Employer Access Report Generator Procedure

Summary

The *Report Generator* procedure describes how to execute a report in Employer Access.

Procedure

1. From the Tool Bar, click the **Reports & Documents** icon, and select **Report Generator**.
   OR
   Find the widget **My Documents and Reports** and click **Reports**.

2. Reports may be filtered using the funnel icon next to the **Report Name** or **Description of the Report**.
   Reports:
   - **Account Summary - Outstanding payments** – allows you to check outstanding and historical payments
   - **Deduction Vendor Payment to Member Records Reconciliation**
   - **Employer Reserve Statement**
   - **Employer Security**
   - **Finance Report 1 – Invoices and Payments –** allows you to check the list of invoices, returns, and payments
   - **IMRF Member Data –** allows you to extract all IMRF data related to the specified member
   - **Monthly Deduction Summary by Vendor**
   - **Newly suspended or deceased pensioners report**
   - **Purchase of Service Statement**

3. Select the report you want to generate, enter the requested Report Parameters, and click **Run Report** on the right-hand side.
4. Click the blue disk button next to **Export to Excel** to export the report.
5. Click on **Return to Reports Listing** to go back to the main report screen.

This procedure is complete.