

Submitting a Report

Process 2—Submitting a report

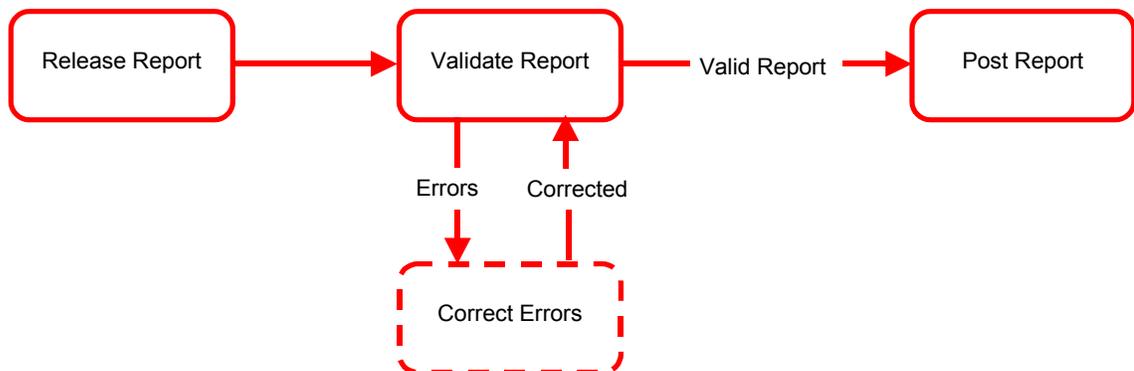
Overview

The Submit Report process involves releasing your report, which EDX then evaluates during the nightly batch validation process. EDX will not evaluate reports until you explicitly release them. After releasing the report, EDX attempts to validate and post the report's records in the next nightly batch. The next morning you must correct detected record errors.

EDX gives records passing validation a “posted” status, and you may no longer delete or edit those records. Likewise, you cannot edit or delete fully posted reports (all records posted).

Process flow

Below is the process flow diagram for submitting and validating a report.



Brief description of the process components

Below is a brief description of the Submit Report process components:

- **Release Report**—You release the report created in the report creation process. After releasing a report and allowing it to go through the batch validation process, you do not need to release the report again.
- **Validate Report**—PERS’ nightly batch process will validate the records. EDX tags most records that do not pass the validation process with errors.
- **Correct Errors**—You can edit and correct records with errors each morning following the nightly batch validation. When EDX detects changes in your records during the batch validation, it re-evaluates all the records in the report.
- **Post Report**—If 85 percent or more of a report’s total records are correct, the EDX nightly batch process will post the correct records. EDX will reject the entire report if fewer than 85 percent of the records are correct.

Releasing a report

Releasing a report lets EDX know the report is ready for evaluation in the nightly batch validation process. When PERS runs the overnight validation process, the released report's error-free records post to the individual accounts.

Note: Release a report only if you are certain you do not want to add any more records to the report. If you release a report, you can still *un-release* it before the nightly batch process (see the topic “Un-releasing a report” on page 64).

- 1 Follow the steps in “Accessing the Work on Wage and Contribution Reports page” on page 46 to view the *Work on Wage and Contribution Reports* screen.
- 2 Select the report you want to release for EDX batch validation by clicking on the **Release** link (highlighted by the box).

Work on Wage and Contribution Reports

Below is a list of the latest Wage and Contribution Reports. Select an action that is available next to the report or you can also [Create a New Report](#)

- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/01/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Added	03/07/2007	03/07/2007	delete	edit	Release	View Report	View Details	n/a

Posted Regular Reports

- 3 Click the **Click here** link (illustrated by the arrow) on the *Confirmation* screen to return to the *Work on Wage and Contribution Reports* screen.

Confirmation

Information Message

- The report has been released for tonight's processing.

[Click here](#) to go to the previous page.



Un-releasing a report

After releasing a report but before the nightly batch evaluates it, you can *un-release* the report to keep it from being validated in the nightly batch process. You can continue to work on the report until you release it once again.

Note: Once you release a report and it posts, you can no longer make changes to the report. If a posted report has missing records or the information is incorrect, you can submit a Demographics and Adjustment Report to update demographic information or adjust wage and service data reported incorrectly. (See “Adjustment Records” in the Employer Quick Info help file.)

- 1 Follow the steps on page 46, “Accessing the Work on Wage and Contribution Reports page,” to view the *Work on Wage and Contribution Reports* screen.
- 2 Click on the **Un-Release** link (highlighted by the box) to return a report to its previous “un-released” status and prevent it from being processed in the nightly batch cycle.

Work on Wage and Contribution Reports

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Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	02/02/2007	01/01/2007	delete	edit	n/a	View Report	View Details	View Totals
Added	03/07/2007	03/06/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Added	03/14/2007	03/07/2007	delete	edit	Un-Release	View Report	View Details	n/a

Posted Regular Reports

Viewing report totals

This process allows you to view select data totals for your report. Reports submitted in the past year are available for review.

- 1 Follow the steps in “Accessing the Work on Wage and Contribution Reports page” on page 46 to view the *Work on Wage and Contribution Reports* screen.

- 2 Click on the **View Totals** link (highlighted by the box) next to the report you want to view.

Work on Wage and Contribution Reports

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- [Work with Unposted Reports](#)
- [Work with Posted Reports](#)
- [Learn more about working with Wage and Contribution Reports](#)

Unposted Regular Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	06/22/2007	06/22/2007	delete	edit	n/a	View Report	View Details	View Totals
Suspended	06/08/2007	06/08/2007	delete	edit	n/a	View Report	View Details	View Totals

Unposted Demographics and Adjustment Reports

Status	Date Submitted	Report Date	Delete	Edit	Release/Un-Release	Reject/Edit Report	View Details	View Totals
Suspended	05/14/2007	05/14/2007	delete	edit	n/a	View Report	View Details	n/a
Suspended	02/26/2007	02/25/2007	delete	edit	n/a	View Report	View Details	n/a

Posted Regular Reports

Status	Date Submitted	Report Date	View Totals	View Details	Report Type
Posted	07/07/2006	07/07/2006	View Totals	View Details	Regular
Posted	05/25/2007	05/25/2007	View Totals	View Details	Regular
Posted	07/21/2006	07/21/2006	View Totals	View Details	Regular
Posted	08/04/2006	08/04/2006	View Totals	View Details	Regular

The *View Report Totals* screen appears, allowing you to view Retirement Detail Report totals within the past year.

View Report Totals

This process allows you to review the totals for Retirement Detail Reports submitted within the past year via the internet.

Summary Information	
Report Status	Posted
File Status	LOADED
Report Date	03/31/2006
Total Reported Employees	259
Posted W&C Information	
Gross Wages	\$ 324,193.94
Member Contributions	\$ 17,020.68
Employer Contributions	\$ 29,506.90
W&C Information Not Yet Posted	
Gross Wages	\$ 0.00
Member Contributions	\$ 0.00
Employer Contributions	\$ 0.00
Total Adjustments (Posted and Not Posted)	
Adjusted Gross Wages	\$ 0.00
Adjusted Member Contributions	\$ 0.00
Adjusted Employer Contributions	\$ 0.00
Report Totals for Regular and Adjustment	
Total Gross Wages	\$ 324,193.94
Total Member Contributions	\$ 17,020.68
Total Employer Contributions	\$ 29,506.90

