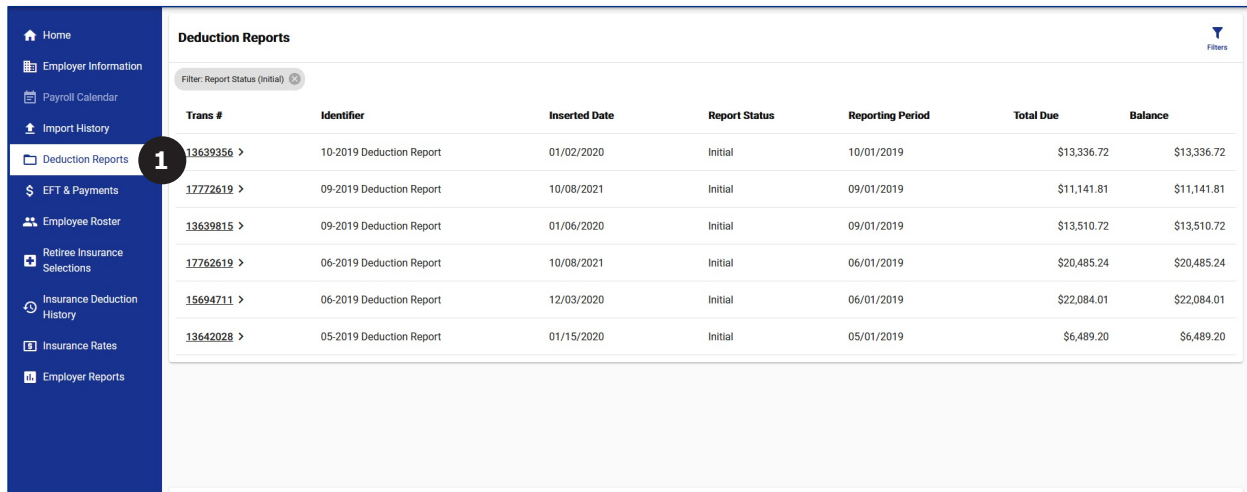


Open Deduction Reports

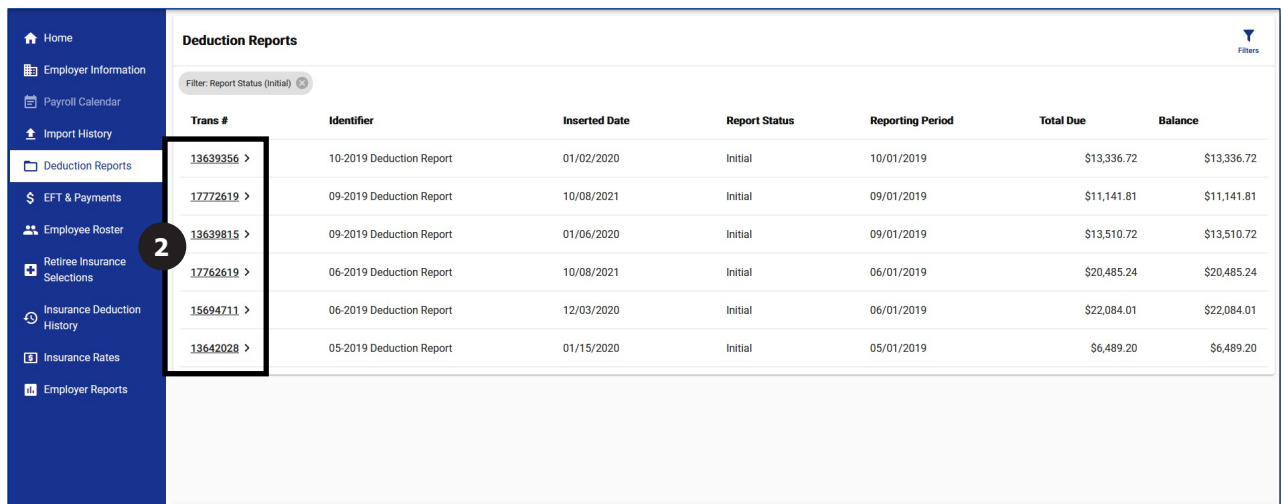
Once a file has been successfully imported, it will be accessed via the *Deduction Reports* link. From this page, you will correct errors, explain exceptions and ultimately submit the monthly reports to the MTRS to be released into the employee accounts.

1. To access the deduction reports, click **Deduction Reports** in the *Left Navigation Menu*.



Trans #	Identifier	Inserted Date	Report Status	Reporting Period	Total Due	Balance
13639356 >	10-2019 Deduction Report	01/02/2020	Initial	10/01/2019	\$13,336.72	\$13,336.72
17772619 >	09-2019 Deduction Report	10/08/2021	Initial	09/01/2019	\$11,141.81	\$11,141.81
13639815 >	09-2019 Deduction Report	01/06/2020	Initial	09/01/2019	\$13,510.72	\$13,510.72
17762619 >	06-2019 Deduction Report	10/08/2021	Initial	06/01/2019	\$20,485.24	\$20,485.24
15694711 >	06-2019 Deduction Report	12/03/2020	Initial	06/01/2019	\$22,084.01	\$22,084.01
13642028 >	05-2019 Deduction Report	01/15/2020	Initial	05/01/2019	\$6,489.20	\$6,489.20

2. Click the **Trans #** link next to the report you need to work on. The *Reporting Period* field tells you the month and year of the report.



Trans #	Identifier	Inserted Date	Report Status	Reporting Period	Total Due	Balance
13639356 >	10-2019 Deduction Report	01/02/2020	Initial	10/01/2019	\$13,336.72	\$13,336.72
17772619 >	09-2019 Deduction Report	10/08/2021	Initial	09/01/2019	\$11,141.81	\$11,141.81
13639815 >	09-2019 Deduction Report	01/06/2020	Initial	09/01/2019	\$13,510.72	\$13,510.72
17762619 >	06-2019 Deduction Report	10/08/2021	Initial	06/01/2019	\$20,485.24	\$20,485.24
15694711 >	06-2019 Deduction Report	12/03/2020	Initial	06/01/2019	\$22,084.01	\$22,084.01
13642028 >	05-2019 Deduction Report	01/15/2020	Initial	05/01/2019	\$6,489.20	\$6,489.20

3. The Deduction Report landing page now only shows the report *summary* information.

10-2022 Deduction Report Validate Edit Details Comments Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary 3 Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period
92129812	Initial	09/28/2022	SMURPHY			10/01/2022
Report Status Override	Date Rejected	Member Count	Row Count			
		19	36			

a. To open the deduction report in **View Details mode** (no edits can be made):

- Click **More**, then select **View Details**. This will display the details but will not allow you to edit the details.

10-2022 Deduction Report Validate Edit Details Comments Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary a View Details Delete Override Export Exception Report Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected
92129812	Initial	09/28/2022	SMURPHY			10/01/2022		
Member Count	Row Count							
20	39							

b. To open the deduction report in **Edit Details mode** (edits can be made):

- Click **Validate**.



The **Validate** button **MUST** be clicked before working on the deduction report in **Edit mode** (EACH time you open the report).

10-2022 Deduction Report Validate Edit Details Comments Submit More

Deduction Report Editor Header Level Errors

Deduction Report Summary b Override Export Exception Report Export Summary Report

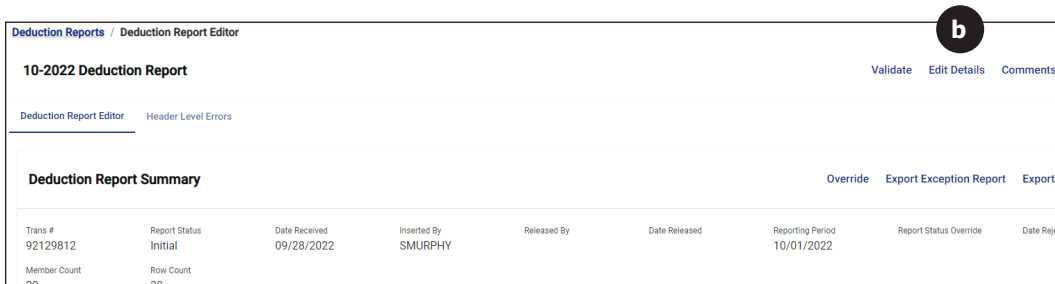
Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected
92129812	Initial	09/28/2022	SMURPHY			10/01/2022		
Member Count	Row Count							
20	39							

*The **Validate** button replaces the need to click **Apply** when you first open the deduction report. **Changes made to calendars and/or member events will not be brought into the report if you do not click **Validate**.***

- Click **Confirm** when this message is displayed.



- Click **Edit Details**.



Navigate the Deduction Report Editor Main Screen

Deduction Report Header

Deduction Reports / Deduction Report Editor

10-2022 Deduction Report

1 Validate 2 Edit Details 3 Comments 4 Submit 5 More

1. *Validate*—Validate **must** be clicked before clicking Edit Details. This replaces the need to click Apply when you first open the deduction report.
2. *Edit Details*—This takes you to the details view of the deduction report and allows you to make changes.
3. *Comments*—This takes you to the *Comments* page for the report. Comments can now be added/viewed/exported before or after you open the deduction report to make edits.
4. *Submit*—This sends the report to Pending status.
5. *More*—Click this to view more options on this page.
 - a. *View Details*—This will allow you to *view* the records within the report but will not allow you to edit the data.
 - b. *Delete*—This will delete the entire deduction report.

Deduction Report Summary Section

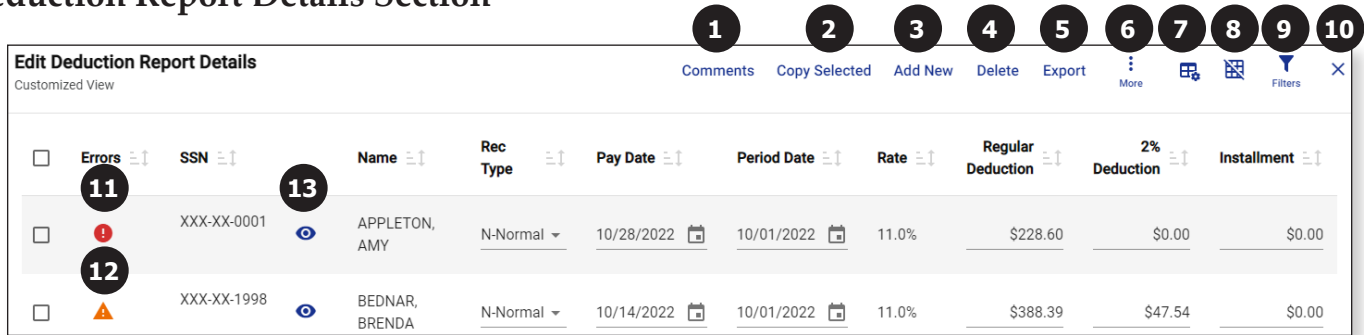
Deduction Report Summary



1 Override 2 Export Exception Report 3 Export Summary Report

Trans #	Report Status	Date Received	Inserted By	Released By	Date Released	Reporting Period	Report Status Override	Date Rejected
92129812	Initial	09/28/2022	SMURPHY			10/01/2022		
Member Count	Row Count							
20	39							

1. *Override*—This is the *Report Status Override* field. This gets changed to “Yes” prior to submitting a deduction report to Pending.
2. *Export Exception Report*—This will open the *Exception Report* for this deduction report and can now be accessed either before or after you open the report to make edits.
3. *Export Summary Report*—This will open the *Error Summary Report* for this deduction report and can now be accessed either before or after you open the report to make edits.

Deduction Report Details Section



	Errors	SSN	Name	Rec Type	Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment
<input type="checkbox"/>		XXX-XX-0001	APPLETON, AMY	N-Normal	10/28/2022	10/01/2022	11.0%	\$228.60	\$0.00	\$0.00
<input type="checkbox"/>		XXX-XX-1998	BEDNAR, BRENDA	N-Normal	10/14/2022	10/01/2022	11.0%	\$388.39	\$47.54	\$0.00

1. *Comments*—This opens the comments section of the report. Comments can be added, deleted, and exported.
2. *Copy Selected*—This copies the record that you have selected.
3. *Add New*—This allows you to add a blank record to the report.
4. *Delete*—This deletes any records you have selected.
5. *Export*—This allows you to export the deduction report details.
6. *More*—This takes you to the modify options.
 - a. *Modify Selected*—This will modify a group of records that you have selected.
 - b. *Modify*—This will modify all the records within a group of filtered records or ALL the records in the report if you do not have a filter engaged.
7. *Customize Columns*—This allows you to hide or re-arrange the report columns.
8. *Show Single Record View*—This allows you to see the data one record at a time. This button changes to Show Grid View while you are in single record view so that you can return to the grid view.
9. *Filters*—This allows you to access options on which to filter the report.
10. *Close*—This closes the report without saving any changes made.
11. *Error warning icon*—Click this icon to view the error(s) on a specific record.
12. *Exception warning icon*—Click this icon to view the exception(s) on a specific record.
13. *View SSN*—Click this icon to view the employee’s full SSN.