



EmployerXG Remittance Quick Guide

Version: 4

Introduction

This guide covers the basics of working with remittances and receivables in EmployerXG.

This guide walks you through the remittance workflow: add an employee to a remittance, edit the remittance, add a remittance or receivable to the payment cart, and pay for the remittance or receivable.

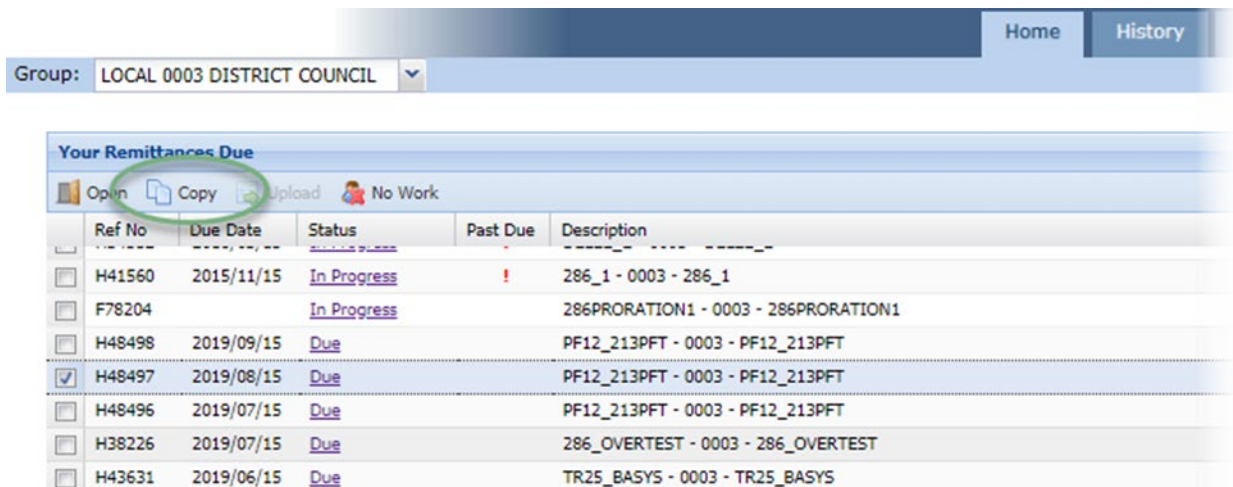
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Copy an existing remittance

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**.

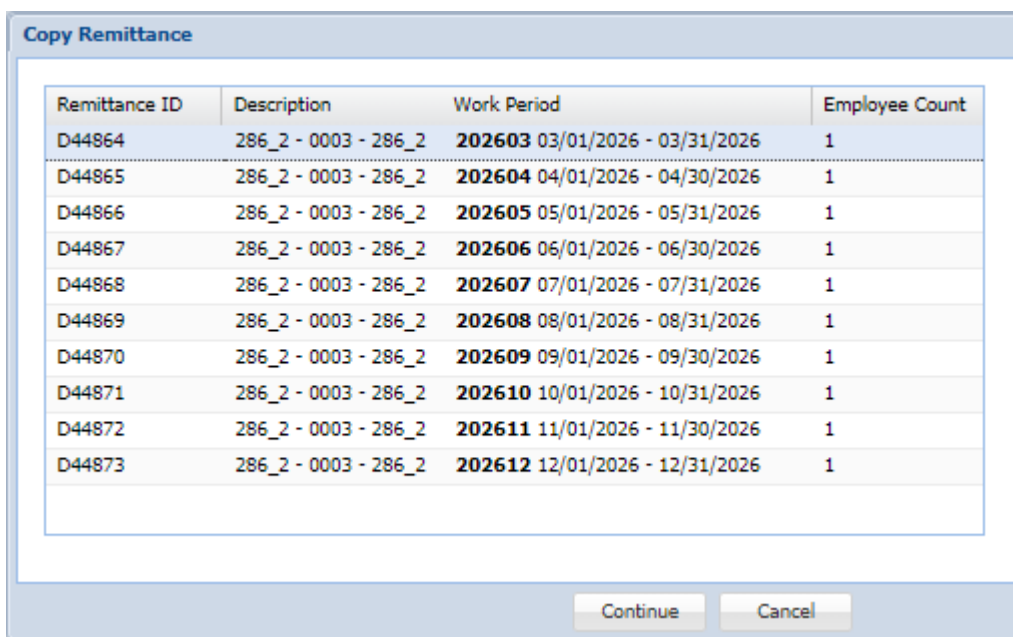
1. From the Your Remittances **Due** table on the Home page, click the remittance to copy to (don't click the remittance status, this will take you to the wrong page).



The screenshot shows the 'Your Remittances Due' table on the Home page. The table has columns: Ref No, Due Date, Status, Past Due, and Description. The 'Copy' button is circled in green. The table contains several rows of remittance data.

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
H48497	2019/08/15	Due		PF12_213PFT - 0003 - PF12_213PFT
H48496	2019/07/15	Due		PF12_213PFT - 0003 - PF12_213PFT
H38226	2019/07/15	Due		286_OVERTEST - 0003 - 286_OVERTEST
H43631	2019/06/15	Due		TR25_BASYS - 0003 - TR25_BASYS

2. Click .



The screenshot shows the 'Copy Remittance' dialog box. It contains a table with columns: Remittance ID, Description, Work Period, and Employee Count. The table lists several remittance entries with their respective IDs, descriptions, work periods, and employee counts.

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

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

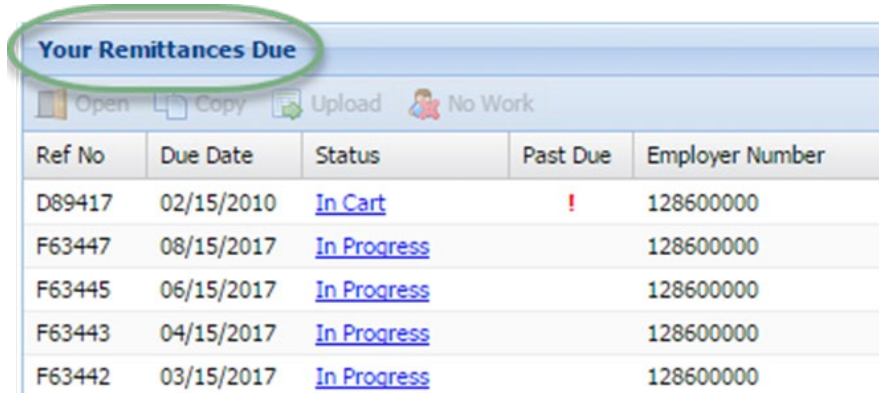
table for the new remittance displays.

- 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:



Your Remittances Due				
Open Copy Upload No Work				
Ref No	Due Date	Status	Past Due	Employer Number
D89417	02/15/2010	In Cart	!	128600000
F63447	08/15/2017	In Progress		128600000
F63445	06/15/2017	In Progress		128600000
F63443	04/15/2017	In Progress		128600000
F63442	03/15/2017	In Progress		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.

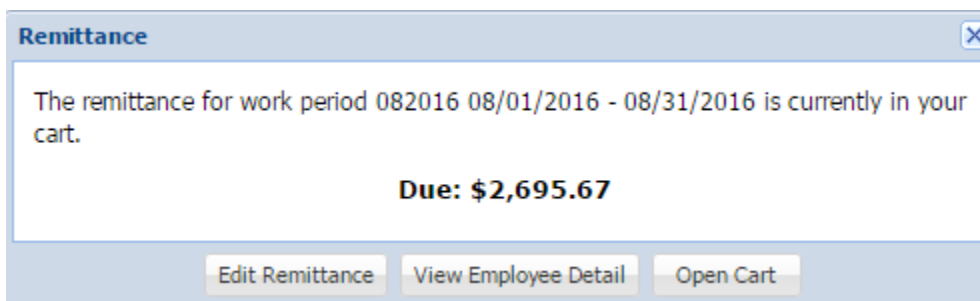
3. At a minimum, complete the required information. Any field with an asterisk * next to it or a red border around it must be completed before you can continue.
4. Click **save**.

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.

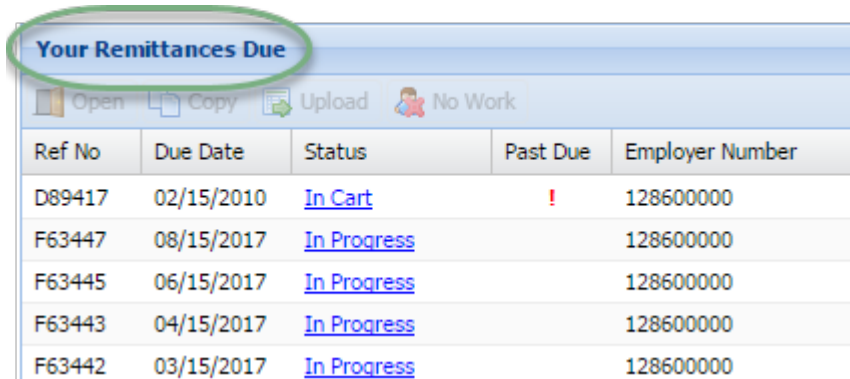
Add remittance to cart

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**.

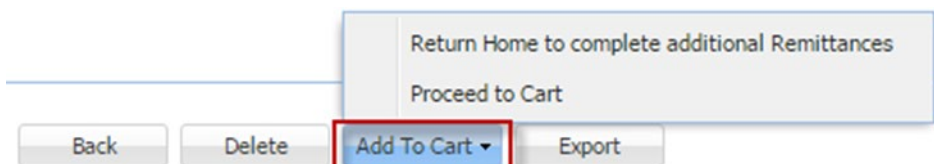


- The Employees Detail page opens for the remittance.



Ref No	Due Date	Status	Past Due	Employer Number
D89417	02/15/2010	In Cart	!	128600000
F63447	08/15/2017	In Progress		128600000
F63445	06/15/2017	In Progress		128600000
F63443	04/15/2017	In Progress		128600000
F63442	03/15/2017	In Progress		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.

Your Remittances Due

Ref No	Due Date	Status	Past Due	Employer Number
F53650	09/15/2016	In Cart	!	128600000
F53652	11/15/2016	In Progress	!	128600000
F44969	08/15/2016	In Progress	!	128600000
F49391	06/15/2016	In Progress	!	128600000
F36471	08/15/2015	In Progress	!	128600000

Remittance

The remittance for work period 032017 03/01/2017 - 03/31/2017 is currently in your cart.

Due: \$200.00

Edit Remittance View Employee Det Open Cart

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.

Group: LOCAL 0003 DISTRICT COUNCIL

Home History Employer Profile Personal Profile

Your Remittances Due

Ref No	Due Date	Status	Past Due	Description	Work
H34566	2019/05/15	Scheduled		DELEE_E - 0003 - DELEE_E	
H34555	2018/06/15	Scheduled	!	DELEE_E - 0003 - DELEE_E	
H43359	2019/08/15	In Cart		BASYSMODERICA - 0003 - BASYSMODERICA	052018
H34549	2017/12/16	Saved For Later	!	DELEE_E - 0003 - DELEE_E	072019
H43633	2019/08/15	In Progress		TR25_BASYS - 0003 - TR25_BASYS	112017
H43244	2019/08/15	In Progress		BASYSMOD - 0003 - BASYSMOD	072019
H43632	2019/07/15	In Progress		TR25_BASYS - 0003 - TR25_BASYS	062019

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Your Receivables Due

Ref No	Status	Fund	Description	Period	Am
F67827	In Cart	ANFN-FND	LD - 286_1 - REGRESSION 1 - 286_1	062013 2013/06/30	
F67788	Due	ANFN-FND	LDI - 286_1 - REGRESSION 1 - 286_1	032010 2010/03/31	
F67788	Due	PENSION FUND.....END	LD - 286_1 - REGRESSION 1 - 286_1	032010 2010/03/31	
F67790	Due	ANFN-FND	LD - 286_1 - REGRESSION 1 - 286_1	052010 2010/05/31	
F67790	Due	ANFN-FND	LDI - 286_1 - REGRESSION 1 - 286_1	052010 2010/05/31	
F67826	Due	PENSION FUND.....END	LD - 286_1 - REGRESSION 1 - 286_1	052013 2013/05/31	
Total:					\$159,0

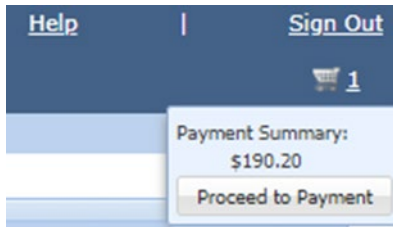
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Payment Summary:
\$30,568.79
Proceed to Payment

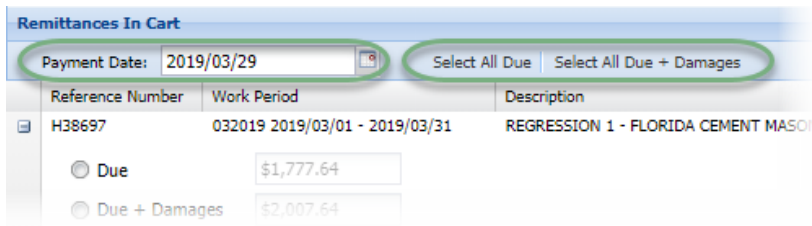
Pay a remittance

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.

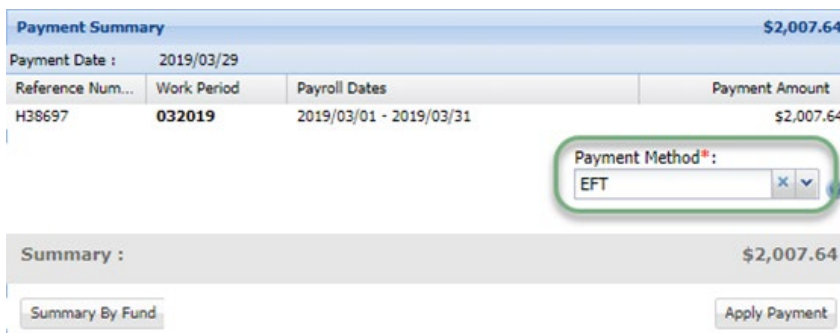


2. From the payment cart Remittances In Cart table, click  in the **Payment Date** to choose a date, or manually type in a date.

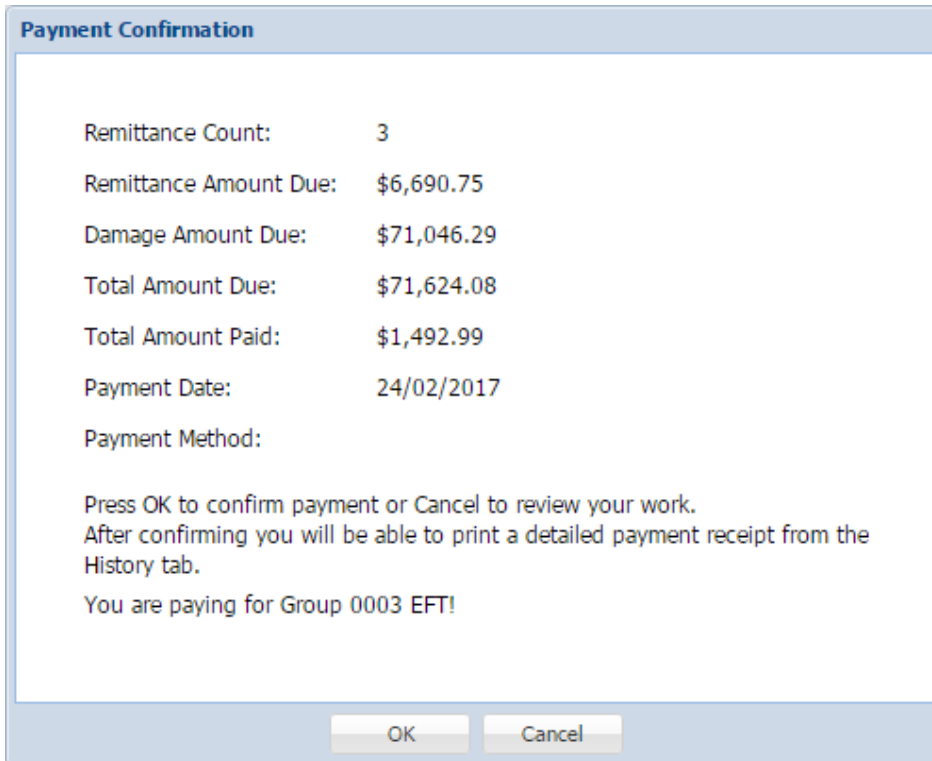


Note: If your portal is configured to do so, you can click either **Select All Due** to mark all the remittances as **Due** or **Select All Due + Damages** to mark all the remittances as **Due + Damages**. Contact your administrator for more information.

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



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



A screenshot of a 'Payment Confirmation' dialog box. The dialog has a title bar with the text 'Payment Confirmation'. Inside, there is a list of payment details: 'Remittance Count: 3', 'Remittance Amount Due: \$6,690.75', 'Damage Amount Due: \$71,046.29', 'Total Amount Due: \$71,624.08', 'Total Amount Paid: \$1,492.99', 'Payment Date: 24/02/2017', and 'Payment Method:'. Below this list, there is a paragraph of instructions: 'Press OK to confirm payment or Cancel to review your work. After confirming you will be able to print a detailed payment receipt from the History tab.' and a line stating 'You are paying for Group 0003 EFT!'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

Remittance Count:	3
Remittance Amount Due:	\$6,690.75
Damage Amount Due:	\$71,046.29
Total Amount Due:	\$71,624.08
Total Amount Paid:	\$1,492.99
Payment Date:	24/02/2017
Payment Method:	


Press OK to confirm payment or Cancel to review your work.
After confirming you will be able to print a detailed payment receipt from the History tab.

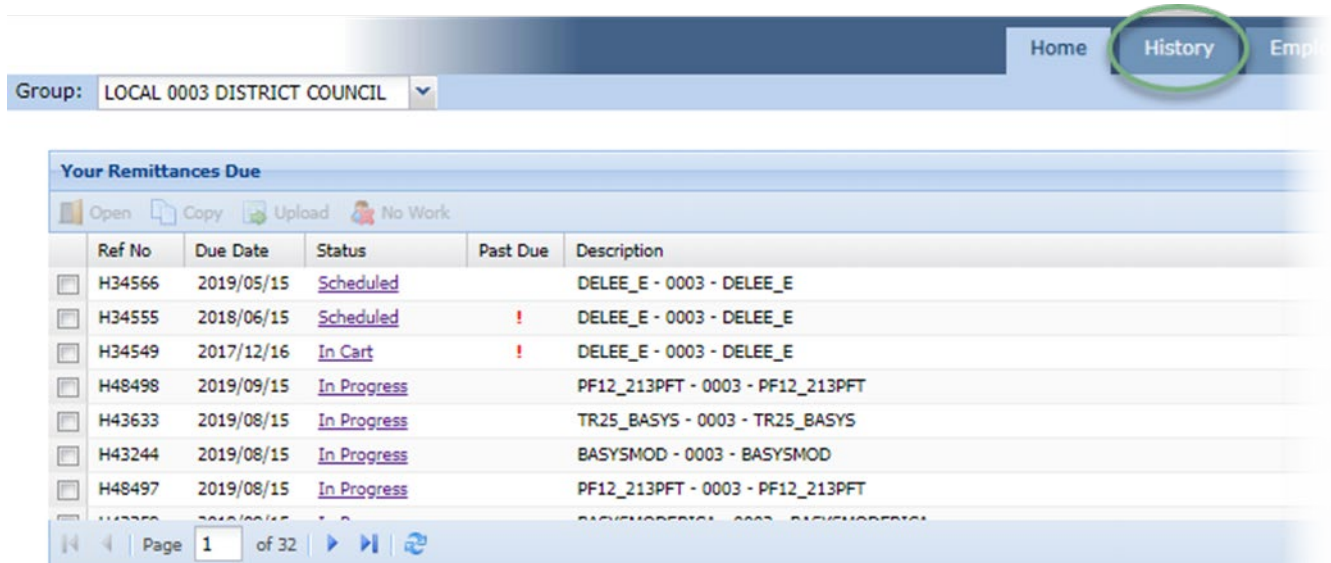
You are paying for Group 0003 EFT!

OK Cancel

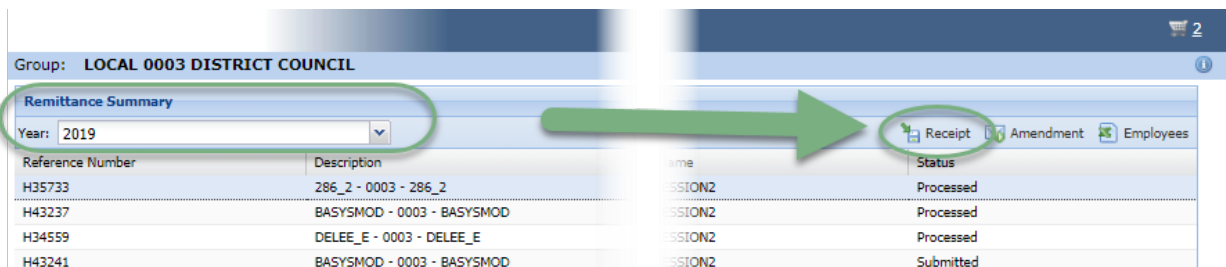
- 5 Verify the information shown, then click **OK**. The remittances in the cart are processed, and you're directed to the **History** page where you can print a detailed receipt (see [View and print a remittance receipt](#) on page 10).


View and print a remittance receipt

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



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



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  **Receipt**.



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>	

Fund	Amount Due	Damage Due	Total Due	Amount Paid
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
Total:	\$15,357.80	\$28,555.80	\$43,913.60	\$43,913.60

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					
Open Copy Upload No Work					
	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
<input type="checkbox"/>	H49178	2019/05/15	Due		286_2 - 0003 - 286_2
<input type="checkbox"/>	H49178	2019/05/15	Due		286_2 - 0003 - 286_2

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

File Upload Wizard

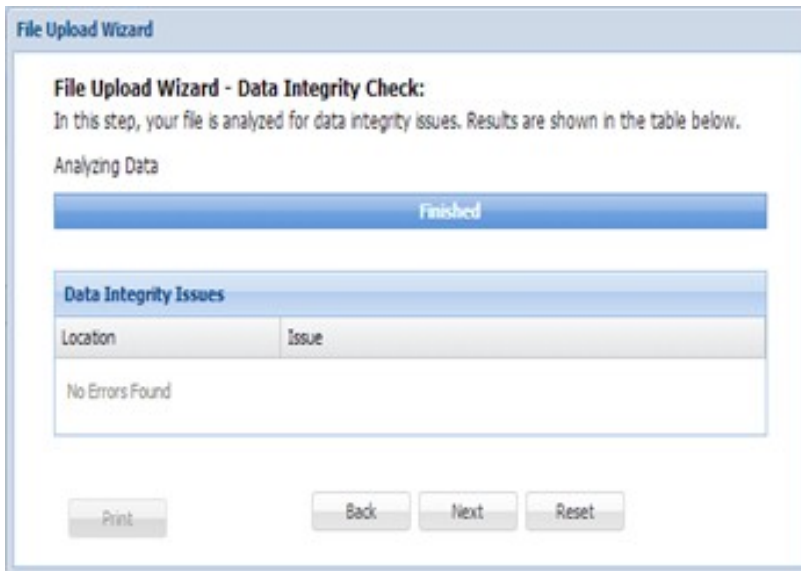
File Upload Wizard - Browse and Upload:
To upload, use the Browse button to select a file. When a file is selected, use the Upload File button to upload your data.
The first 10 rows of data in your file will display for verification.

Mapping_File Upload_v2.csv

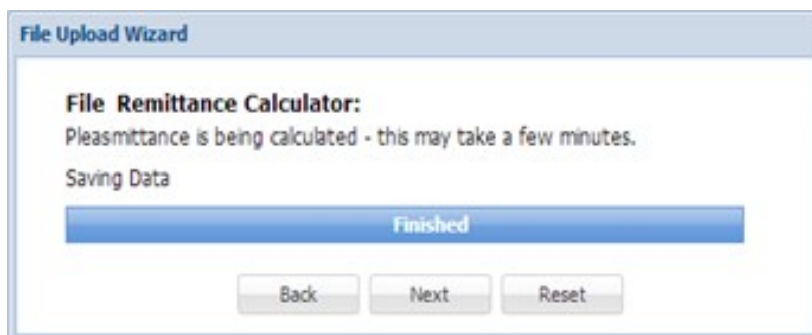
Data Preview:

(4 Employees)						
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

- 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.
- 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 the 'Remittance Summary' page for 'LOCAL 0003 DISTRICT COUNCIL'. It features a table with columns: Reference Number, Description, and Work Period. A dropdown menu for 'Year' is set to '2019'. To the right, there are buttons for 'Receipt', 'Amendment', and 'Employees'. A green arrow points from the 'Employees' button to the 'Employees' link in the right-hand table. Numbered callouts are as follows: 1 points to the 'History' tab; 2 points to the 'Remittance Summary' header; 3 points to the 'Work Period' column; 4 points to the 'Employees' button/link.

Reference Number	Description	Work Period
H35733	286_2 - 0003 - 286_2	042019 2019/04/01 - 2019/04/01
H43237	BASYSMOD - 0003 - BASYSMOD	122018 2018/12/01 - 2018/12/01
H34559	DELEE_E - 0003 - DELEE_E	092018 2018/09/01 - 2018/09/01
H43241	BASYSMOD - 0003 - BASYSMOD	042019 2019/04/01 - 2019/04/01
H35734	286_2 - 0003 - 286_2	052019 2019/05/01 - 2019/05/01
H34545	DELEE_E - 0003 - DELEE_E	072017 2017/07/01 - 2017/07/01
H34867	286_2 - 0003 - 286_2	022019 2019/02/01 - 2019/02/01
H34565	DELEE_E - 0003 - DELEE_E	032019 2019/03/01 - 2019/03/01
H34548	DELEE_E - 0003 - DELEE_E	102017 2017/10/01 - 2017/10/01
H41581	286_1 - 0003 - 286_1	072017 2017/07/01 - 2017/07/01

Status
Processed
Processed
Processed
Submitted
Processed
Processed
Submitted
Submitted
Processed
Processed

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.

Group: LOCAL 0003 DISTRICT COUNCIL

Home History

Your Remittances Due

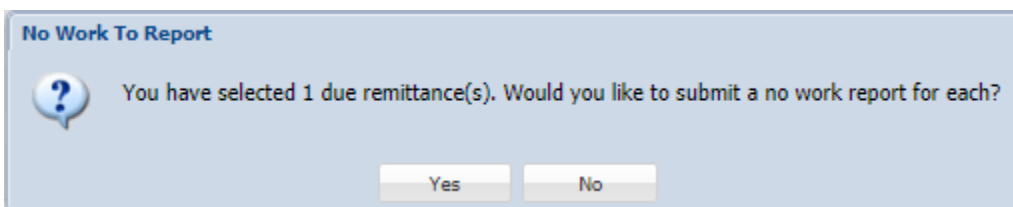
Open Copy Upload **No Work**

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

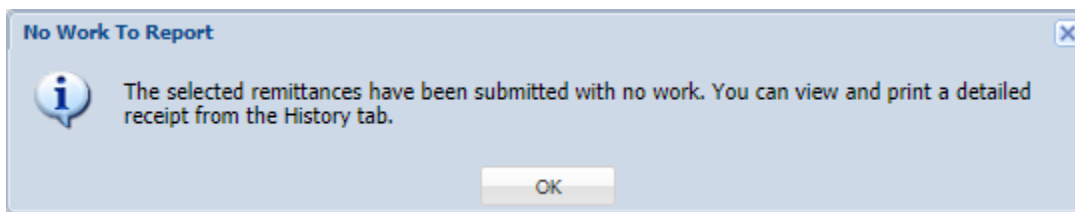
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Your Receivables Due

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



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 the 'Your Remittances Due' table with columns: Ref No, Due Date, Status, Past Due, and Description. The table lists several remittances with statuses like 'Scheduled', 'In Cart', 'Saved For Later', and 'In Progress'. On the right side, there is a 'Create Remittance' button circled in green. The page number is 1 of 32, and it displays remittances 1 - 20 of 625.

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

■ The Create New Remittance window displays.

The 'Create New Remittance' window is shown with the following fields and callouts:

- 1**: Payroll From Date* (2019/04/10)
- 2**: Payroll Thru Date* (2019/05/10)
- 3**: Work Period (052019)
- 4**: Local (Select a Local...)
- 5**: Area (Select a Area...)
- 6**: Location (Select a Location...)
- 7**: Association (Select a Association...)
- 8**: Get Agreements button


Below the form is a 'List of Agreements' table with columns: Agreement, Contract, Group, Local, Area, Location, and Association. The table lists various agreements like 'REGRESSION 2', 'TERMINATIONS NO GR...', 'RT MODIFIERS WITH A...', 'PARTIAL FLAG', 'NEI 401K DEFERRAL', 'BASYS MOD ERICA TEST', 'TESTING OVERSHORTS', 'REGRESSION 1', and 'LOCAL MODIFIER'. The page number is 1 of 7, and it displays agreements 1 - 10 of 64.

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.

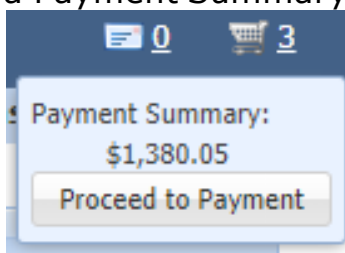
Add receivable to cart

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.

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



Welcome Patrick Hutchison | [Customer Service](#) | [Help](#) | [Sign Out](#)

Home
History
Employer Profile
Personal Profile

Group: **Building Trade Group**
J&L Modern Construction LLC

Payment Date:

Receivables In Cart

Select All Due
Collapse All

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

Displaying receivables in cart 1 – 3 of 3

Payment Summary
\$1,380.05

Payment Date : 03/16/2021

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

Summary : \$1,380.05

Payment Method: *Check

[Summary By Fund](#)
[Apply Payment](#)


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Pay a receivable

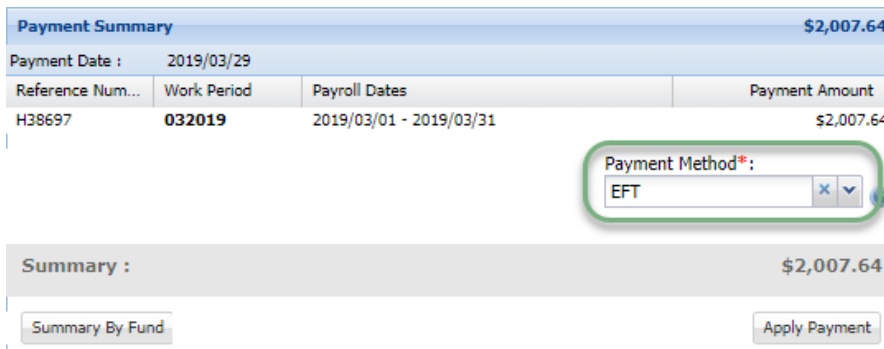
After adding the receivable to your cart, you can now pay for the receivable.

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



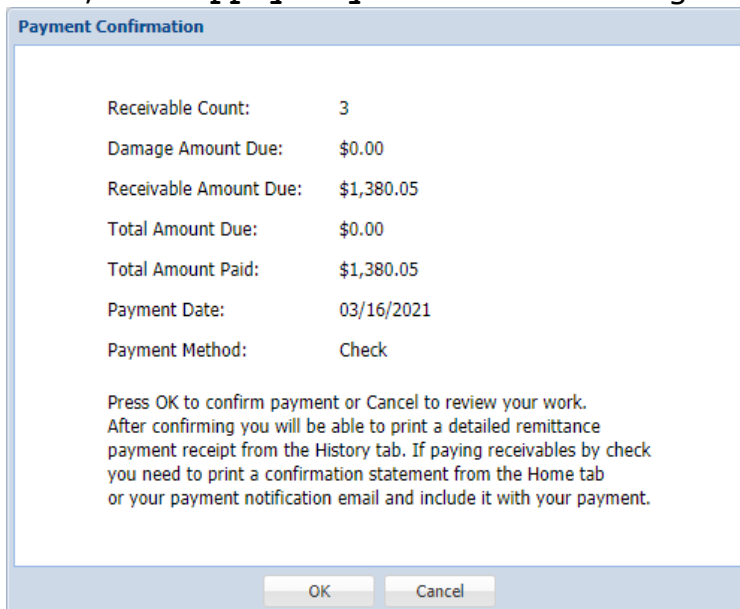
Note: If your portal is configured to do so, you can click either **Select All Due** to mark all the receivables as **Due**.

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



The screenshot shows the 'Payment Summary' interface. At the top, it displays 'Payment Summary' and a total amount of '\$2,007.64'. Below this, there is a table with columns: 'Reference Num...', 'Work Period', 'Payroll Dates', and 'Payment Amount'. The table contains one row with the following data: 'H38697', '032019', '2019/03/01 - 2019/03/31', and '\$2,007.64'. To the right of the table, there is a 'Payment Method*' dropdown menu with 'EFT' selected. Below the table, there is a 'Summary' section showing the total amount '\$2,007.64'. At the bottom, there are two buttons: 'Summary By Fund' and 'Apply Payment'.

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



The screenshot shows a 'Payment Confirmation' dialog box. It contains the following information:


Receivable Count:	3
Damage Amount Due:	\$0.00
Receivable Amount Due:	\$1,380.05
Total Amount Due:	\$0.00
Total Amount Paid:	\$1,380.05
Payment Date:	03/16/2021
Payment Method:	Check

Press OK to confirm payment or Cancel to review your work.
After confirming you will be able to print a detailed remittance payment receipt from the History tab. If paying receivables by check you need to print a confirmation statement from the Home tab or your payment notification email and include it with your payment.

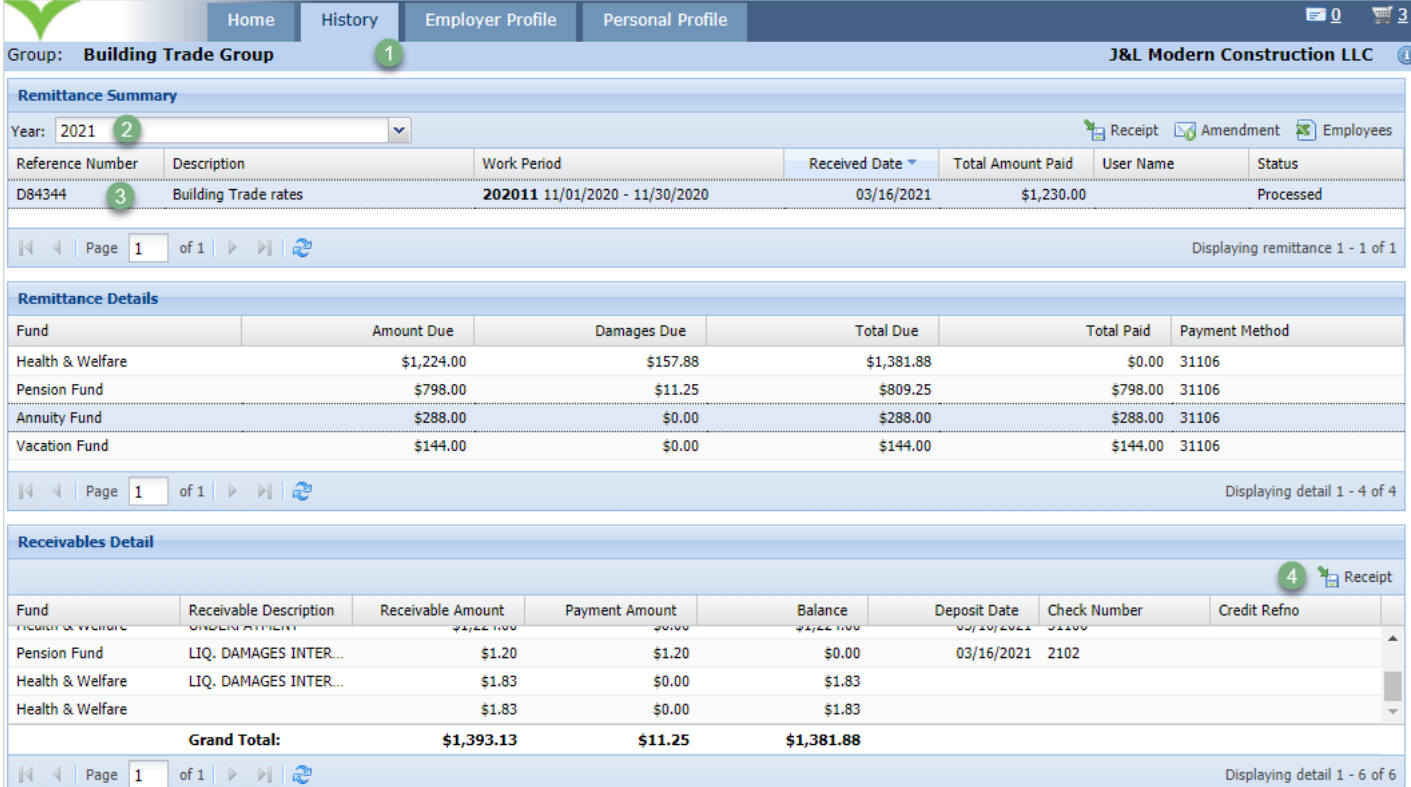
At the bottom, there are two buttons: 'OK' and 'Cancel'.

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  Receipt 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.




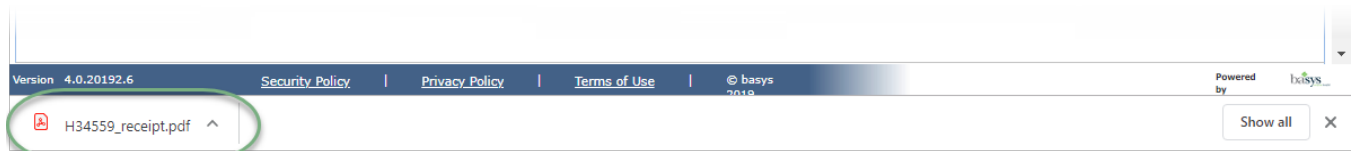
The screenshot shows the 'History' tab selected in the top navigation bar. The 'Remittance Summary' table lists a remittance for the year 2021, reference number D84344, for Building Trade rates, with a total amount paid of \$1,230.00. The 'Receivables Detail' table shows a grand total of \$1,393.13 receivable and \$11.25 payment, resulting in a balance of \$1,381.88. A 'Receipt' icon is visible in the top right of the Receivables Detail table.

Reference Number	Description	Work Period	Received Date	Total Amount Paid	User Name	Status
D84344	Building Trade rates	202011 11/01/2020 - 11/30/2020	03/16/2021	\$1,230.00		Processed

Fund	Amount Due	Damages Due	Total Due	Total Paid	Payment Method
Health & Welfare	\$1,224.00	\$157.88	\$1,381.88	\$0.00	31106
Pension Fund	\$798.00	\$11.25	\$809.25	\$798.00	31106
Annuity Fund	\$288.00	\$0.00	\$288.00	\$288.00	31106
Vacation Fund	\$144.00	\$0.00	\$144.00	\$144.00	31106

Fund	Receivable Description	Receivable Amount	Payment Amount	Balance	Deposit Date	Check Number	Credit Refno
Health & Welfare	LIQ. DAMAGES INTER...	\$1.20	\$1.20	\$0.00	03/16/2021	2102	
Health & Welfare	LIQ. DAMAGES INTER...	\$1.83	\$0.00	\$1.83			
Health & Welfare	LIQ. DAMAGES INTER...	\$1.83	\$0.00	\$1.83			
Grand Total:		\$1,393.13	\$11.25	\$1,381.88			

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  Receipt from the Receivables Detail table.
5. The PDF receipt downloads to your browser.



6. Click the PDF to view the receipt.

Building Trade Group

Receivable Receipt

Employer Code: 424UG006 Reference Number: D84344
Employer Name: J&L Modern Construction LLC Agreement: Building Trade
Remitter Override: N/A Contract: Building Trade rates

Scheduled Date: 03/17/2021 Due Date: N/A
Payroll End Date: 11/30/2020 Period: 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
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Receivable Detail

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

Total:					\$1,224.00
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Generated on: 03/17/2021

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