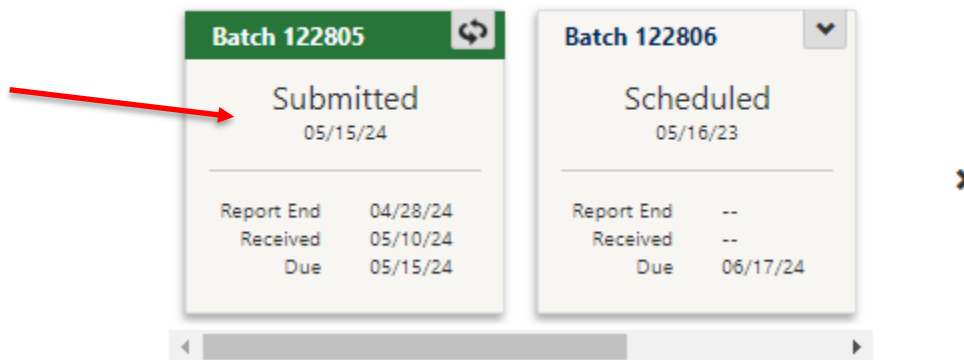


Submitting a Batch for Posting

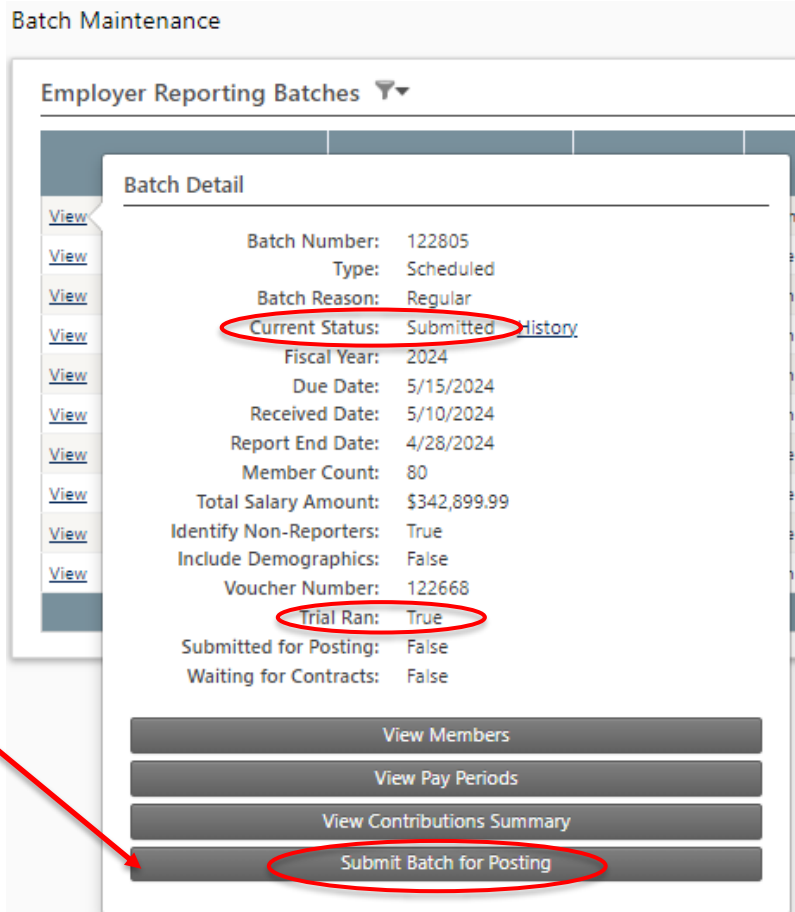
A batch can be submitted for posting once: (1) all exceptions are cleared; (2) the batch is in a submitted status; and (3) the Trial Ran indicator says true.

1. From the Summary screen, click on the **Batch Card** that is ready to be posted.

Recent Batches




2. This will bring you to the batch detail box. If the Current Status is Submitted and the Trail Ran says True. You will then click on **Submit Batch for Posting**.




3. This will bring you to your Contribution Summary page. If everything looks correct, scroll down below the summary box and click on **Submit Batch for Posting**.

Contribution Summary

Back To: [Batch](#)


Current Contribution Summary for Transmittal Batch #122805 (Submitted) 


	Plan Name	Contribution Type	Amount
View Members	Tier A - Group I - Employee	Employee Current	\$401.94
View Members	Tier A - Group I - Employee	Employer Current	\$761.97
View Members	Tier A - Group I - Employee	Employer Medical Subsidy	\$14.94
View Members	Tier A - Group I - Teacher	Employee Current	\$4,598.86
View Members	Tier A - Group I - Teacher	Employer Current	\$12,160.70
View Members	Tier A - Group I - Teacher	Employer Medical Subsidy	\$742.42
View Members	Tier A/C - Group I - Teacher	Employee Current	\$340.76
View Members	Tier A/C - Group I - Teacher	Employer Current	\$901.06
View Members	Tier A/C - Group I - Teacher	Employer Medical Subsidy	\$55.00
View Members	Tier B - Group I - Employee	Employee Current	\$986.37
View Members	Tier B - Group I - Employee	Employer Current	\$1,869.88
View Members	Tier B - Group I - Employee	Employer Medical Subsidy	\$36.64
View Members	Tier B - Group I - Teacher	Employee Current	\$6,429.44
View Members	Tier B - Group I - Teacher	Employer Current	\$17,001.16
View Members	Tier B - Group I - Teacher	Employer Medical Subsidy	\$1,037.88
View Members	Tier C - Group I - Employee	Employee Current	\$3,308.85
View Members	Tier C - Group I - Employee	Employer Current	\$6,272.66
View Members	Tier C - Group I - Employee	Employer Medical Subsidy	\$122.89
View Members	Tier C - Group I - Teacher	Employee Current	\$7,936.86
View Members	Tier C - Group I - Teacher	Employer Current	\$20,987.20
View Members	Tier C - Group I - Teacher	Employer Medical Subsidy	\$1,281.22
			\$87,248.70

[Submit Batch for Posting](#) 

4. You will see a yellow warning above the Contribution Summary box stating this is your last chance to make changes, if needed. If everything looks good, click **Resubmit and ignore these warnings**.

Contribution Summary

 • If you submit the batch for posting, the batch becomes locked and no changes can be made to the batch until the next posting process runs.

[Resubmit and ignore these warnings.](#) 
(Will be resent as originally entered.)

5. The submitted for posting tag should be changed from false to true.

Batch Detail		Batch Detail	
Batch Number:	122805	Batch Number:	122805
Type:	Scheduled	Type:	Scheduled
Batch Reason:	Regular	Batch Reason:	Regular
Current Status:	Submitted History	Current Status:	Submitted History
Fiscal Year:	2024	Fiscal Year:	2024
Due Date:	5/15/2024	Due Date:	5/15/2024
Received Date:	5/10/2024	Received Date:	5/10/2024
Report End Date:	4/28/2024	Report End Date:	4/28/2024
Member Count:	80	Member Count:	80
Total Salary Amount:	\$342,899.99	Total Salary Amount:	\$342,899.99
Identify Non-Reporters:	True	Identify Non-Reporters:	True
Include Demographics:	False	Include Demographics:	False
Voucher Number:	122668	Voucher Number:	122668
Trial Ran:	True	Trial Ran:	True
Submitted for Posting:	False	Submitted for Posting:	True
Waiting for Contracts:	False	Waiting for Contracts:	False

View Members	View Members
View Pay Periods	View Pay Periods
View Contributions Summary	View Contributions Summary
Submit Batch for Posting	Undo Submit Batch for Posting

6. Once the batch is submitted for posting the Data Reporting System (DRS) will pick up the submitted batch and post it in the system.

Recent Batches

Batch 122830 Scheduled 05/16/23 Report End -- Received -- Due 06/17/24	Batch 122829 Posted 05/14/24 Report End 04/19/24 Received 05/14/24 Due 05/15/24
--	--