

# Employer Transaction Report Specifications

## Description

The Employer Transaction Report is an ad hoc generated report. It shows the list of transactions tied to a specific Employer Organization for a stated time period.

This document shows the details of the fields which will be given when the employer downloads the Employer Transaction Report from the URS Employer Portal. URS will populate the applicable fields and the employer may use the below file format to consume the file, which will be in an Excel format. The employer may produce on-demand reports after logging into the URS Employer Portal.

**Note:** This document is for training purposes only. The information contained may change without notice.

## Headers

The Employer Transaction Report shows the Employer Organization's name as well as the date the report was generated in the report header.

## Columns

COLUMN NUMBER	COLUMN GROUP	COLUMN HEADING	COLUMN FORMAT	COLUMN DESCRIPTION
1	1	Balance Forward as of {Effective Date From Minus 1}	Alpha	Balance Forward as of {Effective Date From Minus 1} populates with the user-entered {Effective Date From} minus one day.
2	1	Outstanding	Numeric	Outstanding populates with the sum of the Balances of invoices records with an Invoice Date less than or equal to the 'Balance Forward as of {Effective Date From Minus 1}' date.
3	1	Credit Available	Numeric	This field populates with the Remittance Amount minus the Allocated Amount of deposits for the organization with a Deposit Date From less than or equal to the 'Balance Forward as of {Effective Date From Minus 1}' date.
4	1	Net Balance	Numeric	Net Balance = Outstanding minus Credit Available
5	2	Pay Period Ending Date	Date	Pay Period Ending Date populates with the invoice record's Pay Period Ending Date value, if exists.
6	2	Invoice Date	Date	Invoice Date populates with the invoice record's invoice date.
7	2	Last Payment Date	Date	Last Payment Date populates with the invoice record's last payment date, if exists (use the last remittance date allocated to the invoice).
8	2	Invoice ID	Numeric	Populates with the invoice record's Invoice ID.
9	2	Invoice Type	Alpha	Populates with the invoice record's Invoice Type.
10	2	Invoice Amount	Numeric	Populates with the invoice record's Invoice Amount.
11	2	Payment Amount	Numeric	Amount allocated to the invoice that is not a Credit Memo.

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COLUMN NUMBER	COLUMN GROUP	COLUMN HEADING	COLUMN FORMAT	COLUMN DESCRIPTION
12	2	Applied Credit	Numeric	Populates with the amount allocated to the invoice from a Credit Memo.
13	2	Outstanding	Numeric	Populates with the Balance remaining on the invoice record (should = Invoice Amount - Payment Amount - Applied Credit)
14	2	Credit Available	Numeric	Balancing column that takes the applied credit and displays as negative (used to balance the Credit Available in Group Level 4).
15	2	Net Balance	Numeric	First row populates with: Net Balance from Group Level 1 + Outstanding from Group Level 2 - Credit Available from Group Level 2 Following rows populate with: Prior Net Balance from Group Level 2 + Outstanding from Group Level 2 - Credit Available from Group Level 2
16	3	Total as of {Effective Date To}	Numeric	Populates with the user-entered Effective Date To when generating the report.
17	3	Invoice Amount	Numeric	Sum of the Invoice Amount in Group Level 2.
18	3	Payment Amount	Numeric	Sum of the Payment Amount in Group Level 2.
19	3	Applied Credit	Numeric	Sum of the Applied Credit from Group Level 2.
20	3	Outstanding	Numeric	Sum of the Outstanding values from Group Level 2.
21	2	Credit Available	Numeric	Sum of the Credit Available from Group Level 2.
22	3	Net Balance	Numeric	Sum of the Outstanding and Credit Available in Group Level 3.
23	4	Balance as of {Current Date}	Alpha	Balance as of {Current Date} populates with the current date. This group should NOT display if the Current Date is = Effective Date To entered by user.
24	4	Outstanding	Numeric	Outstanding populates with the sum of the Balances of invoices records with an Invoice Date greater than or equal to the 'Total as of {Effective Date To}'.
25	4	Credit Available	Numeric	This field populates with the Remittance Amount minus the Allocated Amount of deposits for the organization with a Deposit Date To greater than or equal to the 'Total as of {Effective Date To}' date (refer Credit Memo Deposits).
26	4	Net Balance	Numeric	Net Balance = Outstanding minus Credit Available in Group Level 4.

# Employer Transaction Report Specifications

## Employer Transaction Report

**Organization:** Hive City      **Date Generated:** 05/01/2020

	Outstanding	Credit Available	Net Balance
Balance Forward as of 01/01/2020	\$ 44,300.00	\$ 90,000.00	\$ (45,700.00)

Pay Period Ending Date	Invoice Date	Last Payment Date	Invoice ID	Invoice Type	Invoice Amount	Payment Amount	Applied Credit	Outstanding	Credit Available	Net Balance
1/1/2020	1/15/2020	1/15/2020	234567	Contribution Report Invoice	\$ 110,000.00	\$ 20,000.00	\$ 90,000.00	\$ -	\$ (90,000.00)	\$ 44,300.00
9/1/2019	2/2/2020	1/18/2020	456789	Contribution Adjustment	\$ 1,000.00	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 44,800.00
	2/15/2020	2/15/2020	654321	Service Credit Purchase	\$ 115,000.00	\$ 115,000.00	\$ -	\$ -	\$ -	\$ 44,800.00
Total as of 03/31/2020					\$ 226,000.00	\$ 135,500.00	\$ 90,000.00	\$ 44,800.00	\$ -	\$ 44,800.00
								Outstanding	Credit Available	Net Balance
Balance as of 05/01/2020								\$ 44,800.00	\$ -	\$ 44,800.00