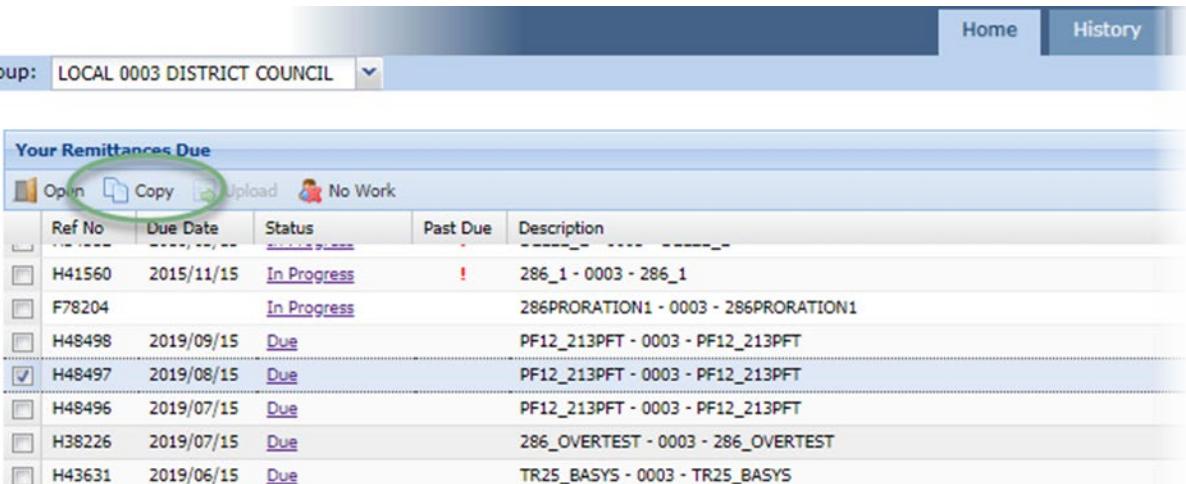




## Copy an existing remittance

Create a new remittance by copying information from an existing remittance. The copy feature saves you the time of having to make a new remittance from scratch. Keep in mind that you can't copy into remittances when the status is In Progress, In Cart, or Scheduled.

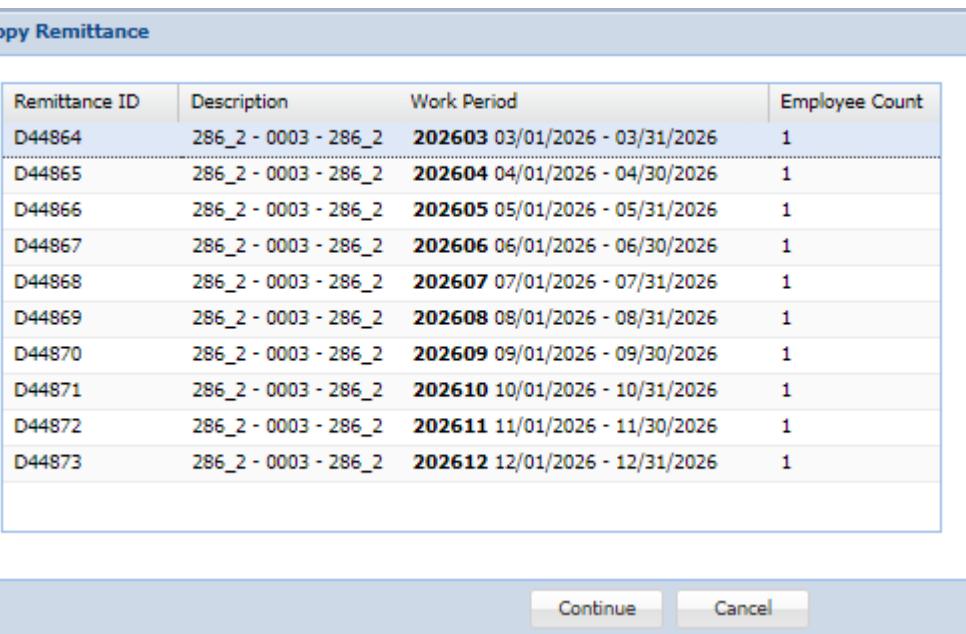
1. From the Your Remittances Due table on the Home page, click the remittance to copy to (don't click the remittance status, this will take you to the wrong page).



The screenshot shows a table titled 'Your Remittances Due' with columns: Ref No, Due Date, Status, Past Due, and Description. There are 10 rows of data. The 'Copy' button in the toolbar is circled in green.

Ref No	Due Date	Status	Past Due	Description
H41560	2015/11/15	In Progress	!	286_1 - 0003 - 286_1
F78204		In Progress		286PRORATION1 - 0003 - 286PRORATION1
H48498	2019/09/15	Due		PF12_213PFT - 0003 - PF12_213PFT
<input checked="" type="checkbox"/> H48497	2019/08/15	Due		PF12_213PFT - 0003 - PF12_213PFT
<input type="checkbox"/> H48496	2019/07/15	Due		PF12_213PFT - 0003 - PF12_213PFT
<input type="checkbox"/> H38226	2019/07/15	Due		286_OVERTEST - 0003 - 286_OVERTEST
<input type="checkbox"/> H43631	2019/06/15	Due		TR25_BASYS - 0003 - TR25_BASYS

2. Click .



The screenshot shows a dialog box titled 'Copy Remittance' with a table of remittance data. The 'Remittance ID' column is highlighted with a blue box.

Remittance ID	Description	Work Period	Employee Count
D44864	286_2 - 0003 - 286_2	202603 03/01/2026 - 03/31/2026	1
D44865	286_2 - 0003 - 286_2	202604 04/01/2026 - 04/30/2026	1
D44866	286_2 - 0003 - 286_2	202605 05/01/2026 - 05/31/2026	1
D44867	286_2 - 0003 - 286_2	202606 06/01/2026 - 06/30/2026	1
D44868	286_2 - 0003 - 286_2	202607 07/01/2026 - 07/31/2026	1
D44869	286_2 - 0003 - 286_2	202608 08/01/2026 - 08/31/2026	1
D44870	286_2 - 0003 - 286_2	202609 09/01/2026 - 09/30/2026	1
D44871	286_2 - 0003 - 286_2	202610 10/01/2026 - 10/31/2026	1
D44872	286_2 - 0003 - 286_2	202611 11/01/2026 - 11/30/2026	1
D44873	286_2 - 0003 - 286_2	202612 12/01/2026 - 12/31/2026	1

At the bottom of the dialog box are 'Continue' and 'Cancel' buttons.

3. Click the remittance to copy and click **Continue**. The Employee Details

table for the new remittance displays.

- If the contracts associated with the remittances match, the ID, Name, and Quantities, or just the ID and Name will be copied depending on your setup (see [Set your preferences](#)).
- If the contracts associated with the remittance don't match, regardless of your configuration, only the ID and Name are copied.

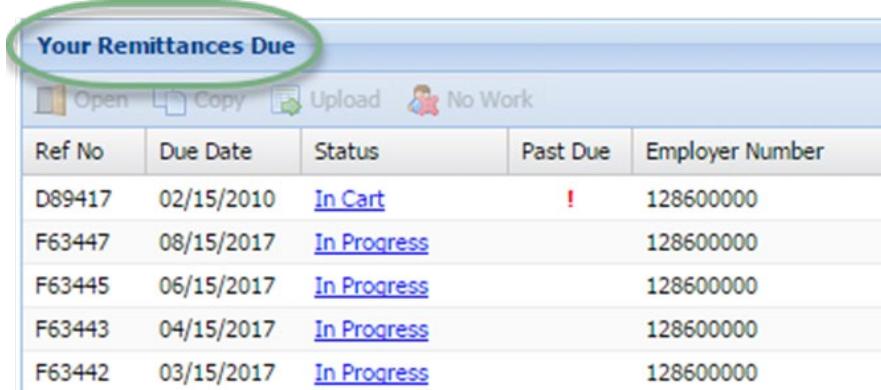
4. Delete or add employees and quantities as necessary. Your edits save as you enter them.

## Add new employee to a remittance

---

Adding a new employee to a remittance is the first step in working with remittances. You need to add an employee to a remittance to begin calculating benefits.

1. In the Home tab Remittances Due listing, choose one of the following:



Ref No	Due Date	Status	Past Due	Employer Number
D89417	02/15/2010	<a href="#">In Cart</a>	!	128600000
F63447	08/15/2017	<a href="#">In Progress</a>		128600000
F63445	06/15/2017	<a href="#">In Progress</a>		128600000
F63443	04/15/2017	<a href="#">In Progress</a>		128600000
F63442	03/15/2017	<a href="#">In Progress</a>		128600000

- For remittances that have a status of Due or In Progress, click the remittance Status to view.
- For remittances that have a status of In Cart, Scheduled, or Saved For Later, from the Your Remittances Due listing, click on the Status link for the remittance that you want to view. Then, click **Edit Remittance**.

2. Enter the SSN of the employee. The Create Employee window displays.

Group: LOCAL 0003 DISTRICT COUNCIL

Description: 286\_2 - 0003 - 286\_2

**Employee Details**

Employee SSN	Name	HW	W	Amount Due	Status
123233456	Jeff Manam			\$0.00	\$0.00

Comment\*: (Maximum 1000 characters)

Page 1 of 1 Displaying 1 - 1 of 1

**Create Employee**

\* = Required

Employee SSN: 123233456	Phone Number:
Canadian SIN	Birth Date*:
Prefix: Select a Prefix...	Local: Select a Local...
First Name*:	Hire Date:
Last Name*:	Country Code: USA
Middle Name:	Street Address 1:
Generation: Select a Generation...	Street Address 2:
Title: Select a Title...	City:
Gender: Select a Gender...	State: Select a State...
Email Address:	Zip Code:

Save Cancel

3. At a minimum, complete the required information. Any field with an asterisk \* next to it or a red border around it must be completed before you can continue.
4. Click **Save**.

Group: LOCAL 0003 DISTRICT COUNCIL

Description: 286\_2 - 0003 - 286\_2

**Employee Details**

Employee SSN	Name	HW	W	Amount Due	Status
123233456	Jeff Manam	1		\$0.00	\$0.00

Comment\*: (Maximum 1000 characters)

5. Enter the hours worked (HW) and other table information (varies by setup). Then, press **Enter**.
  - The information updates, and you can add another employee if needed.

## Add remittance to cart

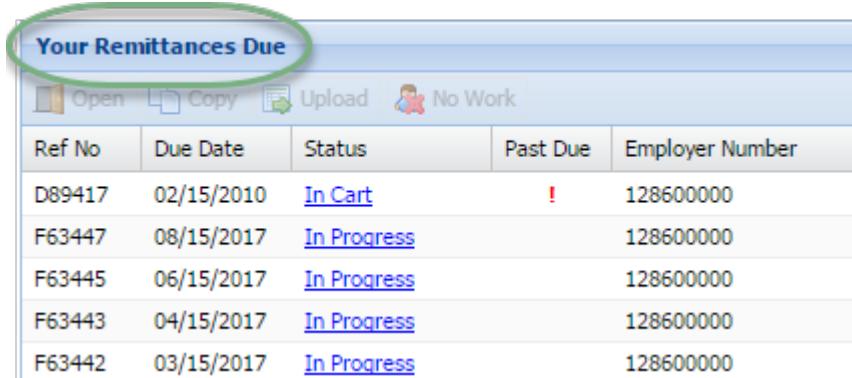
Before you can pay for a remittance, you have to add it to your payment cart (unless you choose to upload your remittance). Refer to [Upload a remittance](#) on page 12 for more information.

1. From the Home page, click the remittance status to add to your payment cart.

- If a message like the one shown below displays, click **Edit Remittance**.

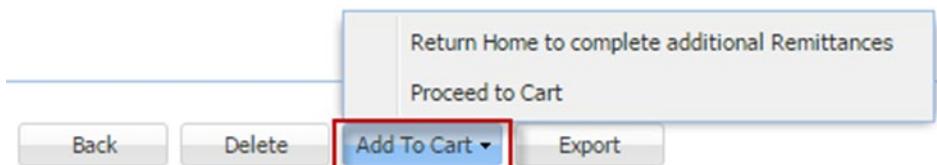


- The Employees Detail page opens for the remittance.



Ref No	Due Date	Status	Past Due	Employer Number
D89417	02/15/2010	<a href="#">In Cart</a>	!	128600000
F63447	08/15/2017	<a href="#">In Progress</a>		128600000
F63445	06/15/2017	<a href="#">In Progress</a>		128600000
F63443	04/15/2017	<a href="#">In Progress</a>		128600000
F63442	03/15/2017	<a href="#">In Progress</a>		128600000

2. Click **Add To Cart** at the bottom of the page. The remittance is added to your payment cart.



- Next, you can choose to proceed to your cart, return to the Home page to complete additional remittances, or export the employee information to a spreadsheet.

# Access the payment cart

View the remittances that are in your cart, a payment summary of the cart, and pay/schedule a payment for the remittances in your cart. There are two ways to access the payment cart.

## Option 1

- Click an **In Cart**, **Scheduled**, or **Saved for Later** remittance, then click **Open Cart** from the Remittance message.

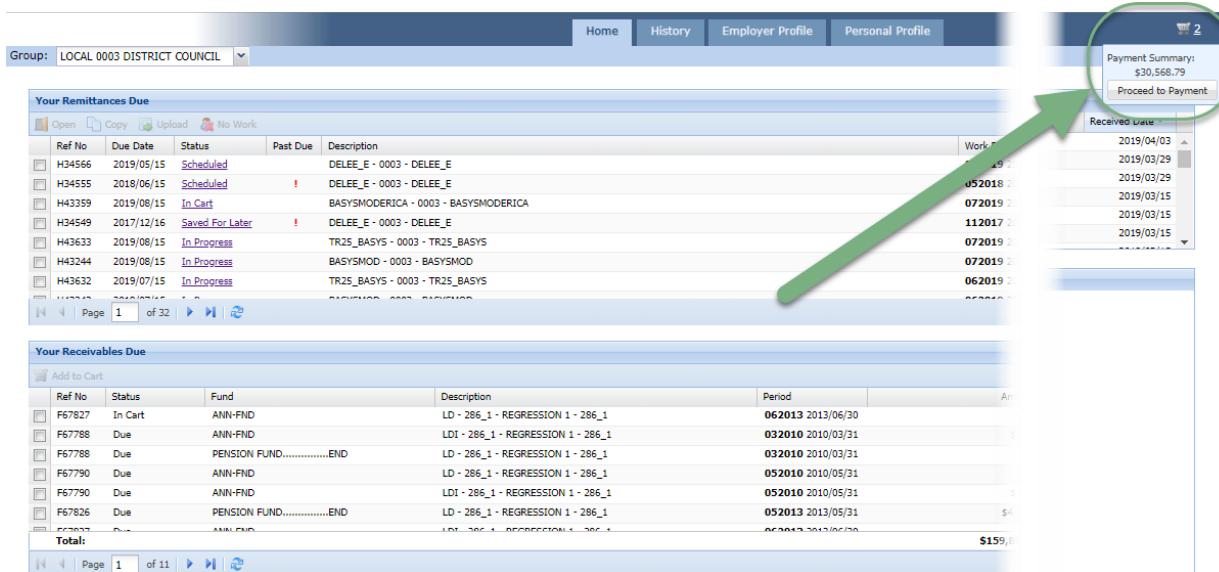


The screenshot shows a 'Remittance' window with a message: 'The remittance for work period 032017 03/01/2017 - 03/31/2017 is currently in your cart.' Below it, a 'Due: \$200.00' button is visible. The window has 'Edit Remittance', 'View Employee Det.', and 'Open Cart' buttons.

Ref No	Due Date	Status	Past Due	Employer Number
F53650	09/15/2016	<a href="#">In Cart</a>	!	128600000
F53652	11/15/2016	<a href="#">In Progress</a>	!	128600000
F44969	08/15/2016	<a href="#">In Progress</a>	!	128600000
F49391	06/15/2016	<a href="#">In Progress</a>	!	128600000
F36471	08/15/2015	<a href="#">In Progress</a>	!	128600000

## Option 2

- Hover over the cart icon in the ribbon to view a window containing a Payment Summary total. Click **Proceed to Payment** to open the payment cart. Alternatively, click the number to the right of the cart to access the payment cart.



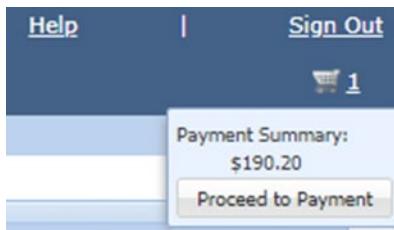
The screenshot shows the 'Your Remittances Due' and 'Your Receivables Due' tables. A green arrow points to a 'Payment Summary' window, which displays a total of '\$30,568.79' and a 'Proceed to Payment' button. The window also shows a 'Received Date' dropdown with dates from 2019/03/15 to 2019/04/03.

Ref No	Status	Fund	Description	Period	Amount
F67827	In Cart	ANN-FND	LD - 286_1 - REGRESSION 1 - 286_1	062013 2013/06/30	\$159.00
F67788	Due	ANN-FND	LD - 286_1 - REGRESSION 1 - 286_1	032010 2010/03/31	\$159.00
F67788	Due	PENSION FUND.....END	LD - 286_1 - REGRESSION 1 - 286_1	032010 2010/03/31	\$159.00
F67790	Due	ANN-FND	LD - 286_1 - REGRESSION 1 - 286_1	052010 2010/05/31	\$159.00
F67790	Due	ANN-FND	LD - 286_1 - REGRESSION 1 - 286_1	052010 2010/05/31	\$159.00
F67826	Due	PENSION FUND.....END	LD - 286_1 - REGRESSION 1 - 286_1	052013 2013/05/31	\$159.00
F67827	Due	ANN-FND	LD - 286_1 - REGRESSION 1 - 286_1	052013 2013/05/31	\$159.00

# Pay a remittance

Once the correct employees have been added to and adjusted in a remittance, you can pay for the remittance in the payment cart.

- 1 Hover over the cart icon in the ribbon. Click **Proceed to Payment** to open the payment cart.



- 2 From the payment cart Remittances In Cart table, click  in the Payment Date to choose a date, or manually type in a date.

Remittances In Cart			
Payment Date:		2019/03/29	
		Select All Due	Select All Due + Damages
Reference Number	Work Period	Description	
H38697	032019 2019/03/01 - 2019/03/31	REGRESSION 1 - FLORIDA CEMENT MASON	
		<input checked="" type="radio"/> Due	\$1,777.64
		<input type="radio"/> Due + Damages	\$2,007.64

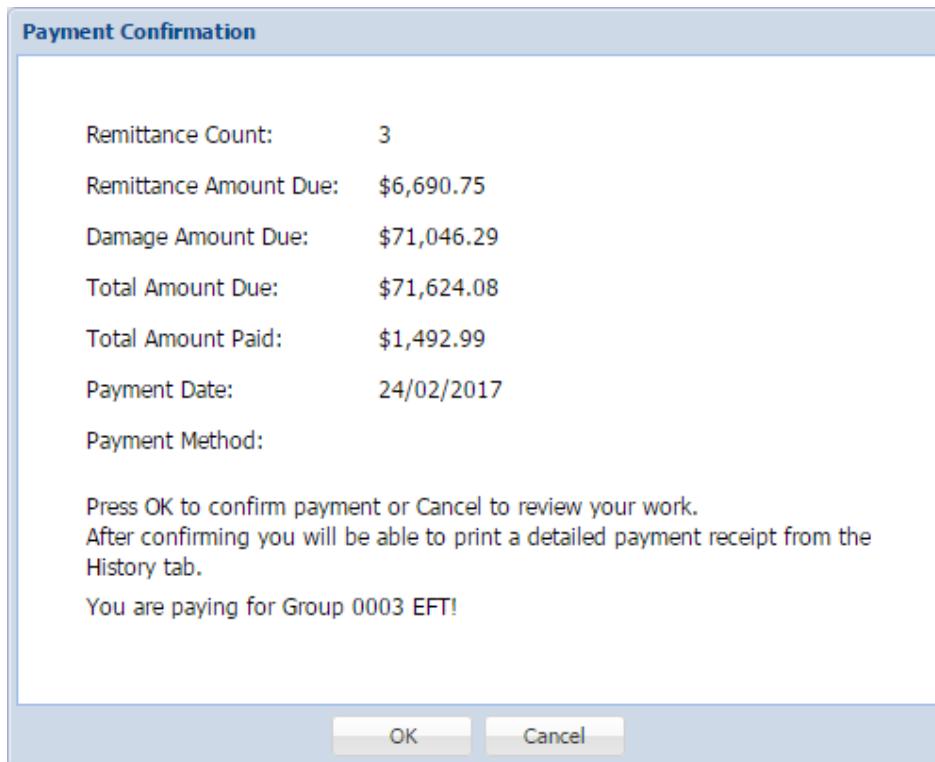


**Note:** If your portal is configured to do so, you can click either **Select All Due** to mark all the remittances as Due or **Select All Due + Damages** to mark all the remittances as Due + Damages. Contact your administrator for more information.

- 3 Unless your configuration has a default payment type, choose either **EFT** or **Check** as the Payment Method in the Payment Summary table.

Payment Summary				\$2,007.64
Payment Date :	2019/03/29			
Reference Num...	Work Period	Payroll Dates	Payment Amount	
H38697	032019	2019/03/01 - 2019/03/31	\$2,007.64	
Payment Method*:				
<input checked="" type="radio"/> EFT				
Summary :				\$2,007.64
<input type="button" value="Summary By Fund"/>				<input type="button" value="Apply Payment"/>

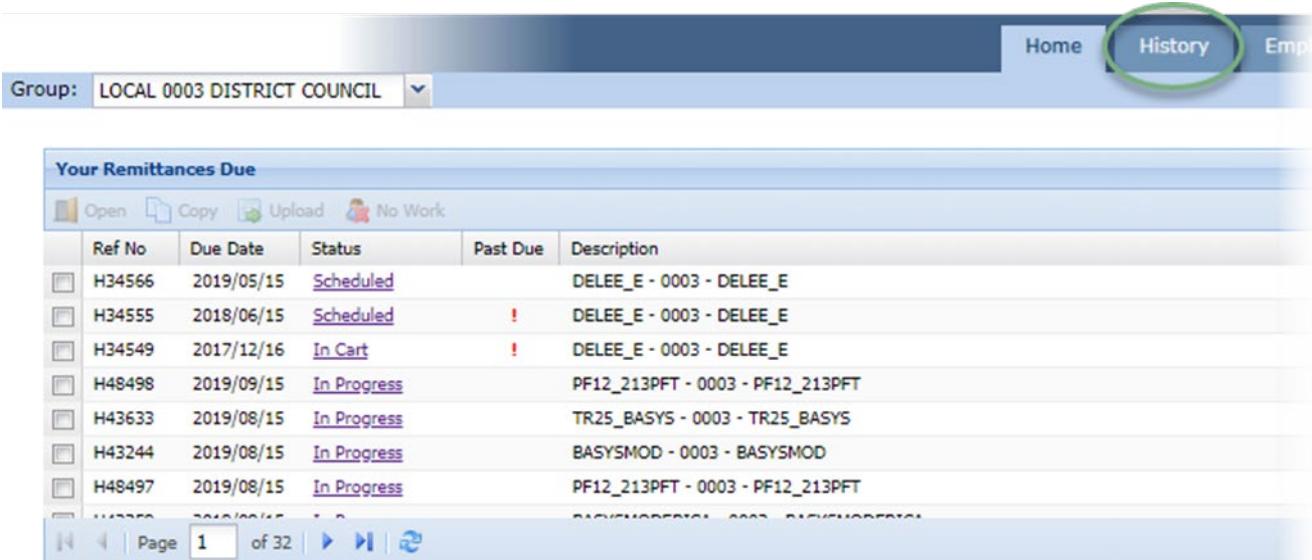
- 4 Click **Apply Payment**. The following message displays:



- 5 Verify the information shown, then click **OK**. The remittances in the cart are processed, and you're directed to the **History** page where you can print a detailed receipt (see *View and print a remittance receipt* on page 10).

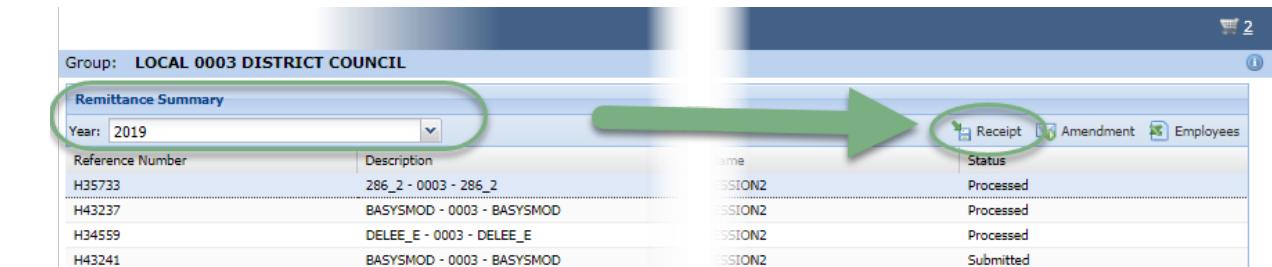
## View and print a remittance receipt

Use  in the History tab to create a PDF receipt of a submitted remittance. This feature is great for keeping your records up to date.

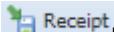


The screenshot shows a software interface for managing remittances. At the top, there are tabs: Home, History (which is circled in green), and Employees. Below the tabs, a dropdown menu shows 'Group: LOCAL 0003 DISTRICT COUNCIL'. The main area is titled 'Your Remittances Due' and contains a table with columns: Ref No, Due Date, Status, Past Due, and Description. The table lists several remittance entries, each with a checkbox in the first column. The 'Status' column includes entries like 'Scheduled', 'In Cart', 'In Progress', and 'Submitted'. The 'Description' column provides more detail for each remittance. At the bottom of the table, there are navigation buttons for 'Page' (1 of 32), 'First', 'Last', and a refresh icon.

1. Click the History tab to view remittances that have been submitted.



The screenshot shows a 'Remittance Summary' page. At the top, it says 'Group: LOCAL 0003 DISTRICT COUNCIL'. Below that is a 'Remittance Summary' table with columns: Reference Number, Description, Name, and Status. The table lists four remittance entries. To the left of the table, there is a 'Year' dropdown menu set to '2019'. To the right of the table, there are three buttons: 'Receipt' (which is circled in green), 'Amendment', and 'Employees'. A large green arrow points from the 'Year' dropdown to the 'Receipt' button.

2. From the Remittance Summary table in the History page, select the year associated with the remittance to view from the Year list menu.
3. Click the remittance to view.
4. Click .



**Note:** For submitted remittances, **Receipt** is replaced by a **Confirmation** button, but it functions the same way.

5. The PDF receipt downloads to your browser.
6. Click the PDF file to view the receipt.

**LOCAL 0003 DISTRICT COUNCIL**  
*Remittance Receipt*

<i>Employer Code:</i>	128600001	<i>Reference Number:</i>	D22793																									
<i>Employer Name:</i>	ITS REGRESSION TIME	<i>Agreement:</i>	REGRESSION 2																									
<i>County:</i>	ITS REGRESSION TIME	<i>Contract:</i>	REGRESSION2																									
<i>Scheduled Date:</i>	N/A	<i>Due Date:</i>	7/15/2013																									
<i>Payroll Dates:</i>	6/1/2013 - 6/30/2013	<i>Report Period:</i>	201306																									
<i>Payment Method:</i>	EFT-****9045	<i>Payment Date:</i>	7/25/2016																									
<i>Check #:</i>	N/A																											
<i>Grand Total:</i>	\$43,913.60	<i>User Name:</i>																										
		<i>Contact Name:</i>																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;"><b>Fund</b></th> <th style="text-align: left; padding: 2px;"><b>Amount Due</b></th> <th style="text-align: left; padding: 2px;"><b>Damage Due</b></th> <th style="text-align: left; padding: 2px;"><b>Total Due</b></th> <th style="text-align: left; padding: 2px;"><b>Amount Paid</b></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">ANNUITY FUND</td> <td style="padding: 2px;">2783.46</td> <td style="padding: 2px;">6012.11</td> <td style="padding: 2px;">8795.57</td> <td style="padding: 2px;">8795.57</td> </tr> <tr> <td style="padding: 2px;">PENSION FUND</td> <td style="padding: 2px;">12524.34</td> <td style="padding: 2px;">22543.69</td> <td style="padding: 2px;">35068.03</td> <td style="padding: 2px;">35068.03</td> </tr> <tr> <td style="padding: 2px;">PORT SUPP TEST</td> <td style="padding: 2px;">50.00</td> <td style="padding: 2px;">0.00</td> <td style="padding: 2px;">50.00</td> <td style="padding: 2px;">50.00</td> </tr> <tr> <td style="padding: 2px;"><b>Total:</b></td> <td style="padding: 2px;"><b>\$15,357.80</b></td> <td style="padding: 2px;"><b>\$28,555.80</b></td> <td style="padding: 2px;"><b>\$43,913.60</b></td> <td style="padding: 2px;"><b>\$43,913.60</b></td> </tr> </tbody> </table>				<b>Fund</b>	<b>Amount Due</b>	<b>Damage Due</b>	<b>Total Due</b>	<b>Amount Paid</b>	ANNUITY FUND	2783.46	6012.11	8795.57	8795.57	PENSION FUND	12524.34	22543.69	35068.03	35068.03	PORT SUPP TEST	50.00	0.00	50.00	50.00	<b>Total:</b>	<b>\$15,357.80</b>	<b>\$28,555.80</b>	<b>\$43,913.60</b>	<b>\$43,913.60</b>
<b>Fund</b>	<b>Amount Due</b>	<b>Damage Due</b>	<b>Total Due</b>	<b>Amount Paid</b>																								
ANNUITY FUND	2783.46	6012.11	8795.57	8795.57																								
PENSION FUND	12524.34	22543.69	35068.03	35068.03																								
PORT SUPP TEST	50.00	0.00	50.00	50.00																								
<b>Total:</b>	<b>\$15,357.80</b>	<b>\$28,555.80</b>	<b>\$43,913.60</b>	<b>\$43,913.60</b>																								

7. Click  at the top of the PDF viewer screen to print the receipt if needed.

# Upload a remittance

You can choose to upload remittances for payments as an alternative to traditional remittance payments. This might save you time when processing remittances with many employees, as you're uploading all the member information along with the payment rather than having to individually enter member information into the remittance. Additionally, uploading a remittance is completed from the Home page, which might save you more time.



**Note:** Upload is a configuration setting that must be enabled. If this isn't enabled, contact your administrator for assistance.

Group: LOCAL 0003 DISTRICT COUNCIL

Your Remittances Due					
	Ref No	Due Date	Status	Past Due	Description
<input type="checkbox"/>	H34552	2018/03/15	In Progress	!	DELEE_E - 0003 - DELEE_E
<input type="checkbox"/>	H33576	2017/08/15	In Progress	!	286_OVERTEST - 0003 - 286_OVERTEST
<input type="checkbox"/>	H33571	2017/03/15	In Progress	!	286_OVERTEST - 0003 - 286_OVERTEST
<input type="checkbox"/>	H41560	2015/11/15	In Progress	!	286_1 - 0003 - 286_1
<input type="checkbox"/>	F78204		In Progress		286PRORATION1 - 0003 - 286PRORATION1
<input checked="" type="checkbox"/>	H49180	2019/06/15	Due		286_2 - 0003 - 286_2
<input type="checkbox"/>	H49178	2019/05/15	Due		286_2 - 0003 - 286_2
					TOBE PAYME - 0003 - TOBE PAYME

1. From the Home page Remittances Due table, click the remittance to upload.
2. Click **Upload**.

File Upload Wizard

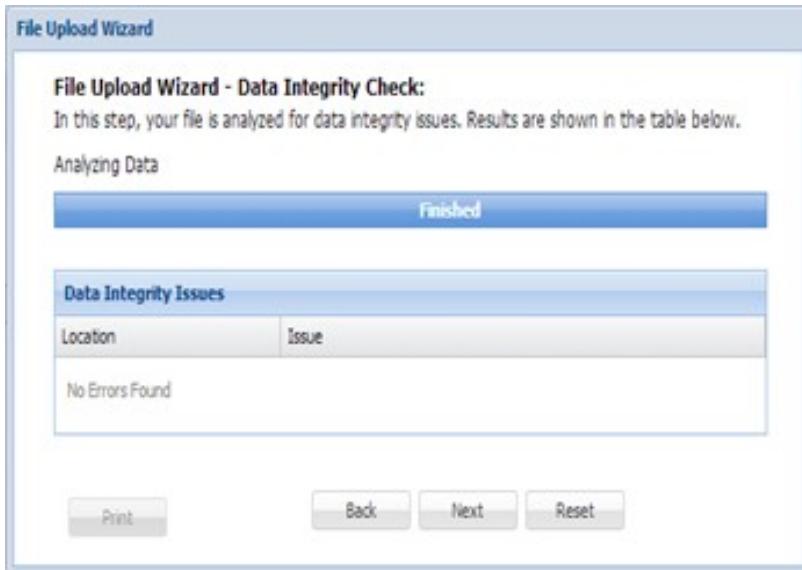
**File Upload Wizard - Browse and Upload:**  
To upload, use the Browse button to select a file. When a file is selected, use the Upload File button to upload your data.  
The first 10 rows of data in your file will display for verification.

Mapping\_File Upload\_v2.csv

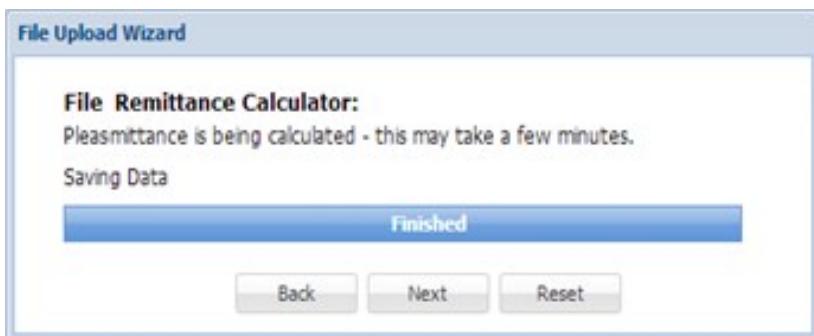
**Data Preview:**

4 Employees						
Ref No	First Name	Last Name	Start Date	Hours	Rate	Pay Type
123456789	David	Miller	6/2/2011	160	4000	FT
123000000	Bob	Jameson	1/1/1990	80	2000	PT
987654321	Arthur	Miller	1/1/1980	160	4000	FT
987654322	Daisy	Miller	1/1/1980	80	2000	PT

3. Browse the file to upload.
  - a. Select the file.
  - b. Click **Upload File**.
    - The information in the file displays under **Data Preview**.
  - c. Click **Next**.



4. Your file is analyzed for data integrity issues. Any results from the check are shown in this window.
  - a. If needed, exit the Upload Wizard to adjust the remittance as needed.
  - b. Click **Next** to continue.
5. The Remittance Calculator displays.
  - a. A Saving Data status bar show the status of the calculation until it is finished.



- b. Click **Next** in the Wizard once the data save is complete.

File Upload Wizard

**File Upload Wizard - Summary:**  
The tables below contain a summary of the remittance(s) in your file. You may edit a remittance if needed.

Remittance Summary					
Due Date	Remittance ID	Description	WorkPeriod	Amount Due	
12/01/2014	F08355	ABC STONE MASONS - TEST GROUP	201411 11/01/2014 - 11/30/2014	\$16,440.00	

Remittance Grand Total: \$16,440.00

Fund	Amount Due
F08355 (2 Funds)	
WELFARE FUND	\$440.00
PENSION FUND	\$16,000.00

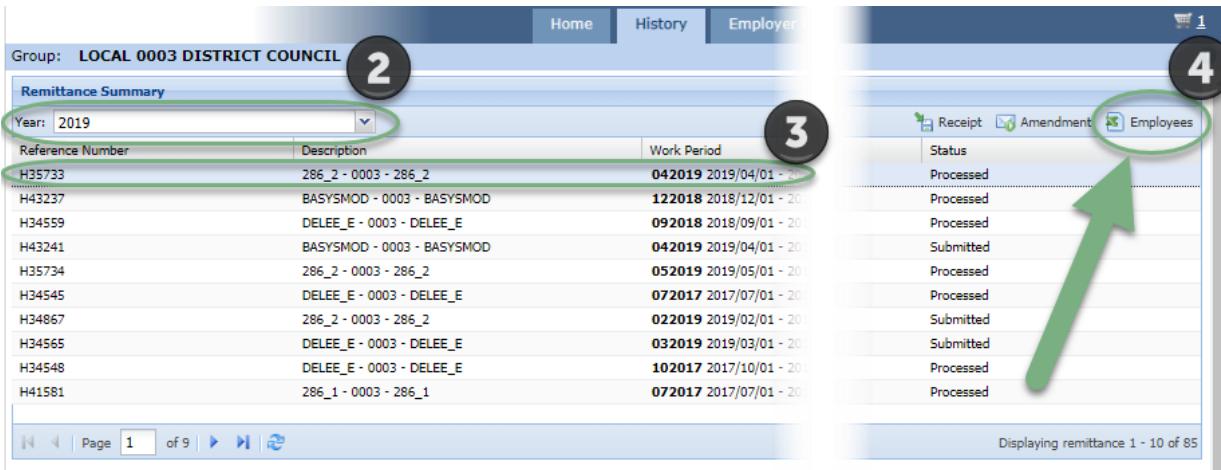
**Pay** **Delete** **Close**

6. The Remittance Summary table provides details on the uploaded remittance. Review the Remittance Summary. If you need to change any information, click **Open** in the last column of the table.
7. After you have uploaded the remittance and confirmed the information, click **Pay** to upload the remittance, or **Delete** to delete the remittance.

# Remittance History list

You can export a submitted remittance's summary table, shown on the History page, as a spreadsheet (.CSV file). This is great for keeping records of the remittance using hard copies of the tables. This feature is especially useful for record-keeping in preparation for an audit.

1. From the Home page, click the History tab.



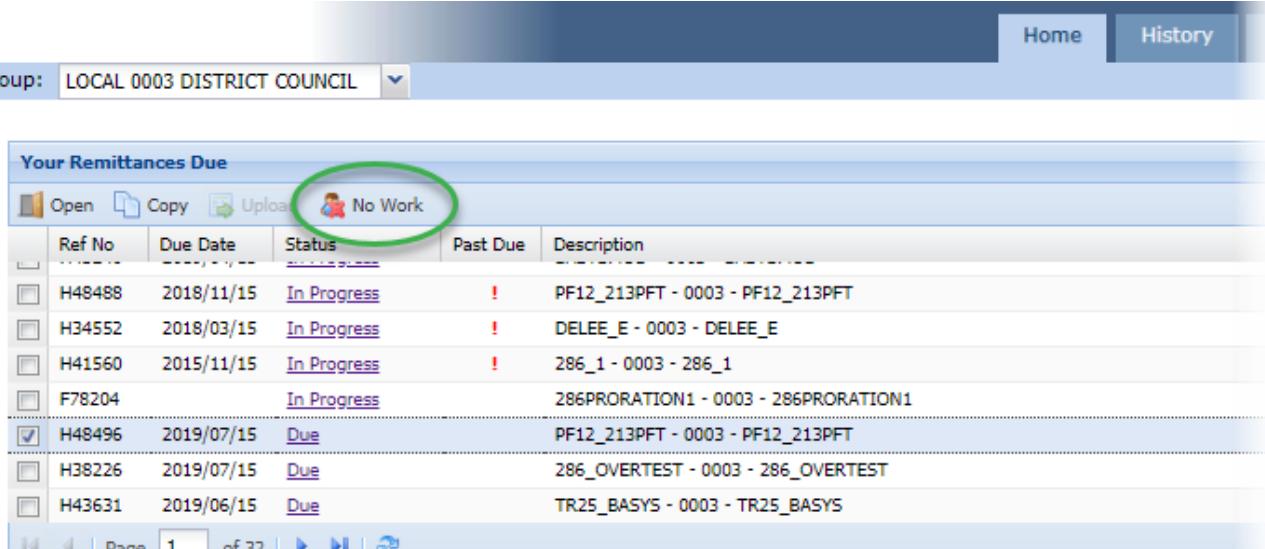
The screenshot shows a web-based application for managing remittances. At the top, there is a navigation bar with tabs: Home, History (which is selected and highlighted in blue), and Employer. A shopping cart icon with the number '1' is also present. Below the navigation bar, the text 'Group: LOCAL 0003 DISTRICT COUNCIL' is displayed. The main content area is titled 'Remittance Summary'. A dropdown menu labeled 'Year: 2019' is highlighted with a green circle and numbered '2'. Below the dropdown is a table with columns: 'Reference Number', 'Description', and 'Work Period'. The table contains several rows of data. To the right of the table, there is a column labeled 'Status' with values: 'Processed', 'Processed', 'Processed', 'Submitted', 'Processed', 'Processed', 'Submitted', 'Submitted', 'Processed', and 'Processed'. At the top right of the table area, there are three links: 'Receipt', 'Amendment', and 'Employees'. The 'Employees' link is highlighted with a green circle and numbered '4'. A green arrow points from the text 'Click Employees at the top right of the table.' to this link. At the bottom of the table area, there is a page navigation bar with 'Page 1 of 9' and a link to 'Displaying remittance 1 - 10 of 85'.

2. Remittances are organized by year. Select the desired year above the remittance table.
3. Click a remittance from the Remittance Summary table.
4. Click **Employees** at the top right of the table.
  - The details of the remittance download as a spreadsheet.

# Create a no work or supplement remittance

## Create a No Work remittance

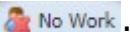
Submit a No Work remittance to your fund office when you have no work to report for the listed employees on a remittance.

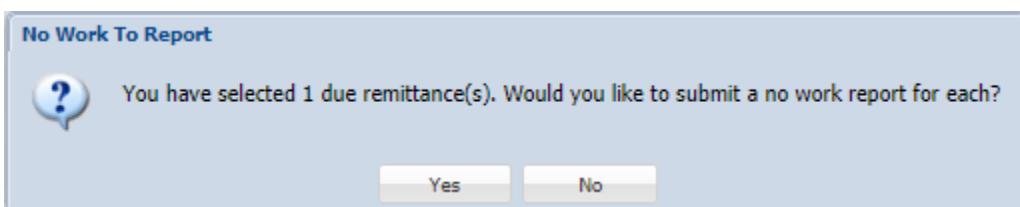


The screenshot shows a software interface for managing remittances. At the top, there are tabs for 'Home' and 'History'. Below that, a 'Group' dropdown is set to 'LOCAL 0003 DISTRICT COUNCIL'. The main area is titled 'Your Remittances Due' and contains a table with columns: Ref No, Due Date, Status, Past Due, and Description. The 'Status' column includes links like 'In Progress', 'Due', and 'Past Due'. A green circle highlights the 'No Work' button in the toolbar above the table. The table data includes:

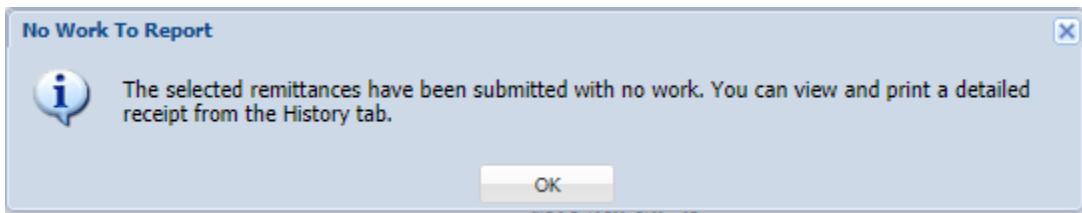
Ref No	Due Date	Status	Past Due	Description
H48488	2018/11/15	In Progress	!	PF12_213PFT - 0003 - PF12_213PFT
H34552	2018/03/15	In Progress	!	DELEE_E - 0003 - DELEE_E
H41560	2015/11/15	In Progress	!	286_1 - 0003 - 286_1
F78204		In Progress		286PRORATION1 - 0003 - 286PRORATION1
<input checked="" type="checkbox"/> H48496	2019/07/15	Due		PF12_213PFT - 0003 - PF12_213PFT
<input type="checkbox"/> H38226	2019/07/15	Due		286_OVERTEST - 0003 - 286_OVERTEST
<input type="checkbox"/> H43631	2019/06/15	Due		TR25_BASYS - 0003 - TR25_BASYS

At the bottom, there are navigation buttons for 'Page 1 of 32' and a refresh icon.

1. From the Home page Remittances Due table, check the remittances that have no work reported.
2. Click .



3. Click **Yes** to confirm. The No Work report submits.



4. Click **OK**.

## Create a supplemental remittance

Create a supplemental remittance when you need to add additional information to a remittance. See the end of this topic for information on creating a No Work remittance.



**Important!** Contact your fund office before creating a remittance that doesn't display in the list.

The screenshot shows a table titled 'Your Remittances Due' with columns: Ref No, Due Date, Status, Past Due, and Description. The table lists several remittance entries. At the top right of the table, there is a button labeled 'Create Remittance' with a green oval around it. The table has a blue header bar with 'Home' and 'History' tabs. Below the table, there is a page navigation bar showing 'Page 1 of 32'.

1. From the Home page Remittances Due table, click  **Create Remittance**.

- The Create New Remittance window displays.

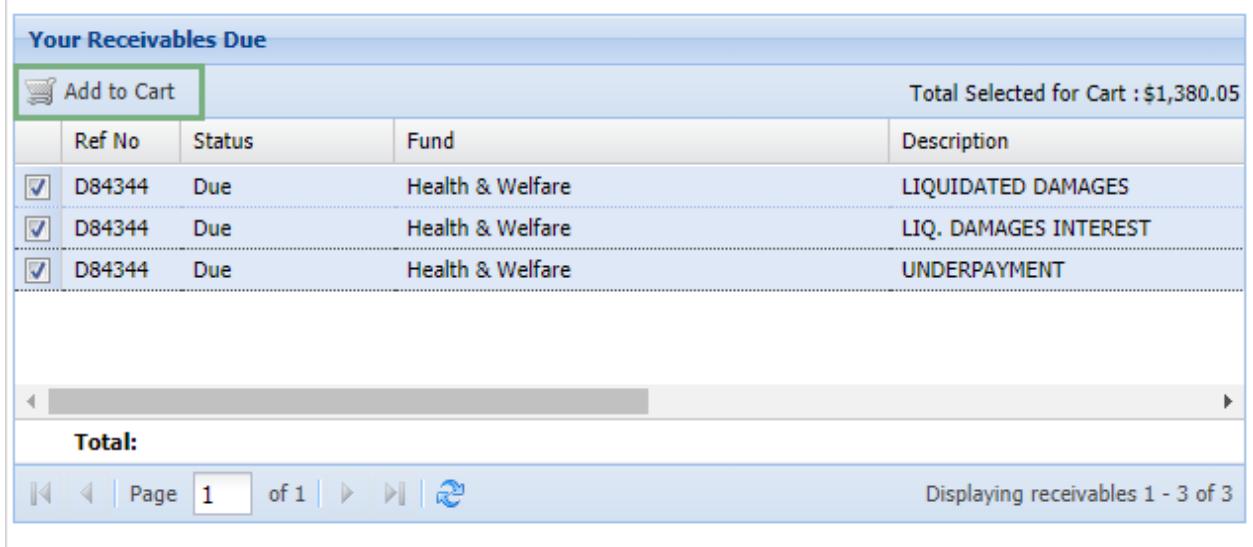
The screenshot shows the 'Create New Remittance' window. At the top, there are fields for 'Payroll From Date' (2019/04/10) and 'Payroll Thru Date' (2019/05/10), both circled in green with a black circle containing the number 2 placed over the 'Payroll From Date' field. Below these are dropdowns for 'Group' (LOCAL 0003 DISTRICT COUNCIL), 'Local', 'Area', 'Location', and 'Association'. A 'Get Agreements' button is located in the middle of these dropdowns, circled in green with a black circle containing the number 3 placed over it. Below this is a table titled 'List of Agreements' with several rows, circled in green with a black circle containing the number 4 placed over the top row. At the bottom of the window, there is a 'Continue' button circled in green with a black circle containing the number 5 placed over it.

2. Select a Payroll From Date and Payroll Thru Date. Any field with an asterisk \* next to it or a red border around it must be completed before you can continue.
3. Click **Get Agreements**. A list of agreements available for the payroll dates display.
4. Click the appropriate agreement from the list.
5. Click **Continue**. A confirmation message displays and you're returned to the Remittances Due table with the newly-created remittance highlighted.

## Add receivable to cart

To pay any receivables due, you must first add the receivable to your cart.

1. From the Home page, click the receivable to add to your payment cart.
2. Click **Add To Cart**. The receivable is added to your payment cart.

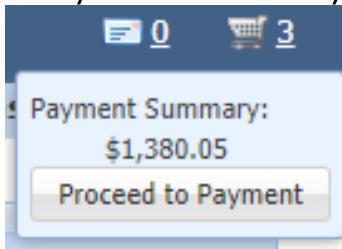


The screenshot shows a list of receivables due. The first three items are selected for the cart, as indicated by the checked checkboxes in the 'Add to Cart' column. The total selected for the cart is \$1,380.05.

Your Receivables Due			
Add to Cart		Total Selected for Cart : \$1,380.05	
	Ref No	Status	Fund
<input checked="" type="checkbox"/>	D84344	Due	Health & Welfare
<input checked="" type="checkbox"/>	D84344	Due	Health & Welfare
<input checked="" type="checkbox"/>	D84344	Due	Health & Welfare

**Total:**   
Page 1 of 1 | Displaying receivables 1 - 3 of 3

3. Hover over the cart icon in the ribbon to view a window containing a Payment Summary total.



4. Click **Proceed to Payment** to open the payment cart.



Home    History    Employer Profile    Personal Profile

Group: Building Trade Group

Welcome Patrick Hutchison | Customer Service | Help | Sign Out

≡ 0

J&L Modern Construction LLC (i)

Payment Date: 03/16/2021

**Receivables In Cart**

Select All Due

Reference Number	Work Period	Description	Employer Number	Due Date
D84344	202011 11/30/2020	LIQUI... 424UG006		
	Fund	W - Health & Welfare		
	<input checked="" type="radio"/> Due	\$154.22		
	<input type="radio"/> Other	\$154.22	<input type="button" value="Save"/>	
D84344	202011 11/30/2020	LIQ. ... 424UG006		
	Fund	W - Health & Welfare		
	<input checked="" type="radio"/> Due	\$1.83		
	<input type="radio"/> Other	\$1.83	<input type="button" value="Save"/>	
D84344	202011 11/30/2020	UNDE... 424UG006		
	Fund	W - Health & Welfare		
	<input checked="" type="radio"/> Due	\$1,224.00		
	<input type="radio"/> Other	\$1,224.00	<input type="button" value="Save"/>	

Displaying receivables in cart 1 – 3 of 3

**Payment Summary** \$1,380.05

Ref No	Work P	Payroll Dates	Payment A
D84344	20...	11/30/2020	\$1,380....

**Summary :** \$1,380.05

Payment Method: \*Check

## Pay a receivable

After adding the receivable to your cart, you can now pay for the receivable.

1. From your payment cart, click  in the Payment Date to choose a date, or manually type in a date.



**Note:** If your portal is configured to do so, you can click either **Select All Due** to mark all the receivables as Due.

2. Unless your configuration has a default payment type, choose either **EFT** or **Check** as the Payment Method in the Payment Summary table.

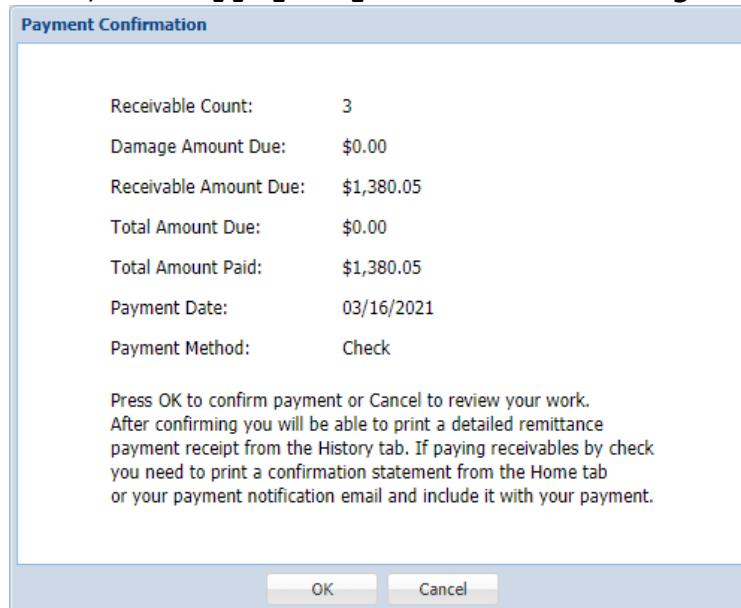
Payment Summary				\$2,007.64
Payment Date :	2019/03/29			
Reference Num...	Work Period	Payroll Dates	Payment Amount	
H38697	032019	2019/03/01 - 2019/03/31	\$2,007.64	

Payment Method\*:

EFT

Summary :	\$2,007.64
Summary By Fund	Apply Payment

3. Then, click **Apply Payment**. The following message displays:

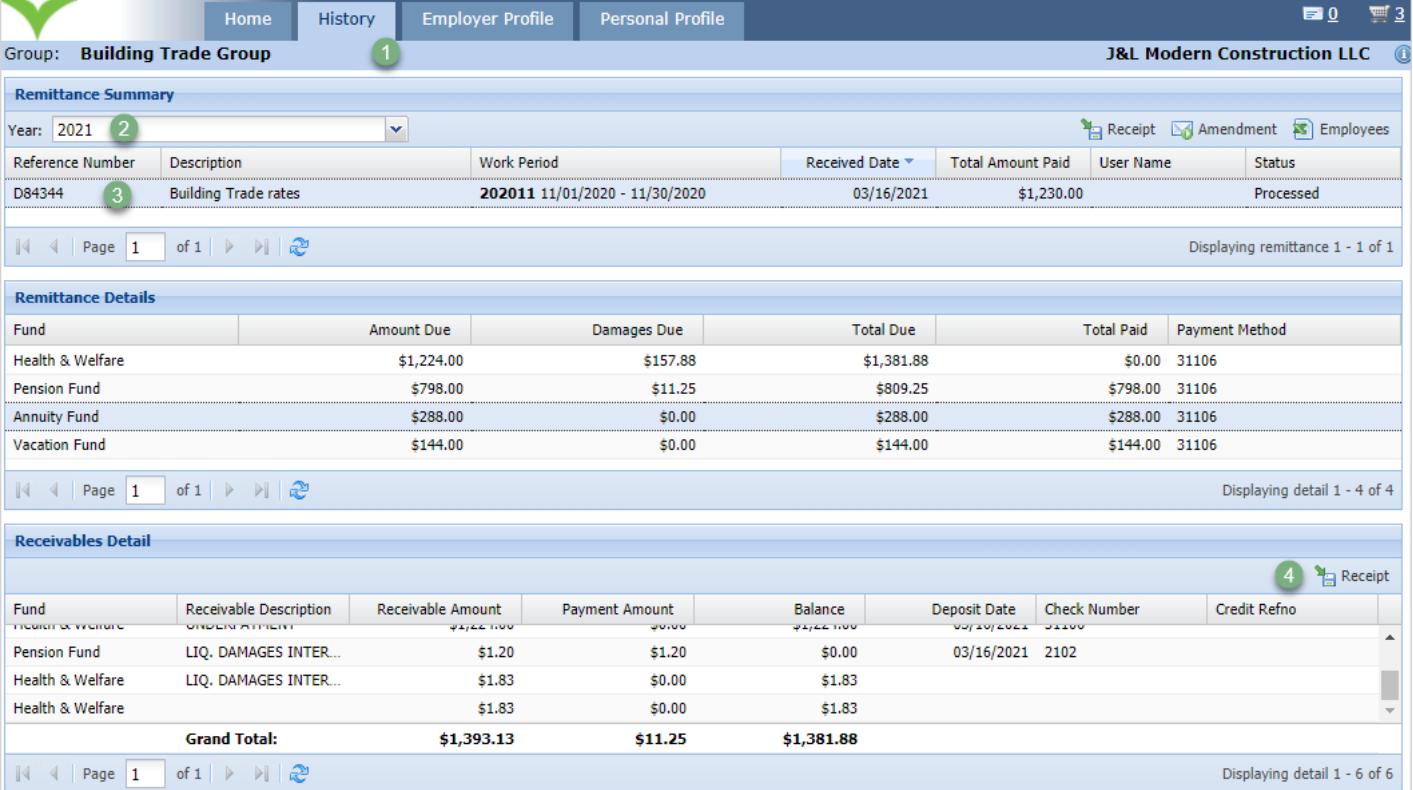


4. Verify the information **OK**. The receivables in the cart are processed, and you're directed to the **History** page where you can print a detailed receipt.

# View and print a receivable receipt

Use  in the History tab to create a PDF receipt of a submitted receivable. This feature is great for keeping your records up to date.

1. Click the History tab to view receivables that have been submitted.



The screenshot shows the software interface for J&L Modern Construction LLC. The top navigation bar includes Home, History (which is selected and highlighted in blue), Employer Profile, Personal Profile, and a user icon. The Group is set to Building Trade Group. The main content area is divided into three sections: Remittance Summary, Remittance Details, and Receivables Detail. The Remittance Summary table shows a single record for D84344, Building Trade rates, with a work period of 202011 11/01/2020 - 11/30/2020, received on 03/16/2021, and a total amount paid of \$1,230.00. The Remittance Details table shows contributions from various funds: Health & Welfare (\$1,224.00), Pension Fund (\$798.00), Annuity Fund (\$288.00), and Vacation Fund (\$144.00). The Receivables Detail table shows payments to the same funds: Health & Welfare (\$1.20), Pension Fund (\$1.20), and Annuity Fund (\$1.83). The bottom of the screen shows a download progress bar for a PDF file named H34559\_receipt.pdf.

2. From the Remittance Summary table in the History page, select the year associated with the remittance to view from the Year list menu.
3. Click the remittance associated with the receivables to view.
4. Click  from the Receivables Detail table.
5. The PDF receipt downloads to your browser.



The screenshot shows a browser window with a download progress bar for a PDF file named H34559\_receipt.pdf. The progress bar shows 100% completion. The browser footer includes links for Version 4.0.20192.6, Security Policy, Privacy Policy, Terms of Use, and a copyright notice for basys 2019. There is also a "Powered by basys" logo and a "Show all" button.

6. Click the PDF to view the receipt.

**Building Trade Group***Receivable Receipt*

Employer Code:  
Employer Name:  
Remitter Override:

424UG006  
J&L Modern Construction LLC  
N/A

Reference Number:  
Agreement:  
Contract:

D84344  
Building Trade  
Building Trade rates

Scheduled Date:  
Payroll End Date:

03/17/2021  
11/30/2020

Due Date:  
Period:

N/A  
202011

Payment Method:

Check

Payment Date:

03/17/2021

Grand Total:

\$1,224.00

User Name:

jlmodern

Fund	Amount Paid
Health & Welfare	\$1,224.00

Total:	\$1,224.00
--------	------------

**Receivable Detail**

Receivable Refno	Fund	Type	Period	Payroll End Date	Payment Amount
D84344	Health & Welfare	UNDERPAYMENT	202011	11/30/2020	\$1,224.00

Generated on: 03/17/2021

7. Click  at the top of the PDF viewer screen to print the receipt if needed.