# Validate a Legacy Regular File Upload Report

NYSLRS
New York State and Local Retirement System

This quick guide shows you (as an employer reporting uploader) how to correct formatting errors using the legacy reporting format within *Retirement Online*. After you upload a regular legacy report file, you must correct any formatting validation errors, and then upload a new file with the errors eliminated.

"Legacy" refers to the current format used when submitting reports through Retirement Internet Reporting (RIR).

| Step | Action |
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| 1 | On your *Retirement Online Account Homepage,* click the **Access Reporting Dashboard** button Access Reporting Dashboard |
| 2 | The *Employer Reporting Dashboard* page will appear. |
| 3 | To view a list of all your available location codes, click the **Look Up Location** icon next to the location field.<br>If you have access to more than one location code, one will display by default, but you may select a different code to report for a different location. If you only have access to one location code, it will be entered automatically. This is a required field. |
| 4 | The Look Up Location pop-up box will appear. |
| 5 | Click an option from the list for the location that you want to report. |
| 6 | Click the **Go** button. Go |
| 7 | A list of reports that have previously been submitted for this location will appear.<br>In the 'Submission Status Details' section, click the **Refresh** button. Refresh |
| 8 | Any updates to the uploaded file will appear in the **Run Status** column. Currently, the report is in 'Processing' status, indicating *Retirement Online* is still processing the file.<br>In the **Run Status** column, the status of the legacy file you uploaded will show either: Processing, No Success, Failed with File Errors, or Ready for Submission. |
| 9 | If the **Run Status** indicates Failed with File Errors, you will need to fix them before moving forward.<br>Click the **Error Details** link. Error Details |
| 10 | The *File Upload Error Details* page will appear.<br>The 'Control Errors' section deals with discrepancies between your uploaded file and the control totals entered on the *File Upload* page. Control errors only appear after Report errors are resolved.<br>The 'Report Errors' section contains format errors within the uploaded report — such as spacing being off within the uploaded file. |

| Step | Action |
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| 11 | Click the **Download Report** icon to view all errors and save them for your records. |
| 12 | Once you have viewed the report errors, you must upload a corrected file to *Retirement Online*. Click the **Return to Dashboard** link. Return to Dashboard |
| 13 | To upload your corrected report, click the **File Upload** button. File Upload |
| 14 | The *File Upload* page will appear. The location code will carry over from the *Employer Reporting Dashboard* page. All fields on this page are required. |
| 15 | The Report Type will default to regular. Click the **Regular** button. |
| 16 | Click the **Choose a date** icon next to the **Report Date** field. You can also manually enter a date in the **Report Date** field without using the Choose a date icon. You must choose the last date of the month for which you are reporting. |
| 17 | Click in the **Total Days** field. 0 |
| 18 | Enter the total days you are reporting for your employees on this report in the **Total Days** field. You cannot leave this field blank as this is a required field. |
| 19 | Click in the **Total Earnings** field. $0.00 |
| 20 | Enter the total of all the earnings you are reporting for your employees on this report in the **Total Earnings** field. You cannot leave this field blank as this is a required field. |
| 21 | Click in the **Total Contributions** field. $0.00 |
| 22 | Enter the total contributions you are reporting for all your employees on this report in the **Total Contributions** field. You cannot leave this field blank as this is a required field. |
| 23 | Click in the **Total Loan Payments** field. $0.00 |
| 24 | Enter the total of all loan payments you are reporting for your employees on this report in the **Total Loan Payments** field. You cannot leave this field blank as this is a required field. |
| 25 | Click in the **Total Service Credit Payments** field. $0.00 × |
| 26 | Enter the total of all the service credit payments you are reporting for your employees on this report in the **Total Service Credit Payments** field. You cannot leave this field blank as this is a required field. |

| Step | Action |
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| 27 | Click in the **Total Payments** field. |
| 28 | Your entry in the **Total Payments** field should equal the sum of all contributions, loans, and service credit payments. You cannot leave this field blank as this is a required field. |
| 29 | Click in the **Total Record Count** field. |
| 30 | Enter the total number of rows (or employees) you are reporting in the file in the **Total Record Count** field. This does not include headers, footers or blank rows as these should be removed before the file is uploaded. You cannot leave this field blank as this is a required field. |
| 31 | To select the file you would like to upload, click the **Browse** button. |
| 32 | The File Attachment pop-up will appear. |
| 33 | Click the **Browse...** button. |
| 34 | The Choose File to Upload pop-up will appear. |
| 35 | Click the **file name** of the report file you are uploading.<br>*Retirement Online* will only accept the following file formats for legacy reports: .prn, .txt, .rpt, .dat, and .csv. |
| 36 | Click the **Open** button. |
| 37 | You will return to the File Attachment pop-up. |
| 38 | Click the **Upload** button. |
| 39 | A Message pop-up will appear confirming the file has been successfully uploaded. |
| 40 | Click the **OK** button. |
| 41 | Click the **Initiate Report** button. This will upload your report to *Retirement Online.* |

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| **42** | The *Employer Reporting Dashboard* page will appear. You will see the uploaded report display as the top row in the 'Submission Status Details' section at the bottom of this page. |
| **43** | Click the **Refresh** button to see the status of the report you've just uploaded.   |
| **44** | When the **Run Status** column switches to a value of 'Ready for Submission', this indicates the file was uploaded with no errors. |
| **45** | You have successfully corrected formatting errors on a legacy regular report.<br>The next step will be to address business validation errors on the report, which can be found in the Correct Business Validation Errors for a Legacy File Upload Report guide.<br>*End of Procedure.* |