









Employer Billing Dashboard Quick Guide

This quick guide shows you (as an employer with the billing security role) how to use the Employer Billing Dashboard within *Retirement Online*. From the Employer Billing Dashboard, you can access Billed Data, Statements, and Amortization information.

Step	Action
<i>Employer Billing Dashboard</i>	
1	From your <i>Retirement Online</i> Account Homepage, click the Access Billing Dashboard button.
2	The <i>Employer Billing Dashboard</i> will appear.
3	<p>If you have the Billing security role for one location, the Location field will auto populate with that location. Proceed to Step 6 of this section.</p> <p>If you have the Billing security role for more than one location, the Location field will be blank and you will need to select the location code you want to view. Click the Look Up icon next to the Location field. </p>
4	The 'Look Up Location' pop-up will appear.
5	Only the locations you have the Billing role for will populate. Click the Location Code link you want to view.
6	The <i>Employer Billing Dashboard</i> will re-appear.
7	<p>If your location belongs to only one retirement system, the System drop-down will auto populate. Proceed to Step 8 of this section.</p> <p>If your location belongs to both retirement systems, you will have a choice between ERS (Employees' Retirement System) and PFRS (Police and Fire Retirement System). Select the System drop-down to choose the retirement system. <input data-bbox="659 1499 943 1528" type="text"/></p>
8	Click the Go button. 
9	The <i>Employer Billing Dashboard</i> search results will appear.
10	<p>To View Billed Data, click here.</p> <p>To View an Invoice, click here.</p> <p>To View a GASB Report, click here.</p> <p>To Access the Amortization Panel, click here.</p>

Step	Action
<i>View Billed Data</i>	
1	<p>To view fiscal year earnings, click the Fiscal Year Earnings link. Fiscal Year Earnings</p> <p>To view prior years' adjustments (PYAs), click the Prior Years' Adjustments (PYAs) link. Prior Years' Adjustments (PYAs)</p>
2	<p>The <i>Fiscal Year Earnings</i> or <i>Prior Years' Adjustments Review</i> page will appear depending on the link selected in Step 1 of this section.</p>
3	<p>Click the Search button. Search</p>
4	<p>Your search results will appear. Review the information.</p>
5	<p>Click the Back button. Back</p>

Step	Action
<i>View an Invoice</i>	
1	<p>Click the Invoice link for the type of invoice you want to view.</p> <p>If you selected Estimated Invoice, Projected Invoice, or Annual Invoice, proceed to Step 4 of this section.</p> <p>If you selected Previous Year's Annual Invoice, proceed to Step 2 of this section.</p>
2	<p>The 'File Name' pop-up will appear.</p>
3	<p>Click the File Name link for the invoice year you want to view.</p>
4	<p>The invoice will open in a new browser tab. Review the information.</p>
5	<p>When you are finished viewing the invoice, click the Close Tab (X) button. </p>

Step	Action
<i>View a GASB Report</i>	
1	Click the Governmental Accounting Standards Board (GASB) link. 
2	The 'Governmental Accounting Standards Board (GASB)' pop-up will appear.
3	Click the Look Up icon next to the Transactional Fiscal Year field. 
4	The 'Look Up Transactional Fiscal Year' pop-up will appear.
5	Click the Fiscal Year link of the report you want to generate.
6	The 'Governmental Accounting Standards Board (GASB)' pop-up will appear.
7	Select a Report Output File Type option. 
8	Click the Generate Report button. 
9	The GASB 68 Report will open in a new browser tab. Review the information.
10	When you are finished viewing the report, click the Close Tab (X) button. 
11	The 'Governmental Accounting Standards Board (GASB)' pop-up will appear.
12	When you are done generating the report, you can close the pop-up box by clicking the Close Tab (X) button in the upper-right-hand corner.

Step	Action
<i>Accessing the Amortization Panel</i>	
1	<p>To view the amortization schedule, click the Amortization Schedule Review link.</p> <p>Amortization Schedule Review</p> <p>To access the payoff calculator, click the Amortization Payoff Calculator link.</p> <p>Amortization Payoff Calculator</p>
2	The <i>Amortization Schedule Review</i> or the <i>Amortization Payoff Calculator</i> page will appear depending on the link selected.
3	Click the Search button. <input type="button" value="Search"/>
4	<p>Click the Item link you want to view.</p> <p>If you selected Amortization Schedule Review, proceed to Step 5 of this section.</p> <p>If you selected Amortization Payoff Calculator, proceed to Step 8 of this section.</p>
5	The <i>Amortization Schedule Review</i> page will appear.
6	Scroll down to review the payment schedule.
7	When you are finished viewing the amortization schedule, click the Close Tab (X) button. <input type="button" value="X"/>
8	The <i>Amortization Payoff Calculator</i> page will appear.
9	Click in the Payment Date field and enter a projected payoff date. <input type="text"/>
10	Click the Calculate Payoff button. <input type="button" value="Calculate Payoff"/>
11	The Payoff Amount will populate with the payment amount needed to retire amortized contributions on the desired date.
12	When you are finished, click the Close Tab (X) button. <input type="button" value="X"/>