERS Transmi... | 4:11 PM

- Click Print Voucher Report link and the message above the Employer Account Voucher Details will tell you the voucher has been successfully submitted.

Employer Account Voucher Details - Windows Internet Explorer

http://petest.agency.ok.local/ErsWebSite/Employer/EmployerAccountVoucherDetails.aspx?voucherkey=265120&esfContext=

ERS - Oklahoma Police Pension & Retirement System Hi, Jones (Signout)

Select Employer
Change Password

Employer Details

- Reporting Summary
- View Exceptions
- Account Balance
- Account Vouchers
- Correspondence History
- Reporting Schedules
- System Subscriptions
- Members On Hold

Home Jobs & Reports Help

Navigation : Home : Account Vouchers : Voucher Details

The request to initiate the Employer Payment Vouchers Report has been successfully submitted.

Employer Account Voucher Details

JONES (5535)

Voucher

Voucher Number: 284
Voucher Status: Submitted
Due Date: 2/4/2009
Fiscal Year: 2009
Amount Due: 1476.74
Preset Amount:
Payment Amount: 1476.74

[Edit](#)
[Reset](#)
[Print Voucher Report](#)

		Batch	Plan	Receivable Type	Contribution Type	Amount
Edit	Delete	503	OPPRS	Contributions	Employee Current	562.57
Edit	Delete	503	OPPRS	Contributions	Employer Current	914.17
Edit	Delete				Payment Amount Total	1476.74

[Add](#)

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26. Under the Jobs & Reports Tab the dropdown will show Report Manager. Click on Report Manager.

ERS - Oklahoma Police Pension & Retirement System

Hi, Jones (Signout)

Home Jobs & Reports Help

Navigation Report Manager Voucher Details

View Reports

Submit Transmittal File Employer Payment Vouchers Report has been successfully submitted.

Employer Fund Transmittal Listing

JONES (5535)

Voucher

Voucher Number: 284
Voucher Status: Submitted
Due Date: 2/4/2009
Fiscal Year: 2009
Amount Due: 1476.74
Preset Amount:
Payment Amount: 1476.74

[Edit](#)
[Reset](#)
[Print Voucher Report](#)

		Batch	Plan	Receivable Type	Contribution Type	Amount
Edit	Delete	503	OPPRS	Contributions	Employee Current	562.57
Edit	Delete	503	OPPRS	Contributions	Employer Current	914.17
Edit	Delete				Payment Amount Total	1476.74

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http://petest.agency.ok.local/ErsWebSite/Reports/ReportManager/Reports.aspx?esfContext=TXT&fundKey=1&employerkey=181 Local intranet 100%

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27. On the Report Manager page, click the Select link on the second report listed, Employer Payment Vouchers Report.

Report Manager - Windows Internet Explorer

http://petest.agency.ok.local/ErsWebSite/Reports/ReportManager/Reports.aspx?esfContext=TXT&fundKey=1&employerkey

ERS - Oklahoma Police Pension & Retirement System Hi, Jones (Signout)

Select Employer
Change Password

Home Jobs & Reports Help

Navigation : Jobs & Reports : Report Manager

Report Manager

JONES (5535)

Reports	
	Report Name
Select	Employer Account Activity
Select	Employer Payment Vouchers Report
Select	Employer Reporting and Voucher Numbers Report
Select	Employer Reporting Report Difference Detail
Select	Employer Reporting Report Difference Summary
Select	Transmittal Batch Detail (Original) Report
Select	Transmittal Batch Detail (Posted) Report
Select	Transmittal Batch Exceptions Report
Select	Transmittal Batch Summary Report
Select	Transmittal SPC Payments Listing

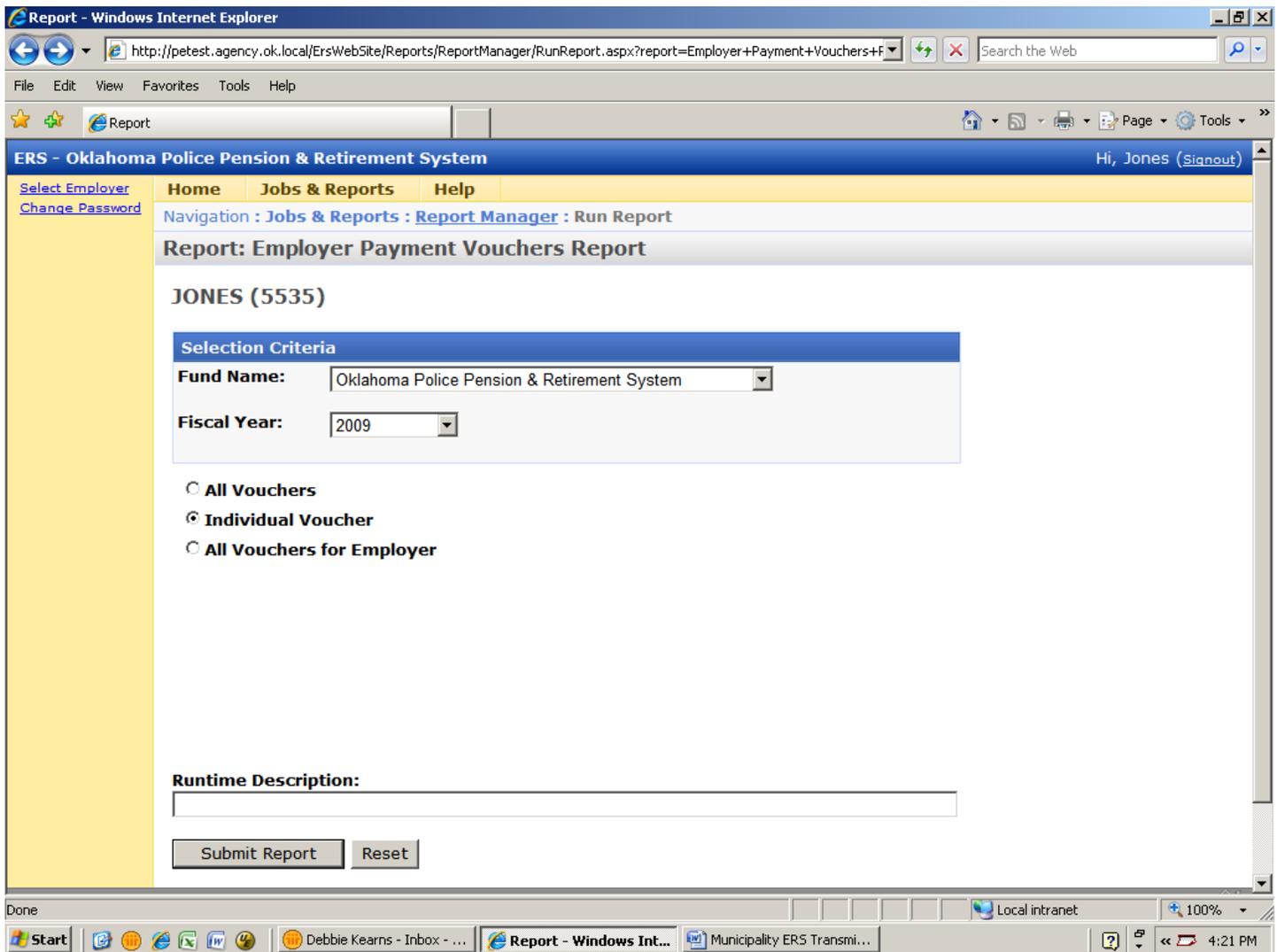
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Done Local intranet 100%

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4:18 PM

28. On the Report: Employer Payment Vouchers Report page make sure the Fund is Oklahoma Police Pension and Retirement System and that the Fiscal Year box shows the correct Fiscal Year. Put a dot in the second radial button for Individual Voucher.



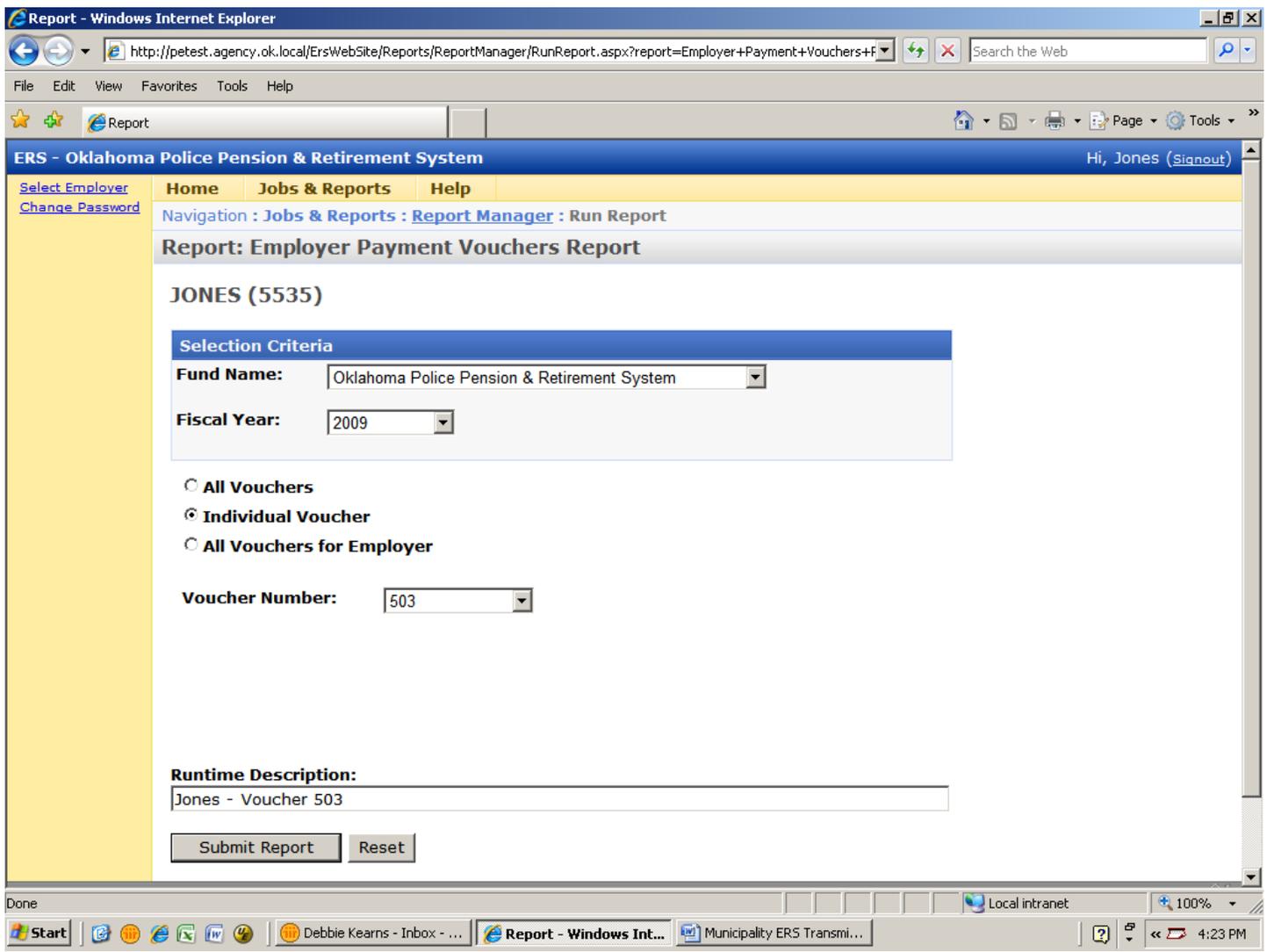
29. A Voucher Number box will appear. Fill in the Voucher number.

EXAMPLE :

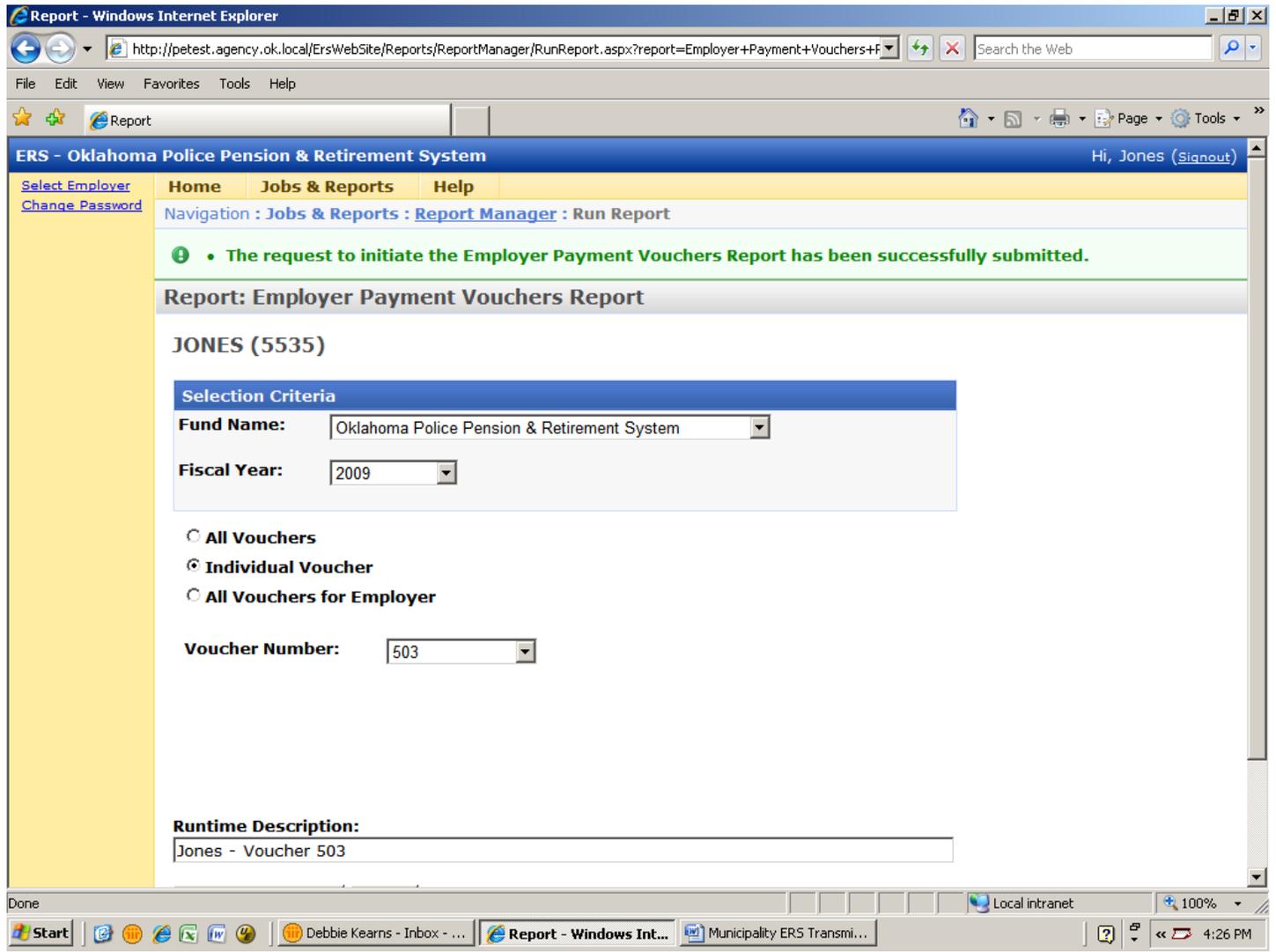
"503"

In the Runtime Description box, you may write a description.

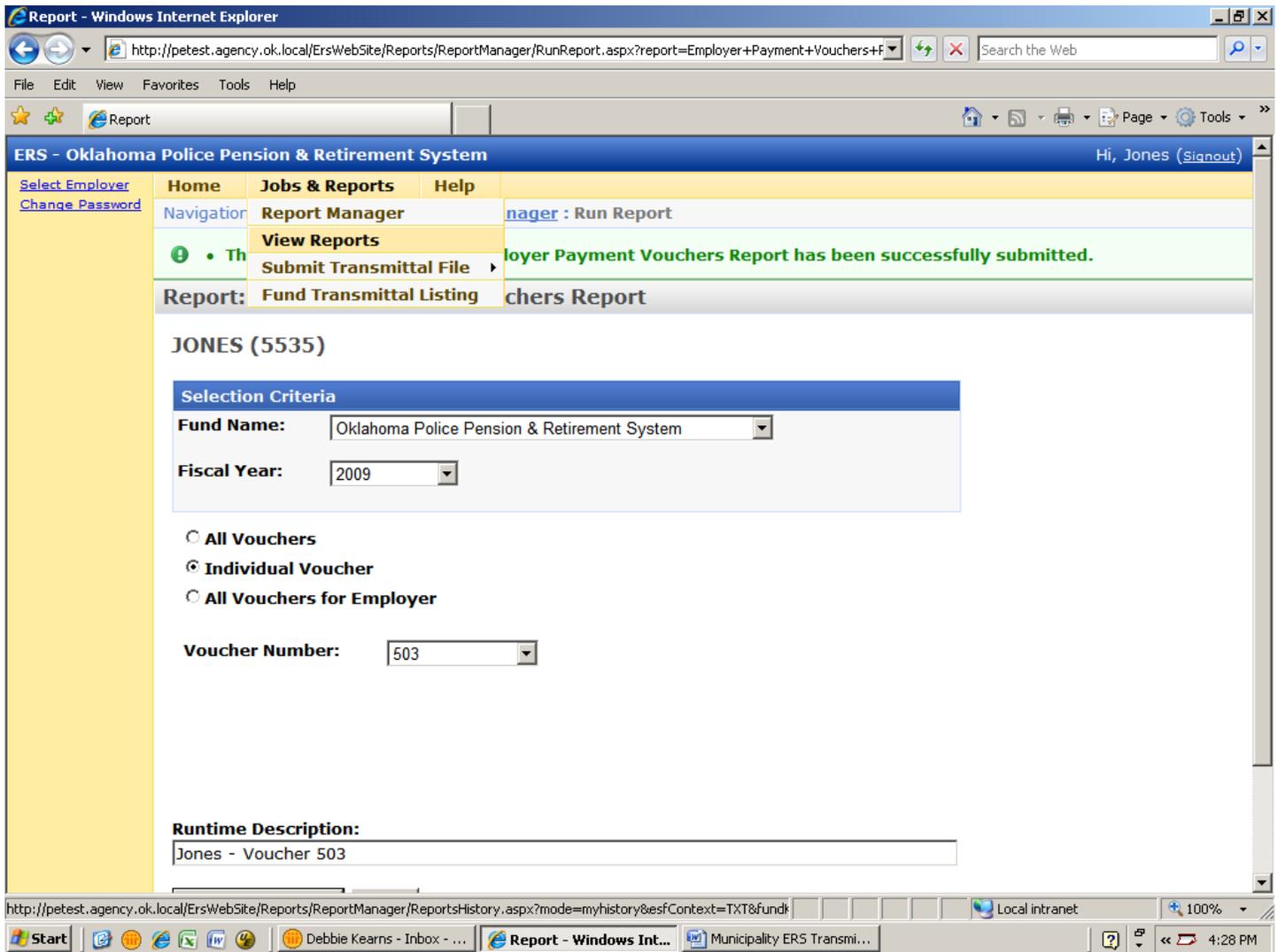
Click Submit Report button.



30. At the top of the Report: Employer Payment Vouchers Report page a message will appear stating the report was successfully submitted.



31. Under the Jobs & Reports tab click View Reports in the dropdown.



32. On the View Reports page, click the View link in the Reports grid of the correct Voucher number.

ERS - Oklahoma Police Pension & Retirement System

Hi, Jones (Signout)

Select Employer
Change Password

Home | **Jobs & Reports** | Help

Navigation : **Jobs & Reports** : View Reports

View Reports

JONES (5535)

Filter

Report Name: Apply

Reports

	Report Name	User Runtime Description	Processed On
View	Employer Payment Vouchers Report	Jones - Voucher 503	4/2/2009 4:28:40 PM

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Start | Debbie Kearns - Inbox - ... | Reports History - Win... | Municipality ERS Transmi...

4:31 PM

33. An adobe pdf file will open with your Voucher information on the report. You can select printer on your toolbar to print the report or at the top of your Browser select File print. Print 2 copies.

Mail a copy of the Voucher with your check and Payroll worksheet to the Oklahoma Police Pension and Retirement System.

Keep a copy of the Voucher for your records.