



Locally funded, financially sound.

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.



Locally funded, financially sound.

Go to [imrf.org](#) | Welcome [Sign Out](#)

Business Functions / Data Collections

My Data Collections

Create Data Collection

View: Completed

Partner Code ▼	Data Type ▼	Data Collection Name ▼	Status
	Wage Report	Wage Report - 02-01-2024 - 1 (Verification Required)	Completed
	Wage Report	Wage Report - 02-01-2024 - 1 (Postponed)	Completed
	Wage Report	Wage Report - 03-01-2024 - 1	Completed
	Wage Report	Wage Report - 03-01-2024 -	Completed

Wage Report - 03-01-2024 - 1

Partner Code:

Partner Name:

Data Type:

Data Collection Name:

Start Date:

End Date:

Case ID:

Processed by:

03 March 24 t

572 members imported

Manual Entry: 0

Total Records

Total Members Records:

Members Without Exceptions:

Members With Errors:

Members With Warnings:

572

551

0

7

Reports

• Validations Report: D0000Val.XLS

• Transactions Report: D0000tra.XLS

• Transactions Summary Report: D0000sta.XLS

• Data Change Information: D0000dci.XLS

• Missing Members Report: D0000Dis.XLS

• Invoice: Invoice - (IMRF)

• Invoice: Invoice - (IMRF)



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.

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Help Acrobat Power Pivot Comments Share														
Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins														
AutoSave Off Save Undo Redo														
A1 Transaction status														
Transaction status	Record	Field	Code	Value	SSN	Identifier Code	First name	Last name	Employer	Employment date (MM-dd-yyyy)	Function code	Pension plan	Group	
Processed	Additional Salary	Amount	EARN	2,969.60			Anna			10-23-2007	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	6,789.16			Kimberly			10-09-2017	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	5,804.40			Laurie			02-24-2017	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	5,178.39			Kathleen			07-06-2010	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	6,923.08			Michael			05-23-1986	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	2,138.18			Sandra			01-04-2010	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	6,010.59			Martin			07-16-2001	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	8,562.85			Christopher			09-28-2015	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	6,316.00			Patrick			08-29-2021	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	5,670.72			Douglas			07-16-2001	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	6,187.54			Cole			10-20-2003	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	5,295.08			Adam			10-25-2016	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	5,230.76			Annette			05-01-1988	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	7,322.00			Linda			07-06-2021	GEN	REG	Tier1	
Processed	Event													
Processed	Additional Salary	Amount	EARN	6,752.18			Carl			02-12-1990	GEN	REG	Tier1	



Locally funded, financially sound.

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

File Home Insert Draw Page Layout Formulas **Data** Review View Automate Developer Help Acrobat Power Pivot Comments Share

Get Data Refresh All Queries & Connections Properties Workbook Links Get & Transform Data Queries & Connections Data Types Stocks Currencies Sort & Filter Filter Sort Clear Reapply Advanced Data Tools Text to Columns What-If Analysis Forecast Outline Data Analysis Solver

AutoSave Off Save Undo Redo

A1 : X ✓ fx Transaction status

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Transaction status	Record	Field	Code	Value	SSN	Identifier Code	First name	Last name	Employer	Employment date (MM-dd-yyyy)	Function code	Pension plan	Group
1	Processed	Additional Salary	Amount	EARN	2,969.60			Anna			10-23-2007	GEN	REG	Tier1
2	Processed	Event												
3	Processed	Additional Salary	Amount	EARN	6,789.16			Kimberly			10-09-2017	GEN	REG	Tier1
4	Processed	Event												
5	Processed	Additional Salary	Amount	EARN	5,804.40			Laurie			02-24-2017	GEN	REG	Tier1
6	Processed	Event												
7	Processed	Additional Salary	Amount	EARN	5,178.39			Kathleen			07-06-2010	GEN	REG	Tier1
8	Processed	Event												
9	Processed	Additional Salary	Amount	EARN	6,923.08			Michael			05-23-1986	GEN	REG	Tier1
10	Processed	Event												
11	Processed	Additional Salary	Amount	EARN	2,138.18			Sandra			01-04-2010	GEN	REG	Tier1
12	Processed	Event												
13	Processed	Additional Salary	Amount	EARN	6,010.59			Martin			07-16-2001	GEN	REG	Tier1
14	Processed	Event												
15	Processed	Additional Salary	Amount	EARN	8,562.85			Christopher			09-28-2015	GEN	REG	Tier1
16	Processed	Event												
17	Processed	Additional Salary	Amount	EARN	6,316.00			Patrick			08-29-2021	GEN	REG	Tier1
18	Processed	Event												
19	Processed	Additional Salary	Amount	EARN	5,670.72			Douglas			07-16-2001	GEN	REG	Tier1
20	Processed	Event												
21	Processed	Additional Salary	Amount	EARN	6,187.54			Cole			10-20-2003	GEN	REG	Tier1
22	Processed	Event												
23	Processed	Additional Salary	Amount	EARN	5,295.08			Adam			10-25-2016	GEN	REG	Tier1
24	Processed	Event												
25	Processed	Additional Salary	Amount	EARN	5,230.76			Annette			05-01-1988	GEN	REG	Tier1
26	Processed	Event												
27	Processed	Additional Salary	Amount	EARN	7,322.00			Linda			07-06-2021	GEN	REG	Tier1
28	Processed	Event												
29	Processed	Additional Salary	Amount	EARN	5,753.19			Carl			02-13-1990	GEN	REG	Tier1



Locally funded, financially sound.

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

File Home Insert Draw Page Layout Formulas **Data** Review View Automate Developer Help Acrobat Power Pivot

Get Data Refresh Queries & Connections Properties Workbook Links Stocks Currencies Sort Filter Clear Reapply Advanced Text to Columns Data Tools What-If Analysis Forecast Outline Data Analysis Solver

AutoSave Off Save Undo Redo

E1 Value

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Transaction status	Record	Field	Code	Value	SSN	Identifier Code	First name	Last name	Employer	Employment date (MM-dd-yyyy)	Function code	Pension plan	Group
1	Processed	Additional Salary	Amount	EARN	2,969.60			Anna			10-23-2007	GEN	REG	Tier1
2	Processed	Event	Additional Salary	Amount	6,789.16			Kimberly			10-09-2017	GEN	REG	Tier1
3	Processed	Event	Additional Salary	Amount	5,804.40			Laurie			02-24-2017	GEN	REG	Tier1
4	Processed	Event	Additional Salary	Amount	5,178.39			Kathleen			07-06-2010	GEN	REG	Tier1
5	Processed	Event	Additional Salary	Amount	6,923.08			Michael			05-23-1986	GEN	REG	Tier1
6	Processed	Event	Additional Salary	Amount	2,138.18			Sandra			01-04-2010	GEN	REG	Tier1
7	Processed	Event	Additional Salary	Amount	6,010.59			Martin			07-16-2001	GEN	REG	Tier1
8	Processed	Event	Additional Salary	Amount	6,562.85			Christopher			09-28-2015	GEN	REG	Tier1
9	Processed	Event	Additional Salary	Amount	6,316.00			Patrick			08-29-2021	GEN	REG	Tier1
10	Processed	Event	Additional Salary	Amount	5,670.72			Douglas			07-16-2001	GEN	REG	Tier1
11	Processed	Event	Additional Salary	Amount	6,187.54			Cole			10-20-2003	GEN	REG	Tier1
12	Processed	Event	Additional Salary	Amount	5,295.08			Adam			10-25-2016	GEN	REG	Tier1
13	Processed	Event	Additional Salary	Amount	5,230.76			Annette			05-01-1988	GEN	REG	Tier1
14	Processed	Event	Additional Salary	Amount	7,322.00			Linda			07-06-2021	GEN	REG	Tier1
15	Processed	Event	Additional Salary	Amount	6,753.19			Carl			02-13-1990	GEN	REG	Tier1



Locally funded, financially sound.



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.

Convert Text to Columns Wizard - Step 1 of 3



The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ☒ Delimited - Characters such as commas or tabs separate each field.
☐ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Value
2	2,969.60
3	6,789.16
4	5,804.40
5	5,178.39

Cancel

< Back

Next >

Finish



Locally funded, financially sound.



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

A	B	C	D	E
Transaction status	Record	Field	Code	Value
Processed	Addition			2,969.60
Processed	Event	Sort A to Z		6,789.16
Processed	Addition	Sort Z to A		5,804.40
Processed	Event	Sort by Color		5,178.39
Processed	Addition	Sheet View		6,923.08
Processed	Event	Clear Filter From "Code"		2,138.18
Processed	Addition	Filter by Color		6,010.59
Processed	Event	Text Filters		8,562.85
Processed	Addition			6,316.00
Processed	Event			5,670.72
Processed	Addition			6,187.54
Processed	Event			5,295.08
Processed	Addition			5,230.76
Processed	Event			7,322.00
Processed	Addition			5,753.19
Processed	Event			3,494.40
Processed	Addition			8,694.38
Processed	Event			6,218.69
Processed	Addition			6,769.23
Processed	Event			7,349.67
Processed	Addition			
Processed	Event			

Search

☒ (Select All)

☒ AVCA

☐ EARN

☒ ERDEA

☒ ERDIS

☒ ERRET

☒ ERSUP

☒ ND

☒ SD

OK Cancel



Locally funded, financially sound.

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.

Value															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Transaction status	Record	Field	Code	Value	SSN	Identifier Code	First name	Last name	Employer	Employment date (MM-dd-yyyy)	Function code	Pension plan	Group	Status
58	Processed	Contribution Event	Amount	SD	22.27			Anna			10-23-2007	GEN	REG	Tier1	Active
59	Processed	Contribution Event	Amount	ND	111.36			Anna			10-23-2007	GEN	REG	Tier1	Active
60	Processed	Contribution Event	Amount	ERSUP	18.41			Anna			10-23-2007	GEN	REG	Tier1	Active
61	Processed	Contribution Event	Amount	ERDIS	2.38			Anna			10-23-2007	GEN	REG	Tier1	Active
62	Processed	Contribution Event	Amount	ERDEA	5.05			Anna			10-23-2007	GEN	REG	Tier1	Active
63	Processed	Contribution Event	Amount	ERRET	90.57			Anna			10-23-2007	GEN	REG	Tier1	Active
64	Processed	Contribution Event	Amount	AVCA	135.78			Kimberly			10-09-2017	GEN	REG	Tier1	Active
65	Processed	Contribution Event	Amount	SD	50.92			Kimberly			10-09-2017	GEN	REG	Tier1	Active
66	Processed	Contribution Event	Amount	ND	254.59			Kimberly			10-09-2017	GEN	REG	Tier1	Active
67	Processed	Contribution Event	Amount	ERSUP	42.09			Kimberly			10-09-2017	GEN	REG	Tier1	Active
68	Processed	Contribution Event	Amount	ERDIS	5.43			Kimberly			10-09-2017	GEN	REG	Tier1	Active
69	Processed	Contribution Event	Amount	ERDEA	11.54			Kimberly			10-09-2017	GEN	REG	Tier1	Active
70	Processed	Contribution Event	Amount	ERRET	207.07			Kimberly			10-09-2017	GEN	REG	Tier1	Active
71	Processed	Contribution Event	Amount	AVCA	232.17			Laurie			02-24-2017	GEN	REG	Tier1	Active
72	Processed	Contribution Event	Amount	SD	43.53			Laurie			02-24-2017	GEN	REG	Tier1	Active
73	Processed	Contribution Event	Amount	ND	217.67			Laurie			02-24-2017	GEN	REG	Tier1	Active
74	Processed	Contribution Event	Amount	ERSUP	35.99			Laurie			02-24-2017	GEN	REG	Tier1	Active
75	Processed	Contribution Event	Amount	ERDIS	4.64			Laurie			02-24-2017	GEN	REG	Tier1	Active
76	Processed	Contribution Event	Amount	ERDEA	9.87			Laurie			02-24-2017	GEN	REG	Tier1	Active
77	Processed	Contribution Event	Amount	ERRET	177.03			Laurie			02-24-2017	GEN	REG	Tier1	Active
78	Processed	Contribution Event	Amount	SD	38.94			Kathleen			07-06-2010	GEN	REG	Tier1	Active
79	Processed	Contribution Event	Amount	ND	194.19			Kathleen			07-06-2010	GEN	REG	Tier1	Active
80	Processed	Contribution Event	Amount	ERSUP	32.11			Kathleen			07-06-2010	GEN	REG	Tier1	Active
81	Processed	Contribution Event	Amount	ERDIS	4.14			Kathleen			07-06-2010	GEN	REG	Tier1	Active
82	Processed	Contribution Event	Amount	ERDEA	8.8			Kathleen			07-06-2010	GEN	REG	Tier1	Active
83	Processed	Contribution Event	Amount	ERRET	157.94			Kathleen			07-06-2010	GEN	REG	Tier1	Active
84	Processed	Contribution Event	Amount	SD	51.92			Michael			05-23-1986	GEN	REG	Tier1	Active
85	Processed	Contribution Event	Amount	ND	259.62			Michael			05-23-1986	GEN	REG	Tier1	Active
86	Processed	Contribution Event	Amount	ERSUP	42.92			Michael			05-23-1986	GEN	REG	Tier1	Active
87	Processed	Contribution Event	Amount	ERDIS	5.54			Michael			05-23-1986	GEN	REG	Tier1	Active
88	Processed	Contribution Event	Amount	ERDEA	11.77			Michael			05-23-1986	GEN	REG	Tier1	Active
89	Processed	Contribution Event	Amount	ERRET	211.15			Michael			05-23-1986	GEN	REG	Tier1	Active
90	Processed	Contribution Event	Amount	SD	16.04			Sandra			01-04-2010	GEN	REG	Tier1	Active
91	Processed	Contribution Event	Amount	ND	80.18			Sandra			01-04-2010	GEN	REG	Tier1	Active
92	Processed	Contribution Event	Amount	ERSUP	13.26			Sandra			01-04-2010	GEN	REG	Tier1	Active
93	Processed	Contribution Event	Amount	ERDIS	1.71			Sandra			01-04-2010	GEN	REG	Tier1	Active
94	Processed	Contribution Event	Amount	ERDEA	3.83			Sandra			01-04-2010	GEN	REG	Tier1	Active
95	Processed	Contribution Event	Amount	ERRET	65.21			Sandra			01-04-2010	GEN	REG	Tier1	Active
96	Processed	Contribution Event	Amount	SD	45.08			Martin			07-16-2001	GEN	REG	Tier1	Active
97	Processed	Contribution Event	Amount	ND	225.4			Martin			07-16-2001	GEN	REG	Tier1	Active
98	Processed	Contribution Event	Amount	ERSUP	37.27			Martin			07-16-2001	GEN	REG	Tier1	Active

Ready 349 of 405 records found Accessibility: Unavailable Average: 76.4030086 Count: 350 Min: 1.03 Max: 734.96 Sum: 26664.65



Locally funded, financially sound.



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