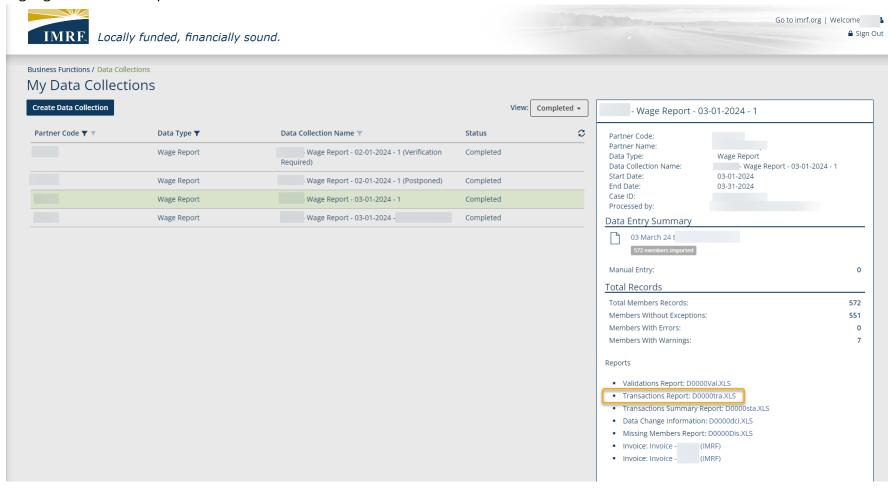


Reconciling Wage Report Invoices

This document explains how to reconcile the amounts that are charged on invoices generated from Wage Report data collections.

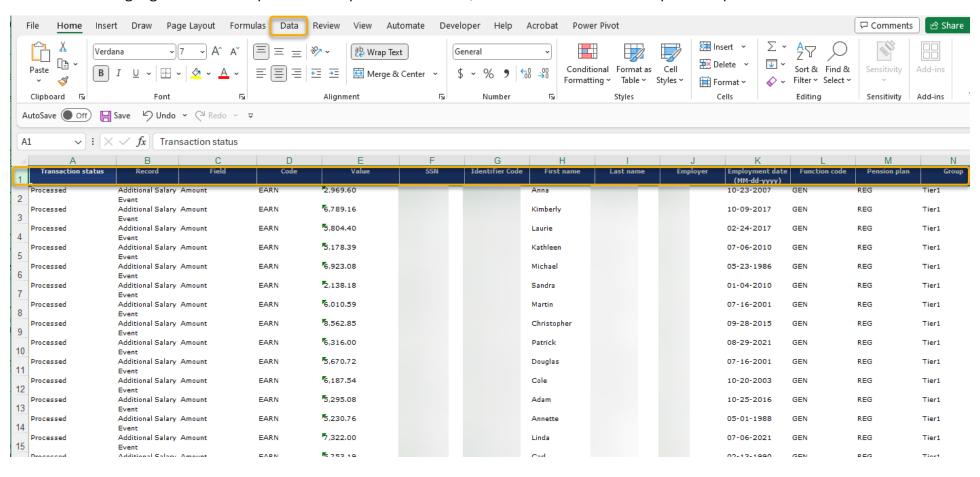
To start your reconciliation of the invoice amount, click the data collection line you want to review and open the **Transactions Report** highlighted below to open the Excel file.





IMRE Locally funded, financially sound.

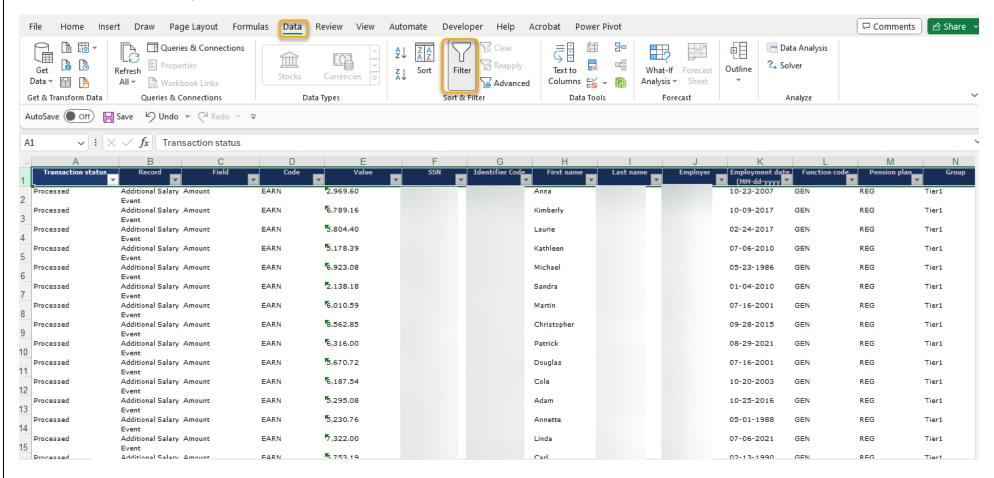
Click **Row 1** to highlight the entire top row of the spreadsheet. Then, click the **Data tab** at the top of the spreadsheet.





IMRF. Locally funded, financially sound.

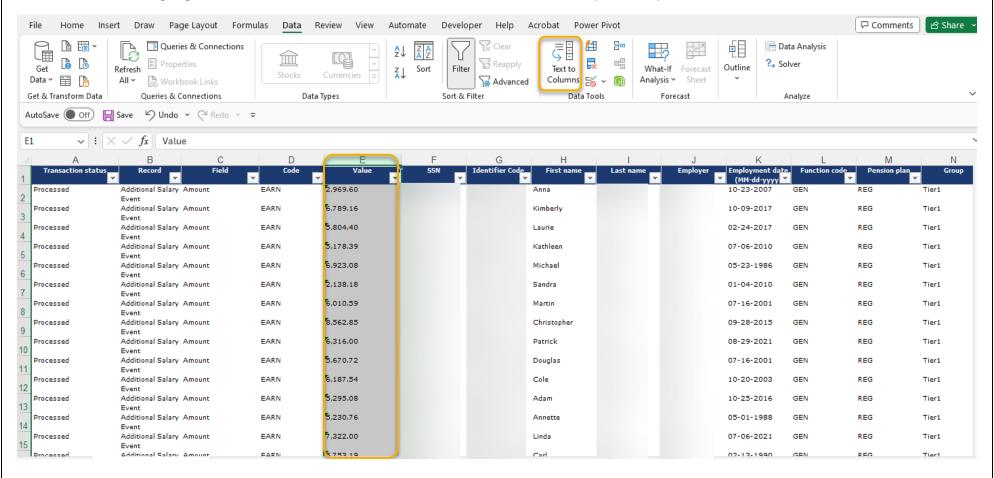
Click **Filter** to filter the top row.





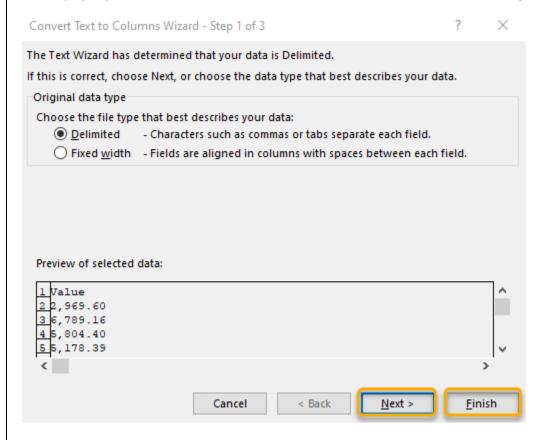
IMRE Locally funded, financially sound.

Click Column E to highlight the entire column. Then, click Text to Columns at the top of the spreadsheet.





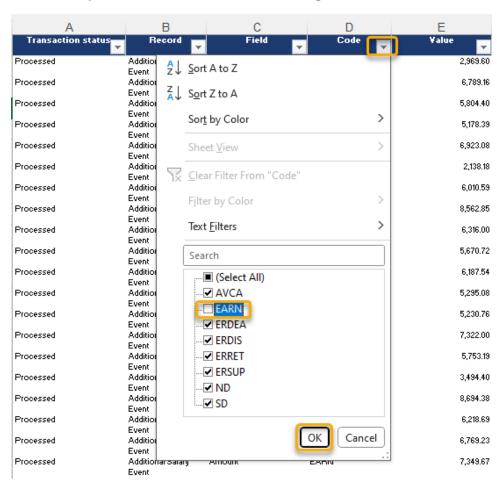
In the pop-up box, click **Next** twice, and then click **Finish**. This will allow you to sum the values in this column in the following steps.





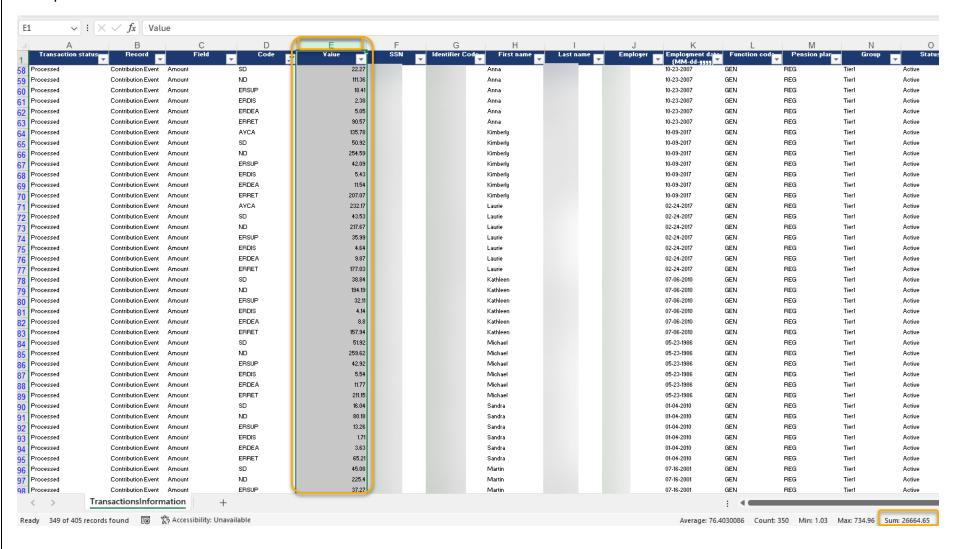
Click the drop-down arrow in Column D (Code). Then, uncheck the box for the codes **EARN** and **OT.** Then click **OK.** This will remove all reported wages from the report and will only display the different contributions that are charged to the employer.

The example below does not show OT wages





Click the E for **Column E** to highlight the entire column. In the bottom right-hand corner of the spreadsheet, you will see the total contributions for this data collection. In this example, the total is \$26,664.65. This amount should match the total of the invoice attached to this specific data collection.





To review a breakdown of all the different contributions that are being charged to the employer, click the drop-down arrow in **Column D** to display the different contribution codes. You can select one code at a time and then highlight Column E as noted in the step above to see the total for that specific deduction.

LIST OF CONTRIBUTION CODES

AVCA = Voluntary Additional Contributions

ERDEA = Employer Death Benefit Contributions

ERDIS = Employer Disability Benefit Contributions

ERRET = Employer Retirement Contributions

ERSUP = Employer Supplemental Benefit Contributions

ND = Member Contributions - Normal

SD = Member Contributions – Surviving Spouse

ITEM CODE AND DESCRIPTION ON INVOICE

REG-VAC-EE REG - Voluntary Additional Member Contributions

REG-DTH-ER REG - Death Benefit Contributions - Employer

REG-DISA-ER REG - Disability Benefit Contributions - Employer

REG-RET-ER REG - Retirement Contributions - Employer

REG-SUPP-ER REG - Supplemental Benefit Contributions - Employer

REG-NOR-EE REG – IMRF Member Contributions - Employee

Add ND and SD Codes to get total IMRF Member Contributions

Item Code	Description	Amount
REG-NOR-EE	REG-IMRF Member Contributions-Employee	\$12,094.98
REG-RET-ER	REG-Retirement Contributions-Employer	\$8,197.69
REG-DISA-ER	REG-Disability Benefit Contributions-Employer	\$215.04
REG-DTH-ER	REG-Death Benefit Contributions-Employer	\$456.94
REG-VAC-EE	REG-Voluntary Additional Member Contributions	\$4,033.55
REG-SUPP-ER	REG-Supplemental Benefit Contributions-Employer	\$1,666.45
	Amount Due:	\$26,664.65